

**CITY COUNCIL MEETING
AGENDA**

Monday, February 14, 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.

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. **ISSUANCE OF PERMITS**

3.1. **Development Variance Permit No. DVP00691 for 520 Eighth Street**

Applications have been submitted to allow the addition of five studio and one-bedroom residential units in an existing 56-unit residential rental building. The requested Development Variance Permit will reduce the number of required off-street parking spaces by 21% from the standard Zoning Bylaw requirements for secured rental units.

a. **Copy of Notice**

7

b. **Director of Climate Action, Planning and Development's report dated January 31, 2022**

9

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

55

d. **Council Decision**

Recommendation:

THAT Council approve/reject issuance of DVP00691.

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

56

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 installation and slip lining in the downtown area for eight nights from Tuesday, February 15, 2022 to Thursday, March 10, 2022.

Recommendation:

THAT Council grant an exemption to Oscar Renda Contracting of Canada (ORCC) from Construction Noise Bylaw No. 6063, 1992 for eight nights between Tuesday February 15, 2022 and Thursday March 10, 2022 from 8:00 PM to 7:00 AM Mondays to Thursdays and 8:00 PM Fridays to 7:00 AM Mondays including Sundays and a Statutory Holiday to conduct maintenance of the existing sewer, installation of new utility holes and slip lining along Columbia Street.

4.2. **Construction Noise Bylaw Exemption Request: 660 Quayside Drive (Bosa Development)**

70

To seek Council's approval for an exemption from Construction Noise Bylaw No. 6063, 1992 to enable Bosa Development to conduct an overnight monolithic concrete pour for the creation of the East Tower foundation at Pier West Development located at 660 Quayside Drive.

Recommendation:

THAT Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development on Friday March 11, 2022 from 6:00 AM to Saturday March 12, 2022 to 9:00 AM to enable a monolithic concrete pour for the creation of the East Tower foundation.

and

THAT Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for either Friday March 18, 2022 from

6:00 AM to Saturday March 19, 2022 at 9:00 AM OR Friday March 25, 2021 from 6:00 AM to Saturday March 26, 2021 at 9:00 AM to enable a monolithic concrete pour for the creation of the East Tower foundation if unfavorable weather conditions prohibit the work from occurring on the weekend of Friday March 11, 2022.

4.3. Filming Activity in 2021 and Proposed Filming Fees for 2022 87

The purpose of this report is to provide the annual overview of the prior year's filming activity and accomplishments and to propose new and revised filming fees for 2022.

Recommendation:

THAT this report be received for information; and

THAT staff be directed to bring forward amendments to Parks and Recreation Fees and Charges Bylaw No. 6673, 2001 as outlined in this report.

4.4. Local Government Election 2022: Appointment of Chief Election Officer and Deputy Chief Election Officer 94

To recommend appointments of Chief Election Officer (CEO) and Deputy Chief Election Officer (DCEO) for the 2022 Local Government Election.

Recommendation:

THAT pursuant to Section 58(1) of the Local Government Act, Council appoint Jacque Killawee, City Clerk, as Chief Election Officer, and Nicole Ludwig, Assistant City Clerk, as Deputy Chief Election Officer for the 2022 Local Government Election.

4.5. Peer Assisted Crisis Team (PACT) Pilot Project Update 96

The purpose of this report is to update Council on the Peer Assisted Crisis Team (PACT) Working Group's progress to date as well as approve the community engagement plan for Phase One, the hiring of a support staff to help facilitate the project and to rename the Working Group to more accurately reflect the work plan.

Recommendation:

That Council approve the community engagement plan for the PACT Pilot Project conducted in collaboration with the Canadian Mental Health Association;

That Council approve the hiring of a Project Coordinator, Crisis Care Reform to support the PACT Pilot Project; and

That Council approve the change in name of the Working Group to the Peer Assisted Crisis Team (PACT) Working Group.

4.6. People, Parks & Pups: A 10-Year Strategy for Sharing Public Space 104

The purpose of this report is to seek adoption of 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.

Recommendation:

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

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

4.7. Provincial Community Economic Recovery Infrastructure Program Funding Approval for the Riverfront Tugger – Community Gathering and Play Space 247

The City has successfully applied to the Provincial Community Economic Recovery Infrastructure Fund and been awarded \$305,480 toward the upgrade of the Riverfront Tugger - Community Gathering and Play Space. This report provides an update to Council and requests authorization to finalize a project funding agreement with the Province of British Columbia.

Recommendation:

That Council authorize the Chief Administrative Officer to finalize a funding agreement with the Province of British Columbia for the amount of \$305,480 from the Community Economic Recovery Infrastructure Fund-Destination Development Stream, to upgrade the Riverfront Tugger - Community Gathering and Play Space.

4.8. Revised Public Art Policy 260

The purpose of this report is to release Council’s approval of the revised Public Art Policy.

Recommendation:

THAT Council receive this report for information.

4.9. Proclamation: Anti-bullying Day, February 23, 2022 279

4.10. Correspondence: MP Peter Julian email dated February 10, 2022 regarding Seeking Endorsement for Bill C-229 280

- 4.11. Minutes for Adoption**
- a. January 21, 2022 Special City Council Meeting 284
 - b. January 31, 2022 City Council Meeting (9 a.m.) 286
 - c. January 31, 2022 Council Workshop 289
 - d. January 31, 2022 Public Hearing 293

- e. **January 31, 2022 City Council Meeting (following the Public Hearing)** 302

5. **OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL – 7:00 PM**

6. **BYLAWS**

6.1. **Bylaws for adoption**

- a. **Heritage Designation (125 Third Street) Bylaw No. 8306, 2021** 317
To designate the 1905 house at 125 Third Street as a protected heritage property. This bylaw is on the agenda for **ADOPTION**.
- b. **Heritage Revitalization Agreement (323 Regina Street) Bylaw No. 8304, 2022** 320
To enable the construction of an infill house, larger than permitted under the laneway and carriage house program, at 323 Regina Street with relaxations for density and siting as well as a siting relaxation for the existing house. This bylaw is on the agenda for **ADOPTION**.
- c. **Heritage Designation (323 Regina Street) Bylaw No. 8305, 2022** 375
To designate the 1928 house at 323 Regina Street as a protected heritage property. This bylaw is on the agenda for **ADOPTION**.
- d. **Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022** 380
To authorize the City to enter into a Housing Agreement with the property owner that will secure all existing and proposed units within the building as a market rental project for 60 years or the life of the building, whichever is longer. This bylaw is on the agenda for **ADOPTION**.

7. **MOTIONS FROM MEMBERS OF COUNCIL**

7.1. **Support for Bill C-229 - Banning Symbols of Hate Act, Mayor Cote**

Recommendation:

On behalf of 78,916 residents, New Westminster City Council endorses MP Peter Julian's Private Member's Bill C-229 - Banning Symbols of Hate Act.

8. **NEW BUSINESS**

9. **ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

10. **END OF THE MEETING**

*Some personal information is collected and archived by the City of New Westminster under Section 26(g)(ii) of the Freedom of Information and Protection of Privacy Act and for the purpose of the City's ongoing commitment to open and transparent government. If you have any questions about the collection of personal information please contact Legislative Services, 511 Royal Avenue, New Westminster, V3L 1H9, 604-527-4523.

REQUEST FOR PUBLIC COMMENT

ON A DEVELOPMENT VARIANCE PERMIT APPLICATION

MONDAY, FEBRUARY 14, 2022 AT 6:00 PM

Meeting held electronically and open to public attendance in Council Chamber, City Hall

Development Variance Permit for 520 Eighth Street.

Housing Agreement and Development Variance Permit applications have been submitted to allow the addition of five studio and one-bedroom residential units in an existing 56 unit residential rental building at 520 Eighth Street. The Housing Agreement would secure all existing and proposed units (61 units total) within the building as a market rental project for 60 years or the life of the building, whichever is longer.

The applicant is requesting a reduction to the minimum off-street parking requirements of the Zoning Bylaw for secured market rental units to facilitate the addition of five units. Excluding the proposed five units, for which additional parking spaces are not required, 56 residential parking spaces (1.0 space per dwelling unit) and 6 visitor spaces (0.1 spaces per dwelling unit) would be required. The application proposes a total of 49 residential spaces (0.8 spaces per unit) and zero visitor spaces. This represents a 21% reduction in required parking (13 spaces). Despite this overall reduction, the applicant proposes to provide all required accessible parking stalls.

HOW CAN I BE HEARD?

This Development Variance Permit application will be considered for issuance on February 14, 2022. On July 12, 2021, Council approved a resolution requiring written feedback only on Development Variance Permit applications. Send your comments by email, mail, or dropping off at the mailbox on the north side of City Hall by February 14, 2022 to:

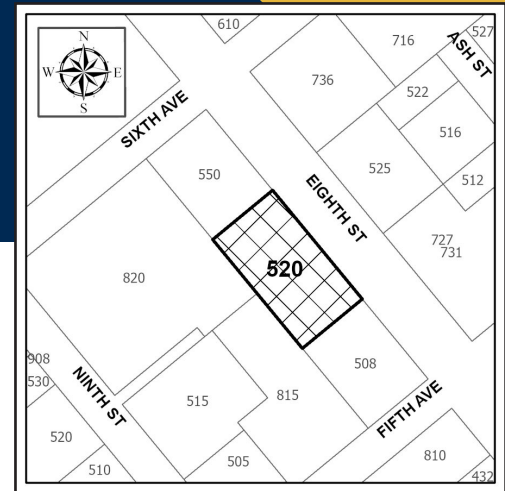
@ clerks@newwestcity.ca

✉ Legislative Services Department,
511 Royal Avenue, New Westminster, BC V3L 1H9

QUESTIONS?

📞 604-527-4523

Written comments received by 5:00 pm, three business days before the meeting will be included in the agenda package. Later comments received until the close of the hearing will be distributed on table at the meeting. All comments are published.



File No. DVP00691

HOW DO I GET MORE INFORMATION?

From February 3 to February 14, read the related material at Legislative Services, City Hall 8:30 am to 4:30 pm Monday to Friday, and online at:

➤ www.newwestcity.ca/publicnotices

WATCH THE MEETING:

www.newwestcity.ca/council

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Jacqu  Killawee, City Clerk

REQUEST FOR PUBLIC COMMENT ON A DEVELOPMENT VARIANCE PERMIT

IMPORTANT INFORMATION. Please have this translated.

此信息非常重要, 请找人帮您翻译。

此乃重要資訊, 請找人翻譯。

MAHALAGA ANG IMPORMASYONG ITO. Mangyaring ipasalin ito.

IL S'AGIT DE RENSEIGNEMENTS IMPORTANTS. Veuillez les faire traduire.

중요한 내용이므로 영어를 아는 분에게 읽어달라고 하시기 바랍니다.

ਇਹ ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ ਇਸ ਦਾ ਉਲਥਾ ਕਰਵਾਉ।

ACESTE INFORMATII SUNT IMPORTANTE. Va rugam sa solicitati o traducere.

ДАННЫЙ ДОКУМЕНТ СОДЕРЖИТ ВАЖНУЮ ИНФОРМАЦИЮ. Просьба

обеспечить его перевод.

ESTA INFORMACION ES IMPORTANTE. Pida que alguien se la traduzca.

Please note that the City of New Westminster deems any response to this notification to be public information. If you have a financial interest in property affected by this Development Variance Permit and have contracted to sell or lease all or part of your property to any person, firm or corporation, we strongly urge you to deliver this notification, as soon as possible, to the prospective buyer or tenant.

<<Name 2>>

<<Name 1>>

<<Address1>>

<<Address2>>

REPORT

Climate Action, Planning and Development

To: Mayor Cote and Members of Council **Date:** January 31, 2022

From: Emilie K. Adin, MCIP **File:** DVP00691
Director, Climate Action, Planning and HA000028
Development

Item #: 2022-60

Subject: **Housing Agreement Bylaw and Development Variance Permit to Vary Residential and Visitor Parking Requirements: 520 Eighth Street – Bylaw for Three Readings**

RECOMMENDATION

THAT Council consider Housing Agreement Bylaw No. 8273, 2022 to authorize the City to enter into a Housing Agreement with the property owner to require that all residential units at 520 Eighth Street be secured as market rental housing for First, Second and Third Readings.

THAT Council, should the Housing Agreement Bylaw No. 8273, 2022 be adopted, direct the Mayor and Corporate Officer to execute the Housing Agreement.

THAT Council provide notice that it will consider issuance of a Development Variance Permit (DVP00691) to reduce the number of required off-street parking spaces by 21% from the standard Zoning Bylaw requirements for secured market rental.

THAT Council endorse that six long-term bicycle parking spaces and six short-term bicycle parking spaces be included as part of the Development Permit application for 520 Eighth Street, should the Development Variance Permit (DVP00691) be approved by Council.

PURPOSE

The purpose of this report is to request that Council: 1) consider adoption of the Housing Agreement Bylaw No. 8273, 2022 for First, Second and Third Readings; 2) issue notice that Council will consider Development Variance Permit (DVP00691) for a

13 space reduction (21%) to the off-street parking provisions of the Zoning Bylaw for secured rental buildings.

EXECUTIVE SUMMARY

Housing Agreement and Development Variance Permit applications have been submitted to allow replacement of seven existing parking spaces and a portion of resident storage and locker areas with five new studio and one-bedroom residential units in an existing 56 unit residential rental building at 520 Eighth Street. The Housing Agreement would secure all existing and proposed units (61 units total) within the building as a market rental project for 60 years or the life of the building, whichever is longer. A Development Variance Permit, which would reduce off-street parking below the minimum requirements of the Zoning Bylaw for secured market rental, is required to facilitate the proposal.

Excluding the proposed five units, for which additional parking spaces are not required, 56 residential parking spaces (1.0 space per dwelling unit) and 6 visitor spaces (0.1 spaces per dwelling unit) would be required. The project proposes removing seven parking spaces, resulting in a total of 49 resident spaces (0.8 spaces per unit). No visitor spaces would be provided. This represents a 21% reduction in required parking (13 spaces). Despite this overall reduction, the applicant proposes to provide all required accessible parking stalls.

BACKGROUND

Policy and Regulation

The applicant’s proposal is consistent with the Official Community Plan land use designation for the site: (RM) Residential – Multiple Unit Buildings. The current zoning is RM-2 Apartment (Low Rise). A summary of related City policies and regulations, which includes the Official Community Plan (OCP) Land Use Designation, Secured Market Rental Housing Policy, Development Permit Area (DPA), and Zoning, is included in Attachment 1.

Development Variance Permit

Section 140.22 of the City’s Zoning Bylaw does not require additional off-street parking spaces for secured rental residential units, provided that:

- 1. There are no more than five additional secured rental units proposed; and
- 2. The site was used for secured rental residential units since before 2014.

As per the above, the proposed five rental residential units do not require any additional off-street parking spaces. However, the proposed removal of seven residential parking stalls has triggered the need to review parking requirements for the site. Based on that review, a Development Variance Permit to reduce off-street parking below the minimum requirements of the Zoning Bylaw for secured market rental is required to facilitate the proposal.

Development Permit

The applicant has submitted an application for a development permit. This development permit is to facilitate a form and character review of the proposal and would be considered by the Director of Climate Action, Planning and Development subject to Council consideration of the Housing Agreement Bylaw and Development Variance Permit.

Site Characteristics and Context

The site is located mid-block on Eighth Street, between Sixth Avenue and Fifth Avenue. The current three level building, which consists of 56 residential rental units, was built in 1969. The site is surrounded by older high- and mid-rise buildings, ranging from 3 to 14 storeys in height, and is in close proximity to Moody Park and commercial uses along Sixth Street.



Figure 1: Site Context Map with 520 Eighth Street highlighted in Blue

Proximity to Transit Service and Other Sustainable Transportation Options

The site is well serviced by transit and within walking distance of multiple bus stops located along the Eighth Street Frequent Transit Network (FTN) and Sixth Avenue. These stops provide bus service to/from SkyTrain stations including New Westminster Station, 22nd Street Station, and Braid Station. The site is surrounded by a complete sidewalk network that is fully accessible. Car share services, for one-way (i.e., EVO) and two-way operations (i.e., Modo), are available in the neighbourhood.

Existing Active Transportation and Sustainable Modes	
Cycling Network	<ul style="list-style-type: none"> < 300m from Rotary Crosstown Greenway < 300m from Fourth Street, a primary bike route < 300m from Tenth Street, a primary bike route
Transit Network	<ul style="list-style-type: none"> Well-serviced by transit (#123 FTN on Eighth Street, #101 and #155 on Sixth Avenue) < 150m walking distance to north and southbound FTN transit stops on Eighth Street < 150m walking distance to east and westbound transit stops on Sixth Avenue Bench and transit shelter provided at stops on Eighth Street and Sixth Avenue
Sustainable Modes	<ul style="list-style-type: none"> 1 Modo car located approximately 400 m from site Dedicated EVO parking on the 600 block of Belmont Street

PROJECT DESCRIPTION

The applicant is proposing to replace seven existing parking spaces and a portion of resident storage and locker areas with five new residential units within an existing 56 unit residential rental building. Two studio units of approximately 538.5 sq. ft. (50 sq. m.) and three one-bedroom units between 536.5 and 668.1 sq. ft. (49.8 and 62.1 sq. m.) are proposed. The units would be located adjacent to remaining storage and locker areas and near to the elevator, laundry, and parking. The proposed renovation plan is provided in Figure 2 below:

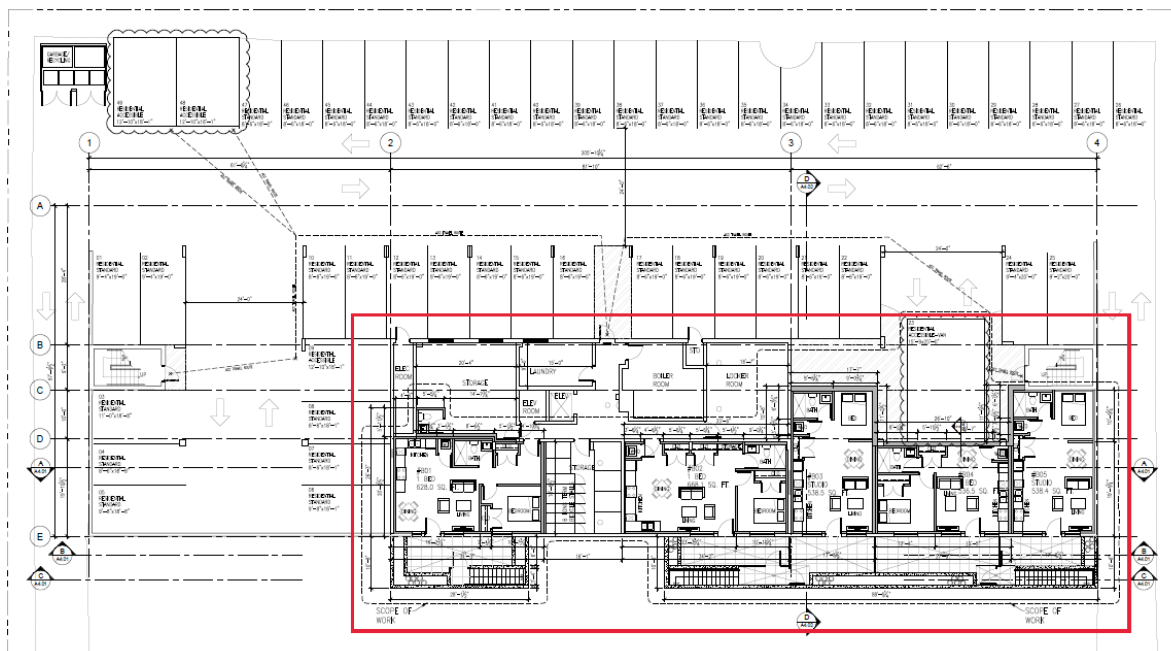


Figure 2: Proposed Renovation Plan

Units would be added in the below-grade portion of the parking and storage area. Due to the sloped nature of the site, the north elevation of the units would be below-grade, and the south portion at-grade. Windows and patio wells would be located along the north side of each unit. Street access would be provided from the north elevation via stairs leading from the below-grade patio wells to pathways connected to Eighth Street. At-grade accessible entries would be provided for Units B01 and B02 from the lobby area at the basement level. These two units would have the option of accessing the street via the nearby elevator.

The proposal would reduce off-street parking from 56 spaces currently provided to 49 spaces. Though the additional units have been proposed in areas previously served by parking, no potential vehicle and resident conflicts have been identified. The proposal would result in 0.8 spaces per residential unit and no visitor parking would be provided. Though a net decrease in parking is proposed, three accessible parking stalls and one accessible van parking stall would be provided, exceeding that required by the Zoning Bylaw (Sec. 145.4).

All existing and proposed rental units (61 units total) would be secured with a Housing Agreement for 60 years or the life of the building, whichever is longer.

DISCUSSION

Requested Variance

A variance to the current parking requirements is requested, such that the proposal would reduce the parking provision by 21% (13 spaces), which is less than the City’s current Zoning Bylaw parking requirements for residential rental uses.

The applicant has requested the reduced parking rate be considered given the proximity to the FTN and the low use of existing parking supply. At 0.8 spaces per unit, the proposed provisions are similar to requirements under the same Bylaw for secured market rental sites located within the Downtown neighbourhood (i.e., 0.6 space per unit for bachelor and one-bedroom, 0.8 space per unit for two or more bedrooms). Based on a survey completed in April on utilization of the current parking supply, only 15 of the existing 56 stalls are assigned to residents, with 14 stalls (25%) in use by non-building neighbourhood residents and 27 stalls (48%) vacant (with an overall building vacancy rate of 1.8%).

ANALYSIS

Off-Street Parking Reduction

Given the proximity to transit and similarity of rates used in the Downtown neighbourhood, staff considers the variance for parking to be reasonable when accompanied by a commitment to measures that support active travel. Specifically, Transportation staff have recommended the provision of six short-term bicycle parking stalls. The applicant has agreed to provide a minimum of six short-term spaces, with the design of these spaces to be reviewed as part of the development permit process. The

applicant is also required to comply with the long-term bike parking requirements of the Zoning Bylaw for the new proposed units (1.25 spaces per unit). The applicant has proposed six long-term bike parking stalls in satisfaction of this requirement.

Secured Market Rental Housing Agreement

The site is currently zoned RM-2 Apartment (Low Rise). Under Section 190.49 – Amenity Density Bonus of the City’s Zoning Bylaw, density can be increased to a maximum of 1.8 FSR if an amenity contribution is made. Projects that propose secured rental residential units are exempt from the requirements of an amenity contribution. The current density of 1.17 floor space ratio (FSR) would be increased to 1.26 FSR with the addition of the five units. The applicant has agreed to extend the Housing Agreement to cover all 61 rental units within the project and would therefore be exempt from an amenity contribution. The Housing Agreement Amendment Bylaw is included in Attachment 4.

The following principles have been used (and agreed to by the owner/developer) for structuring the Housing Agreement Bylaw. The signed letter from the developer/owner agreeing to these principles is included as Attachment 5 to this report:

1. The owner(s) will operate the building located at 520 Eighth St, New Westminster (the “Building”), and all dwelling units therein, for rental purposes only and will obtain a business licence from the City of New Westminster for the operation of these rental units. The management and maintenance of the rental units will be expected to comply with all relevant provisions of the Residential Tenancy Act and any other applicable provincial legislation and City bylaws, including The City of New Westminster Business Regulations and Licensing (Rental Units) Amendment Bylaw No 8130 (2019).
2. Article 2 (Use and Construction of Lands and Secured Rental Units) and Article 3 (Disposition and Acquisition of Secured Rental Units) of any Housing Agreement registered against title to 520 Eighth St will be attached to every tenancy agreement created at or after the time of execution of such Housing Agreement by the City and the owner(s).
3. All units in the Building must be owned and managed by one entity.
4. All dwelling units in the Building shall be rented for long-term rental uses and all tenancies beginning on or after the time of execution of a Housing Agreement by the City and the owner(s) must be one month or longer.
5. The owner(s) will not require a tenant(s) or any permitted occupant of the Building to pay any extra charges or fees for property or similar tax.
6. All principles of this housing agreement will apply to existing rental units and any subsequent rental units developed within this property, including the five market rental units that are proposed to be developed as part of the building permit application for this project.
7. The rental tenure will be guaranteed for 60 years or the life of the building.

- 8. The Owner(s) will operate the housing as market rental units. The Housing Agreement will not provide restrictions on eligibility or market rent.

REVIEW PROCESS

The review steps for this application are:

- 1. Report to Council for First, Second and Third Readings of the Housing Agreement Bylaw No. 8273, 2022 and to request that Council issue notice that it will consider issuance of a Development Variance Permit for the proposed parking (**WE ARE HERE**);
- 2. Council consideration of Adoption of Housing Agreement Bylaw;
- 3. Finalization and Registration of the Housing Agreement at the Land Titles Office;
- 4. Council consideration of the Development Variance Permit;
- 5. Consideration of Development Permit application and issuance by the Director of Climate Action, Planning and Development.

Consultation

As per the Council resolution on July 12, 2021 the development review process for Development Variance Permits no longer requires an Opportunity to be Heard. However, notices would be sent to surrounding residents by the Legislative Services Department to provide an opportunity for written feedback.

INTERDEPARTMENTAL LIAISON

This report was written with input from the Engineering Department.

OPTIONS

The following options are provided for Council’s consideration:

- 1. That Council consider Housing Agreement Bylaw 8273, 2022 for first, second, and third reading in order to require all residential units to be secured market rental housing;
- 2. That Council, should the Housing Agreement Bylaw No. 8273, 2022 be adopted, direct the Mayor and Corporate Officer to execute the Housing Agreement.
- 3. That Council provide notice that it will consider issuance of a Development Variance Permit (DVP00691) to reduce the number of required off-street parking spaces to 21% below the standard Zoning Bylaw requirements for secured market residential;

4. That Council endorse that six long-term bicycle parking spaces and six short-term bicycle parking spaces be included as part of the Development Permit application for 520 Eighth Street, should the Development Variance Permit (DVP00691) be approved by Council; or
5. That Council provide staff with alternative feedback.

Staff recommends Options 1, 2, 3, and 4.

ATTACHMENTS

Attachment 1: Policy and Regulations
Attachment 2: Rationale Letter and Project Drawings
Attachment 3: Project Statistics
Attachment 4: Housing Agreement Bylaw 8273, 2022
Attachment 5: Housing Agreement Principles Letter

This report was prepared by:
Wendee Lang, Planning Analyst
Tristan Johnson, Senior Planning Analyst

This report was reviewed by:
Rupinder Basi, Supervisor of Development Planning
Lynn Roxburgh, Acting Supervisor of Land Use Planning and Climate Action

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

Attachment 1
Policy and Regulations

POLICY AND REGULATIONS

Official Community Plan

The subject property is designated (RM) Residential – Multiple Unit Buildings. The purpose of this designation is to provide a mix of small to moderate sized multiple unit residential buildings in the form of townhouses, rowhouses, stacked townhouses and low rises. This proposal would be consistent with the designation.

Development Permit Area

The subject property is located within the Mainland - Multiple Unit Residential Development Permit Area. The intent of this DPA designation is to “integrate multi-unit housing forms into the city’s single detached dwelling and ground oriented housing neighbourhoods.”

This area is designated with the following purposes:

- Establishment of objectives for the form and character of multi-family residential development;
- Protection of the natural environment, its ecosystems and biological diversity (as outlined in the Justification section of this schedule); and
- Establishment of objectives to promote energy conservation (as outlined in the Justification section of this schedule).

A copy of the proposed DPA guidelines for the Mainland – Multiple Unit Residential Development Permit Area can be accessed at the following weblink below:

[https://www.newwestcity.ca/database/files/library/OCP_DPA_1.4_Multiple_Units_Residential_\(Consolidated_June_2020\).pdf](https://www.newwestcity.ca/database/files/library/OCP_DPA_1.4_Multiple_Units_Residential_(Consolidated_June_2020).pdf)

Zoning Bylaw

The subject property is zoned RM-2 Apartment Low Rise. The intent of this zone is to allow low-rise apartment development with an opportunity for increased density upon amenity provision conditions being met.

Affordable Housing Strategy

The first goal in the City’s Affordable Housing Strategy (2010) is to preserve and enhance New Westminster’s stock of safe, affordable and appropriate rental housing.

Secured Market Rental Housing Policy

The Secured Market Rental Housing Policy was adopted on May 13, 2013 and revised on January 9, 2017. One of the objectives for this policy is the renewal of the rental housing stock, specifically:

- Increase investment into the existing purpose-built rental housing stock.
- Increase the life span of the existing stock.
- Improve the operating costs of the purpose-built rental housing stock.

The incentives available through the renewal of the rental housing stock portion of this program are:

- Use the density bonus program to permit the construction of additional secured market rental units on site (up to 10% of the number of existing units), including the conversion of unused storage or recreation areas for additional units (subject to livability/Building Code issues being addressed).
- Eliminate the parking requirement for additional secured rental units created in existing buildings.
- Consider including existing rental buildings in a future phase of the Building Energy Efficiency Program that is part of the Community Energy & Emissions Plan.
- Consider relaxations to Engineering servicing requirements when adding new units.

Housing Agreements and Covenant

The recommended process to secure the building as market rental housing is through entering into a Local Government Act Section 483 Housing Agreement with the developer that is paired with a Land Title Act Section 219 Covenant on title. The Housing Agreement would need to be considered and adopted by Council. The Housing Agreement would be signed and registered with the Land Title Office.

Family Friendly Housing Policy

As this project is only adding five units, the Family-Friendly Housing Policy requirements for number of two and three bedroom units, which becomes applicable in development applications with 10 or more residential units added, does not apply to this project.

Attachment 2
*Rationale Letter and
Project Drawings*

520 EIGHTH ST – PARKING RATIONALE LETTER

December 15, 2021

City of New Westminster
Planning Department
511 Royal Avenue
New Westminster, BC V3L 1H9

Attention: Wendee Lang, Planning Analyst

520 Eighth St New Westminster B.C, V3M 3S1 is a 3-story apartment building with 56 existing rental units. There is one floor of parking below grade, with 56 existing parking stalls. In the parking below there is existing storage and locker rooms.

We have proposed to re-use a portion of the existing storage and locker room areas and seven existing parking stalls to convert this area into 5 additional rental units: two studio units and three 1 bed units. All five rental units are over the recommended 350 SF and 525 SF from the B.C Housing Design Guidelines and Construction Standards. Unit#01 628.0 SF. Unit #02 668.1 SF. Unit #03 538.5 SF. Unit #04 536.5 SF. Unit #05 538.4 SF. All five units will have exterior entry from the patio wells along Eighth St. Units # 01 and #02 will also have interior access from the lobby area in the basement level. The patio wells will have stairs coming down from grade, as well as planters stepping up to grade. The patio wells will allow for ample sunlight to shine into the principal parts in the new rental units.

Presently there are 56 existing parking stalls. Upon surveying residents, it was found only 15 stalls are in use by residents, 14 stalls are in use by non-building residents living around the neighborhood and 27 stalls remain vacant. We will propose the relocation of 1 Accessible parking stall on the west side of the parkade. After upgrading the parking stalls into Rental Housing Units, the site will retain 49 parking stalls. Presently there are two existing Accessible parking stalls, & 2 Accessible parking stalls will remain along with an additional Accessible parking stall and a Van accessible parking stall, totaling to 4 Accessible parking stalls. There are no existing compact stalls.

Universally Accessible paths of travel identified on the proposed plan. Direct paths from the Accessible parking stalls to primary building entrances from the parkade identified. Accessible parking stalls not used as part of Accessible travel routes.

Residential & visitor parking stalls reductions consistent with New Westminster Seven Bold Step Program. Previously in 2019, New Westminster Council declared a climate emergency. One of the Seven Bold steps outlined by City is, Car Light Communities. The goal is for 60% of all trips within the City to be by sustainable modes of transportation. (Walk, Transit, Bicycle, Multi Occupant shared)

The 520 Eighth St site is on the Eighth Street Frequent Transit Network Corridor. A quick 1-minute walk will lead you to Frequent Transit Bus stops. The site is 67m from a Frequent Transit Bus stop, and 130m from another Frequent Transit Bus stop in the other direction. Most tenants in the

520 EIGHTH ST – PARKING RATIONALE LETTER

building currently use Public Transportation as it is most beneficial for them. Most rental tenants do not own a personal vehicle. If they had their own vehicles, they would be renting parking stalls.

Approximately 28% of work commutes in New Westminster are taken by public transit every day. Integration of higher quality and more convenient transit connections can shift residents to optimize public transit over personal vehicles and result in a more balanced and sustainable transportation system. Frequent Transit Network Routes offer service every 15 minutes throughout the day, evenings, and weekends.

The site is also within a 5-minute walking distance to a variety of Markets, Restaurants, Shops and Religious Services in the Up-Town Neighbourhood.

Existing Parking stalls provided on site range from \$30 - \$50 per month fee set by building management for each tenant.

3 storage rooms proposed in the basement level. 6 long term bicycle stalls proposed in storage room directly across from main building entry in the parkade, conveniently located, Will be accessible to residents of the building only. Electric outlets shall be provided in all bicycle storage facilities. Long term Bicycle parking entry 21'-0 (6.4m) from Basement Level building entry. Long term bicycle stalls designed per Section 150 Zoning Bylaw

12 short term bicycle stalls (11'-7" x 10'-8 ¼") proposed on the North side of the main level of the building. Short term bicycle parking to be well lit. Directional signage to be provided from principal building entrance. Short Term Bicycle stalls designed per Sec. 150.16 – 150.19 Zoning Bylaw.

The existing garbage/ recycling area to be enclosed with Architectural wood screen. Additional garbage & recycling bins to be added to accommodate additional units. Currently the tenants exit the basement level and dispense of their waste in the existing bins. The same route will remain. Units #01-02 will be able to exit the basement level and go through the same process. Tenants residing in units #03-05 will be able to walk up their patios and down the drive aisle to dispense of any garbage/recycling waste.

520 EIGHTH ST – PARKING RATIONALE LETTER

PARKING RESIDENTIAL

EXISTING 520 EIGHTH ST PARKING (NEW WESTMINSTER)		STALLS
RESIDENTIAL	9'-0" x 17'-4" (2.74m X 5.30m)	5
	8'-6" x 17'-4" (2.59m x 5.30m)	10
VISITOR	9'-0" x 17'-4" (2.74m X 5.30m)	6
	8'-6" x 17'-4" (2.59m x 5.30m)	33
ACCESSIBLE	12'-10" x 18'-1" (3.9m x 5.5m)	2
TOTAL EXISTING STALLS		56

PARKING RESIDENTIAL

REQUIRED PARKING (NEW WESTMINSTER)		UNITS	STALLS	REFERENCE
SECURED RENTAL RESIDENTIAL UNITS	1.0 SPACE PER DWELLING UNIT	56	56	150.8.7 (a)
VISITOR	0.1 VISITOR PARKING SPACES PER DWELLING UNIT	56	6	150.8.7 (c)
TOTAL RESIDENTIAL STALLS REQUIRED			62	STALLS REQUIRED

*FOR EVERY 70 SPACES, 3 STALLS MUST BE ACCESSIBLE

PARKING RESIDENTIAL			
PROPOSED 520 EIGHTH ST PARKING (NEW WESTMINSTER)			STALLS
RESIDENTIAL	9'-4" x 19'-0" (2.84m X 5.79m)		2
	11'-0" x 18'-8" (3.35m x 5.69m)		1
	8'-6" x 18'-8" (2.59m x 5.69m)		1
	9'-8" x 18'-8" (2.95m x 5.69m)		1
	9'-8" x 18'-1" (2.95m x 5.51m)		1
	8'-6" x 18'-1" (2.59m x 5.51m)		2
	8'-6" x 19'-0" (2.59m x 5.79m)		13
	9'-4" x 20'-0" (2.84m x 6.10m)		1
	9'-2" x 20'-0" (2.79m x 6.10m)		1
	8'-6" x 18'-0" (2.59m x 5.49m)		22
ACCESSIBLE	12'-10" x 18'-1" (3.91m x 5.51m)		3
	15'-9" x 25'-0" (4.80m x 7.62m)		1
TOTAL PROPOSED STALLS			49

EIGHTH ST APTS RENO

520 EIGHTH STREET NEW WESTMINSTER, B.C.

ARCHITECTURAL:

- A1.00 COVER SHEET, SITE PLAN, LIST OF DRAWINGS & PROJECT INFORMATION
- A1.50 DEMOLITION PLAN - BASEMENT FLOOR
- A2.01 PROPOSED RENOVATED PLAN - BASEMENT FLOOR
- A2.02 ENLARGED RENOVATED PLAN - BASEMENT FLOOR
- A2.10 EXISTING - MAIN FLOOR PLAN
- A2.11 EXISTING - SECOND & THIRD FLOOR PLAN
- A2.20 PROPOSED RENO PLAN - FSR OVERLAY
- A2.21 EXISTING MAIN FLOOR PLAN - FSR OVERLAY
- A2.22 EXISTING SECOND & THIRD FLOOR PLAN - FSR OVERLAY
- A3.01 NORTH & WEST ELEVATIONS
- A3.02 SOUTH & EAST ELEVATIONS
- A4.01 AA, BB & CC BUILDING SECTIONS
- A4.02 DD BUILDING SECTION

CODE ANALYSIS

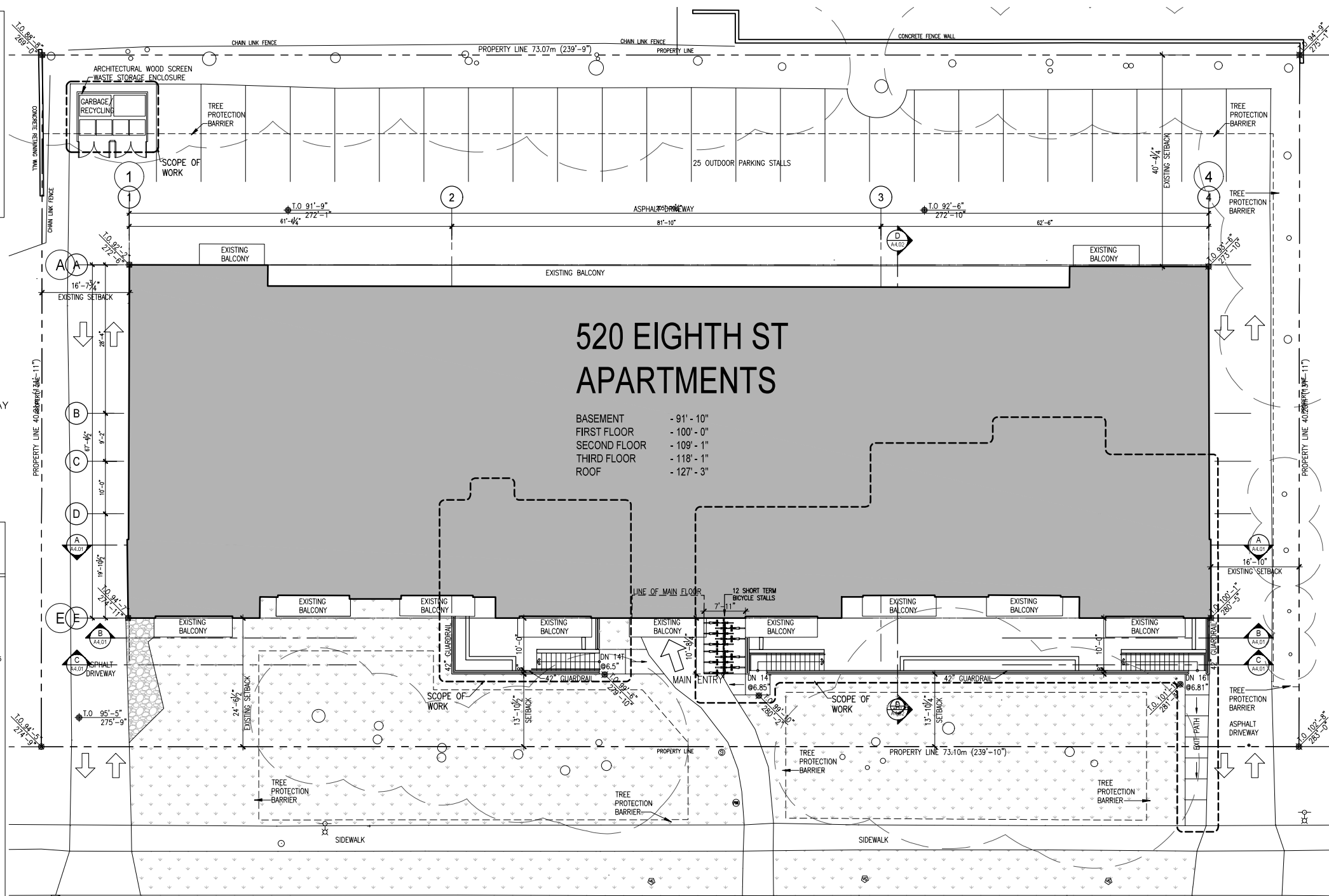
ITEM	BRITISH COLUMBIA BUILDING CODE 2018	REFERENCE
1. PROJECT DESCRIPTION	RENOVATIONS	PART 3
2. BUILDING AREA (SM)(EXISTING)	3,446 SM (37,102 SF)	1.4.1.2
3. NUMBER OF STOREYS	4 STOREYS	3.2.1.1.(3)
4. BUILDING HEIGHT	4 STOREY	3.2.1.1.(3)
5. NUMBER OF STREETS	1	3.2.2.10 & 3.2.5.5
6. BUILDING CLASSIFICATION	GROUP C (UP TO 4 STOREYS) NON COMPLIANT GRANDFATHER	3.2.2.51
7. SPRINKLER SYSTEM	PARTIAL PARKADE - PROPOSED UNITS SPRINKLERED	-
8. STANDPIPE REQUIRED	NO	3.2.5.8
9. FIRE ALARM REQUIRED	YES	3.2.4.1
10. WATER SUPPLY ADEQUATE	N/A	3.2.5.7
11. HIGH BUILDING	NO	3.2.6
12. PERMITTED CONSTRUCTION	COMBUSTIBLE	-
13. EMERGENCY LIGHTING	YES, AT EXITS	3.2.7.3.(9)
14. RENOVATED UNIT AREAS		
	#B-01 58.3 SM (628.0 SF)	
	#B-02 62.0 SM (668.1 SF)	
	#B-03 50.0 SM (538.5 SF)	
	#B-04 49.8 SM (536.5 SF)	
	#B-05 50.0 SM (538.4 SF)	
	TOTAL 270.1 SM (2909.5 SF)	
15. EXIT WIDTH REQUIRED	800mm (ALL EXISTING)	TABLE 3.4.3.2.A
16. BARRIER-FREE DESIGN	NO	3.8
17. HAZARDOUS SUBSTANCES	NO	3.3.6
18. REQUIRED FIRE RESISTANCE RATING (FRR)		
18.1. FLOORS	45 MINUTES	3.2.2.52
18.2. LOADBEARING WALLS	45 MINUTES	3.2.2.52
18.3. ROOF	45 MINUTES	3.2.2.52
19. SEPARATION OF SUITES		
19.1. GROUP C	45 MINUTES	3.2.2.52
20. PUBLIC CORRIDOR SEPARATIONS	45 MINUTES	3.3.1.4 (2)
21. EGRESS DOORWAYS	1 EXIT REQUIRED 1 EXIT PROVIDED	3.4.2.1.(2)
22. TRAVEL DISTANCE	BASEMENT 30M (98.42FT)	3.4.2.5.1(F)

DOOR SCHEDULE

No.	LOCATION	WIDTH	HEIGHT	THICKNESS	DESCRIPTION
D101	UNIT ENTRY	3'-0"	6'-8"	0'-1 3/4"	45 F.R.R.
D102	BATH	2'-10"	6'-8"	0'-1 3/4"	
D103	CLOSET	2'-6"	6'-8"	0'-1 3/4"	
D104	CLOSET	(2) X 2'-0"	6'-8"	0'-1 3/4"	
D105	GATE	3'-0"	3'-6"	0'-2"	ENTRY GATE

WINDOW SCHEDULE

No.	LOCATION	WIDTH	HEIGHT	DESCRIPTION	FACE
G1	LIVING	5'-0"	3'-6"		NORTH
G2	BED	4'-0"	3'-6"		NORTH
G3	LIVING	3'-0"	3'-6"		NORTH
G4	KITCHEN	2'-0"	3'-6"		NORTH



1 SITE PLAN
A1.00 3/32"=1'-0"

CONSTRUCTION ASSEMBLIES

- WE - EXISTING WALL
- W1 - TYP. INTERIOR WALL (PARTITION WALL)
 - 1 LAYER 1/2" GYPSUM WALLBOARD
 - 2"x4" WOOD STUDS @ 16" O.C.
 - 1 LAYER 1/2" GYPSUM WALLBOARD
- W2 - FURRING WALL (1 HR FIRE RATED) ULC DES. W301 EQUIVALENT OR BETTER
 - 2 LAYERS 5/8" TYPE "X" GYPSUM WALLBOARD
 - 2"x4" STEEL STUDS @ 16" O.C.
 - ACOUSTIC BATT INSULATION
 - EXISTING CONCRETE WALL
- W3 - WET WALL
 - 2"x6" WOOD STUDS @ 16" O.C.
 - 1 LAYER 1/2" GYPSUM WALLBOARD
- W4 - TYP. EXTERIOR CONCRETE WALL
 - 8" CONCRETE WALL c/w WATERPROOFING TO OUTSIDE FACE
- W5 - EXTERIOR WALL (1.5 FIRE SEPERATION)
 - 2 LAYERS 5/8" TYPE "X" GYPSUM WALLBOARD
 - 2"x8" STEEL STUDS @ 16" O.C.
 - ACOUSTIC BATT INSULATION
 - PLYWOOD SHEATHING
 - CEMENT STUCCO (TO MATCH EXISTING)
- W6 - TYP. PARTY WALL (1 HR FIRE SEPERATION) APPENDIX "A" TABLE A-9.10.3.1.A, WALL TYPE W13b, STC57
 - 1 LAYER 5/8" TYPE "X" GYPSUM WALLBOARD
 - 2"x4" STEEL STUDS @ 16" O.C.
 - 1" AIR GAP
 - 2"x4" STEEL STUDS @ 16" O.C.
 - 1 LAYER 5/8" TYPE "X" GYPSUM WALLBOARD
- FE - EXISTING FLOOR

PARKING REQUIREMENTS

DISTRICT (NEW WEST)	REFERENCE	
BROW OF THE HILL	150.8	
UNIT CALCULATION	UNITS	REFERENCE
APARTMENT UNITS - EXISTING	56	-
APARTMENT UNITS - PROPOSED	5	-
TOTAL APARTMENT UNITS	61	-
FSR		
EXISTING	1.17	
NEW	1.26	
PARKING CALCULATION	STALLS	REFERENCE
PARKING STALLS - EXISTING	56	-
PARKING STALLS - PROPOSED	49	150.8.7
NUMBER OF ADDITIONAL PARKING STALLS	0	150.8.8.(a)
RENOVATION INFORMATION		
RENOVATED UNIT AREA 2909.5 SF		

NOTES

- BUILDING 100% SECURED RENTAL RESIDENTIAL UNITS AS PER B/L 7688, 2014
- PLANS & DESIGN TO BCBC 2018
- CLIMATE ZONE 4, COMPLIANCE PATH: PRESCRIPTIVE
- MONITORED FIRE ALARM SYSTEM
- ANY PENETRATIONS THROUGH REQUIRED FIRE SEPARATIONS MUST BE PROPERLY FIRE STOPPED
- ALL SMOKE DETECTION AND ALARMS WILL BE PROPERLY FUNCTIONING
- ALL DOORS AND EXITS IN THE PUBLIC CORRIDOR WILL BE PROPERLY LATCHING
- ALL REQUIRED HANDRAILS AND GUARDRAILS WILL BE SECURED IN PLACE

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1	2021.04.12	ISSUE FOR DP/DVP

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PROJECT
**520 - EIGHTH STREET
 RENOVATION**
 NEW WESTMINSTER, BC

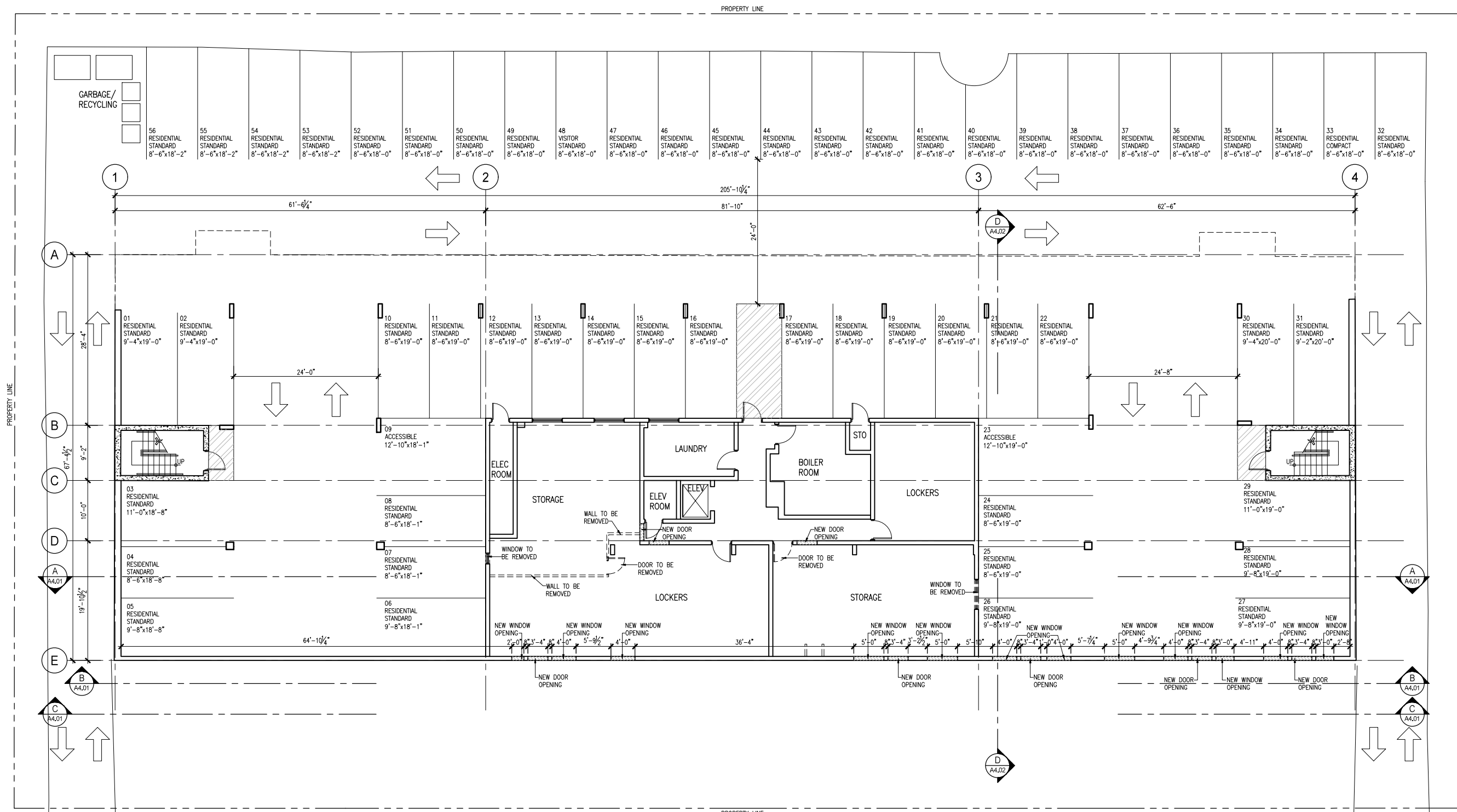
THIS ADDRESS IS LOCATED ON THE TRADITIONAL TERRITORY OF THE GAYQAT FIRST NATION AND THE COAST SALISH PEOPLE

SHEET TITLE
**COVER SHEET &
 SITE PLAN**

SCALE: 3/32"=1'-0" SHEET NO.
 DRAWN BY: SH/TZ
 CHECKED BY: RB
A1.00
 Page 24 of 399
 FILE: 20BA08

WALL LEGEND:
 - - - - - WALLS TO BE DEMOLISHED AND DOORS TO BE REPLACED. MAKE GOOD BEFORE NEW CONSTRUCTION
 ▨ - NEW DOOR OPENING

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1 DEMO / EXISTING PARKING PLAN
 A1.50 1/8"=1'-0"

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PROJECT
520 - EIGHTH STREET RENOVATION
 NEW WESTMINSTER, BC

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SHEET TITLE
DEMOLITION PLAN / EXISTING PARKING PLAN

SCALE: 1/8"=1'-0"
 SHEET NO. **A1.50**
 DRAWN BY: SH/TZ
 CHECKED BY: RB
 FILE: 2020A08

WALL LEGEND:

- NEW FULL HEIGHT WALLS TO BE CONSTRUCTED
- NEW LOW WALLS 48" HEIGHT TO BE CONSTRUCTED
- NEW CONCRETE WALLS TO BE CONSTRUCTED

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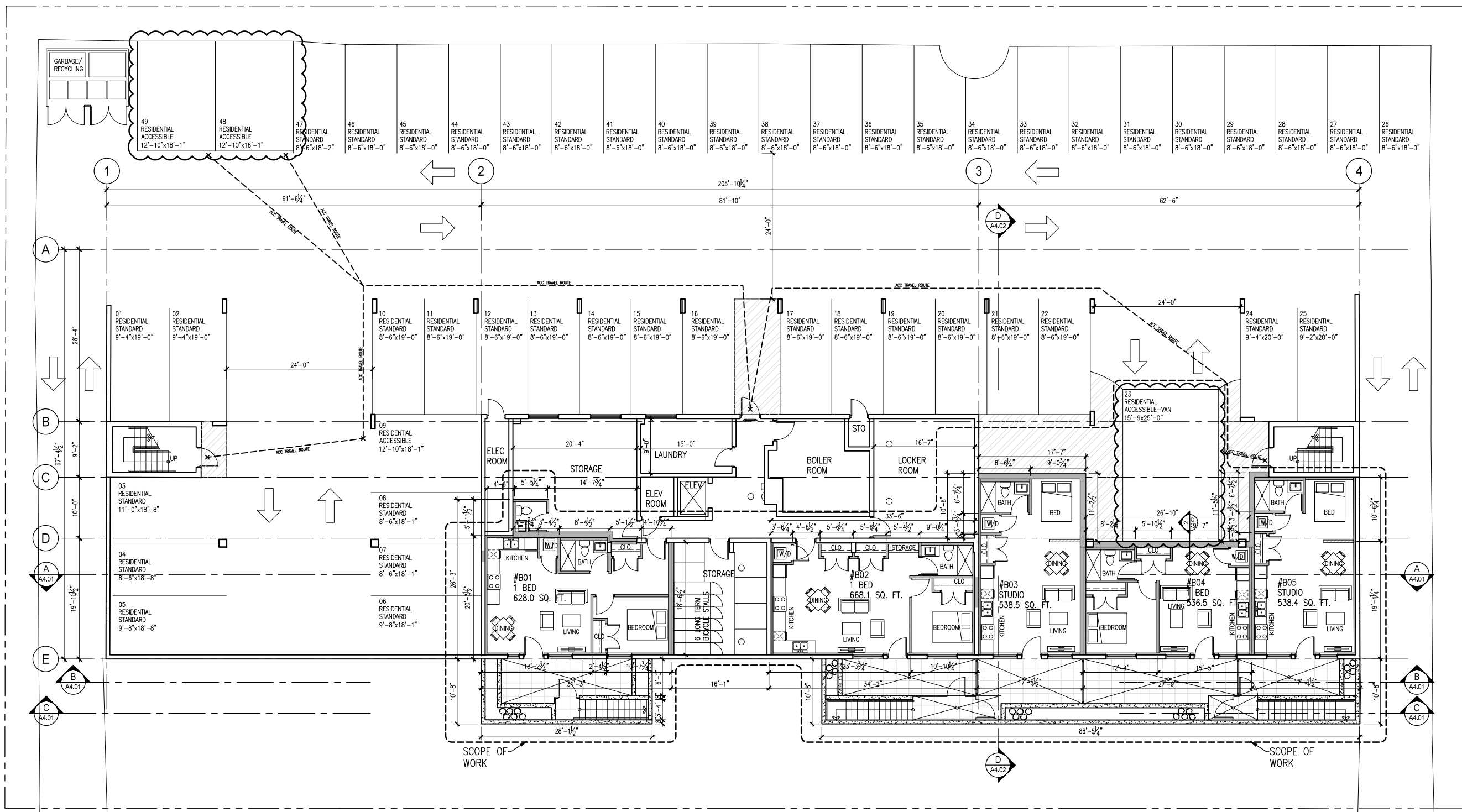
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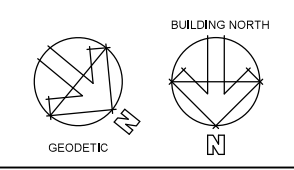
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NEW WESTMINSTER, BC

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SHEET TITLE

PROPOSED RENOVATION PLAN

1 PROPOSED RENOVATION PLAN
A2.01 1/8"=1'-0"



SCALE: 1/8"=1'-0"
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SHEET NO. A2.01
FILE: 2020A08

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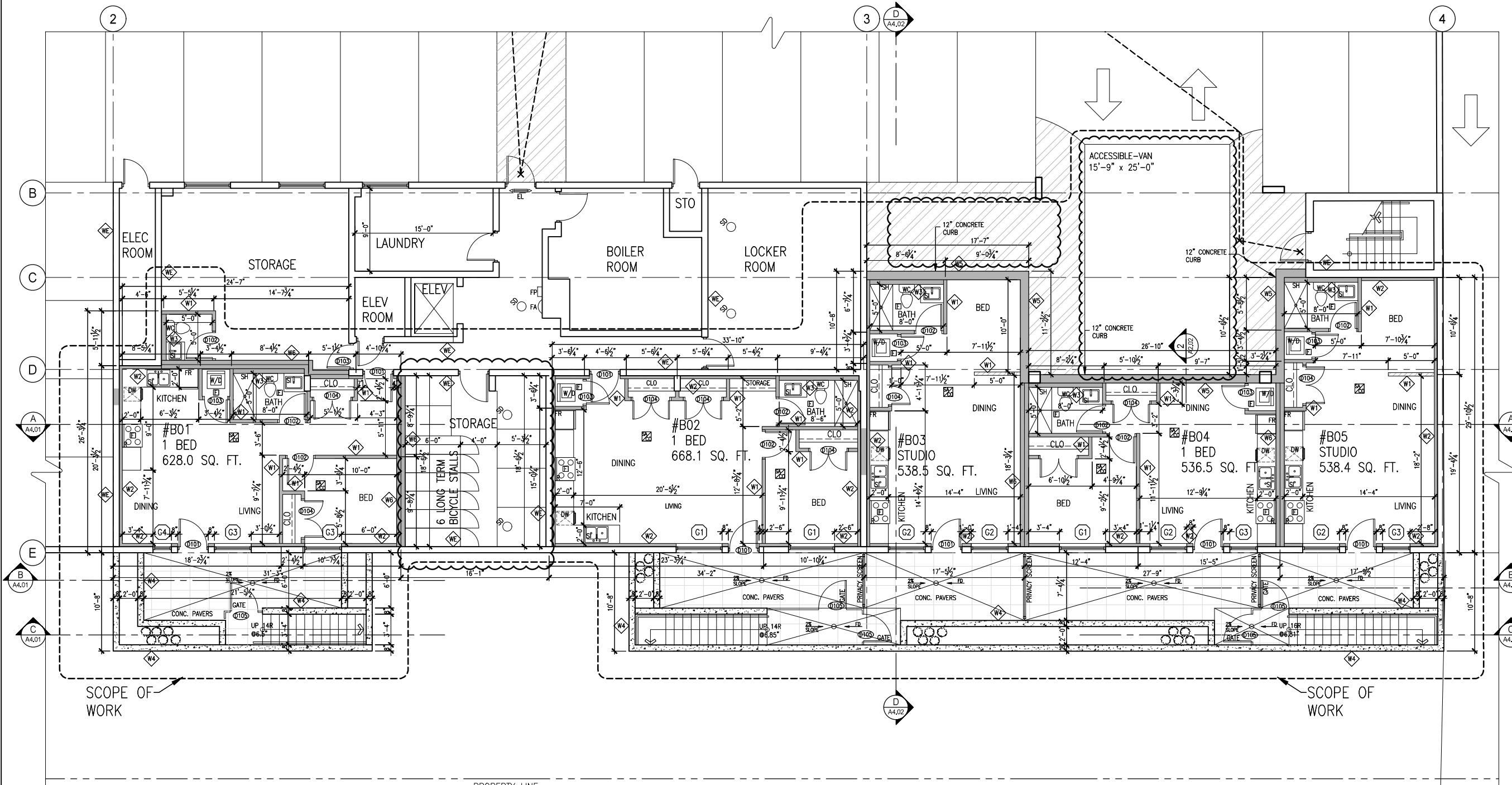
PROJECT
520 - EIGHTH STREET RENOVATION
NEW WESTMINSTER, BC

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SHEET TITLE
ENLARGED RENOVATION PLAN

SCALE: 3/16"=1'-0"
DRAWN BY: SH/TZ
CHECKED BY: RB

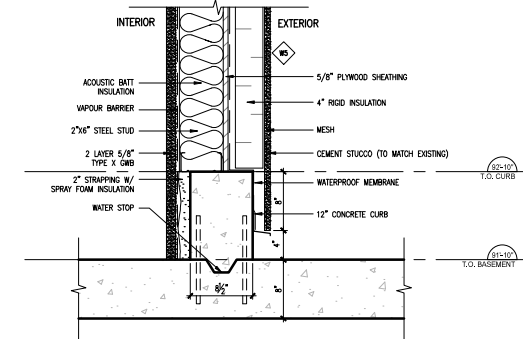
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A2.02
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FILE: 2020A08



SCOPE OF WORK

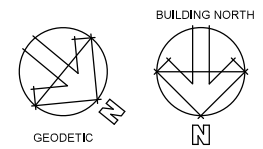
SCOPE OF WORK

PROPERTY LINE



1 ENLARGED RENOVATION FLOOR PLAN
3/16"=1'-0"

- WALL LEGEND:**
- NEW FULL HEIGHT WALLS TO BE CONSTRUCTED
 - NEW LOW WALLS 48" HEIGHT TO BE CONSTRUCTED
 - NEW CONCRETE WALLS TO BE CONSTRUCTED
- SYMBOL LEGEND:**
- SMOKE ALARM/CARBON MONOXIDE DETECTOR
 - EXHAUST FAN
 - FIRE ALARM PULL STATION
 - FIRE ALARM
 - SMOKE DETECTOR
 - EMERGENCY LIGHTING AS PER 3.2.7.3



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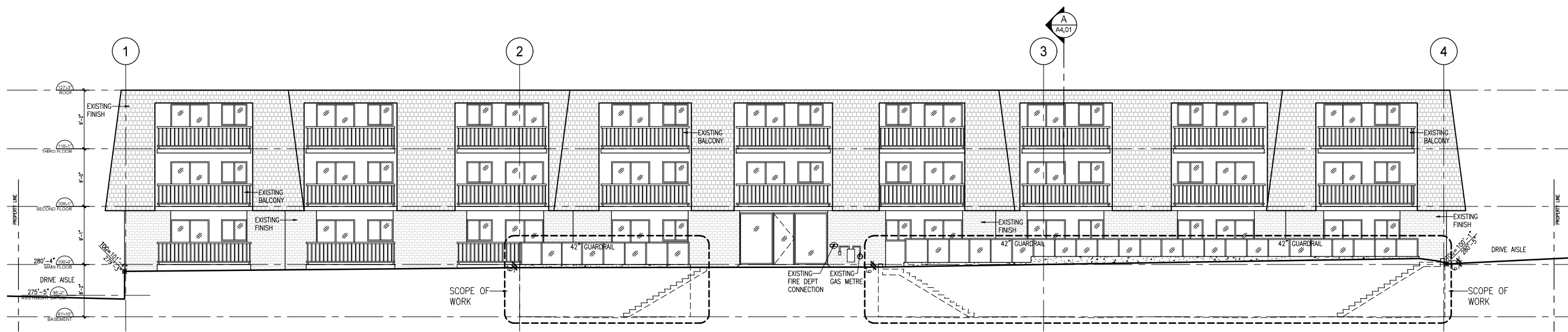
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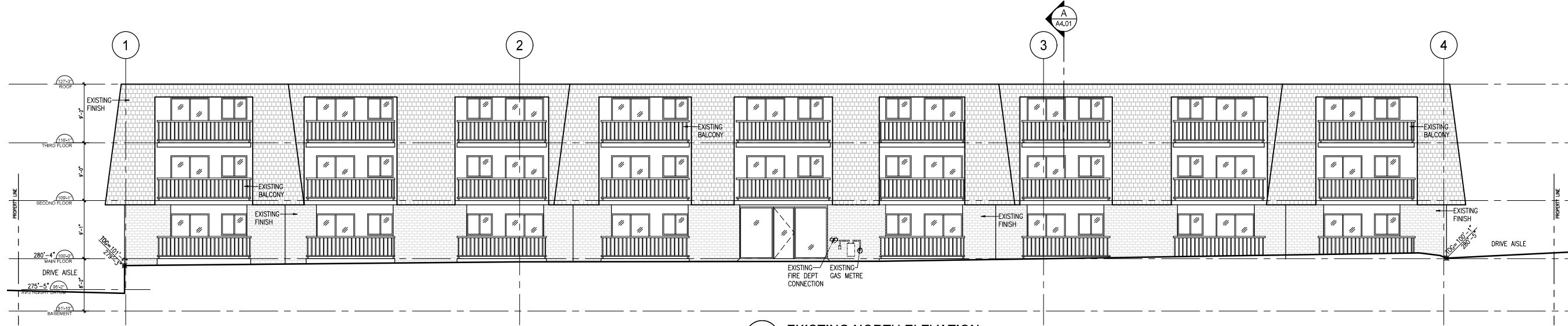
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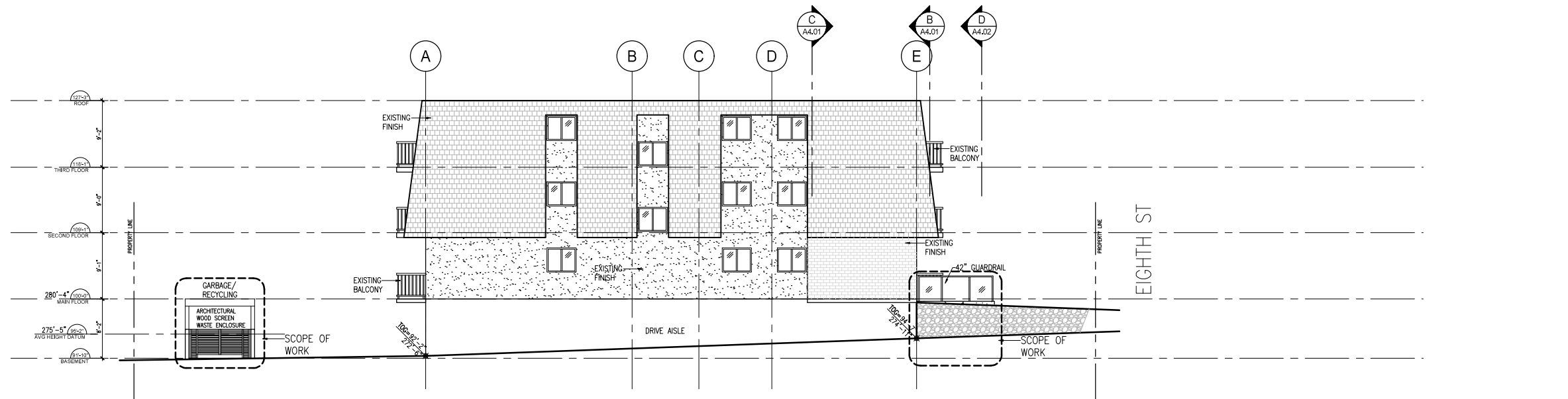
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1 PROPOSED NORTH ELEVATION
A3.01 1/8"=1'-0"



2 EXISTING NORTH ELEVATION
A3.01 1/8"=1'-0"



3 PROPOSED EAST ELEVATION
A3.01 1/8"=1'-0"

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PROJECT
**520 - EIGHTH STREET
RENOVATION**
NEW WESTMINSTER, BC

THIS ADDRESS IS LOCATED ON THE TRADITIONAL TERRITORY OF THE QAYQAYT FIRST NATION AND THE COAST SALISH PEOPLE

SHEET TITLE
**NORTH & EAST
ELEVATIONS**

SCALE: 1/8"=1'-0"
DRAWN BY: SH/TZ
CHECKED BY: RB

SHEET NO.
A3.01
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FILE: C:\JOB408

ALL RIGHTS RESERVED. PROPERTY OF THE ARCHITECTS. USE OR REPRODUCTION PROHIBITED WITHOUT PRIOR WRITTEN PERMISSION.

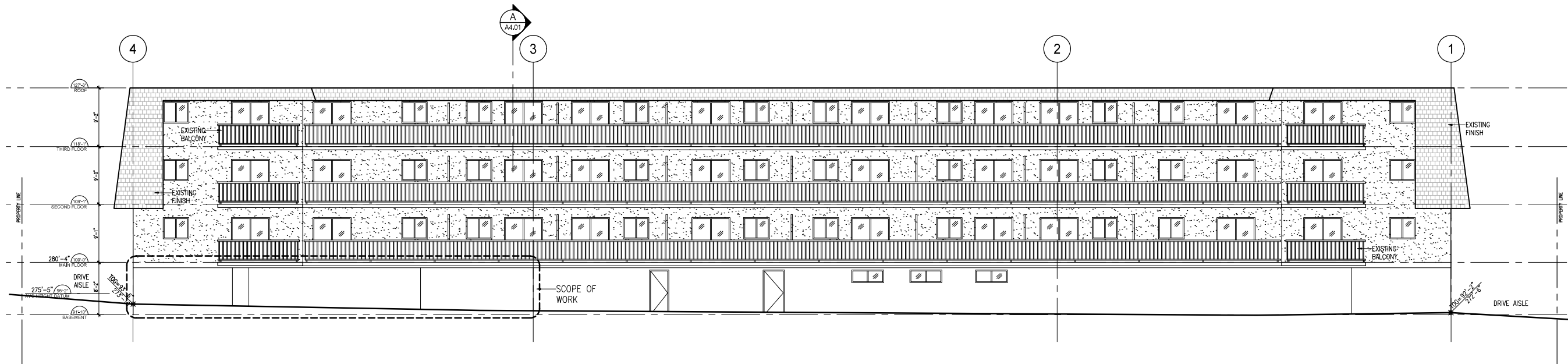
THE CONSTRUCTOR SHALL REVIEW THE DOCUMENTS FOR CONFORMANCE WITH CODES AND BY-LAWS AND SHALL ADVISE THE ARCHITECTS OF ANY DISCREPANCIES.

THE CONSTRUCTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND REPORT ALL ERRORS AND OMISSIONS TO THE DESIGNER.

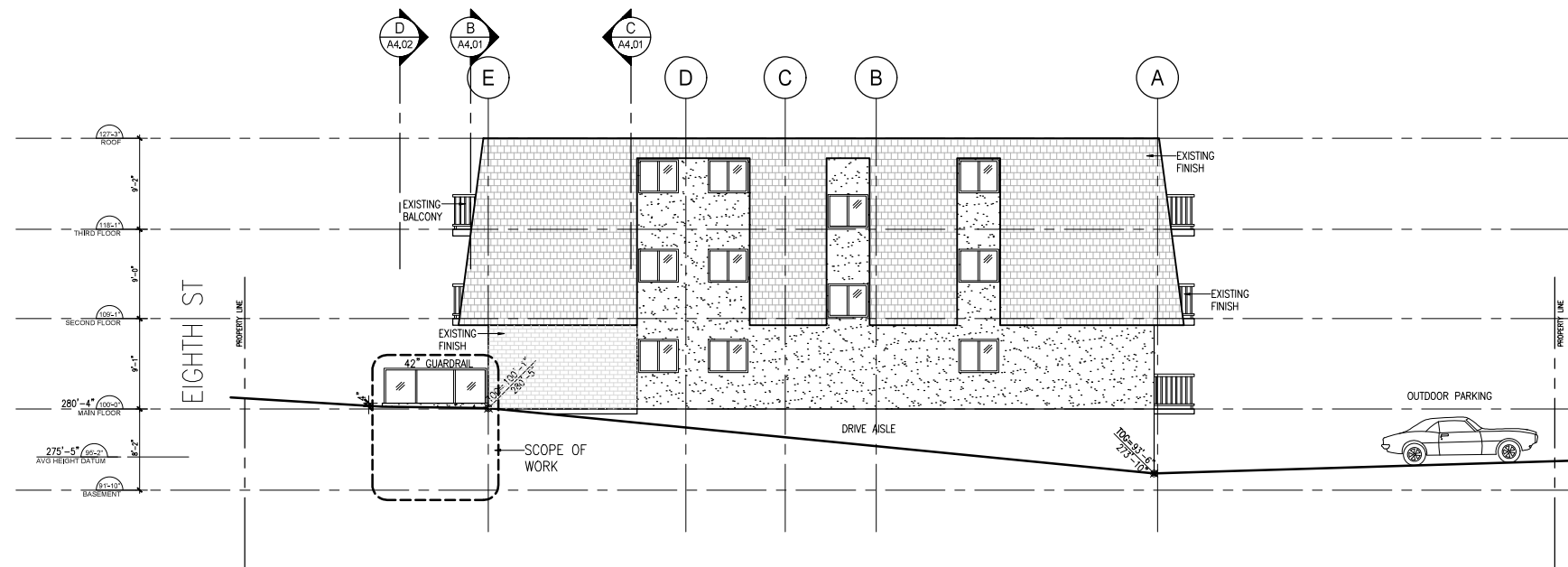
DO NOT SCALE THE DRAWINGS.

THIS DRAWING IS INTENDED FOR INFORMATION ONLY.

THE CONSTRUCTOR AND ANY PERSON USING THIS DRAWING FOR INFORMATION ARE ADVISED TO REFER TO CIVIL, STRUCTURAL, MECHANICAL, SPRINKLER, ELECTRICAL, LANDSCAPE AND INTERIOR DESIGN DISCIPLINE DRAWINGS FOR INFORMATION RELATING TO THOSE DISCIPLINES.



1 PROPOSED SOUTH ELEVATION
A3.02 1/8"=1'-0"



2 PROPOSED WEST ELEVATION
A3.02 1/8"=1'-0"

NO.	DATE	REVISION
5	2021.09.17	ISSUE FOR DP/DVP REVISION 4
4	2021.08.11	ISSUE FOR DP/DVP REVISION 3
3	2021.06.30	ISSUE FOR DP/DVP REVISION 2
2	2021.06.07	ISSUE FOR DP/DVP REVISION 1
1	2021.04.12	ISSUE FOR DP/DVP

DESIGN CONSULTANT



#701 - 625 Fifth Avenue
New Westminster, B.C. Canada,
V3M 1X4
(604) 619-0529
info@billardarchitecture.ca
www.billardarchitecture.ca

SEAL

PROJECT
520 - EIGHTH STREET RENOVATION
NEW WESTMINSTER, BC

THIS ADDRESS IS LOCATED ON THE TRADITIONAL TERRITORY OF THE QAYQAYT FIRST NATION AND THE COAST SALISH PEOPLE

SHEET TITLE
SOUTH & WEST ELEVATIONS

SCALE: 1/8"=1'-0"
DRAWN BY: SH/TZ
CHECKED BY: RB

SHEET NO.
A3.02
FILE: 20210808

Attachment 3
Project Statistics

PROJECT STATISTICS

	Existing Site	Proposed 5-Unit Addition
Existing Site Area (gross)	31,637 sq. ft. (2,939 sq. m.)	Unchanged
Site Frontage	239.8 ft. (73.1 m.)	Unchanged
Existing Lot Depth	131.9 ft. (40.2 m.)	Unchanged
Floor Space Ratio	1.17	1.26
Floor Area (gross)	37,102 sq. ft. (3,446.8 sq. m.)	40,043.1 sq. ft. (3,720.1 sq. m.)
Residential Units	56 rental units	61 secured market rental units
Parking	Total provide = 56 spaces	Total provided = 49 spaces

Attachment 4
Housing Agreement
Bylaw 8273, 2022

THE CITY OF NEW WESTMINSTER

HOUSING AGREEMENT (520 Eighth Street) BYLAW NO. 8273, 2022

A BYLAW TO ENTER INTO A HOUSING AGREEMENT UNDER SECTION 483 OF THE *LOCAL GOVERNMENT ACT*

GIVEN THAT:

- A. The owner of the lands (the “Owner”) within the City of New Westminster, British Columbia legally described as:

PID: 013-606-417
LOT 11 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-433
LOT 12 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-450
LOT 1 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-476
LOT 2 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

(the “Lands”)

wishes to construct dwelling units on the Lands.

- B. In connection with such construction, the Owner has agreed to use the Lands for rental housing in accordance with the terms of the Section 219 Covenant and Housing Agreement attached hereto as Schedule “A” (the “Housing Agreement”).

The Council of the City of New Westminster, in open meeting assembled,

ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022”.
2. Council hereby authorizes the City of New Westminster to enter into the Housing Agreement with the Owner, substantially in the form attached hereto as Schedule “A”.

3. The Mayor and the Corporate Officer of the City of New Westminster are authorized to execute the Housing Agreement, substantially in the form attached hereto as Schedule "A", and the Corporate Officer is authorized to sign and file in the Land Title Office a notice of the Housing Agreement, as required by section 483 of the *Local Government Act*.

READ A FIRST TIME this ___ day of _____, 2022.

READ A SECOND TIME this ___ day of _____, 2022.

READ A THIRD TIME this ___ day of _____, 2022.

ADOPTED this ___ day of _____, 2022.

Jonathan X Cote, Mayor

Jacque Killawee, City Clerk

Schedule "A"
Section 219 Covenant and Housing Agreement



1. Application

**Kathleen Higgins
 YOUNG ANDERSON
 1616 808 Nelson Street
 Vancouver BC V6Z 2H2
 604-689-7400**

File: 239-1208
 Covenant - Housing Agreement

2. Description of Land

PID/Plan Number	Legal Description
013-606-417	LOT 11 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620
013-606-433	LOT 12 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620
013-606-450	LOT 1 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620
013-606-476	LOT 2 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

3. Nature of Interest

Type	Number	Additional Information
COVENANT		
PRIORITY AGREEMENT		Granting the Covenant herein priority over Mortgage CA8427528 and Assignment of Rents CA8427529

4. Terms

Part 2 of this instrument consists of:
(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

520 EIGHTH STREET NOMINEE LTD., NO.BC1162975
CANADA ICI CAPITAL CORPORATION (AS TO PRIORITY), NO.A0067505

6. Transferee(s)

CORPORATION OF THE CITY OF NEW WESTMINSTER
 511 ROYAL AVENUE
 NEW WESTMINSTER BC V3L 1H9

7. Additional or Modified Terms

8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

YYYY-MM-DD

520 EIGHTH STREET NOMINEE LTD.
By their Authorized Signatory

(as to both signatures)

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

YYYY-MM-DD

CANADA ICI CAPITAL CORPORATION
By their Authorized Signatory

(as to both signatures)

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Witnessing Officer Signature

Execution Date

Transferor Signature(s)

YYYY-MM-DD

**CORPORATION OF THE CITY OF NEW
WESTMINSTER**

By their Authorized Signatory

(as to both signatures)

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

PART 2 – TERMS OF INSTRUMENT

**HOUSING AGREEMENT AND COVENANT
(Section 483 *Local Government Act* and Section 219 *Land Title Act*)**

THIS AGREEMENT is dated for reference the 18th day of August, 2021:

BETWEEN:

520 EIGHTH STREET NOMINEE LTD., INC.NO. BC1162975
201 - 1367 West Broadway, Vancouver, British Columbia, V6H 4A7

(the “Owner”)

AND:

CORPORATION OF THE CITY OF NEW WESTMINSTER,
511 Royal Avenue, New Westminister, British Columbia, V3L 1H9

(the “City”)

WHEREAS:

- A. Section 483 of the *Local Government Act* (British Columbia) permits the City to enter into housing agreements for the provision of affordable and special needs housing, which may include conditions in respect to the form of tenure of housing units;
- B. Section 219 of the *Land Title Act* (British Columbia) permits the registration of a covenant of a positive or a negative nature in favour of the City in respect of the use of and subdivision of land;
- C. The Owner owns the Lands (hereinafter defined) and the Building thereon, which currently contains 56 rental Dwelling Units, and it wishes to construct five additional rental Dwelling Units;
- D. As a condition of approving the construction of the Dwelling Units, the City requires the Owner to enter into this Agreement to, among other requirements, ensure all Dwelling Units located on the Lands are used only as rental Dwelling Units; and
- E. The City adopted Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2021, authorizing the City to enter into this Agreement.

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions –In this Agreement, the following words have the following meanings:

- (a) **“Agreement”** means this agreement together with all LTO forms, schedules, appendices, attachments and priority agreements attached hereto;
- (b) **“Building”** means, as at the reference date of this Agreement, the residential building constructed on and forming part of the Lands;
- (c) **“Dwelling Unit”** means a residential dwelling unit or units located or to be located on the Lands, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, apartments and condominiums and includes, where the context permits, the Secured Rental Units;
- (d) **“Lands”** means the lands identified in the section 2 of Part 1 of this Agreement;
- (e) **“LTO”** means the New Westminster Land Title Office or its successor;
- (f) **“Secured Rental Unit”** means a Dwelling Unit that is designated as a Secured Rental Unit in accordance with section 2.1 of this Agreement;
- (g) **“Subdivide”** or **“Subdivided”** means to divide, apportion, consolidate or subdivide the Lands or any building on the Lands, or the Ownership or right to possession or occupation of the Lands or any building on the Lands, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (h) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy a Secured Rental Unit as a residence; and
- (i) **“Tenant”** means an occupant of Secured Rental Unit.

ARTICLE 2 USE OF LANDS AND SUBDIVISION

2.1 Designation – The Owner agrees that:

- (a) every Dwelling Unit located on the Lands on the date this Agreement is registered in the LTO and every Dwelling Unit constructed after such date on the Lands is designated as a Secured Rental Unit; and
- (b) a Secured Rental Unit may only be used as a permanent residence for a Tenant.

2.2 Restriction on Subdivision – The Owner covenants and agrees with the City that none of the Lands nor any building on the Lands shall be Subdivided by any means whatsoever. Without limiting

the foregoing, the Owner acknowledges that the City will not support applications for Subdivision in any manner that would allow the Secured Market Rental Units to be sold independently of each other.

2.3 City Authorized to Make Inquiries – The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

2.4 Requirement for Statutory Declaration – Within 30 days after receiving notice from the City, the Owner must, in respect of each Secured Rental Unit, provide to the City a statutory declaration, substantially in the form (with, in the City’s discretion, such further amendments or additions as deemed necessary or desirable) attached as Appendix A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Secured Rental Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to a Secured Rental Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

ARTICLE 3 OPERATION OF SECURED RENTAL UNITS

3.1 Application of Article – The City and the Owner acknowledge and agree that the obligations imposed upon and covenants made by the Owner under this section 3.3 and 3.4 will apply to tenancies and Tenancy Agreements created or entered into on or after the date that this Agreement is registered by the LTO.

3.2 Short Term Rentals Prohibited – The Owner agrees that no Secured Rental Unit will be rented to or occupied by any person for a term of less than 30 consecutive days.

3.3 Occupancy and Tenure of Secured Rental Units – The Owner must not rent, lease, license or otherwise permit occupancy of a Secured Rental Unit except in accordance with the following conditions:

- (a) the Secured Rental Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the term of a Tenancy Agreement will not be less than 30 days;
- (c) the Owner will not require a Tenant or any permitted occupant of a Secured Rental Unit to pay any extra charges or fees for property or similar tax; and
- (d) the Owner will forthwith deliver a certified true copy of any Tenancy Agreement to the City upon demand.

3.4 Attach Copy of Tenancy Agreement – The Owner will attach a copy of this Agreement, or at a minimum Articles 2 and 3 of this Agreement, to every Tenancy Agreement.

ARTICLE 4 TERM AND DEMOLITION

4.1 Expiry of Housing Agreement – The City covenants and agrees with the Owner that this Agreement shall cease to apply from and after that date which is the later of: (i) the 60th anniversary of the date this Agreement is registered in the LTO; or (ii) the date that all buildings located on the Lands have been demolished. Upon expiry, the Owner may provide to the City a discharge of this Agreement, which the City shall execute and return to the Owner for filing in the LTO.

4.2 Demolition – The Owner will not demolish a Secured Rental Unit or a building on the Lands unless:

- (a) the Owner has obtained the written opinion of a professional engineer or architect, who is at arm's length to the Owner, indicating that it is no longer reasonable or practical to repair or replace any structural component of the Secured Rental Unit or building, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
- (b) 40% or more of the value of the building above its foundations is damaged or destroyed, as determined by the City, in its sole discretion,

and, in each case, a demolition permit for the Secured Rental Unit or the building has been issued by the City and the Secured Rental Unit or building has been demolished under that permit.

ARTICLE 5 MISCELLANEOUS

5.1 Housing Agreement – The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act* and a covenant under section 219 of the *Land Title Act*; and
- (b) the City may file notice of, and register, this Agreement in the LTO pursuant to section 483(5) of the *Local Government Act* against the title to the Lands.

5.2 Modification – This Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

5.3 Management – The Owner covenants and agrees with the City that:

- (a) the Owner will manage the Secured Rental Units, and without limiting the foregoing, the Owner may engage the services of a third-party property manager to manage the Building;
- (b) the Owner shall permit representatives of the City to inspect the Secured Rental Units at any reasonable time, subject to the notice provisions of the *Residential Tenancy Act* (British Columbia);

- (c) the Owner shall maintain the Secured Rental Units in a good state of repair and fit for habitation in accordance with the requirements of the *Residential Tenancy Act*, reasonable wear and tear excepted; and
- (d) the Owner shall comply with all laws, including, without limitation, the Corporation of the City of New Westminster Business Regulation and Licencing (Rental Units) Amendment Bylaw No. 8310, 2019 and all other City bylaws, and any health and safety standards applicable to the Lands.

5.4 Indemnity – The Owner, on its behalf, will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, Ownership, lease, license, operation, management or financing of the Lands or any Secured Rental Unit or the enforcement of any Tenancy Agreement; or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

5.5 Release – The Owner, on its behalf, hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, Ownership, lease, license, operation or management of the Lands or any Secured Rental Unit under this Agreement; or
- (b) except to the extent arising from the negligence or wilful misconduct of the City or those for whom it is at law responsible, the exercise by the City of any of its rights under this Agreement.

5.6 Survival – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.

5.7 Registration & Priority – The Owner will cause this Agreement to be registered as a covenant under section 219 of the *Land Title Act* against title to the Lands in priority to all charges and encumbrances registered or pending registration against title to the Lands save and except those in favour of the City or specifically approved in advance in writing by the City, and will cause a notice of this Agreement under section 483(5) of the *Local Government Act* to be filed in the Land Title Office and shown as a legal notation on title to the Lands.

5.8 City's Powers Unaffected – This Agreement does not:

- (a) affect, fetter or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City 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 or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

5.9 Agreement for Benefit of City Only – The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future Owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Secured Rental Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

5.10 No Public Law Duty – Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

5.11 Notice – Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed to:

Corporation of the City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
Attention: Clerk

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

5.12 Enuring Effect – This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

5.13 Severability – If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

5.14 Waiver – All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

5.15 Whole Agreement – This Agreement, and any documents signed by the Owner contemplated by this Agreement, represent the whole agreement between the City and the Owner respecting the use and occupation of the Secured Rental Unit, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in or contemplated by this Agreement.

5.16 Further Assurance – Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

5.17 Agreement Runs with Lands – This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement acquire an interest in the Lands.

5.18 Equitable Remedies – The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

5.19 No Joint Venture – Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

5.20 Applicable Law – The laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

5.21 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) 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;

- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* (British Columbia) with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes a Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, or “year” is a reference to a calendar day, calendar month, or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) 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”.

5.22 Execution in Counterparts & Electronic Delivery – This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the *Land Title Act* Form C and D which is attached to and forms part of this Agreement.

Appendix A to Housing Agreement

STATUTORY DECLARATION

CANADA)	IN THE MATTER OF A HOUSING
)	AGREEMENT WITH THE
)	CORPORATION OF THE CITY OF NEW
PROVINCE OF BRITISH COLUMBIA)	WESTMINSTER
)	("Housing Agreement")

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am an authorized signatory of the Owner of the lands located at _____, New Westminster (the "**Lands**"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands.
4. I confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.
5. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of _____)
 _____, in the Province of British)
 Columbia, this _____ day of)
 _____, 20____.)

 A Commissioner for Taking Affidavits in the)
 Province of British Columbia)

 DECLARANT

CONSENT AND PRIORITY AGREEMENT

WHEREAS the CANADA ICI CAPITAL CORPORATION (INCORPORATION NO. A0067505) (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents (the "Charges") registered in the Land Title Office under numbers CA8427528, and CA8427529, respectively, encumbering the lands identified in the *Land Title Act* Form C attached to and forming part of the Housing Agreement and Covenant attached hereto.

THEREFORE THIS CONSENT AND PRIORITY AGREEMENT IS EVIDENCE THAT IN CONSIDERATION OF \$1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION PAID BY THE TRANSFEREE TO THE CHARGEHOLDER:

1. The Chargeholder hereby consents to the granting and registration of the Section 219 Covenant attached hereto (the "Covenant") and the Chargeholder hereby agrees that the Covenant shall be binding upon its interest in and to the Lands.
2. The Chargeholder hereby grants to the transferee described in item 6 of the *Land Title Act* Form C attached hereto priority for the Covenant over the Chargeholder's right, title and interest in and to the Lands, and the Chargeholder does hereby postpone the Charges and all of its right, title and interest thereunder to the Covenant as if the Covenant had been executed, delivered and registered prior to the execution, delivery and registration of the Charges.

IN WITNESS WHEREOF, the Chargeholder has executed and delivered this Consent and Priority Agreement by executing the *Land Title Act* Form C above which is attached hereto and forms part of this Agreement.

END OF DOCUMENT

BENEFICIARY AUTHORIZATION AND CHARGE AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2021

AMONG:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER
511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the “**City**”)

AND:

BELMONT PROPERTIES (REG NO. FM0005051)
201 - 1367 West Broadway, Vancouver, British Columbia, V6H 4A7

(the “**Beneficiary**”)

AND:

520 EIGHTH STREET NOMINEE LTD., INC.NO. BC1162975
201 - 1367 West Broadway, Vancouver, British Columbia, V6H 4A7

(the “**Nominee**”)

WHEREAS:

A. Pursuant to a Housing Agreement and Covenant (Section 483 of the Local Government Act and Section 219 of the Land Title Act) dated for reference _____ (the “Housing Agreement”), the Nominee agreed to provide affordable and special needs housing on the lands legally described as:

PID: 013-606-417
LOT 11 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-433
LOT 12 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-450
LOT 1 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-476
LOT 2 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

(the “**Lands**”)

- B. The Beneficiary is the beneficial owner of the Lands;
- C. The Nominee holds the Lands in trust for the sole use, benefit and advantage of the Beneficiary;
- D. The Beneficiary has agreed to enter into this Agreement with the Nominee and the City in order to:
 - (a) confirm that the Housing Agreement charges its beneficial interest in the Lands;
 - (b) confirm that the Nominee was authorized to execute and deliver the Housing Agreement; and
 - (c) confirm that the Nominee was authorized to charge the Lands with respect to the Housing Agreement.

NOW THEREFORE, in consideration of the premises and mutual covenants herein and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties hereto hereby agree as follows:

1. Each of the Nominee and the Beneficiary represents and warrants to the City as follows:
 - (a) the Nominee is the registered owner of the Lands and it holds those interests as nominee, agent and bare trustee for and on behalf of the Beneficiary, as beneficial owner of the Lands;
 - (b) the Beneficiary irrevocably authorizes and directs the Nominee, as bare trustee and nominee for and on behalf of the Beneficiary, to:
 - (i) execute and deliver to the City the Housing Agreement and any and all supporting documents required by the City;
 - (ii) to perform and observe each of the Nominee's obligations and covenants under the Housing Agreement; and
 - (iii) register or permit the registration of the Housing Agreement in the New Westminster Land Title Office (the "**Land Title Office**"); and
 - (c) the Beneficiary is the only owner of any beneficial interest in the Lands and no other person other than the Nominee, the Beneficiary and any other person with an interest registered against the Lands in the Land Title Office has any interest, legal or beneficial, in and to the Lands.
2. During the period that it holds a beneficial interest in the Lands, the Beneficiary will:

- (a) observe, comply with and perform all of the obligations, covenants and agreements of the Nominee contained in and created by the Housing Agreement;
 - (b) not give instructions to the Nominee to transfer, mortgage or otherwise deal with the Lands in any manner which would be inconsistent with the provisions of the Housing Agreement, without the prior written consent of the City;
 - (c) if the Beneficiary wishes to transfer beneficial interest in the Lands to a third party transferee without also causing the Nominee to transfer legal title to the Lands to such third party transferee or its nominee, not affect such transfer unless the Beneficiary provides the City with an assumption agreement, executed by the third party transferee whereby the third party transferee affirms and assumes all the obligations of the Beneficiary under this Agreement, regardless of when such obligation first arose; and
 - (d) to give such directions to the Nominee as may be required to permit the Nominee to comply with the terms of the Housing Agreement (and, by virtue of this Agreement, the Nominee will be deemed to have been given such directions without the need for any further document to be executed).
3. For greater certainty, if a default under the Housing Agreement results in an additional or consequential charge in favour of the City (such as, by way of example only, a judgment) and the additional or consequential charge is capable of being registered against the Lands, the Beneficiary's interest in the Lands will be subject to and further charged by such additional or consequential charge.
 4. This Agreement will enure to the benefit of the City and be binding on the Nominee (while it holds a legal interest in the Lands) and the Beneficiary (while it holds a beneficial interest in the Lands) and their respective heirs, executors, successors and assigns.
 5. This Agreement will in all respects be governed by and be construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.
 6. This Agreement will not be amended or varied or be deemed to be amended or varied except by written instrument signed by a duly authorized officer of each of the City, the Nominee and the Beneficiary.

- 7. This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered to all of the parties will be deemed to be and will be read as a single agreement among the parties.

IN WITNESS WHEREOF the parties have executed this Agreement with effect as of the day and year first above written.

520 EIGHTH STREET NOMINEE LTD.
by its authorized signatories:

BELMONT PROPERTIES
by its authorized signatories:

Authorized Signatory

Authorized Signatory

Authorized Signatory

Authorized Signatory

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

by its authorized signatories:

Authorized Signatory

Authorized Signatory

Attachment 5
Housing Agreement
Principles Letter



Suite 1810 – 1111 WEST GEORGIA STREET, VANCOUVER, BC, V6E 4M3
Phone 604.736.2841 • Fax 604.736.2386

1. The owner(s) will operate the building located at 520 Eighth St, New Westminster (the “Building”), and all dwelling units therein, for rental purposes only and will obtain a business licence from the City of New Westminster for the operation of these rental units. The management and maintenance of the rental units will be expected to comply with all relevant provisions of the *Residential Tenancy Act* and any other applicable provincial legislation and City bylaws, including *The City of New Westminster Business Regulations and Licensing (Rental Units) Amendment Bylaw No 8130 (2019)*.
2. Article 2 (Use and Construction of Lands and Secured Rental Units) and Article 3 (Disposition and Acquisition of Secured Rental Units) of any Housing Agreement registered against title to 520 Eighth St will be attached to every tenancy agreement created at or after the time of execution of such Housing Agreement by the City and the owner(s).
3. All units in the Building must be owned and managed by one entity.
4. All dwelling units in the Building shall be rented for long-term rental uses and all tenancies beginning on or after the time of execution of a Housing Agreement by the City and the owner(s) must be one month or longer.
5. The owner(s) will not require a tenant(s) or any permitted occupant of the Building to pay any extra charges or fees for property or similar tax.
6. All principles of this housing agreement will apply to existing rental units and any subsequent rental units developed within this property, including the five market rental units that are proposed to be developed as part of the building permit application for this project.
7. The rental tenure will be guaranteed for 60 years or the life of the building.
8. The Owner(s) will operate the housing as market rental units. The Housing Agreement will not provide restrictions on eligibility or market rent.

Date: September 21, 2021

Susan J. Williams RPA, CPRPM
Chief Operating Officer

**City Council Meeting
February 14, 2022
Summary of Written Submissions**

3.1. Development Variance Permit No. DVP00691 for 520 Eighth Street

Written Submissions			
Name	Correspondence Date	Date Received	#
	None to date		

No written submissions have been received.

REPORT
***Climate Action, Planning and Development and
Engineering Services***

To: Mayor Cote and Members of Council **Date:** February 14, 2022

From: Serena Trachta **File:** 05.1020.20
Acting Director, Climate Action,
Planning and Development

Lisa Leblanc,
Director of Engineering

Item #: 2022-106

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 Tuesday February 15, 2022 and Thursday March 10, 2022 from 8:00 PM to 7:00 AM Mondays to Thursdays and 8:00 PM Fridays to 7:00 AM Mondays including Sundays and a Statutory Holiday to conduct maintenance of the existing sewer, installation of new utility holes and slip lining along 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 installation and slip lining in the downtown area for eight nights from Tuesday, February 15, 2022 to Thursday, March 10, 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 December 13, 2021 Council granted ORCC's request for a construction noise exemption extension for four nights leading up to February 14, 2022 to conduct slip-lining work along Columbia Street however, this work was not performed due to weather conditions. ORCC is still hoping to perform the work under the exemption granted but are not confident given the recent weather patterns and high level sewer flow that that is achievable. The December 13, 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) was performed before the start of utility holes installations. 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. Construction work may occur on February 21, 2022 a statutory holiday due to slip-lining work continuity. Further, an open cut by the intersection of Front and Columbia to accommodate a bypass will allow for ORCC to slip-line right after the bypass is installed overnight. A few extra nights are being requested for any weather-related or unexpected construction 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 has changed due to weather conditions and a need to avoid conflicts with other construction projects in the downtown core. 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, especially during daytime hours, and thereby reduce impacts to Downtown residents and businesses.

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 February 28th, 2022.

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 similar limited transportation impacts as the previous road closures, and can be accomplished under previous 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 duration would lessen impacts to Downtown businesses, City staff consider the request be 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 Tuesday February 15, 2022 and Thursday March 10, 2022 from 8:00 PM to 7:00 AM

Mondays to Thursdays and 8:00 PM Fridays to 7:00 AM Mondays including Sundays and a Statutory Holiday to conduct maintenance of the existing sewer, installation of new utility holes and slip lining along Columbia Street.

2. That Council provide staff with alternative direction.

Staff recommend Option 1.

ATTACHMENTS

Appendix A: Council Reports Dated December 13, 2021 and November 15, 2021

APPROVALS

This report was prepared by:
Nav Dhanoya, Construction Impacts Coordinator

This report was reviewed by:
Serena Trachta, Acting Manager of Licensing and Integrated Services
Mike Anderson, Acting Manager of Transportation

This report was approved by:
Serena Trachta, Acting Director, Climate Action, Planning and Development
Lisa Leblanc, Director of Engineering
Lisa Spitale, Chief Administrative Officer

Appendix A
*Council Reports Dated December 13, 2021
and November 15, 2021*

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 Westminister
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 Westminister 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

Climate Action, Planning and Development and Engineering Services

To: Mayor Cote and Members of Council **Date:** February 14, 2022

From: Serena Trachta
Acting Director of Climate Action,
Planning and Development **File:** 05.1020.20

Lisa Leblanc
Director of Engineering

Item #: 2022-104

Subject: Construction Noise Bylaw Exemption Request: 660 Quayside Drive (Bosa Development)

RECOMMENDATION

THAT Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development on Friday March 11, 2022 from 6:00 AM to Saturday March 12, 2022 to 9:00 AM to enable a monolithic concrete pour for the creation of the East Tower foundation.

and

THAT Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for either Friday March 18, 2022 from 6:00 AM to Saturday March 19, 2022 at 9:00 AM OR Friday March 25, 2021 from 6:00 AM to Saturday March 26, 2021 at 9:00 AM to enable a monolithic concrete pour for the creation of the East Tower foundation if unfavorable weather conditions prohibit the work from occurring on the weekend of Friday March 11, 2022.

PURPOSE

To seek Council's approval for an exemption from Construction Noise Bylaw No. 6063, 1992 to enable Bosa Development to conduct an overnight monolithic concrete pour for the creation of the East Tower foundation at Pier West Development located at 660 Quayside Drive.

BACKGROUND

Project Description

Pier West by Bosa Development is one of the tallest waterfront residential properties in the Lower Mainland. It is set within an 11 acre site on the City’s celebrated riverfront boardwalk and connects the downtown with Westminster Pier Park.

The land at 660 Quayside (also known as the Larco site) was sold and in 2016, Bosa Development applied to revise the Master Plan to allow for two residential high rises and one commercial building. This proposal was approved by Council in 2017. The residential high rises will be forty-three and fifty-four storeys. The three storey commercial building will accommodate childcare and retail.

Features of the new plans include: approximately two acres of additional park and public open space, including an extension to Westminster Pier Park, a public plaza and esplanade space; the missing riverfront link between the Fraser River Discovery Centre and Westminster Pier Park; a fully accessible pedestrian and cyclist overpass at Sixth Street (complete); and improved pedestrian and cyclist access to the riverfront via Begbie Street.

Bosa Development proposes to conduct one overnight concrete pour for the creation of the foundation of the East Tower at Pier West Development located at 660 Quayside Drive to occur sometime between Friday, March 11, 2022 and Saturday, March 26, 2022.

DISCUSSION

Construction Schedule

Bosa Development has confirmed that the monolithic pour of 4500 cubic meters for the East Tower core needs to occur as one single continuous event estimated to take approximately 24 hours. Bosa’s engineers report that the core footing needs to be a monolithic slab as it will be located below the water table due to its close proximity to the South Fraser River. Splitting the pour over two days is not recommended as it would result in a seam within the slab and introduce concerns regarding future water seepage issues due to hydrostatic pressures. The seam also would introduce a risk of water migrating into the elevator shaft. Those risks are eliminated by conducting one continuous pour. Photographs and map showing the location of the work relative to the development can be found in Appendix A.

During the pour there will be four concrete pump trucks located around the foundation area of the work site. Concrete will supplied by approximately 19 concrete supply trucks per hour for a total load of 429 trucks during the duration of the entire concrete pour.

Bosa would like to begin the pour on Friday March 11, 2022 at 6:00 AM (one hour earlier than permitted hours) and continue around the clock to 9:00 AM on Saturday March 12, 2022 (13 hours past the end of permitted hours). The length of the proposed

pour will allow one continuous pour and will provide a buffer for any unforeseen delays such as weather conditions, supply of concrete materials, settling of concrete poured at site.

Staff have carefully considered this request and how the construction objectives can be met in the manner most conducive to local residents’ ability to rest. It was determined an overnight pour involving early morning noise disruptions of two consecutive mornings occurring on a Friday/Saturday was preferable to any other two morning combination.

If the concrete pour is delayed from Friday March 11, 2022, Bosa requests an exemption to enable them to pour for a similar extended period at some point over the next subsequent 14 day period ending Saturday March 26, 2022.

Transportation Impact

Due to the fact that access to and from the pour site will be the same for the monolithic pour of the east core footing as it was for the west core footing, the Traffic Management Plan will be a replication of the successful Traffic Management Plan utilized previously for the monolithic pour of the west core footing. A minor update regarding additional concrete truck staging at the 600 & 700 block of Quayside Drive has been included for this pour event.

As it was previously, during this pour of the east core footing, impact to pedestrian access to and from the River Market area is expected to be minimal. A temporary closure of the 600 & 700 block Quayside Drive to motor vehicles will be required to facilitate the movement of concrete trucks to and from the site and use as a truck staging area. However, this will not impact the sidewalks along Quayside Drive nor the crosswalk in front of Discovery Centre. With the increased truck traffic, a Traffic Control Person (TCP) will be directing pedestrian traffic and asking cyclists to dismount. Other pedestrian walkways at Hyack Square and McInnes Street Overpass will remain unaffected.

Quayside Drive is a shared bicycle facility with a speed limit of 30km/h. Although a cycling connection will remain on Quayside Drive, additional traffic is anticipated when there is a train event at Begbie Street. Up to 19 concrete trucks per hour are expected to detour through Quayside Drive. Truck operators will be instructed and expected to safely share the road with cyclists. A cyclist detour will be provided around the proposed work zone via McInnes St. Overpass, Carnarvon Street and Begbie Street. For cyclists that continue through the work zone on Quayside Drive, they will be asked to dismount and walk their bike across the north sidewalk.

The #103 bus route will not have any bus stop closures but may experience some minor delays due to additional congestion on Quayside Drive and the McInnes Street Overpass during peak times as a result of diverted traffic.

Regarding vehicle traffic, an anticipated 429 concrete trucks will enter and leave the Bosa site at Begbie Street for the duration of the pour. These concrete trucks will primarily enter the site at Begbie Street via westbound Front Street and exit the site on to Begbie Street and turn east onto Front Street. As noted previously, Begbie Street south of Front Street and the 600 & 700 block of Quayside Drive will be closed to motor vehicle traffic for the duration of the pour.

Front Street is classified as an arterial road with one motor vehicle travel lane in both eastbound and westbound directions. In addition, Front Street is a 24-hour truck route and is an important corridor for the movement of goods in the region. Based on the latest traffic count data from 2018, this section of Front Street carries weekday peak AM volumes averaging approximately 570 vehicles per hour and peak PM volumes averaging 625 vehicles per hour. On Saturdays, the AM peak volume is 690 vehicles per hour and the PM peak volume is 780 vehicles per hour. It should be noted that vehicle volume does start to increase on Front Street from 6:00 AM onwards. After 6:00 PM, the average vehicle volume lowers approximately 15% every hour to a low of 66 vehicles per hour between 3:00 AM and 4:00 AM. There is no transit service on this section of Front Street.

Begbie Street is classified as a local road with one motor vehicle travel lane in both northbound and southbound directions. Based on the latest traffic count data from 2014, this section of Begbie Street - Quayside Drive has weekday peak AM volumes averaging approximately 80 vehicles per hour and peak PM volumes averaging 120 vehicles per hour. On Saturdays, the volume is slightly higher with the AM peak at approximately 120 vehicles per hour and the PM peak at 150 vehicles per hour respectively. A review of the traffic volume characteristics during the requested extension hours before 7:00 AM and after 8:00 PM indicates that traffic volumes are significantly lower than during the peak periods, particularly from 10:00 PM to 6:00 AM. There is no transit service on this section of Begbie Street.

Quayside Drive is classified as a collector road with one motor vehicle travel lane and one parking lane in both eastbound and westbound directions west of McInnes Overpass. It is also a shared bicycle facility in both directions with a speed limit of 30 km/h. Based on the latest traffic count data from 2018, Quayside Drive has weekday peak AM volumes averaging approximately 220 vehicles per hour and weekday peak PM volumes averaging 390 vehicles per hour. Weekend peak AM volumes are approximately 240 vehicles per hour and weekend peak PM volumes are 260 vehicles per hour respectively. The #103 bus uses the McInnes St overpass and Quayside Drive to service the neighborhood.

Adding to the complexity of this operation is the presence of rail crossings. There are three railways that intersect Begbie Street and Front Street. These railways are owned and operated by Southern Railway, Canadian Pacific and Canadian National. There is a single railway crossing Front Street at Fourth Street operated by Southern Railway. The latest train count available for Canadian Pacific and Canadian National, taken from Front Street at Fourth Street in 2020 suggests an average of seven train events during the weekdays and an average of six train events on Saturdays between the hours of 6:00 AM and 9:00 PM. These train events ranged from three rail cars up to 103 rail

cars; therefore the duration for a train crossing may also vary greatly. Train count data for Southern Railway was not available at the time of writing this report but Bosa’s traffic consultant was advised their trains typically do not cross Front Street on Saturdays.

Train events at either crossing will disrupt the monolithic pour and will immediately require an alternate route as each concrete truck has a 90-minute window for delivery before the concrete falls out of its minimum specifications for use in core footings:

- During a train event at the Begbie Street crossing, truck access to the site will not be available via Begbie Street. Concrete trucks will detour and access the site via Stewardson Way, Third Avenue Overpass and Quayside Drive and vice versa when trucks must leave the site. As it is critical that the monolithic concrete pour is continuous, this detour through the Quayside neighborhood is necessary and must be utilized when Begbie Street is unavailable; however, it will only be used when there is a train event at Begbie Street and returned to the primary route as soon as the train event has cleared. Bosa’s traffic consultant has performed an analysis to show that concrete trucks can successfully navigate this route. In addition, TCPs will be stationed at the Third Ave overpass and Quayside Drive at K de K Court to safely manage motor vehicle and cyclist traffic in the presence of these trucks.
- During a train event at the Front Street crossing, concrete trucks will be diverted away from Front Street at E. Columbia Street to take McBride Boulevard, Royal Ave, Columbia Street, back to Front Street and vice versa for concrete trucks leaving the site.

To coordinate and manage train events, Bosa will contract staff from CN & CP to work in conjunction with their TCPs and traffic engineer to communicate and direct concrete trucks as required.

If onsite staging areas are fully occupied, to prevent truck traffic from queuing through Quayside Drive and to minimize disturbance to the neighbourhood, any waiting concrete trucks will be staged nearby on 14th Street but outside the Quayside neighbourhood and released in an evenly-timed, continuous manner to the site through the Traffic Control Supervisor.

It is proposed that the traffic signal at Begbie Street and Front Street be put into flash during the pour operation to facilitate movement of the concrete trucks to and from the site as well as to keep the flow of trucks and goods moving along Front Street. Vehicle movement will be controlled by experienced TCPs along with a Traffic Control Supervisor.

Putting the signal under TCP control is necessary for several important reasons:

- Left turns are prohibited for westbound traffic on Front Street. TCPs will allow the anticipated 19 concrete trucks arriving per hour to make the left turn onto Begbie Street and prioritize their movement to and from the site to prevent congestion on Front Street;

- TCPs can monitor and manage any queuing on Front Street or Begbie Street while also prioritizing emergency access vehicles, if needed;
- TCPs can direct the concrete trucks to the Third Avenue Overpass detour should train operations interfere with their concrete deliveries; and
- TCPs can follow and operate under an approved Traffic Management Plan and ensure a safe operation of this construction activity.

To assist in directing customers and deliveries to the River Market businesses during the pour operation, a TCP will be stationed at the intersection of K de K Court and Quayside Drive and additional wayfinding signage will be placed at decision points for motorists.

In addition to the Metro Vancouver Interceptor Rehabilitation project on Columbia Street and the associated impacts there, with proper traffic management coordination, Transportation staff do not anticipate these coinciding projects to directly affect each other significantly. Transportation staff will perform a final review of the traffic management plan at the Street Occupancy Permit application stage. It should be noted that a similar traffic management plan was implemented for the monolithic pour of the west tower and was considered very successful.

Although the variance to extend the available hours for the concrete pour may increase the possibility of noise in the early morning and late evening, the need for a continuous concrete pour is critical. Given the scope and duration of work, the ability to maintain walking and biking connections, limited impacts to transit, and the successful execution of the monolithic pour of the west tower previously, City staff consider the requested exemption to be reasonable under these circumstances.

Noise and Light Impact

Pump trucks setting up and concrete supply trucks arriving on site will create construction noise. The work will include coordination between the four pump trucks and approximately 19 concrete supply trucks per hour bringing concrete supplies to the site. Noise will also occur from back-up beepers as vehicles position themselves on site for the duration of the pour. Noise may also result from the use of hand tools by construction workers.

Bosa Development has committed to the following noise mitigation measures:

- ensuring all equipment is in good operating order;
- operating equipment at minimum engine speeds consistent with effective operation;
- educating and supervising construction personnel to ensure potential noises are minimized;
- avoiding unnecessary idling, revving, use of airbrakes and banging of tail gates;
- turning off equipment when not in use;

- having a contact person available to respond to any calls from affected residents and businesses; and
- performing spot checks using hand held noise monitors.

During the overnight time of the concrete pour the Bosa site will be lit with flood lights for construction workers’ safety and for crews to be able to perform their tasks in relation to the concrete pour. While a direct intrusive light into neighbouring residences and businesses is not anticipated, there may be some reflections of light towards the nearby properties. Bosa will do their best to keep any light reflection to a minimum. Appendix B shows lighting map for the Bosa site.

Notification

Advance notification will be provided to nearby residents and businesses according to Bosa’s community engagement protocol. This will include:

- posting information and updates to the Bosa Development website at www.660QuaysideDr.com;
- sending direct emails to approximately 200 business and resident stakeholders; and
- conducting a mail drop to residents and businesses in the following locations:
 - 300 to 700 Block of Front Street (north side);
 - 300 to 700 Block of Columbia Street (north and south side);
 - 400 to 700 Block of Clarkson Street (north and south side);
 - 400 to 700 Block of Carnarvon Street (south side); and
 - 20 to 40 Block of Sixth Street (east and west side).
 - 1 to 10 Block of Renaissance Square (all properties);
 - 8 to 12 Block of Laguna Court (all properties);
 - 30 Block of Reliance Court (all properties);
 - 3 to 15 Block of K De K Court (all properties);
 - 700 to 1400 Block of Quayside Drive (north and south side).

A notification map can be found in Appendix C and a sample of notification letter can be found in Appendix D.

Staff have carefully considered Bosa’s request for a 27-hour concrete pour event for the weekend and weekdays, have consulted with businesses on Quayside Drive, reviewed the traffic impact study, and are aware of residents still working from home due to the ongoing Covid-19 pandemic and present to Council the following options with their recommendation.

OPTIONS

The following options are presented for Council’s consideration:

- 1. That Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development on Friday March 11, 2022 from 6:00 AM to Saturday March 12, 2022 to 9:00 AM to enable a monolithic concrete pour for the creation of the East Tower foundation.

and

That Council grant an exemption from Construction Noise Bylaw No. 6063, 1992 to Bosa Development for either Friday March 18, 2022 from 6:00 AM to Saturday March 19, 2022 at 9:00 AM OR Friday March 25, 2021 from 6:00 AM to Saturday March 26, 2021 at 9:00 AM to enable a monolithic concrete pour for the creation of the East Tower foundation if unfavorable weather conditions prohibit the work from occurring on the weekend of Friday March 11, 2022.

- 2. That Council provide staff with alternative direction.

Staff recommends Option 1.

ATTACHMENTS

- Appendix A: Area of Proposed Work
- Appendix B: Lighting Map for the Bosa Site.
- Appendix C: Map of Construction Notification
- Appendix D: Sample of Notification Letter

APPROVALS

This report was prepared by:
Nav Dhanoya, Construction Impacts Coordinator
Michael Nguyen, Engineering Technologist, Transportation

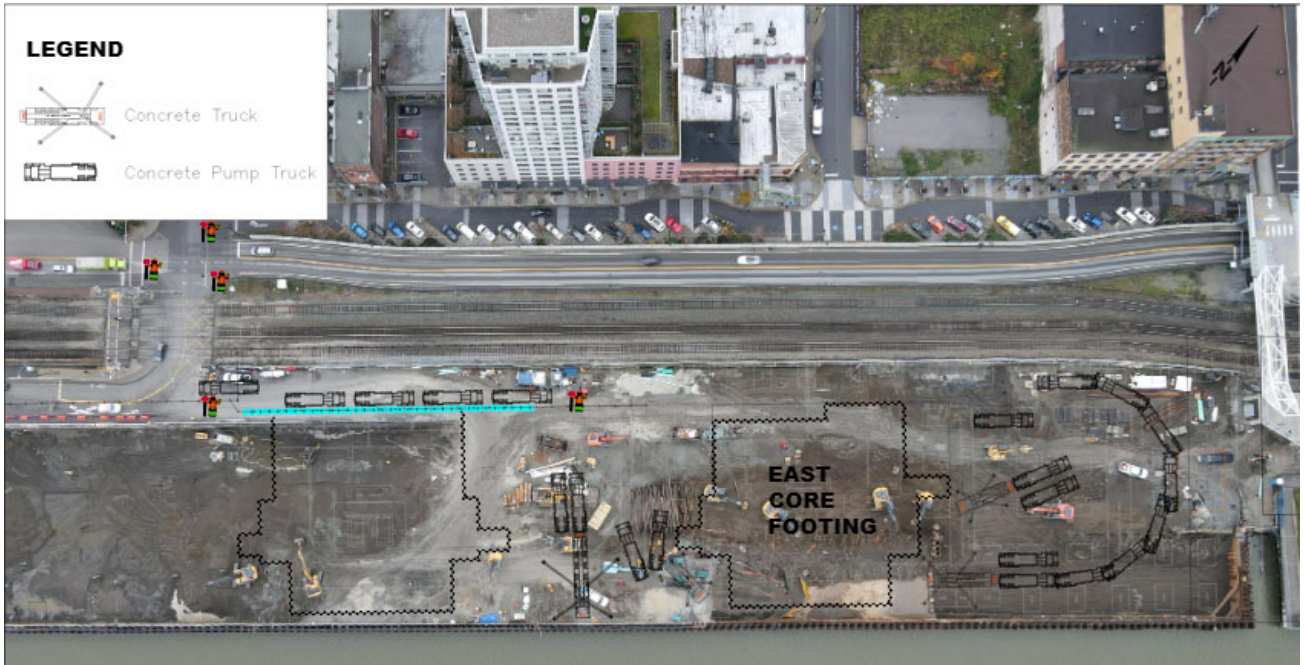
This report was reviewed by:
Serena Trachta, Acting Manager of Licensing and Integrated Services
Kanny Chow, Transportation Engineer
Mike Anderson, Acting Manager, Transportation

This report was approved by:
Serena Trachta, Acting Director of Development Services
Lisa Leblanc, Director of Engineering Services
Lisa Spitale, Chief Administrative Officer

Appendix A
Area of Proposed Work

Appendix A

Area of Proposed Work



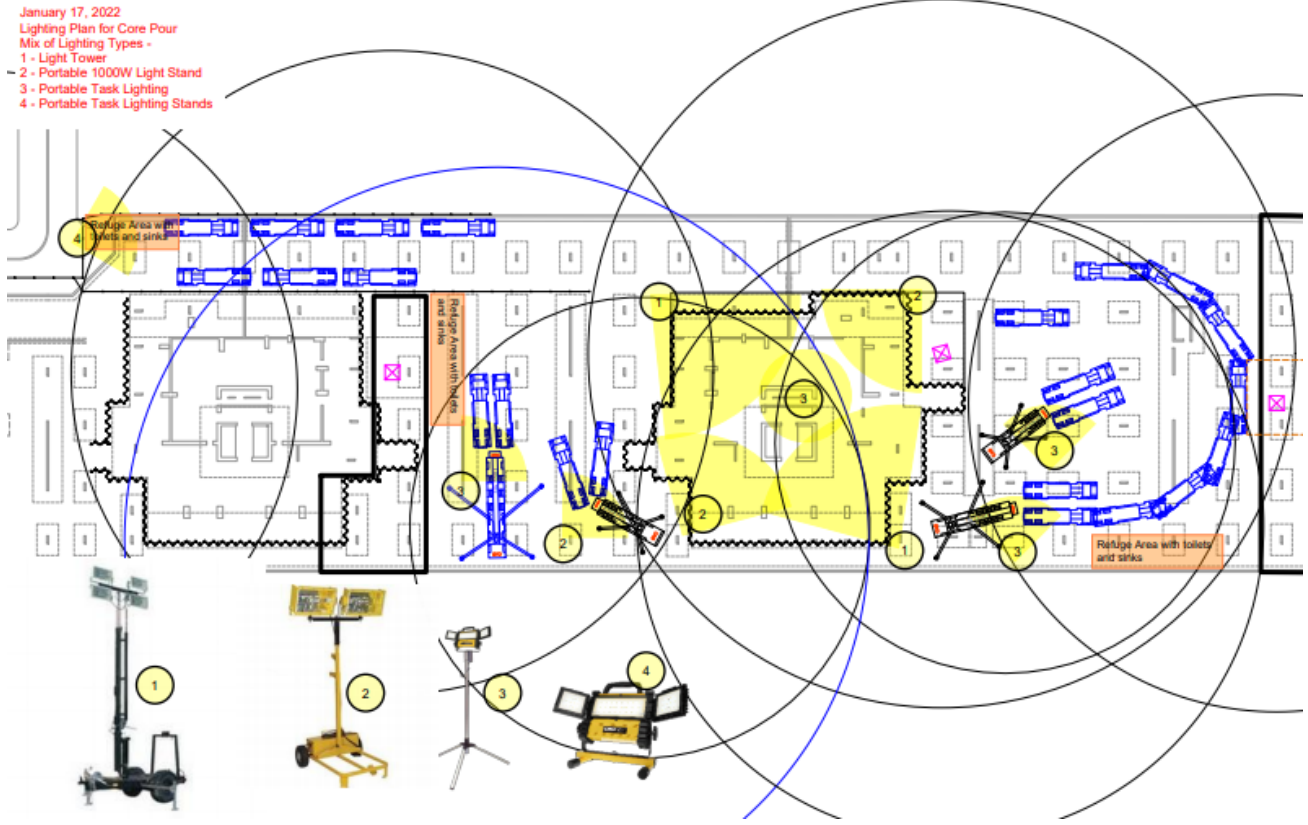


Appendix B

Lighting Map for the Bosa Site

Appendix B

Lighting Map for the Bosa Site.



Appendix C

Map of Construction Notification

Appendix C

Map of Construction Notification



Appendix D
Sample of Notification Letter

Appendix D

Sample of Notification Letter

Construction Notice – 660 Quayside Drive



From July 12th-14th Quayside Drive will be closed west of Begbie to the pedestrian crossing (approximately 300 metres). **There will be no vehicular access to the Riverfront Area via this route during this time. Pedestrian, bicycle and wheelchair access will be maintained.** Vehicle detours will be set up to use the McInnes Overpass and for large trucks to use the Third Avenue Overpass to enter and exit the Riverfront Area.

Please see the map on the reverse showing the road closure area and the detour routes. Please obey all signs and traffic control personnel at all times. All work will take place during regular construction hours (7:00am-8:00pm)

This closure is needed in order to fix the road settlement issues that have occurred in this area. A closure of the full width of the road is needed in order to have adequate space to do the required repairs and to maintain safe working conditions for our crew. We will endeavor to complete the work as quickly as possible and to re-open the road as soon as we can.

Thank you as always for your patience and understanding while we complete this work. Please do not hesitate to contact us if you have any questions or concerns.



REPORT

Parks and Recreation

To: Mayor Cote and Members of Council **Date:** February 14, 2022

From: Dean Gibson **File:** 2015409
Director of Parks and Recreation

Item #: 2022-105

Subject: Filming Activity in 2021 and Proposed Filming Fees for 2022

RECOMMENDATION

THAT this report be received for information; and

THAT staff be directed to bring forward amendments to Parks and Recreation Fees and Charges Bylaw No. 6673, 2001 as outlined in this report.

PURPOSE

The purpose of this report is to provide the annual overview of the prior year's filming activity and accomplishments and to propose new and revised filming fees for 2022.

SUMMARY

COVID-19 combined with the downtown construction activity has limited filming activity in 2021 and reduced film permit revenues to \$593,494 (\$137,000 less than 2020) by means of 60 film permits with 76 filming days. The average film permit generated \$7,809 per day of filming.

BACKGROUND

In 1998, New Westminister started actively managing filming activity in the City by means of a Film Coordinator charged with the responsibilities to coordinate municipal services, manage neighbourhood impacts through communication and mitigation efforts and apply filming policies and fees. It is customary for the Film Coordinator to provide Council with an annual update that highlights the prior year's filming activity.

EXISTING POLICY

Film Permit Bylaw No. 7793, 2016, regulates filming activity in New Westminster and Council approved policies, fees. Creative BC’s Filming Code of Conduct, applicable law and industry standards also governing filming across the province. All filming within New Westminster is managed through the Parks and Recreation Department’s Filming Coordinator.

DISCUSSION – 2021 FILM ACTIVITY

Following are a series of filming updates by topic:

A. 2021 Filming Activity and Revenue

The Filming office issued 60 film permits that included 76 film days. This resulted in gross Film Permit revenues of \$593,494 with an estimated net City film permit revenue of \$400,000. While the total number of permits issued has increased over 2020, the actual number of filming days has held steady. The overall intensity and complexity of filming activity for each permit also decreased in 2021 as reflected in the reduction in average permit gross revenue. The following table summarizes the most recent five year period of filming activity.

Year	Permits	Film Days	Gross Revenue	Gross Revenue per Permit Average
2021	60	76	\$593,494	\$9,891
2020	54	76	\$730,886	\$13,535
2019	95	140	\$795,151	\$8,370
2018	107	128	\$823,009	\$7,692
2017	135	155	\$1,000,831	\$7,414
5 Year Averages	90	575	\$788,674	\$9,380

Key Film Permit revenue sources include civic location fees, administration charges, license fees, inspection fees and ‘purchased’ civic services (i.e. Police Services). Filming fees are established through the Parks and Recreation Fees Bylaw No. 6673, 2001.

The 2021 filming activity was disrupted and limited by three key factors: a) COVID-19, b) downtown construction activity, and c) limited off-street parking locations large enough to accommodate filming trucks, catering, actor trailers, equipment, etc.

Attachment “A” summarizes New Westminster’s filming activity in 2021.

B. Filming Good News Stories

Good news stories, related to filming, are frequent but mostly unrecognized by the general public. Examples of unique filming stories that benefitted local residents and organizations in 2021 included:

- The New Westminster School District, through filming activity in the old high school, generated \$169,667 in extra revenue;
- The Netflix production *Mixtape* made a donation to the Lower Mainland Purpose Society that included cash as well as 5 ton truck full of clothing, furniture and housewares. In addition, *Mixtape* reported direct spending with Columbia and Front Street merchants of \$160,609;
- The TV series *Batwoman* donated \$1,500 to the Downtown BIA;
- The TV series *A Million Little Things* donated \$1,000 to the Queen’s Park Residents Association; and
- The film office does conduct filming surveys with productions to help staff understand production company non-film permit spending in New Westminster. In 2021, 25 of 60 production companies completed the wrap survey which indicated a direct spend to residents and merchants was \$658,782. If all production companies submitted the survey, staff believe the full filming economic benefit to residents and merchants in 2021 would be in the order of \$1.3 million.

DISCUSSION – PROPOSED 2022 FILM FEES INCREASES

The filming office conducts an extensive fee analysis every few years. It has been over five years since the filming office has proposed meaningful film fee changes (modest fee changes have been accommodated in the annual fees and charges bylaw amendment process). Based on a fall 2021 municipal film fee review, staff is proposing fee increases and new fees as indicated in the table below. The proposed fees align to industry standards and rates that will generate additional filming permit revenues for the City.

#	Fee Description	Existing Fee \$	Proposed Fee \$	New Fee	Existing Fee
1.	Filming License Fee	\$275	\$300		✓
2.	Street Occupancy Fee	\$200	\$225		✓
3.	Parking Meter Daily Fee	\$10	\$15		✓
4.	City Hall Prep & Wrap Fee	\$1,000	\$1,500		✓
5.	City Hall Parking Lot Daily Fee	\$500	\$750		✓
6.	Temporary No Parking Signage	\$100	\$125		✓
7.	Cemetery Pre & Wrap - Day Fee*	\$750	\$1,000		✓
8.	Cemetery Film – Day Fee*	\$1,500	\$2,000		✓
9.	Administration Fee	15%	20%		✓
10.	Multiple Location Fee (per additional location)	\$50	\$75		✓
11.	Location Hold Fee (non-refundable)	n/a	\$1,000	✓	

#	Fee Description	Existing Fee \$	Proposed Fee \$	New Fee	Existing Fee
12.	Re-occurring Location Fee	n/a	\$250	✓	
13.	Lunch Tent Day Fee (on civic property)	n/a	\$300	✓	
14.	Moving Picture Car Admin Fee	n/a	\$100	✓	
15.	FX or Gun Review Fee	n/a	\$175	✓	
16.	Curfew Extension Fee (per hour outside of curfew)	n/a	\$250	✓	
17.	Drone Use Admin Fee	n/a	\$500	✓	
18.	Multiday Film Permit Fee (per each additional day)	n/a	\$100	✓	

* Cemetery fees are directed to the cemetery perpetual care fund, not general city revenues.

FINANCIAL IMPACTS

2021 Filming Activity

Filming in 2021 produced gross permit revenues of \$593,494 through 60 film permits with 76 filming days. The average film permit generated \$7,809 per film day. The estimated net film permit revenue of \$400,000 supports City operations. In addition, filming creates a meaningful economic spin-off (non-film permit revenues) including:

- ➔ One day of TV Series filming results in direct spending between \$10,000 - \$20,000 to residents and merchants.
- ➔ 76 days of filming in 2021 generated an estimated \$1.3M of supplemental income to residents and merchants (see the Good News Section for additional detail).
- ➔ Creative BC estimates 925 New Westminster residents work in the film sector with a combined payroll value of \$47M that is partly re-invested in New Westminster.

Proposed 2022 Film Fees

The proposed updated and new filming fees, if adopted, will increase the City’s 2022 film permit revenues. The new revenue impact potential is difficult to forecast as film permit fees are allocated based on the number and scope of filming requests.

OPTIONS

1. Receive this report for information; AND
2. Directed staff to bring forward amendments to Parks and Recreation Fees and Charges Bylaw No. 6673, 2001 as outlined in this report ; OR
3. Receive this report for information and provide Staff with alternative film fee direction.

Options #1 & #2 are recommended.

CONCLUSION

The result of careful management and the coordination of City film permits creates a sustainable economic benefit to the City, its residents and its merchants.

ATTACHMENTS

Attachment “A” – 2021 Filming Activity Overview

This report was prepared by:
Trevor Cave, Film Coordinator
Jason Haight, Manager of Business Operations

This report was approved by:
Dean Gibson, Director of Parks and Recreation
Lisa Spitale, Chief Administrative Officer

Attachment "A"

2021 Filming Activity Overview



NEW WESTMINSTER

2021 Film Activity



TV Series	Movie	Other
DC Legends of Tomorrow	One Winter Wedding	Breakaway (I)
Turner & Hooch (3)	Mixtape	Lululemon (TVC x3)
A Million Little Things (8)	The J Team	Saxx (TVC)
Batwoman (4)	Sweet Home Georgia	Creative BC (TVC)
Zoey's Extraordinary Playlist	Sight	Golden Delicious (I x 2)
The Babysitters Club (4)	The Midnight Club	Baba (I)
Superman & Lois	Christmas Bridesmaid	Slump (I)
Supergirl	Perfect Recipe	Cheerios (TVC)
Yellowjackets (6)		Lay me by the Shore (I)
Virgin River		Ghost in the Closet (SP)
Zoey's Extraordinary Christmas		Last Day on the Earth (I)
Dead Boy Detectives		N'xaxaitk'w (I)
		My Life (I)
		The Keary Project (TVC)
		Ragu (TVC)
		Ava Grows (I)
		Curling Canada (TVC)
		Master Legal (TVC)
		Save On (TVC)

Legend			
*	= repeated filming activity	TVC	= TV Commercial
SP	= student production	D	= Documentary
I	= independent	MV	= music video
TVM	= TV Movie	FF	= Feature Film

REPORT

Department Name

To: Mayor Cote and Members of Council **Date:** February 14, 2022

From: Jacque Killawee, City Clerk **File:**

Item #: 2022-81

Subject: Local Government Election 2022: Appointment of Chief Election Officer and Deputy Chief Election Officer

RECOMMENDATION

THAT pursuant to Section 58(1) of the Local Government Act, Council appoint Jacque Killawee, City Clerk, as Chief Election Officer, and Nicole Ludwig, Assistant City Clerk, as Deputy Chief Election Officer for the 2022 Local Government Election.

PURPOSE

To recommend appointments of Chief Election Officer (CEO) and Deputy Chief Election Officer (DCEO) for the 2022 Local Government Election.

BACKGROUND

Appointment of the Chief Election Officer and the Deputy Chief Election Officer are statutory requirements under section 58(1) of the Local Government Act. Traditionally, and for practical reasons, members of Legislative Services are in the best position to undertake responsibilities for the conduct of the election.

OPTIONS

There are two options for Council's consideration:

1. **THAT** pursuant to Section 58(1) of the Local Government Act, Jacque Killawee, City Clerk, be appointed Chief Election Officer, and Nicole Ludwig, Assistant City Clerk, be appointed Deputy Chief Election Officer for the purpose of conducting the 2022 Local Government Election.

2. That Council provide staff with other direction.

Staff recommend option 1.

CONCLUSION

It is recommended that Jacque Killawee be appointed Chief Election Officer and Nicole Ludwig be appointed Deputy Chief Election Officer for the 2022 Local Election.

This report was prepared by:

Nicole Ludwig, Assistant City Clerk.

This report was approved by:

Jacque Killawee, City Clerk

Lisa Spitale, Chief Administrative Officer

The Working Group would also like to rename the group to the Peer Assisted Crisis Team (PACT) Working Group to more accurately reflect the work plan.

Staff and the PACT Working Group continue to work with the Province to help secure funding for Phase Two of the five year pilot project.

BACKGROUND

Council is committed to developing a compassionate response to those experiencing mental health crisis and poverty across the city. We know we need to be bold to take steps to lift up the most vulnerable, especially those experiencing mental health crisis, poverty, and homelessness. We also know that we need different approaches to domestic and sexual violence. There is a need for a suite of community responses to mental health crisis that prioritizes compassionate care.

On February 1, 2021 Council passed a resolution at a Regular Council meeting supporting the transition from primarily a police response to a health response to mental health crisis in the community.

Police Reform Working Group Deliverables

In order to begin taking action in the community, in March 2021, Council approved the following direction, based on the input from the Reconciliation, Inclusion and Engagement Task Force:

- a. Provide direction on three engagement approaches identified.
- b. Establish a new “Police Reform Working Group” comprised of small group of Councillors, city staff and industry experts.
- c. Provide direction on the question of community representation on the Police Reform Working Group.
- d. Identify that research be included in this report as part of the mandate of the proposed “Police Reform Working Group”.

Council led the Police Reform Working Group, comprised of Councillor Nadine Nakagawa (chair), Councillor Jaimie McEvoy and Councillor Mary Trentadue as well as staff, and prepared a submission in April 2021, to the Special Committee on Reforming the Police Act (and Mental Health Act). The submission called for policing and public safety to be restructured in accordance with the city’s values and called for greater municipal change.

The submission acknowledged:

“...No amount of change to the BC Police Act or Mental Act alone can replace the need for greater structural change that would reduce the criminalization of poverty or social condition due to deficits in coordinated, region-wide approaches to housing, healthcare and community services.”

The recommendations for change is anticipated to help amplify and center the voices of racialized, indigenous, homeless and vulnerable members of our community who have been living at the intersection of historical and systemic marginalization.

Starting from a place of compassion and inclusion, everyone in our city should have a sense of place, to have a home, and to enjoy access to food, integrated health services and full employment with a livable income. Council advocated for the decriminalization of drugs, and that the sources of poverty and desperation are addressed at their cause. There should be strong, intergovernmental collaboration within a sustainable and regenerative environment.

Developing a Community Led Response to Mental Health Crisis (PACT Pilot Project)

The city, along with its partners and key stakeholders, plan to develop an effective community response to mental health crisis. Key crisis drivers include shelter / housing issues, food security, family conflict, alcohol / substances, depression / anxiety, loss and minor physical injuries.

In BC, police officers are often the frontline responders to mental health crises. Due to legislation and a lack of voluntary health and social services, people experiencing a mental health crisis are typically transported by police to only one of two options: hospital emergency rooms or the prison system. Neither is well-equipped to address the complex issues that led to the crisis.

On November 1, 2021, Council approved the city's participation in the Peer Assisted Crisis Team (PACT) Pilot Project in New Westminster with the Canadian Mental Health Association (CMHA) and the City of Victoria, North Vancouver and the District of North Vancouver; \$65,000 toward the implementation of Phase 1 of the Peer Assisted Crisis Team Pilot Project in New Westminster; and a submission to the Province of British Columbia Civil Forfeiture Crime Prevention and Remediation Grant Program for up to \$94,000.

The City of New Westminster is now working with CMHA to enact the PACT Pilot Project which will be comprised of mobile crisis teams responding to mental health calls from the community. Based on North American best practices and staffed by peer and mental health specialists, the PACT Pilot Project will provide support and connection to a range of services such as mental health, housing, treatment, benefits, and employment. PACT is an alternative or auxiliary service to police response to crisis calls related to mental health. The intention is to move from an incarceration approach to a health response to mental health crisis.

Key PACT Components:

- Pairs a mental health professional with a trained peer crisis responder.
- Expands the range of mental health supports to City of New Westminster residents, co-designed with populations at higher risk of experiencing distress that may lead to police contact.

- Intends to keeps people living with mental illness and substance use and their families connected to their communities and voluntary mental health services.

ANALYSIS

Over the next year, the city and CMHA will implement Phase One and plan for Phase Two of the PACT Pilot Project. The first phase is currently underway and will prepare, through engagement and community planning, for a five year pilot project, pending support of senior levels of government. The PACT Working Group will provide guidance and oversight for the implementation.

PACT Working Group Phase One Work Plan:

1. Identify the service gaps in mental health support in New Westminster.
2. Understand and map the current services for our most vulnerable populations.
3. Establish a community developed implementation plan for the five year PACT Pilot Project.
4. Cultivate champions and an understanding of the project with key groups across the city.

Engagement Plan

CMHA will lead the engagement process and is in the process of finalizing staff/consultants to complete the work. The implementation of the plan is intended to begin within the next few weeks. The engagement plan for Phase One is recommended to be as follows:

A. Develop a Systems Partner Planning Table

This table will be established to oversee the resources and strategic alignment of senior government partners to ensure the integrated implementation of this project. The intention is to create an ongoing sustainable plan with a long term funding source and allocation of resources to accommodate the implementation of the plan recommended by the Community Planning Table (described below).

The Stakeholders at this table are recommended to include:

- Fraser Health Authority
- CMHA
- BC Housing
- New Westminster Police Department
- City of New Westminster
- First Nations Health Authority

- Local Members of the Legislative Assembly and Member of Parliament
- Ministry of Mental Health and Addiction Staff
- Public Safety Staff
- E-Comm Staff

B. Develop a Community Planning Table

The Community Planning Team will be established to determine how to best structure this project to meet the needs of residents of New Westminster, to align with service providers and serve vulnerable and marginalized populations most effectively. Some may be invited to attend monthly meetings while others may be consulted individually. CMHA will consult or consider each group to ensure the best use of limited resources.

The Stakeholders at this table are recommended to include:

- Spirit of the Children
- W.I.N.G.S. - Women in Need Gaining Strength
- The Lower Mainland Purpose Society
- Elizabeth Fry Society of Greater Vancouver
- Lookout Housing and Health Society
- Greater Vancouver Food Bank
- Seniors Services Society
- First Nations Bands
- Union Gospel Mission
- Holy Trinity Anglican Cathedral
- New Westminster Homelessness Coalition
- Family Services
- Immigrant Services Society / Mosaic
- People with lived and living experience

C. Engage Key Stakeholder Groups: consult, inform and develop champions

The following groups will be consulted by members of the PACT Working Group. The intention is to create understanding and encourage champions throughout New Westminster.

The groups identified to date include:

- Division of Family Practice
- Holy Trinity Anglican Church
- St. Barnabas and Shiloh Unity Church and other faith based organizations
- Downtown Residents Association
- Downtown Business Improvement Association
- Uptown Business Improvement Association

- Tourism New Westminster
- New Westminster Chamber of Commerce
- BC Ambulance Service
- New Westminster Fire Rescue
- New Westminster Police Department
- TransLink Police
- Health Justice Organization
- Black Lives Matters
- Sanctuary Health

A report will be presented to Council once Phase One is completed. Staff and the PACT Working Group are recommending the support of the engagement plan to develop Phase One of the PACT Pilot Project.

D. Build Internal Capacity to support the PACT Pilot Project

On November 1, 2021 Council approved funding to support the PACT Pilot Project and to work with CMHA in developing Phase One of the plan with the community. Staff, the PACT Working Group and CMHA are recommending the resources allocated by Council be amalgamated to create a staff support position, the Project Coordinator, Crisis Care Reform, in the Intergovernmental Relations office.

This position will support the implementation of Phase One of the PACT Pilot Project. This investment will continue to build internal knowledge, expertise and capacity as the project moves from the planning phase into the five year PACT Pilot Project.

A funding submission to the BC Civil Forfeiture Crime Prevention and Remediation Grant Program was submitted to offset the costs incurred for Phase One.

E. Next Steps

The next steps for this project include:

1. **CO-DEVELOP** a model for a civilian-led mobile crisis response team to the City of New Westminster based on the input from the Systems and Community Planning Tables and the findings from the stakeholder engagement.
2. **PROCURE** community agency to operate the service through a Request for Proposal (RFP) process. The Community Planning Tables will nominate a subcommittee to review the proposals and make recommendations on the final decision (subject to provincial funding).
3. **IMPLEMENT** Phase Two, a Five Year PACT Pilot Project which includes mobile crisis teams activated across the city to respond to mental health crisis.

Name Change of the Working Group

In February 2021, Council approved the Police Reform Working Group in order to prepare a submission to the Provincial Special Committee on Reforming the Police Act. From that submission, the work has now transitioned to create the Peer Assisted Crisis Team Pilot Project in collaboration with the Canadian Mental Health Association. This work will support as well as provide an alternative to police response for those experiencing mental health crisis.

Staff and the Working Group are requesting a name change from the Police Reform Working Group to the PACT Working Group to more accurately reflect the work plan.

SUSTAINABILITY IMPLICATIONS

This project will work toward improving the livability and quality of life for all residents and businesses in the city. The intention is to make the best use of limited resources across many levels of government, including the decreased reliance on police for mental health crisis and hospital emergency rooms. The intention of the plan is to build sustainable resources, from across many organizations, available to the community.

FINANCIAL IMPLICATIONS

The anticipated cost of the PACT Pilot Project will be within previously approved Council funding of \$65,000. A submission to the Province of British Columbia Civil Forfeiture Crime Prevention and Remediation Grant Program, if successful, will offset costs incurred for Phase One.

CMHA will provide community consultation expertise and project management staff to facilitate Phase One. The city and CMHA continue to work with the Province to secure Phase Two funding for the and the three pilot cities (Victoria, New Westminster and North Shore).

OPTIONS

1. Council approve the community engagement plan for the PACT Pilot Project conducted in collaboration with the Canadian Mental Health Association;
2. Council approve the hiring of a Project Coordinator, Crisis Care Reform to support the PACT Pilot Project;
3. Council approve the change in name of the Working Group to the Peer Assisted Crisis Team (PACT) Working Group; or

- 4. That Council provide other direction.

Staff recommend options 1, 2 and 3.

CONCLUSION

Phase One of the PACT Pilot Project is currently underway in collaboration with the Canadian Mental Health Association. This report outlined the plan for implementation of Phase One. The approval of the community engagement plan is recommended as well as hiring a staff resource to support the facilitation of the project in order to build internal capacity and help implement the plan. A name change of the Working Group to the PACT Working Group is also recommended.

Staff, the PACT Working Group and CMHA continue to work with the Province to help secure funding for Phase Two of the five year pilot project.

APPROVALS

This report was prepared by:
Denise A Tambellini, Manager Intergovernmental and Community Relations

This report was reviewed by:
Dave Jansen, Police Chief
Jennifer Miller, Manager Public Engagement

This report was approved by:
Lisa Spitale, Chief Administrative Officer

REPORT

Parks & Recreation

To: Mayor Cote and Members of Council **Date:** February 14, 2022

From: Dean Gibson **File:** 2026155
Director of Parks and Recreation

Item #: 2022-110

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

RECOMMENDATION

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

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

PURPOSE

The purpose of this report is to seek adoption of 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.

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 Mayor and Council (December 13, 2021), the Facilities,

Infrastructure and Public Realm Advisory Task Force and parallel community Advisory Committee.

BACKGROUND

On December 13th 2021, Space2Place consultants presented the draft Strategy to Council for feedback and indicated that a final version of the Strategy would be brought back to Council for adoption in early 2022 with subsequent implementation later that year. For reference, [the report to Council](#) is included as **Attachment A** and provides a summary of themes and recommendations from the Strategy. Following the presentation on December 13th, staff received positive feedback on the draft Strategy and a specific question related to the Moody Park Off-Leash Area (OLA) which is addressed in the 'Next Steps' section of this report.

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

Refer to Attachment A of this report.

NEXT STEPS

Pending adoption by Council, the high priority actions will be implemented over the next 12 to 18 months to improve conditions and service levels of off-leash areas:

- 1) Create a 'separable' area at the Moody Park OLA (Refer to Council resolution adopted by consent on [December 10, 2018](#)):

THAT a permanent small dog off-leash area be incorporated into the existing Moody Park Dog enclosure as outlined in the December 10, 2018 staff report.

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

- 8) 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

Funding is available in the 2022 Approved Capital Expenditure Budget of approximately \$75,000 to support the high priority action items listed in this report, exclusive of the Agnes Greenway dog parklet. The dog parklet, along with other public realm improvements, will utilize the \$50,000 capital funds dedicated to Agnes Street Greenway Public Realm Improvements from the Parks & Recreation Department.

Ongoing operating costs related to the high priority capital investments, including dog parklets, are under review. Over the next few years, staff will monitor changes in operational needs related to all dog off-leash areas and report back to Council with any changes in operating costs and proposed funding strategies.

INTERDEPARTMENTAL LIAISON

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

OPTIONS

The following are options for Council's consideration:

- 1) To adopt the "People, Parks & Pups Strategy", included as Attachment B, to guide the planning and design for people and dogs in parks and open spaces across New Westminster; *and*
- 2) To proceed with next steps as outlined in this report; or
- 3) Provide alternate direction to staff.

Staff recommend Option #1 and #2.

ATTACHMENTS

Attachment A: Report to Council dated December 13, 2021

Attachment B: Draft- People, Parks and Pups Strategy

Attachment C: 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"

Report to Council dated December 13, 2021

(Report only, attachments not included)

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 Westminister; *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 Westminister’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 Westminister 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 Westminister, 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

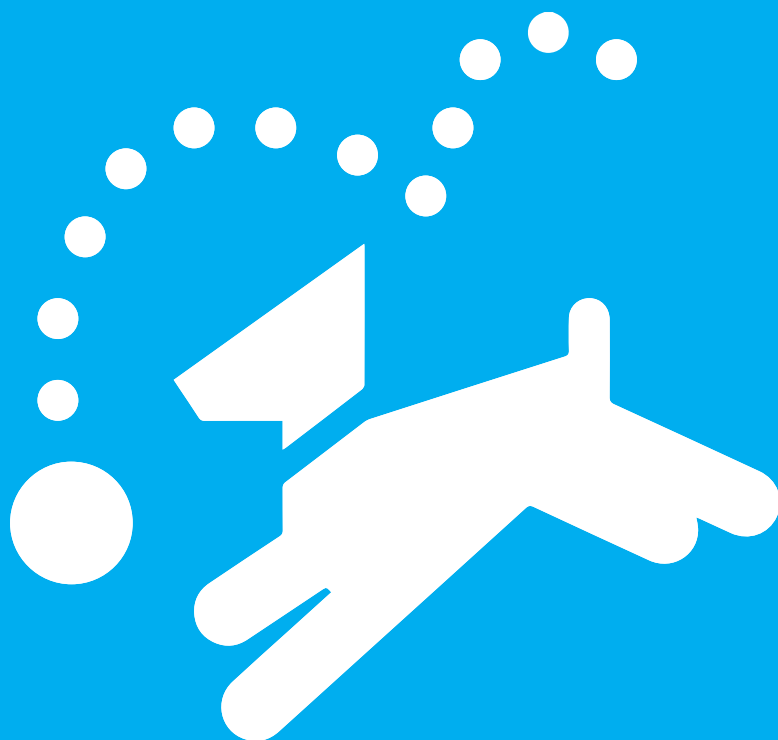
Lisa Spitale
Chief Administrative Officer

Attachment "B"

Draft- People, Parks and Pups Strategy

People Parks & Pups

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



Report prepared by space2place design inc.
For the City of New Westminster
February, 2022



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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 to provide a parks and open space system for the residents of New Westminster, that feels inviting and safe for all.

The following table provides an overview of key recommendations in these categories:

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

DESIGNATING SPACE

SUMMARY OF RECOMMENDATIONS	
DISTRIBUTION	<ul style="list-style-type: none"> • Prioritize under-served areas when establishing new OLA space, based on an evaluation of current and projected population densities and dog license data. • Engage local residents in the process of modifying OLA boundaries. • 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. • Update metrics to confirm New Westminster provides an off-leash area within 1 km (15minute walk) of most New Westminster residents.
TYOLOGY	<ul style="list-style-type: none"> • Develop design standards and guidelines for Dog Parklets (refer to Strategic Report for additional details). • 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. • 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.
ACCESS & CIRCULATION	<ul style="list-style-type: none"> • 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). • Ensure new OLA spaces are designed to meet accessibility guidelines. • For OLAs that are 0.4 ha or larger, integrate accessible paved looped paths. • When establishing new OLA space, review site access at the neighborhood scale to mitigate conflict and support access via walking, cycling and transit. • Where possible, provide direct access to the OLA from the associated parking areas to avoid unsanctioned off-leash activity between the parking area and the OLA.
ADJACENCIES	<ul style="list-style-type: none"> • When establishing new OLA space, review adjacent land and park uses in order to ensure more compatible adjacencies. • Separate off-leash areas from adjacent land and park uses with secure fencing, plus additional mitigation measures based on guidelines in the Strategic Report. • Engage a Registered Professional Biologist (RPBio) to evaluate impacts of OLAs that are located in close proximity to environmentally sensitive areas, and provide recommendations for mitigation as required.

ATTRACTING USE

SUMMARY OF RECOMMENDATIONS	
TPOLOGY DESIGN GUIDELINES	<ul style="list-style-type: none"> Introduce the city’s first dog parklet along the Agnes Street Greenway. Monitor use and evaluate its success for a 6 - 12 month period before implementing additional dog parklets. Work with Engineering Services to develop standards for dog parklets (i.e. traffic management). Engage local residents in the process of identifying suitable locations for Dog Parklets, and evaluating their success. Engage an interdepartmental city staff team to plan, design and develop maintenance standards for each dog parklet to ensure staff capacity and expectations are aligned. Provide a range of character between OLAs by integrating the specific attributes of each site and providing diverse layout, topography, and amenities. Support more intensively used OLAs with sufficient resources to ensure surfacing and amenities are attractive and durable.
AMENITIES	<ul style="list-style-type: none"> 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. Following an audit of existing OLAs for provision of ‘Special Amenities’, create an implementation plan that prioritizes: <ul style="list-style-type: none"> OLAs with intensive use in high-density areas; and Amenity requests communicated during the engagement process to develop this Strategy. 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.
SURFACING	<ul style="list-style-type: none"> Integrate vegetation and protective edging (as required) to enhance the OLA. Planting design should: <ul style="list-style-type: none"> Consider sight lines and clearances for dogs and people; Provide shade where needed; and Enhance seasonal variation and scent. Audit existing signage locations at park entry points and at OLA entrances to alert park visitors to off leash activity within the park (refer to Strategic Report for additional details). Evaluate the best surface for OLAs 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.

SUMMARY OF RECOMMENDATIONS	
VEGETATION	<ul style="list-style-type: none"> • Integrate vegetation and protective edging (as required) to enhance the OLA. Planting design should: <ul style="list-style-type: none"> • Consider sight lines and clearances for dogs and people; • Provide shade where needed; • Enhance seasonal variation and scent. • Assess existing vegetation in OLAs to determine plant and tree health and potential impacts from dog activity. Implement vegetation protection measures as required. • Vegetated areas proposed in OLAs (where suitable) to include native, drought tolerant species and be designed to minimize maintenance requirements.
BOUNDARIES	<ul style="list-style-type: none"> • Develop and implement a standard double-gate design for OLAs based on the accessible gate at Queen’s Park OLA. Engage experts (as required) to refine the gate design to promote universal access. • Provide 2.4m wide lockable gates for maintenance vehicle access, at all fenced OLAs in parks. Engage operations staff to confirm design criteria.
SIGNAGE	<ul style="list-style-type: none"> • Develop standard signage with rules and guidelines for responsible use of dog parklets and OLAs, in consideration of feedback received through the engagement process to develop this Strategy. • Audit existing signage locations at park entry points and at OLA entrances to alert all park visitors to off-leash activity within the park (refer to Strategic Report for additional details). • Consider providing community notice boards at park OLAs for local residents and the municipality to share information related to the site and more broadly to dog activity in the city (refer to Strategic Report for additional details).

MANAGING OPERATIONS

SUMMARY OF RECOMMENDATIONS	
DOG WASTE MANAGEMENT	<ul style="list-style-type: none"> • Encourage stratas to provide biodegradable bag dispensers at key access entry and exit points. • Provide bins in convenient locations for dog owners to deposit dog waste that are identifiable and easy to use (i.e. no lifting a lid, conveniently located etc.) and establish a regular collection schedule. • Generate an outreach campaign for responsible dog waste disposal, and work with community groups and schools to deliver educational programs about dog waste management. • 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 streetscapes, natural areas and water quality. • Engage a Registered Professional Biologist (RPBio) to assess off-leash areas that are located within riparian setbacks and provide recommendations to mitigate the impacts of dogs and their waste.
LICENSING	<ul style="list-style-type: none"> • To encourage dog licensing and renewal, consider: <ul style="list-style-type: none"> • Opportunities to promote dog license renewal and make payment easy and convenient (i.e. offering renewal services at community events); • Partnering with veterinarians to offer dog license in combination with annual check-ups; and • Partnering with local pet shops to develop a “rewards” program that offers discounts for owners of licensed dogs at participating pet stores, or offers them access to training resources.
ENFORCEMENT	<ul style="list-style-type: none"> • Collaborate with Animal Services to identify priority locations with unsanctioned off-leash activity, and implement a plan for increased enforcement supported by educational outreach. • Monitor bylaw infractions related to dog activity in parks and open space through Animal Services (i.e. the offence, location, date, and action taken). Use this information to establish measurable goals to increase enforcement.

MANAGING OPERATIONS

SUMMARY OF RECOMMENDATIONS	
MAINTENANCE	<ul style="list-style-type: none">• Identify high, medium and low priority improvements for each OLA with an implementation plan that includes target timelines and resource planning.• Develop a standard maintenance plan for OLAs 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 OLA to help inform resource planning.• Promote the 'SeeClickFix' app for reporting OLA maintenance issues to municipal staff.• Identify an annual budget for OLA maintenance and upgrades with increases commensurate with population growth.
EVALUATION	<ul style="list-style-type: none">• Continue to monitor and implement accessibility guidelines at OLAs. .• Develop a standardized procedure for annual evaluation of OLAs including a condition assessment of standard amenities.

WORKING TOGETHER

SUMMARY OF RECOMMENDATIONS	
STEWARDSHIP	<ul style="list-style-type: none"> • Initiate a stewardship program for community members, local businesses and other organizations to adopt an OLA or dog parklet. • Formalize stewardship responsibilities for adopting an OLA, and establish how work by stewards will be coordinated with operations staff.
FUNDING	<ul style="list-style-type: none"> • Pursue private and public funding opportunities for upgrading specific OLAs with special amenities. • Consider opportunities for a design competition for new dog parklets. • Track annual maintenance and operations cost for OLAs and dog parklets, and establish an annual budget with increases proportional to population increases.
EDUCATION	<ul style="list-style-type: none"> • 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 OLAs, and/or as online video resources. • Collaborate with environmental organizations to deliver educational programs related to the impacts of dog activity in environmentally sensitive areas and how uncollected dog waste can impact water quality. • Identify opportunities to integrate educational initiatives on dog activity with other community events in order to engage a broader audience.

1.0

BACKGROUND

- 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 Engagement 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. Nicole Ellis, American Kennel Club (<https://www.akc.org/expert-advice/training/mentally-stimulated-happy-dog/>)
2. Wood, Lisa & Giles-Corti, Billie & Bulsara, Max. (2005). The Pet Connection: Pets as a Conduit for Social Capital? Social science & medicine (1982). 61. 1159-73. 10.1016/j.socscimed.2005.01.017.

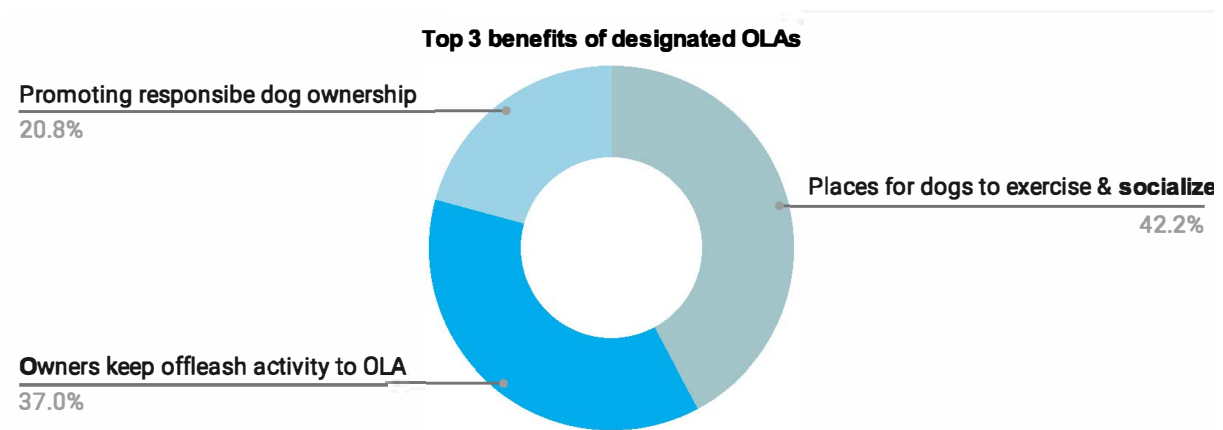


Fig 1.1 Benefits of OLAs | Phase 1 Engagement

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, Association of Professional Dog Trainers ¹

- 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 ground.
- 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 puppies¹.
- 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. Nick Hof, Association of Professional Dog Trainers (<https://www.nytimes.com/2020/02/06/smarter-living/the-dog-park-is-bad-actually.html>)
2. VAC Animal Hospitals (<https://vacahospitals.com/know-your-pet/puppy-behavior-and-training---dealing-with-undesirable-behavior>)

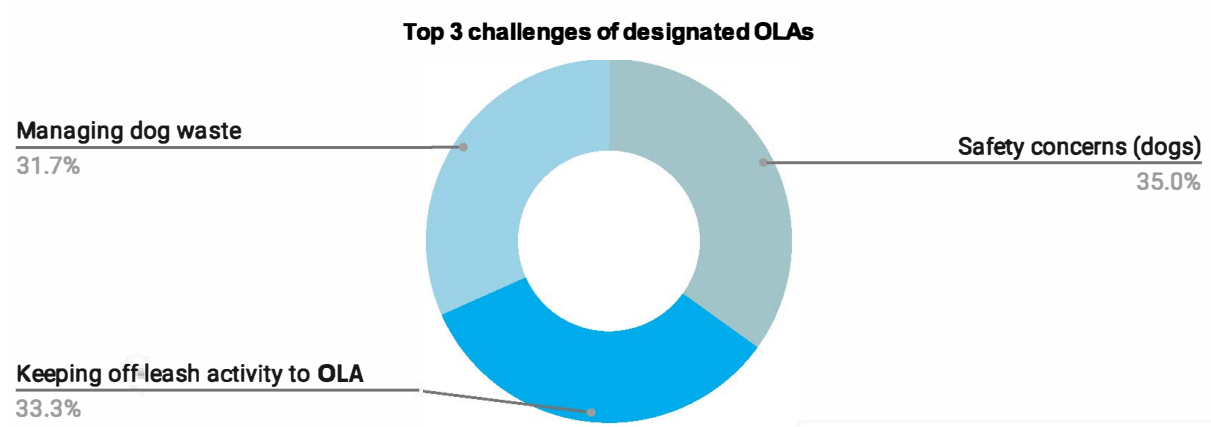


Fig 1.2 Challenges of OLAs | Phase 1 Engagement

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

With population growth and people living in smaller spaces, it is 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 space, 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 Appendix D).

REFERENCES

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

“Dog off-leash areas are an acceptable use of public parks”

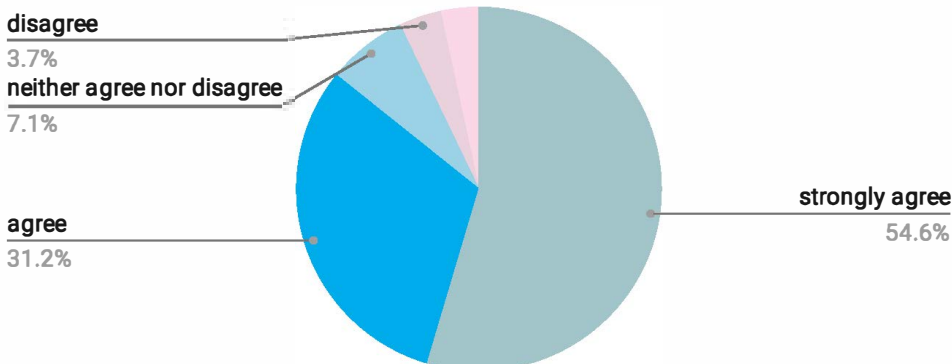


Fig 1.3 Acceptable use of public parks | Phase 1 Engagement

1.4 PROCESS

NUMBER OF PARTICIPANTS

- 257 Surveys completed, Phase 1 Engagement
- 162 Map-based feedback, Phase 1 Engagement
- 138 Surveys completed, Phase 2 Engagement
- 27 Virtual Open House participants, Phase 1 Engagement
- 18 Virtual Open House participants, Phase 2 Engagement
- 15 Advisory Group participants, Phase 1 Engagement
- 6 Advisory Group participants, Phase 2 Engagement

Fig 1.4 Engagement Participation

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. Municipal staff also received input from the Facilities, Infrastructure and Public Realm Advisory Committee and Task Force.

Input from New Westminster residents was heard primarily through two virtual 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 discussions.

Through this engagement process, participants were invited to use 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.

Each round of engagement was informed by input received to date, in order to develop the following recommendations to plan, design, and manage off-leash activity in New Westminster. Engagement Summary Reports are included in the Appendices.

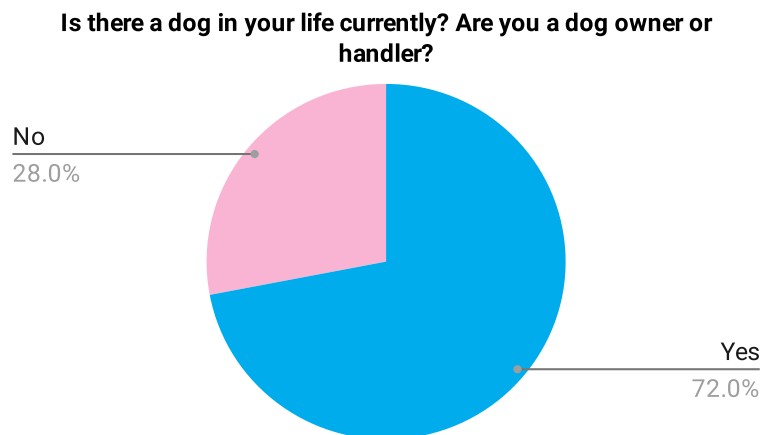


Fig 1.5 Phase 1 Survey Respondents

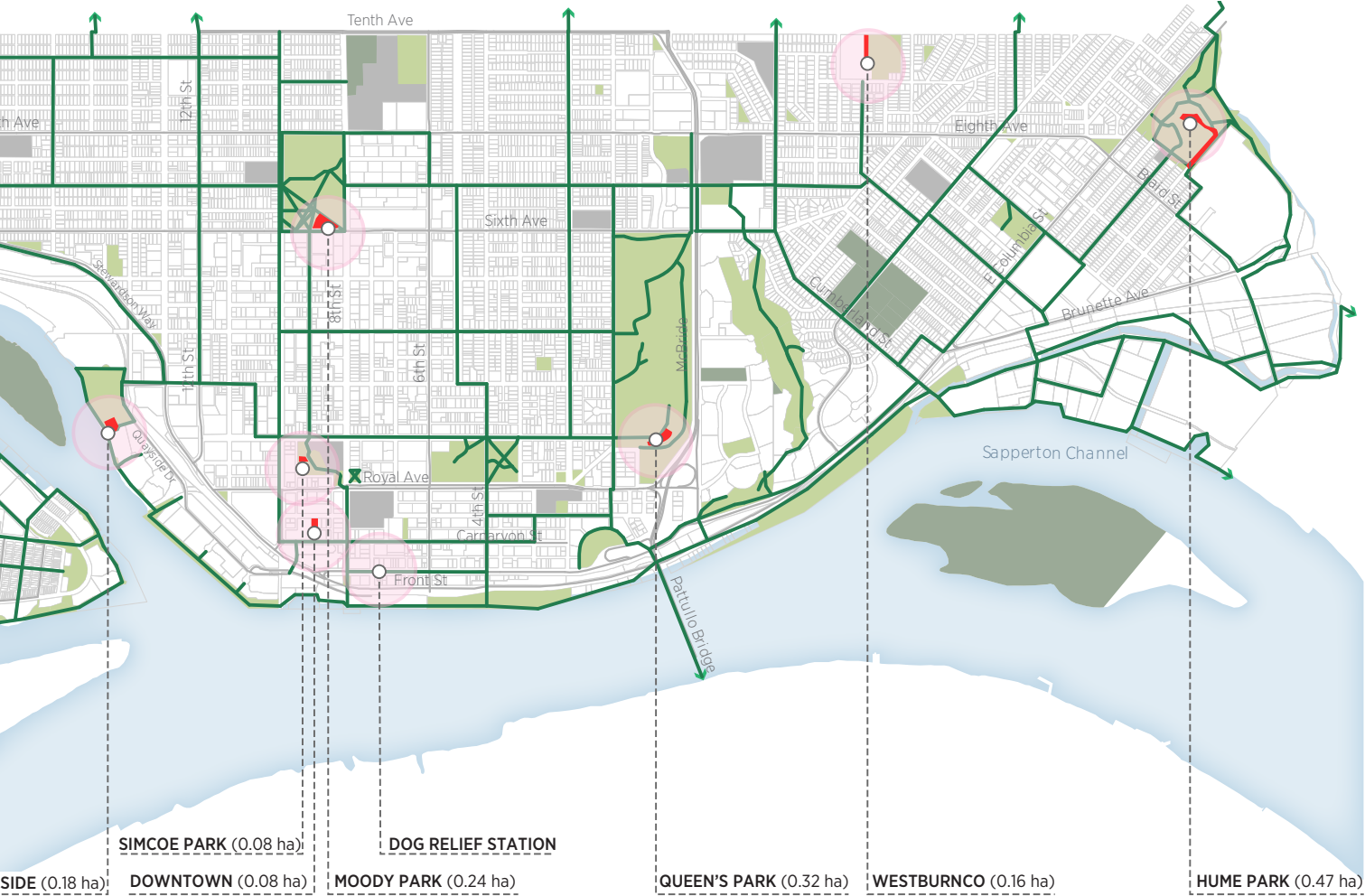
1.5 INVENTORY

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 1.6).

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.



Fig 1.6 Map of New Westminster Parks & Dog OLAs



LEGEND

- PARKS AND OPEN SPACE
- OTHER OPEN SPACE
- SCHOOLS
- DOG OFF-LEASH AREA
- 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 1.7).

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 1.8).

PERCENTAGE PARKLAND DESIGNATED FOR OLA USE

Hectares

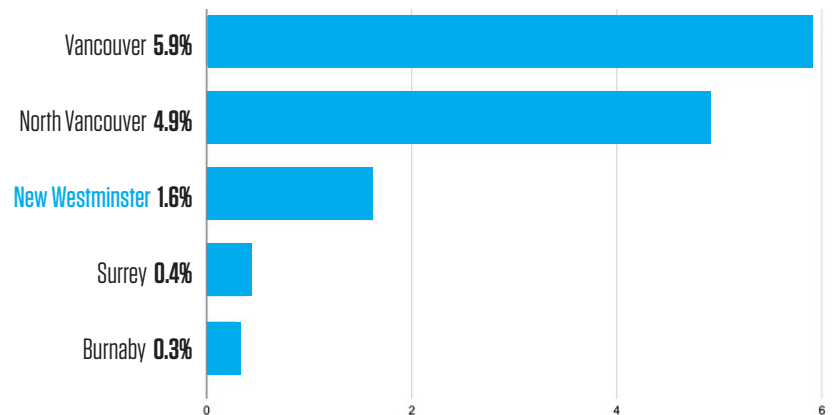


Fig 1.7 Percentage of Park Area Designated for dog off-leash use: Neighbouring Municipalities

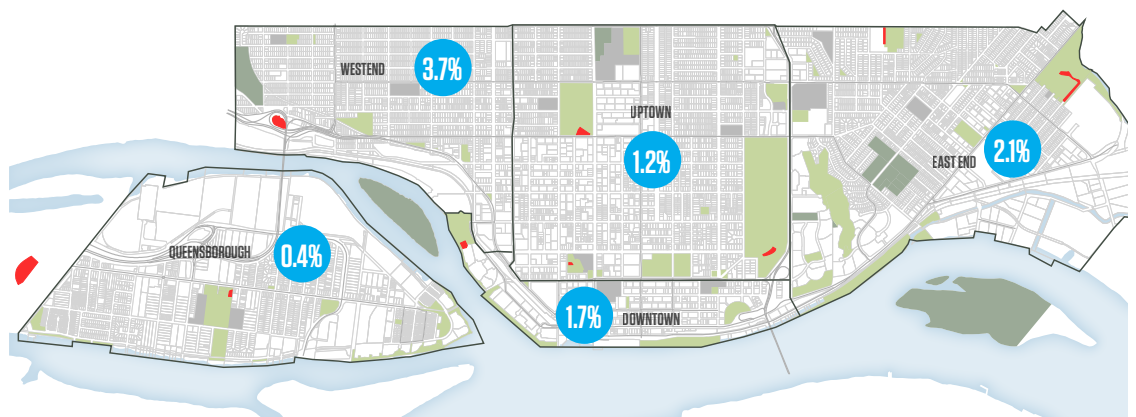


Fig 1.8 Percentage of Park Area Designated for dog off-leash use: New Westminster Neighborhoods

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 1.9).

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 1.10)

OFF-LEASH USE AREA PER 10,000 PEOPLE

Hectares

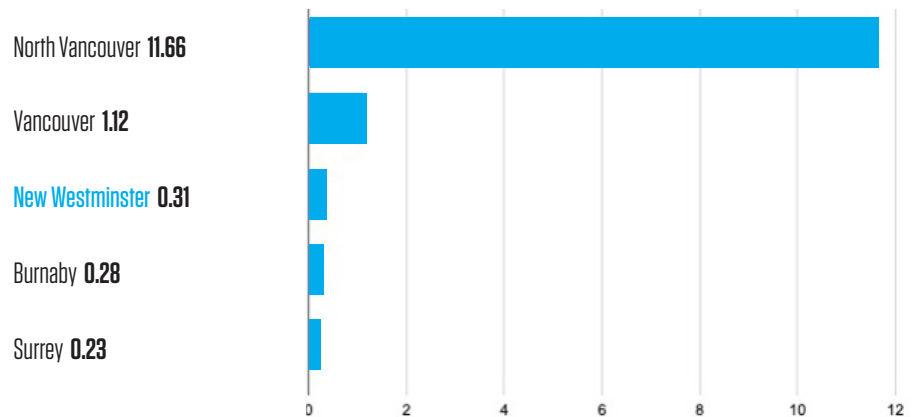


Fig 1.9 Off-leash area (hectares) per 10,000 people
Neighboring Municipalities Based on 2016 census

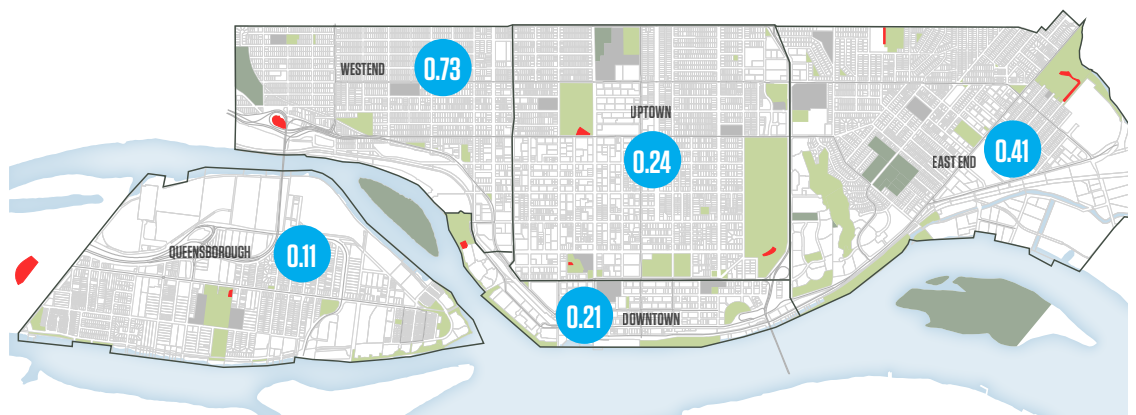


Fig 1.10 Map of off-leash area (hectares) per 10,000 people
Neighboring Municipalities Based on 2016 census

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

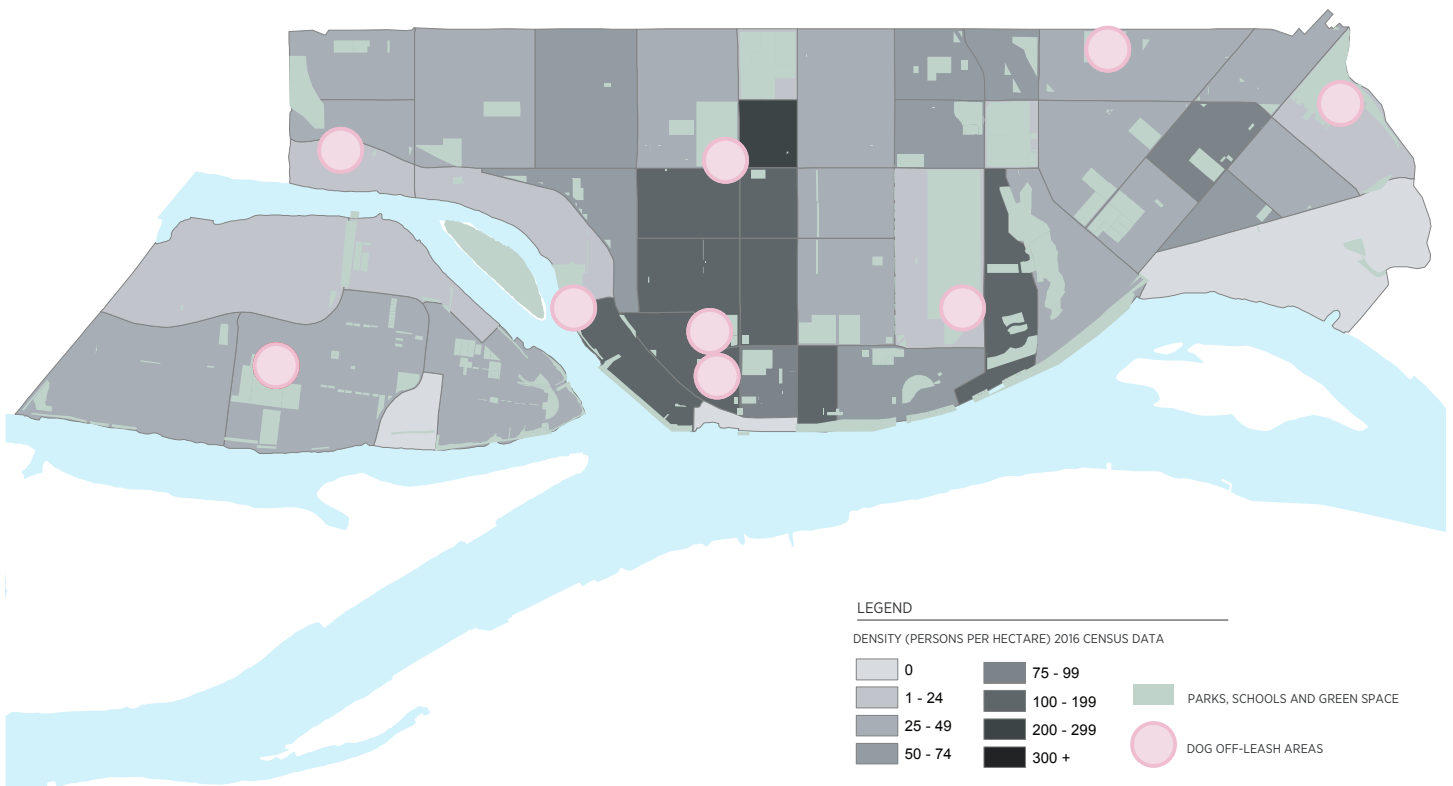


Fig 1.11 Off-leash areas relative to population density (2016 census data)

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.

REFERENCE

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

CNW LICENSED DOGS

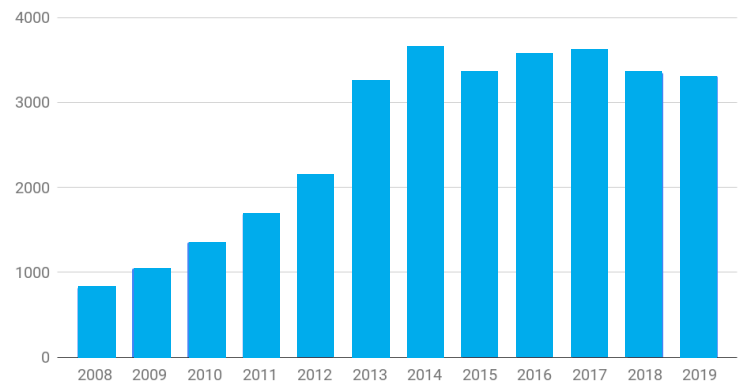


Fig 1.12 Number of Dog Licenses issued in New Westminster (2009 to 2019)

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.

REFERENCE

1. New Westminster Official Community Plan (2017), p.15

CNW PROJECTED 2035 POPULATION DENSITY

CNW Official Community Plan (2017)

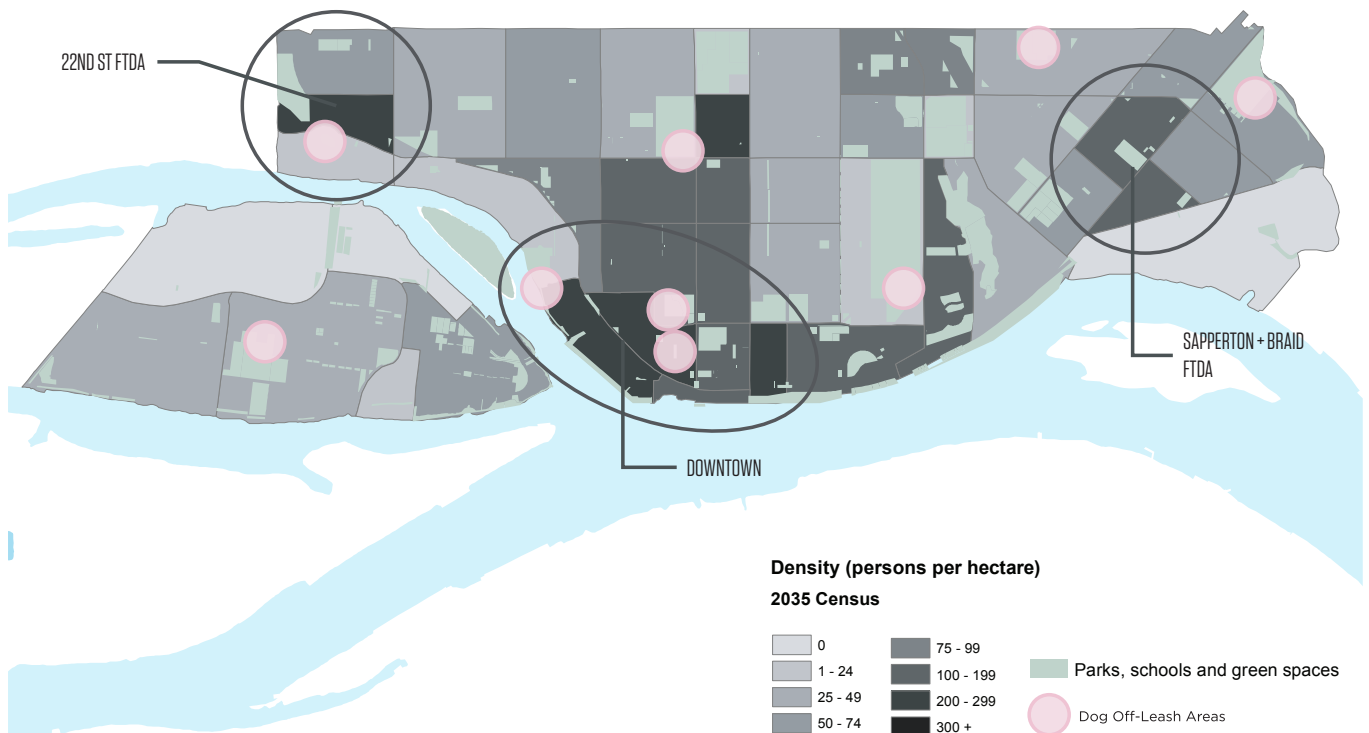


Fig 1.13 Future Growth Areas based on 2035 Projected Population Density (2017 OCP)

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 2041¹.

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

REFERENCE

1. New Westminster Official Community Plan (2017), p.23

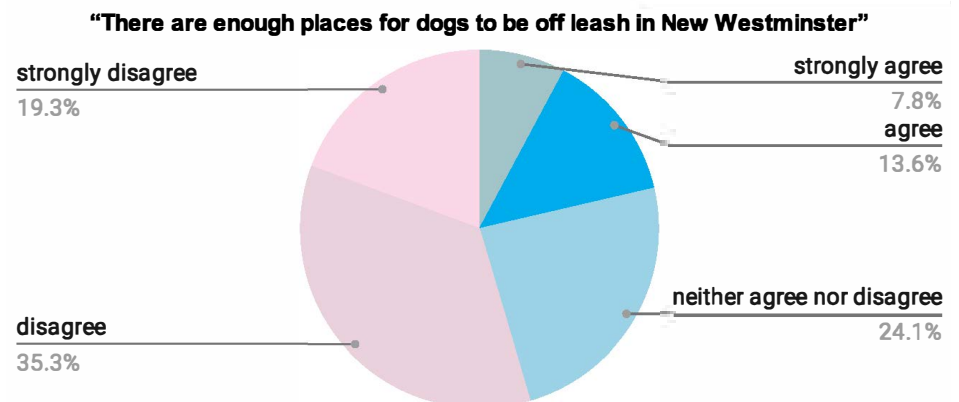


Fig 1.14 Number of OLAs: Survey results

2.0

DESIGNATING SPACE

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

2.1 DISTRIBUTION

“The existing policy requiring new developments to provide dog relief stations is great, but existing residential buildings remain underserved.”

Participant Input, Phase 1 Engagement

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.

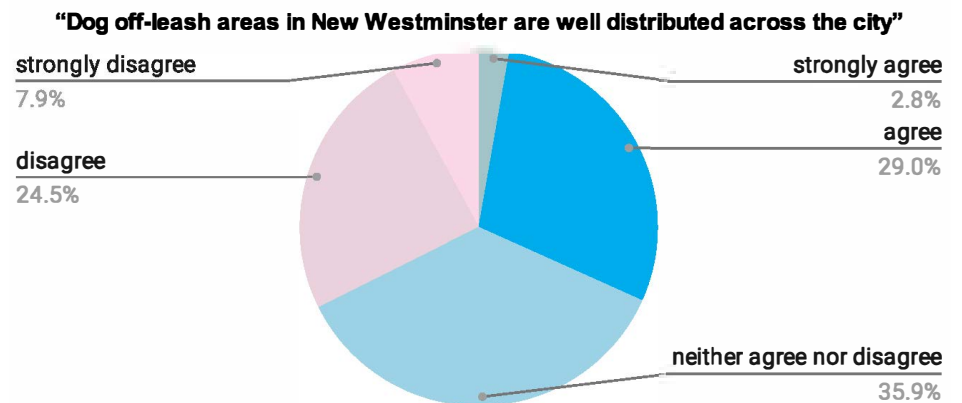


Fig 2.1 Distribution of OLAs: Survey results

Figure 2.2 identifies a 1 km 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.

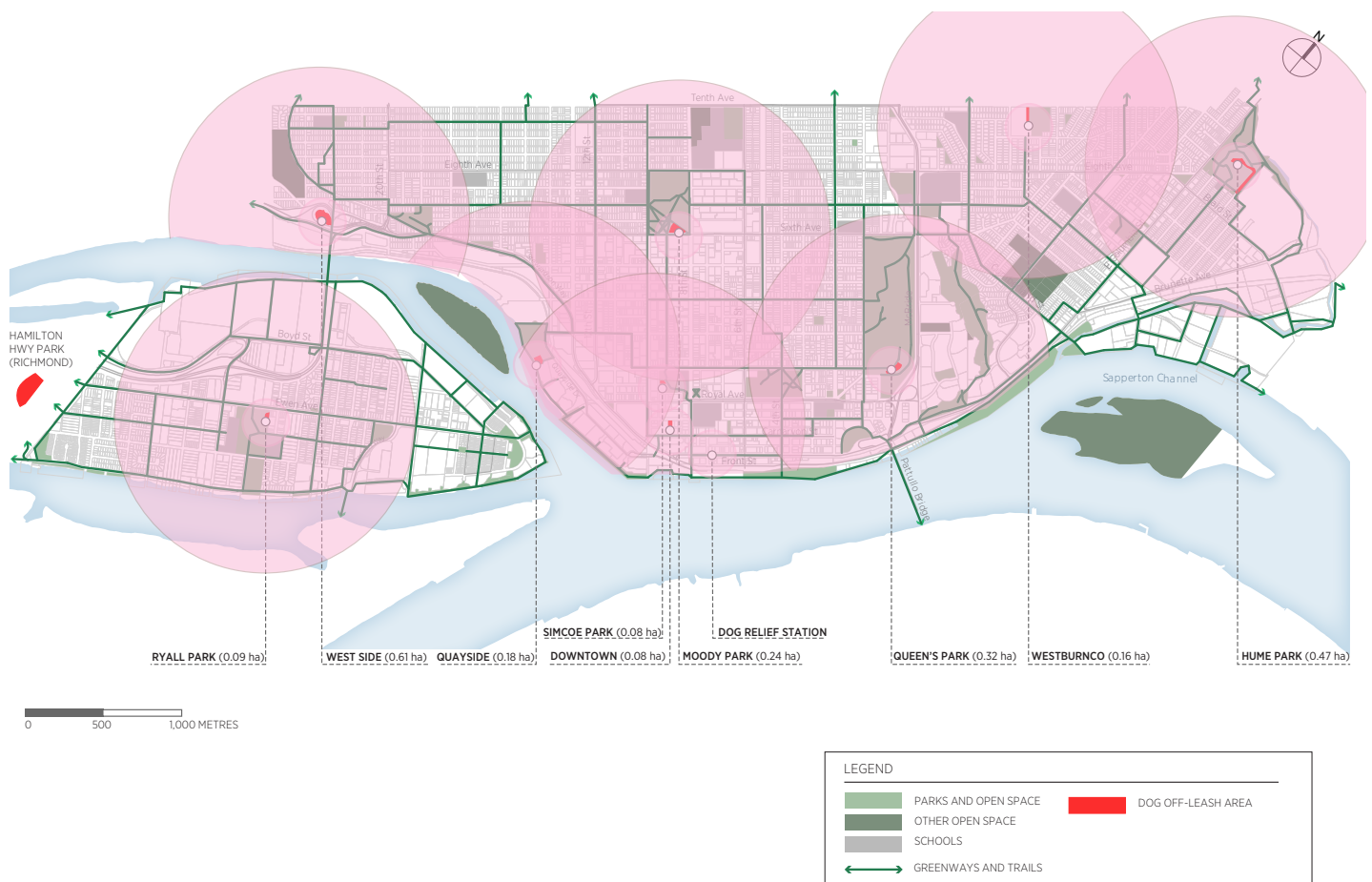


Fig 2.2 1KM Service radius of each OLA

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.

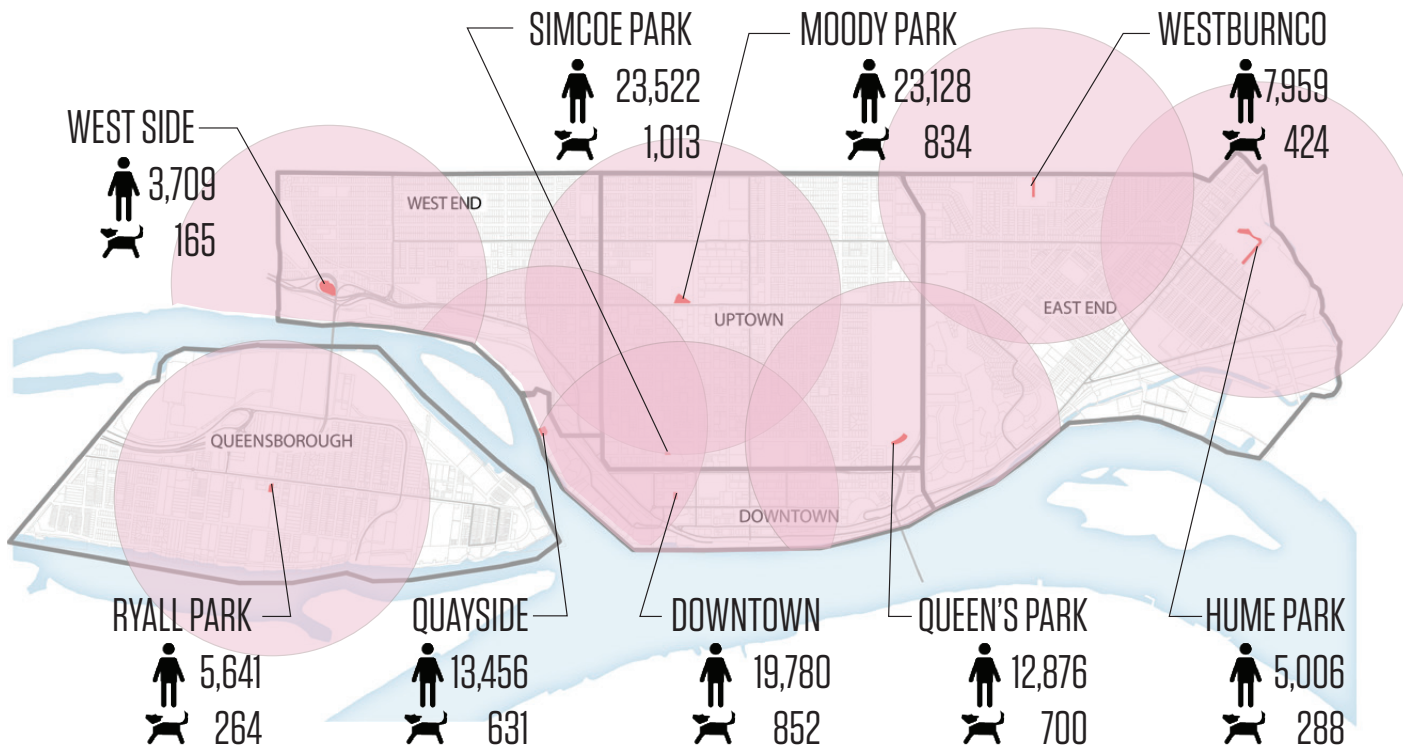


Fig 2.3 Population Density within 1km service radius of each OLA

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.

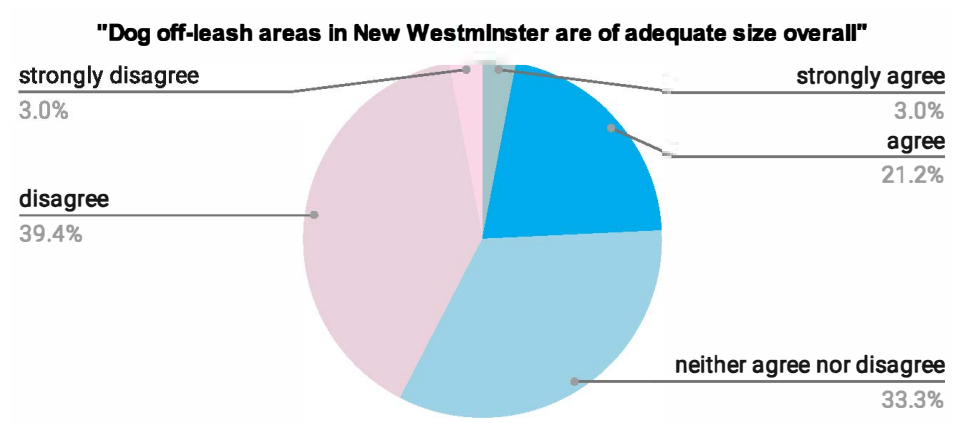


Fig 2.4 Size of OLAs: Survey results

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 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.

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.

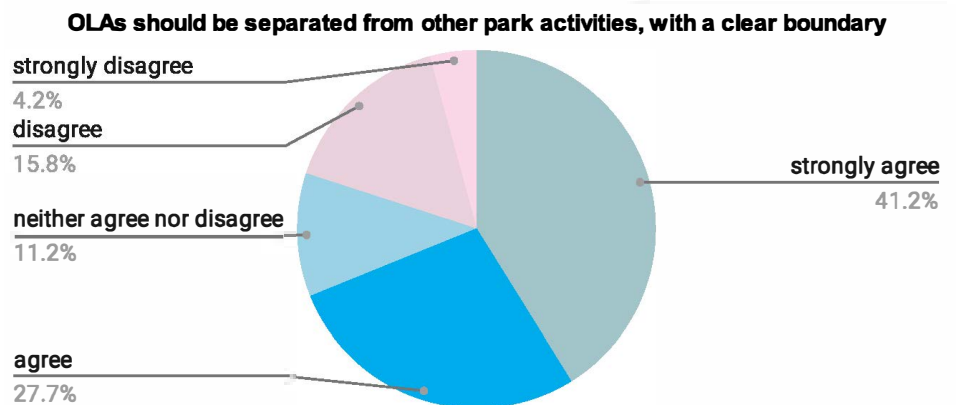


Fig 2.6 Boundaries of OLAs: Survey results

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

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

Participant Input, Phase 2 Engagement

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

Participant Input, Phase 2 Engagement

2.3.1 KEY CONSIDERATIONS

- 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 2.5 ‘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.

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.”

Participant Input, Phase 2 Engagement

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

Participant Input, Phase 2 Engagement

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 (Phase 1 Engagement 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.

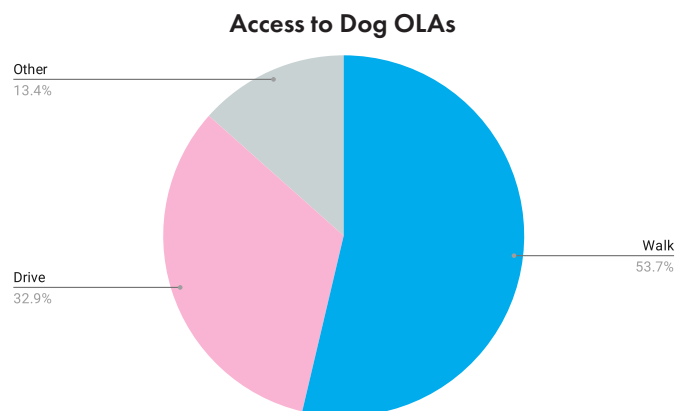


Fig 2.7 Access to OLAs: Survey results

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.
- Provide 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/ Splash pad	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

- When establishing new OLA space, review adjacent land and park uses in order to ensure more compatible adjacencies.
- Engage a Registered Professional Biologist (RPBio) to evaluate impacts of OLAs that are located in close proximity to environmentally sensitive areas, and provide recommendations for mitigation as required.
- Separate off-leash areas from adjacent land and park uses with secure fencing, plus additional mitigation measures based on guidelines in the Strategic Report.
- Develop standard procedures for evaluating a potential new OLA site

3.0

ATTRACTING USE

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

3.1

TPOLOGY 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.

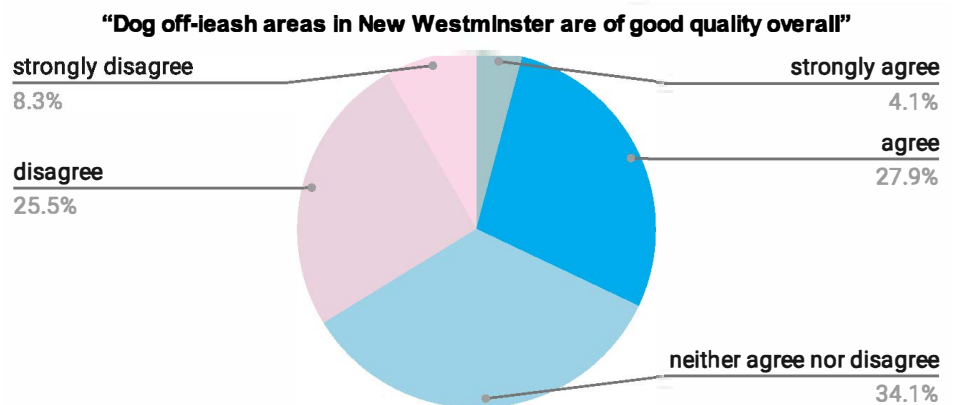


Fig 3.1 Quality of OLAs in New Westminster: Survey results

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 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.

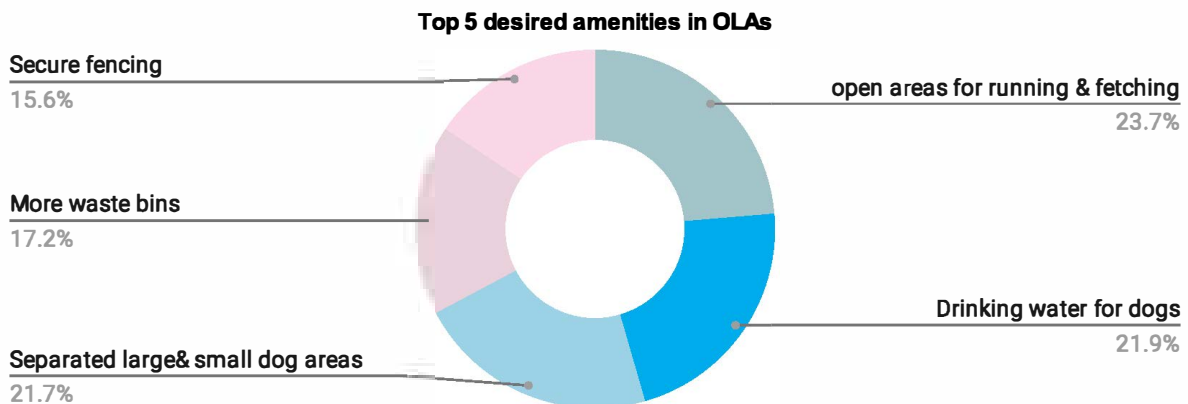


Fig 3.3 Top 5 desired amenities in OLAs: Survey results

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

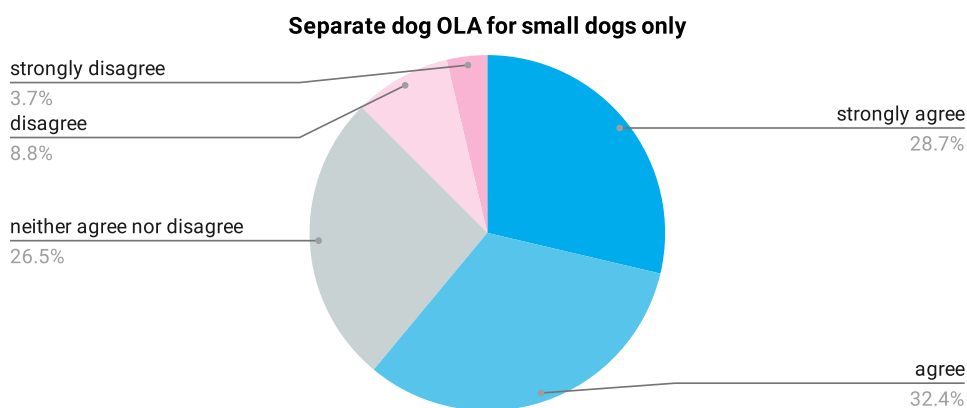


Fig 3.4 Small dog areas at park OLAs: Survey results

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 (0.25 inch) 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.

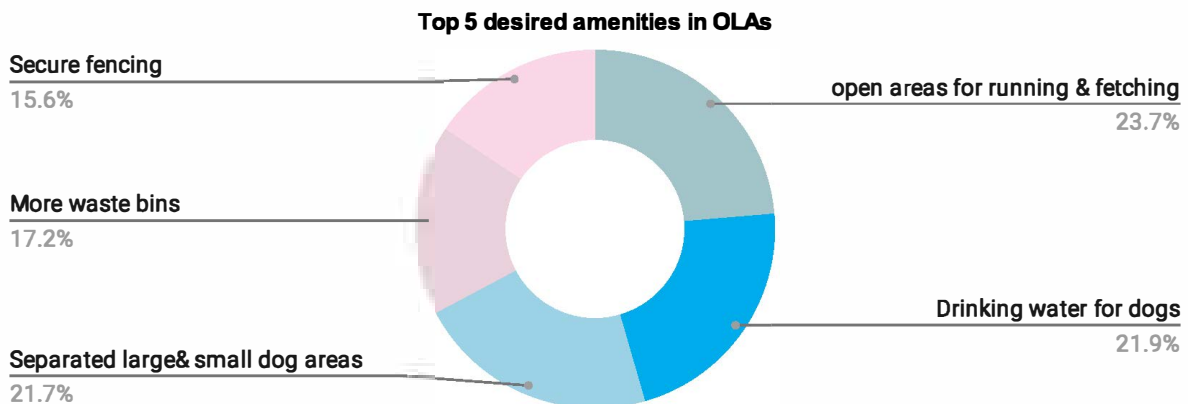


Fig 3.5 Top 5 desired amenities in OLAs: Survey results

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 'Surfacing Materials' Table.
- 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.

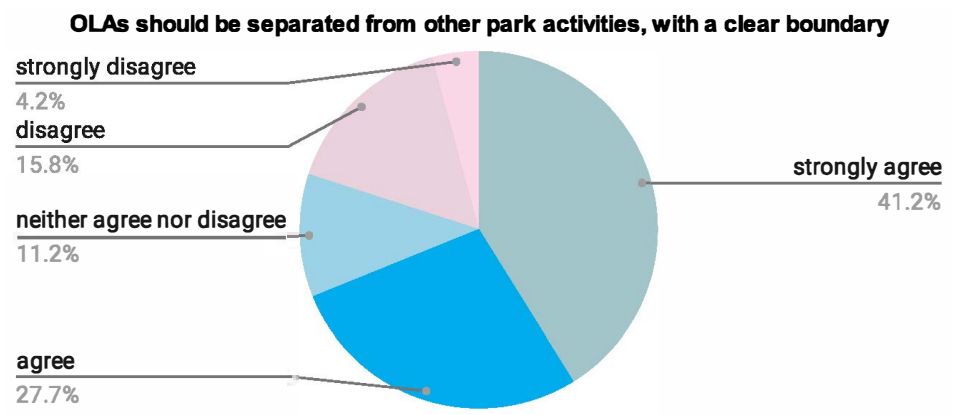


Fig 3.6 Boundaries in OLAs: Survey results

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 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 accessible gate at Queen’s Park OLA. Engage experts as required 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.”

Participant Input, Phase 2 Engagement

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. Key considerations include:

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

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.

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 Sample of current OLA rules signage

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 in a process that engages local residents, and integrate this information into the standard signage for OLAs.

4.0

MANAGING OPERATIONS

- 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.

REFERENCE

1. U.S. Department of Agriculture (<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.¹

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).

REFERENCE

1. City of Kirkland (<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 reduce environmental pollution from uncollected dog waste.
- 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 Sample of current dog waste 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 bad 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 1.6 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 Appendices- Licensing Fees).

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.

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 4.3 & 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.

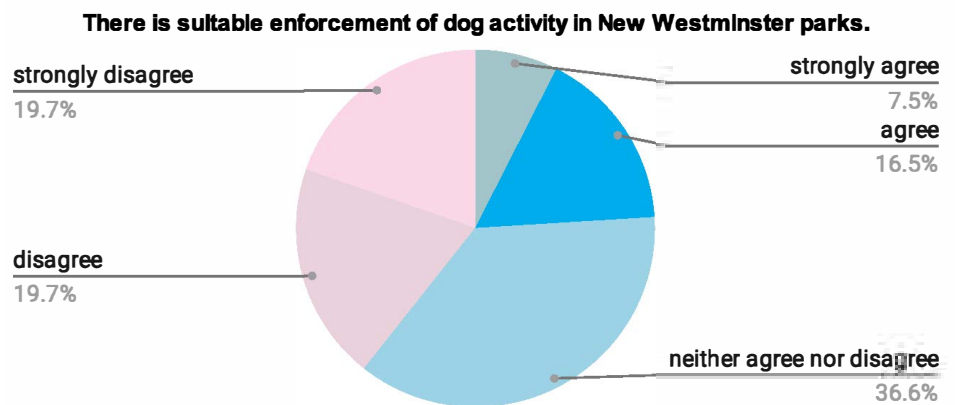


Fig 4.3 Enforcement of Dog Activities in New Westminster: Survey results

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 4.4 Sample of current dog leashing 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 uses.
- 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.

5.0

WORKING TOGETHER

- 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.

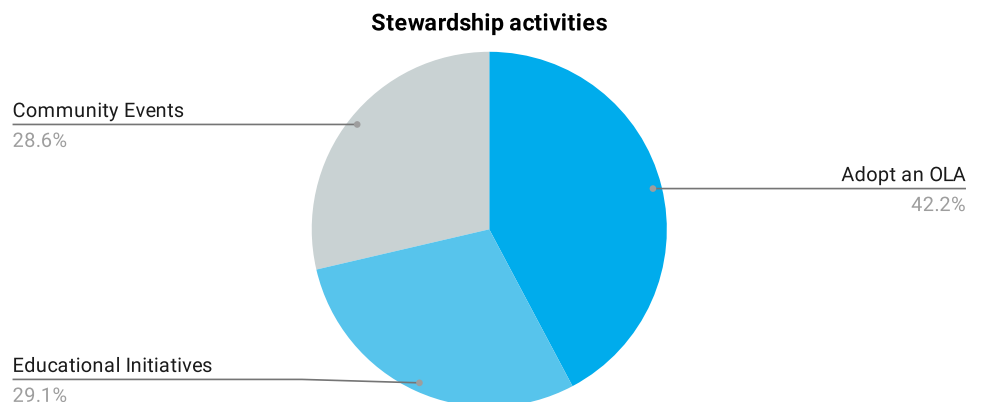


Fig 5.1 Successful stewardship activities: Survey results

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 (as required) for light maintenance work.

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

Participant Input, Phase 2 Engagement

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 'Precedent Research' in Appendix) 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.

REFERENCE

1. Seattle Parks and Recreation: People, Dogs and Parks Strategic 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.”

Participant Input, Phase 2 Engagement

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.

REFERENCE

1. International Association of Animal Behaviour Consultants (<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.

5.4

COMMUNITY SUPPORT

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)



Fig 5.2 Yellow Dog Project signage

REFERENCE

1. Ontario SPCA (<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 Signage identifying dog-friendly business



Attachment "C"

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.

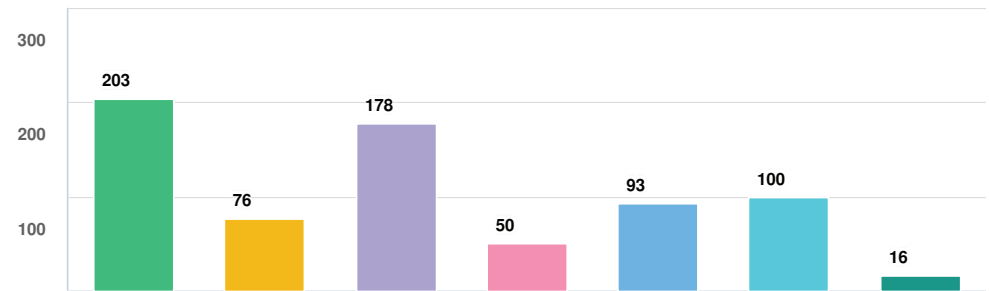
2.4 Survey

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)

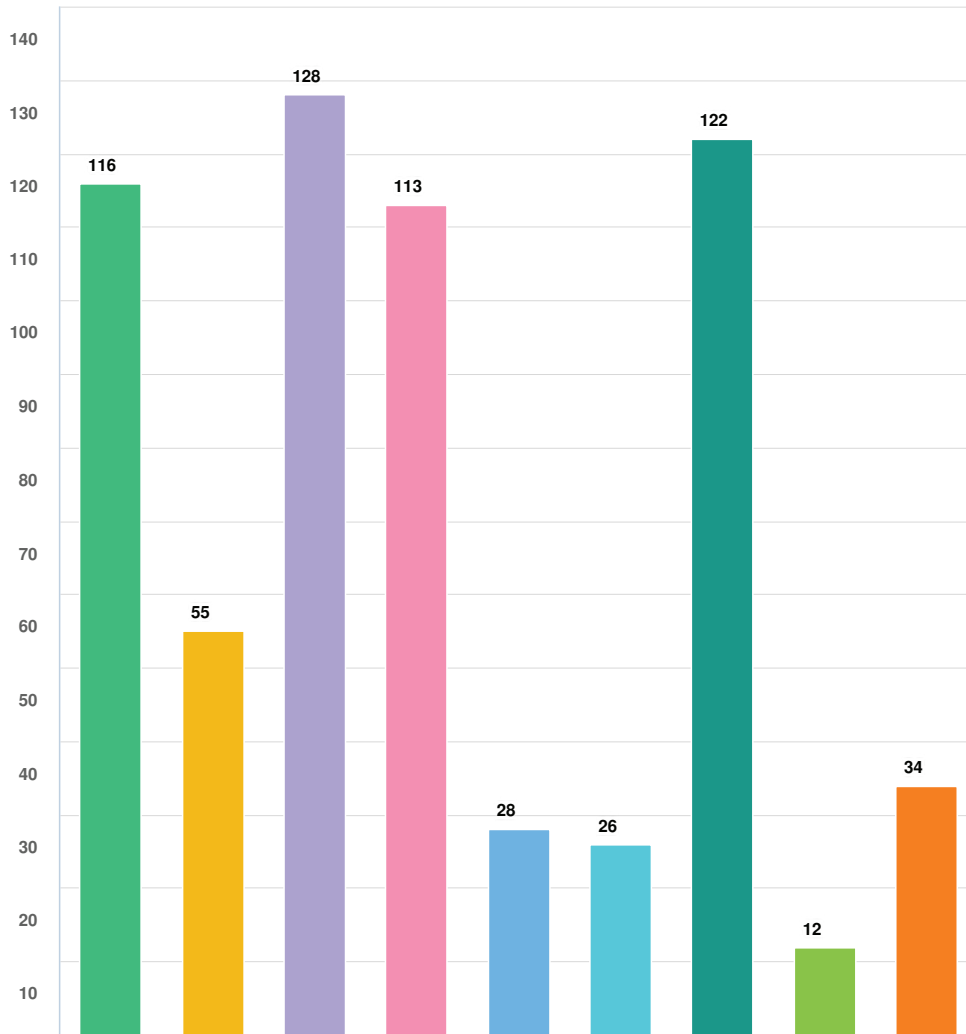
Optional question (257 response(s), 0 skipped)

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:

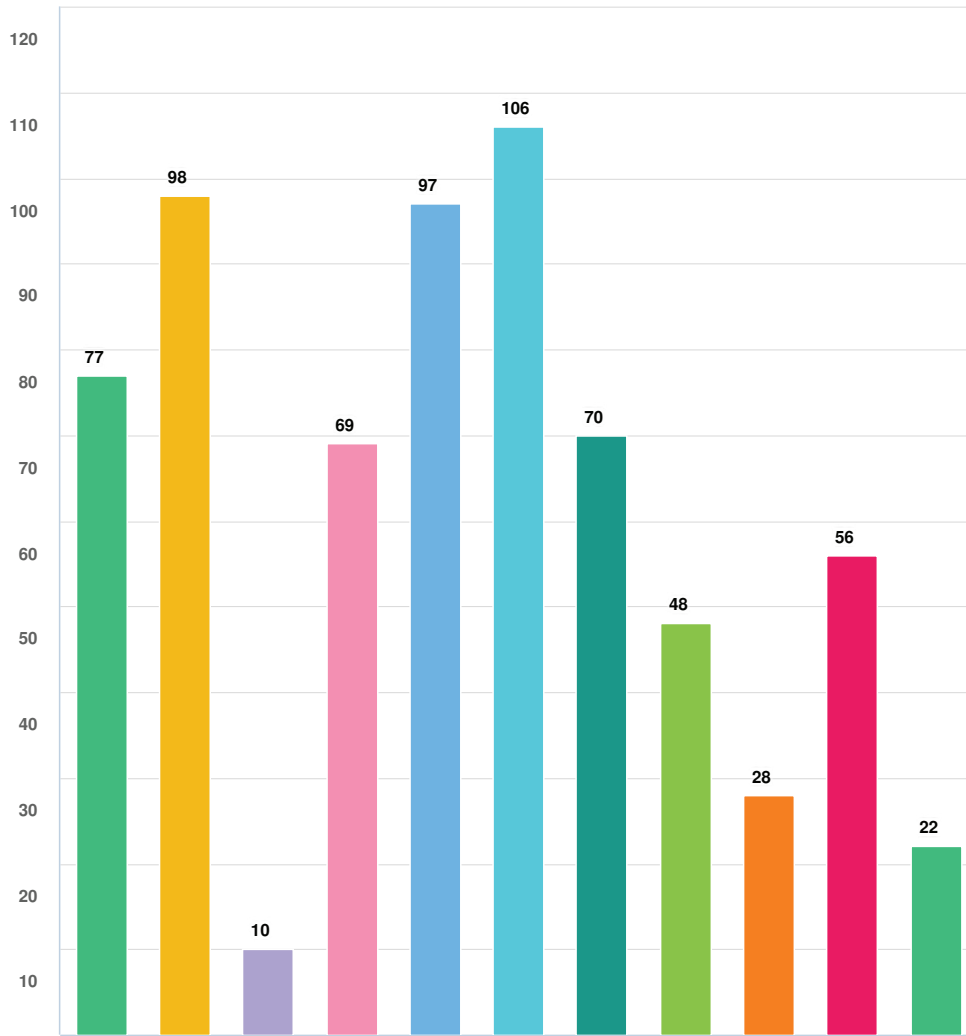


Optional question (256 response(s), 1 skipped)
Question type: Likert Question

- 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

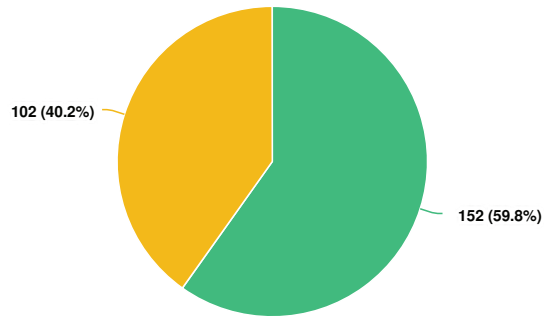
- Other (please specify)
- Play features for dogs
- Dog bag dispensers
- Walking paths
- Secure fencing
- Open areas for running and fetch
- Separated large and small / shy dog areas
- Shade
- Drinking water for people
- Drinking water for dogs
- More waste bins

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?



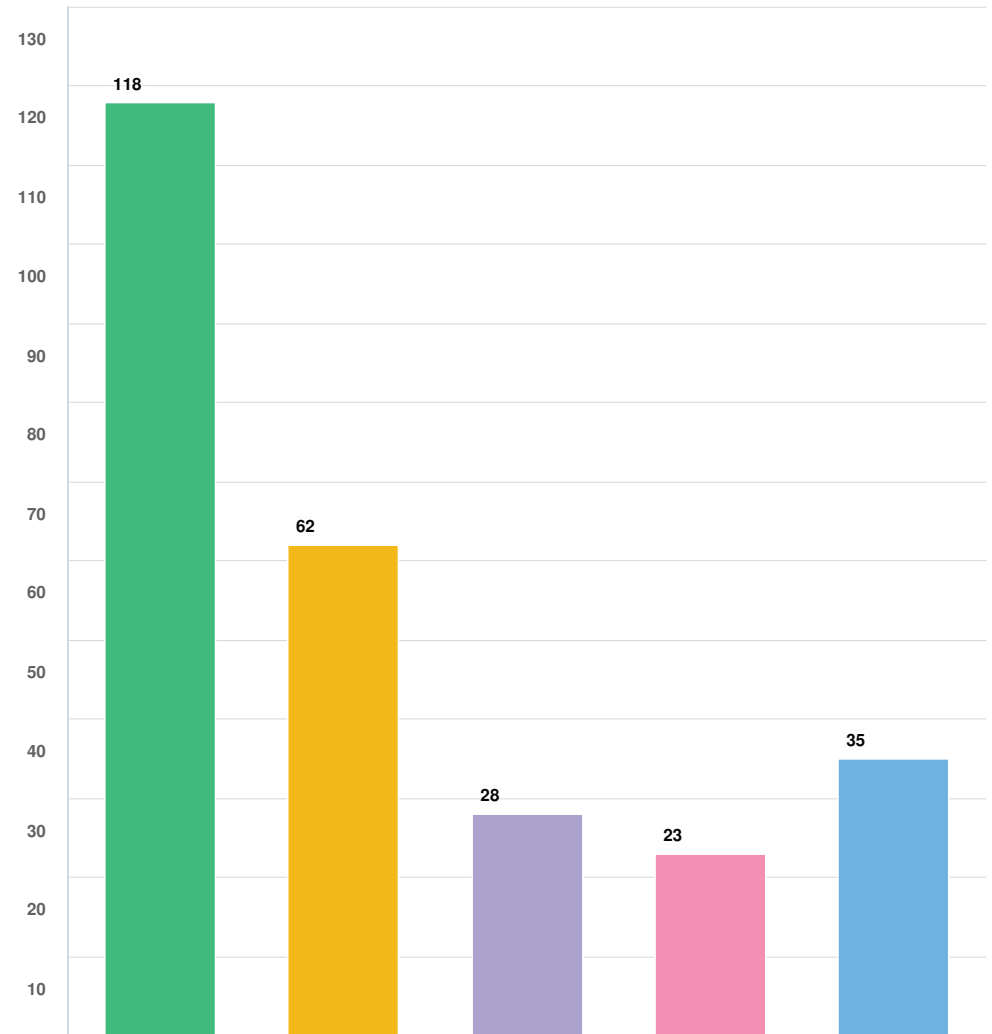
Question options

- 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 and **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:

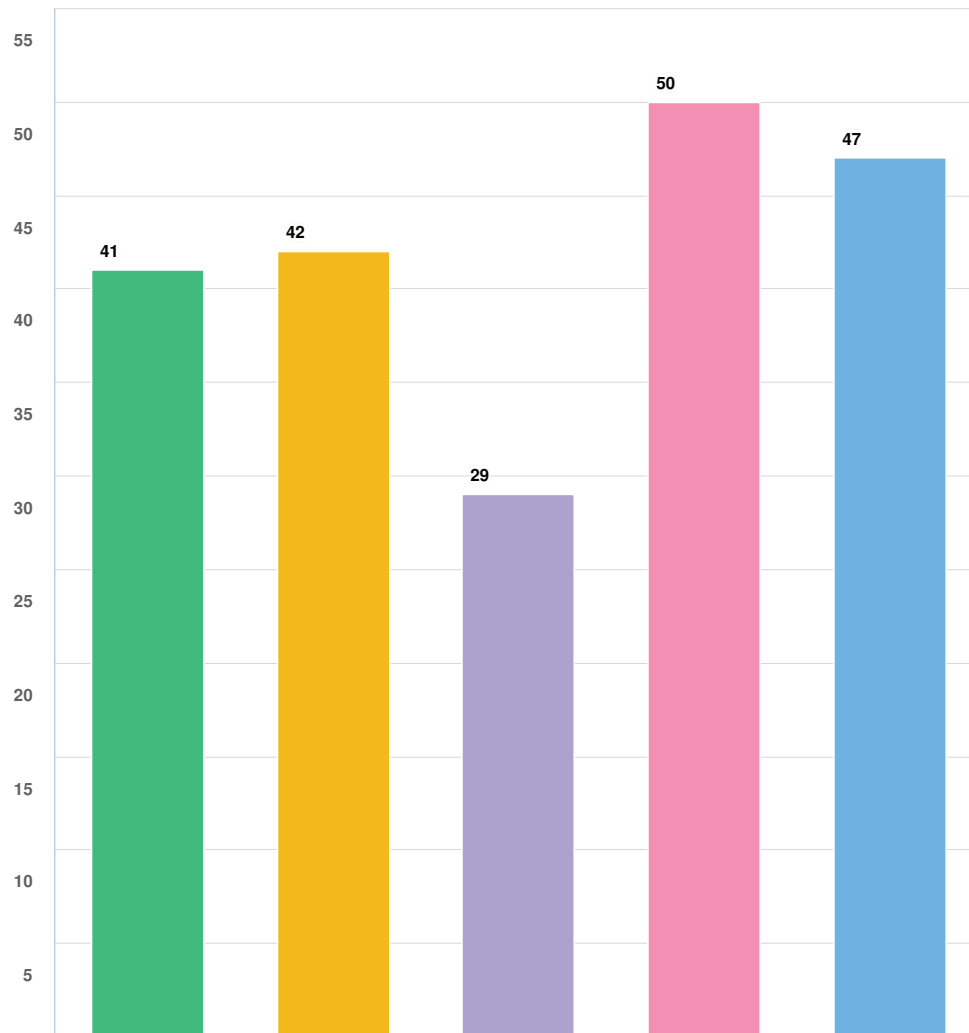


Question options

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

*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

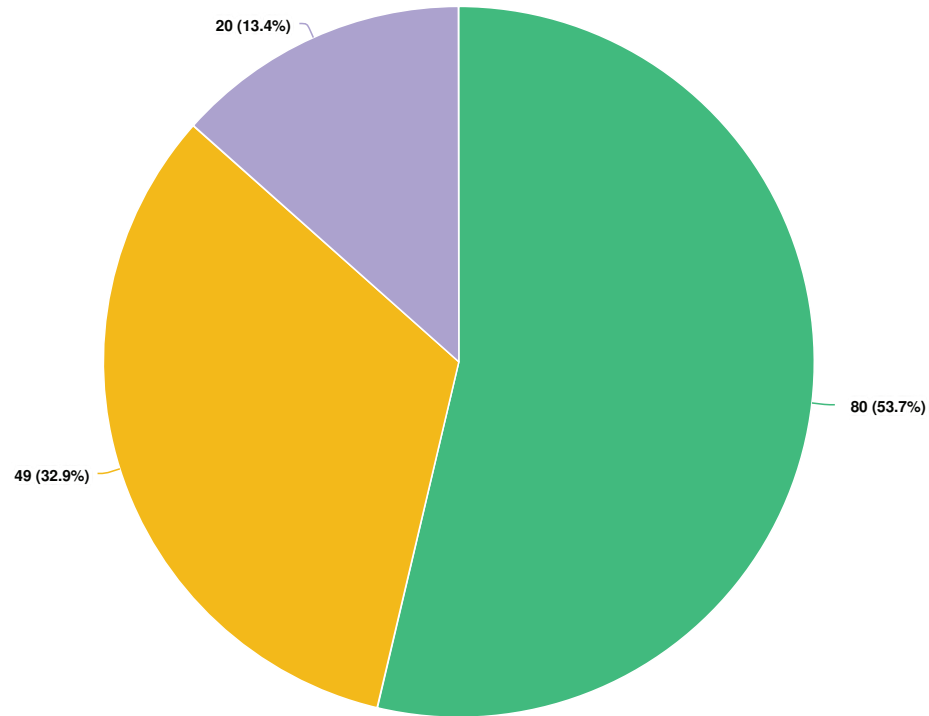
- Other (please specify)
- I have had safety concerns or anticipate safety concerns in designated off-leash areas
- Designated off-leash areas are not attractive / do not have enough amenities
- Designated off-leash areas are not large enough
- Designated off-leash areas are located too far from where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

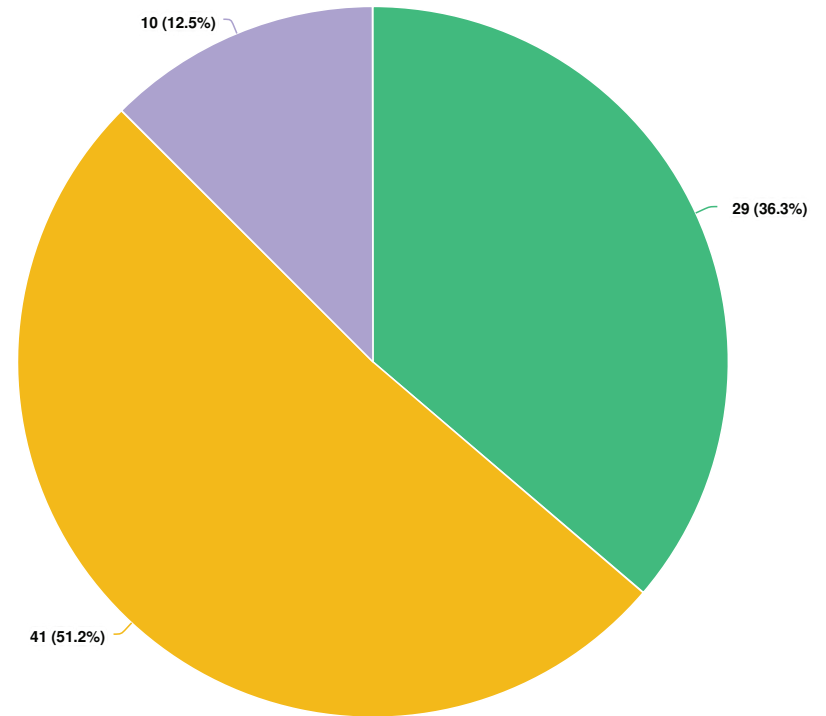
Q9 How far are you willing to walk to get to a dog off-leash area?



Question options

- Other (please specify)
- Drive
- Walk

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

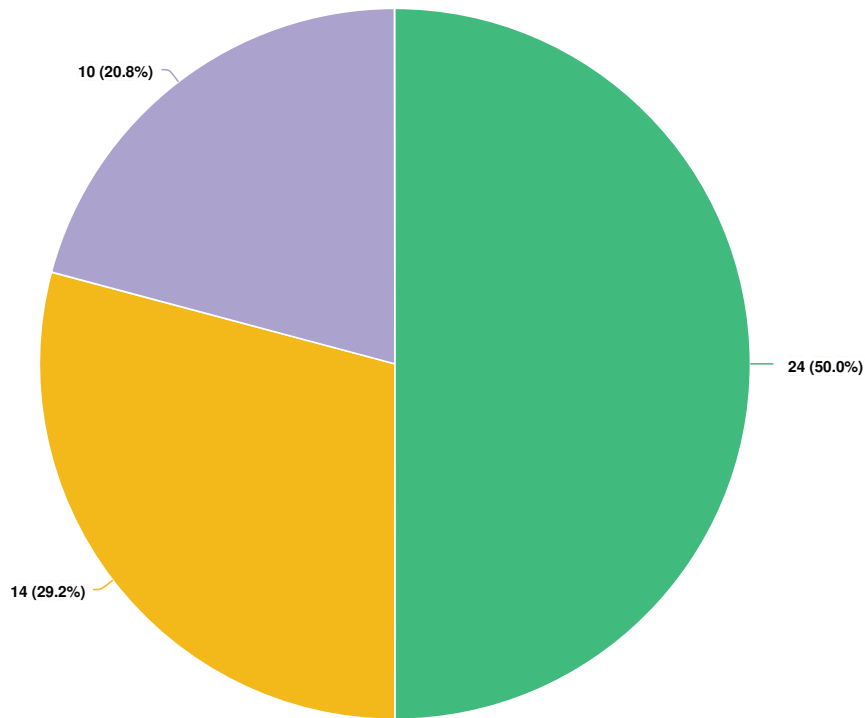


Question options

- 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.

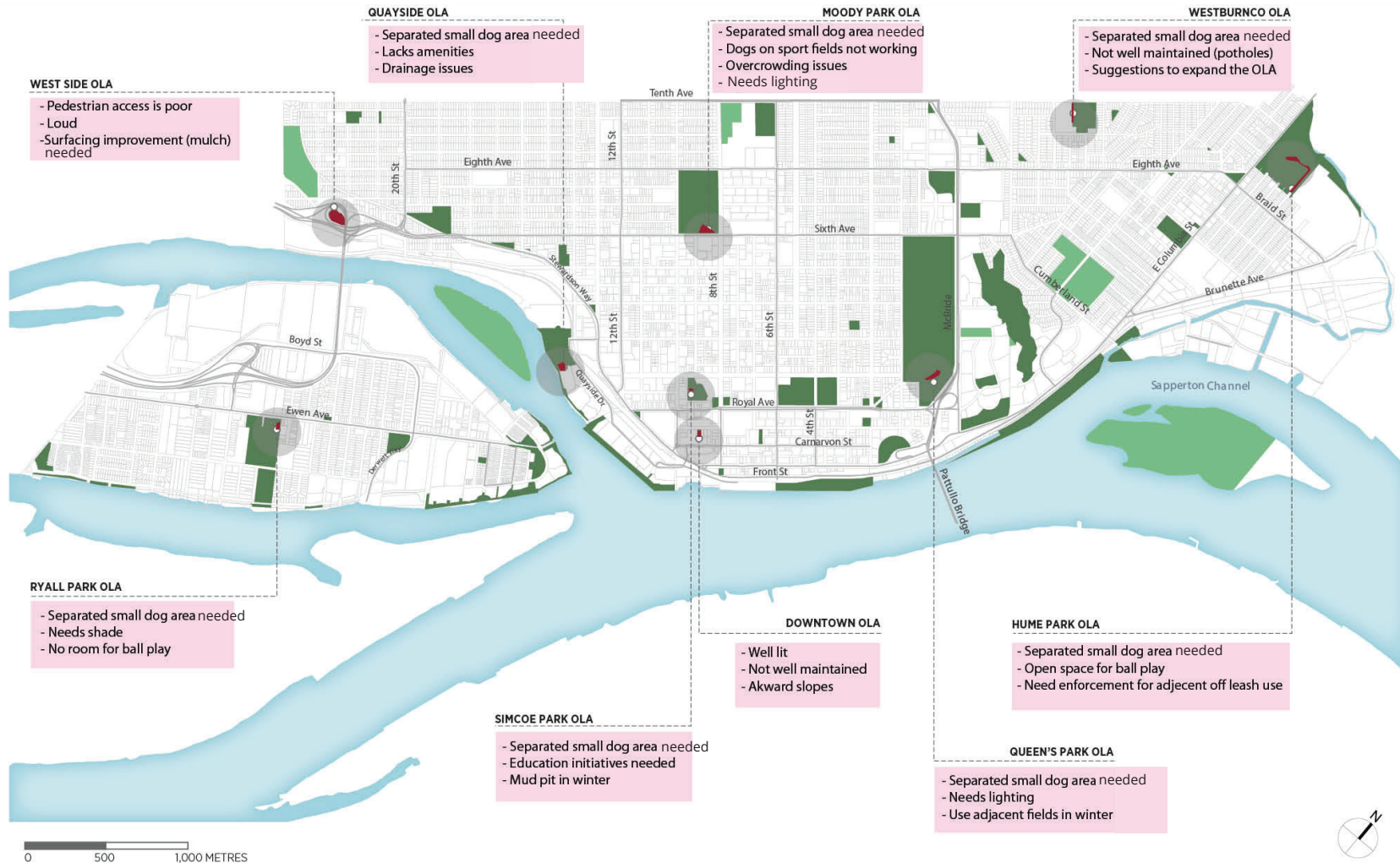
In total **162** pins were submitted during the first round of engagement:

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:



2.6 Forum

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.

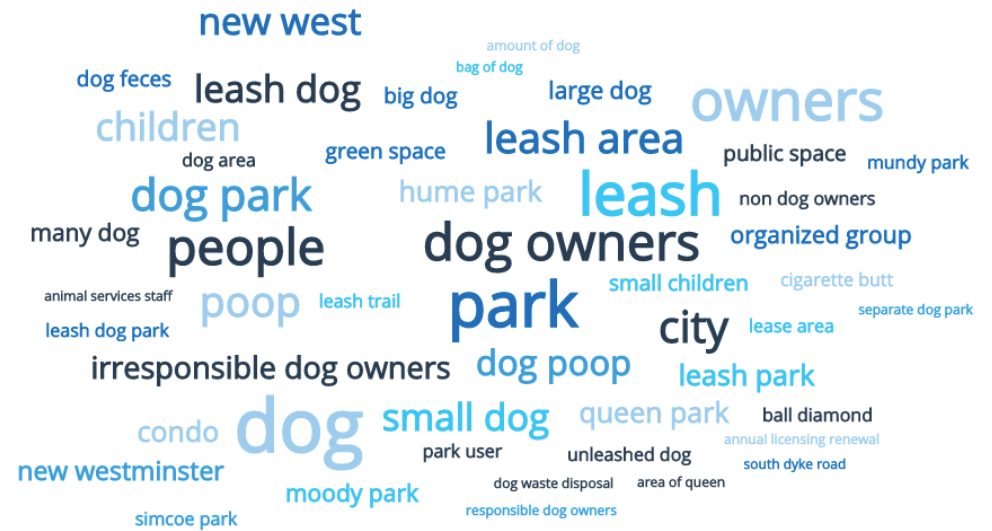


Fig. 1 - 50 Most Frequent Words from Forum Comments



Fig. 2 - 50 Most Frequent Words from Most Active* Forum Comments

*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!

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

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

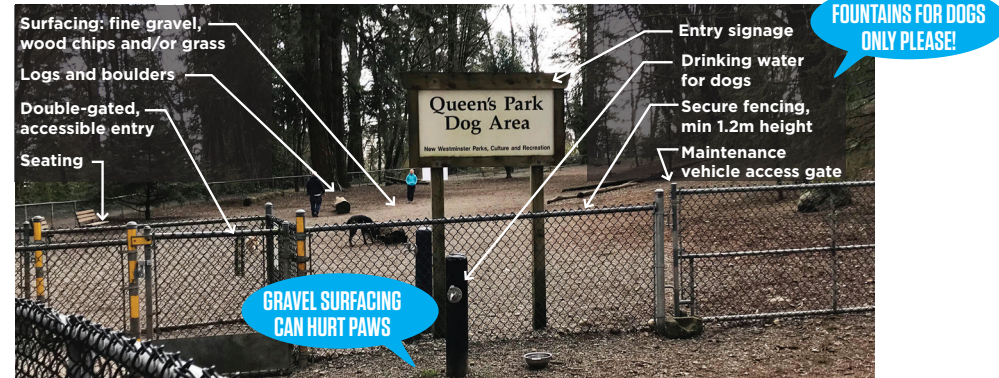
AMENITIES FOR DOG PARKLETS

- 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.

PARK OLA



DOG PARKLET



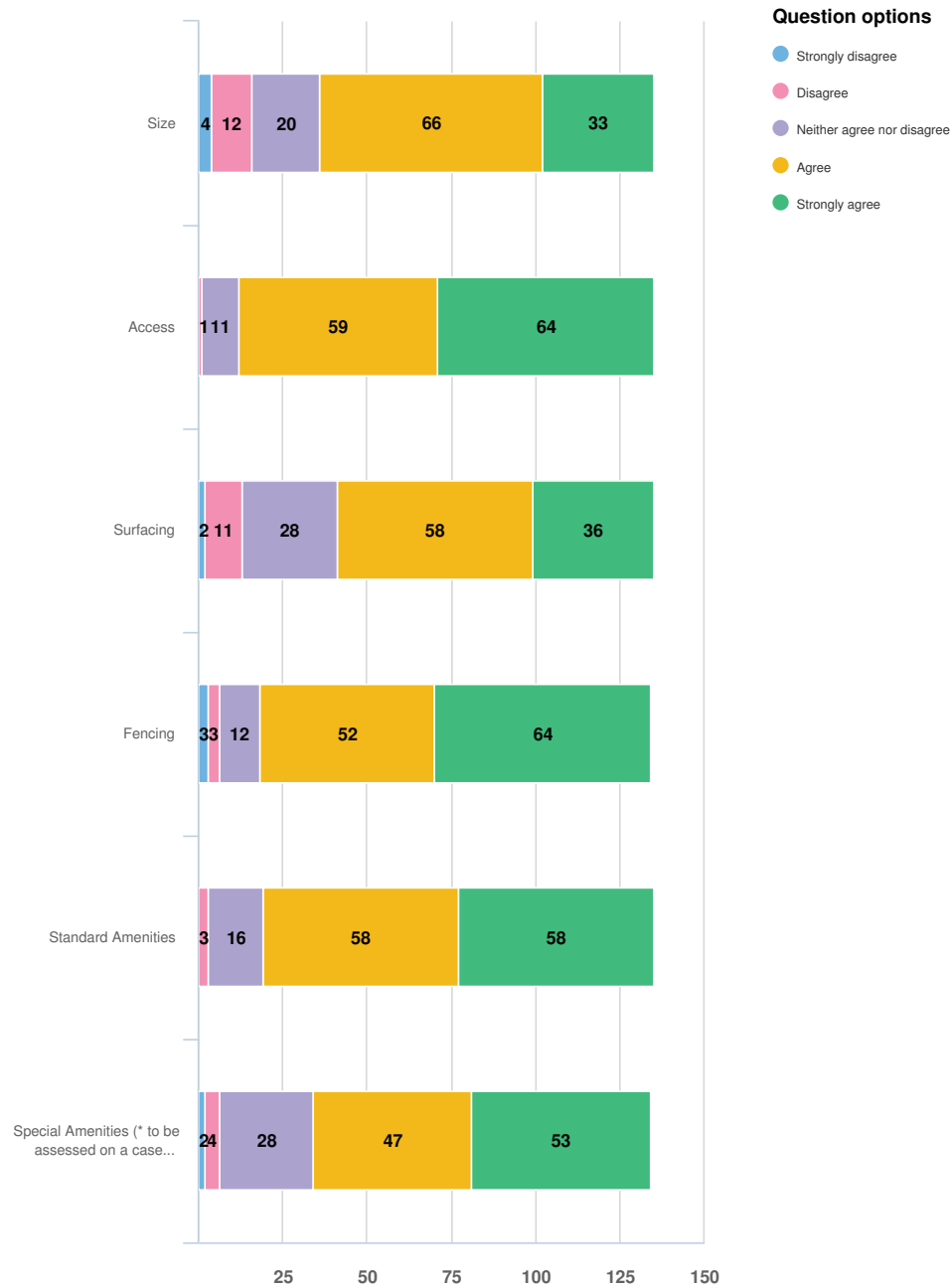
2.3 Survey

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

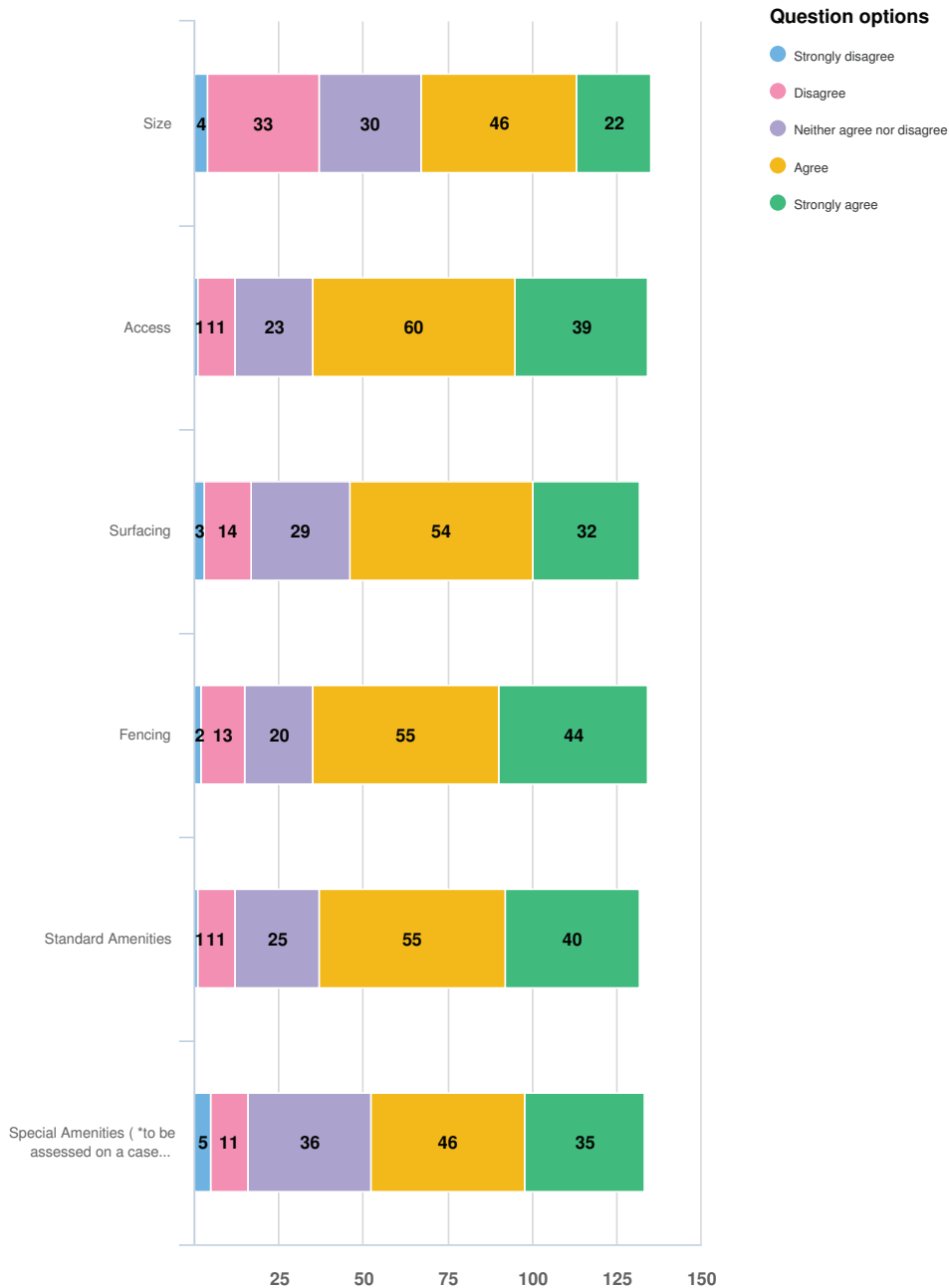
Q1 To what extent do you agree or disagree with each of the following aspects of the proposed Park Off-Leash Areas:



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:

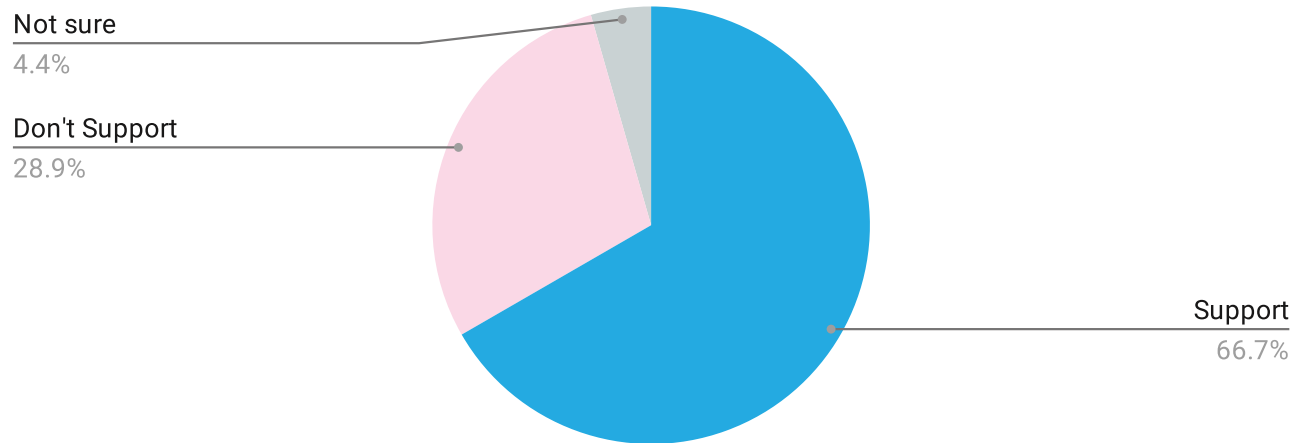
- Nice additions to areas that are a little far away from dog parks.
- Dog Parklets are an excellent way to provide amenities while impacting a minimal space.
- Dog Parklets need to be bigger, or at least allow more room to move around.
- Dog Parklets are a waste of time and money.
- Concern with the 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?

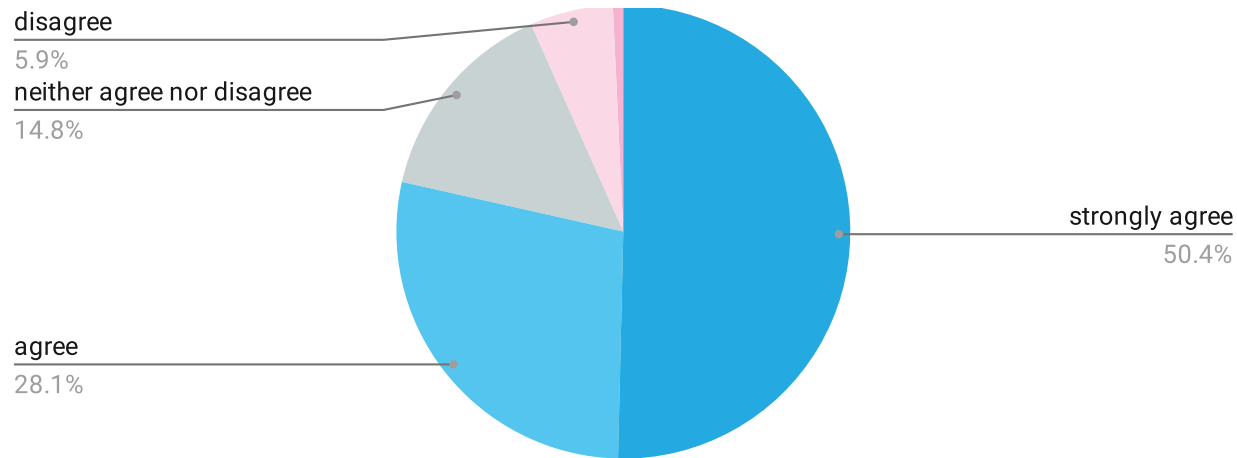
- Provides space to exercise and train dogs without the added stress of fenced off-leash areas.
- Doing this as a pilot project is a good idea to see how this may work.
- There are many fields and open spaces in New West underutilized at certain times of the day. They are great areas for playing with 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)?



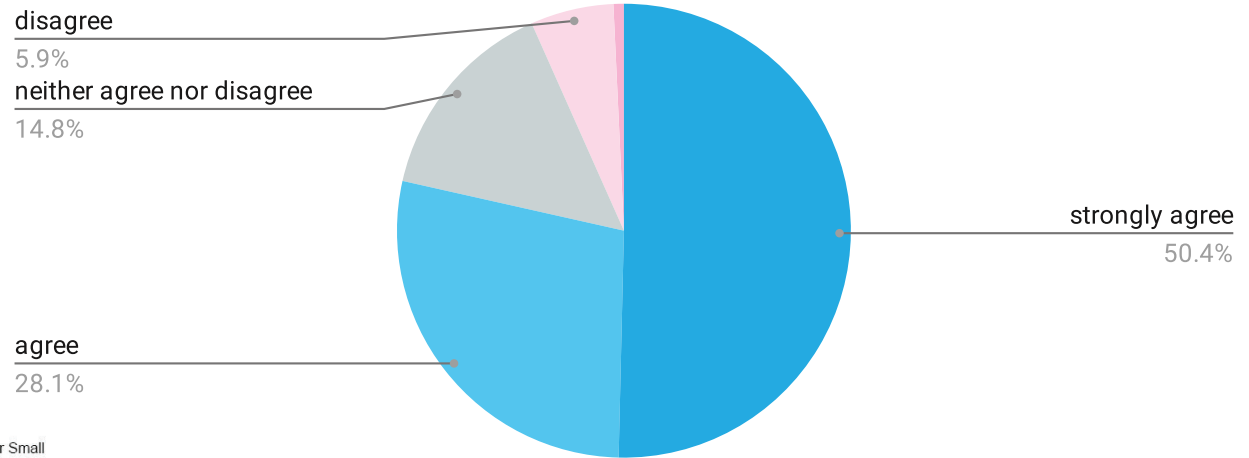
Diagram A



Diagram B



Diagram C

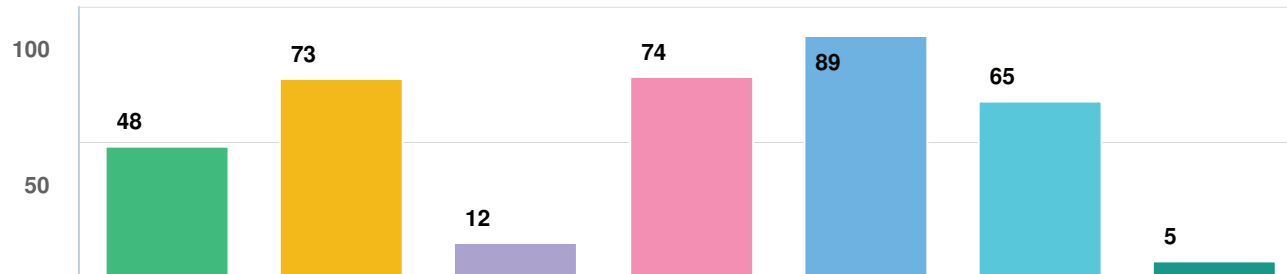


Key Feedback:

- 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

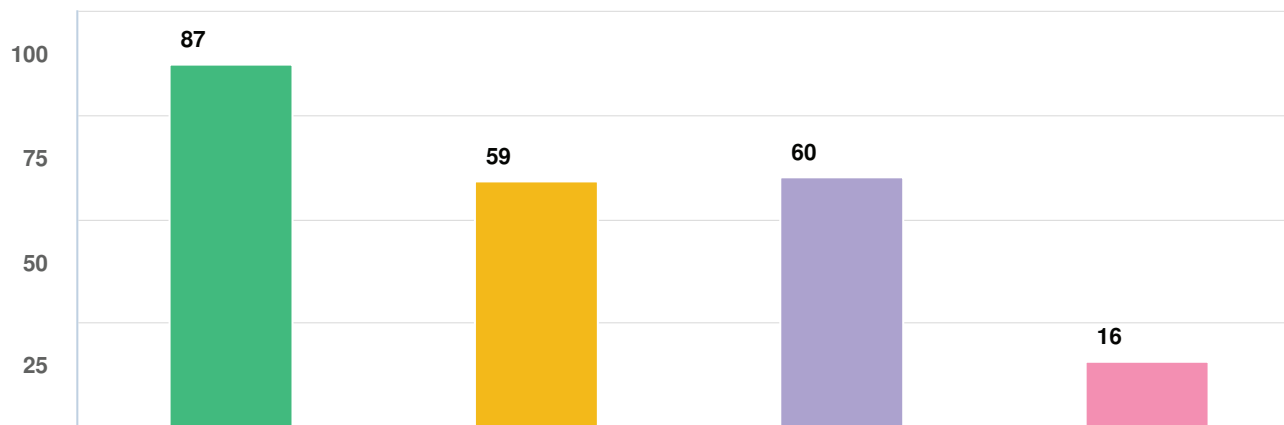
Key Feedback on Dog Waste Management:

- 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
***Office of the Mayor and
Parks and Recreation***

To: Mayor Cote and Members of Council **Date:** February 14, 2022

From: Dean Gibson Director Parks and Recreation **File:** 2025928

Denise A. Tambellini Intergovernmental
and Community Relations Manager

Item #: 2022-109

**Subject: Provincial Community Economic Recovery Infrastructure Program
Funding Approval for the Riverfront Tugger – Community Gathering
and Play Space**

RECOMMENDATION

That Council authorize the Chief Administrative Officer to finalize a funding agreement with the Province of British Columbia for the amount of \$305,480 from the Community Economic Recovery Infrastructure Fund-Destination Development Stream, to upgrade the Riverfront Tugger - Community Gathering and Play Space.

PURPOSE

The City has successfully applied to the Provincial Community Economic Recovery Infrastructure Fund and been awarded \$305,480 toward the upgrade of the Riverfront Tugger - Community Gathering and Play Space. This report provides an update to Council and requests authorization to finalize a project funding agreement with the Province of British Columbia.

SUMMARY

The City has successfully applied to the Provincial Community Economic Recovery Infrastructure Program – Destination Development Stream and been awarded \$305,480, in the second round of the Ministry of Tourism, Arts and Culture

announcements, toward the upgrade of the Riverfront Tugger - Community Gathering and Play Space located on the waterfront at the River Market. This report presents an update to Council and seeks authorization to finalize a project funding agreement with the Province of British Columbia.

BACKGROUND

The City applied to the Community Economic Recovery Infrastructure Program – Destination Development Stream - managed by the Ministry of Tourism, Arts and Culture, in October 2021, to upgrade the Riverfront Tugger - Community Gathering and Play Space located on the waterfront at the River Market.

A renewed Riverfront public space will be constructed that reinforces place making, creates a comfortable social/gathering space and encourages a unique play experience along the Riverfront that celebrates New Westminster's rich river heritage. Designed as a unique iconic feature at a prominent location on the Riverfront, the public space will enrich public outdoor life by supporting day-to-day activities as well as special events hosted by community organizations and local businesses.

Council initially approved the following resolution in March 2019:

THAT staff proceed with the proposed removal and replacement of the Tugger Pilot House located at 830 Quayside Drive along the Waterfront Esplanade between the River Market and Fraser River Discovery Centre (FRDC).

The public space along New Westminster's Riverfront (830 Quayside Drive) is designed to create a family-friendly community gathering space, strengthen the place-making qualities of this riverfront destination in Downtown and help tell the story of the "working riverfront" with a playful experience unique to New Westminster. The installation will serve as a community hub as it is located along a multi-use regional greenway and adjacent to local shops, the Fraser River Discovery Centre, major transit station, Westminster Pier Park and provides a prime viewpoint to the marine activity on the river.

New Westminster has made exceptional progress in re-redefining the riverfront as a valuable asset. The City is committed to reconnecting residents, visitors and businesses with the two rivers that define our community. In 2016, Council endorsed (in principle) the concept of an expanded Riverfront Vision that incorporates the full riverfront throughout the City. (<https://www.newwestcity.ca/riverfrontvision>).

This vision is supported by three goals:

1. **Continuity:** Create a continuous network of attractive greenways and parks.
2. **Connectivity:** Provide connections from all neighbourhoods to the river.

3. **Activity:** Program and animate the riverfront with an active, engaging and dynamic series of experiences compatible with existing industrial uses that entice visitors to explore its many destinations and adjacent amenities.

This project aligns with the Riverfront Vision and the City's Official Community Plan.

Community Benefit of the Riverfront Tugger Project

A truly great urban waterfront, one that sustains a variety of public activities in multiple areas, can be a significant cultural and economic asset. The replacement of the Tugger along the Riverfront Esplanade contributes to the City’s Vision to further connect our riverfront through a system of animated parks and greenways running the length of the City. The new design for the Tugger will contribute to place-making at this key outdoor destination and social gathering space along the Fraser River, particularly as the number of people visiting city’s riverfront has increased significantly during the COVID-19 pandemic. In addition, the proposed public space will greatly enhance the play experience for children, better serve the current and future riverfront public space needs, support community events and contribute to the success of adjacent local businesses and the Q2Q ferry.

This area is a regional draw including the amenities along the waterfront including the New Westminster Quay, River Market, the Fraser River Discovery Centre. The area is easily accessible through public transit and is on the BC Parkway Active Transportation Greenway.

Community Economic Recovery Infrastructure Program

Under the Community Economic Recovery Infrastructure Program (CERIP), the Province committed up to \$90 million to support community economic resilience, tourism, heritage, and urban and rural economic development projects.

Projects will help communities impacted by COVID-19 and support B.C.'s post-pandemic economic recovery.

Eligible applicants can receive a one-time, 100% funded provincial grant to support key streams:

- Community Economic Resilience (CER)
- Destination Development (DD)
- Unique Heritage Infrastructure (UHI)

Projects must start by December 31, 2021 and end by March 31, 2023. Applicants can receive a grant up to a maximum of \$1 million. The Destination Development (DD) funding stream is focused on projects that bring visitors back to B.C. communities:

- New or enhanced tourism infrastructure and attractions to attract visitors, including:

- Interpretive, cultural or tourism welcome centres
- Tourism causeways
- Construction of destination trails
- Event facilities
- Pivoting mountain resorts to all season destinations
- Tourism products and amenities that improve the visitor experience, including:
 - Wayfinding, interpretive and First Nations signage
 - Washroom facilities, lighted pathways, and accessibility improvements
 - Seasonal adaptation and expansion projects

CERIP Economic recovery objectives:

- Shovel-ready projects that can be expedited
- Provides job opportunities and immediate stimulus
- Strengthens the destination offering to elevate B.C.'s competitiveness and reputation as a 'must visit' travel destination
- Supports B.C.'s 19 [destination development local areas plans](#)
- Increases the capacity of tourism destinations to welcome visitors, including adjusting to COVID-19 protocols

ANALYSIS

The City was recently notified that the Riverfront Tugger - Community Gathering and Play Space was successfully awarded funding from the Provincial CERIP- Destination Development Stream. The CERIP funding will offset the eligible costs for the project.

The Provincial approval recognizes the key contribution this project has in animating the waterfront and improving tourism and the livability of the City of New Westminster. The City is committed to improving tourism assets and will continue to look for partners and senior government funding to continue to animate the waterfront and increase tourism and livability in the City.

SUSTAINABILITY IMPLICATIONS

This projects add to the vibrancy and livability of the downtown and enhances the financial sustainability of the City. The Quay is an important gathering place for many families with small children along the riverfront. The new design concept for the Tugger provides a safe, accessible place for all members of the community to meet, gather and play. The newly constructed Tugger and seating area will continue to play an integral role in the place making on the Riverfront in New Westminster.

FINANCIAL IMPLICATIONS

The CERIP funding will offset the construction costs for the project, per the provincial agreement, up to a maximum of \$305,480. All contracts will be awarded in accordance with the City’s purchasing Policies.

The City is grateful for the contributions to this well used public amenity. The Riverfront Tugger Project includes the following financial contributions:

Contributor	Amount	Project Contribution
Province of British Columbia (CERIP)	\$305,480	Construction of informal play features, seating, event staging and small tugger structures
New Westminster Rotary Club	\$50,000	Commemoration of Dr. Irwin Stewart (plaque, sound tubes and the Stewart name on one of the tugboats)
Kal’s Replay Fund (Kal Tire Canada)	\$10,000	Recycled rubber surfacing

OPTIONS

1. Council authorize the Chief Administrative Officer to finalize a funding agreement with the Province of British Columbia for **\$305,480**, from the Community Economic Recovery Infrastructure Program, Destination Development Stream, to upgrade the Riverfront Tugger - Community Gathering and Play Space.
2. Council provide other direction.
3. Staff recommend option 1.

CONCLUSION

The City has successfully applied to the Provincial Community Economic Recovery Infrastructure Program – Destination Development Stream. The City was awarded \$305,480, in the second round of announcements, toward the upgrade of the Riverfront Tugger - Community Gathering and Play Space. This report presents an update to Council and recommends entering into a funding agreement with the Province of British Columbia.

ATTACHMENTS

Attachment 1: Projects funded by the Community Economic Recovery Infrastructure Program

This report was prepared by:

Denise A Tambellini Intergovernmental and Community Relations Manager
Erika Mashig Manager, Parks and Open Space Planning, Design and Construction

This report was reviewed by:

Harji Varn, CFO/ Director of Finance

This report was approved by:

Dean Gibson, Director of Parks and Recreation
Denise A Tambellini, Intergovernmental and Community Relations Manager
Lisa Spitale, Chief Administrative Officer

Attachment 1

Projects funded by the Community Economic Recovery Infrastructure Program

BACKGROUNDER

For Immediate Release
[release number]
Feb. 4, 2022

Ministry of Tourism, Arts, Culture and Sport

CERIP destination development stream funded projects

Northern B.C. (NBC)
Cariboo Chilcotin Coast (CCC)
Kootenay Rockies (KR)
Vancouver Coast & Mountains (VCM)
Thompson Okanagan (TO)
Vancouver Island (VI)

Region	Proponent Name	Project Title	Project Description	Project Cost (\$)
CCC	Cariboo	Mount Timothy Resort Four Season Expansion Project	Construction at Mount Timothy of socially distanced accessible campground, unique playground, washroom/shower/laundry facility and multiuse event space, including a picnic shelter and event pavilion; will facilitate overnight accommodations and events to build out four season resort.	\$ 529,800
Total CCC Funding				\$ 529,800
KR	North Slokan Trails Society	New Denver All Wheels Park Proposal	Construction of the New Denver All Wheels Park, a multi-use outdoor recreational facility in New Denver's Centennial Park, for riders of all ages to lap their bikes, adaptive wheelchairs, scooters and skateboards etc. around a paved "Pump Track" course with separate constructed terrain features.	\$ 65,000
KR	The Revelstoke Ski Club	Revelstoke Mountain Resort Modular Building	Install a new modular building off the south deck of the Revelation Lodge at Revelstoke Mountain Resort primarily to accommodate ski club youth athletes on program and race days, but also to improve visitor experience at the resort and provide additional indoor space to support Covid-19 social distancing protocols.	\$ 417,865
KR	Fernie Nordic Society	Elk Valley Nordic Centre Trailhead Enhancement Project	Enhancement of Fernie Nordic ski are through dedicated parking, washroom facilities and a multi-purpose trailhead facility.	\$ 822,500
KR	Revelstoke Nordic Ski Club	Trail Improvement - Main Loop & Stadium Widening	Widen the Main Loop trail at the Revelstoke Nordic Ski Club's (RNSC) trail system as it exits the stadium area to the junction with the upper Mickey Olsen trail to increase capacity for events.	\$ 16,840

KR	Rosland	Downtown Rosland Public Washroom Project	Construction of a new public washroom in the downtown core in response to a need identified by citizens, businesses, and the tourism sector.	\$ 100,000
KR	Equidae Benefit Society	Equidae Benefit Society Arena Project	This project seeks funding for the addition of a heated, safe indoor equine space and additional stabling facilities to accommodate groups and their horses and provide a year round community venue for sport tourism.	\$ 724,487
KR	Red Mountain Racers Society	Race Centre at Red Mountain	Expand the Race Centre at Red Mountain, including new Race Centre Building for 4 season event hosting, new lighting on the t-bar slope for night slalom races and an extension of the snowmaking system to include the ski cross course.	\$ 700,000
KR	Friends of Pulpit Rock Society	Whitewater Hiking Trails	Hiking trails will be developed at Whitewater Ski Resort near Nelson. Construction of 4 trails, directional and interpretive signs will provide access to the whole mountain.	\$ 73,874
KR	Kootenay Adaptive Sport Association	BC Southern Interior Excursion Loop Trail - Accessibility, Connectivity and Repair	Infrastructure upgrades and repairs and accessibility improvements to the BC Southern Interior Excursion Loop Trail, specifically the Galena trail portion to replace Cable Car to accommodate adapted mountain bike/wheelchair use.	\$ 500,000
Total KR Funding				\$ 3,420,566
NBC	Smithers Ski Club	Winter Sports Event Centre Hudson Bay Mountain Resort	Create a Winter Sports Event Centre at Hudson Bay Mountain Resort in Smithers, BC with specific coordinated enhancements to key ski and snowboard competition and training surfaces to allow for high quality, safe events and programming.	\$ 418,000
NBC	Doig River First Nation	Tse'k'wa Heritage and Cultural Centre	Development of interpretive trails and amphitheater, renovation of an existing structure into a heritage repository, and the creation of virtual reality exhibits at Tse'k'wa is a National Historic Site.	\$ 313,618
NBC	Port Clements	Sunset Park Revitalization	The project will: 1) restore and upgrade Sunset Park's three-storey birdwatching tower along the Yakoun River; 2) repair and improve connecting trails; 3) complete extensive brushing and cleanup in the woods surrounding Sunset Park Campground; 4) build a changeroom and covered seating area; 5) install bear-resistant garbage and recycling containers in Sunset Park Campground	\$ 269,746
NBC	Nisga'a Village of Gitwinksihlkw	River Walk and Lava Bed Trail and Saasak' Hill Trails Systems	River Walk & Lava Bed Trail and Saasak' Hill Trails Systems - The project covers Phases 2-River Walk and Lava Bed Trail	\$ 400,000

NBC	David Douglas Botanical Garden Society	David Douglas Botanical Garden Expansion Project	David Douglas Botanical Garden Expansion Project – Phase 2 - includes a visitor centre, parking lot, landscaping, a trellised axial walkway, the development of a 10-acre parcel to construct three theme gardens (an ornamental display Garden, a First Nations Garden, and Scientific Research Plots).	\$ 700,000
NBC	Old Massett Village Council	Hiellen Longhouse Village Expansion	Hiellen Longhouse Village Expansion adding seven cabins and four tent pads, including road construction, water systems, sewage, washroom and walkways.	\$ 798,625
Total NBC Funding				\$ 2,899,989
TO	O'Keefe Ranch & Interior Heritage Society	Glamping Park Establishment	Installation of glamping (glamorous camping) infrastructure, including visitor amenities, landscaping, building cabins.	\$ 245,085
TO	Summerland	Peach Orchard and Rotary Beach Washroom Upgrades	Peach Orchard and Rotary Beach Washroom Upgrades including winterizing and improving electrical service.	\$ 280,000
TO	Vernon	Vernon Visitor Kiosks	Construction of three timber frame visitor kiosks in Vernon to supply information on attractions, activities, arts, culture, and events.	\$ 242,000
TO	Greater Vernon Museum and Archives	North Okanagan Culture and Heritage Enhancement	Upgrades to the Museum facility, including Roofing, HVAC, and electrical and lighting issues, to protect collection items and enhance the operations of the GVMA, and create new COVID safe cultural event spaces.	\$ 280,896
TO	Kelowna	The Pandosy Public Pier - Entering New Waters	Pandosy Public Pier project to develop of an inclusive, universally accessible, and non-motorized public pier in Kelowna.	\$ 390,925
TO	Sun Peaks	Sun Peaks Centre Plaza Development	Upgrades to Sun Peaks Village Plaza, including picnic tables, firepits, game areas, Secwepmec Medicine Trail signage, pedestrian walkway improvements to allow safe, socially distant movement of people, and small stage area that will be based on a First Nations pit house theme.	\$ 898,241
TO	Coldstream	Coldstream Station	Construction of Coldstream Station, a central gathering place for the community of Coldstream and entry area to the Okanagan Rail Trail, including event plaza, parking, washrooms, visitor information, landscaping to support a world class destination rail trail adventure.	\$ 624,257
TO	Merritt & Nicola Valley Destination Marketing Society	Nicola Valley Mountain Biking Trails Project	Develop, design & build trail signs and information kiosks, in addition to Trail Technical Features such as ramps, berms and drops, at iconic mountain biking trail system.	\$ 328,000

TO	Kamloops Performance Cycling Centre	Peripheral Tourism Infrastructure and Destination Trail Development for Kamloops	Creation of 3 new parking lots, garbage and washroom facilities, wayfinding signage, and information kiosks at key mountain biking trail systems.	\$ 919,539
TO	Salmon Arm Economic Development Society	Salmon Arm Destination Development: Recovery, Resiliency, Rejuvenation	This project includes 3 tactics: Community Signage; Interactive Visitor Kiosk; Mobile Visitor Outreach	\$ 289,796
TO	Tourism Kamloops	Bold Visitor Services & Engagement Strategy	Install 10 interactive, digital kiosks at high-traffic, visitor touch points;	\$ 316,250
Total TO Funding				\$ 4,814,989
VCM	ASTC Science World Society	Science World Year-Round Outdoor Programming Space (OPS)	Construct flexible indoor-outdoor programming space at Science World	\$ 577,060
VCM	Lytton First Nation	The Chief Cexpe'nthlEm Park	Chief Cexpe'nthlEm Memorial Precinct Revitalization Project will see the site fenced, landscaped and considerable interpretive materials installed. Includes paved plaza, benches, sidewalks, and pathways.	\$ 1,000,000
VCM	Association of Neighborhood Houses of BC	Sasamat Outdoor Centre Waterfront Revitalization Project	Replacement of beachfront infrastructure at Sasamat Outdoor Centre's (SOC) improve accessibility, environmental sustainability, programmatic functionality and flexibility, and beautification as a premier BC tourist destination	\$ 476,642
VCM	New Westminster	Riverfront Tugger-Community Gathering and Play Space	Construction (re-development) of a waterfront public space and children's play area at New Westminster's Riverfront.	\$ 305,480
VCM	Port Moody	Wayfinding Signage	The proposed project consists of installation of wayfinding signage and kiosks	\$ 240,000
VCM	West Coast Railway Association	Track Rehabilitation Heritage Park in Squamish BC	Track upgrade project to replace ties on 5000 feet of operating tracks and allow us to extend the station main track south by 78-feet and connect the Turn Table Stub track to Station Main, to support hosting major events and increase capacity for visitors.	\$ 342,460
VCM	Hope Business and Development Society	Hope, Cascades & Canyons Gateway Signage Project	Production and installation of the newly developed Hope Community Branded Signage Plan, including Portal signage in six locations as well as Gateway signage in nine locations.	\$ 375,000

VCM	Harrison Tourism Society	Visitor Centre and Sasquatch Museum Upgrade	Construction of an expanded Visitor Centre and Sasquatch Museum, a key attraction that celebrates Harrison's long history with the Sasquatch and the Sts'ailes people.	\$ 1,000,000
VCM	Gibsons	Gibsons Visitor Centre Accessible Outdoor Amenities	Accessibility upgrades and improvement of outdoor amenities surrounding the Gibsons Visitor Centre, including ramps, outdoor seating area, information kiosk, wayfinding and Indigenous interpretive signage and bike racks.	\$ 254,394
VCM	North Vancouver - C	North Vancouver Shipyards Destination Infrastructure Upgrades	Develop the North Vancouver Shipyards as a year-round local tourist destination with improved infrastructure to provide opportunities for rotating mobile vendors and small events at the Shipyards in the context of COVID restrictions	\$ 1,000,000
VCM	Bard on the Beach Theatre Society	Revitalizing Bard on the Beach: A World-Class Shakespeare Festival Amidst Covid-19	Construction of pandemic-safe facilities for theatrical presentations and education, including initial work on facility for Indigenous culture.	\$ 400,000
VCM	The British Columbia Photography and Media Arts Society	New Exhibition, Public Program, and Venue Rentals Space at The Polygon Gallery	Renovation and conversion of a commercial retail unit within the Polygon Gallery's building into a gallery and events rental space.	\$ 262,231
VCM	Spo7ez Cultural Centre and Community Society	Cultural Centre Tourism Amenity Upgrades	technological (Wi-Fi) and infrastructure plumbing) upgrades to the Squamish Lil'wat Cultural Centre (SLCC) to improve the visitor experience and meet operation and energy efficiency needs.	\$ 66,125
VCM	Powell River Parks And Wilderness Society	Sunshine Coast & Tla'amin Trails Upgrades	Improve the infrastructure of the 180 km Sunshine Coast Trail (SCT), with bear-proof caches and wayfinding signage.	\$ 24,000
VCM	Richmond	Sport and Event Plaza at the Richmond Olympic Oval	Construction of a sport and event plaza (including a synthetic turf field, basketball courts and event staging area) on the south side of the Richmond Olympic Oval to increase opportunities for hosting sports programming and events.	\$ 1,000,000
Total VCM Funding				\$ 7,323,392
VI	Sooke	Sooke Potholes Improvement	Revitalize the Sooke Potholes parking Lot 1 adding additional capacity for social distancing and replacing two narrow staircases. Two permanent installations of accessible pit-style washrooms	\$ 353,449
VI	Sidney Business Improvement Area Society	Downtown Sidney Lighting Infrastructure Initiative	Installation of permanent, and energy-efficient LED string-lights on storefronts throughout the downtown business district	\$ 97,504

VI	Nanoose Economic Development Master Limited Partnership	Snaw Naw As Campground Redevelopment Phase 1 - Washroom facility upgrade	New to campground washroom facility at Snaw Naw As Campground including shower house and sewer connections.	\$ 242,496
VI	Clayoquot Biosphere Trust Society	Signage Revitalization - Clayoquot Sound UNESCO Biosphere Region	Creation of educational content and artwork, and the inclusion of Nuu-chah-nulth language to design, construct and install signage at key locations in Clayoquot Sound.	\$ 149,654
VI	Stz'luminus First Nation	Destination Oyster Bay Village	Transforming Oyster Bay Village including benches at Oyster Bay Village, Oyster Bay Village entrance sign, Seasonal decoration, Street banners	\$ 253,400
VI	Cowichan Valley	Kinsol Trestle Gateway Project	Construction of a new parking area for the trailhead of the Kinsol trestle, picnic area and trail connector.	\$ 459,000
VI	Echo Bay Developments Ltd	Echo Bay Indigenous Interpretive Trail Restoration	Echo Bay Indigenous Interpretive Trail Restoration: re-establishing a trail from the Echo Bay Marina and Lodge to the Echo Bay Marine Park.	\$ 109,785
VI	Ucluelet Mountain Bike Association	Ucluelet and Yuułuʔiłʔatḥ Government Collaborative Mountain Bike Initiative	Construction of inclusive, beginner-oriented expansion of the existing mountain biking trail system on Mt Ozzard along with upgrades to parking and signage	\$ 170,000
VI	Yellowhouse Art Centre Society	Makery	Construct a 1700 square feet of workshop space (aka "Makery") on Galiano island where local artists can create, showcase, and sell their arts to visitors. Includes two washrooms and one EV charger.	\$ 218,000
VI	Ladysmith Maritime Society	Expansion of Unique Floating Maritime Museum and Interactive Heritage Boat Fleet Display	Expansion of Floating Maritime Museum and Interactive Heritage Boat Fleet Display	\$ 319,375
Total VI Funding				\$ 2,372,663
Total Funding				\$ 21,361,399

Media contact:

Ministry of Tourism, Arts, Culture and Sport
Government Communication and Public Engagement
778 676-6015

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** February 14, 2022

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

Item #: 2022-89

Subject: **Revised Public Art Policy**

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

The purpose of this report is to release Council's approval of the revised Public Art Policy.

BACKGROUND

The City's first Public Art Policy was adopted in 2012 and has been a significant tool for promoting the cultural growth of the community, encouraging economic development, and creating a sense of enhanced civic pride.

In 2021, with guidance from the Public Art Advisory Committee and in response to recommendations included in the City's Arts Strategy, staff initiated a review of the Policy. The intention was to ensure that the Policy is aligned with key City policies and priorities and supports a more responsive, diverse, equitable and sustainable program.

The policy review process was informed by best practices research, internal reviews with Arts, Heritage, Planning, Finance and Purchasing staff and consultation with the Public Art Advisory Committee, the Reconciliation, Social Inclusion and Engagement Task Force, the Culture and Economic Development Task Force. The final revised Public Art Policy as attached to this report was endorsed by the Public Art Advisory Committee prior to bringing forward to Council.

At the Closed Council meeting on January 31, 2022, City Council approved the following motion:

THAT Council approve the revised Public Art Policy as attached to the January 31, 2022, report entitled *Revised Public Art Policy*.

ANALYSIS

Following is a summary of the key Policy adjustments:

1. Removal of Administrative Procedures

The administrative processes have been removed from the Policy to be captured in an Administrative Procedures Manual. The Manual will be a living document that can be reviewed and refined as practices and administrative processes evolve over time.

2. Establishment of Guiding Principles

The revised Policy includes the addition of Guiding Principles which build upon the goals identified in the Arts Strategy and align with City priorities related to reconciliation, social justice and equity.

3. Clarifying Roles and Responsibilities

Roles and responsibilities of Council, staff, the Arts Advisory Committee, Selection Panels and other community advisors and advisory bodies have been clarified and defined in alignment with the City's financial processes and Procurement Policy and the Terms of Reference for the newly-formed Arts Advisory Committee.

4. Diversification of Artist Selection Processes

The revised Policy outlines a diversity of approaches for selecting and hiring artists to respond to varying project needs, address systemic inequities and facilitate decolonial practices.

5. Funding

Public art continues to be supported by a percent for art funding strategy and through annual municipal contributions equal to \$2.00 per citizen from property taxes. The revised Policy streamlines the City's role in relation to private development opportunities, clarifies what public art funding can support and allows for greater flexibility in capital public art funding management through the introduction of pooling options. The ability to pool funds allows for intentional investment for projects on sites outside of capital projects where impact and need may be greater.

OPTIONS

Council is asked to consider the following options:

1. That Council receive this report for information;
2. Provide staff with other direction.

Staff recommend Option 1.

ATTACHMENTS

Att. 1 - Revised Public Art Policy/TOR for Arts Advisory Committee

This report was prepared by:
Todd Ayotte, Manager, Community Arts and Theatre
Quyên Hoang, Public and Community Art Coordinator

This report was approved by:
Lisa Spitale, Chief Administrative Officer

Attachment #1:
*Public Art Policy/
TOR for Arts Advisory Committee*

City of New Westminster – Public Art Policy

Policy Title	Public Art Policy
Effective Date	November 5, 2012
Revised Date	January 31, 2022
Document #	1896806

I. INTRODUCTION

The City of New Westminster adopted its first Public Art Policy in 2012. The need for a Policy was first identified through interviews with members of New Westminster’s arts community in preparation for drafting the City’s 2008 Arts Strategy. In 2010, the Arts Commission appointed a Public Art Sub-Committee to explore the development of a public art “road map” to achieve the objectives of the Arts Strategy. Recommendations from the Public Art Sub-Committee resulted in the development of a Terms of Reference for a Public Art Advisory Committee. In 2011, City Council appointed the City’s first Public Art Advisory Committee who were then engaged to draft the City’s first Public Art Policy. Since its adoption in 2012, New Westminster’s Public Art Policy has been a significant tool for promoting the cultural growth of the community, encouraging economic development, and creating a sense of enhanced civic pride.

In 2021, with guidance from the Public Art Advisory Committee, staff initiated a review of the Policy to ensure that it is informed by current leading practices in public art and is aligned with key City policies and priorities. The revised Policy provides a clear foundation to create a more responsive, diverse, equitable and sustainable program. Further, with the implementation of a new Arts Advisory Committee in 2022 to replace the Arts Commission and Public Art Advisory Committee, the review was also an opportunity to provide renewed clarity regarding roles and responsibilities.

II. PURPOSE

The primary purpose of the Public Art Policy is to provide a structure through which the City of New Westminster acquires and integrates public art. The Policy guides staff in the development, management and stewardship of public art throughout the city by:

- Establishing Guiding Principles to direct policy implementation;
- Articulating clear funding mechanisms;
- Ensuring the development of a clear Administrative Procedures Manual with consistent guidelines, processes, roles and responsibilities;
- Supporting responsible stewardship of all public art assets owned by the City of New Westminster.

III. GUIDING PRINCIPLES

The Guiding Principles reflect the goals of the New Westminster Arts Strategy and align with priorities around Reconciliation, social justice and equity.

Value	The Public Art Policy and supporting processes value the role of artists and public art in civic life. Artists should be trusted and supported to ask questions and take risks. Public art engages history and place and has the capacity to create dialogue and inspire social progress.
Respect	The Public Art Policy and supporting processes ensure respectful practices for artists and their rights, for the land and environment and for everyone involved.
Reconciliation	The Public Art Policy and its supporting processes reflect a commitment to Reconciliation and recognize the rights of Indigenous peoples. Public art is planned, developed and executed on the unceded territory of the Halkomelem speaking peoples and has a responsibility to decolonize its practices and ensure the voices, traditions and knowledge of the Halkomelem speaking peoples are respected and represented on their lands.
Equity	The Public Art Policy and supporting processes commit to anti-oppressive, anti-racist and anti-assimilation approaches and strive to ensure that all artists and community members are represented and have opportunities to participate, access and experience public art.
Capacity Building	The Public Art Policy and supporting processes commit to developing artists through programs, projects and educational opportunities that foster learning and build capacity.
Innovation	The Public Art Policy and supporting processes encourage and foster brave, experimental and innovative ideas and approaches.
Stewardship	The Public Art Policy and supporting processes promote responsible management and stewardship of the funding for the development and implementation of public art projects as well as the maintenance and conservation of artworks in the Public Art Collection and the ongoing engagement with public art.

IV. ROLES AND RESPONSIBILITIES

Mayor and Council

The role of Mayor and Council is to govern the City of New Westminster in its delivery of civic services to citizens. All are elected by and accountable to the citizens of New Westminster. The role of City Council is to:

- Approve the Public Art Policy and any changes to the Policy when required;
- Authorize expenditures for Public Art through the budget & quarterly adjustment process;
- Authorize and approve recommendations on major projects and commissions in alignment with the City's Procurement Policy;
- Appoint members of the Arts Advisory Committee through the Committee selection process;
- Appoint a member of Council to the Arts Advisory Committee;
- Approve recommendations and provide direction regarding emerging issues such as the decommissioning and deaccessioning of public artworks under the control of the City.

Public Art Program

The Public Art Program is administered by the City's Art Services staff, reporting to the Chief Administrative Officer. Art Services staff provide leadership in the planning, coordination and implementation of public art for the City in alignment with the Public Art Policy. Key responsibilities include:

- Management and administration of public art projects, programs and the Public Art Collection;
- Develop, deliver and finalize annual public art budgets in alignment with the City's financial processes for Council approval;
- Commissioning and acquiring public art;
- Planning and overseeing the design, fabrication, installation of public art;
- Engagement, communication, programming and educational initiatives;
- Maintenance and conservation of the Public Art Collection;
- Deaccessioning, removal or disposal of public art;
- Developing policies, plans, procedures and guidelines;
- Partnerships and collaboration with City departments, external organizations and community groups;
- Consultation on public art matters.

Arts Advisory Committee

Appointed by Council, the Arts Advisory Committee (AAC) is comprised of a City Council representative, community members, arts professionals and artists who provide citizen oversight and expert community input on arts-related civic programs and civic art matters including public art. The AAC supports and strengthens the arts to benefit everyone in the city, strives to remove barriers to participation and ensures representation of BIPOC (Black, Indigenous and people of color) and equity seeking communities in civic art processes.

City of New Westminster – Public Art Policy

The AAC's role is to provide expert community input on public art, and to:

- Promote awareness and encourage dialogue around public art;
- Recommend and advise on public art policies, guidelines, plans and issues;
- Review public art project plans and allocations to ensure alignment with the Policy and guiding principles;
- Act as a resource to City Council and staff;
- Advise the City on public art issues and current topics relevant to public art;
- Advise and consult on specific issues, such as donations or deaccessioning of public art;
- Nominate one of their members to serve on the selection panel for specific art projects as a non-voting representative;
- Support Public Art staff in carrying out the purpose of the Public Art Policy.

Selection Panels

Selection panels (or juries) are typically made up of artists, arts and design professionals and community members convened for specific projects and opportunities. Each selection panel is composed to reflect the needs and goals of individual projects. The size of each panel vary between three (3) to five (5) people depending on the scope and needs of the project. The composition of each panel will ensure representation of diverse perspectives and worldviews from disenfranchised and equity seeking communities. Selection panel members are paid an honorarium for their time and expertise. City staff, technical and other advisors often participate and only as non-voting members to offer guidance and assistance in the process.

Additional Advisors and Advisory Bodies

Additional advisors such as curators, public art consultants, Elders or Knowledge Keepers or ad-hoc, formal and existing advisory bodies representing various community stakeholders may be formed and/or engaged as needed to inform processes, guidelines and procedures.

V. FUNDING

The Public Art Policy provides funding mechanisms for the acquisition, administration, management and programming of public art for the City of New Westminster.

Funding supports costs associated with:

- Commissioning and purchasing public art;
- Planning, design, fabrication, installation of public art;
- Engagement, communication, programming and educational initiatives;
- Management and administration of public art projects, programs and the Public Art Collection;
- Maintenance and conservation of the Public Art Collection;
- Deaccessioning, decommissioning, removal or disposal of public art.

City of New Westminster – Public Art Policy

Percent for Art

The City will provide a 'percent for public art' funding strategy for the acquisition, administration and management of public art in New Westminster. The 'percent for public art' will be calculated at 1% of total capital project costs for eligible capital projects with budgets over \$1 million and at 0.5% for projects in the \$500,000 to \$1 million range. Eligible capital projects include all upgrade and growth budget items \$500,000 or more. Land purchase, movable equipment, maintenance and service budgets are not included in this policy.

Pooling Percent for Art

Generally, public art allocations from capital projects reside with the initiating department as part of the overall capital project for development of public art on the site. The Public Art Policy allows for pooling of public art allocations from capital projects to support strategic investment and to achieve the greatest maximum community benefit from the investment. Pooling will consider the maximum eligible funding per capital program and may draw from multiple capital projects. Pooling processes will be in compliance with the City's Financial Policies and approved and reported through the City's budget processes. Where possible pooled funding will not be tied to specific capital project timelines to allow for long-term planning, integration of public art across the city and to ensure equity.

Municipal Annual Contribution

The City will provide an annual contribution to the Public Art Reserve equal to \$2.00 per citizen from property taxes to be used for public art.

Public Art Reserve

The Public Art Reserve is a resource, distinct from the capital budget, which allows for the accumulation of funding to support, develop and sustain the Public Art Program long-term. Funding from eligible sources, namely the operating budget and or third party contributions can be pooled into the Public Art Reserve to be used to plan, implement and support a diversity of public art opportunities outside of capital projects, support costs related to the implementation, management, administration and programming of public art and the ongoing care of the Public Art Collection.

Private Development Contributions

Support for community amenities is generally provided to the City by a developer when they are going through a rezoning process for private development. These contributions can be actual amenities, or cash towards amenities, and are intended to help provide the capital investments needed to accommodate the growing community. Amenities that have previously been provided through this process include affordable housing, child care, public art, park space, and alternative transportation. Public art projects provided through private development are subject to the processes and guidelines outlined in the Public Art Policy and the Administrative Procedures Manual. Public art staff can work with applicants as part of the development review process to ensure their public art proposals are consistent with best practice and City policy.

City of New Westminster – Public Art Policy

Private Financial Donations

Private individuals, businesses or organizations may donate funding to support public art. Donations should be free and clear of conditions and restrictions regarding the use of these funds for the City of New Westminster's Public Art Program. Financial donations directed for specific commissions will be subject to appropriate guidelines as set out in the Public Art Policy or Administrative Procedures Manual. In accordance with the criteria established in the Income Tax Act (Canada), the City of New Westminster may issue a tax receipt to the donor for cash donations.

VI. ACQUIRING PUBLIC ART

Public art can be commissioned, purchased, donated or gifted to the City of New Westminster.

Commissioned artwork engages artists to create new original artwork in response to an opportunity and often with a specific site or community as context.

When commissioning public art, artists are selected through one (1) of the following three (3) ways and in compliance with the City's Procurement Policy:

1. **Open Call:** An open competition that is widely distributed often in the form of a Call to Artists to submit materials for consideration.
2. **Invitational:** In an invitational approach, a select number of artists are recommended by a curator, public art consultant, Elders or Knowledge Keepers, advisory panel or program staff to submit materials for consideration. An invitational approach may be needed to address systemic inequities and facilitate decolonial practices.
3. **Direct Award:** The commission of an artist or the purchase of an existing work of art that has been recommended by a curator, public art consultant, Elders or Knowledge Keepers, advisory panel or program staff. A direct award may be needed when there is a single clear choice in terms of the artistic opportunity or to address systemic inequities and facilitate decolonial practices.

Alternative ways of selecting or engaging artists may be considered based on desired outcomes. The appropriate selection process will be determined for each project in consultation with the AAC, approved as required and guided by the Public Art Administrative Procedures Manual.

Purchased art is existing artwork that is bought by the City from an artist, agent, or gallery or through another direct method.

A Gift or Donation is existing art that is transferred to the City of New Westminster from an individual or entity. When public art is acquired through donation, in accordance with the criteria established in the Income Tax Act (Canada), the City of

City of New Westminster – Public Art Policy

New Westminster may issue a tax receipt to the donor. Tax receipts are not issued for gifts.

VII. ADMINISTRATIVE PROCESSES

- The Public Art Policy is administered by the Public Art Program;
- The Public Art Program works collaboratively with the City's appointed AAC to advise and bring recommendations to Council to authorize expenditures, policy changes, plans and projects as per the Policy;
- Implementation of the Public Art Policy is guided by the supporting Administrative Procedures Manual that is a living, continually responsive document.

VIII. DEFINITIONS

Accession -The act of coming into the possession of title; to make a record of an artwork in the chronological order of acquisition; to acquire an artwork for a permanent collection.

Acquisition - The acquiring of public art through commission, purchase, donation or gift.

Deaccession - The formal process to permanently remove an object from the Public Art Collection.

Decommission – The process to remove an object from display permanently.

Public Art - Public art is an original work of art created with the intention of being sited or staged in publicly accessible spaces. It can be in any media and can take a wide range of forms, approaches, be temporary or permanent, object-based, electronic, digital or experiential. Public art can include murals, sculptures, monuments, memorials, community art, socially-engaged art, new media, land art or earthworks, incorporate design, architecture or landscape architecture, be functional, performative, event-based or participatory. Regardless of the form, it is created by a person who identifies as an artist or its creation is directed by an artist. It often considers the physical site as well as the context of a place or community whether social, political or historical. Artists are sometimes immersed or embedded in a department, organization or community through artist residencies or as part of the artist's practice and approach. These projects can take time to unfold, develop and complete.

Public Art Collection - All public art accessioned and owned by the City of New Westminster.

IX. APPENDICES

A. ARTS ADVISORY COMMITTEE TERMS OF REFERENCE

Arts Advisory Committee

Terms of Reference

Committee Name	Arts Advisory Committee
Vision/Goal Statement	<p>The Arts Advisory Committee (AAC) is a conduit for communication and engagement, providing advice and recommendations to staff, the Culture and Economic Development Task Force and Council on arts-related civic programs and civic art matters including Public Art.</p> <p>The AAC will work to support and strengthen the arts in New Westminster for the benefit all citizens, recognizing those community members that have historically been disadvantaged and excluded from civic processes including BIPOC (Black, Indigenous and people of color), persons with developmental, physical and acquired disabilities and members of the 2SLGBTQIA+ communities.</p>
Mandate	<p>The AAC will:</p> <ul style="list-style-type: none"> • Provide advice and support regarding the implementation of the Arts Strategy, Theatre Strategy, Public Art Policy, Public Art Plan and other related Council adopted Strategic Plans; • Advise on strategies for ongoing and meaningful inclusion, ensuring representation of diverse voices and equity in all arts-related plans, policies and opportunities; • Be a voice for the broad needs of the arts community to inform the City’s strategic policies and land use initiatives as required; • Provide advice and support to staff in regards to engagement and audience development initiatives; • Serve as a public engagement platform for the Culture and Economic Development Task Force.
Voting Members	The Committee shall consist of fifteen (15) members as follows:

	<ul style="list-style-type: none"> • Member of Council (1) • Arts Council of New Westminster representative (1) • Education Sector representative (1) • Local NFP Arts Sector representative (2) • Artists – New Westminster-based (3) • Artists – Other (1) • Arts Professional (1) • Urban designers, architects, landscape architects (2) • Community representatives including youth (3) with broad representation of the City’s demographics, including the Indigenous community. <p>Through its membership the AAC will strive to:</p> <ul style="list-style-type: none"> • Remove barriers to participation • Ensure diverse representation for BIPOC and equity-seeking* community members and artists; • Reflect a diversity of lived experience; • Include youth voices and perspectives; and, • Ensure a balance of expertise that aligns with the Committee 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, ethnicity, disability, 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, Community Arts and Theatre • Public and Community Art Coordinator <p>Additional staff advisors from the following departments will attend committee meetings on an as-needed basis:</p> <ul style="list-style-type: none"> • New Media Gallery • New Westminster Library
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 Arts Advisory Committee Mandate will continue under the new Council unless the new Council decides not to continue the Arts Advisory Committee.</p>
Chair	<p>The member of City Council shall be designated Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.</p>
Quorum	<p>A quorum shall consist of a majority of its appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
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 every second month.</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	Committee procedures are governed by: <ol style="list-style-type: none"><li data-bbox="540 331 1360 405">1. New Westminster Council Procedure By-law No. 6910, 2004.*<li data-bbox="540 415 1377 527">2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.* <p data-bbox="586 531 821 558">*Most recent versions</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.



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

CITY OF NEW WESTMINSTER

**Anti-bullying Day
February 23, 2022**

- WHEREAS** Anti-bullying day is celebrated internationally, however Canada celebrates this day on Wednesday February 23;
- WHEREAS** Anti-bullying day provides an opportunity to wear something pink to symbolize that we as a society will not tolerate bullying anywhere;
- WHEREAS** Anti-bullying day provides an opportunity to celebrate kindness, togetherness and being inclusive by lifting each other up; and
- WHEREAS** The City of New Westminster will be supporting anti-bullying day, Wednesday, February 23, through various activities across the City.
- NOW
THEREFORE** I, Jonathan Coté, Mayor of the City of New Westminster do hereby proclaim February 23, 2022 as

Anti-bullying Day

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

Jonathan Coté
MAYOR



Gillian Day

Subject: FW: (BC) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229

From: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>

Sent: February 10, 2022 7:22 AM

To: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>

Cc: Gesner, Lindsay (Julian, Peter - MP) <lindsay.gesner.819@parl.gc.ca>; Mah, Doris (Julian, Peter - MP) <doris.mah.819@parl.gc.ca>

Subject: (BC) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229

Dear Mayors and Councils,

Everyone deserves to live in safety and dignity. Everyone has the right to feel welcomed and respected in their community. Yet, during the pandemic, racist incidents reported to police have increased at an alarming rate. Tragically, we have seen an increase in Islamophobia, anti-Semitism, racism, homophobia, transphobia and misogyny in our society. We see rising racism against Indigenous people, Black, Asian and other racially marginalized communities, while symbols of hate continue to be displayed and sold across our country.

Last week, I re-tabled my [Private Member's Bill C-229](#), *An Act to Amend the Criminal Code (banning symbols of hate)*, to prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. It is a tool designed to address the growing violence and hate that we are seeing in many Canadian communities.

Thank you to those who joined the call in the previous Parliament for Bill C-229. Today, I am seeking your continued support for this legislation. To those who did not have a chance to show your support in the last parliament, I am seeking your endorsement. This is an opportunity to join tens of thousands of Canadians in calling on the federal government and all MPs to ban the sale and display of hate symbols.

[FOR IMMEDIATE RELEASE - NDP bill would ban hate symbols](#)

Allowing these symbols of hatred to be sold in stores or publicly displayed is threatening for people who have been, and continue to be, targets of violence and oppression.

As we've seen in the past two weeks, during protests around the *Convoy for Freedom*, Canadians witnessed vile and hateful genocidal displays of hate symbols such as Nazi swastikas and the flying of Confederate flags at the very center of Canadian democracy.

With hate crimes on the rise across Canada, we must do everything we can to stop the spread of hate in our communities. Municipalities across the country are seeing the same trend in hate crimes. Hate and associated extremist ideology is spreading like wildfire on the Internet. Even today, many Canadians are saddened by the lack of recourse against the display of symbols that incite hatred. The time for rhetoric is over: the time for action is now.

Banning symbols of hatred like swastikas or Klu Klux Klan insignia, flags such as the standards of Nazi Germany from 1933 to 1945 and those of the white supremacist Confederate States of America

from 1861 to 1865, is an important step the federal government should take now for all Canadians to feel safe and secure against hate.

I am seeking your support and public endorsement in the 44th Parliament to urge the federal government and all MPs to support Bill C-229

Please consider using the following text:

On behalf of _____ (Number of residents), _____ (Name of the municipality) endorses MP Peter Julian's Private Member's Bill C-229 - Banning Symbols of Hate Act.

I hope that I can count on you and your council to endorse Bill C-229. Thank you very much for your consideration. I look forward to hearing back from you soon.

If you have questions and require further information, please feel free to contact my assistant Doris Mah, at 604-353-3107 peter.julian.c1d@parl.gc.ca.

Sincerely,
Peter Julian, MP
New Westminster - Burnaby

Chers Messieurs les Maires, Mesdames les Mairesse, Mesdames et Messieurs membres des conseils municipaux,

Chacun mérite de vivre dans la sécurité et la dignité. Chacun a le droit de se sentir accueilli et respecté dans sa collectivité. Pourtant, pendant la pandémie, les incidents racistes signalés à la police se sont multipliés à un rythme alarmant.

Tragiquement, nous avons constaté une augmentation de l'islamophobie, de l'antisémitisme, du racisme, de l'homophobie, de la transphobie et de la misogynie dans notre société. Nous constatons une hausse du racisme envers les personnes autochtones, noires et asiatiques et d'autres groupes racialement marginalisés, tandis que des symboles haineux continuent d'être affichés et vendus à l'échelle du pays.

La semaine dernière, j'ai déposé de nouveau le [projet de loi d'initiative parlementaire C-229](#), Loi modifiant le Code criminel (interdiction des symboles de haine), qui vise à interdire à quiconque de vendre et d'exposer des symboles qui fomentent la haine et la violence à l'égard de groupes identifiables. Il s'agit d'un outil pour combattre la montée de la violence et de la haine dans les communautés à travers le Canada.

Je remercie tous ceux et celles qui ont soutenu le projet de loi C-229 lors de la 43^e législature. Aujourd'hui, je sollicite de nouveau votre appui.

A ceux et celles qui n'ont pas eu l'occasion de l'appuyer auparavant, j'espère pouvoir compter sur votre soutien pendant cette 44^e législature. C'est l'occasion de vous joindre à des dizaines de milliers de Canadiens et Canadiennes pour demander au gouvernement fédéral et à tous les député.es d'interdire la vente et l'exposition de symboles haineux.

[POUR DIFFUSION IMMÉDIATE – Un projet de loi du NPD interdirait les symboles haineux](#)

Donner libre cours à la vente en magasin et à l'exposition publique de ces symboles haineux s'avère une menace inquiétante pour les personnes qui ont déjà été, et continuent d'être, la cible de violence et d'oppression ou qui le sont encore.

Depuis deux semaines, les Canadiennes et les Canadiens ont vu des manifestants du « convoi de la liberté » brandir d'odieux symboles génocidaires et haineux, tels que des croix gammées nazies et des drapeaux confédérés, au cœur même de la démocratie canadienne.

Les crimes haineux étant en hausse partout au Canada, nous devons faire tout ce qui est en notre pouvoir pour arrêter la propagation de la haine dans nos collectivités. Partout au pays, les municipalités constatent la même tendance en matière de crimes haineux. La haine et l'idéologie extrémiste qui l'accompagne se répandent comme une traînée de poudre sur Internet. Encore aujourd'hui, de nombreux Canadiens et Canadiennes sont attristés par l'absence de recours contre l'affichage de symboles qui incitent à la haine. Le temps de la rhétorique est révolu : le moment est venu d'agir.

Interdire les symboles de haine comme les croix gammées ou les insignes du Ku Klux Klan, les drapeaux comme les étendards de l'Allemagne nazie de 1933 à 1945 et ceux de la suprématie blanche des États confédérés d'Amérique de 1861 à 1865, est une mesure importante que le gouvernement fédéral devrait prendre maintenant pour que l'ensemble de la population canadienne se sente en sécurité et à l'abri de la haine.

Je sollicite votre appui et votre soutien public au cours de la 44^e législature pour inciter le gouvernement fédéral et tous les député.es à appuyer le projet de loi C-229.

Je vous propose d'utiliser la résolution suivante :

Au nom de ses _____ (nombre de résidents) résidents, _____ (nom de la municipalité) soutient le projet de loi C-229, Loi sur l'interdiction des symboles de haine, d'initiative parlementaire du député Peter Julian.

Je vous remercie de l'attention que vous porterez à ma demande. J'espère pouvoir compter sur votre soutien et recevoir bientôt de vos nouvelles.

Merci beaucoup pour votre considération. N'hésitez pas à contacter mon adjointe Doris Mah au 604-353-3107 peter.julian.c1d@parl.gc.ca si vous avez besoin de plus amples informations.

Sincères salutations,
Peter Julian, député
New Westminster—Burnaby

Office of Peter Julian, MP (New Westminster-Burnaby) | Bureau du député Peter Julian (New Westminster-Burnaby)
New Democratic Party | Nouveau Parti démocratique

I acknowledge that I work on the unceded traditional territory of the Algonquin, Haudenosaunee and Anishinabek peoples. Je reconnait que je travaille sur le territoire non-cédé des nations Algonquine, Haudenosaunee et Anishinabek.

New Westminster is located on the unceded and traditional territory of the Halq'eméylem speaking Coast Salish peoples. This includes the nations of the Qayqayt, q'wa:ńł'əń (Kwantlen), Katzie, k'wik'wəłwəm (Kwikwetlem), x'wməθk'wəyəm (Musqueam), Stó:lō, sc̓əwaθn məsteyəx'w (Tsawwassen), and Tsleil-Waututh.

Burnaby is located on the ancestral and unceded homelands of the *hən̓q̓əmi̓n̓əṛm̓* and *Sḵw̓x̓wú7mesh* speaking peoples as well as all Coast Salish peoples.

(TEL) 613.992.4214 | (CELL) 613.222.4074 | FAX) 613.947.9500

UFCW | TUAC

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"My friends, love is better than anger. Hope is better than fear. Optimism is better than despair. So let us be loving, hopeful and optimistic. And we'll change the world."
-Jack Layton, 1950-2011

« Mes amis, l'amour est cent fois meilleur que la haine. L'espoir est meilleur que la peur. L'optimisme est meilleur que le désespoir. Alors aimons, gardons espoir et restons optimistes. Et nous changerons le monde. »
-Jack Layton, 1950-2011

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Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

SPECIAL CITY COUNCIL MEETING

MINUTES

Friday, January 21, 2022
Meeting Held Electronically

COUNCIL MEMBERS:

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

POLICE BOARD MEMBERS:

Heather Boersma
Ruby Campbell
Karim Hachlaf

CITY AND POLICE STAFF:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
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	Inspector, Administration Division, New Westminster Police Department
Ms. Nicole Ludwig	Assistant City Clerk

GUESTS:

Barbara Herring	HR Diversity + Equity, Perivale + Taylor
Kevin McQuiggin	Data Workload Analysis, Perivale + Taylor
Gail Stevens	Governance, Perivale + Taylor
Keith Taylor	Team Lead, Perivale + Taylor
Robert Taylor	Policing Innovation, Perivale + Taylor
Angela Wesley	Community Consultation and Strategic Planning, Perivale + Taylor

1. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Cote opened the meeting at 2:00 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 Section:

90(1)(c) labour relations or other employee relations;

Carried.

All members present voted in favour of the motion.

3. **END OF THE MEETING**

The meeting ended at 2:01 p.m.

Jonathan Cote

MAYOR

Jacque Killawee

CITY CLERK



A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING

MINUTES

Monday, January 31, 2022

Meeting Held Electronically

PRESENT:

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

STAFF PRESENT:

- | | |
|----------------------|---|
| Ms. Lisa Spitale | Chief Administrative Officer |
| Ms. Jacque Killawee | City Clerk |
| Ms. Jen Arbo | Economic Development Coordinator |
| Mr. Todd Ayotte | Manager, Community Arts and Theatre |
| Mr. Gabe Beliveau | Manager, Engineering Operations |
| Mr. Rupinder Basi | Acting Senior Manager of Climate Action, Planning and Development |
| 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 |
| Ms. Lorraine Lyle | Senior Manager of Financial Services |
| Mr. Craig MacFarlane | Manager of Legal Services |
| Mr. John Stark | Supervisor of Community Planning |
| Ms. Serena Trachta | Acting Director of Climate Action, Planning and Development |
| Ms. Harji Varn | Chief Financial Officer and Director of Finance |
| Ms. Nicole Ludwig | Assistant City Clerk |

1. **CALL TO ORDER**

Mayor Cote opened the meeting at 9:00 a.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)(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;

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 9:01 a.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK



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CITY COUNCIL WORKSHOP

MINUTES

Monday, January 31, 2022

**Meeting held electronically and open to public attendance
Council Chamber, City Hall**

PRESENT:

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

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee*	City Clerk
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Lorraine Lyle	Senior Manager, Finance
Ms. Denise Tambellini	Manager, Intergovernmental and Community Relations
Ms. Serena Trachta	Acting Director of Climate Action, Planning and Development
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Fire Chief
Ms. Nicole Ludwig*	Assistant City Clerk

* Denotes attendance in the Council Chamber.

1. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Cote opened the meeting at 3:02 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 **E-Comm 9-1-1 Update**

a. **On Table Presentation, Oliver Grüter-Andrew, President and CEO and Stephen Thatcher, Vice President of Operations, E-Comm**

Olive Gruter-Andrew, President and CEO, provided an update on E-Comm, and Steven Thatcher, Vice President of Operations, provided an update on 911 and police call services and general operations review.

In response to Council questions, Mr. Gruter-Andrew and Mr. Thatcher provided the following information:

- If people on a non-emergency call hang up before the three-minute mark, that call is not included in any scoring towards goals;
- It is fair to say that fewer calls may be coming because people are giving up on the service;
- Some agencies have recently stopped using E-Comm for non-emergency calls;
- Emergency calls to police are the default if the call is not clearly for fire or ambulance;
- E-Comm will need to restructure deals in order to provide more supports for dispatchers and the current lack of support leads to ongoing issues;
- BC Ambulance Service (BCAS) changed their protocols in the fall to mitigate a dip in response times;
- There are multiple jurisdictions using E-Comm and it would be better to have one coordinating entity at the provincial level to make sure needs are being addressed;

- Triaging calls to BC 211 would require substantial training for 211 staff;
- BC 211 is potentially the right organization to handle non-emergency calls that are not police, fire, or ambulance related, however they need to be strengthened through permanent annual funding. The E-Comm Board is prepared to advocate for these changes.
- A differentiated response to non-emergency calls that can provide more specific responses would be extremely helpful;
- Municipalities managing emergency calls on their own is not necessarily easier or less expensive; and,
- E-Comm is currently looking for a small group of local elected officials who could advocate with the province and support a potential motion at the Union of BC Municipalities (UBCM) in the fall.

b. E-Comm Financial Background Report, Chief Administrative Officer

To provide information to Council regarding the fees increases by E-Comm.

MOVED AND SECONDED

THAT Council direct New Westminister Fire and Rescue Services to report back in response to the issues raised by E-Comm; and

THAT Council asks the New Westminister Police Board to provide a report back on their response to the issues raised by E-Comm.

Carried.

All members present voted in favour of the motion.

3. END OF THE MEETING

The meeting ended at 4:03 p.m.

Jonathan Cote

MAYOR

Jacque Killawee

CITY CLERK



A vibrant, compassionate, sustainable city that includes everyone.

PUBLIC HEARING

MINUTES

Monday, January 31, 2022
Meeting Held Electronically

PRESENT:

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

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Mr. Rupinder Basi	Acting Senior Manager of Climate Action, Planning and Development
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Britney Dack	Senior Heritage Planning, Climate Action, Planning and Development
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa Leblanc	Director of Engineering Services
Ms. Kathleen Stevens	Heritage Planning Analyst, Climate Action, Planning and Development
Ms. Serena Trachta	Acting Director of Climate Action, Planning and Development
Ms. Nicole Ludwig	Assistant City Clerk

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Mayor Cote opened the meeting at 6:00 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. 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.

3. Heritage Designation: 125 Third Street

3.1 Proposal Information

3.1.1 Notice of Public Hearing

3.1.2 Bylaws

3.1.2.1 Heritage Designation (125 Third Street) Bylaw No. 8306, 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 Heritage Designation Application: 125 Third Street

3.1.3.2.3 R-3 Heritage Designation (125 Third Street) Bylaw No. 8306, 2021 for First and Second Readings

3.1.4 Public Input

3.1.4.1 Index

3.1.4.2 Public Input Submissions

Jacque Killawee, City Clerk, advised that five public input submissions had been received, two of which were on table.

MOVED AND SECONDED

THAT Council receive the following public input submissions related to Bylaw No. 8306, 2021:

Name	Date Submitted	Date Received	#
Deane Gurney	January 20, 2022	January 21, 2022	C-1
Ronda Field	January 25, 2022	January 25, 2022	C-2
Maureen and Phaedon Arvanitidis	January 25, 2022	January 25, 2022	C-3
R. Singh	January 27, 2022	ON TABLE	C-4
J. Berlin	January 31, 2022	ON TABLE	C-5

Carried.

All members present voted in favour of the motion.

3.2 Overview of the Proposal (Climate Action, Planning, and Development)

Kathleen Stevens, Heritage Planning Analyst, provided a summary of the application as follows:

- The application is to legally protect the house at 125 Third Street through a Heritage Designation Bylaw which was built in 1905; and,
- The house is on the Heritage Inventory and Register and is protected in the Heritage Conservation Area (HCA).

The Climate Action, Planning and Development Department recommended approval.

3.3 Opportunity to Speak to Council

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

Gail North, Queens Park Residents Association, spoke in support of the application, noting that it has been fully and wonderfully restored and maintained, and will remain functional and comfortable for a long time.

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

The City Clerk reviewed the ways people who wished to speak could join the meeting.

Procedural note: Council recessed at 6:10 p.m. to allow additional speakers to join the meeting. Council reconvened at 6:13 p.m.

Mayor Cote called for speakers and none were present.

MOVED AND SECONDED

THAT the Public Hearing for Bylaw No. 8306, 2021, be closed.

Carried.

All members present voted in favour of the motion

MOVED AND SECONDED

THAT Bylaw No. 8306, 2021, be referred to Council for third reading.

Carried.

All members present voted in favour of the motion

4. Heritage Revitalization Agreement 8304, 2022 and Heritage Designation 8305, 2022: 323 Regina Street

4.1 Proposal Information

4.1.1 Notice of Public Hearing

4.1.2 Bylaws

**4.1.2.1 Heritage Revitalization Agreement (323 Regina Street)
Bylaw No. 8304, 2022**

**4.1.2.2 Heritage Designation (323 Regina Street) Bylaw No.
8305, 2022**

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 Previous Decisions

4.1.3.2.2 R-2 Report to LUPC - July 12, 2021

4.1.3.2.3 R-3 Presentation to LUPC - July 12, 2021

4.1.3.2.4 R-4 Report to Council - August 30, 2021

**4.1.3.2.5 R-5 Report to Community Heritage Commission -
October 6, 2021**

4.1.3.2.6 R-6 Presentation to CHC - October 6, 2021

4.1.3.2.7 R-7 Report to Council - January 10, 2022

4.1.4 Public Input

4.1.4.1 Index

4.1.4.2 Public Input Submissions

Jacque Killawee, City Clerk, advised that 10 public input submissions had been received, seven of which were on table.

MOVED AND SECONDED

THAT Council receive the following public input submissions related to Bylaw Nos. 8304, 2022 and 8305, 2022:

Public Input Submissions			
Name	Date Submitted	Date Received	#
Gail North	January 8, 2022	January 10, 2022	C-1
Matt Meehan	January 24, 2022	January 24, 2022	C-2
Ronda Field	January 25, 2022	January 25, 2022	C-3
E. and K. Langstroth	January 26, 2022	ON TABLE	C-4
D. Gurney	January 26, 2022	ON TABLE	C-5
S. and G. Yoshizawa	January 28, 2022	ON TABLE	C-6
K. Jansz	January 29, 2022	ON TABLE	C-7
N. and H. Shaw	January 31, 2022	ON TABLE	C-8
C. McFarland	January 31, 2022	ON TABLE	C-9
G. Mockler	January 31, 2022	ON TABLE	C-10

Carried.

All members present voted in favour of the motion.

4.2 Overview of the Proposal (Climate Action, Planning and Development)

Kathleen Stevens, Heritage Planning Analyst, provided a summary of the application, as follows:

- This is an application to add a 1420 square foot infill house on the lot at 323 Regina Street, which is on a corner and has frontages on Regina, Fourth, and Sydney Streets;
- The application requests an infill house that is larger than permitted under the Laneway and Carriage House program, however due to

the small size of the existing house, the lot density will be aligned with the Zoning Bylaw, and will be lower than the Heritage Conservation Area's incentive program; and,

- In exchange for reallocating the existing site density, regularizing the existing side yard setback for the heritage house, and reducing the side yard setback for the infill house to Sydney Street, the existing 1928 house will be retained in its current location and legally protected with a Heritage Designation Bylaw.

The Climate Action, Planning and Development Department recommended approval.

4.3 Opportunity to Speak to Council

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

Roseanne Hood, Owner, provided a brief history of the house and an overview of the application, noting that the proposed size of the infill house exceeds the allowed size by 462 square feet, however most of the additional space will be in the basement, which will be used for music practice and lessons. She noted that the original house on the lot has had extensive renovations over its lifetime, it is a good example of a story book style house, and that the request for the larger infill house is reasonable.

Larry Church spoke in opposition to the application, and expressed the opinion that the application is an abuse and manipulation of both the Heritage Conservation Area (HCA) and Heritage Revitalization Agreement (HRA) processes.

Gail North, Queens Park Residents Association, spoke in opposition to the Application, noting that the HRA is the issue because the original house was not included in the HCA, and the size and design are concerning because the planned build is not in keeping with the neighbourhood. Ms. North added some more general concerns:

- That big infills result in a reduction in green space;
- People do not participate in Public Hearings often because it seems like the decision has already been made, and
- That many applicants do not adhere to the size of infill housing permitted in the HCA guidelines.

David Brett spoke in favour of the application, noting the density is fine with the extra space being contained in the basement, and it will preserve and

protect the story book style house, while adding space for people with young families.

Jonathan Holisko and Maxine Llewellyn, future residents of the proposed infill house, spoke of the need for affordable housing for people in the 30-year-old range, and of their support for any initiative that adds gentle density. They also noted that proposals such as this one strikes a balance between providing more housing and protecting heritage buildings.

Rick Enegren spoke in opposition, noting he lives next door and is concerned that the infill house will create a shadow on their property. He also expressed concerns that the impacts of the development on neighbours had not been fully considered.

Gary Boychuk spoke in opposition to the application, noting there is no current benefit to the existing building and that what is being offered is not appropriate for the neighbourhood. He also noted that he would support a different proposal that is more aligned with the neighbourhood, and that Council should be more rigorous when contemplating extra density.

Cathy McFarland spoke in opposition to the application, noting that the proposed infill house is substantially oversized and does not align with the laneway housing policy. She expressed concern with the repeated use of HRAs to add oversized infill houses in Queens Park, and that the survey process embedded in the HRA process is controlled by the applicant and/or their agents.

Gary Holisko, Owner, advised that the lot the house sits on is quite large and that the footprint of the proposed infill house would be the same without the extra space in the basement. He also noted that there are fewer people living in the single-family homes now, and that this proposal is a modest attempt to provide more housing on the same parcel of land that currently only holds a single-family house.

Gail North, speaking a second time, advised that the Queens Park Residents Association has gone to some length to ensure that the Board of Directors is representative of the population and includes renters from the area.

David Brett, speaking a second time, suggested that HRC concepts should be applied across the City as a way to create infill housing and expand housing stock

Gary Boychuk, speaking a second time, indicated he could support the proposal if the proposed laneway house would make the laneway as attractive as the streets but this was not the case with this proposal

Mayor Cote called three times for more speakers.

The City Clerk reviewed the ways people can join the meeting.

Procedural Note: Council recessed at 7:05 p.m. to allow time for additional speakers to join the meeting. Council reconvened at 7:08 p.m.

Mayor called for more speakers

Catherine Hudson noted that the Queens Park Residents Association is open to all who live in Queens Park, and that the proposed infill house might be acceptable if it faced the lane rather than another street.

Larry Church, speaking a second time, noted concerns with Public Hearings, and suggested that they make work better if they took place earlier in the process. He also suggested that Council members might not be coming in to the hearing with an open mind as required.

In response to Mr. Church, Councillor Nakagawa noted that Council members are obligated to approach every application with an open mind, and that Council members receive lots of information and plenty of opportunities to look at proposals throughout the process.

Mayor Cote called one last time for speakers and none were present.

MOVED AND SECONDED

THAT the Public Hearing for Bylaw Nos. 8304, 2022 and 8305, 2022, be closed.

Carried.

All members present voted in favour of the motion

MOVED AND SECONDED

THAT Bylaw No. 8304, 2022, be referred to Council for third reading.

Carried.

All members present voted in favour of the motion

MOVED AND SECONDED

THAT Bylaw No. 8305, 2022, be referred to Council for third reading.

Carried.

All members present voted in favour of the motion.

5. **END OF PUBLIC HEARING**

The meeting ended at 7:16 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, January 31, 2022

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT:

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

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee*	City Clerk
Mr. Rupinder Basi	Acting Senior Manager of Climate Action, Planning and Development
Mr. Rod Carle	General Manager, Electrical Utility
Ms. Britney Dack	Senior Heritage Planner
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Ms. Lisa Leblanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Serena Trachta	Acting Director of Climate Action, Planning and Development
Ms. Kathleen Stevens	Heritage Planning Analyst, Climate Action, Planning and Development
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Ms. Nicole Ludwig*	Assistant City Clerk

*Denotes attendance in the Council Chamber.

1. **CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Mayor Cote opened the meeting at 7:18 p.m.

2. **CHANGES TO THE AGENDA**

MOVED AND SECONDED

THAT Council add the following as New Business to the agenda:

- Recruitment 2022: Appointment to the Social Inclusion, Engagement and Reconciliation Advisory Committee (SIERAC)

Carried.

All members present voted in favour of the motion

3. **BYLAWS CONSIDERED AT THE PUBLIC HEARING**

3.1 **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 **THIRD READING**.

In discussion, Council thanked the owners for coming forward and agreeing to a heritage designation for the house at 125 Third Street without asking for any additional incentives.

MOVED and SECONDED

THAT Heritage Designation (125 Third Street) Bylaw No. 8306, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion

3.2 **Heritage Revitalization Agreement (323 Regina Street) Bylaw No. 8304, 2022**

To enable the construction of an infill house, larger than permitted under the laneway and carriage house program, at 323 Regina Street with relaxations for density and siting as well as a siting relaxation for the existing house. This bylaw is on the agenda for **THIRD READING**.

In discussion, Council members noted the following:

- There is some contention over whether the Heritage Revitalization Agreement (HRA) for 323 Regina Street is appropriate;
- Concerns over setting a precedent for infill housing;
- Concerns regarding higher floor space ratio (FSR) than what is allowed in the Heritage Conservation Area (HCA) Guidelines;
- There are no trees being lost in this application;

- Public Hearings should not be considered a form of public consultation since it comes to late in the process for any meaningful changes to be made, however it is the process currently available to municipalities;
- Would like to take basement space out of FSR calculation since the underground part does not impact neighbours on a single-family lot;
- The laneway house will be visible from the street rather than the lane, but the lot is a corner lot and this should be taken into consideration;
- Would like a change in the structure of meetings so that a Public Hearing can occur earlier in the process before so many resources are committed to the application;
- This application supports intergenerational housing opportunities; and,
- The HRA process has been controversial in Queens Park, however this application does not push the limits in the way other applications have.

MOVED AND SECONDED

THAT Heritage Revitalization Agreement (323 Regina Street) Bylaw No. 8306, 2021, be given Third Reading.

Carried.

Councillor Puchmayr opposed.

3.3 Heritage Designation (323 Regina Street) Bylaw No. 8305, 2022

To designate the 1928 house at 323 Regina Street as a protected heritage property. This bylaw is on the agenda for **THIRD READING**.

THAT Heritage Designation (323 Regina Street) Bylaw No. 8305, 2021, be given Third Reading.

Carried.

All members present voted in favour of the motion.

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 4.2 to 4.6, and 4.8, on consent.

Carried.

All members present voted in favour of the motion.

4.1 Canada Games Pool Fitness Centre Relocation Plan

The purpose of this report is to share the processes and steps taken to relocate the fitness services formerly provided at the Canada Games Pool.

In discussion, Council members thanked staff for the exceptional work done to maintain fitness related programs despite the early and unplanned decommissioning of the Canada Games Pool.

MOVED AND SECONDED

THAT the January 31, 2022, report entitled "Canada Games Pool Fitness Centre Relocation Plan" be received for information.

Carried.

All members present voted in favour of the motion.

4.2 Covid-19 Task Forces: Update

An informational report to Council with updates from the Covid-19 Task Forces.

THAT Council receives the January 31, 2022, report entitled "Covid-19 Task Forces: Update" for information.

Adopted on Consent.

4.3 Heritage Review Policy Update: Buildings on the Heritage Inventory

For Council to consider expanding the "Buildings 100 Years Old or Older" Heritage Review Policy to include buildings listed on the Heritage Inventory.

THAT Council expand the "Buildings 100 Years Old or Older" Heritage Review Policy to include buildings listed on the Heritage Inventory.

Adopted on Consent.

4.4 Housing Agreement Bylaw and Development Variance Permit to Vary Residential and Visitor Parking Requirements: 520 Eighth Street – Bylaw for Three Readings

The purpose of this report is to request that Council: 1) consider adoption of the Housing Agreement Bylaw No. 8273, 2022 for First, Second and Third Readings, and 2) issue notice that Council will consider Development

Variance Permit (DVP00691) for a 13 space reduction (21%) to the off-street parking provisions of the Zoning Bylaw for secured rental buildings.

THAT Council consider Housing Agreement Bylaw No. 8273, 2022 to authorize the City to enter into a Housing Agreement with the property owner to require that all residential units at 520 Eighth Street be secured as market rental housing for First, Second and Third Readings.

THAT should the Housing Agreement Bylaw No. 8273, 2022 be adopted, Council direct the Mayor and Corporate Officer to execute the Housing Agreement.

THAT Council provide notice that it will consider issuance of a Development Variance Permit (DVP00691) to reduce the number of required off-street parking spaces by 21% from the standard Zoning Bylaw requirements for secured market rental.

THAT Council endorse that six long-term bicycle parking spaces and six short-term bicycle parking spaces be included as part of the Development Permit application for 520 Eighth Street, should the Development Variance Permit (DVP00691) be approved by Council.

Adopted on Consent.

4.5 Recruitment 2022: Appointments to Advisory Committees, Commissions, Boards, and Panels

To release to the public the Closed Council decision regarding appointments to City Committees, Commissions, Panels and Boards made on January 10, 2022, and to provide information to the public on the City's 2022 recruitment process.

THAT Council receive the January 31, 2022, report titled "Recruitment 2022: Appointments to Advisory Committees, Commission, Board, and Panels" for information.

Adopted on Consent.

At the Closed Council meeting on January 10, 2022, Council approved the following:

THAT Council appoint the members to Committees, Commissions, Boards and Panels, in the categories indicated and for the term indicated:

Arts Advisory Committee

Member	Position	Term Expiry
Stephen O'Shea	Representative, Arts Council of New Westminster	January 31, 2024
Kelly Proznik	Representative, Education Sector	January 31, 2024
Katey Wright	Representative, Local NFP Arts Sector 1	January 31, 2024
Erin Jeffery	Representative, Local NFP Arts Sector 2	January 31, 2023
Timonthy Elijah	Artist, New Westminster Based 1	January 31, 2024
Julia Schoennagel	Artist, New Westminster Based 3	January 31, 2023
Eden Patten	Artist, Other	January 31, 2023
Jas Lally	Arts Professional	January 31, 2024
Anjana Pradhananga	Urban Designers, Architects, Landscape Architects 1	January 31, 2024
Giulia Setticasi	Community Representative, including Youth (3) with Broad Representation of the City's Demographics, including the Indigenous Community 1	January 31, 2024
Ezra King	Community Representative, including Youth (3) with Broad Representation of the City's Demographics, including the Indigenous Community 2	January 31, 2023
Sienna Campbell	Community Representative, including Youth (3) with Broad Representation of the City's Demographics, including the Indigenous Community 3	January 31, 2023

Affordable Housing and Child Care Advisory Committee

Member	Position	Term Expiry
Dalia Al Houseini	Community Member 2	January 31, 2024
Viramit Bajwa	Community Member 3	January 31, 2024
Avnil Chand	Community Member 4	January 31, 2024
Jessi Gillis	Community Member 6	January 31, 2024
Bruna Maciel	Community Member 7	January 31, 2023
Louise Sallai	Representative, BC Housing	January 31, 2023

Advisory Planning Commission

Member	Position	Term Expiry
Diego Pons	Community Member 3	January 31, 2025
Luana Pinto	Community Member 4	January 31, 2025
Quentin Van Der Merwe	Community Member 6	January 31, 2025

Community Heritage Commission

Member	Position	Term Expiry
Bozana Djuric	Community Member 1	January 31, 2024
Kletzky Morales	Community Member 5	January 31, 2024
Virginia McMahon	Community Member 6	January 31, 2024

Economic Development Advisory Committee

Member	Position	Term Expiry
Vera Kobalia (Downtown)	Community Representative from Commercial Area 1	January 31, 2024
Monita Cheng (Brow of Hill)	Community Representative from Commercial Area 2	January 31, 2024
Michael Grindlay (youth)	Community Representative from Commercial Area 3	January 31, 2024
Jolene Foreman (McBride Sapperton)	Sectoral Representative from Local Business Community 1	January 31, 2024
Jorden Foss (Small business manufacturing, retail)	Sectoral Representative from Local Business Community 2	January 31, 2024
Imran Gill (Tourism)	Sectoral Representative from Local Business Community 4	January 31, 2024

Environment and Climate Advisory Committee

Member	Position	Term Expiry
Ryan Bardini	Community Member 2	January 31, 2024
Farbod Behshad	Community Member 3	January 31, 2024
Nazli Azimikor	Community Member 4	January 31, 2024
Elsie Krebs	Representative, Professional in Environment or Climate Field, Business, Government or Non-Profit 2	January 31, 2024

Member	Position	Term Expiry
Alvin Kube	Representative, Indigenous Community	January 31, 2024

Facilities, Infrastructure, and Public Realm Advisory Committee

Member	Position	Term Expiry
Danielle Karlsson	Community Member 1	January 31, 2024
Sonam Swarup	Community Member 2	January 31, 2024
Ross Arbo	Community Member 3	January 31, 2024
Luana Pinto	Community Member 4	January 31, 2024
Nelson Roy	Community Member 5	January 31, 2024

New Westminster Design Panel

Member	Position	Term Expiry
Winston Chong	Architectural Institute of BC (AIBC) 1	January 31, 2024
Stanis Smith	Architectural Institute of BC (AIBC) 2	January 31, 2024
Micole Wu	BC Society of Landscape Architects (BCSLA) 2	January 31, 2024

Restorative Justice Committee

Member	Position	Term Expiry
Amanda Semenoff	Community Member 1	January 31, 2023
Tu Van Trieu	Community Member 2	January 31, 2023
Paige Mercier	Community Member 3	January 31, 2023
Gurinder Mann	Representative, CERA	January 31, 2023
Pamela Craven	Representative, School District 40	January 31, 2023
Alvin Kube	Representative, New Westminster Indigenous Court	January 31, 2023
Bailey Keeler	Victim Assistance, New Westminster Victim Assistance Association	January 31, 2023
Constable John MacDonald	New Westminster Police Department Representative	January 31, 2023

Social Inclusion, Engagement and Reconciliation Advisory Committee

Member	Position	Term Expiry
Tony Duong	Community Member 1	January 31, 2023
Frances Blake	Community Member 2	January 31, 2023
Damian Durica	Community Member 3	January 31, 2023
Megumi Taguchi	Community Member 4	January 31, 2023
Natalie Johnston	Community Member 5	January 31, 2023
Sarah Murray	Community Member 6	January 31, 2023
Rozina Jaffer	Community Member 7	January 31, 2024
Vishal Jain	Community Member 8	January 31, 2024
Satnam Sangra	Community Member 9	January 31, 2024
Nate Batara	Community Member 10	January 31, 2024
Briana Harris	Community Member 11	January 31, 2024

Sustainable Transportation Advisory Committee

Member	Position	Term Expiry
Dan Hawke	Person who Walks, Uses Transit or Cycles as Part of their Daily Mode of Transportation 1	January 31, 2024
Tanushree Pillai	Person who Walks, Uses Transit or Cycles as Part of their Daily Mode of Transportation 2	January 31, 2024
Matthew Chan	Person with Professional or Technical Expertise in Active Transportation, Universal Design, Road Safety, Goods Movement, Emergency Services, and/or Healthy Built Environment	January 31, 2024
Vic Leach	Representative, Local Pedestrian Advocacy Organization	January 31, 2023
Spencer Gillis	Community Member 1	January 31, 2024

THAT Council rescind the appointment of Reena Meijer-Drees as the Local Pedestrian Advocacy Organization Representative to the Sustainable Transportation Advisory Committee (STAC); and

THAT Council appoint Vic Leach as the Local Pedestrian Advocacy Organization Representative to the Sustainable Transportation Advisory Committee (STAC) for the remainder of the term ending January 31, 2023; and

THAT, pursuant to the City of New Westminster Advisory Committee Policy adopted in 2019, the Mayor grant waivers to the following for the reasons detailed in attachments 4, 7, 8, 10 and 11 of the January 10, 2022, report entitled "Recruitment 2022: Appointments to Advisory Committees, Commissions, Boards and Panels":

- Luana Pinto, to allow her to serve as a Community Member on both the Advisory Planning Commission and on the Facilities, Infrastructure and Public Realm Advisory Committee at the same time; and
- Alvin Kube, to allow him to serve as the New Westminster Indigenous Court Representative on the Restorative Justice Committee and as the Indigenous Community Representative on the Environment and Climate Action Advisory Committee; and
- Sarah Murray, to allow her to serve on the Social Inclusion, Engagement, and Reconciliation Advisory Committee despite being a non-resident of the City of New Westminster.

THAT the appointments to Advisory Committees, Commissions, Boards and Panels be released to the public.

4.6 Summer 2022 Outdoor Aquatics Plan

The purpose of this report is to share the information, plan and timeline regarding the extension of the 2022 outdoor pool season.

THAT Council direct staff to bring forward amendments to outdoor pool admission fees as described in the January 31, 2022, report entitled "Summer 2022 Outdoor Aquatics Plan", to the Parks and Recreation Fees and Charges Bylaw No. 6673, 2001.

Adopted on Consent.

4.7 Proclamation: Black History Month, February 2022

Councillor Trentadue, on behalf of Mayor Cote, read the proclamation and proclaimed the month of February 2022, Black History Month, in the City of New Westminster. She also noted there are a number of events the City has planned and those are listed on the City's website.

Councillor Das thanked Rachel Matembe, Multicultural Advisory Committee member, for bringing the formal recognition by Council of Black History Month forward.

4.8 Minutes for Adoption

- a. November 24, 2021 Special City Council Meeting
- b. November 29, 2021 Special Council Workshop
- c. December 6, 2021 Public Hearing
- d. December 6, 2021 City Council Meeting
- e. December 13, 2021 City Council Meeting (12:00 p.m.)
- f. December 13, 2021 Special Council Workshop
- g. December 13, 2021 City Council Meeting (6:00 p.m.)
- h. January 10, 2022 City Council Meeting (9:00 a.m.)
- i. January 10, 2022 City Council Meeting (6:00 p.m.)

Adopted on Consent.

5. BYLAWS

5.1 Bylaws for readings

a. **Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022**

To authorize the City to enter into a Housing Agreement with the property owner that will secure all existing and proposed units within the building as a market rental project for 60 years or the life of the building, whichever is longer. This bylaw is on the agenda for **THREE READINGS.**

MOVED and SECONDED

THAT Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022 be given First Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022 be given Second Reading.

Carried.

All members present voted in favour of the motion.

MOVED and SECONDED

THAT Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022 be given Third Reading.

Carried.

All members present voted in favour of the motion.

5.2 Bylaws for adoption

a. Five-Year Financial Plan (2022 - 2026) Bylaw No. 8308, 2022

To approve the City's consolidated Financial Plan for 2022 through 2026. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Five-Year Financial Plan (2022-2026) Bylaw No. 8308, 2022, be adopted.

Carried.

All members present voted in favour of the motion.

b. Zoning Amendment Bylaw (Bicycle Parking) No. 8231, 2021

Amendments to modify bicycle parking requirements and bicycle facility design standards. This bylaw is on the agenda for **ADOPTION**.

MOVED and SECONDED

THAT Zoning Amendment Bylaw (Bicycle Parking) No. 8231, 2021 be given First Reading.

Carried.

All members present voted in favour of the motion.

6. MOTIONS FROM MEMBERS OF COUNCIL

6.1 Maternity/Parental Leave, Councillors Trentadue and Nakagawa

Councillor Trentadue introduced the motion, noting that the New Westminster School District recently approved a similar motion, and that the Local Government Act and Community Charter do not provide for maternity or parental leave for Councillors who are new parents.

Councillor Nakagawa noted that under the Community Charter, Council members must request leave from the Council they sit on if they need to miss more than three consecutive regularly scheduled meetings and that a Council or Board could refuse this leave, even if for maternity or parental

leave. She noted that this aspect may make potential parents and parents of young children apprehensive about running for local elected office, and that if a local government Councillor misses more than three consecutive meetings without leave, they are disqualified from sitting on Council or a Regional board.

In discussion, Council expressed support for the motion, suggesting that since parental and maternity leave is overlooked for people serving on local governments, it should be part of City policy.

MOVED AND SECONDED

Whereas the Local Government Act, Community Charter, and New Westminster Council Procedure Bylaw do not provide maternity and/or parental leave rights to elected officials; and

Whereas the absence of maternity and/or parental leave for local elected officials specifically disadvantages persons considering running for office and, hence, is a systemic barrier to attracting more diverse and representative candidates to local government; and

Whereas an elected official may want to take maternal and/or parental leave from their position and it is currently unclear as to this leave availability. It is unreasonable to expect the Councillor to have to rely on Council deliberations or “hope” that their request for leave will be accepted officially;

THEREFORE BE IT RESOLVED THAT Council direct staff to report back on:

- Options that would include common entitlements for maternity and/or parental leave for elected officials in the City of New Westminster following the birth or adoption of a child;
- Additional supports for parents who sit on Council with young families in the City of New Westminster; and,
- Similar resolutions that have been submitted to the Lower Mainland Local Government Association (LMLGA) and the Union of BC Municipalities (UBCM) with a view to submitting a motion in 2022.

Carried.

All members present voted in favour of the motion.

7. NEW BUSINESS

7.1 Recruitment 2022: Appointment to the Social Inclusion, Engagement and Reconciliation Advisory Committee (SIERAC)

Councillor Das, Chair of the Social Inclusion, Engagement and Reconciliation Advisory Committee, expressed pleasure at having an Indigenous representative on the Committee.

MOVED AND SECONDED

THAT Council receive the report titled, "Recruitment 2022: Appointment to the Social Inclusion, Engagement and Reconciliation Advisory Committee (SIERAC)" for information.

Carried.

All members present voted in favour of the motion.

At the Closed Council meeting on January 31, 2022, Council approved the following:

THAT Council appoint Ruth Weller of the Spirit of the Children Society as the Local Indigenous Support Organization representative to the Social Inclusion, Engagement and Reconciliation Advisory Committee (SIERAC) for the term ending January 31, 2024; and,

THAT the appointment be released to the public.

8. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

Councillor Nakagawa noted that February 1, 2022, is Lunar New Year, noted there are a number of activities taking place, and thanked everyone who has decorated in recognition of the Lunar New Year.

Councillor Puchmayr thanked DS Tactical Supplies for supplying winter supplies to the outreach programs in New Westminster which have been donated to people experiencing homelessness. He also expressed thanks to the IK Sansar Foundation and the Guru Nanak Free Kitchen which have worked to provide relief supplies, food and water, diapers and feminine hygiene products to the New Westminster community, and to communities affected by flooding during the fall. He requested a letter from the Mayor to these two organizations, as they have done a lot of work.

Councillor McEvoy expressed condolences to the family and friends of Ron Spence who recently passed away, noting he made big contributions in the

community, and was a key figure in the Hyack Parade and Car Show. Mayor Cote also expressed condolences to Mr. Spence's family and friends, noting his passing was sudden, and that he had been an active participant at Council meetings over the years.

9. END OF THE MEETING

The meeting ended at 8:09 p.m.

Jonathan Cote
MAYOR

Jacque Killawee
CITY CLERK

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 13th day of December 2021.

GIVEN SECOND READING this 13th day of December 2021.

PUBLIC HEARING held this 31st day of January 2022.

GIVEN THIRD READING this 31st day of January 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

**THE CORPORATION OF THE CITY OF NEW WESTMINSTER
HERITAGE REVITALIZATION AGREEMENT (323 Regina Street)
BYLAW NO. 8304, 2022**

**A Bylaw to enter into a Heritage Revitalization Agreement under
Section 610 of the *Local Government Act***

WHEREAS the City of New Westminister and the owners of the property located at 323 Regina Street in New Westminister wish to enter into a Heritage Revitalization Agreement in respect of the property;

NOW THEREFORE, the Council of the City of New Westminister enacts as follows:

Citation

1. This Bylaw may be cited as “Heritage Revitalization Agreement (323 Regina Street) Bylaw No. 8304, 2022”.

Heritage Revitalization Agreement

2. The City of New Westminister enters into a Heritage Revitalization Agreement with the registered owners of the property located at 323 Regina Street legally described as PID: 013-593-285; LOT 12 OF LOT 4 SUBURBAN BLOCK 10 PLAN 2620.
3. The Mayor and City Clerk are authorized on behalf of the City of New Westminister Council to sign and seal the Heritage Revitalization Agreement attached to this Bylaw as Schedule “A”.

READ A FIRST TIME this 10th day of January , 2022.

READ A SECOND TIME this 10th day of January , 2022.

PUBLIC HEARING held this 31st day of January , 2022.

READ A THIRD TIME this 31st day of January , 2022.

ADOPTED this _____ day of _____, 2022.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE "A"

HERITAGE REVITALIZATION AGREEMENT (323 Regina Street)

THIS AGREEMENT dated for reference the 1st day of December, 2021 is

BETWEEN:

GARY JOHN HOLISKO and ROSANNE MARIE HOOD,
323 Regina Street, New Westminster, BC
V3L 1S8

(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 323 Regina Street, New Westminster, British Columbia, legally described as PID: 013-593-285; LOT 12 OF LOT 4 SUBURBAN BLOCK 10 PLAN 2620 (the "Land");
- B. There is one principal building situated on the Land, known as the Edgar House (the "Heritage Building"), which is shown on the site plan attached as Appendix 1 (the "Site Plan") labelled as "323 Regina Street";
- 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 two storey infill house on the lands, measuring approximately 132 square meters in size (the "Infill House") on that portion of the Land labelled on the Site Plan as "471 Fourth Street Coach 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 July 24, 2021, a copy of which is attached hereto as Appendix 2 (the "Conservation Plan"), and the design plans and specifications prepared by Nancy G Dheilily, dated AUG 6, 2021, NOV 8, 2021, and NOV 17, 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 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 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, 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 Infill House

15. The Owners shall construct the Infill House in strict accordance with the Site Plan and the Approved Plans prepared by Nancy G Dheilly, dated NOV 8, 2021 and NOV 17, 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 Infill 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 Climate Action, Planning and Development for any changes to the Infill House, and obtain any amended permits that may be required for such changes to the Infill 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 Infill House if the work that the Owner wishes to undertake is not in accordance with the Approved Plans.
19. The construction of the Infill 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 Infill 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 Climate Action, Planning and Development, 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 Infill House 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 Infill 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 Climate Action, Planning and Development Department, 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 Infill House if the Owner has not completed the Work with respect to the Heritage Building or construction of the Infill House to the satisfaction of the City's Director of Climate Action, Planning and Development.

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 Infill 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 Infill 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 Infill 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 Infill 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 Infill 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)

GARY JOHN HOLISKO

Address)

)
)
)

Occupation)

ROSANNE MARIE HOOD

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

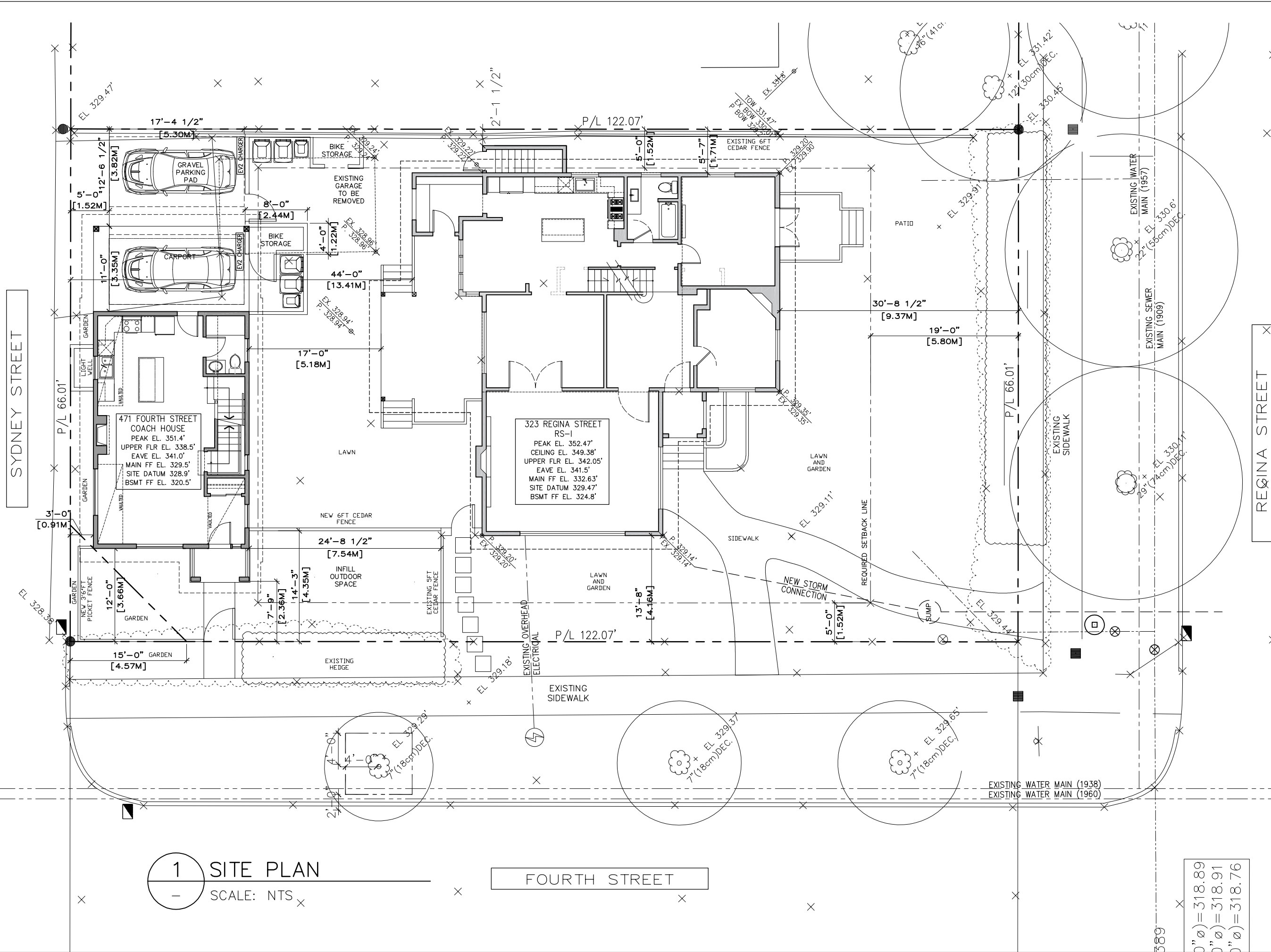
by its authorized signatories:

Mayor Jonathan X. Cote

Jacqueline Killawee, City Clerk

APPENDIX 1

SITE PLAN



NANCY G DHEILLY
 360 SHERBROOKE STREET
 NEW WESTMINSTER, B.C., V3L 3M7
 TEL. 604.526.2503
 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE:
HERITAGE RESTORATION AGREEMENT, 323 REGINA ST., NEW WESTMINSTER, B.C.

DRAWING TITLE:

SITE PLAN

Do not scale from drawings. All dimensions are to be verified on site prior to commencement of work. Any discrepancies are to be reported to the Designer immediately. Any proposed changes must be confirmed with the Designer in advance. All work must comply with the National Building Code of Canada, The Province of British Columbia Building Code and all relevant municipal by-laws. This drawing and its contents remain the copyright of Nancy G Dheilly. Note: For all structural information refer to structural drawings.

DRAWN BY:
NANCY G DHEILLY

CAD FILE NAME:
 19-254

DATE. REVISED.
 NOVEMBER 2020 NOV 17, 2021

SCALE:
 NTS

DRAWING NO.

A-1.0

1 SITE PLAN
 SCALE: NTS

FOURTH STREET

389
 0" Ø = 318.89
 0" Ø = 318.91
 0" Ø = 318.76

APPENDIX 2
CONSERVATION PLAN

Heritage Conservation Plan

Edgar House, 323 Regina Street, New Westminster, BC

July 24, 2021



Fig. 1: View of the front of Edgar House at 323 Regina Street, New Westminster, BC, 2020, as visible from the corner of Regina Street and Fourth Street. (Source: Holisko)

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528.0 Introduction

The subject house, Edgar House, is a Storybook style, one and a half storey, stuccoed, wood-frame construction with concrete foundation located at 323 Regina Street in New Westminster (Fig. 2). It is located in the northwest corner of the Queen's Park neighbourhood in New Westminster.



Fig. 2: Map of the area surrounding 323 Regina Street, outlined in yellow. (Source: City of New Westminster Map Viewer, CityViews, 2020)

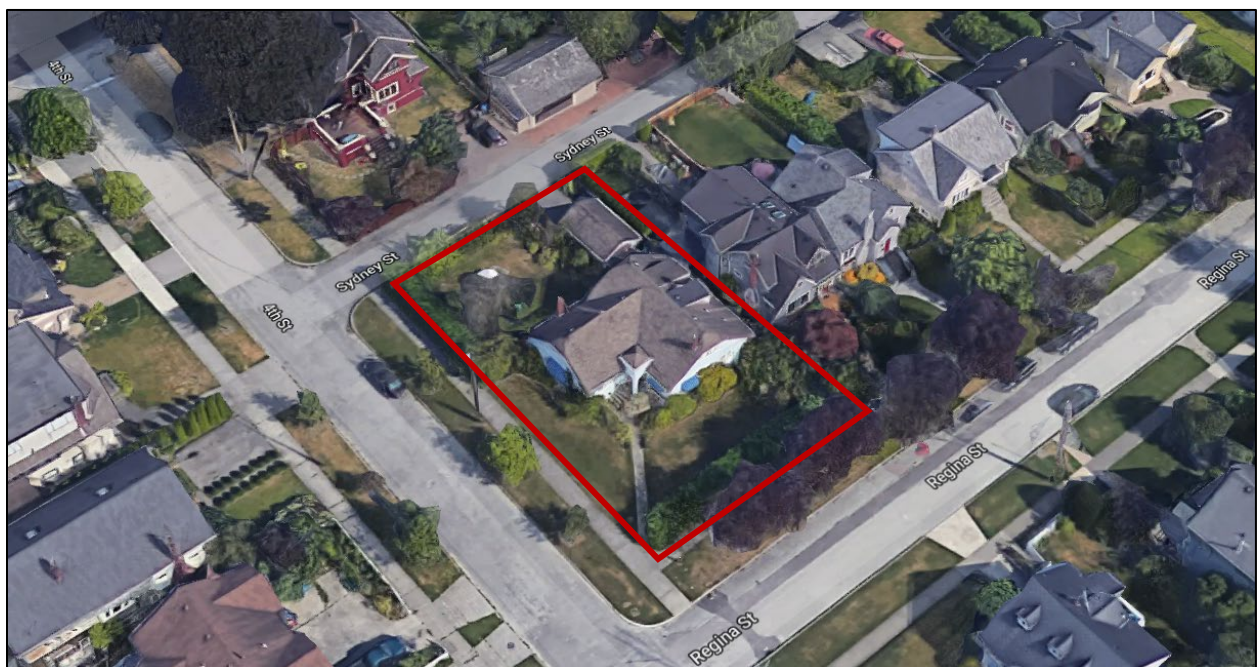
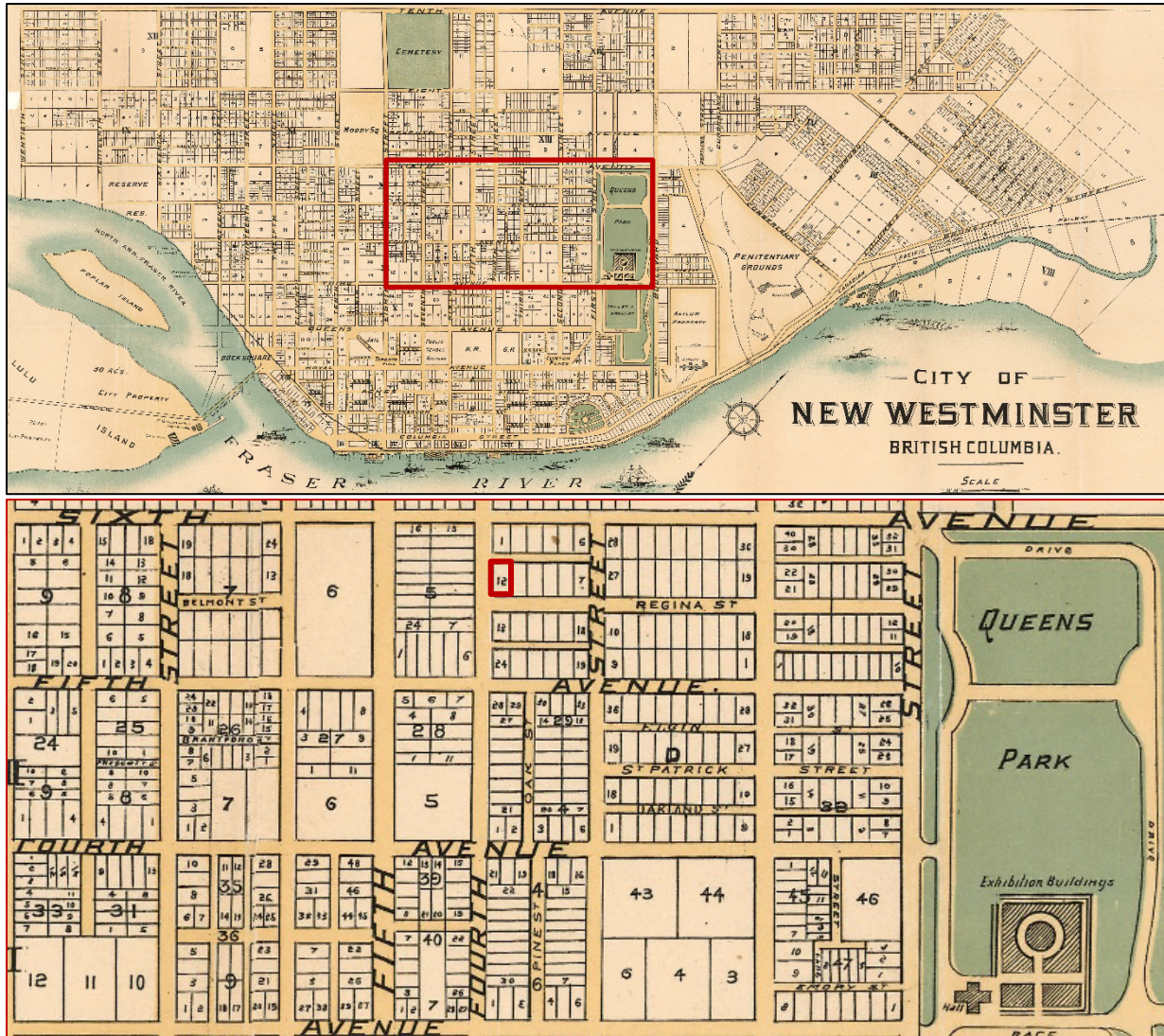


Fig. 3: Aerial view of 323 Regina Street, outlined in red. (Source: Google, 2019)

2.0 Historic Context

In 1859, the British Royal Engineers surveyed the area to become known as New Westminster, which at the time 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). These well-landscaped parks and avenues are clearly visible in the 1928 aerial photograph of the area (Fig. 7 below).



Figs. 4a and 4b: Fig. 4a (above) shows the wider context of the City of New Westminster, 1892. Note the grid pattern of the streets and avenue. In Fig. 4a (above), the neighbourhood of 323 Regina Street is outlined in red. Its lot is outlined in bolded red in Fig. 4b (below). (Source: City of Vancouver Archives, AM1594-MAP 617)

“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). Shortly thereafter, 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). At the beginning of the 20th century, 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” (DCD *et al.* 2009, p. 42).

The subject property at 323 Regina Street is located in the northwest quadrant of this “elite residential neighbourhood” known as Queen’s Park. Interestingly, it was a relatively later development in the neighbourhood, being built in 1928, compared to the numerous Edwardian era constructions, distinctly visible in a 1913 Fire Insurance Map (Figs. 5a and 5b). It is worth comparing this to a 1957 Fire Insurance Map (Fig. 6), which shows a few additional developments built during the interim decades, including the captioned study site, which is visible in a 1928 aerial photograph of the area, showing the property being developed (Fig. 7). A newspaper advert from the same year, illustrates and promotes the house and its numerous qualities (Fig. 8).

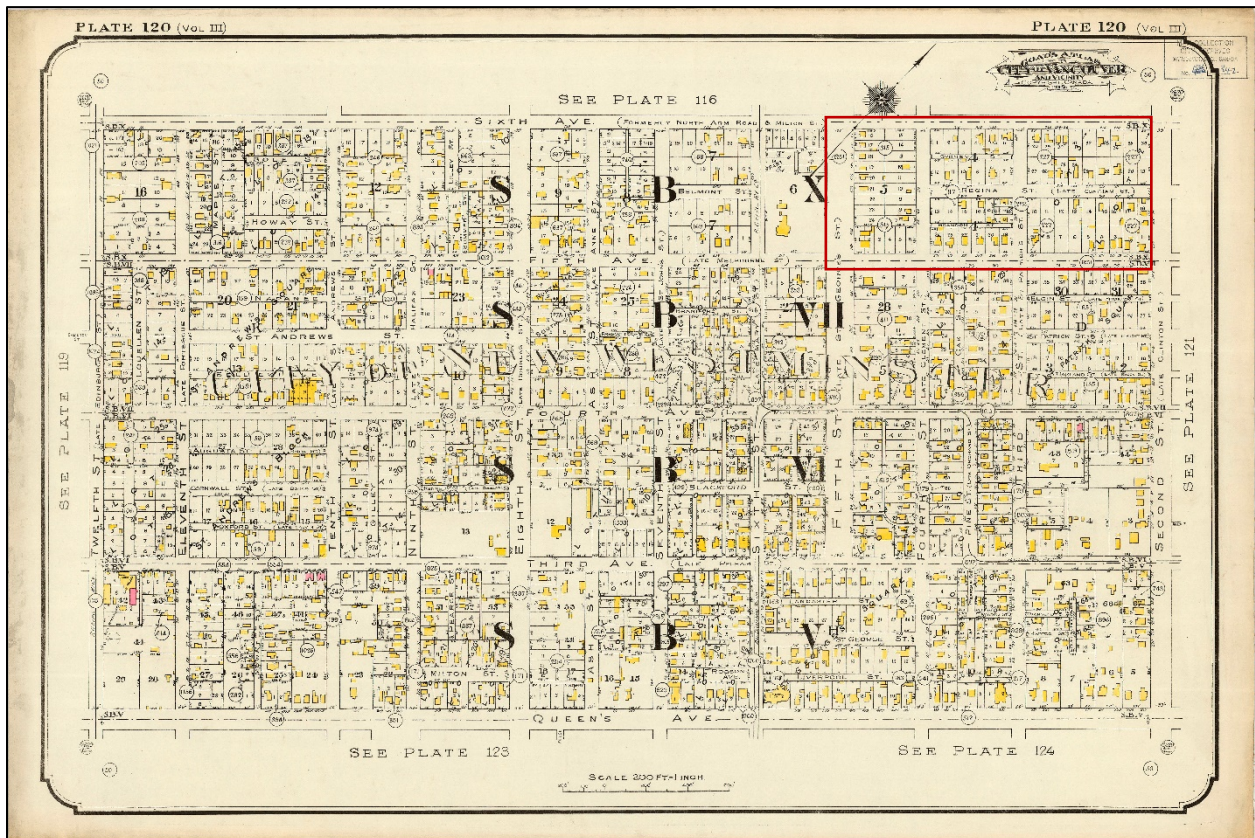


Fig. 5a: Fire Insurance Map of New Westminster, 1913. The neighbourhood of 323 Regina Street is outlined in red. The property is outlined in bolded red in Fig. 5b (below). (Source: City of Vancouver Archives, 1972-472.07, Plate 120)

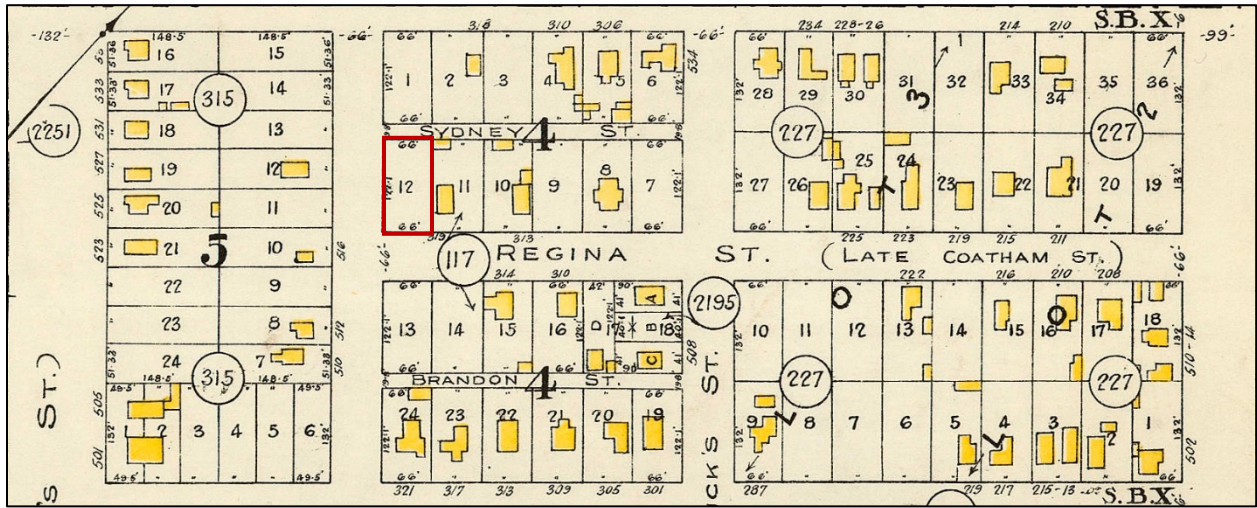


Fig. 5b: Excerpt of Fire Insurance Map of New Westminster, 1913. The empty lot of 323 Regina Street is outlined in red. (Source: City of Vancouver Archives, 1972-472.07, Plate 120)

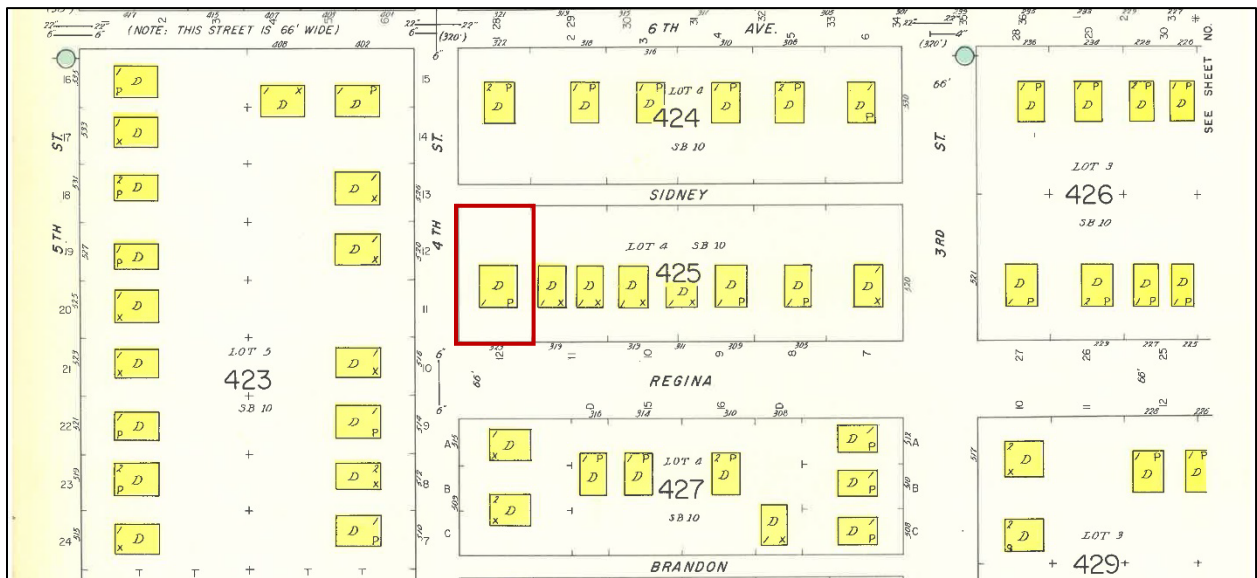



Fig. 6: Fire Insurance Map of New Westminster, 1957. The developed lot of 323 Regina Street is outlined in red. (Source: City of New Westminster Archives 1957, sheet 42)



Fig. 7: Section from a Royal Canadian Air Force aerial photograph of New Westminster, 1928. Note that 323 Regina Street has been cleared for development, however, no structure is yet built on the lot. (Source: Library & Archives Canada, AA287_058)

PRESENTS ATTRACTIVE APPEARANCE



Embodying many of the latest modern features and ideas, with both the interior and exterior very attractively designed, and exceptionally well built throughout, the spacious new residence of E. A. Edgar, local manager of the Tip Top Tailors, at the corner of Fourth and Regina streets, is a splendid addition to the large list of imposing new homes which have been built in New Westminster. The dwelling is of the semi-bungalow type and was built to plans prepared by Mr. Edgar and K. R. Matheson, the contractor.

A striking feature of the dwelling is the use of arches and graceful curves to replace the usual sharp angles, which adds greatly to its attractiveness. The curve effect is not only carried out in the interior but also on the outside walls and on the roof, which has a rounded edge.

Rooms on the ground floor include a living room, dining room, kitchen with breakfast room attached, bedroom, den, a large hall and a bathroom, and on the second floor there are two large bedrooms and a sleeping porch besides a second washroom. Hardwood floors are laid in all rooms on the main floor, except the kitchen and the bedroom in which 3-inch edge grain fir has been used.

At one end of the living room, which is 18 feet wide and 22 feet long, a beautiful large fireplace, with bookcases fitted with leaded glass doors on each side, has been built. A gas fireplace is located in the other. A feature of the dining room is an arched alcove at one end to accommodate a buffet.

With the exception of the dining room which has an elaborate drop fixture, all rooms are lighted by wall fixtures and an attractive effect has been obtained. Between the rooms on the ground floor, French doors with leaded plate glass have been placed and each door is fitted with cut glass knobs.

The kitchen is replete with built-in fixtures and a built-in sink with the drain boards. Above the stove a vent has been placed to draw off the odors of cooking and ventilate the room. The bathroom is equipped with a built-in tub and other fixtures.

Besides the two bedrooms on the second floor, there is a moth-proof clothes closet, lined throughout with cedar. There is also a laundry chute which leads direct to the basement and has an opening in the kitchen.

Another feature worthy of mention is the artistic decorative scheme which has been carried out. The walls of the living and dining rooms and den are tinted, with a panel effect, while the kitchen has been enamelled in gray and blue throughout, to match the sink. The three large bedrooms are finished in distinctive tones.

A beautiful effect has also been obtained in the exterior finish. The walls are of cream California stucco, with the arched windows and doors trimmed in black and white. On the roof cream and red colored material has been laid, the cream to match the walls and red the concrete walk of that color laid on the grounds.

There is a full sized cement basement in which a hot water furnace is located. Attached to the house is a fireproof garage, which will also be finished in stucco to match the main building.

Besides K. R. Matheson, other contractors engaged on the dwelling included Hugh Gifford, who installed the plumbing and furnace; Archie Cowie who built the fireplaces and the chimneys; V. Cooper and Sons, who did the plastering and stucco work and E. Hagen, the interior and exterior decorating.

Fig. 8: Newspaper article on 323 Regina Street. (Source: The British Columbian, October 8, 1928, p. 7)

From the above newspaper clipping, the elements of particular note include (transcribed here for ease of reading):

- "The spacious new residence of E. A. Edgar, local manager of the Tip Top Tailors, at the corner of Fourth and Regina streets, is a splendid addition to the large list of imposing new homes which have been built in New Westminster."
- "The dwelling is of the semi-bungalow type and was built to plans prepared by Mr. Edgar and K.R. Matheson, the contractor."
- "A striking feature of the dwelling is the use of arches and graceful curves to replace the usual sharp angles, which adds greatly to its attractiveness. The curve effect is not only carried out in the interior, but also on the outside walls and on the roof, which has a rounded edge."

- "A beautiful affect has also been obtained in the exterior finish. The walls are of cream California stucco with the arched windows and doors trimmed in black and white. On the roof cream and red colored material has been laid, the cream to match the walls and red the concrete walk of that color laid on the grounds."
- "Attached to the house is a fireproof garage, which will also be finished in stucco to match the main building."
- "Besides K.R. Matheson, other contractors engaged on the dwelling included Hugh Gifford, who installed the plumbing and furnace; Archie Cowie who built the fireplaces and the chimneys; V. Cooper and Sons who did the plastering and stucco work and E. Hagen, the interior and exterior decorating."

The design of this house has elements of the English Storybook tradition, however, it most closely resembles the French Storybook style, which are typically "small and whimsical...with hipped or side-gabled roofs and a projecting living room wing (under an L-shaped roof, in some cases), with a turret tucked into the L and forming a shelter over the front door... Windows may have arched tops, and an arched, quoined opening in the turret may frame the front door. Their cladding is coloured stucco. Roof edges may be rolled as in the English Storybook Style" (VHF). This style, along with the English Storybook style, "emerged in North America after WWI. Soldiers returning from European battlefields brought with them a familiarity with architectural styles. Among these were French farmhouses and castles. Builders translated elements of these traditional buildings into practical cottages. After a period of upheaval, the value of the picturesque and the traditional increased following the war. This contributed to the development of the French Storybook style, with its quaint tower and European flair" (*ibid.*). Its catslide and jerkinhead roof connects to the English Storybook style as well (VHF).

323 Regina Street was recognized in the 1980s as having heritage significance and added to the City of New Westminster's Heritage Resource Inventory, being photographed and described as follows (Fig. 9). These elements have persisted and directly influence the site's Statement of Significance, outlined in the following section.

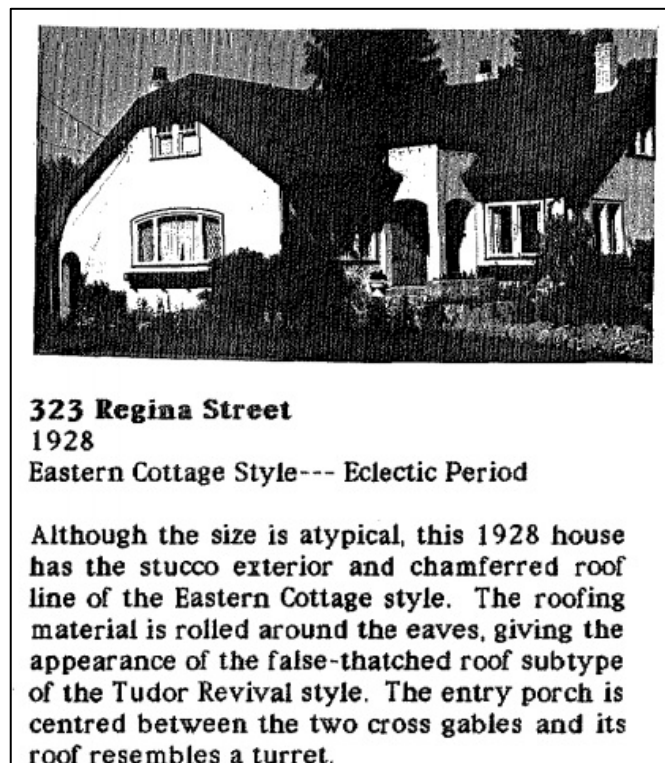


Fig. 9: Heritage inventory photograph and description of 323 Regina Street. (Source: Sleath 1989, p. 177)

3.0 Statement of Significance

The following is the Statement of Significance of Edgar House at 323 Regina Street.

3.1 Description of Historic Place

This historic place, Edgar House, is a Storybook style Cottage with a jerkinhead roof. It is a one and a half storey, stuccoed, wood-frame construction with concrete foundation. The entry porch is centred between its two cross gables and the roof over the entrance resembles a turret. The house sits on a prominent corner lot, stretching the length of 4th street from Regina Street to Sydney Street in the Queen's Park neighbourhood.

3.2 Heritage Value of Historic Place

Edgar House at 323 Regina Street has heritage value for its aesthetic and historic significance. Aesthetically, this house is an eye-catching, intact example of a Storybook style dwelling, with elements from both the French and English traditions. Its connection to the French Storybook style is seen in its various characteristic features, including: its L-shape and centred turret over its arched front entryway. Its connection to the English Storybook style is seen in elements such as its jerkinhead roof, as well as its low, sloping roof (its catslide) on its western corner. Shared elements of both Storybook styles include its rolled roofline giving it a false-thatched roof appearance, its stucco cladding, its asymmetrical design and its arched windows and doors. It was showcased in a 1928 newspaper article as a unique and attractive structure; a fact that still holds true today. Its uniqueness in the landscape contributes to this place's significance.

This house also has historic significance being among a rare stock of interwar period developments in the Queen's Park neighbourhood, being just shy of the decline that came with the Great Depression a year after its construction. It was built in 1928 with the help and input of various contractors and craftsman, named in the aforementioned article about the property. These individuals included the well-known and well-respected builder K.R. Matheson, as well as Hugh Gifford (for the plumbing and furnace), Archie Cowie (for its fireplaces and chimneys), V. Cooper and Sons (for the plastering and stucco work) and E. Hagen, (for the interior and exterior decorating). This house's namesake, Elmer Edgar, is also representative of the middle-class individuals working in New Westminster for the community, as he was the Manager of the local Tip Top Tailor's New Westminster branch. Tip Top Tailors is a Canadian company, founded in Toronto, that has been around since 1909.

3.3 Character Defining Elements

Key elements that define the heritage character of Edgar House at 323 Regina Street include:

- Its location in the Queen's Park neighbourhood.
- Its residential form, scale and massing as expressed by its one and a half storey height.
- Its jerkinhead roof and rolled shingles, imitating thatching, as well as its flared catslide on the western corner of its roof, connecting to the English Storybook style.
- Its French Storybook style elements as represented by its asymmetry and its L-shaped massing with a turret tucked in the 'L' forming a shelter over the front door.
- Its arched windows, doorways and doors.
- Its numerous wood windows featured on all sides of the house, in various sizes and configurations (some double-hung, some divided-light, some quarreled with diamond patterned panes, etc.)
- Its stuccoed exterior.

4.0 Research Findings

Neighbourhood: Queen's Park

Address & Postal Code: 323 Regina Street, V3L 1S8

Folio & PID: 08514000 & 013-593-285

Legal Description: Lot 12; Suburban Block 10 of Lot 4; New West District; Plan NWP2620

Zoning: Single Detached/RS-4

Builder & Date of completion: K.R. Matheson in 1928

Original Owner & Water Connection Connector and Year: Elmer A. Edgar & E.A. Edgar on July 14, 1928

The following tables are a consolidated summary of the residents of 323 Regina Street, 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 this section of the street (visualized in Fig. 10).

Table 1: Consolidated list of the occupants of 323 Regina Street from the available city directories (Source: Vancouver Public Library, 1928 to 1955; and New Westminster Archives, 1970, 1979, 1985, 1991, 1992, 1998)

Year(s)	Name(s)	Occupation (if listed)
1928 – 1945	Elmer A. Edgar (Elverie B.)	Branch Manager, Tip Top Tailor
1946 – 1955	R. Gordon Quennell (Marion L.)	Retired
1970	Elliot E Nelles	Not listed
1979	Joyce M. Hall/Kath Hall	Not listed
1985 – 1998	R. T. Hall	Not listed

Table 2: Consolidated list of the construction dates for the properties surrounding 323 Regina Street, New Westminster, BC. (Source: BC Assessment)

Address	Year Built	Configuration
512 Third Street	1907	3 bedrooms, 2 baths
520 Third Street	1941	5 bedrooms, 3 baths
305 Regina Street	1910	3 bedrooms, 3 baths
308 Regina Street	1911	5 bedrooms, 3 baths
309 Regina Street	1936	2 bedrooms, 1 bath
310 Regina Street	1909	5 bedrooms, 2 baths
311 Regina Street	1939	2 bedrooms, 1 bath
313 Regina Street	1939	4 bedrooms, 2 baths
314 Regina Street	2000	4 bedrooms, 5 baths
316 Regina Street	1998	4 bedrooms, 3 baths
317 Regina Street	1936	4 bedrooms, 2 baths
319 Regina Street	1893	4 bedrooms, 3 baths
323 Regina Street	1928	4 bedrooms, 2 baths
514 Fourth Street	1926	4 bedrooms, 2 baths
515 Fourth Street	1940	3 bedrooms, 2 baths
516 Fourth Street	1911	4 bedrooms, 3 baths
518 Fourth Street	1973	3 bedrooms, 3 baths
520 Fourth Street	1912	5 bedrooms, 3 baths
526 Fourth Street	1913	5 bedrooms, 3 baths
528 Fourth Street	2012	3 bedrooms, 4 baths
402 Sixth Avenue	1915	4 bedrooms, 3 baths
322 Sixth Avenue	1921	6 bedrooms, 4 baths
318 Sixth Avenue	1912	4 bedrooms, 3 baths
316 Sixth Avenue	1924	3 bedrooms, 2 baths
310 Sixth Avenue	1908	4 bedrooms, 1 bath
306 Sixth Avenue	1911	2 bedrooms, 3 baths



Fig. 10: Map of the area surrounding 323 Regina Street, outlined in blue, with the construction years listed for the buildings in the immediate vicinity of the study site. Note the range of years. (Source: BC Assessment)

In summary, there are 26 houses along this section of Regina Street, 4th Street and Sixth Avenue. As a point of reference for understanding the surrounding neighbourhood and streetscape, their time periods breakdown as follows:

- 4% were built in the 1890s (1 out of 26)
- 12% were built in the 1900s (3 out of 26);
- 31% from the 1910s (8 out of 26);
- 15% from the 1920s (4 out of 26);
- 15% from the 1930s (4 out of 26);
- 8% from the 1940s (2 out of 26);
- None from the 1950s nor the 1960s;
- 4% from the 1970s (1 out of 26);
- None from the 1980s;
- 4% from the 1990s (1 out of 26); and
- 8% from the 21st century (2 out of 26).

4.1 Researcher's Note

In researching the captioned study site, Edgar House, it has been interesting and surprising to note that it is not included in the Queen's Park Heritage Conservation Area (HCA). On account of its heritage value – specifically, its aesthetic value as a somewhat rare and intact example of the whimsical Storybook style and its historical significance as an interwar pre-Great Depression development built by well-known tradesmen for a prominent Queen's Park family (in fact, already recognized in the HCA with their property at 415 Third Street (NWA 2004)) – it is unclear why this Edgar property at 323 Regina Street was omitted from the HCA. This seemed an important aspect to note amongst the site's research findings.

5.0 Archival Photographs

Unfortunately, no other historical photographs of the property were available beyond the 1928 newspaper article (Fig. 11) and the accompanying photograph of the 1989 heritage inventory description (Fig. 12). It is interesting to note the few changes to the property, such as the addition of a window box on the front window, which was apparently done shortly after the house was built in 1928 by a local ironworker. Other changes of note are the switch of the front entry staircase from being double-sided to single-sided and the addition of a chimney on the southeast corner, which has since been removed.



Fig. 11: Historical photograph of 323 Regina Street, 1928, extracted from the newspaper article on the property. (Source: The British Columbian, October 8, 1928, p. 7)



Fig. 12: Historical photograph of 323 Regina Street, 1989, taken from Volume 2 of the Heritage Resource Inventory. Note the largely similar look and condition of the property, with only minor changes, such as the addition of a window box on the front window, the change of the front entry staircase from being double-sided to being single-sided and the addition of another chimney, which has since been removed (please see the red arrows pinpointing these changed areas). (Source: Sleath 1989, p. 177)

6.0 Current Photographs



Fig. 13: Southern corner view of Edgar House at 323 Regina Street, 2020. (Source: Holisko)



Fig. 14: Eastern corner view of Edgar House at 323 Regina Street, 2020. (Source: Holisko)



Fig. 15: Northeastern side of Edgar House at 323 Regina Street, BC, 2020. (Source: Holisko)



Fig. 16: Northwestern side of Edgar House at 323 Regina Street, 2020. (Source: Holisko)

7.0 Conservation Objectives

Edgar House at 323 Regina Street will be preserved as part of a Heritage Revitalization Agreement in order to build a laneway house on their large lot and stratify their property. The proposed changes do not affect the Heritage Values nor the Character Defining Elements of this historic place.

A number of changes and some restoration work has already taken place to this historic place. For a comparison view of the work already completed, please refer to Figs. 17a and 17b below, from 2019 and 2020 respectively.



Figs. 17a and 17b: Comparative views of Edgar House at 323 Regina Street, 2019 (top) and 2020 (bottom), illustrating the various work done on site, listed in full on the following page. (Sources: Vallee (top) and Holisko)

For record purposes, work done is catalogued and summarized here, based on the information provided by the current owners:

- A similarly pitched jerkinhead roof was put over the deck on the northern side of the property, without the rolling eaves featured on the heritage building, presumably to follow Standard 11 of the Canadian *Standards and Guidelines*, to ensure its distinguishability as a new addition.
- The character-defining catslide on the western corner was repaired and restored, while being better revealed in moving the fence and installing a privacy gate.
- A small mudroom was added to the northern corner of the property, re-purposing one of the original windows that had to be removed from the kitchen.
- A deck and patio were added on the eastern corner of the property, along with a wrought iron fence, in a similar look to the window box ironwork that was added to the house shortly after it was built.
- An additional window box was also added to the south face of the property to match the one from the front.
- A set of windows from the south face of the house were re-purposed on site and replaced by wooden French doors, providing an egress point and access to the newly added south side deck and patio.
- One original window was badly water damaged and unsalvageable.
- The two small dormers along the northeastern, back side of the roof were combined into one longer one.
- Vinyl windows were installed in the two bathrooms and laundry room, along the northeastern, back side of the house with low visibility from the street. This is deemed an acceptable change on account of the minimal visual impact to the streetscape, since they are not visible from the street.
- The upper floor wood windows, facing Regina Street and Sydney Lane were replaced in-kind, with replica wood windows. The windows facing Fourth Street were not replaced and are still original.
- Areas of the stucco wall were also damaged and needed extensive patching, particularly around the front entrance and the side facing Fourth Street.
- The perimeter drain was replaced and at that time (as visible in the comparative photographs) a lot of landscaping was removed from the site, both from surrounding the house as well as from the corner portion of the hedge along Regina Street. This was to allow a clearer view of the house's front entrance, making it more accessible and visible, since the front entry largely faces Fourth Street, despite its address technically being Regina Street. The hedge was only partially removed to maintain some privacy for the new side patio on the eastern corner of the property.
- At this time, all of the drainage gutters and downspouts were replaced.
- The later-addition chimney located on the south corner of the house was removed.
- The later-addition blue awnings over the various windows were also removed.
- The house's original colour scheme (based on the 1928 newspaper article on the property) was restored.

Preservation, Restoration and Rehabilitation were and are the conservation objectives for the building. 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)

The conservation of Edgar House is focused on the preservation of the heritage house, including its various characteristic elements; restoration of its historical paint scheme; and rehabilitation of the front door and chimney. The following table summarizes the specific elements of Edgar House to be preserved, restored and rehabilitated (Table 3).

Table 3: Consolidated lists of the elements of Edgar House that are to be preserved, restored and rehabilitated. Note some have already been achieved

Preserved	Restored	Rehabilitated
Overall structure, including its form, scale and massing	Overall paint scheme	Front door
Rooflines		Chimney mortar
Stucco cladding		
All remaining original wood windows		

8.0 Building Description

Edgar House is a Storybook style Cottage, with elements from both the French and English traditions. It is a one and a half storey, stuccoed, wood-frame construction with concrete foundation. It is an L-shaped structure with a jerkinhead roof and rolled shingles, giving it a false-thatched look, as well as a flared catslide on its western corner roof. It has an elongated dormer on the northeast side of its roof (previously two dormers that have been combined). The entry porch is centred between its two cross gables and the roof over the arched entrance resembles a turret. It has numerous arched windows, doorways and doors as well as a range of wood windows on all sides of the house, in various sizes and configurations (some double-hung, some divided-light, some quarreled with diamond patterned panes, etc.). The site features a garage off of the north corner of the house in a similar look and style to the main property. The house sits on a prominent corner lot, stretching the length of 4th street from Regina Street to Sydney Street in the Queen’s Park neighbourhood. It is one of the few 1920s houses remaining in the Queen’s Park neighbourhood.

9.0 Condition Assessment

Overall, the exterior of Edgar House at 323 Regina Street appears to be in good to very good condition, based on the available exterior photographs. As outlined below there are just a few areas in need of minor attention.

9.1 Structure and Foundations

Overall, the condition of the walls and building envelope of Edgar House, from roof to foundation, appears to be good and having aged well. In particular, there are no major cracks visible in either the stuccoed walls or foundation. One small area of concern is the stone front steps that appear they could benefit from some minor cleaning and maintenance (Fig. 18) such as to remove moss/algae growth.



Fig. 18: Front stone steps and planter of Edgar House at 323 Regina Street, 2020, illustrating the minor maintenance concerns, such as moss growth and other plants growing between the stone slabs. (Source: Holisko)

9.2 Wood Elements

The visible, exterior wood elements, such as the doors, door frames, roof fascia and windows 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. Please note an internal inspection was not conducted to inspect the internal timber elements.

9.3 Roofing and Waterworks

The roof is in very good condition, overall (Figs. 19 and 20). It is difficult to determine the condition of the waterworks system from photographs, however, it is understood that these were recently replaced (with rounded aluminium ones to resemble the older more traditional style) and should therefore be in good working order. They should be checked regularly to ensure their continued efficient functioning.



Fig. 19: Front view of Edgar House at 323 Regina Street, 2020, illustrating the good condition of its roof. (Source: Holisko)



Fig. 20: Back view of Edgar House at 323 Regina Street, 2020, illustrating the good condition of its roof. (Source: Holisko)

9.4 Chimney

There is a chimney on the house, along its northwestern side (see Fig. 20 above), and it seems to be in largely good condition, with an intact chimney cap (Fig. 21a). It is worth noting that there are some signs of deterioration and loss of mortar, particularly in the areas that appear dark between the bricks (along the left side of Fig. 21b). The top of the chimney also appears that it could benefit from some cleaning and maintenance.



Figs. 21a and 21b: Fig. 21a (left) shows a detail shot of the Edgar House chimney, highlighting its largely good condition. Fig. 21b (right) shows a closer view of the chimney stack, showing some signs of deteriorating mortar and areas in need of cleaning (pinpointed by red arrows). (Sources: Holisko)

9.5 Windows and Doors

Some of the windows of the house have been replaced (or repurposed on site), although many are still original and, considering the age of the building, these intact windows and doors are in good to very good condition (as visible in Figs. 13 and 14 above and Fig. 22 below).



Fig. 22: The back deck of Edgar House at 323 Regina Street, 2020, illustrating the good condition of its original windows, with diamond patterned panes. (Source: Holisko)

Otherwise, the only other condition concern with regards to the windows and doors is with the front door, with its faded and splotchy staining (Fig. 23). It is hoped that this is simply a cosmetic concern that can be rectified by sanding and re-staining, although it should be inspected for any signs of rotting prior to any work being done on it.



Fig. 23: Detail view of the front door of Edgar House at 323 Regina Street, 2020, illustrating its faded and splotchy staining. (Source: Holisko)

9.6 Cladding and Trimwork

As mentioned above, the stucco exterior appears to be in good condition, with no major issues identified, having been recently patched and restored. As for the trimwork, as discussed in the relevant sections above, these are also in very good shape.

9.7 Finishes

The finishes of the house are in good condition, having just recently been repainted to the historical colour scheme outlined in the 1928 newspaper article on the property and catalogued in section 10.7 below.

9.8 Landscaping

The landscaping on site is good, overall, with minimal landscaping growth near the structure and many plantings in pots, which helps to minimize the impact of roots on the building.

Despite these minor issues and concerns stated above, the overall condition of the property is good to very good. The owners should be commended for taking such good care of their property.

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**

- As addressed in greater detail in the relevant sections below, the wood elements will be **preserved**.

10.3 Roofing and Waterworks – **Preservation**

- The roofing and waterworks should be **preserved**, and regularly monitored and maintained to ensure their ongoing good condition.

10.4 Chimney – **Preservation** and **Rehabilitation**

- The chimney should be **preserved**, and **rehabilitated**, as needed. This should include regular monitoring and repointing by certified professionals, to avoid it needing to be rebuilt entirely down the road.
- Although certainly not recommended, if, overtime, it does degrade to the point of needing rebuilding, it should be dismantled to the roofline, the bricks should be cleaned and then re-used to rebuild the chimney with its original bricks, as much as possible.

10.5 Windows and Doors – **Preservation** and **Rehabilitation**

- The arched front door should be carefully **rehabilitated** (sanded down and re-stained) and **preserved**.
- All remaining original wood windows should be **preserved**.

- 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, however, this is not a requirement.
- 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 already used (and captured below). 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.

10.6 Cladding and Trimwork – **Preservation**

- The stucco should be **preserved**.
- The trims should be **preserved**, being monitored and maintained overtime, as needed.

10.7 Finishes – **Preservation**

- The current finish is based on the 1928 newspaper article on the house that describes its colour scheme as follows: “The walls are of cream California stucco with the arched windows and doors trimmed in black and white” (The British Columbian, October 8, 1928, p. 7). The selected colours were VC-1 Oxford Ivory for the body (from the Historical True Colours Palette; VHF 2012); Aura Low Lustre 634 for the white trim; and Regal Soft Gloss K403-80 for the black trim.
- This colour scheme should be **preserved** and maintained.
- For any eventual re-painting, 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 additional 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 from the structure and 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 alterations to the property are:

- 1) Building a laneway house on the property (Figs. 24 and 25); and
- 2) Stratifying the property.

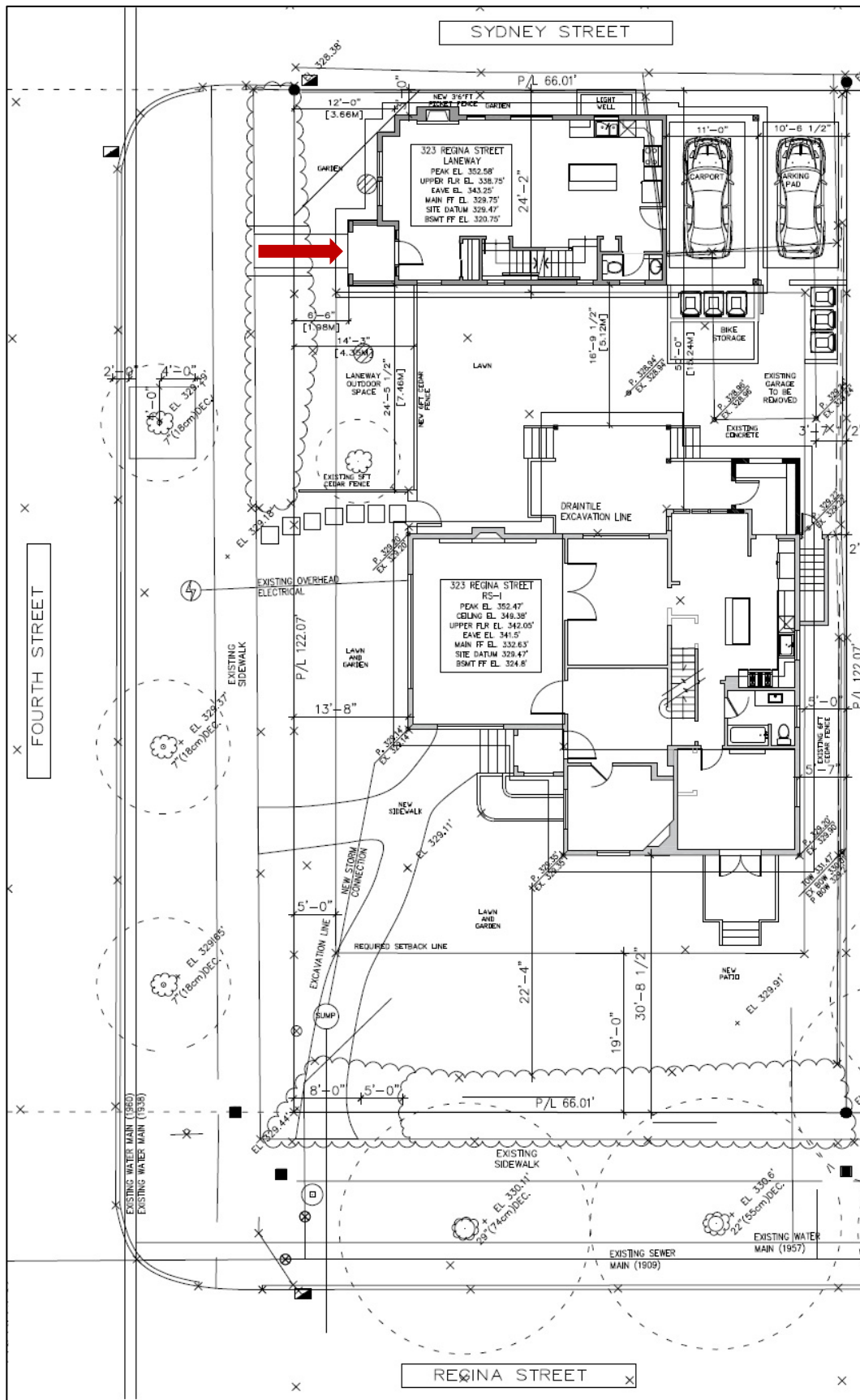


Fig. 24: Site plan of the proposed development on the lot of Edgar House at 323 Regina Street, 2021, with the access point of the proposed laneway house pinpointed with a red arrow. (Source: Dheilly)

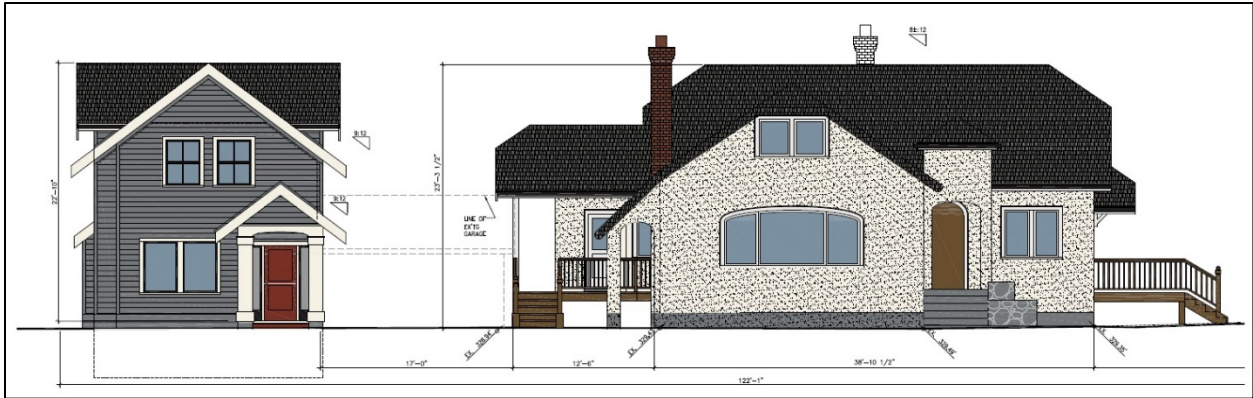


Fig. 25: Elevation from Fourth Street of Edgar House (on the right) and its proposed laneway house (on the left), 2021. (Source: Dheilly)

The proposed changes are considered a reasonable intervention given generally accepted conservation standards, rehabilitation needs and site conditions, in particular its large lot size. These proposed changes do not affect the Heritage Values and Character Defining Elements of the building.

11.2 Future Changes

Any future 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, if possible.
 - 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 Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 323 Regina 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 Climate Action, Planning and Development

Re: Heritage Revitalization Agreement for 323 Regina 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 DATA – 323 REGINA STREET

EXT'G LEGAL DESCRIPTION:	LOT 12 OF LOT 4, SB 10, NWD, PLAN 2620	
CIVIC ADDRESS:	323 REGINA STREET, NEW WESTMINSTER, B.C.	
CURRENT ZONING/ USE:	RS-4 RESIDENTIAL DISTRICT	
	PERMITTED	EXISTING
SITE AREA:	6000 SF MIN.	66.0x122.07=8,056.62 SF
MEAN BLDG. HEIGHT (DATUM: EL: 329.47')	25.0 FT	17.5 FT
MAXIMUM HEIGHT:	35.0 FT	23.0 FT
SITE COVERAGE:	35% (2,819.8 SF)	20.4% (1,643.4 SF)
SETBACKS OF BUILDING:		
FRONT:	19.0 FT	30.71 FT
REAR:	24.41 FT	44.0 FT
SIDE YARDS:	5.0 FT	W 13.7 FT/E 2.1 FT
FRONT PORCH ENCROACHMENT:	4.0 FT	0.0 FT
BUILDING AREAS:		
UPPER FLOOR AREA:	- SF	1,114.9 SF
MAIN FLOOR AREA:	- SF	1,643.4 SF
BSMT FLOOR AREA:	- SF	684.3 SF
TOTAL FLOOR AREA:	4028.31 SF	3,442.6 SF
FLOOR SPACE RATIO:	0.7	0.43
ATTACHED ACCESSORY:		
SIDE ENTRANCE PORCH:	- SF	33.0 SF
BACK PORCH/DECK:	- SF	219.4 SF
FRONT DECK:	- SF	72 SF
TOTAL FLOOR AREA:	805.6 SF (10%)	324.43 SF (4%)

PROJECT DATA – 571 FOURTH ST INFILL HOUSE

EXT'G LEGAL DESCRIPTION:	LOT 12 OF LOT 4, SB 10, NWD, PLAN 2620	
CIVIC ADDRESS:	571 FOURTH STREET, NEW WESTMINSTER, B.C.	
CURRENT ZONING/ USE:	RS-4 RESIDENTIAL DISTRICT	
ENERGY USAGE:	STEP CODE 3	
	PERMITTED/REQUIRED	PROPOSED
SITE AREA:	6000 SF MIN.	66.0x122.07=8,056.62 SF
MAXIMUM HEIGHT:	23.0 FT	22.5 FT
SITE COVERAGE:	10% (805.6 SF)	8% (642 SF)
SETBACKS OF BUILDING:		
LANE:	3.0 FT	3.0 FT
BETWEEN HOUSES:	16.0 FT	17.0 FT
SIDE YARDS:	6.0 FT	W 11.9 FT/E 23.5 FT
BUILDING AREAS:		
UPPER FLOOR AREA:	- SF	440.0 SF
MAIN FLOOR AREA:	- SF	610.0 SF
BSMT FLOOR AREA:	- SF	370 SF
TOTAL FLOOR AREA:	958 SF	1,420.0 SF
FLOOR SPACE RATIO:	0.12	0.18 *
ATTACHED ACCESSORY:		
FRONT PORCH:	32.0 SF	32.0 SF
CARPORT:	226 SF	222.8 SF
BIKE STORAGE:	32.0 SF	32.0 SF

OVERALL SITE PROJECT DATA

SITE AREA:	66.0 x 122.07 = 8056.62 SF
PROPOSED SITE COVERAGE:	2285.4 SF (28.4%)
PROPOSED TOTAL FSR:	0.60 (4862.6 SF)
PROPOSED EXCLUDING BSMT FSR:	0.47 (3808.3 SF)
PROPOSED PARKING:	2 SPACES PROVIDED



NANCY G DHEILLY
360 SHERBROOKE STREET
NEW WESTMINSTER, B.C., V3L 3M7
TEL. 604.526.2503
E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.
HERITAGE RESTORATION AGREEMENT, 323 REGINA ST., NEW WESTMINSTER, B.C.

DRAWING TITLE.

SITE DATA

Do not scale from drawings. All dimensions are to be verified on site prior to commencement of work. Any discrepancies are to be reported to the Designer immediately. Any proposed changes must be confirmed with the Designer in advance. All work must comply with the National Building Code of Canada, The Province of British Columbia Building Code and all relevant municipal by-laws. This drawing and its contents remain the copyright of Nancy G Dheilly.
Note: For all structural information refer to structural drawings.

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NANCY G DHEILLY

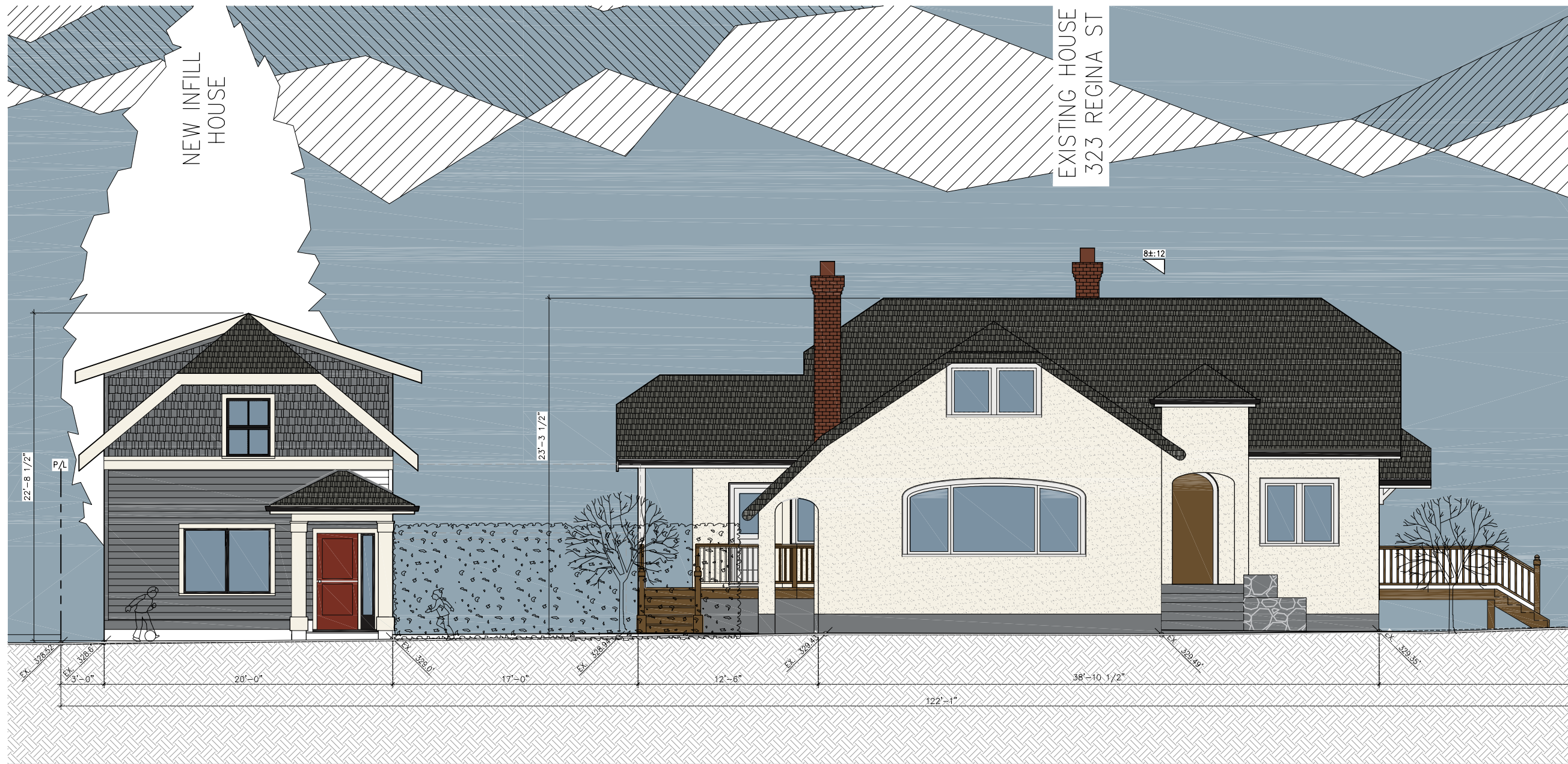
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19-254

DATE.	REVISED.
NOVEMBER 2020	AUG 6, 2021

SCALE.
NTS

DRAWING NO.

A-0.1



NANCY G DHEILLY
 360 SHERBROOKE STREET
 NEW WESTMINSTER, B.C., V3L 3M7
 TEL. 604.526.2503
 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.

INFILL HOUSE,
323 REGINA ST.,
NEW WESTMINSTER, B.C.

DRAWING TITLE.

4TH STREET
ELEVATION

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NANCY G DHEILLY

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 19-254

DATE. REVISED.
 NOVEMBER 2020 NOV 8, 2021

SCALE.
 1/8"=1'0"

DRAWING NO.

A-0.2

1 4TH STREET ELEVATION
 - SCALE: 1/8" = 1'-0"



NANCY G DHEILLY
 360 SHERBROOKE STREET
 NEW WESTMINSTER, B.C., V3L 3M7
 TEL. 604.526.2503
 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.

**HERITAGE HOUSE,
 323 REGINA ST.,
 NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**4TH ST (WEST)
 ELEVATION**

Do not scale from drawings. All dimensions are to be verified on site prior to commencement of work. Any discrepancies are to be reported to the Designer immediately. Any proposed changes must be confirmed with the Designer in advance. All work must comply with the National Building Code of Canada, The Province of British Columbia Building Code and all relevant municipal by-laws. This drawing and its contents remain the copyright of Nancy G Dheilly. Note: For all structural information refer to structural drawings.

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 19-254

DATE. REVISED.
 NOVEMBER 2020 AUG 6, 2021

SCALE.
 3/16"=1'0"

DRAWING NO.

A-1.5

MATERIALS KEY	
A	ASPHALT ROOF SHINGLES IKO HARVARD SLATE
B	RESTORED WOOD FRAME WINDOWS GLOSS BLACK
C	RESTORED ROOF AND WINDOW TRIMS & PORCH DETAILS AURA LOW LUSTRE 634-1 WHITE
D	RESTORED STUCCO VC-1 OXFORD IVORY
E	EXISTING GRANITE
F	GUTTER AND DOWNSPOUTS BLACK
G	NEW WOOD FRAME WINDOWS GLOSS BLACK
H	NEW ROOF AND WINDOW TRIMS & PORCH DETAILS AURA LOW LUSTRE 634-1 WHITE
I	NATURAL CEDAR
J	NEW WHITE VINYL WINDOWS
-.-	SEE WINDOW SCHEDULE ON A-1.9



1 4TH ST (WEST) ELEVATION
 SCALE: 3/16" = 1'-0"



NANCY G DHEILLY
 360 SHERBROOKE STREET
 NEW WESTMINSTER, B.C., V3L 3M7
 TEL. 604.526.2503
 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.

**HERITAGE HOUSE,
 323 REGINA ST.,
 NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**REGINA (SOUTH)
 ELEVATION**

Do not scale from drawings. All dimensions are to be verified on site prior to commencement of work. Any discrepancies are to be reported to the Designer immediately. Any proposed changes must be confirmed with the Designer in advance. All work must comply with the National Building Code of Canada, The Province of British Columbia Building Code and all relevant municipal by-laws. This drawing and its contents remain the copyright of Nancy G Dheilly.
 Note: For all structural information refer to structural drawings.

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CAD FILE NAME.
 19-254

DATE. REVISED.
 NOVEMBER 2020 AUG 6, 2021

SCALE.
 3/16"=1'0"

DRAWING NO.

A-1.6

MATERIALS KEY

- A ASPHALT ROOF SHINGLES
IKO HARVARD SLATE
- B RESTORED WOOD FRAME WINDOWS GLOSS BLACK
- C RESTORED ROOF AND WINDOW TRIMS & PORCH DETAILS
AURA LOW LUSTRE 634-1 WHITE
- D RESTORED STUCCO VC-1 OXFORD IVORY
- E EXISTING GRANITE
- F GUTTER AND DOWNSPOUTS BLACK
- G NEW WOOD FRAME WINDOWS GLOSS BLACK
- H NEW ROOF AND WINDOW TRIMS & PORCH DETAILS
AURA LOW LUSTRE 634-1 WHITE
- I NATURAL CEDAR
- J NEW WHITE VINYL WINDOWS
- SEE WINDOW SCHEDULE ON A-1.9



1 REGINA (SOUTH) ELEVATION
 — SCALE: 3/16" = 1'-0"



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 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.
HERITAGE HOUSE,
323 REGINA ST.,
NEW WESTMINSTER, B.C.

DRAWING TITLE.
NORTH
ELEVATION

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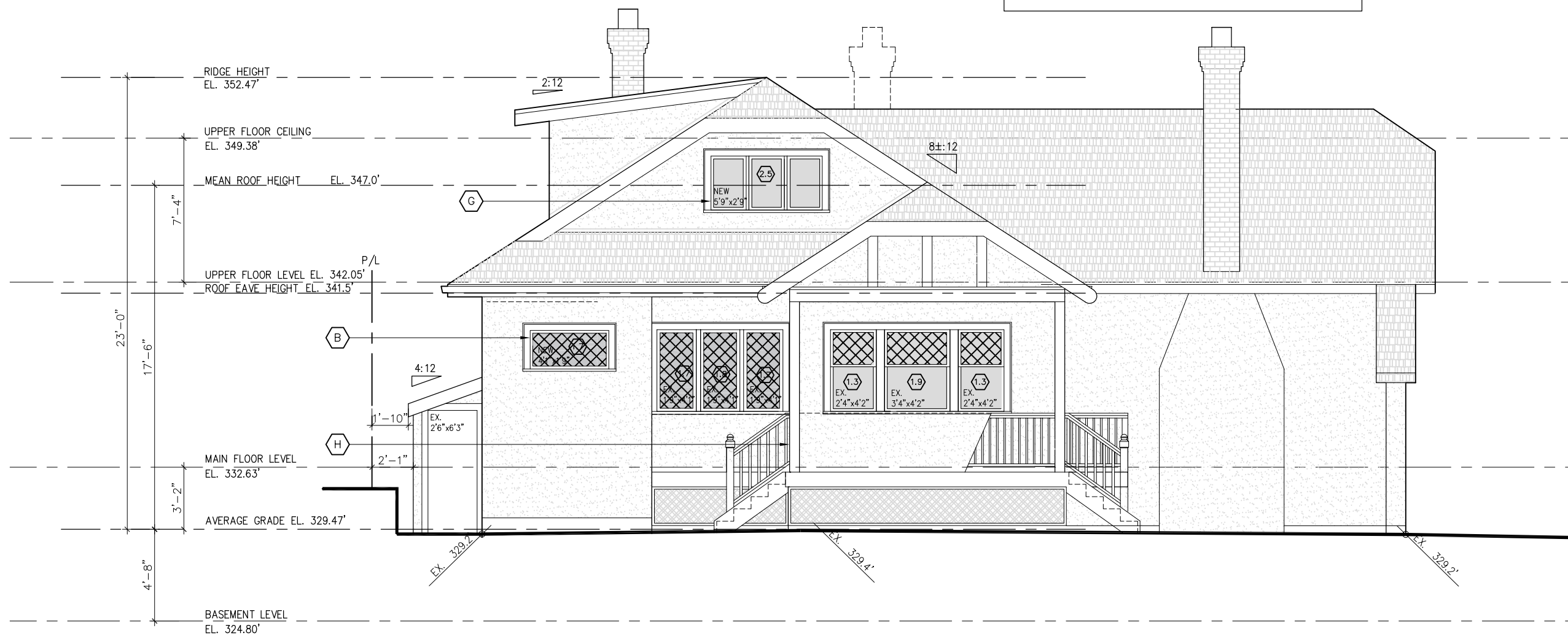
SCALE.
 3/16"=1'0"

DRAWING NO.

A-1.7

MATERIALS KEY

- A ASPHALT ROOF SHINGLES
IKO HARVARD SLATE
- B RESTORED WOOD FRAME WINDOWS GLOSS BLACK
- C RESTORED ROOF AND WINDOW TRIMS & PORCH DETAILS
AURA LOW LUSTRE 634-1 WHITE
- D RESTORED STUCCO VC-1 OXFORD IVORY
- E EXISTING GRANITE
- F GUTTER AND DOWNSPOUTS BLACK
- G NEW WOOD FRAME WINDOWS GLOSS BLACK
- H NEW ROOF AND WINDOW TRIMS & PORCH DETAILS
AURA LOW LUSTRE 634-1 WHITE
- I NATURAL CEDAR
- J NEW WHITE VINYL WINDOWS
- SEE WINDOW SCHEDULE ON A-1.9



1 NORTH ELEVATION
 — SCALE: 3/16" = 1'-0"



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 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.

HERITAGE HOUSE,
 323 REGINA ST.,
 NEW WESTMINSTER, B.C.

DRAWING TITLE.

**EAST
 ELEVATION**

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DATE. REVISED.
 NOVEMBER 2020 AUG 6, 2021

SCALE.
 3/16"=1'0"

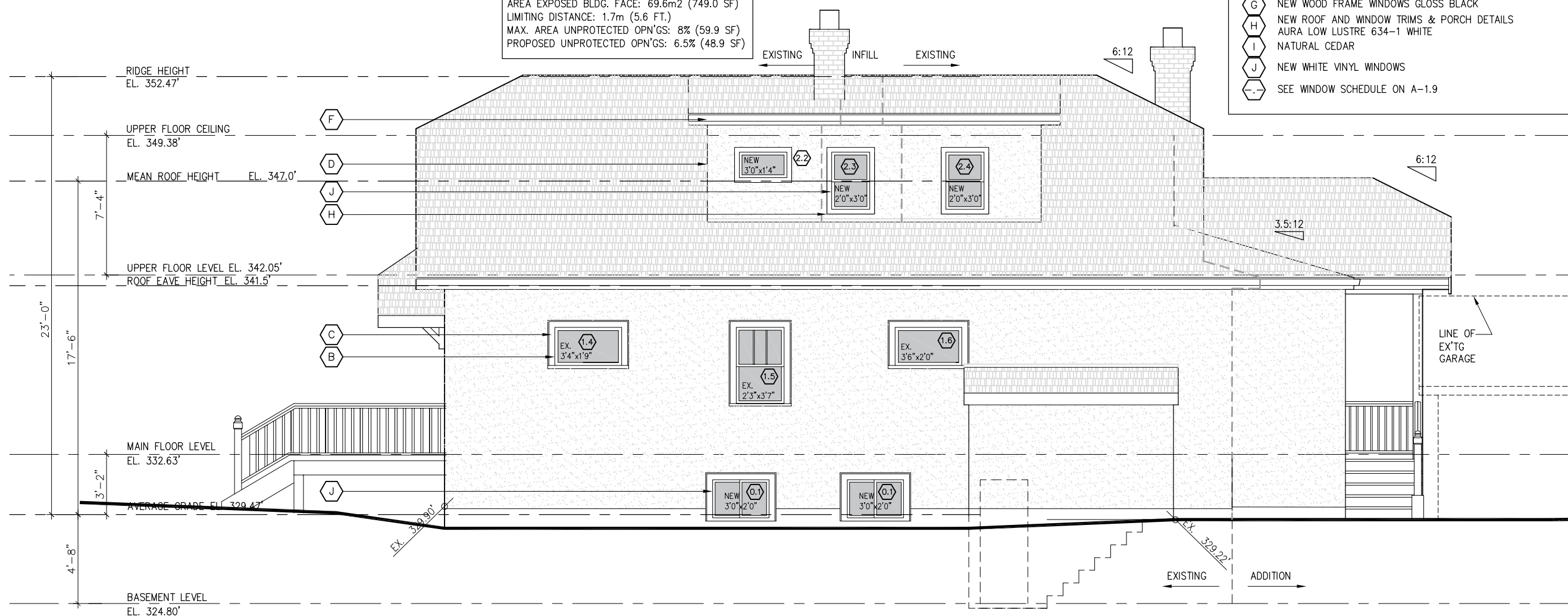
DRAWING NO.

A-1.8

MATERIALS KEY

- A ASPHALT ROOF SHINGLES
- B IKO HARVARD SLATE
- C RESTORED WOOD FRAME WINDOWS GLOSS BLACK
- D RESTORED ROOF AND WINDOW TRIMS & PORCH DETAILS AURA LOW LUSTRE 634-1 WHITE
- E RESTORED STUCCO VC-1 OXFORD IVORY
- F EXISTING GRANITE
- G GUTTER AND DOWNSPOUTS BLACK
- H NEW WOOD FRAME WINDOWS GLOSS BLACK
- I NEW ROOF AND WINDOW TRIMS & PORCH DETAILS AURA LOW LUSTRE 634-1 WHITE
- J NATURAL CEDAR
- K NEW WHITE VINYL WINDOWS
- L SEE WINDOW SCHEDULE ON A-1.9

SPATIAL SEPARATION CALC. FOR ENTIRE WALL
 AREA EXPOSED BLDG. FACE: 69.6m² (749.0 SF)
 LIMITING DISTANCE: 1.7m (5.6 FT.)
 MAX. AREA UNPROTECTED OPN'GS: 8% (59.9 SF)
 PROPOSED UNPROTECTED OPN'GS: 6.5% (48.9 SF)



1 EAST ELEVATION
 SCALE: 3/16" = 1'-0"



WINDOW SCHEDULE

MARK	LOCATION	SIZE	DESCRIPTION	REMARKS
0.1	BASEMENT	3'-0"X2'-0"	SLIDING	NEW, VINYL
1.0	LIVING ROOM	10'-0"X4'-2"	FIXED	EX, WOODEN ARCHED WINDOW, W/LEADED GLASS SIDE PANELS AND CENTRAL PICTURE PANEL
1.1	LIVING ROOM	7'-3"X4'-2"	CASEMENT, FIXED, FIXED	EX, WOODEN ARCHED WINDOW, W/LEADED GLASS SIDE PANELS AND CENTRAL PICTURE PANEL
1.2	DEN	2'-4"X4'-2"	FIXED	EXISTING, WOODEN WITH LEADED GLASS
1.3	DEN, DINING ROOM	2'-4"X4'-2"	DOUBLE HUNG	EXISTING, WOODEN-LEADED GLASS UPPER PANEL (REUSE BDRM WINDOW FOR DEN)
1.4	BEDROOM	3'-4"X1'-9"	AWNING	EXISTING WOODEN WINDOW
1.5	BATHROOM	2'-3"X3'-7"	DOUBLE HUNG	EXISTING WOODEN, WITH OBSCURE GLASS IN LOWER PANEL, UPPER TRUE DIVIDED LITE.
1.6	KITCHEN	3'-6"X2'-0"	FIXED-STAINED GLASS	EXISTING WOODEN WINDOW WITH STAINED GLASS
1.7	MUDROOM, NOOK	1'-9"X4'-0"	FIXED-LEADED GLASS	EXISTING WOODEN WINDOW (REUSE NOOK WINDOW FOR MUDROOM)
1.8	NOOK	1'-9"X4'-0"	CASEMENT-LEADED GLASS	EXISTING WOODEN WINDOW
1.9	DINING ROOM	3'-4"X4'-2"	DOUBLE HUNG	EXISTING, WOODEN-LEADED GLASS UPPER PANEL
2.0	BEDROOM	2'-4"X3'-2"	DOUBLE HUNG	EXISTING, WOODEN-UPPER PANEL W/TRUE DIVIDED LITES
2.1	BEDROOM	2'-0"X4'-2"	DOUBLE HUNG	NEW, WOODEN-UPPER PANEL W/ TRUE DIVIDED LITES
2.2	BATH	3'-0"X1'-4"	AWNING	NEW, VINYL
2.3	BATH	2'-0"X3'-0"	SINGLE HUNG	NEW, VINYL, LOWER PANEL OBSCURE GLASS
2.4	LAUNDRY	2'-0"X3'-0"	SINGLE HUNG	NEW, VINYL
2.5	BEDROOM	5'-9"X2'-9"	CASEMENT, FIXED, CASEMENT	NEW, WOODEN

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PROJECT TITLE.

**HERITAGE HOUSE,
 323 REGINA ST.,
 NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**WINDOW
 SCHEDULE**

Do not scale from drawings. All dimensions are to be verified on site prior to commencement of work. Any discrepancies are to be reported to the Designer immediately. Any proposed changes must be confirmed with the Designer in advance. All work must comply with the National Building Code of Canada, The Province of British Columbia Building Code and all relevant municipal by-laws. This drawing and its contents remain the copyright of Nancy G Dheilly.
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CAD FILE NAME.
 19-254

DATE. REVISED.
 NOVEMBER 2020 AUG 6, 2021

SCALE.
 NTS

DRAWING NO.

A-1.9

1 WINDOW SCHEDULE
 — SCALE: NTS



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 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE.

INFILL HOUSE,
 571 FOURTH ST,
 NEW WESTMINSTER, B.C.

DRAWING TITLE.
WEST AND EAST ELEVATIONS

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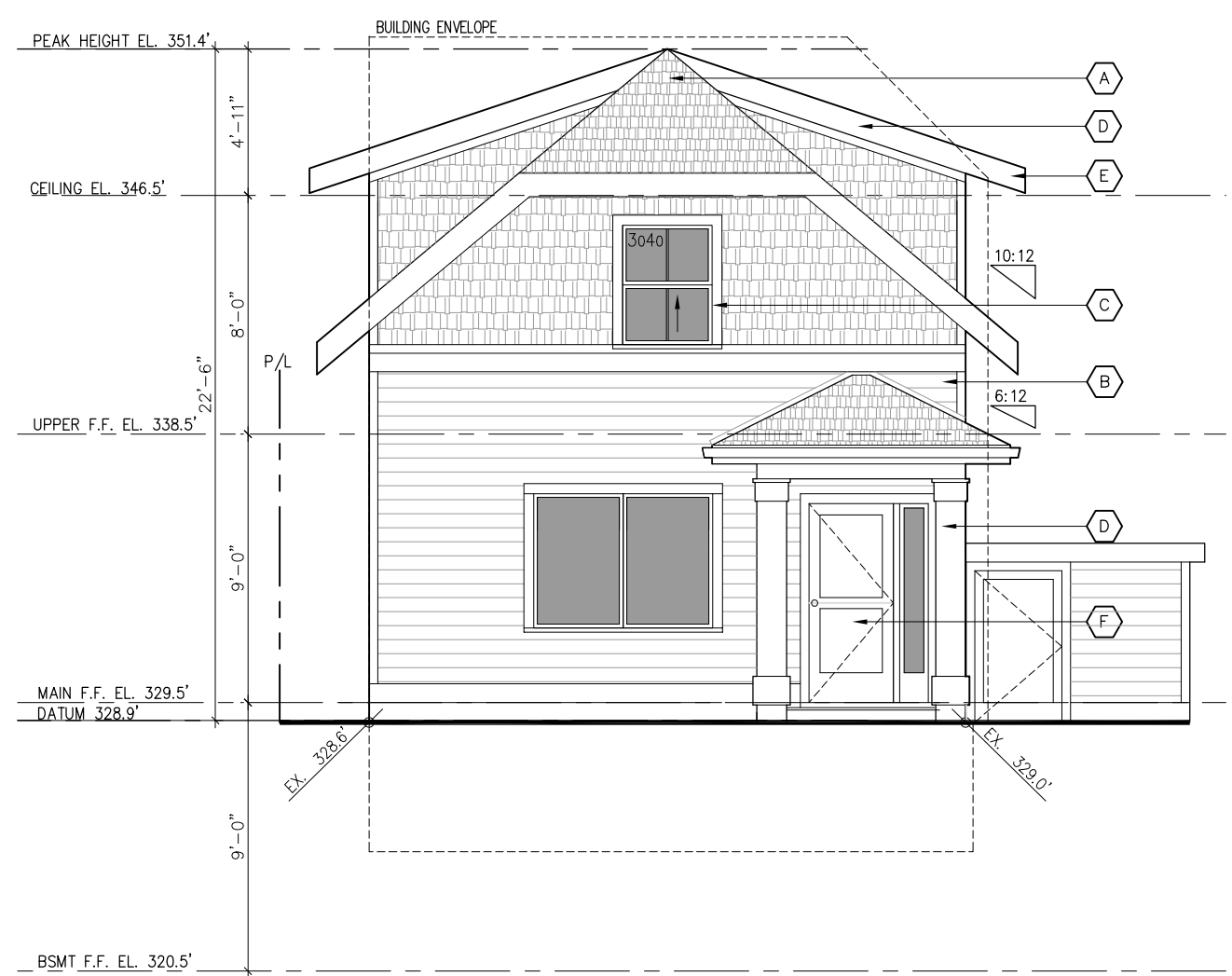
DATE. REVISED.
 NOVEMBER 2020 NOV 8, 2021

SCALE.
 3/16"=1'0"

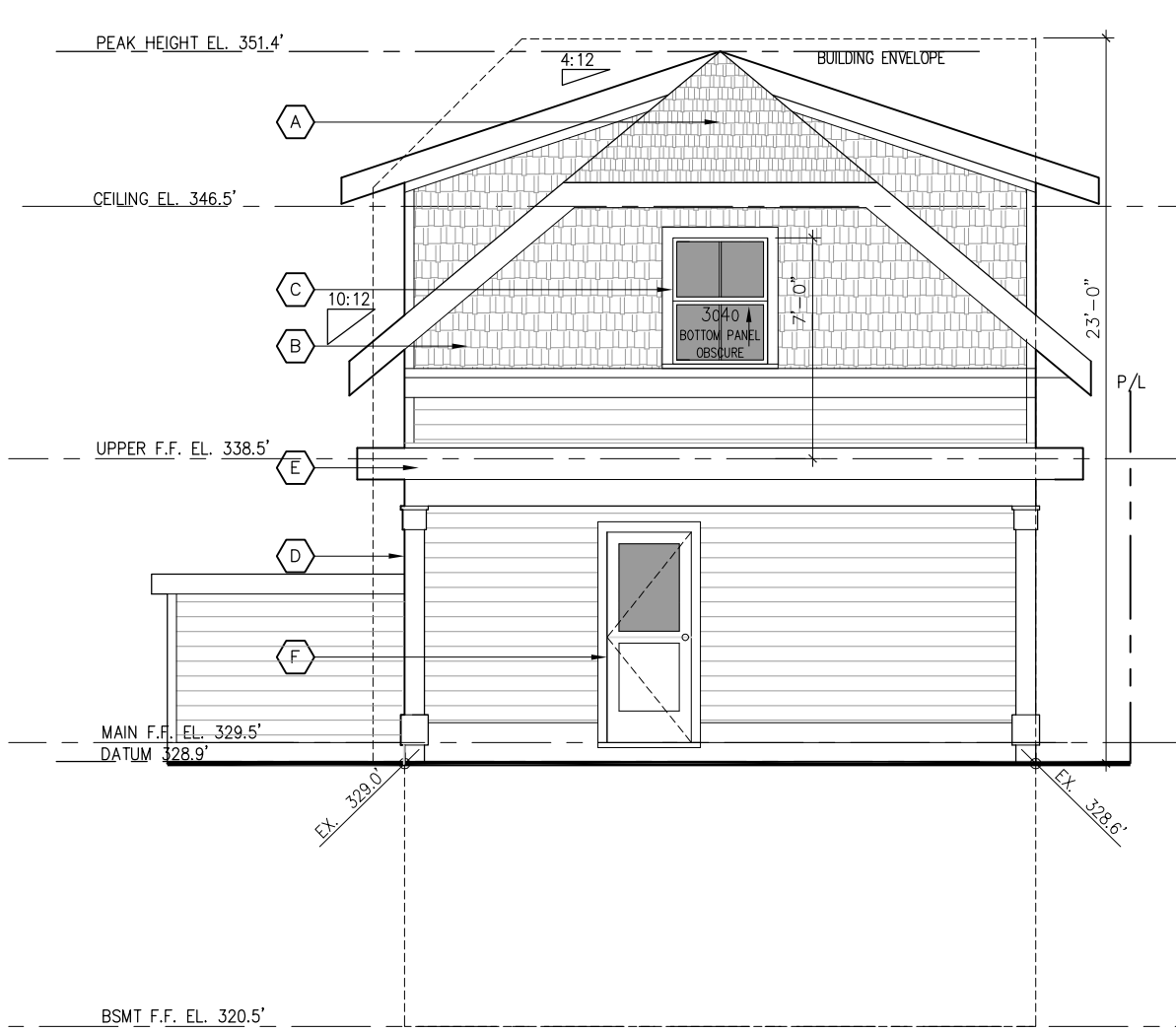
DRAWING NO.

A-2.5

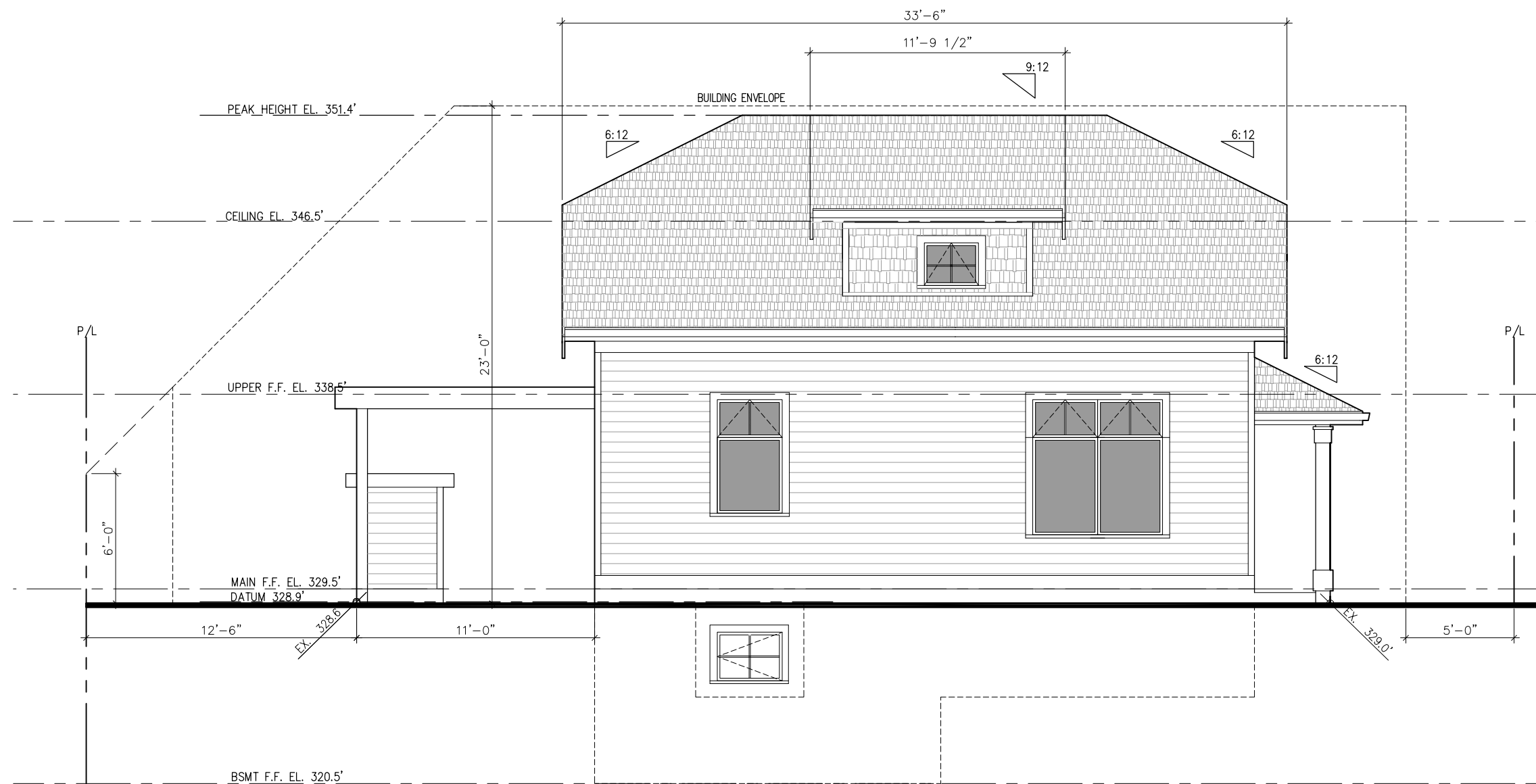
MATERIALS KEY	
(A)	ASPHALT ROOF SHINGLES IKO HAVARD SLATE
(B)	FIBRE-CEMENT SIDING W/5 1/2" EXPOSURE HARDI SIDING/SHINGLES - POINT GREY (BM VC-24)
(C)	DBL. GLAZED LOW-E WOOD WINDOWS REGAL SOFT GLOSS K404-80 BLACK
(D)	ROOF & PORCH TRIMS & GUARDRAILS WOOD PAINTED AURA LOW LUSTRE 634-1 WHITE
(E)	GUTTERS AND DOWNSPOUTS BLACK
(F)	FRONT DOOR-MELLISH RUST (BM VC-28)



1 WEST ELEVATION
 SCALE: 3/16" = 1'-0"



2 EAST ELEVATION
 SCALE: 3/16" = 1'-0"



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PROJECT TITLE.

**INFILL HOUSE,
 571 FOURTH ST,
 NEW WESTMINSTER, B.C.**

DRAWING TITLE.

**NORTH
 ELEVATION**

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CAD FILE NAME.
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DATE.	REVISED.
NOVEMBER 2020	NOV 8, 2021

SCALE.
 3/16"=1'0"

DRAWING NO.

A-2.6

1 NORTH ELEVATION
 SCALE: 3/16" = 1'-0"



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PROJECT TITLE.

INFILL HOUSE,
 571 FOURTH ST,
 NEW WESTMINSTER, B.C.

DRAWING TITLE.

**SOUTH
 ELEVATION**

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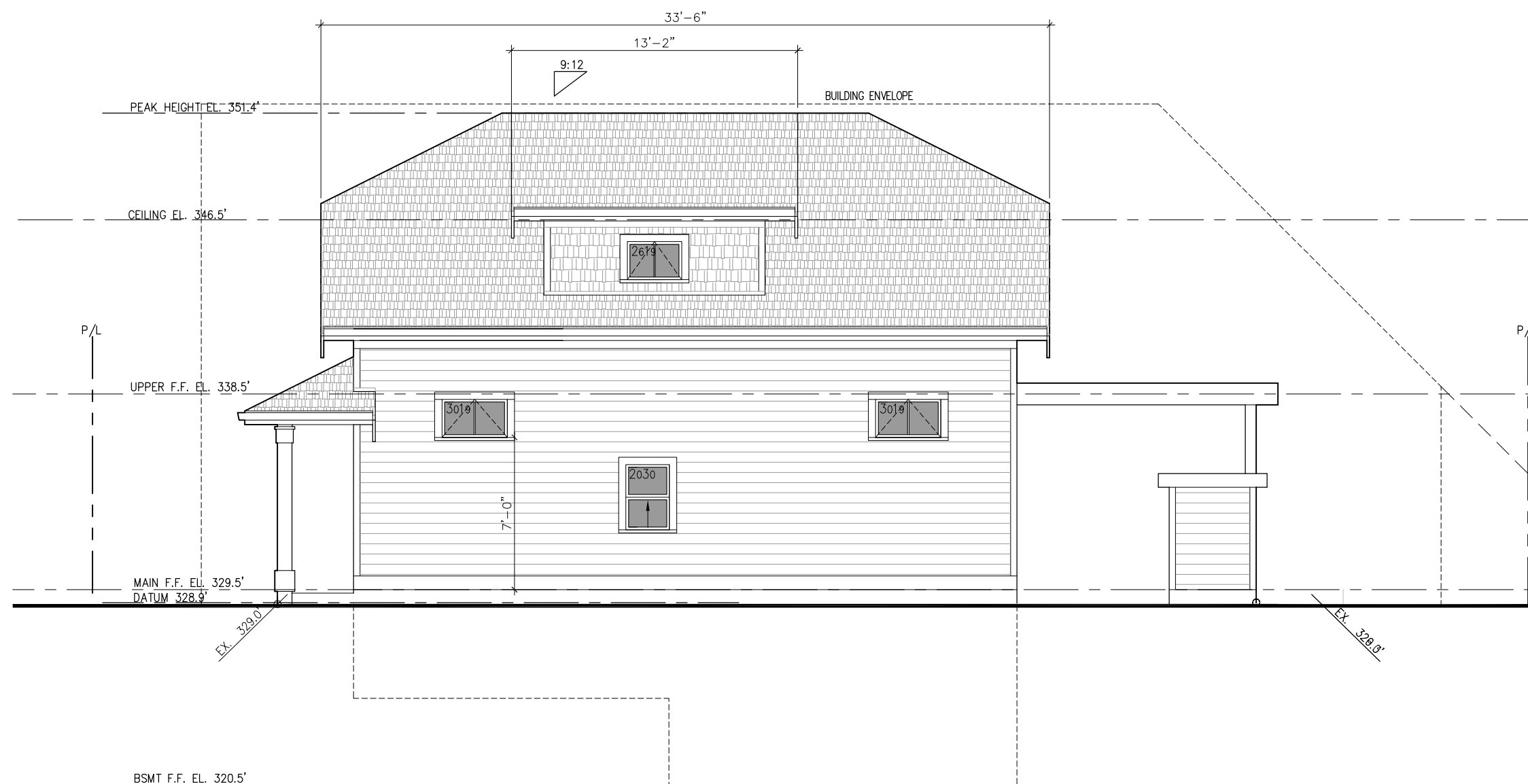
DATE. REVISED.
 NOVEMBER 2020 NOV 8, 2021

SCALE.
 3/16"=1'0"

DRAWING NO.

A-2.7

Page 373 of 399



1 SOUTH ELEVATION
 SCALE: 3/16" = 1'-0"

APPENDIX 6

VARIATIONS TO ZONING BYLAW NO. 6680, 2001

	Single Detached Dwelling District (RS-4) Requirement/Allowance	Heritage Building (323 Regina Street)	Infill Building (471 Fourth Street)
Maximum Detached Accessory Dwelling Floor Space Ratio*	0.1	--	0.18
Minimum Left Side Setback (north)	1.5 metres (5 feet)	--	0.9 metres (3 feet)
Minimum Right Side Setback (east)	1.5 metres (5 feet)	0.6 metres (2.1 feet)	--

** 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*

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8305, 2022

A bylaw of the Corporation of the City of New Westminster to designate the principal building located at 323 Regina 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 323 Regina Street has entered into a Heritage Revitalization Agreement authorized by Bylaw No. 8304, 2022 (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 323 Regina 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 323 Regina 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 (323 Regina Street) No. 8305, 2022."

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 323 Regina Street, New Westminster, British Columbia, legally described as PID: 013-593-285; LOT 12 OF LOT 4 SUBURBAN BLOCK 10 PLAN 2620 and labelled "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 10th day of January 2022.

GIVEN SECOND READING this 10th day of January 2022.

PUBLIC HEARING held this 31st day of January 2022.

GIVEN THIRD READING this 31st day of January 2022.

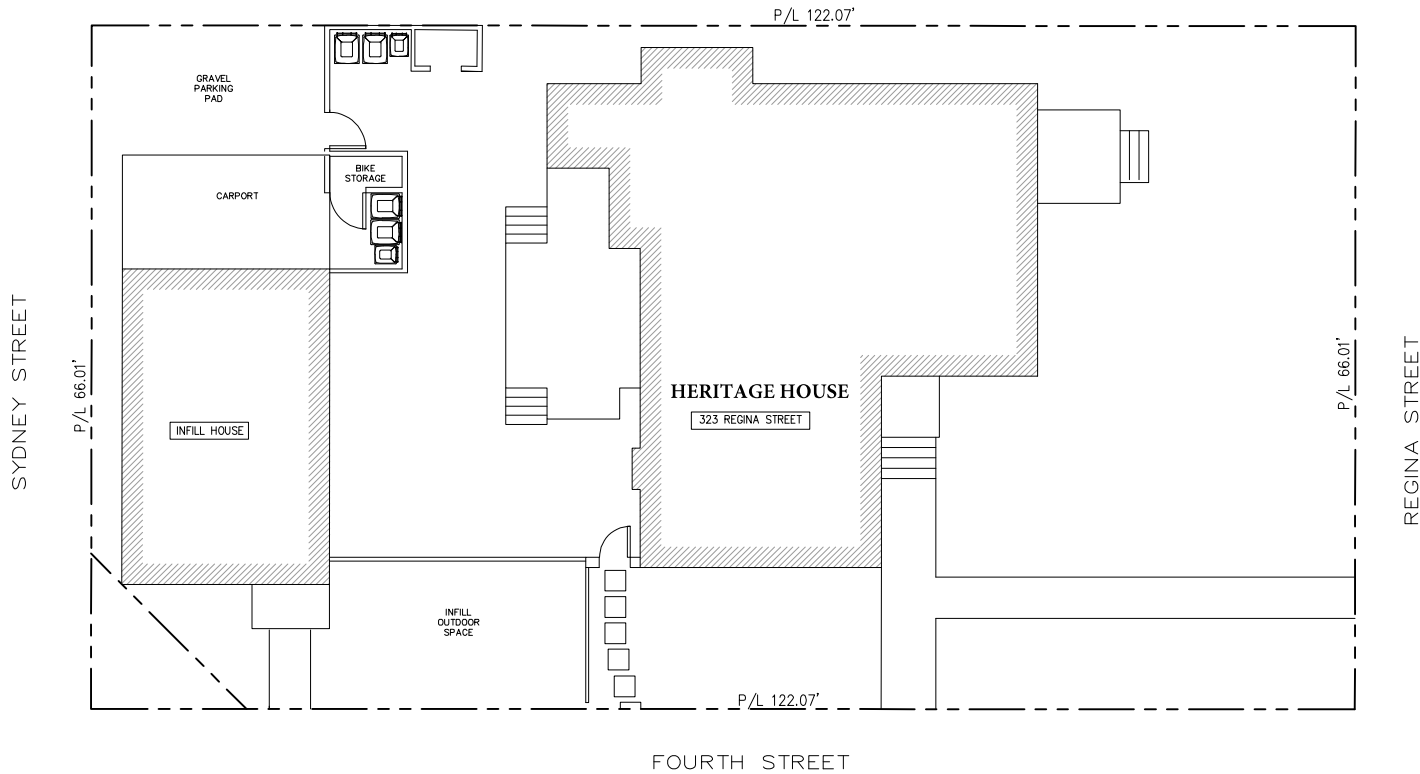
ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this _____ day of _____ 2022.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

SCHEDULE A

SKETCH



1 SITE PLAN
 - SCALE: 3/32"=1'-0"



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 360 SHERBROOKE STREET
 NEW WESTMINSTER, B.C., V3L 3M7
 TEL. 604.526.2503
 E-MAIL NDHEILLY@SHAW.CA

PROJECT TITLE:
**HERITAGE RESTORATION
 AGREEMENT,
 323 REGINA ST.,
 NEW WESTMINSTER, B.C.**

DRAWING TITLE:
**SIMPLE SITE
 PLAN**

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 Note: For all structural information refer to structural drawings.

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NANCY G DHEILLY

CAD FILE NAME:
 19-254

DATE.	REVISED.
DECEMBER 2021	DEC 7, 2021

SCALE:
 3/32"=1'-0"

DRAWING NO.

A-0.3

THE CITY OF NEW WESTMINSTER

HOUSING AGREEMENT (520 Eighth Street) BYLAW NO. 8273, 2022

A BYLAW TO ENTER INTO A HOUSING AGREEMENT UNDER SECTION 483 OF THE *LOCAL GOVERNMENT ACT*

GIVEN THAT:

- A. The owner of the lands (the “Owner”) within the City of New Westminster, British Columbia legally described as:

PID: 013-606-417

LOT 11 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-433

LOT 12 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-450

LOT 1 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-476

LOT 2 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

(the “Lands”)

wishes to construct dwelling units on the Lands.

- B. In connection with such construction, the Owner has agreed to use the Lands for rental housing in accordance with the terms of the Section 219 Covenant and Housing Agreement attached hereto as Schedule “A” (the “Housing Agreement”).

The Council of the City of New Westminster, in open meeting assembled,

ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022”.
2. Council hereby authorizes the City of New Westminster to enter into the Housing Agreement with the Owner, substantially in the form attached hereto as Schedule “A”.

3. The Mayor and the Corporate Officer of the City of New Westminster are authorized to execute the Housing Agreement, substantially in the form attached hereto as Schedule "A", and the Corporate Officer is authorized to sign and file in the Land Title Office a notice of the Housing Agreement, as required by section 483 of the *Local Government Act*.

READ A FIRST TIME this 31st day of January, 2022.

READ A SECOND TIME this 31st day of January, 2022.

READ A THIRD TIME this 31st day of January, 2022.

ADOPTED this ___ day of _____, 2022.

Jonathan X Cote, Mayor

Jacque Killawee, City Clerk

Schedule "A"
Section 219 Covenant and Housing Agreement



1. Application

**Kathleen Higgins
 YOUNG ANDERSON
 1616 808 Nelson Street
 Vancouver BC V6Z 2H2
 604-689-7400**

File: 239-1208
 Covenant - Housing Agreement

2. Description of Land

PID/Plan Number	Legal Description
013-606-417	LOT 11 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620
013-606-433	LOT 12 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620
013-606-450	LOT 1 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620
013-606-476	LOT 2 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

3. Nature of Interest

Type	Number	Additional Information
COVENANT		
PRIORITY AGREEMENT		Granting the Covenant herein priority over Mortgage CA8427528 and Assignment of Rents CA8427529

4. Terms

Part 2 of this instrument consists of:
(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

520 EIGHTH STREET NOMINEE LTD., NO.BC1162975
CANADA ICI CAPITAL CORPORATION (AS TO PRIORITY), NO.A0067505

6. Transferee(s)

CORPORATION OF THE CITY OF NEW WESTMINSTER
 511 ROYAL AVENUE
 NEW WESTMINSTER BC V3L 1H9

7. Additional or Modified Terms



8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

YYYY-MM-DD

520 EIGHTH STREET NOMINEE LTD.
By their Authorized Signatory

(as to both signatures)

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

Execution Date

Transferor Signature(s)

YYYY-MM-DD

CANADA ICI CAPITAL CORPORATION
By their Authorized Signatory

(as to both signatures)

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.



Witnessing Officer Signature

Execution Date

Transferor Signature(s)

YYYY-MM-DD

**CORPORATION OF THE CITY OF NEW
WESTMINSTER**

By their Authorized Signatory

(as to both signatures)

Name:

Name:

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

PART 2 – TERMS OF INSTRUMENT

**HOUSING AGREEMENT AND COVENANT
(Section 483 *Local Government Act* and Section 219 *Land Title Act*)**

THIS AGREEMENT is dated for reference the 18th day of August, 2021:

BETWEEN:

520 EIGHTH STREET NOMINEE LTD., INC.NO. BC1162975
201 - 1367 West Broadway, Vancouver, British Columbia, V6H 4A7

(the “Owner”)

AND:

CORPORATION OF THE CITY OF NEW WESTMINSTER,
511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the “City”)

WHEREAS:

- A. Section 483 of the *Local Government Act* (British Columbia) permits the City to enter into housing agreements for the provision of affordable and special needs housing, which may include conditions in respect to the form of tenure of housing units;
- B. Section 219 of the *Land Title Act* (British Columbia) permits the registration of a covenant of a positive or a negative nature in favour of the City in respect of the use of and subdivision of land;
- C. The Owner owns the Lands (hereinafter defined) and the Building thereon, which currently contains 56 rental Dwelling Units, and it wishes to construct five additional rental Dwelling Units;
- D. As a condition of approving the construction of the Dwelling Units, the City requires the Owner to enter into this Agreement to, among other requirements, ensure all Dwelling Units located on the Lands are used only as rental Dwelling Units; and
- E. The City adopted Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2021, authorizing the City to enter into this Agreement.

In consideration of \$10.00 and other good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree pursuant to section 483 of the *Local Government Act* and section 219 of the *Land Title Act* as follows:

ARTICLE 1 DEFINITIONS AND INTERPRETATION

1.1 Definitions –In this Agreement, the following words have the following meanings:

- (a) **“Agreement”** means this agreement together with all LTO forms, schedules, appendices, attachments and priority agreements attached hereto;
- (b) **“Building”** means, as at the reference date of this Agreement, the residential building constructed on and forming part of the Lands;
- (c) **“Dwelling Unit”** means a residential dwelling unit or units located or to be located on the Lands, and includes single family detached dwellings, duplexes, townhouses, auxiliary residential dwelling units, apartments and condominiums and includes, where the context permits, the Secured Rental Units;
- (d) **“Lands”** means the lands identified in the section 2 of Part 1 of this Agreement;
- (e) **“LTO”** means the New Westminster Land Title Office or its successor;
- (f) **“Secured Rental Unit”** means a Dwelling Unit that is designated as a Secured Rental Unit in accordance with section 2.1 of this Agreement;
- (g) **“Subdivide”** or **“Subdivided”** means to divide, apportion, consolidate or subdivide the Lands or any building on the Lands, or the Ownership or right to possession or occupation of the Lands or any building on the Lands, into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative interests” or a “shared interest in land” as defined in the *Real Estate Development Marketing Act*;
- (h) **“Tenancy Agreement”** means a tenancy agreement, lease, license or other agreement granting rights to occupy a Secured Rental Unit as a residence; and
- (i) **“Tenant”** means an occupant of Secured Rental Unit.

ARTICLE 2 USE OF LANDS AND SUBDIVISION

2.1 Designation – The Owner agrees that:

- (a) every Dwelling Unit located on the Lands on the date this Agreement is registered in the LTO and every Dwelling Unit constructed after such date on the Lands is designated as a Secured Rental Unit; and
- (b) a Secured Rental Unit may only be used as a permanent residence for a Tenant.

2.2 Restriction on Subdivision – The Owner covenants and agrees with the City that none of the Lands nor any building on the Lands shall be Subdivided by any means whatsoever. Without limiting

the foregoing, the Owner acknowledges that the City will not support applications for Subdivision in any manner that would allow the Secured Market Rental Units to be sold independently of each other.

2.3 City Authorized to Make Inquiries – The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner is complying with this Agreement.

2.4 Requirement for Statutory Declaration – Within 30 days after receiving notice from the City, the Owner must, in respect of each Secured Rental Unit, provide to the City a statutory declaration, substantially in the form (with, in the City’s discretion, such further amendments or additions as deemed necessary or desirable) attached as Appendix A, sworn by an authorized signatory of the Owner, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Secured Rental Unit no more than once in any calendar year; provided, however, notwithstanding that the Owner may have already provided such statutory declaration in the particular calendar year, the City may request and the Owner shall provide to the City such further statutory declarations as requested by the City in respect to a Secured Rental Unit if, in the City’s absolute determination, the City believes that the Owner is in breach of any of its obligations under this Agreement.

ARTICLE 3 OPERATION OF SECURED RENTAL UNITS

3.1 Application of Article – The City and the Owner acknowledge and agree that the obligations imposed upon and covenants made by the Owner under this section 3.3 and 3.4 will apply to tenancies and Tenancy Agreements created or entered into on or after the date that this Agreement is registered by the LTO.

3.2 Short Term Rentals Prohibited – The Owner agrees that no Secured Rental Unit will be rented to or occupied by any person for a term of less than 30 consecutive days.

3.3 Occupancy and Tenure of Secured Rental Units – The Owner must not rent, lease, license or otherwise permit occupancy of a Secured Rental Unit except in accordance with the following conditions:

- (a) the Secured Rental Unit will be used or occupied only pursuant to a Tenancy Agreement;
- (b) the term of a Tenancy Agreement will not be less than 30 days;
- (c) the Owner will not require a Tenant or any permitted occupant of a Secured Rental Unit to pay any extra charges or fees for property or similar tax; and
- (d) the Owner will forthwith deliver a certified true copy of any Tenancy Agreement to the City upon demand.

3.4 Attach Copy of Tenancy Agreement – The Owner will attach a copy of this Agreement, or at a minimum Articles 2 and 3 of this Agreement, to every Tenancy Agreement.

ARTICLE 4 TERM AND DEMOLITION

4.1 Expiry of Housing Agreement – The City covenants and agrees with the Owner that this Agreement shall cease to apply from and after that date which is the later of: (i) the 60th anniversary of the date this Agreement is registered in the LTO; or (ii) the date that all buildings located on the Lands have been demolished. Upon expiry, the Owner may provide to the City a discharge of this Agreement, which the City shall execute and return to the Owner for filing in the LTO.

4.2 Demolition – The Owner will not demolish a Secured Rental Unit or a building on the Lands unless:

- (a) the Owner has obtained the written opinion of a professional engineer or architect, who is at arm's length to the Owner, indicating that it is no longer reasonable or practical to repair or replace any structural component of the Secured Rental Unit or building, and the Owner has delivered to the City a copy of the engineer's or architect's report; or
- (b) 40% or more of the value of the building above its foundations is damaged or destroyed, as determined by the City, in its sole discretion,

and, in each case, a demolition permit for the Secured Rental Unit or the building has been issued by the City and the Secured Rental Unit or building has been demolished under that permit.

ARTICLE 5 MISCELLANEOUS

5.1 Housing Agreement – The Owner acknowledges and agrees that:

- (a) this Agreement includes a housing agreement entered into under section 483 of the *Local Government Act* and a covenant under section 219 of the *Land Title Act*; and
- (b) the City may file notice of, and register, this Agreement in the LTO pursuant to section 483(5) of the *Local Government Act* against the title to the Lands.

5.2 Modification – This Agreement may be modified or amended from time to time, by consent of the Owner and a bylaw duly passed by the Council of the City and thereafter if it is signed by the City and the Owner.

5.3 Management – The Owner covenants and agrees with the City that:

- (a) the Owner will manage the Secured Rental Units, and without limiting the foregoing, the Owner may engage the services of a third-party property manager to manage the Building;
- (b) the Owner shall permit representatives of the City to inspect the Secured Rental Units at any reasonable time, subject to the notice provisions of the *Residential Tenancy Act* (British Columbia);

- (c) the Owner shall maintain the Secured Rental Units in a good state of repair and fit for habitation in accordance with the requirements of the *Residential Tenancy Act*, reasonable wear and tear excepted; and
- (d) the Owner shall comply with all laws, including, without limitation, the Corporation of the City of New Westminster Business Regulation and Licencing (Rental Units) Amendment Bylaw No. 8310, 2019 and all other City bylaws, and any health and safety standards applicable to the Lands.

5.4 Indemnity – The Owner, on its behalf, will indemnify and save harmless the City and each of its elected officials, officers, directors, and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of:

- (a) any negligent act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom at law the Owner is responsible relating to this Agreement;
- (b) the construction, maintenance, repair, Ownership, lease, license, operation, management or financing of the Lands or any Secured Rental Unit or the enforcement of any Tenancy Agreement; or
- (c) without limitation, any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

5.5 Release – The Owner, on its behalf, hereby releases and forever discharges the City and each of its elected officials, officers, directors, and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the:

- (a) construction, maintenance, repair, Ownership, lease, license, operation or management of the Lands or any Secured Rental Unit under this Agreement; or
- (b) except to the extent arising from the negligence or wilful misconduct of the City or those for whom it is at law responsible, the exercise by the City of any of its rights under this Agreement.

5.6 Survival – The indemnity and release set out in this Agreement will survive termination or discharge of this Agreement.

5.7 Registration & Priority – The Owner will cause this Agreement to be registered as a covenant under section 219 of the *Land Title Act* against title to the Lands in priority to all charges and encumbrances registered or pending registration against title to the Lands save and except those in favour of the City or specifically approved in advance in writing by the City, and will cause a notice of this Agreement under section 483(5) of the *Local Government Act* to be filed in the Land Title Office and shown as a legal notation on title to the Lands.

5.8 City's Powers Unaffected – This Agreement does not:

- (a) affect, fetter or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City 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 or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

5.9 Agreement for Benefit of City Only – The Owner and the City agree that:

- (a) this Agreement is entered into only for the benefit of the City;
- (b) this Agreement is not intended to protect the interests of the Owner, any Tenant, or any future Owner, lessee, occupier or user of the Lands or the building or any portion thereof, including any Secured Rental Unit; and
- (c) the City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so, and without obtaining the consent of the Owner.

5.10 No Public Law Duty – Where the City is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the Owner agrees that the City is under no public law duty of fairness or natural justice in that regard and agrees that the City may do any of those things in the same manner as if it were a private party and not a public body.

5.11 Notice – Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently served or given if delivered, to the postal address of the Owner set out in the records at the LTO, and in the case of the City addressed to:

Corporation of the City of New Westminster
511 Royal Avenue
New Westminster, BC V3L 1H9
Attention: Clerk

or to the most recent postal address provided in a written notice given by each of the parties to the other. Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

5.12 Enuring Effect – This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

5.13 Severability – If any provision of this Agreement is found to be invalid or unenforceable, such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

5.14 Waiver – All remedies of the City will be cumulative and may be exercised by the City in any order or concurrently in case of any breach and each remedy may be exercised any number of times with respect to each breach. Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach or any similar or different breach.

5.15 Whole Agreement – This Agreement, and any documents signed by the Owner contemplated by this Agreement, represent the whole agreement between the City and the Owner respecting the use and occupation of the Secured Rental Unit, and there are no warranties, representations, conditions or collateral agreements made by the City except as set forth in or contemplated by this Agreement.

5.16 Further Assurance – Upon request by the City the Owner will forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

5.17 Agreement Runs with Lands – This Agreement burdens and runs with the Lands and every parcel into which it is Subdivided in perpetuity. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement acquire an interest in the Lands.

5.18 Equitable Remedies – The Owner acknowledges and agrees that damages would be an inadequate remedy for the City for any breach of this Agreement and that the public interest strongly favours specific performance, injunctive relief (mandatory or otherwise), or other equitable relief, as the only adequate remedy for a default under this Agreement.

5.19 No Joint Venture – Nothing in this Agreement will constitute the Owner as the agent, joint venturer, or partner of the City or give the Owner any authority to bind the City in any way.

5.20 Applicable Law – The laws of British Columbia (including, without limitation, the *Residential Tenancy Act*) will apply to this Agreement and all statutes referred to herein are enactments of the Province of British Columbia.

5.21 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) 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;

- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) the provisions of section 25 of the *Interpretation Act* (British Columbia) with respect to the calculation of time apply;
- (g) time is of the essence;
- (h) all provisions are to be interpreted as always speaking;
- (i) reference to a “party” is a reference to a party to this Agreement and to that party’s respective successors, assigns, trustees, administrators and receivers. Wherever the context so requires, reference to a “party” also includes a Tenant, agent, officer and invitee of the party;
- (j) reference to a “day”, “month”, or “year” is a reference to a calendar day, calendar month, or calendar year, as the case may be, unless otherwise expressly provided; and
- (k) 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”.

5.22 Execution in Counterparts & Electronic Delivery – This Agreement may be executed in any number of counterparts and delivered by e-mail, each of which shall be deemed to be an original and all of which taken together shall be deemed to constitute one and the same instrument, provided that any party delivering this Agreement by e-mail shall also deliver to the other party an originally executed copy of this Agreement.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the *Land Title Act* Form C and D which is attached to and forms part of this Agreement.

Appendix A to Housing Agreement

STATUTORY DECLARATION

CANADA)	IN THE MATTER OF A HOUSING
)	AGREEMENT WITH THE
)	CORPORATION OF THE CITY OF NEW
PROVINCE OF BRITISH COLUMBIA)	WESTMINSTER
)	("Housing Agreement")

TO WIT:

I, _____ of _____, British Columbia, do solemnly declare that:

1. I am an authorized signatory of the Owner of the lands located at _____, New Westminster (the "**Lands**"), and make this declaration to the best of my personal knowledge.
2. This declaration is made pursuant to the Housing Agreement in respect of the Lands.
4. I confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.
5. I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and pursuant to the *Canada Evidence Act*.

DECLARED BEFORE ME at the City of _____)
 _____, in the Province of British)
 Columbia, this _____ day of)
 _____, 20__.

 A Commissioner for Taking Affidavits in the)
 Province of British Columbia)

 DECLARANT

CONSENT AND PRIORITY AGREEMENT

WHEREAS the CANADA ICI CAPITAL CORPORATION (INCORPORATION NO. A0067505) (the "Chargeholder") is the holder of a Mortgage and Assignment of Rents (the "Charges") registered in the Land Title Office under numbers CA8427528, and CA8427529, respectively, encumbering the lands identified in the *Land Title Act* Form C attached to and forming part of the Housing Agreement and Covenant attached hereto.

THEREFORE THIS CONSENT AND PRIORITY AGREEMENT IS EVIDENCE THAT IN CONSIDERATION OF \$1.00 AND OTHER GOOD AND VALUABLE CONSIDERATION PAID BY THE TRANSFEREE TO THE CHARGEHOLDER:

1. The Chargeholder hereby consents to the granting and registration of the Section 219 Covenant attached hereto (the "Covenant") and the Chargeholder hereby agrees that the Covenant shall be binding upon its interest in and to the Lands.
2. The Chargeholder hereby grants to the transferee described in item 6 of the *Land Title Act* Form C attached hereto priority for the Covenant over the Chargeholder's right, title and interest in and to the Lands, and the Chargeholder does hereby postpone the Charges and all of its right, title and interest thereunder to the Covenant as if the Covenant had been executed, delivered and registered prior to the execution, delivery and registration of the Charges.

IN WITNESS WHEREOF, the Chargeholder has executed and delivered this Consent and Priority Agreement by executing the *Land Title Act* Form C above which is attached hereto and forms part of this Agreement.

END OF DOCUMENT

BENEFICIARY AUTHORIZATION AND CHARGE AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 2021

AMONG:

THE CORPORATION OF THE CITY OF NEW WESTMINSTER
511 Royal Avenue, New Westminster, British Columbia, V3L 1H9

(the “**City**”)

AND:

BELMONT PROPERTIES (REG NO. FM0005051)
201 - 1367 West Broadway, Vancouver, British Columbia, V6H 4A7

(the “**Beneficiary**”)

AND:

520 EIGHTH STREET NOMINEE LTD., INC.NO. BC1162975
201 - 1367 West Broadway, Vancouver, British Columbia, V6H 4A7

(the “**Nominee**”)

WHEREAS:

A. Pursuant to a Housing Agreement and Covenant (Section 483 of the Local Government Act and Section 219 of the Land Title Act) dated for reference _____ (the “Housing Agreement”), the Nominee agreed to provide affordable and special needs housing on the lands legally described as:

PID: 013-606-417
LOT 11 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-433
LOT 12 OF LOT 10 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-450
LOT 1 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

PID: 013-606-476
LOT 2 OF LOT 11 SUBURBAN BLOCK 10 PLAN 2620

(the “**Lands**”)

- B. The Beneficiary is the beneficial owner of the Lands;
- C. The Nominee holds the Lands in trust for the sole use, benefit and advantage of the Beneficiary;
- D. The Beneficiary has agreed to enter into this Agreement with the Nominee and the City in order to:
 - (a) confirm that the Housing Agreement charges its beneficial interest in the Lands;
 - (b) confirm that the Nominee was authorized to execute and deliver the Housing Agreement; and
 - (c) confirm that the Nominee was authorized to charge the Lands with respect to the Housing Agreement.

NOW THEREFORE, in consideration of the premises and mutual covenants herein and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties hereto hereby agree as follows:

1. Each of the Nominee and the Beneficiary represents and warrants to the City as follows:
 - (a) the Nominee is the registered owner of the Lands and it holds those interests as nominee, agent and bare trustee for and on behalf of the Beneficiary, as beneficial owner of the Lands;
 - (b) the Beneficiary irrevocably authorizes and directs the Nominee, as bare trustee and nominee for and on behalf of the Beneficiary, to:
 - (i) execute and deliver to the City the Housing Agreement and any and all supporting documents required by the City;
 - (ii) to perform and observe each of the Nominee's obligations and covenants under the Housing Agreement; and
 - (iii) register or permit the registration of the Housing Agreement in the New Westminster Land Title Office (the "**Land Title Office**"); and
 - (c) the Beneficiary is the only owner of any beneficial interest in the Lands and no other person other than the Nominee, the Beneficiary and any other person with an interest registered against the Lands in the Land Title Office has any interest, legal or beneficial, in and to the Lands.
2. During the period that it holds a beneficial interest in the Lands, the Beneficiary will:

- (a) observe, comply with and perform all of the obligations, covenants and agreements of the Nominee contained in and created by the Housing Agreement;
 - (b) not give instructions to the Nominee to transfer, mortgage or otherwise deal with the Lands in any manner which would be inconsistent with the provisions of the Housing Agreement, without the prior written consent of the City;
 - (c) if the Beneficiary wishes to transfer beneficial interest in the Lands to a third party transferee without also causing the Nominee to transfer legal title to the Lands to such third party transferee or its nominee, not affect such transfer unless the Beneficiary provides the City with an assumption agreement, executed by the third party transferee whereby the third party transferee affirms and assumes all the obligations of the Beneficiary under this Agreement, regardless of when such obligation first arose; and
 - (d) to give such directions to the Nominee as may be required to permit the Nominee to comply with the terms of the Housing Agreement (and, by virtue of this Agreement, the Nominee will be deemed to have been given such directions without the need for any further document to be executed).
3. For greater certainty, if a default under the Housing Agreement results in an additional or consequential charge in favour of the City (such as, by way of example only, a judgment) and the additional or consequential charge is capable of being registered against the Lands, the Beneficiary's interest in the Lands will be subject to and further charged by such additional or consequential charge.
 4. This Agreement will enure to the benefit of the City and be binding on the Nominee (while it holds a legal interest in the Lands) and the Beneficiary (while it holds a beneficial interest in the Lands) and their respective heirs, executors, successors and assigns.
 5. This Agreement will in all respects be governed by and be construed in accordance with the laws of the Province of British Columbia and the federal laws of Canada applicable therein.
 6. This Agreement will not be amended or varied or be deemed to be amended or varied except by written instrument signed by a duly authorized officer of each of the City, the Nominee and the Beneficiary.

7. This Agreement may be executed by the parties in separate counterparts each of which when so executed and delivered to all of the parties will be deemed to be and will be read as a single agreement among the parties.

IN WITNESS WHEREOF the parties have executed this Agreement with effect as of the day and year first above written.

520 EIGHTH STREET NOMINEE LTD.

by its authorized signatories:

Authorized Signatory

Authorized Signatory

BELMONT PROPERTIES

by its authorized signatories:

Authorized Signatory

Authorized Signatory

THE CORPORATION OF THE CITY OF NEW WESTMINSTER

by its authorized signatories:

Authorized Signatory

Authorized Signatory