



**NEW WESTMINSTER DESIGN PANEL
MINUTES**

**Tuesday, February 27, 2024, 3:00 p.m.
Open to public attendance in Committee Room G
Lower Level, City Hall
Committee members may attend electronically**

PRESENT

Andrei Fillip*	Chair/Architectural Institute of BC (AIBC)
Cheryl Bouwmeester*	BC Society of Landscape Architects (BCSLA)
Eric Cheung*	Development Industry Representative (UDI)
Christina Chow	Architectural Institute of BC (AIBC)
Nathan Stolarz*	Architectural Institute of BC (AIBC)

REGRETS

Maciej Golaszewski	BC Society of Landscape Architects (BCSLA)
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GUESTS

Jennifer Hayward	Kwantlen Polytechnic University (student)
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STAFF

Mike Watson	Acting Manager of Development Planning
Katie Stobbart	Committee Clerk

*Denotes virtual attendance

1. CALL TO ORDER AND LAND ACKNOWLEDGEMENT

Katie Stobbart opened the meeting at 3:01 p.m. and recognized with respect that New Westminster is on the unceded and unsurrendered land of the Halkomelem speaking peoples. They acknowledged that colonialism has made invisible their histories and connections to the land. They recognized that, as a City, we are learning and building relationships with the people whose lands we are on.

Procedural note: Agenda Item 4.1 Legislative Services Commission Orientation and Affirmations of Office was addressed at this time.

2. CHANGES TO THE AGENDA

Addition or deletion of items.

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

None.

4. REPORTS AND PRESENTATIONS

4.1 Legislative Services Orientation and Affirmations of Office

a. Legislative Services Orientation Presentation

Katie Stobbart, Committee Clerk, commenced with the Legislative Services Commission Orientation PowerPoint presentation, which included the role of advisory committees, the terms of reference, meeting attendance and quorum, meeting conduct, City policies and freedom of information, and, lastly, affirmations of office.

b. Election of Chair

MOVED AND SECONDED

THAT Andrei Phillip be appointed as the Chair for the 2024 New Westminster Design Panel term.

Carried.

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

c. Election of Alternate Chair

MOVED AND SECONDED

THAT Eric Cheung be appointed as the Alternate Chair for the 2024 New Westminster Design Panel term.

Carried.

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

4.2 Climate Action, Planning and Development Orientation

Mike Watson, Acting Manager of Development Planning, provided a Planning Policy Orientation PowerPoint presentation which included the Advisory Planning Commission Bylaw, the role of the Commission, the scope of review by the NWDP, the development review process, meeting format, and, City policy documents to consider.

In response to a question from the Panel, Mr. Watson advised that if there is no quorum at a meeting, there cannot be official motions, but staff may bring an application forward for unofficial comment from panel members.

5. NEW BUSINESS

None.

6. END OF MEETING

The meeting ended at 3:45 p.m.

7. UPCOMING MEETINGS

Remaining scheduled meetings for 2024, which take place at 3:00 p.m. unless otherwise noted:

March 26, 2024

April 23, 2024

May 28, 2024

June 25, 2024

July 23, 2024

August 27, 2024

September 24, 2024

October 22, 2024

November 26, 2024

December 10, 2024

Certified correct,

Andrei Phillip, Chair

Carilyn Cook, Committee Clerk