

CITY COUNCIL MEETING AGENDA

Monday, December 13, 2021, 6:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

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

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

Pages

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

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

2. CHANGES TO THE AGENDA

Urgent/time sensitive matters only

3. REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION

3.1. Budget 2022: Draft 2022 - 2026 Financial Plan

a.	Presentation, Chief Financial Officer/Director of Finance (On Table)	13
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b.	Budget 2022: Draft 2022 – 2026 Financial Plan	39
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To seek Council's direction to convert the Draft Consolidated 2022 to 2026 Financial Plan (the "Financial Plan" into a Bylaw in accordance with Section 166 of the Community Charter that incorporates the approved 2022 Water, Sewer, Solid Waste and Electrical rates, the proposed Property Tax Increase of 4.4% and the 2022 Capital Budget of \$170.7M. Members of the public are invited to review and provide written comments on the Financial Plan. It is necessary for the City to adopt a Financial

Plan prior to adopting a tax rate bylaw.

Recommendation:

THAT Council instruct staff to convert the Draft Consolidated 2022 to 2026 Financial Plan into a Bylaw reflecting a property tax increase of 4.4% for 2022 and a 2022 Capital Budget of \$170.7M and bring forward for three readings.

3.2. People, Parks & Pups - A 10-Year Strategy for Sharing Public Space

- a. **Presentation, Director of Parks and Recreation and Alison Maddaugh, Landscape Architect, Space2place Design Inc. (On Table)**

89

- b. **People, Parks & Pups- A 10-Year Strategy for Sharing Public Space**

107

The purpose of this report is to present the People, Parks & Pups Strategy (the “Strategy”) as developed to support a proactive approach to sharing New Westminster’s limited park space among those with and without dogs. As a ten-year framework, this Strategy provides recommendations to guide the ongoing planning, design and management of dog off-leash activity across the city. The draft Strategy is now complete, and staff are now presenting the Strategy for Council’s comment.

Recommendation:

THAT Council receives the draft “People, Parks & Pups Strategy”, as outlined in this report and included as Attachment A, to guide the planning and design for people and dogs in parks and open spaces across New Westminster; *and*

THAT Council provides feedback on the draft Strategy.

4. CONSENT AGENDA

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report’s recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

Recommendation:

THAT Council adopt the recommendations for items # on consent.

4.1. 22nd Street Station Area: Bold Vision Work Plan

245

To inform Council on the work plan for the relaunch of the 22nd Street Station Area Bold Vision project.

	Recommendation: THAT Council direct staff to proceed with the proposed 22 nd Street Station Area Bold Vision work plan as outlined in this report, subject to the adoption of the 2022-2026 City Budget.	
4.2.	Acting Mayor Appointments for January to October 2022 To request Council designate Councillors to undertake Acting Mayor duties on a rotating basis until October of 2022 year.	254
	Recommendation: <i>THAT Acting Mayors for January to October 2022 be appointed as set out in the Schedule of Acting Mayors attached to this report.</i>	
4.3.	Climate Action Key Performance Indicators: 2020 Baseline Data To present the baseline data for the Climate Action Key Performance Indicators which will be used to generate the annual Climate Action KPI Report Card.	258
	Recommendation: THAT Council receive this report for information.	
4.4.	Construction Noise Bylaw Exemption Extension Request: New Westminster Interceptor – Columbia Sewer Rehabilitation To request that Council grant an exemption from the Construction Noise Bylaw for Metro Vancouver’s contractor, Oscar Renda Contracting of Canada (ORCC), to conduct sewer maintenance including multiple upgrades and installations in the downtown area for eight nights from Monday, January 3, 2022 to Monday, February 14, 2022.	270
	Recommendation: THAT Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for eight nights between Monday January 3, 2022 and Monday February 14, 2022 from 8:00 PM to 7:00 AM Mondays to Thursdays and 8:00 PM Fridays to 7:00 AM Mondays to conduct maintenance of the existing sewer, installation of new utility holes on Columbia Street at Eighth Street and at Blackwood Street, and water main relocation at the intersection of Sixth Street and Columbia Street, midblock area between Sixth and Church Streets, and the intersection of Fourth Street and Columbia Street.	
4.5.	Covid-19 Task Forces: Update An informational report to Council with updates from the Covid-19 Task Forces.	279
	Recommendation: <i>THAT Council receives this report for information.</i>	
4.6.	DCC Expenditure Bylaw No. 8307, 2021	285

The purpose of this report is to obtain Council's approval of Development Cost Charge Reserve Funds Expenditure Bylaw No. 8307, 2021 authorizing expenditures from the City's Development Cost Charge Reserves for Queensborough drainage, water, transportation and parkland development, and Mainland transportation and parkland development.

Recommendation:

THAT Development Cost Charge Reserve Funds Expenditure Bylaw No. 8307, 2021 (Attachment 1) to authorize a total expenditure of \$2,002,900 from the Development Cost Charge Reserves, be given three readings.

4.7. Downtown New Westminster BIA Extension: 2022 – 2025 - Revised 291

To update Council on the renewal of the Downtown Business Improvement Area, and to recommence the process.

Recommendation:

THAT third reading of the following bylaws be rescinded:

Downtown New Westminster Business Improvement Area

(Primary Area) Bylaw No. 8288, 2021

Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021

That third reading be given to the revised versions of the bylaws below as attached in Attachments 1 and 2 of this report:

Downtown New Westminster Business Improvement Area

(Primary Area) Bylaw No. 8288, 2021

Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021

4.8. Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings 342

THAT Council consider Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings, and forward the Bylaw to a Public Hearing.

Recommendation:

THAT Council consider Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings, and forward the Bylaw to a Public Hearing.

4.9. Heritage Revitalization Agreement: 802-806 Eighth Street and 809 Eighth Avenue – Preliminary Report 370

To seek Council's approval to proceed with processing a townhouse and heritage house development application in the Moody Park neighbourhood.

Recommendation:

THAT Council direct staff to process the proposed Heritage Revitalization Agreement and Development Permit applications at 802-806 Eighth Street and 809 Eighth Avenue as outlined in the Consultation and Application Review Process section of this report.

4.10. Metro 2040: Land Use Designation Amendment Requests 397

To seek direction from Council regarding the City of Surrey's proposed amendments to the Regional Growth Strategy, Metro 2040.

Recommendation:

THAT Council direct staff to send the attached letter to Metro Vancouver as City comment on Surrey's proposed amendments to the Regional Growth Strategy land use designations for properties in the South Campbell Heights area.

4.11. Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation 475

The purpose of this report is to provide an update on Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation.

Recommendation:

THAT Council receive the update on Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation

4.12. Multiculturalism Advisory Committee: International Holocaust Remembrance Day 483

To seek Council's endorsement of a recommendation from the Multiculturalism Advisory Committee regarding recognition of International Holocaust Remembrance Day.

Recommendation:

THAT Council declare January 27th as International Holocaust Remembrance Day, add it to its official observances calendar, light up the Anvil Centre in yellow lights, and that the City recognize this day with a proclamation.

4.13. Queen's Park Farm Transition - Community Engagement Summary 491

The purpose of this report is to share the summary of the feedback received from the 2021 community engagement process and outline proposed next steps to transition the Queen's Park Farm in from livestock towards a re-imagined future focused on urban agriculture, education, and other elements identified through the community

engagement process.

Recommendation:

THAT the Farm in Queen's Park transition from livestock towards a re-imagined future as identified through the community engagement process; *and*

THAT staff proceed with next steps as outlined in this report.

4.14. Queensborough Historic Area Drainage Update 528

This is an information report on the completed drainage improvement works in the historic area of Queensborough, the continuing work to remove localized drainage barriers and a planned follow-up meeting with local residents.

Recommendation:

THAT Council receive this report for information.

4.15. Recruitment 2022: Appointment of Committee Chairs and Liaisons 611

To release the Closed resolution appointing Committee Chairs and Liaisons to City Committees.

Recommendation:

THAT Council receive the report titled "Recruitment 2022: Appointment of Committee Chairs and Liaisons" for information.

4.16. Recruitment 2022: Library Board Appointments 614

To release the Closed resolution appointing members to the New Westminster Public Library Board.

Recommendation:

THAT Council receive the report titled "Recruitment 2022: Library Board Appointments" for information.

4.17. Rezoning for Passive House Triplex: 817 St. Andrews Street – Preliminary Report 616

To seek Council's approval to process the rezoning application for a Passive House triplex at 817 St. Andrews Street.

Recommendation:

THAT Council direct staff to process the rezoning application for a triplex at 817 St. Andrews Street, as outlined in the "Consultation and Review Process" section of this report.

4.18. Signalized Intersection Policy 641

To seek Council's endorsement of the Signalized Intersection Policy, which sets out principles and implementation approach for both new and current signalized intersection design that is consistent with the Master Transportation Plan priorities of walking, cycling, and transit.

	Recommendation: THAT Council endorse the Signalized Intersection Policy, as presented in this report.	
4.19.	Social Inclusion, Engagement and Reconciliation Advisory Committee Terms of Reference To receive Council's approval to establish the Social Inclusion, Engagement and Reconciliation Advisory Committee and approve the committee's terms of reference.	649
	Recommendation: THAT Council approve the establishment of the Social Inclusion, Engagement and Reconciliation Advisory Committee and THAT Council approve the Terms of Reference for the Committee as attached to this report.	
4.20.	Update on the Implementation of the COVID-19 Booster Vaccination Program in New Westminster That Council accept this report outlining the Fraser Health Authority COVID-19 Booster Vaccination Program in New Westminster for information on the use of city owned facilities and collaboration with FHA to implement the plan.	659
	Recommendation: That Council accept this report regarding the Fraser Health Authority (FHA) COVID-19 booster vaccination program use of city owned facilities in New Westminster for information.	
4.21.	Victoria Hill Parkside (Parcel J) 271 Francis Way Drainage Matter The purpose of this report is to provide an update to Council of the on-site drainage matter located within the Parkside Development (Parcel J) in Victoria Hill.	666
	Recommendation: THAT Council receive the update on the on-site drainage matter at Parkside (Parcel J) 271 Francis Way, Victoria Hill as contained in this report.	
4.22.	Proclamation: International Migrants Day, December 18, 2021	669
4.23.	Minutes for Adoption	
	a. November 1, 2021 City Council Meeting (12:00 p.m.)	670
	b. November 1, 2021 City Council Meeting (6:00 p.m.)	672
	c. November 4, 2021 Special City Council	690
	d. November 8, 2021 Special City Council	694
	e. November 15, 2021 City Council Meeting (1:00 p.m.)	696

f.	November 15, 2021 Council Workshop	699
g.	November 15, 2021 City Council Meeting (6:00 p.m.)	702
h.	November 22, 2021 Special City Council Meeting	724
i.	November 22, 2021 Public Hearing	726
j.	November 22, 2021 City Council Meeting (6:00 p.m.)	741
5.	<u>PRESENTATIONS AND OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM</u>	
5.1.	Petition: Fossil Fuel Non-Proliferation Treaty (On Table)	745
6.	<u>BYLAWS</u>	
6.1.	Bylaws for repeal of reading	
a.	Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021 To allow for a modified bylaw to be placed before Council. This bylaw is on the agenda to REPEAL THIRD READING.	746
b.	Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021 To allow for a modified bylaw to be placed before Council. This bylaw is on the agenda to REPEAL THIRD READING.	756
6.2.	Bylaws for readings	
a.	Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021 (amended) This amended bylaw will authorize a Property tax levy to fund the primary area of the Downtown BIA. It is on the agenda for THIRD READING. This bylaw will now be considered by the property owners in the affected area through a petition process.	766
b.	Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021 (amended) This amended bylaw will authorize a Property tax levy to fund the secondary area of the Downtown BIA. It is on the agenda for THIRD READING. This bylaw will now be considered by the property owners in the affected area through a petition process.	777
c.	Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 To designate the 1905 house at 125 Third Street as a protected heritage property. This bylaw is on the agenda for TWO	787

READINGS.

A public hearing will be held for this bylaw.

- d. **Development Cost Charge Reserve Funds Expenditure Bylaw No. 8307, 2021** 790
- To authorize expenditures from the City's Development Cost Charge Reserves for Queensborough drainage, water, transportation and parkland development, and Mainland transportation and parkland development. This bylaw is on the agenda for **THREE READINGS**.

6.3. Bylaws for adoption

- a. **Arts Commission Repeal Bylaw No. 8297, 2021** 792
- The existing Arts Commission Bylaw No. 7367, 2009 is being repealed to facilitate the transition to an Arts Advisory Committee. This bylaw is on the agenda for **ADOPTION**
- b. **Electrical Utility Amendment Bylaw No. 8303, 2021** 793
- To establish the 2022 rates for the Electric Utility. This bylaw is on the agenda for **ADOPTION**.
- c. **Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021** 808
- To establish the 2022 fees for the Water Utility, the Sewer Utility, and the Solid Waste Utility. This bylaw is on the agenda for **ADOPTION**.
- d. **Revenue Anticipation Borrowing Amendment Bylaw No. 8300, 2021** 815
- To provide the authority to temporarily borrow as required up to \$3 million in 2022. This bylaw is on the agenda for **ADOPTION**.
- e. **Heritage Revitalization Agreement (515 St. George St) Bylaw No. 8262, 2021** 816
- To enable the construction of a laneway house at 515 St George Street and relax parking requirements. This bylaw is on the agenda for **ADOPTION**.
- f. **Heritage Designation (515 St. George St) Bylaw No. 8263, 2021** 873
- To designate the 1912 house at 515 St. George Street as a protected heritage property. This bylaw is on the agenda for **ADOPTION**.
- g. **Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021** 878
- To enable lot subdivision at 208 Fifth Avenue for retention of the existing house and construction of a new house; and relax lot size, density, siting, bay window width and parking requirements. This bylaw is on the agenda for **ADOPTION**.

- h. **Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021**
To designate the 1910 house at 208 Fifth Avenue as a
protected heritage property. This bylaw is on the agenda for
ADOPTION.

7. MOTIONS FROM MEMBERS OF COUNCIL

7.1. Endorsement of the Fossil Fuel Non-Proliferation Treaty, Councillor Nakagawa

Recommendation:

WHEREAS the most recent Intergovernmental Panel on Climate Change (IPCC) report in 2021, Code Red for Humanity, confirmed that without radical reductions in carbon emissions this decade, temperature rises above 1.5 degrees Celsius would be inevitable and irreversible and the credible threat of unstoppable, self-accelerating global heating; and

WHEREAS changes in the City of New Westminster's climate are already being felt, including the summer heat dome, a pattern of hotter/drier summers, increased exposure to wildfire smoke, and increased frequency and intensity of heavy rain which impacts food security, infrastructure and the well-being of the entire community; and

WHEREAS all members of our community will be impacted by the health and safety risks of fossil fuel expansion, but those impacts will be most particularly experienced by those who live with socioeconomic and health inequities—including low-income individuals and families as well as those experiencing homelessness—Black, Indigenous, and people of colour, youth, seniors, people with disabilities, and especially people who live at the intersection of these identities; and

WHEREAS the City of New Westminster declared a climate emergency with an accompanying plan of 7 Bold Steps, and is committed to a just energy transition to green infrastructure and industries that will create jobs and rapidly decarbonize our economy; and

WHEREAS a new global initiative is calling for a Fossil Fuel Non-Proliferation Treaty that would end new fossil fuel exploration and expansion, phase out existing production in line with the global commitment to limit warming to 1.5°C, and accelerate equitable transition plans,

THEREFORE IT BE RESOLVED THAT the City of New Westminster

formally endorse the call for a Fossil Fuel Non-Proliferation Treaty; and

THAT the City of New Westminster write to the BC Minister for the Environmental and Climate Change Strategy, the MLAs for New Westminster and New Westminster-Queensborough, the Federal Minister for Environment and Climate Change, the MP for New Westminster-Burnaby, and

THAT that the following motion be sent to the Lower Mainland Local Government Association:

WHEREAS the most recent Intergovernmental Panel on Climate Change (IPCC) report in 2021, Code Red for Humanity, confirmed that without radical reductions in carbon emissions this decade, temperature rises above 1.5 degrees Celsius would be inevitable and irreversible and the credible threat of unstoppable, self-accelerating global heating; and

WHEREAS climate crisis impacts are already being felt in our communities, including the summer heat dome, a pattern of hotter/drier summers, increased exposure to wildfire smoke, and increased frequency and intensity of heavy rain which impacts food security, infrastructure and the well-being of the entire community;

THEREFORE IT BE RESOLVED THAT LMLGA formally endorse the call for a Fossil Fuel Non-Proliferation Treaty; and

THAT this motion be sent to UBCM for endorsement.

8. NEW BUSINESS

9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

10. END OF THE MEETING

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CAPITAL: Replace/Renew

OPERATING: Provide Service/Support

2022 DRAFT BUDGET & 5 YEAR FINANCIAL PLAN

ON TABLE

City Council Meeting
December 13, 2021
re: Item 3.1.a.



NEW WESTMINSTER

Agenda

- ☐ Recommendation for Council Consideration
- ☐ Budget Process, Timelines Update & 2021 Budget Engagement Highlights
- ☐ 2022 DRAFT Capital Budget & 5 Year Capital Plan
- ☐ 2022 Operating Budget Annual Rate Highlights
- ☐ 2022 – 2026 DRAFT 5 Year Consolidated Financial Plan
- ☐ Feedback and discussion from Council – Discussion led by the Mayor

Recommendation

THAT Council instruct staff to convert the Draft Consolidated 2022 to 2026 Financial Plan into a Bylaw reflecting a property tax increase of 4.4% for 2022 and a 2022 Capital Budget of \$170.7M and bring forward for three readings

**Members of the public are invited to review and provide written comments on the Financial Plan*

**It is necessary for the City to adopt a Financial Plan prior to adopting a tax rate bylaw*

2022 Budget Timelines & Process Overview

❑ Budget process commenced in June

- Engagement workshops
- Budget 101 and survey launch

❑ Four Special Budget Workshops

1. October 4: 2022 Proposed Capital Budget
2. November 1: 2022 Proposed Operating Budget & Utility Rates
3. November 29: 2022 Proposed Service Enhancements & Funding Strategy
4. December 13: 2022 DRAFT Budget & 5 Year Financial Plan

❑ Workshop Guiding Principles

- Adhering with Financial Principles and Practices
- Advancing Council's Strategic Priorities
- Progressing the City's 7 Bold Steps and aligning with the City's Equity Framework

Council Strategic Priorities/Climate Action/Core Services/COVID-19

Climate Action 7 Bold Steps	Affordable Housing	Reconciliation & Engagement
Core Services:		
Facilities, Infrastructure, Organization Effectiveness & Public Realm		
Emerging Priorities – COVID 19 Pandemic, Extreme Weather Events, Overdose Crisis, Homelessness, Supply Disruption, Inflation, etc.		

OUR VISION STATEMENT: *We will be a livable, walkable, prosperous City, strong in tradition, providing the best facilities, services, and programs for our citizens, delivered in a customer focused, accessible manner.*

Budget 2021 Engagement Highlights

Of all the priorities you've considered, what's the one thing that's most important to you?



1. Maintain / replace infrastructure



2. Affordable housing / address homelessness



3. Climate action / environmental sustainability

2022 DRAFT Capital Budget & 5 Year Plan

Capital – Delivering the 5 Year Plan.....

2021 – 2025 Capital Plan \$471M
2022 – 2026 Capital Plan \$453M

Net Change

(\$18M)

❖ 2021 – Major Project Spending Highlights (Delivery):

- tēməsewtx^w Aquatics and Community Centre
- Queensborough Substation
- Boundary Pump Station
- Agnes Greenway
- Braid Street Transportation projects.

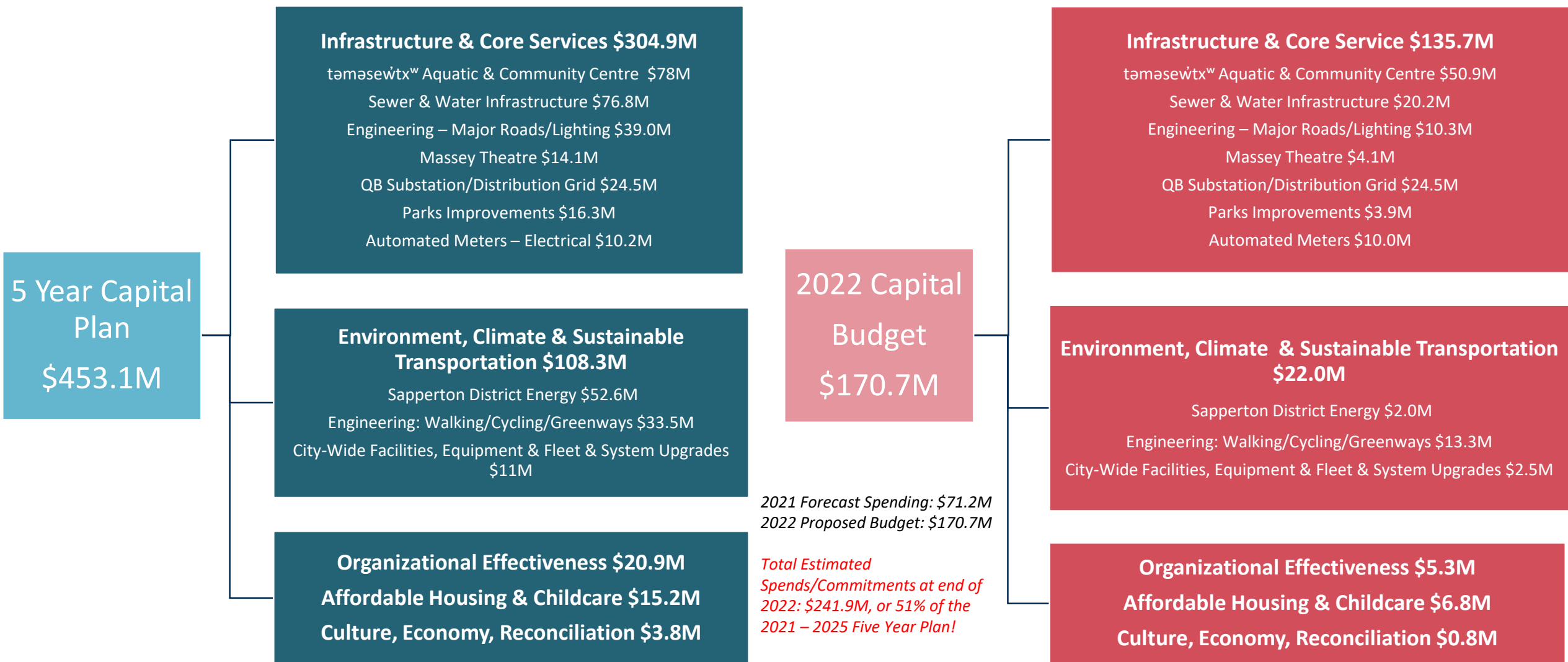
❖ 2022-2026 – Major Project Additions (Growth) Highlights:

- Affordable Housing Projects
- Queensborough Substation/Distribution Grid
- Agnes Greenway Phase II 2026
- E. Columbia Great Street RCH Frontage
- Transportation Safety Improvements – Land Acquisitions
- Engineering Structures – Rehab Work
- Urban Reforestation & Biodiversity
- Downtown Transportation Plan Implementation

❖ 2022-2026 – Major Project Reductions (Reduce) Highlights:

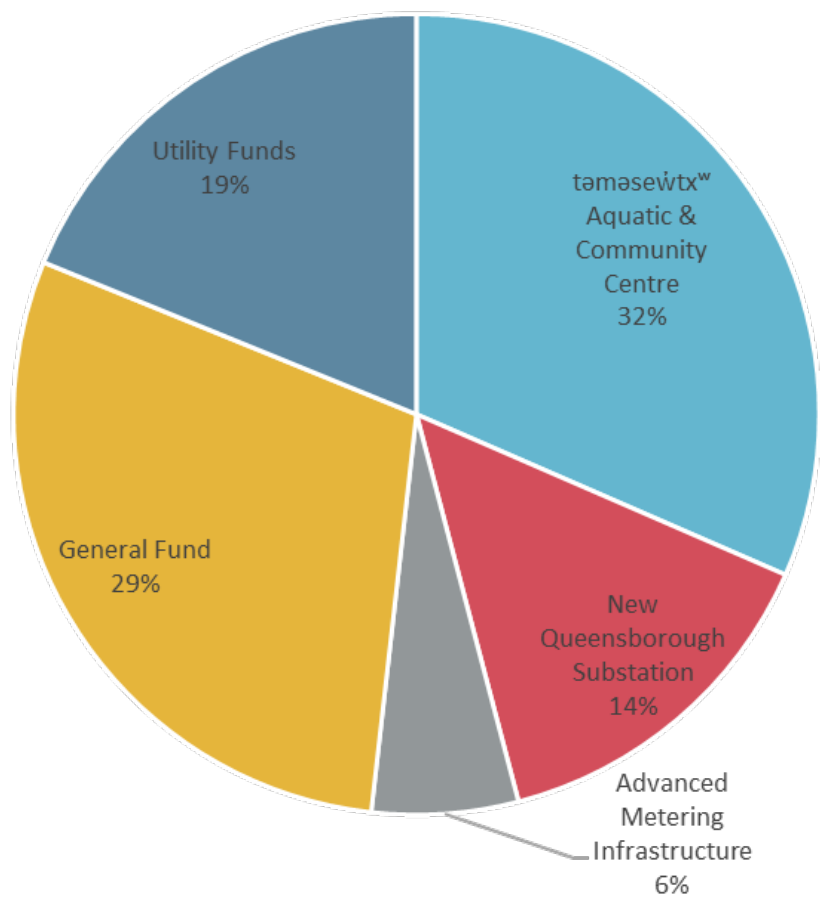
- Massey Theatre – critical asset replacement/upgrades

Advancing Councils Strategic Priorities – Capital



2022 DRAFT Capital Budget \$170.7M – “Highlights”

The 2022 Proposed Capital Budget is a combination projects in-progress and carried forward from 2021 and important City projects already earmarked for 2022.



Total Major Projects \$88.4M

- \$53.9M tāmasewtxw Aquatic & Community Centre
- \$24.5M New Queensborough Substation/Distribution Grid
- \$10.0M Automated Meters, AMI Project

Total Other General Fund \$50.2M

- \$4.8M Pavement/Roads
- \$4.1M Massey Theatre
- \$3.5M Agnes Greenway
- \$2.5M McInnis Overpass Improvements
- \$2.4M Affordable Housing, \$0.9M childcare
- \$2.5M Information Technology
- \$1.8M Crosstown Greenway, \$1.0M BRFG Braid Street Section
- \$1.6M Rail Crossing Upgrades, \$1.4M Q to Q Ferry Docks
- \$1.0M Fuel Tanks; \$1.0M EV Charging Infrastructure

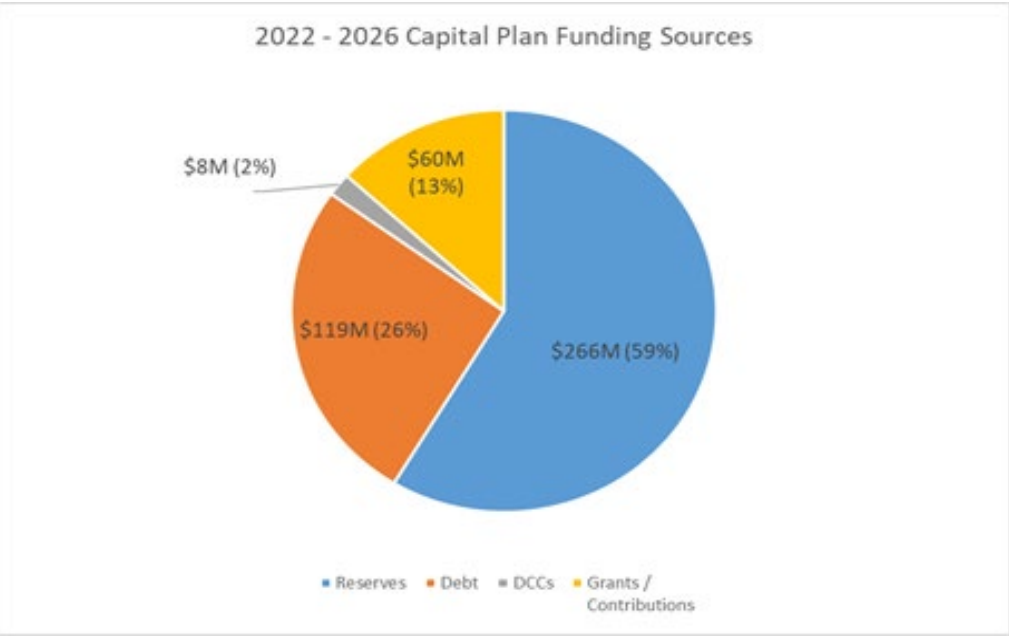
Total Other Utility Funds \$32.1M

- \$5.5M Watermain Replacement
- \$4.1M Boundary Pump Station
- \$4.0M Sewer Separation
- \$2.8M Electrical New Services
- \$2.0M District Energy
- \$1.6M Sewer Rehab, \$1M Royal 2 Substation Upgrades

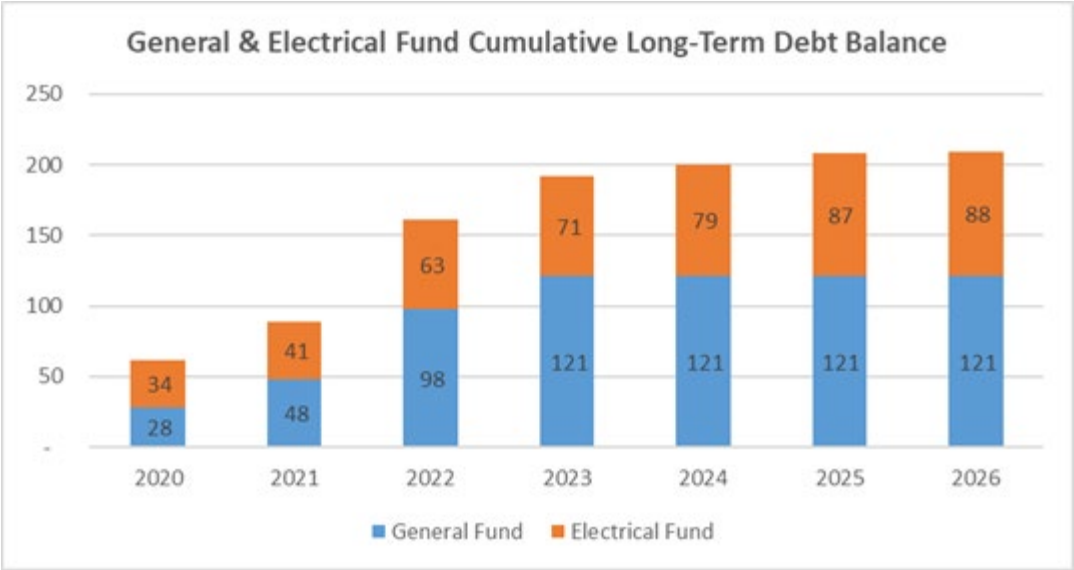
Funding the 5 Year Capital Plan \$453.1M

- Funds come from:
- General Fund \$255M; Utility Fund \$198M
- City Reserves (59%)
- Debt Funding (26%)
- Third party grants (13%)
- Developer Contributions (2%)

Estimated Reserves & Developer Funds (\$millions)



General Fund and Electrical Fund Long-Term Debt (\$millions)



- Reserve Contributions & Debt servicing costs impact operating expenses
- Debt Servicing (Interest + Principal) estimated increase from ~\$5M to over \$16M; direct impact on utility and property tax rates
- 2022-2026 Updating all Asset Management Plans and confirming the Condition of the Assets and setting the policy around reserve balances

Maintaining Financial Health



- The 2022 Proposed Capital Budget, while supportable from a financial management perspective – places strain on the City.
- An over-reliance on debt strains the City's ability to be nimble and flexible, and pivot towards new opportunities when they arise
- Good financial health and prudent fiscal management support strong asset management practice
- **Avoid new borrowing** as resources will be consumed for debt servicing - not available for capital investments or risk mitigation
- A continued firm commitment to financial best practices such as delivering these Capital **projects on time and on budget** and **not dipping into their project contingencies** will all help with the City's cash flow.
- Continue Prudent fiscal management: **keep surplus from operations in reserve** to mitigate risk of asset replacement cost escalation.
- A **continued commitment to secure Federal and Provincial stimulus funding** to assist the City's financial sustainability.

2022 OPERATING BUDGET RATE HIGHLIGHTS

2022 DRAFT ANNUAL PROPERTY TAX INCREASE

4.3% Base
Cost Rollover +
Insurance

- 2022 Fixed Cost & Salary Increases of 2.7% Tax Impact
- 2022 Insurance Policy Renewal 1.6% Tax Impact

0.1% Service
Enhancements
Net of
Reduced
Costs/Savings

- 2022 Procurement/Transformational Savings (0.3%) Tax Impact
- Staff Recommended Permanent Enhancements 0.8% Tax Impact
- Canada Games – Fixed Cost/Reserve Contributions (0.4%)

**DRAFT Property
Tax Increase**
4.4%

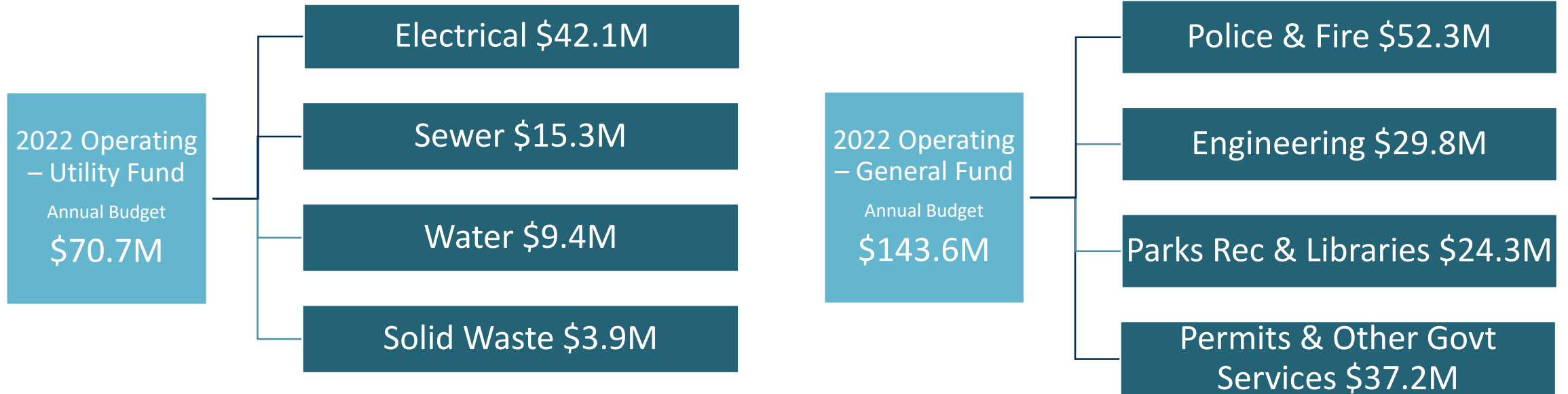
2022 COUNCIL APPROVED UTILITY RATES

Average Single Family Household	Electric	Water	Sewer	Solid Waste	Blended Rate
	Based on 1,000 KWH	net of 5% discount	net of 5% discount	net of 5% discount	
Current 2021	\$ 1,537	\$ 645	\$ 912	\$ 279	\$ 3,367
Proposed 2022 \$ Increase	\$ 43	\$ 45	\$ 64	\$ 40	\$ 192
Proposed 2022 \$ Increase	\$ 1,580	\$ 690	\$ 976	\$ 319	\$ 3,565
2022 % Rate Increase	2.8%	7.0%	7.0%	14.5%	5.7%

**Total Utility
Blended Rate
Increase of
5.7%**

2022 Operating Expenses Budget - \$216.0M

2022 Budget - Continue to Maintain Core Services – staying adaptable during the pandemic



2022: Interest & Bank Charges Budget \$1.7M

Funding Sources – General Fund

- **PROPERTY TAXES \$97.9M**
- **OTHER REVENUE \$47.7M**

2022 – 2026 DRAFT CONSOLIDATED 5 YEAR PLAN

2022-2026 DRAFT 5 YEAR CONSOLIDATED FINANCIAL PLAN

	2022	Budget Projections			
	Budget	2023	2024	2025	2026
REVENUE					
Municipal Taxation	\$ 97,877,861	\$ 103,095,703	\$ 109,463,995	\$ 115,272,273	\$ 120,451,743
Utility Rates	100,119,172	105,126,857	110,290,843	115,769,312	121,585,481
Sale of Services	14,373,935	15,771,060	15,871,060	15,571,060	15,571,060
Grants from Other Governments	8,920,339	5,893,400	2,871,600	2,871,600	2,871,600
Contributions	24,086,630	24,174,930	18,839,530	17,170,930	10,983,930
Other Revenue	16,915,915	18,081,073	18,221,457	18,082,689	17,797,265
Total Revenues	262,293,852	272,143,023	275,558,485	284,737,864	289,261,079

Sustainable/Stable Revenue Source

~75% of the 2022 Total Budgeted Revenues is from Property Taxes and Utility Rate Payers.

\$262M 2022 Budgeted Revenue:

- \$97.9M Municipal Portion of the Property Tax – support city-wide services; police, fire, parks, libraries,
- \$100.1M Utility Rates – support water, sewer, solid waste and electrical services
- \$33.0M Grants/Contributions
- \$31.3M Sale of Service/Other Revenue

2022-2026 DRAFT 5 YEAR CONSOLIDATED FINANCIAL PLAN

	2022	Budget Projections			
	Budget	2023	2024	2025	2026
Salaries, Benefits and Training	103,679,073	108,147,069	112,444,141	114,939,693	117,504,552
Contracted Services	12,914,323	12,608,776	12,699,276	12,699,276	12,799,815
Supplies and Materials	10,743,448	11,037,593	11,335,593	11,435,593	11,716,536
Interest and Bank Charges	2,849,958	5,177,088	6,157,719	6,222,996	6,445,961
Cost of Sales	1,414,662	1,686,662	1,686,662	1,686,662	1,686,662
Grants	1,272,550	1,013,450	1,013,450	1,013,450	1,013,450
Insurance and Claims	4,235,583	4,235,583	4,235,583	4,235,583	4,235,583
Utility Purchases and Levies	52,607,626	55,815,207	59,819,970	64,483,257	72,005,020
Amortization	26,286,000	27,438,000	29,959,000	31,329,000	31,803,000
Total Expenses	216,003,223	227,159,428	239,351,394	248,045,510	259,210,579

\$216.0M 2022 Budgeted Operating Expenditures:

- \$103.7M – Salary/Training
- \$52.6M – Utility Purchases/Levies
- \$26.3M – Amortization
- \$23.6M – Supplies & Materials/Contracted Services
- \$4.2M – Insurance
- \$2.8M - Interest Charges

2022-2026 DRAFT 5 YEAR CONSOLIDATED FINANCIAL PLAN

		2022	Budget Projections			
		Budget	2023	2024	2025	2026
Reconciliation to Financial Equity						
	Amortization of Tangible Capital Assets	26,286,000	27,438,000	29,959,000	31,329,000	31,803,000
	Capital Expenses	(170,699,310)	(109,731,100)	(66,230,250)	(58,198,700)	(48,236,400)
	Debt Retirement	(5,151,403)	(8,214,754)	(9,686,716)	(9,657,090)	(10,214,494)
	Proceeds on Debt Issuance	72,184,585	30,772,800	8,000,000	7,500,000	500,000
CHANGE IN FINANCIAL EQUITY (Reserves)		(31,089,499)	(14,751,459)	(1,750,875)	7,665,564	3,902,606
Financial Equity, beginning of year		154,633,733	123,544,235	108,792,775	107,041,897	114,707,459
FINANCIAL EQUITY (Reserves), end of year		\$ 123,544,234	\$ 108,792,776	\$ 107,041,900	\$ 114,707,461	\$ 118,610,065

\$453.1M 5 Year Projection on Capital Spending:

- ~\$1,046M in Assets to replace, service, maintain
- ~\$137M in Reserves set aside largely support the annual replacement of aged out assets and for unforeseen/emerging events/needs.
- Change in Equity: Increased capital spending in 2022 & 2023 expected to draw on the reserves beyond annual contribution amounts
- Increased cash injection from borrowing
- Debt Financing – Principal Payments expected to increase from \$5M to \$10M

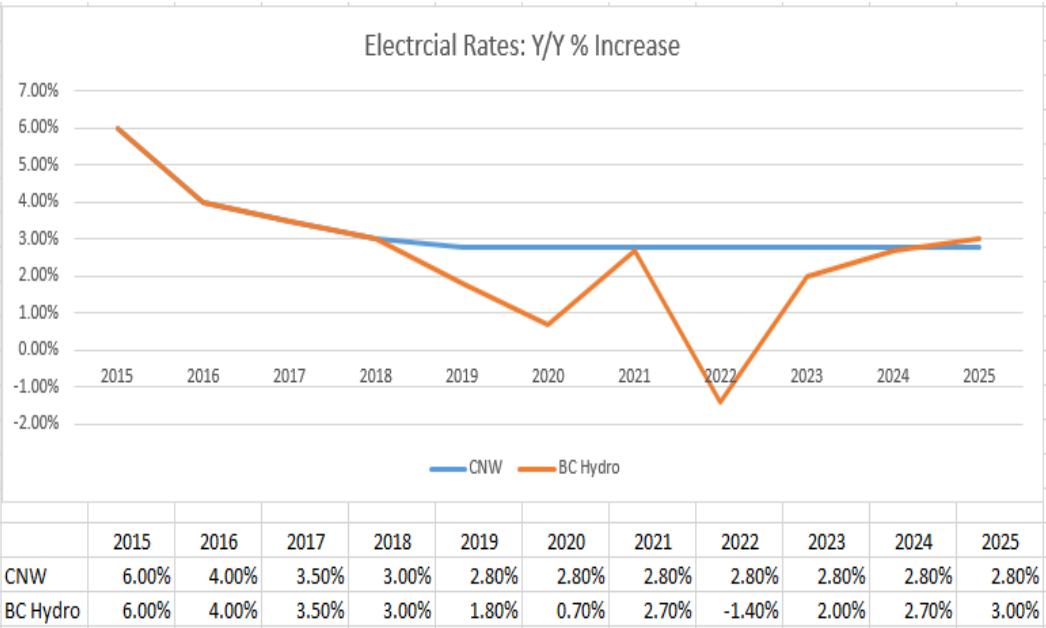
2022-2026 DRAFT 5 YEAR CONSOLIDATED FINANCIAL PLAN

	2022	Budget Projections			
	Budget	2023	2024	2025	2026
Total Revenues	262,293,852	272,143,023	275,558,485	284,737,864	289,261,079
Total Expenses	216,003,223	227,159,428	239,351,394	248,045,510	259,210,579
Increase in Total Equity	46,290,629	44,983,595	36,207,091	36,692,354	30,050,500
Reconciliation to Financial Equity					
Amortization of Tangible Capital Assets	26,286,000	27,438,000	29,959,000	31,329,000	31,803,000
Capital Expenses (Schedule B)	(170,699,310)	(109,731,100)	(66,230,250)	(58,198,700)	(48,236,400)
Debt Retirement	(5,151,403)	(8,214,754)	(9,686,716)	(9,657,090)	(10,214,494)
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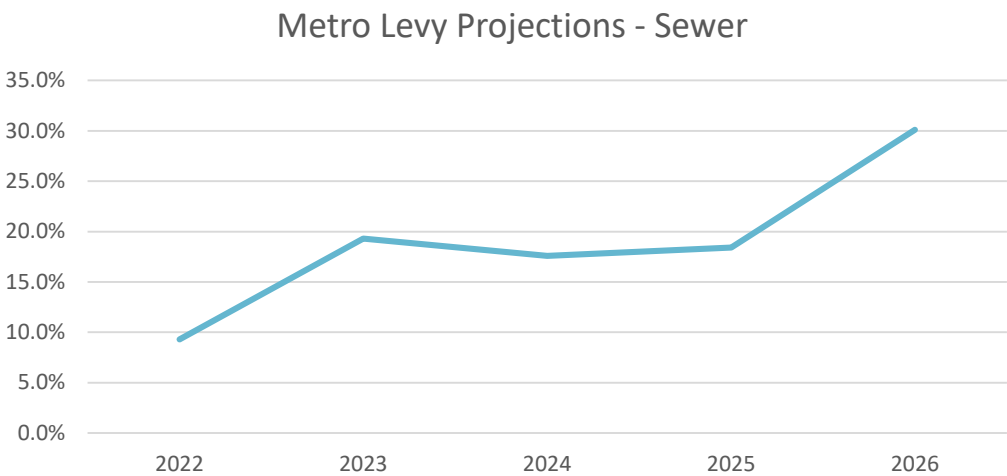
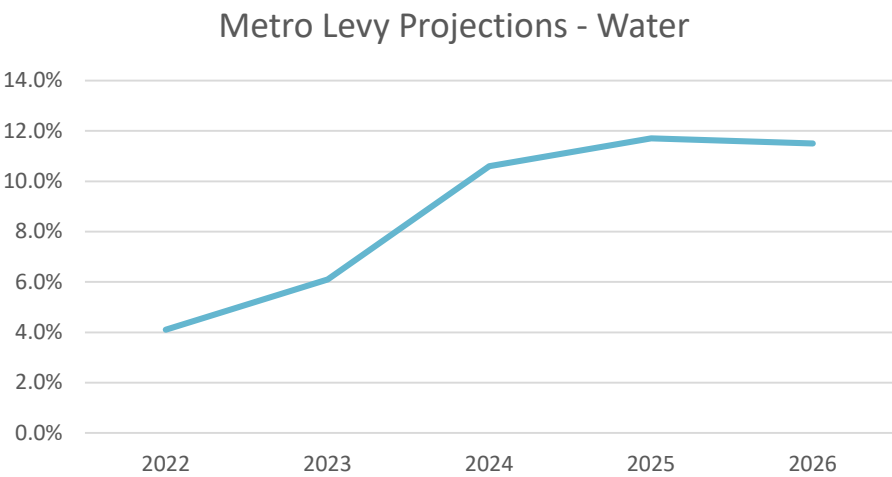
\$123.5M 2022 Financial Equity:

- \$10.7M – Statutory Reserves
- \$54.4M – Utility Fund Reserves
- \$48.9M – General Fund Reserves
- \$9.5M – Equipment Replacement
- 2022 Reserves: 5-10% of Estimated Asset Replacement Costs

5 Year Plan - Utility Fund Major Cost Drivers



Solid Waste Rates - Major Cost Driver: Garbage Truck Replacement Program & **Curbside Glass Collection Program as of July 2022** to reduce contaminated materials in our recycling programs to meet Recycle BC requirements; additional ~\$12/Household an average single family household and an additional \$10/Household for a Multifamily/Strata,



5 Year Plan – General Fund Major Cost Drivers

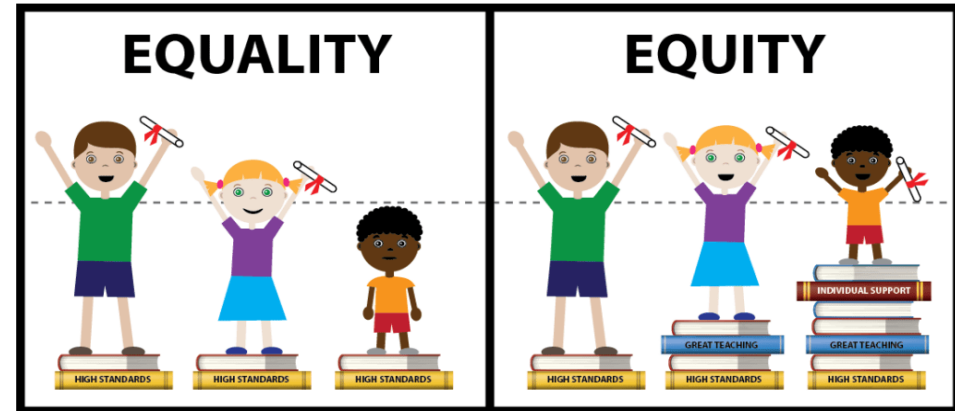


Capital Plan

tāmosewtxw Aquatics and Community Centre:

- Increased Debt Servicing Costs (Interest + Principle)
- **Increased Operating Costs:**
 - Staffing
 - Insurance
 - Materials & Other Operating Costs
 - Outdoor Maintenance

Equity – eg, DEIAR Framework, Affordable Housing



Climate Action – eg, New Trees, Green Fleet



2022 BUDGET & 5 YEAR PLAN OUTLOOK

Goal: Maintain Financial Health: Affordable levels of debt & maintain stabilization reserve models to support long-term smoothing of rates.

2022 Council Approved Proposed Budget:

- Property Tax Increase 4.4%
- Sewer & Water Rates Increase 7%
- Solid Waste Rate Increase 14.5%
- Electrical Rate Increase 2.8%
- Capital Expenditures \$170M

2023-2026 Estimated Budget Outlook: Average Increase over 4 years:

- Property Tax Increase ~4%-5%/year
- Sewer & Water Rates Increase 7%/year
- Solid Waste Rate Increase 10%-13.4%/year
- Electrical Rates Increase 2.8%/year



SUSTAINABLE

Maintain assets in a state of good repair through **reasonable tax / rate increases**, and **without disruptions to services**; living within our means

ADAPTABLE

The ability to change debt levels or **leverage reserves**; ability to ramp up or down on spending

STABLE

Predictability of City's sustainable revenue sources and less reliance on external funding or third party funding

ACCOUNTABLE

Fiscally prudent & responsible; the ability to ensure that the City's financial decisions are in the best interest of all

Two Options for Council's consideration:

Option 1 – Council instruct staff to convert the Draft Consolidated 2022 to 2026 Financial Plan into a Bylaw reflecting a property tax increase of 4.4% for 2022 and a 2022 Capital Budget of \$170.7M and bring forward for three readings; or

Option 2 – Council provides further direction.

Staff recommend Option 1

Feedback and Discussion from Council



NEW WESTMINSTER

REPORT

Finance

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Harji Varn **File:**
CFO/Director of Finance

Item #: 2021-672

Subject: Budget 2022: Draft 2022 – 2026 Financial Plan

RECOMMENDATION

***THAT** Council instruct staff to convert the Draft Consolidated 2022 to 2026 Financial Plan into a Bylaw reflecting a property tax increase of 4.4% for 2022 and a 2022 Capital Budget of \$170.7M and bring forward for three readings.*

PURPOSE

To seek Council's direction to convert the Draft Consolidated 2022 to 2026 Financial Plan (the "Financial Plan" into a Bylaw in accordance with Section 166 of the Community Charter that incorporates the approved 2022 Water, Sewer, Solid Waste and Electrical rates, the proposed Property Tax Increase of 4.4% and the 2022 Capital Budget of \$170.7M.

Members of the public are invited to review and provide written comments on the Financial Plan.

It is necessary for the City to adopt a Financial Plan prior to adopting a tax rate bylaw.

EXECUTIVE SUMMARY

This report provides the DRAFT 2022 to 2026 Consolidated 5 Year Financial Plan which estimates a total \$453.1M in Capital Project and Major Program Spending over the next 5 years and the following estimated average "annual" rates:

- Electrical Rate Increase of 2.8%/year
- Property Tax Increases of 4-5%/year

- Water Rate Increases of 7%/year
- Sewer Rate Increases of 7%/year
- Solid Waste Rate Increase of 10-14%/year

The Financial Plan also includes the:

- 2022 Draft Capital Expenditure Budget of \$170.7M
- 2022 Draft Operating Revenue Budget of \$262.3M, which incorporates a 4.4% Property Tax Increase, 2.8% Electrical Rate Increase, 7% Water & Sewer Rate Increase and a 14.5% Solid Waste Rate Increase
- 2022 Draft Operating Expenditure Budget across all funds is \$216.0M.

See Attachment 1, 4, and 5 of this report for details by Fund.

The Financial Plan has been prepared based on the City's financial policies and budget principles that strive to find a balance between affordability and providing resources to service a growing community for the long term and incorporates the feedback from Council and Public Engagement Surveys. Council has continued to direct staff to remain vigilant with COVID-19 impacts and Provincial Health Orders, while also maintaining important core services and the advancement of key Council Strategic Priorities.

BACKGROUND

As endorsed by Council at the meeting on June 7, 2021, the 2022 Budget Engagement process kicked off with a series of committee workshops in June and July.

On September 14, 2021 staff hosted the online Budget 101 Webinar followed by the 2022 Budget Survey that builds on the results from the 2021 Budget Survey.

On October 4th, staff presented a Proposed 2022 Capital Budget of \$167.1M that continues to draw down and deliver on the Approved 2021-2025 Capital Plan.

On November 1st, staff presented the Proposed 2022 City-Wide User Fees and Utility Operating Budgets and the following Utility Rate Increases for 2022: Electrical Rate Increase 2.8%, Water & Sewer Rate Increases 7% and Solid Waste Rate Increase of 14.5%.

On November 15th, Council approved the Utility Rates and 2022 City-Wide User Fees.

On November 22nd, Council approved the recommendation to decommission the existing Canada Games Pool which resulted in \$2.3M of avoided repair works, \$0.7M of variable expense cost savings.

On November 29th staff presented the Proposed 2022 Service Enhancement Requests and Funding Strategy including a proposed tax increase of 4.4%.

On December 13th Staff are presenting the Draft 2022 to 2026 Consolidated Financial Plan incorporating the proposed 2022 Operating Budget, Utility Rate and User Fee Increases and the proposed 2022 Capital Budget adjusted for the latest forecast on project spending to December 31, 2021.

The table below outlines the key dates around the 2022 Budget. It follows a budget best practice approach similar to last year; namely, working collaboratively with Council and incorporating the feedback from the community. Due to the unexpected closure of the Canada Games Pool, staff have had to delay the completion of the Bylaw to January.

Date	Description
17-May-21	Quarter 1 Capital Performance Report
7-Jun-21	2022 Budget Engagement Plan
30-Aug-21	Quarter 2 Capital & Operating Performance Report
30-Aug-21	2022 Budget Process Next Steps and Summer Engagement Results
14-Sep-21	2022 Budget 101 and Launch Public Engagement Survey
4-Oct-21	**2022 Capital Budget Workshop
18-Oct-21	2022 Public Engagement Preliminary Survey Results
1-Nov-21	Quarter 3 Capital & Operating Performance Report
1-Nov-21	**2022 Utility Budget Workshop
1-Nov-21	**2022 Operating Budget Workshop
1-Nov-21	2022 User Fees (Three Readings)
15-Nov-21	2022 User Fees (Adoption)
15-Nov-21	2022 Utility Rates (Three Readings)
29-Nov-21	**2022 Proposed Service Enhancements Workshop and Tax Rates
13-Dec-21	2022 DRAFT Budget & 5 Year Financial Plan Bylaw (Presentation)
13-Dec-21	2022 Utility Rates (Adoption)
15-Dec-21	2022 DRAFT Budget & 5 Year Bylaw post on City Website/Paper
10-Jan-22	2022 DRAFT Budget & 5 Year Financial Plan Bylaw (Three Readings)
31-Jan-22	2022 DRAFT Budget & 5 Year Financial Plan Bylaw (Adoption)
25-Apr-22	Quarter 4 2021 Year End Financial Report
**Special Council Meetings	

ANALYSIS

Led by our **City's Financial Sustainability Principles**, Finance has approached the Financial Plan with finding ways to stay within **sustainable** and **stable** rate hikes without disrupting services while being **adaptable** and **accountable**; having the ability to ramp up or down during uncertain times and maintaining fiscal prudence by ensuring that the City's financial decisions are in the best interest of all.

1. 2022 DRAFT BUDGET & 5 YEAR FINANCIAL PLAN OUTLOOK

The Draft Financial Plan which includes the 2022 Annual Operating and Capital Budgets are based on projections and best estimates that advance Council's 8 Strategic Priorities and the City's 7 Climate Action Bold Steps with the continuation of maintaining core services while continuing to manage the impacts of the COVID-19 Pandemic.

Table 1-1 2022 – 2026 DRAFT Consolidated Financial Plan – all funds

CORPORATION OF THE CITY OF NEW WESTMINSTER					
CONSOLIDATED FINANCIAL PLAN					
	2022	Budget Projections			
	Budget	2023	2024	2025	2026
Total Revenues	262,293,852	272,143,023	275,558,485	284,737,864	289,261,079
Total Expenses	216,003,223	227,159,428	239,351,394	248,045,510	259,210,579
Increase in Total Equity	46,290,629	44,983,595	36,207,091	36,692,354	30,050,500
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Amortization of Tangible Capital Assets	26,286,000	27,438,000	29,959,000	31,329,000	31,803,000
Capital Expenses (Schedule B)	(170,699,310)	(109,731,100)	(66,230,250)	(58,198,700)	(48,236,400)
Debt Retirement	(5,151,403)	(8,214,754)	(9,686,716)	(9,657,090)	(10,214,494)
Proceeds on Debt Issuance	72,184,585	30,772,800	8,000,000	7,500,000	500,000
CHANGE IN FINANCIAL EQUITY (Reserves)	(31,089,499)	(14,751,459)	(1,750,875)	7,665,564	3,902,606
Financial Equity, beginning of year	154,633,733	123,544,235	108,792,775	107,041,897	114,707,459
FINANCIAL EQUITY (Reserves), end of year	\$ 123,544,234	\$ 108,792,776	\$ 107,041,900	\$ 114,707,461	\$ 118,610,065

REVENUES

The total 2022 annual budgeted revenues of \$262.3M includes, \$97.9 from Municipal Taxes, \$100.1M from Utility Cost Recovery, \$31.3M from other user fee/program fees and the balance, \$33.0M, from BC Gaming and other 3rd party or developer contributions supporting the delivery of the annual capital budget.

Based on feedback from the Council Workshops, the results from the budget enhancement survey, the reallocation of expenditures and the Province's Restart grant, the Draft Operating Budget includes a 2022 Approved User Fee & Utility Rate Increases & the Proposed Property Tax Increase of 4.4%.

Breakdown of the Property Tax Increase:

- Fixed Cost & Salary Increases of \$2.6M, or ~2.7%
- Insurance Premium Increase of \$1.5M, or ~1.6%
- Procurement/Transformational Strategies (\$0.3M), or (0.3%)
- Proposed "Permanent" Service Enhancements \$0.8M, or 0.8%*

- Canada Games Other Fixed Costs/Reserve Contributions (\$0.4M), (0.4%)

**Note the change since November 22 Workshop – Indigenous Advisor position was changed from temporary to permanent and Anvil Security Enhancement was changed from a permanent cost increase to a one-time increase for 2022. A list of the 2022 General Fund Service Enhancements is provided in Attachment 3.*

Over the next 5 years it expected that the average annual rates will remain on a stable rate increase across all utilities via utilization of the reserves to mitigate against metro levies or commodity price increase. However, staff are forecasting some instability or budget pressure on the third party and property tax funded areas as we increase debt levels for previously approved Infrastructure projects and other associated operating impacts of net new capital projects.

Accommodating these costs dictate future annual tax rate increases in the range of 4% - 5% which includes an annual increases in the debt/capital levy of 1%. Taxation revenue increases also include an estimate for new construction of \$500K in 2022 and \$1M in each of the years 2023 to 2025.

By the end of 2023, the 5 Year Plan does start to re-instate variable expenditures for the opening of the new təməsewtxw Aquatic & Community Centre facility and associated cost of sales and user fees and by 2024, staff have estimated an additional \$1M in operating expenditures for the təməsewtxw Aquatic & Community Centre and will be working with operations to finalize the actual impact prior to Council approval of the 2024 Budget.

Staff will continue to find strategies to stabilize the property tax rates or adjust user fees to ensure the organization can continue to operate all core services while delivering on Council priorities without major fluctuations on annual rates.

OPERATING EXPENSES

The total 2022 annual budgeted operating expenses of \$216.0M includes, \$143.6 to support the General Funded Programs or Core Services, \$40.9M to recover the Electrical Utility Costs, \$24.7M to recover the Water & Sewer Costs, \$4.0M for Solid Waste or Garbage Collection costs and \$2.8M of Fiscal Expenses.

Over the next 5 years it expected that the average annual fixed costs/salary expenditures will remain stable at 2-3%/year, with some beyond inflationary increases in metro levies, amortization or debt financing related to the growth in new or improved capital project completion such as the təməsewtxw Aquatic & Community Centre, Massey Theatre, Affordable/Supportive Housing, Sustainable Transportation, QB Substation, and various Climate related initiatives such as greening the City's Fleet and the associated EV Infrastructure.

CAPITAL EXPENSES

The 2022 Draft Capital Budget is \$170.7M and emphasizes the delivery of important capital projects that support Council's Strategic Priorities, the Climate Action Seven Bold Steps and the City's core services and will be spent over the next two years as projects are either large in nature, like the təməsewtx^w Aquatics and Community Centre project, or have long procurement lead times, like the large City fleet, and will require funds to be committed in 2022, yet spent in 2023.

Over the next 5 years staff are estimating \$453.1M of Capital spending, a net decrease of ~ \$18M from the \$471M 2021 – 2025 Capital Plan. This is mainly due to additions of a number of projects (see table below), offset by major budget spending in 2021 for the təməsewtx^w Aquatics and Community Centre, Queensborough Substation, Boundary Pump Station, Agnes Greenway and Braid Street Transportation projects, along with a refined/reduced capital plan forecast for the Massey Theatre, down from \$26M to ~\$14M to support critical asset replacement/upgrades over the next few years.

Table 1-2 - Five Year Capital Plan Highlights for Major Project Increases

Project Description	Amount (\$M)
Affordable Housing projects (multi-years)	6.2
QB Substation Station Distribution Grid (offsite work) 2022	3.6
Agnes Greenway Phase II 2026	2.5
E. Columbia Great St RCH Frontage 2026	2.0
Land acquisitions for Transportation safety improvements to high risk intersections 2026	2.0
Rehab of City Engineering structures in various locations (multi-years)	2.0
Urban Reforestation and Biodiversity 2022-2023	1.8
Downtown Transportation Plan Implementation (multi-year)	1.5

The proposed Capital Budget presented at the October 4th Workshop of \$167.1M was a combination of 2021 carryover spending of ~\$47.1M, plus another \$120M of new project commitments and spending.

The revised Capital Budget incorporated in the Draft 5 Year Financial Plan is \$170.7M; a net change of \$3.6M largely due to an increase in project carryover for the təməsewtx^w Aquatics and Community Centre project. The \$170.7M includes \$50.7M of existing budget carryover, plus new project spending of \$120M.

Attachment 4 includes the detailed list by fund and by major strategic priority

Table 1-3 – Estimated 5 Year Capital Plan Funding Sources:

Project Description 2022 - 2026	Preliminary Budget	Reserves	Debt	DCCs	Grants / Contributions
Roads	25.10	21.05	-	1.43	2.62
General Transportation Program	43.26	32.17	-	1.99	9.11
Transportation Structures	6.23	3.73	-	1.04	1.46
Parks Facilities Maintenance Program	2.86	2.86	-	-	-
Civic Facilities Maintenance Program	17.36	17.36	-	-	-
Vehicle & Equipment Replacement Program	14.79	14.75	-	-	0.04
Parks Maintenance Program	11.11	7.70	-	-	3.41
Park & Civic Facilities Major Repl. and Additions	16.51	14.62	0.05	1.28	0.56
Q2Q Ferries & Waterfront DAC Project	1.53	0.10	-	-	1.43
Information Systems / Networks	7.34	7.34	-	-	-
Other General Fund Projects	16.23	15.75	-	-	0.49
Parkland Acquisition & Development	11.55	8.54	-	1.24	1.77
temasewtx Aquatics and Community Centre	81.03	3.88	73.60	-	3.55
Total General Fund	254.90	149.85	73.65	6.97	24.43
Electrical Infrastructure	86.61	27.77	24.40	-	34.43
Electrical Substation Expansion	21.71	0.80	20.91	-	-
Other Electrical Projects	4.76	4.76	-	-	-
Total Electrical Fund	113.08	33.34	45.31	-	34.43
Water Infrastructure	30.10	29.87	-	0.23	-
Other Water Projects	1.53	1.53	-	-	-
Total Water Fund	31.63	31.40	-	0.23	-
Sewer Infrastructure	42.65	40.39	-	1.10	1.16
Drainage & Flood Management	6.38	6.32	-	0.06	-
Other Sewer Projects	1.34	1.34	-	-	-
Total Sewer Fund	50.37	48.06	-	1.16	1.16
Solid Waste Projects	3.12	3.12	-	-	-
Total Solid Waste Fund	3.12	3.12	-	-	-
Total Utilities	198.19	115.91	45.31	1.39	35.59
Total General Fund & Utilities	453.10	265.76	118.96	8.35	60.02

RESERVES

The \$453.1M proposed 2022 – 2026 Capital Plan will be funded by debt financing of \$119M, 3rd party/external contributions/development cost charges of \$68M, and the remaining \$266M will be funded by Reserves/operating surpluses/capital levies.

The reserves are managed and guided by the City's Reserve Policies and support with the delivery of services to residents, businesses and industries today and into the future. The policy outlines management and application of City reserves set aside in a formal manner for a restricted or unrestricted purpose. Reserves are essentially savings accounts of the City and promote long-term sustainability and stability for asset replacement, growth and rate stabilization.

See table 1-4, the forecasted reserve balance as at year ended December 31, 2021 is projected at \$154.6M; the 2022 Budget estimates a net reduction or draw down of the reserves by \$31.1M, leaving \$123.5M by year end December 31, 2022.

Table 1-4 – Estimated 5 Year Capital Plan Reserve Balances:

RESERVES				2022 Forecast \$M	2023 Forecast \$M	2024 Forecast \$M	2025 Forecast \$M	2026 Forecast \$M
Non-Statutory Reserves								
GEN	F11	Affordable housing		-	-	-	-	-
GEN	F12	Childcare amenity		0.1	0.1	0.1	0.2	0.2
GEN	F13	Community amenity		6.5	5.1	3.8	2.5	1.1
GEN	F14	Community development		3.5	3.1	3.1	3.9	2.2
GEN	F15	Community endowment		5.0	5.1	5.2	5.3	5.4
GEN	F16	Computer replacement		0.8	0.8	0.8	0.5	0.4
GEN	F17	Environmental/Childcare grants		0.2	0.2	0.2	0.2	0.2
GEN	F23	Equipment replacement - GEN		2.5	1.6	0.2	(0.4)	(1.6)
ELE	F24	Equipment replacement - ELE		2.0	1.9	1.4	1.4	1.5
WTR	F25	Equipment replacement - WTR		2.6	2.9	3.1	3.5	3.8
SEW	F26	Equipment replacement - SEW		1.2	1.4	1.3	1.4	1.6
SW	F27	Equipment replacement - SW		1.1	1.0	0.5	0.3	0.2
GEN	F18	Facility maintenance		0.9	1.3	3.0	2.8	1.6
GEN	F35	Facility replacement - TACC		12.4	11.9	-	-	-
GEN	F36	Facility replacement - Massey Theatre		4.1	2.3	2.5	-	-
GEN	F19	General amenity		0.4	0.4	0.4	0.5	0.5
GEN	F2	General fund provisions		12.8	7.7	10.7	12.1	14.7
GEN	F21	Off-street parking provisions		1.5	1.3	1.1	1.1	1.2
GEN	F22	Public art		0.7	0.7	0.7	0.7	0.7
ELE	F3	Electrical fund provisions		23.1	21.4	24.7	29.6	35.6
WTR	F4	Water fund provisions		9.9	9.5	10.8	11.8	12.9
SEW	F5	Sewer fund provisions		22.7	23.4	26.4	28.7	27.9
SW	F6	Solid waste fund provisions		(1.4)	(0.7)	0.4	1.9	3.5
Statutory Reserves								
GEN	F28	Cemetery reserves		0.9	0.9	1.0	1.0	1.1
GEN	F29	Construction of municipal works		6.7	2.1	2.2	2.2	0.3
GEN	F30	Parking cash in lieu		1.3	1.3	1.3	1.3	1.4
GEN	F31	Park land acquisition		0.1	0.1	0.1	0.1	0.1
GEN	F32	Tax sale land		1.8	1.9	1.9	2.0	2.0
Total Reserves				123.5	108.8	107.0	114.7	118.6

In the years 2023 to 2025 staff are estimating the need to utilize the General Fund Reserve to mitigate against major rate fluctuations as they relate to the debt financing, both interest and principle repayment for the new təməsewtxw Aquatics and Community Centre and will be subject to Council approval of the annual operating budgets in those years. The General Fund Reserve best practice is to maintain between 5-10% of Operating Revenues.

Staff are also estimating the need to utilize the City's Community Amenity Reserve funds to help leverage stimulus funding to support the delivery of Affordable Housing Projects city-wide. This reserve receives developer contributions from the City's Voluntary Amenity Contribution Program and Density Bonusing Program.

Funds in the Community Amenity reserve are available and are to be used for new capital amenities required for growth or to meet a community priority. The funds will not be transferred to the Affordable Housing Reserve; they will only be brought to Council to draw out the reserves as needed or during the annual budgeting process without a requirement to pay back with interest.

2022-2026 GENERAL FUND – OPERATING FINANCIAL PLAN

The General Fund operating budget is the most significant component and the driver of annual property tax increases. The 2022 – 2026 Financial Plan for the General Fund is presented in Attachment 1. Attachment 1B breaks down the General Fund for 2021 and 2022 into three categories – the annual operating budget, and categories that reflect budget items that are unique to capital and reserves.

The total General Fund Expenses of \$145.2M can be viewed by major service area or by major expenditure category. Tables below provide both views. General Fund Department Budgets are included in Attachment 2.

Table 2-1 – General Fund by Major Service Area

CORPORATION OF THE CITY OF NEW WESTMINSTER
GENERAL FUND BUDGET

	2022	Budget Projections			
	Budget	2023	2024	2025	2026
REVENUE					
Municipal Taxation	\$ 97,877,861	\$ 103,095,703	\$ 109,463,995	\$ 115,272,273	\$ 120,451,743
Sale of Services	13,954,110	15,351,235	15,451,235	15,151,235	15,151,235
Grants from Other Governments	8,920,339	4,643,400	2,871,600	2,871,600	2,871,600
Contributions	19,720,880	11,869,430	9,784,530	8,670,930	9,483,930
Other Revenue	15,877,022	16,978,517	17,033,525	16,800,081	16,410,001
Total Revenues	156,350,212	151,938,285	154,604,885	158,766,119	164,368,509
EXPENSES					
General Services					
Police Services	34,408,503	34,729,375	35,717,010	36,385,994	36,975,831
Parks and Recreation	19,416,533	22,296,796	26,355,706	26,703,057	26,982,221
Fire & Rescue	17,868,972	18,554,183	19,290,982	19,670,640	20,219,813
Development Services	7,358,604	7,014,666	7,155,875	7,313,040	7,449,313
Engineering	29,776,519	30,592,468	31,214,919	31,519,297	32,086,538
General Government	29,850,878	30,366,173	30,452,417	30,563,408	31,384,291
Library	4,905,686	4,996,028	5,068,783	5,119,432	5,180,001
	143,585,695	148,549,689	155,255,692	157,274,868	160,278,008
Fiscal Expenses					
Interest and Bank Charges	1,628,577	3,246,967	3,983,848	3,789,125	3,768,340
Total Expenses	145,214,272	151,796,656	159,239,540	161,063,993	164,046,348
INCREASE (DECREASE) IN TOTAL EQUITY	11,135,940	141,629	(4,634,655)	(2,297,874)	322,161

Table 2-2 – General Fund Expenditures by Major Expenditure Category

**CORPORATION OF THE CITY OF NEW WESTMINSTER
GENERAL FUND BUDGET**

	2022 Budget	Budget Projections			
		2023	2024	2025	2026
EXPENSES					
Salaries, Benefits and Training	97,289,141	101,498,637	105,584,140	107,940,316	110,345,974
Contracted Services	10,732,950	10,427,403	10,517,903	10,517,903	10,618,442
Supplies and Materials	9,794,809	10,188,954	10,486,954	10,586,954	10,867,897
Interest and Bank Charges	1,628,577	3,246,967	3,983,848	3,789,125	3,768,340
Cost of Sales	1,414,662	1,686,662	1,686,662	1,686,662	1,686,662
Grants	1,272,550	1,013,450	1,013,450	1,013,450	1,013,450
Insurance and Claims	4,235,583	4,235,583	4,235,583	4,235,583	4,235,583
Amortization	18,846,000	19,499,000	21,731,000	21,294,000	21,510,000
Total Expenses	145,214,272	151,796,656	159,239,540	161,063,993	164,046,348

The following table and discussion summarizes and explains the major changes in operating revenues and expenses for 2022 excluding Capital and Reserve Expenditures. The figures are presented in \$000's.

Table -2-3 – General Fund Operating Revenues and Expenditures

		Operations		
		2021	2022	\$Chg
REVENUE				
Municipal Taxation	\$	93,741	\$ 97,878	\$ 4,137
Sale of Services		12,694	13,954	1,260
Grants / Contributions		8,443	3,510	(4,933)
Other Revenue		13,688	15,877	2,189
Total Revenues		128,566	131,219	2,653
EXPENSES				
Salaries, Benefits and Training		95,435	97,289	1,854
Contracted Services		9,725	10,733	1,008
Supplies and Materials		9,500	9,795	295
Insurance and Claims		1,818	4,236	2,418
Other Budget Line Items		1,505	2,687	1,182
Interest and Bank Charges		990	1,629	639
Amortization		19,046	18,846	(200)
Total Expenses		138,019	145,214	7,195
NET EXPENSES		(9,453)	(13,995)	(4,542)
Debt Retirement & Internal Adjustments and Transfers				
Amortization of Tangible Capital Assets		19,046	18,846	(200)
Debt Retirement		(2,199)	(3,088)	(889)
Transfer from/(to) Other Funds		2,500	3,000	500
Internal Charges		(9,440)	(9,701)	(261)
Internal Recoveries		11,535	12,407	872
NET TRANSFER TO RESERVES	\$	11,989	\$ 7,469	\$ (4,520)
2021 PROPERTY TAX INCREASE			4.4%	

Revenues to pay for General Funded City services are budgeted at approximately \$131.2M (2021 - \$128.6M). Of this, taxation revenue contributes \$97.9 million or 74.6% of total general revenues. As discussed and as approved by Council on November 29, the increase in taxation revenue reflects a proposed increase of 4.4% over the approved 2021 Budget.

The balance of the funds required to pay for general services comes from sale of services, grants, contributions, and other revenues. Sales of services have increased by approximately \$1.3M primarily due to the expected resumption of service offerings in Parks and Recreation net of the reduction from the decommissioning of the Canada Games Pool, a net increase in Police third party/secondment funding, and a \$650K increase from parking and towing services.

Other revenue increases of \$2.2M are primarily from the robust development activities resulting in \$1.4M in development related permits and expected service recoveries in Anvil Centre \$0.9M. Other noticeable increases include business permits \$0.18M, Parking and Permits \$0.15M. These increases are offset by a decrease in investment income of \$0.6M.

The decrease of \$4.9M in grants and contributions is primarily due to the Provincial Restart Grant; Total \$6.052M was received to support with Covid-19 impacts; the balance is budgeted to offset one time expenditures in 2022.

The 2022 General Fund operating expenses total approximately \$145.2 million (2021 - \$138.0 million) and provide on-going municipal services including Police and Fire Services; Parks and Recreation Services; Engineering Services relating to traffic and transportation; Development Services; Library; Cultural and Administrative Services.

Increases in salaries and benefits of approximately \$1.9M reflect contractual wage increments and additional staff in supporting strategic initiatives and major projects. Increases in contracted services of \$1.0M includes election costs, subcontract work related to the development application review grant, the Q to Q ferry contract, and Police third party costs which are offset by third party funding.

Increases in Insurance and Claims of \$2.4M reflect the increase in insurance premiums and an anticipated increase in costs related to claims due to increased deductibles; ~\$1M of the increase in premiums is allocated to the utilities to cover the portion that relates to utility assets.

Increases in other budget items primarily reflect the cost of sales for the service recovery in the Anvil Centre. Increases in interest and bank charges reflect the debt services costs major capital projects.

Each year the General Fund budgets to transfer funds into capital reserves for the replacement and maintenance of equipment, facilities and infrastructure. The General Fund also budgets to transfer monies from reserves to fund specific operating costs.

2022-2026 UTILITY FUND FINANCIAL PLAN

The City owns, operates and maintains four utilities including an Electrical Distribution Utility, Water Distribution Utility, Sewerage and Drainage Utility and Solid Waste/ Recycling Utility.

The budgets in the draft Five-Year Financial Plan for the Utilities are projections based on best estimates of future events that may materially affect the City such as annual wage increments, and increasing fees charged by Metro Vancouver and BC Hydro. The budget plans also include funding to support some of the City's major initiatives including a possible District Energy System, the BridgeNet Dark Fibre Utility, Advanced

Metering Infrastructure and a the new Queensborough Substation. The proposed rates are also required to fund utility infrastructure replacement and to build utility reserves.

The budgets for the Utilities are presented in Attachment 5. The following table summarizes the Electric, Water, Sewer and Solid Waste Utility user rate adjustments that were previously approved and effective for January 1, 2022.

INTERDEPARTMENTAL LIAISON

All departments participate in the annual budget and financial plan preparation process.

OPTIONS

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

Option 1 – Council instruct staff to convert the Draft Consolidated 2022 to 2026 Financial Plan into a Bylaw reflecting a property tax increase of 4.4% for 2022 and a 2022 Capital Budget of \$170.7M and bring forward for three readings; or

Option 2 – Council provides further direction.

Staff recommend Option 1

NEXT STEPS

This report, the attachments and a link for providing comments will be available in the 2022 Budget section of the City's website.

The Draft 2022 – 2026 Financial Plan Bylaw will be presented to Council for three readings at a Regular Council meeting on January 10th at 6 pm. To provide input on the plan residents may submit written comments by the start of the meeting using link on the City's website at <https://www.beheardnewwest.ca/city-budget-2021> or by following the instructions on the Comment Sheet provided in Attachment 6.

ATTACHMENTS

- Attachment #1 - General Fund Budget
- Attachment #2 – General Fund Department Budgets
- Attachment #3 – General Fund Service Enhancement Requests
- Attachment #4 - 2022 - 2026 Capital Program
- Attachment #5 - Utility Fund Budgets
- Attachment #6 - Comment Sheet
- Attachment #7 – Draft Five-Year Financial Plan (2022 - 2026)

This report was approved by:

Harji Varn
CFO/Director of Finance

Lisa Spitale
Chief Administrative Officer

Attachment #1

General Fund Budget

Attachment 1A – General Fund Budget

Attachment 1B – Budget Categories

Attachment #1A

Attachment 1A – General Fund Budget

CORPORATION OF THE CITY OF NEW WESTMINSTER
GENERAL FUND BUDGET

	2021	2021	2022	Budget Projections			
	Projections	Budget	Budget	2023	2024	2025	2026
REVENUE							
Municipal Taxation	\$ 93,271,582	\$ 93,740,726	\$ 97,877,861	\$ 103,095,703	\$ 109,463,995	\$ 115,272,273	\$ 120,451,743
Sale of Services	11,305,134	12,694,208	13,954,110	15,351,235	15,451,235	15,151,235	15,151,235
Grants from Other Governments	9,547,790	13,493,021	8,920,339	4,643,400	2,871,600	2,871,600	2,871,600
Contributions	13,873,312	7,237,324	19,720,880	11,869,430	9,784,530	8,670,930	9,483,930
Other Revenue	13,506,898	13,688,354	15,877,022	16,978,517	17,033,525	16,800,081	16,410,001
Total Revenues	141,504,716	140,853,633	156,350,212	151,938,285	154,604,885	158,766,119	164,368,509
EXPENSES							
General Services							
Police Services	33,039,073	33,018,500	34,408,503	34,729,375	35,717,010	36,385,994	36,975,831
Parks and Recreation	19,442,370	21,567,216	19,416,533	22,296,796	26,355,706	26,703,057	26,982,221
Fire & Rescue	16,703,688	17,992,154	17,868,972	18,554,183	19,290,982	19,670,640	20,219,813
Development Services	6,494,174	6,776,962	7,358,604	7,014,666	7,155,875	7,313,040	7,449,313
Engineering	27,342,521	27,676,745	29,776,519	30,592,468	31,214,919	31,519,297	32,086,538
General Government	27,704,440	25,271,680	29,850,878	30,366,173	30,452,417	30,563,408	31,384,291
Library	4,128,069	4,725,629	4,905,686	4,996,028	5,068,783	5,119,432	5,180,001
	134,854,335	137,028,886	143,585,695	148,549,689	155,255,692	157,274,868	160,278,008
Fiscal Expenses							
Interest and Bank Charges	985,727	989,945	1,628,577	3,246,967	3,983,848	3,789,125	3,768,340
Total Expenses	135,840,062	138,018,831	145,214,272	151,796,656	159,239,540	161,063,993	164,046,348
INCREASE (DECREASE) IN TOTAL EQUITY	5,664,654	2,834,802	11,135,940	141,629	(4,634,655)	(2,297,874)	322,161
Reconciliation to Financial Equity							
Amortization of Tangible Capital Assets	19,046,000	19,046,000	18,846,000	19,499,000	21,731,000	21,294,000	21,510,000
Capital Expenses	(48,910,467)	(66,173,306)	(104,069,395)	(63,051,700)	(31,074,350)	(26,164,000)	(30,542,500)
Debt Retirement	(2,198,855)	(2,198,855)	(3,088,342)	(5,212,636)	(6,298,156)	(5,852,719)	(6,004,400)
Proceeds on Debt Issuance	20,253,900	9,004,579	50,377,200	23,272,800	-	-	-
Transfer from/(to) Other Funds	5,719,160	6,864,100	7,957,995	8,575,000	8,575,000	8,265,000	7,765,000
Internal Charges	(9,439,908)	(9,439,908)	(9,700,865)	(10,174,452)	(10,583,384)	(10,760,294)	(10,971,469)
Internal Recoveries	11,534,652	11,534,652	12,406,762	12,609,936	12,858,084	13,094,984	13,288,950
CHANGE IN FINANCIAL EQUITY (Reserves)	1,669,136	(28,527,936)	(16,134,705)	(14,340,423)	(9,426,461)	(2,420,903)	(4,632,258)
Financial Equity, beginning of year	76,756,056	65,494,573	78,425,192	62,290,487	47,950,064	38,523,603	36,102,700
FINANCIAL EQUITY (Reserves), end of year	\$ 78,425,192	\$ 36,966,637	\$ 62,290,487	\$ 47,950,064	\$ 38,523,603	\$ 36,102,700	\$ 31,470,442
GENERAL FUND CAPITAL BUDGET							
CAPITAL EXPENSES							
Land	\$ 37,179	\$ 146,000	\$ 500,000	\$ 4,733,800	\$ -	\$ -	\$ 2,000,000
Buildings	24,228,009	34,404,406	62,291,200	30,451,100	8,908,200	8,388,000	5,070,000
Vehicles/Equipment	3,375,763	7,271,900	6,523,500	4,410,800	4,210,650	4,178,500	3,818,500
Other Projects	2,683,299	4,703,000	6,818,995	4,254,800	2,811,500	2,696,500	2,345,000
Park Improvements	7,093,547	3,601,900	4,374,100	5,061,200	4,744,000	1,651,000	2,084,000
Engineering Structures	11,492,670	16,046,100	23,561,600	14,140,000	10,400,000	9,250,000	15,225,000
Total Capital Expenses	\$ 48,910,467	\$ 66,173,306	\$ 104,069,395	\$ 63,051,700	\$ 31,074,350	\$ 26,164,000	\$ 30,542,500
FUNDING SOURCES							
Reserve Funds	\$ 17,487,348	\$ 46,417,127	\$ 35,707,145	\$ 33,478,600	\$ 28,230,750	\$ 24,434,000	\$ 27,999,500
Development Cost Charges	702,400	1,562,100	2,457,900	2,604,500	1,266,600	375,000	263,000
Long Term Debt	20,253,900	9,004,579	50,377,200	23,272,800	-	-	-
Grants from Other Governments	2,135,000	5,092,300	5,660,800	1,771,800	-	-	-
Contributions	8,331,819	4,097,200	9,866,350	1,924,000	1,577,000	1,355,000	2,280,000
Total Capital Funding	\$ 48,910,467	\$ 66,173,306	\$ 104,069,395	\$ 63,051,700	\$ 31,074,350	\$ 26,164,000	\$ 30,542,500

Attachment #1B

Budget Categories

The Financial Plan – General Fund presentation aligns with the City’s financial statement presentation. This is a more comprehensive view that includes operations, capital and reserves categories of the Financial Plan – General Fund.

The tables included in this appendix show how the General Fund budgets for 2021 break out in to each category; the break out for 2020 has been provided for comparison. The following summarizes the key budget items within each category.

Operations Category

The General Fund operating budget is the largest category and key to deriving the City’s Annual property tax rates. It includes the ongoing revenues (municipal taxation, sale of Services etc.) and expenses (salaries, supplies and materials etc.) associated with providing general city services, including police, fire and rescue, parks, culture, recreation, library, engineering, development services and support services.

General Capital Category

The capital category defines how the City’s capital program is to be funded in the year. The items that are included in the capital section include:

- a) Capital expenses
- b) Revenues from capital grants, contributions, and DCC’s;
- c) Proceeds from debt to fund capital;
- d) Transfers from reserves to fund capital;

The capital expense and funding sources are summarized at the bottom of the tables in this appendix.

Reserves Category

Certain budget items directly impact reserves because of statutory requirements (i.e. land Sales must be credited to a special reserve) and Council direction. These items are usually unique in nature (casino revenues) and / or less predictable (property sales) and therefore, not conducive to being included in the operating budget.

The items that are included in the reserve category are:

- a) Casino Revenues that go directly to the Community Development Fund;
- b) Proceeds from the disposal of land that go directly to the Construction of Municipal Works Reserve;

- c) Digital Signage Revenues that go directly to the Facility Replacement Reserve for the Canada Games Pool and Massey Theatre;
- d) Debt retirement paid from DCC Reserves;
- e) The annual transfer from the Electrical Fund to General Provisions to help pay for General Fund capital projects; and
- f) The transfer of borrowed funds from the Sewer and Water Funds to General Provisions to help pay for the Ewen Avenue reconstruction project (in 2017 and 2018) and the repayments that began in 2019.

CORPORATION OF THE CITY OF NEW WESTMINSTER
GENERAL FUND BUDGET

	2021					2022					\$ Chg in Operations	\$ Chg Total Budgets
	Projections	Total Budget	Reserves	Capital	Operations	Total Budget	Reserves	Capital	Operations			
REVENUE												
Municipal Taxation	\$ 93,271,582	\$ 93,740,726	\$ -	\$ -	\$ 93,740,726	\$ 97,877,861	\$ -	\$ -	\$ 97,877,861	\$ 4,137,135	\$ 4,137,135	
Sale of Services	11,305,134	12,694,208	-	-	12,694,208	13,954,110	-	-	13,954,110	1,259,902	1,259,902	
Grants from Other Governments	9,547,790	13,493,021	1,750,000	5,092,300	6,650,721	8,920,339	1,750,000	5,660,800	1,509,539	(5,141,182)	(4,572,682)	
Contributions	13,873,312	7,237,324	1,535,867	5,659,300	42,157	19,720,880	1,535,867	12,324,250	5,860,763	5,818,606	12,483,556	
Other Revenue	13,506,898	13,688,354	1,007,593	-	12,680,761	15,877,022	1,007,593	-	14,869,429	2,188,668	2,188,668	
Total Revenues	141,504,716	140,853,633	4,293,460	10,751,600	125,808,573	156,350,212	4,293,460	17,985,050	134,071,702	8,263,129	15,496,579	
EXPENSES												
Salaries, Benefits and Training	92,715,808	95,435,214	-	-	95,435,214	97,289,141	-	-	97,289,141	1,853,927	1,853,927	
Contracted Services	9,326,127	9,725,101	-	-	9,725,101	10,732,950	-	-	10,732,950	1,007,849	1,007,849	
Supplies and Materials	9,444,327	9,499,617	-	-	9,499,617	9,794,809	-	-	9,794,809	295,192	295,192	
Interest and Bank Charges	985,727	989,945	-	-	989,945	1,628,577	-	-	1,628,577	638,632	638,632	
Cost of Sales	516,916	491,357	-	-	491,357	1,414,662	-	-	1,414,662	923,305	923,305	
Grants	843,188	1,013,450	-	-	1,013,450	1,272,550	-	-	1,272,550	259,100	259,100	
Insurance and Claims	2,961,969	1,818,147	-	-	1,818,147	4,235,583	-	-	4,235,583	2,417,436	2,417,436	
Amortization	19,046,000	19,046,000	-	-	19,046,000	18,846,000	-	-	18,846,000	(200,000)	(200,000)	
Total Expenses	135,840,062	138,018,831	-	-	138,018,831	145,214,272	-	-	145,214,272	7,195,441	7,195,441	
INCREASE (DECREASE) IN TOTAL EQUITY	5,664,654	2,834,802	4,293,460	10,751,600	(12,210,258)	11,135,940	4,293,460	17,985,050	(11,142,570)	1,067,688	8,301,138	
Reconciliation to Financial Equity												
Amortization of Tangible Capital Assets	19,046,000	19,046,000	-	-	19,046,000	18,846,000	-	-	18,846,000	(200,000)	(200,000)	
Capital Expenses	(48,910,467)	(66,173,306)	-	(66,173,306)	-	(104,069,395)	-	(104,069,395)	-	-	(37,896,089)	
Debt Retirement	(2,198,855)	(2,198,855)	(545,867)	-	(1,652,988)	(3,088,342)	(545,867)	-	(2,542,475)	(889,487)	(889,487)	
Proceeds on Debt Issuance	20,253,900	9,004,579	-	9,004,579	-	50,377,200	-	50,377,200	-	-	41,372,621	
Proceeds from Disposal of Assets	-	-	-	-	-	-	-	-	-	-	-	
Transfer from/(to) Other Funds	5,719,160	6,864,100	4,364,100	-	2,500,000	7,957,995	4,364,100	-	3,593,895	1,093,895	1,093,895	
Internal Charges	(7,937,234)	(9,439,908)	-	-	(9,439,908)	(9,700,865)	-	-	(9,700,865)	(260,957)	(260,957)	
Internal Recoveries	11,247,135	11,534,652	-	-	11,534,652	12,406,762	-	-	12,406,762	872,110	872,110	
CHANGE IN FINANCIAL EQUITY (Reserves)	2,884,293	(28,527,936)	8,111,693	(46,417,127)	9,777,498	(16,134,705)	8,111,693	(35,707,145)	11,460,747	1,683,249	12,393,231	
Financial Equity, beginning of year	76,756,056	65,494,573	(8,111,693)	46,417,127	27,189,139	79,640,349	(8,111,693)	35,707,145	52,044,897	24,855,758	14,145,776	
FINANCIAL EQUITY (Reserves), end of year	\$ 79,640,349	\$ 36,966,637	\$ -	\$ -	\$ 36,966,637	\$ 63,505,644	\$ -	\$ -	\$ 63,505,644	\$ 26,539,007	\$ 26,539,007	
GENERAL FUND CAPITAL BUDGET												
CAPITAL EXPENSES												
Land	\$ 37,179	\$ 146,000	\$ -	\$ 146,000	\$ -	\$ 500,000	\$ -	\$ 500,000	-	-	354,000	
Buildings	24,228,009	34,404,406	-	34,404,406	-	62,291,200	-	62,291,200	-	-	27,886,794	
Vehicles/Equipment	3,375,763	7,271,900	-	7,271,900	-	6,523,500	-	6,523,500	-	-	(748,400)	
Other Projects	2,683,299	4,703,000	-	4,703,000	-	6,818,995	-	6,818,995	-	-	2,115,995	
Park Improvements	7,093,547	3,601,900	-	3,601,900	-	4,374,100	-	4,374,100	-	-	772,200	
Engineering Structures	11,492,670	16,046,100	-	16,046,100	-	23,561,600	-	23,561,600	-	-	7,515,500	
Total Capital Expenses	\$ 48,910,467	\$ 66,173,306	\$ -	\$ 66,173,306	\$ -	\$ 104,069,395	\$ -	\$ 104,069,395	\$ -	\$ -	\$ 37,896,089	
FUNDING SOURCES												
Reserve Funds	\$ 17,487,348	\$ 46,417,127	\$ -	\$ 46,417,127	\$ -	35,707,145	\$ -	\$ 35,707,145	-	-	(10,709,982)	
Development Cost Charges	702,400	1,562,100	-	1,562,100	-	2,457,900	-	2,457,900	-	-	895,800	
Long Term Debt	20,253,900	9,004,579	-	9,004,579	-	50,377,200	-	50,377,200	-	-	41,372,621	
Grants from Other Governments	2,135,000	5,092,300	-	5,092,300	-	5,660,800	-	5,660,800	-	-	568,500	
Contributions	8,331,819	4,097,200	-	4,097,200	-	9,866,350	-	9,866,350	-	-	5,769,150	
Total Capital Funding	\$ 48,910,467	\$ 66,173,306	\$ -	\$ 66,173,306	\$ -	\$ 104,069,395	\$ -	\$ 104,069,395	\$ -	\$ -	\$ 37,896,089	

Attachment #2

General Fund Department Budgets

GENERAL FUND 2022 DEPARTMENT BUDGETS

	2021	2021	2022
Administration	Forecast	Approved	Proposed
		Budget	Budget
200 Expenses			
400 Salaries/Benefits/Training	\$ 3.26	\$ 3.60	\$ 3.67
450 Contracted Services	\$ 0.30	\$ 0.35	\$ 0.48
500 Supplies and Materials	\$ 0.07	\$ 0.09	\$ 0.31
Total 200 Expenses	\$ 3.63	\$ 4.04	\$ 4.46
Total Administration	\$ 3.63	\$ 4.04	\$ 4.46

	2021	2021	2022
Anvil Centre & Art Services	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ (0.04)	\$ (0.05)	\$ (0.06)
250 Grants from Other Governments	\$ (0.05)	\$ (0.12)	\$ (0.04)
300 Other Revenue	\$ (0.56)	\$ (0.75)	\$ (1.69)
350 Contribution Revenue	\$ (0.02)	\$ (0.02)	\$ (0.01)
Total 100 Revenue	\$ (0.66)	\$ (0.94)	\$ (1.80)
200 Expenses			
400 Salaries/Benefits/Training	\$ 2.85	\$ 2.95	\$ 3.27
450 Contracted Services	\$ 0.52	\$ 0.56	\$ 0.56
500 Supplies and Materials	\$ 0.21	\$ 0.19	\$ 0.26
600 Cost of Sales	\$ 0.36	\$ 0.36	\$ 1.14
725 Amortization	\$ 2.66	\$ 2.66	\$ 2.65
Total 200 Expenses	\$ 6.60	\$ 6.73	\$ 7.88
Total Anvil Centre & Art Svc	\$ 5.94	\$ 5.79	\$ 6.09

Climate Action, Planning & Development	2021 Forecast	2021 Approved Budget	2022 Proposed Budget
100 Revenue			
200 Sale of Services	\$ (0.00)	\$ (0.03)	\$ (0.02)
250 Grants from Other Governments	\$ (0.65)	\$ (0.05)	\$ (0.33)
300 Other Revenue	\$ (5.44)	\$ (4.51)	\$ (5.83)
350 Contribution Revenue	\$ (0.25)	\$ (0.00)	\$ (0.11)
Total 100 Revenue	\$ (6.35)	\$ (4.60)	\$ (6.28)
200 Expenses			
400 Salaries/Benefits/Training	\$ 5.33	\$ 5.87	\$ 6.11
450 Contracted Services	\$ 0.98	\$ 0.79	\$ 0.90
500 Supplies and Materials	\$ 0.14	\$ 0.12	\$ 0.14
650 Grants	\$ 0.04	\$ 0.01	\$ 0.21
Total 200 Expenses	\$ 6.49	\$ 6.78	\$ 7.36
Total CAPD	\$ 0.15	\$ 2.18	\$ 1.08

Electrical Services	2021 Forecast	2021 Approved Budget	2022 Proposed Budget
100 Revenue			
200 Sale of Services	\$ (0.09)	\$ (0.04)	\$ (0.04)
Total 100 Revenue	\$ (0.09)	\$ (0.04)	\$ (0.04)
200 Expenses			
400 Salaries/Benefits/Training	\$ 0.73	\$ 0.74	\$ 0.75
450 Contracted Services	\$ 0.07	\$ 0.09	\$ 0.09
500 Supplies and Materials	\$ 0.27	\$ 0.14	\$ 0.14
Total 200 Expenses	\$ 1.07	\$ 0.97	\$ 0.98
Total Electrical Services	\$ 0.98	\$ 0.92	\$ 0.94

	2021	2021	2022
Engineering Services	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ (3.61)	\$ (3.86)	\$ (4.51)
250 Grants from Other Governments	\$ (0.85)	\$ (0.71)	\$ (0.86)
300 Other Revenue	\$ (2.27)	\$ (2.52)	\$ (3.04)
350 Contribution Revenue	\$ (0.06)	\$ (0.00)	\$ (0.10)
Total 100 Revenue	\$ (6.78)	\$ (7.09)	\$ (8.51)
200 Expenses			
400 Salaries/Benefits/Training	\$ 13.54	\$ 14.23	\$ 15.05
450 Contracted Services	\$ 1.89	\$ 2.13	\$ 2.40
500 Supplies and Materials	\$ 3.07	\$ 3.00	\$ 3.29
700 Insurance and Claims	\$ 0.29	\$ 0.40	\$ 0.32
725 Amortization	\$ 8.54	\$ 8.54	\$ 8.72
Total 200 Expenses	\$ 27.34	\$ 28.31	\$ 29.78
Total Engineering Services	\$ 20.56	\$ 21.22	\$ 21.27

	2021	2021	2022
Finance	Forecast	Approved	Proposed
		Budget	Budget
200 Expenses			
400 Salaries/Benefits/Training	\$ 3.50	\$ 3.61	\$ 3.72
450 Contracted Services	\$ 0.13	\$ 0.13	\$ 0.14
500 Supplies and Materials	\$ 0.47	\$ 0.46	\$ 0.45
700 Insurance and Claims	\$ 2.67	\$ 1.42	\$ 3.92
Total 200 Expenses	\$ 6.76	\$ 5.62	\$ 8.23
Total Finance	\$ 6.76	\$ 5.62	\$ 8.23

	2021	2021	2022
Fire Services	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ (0.08)	\$ (0.01)	\$ (0.01)
300 Other Revenue	\$ (0.05)	\$ (0.04)	\$ (0.04)
350 Contribution Revenue	\$ (0.08)	\$ -	\$ -
Total 100 Revenue	\$ (0.20)	\$ (0.05)	\$ (0.05)
200 Expenses			
400 Salaries/Benefits/Training	\$ 15.04	\$ 16.44	\$ 16.36
450 Contracted Services	\$ 0.72	\$ 0.68	\$ 0.72
500 Supplies and Materials	\$ 0.33	\$ 0.26	\$ 0.25
725 Amortization	\$ 0.62	\$ 0.62	\$ 0.54
Total 200 Expenses	\$ 16.70	\$ 17.99	\$ 17.87
Total Fire Services	\$ 16.51	\$ 17.94	\$ 17.82

	2021	2021	2022
General Government	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
100 Taxation Revenue	\$ (93.27)	\$ (93.74)	\$ (93.74)
200 Sale of Services	\$ (0.14)	\$ (0.14)	\$ (0.16)
250 Grants from Other Governments	\$ (3.60)	\$ (6.07)	\$ (0.02)
300 Other Revenue	\$ (4.86)	\$ (5.58)	\$ (4.93)
350 Contribution Revenue	\$ -	\$ (0.57)	\$ (0.57)
Total 100 Revenue	\$ (101.87)	\$ (106.10)	\$ (99.42)
200 Expenses			
400 Salaries/Benefits/Training	\$ 0.16	\$ (2.49)	\$ (2.48)
450 Contracted Services	\$ 0.35	\$ 0.41	\$ 0.41
500 Supplies and Materials	\$ 0.04	\$ 0.09	\$ 0.11
650 Grants	\$ 0.79	\$ 0.98	\$ 1.03
725 Amortization	\$ 0.51	\$ 0.51	\$ 0.64
Total 200 Expenses	\$ 1.85	\$ (0.49)	\$ (0.29)
Total General Government	\$ (100.02)	\$ (106.59)	\$ (99.70)

	2021	2021	2022
Human Resources	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ -	\$ (0.01)	\$ (0.01)
Total 100 Revenue	\$ -	\$ (0.01)	\$ (0.01)
200 Expenses			
400 Salaries/Benefits/Training	\$ 2.44	\$ 2.37	\$ 2.98
450 Contracted Services	\$ 0.34	\$ 0.35	\$ 0.28
500 Supplies and Materials	\$ 0.01	\$ 0.06	\$ 0.02
Total 200 Expenses	\$ 2.79	\$ 2.77	\$ 3.28
Total Human Resources	\$ 2.79	\$ 2.76	\$ 3.28

	2021	2021	2022
Information Technology Services	Forecast	Approved	Proposed
		Budget	Budget
200 Expenses			
400 Salaries/Benefits/Training	\$ 2.27	\$ 2.39	\$ 2.64
450 Contracted Services	\$ 0.03	\$ 0.03	\$ 0.03
500 Supplies and Materials	\$ 1.54	\$ 1.45	\$ 1.43
725 Amortization	\$ 1.15	\$ 1.15	\$ 1.20
Total 200 Expenses	\$ 5.00	\$ 5.02	\$ 5.29
Total IT Services	\$ 5.00	\$ 5.02	\$ 5.29

	2021	2021	2022
Library	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ (0.02)	\$ (0.05)	\$ (0.03)
250 Grants from Other Governments	\$ (0.14)	\$ (0.15)	\$ (0.15)
300 Other Revenue	\$ (0.00)	\$ -	\$ -
350 Contribution Revenue	\$ (0.01)	\$ (0.00)	\$ (0.01)
Total 100 Revenue	\$ (0.17)	\$ (0.19)	\$ (0.19)
200 Expenses			
400 Salaries/Benefits/Training	\$ 2.63	\$ 3.24	\$ 3.34
450 Contracted Services	\$ 0.06	\$ 0.05	\$ 0.11
500 Supplies and Materials	\$ 0.75	\$ 0.74	\$ 0.76
725 Amortization	\$ 0.69	\$ 0.69	\$ 0.70
Total 200 Expenses	\$ 4.13	\$ 4.73	\$ 4.91
Total Library	\$ 3.96	\$ 4.53	\$ 4.72

	2021	2021	2022
Parks and Recreation	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ (2.50)	\$ (3.05)	\$ (3.42)
250 Grants from Other Governments	\$ (0.01)	\$ (0.03)	\$ (0.03)
300 Other Revenue	\$ (0.30)	\$ (0.28)	\$ (0.34)
350 Contribution Revenue	\$ 0.00	\$ (0.01)	\$ (0.01)
Total 100 Revenue	\$ (2.81)	\$ (3.37)	\$ (3.79)
200 Expenses			
400 Salaries/Benefits/Training	\$ 13.51	\$ 15.20	\$ 13.48
450 Contracted Services	\$ 0.33	\$ 0.40	\$ 0.54
500 Supplies and Materials	\$ 1.31	\$ 1.71	\$ 1.42
600 Cost of Sales	\$ 0.15	\$ 0.13	\$ 0.27
725 Amortization	\$ 4.14	\$ 4.14	\$ 3.70
Total 200 Expenses	\$ 19.44	\$ 21.57	\$ 19.42
Total Parks and Recreation	\$ 16.64	\$ 18.20	\$ 15.62

	2021	2021	2022
Police	Forecast	Approved	Proposed
		Budget	Budget
100 Revenue			
200 Sale of Services	\$ (4.83)	\$ (5.45)	\$ (5.70)
250 Grants from Other Governments	\$ (2.00)	\$ (1.27)	\$ (1.84)
300 Other Revenue	\$ (0.03)	\$ (0.02)	\$ (0.02)
Total 100 Revenue	\$ (6.85)	\$ (6.74)	\$ (7.56)
200 Expenses			
400 Salaries/Benefits/Training	\$ 27.45	\$ 27.31	\$ 28.39
450 Contracted Services	\$ 3.59	\$ 3.75	\$ 4.07
500 Supplies and Materials	\$ 1.25	\$ 1.20	\$ 1.22
650 Grants	\$ 0.02	\$ 0.03	\$ 0.03
725 Amortization	\$ 0.73	\$ 0.73	\$ 0.70
Total 200 Expenses	\$ 33.04	\$ 33.02	\$ 34.41
Total Police Services	\$ 26.18	\$ 26.28	\$ 26.85

Attachment #3

General Fund Service Enhancement Requests

Service Enhancements for General Fund																
APPROVED AS AT NOVEMBER 29, 2021																
Item	Dept	Division	Description	Background	Permanent FTE Addition	Temp or Aux	2022 Salary Costs	2022 Salary Related Costs	2022 Other Costs	Enhancements			Proposed Funding			
										2022 Proposed Gross Budget	2022 Funding Identified or Revenue Impact	2022 Net Impact	COVID Restart and Other Grants	One Time General Provisions	Property Tax Funded	Additional 2022 Tax Rate Impact
1	Parks	Community Recreation	After School Child Care/Recreational Programming (Auxiliary staffing - QCC)	The new Child Care Provincial Regulations and licensing provisions have created new opportunities for Community Recreation Care. As part of the City's response to childcare shortfalls, if it is proposed the Queensborough Community Centre provide after-school care during the school year. The requested funding will subsidize the program to make it affordable for families and allow for alignment of municipal service fees with that of the fees levied by not for profit providers.			50,700	6,084	4,500	61,284	(34,200)	27,084		27,084		0.00%
2	Parks	Parks Operations	Natural Areas Practitioner (Auxiliary staff 0.8 FTE - Parks)	For many years, the city has relied on community volunteer and grant funds to maintain the city's natural areas. Despite these efforts, the city's natural areas have become overgrown with invasive species and inaccessible by trail. Initially proposed for phased implementation over 2021 and 2022, resources are required to complete the operationalization of the ongoing action plans associated with the City's Urban Forest Management Strategy, Environmental Strategy and Action Plan, and pending Biodiversity Strategy. This requires a dedicated parks operations crew, currently staffed at 1.0 FTE, to support the sustainability, health and quality of the city's natural areas/foreshores and monitor biodiversity efforts throughout the city. Position will support the natural areas practitioner in the field to advance the city's climate action goals (Bold Step #6 and #7) by enhancing and increasing ecological biodiversity, carbon storage, stormwater retention, trail access and outreach/education of the city's natural areas.		Auxiliary	70,080	850	2,500	73,430	-	73,430			73,430	0.08%
3	Parks	Parks & Open Space Planning Design and Construction	Open Space and Parks Planning, Design and Project Management (Planner 1, 1.0 FTE - Parks)	Annual workplans are established within the Parks & Open Space Planning team. Patterns from 2019-2021 anticipate increased future workloads, beyond existing parks/open space workplans. A large portion of staff time is allocated to major projects, interdepartmental initiatives and evolving city priorities related to climate action, active transportation, affordable housing, food security, reconciliation, engagement, and asset management planning. To continue to provide support in these areas, the Parks and Open Space team requires an additional 1.0 FTE in order to balance current workloads across existing Parks and Open Space Planning staff. The alternatives include 1) reduction in the scope of workplans; or 2) reduction in participation in interdepartmental initiatives, major projects, urban design/development reviews, etc.	1.0		103,050	850	300	104,200	-	104,200			104,200	0.11%
4	Parks	Moody Park Arena	Convert auxiliary Assistant Program Coordinator role to a permanent part-time position (0.72 FTE Assistant Program Coordinator - MPA)	Current auxiliary staff hours are in place to support the planning and delivery of skating programs at Moody Park Arena. In order to provide stability in program delivery and continuity in staff supervision, it is proposed to convert the existing auxiliary hours into a permanent part-time position. No net impact on operating budget.	0.7		44,262		-	44,262	(44,262)	-			-	0.00%
5	Parks	Parks Operations	Climate Change Resilience & Regulatory Alignment of public water systems maintenance (Irrigation Technician, 1.0 FTE - Parks)	Given the climate change impacts experienced locally (such as extreme heat events), emergency response work to ensure equity and access to public water sources including the placement of water fountains, cooling stations, waterparks and irrigation infrastructure has become a priority. In order to respond to forecasts showing extended hot and dry conditions in years ahead, further staffing support is critical to implement, inspect and maintain existing and planned cold water stations such as drinking fountains, spray parks and misting stations. In addition, expanded and reliable irrigation systems are required to increase survival rates of newly planted trees, shrubs and plants. To help mitigate the effects of extreme heat on local residents as well as the City's green assets, additional irrigation technician services are required. This additional position will support the inspection and maintenance of the City's 250 irrigation systems, 221 cross connection control devices, 55 drinking fountains and 8 water features parks. National and Provincial Codes and local bylaws require and/or recommend as a best industry practice the installation and annual inspection/testing of back flow prevention devices to ensure the safety (cross connection and back flow contamination) of the public water system. The existing staffing level of one technician is insufficient to sustain the needed annual inspection, ongoing maintenance regimens throughout the City which increases the probability of putting the water system at risk, places stress on the City's response capability to extreme heat events, and jeopardizes the City's inventory of natural assets		2 yr temp 0.5 FTE	45,426	150	2,000	47,576	-	47,576		47,576		0.00%
6	Parks	Centennial Community Centre	Revenues from Drop in, program reg, membership	To comply with PHO Order's, the capacity in fitness programs had to be reduced while retaining normal staffing levels. In addition, there is a modest decrease in patron participation due to personal Covid precautions and electing not to participate			(23,500)		-	(23,500)	48,000	24,500	24,500			0.00%
7	Parks	Concessions	Auxiliary Salaries	The auxiliary staff are required resources to return to full service offerings and to achieve past revenue targets that were not lowered in 2020 or 2021 with the Covid service reductions.		Auxiliary	47,720		-	47,720	-	47,720		47,720		0.00%

Item	Dept	Division	Description	Background	Permanent FTE Addition	Temp or Aux	2022 Salary Costs	2022 Salary Related Costs	2022 Other Costs	2022 Proposed Gross Budget	2022 Funding Identified or Revenue Impact	2022 Net Impact	COVID Restart and Other Grants	One Time General Provisions	Property Tax Funded	Additional 2022 Tax Rate Impact	
8	Parks	Special Events	General Recreation Revenue	New Westminster Grand Prix will not be offered in 2022 and as a result there is no sponsorship revenue, however Parks is proposing an increase to support COVID initiatives such as Shine Bright New West, Rest of New West, and related Joy and Whimsy activities that will be planned in 2022.					23,325	23,325		23,325	23,325			0.00%	
9	Parks	Queensborough Comm Centre	General Recreation Revenue	As a result of COVID, there as been a decrease in revenue as programs had reduced capacity in classes while maintaining the same program staffing levels. We anticipate that the return to program participation will be gradual as many participants are not feeling comfortable coming back.					-	0	7,000	7,000	7,000			0.00%	
10	Parks	Special Events	Canada and Family Days	Canada Day and Family Day expenditures and offsetting grant revenue					13,500	13,500	(13,500)	-				0.00%	
11	Parks	Queensborough Comm Centre	Rentals	We continue to follow the PHO's Orders and although capacity numbers have increased there is still a lack of public comfort to book rental spaces for indoor gatherings.					-	0	25,000	25,000	25,000			0.00%	
12	IT	IT Services	Business Analyst	One new FTE is requested to help and support Development Services, Engineering and Fire Services in implementing their E-permit system. This application will allow digital submission and review of building plans and permits etc. It will help streamline workflow in Development Services and Engineering department and improve customer delivery to the public. This position is anticipated to be staffed in later half of 2022 onwards.	1.0		45,000	10,000	-	55,000	-	55,000				55,000	0.06%
13	IT	IT Services	HelpDesk Analyst	The Helpdesk group currently consists of four technical staff who are responsible for supporting over 650 PCs and over 850 computer users. With the new hybrid work environment, current staff complement is insufficient to provide support coverage "on-premises" and "remote-work" users. One additional FTE is needed to ensure adequate coverage and prompt technology support for the new normal work environment, continuing IT training for staff as well as supporting hybrid Council meetings. This position is anticipated to be staffed in Spring 2022.	1.0		85,000	5,000	-	90,000	-	90,000				90,000	0.10%
14	FIN	Purchasing	Software Maintenance	Organizational Effectiveness & Reducing Carbon Footprint: annual software license costs to implement an eBidding system. This system will allow for electronic RFP and Tenders posting and receipt of responses					10,000	10,000	-	10,000			10,000	0.01%	
15	Gen Govt	City Grant	Comm Livability &Social Equity	This request is to address the inflationary and COVID-19 pressures that this granting envelope is facing which in turn has an impact on the community programs and services that are funded through the program. This envelope has been held at 2019 dollars for three years.					14,000	14,000	-	14,000	14,000				0.00%
16	Gen Govt	City Grant	Community Economic Activators	In 2021 staff to support the Farmers' Markets COVID challenges were able to re-allocated \$12,000 from Portfolio 2. This money was available because of the smaller festival requests due to COVID-19. In 2022 festivals are returning with the resulting increase in financial support needed. \$12,000 will allow the City to continue granting to the Farmers Market.					12,000	12,000	-	12,000	12,000				0.00%
17	Gen Govt	City Grant	Social and Cultural Vibrancy	This request is to address the inflationary and COVID-19 pressures that this granting envelope is facing which in turn has an impact on the community programs and services that are funded through the program. This envelope has been held at 2019 dollars for three years.					14,000	14,000	-	14,000	14,000				0.00%
18	Gen Govt	City Grant	City Services	This request for additional funds is to cover the increase in staffing and rental charges in the last three years. This increase will enable staff to continue supporting festivals and events at the same level.					10,000	10,000	-	10,000		10,000			0.00%
19	CAO	Intergovernmental & Comm	Auxiliary Salaries	In 2021 funding applications valued at almost \$80 M were submitted to senior levels of government. IGR also advances key projects to qualify for government funding and facilitates partnerships for project delivery. With the need for additional City revenue, increase in the number of funding opportunities and emergence of major projects facilitated by IGR, additional support is required to track the current applications, ensure maximum opportunity is leveraged from senior levels of government and fulfil the City's contractual obligations, once funding is received. The return on investment through resources back to the City is significant. Current allocation for auxiliary support is 22.5 hours per week. IGR requests an additional 10 hours per week to accommodate 4 days per week support.		Auxiliary	15,000		300	15,300		15,300		15,300			0.00%
20	CAO	Public Engagement	Advertising	Advertising - net savings on subscriptions					(8,200)	(8,200)		(8,200)			(8,200)	-0.01%	
21	CAO	Economic Development	Consultants and Studies	In an effort to identify efficiencies for the upcoming year, Economic Development will proceed with only essential Covid recovery projects that require consultant services in 2022.					(10,000)	(10,000)	-	(10,000)		(10,000)			0.00%
22	CAO	Mayors & Clerks	Records Management	The cost for this activity has increased in recent years with the renovations of the City Hall basement into office space.					15,000	15,000	-	15,000			15,000	0.02%	
23	CAO	Admin	Equipment and Furn Purchases	For new staff member					3,000	3,000		3,000		3,000			0.00%

Item	Dept	Division	Description	Background	Permanent FTE Addition	Temp or Aux	2022 Salary Costs	2022 Salary Related Costs	2022 Other Costs	2022 Proposed Gross Budget	2022 Funding Identified or Revenue Impact	2022 Net Impact	COVID Restart and Other Grants	One Time General Provisions	Property Tax Funded	Additional 2022 Tax Rate Impact
24	CAO	Elections	Vote Counting Equipment	The increase in election costs are a result of two factors. Firstly the current cost for ballot tabulators have increased significantly (3x) the cost from 2018. Staff are working to work on this costing. The second factor is the provision of an advance voting option that necessitates the hiring of an additional staff person.		Auxiliary	46,337		39,013	85,350		85,350		85,350		0.00%
25	Anvil & Art Sv	Art + Technology	Program Coordinator	Request for a FT permanent Program Coordinator. In 2021 Learning Lab developed and delivered 86 public, multi-session programs supporting all ages in the community as well as artists who are marginalized or in need. NMG has a teaching staff of 9 Auxiliary Instructors and one Aux Program Coordinator. In October we began offering technology and art outreach classes at civic community centres in the city. Art & Technology are the only City BU without a FT Permanent Program Coordinator. The urgent need for this position is reflected in the fact that this position is recognized and will be fully funded through a collaborative effort between Business Units 6910,6800,6700 and 6900. The funding for this position is tied to the enhancement for BU6800	1.0		70,361	17,389	-	87,750	(87,750)	-				0.00%
26	Anvil & Art Sv	Arts Services	RLA Auxiliary hours (2/day to increase community access to Anvil Studios	To augment existing PT staffing hours to expand access to Anvil Studios for community use. The enhancement request will augment existing funding reallocated from within the Anvil Centre budget and combined will provide 2 days/week of staff support for community bookings. This request is linked to the enhancement request put forward by Art and Technology.		Auxiliary	22,000		-	22,000	(12,199)	9,801		9,801		0.00%
27	Anvil & Art Sv	Reconciliation	Indigenous Relations Advisor	Staffing budget for Indigenous Relations Advisor supporting strategic priorities aimed at relationship building with First Nations and responding to call of the Truth and Reconciliation Commission. Partially funded by reallocations within the Reconciliation budget		2 yr temp 1.0 FTE	135,178		-	135,178	(85,777)	49,401			49,401	0.05%
28	Anvil & Art Sv	Anvil Centre	Net one-time adjustments for 2022 due to overall reduction of sectoral recovery	COVID-19 has significantly impacted the conference and meetings industry, with PHO directives limiting the types of events, mandating 50% or lower attendance capacity or full closures. Negative impacts on rental and catering revenues have been experienced. During the 5 month Vaccination Clinic, many events, meetings and film shoots were turned away due to venue capacity with the clinic and limited space available. COVID-19 will continue to impact the event industry for the next 12 to 18 months.			-	2,000	(143,800)	(141,800)	670,450	528,650	528,650			0.00%
29	Anvil & Art Sv	Anvil Centre	Net one-time adjustments for 2022 due to overall reduction of sectoral recovery	For 2022 a gradual recovery of cultural rentals and reestablishment of a season of performing arts programming is anticipated. The 2022 budget reflects a reduction of 90K in revenue offset by an overall reduction of 75K in expenses. The resulting net increase of 15K will allow us to support recovery and rebuild programming delivery through presentations and promotional investment.			(10,000)		(65,806)	(75,806)	90,750	14,944	14,944			0.00%
30	Library	Library Fines and Membership	Fine-Free for overdue fines means a reduction in revenue	Overdue fines are the biggest barrier to low income families. Almost half of those with significant fines and who are blocked from use live in the City's poorest neighborhoods.					-	0	37,930	37,930			37,930	0.04%
31	Police	Service	E-COMMM	Rate increases required by 3rd party agency so they can increase capacity. Final number still under review and could change before budget is finalized.					243,000	243,000	-	243,000			243,000	0.26%
32	Police	Service	DEMS-Digital Evidence Management system required by the province.	The province is require all agency use DEMS					52,000	52,000	-	52,000			52,000	0.06%
33	Police	Service	Consultants-Studies and reviews	To support department review. Costs beyond \$50,000 with be supported with existing budget allocation from 2021 and 2022.					50,000	50,000	-	50,000		50,000		0.00%
34	Police	Service	Third Party Funding	Increase in revenue from ERT. ERT will now pay for 3 members salaries and ICARS will be for 1 member; historically only paid for 2 members					-	0	(284,000)	(284,000)	(284,000)			0.00%
35	Police	Service	Additional member costs and third party funding	Increase in salary offset by grant revenue. Increased revenue and expenses for secondment member salary increases				65,000	-	65,000	(65,000)	-	(65,000)		65,000	0.07%
36	Police	Maintenance	School liaison position removed	Position no longer required. Staff member is redeployed and salary absorbed within existing budget			(140,000)		-	(140,000)	-	(140,000)			(140,000)	-0.15%
37	HR	Human Resources	Mental health support tool	Due to continued COVID impacts, the mental health and well-being of staff continues to be a top priority. There is an increasing and critical need to support employees' mental health as they navigate through these challenging and uncertain times both at work and at home. There has been a steady increase in mental health issues being a contributing factor in sick leave and WorkSafe claims. This online tool helps staff develop coping skills to deal with external stressors and includes access to virtual cognitive behavioral therapy with the support of a team of trained therapists.					30,000	30,000	-	30,000	30,000			0.00%

Item	Dept	Division	Description	Background	Permanent FTE Addition	Temp or Aux	2022 Salary Costs	2022 Salary Related Costs	2022 Other Costs	2022 Proposed Gross Budget	2022 Funding Identified or Revenue Impact	2022 Net Impact	COVID Restart and Other Grants	One Time General Provisions	Property Tax Funded	Additional 2022 Tax Rate Impact
38	HR	2320 Corporate Staff Development	Training - Diversity, Equity, Inclusion, and Anti-Racism Training; Sanctuary City	There are a number of key organizational effectiveness strategic priorities that have a staff training and education component to support these initiatives. These include staff training with respect to DEIAR, Sanctuary City, violence prevention for the homelessness plan and opioid crisis, mental health, etc. Additional funding is needed for external trainers to facilitate these various training sessions and subsequent refresher training.					60,000	60,000	-	60,000		60,000		0.00%
39	HR	Human Resources	Consultant	The Diversity, Equity, Inclusion, and Anti-Racism framework is a key strategic priority for Council and the City. The requested funding will support the completion of the DEIAR framework and staff training curriculum by the consultant. It is anticipated that the framework will be completed in the first quarter of 2022, followed by the implementation of the training curriculum.					20,000	20,000	-	20,000		20,000		0.00%
40	HR	2305 Payroll	Senior Payroll Specialist	Due to the continued growth of the City's workforce, this Payroll position is needed to ensure the continuity of the payroll and benefits function and to provide sufficient support and backup for critical payroll and benefit functions. The City currently only has 4 payroll staff to process the payroll for the City's 1400+ employees. This position would provide additional depth for the payroll function and for succession planning. Payroll staff has been the same as it was in 2006. Over the past 10 years there has been a 32% increase in the number of City employees. This position would provide the support to address the increase in workload and payroll-related projects. Request partial funding to reclass vacant RPT Payroll Clerk to RFT Senior Payroll Specialist position	1.0		109,622	1,500	-	111,122	(45,838)	65,284			65,284	0.07%
41	HR	Human Resources	HR Assistant	Converting our Regular Part Time Human Resources Assistant to Full Time, will provide the necessary administrative support required to meet the increasing workload and demands in the Human Resources Dept. Convert RPT HR Assistant position to RFT by adding 0.08 FTE. To be funded by reduction in auxiliary.	0.1		6,125		-	6,125	(6,125)	-		-		0.00%
42	HR	Human Resources	Workplace Wellness Coordinator	Given the increase in staff over the years and the proportionate increase in staff mental health, disability, and sick leave cases, as well as COVID's continual impacts, a Workplace Wellness position is requested to support the increasing demands of coordinating disability case management and employee return to work. This will ensure that the City can support the mental health/wellbeing of staff and support the return to work of employees in an effective and timely manner. Request one 2-year TFT Workplace Wellness Coordinator position.		2 yr temp 1.0 FTE	102,207		-	102,207	-	102,207	102,207			0.00%
43	HR	Human Resources	Training and Development Coordinator	A number of key strategic initiatives will be advancing in 2022 and beyond that require staff training and education. These initiatives include staff training for DEIAR, Sanctuary City, violence prevention, mental health, employee professional development plan, etc. Furthermore, there is an important need to support annual corporate training for an increasing City workforce such as respectful workplace, customer service, leadership, management, etc. as well as to develop and implement a comprehensive annual corporate training plan.		2 yr temp 1.0 FTE	102,207		-	102,207	-	102,207		102,207		0.00%
44	CAPD	Building	Plumbing Permits	Building permit applications are expected to be consistent with trends in 2021.					-	0	(50,000)	(50,000)			(50,000)	-0.05%
45	CAPD	Building	On-going Dues and Training budget enhancement	The Building team requires provincially mandated yearly registration and on-going training. As buildings are becoming increasingly complex, further specialized training is now required to support implementation of Step Code, Climate Action directives, Fire and Life Safety Code updates, and Recycling and Storm Water.					11,000	11,000	-	11,000		11,000		0.00%
46	CAPD	Building	On-going Cellular Service costs	As the Building Department builds resiliency through cross-training the Inspection and Plan Review teams, more staff will be doing field inspections requiring a cellular service for project documentation.					1,500	1,500	-	1,500		1,500		0.00%
47	CAPD	Licensing and Integrated Services	Business Licenses	Licensing applications are expected to be consistent with trends in 2021. This also reflects CPI increase					-	0	(180,370)	(180,370)			(180,370)	-0.19%
48	CAPD	Licensing and Integrated Services	Auxiliary Clerk Typist 3	As the city has grown in population, the number of business license applications has increased (by 23% 2004-2019), as has the number of calls for service (158% 2004-2019). At the same time, front line staff in licensing and bylaws have been refocusing on proactive local business support, and supporting the City's response to homelessness, the opioid epidemic, renovations and other housing issues faced by vulnerable tenants. An auxiliary to support staff clerks is required given the increased reliance on these roles in supporting the above, and to improve corporate resilience.		Auxiliary	66,201		-	66,201	-	66,201		66,201		0.00%
49	CAPD	Planning	Planning Permits	Development applications are expected to remain at the current level. This increase reflects CPI increase for 2022.					-	0	(9,773)	(9,773)			(9,773)	-0.01%
50	CAPD	Planning	Subcontracts	Flowthrough of Senior Government Grants and funds provided in support of the City's due diligence work in reviewing development applications.					383,439	383,439	(383,439)	-				0.00%

Item	Dept	Division	Description	Background	Permanent FTE Addition	Temp or Aux	2022 Salary Costs	2022 Salary Related Costs	2022 Other Costs	2022 Proposed Gross Budget	2022 Funding Identified or Revenue Impact	2022 Net Impact	COVID Restart and Other Grants	One Time General Provisions	Property Tax Funded	Additional 2022 Tax Rate Impact
51	CAPD	Planning	Downtown Livability	Weekend and extended weekday bylaw officers in support of the CAO's report regarding Downtown Livability endorsed by Council October 18, 2021 proposed the creation of a multi-departmental team comprised of Police, Fire, Bylaw, and Engineering Operations to conduct joint inspections of public spaces frequented by vulnerable people. 2 additional officers total.		Auxiliary	166,235	2,700		168,935		168,935	168,935			0.00%
52	Eng Admin	Administration	Other Provincial Grants	Provincial grants for Pattullo Bridge project					-	0	(110,220)	(110,220)				0.00%
53	Eng Admin	Administration	Street Use Permits	Revenues for street use permits has been trending lower than anticipated levels - reduction is to current levels.						0	152,000	152,000			152,000	0.00%
54	Eng Admin	Administration	Consulting & Studies	A one-time increase in the consulting budget is required to support the department in fulfilling new requirements from Engineers and Geoscientists of BC as a result of the recently enacted Professional Governance Act. The Engineering Department is coordinating this work on behalf of all City departments that have professional engineers conducting Engineering work on behalf of the City.					25,000	25,000	(10,000)	15,000			15,000	0.00%
55	Eng Admin	Administration	Auxiliary Salaries	In order to provide better customer service at the Engineering front counter, and to provide technical support to the Transportation Division, an enhancement to the auxiliary staff budget is requested. The additional auxiliary staff will be funded by reducing the department's overtime budget and the budget for legal fees.		Auxiliary	60,000		-	60,000	(60,000)	-				0.00%
56	Eng Admin	Administration	Dev Services Rev	Estimated revenue from introduction of a new review fee - will need to monitor actual experience to assess						0	(42,000)	(42,000)			(42,000)	0.00%
57	Eng Admin	Administration	Transportation Dev Application Fee Revenue	Anticipated shortfall in transportation development application fee revenue offset by increases in SOP fees					50,000	50,000	(50,000)	-				0.00%
58	Eng Admin	Q2Q	Revenues Shortfall	Sponsorships and fares will be lower than originally anticipated during rebuild of service from pandemic levels.							100,000	100,000	100,000			0.00%
59	Eng	Facilities Management	Building Maintenance Worker	The portfolio of buildings has increased in number, size and complexity over the past several years, including Massey Theatre- a building that is 70 years old, in need of significant maintenance and repair, and will be operated up to 7 days a week seasonally- and soon to be opened Riverwalk Childcare facility	1.0		75,000		-	75,000	-	75,000			75,000	0.08%
60	Eng	Facilities Management	Maintenance	Security at Anvil Centre due to inability to lock venue overnight. Building layout will be reviewed by Facilities Management for a solution.					75,500	75,500		75,500			75,500	0.00%
61	Eng	Facilities Management	Maintenance	Facility maintenance for Massey Theatre					200,000	200,000		200,000			200,000	0.21%
62	Eng	Engineering Ops Maintenance	Graffiti Removal	The addition of one full-time staff member enables Engineering Operations to complete graffiti removal using City staff and equipment, and eliminates the need for contracted services. Organizationally, this is a more effective and efficient way to manage graffiti, resulting in meaningful improvements to the Public Realm and overall cost savings.	1.0		90,000		17,000	107,000	(107,000)	-				0.00%
63	Eng	Sign Shop	Aux Labor position	The addition of funding for Sign Shop auxiliary staff enables Engineering Operations to improve service in support of sustainable transportation, traffic safety, and public realm enhancement, through creation and installation of permanent and temporary signage.		Auxiliary	45,000		-	45,000	(45,000)	-				0.00%
64	Eng	Parking Services	RFT Street Use Enforcement Senior Officer	The addition of one full-time Parking and Street-Use Senior Officer allows Engineering Operations to enhance our existing team of Parking and Street Use Officers to support education and compliance with Street & Traffic Bylaw requirements, including Street Occupancy Permits and School Zone Safety. The addition of a Senior Officer improves organizational effectiveness and supports sustainable transportation and road safety, particularly as it relates to school zones and high pedestrian locations.	1.0		90,000		-	90,000	(100,000)	(10,000)			(10,000)	-0.01%
65	Eng	Animal Services	Permanent PT Education & Enforcement Officer	The addition of one permanent part-time staff member enables Engineering Operations to support day to day Animal Services operations with a focus on education and compliance with the Animal Care and Control Bylaw in City parks and open spaces. Organizational effectiveness will be improved as one permanent staff member provides continuity in assigned tasks, which better supports tracking and resolution of Animal Care and Control Bylaw infractions.	0.6		45,000		-	45,000	(45,000)	-				0.00%
66	Eng	Engineering Operation Maintenance	Beat Person - Greenways and commercial areas	The addition of one full-time staff member allows Engineering Operations to support Sustainable Transportation framework by maintaining new and existing Greenways. This position will support the existing group and provide more support to Public Realm cleanliness including the downtown core and other business districts.	1.0		75,000		-	75,000	-	75,000			75,000	0.08%
Total					10.4	Temp 3.5 FTE	1,639,211	111,523	1,154,071	2,904,805	(740,323)	2,164,482	715,561	637,019	811,902	0.87%

Attachment #4
2022 – 2026 Capital Program

2022 - 2026 Capital Program															
	Draft 2022 - 2026 Capital program						Priority Area								
	2022 Budget	2023 Plan	2024 Plan	2025 Plan	2026 Plan	Total	Affordable Housing	Sustainable Transportation	Environment and Climate Change	Culture and Economic Development	Reconciliation, Inclusion, and Engagement	Facilities, Infrastructure, and Public Realm	Organizational Effectiveness	Core Services	Total
General Fund															
Buildings															
Anvil Centre	0.070	0.425	-	0.725	-	1.220				0.130		0.835		0.255	1.220
Canada Games Pool	53.877	24.001	3.153	-	-	81.031	3.000					78.031			81.031
Century House	0.030	0.172	-	-	0.105	0.307						0.307			0.307
City Hall	0.386	0.200	0.570	0.040	0.285	1.481		0.100				1.381			1.481
Fire Halls	0.105	0.100	0.144	0.310	0.650	1.309						1.184		0.125	1.309
Fraser River Discovery Centre	0.210	-	-	0.075	0.325	0.610						0.610			0.610
Greenhouse	-	0.080	-	-	-	0.080						0.080			0.080
Irving House	-	0.118	-	0.300	0.150	0.568				0.418		0.150			0.568
Library	0.050	0.184	-	-	-	0.234						0.234			0.234
Massey Theatre	4.138	3.000	3.000	4.000	-	14.138						14.138			14.138
Moody Park Arena	-	0.090	0.025	0.070	0.015	0.200						0.200			0.200
Other Facilities	2.316	1.952	1.810	2.097	2.230	10.404			8.400	0.037		1.967			10.404
Police Services Facility	0.621	-	-	-	1.065	1.686						1.451	0.235		1.686
Queens Park Facilities	0.296	0.130	0.106	0.210	0.095	0.837					0.095	0.742			0.837
Queensborough Comm Centre	0.043	-	-	0.180	0.040	0.263						0.263			0.263
Works Yard	0.150	-	0.100	0.381	0.110	0.741						0.741			0.741
Buildings Total	62.291	30.451	8.908	8.388	5.070	115.109	3.000	0.100	8.400	0.585	0.095	102.314	0.235	0.380	115.109
Engineering Structures															
Cycling and Greenways	6.690	2.150	0.400	0.300	3.500	13.040	0.115	12.925							13.040
Great Streets	0.600	2.500	1.500	0.500	2.000	7.100		7.100							7.100
Livable Neighbourhoods	0.370	0.370	0.370	0.320	0.420	1.850		1.850							1.850
Major Repairs and Rehab	1.097	1.050	0.800	0.800	0.800	4.547						4.547			4.547
Managed Roads	7.323	6.270	6.270	6.070	4.820	30.753		0.165				21.975		8.613	30.753
Railway Improvements	1.550	-	-	0.350	1.000	2.900						2.550		0.350	2.900
Special Projects	4.162	0.825	0.175	0.025	0.025	5.212		4.532				0.680			5.212
Transit	0.120	0.050	0.060	0.060	0.060	0.350		0.350							0.350
Walking	1.650	0.925	0.825	0.825	2.600	6.825		6.575	-			0.250			6.825
Engineering Structures Total	23.562	14.140	10.400	9.250	15.225	72.577	0.115	33.497	-			30.002		8.963	72.577
Equipment															
Anvil Centre	0.235	0.075	0.010	0.010	0.010	0.340				0.340					0.340
Engineering Services	1.281	0.032	0.007	0.007	-	1.327			1.011			-	0.316		1.327
Fire Services	0.524	0.249	0.249	0.249	0.284	1.555							0.250	1.305	1.555
Information Technology	2.553	1.412	1.317	1.197	0.864	7.343				0.576			6.767		7.343
Library	0.112	-	-	-	-	0.112						0.012		0.100	0.112
Parks Recreation	0.319	0.113	0.178	0.121	0.193	0.922						0.897	0.025		0.922
Police	0.200	0.170	0.200	0.920	0.200	1.690						0.040	1.650		1.690
Equipment Total	5.224	2.051	1.961	2.504	1.551	13.289			1.011	0.916		0.949	9.008	1.405	13.289
Land															
Property	0.500	4.734	-	-	2.000	7.234			-			7.234			7.234
Land Total	0.500	4.734	-	-	2.000	7.234			-			7.234			7.234
Other															
Affordable Housing	2.390	1.766	1.650	1.625	1.625	9.056	9.056								9.056
Arts and Culture	0.287	0.245	0.185	0.140	0.215	1.072		0.075		0.787	0.050	0.160			1.072
Child Care	0.907	-	-	-	-	0.907	0.907								0.907
Corporate Efficiencies/ Strategies	0.911	0.210	0.020	0.150	-	1.291		0.060	0.485	0.015		0.480	0.210	0.041	1.291
Environment, Parks & Sustainability	1.826	1.624	0.647	0.622	0.135	4.853		0.100	4.603			0.150			4.853

	Draft 2022 - 2026 Capital program						Priority Area								
	2022 Budget	2023 Plan	2024 Plan	2025 Plan	2026 Plan	Total	Affordable Housing	Sustainable Transportation	Environment and Climate Change	Culture and Economic Development	Reconciliation, Inclusion, and Engagement	Facilities, Infrastructure, and Public Realm	Organizational Effectiveness	Core Services	Total
Other	0.015	-	-	-	-	0.015				0.015					0.015
Reconciliation	0.093	0.100	-	-	-	0.193					0.193				0.193
Transportation Studies/Programs	0.390	0.310	0.310	0.160	0.370	1.540		1.540							1.540
Other Total	6.819	4.255	2.812	2.697	2.345	18.927	9.963	1.775	5.088	0.817	0.243	0.790	0.210	0.041	18.927
Park Improvements															
Athletic Fields	0.180	0.785	1.200	-	-	2.165						2.165			2.165
Outdoor Pools	0.385	-	0.321	-	0.183	0.889						0.889			0.889
Park Development	1.622	3.426	2.381	1.031	1.031	9.491		0.025	0.450	1.085		7.931			9.491
Parks Infrastructure/Furniture	1.801	0.680	0.522	0.450	0.695	4.148				0.015		4.110	0.023		4.148
Playgrounds	0.387	0.170	0.320	0.170	0.175	1.222						1.222			1.222
Park Improvements Total	4.374	5.061	4.744	1.651	2.084	17.914		0.025	0.450	1.100		16.317	0.023		17.914
Vehicles															
Engineering Services Vehicles	0.640	1.040	0.850	1.060	0.795	4.385		-	1.400			0.550	2.415	0.020	4.385
Fire Services Vehicles	0.050	0.170	0.860	0.055	0.875	2.010							2.010		2.010
Parks Vehicles	0.075	0.525	0.085	0.315	0.358	1.358						1.358			1.358
Police Services Vehicles	0.535	0.625	0.455	0.245	0.240	2.100							2.100		2.100
Vehicles Total	1.300	2.360	2.250	1.675	2.268	9.853		-	1.400			1.908	6.525	0.020	9.853
General Fund Total	104.069	63.052	31.074	26.164	30.543	254.902	13.078	35.397	16.349	3.418	0.338	159.513	16.001	10.809	254.902
Electrical Fund															
BridgeNet Infrastructure															
BridgeNet Infrastructure	0.902	2.500	-	-	-	3.402	0.120					3.282			3.402
BridgeNet Infrastructure Total	0.902	2.500	-	-	-	3.402	0.120					3.282			3.402
Electrical Distribution System															
Electrical New Services	9.517	22.500	17.400	16.400	2.400	68.217	2.000		52.600			13.617			68.217
Meters	10.185	0.150	0.150	0.150	0.150	10.785						10.785			10.785
Substation Upgrades	22.305	1.908	1.450	0.148	0.100	25.911						25.911			25.911
Electrical Distribution System Total	42.007	24.558	19.000	16.698	2.650	104.913	2.000		52.600			50.313			104.913
Equipment															
Electrical Equipment	0.005	0.005	0.005	0.005	-	0.020			-					0.020	0.020
Equipment Total	0.005	0.005	0.005	0.005	-	0.020			-					0.020	0.020
Other															
BridgeNet Other	0.050	-	-	-	-	0.050						0.050			0.050
Electrical Other	0.750	0.500	0.500	0.718	0.500	2.968			1.250					1.718	2.968
Other Total	0.800	0.500	0.500	0.718	0.500	3.018			1.250			0.050		1.718	3.018
Vehicles															
Electrical Vehicles	0.485	0.525	0.665	0.050	-	1.725							1.725		1.725
Vehicles Total	0.485	0.525	0.665	0.050	-	1.725							1.725		1.725
Electrical Fund Total	44.199	28.088	20.170	17.471	3.150	113.078	2.120		53.850			53.645	1.725	1.738	113.078
Water Fund															
Equipment															
Water Equipment	0.145	0.065	0.065	0.065	0.065	0.405			0.180			0.100	0.125		0.405
Equipment Total	0.145	0.065	0.065	0.065	0.065	0.405			0.180			0.100	0.125		0.405
Other															
Water Other	0.484	0.270	0.150	0.155	0.140	1.199			0.230			0.637		0.332	1.199
Other Total	0.484	0.270	0.150	0.155	0.140	1.199			0.230			0.637		0.332	1.199
Vehicles															
Water Vehicles	-	-	0.155	-	-	0.155							0.155		0.155
Vehicles Total	-	-	0.155	-	-	0.155							0.155		0.155
Water Infrastructure															
Hydrants	0.030	0.030	0.030	0.030	0.030	0.150						0.150			0.150

	Draft 2022 - 2026 Capital program						Priority Area								
	2022 Budget	2023 Plan	2024 Plan	2025 Plan	2026 Plan	Total	Affordable Housing	Sustainable Transportation	Environment and Climate Change	Culture and Economic Development	Reconciliation, Inclusion, and Engagement	Facilities, Infrastructure, and Public Realm	Organizational Effectiveness	Core Services	Total
Water System Additions	5.982	6.809	5.309	5.809	5.809	29.717						29.717			29.717
Water Infrastructure Total	6.012	6.839	5.339	5.839	5.839	29.867						29.867			29.867
Water Fund Total	6.640	7.174	5.709	6.059	6.044	31.626			0.410			30.604	0.280	0.332	31.626
Sewer Fund															
Equipment															
Sewer Equipment	0.010	0.020	0.020	0.020	0.020	0.090						-	0.090		0.090
Equipment Total	0.010	0.020	0.020	0.020	0.020	0.090						-	0.090		0.090
Other															
Sewer Other	0.417	0.140	0.140	0.140	0.150	0.987			0.175			0.787		0.025	0.987
Other Total	0.417	0.140	0.140	0.140	0.150	0.987			0.175			0.787		0.025	0.987
Sewer Infrastructure															
Sewer System Additions	15.029	10.753	7.987	7.780	7.480	49.028			2.107			46.646		0.276	49.028
Sewer Infrastructure Total	15.029	10.753	7.987	7.780	7.480	49.028			2.107			46.646		0.276	49.028
Vehicles															
Sewer Vehicles	-	0.020	0.245	-	-	0.265						0.095	0.170		0.265
Vehicles Total	-	0.020	0.245	-	-	0.265						0.095	0.170		0.265
Sewer Fund Total	15.455	10.933	8.392	7.940	7.650	50.370			2.282			47.527	0.260	0.301	50.370
Solid Waste Fund															
Equipment															
Solid Waste Equipment	0.085	0.085	0.085	0.100	0.100	0.455						0.455			0.455
Equipment Total	0.085	0.085	0.085	0.100	0.100	0.455						0.455			0.455
Vehicles															
Solid Waste Vehicles	0.250	0.400	0.800	0.465	0.750	2.665							2.665		2.665
Vehicles Total	0.250	0.400	0.800	0.465	0.750	2.665							2.665		2.665
Solid Waste Fund Total	0.335	0.485	0.885	0.565	0.850	3.120						0.455	2.665		3.120
Grand Total	170.699	109.731	66.230	58.199	48.236	453.096	15.198	35.397	72.890	3.418	0.338	291.744	20.931	13.180	453.096

Attachment #5
Utility Fund Budgets

**CORPORATION OF THE CITY OF NEW WESTMINSTER
ELECTRICAL FUND BUDGET**

	2021 Projections	2021 Budget	2022 Budget	\$ Chg	Budget Projections			
					2023	2024	2025	2026
REVENUE								
Utility Rates	\$ 52,822,107	\$ 51,785,630	\$ 54,262,172	\$ 2,476,542	\$ 55,772,857	\$ 57,325,843	\$ 58,922,312	\$ 60,563,481
Sale of Services	48,948	49,825	49,825	-	49,825	49,825	49,825	49,825
Grants from Other Governments	82,500	-	-	-	1,250,000	-	-	-
Capital Contributions and DCC's	1,633,000	1,250,000	1,933,500	683,500	12,250,000	9,000,000	8,500,000	1,500,000
Other Revenue	178,802	188,802	239,893	51,091	303,556	388,932	483,608	588,264
Total Revenues	54,765,357	53,274,257	56,485,390	3,211,133	69,626,238	66,764,600	67,955,745	62,701,570
EXPENSES								
Salaries, Benefits and Training	2,787,668	3,117,078	3,484,916	367,838	3,572,523	3,687,555	3,763,117	3,843,899
Contracted Services	1,024,681	1,376,631	1,245,471	(131,160)	1,245,471	1,245,471	1,245,471	1,245,471
Supplies and Materials	371,842	530,646	530,646	-	530,646	530,646	530,646	530,646
Interest and Bank Charges	845,084	1,005,736	1,221,381	215,645	1,930,121	2,173,871	2,433,871	2,677,621
Utility Purchases and Levies	32,079,568	32,468,052	31,742,733	(725,319)	32,218,874	32,871,306	33,536,950	34,216,073
Amortization	2,610,000	2,969,000	3,880,000	911,000	4,139,000	4,247,000	5,961,000	6,031,000
Total Expenses	39,718,843	41,467,143	42,105,147	638,004	43,636,635	44,755,849	47,471,055	48,544,710
INCREASE IN TOTAL EQUITY	15,046,514	11,807,114	14,380,243	2,573,129	25,989,603	22,008,751	20,484,690	14,156,860
Reconciliation to Financial Equity								
Amortization of Tangible Capital Assets	2,610,000	2,969,000	3,880,000	911,000	4,139,000	4,247,000	5,961,000	6,031,000
Capital Expenses	(11,528,149)	(29,591,800)	(44,199,385)	(14,607,585)	(28,088,000)	(20,170,000)	(17,470,800)	(3,150,000)
Debt Retirement	(1,529,424)	(1,756,657)	(2,063,061)	(306,404)	(3,002,118)	(3,388,560)	(3,804,371)	(4,210,094)
Proceeds on Debt Issuance	6,656,000	16,461,600	21,807,385	5,345,785	7,500,000	8,000,000	7,500,000	500,000
Transfer from/(to) Other Funds	(6,279,160)	(7,424,100)	(8,517,995)	(1,093,895)	(9,135,000)	(9,135,000)	(8,825,000)	(8,325,000)
Internal Charges	(1,800,342)	(1,800,342)	(1,800,349)	(7)	(1,830,950)	(1,867,297)	(1,913,306)	(1,949,022)
Internal Recoveries	2,492,145	2,487,960	2,532,060	44,100	2,724,392	2,986,425	3,029,286	3,097,152
CHANGE IN FINANCIAL EQUITY (Reserves)	5,667,584	(6,847,225)	(13,981,102)	(7,133,877)	(1,703,073)	2,681,319	4,961,499	6,150,896
Financial Equity , beginning of year	33,383,647	31,325,750	39,051,231	7,725,481	25,070,129	23,367,056	26,048,375	31,009,874
FINANCIAL EQUITY (Reserves), end of year	\$ 39,051,231	\$ 24,478,525	\$ 25,070,129	\$ 591,604	\$ 23,367,056	\$ 26,048,375	\$ 31,009,874	\$ 37,160,770

ELECTRICAL FUND CAPITAL BUDGET

CAPITAL EXPENSES								
Land	\$ 256,000	\$ 350,000	\$ -	\$ (350,000)	\$ -	\$ -	\$ -	\$ -
Vehicles/Equipment	510,549	513,200	490,000	(23,200)	530,000	670,000	55,000	-
Other Projects	113,000	550,000	800,000	250,000	500,000	500,000	717,800	500,000
Electrical Distribution System	10,648,600	28,178,600	42,909,385	14,730,785	27,058,000	19,000,000	16,698,000	2,650,000
Total Capital Expenses	\$ 11,528,149	\$ 29,591,800	\$ 44,199,385	\$ 14,607,585	\$ 28,088,000	\$ 20,170,000	\$ 17,470,800	\$ 3,150,000
FUNDING SOURCES								
Reserve Funds	\$ 3,156,649	\$ 11,880,200	\$ 20,458,500	\$ 8,578,300	\$ 7,088,000	\$ 3,170,000	\$ 1,470,800	\$ 1,150,000
Long Term Debt	6,656,000	16,461,600	21,807,385	5,345,785	7,500,000	8,000,000	7,500,000	500,000
Grants from Other Governments	82,500	-	-	-	1,250,000	-	-	-
Contributions	1,633,000	1,250,000	1,933,500	683,500	12,250,000	9,000,000	8,500,000	1,500,000
Total Capital Funding	\$ 11,528,149	\$ 29,591,800	\$ 44,199,385	\$ 14,607,585	\$ 28,088,000	\$ 20,170,000	\$ 17,470,800	\$ 3,150,000

**CORPORATION OF THE CITY OF NEW WESTMINSTER
WATER FUND BUDGET**

	2021 Projections	2021 Budget	2022 Budget	\$ Chg	Budget Projections			
					2023	2024	2025	2026
REVENUE								
Utility Rates	\$ 14,521,667	\$ 14,398,000	\$ 15,538,000	\$ 1,140,000	\$ 16,625,000	\$ 17,788,000	\$ 19,033,000	\$ 20,367,000
Sale of Services	284,910	99,000	99,000	-	99,000	99,000	99,000	99,000
Capital Contributions and DCC's	-	478,170	229,800	(248,370)	-	-	-	-
Total Revenues	14,806,577	14,975,170	15,866,800	891,630	16,724,000	17,887,000	19,132,000	20,466,000
EXPENSES								
Salaries, Benefits and Training	557,986	702,913	769,759	66,846	791,728	817,503	833,810	853,670
Contracted Services	253,626	146,045	81,045	(65,000)	81,045	81,045	81,045	81,045
Supplies and Materials	149,219	133,406	139,137	5,731	139,137	139,137	139,137	139,137
Utility Purchases and Levies	7,121,822	7,224,771	7,316,257	91,486	7,823,242	8,759,206	9,798,212	10,966,019
Amortization	996,000	986,000	1,052,000	66,000	1,132,000	1,203,000	1,241,000	1,307,000
Total Expenses	9,078,653	9,193,135	9,358,198	165,063	9,967,152	10,999,891	12,093,204	13,346,871
INCREASE IN TOTAL EQUITY	5,727,924	5,782,035	6,508,602	726,567	6,756,848	6,887,109	7,038,796	7,119,129
Reconciliation to Financial Equity								
Amortization of Tangible Capital Assets	996,000	986,000	1,052,000	66,000	1,132,000	1,203,000	1,241,000	1,307,000
Capital Expenses	(2,698,538)	(5,357,900)	(6,640,100)	(1,282,200)	(7,173,900)	(5,708,900)	(6,058,900)	(6,043,900)
Transfer from/(to) Other Funds	220,000	220,000	220,000	-	220,000	220,000	220,000	220,000
Internal Charges	(1,237,842)	(1,180,966)	(1,401,352)	(220,386)	(1,441,475)	(1,493,889)	(1,535,297)	(1,576,663)
Internal Recoveries	354,890	335,791	310,499	(25,292)	395,136	421,044	451,716	485,265
CHANGE IN FINANCIAL EQUITY (Reserves)	3,362,434	784,960	49,649	(735,311)	(111,391)	1,528,364	1,357,315	1,510,831
Financial Equity , beginning of year	9,040,969	8,360,017	12,403,403	4,043,386	12,453,053	12,341,661	13,870,025	15,227,340
FINANCIAL EQUITY (Reserves), end of year	\$ 12,403,403	\$ 9,144,977	\$ 12,453,053	\$ 3,308,076	\$ 12,341,661	\$ 13,870,025	\$ 15,227,340	\$ 16,738,171
WATER FUND CAPITAL BUDGET								
CAPITAL EXPENSES								
Vehicles/Equipment	\$ 145,000	\$ 145,000	\$ 145,000	\$ -	\$ 65,000	\$ 220,000	\$ 65,000	\$ 65,000
Other Projects	248,838	384,700	483,600	98,900	270,000	150,000	155,000	140,000
Water Infrastructure	2,304,700	4,828,200	6,011,500	1,183,300	6,838,900	5,338,900	5,838,900	5,838,900
Total Capital Expenses	\$ 2,698,538	\$ 5,357,900	\$ 6,640,100	\$ 1,282,200	\$ 7,173,900	\$ 5,708,900	\$ 6,058,900	\$ 6,043,900
FUNDING SOURCES								
Reserve Funds	\$ 2,698,538	\$ 4,879,730	\$ 6,410,300	\$ 1,530,570	\$ 7,173,900	\$ 5,708,900	\$ 6,058,900	\$ 6,043,900
Development Cost Charges	-	478,170	229,800	(248,370)	-	-	-	-
Total Capital Funding	\$ 2,698,538	\$ 5,357,900	\$ 6,640,100	\$ 1,282,200	\$ 7,173,900	\$ 5,708,900	\$ 6,058,900	\$ 6,043,900

CORPORATION OF THE CITY OF NEW WESTMINSTER
SEWER FUND BUDGET

	2021 Projections	2021 Budget	2022 Budget	\$ Chg	Budget Projections			
					2023	2024	2025	2026
REVENUE								
Utility Rates	\$ 24,295,963	\$ 24,087,000	\$ 25,996,000	\$ 1,909,000	\$ 27,816,000	\$ 29,764,000	\$ 31,845,000	\$ 34,074,000
Sale of Services	906,549	271,000	271,000	-	271,000	271,000	271,000	271,000
Capital Contributions and DCC's	932,000	2,860,450	2,202,450	(658,000)	55,500	55,000	-	-
Other Revenue	20,000	20,000	20,000	-	20,000	20,000	20,000	20,000
Total Revenues	26,154,512	27,238,450	28,489,450	1,251,000	28,162,500	30,110,000	32,136,000	34,365,000
EXPENSES								
Salaries, Benefits and Training	890,321	979,251	1,071,797	92,546	1,102,789	1,139,669	1,163,678	1,193,291
Contracted Services	1,149,831	770,573	740,573	(30,000)	740,573	740,573	740,573	740,573
Supplies and Materials	81,994	144,609	144,609	-	144,609	144,609	144,609	144,609
Utility Purchases and Levies	10,270,461	10,269,760	11,224,636	954,876	13,390,991	15,747,805	18,645,401	24,257,667
Amortization	1,953,000	1,913,000	2,149,000	236,000	2,268,000	2,373,000	2,427,000	2,512,000
Total Expenses	14,345,607	14,077,193	15,330,615	1,253,422	17,646,962	20,145,656	23,121,261	28,848,140
INCREASE IN TOTAL EQUITY	11,808,905	13,161,257	13,158,835	(2,422)	10,515,538	9,964,344	9,014,739	5,516,860
Reconciliation to Financial Equity								
Amortization of Tangible Capital Assets	1,953,000	1,913,000	2,149,000	236,000	2,268,000	2,373,000	2,427,000	2,512,000
Capital Expenses	(7,685,377)	(15,054,500)	(15,455,430)	(400,930)	(10,932,500)	(8,392,000)	(7,940,000)	(7,650,000)
Transfer from/(to) Other Funds	340,000	340,000	340,000	-	340,000	340,000	340,000	340,000
Internal Charges	(1,346,095)	(1,403,936)	(1,710,093)	(306,157)	(1,741,790)	(1,775,813)	(1,808,939)	(1,842,092)
Internal Recoveries	257,906	300,011	286,911	(13,100)	377,145	399,837	413,084	446,196
CHANGE IN FINANCIAL EQUITY (Reserves)	5,328,339	(744,168)	(1,230,777)	(486,609)	826,393	2,909,368	2,445,884	(677,036)
Financial Equity , beginning of year	19,613,863	18,949,723	24,942,202	5,992,479	23,711,425	24,537,818	27,447,186	29,893,070
FINANCIAL EQUITY (Reserves), end of year	\$ 24,942,202	\$ 18,205,555	\$ 23,711,425	\$ 5,505,870	\$ 24,537,818	\$ 27,447,186	\$ 29,893,070	\$ 29,216,034

SEWER FUND CAPITAL BUDGET

CAPITAL EXPENSES								
Vehicles/Equipment	\$ 202,170	\$ 218,000	\$ 10,000	\$ (208,000)	\$ 40,000	\$ 265,000	\$ 20,000	\$ 20,000
Other Projects	124,812	383,000	416,700	33,700	140,000	140,000	140,000	150,000
Sewer Infrastructure	7,358,395	14,453,500	15,028,730	575,230	10,752,500	7,987,000	7,780,000	7,480,000
Total Capital Expenses	\$ 7,685,377	\$ 15,054,500	\$ 15,455,430	\$ 400,930	\$ 10,932,500	\$ 8,392,000	\$ 7,940,000	\$ 7,650,000
FUNDING SOURCES								
Reserve Funds	\$ 6,753,377	\$ 12,194,050	\$ 13,252,980	\$ 1,058,930	\$ 10,877,000	\$ 8,337,000	\$ 7,940,000	\$ 7,650,000
Development Cost Charges	212,000	1,570,450	1,046,450	(524,000)	55,500	55,000	-	-
Contributions	720,000	1,290,000	1,156,000	(134,000)	-	-	-	-
Total Capital Funding	\$ 7,685,377	\$ 15,054,500	\$ 15,455,430	\$ 400,930	\$ 10,932,500	\$ 8,392,000	\$ 7,940,000	\$ 7,650,000

**CORPORATION OF THE CITY OF NEW WESTMINSTER
SOLID WASTE FUND BUDGET**

	2021 Projections	2021 Budget	2022 Budget	\$ Chg	Budget Projections			
					2023	2024	2025	2026
REVENUE								
Utility Rates	\$ 3,787,770	\$ 3,740,000	\$ 4,323,000	\$ 583,000	\$ 4,913,000	\$ 5,413,000	\$ 5,969,000	\$ 6,581,000
Other Revenue	934,648	779,000	779,000	-	779,000	779,000	779,000	779,000
Total Revenues	4,722,418	4,519,000	5,102,000	583,000	5,692,000	6,192,000	6,748,000	7,360,000
EXPENSES								
Salaries, Benefits and Training	988,579	960,584	1,063,460	102,876	1,181,392	1,215,274	1,238,772	1,267,718
Contracted Services	19,657	29,284	114,284	85,000	114,284	114,284	114,284	114,284
Supplies and Materials	14,800	33,227	134,247	101,020	34,247	34,247	34,247	34,247
Utility Purchases and Levies	1,876,010	1,986,882	2,324,000	337,118	2,382,100	2,441,653	2,502,694	2,565,261
Amortization	379,000	375,000	359,000	(16,000)	400,000	405,000	406,000	443,000
Total Expenses	3,278,046	3,384,977	3,994,991	610,014	4,112,023	4,210,458	4,295,997	4,424,510
INCREASE IN TOTAL EQUITY	1,444,372	1,134,023	1,107,009	(27,014)	1,579,977	1,981,543	2,452,003	2,935,490
Reconciliation to Financial Equity								
Amortization of Tangible Capital Assets	379,000	375,000	359,000	(16,000)	400,000	405,000	406,000	443,000
Capital Expenses	(128,178)	(85,000)	(335,000)	(250,000)	(485,000)	(885,000)	(565,000)	(850,000)
Internal Charges	(964,264)	(961,400)	(1,098,448)	(137,048)	(1,124,276)	(1,166,086)	(1,200,758)	(1,225,581)
Internal Recoveries	128,137	128,137	174,875	46,738	206,334	221,079	229,524	247,264
CHANGE IN FINANCIAL EQUITY (Reserves)	859,067	590,760	207,436	(383,324)	577,035	556,536	1,321,769	1,550,173
Financial Equity , beginning of year	(1,345,783)	(1,368,804)	(486,716)	882,088	(279,280)	297,755	854,291	2,176,060
FINANCIAL EQUITY (Reserves), end of year	\$ (486,716)	\$ (778,044)	\$ (279,280)	\$ 498,764	\$ 297,755	\$ 854,291	\$ 2,176,060	\$ 3,726,233

SOLID WASTE FUND CAPITAL BUDGET

CAPITAL EXPENSES								
Vehicles/Equipment	\$ 128,178	\$ 85,000	\$ 335,000	\$ 250,000	\$ 485,000	\$ 885,000	\$ 565,000	\$ 850,000
Total Capital Expenses	\$ 128,178	\$ 85,000	\$ 335,000	\$ 250,000	\$ 485,000	\$ 885,000	\$ 565,000	\$ 850,000
FUNDING SOURCES								
Reserve Funds	\$ 128,178	\$ 85,000	\$ 335,000	\$ 250,000	\$ 485,000	\$ 885,000	\$ 565,000	\$ 850,000
Total Capital Funding	\$ 128,178	\$ 85,000	\$ 335,000	\$ 250,000	\$ 485,000	\$ 885,000	\$ 565,000	\$ 850,000

Attachment #6
Comment Sheet

COMMENT SHEET
(January 10, 2022 by 6:00 pm)

[illegible]

Attachment #7

Draft Five-Year Financial Plan (2022 – 2026)

CORPORATION OF THE CITY OF NEW WESTMINSTER

CONSOLIDATED FINANCIAL PLAN

		Schedule A				
		2022	Budget Projections			
		Budget	2023	2024	2025	2026
REVENUE						
Municipal Taxation (see below)	\$	97,877,861	\$ 103,095,703	\$ 109,463,995	\$ 115,272,273	\$ 120,451,743
Utility Rates		100,119,172	105,126,857	110,290,843	115,769,312	121,585,481
Sale of Services		14,373,935	15,771,060	15,871,060	15,571,060	15,571,060
Grants from Other Governments (1)		8,920,339	5,893,400	2,871,600	2,871,600	2,871,600
Contributions (2)		24,086,630	24,174,930	18,839,530	17,170,930	10,983,930
Other Revenue (3)		16,915,915	18,081,073	18,221,457	18,082,689	17,797,265
Total Revenues		262,293,852	272,143,023	275,558,485	284,737,864	289,261,079
EXPENSES						
General Services						
Police Services		34,408,503	34,729,375	35,717,010	36,385,994	36,975,831
Parks and Recreation		19,416,533	22,296,796	26,355,706	26,703,057	26,982,221
Fire and Rescue		17,868,972	18,554,183	19,290,982	19,670,640	20,219,813
Development Services		7,358,604	7,014,666	7,155,875	7,313,040	7,449,313
Engineering		29,776,519	30,592,468	31,214,919	31,519,297	32,086,538
General Government		29,850,878	30,366,173	30,452,417	30,563,408	31,384,291
Library		4,905,686	4,996,028	5,068,783	5,119,432	5,180,001
		143,585,695	148,549,689	155,255,692	157,274,868	160,278,008
Utilities Services						
Electrical Utility		40,883,766	41,706,514	42,581,978	45,037,184	45,867,089
Water Utility		9,358,198	9,967,152	10,999,891	12,093,204	13,346,871
Sewer Utility		15,330,615	17,646,962	20,145,656	23,121,261	28,848,140
Solid Waste Utility		3,994,991	4,112,023	4,210,458	4,295,997	4,424,510
		69,567,570	73,432,651	77,937,983	84,547,646	92,486,610
Fiscal Expenses						
Interest and Bank Charges		2,849,958	5,177,088	6,157,719	6,222,996	6,445,961
Total Expenses		216,003,223	227,159,428	239,351,394	248,045,510	259,210,579
INCREASE IN TOTAL EQUITY		46,290,629	44,983,595	36,207,091	36,692,354	30,050,500
Reconciliation to Financial Equity						
Amortization of Tangible Capital Assets		26,286,000	27,438,000	29,959,000	31,329,000	31,803,000
Capital Expenses (Schedule B)		(170,699,310)	(109,731,100)	(66,230,250)	(58,198,700)	(48,236,400)
Debt Retirement		(5,151,403)	(8,214,754)	(9,686,716)	(9,657,090)	(10,214,494)
Proceeds on Debt Issuance		72,184,585	30,772,800	8,000,000	7,500,000	500,000
Proceeds from Disposal of Assets		-	-	-	-	-
Transfers to/from other funds		-	-	-	-	-
Internal Charges		(15,711,106)	(16,312,944)	(16,886,472)	(17,218,596)	(17,564,833)
Internal Recoveries		15,711,106	16,312,944	16,886,472	17,218,596	17,564,833
CHANGE IN FINANCIAL EQUITY (Reserves)		(31,089,499)	(14,751,459)	(1,750,875)	7,665,564	3,902,606
Financial Equity, beginning of year		154,633,733	123,544,235	108,792,775	107,041,897	114,707,459
FINANCIAL EQUITY (Reserves), end of year	\$	123,544,234	\$ 108,792,776	\$ 107,041,900	\$ 114,707,461	\$ 118,610,065

Notes:

- (1) Includes capital grants noted on Schedule B.
- (2) Includes capital contributions and DCCs noted on Schedule B.
- (3) Includes proceeds from property sales noted on Schedule C.

Municipal Taxation						
Property Taxes	\$	96,224,661	\$ 101,408,003	\$ 107,742,295	\$ 113,513,973	\$ 118,655,743
Parcel Taxes		28,900	28,900	27,400	27,400	27,400
Grant-in-Lieu of Taxes		1,149,700	1,184,200	1,219,700	1,256,300	1,294,000
Utilities 1%-in-Lieu of Taxes		474,600	474,600	474,600	474,600	474,600
	\$	97,877,861	\$ 103,095,703	\$ 109,463,995	\$ 115,272,273	\$ 120,451,743

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

Schedule A

(continued)

Proportion of Revenues By Funding Source:

The following Table shows the proportion of total revenue proposed to be raised from each funding source. Property taxes form the second 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 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	38%
Sale of Services	5%
Gov't Grants	3%
Contributions	9%
Other Revenue	6%
	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	63%
2	Utilities	<1%
4	Major Industry	2%
5	Light Industry	3%
6	Business	31%
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

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.

	2022 Budget	Budget Projections			
		2023	2024	2025	2026
CAPITAL EXPENSES					
Land	\$ 500,000	\$ 4,733,800	\$ -	\$ -	\$ 2,000,000
Buildings	62,291,200	30,451,100	8,908,200	8,388,000	5,070,000
Vehicles/Equipment	7,503,500	5,530,800	6,250,650	4,883,500	4,753,500
Other Projects	8,519,295	5,164,800	3,601,500	3,709,300	3,135,000
Park Improvements	4,374,100	5,061,200	4,744,000	1,651,000	2,084,000
Engineering Structures	23,561,600	14,140,000	10,400,000	9,250,000	15,225,000
Water Infrastructure	6,011,500	6,838,900	5,338,900	5,838,900	5,838,900
Sewer Infrastructure	15,028,730	10,752,500	7,987,000	7,780,000	7,480,000
Electrical Distribution System	42,909,385	27,058,000	19,000,000	16,698,000	2,650,000
TOTAL	\$ 170,699,310	\$ 109,731,100	\$ 66,230,250	\$ 58,198,700	\$ 48,236,400
FUNDING SOURCES					
Reserve Funds	\$ 76,163,925	\$ 59,102,500	\$ 46,331,650	\$ 40,468,700	\$ 43,693,400
Development Cost Charges	3,734,150	2,660,000	1,321,600	375,000	263,000
Long Term Debt	72,184,585	30,772,800	8,000,000	7,500,000	500,000
Grants from Other Governments	5,660,800	3,021,800	-	-	-
Contributions	12,955,850	14,174,000	10,577,000	9,855,000	3,780,000
TOTAL	\$ 170,699,310	\$ 109,731,100	\$ 66,230,250	\$ 58,198,700	\$ 48,236,400

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.

	<u>Values</u>	<u>TTL</u>	<u>2009 - 2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027 +</u>
Total DCCs	87,284,408	\$ 87,284,408	\$ 38,993,527	\$ 3,734,150	\$ 2,660,000	\$ 1,321,600	\$ 375,000	\$ 263,000	\$ 39,937,131
Total City & Other Contributions	34,985,065	34,985,065	11,932,581	2,349,257	3,406,586	2,395,886	1,339,286	939,286	12,622,183
	122,269,473	\$ 122,269,473	\$ 50,926,108	\$ 6,083,407	\$ 6,066,586	\$ 3,717,486	\$ 1,714,286	\$ 1,202,286	\$ 52,559,314

CORPORATION OF THE CITY OF NEW WESTMINSTER
CONSOLIDATED STATEMENT OF RESERVES AND DEVELOPMENT COST CHARGES

Schedule C

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.

FINANCIAL EQUITY (RESERVES)	2022 Budget	Budget Projections			
		2023	2024	2025	2026
Revenues:					
Contributions	\$ 6,817,903	\$ 7,135,376	\$ 6,750,365	\$ 6,765,777	\$ 6,318,907
Land Sale Proceeds	-	-	-	-	-
	6,817,903	7,135,376	6,750,365	6,765,777	6,318,907
Transfers (to) from:					
Operating Budget	38,256,522	37,215,666	37,830,409	41,368,484	41,277,097
Capital Budget	(76,163,925)	(59,102,500)	(46,331,650)	(40,468,700)	(43,693,400)
	(37,907,403)	(21,886,834)	(8,501,241)	899,784	(2,416,303)
Change in Financial Equity (Reserves)	(31,089,500)	(14,751,458)	(1,750,876)	7,665,561	3,902,604
Financial Equity, Beginning of Year	154,633,734	123,544,234	108,792,776	107,041,900	114,707,461
Financial Equity, End of Year	123,544,234	108,792,776	107,041,900	114,707,461	118,610,065
CHANGE IN RESERVES					
Non-Statutory Reserves	\$ (29,574,975)	\$ (10,346,143)	\$ (1,912,755)	\$ 7,500,444	\$ 5,734,186
Statutory Reserves					
Cemetery	52,025	53,066	54,127	55,210	56,314
Construction of Municipal Works	(1,628,826)	(4,521,902)	42,960	43,819	(1,955,305)
Parking Cash In Lieu	24,803	25,299	25,805	26,321	26,847
Park Land Acquisition	1,293	1,319	1,346	1,373	1,400
Tax Sale Land	36,180	36,903	37,641	38,394	39,162
Change in Reserves	\$ (31,089,500)	\$ (14,751,458)	\$ (1,750,876)	\$ 7,665,561	\$ 3,902,604
Statutory DCC Reserves					
Drainage DCC	\$ 61,370	\$ 123,998	\$ 126,478	\$ 129,007	\$ 131,588
Parkland DCC	1,143,242	(247,292)	788,161	1,383,325	1,392,291
Sewer DCC	(540,329)	378,414	386,483	449,212	458,196
Transportation DCC	(1,233,594)	(8,365)	271,468	570,897	694,315
Water DCC	(48,425)	180,406	184,015	187,695	191,448
Change in DCCs	\$ (617,736)	\$ 427,161	\$ 1,756,605	\$ 2,720,136	\$ 2,867,838
RESERVE BALANCES					
Non-Statutory Reserves	\$ 112,812,498	\$ 102,466,355	\$ 100,553,600	\$ 108,054,044	\$ 113,788,230
Statutory Reserves					
Cemetery	885,796	938,862	992,989	1,048,199	1,104,513
Construction of Municipal Works	6,669,881	2,147,979	2,190,939	2,234,758	279,453
Parking Cash In Lieu	1,264,932	1,290,231	1,316,036	1,342,357	1,369,204
Park Land Acquisition	65,961	67,280	68,626	69,999	71,399
Tax Sale Land	1,845,166	1,882,069	1,919,710	1,958,104	1,997,266
Total Reserves	\$ 123,544,234	\$ 108,792,776	\$ 107,041,900	\$ 114,707,461	\$ 118,610,065
Statutory DCC Reserves					
Drainage DCC	\$ 449,878	\$ 573,876	\$ 700,354	\$ 829,361	\$ 960,949
Parkland DCC	14,360,371	14,113,079	14,901,240	16,284,565	17,676,856
Sewer DCC	1,695,705	2,074,119	2,460,602	2,909,814	3,368,010
Transportation DCC	(468,272)	(476,637)	(205,169)	365,728	1,060,043
Water DCC	2,020,303	2,200,709	2,384,724	2,572,419	2,763,867
Total DCC Reserves	\$ 18,057,985	\$ 18,485,146	\$ 20,241,751	\$ 22,961,887	\$ 25,829,725

People & Parks & Pups



NEW WESTMINSTER

ON TABLE

City Council Meeting
December 13, 2021
re: Item 3.2.a.

CNW COUNCIL PRESENTATION 2021.12.13

PROJECT PURPOSE

The City of New Westminster is taking a new, proactive approach to planning for dogs.

The City is seeking ways to provide adequate space for dogs while balancing the many other (and often competing) recreational needs within the community.

The following themes provide the framework for the Strategy:

- **assessing need**
- **designating space**
- **attracting use**
- **managing use**
- **working together**

DEMAND FOR OFF-LEASH AREAS IS RISING

~42% of households
with children*

=

~41% of households
with dogs**



*STATISTICS CANADA (2016)

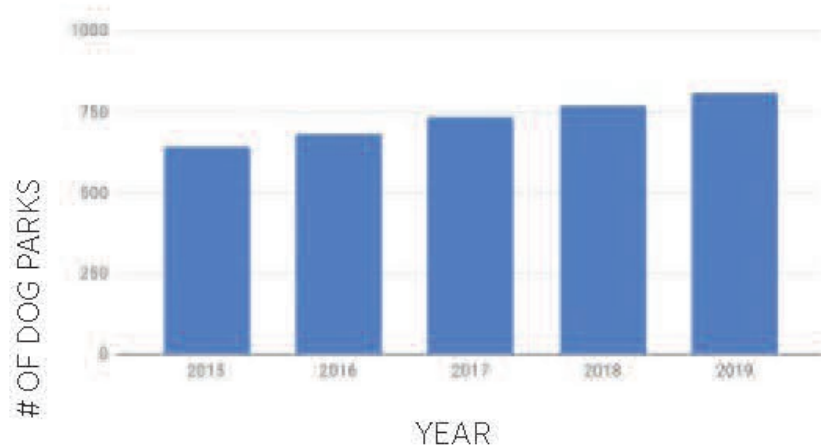
**CANADIAN ANIMAL HEALTH INSTITUTE SURVEY (2018)

Estimates suggest the number of Canadian households with dogs is roughly equal to the number of households with children.

STATISTICS CANADA 2016 DATA AND CANADIAN ANIMAL HEALTH INSTITUTE SURVEY 2018

DEMAND FOR OFF-LEASH AREAS IS RISING

U.S. DOG PARK GROWTH 2015-2019



Dog off-leash areas are among “the fastest growing park amenities” across the 100 largest US cities:

- **25% INCREASE** in number of dog parks over the past 5 years
- **74% INCREASE** in number of dog parks over the past 10 years

THE TRUST FOR PUBLIC LANDS, 2018 CITY PARK FACTS

ENGAGEMENT

**PHASE 1:
257 'BE HEARD'
CONTRIBUTORS**

**2 OPEN HOUSE LAUNCH
EVENTS WITH SMALL
GROUP DISCUSSIONS**

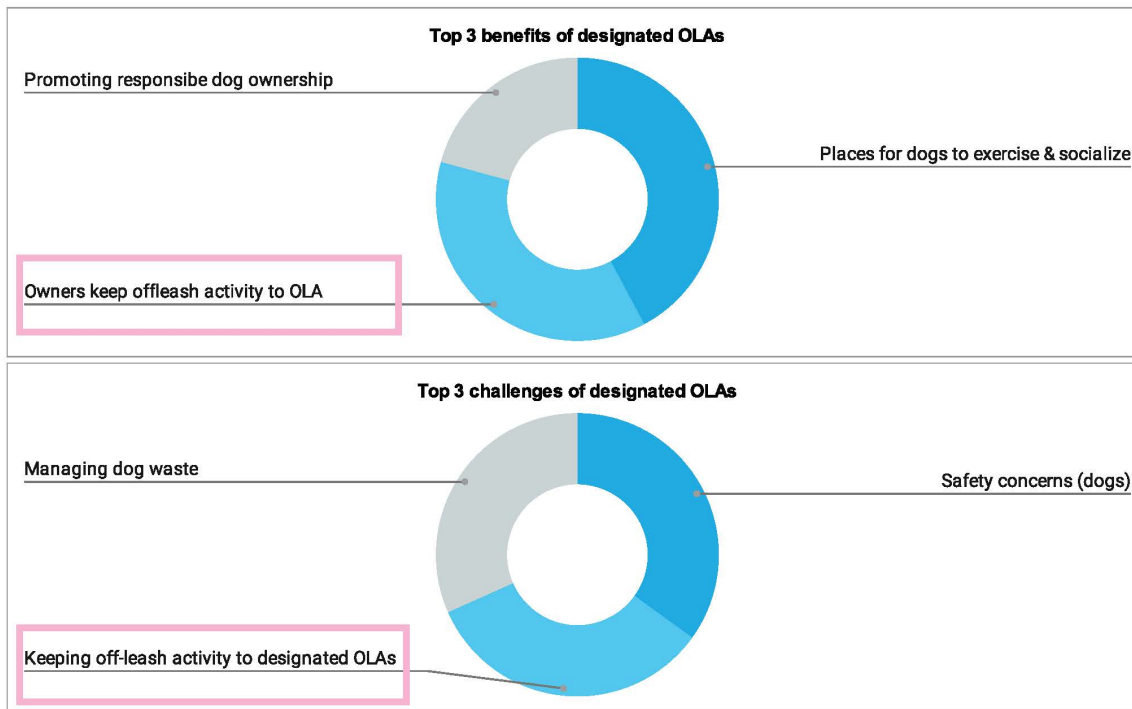
**ADVISORY GROUP
MEETINGS**

**2 CNW STAFF
WORKSHOPS**

**PHASE 2:
137 'BE HEARD'
CONTRIBUTORS**

**INPUT FROM FIPR
TASK FORCE AND FIPR
ADVISORY COMMITTEE**

BENEFITS AND CHALLENGES



**THE BENEFIT OF HAVING
DESIGNATED AREAS FOR
OFF LEASH ACTIVITY,
AND THE CHALLENGE OF
KEEPING IT THERE!**


DEVELOPING A STRATEGY

Well designed and well located dog off-leash areas can make New Westminster's parks better for all users.

DESIGNATING SPACE

 TYPOLOGIES
DISTRIBUTION
ADJACENCIES

ATTRACTING USE

 AMENITIES
SURFACING
VEGETATION
BOUNDARIES
SIGNAGE

MANAGING OPERATIONS

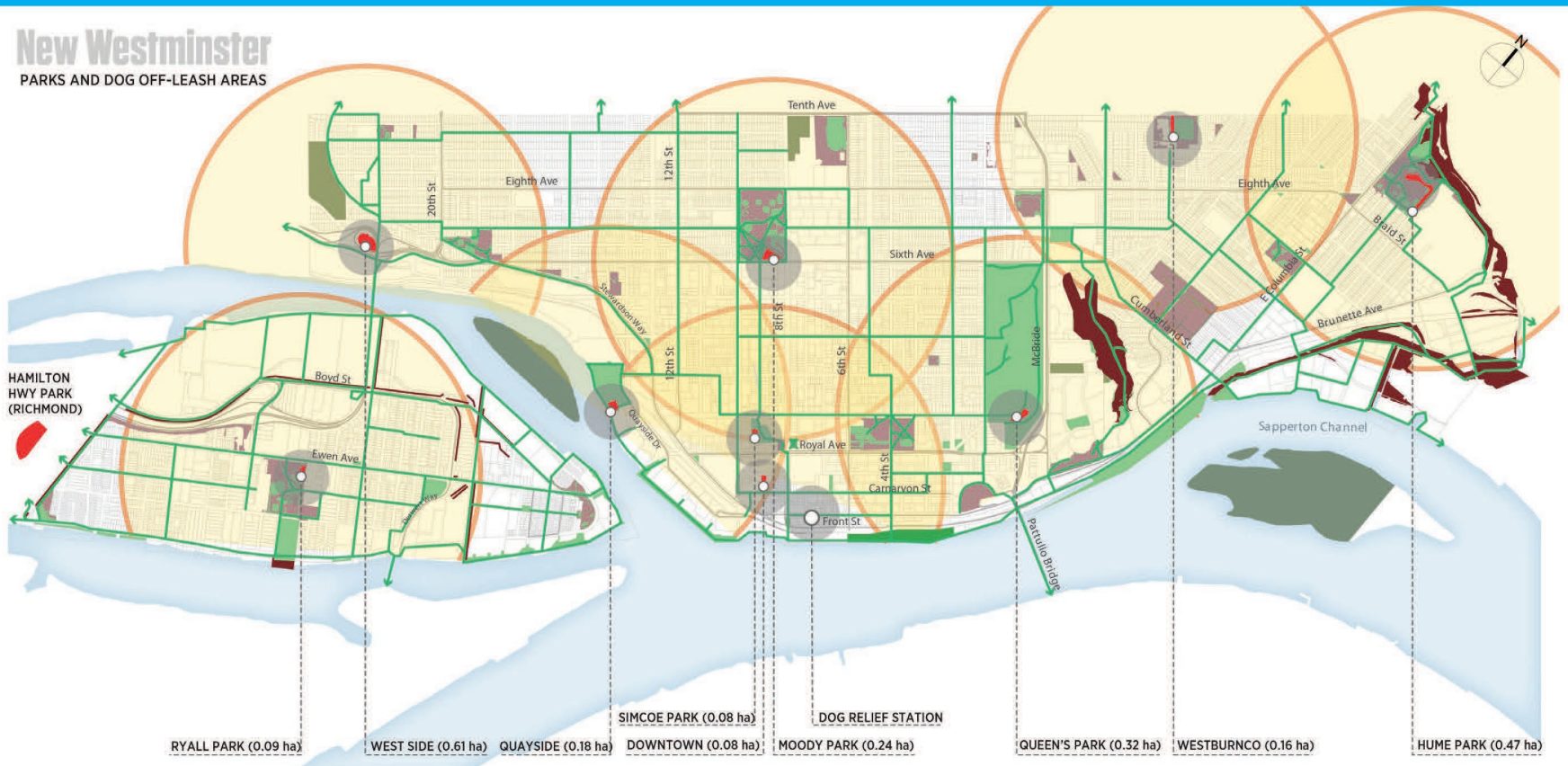
 LICENSING
WASTE MANAGEMENT
MAINTENANCE
EVALUATION

WORKING TOGETHER

 STEWARDSHIP
FUNDING
EDUCATION

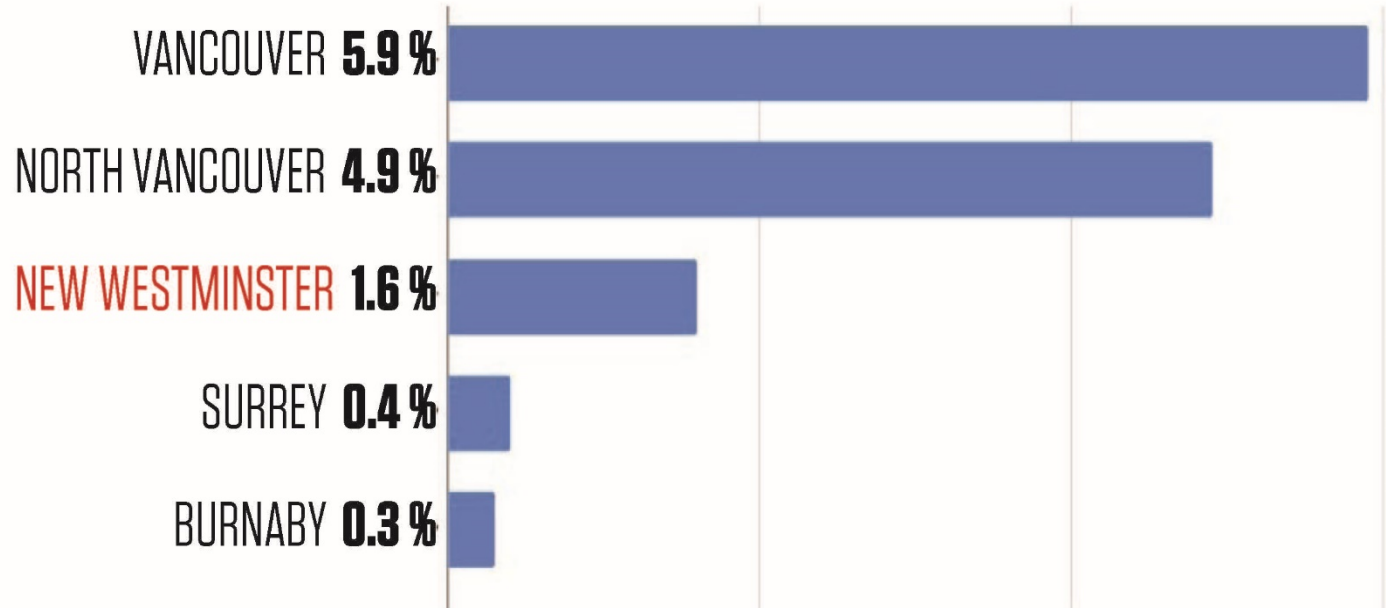
EXISTING OLAs

New Westminster PARKS AND DOG OFF-LEASH AREAS



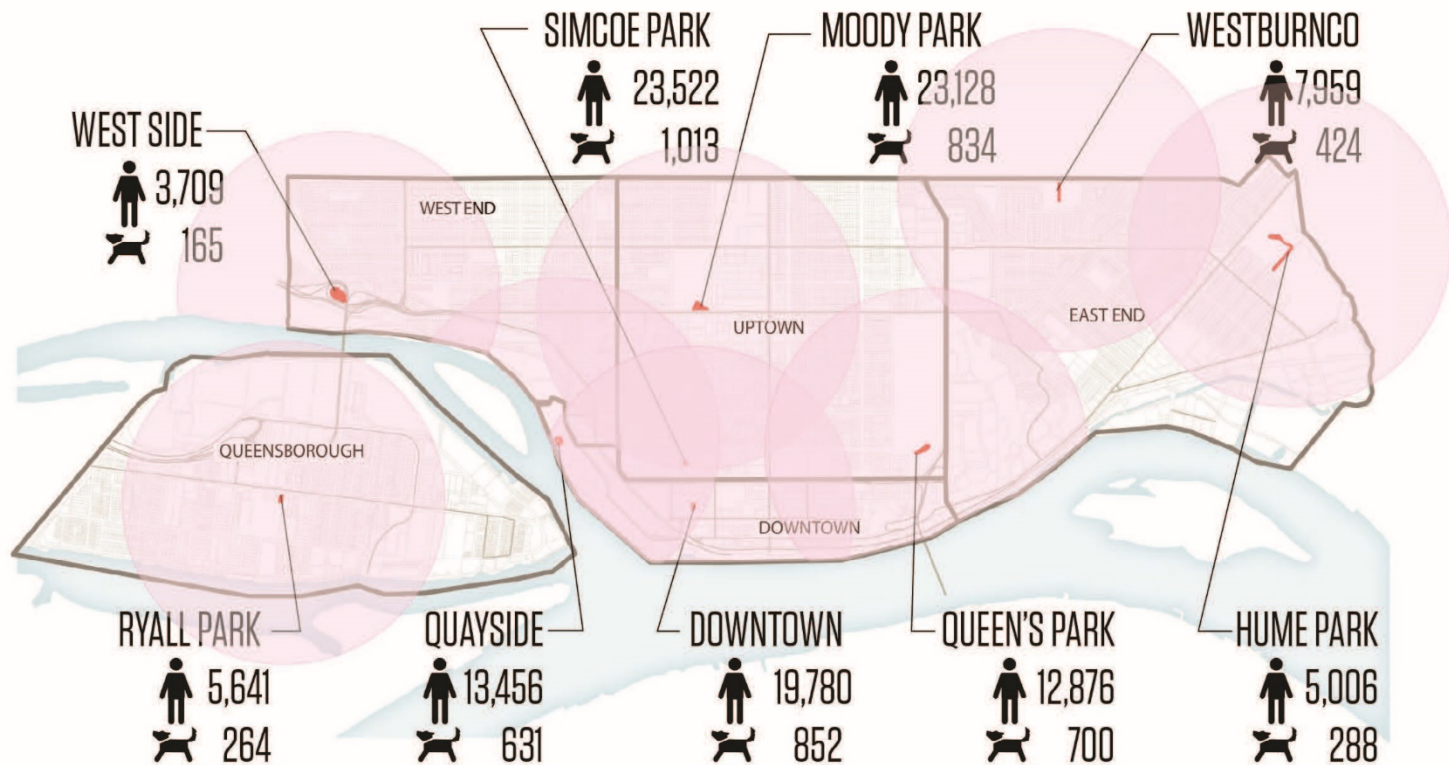
% PARK AREA DESIGNATED OFF-LEASH USE

HECTARES



ANALYSIS

2016 CENSUS DATA + 2020 DOG LICENSING + 1KM SERVICE RADIUS



TYPOLOGIES

- **PARK OLA**
- **DOG PARKLET**

THESE SUPPLEMENT
PARK OLAS, THEY DON'T
REPLACE THEM!

CAN HELP MANAGE
WASTE

FOR HIGH DENSITY
AREAS WHERE PARK
SPACE IS LIMITED

CAN HELP ANIMATE THE
PUBLIC REALM

A PILOT PROJECT FOR THE
AGNES STREET GREENWAY

IMPROVES ACCESS, AND
FILLS THE 'GAPS' BETWEEN
PARK OLAS

PARK OLA



SIZE	SURFACING	STANDARD AMENITIES
<ul style="list-style-type: none"> minimum 0.08 ha (approx. two basketball courts), ideally 0.4 ha (approx. softball field) 	<ul style="list-style-type: none"> mix of surfaces including fine gravel, wood chips and grass 	<ul style="list-style-type: none"> open space, shade, seating, boulders and logs, drinking water for dogs, dog waste bins
ACCESS	FENCING	SPECIAL AMENITIES
<ul style="list-style-type: none"> ADA-compliant double-gated entry, paved paths to accessible seating 	<ul style="list-style-type: none"> full fence enclosure, min 1.2m height 	<ul style="list-style-type: none"> lighting*, separated small dog areas* water for dog play, drinking fountains, agility features, paved looped paths for OLAs > 0.4ha.

DOG PARKLET



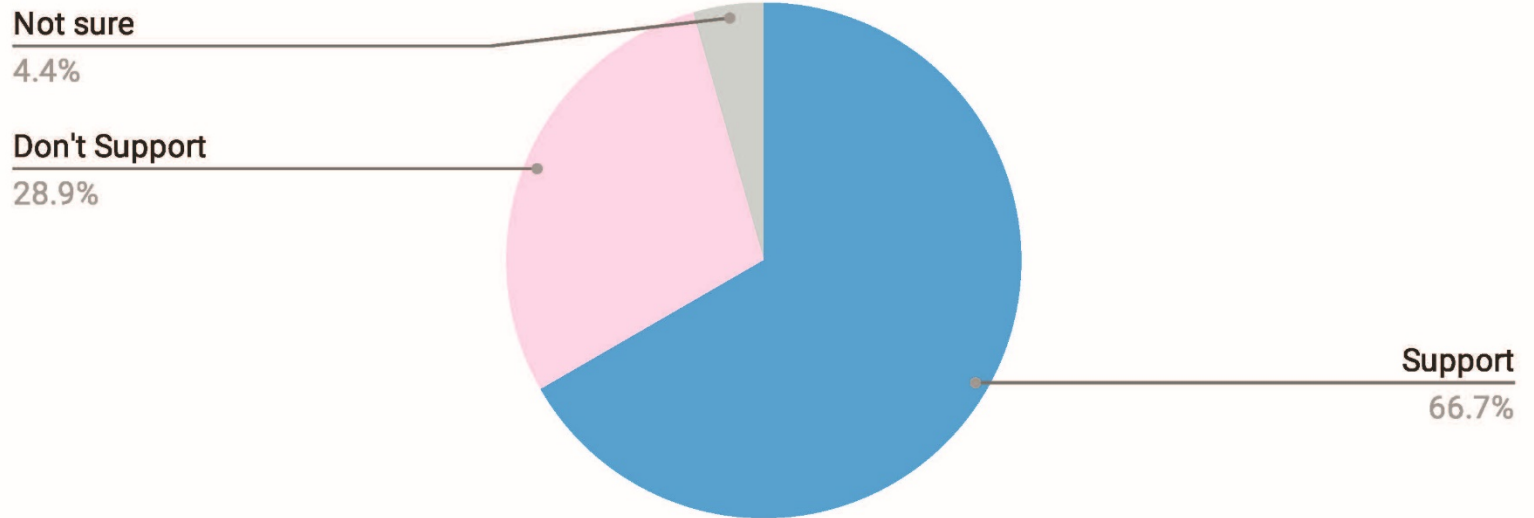
SIZE	SURFACING	STANDARD AMENITIES
<ul style="list-style-type: none"> minimum 2 parking stalls in length, ideally 3. 	<ul style="list-style-type: none"> durable surfacing suitable for regular washing (e.g. synthetic turf, pour-in-place rubber) 	<ul style="list-style-type: none"> areas to sit or lean, water access with a hose for washing down, drainage to accommodate regular washing, agility feature / engaging element, dog waste bins
ACCESS	FENCING	SPECIAL AMENITIES
<ul style="list-style-type: none"> ADA-compliant gated entry 	<ul style="list-style-type: none"> full fence enclosure, min 1.2m height provide clear sightlines into the enclosure 	<ul style="list-style-type: none"> water for dog play, water for drinking, additional agility features, shade / canopy, seating.

SHARED USE PARKS

OPINIONS ARE MIXED

RESIDENTS HAVE EXPRESSED
SAFETY CONCERNS

Support for a one year pilot project to test designated off leash hours within parks and along trails in in Downtown and Queenborough area



SHARED USE RECOMMENDATION

Shared Use of parks and trails is not supported by the community at this time; survey respondents indicated a variety of safety concerns, and FIPR AC members anticipate significant conflict.

**"IT'S WORTH A TRY AND THEN
REVISIT ONCE MORE IS KNOWN"**

**"I DO NOT FEEL SAFE AROUND
DOGS THAT ARE OFF LEASH"**

**"PEOPLE ENJOYING NEARBY
AREAS WILL BE AT RISK"**

**"WORRY ABOUT
CHILDREN'S SAFETY"**

**"DOING THIS AS A PILOT
PROJECT IS A GOOD IDEA TO SEE
HOW THIS MAY WORK"**

RECOMMENDATIONS

DESIGNATING SPACE



Prioritize **UNDER-SERVED** areas when establishing new OLA space, based on an evaluation of current and projected population densities and dog license data.

ATTRACTING USE



Introduce the city's first **DOG PARKLET** along the Agnes Street Greenway and monitor it's success for 6 -12 months before implementing any others.

MANAGING OPERATIONS



Identify high, medium and low priority **IMPROVEMENTS FOR EACH OLA** with an implementation plan that includes target timelines and resource planning.

WORKING TOGETHER



Initiate a stewardship program for community members, local businesses and other organizations to **ADOPT** an OLA.

QUESTIONS FOR COUNCIL

- Would you like to know more about the **PROCESS** that informed this Strategy?
- Do you have feedback on any of the **RECOMMENDATIONS**?
- Are there any **QUESTIONS** about the Strategy that we can help clarify?

NEXT STEPS

Pending Council's feedback on the draft Strategy, a final version of the document will be brought back to Council for adoption in early 2022 and subsequent implementation later that year.

THANK YOU!

REPORT

Parks & Recreation

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Dean Gibson **File:** 1978742
Director of Parks and Recreation

Item #: 2021-669

Subject: **People, Parks & Pups- A 10-Year Strategy for Sharing Public Space**

RECOMMENDATION

THAT Council receives the draft “People, Parks & Pups Strategy”, as outlined in this report and included as Attachment A, to guide the planning and design for people and dogs in parks and open spaces across New Westminster; *and*

THAT Council provides feedback on the draft Strategy.

PURPOSE

The purpose of this report is to present the People, Parks & Pups Strategy (the “Strategy”) as developed to support a proactive approach to sharing New Westminster’s limited park space among those with and without dogs. As a ten-year framework, this Strategy provides recommendations to guide the ongoing planning, design and management of dog off-leash activity across the city. The draft Strategy is now complete, and staff are now presenting the Strategy for Council’s comment.

SUMMARY

New Westminster parks and open spaces are shared by residents with and without dogs. As the population of our City grows, so do the number of dogs. Statistics Canada 2016 estimates suggest the number of Canadian households with dogs is roughly equal to the number of households with children. As a result of growth in New Westminster, a new community-driven approach is needed to help improve the access, design, stewardship, and enforcement of dog activity in parks in order to address the needs of all residents.

The “People, Parks and Pups Strategy” was informed by two phases of community consultation, staff workshops and an Advisory Group formed specifically for this project. Input was also received from the Facilities, Infrastructure and Public Realm Advisory Task Force and parallel community Advisory Committee.

BACKGROUND

In 2014 Mayor and Council endorsed the Dog Off-Leash Management Plan to help guide the planning, design and operations of the off-leash areas across the City. However, in today’s environment, the City is increasingly challenged with balancing the expectations of dog owners with available resources. For example, increased development has recently resulted in the City relocating off-leash areas (OLA’s) as City-owned land is sold and/or developed for other civic purposes.

As demand for more OLA’s continues to grow with the population, the Parks & Recreation Department recognized the need for a Dog Off-Leash Area Strategy that cultivates a proactive approach to providing adequate space for dogs while balancing the many other (and often competing) recreational needs within the community.

In 2020, staff engaged Space2Place consultants to develop a 10-Year Strategy that promotes the comfort and safety of all park users by fostering responsible dog ownership and clarifying rules, boundaries and etiquette for dog off-leash activity in parks and open spaces. Additionally, the Strategy seeks to provide recommendations for planning and designing appealing and safe dog off-leash spaces in our parks and open spaces that are easily accessed by local residents who rely on them.

EXISTING POLICY AND PRACTICE

The Parks & Recreation Comprehensive Plan (2008) and the Dog Off-Leash Management Plan (2014) currently guide the planning and design for new or improved dog off-leash areas.

The City’s public engagement practices are guided by the Public Engagement Strategy (2016) and Public Engagement Policy (2021).

ANALYSIS

Consultation

The People, Parks and Pups Strategy was informed by two phases of community consultation, staff workshops and an Advisory Group formed specifically for this project. Feedback was also received from the Facilities, Infrastructure and Public Realm Task Force and parallel Advisory Committee. The Facilities, Infrastructure and Public Realm Task Force supports Council’s consideration of the People, Parks and Pups Strategy.

Input from New Westminster residents was heard primarily through two virtual public open house events. Each open house launched with an online presentation, which was recorded and made available on the [Be Heard New West](#) engagement platform, followed by small group discussion. Through this engagement process, participants were invited to utilize a digital mapping tool to identify locations in New Westminster and identify what is and isn't working well when considering off-leash activity in our city, and to suggest improvements. This mapping tool, together with comments from the online forum and over 400 survey responses helped identify what is top of mind for New Westminster residents when considering dog off-leash activity in parks and open space.

A more fulsome summary of Phase 1 and Phase 2 of the Engagement Process is included as **Attachment B** to this report.

Strategy Themes and Recommendations

The Strategy provides a research-based and community-driven plan for developing and managing our city's parks for both people with and without dogs. The proposed strategy (see Attachment A) provides specific recommendations under four themes. Following is a summary of these themes and recommendations:

1. Designating Space

- 1.1 Prioritize under-served areas when establishing new OLA space.
- 1.2 Aim to provide an OLA within 1km (15 min. walk) of most residents.
- 1.3 Work with 3rd party landowners to identify underutilized lands for temporary off-leash use.
- 1.4 Ensure new OLA spaces are designed to facilitate universal access and conduct an accessibility audit for existing OLA's.
- 1.5 Engage a Registered Professional Biologist to evaluate impacts of off-leash areas in close proximity to environmentally sensitive areas.

2. Attracting Use

- 2.1 Introduce Dog Parklets as a new typology for providing dog off-leash areas in high density neighbourhoods.
- 2.2 Evaluate opportunities to extend OLA space with 'separable' areas rather than a separate small/shy dog area (i.e. with movable fence).
- 2.3 Evaluate the best surface material for new or renovated OLA's based on intensity of use, maintenance requirements and comfort for majority of dogs.
- 2.4 Integrate vegetation and protective edging, where feasible, to enhance the experience of the OLA.
- 2.5 Review existing OLA signage for rules and guidelines based on the feedback received through the engagement process to develop this Strategy.

3. Managing Operations

- 3.1 Locate waste bins in convenient locations for dog owners to deposit dog waste.
- 3.2 Identify opportunities to promote dog license renewal and make the process more convenient, such as offering at community events.
- 3.3 Collaborate with Animal Services to identify priority locations to regulate unsanctioned off-leash activity, and implement a plan for increased enforcement supported by educational outreach.
- 3.4 Identify high, medium and low priority improvements for each existing off-leash area with an implementation plan that includes target timelines and resource planning.
- 3.5 Develop a standardized procedure for annual evaluation of dog off-leash areas including a condition assessment of standard amenities.

4. Working Together

- 4.1 Initiate a stewardship program for community members, local businesses and other organizations to adopt an off-leash area.
- 4.2 Engage an animal behaviour expert to generate educational resources on dog behaviour and OLA etiquette to promote the comfort and safety of all park users, including dogs.

NEXT STEPS

Pending Council's feedback on the draft Strategy, a final version of the document will be brought back to Council for adoption in early 2022 and subsequent implementation later that year.

The Strategy identifies quick starts where action can be taken in the next 12 to 18 months to improve conditions and service levels:

- 1) Pilot a 'separable' area at the Queen's Park OLA;
- 2) Construct the city's first Dog Parklet as part of the Agnes Greenway Project;
- 3) Monitor and engage the local community to evaluate the success of the Dog Parklet after 12 months;
- 4) Initiate the stewardship program and invite residents to engage with staff on how to structure and operate this program;
- 5) Conduct an accessibility and standard amenity audit for all existing OLA's;
- 6) Review locations for additional waste receptacles and sign regarding responsible disposal of dog waste in key locations, as identified through the Engagement Process; and
- 7) Review opportunities for integrating agility features at the off-leash areas located in Ryall Park and Moody Park.

SUSTAINABILITY IMPLICATIONS

With population growth and people living in smaller spaces, it is important that the Strategy (specific to the context of New Westminster) consider all points of view in planning, designing and maintaining space for dogs that respects a diversity of park and open space uses that meets the needs of all users.

The Strategy also aims to contribute to the city's climate action goals with provision of dog off-leash areas located within 1km (15 min. walk) of most residents. Recommendations related to the City's Biodiversity Strategy include setbacks for OLA's from environmentally sensitive areas, responsible disposal of dog waste and protective edging surrounding trees and vegetation vulnerable to dog activity.

FINANCIAL IMPLICATIONS

While some of the short term recommendations in the Strategy can be implemented with existing resources or current projects underway, much of the medium and long term will require additional funding over time. The 2022 proposed Capital Plan includes \$5,000 carry forward from 2021 and a request for \$70,000 in 2022 towards dog off leash projects. Additional funding to implement medium and long-term recommendations will be proposed through the 2026-2030 capital planning processes as work plans for each year are developed.

The many recommendations in the Strategy are anticipated to have implications for the resourcing of parks and open space maintenance. Staff will propose incremental operating budget adjustments, as required, to support the implementation of the Strategy over the next ten years.

INTERDEPARTMENTAL LIAISON

Staff from the following Departments participated in the staff workshop including: Office of the CAO, Climate Action, Planning and Development, Engineering Services (Operations and Animal Services) and Parks and Recreation.

OPTIONS

The following are options for Council's consideration:

- 1) To receive the draft "People, Parks & Pups Strategy", as outlined in this report and included as Attachment A, to guide the planning and design for people and dogs in parks and open spaces across New Westminster; *and*
- 2) Provide feedback on the draft Strategy; *or*
- 3) Provide alternate direction to staff.

Staff recommend Option #1 and #2.

CONCLUSION

The completion of the People, Parks & Pups Strategy aims to advance the comfort and safety of all parks and open space users in New Westminster. The strategy's implementation will achieve this goal through providing adequate space for our growing population; fostering responsible dog ownership, clarifying rules, and establishing boundaries and etiquette for dog off-leash activity in parks and open spaces; and integrating a variety of attractive and safe dog off-leash spaces (both new and improved) that are easily accessed by residents who rely on them.

ATTACHMENTS

Attachment A: Draft- People, Parks and Pups Strategy

Attachment B: Summary of Engagement Phase 1 and 2

This report was prepared by:

Erika Mashig, Manager-Parks & Open Space Planning, Design and Construction

This report was approved by:

Dean Gibson

Director of Parks and Recreation

Lisa Spitale

Chief Administrative Officer

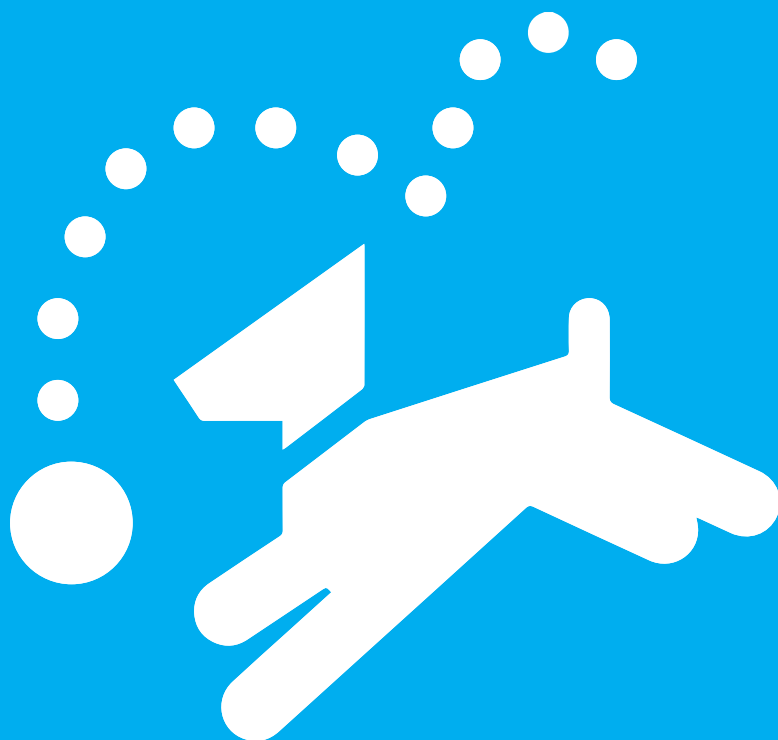
Attachment "A"

Draft People, Parks and Pups Strategy

People & Pups

A 10 year strategy for sharing parks and open spaces in New Westminster

DRAFT (2021.12.09)



Report prepared by space2place design inc.
For the City of New Westminster
December, 2021



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EXECUTIVE SUMMARY

'People, Parks + Pups' outlines a proactive approach to sharing New Westminster's limited park space among those with and without dogs. As a ten-year framework, this strategy provides recommendations to guide the planning, design and management of off-leash activity in our city over the coming decade.

The city's existing off-leash areas (OLAs) have been evaluated relative to neighbouring municipalities, and at the neighbourhood scale. This analysis provides context and an improved understanding of the current off-leash amenities, and helps identify areas that are currently underserved.

A robust community engagement process informs this Strategy. Input from local residents and municipal staff was gathered through virtual open houses, public surveys, workshops, presentations and an Advisory Group developed specially to guide these recommendations.

Recommendations are organized into four categories: Designating Space, Attracting Use, Managing Operations and Working Together. Recommendations are provided in each category, in order to provide comprehensive guidance on off-leash activity in our city's parks and open spaces.

Underpinning these recommendations is the goal of providing a parks and open space system to the residents of New Westminster that feels inviting and safe for all.

The following pages outline an overview of the recommendations for:

- Designating space
- Attracting use
- Managing operations
- Working together

DESIGNATING SPACE

	SUMMARY OF RECOMMENDATIONS
DISTRIBUTION	<p>Prioritize under-served areas when establishing new OLA space, based on an evaluation of current and projected population densities and dog license data.</p> <p>Engage local residents in the process of modifying OLA boundaries.</p> <p>When off-leash areas are relocated or their boundaries are modified, aim for no net loss of designated off leash space within its service area.</p> <p>Update metrics to confirm New Westminster provides an off-leash area within 1km (15minute walk) of most New Westminster residents.</p>
TPOLOGY	<p>Develop design standards and guidelines for Dog Parklets (refer to Strategic Report for additional details).</p> <p>Evaluate existing OLAs that are less than 0.4 ha in size for opportunities to expand the off-leash area, keeping in mind that oddly-shaped sites and longer corridors for running can be an asset. Engage local residents in the process of modifying OLA boundaries.</p> <p>Work with third party landowners (i.e. BC Hydro, Fraser Health, Metro Vancouver, Translink, etc.) to identify underutilized open areas outside New Westminster's municipal jurisdiction that might be suitable for temporary off-leash use.</p>
ACCESS & CIRCULATION	<p>Conduct an accessibility audit and develop accessibility guidelines to ensure that all existing OLAs in New Westminster are universally accessible (refer to Strategic Report for additional details).</p> <p>Ensure new OLA spaces are designed to facilitate universal access.</p> <p>When establishing new OLA space, review site access at the neighborhood scale to mitigate conflict and support access via walking, cycling and transit.</p> <p>Provide direct access to the OLA from the associated parking areas. This helps avoid unsanctioned off-leash activity when traveling between the parking area and the off-leash area.</p> <p>Provide wheelchair accessible, looped paths in OLAs that are 0.4ha and larger.</p>
ADJACENCIES	<p>When establishing new OLA space, review adjacent land and park uses in order to ensure more compatible adjacencies.</p> <p>Separate off-leash areas from adjacent land and park uses with secure fencing, plus additional mitigation measures based on guidelines in the Strategic Report.</p> <p>Engage a RPBio to evaluate impacts of off-leash areas that are located in proximity to environmentally sensitive areas, and provide recommendations for mitigation (as required).</p>

ATTRACTING USE

	SUMMARY OF RECOMMENDATIONS
TPOLOGY DESIGN GUIDELINES	<p>Introduce the city's first dog parklet along the Agnes Street Greenway and monitor it's success for 6 - 12 months before implementing any others</p> <p>Collaborate with the Engineering Department to develop standards for dog parklets (i.e. traffic management).</p> <p>Engage local residents in the process of identifying suitable locations for Dog Parklets, and evaluating their success.</p> <p>Engage an interdepartmental city staff team in designing and planning for maintenance of dog parklets before construction (i.e. maintenance expectations and staff capacity must align).</p> <p>Apply the design guidelines specific to the characteristics of each site. This will ensure that a diverse range of OLA's are available in the city's parks and open spaces (i.e. range of sizes, amenities and surfacing).</p> <p>OLAs with more intensive use (i.e. located in densely populated areas) should have greater investment to ensure durability and attracting use (i.e. surfacing and amenities).</p>
AMENITIES	<p>Evaluate each OLA to identify gaps in the provision of 'Standard' Amenities, and a plan for implementation. Note that trees planted in the short term may require several years for the canopy to grow to a sufficient size to provide shade.</p> <p>Following an audit of existing OLA's for provision of 'Special Amenities', create an implementation plan that prioritizes:</p> <ul style="list-style-type: none"> • OLA's with intensive use in high-density areas; and • Consideration of amenity requests communicated during the engagement process to develop this Strategy. <p>Evaluate existing OLAs to identify opportunities to extend the space with a "separable" area connected to the larger OLA space. Include signage with etiquette guidelines for the use of "separable" areas.</p>
SURFACING	<p>Evaluate the best surface for new or renovated OLA's based on: intensity of use; site drainage; maintenance requirements; comfort for majority of dogs; costs; and suggestions communicated during the engagement process to develop this Strategy.</p>

	SUMMARY OF RECOMMENDATIONS
VEGETATION	<p>Integrate vegetation and protective edging, where feasible, to enhance the experience of the OLA that:</p> <ul style="list-style-type: none"> • Considers sight lines and clearances for dogs and people; • Provides shade where needed; • Enhances seasonal variation and scent <p>Assess existing vegetation in OLAs to determine plant health and potential impacts from dog activity, and implement vegetation protection measures as needed.</p> <p>New vegetated areas to include native, drought tolerant species (where suitable) and to be design to minimize maintenance requirements.</p>
BOUNDARIES	<p>Develop a standardized gate design for OLAs, based on the wheelchair-accessible gate at Queen's Park OLA. Engage experts to refine the gate design to promote universal access.</p> <p>Provide wheelchair-accessible, double-gated entrances at all fenced Park OLAs.</p> <p>Provide 2.4m wide lockable gates for maintenance vehicle access, at all fenced Park OLAs. Engage maintenance staff to confirm design criteria.</p>
SIGNAGE	<p>Develop standard signage with rules and guidelines for responsible use of dog parklets.</p> <p>Evaluate existing OLAs to identify locations that require signage at park entry points and at off-leash area entrances to alert all park visitors to the presence of off leash activity (refer to Strategic Report for additional details).</p> <p>Review existing OLA signage for rules and guidelines based on the feedback received through the engagement process to develop this Strategy.</p> <p>Consider providing community notice boards at Park OLAs for local residents and the municipality to share information relating to the off-leash area and dog-related activity in the city (refer to Strategic Report for additional details).</p>

MANAGING OPERATIONS

	SUMMARY OF RECOMMENDATIONS
DOG WASTE MANAGEMENT	<p>Encourage stratas to provide biodegradable bag dispensers at key access entry and exit points.</p> <p>Locate waste bins in convenient locations for dog owners to deposit dog waste. Considerations for waste management include:</p> <ul style="list-style-type: none"> • A bin that is identifiable and easy to use (i.e. no lifting a lid); • A complimentary outreach campaign for responsible disposal of dog waste; and • A regular collection schedule. <p>Develop a dog waste signage strategy that is playful in tone, and coordinated with other OLA signage to create consistent, clear messaging. Consider including information about the impacts of dog waste on streets/sidewalks, natural areas and water quality.</p> <p>Work with community groups and schools to deliver educational programs about dog waste management.</p> <p>Engage a RPBio to assess off-leash areas that are located within the riparian setback and to provide recommendations that mitigate the impacts of dogs and dog waste (included in existing OLAs).</p>
LICENSING	<p>To encourage renewal of dog licenses, consider:</p> <ul style="list-style-type: none"> • Identify opportunities to promote dog license renewal and make payment more convenient, such as at offering renewal services at community events • Partnering with veterinarians to offer dog license in combination with annual check-ups; and <p>Consider partnering with local pet shops to develop a “rewards” program so that owners of licensed dogs can access discounts at participating pet stores, or access training resources.</p>
ENFORCEMENT	<p>Collaborate with Animal Services to identify priority locations to regulate unsanctioned off-leash activity, and implement a plan for increased enforcement supported by educational outreach.</p> <p>Coordinate with Animal Services to track details of bylaw infractions related to dog activity in parks and open space, including the offence, the location and date, and the fines imposed or other disciplinary or educational action taken. Establish goals to measurably increase enforcement.</p>

MANAGING OPERATIONS

	SUMMARY OF RECOMMENDATIONS
MAINTENANCE	<p>Identify high, medium and low priority improvements for each off-leash area with an implementation plan that includes target timelines and resource planning.</p> <p>Develop a regular maintenance plan for OLA's and dog parklets. Monitor the Dog Parklet pilot project to help identify maintenance requirements for this typology.</p> <p>Track staff time and resources invested in each off-leash area to help inform resource planning.</p> <p>Promote the 'SeeClickFix' app for reporting off-leash area maintenance issues to municipal staff.</p> <p>Identify an annual budget for OLA maintenance and upgrades with increases commensurate with population growth.</p>
EVALUATION	<p>Continue to monitor and evaluate accessible requirements at OLA's</p> <p>Develop a standardized procedure for annual evaluation of dog off-leash areas including a condition assessment of standard amenities.</p>

WORKING TOGETHER

	SUMMARY OF RECOMMENDATIONS
STEWARDSHIP	<p>Initiate a stewardship program for community members, local businesses and other organizations to adopt an off-leash area.</p> <p>Formalize stewardship responsibilities for adopting an OLA, and establish how stewards will coordinate with city staff.</p>
FUNDING	<p>Pursue private and public funding opportunities for upgrading OLA's with special amenities.</p> <p>Consider opportunities for a design competition for new dog parklets.</p> <p>Track annual maintenance and operations cost for off-leash areas, and establish an annual budget with increases proportional to population increases.</p>
EDUCATION	<p>Engage an animal behaviour expert to generate educational resources on dog behaviour and OLA etiquette to promote the comfort and safety of all park users, including dogs. Consider integrating this material on signage posted in off-leash areas, and as video resources online.</p> <p>Collaborate with environmental organizations to deliver educational programs that raise awareness of how dog activity can impact environmentally sensitive areas and how uncollected dog waste can impact water quality.</p> <p>Identify opportunities to integrate educational initiatives relating to dog activity in the city with other community events, in order to engage a broader audience.</p>

1.0

BACKGROUND

DRAFT

- 1.1 Increasing Demand
- 1.2 Process
- 1.3 Benefits of OLAs
- 1.4 Challenges of OLAs
- 1.5 Inventory
- 1.6 Analysis

1.1 BENEFITS

OLAs help reduce conflicts between park visitors with and without dogs.

According to 60% of Phase 1
Survey Respondents

- Off-leash areas provide opportunities to exercise and socialize dogs, and may offer mental stimulation. These activities have the potential to improve a dog's behaviour outside of off-leash areas¹.
- Off-leash areas can be popular gathering places in neighbourhoods, where people can meet, socialize, and build support networks. This can increase people's sense of belonging and boost social resilience².
- Visitors to off-leash areas provide "eyes on the park" which may help deter crime and make parks feel safer.
- Providing designated off-leash areas may help reduce conflicts and help promote safety for people and dogs.
- Providing designated off-leash areas may lead to better compliance with leash bylaws in on-leash areas.
- Providing designated off-leash areas may reduce unsanctioned off-leash activity in environmentally sensitive areas.
- Off-leash areas can be venues to promote responsible dog ownership and animal welfare.
- Off-leash areas can help animate public space, as some people find dog activity interesting to watch. Providing agility features may further encourage this.

REFERENCES

1. Cutt et al, 2006.
2. Wood and Giles-Corti 2005, cited in Cutt et al 2006

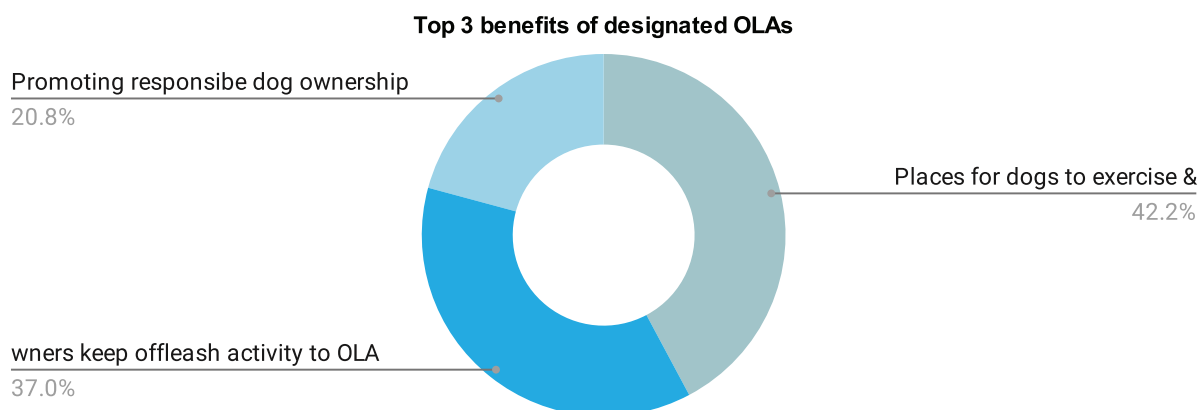


Fig 1.1 Benefits of OLAs | Phase 1 Engagement

1.2 CHALLENGES

“A dog who is nervous or uncomfortable is more likely to be easily overwhelmed in a park setting, which can lead to dog fights or a long-term fear of encountering other dogs.”

Nick Hof, certified professional dog trainer and chair of The Association of Professional Dog Trainers

Source: <https://www.nytimes.com/2020/02/06/smarter-living/the-dog-park-is-bad-actually.html>

- The presence of uncollected dog waste is often cited as the top drawback of dog off-leash areas. If the dog is not on a leash the dog owner may be less likely to monitor the dog's activity, and therefore there may be more instances of uncollected dog waste in OLAs.
- There is a risk of disease transmission from dog waste to humans. Children are most at risk due to their potential to ingest soil while playing in parks and handling objects that have been on the ground¹.
- Dogs may learn bad behaviour if they are not kept under the control and supervision of their owners at off-leash areas².
- Off-leash areas are generally considered to be unsuitable places to socialize puppies³.
- Dogs in general, and dogs off-leash in particular, have the potential to disturb wildlife and cause other environmental impacts including soil erosion, damage to vegetation/trees, spreading invasive plant species, and negatively impacting water bodies and habitat areas.

REFERENCES

1. Cutt et al 2006.
2. Marin Humane Society, 2011
3. Nick Hof, 2020 (<https://www.nytimes.com/2020/02/06/smarter-living/the-dog-park-is-bad-actually.html>)

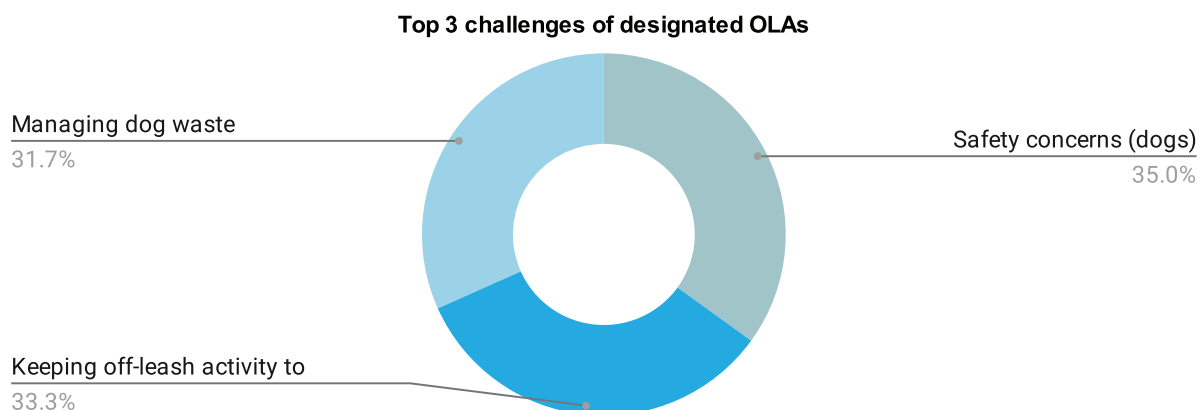
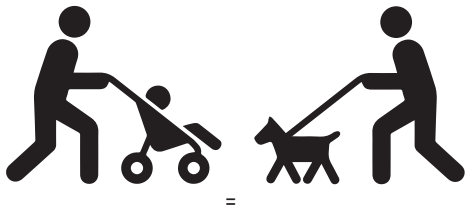


Fig 1.2 Challenges of OLAs | Phase 1 Engagement

1.3 INCREASING DEMAND

~42% of households
with children*

~41% of households
with dogs**



Estimates suggest the number of Canadian households with dogs is roughly equal to the number of households with children.

Sources: *Statistics Canada 2016

**Canadian Animal Health Institute Survey 2018

REFERENCES

1. Metro Vancouver Regional Parks Best Management Practices for Dogs, 2011.
2. https://www.tpl.org/sites/default/files/City%20Park%20Facts%20Dog%20Parks%202019_R5_0.pdf

With population growth and people living in smaller spaces, it's now more important than ever to balance different uses of parks and public spaces.

Park space in New Westminster is highly valued; the amount of land available for public open space is limited, and public parks support a diverse range of activities. It is important for people to know when to expect dogs off-leash, in order to support the comfort and safety of all park visitors. Providing designated off-leash areas, or OLAs, can make park spaces more comfortable and safe for those with and without dogs. In order to be successful, these off-leash areas need to be well planned, designed and managed in a process that engages the local community.

Designated areas for off-leash dog activity are increasingly recognized as legitimate use of public space¹, similar to the provision of sports courts or playgrounds within public park space. Off-leash areas are among "the fastest growing park amenities" with a 74% increase in the number of dog parks in the decade preceding the 2019 survey of the park systems of the 100 largest US cities².

There are a range of benefits and challenges of dog off-leash areas that are common amongst many municipalities; key considerations for New Westminster were identified through the engagement process (see Section 1.2 and Appendices).

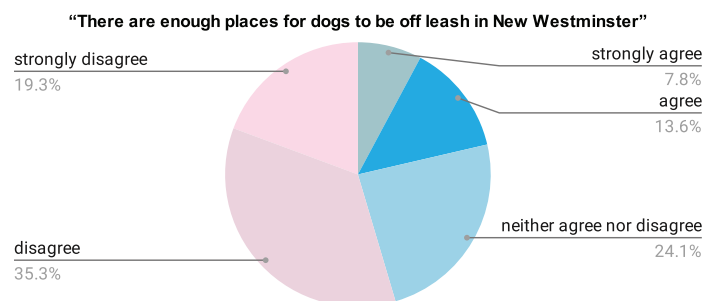


Fig 1.3 Number of OLAs in New Westminster | Phase 1 Engagement

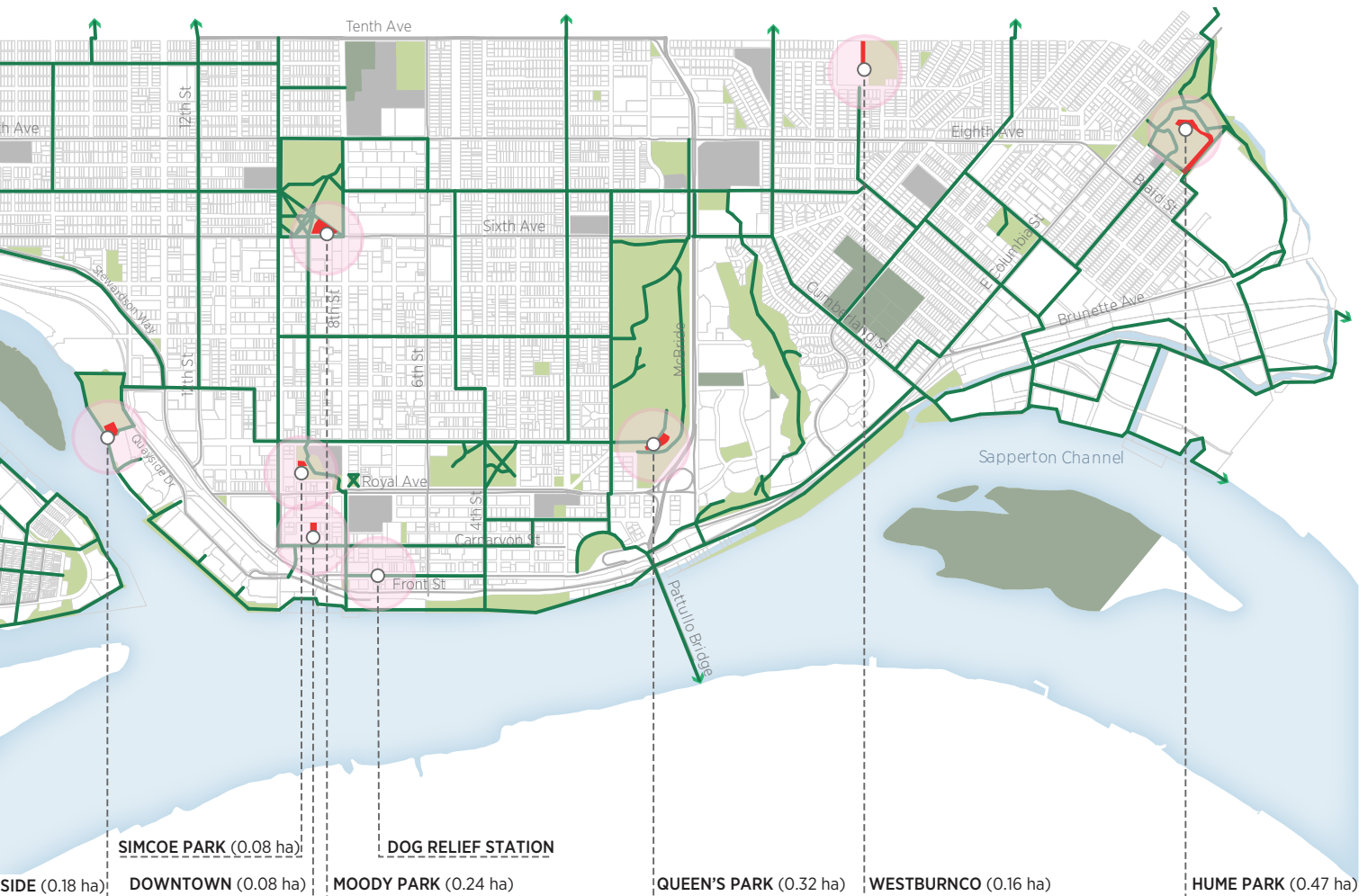
1.5 INVENTORY

There are currently eight designated off-leash areas of varying sizes that are distributed across the city of New Westminster. Two of these sites have “temporary” designation: the Downtown OLA and Quayside OLA. (see figure 1.5).






Since 2018, New Westminster has required inclusion of a 100 sq. ft. minimum dog relief area for medium and high rise residential, and mixed use development permit areas. Located on private property, these areas are maintained by the strata and are intended for use by residents only.



Source: Staff Workshop 1 Presentation1



LEGEND

	PARKS AND OPEN SPACE		DOG OFF-LEASH AREA
	OTHER OPEN SPACE		
	SCHOOLS		
	GREENWAYS AND TRAILS		



1.6 ANALYSIS

Existing designated off-leash areas in New Westminster were evaluated according to various metrics in order to evaluate current OLA space relative to neighbouring municipalities, and to assess distribution across the city.

New Westminster allocates 1.6% of its total park area to designated off-leash areas. This is low compared to the 5.9% allocated in Vancouver, and high compared to the 0.3% allocated in Burnaby (see Figure 1.2).

These metrics were further assessed at the neighbourhood scale: 0.4% of New Westminster's total park area is designated for off-leash use in Queensborough, and 3.7% of the city's total park area is designated for off-leash use in the West End (see Figure 1.3).

PERCENTAGE PARKLAND DESIGNATED FOR OLA USE

Hectares

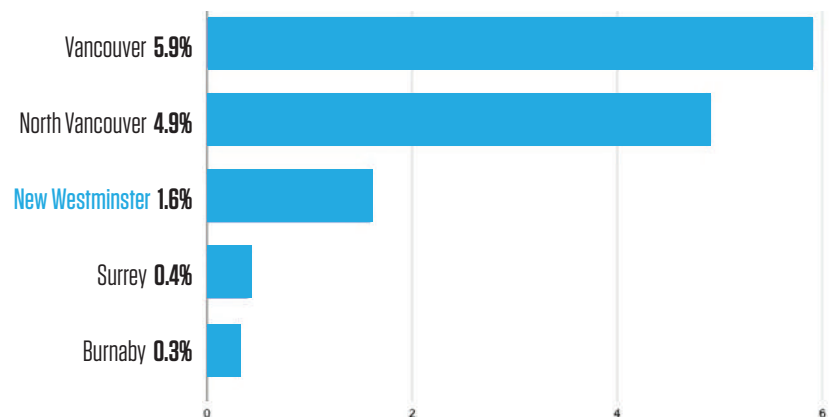


Fig 1.7 Percentage of Park Area Designated for dog off-leash use: Neighbouring Municipalities

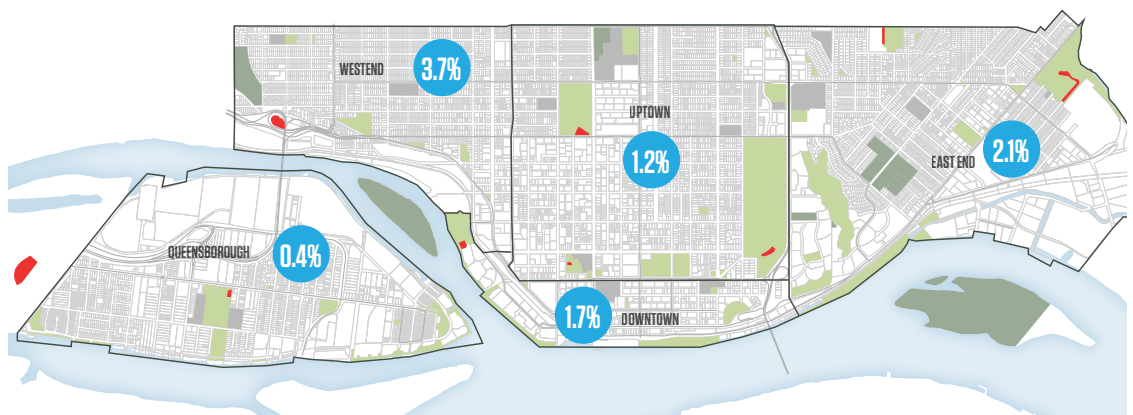


Fig 1.8 Percentage of Park Area Designated for dog off-leash use: New Westminster Neighborhoods

PARKLAND DESIGNATED FOR OLA USE

New Westminster allocates 0.31 hectares of designated off-leash space per 10,000 people. This metric is calculated based on 2016 census data. This is low compared to the 1.12 hectares allocated in Vancouver, and high compared to the 0.23 hectares allocated in Surrey. North Vancouver far exceeds neighbouring municipalities (see Figure 1.4).

When assessed at the neighbourhood scale, Queensborough has 0.11 hectares of designated off-leash space per 10,000 people and the West End has 0.73 (see Figure 1.5)

OFF-LEASH USE AREA PER 10,000 PEOPLE

Hectares

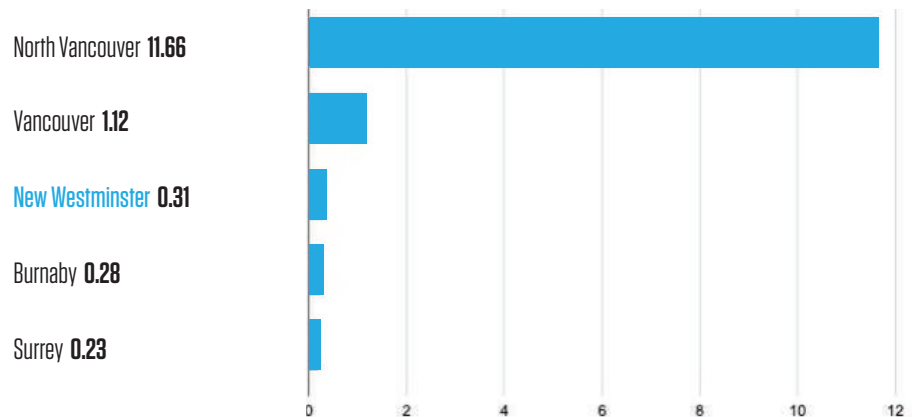


Fig 1.9 Off-leash area (hectares) per 10,000 people
Neighboring Municipalities Based on 2016 census

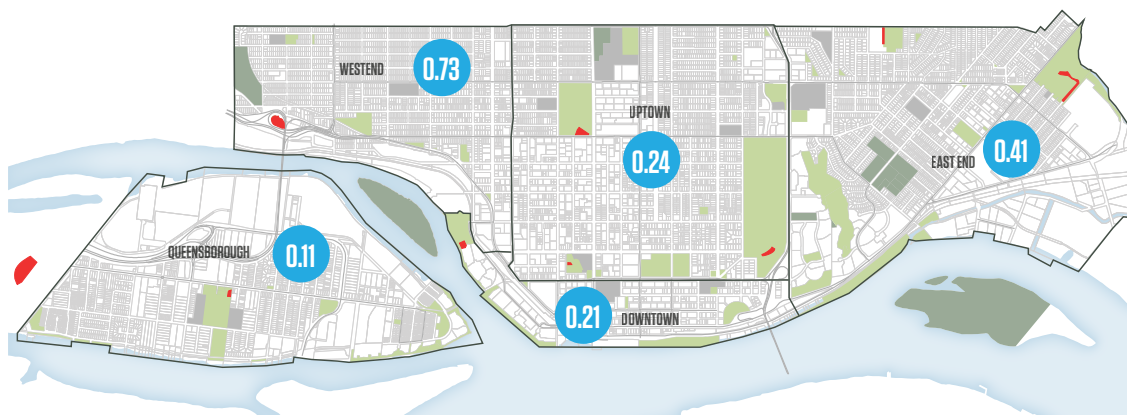


Fig 1.10 Map of off-leash area (hectares) per 10,000 people
Neighboring Municipalities (based on 2016 census)

1.6 ANALYSIS (continued)

Figure 1.11 locates New Westminster's existing off-leash areas relative to population density data. This information was used to help inform recommendations on 'Designating Space' (see Section 2.0)

2016 POPULATION DENSITY

POPULATION DENSITY BY TRAFFIC ZONE

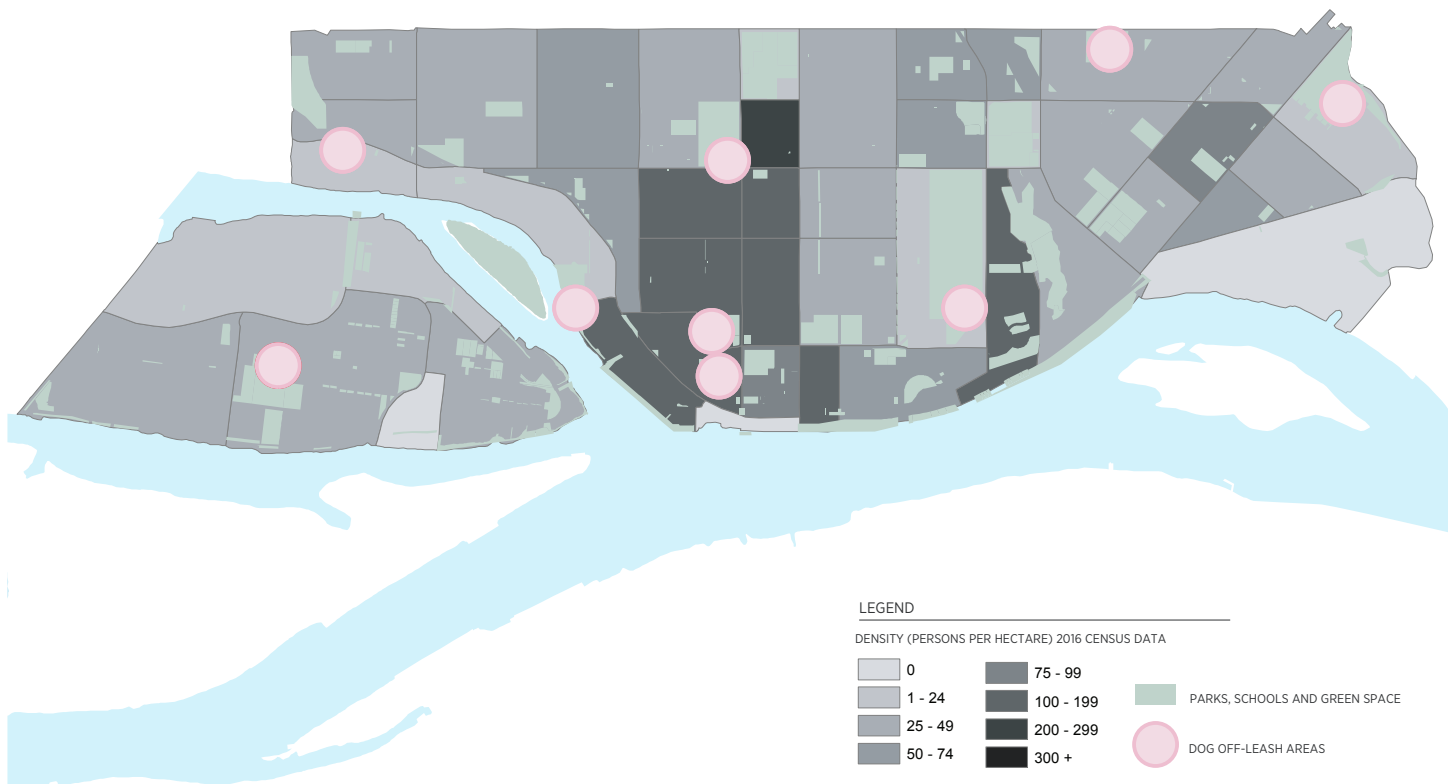


Fig 1.11 Off-leash areas relative to population density (2016 census data)

QUANTIFYING DOG POPULATIONS

There are a number of challenges in quantifying dog ownership. One recent survey of pet-owning households in Canada estimates a 8% increase in dog ownership from 2016 to 2018, from 7.6 million to 8.2 million¹. The same survey estimates that 41% of Canadian households own a dog.

In 2020, New Westminster issued 3409 dog licenses. There are likely significantly more dogs within New Westminster than indicated by licensure numbers. High licensing compliance helps generate a more accurate estimate of dog populations. This helps municipalities effectively allocate resources for the planning, design and management of dog activity.

REFERENCES

1. Canadian Animal Health Institute (CAHI), (source: <https://www.cahi-icsa.ca/press-releases/latest-canadian-pet-population-figures-released>)

CNW LICENSED DOGS

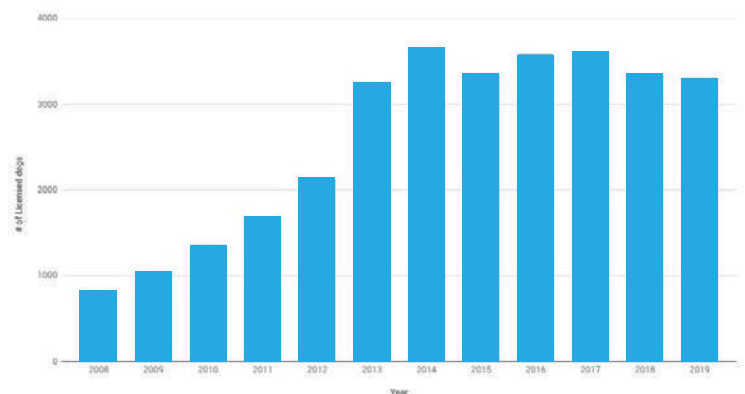


Fig 1.12 Number of Dog Licenses issued in New Westminster (2009 to 2019)

Image Source: Staff Workshop 1 presentation

1.6 ANALYSIS (continued)

PLANNING FOR GROWTH

New Westminster's 2017 Official Community Plan identifies that nearly 104,000 residents are anticipated by 2041, with growth concentrated Downtown, Queensborough, and the Frequent Transit Development Areas.

Apartments are the primary type of dwelling in New Westminster's housing stock, making up 68% of the city's housing stock in 2011¹. Neighbourhoods with the greatest number of apartment units are Brow of the Hill, Downtown and Uptown. 40% of households are individuals who live alone, while 23% are couples without children.

REFERENCES

1. New Westminster Official Community Plan, p.15

CNW PROJECTED 2035 POPULATION DENSITY

CNW Official Community Plan (2017)

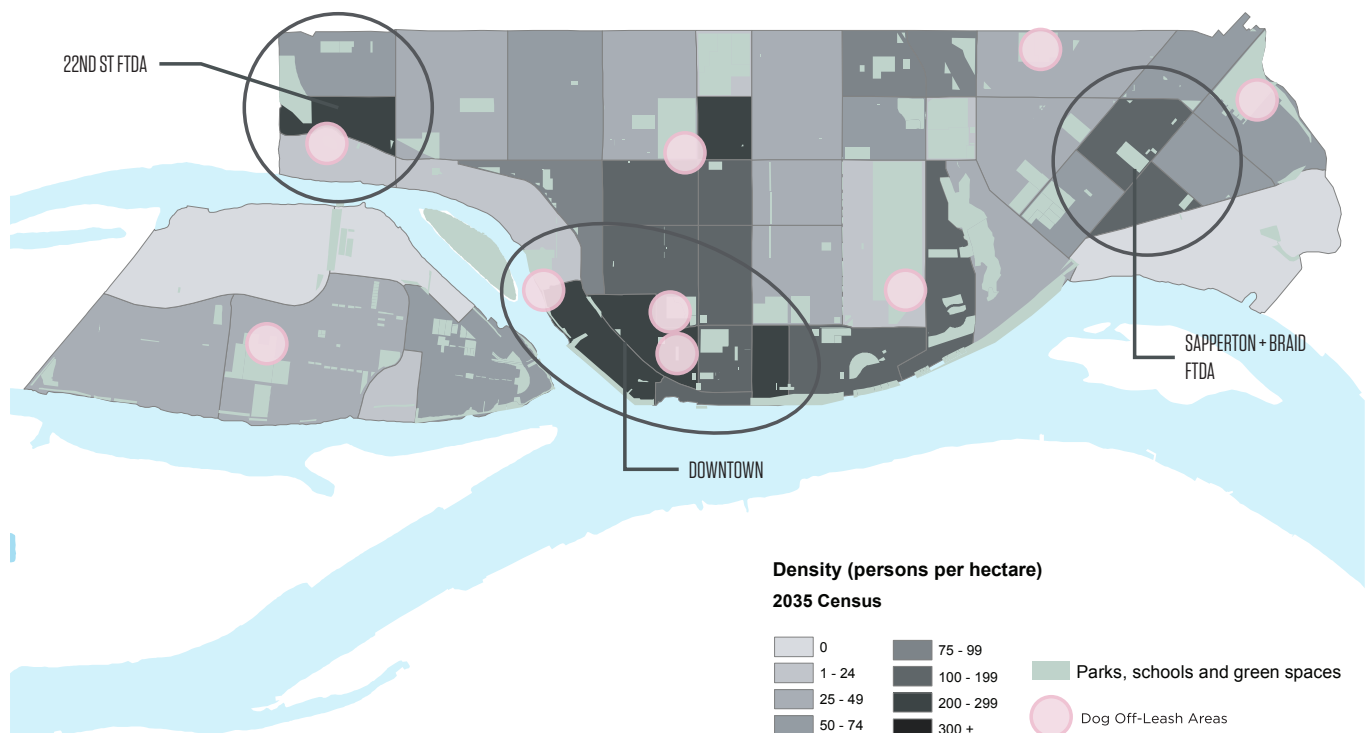


Fig 1.13 Future Growth Areas based on 2035 Projected Population Density (2017 OCP)

Residential backyards are not as common in this apartment-focused housing profile, which may intensify use of the city's parks and open spaces.

The city forecasts that approximately 36,000 new residents and approximately 16,500 new homes will be added between 2013 and 2041².

Planning for new OLA space should be informed by areas of projected growth, as identified in New Westminster's O.C.P.

(See figure 1.6)

REFERENCES

2. New Westminster Official Community Plan, p.23

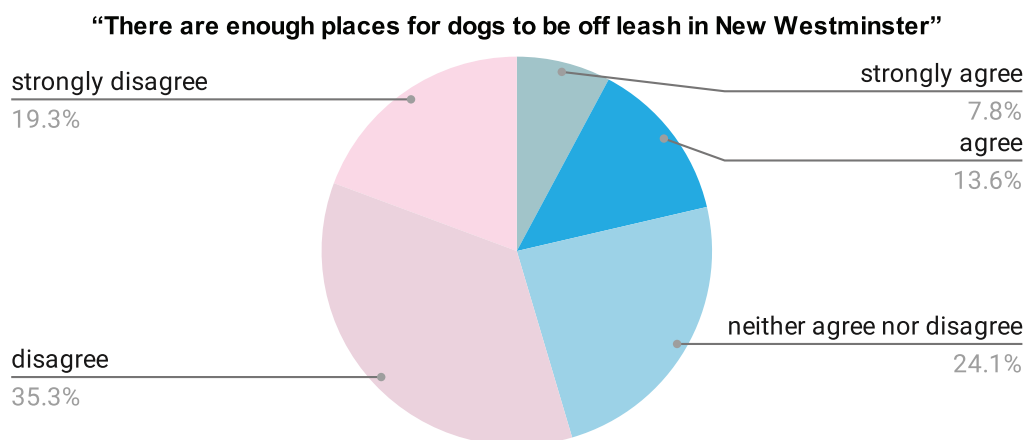


Fig 1.14 Number of OLAs: Survey results

DRAFT

- 2.1 Distribution
- 2.2 Typologies
- 2.3 Shared Use
- 2.4 Access & Circulation
- 2.5 Adjacencies

2.1 DISTRIBUTION

Participants noted that the existing policy requiring new developments to provide dog relief stations is great, but existing residential buildings remain underserved.

Public Engagement 1

It is important to assess distribution of existing off-leash areas across the city of New Westminster, when considering additional space for off-leash activity. There is divergent opinion among survey respondents about how well OLAs are currently distributed across the city (see Figure 2.1), with a significant proportion (36%) who feel neutral about it.

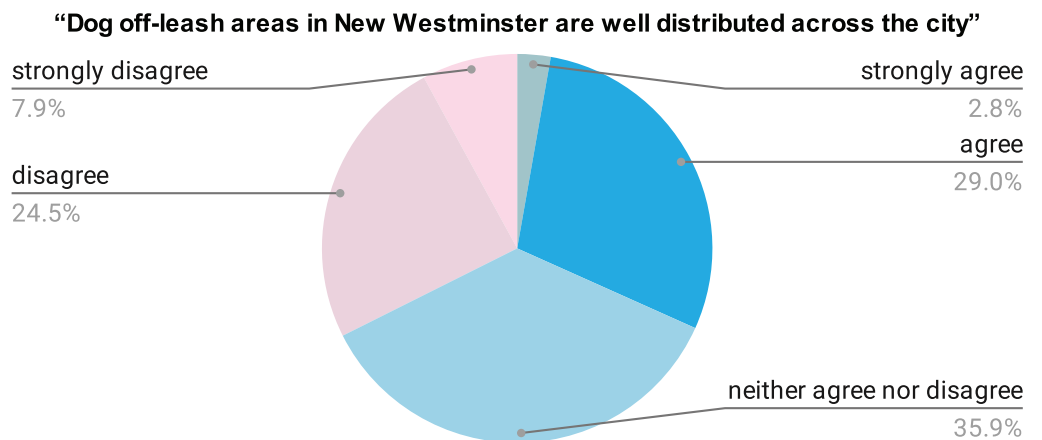


Fig 2.1 Distribution of OLAs: Survey results

Figure 2.2 identifies a 1km service radius for each OLA in New Westminster. This represents an approximate 10-15 minute walk, depending on topography, mobility considerations and other factors. Over 50% of survey respondents typically walk to an off-leash area, and over 60% are willing to walk more than 10 minutes to get to one. Providing off-leash areas within walking distance helps support the city's aim to foster a "Car Light Community" which is a part of New Westminster's Seven Bold Steps for Climate Action.

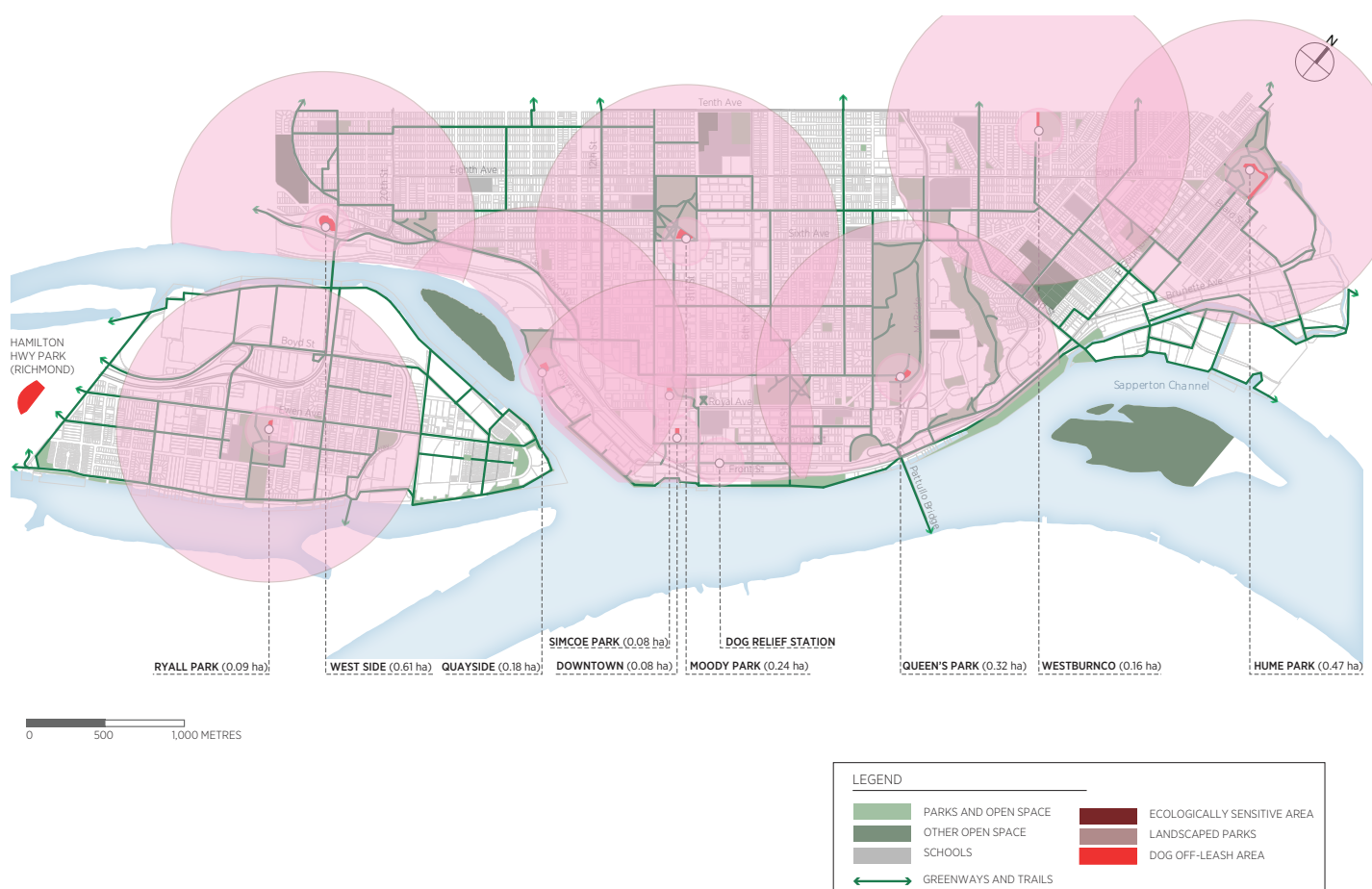


Fig 2.2 1KM Service radius of each OLA

2.1 DISTRIBUTION

Figure 2.3 identifies the population of people and licensed dogs within a 1 km service radius for each OLA in New Westminster. This helps identify areas that are currently underserved, in consideration of the catchment area for each OLA.

Some New Westminster residents are also able to access the large OLAs in adjacent municipalities, such as Robert Burnaby Park in Burnaby and Hamilton Highway Park in Richmond. These large scale off-leash areas represent a “destination park” typology that is challenging to provide in land-constrained municipalities like New Westminster, and they help provide a diversity of off-leash experiences for those that are able to access them.

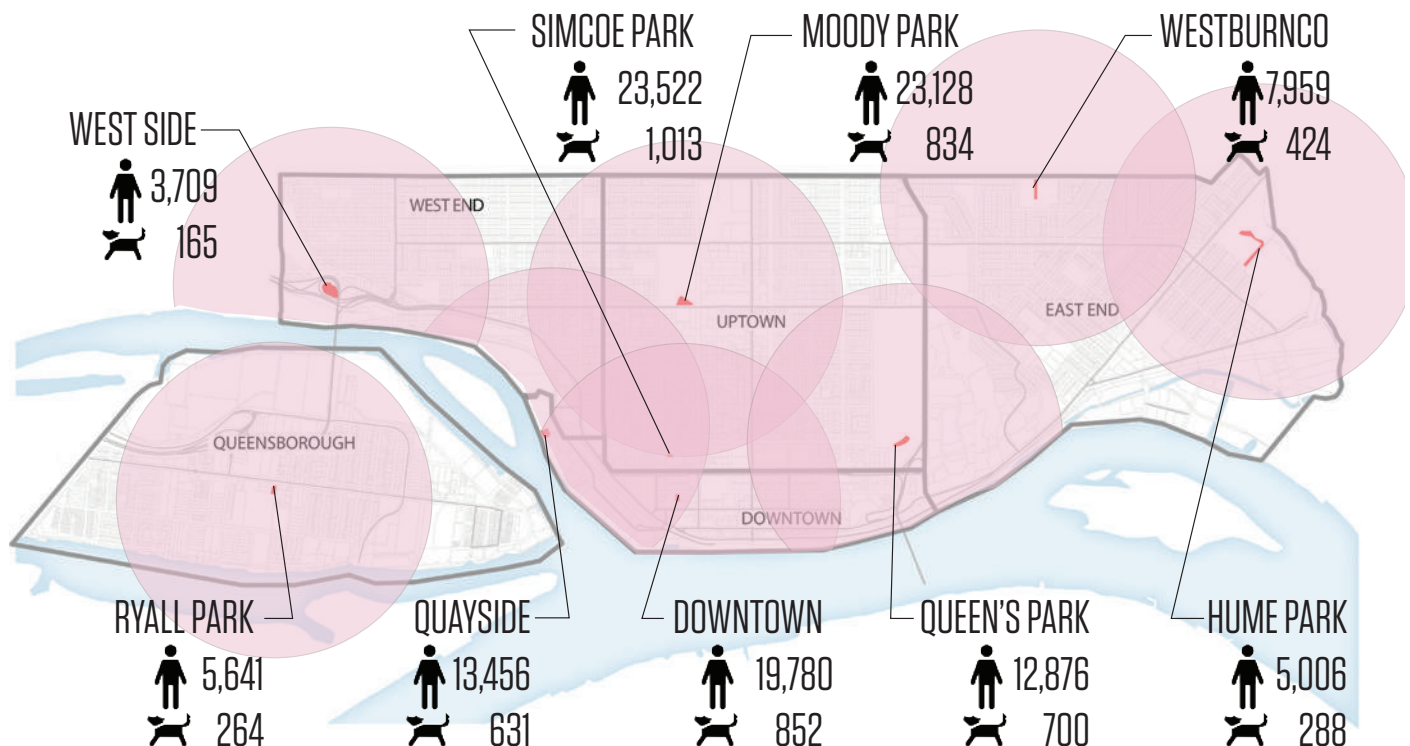


Fig 2.3 Population Density within 1km service radius of each OLA

2.1.1 KEY CONSIDERATIONS

- When designating off-leash space, consider both current population densities and projected growth areas: CNW's 2017 Official Community Plan forecasts the largest growth areas will be Downtown, in the Sapperton & Braid FTDA and 22nd St FTDA
- Providing OLAs within walking distance helps support a "Car Light Community" which is a part of New Westminster's Seven Bold Steps for Climate Action.

2.1.2 RECOMMENDATIONS

- Provide an off-leash area within 1 km of most New Westminster residents.
- Prioritize underserved areas when establishing new OLA space, based on an evaluation of current and projected population densities and dog license data.
- Ensure that the future planning of frequent transit development areas (FTDAs) include sufficient designated off leash areas.
- When off-leash areas are relocated or their boundaries are modified, aim for no net loss of designated off leash space within its service area.

2.2 TYPOLOGIES

Establishing typologies for off-leash areas can facilitate the planning, design and management of OLAs across the City. Each typology includes recommendations for minimum size, surfacing, amenities, and other considerations.

30% of Survey respondents believe that New Westminster's existing off-leash areas are not of adequate size (see Figure 2.4). However, New Westminster has limited opportunities to provide off-leash areas that meet the recommended minimum 0.4 hectare size identified by the Association of Professional Dog Trainers (APDT), which is roughly the size of a softball field. Hume Park OLA and West Side OLA exceed 0.4 ha in size (see Figure 2.5). The Association of Professional Dog Trainers (APDT) also recommends that off-leash areas be oddly shaped in order to be more engaging. Considering irregularly shaped areas may expand opportunities to expand OLA boundaries.

Two typologies are proposed for New Westminster: the Park OLA and the Dog Parklet. Each typology is described in greater detail in Section 3 of this Strategy (see figure 2.4 and 2.5).

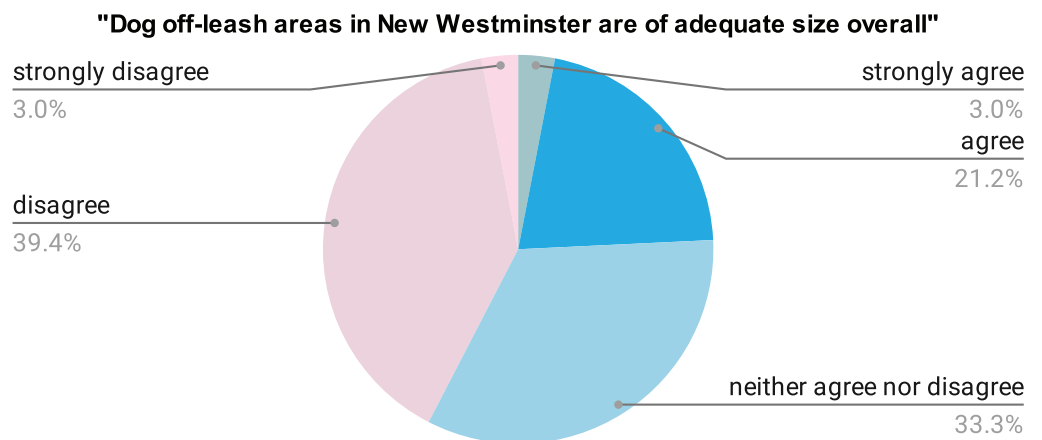


Fig 2.4 Size of OLAs: Survey results

Park OLAs would ideally be larger than 0.4ha, and at least 0.08ha, or approximately the size of two basketball courts. These would be supplemented with Dog Parklets, which extend the Parklet concept being adopted across municipalities today, converting parking stalls into small off-leash areas. The Dog Parklet typology provides a tool for the municipality to provide off-leash space in areas of higher residential density, where park space may be unavailable or where park or adjacent land uses may be less compatible with dog off-leash activity.

Dog Parklets provide a designated area for dogs to rest, socialize, play, and relieve themselves, which can help manage dog waste in highly paved areas such as downtown. These areas can help activate the streetscape by providing space for people to meet and engage with the dogs in their community, and the people who care for them.

SIZE & TYPOLOGIES			
EXISTING OLAs IN NEW WESTMINSTER		CASE STUDIES: MINIMUM RECOMMENDED OLA SIZE	
Simcoe Park	0.08 ha	0.09 ha	San Francisco CA (0.28 ha preferred)
Downtown	0.08 ha	0.19 ha	Oakland CA
Ryall Park	0.09 ha	0.20 ha	Alexandria VA
Westburnco	0.16 ha	0.40 ha	Denver CO (0.8-1.2 ha preferred)
Quayside	0.18 ha	0.40 ha	American Kennel Club
Moody Park	0.24 ha		
Queen's Park	0.32 ha		
Hume Park	0.47 ha		
West Side	0.61 ha		

Fig 2.5 Size of existing OLAs in New Westminster

2.2 TYPOLOGIES

2.2.1 KEY CONSIDERATIONS

- The Dog Parklet typology can help expand resources for off-leash activity in areas of high residential density where park space is limited.
- The Park OLA typology is significantly larger than the Dog Parklet, and should provide open areas for dogs to run and engage in ball play. While 0.08ha is the suggested minimum size, ideally Park OLAs would be at least 0.4 ha.
- The planning of Dog Parklets should include Engineering Services to help ensure safe circulation for pedestrians, cyclists and vehicles, while maintaining access to utilities and other considerations.
- The Dog Parklet typology supports the City of New Westminster's Seven Bold Steps on Climate Action towards a 'Quality People-Centered Public Realm' whereby street space for private vehicles is reallocated for sustainable transportation or public gathering by 2030.

2.2.2 RECOMMENDATIONS

- Evaluate existing OLAs that are less than 0.4 ha in size for opportunities to expand the off-leash area, keeping in mind that oddly-shaped sites and longer corridors for running can be an asset.
- Engage local residents in the process of modifying OLA boundaries, whether reducing, expanding or relocating OLA spaces.
- Engage in a process to review each existing OLA that is less than 0.4ha in size, and identify opportunities to expand the off-leash area, keeping in mind that oddly-shaped sites can be an asset.
 - Develop design standards and guidelines for Dog Darklets, including:
 - Parklet proposal requirements
 - Design development (site selection, materials, etc...)
 - Standard Amenities requirements
 - Permitting requirements
 - Fabrication and installation guidelines
 - Maintenance requirements
- Work with other organizations including BC Hydro and Fraser Health to identify underutilized open areas outside New Westminster's municipal jurisdiction that might be suitable for off-leash use.

2.3 SHARED USE

'Shared Use' in this Strategy refers to designating specific hours and / or seasons for sanctioned off-leash activity. Outside of these sanctioned times, dogs would need to be leashed.

Introducing hours for sanctioned off-leash activity can be a tool to help regulate park use, particularly in locations where there is a lot of unsanctioned off-leash activity.

Designated hours for off-leash activity are often restricted to hours in the early or evening, requiring dogs to be leashed during midday hours. The intent for this approach is to share the use of the park, allocating time for off-leash activity while also maintaining leashing bylaws to support park uses that are less compatible with off-leash activity.

The extent of the sanctioned off-leash area should always be clearly marked, for example by bollards and vegetation, together with a map indicating the off-leash area. Rules identifying sanctioned hours for off-leash activity and applicable bylaws need to be clearly identified.

However, there are key safety concerns with the "Shared Use" of parks and open spaces. Feedback gathered through the engagement process for this Strategy indicated there is significant opposition to this approach, from people not feeling safe around dogs that are off leash, to confusion about rules, dog waste management, digging activity, lawn degradation, and damage to environmentally sensitive areas.

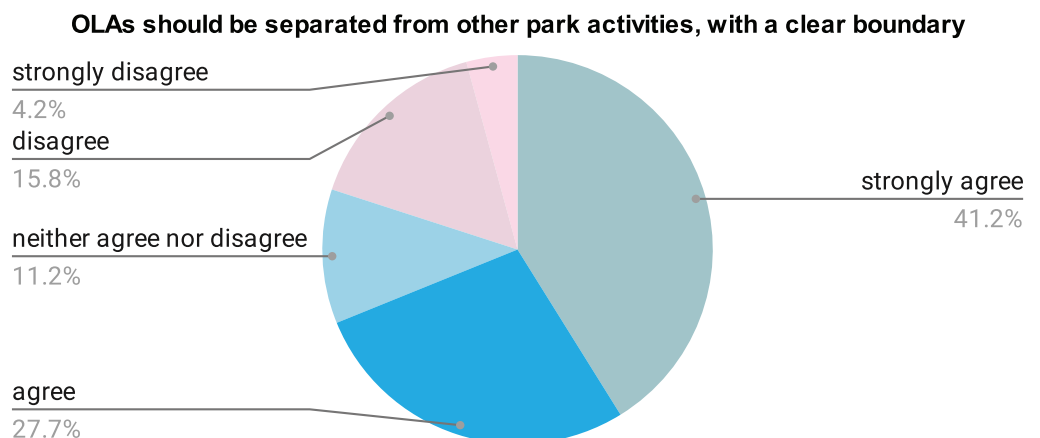


Fig 2.6 Boundaries of OLAs: Survey results

The challenges of the “Shared Use” approach includes confusion about rules, dog waste management, and digging activity. There are also key safety concerns with this approach, given that “Shared Use” parks and open spaces are typically not fenced.

A 2016 survey of Vancouver residents identified that the majority of respondents were opposed to daytime usage restrictions, with 22.4% in support and 53% opposed. Those who were opposed to daytime usage restrictions noted that many users do not respect the existing time restrictions at such off-leash areas, resulting in these sites being used as off-leash areas all day. Those in support of daytime usage restrictions (limited off-leash hours) argue that this would allow for more parks to be used for off-leash activity, while still accommodating other park uses during the day.

“Shared Use” requires maintenance and enforcement resources to support the expanded use of parks and open spaces and the increased regulation of leashing bylaws. Informal sports fields that are used during the winter season for off-leash activity will likely require annual field closures for lawn rehabilitation. Additional enforcement is recommended to help ensure compliance with leashing bylaws, outside of designated times for off-leash activity.

Vancouver and Seattle are two examples among a growing trend towards eliminating hours-of-use in favor of providing fully fenced areas solely for off-leash use. This approach makes it clear where off-leash activity is to be expected, which supports the safety and comfort of park visitors and dogs, helps protect environmentally sensitive areas, and focuses maintenance and enforcement resources on designated “single use” off-leash areas.

‘Shared Use’ areas may be more compatible with larger park spaces. Mundy Park in Coquitlam is a 175 hectare park with dedicated off-leash trails, plus a looped perimeter trail that allows off-leash activity from dawn until 10am.

Example of shared use OLA in Coquitlam

2.3 SHARED USE

2.3.1 KEY CONSIDERATIONS

“For a trial period and specified times I am supportive, but worry about irresponsible owners with out of control or aggressive dogs off leash.”

Public Engagement 2

“Spaces that are underutilized in the morning hours could be enjoyed by dogs and dog owners.”

Public Engagement 2

- Introducing designated hours for sanctioned off-leash activity can lead to confusion about when off-leash activity is and isn't allowed.
- “Shared Use” is most suited for parks and open spaces with low intensity of use.
- Off-leash activity is more compatible with some adjacent park uses than others. See section 2.3 ‘Adjacencies’.
- Boundaries for sanctioned off-leash activity should be clear. Open grass areas that are fenced, or partially fenced, may be more suitable for off leash hours-of-use.
- Some municipalities establish hours of off-leash activity based on the season, with longer periods of sanctioned off-leash activity during winter months when there are fewer competing park uses. Seasonal use of fields in municipalities with regular snowfall may be more suitable for seasonal off-leash activity.
- Seasonal use of sport fields may be suitable for off-leash activity, provided that conflicts with other park uses are minimal, impacts of dog activity are mitigated and local residents have been engaged and generally support the shared use.

WHAT OTHER MUNICIPALITIES ARE DOING

HALIFAX

Off-leash activity in specified municipal sports fields from November 1 to May 1, provided that dogs are not unleashed if an adult or child is playing on the field.

REGINA

Outdoor boarded rinks are available for sanctioned off-leash activity between the months of May to September.

BURNABY

Barnet Marine Park: Trail with time restrictions:

May 1-September 30:

Weekdays dawn to 10am & 6pm to dusk

Weekends & Stat Holidays dawn to 10am

October 1-April 30: no time restrictions, dawn to dusk

Burnaby Heights Park (Byrne Creek Dyke): Trail and Picnic Meadow (lawn north of picnic shelters) with time restrictions:

May 1-September 30: Dawn to 9am & 6pm to dusk

October 1-April 30: no time restrictions, dawn to dusk

COQUITLAM

Mundy Park is a 175 hectare park that includes off-leash trails that may be used from dawn until dusk, plus an extensive looped perimeter trail where off-leash activity is sanctioned from dawn until 10am.

PORTLAND

Off leash hours and seasons are to be defined by each park use patterns and daylight hours. For examples, sites adjacent to schools follow these recommendations:

- During the school year, weekday off-leash use is recommended to end earlier in the morning so leashes are required during the period when children are walking to school. These times are adjusted to reflect specific school start times.

- At some school sites, where school use makes it possible, it is recommended that additional mid-morning hours be added to compensate for the shorter early morning hours. These hours, as well as morning hours, must be approved by the school Principal.

- Unique schedules or use patterns at some sites next to schools required an equally unique off-leash schedule.

ANN ARBOR

The municipality of Ann Arbor manages OLAs use by charging an entry fee of \$60/year (\$45 spayed/neutered with documentation) and using an entry key fob. The key fob helps monitor who has obtained the required vaccinations and this encourages patrons to follow city rules and generate revenue.

NEW YORK CITY

In parks without an official dog park (which include the vast majority of parks in New York city) and with permission from the Parks Department, dog owners may allow their dogs off-leash from 9pm-9am but only while the park is open.

SOURCE: <https://www.cpha.ca/scoop-poop>

2.3.2 RECOMMENDATIONS

- Shared Use of parks and trails is not supported by the community at this time; survey respondents indicated a variety of safety concerns, and FIPR AC members anticipate significant conflict.

“I do not feel safe around dogs that are off leash.”

Public Engagement 2

“It’s good to trial to see if we can collaborate on shared spaces as not everyone is near a dog park.”

Public Engagement 2

2.4

ACCESS & CIRCULATION

Off-leash areas should be accessible to the residents of New Westminster. Where possible, these should be located along pleasant and safe walking routes to encourage nearby residents to walk to the OLA instead of driving. 53.7% of survey respondents walk to an OLA, while 33% drive and 23% use other ways to access these sites (Public Engagement #1 results). OLAs should be located along or near transit routes for small dog owners who may travel with their dogs on transit (New Westminster regulations currently require dogs to be in carriers). Likewise, owners who cycle with their dogs, such as in dog trailers, would benefit from proximity to cycling routes.

Circulation within OLA sites should be accessible and designed to avoid conflicting use. It is recommended that off-leash areas are directly accessible from associated parking areas, to avoid non-compliance with leashing requirements when traveling between the parking area and the off-leash area.

Including looped paths within larger OLA spaces can encourage people to walk with their dogs through the space, thereby reducing the potential for dogs to congregate at entries, where conflict is more likely to occur. Paths should be wheelchair accessible and designed in consideration of those with limited mobility.

See section 3 for design recommendations related to access and circulation at the site scale.

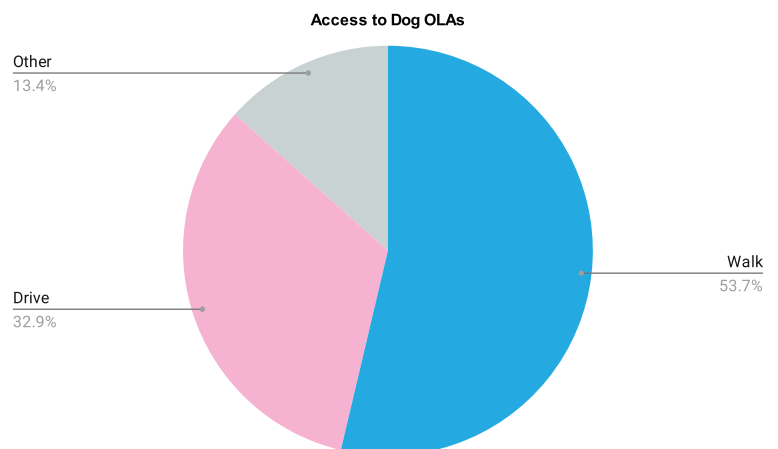


Fig 2.7 Access to OLAs: Survey results

2.4.1 KEY CONSIDERATIONS

- Site circulation at the neighbourhood and park scale should be assessed when evaluating proposed or existing dog off leash areas, to help minimize conflict.
- Off-leash activity in proximity to roads, bike paths and walking paths can be a safety concern for both people and dogs.
- The provision of OLAs within biking, walking distances and along transit routes supports the City of New Westminster's Seven Bold Steps on Climate Action towards a 'Car Light Community' whereby sustainable modes of transportation make up 60% of all trips within the City by 2030.

2.4.2 RECOMMENDATIONS

- Conduct an accessibility audit and develop accessibility guidelines to ensure that all OLAs in New Westminster are universally accessible. See Section 3 for design recommendations that support Universal Access.
- When establishing new OLA space, review site access at the neighborhood scale to mitigate conflict and support access via walking, cycling and transit.
- When modifying OLA boundaries or establishing new OLA space, provide direct access to the off-leash space from the associated parking areas. This helps avoid unsanctioned off-leash activity when traveling between the parking area and the off-leash area.
- Provide wheelchair accessible, looped paths in OLAs that are 0.4ha and larger.

2.5 ADJACENCIES

When considering new areas for off-leash use, the adjacent land use needs to be assessed at both the neighbourhood and the park level in order to identify compatible uses and suitable mitigation measures. Where adjacencies to less compatible land uses cannot be avoided, mitigation measures should be used to reduce chances of conflict.

Off-leash areas are often separated from other park activities and adjacent land uses by either a generous setback distance, or fencing. New Westminster has limited park space, which often cannot accommodate minimum recommended setback distances. All of the city's existing off-leash areas are fully fenced.

NEIGHBORHOOD LAND USE

Areas of commercial, municipal, institutional and light industrial land use are typically considered compatible with adjacent off-leash activity.

Residential adjacencies are less compatible with designated off-leash areas, as noise can be disruptive. Some municipalities recommend a minimum setback distance between the dog off-leash area and residential areas (see figure 2.8).

LAND USE/ ACTIVITY	RECOMMENDED MINIMUM SETBACK OR MITIGATION MEASURES
Residential	Secure fencing, plus noise mitigation measures
Ecological sensitive areas	Secure fencing OLAs not recommended in proximity of highly or moderately sensitive areas
Busy Road	Secure fencing
Multi-use trails	Secure fencing
Playground/ Wading Pool/ Splashpad	Secure fencing plus a 5m dog-exclusion zone
Community gardens	Secure fencing
Designated Picnic Areas	Secure fencing

Fig 2.8 Mitigation measures for various land uses or activities

ROADS AND PATHS

Separate off-leash areas from vehicular routes with significant traffic, such as arterial roads, with a minimum 75 meter setback, or secure fencing.

Separate off-leash areas from multi-use trails, cycle paths, and busy pedestrian paths with a minimum 25 meter setback, or fencing.

PARK USE

When considering adjacencies within parks and open spaces, off-leash spaces should be separated from areas where conflict is more likely such as playgrounds, swimming pools or splash pads, community gardens, and sports fields.

Secure fencing plus a 5m setback from the perimeter of playgrounds, wading pools and splashpads is recommended.

ENVIRONMENTALLY SENSITIVE AREAS

Designated off-leash areas should be separated from areas that are sensitive to disturbance, including existing trees, ecologically sensitive areas, and ornamental plant displays. Environmental assessments should be used to identify setback distances and mitigation measures. Open lawn space that is not actively programmed, and other vegetated areas with low ecological sensitivity are typically considered compatible with adjacent off-leash activity.

Off-leash areas located in proximity to environmentally sensitive areas should be regularly monitored by a Registered Professional Biologist (RPBio) in order to evaluate impacts to vegetation, fauna, soils, and water, and make recommendations for mitigation.

2.5 ADJACENCIES

2.5.1 KEY CONSIDERATIONS

- Avoid locating off-leash areas in proximity to school grounds, cemeteries, historic sites and other cultural resources, unless suitable mitigation measures are applied.
- Dog activity can significantly impact environmentally sensitive areas. Professional biologists can conduct environmental assessments to help evaluate and monitor impacts, and recommend mitigation measures.
- When assessing potential new locations for dog off-leash areas, a thorough review of the adjacent land and park uses is recommended to avoid or mitigate conflicts.

WHAT OTHER MUNICIPALITIES ARE DOING

MICHIGAN

Buffer from Residential: A few cities provide definitive distances from residences, varying from 50 feet to 200 feet. All strive to minimize conflicts and include guidelines such as: making sure that noise and activity levels are no more than other park uses, importance of screening or visual buffers, and having a minimal impact on residences.

LOS ANGELES

The existing standards state that designated off-leash dog exercise areas should (City of Los Angeles 2010 Bylaw):

Be far enough away from a residential or commercial land use that the single event sound of a dog bark would generally be perceived as a background sound or would be screened by traffic noise. To achieve this objective, the off-leash area should be:

- a. At least 150 feet (45m) from residences and separated by a street or nonresidential structure, and,
- b. At least 80 feet (24m) from commercial uses; if the wall of the commercial building that faces the off-leash area is windowless, a distance setback may not be required.

2.5.2 RECOMMENDATIONS

- Avoid locating off-leash areas in proximity to school grounds, cemeteries, historic sites and other cultural resources, unless suitable mitigation measures are applied.
- Dog activity can significantly impact environmentally sensitive areas. Registered Professional Biologist (RPBio) can conduct environmental assessments to help evaluate and monitor impacts, and recommend mitigation measures.
- When assessing potential new locations for dog off-leash areas, a thorough review of the adjacent land and park uses is recommended to avoid or mitigate conflicts.
- Develop standard procedures for evaluating a potential new OLA site

DRAFT

- 3.1 Typology Design Guidelines
- 3.2 Amenities
- 3.3 Surfacing
- 3.4 Vegetation
- 3.5 Boundaries
- 3.6 Signage

3.1

TYPOLGY DESIGN GUIDELINES

The design of off-leash areas is critical to attracting and retaining use so that off-leash activity is maintained in these designated spaces. There is divergent opinion among survey respondents about the overall quality of current off-leash areas in New Westminster (see Figure 3.1), with a significant proportion (34%) who feel neutral about it. Establishing design guidelines can help create inviting park spaces that feel safe and comfortable for all visitors.

Two typologies for off-leash areas are proposed for New Westminster: the Park OLA and the Dog Parklet. Each typology has specific recommendations relating to size, access, surfacing, fencing and amenities (see Guidelines: Park OLAs and Dog Parklets). Each of these design elements are reviewed in further detail in Section 3.2 to 3.6 of this report.

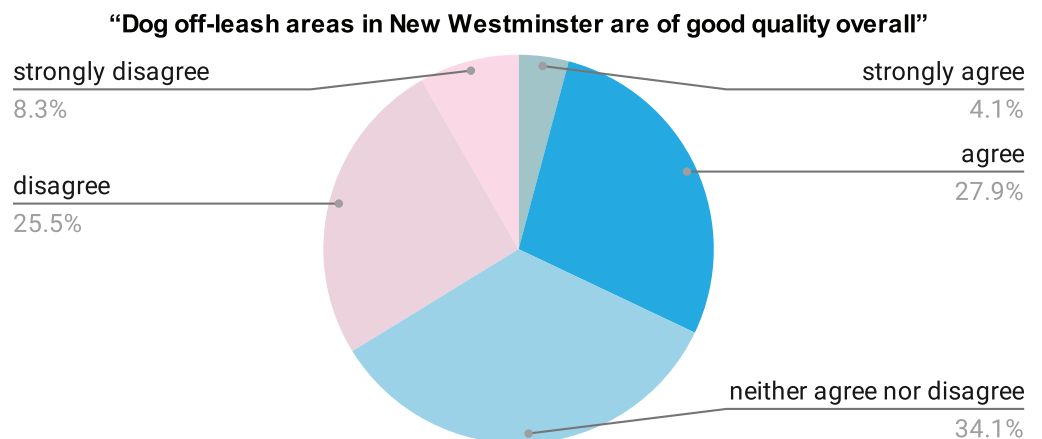


Fig 3.1 Quality of OLAs in New Westminster: Survey results

GUIDELINES: PARK OLAS
ACCESS
<ul style="list-style-type: none"> Design for Universal Access Conduct an Accessibility Audit Consider access routes into the OLA area, and where unsanctioned off-leash activity may occur (e.g. between the parking lot and the designated OLA area). Provide a Park OLA or Dog Parklet within a 15 minute walk of most residents
SIZE
<ul style="list-style-type: none"> Minimum 0.08 ha. Ideally 0.4 ha.
STANDARD AMENITIES
<ul style="list-style-type: none"> Areas to sit or lean Dog waste bins Drinking water for dogs Open space Shade Boulders and logs
SPECIAL AMENITIES
<ul style="list-style-type: none"> Lighting* (priority item; see Section 3.2) Separable areas Water for dog play Agility features Paved, looped paths for OLAs >0.4ha
SURFACING
<p>The selection of surface materials should be informed by the usage intensity of the site; site drainage; maintenance demands; capital costs, and topography:</p> <ul style="list-style-type: none"> Mix of surfaces, including fine gravel, wood chips, and grass. Pathways are to be accessible, and paved with fine-crushed gravel, asphalt or concrete. Asphalt or concrete paving is recommended at dog wash stations and drinking fountains.
BOUNDARIES
<ul style="list-style-type: none"> Full fence enclosure, min 1.2m ht. Entrances to be ADA compliant, and double-gated. Coordinate with Operations staff to provide access for maintenance vehicles.
SIGNAGE
<p>Signage to have a welcoming tone, with graphics to facilitate communication. Signage to include:</p> <ul style="list-style-type: none"> Etiquette Guidelines Map of OLA boundaries Applicable Bylaws + Fines Municipality Contact Info Notice board for important info such as disease cases

GUIDELINES: DOG PARKLETS
ACCESS
<ul style="list-style-type: none"> Design for Universal Access Coordinate with Engineering Services to help ensure safe circulation Consider access routes into the OLA area, and where unsanctioned off-leash activity may occur (e.g. between the parking lot and the designated OLA area). Provide a Park OLA or Dog Parklet within a 15 minute walk of most residents
SIZE
<ul style="list-style-type: none"> Minimum 2 parking stalls in length, 3 preferred.
STANDARD AMENITIES
<ul style="list-style-type: none"> Areas to sit or lean Water access with a hose for washing down the Parklet. Drainage to accommodate regular washing Dog waste bins Agility feature / element to engage dogs
SPECIAL AMENITIES
<ul style="list-style-type: none"> Water for dog play Drinking water for dogs Additional agility features Seating Shade Covering for rain protection Lighting
SURFACING
<ul style="list-style-type: none"> Durable surfacing, suitable for regular washing (e.g. synthetic turf, pour-in-place rubber surfacing). No loose fill materials.
BOUNDARIES
<ul style="list-style-type: none"> Full fence enclosure, min 1.2m ht. Fencing to provide sightlines into the enclosure. Gates to be ADA compliant and self-closing.
SIGNAGE
<p>Signage to have a welcoming tone, with graphics to facilitate communication. Signage to include:</p> <ul style="list-style-type: none"> Applicable Bylaws + Fines Map identifying nearest OLAs Municipality Contact Info Traffic Safety Signage

3.1

TYOLOGY DESIGN GUIDELINES

3.1.1 KEY CONSIDERATIONS

- Providing a variety of sizes, amenities and overall character to off-leash areas can help expand the range of off-leash experiences available.
- Off-leash areas with a higher concentration of use require more durable amenities and surfacing.
- Off-leash areas less than the size of a basketball court should have washable surfacing and access to water for regular cleaning. Ensure sufficient municipal resources are provided to support regular cleaning and waste collection.
- Dog Parklets are recommended in high density areas where park space is limited. These small spaces are intended to supplement Park OLAs, not replace them.
- Dog Parklets can help animate the public realm, provide opportunities for socializing, and increase “eyes on the street”, while providing relief areas and helping to manage dog waste in highly paved areas.



Fig 3.2 Dog Parklet Typology

3.1.2 RECOMMENDATIONS

- Provide wheelchair accessible gates and paths to accessible seating areas and fountains in all designated off-leash areas. Conduct an accessibility audit of existing OLAs including an assessment of parking, circulation and amenities, with a target timeline to implement upgrades. Ensure new OLA spaces are designed to facilitate universal access.
- Adopt Park OLAs and Dog Parklet typologies in order to elevate the overall quality of off-leash areas in New Westminster.
- Support off-leash areas with more concentrated use, such as Dog Parklets and Park OLAs in more densely populated areas, with a greater investment in durable surfacing and engaging amenities.
- Introduce the Dog Parklet typology as a Pilot Project on the Agnes Street Greenway.
- Collaborate with the municipal Engineering Department to develop detailed design standards and guidelines for Dog Parklets, including traffic management. Engage local residents in the process of identifying suitable locations, and evaluating their success.
- Engage multi-departmental city staff in the design, development and resource planning to support the maintenance of Dog Parklets before they are constructed.
- Apply the design guidelines in consideration of the character of each site, and look for opportunities to provide a range of OLA Park sizes, surfacing and amenities across the city.

3.2 AMENITIES

Standard and Special amenities are Amenities are important to attract the use of OLAs. “Standard Amenities” are recommended for all OLAs, according to their Typology (see Section 3.1). “Special Amenities” are recommended on a case-by-case basis, in consideration of the location of the OLA and the population density of its service area, capital and maintenance costs, etc. OLAs with the highest density service areas will be prioritized.

Lighting is identified as a “Special Amenity” but is highlighted by an asterix (*) as a high-priority item. Lighting can help park visitors feel safe and comfortable, and can extend the use of off-leash areas, particularly in the winter season. Lighting at OLAs will be considered on a case-by-case basis and evaluated in consideration of feelings of safety, surrounding land use, ecology, existing utility infrastructure, costs, etc.

Waste bins are provided as standard elements by most municipalities, and many provide dog bag dispensers that

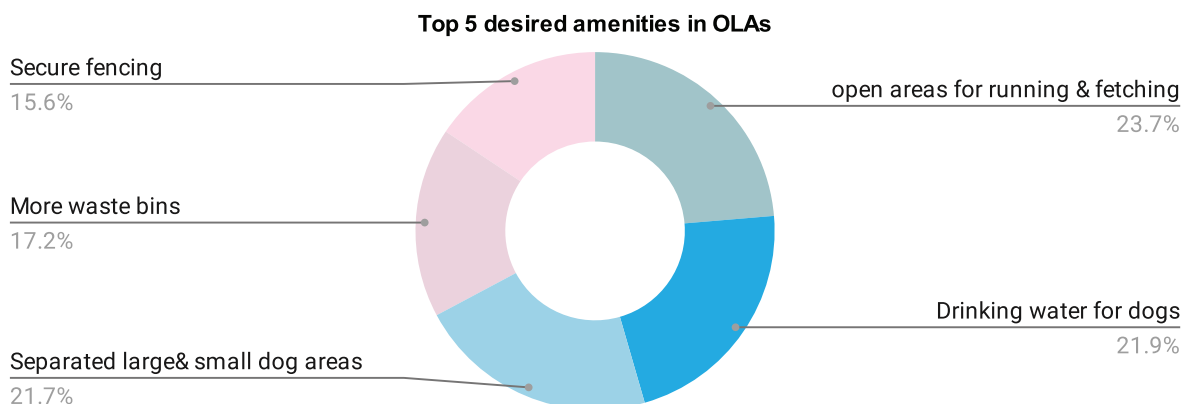


Fig 3.3 Top 5 desired amenities in OLAs: Survey results

are typically stocked by local residents given the expense of providing biodegradable bags, and the challenges of equitable distribution. The City of Surrey hires a private contractor to supply dog waste bags in exchange for advertising space on park kiosks. Recommendations for providing readily-identifiable waste bins are outlined in Section 4.1.

The value of including a separable area within a Park OLA space was identified in the engagement process that informed this Strategy. These separated spaces can help provide a safe and inviting dog park environment. New Westminster currently has one separated Small Dog Area, located at the Queen's Park OLA. Approximately 60% of survey respondents would like the Separated Small Dog areas expanded to include shy or senior dogs, as well as dogs in training.

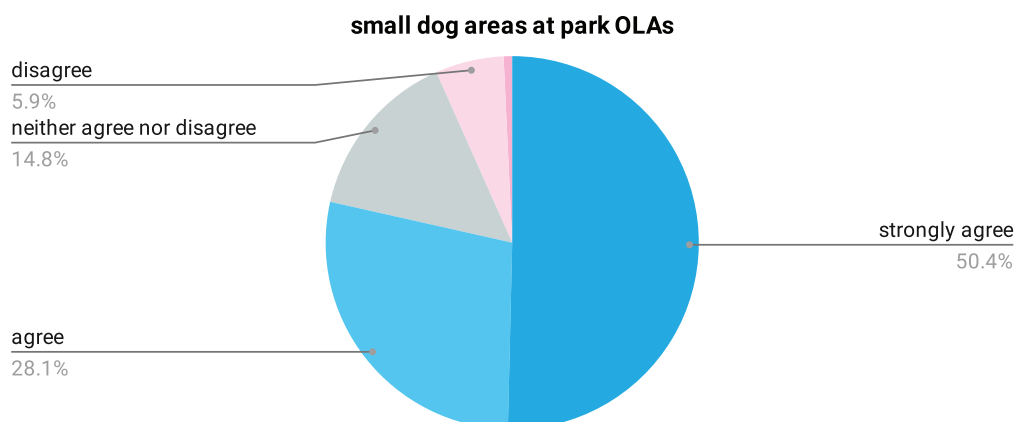


Fig 3.4 Small dog areas at park OLAs: Survey results

3.2 AMENITIES

3.2.1 KEY CONSIDERATIONS

- Amenities are a key aspect of successful off-leash spaces, as they are key to attracting and sustaining use.
- Off-leash areas located in more densely populated areas are likely to have more concentrated use, and therefore a greater investment in durable and engaging features is recommended in these areas.
- Consider exploring private and public funding opportunities to fund 'Special Amenities' (see Section 5)

3.2.2 RECOMMENDATIONS

- Adopt 'Standard' amenities to be provided at all off-leash areas in New Westminster, according to their typology. Ensure all new OLA spaces include standard amenities, identify amenity gaps at existing OLAs, and develop an implementation plan to provide them within a target timeframe.
- Generate a funding and implementation strategy for adding 'Special' amenities, aiming to focus investment in OLAs with the highest-density service area, and prioritizing amenity requests that have been clearly communicated in the public engagement process for this strategy. Refer to Appendix 4.0 Engagement Summary Report.
- Engage local residents, city staff, and a Registered Professional Biologist in the process of reviewing opportunities to add lighting to off-leash areas.
- Evaluate existing OLAs to identify opportunities to extend the space with a "separable" area connected to the larger OLA space, with a gate that can be closed at the user's discretion. Include signage with etiquette guidelines for the use of "separable" areas.
- Introduce a one-year long Pilot Project to revise the separated small dog area at Queen's Park to become a "separable" area (as described above). Engage OLA users in the process of evaluating its success.

3.3 SURFACING

Identifying successful surfacing options for off-leash areas is a challenge for many municipalities. Most dog off-leash area visitors prefer grass, but this is not a durable surfacing option and often turns to mud in wet winter conditions. The selection of surface materials for off-leash areas should be informed by intensity of use, site drainage, maintenance demands, capital costs, and topography. A variety of materials can be used to support different intensities of use and to provide a range of surfacing experiences.

Municipalities that share a wet winter climate, including Portland, Oregon and Surrey, BC have found that fine crushed gravel (also referred to as 'crusher dust' or 'granite screenings') is the most successful material for high use areas, as long as smell and dust is managed. It is recommended that gravel particles be no larger than 7mm / one quarter-inch (.25 inches) in size. Feedback received in the engagement process informing this Strategy included complaints about gravel surfacing, noting some small dogs avoid walking on it, and the gravel particles can damage paws.

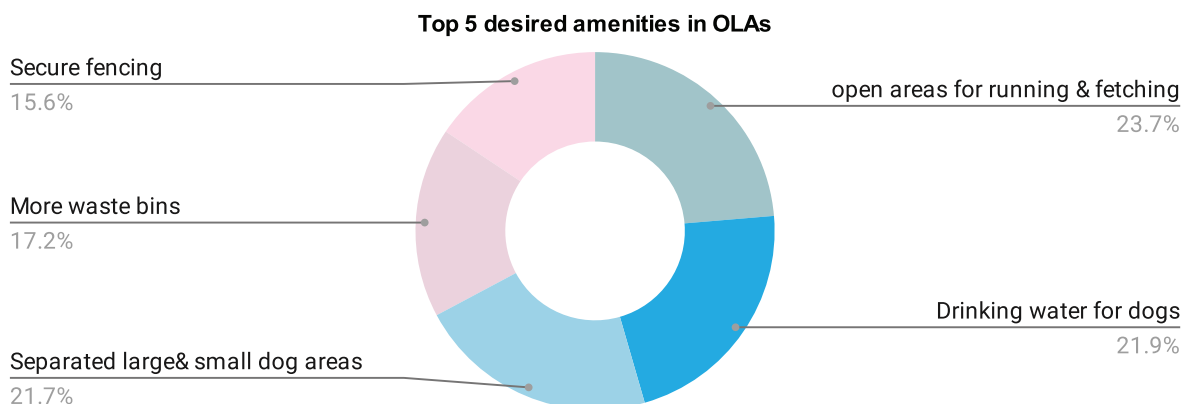


Fig 3.5 Top 5 desired amenities in OLAs: Survey results

New Westminster has had success surfacing OLAs with wood chips, using material recycled from tree pruning activities. While this material is generally considered to be soft on paws, it does require frequent “topping up” and is not recommended for areas with poor drainage.. The City of Surrey, however, is finding success with the use of cypress wood shavings or sawdust often used in equestrian facilities.

Other durable surfacing options include pet-friendly artificial turf or pour in place rubber. These options are more expensive, and are recommended for areas with a high concentration of use.

When selecting surface materials it is important to manage drainage effectively. It is recommended that areas of poor drainage include an engineered sub-surface, designed to prevent ponding and maintain the quality of the surfacing. Avoid diverting stormwater runoff from OLAs into the municipal stormwater infrastructure, as runoff may be contaminated from dog waste. Infiltrate runoff in suitable locations, and engage a professional Biologist to assess risk when runoff may be negatively impacting adjacent ecological areas.

3.3 SURFACING

3.3.1 KEY CONSIDERATIONS

- OLAs with higher concentration of use should have greater investment in durable, engaging amenities and surfacing in order to better support the intensity of use.
- The selection of surface materials should be informed by the usage intensity of the site, comfort and safety for dogs, durability, drainage, and cost.
- There is divergent opinion regarding the use of gravel surfacing in off-leash areas. Gravel surfacing can facilitate drainage can be designed for wheelchair accessibility, however it may hurt paws. Maximum recommended gravel particle size is 7mm.
- Water runoff from dog off-leash areas or parks with high numbers of dogs should be directed to infiltrate in an appropriate location where it will not introduce excess nutrients and pathogens to surface water.

3.3.2 RECOMMENDATIONS

- Select surfacing for OLAs based on an evaluation of anticipated level of use, drainage considerations, maintenance requirements, comfort and safety for dogs, and cost. Refer to Table: Surfacing material (p59).
- Focus investment in surfacing for OLAs with the highest-density service area, and prioritizing amenity requests that have been clearly communicated in the public engagement process for this strategy. Refer to Appendix 4.0 Engagement Summary Report.
- Identify existing OLAs with gravel surfacing where OLA park visitors have highlighted challenges with the surfacing. Evaluate whether the gravel particle size exceeds the recommended 7mm diameter, and engage local OLA visitors in a process to evaluate surfacing options.

SURFACING MATERIALS
GRASS
<p>Grass or other groundcover plants (e.g. native meadow species) are recommended for large, open, well-draining areas. However, these areas can be easily damaged in areas of high use, however, resulting in bare soil or muddy conditions.</p>
CRUSHER DUST
<p>Crusher dust (also known as decomposed granite, crushed stone surfacing, or fine gravel), is well-suited for pathways and areas of high use, such as entry locations. If it is well prepared and maintained it can accommodate wheelchairs and other mobility aids. A 7mm minus aggregate is recommended for good compaction.</p>
CONCRETE ASPHALT
<p>Concrete or asphalt are recommended for paths that are highly used in winter, and for areas around dog wash stations or drinking fountains. Surfaces should be designed to direct runoff to infiltration areas. Concrete or asphalt may also be considered for areas of concentrated use, such as entries to fenced dog parks.</p>
SAND AND PEA GRAVEL
<p>Sand and pea gravel can be useful surfaces in poor-draining areas, but both typically require some containment to prevent these materials from scattering into adjacent surfaces.</p>
SYNTHETIC TURF
<p>Synthetic turf is recommended in areas of high concentrated use where washable surfacing is needed. Consider options to use reclaimed materials, such a repurposed artificial turf sourced from athletic field replacement.</p>
WOOD CHIPS
<p>Wood chips are an economical surfacing option that supports the re-use of local materials, by using wood from tree pruning activities. Wood chips require regular 'topping up', and use is cautioned in areas with poor drainage.</p>

3.4 VEGETATION

Providing trees and planting within off-leash areas can enhance seasonal interest and scent, and improve the micro-climate to create a more enjoyable park space. Low plantings or areas of taller grasses at dog off-leash areas can be used strategically to break up sightlines at the dogs' eye level, thereby helping to reduce conflict between dogs.

Plants for dog off-leash areas should be durable and kept low for increased visibility for other park users, where appropriate. Ensure dog off-leash areas are kept free of wild grasses with barbed seeds, such as "spear grass" which can harm dogs. Check the ASPCA database of poisonous plants to ensure vegetation in off-leash areas is not toxic to dogs. Negative impacts on existing vegetation by dogs may include digging, urinating, or trampling due to high intensity dog activity.

Trees and plantings in off-leash areas are prone to damage from trampling, digging, root compaction, and the negative effects of dog urine on vegetation. Strategies to protect vegetation include:

- Restrict dog access to planted areas by integrating raised planters and/or protective edging such as boulders or low fencing.
- Install low fencing or barrier edging around the perimeter of newly planted or immature trees (at minimum protect the area within the drip line; larger areas are likely more beneficial).
- Engage an Arborist to identify tree protection measures specific to each OLA site
- Locate higher intensity use areas, such as seating areas and entries, away from existing vegetation
- Maintain a thick layer (~100mm) of wood mulch over any areas of exposed or sensitive root systems
- Use signage to remind owners to discourage dogs from digging in planted areas

3.4.1 KEY CONSIDERATIONS

- Uric acid can damage trees and vegetation, and rapidly degrade metal tree grates.
- Dog activity can damage vegetation and compact soils.
- Trees and plants can be toxic to dogs and humans, and some grasses have needle-like seed heads that can damage paws and embed in fur. Consult resources including the ASPCA database of poisonous plants to ensure vegetation is suitable for use in off-leash areas
- Providing trees and vegetation in OLAs can help shade exposed areas and create a more comfortable microclimate.
- Vegetation, together with topography, can be used to help reduce conflict between dogs by breaking up sightlines at the animal's eye level.

3.4.2 RECOMMENDATIONS

- Integrate vegetation in consideration of sightlines for dogs and people, in order to provide shade in exposed areas, and enhance seasonal variation and scent.
- Install protective edging around trees and other planted areas to prevent dogs from compacting the root zone and damaging vegetation.
- Design vegetated areas in consideration of maintenance requirements, and incorporate native planting where suitable.
- Assess existing vegetation in OLAs to determine plant health and potential impacts from dog activity, and implement vegetation protection measures as needed.

3.5 BOUNDARIES

Whether fenced or unfenced, it is necessary to clearly define off-leash area boundaries. All of the existing off-leash areas in New Westminster are fenced, therefore the boundaries of these off-leash areas are clearly defined. OLAs that are fully enclosed with secure fencing are more suitable in more compact urban environments, where it is less feasible to provide generous setbacks between the OLA and other park activities or land uses. Providing fully fenced areas also enhances the safety and comfort of park visitors with and without dogs.

The height of fencing used for off-leash areas varies. While dogs may be capable of jumping over fencing less than 1.8m in height, tall fencing can obstruct sightlines and make park space feel uncomfortable. A fence height of 1.2m is used by many municipalities, as this provides a clear sightlines for park visitors while clearly marking the extent of the designated off-leash area. Gates for fenced OLAs should be designed to facilitate universal access, limit opportunities for dogs to escape, and be located to minimize congestion.

Natural boundaries such as un-mown areas or forest edges are used to define the edges of off-leash areas in Calgary, Alberta, and a combination of wood posts and signage are used as boundary markers in some unfenced off-leash areas in Portland, Oregon. However, many municipalities are moving towards fencing all off-leash areas in order to promote safety and mitigate less compatible adjacencies.

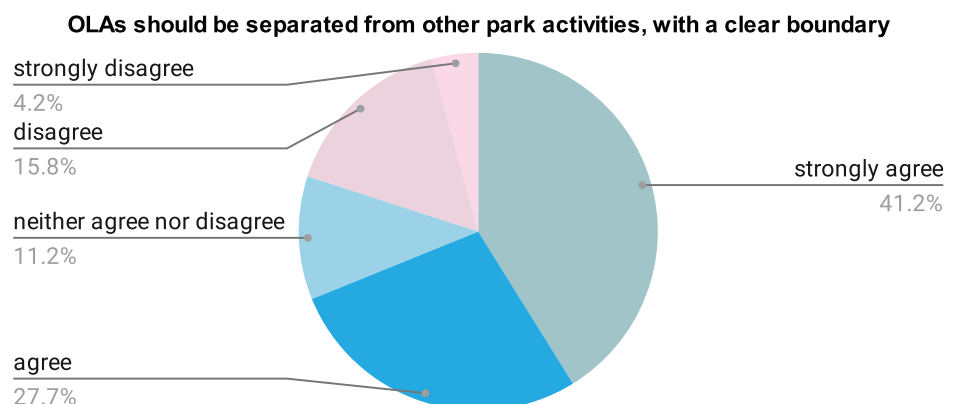


Fig 3.6 Boundaries in OLAs: Survey results

The City of Toronto requires that off-leash areas within parks 2 acres and under must be fenced.

3.5.1 KEY CONSIDERATIONS

- Conflict can result from lack of clarity about the extents of the designated off-leash area. All OLA boundaries should be clearly identified by physical makers.
- Signage with maps of the OLA boundaries can help clarify the extent of the OLA area, and can identify the location of other OLA areas within proximity.
- The selection of appropriate boundary tools should be based on an assessment of the potential for conflict with adjacent park and neighborhood uses, existing site features, site circulation, and input from local park users.
- Consider the use of bollards, topography and vegetation where a more permeable boundary is suitable.
- Double-entry gates reduce the chance of off-leash dogs escaping when new people or dogs arrive at the site.
- Entry gates should promote universal access, and be designed in consideration of those with mobility devices and seniors. Include a kick plate, and limit the weight of the gate so it is operable by a range of park visitors.

3.5.2 RECOMMENDATIONS

- Clearly define dog off-leash area boundaries using a combination of secure and permeable tools depending on the adjacent park uses, land uses and existing site features.
- Provide wheelchair-accessible, double-gated entrances at all fenced Park OLAs. Locate gates away from corners to reduce “pinch points” at entries
- Provide 2.4m wide lockable gates for maintenance vehicle access, at all fenced Park OLAs.
- Develop a standardized gate design for OLAs, based on the wheelchair-accessible gate at Queen’s Park OLA. Engage experts to refine the gate design to promote universal access.

3.6 SIGNAGE

“Signage educating owners on dog behaviour and contact number for a licensed dog trainer would be helpful.”

Public Engagement 2

The boundaries of all dog off-leash areas should be delineated with signage. Signage content and placement should minimize visual clutter, while providing information for people with and without dogs to help manage expectations about park use. Elements of successful signage include:

- Clear and concise messaging
- Simple, accessible language
- Graphic symbols in addition to text to increase its accessibility
- Consistent visual language at all sites so that dog off-leash areas are readily recognized from a distance and from site to site

Messaging for in-park signage will vary depending on the type of sign and its purpose, such as identifying boundaries of dog off-leash areas, etiquette, by-laws or educational signage.

Signage can play a key role in promoting safety in off-leash areas. Survey respondents identified that the number one reason they let their dogs off-leash in unsanctioned areas is “I have had safety concerns or anticipate safety concerns in designated off-leash areas”. Posting rules or etiquette guidelines at the OLA sets expectations for the use of the space, and the responsibilities of dog owners (see Figure 3.7).

SIGNAGE GUIDELINES		
ENTRY SIGNS	BOUNDARY SIGNS	EDUCATIONAL SIGNAGE
<p>Entry signage should include:</p> <ul style="list-style-type: none"> • Etiquette for using dog off-leash areas • Map of dog off-leash area boundaries • Cite relevant by-laws • Contact information (i.e. for by-law enforcement, reporting damage or maintenance requirements, emergency contact information) • Notice area to share information about dog off leash area events, training opportunities, services etc. • Notices when dog disease cases, including zoonotic diseases, have been identified in the area (e.g. parasites, bacterial infections kennel cough, etc.) 	<p>Boundary signs should be located regularly in unfenced dog off-leash areas, clearly identifying the extent of the designated off-leash area, and clarifying which side of the boundary marker is on leash and which side is for dogs off leash.</p>	<p>Signage can be a valuable tool to educate the public about health and safety concerns related to dogs in public spaces, including waste management signage.</p> <p>There should be highly visible signage in multiple locations within the Off Leash Area to encourage owners to pick-up and properly dispose of dog waste. Signage should reference the Off Leash Area rules and accompanying penalties, but can still be written in a humorous tone to encourage compliance.</p>



Fig 3.7 New Westminster's Current Off-Leash Dog Area Rules Sign

3.6.1 KEY CONSIDERATIONS

- Effective signage is critical in shared-use parks with a combination of on-leash and off-leash areas.
- Off-leash areas that are not completely fenced should include signage with a map identifying the extent of the designated off-leash zone, together with on-the-ground markers such as bollards or vegetation.
- New Westminster updated their dog signage in 2018. When the municipality updates these signs again, consider adopting a more playful tone and incorporating graphics and symbols to communicate to a broader audience.

3.6.2 RECOMMENDATIONS

- Develop signage guidelines for each off-leash area Typology.
- Signage and boundary maps should be posted at all park entry points and at off-leash area entrances to alert all park visitors to the presence of off leash activity.
- Signage should indicate the extent of the designated off-leash area, cite relevant bylaws, and provide contact information for Animal Services and Park Operations, as well as etiquette guidelines for OLA use.
- Consider providing community notice boards at Park OLAs, for local residents and the municipality to share information relating to the off-leash area and dog-related activity in the city. Notice boards should include an area for municipal staff to highlight key health and safety information, such as reporting outbreaks of kennel cough, and other infections and diseases.
- Review existing OLA rules and guidelines in a process that engages local residents, and integrate this information into the standard signage for OLAs.

4.0

MANAGING OPERATIONS

DRAFT

- 4.1 Dog waste management
- 4.2 Licensing
- 4.3 Enforcement
- 4.4 Maintenance
- 4.5 Monitoring & Evaluation

4.1

DOG WASTE MANAGEMENT

Dog waste management is one of the major challenges associated with off-leash areas and dogs in urban areas in general. Key concerns related to dog waste include risk of pathogen transmission, water pollution caused by excess nutrients, use of plastic bags, and greenhouse gas emissions.

According to the US Department of Agriculture, "Dog waste contains nitrogen and phosphorus, which can deplete oxygen that fish and other water-based life need to survive, as well as encourage the growth of harmful algae. It is also considered a significant source of pathogens like fecal coliform, a disease-causing bacteria."¹

Proper dog waste management is important to reduce the transmission of pathogens to wildlife and to surface water, as well as to other dogs and people. Stormwater runoff from areas with high numbers of dogs should be infiltrated in an appropriate location to avoid contaminating surface water with excess nutrients and pathogens.

REFERENCES

1. <https://www.usda.gov/media/blog/2011/03/08/pet-waste-disposal-systems-help-protect-water-quality>

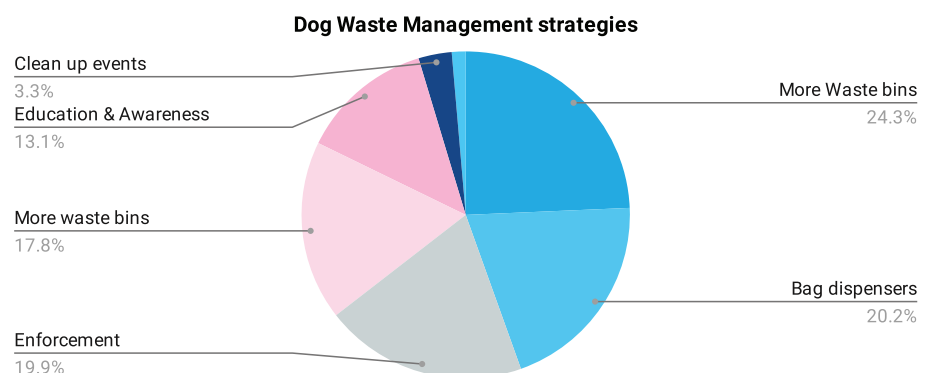


Fig 4.1 Dog waste management strategies: Survey results

In order to help protect water quality, it is important to collect dog waste so that bacteria and nutrients do not contaminate stormwater runoff and negatively impact water bodies downstream. However, the plastic bags that are often used to collect dog waste can also be a source of pollution and many municipalities including New Westminster are encouraging a shift away from plastic bags. Some municipalities report that the use of bags labeled “Biodegradable” leads to more instances of bagged dog waste being tossed in the bushes or left curbside, based on a misunderstanding that the material will break down naturally in a short period of time. In addition, many municipalities find the cost of supplying biodegradable bags challenging, particularly when there is little ability to ensure bags are equitably distributed when they are offered free of charge.

Educational initiatives that identify the environmental and health risks associated with poor dog waste management may be effective. The city of Kirkland, Washington recently published a report on Pet Waste: Bacteria Monitoring, Outreach and Education. This included information on impacts to water quality, and an awareness campaign that included flagging uncollected dog waste.²

While New Westminster currently incinerates most of its waste, many municipalities in the Vancouver area have invested in a separated dog waste program in order to divert dog waste from the landfill where it is a significant contributor to greenhouse gases. A private company is engaged to separate the dog waste from each bag containing it, so that the waste alone can be sent to the wastewater treatment plant.

The most effective strategy to reduce the amount of uncollected dog waste, according to survey respondents, is to provide easily-identifiable dog waste bins that are designed for ease-of-use and regular collection (see figure 4.1).

REFERENCES

2. <https://www.kirklandwa.gov/files/sharedassets/public/public-works/2020-kcd-pet-waste-final-report.pdf>

4.1

DOG WASTE MANAGEMENT

4.1.1 KEY CONSIDERATIONS

- Bins specific for dog waste can be collected more frequently to help manage foul odor, particularly during summer months.
- Bins specific for dog waste can reduce the chances of inadvertent contact and contamination, particularly when dog waste is kept separate from recyclables.
- Providing bags for dog waste may encourage collection. The cost of supplying and managing dog waste bags can potentially be offset through private partnership agreements.
- Educational campaigns can be an effective tool to promote dog waste collection.
- Involving children in educational campaigns can be an effective way to create generational change and this can also result in behavioural change of the parents, as children pass on the information.
- Dog Parklets can help manage dog waste in highly paved areas such as the Downtown core, provided these spaces are regularly cleaned.
- Assess stormwater runoff in parks with a lot of dog activity, to identify whether
- Riparian buffers help filter pathogens and keep animals from defecating near water bodies.
- Bioretention strategies such as rain gardens can help infiltrate stormwater and protect water quality.



Fig 4.2 New Westminster's Off-Leash Dog Area Signage

WHAT OTHER MUNICIPALITIES ARE DOING

VANCOUVER, BRITISH COLUMBIA

A person who keeps a dog must immediately remove any excrement deposited by the dog, and deposit it in a suitable refuse container. (This does not apply to the dog owner's property)

CALGARY, ALBERTA

Animal waste must be packaged into securely tied double plastic garbage bags and placed inside your waste containers for collection.

EDMONTON, ALBERTA

Dog waste can be collected in a plastic bag and thrown in the garbage.

WINNIPEG, MANITOBA

Put small amounts of pet waste in tightly sealed bags together with household garbage.

OTTAWA, ONTARIO

Flush it down the toilet or wrap it in absorbent paper and place it in a sealed, leak-proof bag with regular garbage, in quantities of less than 11% by volume of the total garbage bag or can.

GUELPH, ONTARIO

Property owners are responsible for the removal and sanitary disposal of any excrement. (Maximum fine \$5000)

HALIFAX, NOVA SCOTIA

Flush it down your toilet or double bag and dispose with your regular garbage collection.

4.1.2 RECOMMENDATIONS

- Locate waste bins in convenient locations for dog owners to deposit dog waste. Considerations for waste management include:
 - a bin that is identifiable and easy to use (i.e. no lifting a lid);
 - a complimentary outreach campaign for responsible disposal of dog waste; and
 - a regular collection schedule.
- Develop a dog waste signage strategy that is playful in tone, and coordinated with other OLA signage to create consistent, clear messaging. Consider including information about the impacts of dog waste on water quality.
- Work with community groups and schools to deliver educational programs about dog waste management.
- Engage a RPBio to assess off-leash areas such as Quayside that are located within the riparian setback and make recommendations to help mitigate pollution from dog waste.
- Encourage stratas to provide biodegradable bag dispensers at key access entry and exit points.

4.2 LICENSING

Municipal bylaws require all dogs in New Westminster to be licensed. In 2020, New Westminster issued over 3400 dog licenses, but it is likely that the dog population is significantly greater (see section 1.5 for additional information).

New Westminster's fees for dog licensing are relatively low compared to neighbouring municipalities, and there are no additional fees charged for dogs deemed aggressive, vicious or dangerous, as defined by municipal bylaws (see Figure 4.3).

Increased licensing compliance would generate a more accurate estimate of New Westminster's dog population, which would help effectively manage resources related to dog activity. For example, dog licensing statistics help inform park planning including the provision of designated off-leash areas and investment in the amenities and maintenance of these areas.

Benefits of dog licensing also include emergency protection; licensed dogs are listed on the emergency pet registry so emergency responders know to look for them in an emergency and licensure helps reunite dogs with their owners if they go missing.

	CNW			VANCOUVER	RICHMOND			BURNABY		DISTRICT OF NORTH VANCOUVER (*\$10 Discount if paid on or before Feb 1st)	COQUITLAM		SURREY	
	First time license	Renewal on or before March 1st	Renewal after March 1	rate	Discounted (before march 1st)	Discounted Senior rate	After march 1st	Before march 1st	After march 1st	rate	rate	Discount (until Feb 1st)	rate	Senior rate
Dog not neutered or sprayed	\$35.00	\$65.00	\$85.00	\$45.00	\$61.00		\$85.00	\$61.00	\$73.00	\$86.50	\$74.00	\$57.00	\$80.00	\$40.00
Dog Neutered or sprayed	\$25.00	\$25.00	\$35.00		\$24.75	\$12.50	\$37.00	\$31.00	\$43.00	\$42.60	\$45.00	\$28.00	\$50.00	\$25.00
Dangerous/vicious dogs not spayed or neutered					\$244.00		\$303.00	\$174.00	\$174.00					
Dangerous/vicious dogs spayed or neutered					\$184.00	\$91.00	\$244.00	\$116.00	\$116.00					
Dog deemed aggressive										\$102.80			\$150.00	
Dog deemed vicious													\$227.00	
Dog deemed dangerous													\$567.00	

Fig 4.3 Dog Licensing Fees in Neighbouring Municipalities (2020-2021)

4.2.1 KEY CONSIDERATIONS

- Linking resources generated from dog licensing directly with investments in dog-related amenities may increase licensing compliance.
- In Burnaby, Surrey, and the District of North Vancouver, B.C. licensing fees are higher for dogs deemed aggressive, vicious or dangerous (as defined by their bylaws).
- Richmond, B.C. stipulates a maximum of three (3) dogs per one or two family dwelling units and two (2) dogs per multiple family dwelling unit.
- Many municipalities, including New Westminster, offer a discounted licensing fee for spayed or neutered pets.

4.2.2 RECOMMENDATIONS

- Encourage veterinarians to offer dog licensing in combination with annual vet checkups.
- Identify opportunities to promote dog license renewal and make payment more convenient, such as at offering renewal services at community events.
- Develop a “rewards” program so that owners of licensed dogs can access discounts at participating pet stores, or access training resources.
- Consider introducing a license requirement for commercial dog walkers, coordinated with a bylaw that identifies the maximum number of dogs per handler, training criteria for handlers, and approved areas for use by commercial dog walkers.

4.3 ENFORCEMENT

“There needs to be more active enforcement of current bylaws.”

Public Engagement 2

Effective bylaw enforcement is key to supporting the safety of people and dogs. It is important that bylaws are clearly written, specific, and enforceable; the offence, fine, and the dispute resolution process should be clearly identified.

In order to promote the comfort of all park visitors, including those with and without dogs, it is important for people to know when and where to expect dog off-leash activity. However, one of the top challenges of off-leash areas according to survey respondents is “Keeping off-leash activity to designated off-leash areas.” In order to restrict off-leash activity to designated areas, it is important for those areas to be engaging, so they attract and sustain use (see Section 3).

The provision of designated areas for off-leash activity needs to be supported by bylaw enforcement of unsanctioned off-leash activity. New Westminster residents have identified that they want to see more enforcement of unsanctioned off-leash activity, particularly in key areas (see figure 4.4 & Appendix for Engagement Summary Reports). There is a perception among survey respondents that unsanctioned off-leash activity is not enforced, and that active enforcement may lead to greater bylaw compliance.

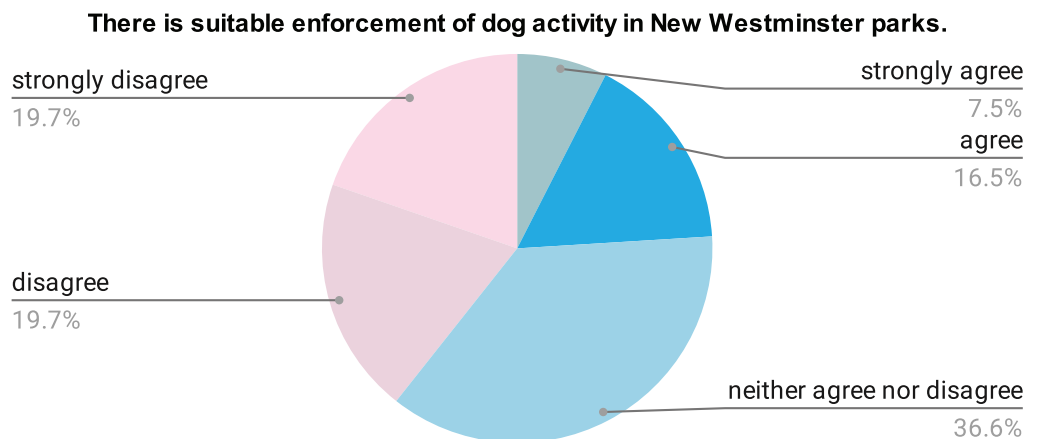


Fig 4.4 Enforcement of Dog Activities in New Westminster: Survey results

Regulating leash length can also help people feel safe and comfortable around dogs when they are on leash, and was requested in the engagement process informing this Strategy. The city of Burnaby identifies a 2 meter maximum leash length, and in Vancouver the maximum length is 2.5 meters. Current bylaws stipulate a 1 meter maximum leash length for aggressive and vicious dogs, but there is no criteria for leash length generally.

New Westminster residents also want to see more enforcement related to uncollected dog waste (see Section 4.1, figure 4.1). Many municipalities have struggled to enforce bylaws relating to dog waste, as it can be very challenging to link the infraction directly to the dog owner, and educational campaigns may be more effective.

Increased enforcement, together with educational campaigns, are also recommended to help protect environmentally sensitive areas that are impacted by unsanctioned off-leash activity.

Striking a balance between enforcement and education is important to maintain positive relationships between the municipality and its residents. Educational campaigns implemented in combination with a visible increase in enforcement can be an effective way to focus limited resources.

4.3 ENFORCEMENT

4.3.1 KEY CONSIDERATIONS

- Bylaws relating to dog activity should be consistent, enforceable, and relevant.
- Enforcing leashing bylaws in parks and open spaces can help people with and without dogs feel more comfortable and safe.
- Active enforcement can help encourage compliance with bylaws.
- Limiting leash length can help regulate dog activity in areas of high pedestrian activity and areas of multi-modal transportation.



Fig 4.5 New Westminster's Off-Leash Dog Area Signage

4.3.2 RECOMMENDATIONS

- Collaborate with Animal Services to identify priority locations to regulate unsanctioned off-leash activity, and implement a plan for increased enforcement supported by educational outreach.
- As staff capacity allows, coordinate with Animal Services to track details of bylaw infractions related to dog activity in parks and open space, including the offence, the location and date, and the fines imposed or other disciplinary or educational action taken. Establish goals to measurably increase enforcement.

4.4

MAINTENANCE

Maintenance of off-leash areas is very important in order to attract use and help support a pleasant experience for park visitors.

Off-leash areas should be designed for the efficient use of limited maintenance resources. Waste bins should be designed and located to facilitate collection, surfacing should be durable and well-draining, circulation should be accessible and designed to avoid pinch points and paved in areas of concentrated activity, and amenities should be durable.

Local residents can support maintenance of off-leash areas directly through various stewardship initiatives (see Section 5), or by alerting municipal staff to maintenance needs. For example, New Westminster's 'SeeClickFix' app could be promoted and developed as a communication tool between staff and residents about maintenance requirements at off-leash areas.

Maintenance requirements should be taken into consideration during the planning and design of new off-leash areas, to support the effective management of these spaces. For example, the planning and delivery of Dog Parklets needs to be supported by a robust maintenance plan in order to be successful; these small spaces are designed for areas of high residential density, and will need to be frequently washed and dog waste bins emptied regularly.

Vegetation can play an important role in off-leash areas, helping with stormwater management, improving the microclimate, adding scent and texture, and breaking up sightlines between dogs (see Section 3.4). Maintenance of planted areas can be facilitated by providing low fencing or barrier edging at the perimeter of vegetated areas, selecting native and low-maintenance species, and engaging local residents (see Section 5).

4.4.1 KEY CONSIDERATIONS

- Areas with high concentration of use need to be supported with greater investment in maintenance resources.
- Tracking maintenance resources over time can help municipalities effectively plan and manage resources.
- Dog Parklets will need to be supported by a robust maintenance plan in order to be successful.

4.4.2 RECOMMENDATIONS

- Identify high, medium and low priority improvements for each off-leash area with an implementation plan that includes target timelines and resource planning.
- Develop a regular maintenance plan for OLA's and dog parklets. Monitor the Dog Parklet pilot project to help identify maintenance requirements for this typology.
- Track staff time and resources invested in each off-leash area to help inform resource planning.
- Promote the 'SeeClickFix' app for reporting off-leash area maintenance issues to municipal staff.
- Identify an annual budget for OLA maintenance and upgrades with increases commensurate with population growth.

4.5 EVALUATION

Engage local residents in the process of evaluating existing off-leash areas, and to help identify what is and isn't working well when considering dog activity in New Westminster's parks and open spaces. Input can be formally solicited, such as through statistically valid phone surveys, or informally, such as engaging municipal staff to conduct intercept surveys with visitors in parks.

Evaluate existing off-leash areas to identify gaps where further investment is needed in order to meet the recommendations of this Strategy, including designing for Universal Access. Assessment should include identifying adjacent park or land uses and whether setbacks or fencing meets the recommendations, identifying whether standard amenities are provided, conducting accessibility audits, and evaluating the condition of surfacing, fencing, site furnishings, signage and vegetation.

Tracking safety incidents and complaints related to each off-leash area is another valuable indicator of areas that need improvement in order to promote the safety and comfort of all park visitors.

4.5.1 KEY CONSIDERATIONS

- Local residents can play a key role in identifying what is and isn't working well in off-leash areas.
- Municipalities such as Vancouver (BC), Calgary (AB), and Edmonton (AB) and Strathcona (AB) have established lists of evaluation criteria that are used to assess off-leash areas.

4.5.2 RECOMMENDATIONS

- Conduct an audit of each off-leash area to evaluate universal accessibility, including circulation routes to the OLA, gates, paths within the OLA, seating, fountains, amenities and signage. Identify target timelines and a phasing plan to address gaps.
- Develop a standardized form to evaluate dog off-leash areas. Confirm whether Standard Amenities are provided, and evaluate the condition of fencing, surfacing, amenities and signage in order to facilitate resource planning. Include an assessment of adjacent land and park us
- Develop a tracking system to consolidate safety and maintenance information for each off-leash area. Consolidate input from Animal Services incident reports, phone calls and emails to municipal staff, data from 'SeeClickFix' and other relevant sources. Evaluate this data regularly in order to identify priority areas for improvements.

DRAFT

- 5.1 Stewardship
- 5.2 Funding
- 5.3 Education initiatives
- 5.4 Community supported initiatives

5.1 STEWARDSHIP

There is often significant interest among local residents in helping care for, or steward their local off-leash area. Local businesses might also be interested in adopting one of these spaces, such as a Dog Parklet located in the downtown area. Volunteer efforts can play a valuable role in the success of these spaces, from helping to educate and model responsible dog ownership, to light maintenance tasks.

Numerous municipalities including Portland, Toronto, Winnipeg, and Calgary encourage the formation of volunteer-based committees to be involved with the stewardship of individual off-leash areas. The city of Edmonton has a formal partnership with Dog Off Leash Ambassador groups across the city who visit off-leash areas on a regular basis to answer questions, note maintenance concerns, and redirect any user questions to appropriate municipal contacts.

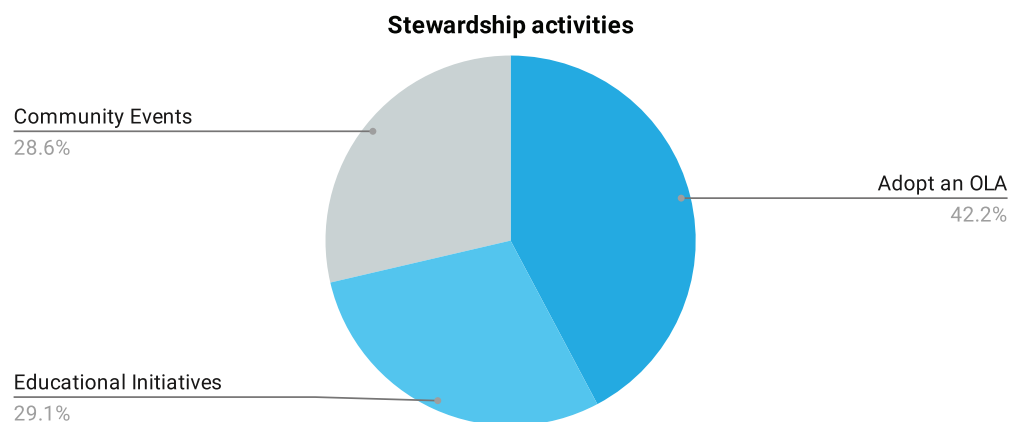


Fig 5.1 Successful stewardship activities: Survey results

In Seattle, the volunteer group Citizens for Off Leash Areas (COLA) helps steward OLAs. Their activities include general cleanup and maintenance, alerting municipal staff to areas in need of repair, and working with Parks staff on site improvements such as fence maintenance and rehabilitating surfacing and planting. COLA volunteers are responsible for maintaining the kiosks where off-leash area rules and community notices are posted, and help remind users of OLA etiquette. They also sponsor educational workshops, and fundraise for amenities.

Standalone stewardship events can also be successful, and help connect local residents with off-leash areas. For example, a hands-on community service program in Berkley, CA, provided an opportunity for university students to fill holes and spread wood chips in off-leash areas.

New Westminster residents believe that adopting an OLA will be the most successful stewardship activity (see Figure 5.1). This strategy can strengthen connections between each off-leash area and its local community.

“It would be great to have a couple of ‘Shared Space Ambassadors’ who would explain the rules and expectations...”

Public Engagement 2

5.1

STEWARDSHIP

5.1.1 KEY CONSIDERATIONS

- Numerous municipalities encourage volunteer-based committees to help care for individual off-leash areas. Duties often include light maintenance work, such as picking up dog waste and filling in holes dug by dogs.
- Regular visitors to an off-leash area can help alert municipal staff to maintenance needs and animal care concerns. Review opportunities to facilitate easy communication between local residents and municipal staff.
- Music and snacks can help provide a lively and engaging atmosphere at OLA 'Clean Up' events and work parties.

5.1.2 RECOMMENDATIONS

- Initiate a stewardship program for local residents, community groups, residents associations, businesses, and other organizations to adopt an off-leash area.
- Formalize stewardship responsibilities for adopting an OLA, and establish how stewards will coordinate with municipal staff.
- Provide stewards with resources such as safety training, materials, tools and Personal Protective Equipment for light maintenance work.

“Create a face book page for New West dog owners and coordinate clean up and maintenance days”

Public Engagement 2

5.2 FUNDING

Off-leash areas need sufficient investment in order to attract use and keep off-leash activity limited to designated areas, which helps promote the comfort and safety of all park visitors. These areas, and the surfacing in particular, need to support more concentrated use than most other park amenities, and require sufficient resources to support their maintenance and operation.

The majority of municipalities surveyed (see 'Case Studies' Appendix Section 3.0) obtain the largest percentage of off-leash area funding from their general parks budget; this is generally available for new construction as well as maintenance.

Other potential sources of funding or in-kind support include:

- **Private sponsorship:** Surrey, B.C. and Calgary A.B. both use private sponsorship to fund extra amenities at off-leash areas. Surrey engages a private contractor to provide dog waste bags in parks in exchange for advertising space on in-park kiosks. Other municipalities have pursued sponsorship agreements through advertising, dedications and naming rights.
- **Community fundraising:** Volunteer fundraising is used to fund non-standard amenities at off-leash sites, such as in Calgary, A.B.
- **Private Partnerships:** Toronto (ON). recommends that new multi-unit residential developments include pet relief areas, pet wash stations and outdoor off-leash areas. Edmonton (AB) recommends partnering with community groups and organisations to develop privately-run off-leash areas.

- **Alternative Spaces:** Some municipalities recommend utilizing alternative spaces such as rooftops on city-owned parkades (Vancouver, BC), underutilized road or utility right-of-ways (Winnipeg, MB) and reaching out to local universities, schools or other large campuses for use as temporary off-leash sites.
- **Licensing Fees:** Revenues from dog licensing fees may be used to directly support the maintenance and operation of off-leash areas. Review options to increase dog license fees and to add permitting fees for commercial dog walkers. Municipalities such as Vancouver, B.C. note that there may be greater licensing compliance if dog owners can see a direct link between revenues from licensing fees and investment in off-leash areas.
- **Volunteer support:** In Seattle, the volunteer group Citizens for Off Leash Areas (COLA) helps support these spaces. In 2014, 8,124 hours were invested by 739 volunteers, and in 2015, 5,825 hours were invested by 611 volunteers¹.

REFERENCES

1. Seattle Parks + Recreation: People, Dogs + Parks Plan, 2017

5.2 FUNDING

5.2.1 KEY CONSIDERATIONS

- Fundraising and sponsorship initiatives may be more successful when supported by an engaging, creative outreach campaign with a clear project purpose and outcome.
- There are likely grants available that could be used by local residents and community groups to support off-leash areas, such as constructing custom agility features. Review opportunities to integrate community-built features in off-leash areas, and consider developing guidelines outlining best practices for their construction. Post grant opportunities in OLAs and online.
- Review opportunities to engage private construction companies or developers to construct Dog Parklets and custom agility features for Park OLAs.
- Consider opportunities to engage private sponsors for Dog Parklets, providing advertising space and / or naming rights in exchange for funding construction and maintenance costs for a specified period of time.

5.2.2 RECOMMENDATIONS

- Pursue private sponsorships and community fundraising for special amenities in off-leash areas.
- Review opportunities to establish a sponsored design/ build event to provide new Dog Parklets, and how such events could be a platform for educational initiatives related to dog activity in the city.
- Track annual maintenance and operations cost for off-leash areas, and establish an annual budget with increases proportional to population increases.
- Review options to increase dog license fees and to add permitting fees for commercial dog walkers.
- Evaluate opportunities to transfer revenues from dog licensing fees directly to support off-leash area maintenance, and make this connection transparent to the community.

5.3 EDUCATION

“When an owner gets a licence or renews it whether online or in person they must read and sign a document. That document should outline the dog waste protocol as well as the fines for not following the rules. The document should also contain other important information for dog owners.”

Public Engagement 2

Educational initiatives can play a valuable role for dog owners and non-owners alike, and can help make our parks and open spaces more inviting. Through education, we can better understand dog behaviour and how to identify risk, learn how dogs can impact wildlife, ecology and water quality, and be informed about local bylaws and best practices.

Educational initiatives can be sponsored, organized by volunteer groups, or offered by the municipality. Tools include in-park signage, online resources including videos, public outreach campaigns, and school programs. These initiatives can also foster stewardship, by encouraging community members to help care for off-leash spaces.

One of the most valuable outcomes of educational initiatives is increased safety, and understanding dog behavior can play a key role in this. Educational resources can help people learn to recognize when a dog is at ease or when it is stressed and may need to be separated from other dogs or people. The International Association of Animal Behavior Consultants offer free posters online, to help identify dog behaviour that communicates fear or aggression, and what the owner can do in response.¹

Another valuable topic is responsible pet ownership. Calgary offers an online training program for its Off-Leash Ambassadors, so that participants better understand the bylaws relating to dogs and the responsibilities of dog owners. Through its Off-Leash Ambassador Program, Calgary also offers free in-park training on dog recall and Toronto offers city-run dog obedience courses. Vancouver provides educational documents online such as ‘A dog’s guide to living in the City of Vancouver’ and ‘Training Rex in the City: Basic Obedience for Dogs’ for educational purposes.

Some municipalities have partnered with organizations such as the Society for the Prevention of Cruelty to Animals (SPCA) for educational events.

REFERENCES

1. <https://m.iaabc.org/resources/dog-posters/>

5.3.1 KEY CONSIDERATIONS

- Review opportunities to collaborate with other municipalities and organizations and share the cost of generating educational resources that can be shared online, free of charge.
- Educational workshops can help promote safety for dogs and people in our city's parks and open spaces. These could be held in OLAs, parks, or other community spaces, and could include topics like OLA etiquette, understanding dog behaviour, dog waste management and licensing.
- Suggested topics for educational initiatives include:
 - Understanding dog behaviour, such as recognizing signs of playfulness and signs of stress.
 - Managing aggressive behaviour in dogs
 - Dog training resources, such as formal courses and in-park educational sessions with professional trainers.
 - Ecological protection, such as how dog activity can impact environmentally sensitive areas and how uncollected dog waste can impact water quality.

5.3.2 RECOMMENDATIONS

- Engage an animal behaviour expert to help generate educational resources on dog behaviour and OLA etiquette in order to promote the comfort and safety of all park visitors and dogs. Consider integrating this material on signage posted in off-leash areas, and as video resources online.
- Collaborate with environmental organizations to deliver educational programs that raise awareness of how dog activity can impact environmentally sensitive areas and how uncollected dog waste can impact water quality.
- Identify opportunities to integrate educational initiatives relating to dog activity in the city with other community events, in order to engage a broader audience.



Fig 5.2 Informative Signage on the Yellow Dog Project

There are numerous opportunities for New Westminster to create a more dog-friendly environment, in a way that is mindful that not everyone feels comfortable around dogs.

Providing safe opportunities for people to socialize with dogs can help educate people about dog behaviour, and can promote feelings of social connection and support mental health.¹

In Vancouver, the Vancouver Public Library and St. John's Ambulance recently introduced an innovative program inviting people to read outdoors with a therapy dog. Dogs could be "checked out" for 15 minute sessions in a local park. These highly-trained dogs provide an opportunity for people to have a safe and comfortable interaction with these animals.

The concept of dog "cuddle" benches, or designated seating areas, has also been promoted based on the idea that this could help connect people with dogs that enjoy being pet and are comfortable around strangers. However, such informal arrangements would likely not be restricted to highly-trained therapy dogs, and considerations to help ensure safe interactions, such as establishing etiquette guidelines, would be necessary.

At the other end of the spectrum are dogs that need more space from other dogs or people. The 'Yellow Dog Project' is an initiative that helps promote the comfort and safety for everyone, by using a yellow ribbon on the dog's leash to indicate it needs more space. Municipalities can support this project by installing informative signage in parks (see Figure 5.2)

REFERENCES

1. <https://ontariospca.ca/blog/benefits-of-pets-for-our-mental-health/>

Businesses can be dog-friendly by offering fresh drinking water or dog treats. Where feasible, they may also allow pets indoors, or provide an area to tie-up your pet on the patio beside you. Apps such as PawSwap highlights dog-friendly businesses and events, and offers a rewards program (see Figure 5.3)

Similarly, Toronto has a BluePaw Partner program that encourages pet licensing by offering discounts at participating businesses from dog walking services to veterinarians.

Cities are making efforts to include dogs in a wider range of urban activities, though often on privately owned land. For example, Washington Park in Cincinnati was developed as a private-public partnership and hosts a wide range of programming, including dog-themed events where your pet can make paw print art and join in outdoor movies. In Atlanta, a full-service dog park has been developed, complete with a bar, outdoor TVs, dog bath stations and play features. Those without a dog can attend with no entrance fee.

Public parks can also be a venue to support dogs in the community. Events like New Westminster's Woofstock and Pawfest can help animate the city's park spaces, bringing people together in a fun atmosphere. These events can be a platform for educational initiatives relating to dog activity in the city, and an opportunity to promote responsible pet ownership.



Fig 5.3 Highlighting Dog-Friendly Businesses



Attachment "B"

Summary of Engagement Phase 1 and 2

People, Parks and Pups: *A strategy for sharing parks and open space in New Westminster*

Phase 1 | Engagement Summary Report *August 2021*



1.0 Introduction

The City of New Westminster is developing a long-term strategy to guide the planning, design and management of dog off-leash areas in the city. People, Parks and Pups: A strategy for sharing parks and open space in New Westminster will improve the safety and comfort for park visitors with and without dogs. The goal of this strategy is to be proactive in planning and providing space for dogs, while balancing the many other (and often competing) recreational needs within our parks and opens spaces. Meeting the growing demand for dog off-leash areas in New Westminster requires conversations with a diverse community of park users to develop creative solutions.

1.1 Purpose of Engagement

The People, Parks and Pups Strategy is an opportunity to hear from the community on how to successfully include more space for dogs into the existing parks and open space system in New Westminster. Phase 1 Engagement will inform recommendations for planning, designing and managing New Westminster's dog off-leash areas. The planning team will consider feedback from this phase of engagement, along with data, analysis and best practices research, to develop recommendations for the planning, design and management of New Westminster's dog off-leash areas for Council review and approval.

1.2 Engagement Activities & Participation

Due to the COVID-19 pandemic the first phase of the engagement process took place online. Community members were directed to The People, Parks and Pups Strategy project site on [Be Heard New West](#) to participate in the engagement process. Since the project launch, the site has been viewed more than 2000 times. The project site featured important background information, as well as interactive tools to collect feedback. Community members were also able to submit questions through the project site to be answered by staff. They were also able to provide feedback through a virtual open house, survey, mapping tool, and online discussion forum.

During the first phase of engagement period (from February 10 to May 3, 2021):

27 people attended the virtual open house

31 questions were asked

257 completed surveys were received

162 pins placed on maps to provide feedback

59 comments contributed to online forum discussion

15 members attended project Advisory Group Meetings

2.0 What We Heard

The following is a summary of the engagement that took place and a snapshot of what was heard. All verbatim comments were recorded and can be found in the documents library on the [People, Parks and Pups Be Heard New West website](#).

2.1 Key Themes

Phase 1 Engagement focused on learning what is important to New Westminster residents when considering people and dogs sharing parks and open space. The following list identifies key themes among input provided in this first phase of engagement.

- Dog off-leash areas are valued for providing a place for dogs to socialize and exercise.
- Dog waste management and keeping off-leash activity to designated areas are key challenges.
- Dog off-leash areas should be suitably large to avoid overcrowding, taking into account surrounding residential density.
- Separated small / shy dog areas promote safety for dogs.
- Key amenities include providing open space for ball play, a range of activities, and a mix of sun and shade.
- Lighting is a valued amenity, to promote safety and extend hours of use.

- Consider opportunities for off-leash trails and shared use of fields.
- Provide surfacing that is durable, well-draining and suitable for paws.
- Educational initiatives are suggested to promote safety for people and dogs.

2.2 Advisory Group Meetings

In March 2020, the Park Board created an Advisory Group (AG) for People, Parks & Pups to provide focused feedback into the consultation process from a range of stakeholder perspectives. AG members represent a broad range of interests, including animal health and welfare, cycling, and environment, and include people with disabilities, families with children, and people with diverse cultural backgrounds. Members provided valuable feedback on consultation topics and methods during pre-consultation.

As part of Phase 1 Engagement, 9 AG members met virtually on February 10, 2021. The meeting was well attended, however, there was not a balanced representation of dog owners (8) to non-dog owners (1). In order to be successful, a balanced representation of city-wide interests and perspectives is needed to help guide an approach for sharing parks and open spaces for wide variety of uses. Therefore, additional members that do not own dogs were invited to join the supplementary AG meeting (same agenda as the first AG meeting). On March 10th, 5 members who attended the supplementary AG meeting are 4 non-dog owners and one with a service dog. The following key themes were identified as a result of these meetings:

General

- Most participants agreed that dog off-leash areas are important to manage the use of parks for dog owners and non-dog owners as this can help with mitigating conflicts between people and dogs, and to provide dogs with adequate spaces.
- Participants observed that many existing off-leash facilities are over-used, particularly in densely populated parts of the city and that is contributing to challenges for sharing parks, including the use of non-designated areas as off-leash facilities and park maintenance problems.
- Behavioral issues between people and dogs and amongst dogs were raised by several participants. A member noted that “not all dogs get along”. Another highlighted that some people cannot be around dogs due to cultural and religious reasons and their needs need to be respected.

Designating space

- Participants noted that areas that are underserved, the future growth of the city and residential density should be considered when planning for dog off-leash spaces.
- Participants suggested shared use could work well in spaces like sports fields and trails. There are good examples in other municipalities.
- Participants noted that there should be a variety of OLA sizes: small spaces and large spaces to accommodate the needs for dogs to run around.

Attracting use

- Participants reinforced that off-leash areas need to

consider the needs of the people who use them, and identified opportunities for improved amenities (e.g. water access, lighting, and surfacing) and accessibility for persons with disabilities.

- Many participants noted that lighting is a valuable amenity, which addresses comfort and safety issues, given that it gets dark so early in the winter months.
- Given the limited land space available in New West, it was noted that the off-leash areas would likely be smaller, and all with secure boundaries.

Managing operations

- Many participants noted that managing dog waste is a key issue when it comes to dogs in the city. While some advocated for greater use of biodegradable bags.
- Having separate receptacles for dog waste was an idea that seemed generally supported, though one member noted that some receptacles are being used by residents as garbage bins.

Working together

- It was noted that education was very important, for both dog owners (e.g. to be aware of the impact of dogs on the environment, and how people may respond to dogs off-leash) and non-dog owners (e.g. to learn more about dog behavior and how to differentiate between playful and aggressive behavior).
- Participants suggested improved signage for off-leash areas to increase bylaw compliance and reduce conflict.
- Participants suggested the socialization program between dogs and people should be considered in New Westminster, such as the therapy dog reading program by the Vancouver Park Board in partnership with Vancouver Public Library.

2.3 Virtual Open House

The first virtual open house for the People, Parks and Pups Strategy launched with an online presentation and breakout group discussion on April 8th, 2021. Twenty-seven community members attended this event.

The poll results demonstrate that the majority of attendants identified as being dog owners or handlers (72%). While over 90% of participants are in agreement that off-leash areas (OLAs) are an acceptable use of public parks, only about 25% agree that there are enough of OLAs in New Westminster. Over 50% of participants responded that OLAs are not in good quality overall, and that more places for dogs to be off leash in New Westminster are needed. While only about 25% of respondents felt that the OLAs are of adequate size, over 60% agreed that these are well distributed across the city.

The following are key themes from the meeting:

Designating space

- A number of participants expressed safety concerns about off-leash dogs and their interactions with people especially young children.
- People with dogs value large areas for their dogs to run and play off-leash. Participants noted that the existing dog off-leash areas are too small to meet certain needs such as exercising for dogs, and to accommodate dogs of all sizes.
- Participants supported off-leash areas that are easily accessible on foot, also expressed support for larger, more diverse neighbourhood off-leash areas.
- Participants noted that the existing policy asking for dog relief stations for new developments is great and suggested encouragement other other creative ideas for

the existing residential buildings.

- It was noted that trails with shared off-leash use would be beneficial to allow dogs larger areas to run.
- People with dogs would like to have access to off-leash areas that provide opportunities for their dogs to swim.
- There is a demand for more separated small / shy dog areas to address owner concerns about dog safety.

Attracting use

- Participants noted that surfacing is an area of concern in many existing dog off-leash areas.
- Participants noted that better lighting is needed to allow safe use of dog off-leash areas when it gets dark especially in the winter months when the days are shorter.
- Participants stressed that off-leash areas should be accessible and accommodate wheelchair users.
- It was noted that more agility features in dog parks would enhance use.

Managing operations

- Dog waste management is the forefront of most participants' concern of areas that need improvement.
- Increasing enforcement of the Animal Care and Control Bylaw, particularly for dogs off-leash and waste management, will promote environmentally-sustainable and socially-responsible dog ownership.
- Smoking is an issue in dog off-leash areas and participants noted a lack of enforcement.

Working together

- Participants emphasized the need for dog licensing and education for dog owners and non-dog owners. The existing dog license fee seems low. Perhaps a higher cost

could help pay for some resourcing more staff/ better enforcement.

- Education of all park users is needed to increase the general population's understanding of dogs.

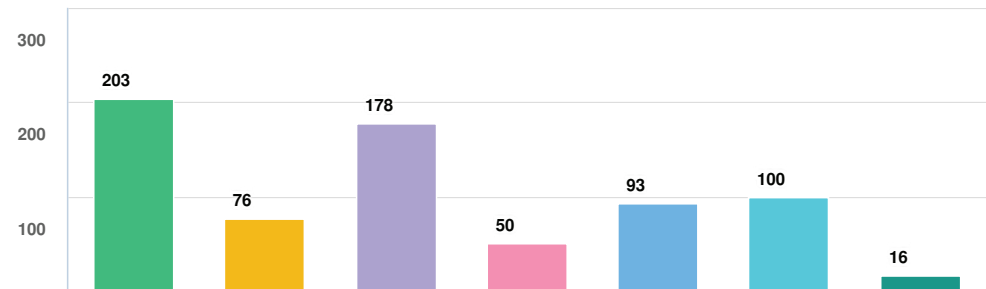
2.4 Survey

As part of Phase 1 Engagement, a community engagement survey was available from April 8, 2021 to May 6, 2021. Of the 257 completed surveys, nearly 60% of respondents identified as dog owners and 40% identified as non-dog owners.

The vast majority of survey respondents agree that off leash areas are an acceptable use of park space, and most agree these designated areas help reduce conflict between park visitors with and without dogs. However, only 1 in 5 respondents think there are enough places for dogs to be off leash in New Westminster. Providing a safe environment for dogs in these off leash areas, while having open areas for running and fetch are top priorities according to survey results. While keeping off-leash activity to designated areas and managing dog waste are key challenges, less than 1 in 4 respondents agree there is suitable enforcement of dog activity in New Westminster parks. According to survey results, most residents travel to dog off leash areas on foot, and are willing to walk at least 10 minutes to get there.

The following is a summary of results:

Q1 What are the top three benefits of designated dog off-leash areas? Please check up to three:



Question options

- Providing places for dogs to exercise and socialize
- Building community
- Encouraging owners to keep off-leash activity to off-leash areas
- Making parks and neighbourhoods safer
- Discouraging conflict in shared park space
- Promoting responsible dog ownership
- Other (please specify)

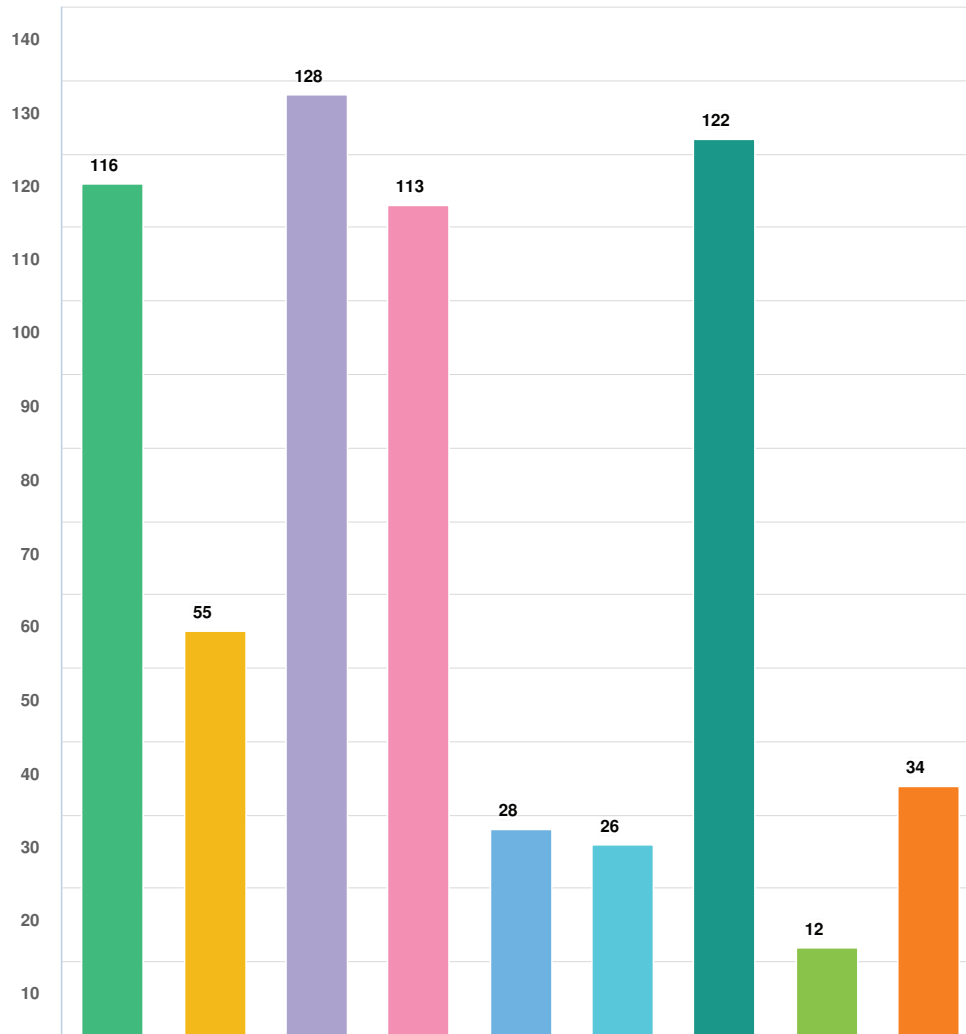
Optional question (257 response(s), 0 skipped)

Question type: Checkbox Question

Top 3 benefits of an OLA:

- Providing places for dogs to exercise and socialize
- Encouraging owners to keep off-leash activity to off-leash areas
- Promoting responsible dog ownership

Q2 What are the top three challenges of designated dog off-leash areas? Please check up to three:



Question options

- Managing dog waste
- Safety concerns (people)
- Safety concerns (dogs)
- Sharing limited park space
- Managing noise
- Increased maintenance and enforcement costs
- Keeping off-leash activity to designated off-leash areas
- Potential environmental impacts
- Other (please specify)

Top 3 challenges of an OLA:

- Safety concerns (dogs)
- Keeping off-leash activity to designated off-leash areas
- Managing dog waste

Optional question (250 response(s), 7 skipped)
Question type: Checkbox Question

Q3 To what extent do you agree with the following statements:



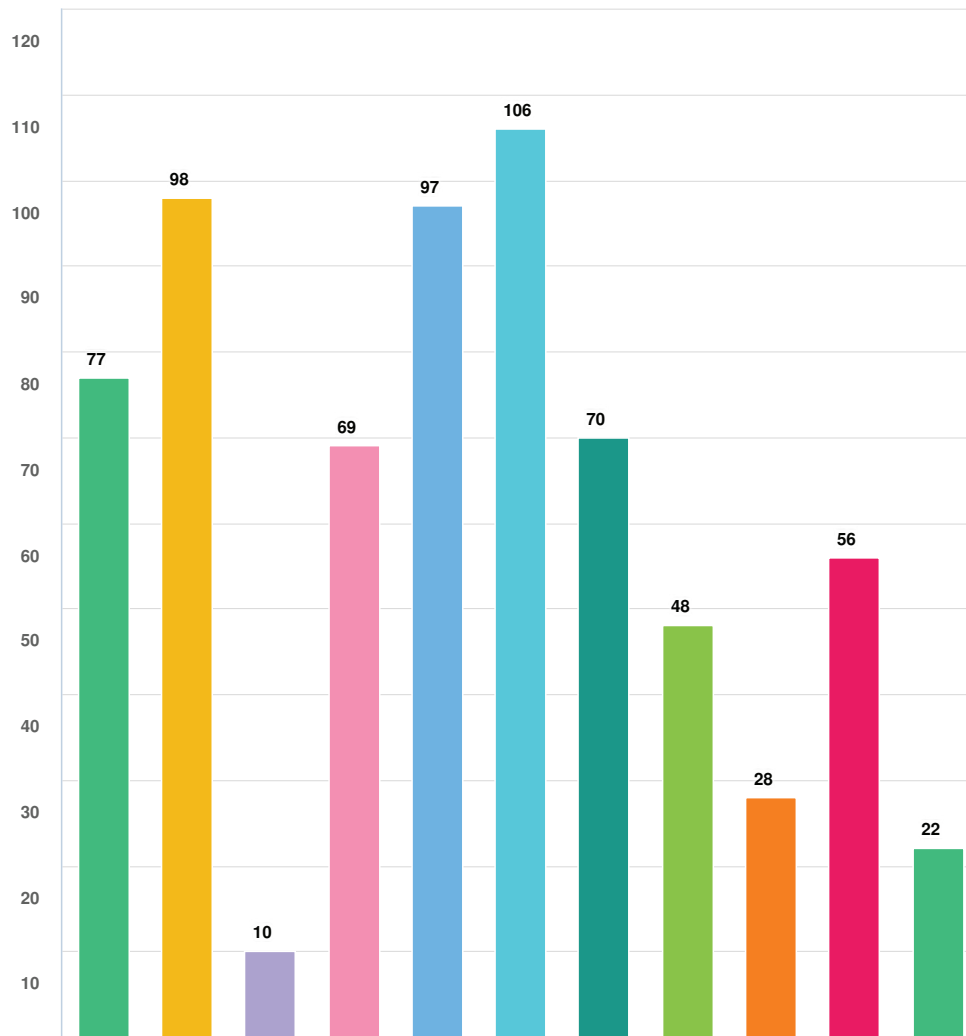
Optional question (256 response(s), 1 skipped)

Question type: Likert Question

- Over **85%** of survey respondents agree or strongly agree that **OLAs are an acceptable use of public park space.**
- 20%** of survey respondents agree or strongly agree that there are **enough places for dogs to be off leash in CNW parks.**
- 34%** of survey respondents agree or strongly agree that **OLAs in New West are of good quality overall.**
- 28%** of survey respondents agree or strongly agree that **OLAs in New West are well distributed across the city.**
- 63%** of survey respondents agree or strongly agree that **OLAs in New Westminster help reduce conflicts between park visitors with and without dogs.**
- 69%** of survey respondents agree or strongly agree that **OLAs should be separated from other park activities, with a clear boundary.**
- 65%** of survey respondents agree or strongly agree that **fencing in New Westminster's existing OLAs is effective.**
- 24%** of survey respondents agree or strongly agree that **there is suitable enforcement of dog activity in New Westminster parks.**

Q4 What amenities would you most like to see in New Westminster's dog off-leash areas?

Please check up to three:



Question options

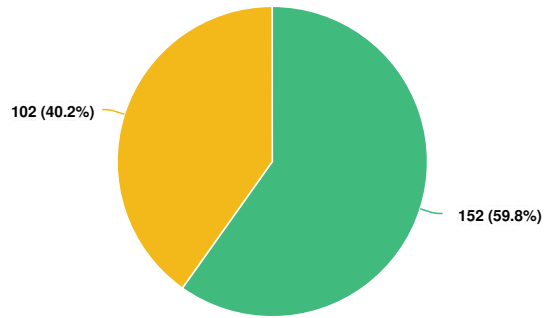
- Other (please specify) Play features for dogs Dog bag dispensers Walking paths Secure fencing
- Open areas for running and fetch Separated large and small / shy dog areas Shade Drinking water for people
- Drinking water for dogs More waste bins

Top 3 amenities survey respondents would like to see in New West's OLAs:

- Open areas for running and fetch
- Drinking water for dogs
- Separated large and small / shy dog areas

Optional question (245 response(s), 12 skipped)
Question type: Checkbox Question

Q5 Are you a dog owner or handler?



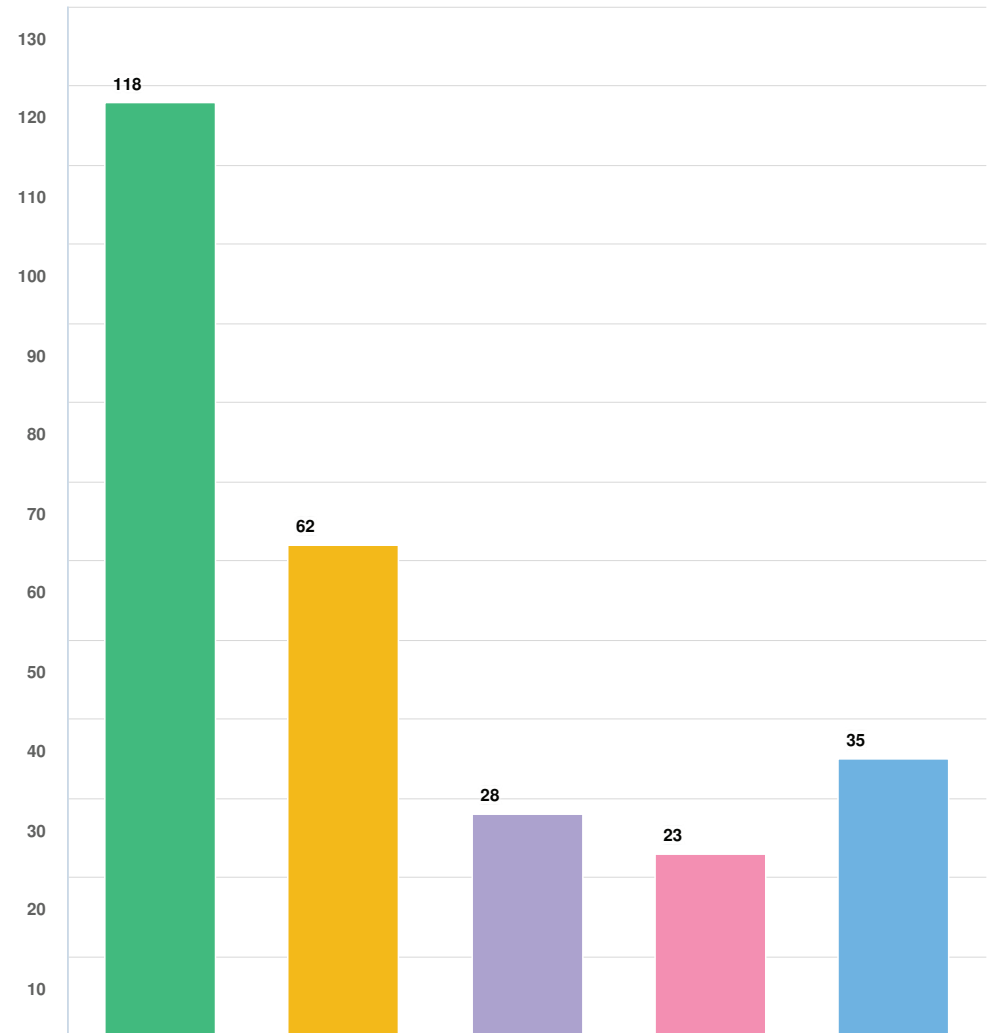
Question options

● No ● Yes

Optional question (254 response(s), 3 skipped)
Question type: Radio Button Question

Of the 257 completed surveys,
59.8% (152) of respondents identified as dog owners
40.2% (102) respondents identified as non-dog owners

Q6 where do you currently let your dog(s) off leash?Please select all that apply:

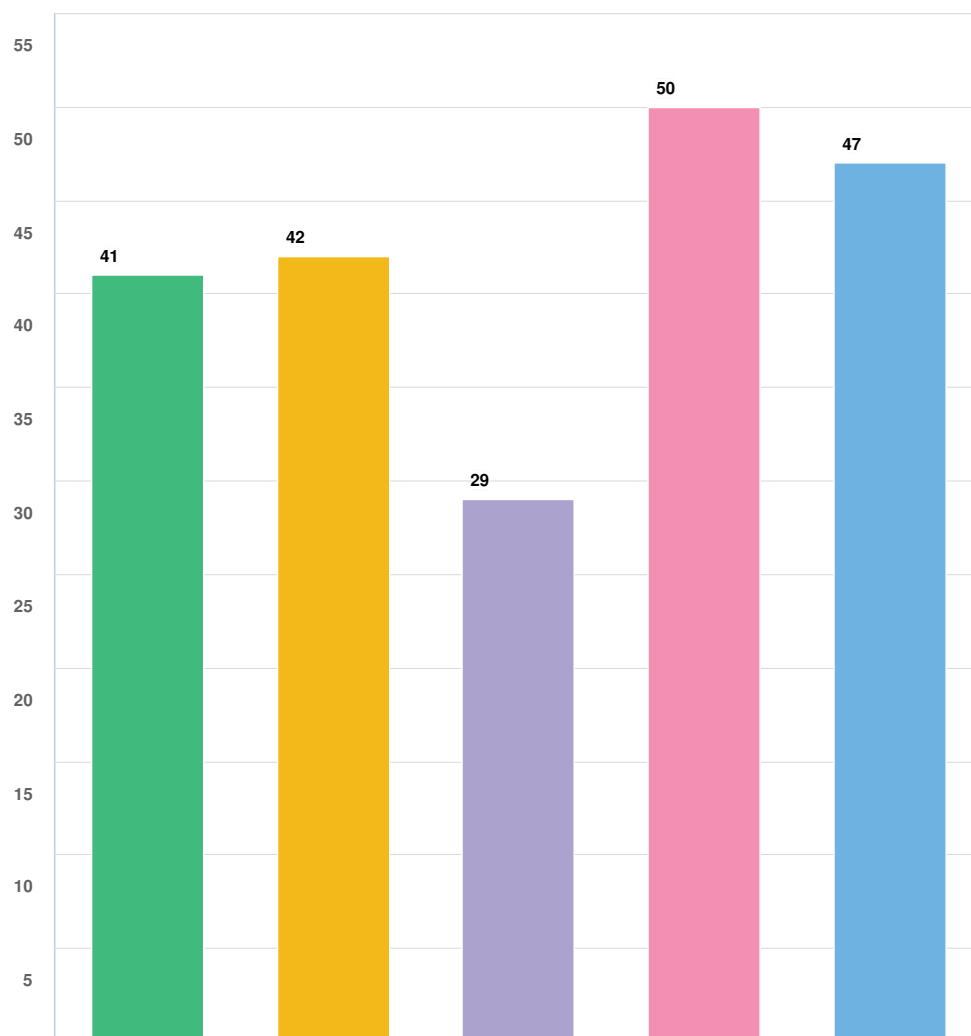


Question options

● Other (please specify) ● School grounds
● Residential landscape areas (e.g. lawn areas by multi-unit buildings) without a designated dog off-leash area ● Designated dog off-leash areas
● City parks and greenspaces without a designated dog off-leash area

Optional question (150 response(s), 107 skipped)
Question type: Checkbox Question

Q7 If you let your dog off leash in non-designated areas, why?Please select all that apply:



Question options

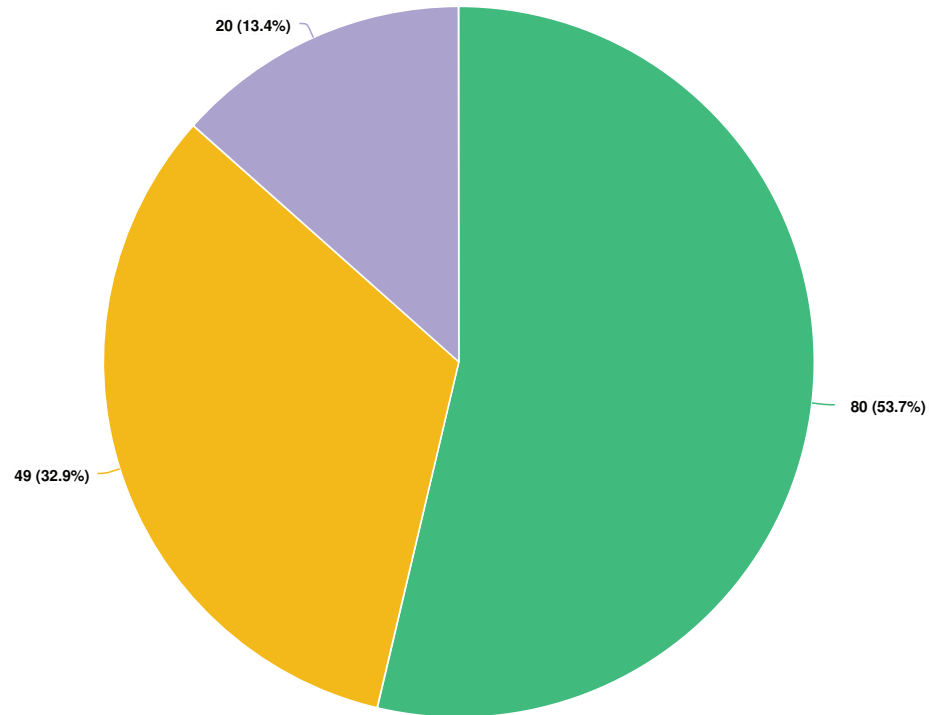
- Other (please specify)
- I have had safety concerns or anticipate safety concerns in designated off-leash areas
- Designated off-leash areas are not attractive / do not have enough amenities
- Designated off-leash areas are not large enough
- Designated off-leash areas are located too far from where I live

Optional question (108 response(s), 149 skipped)

Question type: Checkbox Question

The top reason cited by survey respondents when asked why they let their dogs off leash in unsanctioned areas:
“I have had safety concerns or anticipate safety concerns in designated off-leash area”

Q8 Do you typically walk or drive to get to a dog off-leash area?

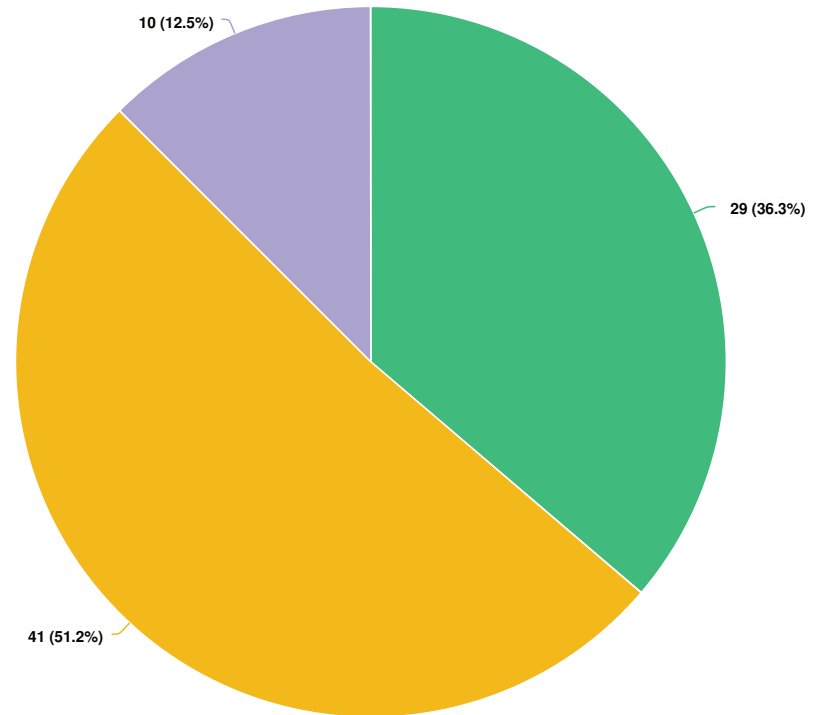


Question options

Other (please specify) Drive Walk

Optional question (149 response(s), 108 skipped)
Question type: Radio Button Question

Q9 How far are you willing to walk to get to a dog off-leash area?

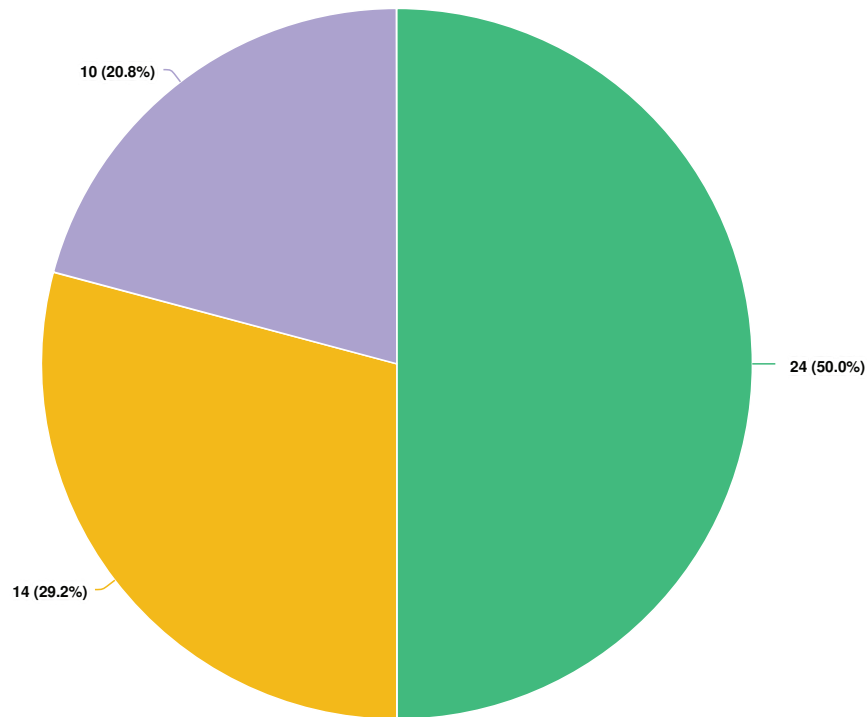


Question options

20 minutes or more 10 - 20 minutes Under 10 minutes

Optional question (80 response(s), 177 skipped)
Question type: Radio Button Question

Q10 How far are you willing to drive to get to a dog off-leash area?



Question options

20 minutes or more 10 - 20 minutes Under 10 minutes

Optional question (48 response(s), 209 skipped)

Question type: Radio Button Question

Over **50%** of survey respondents typically walk to a dog OLA;

Over **60%** of survey respondents are willing to walk more than 10 minutes to get to a dog OLA;

50% of survey respondents are willing to drive more than 10 minutes to get to a dog OLA.

2.5 Mapping Tool

The engagement process included a location-based mapping tool where community members could pinpoint a comment they have about the existing dog off-leash areas and one dog relief station. They were also invited to suggest locations for new dog off-leash areas in New Westminster.

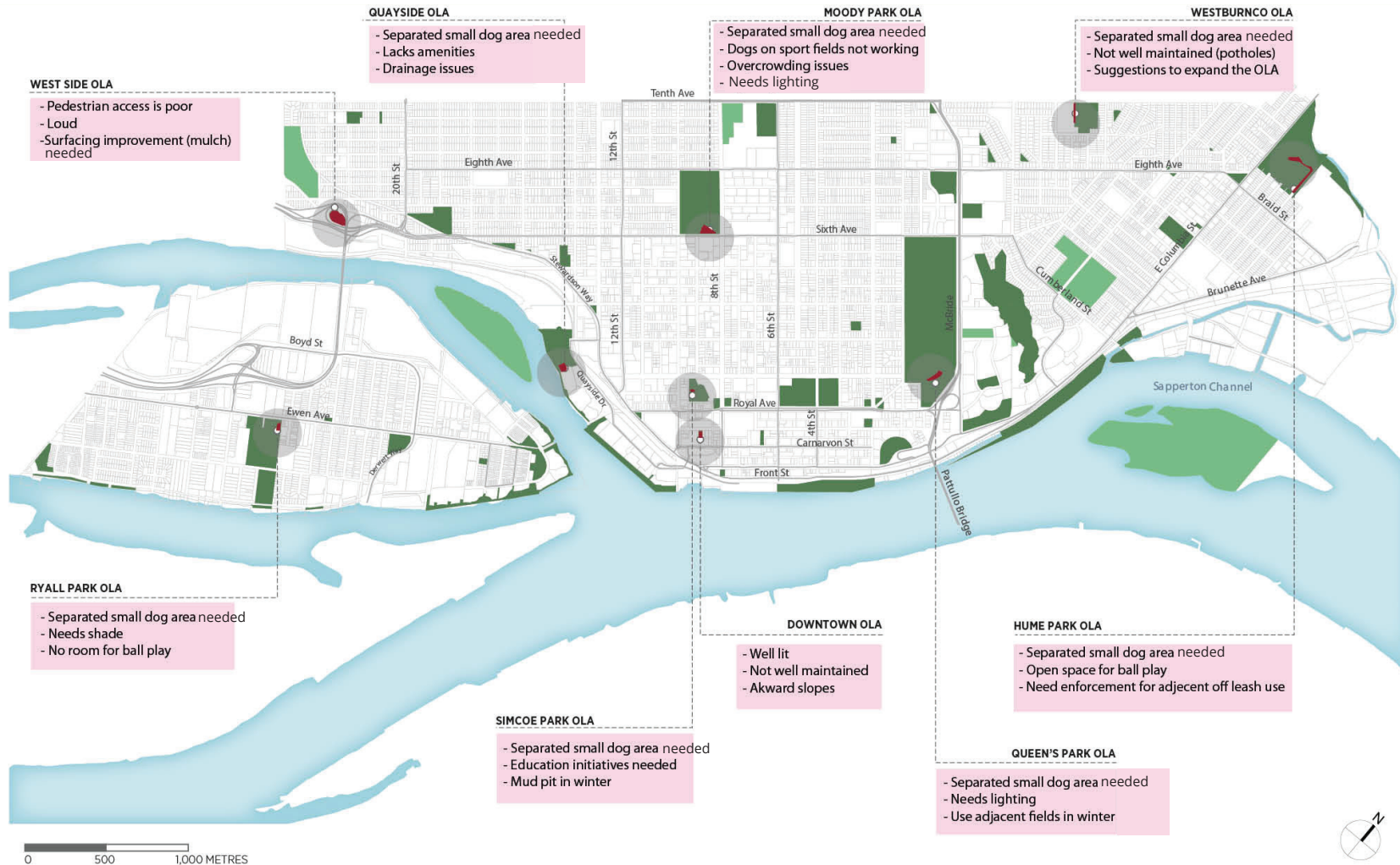
In total **162** pins were submitted during the first round of engagement:

19 pins - What is working well?

63 pins - What needs to be improved?

80 pins - Suggest a location for a dog off-leash area

Here is the map with summarized comments on what we heard about the existing off-leash areas:



Figures 1 and 2 (right) are graphic representations of the 50 words most frequently used in the comments received from the 'Forum' online discussion on Beheard project site. The size of font is correlated to how often the word was repeated in the comments received. Figure 1 is generated from all comments received in the Forum, and Figure 2 is informed by the text from comments that received five or more responses, using the thumbs up and thumbs down icon to indicate agreement or disagreement with the comment.



*comments that received 5 or more agree / disagree responses

3.0 Next Steps

The design team received clear feedback on what is working and isn't working well with existing off-leash areas in New Westminster and on some ways to make it better. This feedback will be used to create the preliminary draft recommendations for the People, Parks and Pups Strategy. The second phase of engagement will launch in fall of 2021, where the public will be invited to provide feedback on the preliminary draft recommendations. All engagement activities and events will be posted on Be Heard New West website and will be promoted through the City's social media channels and Citypage newsletter.

Thank you to all the community members who have participated and provided valuable input into the planning process so far!

Phase 2 | Engagement Summary Report

November 2021



1.0 Introduction

The City of New Westminster is developing a strategy to guide the planning and design of dog off-leash areas in the city, to improve the safety and comfort for park visitors with and without dogs.

The input provided through the first phase of public engagement was used to inform the recommendations that were presented to stakeholders and the community for feedback through the Phase 2 Engagement. The input received through this second phase of engagement will further inform the draft People Parks and Pups Strategy, which will be presented to City Council for consideration at the end of 2021.

1.1 Purpose of Engagement

Phase 1 Engagement focused on learning what is important to New Westminster residents when considering people and dogs sharing parks and open space. In Phase 2, we asked for feedback about key draft recommendations.

These recommendations were developed by the planning team after mapping and analyzing existing dog off-leash areas, considering best practices for dedicated dog areas, talking with our City staff and Advisory Group, and integrating community input from the Phase 1 Engagement.

The planning team will consider feedback from Phase 2 of engagement as it refines the draft recommendations for the planning, design and management of New Westminster's dog off-leash areas. The planning team will present these refined recommendations to Council for consideration at the end of 2021.

1.2 Engagement Activities & Participation

Since the project launch in March 2021, the [Be Heard New West](#) project page has seen more than 1,800 unique visitors. The project site featured important background information, as well as interactive tools to collect feedback. Community members were also able to submit questions through the project site to be answered by staff. The Phase 2 Engagement invited participants to provide feedback through a virtual open house and survey.

During Phase 2 Engagement (from September 21 to October 28, 2021):

18 people attended the virtual open house

14 questions were asked & answered

138 completed surveys were received

6 members attended the project Advisory Group meeting

2.0 What We Heard

The following is a summary of the Phase 2 Engagement activities, and a snapshot of what was heard. All verbatim comments were recorded and can be found in the documents library on the [People, Parks and Pups webpage](#).

2.1 Advisory Group Meeting

As part of Phase 2 Engagement, six advisory group members met virtually on September 21, 2021. A presentation was provided about the proposed draft recommendations for the planning, design and management of off-leash areas and activities in New Westminster, and members were asked polling questions during the presentation. There were also group discussions on potential locations for a pilot project for designated off-leash times in larger park areas, proposed standard amenities for off-leash areas, and separated small dog areas. Among the six group members, two are dog owners, one has a service dog, and three do not have dogs.

The following key themes were identified through the advisory group input:

SHARED-USE PARKS

The Advisory Group was engaged to discuss the potential for adding select hours for off-leash activity in designated parks and trails, as a way to expand off-leash space.

Two proposed locations to pilot this approach were discussed: Tipperary Park and Fraser Riverside Park. It's important to note that pilot locations have not yet been selected, and the City is committed to engaging local residents further before this idea would be implemented.

While all the members were in support of a one-year pilot project for shared use at Tipperary Park, a few concerns were raised about this site:

- There has never been an off-leash area in Tipperary Park, so the shared used hours would need to be strongly enforced
- Views to the waterfalls and ponds must not be interrupted
- Dogs might disrupt the ducks in the pond
- Presence of coyotes in early morning hours
- Concerns that many dog owners in Downtown New West don't drive and would not walk to Tipperary Park
- Suggestion to add fencing so off-leash dogs don't run into the streets

However, Tipperary Park was also supported for being a fun spot for dogs, having good access from the parking lot, access to washrooms, and being quiet for neighbouring houses.

In discussing the idea of a one-year pilot for shared use at Fraser Riverside Park, 60% of advisory group members were supportive, while 40% were undecided. A member inquired if this site would provide river access for dogs to swim at the Riverside trail.

STANDARD AMENITIES

Amenities are important to attract the use of off-leash areas. The People, Parks and Pups Strategy will outline recommended standard amenities for all off-leash areas in New Westminster. The list of draft standard amenities presented to the Advisory Group were:

- Separated dog waste bins
- Open space
- Drinking water for dogs
- Shade
- Seating
- Boulders and logs

Less than half (40%) of advisory group members accepted this list of standard amenities, and lighting was discussed as an important amenity to consider as a standard in off-leash areas. Concerns raised about the amenities included:

- The lack of lighting causes safety issues
- Many off-leash areas are not available for many people during daylight hours (e.g. shift workers)
- Trees planted in off-leash areas to provide shade need to be protected from dog urine
- Include amenities kids as well as dogs. Keep a family lens, offer something for everyone, and make sure it's safe
- Ensure all off-leash areas are accessible

SEPARATED SMALL-DOG AREAS

During the first round of engagement, New Westminster residents clearly communicated a desire for separated off-leash areas for small dogs. Advisory group members were asked whether these should be delivered by expanding existing off-leash areas to include a separated small-dog area, or by adding a separate parklet within the catchment area but not necessarily adjacent to the existing off-leash area. Most group members (75%) were undecided, with the remaining 25% preferring the separate parklet. A number of members asked if the separated parklets would also allow big dogs.

WASTE MANAGEMENT

Dog waste management was identified during the first phase of engagement as one of the major challenges associated with off-leash areas. In the advisory group meeting, members identified their top-three most effective strategies for dog waste management: separated dog waste bins, more waste bins, and bag dispensers.

2.2 Virtual Open House

The purpose of the Phase 2 Engagement virtual event was to share the findings from the first phase of engagement, and present the draft key recommendations for the planning, design and management of off-leash areas and activities in New Westminster. A presentation was offered, followed by group discussions on proposed standard and special amenities for off-leash areas, potential dog parklets, as well as shared park use (designated off-leash hours in parks / on trails).

Participants' input was documented on virtual sticky notes, using Google Jamboards, to ensure that the record of comments and ideas was clear and accessible to all participants. After the group discussions, a summary of next steps was presented and participants were encouraged to share additional feedback by completing the Phase 2 survey and providing any additional feedback via email.

Based on poll results during the session, the majority of participants identified as being dog owners or handlers (76.9%).

The following section outlines key feedback from open house participants in the following categories. Please refer to the Vebatim Input report for all comments.

STANDARD AMENITIES

- Include a variety of surfacing materials, such as grass.
- Include lighting for safety, accessibility and allowing off-leash area use past daytime hours.
- Manage waste through more enforcement and more bins.
- Drinking water should be a standard amenity.

- Suggestions to increase enforcement to ensure off-leash activity is contained in off-leash areas for the safety and comfort of all park users

AMENITIES FOR DOG PARKLETS

- Dog parklets typology well received as a “great idea” and “great solution”.
- Proposed list of parklet amenities was well received, especially drinking water and waste bins.
- Consider the use of biodegradable surfacing material.
- Dog waste management identified as a top priority for the dog parklets.

SHARED PARK USE

- Mixed levels of support for offering designated hours for off-leash use in parks / trails. Some participants said it would provide great opportunities for off-leash activities, while others were concerned this would create more conflicts.
- Suggestions for shared park to be used only by dogs with good recall.
- Ensure hours of use are clear.
- Could lead to the need for more park maintenance - i.e. to repair damage from off-leash activity such as digging.
- Suggestion to also have shared-use trails.
- There were a number of questions on how shared park use would be enforced.

PARKOLA



DOG PARKLET



2.3 Survey

As part of Phase 2 Engagement, a community survey was available from October 7-28, 2021. A total of 138 responses were received.

The following is a summary of results:

A. TYPES OF OFF-LEASH AREAS

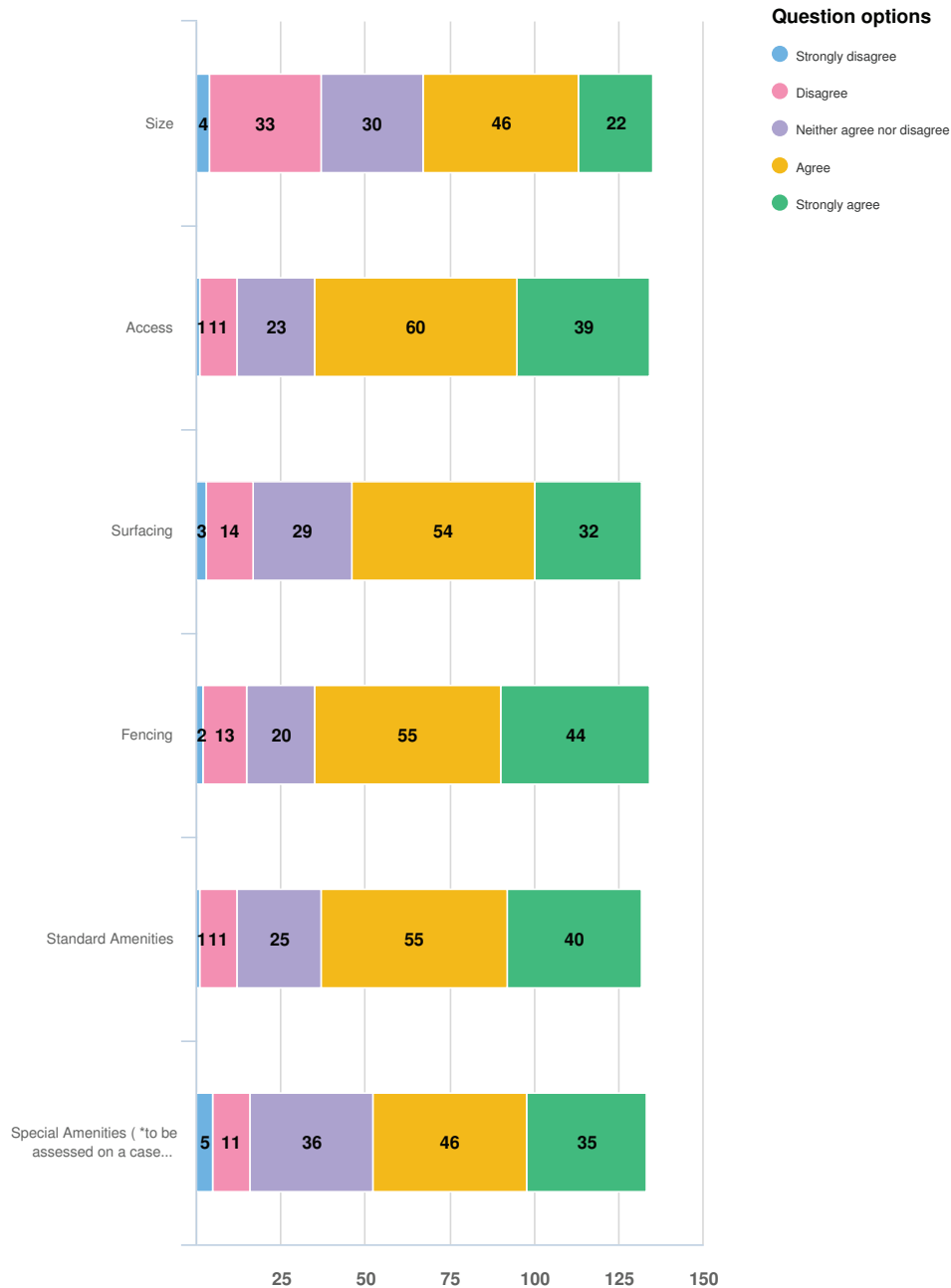
Q1 To what extent do you agree or disagree with each of the following aspects of the proposed Park Off-Leash Areas:



Key Feedback on Park Off-leash Areas:

- The provision of adequate lighting should be a standard feature, not an optional feature, for safety reasons alone.
- The use of gravel in dog parks should be reevaluated as the stones can get lodged in dogs’ paw pads and worm their way into the foot if not detected.
- Grass or synthetic grass is a great substitute.

Q2 To what extent do you agree or disagree with each of the following aspects of the proposed Dog Parklets:



Key Feedback on Dog Parklets:

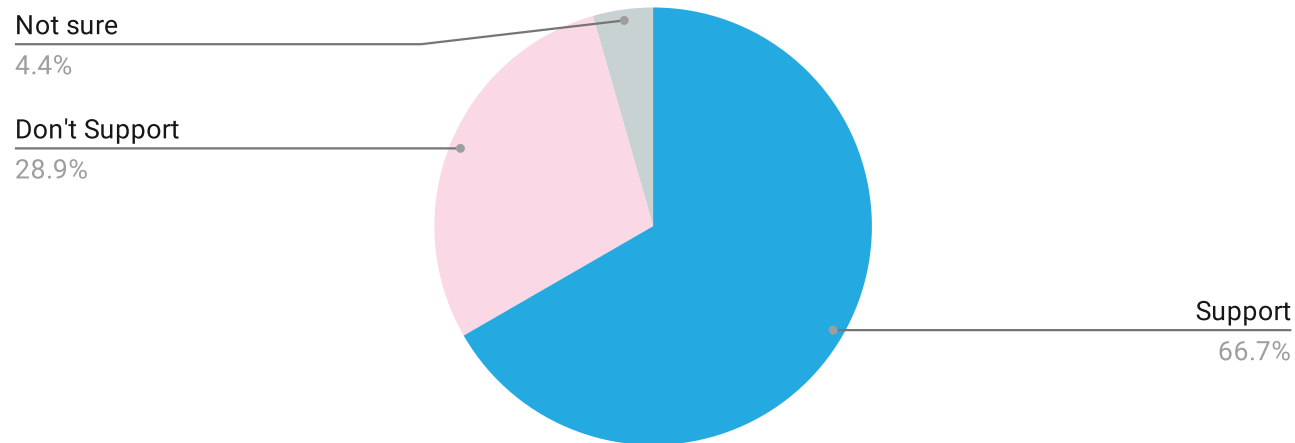
- Nice additions to areas that are a little far away from dog parks.
- Dog Parklets are an excellent way to provide amenities while impacting a minimal space.
- Dog Parklets need to be bigger, or at least allow more room to move around.
- Dog Parklets are a waste of time and money.
- Concern with the Dog Parklets is that it will probably not be properly maintained.

Key Feedback on the two types of off-leash areas:

- Park Off-Leash Areas and Dog Parklets should be an addition to available park areas, not the replacement.
- Off-leash trails are highly suggested, such as the off-leash trail in Mundy Park in Coquitlam. This would allow for more recreation/exercising together.
- Separate off-leash areas for small dogs are needed.
- Fences need to be taller as some dogs can jump over and run away.

B. SHARED USE AREAS: PARKS AND TRAILS

Q3 Do you support a one-year Pilot Project to test designated off-leash hours within parks and along trails in Downtown and Queensborough? For example, the City may designate an open lawn area for exercising dogs for limited hours (i.e. between 6:00am and 10:00am). The open lawn area would be available for other uses through the day.



Why support?

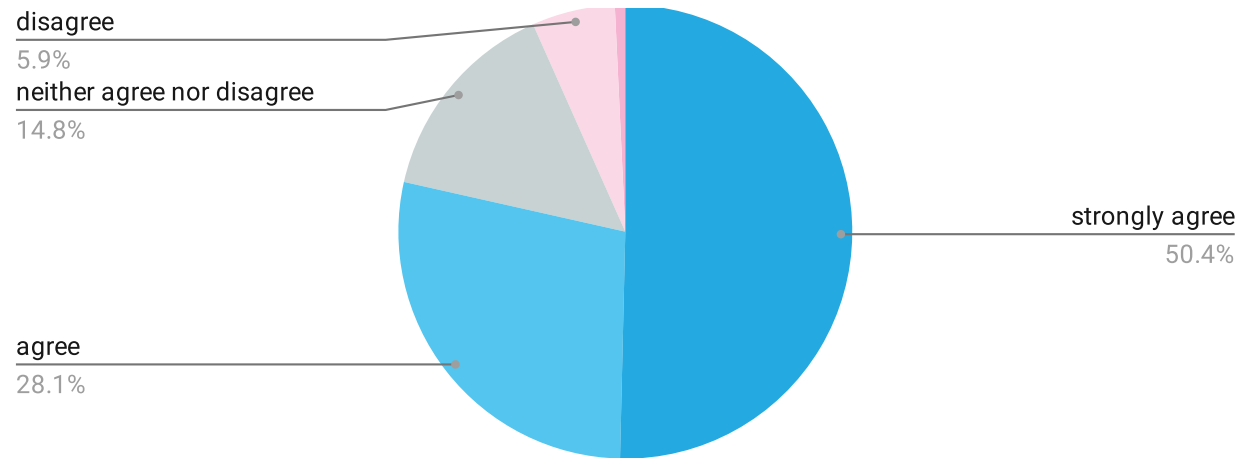
- Provides space to exercise and train dogs without the added stress of fenced off-leash areas.
- Doing this as a pilot project is a good idea to see how this may work.
- There are many fields and open spaces in New West underutilized at certain times of the day. They are great areas for playing with your dog(s) and connecting with other neighbourhood dog owners and lovers.
- Support as long as waste bags are provided to encourage pet owners to clean up.
- Support for a trial period and specified times, but worry about irresponsible owners with out of control or aggressive dogs off leash.
- Off-leash trails are important for dogs.
- Support 6-10 am, but would like another time slot later in the day as well to give more options.

Why not support?

- Not all people like to be approached by dogs. Those who do not want to interact with dogs should not have to change their schedule to avoid dogs.
- Worry about children's safety.
- Irresponsible dog owners will not follow rules and designated hours.
- Dog waste management will be an issue.
- The City does not have enough staff resources to enforce and manage the space.
- Dogs have potential to negatively impact wildlife habitat.
- The suggested time won't work.

C. SEPARATED SMALL DOG AREAS

Q4 To what extent do you agree or disagree with the use of small dog areas at park off-leash areas be expanded to include small, shy, or senior dogs, as well as dogs in training ?



Key Feedback:

- Love the option of “dogs in training” being able to use the small dog space.
- Need small spaces for senior dogs, small dogs, non-social dogs and just owners who may not be in a good mood on a given day.
- Dogs in training could be anything (puppies, pit-bulls, rescued reactive dogs, etc.)
- There should be clarity on what you mean by “dogs in training”.

Q5 As an alternative to modifying existing off-leash areas to include a small dog area within existing footprint (i.e. a partition would be added to the existing off-leash area to provide separate space for small dogs - see Diagram B), to what degree would you support adding a separate dog parklet in close proximity to the existing dog off-leash area for small dogs only (see Diagram C)?



Diagram A



Diagram B



Diagram C

disagree

5.9%

neither agree nor disagree

14.8%

agree

28.1%

strongly agree

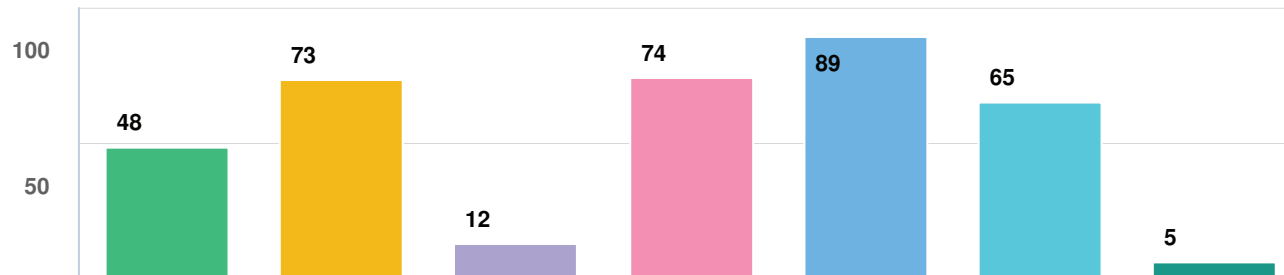
50.4%

Key Feedback:

- Would rather have one big area than two smaller ones.
- A small dog area is important, but let's keep the costs to a minimum. Creating a partition would be quicker and cheaper.
- Worry that partitioning any of the smaller parks like Simcoe or Downtown would affect usability.
- Size of the proposed Dog Parklets is too small. Small dogs need an area to run around as well.
- Small dogs should be entitled to the same amenities as larger dogs in terms of real surfacing (grass, wood chips) versus synthetic turf.
- The separation of both areas may be most effective as the mere presence of larger, more active dogs in close proximity may create a stressful environment for shy or small dogs.
- Diagram C is good because there's no loss of space for the bigger dogs.

D. DOG WASTE MANAGEMENT

Q6 What do you consider to be the most effective strategies to reduce the amount of uncollected dog waste in parks and open space? Select up to three:



Question options

- Other (please specify)
- More Waste Bins: provide more waste bins, that are regularly emptied
- Dog Waste Bins: provide easily-identifiable bins that are designed for ease-of-use and regular collection
- Bag Dispensers: provide bag dispensers to be stocked by community members
- Clean-up events: host clean-up events with municipal staff and community members
- Enforcement: enhance resources for enforcement staff to issue fines for owners who don't pick up their dog's waste
- Education and Awareness: initiatives that increase understanding of dog waste, pathogens, and risks to human health and ecosystems.

Survey respondents' top-three effective strategies:

- Dog Waste Bins
- Bag Dispensers
- Enforcement

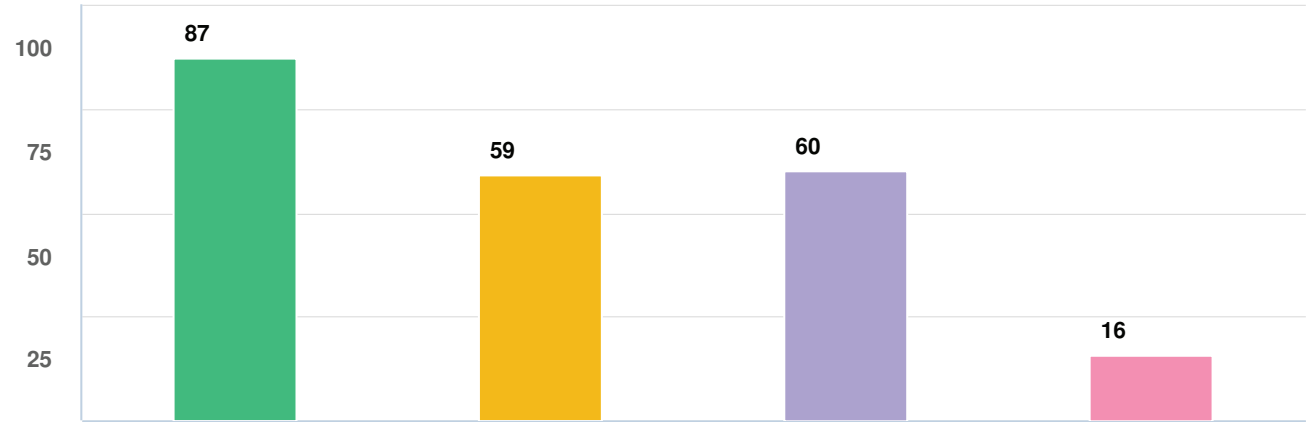
Key Feedback on Dog Waste Management:

- The more dog waste bins the better. Also the bins need to be frequently emptied.
- Place more dog waste bins along major streets, specifically in dense areas with high people and dog populations.
- Need more waste pickup, especially in the hot summer months.
- Introduce waste recycle / energy producing bins.
- More bag dispensers would help.
- Enforcement needs to be a priority.
- Use dog license fees to fund enforcement.

E. STEWARDSHIP

Q7 Local residents play a valuable role in caring for off-leash spaces in our community. Do you think dog owners in New Westminster would be interested in volunteering as a Community Steward, working with municipal staff to help plan, design and manage off-leash activity in your neighbourhood? Recommended activities include: Adopt an Off-Leash Area: Be part of a stewardship group that cares for a specific off-leash area; Community Events: Promote public awareness at community events; Educational Initiatives: Assist with community outreach programs that educate about health and safety issues relating to dogs.

Please identify which activities you think would be successful (check all that apply):



Question options

- Please provide your email address if you would like to be involved.
- Educational Initiatives
- Community Events
- Adopt an Off-Leash Area

Key findings:

- Top stewardship activity identified by survey respondents was Adopt an Off-leash Area.
- 24 suggestions were shared, including: Shared space ambassadors, Facebook dog owner group, community events featuring educational demonstrations, and training sessions from animal behaviour specialists.
- 16 respondents provided email addresses, indicating they want to be involved.

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K. Adin, MCIP **File:** 13.2525.02
Director, Climate Action, Planning and
Development

Item #: 2021-605

Subject: 22nd Street Station Area: Bold Vision Work Plan

RECOMMENDATION

THAT Council direct staff to proceed with the proposed 22nd Street Station Area Bold Vision work plan as outlined in this report, subject to the adoption of the 2022-2026 City Budget.

PURPOSE

To inform Council on the work plan for the relaunch of the 22nd Street Station Area Bold Vision project.

SUMMARY

The 22nd Street Station area has been identified as an area that could accommodate growth in a compact, transit-oriented form. After declaring a climate emergency in 2019, the City identified the opportunity to plan this area as an eco-neighbourhood. Planning was put on hold through the pandemic and it is now proposed to proceed, starting with an ideas competition and a visioning process through 2022 and into 2023. This report outlines a work plan and budget for undertaking this process.

BACKGROUND

The area around 22nd Street SkyTrain Station is identified in the Official Community Plan (OCP) as an area intended to accommodate higher density development, with good access to transit and amenities.

Through the development of the OCP from 2015 to 2017, neighbourhood planning for the 22nd Street Station area was initiated. Following adoption of the plan, a master planning process began. A draft land use designation map was created with community and Council input, a comprehensive transportation study was completed, and analysis on how to finance growth was initiated. Attachment #1 outlines the background work that was undertaken.

Previous Council Direction

At Council's February 24, 2020 meeting and as an outcome of its 2019 declaration of the climate emergency, Council endorsed creating a bold vision for a climate friendly neighbourhood centred around the 22nd Street SkyTrain Station. The bold vision will respond to the climate emergency, and the City's Seven Bold Steps for Climate Action, while also incorporating other Council priorities such as affordable housing, equity, and inclusion.

Originally scheduled to proceed in 2020, the City postponed the planning process to focus resources on pandemic response and recovery efforts.

However, given previous Council direction, funding for this project has been included in the proposed 2022 Budget.

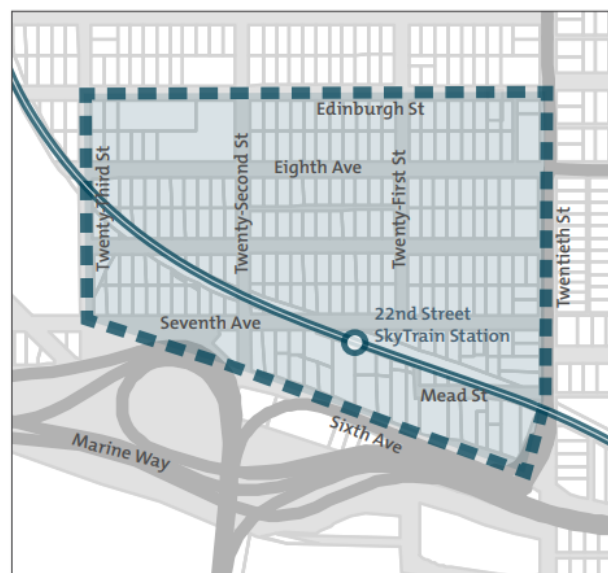
PROPOSED WORK PLAN

Project Scope

The proposed project would create a bold vision for an eco-neighbourhood in the 22nd Street Station area. The vision is intended to be an ambitious forward-looking statement on the bold steps that could be taken in developing the area.

The station area is currently defined by Twentieth Street to the northeast (a collector road), Twenty-Third Street and the Schara Tzedek cemetery to the southwest, Sixth Avenue and the on-and off-ramps for Queensborough Bridge to the southeast, and Edinburgh Street to the northwest.

The vision area may be expanded somewhat through the planning process, but this area was purposefully delineated as the area immediately adjacent to and within a short walk of the 22nd Street SkyTrain Station, where higher density uses are generally seen



22nd Street Station Area

to be appropriate, with middle density uses intended for stepping down into the surrounding Connaught Heights community.

The vision will be implemented through a detailed neighbourhood planning program, building on the work that has already been undertaken. Significant neighbourhood engagement occurred during development of the 2017 OCP and in the initial phases of the master planning process for the station area following the adoption of the OCP. While the process of creating a new bold vision will result in big ideas and potentially lead to some new directions, the previous neighbourhood input will be considered, as well as the land use and transportation planning work completed to date. All of these inputs will feed into the next phase of neighbourhood planning following the completion of the visioning process.

Goals

The goal of the 22nd Street Station Area Bold Vision process and subsequent steps will be to create a roadmap for redevelopment and the transformation of the station area into an eco-neighbourhood. Specifically, a neighbourhood that is designed in such a way as to adapt to climate impacts and to achieve a net zero or positive impact on climate. The eco-neighbourhood can catalyze the City's Bold Steps for Climate Action. For example, the eco-neighbourhood could reflect a car light community with pollution-free vehicles (Bold Steps #2 and 4), as well as carbon-free homes and buildings (Bold Step #3) and a quality people-centred public realm (Bold Step #7).

As a compact urban city, much of New Westminster's growth is through infill and redevelopment, as will be the case in the 22nd Street Station area. Creating an eco-friendly community in that context will be challenging, as opportunities are constrained by a number of factors: an existing street network, existing in-ground services and infrastructure, a range of landowners and stakeholders, and lands that are not assembled or consolidated under one or few owners.

One of the goals of the 22nd Street Station Area Bold Vision, using an ideas competition, is to break the mould of traditional planning processes and identify how we can achieve climate excellence, even with the challenges inherent with redevelopment in a built-out urban area. The process is anticipated to generate some helpful lessons for application across the city and other municipalities.

The Bold Vision process must also address other City priorities, namely affordability, equity and inclusion. Balancing these various goals and objectives will require:

- engaging with First Nations to ground all planning in an understanding of the area's past and present significance and context, and to ensure that the resulting vision furthers reconciliation;
- careful consideration of process to ensure that the interests and wellbeing of existing and future residents are considered in any strategy for neighbourhood transition;

- exploration of creative ways of using the planning tools available, such as residential rental tenure zoning or performance metrics if appropriate;
- careful analysis of how to finance growth to ensure needed amenities are achievable; and
- exploration of partnerships with non-profit organizations and senior levels of government to bring further investment and improvements to the neighbourhood.

Process & Timelines

As outlined in the February 24, 2020 report, the process to create the Bold Vision will include four main phases: an ideas competition, evaluation and shortlisting of ideas, drafting of the bold vision, and vision implementation. Each phase will entail significant community engagement.

A consultant will be retained to further refine the process, to run the ideas competition, and draft the vision with the community and stakeholders.

The four phases of vision development and implementation are further described in the table below:

Phase	Timeframe
1. Ideas Competition: The ideas competition will invite leading global experts in climate resilience and community planning, and members across the community to provide creative ideas about how to achieve the project goal. The intent of the competition is to tap into a wide range of bold ideas, many of which can then inform the vision.	Open through summer 2022
2. Evaluation and Shortlisting of Ideas: The evaluation and shortlisting of ideas will include both expert analysis and community input.	Fall 2022
3. Develop a Bold Vision: Creating the bold vision will entail taking the top ideas and turning them into a cohesive and implementable plan for the neighbourhood that responds to the climate emergency.	Winter 2022 to spring 2023
4. Implementation of the Bold Vision: Once the Bold Vision is adopted by Council, an implementation process will be launched, based on the next steps identified by the consultants, likely including further development of plan elements such as climate action opportunities, amenity strategies, transportation network options, and/or design and public realm guidelines.	Spring/summer 2023 & onwards

NEXT STEPS

Following adoption of the 2022 budget, staff will put out a call for Expressions of Interest (EOI) from consulting teams to frame and lead the ideas competition and visioning process. The EOI process is being proposed to allow for consultant teams to use their expertise to pitch creative framing of the planning process.

From the EOI responses, the top teams will be invited to submit a response to a Request for Proposals, which will be partially shaped by the EOI submissions.

A diverse team could include experts on climate adaptation, urban design, land use and multi-modal transportation. The consulting team may propose bringing in other experts as needed throughout the process (e.g. an expert panel for reviewing or evaluating ideas).

The consulting team will be selected by early April, to run the ideas competition through the summer and visioning process in the fall and winter.

Staff will report back to Council following the hiring of a consulting team, to provide a more detailed project plan for the first phases of the project.

FINANCIAL CONSIDERATIONS

The proposed 2022 budget includes \$370,000 for this project. The budget will be further broken down following the RFP process, but is expected to include:

- a consultation budget that allows for the deep level of engagement that occurred through the OCP development, including efforts to bring new voices into the conversation, significant online engagement, speakers or panelists at events, graphic design support, and additional creative events; and
- compensation for the consulting team and all other project costs, such as any needed sub-consultants, and all additional expenses related to the ideas competition and visioning.

Following the adoption of a vision, staff will report back on implementation processes and any additional financial considerations for that phase.

INTERDEPARTMENTAL LIAISON

Staff across multiple departments will be engaged in the station area planning process:

- Transportation staff have already been involved with early transportation study and will continue to be engaged;
- The Climate Action Team will be involved with evaluating ideas and ensuring climate measures are implementable and aligned with City plans;

- Parks & Recreation staff will be involved with discussions of amenities in the area; and
- Infrastructure planning staff will help ensure that significant upgrade needs are identified early and considered in the implementation process.

OPTIONS

The following options are presented for Council's consideration:

1. That Council direct staff to proceed with the proposed 22nd Street Station Area Bold Vision work plan as outlined in this report.
2. That Council provide staff with alternative direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1 - 22nd Street Station Area Planning to Date

APPROVALS

This report was prepared by:
Meredith Seeton, Policy Planner

This report was reviewed by:
Lynn Roxburgh, Acting Supervisor of Land Use Planning and Climate Action
Jackie Teed, Senior Manager, Climate Action, Planning and Development

This report was approved by:
Emilie K. Adin, Director, Climate Action, Planning and Development
Lisa Spitale, Chief Administrative Officer

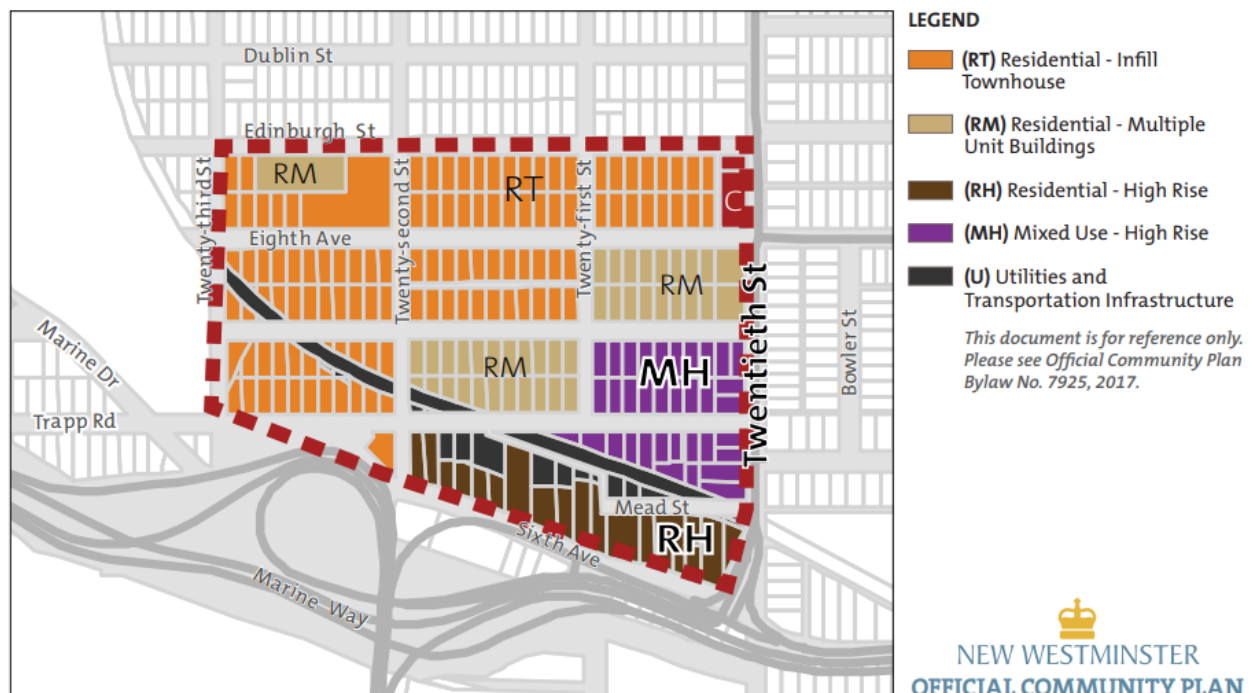
Attachment 1
22nd Street Station Area Planning to Date

Attachment 1: 22nd Street Station Area Planning to Date

Staff has engaged the community and consultants in significant planning for the 22nd Street station area over the years.

- A station area backgrounder for the planning process was produced (downloadable at [https://www.newwestcity.ca/database/files/library/22ndStreetBackgrounder_Updated_July_2019\(1\).pdf](https://www.newwestcity.ca/database/files/library/22ndStreetBackgrounder_Updated_July_2019(1).pdf)), outlining the community context and key planning challenges, as well as guiding policies and plans.
- Community planning for the Official Community Plan development included significant neighbourhood-specific engagement. There were 22nd Street Station area findings from processes such as a neighbourhood visioning charrette, community conversations on housing, “Your Future City” workshops and surveys on draft land use designations, and other surveys and open houses.
- A land use concept for the 22nd Street Station Area was created during the Official Community Plan (OCP) review, which was adopted in October 2017. The neighbourhood is envisioned as a high density, mixed-use node, with shops and commercial services on Seventh Avenue, east of the station. Higher density residential development would locate near the SkyTrain station, while low rise residential buildings and infill townhouses would “step down” into the surrounding neighbourhood of Connaught Heights. A proposed land use designation map was produced (shown below), through a significant public engagement process.

Proposed Land Use Designation Map for the 22nd Street Station Area



- A detailed transportation study was undertaken, to start to imagine how to address some of the major transportation challenges of the neighbourhood. The intent of the study was to capture the “big and bold” potential changes that could be considered for the station area, and then narrow down and provide guidance on which ideas are most technically feasible. The study evaluated the context, community and stakeholder input, and applied design objectives to come up with feasible options for further consideration. The study provided two station area concepts, with Seventh Avenue either opened or closed, and further broke these into short term and long term concepts, with different implications for greenway alignments, transit exchange areas, pedestrian network, road network and development access. Future transportation planning work can build on this study with further engagement and technical analysis.
- Staff began high level research on amenity options and approximate costs, such as:
 - Community facility space, such as a neighbourhood house, potentially including child care;
 - Street realignment or widening for multimodal improvements;
 - Public realm improvements like public art, wayfinding, mid-block greenways, multi-use paths or improved street landscaping;
 - Additional community or neighbourhood park space, community gardens, off-leash dog areas, pocket parks or privately-owned public spaces operating as usable publicly-accessible open space; and/or
 - Electric vehicle infrastructure such as DC fast charging stations, space for EV car sharing or electric bike sharing.
- A consultant was engaged to undertake some early analysis of how growth and amenities could be financed by leveraging development to pay for community amenity priorities. This early exploration informed discussions around the number and density of potential high rises within the area. Further analysis on financing growth will be needed following the bold vision process.

REPORT

To:	Mayor Cote and Members of Council	Date:	December 13, 2021
From:	Jacque Killawee City Clerk	File:	05.1035.10
		Item #:	2021-619
Subject:	Acting Mayor Appointments for January to October 2022		

RECOMMENDATION

THAT Acting Mayors for January to October 2022 be appointed as set out in the Schedule of Acting Mayors attached to this report.

PURPOSE

To request Council designate Councillors to undertake Acting Mayor duties on a rotating basis until October of 2022 year.

BACKGROUND

In accordance with the *Community Charter* and Council's Procedure Bylaw No. 6910, 2004, Council from amongst its members must designate Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act in the office. Each year, Council adopts a Schedule of Acting Mayors to comply with this requirement.

OPTIONS

1. That Acting Mayors for January to October 2022 be appointed as set out in the Schedule of Acting Mayors attached to this report.
2. That Council provides staff with other direction.

Staff recommend option 1.

CONCLUSION

The proposed Schedule for 2022 is attached and presented for Council approval.

ATTACHMENTS

Attachment 1 – Acting Mayor Appointments for January to October 2022

This report was prepared by:

Gillian Day, Agenda Secretary

This report was approved by:

Jacque Killawee, City Clerk

Lisa Spitale, Chief Administrative Officer

Attachment 1

Schedule of Acting Mayors

January to October 2022

SCHEDULE OF ACTING MAYORS

January to October 2022

<i>MONTH</i>	<i>Acting Mayor</i>
January	Councillor Trentadue
February	Councillor Johnstone
March	Councillor Johnstone
April	Councillor McEvoy
May	Councillor McEvoy
June	Councillor Nakagawa
July	Councillor Nakagawa
August	Councillor Puchmayr
September	Councillor Puchmayr
October	Councillor Das

Should an Acting Mayor be unable to perform the role during a designated month, the Acting Mayor shall be that designee for the next month, and if that Councillor is unavailable, then the next available designee listed on the schedule.

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K Adin, MCIP **File:** 09.1742.02
Director, Climate Action, Planning and
Development

Item #: 2021-624

Subject: Climate Action Key Performance Indicators: 2020 Baseline Data

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

To present the baseline data for the Climate Action Key Performance Indicators which will be used to generate the annual Climate Action KPI Report Card.

BACKGROUND

The City of New Westminster declared a Climate Emergency in November 2019 which set an overarching greenhouse gas emission reduction target for the City and community. Towards this, Council adopted the Seven Bold Steps for Climate Action, accompanied by ten-year targets (see Attachment 1), and endorsed a Strategic Plan that identified Environment and Climate as a key priority.

With the objective of measuring progress towards the City's climate action and environment goals, an interdepartmental staff team collaborated to develop the Climate Action Key Performance Indicators (KPIs), which include indicators and metrics for each of the Seven Bold Steps plus additional environmental goals related to water and waste reduction. Indicators and metrics were selected based on factors such as whether they could easily be tracked, and whether they could be measured and monitored over time. Some resulting KPIs and metrics provide a direct measure of progress, e.g. corporate greenhouse gas emissions for Bold Step 1: Carbon Free Corporation. Others provide a proxy measurement, e.g. bus service hours, SkyTrain boardings for Bold Step 2: Car

Light Community. The approach to developing the KPIs is outlined in Attachment 2, and the Climate Action Key Performance Indicators and related metrics are listed in Attachment 3.

The draft KPIs were reviewed by the Environment and Climate Task Force (ECTF) on April 12, 2021. On July 12, 2021 Council endorsed the Climate Action Key Performance Indicators and directed staff to launch the process to gather the data, develop a draft report card, and report back to the Environment and Climate Task Force (ECTF) with updates regarding data collection challenges and learnings.

An update was delivered to the ECTF on November 1, 2021. Feedback received will be incorporated in the report card which is currently under development.

DISCUSSION

Summary of Baseline Data

The baseline data for most of the KPI metrics has now been collected and is included in Attachment 3. The baseline data will serve as a benchmark to measure performance and establish trends, and identify deficiencies and opportunities for improvement. In most cases 2020 is the baseline year, though where measurement relies on Statistics Canada data the baseline is 2016.

Where available, historic data for up to three previous years has also been provided for information. For example, historic data for indicator/metric 1.A City's Corporate Greenhouse Gases (one of the seven KPIs that directly track energy use and greenhouse gas emissions, Attachment 3: 1.A, 3.A, 3.B, 3.C, 3.D and 5.A), indicates a steady decline in greenhouse gas emissions from 2017 to 2020 (21.3% total reduction from 2017; 7.1%/year average reduction for each of the last 3 years). The data for this metric combines: new City buildings, major renovations in existing City buildings, replacement of vehicle fleet, indoor and outdoor lighting, water consumption, natural gas usage and use of lower carbon intensive fuels such as propane. This trend is expected to continue as the City actively applies a climate lens to all projects, accelerates the use of clean energy, and transitions away from fossil fuels.

Data Collection Challenges

Some baseline data was not available as of this date, as follows:

- Data for indicator/metric 2.B Bus Service Hours and 2.C SkyTrain Boardings (two of four indicators/metrics measuring alternative transportation/fuel usage: 2.A, 2.B, 2.C, and 4.B) is yet to be provided by TransLink.
- Data for 7.E Road Space Re-allocation (one of six measuring new infrastructure projects: 2.D, 4.A, 7.C, 7.D, 7.E, En.3) will not be available until 2022.
- Data for indicator/metric for 6.B Tree Canopy Cover (one of four measuring natural coverage: 6.A, 6.B, 7.A, 7.B) will only be available every five years.

The indicator/metric for 2.A Sustainable Transportation Mode Share measuring use of alternative transportation and 7.A Natural Areas measuring total land area will also be measured every five years and their baseline data is available.

Collection of the baseline data brought to light a potential issue related to Indicator/metric 5.A Electrical Infrastructure, which measures the amount of electricity consumed in the community and by the City's operations using billing for electricity consumption. The historic data available does not yet show a consistent trend, and it is possible one may not emerge as this metric is being impacted by extreme weather events that affect consumption patterns and by recent changes to the methodology the Province uses for population growth forecast. Staff will continue to monitor this issue as additional data is available over future reporting periods.

NEXT STEPS

As a next step, staff will create the Climate Action KPI Report Card template. The report card would be published annually and would showcase efforts and progress towards the City's climate and environment goals. In addition it is anticipated that the report card will help inform future decision making, such as allocation of resources and ensuring a climate lens is applied to projects.

Staff is in the process of exploring what other information would be useful to include in future report cards; for example, it is anticipated that in the future the report card would include the rationale behind trends and a summary of the progress towards each target. It is anticipated that the Climate Action Report Card will continue to evolve in the next few years as new external data sources are made available, new internal data collection processes are put in place, new Climate Action priorities emerge, and public input is collected on what data is most meaningful to present. Additionally, staff will investigate data tracking systems and/or reporting tools (e.g. an online dashboard). The opportunities identified will be brought forward to the Environment and Climate Task Force (ECTF) and forwarded to Council for endorsement.

For 2020 the report card will communicate the baseline information contained in the attached spreadsheet in a clear and transparent manner. Once prepared, the 2020 draft report card would be presented to ECTF for review. The final version would then be presented to Council for endorsement and published on the City's website. This work is intended to be complete in Spring 2022.

FINANCIAL IMPLICATIONS

The KPI Program has been accounted for in the Climate Action, Planning and Development Department work plan and budget. As staff explores the potential for dashboard production it is anticipated that additional costs may be identified.

INTERDEPARTMENTAL LIAISON

The Climate Action Division has consulted with the Electrical Utility, Engineering Operations, Parks and Recreation, Transportation, and Finance Department in drafting this report.

OPTIONS

The following options are presented for Council's consideration:

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

Staff recommends option 1.

ATTACHMENTS

Attachment 1 – Seven Bold Steps and Associated 10-Year Targets

Attachment 2 – Approach to Developing KPIs

Attachment 3 – Climate Action KPI Spreadsheet

APPROVALS

This report was prepared by:

Sadaf Ghalib, Senior Climate Action Planner

This report was reviewed by:

Lynn Roxburgh, Acting Supervisor of Land Use Planning and Climate Action

Jackie Teed, Senior Manager, Climate Action, Planning and Development

This report was approved by:

Emilie K Adin, Director, Climate Action, Planning and Development

Lisa Spitale, Chief Administrative Officer

Attachment 1

Seven Bold Steps and 2030 Targets

Attachment #1: Seven Bold Steps and 2030 Targets



CARBON FREE CORPORATION

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



CAR LIGHT COMMUNITY

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



CARBON FREE HOMES AND BUILDINGS

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



POLLUTION FREE VEHICLES

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



CARBON FREE ENERGY

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



ROBUST URBAN FOREST

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



QUALITY PEOPLE-CENTRED PUBLIC REALM

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

Attachment 2

Approach to Developing KPIs

Attachment #2: Approach to Developing KPIs

The KPIs were collected through a staff working group comprising of Climate Action, Transportation, Environment, Infrastructure, Engineering Operations, Parks & Recreation, Electric Utility and Finance. The working group was guided by the following principles and key questions:

Principles:

- Recommended **Climate Action KPIs may evolve over time** based on active projects, data collection and availability, and relevance to the climate crisis context at that time.
- Climate Action KPIs will be reported on through the **Seven Bold Steps Framework**, with an additional category to capture project areas which support protecting the environment: **Environment**.

Key Questions:

- Is each indicator directly applicable to the respective Bold Steps?
- Is the indicator something that the City has direct and primary influence over?
- Is the indicator meaningful?
- Is the indicator something that can be measured and monitored over time?
- Is the indicator something we currently track, or can easily implement tracking of?
 - o If no, is the indicator meaningful enough to investigate the possibility of tracking in future?
- What details do we know about our data?
 - o How granular is the data (i.e. project level or aggregated portfolio)?
 - o Is data collected internally or externally?
 - o What is the frequency of data reporting that is available (i.e. quarterly, annual, 5-year, 10-year)?

Additionally, existing similar reports from neighboring communities and regions have been reviewed, including

- Metro Vancouver's Performance Monitoring Dashboard (<http://www.metrovancouver.org/dashboards/services/Pages/default.aspx>) and,
- City of Surrey's Sustainability Dashboard (<https://surrey.maps.arcgis.com/apps/Cascade/index.html?appid=36c84299a99148d8aab1d3b9fe2b8748>).

Attachment 3

2020 Climate Action KPI Report

2020 Climate KPI Report

Historical data to provide indication of trends (3 previous data points if available)

	Climate Action Bold Step	Applicable Key Performance Indicator(s)	Measure	Target present?	Units	Associated Target or Contribution to a Target (if "Yes" in Column E)	Data source	Most Recent Data (2020 or earlier)	Year of most recent data (2020 or earlier if not available annually)	Historic Data Point	Year 1	Historic Data Point 2	Year 2	Historic Data Point 3	Year 3	Anticipated frequency of metric updates	Note/Comments/Challenges/Learnings
1A	Step 1: Carbon Free Corporation	City's Corporate Greenhouse Gas(GHG) Emissions	Aggregated GHG for all operations - Fleet/Buildings/Lighting/Water	Yes	tCO2e/year (tonnes of carbon dioxide equivalent, or GHG emissions per year)	45% below 2010 levels by 2030	Climate Emergency and CEERS	3454	2020	3741	2019	3897	2018	4289	2017	Annual	Data is easy to gather and compile. Sub-metrics for this data are also available (annual emissions by sector).
2A	Step 2: Car Light Community	Sustainable Transportation Mode Share	Percentage of all trips made by foot, bicycle, transit and shared motor vehicle in the City	Yes	Percentage %	60% of all trips within the City will be by sustainable modes of transportation (walk, transit, bike, multi-occupant shared) by 2030	TransLink Trip Diary, Stats Canada Journey to Work Census	42%	2016	-	-	-	-	-	-	5 year	2021 data is anticipated to be available in 2023.
2B	Step 2: Car Light Community	Bus Service Hours (Annual)	Number of bus service hours for bus routes providing service within City.	No	Bus service hours	N/A	TransLink	-	-	-	-	-	-	-	-	Annual	Data expected from Translink; not available for 2020 due to unexpected staffing changes and data breach.
2C	Step 2: Car Light Community	SkyTrain Boardings (Annual)	SkyTrain Boardings for all stations within City.	No	Boardings	N/A	TransLink	-	-	-	-	-	-	-	-	Annual	Data expected from Translink; not available for 2020 due to unexpected staffing changes and data breach.
2D	Step 2: Car Light Community	Length of Cycling Lanes	Total length of cycling lanes in City.	No	Length in km	N/A	City GIS	58.6	2020	-	-	-	-	-	-	Annual	Data derived from City GIS.
3A	Step 3: Carbon Free Homes and Buildings	Buildings and Homes GHGs	GHGs per capita (Buildings and Homes only)	Yes	tCO2/person	All new and replacement heating and hot water systems will be zero emissions by 2030.	New Westminster Electrical Utility, BC Hydro, Fortis BC	2	2016	2.12	2016	-	-	-	-	Annual	Information based on updated CEEP inventory, for which the baseline year is 2016.
3B	Step 3: Carbon Free Homes and Buildings	Buildings and Homes GHGs	Total GHGs (Buildings and Homes only)	Yes	tCO2	All new and replacement heating and hot water systems will be zero emissions by 2030.	New Westminster Electrical Utility, BC Hydro, Fortis BC	150483	2016	150483	2016	-	-	-	-	Annual	Information based on updated CEEP inventory, for which the baseline year is 2016.
3C	Step 3: Carbon Free Homes and Buildings	Number of completed energy efficient homes (above Building Code requirements)	Energy and GHG impact of completed homes above baseline building code (for 2020 we will only include High Performance Homes)	No	Number of homes (in terms of GJ GHG)	N/A	Energy Save New West	4	2020	4	2020	-	-	-	-	Annual	Only high performance homes are included in this value. Homes built to CNWs step code requirement (Step 3 which is still better than baseline building code) do not have data available and are excluded at this time. Value derived from ESNW: 2020 Impact Report & 2021 Initiatives under High-Performance New Homes section. This is the first report that measures impact of ESNW & documents high performance homes.

2020 Climate KPI Report

Historical data to provide indication of trends (3 previous data points if available)

	Climate Action Bold Step	Applicable Key Performance Indicator(s)	Measure	Target present?	Units	Associated Target or Contribution to a Target (if "Yes" in Column E)	Data source	Most Recent Data (2020 or earlier)	Year of most recent data (2020 or earlier if not available annually)	Historic Data Point	Year 1	Historic Data Point 2	Year 2	Historic Data Point 3	Year 3	Anticipated frequency of metric updates	Note/Comments/Challenges/Learnings
3D	Step 3: Carbon Free Homes and Buildings	GHG Savings from Buildings and Homes	GHG reduced in existing buildings through energy and emissions reduction programs (municipal led, provincial and other utilities)	No	kg CO2/year tCO2/year	N/A	Energy Save New West, Electricity & Natural Gas	GHG emissions saved (post upgrade) through ESNW initiatives = 216.7 tCO2/year 73,160 kWh (or 17056.522 kg CO2e) saved based on total number of thermostats (MYSAs pilot)	2020	-	-	-	-	-	-	Annual	We do not have this information readily available as determining emissions saved from energy and emissions reduction programs are delivered by various organizations (provincial, BC Hydro, etc.) and we would need to coordinate data collection with them annually from program summary reports. There is an industry challenge with respect to long term monitoring evaluation of energy conservation initiatives. Emissions saved through New West Electrical Utility initiatives are all derived from the 2020 ESNW program impact reports.
4A	Step 4: Pollution Free Vehicles	Electric Vehicle Charging (City Owned)	Number of new EV stations installed.	No	Stations/yr	N/A	EV charger providers' online network management portals	2	2020	0	2019	2	2018	2	2017	Annual	Easy to pull this data and will be done annually.
4B	Step 4: Pollution Free Vehicles	Electric Vehicle Charging (City Owned)	Electric fuel delivered	No	km driven* Usage Hours per year** % EV Adoption***	N/A	•Calculation* •EV charger providers' online network management portals** •ICBC ***	•N/A* •42,796H 54M 38S •1.5% ***	2020	•N/A* •17,312H 20M 25S •1.09% ***	2019	•N/A* •7975H 33M 59S •0.56% ***	2018	•N/A* •2439H 43M •0.31% ***	2017	Annual	•We do not have this information readily available and producing it would require an assumptions based calculation.* •Usage Hours are not complete for historic data. BCIT has not been providing data from Sun Country chargers. These chargers were replaced so it will be highly accurate moving forward.** •EV adoption % is produced by, and retrieved from public ICBC data. ***
5A	Step 5: Carbon Free Energy	Electrical Infrastructure	Total electricity consumed	No	kWh billed (or ~0.001 MWh)	N/A	Utility Bills	441,906,346	2020	438,287,181	2019	442,070,076	2018	436,943,120	2017	Annual	kWh (or 0.001 MWh) billed is a direct indicator of consumption and can be cross-referenced against future population growth in the city in order to confirm and quantify median net consumption increase.
6A	Step 6: Robust Urban Forest	New trees planted	- Net New Trees (Public and Private) Sub-metric such as trees planted by neighbourhood (equity metric)	Yes	Number of trees	Increase urban forest canopy cover 27% by 2030	Parks and Recreation	500	2020	-	-	-	-	-	-	Annual	Number of trees planted by City on public lands.
6B	Step 6: Robust Urban Forest	Tree Canopy Cover	Percentage of tree canopy cover increased from baseline level.	Yes	Percentage of canopy cover	Increase urban forest canopy cover 27% by 2030	Parks and Recreation	-	-	N/A	-	-	-	-	-	5 year	Percentage not yet available as frequency of data required has not been complete.
7A	Step 7: Quality People-Centered Public Realm	Natural Areas	5 year birds eye view of total land area	No	Hectares	N/A	Inventory completed for Biodiversity Strategy	61 Hectares	2020	75.6 hectares	2015	-	-	-	-	5-year	Historical data from Ecological Inventory.
7B	Step 7: Quality People-Centered Public Realm	Natural Areas	Annual updates on efforts such as conversion of invasives to native species.	No	Hectares	N/A	Data from project with community group	0.0023 Hectares	2020	-	-	-	-	-	-	Annual	Estimate of the area of land (in hectares) restored in 2020.
7C	Step 7: Quality People-Centered Public Realm	Number of stormwater management interventions/Best Practice Measure installed	Number of stormwater management interventions (public) Sub-metrics could include in future the resulting volume or percent diverted flow	No	# of interventions	N/A	Engineering Capital Works Plan	1 (Queens Park -2019)	2020	1	2019	0	2018	0	2017	Annual	This only captures Engineering initiated projects, there may be additional ones that were started from other resourcing (ie. Lower Hume Park) that are not captured.

2020 Climate KPI Report

Historical data to provide indication of trends (3 previous data points if available)

	Climate Action Bold Step	Applicable Key Performance Indicator(s)	Measure	Target present?	Units	Associated Target or Contribution to a Target (if "Yes" in Column E)	Data source	Most Recent Data (2020 or earlier)	Year of most recent data (2020 or earlier if not available annually)	Historic Data Point	Year 1	Historic Data Point 2	Year 2	Historic Data Point 3	Year 3	Anticipated frequency of metric updates	Note/Comments/Challenges/Learnings
7D	Step 7: Quality People-Centered Public Realm	Number of new gathering spaces	Number of new gathering spaces created (i.e. new benches, etc.)	No	#	N/A	Parks and Recreation	5	2020	5	2020	-	-	-	-	Annual	Includes parklets, seating areas in parks, open spaces, street ROW.
7E	Step 7: Quality People-Centered Public Realm	Road space re-allocation	% of road space re-allocated to sustainable transportation or public realm uses	No	sq. km.	N/A	-	-	-	-	-	-	-	-	-	Annual	Data will be available in 2022 KPI update
E1	Environment	Water Use Per Capita	Residential water usage, expressed in litres, annually per capita	No	L/capita/day	N/A	Metro Vancouver Billing	303	2020	307	2019	317	2018	317	2017	Annual	Data can be compiled by February of the following reporting year, i.e. 2021 data will be compiled by Feb 2022.
E2	Environment	Single Family Waste Diversion	Percentage of waste from single family households that does not enter the waste stream for incineration or landfill	Yes	Percentage of waste from single family homes diverted from landfill	To be determined*	City Engineering Operations	5284.14 T 62.70%	2019	-	-	-	-	-	-	Annual	*To be determined based on CEEP 2021. - At this time, most of our organic waste is hauled over to a transfer site prior to being sent to Lytton where it gets composted for cattle and sheep and used for agricultural purposes, etc. - City has a month-to-month contract with them. The waste gets processed there and we charge a rate per tone. - Some waste is transported to a GFL facility that is located in Delta, however this percentage is not confirmed.
E3	Environment	Sewer separation	Percentage of combined sewer separated	Yes	km separated	1.5% combined sewer separation annually	Annual Capital Works Program (City GIS)	2.5km	2020	0.6 km	2019	4.9km	2018/2017	-	-	Annual	Data relatively easy to obtain, can pull from previous years' construction tenders.

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K. Adin, MCIP **File:** 05.1020.20
Director, Climate Action, Planning and
Development

Item #: 2021-646

Subject: Construction Noise Bylaw Exemption Extension Request: New Westminster
Interceptor – Columbia Sewer Rehabilitation

RECOMMENDATION

THAT Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for eight nights between Monday January 3, 2022 and Monday February 14, 2022 from 8:00 PM to 7:00 AM Mondays to Thursdays and 8:00 PM Fridays to 7:00 AM Mondays to conduct maintenance of the existing sewer, installation of new utility holes on Columbia Street at Eighth Street and at Blackwood Street, and water main relocation at the intersection of Sixth Street and Columbia Street, midblock area between Sixth and Church Streets, and the intersection of Fourth Street and Columbia Street.

PURPOSE

To request that Council grant an exemption from the Construction Noise Bylaw for Metro Vancouver's contractor, Oscar Renda Contracting of Canada (ORCC), to conduct sewer maintenance including multiple upgrades and installations in the downtown area for eight nights from Monday, January 3, 2022 to Monday, February 14, 2022.

BACKGROUND

Project Description

The New Westminster Interceptor Columbia Section sewer is a section of a Metro Vancouver sanitary collection system that runs from McBride Boulevard at the upstream end to the junction of Columbia Street and Front Street at the downstream end totaling approximately 1,600 m. The existing condition of the sewer is poor and it has had

numerous minor, localized repairs completed in the last few years. Due to its condition the sewer's entire length is undergoing rehabilitation. The rehabilitation work consists of slip-lining the majority of the existing sewer with small sections of open cut replacement, replacement of lateral connections, and installation of new utility holes.

On November 15, 2021 Council granted ORCC's request for a construction noise exemption for four nights leading up to December 17, 2021 to conduct slip-lining work along Columbia Street but, due to unseen weather conditions, this work was not performed. ORCC is still hoping to perform the work under the exemption granted but are not confident given the recent exceptional weather patterns and high level sewer flow that that is achievable. The November 15, 2021 Council report is attached as Appendix A.

DISCUSSION

During the rehabilitation work, the water main at three different locations (the intersection at Sixth Street and Columbia Street; midblock between Sixth Street and Church Street; and the intersection at Fourth Street and Columbia Street) will need to be relocated for the slip-lining work to be performed. This work will require overnight exemptions for three nights to ensure minimal impact on businesses with regards to having their water supply shut down. This water main work will be performed during permitted and non-permitted hours on weekdays only, while the slip-lining component will be done continuously for four consecutive days and nights on a twenty four hour basis depending on the weather conditions and may include weekend work including Sundays as once they start they must finish the work to completion. An extra night is requested for any weather-related or unexpected delays.

The slip-lining phase of the New Westminster Interceptor Columbia Replacement project represents a key stage in the project as it is this activity that directly addresses the threat of aging sewer pipe failure. The specific task requiring the noise exemption is the concurrent movement of pipe into position with a loader and the slip-lining of 700 metres of the existing sewer line with a jacking frame along Columbia Street from Front Street to Blackwood Street. This work was originally planned to be completed during permitted hours only however the window of opportunity is rapidly closing due to seasonal weather and a need to avoid conflicts with the Pattullo Bridge Replacement Project in 2022. Having the ability to work continuously through the night has significant advantages:

- This construction work is weather dependent, and the work revolves around the sewer line surcharging, which occurs during heavy rain events. During this period of high levels, no work can occur. As such, continual work through nighttime hours will reduce the number of continuous dry days needed, thereby allowing ORCC to schedule this activity within a smaller weather window.
- The faster completion of the slip-lining will reduce the number of required construction days and thereby reduce impacts to Downtown residents and businesses.

- The faster completion will reduce the likelihood of construction conflicts with the planned Pattullo Bridge Replacement Project construction scheduled in 2022. Simultaneous construction work of the two projects is expected to have a significant impact to the community from a transportation, business, and overall livability perspective.

Notification and Noise

Updated construction notification will be provided to residents and businesses in the area by the contractor and Metro Vancouver. Noise will be kept to a minimum during the slip-lining and water main relocation activity. There will be no dump truck delivery or soil removal during the overnight work. Noise will occur from a small excavator, a rubber tire backhoe, small generator, small tools, and a cut off saw used during the overnight work.

ORCC will apply for an updated Street Occupancy Permit (SOP) from the City's Engineering Transportation Division. Their current SOP expires on December 31, 2021.

Road Closure Impact

Details regarding traffic implications can be found in the November 15, 2021 Council report attached as Appendix A.

Transportation staff report that, based on current understanding of the work, this additional exemption is expected to have limited additional transportation impacts and can be accomplished under current traffic management plans. Any changes to approved traffic management plans resulting from this additional exempted work will be handled by staff through the normal review and permitting process.

Conclusion

Given that this is a critical phase of the project, the limited weather window to complete the work, expected low noise impacts, and that a shorter Columbia Street closure would lessen impacts to Downtown businesses, City staff consider the request reasonable.

OPTIONS

There are two options to consider:

1. That Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for eight nights between Monday January 3, 2022 and Monday February 14, 2022 from 8:00 PM to 7:00 AM Mondays to Thursdays and 8:00 PM Fridays to 7:00 AM Mondays to conduct maintenance of the existing sewer, installation of new utility holes on Columbia Street at Eighth Street and at Blackwood Street, and water main relocation at the intersection of Sixth Street and Columbia Street, midblock area between Sixth and Church Streets, and the intersection of Fourth Street and Columbia Street.

2. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Appendix A: Construction Noise Exemption Report Dated November 15, 2021

APPROVALS

This report was prepared by:

Nav Dhanoya, Construction Impacts Coordinator

This report was reviewed by:

Kim Deighton, Manager of Licensing and Integrated Services

Mike Anderson, Acting Manager of Transportation

This report was approved by:

Emilie K. Adin, Director, Climate Action, Planning and Development

Lisa Leblanc, Director of Engineering

Lisa Spitale, Chief Administrative Officer

Appendix A

Construction Noise Exemption Report
Dated November 15, 2021

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** November 15, 2021

From: Emilie K. Adin, MCIP **File:** 05.1020.20
Director, Climate Action, Planning and
Development

Item #: 2021-559

Subject: Construction Noise Bylaw Exemption Request: New Westminster
Interceptor – Columbia Sewer Rehabilitation

RECOMMENDATION

THAT Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for four nights between Tuesday November 16, 2021 and Friday December 17, 2021 from 8:00 PM to 7:00 AM on weekdays, and Saturdays 6:00 PM to 9:00 AM Sundays to conduct slip-lining of the existing sewer with small sections of open cut replacement, replacement of lateral connections, and installation of new utility holes at Eighth Street and Columbia Street and at Blackwood Street and Columbia Street.

PURPOSE

To seek an exemption from the Construction Noise Bylaw for Oscar Renda Contracting of Canada (ORCC) to conduct slip-lining at the existing sewer with small sections of open cut replacement, replacement of lateral connections, and the installation of new utility holes at Eighth Street and Columbia Street and at Blackwood Street and Columbia Street during overnight hours for four nights from Tuesday, November 16, 2021 to Friday, December 17, 2021.

BACKGROUND

Project Description

The New Westminster Interceptor Columbia Section sewer is a section of a Metro Vancouver sanitary collection system that runs from McBride Boulevard at the upstream end to the junction of Columbia Street and Front Street at the downstream end totaling

approximately 1,600 m. The existing condition of the sewer is poor and it has had numerous minor, localized repairs completed in the last few years. Due to its condition the sewer's entire length is undergoing rehabilitation. The rehabilitation work consists of slip-lining the majority of the existing sewer with small sections of open cut replacement, replacement of lateral connections, and installation of new utility holes.

DISCUSSION

The slip-lining phase of the New Westminster Interceptor Columbia Replacement project represents a key stage in the project as it is this activity that directly addresses the threat of aging sewer pipe failure. The specific task requiring the noise exemption is the concurrent movement of pipe into position with a loader and the slip-lining of 700 metres of the existing sewer line with a jacking frame along Columbia Street from Front Street to Blackwood Street. Although completion of this activity exclusively during the day was originally planned, the window to complete this critical phase is at risk due to the seasonal weather along with the urgency to complete this phase to avoid conflicting with the Pattullo Bridge Replacement project in 2022. Therefore having the ability to work continuously through the night has significant advantages:

- This construction work is weather dependent, and the work revolves around the sewer line surcharging, which occurs during heavy rain events. During this period of high levels, no work can occur. As such, continual work through nighttime hours will reduce the number of continuous dry days needed, thereby allowing ORCC to address the urgency and schedule this activity within a smaller weather window.
- The faster completion of the slip-lining will reduce the number of required construction days and thereby reduce impacts to Downtown businesses.
- The faster completion will also reduce the likelihood of construction conflicts with the planned Pattullo Bridge replacement project construction scheduled in 2022. Simultaneous construction work of the two projects is expected to have a significant impact to the community from a transportation, business, and overall livability perspective.

Notification and Noise

Updated construction notification will be provided to residents and businesses in the area by the contractor and Metro Vancouver. Noise will be kept to a minimum during the slip-lining activity. Only essential tasks for slip-lining will occur outside the permitted construction hours. There will be no dump truck delivery or soil removal during the overnight work.

ORCC has applied for and received a Street Occupancy Permit from the City's Engineering Transportation Division.

Road Closure Impact

In conjunction with the noise exemption, the slip-lining of approximately 700 metres of pipe, from the entry shaft at Eighth Street and Columbia Street to the receiving shaft at Blackwood Street and Columbia Street, will also involve the full closure of Columbia Street to two-way vehicle travel between Front Street and Begbie Street. A complete closure is necessary to provide adequate road space for construction crews to both safely move pipe material to the launch shaft and simultaneously perform the slip-lining activity. An additional benefit of a complete closure is that it will simplify the work zone and will permit the contractor to focus on their task more efficiently without having to manage traffic simultaneously. With a noise exemption granted by Council, a 24-hour closure of Columbia Street of up to 4 days is expected. However, with these measures in place, it will allow ORCC to complete this task more safely and potentially in a shorter period of time than the maximum time period of 4 days that has been requested.

ORCC has submitted Transportation Management Plans for this closure, which includes accommodation for pedestrians, cyclists, affected transit routes, and vehicle movements. These plans are currently being reviewed by City staff, and are expected to be approved before the slip-line work takes place. This also includes coordination with the 660 Quayside Drive development (Pier West, Bosa Development) to ensure road safety and whistle cessation at the Begbie rail crossing are maintained. Digital signs will be updated to advise motorists of road closures. City staff will coordinate with Metro Vancouver's communications group on messaging to residents, businesses and regional partners to promote that businesses are still open during construction but some vehicle access will not be available through downtown.

Given that this is a critical phase of the project, the limited weather window to complete this work, expected low noise impacts, and a shorter Columbia Street closure that should lessen impacts to Downtown businesses, City staff consider the requested exemption to be reasonable under these circumstances.

OPTIONS

There are two options to consider:

1. That Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for four nights between Tuesday November 16, 2021 and Friday December 17, 2021 from 8:00 PM to 7:00 AM on weekdays, and Saturdays 6:00 PM to 9:00 AM Sundays to conduct slip-lining of the existing sewer with small sections of open cut replacement, replacement of lateral connections, and installation of new utility holes at Eighth Street and Columbia Street and at Blackwood Street and Columbia Street.
2. That Council provide staff with alternative direction.

Staff recommend Option 1.

APPROVALS

This report was prepared by:

Nav Dhanoya, Construction Impacts Coordinator

Michael Nguyen, Engineering Technologist - Transportation

This report was reviewed by:

Kim Deighton, Manager of Licensing and Integrated Services

Kanny Chow, Transportation Engineer

Mike Anderson, Acting Manager of Transportation

This report was approved by:

Emilie K. Adin, Director, Climate Action, Planning and Development

Lisa Leblanc, Acting Chief Administrative Officer

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** December 13, 2021

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

Item #: 2021-660

Subject: Covid-19 Task Forces: Update

RECOMMENDATION

***THAT** Council receives this report for information.*

PURPOSE

An informational report to Council with updates from the Covid-19 Task Forces.

BACKGROUND

Outlined below are the Covid-19 pandemic response task forces; they are:

1. At-Risk and Vulnerable Populations
2. Seniors and Persons Living with Disabilities
3. Business and the Local Economy

The updates and accomplishments from each task force for the period November 10 to December 7 are outlined in Attachment 1.

CONCLUSION

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

ATTACHMENTS

Att 1: COVID-19 Task Forces Update November 10 to December 7, 2021.

APPROVALS

This report was prepared by:
Lisa Spitale, Chief Administrative Officer

This report was approved by:
Lisa Spitale, Chief Administrative Officer

Attachment #1

*Covid-19 Task Forces: Update
November 10 to December 7, 2021*

COVID-19 Task Forces: Update – November 10 to December 7, 2021

Vulnerable and At Risk Populations

Enhanced Homeless Outreach, Referral and Advocacy Services

The City allocated \$90,000 for enhanced homeless outreach, referral and advocacy services, and circulated a request for proposals. Lookout Housing and Health Society, who was the successful proponent, has retained two outreach workers. The workers are responding to City staff requests for assistance, and are also working in the community. Council has received a staff funding request in the amount of \$90,000 to extend these services to the end of 2022.

Enhanced Emergency Shelter Capacity

The Lower Mainland Purpose Society successfully applied for a Temporary Use Permit to allow for an emergency shelter on the lower floor of the former Army and Navy Department Store, which will be accessible off of Front Street. The emergency shelter will be either an extreme weather response program shelter, which will be activated during extreme weather events and operational between November 1 and March 31, or an emergency winter shelter, which will be open on a nightly basis and operational until March 31, 2022. The permit will allow up to 50 mats or beds and meet the needs of unsheltered adults. BC Housing will fund the emergency shelter.

Purpose Society is currently in the recruitment phase, which given the need for a pool of about 12 experienced workers to be on call, is taking longer than anticipated. As such, the emergency shelter should be operational within the next two weeks. City staff continue to advocate for an emergency response centre shelter, which would operate 24/7 and be in place for up to 18 months or until new supportive housing is ready for occupancy.

Health Contact Centre

The Health Contact Centre, which includes an overdose prevention site and other harm reduction services, has been operational since April 2021. As of November 24, 2021, it had recorded 1,069 visits, reversed 57 overdoses (47 inside and 10 outside), and had no overdose deaths. The centre operates from 3:30 to 10:30 p.m. and offers witnessed consumption, community referrals, drug testing, and peer support. Fraser Health funds the centre.

City staff are preparing a case for support for expanded operating hours and enhanced staffing, including during the morning and early-afternoon, and when complete, the City will hold discussions with Fraser Health.

New Integrated Response Team

The Fraser Health Integrated Response Team will support sheltered and unsheltered vulnerable persons with mental health issues in New Westminster and the Tri-Cities. A new manager is being hired to operate the service, which will be comprised of a mix of nursing, allied health professionals, and clinical and peer support workers. The service will operate between 8:30 a.m. and 4:30 p.m., seven days per week. Fraser Health funds the team.

Personal Identification Services

The City, through redirected funds and a federal grant, has allocated \$20,000 for enhanced personal identification services, which have become even more important during the pandemic, particularly in accessing financial assistance and government benefits. City staff has circulated a request for proposals for a non-profit operator, and based on an evaluation process, has selected an operator. The contract is in the process of being signed, and it is hoped that the service could be operational as soon as December 13, 2021.

Seniors and Persons Living with Disabilities

Friendly Caller Program- Ongoing

The Friendly Caller Program continues to operate through the Seniors Services Society reaching out to seniors in our community that are seeking social interaction. The number of people called during this time period are as follows:

Number Registered: 20

Volunteers: 9

Avg. Age: 78

Total calls: 28

Total Min.: 503

Average length of call: 16 minutes

Food Securement

The Food Program continues at the Legion Manner allowing to better reach the vulnerable seniors population with 50 meals being distributed every Tuesday and Thursday. This includes those community members that were being served when the program took place at Century House.

Business and Local Economy

The COVID-19 Business & Local Economy working group has paused. Members will reconvene in 2022 dependent on pandemic and recovery conditions.

REPORT

Finance

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Harji Varn **File:**
CFO/Director of Finance

Item #: 2021-620

Subject: **DCC Expenditure Bylaw No. 8307, 2021**

RECOMMENDATION

THAT Development Cost Charge Reserve Funds Expenditure Bylaw No. 8307, 2021 (Attachment 1) to authorize a total expenditure of \$2,002,900 from the Development Cost Charge Reserves, be given three readings.

PURPOSE

The purpose of this report is to obtain Council's approval of Development Cost Charge Reserve Funds Expenditure Bylaw No. 8307, 2021 authorizing expenditures from the City's Development Cost Charge Reserves for Queensborough drainage, water, transportation and parkland development, and Mainland transportation and parkland development.

ANALYSIS

The following table identifies the 2021 capital projects and debt repayments to be funded from the DCC reserves. The expenditures have been included in the City's Five-Year Financial Plan (2021- 2025).

BYLAW # 8307, 2021			
Project Description	Estimated Project Cost	City / Other Funded Cost	Expenditure from DCC
Queensborough Drainage DCC Projects			
Boundary Street Pump Station (QD10)	2,000,000	1,505,000	495,000
QB. Drainage DCC Balance at Dec 31, 2020	413,212		
Actual 2021 QB. Drainage DCC Contributions to-date	82,281		
2021 QB. Drainage DCC Projects	(495,000)		
Est. QB. Drainage DCC Balance After Projects	493		
Queensborough Water DCC Projects			
Blackley Street DCC Watermain (QW1)	185,000	3,700	181,300
Duncan St. Watermain (QW2)	79,900	1,600	78,300
QB. Water DCC Balance at Dec 31, 2020	842,823		
Est. 2021 QB. Water DCC Contributions	-		
2021 QB. Water DCC Projects	(259,600)		
Est. QB. Water DCC Balance After Projects	583,223		
Queensborough Transportation DCC Projects			
Queensborough Transportation Howes Street (QT3)	50,100	500	49,600
Boyd/Duncan Intersection & Signal (QT9)	420,000	4,200	415,800
QB. Transportation DCC Balance at Dec 31, 2020	(2,208,667)		
Actual 2021 QB. Transportation DCC Contributions to-date	399,488		
2021 QB. Transportation DCC Projects	(465,400)		
Est. QB. Transportation DCC Balance After Projects	(2,274,579)		
Mainland Transportation DCC Projects			
Pedestrian Crossing Improvements (T9, T25)	398,700	288,200	110,500
McBride Boulevard Safety & Transit (T23)	33,100	11,100	22,000
Upgrades to Traffic Signal System (T24)	25,000	18,100	6,900
Neighbourhood Traffic Calming Program (T25)	300,000	216,800	83,200
Road Safety Improvements (T31)	21,900	15,800	6,100
Sixth St Great Street (T34)	30,000	21,700	8,300
ML. Transportation DCC Balance at Dec 31, 2020	3,308,887		
Actual 2021 ML. Transportation DCC Contributions to-date	31,418		
2021 ML. Transportation DCC Projects	(237,000)		
Est. ML. Transportation DCC Balance After Projects	3,103,305		
Queensborough Parkland DCCs			
2021 Debt Principal Repayment for Waterfront Park Development	187,500	1,900	185,600
QB. Parkland DCC Balance at Dec 31, 2020	3,120,688		
Actual 2021 QB. Parkland DCCs Contributions to-date	690,063		
2021 City Wide Parkland DCC Projects	(185,600)		
Est. QB. Parkland DCC Balance after Expenditure	3,625,151		
Mainland Parkland DCCs			
2021 Debt Principal Repayment for Waterfront Park Development	363,900	3,600	360,300
ML. Parkland DCC Balance at Dec 31, 2020	9,791,707		
Actuals 2021 Mainland Parkland DCCs Contributions to-date	60,750		
2021 City Wide Parkland DCC Projects	(360,300)		
Est. ML. Parkland DCC Balance after Expenditure	9,492,157		
Grand Total	4,095,100	2,092,200	2,002,900

INTERDEPARTMENTAL LIAISON

The Engineering Department and Parks and Recreation Department were consulted regarding the DCC expenditures included in this report.

OPTIONS

The following options are available for Council's consideration:

1. That Development Cost Charge Reserve Funds Expenditure Bylaw No. 8307, 2021 (Attachment 1) to authorize a total expenditure of \$2,002,900 from the Development Cost Charge Reserves, be given three readings; or
2. That Council provide staff with alternative direction.

Staff recommend option 1.

CONCLUSION

The City anticipates completion of a number of DCC projects provided for in the Five-Year Financial Plan in 2021. In accordance with legislation a bylaw is required to expend funds from DCC reserves. Although the total balance of DCC's is net positive, it should be noted that the Queensborough Transportation DCC is reporting an over draw from the prior periods and Finance is working with Engineering to adjust the DCC rate on a go forward basis and has paused on any spending towards the QB Transportation DCC.

For the net over draw to date, Finance is working on a strategy to resolve this over draw in the account and will bring forward as an adjustment in the next DCC Bylaw Report. The attached DCC expenditure bylaw has been submitted for Council's consideration.

ATTACHMENTS

Attachment #1 - Development Cost Charge Reserve Fund Expenditure Bylaw No. 8307, 2021.

This report was approved by:

Harji Varn
CFO/Director of Finance

Lisa Spitale
Chief Administrative Officer

Attachment 1

Development Cost Charge Reserve Funds

Expenditure Bylaw No. 8307, 2021

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8307, 2021

A Bylaw to authorize the expenditure of moneys from the Development Cost Charge Reserve Funds for 2021 debt retirement related to DCC capital expenditures and for 2021 capital expenditures related to drainage infrastructure, water infrastructure, and transportation infrastructure DCC capital projects

WHEREAS the Council has established development cost charge reserve funds for Queensborough drainage, water, 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 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. 8307, 2021”.
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 day of , 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this day of _____, 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Schedule A to Bylaw No. 8307, 2021

BYLAW # 8307, 2021			
Project Description	Estimated Project Cost	City / Other Funded Cost	Expenditure from DCC
<u>Queensborough Drainage DCC Projects</u>			
Boundary Street Pump Station (QD10)	2,000,000	1,505,000	495,000
QB. Drainage DCC Balance at Dec 31, 2020	413,212		
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2021 City Wide Parkland DCC Projects	(185,600)		
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<u>Mainland Parkland DCCs</u>			
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Actuals 2021 Mainland Parkland DCCs Contributions to-date	60,750		
2021 City Wide Parkland DCC Projects	(360,300)		
Est. ML. Parkland DCC Balance after Expenditure	9,492,157		
Grand Total	4,095,100	2,092,200	2,002,900

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** December 13, 2021

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

Item #: 2021-661

Subject: Downtown New Westminster BIA Extension: 2022 – 2025 - Revised

RECOMMENDATION

THAT third reading of the following bylaws be rescinded:

Downtown New Westminster Business Improvement Area
(Primary Area) Bylaw No. 8288, 2021

Downtown New Westminster Business Improvement Area (Secondary
Area) Bylaw No. 8289, 2021

That third reading be given to the revised versions of the bylaws below as
attached in Attachments 1 and 2 of this report:

Downtown New Westminster Business Improvement Area
(Primary Area) Bylaw No. 8288, 2021

Downtown New Westminster Business Improvement Area (Secondary
Area) Bylaw No. 8289, 2021

PURPOSE

To update Council on the renewal of the Downtown Business Improvement Area, and to recommence the process.

BACKGROUND

A business improvement area (BIA) is a local service area established by a municipal council where business and light industry property owners finance activities to promote business. Activities can include graffiti removal, planning and holding events, and conserving heritage property which can improve the local economy and advance the social well-being of the community.

The *Community Charter* provides the authority for a municipality to create a business improvement area by bylaw, and establishes the rules for the establishment and operation of such a service. Business promotion activities in a business improvement service area are financed through a local service property tax scheme.

In New Westminster, the Downtown BIA (DBIA) has been in existence since December of 1989, initially for a three year period and then renewed in 1993, 1998 and 2002 for consecutive five year renewal periods, 2007 for a ten year period and most recently in 2018 for a four year period, ending in 2021.

On October 4th Council received the report “Downtown New Westminster BIA Extension: 2022 – 2025”, and directed staff to begin the renewal of the BIA and gave first, second and third reading to bylaws:

- Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021
- Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021

When staff came to prepare the documents for the renewal, staff could not replicate the logic used in previous calculations of frontage. Upon a deeper exploration of the properties and improvements staff realized that with the complex developments now occupying the downtown area such as air space parcels the old mechanism of taxation based on frontage did not suit this type of development. Staff surveyed other municipalities and discovered that all other Business Improvement levies are calculated based on property tax and not on frontage. Staff contacted the DBIA to discuss the situation and to ask if the mechanism for the levy could be transitioned from frontage to assessed value. The DBIA agreed with this approach and requested that staff consult with them throughout the process.

Assessed value as the measure of the levy has the following advantages over frontage:

- Is considered best practice in assessing BIA levies and to be the most fairly distributed and administratively easy to oversee and implement;
- Uses an independent value determined by BC Assessment;
- Explicitly includes vacant properties in the levy;
- Is a less complex approach for those developments with air space parcels;
- Does not penalize corner lots;

- Removes opportunity for data input errors and recalculation errors when land and improvements are subdivided or have complex ownership structures.

With the change to assessed values property owners may see a change in their BIA levy: in the primary area approximately 65% of properties will receive a decreased levy, while in the secondary area, roughly 50% will see an increase and 50% a decrease.

ANALYSIS

As part of the change to the new method of assessment, the bylaws that Council had given first and second reading to, require modification. The red lined bylaws for the Primary and Secondary areas can be found in Attachments 3 and 4.

The changes to the bylaw includes:

- Changing the nature of the levy in the bylaw from Parcel tax to a Property Value Tax;
- Update language for clarity; and
- Clarifies the role of Council each year in granting the monies to the BIA.

In recommending the BIA renewal, staff are again placing before Council for clarity the BIA's funding request. This has not changed since the October 4th Meeting.

At the September 8, 2021 BIA board meeting, the membership unanimously passed a resolution to request a four-year renewal term for the Downtown Business Improvement Areas. This request was presented to Council on October 4th and Council at that time granted staff the permission to begin the renewal process. In summary, the request includes the following parameters for the renewal:

BIA Primary Area

Term: 4 Years

No changes from 2018 established boundaries.

BIA Secondary Area

Term: 4 Years

No changes from 2018 established boundaries.

Grant Amount	Year	Primary	Secondary	Total
	2022	161,912.41	133,857.52	295,769.93
	2023	166,769.78	137,873.25	304,643.03
	2024	171,772.87	142,009.45	313,782.32
	2025	176,926.06	146,269.73	323,195.79

Renewal Process

The process of renewal under the initiative plan is reasonably intensive, as summarized by the following steps:

1	BIA establishing bylaws delineating primary and secondary area, and establishing total dollar amount for each area, given 3 readings, not adopted until after the report on sufficiency of petition against.	Dec 13, 2021
2	First notice to all property owners and notice in newspapers of intention to establish BIA for a four year period commencing January 1, 2022. Property owners are given one month to respond to notice.	Jan 6, 2022
3	Second notice in newspaper giving one month to respond to notice.	Jan 13, 2022
4	Documentation of responses by property owners (report on sufficiency of petition against) by the City Clerk. The petition against must be signed by property owners representing at least 50% of the number of property owners and 50% of the assessed values in the designated areas in order to be successful.	Feb 14, 2022
5	BIA establishing bylaws adopted if petition against is not successful.	Feb 28 th , 2022
6	Council bylaw directing staff to prepare BIA Assessment Roll and set time of Assessment Roll Review Panel.	Spring 2022
7	Parcel Tax Roll Review Panel advertised, and detailed notices mailed to all property owners.	Spring 2022
8	Review Panel held to confirm Parcel tax Roll.	Spring 2022
9	Local Service Parcel Tax bylaws prepared and adopted.	Spring 2022
10	Levy calculated and billed with normal property tax notices.	Spring 2022

FINANCIAL IMPLICATIONS

Annual BIA budgets are funded through a local area service property tax on business and light industry properties (BC Assessment Class 5 and Class 6 properties) within the boundaries established by the BIA bylaw. Through that tax, the grant provided by the municipality for the business promotion schemes of the business improvement area is recovered. Since BIAs are funded through a special property levy on commercial properties within the designated BIA boundaries, there are no financial implications to the City of New Westminster.

INTERDEPARTMENTAL LIAISON

This report has been prepared by Office of the CAO and Finance Department staff.

OPTIONS

The following options are presented for Council's consideration:

1. THAT third reading of the following bylaws be rescinded:
 - Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021
 - Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021And
2. THAT third reading be given to the revised versions of the bylaws below as attached in Attachments 1 and 2 of this report:
 - Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021
 - Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021
3. That Council provide staff with alternative direction.

Staff recommends Options 1 and 2.

ATTACHMENTS

Attachment 1: Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021

Attachment 2: Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021

Attachment 3: Redlined version of Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021

Attachment 4: Redlined version of Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021

This report was prepared by:

Carolyn Armanini, Planner, Economic Development
Jacque Killawee, City Clerk

This report was reviewed by:

Blair Fryer, Manager, Communications and Economic Development
Parissa Bhullar, Manager, Collection Services

This report was approved by:

Lisa Spitale, Chief Administrative Officer

Attachment 1

BIA Primary Area Bylaw Revised

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8288, 2021

A Bylaw to establish a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215(2) of the *Community Charter*;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

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 “Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminster Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*;

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

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

“Downtown New Westminster Business Improvement Area (Primary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Primary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$161,912.41 for 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025, in aggregate an amount not exceeding \$677,381.12 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Primary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8. a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
- b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Business Improvement Area (Primary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

WHEN THE BYLAWS ARE REVISED, the readings section needs to be changed so that it says:

Given three readings this _____ day of _____, 2021

Third reading repealed this _____ day of _____, 2021

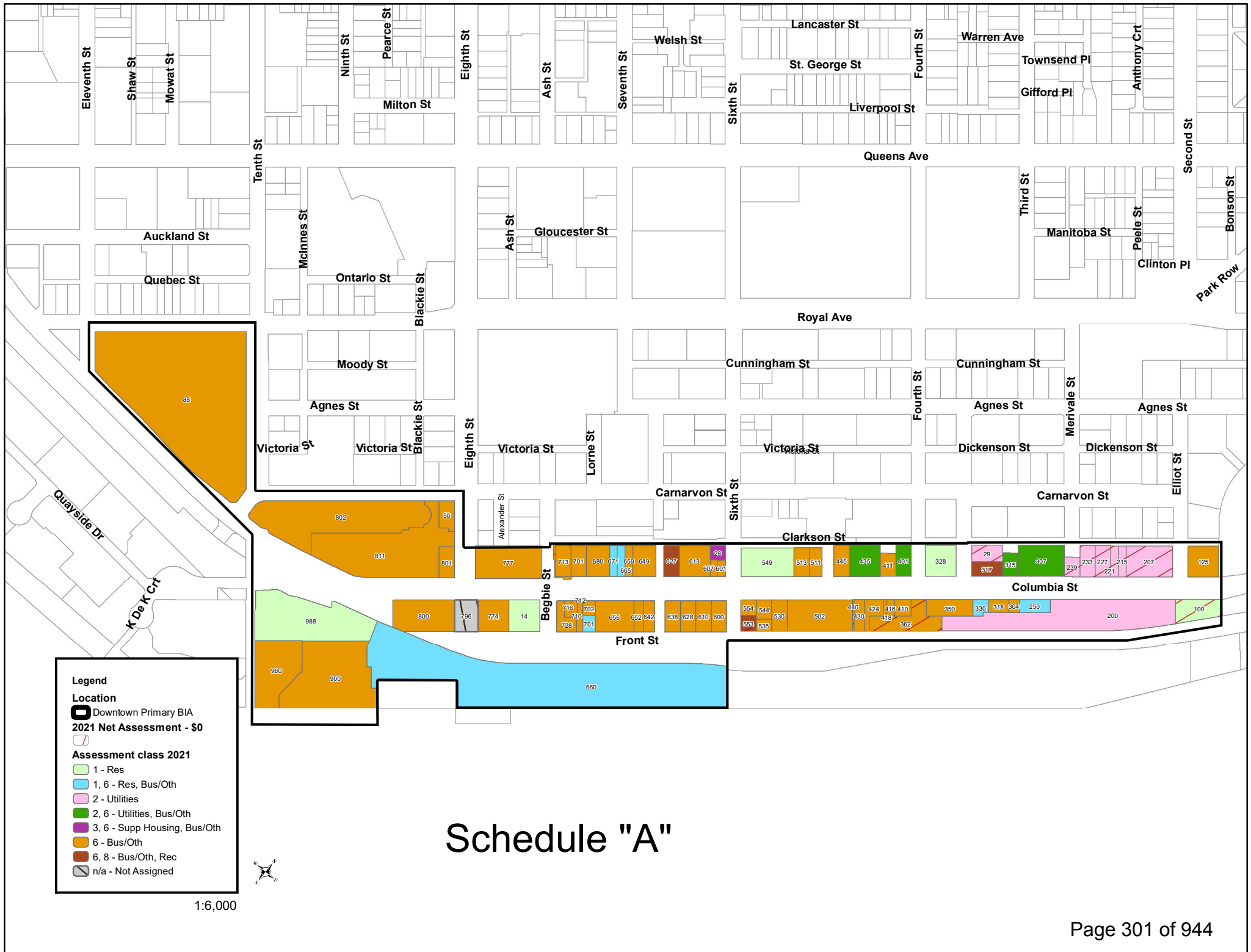
Bylaw amended this _____ day of _____, 2021

Given third reading as amended this _____ day of _____, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



Schedule "A"

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT: (Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

Attachment 2

BIA Secondary Area Bylaw Revised

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8289, 2021

A Bylaw to designate a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the *Community Charter*;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

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 “Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminster Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*;

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

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

“Downtown New Westminster Business Improvement Area (Secondary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025, in aggregate an amount not exceeding \$560,009.95 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Secondary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8.
 - a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
 - b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Improvement Area (Secondary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.

b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

Given three readings this _____ day of _____, 2021

Third reading repealed this _____ day of _____, 2021

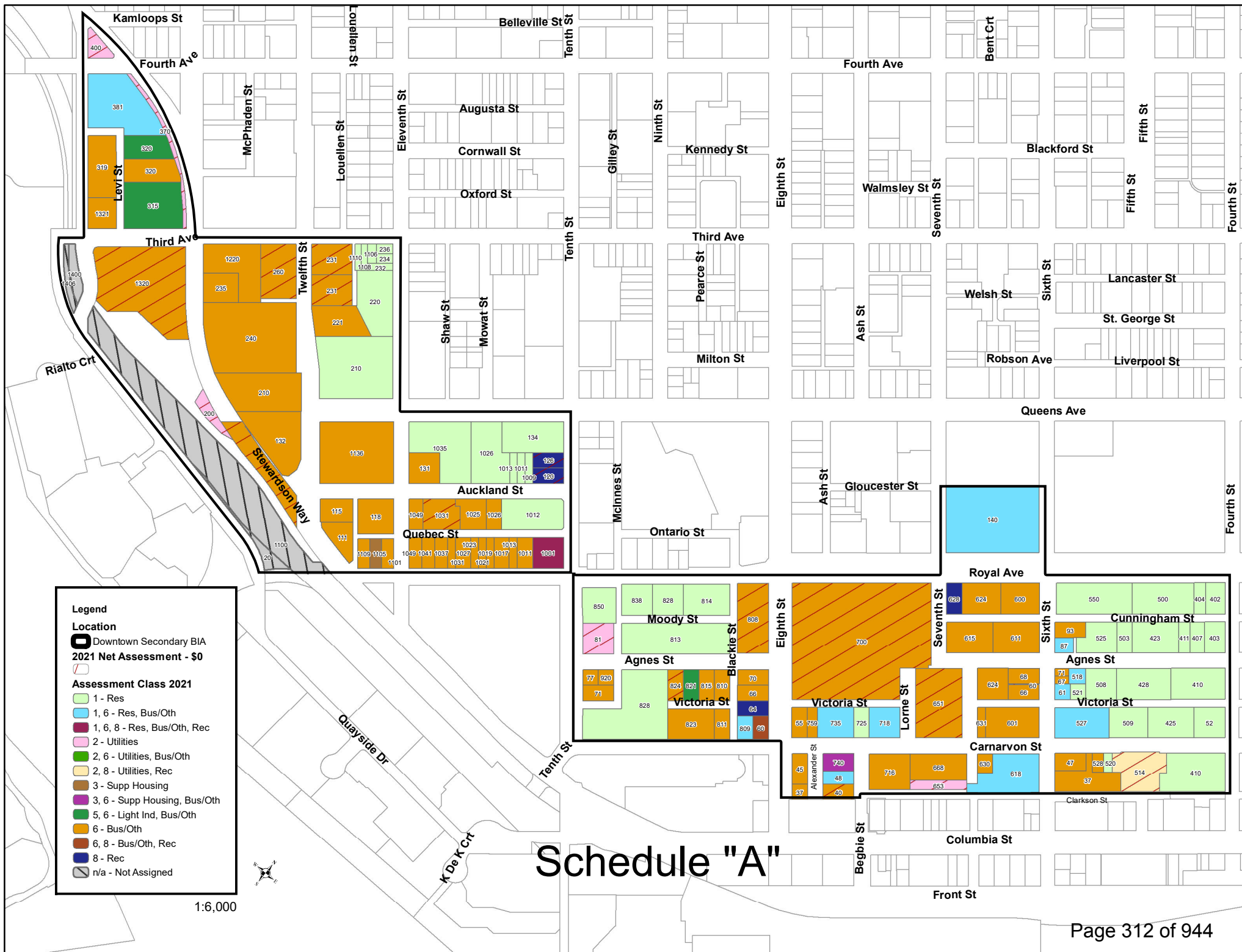
Bylaw amended this _____ day of _____, 2021

Given third reading as amended this _____ day of _____, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of _____ 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT: (Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

Attachment 3
BIA Primary Area Bylaw Redlined

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8288, 2021

A Bylaw to establish a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the Community Charter;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215 (5) of the Community Charter;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a ~~local service parcel~~property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

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 “Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminster Business Improvement Society;

“Business Improvement Area” means a business ~~service~~improvement area pursuant to Section 215 (1) of the *Community Charter*;

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

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

“Downtown New Westminster Business Improvement Area (Primary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the Community Charter.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Primary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$161,912.41 for 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025, in aggregate an amount not exceeding \$677,381.12 for the term of this bylaw.

Expenditures

~~6.~~—The money granted pursuant to this Bylaw shall be expended only ~~in~~:

~~7.~~—

~~a)~~ by the applicant;

~~ba)~~ acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and

c) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw relative to the Downtown New Westminster Business Improvement Area (Primary area).

Budget

- ~~8-6.~~ The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement ~~Area~~ Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT ~~AREA~~SOCIETY

The projects and activities of the Downtown New Westminster Improvement ~~Area~~Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT ~~AREA~~SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT ~~AREA~~SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT:
(Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

Attachment 4

BIA Secondary Area Bylaw Redlined

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8289, 2021

A Bylaw to designate a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the Community Charter;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215 (5) of the Community Charter;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a ~~local service parcel~~property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the Community Charter;

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 "Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021".

Definitions

2. In this Bylaw:

"Applicant" means the Downtown New Westminster Business Improvement Society;

"Business Improvement Area" means a business ~~service~~improvement area pursuant to Section 215 (1) of the Community Charter

"City" means the Corporation of the City of New Westminster;

"Council" means the Council of the Corporation of the City of New Westminster;

"Downtown New Westminster Business Improvement Area (Secondary Area)" means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

3.4. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a Business Improvement Area.

Grant

4.5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025, in aggregate an amount not exceeding \$560,009.95 for the term of this bylaw.

Expenditures

~~5.~~ The money granted pursuant to this Bylaw shall be expended only:

~~6.~~

~~a)~~ by the applicant;

~~ba)~~ acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and

b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw relative to the Downtown New Westminster Business Improvement Area (Secondary Area).

Budget

7.6. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8.7. a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.

b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

~~9.8.~~ All of the money granted to the applicant pursuant to section 45 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the Community Charter imposed against all land and improvements within the Downtown New Westminster Improvement Area (Secondary Area) that are classified as Class 5 [light industry] and Class 6 [business and other]. ~~in the same manner as property taxes from the owners of land within the Downtown New Westminster Business Improvement Area (Secondary Area) by means of a local service parcel tax enacted pursuant to Section 216(1)(a) of the Community Charter.~~

Indebtedness

- ~~10.9.~~ a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

~~11.10.~~ The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

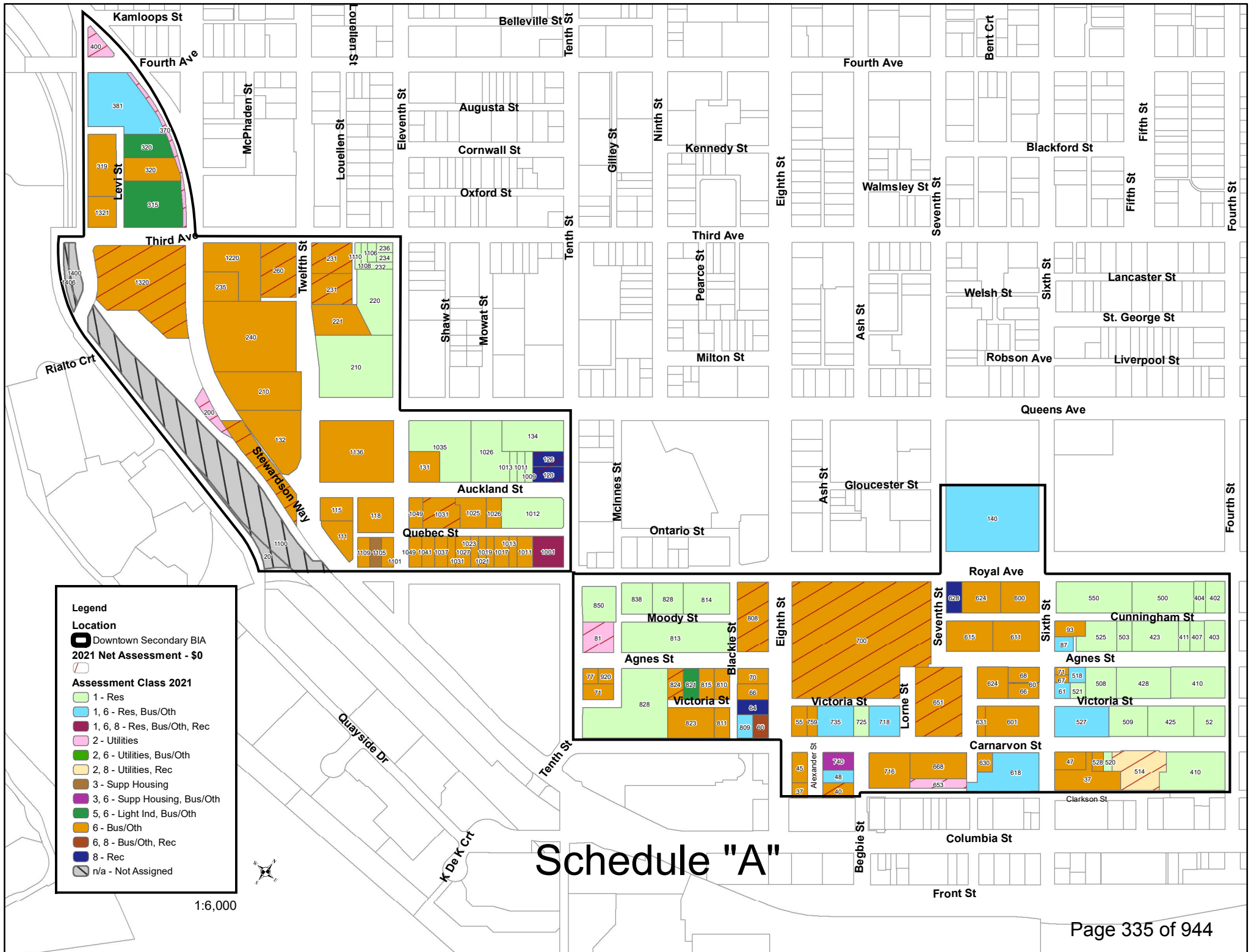
~~12.11.~~ This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

GIVEN THREE READINGS this day of 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



Schedule "A"

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement ~~Area~~ Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT ~~AREA~~SOCIETY

The projects and activities of the Downtown New Westminster Improvement ~~Area~~Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

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2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY ~~AREA~~

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETYAREA

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT:
(Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

REPORT

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K. Adin, MCIP
Director, Climate Action, Planning and
Development

File: HER00844

Item #: 2021-612

Subject: Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings

RECOMMENDATION

THAT Council consider Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings, and forward the Bylaw to a Public Hearing.

PURPOSE

THAT Council consider Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings, and forward the Bylaw to a Public Hearing.

EXECUTIVE SUMMARY

An application has been received to protect 125 Third Street (the Johnston House) through a Heritage Designation Bylaw (Attachment 1), which is the strongest form of heritage protection. The house, in the Queen's Park neighbourhood, has aesthetic and social value, and has been previously recognized through inclusion on the Heritage Inventory and Heritage Register, and Heritage Conservation Area protection.

BACKGROUND

Policy and Regulations

The site is located in the Queen's Park Heritage Conservation Area and the application is consistent with both the area's heritage goals and the property's Official Community Plan (OCP) land use designation of "Residential Detached and Semi-Detached Housing".

The proposed heritage designation bylaw would provide stronger development and design controls than the Conservation Area. Further information on the policy and regulatory context of this application is available in Attachment 2.

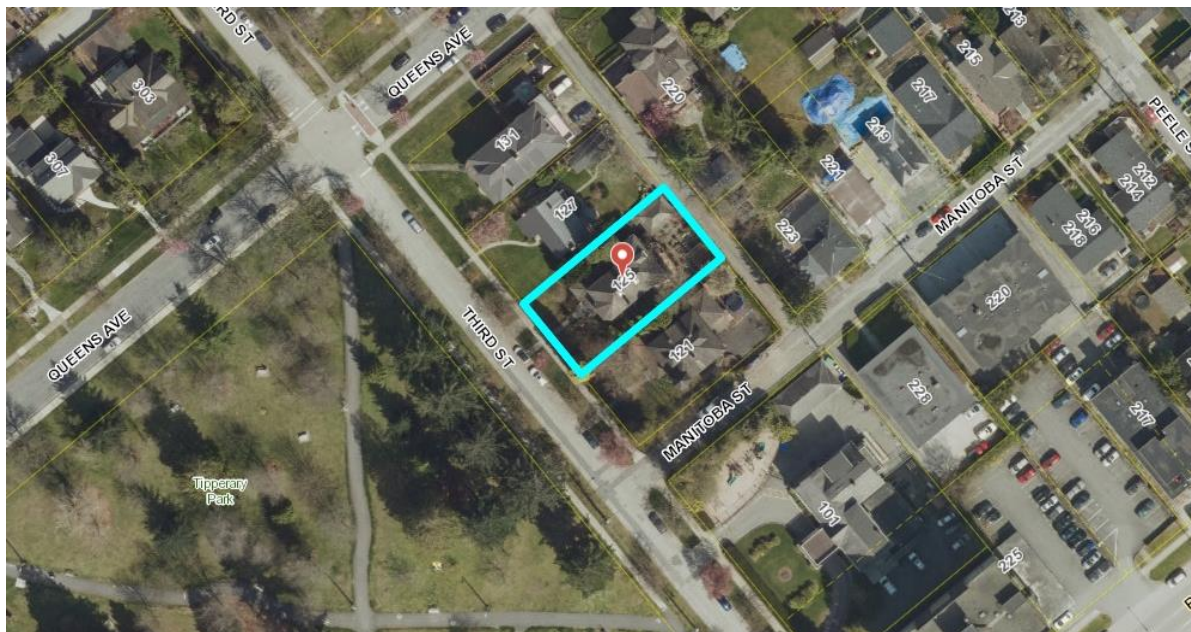
Current Heritage Protection

The property was included in the Heritage Inventory in 1985, was added to the City's Heritage Register in 2012, and was classified as a Protected property in the Queen's Park Heritage Conservation Area in 2017.

Site Characteristics and Context

125 Third Street is located in the Queen's Park neighbourhood on the east side of Third Street, across from Tipperary Park. The site is mid-block, between Manitoba Street and Queen's Avenue. It is 807 square metres (8,686 square feet) in size. The house, constructed in 1905, has a Floor Space Ratio (FSR) of 0.378. A site context map and aerial image is provided in Figure 1.

Figure 1: Site Context and Aerial Map showing 125 Third Street highlighted in blue



as well as for its association with celebrated local architects and craftspeople, such as Clow & Welsh (architects), Gardiner & Mercer (architects), and Henry Bloomfield (stained glass manufacturer). Further information is found in the Statement of Significance (Attachment 3). Historic and current photos are in Attachment 4. The house is also pictured below:

Figure 2: Recent photograph of 125 Third Street



Proposed Heritage Designation

The owner proposes to increase the protection of the 1905 house at 125 Third Street through a Heritage Designation Bylaw, which is the strongest form of heritage protection. This application for Designation is not accompanied by an application for a Heritage Revitalization Agreement or other proposed changes, and is voluntary. A rationale letter from the owner is in Attachment 5.

CONSULTATION

Community Heritage Commission

The application was reviewed and supported by the Community Heritage Commission at their meeting on November 3, 2021 (minutes in Attachment 7). Also at this meeting, the Commission reviewed and supported updates to the property's Statement of Significance, which was originally created in 2012 when the building was placed on the Heritage Register.

REVIEW PROCESS

The steps in this application's review process were as follows, with the current step highlighted in grey:

Table 1: Application Review Stages

#	Stage	Date
1	Application	September 29, 2021
2	Review by the Community Heritage Commission	November 3, 2021
3	Council consideration of First and Second Reading of Bylaws (we are here)	December 13, 2021
4	Public Hearing and Council consideration of Third Reading and Adoption of Bylaws	Winter 2021

NEXT STEPS

Staff is recommending Council forward the Heritage Designation Bylaw (Attachment 1) to Public Hearing at which time the community will have an opportunity to provide their comments directly to Council. Notification for the Public Hearing would occur in accordance with statutory requirements and the City's procedures. A notification sign is not required, and will not be installed on the property, as this Designation request is not part of a development application being reviewed by the Advisory Planning Commission.

Following the Public Hearing, should the Heritage Designation Bylaw be adopted, the City would send notice to the owner. Updated heritage information would also be forwarded to the Provincial Heritage Branch to update the British Columbia Register of Historic Places and to the Canadian Register of Historic Places to update the listing.

OPTIONS

The following options are available for Council's consideration:

1. That Council consider Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings, and forward the Bylaw to a Public Hearing.
2. That Council provide staff with alternative direction.

Staff recommend option 1.

ATTACHMENTS

- Attachment 1: Heritage Designation (125 Third Street) Bylaw No. 8306, 2021
- Attachment 2: Policies and Regulations Summary
- Attachment 3: Statement of Significance
- Attachment 4: Photos of Site
- Attachment 5: Letter from Owner
- Attachment 6: Extract of November 3, 2021 Community Heritage Commission (CHC) Meeting Minutes

APPROVALS

This report was prepared by:
Kathleen Stevens, Heritage Planning Analyst

This report was reviewed by:
Britney Dack, Senior Heritage Planner
Rupinder Basi, Supervisor of Development Planning
Jackie Teed, Manager, Climate Action, Planning and Development

This report was approved by:
Emilie K. Adin, Director, Climate Action, Planning and Development
Lisa Spitale, Chief Administrative Officer

Attachment 1

Heritage Designation (125 Third Street) *Bylaw No. 8306, 2021*

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8306, 2021

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 125 Third Street as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property, in whole or in part, as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 125 Third Street has requested that Council designate the principal building on the land as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the principal building located at 125 Third Street has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the principal building located at 125 Third Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

NOW THEREFORE City Council of the Corporation of the City of New Westminster enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (125 Third Street) No. 8306, 2021."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. The principal building located on that parcel of land having a civic address of 125 Third Street, New Westminster, British Columbia, legally described as PID: 001-507-346; LOT 2 OF LOTS 7 8 BLOCK 34 PLAN 2620, is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:

- (a) alter the exterior of the Building;
- (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
- (c) move the Building; or
- (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

- 5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
- 6. For the purpose of section 5, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

- 7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time.

HERITAGE ALTERATION PERMITS

- 8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Climate Action, Planning and Development Department in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection of the Building provided under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this _____ day of _____ 2021.

GIVEN SECOND READING this _____ day of _____ 2021.

PUBLIC HEARING held this _____ day of _____ 2022.

GIVEN THIRD READING this _____ day of _____ 2022.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____ 2022.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

Attachment 2

Policy and Regulations Summary

Attachment 2: Policy and Regulations Summary

Heritage Designation Bylaw

A Heritage Designation Bylaw is a regulation that places long-term legal protection on the land title of a property. Any changes to a protected heritage property must first receive approval from Council (or its delegate, the Director of Climate Action, Planning and Development) through a Heritage Alteration Permit (HAP). Future development is no longer entitled, but could be permitted by through an HAP. HAP applications are also evaluated by staff against the Standards & Guidelines for the Conservation of Historic Places in Canada, as well as the Heritage Conservation Area guidelines, where appropriate.

Heritage Register

A Heritage Register is an official list identified by the City of physical or intangible elements in the city that have heritage merit. The City encourages owners of buildings on the Heritage Register to retain and protect the structure, while continuing its use, density entitlement, and function. In support of this, inclusion on the Heritage Register allows Council to temporarily withhold a Building or Demolition Permit, or to order a heritage impact assessment, toward finding alternative options to demolition. Properties listed on a Heritage Register are eligible for special provisions in the BC Building Code and the Homeowner Protection Act, which support life safety while retaining heritage features.

Heritage Inventory

The Heritage Resource Inventory is an unofficial list of properties considered to have heritage value. The Inventory was created in the 1980s and was the City's first large scale attempt to identify its heritage resources. Inclusion on the Inventory does not provide heritage protection, but does indicate heritage value.

Queen's Park Heritage Conservation Area

The subject property is protected under the Queen's Park Heritage Conservation Area. The Conservation Area policy places a layer of heritage protection over all properties within the area, regardless of construction age. Properties are classified in two categories: Protected and Non-Protected. Building Permit applications for some kinds of work (e.g., new buildings; demolition; or changes affecting the front, sides, or visible roofline of Protected properties) and subdivision applications require a Heritage Alteration Permit (HAP) and are reviewed for design guideline compliance. For Protected Properties, an HAP and additional review is also given for exterior changes that do not require a Building Permit.

Attachment 3

Statement of Significance

Attachment 3: Statement of Significance

Description of the Historic Place

The Johnston House was constructed in 1905 at 125 Third Street, New Westminster, BC. The house has two storeys and a basement, with a raised first floor, a large asymmetrical porch, and a two-storey tower. The house and detached garage are situated on an 807 square metres (8,686 square feet) lot. Part of the Queen's Park Neighbourhood, the property is on the east side of Third Street, across from Tipperary Park, and between Queen's Avenue and Manitoba Street.

Heritage Values of the Historic Place

The Johnston House has historic value as well as aesthetic value.

Historical Value

The house has historic value due to its association with John Joseph Johnston.

John Joseph Johnston. John Joseph Johnston, affectionately called 'J.J.' and also known as 'Mr. May Day' was the first resident of this house. He worked at a number of places in New Westminster, including F.S. Hart Insurance and Real Estate, prior to establishing his own firm J.J. Johnston Insurance and Real Estate, in the Westminster Trust building on Columbia Street. Along with his business interests, J.J. Johnston was also involved in civic affairs. He was elected to City Council in 1907 and served as an Alderman for 13 years before serving as Mayor of New Westminster for three terms. J.J. Johnston was a prominent figure in the City of New Westminster and had many community affiliations.

Aesthetic Value

The house has aesthetic value for its design as well as its connection with *Charles Henry Clow and Daniel Welsh*, Gardiner & Mercer, Henry and James Bloomfield.

The house is a blend of styles, which is associated with Charles Clow, with Victorian, Queen Anne, Edwardian and Craftsman influences. With early Edwardian influences, the design of the house would have been forward looking when constructed. The house is relatively unaltered and valued for the integrity of its design.

The house was designed by well-known architect Charles Henry Clow and his partner Daniel Welsh. Mr. Clow was active in New Westminster and Mr. Welsh was native to New Westminster who joined Mr. Clow for five years (1899-1904) to assist during the busy period after the great fire of September 1898.

A four-room addition to the house and alterations to the front porch were completed in 1912 by the prominent local architectural firm of Gardiner & Mercer, the partnership of Francis George Gardiner (1878-1966) and Andrew Lamb Mercer (1878-1959). This was one of the more enduring and prolific architectural partnerships in the province.

The firm of 'H. Bloomfield, Stained and Leaded Glass Manufacturer', led by Henry Bloomfield and his son James, was established in New Westminster in 1891 and gained prominence as the leading art-glass supplier in the Vancouver/Victoria region. They supplied the stained glass windows at 125 Third Street.

Character-Defining Elements

- Low pitched hip roof with deep overhangs
- 2-storey tower on front elevation
- Asymmetrical, deep front porch wrapping around one edge
- Wood frame windows
- Stained glass windows
- Narrow horizontal wood siding
- Shingle siding in different colour with saw tooth detail between first and second storeys and below dripline of house
- Dimensional lumber trim at windows, doors, and corners
- Cedar shake roof
- Brick chimney on south façade

Attachment 4

Photos of Site

8 10

















Attachment 5

Letter from Owner

September 30th, 2021

Re: Heritage Designation Request

To : Whomever it May Concern,

Hello. My name is Gail Ancill and I am requesting formal protection of my home using a Heritage Designation.

My home is located at 125-Third Street, New Westminster. It was built in 1905, designed by architects Charles Clow and Daniel Welsh. In 1912, the house was renovated with a 4 room addition and front veranda designed by architects Gardiner and Mercer.

The design is Edwardian in a simple Queen Anne Revival style and was built for John Joseph (JJ) and Charlotte Johnston.

JJ Johnston was an outstanding figure in the history of New Westminster, serving on City Council for several years and Mayor for three terms. He was affectionately known as Mr. Mayday, having attended every celebration from his first year in 1870 until his passing in 1966 at the age of 96. He served as the Mayday Master of Ceremonies for over 50 years.

He was also the official Time Keeper of the Salmon Bellies Lacrosse games and the New Westminster Registrar of Voters for many years. He received Citizen of the Year Award twice (1947 and 1950), Man of the Year award (1953) and was awarded the Freeman of the City in 1955.

There are many tributes honouring his outstanding civic contributions throughout the city including the water fountain located in front the Queens Park Arena.

I am requesting this heritage designation not only to honour this native of New Westminster, but to also to prevent any potential future demolition of his beautiful home.

In the 1980's this home fell to severe neglect while Mona Johnston (daughter of JJ) lived there alone. In a most tragic event, Mona fell victim to a home invasion in which she was tied up while being vandalized and robbed. After this event Mona could not trust anyone to enter the home including repair people. As a result, for years she lived without heat, functioning toilets/plumbing or electricity. The roof and siding became riddled with large holes and inevitably became overrun with rodent, raccoon and insect infestations. The foundation crumbled, and the interior was uninhabitable. The home's exterior colours were indeterminable as the paint had sadly peeled away.

When Mona's health was failing she finally sold it in the mid 80's to the only buyers who promised to restore it. All other potential purchasers could see no value left and wanted it demolished. Those owners spent 3 years cleaning it up to the point where I purchased it in 1989. Since then I have replaced the foundations, drainage, electrical, plumbing/pipes, etc., way too many changes to list.

It is remarkable that all the original wood/mouldings/floors, stained /leaded glass

windows and many light fixtures were still intact and now fully restored. It is truly a beautiful home inside and out.

It is true that heritage homes are money pits, but the time and money spent are very rewarding. I am happy to be part of this homes history and proud to be taking the necessary steps to ensure its survival for future families to love and raise their families in as I did.

Respectfully submitted,

Gail Ancill
125-Third Street
New Westminster

Attachment 6

Extract of November 3, 2021 Community Heritage Commission (CHC) Meeting Minutes



COMMUNITY HERITAGE COMMISSION

MINUTES - Extract

Wednesday, November 3, 2021

**Meeting held electronically and open to public attendance
in Council Chamber, City Hall**

The following minutes are in draft form and have not yet been adopted:

4. REPORTS AND PRESENTATIONS

4.4 Heritage Designation Application: 125 Third Street

Kathleen Stevens, Heritage Planning Analyst, reviewed the staff report dated November 3, 2021 regarding 125 Third Street for which an application has been received to protect the building through one of the strongest forms of heritage protection, a Heritage Designation Bylaw. Ms. Stevens noted that the recommendations in the report incorrectly includes the word "Avenue" as opposed to "Street."

Commission members commended Gail Ancill, the owner of 125 Third Street, for her work in preserving the house.

Ms. Ancill shared that she purchased the house in 1989 and noted that it was in such disrepair in the 1980's that it was a surprise that it was not demolished at that time. She shared that the owner, Ms. Johnson, received a promise from the new owners that they would not tear it down. Ms. Ancill stated that it has been a pleasure to restore and preserve the memory of J.J. Johnson and his family.

MOVED and SECONDED

THAT the Community Heritage Commission recommend that Council support protecting 125 Third Street through a Heritage Designation Bylaw.

Carried.

All Commission members present voted in favour of the motion.

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K. Adin, Director, Climate Action, Planning and Development **File:** HER00780

Item #: 2021-659

Subject: **Heritage Revitalization Agreement: 802-806 Eighth Street and 809 Eighth Avenue – Preliminary Report**

RECOMMENDATION

THAT Council direct staff to process the proposed Heritage Revitalization Agreement and Development Permit applications at 802-806 Eighth Street and 809 Eighth Avenue as outlined in the Consultation and Application Review Process section of this report.

PURPOSE

To seek Council's approval to proceed with processing a townhouse and heritage house development application in the Moody Park neighbourhood.

EXECUTIVE SUMMARY

Heritage Revitalization Agreement (HRA) and Development Permit applications have been received for 802-806 Eighth Street and 809 Eighth Avenue. A total of 18 residential units are proposed, which includes the retention and on-site relocation of the 1929 Sincock House on its own subdivided parcel, and the construction of three new townhouse buildings. The new buildings would include nine standard side-by-side townhouse units, and eight units in a stacked townhouse format. The bottom units would be one-level accessible dwellings and the top units would front onto Eighth Avenue, giving the appearance of side-by-side units. The heritage house would be restored and legally protected through a Heritage Designation Bylaw. An overall combined Floor Space Ratio of 1.08 (0.71 FSR for the heritage house parcel and 1.13 FSR for the townhouse parcel) is proposed for the site.

The development proposes 15 off-street parking spaces. The project includes parking relaxations in consideration of the applicant being responsible for providing transportation demand management (TDM) measures to support sustainable modes of travel, and off-site improvements to transit facilities and pedestrian connections.

BACKGROUND

Preliminary Application Review

A Preliminary Application Review (PAR) was presented to the Land Use and Planning Committee (LUPC) on December 9, 2019. Key items brought forward to the LUPC for discussion and feedback included retention of a heritage building, stacked townhouse units, parking relaxations, and off-site improvements to transit infrastructure. The PAR submission at the time did not include proposed retention of the heritage asset.

The December 9, 2019 LUPC meeting minutes can be accessed on the City's website via the following link:

https://www.newwestcity.ca/database/files/library/LUPC_2019_Dec_9_Minutes.pdf

Policy and Regulations

The subject properties are designated (RT) Residential - Infill Townhouse and zoned Neighbourhood Single Detached Residential (NR-2). With the preservation and restoration of a heritage asset, the proposed development would be considered consistent with the RT land use designation. However, since the proposal is not consistent with the site's NR-2 zone, a rezoning or a Heritage Revitalization Agreement (HRA) is required. As the project includes restoration and long term legal protection of a heritage asset, an HRA is the appropriate tool to facilitate the proposal. It serves the same purpose of rezoning the site to a Comprehensive Development zone, with greater ability to enforce the heritage provisions that are secured through the development review process.

The heritage house will be evaluated against the current NR-2 zone, while the proposed townhouses will be evaluated against the Infill Townhouse and Rowhouse Residential (RT) zone and its associated Development Permit Area guidelines.

A summary of relevant City policies and regulations is included in Attachment 1.

Site Characteristics and Context

The subject site, which includes three properties, is located in the Moody Park neighbourhood at the north-west corner of Eighth Street and Eighth Avenue. The properties each contain an existing single detached dwelling and have an approximate combined gross area of 1,887 sq. m. (20,317 sq. ft.). The site is relatively flat and has lane access on the north side.

The existing single detached properties to the immediate north across the lane are also designated (RT) Residential - Infill Townhouse, while those to the west are designated (RD) Residential - Detached and Semi-Detached Housing. To the east across Eighth Street is Massey Theatre, to the south-east are some low-rise three to four storey apartment buildings, and to the south across Eighth Avenue is Moody Park.

A site context map is provided below (Figure 1):



Figure 1. Site Context Map

Sustainable Modes of Travel

Eighth Street is part of the Frequent Transit Network (FTN) route, while Eighth Avenue is identified as a potential east-west FTN route. The site is also located a short walking distance away from the FTN route on Sixth Street and both street frontages have existing sidewalks. The start of the London/Dublin Greenway is located on Dublin Street two blocks north from the subject site. Similarly, the Crosstown Greenway is located approximately two blocks south on Seventh Avenue. There are currently some dedicated car share services within a few block radius of the subject site. The site's proximity to transit service is highlighted in Table 1.

Table 1: Proximity to Transit Service

Transit Facility	Distance
<ul style="list-style-type: none"> • Bus #105 (Uptown / New Westminster Station) • Bus #123 (Brentwood Station / New Westminster Station) • Bus #128 (Braid Station / 22nd Street Station) 	<ul style="list-style-type: none"> • 76 m. (250 ft.) to eastbound bus stop on Eighth Avenue • 55 m. (180 ft.) to northbound bus stop on Eighth Street; 78 m. (255 ft.) to southbound bus stop • Westbound bus stop on Eighth Avenue in front of subject site; 76 m. (250 ft.) to eastbound bus stop
<ul style="list-style-type: none"> • SkyTrain Station (New Westminster Station) 	<ul style="list-style-type: none"> • 1.8 km. (1.1 mi.)

Heritage Value

Constructed in 1929, the Sincok House currently located at 806 Eighth Street is a one and a half storey plus basement wood-frame house. Based on the draft Statement of Significance (Attachment 2), the building is valued for its direct association with the interwar development boom in New Westminster during the late 1920s and as a working class Craftsman bungalow. Although modest in scale, it features high quality craftsmanship and finishing. The house is also important for its association with the original owners and the builder, who had enduring impacts on the social and physical development of the city. Photos of the existing house are shown in Figure 2 below:



Figure 2. Photos of existing house provided by project's heritage consultant

Should the applications proceed in the development review process, further review of the heritage value of the house and any conservation work proposed will be conducted by the Community Heritage Commission. The conservation work proposed would also be evaluated against the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

PROPOSAL

The proposed project includes a total of 18 residential units on the subject site, of which one would be a single detached dwelling in the heritage house and nine would be standard side-by-side townhouse units similar to those anticipated under the Infill Townhouse and Rowhouse Residential (RT) zone. The remainder consists of townhouse units in a stacked configuration within the proposed building closest to the street intersection. These include four partially sunken one-level accessible studio units with ramped access to Eighth Avenue that are intended to provide additional housing choice within the neighbourhood, and four three-level townhouse units above. The buildings are proposed to be oriented parallel to Eighth Avenue on both sides of a central pedestrian courtyard. Units would front Eighth Avenue, and have articulated building ends along Eighth Street to provide a pedestrian scale streetscape.

The heritage house that would be restored is proposed to be relocated from the north-east corner to the south-west corner of the site. The 160 sq. m. (1,722 sq. ft.) house would remain the same square footage, contain three bedrooms, and be located on its own 226 sq. m. (2,437 sq. ft.) sub-compact lot with a proposed Floor Space Ratio (FSR) of 0.71.

With the exception of the four one-level, fully accessible studio units of approximately 44 sq. m. (473 sq. ft.) in size, the townhouse units would consist of three and four bedroom units ranging from approximately 119 sq. m. (1,283 sq. ft.) to 142 sq. m. (1,526 sq. ft.). The proposed density for the larger parcel containing the new townhouse units is 1.13 FSR.

While the proposed 18 units would typically require a total of 20 off-street parking spaces, the project proposes to provide 15 off-street parking spaces (14 resident stalls and one shared visitor/loading stall) accessed from the lane. The proposed reduction in parking is supplemented by a transportation/parking assessment provided by the applicant.

A couple of sample renderings are shown in Figure 3 and drawings are included in Attachment 3. A summary of the project statistics and proposed relaxations is provided in Attachment 4.



Figure 3. Sample renderings showing view from Eighth Avenue (top) and view from Eighth Street (bottom)

DISCUSSION

Heritage House Retention and Subdivision

During the earlier Preliminary Application Review stage, the applicant was asked to conduct further assessments for the house at 806 Eighth Street, in order to evaluate its heritage merit, given the building appeared to be a good candidate for heritage retention. The current Heritage Revitalization Agreement proposal proposes that the Sincock House be retained, relocated, restored, and protected. The building's heritage value and the proposed conservation work would be further reviewed by the Community Heritage Commission as part of the application review process.

The applicant has proposed subdivision so that the heritage house would be on its own fee simple lot after the on-site relocation. If the heritage house were to be stratified, substantial envelope upgrading would be required, resulting in the loss of significant original heritage materials. In this case, subdivision is reflective of heritage conservation best practices. Consideration of relaxations to zoning provisions to facilitate sub-compact lot subdivision is permissible through the City's *Heritage Policy for the Use of Heritage Revitalization Agreements*. This includes relaxations to lot size and density. Both parcels would be legally interconnected through the HRA and various covenants.

As a result of the proposed subdivision, five Zoning Bylaw relaxations would need to be considered for the heritage house: smaller lot size, shorter rear setback, increased density, higher site coverage, and off-street parking location (Table 1 in Attachment 4).

Building Massing and Transition

As the subject site falls within the Infill Townhouse and Rowhouse Development Permit Area (DPA 1.3), the proposal would be evaluated against the associated DPA guidelines and principles.

With the proposed relocation of the heritage house to the south-west corner of the site, the applicant notes that the new position would give it more visibility and promote compatibility by grouping it with the other bungalows from the same era along Eighth Avenue. Compared to the earlier Preliminary Application Review, the current proposal places the stacked townhouse units closest to the street intersection at the south-east corner of the site. While the proposed density and heights for a couple of the townhouse buildings are slightly higher than otherwise anticipated under the Infill Townhouse and Rowhouse Residential (RT) zone (Table 2 in Attachment 4), the overall height and scale of the townhouses are proposed to gradually reduce toward the north-west to provide more sympathetic transition to the surrounding existing single detached properties, including the heritage house.

The proposed project design will be further reviewed by staff through the application review process, with input from the New Westminster Design Panel and the Community Heritage Commission (for heritage aspects of the proposal).

Off-Street Parking Relaxations

Based on the parking rates in the Zoning Bylaw, including those for infill townhouses and rowhouses, 20 off-street parking spaces (18 resident stalls and two visitor stalls) would be required for the proposed development. The applicant is proposing 15 parking spaces, comprising 14 resident stalls (one allocated for the heritage house and 13 for the three and four bedroom townhouse units) and one shared visitor/loading stall.

Given the site context, transportation/parking assessment with proposed transportation demand management (TDM) measures, and opportunities for the project to provide transit infrastructure and pedestrian connection improvements as part of required off-site works, it would be reasonable to consider parking reductions for the proposed development.

Landscaping

Based on the material provided so far, certain components that would need to be addressed or provided include, but are not limited to, coordination between drawings such as ensuring that plantings shown on City property are relocated on private property within the landscape drawings. Further review on the design, functionality, and aesthetics of landscaping and outdoor space for the proposed development will be undertaken by staff and the New Westminster Design Panel during the application review process.

INTERDEPARTMENTAL LIAISON

Staff is currently reviewing this proposal interdepartmentally, and comments will continue to be provided to the applicant during the application review process.

CONSULTATION AND APPLICATION REVIEW PROCESS

The anticipated next steps in the application review process, consistent with the Interim Development Review Process endorsed by Council, include:

1. Internal circulation, review and applicant revisions (ongoing)
2. Preliminary report to the LUPC – **we are here**
3. Applicant-led consultation, including dissemination of information to the Moody Park Residents Association
4. Review by the Community Heritage Commission
5. Presentation to the New Westminster Design Panel
6. Council consideration of First and Second Readings of proposed Bylaws and scheduling of a Public Hearing
7. Public Hearing and Council consideration of Third Reading of proposed Bylaws
8. Applicant addresses adoption requirements
9. Council consideration of adoption of proposed Bylaws
10. Issuance of Development Permit by Director of Climate Action, Planning and Development

OPTIONS

The following options are offered for Council's consideration:

1. That Council direct staff to process the proposed Heritage Revitalization Agreement and Development Permit applications at 802-806 Eighth Street and 809 Eighth Avenue as outlined in the Consultation and Application Review Process section of this report.
2. That Council direct staff with alternative direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: Summary of Related City Policies and Regulations
Attachment 2: Statement of Significance
Attachment 3: Drawing Package (Select)
Attachment 4: Project Statistics and Proposed Relaxations

APPROVALS

This report was prepared by:
Dilys Huang, Development Planner

This report was reviewed by:
Britney Dack, Senior Heritage Planner
Rupinder Basi, Supervisor of Development Planning
Jackie Teed, Senior Manager, Climate Action, Planning and Development

This report was approved by:
Emilie K. Adin, Director, Climate Action, Planning and Development
Lisa Spitale, Chief Administrative Officer

Attachment 1

Summary of Related City Policies and Regulations

SUMMARY OF RELATED CITY POLICIES AND REGULATIONS

Official Community Plan

The subject properties are designated (RT) Residential - Infill Townhouse, which is described, in part, as follows:

Purpose: To allow small scale, side-by-side townhouses and rowhouses which are compatible within areas of single detached housing and other lower density ground oriented housing.

Principal Forms and Uses: Townhouses and rowhouses.

Maximum Density: Low density multiple unit residential.

Heritage Assets: Development under this designation should be sympathetic to and respectful of any heritage assets, even if the asset is on an adjacent site. A Heritage Revitalization Agreement, or similar tool, may be used when a heritage asset is incorporated into a development. Through a Heritage Revitalization Agreement the development may be eligible for incentives such as an increase in density or reduced parking requirements, which would make it viable to conserve assets with heritage merit.

With the preservation and restoration of a heritage asset, the proposed development would be considered consistent with the intent of the RT land use designation and therefore, no OCP amendment would be required for this proposed development.

Development Permit Area

The subject property is located within the Infill Townhouse and Rowhouse Development Permit Area (DPA 1.3). The intent of this DPA is to encourage small scale, side-by-side townhouses and rowhouses that are compatible within areas of single detached housing and other lower density ground oriented housing.

Zoning Bylaw

The subject properties are currently zoned Neighbourhood Single Detached Residential (NR-2). The proposal would not be consistent with the current zoning, and as such, a Heritage Revitalization Agreement is required.

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 and exterior restoration, certain zoning relaxations, such as an increase in density or smaller lot size, may be considered. An HRA does not change the

zoning of the property, but rather, it adds a new layer that identifies the elements of the zone that are being relaxed or supplemented. An HRA is not precedent-setting as each one is unique to a specific site.

Heritage Revitalization Agreements Policy

The City has a *Heritage Policy for the Use of Heritage Revitalization Agreements* that has the following objectives:

- Ensure that the HRA policy is integrated with other important City policies.
- Ensure that HRAs are used appropriately, and that they balance both public and private benefits.
- Establish a follow-up procedure to ensure that heritage conservation work is completed as promised.

Standards and Guidelines for the Conservation of Historic Places in Canada

Council endorsed the *Standards and Guidelines for the Conservation of Historic Places in Canada* in 2008 as a basis for assessing heritage projects within the city. These are national guidelines for best practice in heritage conservation and design. HRA proposals are evaluated against these guidelines.

Heritage Designation Bylaw

A heritage property which is the subject of an HRA is also protected by a Heritage Designation Bylaw. A Heritage Designation Bylaw is a form of land use regulation that places long-term legal protection on the land title of a property. Any changes to a protected heritage property must first receive approval from City Council (or its delegate) through a Heritage Alteration Permit (HAP). Future development is no longer entitled, but could be permitted by Council with a HAP.

Family-Friendly Housing Policy

As per the City's Family-Friendly Housing Policy, the development would be required to provide a minimum of 30% two and three bedroom units, of which at least 10% of the overall number of units would need to contain three or more bedrooms. Based on the information provided by the applicant, all of the proposed units, with the exception of the accessible studio units, would have three or four bedrooms.

Attachment 2

Statement of Significance

Statement of Significance



Description of Historic Place

The Sincock House is a 1.5 storey wood-frame house (plus basement) sited on Eighth Street near the corner of Eighth Avenue and Moody Park in New Westminster, BC.

Heritage Values

Constructed in 1929, the Sincock House is valued for its direct association with the interwar development boom in New Westminster, centred around the late 1920s, when new neighbourhoods were developed in the city, and existing neighbourhoods, such as Moody Park, were filled in. This period saw the major expansion and development of the park itself which coincided with, and likely helped to spark, the filling in of the remaining empty residential lots in the Moody Park neighbourhood.

The house represents the work of local residential building contractors, Bodley & Sons who built numerous homes in the Burnaby and New Westminster areas in the same interwar period. Ontario-born Samuel Whitman Bodley was considered a 'pioneer building contractor' according to his obituary of 1949. All the known homes he constructed in New Westminster still stand today - 802 Fifth St (1929), 806 Eighth St. (1929), 701 Third Ave. (1938), 505 Eighth Ave. (1930), 809 Eighth Ave. (1937) and 725 Fifth St. (1931).

The Sincock House is valued as a working-class 1920s Craftsman Bungalow, which although modest in scale, features high quality craftsmanship and finishing. This building type represents the trending working-class house designs popularized in house plan catalogues of the 1920s often utilized in the construction of the over 500 new homes built between 1927 and 1929 in New Westminster's 'bungalow boom'. It contributes to the dominant historic character of the Moody Park streetscapes along the park which were filled in in the 1920s and 30s with 'bungalow homes'. Although many of the

homes built in this period still stand today, the character of Eighth Street is diminished by the impacts of the arterial traffic and the resulting high hedges.

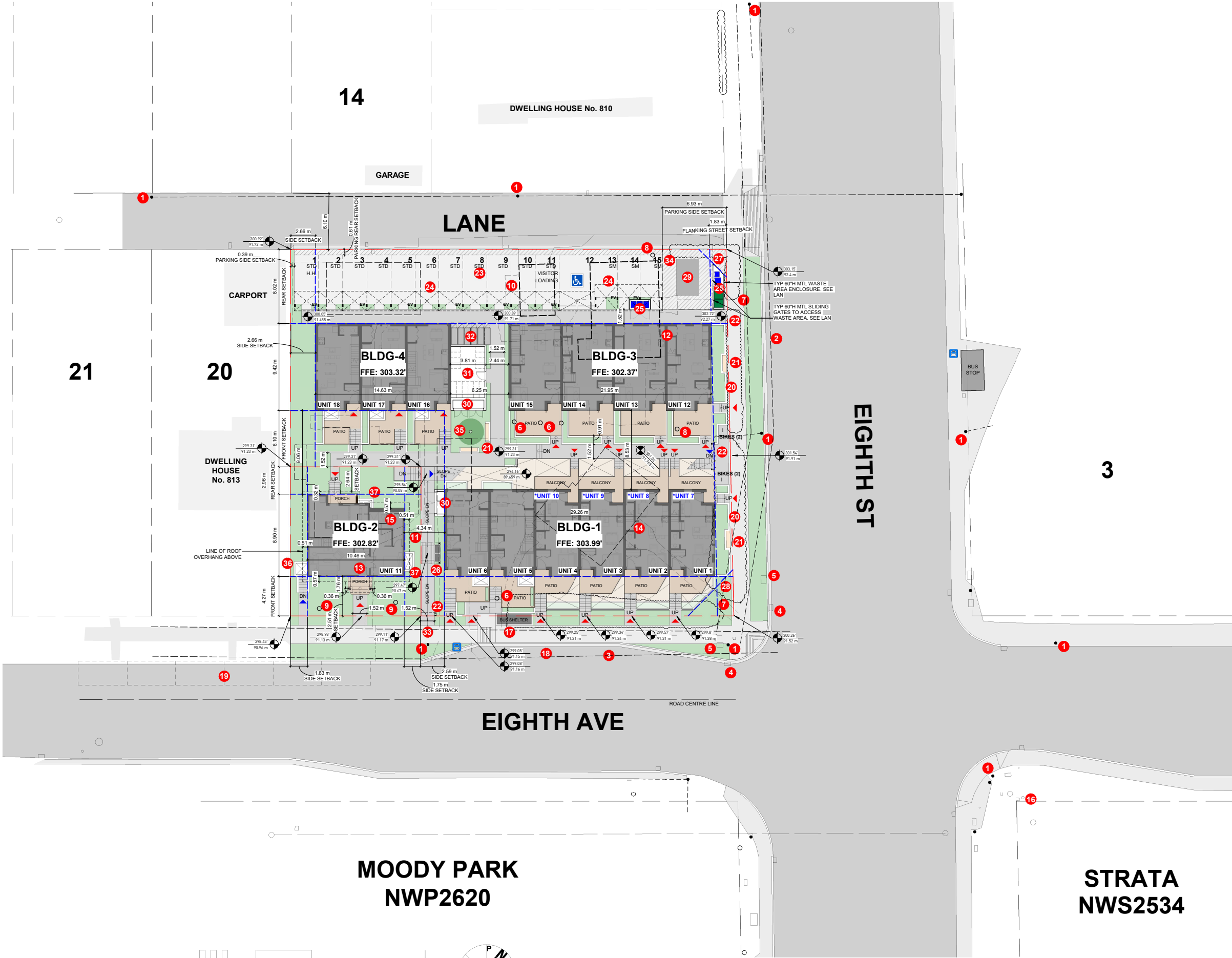
The historic place is further important for its association with its original owners, Thomas and Stella Sincock, and its builder, Bodley & Sons, who each in their own way had enduring impacts on the social and physical development of New Westminster in the first half of the 20th century. The historic place endured as the Sincock family home for over 40 years. Thomas Henry Sincock (1891-1989) was born in Fort Langley and was a life-long resident of New Westminster. Sincock worked as a driver for two New Westminster 'institutions' Royal City Taxi (established just after WWI and still exists today) and Royal City Laundry which functioned under that name until 1960.

Character Defining Elements

- Residential use since 1929
- Location on Eighth Street in close proximity to Moody Park and houses of a similar vintage
- Set back in line with other houses on the street each with a modest front yard
- Residential form, scale and design
- One and a half storey height plus basement level
- Side-gabled roof with pronounced overhangs
- Craftsman Bungalow style as expressed in its horizontal orientation, large side-gabled roof with deep eaves, pointed fascia board ends, prominent front porch with flared column piers and a mix of several finishing materials (stucco, wood siding, granite, brick)
- Central, projecting front porch with flat roof and two wood support columns with flared granite piers
- Concrete front stairs with rounded corners on lowest stair
- Wide plank horizontal lap siding on the main and attic levels with rough-cast stucco on the basement level separated by a wood belt course with moulding.
- Flower boxes with decorative reliefs and brackets on either side of the front porch
- Original window and door openings throughout
- Wood double-hung windows with divided vertical light upper sashes
- Window and door trim with backband moulding
- Internal brick chimney

Attachment 3

Drawing Package (Select)



LEGEND

UNIT ENTRY AT MAIN FLOOR

UNIT ENTRY AT BASEMENT

UTILITY POLE

O/H POWER LINES ABOVE (@325.3')

O/H POWER LINES ABOVE (@342.7')

CATCH BASIN

SERVICE BOX

EXIST TREES TO BE REMOVED. SEE LAN DWGS

EXIST HEDGE TO BE REPLACED. SEE LAN DWGS

EXIST SHRUB TO BE RELOCATED. SEE LAN DWGS

PROPOSED RELOCATION OF SHRUB. SEE LAN DWGS

EXIST GRAPE VINE TO BE RELOCATED. SEE LAN DWGS

PROPOSED PERGOLA/TRELLIS FOR GRAPE VINE RELOCATION. SEE LAN DWGS

EXIST DWELLING HOUSE No. 806 TO BE RELOCATED

PROPOSED NEW LOCATION OF DWELLING HOUSE No. 806

EXIST DWELLING HOUSE No. 802 TO BE REMOVED

EXIST DWELLING HOUSE No. 809 TO BE REMOVED

FIRE HYDRANT

PROPOSED BUS SHELTER. SEE TO SHEET 17.1 & CIVIL DWGS

PROPOSED BUS PULL-OUT. SEE TO SHEET 17.1 & CIVIL DWGS

EXIST STREET PARKING

PROPOSED CIP CONC WALL. SEE LAN DWGS

PROPOSED BENCH. SEE LAN DWGS

PROPOSED ENTRY PERGOLA. SEE LAN DWGS

PROPOSED PAVING. SEE LAN DWGS

**PROPOSED GREEN TRELLIS/PERGOLA ABOVE. SEE LAN DWGS

PROPOSED WASTE AREA. SEE SHEET 17.1 & LAN DWGS

CANADA POST COMMUNITY MAILBOX

3m x 3m CORNER TRUNCATION

5m x 5m CORNER TRUNCATION

8'Wx13'Dx4'H PMT

ELECTRICAL / TELECOM CLOSETS

SECURED BICYCLE STORAGE

BICYCLE LOCKERS. MIN INT DIMENSIONS: 0.6m WIDE, x 1.8m LONG x 1.2m HIGH

TOP OF RAMP TO ACCESSIBLE UNITS

ACCESS PATH FROM LANE

AMENITY AREA

1.49m² (4'x4') LOCALIZED DEPRESSION PER 320.12

1.49m² (2'-10"x5'-8") LOCALIZED DEPRESSION PER 320.12

NOTES:

1. *UNITS 7 TO 10 LOCATED IN BASEMENT BELOW. REFER TO SHEETS 18 & 18.1

2. ** 2.3m OVERHEAD CLEARANCE ABOVE ALL STALLS. SEE SECTIONS

SITE PLAN

8TH + 8TH TOWNHOMES



NOVEMBER 17, 2021

802 & 806 8TH ST, 809 8TH AVE, NWM

REVISIONS

No.

DATE

1

2021.03.02

2

2021.08.17

3

2021.11.12

GRIMWOOD

ARCHITECTURE

MATERIALS LEGEND

SYMBOL	QTY	DESCRIPTION
PAVING TYPE 1		
Concrete Unit Pavers		
Various Sizes, Two Colours		
PAVING TYPE 2		
Aristokrat Porcelain Pavers		
48" x 24" Running Bond		
PAVING TYPE 3		
AquaPave Standard by Abbotsford		
Herringbone Pattern		
STEPS		
Cast-in-Place Concrete Steps		
CITY OF NEW WESTMINSTER SIDEWALK		
Cast-in-Place Concrete		
Refer to Civil		
PLANTING TYPE 1		
Planting Bed		
PLANTING TYPE 2		
CIP Concrete Planter		
Ht. Varies, Refer to Details		
PARKING TRELLIS		
Overhead Cable Trellis		
HERITAGE TRELLIS		
Thermally Modified Wood Trellis		
ENTRY TRELLIS		
Powdercoated Metal Pergola.		
Refer to Arch.		
RAIL TYPE 1		
Glass Guard Rail		
4'-0" HT.		
RAIL TYPE 2		
Stainless Steel Hand Rail		
WALL TYPE 1		
Cast-in-Place Retaining Wall		
Height Varies, Refer to Details		
WALL TYPE 2		
Cedar Fence		
6'-0" Ht.		
PAD-MOUNTED TRANSFORMER		
Refer to Architecture		
SITE FURNISHING		
By Unit Owners,		
For Graphic Information Only		
SITE FURNISHING		
Class B Bike Racks		
Product TBD		
SITE FURNISHING		
Wood Bench		
Product TBD		
HOSE BIB		
One per unit patio.		

EXISTING UTILITIES LEGEND

SYMBOL	DESCRIPTION
---	OVERHEAD UTILITY (HYDRO)
⊗	UTILITY POLE
○	TRAFFIC SIGN
⊙	TRAFFIC POLE
⊠	UTILITY ACCESS
⊞	WATER VALVE





① SOUTH EAST CORNER



② SOUTH WEST CORNER

HRA / DP RE-SUBMISSION

RENDERINGS 8TH + 8TH TOWNHOMES

NOVEMBER 12, 2021

802 & 806 8TH ST, 809 8TH AVE, NWM



① SOUTH (8TH AVENUE)



② EAST (8TH STREET)

HRA / DP RE-SUBMISSION

RENDERINGS 8TH + 8TH TOWNHOMES

NOVEMBER 12, 2021

802 & 806 8TH ST, 809 8TH AVE, NWM



① NORTH EAST CORNER



② NORTH WEST CORNER

HRA / DP RE-SUBMISSION

RENDERINGS **8TH + 8TH TOWNHOMES**

NOVEMBER 12, 2021
 802 & 806 8TH ST, 809 8TH AVE, NWM



HRA / DP RE-SUBMISSION

ELEVATIONS

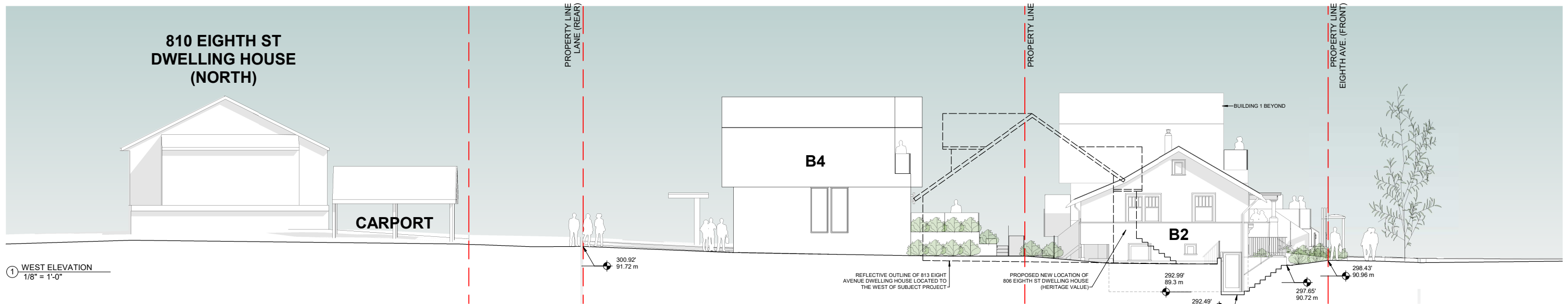
8TH + 8TH TOWNHOMES

NOVEMBER 17, 2021

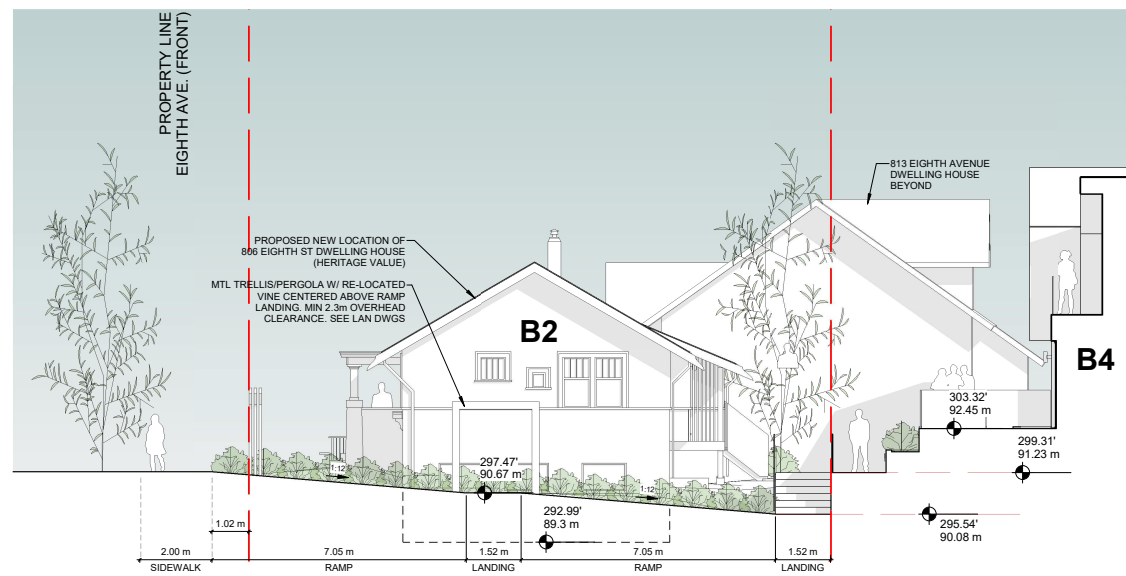
802 & 806 8TH ST, 809 8TH AVE, NWM

REVISIONS	
No.	DATE
1	2021.03.02
2	2021.08.17
3	2021.11.12

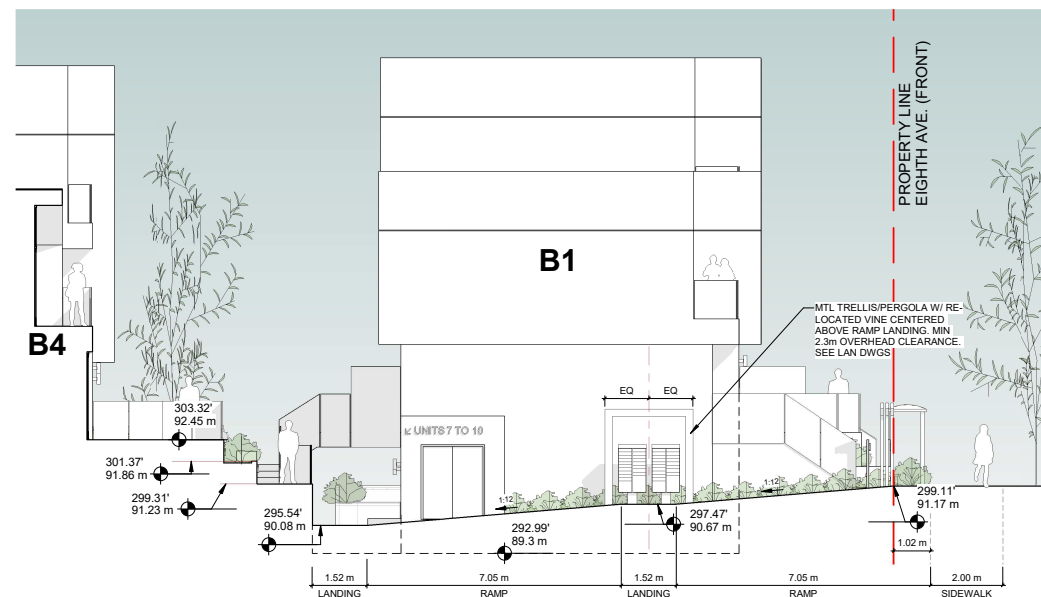
GRIMWOOD
ARCHITECTURE



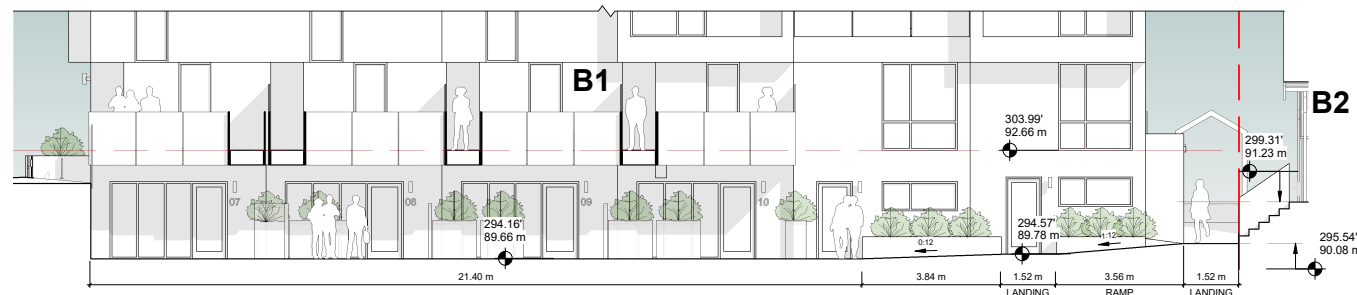
① WEST ELEVATION
1/8" = 1'-0"



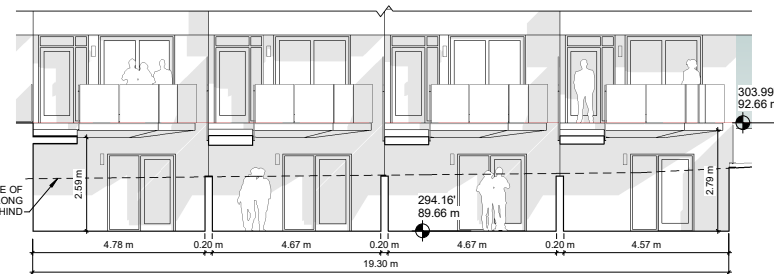
② BLDG 2 (HERITAGE HOUSE) EAST ELEV
1/8" = 1'-0"



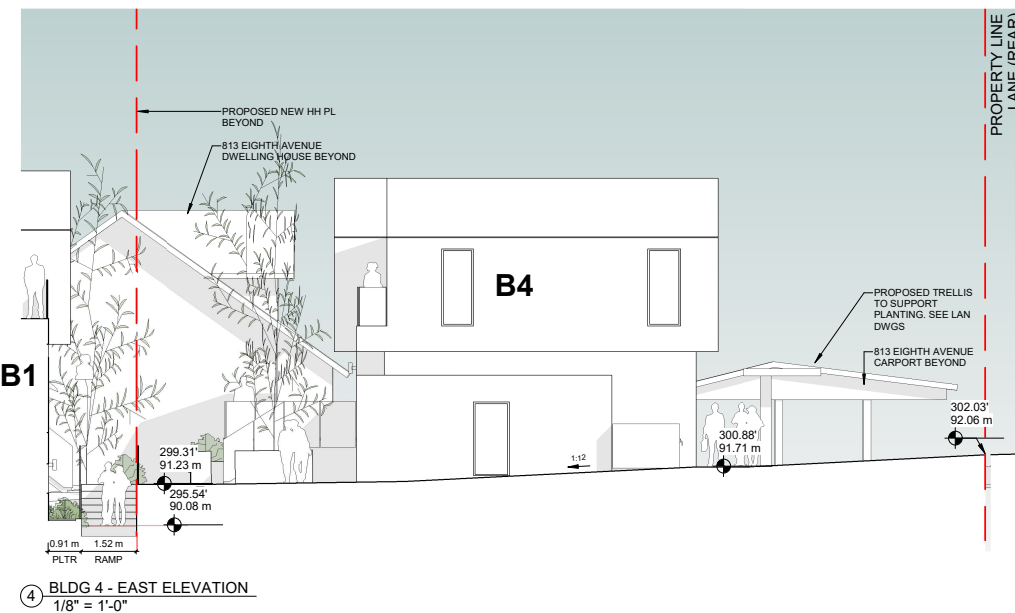
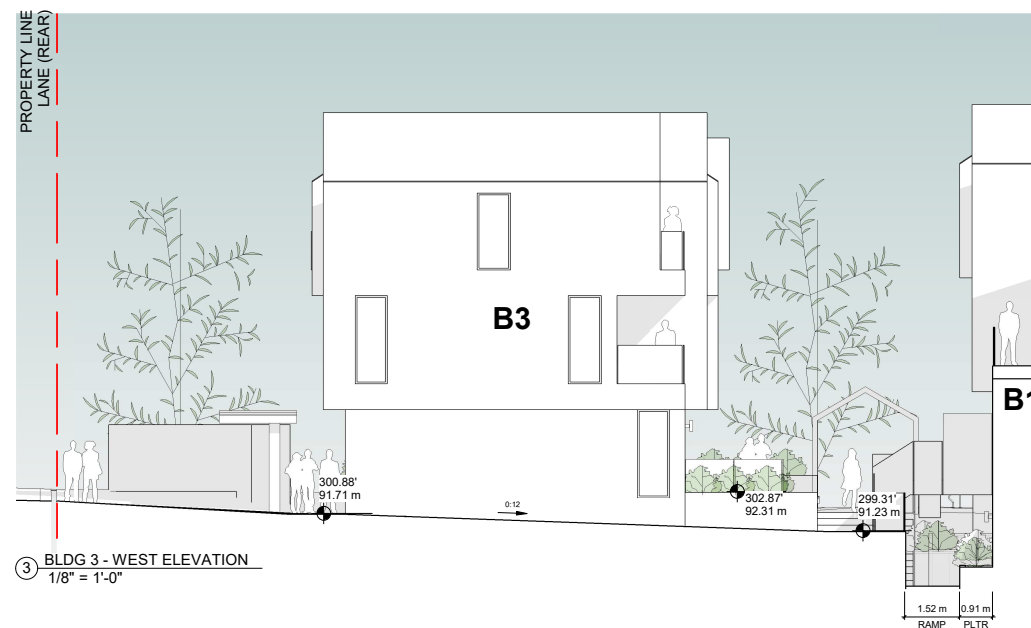
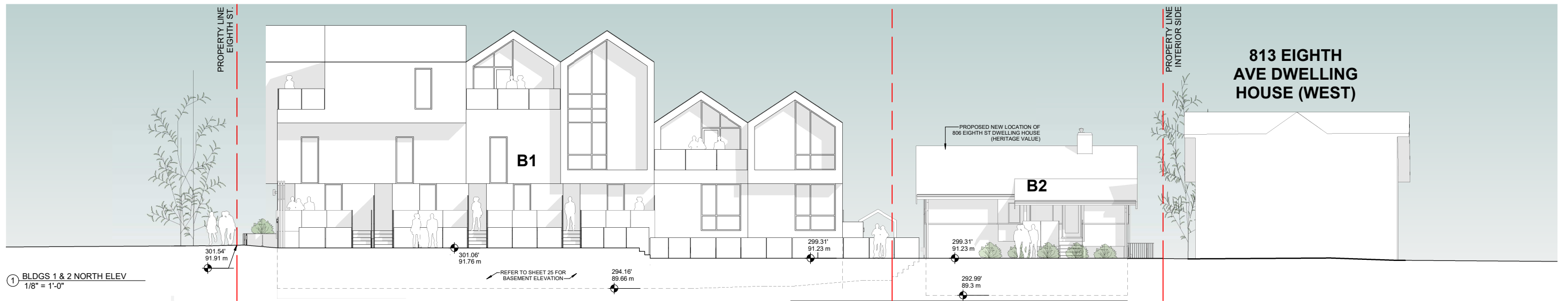
④ BLDG 1 WEST ELEVATION
1/8" = 1'-0"



③ BLDG 1 BASEMENT NORTH ELEVATION
1/8" = 1'-0"



⑤ BLDG 1 BASEMENT SOUTH ELEVATION
1/8" = 1'-0"



Attachment 4

Project Statistics and Proposed Relaxations

PROJECT STATISTICS AND PROPOSED RELAXATIONS

Table 1: Project Statistics for Heritage House (Lot “B”)

	Permitted / Required Under NR-2 Zone	Proposed	Relaxation
Min. Site Area	557.4 sq. m. (6,000 sq. ft.)	226.4 sq. m. (2,437 sq. ft.)	331 sq. m. (3,563 sq. ft.)
Lot Width	--	14.04 m. (46.06 ft.)	--
Lot Depth	--	16.13 m. (52.92 ft.)	--
Max. Floor Area	135.8 sq. m. (1,462.2 sq. ft.)	159.95 sq. m. (1,721.67 sq. ft.)	24.15 sq. m. (259.47 sq. ft.)
Max. Floor Space Ratio	0.6 FSR	0.71 FSR	0.11
Max. Floor Space Ratio Above Grade	0.4 FSR	0.37 FSR	--
Max. Site Coverage	35%	37%	2%
Min. Front Setback	3.23 m. (10.58 ft.)	4.27 m. (14.01 ft.)	--
Min. Rear Setback	3.23 m. (10.58 ft.)	2.96 m. (9.71 ft.)	0.27 m. (0.87 ft.)
Min. Side Setback (West)	1.22 m. (4 ft.)	1.83 m. (6 ft.)	--
Min. Side Setback (East)	1.22 m. (4 ft.)	1.75 m. (5.74 ft.)	--
Max. Height (Roof Peak)	10.67 m. (35 ft.)	5.93 m. (19.44 ft.)	--
Max. Height (Midpoint)	7.62 m. (25 ft.)	4.53 m. (14.87 ft.)	--
Max. Attached Accessory Structure Area	10%	2%	--
Min. Off-Street Parking	1 space	1 space	--
Location of Off-Street Parking	On-site	Off-site (on adjacent Lot “A”)	Off-site parking

** Grey rows indicate proposed relaxations/variances*

Table 2: Project Statistics for Townhouses (Lot “A”)

Despite the site being zoned Neighbourhood Single Detached Residential (NR-2), since the proposed Heritage Revitalization Agreement would enable a change in use to townhouses, the following table provides an overview of how the proposed townhouses on Lot “A” would relate to the Infill Townhouse and Rowhouse Residential (RT) zoning provisions for comparison:

	Permitted / Required Under RT Zone	Proposed
Residential Units	Side-by-side townhouse units	Side-by-side townhouse units, stacked townhouse units
Site Area (Net)	--	1,644 sq. m. (17,697 sq. ft.)
Total FSR Inclusive of Basement	1.0 FSR	1.13 FSR
Total FSR Excluding Basement	0.85 FSR	1.05 FSR
Building Height	10.67 m. (35 ft.)	Building 1: 12.08 m. (39.62 ft.) Building 3: 11.13 m. (36.52 ft.) Building 4: 8.4 m. (27.56 ft.)
Unit Mix and Family-Friendly Housing	Minimum 30% two and three bedroom units, of which 10% are three or more bedrooms	Studio units: 4 (24%) 1 bedroom units: 0 (0%) 2 bedroom units: 0 (0%) 3 bedroom units: 11 (65%) 4 bedroom units: 2 (12%) Total: 17 units
Off-Street Parking Resident Visitor Total	17 spaces 2 spaces 19 spaces	13 spaces 1 space (with shared loading) 14 spaces
Bicycle Parking	17 spaces	24 spaces (long term) 4 spaces (short term)
Parking space or maneuvering aisle setback from side or rear site line (for sites with multiple dwelling uses)	1.52 m. (5 ft.)	Side (west): 0.39 m. (1.28 ft.) Rear: 0.61 m. (2 ft.)

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K Adin, MCIP **File:** 01.0185.20
Director, Climate Action, Planning and
Development

Item #: 2021-606

Subject: Metro 2040: Land Use Designation Amendment Requests

RECOMMENDATION

THAT Council direct staff to send the attached letter to Metro Vancouver as City comment on Surrey's proposed amendments to the Regional Growth Strategy land use designations for properties in the South Campbell Heights area.

PURPOSE

To seek direction from Council regarding the City of Surrey's proposed amendments to the Regional Growth Strategy, Metro 2040.

SUMMARY

The City of Surrey has submitted to Metro Vancouver three requests to amend Metro 2040:

1. to facilitate the development of the new Cloverdale Hospital and Cancer Centre;
2. to enable the development of medium-density residential and commercial uses and an assisted living facility in the Douglas area; and
3. to expand the Urban Containment Boundary (UCB) and enable the development of mixed employment uses in South Campbell Heights.

The City of New Westminster has the opportunity to provide comment to Metro Vancouver on the above proposed amendments.

The first two proposed amendments are seen to be minor in nature and, if approved, are not anticipated to increase pressure for further land use amendments nor any changes to the UCB. Therefore, staff advise that the City put forward no formal objection on either of the proposed amendments.

The proposed amendments to the South Campbell Heights area are more substantial in nature. Although the area has been subject to a historical Special Study Area overlay, staff advise that sufficient justification for the need for additional employment lands in this location has not been provided and there is a policy concern that climate implications of the proposed extension of the UCB. On balance, the proposed amendments are not in alignment with the goals and policies of Metro 2040, nor the City's Seven Bold Steps for Climate Action. Staff is seeking Council's direction in advance of the January 7, 2022 deadline for comments from member jurisdictions.

BACKGROUND

In July 2021, the City of Surrey submitted the following requests to amend Metro 2040:

1. Amending the designation of an approximately 9 ha site at 5510 – 180 Street from Industrial to Mixed Employment to allow for the development of the new Cloverdale Hospital and Cancer Centre;
2. Amending the designation of an approximately 2.5 ha site at 228 175A Street in the Douglas area of south Surrey from Mixed Employment to General Urban to enable the development of medium-density residential and commercial uses and an assisted living facility; and
3. Extending the UCB by 223.7 ha within a Special Study Area in South Campbell Heights and amending land use designations from Rural to Mixed Employment (160.8 ha), Conservation and Recreation (55.5 ha) and Agricultural (12.1 ha); and redesignating 13.4 ha of Mixed Employment lands within the UCB to Conservation and Recreation.

All three of Surrey's proposed amendments are considered to be Type 3 minor amendments under the regional plan, which means they require a simple majority support from the regional Board, and no regional public hearing will be held.

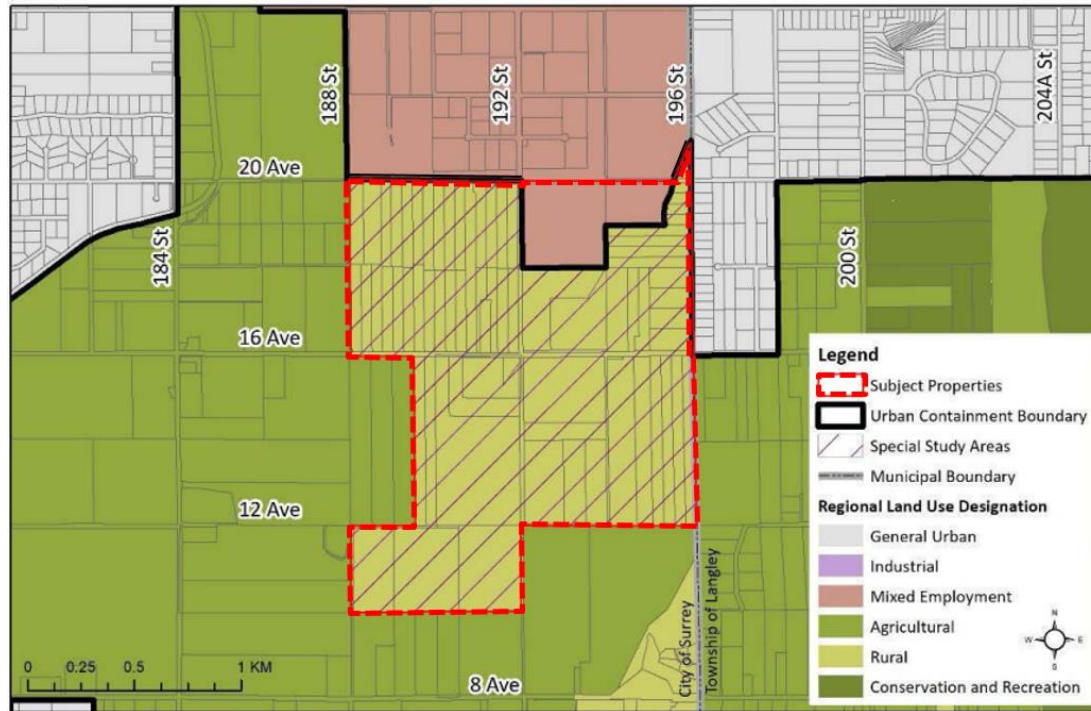
At its October 29, 2021 meeting, the Board of Directors of Metro Vancouver gave first, second and third readings to the amendment bylaws, and directed staff to refer the amendments to affected local governments and local First Nations.

On November 10, 2021, the City received the referrals from Metro Vancouver (see Attachments 1, 2 and 3). The City is invited to provide written comments on the City of Surrey's proposals by January 7th, 2022.

South Campbell Heights Proposed Amendments

The diagrams below provide a visual depiction of the proposed changes to the South Campbell Heights area (red dashed outline). The first diagram shows the current extent of the Mixed Employment designation (shown in pink) and the UCB (thick black line) which is generally aligned along the edge between neighbouring Township of Langley's General Urban development (grey) and Agricultural (green) or Rural (hatched light green) lands.

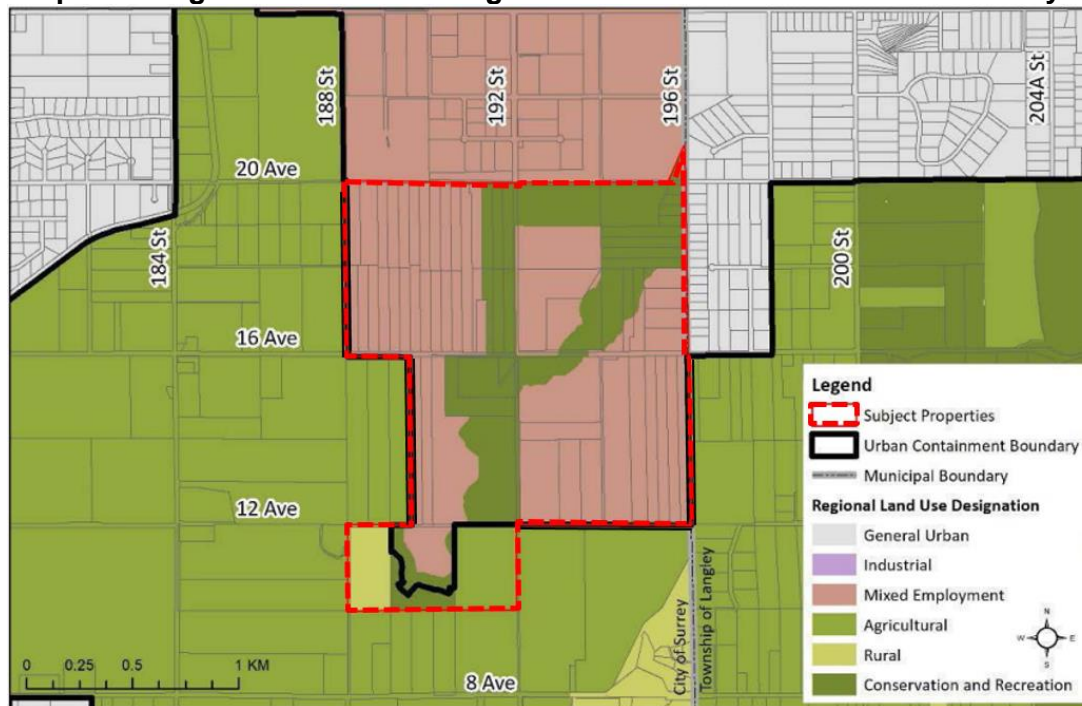
Current Regional Land Use Designations, UCB & Special Study Area



(source: Metro Vancouver)

The second diagram shows City of Surrey's proposal to convert predominantly Rural lands (shown below in light green) within the Special Study Area (hatched) to predominantly Mixed Employment (pink), with Conservation and Recreation designations proposed primarily along the riparian corridor (green), and one parcel in the southeast corner converted from Rural to Agricultural (green). The UCB (thick black line) is proposed to be extended to include the new Mixed Employment area. It would extend further south than any portion of the current UCB alignment east of the Redwood Heights area of Surrey, creating a significantly larger protrusion into the Agricultural lands.

Proposed Regional Land Use Designations & Urban Containment Boundary



(Source: Metro Vancouver)

DISCUSSION

Just as municipal Official Community Plans need to be amended from time to time, as all land use opportunities cannot be fully anticipated at the time these plans are drafted, Regional Growth Strategy (RGS) amendments which enable emerging opportunities can also be appropriate where the changes are in alignment with the principles and policies of the plan.

Attachments 1, 2 and 3 describe the City of Surrey's proposed amendments and include detailed regional analysis of the amendment requests, including overviews of the trade-offs implicit in the amendment requests.

City staff have reviewed the referrals, and concur with the regional analysis that the amendments for the Cloverdale Hospital and Cancer Centre site as well as for the mixed-uses and assisted living facility in the Douglas area are, on balance, in alignment with the regional plan. These amendments relate to relatively small sites, located within the UCB, and would enable the development of needed services and amenities in locations consistent with the regional plan.

Staff suggest, however, that Council may wish to consider providing additional comment expressing reservations on the proposed amendment for the South Campbell Heights area. Attachment 4 provides a draft letter to the regional Board suggesting that the proposed changes would be significant in nature and contrary to the goals of the RGS. The sections below provide further discussion of these points.

Addressing the Climate Emergency

One of the goals of Metro 2040 is to protect the environment and respond to climate change impacts. The draft updated RGS, Metro 2050, features climate action and resilience more prominently. Increasingly impactful climate change impacts and continued extreme weather events in the region reconfirm the need for this focus on planning for climate change adaptation and mitigation.

Land use decisions have a major climate impact. Rural, Conservation and Recreation, and Agricultural lands serve important climate resilience functions through carbon sequestration and storage, stormwater management and infiltration, and food production. Further, ensuring that people are able to live near where they work is critical to carbon-heavy trip reductions and reducing emissions, as well as improving quality of life.

Located on the edge of the urban area, extension of the UCB down into the South Campbell Heights area is not considered to be aligned with the regional goals of creating a compact urban area and responding to climate change impacts. Although the proposal also includes designating some riparian areas along the Little Campbell River as Conservation and Recreation lands, it represents a net loss of non-urban lands due to the significant increase in urban land use designations and the extension of the UCB. Regional staff note that there is capacity to accommodate job growth within existing urban areas of the region. City staff suggest that the capacity to accommodate these uses in existing Urban Centres and Frequent Transit Development Areas may grow, given the significant impacts and changes to business operations due to the COVID-19 pandemic.

Further, there are particular environmental considerations in the South Campbell Heights context, notably the underlying unconfined Brookwood aquifer, which is vulnerable to contamination and reduced recharging through development. Surrey's staff report notes it is "an important resource as it is used for potable and irrigation water. It also directly supplies flows to the Little Campbell River which has native salmon runs and Species at Risk". Some environmental analysis has been undertaken, and more work is scheduled for a future planning phase, to prevent negative impacts from development. It has not yet been demonstrated how a business park development could occur without impacting the resilience of this system.

Preventing Further Pressure on the Urban Containment Boundary

The UCB is a critical regional planning tool to help focus growth appropriately, make efficient use of infrastructure investments, prevent sprawl, support healthy communities, and mitigate climate change. Staff advise that any expansion to the UCB should be given careful consideration, regardless of whether the extension is in a Special Study Area. This is particularly true of proposed changes that may open the door to further

expansion. Changes, like the one proposed, that create new protrusions into rural, agricultural or conservation and recreation lands create a strong likelihood of increased land speculation and additional UCB expansion applications.

The expansion proposed in South Campbell Heights would bring the UCB into closer proximity with the boundary of the Agricultural Land Reserve (ALR). This may also increase speculative pressure on the ALR.

Supporting Industrial Uses

The need for additional industrial lands within the region was put forward as part of the case for the amendments by the City of Surrey. Metro Vancouver's staff report to Regional Planning Committee notes that "[t]he recently-completed Regional Industrial Lands Strategy documented the extremely limited supply of industrial lands in the region, the consistently strong demand for industrial space, and the few opportunities to add more lands to the regional market."

Notably, Surrey's regional land use designation proposal for the urban areas is to redesignate to Mixed Employment rather than to Industrial. The Mixed Employment designation specifically provides flexibility to municipalities to allow for a broader range of potential uses, including the creation of auto-oriented low density commercial centres. These uses would be better located in alternative-transportation-oriented centres and frequent transit development areas. Metro Vancouver's report notes "it will be incumbent on the City of Surrey to ensure that the land uses in this area support industry and do not compete with major trip-generating uses that are more appropriately located in Urban Centres". This may be difficult to achieve due to the range of uses contemplated in Surrey's South Campbell Heights local area plan, including industrial, institutional, business and office uses.

If the goal is to enhance the industrial lands supply, staff concur with Regional Planning Committee's determination that, to protect the lands for industrial uses, the land use designation applied should be Industrial, not Mixed Employment. In this case, the application would need to be updated to reflect an intent of conversion to Industrial lands. With an amended proposal, a different evaluation of trade-offs would be needed, including consideration of industrial options within the UCB given the changing nature of commercial uses as the region recovers from the pandemic.

NEXT STEPS

Following the comment period for affected local governments, local First Nations and the public, Metro Vancouver staff will bring summarized comments and the amendment requests back to the regional Board for their consideration of final reading.

OPTIONS

The following options are provided for Council's consideration:

1. That Council direct staff to send the attached letter to Metro Vancouver as official City comments on the City of Surrey's RGS amendment requests for the South Campbell Heights area.
2. That Council decline to comment on City of Surrey's RGS amendment requests.
3. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Attachment 1: Metro Vancouver 2040 Land Use Designation Amendment Request from the City of Surrey – Cloverdale Hospital Site

Attachment 2: Metro Vancouver 2040 Land Use Designation Amendment Request from the City of Surrey – 228 175A Street

Attachment 3: Metro Vancouver 2040 Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights

Attachment 4: Draft Letter to Metro Vancouver regarding the City of Surrey's Metro 2040: Land Use Designation Amendment Requests

APPROVALS

This report was prepared by:
Meredith Seeton, Policy Planner

This report was reviewed by:
Lynn Roxburgh, Acting Supervisor of Land Use Planning and Climate Action
Jackie Teed, Senior Manager, Climate Action, Planning and Development

This report was approved by:
Emilie K. Adin, Director, Climate Action, Planning and Development
Lisa Spitale, Chief Administrative Officer

NOV 10 2021

Office of the Chair
Tel. 604 432-6215 or via Email
CAOAdministration@metrovancover.org

File: CR-12-01
Ref: RD 2021 Oct 29

Mayor Jonathan Coté and Council
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
VIA EMAIL: jcote@newwestcity.ca; clerks@newwestcity.ca

Dear Mayor Coté and Council:

Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment
Request from the City of Surrey – Cloverdale Hospital Site

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for an approximately 9-hectare site located at 5510 – 180 Street, Surrey, to change the regional land use designation from “Industrial” to “Mixed Employment” to allow for the development of the new Cloverdale Hospital and Cancer Centre.

At its October 29, 2021 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated ‘Industrial’ to ‘Mixed Employment’;*
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021”; and*
- c) direct staff to notify affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.


48826165

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at Sean.Galloway@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/hm

cc: Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Neal Carley, General Manager, Parks and Environment, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Lisa Spitale, Chief Administrative Officer, City of New Westminster
Emilie Adin, Director, Development Services, City of New Westminster

Encl: Report dated September 17, 2021, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – Cloverdale Hospital Site*" (Doc# 47471242)

To: Regional Planning Committee

From: Eric Aderneck, Senior Planner, Regional Planning and Housing Services

Date: September 17, 2021 Meeting Date: October 8, 2021

Subject: ***Metro Vancouver 2040: Shaping our Future* Land Use Designation Amendment Request from the City of Surrey – Cloverdale Hospital Site**

RECOMMENDATION

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated 'Industrial' to 'Mixed Employment';
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
-

EXECUTIVE SUMMARY

The City of Surrey is requesting a Type 3 minor amendment to *Metro 2040*, the regional growth strategy, for an approximately 9-hectare site at 5510 180 Street. The proposed amendment would redesignate the regional land use designation on a portion of the site from 'Industrial' to 'Mixed Employment' to allow for the proposed Cloverdale Hospital and Cancer Centre, immediately south of the existing Kwantlen Polytechnic University Cloverdale Campus. The proposed amendment has been considered in relation to *Metro 2040's* goals, strategies, and policies. The analysis demonstrates that on balance, this proposed amendment is supportable and aligned with many of *Metro 2040's* goals and strategies. Overall, the proposed amendment allows the hospital use, which is consistent with the surrounding neighbourhood context and ensures employment generating uses in close proximity to a Municipal Town Centre and future enhanced transit service area.

PURPOSE

To provide the Regional Planning Committee and the MVRD Board with the opportunity to consider the City of Surrey's request to amend *Metro Vancouver 2040: Shaping our Future (Metro 2040)* to accommodate the development of the new Cloverdale Hospital and Cancer Centre.

BACKGROUND

Metro 2040 includes provisions for member jurisdictions to request amendments to regional land use designations. On July 12, 2021, City of Surrey Council gave 1st and 2nd reading of *Official Community Plan Amendment Bylaw, 2013, No. 18020, Amendment Bylaw, 2021, No. 20417*. The amendment is to allow for the development of the new Cloverdale Hospital and Cancer Centre on the site. A

municipal public hearing was held on July 26, 2021, and at the same meeting City Council gave the Official Community Plan Amendment (OCP) Bylaw 3rd reading, and passed the following resolution:

That Council authorize staff to refer the application to Metro Vancouver for consideration of the following upon the application receiving Third Reading: to amend the Metro Vancouver Regional Growth Strategy (RGS) designation for a portion of the site from Industrial to Mixed Employment.

The City of Surrey Council's consideration of the final adoption of the OCP bylaw can be scheduled following the MVRD Board's decision on the requested *Metro 2040* amendment.

On July 30, 2021, Metro Vancouver received the written request from the City to consider a *Metro 2040* amendment for the Cloverdale Hospital site (Attachment 1 and Reference 1). The proposed amendment seeks to redesignate an approximately 9-hectare site within the Urban Containment Boundary (UCB) from an 'Industrial' regional land use designation to 'Mixed Employment'. This constitutes a Type 3 minor amendment requiring an amendment bylaw that receives an affirmative 50%+1 weighted vote of the MVRD Board at each reading; there is no requirement for a regional public hearing.

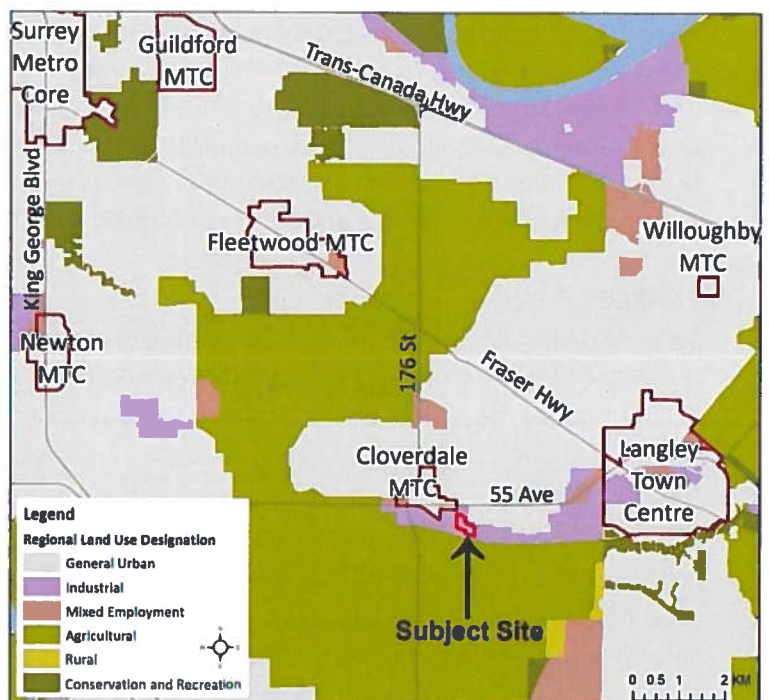
SITE CONTEXT AND SURROUNDING USE

The subject site is located at 5510 180 Street, and consists of 9 hectares of the southern, vacant part of the Kwantlen Polytechnic University (KPU) Cloverdale Campus property (Figure 1). The site is currently owned by KPU, which is in the process of subdividing the larger property to sell the southern portion to the Fraser Health Authority as the site for the new hospital complex. The northern portion of the lot will continue to be owned and occupied by KPU, and no change in land use designation is proposed for that portion of the lands.

As surrounding context, lands to the west are developed as industrial uses, to the east are currently vacant (designated Industrial), and to the north-east have older single detached houses (designated General Urban).

The site is located immediately south of the KPU campus and north of existing BC Rail and CP Rail lines, on the east side of 180 Ave. These lands are within the City of Surrey's Cloverdale Area Plan, however are not within the boundaries of the regional growth strategy's identified Cloverdale Municipal Town Centre.

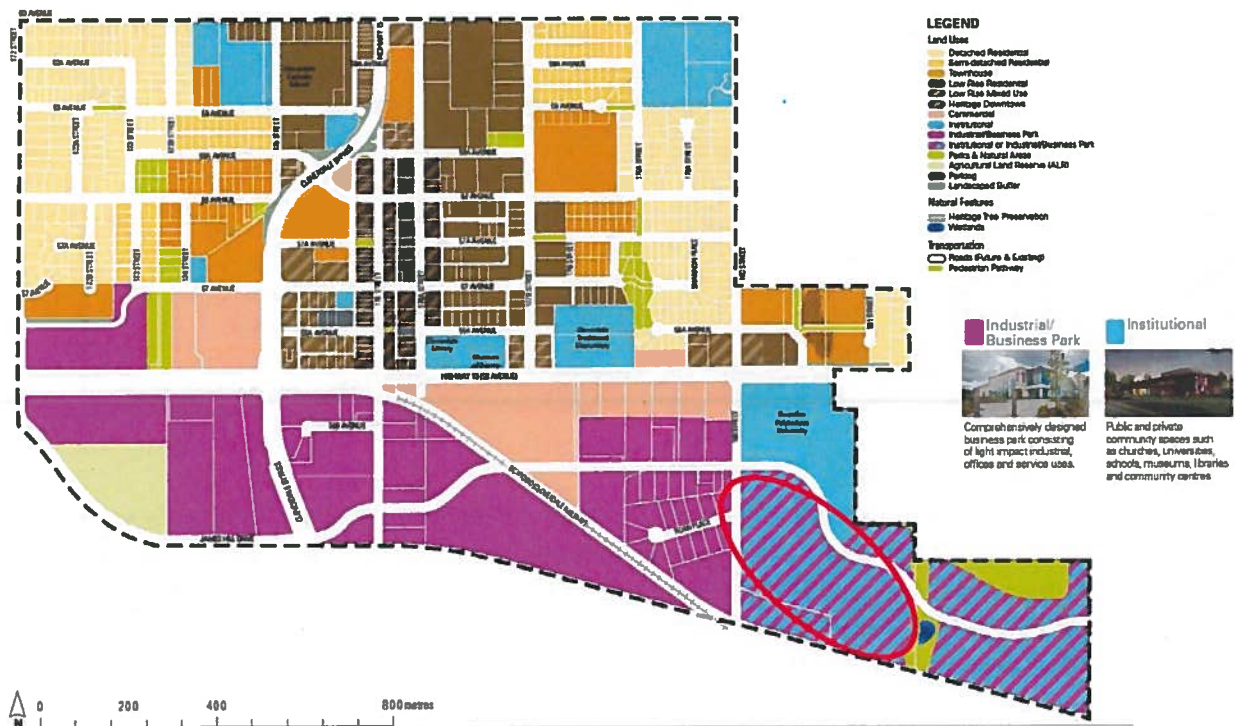
Figure 1 - Context for Proposed Amendment



As stated in the Cloverdale Town Centre Plan, completed in 2019, Cloverdale is the historical centre of Surrey (Figure 2). The plan area is centred on the crossroads of Highway 10 (56 Avenue) and Highway 15 (176 Street), and multiple railway lines, and includes a mix of commercial, industrial, and residential uses surrounding the downtown core. The Cloverdale Town Centre Plan encompasses 297 hectares and includes an estimated 5,126 residents, 2,250 housing units, and 3,573 jobs. The Cloverdale Centre is becoming increasingly urban through redevelopment, with many vacant and underutilized sites being redeveloped with mixed-use apartments and townhouses. The plan supports future growth, including new housing, commercial, and amenity spaces.

The City of Surrey's OCP change seeks to redesignate the site from 'Industrial' to 'Mixed Employment'. In the Cloverdale Town Centre Plan, the site is currently designated as 'Industrial / Business Park or Institutional', which will be maintained.¹

Figure 2 - Cloverdale Town Centre Plan (the subject site is circled in red)



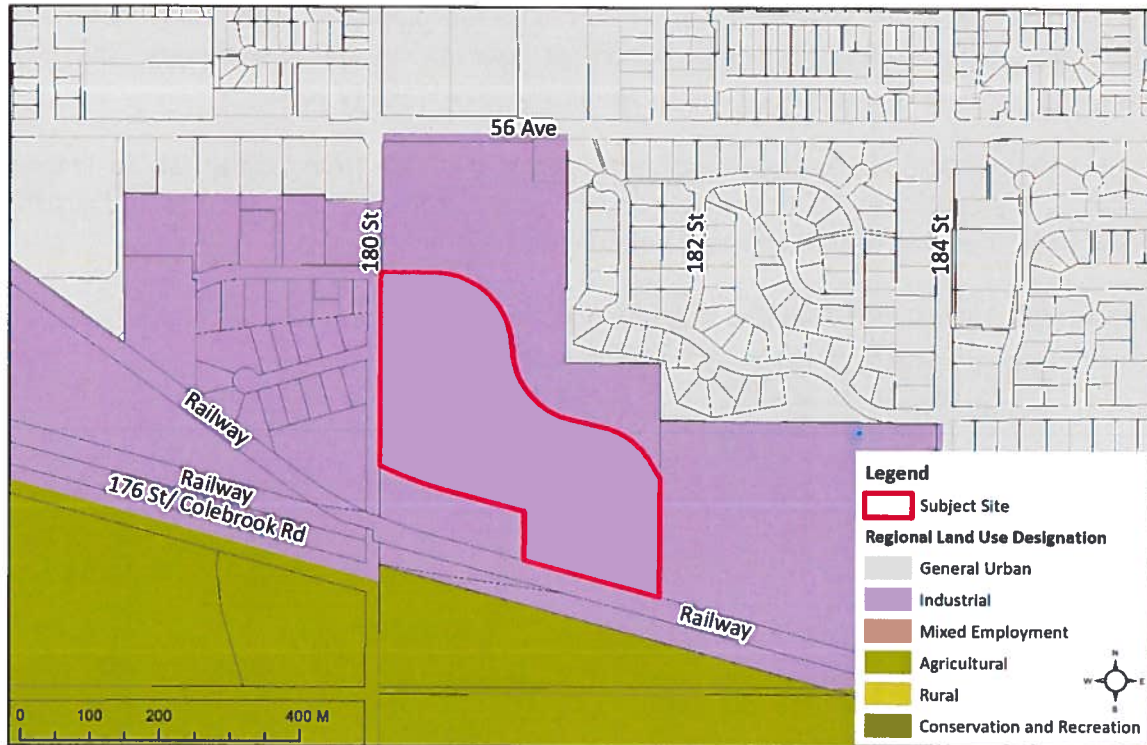
PROPOSED REGIONAL LAND USE DESIGNATION AMENDMENT

The new Surrey Hospital and Cancer Centre facility will comprise approximately 71,000 square metres of floor space, provide 168 beds, an emergency centre, a cancer centre, and a child care centre, and employ over 1,900 people.

¹ Separately, KPU has applied to the City of Surrey to subdivide the larger property into two parcels in order to allow for the sale of the southern part to Fraser Health Authority. That application includes providing a road dedication through the centre of the site to make the existing private driveway a public road (55 Ave / James Hill Drive), plus other statutory rights-of-way.

The current regional growth strategy designation of 'Industrial' is intended for heavy and light industrial activities, and appropriate accessory uses (Figure 3). The proposed hospital use is not consistent with the current designation and an amendment to the regional growth strategy is required. The site and surrounding lands are within the Urban Containment Boundary.

Figure 3 - Current Regional Growth Strategy Land Use Designations



REGIONAL PLANNING ANALYSIS

The City of Surrey's proposed amendment has been assessed in relation to the applicable *Metro 2040* goals and policies, noting that the regional growth strategy is currently being reviewed for an update. The intent of the assessment is not to duplicate that of the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of the regional growth strategy.

Goal 1: Create a Compact Urban Area

Metro Vancouver and its member jurisdictions have committed to focusing growth within the UCB and more specifically within Urban Centres. The City is encouraged to use edge planning and other land use and design policies to denote that further urban development is not intended south of Clearbrook Road and the railway lines beyond the UCB.

The site is within the Surrey Cloverdale Town Centre Plan, but not within the Regional Cloverdale Municipal Town Centre's boundary in *Metro 2040*. Co-locating the new hospital and associated facilities with the existing KPU post-secondary institution and in the Cloverdale Municipal Town Centre would be consistent with the growth management principles of *Metro 2040*, helping to create

a compact urban area with a mix of uses and employment opportunities and support regional transportation objectives. To better align these plans, a separate and subsequent process should be considered by the City of Surrey to adjust the boundary of the regional Municipal Town Centre to include the KPU and hospital site; this change could be reflected in the next update of its Regional Context Statement. The adjustment would also allow the site to be better aligned with TransLink's transit service, which uses the locations of Urban Centres and Frequent Transit Development Areas as inputs into service planning decisions. This alignment would allow for the growth of the Urban Centre to better support local planning objectives and regional growth targets. The significance of the proposed hospital development also raises the possibility of other inter-municipal corridor and area planning efforts along Highway 10 (56 Avenue), between two Urban Centres (i.e. Cloverdale Municipal Town Centre and Langley Regional City Centre).

Goal 2: Support a Sustainable Regional Economy

Metro 2040 commits to protecting the region's supply of Industrial land. This strategy contains two regional land use designations ('Industrial' and 'Mixed Employment'), which are both intended to support employment-generating uses to ensure the needs of the regional economy are met. Neither land use designation permits residential uses.

The City of Surrey's 2014 Regional Context Statement includes the following statement about industrial land protection:

2.2.4(b)(i) INDUSTRIAL PROTECTION As populations increase within all areas of the Lower Mainland, pressures increase to accommodate residential construction on lands designated for commercial or industrial purposes. Surrey has a significant portion of the Region's available industrial base and in order to ensure land exists in the future for well-paying employment opportunities, existing industrial land needs to be retained for future industrial development. Policies within Surrey's OCP supporting the protection of industrial land include: E1.1, E1.2 and E1.11.

While a hospital is not an Industrial land use, it is a major employer, accommodating a significant number of jobs and providing medical services to both the City of Surrey and the wider region, and with associated trip generating implications. A redesignation of the site to 'Mixed Employment' would allow the hospital use given that 'Mixed Employment' allows for "industrial, commercial, and other employment-related uses." This project is a unique major institutional use and the land use designation change does not support nor imply other possible additional amendments to adjacent Industrial lands.

The amendment to a 'Mixed Employment' regional land use designation supports the proposed hospital use and allows various forms of employment uses, which further maintains the character of larger scaled building forms in the area.

Goal 5: Support Sustainable Transportation Choices

The strategies under this goal encourage the coordination of land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking, and support the safe and efficient movement of vehicles for passengers, goods and services. Land use changes can and often

significantly influence travel patterns. As identified in the proposal, these transportation matters are to be addressed by the City through the development plan at a future stage of design. The review of the development by the City should consider transportation-demand management strategies, including such things as: investing in and enhancing the surrounding transportation network; encouraging transit usage by employees and visitors; facilitating goods movement access to the site and surrounding area; adding bicycle infrastructure and facilities on site; enhancing pedestrian infrastructure and connections; right-sizing the amount of on-site parking; and the pricing of parking.

In addition, the development of the hospital site and changes to the associated road network should be done in a manner that does not restrict truck access or goods movement potential to the surrounding industrial land and existing KPU Campus and the possible future development of the lands to the east. Furthermore, the design of the interface between existing surrounding industrial and rail activities, and the proposed future hospital should reduce possible conflicts.

REGIONAL GROWTH STRATEGY AMENDMENT PROCESS AND NEXT STEPS

As per the *Regional Growth Strategy Procedures Bylaw No. 1148, 2011*, Metro Vancouver staff prepared a report to the Regional Planning Advisory Committee (RPAC) for information and comment at its meeting of September 17, 2021. No comments were provided by RPAC members at that meeting.

If the amendment bylaw (Attachment 2) receives 1st, 2nd, and 3rd readings by the MVRD Board, it will be referred to affected local governments and other agencies, as well as posted on the Metro Vancouver website for a minimum of 30 days for the opportunity to provide comment. Any comments received would be summarized and included in the report advancing the bylaw to the MVRD Board for consideration of final adoption. Should the initial readings of the amendment bylaw be given, staff will report back to the MVRD Board at a meeting in early 2022 with a summary of any comments received on the proposed amendment, and the amendment bylaw for consideration of final reading. The City's updated Regional Context Statement will also be provided to the Board for consideration of acceptance at the same time as final adoption of the proposed amendment.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment for the Cloverdale Hospital Site located at 5510 180 Street, amending approximately 9 hectares of land designated 'Industrial' to 'Mixed Employment';
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
2. That the MVRD Board decline the proposed amendment for the Cloverdale Hospital Site and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, notification will be given to all affected local governments as laid out in the *Local Government Act* and *Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy*.

If the MVRD Board chooses Alternative 2, the City of Surrey will be notified of the Board's decision. A dispute resolution process may take place as described in the *Local Government Act*. The cost of this dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

SUMMARY / CONCLUSION

The City of Surrey has requested that the MVRD Board consider a Type 3 minor amendment to *Metro 2040* for the approximately 9-hectare Cloverdale Hospital Site, located immediately south of Kwantlen Polytechnic University Cloverdale Campus. The amendment proposes to change the regional land use designation of the site from 'Industrial' to 'Mixed Employment' in order to allow the development of the new Cloverdale Hospital and Cancer Centre by the Fraser Health Authority.

Staff note that if the development of the hospital site proceeds, changes to the associated road network should be done in a manner that does not restrict truck access or goods movement potential to the surrounding industrial land and existing KPU Campus, and the possible future development of the lands to the east.

Overall, the proposed amendment allows the hospital use, which is consistent with the surrounding neighbourhood context and ensures employment generating uses in close proximity to a Municipal Town Centre and future enhanced transit service area. Based on this, staff recommend Alternative 1, to initiate the proposed amendment to *Metro 2040* for the City of Surrey Cloverdale Hospital Site.

Attachments

1. Correspondence, dated July 30 2021, from City of Surrey, to Metro Vancouver Board re: City of Surrey Regional Growth Strategy Amendment Application (48005060)
2. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021

Reference

[City of Surrey Report \(No. 7921-0139-00\), dated July 12, 2021](#)

47471242

July 30, 2021

File: 3900-20-18020 (OCP)
7921-0139-00 (New Surrey Hospital and Cancer Centre)

Metro Vancouver Board
c/o Chris Plagnol, Corporate Officer
4730 Kingsway (Metrotower III)
Burnaby, BC
V5H 0C6

Dear Mr. Plagnol:

RE: City of Surrey Regional Growth Strategy Amendment Application

The City of Surrey is processing a development application for the proposed New Surrey Hospital and Cancer Centre (Development Application No. 7921-0139-00) that includes amendments to the Official Community Plan ("OCP"), rezoning, and a Development Permit for Sensitive Ecosystems. The application also requires an amendment to the Metro Vancouver Regional Growth Strategy prior to final adoption.

On July 12, 2021, at the Regular Council – Land Use Meeting, Surrey Council approved recommendations in the Planning & Development Report for Development Application No. 7921-0139-00 (Attachment "1"). This included resolutions to give first and second readings to the required OCP Bylaw amendments and instructed the City Clerk to set a date for Public Hearing (Attachment "2").

On July 26, 2021, at Regular Council - Public Hearing Meeting, Surrey Council passed a resolution to give third reading to the proposed Surrey's OCP Bylaw amendments and endorsed referring an application to Metro Vancouver to support an amendment to the Regional Growth Strategy ("RGS") (Attachment "3"). The proposed RGS amendment is to the Regional Land Use Designation for the subject site from Industrial to Mixed Employment.

Proposed New Surrey Hospital and Cancer Centre

The proposed new Surrey Hospital and Cancer Centre represents a \$1.66 billion investment in health care, the largest provincial contribution in the history of BC. The Hospital and Cancer Centre are anticipated to employ over 1,900 people. The new hospital is proposed to be approximately 71,000 square metres, with 168 beds, an emergency centre, cancer centre, and childcare centre.

The subject site is currently designated Industrial in Metro Vancouver's RGS. Areas designated as Industrial in the RGS are "intended for heavy and light industrial activities, and appropriate accessory uses."

The proposed development of a hospital on site, therefore, requires an RGS amendment of the Regional Land Use Designation from Industrial to Mixed Employment. Mixed Employment areas are "intended for employment related uses to help meet the needs of the regional

economy." Mixed Employment areas within Urban Centres, such as the Cloverdale Town Centre, are "intended as priority locations for employment and services" including institutional uses."

The following RGS amendment is proposed:

- Amend the RGS Land Use Designations for the subject site from Industrial to Mixed Employment (as shown in Attachment "4")

The applicant is aiming to have the Development Application (No. 7921-0139-00) complete, including the RGS amendment, OCP amendment, rezoning, and Development Permit issuance, by February 2022 in order move forward with the procurement process and Building Permit application, and to keep on track with the overall project timelines.

Conclusion

The City of Surrey requests that the Metro Vancouver Board amend the Regional Growth Strategy to amend Regional Land Use Designations from Industrial to Mixed Employment (as shown in Attachment "4").

Should Metro Vancouver staff require any additional information regarding this application, please contact Christa Brown, Planner, at 604-591-4216 or at Christa.Brown@surrey.ca.

Sincerely,



Rémi Dubé, P.Eng.
Acting General Manager, Planning & Development

Cc Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Sean Galloway, Director, Regional Planning, Metro Vancouver
Ron Gill, Manager, Area Planning & Development – North Division, City of Surrey
Preet Heer, Manager, Community Planning, Planning & Development, City of Surrey
Christa Brown, Planner, Planning & Development, City of Surrey

Attachment "1"	Planning Report for Development Application No. 7921-0139-00
Attachment "2"	Council Resolutions- July 12, 2021 Regular Council - Land Use Meeting
Attachment "3"	Council Resolutions- July 26, 2021 Regular Council - Public Hearing Meeting
Attachment "4"	Proposed RGS Land Use Designation Amendment

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1327, 2021
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy
Bylaw Number 1136, 2010"**

WHEREAS:

- A. The Metro Vancouver Regional District Board (the "Board") adopted the *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* on July 29, 2011;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

1. The *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* is hereby amended as follows:
 - a) re-designating the subject site from 'Industrial' to 'Mixed Employment', as shown in Schedule "A"; and
 - b) the official regional land use designation maps numbered 2, 6, and 12 are revised to record the change in regional land use designation, as shown in the maps contained in Schedule "B".

Citation

2. The official citation for this bylaw is "*Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1327, 2021*". This bylaw may be cited as "*Regional Growth Strategy Amendment Bylaw No. 1327, 2021*".

Schedules

3. The following Schedules are attached to and form part of this bylaw:
Schedule "A"; and
Schedule "B".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

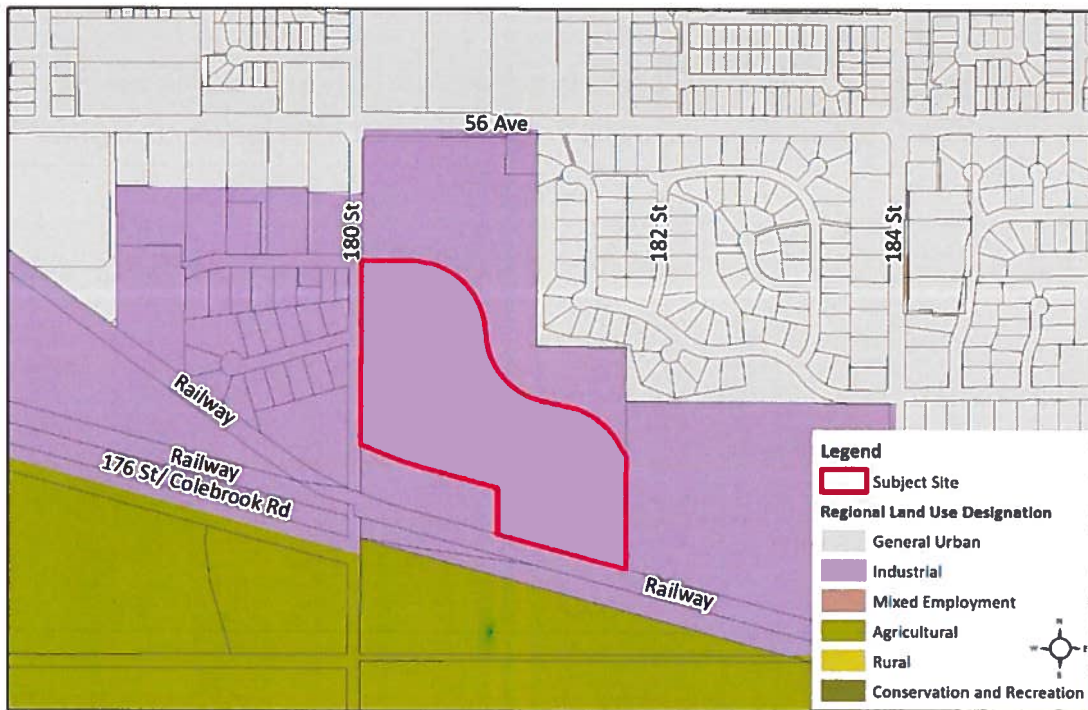
Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

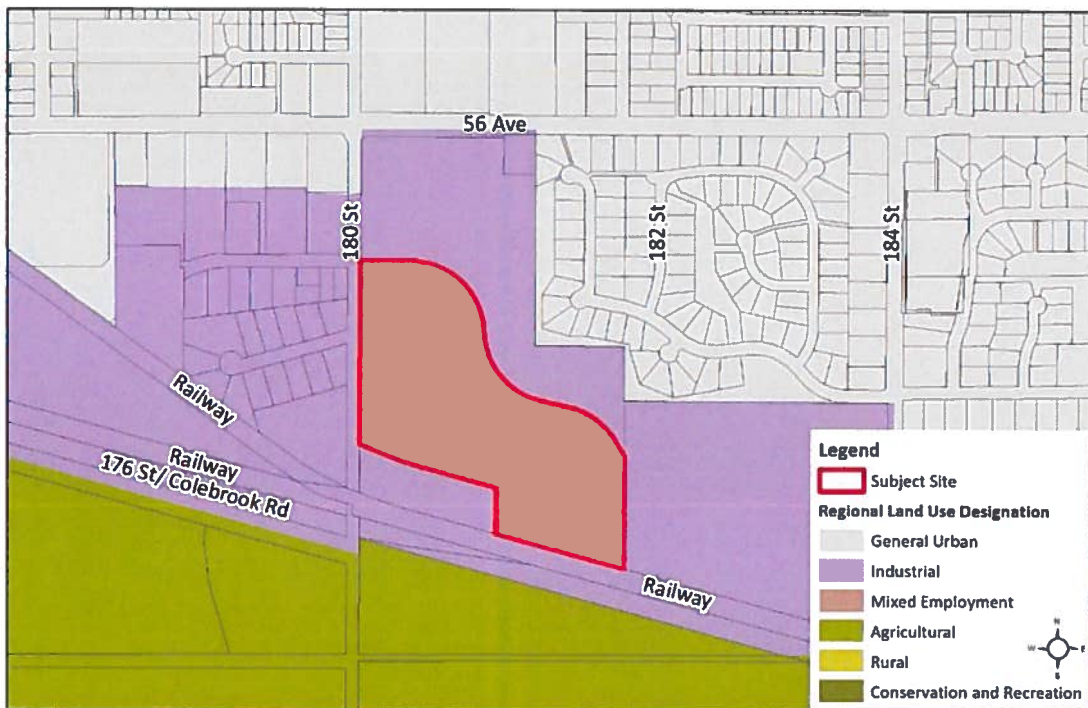
Chris Plagnol, Corporate Officer

Schedule A

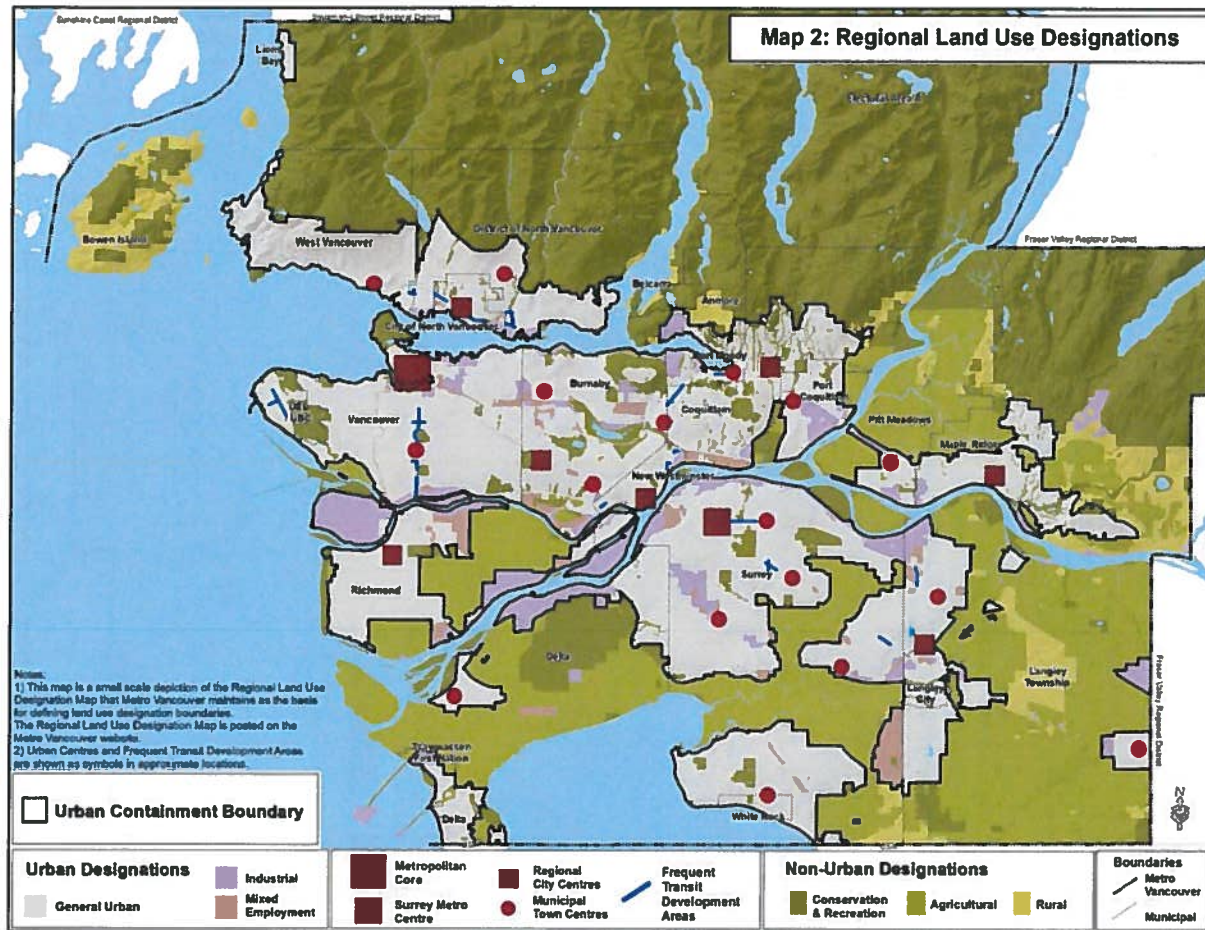
Prior to Amendment



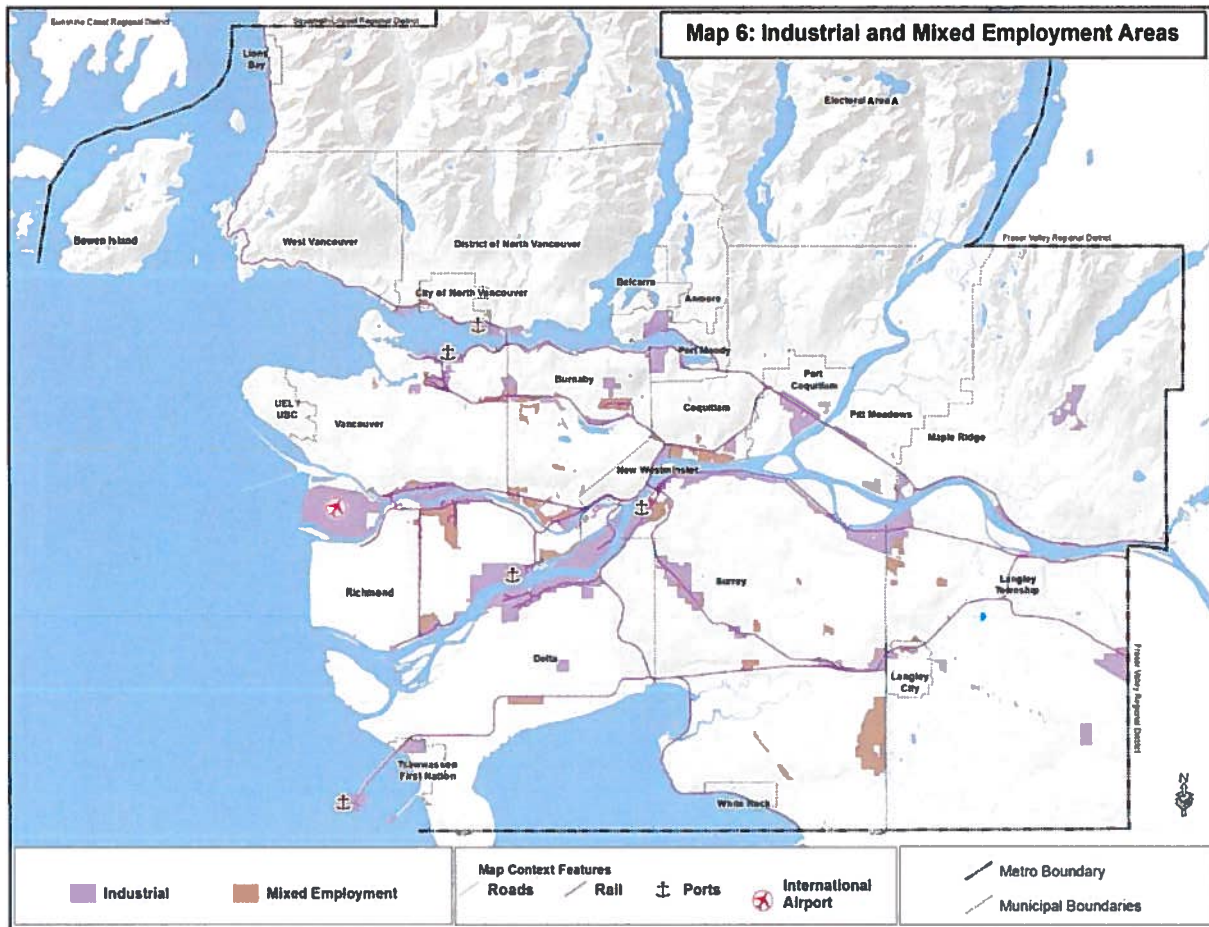
Post Amendment



Map 2: Regional Land Use Designations

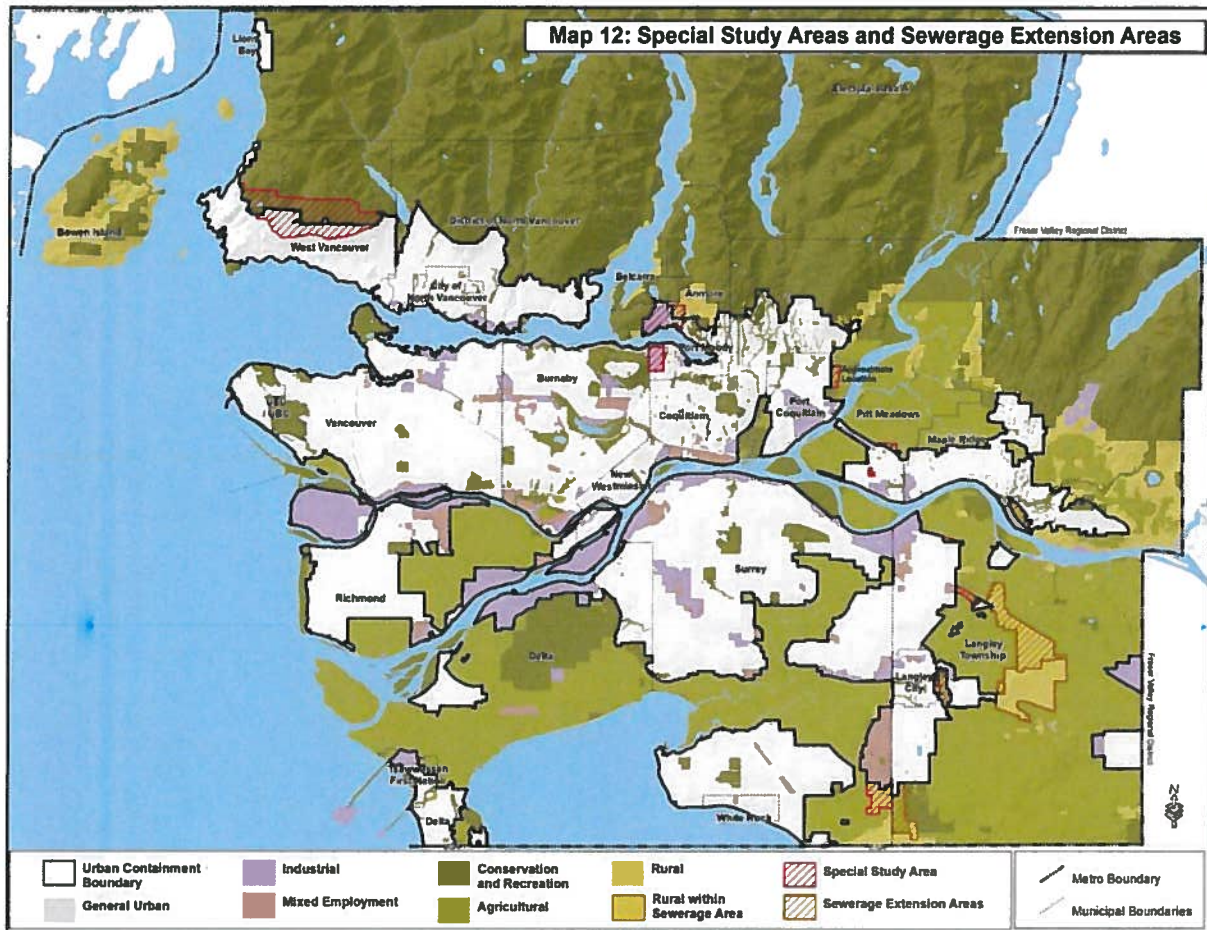


Map 6: Industrial and Mixed Employment Areas



Schedule B

Map 12: Special Study Areas and Sewerage Extension Areas



NOV 10 2021

File: CR-12-01
Ref: RD 2021 Oct 29

Mayor Jonathan Coté and Council
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
VIA EMAIL: jcote@newwestcity.ca; clerks@newwestcity.ca

Dear Mayor Coté and Council:

Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment
Request from the City of Surrey – 228 175A Street

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for an approximately 2.5 hectare site located at 228 175A Street in the Douglas area of south Surrey. The amendment would redesignate the site from the current regional land use designation of “Mixed Employment” to “General Urban” to allow for proposed medium-density residential and commercial uses and an assisted living facility.

At its October 29, 2021 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) adopted the following resolutions:

That the MVRD Board:

- a) *initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;*
- b) *give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021”; and*
- c) *direct staff to notify affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future.*

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

48827225

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. No regional public hearing is required. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at Sean.Galloway@metrovancover.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/hm

cc: Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Neal Carley, General Manager, Parks and Environment, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Lisa Spitale, Chief Administrative Officer, City of New Westminster
Emilie Adin, Director, Development Services, City of New Westminster

Encl: Report dated September 27, 2021, titled "*Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – 228 175A Street*" (Doc# 47816118)

To: Regional Planning Committee

From: Mark Seinen, Senior Planner, Regional Planning and Housing Services

Date: September 27, 2021 Meeting Date: October 8, 2021

Subject: ***Metro Vancouver 2040: Shaping our Future* Land Use Designation Amendment Request from the City of Surrey – 228 175A Street**

RECOMMENDATION

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
-

EXECUTIVE SUMMARY

The City of Surrey is requesting a Type 3 minor amendment to *Metro 2040*, the regional growth strategy, for an approximately 2.5 hectare site located at 228 175A Street in the Douglas area of south Surrey. The amendment would redesignate the site from the current regional land use designation of Mixed Employment to General Urban to allow for proposed medium-density residential and commercial uses and an assisted living facility.

The proposed amendment supports *Metro 2040* in several respects and provides needed jobs and housing. It is not anticipated to lead to further applications, as the site is surrounded by General Urban lands. Should the proposed amendment be approved by the MVRD Board, the City of Surrey is requested to mitigate transportation impacts through strategies such as noise reduction, continued active transportation investment, and Transportation Demand Management (TDM) programs.

PURPOSE

To provide the Regional Planning Committee and the MVRD Board with the opportunity to consider the City of Surrey's request to amend *Metro Vancouver 2040: Shaping our Future (Metro 2040)* to accommodate the development of a mixed-use project consisting of 39 townhouse units, 77 apartment units, and a care facility.

BACKGROUND

Metro 2040 includes provisions for member jurisdictions to request amendments to regional land use designations. On July 30, 2021, Metro Vancouver received a written request from the City of Surrey to consider a *Metro 2040* amendment for the subject site (Attachment 1). The proposed amendment constitutes a Type 3 minor amendment requiring an amendment bylaw to *Metro 2040* that receives an affirmative 50%+1 weighted vote of the MVRD Board at each reading; there is no requirement for a regional public hearing. A Council decision on the final adoption of the Official Community Plan

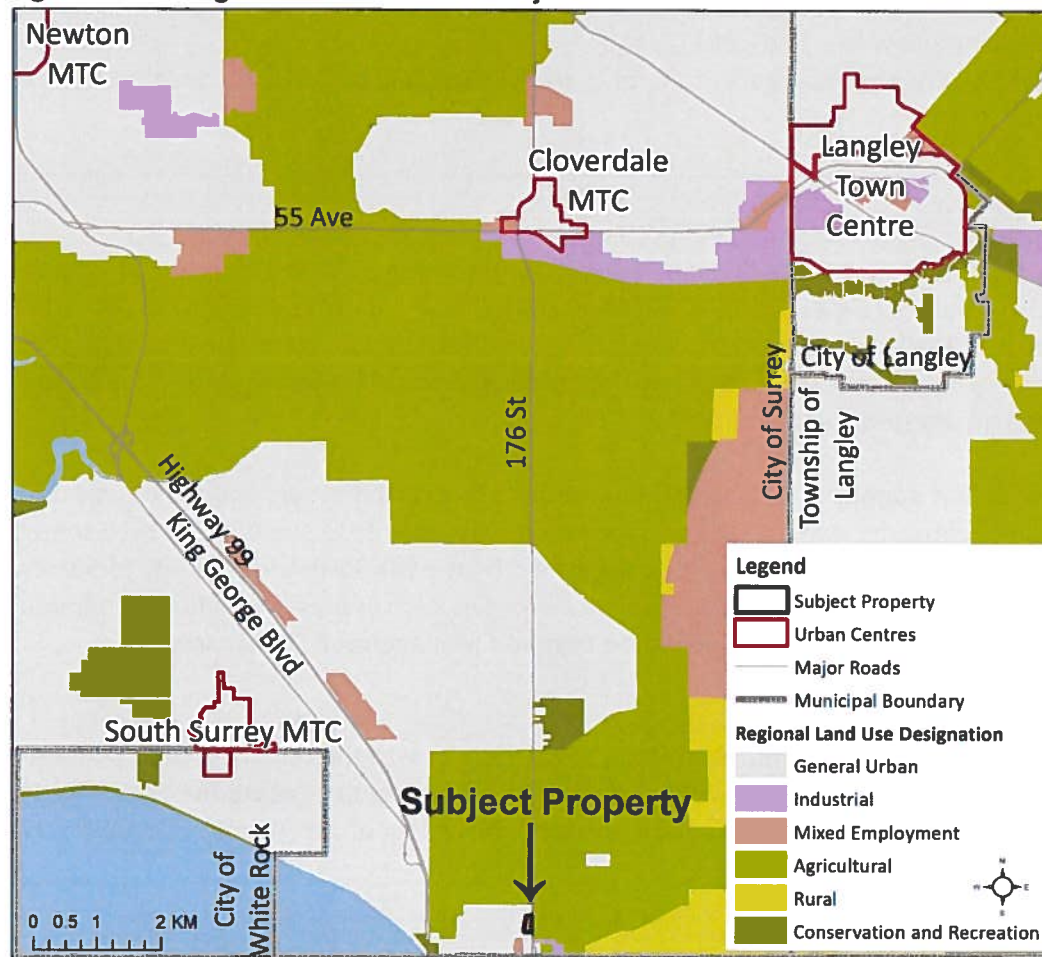
(OCP) Bylaw will be scheduled following a MVRD Board decision on the proposed *Metro 2040* amendment.

SITE CONTEXT

The City of Surrey is processing a development application (Reference 1) in the Douglas neighbourhood of south Surrey to permit the development of a mixed-use project consisting of 39 townhouse units, 77 apartment units, and a care facility comprised of 86 senior assisted living units and 96 care rooms, with a commercial (office/retail) building.

The subject site, 2.5 hectares in size, is located approximately five kilometres southeast of Semiahmoo Municipal Town Centre (Figure 1). Located on Highway 15, the site is approximately 400 metres north of the Pacific Highway Border Crossing.

Figure 1 - Sub-Regional Context for the Subject Site



PROPOSED AMENDMENT

The site is within the Urban Containment Boundary and is currently designated Mixed Employment by *Metro 2040* (Figure 2). The proposed regional land use designation is General Urban (Figure 3). In Surrey's Official Community Plan, the current designation is Mixed Employment and the proposed designations are Multiple Residential and Commercial. The amendment constitutes a Type 3 minor amendment as per section 6.3.4(b) of *Metro 2040* (i.e. for sites within the Urban Containment

Boundary, and proposed amendments from Mixed Employment to any other regional land use designation).

Figure 2 - Current Regional Growth Strategy Land Use Designations

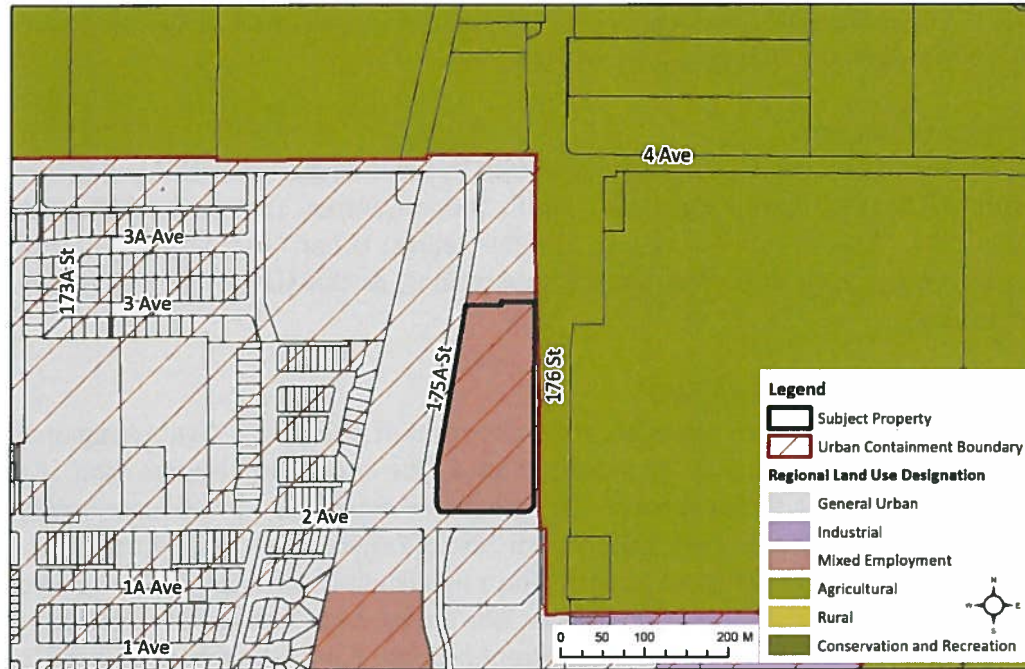
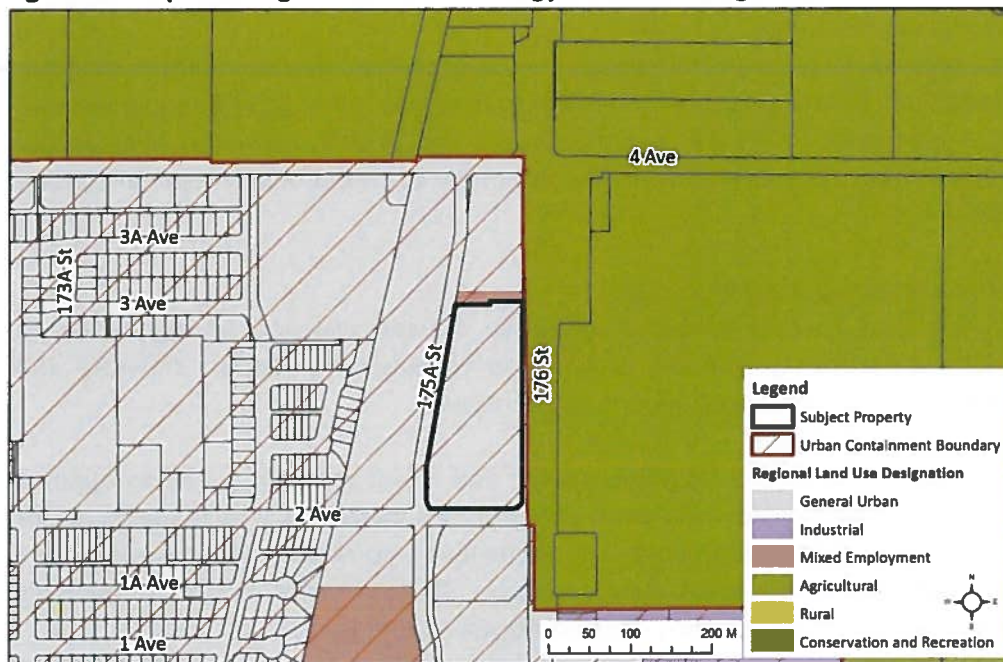


Figure 3 - Proposed Regional Growth Strategy Land Use Designations



REGIONAL PLANNING ANALYSIS

The City of Surrey's proposed amendment has been assessed in relation to the applicable *Metro 2040* goals and policies, noting that the regional growth strategy is currently being reviewed for an update. The intent of the assessment is not to duplicate that of the municipal planning process, but rather to identify any potential regional planning implications and the regional significance of the proposed land use changes in consideration of the regional growth strategy.

Goal 1: Create a Compact Urban Area

Metro Vancouver and its member jurisdictions have committed to focusing growth within the Urban Containment Boundary (UCB), and more specifically, within Urban Centres. The site at 228 175A Street is located within the UCB, but is about five km from the nearest Urban Centre. However, the application is not expected to result in further nearby applications, as the surrounding lands are designated as General Urban.

Goal 2: Support a Sustainable Regional Economy

Metro 2040 commits to promoting land development patterns that support a diverse regional economy and protecting the region's supply of Industrial land. The proposed regional land use designation amendment for 228 175A Street supports jobs creation through the seniors' care facility and commercial building. Although it represents the loss of Mixed Employment lands located in a strategic trade location (near the US border crossing and along a significant truck route), the proposed development nonetheless creates significant job space. Moreover, considering the significant addition of Mixed Employment lands through other concurrent proposed amendments proximate to this site, the subject site is relatively small.

Goal 4: Develop Complete Communities

Metro 2040 strives to provide diverse and affordable housing choices in communities that are complete with a range of services and amenities. The proposal expands the housing supply through a variety of compact development forms (i.e. townhouse and apartment). However, since all the housing units will be strata tenure, the project will make only minor contributions to regional housing affordability objectives.

Goal 5: Support Sustainable Transportation Choices

The strategies under this goal encourage the coordination of land use and transportation to encourage transit, multiple-occupancy vehicles, cycling and walking, and support the safe and efficient movement of vehicles for passengers, goods and services.

The proposed development is not served by public transit and is not well-connected to regional walking and cycling networks. The majority of trips to and from this location will be made by motor vehicle. The site is located on a truck route and provincial highway, so residents and workers may experience excessive noise, vibration, and air quality impacts. These impacts may be particularly acute for the more sensitive seniors' centre uses, located closest to Highway 15.

Should the proposed regional land use designation amendment be advanced by the MVRD Board, the City of Surrey is encouraged to take steps to mitigate noise, vibration, and air quality impacts from the adjacent highway on the residential units; integrate active transportation options to and from the site and the adjacent neighbourhoods; and work with the applicant to develop Transportation Demand Management programs (e.g. vanpools, secure bicycle parking) for the future residents.

Regional Planning Advisory Committee Comments

As required by *Regional Growth Strategy Procedures Bylaw No. 1148, 2011*, Metro Vancouver staff prepared a report to the Regional Planning Advisory Committee (RPAC) for information at its meeting of September 27, 2021. The following questions were asked by RPAC members at that meeting:

- *What would be the employment capacity of the subject site under its current Mixed Employment designation?* City of Surrey confirmed that, at 22 jobs per acre, the subject site would actually provide a higher job density than comparable Mixed Employment sites in the area.
- *What is the difference between the loss of Mixed Employment land in this proposal versus the proposed addition of Mixed Employment land in South Campbell Heights?* Surrey staff noted that, in terms of scale, this site is relatively small, so it is less regionally-significant than South Campbell Heights and is more constrained in terms of the types of employment uses that could be accommodated. This site will involve the conversion of some 2.5 hectares of Mixed Employment land, while the South Campbell Heights proposal represents a net gain of approximately 147 hectares.
- *What noise and air quality interventions are proposed?* The City of Surrey requires that any development next to an arterial roadway perform an acoustic analysis and submit a report.

AMENDING METRO 2040 AND NEXT STEPS

Metro 2040 is the region's collective vision for how to manage regional growth in a way that reflects the federation's values. It includes regional land use designations which are a key tool for protecting and enhancing the region's supply of Conservation and Recreation, Mixed Employment, Agricultural, and Industrial lands. In accordance with Subsections 6.3.4(c) of *Metro 2040*, for sites within the Urban Containment Boundary, land use designation amendments are a Type 3 Minor Amendment. Adoption of a Type 3 amendment requires an affirmative 50%+1 weighted vote of the MVRD Board, and does not require a regional Public Hearing.

If the amendment bylaw (Attachment 2) receives 1st, 2nd, and 3rd readings by the MVRD Board, it will be referred to affected local governments and other agencies, as well as posted on the Metro Vancouver website for a minimum of 30 days for the opportunity to provide comment. Any comments received would be summarized and included in the report advancing the bylaw to the MVRD Board for consideration of final adoption. Should the initial readings of the amendment bylaw be given, staff will report back to the MVRD Board at a meeting in early 2022 with a summary of any comments received on the proposed amendment, and the amendment bylaw for consideration of final reading. The City's updated Regional Context Statement will also be provided to the Board for consideration of acceptance at the same time as final adoption of the proposed amendment.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendment from Mixed Employment to General Urban for the lands located at 228 175A Street;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021"; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.

2. That the MVRD Board decline the proposed amendment for 228 175A Street and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, notification will be given to all affected local governments as laid out in the *Local Government Act* and *Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy* (Reference 2).

If the MVRD Board chooses Alternative 2, the City of Surrey will be notified of the Board's decision. A dispute resolution process may take place as described in the *Local Government Act*. The cost of this dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

CONCLUSION

The City of Surrey has submitted a request for a *Metro 2040* amendment for the site located at 228 175A Street. The request proposes changing the regional land use designation of approximately 2.5 hectares of land from Mixed Employment to General Urban, to facilitate the development of residential units, a commercial building, and an assisted living facility for seniors.

The proposed amendment supports *Metro 2040* in several respects, and provides needed jobs and housing. The proposal is not anticipated to lead to further applications, as it is surrounded by General Urban lands. Should the proposed amendment be approved by the MVRD Board, the City of Surrey is requested to mitigate the transportation impacts through strategies such as noise reduction, continued active transportation investment, and Transportation Demand Management programs. Staff recommend Alternative 1.

Attachments (47816117)

1. Correspondence, dated July 30 2021, from City of Surrey, to Metro Vancouver Board re: City of Surrey Regional Growth Strategy Amendment Application
2. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021

References

1. [City of Surrey Planning Report, dated June 28, 2021 \(Application No.: 7916-0679-00\)](#)
2. [Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy](#)

47816118

July 30, 2021

File No: 3900-20-18020 (OCP)
7916-0679-00

Metro Vancouver Board
c/o Chris Plagnol, Corporate Officer
4730 Kingsway (Metrotower III)
Burnaby, BC
V5H 0C6

Dear Mr. Plagnol:

RE: City of Surrey Regional Growth Strategy Amendment Application

The City of Surrey is processing a development application in South Surrey to permit the development of a mixed-use project consisting of 39 townhouse units, 77 apartment units, and a care facility comprised of 86 senior assisted living units and 96 care rooms, with a commercial/office building. The proposal includes a Regional Growth Strategy ("RGS") amendment application to redesignate a portion of the site from "Mixed Employment" to "General Urban," making the entire site "General Urban".

Summary of Proposal and Background

The proposal includes subdivision of the site into two lots, rezoning to Comprehensive Development ("CD") Zones, amendments to the Official Community Plan ("OCP"), and the Metro Vancouver RGS, as well as a Development Permit for Form & Character.

The proposal partially complies with the Mixed Employment and Commercial designations in the OCP. The proposed amendments include the expansion of the Commercial designation from approximately 4% of the site to 10.9% of the site, with the remainder of the site proposed to be redesignated to Multiple Residential. The proposed amendments will provide housing opportunities, while still providing employment opportunities through the proposed care facility and commercial/office building.

The proposal partially complies with the Mixed Employment and General Urban designation in the Metro Vancouver RGS. There is a small northern portion of the site that is already designated General Urban (4%). This proposal includes the redesignation of the remainder of the site from Mixed Employment to General Urban, so that the entire site would be designated General Urban.

The applicant has demonstrated community support and has held two Public Information Meetings over the past five years to present the proposal to the public and collect comments.

47816117

Council Resolution

At the Regular Council – Land Use meeting held on June 28, 2021, Surrey Council passed resolution R21-1196 (Attachment "A") to refer Development Application No. 7916-0679-00 to Metro Vancouver for consideration to amend the RGS Regional Land Use Designations, upon the application receiving third reading. This resolution was passed after reviewing the June 28, 2021, Planning Report (Attachment "B") detailing the extent of development and the subsequent Surrey OCP and Metro Vancouver RGS amendments that would be required prior to any final development approvals being granted. Application No. 7916-0679-00 subsequently received third reading from Council at its Regular Council – Public Hearing meeting on July 12, 2021 (Attachment "A"); therefore, an application is now being made to Metro Vancouver for the above proposed amendments.

Prior to the June 28, 2021, resolution from Surrey Council to refer Application No. 7916-0679-00 to Metro Vancouver, Council received two previous Planning Reports, which are attached to the June 28, 2021 report as appendices, for reference.

City staff have discussed the proposed RGS amendments with Metro Vancouver staff, and it was confirmed that, in order for the Surrey OCP amendment to be finalized to permit the proposed development, the RGS amendment would need Metro Vancouver Board approval.

The City requests that the Metro Vancouver Board amend the Regional Growth Strategy for the property illustrated in Attachment "C" from General Urban and Mixed Employment to General Urban.

Should Metro Vancouver staff require any additional information regarding this matter, please contact Luci Moraes, Planner, at 604-591-4615 or at LFMoraes@surrey.ca.

Sincerely,



Rémi Dubé, P.Eng.
Acting General Manager, Planning & Development

Attachment "A"	June 28, 2021, and July 12, 2021, Surrey Council Resolutions Supporting Application to Metro Vancouver and grating third reading to the Application
Attachment "B"	Surrey Development Application Planning Report dated June 28, 2021
Attachment "C"	Regional Growth Strategy Land Use Designation Adjustment

Cc Preet Heer, Manager, Community Planning, Planning & Development, City of Surrey
Luci Moraes, Planner, Planning & Development, City of Surrey

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1326, 2021
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy
Bylaw Number 1136, 2010"**

WHEREAS:

- A. The Metro Vancouver Regional District Board (the "Board") adopted the *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* on July 29, 2011;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

1. The *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* is hereby amended as follows:
 - a) re-designating the subject site from 'Mixed Employment' to 'General Urban', as shown in Schedule "A"; and
 - b) the official regional land use designation maps numbered 2, 3, 4, 6, and 12 are revised to record the change in regional land use designation, as shown in the maps contained in Schedule "B".

Citation

2. The official citation for this bylaw is "*Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1326, 2021*". This bylaw may be cited as "*Regional Growth Strategy Amendment Bylaw No. 1326, 2021*".

Schedules

3. The following Schedules are attached to and form part of this bylaw:
Schedule "A"; and
Schedule "B".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

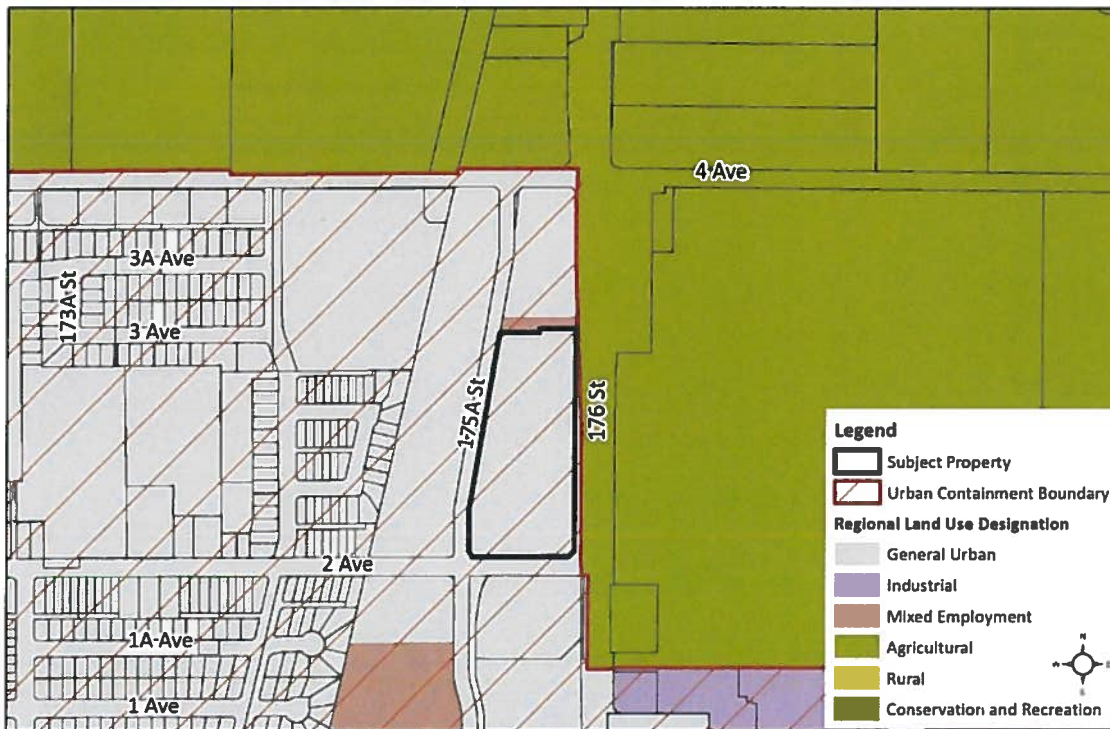
Chris Plagnol, Corporate Officer

Schedule A

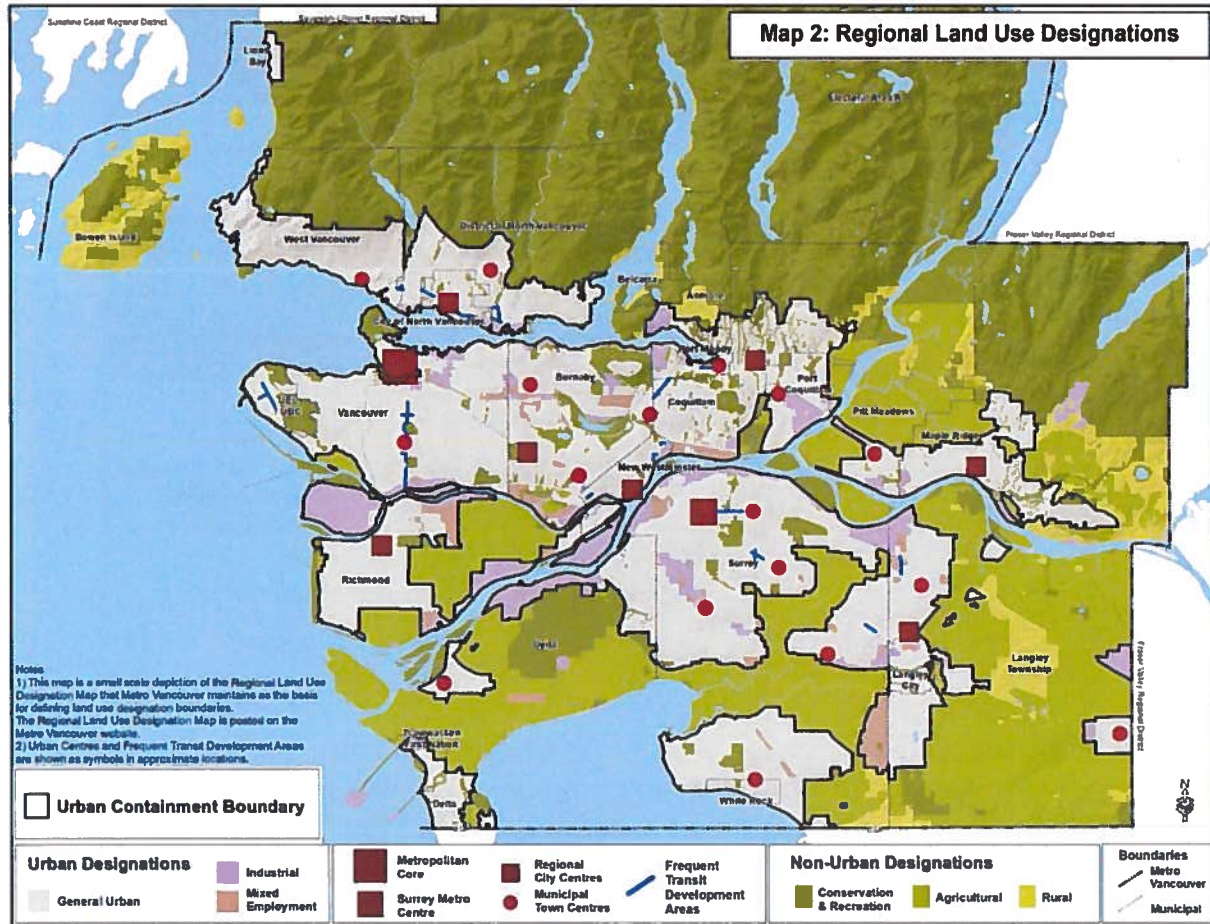
Prior to Amendment



Post Amendment

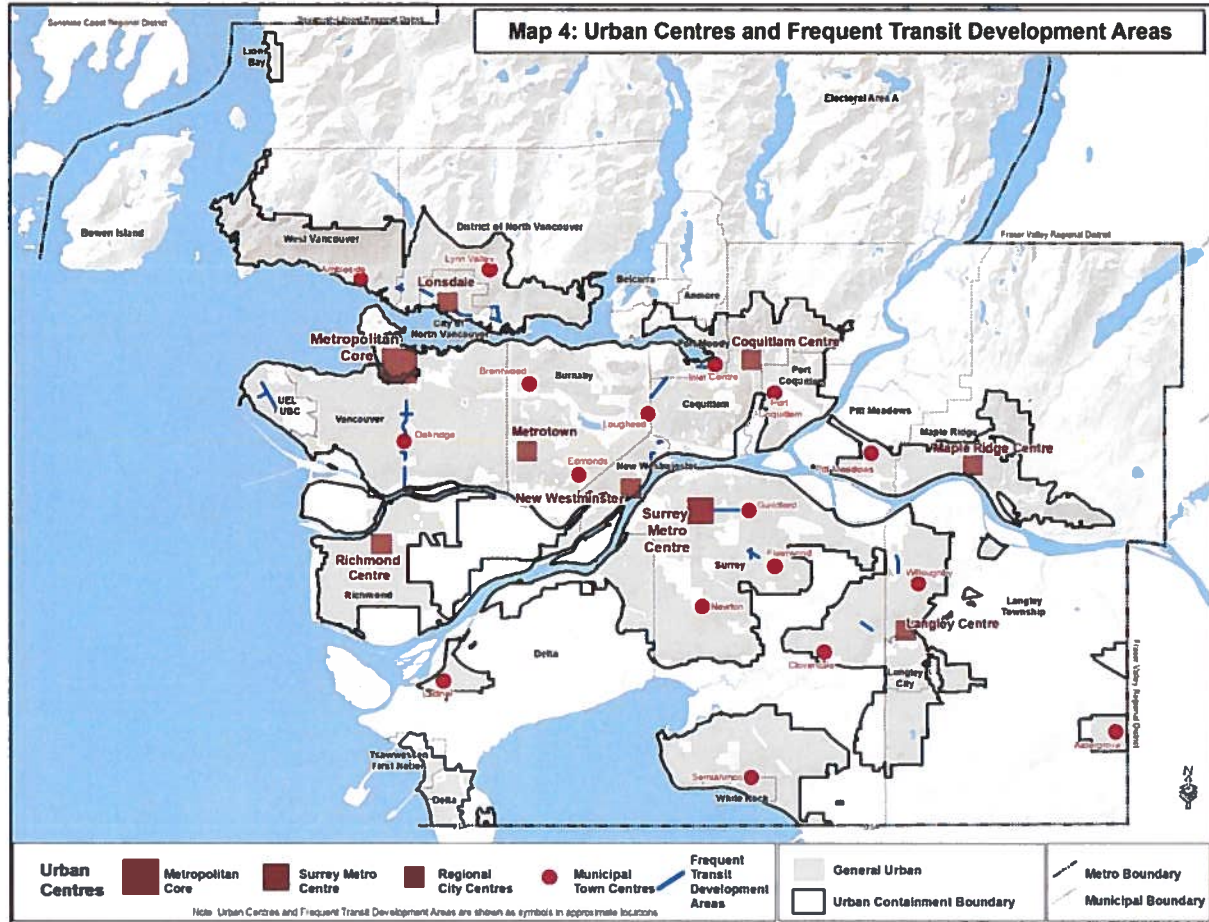


Map 2: Regional Land Use Designations



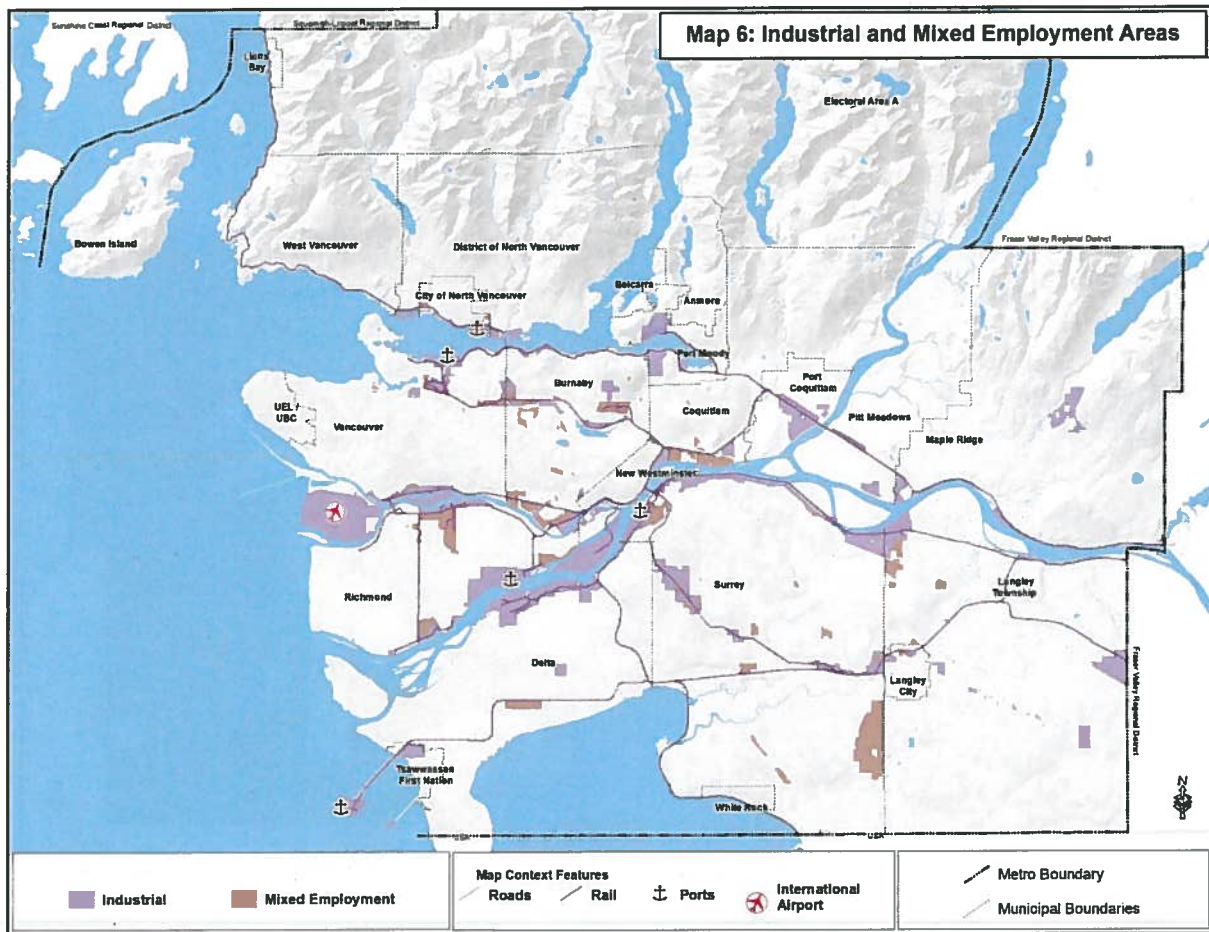
Schedule B

Map 4: Urban Centres and Frequent Transit Development Areas

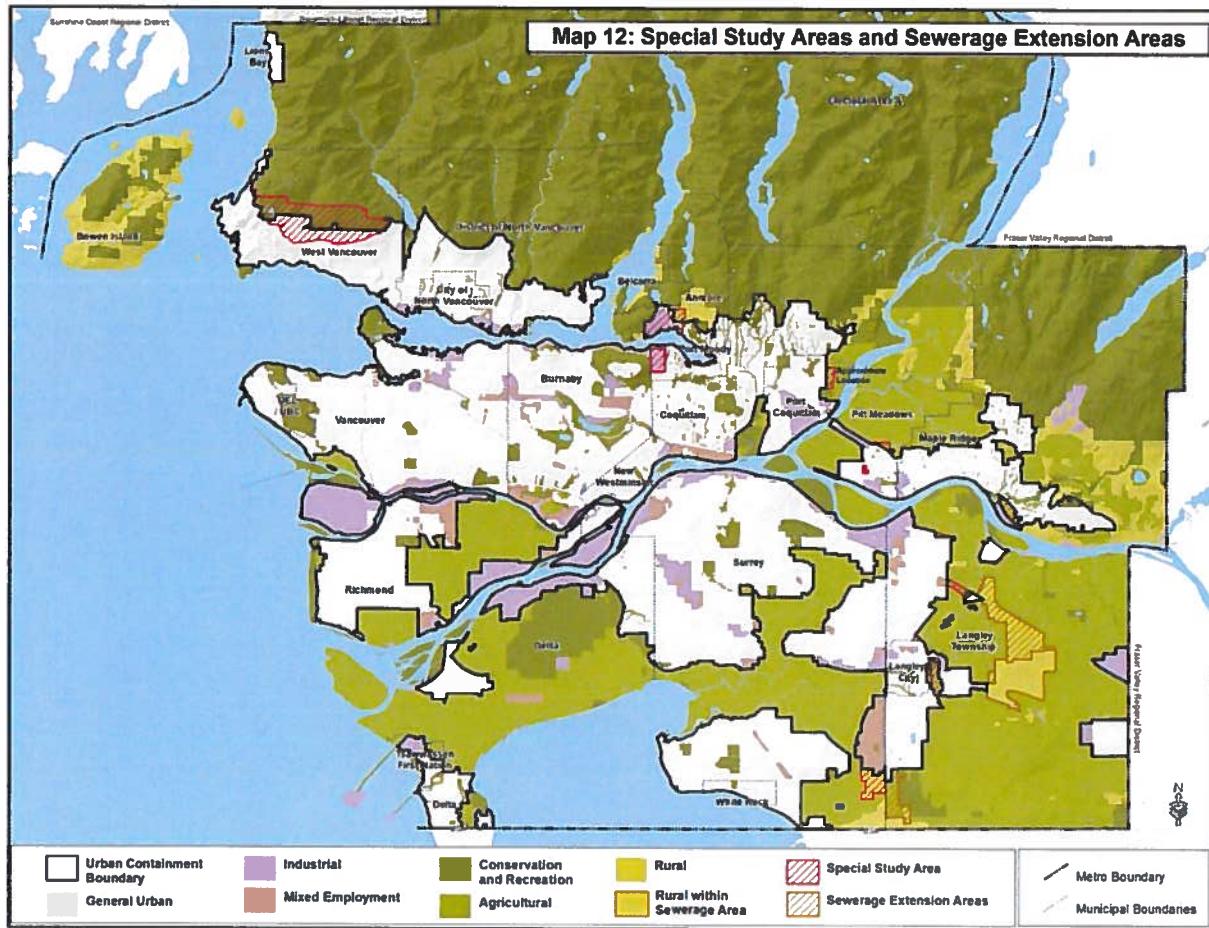


Schedule B

Map 6: Industrial and Mixed Employment Areas



Map 12: Special Study Areas and Sewerage Extension Areas



NOV 10 2021

File: CR-12-01
Ref: RD 2021 Oct 29

Mayor Jonathan Côté and Council
City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
VIA EMAIL: jcote@newwestcity.ca; clerks@newwestcity.ca

Dear Mayor Côté and Council:

Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment
Request from the City of Surrey – South Campbell Heights

On July 30, 2021, the City of Surrey submitted a request to Metro Vancouver to amend *Metro 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for the area corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan. The requested amendment includes: the redesignation of regionally designated “Rural” lands (within a Special Study Area) to “Mixed Employment” (160.8 ha), “Conservation and Recreation” (55.5 ha) and “Agricultural” (12.1 ha); extension of the Urban Containment Boundary by 223.7 hectares; and redesignation of “Mixed Employment” lands within the Urban Containment Boundary to “Conservation and Recreation” (13.4 ha).

At its October 29, 2021 regular meeting, the Board of Directors of Metro Vancouver Regional District (Metro Vancouver) adopted the following resolution:

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey’s requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;*
- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021”;*
- c) direct staff to notify and seek comment from affected local governments as per section 6.4.2 of Metro Vancouver 2040: Shaping our Future; and*
- d) direct staff to notify and seek comment from local First Nations on the proposed Metro 2040 amendment.*

48827428

As required by both the *Local Government Act* and *Metro 2040*, the regional growth strategy amendment process requires a minimum 30-day notification period to allow all affected local governments and members of the public to provide comment on the proposed amendment. Following the comment period, the MVRD Board will review all comments received, and consider adoption of the amendment bylaw.

The proposed amendment is a Type 3 minor amendment to *Metro 2040*, which requires that an amendment bylaw be passed by the MVRD Board by a 50%+1 weighted vote. For more information on regional growth strategy amendment procedures, please refer to Sections 6.3 and 6.4 in *Metro 2040*. A Metro Vancouver staff report providing background information and an assessment of the proposed amendment, regarding its consistency with *Metro 2040*, is enclosed.

You are invited to provide written comments on the proposed amendment. Please provide your comments **by January 7, 2022**.

If you have any questions with respect to the proposed amendment, please contact Sean Galloway, Director, Regional Planning and Electoral Area Services, by phone at 604-451-6616 or by email at Sean.Galloway@metrovancouver.org.

Yours sincerely,



Sav Dhaliwal
Chair, Metro Vancouver Board

SD/JWD/hm

cc: Jerry W. Dobrovolny, Commissioner/Chief Administrative Officer, Metro Vancouver
Neal Carley, General Manager, Parks and Environment, Metro Vancouver
Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Lisa Spitale, Chief Administrative Officer, City of New Westminster
Emilie Adin, Director, Development Services, City of New Westminster

Encl: Report dated October 8, 2021, titled "*Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights*" (Doc# 47807222)

To: MVRD Board of Directors

From: Regional Planning Committee

Date: October 8, 2021

Meeting Date: October 29, 2021

Subject: ***Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights***

REGIONAL PLANNING COMMITTEE RECOMMENDATION

That the MVRD Board:

- a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;
 - b) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021";
 - c) direct staff to notify and seek comment from affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*; and
 - d) direct staff to notify and seek comment from local First Nations on the proposed *Metro 2040* amendment.
-

At its October 8, 2021 meeting, the Regional Planning Committee considered the attached report titled "*Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights*", dated September 20, 2021. The Committee subsequently amended the recommendation as presented above in underline style.

The Committee members expressed support for increasing employment lands, given the shortage in the region as well as the site's location in relation to the goods movement network and the existing Campbell Heights development. In addition, Committee members recognized the Special Study Area overlay for the lands, which indicates contemplated land use change after additional municipal planning work. The Committee members recognized the additional protection of nearly 70 hectares of land adjacent to the Little Campbell River by designating them Conservation / Recreation in *Metro 2040*.

However, four areas of concern were discussed:

- Concern was expressed about the lack of environmental work undertaken to date. Most environmental work is being planned for Phase II of the local planning process, but the proposed land use change is being advanced now without better understanding about how environmental values will be protected, particularly impacts on infiltration and groundwater;
- Concern was expressed that local First Nations, and particularly the Semiahmoo First Nation, had not been engaged regarding the proposal to date;
- Concern was expressed about the broad nature of the Mixed Employment designation and the potential commercial job sprawl and climate impacts this would enable. It was noted that if the intent is to create industrial jobs, that the regional designation proposed should be Industrial, not Mixed Employment; and

- Concern was expressed about the proposal's extension south of 16 Avenue, despite the 2018 MVRD Board response seeking to limit extension of the Urban Containment Boundary to 16 Avenue.

This matter is now before the Board for its consideration.

Attachment

"Metro Vancouver 2040: Shaping Our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights", dated September 20, 2021

47807222 FINAL

To: Regional Planning Committee

From: James Stiver, Division Manager Growth Management and Transportation and
Mark Seinen, Senior Planner, Regional Planning and Housing Services

Date: September 20, 2021 Meeting Date: October 8, 2021

Subject: ***Metro Vancouver 2040: Shaping Our Future* Land Use Designation Amendment
Request from the City of Surrey – South Campbell Heights**

RECOMMENDATION

That the MVRD Board:

- e) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;
 - f) give first, second, and third readings to "Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021"; and
 - g) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
-

EXECUTIVE SUMMARY

The City of Surrey is requesting a *Metro 2040* amendment corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan. This is an update to a proposed amendment for the area considered by the MVRD Board in 2018 that was referred back to the City of Surrey for further refinement of the of the proposal. The requested amendment includes: the redesignation of Rural designated lands (within a Special Study Area) to Mixed Employment (160.8 ha), Conservation and Recreation (55.5 ha) and Agricultural (12.1 ha); extension of the Urban Containment Boundary by 223.7 hectares; and redesignation of some Mixed Employment lands within the Urban Containment Boundary to Conservation and Recreation (13.4 ha).

Consideration of requested regional land use amendments is often about evaluating the trade-offs among regional growth strategy objectives. The implications of introducing much needed job lands must be considered against the expansion of the Urban Containment Boundary in terms of regional servicing and transit costs, and impacts to the natural environment and climate action. These lands have long been contemplated for land use change, and their Special Study Area overlay highlights that fact. On balance, the requested amendment for South Campbell Heights is supportable based on the evaluation against *Metro 2040's* policy framework.

PURPOSE

This report provides the Regional Planning Committee with the opportunity to review and comment on the City of Surrey's request to amend *Metro Vancouver 2040: Shaping our Future (Metro 2040)*, the regional growth strategy, for the South Campbell Heights area.

BACKGROUND

Metro 2040 includes provisions for member jurisdictions to request amendments to the regional growth strategy. The proposed amendments are intended to enable approval of the Revised Stage 1

South Campbell Heights Land Use Plan (Reference 1), which was given 3rd reading by Surrey City Council on July 26, 2021. On July 12, 2021, City of Surrey Council initiated *Surrey Official Community Plan Amendment Bylaw, 2013, No. 18020, Amendment Bylaw, 2021, No. 20393* by undertaking 1st and 2nd readings. A municipal public hearing was held on July 26, 2021 and subsequently, at the same meeting, City Council at 3rd reading of *Bylaw No. 20393* passed the following resolution:

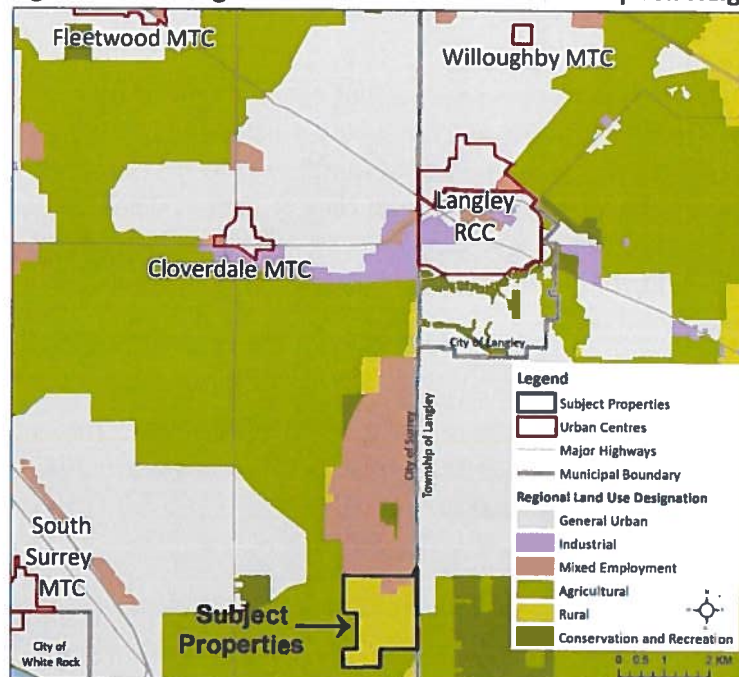
Subject to Council granting third reading to Amendment Bylaw No. 20393, authorize staff to submit a Type 3, Minor Regional Growth Strategy amendment and Regional Context Statement amendment application to the Metro Vancouver Board for approval of the Regional Growth Strategy Regional Land Use Designation amendments as shown in Appendix "IV" and Appendix "V".

On July 30, 2021, Metro Vancouver received a written request (Attachment 1) from the City of Surrey to consider an amendment to *Metro 2040* for the subject area in South Campbell Heights. The requested amendment constitutes a Type 3 minor amendment; this requires adoption of the amending through an affirmative 50%+1 weighted vote of the MVRD Board. Additionally, there is no requirement for a regional public hearing. A Council decision on the final adoption of the Official Community Plan (OCP) Bylaw will be scheduled following the decision of the MVRD Board on the requested.

SITE CONTEXT

The South Campbell Heights area is located in the southeast area of the City of Surrey adjacent to the municipal boundary with the Township of Langley (Figure 1). The area is characterized by rural development and forested natural areas. The Little Campbell River and its tributaries run diagonally through the area, and large-lot rural residences exist alongside pastures and other small-scale uses such as a kennel and a cemetery. One property is currently being used for agricultural production.

Figure 1 - Sub-Regional Context for the South Campbell Heights Area

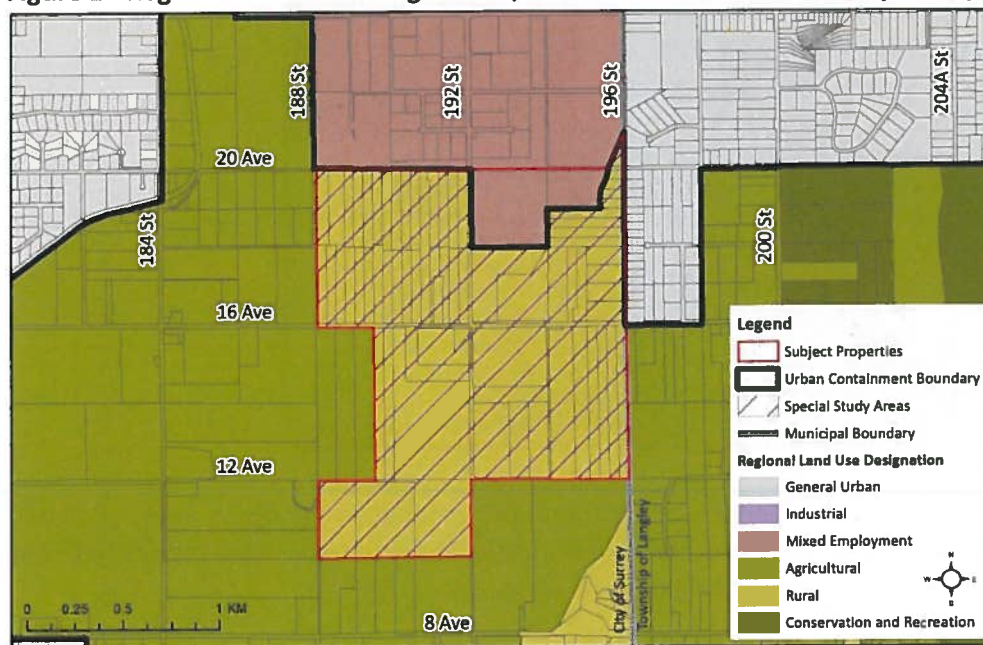


Existing Regional Land Use Designations and Special Study Area

The subject area includes lands currently identified in *Metro 2040* as a Special Study Area. This overlay was established in *Metro 2040* to reflect where, prior to its adoption in 2011, a municipality had expressed intent for future land use changes following further municipal planning work. The Special Study Area overlay does not alter the underlying regional land use designations. All lands in the South Campbell Heights Special Study Area (228.29 ha) are designated Rural in *Metro 2040*, and are located outside the Urban Containment Boundary.

The proposed amendment also includes 13.38 ha of Mixed Employment lands within the Urban Containment Boundary that does not form part of the Special Study Area (Figure 2).

Figure 2 - Regional Land Use Designations, Urban Containment Boundary and Special Study Area



PROPOSED AMENDMENT

The proposed amendment is an update to the City of Surrey's 2018 application that was previously considered by the MVRD Board for the same lands (Reference 2). That application was referred back to the City of Surrey, citing that the extension of the Urban Containment Boundary and redesignation of Rural lands to General Urban (for urban residential development), particularly south of 16 Avenue, were inconsistent with the policy framework in *Metro 2040*.

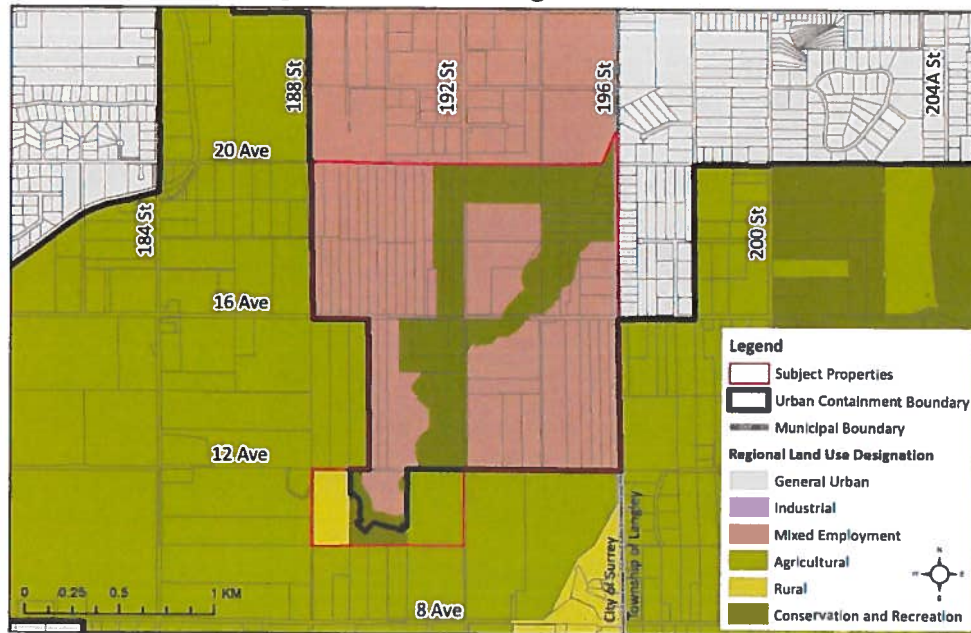
The updated proposal encompasses 72 properties, as depicted below in Figure 3. The amendment seeks to:

- redesignate 13.4 ha from Mixed Employment to Conservation and Recreation within the Urban Containment Boundary;¹
- redesignate a total of 228.4 hectares outside the Urban Containment Boundary and within the Special Study Area from:

¹ There is an adjacent 7.91 ha Mixed Employment parcel within the subject area that is proposed to remain designated as Mixed Employment. No regional land use designation amendment is required.

- i. Rural to Mixed Employment (160.8 ha)
- ii. Rural to Conservation and Recreation (55.5 ha)
- iii. Rural to Agricultural (12.1 ha);
- c) extend the Urban Containment Boundary to include an additional 223.7 hectares; and
- d) remove the Special Study Area designation from the entire South Campbell Heights area.

Figure 3 - Proposed Regional Land Use Designations and Urban Containment Boundary Alignment



The proposed amendment is a Type 3 minor amendment as per sections 6.3.4(b) and (g) of *Metro 2040*. Type 3 minor amendments require an amendment bylaw that receives a 50%+1 weighted vote of the Board at each reading, with no regional public hearing.

REGIONAL PLANNING ANALYSIS

The proposed amendment has been assessed in relation to the applicable *Metro 2040* goals and policies, noting that the regional growth strategy is currently being updated. The assessment focuses on potential regional planning implications and the regional significance of the proposed land use changes in consideration of the regional growth strategy.

The current proposal updates Surrey's 2018 regional growth strategy amendment request (Reference 1). The 2018 proposed amendment was assessed for alignment with the goals, strategies and objectives of *Metro 2040*. The policy framework, supported amending the Rural lands north of 16 Avenue to Mixed Employment, and protecting ecologically important lands by amending the designation on such lands to Conservation and Recreation. As a result, this report does not re-evaluate those aspects of the proposed amendment.

The main difference between the two applications is that the 2018 application requested that 143 ha be redesignated from a regional land use designation of Rural to General Urban to facilitate urban residential development. The 2021 application seeks instead to redesignate from Rural to Mixed Employment, thereby eliminating the residential component, and focusing on responding to the

region's strong need for industrial and job lands. As a result, the updated request from the City addresses many of the concerns previously noted with respect to introducing new urban residential development in this area. However, the proposed Mixed Employment land uses introduces some additional regional planning issues that have been examined through the *Metro 2040* policy framework below.

GOAL 1: Create a Compact Urban Area - Implications of Expanding the Urban Containment Boundary

Metro Vancouver's analysis of Surrey's 2018 application noted that residential development would increase pressure on nearby Rural lands by signaling potential availability for urban development; there is some risk that Mixed Employment development in the same area could generate similar outcomes. However, given market dynamics of residential comparative to employment development, this pressure will likely be less intensive.

The Urban Containment Boundary (UCB) is intended to be a long term, stable boundary for urban growth in Metro Vancouver. Regional Planning projections and analysis demonstrates that there is sufficient land within it to accommodate future growth in the region over the coming decades. As such, the current policy framework does not generally support its expansion.

However, the subject lands are identified as a Special Study Area in *Metro 2040*. This overlay does not alter the underlying regional land use designation(s), however it does reflect a municipality's intent to seek future land use change following more detailed local planning work. Reflecting this potential for change, the Special Study Area overlay reduces the MVRD Board's voting threshold needed for a proposed amendment to *Metro 2040* on lands outside the UCB and designated Rural, from a 2/3 weighted vote of the Board to a 50%+1 vote; additionally, it also removes the requirement for a regional public hearing.

The UCB is also an essential tool for supporting the efficient provision of urban infrastructure across the region. Regional sewerage and water services and transit expansions are necessitated by realigning the UCB, ultimately requiring increased service levels and costs. If the proposed amendment is adopted, the City of Surrey will need to seek an amendment to the Fraser Sewerage Area (FSA) from the GVS&DD Board; the review of this amendment would be predicated on the technical and financial feasibility and capacity of services. Staff note that the existing Metro Vancouver sewerage infrastructure required to service these lands may not be sufficient; further analysis will need to be undertaken in this regard.

GOAL 2: Protect the Supply of Industrial Land: Regional Need for Employment Lands

The proposed amendment proposes four times as much Mixed Employment designated lands than 2018 application. The City's planning report (Reference 1) cites the constrained supply of industrial lands as a rationale for redevelopment of the South Campbell Heights area. The report specifically addresses the demand for, and availability of, alternative employment lands within the Urban Containment Boundary, estimating that the existing North Campbell Heights employment area will reach its development capacity within seven to nine years. The recently-completed Regional Industrial Lands Strategy documented the extremely limited supply of industrial lands in the region, the consistently strong demand for industrial space, and the few opportunities to add more lands to

the regional market. In many areas, existing industrial lands are also being threatened by conversion to other uses.

The proposal for South Campbell Heights is for a Mixed Employment, not Industrial, regional land use designation, which is an important distinction. While the Mixed Employment designation permits industrial uses, it also permits commercial and other employment-related uses. Staff appreciate the flexibility Surrey would like to retain for land uses in the South Campbell Heights area, and that residential use is not intended. However, an extension of the UCB and use of these lands for Mixed Employment uses does have the potential to attract employment uses away from the City's existing Urban Centres and transit-rich locations. If the amendment is supported, it will be incumbent on the City of Surrey to ensure that the land uses in this area support industry and do not compete with major trip-generating uses that are more appropriately located in Urban Centres, in an effort to reduce auto-oriented "job sprawl." The existing North Campbell Heights business park area is designated Mixed Employment in *Metro 2040*, and primarily supports light industrial uses, with some commercial and other employment uses.

GOAL 3: Protect the Environment and Respond to Climate Change Impacts

A significant land use change for 160 ha of rural lands to more urban forms of development will have ecological impacts. The City has identified ecologically-sensitive locations which it has indicated will be protected through the South Campbell Heights Land Use Plan, providing for a continuous biodiversity hub along the Little Campbell River riparian corridor. As a result of this work, The City is proposing to redesignate 55.52 ha from Rural to Conservation and Recreation to support the protection of this ecological corridor. These lands are being introduced, in part, to provide a buffer function, with stream setbacks that exceed the requirements of The City of Surrey's Zoning Bylaw and riparian area regulations. The proposed Conservation and Recreation designation component totals 86 ha, or 35 percent of the subject area.

Beyond the conservation plans for the Little Campbell River corridor itself, questions remain about broader aquifer protection and potential infiltration into neighbouring communities. The City of Surrey has committed to additional study and monitoring of groundwater impacts through subsequent phases of the South Campbell Heights Land Use Plan.

The City of Surrey's comprehensive Climate Adaptation Strategy sets out progressive policies and initiatives and will help the City anticipate and respond to a changing climate. Any expansion of the UCB will have impacts on the area's resilience to climate change and will contribute to increased greenhouse gas emissions. If the proposed amendment is adopted, the City's future local planning work will need to ensure that the policies of the Strategy are applied to the development of the South Campbell Heights lands; this will support our collective actions in meeting our shared climate targets.

GOAL 5: Support Sustainable Transportation Choices

The 2018 Metro Vancouver report noted that "as the location of the proposed redesignation is adjacent to the existing Campbell Heights industrial area and a major transportation route, it is an appropriate and regionally-strategic location for industrial related development." While the area is accessible by two truck routes and the Major Road Network, most roads in the area are two-lane roads, with a rural cross-section, that have the potential of not accommodating the additional

commercial vehicles/traffic; in addition, the road network south of 16 Avenue is incomplete and fragmented. Future road upgrades by the City will likely be necessary to accommodate the increases in commercial truck traffic.

If the regional land use designation amendment is adopted, pressure will increase to expand transit service beyond what is contemplated in the current TransLink Investment Plan for the area. This creates challenges from a transit service design and fare recovery perspective, particularly due to South Campbell Heights' outlying location and limited street connectivity.

The area is strategically located from a goods movement and jobs perspective. South Campbell Heights is proximate to the United States border and adjacent to an existing Mixed Employment area; it connects with the regional truck route network and Major Road Network; and it would serve job markets in both South Surrey and Langley.

Regional Planning Advisory Committee Comments

As required by *Regional Growth Strategy Procedures Bylaw No. 1148, 2011*, Metro Vancouver staff prepared a report to the Regional Planning Advisory Committee (RPAC) for its meeting of September 27, 2021. The City of Surrey presented the application, and RPAC members were able to ask questions and discuss. RPAC received the report for information.

AMENDING METRO 2040 AND NEXT STEPS

Metro 2040 is the region's collective vision for how to manage regional growth in a way that reflects the federation's values. It includes regional land use designations, which are a key tool for protecting and enhancing the region's supply of Conservation and Recreation, Mixed Employment, Agricultural, and Industrial lands.

In accordance with Subsections 6.3.4(c) of *Metro 2040*, for sites within a Special Study Area or within the Urban Containment Boundary, land use designation amendments are a Type 3 Minor Amendment. Adoption of a Type 3 amendment requires an affirmative 50%+1 weighted vote of the MVRD Board, and does not require a regional Public Hearing.

If the amendment bylaw (Attachment 2) receives 1st, 2nd, and 3rd readings by the MVRD Board, it will be referred to affected local governments and other agencies, as well as posted on the Metro Vancouver website for a minimum of 30 days for the opportunity to provide comment. Any comments received would be summarized and included in the report advancing the bylaw to the MVRD Board for consideration of final adoption. Should the initial readings of the amendment bylaw be given, staff will report back to the MVRD Board at a meeting in early 2022 with a summary of any comments received on the proposed amendment, and the amendment bylaw for consideration of final reading. The City's updated Regional Context Statement will also be provided for consideration of acceptance at the same time as final adoption of the proposed amendment.

ALTERNATIVES

1. That the MVRD Board:
 - a) initiate the regional growth strategy amendment process for the City of Surrey's requested regional land use designation amendments for the South Campbell Heights area, including extension of the Urban Containment Boundary and removal of the Special Study Area overlay;

- b) give first, second, and third readings to “Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021”; and
 - c) direct staff to notify affected local governments as per section 6.4.2 of *Metro Vancouver 2040: Shaping our Future*.
2. That the MVRD Board decline the proposed amendments for South Campbell Heights and notify the City of Surrey of the decision.

FINANCIAL IMPLICATIONS

If the MVRD Board chooses Alternative 1, notification will be given to all affected local governments as laid out in the *Local Government Act* and *Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy* (Reference 3).

If the MVRD Board chooses Alternative 2, the City of Surrey will be notified of the Board’s decision. A dispute resolution process may take place as described in the *Local Government Act*. The cost of this dispute resolution is prescribed based on the proportion of assessed land values. Metro Vancouver would be responsible for most of the associated costs.

CONCLUSION

The City of Surrey has submitted a request for a *Metro 2040* amendment corresponding with the Revised Stage 1 South Campbell Heights Land Use Plan (Reference 1). The plan includes the redesignation of 228.39 hectares of Rural designated lands outside the Urban Containment Boundary (within a Special Study Area) to Mixed Employment (160.77 ha), Conservation and Recreation (55.52 ha) and Agricultural (12.1 ha). It also includes the redesignation of 13.38 ha of Mixed Employment lands, within the Urban Containment Boundary, to Conservation and Recreation.

The proposed amendment aligns with the *Metro 2040* policy framework in the following ways:

- The extension of the Urban Containment Boundary can be supported by a demonstrated land need as there are few alternative employment lands available within the UCB;
- The subject area will provide jobs and expand the supply of much-needed employment-generating lands in the region;
- Given planned land use change in this area, environmental impacts have been largely addressed through the designation of Conservation and Recreation lands including buffer areas around the Little Campbell River and its tributaries; and
- The area is strategically located from a goods movement and trade perspective.

It should be noted that passenger transportation will be a challenge, particularly given the current lack of transit service, bikeways and pedestrian facilities. Further work will need to be undertaken in an effort to resolve these issues. This is also a significant addition to the Urban Containment Boundary, which has significant servicing impacts. These will not be as substantial as if the land use contemplated was residential, however the City of Surrey will need to apply to the GVS&DD for inclusion in the Fraser Sewerage Area, and there remains uncertainty as to the capacity of the current sewerage infrastructure to accommodate this planned use. And, there are significant environmental impacts when this scale of land use change is occurring, despite mitigating efforts.

Consideration of proposed regional land use amendments is often about evaluating the trade-offs among regional growth strategy objectives. The implications of introducing much-needed job lands must be considered against the expansion of the Urban Containment Boundary in terms of regional servicing and transit costs, impacts to the natural environment and climate action. On balance, the requested amendment for South Campbell Heights is supportable based on the above analysis of *Metro 2040's* policy framework. Staff recommend Alternative 1.

Attachments (47807423)

1. Correspondence, dated July 30 2021, from City of Surrey, to Metro Vancouver Board re: City of Surrey Regional Growth Strategy Amendment Application.
2. Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021

References

1. [City of Surrey Corporate Report, dated July 8, 2021 \(No. R147\): Revised South Campbell Heights Land Use Plan](#)
2. [Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment Request from the City of Surrey – South Campbell Heights](#). MVRD Board Regular Meeting, May 25, 2018
3. [Regional Growth Strategy Implementation Guideline #2: Amendments to the Regional Growth Strategy](#)

47807222

July 30, 2021

File: 3900-20-18020 (OCP)
6520-20 (South Campbell Heights)

Metro Vancouver Board
c/o Chris Plagnol, Corporate Officer
4730 Kingsway (Metrotower III)
Burnaby, BC
V5H 0C6

Dear Mr. Plagnol:

RE: City of Surrey Regional Growth Strategy Amendment Application

The City of Surrey is processing several Official Community Plan ("OCP") amendments that also require amendments to the Metro Vancouver Regional Growth Strategy ("RGS") prior to final adoption for the following areas:

1. Revised South Campbell Heights Land Use Plan
2. South Campbell Heights Agricultural Land Reserve ("ALR") Inclusion Property

Although these are two separate processes, they are included together in this RGS amendment application.

Background

On July 24, 2017, Surrey Council endorsed Stage 1 of the South Campbell Heights Land Use Plan ("the Plan") following a comprehensive land use planning process. Following Stage 1 approval of the Plan, Council also granted third reading to the necessary OCP amendments and bylaw readings that were consistent with the Stage 1 Plan. On January 16, 2018, the City submitted a request to Metro Vancouver to amend the RGS to accommodate the land uses proposed in the Plan.

The 2017 application proposed the Rural "Special Study Area" designation (235 hectares) within the Plan area to be amended to General Urban (143 hectares), Mixed Employment (37 hectares), and Conservation and Recreation (55 hectares). These changes necessitated an expansion of the regional Urban Containment Boundary ("UCB") which outlines the catchment for regional utility servicing. It also proposed land use amendments within the existing UCB, including 16.4 hectares from Mixed Employment to Conservation and 6.0 hectares from Mixed Employment to General Urban.

On April 20, 2018, the Metro Vancouver Regional Planning Committee ("RPC") received a report from Metro Vancouver staff titled "Metro Vancouver 2040: Shaping our Future Land Use Designation Amendment from the City of Surrey - South Campbell Heights." The report indicated support for proposed amendments to redesignate lands to Mixed Employment, Conservation and Recreation, and Agricultural because these were generally consistent with the provisions of Metro 2040; however, for the portion of the proposed amendment that was seeking to extend the UCB and redesignate 143 hectares from Rural to General Urban for urban residential development, there was not the required support. The report indicated that this component of the request was inconsistent with Metro 2040 and recommended that the entire amendment application be referred back to the City to consider an alternate amendment.

At the May 25, 2018 Metro Vancouver Board meeting, the Board approved the RPC recommendations and referred the RGS amendment application back to the City to consider alternatives.

In response to the amendment application being referred back to the City, staff liaised with Metro Vancouver staff and employment lands stakeholders in Surrey to prepare a revised Stage 1 South Campbell Heights Land Use Plan that better responds to regional concerns.

On July 12, 2021 at the Regular Council - Public Hearing Meeting, Surrey Council approved recommendations in the report titled, "Revised Stage 1 South Campbell Heights Land Use Plan and Proposed Official Community Plan, Regional Context Statement, and Regional Growth Strategy Amendments" (Attachment "1"). This included approval of the revised Stage 1 Land Use Plan, resolutions to give first and second readings to the required OCP bylaw amendments, and instructions to the City Clerk to set a date for public hearing (Attachment "2").

On July 26, 2021, at Regular Council - Public Hearing Meeting, Surrey Council passed a resolution to give third reading to the proposed Surrey OCP bylaw amendments and endorsed referring an application to Metro Vancouver to support amendments to the RGS (Attachment "3"). These amendments include adjustments to the UCB, removal of the entire Special Study Area, and amendments to the Regional Land Use Designations from Rural and Mixed Employment to Conservation Recreation, Mixed Employment, and Agriculture.

Revised South Campbell Heights Local Area Plan

The Plan has been revised in consideration of the region's constrained industrial land supply and Metro Vancouver's previous refer back of Surrey's initial RGS amendment. The revised Plan focuses on creating more employment opportunities by increasing the inventory of regional employment lands. Residential uses have been removed from the revised Plan. The proposed UCB extension has been modified to only contain lands north of the southernmost reach of the Little Campbell River in this area. These proposed changes to the Plan better align with RGS goals.

Surrey is a significant contributor to regional industrial growth and holds a significant portion of the region's vacant industrial land; however, across the region the demand for industrial land continues to outpace supply. In the absence of additional land to meet continued demand, the region is anticipated to absorb all effective supply sometime between 2028 and 2035.

The proposed South Campbell Heights Plan will help address the industrial land supply and provide opportunities to accommodate both new industrial businesses and those businesses that are seeking to expand their operations. Given applicable lot sizes, the Plan has advantage for uses that require larger parcels with the necessary access to services and transportation infrastructure. It is important for the City and the region to remain open for business and to provide opportunity for businesses seeking to relocate or expand operations.

The following RGS amendments are proposed:

- Amend the RGS Land Use Designations for the South Campbell Heights Land Use Plan from 227.3 hectares of Rural and 22.4 hectares of Mixed Employment to 80.6 hectares of Conservation and Recreation and 169.1 hectares of Mixed Employment (as shown in Attachment "4").
- Remove the entire 247 hectares of regional Special Study Area Overlay for all areas of South Campbell Heights.
- Amend the RGS to extend the UCB by 223.7 hectares (as shown in Attachment "5"). to support the proposed land uses within the South Campbell Heights Land Use Plan

South Campbell Heights Agricultural Land Reserve Inclusion Property

In a separate process from the preparation of the South Campbell Heights Local Area Plan, an application to include land into the Agricultural Land Reserve ("ALR") was approved by the Agricultural Land Commission ("ALC") for the property shown in Attachment "6". In order to be consistent with that ALC decision, the Regional Land Use Designation is recommended to be adjusted from Rural to Agricultural as a housekeeping amendment.

Conclusion

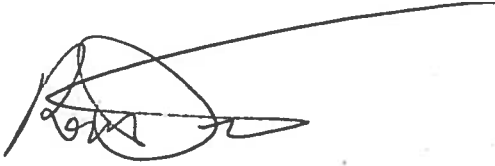
The City of Surrey requests that the Metro Vancouver Board amend the Regional Growth Strategy to:

- extend the Urban Containment Boundary;
- remove Surrey's Special Study Area; and
- amend Regional Land Use Designations from Rural and Mixed Employment to Mixed Employment, Conservation Recreation, and Agricultural (as shown in Attachments "4" and "5").

The ALC has already approved the inclusion of the property shown in Attachment "6" into the ALR and is, therefore, simply a housekeeping measure to ensure the RGS is consistent with the existing designations.

Should Metro Vancouver staff require any additional information regarding this application, please contact Patrick Klassen, Community Planning Manager, at 604-598-5858 or at pklassen@surrey.ca.

Sincerely,

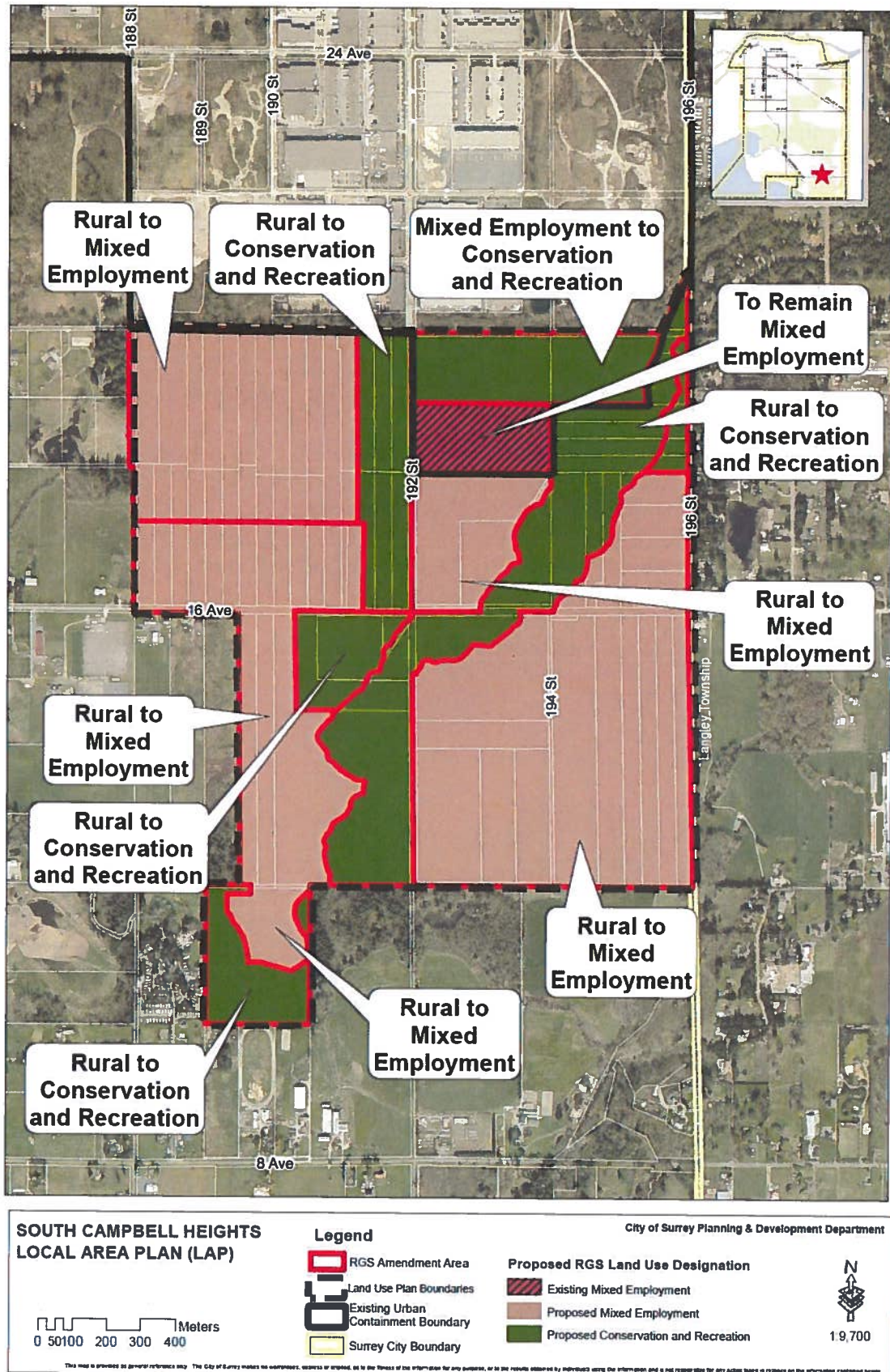


Rémi Dubé, P.Eng.
Acting General Manager, Planning & Development

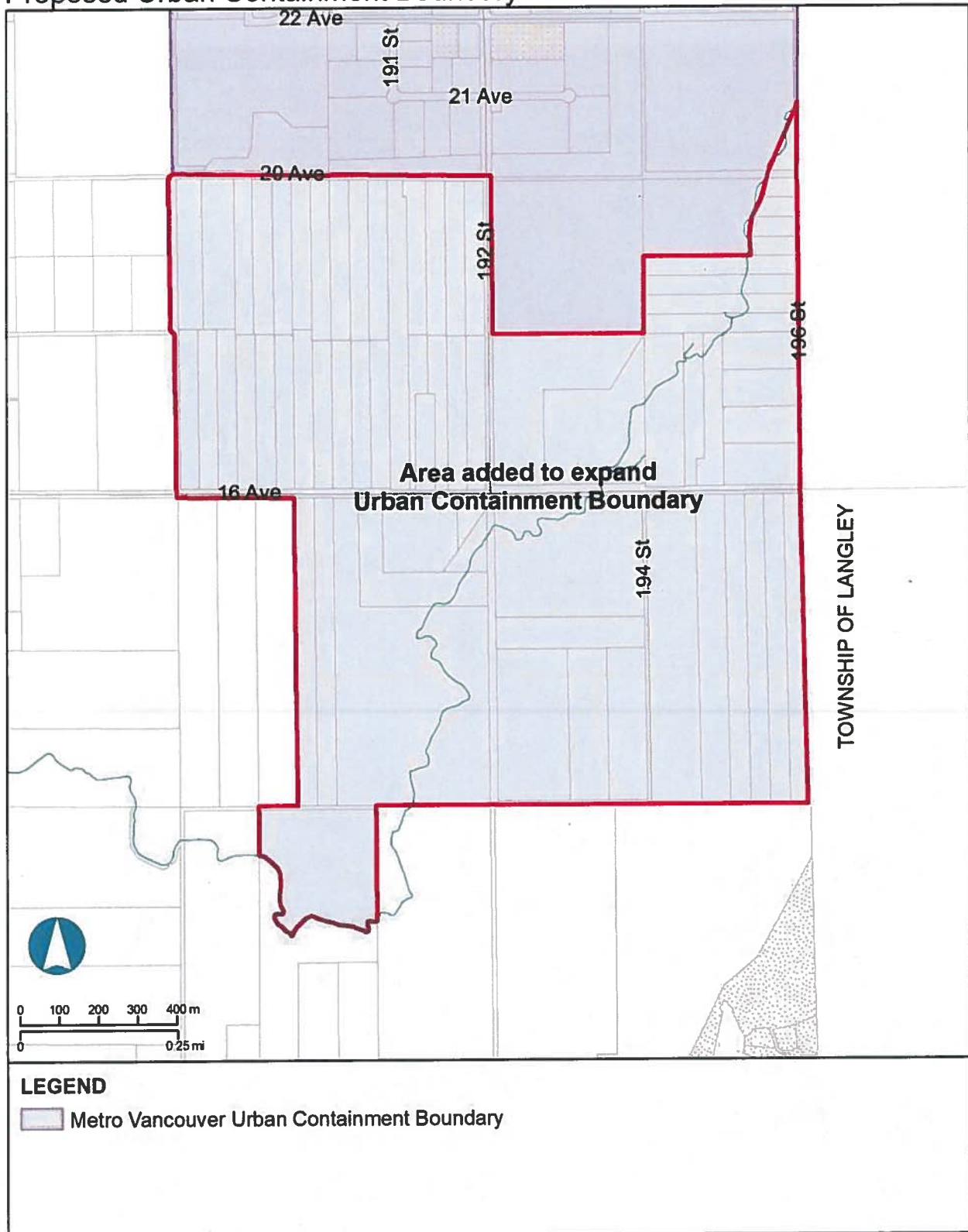
Cc Heather McNell, General Manager, Regional Planning and Housing Services, Metro Vancouver
Sean Galloway, Director, Regional Planning, Metro Vancouver
James Stiver, Manager, Growth Management and Transportation
Mark Seinen, Senior Planner, Metro Vancouver
Preet Heer, Manager, Community Planning, Planning & Development, City of Surrey
Patrick Klassen, Community Planning Manager, Planning & Development, City of Surrey
Markus Kischnick, Community Planner, Planning & Development, City of Surrey
Yonatan Yohannes, Manager, Utilities, Engineering, City of Surrey

Attachment "1"	Corporate Report - "Revised Stage 1 South Campbell Heights Land Use Plan and Proposed Official Community Plan, Regional Context Statement, and Regional Growth Strategy Amendments"
Attachment "2"	Council Resolutions - July 12, 2021 Regular Council - Public Hearing Meeting
Attachment "3"	Council Resolutions - July 26, 2021 Regular Council - Public Hearing Meeting
Attachment "4"	Proposed RGS Land Use Designation Amendments
Attachment "5"	Proposed UCB Extension
Attachment "6"	South Campbell Heights ALR Inclusion Property

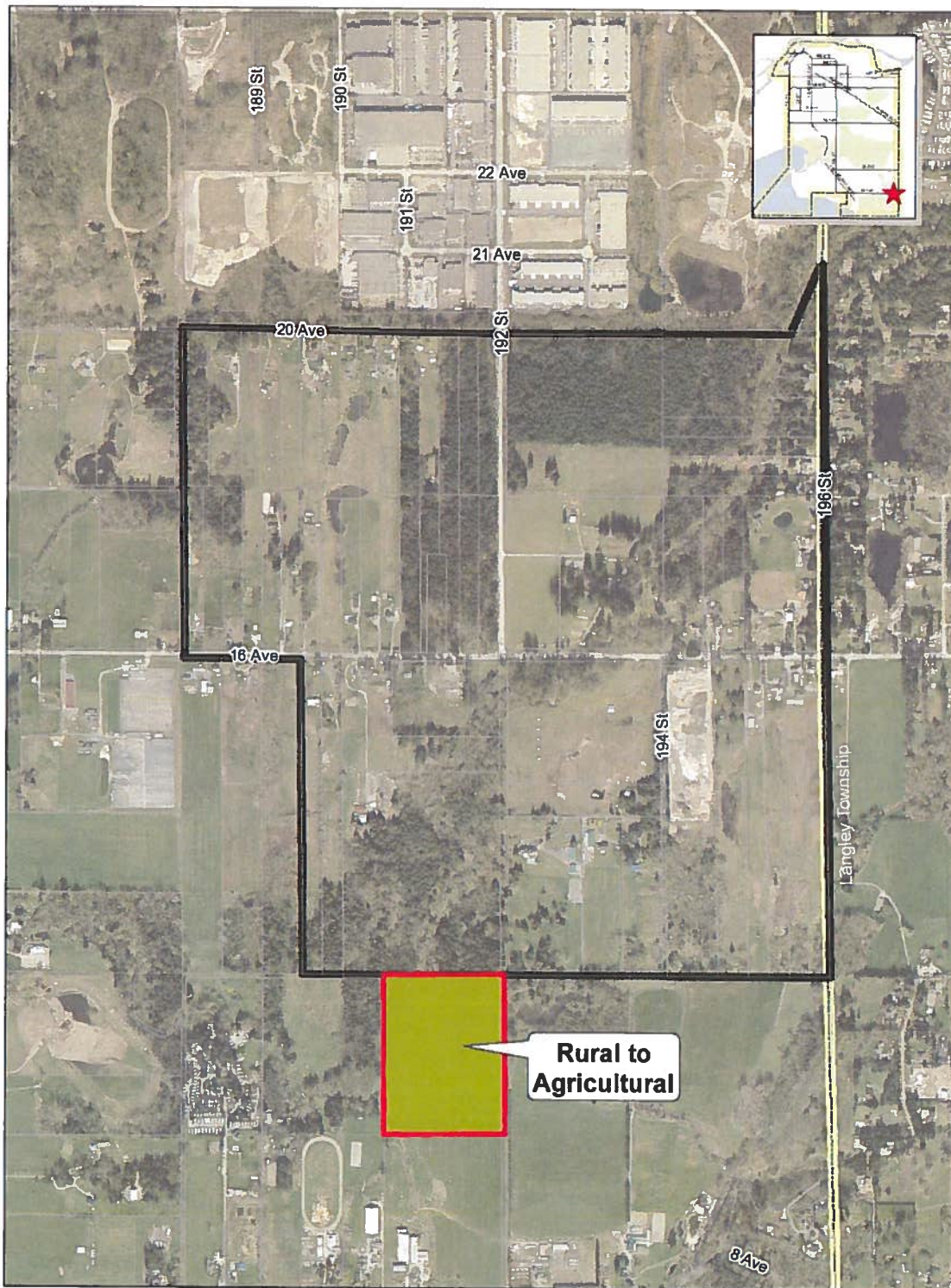
Proposed RGS Land Use Designation Amendments



Proposed Urban Containment Boundary Extension



South Campbell Heights ALR Inclusion Property



**SOUTH CAMPBELL HEIGHTS
LOCAL AREA PLAN (LAP)**

City of Surrey Planning & Development Department

Legend

- ALR Amendment Area
- LAP Boundary
- Surrey City Boundary

Proposed RGS Land Use Designation
 Agricultural



1:8,000

0 50 100 200 300 400 Meters

**METRO VANCOUVER REGIONAL DISTRICT
REGIONAL GROWTH STRATEGY AMENDMENT BYLAW NO. 1328, 2021
A Bylaw to Amend "Greater Vancouver Regional District Regional Growth Strategy
Bylaw Number 1136, 2010"**

WHEREAS:

- A. The Metro Vancouver Regional District Board (the "Board") adopted the *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* on July 29, 2011;

NOW THEREFORE the Board of the Metro Vancouver Regional District enacts as follows:

1. The *Greater Vancouver Regional District Regional Growth Strategy Bylaw No. 1136, 2010* is hereby amended as follows:
 - a) re-designating portions of the subject properties from 'Rural' to 'Mixed Employment', re-designating portions of the subject properties from 'Rural' to 'Conservation and Recreation', re-designating portions of the subject properties from 'Rural' to 'Agricultural', re-designating portions of the subject properties from 'Mixed Employment' to 'Conservation and Recreation', removing the Special Study Area, and adjusting the Urban Containment Boundary, as shown in Schedule "A"; and
 - b) the official regional land use designation maps numbered 2, 3, 4, 5, 6, 7, 8, 9, 11, and 12 are revised to record the changes in regional land use designation, removal of the Special Study Area, and adjustments to the Urban Containment Boundary, as shown in the maps contained in Schedule "B".

Citation

2. The official citation for this bylaw is "*Metro Vancouver Regional District Regional Growth Strategy Amendment Bylaw No. 1328, 2021*". This bylaw may be cited as "*Regional Growth Strategy Amendment Bylaw No. 1328, 2021*".

Schedules

3. The following Schedules are attached to and form part of this bylaw:
Schedule "A"; and
Schedule "B".

Read a first time this _____ day of _____, _____.

Read a second time this _____ day of _____, _____.

Read a third time this _____ day of _____, _____.

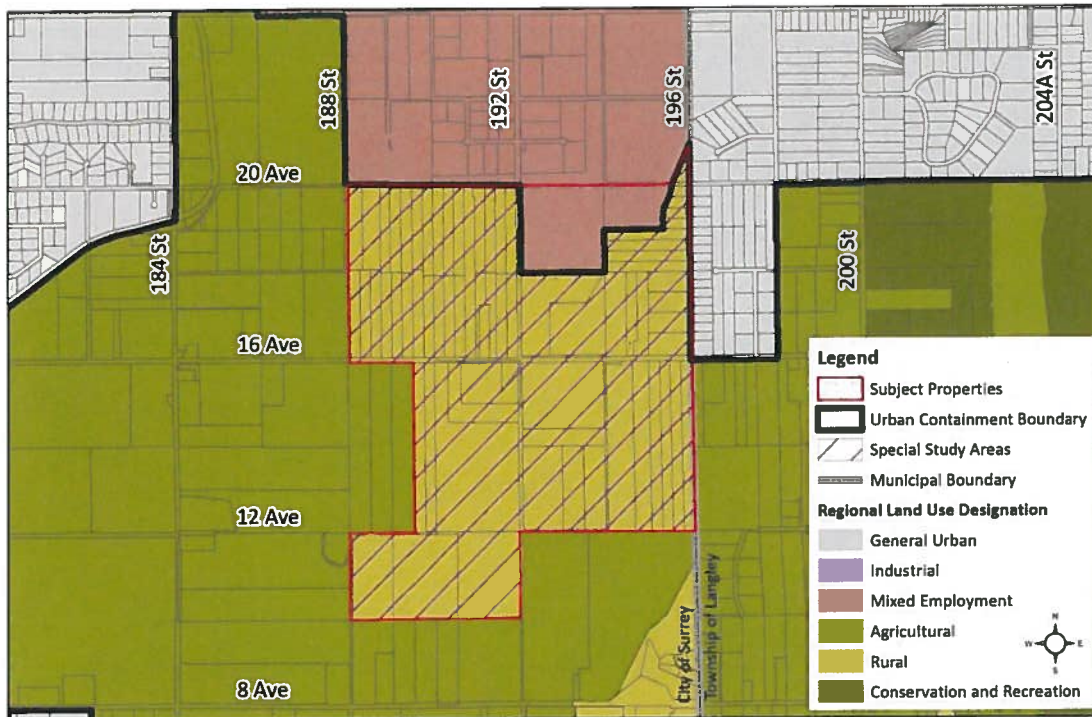
Passed and finally adopted this _____ day of _____, _____.

Sav Dhaliwal, Chair

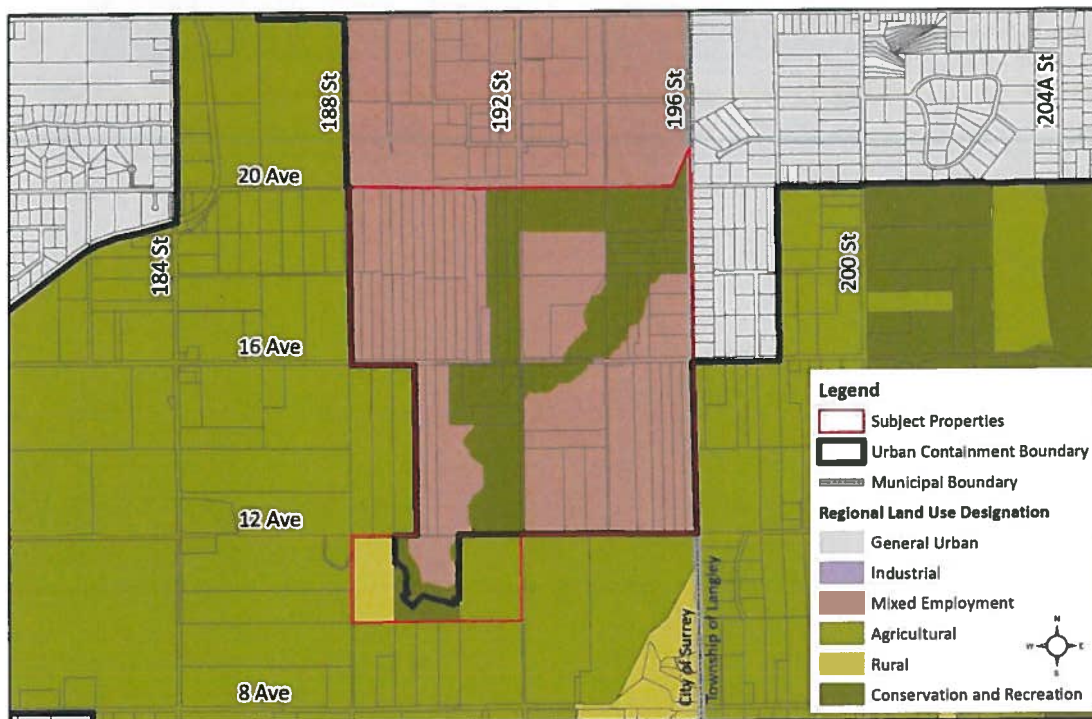
Chris Plagnol, Corporate Officer

Schedule A

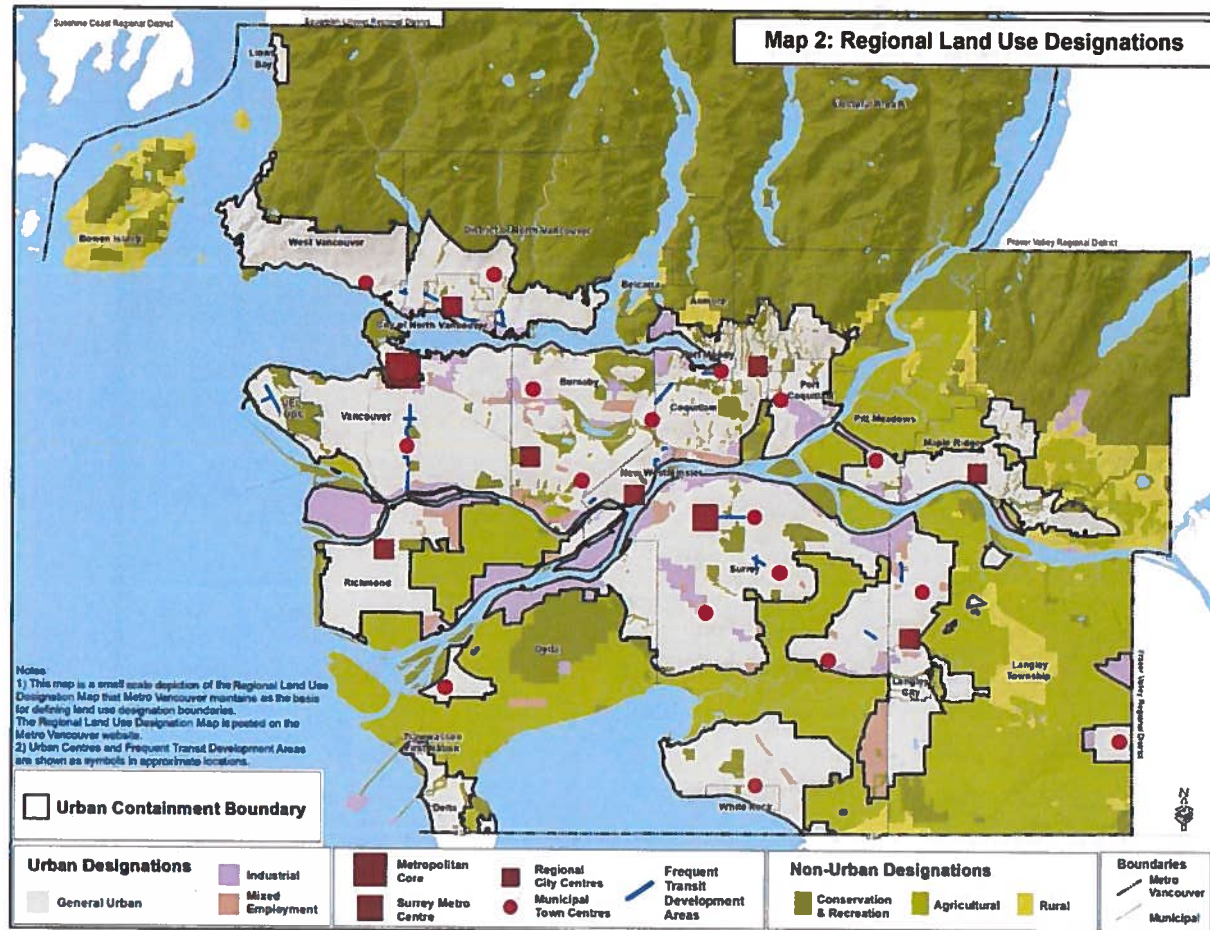
Prior to Amendment



Post Amendment

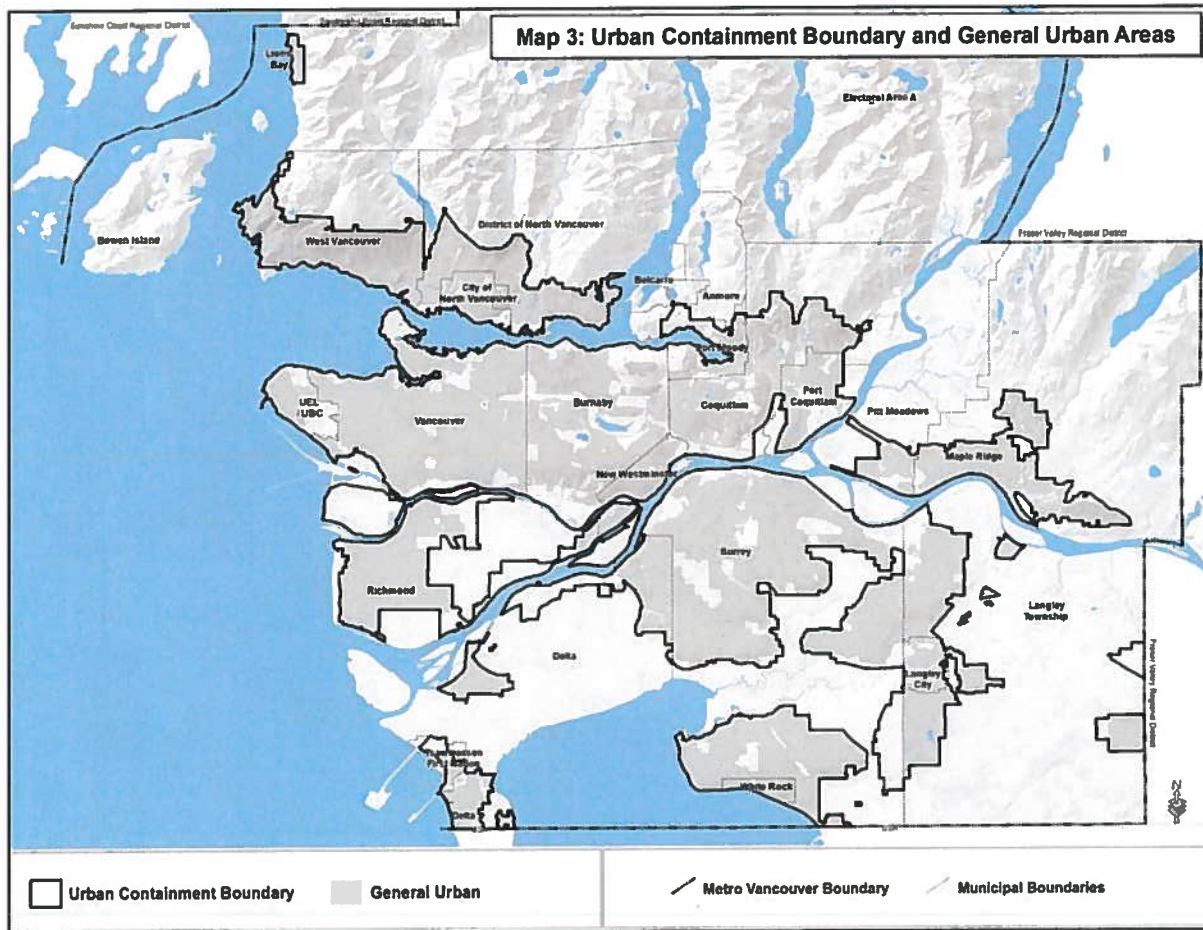


Map 2: Regional Land Use Designations



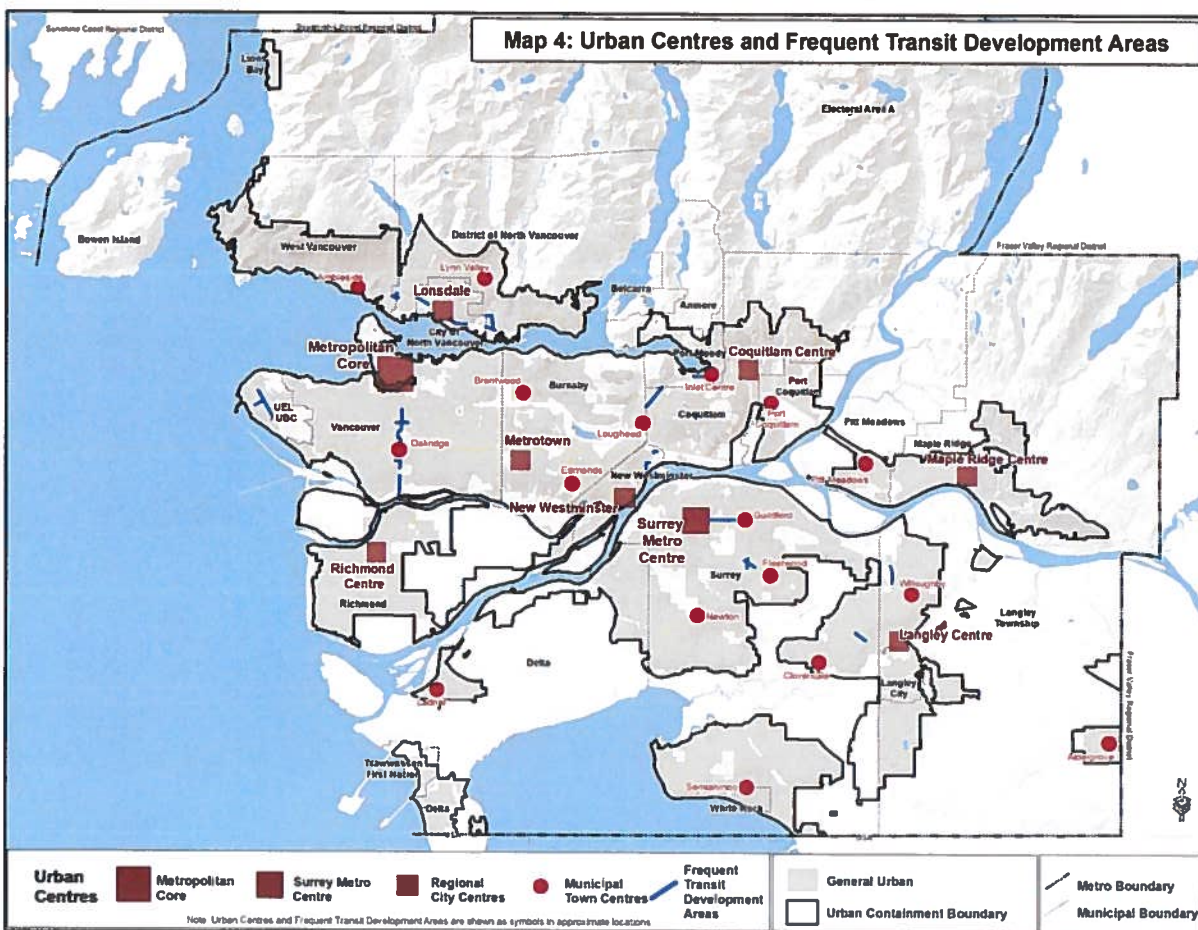
Schedule B

Map 3: Urban Containment Boundary and General Urban Areas



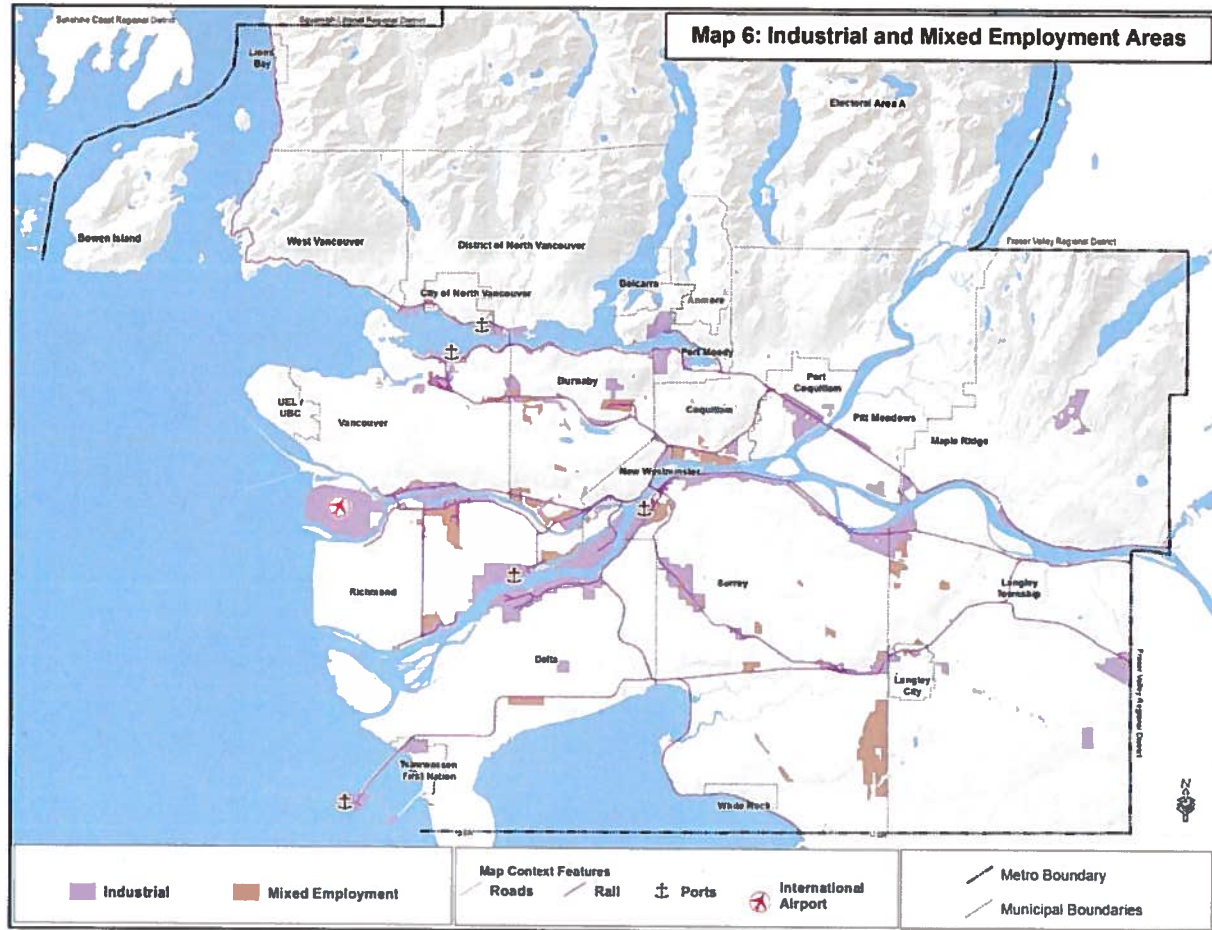
Schedule B

Map 4: Urban Centres and Frequent Transit Development Areas

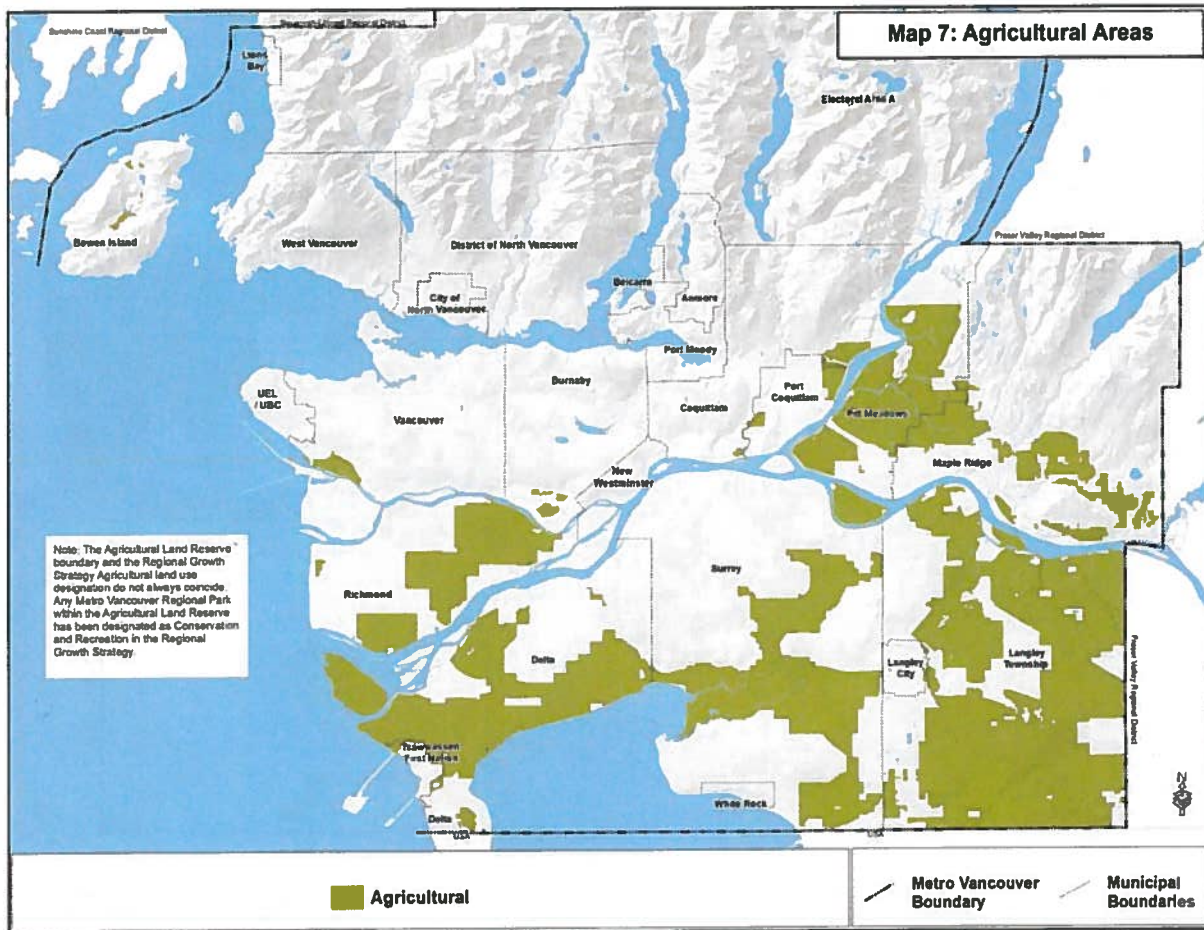


Schedule B

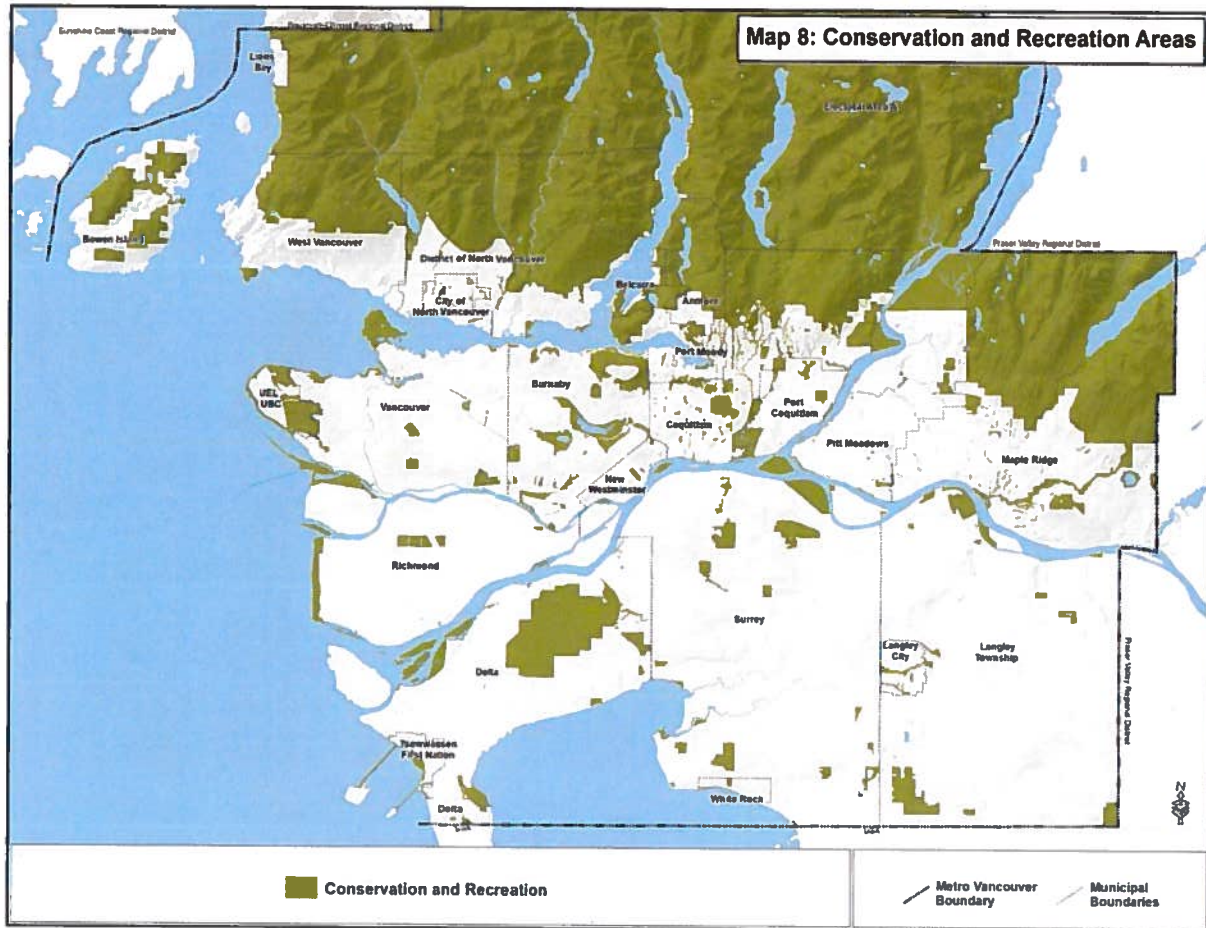
Map 6: Industrial and Mixed Employment Areas



Map 7: Agricultural Areas

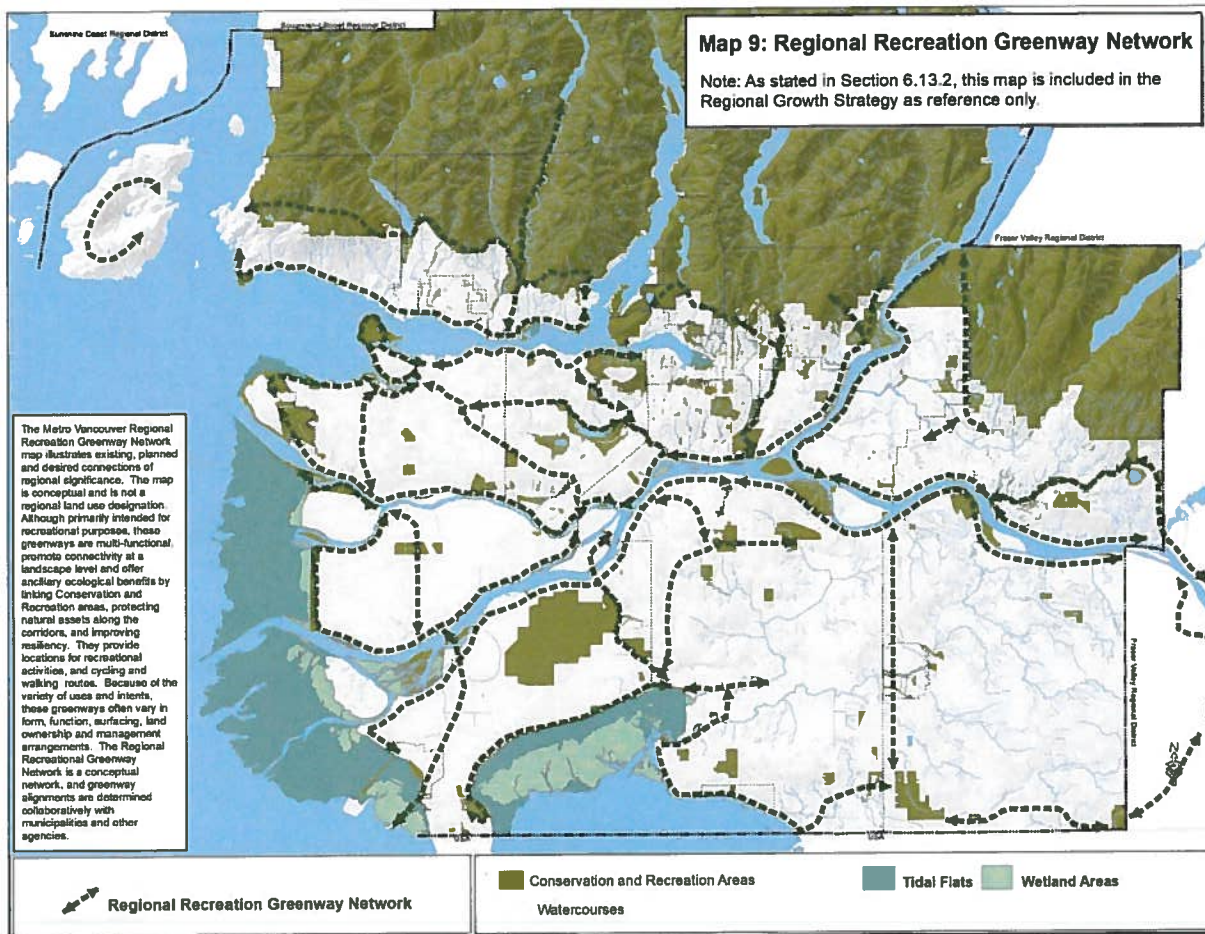


Map 8: Conservation and Recreation Areas

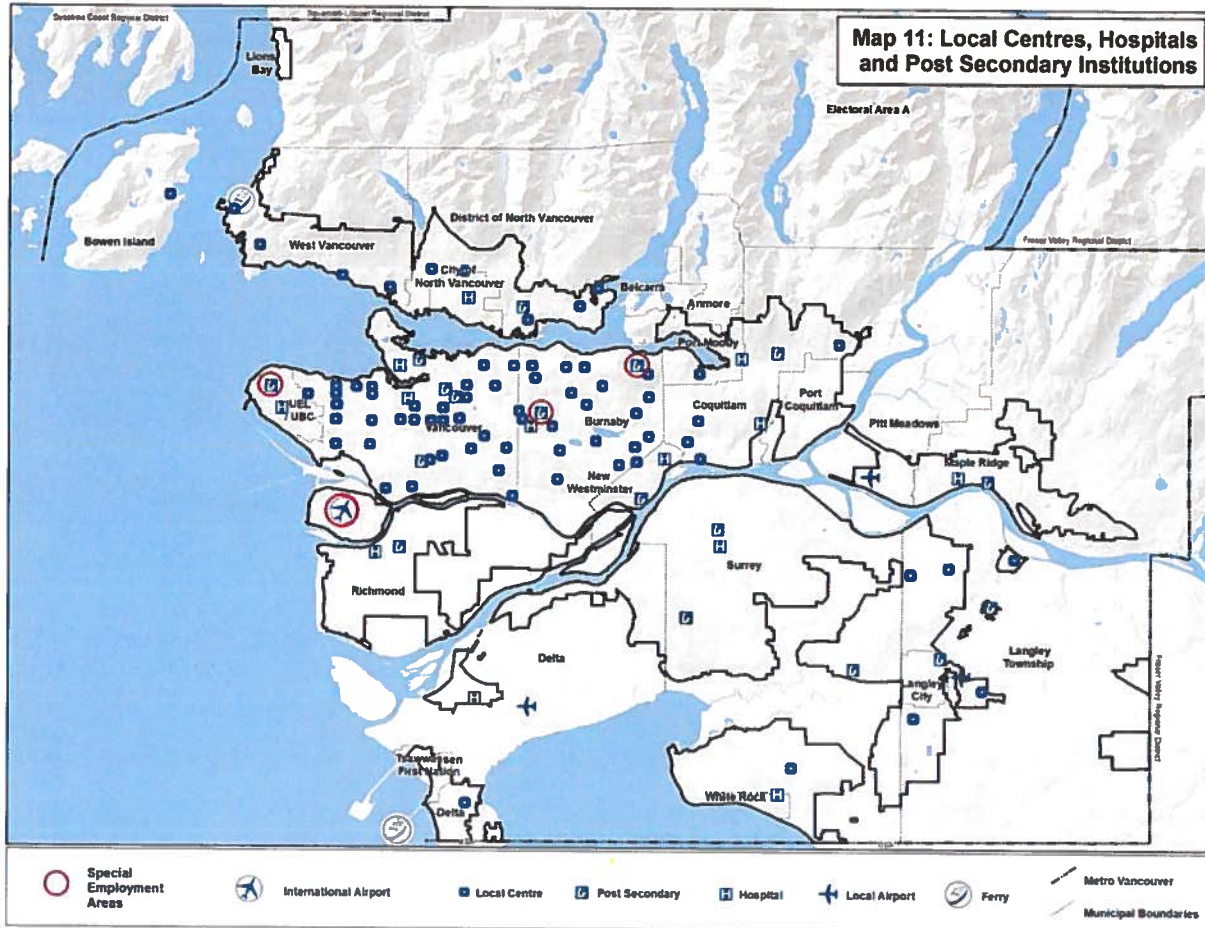


Schedule B

Map 9: Regional Recreation Greenway Network

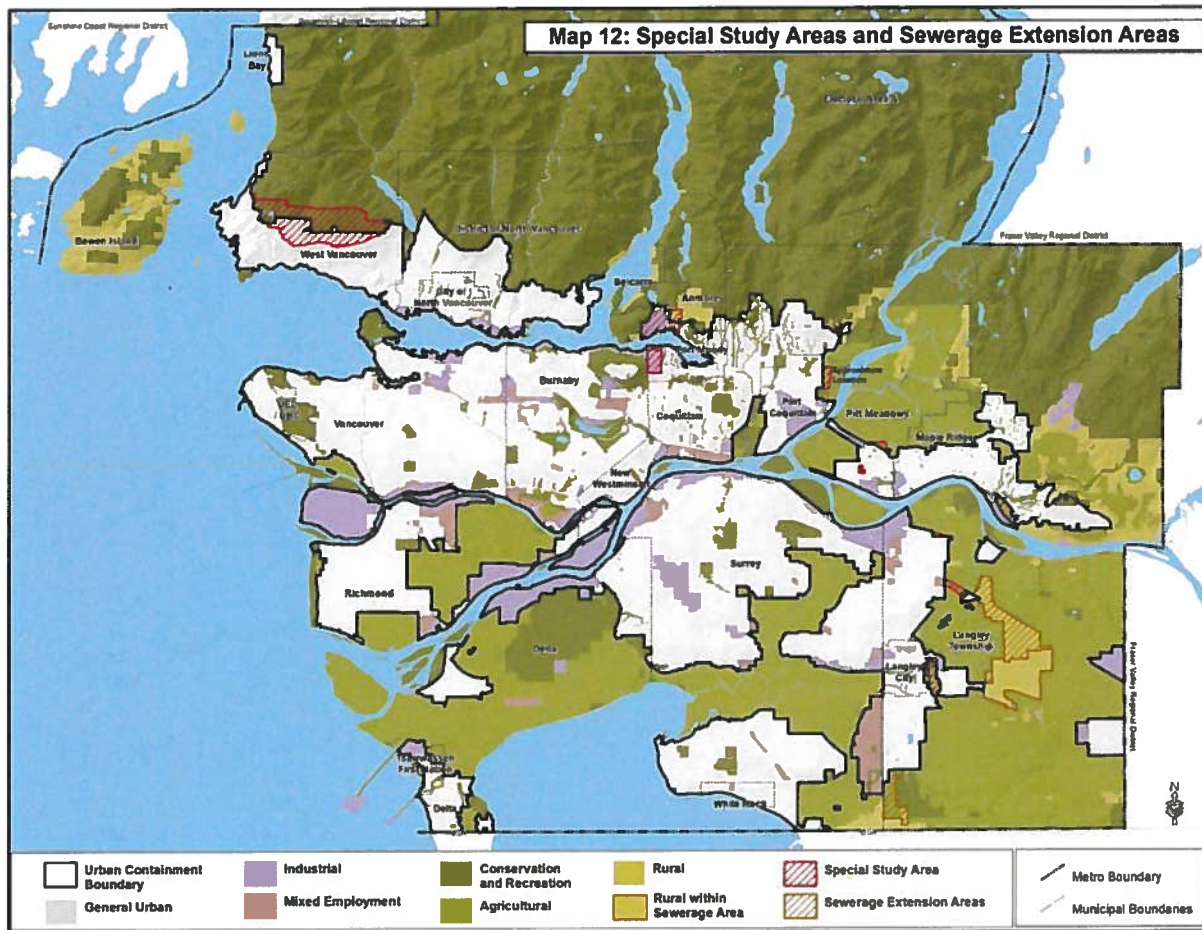


Map 11: Local Centres, Hospitals and Post-Secondary Institutions



Schedule B

Map 12: Special Study Areas and Sewerage Extension Areas



Attachment 4

*Draft Letter to Metro Vancouver regarding
the City of Surrey's Metro 2040 Land Use
Designation Amendment Requests*

Attachment 4: Draft Comments to Metro Vancouver on City of Surrey's Proposed RGS Amendments in South Campbell Heights

December __, 2021

Chair Sav Dhaliwal
Metro Vancouver Regional District
Metrotower III, 4515 Central Boulevard
Burnaby, BC, V5H 0C6

Dear Chair Dhaliwal and the Metro Vancouver Regional District Board,

The City of New Westminster Council received three referrals from Metro Vancouver in relation to the City of Surrey's proposed amendments to the Regional Growth Strategy (RGS). At their regular meeting on December 13, 2021, Council made the following resolution:

THAT Council direct staff to send the attached letter to Metro Vancouver as City comment on Surrey's proposed amendments to the Regional Growth Strategy land use designations for properties in the South Campbell Heights area.

The City has no objections to Surrey's requests to amend Metro 2040 to facilitate the development of the new Cloverdale Hospital and Cancer Centre or to enable the development of medium-density residential and commercial uses and an assisted living facility in the Douglas area. However, the City appreciates the opportunity to offer comment in relation to the proposed amendment pertaining to the South Campbell Heights area.

We appreciate that the South Campbell Heights area was identified in Metro 2040: Shaping Our Future as a Special Study Area. We understand that this reflects the fact that when the plan was adopted in 2011, Surrey already anticipated undertaking planning work, including the potential consideration of land use changes in the area. Some flexibility for changes within Special Study Areas is therefore appropriate.

However, the City of New Westminster is concerned that, on balance, the South Campbell Heights amendments being considered by the regional Board are not in alignment with the goals and policies of Metro 2040. The City has identified even greater misalignment between the South Campbell Heights RGS amendment proposal and the draft updated RGS, which more prominently features climate action and resilience than the current plan.

It is challenging to draw hard lines against incremental expansion of urban land uses such as business parks. However, the Urban Containment Boundary is a critical tool for achieving our regional goals of climate protection and growth containment. Given the recognized capacity to accommodate jobs and housing within the existing urban areas

of our region and the severity of the climate crisis, the bar for moving that boundary, even within a Special Study Area, needs to be very high.

In the case of South Campbell Heights, we respectfully suggest that the case for additional Mixed Employment lands is not strong enough to justify expanding the Urban Containment Boundary.

We reached this conclusion by considering:

- the climate implications of a significant net increase in urban lands and a net loss of non-urban lands – despite the proposed increase in Conservation and Recreation lands. Climate impacts include the increase in sprawl given the proposed expansion of employment-generating lands at the edge of the urban area, as well as from the loss of the resilience that non-urban lands provide, such as the protective effects of water filtration, carbon sequestration, etc.; and
- the precedent and likely increase in speculative pressure that a significant intrusion of the Urban Containment Boundary into non-urban areas could create.

Given Surrey's request for designation of these lands to Mixed Employment instead of to Industrial, we do not find that the amendments would necessarily add to the industrial land base of the region. This is particularly the case over the longer term, given the range of non-industrial uses permitted under the RGS designation of Mixed Employment.

We recognize that the City of Surrey has a much deeper understanding of its particular context than any neighbouring municipality, and we hesitate to weigh in on land use decisions being undertaken in another jurisdiction. However, we would suggest that, in the context of the climate emergency, we should encourage each other to share perspectives. This will enable local authorities in Metro Vancouver to continue an open dialogue about the best way to move forward as a region when regional land use changes are being considered. We offer these comments to the Regional District Board in the spirit of collaboration towards climate resilience and a livable region.

Respectfully,

Mayor Jonathan Côté

cc. New Westminster City Council
Lisa Spitale, Chief Administrative Officer
Emilie K. Adin, Director of Climate Action, Planning and Development

REPORT

Engineering Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Lisa Leblanc **File:** 09.1710.01
Director of Engineering Services (Doc# 1967176)

Item #: 2021-616

Subject: Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation

RECOMMENDATION

THAT Council receive the update on Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation

PURPOSE

The purpose of this report is to provide an update on Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation.

SUMMARY

The Metro Vancouver regional sewage service is funded by member municipalities through a liquid waste levy. The sewage rate cost allocation is determined based on the municipal sewage flow measured under dry weather conditions. If Metro Vancouver moves toward a wet weather cost allocation to incentivize Inflow and Infiltration (I&I) management, it would unnecessarily penalize combined sewer communities and divert needed resources from sewer separation work. Municipalities undertaking annual sewer separation work under the Liquid Waste Management Plan (LWMP) commitment should continue to be levied based on dry weather flow conditions.

BACKGROUND

Metro Vancouver is currently in the process of updating the regional Integrated Liquid Waste and Resource Management Plan (LWMP). The multi-year process has commenced in 2020 and is planned for completion in 2024. In 2021, Metro Vancouver is

engaging stakeholders and developing the vision, goals and guiding principles. Key public and member jurisdictions feedback includes:

- Minimize sewage overflow to local waters
- Improving water quality in stream and creeks
- Minimizing GHG emissions
- Keep rates affordable, fair and provide value for services
- Engage and collaborate with those we serve, integrate indigenous perspectives
- Integrate climate resiliency
- Integrate improved performance metrics and streamline progress reporting
- Accelerate action on wet weather flows, including those originating on private property from Inflow and Infiltration (I&I), that lead to sewer overflows

EXISTING POLICY AND PRACTICE

Metro Vancouver provides regional liquid waste services to member municipalities including trunk sewers, pump stations, storage tanks and sewage treatment facilities. The servicing cost is recovered by liquid waste levies charged to the member municipalities. A cost apportionment methodology determines how the total levy is divided among sewage areas and then municipalities within each sewage area. New Westminster is located within the Fraser Sewage Area (FSA).

Unlike the regional water levy where each municipality pays the same unit rate (\$ per m³) for the total volume of water purchased, the regional liquid waste levy is somewhat more complex. Many factors are used in the liquid waste cost apportionment methodology including 1) measured flows, 2) population growth statistics, 3) property assessment, 4) Metro Vancouver Bylaw No. 283.

The cost apportionment separates the liquid waste components into growth (i.e. development driven) works and non-growth (i.e. supporting existing population) works. These components are further divided into Tier 1 (basic sewage area projects), Tier 2 (large regional projects such as treatment plants) and Tier 3 (projects with broad regional benefits). Figure 1 illustrates the overall liquid waste apportionment methodology.

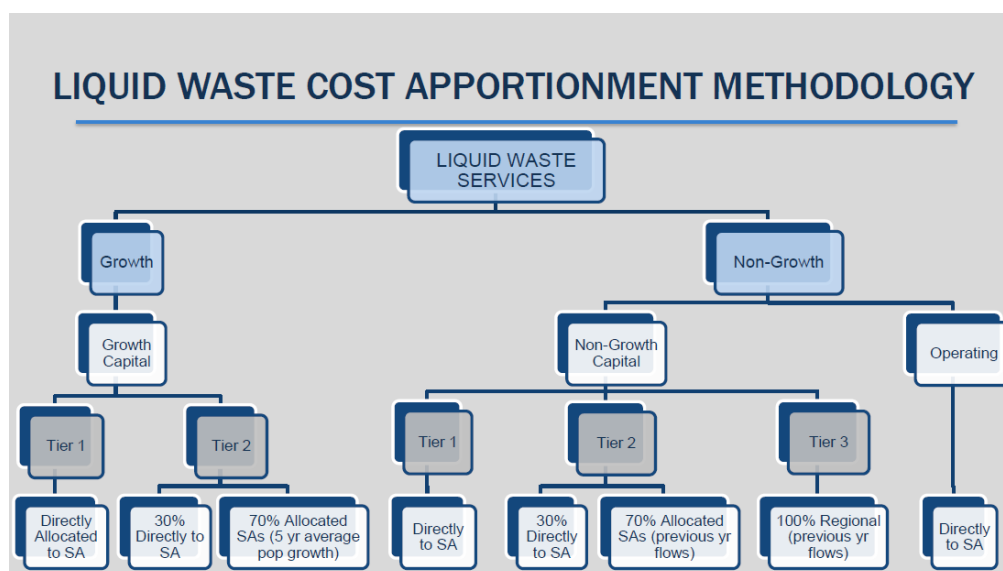


Figure 1

ANALYSIS

Wet Weather Management and Combined Sewerage Management are priority areas in the Metro Vancouver LWMP update to reduce rainwater inflow into the sanitary sewerage system. Rainwater and groundwater enter the sewerage system as Inflow & Infiltration (I&I) through pipe joints, lid covers, private and public laterals, cross connection of storm and sanitary lines, etc. In combined sewage areas, rainwater and sanitary sewage are mixed together into a single sewerage system and during heavy rain events, the system capacity is overloaded. Both I&I and combined flow consume conveyance and treatment capacity of the regional sanitary sewage system and result in sanitary sewage overflow (SSO) or combined sewage overflow (CSO) into the receiving water bodies during heavy storm events.

Regional Approach to Inflow & Infiltration

Since the mid 1990's, Metro Vancouver municipalities have collaborated to better understand Infiltration and Inflow (I&I) Issues and to explore cost effective I&I management solutions. I&I comes from three source levels: private system, municipal system or regional system. Over the last two decades I&I management efforts and reductions have been mixed.

The current LWMP update is exploring an option of incentivizing I&I abatement through wet weather cost allocation. Current sewage levies are based on municipal discharge measured under Dry Weather Flow (DWF)¹ conditions. A change to Wet Weather Flow (WWF)² would incentivize municipalities to increase their efforts and investment towards repairing and/or rehabilitating their sanitary sewers and laterals and tackle on-site/private I&I.

¹ DWF is the 25th percentile of the average daily sewage flow

² WWF is the 75th percentile of the average daily sewage flow

Combined Sewer Separation

Under the existing LWMP, New Westminster and Burnaby are committed to separate 1.5% of their respective combined sewer system annually in an effort to reduce wet weather overflows. New Westminster has made significant progress over the years as approximately 50% of the City combined sewer system has now been separated (see Attachment 1). When a segment of combined sewer is separated, approximately 30% of storm runoff (i.e. road drainage) is immediately diverted into the new storm sewer. The remaining 70% of the runoff comes from private properties and will be diverted as buildings are redeveloped. In addition, the City is also implementing Integrated Storm Water Management (i.e. rain gardens, infiltration trenches, on-site flow retention, etc.) to reduce rainwater entering the sewer systems. The City is continuing to invest a significant portion of the annual capital program to fulfill our commitment under the LWMP.

Cost Allocation Affordability Implications

The option of converting Metro Vancouver liquid waste levy from DWF to WWF will have significant financial impacts to the City. In combined sewage areas, the separation of combined sewer is far more effective in reducing wet weather inflow than typical I&I measures. WWF cost allocation does not recognize New Westminster's effort and annual investment in sewer separation and unfairly penalizes combined sewer communities.

Based on recent I&I study³ by Metro Vancouver, the total 2016 investments by member municipalities for sewer condition evaluation and rehabilitation are \$3.64M and \$16.6M respectively. This translates to a regional re-investment level of \$2.84 per meter of existing sewer system for I&I management. New Westminster's 2016 total re-investment level for rehabilitation and separation is \$13.37 per meter of existing sewer system; the City's investment rate is almost 5 times higher than the regional average. Due to rising market conditions, New Westminster's 2021 investment level for sewer rehabilitation and separation is approximately \$27 per meter of the existing sewer system. As New Westminster reinvestment rate in the sewer system to address I&I and combined sewer separation is already orders of magnitude higher than the regional average in I&I abatement, any future change to regional liquid waste levy using WWF needs to acknowledge the affordability and equity implications to combined sewer municipalities.

In the end, both I&I management and combined sewer separation have the same overall goal – to reduce wet weather flow in the regional sewer system and sewage overflows. A WWF based sewage allocation levy would unnecessarily penalize communities with combined sewers and divert scarce financial resources from effective sewer separation reduction works. Dollar for dollar, sewer separation reduces significantly more wet weather inflows and sewage overflows than I&I programs.

³ "Controlling Inflow and Infiltration in Metro Vancouver Area" - Metro Vancouver - Policy, Planning & Analysis Tables 1 & 2, Mar 2019

City Staff Proposal

Staff proposes that in the new LWMP update, municipalities with combined sewage areas continue to be levied based on DWF cost allocation, provided that they continue to fulfil their annual sewer separation commitment (i.e. annually 1.5% of the system for New Westminster). The proposal is based on the following principles:

- Overall goal of I&I abatement and sewer separation is the same: Reduce wet weather flow into the sanitary system
- Combined sewage flows are orders of magnitude higher than I&I flows
- Recognize I&I abatement is the priority for separated sewer communities
- Recognize sewer separation is the priority for combined sewer communities and reducing CSOs benefits everyone in the region
- New policies & strategies need to consider affordability and equity and recognize the different challenges facing separated and combined sewer communities
- Leverage redevelopment by requiring owners to replace old laterals and separate on-site sewers as triggered by major building permits

Next Steps

As Metro Vancouver advances the process to update the region's LWMP, City representatives will need to collaborate with other combined sewage municipalities and advocate for exemption to the WWF sewage rate allocation proposal as it would be incongruent with our collective effort to separate combined sewage and reduce wet weather inflow and CSOs.

FINANCIAL IMPLICATIONS

The City's 2021 operating budget includes a Metro Vancouver liquid waste levy of \$10.2M. The financial impact is unknown at this time if Metro Vancouver moves towards a Wet Weather Flow sewage rate allocation under the new LWMP. The City's 2021-2025 Capital Plan includes average annual investments of \$4M and \$1.7M for sewer separation and sewer rehabilitation respectively.

INTERDEPARTMENTAL LIAISON

Engineering Services Department consulted with Finance Department in the preparation of this report.

OPTIONS

The following options are presented for Council's consideration:

1. Receive the update on Metro Vancouver Integrated Liquid Waste and Resource Management Plan: Sewage Rate Allocation, or
2. Provide other direction to staff.

Staff recommends Option 1.

CONCLUSION

Combined sewage communities such as New Westminster already invest significant capital resources to fund the annual sewer separation and rehabilitation programs which are commitments under the regional Liquid Waste Management Plan. A wet weather cost allocation under consideration by Metro Vancouver would penalize combined sewer communities and is incongruent with our collective effort to reduce wet weather inflow and CSOs. Municipalities undertaking annual sewer separation should continue to be levied based on dry weather flow conditions.

ATTACHMENTS

Attachment 1 - City Separated Sewer Area Plan

APPROVALS

This report was prepared by:

Eugene Wat, P.Eng. PTOE, Manager of Infrastructure Planning

This report was approved by:

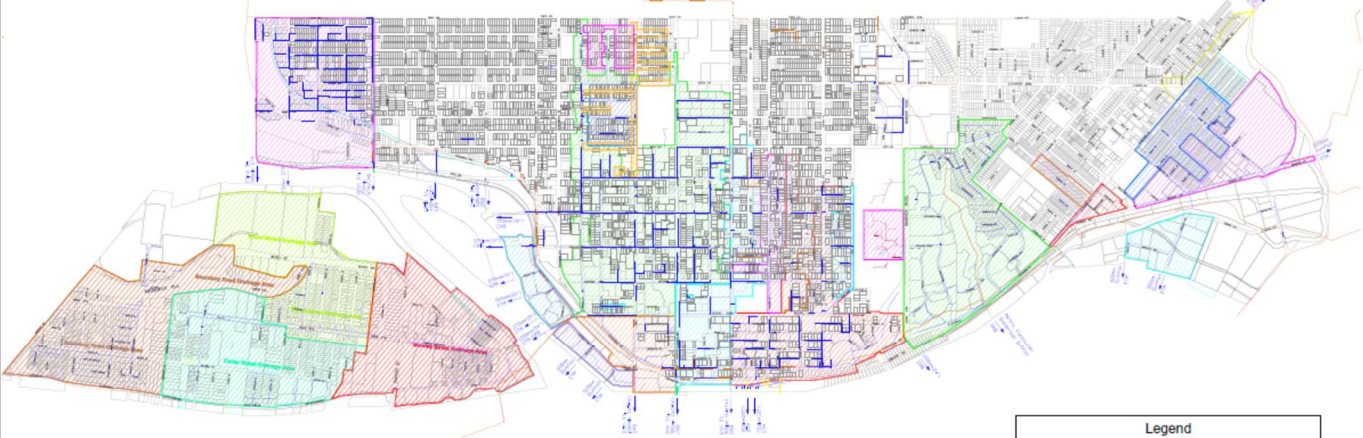
Lisa Leblanc, Director of Engineering Services






Lisa Spitale, Chief Administrative Officer

Attachment # 1

City Separated Sewer Area Plan

Storm (Separated) Catchments
as of 2021



Legend	
 Joint MV/City Overflows	Queensborough
 Storm Sewer Main	Boundary Road Drainage Area
 GVRD Sewer Main	Carter Street Drainage Area
 Outfall	Stanley Street Drainage Area
 Separated Drainage Area (various colours)	Wood Street Drainage Area

Scale: 1: 10,000
October 2021

This drawing is provided as a convenience, for information purposes only. The City of New Westminster disclaims all responsibility for accuracy or completeness of information contained in this drawing. All map information should be confirmed in the field. Map information is derived from sources with varying levels of accuracy and may have changed since compiled. In no event will the City of New Westminster be liable for any indirect, special, consequential or other damages due to any inaccuracy or incompleteness of map information.

REPORT

Multiculturalism Advisory Committee

To: Mayor Cote and Members of Council **Date:** December 13, 2021
From: Multiculturalism Advisory Committee **File:** 05.1033.20-2021
Item #: 2021-627
Subject: International Holocaust Remembrance Day

RECOMMENDATION

THAT Council declare January 27th as International Holocaust Remembrance Day, add it to its official observances calendar, light up the Anvil Centre in yellow lights, and that the City recognize this day with a proclamation.

PURPOSE

To seek Council's endorsement of a recommendation from the Multiculturalism Advisory Committee regarding recognition of International Holocaust Remembrance Day.

BACKGROUND

During the February 17, 2021 meeting of the Multiculturalism Advisory Committee, Lizz Kelly, a Committee member, reminded Committee members of the Holocaust Remembrance Day which took place on January 27, 2021, and requested that New Westminster participate in the memorial in 2022. Committee members agreed to discuss Ms. Kelly's request further at the September 8, 2021 meeting (Attachment 1).

At the September 8, 2021 Committee meeting, Ms. Kelly presented the following recommendation for the Committee to submit to Council. The recommendation was passed by the Committee (Attachment 2):

**MOVED AND SECONDED
WHEREAS**

- *In 2005, the U.N. General Assembly designated January 27 – the anniversary of the liberation of the largest Nazi concentration and death camp Auschwitz-Birkenau – as International Holocaust Remembrance Day (IHRD). 2020 marks the 75th anniversary of liberation;*
- *The U.N. resolution that created IHRD rejects denial of the Holocaust and condemns discrimination and violence based on religion or ethnicity;*
- *Canada offers refuge and new hope to immigrants, refugees and survivors, some of whom have escaped more recent genocides – and it is a place where people can learn from each other and share cultures;*
- *IHRD has become a symbol of great importance to the broader Jewish community to commemorate and honour the victims of the Nazi era;*
- *International Holocaust Remembrance Day is officially observed by the United Nations, countries including Canada, Italy and Germany, as well as many cities such as Calgary, Ottawa and Montreal;*
- *Antisemitism is on the rise around the world, in Canada, and in Vancouver. Hatred has flourished in the digital age. It is more important than ever that the lessons learned and horrors of the Holocaust remain present in the public consciousness so they are never repeated;*
- *As we reflect upon that dark period in history and remember the atrocities perpetrated during the Holocaust, New Westminster has the opportunity to join with New Westminster's Jewish community and Canadians from all walks of life in demonstrating our commitment to stand against antisemitism, hate and genocide; and,*
- *By proclaiming January 27th as International Holocaust Remembrance Day, it will be an opportunity to create greater public understanding and awareness of this horrific period in history where over 6,000,000 innocent Jewish men, women and children were systematically murdered by the Nazi regime and its collaborators from 1933 to 1945.*

THEREFORE BE IT RESOLVED THAT *the Multiculturalism Advisory Committee recommends that Council declare January 27th as International Holocaust Remembrance Day, add it to its official observances calendar, light up the Anvil Centre in yellow lights, and that the City recognize this day with a proclamation.*

CARRIED.

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

STAFF COMMENTS

Staff acknowledge the importance of ensuring that the will of the Committee is actioned and, therefore, present this report to Council for their consideration, recognizing that the Committee's recommendation is in keeping with the City's mandate of inclusivity.

If the recommendation is passed by Council, staff will work with Ms. Kelly to create a formal proclamation for International Holocaust Remembrance Day.

OPTIONS

The following options are presented for Council's consideration:

1. THAT Council declare January 27th as International Holocaust Remembrance Day, add it to its official observances calendar, light up the Anvil Centre in yellow lights, and that the City recognize this day with a proclamation; or,
2. THAT Council provide alternate direction to staff.

Staff recommends Option 1.

CONCLUSION

This report provides Council with a recommendation made by the Multiculturalism Advisory Committee on September 8, 2021.

ATTACHMENTS

Attachment 1: Multiculturalism Advisory Committee Minutes Extract from February 17, 2021 regarding Holocaust Remembrance Day

Attachment 2: Multiculturalism Advisory Committee Minutes Extract from September 8, 2021 regarding Holocaust Remembrance Day

This report was prepared by:

Carilyn Cook, Committee Clerk
Claudia Freire, Housing and Social Planner

This report was approved by:

Lisa Spitale, Chief Administrative Officer

Attachment #1

Multiculturalism Advisory Committee

Minutes Extract from

February 17, 2021 regarding

Holocaust Remembrance Day

**Attachment 1 – Minutes Extract from the February 17, 2021
Multiculturalism Advisory Committee Meeting
re Holocaust Remembrance Day**

5.5 Holocaust Remembrance

Lizz Kelly reminded the Committee that Holocaust Remembrance Day took place on January 27, 2021 during which many city halls and public facilities around the world were lit up in yellow in recognition of this dark time in history, noting that it would be nice if New Westminster participated in the memorial in 2022.

Discussion ensued, and Committee members agreed that further discussion of this request to Council take place at the September 8, 2021 Committee meeting, including presenting a motion to Council outlining the request and Committee members attending a Council meeting as a delegation to speak with Council directly about the request.

Attachment #2

Multiculturalism Advisory Committee

Minutes Extract from

September 8, 2021 regarding

Holocaust Remembrance Day

Attachment 2 – Minutes Extract from the September 8, 2021 Multiculturalism Advisory Committee Meeting re Holocaust Remembrance Day

4.1 Holocaust Memorial

Carilyn Cook, Committee Clerk, reminded members of the discussion that took place at the February 17, 2021 meeting regarding Holocaust Remembrance Day, an item brought forward by Lizz Kelly, Community Member. Committee members agreed that further discussion around a recommendation to Council regarding Holocaust Remembrance Day take place at this meeting.

Ms. Kelly presented the following recommendation to the Committee:

MOVED AND SECONDED WHEREAS

- *In 2005, the U.N. General Assembly designated January 27 – the anniversary of the liberation of the largest Nazi concentration and death camp Auschwitz-Birkenau –as International Holocaust Remembrance Day (IHRD). 2020 marks the 75th anniversary of liberation;*
- *The U.N. resolution that created IHRD rejects denial of the Holocaust and condemns discrimination and violence based on religion or ethnicity;*
- *Canada offers refuge and new hope to immigrants, refugees and survivors, some of whom have escaped more recent genocides – and it is a place where people can learn from each other and share cultures;*
- *IHRD has become a symbol of great importance to the broader Jewish community to commemorate and honour the victims of the Nazi era;*
- *International Holocaust Remembrance Day is officially observed by the United Nations, countries including Canada, Italy and Germany, as well as many cities such as Calgary, Ottawa and Montreal;*
- *Antisemitism is on the rise around the world, in Canada, and in Vancouver. Hatred has flourished in the digital age. It is more important than ever that the lessons learned and horrors of the Holocaust remain present in the public consciousness so they are never repeated;*
- *As we reflect upon that dark period in history and remember the atrocities perpetrated during the Holocaust, New Westminster has the opportunity to join with New Westminster's Jewish community and Canadians from all walks of life in demonstrating our commitment to stand against antisemitism, hate and genocide; and,*
- *By proclaiming January 27th as International Holocaust Remembrance Day, it will be an opportunity to create greater public*

understanding and awareness of this horrific period in history where over 6,000,000 innocent Jewish men, women and children were systematically murdered by the Nazi regime and its collaborators from 1933 to 1945.

THEREFORE BE IT RESOLVED THAT *the Multiculturalism Advisory Committee recommends that Council declare January 27th as International Holocaust Remembrance Day, add it to its official observances calendar, light up the Anvil Centre in yellow lights, and that the City recognize this day with a proclamation.*

CARRIED.

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

Councillor Das noted that with the Committee's June 21, 2021 report to Council titled, "Black History Month Recognition and Promotion' it became apparent to Council that, as a city, there is a diversity of recognition that needs to take place and that there should be a list of such which can be updated as needed.

REPORT

Parks & Recreation

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Dean Gibson,
Director of Parks and Recreation **File:** 1970706

Item #: 2021-630

Subject: Queen's Park Farm Transition - Community Engagement Summary

RECOMMENDATION

THAT the Farm in Queen's Park transition from livestock towards a re-imagined future as identified through the community engagement process; *and*

THAT staff proceed with next steps as outlined in this report.

PURPOSE

The purpose of this report is to share the summary of the feedback received from the 2021 community engagement process and outline proposed next steps to transition the Queen's Park Farm in from livestock towards a re-imagined future focused on urban agriculture, education, and other elements identified through the community engagement process.

SUMMARY

Due to the COVID-19 pandemic, the seasonally operated Queen's Park Farm (referred to as the 'Farm') closed to the public for the 2020 season. Prior to the pandemic, Parks & Recreation staff were in the process of developing an action plan to explore new opportunities for the farm space, with ideas such as urban agriculture, food production, education, year-round uses and other unique programming into the Farm's operations. A broader food sustainability focus for this space has become more relevant since COVID-19, and the August 30th, 2021 motion from Council focused on urban farming has given cause to reevaluate the importance of a local, resilient food supply.

For the 2021 season, staff reopened the Farm to the public with alternative programming. Summer and early fall 2021 also included the first phase of community engagement about the future of this unique space in Queen's Park. Public engagement activities included a community workshop, in-person intercept surveys around Queen's Park, online discussion forums, and a survey on the Be Heard New West engagement website. With more than 300 active participants in the community engagement, staff are now reporting back to City Council on the engagement results and proposed next steps.

BACKGROUND

The original Queen's Park Zoo was opened in 1905 and featured a variety of exotic animals. The petting farm program has been in place from 1960 and has served as a popular destination for families throughout the Lower Mainland. The [Queen's Park Masterplan](#) (2013) highlights that the petting farm is a well-used and loved component of Queen's Park; however, mixed feedback was received for the petting farm while developing the Masterplan:

While some input suggested eliminating this use, the majority of input supported retaining the petting farm. It is recommended that the petting farm buildings and facilities receive ongoing upgrades. As buildings are upgraded, it is recommended that they be reorganized to maximize efficiency and animal comfort. Design and programming for the farm should conform to contemporary animal welfare practices.

On October 1, 2018, New Westminster City Council endorsed the [Food Security Action Plan](#) (the Plan). The Plan was a response to increasing levels of food insecurity and a number of barriers related to food security efforts in New Westminster, including awareness, limited access to food, and food delivery coordination challenges.

On April 26, 2021 staff provided a report for information to Council that outlined a pilot Farm transition project proposed to be implemented in partnership with the third party non-profit organization in 2021/2022. Although the proposal was not successful in receiving grant funding from the Province of British Columbia, staff reopened the Farm to the public for the 2021 season with alternate programming which included:

- 1) Hosting indoor city run programs in this outdoor space from Parks & Recreation, Anvil Centre and the Library;
- 2) Programs by other organizations such as the Arts Council and Purpose Society & Family Place of New Westminster (i.e. outdoor art gallery and community performances); and
- 3) Day camp programs for children.

In addition to repurposing the space, city staff also launched the first phase of the community engagement strategy to seek input on a re-imagined future for the space.

On August 30, 2021 Council passed the following motion:

THAT the City of New Westminster create and implement policy to support and encourage the climate crisis equivalent of victory gardens; and

THAT these gardens be understood to include forest gardens and orchards, pollinator pastures/bee hotels, compost systems, foraging opportunities, and rainwater harvesting so that we are considering complete and interconnected systems; and

THAT this work creatively considers underutilized space such as boulevards, industrial rooftops, multi-family common areas, and conversion of street space;

THAT the City create policy on and explore ways to incentivize front yard and boulevard gardens, with special consideration for condo and apartment buildings in high density neighbourhoods, where appropriate and in consideration of other needs such as accessibility and tree planting; and

THAT the City explore ways to support and incentivize container gardening in areas where it is not possible to garden at street level such as offering a starter plant sale for multi-family housing similar to the tree sale; and

THAT the City engage the community and provide learning opportunities through new and existing programs such as the hanging basket classes and Queens Park petting farm transition; and

THAT these plans incorporate Indigenous plant knowledge and principles of Indigenous land stewardship; and

THAT these plans include an equity lens.

Within the context of the feedback provided by the community, the ongoing evolution of petting farms, and the City's Food Security priorities overlaid against the backdrop of the ongoing COVID-19 pandemic, the City is in a unique position in 2022 to plan for repurposing the Queen's Park Farm from livestock towards a rich mix of year-round educational programming that emphasizes sustainable urban living (i.e. urban farming practices, foraging, compost systems, micro-organisms, plant education, etc.).

EXISTING POLICY AND PRACTICE

The City's public engagement practices are guided by the Public Engagement Strategy (2016) and Public Engagement Policy (2021). Public engagement is based on the principle that those impacted by a decision have a right to be involved in the decision-making process. Staff from the Public Engagement Team (Office of the CAO) worked closely with Parks & Recreation staff to plan, implement and report on Phase 1 of engagement on the future of the Queen's Park Farm.

ANALYSIS

Phase 1 of engagement on the future of the Farm was about including the community in brainstorming potential future uses for this unique space. The Reimagining the Queen's Park Farm Engagement process started in July 2021 with an online discussion forum and idea jam wall at the Farm. In August, an online community survey was launched on [Be Heard New West](#), and intercept surveys were conducted by City staff on site at Queen's Park. Following the launch of the online survey, all community members were invited to join a virtual workshop on September 23. In total, 350 individuals participated in the engagement and 950 individuals visited the project page on Be Heard New West.

In response to the proposed plans to transition away from the traditional petting farm operation, a number of key themes emerged from the community engagement:

Key Themes	Supporting Ideas
There is strong nostalgia and love for the farm amongst the community.	<ul style="list-style-type: none"> Many traditions and memories made at the farm Intergenerational bonding took place in the space Appreciation of the farm as a unique community space
Future uses for the space should incorporate animals in some way.	<ul style="list-style-type: none"> Animals should be included in appropriate ways Not necessarily livestock; community interest in exploring other animals, such as insects, chickens, etc.
Future uses for the space should maintain or feature an educational component.	<ul style="list-style-type: none"> Encouraging learning and exploring of the natural world
Some members of the community would like to keep the farm the way it was.	<ul style="list-style-type: none"> Altering the use of the space would diminish its uniqueness Space is not set up for alternate uses
Some members of the community raised concerns about animal welfare with the operation of a petting farm.	<ul style="list-style-type: none"> Discouraging the use of animals as entertainment

Across the engagement activities, questions and prompts encouraged participants to focus on new future uses of the Farm space. While a wide variety of unique ideas were provided, the top-three mentioned ideas for the future of the farm space included: agriculture-related activities and education, covered and/or enclosed play area, and a community gathering space. Regardless of the future offerings at the Farm, the community was clear that the space should maintain a theme of urban agriculture, remain low or no-cost for users, be family friendly and operate on a year-round basis.

For a more fulsome analysis of community feedback, please see Attachment B, the Engagement Summary Report.

NEXT STEPS

Based on what we heard through the first phase of the engagement process, staff propose the following next steps:

- 1) **Winter 2021/2022-** Staff engage a consultant to develop a Concept Plan for the Farm based on the results from Phase 1 engagement.
- 2) **Spring/ Summer 2022-** Launch Phase 2 of the engagement process to receive feedback from the community on the Concept Plan for the future of the Farm.

Staff will report back to Council at the end of Phase 2 for feedback on the Concept Plan and to discuss proposed next steps for phased implementation of that plan. In addition to the proposed engagement plan, staff are committed to opening the Farm to the public for the 2022 season with alternate programming similar to the 2021 season.

SUSTAINABILITY IMPLICATIONS

Transitioning the Queen's Park Farm towards programming that demonstrate ways for residents to lead a more sustainable, self-sufficient life in the city is important for fostering social, cultural and environmental connections in this prominent location. The transition also offers potential opportunities for year-round programming that is interconnected with adjacent park programs (i.e. tree nursery, beekeeping, pollinator meadow, natural forest, greenhouses, art gallery, children's play areas, etc.)

FINANCIAL IMPLICATIONS

The City's Financial Plan includes \$25,000 carry forward from 2021, and a \$65,000 capital funding proposal in 2022 and \$85,000 in 2023. These funds will be allocated towards working with the community to develop a Concept Plan for the Farm in 2022 and begin the phased implementation of that plan in 2022/2023. Concurrent with the final consideration of the Farm Concept Plan, staff will bring forward information regarding potential operational impacts and associated budget implications.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison has occurred with staff from Parks & Recreation and the Office of the CAO.

OPTIONS

The following are options for Council's consideration:

1. Transitioning the Farm in Queen's Park from livestock towards a re-imagined future as identified through Phase 1 of community engagement process; *and*
2. Proceed with next steps as outlined in this report; *or*
3. Provide alternate direction to staff.

Options #1 and #2 are recommended.

CONCLUSION

From the learnings through Phase 1 engagement, staff understand the importance of creating a Concept Plan for the Farm that balances a unique experience, creating joy and memories, with educational programs that empower and promote lifelong learning. The future phase of engagement is intended to further develop a Concept Plan for the Farm that strengthens social ties, connections to nature and grows our collective understanding of the interconnected systems that support urban living.

ATTACHMENTS

Attachment A- Queen's Park Farm Snapshot

Attachment B- Queen's Park Farm Engagement Summary Report

This report was prepared by:

Sloane Elphinstone, Coordinator – Park Services

Erika Mashig, Manager-Parks & Open Space Planning, Design and Construction

Jennifer Miller, Manager of Public Engagement

This report was approved by:

Dean Gibson

Director of Parks and Recreation

Lisa Spitale

Chief Administrative Officer

Attachment "A"

Queen's Park Farm Snapshot

Future of the Queen's Park Farm: Engagement Snapshot

ENGAGEMENT ACTIVITIES: July–October 2021



- Be Heard New West: discussion **forums**, online **survey**, “Ask a **Question**” tool



- **Intercept surveys** in Queen’s Park



- Virtual community **workshop**

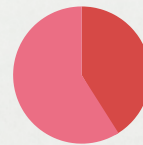


- **Idea Jam** wall at the farm

ABOUT PARTICIPANTS: Highlights



80% of participants were New West residents (tenant or property owner)



41% of participants were in the 35-49 age group



29% of participants identified having children in their household

WHAT WE HEARD: Key themes

- There is strong **nostalgia** and love for the farm.



- Future uses for the space should incorporate **animals** in some way.



- Future uses should maintain or feature an **educational** component.



- Some participants would like to **keep the farm** the way it was.

- Some participants raised concerns about **animal welfare** with the operation of a petting farm.

Top 3 ideas for the future of the farm space



- **Agriculture-related activities and education** – urban farm, cultivation, harvesting, gardening
- **Covered and/or enclosed children's play area**
- A community **gathering space**



“The idea of the petting farm program, I thought, was to introduce children to animals they may not be familiar with and learn about their care and attributes – all very valuable and fun if done fully. Could not the same approach be used with a different, sustainable, life skill?”

“No more petting farm. No more zoos... we should be getting away from eating animals and treating them as entertainment.”

“Instead of a petting zoo, the space can be used for bee hives, a greenhouse, solar panels and the like – it can be used to engage the community and children by educating about green and sustainable living with hands-on workshops, etc.”

“Efforts should be made to keep the animal/farm aspect, as that's hard for most people to access any other way while living in a city.”

Recommended parameters for future uses:



- Maintain a theme of **urban agriculture**



- Allow for **year-round operation**



- Ensure the space is **low or no-cost for users**



- Ensure **programming is family friendly** and/or suitable for all ages

“The petting zoo is a gem for the City of New Westminster. Growing up in the city and visiting the animals gave me a strong appreciation for animals and nature. Taking my kids there now is a rewarding experience we all look forward to.”

Attachment "B"

Queen's Park Farm

Engagement Summary Report



NEW WESTMINSTER

What We Heard: Reimagining the Queen's Park Farm – Community Engagement

November 2021



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



Reimagining the Queen's Park Farm

Engagement Summary Report

November 13, 2021

Introduction

The Queen's Park Farm has been a well-used and loved component of Queen's Park. Due to the COVID-19 pandemic, the farm was closed to the public for the 2020 season.

Before the pandemic, New Westminster Parks and Recreation started reconsidering the long-standing use of the space as a petting farm. With current animal welfare practices, and growing numbers of visitors to the farm, it has become clear that the farm space is not large enough to comfortably house the type of livestock farm-goers have enjoyed. The comfort and care of the animals has always been the City's top priority. Farm staff have always provided the best possible care to the animals, but the City knows going forward that the current space has become insufficient.

The pause in farm operations due to COVID-19 provided an opportunity to try out alternative, COVID-19-friendly programming in the space during summer 2021, such as an outdoor art gallery, summer concert series and educational programming for youth.

Summer 2021 also provided an opportune time to start a community conversation about what this space could be in the future. The City began gathering initial input in July through an online discussion forum on Be Heard New West, short in-person surveys in Queen's Park, and a brainstorming wall on site at the farm. Further engagement took place later in the summer and early fall with an online survey and community workshop.

This report provides a summary and results from the community engagement, and provides a snapshot of the themes and messages the city received by email and on social media.

The purpose of this summary report is to share with City Council, engagement participants, and the New Westminster community:

1. [What engagement activities were completed](#)
2. [A summary of what we heard](#)
3. [Demographic information about participants & representation analysis](#)
4. [Next steps](#)

Engagement Process

The Reimagining the Queen's Park Farm Engagement process started in July 2021 with a variety of engagement options such as a discussion forum and idea jam wall. In August, an online community survey was launched on [Be Heard New West](#), and intercept surveys were conducted by City staff on site at Queen's Park. Following the launch of the online survey, all community members were invited to join a workshop on September 23 or 25. Due to low registration, the workshop on September 25 was cancelled and registered participants were instead invited to join on September 23.

Opportunities to Engage

- **Be Heard New West Project Webpage**
 - Launched July 5, 2021
 - 950 unique visitors as of November 13, 2021
- **Online Discussion Forum**
 - July 5 – October 6
 - 92 unique participants, over two discussion threads
- **Ask a Question Tool**
 - July 5 – October 6
 - 2 participants
- **Virtual Community Workshop**
 - September 23
 - 6 participants
- **Idea Jam Wall inside the farm space**
 - July 13 – August 29
 - 6 comments
- **Intercept Surveys at Queen's Park**
 - Various days and times between August 19 –30
 - 141 responses
- **Online Survey**
 - September 7 through October 6
 - 103 responses
- **Facilities, Infrastructure and Public Realm Advisory Committee**
 - October 21 meeting

The opportunities to engage were communicated through the following methods:

- Email notification to various City email databases:
 - Be Heard New West subscribers
 - Parks & Recreation newsletter subscribers
 - CityPage online newsletter subscribers
- Social media posts (Facebook, Instagram, Twitter)
- Notices in CityPage in the Record newspaper
- Promotion in public meetings and events, such as community programming in the farm space and at RiverFest booth on September 25

Important Note: this summary of engagement input does not reflect a representative sample of the New Westminster community. The input captured here reflects the views of those who self-selected to participate, and may not be representative of the views of other community members and stakeholders. Please see section four – About Participants, starting on Page 20 – for some demographic information and representation analysis.

What We Heard

Online Discussion Forums

As part of this engagement, participants were invited to collaborate and share their thoughts with fellow community members through two online discussion forums on Be Heard New West.

The first forum was launched on July 5, 2021 and the community was invited to **“Share a memory of the farm, and the feeling or experience that could carry forward into a new use for the space.”** This thread received 53 submissions from 42 unique users.

The second discussion forum opened on July 29 and received 44 submissions by 29 unique users. This prompt invited participants to expand on their contributions to the first thread, asking, **“The long-term future use of this unique space is open for new ideas! Aside from a petting farm, what specific activities / programming would you like to see brought to the space?”**

Both discussion threads remained open until October 6, 2021.

Below is a summary of the key themes that arose across both discussion threads. The themes below are presented in no particular order, and comments have been summarized such that they are not attributed to any one individual, unless quoted. Please see the supplementary Verbatim Report, or the Be Heard New West [project page](#), to access all of the discussion forum comments.

Nostalgia: A large number of comments on the discussion forum focused on the memories and nostalgia community members felt towards the petting farm. Commenters shared their memories of visiting the farm themselves, and their hopes to share the same experience with their children and grandchildren. The memories highlighted that “the farm was an asset to the community and loved by so many.”

Keep the Farm: Some commenters were in opposition to any changes to the space, requesting the City to “just keep the farm the way it is.”

Other comments suggested ways in which the City could pivot its approach for the space, while still maintaining an essence of the farm:

Increasing the size of the space, or reducing the number of animals: Some comments suggested expanding the farm or reducing the number of animals in the space as a way to address animal welfare concerns.

Incorporate animals in other ways: Comments included that “some type of animal programming should still be available.” Many suggestions were made for ways in which animals could be included in the space for purposes other than petting. Some ideas included: animal rehabilitation centre, chicken coops, kitten adoption, and an apiary.

Continue with a farm theme, without animals: Comments suggested focusing on edible crops, cultivation, harvesting, education and food security. One participant commented “the farming theme could be continued - not with animals, but with food.”

Maintain a children-friendly space: Commenters emphasized the importance of the re-envisioned space to continue to cater to toddlers and young children, supporting “some alternative that's still appropriate for that young age group is important.”

Some comments included **other unique ideas** and ways in which the space could be reimagined in the future. A sample of ideas include:

- A group meeting space that is inclusive to everyone;
- A garden highlighting traditional Indigenous knowledge;
- A covered play area.

Additionally, a handful of comments in the discussion threads focused on **concerns** surrounding **animal welfare** in the farm space and the **engagement process/focus** for this project.

Idea Jam Wall

As a passive engagement option for those visiting the farm space during summer programming, the City installed an Idea Jam brainstorming poster where visitors were encouraged to add their ideas. The Idea Jam wall was on display and open for input from July 13 to August 29 for the duration of summer programs and events at the farm.

In response to the prompt “**We want to know how the Queen's Park Farm space can be positioned in the future to better support broader community priorities and interests. Help us brainstorm what NEW exciting activities, programming and uses can be brought to this space! Draw or write your ideas on the mural below. Remember to be kind and respectful to help create a safe space for everyone,**” the Idea Jam received six contributions from community members.

Ideas shared included: Barbeque pits, picnic areas, concerts, sleepover or birthday parties, outdoor movie nights, and campfires.

Virtual Community Workshop

Workshop Background & Format

In addition to various other engagement activities related to identifying a possible new future for the Queen's Park Farm, workshops were offered in order to provide an opportunity for community members to brainstorm and discuss the farm's future together. The purpose of these sessions were to briefly share the context for reimagining the farm, and then offer a respectful, facilitated space where participants were able to discuss their values, priorities and ideas for the future of this part of Queen's Park.

In an effort to better meet the needs of the community and increase the accessibility of the sessions, the City planned and was prepared to offer two workshop sessions. The first workshop was an evening session scheduled on Thursday September 23 on Zoom, and the second offering was scheduled for the morning of Saturday September 25, on site at the Farm space at Queen's Park. Despite the efforts made to spread the word about the Saturday (Sept. 25) session, registration remained very low. Due to the low registration, as well as experience with not all registered participants attending engagement events, the project team made the difficult decision to cancel the Saturday workshop. Registered participants were notified in advance via email, and were instead invited to join the Thursday evening session.

In total, 25 individuals registered to participate in the community workshop, and six community members attended.

The workshop was hosted by the City's Public Engagement team with support from the Parks and Recreation department. Public Engagement staff led and facilitated the session while the Park and Recreation team offered a brief presentation and subject matter expertise when needed. The workshop also included a staff note taker to capture the conversation and participant input.

What We Heard: Key Themes

Below is a summary of the key themes that arose in the community workshop in response to the discussion questions. In some cases, an individual response may have been applied to several themes, based on the context. The themes below are presented in no particular

order, and comments have been summarized such that they are not attributed to any one individual, unless quoted. For fulsome notes from the workshop, please see the supplementary Verbatim Report.

Discussion Question 1: What did you value most about the petting farm?

Question 1 Themes:

- **Accessible / low-barrier:** No-cost, family activity that didn't need to be pre-scheduled. Easy to bring children and combine it with other park amenities like the spray park, etc. Low-stress for parents because space is enclosed (kids can't run off).
- **Intergenerational experience:** Participants went when they were kids, then took their kids, who took their kids. All ages could enjoy it.
- **Unique destination / asset:** Brought families from across Lower Mainland, and provided city kids with an experience they couldn't get elsewhere.
- **Concerns for animal welfare:** Experienced many animals moving to the "quiet area" during busy times at the farm; animals can't speak for themselves so we need to consider their experience may not have been positive. Excited for future uses that don't exploit animals.

Discussion Question 2: Thinking about what everyone shared, what themes or priorities did you hear? What are the common threads?

Question 2 Themes:

- **Education:** Learning and sharing about agriculture and animals; teaching kids. Foster an interest in nature; curiosity.
 - Concerns that an urban garden won't have the same draw.
 - Vegetables, plants and bugs still have value.
 - Opportunity for creative programming in the space.
- **Connection:** Between generations and families, and connection with nature; an activity that brings people together; a place where people can gather.
- **Low-barrier:** An accessible activity that can be done spontaneously and at no-cost.
- **Unique destination:** Opportunity to offer something unique, be innovative and forward-thinking with the future of the farm space. Create an attraction.

Discussion Question 3: How could these priorities or themes carry forward into new activities or focus for this space in the park?

Question 3 Themes:

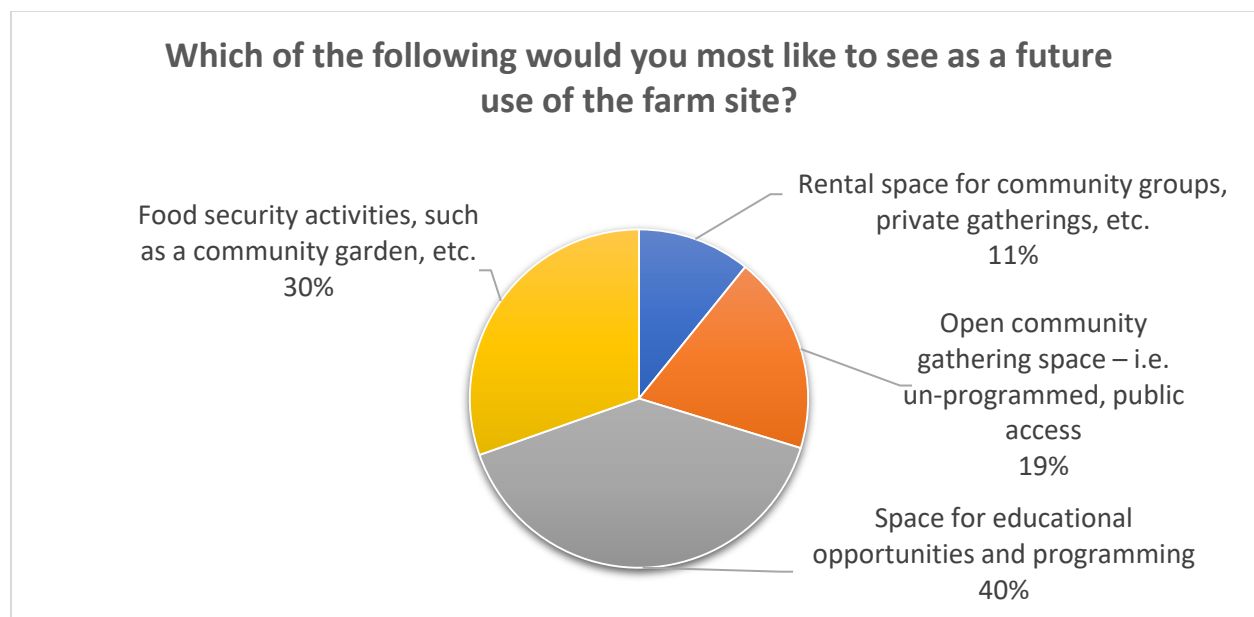
- **Create a different kind of farm:** Feature insects instead of animals (compost bin with worms, ant farm, etc.). Offer education components about life cycles, seasons and inter-connectedness of a farm (i.e. chicken manure fertilizes the garden). Offer wildlife rescue presentations. Consider a “virtual farm”, along with information about history of farming in the area.
- **Incorporate Indigenous voices / focus:** Indigenous plants, music, traditional foods art, etc.
- **Connections through food:** Community oven. Cultural exchange through food; community connection.
- **Consider unique programming:** Special events such as campfires and s’mores. Offer art and connection to artists – nature-inspired art, Indigenous art.
- **Offer covered/sheltered play space:** COVID-friendly, accessible, covered play area for kids.

Intercept Survey

The intercept survey was conducted by City staff around Queen’s Park with the objective to meet people where they are at, and to engage with community members who may not participate in more traditional engagement methods. The three-question survey was conducted towards the end of the summer at various times of day on August 19 -22 and 24, 25, and 30, and received responses from approximately 140 groups. Below is a summary of the results.

Question 1: Which of the following would you most like to see as a future use of the farm site? (choose one only)

Choice	Percentage	Count
Total Responses: 148		
Rental space for community groups, private gatherings, etc.	11%	16
Open community gathering space – i.e. un-programmed, public access	19%	28
Space for educational opportunities and programming	40%	59
Food security activities, such as a community garden, etc.	30%	45



Question 2: In your opinion, what is missing in the park or in New West that could potentially be added here? (open answer: staff write participant’s response; use their words – i.e. don’t paraphrase)

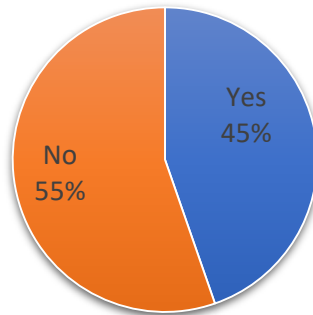
In response to this question, participants provided a wide range of creative and thoughtful ideas. Some of the top responses included: a swimming pool, covered play area, climbing wall and a big kid’s playground. Other unique ideas proposed were archery, a miniature train, gardening plots, and an outdoor classroom.

For a full list of ideas proposed, please see the Verbatim Engagement Report.

Question 3: Do you currently live in New Westminster?

Choice	Percentage	Count
Total Responses: 141		
Yes	45%	63
No	55%	78

Do you currently live in New Westminster?



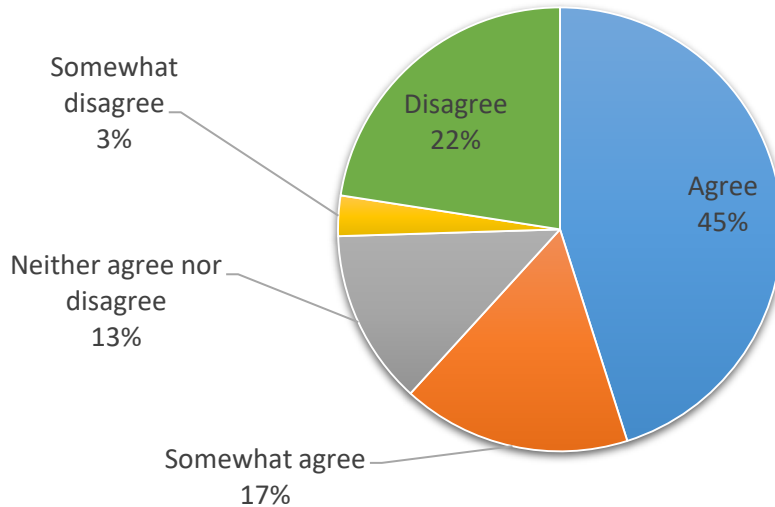
Online Community Survey

The online survey was open on Be Heard New West from September 7 through October 6, 2021 and received 103 responses. Below is a summary of the results.

Question 1: City staff and Council are committed to moving away from the traditional petting farm use and no longer keeping livestock in the park. However, there is opportunity for the space to continue to operate with a similar theme, inspiring cultivation and farming in an urban space. **Please select your level of agreement with the following statement: The space at Queen's Park should continue to operate with a similar theme of "Urban Agriculture."**

Choice	Percentage	Count
Total Responses: 102		
Agree	45%	46
Somewhat agree	17%	17
Neither agree nor disagree	13%	13
Somewhat disagree	3%	3
Disagree	22%	23

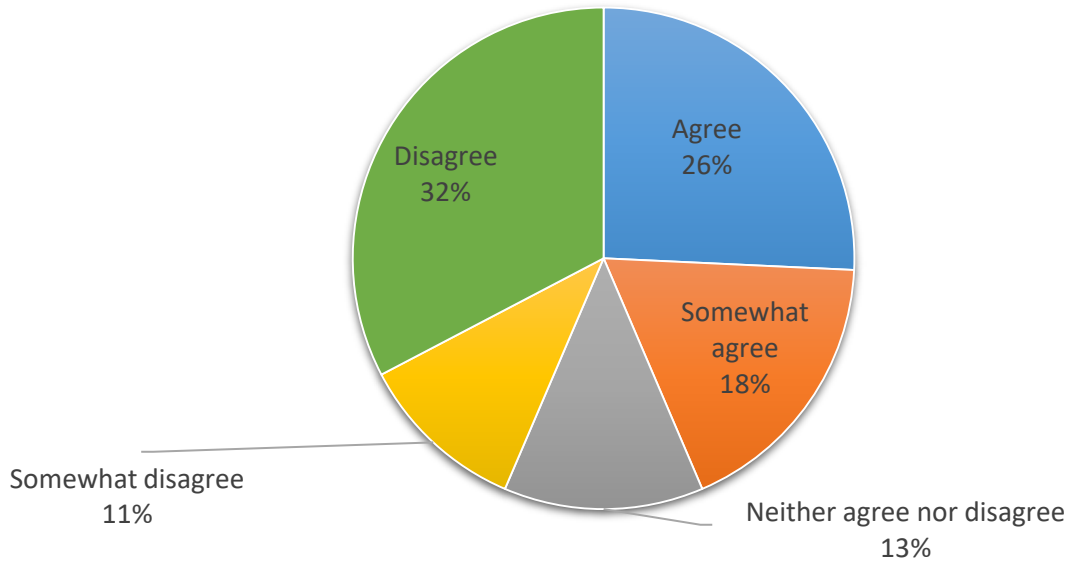
The space at Queen's Park should continue to operate with a similar theme of "Urban Agriculture."



Question 2: As seen over the summer with the temporary Filling the Farm programming, there is opportunity for the space at Queen's Park to operate with completely new themes other than agriculture, animals, farming. **Please select your level of agreement with the following statement: The long term future of the space at Queen's Park should be altered to support and accommodate different themes (e.g. arts and culture, sports and recreation, education etc.)**

Choice	Percentage	Count
Total Responses: 101		
Agree	26%	26
Somewhat agree	18%	18
Neither agree nor disagree	13%	13
Somewhat disagree	11%	11
Disagree	32%	33

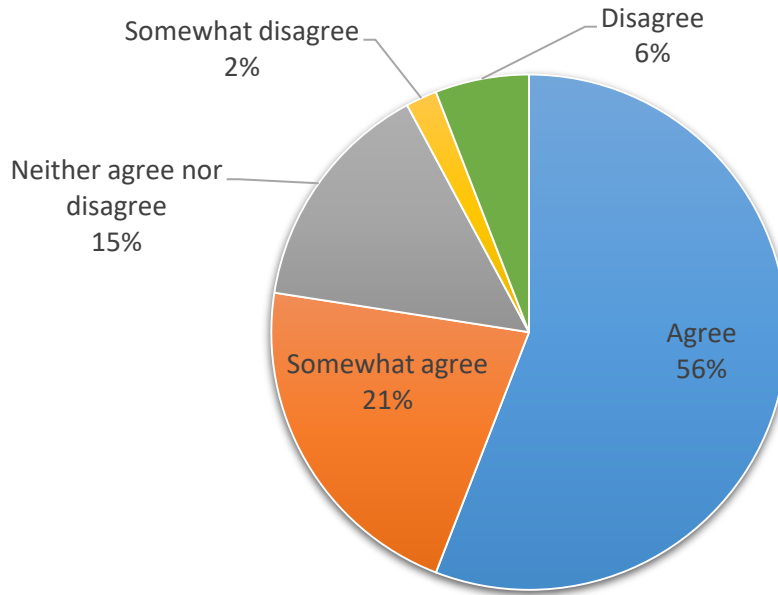
The space at Queen's Park should be altered to support and accommodate different themes



Question 3: Please select your level of agreement with the following statement: **Whatever new uses are determined, the space at Queen's Park should allow for year-round operation.**

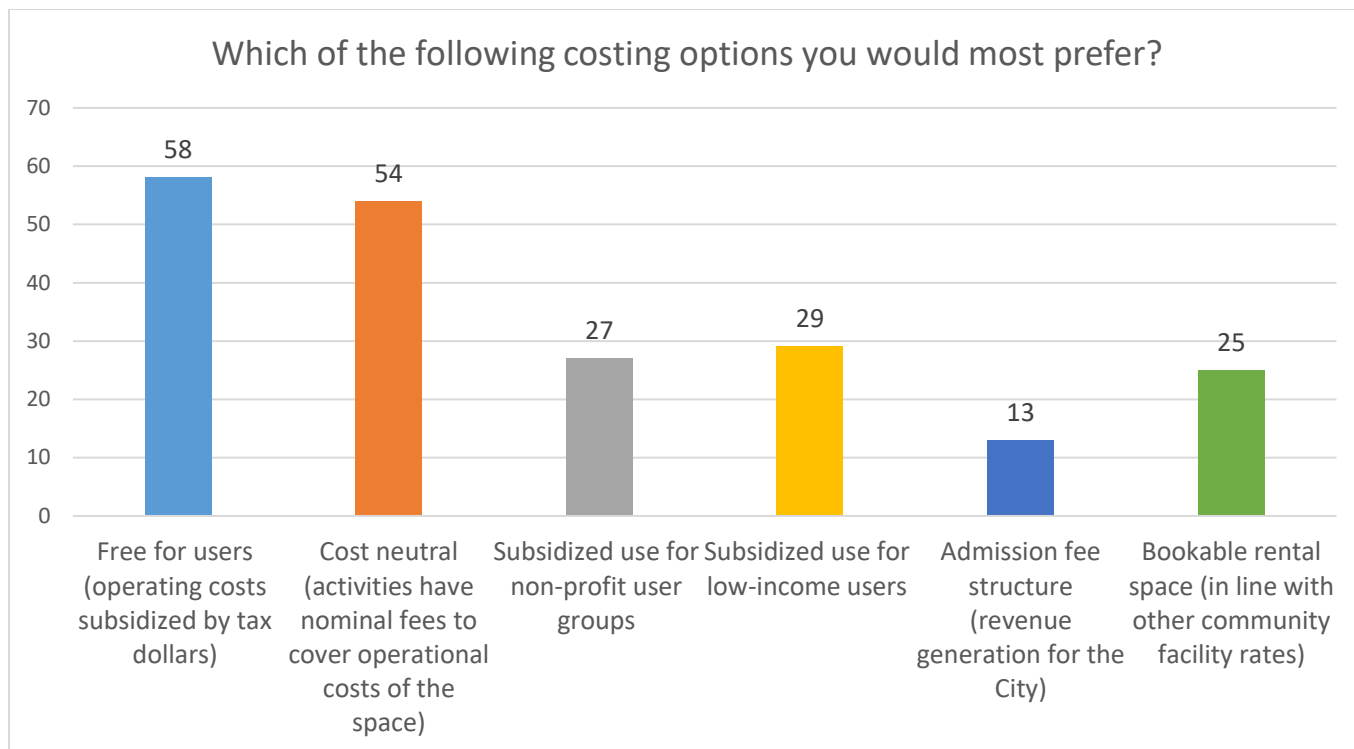
Choice	Percentage	Count
Total Responses: 102		
Agree	56%	57
Somewhat agree	21%	22
Neither agree nor disagree	15%	15
Somewhat disagree	2%	2
Disagree	6%	6

Whatever new uses are determined, the space at Queen's Park should allow for year-round operation.



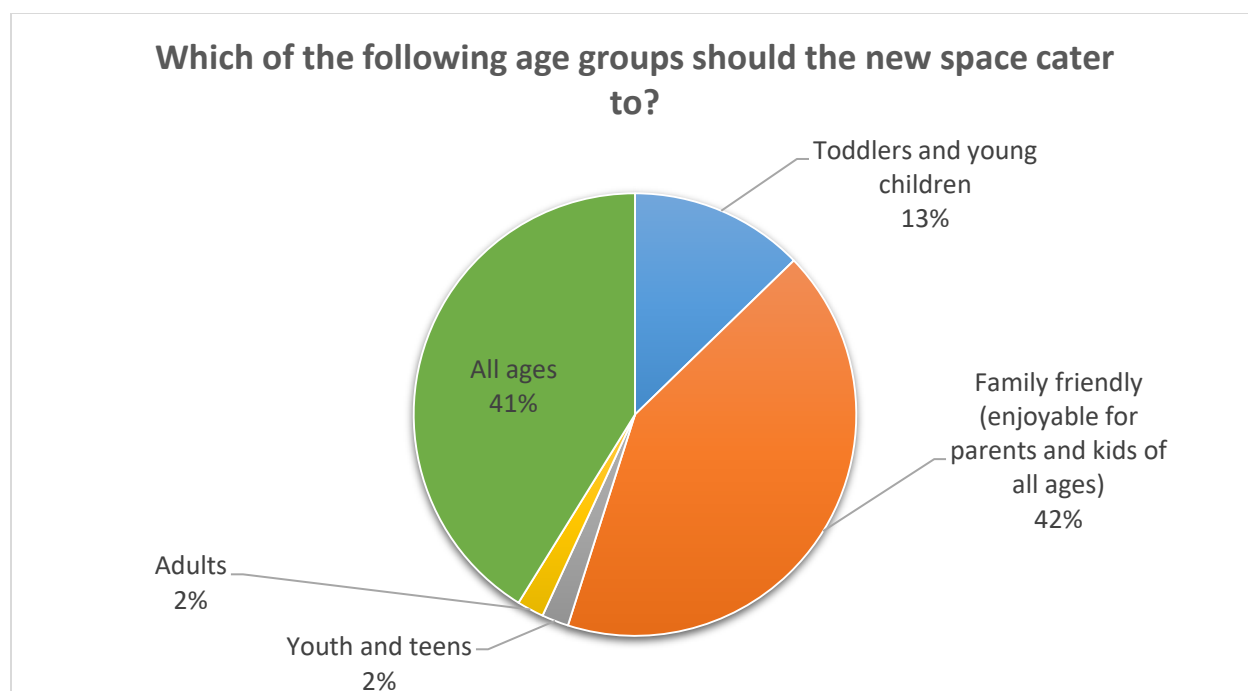
Question 4: The Queen's Park petting farm traditionally operated without admission fees or upfront costs to users, but was instead operated through use of general City funds (i.e. taxes). In the future, the fee structure of the space could be altered. **Please select which of the following costing options you would most prefer: (select all that apply)**

Fee Structure	Count
Total responses: 206	
Free for users (operating costs subsidized by tax dollars)	58
Cost neutral (activities have nominal fees to cover operational costs of the space)	54
Subsidized use for non-profit user groups	27
Subsidized use for low-income users	29
Admission fee structure (revenue generation for the City)	13
Bookable rental space (in line with other community facility rates)	25



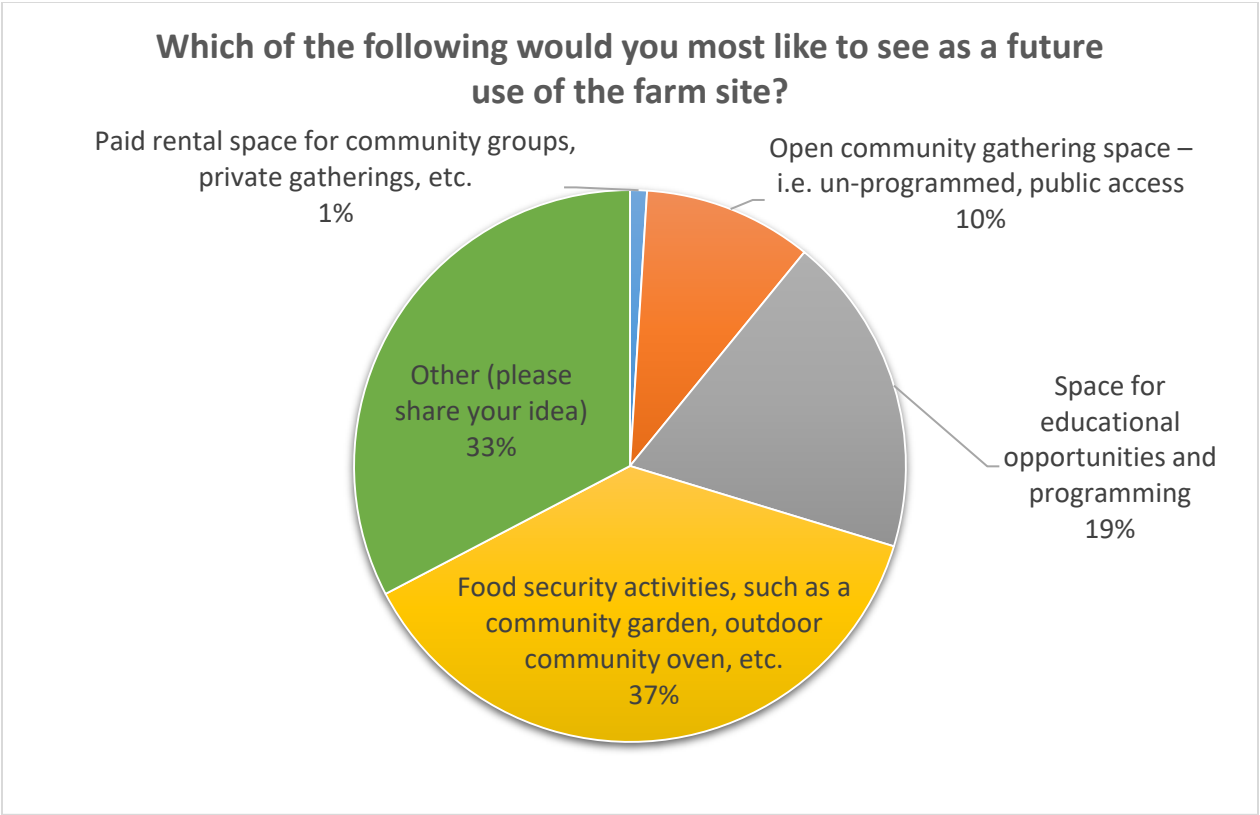
Question 5: Which of the following age groups should the new space cater to? (choose one only)

Choice	Percentage	Count
Total Responses: 102		
Toddlers and young children	13%	13
Family friendly (enjoyable for parents and kids of all ages)	42%	43
Youth and teens	2%	2
Adults	2%	2
All ages	41%	42



Question 6: Which of the following would you most like to see as a future use of the farm site? (choose one only)

Choice	Percentage	Count
Total Responses: 102		
Paid rental space for community groups, private gatherings, etc.	1%	1
Open community gathering space – i.e. un-programmed, public access	10%	10
Space for educational opportunities and programming	19%	19
Food security activities, such as a community garden, outdoor community oven, etc.	37%	38
Other (please share your idea)	33%	33



A total of 33 comments were provided by those who chose “other, please specify.”

Below is a summary of the themes that across from the comments. In some cases, several themes have been applied to one individual response, based on the content; this means that a single response can be counted multiple times. For a full list of comments, please see the verbatim summary report.

Theme	# of Mentions	Sample Comments
Keep the petting farm	18	<ul style="list-style-type: none"> - “Please keep it as a petting zoo.” - “Petting farm was great and would like to see it stay. Great opportunity for kids volunteering and seeing animals that we don’t normally get to see if our urban environment. It was one of the best things in new west.” - “The space isn’t really set up for other activities, it’s hard to imagine investing into something different there that would be fully utilized or worth tax payer’s funds.”
Educational opportunities	6	<ul style="list-style-type: none"> - “Space for nature and environmental based educational opportunities and programming...”

		<ul style="list-style-type: none"> - "An outdoor classroom space for parks and rec programming of all kinds." - "Education on farm (agriculture AND animal) to table."
Children's play area	4	<ul style="list-style-type: none"> - "Expanded play spaces for toddlers, young children and their care givers." - "Expanded play/educational area for young children. As the farm site is adjacent to the existing play areas for young children, I think it will be best to use the farm site area in some capacity for young children to enjoy."
Agriculture-related uses	2	<ul style="list-style-type: none"> - "Foraging, growing, cooking and preserving activities around food and textiles." - "teach farming and sustainability without showing kids animals are for 'use'"
Other	6	<ul style="list-style-type: none"> - "Installed outdoor fitness equipment. An outdoor covered sitting area or picnic area." - "Public market" - "An off leash dog park and maybe a spray park."

Online Feedback and Commentary

Email and Letter Correspondence

In addition to the engagement opportunities offered online and in person, community members were able to share their feedback with the City via email. Eight emails were received by project staff and an additional two letters were written to Mayor and Council on the topic of the future of Queen's Park Farm.

Many of these submissions expressed sentiments and themes that have been common across other engagement activities for this project. Below is a summary of some of the themes from community correspondence. These themes are presented in no particular order.

Correspondence Themes: Continue to operate a petting farm with fewer animals; enhance animal welfare; keep the petting farm as-is; offer this space to Indigenous groups; recognize the nostalgia and importance the farm had to families; recognize the value in learning about and connecting with animals; consider the physical needs of children;

maintain the inclusive, low-barrier access; and consider other ideas such as: adding new community experiences, including sheltered areas for year round access, a structured maze, an urban farm, and repurposing old streetcar rails into the design of the new space.

Social Media Commentary

As part of the promotions for this engagement, the City published several social media posts inviting the community to share their thoughts and engage with us on Be Heard New West. Two posts were made on each of the City's official Facebook, Instagram and Twitter channels. Across platforms, a total of 182 comments were received, generating diverse and valuable conversations between community members.

Several key themes emerged from the comments, and are presented below in the order they were mentioned. In some cases, an individual response may have been applied to several themes, based on the context.

1. **Ideas for the future of the farm (39 mentions):** The comment sections on the City's social media posts were filled with a wide range of unique ideas for the future of the farm space. A sample of some suggested ideas include: a large fountain, a toddler playground/ 'tot lot', outdoor childcare, community/education garden, a pump track, enclosed play area, an outdoor movie theater, and a dog park. For a full list of ideas suggested through the comments on social media, please see the Verbatim Engagement Report for links.
2. **Animal welfare (18 mentions):** Commenters were largely in support of the decision to move away from keeping livestock in the farm, sharing information, resources, and educating others on the concerns with using animals for entertainment.
3. **Expand the farm (15 mentions):** Other commenters suggested expanding the farm space, or reducing the number/size of animals, as a way to address some of the animal welfare concerns, while still maintaining this community asset.
4. **Value the space had for children (10 mentions):** Some comments identified the petting farm as a way to educate and expose young children to animals. Other comments noted the loss this attraction would be to city children in New West.
5. **Nostalgia (8 mentions):** Comments mentioned the positive memories individuals had visiting the farm, and the sadness they would feel by its removal.

6. **The engagement process (8 mentions):** Some commenters feel the community should have been involved prior to the decision to transition the farm. Other comments questioned if their input would be considered in the process.
7. **Keep the farm (7 mentions):** Comments suggested keeping the petting farm in its original state with its original purpose.

Presentation to Facilities, Infrastructure and Public Realm Advisory Committee

On October 21, 2021 City staff presented an overview of the Queen's Park Farm transition project and preliminary engagement results to the City's Facilities, Infrastructure and Public Realm Advisory Committee. After a short presentation, committee members had a chance to put forward their own ideas and suggestions for the future direction of the farm space. Below is a summary of the themes that emerged from the discussion with the advisory committee.

Advisory Committee discussion themes: Cater to all age groups; integrate Indigenous knowledge; offer a variety of experiences; incorporate animals in other ways; offer gardening experiences for those without access to greenspace; include a 'community table' for sharing of food.

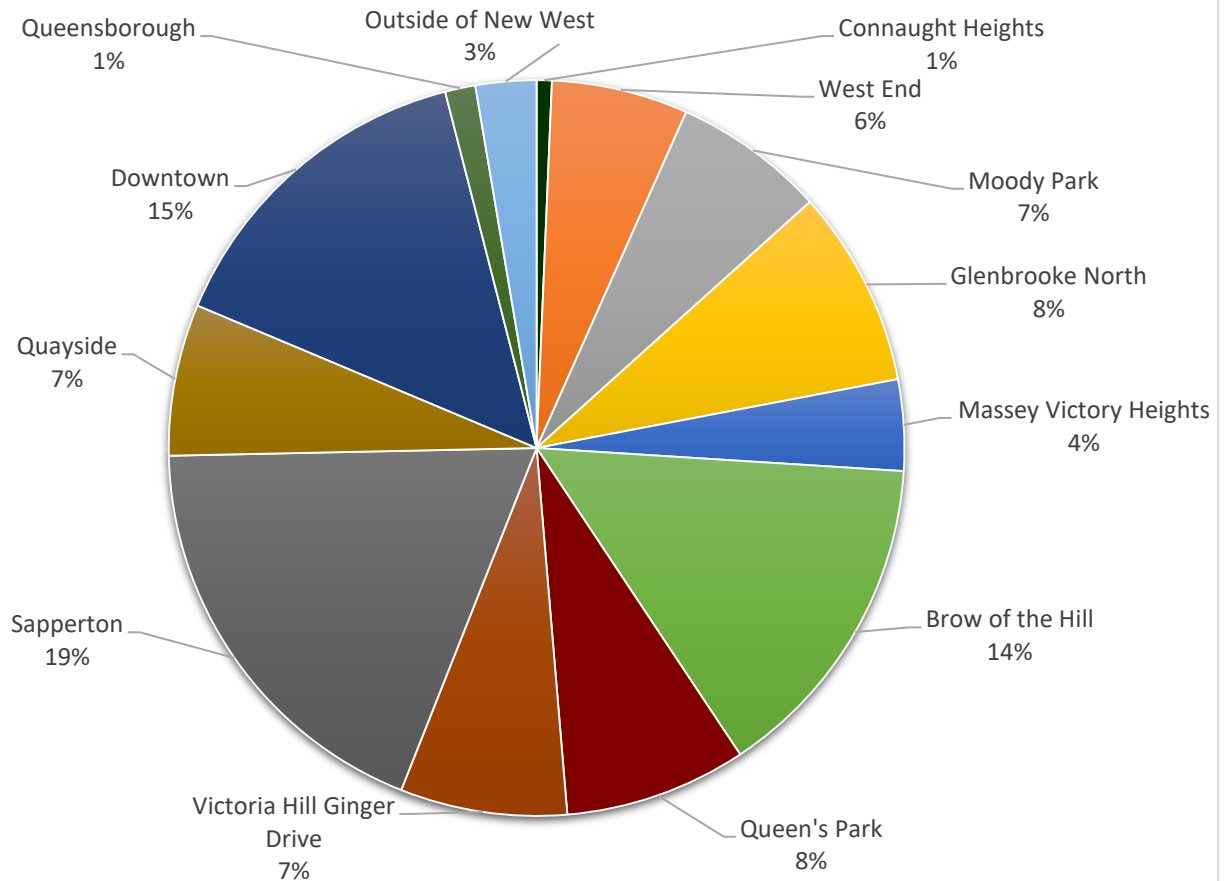
About Participants

Neighbourhood Representation

Unique Be Heard Participants: includes discussion forum and survey participants (149 participants)

Neighbourhood	Percentage	Count
Total Responses: 149		
Connaught Heights	1%	1
West End	6%	8
Moody Park	7%	10
Glenbrooke North	9%	13
Massey Victory Heights	4%	6
Brow of the Hill	15%	22
Queen's Park	8%	12
Victoria Hill Ginger Drive	7%	10
Sapperton	19%	27
Quayside	7%	10
Downtown	15%	22
Queensborough	1%	2
Outside of New Westminster	3%	4

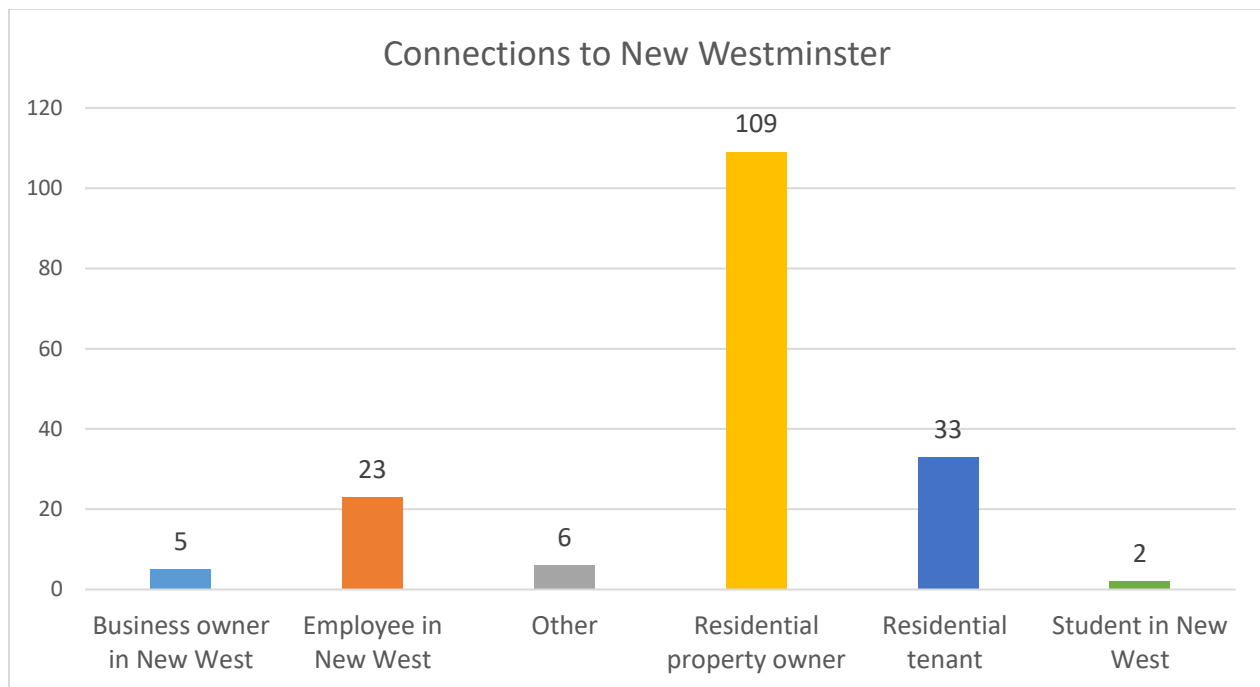
Number of Respondents by Resident Association



Connections to the City (select all that apply)

Be Heard Participants: (178 responses from 149 participants)

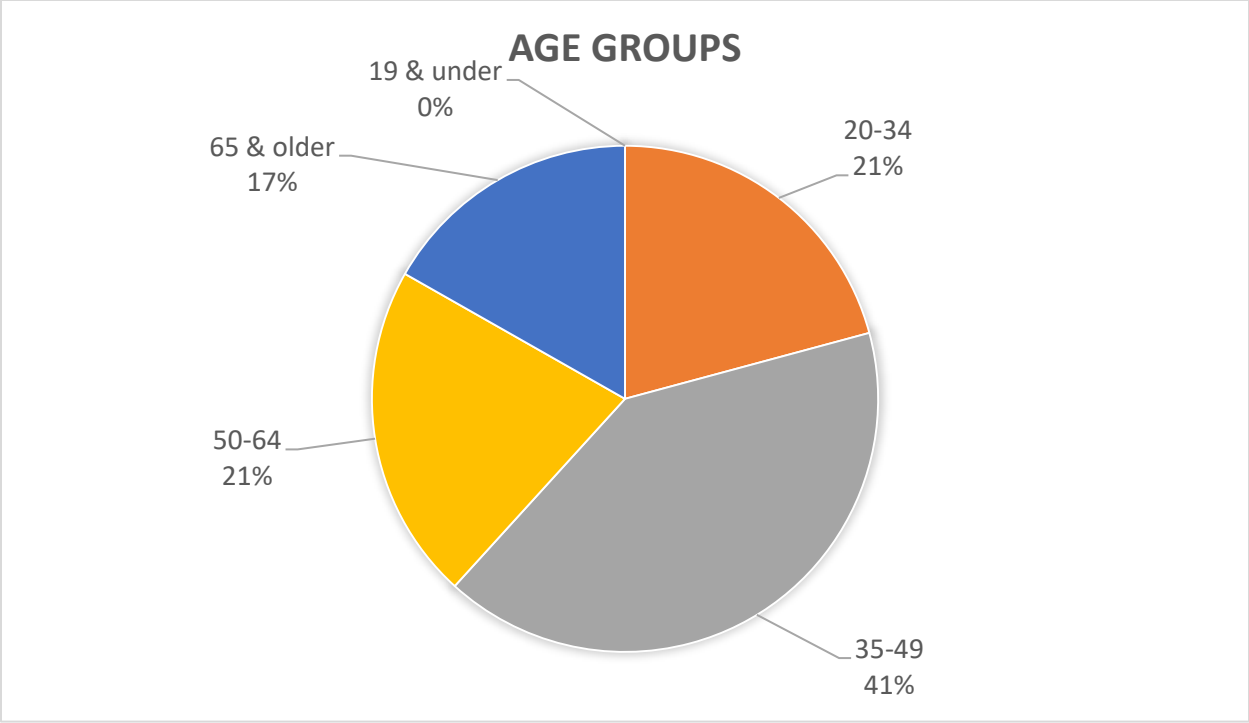
Choice	Percentage	Count
Business owner in New West	3%	5
Employee in New West	13%	23
Other	3%	6
Residential property owner (condo, townhouse, house, etc.) in New West	61%	109
Residential tenant (renter) in New West	19%	33
Student in New West	1%	2



Age Groups

Be Heard Participants: (149 responses)

Age Group	Percentage	Count
19 & under	0%	0
20-34	21%	31
35-49	41%	61
50-64	22%	32
65 & older	17%	25

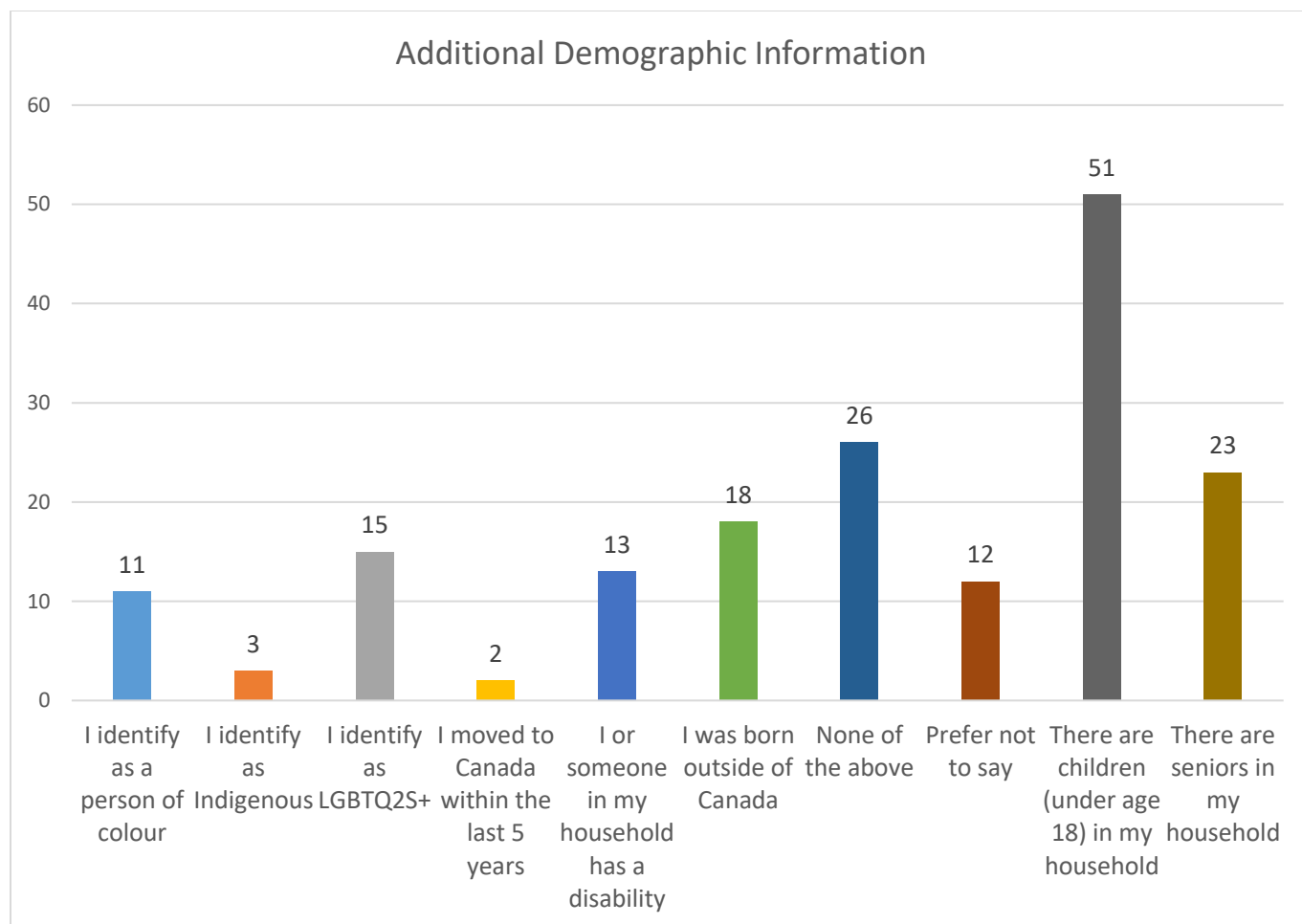


Additional Demographic Information

(select any / all that apply)

Be Heard Participants: (174 responses from 149 participants)

Choice	Percentage	Count
I identify as a person of colour	6%	11
I identify as Indigenous	2%	3
I identify as LGBTQ2S+	9%	15
I moved to Canada within the last 5 years	1%	2
I or someone in my household has a disability	8%	13
I was born outside of Canada	10%	18
None of the above	15%	26
Prefer not to say	7%	12
There are children (under age 18) in my household	29%	51
There are seniors in my household	13%	23



Demographic Analysis

Demographic analysis has been completed for 149 Be Heard New West participants only. Compared to the demographic profile of New Westminster from the 2016 Census, most neighbourhood participation rates were proportional (less than 5% +/- Census). There were a few exceptions: Queensborough and Brow of the Hill residents were underrepresented among Be Heard participants and Sapperton residents were overrepresented.

As we see in most City of New Westminster engagements, residential tenants were highly underrepresented (22% of participants; 44% of residents according to Census), and property owners were over represented (73% of participants; 56% of residents according to Census).

For age ranges of survey participants, there were no responses from residents age 19 or younger, so this age group was highly underrepresented. Conversely, the 35-49 year old

age group was overrepresented (41% of participants; 19% of residents according to Census). Other age groups (20-34, 50-64 and 65+) were similar to Census representation.

In terms of other demographic information provided by survey participants, we can compare with Census data on Indigenous, immigrant, new immigrant (arrived within past five years) and visible minority proportions of the New Westminster community. Based on this comparison, immigrants and visible minorities were underrepresented among Be Heard participants. Indigenous people and new immigrants were similar to Census representation.

Next Steps

This engagement summary report will be provided to Council at its December 13, 2021 regular meeting, and shared on the Be Heard New West project page. The verbatim written comments from this engagement will also be made public and shared with Council.

City staff will be considering and applying the community input as they begin to develop concepts for the future of the Queen's Park Farm in early 2022, and will re-engage with the community as a proposed concept for the future of the farm is developed.

REPORT

Engineering Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Lisa Leblanc
Director of Engineering Services **File:** 09.1750.55
(Doc# 1960293v4)

Item #: 2021-615

Subject: Queensborough Historic Area Drainage Update

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

This is an information report on the completed drainage improvement works in the historic area of Queensborough, the continuing work to remove localized drainage barriers and a planned follow-up meeting with local residents.

SUMMARY

In response to the chronic flooding in the low-lying historic area of Queensborough, which is bounded by Ewen Avenue, Boyd Street, Wood Street and Johnston Street, the City has been undertaking drainage capital works in recent years. The work program was prioritized in phases: 1) upgrades to the major collector drainage system; and 2) removal of local drainage barriers. Phase 1 is now largely completed and has resulted in significant reduction in flooding in the area. Phase 2 is currently in progress and a number of local drainage barriers (unauthorized culvert extensions and retaining walls) on Fenton Street and Boyd Street have been identified for removal in 2021/2022. City staff is informing the affected property owners that they are required to remove these unauthorized barriers.

BACKGROUND

Queensborough (QB) is located in the low-lying Lulu Island area within the Fraser River Floodplain and is historically prone to seasonal flooding. The land is protected from Fraser River flooding by a perimeter diking system that was constructed over the last century. A

number of drainage pump stations were installed to convey the inland ditch drainage through the perimeter dike into the Fraser River. Concurrent with historical development of the area, a network of open ditches was built to address inland drainage. The roadside drainage ditches are maintained by City Engineering Operations staff. At driveway crossings, a standard 6 m wide culvert is typically installed to maintain drainage flow, usually at the time of building permit issuance.

Over the years, some residents have independently filled in the roadside ditches to widen their driveways and to increase parking space. Some property owners also built retaining walls within the road right-of-way within drainage ditches, presumably to improve their front yard area. The resulting patchwork of unauthorized driveway extensions with sub-standard and deteriorating culverts and retaining walls impedes proper drainage and hampers Engineering Operations crews' ability to clean and maintain the ditches. Some residents have also expressed that the resultant streetscape is visually unappealing.

Over the years, the older areas in QB have experienced more localized flooding due to their low elevations, flat topography and higher runoff from increased impervious area. The historic area (see Figure 1), which is bounded by Ewen Avenue, Boyd Street, Wood Street and Johnston Street experiences the most chronic flooding.

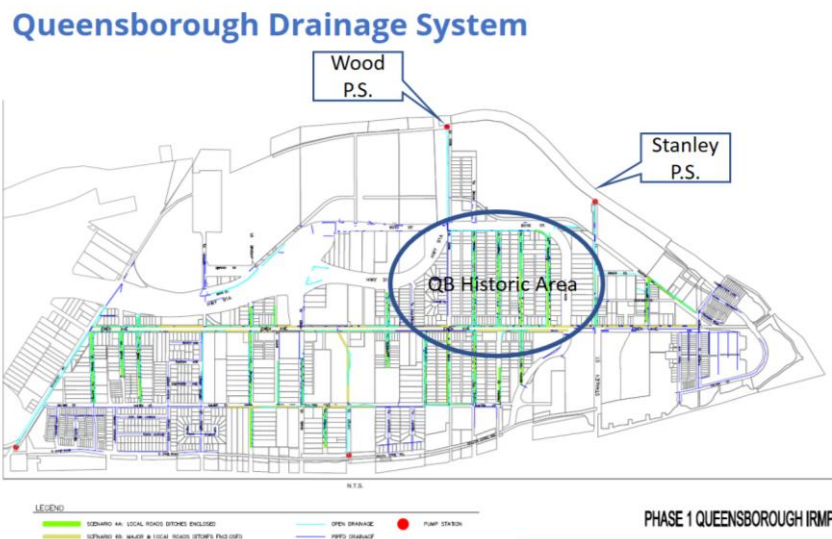


Figure 1 Queensborough Historic Area

In response to the flooding concerns and the need to replace aging infrastructure, the City conducted a detailed analysis of the historic area drainage and developed a phased improvement program. Phase 1 is to address capacity constraints and flow barriers within the main collector drainage system. Phase 1 works commenced in 2018 and were largely completed by late 2019. They included:

- Wood Street Drainage Pump Station Replacement;
- Wood Street Canal dredging and widening;

- Boyd Street storm sewer and road culvert crossing improvements;
- Two major culvert crossing replacements at Boyd/Duncan Street and at Boyd/Johnston Street;
- General ditch maintenance in specific areas.

Phase 1 improvements have drastically improved the drainage in the historic area as discussed in the Analysis section below.

Phase 2 of the drainage improvement program is aimed at addressing the localized flooding by removing drainage barriers within the ditches, including unauthorized extended driveway crossings, retaining walls and other structures.

EXISTING POLICY AND PRACTICE

Previously, the Zoning Bylaw allowed each property a driveway no wider than 6 meters. Each driveway crossing required a culvert underneath it, in order to keep the ditch drainage integrity. This provision is not included in the current amended Zoning Bylaw. The culvert crossing design is now regulated under the Subdivision and Development Control Bylaw No. 7142 and is to be installed by the Engineering Department at the property owner's cost during building permit stage.

Sewerage and Drainage Regulation Bylaw No. 7746, 2015

This bylaw gives the City authority to regulate, prohibit and impose requirements in relation to municipal services of disposal of Sewerage and Drainage.

Part 6 Section 44 of the bylaw prohibits construction of a *Watercourse* crossing except as permitted under Section 45 by the Director of Engineering.

Part 6 Section 45 states "An owner may construct or permit the continued existence of a crossing over any part of a *Watercourse* abutting his or her property, if the crossing complies with the standard width requirement for allowable access and does not obstruct the flow of water in the watercourse."

Part 6 Section 46 states "Where a person contravenes Section 45 of this Bylaw, the City may remove the Watercourse crossing or the obstruction at the cost of that person."

Ditch Infill Policy in Queensborough

Residents and builders in the historic QB neighbourhoods have expressed an interest in transforming their rural streetscape into a more uniform, urban environment. A report to Council dated September 14, 2015 (Attachment 1) outlined a strategy to enclose ditches on selected streets in Queensborough that are planned for infill development. Four implementation scenarios are included: 1) Local Area Service Program (LASP); 2) Subdivision Development; 3) Building Permit; and 4) Request by individual property owners where there is no subdivision, building permit, or LASP initiative. Development

applications, including building permits, would require applicants to enclose the frontage ditches with an engineered storm system approved by the Engineering Department (unless the ditch is designated to remain as an open channel for flood management and/or environmental functions).

Council endorsed the strategy and directed staff to consult with the Queensborough community and report back on community feedback with recommendations. A subsequent report was presented to Council on March 7, 2016 (Attachment 2) and advised that the community provided positive feedback on the strategy. All new developments are now required to build enclosed drainage systems along their lot frontages, in areas where the topography allows this.

Engineering Services has since developed a policy, procedure and requirements for residents who wish to have their frontage ditch enclosed or are required to do so under a Building Permit. This policy establishes the process of design and minimum standards in order to infill a frontage ditch with a proper engineered storm system (Attachment 3).

ANALYSIS

As a result of chronic winter flooding in the historic area of Queensborough and complaints received from residents, staff have inspected the area, met with the concerned parties and communicated our multi-phased program to improve drainage in the area. The area residents agreed with the phased approach and were given progress updates.

Phase 1: Collector Drainage System Improvement Results

The Phase 1 works as discussed in the preceding section were largely completed in late 2019, and will ultimately cost the City approximately \$8 million. Following the completion of the extensive works, staff noticed a marked improvement in the chronic flooding issue. For example, during the record rainfall events of December 2019 and January of 2020 staff noticed less flooding at 331 Fenton Street (lowest point in the area), with a rapid return to normal condition following the cessation of the storm (within 1-2 hours). Prior to the drainage improvements, the flooding would persist for 10 to 24 hours following the cessation of rainfall. Some outstanding channel works north of Boyd Street and west of Wood Street have recently received the necessary environmental permits. Staff are pursuing this work now, and anticipate completion in 2022.

Phase 2: Removal of Localized Drainage Barriers (unauthorized culvert extensions and retaining walls in ditches)

Inspection of the historic area also identified a long list of unauthorized driveway culvert extensions and other drainage alterations that impede flow and the city's ability to maintain the drainage system, thus contributing to flooding in the area. Phase 2 consisted of correcting, removing, and replacing approximately 26 unauthorized culvert extensions on Boyd Street, Fenton Street and Pembina Street.

Staff initially proposed a Queensborough public education/information session to be held in 2020 to inform the broader community of the drainage barriers, their adverse impacts to proper drainage and the need for their removal. However, this public information session was postponed due to the COVID-19 pandemic. A new outreach strategy is being planned for early 2022 in consultation with the Manager of Public Engagement.

In 2020, staff did proceed to direct three properties on Boyd Street to remove unauthorized culverts that were impeding drainage. Letters were sent to the owners in question and most of the property owners fully complied and removed the unauthorized works. The removal of these 3 drainage impediments significantly decreased flooding and resulted in no drainage complaints from this area during the 2020-2021 wet weather season.

In continuation of the Phase 2 program to address the remaining problematic culvert/retaining wall additions on Fenton Street, staff proposed to remove drainage barriers in a downstream to upstream progression in 2021. Eight more locations with problematic culvert extensions have been identified (7 on Fenton Street and 1 on Pembina/Boyd Street). Notifications have been sent out to affected property owners that the unauthorized works need to be removed at their expense. Once removed, the City will inspect the condition of the main driveway culvert and if necessary, replace it at the City's cost.

Meetings have been held in 2019 and 2020 between residents of Fenton Street and city representatives to discuss the multi-phase drainage improvement program. Staff recommends that a follow-up meeting with residents of Fenton Street be scheduled, including translation and interpretation services if necessary, to provide a progress update and to explain options such as a Local Area Service Program to improve drainage and streetscape on Fenton Street under a cost sharing partnership.

Next Steps

Engineering staff will continue to liaise and respond to local residents regarding drainage issues as they arise. The following is a list of planned actions.

- Complete remaining channel works on Boyd St. and Wood St (anticipate completion in mid-2022);
- Pursue drainage barrier removals at 8 properties on Fenton St and Pembina St (underway);
- Continue ditch monitoring & maintenance in specific areas (ongoing);
- Continue enforcement of any new unauthorized culvert extension/barrier (ongoing);
- Progressive ditch enclosure at time of building permit & new development (ongoing);
- Schedule a follow-up meeting in January 2022 with residents of the Queensborough historic area to review recent drainage works and flooding issues – subject to the availability of residents group;

- Develop a communication/education outreach plan to inform Queensborough residents of the important drainage function of driveway culverts and city ditches and the opportunity for residents-driven Local Area Service program for street improvements.

FINANCIAL IMPLICATIONS

The total cost of Phase 1 improvements was approximately \$8 million. This work consisted primarily of downstream collector drainage works funded through the sewer capital program. The Phase 2 removal of unauthorized culvert extensions and retaining walls is the responsibility of the property owner. Should the original culvert need replacement, the City would be responsible for the replacement cost (estimated to be approximately \$12,000 per culvert) which will be funded from the Drainage capital budget.

INTERDEPARTMENTAL LIAISON

Engineering Operations has worked closely with the Infrastructure Planning Division in Engineering to develop and implement the drainage improvement plan.

OPTIONS

The following options are presented for Council's consideration:

1. Receive this report for information;
2. Provide other directions to staff.

Staff recommends Option 1.

CONCLUSION

The City invested considerable effort and capital funds to improve the localized flooding situation in the Queensborough Historic Area. Three unauthorized local drainage impediments were removed by property owners in 2020. The next step is the continual removal of localized drainage barriers such as unauthorized culvert and retaining wall additions in a downstream to upstream progression, and to provide an update to the community and a summary of options available to them to further improve drainage.

ATTACHMENTS

Attachment 1 - Council Report Titled "Implementation of Ditch Infill and Urban Streetscape in Queensborough" Dated September 14, 2015

Attachment 2 - Council Report Titled "Ditch Infill and Urban Streetscape in Queensborough Strategies and Community Feedback" Dated March 7, 2016

Attachment 3 - Process for Frontage Ditch Enclosure with a Engineered Storm System
(<https://www.newwestcity.ca/services/water-and-sewers/drainage/articles/7307.php>)

APPROVALS

This report was prepared by:

Catalin Dobrescu, P.Eng. Utilities and Special Project Engineer

This report was reviewed by:

Eugene Wat, P.Eng. PTOE, Manager of Infrastructure Planning

Jennifer Miller, Manager of Public Engagement

This report was approved by:

Lisa Leblanc, Director of Engineering

Lisa Spitale, Chief Administrative Officer

Attachment # 1

Council Report Titled Implementation of Ditch Infill and Urban Streetscape in Queensborough September 14, 2015

REPORT

Engineering Services

To: Mayor Côté and Members of Council **Date:** 9/14/2015

From: Jim Lowrie **File:** 05.1035.10
Director of Engineering Services

Report #: 402/2015

Subject: Implementation of Ditch Infill and Urban Streetscape in Queensborough

RECOMMENDATION

THAT the report be received;

THAT staff be directed to consult with the Queensborough Community with respect to the proposed streetscape improvement implementation scenarios contained within this report; and

THAT staff report back on community feedback and to recommend strategies to incorporate urban streetscape standards for local streets in the Queensborough area.

PURPOSE

The purpose of this report is to provide an approach to address ditch infill issues and to propose urban streetscape implementation strategies for Queensborough.

BACKGROUND

Queensborough (QB) is undergoing urban transformation as rural parcels are developed into smaller residential lots (down to a minimum 4,000 ft² lot size) or multi-family sites. Many rural streets with open ditches have already been replaced with urban streetscape as part of the redevelopment process. Previous public engagement with the QB Community¹ indicated that residents and builders were interested to improve their streetscape by eliminating open ditches, installing sidewalks and street lighting and providing more opportunities for street parking. The City has been examining the technical feasibility of enclosing ditches, improving streetscape and the cost implications.

¹ A November 2007 public consultation indicated 67% preferred urban streetscape with curb and gutter.

Residents' desire for enclosed ditches has also been noted over the years by the unauthorized extension of driveway culverts. The unauthorized culvert extensions are poorly installed, create impediments for drainage and maintenance and poses potential safety concerns (see Attachment 1). The enclosure of ditches is best planned and undertaken with proper engineered storm sewer system and a process is necessary in response to the growing demand for urban streetscape in Queensborough. Council has directed staff to examine this phenomenon and potential strategies.

DISCUSSION

Technical Feasibility of Ditch Enclosures

Technical analysis have been completed to ascertain feasibility enclosing ditches to accommodate urban streetscape. Phase 1 of the Queensborough Integrated Rainwater Management Plan (IRMP) specifically looked into the hydrological/hydraulic impacts of ditch infill and to propose solutions to mitigate any negative impacts to the overall drainage system.

The technical analysis concluded that the existing local ditches along many side streets of Queensborough, which are generally 0.5 metre to 1.0 metre deep, can be enclosed and replaced with storm sewers. These road ditches are classified as Class C watercourses (not fish habitat and Riparian Area Regulation does not apply). Major ditches and canals such as those along Boyd Street, Hwy 91A, Wood Street north of Ewen Avenue, Carter Street, Stanley Street, Beach Street, Boundary Road, etc. provide essential storage function for the four drainage pump stations and need to remain as open channels. Some of these canals also have important environmental attributes. Figure 1 highlights in purple the streets in Queensborough with open ditches that can potentially be enclosed (the map excludes the major open channels and canals which must remain as open channels).

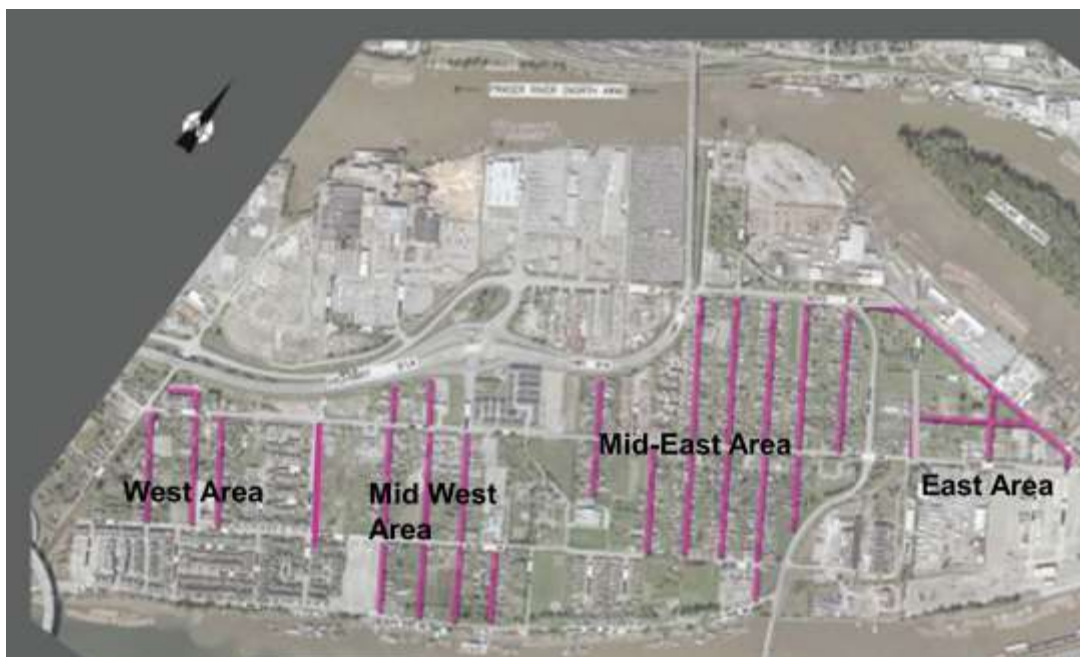


Figure 1: Streets with existing open ditches that can potentially be enclosed

A key issue for ditch enclosure in Queensborough is the need to adequately stabilize the underlying weak soils (peat and silt) coupled with high ground water table to allow for construction of the new streetscape. This process involves either preloading or excavating and replacing the poor soil with light-weight structural materials. Preloading requires prolong fill placement on roadways which is disruptive in built-out neighbourhoods; thus it is easier to achieve and cost effective in a large scale development than in small infill subdivisions. Light weight fill is less disruptive and better suited for incremental ditch enclosures. Final determination on the soil stabilization approach would be site specific and undertaken during the detailed design phase of the works.

Status of Streetscape and Ditch Enclosures in Queensborough West Area

In West Queensborough area such as Phillips Street, Hume Street and Dawe Street have largely been developed to full urban streetscape where open ditches have been replaced with storm sewers, curbs and gutters, sidewalks, streetlights, etc. for the most part. The remaining open ditches will continue to be enclosed as development advances. The east side ditch on Gifford Street will also be enclosed when the adjacent development proceeds. The implementation of ditch enclosure and urban street improvements in the West Area are being undertaken through development process.

Mid-West Area

Similar to the West Area, the mid-west of Queensborough with Jardine Street, Hampton Street and Howe Street are undergoing re-development including subdivisions where the existing ditches are being enclosed and replaced with urban streetscape. The implementation of ditch enclosure and urban street improvements in the Mid-West Area are being undertaken through the development process.

East Area

The eastern portion of Queensborough is undergoing large-scale comprehensive development (i.e. Port Royal and Queensborough Special Study Area) with full urban streetscape. The implementation of ditch enclosure and urban street improvements in the East Area are being undertaken through the development process.

Mid-East Area

The Mid-East Area of Queensborough (i.e. from approximately Lawrence Street to Boyd Street) consists of established small lots on narrow streets with open ditches. The streets include Lawrence, Campbell, Wood, Boyne, Pembina, Fenton, and Johnston. Most of the properties are not owned by developers but individual owners.

Majority of lots in this area are generally small with little potential for subdivision. While a few may be subdivided, they are mostly infill subdivisions (i.e. two lot splits). Achieving urban streetscape in this area has been challenging as ditch enclosure with storm sewers and soil stabilization is difficult to construct on an individual lot basis. In the past, the City has taken the approach to retain the open ditches for infill subdivisions where it was impractical to install an urban streetscape due to the lack of continuous facilities (i.e. drainage and sidewalk) and instead collected cash-in-lieu for the future pavement reconstruction. Completing these works is often postponed indefinitely as the adjoining properties may not be ready for development in the foreseeable future.

The unauthorized and ad-hoc ditch enclosure by property owners as noted earlier have impeded drainage and created safety concerns. Through the analysis, it was determined that a consistent streetscape standard needs to be established on a block-by-block basis or at least a substantial portion of the block to allow stabilization of weak underlying soils, to minimize differential and long-term settlement, to provide a continuous drainage flow path and to allow the construction of sidewalk or pathway. Establishing streetscape standards would allow the road and drainage works to be undertaken in an incremental fashion as lots are improved.

In 2013, the City developed the Queensborough Streetscape and Development Plan. The study looked at drainage, geotechnical and transportation options to address the streetscape of the Mid-East Queensborough area. The plan indicates that most streets, with the exception of Fenton Street² south of Ewen Avenue, can be improved by eliminating the ditches. Proposed urban road cross-sections were developed to provide proper drainage and improved accessibility through the provision of sidewalks and pavement widening (see Attachment 2).

The ditch enclosure and urban street improvements can be implemented through infill subdivision, construction of new homes (building permit) or local residents driven initiatives. This is discussed in the following section.

Streetscape Implementation Options in Queensborough Mid-East Area

A street-by-street analysis of the Mid-East area was undertaken to determine the likelihood of urban streetscape improvements being implemented through subdivision or building permit application (see Attachment 3). For lots with older homes (in excess of 40 years), owners may be seeking to rebuild a new house in the not-too-distant future. Potential methods to fund and implement the streetscape improvement are as follows:

1. Local Area Service Program (LASP)

For property owners seeking streetscape improvement including ditch enclosure, the works could be implemented as a Local Area Service Program (LASP). This would require a certified petition indicating support for the works signed by at least 50% of the owners of properties representing 50% of the assessed value of land and improvements. A bylaw and local area service tax would be established where property owners can either pay their assessment in one payment or amortize the payments over a 20 year period.

The City may choose to provide financial assistance by cost sharing the LAS costs. Bylaw No. 4327, 1968 has set the benefiting property owner's percentage charge for various types of works (e.g. curb & gutter, sidewalk, road improvement, storm sewer) under Local Improvement, the predecessor to the current Local Area Service program, at 50%.

² Fenton Street has undergone recent ditch and culvert improvements along with new pavement.

2. Subdivision Development

Three possible options of ditch enclosure including soil stabilization and urban streetscape for infill subdivision are:

- i. Undertake full urban streetscape frontage works at the time of subdivision;
- ii. Phasing the work by installing underground works (drainage system, road backfill) at time of subdivision with cash-in-lieu for the remaining frontage services such as curb and gutter, sidewalk, street lighting, etc.; or
- iii. Collect cash-in-lieu for future implementation of all urban streetscape frontage works;

If the future works are undertaken through LAS, the value of the funds on deposit would be credited to the owner of the property at the time of the LAS. This will ensure that any funds received in this manner will be expended only for the purpose for which it was collected.

3. Building Permit Application

Legislation allows a city to require works and services on the portion of a highway immediately adjacent to the site being developed, up to the center line of the highway as a condition of the issuance of a Building Permit³. This provision has been utilized in Queensborough to require off-site works and services for multi-family, commercial and industrial buildings at the building permit stage but has not been applied for single family home construction on pre-existing vacant lots, or for building new homes after demolition. The servicing bylaw will need to be amended to require full Works and Services at the building permit stage for new single family dwellings in accordance with the proposed typical cross sections contained in Attachment 2.

Proposed Streetscape Implementation Approach in Mid-East Area of Queensborough

A recommended approach for incremental establishment of urban streetscape frontage is as follows:

- a) For developments involving the entire block or a substantial portion of the block, the full urban streetscape would be required;
- b) For small infill developments including subdivision and building permits, ditch enclosure at minimum will be employed while cash-in-lieu will be collected for the remainder portion of the urban streetscape works and held in trust for future use towards LAS, or when the majority of lots have been developed;
- c) For a LAS initiative, the City will apply the streetscape standard for the subject street and work with the proponents to petition the benefitting area and process the request to Council;
- d) For requests by individual property owner(s) with no development, building permits or collective LAS initiative, owners may apply to enclose existing ditches fronting their home provided that:

³ Section 938(7) of the Local Government Act (LGA)

- The proposed work is outside of ditches/canals identified as “major” under the City’s Drainage Master Plan;
- Soil stabilization and storm drainage are designed and supervised by a geotechnical/civil engineer;
- Work may also include minor road widening and installation of curbing;
- The proposed works will be done at the expense of the owner and to City’s standard including provision for proper drainage; and
- The applicant is prepared to sign a consent letter stating that should a LAS program occur in the area fronting his/her frontage he/she is still required to pay the portion of the Local Area Services Levy unless the works and services installed preclude the need for LAS improvements.

NEXT STEPS

- Consult with Queensborough Community;
- Report back to Council on community feedback with recommendations;
- Prepare written policies and necessary bylaw amendments; and
- Provide public information including on City’s website.

FINANCIAL IMPACTS

As discussed in the preceding sections, the implementation of streetscape improvements in Queensborough would be funded by development under subdivision/ building permit applications, Local Service Area (LAS) initiatives or by individual owners desiring to enclose their frontage ditch. The City has in the past provided financial assistance in the order of 50% for LAS initiatives. The cost of the streetscape improvements is site-specific and to be determined once the implementation strategy and street standards are accepted.

OPTIONS

1. Receive the draft implementation approach for ditch enclosure and urban streetscape in Queensborough;
2. Direct staff to consult with the Queensborough Community with respect to the proposed streetscape improvement scenarios contained within this report;
3. Direct staff to report back on community feedback and to recommend implementation strategies for moving forward including necessary bylaw amendments to incorporate modified urban streetscape standards for local streets in the Queensborough area;
4. Provide staff with other direction.

Staff recommends options 1, 2 and 3.

INTERDEPARTMENTAL LIASION

Engineering Department and Development Services Department have collaborated in developing this report.

CONCLUSION

Queensborough is transforming to an urban community and residents have expressed a desire for urban streetscape including ditch enclosure. The City has also experienced incidents of unauthorized culvert extensions and ditch modifications which impede drainage and pose other safety issues. A technical review conducted indicates that many side streets can be upgraded to urban streetscape standard with properly designed services. The urban streetscape can also be implemented incrementally either through infill subdivision, building permit application, a Local Area Service Program or upon a request by individual owner which is street specific.

ATTACHMENTS

Attachment 1 - Unauthorized Culvert Extensions, Ditch Covers,..Etc.

Attachment 2 - Urban Streetscape Cross-Sections

Attachment 3 - Future Subdivision/Building Permit Potential Analysis Summary & Area Maps



Binega Markos, BSc, A.Sc.T.
Engineering Technologist



Eugene Wat, P.Eng. PTOE
Manager of Infrastructure Planning

Approved for Presentation to Council



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

Original Copy Signed

Lisa Spitale
Chief Administrative Officer

Attachment 1

Unauthorized Culvert

Extensions, Ditch Covers,..Etc.

Existing Unauthorized Culvert Extensions, Ditch Covers,..Etc.



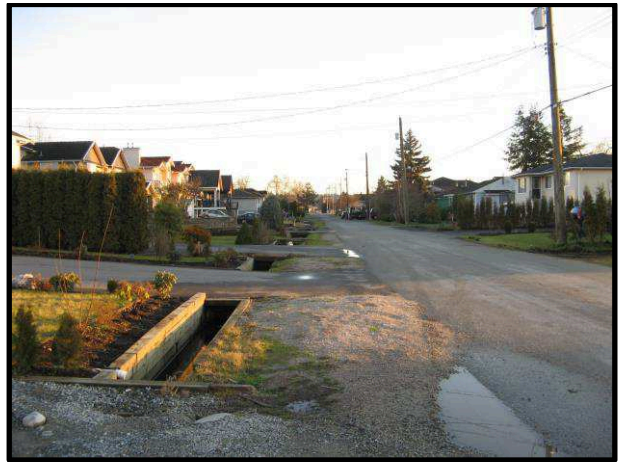
Existing unsafe gap between two driveway culverts



Existing unauthorized D/W culvert extensions



Existing unsafe pedestrian crossing ditch cover



Existing non-standard wooden ditch walls



Existing non-standard wood cribbing



Existing unsightly gap b/n two culverts



Existing non-standard wroughten wood lining ditch



Existing unsafe pedestrian crossing ditch cover



Existing unsafe plywood ditch cover



Existing unsafe gap b/n two D/W culverts



Existing unauthorized D/W crossing extension



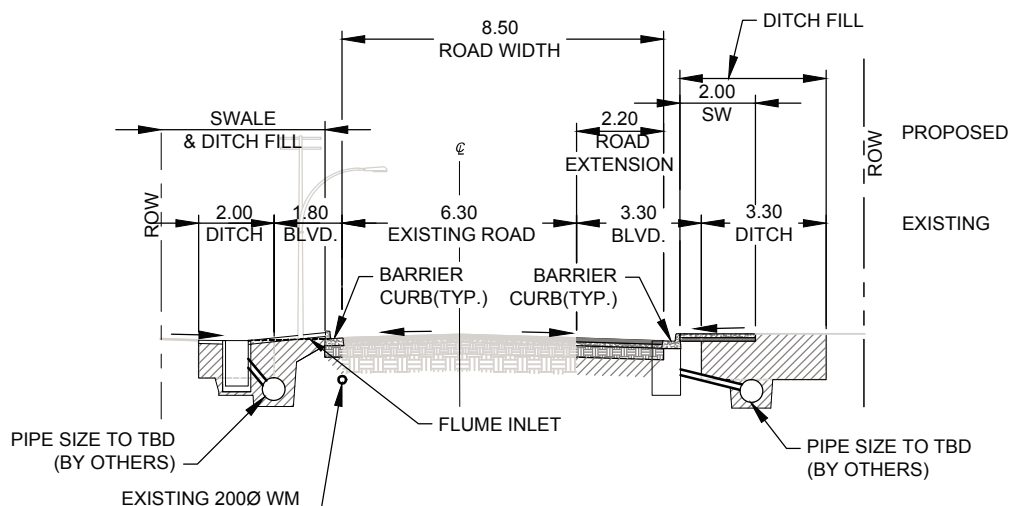
Unsafe gap b/n two immediate D/W crossings

Attachment 2

Urban Streetscape Cross-Sections

JOHNSTON ST.

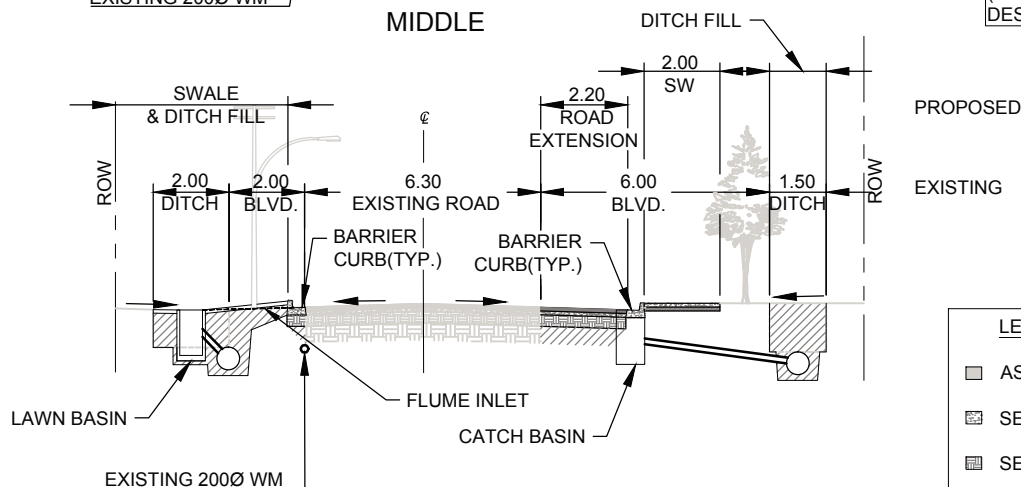
NORTH



NOTE:

- 1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.
- 3) TREE PROTECTION NEEDED (SHOULD BE INCLUDED IN DETAILED DESIGN STAGE).

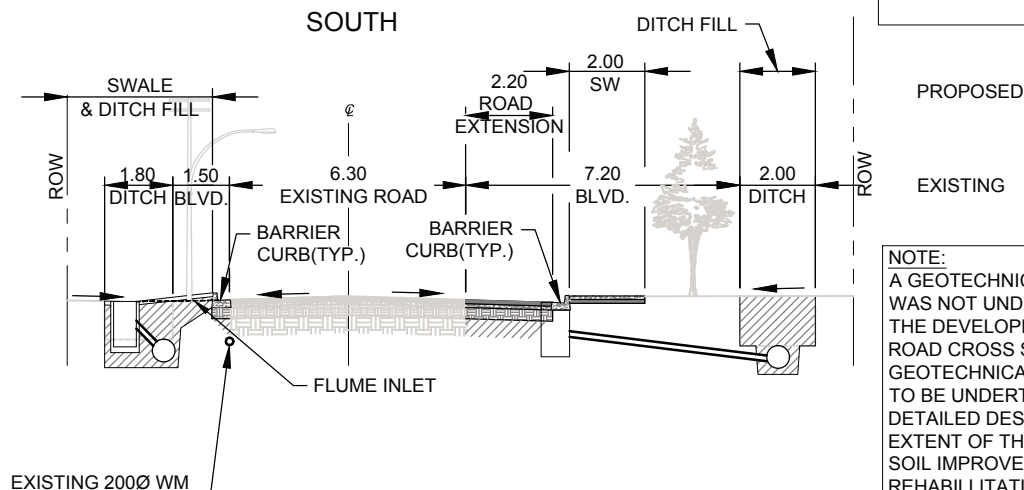
MIDDLE



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

SOUTH



NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:200
DWG. No. 1



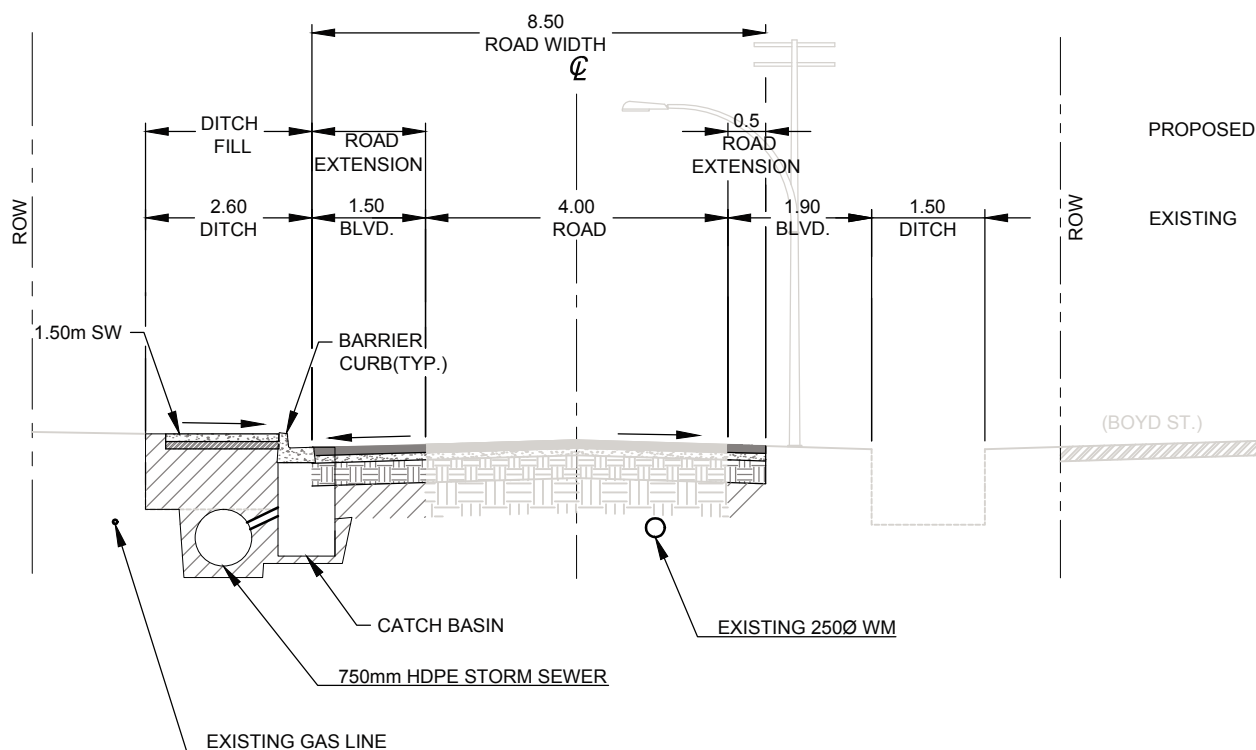
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETSCAPE
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - JOHNSTON STREET

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE SOUTH SIDE OF THE ROAD.

BOYD ST.



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 2



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

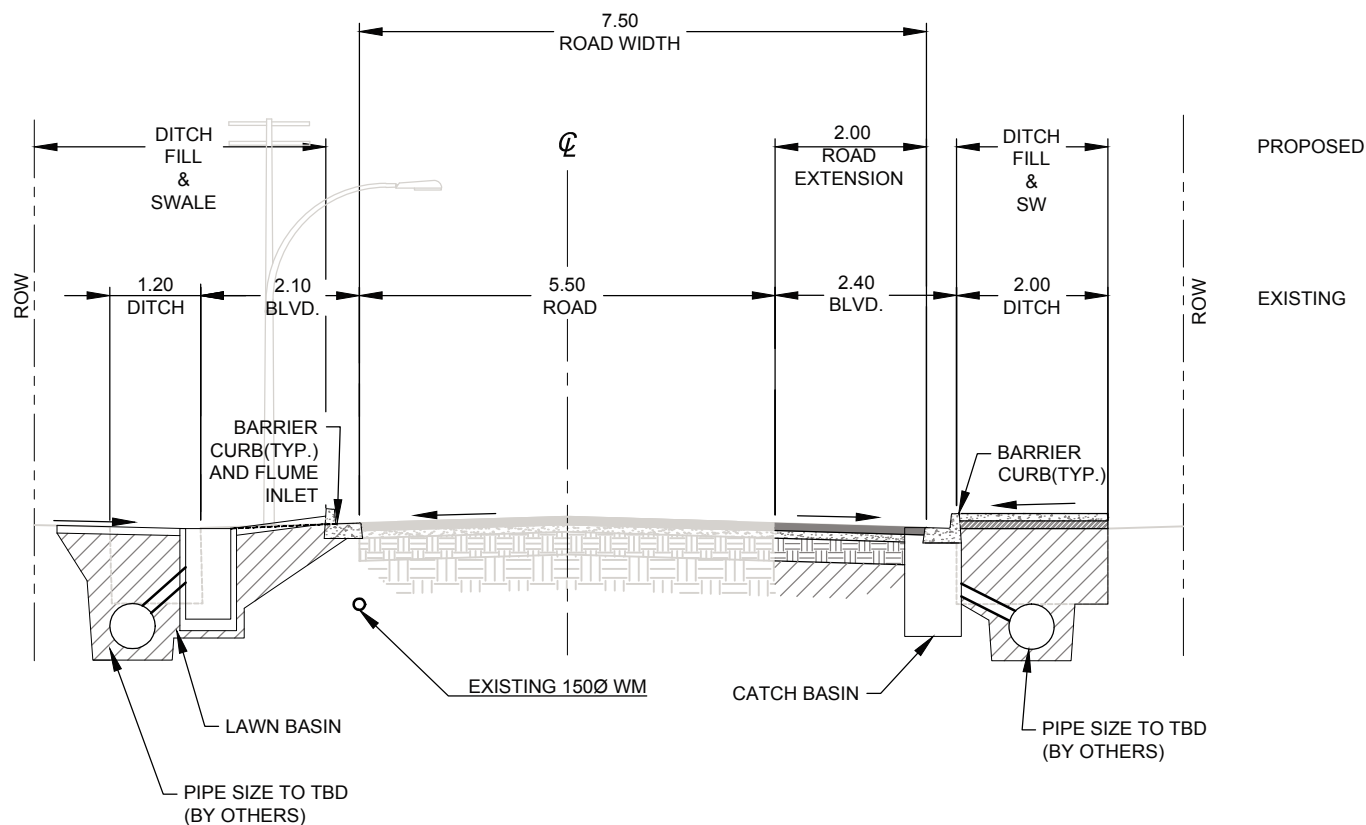
CROSS SECTION - BOYD STREET

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.

2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

FENTON ST. NORTH



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 3

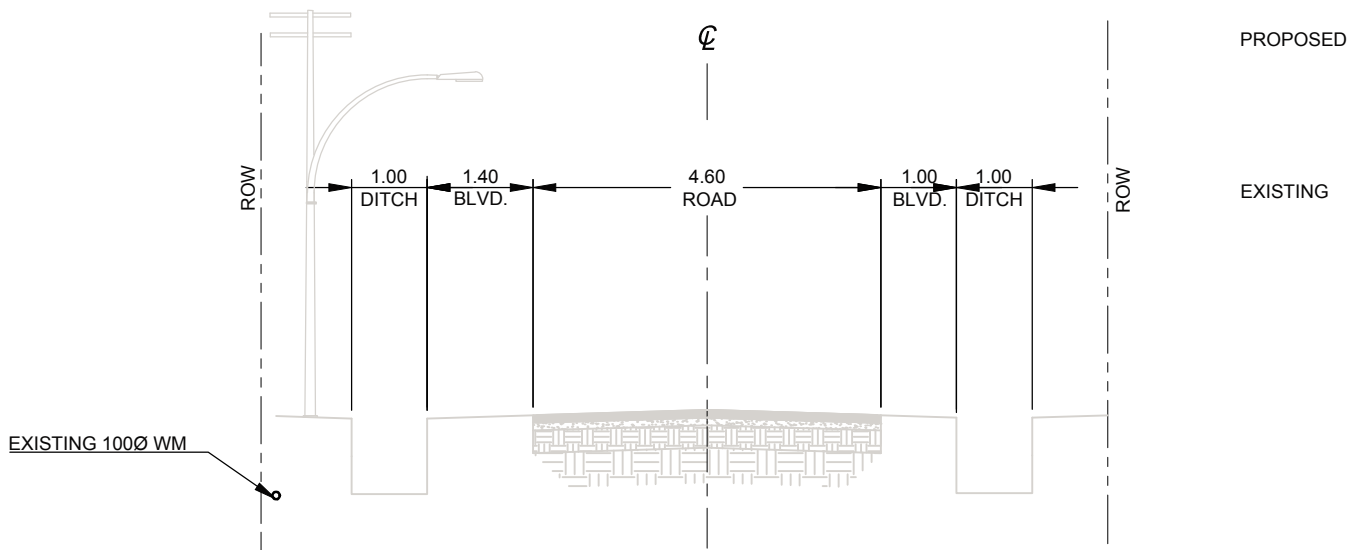


CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETSCAPE
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - FENTON STREET NORTH
Page 550 of 944





NOTE:
1) NO ADDITIONAL PARKING
HAS BEEN PROVIDED.

FENTON ST. SOUTH



NOTE: KEEP EXISTING CONDITIONS

LEGEND:

-  ASPHALT
-  SELECT GRANULAR BASE COURSE
-  LIGHT WEIGHT FILL
-  RED VISCUULAR BASALT

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 4



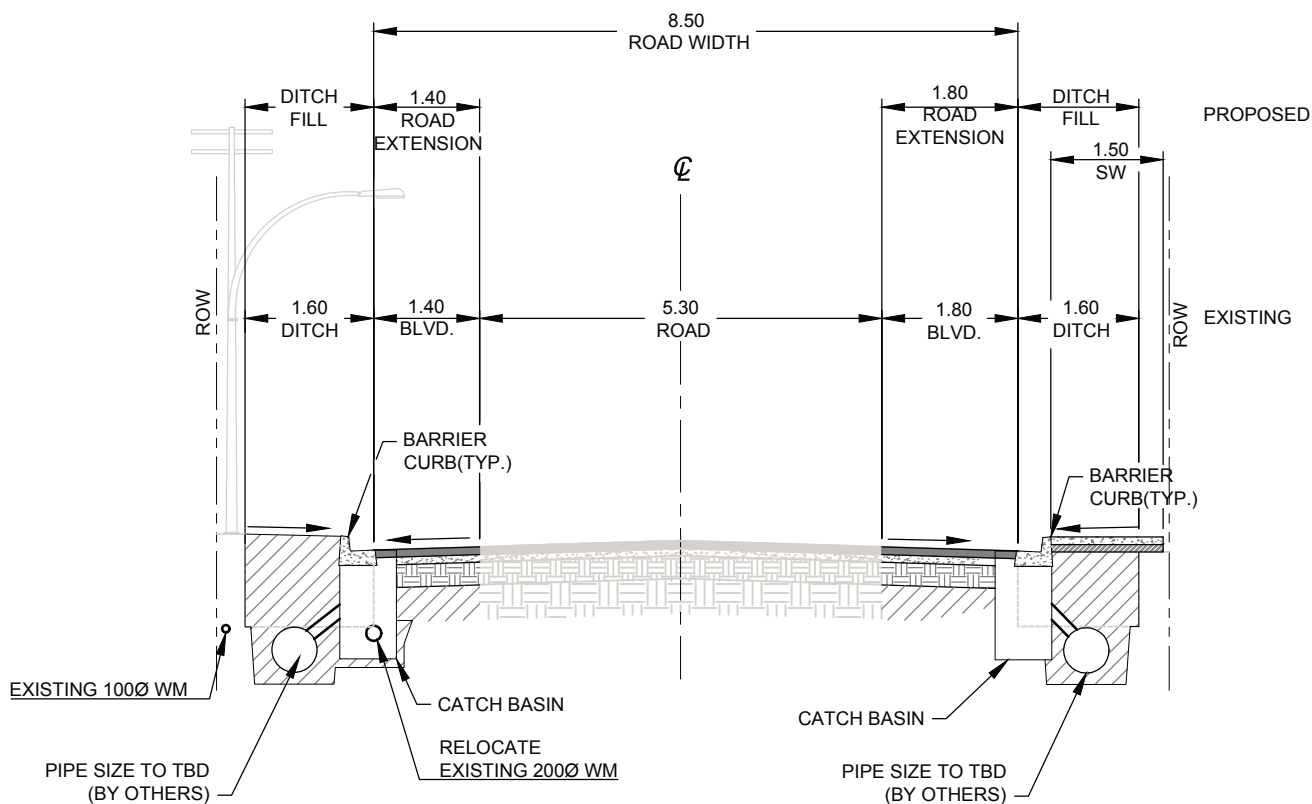
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - FENTON STREET SOUTH
Page 551 of 944

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON BOTH SIDES OF THE ROAD.

PEMBINA ST.



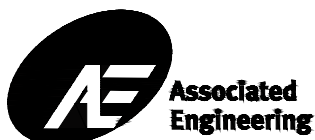
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- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 5



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - PEMBINA STREET

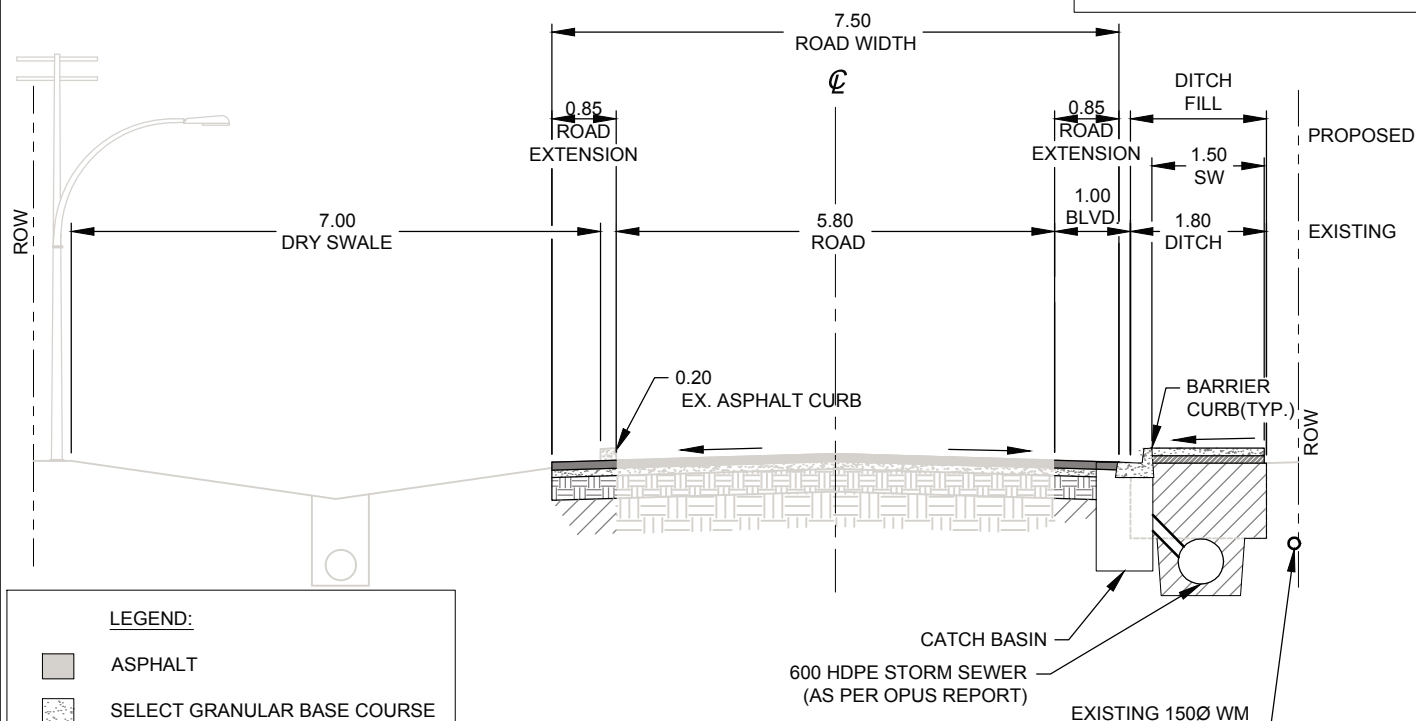
BOYNE ST. NORTH

NORTH

NOTE:

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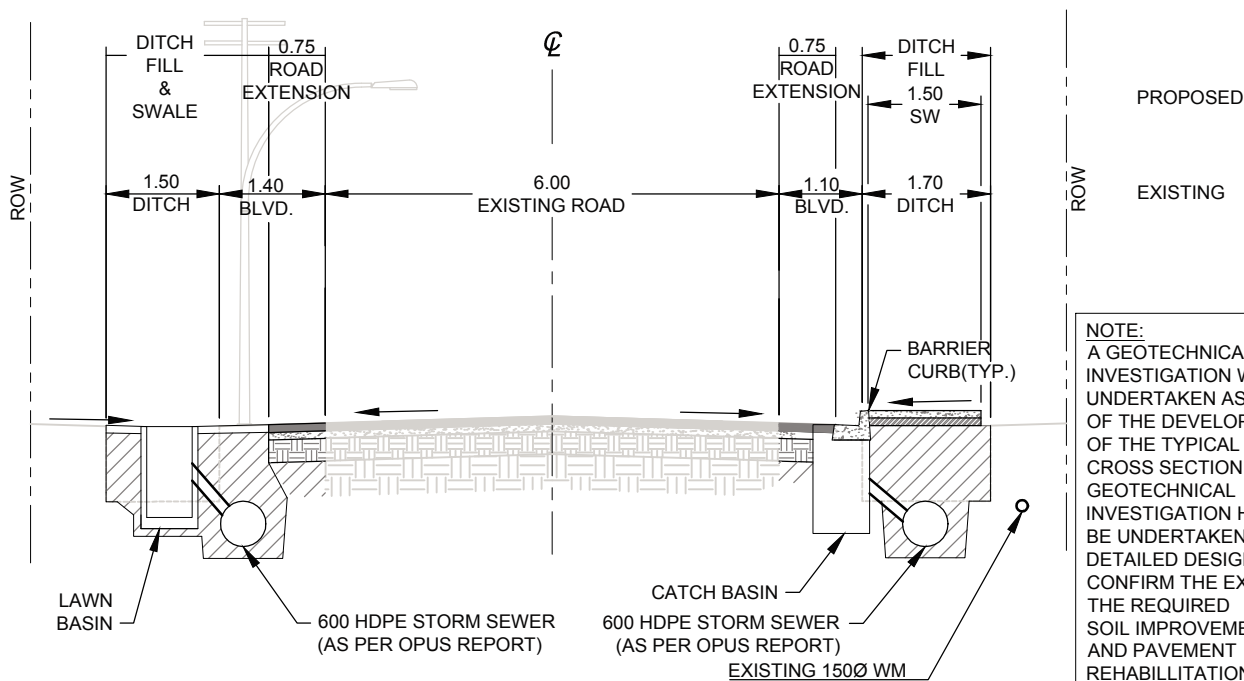
2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

AVERAGE WIDTH
MIDDLE & SOUTH



NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 6



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

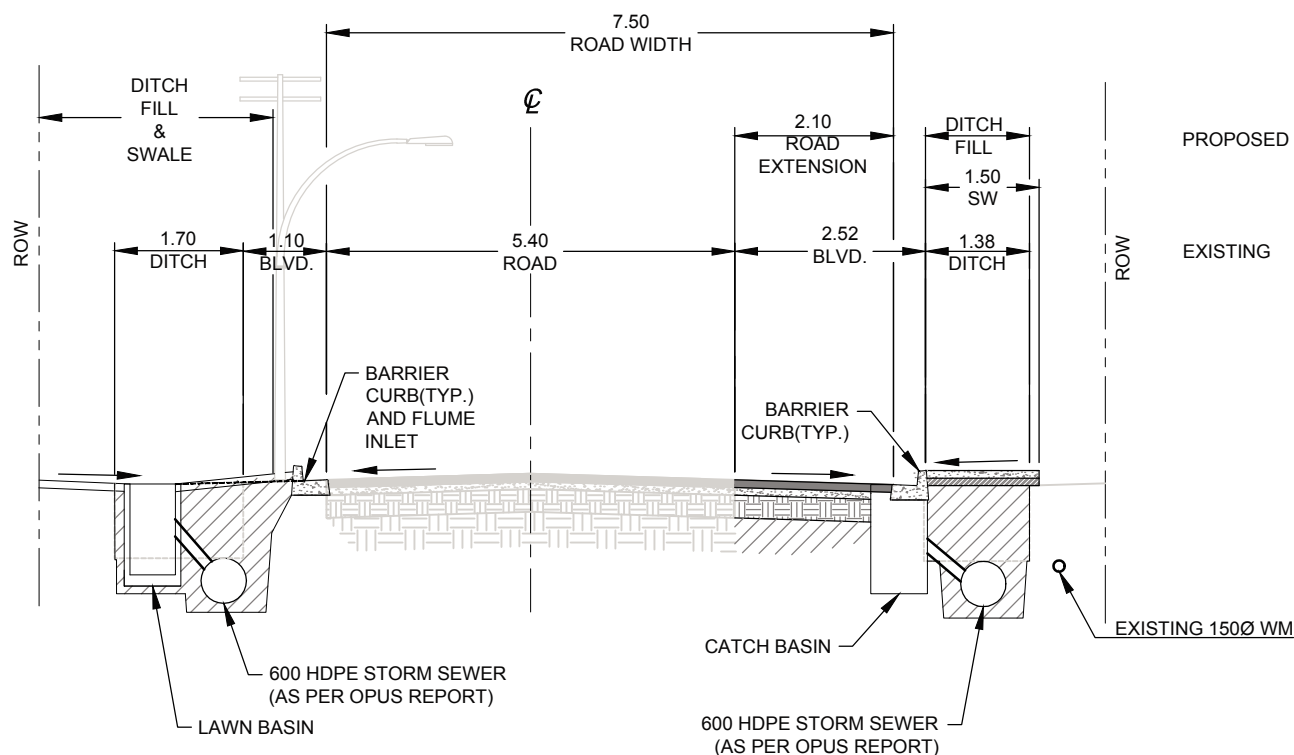
CROSS SECTION - BOYNE STREET NORTH
Page 553 of 944

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.

2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

BOYNE ST. SOUTH



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: 2013/08/20
APPROVED: D.H.
SCALE: 1:100
DWG. No. 7

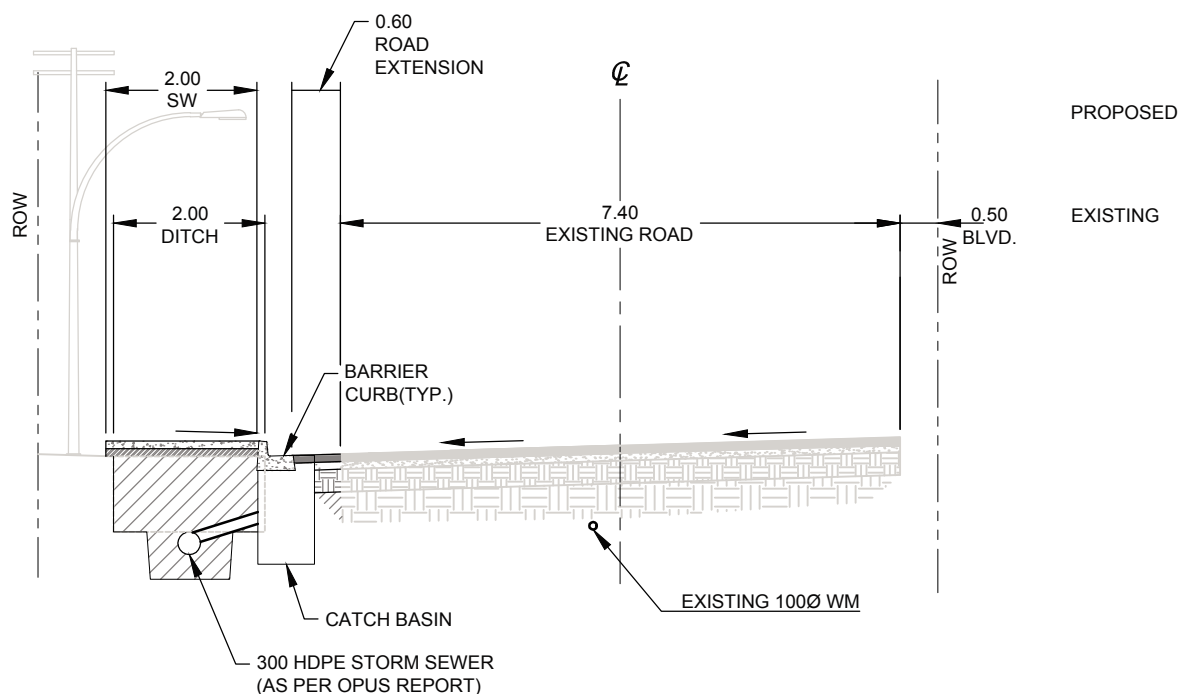


CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETSCAPE
CONFIGURATIONS - REVISION 0.A





CROSS SECTION - BOYNE STREET SOUTH
Page 554 of 944

NOTE:
1) AVAILABLE PARKING HAS
BEEN PROVIDED ON THE
WEST SIDE OF THE ROAD.

WOOD ST. SOUTH



LEGEND:

-  ASPHALT
-  SELECT GRANULAR BASE COURSE
-  SELECT GRANULAR SUB-BASE
-  LIGHT-WEIGHT FILL

NOTE:
A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF
THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A
GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING
DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED
SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 8



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - WOOD STREET

Page 555 of 944

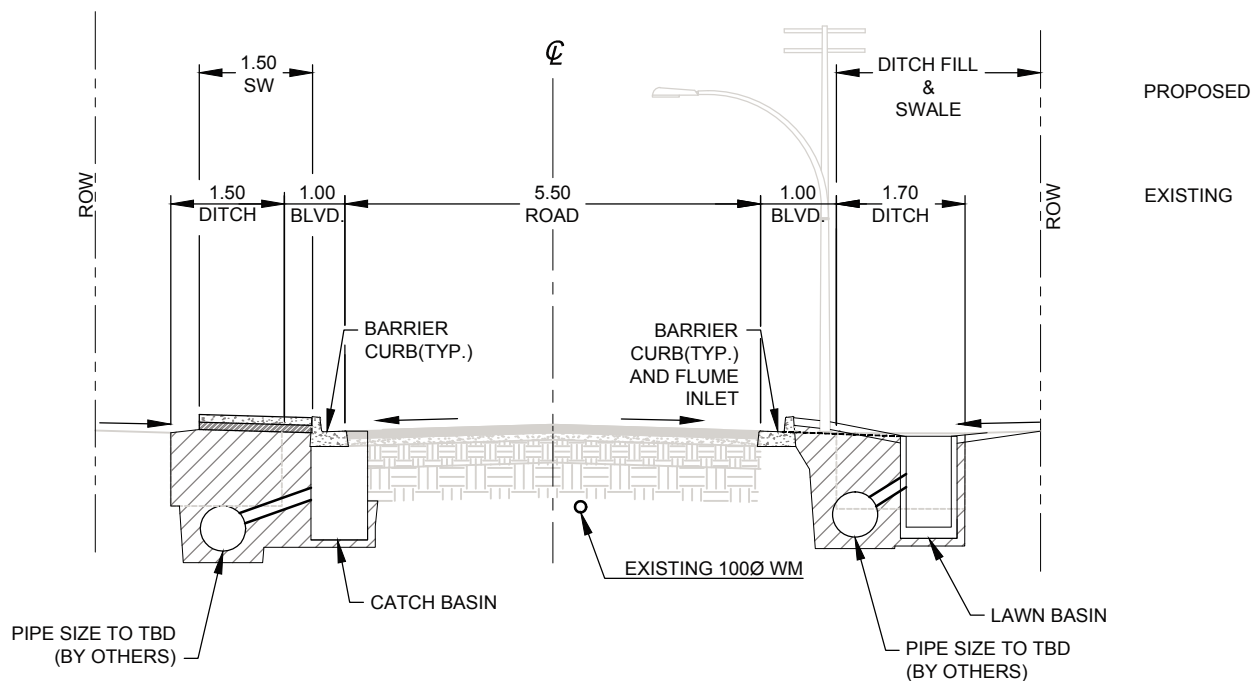
NOTE:

1) NO ADDITIONAL PARKING AREA HAS BEEN PROVIDED.





2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

CAMPBELL ST. SOUTH

MIDDLE



LEGEND:

-  ASPHALT
-  SELECT GRANULAR BASE COURSE
-  SELECT GRANULAR SUB-BASE
-  LIGHT-WIEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 9



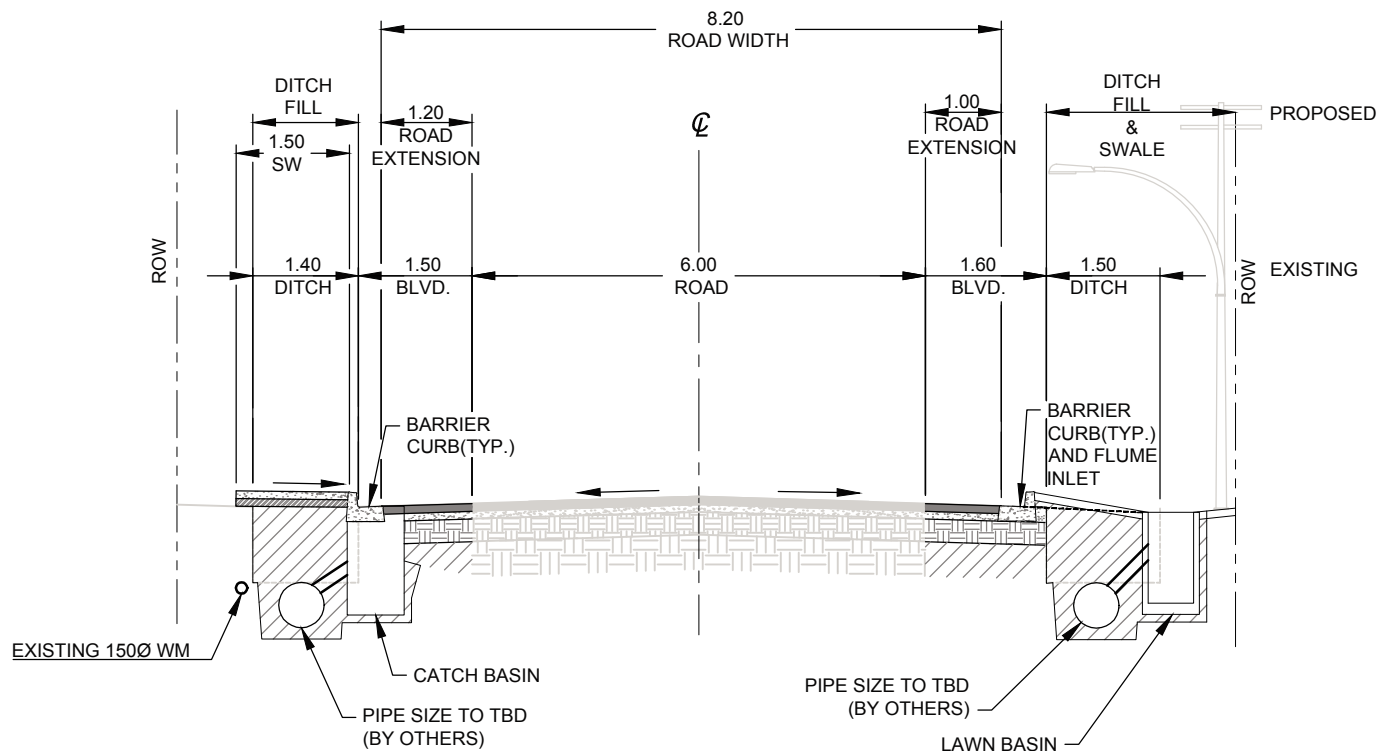
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - CAMPBELL STREET SOUTH
Page 556 of 944

LAWRENCE ST. SOUTH

NOTE:

- 1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 10



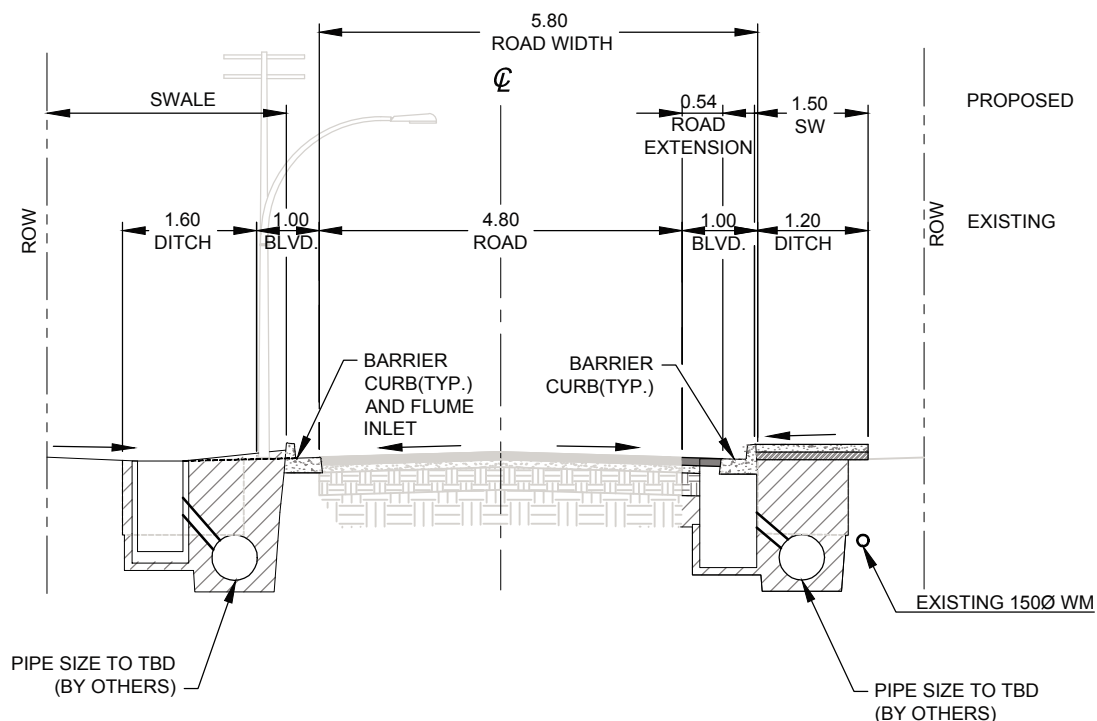
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - LAWRENCE STREET SOUTH
Page 557 of 944

NOTE:

- 1) NO ADDITIONAL PARKING HAS BEEN PROVIDED.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

LAWRENCE ST. NORTH



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 11



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - LAWRENCE STREET NORTH
Page 558 of 944

Attachment 3

Future Subdivision/Building Permit Potential Analysis

Summary & Area Maps

Future Subdivision and Building Permit Potential Analysis Summary

Notes:

1. For the purposes of future potential analysis and according to current zoning bylaw a Lot with an area of 8000 Square foot and above is assumed to have a potential for subdivision application while an existing house that was built before 1975 (i.e. 40 or more years old) is deemed to have potential for demolition and building permit application.
2. The proposed urban streetscapes (See Attachment A) were established as follows:
 - To provide a minimum pavement width of 7.5 m and a maximum 8.5 m.
 - All road widths should accommodate an area for parking.
 - Power poles will remain in place and will not be relocated.
 - Ditches will be filled with light weight fill material where applicable.
 - Sidewalks will be added where the cross section width permits.

Johnston Street

- About 50% the existing lots on Johnston Street are both subdividable and contain houses that are more than 40 years old. This also means there is a significant subdivision and building permit application potential. This is expected to create an opportune time for future development and implementation of the proposed urban streetscape.

Fenton Street (North and South)

- Fenton Street north is about 400 metre long and there are 44 properties fronting it on both sides.
- One-quarter of Fenton Street north fronts City owned vacant lots.
- There is a significant potential to implement the proposed urban streetscape under either subdivision or building permit applications.
- Fenton Street south is proposed to remain “as-is” i.e. non-urban streetscape standard. This road has undergone recent repaving and ditch and culvert improvements. The road is in very good condition.

Pembina Street (North and South)

- Pembina Street north is about 400 metre long and there are 44 properties fronting it on both sides.
- On the absence of future subdivision or building permit applications potential on north side of Pembina Street, it's assumed that the urban streetscape can only be implemented either under LASP or at a request by an individual owner(s).

- Pembina Street south is about 300 metre long and there are 34 properties fronting it on both sides.
- There existing a significant potential to implement the proposed urban streetscape under future building permit or subdivision applications.

Boyne Street (North and South)

- Boyne Street north is about 400 metre long and there are 44 properties fronting it on both sides and one of the properties is a Sikh Temple.
- About one-fourth of Boyne Street north has been constructed to an urban streetscape under a Local Area Service Program (LASP) where the City has contributed 50% of the total construction cost.
- Since about 50% of the existing houses are more than 40 years old the remainder three-fourth of the urban streetscape can be realized under future building permit applications.

Wood Street (North and South)

- Wood Street north is about 400 metre long and there are 27 properties fronting it on both sides.
- About two-third of Wood Street north has been constructed to an urban streetscape and the remainder portion can be reconstructed to an urban streetscape standard at either subdivision or building permit applications.
- Wood Street south is about 300 metre long and there are 35 small size properties fronting it on both sides.
- It appears that the future subdivision potential on Wood Street south is very slim, however, since 70% all the existing houses have an average age of 80 years, there is a significant potential for building permit applications under which the proposed urban streetscape can be implemented.

McGillivray Place

- This street was constructed to an urban streetscape standard on both sides of the street back in 1993.

Campbell Street

- Campbell Street is about 300 metre long and there are 27 properties fronting it on both sides.
- This street has the highest potential for the implementation of the proposed urban streetscape under both subdivision and building permit applications.

- The City has already received development application for almost the entire frontage on west side of Campbell Street.

Lawrence Street (North and South)

- Lawrence Street North is about 150 metre long and there are 17 properties fronting it on both sides.
- There is a potential to do half of the frontage improvements work under future subdivision applications.
- Lawrence Street North is also about 150 metre long and there are 14 properties fronting it on both sides and one of the properties is a church.
- The ditch fronting the church is already enclosed.
- Similarly there is a potential to do half of the frontage improvements work either under future subdivision or building permit applications.

FUTURE SUBDIVISION/BUILDING PERMIT POTENTIAL ANALYSIS, PG.1

LEGEND

LOT WITH FUTURE SUBDIVISION (>=8000 SQ.F) & BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975 (>=40 YEARS OLD))

LOT WITH FUTURE BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975, >=40 YEARS OLD) BUT NOT SUBDIVIDABLE

LOT WITH AN EXISTING UTILITIES CORRIDOR

LOT WITH A CURRENT DEVELOPMENT OR SUBDIVISION APPLICATION

EX/PRO CURB & GUTTER & SIDEWALK

EX CURB & GUTTER WITH GRASSED BOULEVARD

EX CASH-IN-LIEU (A PORTION ONLY)

LOT WITH AN EXISTING HOUSE BUILT AFTER 1975, <=40 YEARS OLD & WITH AREA <=8000 SQ.F (I.E. WITH LESS POTENTIAL EITHER FOR SUBDIVISION OR B.P. APPLICATION)

URBAN STREETSCAPE COULD BE IMPLEMENTED EITHER UNDER SUBDIVISION OR B.P. APPLICATIONS AT THE OWNER'S COST

URBAN STREETSCAPE COULD BE IMPLEMENTED UNDER L.A.S.P.

URBAN STREETSCAPE COULD BE IMPLEMENTED UNDER L.A.S.P.

URBAN STREETSCAPE COULD BE IMPLEMENTED UNDER L.A.S.P.

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URBAN STREETSCAPE COULD BE IMPLEMENTED UNDER L.A.S.P.

URBAN STREETSCAPE COULD BE IMPLEMENTED UNDER L.A.S.P.

THREE-QUARTER OF WOOD ST URBAN STREETSCAPE HAD ALREADY BEEN IMPLEMENTED UNDER L.A.S.P. APPLICATIONS AT THE OWNER'S COST

EXISTING GRASSED BOULEVARD C/W CURB & GUTTER (TYPICAL)

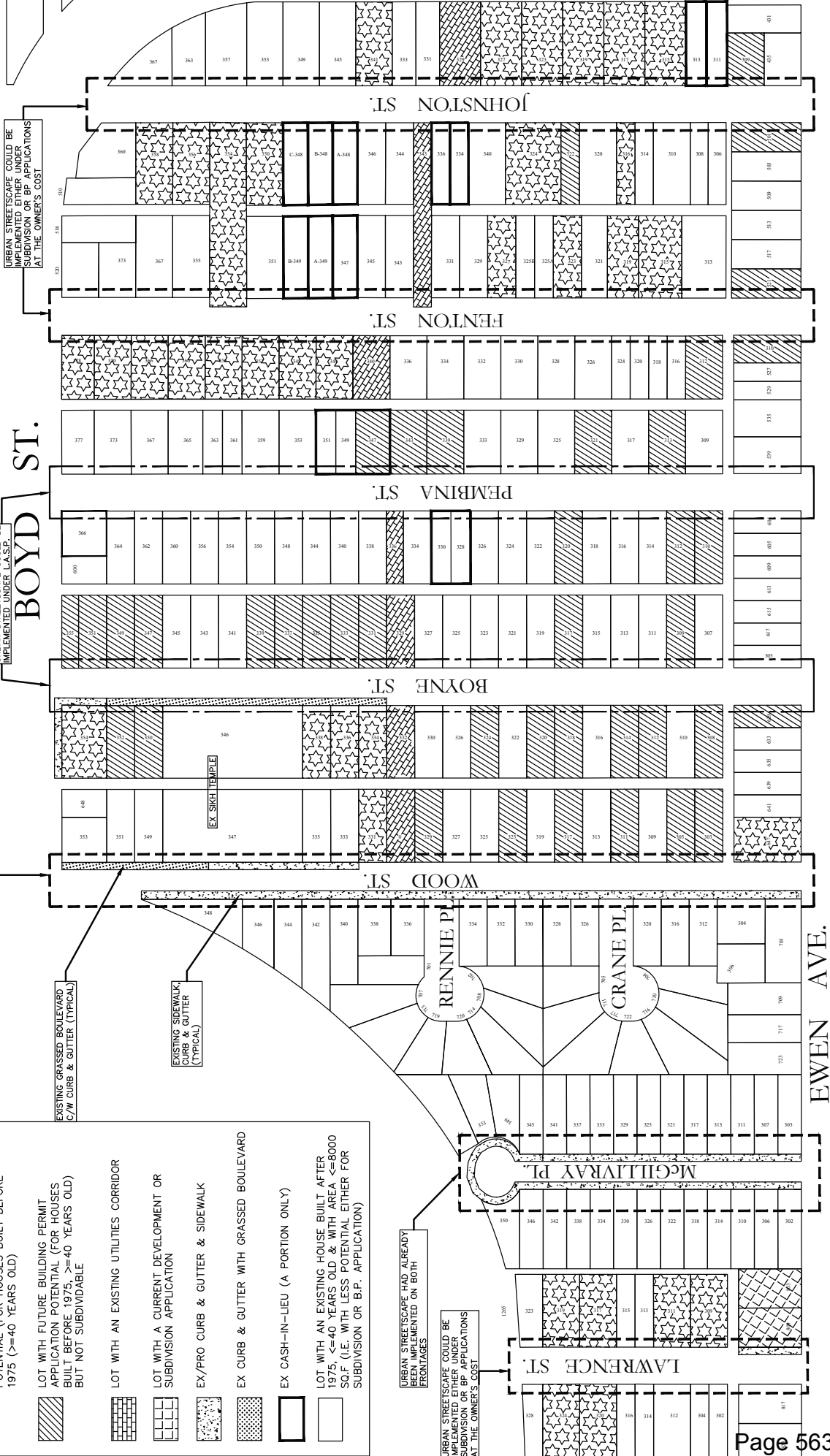
EXISTING SIDEWALK CURB & GUTTER (TYPICAL)

URBAN STREETSCAPE HAD ALREADY BEEN IMPLEMENTED ON BOTH FRONTAGES

URBAN STREETSCAPE COULD BE IMPLEMENTED EITHER UNDER SUBDIVISION OR B.P. APPLICATIONS AT THE OWNER'S COST

BOYD ST.


URBAN STREETSCAPE COULD BE IMPLEMENTED EITHER UNDER SUBDIVISION OR B.P. APPLICATIONS AT THE OWNER'S COST




EWEN AVE.

FUTURE SUBDIVISION/BUILDING PERMIT POTENTIAL ANALYSIS, PG.2


LEGEND

- 


LOT WITH FUTURE SUBDIVISION (AREA >=8000 SQ.F) & BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975, >=40 YEARS OLD)




LOT WITH FUTURE BUILDING PERMIT APPLICATION POTENTIAL (HOUSES BUILT BEFORE 1975, >=40 YEARS OLD) BUT NOT SUBDIVIDABLE




LOT WITH AN EXISTING HOUSE BUILT AFTER 1975, <=40 YEARS OLD & WITH AREA <=8000 SQ.F (I.E. WITH LESS POTENTIAL EITHER FOR SUBDIVISION OR B.P. APPLICATION)




LOT WITH AN EXISTING UTILITIES CORRIDOR




EX/PRO CURB & GUTTER & SIDEWALK



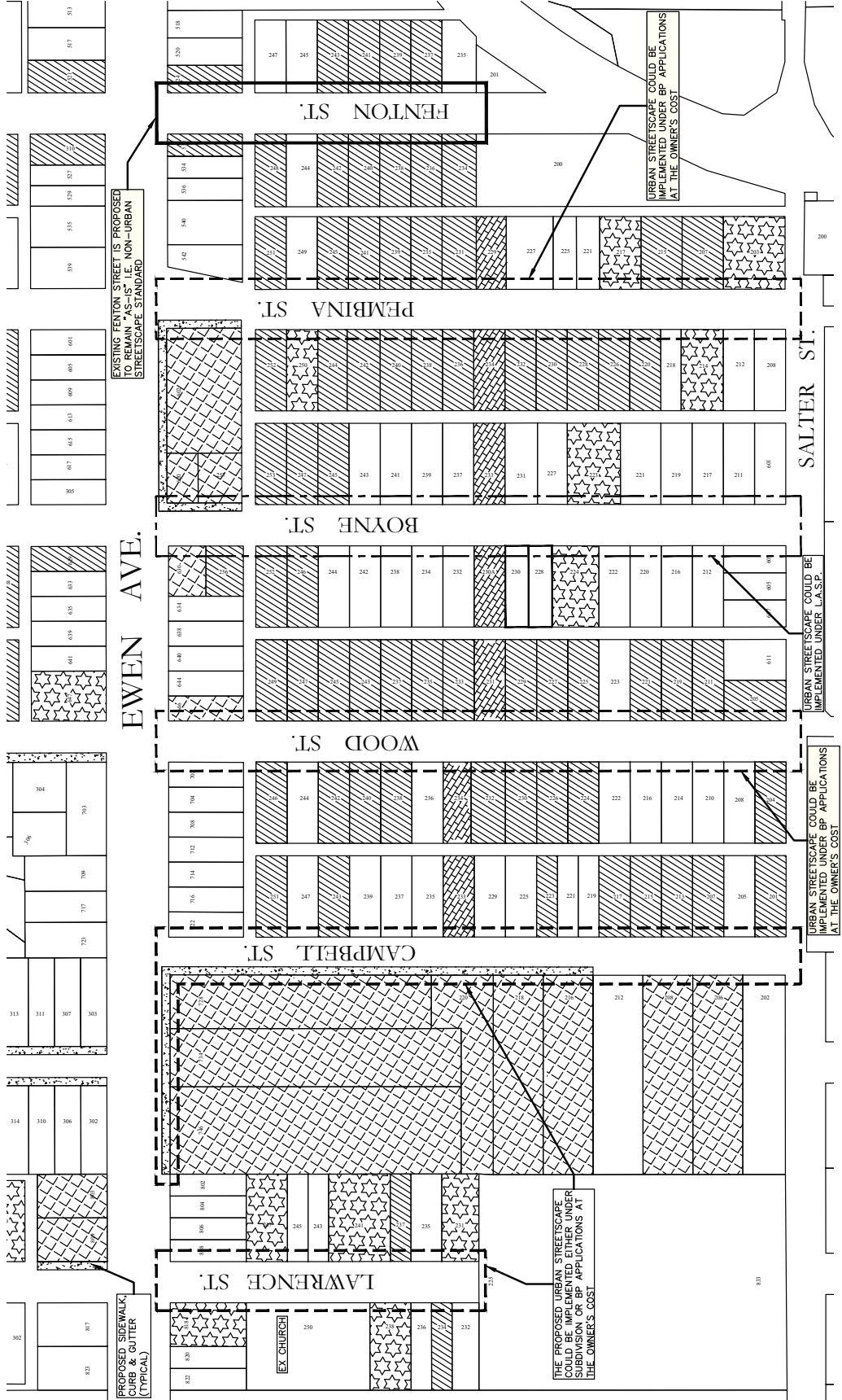
EX CURB & GUTTER WITH GRASSED BOULEVARD



LOT WITH A CURRENT DEVELOPMENT/SUBDIVISION APPLICATION



EX CASH-IN-LIEU (A PORTION ONLY)



Attachment # 2

**Council Report Titled
Ditch Infill and Urban Streetscape in Queensborough
Strategies and Community Feedback
March 7, 2016**



Corporation of the City of
NEW WESTMINSTER

REPORT

Engineering Services

To: Mayor Côté and Members of Council **Date:** 3/7/2016

From: Jim Lowrie
Director of Engineering Services

File: 09.1750.01

Item #: 38/2016

Subject: Ditch Infill and Urban Streetscape in Queensborough Strategies and Community Feedback

RECOMMENDATION

THAT the Ditch infill and Urban Streetscape implementation strategies for Queensborough be endorsed; and

THAT staff be directed to incorporate the Ditch Infill and Urban Streetscape standards for Queensborough into the Subdivision and Development Control Bylaw.

PURPOSE

The purpose of this report is to summarize the community feedback received regarding ditch infill and urban streetscape implementation strategies in Queensborough and to seek Council's endorsement of the proposed strategies.

BACKGROUND

Queensborough (QB) is undergoing urban transformation as rural parcels are developed into smaller residential lots or multi-family sites and also as old houses are being replaced with new ones. Many rural streets with open ditches have already been replaced with urban streetscape as part of the redevelopment process. Residents and builders in the historical QB neighbourhoods have expressed an interest to transform their rural streetscape into a more uniform urban environment. A report titled “***Implementation of Ditch Infill and Urban Streetscape in Queensborough***” was presented to Council on September 14, 2015 (Attachment #1) which outlined ditch infill implementation strategies. The report examined

the technical feasibility of ditch enclosure under different implementation scenarios. Four implementation scenarios are:

1. Local Area Service Program (LASP);
2. Subdivision Development;
3. Building Permit; and,
4. Request by individual property owners (where there is no subdivision, building permit, or LASP initiative).

Council passed the following resolutions on September 14, 2015:

THAT staff be directed to consult with the Queensborough Community with respect to the proposed streetscape improvement implementation scenarios contained within this report; and

THAT staff report back on community feedback and to recommend strategies to incorporate urban streetscape standards for local streets in the Queensborough area.

DISCUSSION

A public open house was held at the QB Community Centre on December 8, 2015 just prior to a QB Residents Association meeting. Information Boards (Attachment #2) illustrating the proposed implementation strategies were presented and also posted on the City's webpage. Fifteen residents attended the public open house. Four feedback forms were received and all were in favour of the proposed approach to implement the Queensborough urban streetscape plan.

The general approach is to permit ditch enclosure on specific streets with developed urban streetscape concepts using properly engineered drainage systems. The streetscape transformation can be implemented gradually through 1) Local Area Service Program, 2) Subdivision Development, 3) Building Permit for new homes, or 4) Request by individual property owners where there is no subdivision, building permit, or LASP initiative. Implementation of the proposed ditch enclosure under a Building Permit application for new home construction will include ditch infill with engineered pipe system and installation of curbs and pavement. Additional streetscape requirements such as sidewalk, street lighting and boulevard trees will be determined on a site-specific basis in accordance with the provisions of the Subdivision and Development Control Bylaw and the street cross-section standards.

In discussion with the attendees and members of the QB Residents' Association, there was general support for the proposed approach to urban streetscape implementation.

NEXT STEPS

If the Ditch Infill and Urban Streetscape implementation strategies are endorsed by Council, the next steps are:

- Prepare educational brochures for development inquires;
- Update existing policies; and
- Incorporate the ditch enclosure standards into upcoming amendment to the Subdivision and Development Control Bylaw.

Update of the Subdivision and Development Control Bylaw is included in the staff's 2016 work plan. Amendment to the bylaw will provide clarity and formalize the frontage requirements for subdivision and building permit applications in QB. In-stream building permit applications would be exempted but new applications fronting the identified streets will be notified about the new standards and requirements at the time of building permit application.

FINANCIAL IMPACTS

As discussed in the preceding sections, the implementation of streetscape improvements in QB would be funded by development under subdivision/ building permit applications, Local Service Area (LAS) initiatives or by individual owners desiring to enclose their frontage ditch. The costs of the streetscape improvements are site-specific. To address the on-going demand by local residents for enclosed ditches, all building permit applications for new buildings or individual property owner requests will require ditch enclosure with engineered drainage pipe, backfill, pavement and curbing. This represents an incremental cost over a typical driveway culvert with headwalls under current conditions.

OPTIONS

1. The Ditch Infill and Urban Streetscape implementation strategies for QB be endorsed;
2. Staff be directed to incorporate the Ditch Infill and Urban Streetscape standards for QB into the Subdivision and Development Control Bylaw;
3. Provide staff with other directions.

Staff recommends options 1 and 2.

INTERDEPARTMENTAL LIASION

Engineering and Development Services Departments have collaborated in developing this report.

CONCLUSION

A technical review indicates that open ditches on many side streets in Queensborough can be enclosed with properly designed services. The ditch enclosure can be implemented incrementally either through infill subdivision, building permit application, a Local Area Service Program or upon individual owner's request.

The proposed implementation strategies were presented at a QB community open house and received positive feedback. The strategies provide an opportunity to meet residents' desires to transform QB into a more urban environment and address ongoing issues such as unauthorized extension of driveways and drainage impediments.

ATTACHMENTS

1. Council Report titled Implementation of Ditch Infill and Urban Streetscape in Queensborough dated September 14, 2015
2. Queensborough Streetscape Plan Info Session Boards

This report has been prepared by:
Binega Markos, Engineering Technologist

This report has been 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

**Council Report titled Implementation of Ditch Infill
and Urban Streetscape in Queensborough dated
September 14, 2015**

REPORT

Engineering Services

To: Mayor Côté and Members of Council **Date:** 9/14/2015

From: Jim Lowrie
Director of Engineering Services **File:** 05.1035.10

Report #: 402/2015

Subject: Implementation of Ditch Infill and Urban Streetscape in Queensborough

RECOMMENDATION

THAT the report be received;

THAT staff be directed to consult with the Queensborough Community with respect to the proposed streetscape improvement implementation scenarios contained within this report; and

THAT staff report back on community feedback and to recommend strategies to incorporate urban streetscape standards for local streets in the Queensborough area.

PURPOSE

The purpose of this report is to provide an approach to address ditch infill issues and to propose urban streetscape implementation strategies for Queensborough.

BACKGROUND

Queensborough (QB) is undergoing urban transformation as rural parcels are developed into smaller residential lots (down to a minimum 4,000 ft² lot size) or multi-family sites. Many rural streets with open ditches have already been replaced with urban streetscape as part of the redevelopment process. Previous public engagement with the QB Community¹ indicated that residents and builders were interested to improve their streetscape by eliminating open ditches, installing sidewalks and street lighting and providing more opportunities for street parking. The City has been examining the technical feasibility of enclosing ditches, improving streetscape and the cost implications.

¹ A November 2007 public consultation indicated 67% preferred urban streetscape with curb and gutter.

Residents' desire for enclosed ditches has also been noted over the years by the unauthorized extension of driveway culverts. The unauthorized culvert extensions are poorly installed, create impediments for drainage and maintenance and poses potential safety concerns (see Attachment 1). The enclosure of ditches is best planned and undertaken with proper engineered storm sewer system and a process is necessary in response to the growing demand for urban streetscape in Queensborough. Council has directed staff to examine this phenomenon and potential strategies.

DISCUSSION

Technical Feasibility of Ditch Enclosures

Technical analysis have been completed to ascertain feasibility enclosing ditches to accommodate urban streetscape. Phase 1 of the Queensborough Integrated Rainwater Management Plan (IRMP) specifically looked into the hydrological/hydraulic impacts of ditch infill and to propose solutions to mitigate any negative impacts to the overall drainage system.

The technical analysis concluded that the existing local ditches along many side streets of Queensborough, which are generally 0.5 metre to 1.0 metre deep, can be enclosed and replaced with storm sewers. These road ditches are classified as Class C watercourses (not fish habitat and Riparian Area Regulation does not apply). Major ditches and canals such as those along Boyd Street, Hwy 91A, Wood Street north of Ewen Avenue, Carter Street, Stanley Street, Beach Street, Boundary Road, etc. provide essential storage function for the four drainage pump stations and need to remain as open channels. Some of these canals also have important environmental attributes. Figure 1 highlights in purple the streets in Queensborough with open ditches that can potentially be enclosed (the map excludes the major open channels and canals which must remain as open channels).

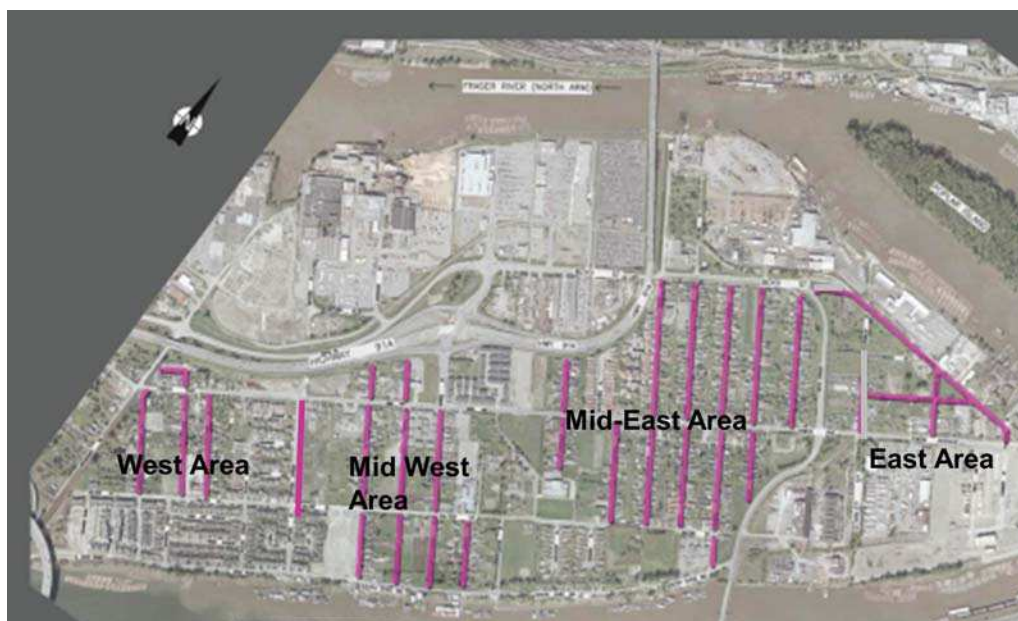


Figure 1: Streets with existing open ditches that can potentially be enclosed

A key issue for ditch enclosure in Queensborough is the need to adequately stabilize the underlying weak soils (peat and silt) coupled with high ground water table to allow for construction of the new streetscape. This process involves either preloading or excavating and replacing the poor soil with light-weight structural materials. Preloading requires prolong fill placement on roadways which is disruptive in built-out neighbourhoods; thus it is easier to achieve and cost effective in a large scale development than in small infill subdivisions. Light weight fill is less disruptive and better suited for incremental ditch enclosures. Final determination on the soil stabilization approach would be site specific and undertaken during the detailed design phase of the works.

Status of Streetscape and Ditch Enclosures in Queensborough West Area

In West Queensborough area such as Phillips Street, Hume Street and Dawe Street have largely been developed to full urban streetscape where open ditches have been replaced with storm sewers, curbs and gutters, sidewalks, streetlights, etc. for the most part. The remaining open ditches will continue to be enclosed as development advances. The east side ditch on Gifford Street will also be enclosed when the adjacent development proceeds. The implementation of ditch enclosure and urban street improvements in the West Area are being undertaken through development process.

Mid-West Area

Similar to the West Area, the mid-west of Queensborough with Jardine Street, Hampton Street and Howe Street are undergoing re-development including subdivisions where the existing ditches are being enclosed and replaced with urban streetscape. The implementation of ditch enclosure and urban street improvements in the Mid-West Area are being undertaken through the development process.

East Area

The eastern portion of Queensborough is undergoing large-scale comprehensive development (i.e. Port Royal and Queensborough Special Study Area) with full urban streetscape. The implementation of ditch enclosure and urban street improvements in the East Area are being undertaken through the development process.

Mid-East Area

The Mid-East Area of Queensborough (i.e. from approximately Lawrence Street to Boyd Street) consists of established small lots on narrow streets with open ditches. The streets include Lawrence, Campbell, Wood, Boyne, Pembina, Fenton, and Johnston. Most of the properties are not owned by developers but individual owners.

Majority of lots in this area are generally small with little potential for subdivision. While a few may be subdivided, they are mostly infill subdivisions (i.e. two lot splits). Achieving urban streetscape in this area has been challenging as ditch enclosure with storm sewers and soil stabilization is difficult to construct on an individual lot basis. In the past, the City has taken the approach to retain the open ditches for infill subdivisions where it was impractical to install an urban streetscape due to the lack of continuous facilities (i.e. drainage and sidewalk) and instead collected cash-in-lieu for the future pavement reconstruction. Completing these works is often postponed indefinitely as the adjoining properties may not be ready for development in the foreseeable future.

The unauthorized and ad-hoc ditch enclosure by property owners as noted earlier have impeded drainage and created safety concerns. Through the analysis, it was determined that a consistent streetscape standard needs to be established on a block-by-block basis or at least a substantial portion of the block to allow stabilization of weak underlying soils, to minimize differential and long-term settlement, to provide a continuous drainage flow path and to allow the construction of sidewalk or pathway. Establishing streetscape standards would allow the road and drainage works to be undertaken in an incremental fashion as lots are improved.

In 2013, the City developed the Queensborough Streetscape and Development Plan. The study looked at drainage, geotechnical and transportation options to address the streetscape of the Mid-East Queensborough area. The plan indicates that most streets, with the exception of Fenton Street² south of Ewen Avenue, can be improved by eliminating the ditches. Proposed urban road cross-sections were developed to provide proper drainage and improved accessibility through the provision of sidewalks and pavement widening (see Attachment 2).

The ditch enclosure and urban street improvements can be implemented through infill subdivision, construction of new homes (building permit) or local residents driven initiatives. This is discussed in the following section.

Streetscape Implementation Options in Queensborough Mid-East Area

A street-by-street analysis of the Mid-East area was undertaken to determine the likelihood of urban streetscape improvements being implemented through subdivision or building permit application (see Attachment 3). For lots with older homes (in excess of 40 years), owners may be seeking to rebuild a new house in the not-too-distant future. Potential methods to fund and implement the streetscape improvement are as follows:

1. Local Area Service Program (LASP)

For property owners seeking streetscape improvement including ditch enclosure, the works could be implemented as a Local Area Service Program (LASP). This would require a certified petition indicating support for the works signed by at least 50% of the owners of properties representing 50% of the assessed value of land and improvements. A bylaw and local area service tax would be established where property owners can either pay their assessment in one payment or amortize the payments over a 20 year period.

The City may choose to provide financial assistance by cost sharing the LAS costs. Bylaw No. 4327, 1968 has set the benefiting property owner's percentage charge for various types of works (e.g. curb & gutter, sidewalk, road improvement, storm sewer) under Local Improvement, the predecessor to the current Local Area Service program, at 50%.

² Fenton Street has undergone recent ditch and culvert improvements along with new pavement.

2. Subdivision Development

Three possible options of ditch enclosure including soil stabilization and urban streetscape for infill subdivision are:

- i. Undertake full urban streetscape frontage works at the time of subdivision;
- ii. Phasing the work by installing underground works (drainage system, road backfill) at time of subdivision with cash-in-lieu for the remaining frontage services such as curb and gutter, sidewalk, street lighting, etc.; or
- iii. Collect cash-in-lieu for future implementation of all urban streetscape frontage works;

If the future works are undertaken through LAS, the value of the funds on deposit would be credited to the owner of the property at the time of the LAS. This will ensure that any funds received in this manner will be expended only for the purpose for which it was collected.

3. Building Permit Application

Legislation allows a city to require works and services on the portion of a highway immediately adjacent to the site being developed, up to the center line of the highway as a condition of the issuance of a Building Permit³. This provision has been utilized in Queensborough to require off-site works and services for multi-family, commercial and industrial buildings at the building permit stage but has not been applied for single family home construction on pre-existing vacant lots, or for building new homes after demolition. The servicing bylaw will need to be amended to require full Works and Services at the building permit stage for new single family dwellings in accordance with the proposed typical cross sections contained in Attachment 2.

Proposed Streetscape Implementation Approach in Mid-East Area of Queensborough

A recommended approach for incremental establishment of urban streetscape frontage is as follows:

- a) For developments involving the entire block or a substantial portion of the block, the full urban streetscape would be required;
- b) For small infill developments including subdivision and building permits, ditch enclosure at minimum will be employed while cash-in-lieu will be collected for the remainder portion of the urban streetscape works and held in trust for future use towards LAS, or when the majority of lots have been developed;
- c) For a LAS initiative, the City will apply the streetscape standard for the subject street and work with the proponents to petition the benefitting area and process the request to Council;
- d) For requests by individual property owner(s) with no development, building permits or collective LAS initiative, owners may apply to enclose existing ditches fronting their home provided that:

³ Section 938(7) of the Local Government Act (LGA)

- The proposed work is outside of ditches/canals identified as “major” under the City’s Drainage Master Plan;
- Soil stabilization and storm drainage are designed and supervised by a geotechnical/civil engineer;
- Work may also include minor road widening and installation of curbing;
- The proposed works will be done at the expense of the owner and to City’s standard including provision for proper drainage; and
- The applicant is prepared to sign a consent letter stating that should a LAS program occur in the area fronting his/her frontage he/she is still required to pay the portion of the Local Area Services Levy unless the works and services installed preclude the need for LAS improvements.

NEXT STEPS

- Consult with Queensborough Community;
- Report back to Council on community feedback with recommendations;
- Prepare written policies and necessary bylaw amendments; and
- Provide public information including on City’s website.

FINANCIAL IMPACTS

As discussed in the preceding sections, the implementation of streetscape improvements in Queensborough would be funded by development under subdivision/ building permit applications, Local Service Area (LAS) initiatives or by individual owners desiring to enclose their frontage ditch. The City has in the past provided financial assistance in the order of 50% for LAS initiatives. The cost of the streetscape improvements is site-specific and to be determined once the implementation strategy and street standards are accepted.

OPTIONS

1. Receive the draft implementation approach for ditch enclosure and urban streetscape in Queensborough;
2. Direct staff to consult with the Queensborough Community with respect to the proposed streetscape improvement scenarios contained within this report;
3. Direct staff to report back on community feedback and to recommend implementation strategies for moving forward including necessary bylaw amendments to incorporate modified urban streetscape standards for local streets in the Queensborough area;
4. Provide staff with other direction.

Staff recommends options 1, 2 and 3.

INTERDEPARTMENTAL LIASION

Engineering Department and Development Services Department have collaborated in developing this report.

CONCLUSION

Queensborough is transforming to an urban community and residents have expressed a desire for urban streetscape including ditch enclosure. The City has also experienced incidents of unauthorized culvert extensions and ditch modifications which impede drainage and pose other safety issues. A technical review conducted indicates that many side streets can be upgraded to urban streetscape standard with properly designed services. The urban streetscape can also be implemented incrementally either through infill subdivision, building permit application, a Local Area Service Program or upon a request by individual owner which is street specific.

ATTACHMENTS

Attachment 1 - Unauthorized Culvert Extensions, Ditch Covers,..Etc.

Attachment 2 - Urban Streetscape Cross-Sections

Attachment 3 - Future Subdivision/Building Permit Potential Analysis Summary & Area Maps



Binega Markos, BSc, A.Sc.T.
Engineering Technologist



Eugene Wat, P.Eng. PTOE
Manager of Infrastructure Planning

Approved for Presentation to Council



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

Original Copy Signed

Lisa Spitale
Chief Administrative Officer

Attachment 1

Unauthorized Culvert

Extensions, Ditch Covers,..Etc.

Existing Unauthorized Culvert Extensions, Ditch Covers,..Etc.



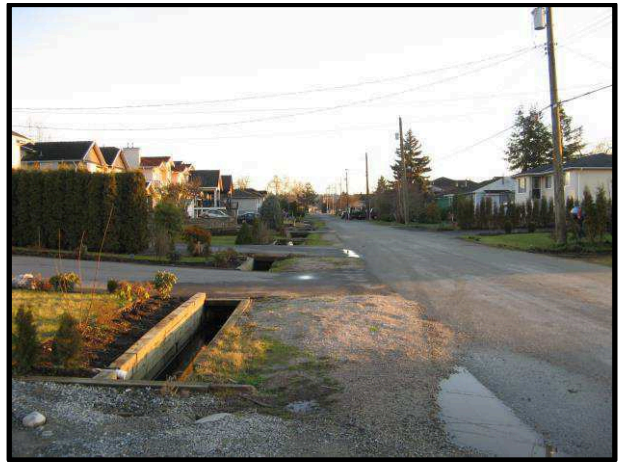
Existing unsafe gap between two driveway culverts



Existing unauthorized D/W culvert extensions



Existing unsafe pedestrian crossing ditch cover



Existing non-standard wooden ditch walls



Existing non-standard wood cribbing



Existing unsightly gap b/n two culverts



Existing non-standard wroughten wood lining ditch



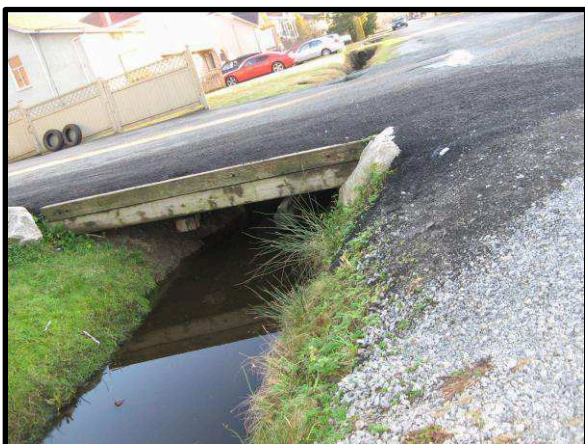
Existing unsafe pedestrian crossing ditch cover



Existing unsafe plywood ditch cover



Existing unsafe gap b/n two D/W culverts



Existing unauthorized D/W crossing extension



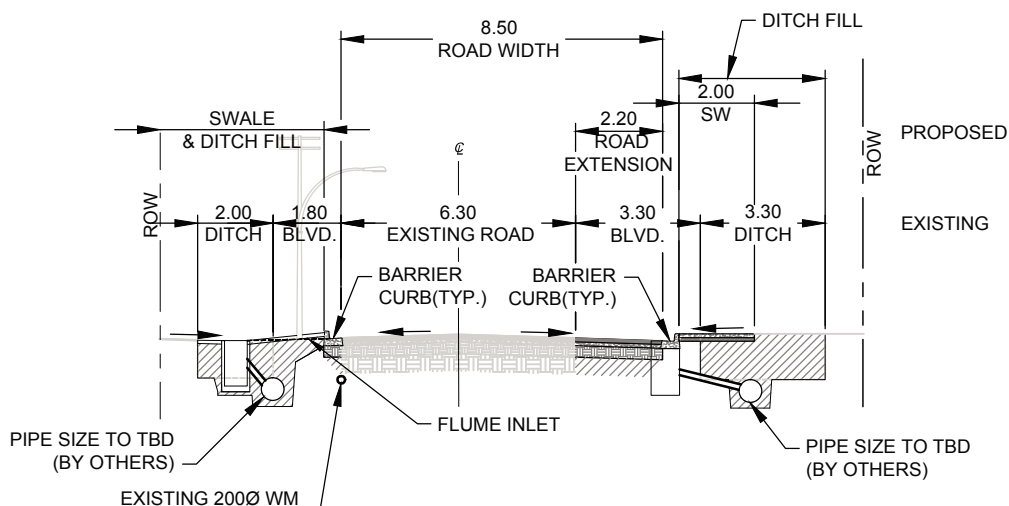
Unsafe gap b/n two immediate D/W crossings

Attachment 2

Urban Streetscape Cross-Sections

JOHNSTON ST.

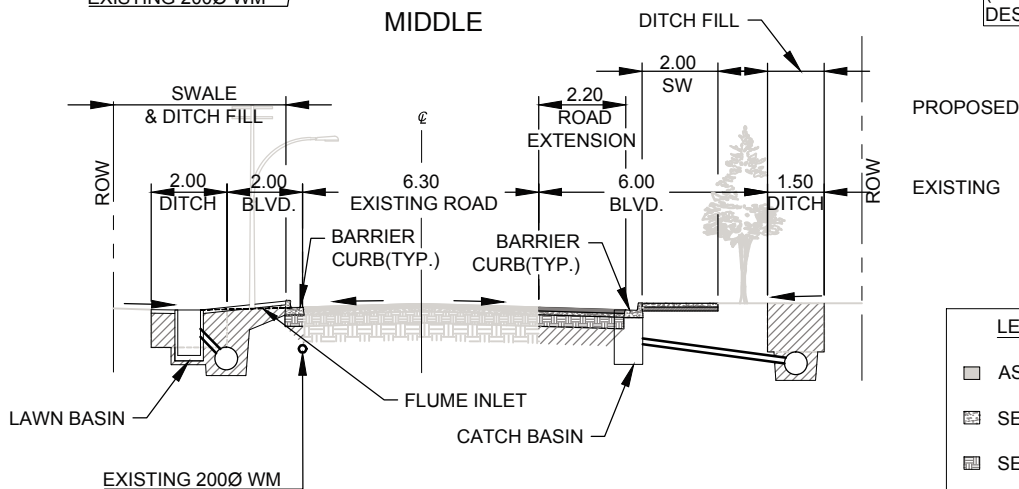
NORTH



NOTE:

- 1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.
- 3) TREE PROTECTION NEEDED (SHOULD BE INCLUDED IN DETAILED DESIGN STAGE).

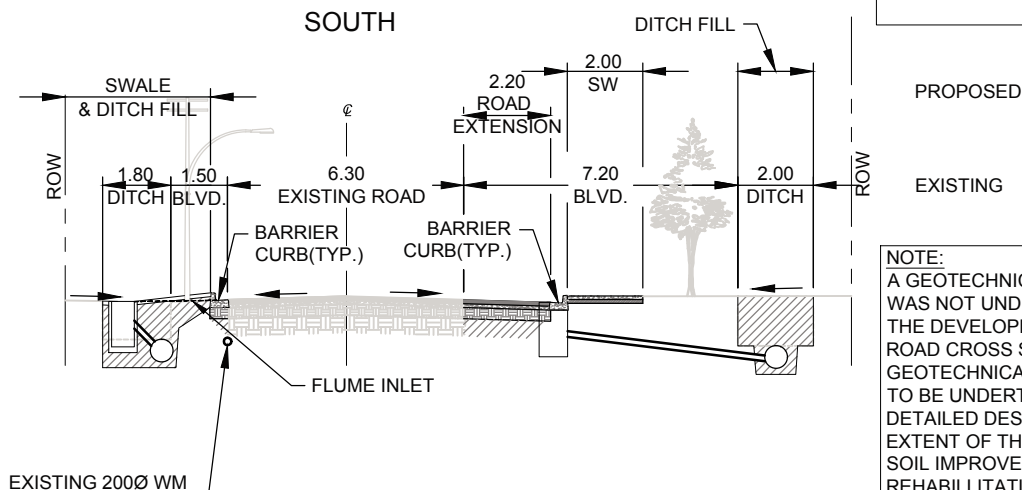
MIDDLE



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

SOUTH



NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:200
DWG. No. 1



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

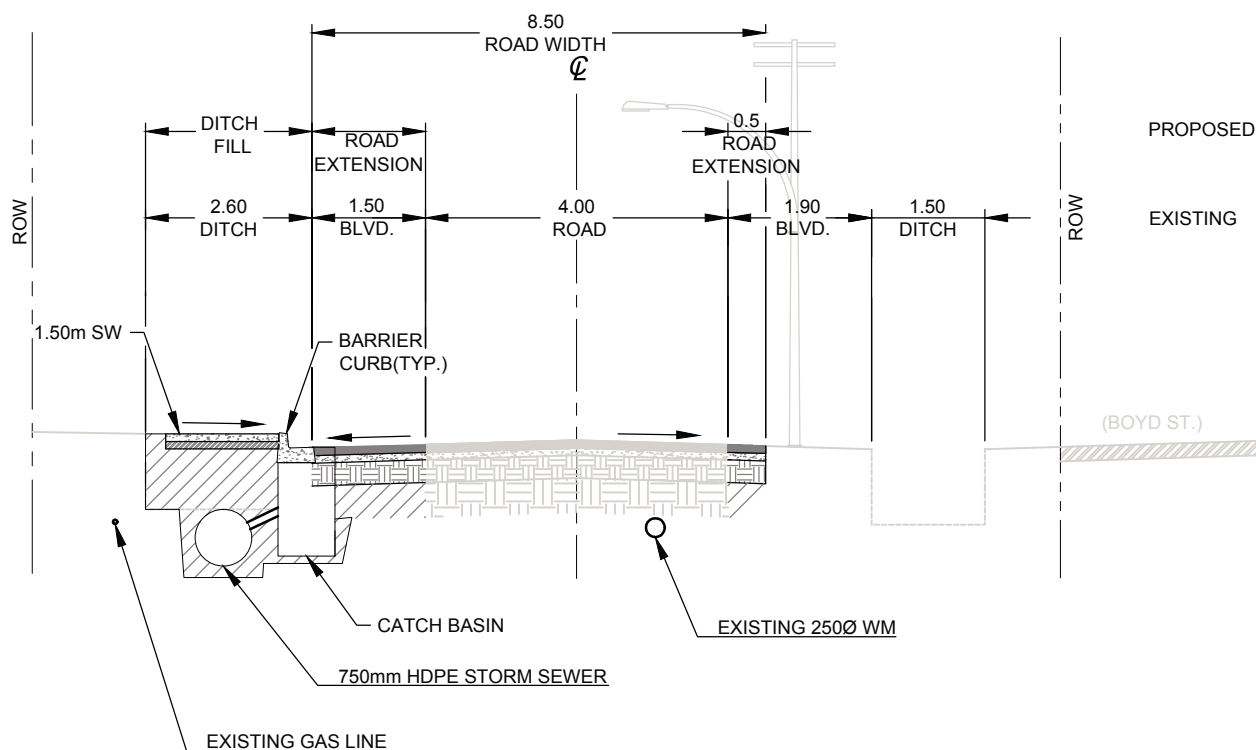
CROSS SECTION - JOHNSTON STREET

Page 583 of 944

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE SOUTH SIDE OF THE ROAD.

BOYD ST.



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 2



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

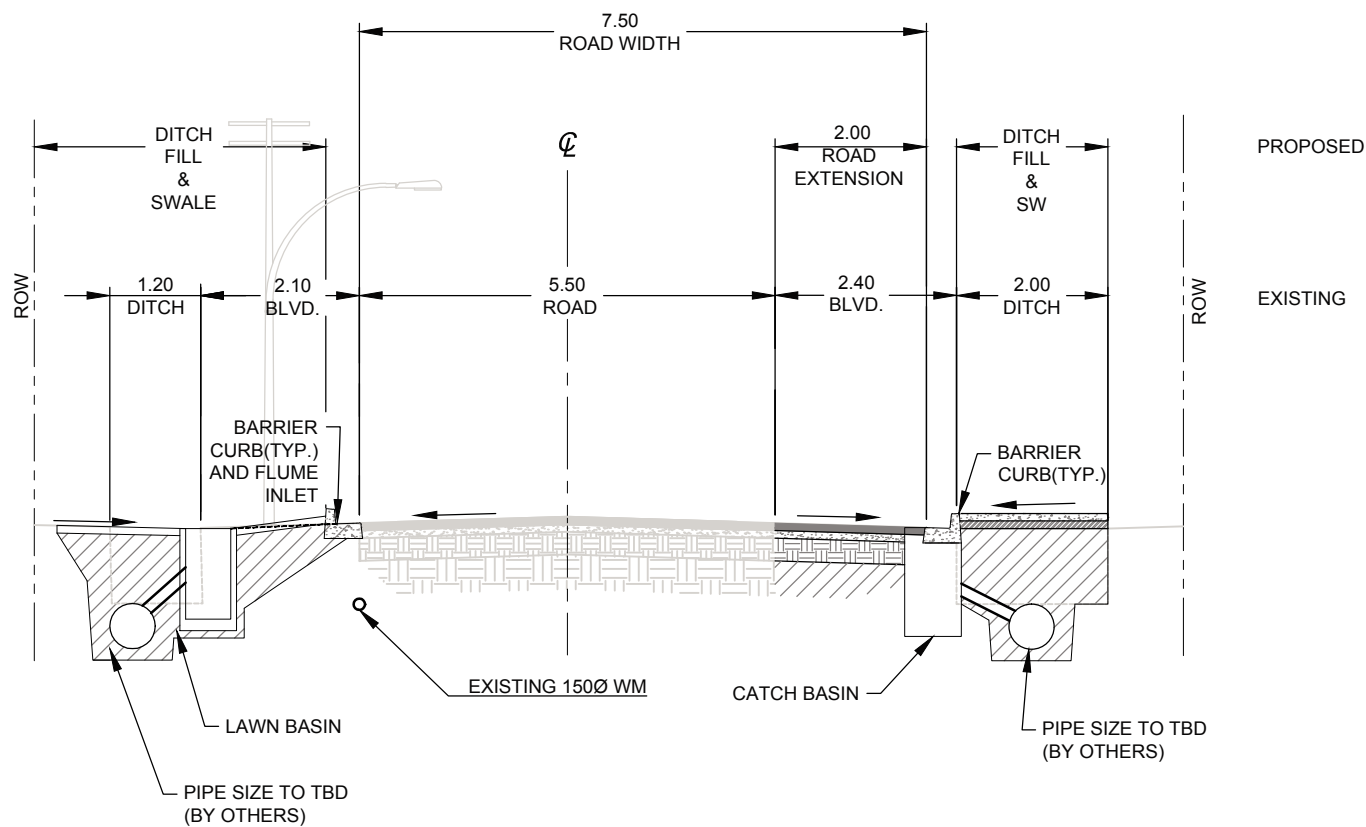
CROSS SECTION - BOYD STREET

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.

2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

FENTON ST. NORTH



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 3

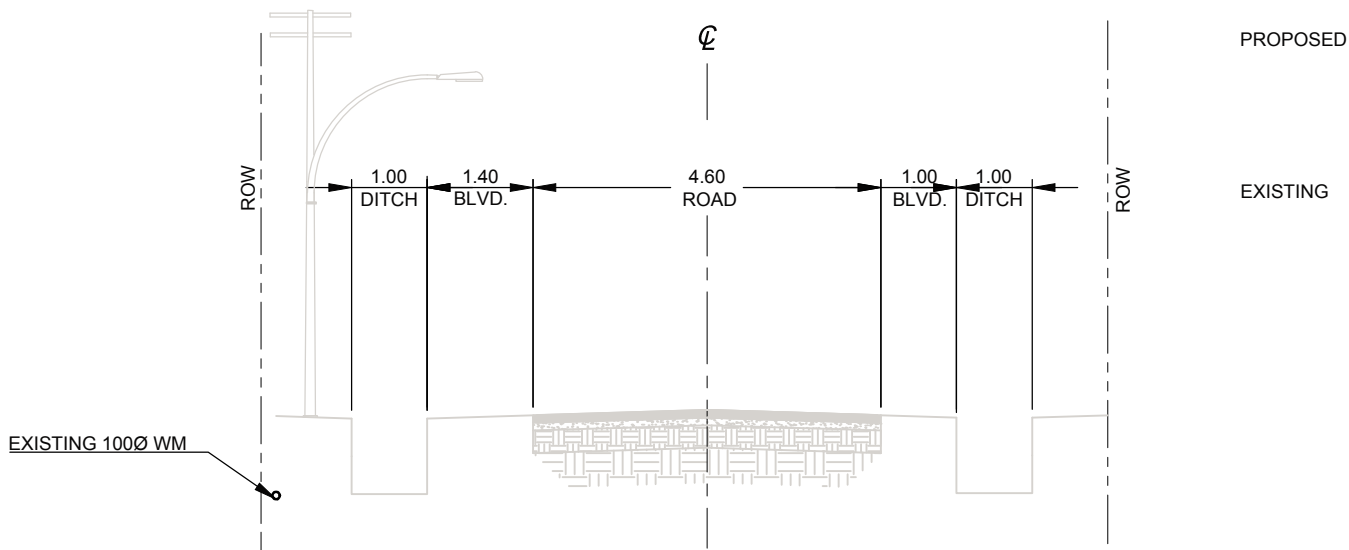


CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETSCAPE
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - FENTON STREET NORTH
Page 585 of 944





NOTE:
1) NO ADDITIONAL PARKING
HAS BEEN PROVIDED.

FENTON ST. SOUTH



NOTE: KEEP EXISTING CONDITIONS

LEGEND:

-  ASPHALT
-  SELECT GRANULAR BASE COURSE
-  LIGHT WEIGHT FILL
-  RED VISCUAR BASALT

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 4



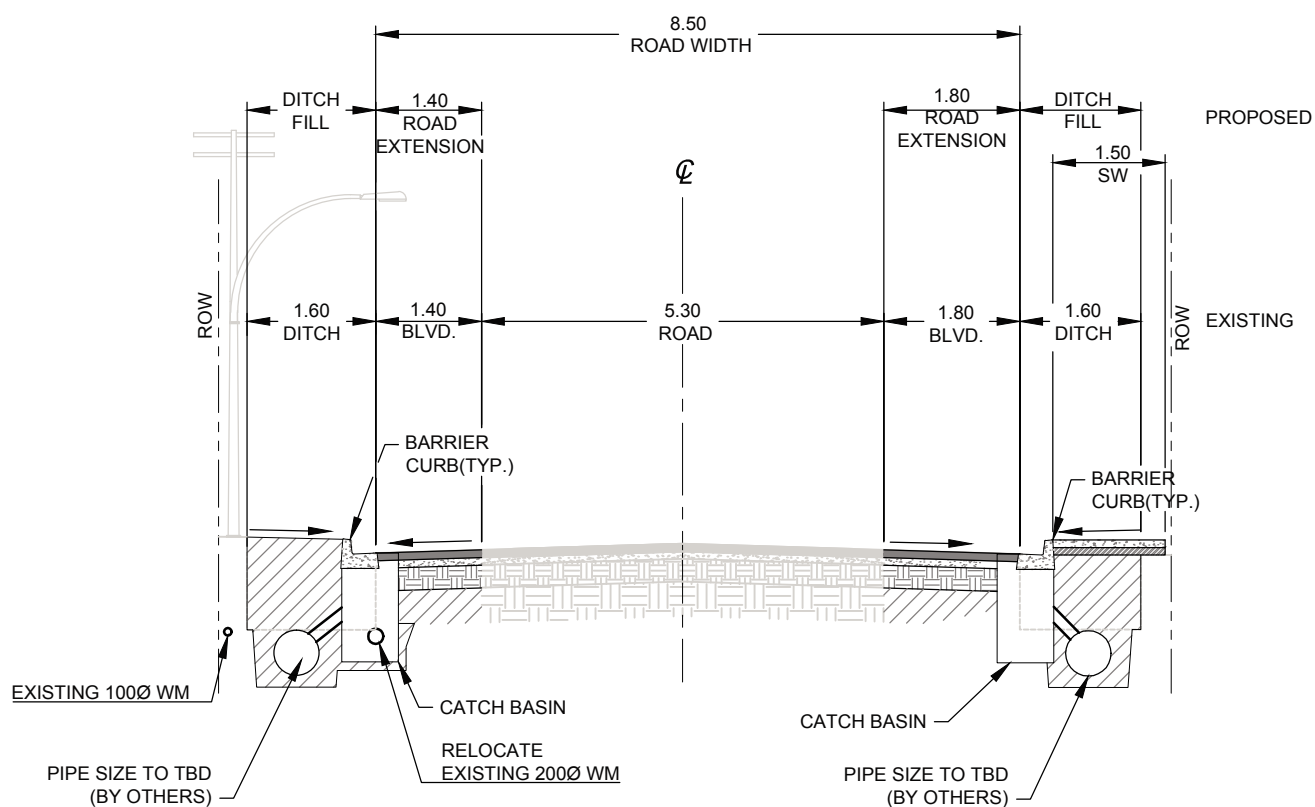
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - FENTON STREET SOUTH
Page 586 of 944

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON BOTH SIDES OF THE ROAD.

PEMBINA ST.



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 5



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - PEMBINA STREET

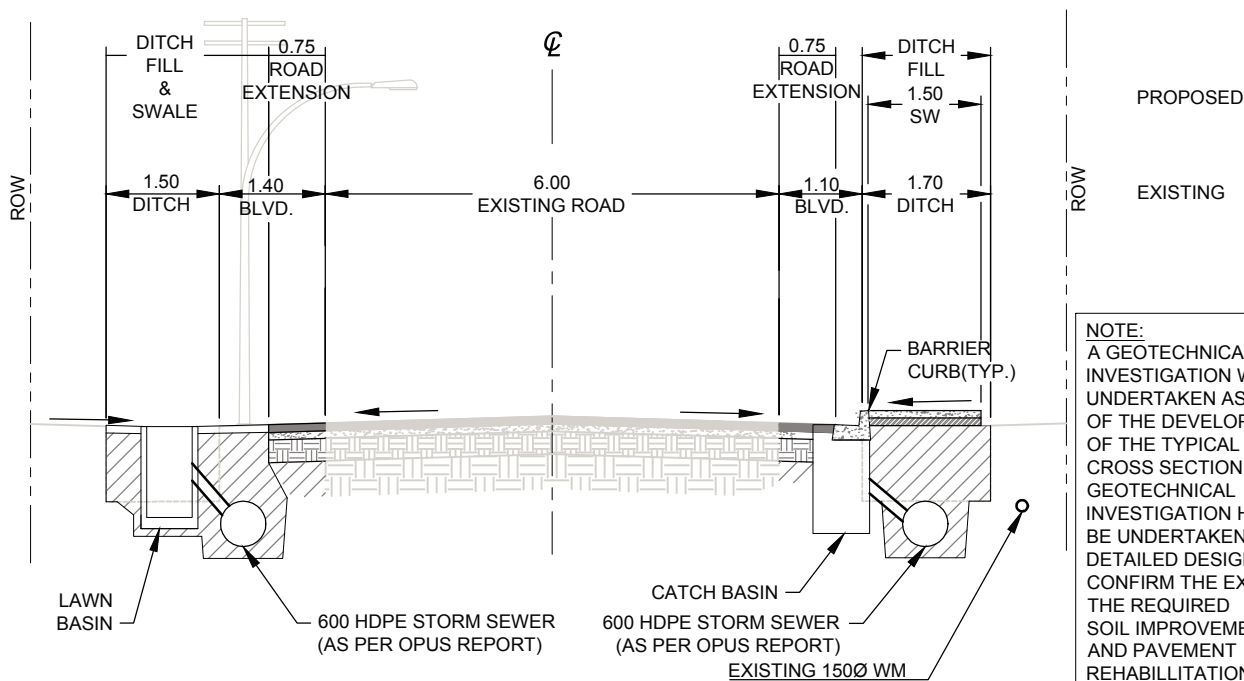
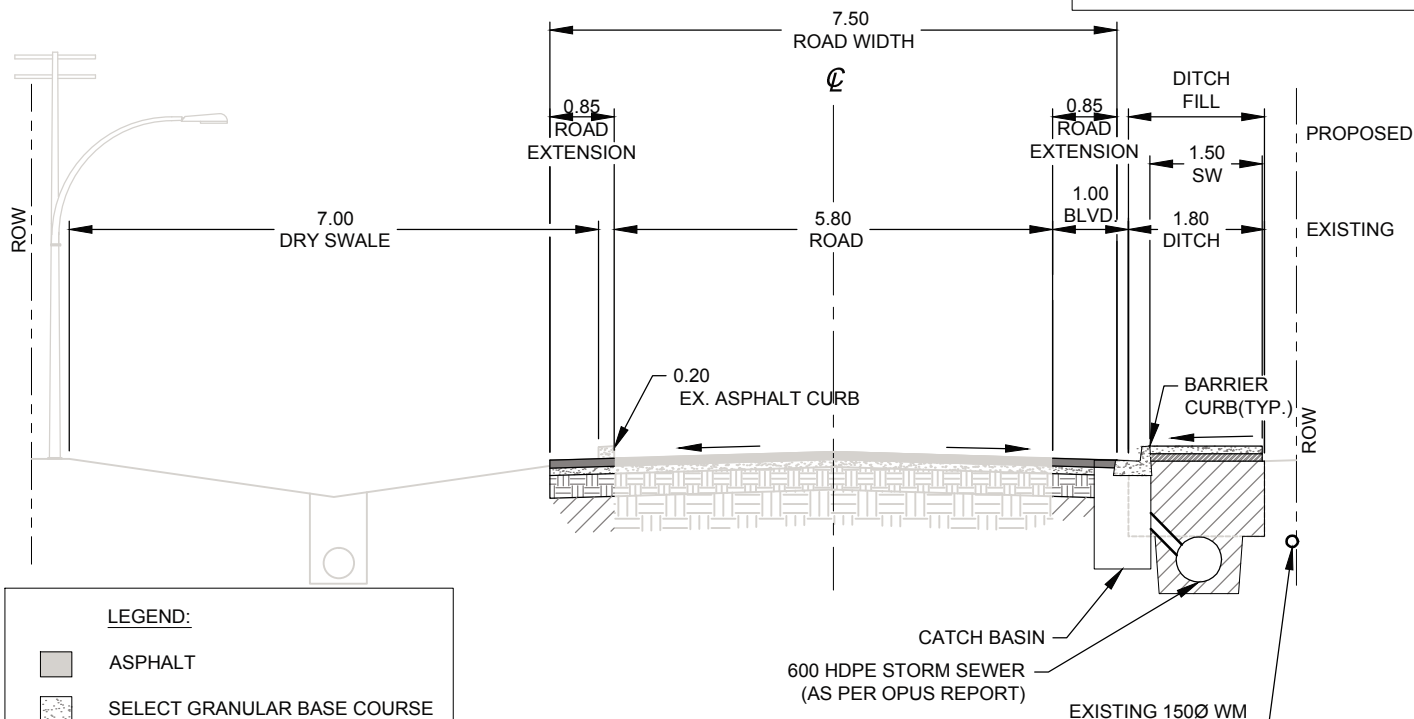
BOYNE ST. NORTH

NORTH

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE WEST SIDE OF THE ROAD.

2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.



PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 6



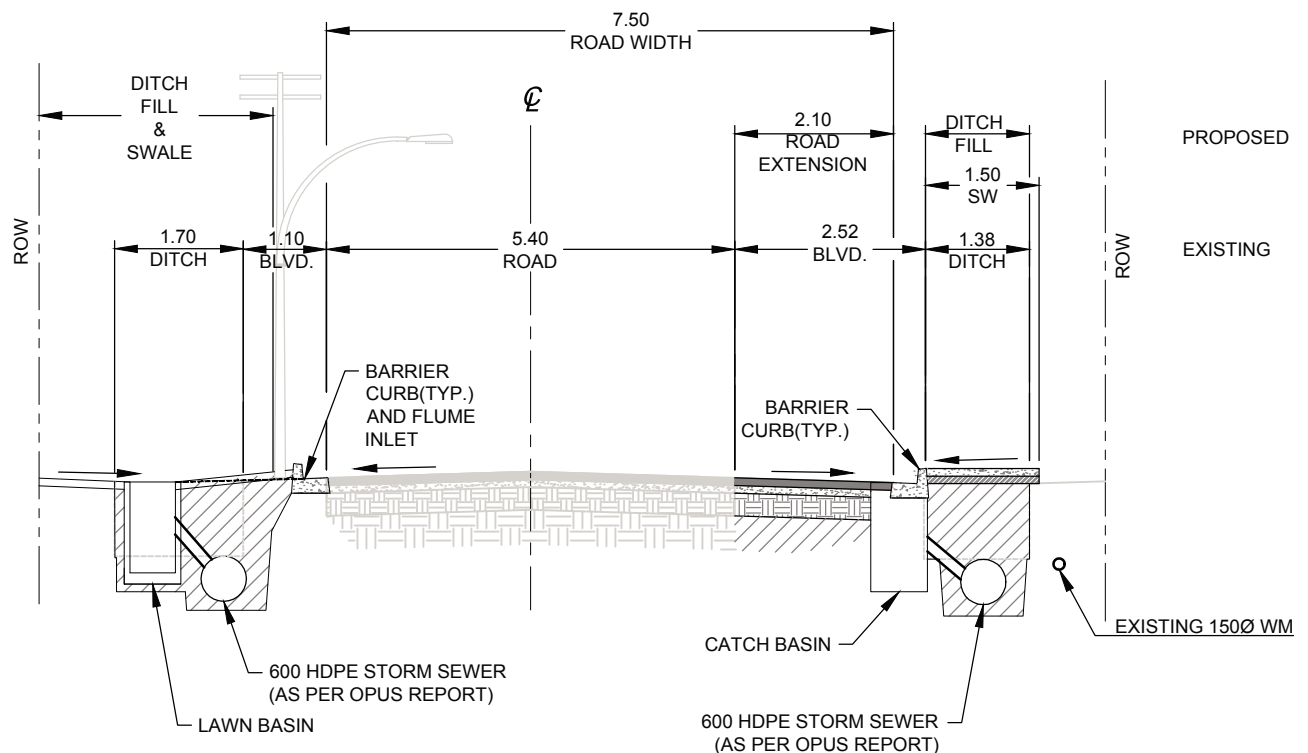
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - BOYNE STREET NORTH
Page 588 of 944

NOTE:

- 1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

BOYNE ST. SOUTH



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: 2013/08/20
APPROVED: D.H.
SCALE: 1:100
DWG. No. 7

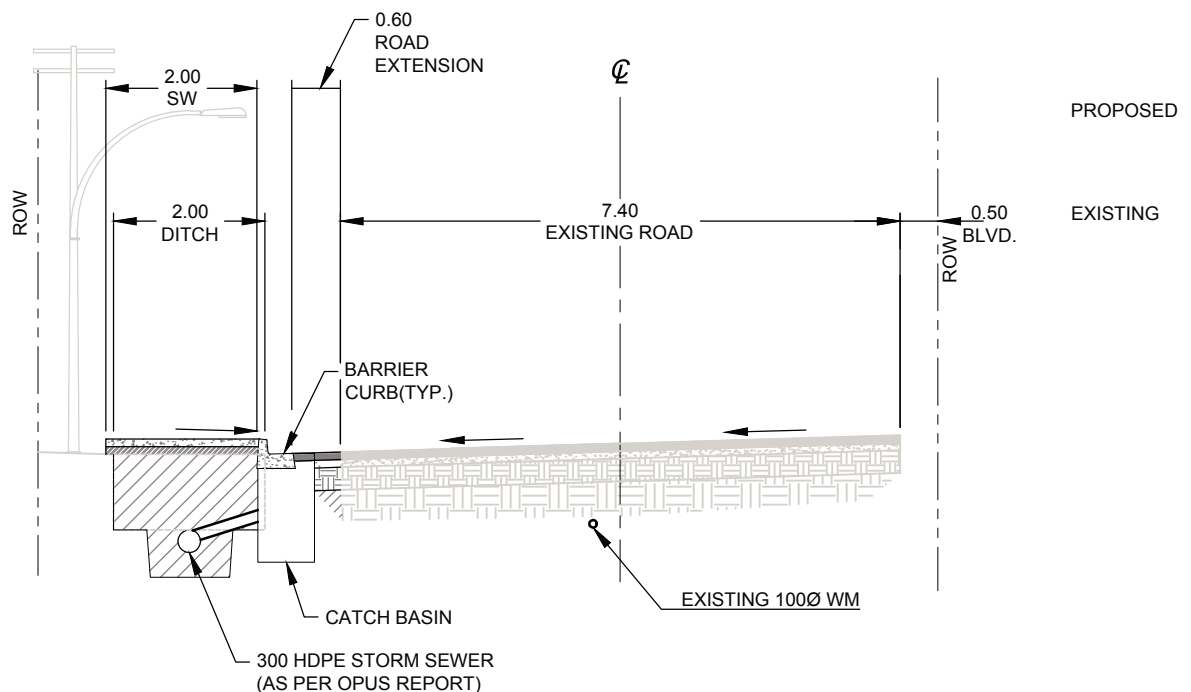


CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETSCAPE
CONFIGURATIONS - REVISION 0.A





CROSS SECTION - BOYNE STREET SOUTH
Page 589 of 944

NOTE:
1) AVAILABLE PARKING HAS
BEEN PROVIDED ON THE
WEST SIDE OF THE ROAD.

WOOD ST. SOUTH



LEGEND:

-  ASPHALT
-  SELECT GRANULAR BASE COURSE
-  SELECT GRANULAR SUB-BASE
-  LIGHT-WEIGHT FILL

NOTE:
A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF
THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A
GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING
DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED
SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 8



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - WOOD STREET

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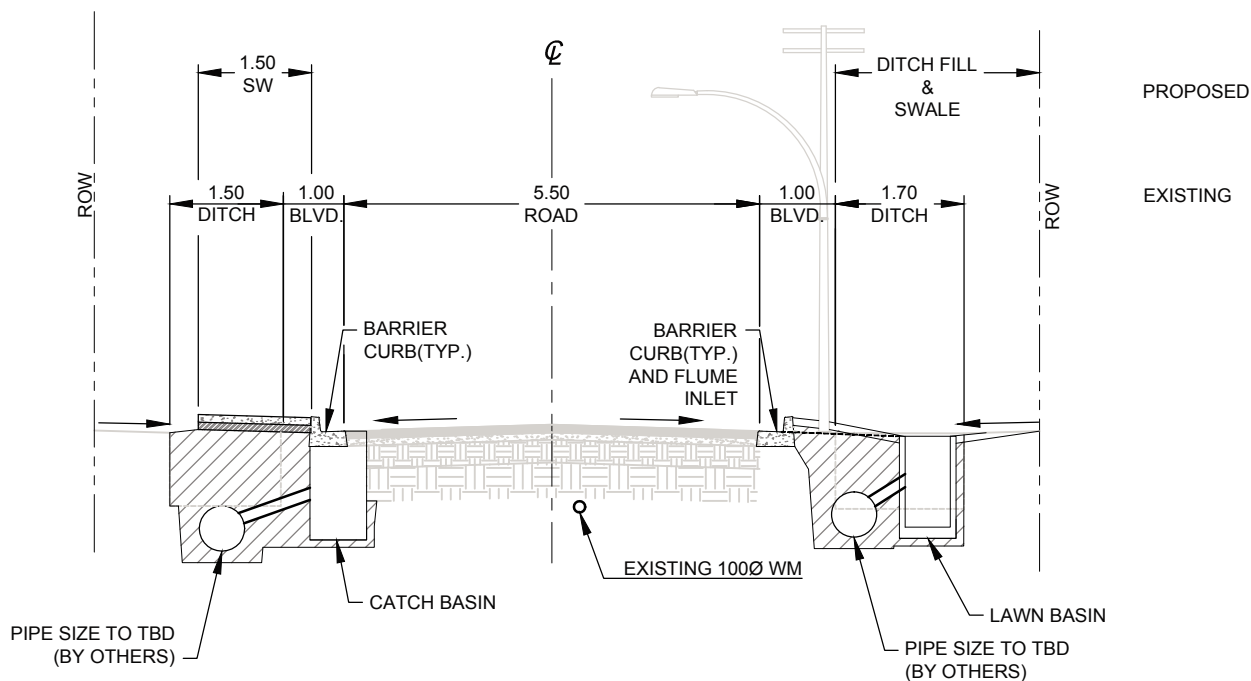
NOTE:

1) NO ADDITIONAL PARKING AREA
HAS BEEN PROVIDED.

2) SWALE HAS A MIN. SLOPE OF 2%
AND A MAX. SLOPE OF 6%.

CAMPBELL ST. SOUTH

MIDDLE



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WIEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 9



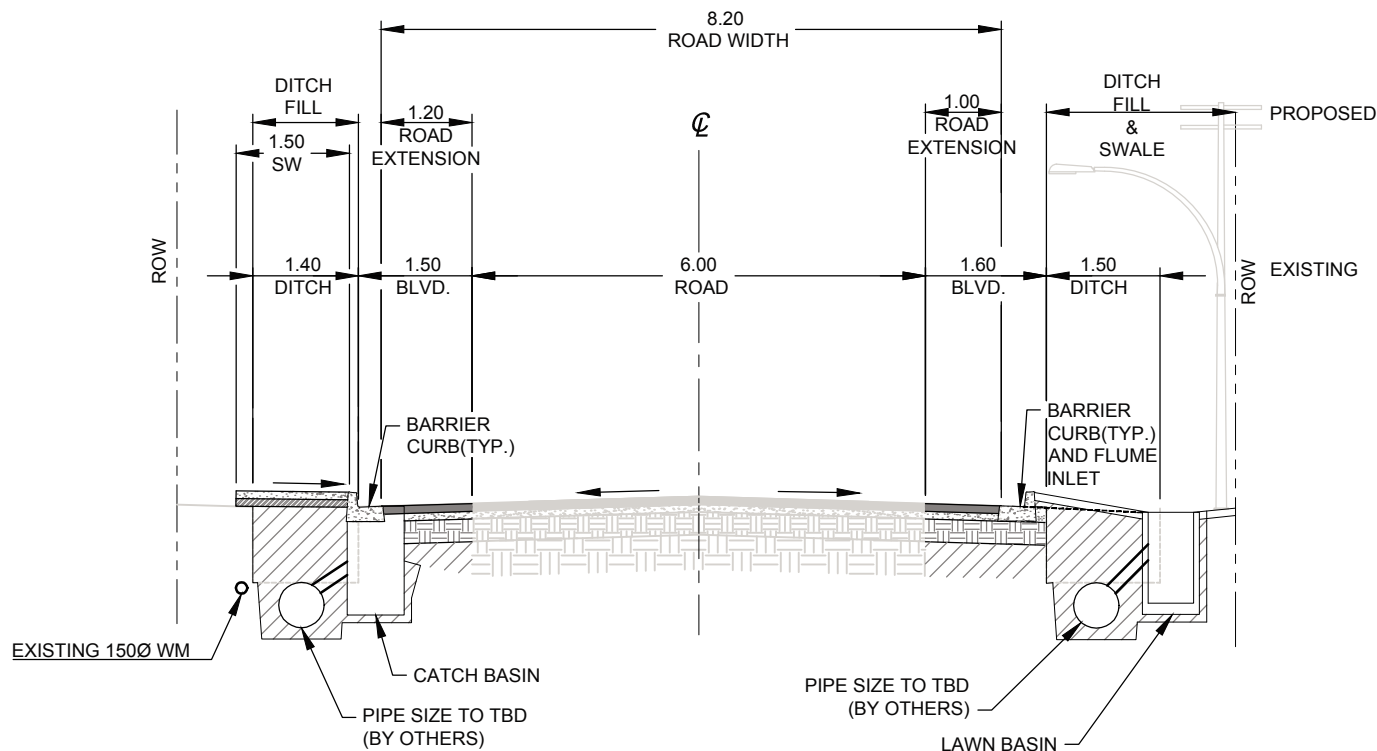
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - CAMPBELL STREET SOUTH
Page 591 of 944

LAWRENCE ST. SOUTH

NOTE:

- 1) AVAILABLE PARKING HAS BEEN PROVIDED ON THE EAST SIDE OF THE ROAD.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 10



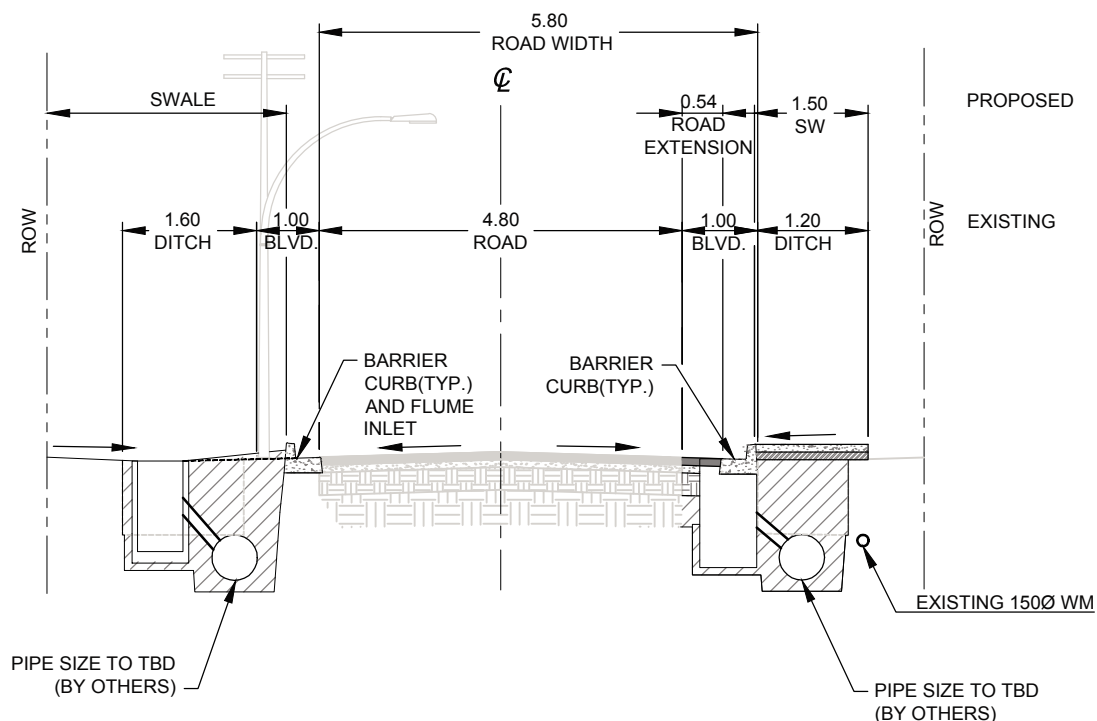
CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - LAWRENCE STREET SOUTH
Page 592 of 944

NOTE:

- 1) NO ADDITIONAL PARKING HAS BEEN PROVIDED.
- 2) SWALE HAS A MIN. SLOPE OF 2% AND A MAX. SLOPE OF 6%.

LAWRENCE ST. NORTH



LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 11



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETScape
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - LAWRENCE STREET NORTH
Page 593 of 944

Attachment 3

Future Subdivision/Building Permit Potential Analysis

Summary & Area Maps

Future Subdivision and Building Permit Potential Analysis Summary

Notes:

1. For the purposes of future potential analysis and according to current zoning bylaw a Lot with an area of 8000 Square foot and above is assumed to have a potential for subdivision application while an existing house that was built before 1975 (i.e. 40 or more years old) is deemed to have potential for demolition and building permit application.
2. The proposed urban streetscapes (See Attachment A) were established as follows:
 - To provide a minimum pavement width of 7.5 m and a maximum 8.5 m.
 - All road widths should accommodate an area for parking.
 - Power poles will remain in place and will not be relocated.
 - Ditches will be filled with light weight fill material where applicable.
 - Sidewalks will be added where the cross section width permits.

Johnston Street

- About 50% the existing lots on Johnston Street are both subdividable and contain houses that are more than 40 years old. This also means there is a significant subdivision and building permit application potential. This is expected to create an opportune time for future development and implementation of the proposed urban streetscape.

Fenton Street (North and South)

- Fenton Street north is about 400 metre long and there are 44 properties fronting it on both sides.
- One-quarter of Fenton Street north fronts City owned vacant lots.
- There is a significant potential to implement the proposed urban streetscape under either subdivision or building permit applications.
- Fenton Street south is proposed to remain “as-is” i.e. non-urban streetscape standard. This road has undergone recent repaving and ditch and culvert improvements. The road is in very good condition.

Pembina Street (North and South)

- Pembina Street north is about 400 metre long and there are 44 properties fronting it on both sides.
- On the absence of future subdivision or building permit applications potential on north side of Pembina Street, it's assumed that the urban streetscape can only be implemented either under LASP or at a request by an individual owner(s).

- Pembina Street south is about 300 metre long and there are 34 properties fronting it on both sides.
- There existing a significant potential to implement the proposed urban streetscape under future building permit or subdivision applications.

Boyne Street (North and South)

- Boyne Street north is about 400 metre long and there are 44 properties fronting it on both sides and one of the properties is a Sikh Temple.
- About one-fourth of Boyne Street north has been constructed to an urban streetscape under a Local Area Service Program (LASP) where the City has contributed 50% of the total construction cost.
- Since about 50% of the existing houses are more than 40 years old the remainder three-fourth of the urban streetscape can be realized under future building permit applications.

Wood Street (North and South)

- Wood Street north is about 400 metre long and there are 27 properties fronting it on both sides.
- About two-third of Wood Street north has been constructed to an urban streetscape and the remainder portion can be reconstructed to an urban streetscape standard at either subdivision or building permit applications.
- Wood Street south is about 300 metre long and there are 35 small size properties fronting it on both sides.
- It appears that the future subdivision potential on Wood Street south is very slim, however, since 70% all the existing houses have an average age of 80 years, there is a significant potential for building permit applications under which the proposed urban streetscape can be implemented.

McGillivray Place

- This street was constructed to an urban streetscape standard on both sides of the street back in 1993.

Campbell Street

- Campbell Street is about 300 metre long and there are 27 properties fronting it on both sides.
- This street has the highest potential for the implementation of the proposed urban streetscape under both subdivision and building permit applications.

- The City has already received development application for almost the entire frontage on west side of Campbell Street.

Lawrence Street (North and South)

- Lawrence Street North is about 150 metre long and there are 17 properties fronting it on both sides.
- There is a potential to do half of the frontage improvements work under future subdivision applications.
- Lawrence Street North is also about 150 metre long and there are 14 properties fronting it on both sides and one of the properties is a church.
- The ditch fronting the church is already enclosed.
- Similarly there is a potential to do half of the frontage improvements work either under future subdivision or building permit applications.

FUTURE SUBDIVISION/BUILDING PERMIT POTENTIAL ANALYSIS, PG.1

LEGEND

LOT WITH FUTURE SUBDIVISION (≥ 8000 SQ.F) & BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975 (≥ 40 YEARS OLD))

LOT WITH FUTURE BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975, ≥ 40 YEARS OLD) BUT NOT SUBDIVIDABLE

LOT WITH AN EXISTING UTILITIES CORRIDOR

LOT WITH A CURRENT DEVELOPMENT OR SUBDIVISION APPLICATION

EX/PRO CURB & GUTTER & SIDEWALK

EX CURB & GUTTER WITH GRASSED BOULEVARD

EX CASH-IN-LIEU (A PORTION ONLY)

LOT WITH AN EXISTING HOUSE BUILT AFTER 1975, ≤ 40 YEARS OLD & WITH AREA ≤ 8000 SQ.F (I.E. WITH LESS POTENTIAL EITHER FOR SUBDIVISION OR B.P. APPLICATION)

LOT WITH FUTURE SUBDIVISION (≥ 8000 SQ.F) & BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975 (≥ 40 YEARS OLD))

LOT WITH FUTURE BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975, ≥ 40 YEARS OLD) BUT NOT SUBDIVIDABLE

LOT WITH AN EXISTING UTILITIES CORRIDOR

LOT WITH A CURRENT DEVELOPMENT OR SUBDIVISION APPLICATION

EX/PRO CURB & GUTTER & SIDEWALK

EX CURB & GUTTER WITH GRASSED BOULEVARD

EX CASH-IN-LIEU (A PORTION ONLY)

LOT WITH AN EXISTING HOUSE BUILT AFTER 1975, ≤ 40 YEARS OLD & WITH AREA ≤ 8000 SQ.F (I.E. WITH LESS POTENTIAL EITHER FOR SUBDIVISION OR B.P. APPLICATION)

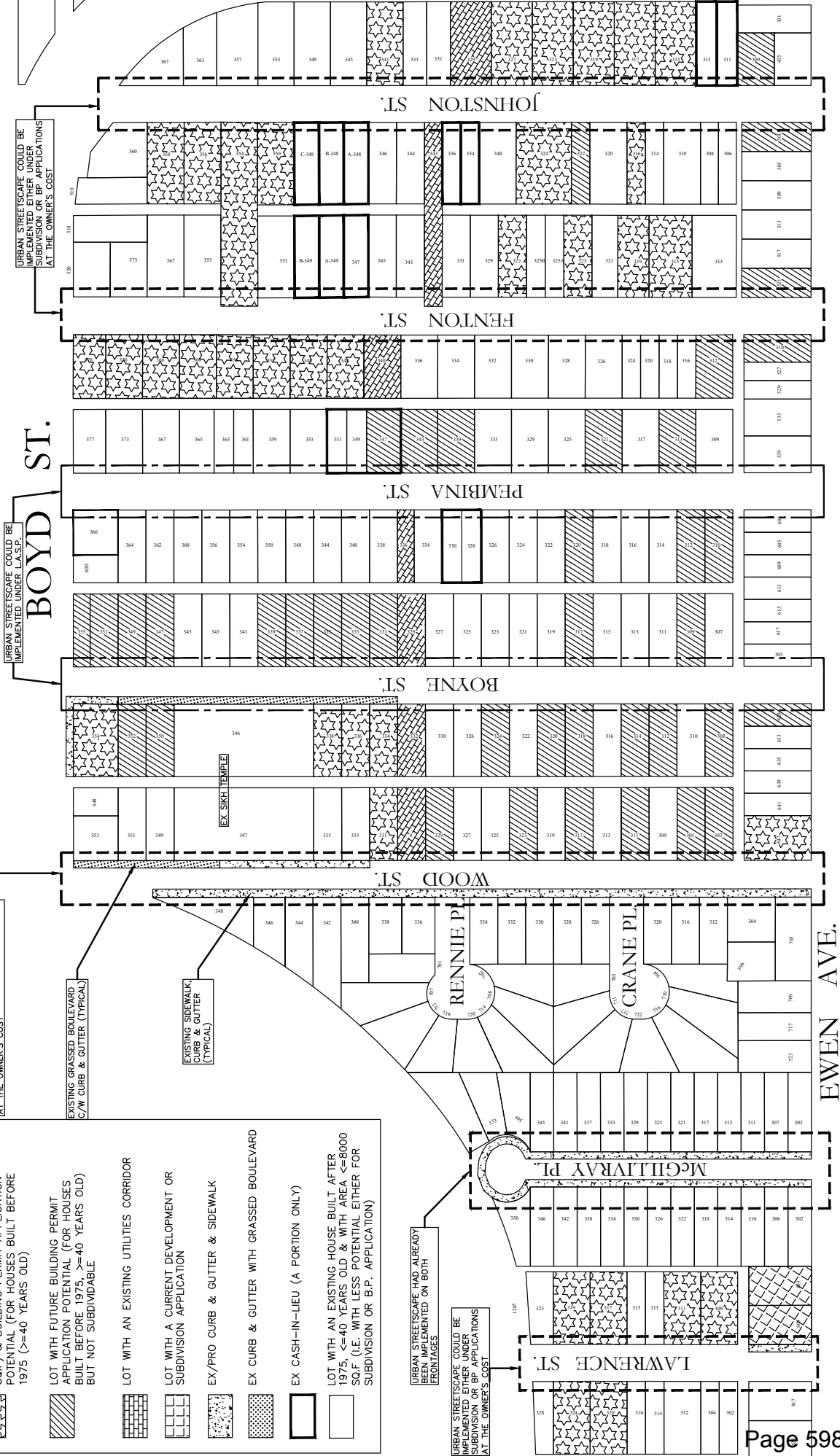
THREE-QUARTER OF WOOD ST URBAN STREETScape HAD ALREADY BEEN IMPLEMENTED UNDER L.A.S.P. APPLICATIONS AT THE OWNER'S COST

EXISTING GRASSED BOULEVARD C/W CURB & GUTTER (TYPICAL)

EXISTING SIDEWALK CURB & GUTTER (TYPICAL)

URBAN STREETScape HAD ALREADY BEEN IMPLEMENTED ON BOTH FRONTAGES

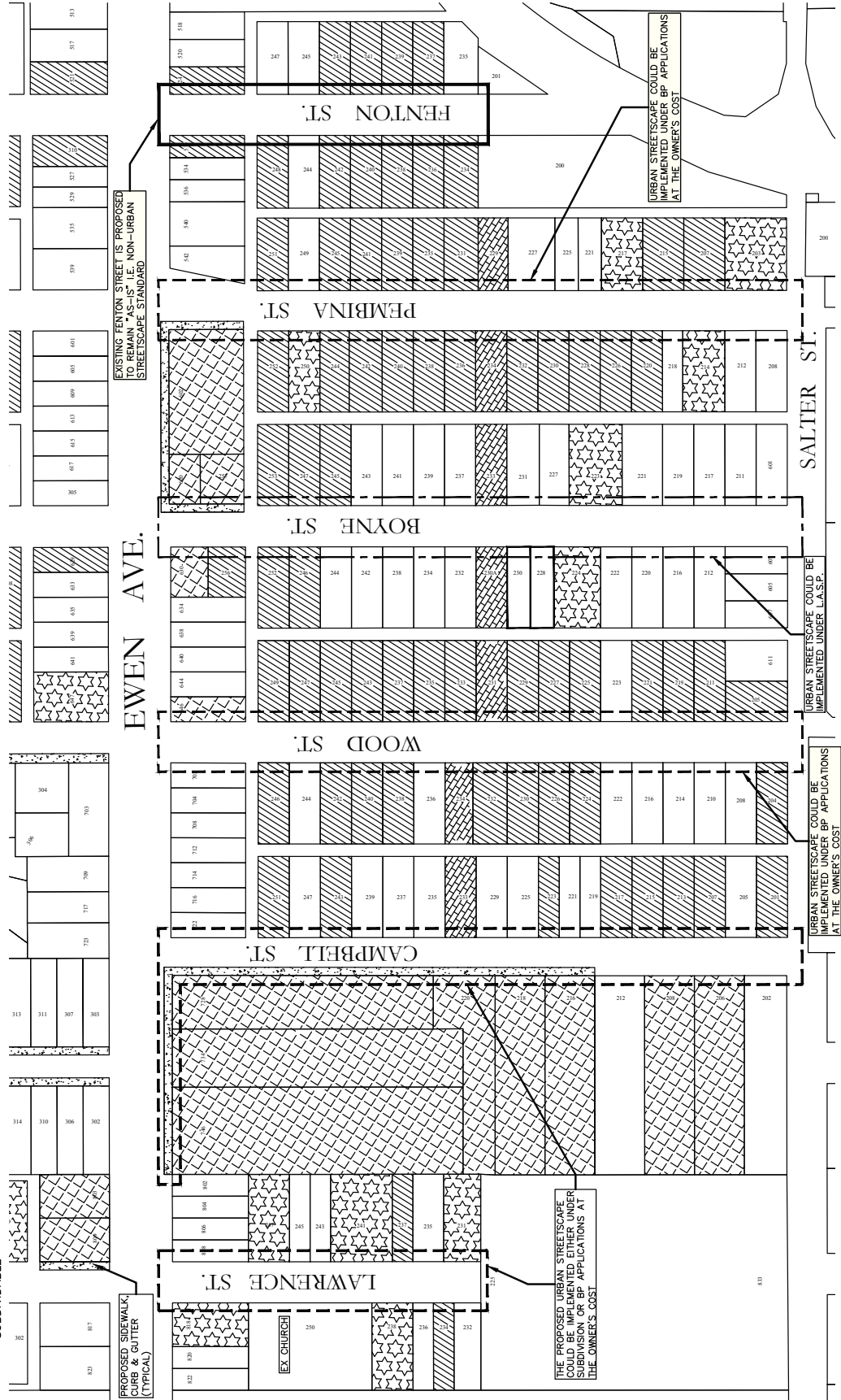
URBAN STREETScape COULD BE IMPLEMENTED EITHER UNDER SUBDIVISION OR BP APPLICATIONS AT THE OWNER'S COST



FUTURE SUBDIVISION/BUILDING PERMIT POTENTIAL ANALYSIS, PG.2

LEGEND

- | | |
|--|--|
| <p> LOT WITH FUTURE SUBDIVISION (AREA >=8000 SQ.F) & BUILDING PERMIT APPLICATION POTENTIAL (FOR HOUSES BUILT BEFORE 1975, >=40 YEARS OLD)</p> <p> LOT WITH FUTURE BUILDING PERMIT APPLICATION POTENTIAL (HOUSES BUILT BEFORE 1975, >=40 YEARS OLD) BUT NOT SUBDIVIDABLE</p> | <p> LOT WITH AN EXISTING UTILITIES CORRIDOR</p> <p> LOT WITH A CURRENT DEVELOPMENT/ SUBDIVISION APPLICATION</p> |
| <p> LOT WITH AN EXISTING HOUSE BUILT AFTER 1975, <=40 YEARS OLD & WITH AREA <=8000 SQ.F (I.E. WITH LESS POTENTIAL EITHER FOR SUBDIVISION OR B.P. APPLICATION)</p> | <p> EX/PRO CURB & GUTTER & SIDEWALK</p> <p> EX CURB & GUTTER WITH GRASSED BOULEVARD</p> <p> EX CASH-IN-LIEU (A PORTION ONLY)</p> |



Attachment 2

Queensborough Streetscape Plan Info Session Boards

BACKGROUND

Queenborough residents have expressed a desire to enhance their streetscape primarily by:

- Eliminating open ditches (to address standing water concerns)
- Organizing on-street parking
- Providing sidewalks

Current Issues:

- Drainage problems due to misaligned and incorrectly sized culverts and ditch encroachment
- Unauthorized culvert extensions and ditch covers
- Impediments to maintenance
- Hazardous gaps between two driveways
- Inconsistent streetscapes
- Hazardous pedestrian ditch crossings



Existing non-standard rotten wood retaining wall.



Existing hazardous pedestrian ditch crossing.



Existing hazardous plywood ditch cover.



Existing hazardous gap between two driveway culverts.

WHAT ARE THE CHALLENGES?

- 1. Drainage:
 - Flat land and ditch grades
 - High water table
 - Soft soils and settlements
 - Misaligned and under sized culverts
- 2. Costs of infilling ditches

DITCH ENCLOSURE SUMMARY

- The existing ditches along many local roads can technically be enclosed and replaced with storm sewers.
- Major ditches and canals can NOT be enclosed.

Area of Interest



Lines indicate streets with existing open ditches that can potentially be enclosed.

Status of Streetscape and Ditch Enclosures in Queensborough

West Area, Mid-West Area and East Area

The implementation of ditch enclosure and urban street improvements in the West Area, Mid-West Area and East Area are being undertaken through development process.

PROPOSED URBAN STREETSCAPE IMPLEMENTATION OPTIONS

1. Local Area Service Program (LASP)

- Capital Cost sharing between benefiting landowners and the City.*
- This requires a certified petition supported by at least 50% of the owners of properties representing 50% of the assessed value of land and improvements.
- A bylaw and local area service tax would be established where property owners can either pay their assessment in one payment or amortize the payments over a 20 year period.
- For developments involving the entire block or a substantial portion of the block, the full urban streetscape would be required.
- For a LASP initiative, the City will apply the streetscape standard for the subject street and work with the proponents to petition the benefitting area and process the request to Council.

Advantages of LASP:

- Consistent streetscapes (opportunity to do the entire block)
- Cost saving due to economy of scale and constructability
- Cost-sharing with the City*
- Different payment options such as amortization or one payment
- Less construction inconvenience to residents
- Mitigates future settlement problems



**Subject to Council's approval of LASP*

PROPOSED URBAN STREETSCAPE IMPLEMENTATION OPTIONS

2. Subdivision Development

- 100% at the cost to the Developer/Owner
- Suitable for street with development potential
- Three possible options of ditch enclosure including soil stabilization and urban streetscape for infill subdivision are:
 - i. Undertake full urban streetscape frontage works at the time of subdivision.
 - ii. Phasing the work by installing only underground works (drainage system, road backfill) at time of subdivision with cash-in-lieu for the remaining frontage services such as sidewalk, street lighting, etc. for future implementation.
 - iii. Collect cash-in-lieu for future implementation of all urban streetscape frontage works.

3. Building Permit Application

- 100% at the cost to the Developer/Owner.
- Legislation allows a city to require works and services on the portion of a highway immediately adjacent to the site being developed, up to the center line of the highway as a condition of the issuance of a Building Permit.
- For small infill developments including subdivision and building permits, ditch enclosure at minimum will be employed subject to engineering requirements, while cash-in-lieu will be collected for the remainder portion of the urban streetscape works and held in trust for future use towards LASP, or when the majority of lots have been developed.



PROPOSED URBAN STREETScape IMPLEMENTATION OPTIONS

4. Request by Individual Property Owners (no building permit, subdivision or LASP initiative)

- 100% at the cost to the property owner

A recommended approach for incremental establishment of urban streetscape frontage is as follows:

Owners may apply to enclose existing ditches fronting their homes provided that:

- The proposed work is outside of ditches/canals identified as “major” under the City’s Drainage Master Plan;
- Soil stabilization and storm drainage are designed to City standards and constructed under the supervision of a geotechnical/civil engineer;
- Work may also include minor road widening and installation of curbing with a minimum pipe length of 40 to 50 meter with cleanout/manholes;
- The proposed works will be done at the expense of the owner; and
- The applicant is prepared to sign a consent letter stating that should a LAS program occurs in the area fronting his/her frontage he/she is still required to contribute to the portion of the Local Area Services Levy unless the works and services installed preclude the need for LASP improvements.

PROGRESS TO DATE

- ☒ City of New Westminster staff met with representatives of the Queensborough community. (October 2012)
- ☒ Staff developed appropriate streetscape alternatives on a street by street basis for Mid-East Area. (August 2013)
- ☒ Staff presented report to Council proposed implementation options for ditch enclosure and urban streetscapes. (September 2015)
- ☐ Complete public consultation on the implementation strategy (December 8, 2015)

ULTIMATE VISION



Queensborough Urban Streetscape Plan

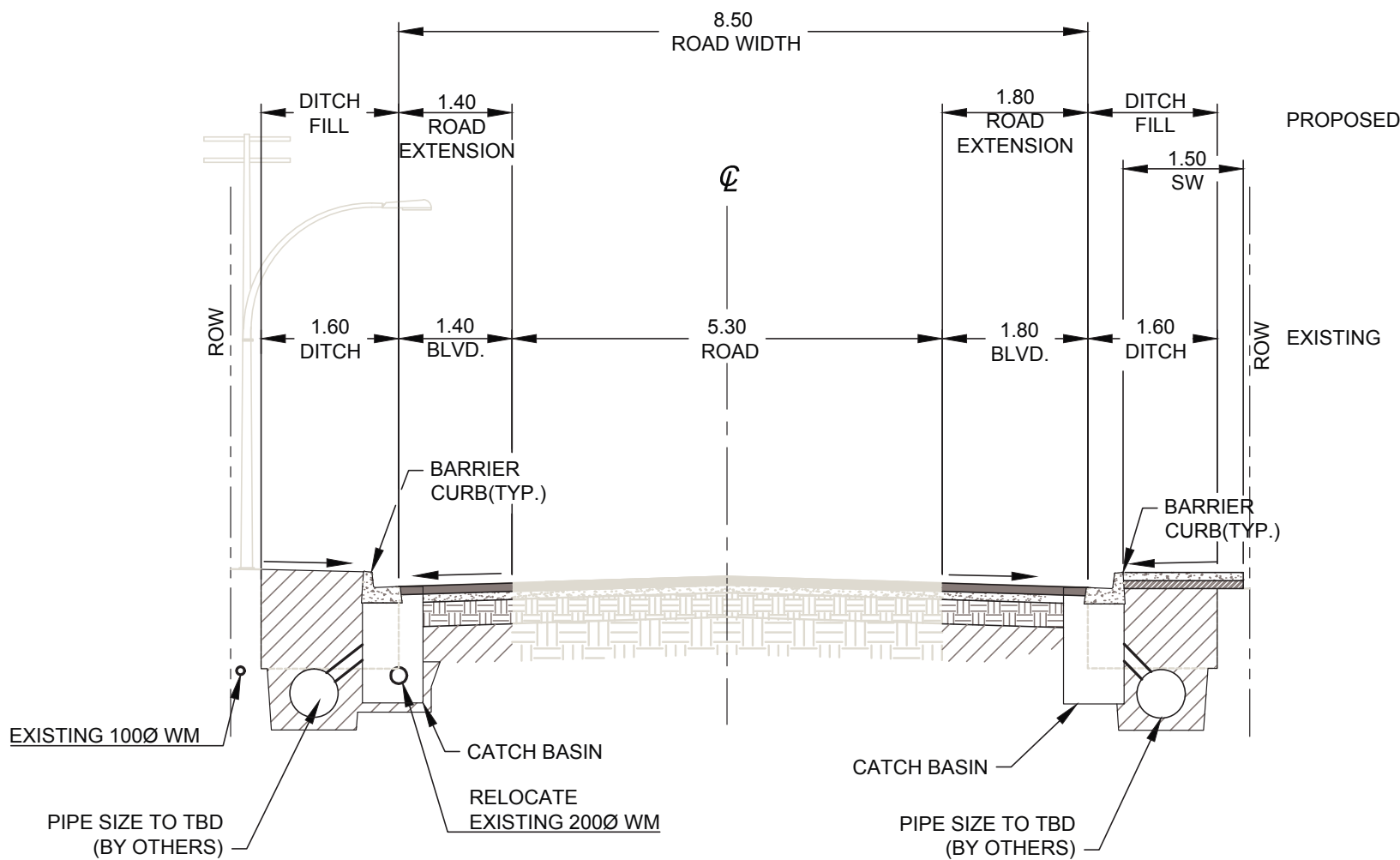
This Drawing Is For The Use Of The Client And Project Indicated
No Representations Of Any Kind Are Made To Other Parties

P:\20132350\00 Queensbrgh_Stscpg\Working_Dwgs\100_Civil\ExCrossSections_20130204(2).dwg
DATE: 2013-08-21, Ryan Bowley

NOTE:

1) AVAILABLE PARKING HAS BEEN PROVIDED ON BOTH SIDES OF THE ROAD.

PEMBINA ST.



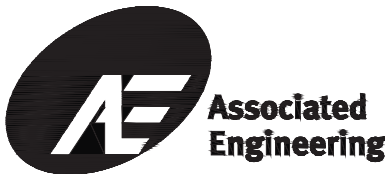
LEGEND:

- ASPHALT
- SELECT GRANULAR BASE COURSE
- SELECT GRANULAR SUB-BASE
- LIGHT-WEIGHT FILL

NOTE:

A GEOTECHNICAL INVESTIGATION WAS NOT UNDERTAKEN AS PART OF THE DEVELOPMENT OF THE TYPICAL ROAD CROSS SECTION. A GEOTECHNICAL INVESTIGATION HAS TO BE UNDERTAKEN DURING DETAILED DESIGN TO CONFIRM THE EXTENT OF THE REQUIRED SOIL IMPROVEMENTS AND PAVEMENT REHABILITATION.

PROJECT No. 20132350
DATE: August 2013
APPROVED: D.H.
SCALE: 1:100
DWG. No. 5



CITY OF NEW WESTMINSTER
QUEENSBOROUGH STREETSCAPE
CONFIGURATIONS - REVISION 0.A

CROSS SECTION - PEMBINA STREET

DRAFT

Attachment # 3

Process for Frontage Ditch Enclosure with a Engineered Storm System

Ditch Enclosures

Ditches play an important role in the overall drainage system on Queensborough. Open ditches provide stormwater conveyance, flood management through detention/retention as well as other environmental benefits.

Through past public consultation, Queensborough residents have expressed a desire to upgrade their streetscape by enclosing open drainage ditches, installing sidewalks and streetlights, and improving the condition of their roads. These concerns have been magnified by the changing character of the neighbourhood transforming from rural/suburban to a more urban community.

In 2014, the City retained Parsons (formerly Delcan) to complete Phase 1 of the Queensborough Integrated Rainwater Management Plan (IRMP) which looked specifically into the impacts of ditch infill and proposed solutions to mitigate negative impacts to the overall drainage system. The study concluded that the existing open ditches along many local streets of Queensborough have potential to be enclosed with an engineered storm pipe system.

The enclosure of the open ditch will require the design and installation of a City approved storm pipe and manhole system.

QUEESNBOROUGH FUNCTIONAL PLAN - WOOD STREET CATCHMENT

The Queensborough Functional Plan provides engineered functional drainage designs for proposed ditch enclosures on Johnston Street, Fenton Street, Pembina Street and Boyne Street.

Please refer to the [Queensborough Functional Plan \(https://www.newwestcity.ca/planning-building-and-development/projects-on-the-go/articles/7116.php\)](https://www.newwestcity.ca/planning-building-and-development/projects-on-the-go/articles/7116.php) for more information.

IMPLEMENTATION APPROACH FOR DITCH ENCLOSURES

The process to have ditch enclosures may be implemented through any of the following:

- Local Area Service Program (LASP);
- Subdivision Development;
- Building Permit Application; or
- Request by Property Owner(s)

More information can be found [here](#)

([http://www.newwestcity.ca/database/files/library/implementation_approach_for_ditch_enclosures\(2\).pdf](http://www.newwestcity.ca/database/files/library/implementation_approach_for_ditch_enclosures(2).pdf))

APPLICATION PROCESS

Any person wishing to enclose the roadside ditch fronting their properties or as required to do so under a Building Permit without a full Servicing Agreement must complete the application form and submit it to the Engineering Department. If an applicant wishes to enclose the ditch fronting their properties, the cost to do so is borne by the applicant.

[Application form](#)

http://www.newwestcity.ca/database/files/library/CNW_DOCS_690228_v4_Application_for_Ditch

For more information or comment please contact Engineering Services at 604-527-4592.

[Back \(https://www.newwestcity.ca/services/water-and-sewers/drainage\)](https://www.newwestcity.ca/services/water-and-sewers/drainage)

The logo for SeeClickFix, with 'See' in grey, 'Click' in orange, and 'Fix' in blue.

<https://seeclickfix.com/apps>

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REPORT

Legislative Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

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

Item #: [Report Number]

Subject: Recruitment 2022: Appointment of Committee Chairs and Liaisons

RECOMMENDATION

THAT Council receive the report titled "Recruitment 2022: Appointment of Committee Chairs and Liaisons" for information.

PURPOSE

To release the Closed resolution appointing Committee Chairs and Liaisons to City Committees.

BACKGROUND

At the November 15, 2021 Closed meeting, New Westminster City Council approved the following motions in relation to the Council's appointments to City Committees:

MOVED AND SECONDED

THAT Council appoint Councillor Nadine Nakagawa as the Council member to the Library Board for the 2022 term.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Council appoint Councillor Mary Trentadue as the Chair of the Arts Advisory Committee for the 2022 term.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Council appoint Councillor Chinu Das as the Chair of the Social Inclusion, Engagement and Reconciliation Advisory Committee for the 2022 term.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Council appoint the following members to Advisory Committees as indicated:

Affordable Housing and Child Care Advisory Committee	Chair	Councillor Jaimie McEvoy
Community Heritage Commission	Chair	Councillor Jaimie McEvoy
Economic Development Advisory Committee	Chair	Councillor Mary Trentadue
	Member	Councillor Chinu Das
Electrical Utility Commission	Members	Mayor Jonathan Côté Councillor Patrick Johnstone
Environment and Climate Advisory Committee	Chair	Councillor Nadine Nakagawa
Facilities, Infrastructure and Public Realm Advisory Committee	Chair	Councillor Patrick Johnstone
Land Use and Planning Committee	Chair	Councillor Chuck Puchmayr
	Members	Councillor Nadine Nakagawa Councillor Patrick Johnstone
	Alternate	Councillor Jamie McEvoy
New Westminster Police Board	Chair	Mayor Jonathan Côté
Restorative Justice Committee	Chair	Councillor Chuck Puchmayr
Sustainable Transportation Advisory Committee	Chair	Councillor Patrick Johnstone

Taskforce assignments remain the same from 2021.

OPTIONS

Option 1: THAT Council receive the report titled "Recruitment 2022: Appointment of Committee Chairs and Liaisons" for information; or,

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 was prepared by:
Carilyn Cook, Committee Clerk.

This report was approved by:
Jacque Killawee, City Clerk
Lisa Spitale, Chief Administrative Officer

REPORT

Legislative Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

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

Item #: [Report Number]

Subject: Recruitment 2022: Library Board Appointments

RECOMMENDATION

THAT Council receive the report titled "Recruitment 2022: Library Board Appointments" for information.

PURPOSE

To release the Closed resolution appointing members to the New Westminister Public Library Board.

BACKGROUND

At the November 15, 2021 Closed meeting, New Westminister City Council approved the following motions in relation to the City's Library Board appointments:

MOVED and SECONDED

THAT Council appoint the following to the Library Board with the term ending December 31, 2023:

- *Norah Andrew*
- *Carol Neuman*
- *Iris Cheng*
- *Samita Manhas*
- *Vanessa Woznow*

CARRIED.

All members present voted in favour of the motion.

OPTIONS

Option 1: THAT Council receive the report titled “Recruitment 2022: Library Board Appointments” for information; or,

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 was prepared by:
Carilyn Cook, Committee Clerk.

This report was approved by:
Jacque Killawee, City Clerk
Lisa Spitale, Chief Administrative Officer

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Emilie K. Adin,
Director, Climate Action, Planning and
Development **File:** REZ00209
DP000875

Item #: 2021-657

Subject: **Rezoning for Passive House Triplex: 817 St. Andrews Street – Preliminary Report**

RECOMMENDATION

THAT Council direct staff to process the rezoning application for a triplex at 817 St. Andrews Street, as outlined in the “Consultation and Review Process” section of this report.

PURPOSE

To seek Council’s approval to process the rezoning application for a Passive House triplex at 817 St. Andrews Street.

SUMMARY

A rezoning application has been received to allow the construction of a triplex at 817 St. Andrews Street. The project has been designed to Passive House standards and would be seeking certification. The proposal development would be stratified, with two units in the front and one at the rear, and a Floor Space Ratio (FSR) of 0.785. A Preliminary Application Review for this project was completed on September 28, 2020 and the applicant has incorporated some of the feedback provided into the current design.

BACKGROUND

Site Characteristics and Context

The subject site is located in the Brow of The Hill neighbourhood on St. Andrews Street near Ninth Street. The property has an approximate area of 432 sq. m. (4,653 sq. ft.) with a 15.09 m. (49.5 ft.) frontage on St. Andrews Street. The property is mostly level,

with a slight slope towards St. Andrews Street. There is rear lane access, but the current lane is undersized and underbuilt. The property currently contains a single detached dwelling.

The subject site is surrounded by a mix of other housing forms. To the east is a 35 unit low-rise rental apartment building. To the west are other single detached dwellings, including small lots. There is also a 16 storey rental apartment building across the street to the south. A site context map is shown below.

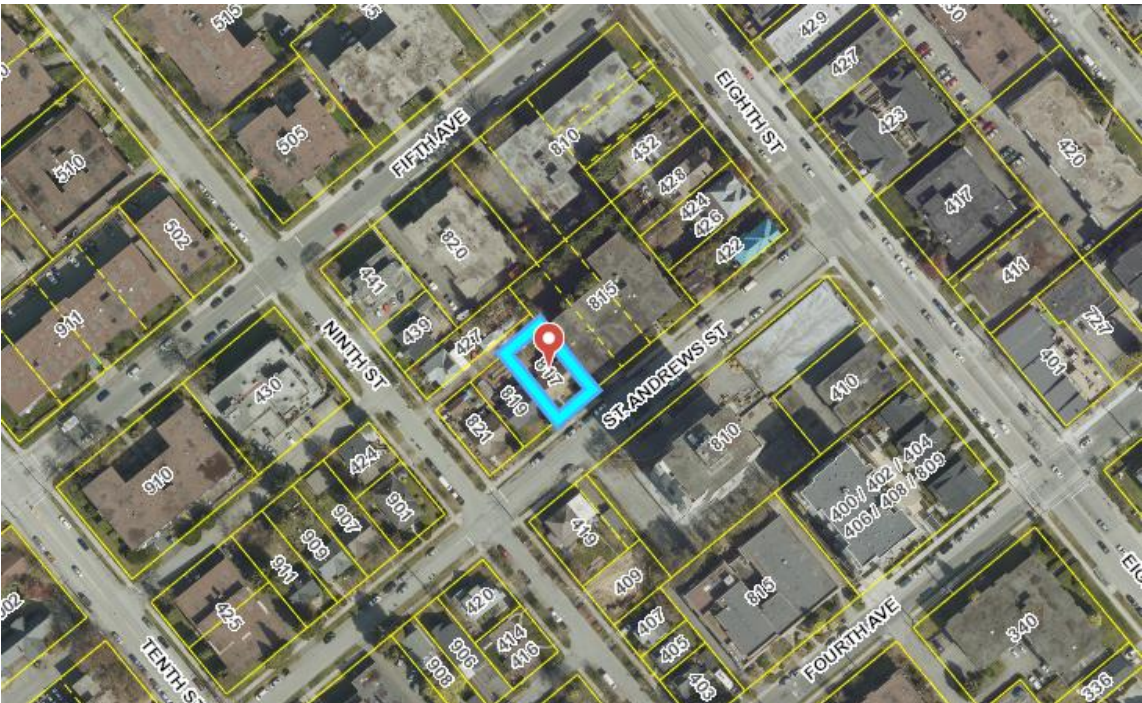


Figure 1: Site Context Map, with 817 St. Andrews Street highlighted in blue

Proximity to Transit Service and Other Sustainable Transportation Options

Both St. Andrews and Ninth Streets are classified as local roads. The lane behind the property is undersized at 4.88 m. (16 ft.) and dead-ends at the edge of the site. The sidewalk network surrounding the site is complete but undersized in some areas. The Crosstown greenway is approximately 500 m. (1,650 ft.) from the site, with shared-road connections. The property is located within close proximity to transit, as shown in the table below:

Table 1: Site Proximity to Transit Service

Transit Facility	Frequency	Distance
Bus Service #123	Approximately 15 minutes	120 m. (400 ft.) to the bus stop located at Eighth Street frequent transit network (FTN)
SkyTrain Station	2-5 minutes	1 km. (0.6 miles) to New Westminster Station

Project Description

The proposed development consists of a three-unit stratified triplex, with two units in the front and one at the rear. The proposal has been designed to Passive House standards for energy efficiency and is targeting Passive House certification. These energy efficiency standards have informed the building design in terms of roof forms, windows and wall assemblies. The applicant's rationale letter is available in attachment 2.

Plans indicate an overall density of 0.785 FSR. The proposal is for a slab-on-grade construction, with no basement. The units range in size from 109 sq. m. (1,177 sq. ft.) to 112 sq. m. (1,209 sq. ft.) and each have three bedrooms. Each unit has access to outdoor space, including both ground level and balcony areas, and there is also a shared outdoor area along the lane. A projects statistics table and proposed architectural and landscape drawings are included as attachments 3 and 4.

The applicant is proposing a total of three off-street parking spaces in two carports, accessed from the rear lane. As the rear lane is undersized, a 0.58 metre wide lane dedication is proposed. Bicycle parking and garbage/recycling bin storage are also proposed along the lane.

Related Applications

Preliminary Application Review

Before applying for the rezoning and development permit applications, the applicant sought feedback from staff. A Preliminary Application Review letter was issued on September 28, 2020 providing feedback on massing, design, engineering services upgrade requirements, and tree protection expectations. The applicant has incorporated some of the feedback provided into this design submission.

Tree Permit

As part of this rezoning application, the applicant also submitted an arborist report in support of a Tree Permit application. The site is not heavily treed, but there are numerous trees on neighbouring properties. A row of 8 metre tall cedars grown as a hedge between the site and neighbouring low rise apartment building area is proposed to remain, providing continued privacy. An additional neighbouring specimen-sized spruce tree near the front of the property will be protected. Only one tree along the lane edge would be removed for lane widening purposes, with replacement trees proposed.

DISCUSSION

Overall Evaluation

This Passive House Triplex proposal targets two key policy areas: the creation of family-friendly missing-middle infill housing, and the development of energy efficient buildings. The project would create three stratified, three-bedroom units in Brow of the Hill. This project would be the fourth certified Passive House built in the city, with the previous

projects all being single detached dwellings. Staff considers this to be an appropriate pilot project for consideration under the *Interim Review Policy for Duplexes, Triplex and Quadruplexes*.

Interim Policy Guidelines

The Interim Review Policy includes a set of guidelines for the massing and entries for each unit. Staff considers the overall density and form to be generally consistent with the neighbourhood's context, and the design to be generally consistent with the guidelines. Additional design work is needed, specifically in the areas of having visible entries from the street, private outdoor space design and reducing upper level deck overlook to adjacent properties. As part of the application review process, staff would work with the applicant to address these design items, based on the guidelines including in DPA 1.1 (Laneway and Carriage house) and 1.3 (Townhouse and Rowhouse).

Passive Design Exclusion for FSR

For ground-oriented residential such as single detached homes, duplexes and triplexes, thicker insulated wall assemblies are essential to achieving the thermal performance and occupant comfort requirements of the highest energy standards like Net Zero Energy and Passive House. The City's Passive Design Exclusion policy includes additional FSR for single detached dwellings built to higher performance standards, including an additional 0.05 FSR for passive house projects. Although additional FSR for triplexes has not been specifically created under this policy, staff consider it reasonable to apply a similar FSR when evaluating this project. Interim Review Policy identifies an FSR of 0.75 for triplex projects and this project is proposed at 0.785 FSR.

See attachment 1 for more information on this City's Passive Design Exclusion policy and attachment 2 for project statistics including FSR calculations.

Lane Width

The property is accessed by a 4.88 m. (16 ft.) wide lane at the rear. The interim policy outlines that triplex projects can be considered on lots that have a minimum rear lane width of 6 m. (20 ft.). Given the community benefits of a Passive House Project, and the proposed 0.61 m. (2 ft.) lane widening dedication proposed, staff consider flexibility on the lane width size to be reasonable in this case. The lot is 432 sq. m. (4,653 sq. ft.) and would be reduced to 424 sq. m. (4,564 sq. ft.) after an 8.3 sq. m. (89 sq. ft.) lane dedication is taken from the rear. A Comprehensive Development zone would be created for this project to capture the project's specific lot size.

Parking Considerations

Under the Infill Townhouse program, the loading and visitor parking spaces may occupy the same space. This proposal includes three vehicle parking spaces accessed from the rear lane, but does not include the required loading/visitor space. The applicant has requested that the requirement be waived for this project, as it is more similar in size to

a duplex (which do not require loading or visitor spaces) and that visitors could easily arrive by transit. There is street parking available on both sides of St. Andrews Street and an on-street loading zone located less than 25 metres (80 feet) away. Loading for the rear unit would most likely occur in the dead end lane. The applicant's rationale letter is available in attachment 2, and this aspect would be further evaluated by the City's transportation division as part of reviewing the proposal.

Demolition of Existing House

As part of the site redevelopment, the applicant has proposed to demolish the existing house on site. The house was built in 1926 in the craftsman style. Consistent with the City policy for houses older than 50 years, a heritage review was completed by staff, who noted that the building is in particularly poor condition. Given the applicant's intent to develop a passive house building, the project would be incompatible with a heritage retention project. This project features other benefits including the creation of missing middle housing and energy efficient construction, which are considered to outweigh the heritage considerations on this project.

CONSULTATION AND REVIEW PROCESS

As per the City's development review process, the anticipated review steps for this application are:

1. Preliminary report to Council (**we are here**);
2. Applicant-led public consultation, including dissemination of information through the local Residents Association;
3. City-led public consultation, including the creation of a Be Heard New West webpage and survey;
4. Council consideration of First and Second Readings of Rezoning Application and issue notice of waiving Public Hearing;
5. A Public Hearing (if scheduled) followed by Council's consideration of Third Reading and Adoption of the rezoning Bylaw;
6. Issuance of the Development Permit by the Director of Climate Action, Planning and Development.

As there are fewer than six units proposed, and the form of development is consistent with the Official Community Plan, the application would not be forwarded to the New Westminster Design Panel nor the Advisory Planning Commission for review and comment.

INTERDEPARTMENTAL LIAISON

The City has a project-based team approach for reviewing development applications. This application has been reviewed by Engineering (Servicing and Transportation), Fire, Electrical, Parks and Recreation, and Climate Action, Planning and Development (Building, Planning, Trees, Heritage) staff who provide comments to the applicant throughout the development review process.

OPTIONS

The following options are available for Council's consideration:

1. That Council direct staff to proceed with processing the rezoning application at 817 St. Andrews Street, as outlined in the "Consultation and Review Process" section of this report;
2. That Council provide staff with alternative direction.

Staff recommend option 1.

ATTACHMENTS

Attachment 1 – Policy and Regulations Summary

Attachment 2 – Applicant's Design Rationale

Attachment 3 – Project Statistics

Attachment 4 – Project Drawings

APPROVALS

This report was prepared by:

Janet Zazubek, Planner

This report was reviewed by:

Rupinder Basi, Supervisor of Development Planning

Jackie Teed, Senior Manager, Climate Action, Planning and Development

This report was approved by:

Emilie K. Adin, Director, Climate Action, Planning and Development

Lisa Spitale, Chief Administrative Officer

Attachment 1

Policy and Regulations Summary

POLICY AND REGULATIONS SUMMARY

Official Community Plan

The subject property are designated (RGO) Residential – Ground Oriented Infill Housing, which is described, in part, as follows:

Purpose: To allow a mix of ground oriented infill housing forms which are complementary to the existing neighbourhood character. Generally forms with a higher number of units are expected to be located on larger properties. Units can be attached, detached or a combination of the two.

Principal Forms and Uses: Single detached dwellings, single detached dwellings on a compact lot, duplexes, triplexes, quadraplexes, cluster houses, townhouses, rowhouses and other equivalent ground oriented housing forms. Lots with single detached dwellings may also include a secondary suite and/or a detached accessory dwelling unit.

The proposed development is consistent with the intent of the RGO land use designation and therefore, no Official Community Plan (OCP) amendment would be required for this proposed development.

Development Permit Area

The subject site is located within the Ground Oriented Housing Development Permit Area (DPA 1.2) which encourages small scale infill projects that are complementary to the existing single detached dwelling context through appropriate building form, scale, and location. A Development Permit is required for the proposed development, which will be reviewed concurrently with the Rezoning application. Development Permits have been delegated to the Director of Climate Action, Planning and Development for issuance.

Duplex, Triplex and Quadruplex: Interim Development Review Policy

Council has endorsed an interim development review policy for duplex, triplex and quadruplex applications in order to facilitate pilot projects, such as this application. The interim requirements relate to density, parcel size, design form and character, parking, and access. These interim requirements are intended to address that there is limited policy direction currently in place, such as development permit guidelines for DPA 1.2 or updated duplex zoning regulations.

Zoning Bylaw

The subject properties are currently zoned Single Detached Residential (RS-1), and would need to be rezoned to support the proposed development. It is understood that the existing Duplex (RT-1) Zone will be used for general reference, except where other

guidelines have established a new approach. As such, a Comprehensive Development (CD) zone would be created for this parcel, should the proposed development be supported. It is anticipated that this CD zone may be used as a template for the future creation of an updated triplex zone.

Community Energy and Emissions Plan

As part of the City's ongoing efforts to reduce its impact on climate change, the City developed a Community Energy and Emissions Plan (CEEP). The CEEP outlines strategies to help conserve energy and reduce GHG emissions in the areas of transportation, buildings and solid waste. The plan outlines actions and policies that help to diversify our energy supply, create energy efficient buildings and build a community that maximizes the use of sustainable transportation modes and minimizes waste. The proposed Passive House standards would be consistent with this policy.

Passive Design Exclusions for Single Detached Residential Zones

In 2018, Council adopted Zoning Bylaw amendments to allow floor space increases the area occupied by additional wall insulation for single-detached homes achieving the top three levels of the BC Energy Step Code. The Bylaw amendment also permitted increased building height to allow for deeper insulation in the roof assembly and foundation. The bylaw amendments were applied to new, high performance single detached homes in the RS-1 and RS-5 Single Detached Dwelling Districts, NR-1 and NR-5 Neighbourhood Residential Dwelling Districts and RQ-1 Queensborough Neighbourhood Residential Dwelling Districts, under the following calculations:

The floor space ratio for the principal building shall not exceed 0.5

The maximum floor space ratio on a parcel may be increased by:

- (a) 0.01 if the building meets Step 3 of the Energy Step Code;
- (b) 0.03 if the building meets Step 4 of the Energy Step Code; or
- (c) 0.05 if the building meets Step 5 of the Energy Step Code, or is a Passive House.

Maximum Building Height:

7.62 metres (25 feet), or 8.84 metres (29 feet) for a principal building that meets Step 5 of the Energy Step Code, or is a Passive House.

Attachment 2
Applicant's Rationale Letter

November 25, 2020

817 St. Andrews St – PASSIVE HOUSE TRIPLEX

This summary is both a response to the *Pre-Application Review for 817 St Andrews* letter of September 28 2020 and a Design Rationale.

1. DESIGN RATIONALE:

DLP Architecture Inc is proposing a triplex building at the above address in the City of New Westminster.

The subject property lies within the new DPA area 1.2 for Ground Oriented Housing. We intend to conform to this zoning designation with the following deviations:

Side-yard Setbacks: (to comply with RT-1 per exclusion 410.15)
5'-2" at east (331.16 – 4' ok)
6'-0" at west (331.16 – 4' ok)
13'-3" at front (331.14 – avg of neighbours ok)

The lot has dimensions of 49' 6.5" x 94' 9.5" and a total lot area of 4655 sf with a lane side dedication of 0.56m.

The current structure is a 1 level with basement single family home built after 1940 with no character merit and structural damage.

Total FSR proposed is 0.749 which meets the maximums suggested by the city planners and *Infill Townhouse and Rowhouse Residential Districts (RT)*. The FSR we are proposing includes allowances for passive house performing assemblies such as thicker exterior walls. See sheet A1.0 area calculations.

We see this proposal as a pilot project for targeting Passive House towards the 2032 BCBC goal of zero emissions and a housing type conforming to Section 1.3 the *Infill Townhouse and Rowhouse Residential District*.

The current design is smaller in size than what we would normally see for a Townhouse development due to the smaller size of the lot. The smaller lot presents many challenges and constraints but we feel our proposal is successful in achieving viable and desirable units despite that. It does retain a similar typology and proportion to a townhome project, while maintaining setbacks

suggested for both townhomes and single family types. Digressing slightly from the typology we have added a more private 3rd unit to the rear to maximize the potential and to provide 3 appropriately sized 3 and 4 bedroom units.

The location of the 3rd unit does not compromise the privacy of the front 2 units and creates a variety in the form rather than two simple side by side front units.

Design:

This design proposal must consider the delicate balance between rigorous Passive House requirements, RT guidelines, and affordability.

As such, we approached the initial design by giving the structure a simple form with respect to the neighbourhood, only stripping down the detailing to a more contemporary style.

Roof forms remain simple and reflect a transitional approach with two front gables of modest slope and a rear flat roof top deck.

The building forms are largely rectilinear which allows us to both maximize interior spaces and create thermal bridge free detailing that is crucial to affordable passive house construction.

The main approach to building is a raft slab at the ground floor fully insulated around footings and underneath. The required additional insulation is then wrapped around the entire envelope proceeding up the exterior walls. This approach allows us to use standard trades for all phases of the build.

Unit entries are clearly defined by the raised and inset front door areas. There is a clear typology of side by side row houses in play.

The rear unit is anomalous but unique in that it is entered from the rear but enjoys the most open and private space. This is a good trade off for not having adequate solar gain required for passive house performance.

We have designed a front trellis with gate and fence that defines and adds addresses for each unit and enhances the landscaping. See sheet A1.0.

Inherently, detailing for passive houses generally raised the level of durability and lessens the maintenance requirements. The mechanical systems are simple and scaled down, the exterior detailing is simplified, and the cladding materials are all resilient with long life spans. With this approach we are far exceeding Step Code requirements and the owner has taken on this goal to realize a higher quality product.

Carports and Bicycle storage:

At the rear of the property we have incorporated a carport for each unit. They have been carefully located to make the most efficient circulation for all residents to access them from their units. However, due to the constraint of the site, there is little room for alternatives. Logically, the rear unit has the middle carport which allows the resident to access it from the main entry with close proximity and not cross over into the spaces for units 1 and 2.

At the northwest corner of the property next to carport 1, we have added a communal recycling station and covered bike parking for all residents. Size limits to carports and a short site do not allow for these requirements within the carports.

The carports are also designed to match the style of the building and conform to recent guidelines for carports in the OCP.

FSR and Massing:

After many iterations of the design and revisions required by planning we are conforming to an FSR of close to 0.75 as outlined in the Zoning bylaw. This includes a modest exclusion for thick walls.

The current configuration creates 2 units of approximately 1251sf and a 3rd smaller unit of around 1159sf. These sizes somewhat reflect current needs of homeowners for family sized housing without having to jump up into the single family model.

The front 2 units are 2 storeys.

The rear unit has its main floor within 12" of grade, with 2 storeys only and a full rooftop deck.

Density and Bonuses:

It is our opinion that the entire wall of a passive house should be an FSR exclusion because we are not just designing for extra insulation, the whole assembly is advanced in many respects. However, we are only adding exclusions that take into account wall thicknesses over 6" similar to other jurisdictions.

We also feel an added exclusion for advanced HRV systems is important but have excluded it based on comments in the Pre-app review. The HRV for a passive house is more complex and requires more room to install.

We would have proposed a minimum 2% FSR exemption which is inline with the City of Vancouver's exclusion bylaw, and hope the City of New West will consider this in the future. We would also propose exemptions for basement as the areas needed for these advanced systems is best installed in secondary spaces.

In summary we are proposing a wall thickness exclusion beyond the first 6 inches of all exterior walls.

Amenity and Open Space:

All units will have their own private spaces either in the form of balconies, enclosed yard or roof top deck. In all cases we achieve at least 160sf of individual open space with minimum dimensions of 6ft in width.

Unit 1:

- full front yard with side-yard access to carport and garbage/recycling area
- 2nd floor balcony facing south.

Unit 2:

- full front yard with side-yard access to carport and garbage/recycling area
- 2nd floor balcony facing south.

Unit 3:

- partial rear enclosed yard with direct access to carport and garbage/recycling area and east facing large patio at grade.
- full roof top deck with no privacy issues to units 1 and 2

2. RESPONSE TO Pre-Application Review for 817 St Andrews.

Comments in the letter cited above refer to pages 1-5 and have bullet points beside each comment. I will number each bullet point from 1-20 starting on page 2.

1. HRV exclusion request removed and this area has been added back to the main calculation which brings the project to 0.749 to conform.
2. See associated Arborist report. Only one tree at the rear of the property is proposed to be removed and two new trees added. Adjacent property trees and hedges should not be affected according to the report.
3. For over a year during design development and with several reviews from planning, we had placed the setbacks in accordance with then current requirements for duplex and single family, those requirements are now more onerous. We are now citing section 410.15 that allows us to use setbacks for duplex projects. We are using 5'2" and 6'0" for side-yards and front yard

averaging for front. We feel reducing this would create a hardship that would require a redesign, reduce FSR with no way to regain this area, and has no measurable effect on massing or site usage.

4. A reflected outline of the west facing home has been added to the elevation drawing on sheet A3.1 showing no major privacy issues between new and existing windows. We have also added a higher privacy screen at the Unit 3 side balcony. See 2/A3.1.
5. Heat pump outdoor units added to site plan A1.0 (unit 1 west side-yard, unit 2 front yard) and roof plan A2.1 (unit 3 deck). The units have a Db of less than 50 and do not face adjacent properties.
6. See site plan A1.0. Unit 3 walkway now has its own entry trellis from the front and does not overlap other units or routes. Unit 1 will need to share this walkway to access the garbage/recycling and their carport.
7. Turning radius of a midsize sedan added to site plan unit 2 carport.
8. We have added an elevation of how the proposed bike enclosure and garbage/recycling structure could work. See detail 3 sheet A3.1.
9. While wood may soften the look and adds texture and contrast, it is a costly and high maintenance product. We feel the amount shown on design is adequate.
10. Shadow studies added see sheet A0.2
11. Site plan extended A1.0.
12. Landscape plan added showing planting adjacent to front fences in various locations, See sheet A1.2 and A1.0.
13. Two Dogwood trees added at front yards for units 1 and 2.
14. Open space areas added to site plan and conform.
15. Entry trellises and gates with address numbers and mailboxes have added at the front property line. See A1.0.
16. A 6ft high solid privacy fence is added at the entire patio, as well as an additional 3ft high cedar screen which adds privacy both from circulation and the neighbour. See detail 5/A3.0.
17. Landscaping removed at this location.

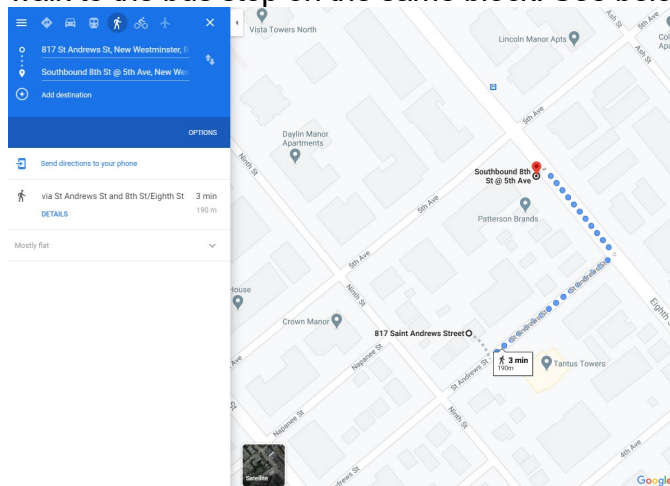
18. See arborist report and A1.0
19. See arborist report and A1.0
20. See arborist report and A1.0

Additional comments:

Off-Street Vehicle Parking and Bicycle Parking – page 4

The proposed lot is small. In order to achieve 3 viable units and maximize the FSR the remaining space at the rear would not be conducive to providing an additional loading space. These units are residential and mirror more closely a duplex development both in size and scale – which would not require the loading stall and visitor parking.

There is also an argument to be made against any parking requirement, despite zoning. Many people do not require vehicles nor desire them, yet have families or want larger units. The location near the arterial of 8th St provides for a short 190m walk to the bus stop on the same block. See below.



The required parking at the rear, though we have included, adds to the cost of each unit and displaces open yard/garden space that is not possible anywhere else on this site. We ask that the City of New Westminster relax the load and visitor stall requirements for this project, given its size and proximity to public transit.

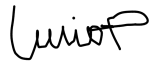
Electric Vehicle Charging

One energized Level 2 charger has been added to each carport location. See A1.0.

BC energy Step Code

This project exceeds the requirements of even Step 5 and is seeking Passive House Certification. Letter of pre-certification submitted from our Passive House Certifier.

We feel this project has the potential to set a precedent for smaller developments by showing we can achieve high performing Passive House structures at near market rate costs.

A handwritten signature in black ink, appearing to read 'Lucio' followed by a stylized flourish.

Sincerely,

Lucio Picciano Architect AIBC CPHD

dlp architecture inc.

Attachment 3

Project Statistics

PROJECT STATISTICS:

	Permitted / Required under DTQ Interim policy	Proposed
Site Area	Min 557 sq. m. (6,000 sq. ft.)	424 sq. m. (4,564 sq. ft.)
Floor Area	N/A	333 sq. m. (3,585 sq. ft.)
Floor Space Ratio	0.75 FSR	0.785 FSR
Building Height	10.67 m. (35 ft.)	7.16 m. (23.5 ft.)
Site Coverage (principal building)	40% (in RT-1 Zone)	39.6%
Residential Units	3 dwelling units	3 dwelling units
Unit Size	N/A	Unit 1: 112.3 sq. m. (1,209 sq. ft.) Unit 2: 111.4 sq. m. (1,199 sq. ft.) Unit 3: 109.3 sq. m. (1,177 sq. ft.)
Off-Street Parking Vehicle spaces Loading / Visitor Bicycle Parking	3 spaces (1 per unit) 1 loading / visitors spaces 4 spaces	3 spaces 0 loading / visitors spaces 4 spaces
Rear lane width	6.00 m. (20 ft.)	4.88 m. (16 ft.)

FSR calculations For Passive House

Base FSR interim policy	Additional FSR for Passive Design Exclusion	Total for Passive House	Total proposed
0.75	0.05	0.80	0.785

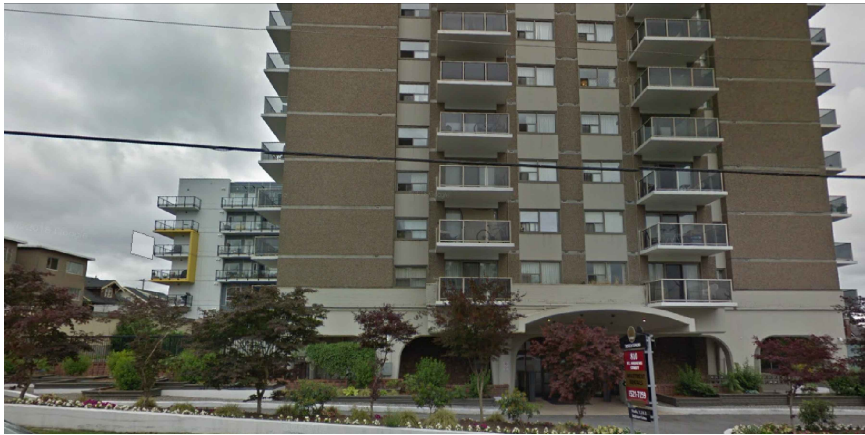
Attachment 4

Project Drawings

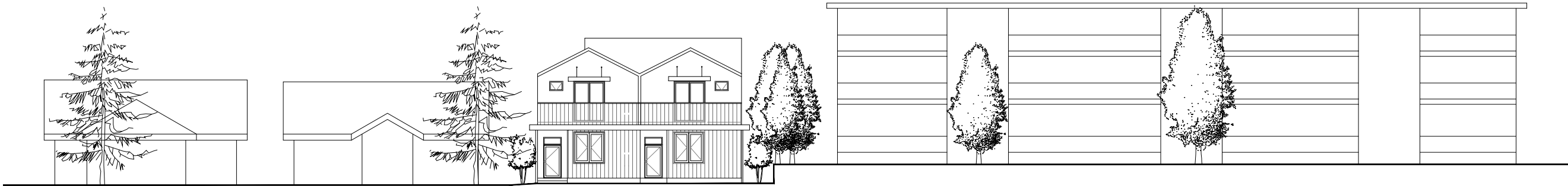


817

1 SAINT ANDREW AVENUE NORTH
NA



2 817 SAINT ANDREW AVE SOUTH
NA



3 817 SAINT ANDREW AVE PROPOSED TRIPLEX AND STREETSCAPE
FIT SCALE

ARCHITECT:

d/p

architecture

DLP ARCHITECTURE INC
UNIT 806 318 HOMER ST.
Vancouver - BC - V6B 2V2
1 778-889-6849

PRIMARY CONTACT:

D. LUCIO PICCIANO
UNIT 806 318 HOMER ST.
Vancouver - BC - V6B 2V2
1 778-889-6849

PROJECT:

817 SAINT ANDREWS
PASSIVE HOUSE

PROJECT ADDRESS:

817 SAINT ANDREWS
NEW WESTMINSTER BC

OWNER:

INDY KHERA
CITY LINK DEVELOPMENT (LTD)

ARCHITECT'S SEAL



MARK DATE DESCRIPTION

REVISIONS

D	OCT 20 2021	DP AND REZONING 2
C	NOV 25 2020	DP AND REZONING
B	FEB 25 2020	PAR SUBMISSION 2
A	DEC 22	PAR SUBMISSION 1

MARK DATE DESCRIPTION

ISSUE INFORMATION

PLOT DATE: OCT 20 2021

PROJECT NO.:
DRAWN BY: d/p
CHECKED BY: d/p
PRINCIPAL IN CHARGE: Lucio Picciano AIBC

OWNER APPROVAL:

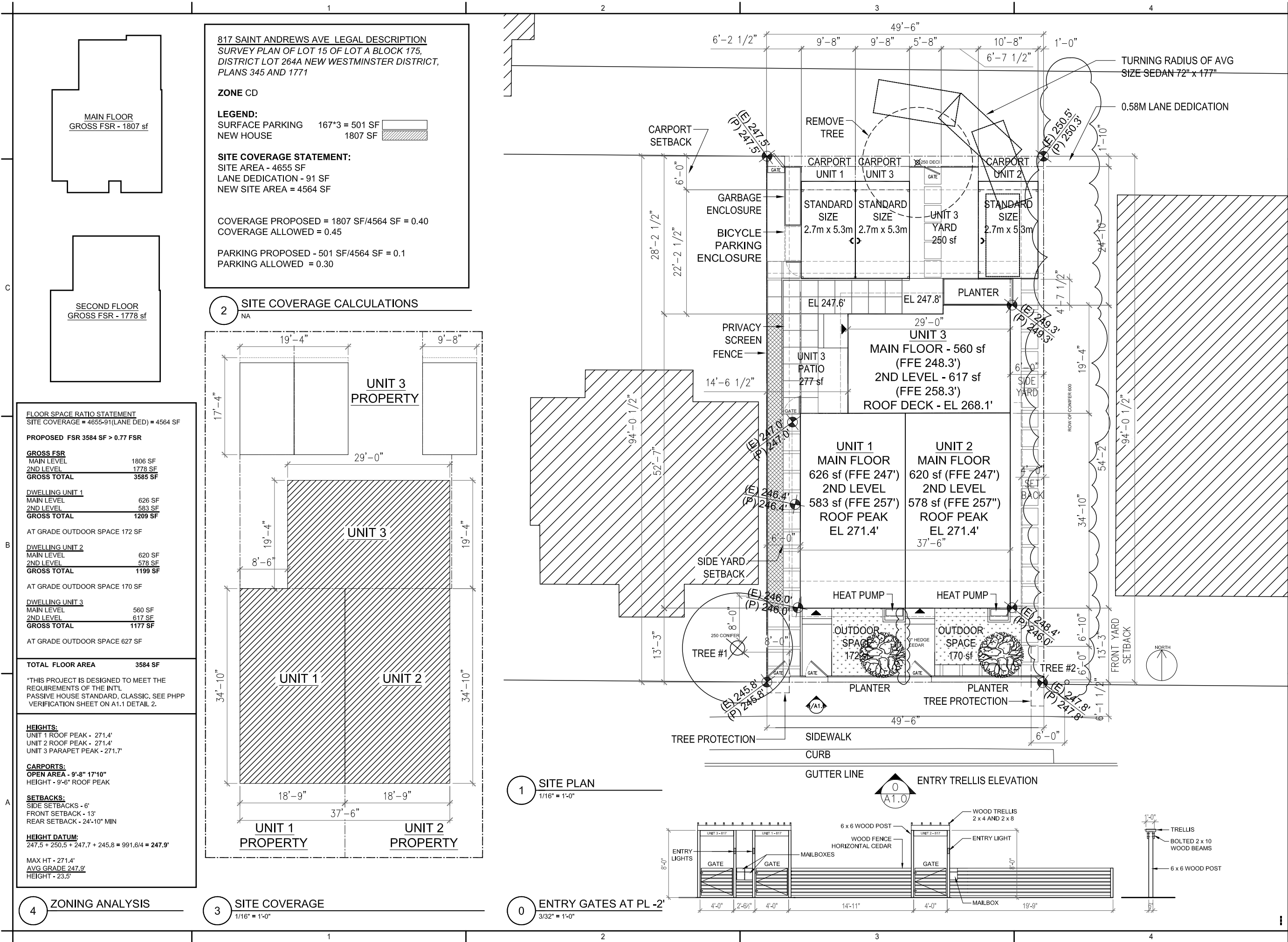
SHEET TITLE

COVER SHEET

SHEET NO.

A0.1

Page 636 of 944



ARCHITECT:

dlp

architecture

DLP ARCHITECTURE INC
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PRIMARY CONTACT:

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t 778-889-6849

PROJECT:

817 SAINT ANDREWS
PASSIVE HOUSE

PROJECT ADDRESS:

817 SAINT ANDREWS
NEW WESTMINSTER BC

OWNER:

INDY KHERA
CITY LINK DEVELOPMENT (LTD)

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MARK

DATE

DESCRIPTION

ISSUE INFORMATION

PLOT DATE: OCT 20 2021

PROJECT NO.:

dlp

DRAWN BY:

dlp

CHECKED BY:

dlp

PRINCIPAL IN CHARGE:

Lucio Picciano AIBC

OWNER APPROVAL:

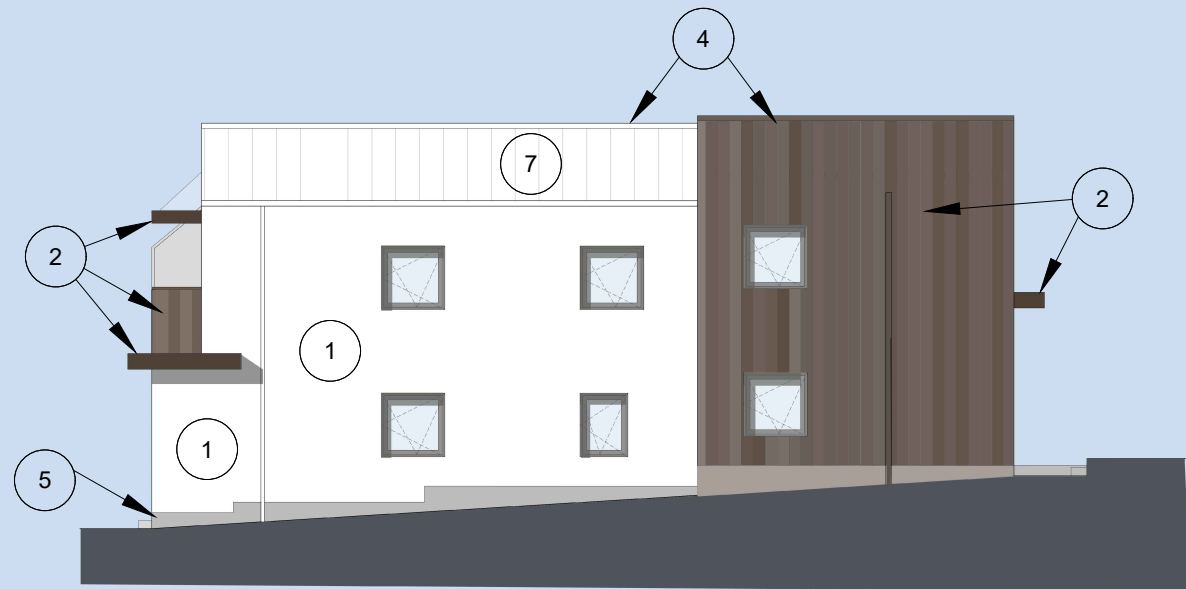
SHEET TITLE

SITE PLAN
& SITE COVERAGE

SHEET NO.

A1.0

Page 637 of 944



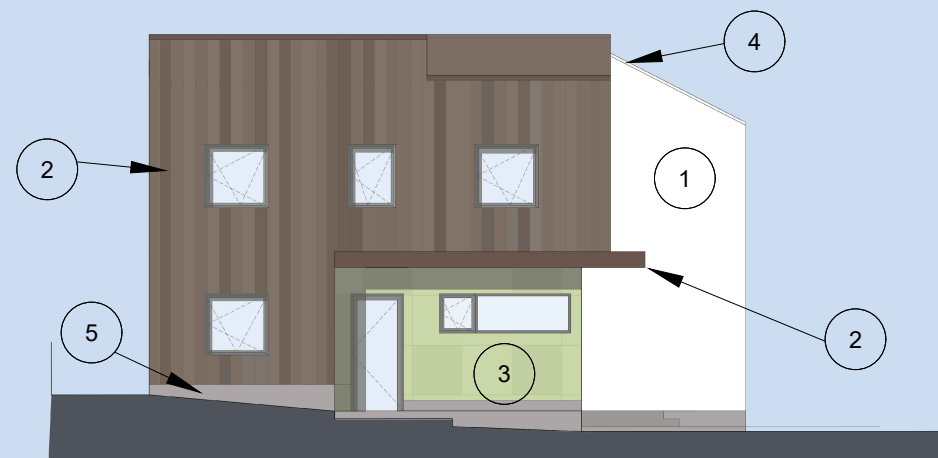
WEST ELEVATION
NTS



SOUTH ELEVATION
NTS



EAST ELEVATION
NTS



NORTH ELEVATION
NTS

- 1

MEDIUM DASH STUCCO - REGAL WHITE
- 2

CEDAR - SCORCHED EBONY VERTICAL 2X6, ALL OTHER WOOD TO MATCH
- 3

FIBRE CEMENT PANEL - CERES GREEN INSTALLED IN 3FT SQUARES
- 4

METAL FLASHING - MATCH ADJACENT MATERIAL TYPICAL INCL GUTTERS AND DOWNSPOUT
- 5

CEMENTITIOUS BOARD - GREY STUCCO FINISH
- 6

VINYL WINDOW FRAMES - ANTHRACITE GREY (ALL DOORS AND WINDOWS)
- 7

STANDING SEAM METAL - REGAL WHITE

ARCHITECT:

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architecture

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PRIMARY CONTACT:

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PROJECT:

**817 SAINT ANDREWS
PASSIVE HOUSE**

PROJECT ADDRESS:

817 SAINT ANDREWS
NEW WESTMINSTER BC

OWNER:

**INDY KHERA
CITY LINK DEVELOPMENT (LTD)**

ARCHITECT'S SEAL

MARK DATE DESCRIPTION

REVISIONS

D OCT 20 2021 DP AND REZONING 2

C NOV 25 2020 DP AND REZONING

B FEB 25 2020 PAR SUBMISSION 2

A DEC 22 PAR SUBMISSION 1

MARK DATE DESCRIPTION

ISSUE INFORMATION

PLOT DATE: OCT 20 2021

PROJECT NO.:

DRAWN BY: dlp

CHECKED BY: dlp

PRINCIPAL IN CHARGE: Lucio Picciano AIBC

OWNER APPROVAL:

SHEET TITLE

**COLOUR
ELEVATIONS**

SHEET NO.

A3.4

Page 638 of 944



1 SouthEast View
NA



2 NorthWest View
NA



1 SouthWest View
NA

ARCHITECT:

d|p
architecture

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Vancouver - BC - V6B 2V2
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PROJECT:

817 SAINT ANDREWS
PASSIVE HOUSE

PROJECT ADDRESS:

817 SAINT ANDREWS
NEW WESTMINSTER BC

OWNER:

INDY KHERA
CITY LINK DEVELOPMENT (LTD)

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ISSUE INFORMATION

PLOT DATE: OCT 20 2021

PROJECT NO.:

DRAWN BY:

CHECKED BY:

PRINCIPAL IN CHARGE: Lucio Picciano AIBC

OWNER APPROVAL:

SHEET TITLE

PERSPECTIVE VIEWS

SHEET NO.

A4.1



6 Perspective View of the North facade
NA



5 Perspective View of the Carports from the NE
NA



4 View of the East fence and screen to Unit 3
NA



3 Perspective View of the Carports from the NW
NA



2 Front View
NA



1 Front View of the Unit gates
NA

ARCHITECT:

d|p
architecture

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PRIMARY CONTACT:

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1 778-889-6849

PROJECT:

817 SAINT ANDREWS
PASSIVE HOUSE

PROJECT ADDRESS:

817 SAINT ANDREWS
NEW WESTMINSTER BC

OWNER:

INDY KHERA
CITY LINK DEVELOPMENT (LTD)

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ISSUE INFORMATION

PLOT DATE: OCT 20 2021

PROJECT NO.:
DRAWN BY: dlp
CHECKED BY: dlp
PRINCIPAL IN CHARGE: Lucio Picciano AIBC

OWNER APPROVAL:

SHEET TITLE

PERSPECTIVE VIEWS

SHEET NO.

A4.2

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REPORT

Engineering Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Lisa Leblanc
Director of Engineering Services **File:** 09.1860.10.05
(Doc#1637612)

Item #: 2021-629

Subject: **Signalized Intersection Policy**

RECOMMENDATION

THAT Council endorse the Signalized Intersection Policy, as presented in this report.

PURPOSE

To seek Council's endorsement of the Signalized Intersection Policy, which sets out principles and implementation approach for both new and current signalized intersection design that is consistent with the Master Transportation Plan priorities of walking, cycling, and transit.

BACKGROUND

The City of New Westminster currently does not have a working policy for signalized intersection features such as infrastructure layouts, road user priorities, signal phasing best practices, and implementation strategy. As such, some of the City's signalized intersections may be inconsistent with the City's Master Transportation Plan and its prioritization of walking, cycling, and transit, along with road safety and accessibility.

To ensure that the City's traffic signals and any potential future changes are aligned with the City's transportation goals, the attached Signalized Intersection Policy provides principles and guidelines.

Although the bulk of this policy is intended to apply to intersections with full and pedestrian-activated (half) signals, elements of the policy also apply to intersections with signalized warning systems (special crosswalks and rectangular rapid flashing beacons).

EXISTING POLICY AND PRACTICE

The City of New Westminster does not have an existing documented policy for signalized intersections. As such, when items related to the modification or construction of such intersections arise staff typically apply current documented best professional practices. This approach could result in intersections that adequately *accommodate* but not necessarily *prioritize* modes such as walking, cycling, and transit, and thus can be inconsistent with the City's Master Transportation Plan.

The prioritization of walking, cycling, and transit, as it relates to signalized intersections, is addressed in the following Master Transportation Plan goals:

- Goal 1.2: Address barriers to walking, cycling, transit and ride share within the community;
- Goal 1.3: Provide support systems – policies, facilities, services and programs – to encourage opportunities for walking, cycling, and using transit;
- Goal 2.1: Promote active and healthy living by encouraging walking and cycling for commuter or recreational purposes;
- Goal 3.2: Promote modes of transportation and programming that support mobility for children and youth;
- Goal 3.3: Serve transportation needs for persons of all abilities.

As well, there are applicable Policies and Actions described in the Master Transportation Plan that are as follows:

- Policy 1A – Enhance the Pedestrian Network - specifically 1A2 (prioritization of sidewalk improvements in areas with vulnerable road users);
- Policy 1C – Improve Pedestrian Safety and Accessibility – specifically 1C.2 (pedestrian-scale street lighting and transition to white light sources to support pedestrian visibility), 1C.4 (obstruction-free areas for pedestrians), 1C.7 (designs that recognize pedestrian needs), and 1C.11 (pedestrian improvements as part of all street capital projects and significant developments as opportunity arises);
- Policy 2B – Provide Safe and Comfortable Bicycle Facilities – specifically 2B.2 (prioritization of cyclist movements on primary routes); and,
- Policy 3C – Implement Priority Treatments – specifically 3C.3 (partnering with TransLink to strategically implement transit priority measures).

DISCUSSION

Multiple discussions with the Sustainable Transportation Advisory Committee (STAC) and the Sustainable Transportation Task Force (STTF) have been completed to provide information and seek guidance and direction throughout the development of this Signalized Intersection Policy. The resulting Policy is shown in Attachment 1, which consists of the following six fundamental principles:

1. Traffic signals must be designed such that pedestrian safety is ensured, and such that pedestrian comfort and convenience are optimized (with possible delays to other road users, including people on bicycles and buses).
2. Traffic signals must not present any barriers to accessibility.
3. Consideration for the comfort and convenience of people on bicycles and using other non-automobile modes is important, second only to considerations for people on foot and/or using mobility aids.
4. Careful consideration must be given to ensure that bus reliability is not significantly compromised.
5. Changes to existing signalized intersections should be focused on enhancing or improving current infrastructure, instead of on removing existing features.
6. With limited resources, priority will be given to the intersections with the highest number of pedestrians, and especially our most vulnerable pedestrians (seniors, children, people with disabilities), including:
 - near schools and Walking Routes to School;
 - near services for seniors and vulnerable populations;
 - along Greenways / Multi-Use Paths / designated bicycle routes where there are expected high pedestrian and bicycle volumes
 - in commercial areas;
 - near Royal Columbian Hospital and surrounding area, as well as other medical service providers where appropriate; and,
 - around SkyTrain stations.

FINANCIAL IMPLICATIONS

Implementation of and adherence to the Signalized Intersection Policy will result in future City expenditures to ensure that the City's existing and planned traffic signals develop in a manner that is consistent with the policy. Capital investment required to achieve the objectives of the policy will either be reflected in planned traffic signal and intersection construction/maintenance budgets, or added to future capital plans.

INTERDEPARTMENTAL LIAISON

Additional interdepartmental input was provided by Electrical Utility staff.

OPTIONS

The following options are presented for Council's consideration:

1. That Council endorse the Signalized Intersection Policy, as presented in this report.
2. That Council provide staff with alternative direction.

Staff recommends Option 1.

CONCLUSION

The Signalized Intersection Policy is consistent with the priorities of the Master Transportation Plan. The Policy explicitly prioritizes people walking, wheeling, cycling, and using transit, while also reinforcing the need for the safety of all users of intersections. By defining key principles to guide City staff with desirable traffic signal features, and determining how and where these measures should be implemented, this Policy determines the City's direction to prioritize sustainable transportation modes for both new and current signalized intersection design.

ATTACHMENTS

Attachment 1 – Signalized Intersection Policy

APPROVALS

This report was prepared by:
Kanny Chow, Transportation Engineer

This report was reviewed by:
Mike Anderson, Acting Manager of Transportation

This report was approved by:
Lisa Leblanc, Director of Engineering
Lisa Spitale, Chief Administrative Officer

Attachment # 1

Signalized Intersection Policy

Policy/Procedure Title:	Signalized Intersection Policy	Council Approved: Yes <input type="checkbox"/> No <input type="checkbox"/>
Prepared by:	Kanny Chow	
Reviewed/Approved by:	Lisa Leblanc, Director of Engineering	
Issue Date:	December 2021	
Document #:	1972779	

PURPOSE:

The purpose of the Signalized Intersection Policy is to articulate principles and implementation approach for both new and current traffic signal and intersection design that is consistent with the Master Transportation Plan priorities of walking, cycling, and transit, while ensuring road safety and accessibility.

INTENT:

The Signalized Intersection Policy is intended to ensure that the City's traffic signals and any potential future changes are aligned with the City's transportation goals and priorities as described in the City's Master Transportation Plan.

Although the bulk of this Policy is intended to apply to intersections with full and pedestrian-activated (half) signals, elements of the policy also apply to intersections with signalized warning systems, such as special crosswalks and rectangular rapid flashing beacons.

POLICY:

The Signalized Intersection Policy consists of the following six fundamental guiding principles:

1. Traffic signals must be designed such that pedestrian safety is ensured, and such that pedestrian comfort and convenience are optimized (with possible delays to other road users, including people on bicycles and buses).

2. Traffic signals must not present any barriers to accessibility.
3. Consideration for the comfort and convenience of people on bicycles and using other non-automobile modes is important, second only to considerations for pedestrians on foot and/or using mobility aids.
4. Careful consideration must be given to ensure that bus reliability is not significantly compromised.
5. Changes to existing signalized intersections should be focused on enhancing or improving current infrastructure, instead of on removing existing features.
6. With limited resources, priority will be given to the intersections with the highest number of pedestrians, and especially our most vulnerable pedestrians (seniors, children, people with disabilities), including:
 - near schools and Walking Routes to School;
 - near services for seniors and vulnerable populations;
 - along Greenways / Multi-Use Paths / designated bicycle routes where there are expected high pedestrian and bicycle volumes
 - in commercial areas;
 - near Royal Columbian Hospital and surrounding area, as well as other medical service providers where appropriate; and,
 - around SkyTrain stations.

IMPLEMENTATION:

Preferred mitigating measures to be implemented as a result of the Policy includes the following (grouped by expected implementation period):

Measures that can be done immediately (typically measures with no or easily implemented devices/elements)

- Operational improvements (longer/sufficient pedestrian crossing times, crossing times that are consistent with best practices, walk symbol on both sides of intersection with single push button where possible, leading pedestrian/bicycle intervals)
- Countdown timers

- Measures to slow motorists (signs such as posted speed limits, pavement markings, tighter corner radii)
- Non-slip paint

Short term Improvements (measures that can be implemented with some analysis, minor design work, construction, and/or devices)

- Accessibility features (consistent audible tone programming for people who are blind or have vision loss, “smart sensors”, barrier free paths of travel)
- Pedestrian-friendly signals (no right turn on red, protected phases)
- Newer pedestrian- or bicycle-related equipment (no-touch pedestrian buttons, detection cameras for earlier or more efficient walk phase activation, detection indicator lights)
- Smaller-scale bus priority measures (bus-only movements, passive signal priority)
- Good and more efficient lighting (replacement of existing luminaires or installation of LED lighting)

Improvements when opportunity arises (measures that are typically implemented as part of or with other capital projects)

- Larger-scale bus priority measures/infrastructure (such as bus lanes, active priority)
- Provision of more or better lighting as part of larger street or roadwork infrastructure projects
- Shorter pedestrian crossing distances (curb extensions, road narrowing/dieting)
- Consistent button placement (design reviews and provision of buttons as necessary)
- Flatter/more level waiting spaces
- Drainage to improve walking or cycling environment

Long-term Improvements (measures with implementation timelines of over 10-15 years due to large scope, coordination with other agencies, or high cost)

- Bus priority measures/infrastructure (such as bus lanes, active priority)
- Proactive review to identify and correct inconsistencies in design and functionality

REPORT

Legislative Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Jacque Killawee
City Clerk

File:

Item #: 2021-670

**Subject: Social Inclusion, Engagement and Reconciliation Advisory Committee
Terms of Reference**

RECOMMENDATION

THAT Council approve the establishment of the Social Inclusion, Engagement and Reconciliation Advisory Committee and

THAT Council approve the Terms of Reference for the Committee as attached to this report.

PURPOSE

To receive Council's approval to establish the Social Inclusion, Engagement and Reconciliation Advisory Committee and approve the committee's terms of reference.

BACKGROUND

In 2019, the City Task Forces were created in alignment with the City's Strategic Priorities, which included the establishment of the Reconciliation, Social Inclusion and Engagement Task Force. The same report recommended streamlining the advisory committee structure within the City to also align them with the strategic priorities and to dissolve the Youth Advisory Committee, the Seniors' Advisory Committee and the Multiculturalism Advisory Committee. Although the original direction from Council was to complete the transition in January 2021, due to the impact of COVID-19, the existing committee structure was extended to January 2022.

ANALYSIS

The new Social Inclusion, Engagement and Reconciliation Advisory Committee will act as a conduit for communication and engagement, providing advice and recommendations to the Reconciliation, Social Inclusion and Engagement Task Force and through them to Council on social equity, inclusion, public engagement and initiatives related to reconciliation. The new Social Inclusion, Engagement and Reconciliation Advisory Committee will continue on with the unfinished initiatives from the three committees that are ending (Youth, Seniors, Multiculturalism). This includes but is not limited to: the Hey Neighbour Collective, the Sanctuary City Policy, the Seniors Festival, the Seniors Integrated Support Pilot Project, and the Welcome Centre.

By moving away from the specific demographic-group committees, Council hopes to ensure that youth, seniors and members of our multicultural communities and equity seeking groups would be appointed and heard on all of Council's advisory committees. Staff are committed to engaging these voices through the recruitment process this winter.

Review Process

The Terms of Reference for the Social Inclusion, Engagement and Reconciliation Advisory Committee, as attached to this report (Attachment 1), were informed through consultation with the Reconciliation, Social Inclusion, and Engagement Task Force as well as the existing Youth Advisory Committee, Seniors' Advisory Committee and Multiculturalism Advisory Committee. All these bodies endorsed the intent, roles and responsibilities, and, membership for the committee.

Members from all three of the committees that are ending expressed disappointment that the committees would not continue. Members shared feedback about how valuable they felt the committees were, and how it will be vital for staff to ensure voices from these demographic groups and perspectives continue to be heard on the new committee and all advisory committees.

As part of the review process, committee members expressed the desire that New Westminster community organizations representing seniors, new immigrants and refugees and Indigenous be included in the membership of the committee. This is reflected in the terms of reference, including representation from Century House Association, Welcoming and Inclusive New West Local Immigration Partnership Council, and a local Indigenous support organization.

FINANCIAL and SUSTAINABILITY IMPLICATIONS

There are no financial or sustainability implications.

INTERDEPARTMENTAL LIAISON

The Supervisor of Community Planning, Manager of Museums and Heritage Services and the Manager of Public Engagement were all consulted on this report.

OPTIONS

1. That Council approve the establishment of the Social Inclusion, Engagement and Reconciliation Advisory Committee and
2. That Council approve the Terms of Reference for the committee as attached to this report.
3. That Council provide other direction to staff.

Staff recommend options 1 and 2.

ATTACHMENTS

Attachment 1 Terms of Reference: Social Inclusion, Engagement and Reconciliation Advisory Committee

This report was prepared by:
Jacque Killawee, City Clerk

This report was reviewed by:
Rob McCullough, Manager, Museum and Heritage Services
Jennifer Miller, Manager Public Engagement
John Stark, supervisor of Community Planning

This report was approved by:
Lisa Spitale, Chief Administrative Officer



Social Inclusion, Engagement and Reconciliation

Advisory Committee Terms of Reference

Committee Name	Social Inclusion, Engagement and Reconciliation Advisory Committee
Vision/Goal Statement	The Social Inclusion, Engagement and Reconciliation Advisory Committee (SIERAC) is a conduit for communication and engagement, providing advice and recommendations to Council, on social equity, inclusion, public engagement and initiatives relating to reconciliation.
Mandate	<p>The mandate it to provide input into</p> <ul style="list-style-type: none">• To support and facilitate social equity and inclusion for under-represented groups and vulnerable populations.• To implement the City's Public Engagement Strategy and develop public engagement tools and practices that are accessible to and reflective of the entire community.• To advance reconciliation with local First Nations and Indigenous peoples. <p>To serve as a public engagement platform for the Reconciliation, Social Inclusion and Engagement Taskforce.</p>
Voting Members	<p>The Committee shall consist of fifteen (15) members as follows:</p> <ul style="list-style-type: none">• Members of City Council (1)• Representatives from the community (11)• Representative from Century House (1)• Representative from local Indigenous support organization (1)• Representative from WINS (1) <p>All committees should have an Indigenous community representative (this is the member who does not need to be a resident of the city).</p> <p>Through its membership, this committee will strive:</p> <ul style="list-style-type: none">• To remove barriers to participation and engagement.• To ensure diverse representation for BIPOC (Black, Indigenous and people of colour) and equity-seeking community members. *• To reflect a diversity of lived and living experience, including homelessness, poverty, settlement, etc.

	<ul style="list-style-type: none"> • To include ethnic, senior and youth voices, as well as other perspectives. • To ensure a balance of expertise that aligns with the Committee’s function. <p>*The term “equity-seeking” refers to those in the community that face entrenched marginalization due to attitudinal, historic, social and environmental barriers including age, disability, ethnicity, economic status, gender, nationality, race, sexual orientation or transgender status.</p>
Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> • Manager, Museums & Heritage Services • Manager of Public Engagement • Supervisor of Community Planning <p>Additional staff advisors from the following Departments will attend committee meetings on an as-needed basis.</p>
Term of Service	<p>In 2022</p> <ol style="list-style-type: none"> a. 7 members will be appointed for a one year term (February 1, 2022- January 31, 2023) b. 8 members will be appointed for a two year term (February 1, 2022- January 31, 2024) <p>In 2022 and in all even numbered years thereafter, 8 members will be appointed for two year terms.</p> <p>In 2023 and in all odd numbered years thereafter, 7 members will be appointed for two year terms.</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Advisory Committee mandate will continue under the new Council unless the new Council decides not to continue the Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an Acting Chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of its appointed members. If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk</p>

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

Advisory Committee Policy

1. PURPOSE OF THIS POLICY

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

2. PURPOSE OF ADVISORY COMMITTEES

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

Advisory Committees should normally exist only where they:

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

Benefits to the City achieved through Advisory Committees may include:

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

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

3. CREATION AND RENEWAL

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

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

4. GOVERNANCE AND EVALUATION

Annual Work Plans:

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

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

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

Reporting and Evaluation:

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

Reporting to Council:

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

5. MEMBER SELECTION/RENEWAL

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

Application and Appointment:

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

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

Term Length and Renewal:

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

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

Equity, Diversity and Inclusion:

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

REPORT

Office of the Mayor

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Denise A Tambellini Intergovernmental and Community Relations Manager **File:**

Item #: 2021-671

Subject: Update on the Implementation of the COVID-19 Booster Vaccination Program in New Westminister

RECOMMENDATION

That Council accept this report regarding the Fraser Health Authority (FHA) COVID-19 booster vaccination program use of city owned facilities in New Westminister for information.

PURPOSE

That Council accept this report outlining the Fraser Health Authority COVID-19 Booster Vaccination Program in New Westminister for information on the use of city owned facilities and collaboration with FHA to implement the plan.

SUMMARY

New Westminister is among the most fully vaccinated cities in B.C. The city has been working collaboratively with FHA to implement the largest mass vaccination in the province's history. This report summarizes the current COVID-19 booster vaccination program being implemented by Fraser Health in New Westminister. It includes Century House on Saturday and Sunday from September to December 2021 and Century House on Sundays as well as other city facilities on Monday or Friday evenings in 2022.

BACKGROUND

As part of the largest mass vaccination in the Province's history, the government of BC has worked with partners, including local governments, non-profit groups and the private sector to develop and implement the plan. Premier Horgan encouraged all municipal governments to take a leadership role to vaccinate residents of the province.

Early in 2021, staff worked with FHA to implement a plan for COVID-19 vaccinations for the City of New Westminster. Century House was used in the spring and Anvil Centre became the main city owned site for New Westminster. Staff estimate approximately 1,000 people a day were vaccinated at Anvil Centre.

The city owned facilities used were:

Location	Area	Address	Dates of Operation	Began Operation	Ended Operations
Century House	Moody Park – Senior Centre	620 Eighth Street	Tuesday and Thursdays 10:00 am to 6:00 pm	March 16 2021	April 2021
Anvil Centre	Downtown	777 Columbia Street	Seven days per week 7:30 am to 9:30 pm	April 8	August 2021

Staff at Anvil Centre and Century House worked diligently to support Fraser Health's effort to vaccinate an unprecedented number of residents. We are grateful to the city staff and Fraser Health's commitment to our community.

The Role of the City of New Westminster

The city assisted FHA with the following:

- Identified and facilitated the use of city facilities including subsidizing costs and providing in-kind resources;
- Assisted with site requirements including:
 - Volunteers to assist with wayfinding and customer service
 - Staff support with individual facility plans
 - Marketing assistance including directions and signage
 - Parking plans and public directions
- Project management to coordinate resources required by the city;
- Assistance with vulnerable populations requiring transportation to vaccinations and additional emergency medical assistance;
- Marketing and information sharing with the community; and
- Facilitating the use of 37 New Westminster Fire Rescue Service members to be trained and provide vaccinations at the FHA immunization clinics.

ANALYSIS

New Westminster is among the most fully vaccinated places in B.C., according to the latest B.C. Centre for Disease Control data.

The city is among the top 10 local health areas in the province when it comes to the percentage of its eligible population, aged 12 and up that has received two doses of COVID-19 vaccine. (There are 87 local health areas in British Columbia.)¹

With the new variants of the COVID-19 disease emerging, the Provincial government is now transitioning to 3rd dose COVID-19 boosters vaccinations for the following people:

- Seniors 70 plus years of age,
- Indigenous people 18 plus years of age,
- Rural and remote Indigenous communities,
- People receiving care and who are moderately to severely immunocompromised (attachment 1),
- Healthcare workers, and
- People who received AstraZeneca.

In January there will be a general invitation to those 18 years of age or older, who are interested, to receive a 3rd dose COVID-19 booster vaccination.

The city is currently working with Fraser Health to determine appropriate city owned venues for use as COVID-19 booster vaccination sites. Along with potential sites from the private sector (pharmacies and the like), the following city owned sites are confirmed and administering (or are anticipated to be administering) COVID-19 booster doses:

Location	Area	Address	Dates of Operation	Begin Operation	End Operations
Century House	Moody Park – Senior Centre	620 Eighth Street	Saturday and Sunday 9:00 to 5:00pm	September 2021	December 18, 2021
Century House	Moody Park – Senior Centre	620 Eighth Street	Sundays 10:00 to 5:00	January 9, 2022	TBD

Monday or Friday evenings will be also be available in various city owned facilities in 2022. **All appointments are organized by Fraser Health** and contact will be made through the Get Vaccinated system.

Registration is available through the Fraser Health website.
<https://www2.gov.bc.ca/gov/content/covid-19/vaccine/booster>

¹ BC Centre for Disease Control (BCCDC) http://www.bccdc.ca/health-professionals/data-reports/covid-19-surveillance-dashboard?utm_source=new%20west%20record&utm_campaign=new%20west%20record%3A%20outbound&utm_medium=referral

Fraser Health has indicated that they will increase the times available for COVID-19 booster vaccinations in New Westminster based on demand from the community.

FINANCIAL IMPLICATIONS

The intention of the city is to ensure all residents who want COVID-19 vaccinations or booster vaccinations, get vaccinated. The city continues to support the smooth operation of the mass COVID-19 vaccination by FHA in New Westminster and the improve health and well-being of our community.

The city is providing in-kind support for the community vaccination clinics. Funding is provided by FHA to assist in offsetting the costs associated with the use of local facilities and provided on an equitable basis across all cities in the Province.

INTERDEPARTMENTAL LIAISON

This report has been developed in collaboration with the Department of Parks and Recreation and the Office of the CAO.

OPTIONS

1. That Council accept this report for information.
2. That Council provide other advice.

CONCLUSION

The city has worked collaboratively with Fraser Health to vaccinate the majority of the population in New Westminster. Staff request Council receive this report for information on the next stage of vaccinations which includes COVID-19 booster vaccinations at city owned facilities.

ATTACHMENTS

Attachment 1: Dose 3 for people who are moderately to severely immunocompromised

This report was prepared by:

Denise A Tambellini Intergovernmental and Community Relations Manager

This report was reviewed by:

Dean Gibson Director of Parks and Recreation

Corrinne Garratt Senior Manager of Programs and Facilities

Vali Marling General Manager Anvil Centre

This report was approved by:

Lisa Spitale, Chief Administrative Officer

Attachment 1: Dose 3 for people who are moderately to severely immunocompromised

Dose 3 for people who are moderately to severely immunocompromised

People with moderately to severely compromised immune systems will generally have lower antibody responses from two COVID-19 vaccine doses. Studies show that giving a third dose to complete the initial vaccine series can help these individuals create antibodies to protect them from COVID-19.

People who are moderately to severely immunocompromised and meet the criteria will receive a third dose of vaccine. Criteria includes:

Have had a solid-organ transplant and are taking immunosuppressive therapy:

- Have had a solid organ transplant. May include a heart, lung, liver, kidney, pancreas or islet cells, bowel or combination organ transplant

Are on active treatment for solid tumour or hematologic malignancies (like myeloma or leukemia):

- Since January 2020 have received an anti-CD20 drug for a malignant condition
- Since March 2020, have received or are receiving systemic therapy (including chemotherapy, molecular therapy, immunotherapy, targeted therapies including CAR-T, monoclonal antibodies, hormonal therapy for cancer). This includes solid tumours as well as hematologic cancers within this time period
- Since October 2020, have received or are receiving radiation therapy for cancer

Have had a hematopoietic stem cell transplant:

- Since September 2019, have had bone marrow or stem cell transplant or are still taking immunosuppressant medications related to transplant

Have moderate to severe primary immunodeficiency:

- Have combined immune deficiencies affecting T-cells, immune dysregulation (particularly familial hemophagocytic lymphohistiocytosis) or those with type 1 interferon defects (caused by a genetic primary immunodeficiency disorder or secondary to anti-interferon autoantibodies)
- Have a moderate to severe primary immunodeficiency which has been diagnosed by an adult or pediatric immunologist and requires ongoing immunoglobulin replacement therapy (IVIG or SCIG) or the primary immunodeficiency has a confirmed genetic cause (e.g. DiGeorge syndrome, Wiskott-Aldrich syndrome)

Prior AIDS defining illness or prior CD4 count \leq 200/mm³ or prior CD4 fraction \leq 15% or any detectable plasma viral load since January 2021 or HIV infection and \geq 65 years old or perinatally acquired HIV infection.

Are on active treatment with the following categories of immunosuppressive therapies:

- Since January 2020, been treated with anti-CD20 agents: rituximab, ocrelizumab, ofatumumab, obinutuzumab, ibritumomab, tositumomab

- Since January 2020, been treated with B-cell depleting agents: epratuzumab, MEDI-551, belimumab, BR3-Fc, AMG-623, atacicept, anti-BR3, alemtuzumab
- Since December 15, 2020 been treated with biologics: abatacept, adalimumab, anakinra, benralizumab, brodalumab, canakinumab, certolizumab, dupilumab, etanercept, golimumab, guselkumab, infliximab, interferon products (alpha, beta, and pegylated forms), ixekizumab, mepolizumab, natalizumab, omalizumab, reslizumab, risankizumab, sarilumab, secukinumab, tildrakizumab, tocilizumab, ustekinumab, or vedolizumab
- Since December 15, 2020 been treated with oral immune-suppressing drugs: azathioprine, baricitinib, cyclophosphamide, cyclosporine, leflunomide, dimethyl fumarate, everolimus, fingolimod, mycophenolate, siponimod, sirolimus, tacrolimus, tofacitinib, upadacitinib, methotrexate, dexamethasone, hydrocortisone, prednisone, methylprednisolone, or teriflunomide
- Since December 15, 2020 been treated with steroids orally or by injection on an ongoing basis: dexamethasone, hydrocortisone, methylprednisolone, or prednisone
- Since December 15, 2020, been treated with immune-suppressing Infusions/injections: cladribine, cyclophosphamide, glatiramer, methotrexate

Are on dialysis and/or with severe kidney or renal disease:

- On dialysis (hemodialysis or peritoneal dialysis) or have stage 5 chronic kidney disease (eGFR <15ml/min or have glomerulonephritis and receiving steroid treatment.¹

¹ <https://www2.gov.bc.ca/gov/content/covid-19/vaccine/register#immunocompromised>

REPORT

Engineering Services

To: Mayor Cote and Members of Council **Date:** December 13, 2021

From: Lisa Leblanc
Director of Engineering Services **File:** 09.1715.20.29
(Doc# 1960569v2)

Item #: 2021-607

Subject: Victoria Hill Parkside (Parcel J) 271 Francis Way Drainage Matter

RECOMMENDATION

THAT Council receive the update on the on-site drainage matter at Parkside (Parcel J) 271 Francis Way, Victoria Hill as contained in this report.

PURPOSE

The purpose of this report is to provide an update to Council of the on-site drainage matter located within the Parkside Development (Parcel J) in Victoria Hill.

SUMMARY

An on-site drainage issue was identified by Parkside Development (Parcel J) in Victoria Hill. Planning and Engineering staff has facilitated a process between Parkside strata and the developer where a technical solution has been identified. The developer has proposed to complete this work in December 2021 or early 2022.

BACKGROUND

There is a low area within the southern portion of the Parkside Strata (Parcel J) of Victoria Hill located at 271 Francis Way that does not have a drainage outlet. As a result, there is water ponding in this area, next to the development to the south, the Glenbrook Townhouses located at 245 Francis Way.

This matter was brought to the City's attention by the Parkside Strata (Strata) back in 2018. Upon review, the developer's site design did not include the provision to drain this low lying area. Since this is an on-site drainage matter, the Strata was advised to

approach the developer, Onni Development (Onni), to address the ponding issue. City staff do not have regulatory powers over this matter but have facilitated the process between the Strata and Onni.

EXISTING POLICY AND PRACTICE

On-site drainage is generally considered a private property matter which is not a part of the Works & Services Agreement between the City and the developer.

ANALYSIS

Ongoing discussions between City staff and the developer (Onni) have led to a solution consisting of a ground drainage exfiltration system between the Parkside and Glenbrook Residences.

The developer's engineering consultant prepared a concept in early 2021. Through a series of design iterations, a final design with geotechnical support was received at the end of July 2021. In August 2021, the developer was advised by staff that they can proceed to retain a contractor to construct the works. The contractor will need to obtain necessary building (plumbing) permits and authorization from the Strata to install the works.

During September and October 2021, staff was seeking a timeline from the developer for constructing the works. In November 2021, the developer advised that they plan to proceed with construction in the December 2021 timeframe. Staff is currently waiting for confirmation from the developer and will advise the Strata accordingly.

Next Steps

Onni will need to submit a Building Permit application for the proposed onsite drainage remediation works. The City will assist in any way it can to expedite the issuance of the Building Permit. Staff will continue to engage Onni until the application has been processed and the work has commenced. Engineering Staff will make themselves available to assist the Building and Plumbing Division until the work has been successfully completed.

FINANCIAL IMPLICATIONS

As the Parkside Development is completed and has been occupied for several years, the City no longer has any regulatory role over the current on-site drainage matter. This issue does not have financial impact to the City with the exception of staff time facilitating a resolution between Parkside Strata and Onni. The proposed works will be installed by Onni at their cost. The City has retained some on-site landscaping security related to outstanding landscaping deficiencies which the developer will also need to address prior to release of the retained funds.

INTERDEPARTMENTAL LIAISON

Engineering Services has worked closely with the Planning Division and Building & Plumbing Division in liaison with Onni Development and Parkside Strata.

OPTIONS

The following options are presented for Council's consideration:

1. Receive the update on the on-site drainage matter at Parkside (Parcel J) 271 Francis Way, Victoria Hill; or
2. Provide other direction to staff.

Staff recommends Option 1.

CONCLUSION

Onni Development has prepared a technical solution to address the drainage ponding located within Parkside Development (Parcel J) in Victoria Hill. Staff is facilitating the process between Onni and the Strata of Parkside to complete the installation of the works.

APPROVALS

This report was prepared by:
Christian Medurecan, CTech, Engineering Technologist

This report was reviewed by:
Eugene Wat, P.Eng. PTOE, Manager of Infrastructure Planning
Rupinder Basi, Development Planning Supervisor

This report was approved by:
Lisa Leblanc, Director of Engineering Services
Lisa Spitale, Chief Administrative Officer



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

CITY OF NEW WESTMINSTER

INTERNATIONAL MIGRANTS DAY December 18, 2021

- WHEREAS** On December 18, 1990, the UN General Assembly adopted the International Convention on the Protection of the Rights of Migrant Workers and Members of their Families; and
- WHEREAS** The International Migrants Day has been observed throughout the world every year since 2000, when the UN General Assembly appointed this day to promote awareness of the large and increasing number of migrants in the world; and
- WHEREAS** This is an opportunity to recognize the contributions made by migrant workers who are also essential workers to the economy of New Westminster and in BC, especially during the COVID-19 pandemic; and
- WHEREAS** This is also an opportunity to draw attention to the situation of migrant workers, which includes low-skilled temporary foreign workers, caregivers, and the seasonal agricultural workers, especially to their precarious and vulnerable working and living conditions, their access to basic services and social entitlements;
- WHEREAS** This also builds on the City of New Westminster's multicultural fabric and its commitment to a welcoming and safe environment to people of all cultural backgrounds by providing access to City services, including those with temporary status, uncertain status or no immigration status;
- NOW,
THEREFORE** I, Jonathan Côté, Mayor of the City of New Westminster do hereby proclaim December 18, 2021 as

INTERNATIONAL MIGRANTS DAY

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

Jonathan X. Cote
MAYOR





Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING

MINUTES

Monday, November 1, 2021

Committee Room 2

City Hall

PRESENT:

Mayor Jonathan Cote*
Councillor Patrick Johnstone
Councillor Jamie McEvoy
Councillor Chuck Puchmayr
Councillor Mary Trentadue

ABSENT:

Councillor Chinu Das
Councillor Nadine Nakagawa

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Curtis Bremner	Acting Fire Chief, New Westminster Fire and Rescue Services
Mr. Jorge Cardenas	Chief Librarian
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lisa Leblanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Nicole Ludwig	Assistant City Clerk

*Denotes electronic attendance.

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

Mayor Cote opened the meeting at 12:00 p.m.

2. MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING

MOVED AND SECONDED

THAT Council will now go into a meeting which is closed to the public in accordance with Section 90 of the Community Charter, on the basis that the subject matter of all agenda items relate to matters listed under Sections:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried.

All members present voted in favour of the motion.

3. END OF THE MEETING

The meeting ended at 12:02 p.m.

Jonathan Cote

MAYOR

Jacque Killawee

CITY CLERK



Corporation of the City of NEW WESTMINSTER

CITY COUNCIL MEETING

MINUTES

Monday, November 1, 2021

Meeting held electronically and open to public attendance
in Council Chamber, City Hall

PRESENT:

Mayor Jonathan Cote
Councillor Patrick Johnstone
Councillor Jamie McEvoy
Councillor Chuck Puchmayr
Councillor Mary Trentadue

ABSENT:

Councillor Chinu Das
Councillor Nadine Nakagawa

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Todd Ayotte	Manager, Community Arts and Theatre
Mr. Curtis Bremner	Acting Fire Chief, New Westminster Fire and Rescue Services
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Britney Dack	Senior Heritage Planner, Climate Action, Planning and Development
Ms. Kim Deighton	Manager, Integrated Services
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Lynn Roxburgh	Acting Supervisor of Land Use Planning and Climate Action
Ms. Meredith Seeton	Policy Planner, Climate Action, Planning and Development
Ms. Denise Tambellini	Manager, Intergovernmental and Community Relations
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Nicole Ludwig	Assistant City Clerk

GUEST:

Mr. Jonny Morris CEO, Canadian Mental Health Association, BC Division

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

Mayor Cote opened the meeting at 6:02 p.m and recognized with respect that New Westminister is on the unceded and unsurrendered land of the Halkomelem

speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. CHANGES TO THE AGENDA

MOVED AND SECONDED

THAT Council remove item 6.3 from the agenda.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Council add the following as New Business to the agenda:

- Recommendations brought forward from the November 1, 2021 Special Council Workshop

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to deal with the newly added item (item 8.1) as the first item of business. The minutes are recorded in numerical order.

3. REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION

3.1 Peer Assisted Crisis Team Pilot Project

Procedural Note: At 6:04 p.m., Councillor Puchmayr declared conflict of interest on this matter because he is on the board of a community non-profit organization that provides mental health supports. He left the meeting and did not return until the conclusion of the vote on this matter.

a. Presentation, Jonny Morris, CEO, Canadian Mental Health Association BC Division (On Table)

Denise Tambellini, Manager, Intergovernmental and Community Relations, introduced the report and Jonny Morris, CEO, Canadian Mental Health Association BC Division.

Mr. Morris provided a presentation on community-led mobile crisis teams and the partnerships occurring at multiple levels to provide these.

In discussion, Council members expressed gratitude for the City's early participation, and noted that BC Ambulance Services should also be engaged in this project.

Mayor Cote advised that the Police Board is on side with this project, and that this is an excellent start to bring all the pieces together to better serve the community.

b. Peer Assisted Crisis Team Pilot Project

Staff are requesting authorization to implement the Peer Assisted Crisis Team Pilot Project in New Westminster in collaboration with the Canadian Mental Health Association, to reduce the reliance on policing and city services for mental health crisis response in the community. Staff are also looking for authorization for the submission of a grant application to the Province of British Columbia, Civil Forfeiture Crime Prevention and Remediation Grant Program.

MOVED AND SECONDED

THAT Council approve the City's participation in the Peer Assisted Crisis Team Pilot Project in New Westminster with the Canadian Mental Health Association and the City of Victoria, North Vancouver and the District of North Vancouver;

THAT Council approve \$65,000 toward the implementation of Phase 1 of the Peer Assisted Crisis Team Pilot Project in New Westminster;

THAT Council approve the City's Submission to the Province of British Columbia Civil Forfeiture Crime Prevention and Remediation Grant Program for up to \$94,000;

THAT a letter be sent to the local Members of the Provincial Legislative Assembly and Member of Parliament, creating awareness of the Pilot Project; and,

THAT Council approve the next steps and continued consultation with First Nations and other key stakeholders referenced in the Pilot Project.

Carried.

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

Procedural Note: Councillor Puchmayr returned to the meeting at 6:33 p.m.

4. CONSENT AGENDA

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's

recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

MOVED AND SECONDED

THAT Council adopt the recommendations for items 4.3, 4.4, 4.7, 4.8, 4.10 and 4.11, on consent.

Carried.

All members present voted in favour of the motion.

4.1 Arts Advisory Committee

To receive Council's approval to establish the Arts Advisory Committee and approve the Committee Terms of Reference. Staff are also requesting that Council repeal the existing Arts Commission bylaw in order to facilitate this governance transition.

MOVED AND SECONDED

THAT Council approve the establishment of the Arts Advisory Committee;

THAT Council approve the Terms of Reference for the Committee as attached to the November 1, 2021 report entitled "Arts Advisory Committee"; and

THAT Council repeal the Arts Commission bylaw in order to facilitate this governance transition.

Carried.

All members present voted in favour of the motion.

4.2 Business Regulations and Licensing (Rental Unit) Bylaw: Next Steps

To update Council regarding the implications of recent changes to the Residential Tenancy Act (RTA) that correlate to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 and provide options for consideration.

Jacque Killawee, City Clerk, advised that a change to the final recommendation had been made, to more accurately reflect the type of public comments that will be requested with the proposed amendments to the Business Regulations and Licensing (Rental Units) Bylaw.

MOVED AND SECONDED

THAT Council give three readings to:

- Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 to repeal Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004;

- Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 to amend Bylaw Notice Enforcement Bylaw No. 7318, 2009; and
- Municipal Ticket Information Amendment Bylaw No. 8299, 2021 to amend Municipal Ticket Information Bylaw No. 8077, 2019.

THAT Council direct staff to give notice regarding a request for public comment, in advance of Council's consideration of the amendment to Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004 that results in the repeal of Part 6, to enable interested parties to provide comment on the amendment to Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004.

THAT Council direct staff to proceed with the proposed communications strategy set out in the November 1, 2021, report entitled "Business Regulations and Licensing (Rental Unit) Bylaw: Next Steps".

Carried.

All members present voted in favour of the motion.

4.3 Canada Games Pool Unplanned Closure Update

To update Council regarding the background and status of the unplanned closure of the Canada Games Pool.

THAT the November 1, 2021, report entitled "Canada Games Pool Unplanned Closure Update" be received for information.

Adopted on Consent.

4.4 Electric Bikeshare Program – Motion from Sustainable Transportation Task Force

To seek Council's endorsement to advance a business plan for implementation of an electric bikeshare program in the City of New Westminster.

THAT Council direct staff to develop a business plan for an electric bikeshare program for the City of New Westminster.

Adopted on Consent.

Procedural Note: Council agreed to consider item 4.9 as the next item of business. The Minutes are recorded in numerical order.

4.5 Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 and Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021: Bylaws for First and Second Readings

For Council to consider bylaws which would allow the subdivision of a Queen's Park property in exchange for heritage protection and restoration of a heritage house.

MOVED AND SECONDED

THAT Council consider Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 and Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021 for First and Second Readings, and forward the Bylaws to a Public Hearing.

THAT Council add 208 Fifth Avenue to the City's Heritage Register following the adoption of Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021.

Carried.

(Councillor Puchmayr opposed)

4.6 HRA Refresh: Queen's Park Heritage Conservation Area Post-Implementation Evaluation and Report Back on Final Incentives

To advise Council of the outcome of implementing the Heritage Conservation Area and to request that the outstanding elements of the related incentives program inform the HRA Refresh project.

In response to Council comments and questions, Britney Dack, Senior Heritage Planner, Climate Action, Planning and Development, noted that general principles will be firmed up in the fall, there will be targeted community consultation over the winter, a draft framework in the spring followed by more general outreach. She noted she anticipates a framework before summer 2022, with a longer expected implementation period.

MOVED AND SECONDED

THAT Council endorse that staff do no further work to implement the following as part of the Queen's Park Heritage Conservation Area incentives program:

- a) stratification of laneway and carriage houses,
- b) conversion of existing houses into multiple units, or
- c) creation of additional design guidelines

and instead endorse that tenure and unit count be included in the scope of the initiated Heritage Revitalization Agreement Refresh project.

THAT Council endorse the refined Evaluation Checklist (Attachment 1 of the November 1, 2021, report entitled "HRA Refresh: Queen's Park Heritage Conservation Area Post-Implementation Evaluation and Report Back on Final Incentives") for use in Heritage Alteration Permit applications for demolition and Official Community Plan Amendment applications for removal of Heritage Conservation Area protection.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to consider item 4.12 as the next item of business. The Minutes are recorded in numerical order.

4.7 Miscellaneous Zoning Bylaw Amendments for First and Second Readings

To request Council give First and Second Readings to a bylaw that will amend the Zoning Bylaw and to waive the Public Hearing.

THAT Council consider Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021 for First and Second Readings and waive the Public Hearing.

Adopted on Consent.

4.8 Public Art Calls: Artist Roster and Artist-Initiated Projects

The purpose of this report is to provide Council with information regarding two (2) public art calls to establish an artist roster and to develop new artist-initiated public art projects.

THAT Council receive the November 1, 2021, report entitled "Public Art Calls: Artist Roster and Artist-Initiated Projects" for information.

Adopted on Consent.

4.9 Regional Growth Strategy Update: Metro 2050 Comment Period

To seek direction from Council regarding the proposed City response to the draft updated Regional Growth Strategy, Metro 2050.

In discussion, Council members noted:

- There appears to be a lack of municipal accountability for how member jurisdictions will adopt the regional context statement since regional targets are broken up by region rather than municipality; and,
- Concerns that regional growth corridors as depicted in the plan for New Westminster are problematic. There is support for higher density around Skytrain corridors but in some locations this is not possible.
- Request that staff provide feedback including visual depictions to show why certain areas such as Braid Industrial estate and areas around Stewardson Way are not appropriate to be included in growth corridors.

MOVED AND SECONDED

THAT Council direct staff to send the letter attached to the November 1, 2021, report entitled "Regional Growth Strategy Update: Metro 2050 Comment Period" to Metro Vancouver as formal City comments on the draft updated Regional Growth Strategy, Metro 2050, with additional comments addressing the following issues:

- Concerns regarding the 2050 plan weakening local government accountability to meet the growth and planning obligations in the plan; and,
- Concerns regarding regional growth corridors as depicted in the plan for New Westminster, and provide visual depictions to show why certain areas such as Braid Industrial estate and areas around Stewardson Way are not appropriate to be included in growth corridors.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to consider Bylaws, starting with item 6.1.c as the next items of business. The Minutes are recorded in numerical order.

4.10 Temporary Use Permit: 502 Columbia Street (Former Army and Navy Department Store) – For Emergency Shelter

For Council to consider a Temporary Use Permit for an emergency shelter on the lower floor of the former Army and Navy Department Store, located at 502 Columbia Street.

THAT Council provide notice that it will consider issuance of a Temporary Use Permit (TUP00027) for an Emergency Shelter at 502 Columbia Street as outlined in this report.

THAT Council approve a grant-in-lieu to the applicant in the amount of \$1,542.50 for the purposes of waiving the fee for the Temporary Use Permit.

Adopted on Consent.

4.11 User Fees and Rates Review for 2022, Amendment Bylaws for Three Readings

The purpose of this report is to update the bylaws associated with the user fees and rates as approved in principle by Council on October 18, 2021.

THAT the following Amendment Bylaws be given three readings:

1. Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021
2. Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021
3. Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021
4. Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021
5. Financial Services Fees and Rates Amendment Bylaw No. 8296, 2021.

Adopted on Consent.

4.12 Correspondence: Parkside Drainage Issue - Request to New Westminster Council for Action, October 21, 2021

Procedural Note: At 7:12 p.m., Councillor Johnstone declared conflict of interest on this matter because his family has a pecuniary interest in the property. He left the meeting and did not return until the conclusion of the vote on this matter.

MOVED AND SECONDED

THAT Council refer this matter to staff to communicate with Parkside strata and report back on the outcome to Council.

Carried.

All members present voted in favour of the motion.

(Councillor Johnstone absent for the vote due to Conflict of Interest)

Procedural Note: Following the vote on this matter, Councillor Johnstone returned to the meeting at 7:14 p.m. Subsequently, Council agreed to deal with the remaining Bylaws (items 6.1.a and 6.1.b). The minutes are recorded in numerical order.

5. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM

Procedural Note: At 6:50 p.m., Councillor Johnstone declared conflict of interest on the matter the first speaker would be addressing, because his family has an interest in the property. He left the meeting and did not return until after Mr. Taylor concluded his comments.

Jeff Taylor, Parkside Strata, advised that in 2018 the City's Engineering Department had identified a drainage issue with the property and brought it to the attention of the developer. Mr. Taylor noted that he had submitted an enquiry to the City in May 2021, and had not received a response until he submitted a second enquiry in October. At this point he was told that discussions had been taking place between the City and the developer, however the developer was unresponsive. He requested that Council direct staff to provide information on these discussions with the developer including any solutions proposed.

Procedural Note: Councillor Johnstone returned to the meeting at 6:54 p.m.

Arley Drew, New Westminster, expressed concerns that his tax burden has increased by 10% since 2018, and that the current proposed increase for 2022 outpaces inflation. He expressed concerns that the City is spending too much on cosmetic programs that should not be done now, and explained that since residents have had to cut back discretionary spending, the City should as well. He also expressed concerns with large curb cuts that, while beneficial to pedestrians, often impede bikes from going through an intersection.

Larry Church, New Westminster, provided comments regarding:

- The proposed Heritage Revitalization Agreement (HRA) and Heritage Designation (HD for 208 Fifth Avenue), noting that the proposal is not a restoration as the shakes siding is not the original façade, and that major branches have been removed from trees that border the two neighbours which allows the owner to move the house closer to the property line; and,
- 515 Fourth Street has been sold and the listing showed that it has a fully furnished secondary basement suite, and requested information regarding the permits for construction of the suite and whether a Heritage Alteration Permit was issued.

Council requested that the Director of Climate Action, Planning and Development follow up with Mr. Church on these matters.

Ron Spence, New Westminster, expressed frustration that staff are not as accessible when working at home and it is sometimes difficult to get information in a timely manner.

Procedural Note: Following the hearing of speakers, Council agreed to deal with item 4.5 as the next item of business. The minutes are recorded in numerical order.

6. BYLAWS

6.1 Bylaws for readings

a. Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021

MOVED and SECONDED

THAT Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 be given First Reading.

Carried.

(Councillor Puchmayr opposed)

MOVED and SECONDED

THAT Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 be given Second Reading.

Carried.

(Councillor Puchmayr opposed)

b. Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021

MOVED and SECONDED

THAT Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021 be given First Reading.

Carried.

(Councillor Puchmayr opposed)

MOVED and SECONDED

THAT Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021 be given Second Reading.

Carried.

(Councillor Puchmayr opposed)

c. Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Miscellaneous Amendment No. 8287, 2021) be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Miscellaneous Amendment No. 8287, 2021) be given Second Reading.

Carried.

All members present voted in favour of the motion.

d. Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021

MOVED and SECONDED

THAT Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021 be given Third Reading.

Carried.

All members present voted in favour of the motion.

e. Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021

MOVED and SECONDED

THAT Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021 be given Third Reading.

Carried.

All members present voted in favour of the motion.

f. Municipal Ticket Information Amendment Bylaw No. 8299, 2021

MOVED and SECONDED

THAT Municipal Ticket Information Amendment Bylaw No. 8299, 2021 be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Municipal Ticket Information Amendment Bylaw No. 8299, 2021 be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Municipal Ticket Information Amendment Bylaw No. 8299, 2021 be given Third Reading.

Carried.

All members present voted in favour of the motion.

g. Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021

MOVED and SECONDED

THAT Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

h. Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021

MOVED and SECONDED

THAT Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

i. Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021

MOVED and SECONDED

THAT Electric Utility User Fees and Rates Amendment Bylaw No. 8295, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Electric Utility User Fees and Rates Amendment Bylaw No. 8295, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Electric Utility User Fees and Rates Amendment Bylaw No. 8295, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

j. Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021

MOVED and SECONDED

THAT Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

k. Financial Services Fees and Rates Amendment Bylaw No. 8296, 2021

MOVED and SECONDED

THAT Financial Services User Fees and Rates Amendment Bylaw No. 8296, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Financial Services User Fees and Rates Amendment Bylaw No. 8296, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Financial Services User Fees and Rates Amendment Bylaw No. 8296, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

6.2 Bylaws for third reading and adoption

a. Zoning Amendment Bylaw (733 Thirteenth Street) No. 8266, 2021

MOVED and SECONDED

THAT Zoning Amendment Bylaw (733 Thirteenth Street) No. 8266, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (733 Thirteenth Street) No. 8266, 2021, be adopted.

Carried.

All members present voted in favour of the motion.

6.3 Bylaws for repeal

a. Arts Commission Bylaw No. 7367, 2009

This item was removed from the agenda.

7. MOTIONS FROM MEMBERS OF COUNCIL

7.1 Creating a more inclusive and welcoming environment outside Council Chamber

Councillor Trentadue introduced the motion, noting the City has been doing work on being more inclusive, and introduce more art to the City. There is an opportunities for art and artists right outside Council Chamber.

MOVED AND SECONDED

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

Whereas Reconciliation, Inclusion and Engagement is a high priority for the City as we work towards "creating a welcoming, inclusive and accepting community that promotes a deep understanding and respect for all cultures; and

Whereas our 2019 Arts Strategy outlines goals and a vision that encompasses "Communicate, Nurture, Include, Generate and Innovate" while expanding opportunities for the Arts in our community; and

Whereas a motion approved in January 2020 called for ways in which the City can be more welcoming and inclusive, specifically related to Civic facilities, City Hall and Council Meetings;

THEREFORE BE IT RESOLVED THAT Arts Services report back to Council and the Public Art Advisory Committee (PAAC) with options to reimagine the space and walls outside Council Chamber to create a more inclusive and welcoming environment.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to hear from speakers as the next item business. The minutes are recorded in numerical order.

8. NEW BUSINESS

8.1 Recommendations brought forward from the November 1, 2021 Special Council Workshop:

MOVED AND SECONDED

THAT Council approves in principle the 2022 Utility Rates with respect to the Electric, Water, Sewer and Solid Waste Utilities, as set out in the November 1, 2021, report entitled "Budget 2022: Proposed 2022 Operating and Utility Budgets".

THAT Council directs staff to prepare the necessary bylaws to amend the City's utility rates for 2022 as outlined in in the November 1, 2021, report entitled "Budget 2022: Proposed 2022 Operating and Utility Budgets".

Carried.

All members present voted in favour of the motion.

9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

Councillor Trentadue advised that the Massey Theatre is holding an open house on November 6 from 1 p.m. to 5 p.m. and encouraged everyone to visit.

Councillor Puchmayr congratulated the Salmonbellies Senior A Team (1980-1989) for their upcoming inauguration in the Lacrosse Hall of Fame, and suggested Council send a thank you letter to the owner of the former Army and Navy location, Jacquie Cohen, for allowing an emergency shelter to be put there and run by the Purpose Society.

10. END OF THE MEETING

The meeting ended at 7:16 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL CITY COUNCIL MEETING

MINUTES

Thursday, November 4, 2021

**Meeting held electronically and open to public attendance
in Council Chamber, City Hall**

COUNCIL MEMBERS:

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

POLICE BOARD MEMBERS:

Heather Boersma
Karim Hachlaf
Shirley Heafey
Sasha Ramnarine

CITY AND POLICE STAFF:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Heather Corbett	Executive Assistant to the Chief Constable
Ms. Jacqueline Dairon	Finance Supervisor, New Westminster Police Department
Mr. Trevor Dudar	Inspector, Patrol Division, New Westminster Police Department
Ms. Hailey Finnigan	Strategic Communications Coordinator, New Westminster Police Department
Mr. Paul Hyland	Deputy Chief Constable
Mr. Dave Jansen	Chief Constable
Ms. Diana McDaniel	Inspector, Prevention Services Division, New Westminster Police Department

Mr. Andrew Perry
Ms. Harji Varn
Ms. Nicole Ludwig

Inspector, Administration Division, New Westminster Police Department
Director of Finance and Chief Financial Officer
Assistant City Clerk

*Denotes Electronic attendance.

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

Mayor Cote opened the meeting at 11:02 a.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. **2022 New Westminster Police Department Budget**

2.1 **Report, Chief Constable Dave Jansen**

Dave Jansen, Chief Constable, Paul Hyland, Deputy Chief Constable, and Jacqueline Dairon, Finance Supervisor, New Westminster Police Department provided a presentation on the 2022 New Westminster Police Department Budget, reviewed successes and challenges in 2021, and provided detailed information on staffing and costs, noting that the budget shows fiscal responsibility.

2.2 **Discussion**

In response to Council questions and concerns, Mayor Cote, Chief Jansen, Inspector Diana McDaniel, and Ms. Dairon provided the following information:

- Secondments do not cost the City anything as the agency receiving the secondment covers all costs; additional members are not hired since the officers being seconded are replaced by returning secondments;
- The Integrated Services function would be much more costly if done in house;
- Implementing the Diversity, Equity, Inclusion and Anti-Racism (DEIAR) takes time to do properly and requires operational review;
- The Board is working on a framework and hiring of a consultant to lead the review; a future joint Council-Police Board meeting will take place on that topic;

- Secondments do not impact the capacity to investigate crimes, and the benefits of secondments in terms of skill development and network are immense;
- There is a going on review of the 2021 heat wave and police will also be participating in the City-wide review;
- The crime index is weighted, with some crimes having a higher score than others;
- Police are working through the DEIAR framework and have had some good conversations; civilian staff will have their own process and the framework for that will be drafted by January 2022;
- The Board's communication strategy will be shared with Council and joint meetings will be planned once these are available;
- The Board has not approved an honorarium policy, and police staff continue to develop it;

In discussion, Council members noted:

- Concerns at the length of time it is taking to see any kind of difference or change;
- Appreciation for the amount of work that has been done;
- Concerns that the "pop to cop" ratio has decreased but the crime index is increasing;
- A desire to have a conversation about safety and communication, in the face of increasing street homelessness;
- The budget discussion between Police and Council should start earlier in the year;
- Requested more timely information on E-Comm;
- Future meetings should be about more than just the budget and be seen as regular communication between Council and the Board;

Board members noted that:

- Work on change is happening; it is a slow process and there needs to be time to develop a solid foundation so that future actions can be well-supported;
- The New Westminster Police Department is ahead of many other police services in Canada, however change will not happen overnight;
- Change depends on participation and community involvement and this is a new world for policing; and,

- It will be slightly easier for New Westminster to bring about changes that affect the community positively due to the small size of the department.

Mayor Cote thanked everyone for attending and their feedback.

3. **END OF THE MEETING**

The meeting ended at 12:02 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Corporation of the City of **NEW WESTMINSTER**

A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL CITY COUNCIL MEETING

MINUTES

Monday, November 8, 2021, 5:00 p.m.

Council Chamber

City Hall

PRESENT:

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

SCHOOL BOARD:

Trustee Gurveen Dhaliwal	Chair, New Westminster School Board
Trustee Dee Beattie	Vice-Chair, New Westminster School Board
Trustee Anita Ansari	New Westminster School Board
Trustee Danielle Connelly	New Westminster School Board
Trustee Mark Gifford	New Westminster School Board
Trustee Maya Russell	New Westminster School Board

REGRETS:

Trustee Mary Lalji

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Dave Crow	Director, Capital Projects, New Westminster Schools
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Karim Hachlaf	Superintendent, New Westminster Schools
Ms. Bettina Ketcham	Secretary-Treasurer, New Westminster Schools
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Lynn Roxburgh	Acting Supervisor of Land Use Planning and Climate Action

Ms. Meredith Seeton	Policy Planner, Climate Action, Planning and Development
Ms. Denise Tambellini	Manager of Intergovernmental and Community Relations
Ms. Nicole Ludwig	Assistant City Clerk

*Denotes electronic attendance

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

Mayor Cote opened the meeting at 5:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. **MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

THAT Council will now go into a meeting which is closed to the public in accordance with Section 90 of the Community Charter, on the basis that the subject matter of all agenda items relate to matters listed under Sections:

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried.

All members present voted in favour of the motion.

3. **END OF THE MEETING**

The meeting ended at 5:01 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING

MINUTES

Monday, November 15, 2021, 1:00 p.m.

**Meeting held electronically and in Committee Room 2
City Hall**

PRESENT:

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

ABSENT:

Councillor Jamie McEvoy
Councillor Chuck Puchmayr

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Rupinder Basi	Supervisor of Development Services
Mr. Curtis Bremner	Acting Fire Chief, New Westminster Fire and Rescue Services
Mr. Jorge Cardenas	Chief Librarian
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lorraine Lyle	Senior Manager, Financial Services
Ms. Tobi May	Acting Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Mr. Rob McCullough	Manager, Museums and Heritage Services
Ms. Rebeca Salas	Heritage Programmer
Ms. Denise Tambellini	Manager, Intergovernmental and Community Relations
Ms. Jackie Teed	Senior Manager of Climate Action, Planning and Development
Ms. Harji Varn	Chief Financial Officer and Director of Finance

*Denotes electronic attendance.

1. **CALL TO ORDER**

Mayor Cote opened the meeting at 1:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. **MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

MOVED AND SECONDED

THAT Council will now go into a meeting which is closed to the public in accordance with Section 90 of the Community Charter, on the basis that the subject matter of all agenda items relate to matters listed under Sections:

90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

90(1)(c) labour relations or other employee relations;

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

90(1)(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried.

All members present voted in favour of the motion.

3. **END OF THE MEETING**

The meeting ended at 1:01 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL WORKSHOP

MINUTES

Monday, November 15, 2021

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT:

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

ABSENT:

Councillor Jamie McEvoy
Councillor Chuck Puchmayr

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Kristian Davis	Superintendent, Solid Waste and Recycling
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Tobi May	Acting Director of Engineering Services
Ms. Jennifer Lukianchuk	Environmental Coordinator, Engineering Services
Ms. Lynn Roxburgh	Acting Supervisor of Land Use Planning and Climate Action
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Eugene Wat	Manager, Infrastructure Planning, Engineering Services
Ms. Nicole Ludwig	Assistant City Clerk

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

Mayor Cote opened the meeting at 4:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem

speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. PRESENTATIONS

2.1 Environmental Strategy & Action Plan - Actions Status Report

a. Presentation (On Table)

Jennifer Lukianchuk, Senior Environmental Coordinator, provided a presentation on the status of the Environmental Strategy and Action Plan (ESAP), and requested Council's feedback on possible next steps.

In discussion, Council members noted:

- There are many items in the "yellow" category and it may be worthwhile to recode this category into items that are still in progress and/or require ongoing advocacy, and items that have become part of City operations;
- Being impressed with the amount of work that has been done;
- Work on food systems and developing a food strategy should be elevate to a higher priority;
- Elevation of environmental and climate awareness and education to a higher priority;
- Possible inclusion of weighting certain items if they are one-time projects or ongoing;
- Development of a public facing document, that is easily understandable and shows what has and is being done;
- More work needs to be done on the adaptation piece, given the climate events of the last year; and,
- Determine why regional actions were in the strategy and what has been done to accomplish them.

In response to a comment, Eugene Wat, Manager, Infrastructure Planning, Engineering Services, advised that Metro Vancouver has brought forward a harmonized approach related single-use plastics and staff will be bringing it to Council along with a bylaw. Mr. Wat also advised that Ms. Lukianchuk would be leaving the City for another opportunity and that she would be missed. Council thanked Ms. Lukianchuk for her work over the years and wished her all the best for the future.

b. Environmental Strategy & Action Plan – Actions Status Report

This report is to provide Council with a status report on the progress made by staff on the ESAP actions (see Attachment 1) in conjunction with the presentation at the November 15th, 2021 Open Workshop.

MOVED AND SECONDED

THAT Council receive the November 15, 2021, report entitled "Environmental Strategy and Action Plan - Actions Status" for information and direct staff to:

- Return to Council with updates
- Ensure the information is communicated publically and
- Ensure items are correctly colour coded.

Carried.

All members present voted in favour of the motion.

3. END OF THE MEETING

The meeting ended at 4:29 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Corporation of the City of NEW WESTMINSTER

CITY COUNCIL MEETING

MINUTES

Monday, November 15, 2021, 6:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT:

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

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Curtis Bremner	Acting Fire Chief, New Westminster Fire and Rescue Services
Mr. Jorge Cardenas	Chief Librarian
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lisa Leblanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Nicole Ludwig	Assistant City Clerk

*Denotes electronic attendance.

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

Mayor Cote opened the meeting at 6:00p.m. and recognized with respect that New Westminister is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their

histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. CHANGES TO THE AGENDA

Procedural Note: Council agreed to add an update from the Acting Fire Chief regarding the rainfall and flooding situation as New Business 10.1, and hear this as the first item of business. The minutes are recorded in numerical order.

3. ISSUANCE OF PERMITS

3.1 Temporary Use Permit TUP00027: 502 Columbia Street (former Army and Navy Store) for Emergency Homeless Shelter

The Lower Mainland Purpose Society has applied for a Temporary Use Permit (TUP) to operate an emergency shelter at 502 Columbia Street. The emergency shelter could comprise an Extreme Weather Response Program shelter, which would be operational from November 1 to March 31 and activated during extreme weather events, or an Emergency Response Centre shelter, which would operate 24/7 for up to 18 months or until new supportive housing is in place. The shelter would provide up to 50 mats or beds, serve adults, could offer support services, and would be accessed from Front Street.

- a. Notice for TUP00027 for 502 Columbia Street**
- b. Director of Climate Action, Planning and Development's report dated November 1, 2021**
- c. Public Input**
 - a. Index**
 - b. Public Input Submissions**

Jacque Killawee, City Clerk, advised that 44 public input submissions had been received, 17 of which were on table.

MOVED AND SECONDED

THAT Council receive the following public input submissions regarding TUP00027:

Written Submissions			
Name	Correspondence Date	Date Received	#
P. Schmidt	November 3, 2021	November 3, 2021	C-1

Written Submissions			
Name	Correspondence Date	Date Received	#
S. Schechter	November 3, 2021	November 4, 2021	C-2
C. Evans	November 4, 2021	November 4, 2021	C-3
S. Hooper	November 4, 2021	November 5, 2021	C-4
C. Lam	November 5, 2021	November 5, 2021	C-5
E. Fletcher	November 5, 2021	November 5, 2021	C-6
B. Southam	November 5, 2021	November 5, 2021	C-7
J. Miller	November 5, 2021	November 8, 2021	C-8
K. Brandon	November 5, 2021	November 8, 2021	C-9
K. Basso	November 6, 2021	November 8, 2021	C-10
S. Austin with Staff Response	November 6, 2021	November 8, 2021	C-11
A. and R. Tamboline	November 7, 2021	November 8, 2021	C-12
G. Tomlinson	November 7, 2021	November 8, 2021	C-13
J. Mahovlic	November 8, 2021	November 8, 2021	C-14
P. Wansbrough	November 8, 2021	November 8, 2021	C-15
J. Harper	November 9, 2021	November 10, 2021	C-16
J. Rezanson	November 9, 2021	November 10, 2021	C-17
Be Heard submissions Screen Names Redacted	October 31, 2021 - November 8, 2021	November 10, 2021	C-18 to C-27
L. T.	November 11, 2021	ON TABLE	C-28
F. Macarons	November 11, 2021	ON TABLE	C-29
D.	November 12, 2021	ON TABLE	C-30
J, Whiteday Wedding	November 12, 2021	ON TABLE	C-31
K. Austin	November 12, 2021	ON TABLE	C-32
S. H. J. Lee	November 12, 2021	ON TABLE	C-33
S.	November 12, 2021	ON TABLE	C-34
K. Lee	November 14, 2021	ON TABLE	C-35
R. Drake	November 14, 2021	ON TABLE	C-36
J. Won	November 14, 2021	ON TABLE	C-37
L. Xing	November 14, 2021	ON TABLE	C-38
D. Halligan	November 14, 2021	ON TABLE	C-39
S. Sook	November 15, 2021	ON TABLE	C-40
C. Dunn	November 15, 2021	ON TABLE	C-41
J. Yu	November 15, 2021	ON TABLE	C-42
M. Redhead	November 15, 2021	ON TABLE	C-43
L. Yu	November 15, 2021	ON TABLE	C-44

Carried.

All members present voted in favour of the motion.

d. Council Decision

In response to Council questions, John Stark, Supervisor of Community Planning provided the following information:

- BC Housing will make the final decision on whether the usage will be for extreme weather or emergency response;
- Shelters have moved away from requiring people to line up to get a spot; and,
- The City has submitted a preference for a 24/7 shelter.

In discussion, Council members noted:

- Temporary 24/7 shelter can help people get into permanent housing, by allowing them to connect with services and family;
- A request for updates as the process unfolds; and,
- The City's request for a 24/7 shelter has been delivered to BC Housing and to the Minister.

MOVED AND SECONDED

THAT Council approve issuance of TUP00027

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Council send a letter to BC Housing reaffirming the need for the temporary use to be a 24/7 shelter model.

Carried.

All members present voted in favour of the motion.

4. BYLAWS FOR WRITTEN FEEDBACK

4.1 Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021

An amendment to delete Part 6 from Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004. Part 6 deals with renovictions and has been made inoperative by recent changes to the Residential Tenancy Act.

- a. **Notice for Business Regulation and Licensing (Rental Units) Bylaw Amendment**
- b. **Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021**
- c. **Director of Climate Action, Planning and Development's report dated November 1, 2021**
- d. **Public Input**

Jacque Killawee, City Clerk, advised that no public input submissions had been received.

- e. **Council Decision**

MOVED AND SECONDED

THAT Council adopt Business Regulations and Licensing (Rental Units) Amendment Bylaw No. 8302, 2021.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to deal with the Consent Agenda as the next item of business, and continue from there until the presenter for item 5.1a arrived. The minutes are recorded in numerical order.

5. REPORTS AND PRESENTATIONS FOR COUNCIL DISCUSSION AND ACTION

5.1 Cohousing

- a. **Presentation, Cohousing: An Overview,**

Rebecca Chaster, resident at Driftwood Village Cohousing Project provided a presentation. In response to questions from Council, Ms. Chaster provided the following information:

- The group that started Driftwood Village formed in 2015, and she joined in 2019; coming in later in the process reduced her personal risk;
- Some cohousing projects are seniors only, and have shifted to be more intergenerational;
- The main risk to future residents in cohousing is the rezoning; municipalities can assist by rezoning, encouraging developers to work with cohousing groups, but the impetus should remain

with cohousing groups who come together as this is the nature of the housing type; and,

- Cohousing allows for more connection between neighbours.

Procedural Note: Due to technical issues, Council recessed at 7:11 p.m. and reconvened at 7:17 p.m., at which point Council heard from two speakers who had registered to speak to Council regarding cohousing. The minutes are recorded in numerical order.

b. Cohousing: City Options to Support This Land Use

This report requests Council endorsement of a recommendation to issue a Request for Expressions of Interest in order to identify a cohousing pilot project, with whom the City will work to advance development review and public policy development.

In response to Council questions, Emilie Adin, Director of Climate Action, Planning and Development noted:

- Staff expect a range of different parties to apply to the request for expressions of interest (EOI);
- The EOI will have criteria to compare the different proposals; and,
- Staff expect that there would be criteria centred around community and non-profit applicants that would enable those which meet Council strategic priorities to be ranked higher.

In discussion, Council members noted:

- Hope that community groups will apply;
- Appreciation for the presentation from Ms. Chaster and the New Westminster Cohousing representatives who came out to speak;
- The importance of recognizing from the beginning that cohousing is not usually affordable housing; and ,
- Cohousing is not the way housing is traditionally built, and may face more roadblocks than traditional forms of housing.

MOVED AND SECONDED

THAT Council direct staff to issue a Request for Expressions of Interest to pursue one cohousing pilot project, with the intent to identify the appropriate balance of community and private benefits such that long-term City policy on cohousing can be drafted for Council's future consideration.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to hear the remaining speakers who had registered for this meeting. The minutes are recorded in numerical order.

6. CONSENT AGENDA

If Council decides, all the recommendations in the reports on the Consent Agenda can be approved in one motion, without discussion. If Council wishes to discuss a report, that report is removed from the Consent Agenda. A report may be removed in order to discuss it, because someone wants to vote against the report's recommendation, or because someone has a conflict of interest with the report. Any reports not removed from the Consent Agenda are passed without discussion.

MOVED AND SECONDED

THAT Council adopt the recommendations for items 6.1, 6.3 to 6.6, 6.8, 6.9, and 6.12 to 6.14, on consent.

Carried.

6.1 Budget 2022: Engineering and Electrical Utility Amendment Bylaw Report

To request Council give three readings to the attached Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021 and the attached Electrical Utility Amendment Bylaw No. 8303, 2021.

THAT Council give three readings to the Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021, as attached to the November 15, 2021, report entitled "Budget 2022: Engineering and Electrical Utility Amendment Bylaw Report"; and

THAT Council give three readings to the Electrical Utility Amendment Bylaw No. 8303, 2021, as attached to the November 15, 2021, report entitled "Budget 2022: Engineering and Electrical Utility Amendment Bylaw Report".

Adopted on Consent.

6.2 Climate Action: 2020 Corporate Greenhouse Gas Emissions Update

To provide Council with a report on the City's 2020 corporate greenhouse gas emissions inventory and City progress towards meeting our corporate emissions reduction targets.

In discussion, Council expressed appreciation for the work done to include as much of the City's work as possible to address the climate crisis, that the tēmāsew̓txʷ Aquatic and Community Centre will be a key driver in lowering greenhouse gas (GHG) emissions, and that the vehicle fleet is starting to catch up to work done on buildings.

MOVED AND SECONDED

THAT Council receive the November 15, 2021, report entitled "Climate Action: 2020 Corporate Greenhouse Gas Emissions Update" for information.

Carried.

All members present voted in favour of the motion.

6.3 Construction Noise Bylaw Exemption Extension Request: 618 Carnarvon Street

The purpose of this report is to request Council grant an exemption from the Construction Noise Bylaw to Urban One Builders to permit construction work that cannot be performed during permitted hours due to TransLink's restrictions on construction activity when the SkyTrain is operating.

THAT Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Urban One Builders between Monday November 15, 2021 to Thursday March 31, 2022 (excluding the period from December 24, 2021 to January 1, 2022), to permit work from the hours of 8:00 PM to 5:00 AM to enable the installation of pre-cast walls and panels to encapsulate the SkyTrain Guideway at 618 Carnarvon Street.

Adopted on Consent.

6.4 Construction Noise Bylaw Exemption Request: New Westminster Interceptor – Columbia Sewer Rehabilitation

To seek an exemption from the Construction Noise Bylaw for Oscar Renda Contracting of Canada (ORCC) to conduct slip-lining at the existing sewer with small sections of open cut replacement, replacement of lateral connections, and the installation of new utility holes at Eighth Street and Columbia Street and at Blackwood Street and Columbia Street during overnight hours for four nights from Tuesday, November 16, 2021 to Friday, December 17, 2021.

THAT Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for four nights between Tuesday November 16, 2021 and Friday December 17, 2021 from

8:00 PM to 7:00 AM on weekdays, and Saturdays 6:00 PM to 9:00 AM Sundays to conduct slip-lining of the existing sewer with small sections of open cut replacement, replacement of lateral connections, and installation of new utility holes at Eighth Street and Columbia Street and at Blackwood Street and Columbia Street.

Adopted on Consent.

6.5 Construction Noise Bylaw Exemption Request: New Westminster Interceptor – Sapperton Connection along East Columbia Street

The purpose of this report is to request Council grant an exemption from the Construction Noise Bylaw to permit overnight sonar inspections of the sewer lines in Sapperton along East Columbia Street between Cumberland Street and Debeck Street.

THAT Council grant an exemption to AquaCoustic Remote Technologies Inc. from Construction Noise Bylaw No. 6063, 1992 from Sunday November 21, 2021 to Wednesday December 22, 2021 for two nights from 10:00 PM to 7:00 AM to conduct overnight sonar inspections of the sewer lines along East Columbia Street between Cumberland Street and Debeck Street.

Adopted on Consent.

6.6 Covid-19 Task Forces: Update

THAT Council receive the November 15, 2021 report entitled "COVID-19 Task Forces: Update" for information.

Adopted on Consent.

6.7 Crisis Response Bylaw Amendments: Consultation Summary and Second Reading of Bylaws

To present to Council with a summary of public feedback for three separate but closely related projects that are being bundled together as the 'Crisis Response Bylaw Amendments.' Staff is seeking Second Readings and forwarding to a Public Hearing of the six related bylaws, including for an Indigenous affordable housing project at 350-366 Fenton Street, and a supportive housing project at 60-68 Sixth Street.

Procedural Note: At 6:22 p.m., Councillor Puchmayr declared conflict item 6.7 because he is on the Board of Directors of a non-profit organization that provides the services considered under these bylaws. He was placed in an

electronic meeting room where he could neither see nor hear the meeting proceedings and did not return until the conclusion of the vote on this item.

MOVED AND SECONDED

THAT Council receive the public engagement summary for three separate but closely related projects that are being bundled together as the 'Crisis Response Bylaw Amendments';

THAT Council give consideration to Second Reading of the following six Bylaws and forward the Bylaws to Public Hearing:

- a. Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021
- b. Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021
- c. Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021
- d. Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021
- e. Official Community Plan Amendment (City-wide Crisis Response) No. 8285, 2021
- f. Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2201

THAT Council consider:

- a. Official Community Plan Amendment Bylaw (City-wide Crisis Response) No. 8285, 2021, 2021
- b. Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021
- c. Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021;

in conjunction with the City's Capital Expenditure Program as contained in the Five Year Financial Plan and the Region's Solid Waste Management Plan and Liquid Waste Management Plan, and which are deemed to be consistent with said program and plan in accordance with Section 477(3)(a) of the Local Government Act.

Carried.

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

Procedural Note: Councillor Puchmayr returned to the meeting at 6:23 p.m.

6.8 District Energy Bylaw No. 8269, 2021 for First Reading

The purpose of this report is to request Council to consider Bylaw No. 8269, 2021 for First Reading.

THAT Council consider the District Energy Bylaw No. 8269, 2021 for First Reading.

Adopted on Consent.

6.9 Heritage Revitalization Agreement Refresh: Principles and Community Consultation

To request that Council direct staff to undertake community consultation on the principles of the Heritage Revitalization Agreement Refresh project.

THAT Council endorse the principles and consultation program for the Heritage Revitalization Agreement Refresh project as described in the November 15, 2021, report entitled "Heritage Revitalization Agreement Refresh: Principles and Community Consultation".

Adopted on Consent.

6.10 New Westminster School District's 2021-2022 Eligible School Sites Proposal Report: City Response

To recommend that Council 1) accept the "Eligible School Sites Proposal" report referred to the City by the School Board, and 2) direct staff to continue to work closely with the School District on new school projects.

MOVED AND SECONDED

THAT Council accept the proposals included in School District 40's 2021-2022 Eligible School Sites Proposal (ESSP).

THAT Council identify to School District 40 that both the Eligible School Sites Proposal and Capital Plan should also include site requirements and land acquisition cost if required, for development of a new elementary school in the Fraser River zone.

THAT Council direct staff to continue to work closely with School District staff on identifying, developing, and seeking funding from the Province for new school projects that meet the needs of New Westminster students and the community as a whole.

Carried.

All members present voted in favour of the motion.

Procedural Note: Council agreed to consider bylaws as the next order of business. The minutes are recorded in numerical order.

6.11 Preliminary Application Review: OCP Amendment and Rezoning - 1084 Tanaka Court

The purpose of this report is to receive feedback from Council on an updated application for Pre-Application Review for the property at 1084 Tanaka Court which, if supported, would require an amendment to the Official Community Plan and zoning.

In discussion, Council members noted:

- The Land Use and Planning Committee (LUPC) referred this matter to Council for consideration; at that time there was no social housing component and the proponent has now included it;
- This is an example of a project with no CMHC funding with non-market housing; and it has a unique location;
- Have been struggling to get childcare; proponent is willing to build over 100 spaces;
- Concerns with the proposal location and livability in this location, despite having so many of the things that meets the City's strategic priorities;
- This is an industrial and retail area and housing in this location could be complicated;
- Although a core strategic priority is to add more affordable housing, good planning principles should still be included for that housing, especially when that housing is geared towards people who may be more vulnerable. The need for affordable housing usually makes the location correct;
- If the proposal goes through tonight, better access to other amenities in town, and a good reason why this location is better than others in Queensborough would need to be included in the application.
- Need to plan well for housing; can't throw out planning principles just for housing; and,
- Should be cautious about devoting staff and applicant time and resources on an application that may not succeed.

MOVED and SECONDED

THAT Council support staff working with the applicant to move the preliminary application for 1085 Tanaka Court forward for an Official Community Plan Amendment (OCP) and Rezoning.

Carried.

(Councillors Das and Trentadue opposed)

6.12 Revenue Anticipation Borrowing Amendment Bylaw No. 8300, 2021

To request Council give three readings to the Revenue Anticipation Borrowing Amendment bylaw which is required under Section 177 of the Community Charter to authorize temporary borrowing.

MOVED AND SECONDED

THAT the Revenue Anticipation Borrowing Amendment Bylaw No. 8300, 2021, attached to the November 15, 2021, report entitled "Revenue Anticipation Borrowing Amendment Bylaw No. 8300, 2021, be given three readings.

Adopted on Consent.

6.13 Schedule of Council Meetings for 2022

To seek Council's approval of the 2022 Council meeting schedule.

THAT Council approve the Schedule of Council Meetings for January to December 2022, as attached to the November 15, 2021, report entitled "Schedule of Council Meetings for 2022".

Adopted on Consent.

6.14 Minutes for Adoption

- a. **October 4, 2021 Special Council Workshop**
- b. **October 4, 2021 City Council Meeting (3:30 p.m.)**
- c. **October 4, 2021 City Council Meeting (6:00 p.m.)**
- d. **October 18, 2021 Council Workshop**
- e. **October 18, 2021 City Council Meeting (1:00 p.m.)**
- f. **October 18, 2021 City Council Meeting (6:00 p.m.)**

Adopted on Consent.

7. PRESENTATIONS AND OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM

Following the presentation on cohousing, Council heard from Mike Knauer and Michael Newman, New Westminster Cohousing, who provided a brief presentation

on their group and their goal of creating a strong, connected community that has people from all walks of life. They suggested that the issue related to accessing startup capital could be partially solved by road allowance that allows for the development of cohousing, or a policy that encourages homeowners to redevelop their lots for cohousing in exchange for bonus density that cohousing requires. They also suggested a reducing the rezoning process or completely eliminating it for non-profits that wish to build cohousing.

Procedural Note: Council agreed to consider item 5.1.b as the next item of business. The minutes are recorded in numerical order.

Pat Muise, New Westminster, expressed concerns about taxation rates, the replacement of the Patullo Bridge, the removal of police officers from schools, and relationships with the Province and neighbouring municipalities.

In response, Council members noted:

- Reports regarding the budget can be shared with the speaker;
- Council has no jurisdiction over police in schools; these issues should be brought to the School Board;
- The Patullo Bridge Replacement Project is a Provincial matter;

Eric Ching, Urban Design Group Architects, provided comments regarding the proposed development at 1084 Tanaka Court (item 6.11 on this agenda), as follows:

- The current proposal is for secured market housing, 20 units of below-market housing, retail and a child care centre with up to 130 spaces;
- The majority of housing will be one- and two-bedroom units, with some studio and three-bedroom units included; and,
- The location is no further away from amenities than other residences in Queensborough.

Mr. Ching concluded by requesting Council's approval to proceed with a rezoning and Official Community Plan (OCP) Amendment application so that the merits of the proposal can be shown. In response to a question from Council, he noted that 10 of the 20 units of below-market housing would be for W.I.N.G.S., and that they are working with a child-care provider with many locations across Greater Vancouver, so it is likely that a variety of ages can be accommodated at the proposed child care centre.

Lorrie Wasiliw, Executive Director, W.I.N.G.S. Multicultural Outreach Services, spoke in support of the proposed development at 1084 Tanaka Court (item 6.11

on this agenda), noting that the COVID-19 pandemic, in conjunction with housing being very unaffordable has made it difficult for women to flee abusive relationships. She noted that in her experience, providing safe, affordable housing and child care makes an incredible difference for families of all types, and hoped that the thought of providing 20 units of affordable rental housing in an area that needs it will be enough of an incentive to see the project become a reality.

Procedural Note: Council considered item 6.11 as the next item of business. The Minutes are recorded in numerical order.

8. BYLAWS

8.1 Bylaws for readings

a. Sapperton District Energy System Bylaw No. 8269, 2021

To establish a renewable district energy system in the Sapperton neighbourhood. This bylaw is on the agenda for **FIRST READING**.

MOVED and SECONDED

THAT Sapperton District Energy System Bylaw no. 8269, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

b. Arts Commission Repeal Bylaw No. 8297, 2021

The existing Arts Commission Bylaw No. 7367, 2009 is being repealed to facilitate the transition to an Arts Advisory Committee. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

THAT Arts Commission Repeal Bylaw No. 8297, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Arts Commission Repeal Bylaw No. 8297, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Arts Commission Repeal Bylaw No. 8297, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

c. Electrical Utility Amendment Bylaw No. 8303, 2021

To establish the 2022 rates for the Electric Utility. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

THAT Electrical Utility Amendment Bylaw No. 8303, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Electrical Utility Amendment Bylaw No. 8303, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Electrical Utility Amendment Bylaw No. 8303, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

d. Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021

To establish the 2022 fees for the Water Utility, the Sewer Utility, and the Solid Waste Utility. This bylaw is on the agenda for **THREE READINGS**.

MOVED and SECONDED

THAT Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

e. Revenue Anticipation Borrowing Amendment Bylaw No. 8300, 2021

To provide the authority to temporarily borrow as required up to \$3 million in 2022. This bylaw is on the agenda for **THREE READINGS.**

MOVED and SECONDED

THAT Revenue Anticipation Borrowing Amendment Bylaw No. 8300, be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Revenue Anticipation Borrowing Amendment Bylaw No. 8300, be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Revenue Anticipation Borrowing Amendment Bylaw No. 8300, be given Third Reading.

Carried.

All members present voted in favour of the motion.

f. **Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021**

To permit an affordable housing development for Indigenous individuals. This bylaw is on the agenda to receive **SECOND READING**. A Public Hearing will be held for this bylaw.

THAT Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

g. **Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021**

To permit an affordable housing development for Indigenous individuals. This bylaw is on the agenda to receive **SECOND READING**. A Public Hearing will be held for this bylaw.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

Procedural Note: At 6:22 p.m., Councillor Puchmayr declared conflict on Bylaws 8.1.h to 8.1.k, because he is on the Board of Directors of a non-profit organization that provides the services considered under these bylaws. He was placed in an electronic meeting room where he could neither see nor hear the meeting proceedings and did not return until the conclusion of the vote on these bylaws.

h. **Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021**

To permit a supportive housing development containing studio homes with various on-site support services. This bylaw is on the agenda to receive **SECOND READING**. A Public Hearing will be held for this bylaw.

MOVED and SECONDED

THAT Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

i. Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021

To permit a supportive housing development containing studio homes with various on-site support services. This bylaw is on the agenda to receive **SECOND READING**. A Public Hearing will be held for this bylaw.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

j. Official Community Plan Amendment Bylaw (City-wide Crisis Response) No. 8285, 2021

To enable urgent and time-sensitive service response to local, regional and provincial crises. This bylaw is on the agenda to receive **SECOND READING**. A Public Hearing will be held for this bylaw.

MOVED and SECONDED

THAT Official Community Plan Amendment Bylaw (City-Wide Crisis Response) No. 8285, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

k. Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2021

To enable urgent and time-sensitive service response to local, regional and provincial crises. This bylaw is on the agenda to receive **SECOND READING**. A Public Hearing will be held for this bylaw.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (City-Wide Crisis Response) No. 8286, 2021, be given Second Reading.

Carried.

All members present voted in favour of the motion.

(Councillor Puchmayr absent for the vote due to Conflict of Interest)

Procedural Note: Councillor Puchmayr returned to the meeting at 6:29 p.m.

8.2 Bylaws for adoption

a. Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021

An amendment to remove the ticketing sections related to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Bylaw Notice Enforcement Amendment Bylaw No. 8298, 2021, be adopted.

Carried.

All members present voted in favour of the motion.

b. Municipal Ticket Information Amendment Bylaw No. 8299, 2021

An amendment to remove the ticketing sections related to Part 6 of Business Regulations and Licensing (Rental Units) Bylaw No. 6926, 2004. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Municipal Ticket Information Amendment Bylaw No. 8299, 2021, be adopted.

Carried.

All members present voted in favour of the motion.

c. Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021

To establish the 2022 fees and rates for the Climate Action, Planning and Development department. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Climate Action, Planning and Development User Fees and Rates Amendment Bylaw No. 8293, 2021 be adopted.

Carried.

All members present voted in favour of the motion.

d. Cultural Services User Fees and Rates Amendment Bylaw No. 8294, 2021

To establish the 2022 fees and charges for Cultural Services. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Cultural Services User Fees and Rates Amendment Bylaw No. 8295, 2021, be adopted.

Carried.

All members present voted in favour of the motion.

e. Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021

To establish the 2022 charges for the Electric Utility. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Electric Utility Fees and Rates Amendment Bylaw No. 8295, 2021, be adopted.

Carried.

All members present voted in favour of the motion.

f. Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021

To establish the 2022 fees and rates for Engineering Services. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021, be adopted.

Carried.

g. Financial Services Fees and Rates Amendment Bylaw No. 8296, 2021

To establish the 2022 fees for Financial Services. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Engineering Services User Fees and Rates Amendment Bylaw No. 8292, 2021, be adopted.

Carried.

9. MOTIONS FROM MEMBERS OF COUNCIL

None.

10. NEW BUSINESS

10.1 Update on Weather and Flooding

Curtis Bremner, Acting Fire Chief, provided an update noting:

- The Emergency Operations Centre was opened at 8:30 a.m.;
- Engineering Operations has responded to calls regarding flooded basements throughout the city; these were all associated with blocked perimeter drains;
- There have been several road closures due to minor flooding close to the river;
- Queens Park Sports Field was partly flooded; it has drained but is now mud and the City will investigate cost recovery from the Province to repair it;
- All major projects have weathered the storm;
- Police and Fire continue to monitor the situations.

In response to a comment from Council, Acting Chief Bremner, advised he would investigate a potential sewer/rainwater event on 12th Street.

11. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

Councillor McEvoy recognized the recent passing of Steve North, President, New Westminster Heritage Preservation Society, and reviewed his contributions to the community. Mayor Cote expressed condolences to Mr. North's family and friends on behalf of Council.

Councillor Puchmayr spoke regarding the induction ceremony for the Lacrosse Hall of Fame, noting that it was the biggest event in two years taking place at the Anvil Centre. He also noted that he had met with Minister Ahmed Hussen, Federal Minister of Housing, Diversity and Inclusion, who revealed that there would be funding for housing being released.

12. END OF THE MEETING

The meeting ended at 8:31 p.m

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL CITY COUNCIL MEETING

MINUTES

Monday, November 22, 2021

Meeting held electronically and in Committee Room 2

City Hall

PRESENT:

Mayor Jonathan Cote*

Councillor Chinu Das*

Councillor Patrick Johnstone

Councillor Jamie McEvoy

Councillor Nadine Nakagawa*

Councillor Mary Trentadue*

ABSENT:

Councillor Chuck Puchmayr

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Karen Campbell	Project Manager, Civic Buildings and Properties
Ms. Renee Chadwick	Manager, Special Projects and Community Partnerships
Mr. Richard Fong	Director of Human Resources
Ms. Corrinne Garrett	Senior Manager, Recreation Facilities and Programs
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Jason Haight	Manager, Business Operations, Parks and Recreation
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Tobi May	Acting Director of Engineering Services
Mr. Christy Mereigh	Manager, Strategic Projects
Mr. Patrick Shannon	Manager, Purchasing
Ms. Denise Tambellini	Manager of Intergovernmental and Community Relations
Ms. Stephanie Trasolini	Program Manager, Aquatics
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Lisa Wang	Insurance and Risk Advisor

*Denotes Electronic Attendance

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

Mayor Cote opened the meeting at 3:00 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. **MOTION TO MOVE THE MEETING INTO THE CLOSED MEETING**

MOVED AND SECONDED

THAT Council will now go into a meeting which is closed to the public in accordance with Section 90 of the Community Charter, on the basis that the subject matter of all agenda items relate to matters listed under Sections:

90(1)(c) labour relations or other employee relations;

90(1)(g) litigation or potential litigation affecting the municipality;

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

Carried.

All members present voted in favour of the motion.

3. **END OF THE MEETING**

The meeting ended at 3:01 p.m.

Jonathan Cote

MAYOR

Jacque Killawee

CITY CLERK



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

PUBLIC HEARING

MINUTES

Monday, November 22, 2021

Meeting held electronically and in Council Chamber
City Hall

PRESENT:

Mayor Jonathan Cote
Councillor Chinu Das
Councillor Patrick Johnstone
Councillor Jamie McEvoy
Councillor Nadine Nakagawa
Councillor Mary Trentadue

ABSENT:

Councillor Chuck Puchmayr

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Ms. Emilie Adin	Director of Climate Action, Planning and Development
Ms. Britney Dack	Senior Heritage Planner, Climate Action, Planning and Development
Ms. Kathleen Stevens	Heritage Planning Analyst, Climate Action, Planning and Development
Ms. Janet Zazubek	Planner, Climate Action, Planning and Development
Ms. Nicole Ludwig	Assistant City Clerk

1. CALL TO ORDER

Mayor Cote opened the meeting at 6:00 p.m. and recognized with respect that New Westminster is on the unceded and unsundered land of the Halkomelem speaking peoples. He acknowledged that colonialism has made invisible their histories and connections to the land. He recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

2. STATEMENT CONCERNING THE PROPOSED BYLAW AND THE CONDUCT OF THE PUBLIC HEARING

Mayor Cote provided a statement regarding the bylaws under consideration, the conduct of the public hearing, and the expected conduct of all participants, noting that it is expected that everyone at the meeting will make every attempt through their words to maintain a safe and respectful environment for all attending the public hearing.

3. Heritage Revitalization Agreement (Bylaw No. 8262, 2021) and Heritage Designation (Bylaw No. 8263, 2021) for 515 St. George Street

3.1 Proposal Information

3.1.1 Notice of Public Hearing

3.1.2 Bylaws

3.1.2.1 Heritage Revitalization Agreement (515 St. George St) Bylaw No. 8262, 2021

3.1.2.2 Heritage Designation (515 St. George St) Bylaw No. 8263, 2021

3.1.3 Previous Decisions, Reports and Related Documents

3.1.3.1 Index

3.1.3.2 Decisions, Reports and Related Documents

3.1.3.2.1 R-1 Previous Decisions

3.1.3.2.2 R-2 Regular Report 515 St. George Street Heritage Revitalization Agreement Preliminary Report

3.1.3.2.3 R-3 CHC Report 515 St. George Street Heritage Revitalization Application

3.1.3.2.4 R-4 Regular Report Heritage Revitalization Agreement and Designation: 515 St. George Street - Bylaws for First and Second Reading

3.1.4 Public Input

3.1.4.1 Index

3.1.4.2 Public Input Submissions

3.2 Overview of the Proposal (Climate Action, Planning and Development)

Janet Zazubek, Planner, Climate Action, Planning and Development, provided a summary of the application as follows:

- The application is for the addition of an accessible laneway house in return for the restoration and long-term legal heritage protection of Adams House which was built in 1912;
- The house is valued for its age and craftsman style, was previously located at 1114 Eighth Avenue and was relocated in 2002;
- The application requests Zoning Bylaw relaxations to allow for a laneway house, reallocating density to the laneway house and reducing parking spots from two to one; and,
- The current proposal is for a single storey, fully accessible, 830 sq. ft. laneway house.

Climate Action, Planning and Development staff recommended Council consider Bylaw Nos. 8262, 2021, and 8263, 2021, for third reading.

Jacque Killawee, City Clerk, advised five pieces of public input had been received, four of which were on table.

MOVED AND SECONDED

THAT Council receive the following correspondence related to Bylaw Nos. 8262, 2021, and 8263, 2021:

Public Input Submissions			
Name	Date Submitted	Date Received	#
J. Nolan	November 2, 2021	November 3, 2021	C-1
J Wolowic	November 18, 2021	ON TABLE	C-2
D. Gurney	November 19, 2021	ON TABLE	C-3
E. and K. Langstroth	November 21, 2021	ON TABLE	C-4
G. Ancill	November 21, 2021	ON TABLE	C-5

Carried.

All members present voted in favour of the motion.

3.3 Opportunity to Speak to Council

Note: unless otherwise noted, all speakers reside in New Westminster.

Joyce Donovan, applicant, advised that they are very excited to be doing this, noting that the single-level will be good so she and her husband can

be closer to family and age in place. She thanked the design team for their work.

Kirsten Sutton, 3D Consulting, advised while feedback was nearly 60% positive during the public consultation. Despite the strong support, changes were made to address the concerns of the extended community. She noted that the HRA is the strongest tool allowed by the *Local Government Act* (LGA) to protect and conserve heritage properties and that it would not be precedent-setting since it is for a specific property. She provided a history of the house.

Patrick Donovan, applicant, advised they have been working on the project for a few years with the help of consultants and staff, and they are grateful to be here and very excited to proceed.

Gail North, President, Queens Park Residents Association (QPRA), spoke in opposition to the application, noting there is an expectation of a heritage win or bonus in exchange for an HRA, however since only necessary maintenance on the house is included, it should not be an HRA. She explained that the restoration was done previously, so there is nothing that can be done to provide a heritage gain. She also noted that since there is no heritage gain, and no green space including tree canopy, and nothing that would be considered gentle density, she is hard-pressed to see how this would be a fair exchange under the HRA.

David Brett spoke in support of the application, noting the proposal will add density, and that an HRA application is a unique process to each project. He noted that proposals like this should be supported because it addresses concerns raised by the QPRA in 2007 related to untapped potential for developers and the loss of heritage. He noted that the Heritage Conservation Area (HCA) does not require restoration, but the HRA can compel it. He also noted that the proposed laneway house is modest in size.

Maureen Arvanitidis, spoke in opposition to the application for the same reasons as Gail North noted above; she also noted that it seems HRAs are being used as a way around a formal rezoning.

Larry Church spoke in opposition to the application, he opined that it is an abuse of the HRA system.

In response to a question from Council, Emilie Adin, Director of Climate Action, Planning and Development, and Ms. Zazubek explained that an HRA and a rezoning are similar, however the density and form for this application were appropriate for an HRA. They also noted that an HRA

results in more protection for the heritage asset than a regular rezoning would allow.

Bozana Djuric spoke in opposition to the application, noting that the application could potentially undermine the HRA review, and that the hurry to densify could cause more problems in the future.

Mayor Cote advised that the HRA review is continuing, however at the time of adoption of the moratorium on HRA applications, any applications in stream were allowed to continue; this is one of those applications.

Gary Mockler spoke in opposition, noting that when the house was moved from Moody Park it was given density bonuses that exceed what is allowed in the HCA. He explained that the request for additional density along with the removal of trees on the property is not appropriate since the City has already been so generous to this property.

Cathy McFarland spoke in opposition to the proposal, noting there is not a significant enough heritage gain to allow for an HRA, and since the house is already on the heritage registry, it is already protected. She also objected to the total density of the proposal, noting that it would be over 1fsr whereas everywhere else in Queens Park is limited to 0.8, and that the basement (while not included in the sfr calculations) could be used for the applicant's proposed use rather than building a laneway house.

In response to a question from Council, Ms. Adin and Ms. Zazubek advised that only the above ground floor space is used in calculating the density of the project, noting that the current above-ground floor space is 0.515 FSR and the new density will bring it up to 0.7 FSR.

Gary Boychuk spoke in opposition to the application, noting concerns about the removal of green space and the saturation of the lot with buildings. He also noted that the restoration of the existing house is disappointing and does not capture the character of a craftsman house.

Gail Ancill spoke in opposition, noting general agreement with what others have said about the project, and expressed concerns about the removal of trees especially the large cedar that would have to come down.

James Jamieson spoke in support of the application, noting the process had been lengthy and that in his own HRA process staff have been very diligent and helpful. He noted that there is plenty of support in the neighbourhood for infill housing and that the process should be shortened wherever possible.

Emma Tones spoke in support for the application, noting the applicants are long-term residents and are requesting a place to live and take care of aging parents.

Gary Mockler, speaking a second time, noted that Attachment 5 to the report indicates the zoning is RS-6, which does not count the basement in FSR, and prohibits laneway houses. He asked if the laneway house is prohibited, why it is being proposed.

Mayor Cote noted that the proposal for a laneway house is why the Public Hearing is occurring and requested staff provide additional information.

In response, Britney Dack, Senior Heritage Planner, advised that over 20 years ago, the house had been rezoned from RS-1 to RS-6 and if it had stayed as RS-1 a laneway house could have just been built with a development permit. She noted that in this application the gains for both the applicant and the City are reasonably balanced.

Larry Church, speaking a second time, expressed concerns that the guidelines are not clearly expressed, and it seems to be an abuse of the HRA process. He requested clarification of the zoning for this site, and expressed concerns that the zoning is confusing and possibly leaves much up to the interpretation of staff.

In response, Ms. Adin and Ms. Dack advised that a Comprehensive Development (CD) rezoning would achieve the same end as a site specific rezoning, and that the HRA is specific to this site in the same way as a CD or site specific rezoning. Ms. Dack also noted that it is much cleaner to look at this through an HRA rather than a rezoning.

David Brett, speaking a second time, noted that when talking about wins or gains, the proper context needs to be used. He noted that the heritage designation of the home and the encumbrance on title are both significant since this puts a covenant on the home. He expressed the view that the laneway house is a reasonable relaxation of the zoning in exchange for the covenant on the house.

Cathy McFarland, speaking a second time, noted that in Queens Park, a maximum density of 0.8 FSR is allowed, and this application exceeds that if the basement is included.

Kirsten Sutton, speaking a second time, responded to some of the objections from speakers, noting the design is of mutual benefit and uses a tool authorized by the Local Government Act to protect the house. She

noted that green space has been reduced, but that the laneway house is of accessible design, which should also be a recognized benefit.

Gary Boychuk, speaking a second time, shared the opinion that there is not much heritage to protect because the site is so loaded with buildings.

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

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

Procedural Note: Council recessed at 7:14 p.m. in order to allow additional speakers to join the meeting. Council reconvened at 7:17 p.m.

Mayor Cote called for additional speakers.

Patrick Donovan, speaking a second time, noted that there was about 60% support for the application and encouraged Council to consider this in their deliberations.

The City Clerk confirmed there were no other identified speakers.

MOVED AND SECONDED

THAT the Public Hearing for Bylaw Nos. 8262, 2021, and 8263, 2021, be closed.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Bylaw No. 8262, 2021, be referred to Council for Third Reading.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Bylaw No. 8263, 2021, be referred to Council for Third Reading.

Carried.

All members present voted in favour of the motion.

Councillor Das read a statement regarding the expectation that everyone at the meeting will make every attempt through their words to maintain a safe and respectful environment for all attending the public hearing.

4. **Heritage Revitalization Agreement Bylaw No. 8271, 2021 and Heritage Designation Bylaw No. 8272, 2021 for 208 Fifth Avenue**

4.1 **Proposal Information**

4.1.1 **Notice of Public Hearing**

4.1.2 Bylaws

4.1.2.1 Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021

4.1.2.2 Heritage Designation (208 Fifth Avenue) Bylaw 8272, 2021

4.1.3 Previous Decisions, Reports and Related Documents

4.1.3.1 Index

4.1.3.2 Decisions, Reports and Related Documents

4.1.3.2.1 R-1 Minutes Extracts

4.1.3.2.2 R-2 LUPC Report - January 27, 2020

4.1.3.2.3 R-3 LUPC Presentation - January 27, 2020

4.1.3.2.4 R-4 LUPC Presentation - January 27, 2020

4.1.3.2.5 R-5 Preliminary Report to Council - May 3, 2021

4.1.3.2.6 R-6 Council Presentation - May 3, 2021

4.1.3.2.7 R-7 CHC Report - May 5, 2021

4.1.3.2.8 R-8 CHC Presentation - May 5, 2021

4.1.3.2.9 R-9 CHC Report - July 7, 2021

4.1.3.2.10 R-10 CHC Presentation - July 7, 2021

4.1.3.2.11 R-11 LUPC Report - August 30, 2021

4.1.3.2.12 R-12 LUPC Presentation - August 30, 2021

4.1.3.2.13 R-13 Council Report - November 1, 2021

4.1.4 Public Input

4.1.4.1 Index

4.1.4.2 Public Input Submissions

Jacque Killawee, City Clerk, advised 14 pieces of public input had been received, 11 of which were on table.

MOVED AND SECONDED

THAT Council receive the following correspondence related to Bylaw Nos. 8271, 2021, and 8272, 2021:

Public Input Submissions			
Name	Date Submitted	Date Received	#
K Plummer	November 15, 2021	November 15, 2021	C-1
V Unilowski	November 15, 2021	November 15, 2021	C-2
C McFarland	November 1, 2021	November 16, 2021	C-3
G Mockler	November 1, 2021	November 16, 2021	C-4
V Ilic	November 17, 2021	November 18, 2021	C-5
M Johnson and L Rightmyer	November 18, 2021	ON TABLE	C-6
A Lewko	November 18, 2021	ON TABLE	C-7
J Wolowic	November 19, 2021	ON TABLE	C-8
D Carr and K Gagne	November 20, 2021	ON TABLE	C-9
G Yakel via Be Heard	November 21, 2021	ON TABLE	C-10
M Bice	November 21, 2021	ON TABLE	C-11
E and K Langstroth	November 21, 2021	ON TABLE	C-12
G Ancill	November 21, 2021	ON TABLE	C-13
R. Canil	November 22, 2021	ON TABLE	C-14
J Berlin	November 22, 2021	ON TABLE	C-15
G Jamieson	November 22, 2021	ON TABLE	C-16

Carried.

All members present voted in favour of the motion.

4.2 Overview of the Proposal (Climate Action, Planning and Development Department)

Kathleen Stevens, Heritage Planning Analyst, provided a summary of the application as follows:

- The proposal requests the lot be subdivided into two lots in exchange for the long-term legal heritage protection of the 1910 Calbicks House on the lot, and construction of a new house on the larger rear lot fronting Elgin Street;

- The existing house would be retained and moved forward onto the smaller front lot on Fifth Avenue, and be restored and legally protected with a Heritage Designation Bylaw;
- Relaxations for setback and eave projections at the rear of the existing house, as well as one less parking space are required, while the new house would have 28% higher density and a wider bay window than would otherwise be permitted; these relaxations requested warrant Council's consideration given the context of the site and the heritage value of the house;
- The existing house has historical, cultural and aesthetic values, was a modest home for working class individuals, and is associated with New Westminster's Edwardian-era building boom;
- There is high integrity with the Edwardian style due to original windows, intact architectural details and unique mid-century beveled and combed cedar siding;
- Design revisions in the application include:
 - Reducing density, size and bulk;
 - Removing the attached garages;
 - Providing private gardens and an open yard on Fifth Avenue;
 - Revising the infill house design and driveway crossing location;
 - Retaining original windows and the specimen sized evergreen;
 - Recognizing the original owners and era.

Climate Action, Planning and Development staff recommended Council consider Bylaw Nos. 8271, 2021 and 8272, 2021, for third reading.

4.3 Opportunity to Speak to Council

Note: Unless otherwise indicated, all speakers live in New Westminster.

Gillian Jamieson, owner and applicant, advised they have been working for three years on this project and have received 65% support on surveys at their open house event. She noted that they have made changes throughout the consultation, including root mapping on the specimen tree to ensure the tree will be safe. She explained that they have decided to maintain the 1950s style because there is good documentation, and that the house will be protected, rehabilitated and restored under the HRA. She also explained that applicants should not be penalized for wanting to contribute to an enhanced street scape because others in the neighbourhood disagree with the current zoning practices.

Ellen Krijgsveld spoke in support, noting she lives in the only other house facing Elgin Street, and it will be nice to have another house across the

road. She noted that she is in full support of the application since it provides green space, preserves trees and takes care of the heritage house. She also explained that she is the neighbour most impacted by the application.

Murray Johnson provided a presentation about the specimen tree at the edge of the property, noting it occupies space across the property in question and the property immediately to west. He noted that the tree has been excessive pruning on one side and is sloped away from the applicant property, possibly endangering the neighbouring property if the root system is disturbed. He requested that approval of the application be delayed so that the roots can be examined by an engineer.

In response to a question from Council, Ms. Stevens advised that the site plan has been reconfigured so that there is a 20 ft. distance from the house to the centre of the tree, and that the Project and City Arborists will supervise to ensure the safety of the tree if the project is approved.

Steve Azan spoke in support of the application, noting he actively participated in the Heritage Conservation Area (HCA) process where a main concern was small homes on large lots. He expressed support for the City's solution of retaining the house and adding an infill house.

Andrew Lewko spoke in support of the application, noting the owners have taken every effort to accommodate concerns. He advised that the roof and foundation are important and without those aspects, heritage is in danger.

Rav Johal spoke in support of the application, noting the applicants are working in the spirit of the HRA and have responded to public concerns. He noted that the proposed project is a good use of the lot.

Gail North, President, Queens Park Residents Association (QPRA) spoke in opposition, noting that the heritage house is being pushed out of the way for a larger house and is not affordable. She expressed concerns regarding the number and scope of relaxations requested, and using the heritage designation bylaw as the gain for the City. She suggested that the plan needs to be reanalyzed and revised for a more reasonable request.

In response to a question from Council, Ms. Stevens advised that the overall density is 0.67 FSR, and the size is 1150 sq. ft. less than what would be permitted if there was no HRA.

David Brett spoke in support of the application, noting it is important to provide context when talking about house size and that the smaller the lot,

the greater the degree of heritage protection is required. He noted that this is gentle densification and appropriate for the neighbourhood.

Mark Fox spoke in support of the application, noting that the balance between benefits to the owners and the City, specifically that the City will get a revitalized heritage house and the owners will be able to build their dream house and possibly age in place. He noted that while no housing in Queens Park is truly affordable, the project is in keeping with the HRA and HCA.

Joanne Bice spoke in support, noting that the design of the new house is beautiful and will face a quiet, small street while allowing another family to move into the area.

Maureen Arvanitidis spoke in opposition to the application, noting that the plan is not supportive of heritage and the house is already protected under the HCA. She noted that the front and side yards should be protected as well, moving the house changes the streetscape dramatically, and the small separation between the houses makes the density excessive. She expressed concerns that livability would be affected because of the density on the lot.

Ron Spence spoke in opposition, noting this application is an example of why the HRA process needs to be revisited, and opined that the only reason someone would want to subdivide a lot would be to make money, not enhance heritage. He encouraged Council against one-off decision making when considering HRAs.

Larry Church spoke in opposition, noting concerns that a substantial amount of green space and tree canopy will be removed. He noted that while four trees will be planted they will take decades to replace the canopy that currently exists. He encouraged the application to be changed to allow for a laneway house so that trees can be retained.

Rick spoke in opposition, noting concerns about the safety of the neighbouring property due to the shared tree, and encouraged an engineering report on the tree as he believes the arborist report is not sufficient.

In response to a question from Council, Emilie Adin, Director of Climate Action, Planning and Development, advised that structural engineering analysis is not normally done on trees.

Cathy McFarland spoke in opposition, noting there is not enough heritage gain for the City, and that the infill house in the back is too big. She expressed concerns that subdivision will set a bad precedent and cause loss of green space as more HRAs are granted.

Gary Mockler spoke in opposition, expressing concerns with subdivision of the lot and the substantial density increases requested. He also noted that trees should be preserved wherever possible, and lawns and gardens encouraged in order to combat climate change. He advised he would like City bylaws to be adhered to more strictly and requests for variances should be evaluated in light of well thought out policies and rules.

James Jamieson, applicant, advised that when they bought the house, the roof was being damaged by the specimen tree, and no direction was given, so they pruned the tree. He noted only small amounts of tree roots will be impacted, the proposal is well under density limits, and their care and conscientiousness about adding green space through trees and gardens will not change when the lot is subdivided. He also noted there is support from the neighbours on Elgin Street for the application.

Bozana Djuric spoke in opposition to the application, noting not much has changed since 2007, and opined that past pictures of a house are not always a reference for restoration, suggesting that neighbouring properties can also provide guidance. She expressed concerns that this is not an HRA, but a subdivision.

Voja Ilic expressed disappointment over the subdivision, noting moving the house would impact him as the direct neighbour in terms of the proximity to his home. He was also concerned that new windows would look directly into his house.

Murray Johnson, speaking a second time, advised that he supports the heritage house changes and the addition at the back of the lot. He clarified that his opposition is related to the specimen tree and the impacts on it of moving the house. He also noted he had never heard of an engineering assessment on a tree, but that it should be considered for this case, and asked to resolve the situation before the building permit process starts.

In response to a question from Council, Ms. Adin advised that the tree permit would be processed at the same time as the building permit, and that staff has substantively considered the tree and are satisfied with the protections proposed.

Larry Church, speaking a second time, expressed concerns with the boulevard tree, noting it is partially in line with the driveway, and the application does not seem to address it.

In response, Ms. Stevens advised that staff are investigating the boulevard tree, and will determine if it can be retained during the tree permit process.

Ellen Krijveld, speaking a second time, noted there are many overgrown trees that are not well taken care of, and wherever possible trees should be preserved.

Ron Spence, speaking a second time, expressed concerns that there are often reliability issues with surveys developed for consultation, and suggested that applicants retain, or the City provide, professional support in developing these.

Ron Canil spoke in opposition to the application, noting that the proposed house is too big and the proposal requires too many variances and reduces green space. He clarified that he is not opposed to a laneway house, but that the lot should not be subdivided.

David Brett, speaking a second time, expressed hope that the increase in HRA applications after the HCA was put in place will be in the HRA review. He noted there is nothing remarkable in this application and the recommendation is similar to other previous applications that have been allowed.

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

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

Procedural Note: Council recessed at 9:12 p.m. in order to allow additional speakers to join the meeting. Council reconvened at 9:15 p.m.

Mayor Cote called for additional speakers.

Gillian Jamieson, applicant, spoke a second time to respond to some of the comments from other speakers. She noted that they have not taken trees down, the canopy size referenced by a previous speaker is incorrect, without an HRA the density could be 0.8 FSR, and that the house will be separated from the neighbour by over 30 feet when considering the distance on both sides of the property line. She noted that houses all over Queens Park are set back at different distances from the street and this is part of the charm of the neighbourhood.

Kirsten Sutton, 3D Designs, noted that the current request is well below the maximum density permitted and the proposal is very much in line with standards and guidelines.

The City Clerk confirmed there were no other identified speakers.

MOVED AND SECONDED

THAT the Public Hearing for Bylaw Nos. 8271, 2021, and 8272, 2021, be closed.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Bylaw No. 8271, 2021, be referred to Council for Third Reading.

Carried.

All members present voted in favour of the motion.

MOVED AND SECONDED

THAT Bylaw No. 8272, 2021, be referred to Council for Third Reading.

Carried.

All members present voted in favour of the motion.

5. END OF PUBLIC HEARING

The Public Hearing ended at 9:21 p.m.

Jonathan X. Cote

MAYOR

Jacque Killawee

CITY CLERK



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING

MINUTES

Monday, November 22, 2021.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT:

Mayor Jonathan Cote

Councillor Chinu Das

Councillor Patrick Johnstone

Councillor Jamie McEvoy

Councillor Nadine Nakagawa

Councillor Mary Trentadue

ABSENT:

Councillor Chuck Puchmayr

STAFF PRESENT:

Ms. Lisa Spitale

Chief Administrative Officer

Ms. Jacque Killawee

City Clerk

Ms. Emilie Adin

Director of Climate Action, Planning and Development

Ms. Britney Dack

Senior Heritage Planner, Climate Action, Planning and Development

Ms. Kathleen Stevens

Heritage Planning Analyst, Climate Action, Planning and Development

Ms. Janet Zazubek

Planner, Climate Action, Planning and Development

Ms. Nicole Ludwig

Assistant City Clerk

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

The Mayor opened the meeting at 9:24 p.m.

2. **BYLAWS CONSIDERED AT THE PUBLIC HEARING**

2.1 **Heritage Revitalization Agreement (515 St. George St) Bylaw No. 8262, 2021**

To enable the construction of a laneway house at 515 St George Street and relax parking requirements. This bylaw is on the agenda for **THIRD READING**.

In discussion, Council members noted:

- This is a good sample of gentle density and supportive of multigenerational living;
- There seems to be a mostly continuous conversation around heritage benefits;
- The fact that the proposed laneway house will be fully accessible is a huge gain for the area;
- Although the laneway house is not affordable housing, it does provide housing options;
- Appreciation for a long but respectful and informative public hearing.

In response to a question from Council, Janet Zazubek, Planner, Climate Action, Planning and Development, noted that if the Heritage Revitalization Agreement (HRA) is not approved, the alternative for the owner is to put in a carport or garage.

MOVED and SECONDED

THAT Heritage Revitalization Agreement (515 St George St.) Bylaw No. 8262, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

2.2 **Heritage Designation (515 St. George St) Bylaw No. 8263, 2021**

To designate the 1912 house at 515 St. George Street as a protected heritage property. This bylaw is on the agenda for **THIRD READING**.

MOVED and SECONDED

THAT Heritage Designation (515 St George St.) Bylaw No. 8263, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

2.3 Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021

To enable lot subdivision at 208 Fifth Avenue for retention of the existing house and construction of a new house; and relax lot size, density, siting, bay window width and parking requirements. This bylaw is on the agenda for **THIRD READING**.

In discussion, Council members noted:

- This application has been in process for a couple of years and in that time, the owners have made significant changes in response to City and resident feedback;
- The square footage is well below what is permitted on the lot and the density is in keeping with the area;
- Confidence that staff will resolve the issues concerning the large tree on the neighbors property and in the drive way;
- The applicant should be commended for their perseverance and willingness to adjust plans;
- The Heritage Revitalization Agreement (HRA) review should focus on what is a fair private and a fair community benefit.

In response to a question from Council, Britney Dack, Senior Heritage Planner, advised that two small-scale HRA applications were in progress before the review was launched. Council can expect to see this by Spring 2022.

MOVED and SECONDED

THAT Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

2.4 Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021

To designate the 1910 house at 208 Fifth Avenue as a protected heritage property. This bylaw is on the agenda for **THIRD READING**.

MOVED and SECONDED

THAT Heritage Designation (208 Fifth Avenue) Bylaw No. 8272, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

3. **BYLAWS FOR WHICH THE PUBLIC HEARING WAS WAIVED**

3.1 **Zoning Amendment Bylaw (Stage 2 - Part A Sustainable Transportation - Bicycle Parking) No. 8231, 2021**

Amendments to modify bicycle parking requirements and bicycle facility design standards. The public hearing for this bylaw was waived because it is consistent with the City's Official Community Plan. This bylaw is on the agenda for **THIRD READING**.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Stage 2 – Part A Sustainable Transportation – Bicycle Parking) No. 8231, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

3.2 **Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021**

This Zoning Amendment Bylaw includes identified minor annual miscellaneous revisions, edits and corrections to the Zoning Bylaw. The public hearing for this bylaw was waived because it is consistent with the City's Official Community Plan. This bylaw is on the agenda for **THIRD READING**.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

4. **END OF THE MEETING**

The meeting ended at 9:51 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



Dear New Westminster City Council;

We are writing to ask you today to continue your leadership in the face of the climate emergency and initiate and champion a municipal endorsement of the call for a Fossil Fuel Non-Proliferation Treaty.

People on every continent are joining the call for an international mechanism to compliment the Paris Agreement by phasing out coal, oil and gas and managing the global just transition required to meet our 1.5°C targets.

Without addressing the production of fossil fuels, we risk blowing past our climate targets. With the recent IEA and IPCC reports, now is the time to put the question of managing an equitable transition away from fossil fuels on the international agenda.

Support for the treaty is growing in global momentum. In recent months, 101 Nobel Laureates including the Dalai Lama, over 2,000 scientists and academics, major cities including Barcelona, Vancouver, Sydney, Los Angeles and Toronto, as well as more than 800 civil society organisations have endorsed the three pillars of the proposed Treaty and the need for international action on fossil fuel production.

The three pillars of action proposed by the treaty are:

- **Non-Proliferation** – preventing new coal, oil, or gas developments
- **An Equitable Phase Out** of existing production plans
- **A Just Transition** so that no community, country or worker is left behind

Can we count on your support to commit our city to a fossil fuel phase-out and a just energy transition by endorsing the call for a Fossil Fuel Non-Proliferation Treaty?

To find out more about passing a resolution endorsing the Fossil Fuel Non-Proliferation Treaty, please visit <https://fossilfueltreaty.org/> for additional resources and support.

Sincerely,

135 names collected

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8288, 2021

A Bylaw to establish a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the Community Charter;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215.(5) of the Community Charter;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a local service parcel tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the Community Charter;

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 "Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021".

Definitions

2. In this Bylaw:

"Applicant" means the Downtown New Westminster Business Improvement Society;

"Business Improvement Area" means a business service area pursuant to Section 215.(1) of the Community Charter;

"City" means the Corporation of the City of New Westminster;

"Council" means the Council of the Corporation of the City of New Westminster;

“Downtown New Westminster Business Improvement Area (Primary Area)” means those lands within the area shown outlined in heavy black on the map attached and forming part of this bylaw as Schedule A;

“Fiscal Year” means the time period from January 01 to the following December 31.

Designation of Area

3. The Downtown New Westminster Business Improvement Area (Primary Area) is hereby designated as a Business Improvement Area.

Grant

4. Following adoption of this Bylaw, the Council may, by majority vote, grant to the applicant amounts not exceeding \$161,912.41 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025, in aggregate an amount not exceeding \$677,381.12 for the term of this bylaw.

Expenditures

5. The money granted pursuant to this Bylaw shall be expended only:
 - 1) by the applicant;
 - 2) in accordance with the conditions and limitations set out in this Bylaw; and
 - 3) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw.

Budget

6. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

7.
 - 1) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
 - 2) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the

basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

8. All of the money granted to the applicant pursuant to this Bylaw shall be recovered in the same manner as property taxes from the owners of land within the Downtown New Westminster Business Improvement Area (Primary Area) by means of a local service parcel tax enacted pursuant to Section 216(1)(a) of the Community Charter.

Indebtedness

9. 1) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- 2) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

10. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

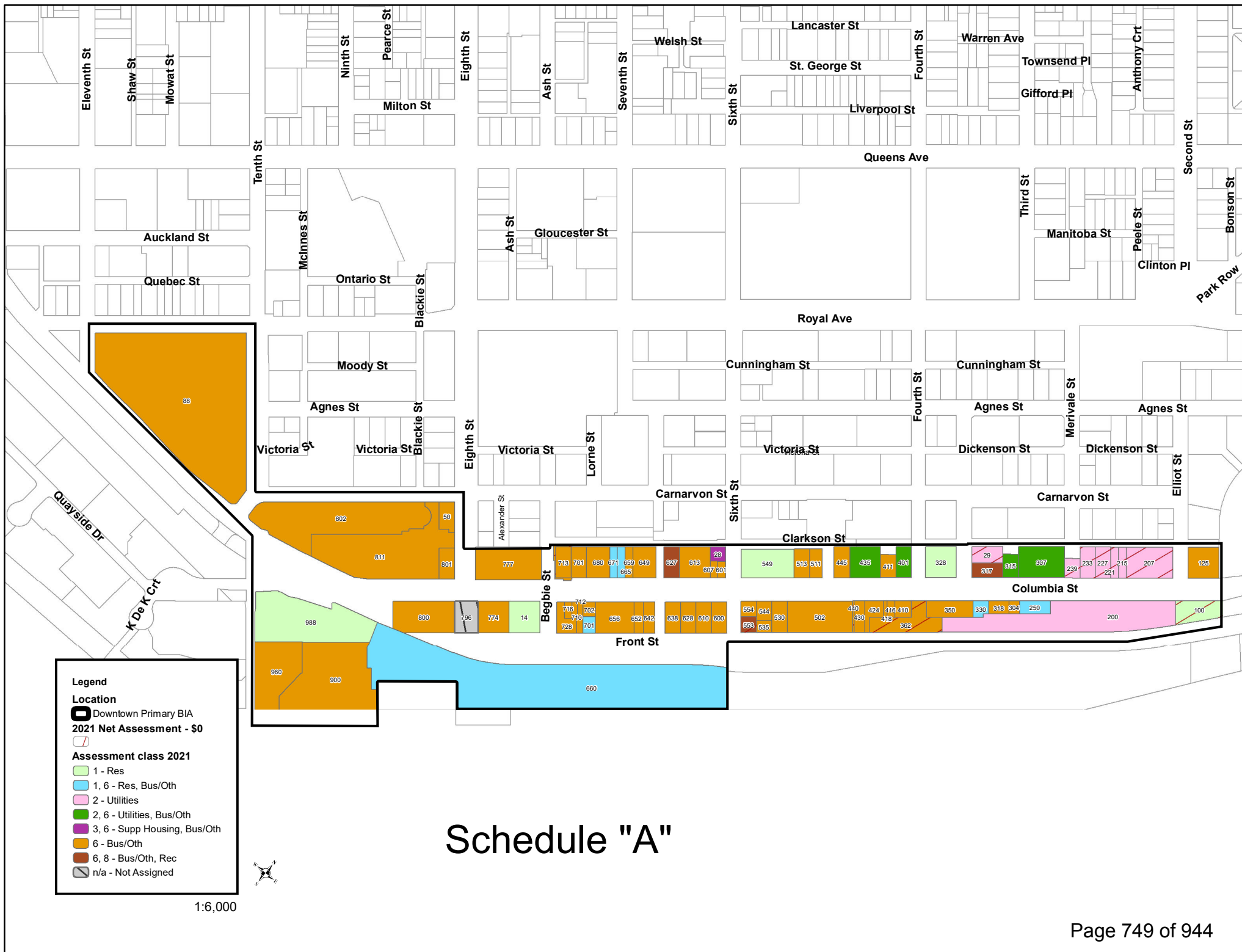
11. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

GIVEN THREE READINGS this 4th day of October 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this day of 2021.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Area pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA

The projects and activities of the Downtown New Westminster Improvement Area can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT: (Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8289, 2021

A Bylaw to designate a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the Community Charter;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215.(5) of the Community Charter;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a local service parcel tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the Community Charter;

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 “Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminster Business Improvement Society;

“Business Improvement Area” means a business service area pursuant to Section 215.(1) of the Community Charter

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

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

“Downtown New Westminster Business Improvement Area (Secondary Area)” means those lands within the area shown outlined in heavy black on the map attached and forming part of this bylaw as Schedule A;

“Fiscal Year” means the time period from January 01 to the following December 31.

Designation of Area

3. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a Business Improvement Area.

Grant

4. Following adoption of this Bylaw, the Council may, by majority vote, grant to the applicant amounts not exceeding \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025, in aggregate an amount not exceeding \$560,009.95 for the term of this bylaw.

Expenditures

5. The money granted pursuant to this Bylaw shall be expended only:
 - 1) by the applicant;
 - 2) in accordance with the conditions and limitations set out in this Bylaw; and
 - 3) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw.

Budget

6. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

7.
 - 1) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
 - 2) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the

basis of providing the applicant with twenty-four hours written notice of intentions and requirements.

its

Recovery

8. All of the money granted to the applicant pursuant to this Bylaw shall be recovered in the same manner as property taxes from the owners of land within the Downtown New Westminster Business Improvement Area (Secondary Area) by means of a local service parcel tax enacted pursuant to Section 216(1)(a) of the Community Charter.

Indebtedness

9.
 - 1) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
 - 2) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

10. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

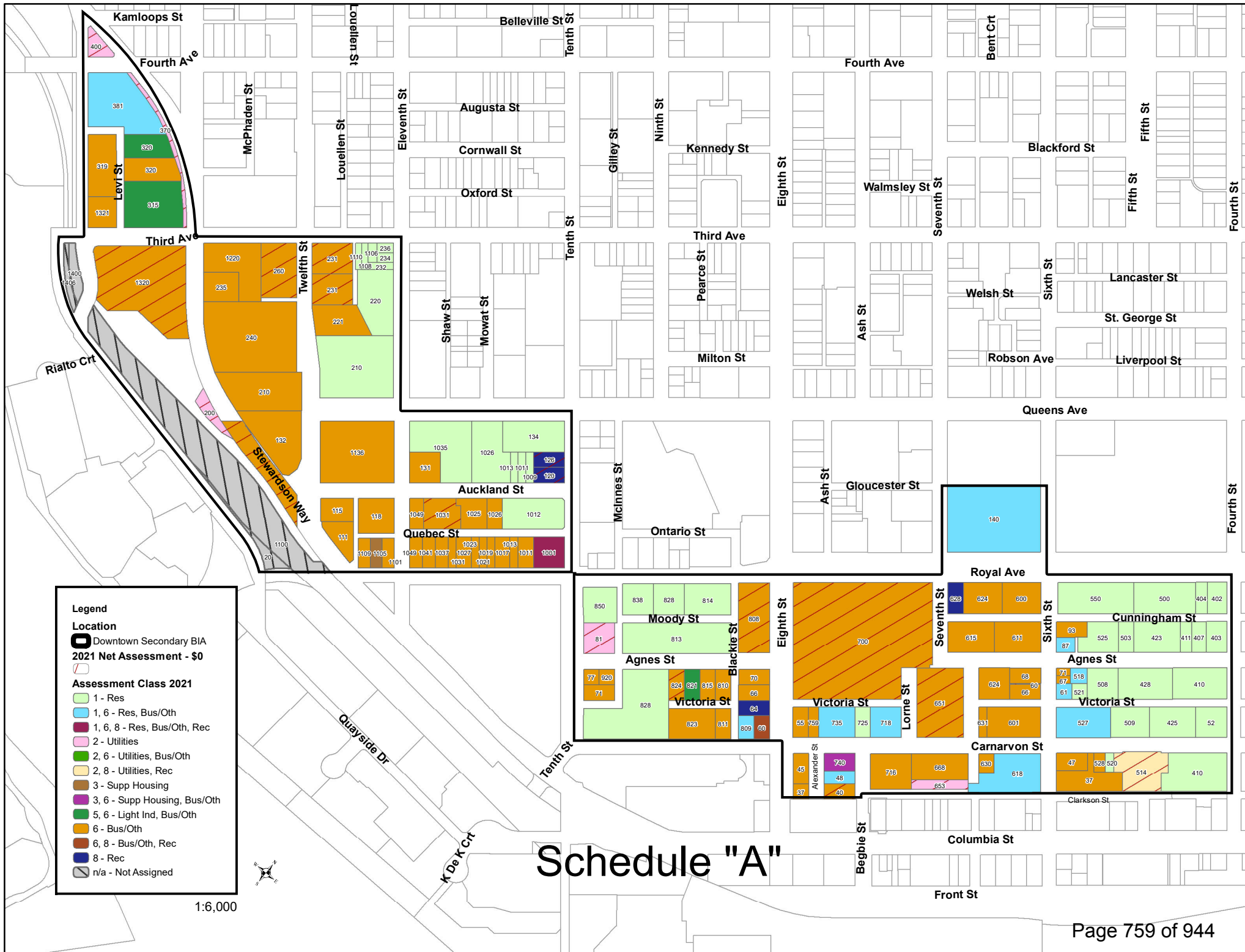
11. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

GIVEN THREE READINGS this 4th day of October 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this day of 2021.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Area pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA

The projects and activities of the Downtown New Westminster Improvement Area can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT: (Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8288, 2021

A Bylaw to establish a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215(2) of the *Community Charter*;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

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 “Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminster Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*;

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

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

“Downtown New Westminster Business Improvement Area (Primary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Primary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$161,912.41 for 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025, in aggregate an amount not exceeding \$677,381.12 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Primary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8. a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
- b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Business Improvement Area (Primary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

WHEN THE BYLAWS ARE REVISED, the readings section needs to be changed so that it says:

Given three readings this _____ day of _____, 2021

Third reading repealed this _____ day of _____, 2021

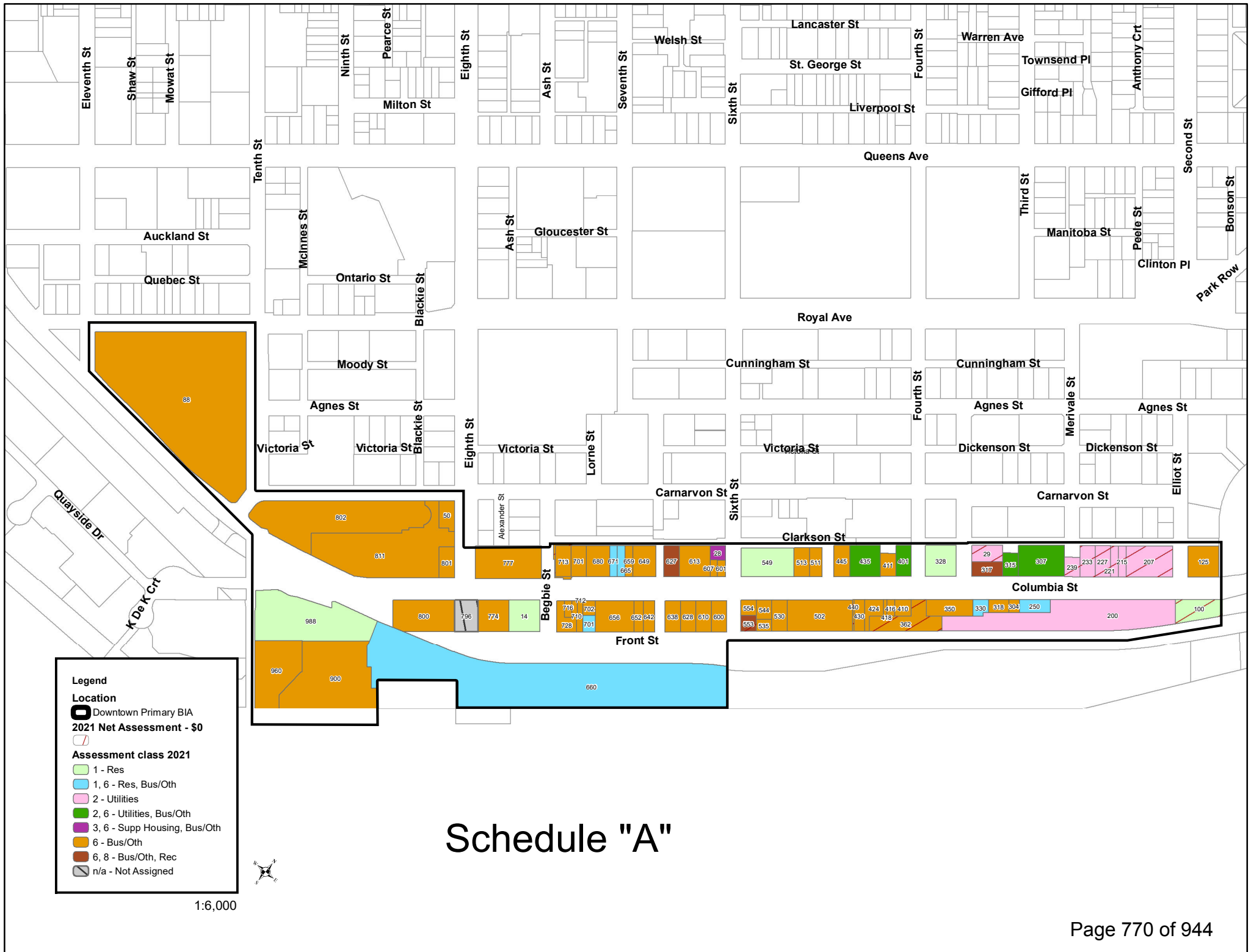
Bylaw amended this _____ day of _____, 2021

Given third reading as amended this _____ day of _____, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



Schedule "A"

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT: (Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8289, 2021

A Bylaw to designate a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the *Community Charter*;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*;

AND WHEREAS the Council has received a request from the Downtown New Westminster Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

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 “Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminster Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*;

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

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

“Downtown New Westminster Business Improvement Area (Secondary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025, in aggregate an amount not exceeding \$560,009.95 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Secondary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8.
 - a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
 - b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Improvement Area (Secondary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.

b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

Given three readings this _____ day of _____, 2021

Third reading repealed this _____ day of _____, 2021

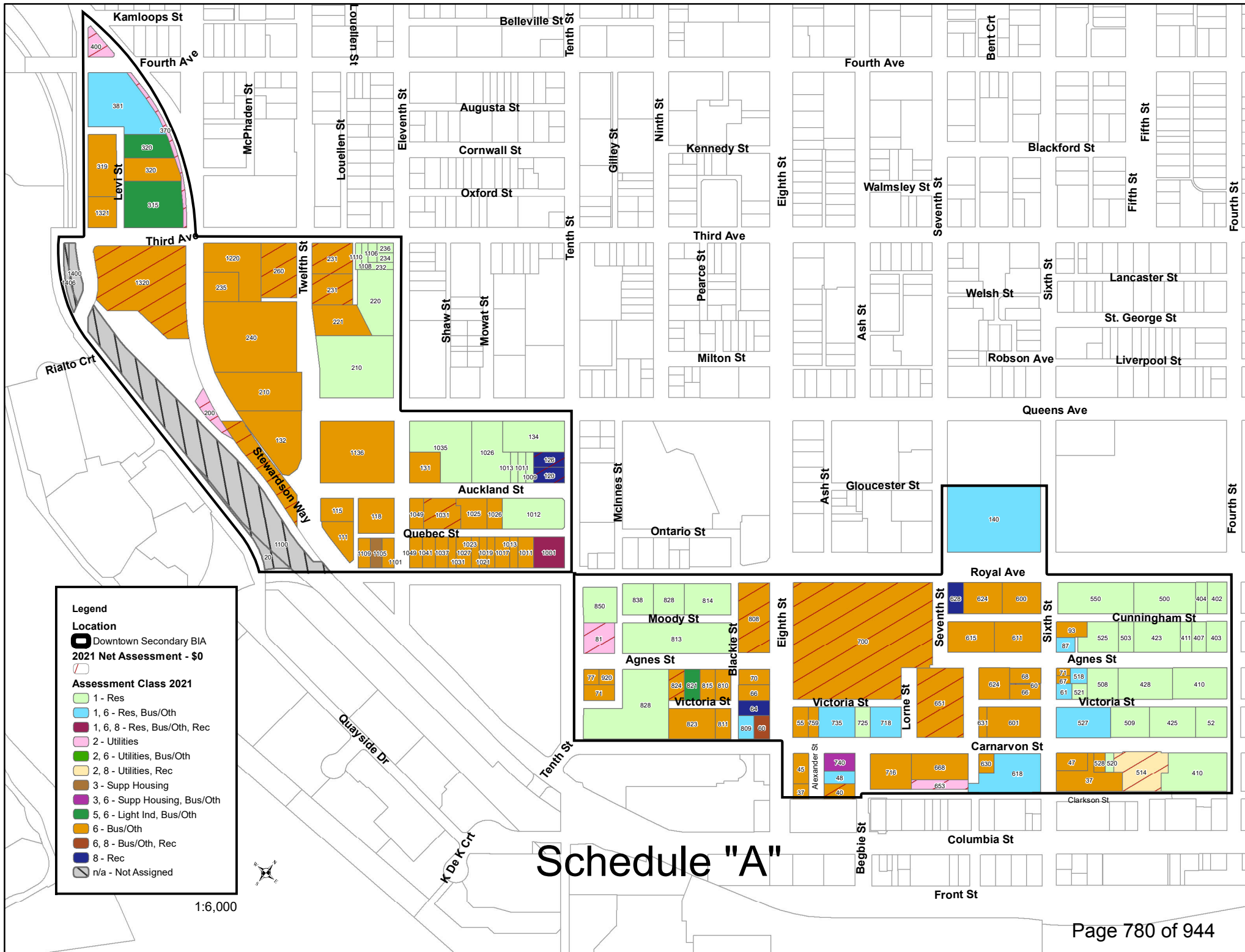
Bylaw amended this _____ day of _____, 2021

Given third reading as amended this _____ day of _____, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of _____ 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$ _____

Municipal Levies \$ _____

Government Grants: \$ _____

Federal \$ _____

Provincial \$ _____

Municipal \$ _____

Interest \$ _____

Other (specify) \$ _____

TOTAL REVENUE \$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT: (Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8306, 2021

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 125 Third Street as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property, in whole or in part, as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 125 Third Street has requested that Council designate the principal building on the land as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the principal building located at 125 Third Street has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the principal building located at 125 Third Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

NOW THEREFORE City Council of the Corporation of the City of New Westminster enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (125 Third Street) No. 8306, 2021."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. The principal building located on that parcel of land having a civic address of 125 Third Street, New Westminster, British Columbia, legally described as PID: 001-507-346; LOT 2 OF LOTS 7 8 BLOCK 34 PLAN 2620, is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:

- (a) alter the exterior of the Building;
- (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
- (c) move the Building; or
- (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

- 5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
- 6. For the purpose of section 5, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

- 7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time.

HERITAGE ALTERATION PERMITS

- 8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Climate Action, Planning and Development Department in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection of the Building provided under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this _____ day of _____ 2021.

GIVEN SECOND READING this _____ day of _____ 2021.

PUBLIC HEARING held this _____ day of _____ 2022.

GIVEN THIRD READING this _____ day of _____ 2022.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____ 2022.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8307, 2021

A Bylaw to authorize the expenditure of moneys from the Development Cost Charge Reserve Funds for 2021 debt retirement related to DCC capital expenditures and for 2021 capital expenditures related to drainage infrastructure, water infrastructure, and transportation infrastructure DCC capital projects

WHEREAS the Council has established development cost charge reserve funds for Queensborough drainage, water, 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 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. 8307, 2021”.
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 day of , 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this day of _____, 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Schedule A to Bylaw No. 8307, 2021

BYLAW # 8307, 2021			
Project Description	Estimated Project Cost	City / Other Funded Cost	Expenditure from DCC
<u>Queensborough Drainage DCC Projects</u>			
Boundary Street Pump Station (QD10)	2,000,000	1,505,000	495,000
QB. Drainage DCC Balance at Dec 31, 2020	413,212		
Actual 2021 QB. Drainage DCC Contributions to-date	82,281		
2021 QB. Drainage DCC Projects	(495,000)		
Est. QB. Drainage DCC Balance After Projects	493		
<u>Queensborough Water DCC Projects</u>			
Blackley Street DCC Watermain (QW1)	185,000	3,700	181,300
Duncan St. Watermain (QW2)	79,900	1,600	78,300
QB. Water DCC Balance at Dec 31, 2020	842,823		
Est. 2021 QB. Water DCC Contributions	-		
2021 QB. Water DCC Projects	(259,600)		
Est. QB. Water DCC Balance After Projects	583,223		
<u>Queensborough Transportation DCC Projects</u>			
Queensborough Transportation Howes Street (QT3)	50,100	500	49,600
Boyd/Duncan Intersection & Signal (QT9)	420,000	4,200	415,800
QB. Transportation DCC Balance at Dec 31, 2020	(2,208,667)		
Actual 2021 QB. Transportation DCC Contributions to-date	399,488		
2021 QB. Transportation DCC Projects	(465,400)		
Est. QB. Transportation DCC Balance After Projects	(2,274,579)		
<u>Mainland Transportation DCC Projects</u>			
Pedestrian Crossing Improvements (T9, T25)	398,700	288,200	110,500
McBride Boulevard Safety & Transit (T23)	33,100	11,100	22,000
Upgrades to Traffic Signal System (T24)	25,000	18,100	6,900
Neighbourhood Traffic Calming Program (T25)	300,000	216,800	83,200
Road Safety Improvements (T31)	21,900	15,800	6,100
Sixth St Great Street (T34)	30,000	21,700	8,300
ML. Transportation DCC Balance at Dec 31, 2020	3,308,887		
Actual 2021 ML. Transportation DCC Contributions to-date	31,418		
2021 ML. Transportation DCC Projects	(237,000)		
Est. ML. Transportation DCC Balance After Projects	3,103,305		
<u>Queensborough Parkland DCCs</u>			
2021 Debt Principal Repayment for Waterfront Park Development	187,500	1,900	185,600
QB. Parkland DCC Balance at Dec 31, 2020	3,120,688		
Actual 2021 QB. Parkland DCCs Contributions to-date	690,063		
2021 City Wide Parkland DCC Projects	(185,600)		
Est. QB. Parkland DCC Balance after Expenditure	3,625,151		
<u>Mainland Parkland DCCs</u>			
2021 Debt Principal Repayment for Waterfront Park Development	363,900	3,600	360,300
ML. Parkland DCC Balance at Dec 31, 2020	9,791,707		
Actuals 2021 Mainland Parkland DCCs Contributions to-date	60,750		
2021 City Wide Parkland DCC Projects	(360,300)		
Est. ML. Parkland DCC Balance after Expenditure	9,492,157		
Grand Total	4,095,100	2,092,200	2,002,900

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8297, 2021

A Bylaw to Repeal New Westminster Arts Commission Bylaw No. 7367, 2009

The Corporation of the City of New Westminster ENACTS AS FOLLOWS:

1. This Bylaw may be cited as “Arts Commission Repeal Bylaw No. 8297, 2021”.
2. The City Council of the Corporation of the City of New Westminster repeals New Westminster Arts Commission Bylaw No. 7367, 2009.

GIVEN FIRST READING this 15th day of November 2021.

GIVEN SECOND READING this 15th day of November 2021.

GIVEN THIRD READING this 15th day of November 2021.

ADOPTED this day of 2021.

MAYOR

CITY CLERK

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8303, 2021**

A Bylaw to Amend Electrical Utility Bylaw No.6502, 1998

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

Citation

1. This Bylaw may be cited for all purposes as "Electrical Utility Amendment Bylaw No.8303, 2021"

Amendments

2. The Schedule of Rates attached to Electrical Utility Bylaw No.6502, 1998 as Schedule "A" is hereby repealed and the Schedule of Rates attached hereto is hereby substituted therefor.

Effective Date

3. The amendments shall come into effect on January 1, 2022, in accordance with established billing cycles.

GIVEN FIRST READING THIS 15th day of November 2021.

GIVEN SECOND READING THIS 15th day of November 2021.

GIVEN THIRD READING THIS _____ day of _____ 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

SCHEDULE "A"

SCHEDULE OF RATES – Effective January 1, 2022

RATES 101, 102 and 103

Rate 101

Residential Service, Single Family Dwelling for a period of two months:

Basic Charge per period	\$14.20
All kW.h per period	0.1182 per kW.h
Minimum Charge	Basic Charge per period

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

Rate 102

Residential Service - Common Use Areas of strata corporations and owner occupied multiple residential premises for a period of two months:

Basic Charge per period	\$14.20
All kW.h per period	0.1182 per kW.h
Minimum Charge	Basic Charge per period

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

Rate 103

Residential Service, Multiple Occupancy in Single Family Dwelling for a period of two months:

Basic Charge per single family dwelling unit per period	\$14.20
All kW.h per single family dwelling unit per period	0.1182 per kW.h
Minimum charge per single family dwelling unit	Basic Charge per period

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

Special Condition:

The maximum capacity of all heating elements energized at any one time in any water heater served under these rates shall not exceed 45 watts per liter (200 watts per imperial gallon) of tank capacity, except with the prior written permission of the City.

RATES 131 and 133

ALL PURPOSE MULTI-RESIDENTIAL SERVICE

Availability:

For residential use on a single parcel of land, or in a building or buildings thereon, containing more than two single family dwellings, and for ancillary uses, if all electricity for the aforesaid residential and ancillary uses is purchased through one meter. This rate is not available for service to non-residential occupants (e.g. stores, offices, restaurants) nor for service to space or equipment used in common by such non-residential occupants, whether or not such space or equipment is also used by residential occupants. Supply is 60 hertz single or three phase at the potential available.

Rate 131

For a period of two months:

Basic Charge per single family dwelling per period	\$14.20
First 400 kW.h per single family dwelling per period	0.1182 per kW.h
Next 200 kW.h per single family dwelling per period	0.1328 per kW.h
All additional kW.h per period	0.1182 per kW.h
Minimum charge - The basic charge per single family dwelling per period	

Note: The number of single family dwellings shall not be reduced because of vacancies.

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

Rate 133 - Discount for Ownership of Transformers:

A customer may elect to supply the transformation from the primary potential to his utilization potential. If so he will be billed on the rate set out above subject to a discount of \$.50 per kW of maximum demand. The minimum charge set out above will apply. The City will install a demand meter in addition to a kW.h meter. The City will install its meters at the secondary potential unless the customer owns more than one transformer bank.

RATES 134 and 135

ALL PURPOSE MULTI-RESIDENTIAL SERVICE
(100% Rental Buildings only)

Availability:

For residential use on a single parcel of land, or in a building or buildings thereon, containing more than two single family dwellings, and for ancillary uses, if all electricity for the aforesaid residential and ancillary uses is purchased through one meter. The owner of the building must provide sub-metering to each individual unit so the customer can still manage their energy efficiencies through their own individual meter. Supply is 60 hertz single or three phase at the potential available.

Rate 134

For a period of two months:

Basic Charge per period/per meter	\$14.20
All kWh per period	0.1182 per kW.h

Minimum charge - The basic charge per period/per meter

A rate rider equal to 2.5% of the billed amount shall apply.
A climate action levy equal to 3.5% of the billed amount shall apply

Rate 135 - Discount for Ownership of Transformers:

A customer may elect to supply the transformation from the primary potential to his utilization potential. If so he will be billed on the rate set out above subject to a discount of \$.50 per kW of maximum demand. The minimum charge set out above will apply. The City will install a demand meter in addition to a kWh meter. The City will install its meters at the secondary potential unless the customer owns more than one transformer bank.

RATES 201, 202, and 203

GENERAL SERVICE (Under 35 kW)

Availability:

For all purposes where a demand meter is not installed because the customer's demand as estimated by the City is less than 35 kW. Supply is 60 hertz single or three phase at a secondary potential.

Rate 201 - Applies to general commercial service.

Rate 202 - Applies to service to common use areas of rental apartment buildings and mixed use buildings owned by strata corporations.

Rate 203 - Applies to temporary service.

Rate:

For a period of two months:

Basic Charge per period	\$16.98
All kW.h per period	0.1328 per kW.h
Minimum charge for a period of two months	Basic Charge per period

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

Special Conditions for unmetered service:

1. The City may permit unmetered service under these Rates if it can estimate to its satisfaction the energy used in kilowatt-hours over a period of two months based on the connected load and the hours of use.
2. The customer if required by the City shall provide and maintain such controls, including timing devices, as the City considers may be necessary, and facilities satisfactory to the City for the maintenance of the aforesaid controls.
3. The hours of use per period shall be either:
 - (a) those specified by the customer, or
 - (b) those estimated by the City.whichever is the greater.
4. The customer shall supply, install and maintain all wiring, fixtures, control devices and equipment including the controls and devices described in Condition 2 at the expense of the customer.

GENERAL SERVICE (Under 35 kW) (Cont'd)

5. All wiring, fixtures, control devices and equipment and the method of installing, operating and maintaining the same are subject to the approval of the City which approval may be withdrawn by the City, at any time, at the City's sole discretion.
6. The customer shall notify the City immediately of any proposed or actual change in load, or load characteristics, or hours of use.
7. The City may at any time in its sole discretion install a meter or meters, and thereafter bill the customer at the appropriate Rate as a metered account.
8. For display signs and signboard lighting, where hours of use are controlled by timing

devices, the following turn-on times shall apply, unless the City shall otherwise agree in writing:

<u>Period</u>	<u>Turn on Time</u>
1 January - 15 January	4:00 p.m.
16 January - 28 February	4:30 p.m.
1 March - 30 April	6:30 p.m.
1 May - 15 August	8:30 p.m.
16 August - 10 September	6:30 p.m.
1 October - 15 November	4:30 p.m.
16 November - 31 December	4:00 p.m.

9. In all cases, where hours of use of display signs or signboard lighting commence at dusk and are controlled either by timing devices or by photo-electric cells, the following hours of use for a period of two months shall be deemed for billing purposes.

Dusk to 10:00 p.m. - 216 hours
Dusk to 11:00 p.m. - 270 hours
Dusk to 12:00 p.m. - 330 hours
Dusk to 1:00 a.m. - 380 hours
Dusk to Dawn - 666 hours

(All times are Pacific Standard Time)

10. Cable television amplifier equipment units, bus shelters and phone booths which are individually energized from and at the City's secondary potential shall be assessed from the date on the nameplate rating. The assessed kW demand of each individual piece of equipment shall be deemed to be the greater of either:

- (1) 100% of the kW nameplate rating, or
- (2) 80% of the kV.A nameplate rating.

Hours of use for a period of two months shall be deemed to be 1460 and power factor surcharge shall not be applied.

RATES 210, 211, 212, 213, 220, 230 and 240

GENERAL SERVICE (35 kW and over)

Availability

For all purposes. Supply is 60 hertz single or three phase at secondary or primary potential. The City reserves the right to determine the potential of the service connection.

Rate 210 - applies to general commercial service if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

Rate 211 - applies to service to common use areas of rental apartment buildings if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

Rate 212 - applies to service to common use areas of mixed use buildings owned by strata corporations if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

Rate 213 - applies to a temporary service if a customer's supply of electricity is metered at a secondary potential and the City supplies transformation from a primary potential to a secondary potential (No discount).

Rate 220 - applies if a customer's supply of electricity is metered at a primary potential and the City supplies transformation from a primary potential to a secondary potential (Discount 1½%).

Rate 230 - applies if a customer's supply of electricity is metered at a secondary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount \$.25 per kW of billing demand).

Rate 240 - applies if a customer's supply of electricity is metered at a primary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount 1½% of total bill and then discount \$.25 per kW of billing demand).

GENERAL SERVICE (35 kW and over) (Cont'd)

Rate:

Basic Charge	\$8.49 per month
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Demand Charge

First 35 kW of billing demand per month	NIL
Next 115 kW of billing demand per month	\$6.82 per kW
All additional kW of billing demand per month	\$13.07 per kW

Plus

Energy Charge

First 14,800 kW.h per month	\$0.1328 per kW.h
All additional kW.h per month	\$0.0639 per kW.h

Discounts

1. A discount of 1½% shall be applied to the above Rates if a customer's supply of electricity is metered at a primary potential.
2. A discount of \$.25 per kW of billing demand shall be applied to the above Rate if a customer supplies transformation from a primary potential to a secondary potential.

3. If a customer is entitled to both of the above discounts the discount for metering at a primary potential shall be applied first.

A rate rider equal to 2.5% of the billed amount shall apply.
A climate action levy equal to 3.5% of the billed amount shall apply

Special Conditions:
A demand meter will normally be installed; prior to the installation of such a meter, or if such a meter is not installed the demand for billing purposes shall be the demand estimated by the City.

RATE 241 (Pilot Program)

GENERAL SERVICE (35 kW and over) MULTI-UNIT RESIDENTIAL BUILDING THERMAL HEATED (RENTAL BUIDINGS ONLY)

Availability

For all purposes. Supply is 60 hertz single or three phase at secondary or primary potential. The City reserves the right to determine the potential of the service connection.

- Rate 241** - applies to a Multi-Unit Residential Building (MURB) Thermally Heated (Rental Building only)
- applies if a customer's supply of electricity is metered at a primary potential and the customer supplies transformation from a primary potential to a secondary potential (Discount 1½% of total bill and then discount \$.25 per kW of billing demand).

Rate:

Basic Charge \$9.22 per month

Demand Charge

All kW of billing demand per month \$5.86 per KW

PLUS

Energy Charge

All kW.h per month \$0.1052 per kW.h

Discounts

1. A discount of 1½% shall be applied to the above Rates if a customer's supply of electricity is metered at a primary potential.

2. A discount of \$.25 per kW of billing demand shall be applied to the above Rate if a customer supplies transformation from a primary potential to a secondary potential.
3. If a customer is entitled to both of the above discounts the discount for metering at primary potential shall be applied first.

A rate rider equal to 2.5% of the billed amount shall apply.
A climate action levy equal to 3.5% of the billed amount shall apply

Special Conditions:

A demand meter will normally be installed; prior to the installation of such a meter, or if such a meter is not installed the demand for billing purposes shall be the demand estimated by the City.

RATE 302

STREET LIGHTING - CUSTOMER OWNED

Availability;

For lighting of public highways, streets and lanes in those cases where the customer owns, installs and maintains the standards, fixtures, conductors and controls.

Rate:

For each fixture: \$0.0393 per watt per month

The number of watts per fixture includes the wattage of the lamp and where applicable, the ballast.

A rate rider equal to 2.50% of the billed amount shall apply.
A climate action levy equal to 3.5% of the billed amount shall apply

Special Terms and Conditions:

1. Service Connections:
Where necessary the City will provide at the expense of the customer a drop, dip or underground service for a maximum distance of 45 metres. No service connection shall be made to add any ornamental street lighting system which does not provide for 8 or more street lighting fixtures except that, if the potential is 120/240 volts then, at the City's discretion, a service connection may be made for a system of less than 8.
2. Extension Policy:
The customer shall contribute to the cost of any extension required by paying to the City at the time when the application for the extension or extensions is made an amount equal to the estimated cost thereof (including cost of removing overhead fixtures and the original

value, less depreciation, of the fixtures removed) less the anticipated revenue for the first four years from the lamps, including ballasts, in the system at the time when the service connection is made. A customer which is a municipality may for the purposes of calculating the cost payable by it add together the estimated costs of all extensions ordered by it for installation at the same time and deduct from the total sum so determined, the total anticipated revenue calculated as aforesaid from the lamps including ballasts in all the said extensions.

3. Power Factor

All installations of mercury vapour, sodium vapour or fluorescent lamps shall be equipped with the necessary auxiliaries to assure that a power factor of not less than 90% lagging, shall be maintained.

4. Contract Period

The term of the initial contract shall be not more than five years; renewal periods shall be for five years.

RATE 303

STREET LIGHTING SERVICE

Availability:

For lighting of public highways, street and lanes in those cases where the customer owns, installs and maintains the fixtures, conductors and controls on City poles.

Rate:

The rate shall consist of two components:

(a) an energy charge of \$0.0393 per watt per month

PLUS

(b) a contact charge of \$1.1887 per contact per month

With respect to the Energy Charge - the number of watts per fixture includes the wattage of the lamp and where applicable the ballast.

With respect to the Contact Charge - this is a charge per fixture for the use of pole space.

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

Special Terms and Conditions:

1. Extension Policy:

No extensions will be made to serve street lighting under this Rate.

2. Power Factor:

All installations of mercury or fluorescent lamps shall be equipped with the necessary auxiliaries to assure that a power factor of not less than 90% lagging shall be maintained.

3. Contract Period:

The term of the initial contract shall be not more than five years; renewal periods shall be five years.

RATE 304

TRAFFIC SIGNALS, TRAFFIC SIGNS and TRAFFIC WARNING DEVICES

Availability:

For traffic signals, traffic signs and traffic warning devices on public highways where the customer installs, owns and maintains the standards, fixtures, wiring controls and associated equipment.

Rate:

\$0.1182 per kW.h

1. Service Connections:

Where necessary the City will provide, at the expense of the customer, a drop, dip or underground service connection for a maximum distance of 45 metres.

2. Unmetered Service:

- (a) The City may permit unmetered service under this Rate if it can estimate to its satisfaction the energy used in kilowatt hours over a period of one month based on the connected load and hours of use. Hours of use shall be deemed to be continuous. The customer shall notify the City immediately of any proposed or actual change in load, or load characteristics or hours of use.

- (b) The City, in its discretion, may at any time install a meter or meters and thereafter bill the customer on the consumption registered.

3. Contract Period:

The term of the initial contract shall be not more than five years, renewal periods shall be for five years.

A rate rider equal to 2.5% of the billed amount shall apply.

A climate action levy equal to 3.5% of the billed amount shall apply

NEW RATE 500 - NET METERING SERVICE

DEFINITION:

Customer-Generator – An electric Service Customer of the New Westminster Electric Utility that also utilizes the output of a Net Metered System.

Multi-Unit Residential Building - is a classification of [housing](#) where multiple separate housing units for residential inhabitants are contained within one building or several buildings within one complex. A common form is an [apartment building](#).

Net Consumption – Occurs at any point in time where the electricity required to serve the Customer-Generator's load exceeds that being generated by the Customer-Generator's Net Metered System.

Net Generation – Occurs at any point in time where electricity supplied by New Westminster Electric Utility to the Customer-Generator is less than that being generated by the Customer-Generator's Net Metering System.

Net Excess Generation – Results when over a billing period, Net Generation exceeds Net Consumption.

Net Metering – A metering and billing practice that allows for the flow of electricity both to and from the customer through a single, bi-directional meter. With Net Metering, consumers with small, privately-owned generators can efficiently offset part or all of their own electrical requirements by utilizing their own generation.

Net Metered System – A facility for the production of electric energy that:

- (a) uses as its fuel, a source defined as a clean and renewable resource in the BC Energy Plan;
- (b) has a design capacity of not more than 50 kW;
- (c) is located on the Customer-Generator's Premises;
- (d) operates in parallel with the New Westminster Electric Utility's transmission or distribution facilities; and
- (e) is intended to offset part or all of the Customer-Generator's requirements for electricity.

APPLICABLE: To New Westminster Electric Utility Customers receiving service under Rate 101, 102, 103, 131, 133, 201, 202, 203, 210, 211, 212, 213, 220, 230 and 240 of the Schedule of Rates attached to the Electric Utility Bylaw No.6502, 1998 as Schedule “A” as amended from time to time.

ELEGIBILITY: To be eligible to participate in the Net Metering Program, customers must generate a portion or all of their own retail electricity requirements using a renewable energy source. The generation equipment must be located on the customer’s premises, service only the customer’s premises and must be intended to offset a portion or all of the customer’s requirements for electricity.

Clean or renewable resources include sources of energy that are constantly renewed by natural processes, such as water power, solar energy, wind energy, geothermal energy, wood residue energy, and energy from organic municipal waste, and shall have a maximum installed generating capacity of no greater than 50 kW.

RATE: A customer enrolled in the Net Metering Program will be billed as set forth in the rate schedule under which the customer receives electric service from the New Westminster Electric Utility and as specified in the New Metering Billing Calculation section in this schedule.

BILLING CALCULATION:

1. Net metering shall be, for billing purposes, the net consumption at New Westminster Electric Utility’s service meter(s).
2. If the eligible Customer-Generator is a net consumer of energy in any billing period, the eligible Customer-Generator will be billed in accordance with the Customer-Generator’s applicable rate schedule.
3. If in any billing period, the eligible Customer-Generator is a net generator of energy, the Net Excess Generation shall be valued at the rates specified in the applicable Rate Schedule and credited to the customer’s account.
4. In the event that the operation of a renewable energy generating system results in a credit balance on the Customer-Generator’s account at the end of a calendar year, the credit will be purchased by the New Westminster Electric Utility. If such amounts are not large, they will be carried forward and included in the billing calculation for the next period at the discretion of the utility.

SPECIAL CONDITIONS:

1. Prior to the interconnection of a Net Metering System, the Customer-Generator must submit a Net Metering Application for review and execute a written Net Metering Interconnection Agreement with the New Westminster Electric Utility.
2. The Net Metered System and all wiring, equipment and devices forming part of it, shall conform to New Westminster Electric Utility's "GUIDELINES FOR OPERATING, METERING AND PROTECTIVE RELAYING FOR NEW METERING SYSTEMS UP TO 50 kW AND VOLTAGE BELOW 750 VOLTS" and shall be installed, maintained and operated in accordance with those requirements.
3. Unless otherwise approved by the New Westminster Electric Utility, the Customer-Generator's service shall be metered with a single, bi-directional meter.
4. The contract period for service under this schedule shall be one (1) year and thereafter shall be renewed for successive one-year periods. After the initial period, the customer may terminate service under this Rate by giving at least sixty (60) days previous notice of such termination in writing to New Westminster Electric Utility.
5. If the Customer-Generator voluntarily terminates the net-metering service, the service may not be renewed for a period of twelve (12) months from the date of termination.
6. The utility maintains the right to inspect the facilities with reasonable prior notice and at a reasonable time of day.
7. The utility maintains the right to disconnect, without liability, the Customer-Generator for issues relating to safety and reliability.
8. Inflow of electricity from the New Westminster Electric Utility system to the Customer-Generator, and outflows of electricity from the Customer-Generators Net Metering system to the New Westminster Electric Utility system, will normally be determined by means of a single meter capable of measuring flows of electricity in both directions.
9. Alternatively, if New Westminster Electric Utility determines that flows of electricity in both directions cannot be reliably determined by a single meter, or that dual metering will be more cost-effective, New Westminster Electric Utility may require that, at the customers cost, separate meter bases be installed to measure inflows and outflows of electricity.
10. Except as specifically set forth herein, service supplied under this Rate is subject to the terms and conditions set forth in the New Westminster Electric Utility's Electric By-Law 6502, 1998
11. A Net Metered System used by a Customer-Generator shall meet all application safety and performance standards established as set forth in the New Westminster Electric Utility's Rules and Regulations.

12. A Customer-Generator shall, at its expense, provide lockable switching equipment capable of isolating the Net Metered System from the New Westminster Electric Utility system. Such equipment shall be approved by the utility and shall be accessible to the utility at all times.
13. The Customer-Generator is responsible for all costs associated with the Net Metered System and is also responsible for all costs related to any modifications to the Net Metered System that may be required by the utility including but not limited to safety and reliability.
14. The customer shall indemnify and hold New Westminster Electric Utility or its agents harmless for any damages resulting to New Westminster Electric Utility or its agents as a result of the customer's use, ownership, or operation of the customer's facilities other than damage resulting to the utility or its agents directly as a result of New Westminster Electric Utility or its agents own negligence or willful misconduct, including, but not limited to, any consequential damages suffered by the utility or its agents. The customer is solely responsible for ensuring that the customer's facilities operate and function properly in parallel with New Westminster Electric Utility's system and shall release New Westminster Electric Utility's or its agents from any liability resulting to the customer from the parallel operation of the customer's facilities with New Westminster Electric Utility's system other than damages resulting to the customer from the parallel operation of the customer's facilities with New Westminster Electric Utility's system directly as a result of New Westminster Electric Utility or its agents own negligence or willful misconduct.

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8301, 2021**

A Bylaw to Amend Engineering User Fees and Rates Bylaw No. 7553, 2013

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

Citation

1. This Bylaw may be cited for all purposes as “Engineering User Fees and Rates Amendment Bylaw No. 8301, 2021.”

Amendments

2. Engineering User Fees and Rates Bylaw No. 7553, 2013 is amended by replacing the following “Parts and Sections” of Engineering User Fees and Rates Bylaw No. 7553, 2013 with the relevant “Parts and Sections” as attached herein:

Part 4.0 Solid Waste Fees and Rates
 Section A, Section B, Section E

Part 6.0 Sewerage System User Fees and Rates
 Section A, Section B

Part 10.0 Waterworks Fees and Rates
 Section B, Section C, Section D

Effective Date

3. These amendments shall come into effect on January 1, 2022 with the exception of Residential and Multifamily Glass Collection rates which shall come into effect on July 1, 2022

GIVEN FIRST READING THIS 15th day of November 2021.

GIVEN SECOND READING THIS 15th day of November 2021.

GIVEN THIRD READING THIS 15th day of November 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Part 4.0 Solid Waste Fees and Rates

A. RESIDENTIAL RATES					
			Basic Flat Rate	5% Discount If Applicable	Net Flat Rate
For each 120 Litre garbage collection cart, as provided by the City - Annually			\$322.08	\$16.10	\$305.98
For each 240 Litre garbage collection cart, as provided by the City - Annually			\$497.62	\$24.88	\$472.74
Discount applicable if paid within 60 days of billing date.					
Glass Collection (Effective: July 1, 2022) For each glass collection receptacle as provided by the City – Annually					\$12.00
B. MULTIFAMILY RATES					
Organics For each dwelling unit in an Apartment Building (apartment building does not include hotel, boarding house or rooming house) and for each Townhouse dwelling unit.					\$31.39
Glass Collection (Effective: July 1, 2022) For each dwelling unit in an Apartment Building (apartment building does not include hotel, boarding house or rooming house) and for each Townhouse dwelling unit – Annually					\$10.00
E. RENTAL AND PICKUP CHARGES FOR CITY CONTAINERS					
Garbage	Monthly Charge for Pick-ups per Week				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
2 Cubic Yard	\$165.85	\$271.41	\$501.71	\$60.29	\$41.13
3 Cubic Yard	\$200.16	\$328.96	\$603.13	\$72.66	\$54.85
120 Litres	\$26.98	\$43.20	\$63.00	\$8.97	n/a
240 Litres	\$43.20	\$63.00	\$91.83	\$13.53	n/a
360 Litres	\$59.75	\$82.79	\$120.60	\$18.01	n/a
Recycling	Monthly Charge for Pick-ups per Week				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
120 Litres	\$13.53	\$21.59	\$31.53	\$8.97	n/a

240 Litres	\$21.59	\$31.53	\$45.88	\$13.53	n/a
360 Litres	\$29.88	\$41.39	\$60.29	\$18.01	n/a
<i>*Where collection is less than bi-weekly, the minimum monthly charge shall be the same as the bi-weekly rate.</i>					
Organics	Monthly Charge for Pick-ups per Week				
Container Size	Bi-Weekly*	Weekly	Twice Weekly	Each Additional Pick-up	Container Rental Only
120 Litres	\$13.53	\$21.59	\$31.53	\$8.97	n/a
240 Litres	\$21.59	\$31.53	\$45.88	\$13.53	n/a
360 Litres	\$29.88	\$41.39	\$60.29	\$18.01	n/a

Part 6.0 Sewerage System User Fees and Rates

A. RESIDENTIAL RATES		ANNUAL USER CHARGE PER DWELLING UNIT		
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw		Basic Flat Rate	5% Discount If applicable	Net Flat Rate
Single Detached Dwelling Annually		\$1,026.98	\$51.35	\$975.63
Duplex and Row House Annually		\$1,026.98	\$51.35	\$975.63
Secondary Suite Annually		\$513.49	\$25.67	\$487.82
Townhouse Annually		\$802.28	\$40.11	\$762.17
Apartment Building Annually (Apartment building does not include a hotel, boarding house or rooming house).		\$577.56	\$28.88	\$548.68
Discount applicable if paid within 60 days of billing date.				
B. OTHER				
i) Any owner or occupier of real property other than those subject to the user charge listed above shall be charged for the use of the sewerage system on the basis of the quantity of water discharged into the sewerage system which, subject to (iii) and (iv), is deemed to be eighty percent of the water delivered to the real property by the municipal waterworks system. This charge shall be calculated according to the following table of rates and shall be based on the water delivered to the real property in the month.				
Quantity		Monthly		
0 – 700 cu. ft. (minimum charge)		\$81.27 (minimum charge)		
Next 24,300 cu. ft.		9.764 per 100 cu. ft.		
Next 25,000 cu. ft.		6.884 per 100 cu. ft.		
Next 50,000 cu. ft.		3.972 per 100 cu. ft.		
In excess of 100,000 cu. ft.		1.977 per 100 cu. ft.		
(ii) A user of the sewerage system who establishes to the satisfaction of the City Engineer that the discharge into the sewerage system is less than eighty percent of the water delivered by the municipal waterworks system to his parcel of real property.				
<ul style="list-style-type: none">▪ By using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or▪ By discharging the water so delivered or part thereof directly into a natural water course or body of water;				
shall have the user charge reduced corresponding to the actual quantity of discharge.				

- (iii) A user of the sewerage system who obtains water from a source other than or in addition to the municipal waterworks system shall have the charge increased corresponding to the actual quantity of discharge.

Part 10.0 Waterworks Fees and Rates

B. RESIDENTIAL RATES	ANNUAL USER CHARGE PER DWELLING UNIT		
Classification of user as defined by Zoning Bylaw No. 6680, 2001 at the time of adoption of this bylaw	Basic Flat Rate	5% Discount If applicable	Net Flat Rate
Single Detached Dwelling Annually	\$727.87	\$36.39	\$691.48
Secondary Suite Annually	\$363.91	\$18.20	\$345.71
Duplex and Row House Annually	If one water service, a Single Detached Dwelling basic flat rate for each unit. If served by two services, then Single Detached Dwelling basic flat rate for each service.		
Discount applicable if paid within 60 days of billing date.			
C. COMMERCIAL AND INDUSTRIAL RATES (metered)			
Monthly Consumption		(rate per 100 cubic feet)	
1 to 10,000 cubic feet		\$6.01	
next 20,000 cubic feet		\$4.37	
next 20,000 cubic feet		\$3.45	
in excess of 50,000 cubic feet		\$2.60	
Minimum monthly charge, if under 1,000 cubic feet – plus meter rental		\$60.08	
D. SPECIAL RATES			
Apartment House		Commercial metered rate	
2 or more single detached dwellings on one lot		Single Detached Dwelling basic flat rate for each house.	
Building containing three or more sleeping units or housekeeping units (as defined by Zoning Bylaw 6680, 2001 at the time of adoption of this bylaw)		Commercial metered rate	
Any service to a building which is used for commercial or industrial purposes		Commercial metered rate.	
Irrigation rate – application to all services over ¾ inch where such service is designed to be or used wholly or partially for irrigation purposes.		\$2.58 per 100 cubic feet Minimum monthly charge \$60.16	
Charges for water used for construction or building purposes:		Minimum monthly charge \$60.16	

Meter rentals – monthly charge	
5/8 inch	\$16.91
3/4 inch	\$16.91
1 inch	\$25.36
1 1/4 inch	\$38.89
1 1/2 inch	\$47.41
2 inch	\$69.09
Stand-By Charges For Fire Service Only – annual charge	
1 1/2 inch	\$207.34
2 inch	\$258.36
2 1/2 inch	\$338.36
3 inch	\$603.64
4 inch	\$861.51
6 inch	\$1,033.51
8 inch	\$1,723.09
10 inch	\$2,869.67
12 inch	\$4,155.53

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8300, 2021

A Bylaw to amend New Westminster
Revenue Anticipation Borrowing Bylaw No. 7412, 2010

The City 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 “Revenue Anticipation Borrowing Amendment Bylaw No. 8300, 2021
2. Revenue Anticipation Bylaw No 7412, 2010 is amended to be effective for the year 2022

GIVEN FIRST READING THIS 15th day of November 2021.

GIVEN SECOND READING THIS 15th day of November 2021.

GIVEN THIRD READING THIS 15th day of November 2021.

ADOPTED THIS _____ day of _____ 2021.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER
HERITAGE REVITALIZATION AGREEMENT (515 St George Street)
BYLAW NO. 8262, 2021**

**A Bylaw to enter into a Heritage Revitalization Agreement under
Section 610 of the *Local Government Act***

WHEREAS the City of New Westminster and the owners of the property located at 515 St George Street in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the property;

NOW THEREFORE, the Council of the City of New Westminster enacts as follows:

Citation

1. This Bylaw may be cited as “Heritage Revitalization Agreement (515 St George Street) Bylaw No. 8262, 2021”.

Heritage Revitalization Agreement

2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owners of the property located at 515 St. George Street legally described as PID: 025-453-408; LOT 1 ST. GEORGE’S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminster Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this 18th day of October, 2021.

READ A SECOND TIME this 18th day of October, 2021.

PUBLIC HEARING held this 22nd day of November, 2021.

READ A THIRD TIME this 22nd day of November, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE “A”**HERITAGE REVITALIZATION AGREEMENT (515 St George Street)**

THIS AGREEMENT dated for reference the 17th day of September, 2021 is

BETWEEN:

CHRISTINA MARINO and **PATRICK DONOVAN**,
515 St. George Street, New Westminster, BC
V3L 1L1

(together, the “Owners”)

AND:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal
Avenue, New Westminster, BC V3L 1H9

(the “City”)

WHEREAS:

- A. The Owners are the registered owners in fee simple of the land and all improvements located at 515 St. George Street, New Westminster, British Columbia, legally described as PID: 025-453-408; LOT 1 ST. GEORGE’S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485 (the “Land”);
- B. There is one principal building situated on the Land, known as the Adams House (the “Heritage Building”), which building is listed on the City’s Heritage Register, and which is shown on the site plan attached as Appendix 1 (the “Site Plan”) labeled “#515 2 Storey SFD with Basement”;
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the “Work”);
- E. The Owners intend to construct a single storey laneway house on the lands, measuring approximately 77 square meters in size (the “Laneway House”);
- F. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;

- G. The Owner and the City have agreed to enter into this Heritage Revitalization Agreement setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

Conservation of Heritage Building

1. Upon execution of this Agreement, the Owner shall promptly commence the Work in accordance with the Heritage Conservation Plan prepared by Katie Cummer, PhD CAHP, of Cummer Heritage Consulting dated September 21, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by D3 Design, dated August 10, 2021, a copy of which is attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
3. The Owner shall obtain written approval from the City's Director of Development Services for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, as required by the City.
4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2nd edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the Work involves protected heritage property and is being carried out for heritage conservation purposes.
7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the British Columbian Association of Heritage Professionals with

specialization in Building or Planning (the “Registered Professional”) to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

Role of Registered Professional

8. The Registered Professional shall:
 - (a) prior to commencement of the Work, and at any time during the course of the Work that a Registered Professional has been engaged in substitution for a Registered Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 3 and, if the Registered Professional is a member of the Canadian Association of Heritage Professionals, the Registered Professional shall provide evidence of their membership and specialization when submitting such executed Confirmation of Commitment;
 - (b) conduct field reviews of the Work with the aim of ensuring compliance of the Work with the Conservation Plan in Appendix 2;
 - (c) provide regular reports to the City’s Development Services Department, Planning Division, on the progress of the Work;
 - (d) upon substantial completion of the Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 4; and
 - (e) notify the City within one business day if the Registered Professional’s engagement by the Owner is terminated for any reason.

Heritage Designation

9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the *Local Government Act*, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands or the Heritage Building that may result from the designation.
10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.
11. Following completion of the Work in accordance with this Agreement, the Owner shall not alter the heritage character or the exterior appearance of the Heritage Building, except as permitted by a heritage alteration permit issued by the City.

Damage to or Destruction of Heritage Building

12. If the Heritage Building is damaged, the Owner shall obtain a heritage alteration permit and any other necessary permits and licenses and, in a timely manner, shall restore and repair the Heritage Building to the same condition and appearance that existed before the damage occurred.
13. If, in the opinion of the City, the Heritage Building is completely destroyed, the Owner shall construct a replica, using contemporary material if necessary, of the Heritage Building that complies in all respects with the Conservation Plan in Appendix 2, the Approved Plans in Appendix 5, and with City of New Westminster Zoning Bylaw No. 6680, 2001 as amended (the "Zoning Bylaw"), as varied by this Agreement, after having obtained a heritage alteration permit and any other necessary permits and licenses.
14. The Owner shall use best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica building, with reasonable dispatch.

Construction of the Laneway House

15. The Owners shall construct the Laneway House in strict accordance with the Site Plan and the Approved Plans prepared by D3 Design dated August 10, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the Laneway house, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, and tree permit.
17. The Owner shall obtain written approval from the City's Director of Development Services for any changes to the Laneway House, and obtain any amended permits that may be required for such changes to the Laneway House, as required by the City.
18. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Laneway House if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the Laneway House shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

Timing and Phasing

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.

21. The Owner shall not construct the Laneway House on the Land until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Development Services, has provided the Certification of Compliance described in section 8(d) above.
22. The City may, notwithstanding that such a permit may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a building permit or heritage alteration permit applied for in respect of the Laneway House if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Development Services.
23. The Owner shall complete all actions required for the completion of the Laneway House, as set out in Approved Plans in Appendix 5, within five years following the date of adoption of the Bylaw authorizing this Agreement.

No Subdivision

24. The Owners shall not subdivide the Lands or the buildings located on the Lands by any method, including by way of a building strata plan under the provisions of the Strata Property Act (British Columbia), or any successor legislation dealing with the creation of separate titles to buildings or portions of a building.

Inspection

25. Upon request by the City, the Owners shall advise or cause the Registered Professional to advise, the City's Development Services Department, Planning Division, of the status of the Work.
26. Without limiting the City's power of inspection conferred by statute and in addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.
27. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the Laneway House if the Owner has not completed the Work with respect to the Heritage Building or construction of the Laneway House to the satisfaction of the City's Director of Development Services.

Conformity with City Bylaws

28. The City of New Westminster Zoning Bylaw No. 6680, 2001, is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.

29. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or Laneway house, must comply with all applicable bylaws of the City.

No Application to Building Interiors

30. Unless otherwise stated in this Agreement or set out in the Conservation Plan, the terms and conditions of this Agreement respecting the Heritage Building and Laneway House apply only to the structure and exterior of the buildings, including without limitation the foundation, walls, roof, and all exterior doors, stairs, windows and architectural ornamentation.

Enforcement of Agreement

31. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Land or the Heritage Building in contravention of this Agreement, punishable by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
32. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
33. The Owner acknowledges that, if the Owner alters the Land, the Heritage Building or the Laneway House in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
- (a) an order that the Owner restore the Land or the Heritage Building or the Laneway House, or all, to their condition before the contravention;
 - (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the Laneway House;
 - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
 - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
34. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Land, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.

35. The Owner acknowledges that the City may file a notice on title to the Land in the Land Title Office if the terms and conditions of this Agreement have been contravened.
36. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have the time specified in the notice to remedy the breach. In the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:
- (a) seeking an order for specific performance of the Agreement;
 - (b) any other means specified in this Agreement; or
 - (c) any means specified in the *Community Charter* or the *Local Government Act*,
- and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

Statutory Authority Retained

37. Nothing in this Agreement shall limit, impair, fetter, or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

Indemnity

38. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.
39. In no case shall the City be liable or responsible in any way for:
- (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
 - (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or

require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

No Waiver

40. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Interpretation

41. In this Agreement, "Owner" shall mean all registered owners of the Land or subsequent registered owners of the Land, as the context requires or permits.

Headings

42. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Appendices

43. All appendices to this Agreement are incorporated into and form part of this Agreement.

Number and Gender

44. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

Joint and Several

45. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia)) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Owner under this Agreement.

Successors Bound

46. All restrictions, rights and liabilities herein imposed upon or given to the respective parties shall extend to and be binding upon their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF the Owner and the City have executed this Agreement as of the date written above.

Signed, Sealed and Delivered in the
 presence of:

 Name

 Address

 Occupation

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Christina Marino

Patrick Donovan

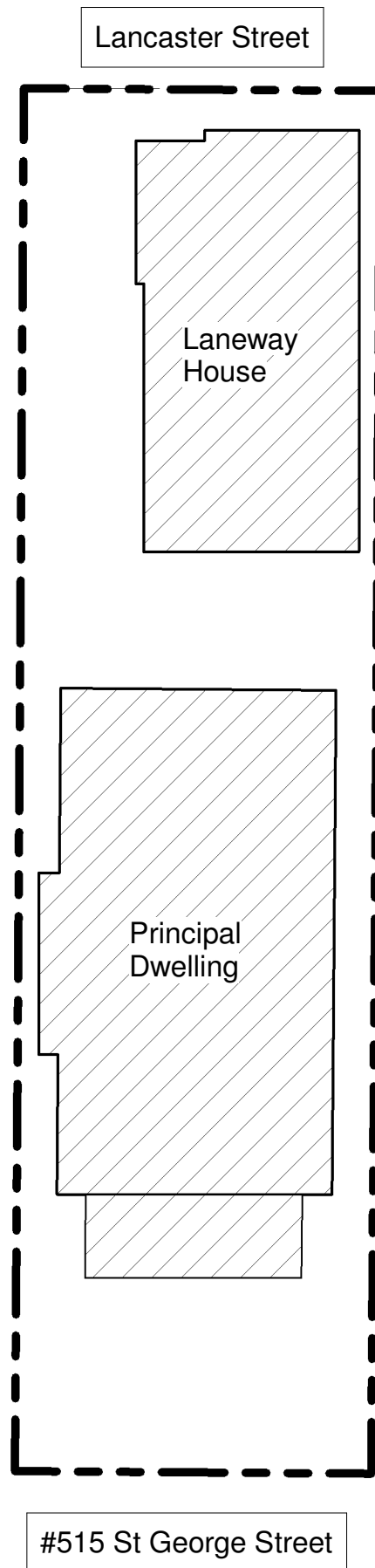
THE CORPORATION OF THE CITY OF NEW WESTMINSTER
 by its authorized signatories:

 Mayor Jonathan X. Cote

 Jacqueline Killawee, City Clerk

APPENDIX 1

SITE PLAN



APPENDIX 2
CONSERVATION PLAN

Heritage Conservation Plan

Adams House, 515 St George Street, New Westminster, BC

September 21, 2021



Fig. 1: Front view of Adams House at 515 St George Street, New Westminster, BC, 2021. (Source: Marino)

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1.0 Location

The subject house is a Gabled Craftsman style, two storey, wood-frame construction with horizontal wood siding located at 515 St George Street in New Westminster (Fig. 2). It is located in the western side of the Queen's Park neighbourhood (having been moved from the Kelvin/Moody Park neighbourhood at 1114 Eighth Avenue in 2002).



Fig. 2: Map of the area surrounding 515 St George Street, outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2020)

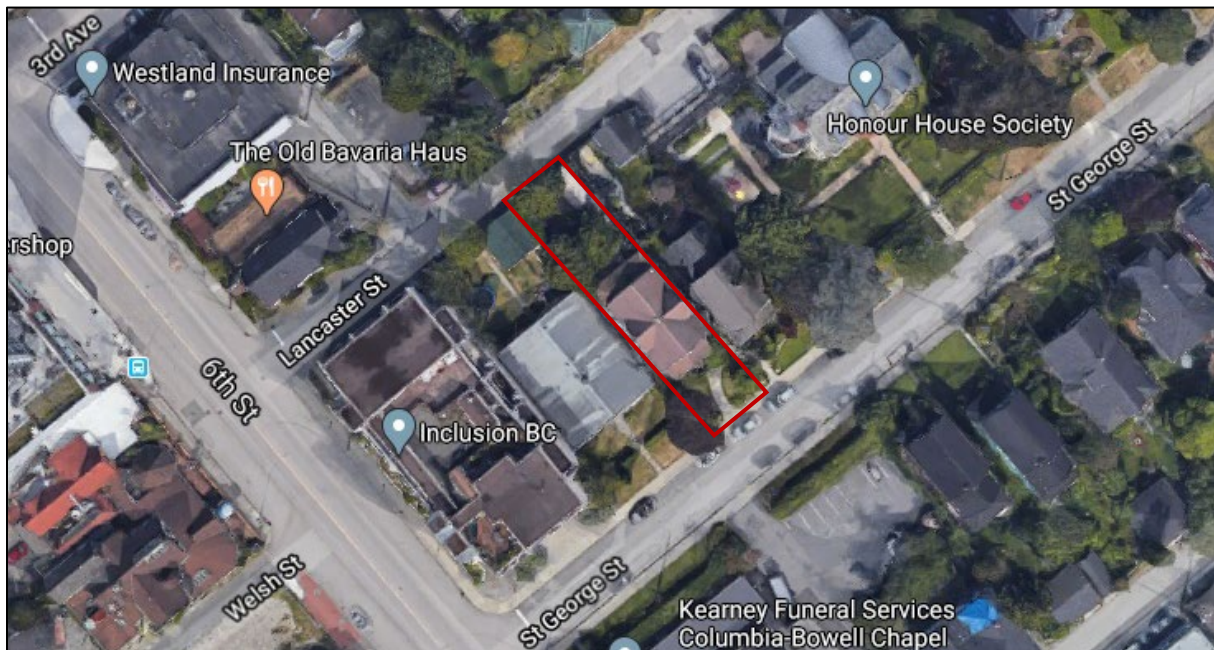


Fig. 3: Aerial view of the surrounding neighbourhood of 515 St George Street, outlined in red. (Source: Google, 2020)

2.0 Historic Brief

Although situated on the land of the Qayqayt First Nation and the Coast Salish people, the colonial history of New Westminster dates back to 1859, when the British Royal Engineers surveyed the area that was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river (Wolf 2005, pp. 18-20). In its early history, New Westminster experienced two major building booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). “While Queen’s Park continued to be the favoured residential neighbourhood, the West End, Sapperton, Queensborough, and the area around Moody Park, among the locations surveyed by the Royal Engineers, acquired more homes and also commercial and public buildings. New Westminster’s population doubled over the first decade of the new century” (DCD et al. 2009, pp. 10-11).

Adams House was originally located in the Moody Park Neighbourhood, which was bounded by 6th and 10th Avenues in the south and north, and by 6th and 12th Streets in the east and west. “In 1889 the city created Moody Park, and shortly thereafter residential construction began along 6th Avenue on the new street’s northern edge. Craftsman bungalows came to dot the area. The area south of 8th Avenue was largely settled prior to the First World War” (DCD et al. 2009, p. 32). Although no longer located in this neighbourhood, Adams House is an example of those Craftsman-style houses that were so commonly seen in this area, representative of and connecting to this early 20th century building boom.

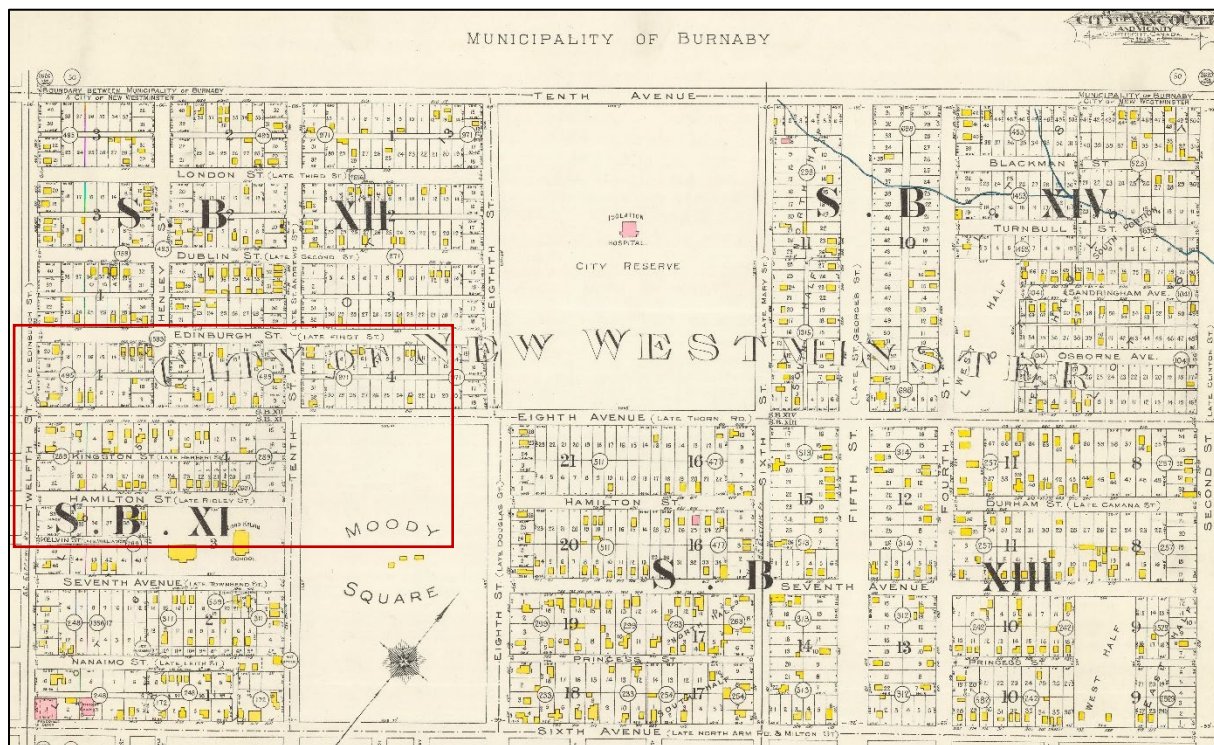


Fig. 4a: Fire Insurance Plan of New Westminster, 1913. The neighbourhood of Adams House, at this point located at 1114 Eighth Avenue, is outlined in red. The property is outlined in bolded red in Fig. 4b (below). (Source: City of Vancouver Archives, 1972-472.03, Plate 116)

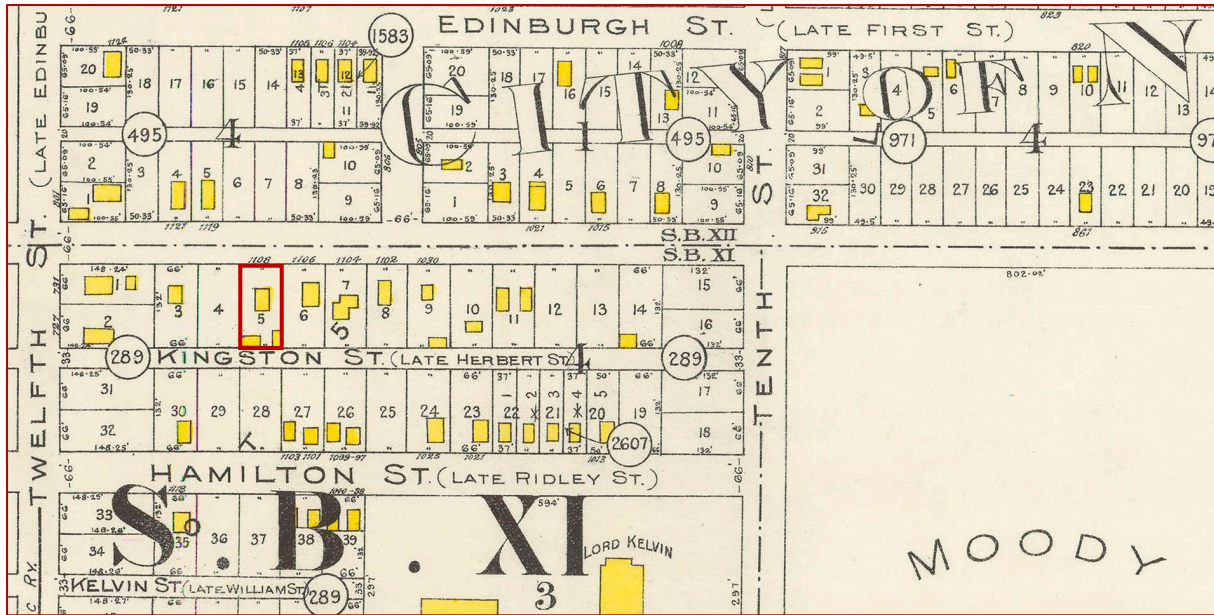


Fig. 4b: Excerpt of Fire Insurance Plan of New Westminster, 1913. The original lot of Adams House, located at 1114 Eighth Avenue, is outlined in bold red. Note there is a discrepancy in the address numbering. This lot is labelled as 1108, even though it is in fact 1114, as confirmed in a 1912 Fire Insurance Map Extension where 1108 is in fact crossed out (Fig. 5). (Source: City of Vancouver Archives, 1972-472.03, Plate 116)

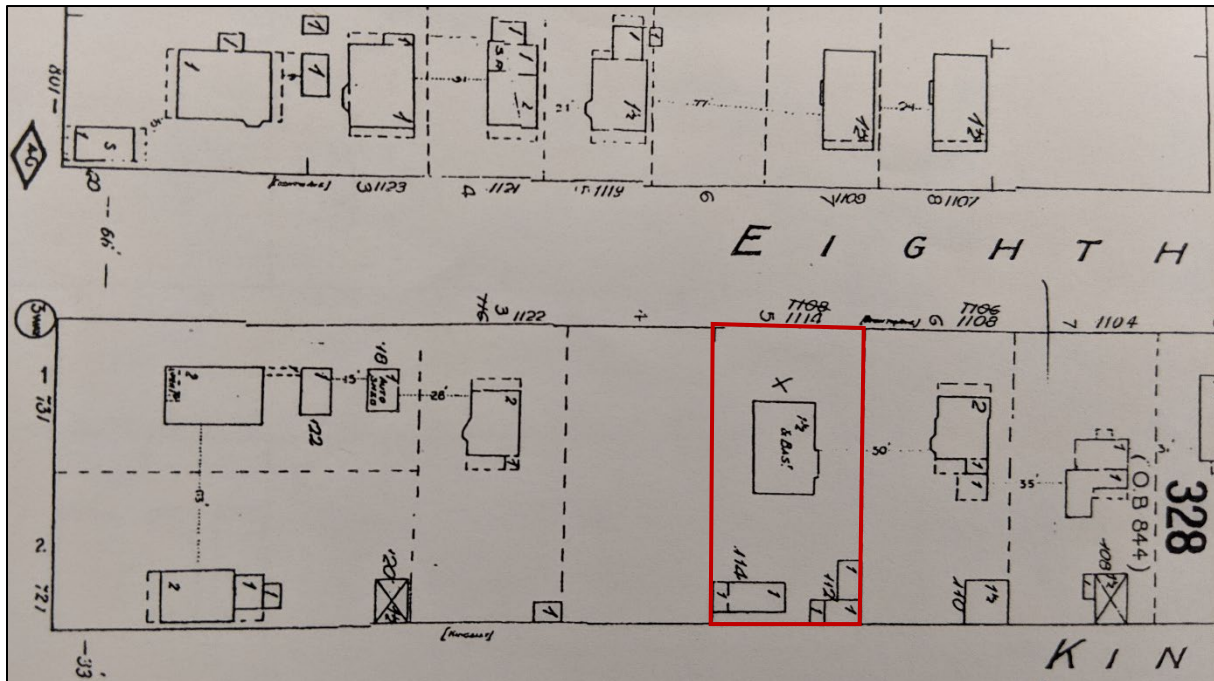


Fig. 5: Fire Insurance Plan of New Westminster, 1912. The developed lot of 1114 Eighth Avenue is outlined in red. Note the crossed out 1108 address with 1114 written beneath. (Source: City of New Westminster Archives 1912, sheet 46)

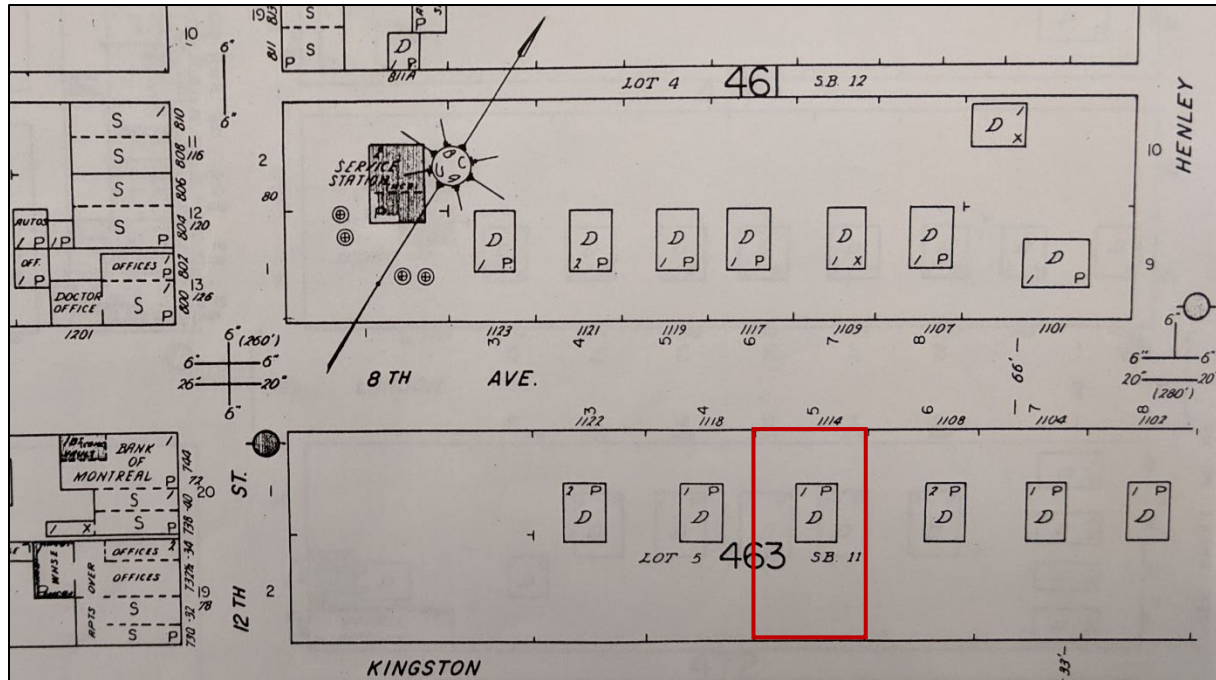


Fig. 6: Fire Insurance Plan of New Westminster, 1957. The developed lot of 1114 Eighth Avenue is outlined in red. (Source: City of New Westminster Archives 1957, sheet 46)

Adams House is fairly typical of the Front-Gabled Craftsman style tradition, particularly with regards to its detailing. As outlined by the Vancouver Heritage Foundation: “Front-Gabled 1½ to 2½ storey Craftsman houses have a boxy building shape (very similar to the Gabled Vernacular Style) with an attached front porch with square piers, knee brackets and usually a shed roof. Shed-roofed dormers and projecting bays on side elevations are also typical” (VHF). The house, today located in the Queen’s Park neighbourhood at 515 St George Street, was originally built in the Moody Park neighbourhood, at 1114 Eighth Avenue. It is a good example of the modest homes built in this area, typically in the Craftsman style, for largely middle-class residents, such as the carpenter Robert Adams, who lived in the house for well over 50 years and for whom the house is named. These connections directly influence the site’s Statement of Significance, as outlined in the following section.

3.0 Statement of Significance

The following is the Statement of Significance of 515 St George Street, as sourced by the City of New Westminster Planning Department on Canada's Historic Places (2010).

3.1 Description of Historic Place

515 St. George Street is a modest house with a front-gabled roof and gabled front verandah, located mid-block on St. George Street in New Westminster.

3.2 Heritage Value of Historic Place

The two-storey (plus basement) house at 515 St. George Street is valued for its age and architectural style.

It is a good example of the modest homes that were built in the Craftsman style, primarily for the middle-class residents of New Westminster. The house was originally owned by carpenter Robert Adams and was located at 1114 Eighth Avenue. Its move, in 2002, to its present location on the western half of 513 St. George Street is indicative of the heritage advocacy in New Westminster, in which valued heritage homes are relocated to save them from demolition.

The house was largely stripped of its Craftsman features when it was deemed unwanted and an application for demolition was made. Its historic value prompted its relocation and the Craftsman details were painstakingly restored, bringing this house back to its charming and authentic design.

3.3 Character Defining Elements

Key elements that define the heritage character of 515 St. George Street include its:

Siting, Context and Landscape

- deep setback from the street

Architectural Elements

- verandah extending across the front of the building, with side staircase
- steeply-pitched cross-gabled roof
- shallower-pitched gabled roof on the verandah
- hipped roof at the rear of the building
- twinned columns on the verandah
- shingle siding in the gable ends
- horizontal wood cladding
- two-paned wooden windows with three-paned window on the front façade
- decorative roof brackets (replicas)
- diamond-shaped window in the rear gable end
- extensive stained-glass windows

4.0 Research Findings

Neighbourhood: Queen's Park (formerly Kelvin)

Address: 515 St George Street (formerly 1114 Eighth Avenue)

Folio: 01440501 (formerly 08985501)

PID: 025-453-408 (formerly 025-635-166)

Postal Code: V3L 1L1 (formerly V3M 2R6)

Legal Plan: BCP485 (formerly BCP4927)

Legal Description: Lot 1; New West District; Plan BCP485; Group 1; St George's Square

Zoning: Single Detached/RS-6

Site Area: 404.69 sqm

Date of completion: 1912

Architect/Builder/Designer: Robert Adams

Water Connection Connector and Year: R.H. Adams on September 16, 1907*

*(Robert Adams first built a house on this lot in 1907, as revealed by these water connection records, however, he received a permit to demolish it and build another on the lot in 1912, according to the City's historical permit records)

The following table (Table 1) is a consolidated summary of the residents of Adams House, as determined from the available city directories for New Westminster.

Table 1: Consolidated list of the occupants of Adams House at 1114 Eighth Avenue from the available city directories (Source: Vancouver Public Library and New Westminster Archives)

Year(s)	Name(s)	Occupation (if listed)
1912 to 1970	Robert H. Adams	Carpenter, BC Electric Railway
1979	Wayne Kean	Not listed
1985 to 1992	Edward C. Gentle	Not listed

5.0 Archival Photograph

Despite various archival searches, no historical photographs were found of Adams House. It is interesting to note that it was not included on the 1986 Heritage Inventory of the neighbourhood (Seto and Pelletier 1986). It was, in fact, not recognized in any way until after it was moved from Eighth Avenue to St George Street, being put on the Community Heritage Register in 2009 (Canada's Historic Places 2010).

6.0 Current Photographs



Fig. 7: Front view of Adams House at 515 St George Street, 2020, illustrating the front gable and gabled front verandah, along with other Craftsman style details, such as the square porch posts and brackets. (Source: Cummer)



Fig. 8: Back view of Adams House at 515 St George Street. Note the brackets and range of windows, including a double hung horned stained-glass window on the right as well as two other double hung horned wood windows in the upper middle along with a diamond shaped window in the rear gable. (Source: Cumber)



Figs. 9 and 10: Side views of Adams House at 515 St George Street. Left (Fig. 9) shows the eastern side and right (Fig. 10) shows the western side. (Sources: Cumber)

7.0 Conservation Objectives

Having already been extensively restored as part of its previous conservation work (when it was moved from Eighth Avenue to St George Street), Adams House at 515 St George Street will largely be preserved, with minor rehabilitation in areas. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of this historic place, they simply enhance them.

As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2nd edition):

Preservation: The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value.

(Canada's Historic Places 2010, p. 255)

Preservation and **Rehabilitation** are the conservation objectives for Adams House. Specifically, preservation of the heritage details and elements, such as its numerous original windows; and rehabilitation of the painting and roof elements, particularly the fascia boards and rafter tails, and the chimney. The following table summarizes the specific elements of Adams House to be preserved and rehabilitated (Table 2).

Table 2: Consolidated lists of the elements of Adams House to be preserved and rehabilitated.

Preserved	Rehabilitated
Siting, context and landscape, particularly its deep setback	Exterior paint
Overall structure, including its form scale and massing as well as its rooflines	Chimney
Its horizontal wood cladding and shingle siding	Fascia boards, soffits and rafter tails
Various wood windows throughout, including the numerous stained-glass windows	Wood window elements, such as trims and sills
Front door, including its stained-glass window	Front door re-staining

Due to concerns on site, such as a carpenter ant infestation discovered in the Spring of 2020, paired with the unexpected delays of the COVID-19 pandemic, some of the conservation objectives outlined in Table 2 above have had to be completed already to best protect the heritage building. The following table summarises the work already done on site, as well as outlining those to be completed following HRA approval, with an estimated timeline (Table 3).

Table 3: Consolidated list of the elements of Adams House to be rehabilitated with a status update, including an estimated timeline for completion for those still outstanding.

Rehabilitated Elements	Status Update and Estimated Timeline
Exterior paint	To be completed following HRA approval. Booked for the 3rd week of August with Student Works Painting Company. * Note all remaining rot will be fixed prior to painting the home
Chimney	To be completed following HRA approval. Santa's Little Helper Chimney Services inspected the chimney on July 8, 2020, both internally in the attic and externally, with no major concerns to report. There were a few minor cracks identified in the mortar joints, caused by old age and freezing temperatures. These will be re-caulked in the Fall of 2021 and the chimney will be checked annually to monitor its condition and concerns addressed as they arise.
Fascia boards, soffits and rafter tails	In-process. Fascia boards, soffits and rafter tails on the front of the home are currently in the process of being restored (Spring 2021) due to substantial rot. The owners are being proactive in the hopes of preventing any further carpenter ant infestation. The back fascia boards, soffits and rafter tails are also in need of repair due to rotting wood. Repairs will begin in June 2021 and be completed by July 2021.
Wood window elements, such as trims and sills	In-process. The window below the front porch will have a new trim installed as it is also rotten. This will happen after the front fascia boards are completed, since the carpenter is working in stages of importance, broken down as follows: 1. Porch (the porch has been completely renovated due to the carpenter ant infestation and resultant rot. Construction began in September 2020 and will be completed by April 2021). 2. Front fascia boards, soffits and rafter tails (to be completed Spring 2021). 3. Window below the front porch (to be completed Spring 2021). 4. Back fascia boards, soffits and rafter tails (to be completed Summer 2021).
Front door re-staining	To be completed following HRA approval. The owners hope to do this in early August, before the exterior of the home is painted. The door will be completely stripped, sanded and re-stained. The door's stained-glass window will also be reinforced to be more secure.

8.0 Building Description

Adams House is a Gabled, Craftsman style, one and a half storey, wood-frame construction with shingle siding in its gables and horizontal wood cladding throughout. It is a modest house with a front-gabled roof and gabled front verandah, accessed by an off-centred set of stairs, and a hipped roof at the rear of the building. It has a steeply-pitched cross-gabled roof, with shallower-pitched gabled roof on the verandah, which has twinned square posts. It still features numerous original windows, including double-hung horned wood windows as well as an impressive collection of stained-glass windows, of various sizes, throughout. It has decorative roof brackets, that are replicas and part of an earlier restoration effort. The house is set back from the street in a well-manicured landscape.

9.0 Condition Assessment

Overall, the exterior of Adams House at 515 St George Street appears to be in good condition. That being said, there are certain areas needing attention, as discussed below.

9.1 Structure and Foundation

Overall, the exterior condition of the walls and building envelope of Adams House, from roof to foundation, appears to be good. Please note an interior inspection was not conducted.

9.2 Wood Elements

The visible, exterior wood elements, such as the doors, door frames, roof fascia, windows and wood siding are, for the most part, in good condition. Any signs of deterioration are largely cosmetic, as illustrated and discussed further in the relevant sections below.

[2021 Note: The above condition assessment of the wood elements was made prior to the discovery of the carpenter ant infestation, which has substantially damaged certain wood elements, in particular the front porch and nearby front window.]

9.3 Roofing and Waterworks

Although the roof is in good condition, overall, there are certain areas in need of repair and maintenance. As mentioned above, there are fascia boards, soffits and rafter tails that are in need of cleaning and repainting, as well as repair in sections (Figs. 11 to 12).



Fig. 11: Back gable of Adams House at 515 St George Street, showing the dirty rafter tails and soffits as well as the peeling fascia boards, in need of repainting. (Source: Cummer)



Fig. 12: Western side of Adams House at 515 St George Street, showing the dirty rafter tails, in need of cleaning and repainting, as well as ones in need of repair. (Source: Cummer)

Although the waterworks appear to be in good working order, these should be cleaned regularly to ensure their effective ongoing operation. Considering the deterioration visible in Fig. 12 above, the gutter running above these rafter tails should also be inspected to ensure they are not blocked nor faulty.

9.4 Chimneys

The small chimney, located in the middle of the roof, appears to be in good condition (Fig. 13). As recommended by an earlier draft of this HCP, consultation with a chimney sweep was carried out on July 8, 2020 with Santa's Chimney Services. It was determined that there is "no moisture or damage in the attic or outside of the house. However, it needs to be caulked because of cracks caused by old age" (personal communication, 2020). This re-caulking will be addressed as part of the conservation work.

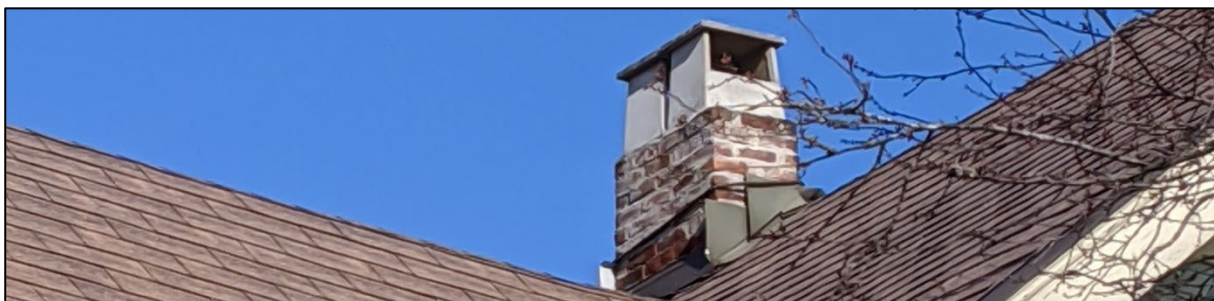
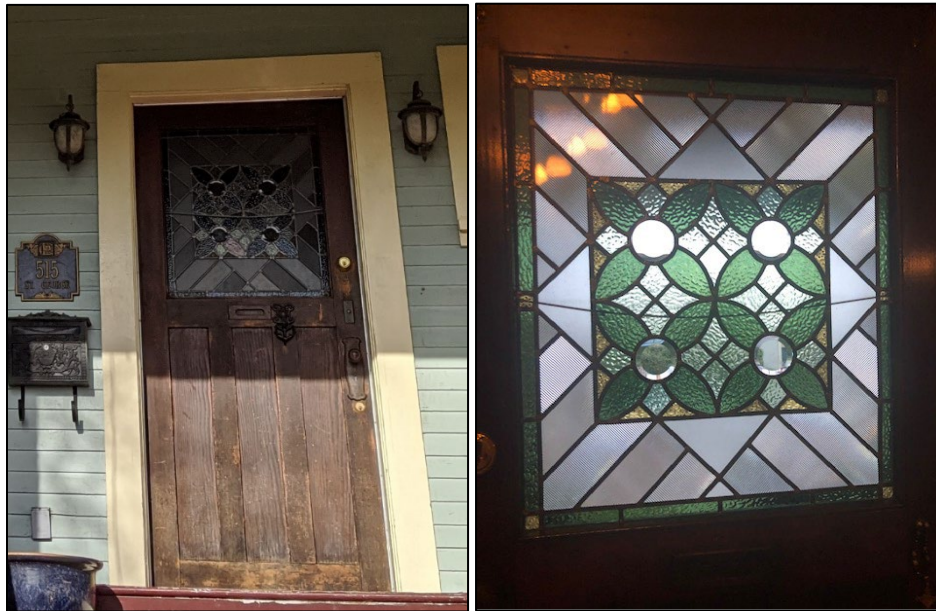


Fig. 13: The chimney and partial roof of Adams House at 515 St George Street. (Source: Cummer)

9.5 Windows and Doors

Overall, the windows and doors are in good condition. The front door is showing some signs of weathering (Fig. 14), particularly at the bottom, however this is largely cosmetic. The rest of the door is in good condition, including its stained-glass window (Fig. 15). The majority of the windows throughout the property are original and in good condition. The only condition concerns appear to be cosmetic with paint peeling in places and areas in need of cleaning (Fig. 16).

[2021 Note: The window beneath the front porch has been impacted by a carpenter ant infestation and its condition is now poor and its trim in need of replacement.]



Figs. 14 and 15: Left (Fig. 14) shows the front door of Adams House at 515 St George Street. Right (Fig. 15) shows an interior detail shot of the front door's stained-glass window. (Sources: Cummer and Marino)



Fig. 16: Illustration of some of the original windows of Adams House, in this case a pair of double-hung horned wood stained-glass windows, showing a dirty sill that can be easily addressed. (Source: Marino)

9.6 Cladding and Trimwork

As mentioned above, the horizontal wood cladding and shingle siding in the gables appear to be in good condition, with no major issues identified. As for the trimwork, as discussed in the relevant sections above, there are certain trims around the windows and doors that may need some touching up, however, no other major concerns with regards to the trimwork.

9.7 Finishes

The finishes of the house are, for the most part, in good condition, with just few areas currently requiring attention, such as the front stairs (Fig. 17).

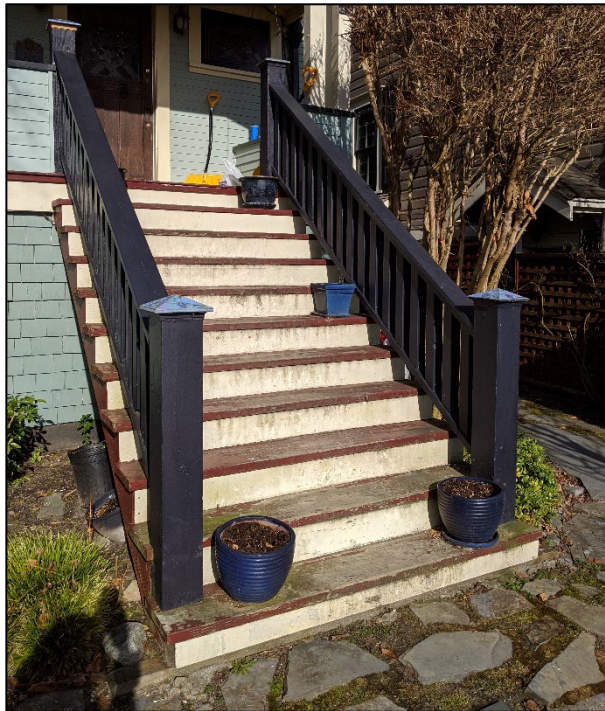


Fig. 17: The front stairs of Adams House at 515 St George Street, illustrating their need of cleaning and touching up. (Source: Cummer)

9.8 Landscaping

The landscaping on site is fairly minimal, particularly near the house, which should be commended. Plantings should be kept a good distance from the structure, to avoid any damage to the foundations.

Despite these minor issues and concerns stated above, the overall condition of the property is good.

10.0 Recommended Conservation Procedures

10.1 Structure and Foundations – **Preservation**

- The main one and a half storey structure will be **preserved**.

10.2 Wood Elements – **Preservation** and **Rehabilitation**

- As addressed in greater detail in the relevant sections below (in particular, roofing and windows), the wood elements should be **preserved** where possible and **rehabilitated (repaired, maintained or replaced in-kind)**, as needed.

10.3 Roofing and Waterworks – **Rehabilitation**

- The roofing and waterworks should be **rehabilitated**, as needed, in particular cleaned and cleared of organic growth, as they arise.

10.4 Chimney – **Rehabilitation**

- The chimney should be **rehabilitated**, in particular cleaned and repointed. If any bricks need to be replaced, they should be replaced in-kind.

10.5 Windows and Doors – **Preservation**

- The various wood windows of Adams House should be **preserved**.
- The front door should be **preserved** and **rehabilitated**, in particular re-stained to address the weathering currently visible.

10.6 Cladding and Trimwork – **Preservation** and **Rehabilitation**

- The wood siding (the horizontal cladding and the cedar shingles) should be **preserved**.
- The fascia boards, soffits and rafter tails should be cleaned and **rehabilitated**, as needed.

10.7 Finishes – **Rehabilitation**

- The house's current paint is, for the most part, in good condition with just certain areas in need of cleaning and touching up (such as the front stairs, certain trims, the fascia boards, soffits and rafter tails). These should be cleaned and **rehabilitated**, as needed.
- Although the current colour scheme is not exclusively from the Benjamin Moore Historical True Colours Palette (VC-1 Oxford Ivory for the trim; HC-143 Wythe Blue for the siding; VC-22 Pendrell Verdigris for the shake; a custom Benjamin Moore heritage-inspired regal soft gloss navy blue for the sash; and VC-28 Mellish Rust for the front stair treads), one could argue that it is largely in the same spirit (particularly with three out of the five colours being from the HTC Palette) (VHF 2012). One could also argue that, due to the vibrancy and range of house colours on the street, as well as the fact that the house colour is not a CDE of the property, a partial Historical True Colour scheme is acceptable for this heritage place.

- For any work on the finishes, please follow Master's Painters' Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

10.8 Landscaping

- Any new landscaping being put in should have a minimum 2-ft clearance between the vegetation and the building face. This is preferable to ensure there is sufficient space to remove any threat to the foundation or the building's finishes over time.

11.0 Proposed Alterations and Future Changes

11.1 Proposed Alterations

The proposed changes to this house are minimal (Fig. 18), it is simply being rehabilitated in the few areas requiring repair and maintenance. Otherwise, a shed at the back of the property is being demolished to make way for a Laneway House (Fig. 19). The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions. The proposed change does not affect the Heritage Values and Character Defining Elements of the building.

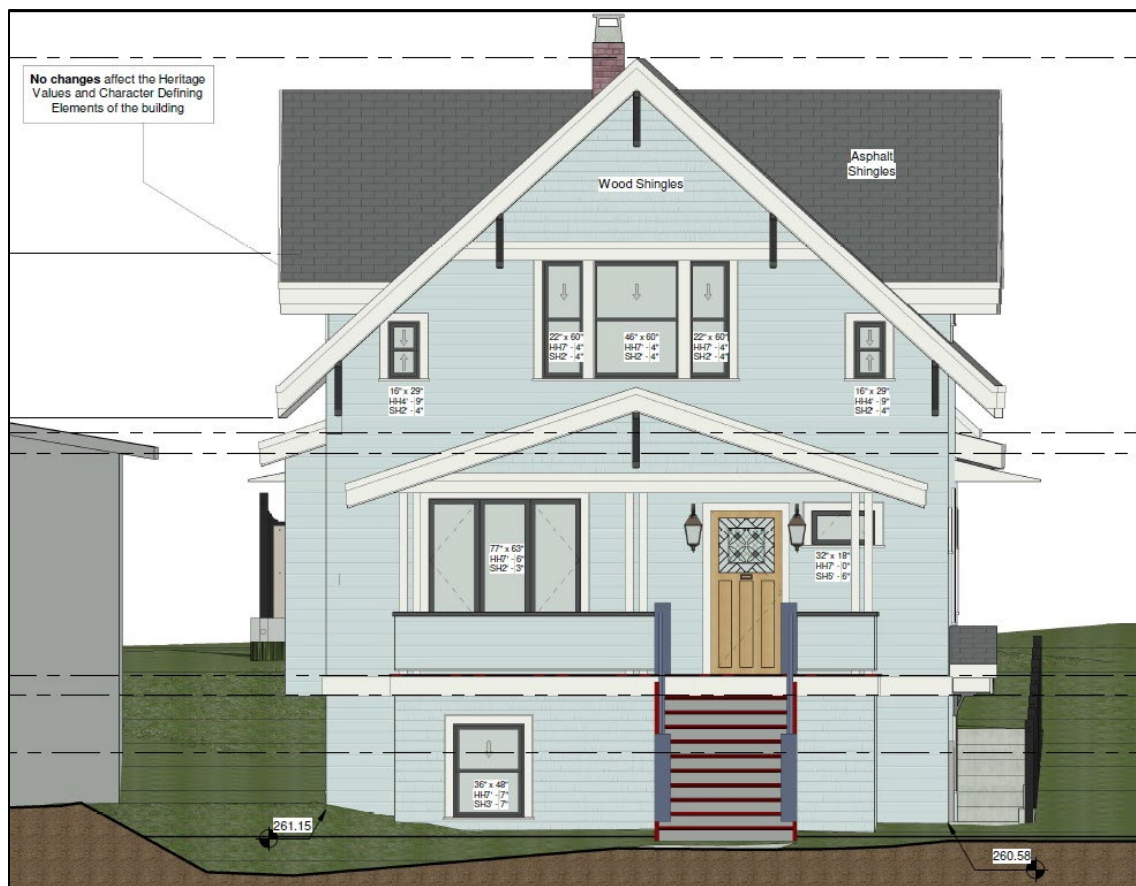


Fig. 18: Illustration of the preserved front façade of Adams House, 2021. (Source: D3 Design)

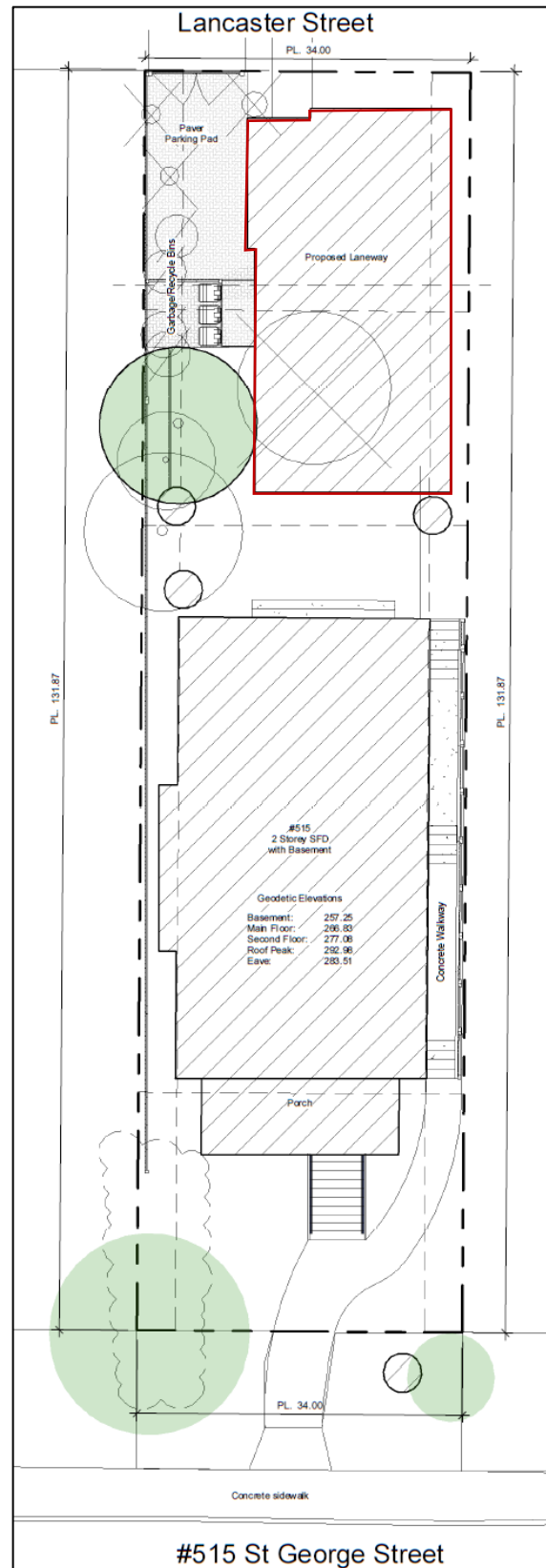


Fig. 19: Site Plan of the proposed development at 515 St George Street with the preservation of Adams House in-situ and the construction of a Laneway House at the back of the property, outlined in red at the top of the plan. (Source: D3 Design)

11.2 Future Changes

Changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above).

12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

12.1 Maintenance Checklist

a. Site

- Ensure site runoff drainage is directed away from the building.
- Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas.
- Do not permit vegetation (such as vines) to attach to the building.

b. Foundation

- Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
- If encountered, seek advice from a professional Engineer, immediately.
- Ensure perimeter drainage piping is functional.
- Arrange a professional drainage inspection every three to five years.

c. Wood Elements

- Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
- Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.

- Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:
 - Wood in contact with ground or plantings;
 - Excessive cupping, loose knots, cracks or splits;
 - Open wood-to-wood joints or loose/missing fasteners;
 - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
 - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
 - Signs of water ingress (such as rot, staining or mould).
- Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
 - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
 - Excessive fading of colours, especially dark tones.
- Note all repainting should be as per the recommended historic colours in section 10.7 above.

d. Windows and Doors

- Replace cracked or broken glass as it occurs.
- Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
- Check condition and operation of hardware for rust or breakage. Lubricate annually.
- Inspect weather stripping for excessive wear and integrity.

e. Roofing and Rainwater Works

- Inspect roof condition every five years, in particular looking for:
 - Loose, split or missing shingles, especially at edges, ridges and hips;
 - Excessive moss growth and/or accumulation of debris from adjacent trees; and
 - Flashings functioning properly to shed water down slope, especially at the chimneys.
- Remove roof debris and moss with gentle sweeping and low-pressure hose.
- Plan for roof replacement at around 18 to 22 years.
- Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.
- Ensure gutter hangers and rainwater system elements are intact and secure.
- Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.

f. General Cleaning

- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
- Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
- Windows, doors and rainwater works should be cleaned annually.
- When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
- Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

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APPENDIX 3

CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 515 St George Street

The undersigned hereby undertakes to be responsible for field reviews of the construction carried out at the captioned address for compliance with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement applicable to the property, which the undersigned acknowledges having received and reviewed, and undertakes to notify the City of New Westminster in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 4

CERTIFICATION OF REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 515 St George Street

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated _____ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 5
APPROVED PLANS

Project Information			Zoning Analysis			
Property Owner	Christina Marinio and Patrick Donovan		Site			
Site Address	515 St. George Street		Lot Width	34.00 ft		
Project Type	HRA and Laneway		Lot Depth	131.87 ft		
Jurisdiction Authority	City of New Westminster		Lot Size	4483.50 ft²		
Legal Description	LOT 1, NEW WEST DISTRICT, GROUP 1, ST GEORGE'S SQUARE		Primary Dwelling			
PID	025-453-408		Coverage	Required/Allowed	Proposed	Notes
Zone	RS-6		Principle Site Coverage	40% (1793.4 SF)	1298.26 SF	Unchanged
CONSULTANTS			Set Backs	Required/Allowed	Proposed	Notes
			Front:	25' - 0"	26.60 ft	Unchanged
Surveyor	J C Tam & Associates	604 214-8928	Front projection	4'-0"	8.03 ft	Unchanged
Designer	D3 Design	604-603-6747	Rear:	25' - 0"	57.29 ft	Unchanged
Engineer			Right Side:	4' - 0"	3.90 ft	Unchanged
Builder			Left Side:	4' - 0"	2.00 ft	Unchanged
Energy Consultant			Floor Area	Required/Allowed	Proposed	Notes
Arborist	Arbor & Co.	778 886-1566	Basement		1423 SF	Unchanged
			First Floor		1298 SF	Unchanged
			Second Floor		1011	Unchanged
			Floor Space Ratio	0.60	0.53	Unchanged
			Total	2690 SF	3732 SF	Unchanged
			Secondary Suite Area	N/A	N/A	
			Attached Acessory Area	Required/Allowed	Proposed	Notes
			Front Porch		164.80 SF	Unchanged
			Side Walkway			
			N/A		N/A	
			Total	448.35 SF (10%)	164.80 SF	Unchanged
			Height	Required/Allowed	Proposed	Notes
			Left Front Datum		257.89 ft	Unchanged
			Right Front Datum		259.59 ft	Unchanged
			Left Rear Datum		268.15 ft	Unchanged
			Right Rear Datum		268.68 ft	Unchanged
			Average Grade		263.58 ft	Unchanged
			Roof Peak Elevation	35 ft	29.40 ft	Unchanged
			Roof Eave Elevation		14.16 ft	Unchanged
			Midpoint Elevation	25 ft	21.77 ft	Unchanged

Christina Marino & Patrick Donovan	
515 St. George St	
Main House Zoning P1	
Project number	1517
Date	August 10, 2021
Drawn by	Author
Checked by	Checker
Sheet	Scale
A0 Page 855 of 944	
1 1/2" = 1' 0"	

GENERAL NOTES

These drawings have been prepared by D3 Dimension Drafting and Design Inc. to conform to the current residential standards of the BCBC (2018).

The Builder is responsible for ensuring that all construction conforms to provincial and local codes and bylaws.

Dimensions take precedence to scale drawings.

Dimensions to be taken from outside face of sheathing for exterior walls and face of studs for interior walls as shown.

Place footings to undisturbed, sound bearing soil below frostline (2' below grade).

Structural lumber to be No.2 SPF or better

Between all exterior top plates and double plates, require 6 MIL poly.

6 MIL poly is required at all connection points between interior and exterior walls.

Floor assembly to be constructed with manufacture I-Joist

Lumber in contact with concrete to be damproofed (sill gasket) , and anchored with 1/2" anchor bolts at 16" O.C. max

Lintels to be #2-2x10 U.N.O TYP.

Double joists at parallel partitions (opt. 2x10 blocking at 24" O.C.)

Dwelling must meet current B.C. ventilation code

All operable windows to be standard sliding glazing, U.N.O.

Waterproof wallboard required on bathroom walls

Provide a bond-breaking material between foundation or rock and slabs.

Exterior dimensions to be measured from outside of sheathing.

All interior dimensions to be measured to the centre of stud, except where otherwise noted.

All Construction and installation of materials and equipment shall be done in accordance with good building practices, following manufacturers instructions and conforming to the BCBC

All Structural specifications to be designed and certified by a structural engineer. Any discrepancies must be brought to D3 Dimension Drafting and Design Inc. attention.

It is the responsibility of the contractor or builder to check and verify all dimensions and to ensure all work conforms to all local bylaws ad regulation, and to the current edition of the BCBC

D3 Dimension Drafting and Design Inc. accepts no liability for error or omissions.

These plans conform to the B.C. Building Code, 2018 ED.

Site Requirements

- No retaining wall shall be constructed on any lot having an exposed height greater than 4 ft. unless engineered
- Any exposed concrete over 2 ft in height shall be architecturally treated.

Exterior Design

- No exposed concrete block is permitted
- Exposed concrete foundation walls are not to exceed 1.64 ft in height,
- In General, the main materials used on the front of the house should be used on all other facades
- Overhangs to be a minimum of 18" TYP. U.N.O.
- All gable fascia shall be a minimum fascia of 2x10.

Roof & Building Materials

- Any fascia gutter must be properly integrated with wood fascia boards to meet building scheme
- Exterior vertical walls are to be non-combustible 20min rated

Driveways & Garages

- The garage shall have closing doors with raised panels or desired architectural detailing
- Garage should be painted to match proposed buildings design and colour scheme
- Garage dimensions are taken from the outside of cladding.
- Driveways shall be constructed of asphalt, exposed aggregate, stamped concrete, brick or combination.
- No gravel driveways or parking areas.

No buildings or driveways shall be constructed on the lots unless provisions to reduce storm water run-off from buildings and driveways been made by the run-off from buildings, driveways and any other impervious surfaces constructed on the lot being re-charged back to the ground through suitable subsurface storm water management systems such as rock pits or exfiltration chambers and run-off from driveways which slope to the public road or common property being intercepted at the property line by the provision of suitably designed and constructed absorbent strip such as grass-crete or permeable interlocking concrete pavers.

PLAN # 1517

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- All funds paid are non-refundable.

SCOPE OF WORK

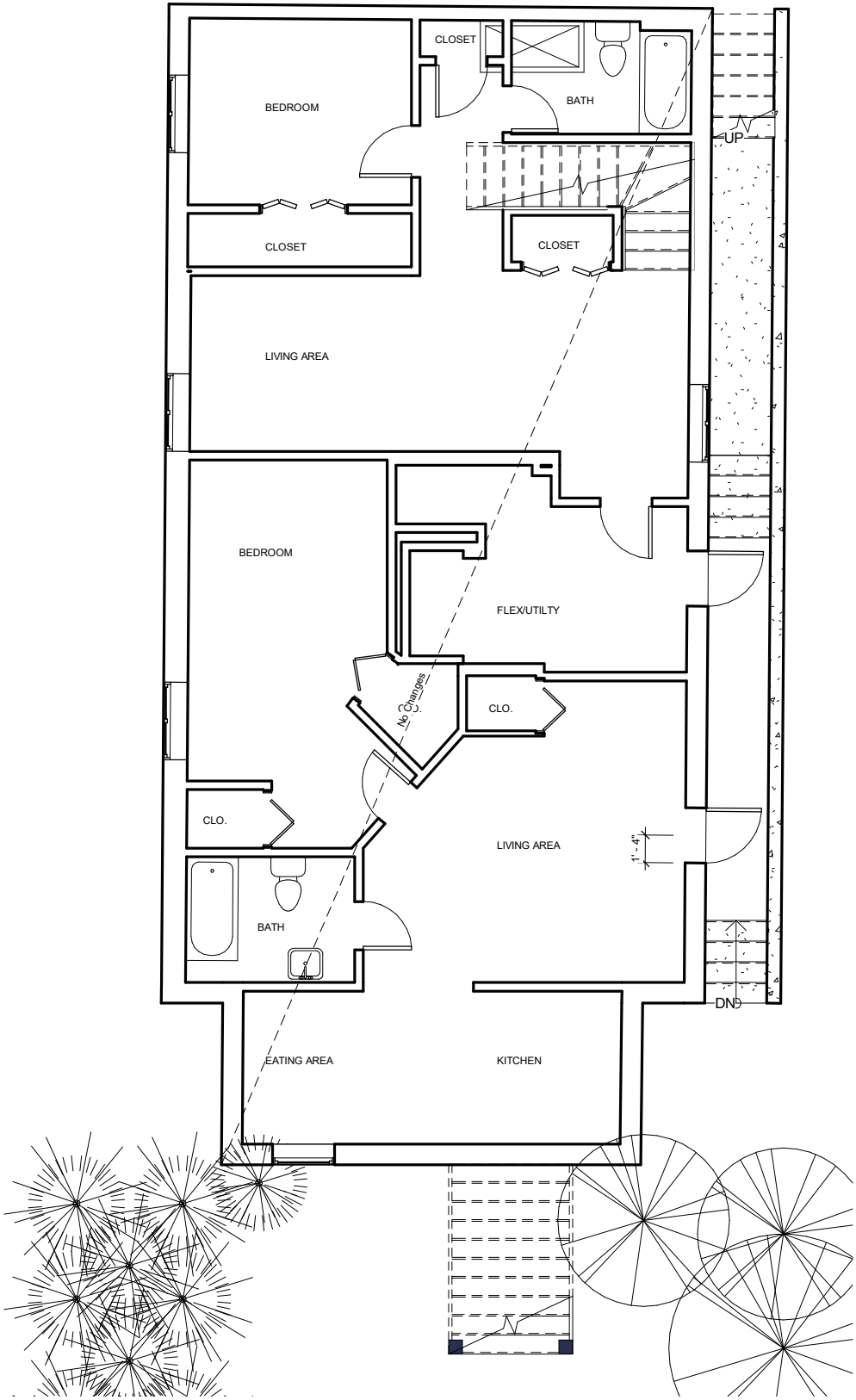
Christina Marino & Patrick
Donovan

515 St. George St

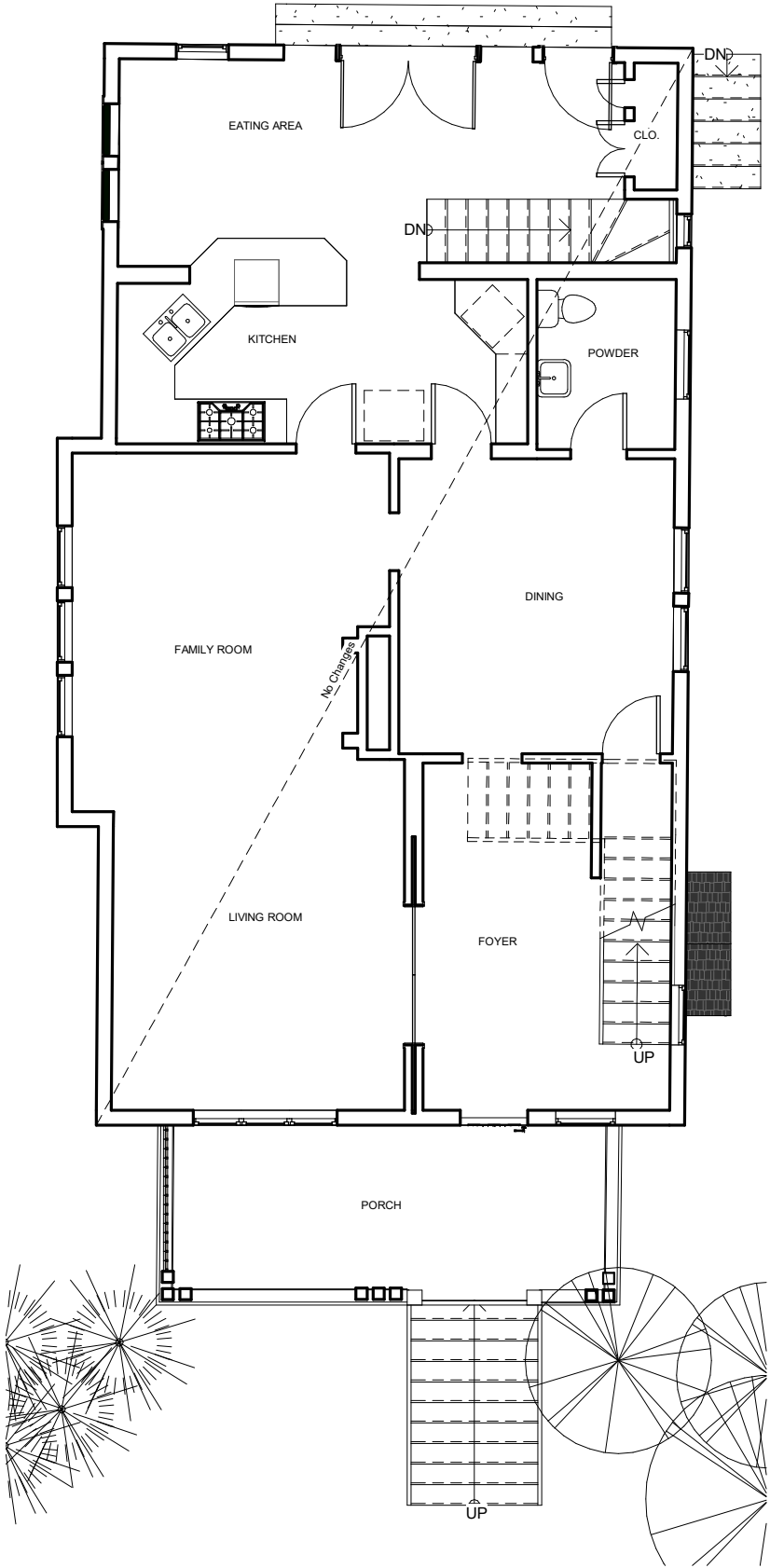
Main House Zoning P2

Project number	1517
Date	August 10, 2021
Drawn by	Author
Checked by	Checker
Sheet	Scale

A0.1
Page 856 of 944



1 Main Basement 11x17
1/8" = 1'-0"



2 Main Floor 11x17
1/8" = 1'-0"

Christina Marino & Patrick
Donovan

515 St. George St

Basement & Main Floor

Project number 1517

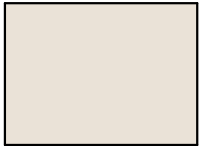
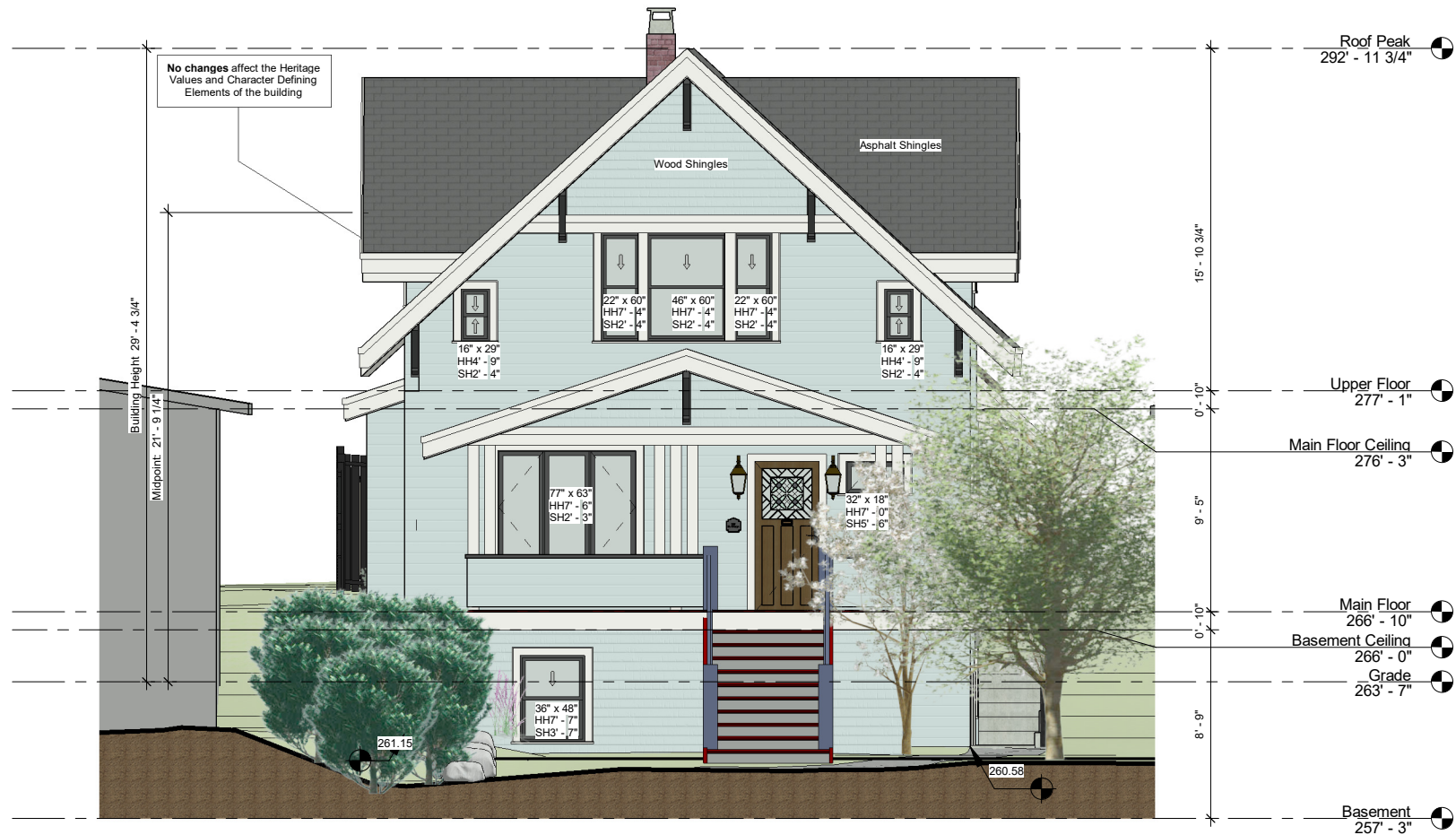
Date August 10, 2021

Drawn by Author

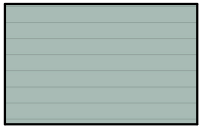
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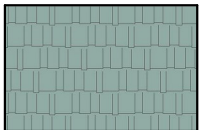
A2
Page 858 of 944
1/8" = 1'-0"



Trim, eaves, window sill: VC-1 Oxford Ivory
Finish: Satin Pearl



Siding: HC-143 Wythe Blue
Finish: Low Luster



Shake: VC-22 Pendrell Verdigris
Finish: Low Luster



Sash: Benjamin Moore produced heritage inspired custom
Finish: Satin Pearl



Stairs (Treads): VC-28 Mellish Rust
Finish: Satin Pearl

1 Main Front Elevation 11x17
1/8" = 1'-0"



2 Main Left Elevation 11x17
1/8" = 1'-0"

Christina Marino & Patrick
Donovan

515 St. George St

Heritage Elevations

Project number 1517

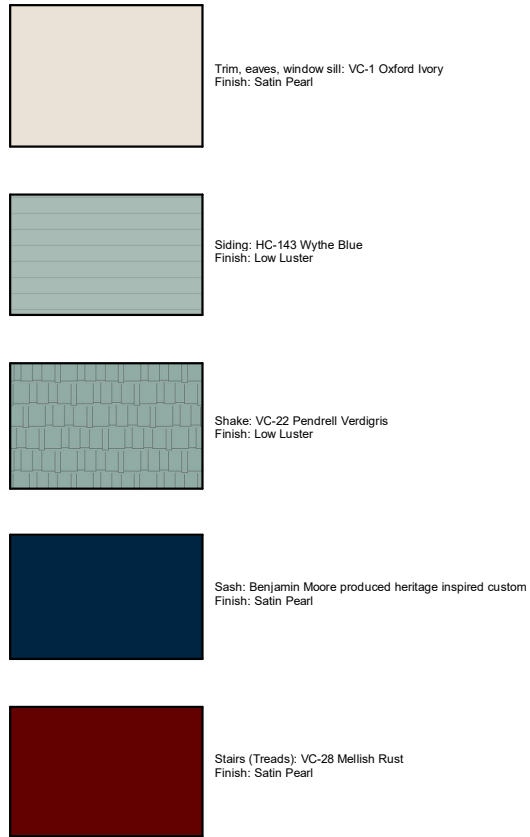
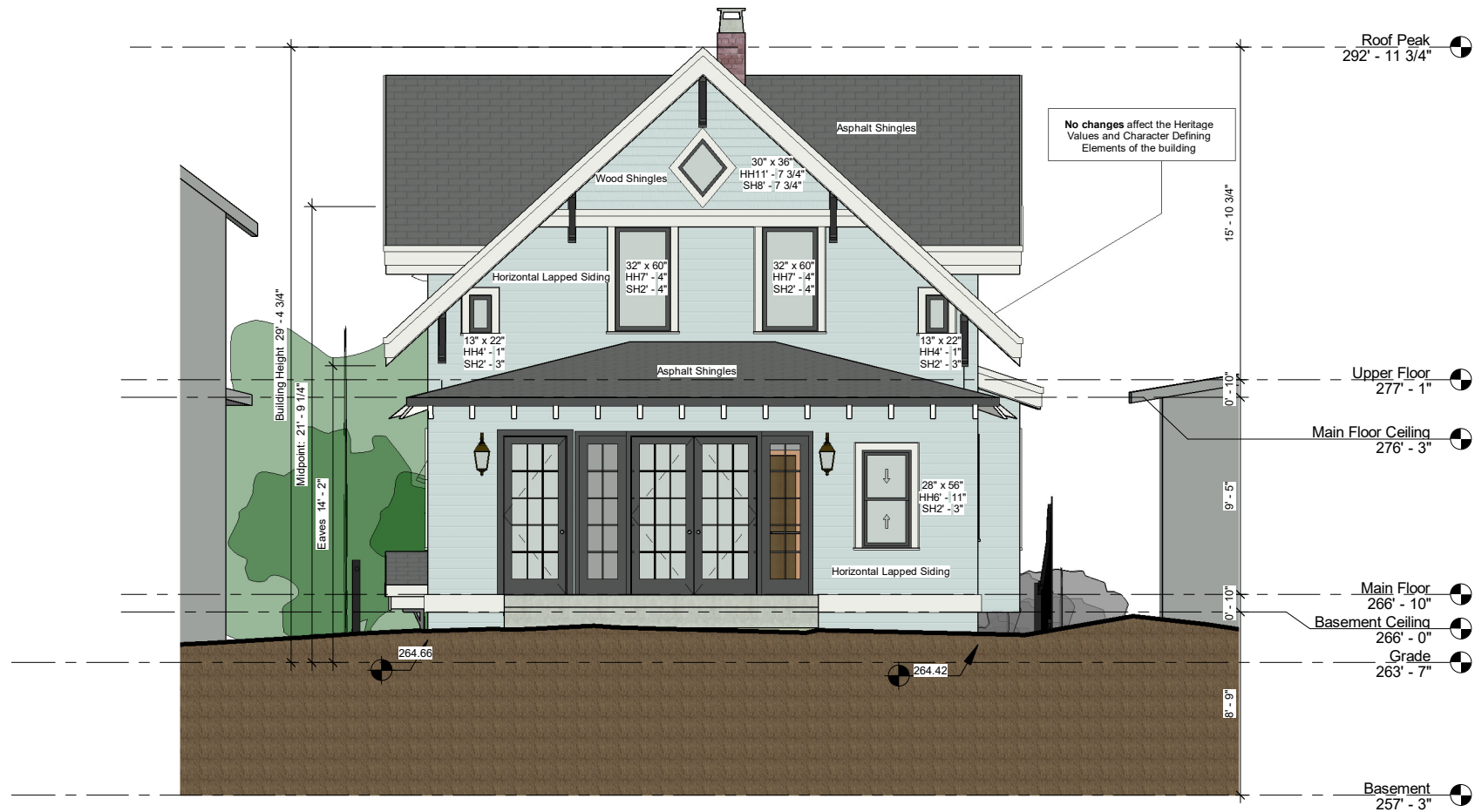
Date August 10, 2021

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Checked by Checker

Sheet Scale

A4
Page 860 of 944
1/8" = 1'-0"



1 Main Rear Elevation 11x17
1/8" = 1'-0"



2 Main Right Elevation 11x17
1/8" = 1'-0"

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515 St. George St

Heritage Elevations

Project number 1517

Date August 10, 2021

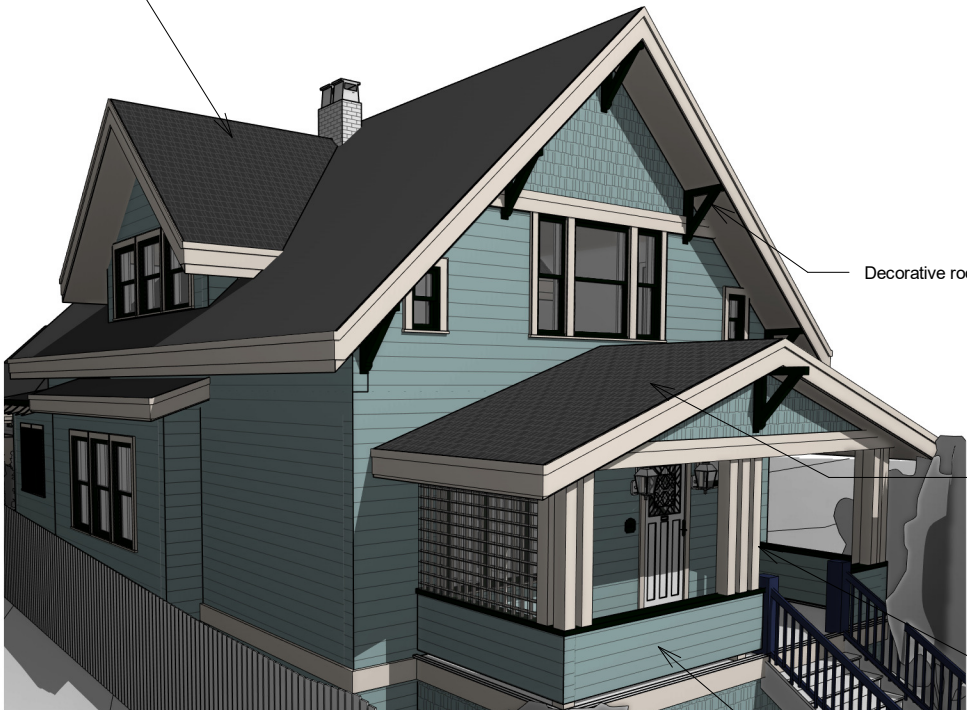
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Steeply-pitched cross gable roof



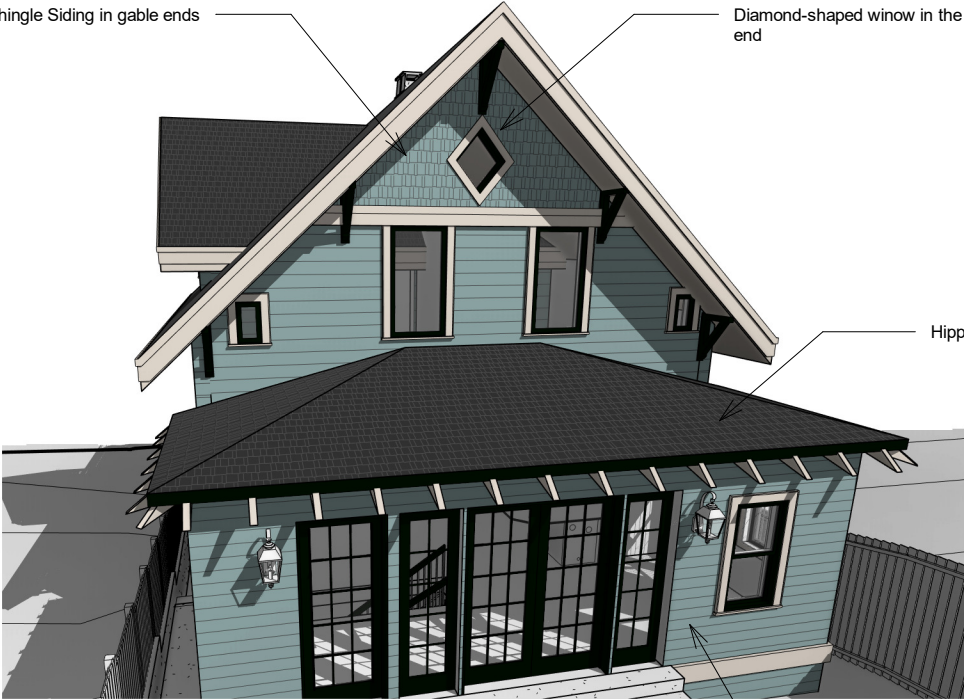
Decorative roof brackets

Shallower pitched cross-gabled roof

Twinned columns on the verandah

Verandah extending across the front of the building

Shingle Siding in gable ends

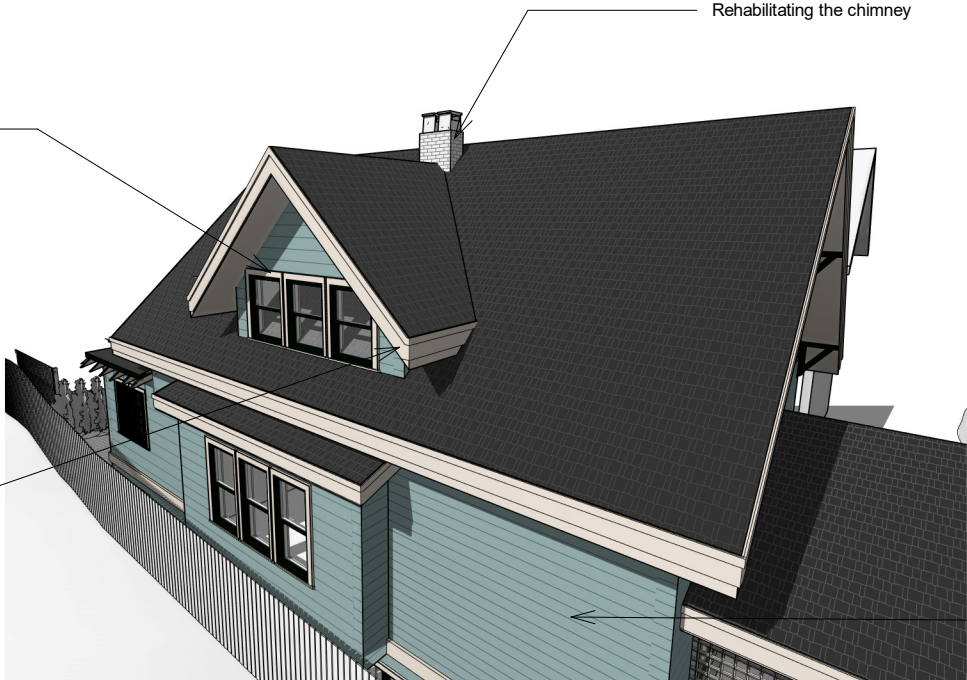


Diamond-shaped winow in the rear gable end

Hipped roof at the rear of the building

Horizontal Wood Cladding

wood trims and sills to be re-painted as per HCP



Rehabilitating the chimney

Fascia, soffits and rafter tails to be re-painted same colour as per HCP

Repaint the exterior the same colour as per the HCP

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Donovan

515 St. George St

Heritage Details

Project number 1517

Date August 10, 2021

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515 St. George St

Landscape Plan P1

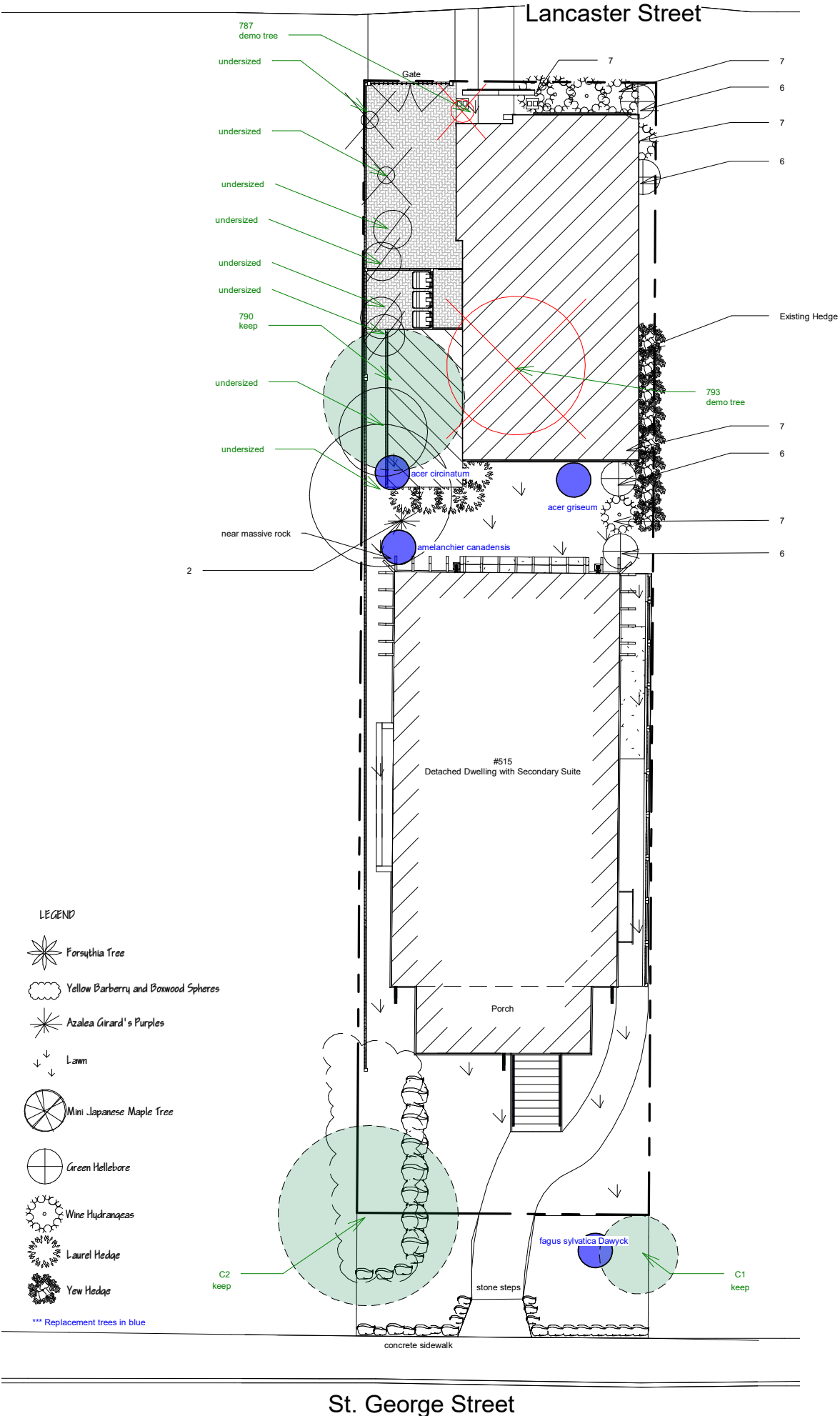
Project number 1517

Date August 10, 2021

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Sheet Scale



1. Forsythia Tree



2. Azalea Girard's Purple's



3. Mini Japanese Maple Tree



4. Yellow Barberry Spheres



5. Boxwood Spheres



6. Green Hellebore



7. Wine Hydrangeas



8. Laurel Hedge



In-swing gate, 4'-1" (1.25m) high



Replica fence to emulate historical fences of Queen's Park. Though used as a gate in front of a driveway, its material and height mask its function. Material of rod iron and natural finish composite wood

Pathway Lighting



Low energy use solar powered lights to be placed along exterior pathways

Permeable pavers for driveway



Permeable pavers allow commonly recurring rainstorms to infiltrate through a permeable concrete paving stone surface into a clear crushed open-graded aggregate base before being released into storm sewers or watercourses. Known as permeable interlocking concrete pavement, the system acts as an infiltration facility for the storage, treatment, and improvement of released water.

Project Information

Property Owner	Christina Marinio and Patrick Donovan
Site Address	515 St. George Street
Project Type	HRA and Laneway
Jurisdiction Authority	City of New Westminster
Legal Description	Lot 1, New West District, Group 1, St George's Square
PID	025-453-408
Zone	RS-6

CONSULTANTS

Surveyor	J C Tam & Associates	604 214-8928
Designer	D3 Design	604-603-6747
Engineer		
Builder		
Energy Consultant		
Arborist	Arbor & Co.	778 886-1566

Zoning Analysis

Site	
Lot Width	34.00 ft
Lot Depth	131.87 ft
Lot Size	4483.50 ft²

Laneway House	Required/Allowed	Proposed	Notes
Lane Width		33'	
Ground Floor area		830.46 SF	
Upper Floor area		N/A	
Total Floor area	672.525 SF (15%)	829.68 SF (18.5%)	Variance Requested
Site Coverage	672.525 SF (15%)	829.68 SF (18.5%)	
Bike Storage	32 SF		
Front Entry	32 SF	20 SF	
Setback from Lane	3 ft	3 ft	
Setback from side street	N/A	N/A	
Setback from intersection	4.00 ft	NA	
Setback from side lot	4.00 ft / 2.00 ft	10.00 ft West / 2.00 ft East	
Primary separation	16.00 ft	16.5 ft	
Side envelope midpoint		281.0 ft existing / 271 ft proposed	
Side envelope midpoint		281.6 ft existing / 271 ft proposed	
Base Height Plane		267.89 ft	
Accessory Height	22.97' (7m)	16.39'	
Parking Spaces	2	1	Variance Requested

LWH - Step 2 Compliance Package

1.	AIR TIGHTNESS <ul style="list-style-type: none">1.0 air changes per hour @ 50Pa
2.	EXTERIOR WALLS & FLOOR HEADERS <ul style="list-style-type: none">2x6 @ 16" O.C. W/ R-22 Batt +5" ROCKWOOL (effective R-35)Headers R28 Batt + 5" ROCKWOOL (effective R-46.8)
3.	ROOF & CEILINGS <ul style="list-style-type: none">ENG TRUSS SYSTEM @ 16" OC W/ R-40 Batt + 3" XPS INSULATION OVER PLYWOOD (effective R-56)
4.	FOUNDATION WALLS, HEADERS, AND SLABS <ul style="list-style-type: none">ICF with 4" EPS on exterior and 3" EPS interior (effective R-44)R20 below slab (effective R-20)Unheated slab
5.	FLOORS OVER UNHEATED SPACE <ul style="list-style-type: none">2x10 @ 16" OC W/ R-28 Batt + 3" Rockwool (effective R-40)
6.	FENESTRATION AND DOORS <ul style="list-style-type: none">Vinyl frame, triple glazed, low-e, SHGC 0.20 - 0.65 (USI 0.86-1.34)Fibreglass doors w/ polyurethane fill (R-5.56, USI 1.6)
7.	AIR BARRIER SYSTEM & LOCATION <ul style="list-style-type: none">Self adhered vapour permeable building wrap
8.	SPACE CONDITIONING (HEATING & COOLING) <ul style="list-style-type: none">Electric fireplaces
9.	SERVICE WATER HEATING <ul style="list-style-type: none">Heat pump water heater (EF 1.9)
10.	VENTILATION <ul style="list-style-type: none">Zhender HRV (SRE 87%)
11.	APPLIANCES <ul style="list-style-type: none">ENERGY STAR QUALIFIED MODELS
12.	LIGHTING <ul style="list-style-type: none">STANDARD LED BULBS



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Christina Marino & Patrick Donovan

515 St. George St

Laneway Zoning P1

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

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GENERAL NOTES

These drawings have been prepared by D3 Dimension Drafting and Design Inc. to conform to the current residential standards of the BCBC (2018).

The Builder is responsible for ensuring that all construction conforms to provincial and local codes and bylaws.

Dimensions take precedence to scale drawings.

Dimensions to be taken from outside face of sheathing for exterior walls and face of studs for interior walls as shown.

Place footings to undisturbed, sound bearing soil below frostline (2' below grade).

Structural lumber to be No.2 SPF or better

Between all exterior top plates and double plates, require 6 MIL poly.

6 MIL poly is required at all connection points between interior and exterior walls.

Floor assembly to be constructed with manufacture I-Joist

Lumber in contact with concrete to be damproofed (sill gasket) , and anchored with 1/2" anchor bolts at 16" O.C. max

Lintels to be #2-2x10 U.N.O TYP.

Double joists at parallel partitions (opt. 2x10 blocking at 24" O.C.)

Dwelling must meet current B.C. ventilation code

All operable windows to be standard sliding glazing, U.N.O.

Waterproof wallboard required on bathroom walls

Provide a bond-breaking material between foundation or rock and slabs.

Exterior dimensions to be measured from outside of sheathing.

All interior dimensions to be measured to the centre of stud, except where otherwise noted.

All Construction and installation of materials and equipment shall be done in accordance with good building practices, following manufacturers instructions and conforming to the BCBC

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- No retaining wall shall be constructed on any lot having an exposed height greater than 4 ft. unless engineered
- Any exposed concrete over 2 ft in height shall be architecturally treated.

Exterior Design

- No exposed concrete block is permitted
- Exposed concrete foundation walls are not to exceed 1.64 ft in height,
- In General, the main materials used on the front of the house should be used on all other facades
- Overhangs to be a minimum of 18" TYP. U.N.O.
- All gable fascia shall be a minimum fascia of 2x10.

Roof & Building Materials

- Any fascia gutter must be properly integrated with wood fascia boards to meet building scheme
- Exterior vertical walls are to be non-combustible 20min rated

Driveways & Garages

- The garage shall have closing doors with raised panels or desired architectural detailing
- Garage should be painted to match proposed buildings design and colour scheme
- Garage dimensions are taken from the outside of cladding.
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- No gravel driveways or parking areas.

No buildings or driveways shall be constructed on the lots unless provisions to reduce storm water run-off from buildings and driveways been made by the run-off from buildings, driveways and any other impervious surfaces constructed on the lot being re-charged back to the ground through suitable subsurface storm water management systems such as rock pits or exfiltration chambers and run-off from driveways which slope to the public road or common property being intercepted at the property line by the provision of suitably designed and constructed absorbent strip such as grass-crete or permeable interlocking concrete pavers.

PLAN # 1517

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SCOPE OF WORK

Exterior:

- Place Tree Barriers
- Place foundation, consult geotech and structural engineer for specifications
- Rainscreen, roof, add windows and doors, and finish house siding
- Excavate per elevations on site plan
- Frame House, pour parking pad, build stairs, emergency path
- Perform blower door test and ensure step code complainece

Christina Marino & Patrick
Donovan

515 St. George St

Laneway Zoning P2

Project number 1517

Date August 10, 2021

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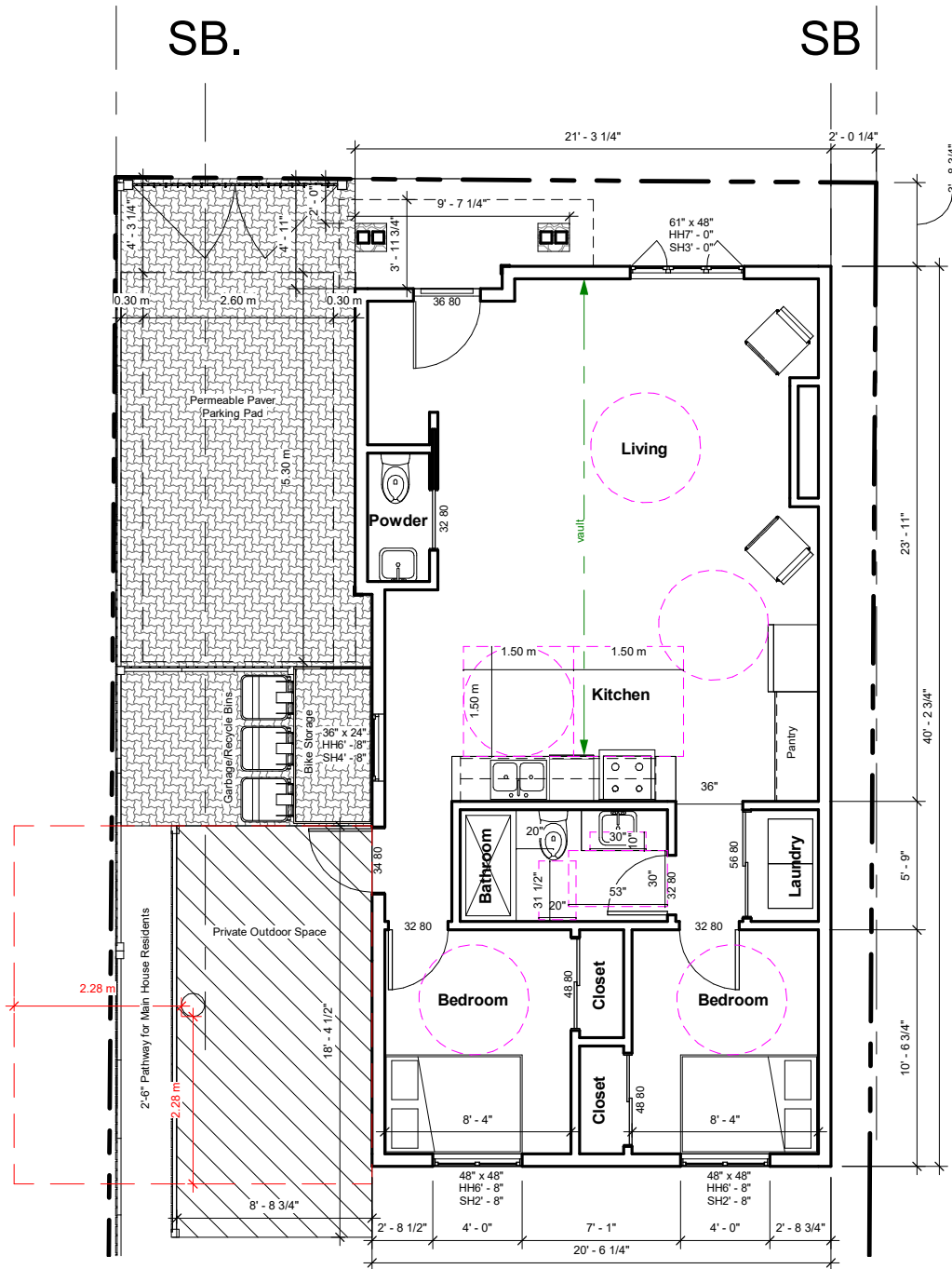
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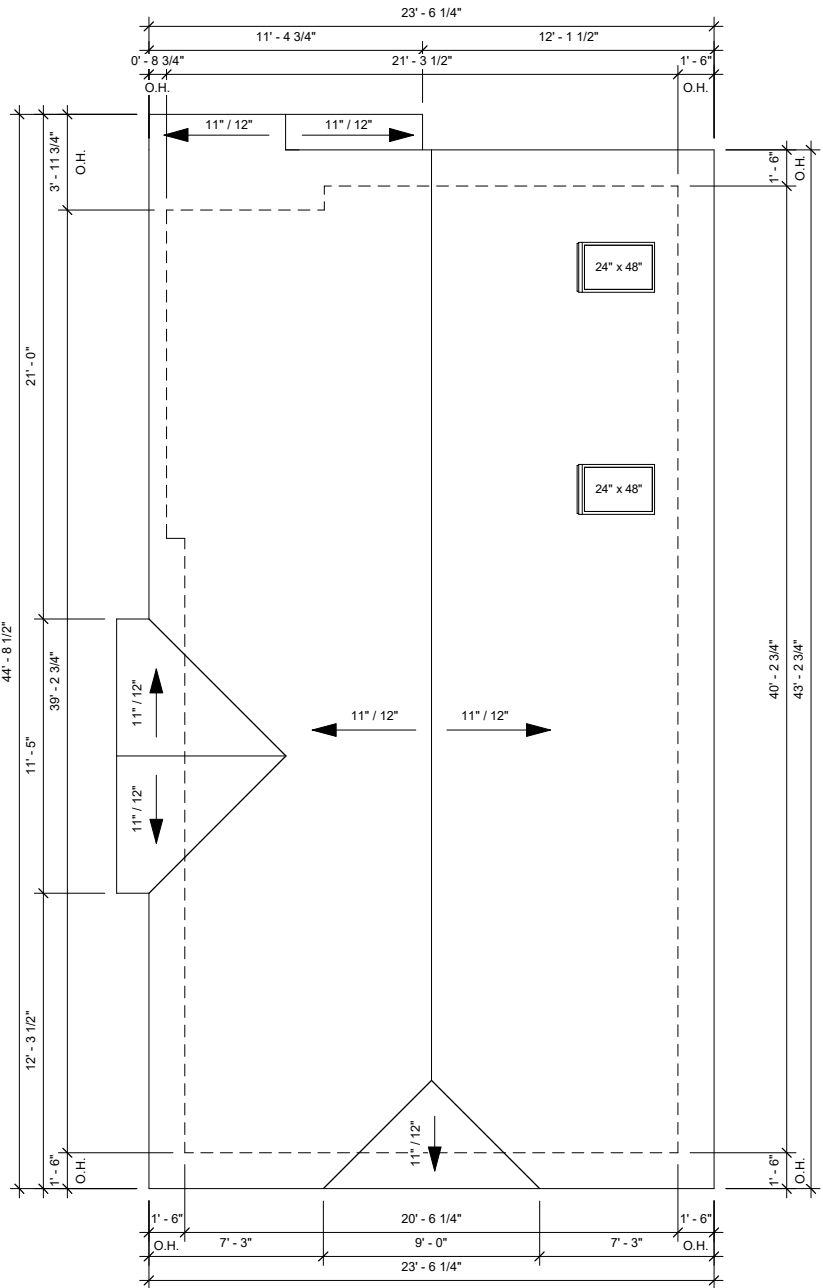
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PL E

SB



1 Laneway Main Floor 11x17
1/8" = 1'-0"



2 Laneway Roof Plan
1/8" = 1'-0"

Christina Marino & Patrick
Donovan

515 St. George St

Laneway Floor Plan

Project number 1517

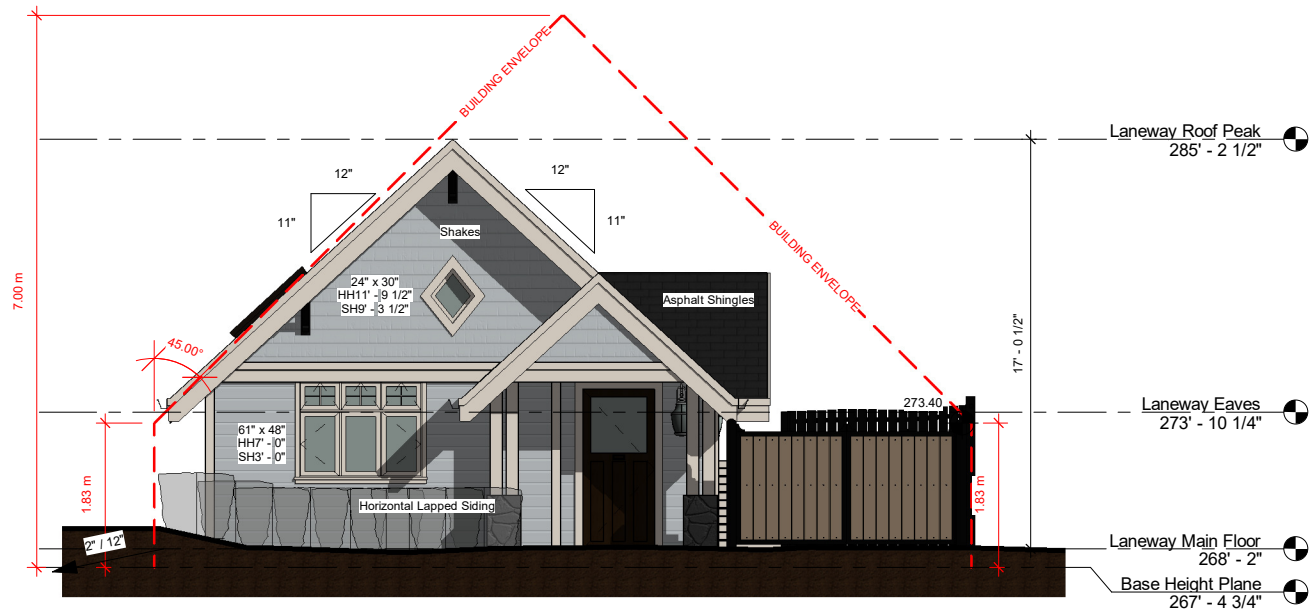
Date August 10, 2021

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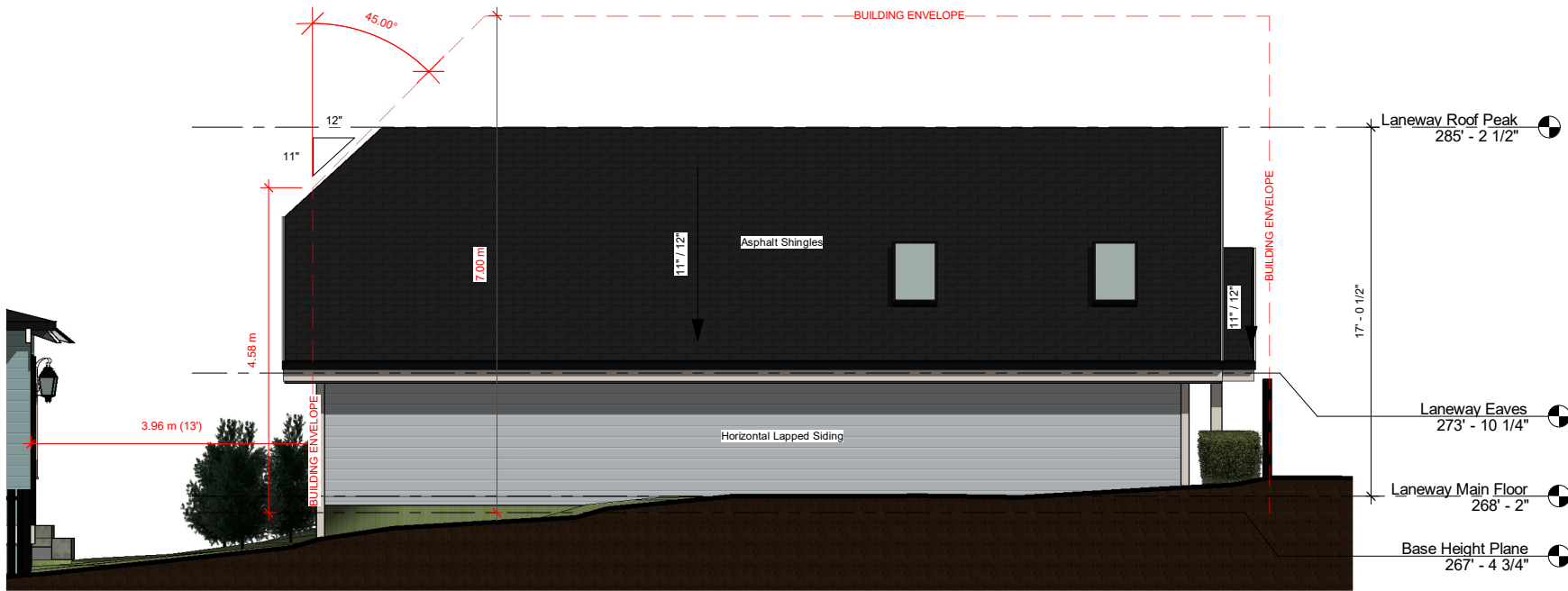
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Page 867 of 944
1/8" = 1'-0"



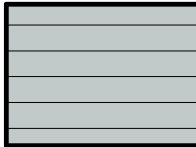
1 Laneway Front Elevation 11x17
1/8" = 1'-0"

Laneway - Front		Building Face Area (SqM)		21.76
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
1	61	48	2928	1.88902848
1	24	30	720	0.4645152
Total Window Area (Sqm)		2.3535	Percentage Openings (Windows/B uilding Face)	10.82%
Limiting Distance (m)		5.89	Maximum Allowable Percentage	39%



2 Laneway Left Elevation 11x17
1/8" = 1'-0"

Laneway - Left		Building Face Area (SqM)		21.8
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
0	0	0	0	0
Total Window Area (Sqm)		0.0000	Percentage Openings (Windows/B uilding Face)	0.00%
Limiting Distance (m)		0.61	Maximum Allowable Percentage	7%



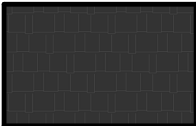
Body: Silver Half Dollar 2121-40 Benjamin Moore
Finish: Low Luster
-hardie 'smooth' horizontal siding



Trim, eaves, and window sills: Simply White
OC-117 Benjamin Moore
Finish: Satin Pearl



Front Door: Simply White OC-117
Benjamin Moore
Finish: High Gloss



Roof: Black Asphalt Shingle

Christina Marino & Patrick
Donovan

515 St. George St

Laneway Elevations

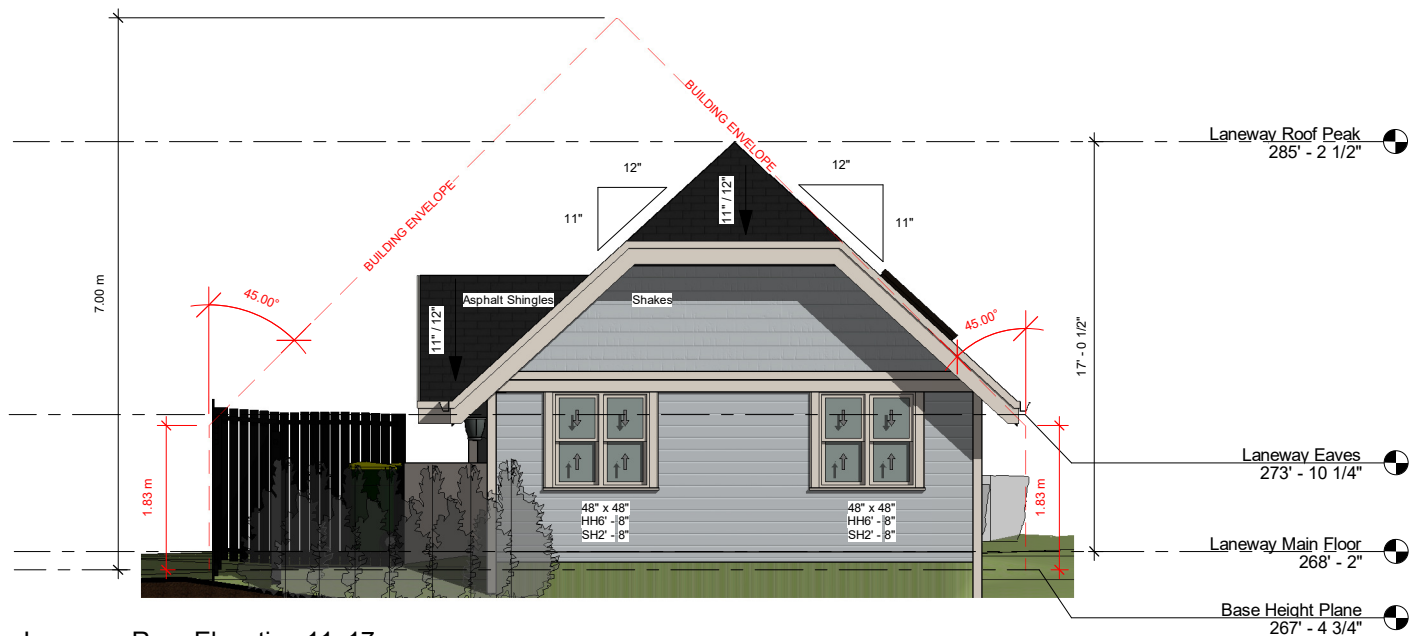
Project number 1517

Date August 10, 2021

Drawn by Author

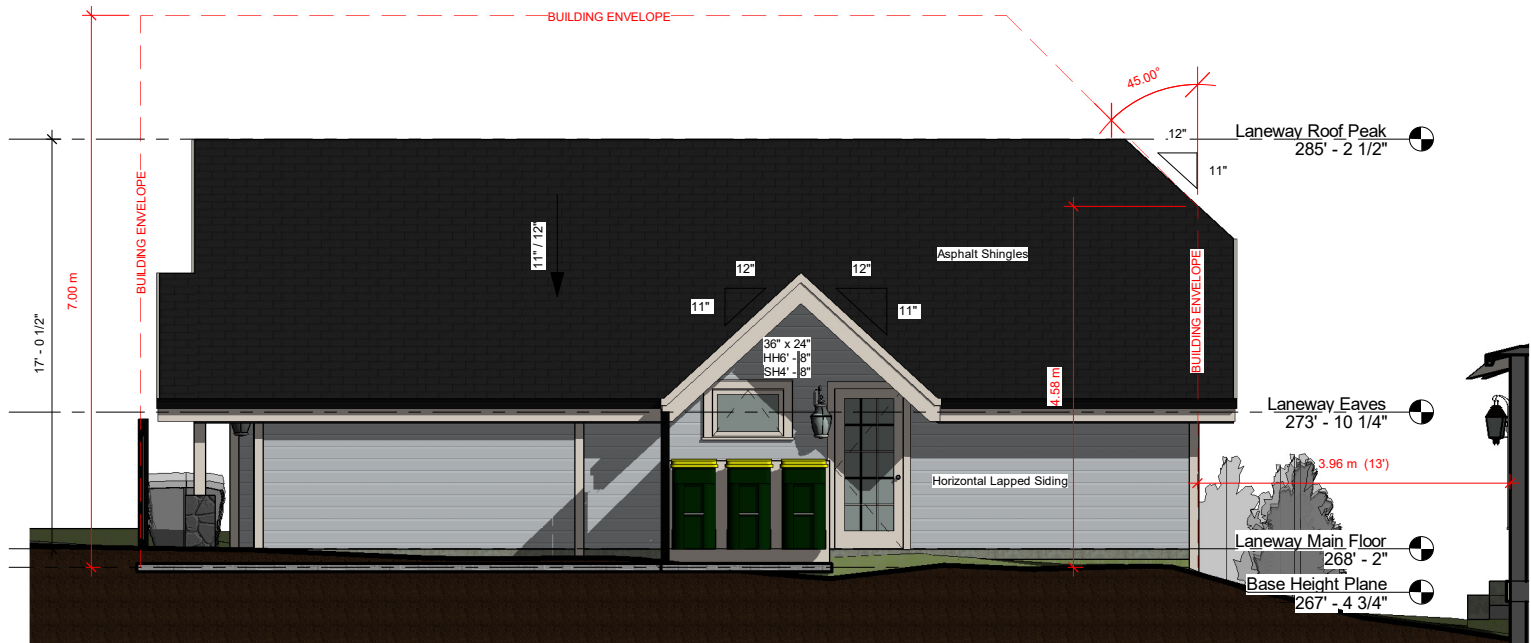
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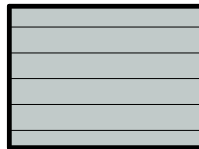
1 Laneway Rear Elevation 11x17
1/8" = 1'-0"

Laneway Rear		Building Face Area (SqM)		27.9
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
2	48	48	4608	2.97289728
Total Window Area (Sqm)	2.9729		Percentage Openings (Windows/B uilding Face)	10.66%
Limiting Distance (m)	3.76		Maximum Allowable Percentage	12%



2 Laneway Right Elevation 11x17
1/8" = 1'-0"

Laneway - Right		Building Face Area (SqM)		19.55
Quantity	Window Width	Window Height	Window Area (SqIn)	Window Area (SqM)
1	36	24	864	0.55741824
Total Window Area (Sqm)	0.5574		Percentage Openings (Windows/B uilding Face)	2.85%
Limiting Distance (m)	3.22		Maximum Allowable Percentage	12%



Body: Silver Half Dollar 2121-40 Benjamin Moore
Finish: Low Luster

-hardie 'smooth' horizontal siding



Trim, eaves, and window sills: Simply White
OC-117 Benjamin Moore
Finish: Satin Pearl



Front Door: Simply White OC-117
Benjamin Moore
Finish: High Gloss



Roof: Black Asphalt Shingle

Christina Marino & Patrick
Donovan

515 St. George St

Laneway Elevations

Project number 1517

Date August 10, 2021

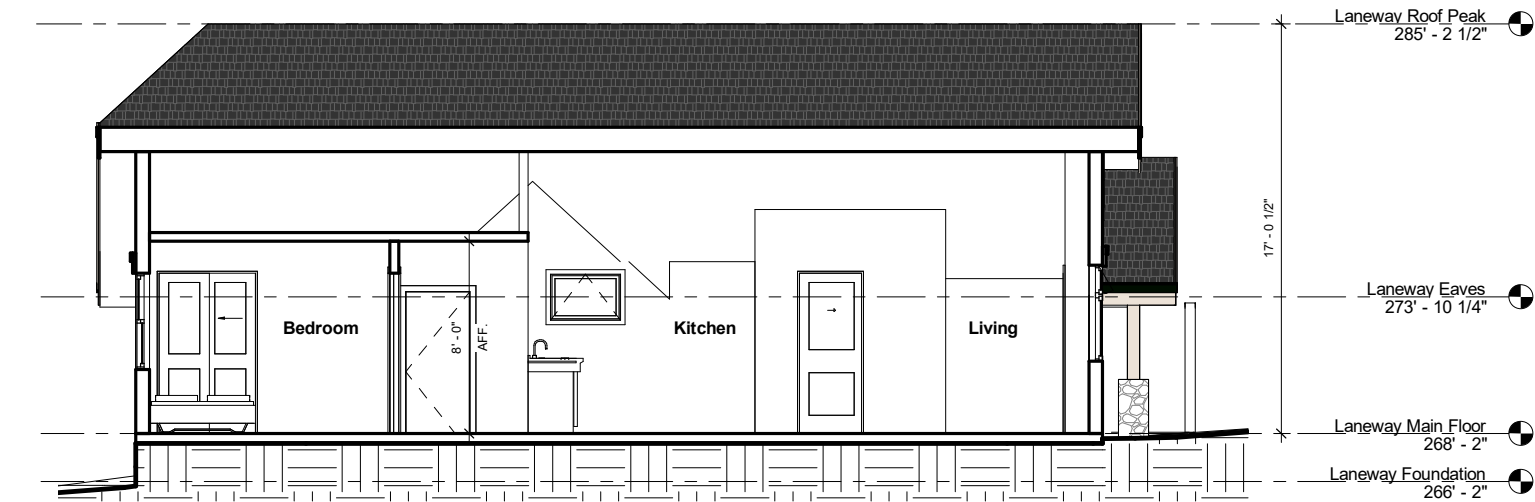
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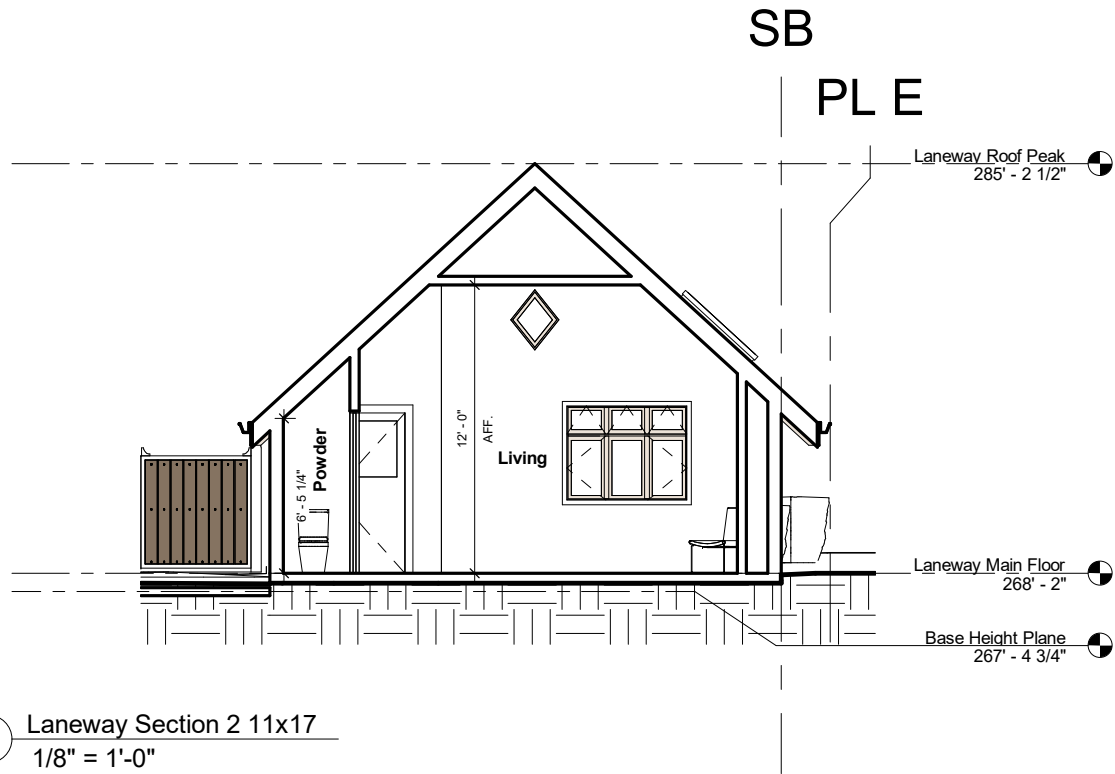
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1 Laneway Section 1 11x17
1/8" = 1'-0"



2 Laneway Section 2 11x17
1/8" = 1'-0"

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515 St. George St

Laneway Sections

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

Required

- All exterior doors should be installed with the following:
- Minimum door clearance widths of 0.85m (34").
 - Maximum door thresholds height of 13mm (1/2"), including patio doors.
 - Clear and level covered front door landing areas of at least 1.85m² (20 sqft).
 - For doors swinging towards the user, an additional clear and level space of 0.60m (24") by 1.5m (59") beside the door on the latch side. For doors swinging away from the user, an additional space of 0.30m (12") by 1.2m (48").

Required

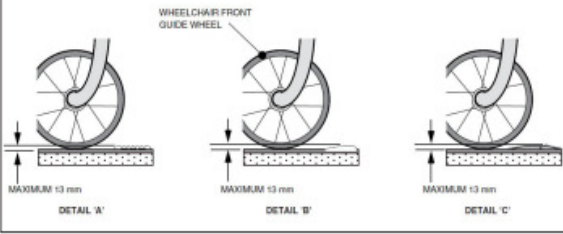
- No stairs or steps within the building.
- Hallway widths, with a minimum of 0.85m (34").
- All interior doors to meet:
 - minimum clearance width of 0.81m (32"),
 - thresholds to a maximum height of 13mm (1/8"),
- Doors which are installed in series should be separated by 1.5m plus the width of the door swinging into the separating space.

Required

- Outlets and switches installed in all rooms in locations that are easily reached by persons in wheelchairs.
- Electrical, telephone, cable and data outlets between 0.455m (18") and 1.20m (48") above the floor.
- Switches, controls (ex. light switches) and electrical outlets between 0.455m (18") and 1.20m (48") above the floor.

Required

- Access to the private outdoor space from a low-threshold door.



Required

- All exterior doors should be installed with the following:
- Minimum door clearance widths of 0.85m (34").
 - Maximum door thresholds height of 13mm (1/2"), including patio doors.
 - Clear and level covered front door landing areas of at least 1.85m² (20 sqft).
 - For doors swinging towards the user, an additional clear and level space of 0.60m (24") by 1.5m (59") beside the door on the latch side. For doors swinging away from the user, an additional space of 0.30m (12") by 1.2m (48").

Required

- Kitchen design with continuous counter between range and sink.
- A clear floor area of 1.50m by 1.50m provided directly in front of each kitchen fixture.
- Knee clearance provided underneath the sink or counter of:
 - 0.75m (30") wide by,
 - 0.48m (19") deep by,
 - 0.68m (27") high.

Required

- One accessible parking space meeting the Zoning Bylaw size requirements,
 - minimum width of 3.9m (12.8ft) plus 0.3m (1ft) on either side if adjacent to a wall,
 - minimum length of 5.5m (18.04ft).
- The location and configuration of the accessible parking space should include a safe access route on the property, from the parking space to the LWH door, such as:
 - directly adjacent to the front door or other exterior door,
 - interior access from a garage, or
 - a 0.9m (3ft) wide smooth pathway to an exterior LWH door.

Required

- All bathrooms designed for use by persons in wheelchairs:
 - 0.8m (31.5") minimum from the front edge of the toilet to the facing wall,
 - 0.51m (20") minimum from the front face of the bathtub or shower to the centerline of the toilet,
 - 0.76m (30") by 1.35m (53") clear floor area centered in front of the washbasin.
- In the main (full) bathroom, knee clearance centered underneath the sink of:
 - 0.76m (30") wide by,
 - 0.25m (10") deep by,
 - 0.68m (27") high,
 - With hot water and drain pipes offset to the rear.
- Bathroom walls should be constructed or re-enforced in such a way to allow the installation of grab bars and handles next to toilets and showers in the future.

Required

- Clear floor turning area of 1.50m in diameter on one side of the bed.

Christina Marino & Patrick
Donovan

515 St. George St

Accessibility Requirements

Project number 1517

Date August 10, 2021

Drawn by Author

Checked by Checker

Sheet Scale

APPENDIX 6

VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-6) Requirement/Allowance	515 St. George Street
Detached Accessory Dwelling Unit	Not permitted	Permitted
Maximum Floor Space Ratio (laneway house)	Not permitted	0.185
Maximum Floor Area (laneway house)	Not permitted	830 sq. ft. (77.1 sq. m.)
Parking Spaces	2 spaces	1 space

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8263, 2021

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 515 St. George Street as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property, in whole or in part, as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 515 St. George Street has entered into a Heritage Revitalization Agreement authorized by Bylaw No. 8263, 2021 (the "Heritage Revitalization Agreement"), which has requested that Council designate the principal building on the land as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the principal building located at 515 St. George Street has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the principal building located at 515 St. George Street as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

NOW THEREFORE City Council of the Corporation of the City of New Westminster enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (515 St. George Street) No. 8263, 2021."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. The principal building located on that parcel of land having a civic address of 515 St. George Street, New Westminster, British Columbia, legally described as PID: 025-453-408; LOT 1 ST. GEORGE'S SQUARE, NEW WESTMINSTER DISTRICT PLAN BCP485 and labelled "Heritage House" (the "Building"), is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:
 - (a) alter the exterior of the Building;
 - (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
 - (c) move the Building; or
 - (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
6. For the purpose of section 5, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time.

HERITAGE ALTERATION PERMITS

8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Development Services Department, Planning Division in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection of the Building provided under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this 18th day of October 2021.

GIVEN SECOND READING this 18th day of October 2021.

PUBLIC HEARING held this 22nd day of November 2021.

GIVEN THIRD READING this 22nd day of November 2021.

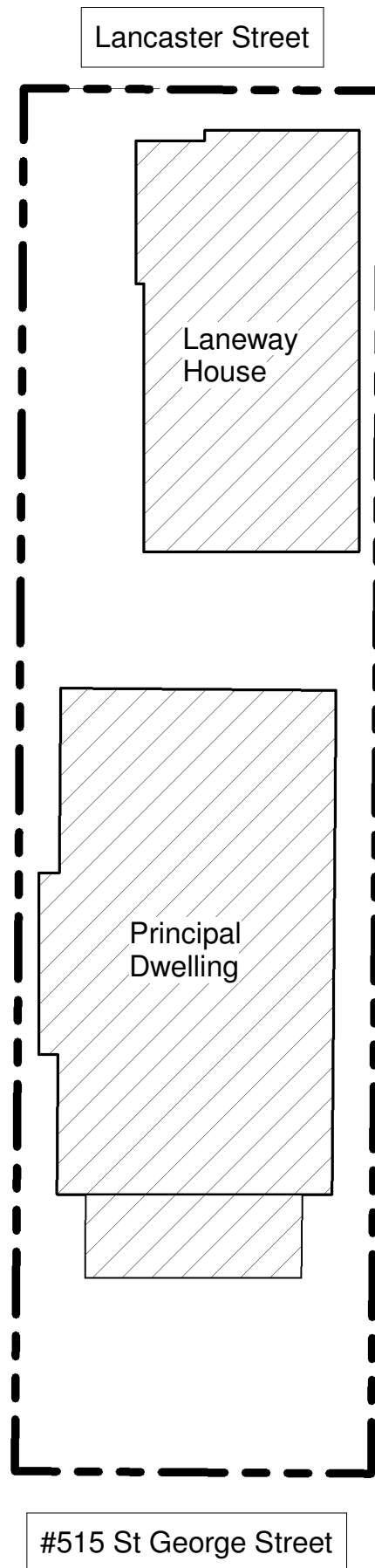
ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____ 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH



**THE CORPORATION OF THE CITY OF NEW WESTMINSTER
HERITAGE REVITALIZATION AGREEMENT (208 Fifth Avenue)
BYLAW NO. 8271, 2021**

**A Bylaw to enter into a Heritage Revitalization Agreement under
Section 610 of the *Local Government Act***

WHEREAS the City of New Westminster and the owners of the property located at 208 Fifth Avenue in New Westminster wish to enter into a Heritage Revitalization Agreement in respect of the property;

NOW THEREFORE, the Council of the City of New Westminster enacts as follows:

Citation

1. This Bylaw may be cited as “Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021”.

Heritage Revitalization Agreement

2. The City of New Westminster enters into a Heritage Revitalization Agreement with the registered owner of the property located at 208 Fifth Avenue legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620.
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminster Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this 1st day of November, 2021.

READ A SECOND TIME this 1st day of November, 2021.

PUBLIC HEARING held this 22nd day of November, 2021.

READ A THIRD TIME this 22nd day of November, 2021.

ADOPTED this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"**HERITAGE REVITALIZATION AGREEMENT (208 Fifth Avenue)**

THIS AGREEMENT dated for reference the 25th day of October, 2021 is

BETWEEN:

JAMES JAMIESON and **GILLIAN JAMIESON**, 208 Fifth Avenue, New
Westminster, BC
V3L 1R4

(the "Owner")

AND:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal
Avenue, New Westminster, BC V3L 1H9

(the "City")

WHEREAS:

- A. The Owner is the registered owner in fee simple of the land and all improvements located at 208 Fifth Avenue, New Westminster, British Columbia, legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620 (the "Land");
- B. There is one principal building situated on the Land, known as the Calbicks House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan") labeled "208 Fifth Avenue Heritage House";
- C. The City and the Owner agree that the Heritage Building has heritage value and should be conserved;
- D. The Owner wishes to make certain alterations to restore and rehabilitate the Heritage Building (the "Work");
- E. The Owner intends to apply to the City's Approving Officer for approval to file a subdivision plan (the "Subdivision Plan") in the Land Title Office in order to subdivide the Land into two separate parcels, generally as shown on the Site Plan;
- F. If the proposed subdivision of the Land is approved by the City's Approving Officer, the Owner wishes to construct a new residential building (the "New Building") on that portion of the Land labeled on the Site Plan as "217 Elgin Street New House";
- G. Section 610 of the *Local Government Act*, RSBC 2015, Chapter 1 authorizes a local government to enter into a Heritage Revitalization Agreement with the owner of heritage property, and to

allow variations of, and supplements to, the provisions of a bylaw or a permit issued under Part 14 or Part 15 of the *Local Government Act*;

- H. The Owner and the City have agreed to enter into this Heritage Revitalization Agreement setting out the terms and conditions by which the heritage value of the Heritage Building is to be preserved and protected, in return for specified supplements and variances to City bylaws;

THIS AGREEMENT is evidence that in consideration of the sum of ten dollars (\$10.00) now paid by each party to the other and for other good and valuable consideration (the receipt of which each party hereby acknowledges) the Owner and the City each covenant with the other pursuant to Section 610 of the *Local Government Act* as follows:

Conservation of Heritage Building

1. Upon execution of this Agreement, the Owner shall promptly commence the restoration and revitalization of the Heritage Building (the "Work") in accordance with the Site Plan, the heritage conservation plan prepared by Katie Cummer, PhD CAHP, of CHC Cummer Heritage Consulting dated October 19, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by D3 Dimension Drafting Design Inc. dated October 22, 2021, a copy of which is attached hereto as Appendix 5 (the "Approved Plans"), full-size copies of which plans and specifications are on file at the New Westminster City Hall.
2. Prior to commencement of the Work, the Owner shall obtain from the City all necessary permits and licenses, including a heritage alteration permit, building permit, and tree permit.
3. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the Work, and obtain any amended permits that may be required for such changes to the Work, as required by the City.
4. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the Heritage Building if the work that the Owner wishes to undertake is not in accordance with the Conservation Plan or the Approved Plans.
5. The Work shall be done at the Owner's sole expense in accordance with generally accepted engineering, architectural, and heritage conservation practices. If any conflict or ambiguity arises in the interpretation of Appendix 2, the parties agree that the conflict or ambiguity shall be resolved in accordance with the "Standards and Guidelines for the Conservation of Historic Places in Canada", 2nd edition, published by Parks Canada in 2010.
6. The Owner shall, at the Owner's sole expense, erect on the Land and keep erected throughout the course of the Work, a sign of sufficient size and visibility to effectively notify contractors and tradespersons entering onto the Land that the Work involves protected heritage property and is being carried out for heritage conservation purposes.

7. The Owner shall, at the Owner's sole expense, engage a member of the Architectural Institute of British Columbia or the Association of Professional Engineers and Geoscientists of British Columbia or the Canadian Association of Heritage Professionals with specialization in Building or Planning (the "Registered Professional") to oversee the Work and to perform the duties set out in section 8 of this Agreement, below.

Role of Registered Professional

8. The Registered Professional shall:
 - (a) prior to commencement of the Work, and at any time during the course of the Work that a Registered Professional has been engaged in substitution for a Registered Professional previously engaged by the Owner, provide to the City an executed and sealed Confirmation of Commitment in the form attached as Appendix 3 and, if the Registered Professional is a member of the Canadian Association of Heritage Professionals, the Registered Professional shall provide evidence of their membership and specialization when submitting such executed Confirmation of Commitment;
 - (b) conduct field reviews of the Work with the aim of ensuring compliance of the Work with the Conservation Plan in Appendix 2;
 - (c) provide regular reports to the City's Climate Action, Planning and Development Department, on the progress of the Work;
 - (d) upon substantial completion of the Work, provide to the City an executed and sealed Certification of Compliance in the form attached as Appendix 4; and
 - (e) notify the City within one business day if the Registered Professional's engagement by the Owner is terminated for any reason.

Heritage Designation

9. The Owner irrevocably agrees to the designation of the Heritage Building as protected heritage property, in accordance with Section 611 of the *Local Government Act*, and releases the City from any obligation to compensate the Owner in any form for any reduction in the market value of the Lands or the Heritage Building that may result from the designation.
10. Following completion of the Work, the Owner shall maintain the Heritage Building in good repair in accordance with the Conservation Plan in Appendix 2 and the maintenance standards set out in City of New Westminster Heritage Properties Minimum Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time, and, in the event that Bylaw No. 7971 is repealed and not replaced, the Owner shall continue to maintain the building to the standards that applied under Bylaw No. 7971 immediately prior to its repeal.

11. Following completion of the Work in accordance with this Agreement, the Owner shall not alter the heritage character or the exterior appearance of the Heritage Building, except as permitted by a heritage alteration permit issued by the City.

Damage to or Destruction of Heritage Building

12. If the Heritage Building is damaged, the Owner shall obtain a heritage alteration permit and any other necessary permits and licenses and, in a timely manner, shall restore and repair the Heritage Building to the same condition and appearance that existed before the damage occurred.
13. If, in the opinion of the City, the Heritage Building is completely destroyed, the Owner shall construct a replica, using contemporary material if necessary, of the Heritage Building that complies in all respects with the Conservation Plan in Appendix 2 and with City of New Westminster Zoning Bylaw No. 6680, 2001 as amended (the "Zoning Bylaw"), as varied by this Agreement, after having obtained a heritage alteration permit and any other necessary permits and licenses.
14. The Owner shall use best efforts to commence and complete any repairs to the Heritage Building, or the construction of any replica building, with reasonable dispatch.

Construction of New Building

15. The Owner shall construct the New Building in strict accordance with the Site Plan and the Approved Plans prepared by D3 Dimension Drafting Design Inc. dated October 22, 2021, a copy of which is attached hereto as Appendix 5, full-size copies of which plans and specifications are on file at the New Westminster City Hall.
16. Prior to commencement of construction of the New Building, the Owner shall obtain from the City all necessary approvals, permits, and licenses, including a heritage alteration permit, building permit, tree permit, and approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
17. The Owner shall obtain written approval from the City's Director of Climate Action, Planning and Development for any changes to the New Building, and obtain any amended permits that may be required for such changes to the New Building, as required by the City.
18. The Owner agrees that the City may, notwithstanding that such permits may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a heritage alteration permit or building permit applied for in respect of the New Building if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the New Building shall be done at the Owner's sole expense and in accordance with generally accepted engineering and architectural practices.

Timing and Phasing

20. The Owner shall commence and complete all actions required for the completion of the Work, as set out in the Conservation Plan in Appendix 2, within three years following the date of adoption of the Bylaw authorizing this Agreement.
21. The Owner shall not construct the New Building on the Land, other than foundations, until the Owner has completed the Work in respect of the Heritage Building to the satisfaction of the City's Director of Climate Action, Planning and Development, has provided the Certification of Compliance described in section 8(d) above, and has approval of the City's Approving Officer to file the Subdivision Plan in the Land Title Office.
22. The City may, notwithstanding that such a permit may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a building permit or heritage alteration permit applied for in respect of the New Building if the Owner has not completed the Work in respect of the Heritage Building, to the satisfaction of the City's Director of Climate Action, Planning and Development.
23. The Owner shall complete all actions required for the completion of the New Building, as set out in Approved Plans in Appendix 5, within five years following the date on which the Owner deposits the Subdivision Plan in the Land Title Office.

Subdivision

24. The Owner shall, concurrently with the deposit of the Subdivision Plan, deposit in the Land Title Office a covenant under s.219 of the *Land Title Act* in favour of the City, in the form attached as Appendix 7, by which the Owner covenants and agrees not to transfer separately the parcels created by the Subdivision Plan until the Owner has complied with the requirements of this Agreement for the preservation and restoration of the Heritage Building.
25. The City shall execute and deliver to the Owner a discharge of the covenant described in section 24 above on the request of the Owner, if the Owner has complied with the requirements of this Agreement for the preservation and restoration of the Heritage Building.
26. Nothing in this Agreement commits the Approving Officer to approve the proposed subdivision of the Land.

Inspection

27. Upon request by the City, the Owner shall advise or cause the Registered Professional to advise, the City's Climate Action, Planning and Development Department of the status of the Work.
28. For the duration of the Work and the construction of the New Building as authorized by this Agreement, without limiting the City's power of inspection conferred by statute and in

addition to such powers, the City shall be entitled at all reasonable times and from time to time to enter onto the Land for the purpose of ensuring that the Owner is fully observing and performing all of the restrictions and requirements in this Agreement to be observed and performed by the Owner.

29. The Owner agrees that the City may, notwithstanding that a final inspection may be issuable under the City's zoning and building regulations and the BC Building Code, withhold a final inspection or occupancy certificate applied for in respect of the Heritage Building or the New Building if the Owner has not completed the Work with respect to the Heritage Building or construction of the New Building to the satisfaction of the City's Director of Climate Action, Planning and Development.

Conformity with City Bylaws

30. The Zoning Bylaw is varied and supplemented in its application to the Land in the manner and to the extent provided and attached as Appendix 6.
31. The Owner acknowledges and agrees that, except as expressly varied by this Agreement, any development or use of the Land, including any construction, alteration, rehabilitation, restoration and repairs of the Heritage Building or New Building, must comply with all applicable bylaws of the City.

No Application to Building Interiors

32. Unless otherwise stated in this Agreement or set out in the Conservation Plan, the terms and conditions of this Agreement respecting the Heritage Building and New Building apply only to the structure and exterior of the buildings, including without limitation the foundation, walls, roof, and all exterior doors, windows and architectural ornamentation.

Enforcement of Agreement

33. The Owner acknowledges that it is an offence under Section 621(1)(c) of the *Local Government Act* to alter the Land or the Heritage Building in contravention of this Agreement, punishable by a fine of up to \$50,000.00 or imprisonment for a term of up to 2 years, or both.
34. The Owner acknowledges that it is an offence under Section 621(1)(b) of the *Local Government Act* to fail to comply with the requirements and conditions of any heritage alteration permit issued to the Owner pursuant to this Agreement and Section 617 of the *Local Government Act*, punishable in the manner described in the preceding section.
35. The Owner acknowledges that, if the Owner alters the Land, the Heritage Building or the New Building in contravention of this Agreement, the City may apply to the British Columbia Supreme Court for:
 - (a) an order that the Owner restore the Land or the Heritage Building or the New Building, or all, to their condition before the contravention;

- (b) an order that the Owner undertake compensatory conservation work on the Land, the Heritage Building, or the New Building;
 - (c) an order requiring the Owner to take other measures specified by the Court to ameliorate the effects of the contravention; and
 - (d) an order authorizing the City to perform any and all such work at the expense of the Owner.
36. The Owner acknowledges that, if the City undertakes work to satisfy the terms, requirements or conditions of any heritage alteration permit issued to the Owners pursuant to this Agreement upon the Owner's failure to do so, the City may add the cost of the work and any incidental expenses to the taxes payable with respect to the Land, or may recover the cost from any security that the Owner has provided to the City to guarantee the performance of the terms, requirements or conditions of the permit, or both.
37. The Owner acknowledges that the City may file a notice on title to the Land in the Land Title Office if the terms and conditions of this Agreement have been contravened.
38. The City may notify the Owner in writing of any alleged breach of this Agreement and the Owner shall have the time specified in the notice to remedy the breach. In the event that the Owner fails to remedy the breach within the time specified, the City may enforce this Agreement by:
- (a) seeking an order for specific performance of the Agreement;
 - (b) any other means specified in this Agreement; or
 - (c) any means specified in the *Community Charter* or the *Local Government Act*,
- and the City's resort to any remedy for a breach of this Agreement does not limit its right to resort to any other remedy available at law or in equity.

Statutory Authority Retained

39. Nothing in this Agreement shall limit, impair, fetter, or derogate from the statutory powers of the City, all of which powers may be exercised by the City from time to time and at any time to the fullest extent that the City is enabled.

Indemnity

40. The Owner hereby releases, indemnifies and saves the City, its officers, employees, elected officials, agents and assigns harmless from and against any and all actions, causes of action, losses, damages, costs, claims, debts and demands whatsoever by any person, arising out of or in any way due to the existence or effect of any of the restrictions or requirements in this Agreement, or the breach or non-performance by the Owner of any term or provision of this Agreement, or by reason of any work or action of the Owner in performance of its obligations

under this Agreement or by reason of any wrongful act or omission, default, or negligence of the Owner.

41. In no case shall the City be liable or responsible in any way for:
- (a) any personal injury, death or consequential damage of any nature whatsoever, howsoever caused, that be suffered or sustained by the Owner or by any other person who may be on the Land; or
 - (b) any loss or damage of any nature whatsoever, howsoever caused to the Land, or any improvements or personal property thereon belonging to the Owner or to any other person,

arising directly or indirectly from compliance with the restrictions and requirements in this Agreement, wrongful or negligent failure or omission to comply with the restrictions and requirements in this Agreement or refusal, omission or failure of the City to enforce or require compliance by the Owner with the restrictions or requirements in this Agreement or with any other term, condition, or provision of this Agreement.

No Waiver

42. No restrictions, requirements, or other provisions of this Agreement shall be deemed to have been waived by the City unless a written waiver signed by an officer of the City has first been obtained, and without limiting the generality of the foregoing, no condoning, excusing or overlooking by the City on previous occasions of any default, nor any previous written waiver, shall be taken to operate as a waiver by the City of any subsequent default or in any way defeat or affect the rights and remedies of the City.

Interpretation

43. In this Agreement, "Owner" shall mean all registered owners of the Land or subsequent registered owners of the Land, as the context requires or permits.

Headings

44. The headings in this Agreement are inserted for convenience only and shall not affect the interpretation of this Agreement or any of its provisions.

Appendices

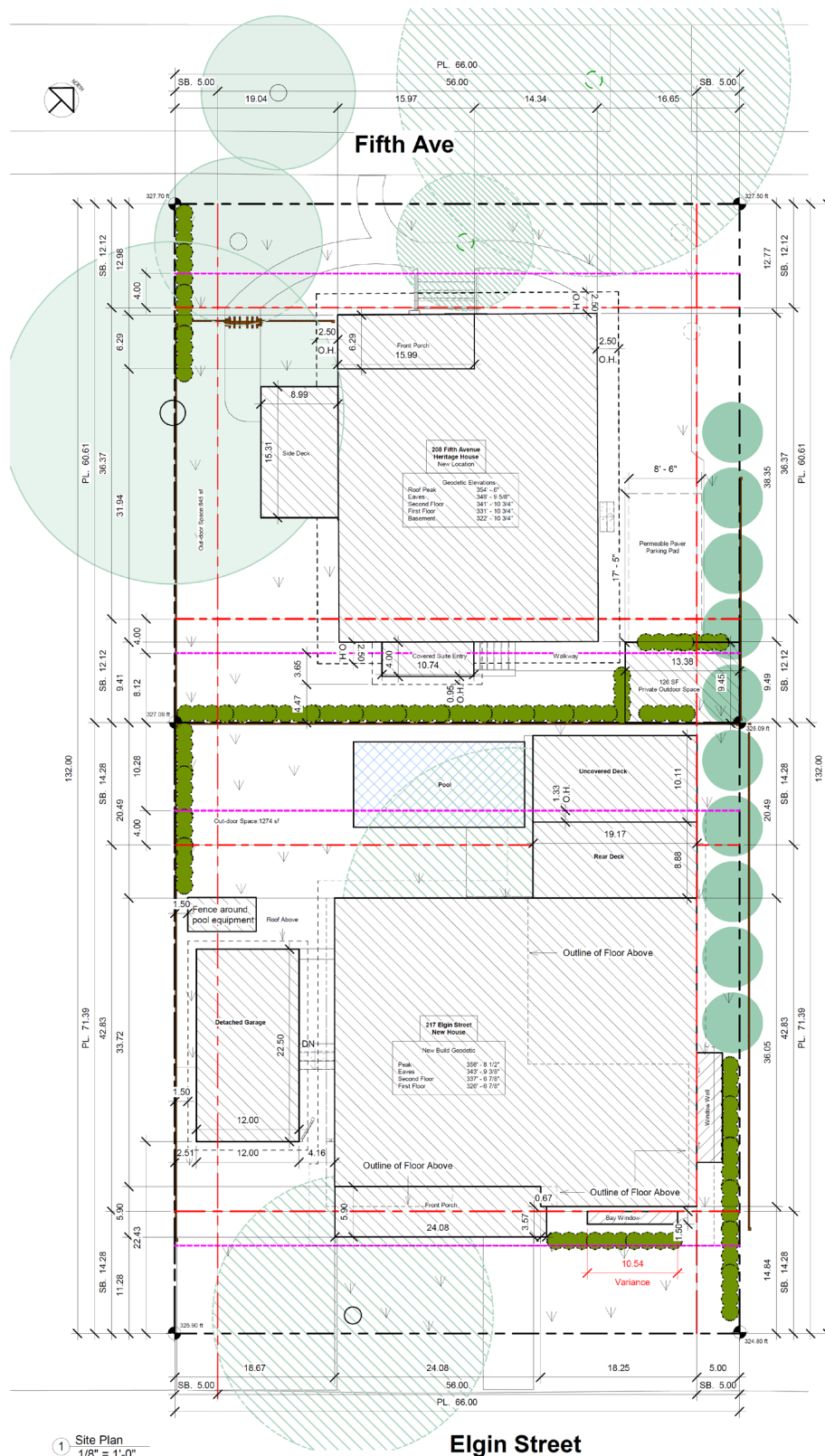
45. All appendices to this Agreement are incorporated into and form part of this Agreement.

Number and Gender

46. Whenever the singular or masculine or neuter is used in this Agreement, the same shall be construed to mean the plural or feminine or body corporate where the context so requires.

APPENDIX 1

SITE PLAN



① Site Plan
1/8" = 1'-0"

APPENDIX 2
CONSERVATION PLAN

Heritage Conservation Plan

Calbicks House, 208 Fifth Avenue, New Westminster, BC

October 19, 2021



Fig. 1: Calbicks House, 208 Fifth Avenue, New Westminster, BC, 2019. (Source: Cummer)

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1.0 Location

The subject house, Calbicks House, is an Edwardian-era one and a half storey, wood-frame cottage with concrete foundation located at 208 Fifth Avenue, in the Queen's Park Heritage Conservation Area of New Westminster (Fig. 2). This is the area located between Sixth Avenue in the north, First Street in the east along with the 75.5 acre area of Queen's Park, Queens Avenue in the south and Sixth Street in the west.



Fig. 2: Map of the area surrounding 208 Fifth Avenue, which is outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2019)

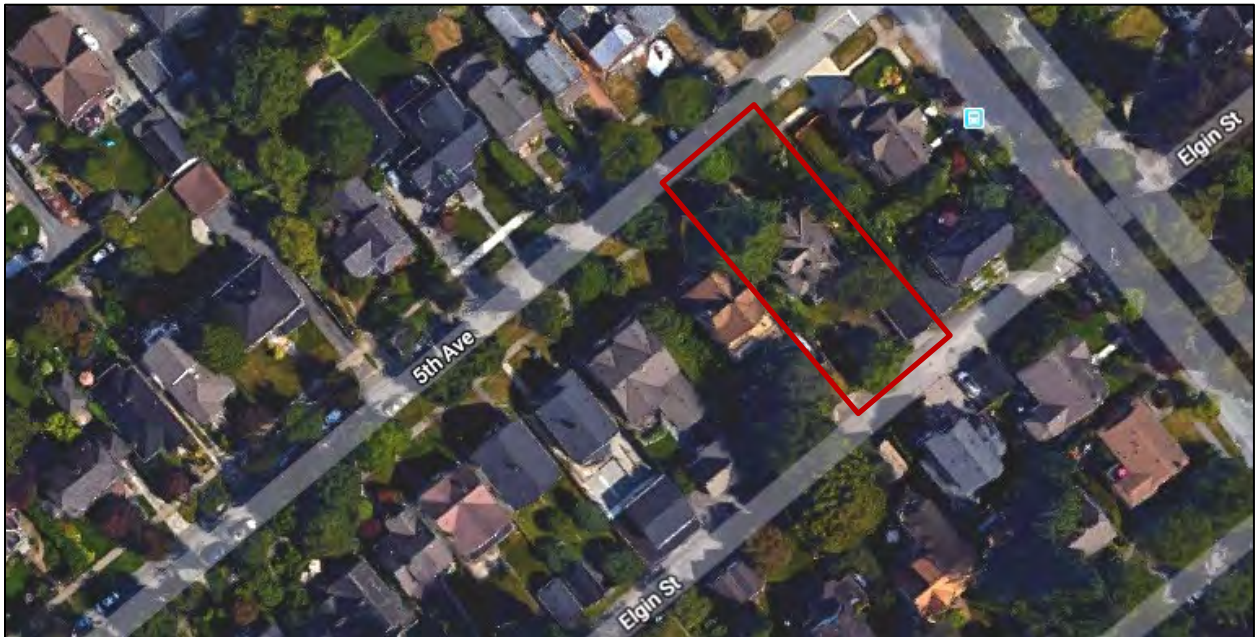


Fig. 3: Aerial view of the surrounding neighbourhood of 208 Fifth Avenue, outlined in red. (Source: Google, 2019)

2.0 Historic Brief

Although situated on the land of the Qayqayt First Nation and the Coast Salish people, the colonial history of New Westminster dates back to 1859, when the British Royal Engineers surveyed the area that was to be the new colonial capital of the crown colony of British Columbia (Hainsworth and Freund-Hainsworth 2005, pp. 18-19). They overlaid a grid pattern on the natural topography of the area (Fig. 4a), parallel to the Fraser River (Mather and McDonald 1958, p. 22). The design, still present today, had the streets running up the hill, perpendicular to the river, and the avenues across the area, parallel to the river. The head engineer, Colonel Richard Moody, envisioned a formally planned “Garden City” with prominent public parks and elegant wide avenues (Wolf 2005, pp. 18-20).

“The Royal Engineers marked out the area now known as Queen’s Park including road allowances for wide streets and landscaped boulevards, land reserves, and squares in 1859. The next year the Royal Engineers surveyed 75.5 acres for what became Queen’s Park itself. The area very soon began to attract merchants and entrepreneurs seeking a prestigious location away from the noise and pollution of the downtown and river front.” (DCD *et al.* 2009, p. 41). The subject property, at 208 Fifth Avenue, is located in the northeast quadrant of the residential portion of this area.

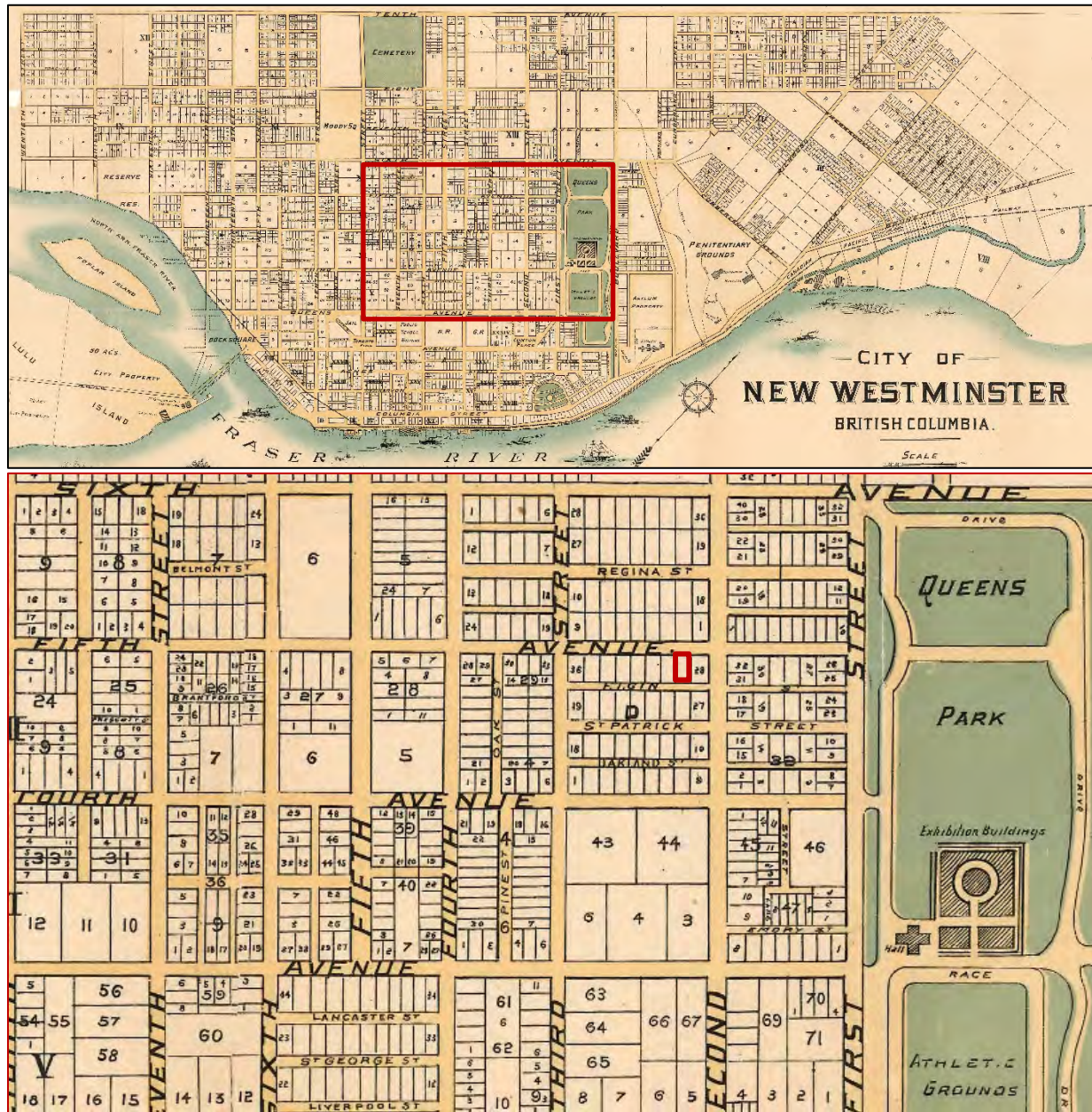
In its early history, New Westminster experienced two major building booms. The first beginning in the 1880s with the extension of the Canadian Pacific Railway line and the second in the 1900s, following the destructive fire of 1898 that destroyed much of Downtown (Mather and McDonald 1958). The house at 208 Fifth Avenue is a product of the latter Edwardian-era boom, associated and connected with the economic growth and development in the Lower Mainland region prior to World War I. By this time, Queen’s Park “was filled up as an elite residential neighbourhood. In 1906 Queen’s Park acquired paved street and concrete sidewalks, in 1912 a sewer system, and a year later street curbs, making it the first fully serviced neighbourhood in New Westminster. 1912 also saw the design of the landscaped boulevards on 2nd and 5th Streets” (DCD *et al.* 2009, p. 42). The larger context of the house within the City of New Westminster (Figs. 4a and 4b) and this development boom is discernible in comparing an earlier 1892 map to a 1913 Fire Insurance Map (Figs. 5a and 5b).

As outlined in the “Historical Context Statement” for the Queen’s Park neighbourhood:

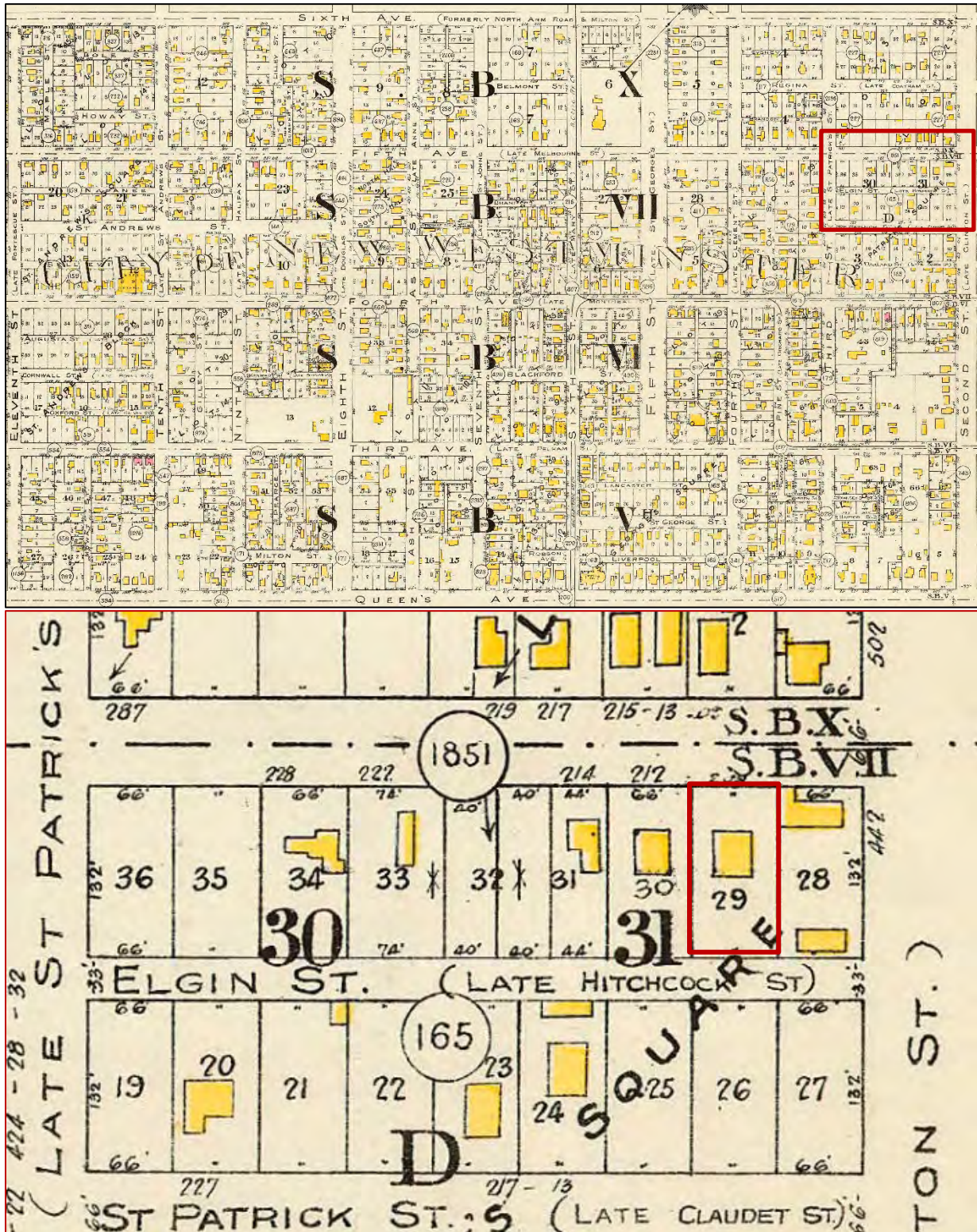
The Queen’s Park neighbourhood is of aesthetic value primarily for its outstanding stock of houses and older apartments in a variety of stately traditional styles set in a landscape of mature trees, shrubs, and planted borders. Its streets are aesthetically valued for their variety - from the tiniest of lanes to the grandest of boulevards with planted medians - and variety of pavements with great physical character. The intimate parks that are the legacy of the Royal Engineers in the neighbourhood are of aesthetic and social value, giving the area specific unique character. The area’s aesthetic importance lies in part in the relative physical cohesion brought about through the deployment of a common palette of materials commonly found in late 19th and early 20th Century housing.

Queen’s Park is of cultural value for its association with the city’s establishment and its role as the most prestigious residential area in the city. It is valued as the historical centre of governmental and military power. Its attention-getting grand housing (often given names) claimed the area for the city’s elite. Its residents still figure prominently in civic affairs, playing a central role in foundation of city-wide heritage preservation society and a wider consciousness of the value of heritage in the province. (DCD 2009, p. 40)

It is interesting to note that, as revealed in the research findings (section 4.0 of this report), despite this more “prestigious” quality to the neighbourhood, the original residents of 208 Fifth Avenue were more modest, working-class individuals. The house’s original owner and first resident from 1910 to 1955, Charles Calbick, was an electrician, while his son, Garth Calbick, owner and resident of the house from 1956 to 1965, was a janitor. These facts contribute to the place’s significance, as outlined in Section 3.0 of this report below.



Figs. 4a and 4b: Fig. 4a (above) shows the City of New Westminster, 1892. In Fig. 4a (above), the neighbourhood of 208 Fifth Avenue is outlined in red. Its lot is outlined in bold red in Fig. 4b (below). (Source: City of Vancouver Archives, AM1594-MAP 617)



Figs. 5a and 5b: Fire Insurance Map of New Westminster, 1913. In Fig. 5a (above), the neighbourhood of 208 Fifth Avenue is outlined in red. The property is outlined in bolded red in Fig. 5b (below). (Source: City of Vancouver Archives, 1972-472.07, Plate 120)

3.0 Statement of Significance

The following is the Statement of Significance of the Calbicks House, located at 208 Fifth Avenue.

3.1 Description of Historic Place

This historic place, Calbicks House, is an Edwardian-era one and a half storey wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and centred-hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. The house is located in the northeast quadrant of the Queen's Park neighbourhood on Fifth Avenue near Second Street.

3.2 Heritage Value of Historic Place

Built in 1910, Calbicks House has heritage value for its aesthetic, historic and cultural significance. This house is among the many varied surviving examples represented in the Queen's Park Heritage Conservation Area, which boasts a range of ages, styles and scales. This one section of Fifth Avenue in fact has an example from almost every decade dating back to the 1890s, with this house as one of the few surviving smaller scale examples from the 1910s. It also boasts a rather unique mid-century bevelled and combed cedar siding that is not often surviving to today. This uniqueness in the landscape contributes to the place's significance.

Designed and built in 1910 by Robert Lane, the building has historic value for being representative of the Edwardian-era building boom that took place in New Westminster. It also connects to the final stages of developing the Queen's Park neighbourhood, being largely contemporaneous with the inputting of modern amenities such as the paved street and concrete sidewalks that went in in 1906, the sewer system and landscaped boulevards in 1912 and the street curbs in 1913; making it the first fully serviced neighbourhood in New Westminster. The Calbicks House also has further significance for its association with the Calbick Family; a family connected to New Westminster dating back to the 19th century. The first and longest staying resident of 208 Fifth Avenue was Charles Calbick, an electrician, who lived in the house from 1910 to 1955. His son, Garth Calbick, a janitor, continued to live in the house from 1956 to 1965.

3.3 Character Defining Elements

Key elements that define the heritage character of the Calbicks House at 208 Fifth Avenue include:

- Its location in the Queen's Park neighbourhood.
- Its setting in a well-tended and manicured lot.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its boxy quality, its hipped roof and hipped dormer with bell-cast flare to its eaves, its partial-width porch with classical columns and its centred front door.
- Its bevelled and combed cedar siding.
- Its double-hung horned wood windows featured on the sides and front of the house, including its prominent front window that boasts the decorative upper sashes that are lozenge pattern lights with textured/coloured glass. Its square, frosted glass, wood-framed windows on its western side and its square wood-framed windows on its eastern side.
- Its simple brick chimney placement and design (particularly its traditional cap).
- Its overall minimal ornamentation.

4.0 Research Findings

Neighbourhood: Queen's Park

Address: 208 Fifth Avenue

Folio: 06684000

PID: 001-664-212

Postal Code: V3L 1R4

Legal Plan: NWP2620

Legal Description: Lot 29; Block 7; New West District; Plan NWP2620

Zoning: Single Detached/RS-4

Site Area: 809.37 sqm

Date of completion: 1910

Architect/Builder/Designer: Robert Lane

The following tables are a consolidated summary of the residents of 208 Fifth Avenue, as determined from the available city directories for New Westminster, as well as a list of the construction dates of the surrounding properties, illustrating the range of ages to the street.

Table 1: Consolidated list of the occupants of 208 Fifth Avenue from the available city directories (Source: BC Archives Library; New Westminster Archives; and Vancouver Public Library)

Year(s)	Name(s)	Occupation (if listed)
1910 to 1955	Charles Calbick	Electrician
1956 to 1964/65	Garth Calbick	Janitor
1966 to 1970	Henry Cairns and Elsie Evanisky	Not listed
1971 to 1973	Evanisky	Not listed
1979	Bart and Maureen Van der Belt	Not listed
1991	Ken Oreskovich	Not listed

Table 2: Consolidated list of the construction dates for the houses surrounding 208 Fifth Avenue, New Westminster, BC. (Source: BC Assessment)

Address	Year Built	Configuration
442 Second Street	2008	4 bedrooms, 4 bath
436 Second Street	1895	3 bedrooms, 2 bath
208 Fifth Avenue	1910	3 bedrooms, 2 bath
212 Fifth Avenue	1910	5 bedrooms, 3 bath
214 Fifth Avenue	2005	4 bedrooms, 4 bath
216 Fifth Avenue	1924	4 bedrooms, 4 bath
220 Fifth Avenue	1929	4 bedrooms, 5 bath
222 Fifth Avenue	2018	4 bedrooms, 3 bath
224 Fifth Avenue	1940	3 bedrooms, 2 bath
228 Fifth Avenue	1895	2 bedrooms, 2 bath
232 Fifth Avenue	1937	4 bedrooms, 2 bath
236 Fifth Avenue	1979	4 bedrooms, 4 bath
439 Third Street	1912	4 bedrooms, 3 bath
435 Third Street	1912	4 bedrooms, 2 bath

5.0 Archival Photographs



Fig. 6: Queen's Park neighbourhood, 1918, taken in the 300 block of Second Street (around the corner and a block away from 208 Fifth Avenue), showing the range of different house forms and styles present in the neighbourhood. (Source: New Westminster Archives, IHP1115)



Fig. 7: The only available historical photograph of 208 Fifth Avenue, 1982. (Sources: New Westminster Archives, IHP14546)

6.0 Current Photographs



Fig. 8: Front view of Calbicks House at 208 Fifth Avenue, 2019, illustrating the hipped dormer, hipped roof with slight bell-cast flared eaves, the partial-width porch and classical columns, with centred front door. (Source: Cummer)



Fig. 9: Partial front and eastern side view of Calbicks House at 208 Fifth Avenue, 2019, highlighting its hipped roof. (Source: Cummer)



Fig. 10: Back view of Calbicks House at 208 Fifth Avenue, 2019, showing the later addition that will be removed. (Source: Cummer)



Figs. 11 and 12: Western side view of Calbicks House at 208 Fifth Avenue, 2019, from the back (left, Fig. 11) and the front (right, Fig. 12). Note the double-hung horned wood windows and the square wood windows. (Sources: Cummer)

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Fig. 14: Proposed revitalization of Calbicks House, at 208 Fifth Avenue, 2021. (Source: D3 Dimension, Drafting and Design Inc.)

Preservation, Restoration and Rehabilitation are the conservation objectives for the building. Specifically, preservation of the windows, restoration of the lower back configuration of the building by removing the later addition and rehabilitation of the siding and soffits.

As defined by the *Standards and Guidelines for the Conservation of Historic Places in Canada* (2nd edition):

Preservation: The action or process of protecting, maintaining and/or stabilizing the existing materials, form and integrity of an historic place or of an individual component, while protecting its heritage value.

Restoration: The action or process of accurately revealing, recovering or representing the state of a historic place or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component, through repair, alterations, and/or additions, while protecting its heritage value. (Canada's Historic Places 2010, p. 255)

8.0 Building Description

This building, Calbicks House, is an Edwardian-era one and a half storey, wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. It has double-hung horned wood windows featured on the sides and front of the house. Its most prominent, visible window is a triple window assembly comprised of three double-hung horned wood windows with decorative upper sashes that are lozenge patterned lights with mostly textured glass and a few green stained-glass panels. It also has square, frosted glass wood windows on its western side and square wood windows on its eastern side.

9.0 Condition Assessment

Overall, the exterior of Calbicks House appears to be in good condition. That being said, there are certain areas needing attention, as discussed below.

9.1 Structure

The front exterior of Calbicks House appears to be in good condition (Fig. 15), however, the back addition is in somewhat poor condition, with some levels of deterioration visible (Figs. 16 and 17). Considering the back addition will be removed as part of this conservation work, the poorer condition of this aspect of the building is of less concern.



Fig. 15: Partial front and eastern side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating its overall good condition. (Source: Cummer)



Figs. 16 and 17: Fig. 16 (left) shows the southwestern back view of Calbicks House at 208 Fifth Avenue, 2019, and Fig. 17 (right) shows the southeastern back view, illustrating some of the deterioration. (Sources: Cummer)

9.2 Foundations

Overall, the condition of the walls and building envelope, from roof to foundation, appears to be good (Fig. 18). Please note an interior inspection was not conducted. It is understood that the house will be put on a new foundation following its relocation.



Fig. 18: Eastern side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating its foundation. (Source: Cummer)

9.3 Wood Elements

The visible, exterior wood elements of the front porch, windows and siding are, for the most part, in good condition (Fig. 19). There are simply some sections of the siding in need of repair and/or maintenance, as discussed in the relevant section below. Please note an internal inspection was not conducted to inspect the internal timber elements. These should also be inspected by a structural engineer to confirm their integrity and stability, prior to moving the house.



Fig. 19: Northwestern front and side view of Calbicks House at 208 Fifth Avenue, 2019, illustrating the overall good condition of its exterior wood elements. Note the landscaping possibly growing too close to the foundations, as discussed in section 9.9 below. (Source: Cummer)

9.4 Roofing and Waterworks

The average roof life is approximately 15 years, with the potential to last 30 years with proper care and maintenance. The current roof is in fair condition. It is recommended to replace the current roof and to ensure the gutters are cleaned and in good operation (if they are not also replaced at the same time). It is also encouraged that during this work, the unsympathetic skylight be removed (Fig. 20).



Fig. 20: Eastern side view of the roof of Calbicks House at 208 Fifth Avenue, 2019, with the unsympathetic skylight visible in the middle. (Source: Cummer)

9.5 Chimneys

It appears there are two chimneys currently on the house and they seem, externally, in good condition. On the eastern side of the house, there is a fairly tall and prominent metal chimney stack on the outer edge of the building's roof plane and a smaller one with intact chimney cap nearer the back, in the middle of the hipped roof line (Fig. 21).



Fig. 21: Front view of the roof of Calbicks House at 208 Fifth Avenue, 2019, with the taller chimney visible in the foreground and the smaller along the roof line. (Source: Cummer)

9.6 Windows and Doors

Considering the age of the building, the windows and doors are in good condition, overall. Most of the windows (their frames, sashes and hardware) appear to be the original ones from 1910, particularly the double-hung horned wood windows (Figs. 22 to 24) and some of the square ones (Figs. 25 and 26). While the condition of the windows is, for the most part, good, there are areas that could be touched up and repaired, such as the upper casing of the square windows on the western side of the building, as illustrated in Fig. 25 below.

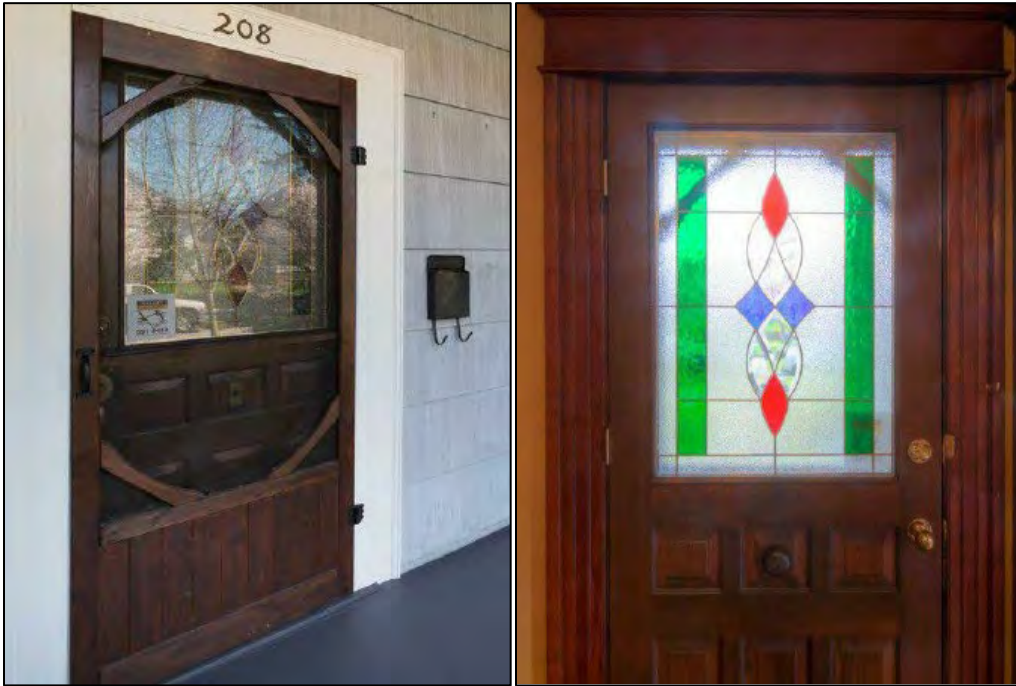


Figs. 22 to 24: Fig. 22 (upper left) shows the eastern side windows of Calbicks House at 208 Fifth Avenue, 2019; Fig. 23 (upper right) shows some of the western side windows; Fig. 24 (bottom) shows the triple window assembly of double-hung horned wood windows with decorative upper sashes at the front of the house. (Source: Cummer)



Figs. 25 to 26: Fig. 25 (left) shows one of the western side frosted glass square windows of Calbicks House at 208 Fifth Avenue, 2019; Fig. 26 (right) shows one of the eastern side square windows, with possibly replaced glass. (Sources: Cummer)

As for the front door, considering the style and design (wood with a frosted/stained glass window), it may not be the original door, but an early update, possibly from the 1930s (Figs. 27 and 28). No matter its time period, it is in good condition and should be preserved, preferably as exposed wood rather than painted, as would be appropriate for its era.



Figs. 27 to 28: Fig. 27 (left) shows the exterior view of the front door of Calbicks House at 208 Fifth Avenue, 2019; Fig. 28 (right) shows the interior view of the front door, with its stained glass more clearly visible. (Sources: D3 Dimension, Drafting and Design Inc.)

9.7 Cladding and Trimwork

As mentioned above, some sections of the wood siding are in need of repair and maintenance (Fig. 29), particularly at the back of the building. This is also the case for some of the fascia boards and soffits (Fig. 30). They are not in terrible condition, currently, but should be addressed in a timely manner.



Figs. 29 and 30: Fig. 29 (left) shows the southwestern corner of Calbicks House at 208 Fifth Avenue, 2019, illustrating one area of the wood siding in need of repair; Fig. 30 (right) shows the southeastern corner soffit and fascia boards in need of minor maintenance. (Sources: Cummer)

9.8 Finishes

The finishes of the house are in good condition, for the most part, with few areas currently requiring attention.

9.9 Landscaping

The landscaping on site is, overall, well maintained at a distance from the main house structure. The inclusion of a gravel bed surrounding the house is to be commended and encouraged as this ensures the foundations of the building are better protected, particularly from any encroaching landscaping and with improved drainage. The only area to be careful with regards to the landscaping is at the front, where some plantings are possibly growing too close to the structure, with potential for damage to the foundations of the building (Fig. 19 above). Further investigation should be explored and remedies considered, if needed.

Despite these minor issues and concerns stated above, the overall condition of the property is good.

10.0 Recommended Conservation Procedures

10.1 Structure – **Preservation**

- The main one and a half storey hipped roofed structure will, for the most part, be **preserved**. It is understood that the framed walls of the basement will be deconstructed and rebuilt on a new foundation, after the house is moved.

10.2 Foundations – **Rehabilitation**

- It is understood that due to the house's relocation it will be moved onto a new foundation.

10.3 Wood Elements – **Preservation** and **Restoration**

- As addressed in greater detail in the relevant sections below (in particular, roofing, windows and cladding), the wood elements should be **preserved** where possible and **restored (repaired, maintained or replaced in-kind)**, as needed.

10.4 Roofing and Waterworks – **Rehabilitation** and **Restoration**

- On account of its age, the roofing should be replaced. The unsympathetic skylight on the eastern side of the house should be removed, **restoring** the original look of the roof.

10.5 Chimney – **Preservation**

- The original brick chimney, with intact chimney cap, should be **preserved**, if possible (or, if needed, rebuilt after the house is moved). If the latter is required, the chimney should be dismantled to the roofline and the bricks should be cleaned to be re-used for rebuilding the chimney with its original bricks, as much as possible.
- The metal chimney stack will be removed, due to condition concerns and an aesthetic preference to simplify the look of the house from the front. This is deemed acceptable since it is unlikely this metal chimney stack is original.

10.6 Windows and Doors – Preservation

- The double-hung horned wood windows of Calbicks House are the original 1910 windows and should be **preserved**.
- The square wood windows, particularly with the frosted glass, also appear to be original and should be **preserved**, where possible.
- With some of the proposed changes to the building (such as the back restoration and the new deck), the current placement of the windows are impacted. These windows will be installed elsewhere on the building (as opposed to installing new windows throughout). This allows for these original elements to be repurposed and **preserved** on their original building (as opposed to being salvaged/recycled for another project/building or, worse, ending up in a landfill). The following figures outline the proposed location and placement of the repurposed and preserved windows (Figs. 31 to 34).



Fig. 31: Front view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the numbered windows are those that will be unchanged and preserved in-situ. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 32: Eastern side view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 33: Back view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)



Fig. 34: Western side view of Calbicks House, at 208 Fifth Avenue, 2021, highlighting the window proposal for this façade. Note the numbered windows are those that will be unchanged and preserved in-situ and the lettered windows are those that will be preserved, but relocated. (Source: D3 Dimension, Drafting and Design Inc.)

- If there are concerns with regards to the performance of the original windows, an immediate measure to allow for better protection of them (while address heating and sound issues), is to install exterior wood storm windows on them. This would be the best conservation approach for their long-term preservation, if so desired.
- If this route is taken, the proposed storm windows should be traditional wood storm windows: Single pane, single light and of similar sash dimension to the window sash itself, to minimise the visual impact on the building and to allow the windows to continue to be visible on the exterior. They should be painted the same colour as the current. Dimensions should be the same as the window sash as per the proposed, historically appropriate colour scheme, outlined below. An ideal storm window design will be hinged so that in the summer the top part can be opened to allow for ventilation and they can be removed when repair and maintenance of the storms or the windows is needed. This is a reversible measure that would immediately benefit the building, providing greater protection to the house and improving its performance in relation to temperature control, energy efficiency and also from a noise perspective.
- The front door should be **preserved**, remaining with a wood stain colour (as opposed to being painted).

10.7 Cladding and Trimwork – **Preservation** and **Rehabilitation**

- The horizontal, bevelled and combed cedar siding should be **preserved** as much as possible and **rehabilitated** in the few areas requiring repair.
- Similar to the windows, the original siding should be salvaged and repurposed as much as possible from the areas that will be altered, such as with the removal of the later back addition. These materials can be used to rehabilitate the areas requiring attention, such as at the back of property, as well as for the additional, matching side dormer.

- As for the dormer extension at the back of the property, a new cedar shingle should be used for the cladding, ideally with a similar profile to the original, but with a distinguishable texture, to differentiate it from the preserved cladding.
- The fascia boards and soffits should be cleaned and **rehabilitated**, as needed.

10.8 Finishes – Restoration

- The current colour scheme does not need to be maintained. On account of its era, a proposed historically appropriate colour scheme should be inspired by the Edwardian trend of “mid-range to dark body colour with lighter trim” (VHF 2001, p. 4). An example of a typical colour scheme for this era is: “dark green body with buff trim & gloss black sash” (*ibid.*).
- The restored colour scheme should incorporate a combination of historical colours from the Benjamin Moore Historical True Colours Palette (VHF 2012), following a three-colour exterior scheme: a mid-range tone body colour (VC-12 to VC-34), a lighter trim colour (VC-1 to VC-11); and gloss black sash (VC-35). VC-16 (Comox Sage) could be an appropriate green for the body, VC-1 (Oxford Ivory) for the trim and VC-35 (Gloss Black) for the sash.
- Follow Master’s Painters’ Institute, Repainting Manual procedures, including removing loose paint down to next sound layer, clean surface with mild TSP solution with gentlest means possible and rinse with clean water; do not use power-washing.

10.9 Landscaping

- Once the house is moved, the gravel bed surrounding the house should be restored and the landscaping near the front of the house should be replanted, as desired. However, a minimum 2-ft clearance between the vegetation and the building face is preferable to ensure there is sufficient space from the foundation to remove any threat to the foundation or the building’s finishes over time.

11.0 Proposed Alterations and Future Changes

11.1 Proposed Alterations

The major proposed changes to this house are:

- 1) Moving the house northeast within the property lines onto a new foundation, with increased basement height dug into the ground (not affecting the exterior height of the building);
- 2) Extending the rear dormer and adding an additional back dormer on the east side of the building to mirror the current dormer on the western side of the building; and
- 3) Building a small deck off the western side of the house.

Alterations 1) to 2) do not dramatically affect the visible design of the building, as viewed from the street. The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of the building. Alteration 3) has more of a visual impact, as viewed from the street, however, it is fairly modest and will be behind fencing and landscaping and therefore less visible from the street. With this in mind, this proposed alteration is also considered a reasonable intervention, from a heritage conservation perspective.

11.2 Future Changes

Changes to the building's configuration, particularly any additions, should be carefully considered for minimal effect on the Heritage Values as embodied in the Character Defining Elements (CDEs) listed in the building's Statement of Significance (section 3.0 above) and should be in keeping with the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*, particularly Standards 11 and 12, (Canada's Historic Places 2010, p. 23) as well as the Queen's Park HCA Design Guidelines (City of New Westminster 2017).

12.0 Maintenance Plan

Following completion of the outlined conservation work, the owner must maintain the building and land in good repair and in accordance with generally accepted maintenance standards. All work should follow the *Standards and Guidelines for the Conservation of Historic Places in Canada (2nd Edition)*. The Local Government determines the acceptable level or condition to which the heritage building is maintained through the *Heritage Maintenance Bylaw* (CCNW 2018). As with the Heritage Conservation Plan, the maintenance standards apply only to the exterior of the building.

As general upkeep is frequently overlooked and will lead to the deterioration of heritage resources, maintenance standards warrant special attention to help to extend the physical life of a heritage asset. Any building should be kept in a reasonable condition so that it continues to function properly without incurring major expenses to repair deterioration due to neglect. The most frequent source of deterioration problems is from poorly maintained roofs, rainwater works and destructive pests.

It is important to establish a maintenance plan using the information below:

12.1 Maintenance Checklist

- a. Site
 - Ensure site runoff drainage is directed away from the building.
 - Maintain a minimum 2-ft clearance between vegetation and building face and a 12-inch-wide gravel strip against the foundation in planted areas.
 - Do not permit vegetation (such as vines) to attach to the building.
- b. Foundation
 - Review exterior and interior foundations, where visible, for signs of undue settlement, deformation or cracking.
 - If encountered, seek advice from a professional Engineer, immediately.
 - Ensure perimeter drainage piping is functional.
 - Arrange a professional drainage inspection every three to five years.
- c. Wood Elements
 - Maintaining integrity of the exterior wood elements is critical in preventing water ingress into the building. Annual inspection of all wood elements should be conducted.
 - Closely inspect highly exposed wood elements for deterioration. Anticipate replacement in kind of these elements every 10 to 15 years.
 - Any signs of deterioration should be identified and corrective repair/replacement action carried out. Signs to look for include:

- Wood in contact with ground or plantings;
 - Excessive cupping, loose knots, cracks or splits;
 - Open wood-to-wood joints or loose/missing fasteners;
 - Attack from biological growth (such as moss or moulds) or infestations (such as carpenter ants);
 - Animal damage or accumulations (such as chewed holes, nesting, or bird/rodent droppings). These should be approached using Hazardous Materials procedures; and
 - Signs of water ingress (such as rot, staining or mould).
 - Paint finishes should be inspected every three to five years and expect a full repainting every seven to ten years. Signs to look for include:
 - Bubbling, cracks, crazing, wrinkles, flaking, peeling or powdering; and
 - Excessive fading of colours, especially dark tones.
 - Note all repainting should be as per the recommended historic colours in section 10.8 above.
- d. Windows and Doors
- Replace cracked or broken glass as it occurs.
 - Check satisfactory operation of windows and doors. Poor operation can be a sign of building settlement distorting the frame or sashes or doors may be warped.
 - Check condition and operation of hardware for rust or breakage. Lubricate annually.
 - Inspect weather stripping for excessive wear and integrity.
- e. Roofing and Rainwater Works
- Inspect roof condition every five years, in particular looking for:
 - Loose, split or missing shingles, especially at edges, ridges and hips;
 - Excessive moss growth and/or accumulation of debris from adjacent trees; and
 - Flashings functioning properly to shed water down slope, especially at the chimneys.
 - Remove roof debris and moss with gentle sweeping and low-pressure hose.
 - Plan for roof replacement at around 18 to 22 years.
 - Annually inspect and clean gutters and flush out downspouts. Ensure gutters positively slope to downspouts to ensure there are no leaks or water splashing onto the building.
 - Ensure gutter hangers and rainwater system elements are intact and secure.
 - Ensure downspouts are inserted into collection piping stub-outs at grade and/or directed away from the building onto concrete splash pads.
- f. General Cleaning
- The building exterior should be regularly cleaned depending on build up of atmospheric soot, biological growth and/or dirt up-splash from the ground.
 - Cleaning prevents build up of deleterious materials, which can lead to premature and avoidable maintenance problems.
 - Windows, doors and rainwater works should be cleaned annually.
 - When cleaning always use the gentlest means possible, such as soft bristle brush and low-pressure hose. Use mild cleaner if necessary, such as diluted TSP or Simple Green ©.
 - Do not use high-pressure washing as it will lead to excessive damage to finishes, seals, caulking and wood elements and it will drive water in wall assemblies and lead to larger problems.

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APPENDIX 3

CONFIRMATION OF COMMITMENT BY REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Development Services

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

The undersigned hereby undertakes to be responsible for field reviews of the construction carried out at the captioned address for compliance with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement applicable to the property, which the undersigned acknowledges having received and reviewed, and undertakes to notify the City of New Westminster in writing as soon as possible if the undersigned's contract for field review is terminated at any time during construction. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

APPENDIX 4

CERTIFICATION OF REGISTERED PROFESSIONAL

Date: _____

City of New Westminster

511 Royal Avenue

New Westminster, BC

V3L 1H9

Attention: Director of Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 208 Fifth Avenue

I hereby give assurance that I have fulfilled my obligations for field review as indicated in my letter to the City of New Westminster dated _____ in relation to the captioned property, and that the architectural components of the work comply in all material respects with the requirements of Appendix 2 (Conservation Plan) of the Heritage Revitalization Agreement referred to in that letter. This letter is not being provided in connection with Part 2 of the British Columbia Building Code, but in connection only with the requirements of the Heritage Revitalization Agreement.

Registered Professional's Name

Address

Telephone No.

Signature or Seal

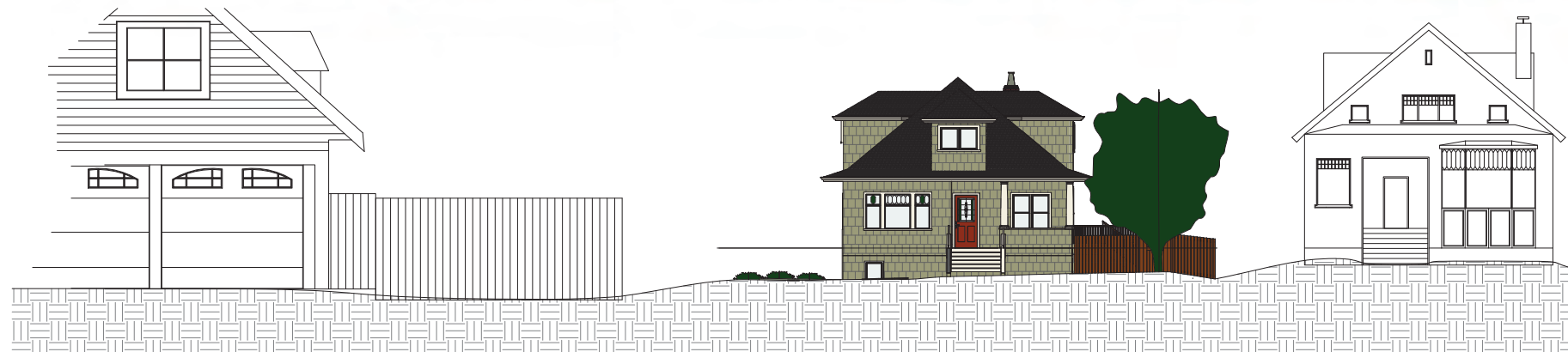
APPENDIX 5
APPROVED PLANS



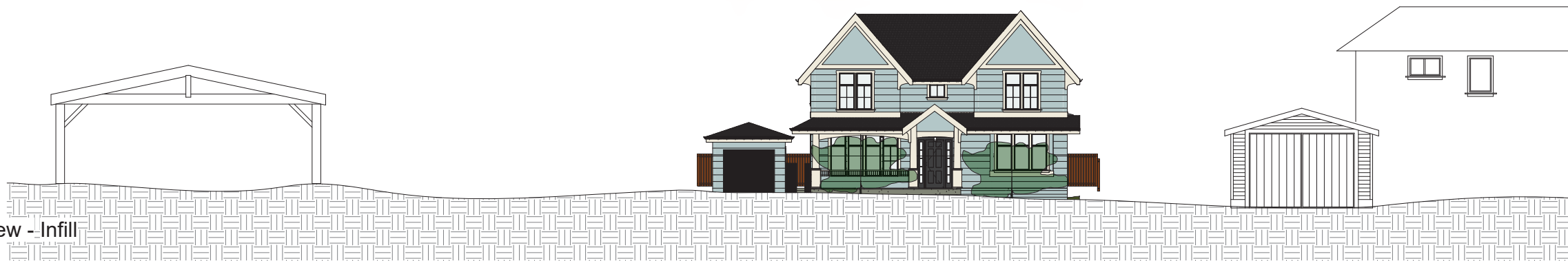
Cover	C0.0
Streetscape	C0.1
Design Rationale	C0.2
Site & Zoning	C0.3
3D	C0.4
Existing Pictures	C0.5
Heritage Floor Plans	C0.6
Heritage Basement Floor Plan	C0.7
Heritage Elevations	C0.8
Existing Elevations	C0.8.1
Existing Floor Plans	C0.9
Existing Heritage Upper Floor Plans	C0.10
New Build Floor Plans	C0.11
New Build Upper Floor Plans	C0.12
New Build Elevations	C0.13
Landscape	C0.14
Renders	C0.15
Heritage & New Build Areas and Calcs	C0.16
Window Schedules Heritage & New	C0.17
Plants	C0.18
New Build Detached Garage	C300
Heritage Simple Site Plan	C400



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Street View - Heritage



Street View - Infill

[illegible]

Gillian and Jim

208 Fifth Ave

Streetscape

Project number	1498
Date	October 22, 2021
Drawn by	Trenton Cowley
Checked by	Kirsten Sutton

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Page 921 of 944

DESIGN RATIONALE

Built in 1910, this building, Calbicks House, has historic value for being representative of the Edwardian era building boom that took place in New Westminster at the beginning of the 20th century. It is an Edwardian era one and a half storey wood-frame cottage with bevelled and combed horizontal wood siding and a concrete foundation. It has a hipped roof and centred-hipped dormer with a slight bell-cast flare to its eaves. Its partial-width porch is set under the main roof and supported by classical columns, with its front door placed in the middle. It has double-hung horned wood windows featured on the sides and front of the house. Its most prominent, visible window is a triple window assembly consisting of three double-hung horned wood windows with decorative upper sashes that are lozenge patterned lights, with mostly textured glass and a few green stained-glass panels. It also has square wood windows with frosted-glass on its western side and square wood windows on its eastern side. The house is located in the northeast quadrant of the Queen's Park neighbourhood on Fifth Avenue near Second Street.

The Goal of this HRA is to Preserve, Restore and Rehabilitate this home. It is important to preserve all the characteristic elements of this home, focusing on the prominent North West and North East faces of the house. Please find below the definitions as well as the actions we will be taking to achieve this goal.

Preservation: The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of an historic place or of an individual component, while protecting its heritage value.

Restoration: The action or process of accurately revealing, recovering, or representing the state of an historic place or of an individual component as it appeared at a particular period in its history, while protecting its heritage value.

Rehabilitation: The action or process of making possible a continuing or compatible contemporary use of an historic place or of an individual component through repair, alterations, and/or additions, while protecting its heritage value.

1. Structure
2. Windows
3. Roof design- including roof flares and dormer treatment
4. Chimney
5. Exterior Trim
6. Front Door

1. Window repair as needed
2. Exterior trim
3. Removal of Skylight
4. Removal of late addition metal Chimney
5. Removal of back addition

1. Densification of lot through subdivision
2. Relocation of home to allow for densification
3. New Foundation (main floor elevation to remain the same)
4. Relocation of heritage windows
5. Addition of rear and side dormers to mirror existing dormer on the south-west face.
6. Siding repair, as needed (siding on rear addition to be saved for replacement of damaged pieces)

FORM

Careful consideration was made when determining the shape and massing of the heritage asset, as well as the proposed Infill. Working with Katie Cummer of Cummer Heritage Consulting, our goal is to showcase 208 Fifth Avenue's features, while adding a subordinate additions that help to support the continued livability of this historic place. This being a modest rear and side dormer that replicates the existing South West dormer that will not affect the story-and-a-half feel of the home as seen from the street on Fifth Avenue. The proposed alteration follows the Queen's Park Heritage Conservation Area Design Guidelines.

SITING

208 Fifth Avenue will remain on its original site. To improve the sustainability of this property, the current single-family home will be moved north-east on the property; the current lot is rear fronted onto Elgin. Proposed through this HRA application is the subdivision of the rear portion of this lot to create an Elgin facing lot with a new home. The proposed infill house design is compatible in form, scale, and massing with the other historic houses that line both sides of Elgin street, but it is distinguished as a contemporary structure through subtle architectural detailing and finishes. The proposed siting changes will not affect the Heritage Values nor the Character Defining Elements of this historic place.

Character Defining Elements:

- Its location in the Queen's Park neighbourhood.
- Its setting in a well-tended and manicured lot.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its boxy quality, its hipped roof and hipped dormer with bell-cast flare to its eaves, its partial-width porch with classical columns and its centred front door.
- Its bevelled and combed cedar siding.
- Its double-hung horned wood windows featured on the sides and front of the house, including its prominent front window that boasts the decorative upper sashes that are lozenge pattern lights with textured/coloured glass. Its square, frosted glass, wood-framed windows on its western side and its square wood-framed windows on its eastern side.
- Its simple brick chimney placement and design (particularly its traditional cap).
- Its overall minimal ornamentation.

STYLE

208 Fifth Avenue is a good example of an Edwardian-era cottage: a design that was popular in New Westminster in the early 20th century. It has a boxy quality to it with its hipped roof and centred hipped dormer, with a slight bell-cast flare to its eaves. This historic place features numerous intact double-hung, horned wood windows that are a prominent feature of this time period.

Elgin Street Infill home

As part of this HRA application, the applicant is seeking to subdivide the lot and build a new home fronting on Elgin Street. This new home's design is inspired by the traditional architectural character found in the Queen's Park neighbourhood. It features an intersecting hipped roof with twin traditional gables at the front, a centred entrance way with a covered front porch and horizontal siding throughout, complimenting the neighbouring properties that form the Elgin streetscape; particularly its direct neighbour at 206 Elgin Street. The new home features traditional design elements in its form, but can be identified as a contemporary building through its lack of ornamental statements, such as brackets or tapered columns. Its scale, massing, and materials are compatible with the historic houses on the subject block.



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****Information, excerpts, research, and documents provided by Katie Cummer of Cummer Heritage Consulting; please refer to her Heritage Conservation Plan and our Heritage Revitalization Package**

[illegible]

Gillian and Jim

208 Fifth Ave

Design Rationale

Project number	149
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Date	October 22, 201
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Date	October 22, 2021
Drawn by	Kirsten Sutt

Drawn by	Kristen Sutto
Checked by	Mary Ann Cathcart

Checked by	Mary-Anne Catlica

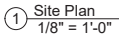
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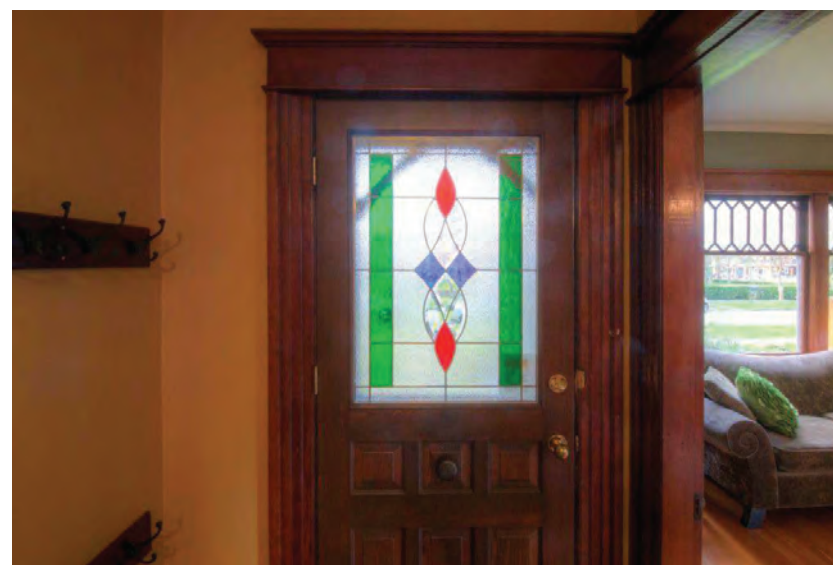
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Page 922 of 944





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Gillian and Jim

208 Fifth Ave

Existing Pictures

Project number	1498
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Project number	1450
Date	October 22, 2021

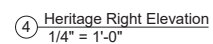
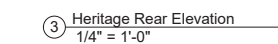
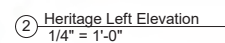
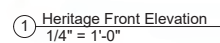
Date	October 22, 2021
Drawn by	Trenton Cowley

Checked by	Kirsten Sutton
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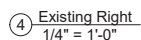
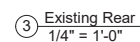
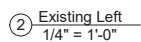
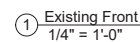
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DESIGN INC.

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Gillian and Jim

208 Fifth Ave

Existing Elevations

Project number	1498
Date	October 22, 2021
Drawn by	Trenton Cowley
Checked by	Kirsten Sutton

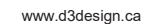
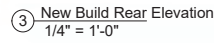
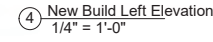
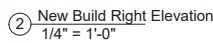
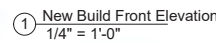
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Page 927 of 944

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$$\frac{1}{14} = 94\%$$

ALL NUMBERED WINDOWS ARE HERITAGE UNCHANGED WINDOWS IN PROPOSED ELEVATION (PAGE C0.8)
ALL LETTERED WINDOWS ARE HERITAGE RELOCATED WINDOWS IN PROPOSED ELEVATION (PAGE C0.8)

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Gillian and Jim

208 Fifth Ave

New Build Elevations

Project number	149
Date	October 22, 2015
Drawn by	Trenton Cowley
Checked by	Kirsten Suttner

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Page 928 of 928



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208 Fifth Ave

Renders

Project number	1498
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Date October 22, 2021

Drawn by Trenton Cowley

Checked by	Kirsten Sutton
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Front Elevation

Left Elevation

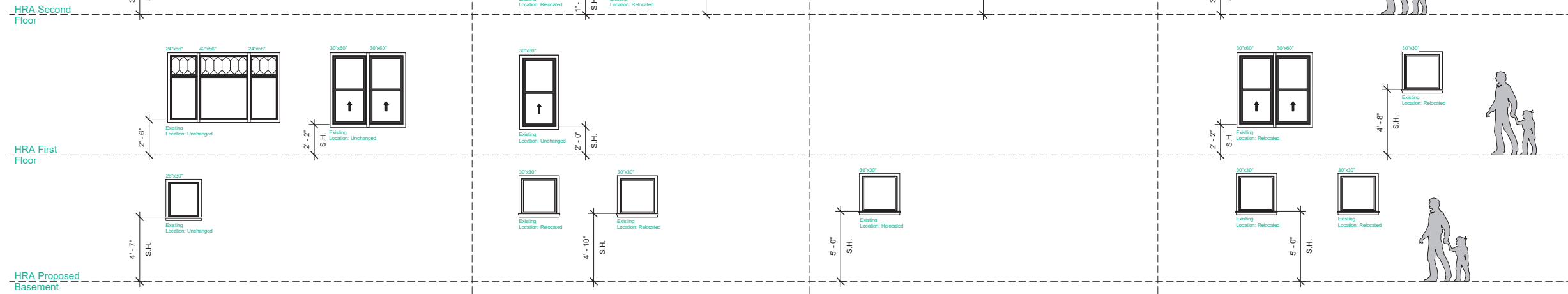
Rear Elevation

Right Elevation

Notes:
All wood heritage windows
to be retained and all
additional windows to be
replica wood



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Trim, eaves, and window sills- Oxford Ivory VC-1
Finish- Satin Pearl

Sash- Gloss Black VC-35
Matches Black HC-190 Benjamin Moore
Finish- Satin Pearl

Window Schedule Heritage
1/4" = 1'-0"

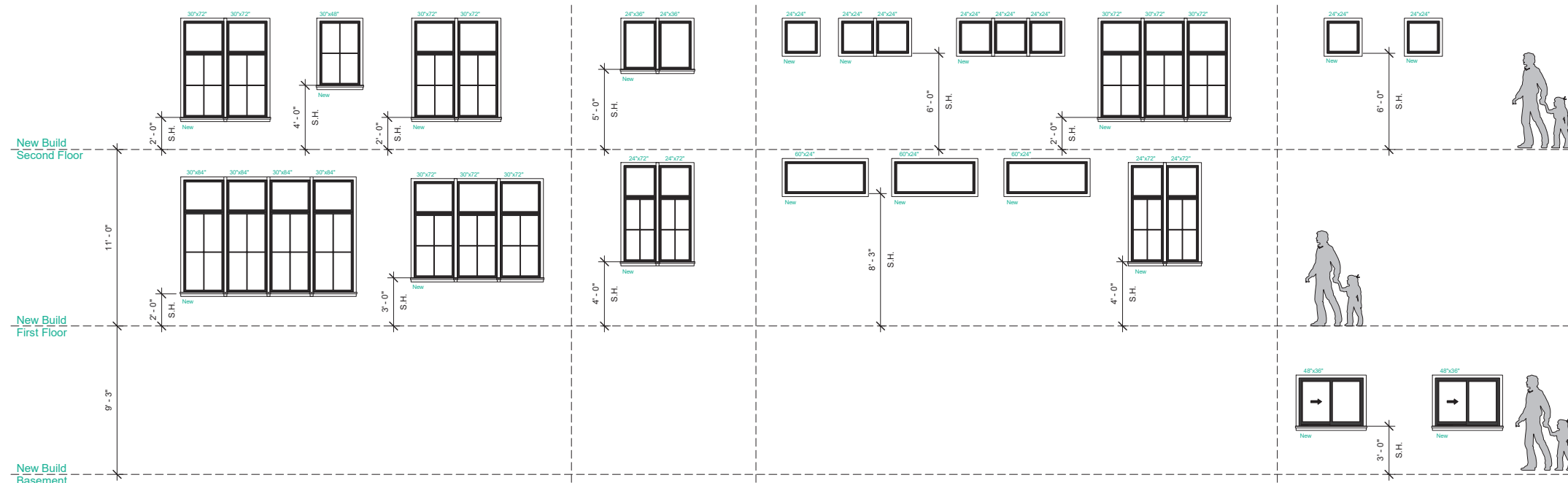
Front Elevation

Left Elevation

Rear Elevation

Right Elevation

Notes:
All windows and doors to
be wood



Trim, eaves, and window sills- White Dove OC-17
Benjamin Moore

Finish- Satin Pearl

Sash- Black HC 190 Benjamin Moore
Finish- Satin Pearl

Window Schedule New Build
1/4" = 1'-0"

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Gillian and Jim

208 Fifth Ave

Window Schedules
Heritage & New

Project number	1498
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Date	October 22, 2021
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Date	October 22, 2021
Drawn by	Trenton Cowley

Drawn by	Helen Cowley
Checked by	Kirsten Sutton

Checked by	Kirsten Sutton
<p>2011</p>	

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Page 031 of 044

Scale 1/4" = 1'-0" Page 931 of 944

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Page 931 of 944

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APPENDIX 6

VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-4) Requirement/Allowance	Lot with Heritage Building (208 Fifth Avenue)	Lot with New House (217 Elgin Street)
Minimum Lot Size	6,000 square feet (557 square metres)	4,000 square feet (372 square metres)	4,710 square feet (438 square metres)
Maximum Floor Space Ratio for Non-Protected House in Queen's Park Heritage Conservation Area*	0.5	--	0.64
Maximum Floor Space Ratio for Protected House in Queen's Park Heritage Conservation Area*	0.7	--	--
Minimum Rear Setback (Heritage House)	12.1 feet (3.7 metres)	9.4 feet (2.9 metres)	--
Minimum Rear Yard Projection Setback (Heritage House)	8.1 feet (2.5 metres)	4.4 feet (1.3 metres)	
Maximum Bay Width to Allow Projection Into Front Setback	6 feet (1.8 metres)	--	10.6 feet (3.2 metres)
Minimum Off-Street Vehicle Parking Spaces	One space per unit, including secondary suite	One parking space	--

** Should Step Code 3, 4 or 5 of the Energy Step Code be met, the maximum space ratio can be increased as outlined in Section 310.11.1 of Zoning Bylaw No. 6680, 2001*

APPENDIX 7

TERMS OF INSTRUMENT – PART 2

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

SECTION 219 COVENANT – NO SEPARATE SALE OF SUBDIVIDED PARCELS

THIS AGREEMENT dated for reference the ____ day of _____, 20__ is

BETWEEN:

JAMES JAMIESON and **GILLIAN JAMIESON**, 208 Fifth Avenue, New Westminster, BC

(the “Owner”)

AND:

CORPORATION OF THE CITY OF NEW WESTMINSTER, City Hall, 511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the “City”)

WHEREAS:

- A. The Owners are the registered owners in fee simple of those lands in New Westminster, British Columbia legally described as NO PID, _____ and NO PID, _____ (together, the “Lands”);
- B. Pursuant to a Heritage Revitalization Agreement between the City and the Owners, dated for reference October 25, 2021 (the “HRA”), the Owners are required to deposit in the Land Title Office, concurrently with the subdivision plan creating the Lands as separate fee simple parcels, a covenant under s.219 of the *Land Title Act* in favour of the City, by which the Owners covenant and agree not to transfer separately the Lands until the Owners have complied with the requirements of the HRA for the preservation, restoration, and rehabilitation of the Heritage Building (as defined in the HRA);
- C. Section 219 of the *Land Title Act* (British Columbia) provides that there may be registered as a charge against the title to any land a covenant in favour of a municipality in respect of the use of land, the use of a building on or to be erected on land, or that parcels of land designated in the covenant are not to be sold or otherwise transferred separately;

NOW THEREFORE in consideration of the sum of \$10.00 now paid by the City to the Owners and other good and valuable consideration, the receipt and sufficiency of which the Owners hereby acknowledge, the parties covenant and agree pursuant to Section 219 of the *Land Title Act* (British Columbia) as follows:

1. **Lands Not to be Separately Sold or Transferred** – The Lands shall not be sold or otherwise transferred separately.

2. **Discharge** – The City shall, at the written request of the Owners, execute and deliver to the Owners a registrable discharge of this Agreement, in its sole and unfettered discretion, to be exercised consistently with the wording and intent of the HRA, that the Owners have completed and complied with all requirements in the HRA for the preservation, restoration, and rehabilitation of the Heritage Building by the deadlines set out therein.

3. **Notice** – All notices and other communications required or permitted to be given under this Agreement must be in writing and must be sent by registered mail or delivered as follows:
 - (a) if to the Owner, to the address shown on the Land Title Office title search to the Lands,
 - (b) if to the City, as follows:

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

Attention: Heritage Planner

Any notice or other communication that is delivered is considered to have been given on the next business day after it is dispatched for delivery. Any notice or other communication that is sent by registered mail is considered to have been given five days after the day on which it is mailed at a Canada Post office. If there is an existing or threatened strike or labour disruption that has caused, or may cause, an interruption in the mail, any notice or other communication must be delivered until ordinary mail services is restored or assured. If a party changes its address it must immediately give notice of its new address to the other party as provided in this section.

4. **Interpretation** – In this Agreement:
 - (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
 - (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
 - (c) reference to a particular numbered section or article is a reference to the correspondingly numbered section or article of this Agreement;
 - (d) reference to the “Lands” or to any other parcel of land is a reference also to any parcel into which those lands are subdivided or consolidated by any means

(including the removal of interior parcel boundaries) and to each parcel created by any such subdivision or consolidations;

- (e) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
 - (f) reference to any enactment includes any regulations, orders, permits or directives made or issued under the authority of that enactment;
 - (g) unless otherwise expressly provided, reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced;
 - (h) time is of the essence;
 - (i) all provisions are to be interpreted as always speaking;
 - (j) reference to a “party” is a reference to a party to this Agreement and to their respective heirs, executors, successors (including successors in title), trustees, administrators and receivers;
 - (k) reference to the City is a reference also to its elected and appointed officials, officers, employees and agents;
 - (l) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”; and
 - (m) any act, decision, determination, consideration, opinion, consent or exercise of discretion by a party or person as provided in this Agreement must be performed, made, formed or exercised acting reasonably, except that any act, decision, determination, consideration, consent, opinion or exercise of discretion that is said to be within the “sole discretion” of a party or person may be performed, made, formed or exercised by that party or person in the sole, unfettered and absolute discretion of that party or person.
5. **No Waiver** – No provision or breach of this Agreement, nor any default, is to be considered to have been waived or acquiesced to by a party unless the waiver is express and is in writing by the party. The waiver by a party of any breach by the other party of any provision, or default, is not to be construed as or constituted a waiver of any further or other breach of the same or any other provision or default.
6. **No Effect on Laws or Powers** – This Agreement and the Owners’ contributions, obligations and agreements set out in this Agreement do not:

- (a) affect or limit the discretion, rights, duties or powers of the City or the Approving Officer under any enactment or at common law, including in relation to the use, development, servicing or subdivision of the Lands;
 - (b) impose on the City or the Approving Officer any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
 - (c) affect or limit any enactment relating to the use, development or subdivision of the Lands; or
 - (d) relieve the Owners from complying with any enactment, including in relation to the use, development, servicing, or subdivision of the Lands.
7. **Remedies for Breach** – The Owners agree that, without affecting any other rights or remedies the City may have in respect of any breach of this Agreement, the City is entitled, in light of the public interest in securing strict performance of this Agreement, to seek and obtain from the British Columbia Supreme Court a mandatory or prohibitory injunction, or order for specific performance, in respect of the breach.
 8. **Binding Effect** – This Agreement enures to the benefit of and is binding upon the parties and their respective heirs, executors, administrators, trustees, receivers and successors (including successors in title).
 9. **Covenant Runs With the Lands** – Every provision of this Agreement and every obligation and covenant of the Owners in this Agreement, constitutes a deed and a contractual obligation, and also a covenant granted by the Owners to the City in accordance with section 219 of the *Land Title Act*, and this Agreement burdens the Lands to the extent provided in this Agreement, and runs with them and binds the Owners’ successors in title. This Agreement also burdens and runs with every parcel into which the Lands are consolidated (including by the removal of interior parcel boundaries) or subdivided by any means, including by subdivision under the *Land Title Act* or by strata plan or bare land strata plan under the *Strata Property Act*.
 10. **Further Acts** – The Owners shall do everything reasonably necessary to give effect to the intent of this Agreement, including execution of further instruments.
 11. **Severance** – If any part of this Agreement is held to be invalid, illegal or unenforceable by a court having the jurisdiction to do so, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.
 12. **Amendment** – This Agreement may be amended from time to time by agreement between the Owners and the City. Except as otherwise expressly provided in this

Agreement, amendments to this Agreement must be made by an instrument in writing duly executed by the Owners and the City.

13. **Deed and Contract** – By executing and delivering this Agreement each of the parties intends to create both a new contract and a deed of covenant executed and delivered under seal.

As evidence of their agreement to be bound by the above terms, the parties each have executed and delivered this Agreement under seal by executing Part I of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement.

CONSENT AND PRIORITY AGREEMENT

WHEREAS:

- A. [Name of land owner(s)] (the "Owner") is the registered owner of the land described in Item 2 of Part 1 of the *Land Title Act* Form C to which this Agreement is attached and which forms part of this Agreement (the "Land");
- B. The Owner granted [Name of chargeholder] (the "Prior Chargeholder") a [identify mortgage or other charge] which was registered against the title to the Land in the New Westminster Land Title Office under number [insert registration number] (the "Prior Charge");
- C. The Owner granted to the Corporation of the City of New Westminster (the "Subsequent Chargeholder") a section 219 covenant which is registered against the title to the Land under number one less than this Consent and Priority Agreement (the "Subsequent Charge"); and
- D. Section 207 of the *Land Title Act* permits the Prior Chargeholder to grant priority over a charge to a subsequent chargeholder.

THEREFORE THIS CONSENT AND PRIORITY AGREEMENT WITNESSES THAT IN CONSIDERATION OF \$1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION RECEIVED BY THE PRIOR CHARGEHOLDER FROM THE SUBSEQUENT CHARGEHOLDER (THE RECEIPT AND SUFFICIENCY OF WHICH IS HEREBY ACKNOWLEDGED):

1. The Prior Chargeholder hereby consents to the granting and registration of the Subsequent Charge and the Prior Chargeholder hereby agrees that the Subsequent Charge shall be binding upon its interest in and to the Land.
2. The Prior Chargeholder hereby grants to the Subsequent Chargeholder priority for the Subsequent Charge over the Prior Chargeholder's right, title and interest in and to the Land, and the Prior Chargeholder does hereby postpone the Prior Charge and all of its right, title and interest thereunder to the Subsequent Charge as if the Subsequent Charge had been executed, delivered and registered prior to the execution, delivery and registration of the Prior Charge.

As evidence of its agreement to be bound by the above terms of this Consent and Priority Agreement, the Prior Chargeholder has executed and delivered Part 1 of *Land Title Act* Form C which is attached hereto and forms part of this Agreement.

END OF DOCUMENT

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8272, 2021

A bylaw of the Corporation of the City of New Westminster to designate 208 Fifth Avenue as protected heritage property.

WHEREAS the *Local Government Act*, RSBC 2015, c.1 provides Council with authority, by bylaw, to designate real property as protected heritage property, on terms and conditions it considers appropriate;

AND WHEREAS the registered owner of the land located at 208 Fifth Avenue has entered into a heritage revitalization agreement in relation to the principal building currently located on the land as authorized by Heritage Revitalization Agreement (208 Fifth Avenue) Bylaw No. 8271, 2021 (the "Heritage Revitalization Agreement"), has requested that Council designate that property as protected heritage property, and has released the City from any obligation to compensate the registered owner for the effect of such designation;

AND WHEREAS Council considers that the building located at 208 Fifth Avenue has significant heritage value and character and is a prominent and valued heritage property in the City;

AND WHEREAS Council considers that designation of the building located at 208 Fifth Avenue as protected heritage property under the provisions of the *Local Government Act* is necessary and desirable for its conservation;

NOW THEREFORE City Council of the Corporation of the City of New Westminster enacts as follows:

TITLE

1. This Bylaw may be cited for all purposes as "Heritage Designation Bylaw (208 Fifth Avenue) No. 8272, 2021."

INTERPRETATION

2. In this Bylaw, the terms "heritage value", "heritage character" and "alter" have the corresponding meanings given to them in the *Local Government Act*.

DESIGNATION

3. That parcel of land having a civic address of 208 Fifth Avenue, New Westminster, British Columbia, legally described as PID: 001-664-212; LOT 29 OF LOTS 2, 3, 30 AND 31 SUBURBAN BLOCK 7 PLAN 2620 and labelled "208 Fifth Avenue Heritage House" in Schedule A (the "Building"), is hereby designated in its entirety as protected heritage property under section 611 of the *Local Government Act* of British Columbia.

PROHIBITION

4. Except as expressly permitted by Section 5 or as authorized by a heritage alteration permit issued by the City, no person shall undertake any of the following actions, nor cause or permit any of the following actions to be undertaken in relation to the Building:
 - (a) alter the exterior of the Building;
 - (b) make a structural change to the Building including, without limitation, demolition of the Building or any structural change resulting in demolition of the Building;
 - (c) move the Building; or
 - (d) alter, excavate or build on that portion of land upon which the Building is located.

EXEMPTIONS

5. Despite Section 4, the following actions may be undertaken in relation to the Building without first obtaining a heritage alteration permit from the City:
 - (a) non-structural renovations or alterations to the interior of the Building that do not alter the exterior appearance of the Building; and
 - (b) normal repairs and maintenance that do not alter the exterior appearance of the Building.
6. For the purpose of section 5, “normal repairs” means the repair or replacement of non-structural elements, components or finishing materials of the Building with elements, components or finishing materials that are equivalent to those being replaced in terms of heritage character, material composition, colour, dimensions and quality.

MAINTENANCE

7. The Building shall be maintained in good repair in accordance with the City of New Westminster Heritage Property Maintenance Standards Bylaw No. 7971, 2018, as amended or replaced from time to time.

HERITAGE ALTERATION PERMITS

8. Where a heritage alteration permit is required under this Bylaw for a proposed action in relation to the Building, application shall be made to the City of New Westminster Development Services Department, Planning Division in the manner and on the form prescribed, and the applicant shall pay the fee imposed by the City for such permit, if any.

9. City Council, or its authorized delegate, is hereby authorized to:

- (a) issue a heritage alteration permit for situations in which the proposed action would be consistent with the heritage protection provided for the Building under this Bylaw and the Heritage Revitalization Agreement;
- (b) withhold the issue of a heritage alteration permit for an action which would not be consistent with the heritage protection provided for the Building under this Bylaw or the Heritage Revitalization Agreement;
- (c) establish and impose terms, requirements and conditions on the issue of a heritage alteration permit that are considered to be consistent with the purpose of the heritage protection of the Building provided under this Bylaw and the Heritage Revitalization Agreement; and
- (d) determine whether the terms, requirements and conditions of a heritage alteration permit have been met.

RECONSIDERATION BY COUNCIL

10. An applicant or owner whose application for a heritage alteration permit for alteration of the Building has been considered by an authorized delegate may apply for a reconsideration of the matter by Council, and such reconsideration shall be without charge to the applicant or owner.

GIVEN FIRST READING this 1st day of November 2021.

GIVEN SECOND READING this 1st day of November 2021.

PUBLIC HEARING held this 22nd day of November 2021.

GIVEN THIRD READING this 22nd day of November 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____ 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH

