

Advisory Planning Commission

Tuesday, February 15, 2022, 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.

	Pages
1. <u>CALL TO ORDER AND LAND ACKNOWLEDGEMENT</u> The Chair will open the meeting and provide a land acknowledgement.	
2. <u>CHANGES TO THE AGENDA</u> Addition or deletion of items.	
3. <u>ADOPTION OF MINUTES FROM PREVIOUS MEETINGS</u>	
3.1. March 9, 2021	3
4. <u>REPORTS AND PRESENTATIONS</u>	
4.1. Legislative Services Commission Orientation and Oaths of Office	7
4.2. Climate Action, Planning and Development Orientation	28
5. <u>STANDING REPORTS AND UPDATES</u> Regular and ongoing reports from staff or members for information and discussion.	
6. <u>NEW BUSINESS</u> Items added to the agenda at the beginning of the meeting.	
6.1. Election of Chair	
6.2. Election of Alternate Chair	
7. <u>END OF MEETING</u>	
8. <u>UPCOMING MEETINGS</u>	

Remaining scheduled meetings for the year, which take place at 6:00 p.m.
unless otherwise noted:

- March 15
- April 19
- May 17
- June 14
- July 19
- August 16
- September 20
- October 18
- November 15
- December 6

ADVISORY PLANNING COMMISSION

Tuesday, March 9, 2021 at 6:00 p.m.

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

MINUTES

VOTING MEMBERS PRESENT:

Ken Bourdeau	- Community Member
Anthea Darychuk	- Community Member
Margaret Fairweather	- Community Member
Andrew Feltham	- Community Member
Tasha Henderson	- Community Member
Kseniia Latek	- Community Member
Christopher Lumsden	- Community Member
Christa MacArthur	- Community Member
Angel Manguerra	- Community Member

STAFF:

Emilie Adin	- Director of Development Services
Rupinder Basi	- Supervisor of Development Planning
Jacque Killawee	- City Clerk
Heather Corbett	- Committee Clerk

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

Heather Corbett, Committee Clerk welcomed Commission members to the meeting and briefly outlined how to use the online meeting functions.

1.0 ADDITIONS TO AGENDA

There were no additions.

2.0 ADOPTION OF MINUTES

2.1 Adoption of the Minutes of Tuesday, June 16, 2020

MOVED and SECONDED

THAT the minutes of the June 16, 2020 Advisory Planning Commission meeting be adopted as circulated.

CARRIED.

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

3.0 INFORMATION PRESENTATIONS

3.1 Planning Policy Orientation

Rupinder Basi, Supervisor of Development Planning, provided a Planning Policy Orientation for Commission members which included the following:

- Review of the role of the Advisory Planning Commission (APC) and the Bylaw by which it is established;
- The APC Scope of Review;
- The Development Review process, and the interim process during the COVID-19 pandemic;
- Meeting Format;
- Key City Policy Documents to Consider; and,
- Staff Roles

4.0 LAND USE APPLICATIONS

There were no items.

5.0 NEW BUSINESS

5.1 Appointment of Chair and Alternate Chair

MOVED AND SECONDED

THAT Ken Bourdeau be appointed as the Chair for the 2021 Advisory Planning Commission term.

CARRIED.

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

MOVED AND SECONDED

THAT Kseniia Latek be appointed as the Alternate Chair for the 2021 Advisory Planning Commission term.

CARRIED.

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

6.0 REPORTS AND INFORMATION

6.1 Advisory Planning Commission Meeting Procedures during COVID-19 Pandemic

Heather Corbett, Committee Clerk, reviewed the March 9, 2021 staff report outlining the proposed procedures for future APC meetings during the COVID-19 Pandemic.

In response to questions from the Commission, Ms. Corbett and Jacque Killawee, City Clerk, provided the following information:

- The Council procedure bylaw been not been amended to allow for electronic quorum because Ministerial Order M192/2020 was put in place by the Provincial Government, which makes electronic quorum permissible for the time of the pandemic;
- At public hearings, the public is permitted to speak for five minutes;
- While the public is always invited to attend a City Committee meeting, no other City Committees have the ability for the public to make comments, like the APC does;
- The order of the Commission meetings would be as follows:
 - Staff presentation and questions to staff from Commission;
 - Applicant presentation and questions to applicant from Commission;
 - Public comments;
 - Commission takes turns making comments on the application;
- The agenda package will only be available electronically, and will be annotatable;
- Members of the Clerks office will be present at the meeting on March 16th in order to assist the Chair and will be calling the names and running the timer, and another staff member will be running technical support; and,
- The Commission would be supplied with the speakers list in advance of the meeting.

In discussion, the Commission commented that the procedures should only be in place during the duration of the pandemic, as it is important to have live participation from the public at APC meetings;

MOVED and SECONDED

THAT the Advisory Planning Commission (APC) approve the following procedures as usual practice at APC Meetings until the end of the Provincial State of Emergency:

- *That APC meetings are held electronically via Zoom webinar, which allows for the public to attend the meeting and have an opportunity to speak;*
- *That anyone who would like to speak to an item on the APC agenda must register with the Legislative Services Department in advance. Registration would be open from the time that Notice is given of the meeting until 5:00 p.m. of the night of the meeting;*
- *That when invited, all registered speakers may address the Commission for a maximum of two minutes in the order of signup; and,*
- *That the Commission will hear all registered speakers.*

CARRIED.

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

7.0 CORRESPONDENCE

There were no items.

8.0 NEXT MEETING

Tuesday, March 16, 2021

9.0 ADJOURNMENT

ON MOTION, the meeting adjourned at 7:08 p.m.

Certified Correct,

Ken Bourdeau
Chair

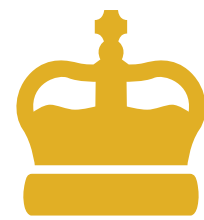
Heather Corbett
Committee Clerk

DRAFT



Committee Orientation

Advisory Planning Commission



NEW WESTMINSTER

Introductions to APC

Legislative Services:

- Carilyn Cook, Committee Clerk

Chair:

- To be determined

Staff Liaisons:

- Rupinder Basi, Supervisor of Development Planning
- Lisa Wambaa, Planning Assistant 2

Committee Members:

- Ken Bourdeau
- Anthea Darychuk
- Diego Pons
- Luana Pinto
- Christopher Lumsden
- Christa MacArthur
- Tasha Henderson
- Quentin Van Der Merwe
- Angel Manguerra



Orientation Overview

What will be covered?



- Role of Advisory Committees
- Orientation Package Overview
- Attendance and Quorum
- Meeting Conduct
- City Policies and Freedom of Information
- Oaths of Office
- Election of Alternate Chair

Orientation Package

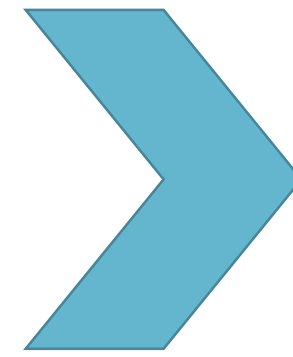
Contents:

- Committee Terms of Reference
 - *Defines the purpose and structures of the committee*
- Committee Advisory Policy
 - *Guides the creation and management of advisory committees*
- Rules of Conduct
 - *Prescribes roles, responsibilities, and procedures*
- Respectful Workplace and Human Rights Policy
 - *Guides how we treat each other*
- Social Media Policy
 - *Provides a framework for communication on social media*
- Committee Meeting Schedule (also available on City website)
 - *Advises when our meetings take place*
- Freedom of Information (FOI) Permission Form
 - *Permits (or not) the City to contact you*



What is the Role of an Advisory Committee?

Advisory Committees are created by Council to provide information and advice to Council on issues of interest to the public.



This assists Council in its decision-making process!

Advisory Committees are not autonomous.

This means Council must approve a Committee to discuss issues outside of their mandate.

Attendance is Key

You are expected to attend regularly scheduled meetings.

To make sure we have quorum*, let us know **whether or not** you will attend.

Without quorum, the Committee can't hold an official meeting or pass recommendations.

If you can't attend meetings anymore, please discuss it with the Chair or staff liaison.

If you miss three consecutive meetings, Council may, without further notice, remove you from the committee.

Please submit resignations via email to the staff liaison and committees@newwestcity.ca

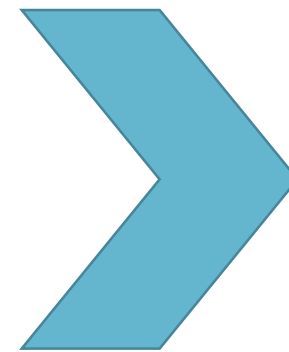
* *Quorum is the majority of appointed members.*



Working with Staff

Remember:

The commitment of staff resources and time is the responsibility of Council.



Requests to have staff conduct work outside their work plan must be brought to Council for approval.

Committee work is just one part of staff's work plan, and staff may work on multiple committees.

Please be respectful of staff time. 😊



Meeting Documents

Agendas

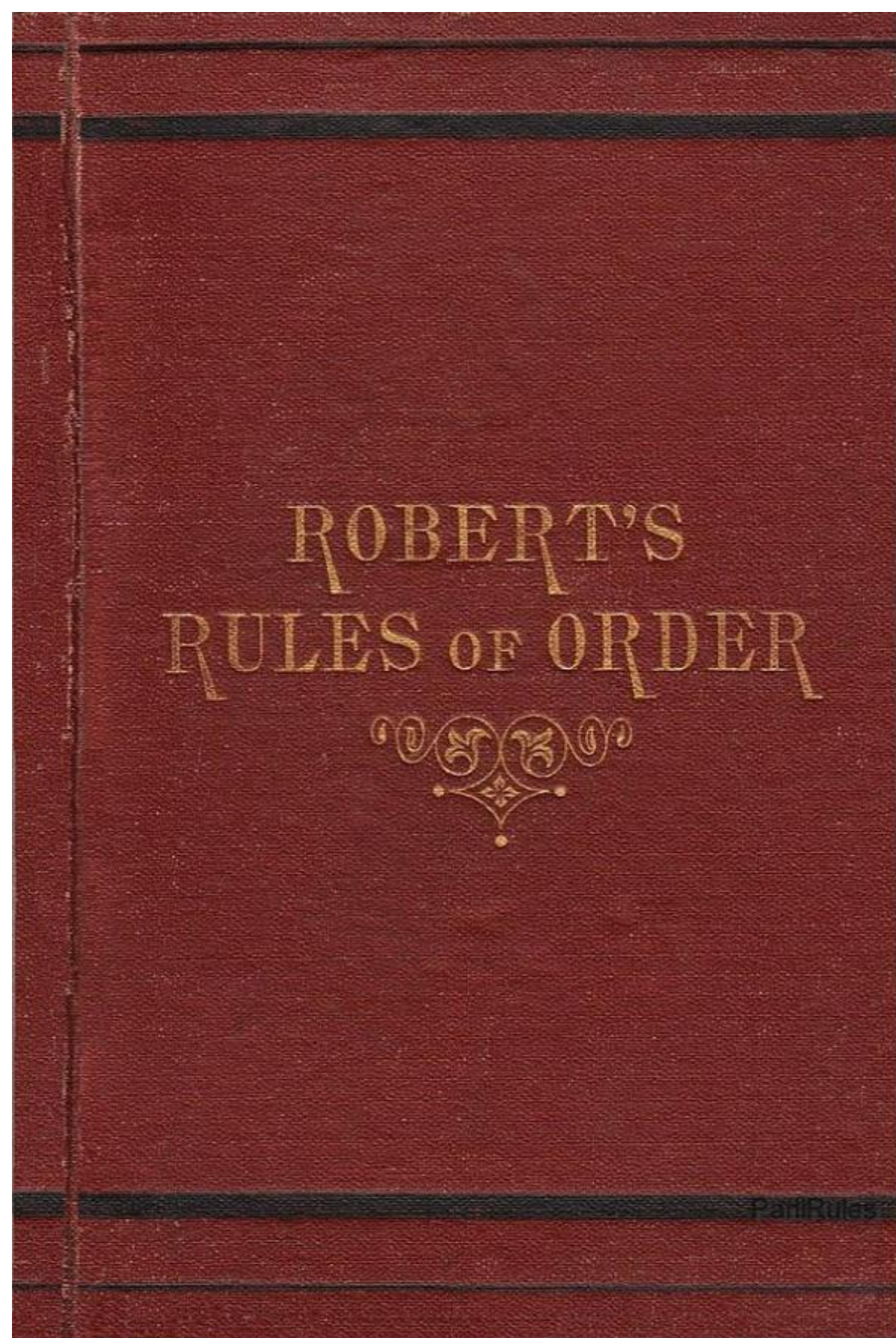
- Sent one week in advance of the meeting
- Read in advance so you can come prepared
- Additions at the beginning of the meeting

Minutes

- Not verbatim, are meant to summarize the discussion
- Read and let us know if you see errors or omissions
- Posted to the website after they are adopted



Rules of Order and Meeting Conduct



You do not have to know all of Robert's Rules of Order to participate in the meeting.

In the next few slides, we will cover:

- Conflicts of Interest
- Motions
- Voting

If you *want* to learn more about Robert's Rules, there are many resources online and at the library!

Conflicts of Interest

A Conflict of Interest must be declared if you believe you have a direct or indirect interest in an item, and you must leave the room.

Examples of Conflicts of Interest:

- You live within 100 metres of a proposed development;
- A family member or member is involved;
- You would receive monetary benefit;
- You're involved in an organization under discussion.

When in doubt,
discuss
and declare!

Discussion

During discussion of an agenda item, the Chair will maintain a speaker's list.

Raise your hand to have your name added to the list.

Committee discussion is meant to be inclusive, not a back-and-forth between members.



Please bring common courtesy to discussion: wait your turn to speak, use respectful language, etc.

What is a Motion?

A motion is how a Committee makes a decision.

A Committee member must **MOVE** (or introduce) a motion for consideration.



A motion must be **SECONDED** to proceed with discussion of the motion.

A seconder does not need to agree with the motion that is being moved; they are simply agreeing to debate the motion.

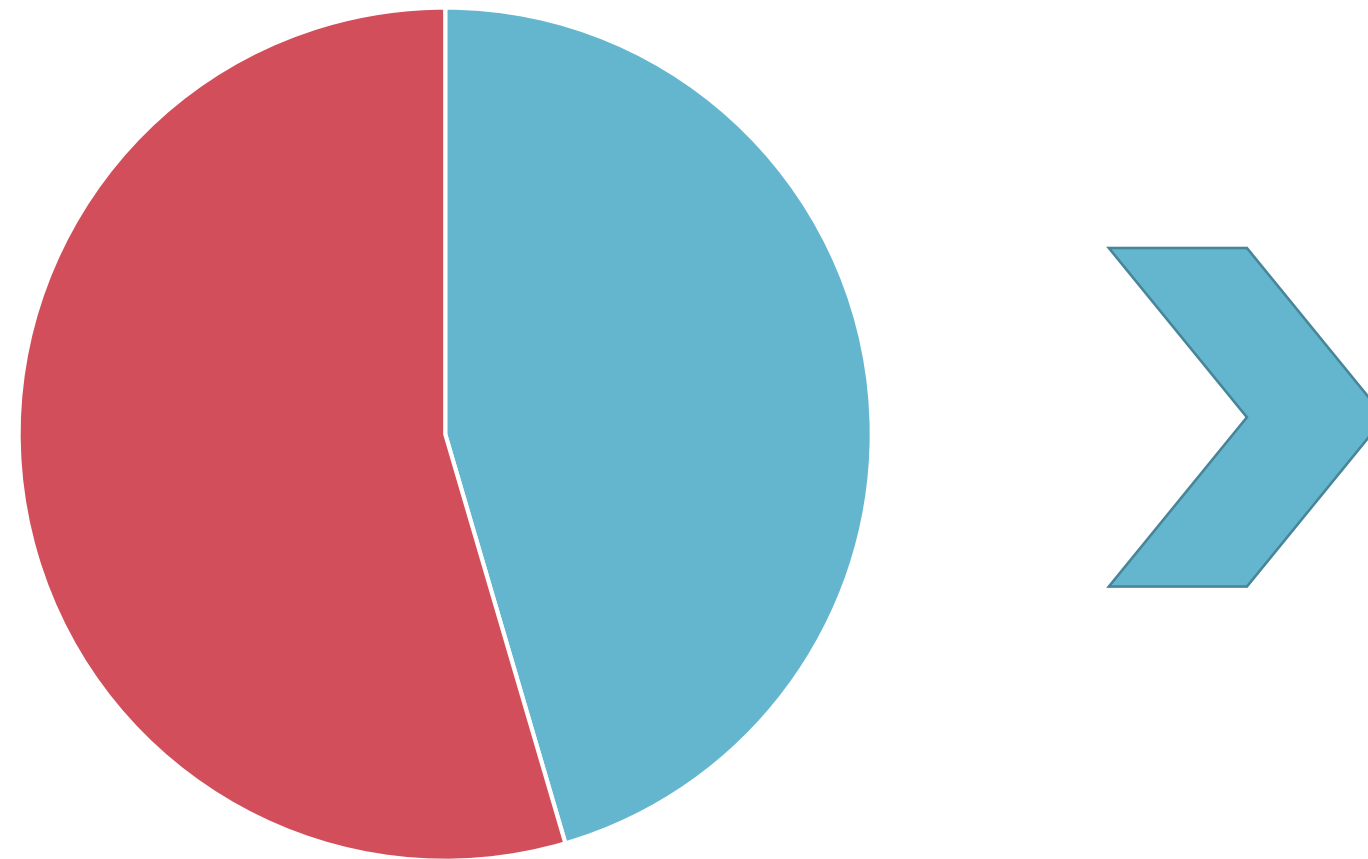
A seconder may still vote in opposition to the motion.



Voting – in Favour

“Call the question”

The Chair will put the motion to a vote.



To be carried, a motion must have 50% +1 of voting Committee members.

Committee members cannot abstain during a vote.

If a member does not clearly indicate how they vote, the vote will be noted in favour of the motion.

Voting – in Opposition

Those voting in opposition must clearly raise their hand, or verbally indicate they are voting in opposition.

A tie vote is considered a lost (defeated) vote.

Members who vote in opposition to a motion will have their names recorded in the minutes.



How does Council receive the motion?

Any committee motion that is passed and requires action or an expenditure of funds must be submitted to Council through a Committee report.

Committee reports include staff comments on the Committee recommendation.

Staff may or may not support the Committee recommendation.

Council may or may not pass a Committee recommendation, or may pass an amended Committee recommendation.



Respectful Workplace and Human Rights Policy

All persons associated with the City of New Westminster have a responsibility to ensure the City's working environment is free from disrespectful behaviour.

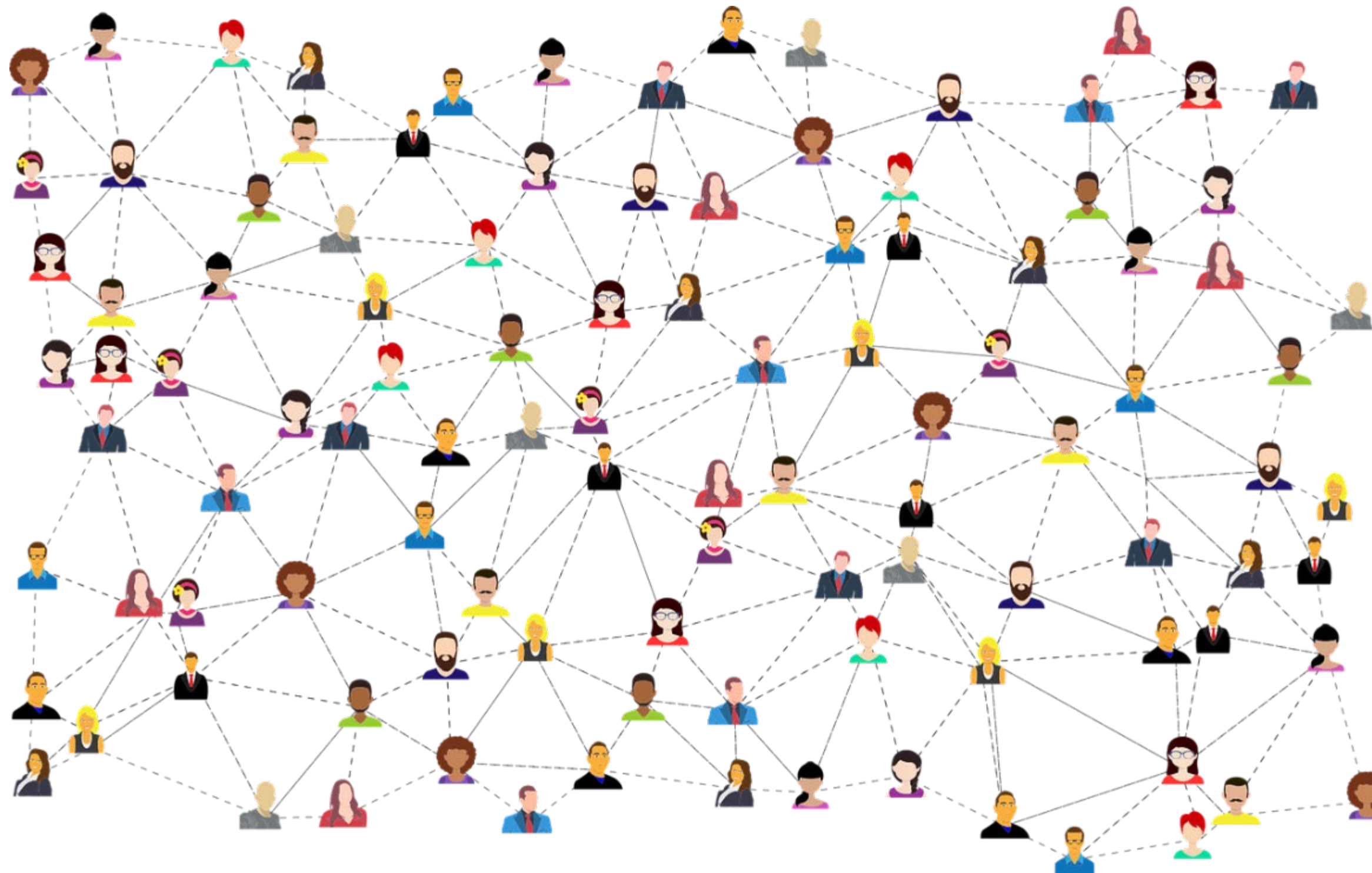
Disrespectful behaviour toward Council, staff, and other Committee members is not tolerated.



Social Media Policy

As a member of this Committee, you represent the City and the Committee.

Be careful of your social media posts and activity, especially when referencing the City.



FOI Permission Form

Your personal information is collected under the
Freedom of Information and Protection of Privacy Act.

Staff cannot share Committee members' contact information with other Committee members.



It is not mandatory that Committee members indicate yes on the form.
However, please tick a box and return the form!

Oaths of Office

THAT I do solemnly affirm that I will truly, faithfully and impartially, to the best of my knowledge and ability, execute the office to which I have been appointed for the City of New Westminster, and that I have not received and will not receive any payment or reward or promise of either, for the exercise of any partiality or other undue execution of my duties.

Alternate Chairs

The APC will elect a Chair and an Alternate Chair at the first meeting of each term.

The Alternate Chair will serve as the Chair if the Chair is unable to attend a meeting.

Legislative Services will hold a training session for Chairs and Alternate Chairs on **April 5, 2022**.



Additional Questions?

Questions and comments can be submitted to the Legislative Services Department.

Email: committees@newwestcity.ca

Phone: 604-527-4523

Legislative Services will hold two Committee Orientation refreshers on June 7 and June 9, 2022.





APC Orientation 2022

Presented by Mike Watson, Acting Supervisor of Development Planning
Climate Action, Planning and Development



NEW WESTMINSTER

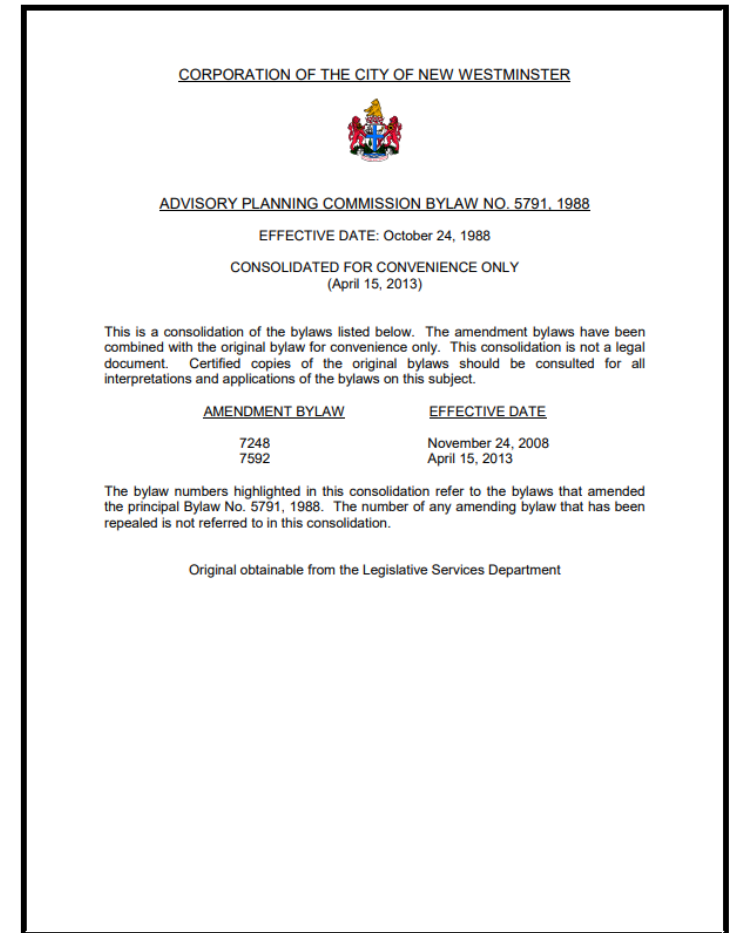
Presentation Agenda

1. Role and Focus of APC Review
2. Development Review Process
3. Meeting Format
4. City Policies to Consider
5. Staff Roles

APC Bylaw & Terms of Reference

Bylaw No. 5791 establishes the APC and provides the Terms of Reference by:

1. Defining the composition of the committee and the appointment procedure.
Sections: Commission, Officers
2. Providing the required procedural framework.
Sections: Procedure, Meetings, Agenda, Conduct
3. Setting the scope of review for the APC.



Role of Commission

The scope of APC review is to examine policy and land use considerations regarding:

- Proposed amendments to the Official Community Plan, Downtown Community Plan, and Queensborough Community Plan;
- Proposed changes to policies related to Temporary Use Permits, Development Variance Permits, Development Approvals Procedures/Processes;
- *Zoning Bylaw Amendments (Rezoning) and Heritage Revitalization Agreements; (Changed due to Interim Dev. Review Process)*
- Discussion and feedback on topics related to the above, to inform the development of proposed changes, as identified by staff from time to time.

Other Committees:

- Affordable Housing & Child Care
- Community Heritage Commission
- Economic Development
- Environment & Climate
- Facilities, Infrastructure & Public Realm
- Sustainable Transportation

Scope of Review

APC

- expected to provide a **broader policy perspective** on development proposals than that of other City committees and potentially those residing near a development site,
- comments on aspects of design insofar as they relate to broader policy goals (e.g. ground-oriented residential units to address Family Friendly Housing Policy, enhanced streetscape to address Master Transportation Plan “Great Streets”).

New Westminster Design Panel

- reviews the **design** aspects of development proposals:
 - fit with neighbourhood/site context,
 - site plan, streetscape, landscaping,
 - building form, massing, architecture, materials, plantings
 - CPTED, sustainability,
 - also, City policy/regulations related to design/construction,
- made up of architects, landscape architects and UDI member,
- Often review a project once, sometimes twice depending on project scale.

Development Review Process (Simplified)

1. **Staff Assessment:** interdepartmental review in relation to City bylaws, policies and best practices
2. **Referral to LUPC and/or Preliminary Report to Council:** advancement to next step in process depends on adherence to above considerations
3. **Public Engagement:** including Applicant-led & City-led engagement and presentation to Residents' Association
4. **City Committees Review:** New Westminster Design Panel (NWDP), and other committees for specific areas of interest / expertise
5. **APC Review & Recommendation: you are here.** advancement to the next step in process depends upon APC providing a formal recommendation, which requires quorum
6. **Council Consideration:** Formal consideration of application

The applicant is expected to make adjustments to their proposal based on input from the public, staff and other City committees prior to presentation to the APC.

Development Review Process

Process Revisions

Stream-lined review process which seeks meaningful engagement focusing on using online tools and other approaches that meet provincial health guidelines

- City Committees
- External Applicant-Led Consultation
- Public Hearings
- Additional City-led Consultation

Advisory Planning Commission (APC)

- Only applications which require an OCP amendment or which are quite inconsistent with other City policies are required to present to the APC.
- Meetings to be held virtually and/or using physical distancing protocols.
- All feedback will be accepted by the public by virtual meeting, or by letter or email prior to the meeting.

COVID-19 Interim Development Review Process

City-led Engagement

- City-led engagement conducted prior to formal Council consideration as a potential alternative to Public Hearings and as a more meaningful form of consultation.
- City-led engagement undertaken via electronic means (i.e., City Website, BeHeard New West), notice (i.e., signage on site, newspaper, and mail), and feedback received through website, mail, phone or making in-person meeting which would meet physical-distance protocols.
- Applicant would respond to feedback and staff would present the results of the City-led consultation to Council.

Public Hearing

- Staff would make a recommendation whether or not to waive a public hearing, with a view to waiving public hearings in cases where there was sufficient support and/or the applicant had addressed public feedback to the City's satisfaction. Where Public Hearing is not waived, would be conducted electronically in accordance with Provincial Ministerial Orders

Meeting Format

City Planner Overview (5 to 10 min.)

- Application description, policy context, merits of the proposal, any issues,
- Commission members ask questions of the Planner.

Developer Presentation (Optional | 10-15 min.)

- Application description, with an emphasis on land use, density and support of City policies,
- Commission members ask any questions of the developer.

Public Comments (5 min/speaker)

- Members of the public are given an opportunity to provide comments,
- May ask questions regarding the development through the APC chair.

Commission Deliberation

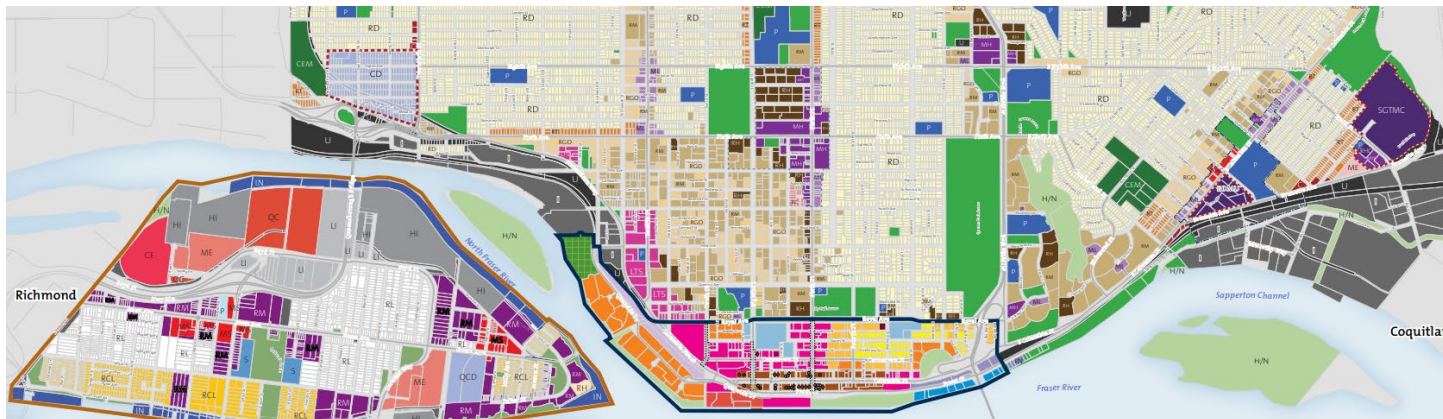
- Commission provides their comments on the proposal *in the context of the goals and objectives of key City policies,*
- Commission passes a motion indicating their position on the application.

The staff report and planner overview will highlight any issues with the proposal. The Commission's comments on these points are key to informing the next stages of the review process.

City Policy Documents to Consider

Official Community Plan (2017)

- Provides the land use designations for sites.
- Outlines the issues, goals, policies and priorities for a range of issues affecting the growth and livability of New Westminster.
- Includes plans for Queensborough and the Downtown.



City Policy Documents to Consider Inclusionary and Rental Housing Policies

Inclusionary Housing Policy (2019)

Applies to mid-rise and high-rise strata residential development applications. Applicants may choose from the following options:

- **Option 1** – provision of a minimum of 10% of total units as below-market rental units with payment to the developer based on the rental income option;
- **Option 2** - provision of a minimum of 7.5% of total units as non-market rental units with no payment to the developer; or
- **Option 3** – provision of a minimum of 20% of total units as non-market rental units (to be negotiated), with a contribution to the developer to assist in construction costs.

Rental Replacement Policy (Draft)

Applies to existing purpose-built market rental housing sites where redevelopment will remove more than 6 rental units.

Applicants seeking rezoning expected to provide 100% of the secure market rental units including 10% of total units secured as below-market rental units.

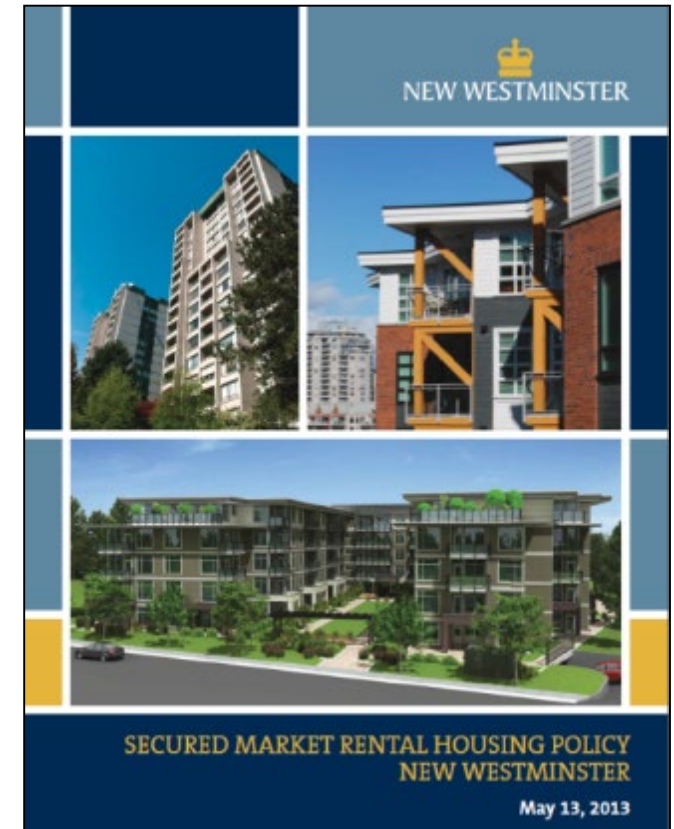
Tenant Relocation Policy (2016)

Applies to Rezoning or Heritage Revitalization Agreement applications which involve the demolition of six or more purpose-built market rental housing units and requires the creation and use of a Tenant Assistance Plan.

City Policy Documents to Consider

Secured Market Rental Housing Policy (2013)

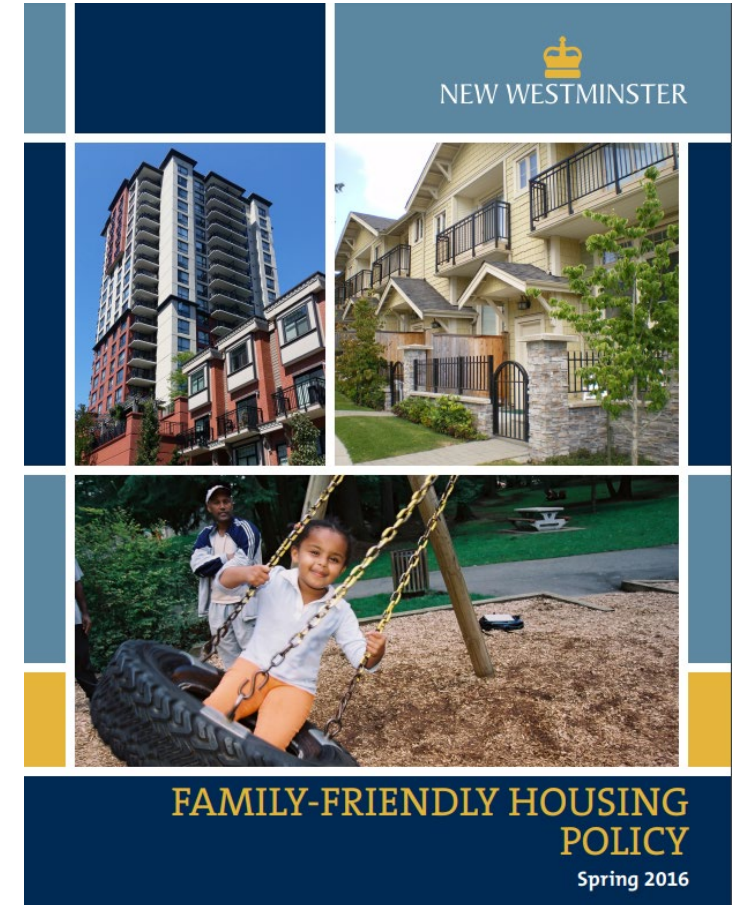
- applies to NEW rental sites
- supports retention of the existing rental housing stock,
- provides incentives for the development of new secured market rental housing:
 - Reduced parking requirements,
 - Payment of legal fees,
- market rental development is secured for 60 years through a Housing Agreement.



City Policy Documents to Consider

Family Friendly Housing Policy (2016)

- meets Council priority for provision of housing suitable for families,
- As part of policy implementation, Zoning Bylaw requires a minimum percentage of 2 and 3 bedroom units in both strata and rental residential developments (Adaptable Housing Zoning Bylaw Amendment),
- the accompanying Family Friendly Housing Policy also includes guidelines to ensure that family friendly units are affordable and livable.

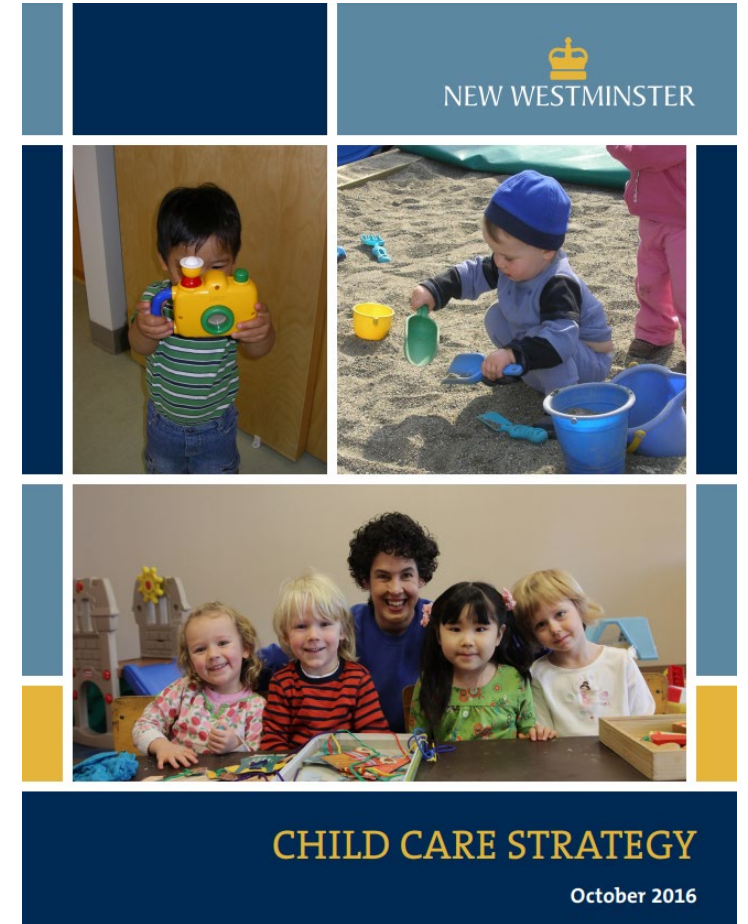


City Policy Documents to Consider

Child Care Strategy (2016)

Key actions:

- integrate child care planning into the municipal planning process,
- consider child care in all appropriate development projects, including through the negotiation of developer contributions,
- plan neighbourhoods to be 'child friendly' places,
- designate childcare as a 'standard' community need similar to parkland.

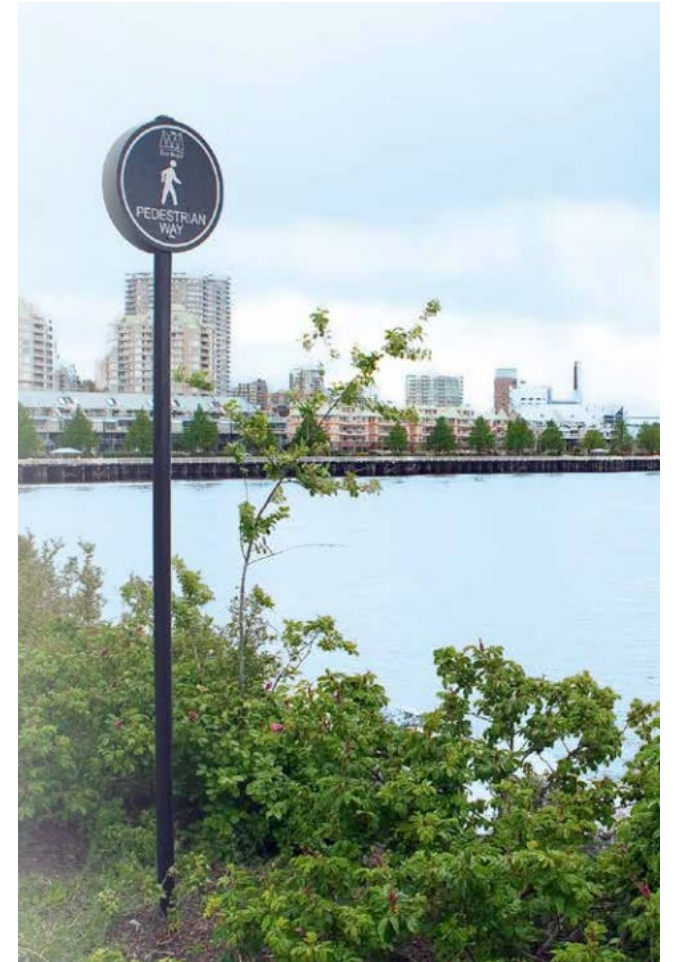


City Policy Documents to Consider

Master Transportation Plan (2015)

Some key City transportation objectives related to land use planning:

- create a walkable community,
- make cycling a comfortable and attractive way to move through the community,
- provide attractive and convenient transit,
- manage local and regional travel through the City,
- create a network of Great Streets,
- preserve neighbourhood livability.



Additional Policies

Climate Emergency – 7 Bold Steps (2019)

Community Energy and Emissions Plan (2011) (Currently in update process)

Environmental Strategy and Action Plan (2018)

Future Forward: An Economic Development Plan for New Westminster, 2018-2023

Integrated Stormwater Management Plan (2018)

Policy for the Use of Heritage Revitalization Agreements (2011) (Currently in update process)

Rental Housing Revitalization Program (2019)

Queen's Park Heritage Conservation Area (2017)

Urban Forest Management Strategy (2016)

Please consult APC 2022 Planning Policy Binder Info Sheet for more information.

Staff Roles

Development Planners

Introduces applications, policy context and land use considerations, and answers questions on the applications.

Lisa Wamba, Planning Assistant

Public notification letters

Carilyn Cook, Committee Clerk

Primary contact between City and APC members

604-515-3782
ccook@newwestcity.ca

Takes minutes, and provides procedural support in meetings.

Coordinates the agenda, website posting, and confirms quorum.