

CITY COUNCIL MEETING AGENDA

Monday, February 28, 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. **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.

3.1. **2022 Spring Freshet and Snow Pack Level**

This report is to inform Council of the current snowpack conditions as of February 1, 2022 in the Fraser River Basin and related preparation for

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the annual freshet for 2022.

Recommendation:

THAT Council receive this report for information.

3.2. Amendments to the Election Procedures Bylaw 2022: Mail Ballot Voting and Special Voting Opportunities 17

To request Council give three readings to the Election Procedures Bylaw Amending Bylaw No. 8311, 2022 which will allow for mail ballot voting and elector registration by mail, incorporate Special Voting Opportunities Bylaw No. 6143, 1993 with changes to expand the definition of special voting, and repeal the existing Special Voting Opportunities bylaw.

Recommendation:

THAT Council give three readings to Local Government Elections Procedures Bylaw Amendment Bylaw No. 8311, 2022 (Attachment 1 of this report).

3.3. Downtown New Westminster BIA – 2022 Business Promotion Scheme Budget Approvals 72

To provide Council with the Downtown BIA's Business Promotion Scheme budgets for approval.

Recommendation:

THAT Council approve the Downtown New Westminster BIA's 2022 Business Promotion Scheme Budget (Primary Area); and

THAT Council approve the Downtown New Westminster BIA's 2022 Business Promotion Scheme Budget (Secondary Area).

3.4. Electronic Signature Policy 109

To request Council approve the Electronic Signature Policy and direct staff to bring forward the changes needed to add it to the Records Management Program Bylaw, which will allow the City to use electronic means to legally bind documents and facilitate the City's continued migration to an electronic work environment.

Recommendation:

That Council approve the Electronic Signature Policy and direct staff to bring forward the necessary bylaw changes.

3.5. Parks and Recreation Fees and Charges Bylaw Amendment for 2022 124

The purpose of this report is to provide Council with details on the 2022 Parks and Recreation proposed fee adjustments and to recommend endorsement by Council.

Recommendation:

THAT Council consider first, second and third readings to Fees and Charges Amendment Bylaw, No. 8319, 2022, a bylaw to amend the

Parks and Recreation Fees and Charges Bylaw No. 6673, 2001
(Attachment “A”).

3.6. Renewal of Downtown New Westminster Business Improvement Areas – Results from Notification of Affected Property Owners 148

To report on the results of the Downtown BIA renewal process and seek Council’s approval of the related bylaws.

Recommendation:

That the report dated February 28, 2022, regarding the results from the notification of property owners affected by the renewal for the Downtown New Westminster Business Improvement Areas (Primary and Secondary) be received for information.

That Council approve the Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021 and Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021 for adoption.

- 3.7. Minutes for Adoption**
- a. February 14, 2022 City Council Meeting (9:00 a.m.) 168
 - b. February 14, 2022 City Council Meeting (6:00 p.m.) 170

4. OPPORTUNITY FOR THE PUBLIC TO SPEAK TO COUNCIL - 7:00 PM

5. BYLAWS

- 5.1. Bylaws for readings**
- a. **Local Government Elections Procedures Amendment Bylaw No. 8311, 2022** 181
A bylaw to allow for mail ballot voting and elector registration by mail, incorporate Special Voting Opportunities Bylaw No. 6143, 1993 with changes to expand the definition of special voting, and repeal the existing Special Voting Opportunities bylaw. This bylaw is on the agenda for **THREE READINGS.**
 - b. **Parks and Recreation Fees and Charges Amendment Bylaw No. 8319, 2022** 184
To establish the 2022 fees and charges for the Parks and Recreation department. This bylaw is on the agenda for **THREE READINGS.**

- 5.2. Bylaws for adoption**
- a. **Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021** 204
To authorize a property tax levy to fund the primary area of the Downtown BIA. This bylaw is on the agenda for **ADOPTION.**

- b. **Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021** 215
To authorize a property tax levy to fund the secondary area of the Downtown BIA. This bylaw is on the agenda for **ADOPTION.**
- c. **Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021** 225
This Zoning Amendment Bylaw includes identified minor annual miscellaneous revisions, edits and corrections to the Zoning Bylaw. This bylaw is on the agenda for **ADOPTION.**
- d. **Official Community Plan Amendment Bylaw (City-wide Crisis Response) No. 8285, 2021** 241
To enable urgent and time-sensitive service response to local, regional and provincial crises. This bylaw is on the agenda for **ADOPTION.**
- e. **Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2021** 243
To enable urgent and time-sensitive service response to local, regional and provincial crises. This bylaw is on the agenda for **ADOPTION.**
- f. **Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021** 245
To permit a supportive housing development containing studio homes with various on-site support services. This bylaw is on the agenda for **ADOPTION.**
- g. **Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021** 247
To permit a supportive housing development containing studio homes with various on-site support services. This bylaw is on the agenda for **ADOPTION.**
- h. **Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021** 252
To permit an affordable housing development for Indigenous individuals. This bylaw is on the agenda for **ADOPTION.**
- i. **Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021** 255
To permit an affordable housing development for Indigenous individuals. This bylaw is on the agenda for **ADOPTION.**

6. **NEW BUSINESS**

7. **ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

8. **END OF THE MEETING**

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REPORT

Engineering Services

To: Mayor Cote and Members of Council **Date:** February 28, 2022

From: Lisa Leblanc **File:** 09.1750.01
Director of Engineering Services (Doc#2030424v1)

Item #: 2022-119

Subject: 2022 Spring Freshet and Snow Pack Level

RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

This report is to inform Council of the current snowpack conditions as of February 1, 2022 in the Fraser River Basin and related preparation for the annual freshet for 2022.

SUMMARY

Snow basin indices in the British Columbia (B.C) for February 1, 2022 range from a low of 88% of normal in the Boundary Basin to a high of 143% in the Liard Basin. Generally, the province has above normal snow pack for February 1, 2022, with the average of all snow measurements across the province at 109%. The overall snow basin index for the entire Fraser River basin (e.g., upstream of the Lower Mainland) is 108% which is near average for this time of the year. By early February, 66% of the annual B.C snowpack has typically accumulated. With a few months left for snow accumulation, it is still early in the season as the snow pack as well as the flood risk can change significantly. Staff will continue to monitor the river basin conditions, assess the developing risk, and initiate minor preparations and inventory review.

BACKGROUND

The waterfront portions of the New Westminster mainland as well as all of Queensborough are located within the floodplain of the Fraser River. Only Queensborough has an existing permanent dyke system for protection against flooding

from the Fraser River. The Engineering Department has a High Water Response Plan which is invoked annually to ensure that risk of flooding in vulnerable areas in the floodplain is managed by a series of temporary mitigation measures in the event of a significant freshet.

EXISTING POLICY AND PRACTICE

The City has a Freshet Preparation Work Plan that is regularly updated. Key components in the preparation stage include:

1. Review historical information and update the Freshet Preparation Work Plan and High Water Response Plan. *Status: The City has an up to date High Water Response plan and Freshet Preparation Workplan;*
2. Monitor snowpack information to assess risk. *Status: The City’s Engineering Department is actively in contact with the Emergency Management Office and closely monitoring the developing risk;*
3. Complete a dike inspection and crest survey to identify potential areas where either permanent or temporary works may be necessary. *Status: Scheduled for March, 2022;*
4. Start the process to update contact lists of local suppliers and contractors and potential emergency measures. *Status: The City has over 40,000 burlap sandbags with another 12,000 on standby order. The City will also be placing orders for various sizes of sandbags based on the River Forecast Centre modelling forecasts;*
5. Coordinate with adjacent municipalities to develop joint work plans where inter-boundary concerns exist *Status: Ongoing;*
6. Evaluate new flood protection techniques developed since 2020 that could be used for permanent or temporary mitigation measures. *Status: Completed;*
7. Inspect condition of existing City fast-deployment water dams (Aqua-dams) and have supplier complete a refresher training for staff. *Status: Completed on April 27th, 2021.*

The City’s freshet monitoring and associated tasks have historically been referenced to the water level at the Mission gauge which is not influenced by tidal effects. Certain tasks of the 2022 Freshet Preparation Plan are activated when the gauge readings reach the levels indicated in the following table:

Tasks / Historical References	Mission Gauge Water Level
CNW Starts Weekly Dyke Patrols	6.0 m
CNW Starts Daily Dyke Patrols	6.5 m
CNW Starts 24hr Continuous Patrol and installs temporary protection measures in certain locations	7.0 m

1948 Flood levels (June 8th)	7.56 m
1894 Flood Levels	7.92 m
Top of Dykes at Mission Gauge	8.53 m

The Work Plan includes additional tasks to be completed later in the spring. In light of the present COVID-19 pandemic, staff will be closely assessing the Work Plan to ensure that sufficient staff and resources are available to adequately plan for and respond to the annual freshet. Regular updates will be provided to Council as circumstances develop.

ANALYSIS

The Climate Prediction Center (CPC) shows that El Niño Southern Oscillation (ENSO) demonstrated La Niña conditions during the fall of 2021. This is the second La Niña in a row, with La Niña present during the fall-winter of 2020-21. La Niña occurs when oceanic temperature anomalies along the equatorial Pacific Ocean region are below normal for an extended period. Historically, La Niña conditions create cooler temperatures for British Columbia and wetter weather in the South Coast and Vancouver Island during the winter months. Conditions this year have so far followed this typical La Niña scenario.

Seasonal weather forecasts from late January by Environment and Climate Change Canada indicate an increased likelihood of colder than normal temperatures from February through April for the entire province. There is an increased likelihood of greater than normal precipitation in the Northeast, Peace and Upper Fraser East for February to April, whereas there is a greater probability of below normal precipitation for Vancouver Island and the South Coast.

The Fraser River Snow Basin Index for February 1, 2022 is slightly above normal at 108%. By early February, nearly two-thirds of the annual B.C. snow pack has typically accumulated. Snow pack throughout the province ranges from 88 to 142% of normal. The provincial average for all snow measurements across the province is 109% of normal and indicates a slightly higher risk for snowmelt related flooding during the spring months (freshet). With a few months left for snow accumulation, seasonal snow packs can still change significantly. The critical weather factors that result in increased risk of flooding are extended periods of hot weather, or a significant frontal rainstorm near the peak time of snowmelt. In general, snowpack factor produces about 20-40% of the flood risk, while weather factors produce about 60-80%. For context:

- 5-6 days of hot weather (greater than 25 degrees Celsius) during the snowmelt peak period (mid-June) will produce very high flows (but not flood flows), whereas greater than 8 days of hot weather during the snowmelt peak period may produce flows that approach those of the 1948 flood;
- Rainfall of 70+ mm over 48 hours occurring widespread near the time of snowmelt peak can produce very high flows in the Fraser River.

The River Forecast Centre will continue to monitor snow pack conditions and will provide an updated seasonal flood risk forecast in the March 1, 2022 bulletin, which is scheduled for release on March 9, 2022. Subsequently, the City will provide the next update on snow pack conditions to Council in mid to late March.

SUSTAINABILITY IMPLICATIONS

Staff is in consultation with the provincial River Forecast Centre in order to understand the impacts of Climate Change such as the recent atmospheric river and heatwave in 2021, and how this translates to the seasonal freshet flood risk now and in the future. Engineering staff is also in the process of updating the City’s Floodplain Management Strategy, which will recommend future dike protection measures to adapt to sea level rise and climate change.

FINANCIAL IMPLICATIONS

There is no expenditure at this time except the allocation of regular staff time to monitor the river basin conditions, assess the developing risk, initiate minor preparations and inventory review, and to complete the annual dike inspection. There is sufficient budget allocated at this time to respond to the current level of risk. Additional financial resources may be required to implement flood mitigation measures depending on the further development of freshet conditions.

INTERDEPARTMENTAL LIAISON

Interdepartmental liaison to date has been limited to coordination within Engineering, between Operations and Infrastructure Planning. More interaction with other departments such as Police, Emergency Management Office, Electrical and Finance will be incorporated if the City & the Province activate their respective Emergency Operations Centers.

OPTIONS

The following options are presented for Council’s consideration:

- 1. That Council receive this report for information; or
- 2. That Council provide alternative direction to staff.

Staff recommends Option 1.

CONCLUSION

The Fraser River Snow Basin Index for February 1, 2022 is slightly above normal at 108%. By early February, nearly two-thirds of the annual B.C. snow pack has typically accumulated. Snow pack throughout the province ranges from 88 to 142% of normal. The

provincial average for all snow measurements across the province is 109% of normal which indicates a slightly higher risk for snowmelt related flooding during the spring months (freshet). With a few months left for snow accumulation, seasonal snow packs and the flood risk can still change significantly. The Engineering Department annually executes its High Water Response Plan to ensure that vulnerable areas in the floodplain will be protected by a series of temporary mitigation measures in the event of a significant freshet. Staff will continue to monitor the river basin conditions, assess the developing risk, and initiate minor preparations and inventory review.

ATTACHMENTS

Attachment 1 - Snow Survey & Water Supply Bulletin – February 1, 2022

APPROVALS

This report was prepared by:

George Otieno, P.Eng, PMP, Infrastructure Engineer

This report was reviewed by:

Eugene Wat, P.Eng, PTOE, Manager, Infrastructure Planning

This report was approved by:

Lisa Leblanc, Director of Engineering Services

Lisa Spitale, Chief Administrative Officer

Attachment #1

Snow Survey & Water Supply Bulletin February 1, 2022

Snow Survey and Water Supply Bulletin – February 1st, 2022

The February 1st snow survey is now complete. Data from 97 manual snow courses and 87 automated snow weather stations around the province (collected by the Ministry of Environment and Climate Change Strategy's Snow Survey Program, BC Hydro and partners), and climate data from Environment and Climate Change Canada and the provincial Climate Related Monitoring Program have been used to form the basis of the following report¹.

Weather

The provincial weather pattern shifted in January, switching from very cold and relatively dry conditions in late December to wetter conditions for the first half of the month. Predominantly drier weather persisted throughout much of B.C for the latter half of the month. Temperatures in January ranged from 0.0 to +3.0°C above normal. The warmest anomalies were centred in the Northwest and the South Interior. Above normal precipitation was measured on southern Vancouver Island, the South Coast, the South Interior, the North Coast and the Northwest, whereas other regions in the province were near normal.

Several storm systems have already affected B.C. since the start of February. Most notably, the Skeena-Nass and Upper Fraser East regions have measured considerable additional snow. Upcoming weather forecasts display another storm expected for the northern regions of the province, whereas the southern areas are forecast to be dry over an extended period.

Snowpack

Snow basin indices for February 1st, 2022 range from a low of 88% of normal in the Boundary to a high of 143% in the Liard (Table 1 and Figure 2, 3). Generally, the province has above normal snow pack for February 1st, with the average of all snow measurements across the province at 109%. The Boundary and Okanagan are the only regions slightly below normal (80-89%) for February 1st. Normal snow packs (90-110%) were measured for the Nechako, Lower Fraser, South Thompson, Okanagan, Similkameen, South Coast, Vancouver Island, Peace, Skeena-Nass and Stikine. Slightly above normal snow packs (110-120%) exists in the Upper Fraser West, Upper Fraser East, Middle Fraser, North Thompson, West Kootenay and East Kootenay. Snow basin indices that are above normal (120-130%) include the Upper Columbia, Central Coast and Skagit. Well above normal (>130%) snow pack was measured in the Liard. The overall snow basin index for the entire Fraser River basin (e.g., upstream of the Lower Mainland) is 108%.

As the Middle Fraser encompasses a large and geographically diverse area, it can be divided into sub-basins to display snow conditions and potential flood risks in localised areas. The Bridge region measures 117% of normal, the Quesnel area 109%, the Lower Thompson 86% and the Chilcotin sub-basin at 170%. Please review the full summary data tables at

1. Every effort is made to ensure that data reported on these pages are accurate. However, in order to update the graphs and indices as quickly as possible, some data may have been estimated. Please note that data provided on these pages are preliminary and subject to revision upon review.

Snow Survey and Water Supply Bulletin – February 1st, 2022

the end of this report for further interpretation.

Table 1 - BC Snow Basin Indices – February 1, 2022

Basin	% of Normal (Jan 1 st value)	Basin	% of Normal (Jan 1 st value)
Upper Fraser West	117 (94)	East Kootenay	117 (121)
Upper Fraser East	119 (122)	Okanagan	89 (84)
Nechako	97 (99)	Boundary	88 (103)
Middle Fraser	115 (126)	Similkameen	95 (104)
Lower Thompson*	86 (129)	South Coast	102 (106)
Bridge*	117 (140)	Vancouver Island	102 (100)
Chilcotin*	170 (N/A)	Central Coast	128 (135)
Quesnel*	109 (115)	Skagit	126 (95)
Lower Fraser	103 (103)	Peace	101 (99)
North Thompson	118 (115)	Skeena-Nass	108 (113)
South Thompson	102 (104)	Stikine	96 (100)
Upper Columbia	130 (140)	Liard	143 (N/A)
West Kootenay	116 (125)	Fraser	108 (110)
		British Columbia	109 (115)

* sub-basin of Middle Fraser

There are two snow stations with period of record highs for February 1st:

- 2A14 Mount Abbot: 1212 mm SWE (145% of normal) – period of record 63 years (UPPER COLUMBIA)
- 2A30P Colpitti Creek: 785 mm SWE – period of record 12 years (UPPER COLUMBIA)

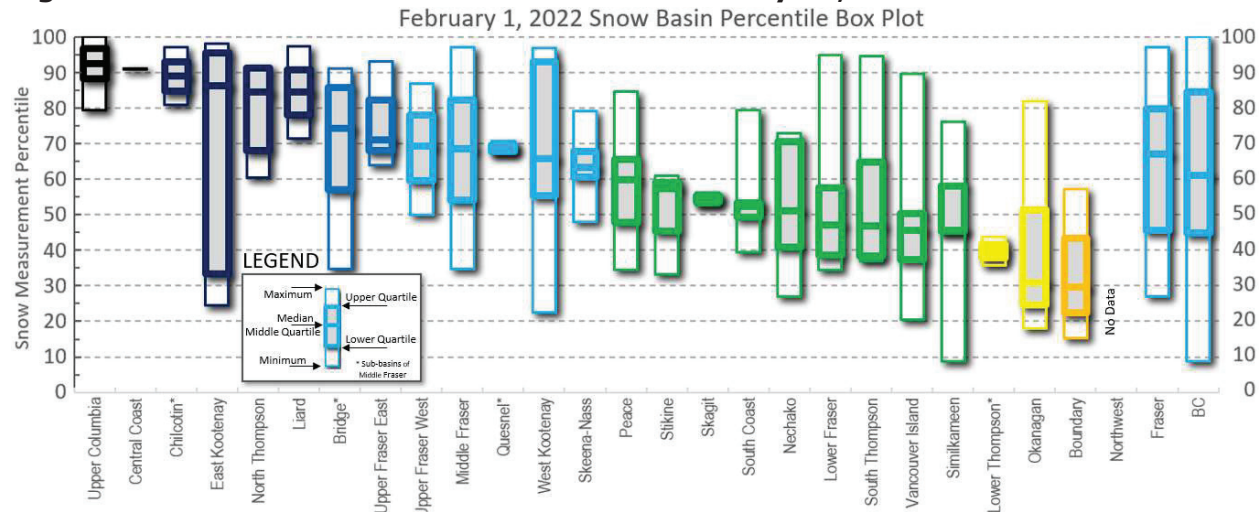
The River Forecast Centre began including percentiles into the final data summary table in the 2020 bulletin in addition to using percent of normal to analyze snow pack. Percentiles offer a more accurate interpretation of variance, especially in regions when the percent of normal can be extremely high or low. The region with the highest average percentile is the Upper Columbia (92nd percentile); the region with lowest is the Boundary (34th). A box plot

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Snow Survey and Water Supply Bulletin – February 1st, 2022

displaying the percentile variance ordered from highest to lowest median, including sub-basins, is provided below in Figure 1.

Figure 1. Snow Basin Percentile Box Plot – February 1st, 2022



Outlook

The Climate Prediction Center (CPC) shows that El Niño Southern Oscillation (ENSO) demonstrated La Niña conditions during the fall of 2021. This is the second La Niña in a row, with La Niña present during the fall-winter of 2020-21. La Niña occurs when oceanic temperature anomalies along the equatorial Pacific Ocean region are below normal for an extended period. Historically, La Niña conditions create cooler temperatures for British Columbia and wetter weather in the South Coast and Vancouver Island during the winter months. Conditions this year have so far followed this typical La Niña scenario.

Forecasts from the CPC indicate a likelihood (67% chance) of continued La Niña conditions (March-May 2022), with a potential transition to neutral conditions (51% likelihood) during spring 2022 (April-June). Historically, the April 1st snow pack is often above normal when winter La Niña conditions exist in British Columbia, particularly for the South Coast and Southern Interior. La Niña conditions that persist into the spring can lead to late-season snow accumulation and delayed snowmelt, which increases the risk for freshet flooding.

Seasonal weather forecasts from late January by Environment and Climate Change Canada indicate an increased likelihood of colder than normal temperatures from February through April for the entire province. There is an increased likelihood of greater than normal precipitation in the Northeast, Peace and Upper Fraser East for February to April, whereas there is a greater probability of below normal precipitation for Vancouver Island and the South Coast.

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Snow Survey and Water Supply Bulletin – February 1st, 2022

Seasonal volume runoff forecasts (see below) are near-normal (90-110%) for the Thompson, Bulkley and Skeena. Slightly above normal (110-120%) are forecast for the Upper Fraser and Middle Fraser. The Similkameen is forecast to be well above normal (>140%) and likely a reflection of extremely high antecedent flow conditions caused by extreme rainfall last November. In 2021, an updated model was developed for Nicola Lake, Nicola River, Okanagan Lake and Kalamalka-Wood Lake. Further details can be found in the February 1st 2021 Snow Bulletin. There is significant variability between the newer and older seasonal volume forecasts for Nicola Lake, Nicola River, Okanagan Lake and Kalamalka-Wood Lake. Several predictor variables were outside the historic range for which the modeling was developed, resulting in increased uncertainty for the upcoming forecast. Any interpretation of seasonal volume runoff forecasts must include this critical fact. Near normal snow pack on Vancouver Island and the South Coast indicates an average year of spring runoff for other watersheds within the regions.

By early February, nearly two-thirds of the annual B.C. snow pack has typically accumulated. Snow pack throughout the province ranges from 88 to 142% of normal. Several storm systems have already affected B.C. since the start of February. Most notably, the Skeena/Nass and Upper Fraser East regions measured considerable additional snow. Upcoming weather forecasts predict generally dry conditions to persist through most of B.C. for the upcoming week. The provincial average for all snow measurements across the province is 109% of normal and indicates a higher risk for snowmelt related flooding during the spring months (freshet), particularly for the Interior. With a few months left for snow accumulation, seasonal snow packs can still change significantly.

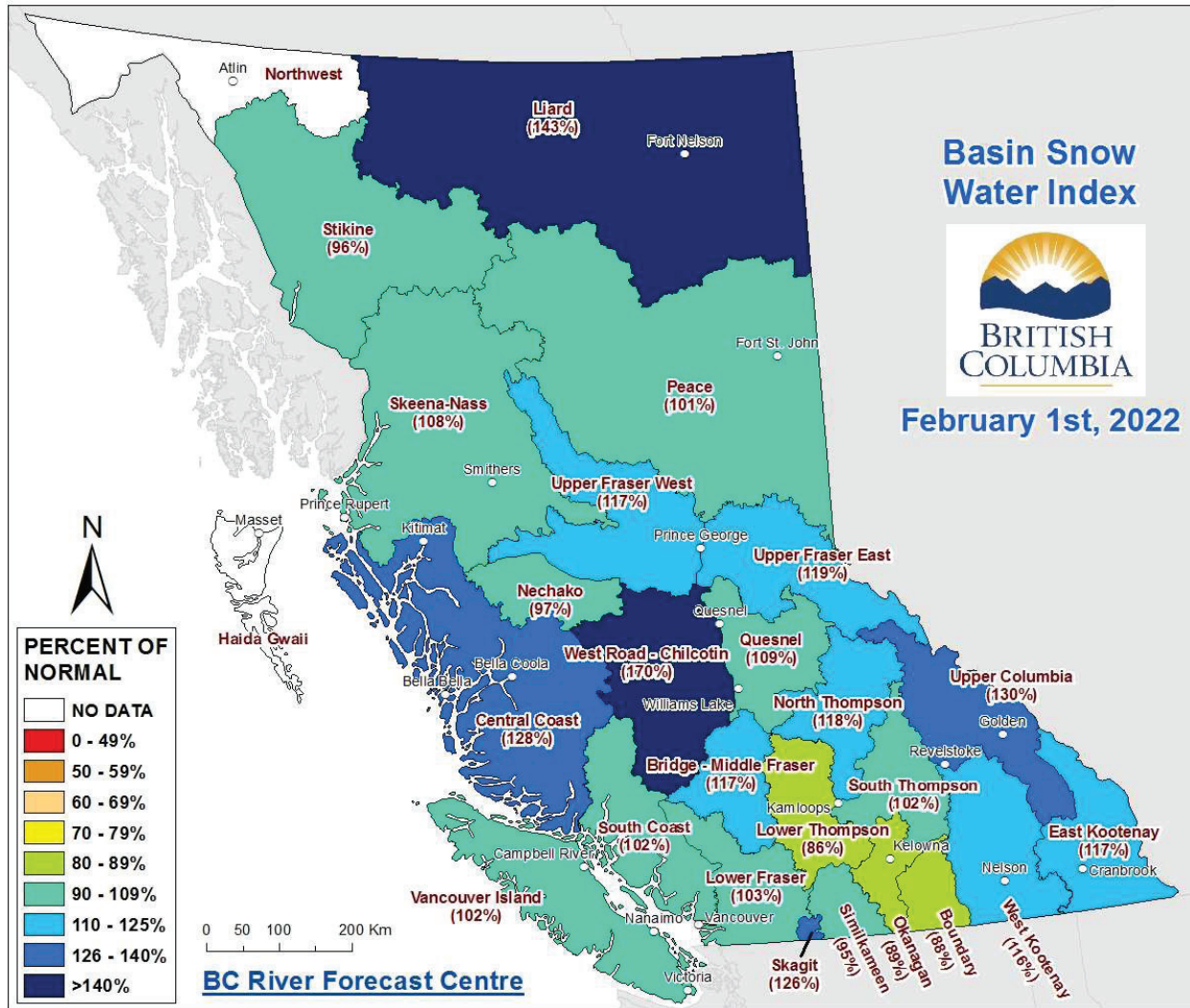
The River Forecast Centre will continue to monitor snow pack conditions and will provide an updated seasonal flood risk forecast in the March 1st, 2022 bulletin, which is scheduled for release on March 9th.

BC River Forecast Centre
February 8, 2022

**The February 1st Snow Survey and Water Supply Bulletin was revised on February 11, 2022. The previously reported record high snow measurement at 1C25 Lac Le Jeune in the Lower Thompson of the Middle Fraser was rejected due to sampling errors. Additional snow surveys were reported for 1C09A Highland Valley (Lower Thompson / Middle Fraser), 1F01A Aberdeen Lake (South Thompson), 2F01A Trout Creek West (Okanagan), 2F10 (Silver Star Mountain) after the original release of the bulletin on February 8. The updated data resulted in changes to the Snow Basin Indices for the Lower Thompson, Middle Fraser, South Thompson, Okanagan and all British Columbia. The updated snow surveys also slightly reduced seasonal volume forecasts for Nicola River, Nicola Lake and Okanagan Lake using the older volume runoff model.*

Snow Survey and Water Supply Bulletin – February 1st, 2022

Figure 2: Basin Snow Water Index – February 1st, 2022



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REPORT

Legislative Services

To: Mayor Cote and Members of Council **Date:** February 28, 2022

From: Jacque Killawee, Chief Election Officer,
City Clerk **File:** 05.1035.10

Item #: 2022-115

**Subject: Amendments to the Election Procedures Bylaw 2022: Mail Ballot
Voting and Special Voting Opportunities**

RECOMMENDATION

THAT Council give three readings to Local Government Elections Procedures Bylaw Amendment Bylaw No. 8311, 2022 (Attachment 1 of this report).

PURPOSE

To request Council give three readings to the Election Procedures Bylaw Amending Bylaw No. 8311, 2022 which will allow for mail ballot voting and elector registration by mail, incorporate Special Voting Opportunities Bylaw No. 6143, 1993 with changes to expand the definition of special voting, and repeal the existing Special Voting Opportunities bylaw.

BACKGROUND

Elections Procedures Bylaw No. 7985, 2018

Following the 2018 Local Elections many residents requested the ability to mail in ballots. In the Council election debrief Council requested staff to bring a report before Council exploring mail in ballot options. At the time mail in ballots were restricted to

- people who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity; and
- people who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

With the COVID-19 pandemic, state of emergency, and the need to facilitate safe elections the Province has amended the Local Government Act to expand access to mail ballot voting for all electors in Local Government elections.

Staff brought a report to Council on June 21, 2021 (Attachment 2) outlining the process for mail in ballots. At that meeting, Council approved the following:

THAT Council direct staff to implement a Mail Balloting system for the 2022 Local General Election, that complies with the requirements of Section 110 of the Local Government Act; and,

THAT Council direct the City Clerk to bring forward the necessary amendments to the Election Procedures Bylaw, to enable mail ballot voting in Local Government Elections, as set out in this report.

This report responds to this resolution.

Special Voting Opportunities Bylaw No. 6143, 1993

Staff wish to use the opportunity presented by this report to consolidate the Special Voting Opportunities Bylaw No. 6143, 1993 (Attachment 3), into the main Elections Procedures Bylaw for clarity. At the same time, staff wish to use the opportunity to update what constitutes a Special Voting Opportunities (SVO) in order to better meet the needs of the community.

Section 109 of the Local Government Act allows a local government to establish special voting opportunities for people who may not otherwise be able to access traditional polling stations.

Under the existing SVO bylaw, electors may vote at a special voting opportunity, only if they are a patient at a hospital where a special voting opportunity is scheduled. In 2018, there were four SVOs held: Dunwood Place, Thornebridge Gardens, Royal Columbian Hospital, and the Queen's Park Care Centre. The emphasis on hospital-like settings in the current SVO bylaw do not align with the needs of electors facing other barriers to voting.

In order to provide voting opportunities for people who are frequently disenfranchised due to matters beyond physical ability to go to a polling station, staff propose the following changes to that portion of the bylaw:

Current wording (Bylaw 6143, 1993)	Proposed wording (new Section 6 in Bylaw No. 7985, 2018)
4. The only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours	(c) Electors may only vote at a special voting opportunity if they:

<p>for that special voting opportunity, have been admitted to and are patients of a hospital designated in this bylaw as a location for a special voting opportunity.</p>	<ul style="list-style-type: none"> i. Have a disability, illness or injury that affects their ability to vote at another voting opportunity; or ii. Are users of an emergency shelter or social service centre; or, iii. Are residents or patients of a hospital, care facility or similar facility or institution located in the City of New Westminster;
<p>5. Where a poll is established in a hospital and a patient of the hospital who is a registered elector is unable to attend the voting place, the presiding election official, in the presence of another election official, may attend with the ballot box at the patient for the purpose of receiving their ballot.</p>	<p>(d) An elector at a special voting opportunity who is unable to proceed to a voting compartment may request to vote elsewhere in the facility, and after receiving the request the presiding election official or designate, in the presence of another election official, must attend the elector for the purpose of allowing the elector to receive and mark a ballot</p>

These proposed amendments will extend SVOs to additional sites thereby increasing accessibility to voting for electors who experience physical and mental health-related challenges. The provision of SVOs at social service centres will also enhance accessibility to voting stations for voters facing acute socioeconomic conditions, recognizing that they are frequent users of these social infrastructures. This will bring the City of New Westminster in line with other local municipalities who provide this type of special voting opportunity.

Expanding the definition of who can vote at SVOs aligns with the City's work on diversity, equity, inclusion and anti-racism (DEIAR) by reaching out to populations and people who are often disenfranchised from the election process.

NEXT STEPS

After this bylaw is approved, staff will:

- Develop detailed procedures for mail ballot voting with complete instructions for residents who wish to vote by mail;
- Work with Holy Trinity Cathedral and the New Westminster Homelessness Coalition Society to provide a Special Voting Opportunity for people who access their food services during Homelessness Action Week;
- Ensure that all seniors homes in New Westminster are aware of the mail in ballot process as a means of assisting their residents in voting; and,

- Explore holding special voting opportunities at Royal Columbian Hospital and the Queens Park Care Home given the COVID-19 protocols that might be in place in October.

INTERDEPARTMENTAL LIAISON

The Manager of Legal Services was consulted in the writing of the amending bylaw attached as Attachment 1.

OPTIONS

1. THAT Council give three readings to Local Government Election Procedures Bylaw Amendment Bylaw No. 8311, 2022.
2. That Council provide other direction to staff.

CONCLUSION

This report presents the legislative framework for mail ballot voting in future Local Government elections, along with changes to special voting opportunities to increase inclusion and equity by providing access to polls for people who are often disenfranchised.

The bylaw amending the City's Local Government Procedures Bylaw No. 7985, 2018, is located in attachment 1. A red lined copy of the consolidated bylaw that will result if Council approves the attached amending bylaw is found in attachment 4.

ATTACHMENTS

Attachment 1 – Election Procedures Bylaw Amending Bylaw No. 8311, 2022
Attachment 2 – Report to Council - June 21, 2021 Council Meeting
Attachment 3 – Special Voting Opportunities Bylaw No. 6143, 1993
Attachment 4 – Redline Copy of proposed Elections Procedures Bylaw

This report was prepared by:
Nicole Ludwig, Deputy Chief Election Officer, and Assistant City Clerk

This report was approved by:
Jacque Killawee, Chief Election Officer and City Clerk
Lisa Spitale, Chief Administrative Officer

Attachment 1
Bylaw No. 8311, 2022

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8311, 2022**

A Bylaw to Amend Local Government Elections Procedures Bylaw No. 7985, 2018 and
to repeal Special Voting Opportunities Bylaw No. 6143, 1993

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

Citation

1. This Bylaw may be cited for all purposes as “Local Government Elections Procedures Bylaw Amendment Bylaw No. 8311, 2022.”

Amendments

2. Local Government Elections Procedures Bylaw No. 7985, 2018 is amended by:

- a. Inserting the following definition in section 2 in alphabetical order:

"social service centre" means a government or other facility which provides social services to specific populations, which includes but is not limited to: health, mental care and food services.

- b. Insert the following as a new Section 6

6. Special Voting Opportunities

- (a) The Chief Election Officer is hereby authorized to establish special voting opportunities in order to give electors who may otherwise be unable to vote an opportunity to do so.
- (b) The Chief Election Officer is authorized to establish the date, voting hours and place where a special voting opportunity is to be conducted.
- (c) Electors may only vote at a special voting opportunity if they:
 - i. Have a disability, illness or injury that affects their ability to vote at another voting opportunity; or
 - ii. Are users of an emergency shelter or social service centre; or,
 - iii. Are residents or patients of a hospital, care facility or similar facility or institution located in the City of New Westminster.
- (d) An elector at a special voting opportunity who is unable to proceed to a voting compartment may request to vote elsewhere in the facility, and after receiving the request the presiding election official or designate

must attend the elector for the purpose of allowing the elector to receive and mark a ballot; and

(e) One candidate representative of the ballots for Mayor, Councillor and School Trustee is entitled to be present at each special voting opportunity with that candidate representative chosen by agreement of the candidates for that ballot or, failing such agreement, by the Chief Election Officer.

c. Inserting the following as a new section 7

7. Mail Ballot Voting

Authorization for Mail ballot procedure

- (a) As authorized under section 110 of the *Local Government Act*, voting and elector registration may be done by mail.
- (b) The following procedures for voting and registration must apply:
- i. sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of the Local Government Act; and
 - ii. a person exercising the right to vote by mail under the provisions of the Local Government Act may be challenged in accordance with section 126 of the Local Government Act.
- (c) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer for each election.
- (d) A mail ballot must be received by the Chief Election Officer before the close of voting on General Voting Day, in order to be counted for an election.

d. Renumber subsequent sections as appropriate.

Repeal of Bylaw 6143, 1993

3. Special Voting Opportunities Bylaw No. 6143, 1993, and all amending bylaws are hereby repealed.

GIVEN FIRST READING THIS _____ day of _____ 2022.

GIVEN SECOND READING THIS _____ day of _____ 2022.

GIVEN THIRD READING THIS _____ day of _____ 2022.

ADOPTED THIS _____ day of _____ 2022.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Attachment 2
Report to Council - June 21, 2021



REPORT

To: Mayor Côté and Members of Council **Date:** 6/21/2021

From: Jacque Killawee **File:** 05.1030.10
City Clerk

Item #: 238/2021

Subject: **Increasing Equity in Voting: Mail Ballot Voting for Local Government Elections**

RECOMMENDATION

THAT Council direct staff to implement a Mail Balloting system for the 2022 Local General Election, that complies with the requirements of Section 110 of the Local Government Act; and,

THAT Council direct the City Clerk to bring forward the necessary amendments to the Election Procedures Bylaw, to enable mail ballot voting in Local Government Elections, as set out in this report.

PURPOSE

The purpose of this report is to seek Council's approval on the creation of a mail-in ballot process for local elections.

BACKGROUND

On April 29, 2019, the Chief Election Officer (City Clerk) presented a report to Council on the 2018 Local Government election. After the election, a post-election survey was done. Of the 202 respondents to a question regarding mail-in /absentee ballots, 83.7 % were in favour of making mail in ballots available for future Local Elections. Among the reasons cited were:

- Reduces barrier to vote/makes voting more convenient;
- Could increase voter turnout;

- Could help people who travel a lot;
- Could help seniors and persons with disabilities who cannot get out to vote.

The staff report noted concerns including security and corruption of voting, extra cost, and the short time period during local elections where ballots are available (17 days).

In response to the report, Council approved the following motion, which is the subject matter of this report:

***THAT** Council direct staff to research and report back on the options for mail-in ballots with a special focus on individuals unable to physically attend a voting location.*

The Local Government Act requires municipalities to by bylaw put in place the processes for mail in ballots.

The current *Election Procedures Bylaw* does not allow for mail ballot voting in local government elections. Staff currently offer a several special voting opportunities to select residential living facilities, however these target only select groups who cannot attend a voting place. Allowing for mail ballot voting would allow more voting opportunities, and more equitable access to voting, to people across the city who may not be able to access a voting place due to illness or disability.

In June 2021, the Provincial government passed legislation which affects the section in the Local Government Act on mail balloting for upcoming elections. That upcoming change is discussed below.

DISCUSSION

Provincial Legislation

Section 110 of the *Local Government Act (LGA)* (attachment 1) regulates mail ballot voting in local government elections. Under the LGA, mail ballot voting is limited to:

- Persons with a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- Persons who expect to be absent from the municipality on general voting day and at the time of all advance voting opportunities.

The Provincial government has introduced legislation in the 2021 current session to remove the above-noted limitations to mail balloting. Once approved, it will enable anyone to vote by mail in a local government election, so long as the City enacts a bylaw to allow it. The legislation received Third Reading on June 1, 2021.

This section of the LGA also describes, in subsections 7, 8, and 9, the requirements for a mail-in ballot package (with and without voter registration), requirements for the certification envelope, and the deadline for submission to the Chief Election Officer, noting it is "the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received" on time.

Voter registration can also be done in conjunction with this mail ballot voting, similar to how a voter can register at a voting place on election day. This must also be enacted by bylaw.

Provincial Elections and the Growth of Mail Balloting

In the 2017 Provincial election, 6517 voters used a mail-in ballot; in the 2020 Provincial Election that number increased to 596,287. While much of this increase can be attributed to the COVID-19 pandemic, it is reasonable to ascertain that many people, having discovered the ease of voting by mail, would want to do so in the future.

However, there are far fewer restrictions on Provincial Mail-in ballots than on local election mail-in ballots, and a greater period of time for ballots to be issued and returned.

Lower Mainland Municipalities

In BC, over 42% of BC municipalities reported the use of mail in ballots during the 2018 General Election. In the Lower Mainland, roughly 70% of municipalities offer mail in ballots, or will for the 2022 Local General election.

Municipalities that offered mail in voting for the 2018 election saw between 0.2% and just over 5% of votes cast arrive by mail ballot:

City	No. of registered voters	No. of votes	No. of mail ballot votes	% of mail ballot votes
White Rock	1 862	6276	137	2.2
Port Moody	23 672	8831	449	5.1
Maple Ridge	59 730	20 123	146	0.7
North Van District	61 928	22 340	136	0.6
Delta	72 557	31 434	172	0.5
Richmond	131 339	48 412	348	0.7
Surrey	337 289	175 606	231	0.2
Vancouver	448 332	175 606	1237	0.7

As well, Lower Mainland municipalities with Mail Balloting had an average turnout of 36.9%, vs. municipalities without mail balloting with 28.4%.

Local Government By-elections in the COVID-19 Pandemic

Throughout the COVID-19 Pandemic, various municipalities ran by-elections for vacant Council or School Trustee seats; special Ministerial Orders were created to allow them to use all mail-in ballots for their pandemic by-elections, and not just for the reasons permitted by the LGA.

City and Date of By-election	Number of votes cast	Number of mail in votes	% of mail in votes
Victoria December 20, 2020	12,323	2,285	18.5%
Revelstoke February 13, 2021	837	166	19.8%
Belcarra January 23, 2021	423	81	19.1 %
Campbell River February 27, 2021	2,439	304	12.5%
Mission April 24, 2021 (Mayor only)	5,085	802	15.7%

While by-elections historically have substantially lower voter turnout, there was a substantial uptake in mail-in ballots. The growth in mail balloting in cities that regularly use it increased much more slowly. For example from 2002 to 2018, Vancouver's share of mail in balloting increased from 0.1% to 0.7, and White Rock's increased from 0.5% in 2008 to 2.2 % in 2018. The table above shows a much greater uptake in mail balloting, in part due to the pandemic and the fact that anyone could use a mail in ballot. However it is reasonable to extrapolate that "if you build it, they will come". Allowing mail balloting may help increase voter turnout, especially among people with disabilities or illness who may not be able to access polling stations, or have access to a special voting opportunity. Mail ballot voting can help remove some barriers for people with disabilities, particularly architectural and physical barriers. Additionally, as the population ages, there may be an uptick in the adoption of mail balloting, due to mobility decline later in peoples' lives.

In addition, it is likely that once the 2021 amendment to the Local Government Act is enacted, electors will expect mail balloting to be readily available for local government elections.

*Possible effects of mail balloting in New Westminster*Potential voter turnout increase

The 2016 Census shows that 15.2% of the population (10,820) of New Westminster is 65 or older. This number has increased since 2006 to the tune of almost 3000 people and is expected to keep growing as lifespans increase. This group often has mobility issues which could prevent them from attending a voting place.

The 2017 Canadian Survey on Disability identified that that 20% of people aged 25 to 64, and 37.8% of people aged 65 and over have a disability. While this includes all disabilities it helps put the number of people with disabilities in perspective; if about half of the people identified have a disability that impacts their day to day life, implementing mail balloting could increase the level of participation for people who cannot physically access a voting place.

The following table extrapolates what might have occurred in 2018 if New Westminster had mail balloting in place, based on 14,368 votes cast (rounded to the nearest, lowest whole number):

Increase	No. of additional votes
0.2 %	28
0.5 %	71
0.6 %	86
0.7 %	100
2.2 %	316
5.1 %	732
7.5%*	1077

*average percentage increase of the previous two tables and the top end usually projected for mail ballot voting.

With the legislation expanding the ability to vote by mail, there is a possibility that even more people would vote by mail than depicted in the table above. Taking an average of the mail-in ballots for municipalities that had elections during the COVID-19 pandemic (17.1%), mail ballots could increase to 2456.

Delay in Election Outcome

As with Special Voting Opportunities and Early Voting Opportunities, Mail-in Ballots may not be opened until the polls close on election day. This may result in the final outcome being delivered later than previous years on election night. To mitigate this, staff will reserve an additional ballot-counting machine to count mail ballots on election night, and use it if the number of ballots are substantial.

Mail Balloting Procedures in other Municipalities

Attachment 2 contains detailed examples of different municipalities mail balloting systems used in the past. Best practices include:

- Separate applications for registered and unregistered voters, and Non-Registered Property Electors (NRPE);
- Striking off the electors' names in the voters list (electronic or otherwise);
- Including the required secrecy, certification and return envelopes;
- Detailed instructions on how to vote by mail ballot;
- Including voter registration forms for people not on the Provincial voting list.
- A staff member to check requests, voter registration, and package mail ballots. This would result in an additional cost of \$6600.

NEXT STEPS

The following steps are required to implement mail balloting for the 2022 election:

1. Amend the Election Procedures Bylaw to allow for mail balloting:

Staff will bring this forward in Q4 2021 along with other changes required for the 2022 Local General Election.

2. Develop a process to issue and track mail ballots for 2022

Staff will develop a process to issue and track mail ballots for the 2022 election that align with the requirements of the Local Government Act and the requirements of Elections BC.

Staff will investigate a mail ballot system that allows for requesting of mail ballots. The same system would be used if a person requested it in writing, except that the information would be entered by staff. The system will require electors to upload government ID which will be verified by staff before a ballot is issued.

Alternatively, Council may wish to require ballot pick up in person. In addition to reducing the postage cost, this will help eliminate some security concerns such as the issue in Surrey during the 2018 election, when evidence that an individual was ordering ballots for people who had not requested them. The City of Surrey, at that time, implemented a requirement that people who want mail ballots had to pick them up, showing identification and signing for it. Option 2 is presented for Council's consideration should in-person pick up for mail ballots be desired.

Such systems include:

- Voter list check prior to requesting a mail ballot;
- Upload of identification as required, for registered, unregistered and NRPEs;
- Confirmation code once the ballot is requested; this allows voters to check the status of the application as it moves through the process;
- The same system can be used for NRPE;
- Review by election staff for complete and correct information (e.g. postal codes, etc);
- All information is verified by staff;
- Voter identification is uploaded to the system.

Proposed Mail Ballot packages for the different kinds of voters are outlined below:

Resident Or NRPE and is sole owner is on Voter's List	Instructions Secrecy Envelope Ballot Declaration of Person Assisting an Elector to Mark a Ballot Certification Envelope Return Envelope Mailing Envelope
New Resident Property Elector	Instructions Secrecy Envelope Ballot Declaration of Person Assisting an Elector to Mark a Ballot 200M Form and information on how to register with Elections BC online Solemn Declaration as to Residency and Identity Certification Envelope Return Envelope Mailing Envelope
New Non-Resident Property Elector	Instructions Secrecy Envelope Ballot Declaration of Person Assisting an Elector to Mark a Ballot Form amended at bottom to include signature of witness vs. PEO Non-Resident Property Elector Application Form Consent Form (For multiple owners) Solemn Declaration as to Identity Certification Envelope B Return Envelope

3. *Distributing and Counting Mail-in Ballots*

As of the writing of this report, mail-in ballots may not be counted until the close of voting on general election day. However, determining the validity of the ballots can be done in advance by confirming the information on the certification envelope when it arrives at the Election Office (see attachment 2 for samples from other municipalities). Following the close of voting on election day, secrecy envelopes can be opened and the ballots counted by running them through specific ballot-counting machines for that purpose.

It is anticipated a mail ballot coordinator would be hired on a part-time basis throughout the election period, to ensure mail ballots are sent, received, validated, and secured for counting following the close of polls on election night. That person would also assist with the counting of mail-in ballots.

FINANCIAL IMPLICATIONS

Should Council choose to implement mail ballot voting for the 2022 Local Government Election, estimated additional costs for that service are as follows, based on 1000 mail ballots:

Item	Cost
Vote By Mail – Intake and Adjudication Service	\$8000
Printing of mail ballot packages	Costs assumed by Legislative Services
Postage*	\$4500
Secrecy envelopes**	\$500
Employment of Mail Ballot Coordinator	\$6600
TOTAL	\$19,600

*Postage includes mailing and return postage based on standard Canada Post rates. It is likely that the costs will be lower since many people will choose to pick up their ballot packages.

**Will have a small amount of printing on them to identify that it is the secrecy envelope and instructions.

OPTIONS

1. THAT Council direct staff to implement a Mail Balloting system for the 2022 Local General Election, that complies with the requirements of Section 110 (including the amendments of Bill 10-2021) of the Local Government Act; and,

THAT Council direct the City Clerk to bring forward the necessary amendments to the Election Procedures Bylaw, to enable mail ballot voting in Local Government Elections, as set out in this report.

2. THAT Council require people who wish to vote by mail ballot to pick up their ballots and sign for them in person.
3. THAT Council provide other direction to staff.

Staff recommend option 1.

CONCLUSION

Staff recommend implementing a mail balloting system for the 2022 Local Government elections. Mail balloting drastically helps increase equity in voting by allowing people who are not able to attend a voting place for myriad reasons ranging from being a person with a disability to simply being away for the election period. By increasing equity in participation, voting turnout may be higher, and allow for more people to feel they have a voice in the way their city is run.

ATTACHMENTS

Attachment 1 - Local Government Act Extract: Section 110 – Mail Ballot Voting
Attachment 2 - Mail Balloting Process Samples for Electors and Municipalities

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

This report was reviewed by:

Approved for Presentation to Council



Jacquie Killawee
City Clerk



Lisa Spitale
Chief Administrative Officer

Attachment 1

*Local Government Act Extract:
Section 110 – Mail Ballot Voting*

Mail ballot voting

110 (1) Subject to this section and any regulations under section 168 [*election regulations*], a local government may, by bylaw, permit voting to be done by mail ballot and, in relation to this, may permit elector registration to be done in conjunction with this voting.

(2) For a municipality, the only electors who may be permitted to vote by mail ballot are

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- (b) persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

(3) For a regional district, the only electors who may be permitted to vote by mail ballot are

- (a) persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity,
- (b) if, for this purpose, a bylaw under subsection (1) specifies an area on the basis that it is remote from the voting places at which persons who reside in the specified area are entitled to vote, persons who reside in that specified area, and
- (c) persons who expect to be absent from the regional district on general voting day and at the times of all advance voting opportunities.

Note: Sections 2 and 3 will be repealed by Bill 10-2021, which is awaiting enactment at the Legislature.

(4) A bylaw under subsection (1) may

- (a) establish procedures for voting and registration that differ from those established under other provisions of this Part, and
- (b) establish, or authorize the chief election officer to establish, time limits in relation to voting by mail ballot.

(5) The chief election officer must give notice of an opportunity to vote by mail ballot in any manner the chief election officer considers will give reasonable notice to the electors who will be entitled to vote by this means.

(6)The procedures for voting by mail ballot must require the chief election officer to keep sufficient records so that challenges of an elector's right to vote may be made in accordance with the intent of section 126 [*challenge of elector*].

(7)Mail ballot packages must contain the following:

- (a)the ballot or ballots to which an elector is entitled;
- (b)a secrecy envelope that has no identifying marks, in which the ballots are to be returned;
- (c)a certification envelope on which is printed the information referred to in subsection (8) for completion by the person voting, in which the secrecy envelope is to be placed;
- (d)an outer envelope on which is printed the address of the chief election officer at the local government offices and in which the envelopes under paragraphs (b) and (c) and, if applicable, the registration application under paragraph (e) are to be returned;
- (e)if permitted by the bylaw under subsection (1), an application for registration as an elector, to be completed if necessary and returned in the outer envelope;
- (f)instructions as to how to vote by mail ballot.

(8)The certification envelope must be printed

- (a)with spaces in which the person voting is to record his or her full name and residential address, and
- (b)with a statement to be signed by the person voting declaring that the person
 - (i)is entitled to be registered as an elector for the election,
 - (ii)is entitled to vote by mail ballot, and
 - (iii)has not previously voted in the election and will not afterwards vote again in the election.

(9)In order to be counted for an election, a mail ballot must be received by the chief election officer before the close of voting on general voting day and it is the obligation of the person applying to vote by mail ballot to ensure that the mail ballot is received by the chief election officer within this time limit.

Attachment 2

Mail Ballot Process

Samples for Electors and

Municipalities

Victoria's 2020 By-Election

Mail Ballot Instructions

This package includes your:

- Ballot
- Secrecy Sleeve A
- Certification Envelope B
- Declaration of Person Assisting an Elector to Mark a Ballot Form
- Return Envelope C
- If required:
 - Application Form for Registration as a Local Government Resident Elector
 - Application Form for Registration as a Non-Resident Property Elector
 - Consent Form for a Non-Resident Property Elector
 - Solemn Declaration as to Residency and Identity Form

Identity Documents

The following are valid documents for proving voter identity.

- BC Driver's Licence
- BC Identification Card
- Photo BC Services Card
- Certificate of Indian Status as issued by the Government of Canada
- Non-photo BC Services Card
- Student card issued by a post-secondary institution
- Owner's Certificate of Insurance and Vehicle Licence issued by ICBC
- BC CareCard or BC Gold CareCard
- Ministry of Social Development and Economic Security Request for Continued Assistance Form SDES8
- Social Insurance Card
- Canadian Citizenship Card
- City of Victoria Property Tax Notice
- Statement of Employment Insurance Benefits
- BC Government cheque
- Income Tax Assessment Notice
- Canadian Forces Identification
- Old Age Security Identification Card
- Canadian Passport
- Birth Certificate
- Credit card or debit card or statement
- Utility bill

STEP 1: FOLLOW THE STEPS FOR YOUR CHECKED ITEM BELOW

- You are registered to vote.
 - Follow Steps 1 to 5 if you are registered on the Voters List as a City of Victoria resident or as a non-resident property elector.
 - Complete Step 3A if your name or address is different from the information on the Voters List.
- You need to register as a Resident Voter.
 - Follow Steps 1 to 5 and 3A if you are a City of Victoria resident but are not registered to vote.
- You need to register as a Non-Resident Property Elector.
 - Follow Steps 1 to 5 and 3B if you own property in the City of Victoria but are not registered as a non-resident property elector.

STEP 2: COMPLETE YOUR BALLOT

- Use a black pen or marker to fill in the oval next to ONE candidate's name.
- Fold your marked ballot in half.
- Place the folded ballot in SECRECY SLEEVE A.
- If required:
 - If someone helps you complete your ballot, this person must fill out the Declaration of Person Assisting an Elector to Mark a Ballot Form and insert it in your RETURN ENVELOPE C.

TIP: If you incorrectly mark your ballot or your ballot is damaged, contact City of Victoria Legislative Services at 250.361.0571 for a replacement ballot. You must return the spoiled mail ballot before you receive a replacement ballot.

STEP 3: COMPLETE CERTIFICATION ENVELOPE B

- Insert SECRECY SLEEVE A containing your completed ballot inside CERTIFICATION ENVELOPE B.
- Seal CERTIFICATION ENVELOPE B.
- Complete, date and sign the certification statement printed on the front of CERTIFICATION ENVELOPE B.

NEXT STEP:

- Go to Step 3A – If your name or address is different from the information on the Voters List.
- Go to Step 3A – If you need to register as a Victoria voter.
- Go to Step 3B – If you own property in the City of Victoria but need to register as a non-resident property elector.
- Go to Step 4 – If you are a registered voter on the Voters List.

STEP 3A: REGISTER AS A RESIDENT ELECTOR

- Complete the Application for Registration as a Local Government Resident Elector (200M) Form.
- When you requested your Mail Ballot Package, if you provided only one piece of identification, include a photocopy of a second piece of identification OR complete the Solemn Declaration as to Residency and Identity (Form 5-4.2).
- **NOTE:** Your identification must prove your identity and your residence. One piece must include your signature. Please see the reverse side for a list of identity documents.
- Proceed to Step 4.

STEP 3B: REGISTER AS A NON-RESIDENT PROPERTY ELECTOR

- Complete the Non-Resident Property Elector Registration Form.
- When you requested your Mail Ballot Package, if you provided only one piece of identification, include a photocopy of a second piece of identification OR complete the Solemn Declaration as to Identity (Form 5-4.3).
- **NOTE:** Your identification must prove your identity and your residence. One piece must include your signature. Please see the reverse side for a list of identity documents.

- Only ONE property owner may vote. Complete the Non-Resident Elector Consent Form if there is another registered property owner. A majority of the property owners must sign the Consent Form, including you.
- Provide a copy of a document that proves ownership of the property, such as a property title deed or Property Tax Notice.
- Proceed to Step 4.

STEP 4: COMPLETE YOUR MAIL BALLOT PACKAGE

- Place your sealed CERTIFICATION ENVELOPE B inside RETURN ENVELOPE C.
- If applicable, place any of the following signed forms inside RETURN ENVELOPE C:
 - Application Form for Registration as a Local Government Resident Elector
 - Application Form for Registration as a Non-Resident Property Elector
 - Consent Form for a Non-Resident Property Elector
 - Solemn Declaration as to Residency and Identity Form
 - Declaration of Person Assisting an Elector to Mark a Ballot Form
- Seal RETURN ENVELOPE C.
- Proceed to Step 5.

STEP 5: RETURN YOUR MAIL BALLOT

Place completed mail ballots in the mail by Friday, December 4.

Your Return Envelope C includes the return address and postage for mailing in Canada.

- After December 4, **do not** put your mail ballot in the mail. Return your mail ballot in Return Envelope C to:
 - the drop box located outside the Pandora Avenue entrance of Victoria City Hall
 - any of the six voting places on General Voting Day
 - any of the eight advance voting opportunities at the Crystal Garden

Only mail ballots received before 8 p.m. on Saturday, December 12, 2020 will be counted.

General Voting Day – Saturday, December 12 (8 a.m. to 8 p.m.)

- Crystal Garden
713 Douglas Street
- Da Vinci Centre
195 Bay Street
- James Bay Community School
140 Oswego Street
- Oaklands Elementary School
2827 Belmont Avenue
- Sir James Douglas
Elementary School
401 Moss Street
- Victoria Highschool at
SJ Willis Education Centre
923 Topaz Avenue

Advance Voting Opportunities – Crystal Garden, 713 Douglas Street

(9 a.m. to 4 p.m. unless otherwise noted):

Tuesday, December 1

- Wednesday, December 2
(8 a.m. to 8 p.m.)
- Thursday, December 3
- Friday, December 4
- Saturday, December 5
- Monday, December 7
(8 a.m. to 8 p.m.)
- Tuesday, December 8
- Wednesday, December 9

For More Information

victoria.ca/election

250.361.0571

elections@victoria.ca

SAMPLE

Mail Ballot Procedures

December 2020 By-Election

A. BACKGROUND

A By-election was required to fill one Councillor vacancy and was originally scheduled for April 4, 2020. Due to the COVID-19 pandemic, the April By-election was cancelled and rescheduled later in the year for December 12, 2020. The Pandemic was in its second wave when the By-election was rescheduled.

B. LEGISLATION

Section 110 of the *Local Government Act* sets out the provision of mail ballot voting. A local government may, by bylaw, permit voting to be done by mail ballot. For a municipality, the only electors who may be permitted to vote by mail ballot are:

- a) Persons who have a physical disability, illness or injury that affects their ability to vote at another voting opportunity, and
- b) Persons who expect to be absent from the municipality on general voting day and at the times of all advance voting opportunities.

The City of Victoria Election Bylaw allows for voting by mail and sets out procedures to administer mail ballot packages for an election or by-election.

C. ADMINISTERING A BY-ELECTION DURING A PANDEMIC

The Ministry of Municipal Affairs and Housing (MAH) issued a guidance document for [Conducting By-elections and Assent Voting During COVID-19](#) that specifies discussing with Ministry staff expanding access to mail-ballot voting.

At its [October 1, 2020 meeting](#), Committee of the Whole considered a report from the City Clerk requesting authorization to send a formal request to MAH to facilitate legislative changes to respond to enhanced mail ballot voting, reduced touch points and other pandemic related matters that may be required.

(Note: The Chief Election Officer must be appointed before a formal request for a Minister's Order can be made. In addition, Council must endorse the Minister's Order once it has been received. These requirements may have an impact on planning timelines).

D. MINISTERIAL ORDER NO. 405

[Ministerial Order No. 405](#) was issued on October 29, 2020 and permitted Council to do the following:

- a) allow mail ballot voting for all eligible voters

- b) permit a secrecy sleeve to be used instead of a secrecy envelope
- c) allow the CEO to establish time limits in relation to voting by mail ballot at their sole discretion; and
- d) permit the CEO to establish procedures for voting, processing and securing mail ballots at their sole discretion including:
 - a. establishing time limits for opening certification envelopes, placing mail ballots in the vote tabulating machine and securing the memory card of the vote tabulating machine.

E. LIST OF ELECTORS (LOE)

The City of Victoria uses the List of Electors provided by Elections BC for its resident electors. The City maintains its own list of non-resident property electors (NRPE).

The LOE is in an electronic format using VoterView software developed by DataFix. The Elections BC data is uploaded to VoterView and the NRPEs are manually entered into the system.

F. ON-LINE MAIL BALLOT APPLICATION

In previous years, the City managed mail ballot requests manually. An application form was available on-line and an Excel spreadsheet was maintained to keep track of the mail ballot requests, when they were mailed out and received back from the voter.

With the expansion of voting by mail due to the pandemic, it was anticipated that approximately 10% of the electors would request a mail ballot package. Staff worked with DataFix to create a Mail in Ballot (MIB) module that has an online MIB application. Online applications can then be reviewed by staff using VoterView to assess voter eligibility.

The MIB is linked to VoterView's Online Voter Registration Portal but the City does not subscribe to this module. The MIB can still be used but additional steps are required to approve the 'provisional' registration before the MIB application can be approved. If the necessary preliminary documentation has been provided, i.e. two pieces of ID, the voter will be added as a 'provisional elector'.

G. MAIL BALLOT KITS

There is a fulfillment portion of the module which would have DataFix be responsible for completing the mailing of all mail in ballots. This is an optional process and the City opted to complete the mailing process in house. Packages were created by a team of three staff and mailed out from the Print Shop.

Mail Ballot Kits were mailed back using the BC Mail Service. Dropping off mail ballot packages at either City Hall or any of the advance voting opportunities or on General Voting Day was also encouraged.

H. PROCEDURES

How to Apply for a Mail Ballot

1. Elector applies on-line using the MIB module. If the voter is already on the LOE, only one piece of ID is required to be uploaded.

Note: While ID is not required by legislation if a voter is already registered, the City's Election Bylaw authorizes the CEO to require a piece of ID. This added requirement helped to ensure the authenticity of the request.

2. If an elector was unable to apply on-line for a MIB, staff assisted the voter over the phone.
 - a. Staff would click 'Search' to retrieve the voter's information.
 - b. The voter's full name, date of birth and address were verified over the phone
 - c. Click 'Create Vote by Mail Application' and follow procedures.
3. If the person is not currently on the LOE, an application for a MIB could still be done on-line. If staff assisted the voter over the phone, the staff person would need to enter the information using the MIB module as the LOE was now set.

The same procedure would apply for a new Non-Resident Property Elector.

Note: In this case two pieces of ID would be required to complete the process to register as a new voter. The MIB application would still only accept one piece of ID but the staff member approving the application would need to make note of this and contact the elector to provide a second piece of ID or sign the solemn declaration (Form 5-4.2).

Reviewing Mail Ballot Applications in VoterView

If the Elector is on the LOE

If the voter is on the LOE, the MIB application will be displayed under 'Manage->Vote By Mail Applications'.

Accepting applications:

- When you click on one it is assigned to you for 30 minutes
- When you've dealt with one, click on 'next new application'

If ID doesn't confirm name:

- Put in pending, put note that need another piece of ID
- If the person is on the LOE, the ID does not need to prove residency, i.e. a passport is acceptable if they are already registered. Proof of address is needed for a registration update or provisional voter.

- Long phone calls – transfer to your local to keep the main line free
- If issues with the 3 entered addresses (Property Address, Mailing Address, and Absentee Address) go to 'Registration Details' fix in this page and save
- If ID isn't on the list – 'IMAX membership' for example, give them a call and ask to confirm 'security questions' and if correct, approve.
- If they email their ID to confirm their identity, save to the Confidential folder in 'Mail Ballots Fall 2020', then delete it from your email.

Security Questions – to ask if a registered voter doesn't have ID

- Your full name?
- Your birthdate?
- Your address?
- Add their phone #

If they answer all these questions accept their MIB Application.

Pending Applications:

- Means they have issues that need to be resolved

If the Elector is not on the LOE

1. If the voter is not on the LOE but has used the on-line MIB module, their request will appear under 'Manage->Voter Registrations'.
2. Staff will review the application to ensure it contains the required documentation and data
 - a. The required 200M Form for Resident Electors and the application form for NRPEs will not have been provided. The application forms will need to be provided in the mail ballot package when mailed out.
3. If the application contains the necessary preliminary documentation, the voter can be added as a "provisional" voter. Only when all the necessary documentation is returned along with their mail ballot, will they be added to the LOE.
4. Once the voter has been added as a provisional voter, staff will still need to approve their application as outlined in the section above.

Voter Registration:

- Click on potential duplicates – it may pop up here.
- Click on photo ID
- Need 2 pieces of ID
- Click on 'add to provisional list'
- Takes through wizard
- 'Select' then 'next'
- Then go through VoterView wizard prompts
- If doesn't say 'add to provisional' then on LOE but something wrong.
- Click on ID
- Can add their middle name on their ID, hit save

- Go to address page
- 'Elector' what is on LOE
- On Right what voter put in
- Add in email and phone number
- If name is different change to match ID
- Next and Finish
- Now application will pop up in New Applicant page for MB – will be on last page
- Make sure finish off with approval the 'new applicant'
- No properties matching, note: may be the unit
- If address not found, may be outside of Victoria,
- **Ensure the new voter is in Victoria** by checking the address in VoterView, Tempest, or Vicmaps

Provisional Voter means:

- Provisional means not in system at all
- Staff add them initially but need to complete the registration process to be added
- Need to include the 200M form or NRPE form as part of their mail ballot application.
- Shows a 'red x' still not eligible to vote until we receive the completed forms.

Mail Ballot Package Labels

1. Mailing labels are generated through VoterView as follows:
 - a. One mailing label with the voter's name and absentee address (address where mail ballot will be mailed to – could be different than the property address or mailing address in VV).
 - b. 2nd label includes the person's name and bar code with their elector ID (this label is placed on Certification Envelope B).
2. Click on Tools-Bulk Print Labels to generate multiple labels at once
 - a. Use Avery Label 5259 for bulk labels
 - b. Once the label is printed it cannot be printed again – important to save labels as a PDF in the event another label needs to be generated
 - c. Once the label is printed, the voter is marked off in the VV as having voted. The voter can now NOT go to another voting location to vote unless VV administrator 'unrecords' the voter in VV.
3. To print labels for individual applications, use Dymo Label printer 450 (labels 30251 – 1 1/8" x 3 1/2")
 - a. Staff will need to manually strike-off voter in Vote By Mail tab as mail ballot package mailed.

Mail Ballot Packages

Three types of mail ballot packages were prepared and included the following:

1. Registered Elector (resident or non-resident property elector):
 - a. Instructions with 1st box checked off
 - b. Secrecy Sleeve A
 - c. Ballot
 - d. Declaration of Person Assisting an Elector to Mark a Ballot (Form 5-4)

- i. Form amended at bottom to include signature of witness vs. PEO
 - e. Certification Envelope B
 - f. Return Envelope C
 - g. Mailing Envelope
- 2. New Resident Property Elector:
 - a. Instructions with 2nd box checked off
 - b. Secrecy Sleeve A
 - c. Ballot
 - d. Declaration of Person Assisting an Elector to Mark a Ballot (Form 5-4)
 - i. Form amended at bottom to include signature of witness vs. PEO
 - e. 200M Form
 - f. Solemn Declaration as to Residency and Identity (Form 5-4.2)
 - g. Certification Envelope B
 - h. Return Envelope C
 - i. Mailing Envelope
- 3. New Non-Resident Property Elector:
 - a. Instructions with 3rd box checked off
 - b. Secrecy Sleeve A
 - c. Ballot
 - d. Declaration of Person Assisting an Elector to Mark a Ballot (Form 5-4)
 - i. Form amended at bottom to include signature of witness vs. PEO
 - e. Non-Resident Property Elector Application Form
 - f. Consent Form (for multiple property owners)
 - g. Solemn Declaration as to Identity (Form 5-4.3)
 - h. Certification Envelope B
 - i. Return Envelope C
 - j. Mailing Envelope

Adjudication of Mail Ballot Packages Received

- 1. Each mail ballot package will have an individual bar code.
- 2. Click Tools->Vote By Mail Adjudication to take you to screen where bar code can be scanned
- 3. When bar code is scanned, the following information appears:
 - a. Voters name
 - b. Date of birth
 - c. Under Investigation: Y/N
 - d. Provisional: Y/N
 - e. Non-Resident: Y/N
- 4. Click approve-save if the following is true:
 - a. Certification Envelope B is completed:
 - i. The name matches
 - ii. Address filled out
 - iii. Signature provided

- b. items 3 c, d & e are 'No'
5. If the voter is listed as a provisional, they were category 2 or 3 as noted in the "Mail Ballot Packages" section above, a screen will appear when the bar code is scanned advising they are a provisional voter and additional information was provided before their mail ballot package can be approved (200m form was mailed back).

I. BALLOT TABULATOR AND PROCESSING MAIL BALLOTS (IN ANTE CHAMBER)

Mail Ballot counting on:

- Wednesday December 9th between 9 am and 12 noon
- Friday December 11th between 10am to 12 noon and 1pm to 3pm
- Saturday December 12th 10 am to 12 noon, 4pm to 7pm and any remaining ballots at 8pm until completed.
- ***Scrutineers may be present – they must present completed appointment form candidate. They must then sign declaration (Form 5-2).***
- ***Official Agendas may be present – they must present completed appointment form candidate. They must then sign declaration (Form 5-1).***

The counting will be done in the Ante Chamber:

- Ballot Tabulators and ballot boxes are set up (1 table required)
- Each BT has a Machine Attendant (Peggy and ?...)
- On Wednesday, at 8:45 am, the CEO or DCEO will open the two Ballot Tabulators and a 'zero tape' will print.
- The form 'Inspection of Ballot Box' will be completed by 2 witnesses.
- The same 2 people will sign the tape on the BT
- The CEO or DCEO will sign below on the form and tape.
- Affix seals (labels) to close the ballot tabulator. Use tape to secure if necessary.
- Sign the seal.
- The BT will show 'System Ready'.
- The Machine Attendance will start putting mail ballots through the BT.

Preparing the Mail Ballots for the Ballot Tabulator:

- At 9am the CEO and DCEO will take the box of ballots that were opened to 'Envelope B (Certification Envelope)' and APPROVED, remove the secrecy sleeve and ballot and put in a separate box. (need a box)
- After a number of Envelope Bs have been opened, the ballots are shuffled to preserve secrecy.
- The ballots are then fed into the voting tabulator.
- NOTE: some envelopes may not have secrecy sleeves included. These will be processed.
- NOTE: there is a process for ballots that are rejected by the Ballot Tabulator ** need a box/envelope for these ballots.

- NOTE: there are some Envelope Bs that have not been approved in VV because they are new Resident or NRP Electors and their application information may be inside Env B.
 - Open Env B and determine if all information has been provided
 - Scan into VV – approve and then put ballot into ballot box

End of Processing ballots:

- The two ballot tabulators will 'POWER DOWN' so they can be reopened the next time allocated for processing mail ballots.
- **DO NOT 'CLOSE' THE POLL.**
- The Machine Attendant will fill out the 'Certification of Election Official to Number of Voted Ballots on the Ballot Counting Machine' to confirm the number of ballots in the ballot box.
- The CEO also signs this form. It is attached to the Ballot Tabulator.
- Now **Power Down** the Ballot Tabulator.
- Wait until the LED screen is black.
- Now unplug the machine and return to its box.
- Leave the zeros tape affixed to the tabulator
- Put the Ballot tabulator and box of ballots in the vault.
- Next time the ballot tabulator is opened, a 'Status' tape will print.
- Confirm the # of ballots on the form from when the Ballot Tabulator was powered down and what is showing on the LED screen and the tape.
- A witness fills out the form 'Certification of the Number of Voted Ballots' and also signs the tape.
- The CEO also signs the form and tape.
- Ballots can be processed again.

DO NOT 'CLOSE THE POLLS' UNTIL ALL MAIL BALLOTS HAVE BEEN COUNTED THE EVENING OF DECEMBER 12, 2020

2018 General Election: Mail Ballot Procedures

STEP 0: Prepare forms and identify supplies (August 2018)

1. Update all mail-ballot related forms, envelopes and other documents (track any changes) and complete the 2018 Election Approval Form, to be approved by a chain of command.

Forms required	VanDoc #
Election Approval Form – Mail Ballot forms	
Election Approval Form – Mail Ballot envelopes	
List of Materials	

STEP 1: Mail ballot application (August 2018)

1. Create combined online application form for resident electors and NRPEs on the election website.
2. Electors will need to provide an e-mail address in order to apply to vote by mail. For those who do not have e-mail / computer and are applying to 3-1-1, please have agents fill in using the mailballot@vancouver.ca account.
3. Download the mail ballot application report on a daily basis once the application is posted on the website (recommend three downloads a day 9am, noon, 3pm).
4. Paper applications not used for the 2018 election.

Forms required	VanDoc #
Resident / NRPE Elector Application to Vote by Mail – ONLINE Note: update text in VanDocs once finalized	
Resident Elector Application to Vote by Mail – Form 601.1 (PAPER COPY)	
Non-Resident Elector (NRPE) Application to Vote by Mail – Form 601.2 (PAPER COPY)	

STEP 2: Requesting to vote by mail (September 19 – October 19 noon)

1. Electors are only able to apply online or through 3-1-1 (provide script and instructions to 3-1-1).
2. Applicants can also access the online application via computers at the City Hall rotunda and Election Office reception counter.

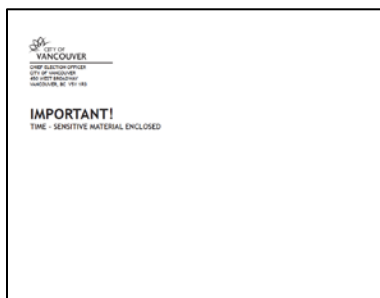
STEP 3: Tracking applications (September 19 – October 19)

1. Obtain the online application report starting September 19th and import to the Mail Ballot Registry daily.
2. Mail Ballot Coordinator will review all applications and confirm whether the elector is registered or non-registered / resident or NRPE in the electronic voters' list and note this in the Mail Ballot Registry.
3. Mail Ballot Coordinator will add non-registered electors as provisional voters in the electronic voters' list and strike them off (if possible) in the electronic voters' list.

Form required	VanDoc Ref #
Mail Ballot Registry	

STEP 4: Preparing mail ballot packages (August – October 19)

All mail ballot packages will be mailed out in envelopes that say “Important! Time – Sensitive Material Enclosed” (VanDoc Ref #264702 / Dimensions: 10 x 3”):



There are separate packages for:

A. REGISTERED ELECTORS:

1. Registered Elector (Resident and NRPE)

Form required	VanDoc Ref #
Letter to Registered Voters (A1)	
Mail Ballot Voting Instructions (A1)	
Voting by Mail Ballot / Resident Electors FAQs (A1)	
Ballot (EITHER UEL OR COV - AS APPLICABLE)	
Secrecy Envelope #1, Certification Envelope #2, and Return Envelope #3	
Small pencil	

B. NON-REGISTERED ELECTORS

1. Non-Registered Resident Elector (and/or elector name/address change)

Form required	VanDoc Ref #
Letter to Non-Registered Resident Elector (B1)	
Application for Registration as a City of Vancouver Resident Elector (Form 101)	
Voting by Mail Ballot / Resident Electors FAQs (B1)	
Non-Registered Resident Mail Ballot Instructions (B1)	
Ballot (EITHER UEL OR COV - AS APPLICABLE)	
Secrecy Envelope #1, Certification Envelope #2, and Return Envelope #3	
Small pencil	

2. Non-Registered NRPE

Form required	VanDoc Ref #
Letter to Non-Registered Non-Resident Property Elector (B2)	
Voting by Mail Ballot / Non-Resident Electors FAQs (B2)	
Application for Registration as a Non-Resident Property Elector (Form 102)	

Consent of Registered Owners for Non-Resident Property Elector Registration (Form 103)	
NRPE Mail Ballot Instructions (B2)	
Ballot (EITHER UEL OR COV - AS APPLICABLE)	
Secrecy Envelope #1, Certification Envelope #2, and Return Envelope #3	
Small pencil	

1. The packages will be labelled with voter's name on the envelope (mail merge labels).
2. Once the labels are printed, the DCEO will issue ballots on an as needed basis. Ballots will need to be folded in a specific manner.
3. Lock mail ballot packages in the file cabinet once ballots are inserted.
4. Strike off all registered electors' in the electronic voters' list.
5. B1 and B2 electors who have been added as provisional voters will not be formally added to the list and recorded as "Voted by Mail" until a completed registration form is received in their mail ballot package.
6. Beginning **October 2nd**, mail ballots will be sent out as they are received until noon on October 19th.
7. For electors who have requested to pick up their mail ballot package at the Election Office, they will need to fill in the daily a pick-up sign-in sheet included in the Mail Ballot Registry (DOC/2018/276871).

Envelopes

Reference Document	VanDoc Ref #
Mail Envelope - Important! Time Sensitive	
Return Envelope #3	
Certification Envelope #2	
Secrecy Envelope #1	

Replacement ballots

If an elector doesn't receive his/her mail ballot, a replacement mail ballot can be issued. Mail Ballot Coordinator must administer a form for the elector to sign and mark it in the Mail Ballot Registry:

Reference Document	VanDoc Ref #
Request for Replacement of Mail Ballot Package – Form 602	

Note: This document can be filled out electronically and emailed back.

STEP 5: Receiving Completed Mail Ballot Packages (October 2 – 20)

Secrecy Envelope #1 (Dimensions: 7.5 x 10.5"):

Contains the returned ballot – **Do not open until election night.**

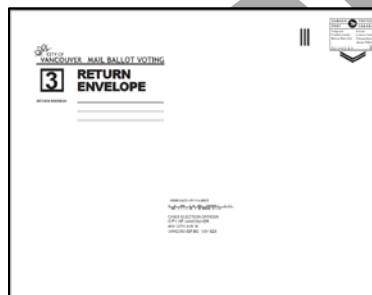


Certification Envelope #2 (Dimensions: 9 x 12") :

On which the person voting must record his/her full name, residential address, and a declaration of entitlement to vote by mail stating that he/she has not previously voted in the election. **This envelope contains Envelope #1. Open Envelope #2 as they are received.-**

**Return Envelope #3 (Dimensions: 10 x 3"):**

On which the address of the CEO at City Hall is printed and **contains Envelopes #1 and #2** above and, if applicable, the registration application for either a resident elector or NRPE. Open Envelope #3 as they are received.



Note: The postal code on Envelope #3 (V5Y 9Z9) is correct for return prepaid postage and the bar code above the mailing address with V5Y 1V4 is the correct reference for Canada Post. This is how Canada Post keeps track of the prepaid envelopes delivered back to the City Election Office for billing under the different post code of V5Y 9Z9.

Steps to follow upon receipt of Return Envelope #3

1. Date stamp Envelope #3 on the day it is received and store it in the mail ballot box in cage 7.
2. Mail Ballot Coordinator will
 - a. Open Envelope #3
 - b. Record date of receipt in the Mail Ballot Registry and update the reconciliation tab.
 - c. Check the tracking document to confirm whether or not the voter was required to complete a registration form and whether they are a resident elector or NRPE.
 - If **NO** – Proceed to step #3.
 - If **YES and Resident Elector** – Review resident elector registration form for completion of mandatory fields and the signature of both the elector and a witness.

At the bottom of the form, under “*ELECTION OFFICIAL USE ONLY*”, write “MAIL BALLOT – WITNESS VERIFIED ID”.

- If **YES and NRPE** – Review the completed registration form for completion of mandatory fields, signature of elector and witness, copy of proof of ownership, and consent form (if required - check Tempest).
 - If all registration components have been completed accurately, enter the voter into the electronic voters’ list and strike them off. File paper registration forms in the envelopes: “*Completed Registrations ONLY for Resident Electors*” or “*Completed Registrations ONLY for Non-Resident Property Electors (NRPE)*”.
3. Remove Certification Envelope #2 (the front of the envelope must be completely filled out and signed), but do not open it. Mail Ballot Coordinator must **accept** or **reject** the certification envelope.
- **To accept the certification envelope** – all requirements have been met, the Mail Ballot Coordinator is satisfied as to the identity and entitlement to vote of the elector, and the certification is complete (including the registration form if required). Mark envelope as “Accepted” and place unopened envelope into the Accepted Box. (Enter action in the Mail Ballot Registry) Note: Accepted certification envelopes are only opened after 12:00 pm on October 19th to remove the secrecy ballot.
 - **Reject certification envelope if:**
 - a. Not satisfied as to the identity and entitlement to (code: I/E)
 - b. Not satisfied as to completeness of certification (code: CERT)
 - c. For new registrations, not satisfied that the voter has fulfilled requirements of section 28 of Vancouver Charter (code: REG)
 - d. Received outer envelope after 8:00 pm on general voting day (code: LATE)

If rejected:

 - a. Do not open the certification envelope
 - b. Mark the envelope as “rejected” along with the rejection codes
 - c. Note the reason for the rejection in the Mail Ballot Registry (rejection codes are listed on a separate page)
 - d. Put the unopened envelope in the Rejected Box in the cage. All certification envelopes must be secured in the cage until 8:00 pm on election night

STEP 6: Mail Ballot Closing Procedures for October 20

1. Prepare a team to manage the opening of the ballot envelopes and feeding them into ballot tabulators. Staff will use two tabulators on Election Night
2. Check the mail box at City Hall at 8:00 pm to ensure that all mail ballots have been received.
3. After 8:00 pm on election night, all accepted ballots are opened

On Election Night, the following procedures are used for the counting of votes in the election warehouse for Advance and Mail Ballots.

Summary

Between 8:00 pm and approximately 10:30 pm on election night, all of the ballot tabulating units (BALLOT TABULATORS) are delivered by PEOs to Election Central (City Hall – Revenue Services area)

except for the BALLOT TABULATORS used for Advance (2) and Mail Ballots (2), which are stored in the election warehouse. They are delivered to Election Central by election office staff once the tabulation of results has been completed. Chain of custody is established for all units.

Legal requirements

In addition to the requirements outlined in the Election Night Voting Accumulation Procedure document, the duties of the Chief Election Officer (Election Bylaw No. 9070) include:

6.29 *After close of voting on general voting day, the Chief Election Officer must:*

- a) *To the extent that subsections (c) to (g) of 6.28 apply to advance and special voting opportunities, direct an election official to proceed in accordance with those provisions; and*
- b) *Direct an election official to insert all mail ballots into a vote counting unit for counting, after which subsections (b) to (k) of 6.28 are to apply to the extent they are applicable.*

Timing

Reporting of results for Mail Ballots takes place in the second floor boardroom, commencing at 8:00 pm on election night.

Voting Tabulation & Accumulation Procedures

Lead:

Assistants:

1. Retrieve all returned mail ballots from the brass mail box at City Hall up until 8:00 pm on Election Night. (Check with Security throughout the day to see if there are any to pick up and have runners bring to the Election Office.)
2. From the Mail Ballot Registry, note down the number of accepted ballots (Certification Envelopes) and unused/unaccounted for (rejected + not picked up + unreturned) ballots. This will be needed for completing the Statement of Ballot Account.
3. Bring "Accepted" Certification Envelopes in their box(es) upstairs to the warehouse area. **Note: Do not open any rejected certification envelopes.**

Warehouse Procedures:

1. Prior to Election Day, set up tables and chairs for assistants to open all the envelopes. Put 4 boxes on the tables:
 - 1 for opened/empty Certification Envelopes (Box 1)
 - 1 for unopened Secrecy Envelopes (Box 2)
 - 1 for opened/empty Secrecy Envelopes (Box 3)
 - 1 for ballots to be cast into the tabulator (Box 4)

2. If scrutineers are present, take their appointment forms and set them aside. Swear in scrutineers using the Declaration of Secrecy form. Candidates who are present do not need to provide forms, but must be sworn in.
3. Take BALLOT TABULATORS out of locked cage before 8:00 pm and set them up on top of the ballot boxes.
 - Follow the printed BALLOT TABULATOR opening instructions included with the security key.
 - Print ZEROS TAPE from each tabulator and sign them with one other Assistant (and any scrutineers that want to). **DO NOT TEAR OFF THE ZEROS TAPE.**
 - Fold or roll the ZEROS TAPE so that it sits on top of the BALLOT TABULATOR and does not fall off.
4. At 8:00 pm, open Certification Envelopes and remove the Secrecy Envelopes. Place empty Certification Envelopes in Box 1 and Secrecy Envelopes in Box 2.
 - Different assistants must open Secrecy Envelopes and place empty Secrecy Envelopes in Box 3 and ballots into Box 4.
 - Different assistants would then insert ballots into the BALLOT TABULATORS.
5. Follow procedures to override blank or over-voted ballots (if required).
6. Proceed to closing procedures once all ballots have been casted.

SAMPLE

CLOSING PROCEDURES

Closing the Ballot Tabulators

1. Follow the printed BALLOT TABULATOR closing instructions included with the security key.
2. After casting all ballots into the tabulators, generate the 4 results tapes for each BALLOT TABULATOR and cut between Results Tape 1 and 2, 2 and 3, & 3 and 4 (**the ZEROS TAPE remains attached to Results Tape 1**). Lead signs each of the results tapes along with one other Assistant. (Allow scrutineers to sign each tape if desired.)
3. Once the BALLOT TABULATORS have printed four copies of the results tape, press the **No** button when asked whether you would like to print more copies of the results tape.
4. The screen will return to the Administrative Menu. Turn off the BALLOT TABULATORS by pressing the **Power Down** button. The screen will ask “Are you certain you wish to shut down tabulator”. Press the **Yes** button and they will automatically shut down.
5. Return BALLOT TABULATORS (includes Results Tape #4) and PEO Portfolio (includes Results Tape #2 & yellow Statement of Ballot Account) to Election Central at City Hall (12th Ave entrance).
6. Lock the ballot transfer cases (includes Results Tape #1 & white Statement of Ballot Account), spoiled ballots case, and unused ballots case (includes Results Tape #3) in Cage #3.

Note: BALLOT TABULATOR units are brought into Election Central as quickly as possible after results procedures are completed.

Preparing the Statement of Ballot Account

Advance:

Statement of Ballot Accounts are prepared for signature by the Advance PEO on the last day of advance voting and finalized upon their return to the warehouse (figures are taken from the ballot reconciliation worksheet).

Mail Ballot:

Refer to Page 107 in the PEO manual for detailed instructions. Mail ballots that were rejected, not picked up, and not received are to be added in Box G (Unaccounted for ballots).

Preparing the Results Tapes for Mail Ballots

All results tapes must be signed by the Lead and 1 Assistant/Election Official.

1. **1st Results Tape (attached to Zeros Tape):** Place into the *Results Tape Envelope* in the CASE 1 of _ BALLOT TRANSFER CASE. Do not seal envelope until the white copy of the Statement of Ballot Account is also inside.
2. **2nd Results Tape:** Place into the *Results Tape Envelope* in the PEO Portfolio. Do not seal envelope until the yellow copy of the Statement of Ballot Account is also inside.
3. **3rd Results Tape:** Place into the *Results Tape Envelope* with unused ballots. There is no box designated for unused ballots so use a ballot transfer case and mark as “UNUSED BALLOTS”
4. **4th results tape:** Place into the *Results Tape Envelope* for each ballot tabulator (2) and put them with the corresponding ballot tabulators in their carrying cases.

Preparing the Transfer Cases for Mail Ballots

1. **BALLOT TRANSFER CASE (Cast Ballots):**
 - Remove the voted ballots from inside the ballot box and stack them in the ballot transfer case(s), marking each with the correct numerical sequence, e.g., Case 1 of 4, 2 of 4, etc. Use as many transfer cases as necessary. Each case holds approximately 300 ballots.
 - Place the 1st Results Tapes (still attached to the zeros tape) and white copy of the Statement of Ballot Account form (together in a sealed Results Tape Envelope) in CASE 1 OF _ BALLOT TRANSFER CASE.
2. **SPOILED BALLOT TRANSFER CASE:** Holds all spoiled ballots (does not include any results tapes).
3. **UNUSED BALLOTS:** Place all unused ballots in the transfer case marked with “UNUSED BALLOTS” along with the 3rd Results Tapes.
 - Seal all transfer cases with the signed tamper-proof seal. The Lead and 1 Assistant must sign all the seals so that the case cannot be re-opened without breaking the seal. Any scrutineer present may also sign the seals.

Preparing the PEO Portfolio for Mail Ballots

- Yellow copy of the Statement of Ballot Account and 2nd Results Tapes (together in sealed Results Tape Envelope)
- Envelopes with information on the front filled in:
 - “Completed Registrations ONLY for Resident Electors” Envelope

- “Completed Registrations ONLY for Non-Resident Property Electors (NRPE)” Envelope
- “All OTHER Signed Forms/Documents” Envelope
- Key for ballot tabulator

Reference Document	VanDoc Ref #
Statement of Ballot Account	

STEP 7: Mail Ballot Final Report

Reference Document	VanDoc Ref #
Mail Ballot Final Report	

SAMPLE

Mail-in Ballot Instructions

The Mail-in ballot package you received includes the following as shown in figure #1:

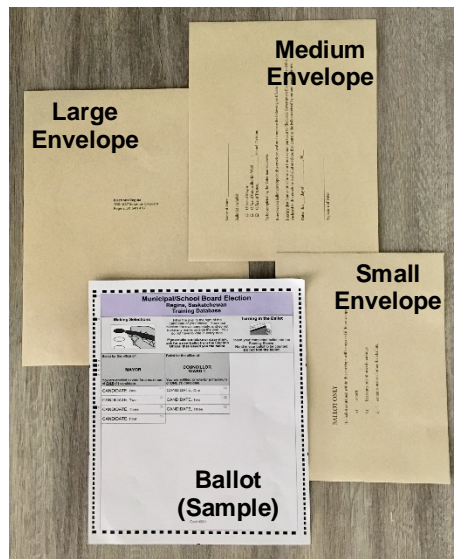


Figure #1

1. Using a blue or black pen **only**. Follow the instructions that are on the ballot to mark your choice for each race.
2. Once the ballot is marked, fold the ballot in half as shown in figure #2.

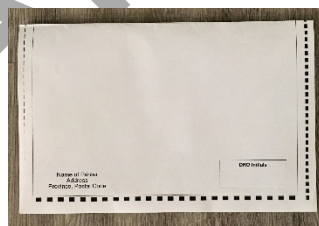


Figure #2

3. Insert the folded ballot into the small envelope (see Exhibit A in figure #3 on the back of this sheet). Seal the envelope.
4. Insert the sealed small envelope into the medium envelope (see Exhibit B in figure #3). Seal the envelope. Sign and date on the front of the medium envelope.
5. Insert the sealed and signed medium envelope into the large envelope (see Exhibit C in figure #3). Seal the envelope. Write your return address on the large envelope.
6. A prepaid envelope for return postage is included in this package; however, it is recommended that you use Registered Mail or an alternative form of mail tracking system to mail in your ballot. Mail-in ballots must be received at the Elections Regina

Mail-in Ballot Instructions

office by 8 p.m. on Election Day (November 9); ballots received later than this deadline will be deemed spoiled.

- Return postage by registered mail for submitting a Mail-in ballot is not covered by Elections Regina.

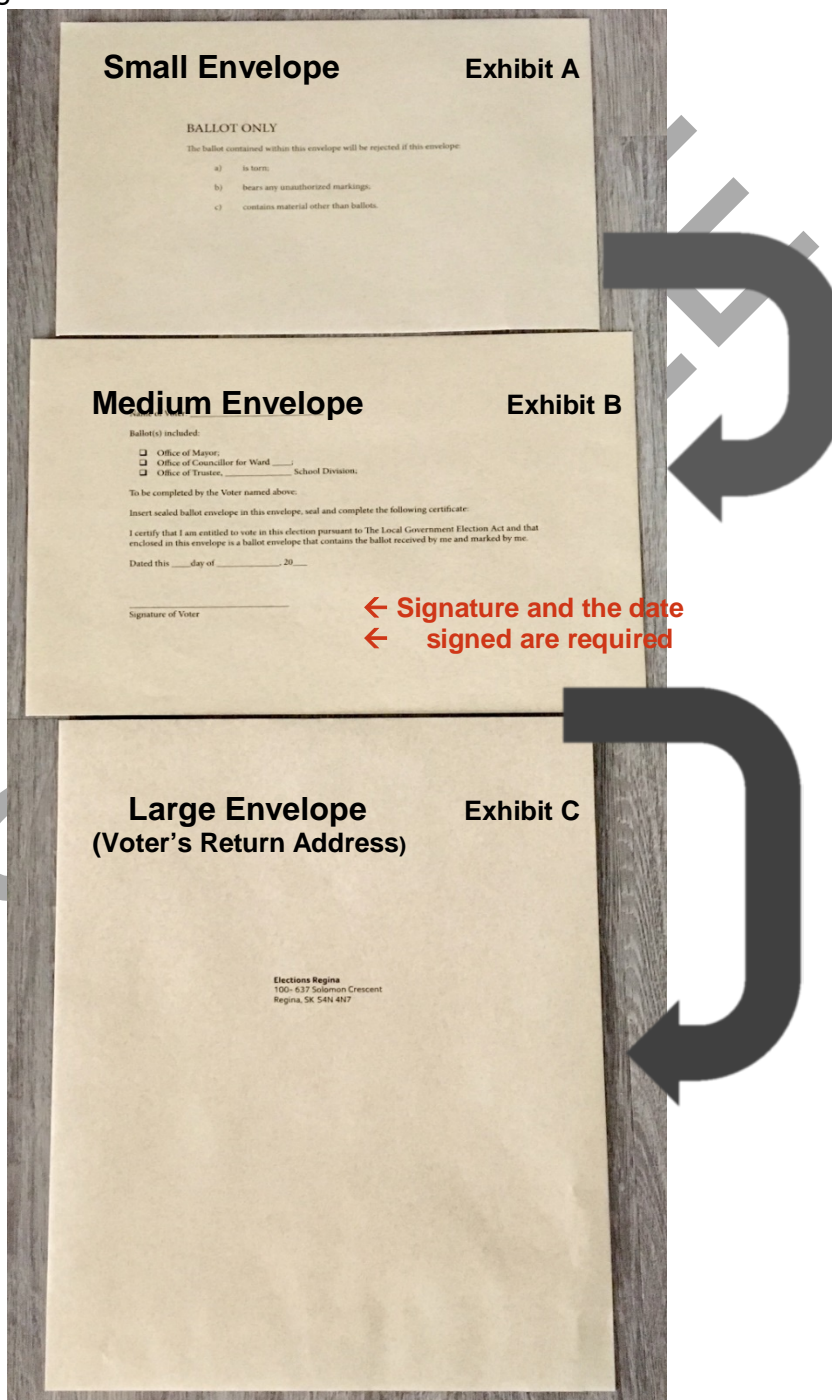


Figure #3

Attachment 3
Bylaw No. 6143, 1993

CORPORATION OF THE CITY OF NEW WESTMINSTER



SPECIAL VOTING OPPORTUNITIES BYLAW NO. 6143, 1993

EFFECTIVE DATE: SEPTEMBER 13, 1993

CONSOLIDATED FOR CONVENIENCE ONLY
(December 20, 2000)

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

AMENDMENT BYLAW

EFFECTIVE DATE

6338, 1996

July 29, 1996

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 6143, 1993. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

Obtainable from the City Clerk's Office

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 6143, 1993

BYLAW NO. 6338, 1996

A Bylaw to provide for special voting opportunities for general location elections
& other voting

WHEREAS Section 99 of the Municipal Act, R.S.B.C., c. 290, authorizes the Council, by bylaw, to establish special voting opportunities;

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

1. This bylaw may be cited for all purposes as "Special Voting Opportunities Bylaw No. 6143, 1993."

BYLAW NO. 6338, 1996

2. The Chief Election Officer is hereby authorized to establish special voting opportunities in order to give electors who may otherwise be unable to vote an opportunity to do so.
3. The Chief Election Officer is authorized to establish the date, voting hours and place where special voting opportunity is to be conducted.
4. The only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted to and are patients of a hospital designated in this bylaw as a location for a special voting opportunity.
5. Where a poll is established in a hospital and a patient of the hospital who is a registered elector is unable to attend the voting place, the presiding election official, in the presence of another election official, may attend with the ballot box at the patient for the purpose of receiving their ballot.
6. One candidate representative of the ballots for Mayor, Councillor and School Trustee is entitled to be present at each special voting opportunity with that candidate representative chosen by agreement of the candidates for that ballot or, failing such agreement, by the chief election officer.

Attachment 4
Redline copy of Bylaw No. 7985, 2018

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.7985, 2018

A Bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting

WHEREAS under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied in the conduct of local government elections and other voting;

AND WHEREAS City Council wishes to establish various procedures and requirements under that authority;

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

1. Citation

This bylaw may be cited for all purposes as “Local Government Elections Procedures Bylaw No. 7985, 2018”.

2. Definitions

In this bylaw:

“*Community Charter*” means the *Community Charter*, SBC 2003, Chapter 26, as amended from time to time;

“election” means an election for the number of persons required to fill a local government office;

“*Election Act*” means the *Election Act*, RSBC 1996, Chapter 106, as amended from time to time;

“elector” means a resident elector or property elector of the City of New Westminster, as defined under the *Local Government Act*;

“general local election” means the elections held for the mayor and all councillors of the local government, which was held in 2014 and must be held in every fourth year after that;

“general voting day” means

- (a) for a general local election, the third Saturday of October in the year of the election,
- (b) for other elections, the date set under sections 54 (5), 55 (1) or (3) and 152 (5) of the *Local Government Act*, and
- (c) for other voting, the date set under section 174 (1) or (2) of the *Local Government Act*,

“local government” means, in relation to an election, the council of the Corporation of the City of New Westminster;

“*Local Government Act*” means the *Local Government Act*, RSBC 2015, Chapter 1, as amended from time to time;

“other voting” means voting on a matter referred to in section 170 of the *Local Government Act* and includes voting on community opinions under section 83 of the *Community Charter*.

"social service centre" means a government or other facility which provides social services to specific populations, which includes but is not limited to: health and mental care and food services.

3. Use of the Provincial List of Voters as the Register of Resident Electors

- (a) As authorized under section 76 of the *Local Government Act*, the most current available Provincial list of voters prepared under the *Election Act* is deemed to be the register of resident electors for the City of New Westminster.
- (b) The Provincial list of voters becomes the register of resident electors no later than 52 days before general voting day for any election or other voting for the City of New Westminster.

4. Required Advance Voting Opportunities

- (a) In accordance with section 107 of the *Local Government Act*, advance voting opportunities shall be held on:
 - (i) the tenth day before general voting day from 8:00 a.m. to 8:00 p.m.; and
 - (ii) the third day before general voting day from 8:00 a.m. to 8:00 p.m.; and

- (b) As soon as practicable after the declaration of an election by voting, the chief election officer must designate voting places for the required advance voting opportunities.

5. Additional Advance Voting Opportunities

In accordance with section 108 of the *Local Government Act*, the local government authorizes the chief election officer to establish dates for additional voting opportunities in advance of general voting day, and to designate the voting places and set the voting hours for these voting opportunities.

6. Special Voting Opportunities

- (a) The Chief Election Officer is hereby authorized to establish special voting opportunities in order to give electors who may otherwise be unable to vote an opportunity to do so.
- (b) The Chief Election Officer is authorized to establish the date, voting hours and place where special voting opportunity is to be conducted.
- (c) Electors may only vote at a special voting opportunity if they:
 - i. Have a disability, illness or injury that affects their ability to vote at another voting opportunity; or
 - ii. Are users of an emergency shelter or social service centre; or,
 - iii. Are residents or patients of a hospital, care facility or similar facility or institution located in the City of New Westminster.
- (d) An elector at a special voting opportunity who is unable to proceed to a voting compartment may request to vote elsewhere in the facility, and after receiving the request the presiding election official or designate must attend the elector for the purpose of allowing the elector to receive and mark a ballot; and
- (e) One candidate representative of the ballots for Mayor, Councillor and School Trustee is entitled to be present at each special voting opportunity with that candidate representative chosen by agreement of the candidates for that ballot or, failing such agreement, by the Chief Election Officer.

7. Mail Ballot Voting

Authorization for Mail ballot procedure

- (a) As authorized under section 110 of the *Local Government Act*, voting and elector registration may be done by mail.
- (b) The following procedures for voting and registration must apply:

- i. sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of the Local Government Act; and
- ii. a person exercising the right to vote by mail under the provisions of the Local Government Act may be challenged in accordance with section 126 of the Local Government Act.

(c) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer for each election.

(d) A mail ballot must be received by the Chief Election Officer before the close of voting on General Voting Day, in order to be counted for an election.

8.6 Electronic Access to Nomination Documents Authorization

As authorized by Section 89 (8) of the *Local Government Act*, public access to nomination documents will be made available via the internet or other electronic means.

9.7 Resolution of Tie Votes after Judicial Recount

If at the completion of a judicial recount the results of an election cannot be declared because there is an equality of votes for 2 or more candidates, the results will be determined by lot in accordance with section 151 of the *Local Government Act*, rather than by election under section 152 of the *Local Government Act*.

10.8 Repeal

"Local Government Election Procedures Bylaw No. 6142, 1993", and all amending bylaws are hereby repealed.

11.9 Severance

If any part, section, sub-section, clause, or sub-clause of this bylaw is, for any reason, held to be invalid by the decision of a court of competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw

READ A FIRST TIME this ___ day of _____, 2018.

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

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

ADOPTED this ___ day of _____, 2022.

Mayor

City Clerk

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** February 28, 2022

From: Lisa Spitale,
Chief Administrative Officer **File:** 2033746

Item #: 2022-120

Subject: Downtown New Westminster BIA – 2022 Business Promotion Scheme Budget Approvals

RECOMMENDATION

THAT Council approve the Downtown New Westminster BIA's 2022 Business Promotion Scheme Budget (Primary Area); and

THAT Council approve the Downtown New Westminster BIA's 2022 Business Promotion Scheme Budget (Secondary Area).

PURPOSE

To provide Council with the Downtown BIA's Business Promotion Scheme budgets for approval.

BACKGROUND

A business improvement area (BIA) is a local service area established by a municipal council where business and light industry property owners finance activities to promote business. Activities can include graffiti removal, planning and holding events, and conserving heritage property which can improve the local economy and advance the social well-being of the community.

The *Community Charter* provides the authority for a municipality to create a business improvement area by bylaw, and establishes the rules for the establishment and

operation of such a service. Business promotion activities in a business improvement service area are financed through a local service property tax scheme.

In New Westminster, the Downtown BIA (DBIA) has been in existence since December of 1989 and is currently going through a renewal process for a four year term (2022 – 2025). As part of the requirements outlined in the DBIA bylaws, Council must approve their annual Business Promotion Scheme budgets; one for each of the primary and secondary areas.

ANALYSIS

The DBIA has submitted their 2022 Business Promotion Scheme budgets for the primary and secondary areas, see *Attachment 1*. The DBIA’s 2022 Strategic Plan is included as *Attachment 2*. As outlined in the DBIA bylaws, see *Attachment 3 and 4*, the Business Promotion Scheme is to include the following activities:

- 1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
- 2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
- 3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
- 4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area

Staff recommend approval of the DBIA’s budget on the basis that it meets the bylaw objectives outlined above and is in alignment with their strategic plan.

Moving forward, the DBIA will provide their annual budget to implement their Business Promotion Scheme by October 15 for Council’s approval ahead of each fiscal year.

FINANCIAL IMPLICATIONS

Annual BIA budgets are funded through a local area service property tax on business and light industry properties (BC Assessment Class 5 and Class 6 properties) within the boundaries established by the BIA bylaw. Through that tax, the monies provided by the municipality for the business promotion schemes of the business improvement area is recovered. Since BIAs are funded through a special property levy on Class 5 and 6 within the designated BIA boundaries, there are no financial implications to the City of New Westminster.

INTERDEPARTMENTAL LIAISON

This report has been prepared by Office of the CAO with review by Finance Department staff.

OPTIONS

The following options are presented for Council's consideration:

1. THAT Council approve the Downtown New Westminster BIA's 2022 Business Promotion Scheme Budget (Primary Area); and

THAT Council approve the Downtown New Westminster BIA's 2022 Business Promotion Scheme Budget (Secondary Area)
2. That Council provide staff with alternative direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: 2022 DBIA Business Promotion Scheme Budget: Primary & Secondary Areas

Attachment 2: DBIA Strategic Plan 2022- 2025

Attachment 3: Downtown New Westminster BIA Bylaw (Primary)

Attachment 4: Downtown New Westminster BIA Bylaw (Secondary)

The DBIA has submitted their 2022 Business Promotion Scheme budgets, see *Attachment 1* for the Primary Area and *Attachment 2* for the Secondary Area. As outlined in the DBIA bylaws, see *Attachment 3*, the Business Promotion Scheme is to include the following activities:

This report was prepared by:
Carolyn Armanini, Planner, Economic Development

This report was reviewed by:
Jacque Killawee, City Clerk
Blair Fryer, Manager, Communications and Economic Development
Parissa Bhullar, Manager, Collection Services

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

Attachment # 1

2022 DBIA Budget: Primary & Secondary Areas

Schedule C
Downtown New Westminster Business Improvement Area
2022 Budget - Primary

Balance from previous year	\$ 70,527.02
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Revenue

Municipal Levies	\$ 162,673.46
Government Grants:	
Federal	\$ 9,900.00
Provincial	
Municipal	\$ 15,675.00
Interest	\$ 165.00
Other:	
Event Revenue	\$ 50,435.00
Misc (i.e. filming donations)	\$ 2,750.00
Total Revenue	\$ 241,598.46

Expenditures

	1) Business Recruitment and Business Development:	\$ 6,875.00
A	Strategic Planning	\$ 1,375.00
	2) Promotion and Advertising	\$ 46,750.00
A	Events	\$ 35,750.00
B	Sponsorships	\$ 2,750.00
	3) Beautification and Seasonal Items	\$ 37,675.00
A	Public Space Activation Grant Program	\$ 4,125.00
B	Lighting program	\$ 11,550.00
C	Shine Bright installations	\$ 19,250.00
	4) Administration and Overhead	\$ 153,622.44
	5) Maintenance	\$ 5,500.00
A	I's on the Street Program	\$ 5,500.00

Total Expenditures	\$ 250,422.44
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Left in reserves: \$ 61,703.04

Schedule C
Downtown New Westminster Business Improvement Area
2022 Budget - Secondary

Balance from previous year	\$ 57,703.92
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Revenue

Municipal Levies	\$ 133,096.47
Government Grants:	
Federal	\$ 8,100.00
Provincial	
Municipal	\$ 12,825.00
Interest	\$ 135.00
Other:	
Event Revenue	\$ 41,265.00
Misc (i.e. filming donations)	\$ 2,250.00
Total Revenue	\$ 197,671.47

Expenditures

	1) Business Recruitment and Business Development:	\$ 5,625.00
A	Strategic Planning	\$ 1,125.00
	2) Promotion and Advertising	\$ 38,250.00
A	Events	\$ 29,250.00
B	Sponsorships	\$ 2,250.00
	3) Beautification and Seasonal Items	\$ 30,825.00
A	Public Space Activation Grant Program	\$ 3,375.00
B	Lighting program	\$ 9,450.00
C	Shine Bright installations	\$ 15,750.00
	4) Administration and Overhead	\$ 125,691.08
	5) Maintenance	\$ 4,500.00
A	l's on the Street Program	\$ 4,500.00

Total Expenditures	\$ 204,891.08
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Left in reserves: \$ 50,484.31

Attachment #2
DBIA Strategic Plan 2022-2025

Downtown New Westminster Business Improvement Society
2022 - 2025 Strategic Plan
Final Report
Ruby Group Fundraising and Event Management

Introduction

This report is the result of work done between June and October 2021. The process was guided by a group comprised of board and staff and facilitator Jason Campbell. The process included an extensive external stakeholder consultation, member and customer survey, conversations with the Executive Director, and a planning day with board and staff.

Purpose of the New Westminster Business Improvement Society

- To develop, encourage and promote business in the Downtown New Westminster Business Improvement Areas;
- To conduct studies of, and advance projects, plans, or improvements designed to benefit the Downtown New Westminster Business Improvement Areas;
- To cooperate with and aid any person, body, group, or association in projects designed to benefit the Downtown New Westminster Business Improvement Areas;
- To raise revenue to carry out the purposes of the Society;
- To promote matters of common concern and interest to businesses and property owners in the Downtown New Westminster Business Improvement Areas, and to bring together businesses and property owners in the Downtown New Westminster Business Improvement Areas for fulfilling the purposes of the Society

History of the Downtown New Westminster BIA

1989 – BIA is proposed by merchants/property owners

City passes bylaw designating geographic boundary and levy is passed. Registered as a not-for-profit society, first AGM is held and election of first board of directors.

1990 –Netty Tam is hired as Executive Director.

Throughout the 90s, the focus of the BIA is on social issues, safety concerns, and launching events & initiatives

Columbia Streetscene & Fraserfest are launched in the early 90s followed by Dickens Days and an Easter Egg hunt event in the mid-90s.

The City of New Westminster and the BIA spend 3 years developing a vision for the downtown, finalizing it in 1996. The BIA office is transformed into a model of what the downtown could look like in the future. Focus on developing residential and upgrading commercial/retail spaces as part of the vision.

A Performing Arts Task Force is launched in 1996, with the aim that the old Columbia Theatre be redeveloped into a live performing arts centre, viewed as a catalyst to Downtown redevelopment.

Out of the Performing Arts Task Force a new separate society is registered called the “Raymond Burr Performing Arts Society” the BIA loans the new society \$10k to get started in 1997.

By 2000, The Burr Society has raised enough funds to approach the City who matches those funds and purchases the old Columbia Theatre. The Burr Society is tasked with running the theatre for the City, the BIA forgives the original \$10k loan made to the Society at the AGM.

The Riverboat casino was proposed in 1997 by Star of Fortune Gaming Company, lots of consultation by the City and the BIA, in the end the BIA supported the casino opening.

It opened in 1999, the casino pledged funds for a new conference centre in downtown New West (Anvil Centre opens 15 years later).

In 1998 most of the major banks leave downtown New Westminster, only Scotiabank remained. Crime, social issues & the beer parlours are blamed for public perception being at an all-time low. The BIA hired a PR person to combat the negative publicity.

In 1999 Netty Tam leaves the BIA and Jack Bass is hired as executive director.

The BIA believes that new events would bring people to downtown new west and show them how much it has changed – the first show & shine is launched and is considered a huge success.

In the early 2000s Columbia Street had many vacancies, the city works with the BIA to attract large tenants, West Coast College of Massage Therapy opens in 2001. Events are reassessed during this time and the BIA drops Easter, Dickens Days, passes Fraserfest on

to the Hyack Festival Association, and introduces the multicultural festival. The focus is on growing show & shine.

In 2004 Jack Bass leaves the BIA and the office goes without an executive director for almost a year. Events continue to be produced by support staff, and Brian Dodd is hired in July of 2005. Two new events are launched – Royal City Tea and Music in the Square. Royal City Tea only lasts a couple of years, music in square is eventually taken over by the City under Parks & Rec (programming Hyack square during the summer)

The first BIA website is launched in early 2007.

In 2008 Royal City Star Riverboat Casino closes (moves to a new facility in Queensborough).

The defunct Westminster Public Market is purchased by Mark Sheih and plans for a relaunch as River Market is announced. It takes them several years to get off the ground

In 2009 Brian Dodd leaves the BIA and Virginia Bremner is hired on contract as office manager.

The Burr Society officially folds and the city puts the Columbia Theatre up for sale.

The city celebrates its 150th birthday and the BIA is heavily involved in the yearlong series of celebrations.

The board starts discussing the city's plan to tear down the Parkade, this discussion starts in 1999 and continues until late 2013 when an official position is decided upon and communicated to mayor & council.

Virginia Bremner's contract ends in late 2010, the office is run by two admin assistants for the majority of 2011 until Kendra Johnston is hired in November.

In 2012 the BIA joins social media, launches a new website, and implements a weekly electronic newsletter to the membership. The show & shine is rebranded to the Key West Ford Show & Shine under a 3 year sponsorship deal. Maddison Mckitrick is hired as the programs & events coordinator in November of 2012.

As we move into 2013 the BIA starts sponsoring events to ensure their success in our downtown: New West Doc Fest, Pecha Kucha, and New West Pride for example.

The BIA launches Columbia StrEAT Food Truck Fest, a holiday tree lighting program, and decides to discontinue the multicultural festival. A new governance manual is adopted and new bylaws are passed at the AGM. In October a major fire destroys 3 buildings and affects dozens of businesses.

In 2014 the decision was made to no longer produce the show & shine after 15 years, after putting the word out, the Hyack Festival Association offers to continue on the show & shine's legacy.

The BIA moves to a new office, implements a new grant program for façade improvements and launches a monthly "VIP" e-newsletter to more than 2k people to promote our membership. Recently, the BIA launched the hugely successful Fridays on Front event. In 2017 the BIA area was expanded to include businesses in the lower 12th area.

The last two years have seen the BIA help downtown businesses deal with the difficulties brought on by Covid 19. One valuable support was the Covid 19 business grants that cover the cost of installations that support health orders. Other innovative initiatives included the #togethernewwest campaign and the Quest New West event.

Stakeholder Consultation

The following external individuals and groups were surveyed for information in person:

- Blair Fryer, City of New Westminster EDO
- Barb Fairbrother and Deb Yule, Tourism New West
- Councilor Mary Trentadue
- Mayor Jonathan Cote
- Jordan Foss, Steel and Oak
- Stephen O'Shea, Arts Council of New Westminster
- Tracy London, Douglas College Foundation
- Lisa Leblanc, Director of Engineering
- Erika Mashig, Manager Parks & Open Space Planning, Design and Construction

External Stakeholder Consultation Themes:

- Positive feedback toward the work of the Downton New Westminster BIA
- BIA is seen as a respected leader in the community providing a valuable service
- Although large live events have been cancelled, they continue to be well recognized and seen as a benefit to New Westminster as a whole
 - Fridays on Front was consistently noted
- Social media presence recognized and seen as a great marketing tool
- The BIA is seen as a great organization to partner with. Douglas College expressed a keen interest in partnering
- There continues to be a need to differentiate the role of the BIA, Tourism New West and New West Chamber. The BIA was also seen to have taken on some of the responsibilities of other organizations during Covid.

- The new Economic Development retail plan is being developed and will help guide the priorities of the City of New Westminster Economic Development Department.
 - There is an opportunity here for leadership from the New Westminster BIA.
- It was recognized that the BIA is a valuable advocate for businesses and has the capacity to take the lead with other organizations
- Hyack Square was repeatedly mentioned as an opportunity to be a focal point for downtown
- There was some agreement that the Downtown BIA should be a top priority for the City of New Westminster
- The downtown is very much seen to have lost momentum
- Social issues like homelessness was recognized as a growing issue
- Vacant buildings/lots consistently came up as an issue but with no real solutions
- City initiatives such as outside patios seen as a positive step and the process the city took to listen to businesses has potential for positive change

A detailed survey was sent to all BIA members. We received 79 responses and the survey results can be found in the survey results document. Survey summary:

- Facts and Figures
 - 36% of businesses less than 5 years' old
 - 44% with less than 5 employees. This is very similar to 2015 and 2018.
 - 48% of businesses were retail or professional service
- The top three rated Covid 19 specific programs:
 - Covid 19 business grants
 - #ReDiscoverNewWest initiative
 - Shine Bright New West
- The top three rated pre-pandemic initiatives or programs
 - Fridays on Front
 - Attracting/sponsoring events to Downtown
 - Columbia StrEAT Food Cart Festival
- Top three issues:
 - Construction fatigue (same as 2018)
 - Safety, Security and Social Concerns
 - Parking
- Construction was rated number one issue by far
- Acknowledgment that some issues (eg. construction) are not under the control of the BIA
- BIA continues to be a positive influence on downtown (events, social media, supportive of business)

Planning Day

The Downtown New Westminster BIA held a planning day on September 13, 2021 (in-person and via zoom) with board and staff to determine strategic goals for 2021-2024.

Through an exercise to identify values that best represent the work of the BIA the following were identified.

Values

*Inclusive
Respectful*

*Community
Pride*

*Positive
Support*

Through an exercise to identify a vision to best represent the work of the BIA the following was created:

Vision

Downtown New Westminster to be vibrant, inclusive, and welcoming to all to create a connected community.

A goal setting exercise was conducted to set broad three-year goals for the board and staff. Four major goals were identified:

Strategic Direction 1: Support Downtown New Westminster businesses through the pandemic

Priority Strategic Goals

- Provide timely updates, resources, and opportunities to all businesses
- Provide resources for better business preparedness

Strategic Direction 2: Be the collective voice of Downtown New Westminster businesses on matters that will impact their businesses

Priority Strategic Goals

- Maintain and develop relationships with the City of New Westminster and any other governing agencies
- Petition government agencies for outcomes that benefit our members
- Advocate for solutions on behalf of the board and businesses regarding the issue of

- vacant properties
- Advocate for better communication and mitigation of challenges for businesses during construction
- Advocate for limiting concurrent construction

Strategic Direction 3: Attracting people to Downtown New Westminster in support of its members.

Priority Strategic Goals

- Develop an overall marketing plan for the BIA and BIA initiatives
- Engage more members from different language/cultural groups
- Prioritize diversity among the BIA Board to ensure better representation

Strategic Direction 4: Make Downtown New Westminster a place where people want to spend time.

Priority Strategic Goals

- Advocate for a safer and cleaner downtown (restrooms, housing, safe spaces)
- Expand on placemaking and beautification strategies
- Continue to support the I's on the Street program

Attachment #3
DBIA Bylaw (Primary)

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8288, 2021

A Bylaw to establish a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215(2) of the *Community Charter*;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*;

AND WHEREAS the Council has received a request from the Downtown New Westminister Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminister ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Downtown New Westminister Business Improvement Area (Primary Area) Bylaw No. 8288, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminister Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*;

“City” means the Corporation of the City of New Westminister;

“Council” means the Council of the Corporation of the City of New Westminister;

“Downtown New Westminster Business Improvement Area (Primary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Primary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$161,912.41 for 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025, in aggregate an amount not exceeding \$677,381.12 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Primary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8. a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
- b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Business Improvement Area (Primary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule “D” of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

WHEN THE BYLAWS ARE REVISED, the readings section needs to be changed so that it says:

Given three readings this _____ day of _____, 2021

Third reading repealed this _____ day of _____, 2021

Bylaw amended this _____ day of _____, 2021

Given third reading as amended this _____ day of _____, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year	\$ _____	
Municipal Levies	\$ _____	
Government Grants:	\$ _____	
Federal		\$ _____
Provincial	\$ _____	
Municipal	\$ _____	
Interest	\$ _____	
Other (specify)	\$ _____	
TOTAL REVENUE		\$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT:
(Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

Attachment # 4
DBIA Bylaw (Secondary)

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8289, 2021

A Bylaw to designate a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the *Community Charter*,

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*,

AND WHEREAS the Council has received a request from the Downtown New Westminister Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*,

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminister ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Downtown New Westminister Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminister Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*,

“City” means the Corporation of the City of New Westminister;

“Council” means the Council of the Corporation of the City of New Westminister;

“Downtown New Westminister Business Improvement Area (Secondary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025, in aggregate an amount not exceeding \$560,009.95 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Secondary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8.
 - a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
 - b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

- 9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Improvement Area (Secondary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

- 10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

- 11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

- 12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

Given three readings this _____ day of _____, 2021

Third reading repealed this _____ day of _____, 2021

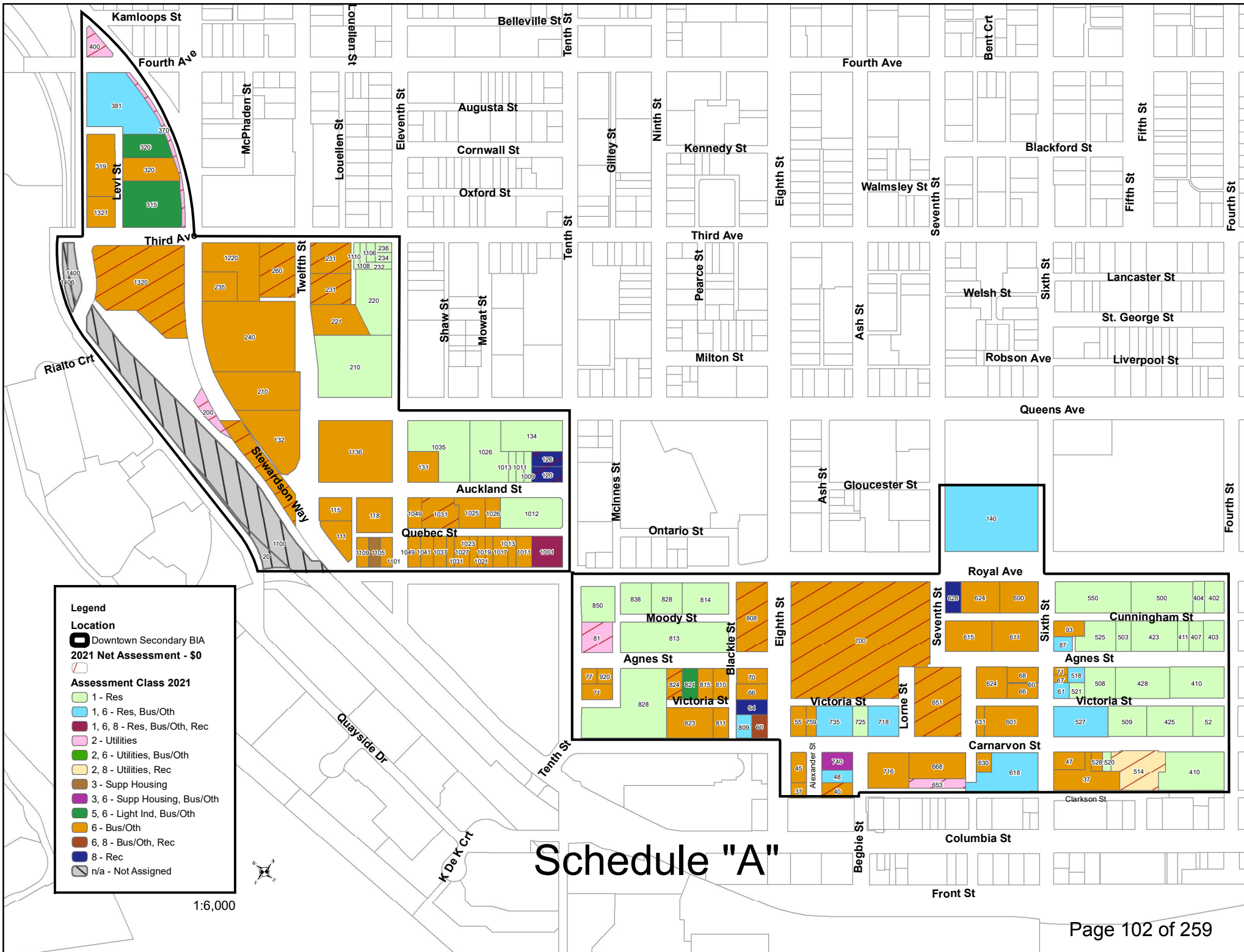
Bylaw amended this _____ day of _____, 2021

Given third reading as amended this _____ day of _____, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this day of _____ 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



Legend

Location
 [Black Outline] Downtown Secondary BIA
 2021 Net Assessment - \$0

- Assessment Class 2021**
- [Light Green] 1 - Res
 - [Light Blue] 1, 6 - Res, Bus/Oth
 - [Pink] 1, 6, 8 - Res, Bus/Oth, Rec
 - [Light Purple] 2 - Utilities
 - [Light Green] 2, 6 - Utilities, Bus/Oth
 - [Light Yellow] 2, 8 - Utilities, Rec
 - [Light Orange] 3 - Supp Housing
 - [Purple] 3, 6 - Supp Housing, Bus/Oth
 - [Green] 5, 6 - Light Ind, Bus/Oth
 - [Orange] 6 - Bus/Oth
 - [Dark Orange] 6, 8 - Bus/Oth, Rec
 - [Dark Blue] 8 - Rec
 - [Grey] n/a - Not Assigned

1:6,000

Schedule "A"

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
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SCHEDULE "C"

BUDGET FORMAT OUTLINE

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Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

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The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year	\$ _____	
Municipal Levies	\$ _____	
Government Grants:	\$ _____	
Federal		\$ _____
Provincial	\$ _____	
Municipal	\$ _____	
Interest	\$ _____	
Other (specify)	\$ _____	
TOTAL REVENUE		\$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT:
(Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

REPORT

Legislative Services

To: Mayor Cote and Members of Council **Date:** February 28, 2022

From: Jacque Killawee **File:** 05.1035.10
City Clerk

Item #: 2022-124

Subject: Electronic Signature Policy

RECOMMENDATION

That Council approve the Electronic Signature Policy and direct staff to bring forward the necessary bylaw changes.

PURPOSE

To request Council approve the Electronic Signature Policy and direct staff to bring forward the changes needed to add it to the Records Management Program Bylaw, which will allow the City to use electronic means to legally bind documents and facilitate the City's continued migration to an electronic work environment.

BACKGROUND

A signature indicates that a person, or an organization such as The Corporation of the City of New Westminster, has agreed to the content of a document. This signature is traditionally thought of as pen on paper (wet signature) but in the electronic environment it is being redefined. In 2001 the federal government enacted the Personal Information Protection and Electronic Documents Act (PIPEDA) which defines what electronic signatures are, and states, among other things, that where there is a signature requirement under specific federal laws, the requirement can be satisfied by an electronic signature. Around the same time, the provincial government of BC established the Electronic Transactions Act (ETA) which also defines electronic signatures and regulates their use.

The City has been working in an electronic environment (where documents reside only in an electronic state) for some time now but there is still a common misconception that

a reference in legislation to a “signature” or “signed document” refers only to an ink mark on paper. There is little understanding of what is meant by an electronic signature. The ETA speaks to how a document cannot be denied legal effect just because it is in electronic form, and how a legal requirement that a document be signed can be satisfied by an electronic signature.

The ETA does provide exclusions where electronic signatures are not allowed. The most applicable for the City is the directive that documents creating or transferring interests in land cannot be signed electronically. The Land Title Act further defines the requirements for the signing of these documents.

The City’s transition to an electronic work environment, driven by the strategic goal of organizational effectiveness, was accelerated during the Covid-19 pandemic. The City had to rapidly pivot to contactless service and a workforce that was often working remotely. The challenge to continue to function and provide services while operating remotely helped hasten the transformation of our current processes by developing alternative ways to do business. Having the option to sign some documents electronically will aid in this continuing transition.

EXISTING POLICY AND PRACTICE

Currently the City does not have a policy regarding electronic signatures. However, systems and work demands are increasingly requiring the City to consider an electronic mark of approval.

Some City systems such as the e-agenda system e-SCRIBE have electronic approval built into them. These do not require a signature as the authentication of the approval comes from system logins and passwords. Systems such as these are increasingly common. The most common form of electronic approval that all staff use is email. No signature is present on an email and often no signature block but the courts have found that an email sent from a specific person’s email address acts as proof of the sending individual’s intent.

In another example, with the pandemic and the need to work from home, many staff have created a scanned copy of their written signature to append to letters and other documents where appropriate. As well, the City accepts Digital signatures, a specific type of electronic signature with the strongest security, from registered professionals such as Engineers, Architects, and Surveyors who are certified to sign electronically by their professional bodies.

Due to public health orders and the change to more remote work, staff have observed that the process of getting an ink signature on a document can sometimes take days to weeks and involve steps such as printing, scanning and mailing. More of the City’s external customers are moving to electronic signatures and are looking to do business in this way. For some staff it has become a challenge to provide good customer service in a timely manner using traditional ink signatures.

ANALYSIS

The approval systems at the City have developed organically to meet needs as in all municipalities. However the current practice described above opens the City up to liability if staff members select different methods of electronic signature for the same documents or are unaware of the rules for particular documents. This is particularly important regarding documents where the ETA and the Land Title Act provide specific guidance regarding signature requirements. The Electronic Signature Policy attached to this report (Attachment 1) is designed to remove this liability by providing staff with guidance.

The policy arose from a need seen by the IT Working Group which is made up of staff from all departments and was formed to address the technical issues and challenges arising from the sudden change in work due to Covid-19. The possibility of using electronic signatures was raised with the group and staff spoke to the issues they were experiencing trying to complete their usual approval and signing processes with staff not on site and the public not allowed in the building. While solutions were being discussed it became apparent that there needed to be a policy to guide both departments and IT on electronic signature usage. The Electronic Signature Policy has been a key work product from this working group.

Electronic signatures are already being used by the City. Any existing electronic signing practices will need to conform to this policy. The policy also provides guidance on what types of records are still legally required to be signed with an ink (wet) signature. It will not force existing practices to become electronic, but will provide the framework for the legally compliant use of electronic signatures within the City. Going forward, any processes that staff would like to change to a fully electronic system will be referred to the policy to ensure that the change is legally allowed and is compliant.

An initial step in creating the policy was surveying all City departments for their current practices regarding which of their documents have a signing or approval component and what types of documents are submitted by the public where a signature is needed.

Local municipalities and crown corporations were also surveyed as to their practices relating to electronic signatures and whether they had existing policies in place. While most municipalities have begun using electronic signatures in similar ways to New Westminster, none of them have formalized their use in a policy. Searches were done for existing policies in other municipalities and jurisdictions and only a small number were found in Canada and the US. If the City were to implement this policy it would be the first municipality in the Metro Vancouver area to do so.

The policy defines what an electronic signature is, the many forms it can take, the differing levels of security different forms can provide, and where and by whom they can and cannot be used. It identifies the highest risk and highest value signing processes within the City and the electronic signature that would be required, if legally allowed, to meet verification and validity standards and protect the City's interests.

Although the ETA regulates the general use of electronic signatures in BC, in order to determine whether an electronic signature is acceptable it was necessary to look to the applicable specific legislation that particular documents fall under. Multiple pieces of legislation were reviewed and because of the complex nature of this, a legal review was completed by Young Anderson to ensure the policy complies with laws and to provide clarity. The Manager of Legal Services also reviewed the policy.

The policy provides guidance to staff on their individual responsibilities and on how they are to manage and use their electronic signatures. The Manager of Legal Services and the Legislative Services Division of the Office of the CAO will have the authority and discretion to make decisions regarding the acceptance of electronic signatures. This is consistent with provincial legislation and the city's delegation bylaw. Information Technology Services will be responsible for authorizing and managing the electronic signature software or systems. Given the complexity of the City's business it is understood that there will be multiple forms of electronic signature systems needed to support a myriad of business processes.

Appendix A of the policy is a table that compiles the types of documents that are signed at the City and the type of electronic signature that can be used to sign these documents based on legal requirements and liability. Staff will be able to refer to the list to determine both the use and acceptance of different types of electronic signatures. It is important to note that the ability to use electronic signatures does not need to replace the use of traditional ink signatures on documents and that the ink form of signature will always be accepted.

The policy, once in place, will give staff and the IT Department the ability to review and analyze their current workflows and determine whether they can change a process to a fully electronic one. It will also allow the City to review and adjust processes created during the COVID-19 pandemic to bring them in line with best business practices. It will allow the City to increase efficiency and improve our interactions with customers.

Under the *Community Charter* and the City's delegation bylaws, responsibility for records and documentation rests with the City Clerk. The City Clerk's responsibility is formalized in the City's Records Management Bylaw 7987, 2018, which establishes a corporate records management program, sets out the relationship with the archives, and provides the legal framework for document scanning. The electronic signature policy should be appended to this overarching governance document. If Council approves the policy, staff will bring the needed bylaw amendments forward.

SUSTAINABILITY IMPLICATIONS

This policy supports both broad environmental goals by reducing the need for paper documents, and also the Seven Bold Steps for Climate Change by making remote communication with the City by residents, clients and staff simpler and easier, thus reducing the number of trips needed to conduct city business.

FINANCIAL IMPLICATIONS

There is no cost to implement this policy. The IT Working Group and individual departments will begin the implementation of the policy within existing budgets or will include the system costs in future annual budget requests.

The Policy reduces the City's risk by providing clarity and consistency for staff on the proper use of signatures and the acceptance of submitted electronic signatures.

INTERDEPARTMENTAL LIAISON

The policy was developed with input from the IT Working Group and in consultation with the Manager of Legal Services and of the City's solicitor Young Anderson.

OPTIONS

There are three options before Council:

- 1) That Council approve the Electronic Signature Policy and direct staff to bring forward the necessary bylaw changes,
- 2) That Council provide feedback on the policy and ask staff to return with the revised policy, or
- 3) That Council provide other direction.

Staff recommend option 1.

CONCLUSION

The goal of the proposed Electronic Signature Policy is to guide the City as we make the transition to an electronic work environment and to ensure our current and future processes are legally compliant. It will provide guidance regarding when electronic submissions are considered official and acceptable by the City and will help expedite workflow processes, reduce recordkeeping requirements and improve customer service.

ATTACHMENTS

Attachment 1: Electronic Signature Policy

APPROVALS

This report was prepared by:
Robert Deeth, Record Analyst

This report was approved by:
Jacque Killawee, City Clerk
Lisa Spitale, Chief Administrative Officer

Attachment 1

Electronic Signature Policy

Policy Title:	ELECTRONIC SIGNATURES
Issue Date:	
Revised Date:	
Prepared by:	Legislative Services
Document #:	1734185

Overview

A signature represents an individual’s personal approval in a document or transaction and provides evidence of that person’s identity, intent to approve, or to be legally bound by the contents of the document. The purpose of a signature is the same whether it is paper-based or electronic.

Within the City of New Westminster, the requirement for a signature can be a customary practice, can be imposed by policy, or can be required under law. As more work is being done electronically, the ability to sign and receive signed documents electronically while meeting all requirements will streamline and expedite workflow processes and improve customer service in the City of New Westminster.

1. Purpose

- 1.1 The purpose of this Policy is to provide guidance on when Electronic Signatures are considered official and acceptable by the City of New Westminster.
- 1.2 This Policy does not address confidentiality requirements.

2. Scope

- 2.1 This policy identifies types of documents for which Electronic Signatures will be acceptable and the manner in which the Electronic Signature must be provided.
- 2.2 This Policy applies to all departments, Council Members, employees of the City of New Westminster, and Volunteers who chair committees. This policy does not apply to the New Westminster Public Library or the New Westminster Police Department.

- 2.3 All Electronic Submissions received are subject to the *Freedom of Information and Protection of Privacy Act* and *Electronic Transactions Act*, where applicable.

3. Definitions

- 3.1 **City** means the City of New Westminster.
- 3.2 **CAO** means the Chief Administrative Officer.
- 3.3 **Third Party** means any company or individual that the City interacts with, such as residents, vendors, suppliers, distributors, agents, contractors and customers.
- 3.4 **Wet Signature** means a physically generated signature or distinct mark on a hard copy of a document using a pen or seal.
- 3.5 **Electronic Signature** means information in electronic form that a person has created or adopted in order to sign a record and that is in, attached to or associated with the record.

Electronic Signatures include but are not limited to:

- (a) a scanned image of a handwritten signature applied or pasted to an electronic document;
 - (b) user authentication by clicking an electronic confirmation or acknowledgement on a website to capture user's intent (for example, clicking "agree" or "disagree");
 - (c) user authentication through personalized login and access code to an internal application to approve something, including but not limited to an email from user's email account;
 - (d) a sound such as a recorded voice command (for example, a verbal confirmation in response to a question);
 - (e) a handwritten but digitally captured signature created using a stylus or finger on a touchscreen; and
 - (f) a Digital Signature.
- 3.6 **Digital Signature** means an Electronic Signature that is based on asymmetric cryptography. This form of Electronic Signature provides validity and integrity, as the technology allows for tracking and verification of the document through time. It is the most secure method and should be used where liability is a concern.
- 3.7 **Electronic Submission** means a document submitted electronically, including, but not limited to email, web form, facsimile or external device (for example, hard drive, usb flash drive).

4. Electronic Signature Usage

- 4.1 This Policy does not compel or require the City to use Electronic Signatures wherever permitted.
- 4.2 The City cannot require that any Third Party signing a document use Electronic Signatures if a Third Party is reluctant or unable to sign a document electronically.
- 4.3 Before an Electronic Signature is used, it must be determined whether an Electronic Signature can be used and, if so, the manner in which the Electronic Signature must be provided.
- 4.4 Electronic Signatures are not legally binding in all circumstances. Wills, trusts created by wills, powers of attorney, documents that create or transfer interests in land, and other records prescribed in the regulations cannot be signed electronically. These documents must be signed with Wet Signatures.
- 4.5 All documents and supporting documents that are registered at the Land Title office require a Wet Signature. This includes but is not limited to the Form A, Form C, Form C Release, Form D, Strata Property Act Filing (e.g. Form E), Terms of Instrument, Declaration, Form 17 Fee Simple, Form 17 Charge, Notation or Filing, Form 17 Cancellation of Charge, Notation or Filing, and Application to Deposit Plan (DSPL) form documents.
- 4.6 When a document requires the signature of a witness, the witness must be physically present and must Wet sign the document.
- 4.7 Certification as a true copy of an original document cannot be done electronically. A Wet Signature should be applied on an exact copy of the paper document.
- 4.8 Council Members and the City's employees may apply Electronic Signatures into routine correspondence, documents, internal memos, or reports.

Appendix A outlines the types of documents where an Electronic Signature can be used and where a Digital Signature or Wet Signature is required.

- 4.9 Council Members and the City's employees shall use a Digital Signature if authorized by their designated role in the City or by Delegation Bylaw No. 7176, 2015, and Procurement Bylaw 6942 as amended. Council Members and the City's employees who do not have signing authority shall not be given licenses to Digital Signature software.
- 4.10 Any new process that requires a signature needs to conform to this Policy.

- 4.11 Council Members and the City's employees must only use the Electronic Signature systems approved by the City.

4.12 **Electronic Signatures on Incoming Documents**

Electronic Signatures are acceptable on Electronic Submissions received by the City including Digital Signatures, stamps, or professional seals where required by a certifying authority (see Appendix A).

Where a professional body has codified a certifying authority of Electronic Signatures the City will only access that authority's signature. For example an engineer may not submit a document signed only with an image of the engineer's signature it must be signed with the appropriate Digital Signature.

The City shall accept only a Digital Signature certified by the professional body of the professional who submits the professionally sealed document. For example, engineering documents submitted by professional engineers must be signed using Notarius.

- 4.13 Where a user's Digital Signature does not appear valid, the City will not accept the document as the source cannot be verified.

5. **Oversight**

- 5.1 The City solicitor and Legislative Services Division of the Office of the CAO have the authority and discretion to make decisions regarding the acceptance of all Electronic Signatures.
- 5.2 The City shall use the Electronic Signature systems authorized by the Information Technology Services Department. A Privacy Impact Assessment must be completed to ensure the software is compliant with the *Freedom of Information and Protection of Privacy Act*.
- 5.3 The City shall maintain a Digital Signature system for authorized employees, City staff who are Commissioners for taking oaths, and the City solicitor.

6. **Responsibilities**

- 6.1 Overall management of this Policy is the responsibility of the Legislative Services Division of the Office of the CAO.
- 6.2 The Legislative Services Division of the Office of the CAO shall review this Policy periodically and amend or update the Policy to ensure that it is current and relevant.

6.3 Information Technology Services Department shall manage the applicable software.

7. User Responsibilities

- 7.1 No individual, through the transmission of an Electronic Submission bearing an Electronic Signature shall represent themselves in a way that is false or misleading.
- 7.2 For an individual to apply another user's Electronic Signature to a document, written authorization must be given from the person whose signature is being used to the individual who is applying the signature to the document.
- 7.3 Digital Signatures cannot be given to or applied by another user. Only the authorized signing authority can sign a document using their Digital Signature.
- 7.4 Any individual found to be in breach of this Policy shall be subject to discipline up to and including termination from employment, cancellation of contract, legal action, and/or restitution.
- 7.5 Digital Signatures are to be stored in a secured location that is only accessible to the authorized user and Information Technology Services Department.

8. Related Policies and Legislation

- 8.1 This policy is applied in conjunction with other City Policies and Bylaws which include but are not limited to:
- (a) Corporate Records Management Program Bylaw No. 7987, 2018;
 - (b) Email/Internet Policy; and
 - (c) Standards of Conduct Policy.
- 8.2 This policy is governed by the following Provincial legislation which includes but is not limited to:
- (a) *Freedom of Information and Protection of Privacy Act*; and
 - (b) *Electronic Transactions Act*; and
 - (c) *Land Title Act*; and
 - (d) *Local Government Act*

Appendix A

Types of documents

This Policy does not compel the use of Electronic Signatures. Departments wishing to make work processes fully electronic may do so by consulting this Appendix to identify whether Electronic Signatures can be used and what type of Electronic Signature is required, the determination of which is based on legal requirements and liability.

Wet Signature

The following documents cannot be electronically signed.

Document Type	Use of Electronic Signature	Required Mode
<p>All documents that are registered at the Land Titles Office. This includes but is not limited to the Form A, Form C, Form C Release, Form D, Strata Property Act Filing (e.g. Form E), Terms of Instrument, Declaration, Form 17 Fee Simple, Form 17 Charge, Notation or Filing, Form 17 Cancellation of Charge, Notation or Filing, and Application to Deposit Plan (DSPL) form and documents attached to the forms.</p> <p>Examples: Covenants, Development Agreements, Easements, Encroachments, Housing Agreements, Leases, Rights-of-way, Subdivisions, Transfers of Land, etc.</p> <p>Note: Development Permits and Development Variance Permits are not land title documents created under the <i>Land Title Act</i> and instead are permits created under the <i>Local Government Act</i>. There is no legal requirement for them to be Wet signed.</p>	No	Wet Signature
Documents requiring the signature of a witness (the witness must be physically present)	No	Wet Signature
Certification as a true copy of an original document	No	Wet Signature

Digital Signature

The following documents can be signed using a Wet Signature or require a Digital Signature, stamp, or secure professional seal.

Document Type	Use of Electronic Signature	Required Mode

Agreements – if the documents are not registered at the Land Titles Office, they may be electronically signed i.e. Works and Services, Government Protocols, Cost Sharing, Traffic , Railway, Union Agreements, MOUs and other Agreements between agencies, etc.	Yes	Wet or Digital Signature
BridgeNet Service Order	Yes	Wet or Digital Signature
Consent release and waiver forms	Yes	Wet or Digital Signature
Contracts - i.e. construction contracts, consulting services, contracts for services, contracts for goods, etc.	Yes	Wet or Digital Signature
Plans, reports and schedules signed and sealed by Registered Professionals including but not limited to: <ul style="list-style-type: none"> ○ Architect ○ Landscape Architect ○ Civil Engineer ○ Mechanical Engineer ○ Electrical Engineer ○ Plumbing Engineer ○ Structural Engineer ○ Geotechnical Engineer ○ Code Engineer ○ Fire Protection Engineer ○ Licensed Surveyor <p>Note: As of August 2021, Notarius is the required tool for EGBC professional seal.</p>	Yes	Wet or Digital Signature / Stamp / Secure professional seal with Notarius
Procurement process – Invitations to Tender require a Wet or Digital Signature Note: EOI, RFPs, RFQs, etc. can be completed with any Electronic Signature.	Yes	Wet or Digital Signature

Electronic Signature

The following documents can be signed with a Wet Signature, Digital Signature, or can be completed with a scanned signature, approved via email, system verification or other form of Electronic Signature.

Document Type	Use of Electronic Signature	Required Mode
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Building Applications – i.e., Building, Demo, Plumbing, Heating, Services, Sprinkler Permit Applications, etc. Note: Building Division signs/stamps application documents throughout the process. Professionals must use Digital Signature / stamp for signed/sealed drawings and schedules but not regular correspondence.	Yes	Wet or any Electronic Signature
Business Licence Applications / Business Licences	Yes	Wet or any Electronic Signature
Certificate of Insurance	Yes	Wet or any Electronic Signature
Change of Contractor forms	Yes	Wet or any Electronic Signature
Cheque Requisitions	Yes	Wet or any Electronic Signature
City Bylaws and Council Minutes, including Zoning Bylaws, Heritage Revitalization Agreement and Designation Bylaws	Yes	Wet or any Electronic Signature
Development Applications – i.e. OCP or Zoning Amendment Applications; Development, Development Variance, Temporary Use, Tree, Sign Permit Applications; Board of Variance Applications, etc.	Yes	Wet or any Electronic Signature
Development Application Drawings	Yes	Wet or any Electronic Signature
Document Request Forms	Yes	Wet or any Electronic Signature
Erosion & Sediment Control Submission Form (ESC)	Yes	Wet or any Electronic Signature
Facility Rental	Yes	Wet or any Electronic Signature
Fire Investigation Report Completion Form	Yes	Wet or any Electronic Signature
Grants	Yes	Wet or any Electronic Signature
HR documents – i.e. performance reviews, PAF's, offers of employment, disciplinary or other performance management or attendance management letters	Yes	Wet or any Electronic Signature
Invoices	Yes	Wet or any Electronic Signature
Letter of Authorization (LOA) – Building and Planning Divisions	Yes	Wet or any Electronic Signature
Letters / Correspondence of various types – i.e. Comfort Letter, Notice of Violation, referral letters, letters to other municipalities, Freedom of Information correspondence, etc.	Yes	Wet or any Electronic Signature
Internal Memos	Yes	Wet or any Electronic Signature
Mileage Forms	Yes	Wet or any Electronic Signature

Operational Guidelines (Fire)	Yes	Wet or any Electronic Signature
Other staff administrative documents	Yes	Wet or any Electronic Signature
Payroll forms – i.e. timesheets, vacation requests, overtime, gratuity leave, family responsibility leave, etc.	Yes	Wet or any Electronic Signature
Permits – i.e., Building, Tree , Development, Development Variance, Temporary Use, Demo, Sign, Plumbing, etc.	Yes	Wet or any Electronic Signature
Procurement Process – EOI, RFP, RFQ, etc. Note: Invitations to Tender require Wet or Digital Signature	Yes	Wet or any Electronic Signature
Purchase card approvals	Yes	Wet or any Electronic Signature
Purchasing Forms	Yes	Wet or any Electronic Signature
Recycling Forms 1, 2 & 3 (Waste Disposal & Recycling Service Plan, Hazardous Materials report & Compliance Report)	Yes	Wet or any Electronic Signature
Reports / Memos to committee	Yes	Wet or any Electronic Signature
Reports / Memos to Council	Yes	Wet or any Electronic Signature
Tax Receipts	Yes	Wet or any Electronic Signature

REPORT

Parks and Recreation Department

To: Mayor Cote and Members of Council **Date:** February 28, 2022

From: G. Dean Gibson
Director of Parks and Recreation **File:** 2027853

Item #: 2022-126

Subject: Parks and Recreation Fees and Charges Bylaw Amendment for 2022

RECOMMENDATION

THAT Council consider first, second and third readings to Fees and Charges Amendment Bylaw, No. 8319, 2022, a bylaw to amend the Parks and Recreation Fees and Charges Bylaw No. 6673, 2001 (Attachment “A”).

PURPOSE

The purpose of this report is to provide Council with details on the 2022 Parks and Recreation proposed fee adjustments and to recommend endorsement by Council.

BACKGROUND

This report responds to Council resolutions from the following reports:

Summer 2022 Outdoor Aquatics Plan - January 31, 2022

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.

Filming Activity in 2021 and Proposed Filming Fees for 2022 – February 14, 2022

THAT Council receive the February 14, 2022, report entitled “Filming Activity in 2021 and Proposed Filming Fees for 2022” 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 the February 14, 2022, report entitled “Filming Activity in 2021 and Proposed Filming Fees for 2022”. Carried.

All members present voted in favour of the motion.

ANALYSIS

The following table summarized the proposed filming and aquatic fee amendments as described in prior reports to Council:

#	Filming 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	✓	
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	✓	
#	Aquatic Fee Description	Existing Fee \$	Proposed Fee \$	New Fee	Existing Fee
1.	Outdoor Pool Weekend Admission Fee	\$0	\$2.00	✓	

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

ATTACHMENTS

Attachment A: Proposed Parks and Recreation Fees and Charges Amendment Bylaw
No. 8319, 2022

OPTIONS

1. Council consider first, second and third readings to Fees and Charges Amendment Bylaw, No. 8319, 2022;
2. Council give first, second and third readings to Fees and Charges Amendment Bylaw, No. 8319, 2022 with changes; or
3. Provide other direction to staff.

Option #1 is recommended.

CONCLUSION

The proposed changes to the 2022 Fees and Charges Bylaw are in response to the Canada Games Pool decommissioning and resulting expansion of outdoor aquatic services, and for filming, to better align fees to industry and market standards.

APPROVALS

This report was prepared by:
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"

Proposed Parks and Recreation

Fees and Charges Amendment Bylaw No. 8319, 2022

Bylaw Amendment No. 8319, 2022 - ATTACHMENT "A"



FEES AND CHARGES MANUAL

Effective March 7, 2022

Parks and Recreation Administration 511 Royal Avenue	604.527.4567
Centennial Community Centre 65 East Sixth Avenue	604.777.5100
Century House 620 Eighth Street	604.519.1066
Moody Park Arena 701 Eighth Avenue	604.525.5301
Queensborough Community Centre 920 Ewen Avenue	604.525.7388
Queen's Park Arena First Street & Third Avenue	604.777.5111
Queen's Park Sportsplex	604.777.5121

active@newwestcity.ca

www.newwestcity.ca

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INDOOR SPACE RENTAL FEES

Small Room Capacity (2 - 20)
Centennial Community Centre - Piano Room
Queensborough Community Centre - Channel Room & Samson Room
təmәsәwtx^w Aquatic and Community Centre - First Floor Meeting Room

GROUP	MEETING (1 hour minimum)
NW Youth Groups	\$0
Non-Profit & Individuals	2021 = \$12.86 + GST = \$13.50
Business	2021 = \$39.05 + GST = \$41.00

Medium Room Capacity (14 - 75)	
Centennial Community Centre - Creek Room - Brook Room	Century House - Spruce Room
Queensborough Community Centre - Poplar Room - Island Room - Port Room - Royal Room	Queen's Park Arena - Breakaway Room (no socials) - Power Play Room (meetings only)
Queen's Park Board Room (meetings only)	

GROUP	MEETING (1 hour minimum) <small>* 2 x base rate for 25 room capacity</small>	ACTIVITY (1 hour minimum)	SOCIAL (2 hour minimum)
NW Youth Groups	\$0	2021 = \$26.00 + GST = \$27.30	2021 = \$52.38 + GST = \$55.00
Non-Profit & Individuals	2021 = \$12.86 + GST = \$13.50	2021 = \$26.00 + GST = \$27.30	
Business	2021 = \$39.05 + GST = \$41.00	2021 = \$78.00 + GST = \$81.90	

Large Room Capacity (32 – 135)	
Centennial Community Centre - River Room	Queensborough Community Centre - Port Royal Room - Poplar Island Room
Centennial Lodge - Main Hall	

GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)
NW Youth Groups	\$0	\$40.24 + GST = \$42.25	\$100.00 + GST = \$105.00 / hour Plus Socan and Re:Sound
Non-Profit & Individuals	\$20.00 + GST = \$21.00	\$40.24 + GST = \$42.25	BANQUET \$818.10 + GST = \$859.00 Plus Socan & Re:Sound
Business	\$60.67 + GST = \$63.70	\$120.95 + GST = \$127.00	

Extra Large Room Capacity (50 – 350)

Queensborough Community Centre - Fraser River Room	Centennial Community Centre - Gym
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GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)
NW Youth Groups	\$0	\$88.57 + GST = \$93.00	\$138.09+GST = \$145.00 / hour Plus Socan and Re:Sound
Non-Profit & Individuals	\$43.57 + GST = \$45.75	\$88.57 + GST = \$93.00	BANQUET <i>January – March</i> \$818.09 + GST = \$859.00 <i>April – December</i> \$1,104.76 + GST = \$1,160.00 Plus Socan and Re:Sound
Business	\$131.43 + GST = \$138.00	\$263.81 + GST = \$277.00	

Event Facilities

Queen's Park Arena - Dry floor	
GROUP	MEETING OR ACTIVITY (1 hour minimum)
Non-Profit	\$162.86 + GST = \$171.00 / hour
Business	\$325.71 + GST = \$342.00 / hour
Queensborough Community Centre – Fraser River Room & Port Royal Room	
GROUP	ACTIVITY (Day Rate)
NW Youth, Non-Profit & Business	\$1,636.19 + GST = \$1,718.00 Plus Socan and Re:Sound
	ACTIVITY (Consecutive Day Rate) \$819.05 + GST = \$860.00

OTHER INDOOR SPACE FEES

Arena Ice Rentals			
User	Time	Days	Hourly Fee
All	12:00 am – 6:00 am	Daily	\$70.48 + GST = \$74.00
All – Public Prime Time	6:00 pm – 12:00 am	Weekdays	\$308.57 + GST = \$324.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Public Non-Prime Time	6:00 am – 6:00 pm	Weekdays	\$154.29 + GST = \$162.00
	6:00 am – 12:00 am	July & August Weekends	
All – Short Notice Prime Time** (50% of prime time fee)	See Public Prime Time		\$154.29 + GST = \$162.00
All – Short Notice Non-Prime Time*** (50% of non-prime time fee)	See Public Non-Prime Time		\$77.14 + GST = \$81.00
NW Minor Sports – Prime	See Public Prime Time		\$92.57 + GST = \$97.20*
NW Minor Sports – Non-Prime Time	See Public Non-Prime Time		\$52.00 + GST = \$54.60
Preschools & Daycares	9:00 am – 3:00 pm	Weekdays	\$38.57 + GST = \$40.50
			(\$77.14 + GST = \$81.00)
			(full ice, >35 users)
NWSD#40 – Grades K – 5	9:00 am – 3:00 pm	Weekdays	\$38.00 / hour plus skate rentals
NWSD#40 – Grades 6 – 12	9:00 am – 3:00 pm	Weekdays	\$38.39 + GST + PST = \$43.00 / class (includes skates)
School (non-New Westminster)	9:00 am – 3:00 pm	Weekdays	\$77.14 + GST = \$81.00 plus skate rentals
NWSS Hockey Academy (75% of non-prime time fee)	9:00 am – 3:00 pm	Weekdays	\$115.71 + GST = \$121.50
Rentals Charging Admission	Applicable Ice charge plus 12.5% of gross admission revenue		

* Fee is calculated using the minor sports formula

- Maximum Cost = % of New Westminster participants registered x difference between maximum and minimum cost
- Minimum Cost = 30% of Prime Time fee and Maximum Cost = 50% of Prime Time fee

** the Arena Manager short notice booking criteria with the general practice that the discounted fee is available within 72 hours ice rental time

Arena Dry Floor Rentals			
User	Time	Days	Hourly Fee
All – Prime Time	3:00 pm – 12:00 am	Weekdays	2021 = \$102.86 + GST = \$108.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Non-Prime Time	6:00 am – 3:00 pm	Weekdays	2021 = \$51.43 + GST = \$54.00
New Westminster Minor & Junior B2 & B3 Lacrosse	During operating hours	Any day	2021 = \$30.95 + GST = \$32.50
New Westminster Junior A or B1		Any day	2021 = \$80.95 + GST = \$85.00
New Westminster Senior A, B, C or Masters Lacrosse		Any day	2021 = \$102.86 + GST = \$108.00
New Westminster Minor Sports – Ball Hockey		Any day	2021 = \$30.95 + GST = \$32.50

Lacrosse playoffs, outside of league play, are subject to an agreement with the Parks and Recreation Department and BC or Canadian representatives. Overtime use of the Arena(s) will be the actual cost plus 50%.

Gym Rentals			
Use	Location	Hourly Fee	User
All Eligible Sports & Activities	Queensborough Community Centre & Centennial Community Centre	\$44.29 + GST = \$46.50	Individuals or Not For Profit Groups
All Eligible Sports & Activities		\$77.14 + GST = \$81.00	Business Groups
All Eligible Sports & Activities	Queen's Park Sportsplex	\$77.14 + GST = \$81.00	All
Admission Based Gym Rentals	Queensborough & Centennial Community Centres & Sportsplex	Rental Fee + 12.5% of Gross Ticket Sales	All

Canada Games Pool Rentals				
Use	User	Time	Days	Fee
One 25 Meter Lane	Hyack Swim Club	5:00 – 9:00 am	Daily	\$3.33 + GST = \$3.50 / hour
	Not for Profit			\$6.19 + GST = \$6.50 / hour
One 50 Meter Lane	Hyack Swim Club			\$6.67 + GST = \$7.00 / hour
	Not for Profit			\$12.38 + GST = \$13.00 / hour
One 25 Meter Lane	Hyack Swim Club			\$10.48 + GST = \$11.00 / hour

	Not for Profit	Prime Time	Daily	\$21.43 + GST = \$22.50 / hour
	Business			\$33.33 + GST = \$35.00 / hour
One 50 Meter Lane	Hyack Swim Club	9:00 am – 12:00 am	Daily	\$20.95 + GST = \$22.00 / hour
	Not for Profit			\$42.86 + GST = \$45.00 / hour
Swim Meet (restricted opportunities)	Hyack Swim Club	Any time	Daily	\$275.24 + GST = \$289.00 / hour
	Not for Profit			\$347.62 + GST = \$365.00 / hour
0 – 50 swimmers	New Westminster Schools	11:30 am – 1:00 pm	Monday & Wednesday	\$57.14 + GST = \$60.00 / hour
51 – 100 swimmers			Tuesday, Thursday & Friday	2 x 0 – 50 fee
101 – 150 swimmers		3 x 0 – 50 fee		
151 – 200 swimmers		4 x 0 – 50 fee		
201 – 250 swimmers		5 x 0 – 50 fee		
251 – 300 swimmers		6 x 0 – 50 fee		
Lane Rentals		11:00 am – 3:00 pm	Same fees as Hyack Swim Club	
<i>Rentals of Multiple lanes use the single lane rate, by distance, multiplied by the number of lanes rented</i>				

Miscellaneous Spaces

Space	Location	Fee
Martial Arts Room	Centennial Community Centre	\$16.19 / hour + GST = \$17.00
Judo Mat Rental	Centennial Community Centre	\$10.00 / hour + GST = \$10.50
Kitchen	Queensborough Community Centre	\$130.48 + GST = \$137.00

OUTDOOR SPACE RENTAL FEES

Moody Park Outdoor Pool and Hume Park Outdoor Pool

Use	User	Time	Hourly Fee*
1 – 30 swimmers	All	Limited availability. Rentals are only available outside of public swim and lesson times.	\$73.33 + GST = \$77.00
31 – 49 swimmers	All		\$109.52 + GST = \$115.00
50 – 89 swimmers	All		\$142.86 + GST = \$150.00
90+ swimmers	All		\$179.05 + GST = \$188.00

Outdoor Stages

Outdoor Stages, All Users	\$25.00 + GST = \$26.25 / hour
Queen's Park Bandshell, All Users	\$125.71 + GST = \$132.00 / 4 hours

Picnic Shelters

Large		Medium		Small	
Prime Time	Non-Prime Time	Prime Time	Non-Prime Time	Prime Time	Non-Prime Time
\$125.71 + GST = \$132.00	\$62.86 + GST = \$66.00	\$94.29 + GST = \$99.00	\$47.14 + GST = \$49.50	\$62.86 + GST = \$66.00	\$31.43 + GST = \$33.00
Fee is for a booking. Prime Time is weekends and statutory holidays. Non-Prime Time is 10:00 am – 3:00 pm or 4:00 – 9:00 pm on weekdays.					

Outdoor Sports Court & Track

User	Lacrosse Box, Tennis, Basketball & Sand Volleyball Courts & Mercer Track Permit holders have priority over drop-in users
New Westminster Minor & Senior groups (60%+ residency required)	no charge
All Non-business groups & Individuals Users	\$5.48 + GST = \$5.75 / court, lane or jump area / hour \$114.29 + GST = \$120.00 for bookings over 5 hours / court, track or jump area / day
Business & professional groups	\$10.95 + GST = \$11.50 / court, lane or jump area / hour \$228.57 + GST = \$240.00 for bookings over 5 hours / court, track or jump area / day

Public Spaces & Plazas & Events

User	All public plazas and open spaces except sport fields and outdoor sport courts & track
Non-Profit & Individual (New Westminster Group)	\$53.81 + GST = \$56.50 / use / day
Non-Profit & Individual (Non-New Westminster Group)	\$107.38 + GST = \$112.75 / use / day
Business	\$214.29 + GST = \$225.00 / use / day
All gate ticketed events	Applicable fees above plus 12.5% of gross gate revenue plus GST

OTHER SPACE FEES

RENTAL STAFF, SERVICE OR EQUIPMENT CHARGES

Staff Rental Charge (As Applicable, non-aquatic)	\$44.76 + GST = \$47.00 / hour
Staff Rental Charge (As applicable, aquatic)	\$37.62 x GST = \$39.50 / hour
Staff Rental Charge (As applicable, outdoor)	\$75.00 + GST = \$78.75 / hour / staff member
Skate Toys, Skates and/or Equipment Rental	\$41.19 + GST = \$43.25 / hour

Skate Sharpening – single	\$3.88 + GST & PST = \$4.35
Skate Sharpening – 10 (20% discount)	\$31.25 + GST & PST = \$35.00
Skate Rental - single	\$2.23 + GST + PST = \$2.50
Skate Rental – 10x (20% discount)	\$17.86 + GST + PST = \$20.00
Corker Rental*	\$1.79 + GST & PST = \$2.00
Locker Rentals (size dependent)	\$0.09 + GST = \$0.10 \$0.24 + GST = \$0.25 \$0.48 + GST = \$0.50
Permit - Special Occasion or Beer Garden Permit	\$95.24 + GST = \$100.00 / event / location / day
Permit - Sale of Goods, Services or Food (Business vendor selling to the public through an event)	\$52.38 + GST = \$55.00 / day / vendor station
Rose Garden or Gazebo (50 Chairs Set Up, staff)	\$149.55 + PST + GST = \$167.50 / two hours
Additional Garbage or Recycling Service	\$33.33 + GST = \$35.00 / bin drop off or disposal
Additional Washroom Cleaning Services	\$157.14 + GST = \$165.00 / event / washroom / day
Electricity Supply	\$28.57 + GST = \$30.00 / event location / day

* Parents participating in Parent & Tot lessons are entitled to free corker or skate rentals

Sports Fields				
User	<ul style="list-style-type: none"> - A users deposit is required, 20% of contract total prior to the group's first booking, and is held until end of season reconciliation with the final invoice. - Prime Time is 5:00 pm to 12:00 am on weekdays, 7:00 am to 12:00 am on weekends and statutory holidays. Non-prime time is 7:00 am to 5:00 pm on non-statutory holiday weekdays. - Minor or Youth is 18 years and under. Senior is 65+ years. 			
	Artificial Turf Fields		Grass Fields	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior Sports Groups (60%+ residency required)	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour	no charge	
All Non-business groups & Individuals (all user ages)	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour	\$5.71 + GST = \$6.00 / hour
Business & professional groups	\$91.43 + GST = \$96.00 / hour	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour
	Queen's Park Stadium		All Weather Sand Field	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior groups (60%+ residency required)	no charge		no charge	
All Non-business groups & Individuals (all user ages)	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	no charge	
Business & professional groups	\$91.43 + GST = \$96.00 / hour	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour
Tournament (all type)	Applicable Sports Field fees plus PUBLIC SPACE & PLAZA PERMIT fee			
Gate Ticketed Events	Applicable Sports Field fees plus 15% of gross gate revenue, plus GST			

Light Fee	\$9.52 + GST = \$10.00 / hour / all users
Change room with Booked Field	\$11.43 + GST = \$12.00 / change room (Hume Park Only) \$23.81 + GST = \$25.00 / change room

Rose Garden or Gazebo
\$122.86 + GST = \$129.00 / 2 hours

REGISTERED PROGRAMS FEE CRITERIA

Registered program fees are developed through a formula using the following fee criterion:

- Instructor salary & benefits (CUPE or Contractors)
- Supplies (toys, art materials, food, progress cards, etc. – program consumables)
- Transportation & other costs (as applicable)
- Third party costs (i.e. non New Westminster fees associated to the program delivery)
- Equipment (non-consumable materials with < 1 year lifespan – i.e. soccer balls)
- Bank charges (cost recovery)
- Space or room costs
- Number of registered participants (i.e. class size)
- Costs associated to public safety (i.e. Covid-19)

As such registered program fees are subject to prices changes throughout the term of the fees and charges bylaw amendment. Further, the formula may be amended to promote emerging or service based programs to help ensure their success.

Private Lessons

Duration	Service	Child Fee (< 16 years)	Adult Fee (16+ years)
30 minutes	Gymnastics & Trampoline or Skating	\$28.00	\$28.00 + GST = \$29.40
30 minutes	Aquatics	\$32.00	\$32.00 + GST = \$33.60
45 minutes	Gymnastics & Trampoline	\$34.00	\$34.00 + GST = \$35.70
90 minutes	Skateboarding & Tennis	\$70.00	\$70.00 + GST = \$73.50
Private (1 hour)	Personal Training Assessment	n/a	\$66.67 + GST = \$70.00
Private (1 hour)	Personal Training - 1x		\$53.33 + GST = \$56.00
	Personal Training - 3x		\$152.38 + GST = \$160.00
	Personal Training - 5x		\$240.00 + GST = \$252.00
	Personal Training - 10x		\$453.33 + GST = \$476.00
Semi Private (2 participants, 1 hour)	Personal Training - 1x		\$76.19 + GST = \$80.00
	Personal Training - 3x		\$217.14 + GST = \$228.00
	Personal Training - 5x		\$342.86 + GST = \$360.00
	Personal Training - 10x		\$647.62 + GST = \$680.00

Active Admission & Membership Fees

User	Active 1 Visit	Active 10x Visit (20% Discount)	Active 30 Day (25% Discount)	Active 90 Day (25% Discount)	Active 365 (45% Discount)
Child (1 – 12 years)	\$3.25	\$26.00	\$29.25	\$87.75	\$257.40
Youth (13 – 18 years)	\$4.29 + GST = \$4.50	\$34.28 + GST = \$36.00	\$38.57 + GST = \$40.50	\$115.71 + GST = \$121.50	\$339.43 + GST = \$356.40
Adult (19 – 64 years)	\$6.19 + GST = \$6.50	\$49.52 + GST = \$52.00	\$55.71 + GST = \$58.50	\$167.14 + GST = \$175.50	\$490.48 + GST = \$515.00
Senior (65+ years)	\$4.52 + GST = \$4.75	\$36.19 + GST = \$38.00	\$40.71 + GST = \$42.75	\$122.14 + GST = \$128.25	\$358.29 + GST = \$376.20
<p><i>Active admission fees give users access to <u>eligible</u> Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or the services fee (i.e. prevent clients from overpaying).</i></p> <p><i>Time based membership fees are based on 12 single admission fees less 25%.</i></p>					

DROP IN FEES

Aquatics		
Fee Type	Location	Admission Fee
Over 40's Swim	Canada Games Pool	\$4.05 + GST = \$4.25
Lesson Deal (restricted times)		\$3.10 + GST = \$3.25
Parent & Tot Swim – Child		Active 1 Child Admission Fee
Parent & Tot Swim – Adult		\$4.95 + GST = \$5.20
Two Dollar Admission		\$1.90 + GST = \$2.00 (restricted times)
User	Location	Admission Fee
Under 4	Moody Park Outdoor Pool	Free
All - Daily	&	\$1.90 + GST = \$2.00
Youth Swims – 10 Visit	Hume Park Outdoor Pool	\$19.05 + GST = \$20.00

Gymnastics	
User	1 Visit
Child and Parent & Tot (under 13 years)	\$4.75
	\$5.00
Youth (13 -18 years)	\$6.43 + GST = \$6.75
Adult (19+ years)	\$8.33 + GST = \$8.75
Family (per person)	\$3.33 + GST = \$3.50

Skating		
Type of Public Skate	User	Fee
All - Non-Hockey	All	\$2.00 / person (users under 3 are free)
All - Recreational Hockey	18+ years	\$4.29 + GST = \$4.50

Century House

Fee Type	Description	Admission Fee
Annual Membership	Requirement to participation	\$19.04 + GST = \$20.00 / year
Single Admission	Fitness Classes or weight room use for Members 50+	\$4.29 + GST = \$4.50
10 Visit Pass (20% discount)		\$34.29 + GST = \$36.00

Youth Centre

Fee Type	Description	Admission Fee
Annual Membership	For 11 - 18 year old members	\$19.04 + GST = \$20.00 / year
Single Admission	Includes general youth drop-in services and associated programs	\$0.95 + GST= \$1.00
30 Day Pass	Fitness Centre	\$9.52 + GST= \$10.00
Single Admission	Special Event	\$0.95 + GST= \$1.00 (member) \$1.90 + GST= \$2.00 (non-member)
Sports Drop-In	Includes skates, swims, fitness centre, registered programs and outtrips	\$1.90 + GST= \$2.00

Childminding

Newborn – 10 years	Location	Admission Fee
1 hour	Centennial Community Centre	\$5.00
10 hours (20% discount)		\$40.00

Miscellaneous

Fee Type	Location	Admission Fee
Shower Use (1x)	Various	\$2.15 + GST = \$2.25
Registered Programs with a Drop-In Option	Service based	Variable Fee
Judo	Centennial Community Centre	\$8.57 + GST = \$9.00
Motoring Munchkins	Various	\$3.00
Get Active Grade 5	Various	Free
Stay Active Grade 6	Various	Free

FILMING FEES (subject to applicable tax)

Permit Fees

License Fee	\$300.00
Street Occupancy Film Fee	\$225.00 / day
Multiple Location License Fee (2+ locations on the same permit)	\$75.00
Daily Inspection Fee	\$100.00 / day
Damage / Performance Deposit	\$500.00 - \$5,000.00
Parking	\$200.00 / block / face / day
Meter Charges (in addition to street occupancy)	\$15.00 / meter / day
Temporary No Parking Signage	\$150.00 / block
Garbage Disposal	Set by Engineering Opps
Filming at City Hall (preparation & clean up)	\$1,500.00 / day
Filming at City Hall (active interior filming)	\$5,000.00 / day
Parking at City Hall	\$750.00 / day
Civic Facility Exteriors	\$500.00 / day
Fire Hydrant Access	\$100.00 / hydrant / day
Fire Hydrant Use for Wet Down	\$250 / hydrant / day
(Permitted only if Metro Vancouver water restrictions are below Level III)	
Municipal Services	\$75.00 / hour plus overtime
Business License	\$150.00
Irving House	\$1,000.00 / day
Other Civic Facilities	\$500.00 / day
Parking Infraction	\$200.00 / occurrence / day
Damage Deductions (2x employee(s) collective agreement rate)	Variable
Onset City Staff Liaison (2x employee(s) collective agreement rate)	Variable
Student Permits (Administrative Costs)	Free
Civic Location Fee (not already listed)	By Quote
Prep & Wrap Days	By Quote or 50% of Location Fee
Permit Changes During Active Filming	\$300.00
Location Hold Fee (non-refundable)	\$1,000.00
Re-Occurring Location Fee	\$250.00
Lunch Tent Fee (on civic property)	\$300.00 / day
Moving Picture Car Administration Fee	\$100.00
FX or Gun Use Administration Fee	\$175.00
Curfew Extension Fee	\$250.00 / hour outside of curfew
Drone Use Administration Fee	\$500.00
Multiday Film Permit Fee	\$100.00 / additional day

Police Services

Deposit to cover estimated Policing (# of officers x # of hours x 1.5 x \$110.00)	\$130.00 / hour / officer
Use of Police Vehicle as a prop	\$127.00 / day

Fire Services

Equipment & Staff	By quote
Fire Inspector (FX, safety plan & consulting)	\$100.00 / hour
Performance Deposit (minimum)	\$1000.00
Fire Administration	10% of Fire Fees

Administration

20% Fee on all filming charges (exception Fire fees)

Fraser Cemetery

Prep & Wrap Days	\$1,000.00 / day
Filming Days	\$2,000.00 / day
Cemetery Staff (4 hour minimum)	\$75.00 / hour regular time \$100.00 / hour for overtime
Grave Side Props	\$300.00 / day
Cemetery Facility Interior Use	\$500.00
Equipment Use	By quote

Parks and Recreation

Recreation Facilities and Parks
 Film Parking Lot Rental (i.e. 4th Avenue & 4th Street lots)
 Film Parking Lot Rental (QPA & CGP lots)

By Quote
 \$750.00 for a 24-hour period / lot
 \$1,000.00 for a 24-hour period / lot

Filming fees are subject to increases without notice for 2022.

SPECIAL EVENTS		
Fee Type	User	Fee
Special Events Permit	All	\$142.86 + GST = \$150.00
Damage & Performance Deposit	All	\$500.00 - \$2,000.00
Police Officer	All	\$130.00 + GST = 136.50 / hour
Engineering Operations Staff	All	\$74.29 + GST = \$78.00 / hour
Garbage Disposal	All	By Quote
Use of Civic Spaces	All	By Quote or prices set herein
Onsite Staff Liaison	All	Variable

Commercial Sales or Rentals of Hanging Baskets to New Westminster Businesses or Organizations Only				
Good or Service	Fee	Transaction	Total with Tax	Tax Applied
Basket Watering	\$170.00	Service	\$178.50	GST
City Hanging Basket	\$61.61	Rental	\$69.00	GST & PST
Hanging Basket – 14"	\$88.39	Sale	\$99.00	GST & PST
Hanging Basket – 18"	\$93.75	Sale	\$105.00	GST & PST
Basket Hanging Fee	\$23.81	Service	\$25.00	GST

Miscellaneous Park Fees	
Park Memorial Donation (non-bench)	By Quote
Deluxe Memorial Bench	\$3,300.00
Lounger Memorial Bench	\$6,100.00
Off-Site Works & Services Tree Fee	2022 = \$650.00 + GST & PST = \$728.00 2023 = \$775 + GST & PST = \$868.00

RENTAL DEFINITIONS

NEW WESTMINSTER YOUTH GROUPS

Definition	Youth Activity Group means a Bonafied New Westminster based non-profit organization that delivers organized sports leagues, tournaments and recreation-based services to residents under 19 years of age. Youth activity groups require 60% participation membership from New Westminster residents and they must be open to all New Westminster youth.
Meeting	Defined as a gathering of the group's members to carry out regular operational business of the league or group. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies.
Activity	Defined as a gathering where a fee may be exchanged for attendance/instruction (examples: coaches clinics for non-New Westminster people or fund-raising activities for the sports groups (examples: garage sale, bake sale).
Social	Defined as a youth social gathering
Banquet	Defined as an evening dance or reception, involving food and drink

NOT FOR PROFIT ORGANIZATION AND/OR INDIVIDUALS

Definition	Community groups or associations with a society number or registered charitable organization number, or individuals, who do not stand to gain from the use of the space.
Meeting	Defined as a gathering of the group's members to conduct business in a seated meeting or workshop format. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies
Activity	Defined as a function that involves fundraising or where a program / activity is provided to the group's members. A program / activity is defined as having a specific time frame or having a starting / stopping date.
Social	Defined as a tea, fashion show, display, wine & cheese or family celebrations.
Banquet	Defined as an evening dance or reception, involving food and drink

BUSINESS

Definition	Private, Business or Commercial Groups means a private sector for-profit businesses or individuals undertaking for-profit activities. <i>Examples:</i> Travel Agencies, Strata Council Meetings, Walmart, etc.
Meeting	Defined as a gathering of colleagues, employees, etc., for business purposes where the public does not attend (i.e. Union and Strata meetings, etc.). If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies
Activity	Defined as when the general public is invited, sales may take place or at least the promotion of their products to potential clients.
Social	Defined as a tea, fashion show, display, wine & cheese, breakfast /lunch/dinner meeting or corporate celebration.
Banquet:	Defined as an evening dance or reception involving food and drink.

RENTAL INFORMATION, TERMS & CONDITIONS

1. The Department, through its Service Area Manager, determines the amount of time necessary to accommodate a booking request that considers group size, user group, room use, room set up, the user group's room use and room clean up time. All room rentals are subject to additional fees, as applicable, related to staffing, maintenance, custodial needs, equipment or furniture set up, etc.
2. All rates are based on regularly staffed hours at the facility. Exceptions will be reviewed on an individual basis.
3. Recreation Managers will notify each other if user groups have been non-compliant with the rental contract and this may affect the user group's ability to rent Department spaces in the future.
4. Sport room rentals are listed under the individual facilities
5. The Department is required to collect Re:Sound & SOCAN Fees (i.e. music license fees determined by the source) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.
6. Facility Allocation Policy - the Department uses its Facility Allocation Policy to determine user group's eligibility and priority with accessing spaces.
7. Recreation Rate - The recreation rate must be applied for in writing to the Senior Manager of Recreation Services and Facilities and is applicable to regular New Westminster Minor Sport and Recreation user groups utilizing Parks and Recreation facilities. It is available on a once per year basis for the total Department, NOT per facility and is based on 30% reduction of Business rate.
8. Performance, Security & Damage Deposits - A minimum deposit of \$200.00 for socials and \$500.00 for banquet rentals is required but depositions based on the rental may be larger based on the nature of the group and space use. Deposits will be returned, in full, if the user has left the premise undamaged, clean and organized (i.e. in the state received). Deposits will be withheld, partially or fully, to cover damages or custodial expenses if the contract agreements have not been met or are broken. If damages or custodial charges exceed the damage deposit, Parks and Recreation will invoice user for all outstanding fees. Full deposit conditions are outlined on the facility use contract and signed by user group.
9. Additional Staff - Where extra staff is required for a function or a statutory holiday, the user group will pay the total cost of that staff person.
10. Minor Sport & Youth Group Meetings - New Westminster Minor Sport groups and youth groups recognized by the City are entitled to free meeting room space in a Parks and Recreation facility for organizational business administrative purposes. Reflecting the City's allocation policies, booking requests for free space can be confirmed up to 3 months in advance and subject to availability.
11. Tax Tariffs - All applicable tax and tariffs are applied to the fees listed herein.
12. Refunds - Refunds are subject to the criteria outlined in the Parks and Recreation Department Refund Policy and Procedures document (#287443).
13. Residents' Associations - Residents' Associations (RA) recognized by the City are entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility (exception – Centennial Lodge). Reflecting the City's allocation policies, booking requests for free space can be confirmed up to three months in advance and subject to availability.
14. Facility Allocation Policy - Rental allocation is governed by the Parks and Recreation Facility Allocation Policy (69863).

15. Centennial Lodge - Rental requests are restricted to 90 days prior to the rental date for Meeting Rentals that take place on a Sunday.
16. Individuals and Groups booking recreation and community facilities may be required to obtain liability insurance coverage as determined by the Parks and Recreation Department. If provided through the City, fees for such insurance will be levied on a cost recovery basis. Rates will be variable and dependent upon a number of factors including: size of group, duration of booking, relative risk of activities and whether or not alcohol is served.
17. All Candidates Forums - in the period between the declaration of candidates or dropping of the writ and Election Day, All Candidate Forum room bookings made to Eligible New Westminster Organizations for will be booked at no-charge subject to space availability and the Parks and Recreation Facility Allocation Policy criteria. Further, free room bookings are extended to any referendum process if all sides of each referendum question(s) are represented from the time the referendum question(s) is released and the referendum closing date. All candidate forums must have a rental agreement for a designated indoor or outdoor Parks and Recreation space. No political lobbying, campaigning or solicitation is permitted, in any Parks and Recreation space, without an approved space rental agreement.
18. Century House has limited public rental opportunities based on its purpose to offer seniors and youth services.
19. The replacement of Canada Games Pool and Centennial Community Centre (referred to as NWACC herein) will require amendments to space names, capacity, fees, usage, definitions and/or conditions of use during the term of this fees and charges manual.

All Candidate Forums - Purpose & Definitions

1. To support resident and candidate participation in the democratic process;
2. To promote local resident's awareness of and participation in the electoral process at the local, provincial and federal levels of government; and
3. To further electorate knowledge of all candidates and political party positions, goals and visions.

Eligible New Westminster Organizations – means a Council identified New Westminster Residents' Associations, School District #40 District Parent Advisory Council, a New Westminster Business Improvement Association or a New Westminster situated community organization possessing a charitable or not-for-profit status that predominately serves New Westminster residents.

All Candidate Forums – means public meetings where all candidates are invited to speak, and further, receive and questions from members of the public with the purpose to promote voter knowledge and participation. All Candidate Forums may have focus on election subgroups such as all mayoral candidates, all councilor candidates and/or all school trustee candidates. Finally, all candidates must be invited to participate in All Candidate Forums to be eligible for a no-charge room booking.

NOTES

1. **ACCESS & INCLUSION** - the Parks and Recreation Department offers reduced fees and participant support services to promote participation and accessibility.
2. **FEE ADJUSTMENTS** - Under special circumstances, the Director of Parks and Recreation (or designate) may adjust fees and charges rates to meet current market value or extraordinary bookings.
3. **CORPORATE WELLNESS PROGRAM** – admission fees are adjusted to reflect the City's Corporate Wellness Policy and Program.
4. **ACTIVE GRADE FIVE & SIX PROGRAMS** - Council may approve free admission access to New Westminster students in grade five and/or grade six with a defined term.
5. **FOOD, BEVERAGE, VENDING & MERCHANDISE SALES** - All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.
6. **EXTRAORDINARY OR UNKNOWN FEES** - Parks and Recreation has the ability to charge users, residents, property owners and filming production companies additional or extraordinary fees and charges in the event that **a**) services fees may be unknown or greater than quoted, and **b**) in the event the City is required to perform services to ensure public safety, maintain City operations or ensure public use of public property (i.e. the City may be required to perform arborist or horticulture work, on private property with or without notification, to ensure that private property trees or vegetation do not restrict public access or public safety related to using City sidewalks) or **c**) charges related to filming on City property or fines associated to breaching permit requirements.
7. **PARTNERSHIPS** - The Department may elect to waive third parties rental fees if the service provided is offered in partnership with Parks and Recreation and offers a public good. Admission fees will be used to recover service costs.
8. **TREE PROTECTION & ANVIL CENTRE FEES** – these fees are set in alternative City of New Westminster Bylaws.
9. **COVID-19** – the regulatory requirements, for public safety, will affect the number of participants the Department can accommodate in services or spaces (i.e. rentals, admissions and registrations). In addition, there will be new and evolving service delivery requirements and patron terms and conditions. Additional information is available in the Healthy Participation Policy (1608424), Covid-19 Safety Plan and Policy – Outdoor Services (1626509) and the Covid-19 Safety Plan and Policy – Indoor Services (1639424). In addition, COVID-19 safety requirements has resulted in the suspension of membership services, and in turn, admission fees may be temporarily lowered to offset reduced services and amenities. The admission fees, posted herein, are effective when the Provincial Health Officer and legislation permits unscheduled public visits to recreation services.

REPORT

Office of the Chief Administrative Officer

To: Mayor Cote and Members of Council **Date:** February 28, 2022

From: Jacque Killawee **File:** 05.1035.10
City Clerk **Item #:** 2022-142

Subject: **Renewal of Downtown New Westminster Business Improvement Areas
– Results from Notification of Affected Property Owners**

RECOMMENDATION

That the report dated February 28, 2022, regarding the results from the notification of property owners affected by the renewal for the Downtown New Westminster Business Improvement Areas (Primary and Secondary) be received for information.

That Council approve the Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021 and Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021 for adoption.

PURPOSE

To report on the results of the Downtown BIA renewal process and seek Council's approval of the related bylaws.

STATEMENT OF SUFFICIENCY

In accordance with Section 212 (4) of the Community Charter, the City Clerk has determined that written opposition to the initiative plan for the renewal of the Downtown New Westminster Business Improvement Areas (Primary and Secondary) from property owners liable to be specially charged for both areas is insufficient to prevent Council from proceeding with the plan.

SUMMARY

The Downtown New Westminster Business Improvement Society requested Council by letter dated September 22, 2021 (Attachment 1) to proceed with the renewal of the Primary and Secondary Downtown Business Improvement Areas (BIA) for a four year term, as the previous four-year term expired on December 31, 2021. On October 4, Council gave first, second and third reading to Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021 [A bylaw to establish a Business Improvement Area Service] and Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021 [A Bylaw to designate a Business Improvement Area Service]. Third reading of these bylaws was subsequently repealed, the bylaws were amended, and Council gave third reading as amended on December 13, 2021.

Prior to submission of these bylaws to Council for final consideration, the *Community Charter* requirements for proper notification of the initiative plan to affected property owners and an opportunity for property owners to provide written opposition to the plan must be met.

BACKGROUND

In 1989 Council designated, by bylaw, two business improvement areas in downtown New Westminster and renewed the areas again in 1992, 1997, 2002, 2007, and 2017. The four year term for the Downtown New Westminster Business Improvement Areas (Primary and Secondary) expired on December 21, 2021. The Downtown Business Improvement Society has requested Council renew the BIA for a four year term under the same conditions, and would therefore be renewable again in the year 2025.

The purpose of the business promotion schemes for the areas is for:

- a) the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
- b) the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
- c) the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
- d) the improvement, beautification or maintenance of streets, sidewalks or municipally-owned land, buildings or structures in the Business Improvement Area.

In accordance with the Community Charter, Section 213, in order for Council to proceed with the renewal of the initiative plan for the Downtown New Westminster Business Improvement Areas (Primary and Secondary) affected property owners must first be given an opportunity to respond. Notices were published in the local paper (January 6

and 13, 2022) (Attachment 2) and individualized notices were sent to affected property owners (Attachment 3a and 3b). Property owners were given one month to submit written opposition to the initiative plan. The deadline for receiving submissions was February 14 at 4:30 p.m.

Section 212 of the Community Charter requires that a work for which notice is given in accordance with Section 213 may be undertaken as a local improvement **unless**, within one month after second publication of the notice (January 13, 2022), **property owners, representing at least 50% of the value of the parcels** that are liable to be specially charged, petition the Council **not** to proceed.

Section 212 of the Community Charter requires that the sufficiency of a petition is to be determined by the municipal officer assigned responsibility for corporate administration (the City Clerk). The City Clerk must verify whether submissions of opposition are made in accordance with Section 213 of the Community Charter, and whether they constitute property owners representing at least 50% of the assessed value of the affected properties. If there is a determination of sufficiency, it must be evidenced by a certificate of the City Clerk.

ANALYSIS

In accordance with Section 212 of the *Community Charter*, the following information is provided for Council’s consideration:

A. Bylaw No. 8288, 2021 (Primary Area)

Number of Properties in BIA (Primary Area)	124
Number of Property Owners Opposed	0

According to the above results, the petition in opposition to the initiative plan for the Primary Area is certified as **insufficient** and Council **may** proceed with consideration of final adoption of Bylaw No.8288, 2021.

B. Bylaw No. 8289, 2021 (Secondary Area)

Number of Properties in BIA (Secondary Area)	127
Number of Property Owners Opposed	2
Percentage of Properties Opposed	1.6%
Total Assessed Values (2021)	\$290,924,904
Total Assessed Values Opposed	\$6,035,000
Percentage of Assessed Value Opposed	2.1%

The list of properties who oppose the initiative plan is provided in Attachment 4. According to the above results, the petition in opposition to the initiative plan for the

Secondary Area is certified as **insufficient** and Council **may** proceed with consideration of final adoption of Bylaw No.8289, 2021.

FINANCIAL IMPLICATIONS

There are no financial implications of this decision.

OPTIONS

The results from the petition in opposition to the initiative plan for the Primary and Secondary Areas of the BIA have been certified as **insufficient**, therefore Council has the following options available to them:

- 1. That the report dated February 28, 2022 regarding the results from the notification of property owners affected by renewal of the Downtown New Westminster Business Improvement Areas (Primary and Secondary) be received for information;
- 2. That Council approve the Downtown New Westminster Business Improvement Area (Primary Area) Bylaw No. 8288, 2021 and Downtown New Westminster Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021 for adoption.
- 3. That Council instruct staff not to proceed with adoption of Bylaws No. 8288, 2021 and 8289, 2021 and provide alternate direction.

Staff recommend Options 1 and 2.

ATTACHMENTS

- Attachment 1: Letter from Downtown New Westminster Business Improvement Society dated September 22, 2021
- Attachment 2: Copy of notice published in the January 6 and 13, 2022 editions of the Record newspaper
- Attachment 3a: Sample notification letter sent to the property owners of the parcels liable to be specially charged for the Primary Area
- Attachment 3b: Sample notification letter sent to the property owners of the parcels liable to be specially charged for the Secondary Area
- Attachment 4: List of property owners opposed to the renewal of initiative plan for the Secondary Area

APPROVALS

This report was prepared by:

Jacque Killawee, City Clerk

This report was approved by:

Jacque Killawee, City Clerk

Lisa Spitale, Chief Administrative Officer

Attachment 1

*Letter from Downtown Business Improvement
Society dated September 22, 2021*



September 22, 2021

Mayor and Council
Corporation of the City of New Westminister
511 Royal Avenue
New Westminister, BC
V3L 1H9

His Worship Mayor Jonathan Cote and Members of Council

Re: Downtown New West BIA Renewal

On behalf of the Board of Directors of the Downtown New Westminister Business Improvement Society, please accept this request to start the process for the appropriate by-laws to renew the BIA mandate.

We have accomplished a great deal since 1989, and in particular during our last term. As Downtown New West has grown and evolved, so has the BIA as an organization and we are very proud of our accomplishments in service to our membership.

Our Downtown has been hit hard by the pandemic, as well as recent fires and large construction projects, all of which are contributing to a business community who needs support more now than ever. In our recent consultation with members, partners and stakeholders, we have heard that the need for the Downtown New West BIA has never been greater.

Therefore, we request that the Downtown New West BIA be renewed as follows:

1. Levy:

We are requesting a 3% increase each year as follows:

- In 2022, the budgeted levy to generate a total of **\$295,769.93**, \$161,912.41 from the primary area and \$133,857.52 from the secondary area.
- In 2023, the budgeted levy to generate a total of **\$304,643.03**, \$166,769.78 from the primary area and \$137,873.25 from the secondary area.
- In 2024, the budgeted levy to generate a total of **\$313,782.32**, \$171,772.87 from the primary area and \$142,009.45 from the secondary area.
- In 2025, the budgeted levy to generate a total of **\$323,195.79**, \$176,926.06 from the primary area and \$146,269.73 from the secondary area.

2. Term:

The BIA requests that the term of the renewed bylaws be for 4 years, from 2022 through 2025.

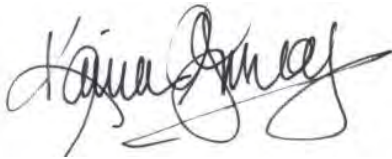
Downtown New Westminister Business Improvement Society
8-552 Columbia Street, New Westminister, British Columbia V3L 1B1
T: 604.524.4996 E: info@downtownnewwest.ca
www.downtownnewwest.ca

DOWNTOWN
NEW WESTMINSTER

Attached you will find our 2018-2021 strategic plan, two most recent annual reports, and further information on all the services we offer members. We are in the process of developing a new 3-year strategic plan for the Downtown in support of businesses during pandemic recovery and beyond.

Our Board and staff are grateful for the continued assistance from the City of New Westminster. We look forward to the challenges ahead and to building even stronger relationships with our partners and neighbours throughout the City.

Sincerely,



Karima Jivraj
President
Downtown New West BIA

cc: Jacque Killawee, City Clerk
Parissa Bhullar, Manager, Revenue & Collections
Blair Fryer, Communications & Economic Development Manager

Attachment 2

*Copy of Notice Published in the January 6 and
13, 2022 editions of The Record newspaper*

NOTICE OF INITIATIVE PLAN FOR THE DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREAS SERVICE

IT IS THE INTENTION OF THE CORPORATION OF THE CITY OF NEW WESTMINSTER TO CREATE TWO BUSINESS IMPROVEMENT AREA SERVICES IN DOWNTOWN NEW WESTMINSTER PURSUANT TO SECTION 215(2) OF THE COMMUNITY CHARTER

This notice concerning the creation of Business Improvement Areas Services on the Council initiative plan is given pursuant to Section 215(1) of the Community Charter.

The business promotion scheme proposed to be undertaken consists of:

1. the encouragement of business in the Business Improvement Area Service in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area Service by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally-owned land, buildings or structures in the Business Improvement Area.

The business promotion scheme will be designed to benefit two areas, a Primary Area and a Secondary Area, shown outlined in heavy black on the maps identified here as "Primary Area: Bylaw 8288, 2021 Schedule A" and "Secondary Area: Bylaw 8289, 2021 Schedule A".

PRIMARY AREA

The estimated grant cost of the business promotion scheme for the Primary Area will be \$16,1912.41 for 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025. The maximum grant for the term of the bylaw will be \$677,381.12.

SECONDARY AREA

The estimated grant cost of the business promotion scheme for the Secondary Area will be \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025. The maximum grant for the term of the bylaw will be \$560,009.95.

Land or improvements within the business improvement areas will not be subject to this levy unless they are classified, in whole or in part, as Classes 5 or 6 as defined in the Assessment Act Regulation, B.C. Reg. 433/98, as that regulation stood on October 4, 2021.

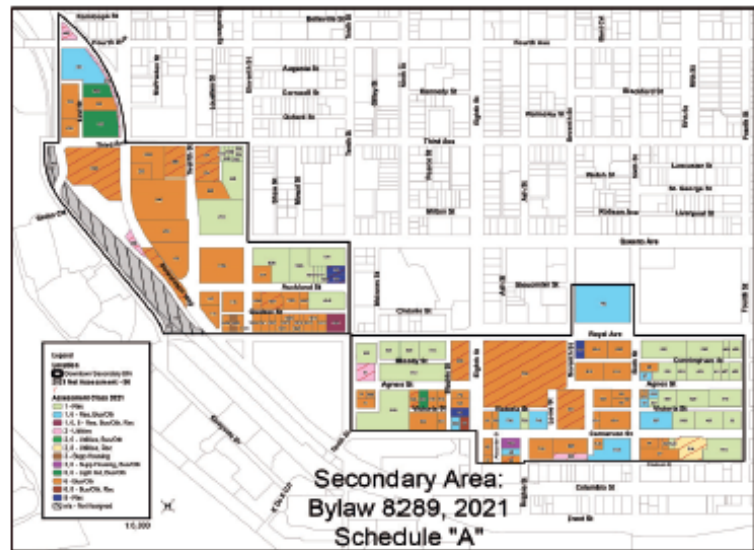
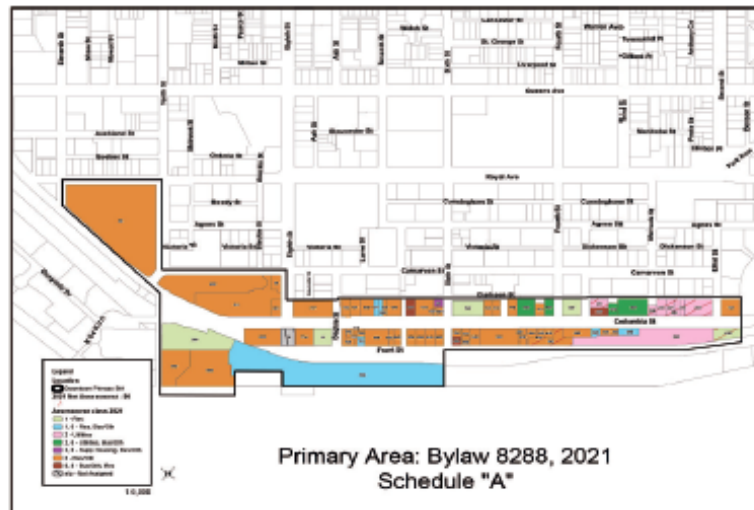
100% of the cost of the business improvement scheme will be borne by the benefiting property owners. Cost recovery will be in the form of a local service parcel tax, calculated on the basis of assessed value of the benefiting property owners, collected in the same manner and at the same time as property taxes.

The charges will be imposed for a period of four years from January 1, 2022 to December 31, 2025.

The establishment of the Primary and Secondary Downtown New Westminister Business Improvement Area Services are being proceeded with under Council initiative plan. Unless within one month after the second publication of this notice a majority of the benefiting property owners, representing at least half of the assessed value of the parcels that are liable to be specially charged, petition the Council not to proceed with it, the program will be undertaken.

Any opposition to the plan by affected property owners should be made in writing to the City Clerk, 511 Royal Avenue, New Westminister, B.C., V3L 1H9 and received no later than 4:30 p.m., Monday, February 14th, 2022.

Jacque Killawee, City Clerk



Attachment 3a

*Sample Notification Letter sent to
Property Owners in the Primary Area*

January 13th, 2022

NEW WESTMINSTER (CITY)
511 ROYAL AVE
NEW WESTMINSTER BC V3L 1H9

Folio No. 00105000
940 QUAYSIDE DR

NOTICE - COUNCIL INITIATIVE PLAN FOR THE
DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA SERVICE

IT IS THE INTENTION OF THE CORPORATION OF THE
CITY OF NEW WESTMINSTER TO CREATE A BUSINESS
IMPROVEMENT AREA SERVICE IN DOWNTOWN NEW WESTMINSTER
PURSUANT TO SECTION 215 (2) OF THE COMMUNITY CHARTER

This notice concerning the creation of business improvement areas on the Council's own initiative is given pursuant to Section 213 (1) of the Community Charter.

1. The business promotion scheme proposed to be undertaken consists of:
 - a) the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
 - b) the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
 - c) the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
 - d) the improvement, beautification or maintenance of streets, sidewalks or municipally-owned land, buildings or structures in the Business Improvement Area.
2. The business promotion scheme (Primary Area) will be designed to benefit the area shown outlined in heavy black on the attached map identified as Schedule "A".
3. For the 2021/2022 renewal of the Downtown Business Improvement Area (DBIA), the basis on which the levy is being calculated is assessed property taxes. This is a shift from previous years, where the calculation was based on frontage. The City, in consultation with the DBIA, has made the decision to transition to assessed value, based on the following. Calculation based on assessed value:
 - Is considered best practice in assessing BIA levies and to be the most fairly distributed and administratively easy to oversee and implement;
 - Uses an independent value determined by BC Assessment;
 - Explicitly includes vacant properties in levy;
 - Is a less complex approach for those developments with air space parcels;
 - Does not penalize corner lots;
 - Removes opportunity for data input errors and recalculation errors when land and improvements are subdivided or have complex ownership structures.

This means that you will see a difference in the amount that you are paying because of this calculation change.

4. The estimated cost of the business promotion scheme will be:

2022	\$161,912.41
2023	\$166,769.78
2024	\$171,772.87
2025	\$176,926.06

- a) The estimated 2022 Levy based on the assessed value of the property in 2021 is estimated at \$0.3261 per \$1000 which leads to an estimated levy of \$0.00 for the property listed above.
5. Land or improvements within the business improvement area shown outlined in heavy black on the attached map identified as Schedule "A" will not be subject to this levy unless classified, in whole or in part, as Classes 5 or 6 as defined in the Assessment Act Regulation, B.C. Reg. 433/98, as that regulation stood on October 4, 2021.
6. 100% of the cost of the business improvement scheme will be borne by the benefiting property owners.
7. The charges will be imposed for a period of four years from January 1, 2022 to December 31, 2025.

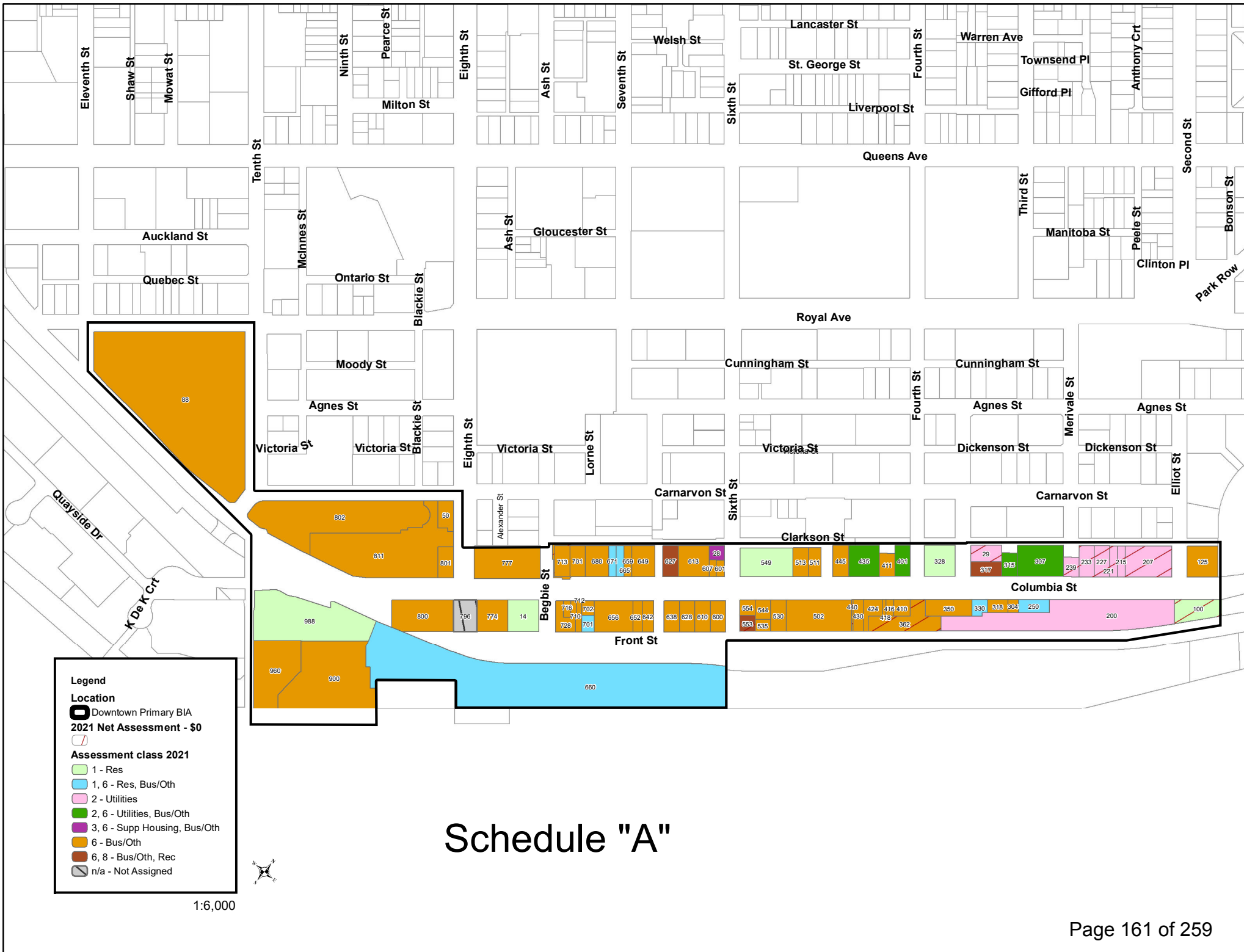
The establishment of the Downtown New Westminster Business Improvement Area is being proceeded with under the Council initiative plan. Two notices are being published in the New Westminster Record in this regard. Unless within 30 days after the second publication of the notice a majority of the owners, representing at least half of the assessed value of the parcels which are liable to be specially charged, petition the Council not to proceed with it, the program may be undertaken.

If you support the initiative, you do not have to respond to this letter. Any opposition to the plan by affected property owners should be made in writing to the City Clerk, 511 Royal Avenue, New Westminster, B.C. V3L 1H9 and received no later than 4:30 p.m., Monday, February 14th, 2022. A "Response to Public Notice" form for this purpose is available at the Legislative Services office at City Hall.



Jacquie Killawee
City Clerk
604-527-4523
clerks@newwestcity.ca

Att. Schedule "A"



Legend

Location

- Downtown Primary BIA
- 2021 Net Assessment - \$0

Assessment class 2021

- 1 - Res
- 1, 6 - Res, Bus/Oth
- 2 - Utilities
- 2, 6 - Utilities, Bus/Oth
- 3, 6 - Supp Housing, Bus/Oth
- 6 - Bus/Oth
- 6, 8 - Bus/Oth, Rec
- n/a - Not Assigned

1:6,000

Schedule "A"

Attachment 3b

*Sample Notification Letter sent to
Property Owners in Secondary Area*

January 13th, 2022

NEW WESTMINSTER (CITY)
511 ROYAL AVE
NEW WESTMINSTER BC V3L 1H9

Folio No. 00580000
824 AGNES ST

NOTICE - COUNCIL INITIATIVE PLAN FOR THE
DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT AREA SERVICE

IT IS THE INTENTION OF THE CORPORATION OF THE
CITY OF NEW WESTMINSTER TO CREATE A BUSINESS
IMPROVEMENT AREA SERVICE IN DOWNTOWN NEW WESTMINSTER
PURSUANT TO SECTION 215 (2) OF THE COMMUNITY CHARTER

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 - b) the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
 - c) the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
 - d) the improvement, beautification or maintenance of streets, sidewalks or municipally-owned land, buildings or structures in the Business Improvement Area.
2. The business promotion scheme (Secondary Area) will be designed to benefit the area shown outlined in heavy black on the attached map identified as Schedule "A".
3. For the 2021/2022 renewal of the Downtown Business Improvement Area (DBIA), the basis on which the levy is being calculated is assessed property taxes. This is a shift from previous years, where the calculation was based on frontage. The City, in consultation with the DBIA, has made the decision to transition to assessed value, based on the following. Calculation based on assessed value:
 - Is considered best practice in assessing BIA levies and to be the most fairly distributed and administratively easy to oversee and implement;
 - Uses an independent value determined by BC Assessment;
 - Explicitly includes vacant properties in levy;
 - Is a less complex approach for those developments with air space parcels;
 - Does not penalize corner lots;
 - Removes opportunity for data input errors and recalculation errors when land and improvements are subdivided or have complex ownership structures.

This means that you will see a difference in the amount that you are paying because of this calculation change.

4. The estimated cost of the business promotion scheme will be:

2022	\$133,857.52
2023	\$137,873.25
2024	\$142,009.45
2025	\$146,269.73

- a) The estimated 2022 Levy based on the assessed value of the property in 2021 is estimated at \$0.4601 per \$1000 which leads to an estimated levy of \$0.00 for the property listed above. The actual BIA levy will be based on assessment value in the applicable year.
5. Land or improvements within the business improvement area shown outlined in heavy black on the attached map identified as Schedule "A" will not be subject to this levy unless classified, in whole or in part, as Classes 5 or 6 as defined in the Assessment Act Regulation, B.C. Reg. 433/98, as that regulation stood on October 4, 2021.
6. 100% of the cost of the business improvement scheme will be borne by the benefiting property owners.
7. The charges will be imposed for a period of four years from January 1, 2022 to December 31, 2025.

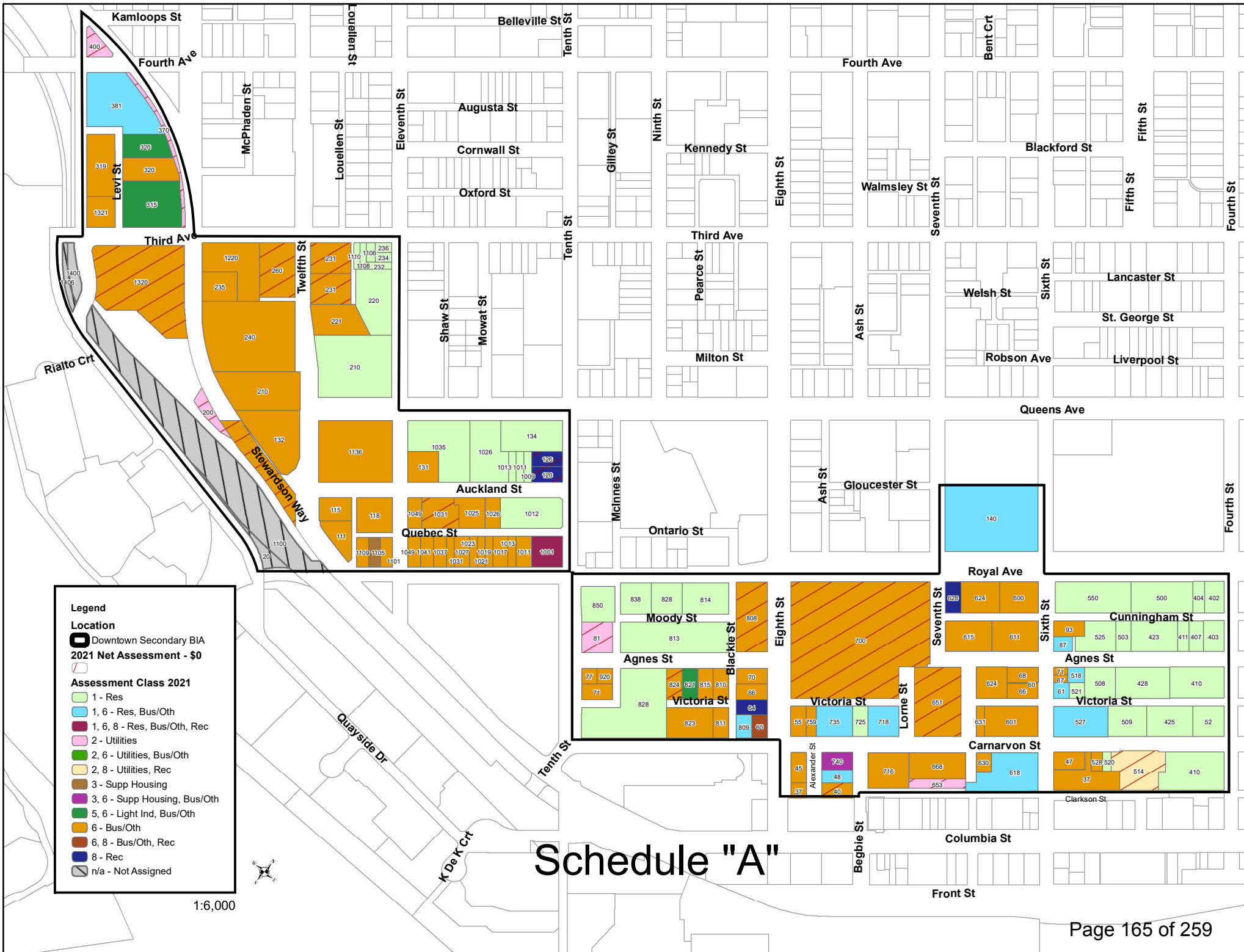
The establishment of the Downtown New Westminster Business Improvement Area is being proceeded with under the Council initiative plan. Two notices are being published in the New Westminster Record in this regard. Unless within 30 days after the second publication of the notice a majority of the owners, representing at least half of the assessed value of the parcels which are liable to be specially charged, petition the Council not to proceed with it, the program may be undertaken.

If you support the initiative, you do not have to respond to this letter. Any opposition to the plan by affected property owners should be made in writing to the City Clerk, 511 Royal Avenue, New Westminster, B.C. V3L 1H9 and received no later than 4:30 p.m., Monday, February 14th, 2022. A "Response to Public Notice" form for this purpose is available at the Legislative Services office at City Hall.



Jacquie Killawee
City Clerk
604-527-4523
clerks@newwestcity.ca

Att. Schedule "A"



Legend

Location
 [Symbol] Downtown Secondary BIA
2021 Net Assessment - \$0

- Assessment Class 2021**
- [Light Green] 1 - Res
 - [Light Blue] 1, 6 - Res, Bus/Oth
 - [Pink] 1, 6, 8 - Res, Bus/Oth, Rec
 - [Light Purple] 2 - Utilities
 - [Light Green] 2, 6 - Utilities, Bus/Oth
 - [Light Yellow] 2, 8 - Utilities, Rec
 - [Light Orange] 3 - Supp Housing
 - [Purple] 3, 6 - Supp Housing, Bus/Oth
 - [Green] 5, 6 - Light Ind, Bus/Oth
 - [Orange] 6 - Bus/Oth
 - [Dark Orange] 6, 8 - Bus/Oth, Rec
 - [Dark Blue] 8 - Rec
 - [Grey] n/a - Not Assigned

1:6,000

Schedule "A"

Attachment 4

*List of Property Owners Opposed to the
Renewal of Initiative Plan for the
Secondary Area*

**Downtown New West BIA Renewal
Secondary Area**

List of Property Owners Opposed to Renewal of Initiative Plan

Folio #	Registered Owner	Parcel Address	Assessed Value
06344000	Asti Enterprises	b-320 Stewardson Way	\$3,499,000
00629000	Devonbrooke Investments Ltd.	66 Sixth Street	\$2,536,000



Corporation of the City of NEW WESTMINSTER

A vibrant, compassionate, sustainable city that includes everyone.

CITY COUNCIL MEETING

MINUTES

Monday, February 14, 2022

Meeting Held Electronically

PRESENT:

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

ABSENT:

Mayor Jonathan Cote

STAFF PRESENT:

Ms. Lisa Spitale	Chief Administrative Officer
Ms. Jacque Killawee	City Clerk
Mr. Jorge Cardenas	Chief Librarian
Mr. Rod Carle	General Manager, Electrical Utility
Mr. Richard Fong	Director of Human Resources
Mr. Dean Gibson	Director of Parks and Recreation
Mr. Dave Jansen	Chief Constable
Ms. Lisa Leblanc	Director of Engineering Services
Mr. Craig MacFarlane	Manager of Legal Services
Ms. Serena Tracta	Acting Director of Climate Action, Planning and Development
Ms. Harji Varn	Chief Financial Officer and Director of Finance
Mr. Erin Williams	Acting Fire Chief, New Westminster Fire and Rescue Services
Ms. Nicole Ludwig	Assistant City Clerk

1. CALL TO ORDER

The meeting was called to order 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)(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



CITY COUNCIL MEETING

MINUTES

Monday, February 14, 2022, 6:00 p.m.

Meeting held electronically and open to public attendance

Council Chamber, City Hall

PRESENT:

- Mayor Jonathan Cote
- Councillor Chinu Das*
- Councillor Patrick Johnstone
- Councillor 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. Dean Gibson | Director of Parks and Recreation |
| Mr. Jason Haight | Manager, Operations, Parks and Recreation |
| Ms. Lisa Leblanc | Director of Engineering Services |
| Ms. Lorraine Lyle | Senior Manager, Finance |
| Mr. Craig MacFarlane | Manager of Legal Services |
| Ms. Serena Trachta | Acting Director of Climate Action, Planning and Development |
| Ms. Harji Varn | Chief Financial Officer and Director of Finance |
| Mr. Eugene Wat | Manager, Infrastructure Planning, Engineering Services |
| Ms. Nicole Ludwig | Assistant City Clerk |

*Denotes electronic attendance

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. CHANGES TO THE AGENDA

None.

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

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

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

Jacque Killawee, City Clerk, advised no written submissions had been received.

d. Council Decision

MOVED AND SECONDED

THAT Council approve the issuance of DVP00691.

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.

Procedural Note: At previous meetings, Councillor Puchmayr declared conflict of interest related to item 4.5, due to his involvement with an agency that might be involved with the project, however he advised he consulted with the agency he is involved with, and there is no conflict of interest. He advised he would be voting on the report and it was not necessary to remove it from the consent agenda.

MOVED AND SECONDED

THAT Council adopt the recommendations for items 4.2, 4.4 to 4.6 and 4.8 to 4.11 on consent.

Carried.

All members present voted in favour of the motion.

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

To request that Council grant an exemption from the Construction Noise Bylaw for Metro Vancouver's contractor, Oscar Renda Contracting of Canada (ORCC), to conduct sewer maintenance including multiple upgrades installation and slip lining in the downtown area for eight nights from Tuesday, February 15, 2022 to Thursday, March 10, 2022.

In discussion, Council members noted the following:

- Request for an update from Metro Vancouver on the project, given there have been multiple requests to extend permits, but there does not seem to be much movement on the project;
- Concerns with ongoing storage of pipes on Columbia Street, which are impacting businesses and may impact their ability to open patios in the spring and summer; and,
- Expressed disappointment in how the project is being handled by Metro Vancouver.

In response to Council questions and concerns, Lisa Leblanc, Director of Engineering Services, and Eugene Wat, Manager, Infrastructure Planning, Engineering Services, provided the following information:

- Staff will liaise with Metro Vancouver to arrange an update at a Council meeting in March;
- The project has had weather delays as well as underground obstructions that were not previously mapped; and,
- The pipes have been set up on Columbia Street near the launch slip where all pipes will be inserted and it is expected this will be done in two to three weeks.

MOVED AND SECONDED

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.

Carried.

All members present voted in favour of the motion.

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

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.

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.

Adopted on Consent.

4.3 Filming Activity in 2021 and Proposed Filming Fees for 2022

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.

In response to Council questions, Jason Haight, Manager, Operations, Parks and Recreation, provided the following information:

- Filming revenue is expected to increase this year;

- There is a pinch point on where filming trucks can be staged because there are fewer parking lots available;
- Production companies tend to base their budgets on the script, not permit fees;
- The proposed fees increases are market value, will catch the City up in fees charged by other municipalities, and will not be a surprise to the filming industry;
- Revenue from filming is managed through the Parks and Recreation budget; and,
- Revenue anticipation based on filming is not exact, and staff estimates are often lower than actual revenues.

MOVED AND SECONDED

THAT Council receive the February 14, 2022, report entitled “Filming Activity in 2021 and Proposed Filming Fees for 2022” 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 the February 14, 2022, report entitled “Filming Activity in 2021 and Proposed Filming Fees for 2022”.

Carried.

All members present voted in favour of the motion.

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

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

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.

Adopted on Consent.

4.5 Peer Assisted Crisis Team (PACT) Pilot Project Update

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.

MOVED AND SECONDED

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.

Carried.

All members present voted in favour of the motion.

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

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.

THAT Council adopt the “People, Parks & Pups Strategy”, as included as Attachment B of the February 14, 2022, report entitled “People, Parks & Pups: A 10-Year Strategy for Sharing Public Space”, 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 the February 14, 2022, report entitled “People Parks & Pups: A 10-Year Strategy for Sharing Public Space”.

Adopted on Consent.

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

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.

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.

Adopted on Consent.

4.8 Revised Public Art Policy

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

THAT Council receive the February 14, 2022, report entitled "Revised Public Art Policy" for information.

Adopted on Consent.

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

THAT Council approve the revised Public Art Policy as attached to the January 31, 2022, report entitled "Revised Public Art Policy"; and

THAT Council approve the release of the revised Public Art Policy at an upcoming Regular Council Meeting.

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

Adopted on Consent.

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

Adopted on Consent.

4.11 Minutes for Adoption

- a. January 21, 2022 Special City Council Meeting
- b. January 31, 2022 City Council Meeting (9 a.m.)
- c. January 31, 2022 Council Workshop
- d. January 31, 2022 Public Hearing
- e. January 31, 2022 City Council Meeting (following the Public Hearing)

Adopted on Consent.

Procedural Note: Council agreed to deal with items 6 to 9 as the next items of business. The minutes are recorded in numerical order.

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

Aamir Bharmal, and Amy Lubik, both from Fraser Health, provided a presentation on Legionnaires' Disease and actions the City can take to minimize it. In response to Council questions, Mr. Bharmal provided the following information:

- The owners/operators of cooling towers would need to do testing with the Health Authority intervening when legionella levels are exceeded and/or when an outbreak is identified; and,
- Cities are being requested to register these systems so they can be identified, and may have a role in collecting maintenance logs and having people apply for permits.

In response to Council questions, Serena Trachta, Acting Director of Climate Action, Planning and Development/Chief Building Official, advised staff are developing recommendations and processes for the City as suggested by Mr. Bharmal, and that the report would be ready before the summer break.

MOVED AND SECONDED

THAT Council direct staff to investigate the necessary steps to create a cooling tower and water feature registry; and,

THAT Council direct staff to draft a bylaw incorporating preventive actions for Legionella mitigation in building water systems.

Carried.

All members present voted in favour of the motion.

6. BYLAWS

6.1 **Bylaws for adoption**

a. **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 **ADOPTION**.

MOVED and SECONDED

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

Carried.

All members present voted in favour of the motion.

b. 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 **ADOPTION**.

MOVED and SECONDED

THAT Heritage Revitalization Agreement (323 Regina Street) Bylaw No. 8304, 2022 be adopted.

Carried.

All members present voted in favour of the motion.

c. 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 **ADOPTION**.

MOVED and SECONDED

THAT Heritage Designation (323 Regina Street) Bylaw No. 8305, 2022 be adopted.

Carried.

All members present voted in favour of the motion.

d. 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 **ADOPTION**.

MOVED and SECONDED

THAT Housing Agreement (520 Eighth Street) Bylaw No. 8273, 2022 be adopted.

Carried.

All members present voted in favour of the motion.

7. MOTIONS FROM MEMBERS OF COUNCIL

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

Mayor Cote introduced the motion.

Councillor Das advised that she is in support of the bill but would like the bill to specifically mention “Nazi swastika” as a hate symbol, because the symbol was co-opted by the Nazi party in the lead up to the Second World War. She noted that the word “swastika” comes from the Sanskrit word “svastha” which means “well-being” and is symbol of well-being in Hinduism, Buddhism, and Jainism, and is used as a symbol in India to welcome people and express hope for their wellbeing.

In discussion, Council members noted the following:

- Hate groups often appropriate other symbols and in so doing, change their meaning; and,
- Council’s resolution on this matter should be shared with the leaders of all Federal parties represented in the House of Commons and the Downtown BIA.

MOVED AND SECONDED

THAT, 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;

THAT Council request that the Honourable member modify Bill C-229 such that any instances of "swastika" in Bill C-229 be prefaced with the word "Nazi".

Carried.

All members present voted in favour of the motion.

8. NEW BUSINESS

None.

9. ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

Councillor Puchmayr advised of the recent passing of former Councillor Chris Sargent. He noted there will be a closed casket viewing on February 23, 2022, and possibly a celebration of life on his birthday. Mayor Cote expressed condolences to the family and friends of Mr. Sargent on his passing.

Councillor Nakagawa advised that today is the women's memorial march in commemoration of the missing and murdered Indigenous women in the Downtown Eastside and is led by their families. She noted that Indigenous women and girls are still going missing and it is more important than ever to heed the calls to action.

Procedural Note: Council agreed to deal with item 5 as the next item of business. The minutes are recorded in numerical order.

10. END OF THE MEETING

The meeting ended at 7:07 p.m.

Jonathan Cote

MAYOR

Jacque Killawee

CITY CLERK

**CORPORATION OF THE CITY OF NEW WESTMINSTER
BYLAW NO. 8311, 2022**

A Bylaw to Amend Local Government Elections Procedures Bylaw No. 7985, 2018 and
to repeal Special Voting Opportunities Bylaw No. 6143, 1993

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

Citation

1. This Bylaw may be cited for all purposes as "Local Government Elections Procedures Bylaw Amendment Bylaw No. 8311, 2022."

Amendments

2. Local Government Elections Procedures Bylaw No. 7985, 2018 is amended by:

- a. Inserting the following definition in section 2 in alphabetical order:

"social service centre" means a government or other facility which provides social services to specific populations, which includes but is not limited to: health, mental care and food services.

- b. Insert the following as a new Section 6

6. Special Voting Opportunities

(a) The Chief Election Officer is hereby authorized to establish special voting opportunities in order to give electors who may otherwise be unable to vote an opportunity to do so.

(b) The Chief Election Officer is authorized to establish the date, voting hours and place where a special voting opportunity is to be conducted.

(c) Electors may only vote at a special voting opportunity if they:

- i. Have a disability, illness or injury that affects their ability to vote at another voting opportunity; or
- ii. Are users of an emergency shelter or social service centre; or,
- iii. Are residents or patients of a hospital, care facility or similar facility or institution located in the City of New Westminster.

(d) An elector at a special voting opportunity who is unable to proceed to a voting compartment may request to vote elsewhere in the facility, and after receiving the request the presiding election official or designate

must attend the elector for the purpose of allowing the elector to receive and mark a ballot; and

(e) One candidate representative of the ballots for Mayor, Councillor and School Trustee is entitled to be present at each special voting opportunity with that candidate representative chosen by agreement of the candidates for that ballot or, failing such agreement, by the Chief Election Officer.

c. Inserting the following as a new section 7

7. Mail Ballot Voting

Authorization for Mail ballot procedure

(a) As authorized under section 110 of the *Local Government Act*, voting and elector registration may be done by mail.

(b) The following procedures for voting and registration must apply:

- i. sufficient record will be kept by the Chief Election Officer so that challenges of the elector's right to vote may be made in accordance with the intent of the Local Government Act; and
- ii. a person exercising the right to vote by mail under the provisions of the Local Government Act may be challenged in accordance with section 126 of the Local Government Act.

(c) The time limits in relation to voting by mail ballot will be determined by the Chief Election Officer for each election.

(d) A mail ballot must be received by the Chief Election Officer before the close of voting on General Voting Day, in order to be counted for an election.

d. Renumber subsequent sections as appropriate.

Repeal of Bylaw 6143, 1993

3. Special Voting Opportunities Bylaw No. 6143, 1993, and all amending bylaws are hereby repealed.

GIVEN FIRST READING THIS _____ day of _____ 2022.

GIVEN SECOND READING THIS _____ day of _____ 2022.

GIVEN THIRD READING THIS _____ day of _____ 2022.

ADOPTED THIS _____ day of _____ 2022.

Mayor Jonathan X. Cote

Jacque Killawee, City Clerk

Bylaw Amendment No. 8319, 2022 - ATTACHMENT "A"



FEES AND CHARGES MANUAL

Effective March 7, 2022

Parks and Recreation Administration 511 Royal Avenue	604.527.4567
Centennial Community Centre 65 East Sixth Avenue	604.777.5100
Century House 620 Eighth Street	604.519.1066
Moody Park Arena 701 Eighth Avenue	604.525.5301
Queensborough Community Centre 920 Ewen Avenue	604.525.7388
Queen's Park Arena First Street & Third Avenue	604.777.5111
Queen's Park Sportsplex	604.777.5121

active@newwestcity.ca

www.newwestcity.ca

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INDOOR SPACE RENTAL FEES

Small Room Capacity (2 - 20)
Centennial Community Centre - Piano Room
Queensborough Community Centre - Channel Room & Samson Room
təmәsәwtx^w Aquatic and Community Centre - First Floor Meeting Room

GROUP	MEETING (1 hour minimum)
NW Youth Groups	\$0
Non-Profit & Individuals	2021 = \$12.86 + GST = \$13.50
Business	2021 = \$39.05 + GST = \$41.00

Medium Room Capacity (14 - 75)	
Centennial Community Centre - Creek Room - Brook Room	Century House - Spruce Room
Queensborough Community Centre - Poplar Room - Island Room - Port Room - Royal Room	Queen's Park Arena - Breakaway Room (no socials) - Power Play Room (meetings only)
Queen's Park Board Room (meetings only)	

GROUP	MEETING (1 hour minimum) <small>* 2 x base rate for 25 room capacity</small>	ACTIVITY (1 hour minimum)	SOCIAL (2 hour minimum)
NW Youth Groups	\$0	2021 = \$26.00 + GST = \$27.30	2021 = \$52.38 + GST = \$55.00
Non-Profit & Individuals	2021 = \$12.86 + GST = \$13.50	2021 = \$26.00 + GST = \$27.30	
Business	2021 = \$39.05 + GST = \$41.00	2021 = \$78.00 + GST = \$81.90	

Large Room Capacity (32 – 135)	
Centennial Community Centre - River Room	Queensborough Community Centre - Port Royal Room - Poplar Island Room
Centennial Lodge - Main Hall	

GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)
NW Youth Groups	\$0	\$40.24 + GST = \$42.25	\$100.00 + GST = \$105.00 / hour Plus Socan and Re:Sound
Non-Profit & Individuals	\$20.00 + GST = \$21.00	\$40.24 + GST = \$42.25	BANQUET \$818.10 + GST = \$859.00 Plus Socan & Re:Sound
Business	\$60.67 + GST = \$63.70	\$120.95 + GST = \$127.00	

Extra Large Room Capacity (50 – 350)

Queensborough Community Centre - Fraser River Room	Centennial Community Centre - Gym
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GROUP	MEETING / HOUR (2 hour minimum)	ACTIVITY / HOUR (2 hour minimum)	SOCIAL / HOUR (4 hour minimum)
NW Youth Groups	\$0	\$88.57 + GST = \$93.00	\$138.09+GST = \$145.00 / hour Plus Socan and Re:Sound
Non-Profit & Individuals	\$43.57 + GST = \$45.75	\$88.57 + GST = \$93.00	BANQUET <i>January – March</i> \$818.09 + GST = \$859.00 <i>April – December</i> \$1,104.76 + GST = \$1,160.00 Plus Socan and Re:Sound
Business	\$131.43 + GST = \$138.00	\$263.81 + GST = \$277.00	

Event Facilities

Queen's Park Arena - Dry floor	
GROUP	MEETING OR ACTIVITY (1 hour minimum)
Non-Profit	\$162.86 + GST = \$171.00 / hour
Business	\$325.71 + GST = \$342.00 / hour
Queensborough Community Centre – Fraser River Room & Port Royal Room	
GROUP	ACTIVITY (Day Rate)
NW Youth, Non-Profit & Business	\$1,636.19 + GST = \$1,718.00 Plus Socan and Re:Sound
	ACTIVITY (Consecutive Day Rate) \$819.05 + GST = \$860.00

OTHER INDOOR SPACE FEES

Arena Ice Rentals			
User	Time	Days	Hourly Fee
All	12:00 am – 6:00 am	Daily	\$70.48 + GST = \$74.00
All – Public Prime Time	6:00 pm – 12:00 am	Weekdays	\$308.57 + GST = \$324.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Public Non-Prime Time	6:00 am – 6:00 pm	Weekdays	\$154.29 + GST = \$162.00
	6:00 am – 12:00 am	July & August Weekends	
All – Short Notice Prime Time** (50% of prime time fee)	See Public Prime Time		\$154.29 + GST = \$162.00
All – Short Notice Non-Prime Time*** (50% of non-prime time fee)	See Public Non-Prime Time		\$77.14 + GST = \$81.00
NW Minor Sports – Prime	See Public Prime Time		\$92.57 + GST = \$97.20*
NW Minor Sports – Non-Prime Time	See Public Non-Prime Time		\$52.00 + GST = \$54.60
Preschools & Daycares	9:00 am – 3:00 pm	Weekdays	\$38.57 + GST = \$40.50
			(½ ice, < 35 users)
			\$77.14 + GST = \$81.00
			(full ice, >35 users)
NWSD#40 – Grades K – 5	9:00 am – 3:00 pm	Weekdays	\$38.00 / hour plus skate rentals
NWSD#40 – Grades 6 – 12	9:00 am – 3:00 pm	Weekdays	\$38.39 + GST + PST = \$43.00 / class (includes skates)
School (non-New Westminster)	9:00 am – 3:00 pm	Weekdays	\$77.14 + GST = \$81.00 plus skate rentals
NWSS Hockey Academy (75% of non-prime time fee)	9:00 am – 3:00 pm	Weekdays	\$115.71 + GST = \$121.50
Rentals Charging Admission	Applicable Ice charge plus 12.5% of gross admission revenue		

* Fee is calculated using the minor sports formula

- Maximum Cost = % of New Westminster participants registered x difference between maximum and minimum cost
- Minimum Cost = 30% of Prime Time fee and Maximum Cost = 50% of Prime Time fee

** the Arena Manager short notice booking criteria with the general practice that the discounted fee is available within 72 hours ice rental time

Arena Dry Floor Rentals			
User	Time	Days	Hourly Fee
All – Prime Time	3:00 pm – 12:00 am	Weekdays	2021 = \$102.86 + GST = \$108.00
	6:00 am – 12:00 am	Weekends & Stat Holidays	
All – Non-Prime Time	6:00 am – 3:00 pm	Weekdays	2021 = \$51.43 + GST = \$54.00
New Westminster Minor & Junior B2 & B3 Lacrosse	During operating hours	Any day	2021 = \$30.95 + GST = \$32.50
New Westminster Junior A or B1		Any day	2021 = \$80.95 + GST = \$85.00
New Westminster Senior A, B, C or Masters Lacrosse		Any day	2021 = \$102.86 + GST = \$108.00
New Westminster Minor Sports – Ball Hockey		Any day	2021 = \$30.95 + GST = \$32.50

Lacrosse playoffs, outside of league play, are subject to an agreement with the Parks and Recreation Department and BC or Canadian representatives. Overtime use of the Arena(s) will be the actual cost plus 50%.

Gym Rentals			
Use	Location	Hourly Fee	User
All Eligible Sports & Activities	Queensborough Community Centre & Centennial Community Centre	\$44.29 + GST = \$46.50	Individuals or Not For Profit Groups
All Eligible Sports & Activities		\$77.14 + GST = \$81.00	Business Groups
All Eligible Sports & Activities	Queen's Park Sportsplex	\$77.14 + GST = \$81.00	All
Admission Based Gym Rentals	Queensborough & Centennial Community Centres & Sportsplex	Rental Fee + 12.5% of Gross Ticket Sales	All

Canada Games Pool Rentals				
Use	User	Time	Days	Fee
One 25 Meter Lane	Hyack Swim Club	5:00 – 9:00 am	Daily	\$3.33 + GST = \$3.50 / hour
	Not for Profit			\$6.19 + GST = \$6.50 / hour
One 50 Meter Lane	Hyack Swim Club			\$6.67 + GST = \$7.00 / hour
	Not for Profit			\$12.38 + GST = \$13.00 / hour
One 25 Meter Lane	Hyack Swim Club			\$10.48 + GST = \$11.00 / hour

	Not for Profit	Prime Time	Daily	\$21.43 + GST = \$22.50 / hour
	Business			\$33.33 + GST = \$35.00 / hour
One 50 Meter Lane	Hyack Swim Club	9:00 am – 12:00 am	Daily	\$20.95 + GST = \$22.00 / hour
	Not for Profit			\$42.86 + GST = \$45.00 / hour
Swim Meet (restricted opportunities)	Hyack Swim Club	Any time	Daily	\$275.24 + GST = \$289.00 / hour
	Not for Profit			\$347.62 + GST = \$365.00 / hour
0 – 50 swimmers	New Westminster Schools	11:30 am – 1:00 pm	Monday & Wednesday	\$57.14 + GST = \$60.00 / hour
51 – 100 swimmers			Tuesday, Thursday & Friday	2 x 0 – 50 fee
101 – 150 swimmers		3 x 0 – 50 fee		
151 – 200 swimmers		4 x 0 – 50 fee		
201 – 250 swimmers		5 x 0 – 50 fee		
251 – 300 swimmers		6 x 0 – 50 fee		
Lane Rentals		11:00 am – 3:00 pm	Same fees as Hyack Swim Club	

Rentals of Multiple lanes use the single lane rate, by distance, multiplied by the number of lanes rented

Miscellaneous Spaces

Space	Location	Fee
Martial Arts Room	Centennial Community Centre	\$16.19 / hour + GST = \$17.00
Judo Mat Rental	Centennial Community Centre	\$10.00 / hour + GST = \$10.50
Kitchen	Queensborough Community Centre	\$130.48 + GST = \$137.00

OUTDOOR SPACE RENTAL FEES

Moody Park Outdoor Pool and Hume Park Outdoor Pool

Use	User	Time	Hourly Fee*
1 – 30 swimmers	All	Limited availability. Rentals are only available outside of public swim and lesson times.	\$73.33 + GST = \$77.00
31 – 49 swimmers	All		\$109.52 + GST = \$115.00
50 – 89 swimmers	All		\$142.86 + GST = \$150.00
90+ swimmers	All		\$179.05 + GST = \$188.00

Outdoor Stages

Outdoor Stages, All Users	\$25.00 + GST = \$26.25 / hour
Queen's Park Bandshell, All Users	\$125.71 + GST = \$132.00 / 4 hours

Picnic Shelters

Large		Medium		Small	
Prime Time	Non-Prime Time	Prime Time	Non-Prime Time	Prime Time	Non-Prime Time
\$125.71 + GST = \$132.00	\$62.86 + GST = \$66.00	\$94.29 + GST = \$99.00	\$47.14 + GST = \$49.50	\$62.86 + GST = \$66.00	\$31.43 + GST = \$33.00
Fee is for a booking. Prime Time is weekends and statutory holidays. Non-Prime Time is 10:00 am – 3:00 pm or 4:00 – 9:00 pm on weekdays.					

Outdoor Sports Court & Track

User	Lacrosse Box, Tennis, Basketball & Sand Volleyball Courts & Mercer Track Permit holders have priority over drop-in users
New Westminster Minor & Senior groups (60%+ residency required)	no charge
All Non-business groups & Individuals Users	\$5.48 + GST = \$5.75 / court, lane or jump area / hour \$114.29 + GST = \$120.00 for bookings over 5 hours / court, track or jump area / day
Business & professional groups	\$10.95 + GST = \$11.50 / court, lane or jump area / hour \$228.57 + GST = \$240.00 for bookings over 5 hours / court, track or jump area / day

Public Spaces & Plazas & Events

User	All public plazas and open spaces except sport fields and outdoor sport courts & track
Non-Profit & Individual (New Westminster Group)	\$53.81 + GST = \$56.50 / use / day
Non-Profit & Individual (Non-New Westminster Group)	\$107.38 + GST = \$112.75 / use / day
Business	\$214.29 + GST = \$225.00 / use / day
All gate ticketed events	Applicable fees above plus 12.5% of gross gate revenue plus GST

OTHER SPACE FEES

RENTAL STAFF, SERVICE OR EQUIPMENT CHARGES

Staff Rental Charge (As Applicable, non-aquatic)	\$44.76 + GST = \$47.00 / hour
Staff Rental Charge (As applicable, aquatic)	\$37.62 x GST = \$39.50 / hour
Staff Rental Charge (As applicable, outdoor)	\$75.00 + GST = \$78.75 / hour / staff member
Skate Toys, Skates and/or Equipment Rental	\$41.19 + GST = \$43.25 / hour

Skate Sharpening – single	\$3.88 + GST & PST = \$4.35
Skate Sharpening – 10 (20% discount)	\$31.25 + GST & PST = \$35.00
Skate Rental - single	\$2.23 + GST + PST = \$2.50
Skate Rental – 10x (20% discount)	\$17.86 + GST + PST = \$20.00
Corker Rental*	\$1.79 + GST & PST = \$2.00
Locker Rentals (size dependent)	\$0.09 + GST = \$0.10 \$0.24 + GST = \$0.25 \$0.48 + GST = \$0.50
Permit - Special Occasion or Beer Garden Permit	\$95.24 + GST = \$100.00 / event / location / day
Permit - Sale of Goods, Services or Food (Business vendor selling to the public through an event)	\$52.38 + GST = \$55.00 / day / vendor station
Rose Garden or Gazebo (50 Chairs Set Up, staff)	\$149.55 + PST + GST = \$167.50 / two hours
Additional Garbage or Recycling Service	\$33.33 + GST = \$35.00 / bin drop off or disposal
Additional Washroom Cleaning Services	\$157.14 + GST = \$165.00 / event / washroom / day
Electricity Supply	\$28.57 + GST = \$30.00 / event location / day

* Parents participating in Parent & Tot lessons are entitled to free corker or skate rentals

Sports Fields				
User	<ul style="list-style-type: none"> - A users deposit is required, 20% of contract total prior to the group's first booking, and is held until end of season reconciliation with the final invoice. - Prime Time is 5:00 pm to 12:00 am on weekdays, 7:00 am to 12:00 am on weekends and statutory holidays. Non-prime time is 7:00 am to 5:00 pm on non-statutory holiday weekdays. - Minor or Youth is 18 years and under. Senior is 65+ years. 			
	Artificial Turf Fields		Grass Fields	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior Sports Groups (60%+ residency required)	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour	no charge	
All Non-business groups & Individuals (all user ages)	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour	\$5.71 + GST = \$6.00 / hour
Business & professional groups	\$91.43 + GST = \$96.00 / hour	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour
	Queen's Park Stadium		All Weather Sand Field	
	Prime Time	Non-prime Time	Prime Time	Non-prime Time
New Westminster Minor & Senior groups (60%+ residency required)	no charge		no charge	
All Non-business groups & Individuals (all user ages)	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	no charge	
Business & professional groups	\$91.43 + GST = \$96.00 / hour	\$45.71 + GST = \$48.00 / hour	\$22.86 + GST = \$24.00 / hour	\$11.43 + GST = \$12.00 / hour
Tournament (all type)	Applicable Sports Field fees plus PUBLIC SPACE & PLAZA PERMIT fee			
Gate Ticketed Events	Applicable Sports Field fees plus 15% of gross gate revenue, plus GST			

Light Fee	\$9.52 + GST = \$10.00 / hour / all users
Change room with Booked Field	\$11.43 + GST = \$12.00 / change room (Hume Park Only) \$23.81 + GST = \$25.00 / change room

Rose Garden or Gazebo
\$122.86 + GST = \$129.00 / 2 hours

REGISTERED PROGRAMS FEE CRITERIA

Registered program fees are developed through a formula using the following fee criterion:

- Instructor salary & benefits (CUPE or Contractors)
- Supplies (toys, art materials, food, progress cards, etc. – program consumables)
- Transportation & other costs (as applicable)
- Third party costs (i.e. non New Westminster fees associated to the program delivery)
- Equipment (non-consumable materials with < 1 year lifespan – i.e. soccer balls)
- Bank charges (cost recovery)
- Space or room costs
- Number of registered participants (i.e. class size)
- Costs associated to public safety (i.e. Covid-19)

As such registered program fees are subject to prices changes throughout the term of the fees and charges bylaw amendment. Further, the formula may be amended to promote emerging or service based programs to help ensure their success.

Private Lessons

Duration	Service	Child Fee (< 16 years)	Adult Fee (16+ years)
30 minutes	Gymnastics & Trampoline or Skating	\$28.00	\$28.00 + GST = \$29.40
30 minutes	Aquatics	\$32.00	\$32.00 + GST = \$33.60
45 minutes	Gymnastics & Trampoline	\$34.00	\$34.00 + GST = \$35.70
90 minutes	Skateboarding & Tennis	\$70.00	\$70.00 + GST = \$73.50
Private (1 hour)	Personal Training Assessment	n/a	\$66.67 + GST = \$70.00
Private (1 hour)	Personal Training - 1x		\$53.33 + GST = \$56.00
	Personal Training - 3x		\$152.38 + GST = \$160.00
	Personal Training - 5x		\$240.00 + GST = \$252.00
	Personal Training - 10x		\$453.33 + GST = \$476.00
Semi Private (2 participants, 1 hour)	Personal Training - 1x		\$76.19 + GST = \$80.00
	Personal Training - 3x		\$217.14 + GST = \$228.00
	Personal Training - 5x		\$342.86 + GST = \$360.00
	Personal Training - 10x		\$647.62 + GST = \$680.00

Active Admission & Membership Fees

User	Active 1 Visit	Active 10x Visit (20% Discount)	Active 30 Day (25% Discount)	Active 90 Day (25% Discount)	Active 365 (45% Discount)
Child (1 – 12 years)	\$3.25	\$26.00	\$29.25	\$87.75	\$257.40
Youth (13 – 18 years)	\$4.29 + GST = \$4.50	\$34.28 + GST = \$36.00	\$38.57 + GST = \$40.50	\$115.71 + GST = \$121.50	\$339.43 + GST = \$356.40
Adult (19 – 64 years)	\$6.19 + GST = \$6.50	\$49.52 + GST = \$52.00	\$55.71 + GST = \$58.50	\$167.14 + GST = \$175.50	\$490.48 + GST = \$515.00
Senior (65+ years)	\$4.52 + GST = \$4.75	\$36.19 + GST = \$38.00	\$40.71 + GST = \$42.75	\$122.14 + GST = \$128.25	\$358.29 + GST = \$376.20
<p><i>Active admission fees give users access to <u>eligible</u> Department drop-in services. Some drop-in services are excluded based on the users age, a membership requirements or the services fee (i.e. prevent clients from overpaying).</i></p> <p><i>Time based membership fees are based on 12 single admission fees less 25%.</i></p>					

DROP IN FEES

Aquatics		
Fee Type	Location	Admission Fee
Over 40's Swim	Canada Games Pool	\$4.05 + GST = \$4.25
Lesson Deal (restricted times)		\$3.10 + GST = \$3.25
Parent & Tot Swim – Child		Active 1 Child Admission Fee
Parent & Tot Swim – Adult		\$4.95 + GST = \$5.20
Two Dollar Admission		\$1.90 + GST = \$2.00 (restricted times)
User	Location	Admission Fee
Under 4	Moody Park Outdoor Pool	Free
All - Daily	&	\$1.90 + GST = \$2.00
Youth Swims – 10 Visit	Hume Park Outdoor Pool	\$19.05 + GST = \$20.00

Gymnastics	
User	1 Visit
Child and Parent & Tot (under 13 years)	\$4.75
	\$5.00
Youth (13 -18 years)	\$6.43 + GST = \$6.75
Adult (19+ years)	\$8.33 + GST = \$8.75
Family (per person)	\$3.33 + GST = \$3.50

Skating		
Type of Public Skate	User	Fee
All - Non-Hockey	All	\$2.00 / person (users under 3 are free)
All - Recreational Hockey	18+ years	\$4.29 + GST = \$4.50

Century House

Fee Type	Description	Admission Fee
Annual Membership	Requirement to participation	\$19.04 + GST = \$20.00 / year
Single Admission	Fitness Classes or weight room use for Members 50+	\$4.29 + GST = \$4.50
10 Visit Pass (20% discount)		\$34.29 + GST = \$36.00

Youth Centre

Fee Type	Description	Admission Fee
Annual Membership	For 11 - 18 year old members	\$19.04 + GST = \$20.00 / year
Single Admission	Includes general youth drop-in services and associated programs	\$0.95 + GST = \$1.00
30 Day Pass	Fitness Centre	\$9.52 + GST = \$10.00
Single Admission	Special Event	\$0.95 + GST = \$1.00 (member) \$1.90 + GST = \$2.00 (non-member)
Sports Drop-In	Includes skates, swims, fitness centre, registered programs and outtrips	\$1.90 + GST = \$2.00

Childminding

Newborn – 10 years	Location	Admission Fee
1 hour	Centennial Community Centre	\$5.00
10 hours (20% discount)		\$40.00

Miscellaneous

Fee Type	Location	Admission Fee
Shower Use (1x)	Various	\$2.15 + GST = \$2.25
Registered Programs with a Drop-In Option	Service based	Variable Fee
Judo	Centennial Community Centre	\$8.57 + GST = \$9.00
Motoring Munchkins	Various	\$3.00
Get Active Grade 5	Various	Free
Stay Active Grade 6	Various	Free

FILMING FEES (subject to applicable tax)

Permit Fees

License Fee	\$300.00
Street Occupancy Film Fee	\$225.00 / day
Multiple Location License Fee (2+ locations on the same permit)	\$75.00
Daily Inspection Fee	\$100.00 / day
Damage / Performance Deposit	\$500.00 - \$5,000.00
Parking	\$200.00 / block / face / day
Meter Charges (in addition to street occupancy)	\$15.00 / meter / day
Temporary No Parking Signage	\$150.00 / block
Garbage Disposal	Set by Engineering Opps
Filming at City Hall (preparation & clean up)	\$1,500.00 / day
Filming at City Hall (active interior filming)	\$5,000.00 / day
Parking at City Hall	\$750.00 / day
Civic Facility Exteriors	\$500.00 / day
Fire Hydrant Access	\$100.00 / hydrant / day
Fire Hydrant Use for Wet Down	\$250 / hydrant / day
(Permitted only if Metro Vancouver water restrictions are below Level III)	
Municipal Services	\$75.00 / hour plus overtime
Business License	\$150.00
Irving House	\$1,000.00 / day
Other Civic Facilities	\$500.00 / day
Parking Infraction	\$200.00 / occurrence / day
Damage Deductions (2x employee(s) collective agreement rate)	Variable
Onset City Staff Liaison (2x employee(s) collective agreement rate)	Variable
Student Permits (Administrative Costs)	Free
Civic Location Fee (not already listed)	By Quote
Prep & Wrap Days	By Quote or 50% of Location Fee
Permit Changes During Active Filming	\$300.00
Location Hold Fee (non-refundable)	\$1,000.00
Re-Occurring Location Fee	\$250.00
Lunch Tent Fee (on civic property)	\$300.00 / day
Moving Picture Car Administration Fee	\$100.00
FX or Gun Use Administration Fee	\$175.00
Curfew Extension Fee	\$250.00 / hour outside of curfew
Drone Use Administration Fee	\$500.00
Multiday Film Permit Fee	\$100.00 / additional day

Police Services

Deposit to cover estimated Policing (# of officers x # of hours x 1.5 x \$110.00)	\$130.00 / hour / officer
Use of Police Vehicle as a prop	\$127.00 / day

Fire Services

Equipment & Staff	By quote
Fire Inspector (FX, safety plan & consulting)	\$100.00 / hour
Performance Deposit (minimum)	\$1000.00
Fire Administration	10% of Fire Fees

Administration

20% Fee on all filming charges (exception Fire fees)

Fraser Cemetery

Prep & Wrap Days	\$1,000.00 / day
Filming Days	\$2,000.00 / day
Cemetery Staff (4 hour minimum)	\$75.00 / hour regular time \$100.00 / hour for overtime
Grave Side Props	\$300.00 / day
Cemetery Facility Interior Use	\$500.00
Equipment Use	By quote

Parks and Recreation

Recreation Facilities and Parks
 Film Parking Lot Rental (i.e. 4th Avenue & 4th Street lots)
 Film Parking Lot Rental (QPA & CGP lots)

By Quote
 \$750.00 for a 24-hour period / lot
 \$1,000.00 for a 24-hour period / lot

Filming fees are subject to increases without notice for 2022.

SPECIAL EVENTS		
Fee Type	User	Fee
Special Events Permit	All	\$142.86 + GST = \$150.00
Damage & Performance Deposit	All	\$500.00 - \$2,000.00
Police Officer	All	\$130.00 + GST = 136.50 / hour
Engineering Operations Staff	All	\$74.29 + GST = \$78.00 / hour
Garbage Disposal	All	By Quote
Use of Civic Spaces	All	By Quote or prices set herein
Onsite Staff Liaison	All	Variable

Commercial Sales or Rentals of Hanging Baskets to New Westminster Businesses or Organizations Only				
Good or Service	Fee	Transaction	Total with Tax	Tax Applied
Basket Watering	\$170.00	Service	\$178.50	GST
City Hanging Basket	\$61.61	Rental	\$69.00	GST & PST
Hanging Basket – 14"	\$88.39	Sale	\$99.00	GST & PST
Hanging Basket – 18"	\$93.75	Sale	\$105.00	GST & PST
Basket Hanging Fee	\$23.81	Service	\$25.00	GST

Miscellaneous Park Fees	
Park Memorial Donation (non-bench)	By Quote
Deluxe Memorial Bench	\$3,300.00
Lounger Memorial Bench	\$6,100.00
Off-Site Works & Services Tree Fee	2022 = \$650.00 + GST & PST = \$728.00 2023 = \$775 + GST & PST = \$868.00

RENTAL DEFINITIONS

NEW WESTMINSTER YOUTH GROUPS

Definition	Youth Activity Group means a Bonafied New Westminster based non-profit organization that delivers organized sports leagues, tournaments and recreation-based services to residents under 19 years of age. Youth activity groups require 60% participation membership from New Westminster residents and they must be open to all New Westminster youth.
Meeting	Defined as a gathering of the group's members to carry out regular operational business of the league or group. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies.
Activity	Defined as a gathering where a fee may be exchanged for attendance/instruction (examples: coaches clinics for non-New Westminster people or fund-raising activities for the sports groups (examples: garage sale, bake sale).
Social	Defined as a youth social gathering
Banquet	Defined as an evening dance or reception, involving food and drink

NOT FOR PROFIT ORGANIZATION AND/OR INDIVIDUALS

Definition	Community groups or associations with a society number or registered charitable organization number, or individuals, who do not stand to gain from the use of the space.
Meeting	Defined as a gathering of the group's members to conduct business in a seated meeting or workshop format. If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies
Activity	Defined as a function that involves fundraising or where a program / activity is provided to the group's members. A program / activity is defined as having a specific time frame or having a starting / stopping date.
Social	Defined as a tea, fashion show, display, wine & cheese or family celebrations.
Banquet	Defined as an evening dance or reception, involving food and drink

BUSINESS

Definition	Private, Business or Commercial Groups means a private sector for-profit businesses or individuals undertaking for-profit activities. <i>Examples:</i> Travel Agencies, Strata Council Meetings, Walmart, etc.
Meeting	Defined as a gathering of colleagues, employees, etc., for business purposes where the public does not attend (i.e. Union and Strata meetings, etc.). If the primary purpose of the booking is a meeting, food is permitted, otherwise the activity rate applies
Activity	Defined as when the general public is invited, sales may take place or at least the promotion of their products to potential clients.
Social	Defined as a tea, fashion show, display, wine & cheese, breakfast /lunch/dinner meeting or corporate celebration.
Banquet:	Defined as an evening dance or reception involving food and drink.

RENTAL INFORMATION, TERMS & CONDITIONS

1. The Department, through its Service Area Manager, determines the amount of time necessary to accommodate a booking request that considers group size, user group, room use, room set up, the user group's room use and room clean up time. All room rentals are subject to additional fees, as applicable, related to staffing, maintenance, custodial needs, equipment or furniture set up, etc.
2. All rates are based on regularly staffed hours at the facility. Exceptions will be reviewed on an individual basis.
3. Recreation Managers will notify each other if user groups have been non-compliant with the rental contract and this may affect the user group's ability to rent Department spaces in the future.
4. Sport room rentals are listed under the individual facilities
5. The Department is required to collect Re:Sound & SOCAN Fees (i.e. music license fees determined by the source) on applicable rental bookings (plus applicable sales tax) based on occupancy, music use and dancing.
6. Facility Allocation Policy - the Department uses its Facility Allocation Policy to determine user group's eligibility and priority with accessing spaces.
7. Recreation Rate - The recreation rate must be applied for in writing to the Senior Manager of Recreation Services and Facilities and is applicable to regular New Westminster Minor Sport and Recreation user groups utilizing Parks and Recreation facilities. It is available on a once per year basis for the total Department, NOT per facility and is based on 30% reduction of Business rate.
8. Performance, Security & Damage Deposits - A minimum deposit of \$200.00 for socials and \$500.00 for banquet rentals is required but depositions based on the rental may be larger based on the nature of the group and space use. Deposits will be returned, in full, if the user has left the premise undamaged, clean and organized (i.e. in the state received). Deposits will be withheld, partially or fully, to cover damages or custodial expenses if the contract agreements have not been met or are broken. If damages or custodial charges exceed the damage deposit, Parks and Recreation will invoice user for all outstanding fees. Full deposit conditions are outlined on the facility use contract and signed by user group.
9. Additional Staff - Where extra staff is required for a function or a statutory holiday, the user group will pay the total cost of that staff person.
10. Minor Sport & Youth Group Meetings - New Westminster Minor Sport groups and youth groups recognized by the City are entitled to free meeting room space in a Parks and Recreation facility for organizational business administrative purposes. Reflecting the City's allocation policies, booking requests for free space can be confirmed up to 3 months in advance and subject to availability.
11. Tax Tariffs - All applicable tax and tariffs are applied to the fees listed herein.
12. Refunds - Refunds are subject to the criteria outlined in the Parks and Recreation Department Refund Policy and Procedures document (#287443).
13. Residents' Associations - Residents' Associations (RA) recognized by the City are entitled to one free meeting per month for organization business administration purposes in a Parks and Recreation Department facility (exception – Centennial Lodge). Reflecting the City's allocation policies, booking requests for free space can be confirmed up to three months in advance and subject to availability.
14. Facility Allocation Policy - Rental allocation is governed by the Parks and Recreation Facility Allocation Policy (69863).

15. Centennial Lodge - Rental requests are restricted to 90 days prior to the rental date for Meeting Rentals that take place on a Sunday.
16. Individuals and Groups booking recreation and community facilities may be required to obtain liability insurance coverage as determined by the Parks and Recreation Department. If provided through the City, fees for such insurance will be levied on a cost recovery basis. Rates will be variable and dependent upon a number of factors including: size of group, duration of booking, relative risk of activities and whether or not alcohol is served.
17. All Candidates Forums - in the period between the declaration of candidates or dropping of the writ and Election Day, All Candidate Forum room bookings made to Eligible New Westminster Organizations for will be booked at no-charge subject to space availability and the Parks and Recreation Facility Allocation Policy criteria. Further, free room bookings are extended to any referendum process if all sides of each referendum question(s) are represented from the time the referendum question(s) is released and the referendum closing date. All candidate forums must have a rental agreement for a designated indoor or outdoor Parks and Recreation space. No political lobbying, campaigning or solicitation is permitted, in any Parks and Recreation space, without an approved space rental agreement.
18. Century House has limited public rental opportunities based on its purpose to offer seniors and youth services.
19. The replacement of Canada Games Pool and Centennial Community Centre (referred to as NWACC herein) will require amendments to space names, capacity, fees, usage, definitions and/or conditions of use during the term of this fees and charges manual.

All Candidate Forums - Purpose & Definitions

1. To support resident and candidate participation in the democratic process;
2. To promote local resident's awareness of and participation in the electoral process at the local, provincial and federal levels of government; and
3. To further electorate knowledge of all candidates and political party positions, goals and visions.

Eligible New Westminster Organizations – means a Council identified New Westminster Residents' Associations, School District #40 District Parent Advisory Council, a New Westminster Business Improvement Association or a New Westminster situated community organization possessing a charitable or not-for-profit status that predominately serves New Westminster residents.

All Candidate Forums – means public meetings where all candidates are invited to speak, and further, receive and questions from members of the public with the purpose to promote voter knowledge and participation. All Candidate Forums may have focus on election subgroups such as all mayoral candidates, all councilor candidates and/or all school trustee candidates. Finally, all candidates must be invited to participate in All Candidate Forums to be eligible for a no-charge room booking.

NOTES

1. **ACCESS & INCLUSION** - the Parks and Recreation Department offers reduced fees and participant support services to promote participation and accessibility.
2. **FEE ADJUSTMENTS** - Under special circumstances, the Director of Parks and Recreation (or designate) may adjust fees and charges rates to meet current market value or extraordinary bookings.
3. **CORPORATE WELLNESS PROGRAM** – admission fees are adjusted to reflect the City's Corporate Wellness Policy and Program.
4. **ACTIVE GRADE FIVE & SIX PROGRAMS** - Council may approve free admission access to New Westminster students in grade five and/or grade six with a defined term.
5. **FOOD, BEVERAGE, VENDING & MERCHANDISE SALES** - All applicable fees are priced at market value and subject to change, sales, discounts or other promotions.
6. **EXTRAORDINARY OR UNKNOWN FEES** - Parks and Recreation has the ability to charge users, residents, property owners and filming production companies additional or extraordinary fees and charges in the event that **a**) services fees may be unknown or greater than quoted, and **b**) in the event the City is required to perform services to ensure public safety, maintain City operations or ensure public use of public property (i.e. the City may be required to perform arborist or horticulture work, on private property with or without notification, to ensure that private property trees or vegetation do not restrict public access or public safety related to using City sidewalks) or **c**) charges related to filming on City property or fines associated to breaching permit requirements.
7. **PARTNERSHIPS** - The Department may elect to waive third parties rental fees if the service provided is offered in partnership with Parks and Recreation and offers a public good. Admission fees will be used to recover service costs.
8. **TREE PROTECTION & ANVIL CENTRE FEES** – these fees are set in alternative City of New Westminster Bylaws.
9. **COVID-19** – the regulatory requirements, for public safety, will affect the number of participants the Department can accommodate in services or spaces (i.e. rentals, admissions and registrations). In addition, there will be new and evolving service delivery requirements and patron terms and conditions. Additional information is available in the Healthy Participation Policy (1608424), Covid-19 Safety Plan and Policy – Outdoor Services (1626509) and the Covid-19 Safety Plan and Policy – Indoor Services (1639424). In addition, COVID-19 safety requirements has resulted in the suspension of membership services, and in turn, admission fees may be temporarily lowered to offset reduced services and amenities. The admission fees, posted herein, are effective when the Provincial Health Officer and legislation permits unscheduled public visits to recreation services.

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8288, 2021

A Bylaw to establish a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215(2) of the *Community Charter*;

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*;

AND WHEREAS the Council has received a request from the Downtown New Westminister Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*;

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminister ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Downtown New Westminister Business Improvement Area (Primary Area) Bylaw No. 8288, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminister Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*;

“City” means the Corporation of the City of New Westminister;

“Council” means the Council of the Corporation of the City of New Westminister;

“Downtown New Westminster Business Improvement Area (Primary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Primary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$161,912.41 for 2022, \$166,769.78 for 2023, \$171,772.87 for 2024 and \$176,926.06 for 2025, in aggregate an amount not exceeding \$677,381.12 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Primary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8. a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
- b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Business Improvement Area (Primary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

Given three readings this 4th day of October, 2021

Third reading repealed this 13th day of December, 2021

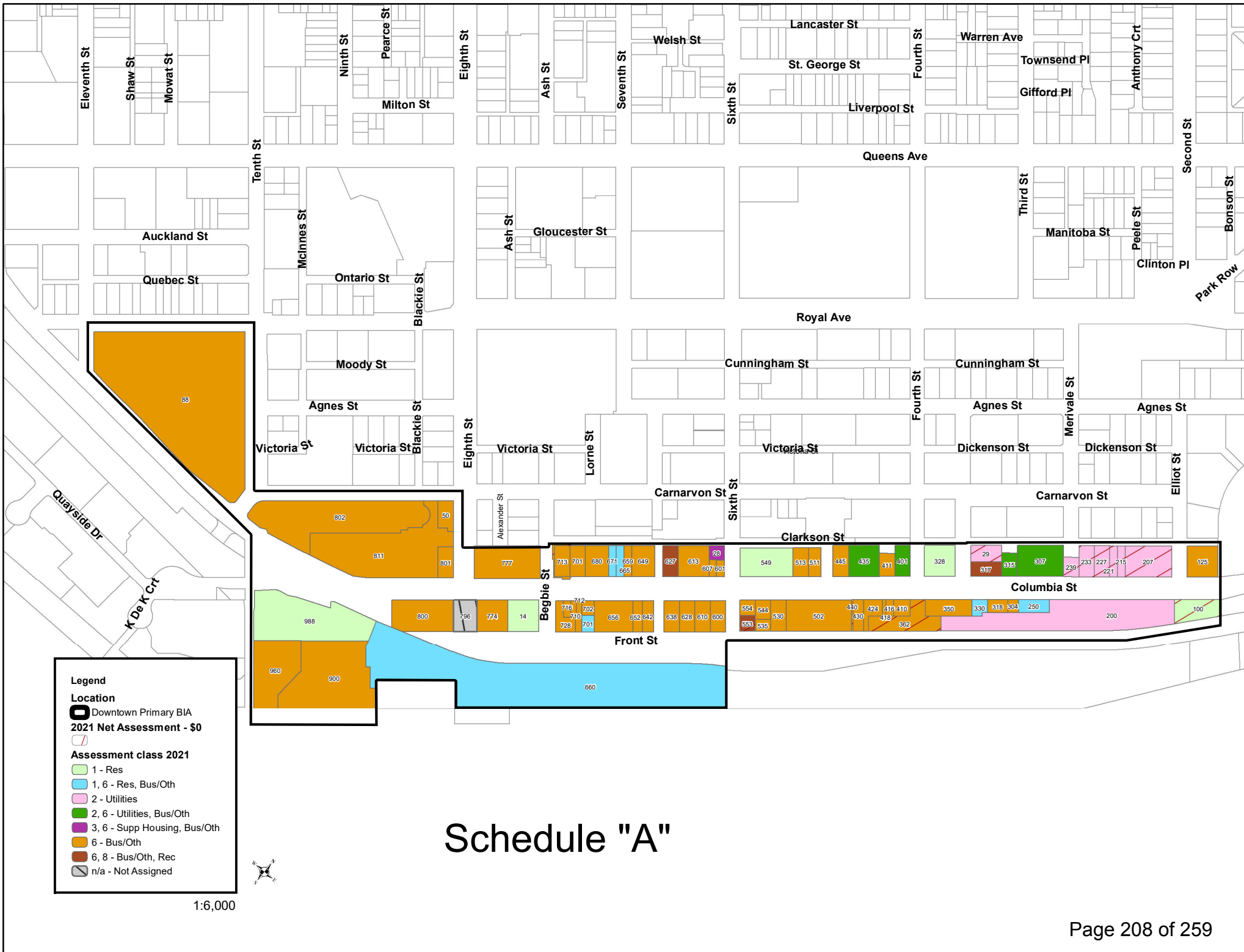
Bylaw amended this 13th day of December, 2021

Given third reading as amended this 13th day of December, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
day of 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



Legend

Location

- Downtown Primary BIA
- 2021 Net Assessment - \$0

Assessment class 2021

- 1 - Res
- 1, 6 - Res, Bus/Oth
- 2 - Utilities
- 2, 6 - Utilities, Bus/Oth
- 3, 6 - Supp Housing, Bus/Oth
- 6 - Bus/Oth
- 6, 8 - Bus/Oth, Rec
- n/a - Not Assigned

1:6,000

Schedule "A"

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year \$	_____	
Municipal Levies	\$ _____	
Government Grants:	\$ _____	
Federal		\$ _____
Provincial	\$ _____	
Municipal	\$ _____	
Interest	\$ _____	
Other (specify)	\$ _____	
TOTAL REVENUE		\$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT:
(Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO.8289, 2021

A Bylaw to designate a Business Improvement Area Service

WHEREAS a Council may, by majority vote, grant money to an applicant for the purpose of planning and implementing a Business Promotion Scheme pursuant to Section 215.(2) of the *Community Charter*,

AND WHEREAS before a Council grants money for a Business Promotion Scheme, the Council shall pass a bylaw as required by Section 215(5) of the *Community Charter*,

AND WHEREAS the Council has received a request from the Downtown New Westminister Business Improvement Society to establish a Business Improvement Area to enable that Society to undertake certain works and services and to encourage and promote business within that area;

AND WHEREAS the Council may impose a property value tax to be borne by the owners of real property within a Business Improvement Area in accordance with Section 216(1)(a) of the *Community Charter*,

NOW THEREFORE THE CITY COUNCIL of the Corporation of the City of New Westminister ENACTS AS FOLLOWS:

1. This Bylaw may be cited for all purposes as “Downtown New Westminister Business Improvement Area (Secondary Area) Bylaw No. 8289, 2021”.

Definitions

2. In this Bylaw:

“Applicant” means the Downtown New Westminister Business Improvement Society;

“Business Improvement Area” means a business improvement area pursuant to Section 215(1) of the *Community Charter*,

“City” means the Corporation of the City of New Westminister;

“Council” means the Council of the Corporation of the City of New Westminister;

“Downtown New Westminister Business Improvement Area (Secondary Area)” means those lands and improvements within the area shown outlined in heavy black on the map attached and forming part of this bylaw;

“Fiscal Year” means the time period from January 01 to the following December 31.

Establishment

3. Council hereby establishes a business improvement area service for the purpose of providing grants under section 215(2) of the *Community Charter*.

Designation of Area

4. The Downtown New Westminster Business Improvement Area (Secondary Area) is hereby designated as a Business Improvement Area.

Grant

5. Following adoption of this Bylaw, the Council may, by majority vote in each year, grant to the applicant amounts not exceeding \$133,857.52 for 2022, \$137,873.25 for 2023, \$142,009.45 for 2024 and \$146,269.73 for 2025, in aggregate an amount not exceeding \$560,009.95 for the term of this bylaw.

Expenditures

6. The money granted pursuant to this Bylaw shall be expended only:
 - a) by the applicant acting in accordance with and subject to the conditions and limitations set out in this Bylaw; and
 - b) for the Business Promotion Scheme set out in Schedule “B” of this Bylaw in relation to the Downtown New Westminster Business Improvement Area (Secondary Area).

Budget

7. The applicant shall submit a budget for approval by Council on or before October 15 prior to each fiscal year in the form attached to and forming part of this Bylaw as Schedule “C” for the purpose of implementing the Business Promotion Scheme.

Accounting

8.
 - a) The applicant shall provide Review Engagement financial statements no later than March 15 accounting for all money granted and approved by Council during the previous fiscal year.
 - b) The City shall have access to the accounts and records of the applicant for the purpose of inspection, verification or audit on the basis of providing the applicant with twenty-four hours written notice of its intentions and requirements.

Recovery

9. All of the money granted to the applicant pursuant to section 5 of this Bylaw shall be recovered by a property tax under section 216(1)(a) of the *Community Charter* imposed against all land and improvements within the Downtown New Westminster Improvement Area (Secondary Area) that are classified as Class 5 [light industry] and Class 6 [business and other].

Indebtedness

10. a) The applicant shall not incur any indebtedness or other obligations beyond each budget year, unless prior written approval is given by the City.
- b) For the term of this Bylaw, the applicant shall continue to maintain its status as a non-profit society in good standing pursuant to the Society Act.

Insurance

11. The applicant shall take out and maintain insurance and shall provide to the City a copy of its insurance policy insuring the applicant in accordance with the specifications set out in Schedule "D" of this Bylaw.

Term of Bylaw

12. This Bylaw shall take effect on January 1, 2022 and shall cease to have effect after December 31, 2025.

Given three readings this 4th day of October, 2021

Third reading repealed this 13th day of December, 2021

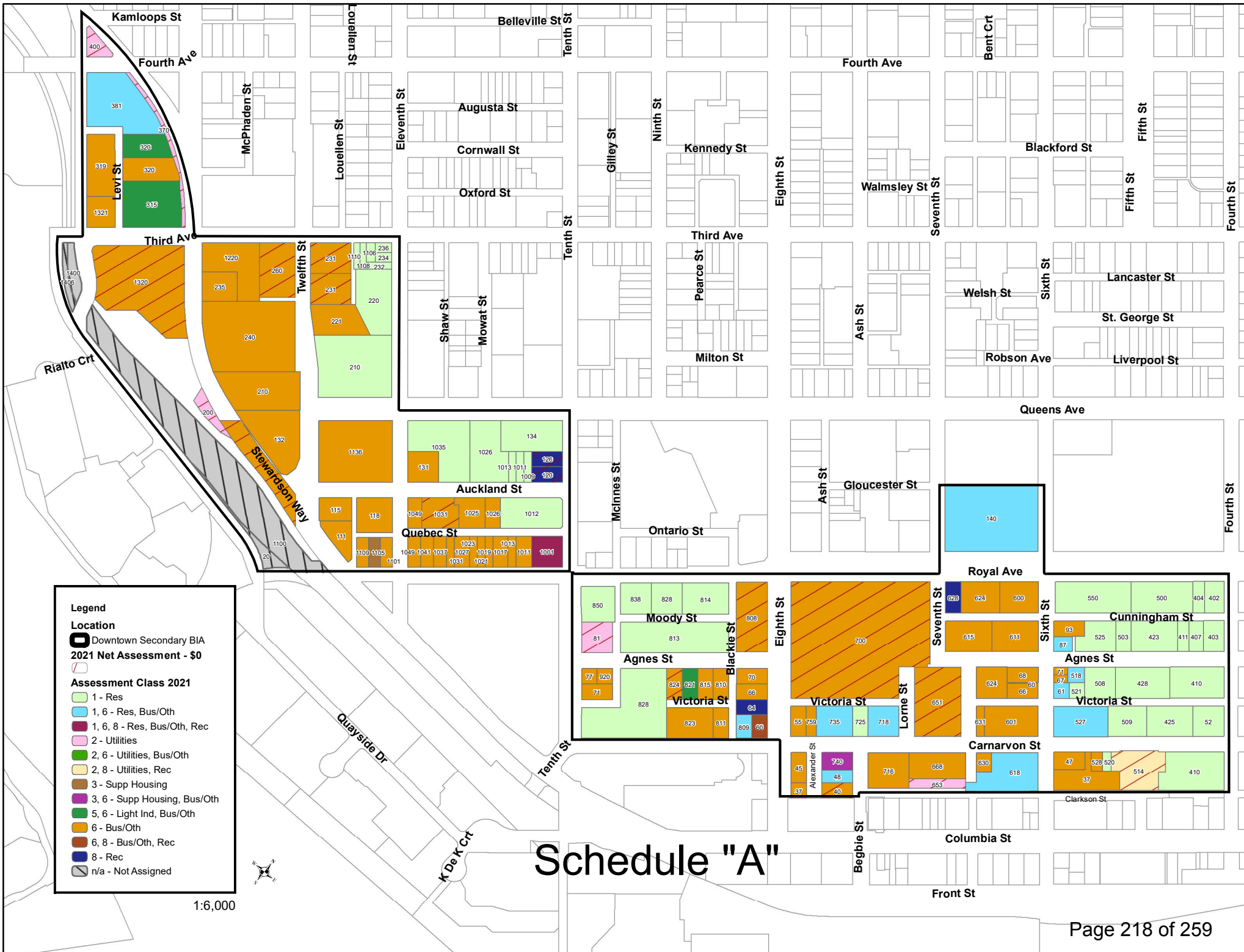
Bylaw amended this 13th day of December, 2021

Given third reading as amended this 13th day of December, 2021

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this day of _____ 2022.

Jonathan Cote MAYOR

Jacque Killawee CITY CLERK



Legend

Location
 Downtown Secondary BIA
2021 Net Assessment - \$0
 Not Assigned

- Assessment Class 2021**
- 1 - Res
 - 1, 6 - Res, Bus/Oth
 - 1, 6, 8 - Res, Bus/Oth, Rec
 - 2 - Utilities
 - 2, 6 - Utilities, Bus/Oth
 - 2, 8 - Utilities, Rec
 - 3 - Supp Housing
 - 3, 6 - Supp Housing, Bus/Oth
 - 5, 6 - Light Ind, Bus/Oth
 - 6 - Bus/Oth
 - 6, 8 - Bus/Oth, Rec
 - 8 - Rec
 - n/a - Not Assigned

1:6,000

Schedule "A"

SCHEDULE "B"

BUSINESS PROMOTION SCHEME

The Business Promotion Scheme to be undertaken by the Downtown New Westminster Business Improvement Society pursuant to the provisions of this Bylaw shall include the following activities:

1. the encouragement of business in the Business Improvement Area in order to complement and expand the present business mix;
2. the strengthening of businesses in the Business Improvement Area by undertaking beautification projects and promotional initiatives including special events and by advertising and promoting existing businesses;
3. the carrying out of research and the preparation of reports including measures to enhance the economic vitality of the Business Improvement Area; and
4. the improvement, beautification or maintenance of streets, sidewalks or municipally owned land, buildings or structures in the Business Improvement Area.

SCHEDULE "C"

BUDGET FORMAT OUTLINE

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

The projects and activities of the Downtown New Westminster Improvement Society can be described or classified into five categories.

1. BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT

Business recruitment and business development will concentrate on attracting new businesses to the downtown and informing or educating existing businesses. This will include a method for providing new businesses and property owners with assistance regarding municipal standards and business information.

Business seminars will offer assistance to existing businesses in the downtown to help them become more competitive. Seminars will include topics such as Advertising and Promotions, Merchandising and Product Mix, Knowing your Customers, What Your Windows say about your Business, etc...

2. PROMOTION AND ADVERTISING

Promotions and advertising will concentrate primarily on attracting new and old customers to our downtown. Special events and activities for the first year will emphasize the fact that our downtown is changing and there are many reasons to return to the downtown - watch our progress.

3. BEAUTIFICATION AND SEASONAL ITEMS

Seasonal items and beautification concentrate primarily on giving our area a distinct look or identification from the rest of the City. These items are used to make the downtown look attractive and bustling. Examples of such items are street banners, flags or pennants for Canada Day, Christmas lights for all the store windows, cedar boughs, and murals. The majority of these items can be used year after year and

4. ADMINISTRATION AND OVERHEAD

The administration and overhead portion of the budget includes all costs of running the BIA such as office costs and related expenses. Staffing includes all aspects of planning and carrying out the BIA activities.

5. MAINTENANCE

Maintenance involves the extra effort which should be made by the BIA to keep the downtown looking neat, clean and attractive. Examples include a spring clean up, and sign removal.

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

REVENUE

Balance from Previous Year	\$ _____	
Municipal Levies	\$ _____	
Government Grants:	\$ _____	
Federal		\$ _____
Provincial	\$ _____	
Municipal	\$ _____	
Interest	\$ _____	
Other (specify)	\$ _____	
TOTAL REVENUE		\$ _____

SCHEDULE "C"

DOWNTOWN NEW WESTMINSTER BUSINESS IMPROVEMENT SOCIETY

20 _ BUDGET FORMAT OUTLINE

EXPENDITURES

1) BUSINESS RECRUITMENT AND BUSINESS DEVELOPMENT:
(Specify projects)

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

2) PROMOTION AND ADVERTISING

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

3) BEAUTIFICATION AND SEASONAL ITEMS

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

4) ADMINISTRATION AND OVERHEAD

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

5) MAINTENANCE

A _____ \$ _____

B _____ \$ _____

C _____ \$ _____

D _____ \$ _____

E _____ \$ _____

TOTAL EXPENDITURES

\$ _____

SCHEDULE "D"

INSURANCE SPECIFICATIONS

1. The applicant shall provide and maintain Comprehensive General Liability insurance acceptable to the City and subject to limits of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. The insurance shall cover anyone employed directly or indirectly by the applicant as well as any contractor or subcontractors hired by the applicant.
2. The City shall be added as an additional named insured under the Comprehensive General Liability.
3. The applicant shall provide the City with a copy of its Comprehensive General Liability insurance policy prior to the City providing funding under Section 4 of this Bylaw.
4. The applicant's Comprehensive General Liability policy shall contain an endorsement to provide the City with 30 days written notice of change or cancellation.

CORPORATION OF THE CITY OF NEW WESTMINSTER

Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021

A bylaw to amend Zoning Bylaw No. 6680, 2001

WHEREAS:

- A. The Council is enabled to zone and to regulate the use and development of land; and
- B. The Council has adopted and wishes to amend Zoning Bylaw No. 6680, 2001;

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

Citation

This bylaw may be cited as “Zoning Amendment Bylaw (Miscellaneous Amendments) No. 8287, 2021”.

Amendments

1. Zoning Bylaw No. 6680, 2001 is amended as follows:
 - (a) Add “bingo halls, clubs and lodges, community centres, curling rinks and trampoline centres” to the definition of the “PUBLIC ASSEMBLY AND ENTERTAINMENT USE” in section 120.149.
 - (b) Add “Public assembly and entertainment use” as a permitted use in C-2A Zone, as section 513.27.1 and delete sections: “513.6. Auditoriums”, “513.8. Billiard and pool halls”, “513.9. Bowling alleys”, “513.15. Clubs and lodges”, “513.17. Dance halls”, “513.19. Gymnasiums”, “513.24. Libraries”, “513.25. Meeting halls”, “513.32. Swimming pools” and “513.34. Theatres, excluding drive-in theatres”
 - (c) Add “Public assembly and entertainment use” as a permitted use in C-2 Zone, as section 512.27.1 and delete sections: “512.5. Auditoriums”, “512.8. Billiard and pool halls”, “512.9. Bowling alleys”, “512.15. Clubs and lodges”, “512.17. Dance halls”, “512.19. Gymnasiums”, “512.24. Libraries”, “512.25. Meeting halls”, “512.32. Swimming pools” and “512.34. Theatres, excluding drive-in theatres”
 - (d) Add “Public assembly and entertainment use” as a permitted use in C-2L Zone, as section 573.26.1 and delete sections: “573.5. Auditoriums”, “573.7. Billiard and pool halls”, “573.8. Bowling alleys”, “573.14. Clubs and lodges”, “573.16. Dance

halls”, “573.18. Gymnasiums”, “573.23. Libraries”, “573.24. Meeting halls”, “573.32. Swimming pools” and “573.34. Theatres, excluding drive-in theatres”

- (e) Add “Public assembly and entertainment use” as a permitted use in C-3 Zone, as section 514.30.1 and delete sections: “514.6. Auditoriums”, “514.9. Billiard and pool halls”, “514.10. Bingo halls”, “514.11. Bowling alleys”, “514.16. Clubs and lodges”, “514.18. Dance halls”, “514.21. Gymnasiums”, “514.26. Libraries”, “514.27. Meeting halls”, “514.35. Swimming pools” and “514.37. Theatres, excluding drive-in theatres”
- (f) Add “Public assembly and entertainment use” as a permitted use in C-3A Zone, as section 515.27.1 and delete sections: “515.4. Auditoriums”, “515.7. Billiard and pool halls”, “515.8. Bingo halls”, “515.9. Bowling alleys”, “515.14. Clubs and lodges”, “515.16. Dance halls”, “515.19. Gymnasiums”, “515.23. Libraries”, “515.24. Meeting halls”, “515.32. Swimming pools” and “515.34. Theatres, excluding drive-in theatres”
- (g) Add “Public assembly and entertainment use” as a permitted use in C-CD-2 Zone, as section 580.30.1 and delete sections: “580.6. Auditoriums”, “580.9. Billiard and pool halls”, “580.10. Bingo halls”, “580.11. Bowling alleys”, “580.16. Clubs and lodges”, “580.18. Dance halls”, “580.21. Gymnasiums”, “580.26. Libraries”, “580.27. Meeting halls”, “580.35. Swimming pools” and “580.37. Theatres, excluding drive-in theatres”
- (h) Replace section 521.13 with “Public assembly and entertainment use;”
- (i) Replace section 522.9 with “Public assembly and entertainment use;”
- (j) Replace section 710.46 with “Public assembly and entertainment use, excluding bingo halls, clubs and lodges, community centre, curling rinks and trampoline centres;”
- (k) Replace section 750.18 with “Public assembly and entertainment use, excluding bingo halls, clubs and lodges, community centre, curling rinks and trampoline centres;”
- (l) Replace section 529.12 with “Places of public assembly and entertainment in conjunction with a hotel or destination casino;”
- (m) Replace section 529.21 with “The total amount of floor space constructed for public assembly and entertainment uses in conjunction with a casino shall not exceed 50,000 square feet.”
- (n) Replace section 529.23.(b) with “parking space shall be provided for each 9.3 square metres (100 sq. ft.) of gross floor space for cafés and restaurants, retail

and personal service establishments, and areas of public assembly and entertainment in conjunction with a destination casino”

- (o) Replace section 529.23.(d) with “one parking space shall be provided for each 27.9 square metres (300 square feet) of gross floor space for retail and personal service establishments, business and professional offices, and areas of public assembly and entertainment in conjunction with a hotel”
- (p) Replace section 533.5 with “Places of public assembly and entertainment in conjunction with a hotel”
- (q) Replace section 531.10 with “Public assembly and entertainment uses;”
- (r) Replace section 543.19 with “Public assembly and entertainment uses;”
- (s) Replace section 550.23 with “Public assembly and entertainment uses;”
- (t) Replace section 562.7 with “Public assembly and entertainment uses;”
- (u) Replace section 572.9 with “Public assembly and entertainment uses;”
- (v) Replace section 140.24 with “For any multiple dwelling use, commercial use, or industrial use, the overall number of required off-street parking spaces may be reduced by five (net reduction of four) parking spaces for every car share vehicle and car share parking space provided, up to a maximum of 10% of the required parking.”
- (w) Replace section 140.55 with “Where parking is permitted directly off a lane and the lane may be considered as all or part of the required maneuvering aisle for the parking spaces provided that no part of the lane shall be used as part of any parking space.”
- (x) Replace sections 310.19 (e) and 320.29 (e) with “shall not include more than 21 square metres (226 square feet) for an enclosed garage within the detached accessory dwelling unit, except for an accessible dwelling unit, provided in accordance with the Laneway and Carriage House Design Guidelines within the City of New Westminster Official Community Plan, where not more than 27.9 square metres (300 square feet) for an enclosed garage shall be permitted. This area should be measured from the interior of the garage walls.”
- (y) Add as section 710.55: “Sales, storage, rental, repair and parking of:
 - a) Commercial trucks, parts, equipment, components and accessories;
 - b) Trailers, buses, moving vans, boats and unoccupied recreation vehicles;

- c) Industrial machinery, equipment, components and small- to mid-sized vehicles such as forklifts;
 - d) Tools and small equipment such as chain saws, hand and edge tools, lawn mowers, motor bikes, rototillers and outboard motors;”
- (z) Delete sections 710.8, 710.38, 710.51, 710.60 and 710.70
- (aa) In section 720.26, replace “Moved to 720.6” with: “Sales, storage, rental, repair and parking of:
 - a) Commercial trucks, parts, equipment, components and accessories;
 - b) Industrial machinery, equipment, components and large vehicles;
 - c) Farm machinery, equipment, components and vehicles;
 - d) Heavy construction machinery, equipment, components and vehicles;
- (bb) Remove sections 720.22, 720.27, 720.28, 720.29 and 720.30
- (cc) Replace section 120.123 a) with “is a corner property including a corner site having an area of less than 12,000 square feet (1,114.80 square metres) and a frontage of less than 78 feet (23.77 metres) on any street, or is a property not including a corner site having an area of less than 11,000 square feet (1,021.90 square metres) and a frontage of less than 70 feet (21.34 metres) on any street; and”
- (dd) Replace section 330.20 a) with “the area required for one parking space, to a maximum of 225 square feet (20.90 square metres);”
- (ee) Replace section 310.19 (a) with “shall not exceed a detached accessory area of 89 square metres (958 square feet) in area and any increases in area permitted in section 310.18.1;”
- (ff) Replace section 140.50 (b) with “the alternative parking area is not located on the same site used exclusively for residential uses; and”
- (gg) Replace section 410.17 with below:

“The maximum permitted base density must not exceed:

 - a) Housing units: 18 per net acre (44.48 per net hectare); or
 - b) Floor space ratio: 0.6 provided that on land in the Mainland Area as delineated on Appendix I, the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(hh) Replace section 411.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:14 per net acre (34.59 per net hectare); or
- b) A floor space ratio of 0.60 provided that:
 - i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
 - ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ii) Replace section 412.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:13 per net acre (32.12 per net hectare); or
- b) A floor space ratio of 0.60 provided that:
 - i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
 - ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(jj) Replace section 413.17 with below:

“The maximum permitted base density must not exceed:

- a) Housing units:11 per net acre (27.18 per net hectare); or
- b) A floor space ratio of 0.60 provided that:

- i) in the Queensborough Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 0.9 pursuant to the satisfaction of amenity conditions set out in S.190.49; and
- ii) in the Mainland Area as delineated on Appendix I the permitted density may be increased to a maximum floor space ratio of 1.2 pursuant to the satisfaction of the amenity conditions set out in S. 190.49."

(kk) Replace section 420.17 with below:

"The maximum permitted base density must not exceed:

- a) Housing units: 35 per net acre (86.49 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49."

(ll) Replace section 421.17 with below:

"The maximum permitted base density must not exceed:

- a) Housing units: 30 per net acre (74.13 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49."

(mm) Replace section 422.17 with below:

"The maximum permitted base density must not exceed:

- a) Housing units: 25 per net acre (61.78 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49."

(nn) Replace section 430.18 with below:

"The maximum permitted base density must not exceed:

- a) Housing units: 60 per net acre (148.26 per net hectare); or

- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(oo) Replace section 431.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 40 per net acre (98.84 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(pp) Replace section 451.15 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 70 per net acre (172.97 per net hectare); or
- b) A floor space ratio of 1.6 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(qq) Replace section 471.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 45 per net acre (111.20 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(rr) Replace section 472.18 with below:

“The maximum permitted base density must not exceed:

- a) Housing units: 50 per net acre (123.55 per net hectare); or
- b) A floor space ratio of 1.2 provided that the density may be increased to a maximum floor space ratio of 1.8 pursuant to the satisfaction of the amenity conditions set out in S. 190.49.”

(ss) Replace section 120.36 with "CHILD CARE means and includes child-minding, family child care, group child care, specialized child care, kindergartens, play schools, child nurseries, child care schools and other care programs as defined in the Community Care and Assisted Living Act, S.B.C. 2002, c. 75, as amended or replaced from time to time, and regulations thereto."

(tt) Replace "schedule A to the bylaw No. 8213, 2020, Comprehensive Development District (Royal Columbian Hospital) (CD-90)", with the attached "schedule A to the bylaw No. 8213, 2020, Comprehensive Development District (Royal Columbian Hospital) (CD-90)".


GIVEN FIRST READING this 1ST day of November, 2021.

GIVEN SECOND READING this 1ST day of November, 2021.

PUBLIC HEARING Waived under Section 464 (2) of the Local Government Act


GIVEN THIRD READING this 22nd day of November, 2021.

ADOPTED this _____ day of _____, 2021.

Certified to be a true and correct copy of
Zoning Amendment Bylaw
No. 8287, 2021 at Third Reading
Date Certification January 26, 2022

Jacque Killawee, City Clerk

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

Approved pursuant to section 52(3)(a) of the *Transportation Act* this
16th day of February, 20 22


for Minister of Transportation & Infrastructure
Sally Case
Development Officer



Schedule A to Bylaw NO.8213, 2020:

Comprehensive Development District
(Royal Columbian Hospital) (CD-90)



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

1090 Comprehensive Development District (Royal Columbian Hospital) (CD-90)

1090 .1 The intent of this District is to allow for a hospital along with associated medical and accessory uses at 330 E. Columbia Street (Royal Columbian Hospital).

Permitted Principal and Accessory Uses

1090 .2 The following principal and accessory uses are permitted as outlined for each of the sub-districts. For uses accompanied by a checkmark, there are additional Conditions of Use contained within these regulations.

Permitted Principal Uses	Use Specific Regulations
Cafes and restaurants;	✓
Child Care;	
Child welfare facility;	
Community care facility;	
Continuing care;	
Educational and philanthropic institutions;	
Fitness and exercise centre;	
Health care office;	✓
Health care research, laboratories and development, including ancillary offices;	
Hospitals;	
Housing units;	✓
Medical and health care clinic;	✓
Mental health facilities;	



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Personal service establishments;	
Places of worship;	
Public assembly and entertainment use;	
Retail store;	
School (as defined in Section 1090.11)	✓

Permitted Accessory Uses	Use Specific Regulations
<i>Uses accessory to any permitted principal uses;</i>	

Conditions of Use

- 1090 .3 Cafes and restaurants shall not include drive-in and drive-through restaurants.
- 1090 .4 Health care office is only permitted as defined in the definitions section of this District;
- 1090 .5 Housing units are limited to the accommodation of caretakers, staff, students and/or patients, provided that such housing units are ancillary to a permitted use in this zone and a covenant under section 219 of the *Land Title Act* is registered against the title of the land in favour of the City to ensure that the housing units are only used for the designated use;
- 1090 .6 Medical and health care clinics is only permitted as defined in the definitions section of this District;
- 1090 .7 School is only permitted as defined in the definitions section of this District;



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Density

1090 .8 The floor space ratio shall not exceed 2.45.

Principal Building Setbacks

1090 .9 All *principal buildings and structures* shall be setback according to the following:

Location (Adjacent Street)	Setback
Front Setback (East Columbia St):	10 metres (32.8 feet)
Side Setback (Keary St)	7.62 metres (25 feet)
Side Setback (Sherbrooke Street):	7.62 metres (25 feet)
Side Setback (Allen Street):	7.62 metres (25 feet)
Rear Setback (Service Lane):	12.8 metres (42 feet)
Rear Setback (Brunette Avenue):	7.62 metres (25 feet)

Principal Building Envelope

1090 .10 The siting of principal buildings and structures shall be in accordance with the Building Siting Plan for this District set out below and references in this District to Sub-Areas are to the Sub-Areas shown on that Building Site Plan.

1090 .11 The maximum site coverage for all buildings shall not exceed more than 55% of the site area.

1090 .12 The maximum height of all buildings shall not exceed the heights set out below:

- a) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 1 shall be measured from



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

16.60 metres (54.46 feet) geodetic and the maximum building height not exceed 47 metres (154.2 feet).

- b) Notwithstanding the height datum definition in this Bylaw, in this District the height datum for Sub-Area 2 shall be measured from 23.93 metres (78.51 feet) geodetic and the maximum building height shall be 80.0 metres (262.46 feet), with no portion of any building above 4 storeys being located within 24 metres (78.74 feet) of property line facing Sherbrooke Street

Off-Street Parking and Loading Requirements

1090 .13 Off-Street parking spaces shall be provided and maintained in accordance with Section 140 of this Bylaw, except that:

- (a) A minimum of 1394 parking spaces shall be provided for hospital staff and visitors:
- Sub-Area 1 – 450 parking spaces shall be provided
 - Sub-Area 2 – 944 parking spaces shall be provided
 - Parking supply does not include spaces allocated for the pickup/ drop-off zones, ambulances, patient transfer vans, and police vehicles.
 - Additional parking demand shall be addressed through Transportation Demand Management (TDM) measures.
- (b) A minimum of 100 accessible parking spaces shall be provided and allocated on the site as follows:
- Sub-Area 1 – 18 designated accessible spaces
 - Sub-Area 2 – 66 designated accessible spaces, of which:
 - maintain existing 16 spaces with current design and configuration;
 - provide 66 designated accessible parking spaces in a ratio of 1:6 Van-Accessible to Limited Mobility as per the Universal Access Design Report prepared May 2020, as amended over time to the satisfaction of the Director of Engineering Services.
 - Notwithstanding the above, the number of accessible spaces in Sub-Area 2 may be reduced by 30 spaces subject to the findings of a monitoring



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

program submitted by Fraser Health Authority and approved by the Director of Engineering Services.

- (c) Electric Vehicle (EV) Parking shall be provided on site as follows:
 - a. Sub-Area 1 – 5 designated and fully operational Level 2 EV spaces
 - b. Sub-Area 2 – 39 designated and fully operational Level 2 EV spaces, with support of a load management system and 57 designated EV ready spaces (all equipment/wiring except charging stations). The remaining 286 new parking spaces shall be serviced with conduit (not including wiring).
 - c. With respect to the 57 designated EV ready spaces in sub-Section 1090.8 (b), a portion or all of these spaces may be converted to fully operational EV spaces subject to findings of a monitoring program submitted by Fraser Health Authority and approved by the Director of Engineering Services

1090 .14 Bicycle parking shall be provided and maintained in accordance with Section 150 of this Bylaw, except that:

Sub-Area	Minimum Long Term Bicycle Parking Spaces	Minimum Short Term Bicycle Parking Spaces
Sub-Area 1	13 spaces	8 spaces
Sub-Area 2	108 spaces	36 spaces

1090 .15 Off-Street loading shall be provided in accordance with the Section 160 of this Bylaw, except that:

- (a) A minimum of 2 loading spaces shall be provided on site for Sub-Area 1, consisting of:
 - a. 1 loading space of a sufficient size to accommodate a patient transfer van.
 - b. 1 loading space of a sufficient size to accommodate a SU-9 truck.



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

- (b) A minimum of 8 loading bays shall be provided on-site for Sub-Area 2, consisting of:
- a. 6 loading spaces of a sufficient size to accommodate a WB-20 truck.
 - b. 2 loading space of a sufficient size to accommodate a 7.0 m-long straight delivery truck
 - c. 2 loading spaces to accommodate a small truck/courier vehicle.

Definitions

1090 .16 For the purposes of this District:

"health care office" means professional and service offices of healthcare professionals and health care service providers, including psychologists, physiotherapists, chiropractors, acupuncturists, herbalists, counselors, physicians, surgeons, and dentists *massage therapists, and massage providers.*

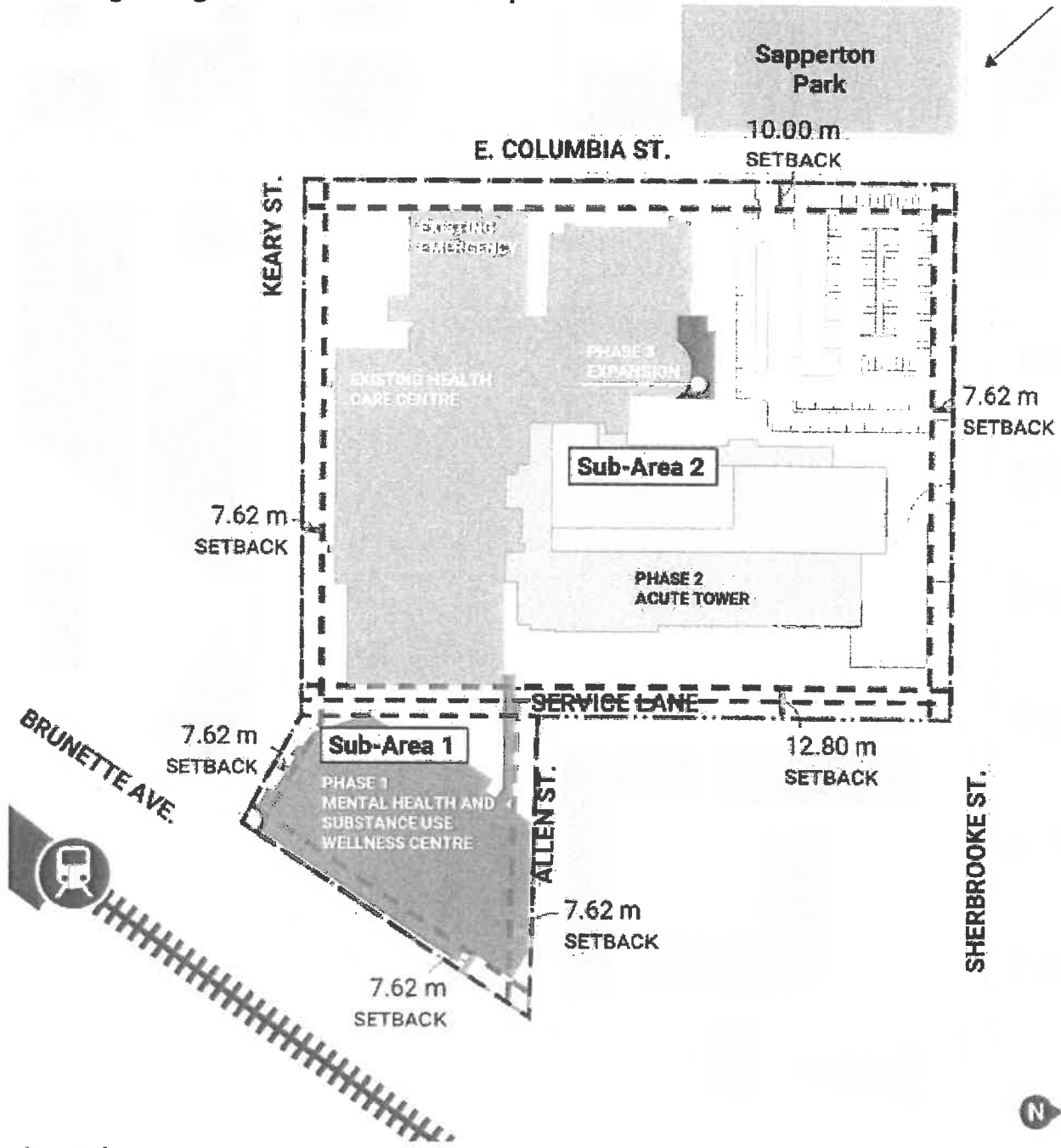
"medical and health-care clinic" means a facility for the diagnosis, treatment, care and rehabilitation of addiction, injury, disease and mental illness, including the services of physicians, surgeons and dentists, medical clinics, detoxification centres, methadone dispensing clinic, sale, fitting and supply of custom prosthetic and private hospital.

"school" for the purpose of this District, and despite Section 120, means a school, college or university offering only programs, and certificates, diploma degrees or other qualifications, in health care science professions or practice health care administration and health care research and development, including medicine, dentistry, nursing, dental assistants, physiotherapy, health consulting, dental technology and medical technology.



Comprehensive Development District (Royal Columbian Hospital)(CD-90)

Building Siting Plan and Sub-Area Map



Legend

- · — · — Property line
- - - - - Setback line
- · - · - Sub-area boundary

CITY OF NEW WESTMINSTER

BYLAW NO. 8285, 2021

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

WHEREAS:

- A. The Council has adopted Official Community Plan Bylaw No. 7925, 2017 and wishes to amend the Official Community Plan that was adopted by that bylaw;
- B. The Council has considered the consultation matters set out in s. 475 of the *Local Government Act* including whether any consultation on this bylaw that the Council considers to be required should be early or ongoing;
- C. The Council has specifically considered whether consultation on this bylaw is required with the board of the Greater Vancouver Regional District; First Nations; the Councils of adjacent municipalities; the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; the Provincial and Federal governments and their agencies; and any other persons, organizations, and authorities it considers will be affected;
- D. The Council has consulted on this bylaw with the Board of Trustees of School District No. 40 and has sought its input as to the matters set out in section 476(2) of the *Local Government Act* in respect of the bylaw;
- E. The Council has, between first and second readings of this bylaw, considered the bylaw in conjunction with:
 - i. the City's Capital Expenditure Program (as contained in the Five Year Financial Plan (2021 - 2025) Bylaw No. 8252, 2021); and
 - ii. the Integrated Solid Waste and Resource Management Plan and the Integrated Liquid Waste and Resource Management Plan of the Metro Vancouver Regional District;
- F. The Council has held a Public Hearing on this bylaw to amend the Official Community Plan;

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

- 1. This Bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw (City-wide Crisis Response) No. 8285, 2021".
- 2. The Official Community Plan Land Use Designations, page 148, is amended by adding the following text,

Note: In addition to the uses identified in the individual Land Use Designations,

uses that address needs identified through a BC Public Health Emergency Declaration; or a BC State of Emergency Declaration; or a crisis affecting the Metro Vancouver region that is publicly recognized by multiple member municipalities, including the City of New Westminster, may be permitted in all land use designations.

- 3. The Official Community Plan Schedule C, the Downtown Community Plan, Land Use Designations, page 108, is amended by adding the following text,

* Note: In addition to the uses identified in the individual Land Use Designations, uses that address needs identified through a BC Public Health Emergency Declaration; or a BC State of Emergency Declaration; or a crisis affecting the Metro Vancouver region that is publicly recognized by multiple member municipalities, including the City of New Westminster, may be permitted in all land use designations.

- 4. The Official Community Plan Schedule D, the Queensborough Community Plan, Land Use Designations, page 138, is amended by adding the following text,

Note: In addition to the uses identified in the individual Land Use Designations, uses that address needs identified through a BC Public Health Emergency Declaration; or a BC State of Emergency Declaration; or a crisis affecting the Metro Vancouver region that is publicly recognized by multiple member municipalities, including the City of New Westminster, may be permitted in all land use designations.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this 27th day of September, 2021.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this 15th day of November, 2021.

PUBLIC HEARING held this 6th day of December, 2021.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this 6th day of December, 2021.

ADOPTED on an affirmative vote of a majority of all members of Council this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

Certified to be a true and correct copy of Bylaw No. 8285, 2021 to amend the OCP bylaw JACQUE KILLAWEE, CITY CLERK

Date Certification January 13, 2022

Jacqueline Killawee
Jacque Killawee, City Clerk

Approved pursuant to section 52(3)(a) of the Transportation Act this 14th day of February, 20 22
for Minister of Transportation & Infrastructure
Sally Case
Development Officer

CORPORATION OF THE CITY OF NEW WESTMINSTER

ZONING AMENDMENT BYLAW (CITY-WIDE CRISIS RESPONSE) NO. 8286, 2021

A Bylaw to Amend Zoning Bylaw No. 6680, 2001.

WHEREAS the Local Government Act authorizes a municipality to zone areas of land and to make regulations pursuant to zoning;

WHEREAS the Council has adopted a zoning bylaw under Part 14 of the Local Government Act, and wishes to amend the bylaw;

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (City-wide Crisis Response) No. 8286, 2021”.
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) Adding the following under Section 120 (Definitions):

120.53.1 **CRISIS RESPONSE USE** means a use that addresses a need identified through a BC Public Health Emergency Declaration; or a BC State of Emergency Declaration; or a crisis affecting the Metro Vancouver region that is publicly recognized by multiple member municipalities, including the City of New Westminster. Uses may include, but not be limited to, cooling or heating centres, affordable housing, emergency shelters, and rapid testing or vaccination clinics.

- b) Adding the following under Section 190 (General Regulations):

Crisis Response Uses

190.52 Notwithstanding any other provision of this Bylaw, *crisis response uses* are permitted in all zoning districts.

190.53 All *crisis response uses* shall comply with the following:

- a) The property/properties must be owned or under long-term lease by the City, by BC Housing, or by another public agency;
 - b) The project(s) must be government agency funded; and
 - c) The project(s) must be non-profit society or public agency operated.

- c) Adding the following under Section 140 (Off-Street Parking) immediately after the Section 140.14 "Institutional Off-street Parking Space Requirements" table:

Crisis Response Uses Off-Street Parking Space Requirements

140 .14 .1 For *crisis response uses*, off-street parking shall be provided to the satisfaction of the Director of Engineering.

- d) Adding the following under Section 145 (Accessible Off-Street Parking Regulations):

145 .5 .1 For *crisis response uses*, accessible off-street parking shall be provided to the satisfaction of the Director of Engineering.

- e) Adding the following under Section 150 (Off-Street Bicycle Parking Regulations) immediately after the Section 150.7 "Recreation, Assembly and Institutional Bicycle Parking Requirements" table:

Crisis Response Uses Bicycle Parking Requirements

150 .7 .1 For *crisis response uses*, off-street bicycle parking shall be provided to the satisfaction of the Director of Engineering.

- f) Adding the following under Section 160 (Off-Street Loading Regulations):

160 .5 .1 For *crisis response uses*, off-street loading shall be provided to the satisfaction of the Director of Engineering.

GIVEN FIRST READING this 27th day of September, 2021.

GIVEN SECOND READING this 15th day of November, 2021.

PUBLIC HEARING held this 6th day of December, 2021.

GIVEN THIRD READING this 6th day of December, 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this _____ day of _____, 2021.

Approved pursuant to section 52(3)(e) of the Transportation Act this
 14th day of February, 20 22

Sally Case
 Development Officer

Development Officer
 for Minister of Transportation & Infrastructure
 Sally Case
 Development Officer

Certified to be a true and correct copy of
Zoning Amendment Bylaw (City -
Wide Crisis Response) No. 8286, 2021

Date Certification January 13, 2022

Jacque Killawee
Jacque Killawee, City Clerk

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

CITY OF NEW WESTMINSTER

BYLAW NO. 8283, 2021

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

WHEREAS:

- A. The Council has adopted Official Community Plan Bylaw No. 7925, 2017 and wishes to amend the Official Community Plan that was adopted by that bylaw;
- B. The Council has considered the consultation matters set out in s. 475 of the *Local Government Act* including whether any consultation on this bylaw that the Council considers to be required should be early or ongoing;
- C. The Council has specifically considered whether consultation on this bylaw is required with the board of the Greater Vancouver Regional District; First Nations; the Councils of adjacent municipalities; the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; the Provincial and Federal governments and their agencies; and any other persons, organizations, and authorities it considers will be affected;
- D. The Council has consulted on this bylaw with the Board of Trustees of School District No. 40 and has sought its input as to the matters set out in section 476(2) of the *Local Government Act* in respect of the bylaw;
- E. The Council has, between first and second readings of this bylaw, considered the bylaw in conjunction with:
 - i. the City's Capital Expenditure Program (as contained in the Five Year Financial Plan (2021 - 2025) Bylaw No. 8252, 2021); and
 - ii. the Integrated Solid Waste and Resource Management Plan and the Integrated Liquid Waste and Resource Management Plan of the Metro Vancouver Regional District;
- F. The Council has held a Public Hearing on this bylaw to amend the Official Community Plan;

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

1. This Bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw (60-68 Sixth Street) No. 8283, 2021".
2. The Official Community Plan Schedule C, the Downtown Community Plan, is amended in section 15.0 Land use Designations, by adding the following text to the "Details" column for the Mixed-Use High Density designation: "despite what is shown in Schedule F (Land Use Map), the requirement for at grade commercial does not apply to the properties with civic addresses of land 60 and 68 Sixth Street if all housing on that land is supportive housing.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this
27th day of September, 2021.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this
15th day of November, 2021.

PUBLIC HEARING held this 6th day of December, 2021.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this
6th day of December, 2021.

ADOPTED on an affirmative vote of a majority of all members of Council this _____ day of
_____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

CORPORATION OF THE CITY OF NEW WESTMINSTER

ZONING AMENDMENT BYLAW (60-68 SIXTH STREET) NO. 8284, 2021

A Bylaw to Amend Zoning Bylaw No. 6680, 2001.

WHEREAS the Local Government Act authorizes a municipality to zone areas of land and to make regulations pursuant to zoning;

WHEREAS the Council has adopted a zoning bylaw under Part 14 of the Local Government Act, and wishes to amend the bylaw;

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (60-68 Sixth Street) No. 8284, 2021”.
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) Adding as Section 1094 the regulations attached to this Bylaw as Schedule A;
 - b) Rezoning the lands which are situated within the City of New Westminister, British Columbia and included in the table below from Downtown Mixed Use Districts (High Density) (C-4) to Comprehensive Development District (60-68 Sixth Street) (CD-94), and amending the Zoning Map annexed as Appendix “A” to Zoning Bylaw No. 6680, 2001 to reflect this rezoning.

Address	PID	Legal Description
60 Sixth Street	013-873-504	PARCEL “A” (REFERENCE PLAN 1523) OF LOTS 3 AND 4 BLOCK 25 PLAN 2620
68 Sixth Street	013-478-575	NORTHERLY 66 FEET LOT 4 BLOCK 25 PLAN 2620 HAVING A FRONTAGE OF 66 FEET ON SIXTH STREET BY 131.86 FEET ON AGNES STREET
	013-478-567	NORTHERLY 66 FEET LOT 3 BLOCK 25 PLAN 2620 HAVING A FRONTAGE OF 66 FEET ON SIXTH STREET BY 131.86 FEET ON AGNES STREET

GIVEN FIRST READING this 27th day of September, 2021.

GIVEN SECOND READING this 15th day of November, 2021.

Bylaw No. 8284, 2021

PUBLIC HEARING held this 6th day of December, 2021.

GIVEN THIRD READING this 6th day of December, 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

Schedule A to Zoning Amendment Bylaw No. 8284, 2021
Comprehensive Development District (60-68 Sixth Street) (CD-94)



Comprehensive Development District (60-68 Sixth Street) (CD-94)

1094 Comprehensive Development District (60-68 Sixth Street) (CD-94)

- 1094 .1 The intent of this district is to allow a supportive housing project, or development reflecting the standards of Downtown Mixed Use Districts (High Density) (C-4).
- 1094 .2 Unless developing a *supportive housing* project, development of sites zoned CD-94 shall instead comply with the regulations and requirements of Downtown Mixed Use Districts (High Density) (C-4).

Permitted Principal and Accessory Uses

- 1094 .3 In addition to the permitted uses under the C-4 schedule, the following principal and accessory uses are permitted in the CD-94 zoning district. For uses accompanied by a checkmark, there are conditions of use contained within this zoning district, or within the General or Special Regulations section of this Bylaw.

Permitted Principal Uses	Use Specific Regulations
<i>Supportive housing</i>	✓

Permitted Accessory Uses	Use Specific Regulations
Uses accessory to any permitted <i>principal uses</i>	

Density

- 1094 .4 The maximum floor space ratio for a *supportive housing* use shall not exceed 4.0.



Comprehensive Development District (60-68 Sixth Street) (CD-94)

Principal Building Envelope

1094 .5 All *principal buildings* and *structures* consisting of a *supporting housing* use shall be sited and sized according to the following:

Regulation	Requirement
Minimum Front Setback	No front setback required
Minimum Side Setback	No side setback required
Minimum Rear Setback	No rear setback required
Maximum Site Coverage	No maximum site coverage
Maximum Building Height	Six storeys

Off-Street Parking and Loading Requirements

1094 .6 For a *supportive housing* use, *off-street parking*, *off-street bicycle parking*, and *off-street loading* shall be provided to the satisfaction of the Director of Engineering.

CITY OF NEW WESTMINSTER

BYLAW NO. 8281, 2021

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

WHEREAS:

- A. The Council has adopted Official Community Plan Bylaw No. 7925, 2017 and wishes to amend the Official Community Plan that was adopted by that bylaw;
- B. The Council has considered the consultation matters set out in s. 475 of the *Local Government Act* including whether any consultation on this bylaw that the Council considers to be required should be early or ongoing;
- C. The Council has specifically considered whether consultation on this bylaw is required with the board of the Greater Vancouver Regional District; First Nations; the Councils of adjacent municipalities; the Greater Vancouver Water District and the Greater Vancouver Sewerage and Drainage District; the Provincial and Federal governments and their agencies; and any other persons, organizations, and authorities it considers will be affected;
- D. The Council has consulted on this bylaw with the Board of Trustees of School District No. 40 and has sought its input as to the matters set out in section 476(2) of the *Local Government Act* in respect of the bylaw;
- E. The Council has, between first and second readings of this bylaw, considered the bylaw in conjunction with:
 - i. the City's Capital Expenditure Program (as contained in the Five Year Financial Plan (2021 - 2025) Bylaw No. 8252, 2021); and
 - ii. the Integrated Solid Waste and Resource Management Plan and the Integrated Liquid Waste and Resource Management Plan of the Metro Vancouver Regional District;
- F. The Council has held a Public Hearing on this bylaw to amend the Official Community Plan;

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

- 1. This Bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw (350-366 Fenton Street) No. 8281, 2021".
- 2. The Official Community Plan is amended by altering the land use designation of the properties listed in Appendix 1, from RL (Residential Low Density) to (RM) Residential – Multiple Unit Buildings, and by amending Map 11 and Schedule C Land Use Designation Map accordingly.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this 27th day of September, 2021.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this 15th day of November, 2021.

PUBLIC HEARING held this 6th day of December, 2021.


READ A THIRD TIME on an affirmative vote of a majority of all members of Council this 6th day of December, 2021.

ADOPTED on an affirmative vote of a majority of all members of Council this _____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK

Approved pursuant to section 52(3)(a) of the *Transportation Act* this
11th day of February, 2022



 for Minister of Transportation & Infrastructure
 Sally Case
 Development Officer

Certified to be a true and correct copy of
Bylaw No. 8281, 2021. A bylaw
to amend the OCP bylaw.

Date Certification January 13, 2022


 Jacquie Killawee, City Clerk

Appendix 1 OCP Amendment Bylaw No. 8281, 2021

Address	PID	Legal Description
350 FENTON ST	012-640-786	LOT 31, BLOCK 26W1/2, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2366, GROUP 1
354 FENTON ST	012-640-778	LOT 30, BLOCK 26W1/2, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2366, GROUP 1
358 FENTON ST	012-640-701	LOT 29, BLOCK 26W1/2, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2366, GROUP 1
362 FENTON ST	012-640-697	LOT 28, BLOCK 26W1/2, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2366, GROUP 1
366 FENTON ST	012-640-671	LOT 27, BLOCK 26W1/2, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2366, GROUP 1

CORPORATION OF THE CITY OF NEW WESTMINSTER

ZONING AMENDMENT BYLAW (350-366 FENTON STREET) NO. 8282, 2021

A Bylaw to Amend Zoning Bylaw No. 6680, 2001.

WHEREAS the Local Government Act authorizes a municipality to zone areas of land and to make regulations pursuant to zoning;

WHEREAS the Council has adopted a zoning bylaw under Part 14 of the Local Government Act, and wishes to amend the bylaw;

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

1. This Bylaw may be cited for all purposes as “Zoning Amendment Bylaw (350-366 Fenton Street) No. 8282, 2021”.
2. Zoning Bylaw No. 6680, 2001 is hereby amended as follows:
 - a) Adding as Section 1050 the regulations attached to this Bylaw as Schedule A;
 - b) Rezoning the lands which are situated within the City of New Westminster, British Columbia and included in the table below from Queensborough Neighbourhood Residential Dwelling Districts (RQ-1) to Comprehensive Development District (350-366 Fenton Street) (CD-50), and amending the Zoning Map annexed as Appendix “A” to Zoning Bylaw No. 6680, 2001 to reflect this rezoning.

Address	PID	Legal Description
350 Fenton Street	012-640-786	LOT 31 DISTRICT LOT 757 GROUP 1 PLAN 2366
354 Fenton Street	012-640-778	LOT 30 DISTRICT LOT 757 GROUP 1 PLAN 2366
358 Fenton Street	012-640-701	LOT 29 DISTRICT LOT 757 GROUP 1 PLAN 2366
362 Fenton Street	012-640-697	LOT 28 DISTRICT LOT 757 GROUP 1 PLAN 2366
366 Fenton Street	012-640-671	LOT 27 DISTRICT LOT 757 GROUP 1 PLAN 2366

GIVEN FIRST READING this 27th day of September, 2021.

GIVEN SECOND READING this 15th day of November, 2021.

Bylaw No. 8282, 2021

PUBLIC HEARING held this 6th day of December, 2021.

GIVEN THIRD READING this 6th day of December, 2021.

ADOPTED and the Seal of the Corporation of the City of New Westminster affixed this
_____ day of _____, 2021.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK


Approved pursuant to section 52(3)(a) of the *Transportation Act* this
11th day of February, 2022



for Minister of Transportation & Infrastructure
Sally Case
Development Officer

Certified to be a true and correct copy of
Zoning Amendment Bylaw (350-366
Fenton Street) No. 8282, 2021

Date Certification January 13, 2022


Jacque Killawee, City Clerk

Schedule A to Zoning Amendment Bylaw No. 8282, 2021
Comprehensive Development District (350-366 Fenton Street) (CD-50)



Comprehensive Development District (350-366 Fenton Street) (CD-50)

1050 Comprehensive Development District (350-366 Fenton Street) (CD-50)

- 1050 .1 The intent of this district is to allow a residential rental tenure housing project, or development reflecting the standards of Queensborough Neighbourhood Residential Dwelling Districts (RQ-1).
- 1050 .2 Unless developing an *apartment building* or *multiple dwelling* project, development of sites zoned CD-50 shall instead comply with the regulations and requirements of Queensborough Neighbourhood Residential Dwelling Districts (RQ-1).

Permitted Principal and Accessory Uses

- 1050 .3 In addition to the permitted uses under the RQ-1 schedule, the following principal and accessory uses are permitted in the CD-50 zoning district. For uses accompanied by a checkmark, there are conditions of use contained within this zoning district, or within the General or Special Regulations section of this Bylaw.

Permitted Principal Uses	Use Specific Regulations
<i>Apartment buildings or multiple dwellings</i>	
Permitted Accessory Uses	Use Specific Regulations
Uses accessory to any permitted <i>principal uses</i>	.

Rental Tenure

- 1050 .4 The tenure of dwelling units for an *apartment building* or *multiple dwelling* use is limited to *residential rental tenure*.

Density

- 1050 .5 The maximum floor space ratio for an *apartment building* or *multiple dwelling* use shall not exceed 3.0.



Comprehensive Development District (350-366 Fenton Street) (CD-50)

Principal Building Envelope

1050 .6 All *principal buildings* and *structures* consisting of an *apartment building* or *multiple dwelling* use shall be sited and sized according to the following:

Regulation	Requirement
Minimum Front Setback	No front setback required
Minimum Side Setback	1.52 metres (5 feet)
Minimum Rear Setback	1.52 metres (5 feet)
Maximum Site Coverage	No maximum site coverage
Maximum Building Height	Three storeys above the Flood Construction Level

Off-Street Parking and Loading Requirements

1050 .7 For an *apartment building* or *multiple dwelling* use, *off-street parking*, off-street bicycle parking, and off-street loading shall be provided to the satisfaction of the Director of Engineering.