Notice is hereby given of the following Regular Meeting of Council:
January 27, 2020 at 2:00 p.m.
With immediate adjournment to Closed Meeting
Regular Council reconvenes at 6:00 p.m.
Council Chamber
City Hall

AGENDA
For the On-Table addition, see item 25

Call to order.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA

1.  **MOTION** to remove items from the Consent Agenda.

EXCLUSION OF THE PUBLIC

2.  **MOTION:**

   **THAT** pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the Regular Meeting of Council on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(e), 90(1)(i), and 90(1)(k) of the Community Charter:
(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;

(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

(f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

(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;

Purpose of the meeting:
Property, legal and negotiations matters

ADJOURNMENT

3. MOTION to adjourn the Council Meeting in open session and proceed to Closed Session.

RECONVENE TO REGULAR COUNCIL

4. MOTION to reconvene to the Regular Meeting of Council at 6:00 p.m. in the Council Chamber.

REVIEW AND ADOPTION OF CONSENT AGENDA

5. The Consent Agenda - Council members may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request an item be removed from the Consent Agenda for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

REVIEW of items previously removed from the Consent Agenda.

REQUEST for any additional items to be removed from the Consent Agenda.
MOTION to remove additional items from the Consent Agenda (if applicable).

MOTION to approve the recommendations for items remaining in the Consent Agenda.

ADDITIONS TO THE AGENDA
Urgent/time sensitive matters only

6. MOTION to Add or Delete Items from the Agenda.

MOTION to receive all On Table material as presented to Council.

UNFINISHED BUSINESS

7. No Items

CONSENT AGENDA

Chief Administrative Officer


9. Carter St. Access Road Project – 2019 Budget Variance

City Clerk

10. Recruitment 2020: Appointments to Advisory Committees, Commissions, Boards and Panels

11. Recruitment 2020: Appointments to the New Westminster Library Board

12. Release of Council Resolution from Closed Meeting: Massey Theatre Working Group

13. January 13, 2020 Regular Minutes for adoption

Director of Development Services

14. Proposed Child Care Facility Ownership and Management Policy and Provincial Child Care Funding Update

15. 301 Stewardson Way: Development Variance Permit to Vary Sign Bylaw Requirements - Consideration of Notice of Opportunity to be Heard
Director of Finance

16. **Investment Report to December 31, 2019**

17. **Major Purchases September 1st to December 31st, 2019**

Director of Parks and Recreation

18. **2019 New West Grand Prix**

ITEMS REMOVED FROM THE CONSENT AGENDA

ADJOURNMENT

7:00 PM

19. **MOTION** to adjourn the Council Meeting in open session and proceed to Public Hearing.

RECONVENE TO REGULAR COUNCIL

20. **MOTION** to reconvene to the Regular Meeting of Council immediately following the Public Hearing.

BYLAWS CONSIDERED AT THE PUBLIC HEARING

21. **Official Community Plan Amendment Bylaw No. 8151, 2019**

   THIRD READING
   ADOPTION

22. **Zoning Amendment (111 First Street, 115 & 117 First Street, and 118 Park Row) Bylaw No. 8175, 2019**

   THIRD READING
   ADOPTION

23. **Zoning Text Amendment Bylaw (230 Keary Street, 268 Nelson’s Court and 228 Nelson’s Crescent (Brewery District)) No. 8164, 2019**

   THIRD READING
BYLAWS

24. Bylaws for adoption:

   a. Development Approval Procedures Amendment Bylaw No. 8152, 2019
      ADOPTION

   b. Development Services Fees and Rates Amendment Bylaw No. 8153, 2019
      ADOPTION

   c. Building Bylaw Amendment Bylaw No. 8161, 2020
      ADOPTION

   d. Development Services Fees and Rates Amendment Bylaw No. 8177, 2020
      ADOPTION

NEW BUSINESS

25. Release of Resolution from Closed Meeting (On-Table)

ANNOUNCEMENTS FROM MEMBERS OF COUNCIL

NEXT MEETING

February 3, 2020

A Regular Council meeting will convene at 2:00 p.m. and immediately adjourn to a
Closed meeting, and then the Regular meeting will reconvene at 6:00 p.m. Both
meetings will be held in the Council Chamber on the 2nd Floor at City Hall.

ADJOURNMENT
RECOMMENDATION

THAT Council receive this report for information.

PURPOSE

The purpose of this report is to update Council on the City’s compliance with the Freedom of Information and Protection of Privacy Act including a summary of the City’s processing of Freedom of Information requests during 2019.

BACKGROUND

Under the Freedom of Information and Protection of Privacy Act (the “Act”), the City is obliged to both:

- provide access to City records upon request, subject to certain exceptions established under the Act, and
- protect the privacy of its employees, residents and customers.

Information Requests

The City received 86 requests for records under the Act in 2019 respectively. This compares with 66 requests in 2017 and 87 requests in 2018. Requests have increased 13% over the last three years.
The following chart breaks down the 2019 and 2018 requests by responsive City department. Of these requests, 46 fall into more than one department. The majority of the requests were for the Fire Department (e.g. MVA reports, photos and firefighter notes). The requests for the Bylaw and Licensing jumped in 2019 as applicants are increasingly asking for business licenses and bylaw files.

<table>
<thead>
<tr>
<th>Responsive Department</th>
<th>No. of Requests in 2019</th>
<th>No. of Requests in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Animal Services</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Bylaw &amp; Licensing</td>
<td>19</td>
<td>12</td>
</tr>
<tr>
<td>Building permits and Inspection</td>
<td>12</td>
<td>14</td>
</tr>
<tr>
<td>Communications</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>Engineering &amp; Engineering Ops.</td>
<td>14</td>
<td>26</td>
</tr>
<tr>
<td>Finance</td>
<td>11</td>
<td>4</td>
</tr>
<tr>
<td>Fire and Rescue Services</td>
<td>24</td>
<td>27</td>
</tr>
<tr>
<td>Planning</td>
<td>7</td>
<td>16</td>
</tr>
<tr>
<td>Human Resources</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>IT</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Legislative Services</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Mayor’s Office</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td>11</td>
<td>7</td>
</tr>
</tbody>
</table>

The following chart summarizes the requestors by category:

<table>
<thead>
<tr>
<th>Category of Requestors</th>
<th>No. of Requests in 2019</th>
<th>No. of Requests in 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Companies</td>
<td>5</td>
<td>8</td>
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<tr>
<td>Insurance Adjusters</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>Law Firms</td>
<td>24</td>
<td>19</td>
</tr>
<tr>
<td>Media</td>
<td>10</td>
<td>6</td>
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<tr>
<td>Public</td>
<td>39</td>
<td>50</td>
</tr>
<tr>
<td>Public Bodies</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Union</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL REQUESTORS</td>
<td>86</td>
<td>87</td>
</tr>
</tbody>
</table>

**SUMMARY**

As a result of these inquiries in 2019, 4372 electronic pages were released (only 59 pages in paper) and in 2018, over 4,475 electronic pages were released (only 68 pages in paper). Only eight requests were responded to with paper documents over the last two years. In all cases, staff met the legislated timelines for responding to requests which is 30 business days (unless further consultations, allowable extensions, or fees were required).
In 2019, there were two requests forwarded to the Office of the Information and Privacy Commissioner (OIPC). This compares to one in 2018 and three in 2017. The City currently has two cases pending with the OIPC.

The time required to process a standard request was between 2 to 3 hours, whereas the complex requests took anywhere from 8 to 30 hours. This estimate includes: time for staff in various departments to locate and retrieve the records, for the FOI and privacy staff to evaluate each request; to liaise with the appropriate department(s); to scan, review and sever the records; and to respond to the applicant.

The City’s website has been updated over the last two years to make more information accessible to the public online. Documents released through FOI, with the exception of requests for records that contain personal and confidential information, are posted publically on the City’s website. A Personal Information Bank Directory has been created and is available online for the public. This directory assists the public in identifying the location of personal information held by the City and the different ways the City collects personal information, how it is used and who it is shared with.

**Protection of Privacy**

Since the adoption of the City’s Privacy Policy, the FOI and privacy staff has developed and provided departmental-wide privacy training. All new staff is provided with FOI and privacy training throughout the year. The City received 2 privacy enquires in 2019 and 7 in 2018, which were investigated in a formal process by FOI and privacy staff. The City is not aware of a corporate-wide privacy breach to date and has put in place different privacy processes to mitigating risk. Some of these processes include investing in department wide privacy training and carrying out Privacy Impact Assessment (PIA) for all new and updated programs and IT systems.

In 2018 and 2019, the City completed 12 Privacy Impact Assessments (PIA). The number of PIAs has decreased due to staffing changes. Before any data is released on the open data website, a PIA is completed by the FOI and privacy staff. The data is collected and reviewed to ensure the open data releases are compliant with the Act.

**DISCUSSION**

Over the last two years, there has been no change in the overall volume of Freedom of Information requests, received by the City. When information is frequently requested through FOI, the information is reviewed to determine if it can be added to the City’s open data collection. The FOI and privacy staff work with the respective department on the information, the logistics and then complete a PIA. The department also makes an effort to direct members of the public to the City’s website, if the request for records has been made.
in the past. Public documents released under FOI are posted on the City’s website, in compliance with the Freedom of Information and Protection of Privacy Act, on a monthly basis.

FINANCIAL IMPLICATIONS

The Act, in some circumstances, allows the City of charge fees for processing requests. While the majority of requests in 2018 and 2019 were processed without a fee being assessed, the City received $2,220 in fees in 2018 compared to $3,800.69 in 2019. These fees were charged to commercial applicants, those requesting fire reports and for large request made by members of the public.

SUSTAINABILITY IMPLICATIONS

The FOI group has spent the last two years focusing on making FOI requests as streamlined and paperless as possible. In 2019, over 95% of the request have been received, processed and provided electronically with resulting environmental and financial savings.

CONCLUSION

The City of New Westminster is meeting its obligations under the Freedom of Information and Privacy Act. Staff is actively trying to minimize the resources required to fulfill FOI requests and improve public access to information. The City is focused on being accountable for the safekeeping and responsible use of personal information in its custody and control.

OPTIONS

1. That Council receive this report for information.

2. That Council provides other direction.

Staff recommends Option 1.

This report has been prepared by
Jacque Killawee, City Clerk
Approved for Presentation to Council

Lisa Spitale
Chief Administrative Officer
RECOMMENDATION

THAT funding up to a maximum of $1.0M (inclusive of BC Housing’s cash contribution of $332,905) in the current 2019 – 2023 Financial Plan be redistributed to provide for the completion of the Carter Street access road project.

PURPOSE:

To obtain Council approval to redistribute funding in the current 2019 – 2023 Financial Plan to complete the Carter Street access road.

BACKGROUND

Carter Street is a new and improved access road to the Queensborough Community Centre and also provides access to BC Housing’s modular housing development. As per the cost sharing agreement, BC Housing’s cash contribution to the City is $332,905. This contribution will be applied to the Carter Street project.

In the summer of 2019, the City retained design consultants and a contractor to construct Carter Street access road at a total project cost of approximately $1.3M. The new access road will provide much needed safety improvements - pedestrian and bicycles access paths and lighting. The existing access driveway to the Queensborough Community Centre is failing and needs to be replaced and improved. The BC Housing modular housing project allowed for a significant contribution towards the construction of a new and improved access road – Carter Street.
The first phase of installing preload was completed in the fall of 2019, and this preload was recently removed. The next phase of road construction needs to proceed shortly in order to fulfill the City’s commitment to complete Carter Street for the anticipated spring opening of BC Housing’s modular housing project, and to enable the road construction work to proceed without incurring any costs for delay.

A portion of the Carter Street project funds were allocated in the current 2019 – 2023 Financial Plan and the balance ($1M) was requested as part of the 2020 Budget Process. However, as the approval of the 2020 - 2024 Financial Plan is not expected for a few months, Council approval is required to redistribute funding in the current 2019 – 2023 Financial Plan to meet the City’s noted commitments. The funding redistribution will include the $332,905 received from BC Housing and the balance (approximately $670,000) from the Paving and the Sewer Rehabilitation programs.

**FINANCIAL IMPLICATIONS**

Council’s approval will allow for the construction of Carter Street to progress and avoid any cost for construction delays.

**OPTIONS**

There are two Council’s consideration:

1. That funding up to a maximum of $1.0M (inclusive of BC Housing’s cash contribution of $332,905) in the current 2019 – 2023 Financial Plan be redistributed to provide for the completion of the Carter Street access road project.

2. That Council provide staff with other direction.

Staff recommends options #1.

This report has been prepared by Don Driedger, Manager, Major Projects

Approved for Presentation to Council

Lisa Spitale
Chief Administrative Officer
RECOMMENDATION

THAT appointments as directed by Council and listed in Attachment A of the January 27, 2020 staff report entitled “Recruitment 2020: Appointments to Advisory Committees, Commissions, Boards and Panels” be made to Advisory Committees, Commissions, Panels and Boards for:

- 1 year terms ending January 31, 2021;
- 2 year terms ending January 31, 2022;
- 3 year terms ending January 31, 2023; and,

THAT, pursuant to the City of New Westminster Advisory Committee Policy adopted in 2019, the Mayor grant waivers to the following for the reasons indicated below and detailed in the attachments of the January 13, 2020, report entitled "Recruitment 2020: Appointments to Advisory Committees, Commissions, Boards and Panels”:

- John Davies, to allow him to serve on the Community Heritage Commission and the Facilities, Infrastructure and Public Realm Advisory Committee at the same time;
- Rosemary Dunne, to allow her to serve more than two consecutive, one-year terms on the Seniors Advisory Committee; and
- Julia Schoennagel, to allow her to serve on the Arts Commission and the Seniors Advisory Committee at the same time.
PURPOSE

The purpose of this report is to approve the appointments to City Committees, Commissions, Panels and Boards, for the 2020/2021 committee year.

BACKGROUND

As per Section 5 (Member Selection/Renewal) of the Advisory Committee Policy adopted by Council on September 9, 2019, Legislative Services carried out the following process to seek applications for Advisory Bodies to Council:

1. “Opportunities to serve as a Committee member must be widely advertised so that all interested residents can apply”: Advertisements were placed on the City website and on City Page in both electronic form and printed in The Record. In addition, letters requesting nominations were sent to organizations with respect to specific positions on New Westminster Committees, Commissions, Boards and Panels, and the volunteer opportunities were promoted on the City’s social media channels.

City Residents had the option of submitting their application forms and resumes via the internet, email, fax or in hard copy to the Legislative Services department. Online applicants received an automated confirmation of the receipt of their application, and applicants who applied via email or by hard copy received email confirmations of receipt.

2. “Staff will submit recommendations for Advisory Committee membership to Council for amendment of approval”: The applications received from residents and organizations for Advisory Committees, Commissions, Boards and Panels were received by Legislative Services, assembled into packages, and distributed to relevant staff members on December 9, 2019.

Staff members for the committees reviewed the applications, seeking to appoint a diverse and representative group of individuals. Care was taken to ensure that no area of the City was over represented, that where possible a gender balance was achieved, and persons from various ethnic and economic backgrounds, and abilities were selected for each committee. Care was taken to appoint important stakeholders regardless of residential address.

Staff then returned their preferred selections to Legislative Services, who analyzed the selections for duplicates, and held a meeting to discuss and resolve any duplicate selections, as per the Committee Advisory Policy adopted September 9, 2019, which states that no member may simultaneously serve on more than one committee, except by special waiver from the Mayor.
All recommended applications were provided to Council on January 10, 2020 and the Chairs have recommended the appointments contained in Attachment A.

Applications will continue to be accepted until all vacancies are filled. Supplementary reports to Council will be submitted when those applications are received.

**OPTIONS**

**Option 1:** THAT appointments as directed by Council and listed in Attachment A of the January 27, 2020 staff report entitled “Recruitment 2020: Appointments to Advisory Committees, Commissions, Boards and Panels” be made to Advisory Committees, Commissions, Panels and Boards for:

- 1 year terms ending January 31, 2021;
- 2 year terms ending January 31, 2022; and,

**Option 2:** THAT, pursuant to the City of New Westminster Advisory Committee Policy adopted in 2019, the Mayor grant waivers to the following for the reasons indicated below and detailed in the attachments of the January 13, 2020, report entitled 'Recruitment 2020: Appointments to Advisory Committees, Commissions, Boards and Panels':

- John Davies, to allow him to serve on the Community Heritage Commission and the Facilities, Infrastructure and Public Realm Advisory Committee at the same time;
- Rosemary Dunne, to allow her to serve more than two consecutive, one-year terms on the Seniors Advisory Committee; and
- Julia Schoennagel, to allow her to serve on the Arts Commission and the Seniors Advisory Committee at the same time.

**Option 3:** Please provide Staff with other direction.

Staff recommends Option 1 and 2.

**CONCLUSION**

Appointments and rescindments to Advisory Committees, Commissions, Panels and Boards must be authorized by a Council resolution. Further requests to fill vacancies or resignations will be brought to Council as required.

**ATTACHMENTS**

Attachment A: Recruitment 2020 Appointments to Committees, Commission, Boards and Panels
City of New Westminster  January 27, 2020

This report has been prepared by Heather Corbett, Committee Clerk

This report was reviewed by:

Approved for Presentation to Council

Jacque Killawee
City Clerk

Lisa Spitale
Chief Administrative Officer
Attachment A

2020 Appointments to Advisory Committees, Commissions, Boards and Panels
# 2020 Appointments to Advisory Committees, Commissions, Boards and Panels

## ADVISORY PLANNING COMMISSION (APC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tasha Henderson</td>
<td>Community Member</td>
<td>January 31, 2023</td>
</tr>
<tr>
<td>Christopher Lumsden</td>
<td>Community Member</td>
<td>January 31, 2023</td>
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</table>

## AFFORDABLE HOUSING AND CHILDCARE ADVISORY COMMITTEE (AHCCAC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brian Curry</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Wes Everaars</td>
<td>Community Member 2</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Jennifer Fane</td>
<td>Community Member 3</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Briana Harris</td>
<td>Community Member 4</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Hortensia Moreno</td>
<td>Community Member 5</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Iulia Sincraian</td>
<td>Community Member 6</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Andii Stephens</td>
<td>Community Member 7</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Justin Byers</td>
<td>Representative, BC Housing</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Betina Wheeler</td>
<td>Representative, Homelessness Coalition Society</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Stephanie Erdelyi</td>
<td>Representative, Childcare Advocacy Organization</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Quirina Gamblen</td>
<td>Representative, School District 40</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Blaine Kane</td>
<td>Representative, Indigenous Advocacy or Social Service Organization</td>
<td>January 31, 2022</td>
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## ARTS COMMISSION

<table>
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<th>Member</th>
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</thead>
<tbody>
<tr>
<td>Utkarsha Kale</td>
<td>Community Member</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Peter Leblanc</td>
<td>Community Member</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Ted Drabyk</td>
<td>Representative, Community Based Arts Sector, Non-Profit 2</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Julia Schoennagel</td>
<td>Representative, Community Based Arts Sector, Non-Profit 3</td>
<td>January 31, 2021</td>
</tr>
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</table>

## COMMUNITY HERITAGE COMMISSION (CHC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
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</thead>
<tbody>
<tr>
<td>Maureen Arvanitidis</td>
<td>Community Member</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Samuel Boisvert</td>
<td>Community Member</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>John Davies</td>
<td>Community Member</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Robert Petrusa</td>
<td>Community Member</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Rosanne Hood</td>
<td>Representative, New Westminster Heritage Preservation Society</td>
<td>January 31, 2022</td>
</tr>
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</table>

## ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (EDAC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alejandro Diaz</td>
<td>Community Representative from Commercial Area 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Jolene Foreman</td>
<td>Community Representative from Commercial Area 2</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Jorden Foss</td>
<td>Community Representative from Commercial Area 3</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Artemisa Bega</td>
<td>Sectoral Representative from Local Business Community 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Bob Crockett</td>
<td>Sectoral Representative from Local Business Community 2</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Mark Evans</td>
<td>Sectoral Representative from Local Business Community 3</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Vera Kobalia</td>
<td>Sectoral Representative from Local Business Community 4</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Paul Romein</td>
<td>Sectoral Representative from Local Business Community 5</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Catherine Williams</td>
<td>Sectoral Representative from Local Business Community 6</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Kendra Johnston</td>
<td>Representative, Downtown New Westminster Business Improvement Association</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Quinn Waddington</td>
<td>Representative, New Westminster Chamber of Commerce</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Richard Patterson</td>
<td>Representative, Uptown Business Association</td>
<td>January 31, 2022</td>
</tr>
</tbody>
</table>
**ENVIRONMENT AND CLIMATE ADVISORY COMMITTEE (ENCCAC)**

<table>
<thead>
<tr>
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<th>Position</th>
<th>Term Expiry</th>
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</thead>
<tbody>
<tr>
<td>Michelle Boro</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Karen Crosby</td>
<td>Community Member 2</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Patrick Parkes</td>
<td>Community Member 3</td>
<td>January 31, 2021</td>
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<tr>
<td>John Ragone</td>
<td>Community Member 4</td>
<td>January 31, 2021</td>
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<tr>
<td>Raunaq Singh</td>
<td>Community Member 5</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Teresa Morton</td>
<td>Representative, Local Environment Organization</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Colleen Gillespie</td>
<td>Representative, Professional in Environment or Climate Field, Business, Government or Non-Profit</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Bryanna Thiel</td>
<td>Representative, Professional in Environment or Climate Field, Business, Government or Non-Profit</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>John Lekakis</td>
<td>Representative, Local Institution</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Serena Vampa</td>
<td>Representative, Local Business Association</td>
<td>January 31, 2022</td>
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</tbody>
</table>

**FACILITIES, INFRASTRUCTURE AND PUBLIC REALM ADVISORY COMMITTEE (FIPRAC)**

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
</tr>
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<tbody>
<tr>
<td>John Davies</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Gary Holisko</td>
<td>Community Member 2</td>
<td>January 31, 2021</td>
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<tr>
<td>Danielle Karlsson</td>
<td>Community Member 3</td>
<td>January 31, 2021</td>
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<tr>
<td>Martin Lowe</td>
<td>Community Member 4</td>
<td>January 31, 2021</td>
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<tr>
<td>Sonam Swarup</td>
<td>Community Member 5</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Anne Belanger</td>
<td>Person with Lived Experience with Navigating the City’s Transportation Realm with Physical or Cognitive Barriers</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Vivian Garcia</td>
<td>Person with Lived Experience with Navigating the City’s Transportation Realm with Physical or Cognitive Barriers</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Andrew Hull</td>
<td>Representative, New Westminster Business Community</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Mathew Brito</td>
<td>Representative, School District 40</td>
<td>January 31, 2022</td>
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**MULTICULTURALISM ADVISORY COMMITTEE (MAC)**

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<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Dalya Al Houseini</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
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<tr>
<td>Mike Coca</td>
<td>Community Member 2</td>
<td>January 31, 2021</td>
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<tr>
<td>Halim Habibi</td>
<td>Community Member 3</td>
<td>January 31, 2021</td>
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<tr>
<td>Rozina Jaffer</td>
<td>Community Member 4</td>
<td>January 31, 2021</td>
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<tr>
<td>Lizz Kelly</td>
<td>Community Member 5</td>
<td>January 31, 2021</td>
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<tr>
<td>Elaine Su</td>
<td>Community Member 6</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Kelsi Wall</td>
<td>Community Member 7</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Karen Klein</td>
<td>Representative, School District 40</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Karima Jivraj</td>
<td>New Westminster Downtown Business Improvement Association</td>
<td>January 31, 2021</td>
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**NEW WESTMINSTER DESIGN PANEL (NWDP)**

<table>
<thead>
<tr>
<th>Member</th>
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<th>Term Expiry</th>
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<tbody>
<tr>
<td>Taichi Azegami</td>
<td>Architectural Institute of BC</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Achim Charisius</td>
<td>Architectural Institute of BC</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Sarah Siegel</td>
<td>BC Society of Landscape Architects</td>
<td>January 31, 2022</td>
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</table>
## PUBLIC ART ADVISORY COMMITTEE (PAAC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
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<tbody>
<tr>
<td>Neal Michael</td>
<td>Community Member</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Kathy Curry</td>
<td>Arts Professional Representative</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Stephen O'Shea</td>
<td>Arts Professional Representative</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Eryne Donahue</td>
<td>Artist of Recognized Standing in New Westminster</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Autumn Sweet</td>
<td>Urban Designer 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Craig West</td>
<td>Urban Designer 2</td>
<td>January 31, 2021</td>
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## RESTORATIVE JUSTICE COMMITTEE (RJC)

<table>
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<tr>
<th>Member</th>
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<tbody>
<tr>
<td>Stacey Ferguson</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
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<tr>
<td>Savanna Mak</td>
<td>Community Member 2</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Amanda Semenoff</td>
<td>Community Member 3</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Gurinder Mann</td>
<td>Representative, CERA</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Pamela Craven</td>
<td>Representative, School District 40</td>
<td>January 31, 2021</td>
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</table>

## SENIORS ADVISORY COMMITTEE (SAC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
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</thead>
<tbody>
<tr>
<td>Harbir Batra</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Rosemary Dunne</td>
<td>Community Member 2</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Tim Hicks</td>
<td>Community Member 3</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Val MacDonald</td>
<td>Community Member 4</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Lynn Radbourne</td>
<td>Community Member 5</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Julia Schoenmagenel</td>
<td>Community Member 6</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Frances Blake</td>
<td>Representative, Century House Association</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Selena Gill</td>
<td>Representative, Fraser Health</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Donna MacLean</td>
<td>Representative, Queensborough 50+ Social Club</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Calvin Donnelly</td>
<td>Representative, Sapperton Old Age Pensioners</td>
<td>January 31, 2021</td>
</tr>
</tbody>
</table>

## SUSTAINABLE TRANSPORTATION ADVISORY COMMITTEE (STAC)

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Term Expiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julianne King</td>
<td>Person with Lived Experience of Navigating the City’s Transportation Network with Physical or Cognitive Barriers 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Asifa Lalji</td>
<td>Person with Lived Experience of Navigating the City’s Transportation Network with Physical or Cognitive Barriers 2</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Veronique Boulanger</td>
<td>Person who Walks, Uses Transit or Cycles as Part of their Daily Mode of Transportation 1</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Mike Smith-Cairns</td>
<td>Person who Walks, Uses Transit or Cycles as Part of their Daily Mode of Transportation 2</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Alex Kwan</td>
<td>Person with Professional or Technical Expertise in Active Transportation, Universal Design, Road Safety, Goods Movement, Emergency Services, and/or Healthy Built Environment</td>
<td>January 31, 2021</td>
</tr>
<tr>
<td>Alice Cavanagh</td>
<td>Representative, Business Community (To Provide Perspective on Achieving the Goals of the MTP in a way that Supports a Thriving Local Economy)</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Iain Lancaster</td>
<td>Representative, School District 40 or DPAC (To Provide Perspective on Achieving the Goals of the MTP with Respect to School Travel)</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Garey Carlson</td>
<td>Representative, Local Cycling Advocacy Organization</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Reena MeijerDrees</td>
<td>Representative, Local Pedestrian Advocacy Organization</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Randi Poitras</td>
<td>Representative, Indigenous community with Relevant Lived Experience in an Urban Environment</td>
<td>January 31, 2022</td>
</tr>
<tr>
<td>Berta Dominguez</td>
<td>Community Member 1</td>
<td>January 31, 2021</td>
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<tr>
<td>Elliot Roy</td>
<td>Community Member 2</td>
<td>January 31, 2021</td>
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</tbody>
</table>
RECOMMENDATION

THAT Council appoint the following community members to the Library Board with the term ending December 31, 2021:

- Rohan Singh; and,
- Jane DePaoli.

PURPOSE

The purpose of this report is to make appointments to the Library Board.

BACKGROUND

The Library Board has a total of seven voting members, including one Council representative. As of December 31, 2019, five members had terms expiring; however, on November 25, 2019, Council appointed three members, leaving two vacancies on the Board.

In anticipation of the vacancies, Legislative Services conducted the recruitment process in accordance with Part 2, Section 5 and 6 of The Library Act. An advertisement was placed on CityPage, both paper and online formats, on October 31 and November 7. The advertisement was also placed on the City’s website and the Communications Department posted information via the City’s social media accounts. The deadline for the first intake of Library Board applications was Friday, November 15, 2019; however further applications were received during the City Advisory Committee recruitment period, which closed on December 2, 2019.
OPTIONS

Option 1: THAT Council appoint the following community members to the Library Board with the term ending December 31, 2021:
   • Rohan Singh; and,
   • Jane DePaoli.

Option 2: Please provide Staff with other direction

Staff recommends Option 1.

CONCLUSION

Appointments to Advisory Committees, Boards and Commissions must be authorized by a Council resolution.

This report has been prepared by Heather Corbett, Committee Clerk

This report was reviewed by:

Approved for Presentation to Council

Jacque Killawee  
City Clerk

Lisa Spitale  
Chief Administrative Officer
There is no Report with this Item. Please see Attachment(s).
On January 13, 2019, New Westminster City Council in closed meeting approved the following motion:

WHEREAS the City will be undertaking ownership of the Massey Theatre in 2020;

AND WHEREAS the City has committed to the continued operation of Massey Theatre by the Massey Theatre Society;

AND WHEREAS the City has just completed a theatre strategy that outlines goals, objectives and strategic priorities for the Massey Theatre;

AND WHEREAS the City has previously agreed to undertake a more collaborative and community development strategy with our community partners.

THEREFORE BE IT RESOLVED that Council strike a working group that will advise Council on how to develop this partnership. Items to be considered, but not limited to include: governance and contract, operational guidelines, reporting, fundraising and opportunities. This working group shall consist of City staff, Council, and Massey Theatre Society;

AND BE IT FURTHER RESOLVED that staff draw up terms of reference for the working group;

AND BE IT FURTHER RESOLVED that this motion be released to the public.
There is no Report with this Item. Please see Attachment(s).
REGULAR MEETING OF
CITY COUNCIL

January 13, 2020
Committee Room 2 and Council Chamber
City Hall

MINUTES

PRESENT:
Mayor Jonathan Cote
Councillor Chinu Das
Councillor Patrick Johnstone
Councillor Jamie McEvoy
Councillor Nadine Nakagawa
Councillor Chuck Puchmayr
Councillor Mary Trentadue

STAFF:
Ms. Lisa Spitale - Chief Administrative Officer
Ms. Jacque Killawee - City Clerk
Ms. Emilie Adin - Director of Development Services
Mr. Dean Gibson - Director of Parks and Recreation
Mr. Jim Lowrie - Director of Engineering Services
Ms. Colleen Ponzini - Acting Chief Financial Officer
Nicole Ludwig - Assistant City Clerk

The meeting was called to order at 2:09 p.m. in Committee Room 2. Council dealt with item 3 as the first item of business and approved the following motion:

MOVED and SECONDED
THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council to be convened immediately following approval of this motion, on the basis that the subject matter of all agenda items to be considered related to matters listed under Sections 90(1)(g) and 90(1)(i) of the Community Charter:

(g) litigation or potential litigation affecting the municipality;
(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED.

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

Procedural Note: Council recessed at 2:10 p.m. to go into a closed meeting, and reconvened at 3:01 p.m. in the Council Chamber, in order to deal with items 1 and 2 on the agenda.

REMOVAL OF ITEMS FROM THE CONSENT AGENDA

1. MOVED and SECONDED

THAT items 8, 11, 12 and 13, be removed from the consent agenda.

CARRIED.

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

EXCLUSION OF THE PUBLIC

2. MOVED and SECONDED

THAT pursuant to Section 90 of the Community Charter, members of the public be excluded from the Closed Meeting of Council immediately following the approval of this motion on the basis that the subject matter of all agenda items to be considered relate to matters listed under Sections 90(1)(a), 90(1)(g), 90(1)(i), 90(1)(k) and 90(2)(b):

(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;

(g) litigation or potential litigation affecting the municipality;

(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.
Purpose of the meeting:
Personal, property, legal and negotiations matters

ADJOURNMENT

3. MOVED and SECONDED
   THAT the Regular Council meeting in Open Session be adjourned and proceed to
   Closed Session.
   CARRIED.
   All members of Council present voted in favour of the motion.

The Regular Council meeting adjourned at 3:03 p.m.

RECONVENE TO REGULAR COUNCIL

4. The Regular Council meeting reconvened at 6:01 p.m.

REVIEW AND ADOPTION OF CONSENT AGENDA

5. Items 8, 11, 12, and 13 were previously removed from the Consent Agenda.

   MOVED and SECONDED
   THAT the items 9, 10, and 14, be adopted on consent.
   CARRIED.
   All members of Council present voted in favour of the motion.

ADDITIONS TO THE AGENDA
Urgent/time sensitive matters only

6. None.

UNFINISHED BUSINESS

7. None.

STAFF PRESENTATIONS AND REPORTS FOR ACTION

8. None.
CONSENT AGENDA

9. Minutes for Adoption
   a. May 6, 2019 International Relations Task Force
   b. December 9, 2019 Open Workshop
   c. December 9, 2019 Regular

   ADOPTED ON CONSENT.

10. 263 Jardine Street: Temporary Protection Order Update

   MOVED and SECONDED
   THAT Council cancel the remaining days of the temporary protection order for
   263 Jardine Street and direct staff to proceed with processing the demolition permit
   application.

   ADOPTED ON CONSENT.

14. Motion to receive the following correspondence:

   a. Metro Vancouver letter dated November 28, 2019 regarding Amending
      Metro Vancouver 2040: Shaping our Future to Align with the IPCC
      Special Report on Global Warming of 1.5° C – Bylaw No. 1295, 2019

      MOVED and SECONDED
      THAT Council receive the letter dated November 28, 2019 regarding
      Amending Metro Vancouver 2040: Shaping our Future to Align with the
      IPCC Special Report on Global Warming of 1.5° C – Bylaw No. 1295, 2019.

      ADOPTED ON CONSENT.

ITEMS REMOVED FROM THE CONSENT AGENDA

8. Bhai Mewa Singh Day, January 11, 2020

   Mayor Cote invited Gurpreet Singh, Radical Desi, forward to provide background
   information on the proclamation. Mr. Singh provided background information and
   introduced members of the Gurdwara Sahib Sukh Sagar who were present to receive
   the proclamation.

   In his comments, Mayor Cote encouraged members of the public to visit the
   upcoming exhibit around "An Ocean of Peace: 100 Years of Sikhs in New
   Westminster" at the Anvil Centre starting on January 16, 2020, to learn more about
   Bhai Mewa Singh.
Mayor Cote proclaimed January 11, 2020, as Bhai Mewa Singh Day in the City of New Westminster. He presented the proclamation to Gurdwara representatives who, in turn, presented the Mayor with a kirpan and thanked for Council for the proclamation.


In response to Council questions regarding the preliminary application review fee, Emilie Adin, Director of Development Services, advised:

- Not all applications go to preliminary application review;
- The median cost for preliminary application review throughout the region has gone up; and
- New Westminster's preliminary application review is set up to provide a lot more information and support than other municipalities.

**MOVED and SECONDED**

*THAT Council give First, Second and Third Reading to Building Bylaw Amendment Bylaw No. 8161, 2020; and*

*THAT Council give First, Second and Third Reading to Development Services Fees and Rates Amendment Bylaw No. 8177, 2020.*

**CARRIED.**

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

12. **Zoning Bylaw Work Program to Address Sustainable Transportation and Accessibility Objectives**

In discussion, Council noted the following:

- Zoning issues and transportation policy go hand in hand;
- There is a need to start talking about parking minimums and maximums when we are putting high-density buildings next to the SkyTrain as parking in buildings pushes the cost and value of the buildings up;
- Accessibility standards and bike parking will be much more important; and
- Would like to see a review of practices that includes cities outside of North America, particularly those that have had success in managing parking issues.
MOVED and SECONDED

THAT Council receive the January 13, 2020 report entitled "Zoning Bylaw Work Program to Address Sustainable Transportation and Accessibility Objectives" for information.

CARRIED.

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

13. Child Protection Policy and Procedures

In response to Council questions, Steve Kellock, Senior Manager of Recreation, advised that the City is not making adhering to the Child Protection Policy a requirement for partner groups but are strongly encouraging the policy.

In discussion, Council noted that the Child Protection Policy was developed in conjunction with the lead Canadian agency in child protection and they are looking forward to having this implemented; they also noted it may be useful in the future to require partner organizations to implement this training.

MOVED and SECONDED


CARRIED.

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

Procedural Note: Council agreed to consider Bylaws as the next order of business. The Minutes are recorded in numerical order.

OPPORTUNITY TO BE HEARD AND ISSUANCE OF DEVELOPMENT VARIANCE PERMITS

15. Development Variance Permit DVP00672 for 312 Fifth Street

Required notification has been completed.

Attachments:
   i. Copy of Development Variance Permit notice
   ii. Director of Development Services’ report dated December 9, 2019

   a. Motion to receive the following correspondence concerning this application:

<table>
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<tr>
<th>Written Submissions</th>
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<tr>
<td>Name</td>
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<tr>
<td>N. and H. Shaw</td>
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b. The City Clerk reported that there was one written statement, included in the package.

c. Invitation to those present to address the application

Mayor Cote called three times for speakers for and against the application and none were present.

d. **Motion** to approve/reject issuance of Development Variance Permit No. DVP00672.

**MOVED and SECONDED**

*THAT Council approve issuance of Development Variance Permit DVP00672 to vary the maximum permitted front porch projection of the principal dwelling at 312 Fifth Street.*

CARRIED.

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

---

**PRESENTATIONS AND DELEGATIONS – 7:00 PM**

16. Relocation of Recycling Depot Services – Public Information Update

a. **Presentation**

Kristian Davis, Superintendent, Solid Waste and Recycling, provided an update on the relocation of municipal recycling depot services, noting feedback indicates convenience is a key driver for people to engage in recycling, and there was a feeling of a lack of consultation in the decision making process.

Mayor Cote advised a number of delegations had signed up to speak and Council would consider the related report after hearing the speakers.

**Procedural note:** Council agreed to hear open delegations on the 2020 Capital Budget (item 17a) followed by delegations on Other Matters of Community Interest including speakers on the relocation of recycling depot services.

b. **Report**

After hearing from speakers regarding the relocation of recycling depot services, Council proceeded with discussion on the above-noted report, noting the following:
• There is a need for timely and more direct consultation with the community when there are decisions that directly affect the daily lives of citizens;
• There was a focus on the new aquatic centre to the detriment of discussion about the recycling depot;
• Acknowledge the need for convenience to allow people to recycle;
• There is a need to gather information from all over the city, not just a few neighbourhoods as proposed in the report;
• Distributed recycling services across the city should be studied; and,
• The relocation of the recycling depot represents an opportunity to reassess where we can make further changes that help the environment.

In response to questions from Council, Mr. Davis advised that staff will be starting outreach and will come back to Council in early spring with information and data.

MOVED and SECONDED

THAT Council direct staff to undertake additional community engagement as described within the January 13, 2020 report, entitled "Relocation of Recycling Depot Services – Public Information Update" in order to determine community waste reduction and recycling needs as recycling depot drop-off services are transitioned to a new regional recycling facility.

Amended.

AMENDMENT MOVED and SECONDED

THAT the words "and additional neighbourhood-specific engagement opportunities" be added to the motion following words "Public Information Update".

CARRIED.

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

The amendment having carried, the motion as amended was put and CARRIED with all members of Council present voting in favour.

FINAL MOTION AS APPROVED

THAT Council direct staff to undertake additional community engagement as described in the January 13, 2020 report, entitled "Relocation of Recycling Depot Services – Public Information Update", and additional neighbourhood-specific engagement opportunities in order to determine community waste reduction and recycling needs as recycling depot drop-off services are transitioned to a new regional recycling facility.

17. Open Delegations
a. **2020 Capital Budget**

**Brad Barber, Garey Carlson, HUB, Heidi Braacx, and Robert Wong, HUB,** spoke about the need for bicycle routes in the capital plan and voiced the following concerns:

- There is no bicycle route connecting Downtown to Uptown;
- The four high cost segments proposed for bike route development would leave no resources for the development of new bike routes that could link the entire city;
- Council needs to go back to the Master Transportation Plan (MTP) which provides for a complete bicycle route network;
- There is a need to give people a safe bike route with gradual hills;
- Need to prioritize a completely connected bicycle route network before the smaller segments included in the plan;
- The focus at this time should be on safer routes to the high school;
- In order to reach the proposed modal split in the Seven Bold Steps, the rate would have to double the progress of the last five years;
- There needs to be benchmarking and data gathering on available space and this should be done this year so that reallocation of road space can start quickly;
- There is a need to plan for walking, cycling and transit as first priorities;
- Road reallocation to people oriented spaces needs to be aggressive, tracked and implemented;
- Meaningful collaboration with sustainable transportation groups needs to occur; and
- There is a need for mobility lanes that can accommodate bicycles, scooters, mobility devices and even small wheelchair transports which are about the size of a SmartCar.

**Chris Bell** congratulated staff and Council for the budget consultation sessions at the Anvil Centre and Century House, and requested the comments from the sessions be made publicly available. He suggested that, the online survey should also explore citizens’ views of the costs of the steps. In response, Colleen Ponzini, Director of Finance, advised that the notes from the workshops and the results of the survey will be compiled and be publicly available on the City's website.

**Patrick Parkes** spoke in support of the climate action steps but disagreed with the description of the plan as bold since there is no targeted reduction of cars or
construction of separated bike lanes on Sixth Street. He noted that HUB New Westminster has submitted a proposal that has been endorsed by the School Board and the Teachers Union, and suggested Council consider it.

**Catelyn Maki and Sebastian Sajda, Force of Nature**, thanked staff and Council for all the work put into the 2020 capital budget, and asked why this budget does not include street space reallocation. They noted the challenge is to create car-free streets that put people and community first, and to undo poor transit planning which starts with allocating more land for public use.

**Virginia Ayers** spoke of a need to increase permeable surfaces and reduce the concrete used in City buildings and developments. She noted that thinking far ahead will allow for civic conversations to resolve controversy, promote education, and identify what is and is not working.

**Brendon Vance** advised he was supportive of the budget plan and that it should focus on pedestrian safety.

**Avalon Findlay** noted there are lots of good ideas in the budget but there is always room for improvement. She suggested that car-free streets, which are included in the Seven Bold Steps, should be in the budget and suggested Uptown may be a good location for the first few car-free streets.

**b. Other Matters of Community Interest**

**Thomas Sophonow** advised of concerns regarding leaf collection and the treatment of an oak tree near his residence. He noted he had seen City staff drive a mower into the oak tree hard enough to bring the back wheels up and staff had left after piling the leaves at the base of the tree on several occasions. He proposed a barrier around the tree to protect it, and indicated he would build one if the City did not.

**Rebecca Ninkovic** advised of an episode she had recently experienced when confronted with an anti-abortion event. She indicated that the group was blocking her path and she was unable to move around a large poster with an image of an aborted fetus, an image which she found triggering. She would like to see Council develop a carefully tailored law with no vague descriptions on the display of graphic imagery that obstructs the use of public streets and sidewalks and exposes people to possible triggers. She noted she believes this is a public health and safety issue as anti-abortion protests are increasing in frequency across Canada.

In discussion, Council noted they are aware of the campaigns from mailouts the previous year and had requested staff to look into this issue. Council also noted that
many municipalities are facing similar protests, and have ways to address signage used at protests.

MOVED and SECONDED

 THAT Council direct staff to report back on options for municipalities to regulate the use of graphic images in advertising and protest signs, in light of the increasing prevalence of pro-life protests in Canadian municipalities.  

CARRIED.

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

Note: the following delegations all addressed item 16(b): Relocation of Recycling Depot Services – Public Information Update

Bob Petrusa advised that he is not on any side and that the recycling centre is a small but important part of climate action. He submitted a poster which suggested new wording to replace "reduce, reuse, recycle" with "rethink, refuse, reduce, reuse, refurbish, repair, repurpose, recycle" and indicated the poster speaks to further education required.

James Silvester spoke in support of keeping the recycling depot at its currently location, or relocating it to a spot close to where it is now. He noted the facility is a success and most of the usage is local. He suggested that the depot stay open and for the City to open another one in the West End. He noted it is difficult to reconcile a climate emergency, with making access to recycling facilities less accessible.

Mayor Cote advised the City is open to suggestions about how to make recycling more convenient.

Tatiana Robinson noted the current recycling facility has good service and that it is convenient to walk to. She noted that walking over the Bailey Bridge is far less convenient and much more dangerous as there is no pedestrian access at all. She advised relocating the recycling centre across the Bailey Bridge will reduce recycling compliance, especially for people who want to live car-free.

Kristian Brett congratulated Mayor Cote on his resolution to "walk around the world" in 10 years, and asked whether relocating the recycling centre would help him achieve that goal.

Raunaq Singh spoke in support of recent actions addressing climate change, and noted the decision to relocate the recycling centre is a tough one and that, ultimately, the benefits of relocation outweigh the costs. He also noted that it shouldn't be the City's responsibility to open facilities that only serve part of the city.
Angela Sealy spoke in support of moving the depot, noting that the new station is full service with dedicated recycling lanes, and will save the City money. She also noted that the new aquatic centre and the depot cannot occupy the same space.

Jane Armstrong noted that it will be inconvenient for people to do the right thing if the recycling depot is moved; however, the inconvenience might be a good way to refocus on reducing and reusing, and having people take personal responsibility for their household waste by considering the effects of not producing waste in the first place.

Kathleen Carlsen noted concerns with the amount of recycling that may end up in the garbage if the depot is removed, and the lack of consultation with citizens. She noted she was hoping for more public engagement and the need to know about pop up events sooner.

Kristian Davis, Superintendent, Solid Waste and Recycling, advised the pop up events will be advertised on social media feeds and City Page and staff will put together a package for Council to review and consider options for moving forward.

Blair Armitage said that closing the facility is the wrong decision.

At 8:53 p.m. it was

MOVED and SECONDED

THAT the period for hearing public delegations be extended for one hour.

CARRIED.

All members present voted in favour of the motion.

Daniel Fontaine submitted a petition in support of keeping the recycling depot where it is and read a few of the comments submitted with the petition. He noted the depot is a one-stop shop where citizens can do their part to help out and that people who signed the petition did not do so with partisanship in mind; they just signed to deliver their opinion because they were not consulted.

Frank Norman noted he was grateful for pick up recycling. He noted in the absence of glass pick up recycling, it is important to have an accessible and local recycling depot or glass ends up not being recycled. He suggested that getting away from having to take glass to a depot would increase and encourage compliance and requested that glass be added to pick up recycling services.

Procedural note: Council recessed at 9:02 p.m. and reconvened at 9:08 p.m.
**Cheryl Lewis** spoke in support of relocating the recycling depot due to cost effectiveness and the fact that the recycling depot does not currently handle everything, so the expansion of products at the new facility will offset the inconvenience; She urged the City to conduct more frequent pop ups, especially for glass recycling.

**Robert Jost** noted that the combination of moving the recycling depot and building the new aquatic centre is a lose-lose proposition because there is a need to put all amenities close to where people live and plan for amenities close to the high-density housing.

**Corrina Chase** noted concerns with the lack of consultation on moving the recycling depot, the lack of outreach to Indigenous partners and youth, and that it does not seem reasonable to ask people to drive in order to recycle their waste.

**Ingrid Tamboline** noted that the easier it is to recycle, the more likely people are to do it. She advised there is a need for more opportunities for recycling in the city, especially glass containers and laminated plastic and that the recycling depot makes recycling accessible in the community. She said that relocating will lead to traffic congestion and discourage people from recycling.

**Abigail LeBerg** noted that recycling matters to youth and that for big families, a local recycling depot makes recycling convenient; to move it risks adding recyclables to garbage. She encouraged staff and Council to think about moving the depot and make a decision that benefits the community.

**Larry Church** expressed disappointment with Council for making the decision to move the recycling depot without any public consultation and that closing the depot is not in the interest of the community. He noted he was upset that public consultation is being done after the decision was made.

**Christine Rennie** advised of the need for a recycling depot in the city in the face of the climate emergency. She also noted that recycling is not enough, and that there should be advocacy for biodegradable solutions as opposed to making more waste, and suggested bans on single-use items such as Styrofoam and plastic bags. She noted that during the transition to biodegradable solutions, flexible plastic and Styrofoam recycling bins should be at every house and building, and that consultation should be ongoing with citizens and businesses.

Mr. Davis advised staff will be reporting back on the City’s work on single use products at a later date.
Ron Spence spoke in opposition to closing the recycling depot and expressed dismay with the lack of public consultation when the decision was made. He noted there were limits on what could be recycled at other locations, and did not like having to go from location to location to do all his recycling. He advised he would like a discussion about what citizens need when it comes to mitigating environmental damage.

Mayor Cote thanked delegations for coming out to speak and encouraged everyone to participate in the recycling pop ups and related consultations coming up.

**BYLAWS**

18. Building Bylaw Amendment Bylaw No. 8161, 2020

THREE READINGS

MOVED and SECONDED

*THAT Building Bylaw Amendment Bylaw No. 8161, 2020 be given First Reading.*

CARRIED.

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

MOVED and SECONDED

*THAT Building Bylaw Amendment Bylaw No. 8161, 2020 be given Second Reading.*

CARRIED.

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

MOVED and SECONDED

*THAT Building Bylaw Amendment Bylaw No. 8161, 2020 be given Third Reading.*

CARRIED.

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

19. Development Services Fees and Rates Amendment Bylaw No. 8177, 2020

THREE READINGS

MOVED and SECONDED

*THAT Development Services Fees and Rates Amendment Bylaw No. 8177, 2020 be given First Reading.*

CARRIED.

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

MOVED and SECONDED

*THAT Development Services Fees and Rates Amendment Bylaw No. 8177, 2020 be given Second Reading.*

CARRIED.

All members of Council present voted in favour of the motion.
MOVED and SECONDED
THAT Development Services Fees and Rates Amendment Bylaw No. 8177, 2020 be given Third Reading.
CARRIED.

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

20. Bylaws for adoption:

a. Sign Bylaw Amendment Bylaw No. 8132, 2019
ADOPTION
MOVED and SECONDED
THAT Sign Bylaw Amendment Bylaw No. 8132, 2019 be adopted.
CARRIED.
All members of Council present voted in favour of the motion.

b. Heritage Revitalization Agreement and Heritage Designation (312 Fifth Street) Rescinding Bylaw No. 8171, 2019
ADOPTION
MOVED and SECONDED
THAT Heritage Revitalization Agreement and Heritage Designation (312 Fifth Street) Rescinding Bylaw No. 8171, 2019 be adopted.
CARRIED.
All members of Council present voted in favour of the motion.

c. Heritage Revitalization Agreement (647 Ewen) Bylaw No. 8068, 2019
ADOPTION
MOVED and SECONDED
THAT Heritage Revitalization Agreement (647 Ewen) Bylaw No. 8068, 2019 be adopted.
CARRIED.
All members of Council present voted in favour of the motion.

d. Heritage Designation Bylaw (647 Ewen Avenue) No. 8069, 2019
ADOPTION
MOVED and SECONDED
THAT Heritage Designation Bylaw (647 Ewen Avenue) No. 8069, 2019 be adopted.
CARRIED.
All members of Council present voted in favour of the motion.
NEW BUSINESS

21. **Motion: A Welcoming and Inclusive City**

In discussion, Council noted the following:

- There is a need to consider the implicit ways in which we make people feel welcome or not;
- People who have a language barrier should be able to access Council proceedings;
- Need a report where Council can delve into this as to what expectations are for the community;
- There is an interest in taking complex issues out to the people as Council is not necessarily the best form of public engagement for making decisions;
- Council needs to have all data when the decision is made, and not receive new information at the last minute;
- Part of increasing engagement is making City processes more understandable; and
- The Reconciliation, Social Inclusion, and Engagement Task Force should look at some elements of the motion.

**MOVED and SECONDED**

*WHEREAS The City of New Westminster’s vision is “A vibrant, compassionate, sustainable city that includes everyone”;

AND WHEREAS the City’s core values state that “We place high value on the principles of equality and equity and strive to build an environment where everyone is included, valued, and treated with dignity and respect”;

AND WHEREAS City meetings and events provide opportunities to create a welcoming and inclusive environment;

THEREFORE BE IT RESOLVED that staff report back to council on opportunities to make the city more welcoming and inclusive including, but not limited to how the City can:

- Create accessibility descriptions for all civic facilities;
- Ensure that Council chamber meets the needs for people with disabilities and provides options so they can choose seating and space that meets their needs;
- Create dedicated space in Council chamber for families with young children including toys and areas for children to move around;*
• Offer childminding services so parents and caregivers can attend Council meetings, public consultation events, and serve on civic committees;
• Take Council meetings into the community in various neighbourhoods throughout the year and at times that may allow members of our diverse community to attend and take part;
• Offer access to translation services by request for City meetings and public hearings;
• Offer closed captioning in-chamber and for live-streamed Council meetings;
• Make Council agendas easier to read;
• Provide a Council Meeting 101 type workshop for the public;
• Create an engagement hub at our libraries;
• Create gender inclusive washrooms for all existing single stall washrooms in civic facilities;
• Create an acronym key for all City documents including Council packages;
• Offer the opportunity to accept video submissions for public hearing or delegations;
• Audit what accessibility standards are met on the City’s website;
• Provide staff training on how to create welcoming and inclusive spaces; and,
• Utilize more inclusive language during council meetings.

AND BE IT FURTHER RESOLVED that City committees be consulted on further ideas and recommendations for inclusion;

AND BE IT FURTHER RESOLVED that the public be engaged on ways to make the city more welcoming.

Amended.

AMENDMENT MOVED and SECONDED

THAT the words "and interpretation" be added following the words "Offer access to translation" in the sixth bullet point of the motion.

CARRIED.

The amendment having carried, the motion as amended was put and CARRIED with all members present voting in favour.

FINAL MOTION AS ADOPTED

MOVED and SECONDED

WHEREAS The City of New Westminster’s vision is “A vibrant, compassionate, sustainable city that includes everyone”;
AND WHEREAS the City’s core values state that “We place high value on the principles of equality and equity and strive to build an environment where everyone is included, valued, and treated with dignity and respect”;

AND WHEREAS City meetings and events provide opportunities to create a welcoming and inclusive environment;

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- Create dedicated space in Council chambers for families with young children including toys and areas for children to move around;
- Offer childminding services so parents and caregivers can attend Council meetings, public consultation events, and serve on civic committees;
- Take Council meetings into the community in various neighbourhoods throughout the year and at times that may allow members of our diverse community to attend and take part;
- Offer access to translation and interpretation services by request for City meetings and public hearings;
- Offer closed captioning in-chamber and for live-streamed Council meetings;
- Make Council agendas easier to read;
- Provide a Council Meeting 101 type workshop for the public;
- Create an engagement hub at our libraries;
- Create gender inclusive washrooms for all existing single stall washrooms in civic facilities;
- Create an acronym key for all City documents including council packages;
- Offer the opportunity to accept video submissions for public hearing or delegations;
- Audit what accessibility standards are met on the City’s website;
- Provide staff training on how to create welcoming and inclusive spaces;
- Utilize more inclusive language during Council meetings.

AND BE IT FURTHER RESOLVED that City committees be consulted on further ideas and recommendations for inclusion;

AND BE IT FURTHER RESOLVED that the public be engaged on ways to make the City more welcoming.
**Procedural Note:** Council recessed at 6:45 p.m. and reconvened at 7:03 p.m. to deal with the opportunity to be heard and open delegations.

**ANNOUNCEMENTS FROM MEMBERS OF COUNCIL**

None.

**NEXT MEETING**

**January 27, 2020**

An Open Council Workshop will be held which begins at 12:00 p.m. Following that, a Regular meeting will convene at 2:00 p.m. and immediately adjourn to a Closed meeting. The Regular meeting will reconvene at 6:00 p.m. and be followed by a Public Hearing at 7 p.m. Following the Public Hearing, the Regular meeting will reconvene to consider the business conducted at the Public Hearing. All meetings will be held in the Council Chamber on the 2nd Floor at City Hall.

**Public Hearing**

- Official Community Plan Amendment Bylaw No. 8151, 2019

- Zoning Amendment (Rezone Three Non-Conforming Properties to Duplex Districts (RT-1)) Bylaw No. 8175, 2019

- Zoning Text Amendment Bylaw (230 Keary Street, 268 Nelson’s Court and 228 Nelson’s Crescent (Brewery District)) No. 8164, 2019

**ADJOURNMENT**

**ON MOTION,** the meeting was adjourned at 10:07 p.m.

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**JONATHAN COTE**

**MAYOR**

**JACQUE KILAWEE**

**CITY CLERK**
RECOMMENDATION

THAT Council endorse the proposed Child Care Facility Ownership and Management Policy as contained in the ‘Analysis’ section of this report.

PURPOSE

The purpose of this report is twofold: (1) to seek Council endorsement of the proposed Child Care Facility Ownership and Management Policy; and (2) to update Council on recent changes to Provincial funding for child care facilities.

POLICY CONTEXT

For information on the policy context, please refer to Attachment 1.

BACKGROUND

Based on the Council Strategic Direction related to Affordable Housing and Child Care, the City continues to pursue opportunities with regard to the development of new child care facilities and programs. These opportunities could be through: (1) applications for funding under a senior government grant program; (2) developer negotiated community amenity contributions; and (3) utilization of an existing or new civic facility or space.
Based on these opportunities, there are three child care facility or program options, which have ownership and/or management implications:

1. A child care facility or program housed within a Parks and Recreation facility. Examples include the Queensborough Community Centre and the new Aquatic and Community Centre.

2. A child care facility or program in a purpose-built, standalone building on a City-owned property. Examples include 232 Lawrence Street, for which an application will be submitted under the Child Care BC New Spaces Fund, and 490 Furness Street, which has received a $500,000 grant under the Child Care Major Capital Funding Program.

3. A child care facility or program which forms part of an air space parcel or strata unit in a mixed use or multi-family stratified building. An example is 51 Elliot Street, which is the subject of a current development application.

**ANALYSIS**

**Current Licence Agreement**

The City currently has one civic child care facility, which was created as part of the expansion to the Queensborough Community Centre. This facility is operated by the Kolumiba Inn Daycare Society and the licence agreement contains the following provisions:

- that repairs and maintenance be covered by the City and that damage done by gross negligence be charged back to the non-profit provider;
- that cleaning tasks, janitorial supplies and light replacement be covered by the City;
- that security systems and services be covered by the City;
- that furnishings and equipment at start-up be covered by the City and that their replacement be the responsibility of the provider;
- that repairs to fixtures such as faucets and toilets be the responsibility of the provider;
- that all operational expenses such as insurance, internet and telephone be the responsibility of the provider.

This type of arrangement works well due to the ongoing presence of Parks and Recreation staff in the larger facility and their ability to quickly respond to issues as they arise and manage the relationship with the non-profit provider on an ongoing basis.
Proposed Child Care Facility Ownership and Management Policy

Child Care Facility or Program in a Parks and Recreation Facility

In situations where a child care facility or program is housed in a Parks and Recreation facility, staff proposes:

- That the City retain ownership of the facility or space and that it exercise a licence agreement with a non-profit child care provider.
- That the City, under the terms of the licence agreement, furnish and equip the facility or space and be responsible for facility repairs and maintenance; janitorial services and supplies; and security services.
- That the non-profit provider, under the terms of the licence agreement, be responsible for staffing costs; furniture and equipment replacement; damage caused by gross negligence; janitorial services and supplies; and operational expenses such as insurance, internet and telephone.
- That the licence agreement be structured on a cost recovery basis and take into consideration costs related to electricity and other utility services; facility depreciation (i.e., contribution to facility maintenance reserve fund); janitorial services and supplies; and security services.
- That the Parks and Recreation Department be responsible for the ongoing management of the licence agreement.

Child Care Facility or Program in a Purpose-Built, Standalone Building on a City-Owned Property

In situations where a child Care facility or program is in a purpose-built, standalone building on a City-owned property, staff proposes:

- That the City retain ownership of the facility and property and that it exercise a licence agreement with a non-profit child care provider.
- That the City, under the terms of the licence agreement, furnish and equip the facility or space and be responsible for facility repairs and maintenance and security services.
- That the non-profit provider, under the terms of the licence agreement, be responsible for staffing costs; furniture and equipment replacement; damage caused by gross negligence; janitorial services and supplies; and operational expenses such as insurance, internet and telephone.
- That the licence agreement be structured on a cost recovery basis and take into consideration costs related to electricity and other utility services; facility depreciation (i.e., contribution to facility maintenance reserve fund); and security services.
- That the Civic Buildings and Properties Division of the Engineering Department be responsible for ongoing management of the licence agreement.
Child Care Facility that Forms Part of an Air Space Parcel or Strata Unit in a Mixed Use or Multi-Family Stratified Building

In situations where a child care facility forms part of an air space parcel or strata unit in a mixed use or multi-family stratified building, staff proposes:

- That the City retain ownership of the facility and that it exercise a licence agreement with a non-profit child care provider.
- That the City, under the terms of the licence agreement, furnish and equip the facility and be responsible for facility repairs and maintenance and security services.
- That the non-profit provider, under the terms of the licence agreement, be responsible for staffing costs; furniture and equipment replacement; damage caused by gross negligence; janitorial services and supplies; and operational expenses such as insurance, internet and telephone.
- That the licence agreement be structured on a cost recovery basis and take into consideration the negotiated agreement and cost sharing arrangement between the City and strata corporation related to exterior facility maintenance and common areas.
- That the Civic Buildings and Properties Division of the Engineering Department be responsible for the ongoing management of the licence agreement.

DISCUSSION

Proposed Licence Agreement and Management Responsibility

The City will develop a standardized template in which to structure all licence agreements between the City and a non-profit child care provider. This template will facilitate a consistent approach and response regardless of the Department managing the licence agreement. It will specify terms and conditions of the licence and roles and responsibilities of the respective parties.

As proposed, the Parks and Recreation Department will manage licences related to child care facilities and spaces within their facilities, as this is the most convenient approach for the non-profit provider and the most economic model for the City. The non-profit provider, given its co-location, will have established relations with Parks and Recreation staff, who can quickly respond if issues arise. Regarding services such as janitorial and security, they will be more cost effective, as they are already on-site or available.

As proposed, the Civic Buildings and Properties Division will manage licences related to child care facilities in standalone buildings or part of air space parcels or strata units in mixed use and multi-family stratified buildings. The Division manages a large portfolio of buildings and properties; has mobile capability; and has the capacity and expertise to quickly respond if issues arise.
Given the standardization of licence agreements and clear reporting relationships, the non-profit provider will be assured of a consistent and timely response, regardless of where they are located and who is managing the licence agreement.

**Strata Corporation and Non-Profit Provider Ownership and/or Management**

Given concerns about the City’s capacity to manage child care facilities that form part of air space parcels or strata units in a mixed use or multi-family stratified building, staff did consider strata corporation and non-profit provider ownership. Regarding the former, the City could place a covenant on title that would specify the conditions of the lease or licence agreement, including the lease or licence amount and any annual allowable increases based on the Consumer Price Index. Regarding both options, the City could place a covenant on title that should the non-profit provider no longer be able to operate the child care that the lease/licence or ownership of the facility be transferred to another non-profit provider and that the City have a role in the selection of that provider.

The rationale for not recommending either of these two options is that the City would be transferring an asset with an estimated value of between $3,000,000 and $4,000,000 (based on 12 infant/toddler [0 to 36 months] and 25 three to five [30 months to school age] care spaces); that a strata corporation may be reluctant to take on the responsibility for managing the child care facility and may not be responsive to addressing facility related issues; and that the City, regardless of the option, would likely be called upon to mediate disputes that arise between the strata corporation and non-profit provider.

**Provincial Grant Funding Update**

While the Province is making a significant investment in child care and recently increased the Child Care BC New Spaces Fund amounts from $1,000,000 to $3,000,000, recent changes to this program will have implications for the City, particularly related to applications located in the floodplain or utilizing cement construction. More specifically, the Province recently implemented a $70,000 cap per new space. For the application related to the Aquatic and Community Centre, this meant reducing the City’s requested amount by $410,000 or incorporating another six spaces. The City, through design changes and with minimum cost increases, did increase the number by as many as eight spaces. For 232 Lawrence Street, the City will have to submit an application for the proposed 37 spaces that falls below the $2,590,000 cap (i.e., 37 x $70,000) unless it intends to make up any funding shortfall. The Province is also requiring applicants to undertake additional steps, including holding consultations with Community Care Facilities Licensing.
INTER-DEPARTMENTAL LIAISON

The Development Services Department has consulted with the Engineering, Finance and Parks and Recreation Departments, the City’s Solicitor and the Office of CAO regarding the proposed Child Care Facility Ownership and Management Policy.

FINANCIAL IMPLICATIONS

The objective is to operate civic child care facilities on a cost recovery basis, thus enabling the City to cover its costs related to staffing, services and supplies, while still enabling the non-profit provider to maintain affordable fees through a manageable licence amount. This will be more challenging for child care facilities that form part of an air space parcel or strata units as the licence amount will also have to take into consideration the negotiated agreement and cost sharing arrangement between the City and the strata corporation related to the exterior facility maintenance and common areas.

OPTIONS

There are two options for Council’s consideration:

1. That Council endorse the proposed Child Care Facility Ownership and Management Policy as contained in the ‘Analysis’ section of this Report to Council.

2. That Council provide staff with other direction.

Staff recommends option 1.

ATTACHMENTS

Attachment 1: Policy Context

This report has been prepared by:
John Stark, Supervisor of Community Planning

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services
City of New Westminster

January 27, 2020

Approved for Presentation to Council

Emilie K Adin, MCIP
Director of Development Services

Lisa Spitale
Chief Administrative Officer

Agenda Item 2/2020
Attachment 1

Policy Context
Policy Context

2019-2022 Strategic Plan

The 2019-2022 Strategic Plan (2019) includes the following strategic direction:

- Use partnerships, negotiations with developers, and leveraging of City resources to secure development of below- and non-market housing, and affordable child care.

Official Community Plan

The Our City Official Community Plan (2017), under the section ‘Community and Individual Wellbeing,’ includes the following policy area:

- Facilitate the development of an adequate number of high-quality, accessible and affordable child care spaces that meet the needs of residents and workers.

Child Care Strategy

The Child Care Strategy (October 2016) includes 23 actions in support of a comprehensive child care system. A comprehensive child care system is one that includes the provision of quality programs that are accessible and affordable.
RECOMMENDATION

THAT Council issue notice that it will consider a resolution to issue a Development Variance Permit (DVP00673) to vary Sign Bylaw requirements at 301 Stewardson Way to allow a variance to the maximum number of fascia signs permitted, freestanding sign height, and freestanding sign landscaped planter requirements following an Opportunity to be Heard on February 24, 2020.

PURPOSE

Key West Ford has submitted an application to vary Sign Bylaw requirements at 301 Stewardson Way to allow for an increase in the maximum number of fascia signs permitted, freestanding sign height, and freestanding sign landscaped planter requirements. The purpose of this report is to request that Council issue notice that it will consider a resolution to issue a Development Variance Permit (DVP00673) following an Opportunity to be Heard on February 3, 2020.

BACKGROUND

The Key West Ford dealership is undergoing some improvements to the existing building. The improvements include, but are not limited to, a new addition to the building and renovations to the existing portion. As part of the improvements, the applicant is updating
the fascia signage and replacing the existing freestanding sign with a new sign that would not have a landscape planter at the base.

The applicant has acknowledged that the existing freestanding sign was constructed without a sign permit from the City and would like to bring the signage into compliance with the Sign Bylaw. The applicant has provided a letter outlining the rationale for the requested variances which is Attachment 1 to this report.

A summary of the Sign Bylaw Regulations being considered as part of this application is included in Attachment 2.

Property Information

Applicant: Key West Ford Sales LTD  
Current Zoning: Light Industrial Districts (M-1)  
OCP Land Use Designation: Lower Twelfth and Sharpe Street Study Area  
Frontage (Third Ave): 120.76 m (396.19 ft.)  
Frontage (Stewardson Way): 67.06 m (220.01 ft.)  
Site Area: 8,098 sq. m. (87,166 sq.ft.)

Development Permit Guidelines

The site is within the Mainland Lower Twelfth St and Sharpe Street Development Permit Area. The proposed signage is consistent with the architectural style, scale and materials of the Key West Ford development and its surrounding industrial context. The proposed signage is in compliance with the design guidelines.

Site Characteristics and Context

The site is currently surrounded on all sides by commercial and industrial development. To the north, west and south are car dealerships and auto repair businesses. To the east is the Gas Works site. A context map is provided below.
Context Map

PROJECT DESCRIPTION

Variances Proposed

The applicant is proposing to vary the maximum permitted number of fascia signs on a wall of a building, freestanding sign height, and the requirement for a landscaping planter at the base of the freestanding sign. Below, is a table outlining the relevant sections of the Sign Bylaw requested to be varied, the requirement outlined within the bylaw, and the proposed variance. A copy of the sign drawings are attached to this report as Attachment 3.

<table>
<thead>
<tr>
<th>Section to be Varied</th>
<th>Required</th>
<th>Variance Proposed</th>
</tr>
</thead>
</table>
| 10.4.1. – not more than one fascia sign shall be permitted for each street fronting wall of a building or business unit, except in the C-10 Large Format Commercial District where one fascia sign is permitted for each building wall. | One side per exterior wall of a building | South Elevation – to permit three signs
West Elevation – to permit two signs |
### 10.6.4 - a freestanding sign in Industrial, Commercial Service, Commercial Parking and C-10 Large Format Commercial zoning districts shall be either pylon or monument signs; shall be a maximum height of the lesser of the height of the principal building located on the parcel, or 6.0 metres; and shall have a sign area of not more than 15 square metres for each sign face;

| Not to exceed 6.0 metres in height | 7.5 metres |

| 10.6.8 - a freestanding signs above a height of 2.2 metres shall include a landscaped planter at the base of the freestanding sign, which shall be at least the size of the sign area. |

| Landscaped planter of same area as sign |

| No landscaped planter |

---

### EVALUATION OF VARIANCE

The following is an evaluation of the variances based on the Policy Approach to Considering Requests for Variances adopted on January 28, 2008.

#### Information Question

Q. What is the intent of the bylaws, which the applicant is seeking to have varied?

A. Sign Bylaw 7867, 2017:

*The purpose of Sign Bylaw 7867, 2017 is to regulate signs in a manner that promotes public safety, provides sufficient opportunities for a range of signs to advertise goods, services and businesses, and protects and enhances the character and aesthetic standards of the City and the vitality of its commercial districts.*

#### Assessment Questions

1. Is there a community benefit to the granting of the variances; beyond that received by the owner or occupant of the property?

   No. *The applicant would benefit from the increased number of fascia signage and increase height of the freestanding sign for a greater exposure of their business. The elimination of the landscape planter at the base of the*
freestanding sign is considered to be reasonable given that there is a fence between the sidewalk and the sign which screens the view of the base of the freestanding sign.

2. Is there a hardship involved in adhering to the pertinent bylaw? A hardship must relate to the location, size, geometry or natural attributes (e.g. slope, floodplain, rock formation, natural vegetation) of the site and not the personal or business circumstances of the applicant.

Yes. The subject site is bounded by highways and major roads where traffic moves at relatively higher speeds than typical city streets. In order for signs to be visible at these speeds, they must be larger. The site is also irregularly shaped, requiring additional fascia signs to provide visibility along road frontages.

3. If the answer to #1 is ‘No’, but the answer to question #2 is ‘Yes,’ can it still be demonstrated that the proposal still meets the intent of the bylaw?

Yes. The size and location of the signs will enable visibility from vehicles moving faster than on typical city streets. These signs are also consistent with the related design guideline regarding visibility.

4. Is this the most appropriate mechanism for achieving the end result of the proposed variances?

Yes. The Development Variance Permit application process is the correct mechanism to vary the Sign Bylaw and to allow for the proposed signage.

5. Are the proposed variances relatively minor?

Yes. The proposed variances are considered to be minor and do not adversely impact the character of the building, public realm, or the visual appeal.

Conclusion

As the location is an industrially zoned property in a location where traffic moves faster than other city streets, staff considers the variances to be reasonable.
REVIEW PROCESS

<table>
<thead>
<tr>
<th>Application made</th>
<th>November 27, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report to Council requesting notification of Opportunity to Be Heard (we are here)</td>
<td>January 27, 2020</td>
</tr>
<tr>
<td>Applicant to deliver notices to neighbours within 100 m./328 ft., advising of their DVP application</td>
<td>February 3, 2020</td>
</tr>
<tr>
<td>Opportunity to be Heard</td>
<td>February 24, 2020</td>
</tr>
</tbody>
</table>

OPTIONS

There are three options for Council’s consideration:

1. That Council issue notice that it will consider a resolution to issue a Development Variance Permit (DVP00673) to vary Sign Bylaw requirements at 301 Stewardson Way to allow a variance to the maximum number of fascia signs permitted, freestanding sign height, and freestanding sign landscape planter requirements following an Opportunity to be Heard on February 24, 2020.

2. That Council direct staff not to proceed with DVP00673.

3. That Council provide staff with other direction.

Staff recommends Option 1.

ATTACHMENTS

Attachment 1: Variance Rationale Letter
Attachment 2: Summary of the Regulation of the Sign Bylaw
Attachment 3: Sign Drawings

This report has been prepared by:
Hardev Gill, Planning Technician
Nazanin Esmaeli, Planning Assistant

This report was reviewed by:
Jackie Teed, Senior Manager of Development Services
City of New Westminster  January 27, 2020

Agenda Item 16/2020

Approved for Presentation to Council

Emilie K Adin, MCIP
Director of Development Services

Lisa Spitale
Chief Administrative Officer
Attachment 1:

Variance Rationale Letter
December 2, 2019

Development Services Department
City of New Westminster
511 Royal Ave.
New Westminster, BC V3L 1H9

Attn: Nazanin Esmaeli

Re: KeyWest Ford- 301 Stewardson Way- Variance application

Please accept the attached variance application to allow for a complete signage upgrade at Key West Ford.

Sign Bylaw non-conformities:

1. **FREESTANDING SIGN**
   10.6.4 a **freestanding sign** in Industrial, Commercial Service, Commercial Parking and C-10 Large Format Commercial **zoning districts** shall be either **pylon** or **monument signs**; shall be a maximum **height** of the lesser of the **height** of the principal building located on the **parcel**, or 6.0 metres.
   10.6.8 a **freestanding sign** above a height of 2.2 metres shall include a landscaped planter at the base of the **freestanding sign**, which shall be at least the size of the **sign area**.

2. **FASCIA SIGNS – South and West Elevations**
   10.4.1 not more than one **fascia sign** shall be permitted for each **street** fronting wall of a **building** or **business unit**, except in the C-10 Large Format Commercial District where one fascia sign is permitted for each building wall.

**Hardship/Design Rationale:**

Freestanding signage:

1. The freestanding sign is an existing sign and location. We are proposing to upgrade the sign and utilize the existing foundation. Unfortunately, the existing sign did not have a sign permit and needs to be brought up to current bylaw standards. The existing freestanding sign has been installed for many years without any issues.
2. The proposed freestanding sign has a height of 7.5m and is of reasonable size for the area. The site is located on a busy traffic corridor on Stewardson Way and the signage allows adequate visibility from fast moving traffic and the skytrain.
3. The current sign area is less than the existing signage area when the cladding is taken into consideration. The proposed cladding is smaller and will not contain the copy “Key West”.
4. There is currently no planter at the foundation of the sign, however, there is already landscaping on 3rd Ave., directly beside the sign. We believe the bylaw intent to have landscaping near the sign has been met.
Fascia Signage- South elevation:

1. The current proposal with 5 small signs is more architecturally pleasing than one large sign that would be allowed under the current bylaw. The signage is better balanced over the entire South Elevation.
2. The fascia signage exposure is minimal for a building of this size and scale
3. The proposed fascia signage faces the Skytrain serves as a directional function to fast moving traffic.
4. The South Elevation signage serves a wayfinding function for traffic turning onto 3rd Ave looking for the service department.

Fascia Signage- West Elevation:

1. The current proposal with 2 small signs is better balanced than one large sign.
2. The signage location is above one of the two main entrances.
3. The proposed fascia signage faces the Skytrain and heavy traffic along Stewardson Way and serves as a directional function to fast moving traffic.

Key West Ford is a valuable and long-standing member of the community and their success is important economically to the city and to the other businesses and residents of New Westminster. The Architect, Signage Professionals and our client all believe that the proposal is contributing to the beautification of the surrounding area and for these reasons and many more, we sincerely request the support of council with our proposal.

Best Regards,

Jordan Desrochers
Priority Permits- General Manager
Ph: 604-447-9650
Email: jordan@prioritypermits.com
Attachment 2:

Summary of the Regulation of the Sign Bylaw
Summary of the Regulation of the Sign Bylaw

Sign Bylaw

Signs are regulated under Sign Bylaw No. 7867, 2017. Regarding signage, the Sign Bylaw regulates the maximum number of fascia signs permitted on the exterior walls of a building, freestanding sign height, as well as landscaping requirements around a freestanding sign. The application would vary the following sections of the Sign Bylaw:

Section 10.4 – Fascia Signs

10.4.1. – not more than one fascia sign shall be permitted for each street fronting wall of a building or business unit, except in the C-10 Large Format Commercial District where one fascia sign is permitted for each building wall.

Section 10.6 – Freestanding Signs

10.6.4 - a freestanding sign in Industrial, Commercial Service, Commercial Parking and C-10 Large Format Commercial zoning districts shall be either pylon or monument signs; shall be a maximum height of the lesser of the height of the principal building located on the parcel, or 6.0 metres; and shall have a sign area of not more than 15 square metres for each sign face;

10.6.8 - a freestanding signs above a height of 2.2 metres shall include a landscaped planter at the base of the freestanding sign, which shall be at least the size of the sign area.
Attachment 3:

Sign Drawings
ELECTRICAL SPECIFICATIONS:
All Ford signs require DEDICATED 120-volt, 20-amp electrical circuits. The number of circuits required are shown below. Wall and access specifications are provided on the following pages.

<table>
<thead>
<tr>
<th>Electrical Circuit Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONE (1)</td>
</tr>
<tr>
<td>ONE (1)</td>
</tr>
<tr>
<td>ONE (1)</td>
</tr>
<tr>
<td>ONE (1)</td>
</tr>
</tbody>
</table>

SOUTH ELEVATION

KEY WEST

FOUR (4) FORD SIGNS REQUIRED

1. One (1) Electrical Circuit Required
2. One (1) Electrical Circuit Required
3. One (1) Electrical Circuit Required
4. One (1) Electrical Circuit Required

KEY WEST

10.5" in white letters

SERVICE

24" in blue letters
ELECTRICAL SPECIFICATIONS:
All Ford signs require DEDICATED 120-volt, 20-amp electrical circuits. The number of circuits required are shown below. Wall and access specifications are provided on the following pages.
ELECTRICAL SPECIFICATIONS:
All Ford signs require DEDICATED 120-volt, 20-amp electrical circuits. The number of circuits required are shown below. Wall and access specifications are provided on the following pages.
Illuminated emblems and letters require an electrical conduit through the wall. All Ford signage requires 120v service. Circuit should not be connected to any energy management system. Sufficient access and working space behind all sign elements are required to allow ready and safe installation, operation and maintenance of signs and electrical connections.

Refer to architectural and structural drawings for actual wall construction.

Electrical conduit through wall - by Sign Installer. Provided by Sign Installer.

30" x 24" (minimum) access panel opening required for all sign elements.

5/8" or 3/4" solid plywood backing required. Back of wall must be accessible behind signs. Wall shall have sufficient structure to support sign.

Please retain Access for future sign/electrical maintenance.
New Ford Oval Brand Pylon Sign Install

An attempt will be made to retrofit the existing sign foundation, engaging the assistance of a local engineer at the dealer’s expense. The dealer will be advised of any revisions required following the engineering review, and associated cost adjustments (with associated removal costs for the old sign) will be made to the dealer’s final billing.

ELECTRICAL SPECIFICATIONS:
All Ford signs require DEDICATED 120-volt, 20-amp electrical circuits. The proposed F73 P20 sign requires one (1) dedicated circuit with conduit and wire size conforming to local code.
RECOMMENDATION

THAT Council receives this report on the status of the City's investment portfolio for information.

SUMMARY

The City’s investment portfolio has a balance of $179 million as at December 31, 2019. The portfolio balance is $16 million higher than it was at December 31, 2018. The increase is partly due to funds being set aside for major capital projects. The funds are expected to be utilized as the projects progress.

The City has earned $4.3 million on its investments for the year. The majority of the City’s investments are with the Municipal Finance Authority’s (MFA) pooled investment funds and are invested in longer term investments. In order to diversify the City’s investments, the City is invested in high interest savings accounts, one with Scotiabank and one with the MFA. Both the Scotiabank and MFA high interest accounts are currently offering an interest rate of 2.46%.

BALANCES

On December 31, 2019 the City's investment balances were as follows:
MUNICIPAL FINANCE AUTHORITY (‘MFA’) POOLED INVESTMENT FUNDS

The MFA investment program offers pooled investment options in the Money Market, Intermediate, and Bond Funds. Municipalities may participate in one or all of the funds for competitive rates of return and excellent liquidity in low risk investments.
The MFA is capable of generating competitive returns due to fewer restrictions through legislation than that of municipalities. The funds are well diversified and managed by Phillips, Hager & North in compliance with MFA’s investment policies. The funds are benchmarked against Financial Times Stock Exchange (FTSE) indices and are shown on Schedule “A” attached.

The MFA continues to perform above its benchmarks. The one year rates of return as at December 31, 2019, for MFA funds measured against the FTSE were: Money Market Fund 1.86%; Intermediate Fund 2.29%; and Bond Fund 3.14%; the one year rates of return of the FTSE benchmarks were 1.53%, 1.73%, and 2.89% respectively (Schedule A). The rates of return for the MFA Money Market Fund, Intermediate Fund, and Bond Fund have improved since December 2018, when they were 1.65%, 1.90%, and 1.76% respectively.

The MFA is launching a new pooled Mortgage Fund in the next few weeks providing local governments an opportunity to diversify their investments. The City has committed to move $10M into this new fund. As we work through the operating budget we will continue to work closely with the MFA as they explore the possibility of launching additional investment products.

**MARKET OUTLOOK**

On December 4, 2019, the Bank of Canada kept its interest rate at 1.75 per cent. In supporting its decision, the Bank noted that Canada’s economy continues to grow in line within expectation; CPI inflation is close to the Bank’s 2% target; global economy is showing signs of stability after US-China agreed to phase one of a potential trade deal.

**ATTACHMENTS**

Attachment #1 - Schedule A

This report has been prepared by Lorraine Lyle, Manager, Financial Services

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Agenda Item 23/2020
City of New Westminster  
January 27, 2020

Agenda Item 23/2020

Approved for Presentation to Council

Colleen Ponzini, CPA, CGA  
Director of Finance

Lisa Spitale  
Chief Administrative Officer
Attachment #1

Schedule A
Schedule A
Annualized Rates of Return on MFA Funds
As at December 31, 2019

MFA Money Market Fund

MFA Intermediate Fund

MFA Bond Fund

[Bar charts showing growth for MFA Money Market Fund, MFA Intermediate Fund, and MFA Bond Fund for Year-to-Date %, One Year %, and 5 Years Annualized % with MFA and Benchmark data.]
REPORT
Finance and Information Technology

To: Mayor Coté and Members of Council
From: Colleen Ponzini, CPA, CGA
       Director of Finance
Date: 1/27/2020
File: Item #: 20/2020

Subject: Major Purchases September 1st to December 31st, 2019

RECOMMENDATION

THAT Council receives this report for information.

PURPOSE

The purpose of this report is to provide Council with a list of the City’s major purchasing transactions for the period from September 1st to December 31st, 2019.

POLICY / PAST PRACTICE

The City’s Procurement Policy (Policy) requires staff to report back to Council every four months on all contracts awarded during the period in excess of $100,000 and all sole source awards in excess of $50,000.

DISCUSSION

All awards have been reviewed and meet the requirements of the Policy. For Sole Sourced contracts, the awards were made based on there being only one qualified vendor or the work was deemed to be integral to previously awarded work.

For the four month period ending December 31st, 2019 the Purchasing Division was involved in the preparation and administration of 14 competitive bid documents. Also for
this period; the Purchasing Division identified 17 awards, purchase orders, or change orders that met the parameters of this report requirement (Attachment 1). Of these, 3 were competitive contract awards, 8 were sole source awards, and 6 were a change order to an existing contract.

CONCLUSION

The Purchasing Division continues to provide guidance and administration on purchasing matters to all City Departments through the City’s purchasing model and Policy. In accordance with the Policy, staff has prepared this report summarizing the major purchasing transactions for the period September 1st to December 31st, 2019 for Council’s information.

ATTACHMENTS

Major Purchases Greater Than $100,000 and Sole Source Awards Greater Than $50,000

This report has been prepared by Patrick Shannon, Manager, Purchasing

Approved for Presentation to Council

Colleen Ponzini, CPA, CGA
Director of Finance

Lisa Spitale
Chief Administrative Officer
Attachment #1

MAJOR PURCHASES GREATER THAN $100,000 AND
SOLE SOURCE AWARDS GREATER THAN $50,000

For the period from
September 1st to December 31st, 2019
Purchases or change orders greater than $100,000, Sole Source awards greater than $50,000 and Exemptions from Competitive Purchasing practices, for the period from September 1, 2019 to December 31, 2019.

<table>
<thead>
<tr>
<th>Department</th>
<th>SUPPLIER</th>
<th>ITEM DESCRIPTION</th>
<th>AMOUNT</th>
<th>PROCUREMENT MODEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering</td>
<td>Bluecon Design &amp; Construction Ltd</td>
<td>Substation Preload Additional Work</td>
<td>$143,050</td>
<td>Change Order</td>
</tr>
<tr>
<td>Engineering</td>
<td>Bowen Land And Sea Taxi Ltd</td>
<td>Q2Q Ferry Operator Year One</td>
<td>$686,000</td>
<td>Tendered</td>
</tr>
<tr>
<td>Engineering</td>
<td>Chandos Construction Ltd</td>
<td>Award for the construction of the Sportsplex</td>
<td>$5,139,150</td>
<td>Change Order</td>
</tr>
<tr>
<td>Engineering</td>
<td>Eurovia BC Inc</td>
<td>Construction of new roadway on Carter St</td>
<td>$863,093</td>
<td>Tendered</td>
</tr>
<tr>
<td>Engineering</td>
<td>Hyland Excavating Ltd</td>
<td>Additional work completed on the watermain replacement project</td>
<td>$281,158</td>
<td>Change Order</td>
</tr>
<tr>
<td>Engineering</td>
<td>Hyland Excavating Ltd</td>
<td>Additional work completed on the watermain replacement project</td>
<td>$715,398</td>
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<tr>
<td>Engineering</td>
<td>Lanarc 2015 Consultants Ltd</td>
<td>Integrated Stormwater Management Plan</td>
<td>$74,958</td>
<td>Sole Sourced</td>
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<tr>
<td>Engineering</td>
<td>Mainland Construction Materials ULC</td>
<td>2019 Capital Pavement Additional Work</td>
<td>$448,904</td>
<td>Change Order</td>
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<tr>
<td>Engineering</td>
<td>Rima Environmental Consulting Inc</td>
<td>Disposal of Queen's Park Sewers Contaminated Soil</td>
<td>$96,187</td>
<td>Sole Sourced</td>
</tr>
<tr>
<td>Engineering</td>
<td>Superior City Services Ltd</td>
<td>Sixth Street Outfall Rehabilitation</td>
<td>$244,500</td>
<td>Tendered</td>
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<tr>
<td>Engineering</td>
<td>Targa Contracting Ltd</td>
<td>Disposal of Queen's Park Sewers Contaminated Soil</td>
<td>$139,038</td>
<td>Change Order</td>
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<tr>
<td>Parks &amp; Recreation</td>
<td>Sharp Marine Restoration</td>
<td>Samson V Paddelwheel Restoration</td>
<td>$57,136</td>
<td>Sole Sourced</td>
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<tr>
<td>Electrical</td>
<td>Fortran</td>
<td>Traffic Signal Controllers</td>
<td>$91,495</td>
<td>Sole Sourced</td>
</tr>
<tr>
<td>Electrical</td>
<td>Fred Thompson Contractors</td>
<td>Underground Electrical Works</td>
<td>$51,403</td>
<td>Sole Sourced</td>
</tr>
<tr>
<td>Electrical</td>
<td>Graybar</td>
<td>BridgeNet Fibre Cables</td>
<td>$64,073</td>
<td>Sole Sourced</td>
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<tr>
<td>Fire</td>
<td>Containers West</td>
<td>Training Prop Relocation and Design</td>
<td>$101,960</td>
<td>Sole Sourced</td>
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<td>Development Svcs</td>
<td>Pinna Sustainability Inc Svcs</td>
<td>Rental Housing Revitalization</td>
<td>$70,000</td>
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</table>
REPORT
Parks & Recreation

To: Mayor Coté and Members of Council  Date: 1/27/2020

From: Dean Gibson  File: 1559429
Director, Parks & Recreation

Subject: 2019 New West Grand Prix  Item #: 27/2020

RECOMMENDATION

THAT this report be received for information.

PURPOSE

The purpose of the report is to provide Council with a summary of the 2019 New West Grand Prix, held July 09, 2019.

BACKGROUND

BC Superweek has existed for over a decade and consists of six separate events including the Tour de Delta, New West Grand Prix, Global Relay Gastown Grand Prix, Giro di Burnaby, PoCo Grand Prix and the Tour de White Rock. The series has a total prize purse of more than $140,000 and has fast become one of the most prestigious pro-cycling events in North America.

On July 11, 2017 cyclists from around the world gathered in New Westminster for the inaugural New West Grand Prix (NWGP). An estimated 4,000 spectators gathered in downtown New Westminster to watch the races. Canadian Olympic bronze medalist Kirstie Lay and German Florenz Knaure took the first New West Grand Prix titles. Given the success of the first year, Council committed to hosting the NWGP for the remaining three years (2018, 2019 & 2020) of the BC Superweek Pro Cycling Series.
DISCUSSION

In 2018 and 2019, the NWGP saw a steady growth in attendance, increased business participation, consistent uptake with sponsors and significant earned media.

Highlights from 2019 include:

- Overwhelming support from over 140 community volunteers, 21 cash and 14 in-kind sponsors
- Increase in spectator attendance estimated at over 5,000
- Exceeded expectations in Kids Race participation of 235
- Participation of 190 athletes from 10 different countries
- Positive feedback from the professional riders
- Enthusiastic experience reported by the spectators with 83% of surveyed attendees reporting that they are repeat attendees and will continue to attend the NWGP in the future.

Event Goals
In 2019 the NWGP Sub-Committee (with representatives from the Downtown BIA, Tourism New Westminster, New Westminster Chamber of Commerce, New Westminster residents and staff) worked together to set goals for the NWGP. The following goal statements were adopted:

1) Enhance the experience to appeal to a broader audience
2) Increase the regional attendance
3) Increase the engagement of the New Westminster business community

In order to achieve the goals, action items were implemented and the following outcomes were realized:

<table>
<thead>
<tr>
<th>Goal</th>
<th>Action Item</th>
<th>Outcome</th>
</tr>
</thead>
</table>
| Enhance the experience to appeal to a broader audience | • Expanded advertising to radio  
• Attended local sports days  
• Program a variety of activations to attract a broader audience | Engaged the New Westminster Secondary School, Royal City Wrestling and other community groups to participate in race day activations |
| Increase the regional attendance | • Advertised on regional event calendars  
• Advertised on the radio | Increased regional attendees by 18% |
Goal | Action Item | Outcome
--- | --- | ---
Increase the engagement of the New Westminster business community | • Expanded the business engagement program | 50% increase in business community participation

Volunteers
Over 140 community members signed up to volunteer for the event with an overwhelming number of the volunteers reporting a positive experience and 94% committing to volunteering again next year.

Local Business Participation Program
In 2019 a participation program was implemented for local businesses. The program offers businesses the opportunity to either become a cowbell stop or to participate in the Begbie Street Pit Stop Meals to Go program. In addition to drawing spectators into the participating establishments the businesses are included in the program advertising. This program continues to be a success and the 2019 NWGP saw an increase of participation with 12 new businesses joining the festivities as a “New West Business Partner” for a total of 26. Over 100% increase from 2018.

Tourism New Westminster
Tourism New Westminster (TNW) hosted an information booth and during the event collected informal feedback from the spectators. TNW reports that the overall “vibe” was very positive and that the businesses remaining open were busier than usual.

Event Acknowledgement
This year BC Superweek Pro Cycling Series was named to the debut list of Top 100 Events in Vancouver. Every year, the BizBash editor researches events throughout North America, recognizing the most influential annual gatherings that break barriers, challenge the norms, and push limits to reach and engage audiences in a thoughtful way.

Sponsorship
The sponsorship program is a key factor in the success of the NWGP. This year the program was successful in securing new sponsorship opportunities:

<table>
<thead>
<tr>
<th>Year</th>
<th>Cash</th>
<th>In-Kind</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>$32,500</td>
<td>$26,060</td>
</tr>
<tr>
<td>2018</td>
<td>$22,250</td>
<td>46,365</td>
</tr>
<tr>
<td>2019</td>
<td>$40,750</td>
<td>$66,434</td>
</tr>
</tbody>
</table>

The sponsorship program was updated this year and a new $500 “Fan Sponsor” level was created. This level was created in an effort to offer small businesses an opportunity to
participate. The goals set for sponsorship were exceeded for 2019 with 21 cash and 14 in-kind sponsors secured. A listing of event sponsors and their feedback is included in Attachments 1 and 2.

On February 19th 2019, the first NWGP Sponsor Night and Launch was held at El Santo restaurant where 2019 Sponsors were recognized for their financial contributions, new sponsors were provided with sponsorship opportunities and the NWGP Video was launched. The 2020 Official Sponsorship Night and Launch was held on November 7th as it was felt that by generating excitement earlier in the planning process, businesses would be able to plan for their 2020 sponsorship commitments.

**Future Event Recommendations**

Staff will report back to Council with recommendations for the 2020 event and the City’s ongoing involvement with the BC Superweek series beyond 2020.

**FINANCIAL IMPLICATIONS**

The 2019 New West Grand Prix budget was $169,295 and the actuals totaled $105,199.

<table>
<thead>
<tr>
<th>Expenditures/Rev</th>
<th>2019 Budget</th>
<th>2019 Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labour</td>
<td>36,945</td>
<td>28,876</td>
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<tr>
<td>Supplies and Equipment</td>
<td>111,350</td>
<td>104,954</td>
</tr>
<tr>
<td>Marketing</td>
<td>21,000</td>
<td>21,762</td>
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<tr>
<td>Revenue/Sponsorship</td>
<td></td>
<td>50,393</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$169,295</strong></td>
<td><strong>$105,199</strong></td>
</tr>
</tbody>
</table>

**INTERDEPARTMENTAL LIAISON**

Staff from the Parks and Recreation Department and the Office of the CAO have collaborated in the preparation of this report.

**OPTIONS**

Options for Council’s consideration include:

1. Receive this report for information;
2. Provide staff with alternate direction.

*Options #1 is recommended.*
City of New Westminster  January 27, 2020

ATTACHMENTS

Attachment #1 - New West Grand Prix Sponsors (2019)
Attachment #2 - New West Grand Prix Sponsor Feedback (2019)

This report has been prepared by Michelle Dean, Special Event Coordinator.

This report was reviewed by:

Approved for Presentation to Council

Dean Gibson
Lisa Spitale
Chief Administrative Officer
Attachment A:

New West Grand Prix Sponsors (2019)
New West Grand Prix Sponsors (2019)

Cash
Starlight Casino
Piva
Sprout & Harvest Marketing Inc.
Sea to Sky Law
Offworld Industries
Lexus
Landcor Data
Skyllen Pacific Real Estate Development Ltd.
Custom Realty
Anvil Centre Office Tower
Accurate Lock & Safe Co. Ltd.
New West Auto Collision and Glass
Novus Entertainment Inc.
Martin Kastelein, Notary Public
Arc'teryx
Ewen Townhomes by Berar Group of Companies
Altimia Group Project (Irving Living) Ltd.
TransLink
Avocette Technologies Inc.
Strong Side Conditioning
Park Georgia Realty

In-Kind
Royal Printers
Piva (in-kind)
Steel & Oak Brewing Company
The Original Bike Shop
Champion System
El Santo
Landmark Cinemas Canada
Royal City Wrestling
Coke Canada
102.7 The Peak
The New Westminster Record
Global BC
Kelly O’Bryan’s New Westminster
Queen’s Park Florist
Attachment B:

New West Grand Prix Sponsor Feedback (2019)
New West Grand Prix Sponsor Feedback (2019)

Feedback from the sponsors was overwhelming positive with comments such as,

- "Awesome event! Had a great time",
- "A great time had by all.
- "Congratulations to you and the entire team for a successful event and what an honor for Rudy and Tom to present the award"
- "We had a great time at the race and yes our first and hopefully not our last"
- "Boy the ladies and men are amazing racers and what speeds."
- "It was a pleasure meeting you and hopefully we can partake in this type of event in the future."
There is no Report with this Item.  
Please see Attachment(s).
Corporation of the City of New Westminster

Bylaw No. 8151, 2019

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 (2019-2023) Bylaw No. 8104, 2019); and
   

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:
Interpretation

1. In this bylaw,

   “Official Community Plan” means Schedule 1 to Official Community Plan Bylaw No. 7925, 2017,

   “Official Community Plan Development Permit Areas” means Schedule B to the Official Community Plan,

   “Downtown Community Plan” means Schedule C to the Official Community Plan, and

   “Queensborough Community Plan” means Schedule D to the Official Community Plan.

Amendments to the Official Community Plan

2. “The Purpose of this Plan” section of the Official Community Plan is amended by replacing “ays” with “ways”.

3. The introduction of section “11.0 Transportation and Accessibility” of the Official Community Plan is amended by replacing “serveral” with “several”.

4. The content of the section titled “Policy 11.1” of the Official Community Plan is amended by replacing “cyclist” with “cyclists”.

5. The “Introduction” section of the “Land Use Designations and Map” section of the Official Community Plan is amended by replacing “should be read in conjunction” with “should be read together”.

6. The “Outline” section of the “Land Use Designations and Map” section of the Official Community Plan is amended by replacing all instances of “complimentary” with “complementary”, and by replacing “primarily” with “primary”.

7. The “(RGO) Residential – Ground Oriented Infill Housing” and “(RT) Residential – Infill Townhouse” land use designations of the Official Community Plan are amended by replacing all instances “townhouse” with “infill townhouse”, and all instances of “rowhouse” with “infill rowhouse”.

8. The “(BC) Bent Court Study Area” land use designation of the Official Community Plan is amended by replacing “Advanced” with “Advance”.

9. In the “Land Use Designations” section of the Official Community Plan is amended by replacing all instances of “institutional uses (e.g. child care, care facilities)” with “institutional uses (e.g. child care, care facilities, places of worship)”.
10. Map 2, 3, 7, 8, 9, 11, 12, 13, 15 and 17, RCS Map 2, 3, and 4, and Appendix A, B, and C of the Official Community Plan are amended by amending the street name label from “Sapperton” or “Sapperton Ave” to “Brunette” or “Brunette Ave”.

11. The Official Community Plan is amended by altering the land use designation of the property having a civic address of 361 Keary Street and more particularly described as:

Legal Description: LOT 18, NEW WEST DISTRICT, PLAN NWP2620 SUBURBAN BLOCK 3, GROUP 1, OF THE N 1/2 OF LOT 20

PID: 013-249-754

from (RD) Residential – Detached and Semi-Detached Housing to (RM) Residential – Multiple Unit Building, and by amending Map 17 and Appendix C Land Use Designation Map accordingly.

12. The Official Community Plan is amended by altering the land use designation of the property having a civic address of 345 Keary Street and more particularly described as:

Legal Description: LOT 38, NEW WEST DISTRICT, PLAN NWP2620 SUBURBAN BLOCK 3, GROUP 1, OF LOTS 8 & 9

PID: 012-369-373

from (RD) Residential – Detached and Semi-Detached Housing to (RGO) Residential – Ground Oriented Infill Housing, and by amending Map 17 and Appendix C Land Use Designation Map accordingly.

13. The Official Community Plan is amended by altering the land use designation of the property having a civic address of 1906 River Drive and more particularly described as:

Legal Description: LOT 1, NEW WEST DISTRICT, PLAN NWP2620 PARCEL A, SUBURBAN BLOCK 9, PART E 1/2, EXCEPT PLAN PCL 1; EXPL PL NWP10154, (EXPL PL NWP9183)

PID: 013-513-176

from (RD) Residential – Detached and Semi-Detached Housing to (I) Industrial, and by amending Map 17 and Appendix C Land Use Designation Map accordingly.

14. The Official Community Plan is amended by altering the land use designation of the property having a civic address of 522 Fader Street and more particularly described as:

Legal Description: LOT A, NEW WEST DISTRICT, PLAN NWP16242 SUBURBAN BLOCK 2, GROUP 1.

PID: 010-168-699
Bylaw No. 8151, 2019

from (RD) Residential – Detached and Semi-Detached Housing to (P) Major Institutional, and by amending Map 17 and Appendix C Land Use Designation Map accordingly.

Amendments to the Official Community Plan Development Permit Areas

15. Official Community Plan Development Permit Areas is amended by adding a comma after: “By conforming to the guidelines”.

16. Official Community Plan Development Permit Areas is amended by adding the following to the end of the “Introduction” section: “Unless otherwise noted in the Development Permit Area, where a certain development type is not specifically covered by the Development Permit Area, applicable guidelines from other Development Permit Areas should be combined and used collectively.”

17. Official Community Plan Development Permit Areas is amended by deleting the “General Exemptions” section and replacing it with the following:

GENERAL EXEMPTIONS
A Development Permit will not be required for:
• Construction of single detached dwellings and non-residential structures accessory to single detached dwellings, and consequential site alterations.
• In relation to an existing building or structure, any of the following maintenance work, provided the work not involve a change in the exterior design or material composition of the building or structure: repainting or recladding of a building, roof repair including replacement of shingles, restoration or replacement of windows, doors, stairs or exterior trim elements, and replacement of awnings.
• Maintenance of landscaping that does not involve a change in design.
• Exterior building or structure painting.
• Construction of accessory buildings or structures with a floor area equal to or less than 10 square metres (108 square feet).
• Construction, building alterations or site alterations associated with approved temporary use permits.
• Internal alterations made to buildings and structures.
• Signs.
• Subdivision of land.

18. The “Introduction” section of section “1.3 Townhouses and Rowhouses” of the Official Community Plan Development Permit Areas is amended by deleting the last paragraph and replacing it with the following:

Applications to develop properties located within this Development Permit Area for commercial uses, in accordance with existing commercial zoning, must instead comply with the guidelines included in the Brunette Employment Lands Development Permit Area.
19. The “Introduction” section of section “2.2 Sixth Street” of the Official Community Plan Development Permit Areas is amended by removing “must instead comply with the guidelines included in the Sixth Street Commercial Corridor Development Permit Area” and replacing with “must instead comply with the guidelines included in the Uptown Mixed Use Nodes Development Permit Area”.

20. The photo caption in section “3.1 Upper Twelfth Street” of the Official Community Plan Development Permit Areas is amended by removing “Clearly market” and replacing with “Clearly marked”.

21. The “Introduction” section of sections “3.1 Upper Twelfth Street” and “3.2 East Columbia Street” of the Official Community Plan Development Permit Areas are amended by removing “activate” and replacing with “active”.

22. Sections “4.2 Eighth Avenue & McBride Boulevard” and “4.3 Braid St & Brunette Ave” of the Official Community Plan Development Permit Areas are amended by renumbering the subsection titles to remove the duplication of “4.2.18” and “4.3.18”.

23. The “Introduction” section of section “8.2 Lower Twelfth St. & Sharpe St.” of the Official Community Plan Development Permit Areas is amended by removing “must instead comply with the design guidelines included in the Brunette Avenue Mixed Employment Development Permit Area” and replacing with “must instead comply with the design guidelines included in the Brunette Employment Lands Development Permit Area”.


25. The Official Community Plan Development Permit Areas is amended by altering the Development Permit Area of the property having a civic address of 361 Keary Street and more particularly described as:

<table>
<thead>
<tr>
<th>Legal Description:</th>
<th>LOT 18, NEW WEST DISTRICT, PLAN NWP2620 SUBURBAN BLOCK 3, GROUP 1, OF THE N 1/2 OF LOT 20</th>
</tr>
</thead>
<tbody>
<tr>
<td>PID:</td>
<td>013-249-754</td>
</tr>
</tbody>
</table>

from 1.1 Laneway and Carriage Houses to 1.4 Multiple Unit Residential, and by amending DPA Map 1.1 Laneway and Carriage Houses Development Permit Areas and DPA Map 1.4 Multiple Unit Residential Development Permit Areas accordingly.

26. The Official Community Plan Development Permit Areas is amended by altering the Development Permit Area of the property having a civic address of 345 Keary Street and more particularly described as:
Legal Description: LOT 38, NEW WEST DISTRICT, PLAN NWP2620 SUBURBAN BLOCK 3, GROUP 1, OF LOTS 8 & 9
PID: 012-369-373

from 1.1 Laneway and Carriage Houses to 1.2 Ground Oriented Housing, and by amending DPA Map 1.1 Laneway and Carriage Houses Development Permit Areas and DPA Map 1.2 Ground Oriented Housing Development Permit Areas accordingly.

27. The Official Community Plan Development Permit Areas is amended by altering the Development Permit Area of the property having a civic address of 1906 River Drive and more particularly described as:

Legal Description: LOT 1, NEW WEST DISTRICT, PLAN NWP2620 PARCEL A, SUBURBAN BLOCK 9, PART E 1/2, EXCEPT PLAN PCL 1; EXPL PL NWP10154, (EXPL PL NWP9183)
PID: 013-513-176

from 1.1 Laneway and Carriage Houses to 6.4 Industrial, and by amending DPA Map 1.1 Laneway and Carriage Houses Development Permit Areas and DPA Map 6.0 Employment Lands Development Permit Areas accordingly.

28. The Official Community Plan Development Permit Areas is amended by removing the property having a civic address of 522 Fader Street and more particularly described as:

Legal Description: LOT A, NEW WEST DISTRICT, PLAN NWP16242 SUBURBAN BLOCK 2, GROUP 1.
PID: 010-168-699

from 1.1 Laneway and Carriage Houses and by amending DPA Map 1.1 Laneway and Carriage Houses Development Permit Areas accordingly.

29. The Official Community Plan Development Permit Areas is amended by removing the property having a civic address of 895 Thirteenth Street and more particularly described as:

Legal Description: LOT 93, NEW WEST DISTRICT, PLAN NWP65235 SUBURBAN BLOCK 12, GROUP 1
PID: 003-576-361

from 2.1 Upper Twelfth Street and by amending DPA Map 2.0 Residential Corridors Development Permit Areas accordingly.

30. The Official Community Plan Development Permit Areas is amended by adding the following subject properties as shown on Appendix 1 to this Bylaw and municipally known as 2312, 2313, 2342, 2344, and 2346 Marine Drive, and 2320, 2326, 2328, 2329, 2330, 2331, 2333, 2334, 2337,
2338, 2341, 2345, 2346, 2347, 2348, and 2352 Trapp Road, to 1.3 Townhouses and Rowhouses Development Permit area, and by amending DPA Map 1.3 Townhouses and Rowhouses Development Permit Areas accordingly.

**Amendments to the Downtown Community Plan**

31. The Downtown Community Plan is amended by adding the following after the “Downtown Development Permit Area” section in section 16.0 Development Permit Area:

**GENERAL EXEMPTIONS**

A Development Permit and a Special Development Permit will not be required for:

- Construction of single detached dwellings and non-residential structures accessory to single detached dwellings, and consequential site alterations.
- In relation to an existing building or structure, any of the following maintenance work, provided the work not involve a change in the exterior design or material composition of the building or structure: repainting or recladding of a building, roof repair including replacement of shingles, restoration or replacement of windows, doors, stairs or exterior trim elements, and replacement of awnings.
- Maintenance of landscaping that does not involve a change in design.
- Exterior building or structure painting.
- Construction of accessory buildings or structures with a floor area equal to or less than 10 square metres (108 square feet).
- Construction, building alterations or site alterations associated with approved temporary use permits.
- Internal alterations made to buildings and structures.
- Signs.
- Subdivision of land.

32. The Downtown Community Plan is amended by deleting the “Appendices” section, including “Appendix No.1”.

33. Schedule B of the Downtown Community Plan is amended by removing “44. Hill Block (Royal City Glass Building), 711 Carnarvon Street”.

**Amendments to the Queensborough Community Plan**

34. The Queensborough Community Plan is amended by replacing all instances of “Port Metro Vancouver” with “Port of Vancouver”.

35. The “Table of Contents” and “List of Schedules” sections of the Queensborough Community Plan are amended by replacing “A. Floodplain Boundary” with “A. Hazard Area Map”.

36. The “This Plan...” subsection of the “Economy and Employment in Queensborough Community Plan” section in the Queensborough Community Plan is amended by replacing “there is more
land designated Light Industrial, Heavy Industrial and Mixed Employment” with “there is more land designated Industrial and Mixed Employment”.

37. The “This Plan...” subsection of the “Economy and Employment in Queensborough Community Plan” section in the Queensborough Community Plan is amended by deleting and replacing the second paragraph with:

   To increase the flexibility of industrial land use, this Plan designates land “Industrial” that was designated “Water Dependent Industry” in the previous plan. The new Industrial designation includes water dependent industry as a permitted use (i.e. water dependent industry is now a permitted use, rather than a required use).

38. The content of the section titled “Policy 2.3” of the Queensborough Community Plan is amended by deleting the last sentence of the “Heavy Industrial Lands” section and replacing it with:

   The City will encourage heavy industrial businesses to make use of their strategic riverfront location.

39. The content of the section titled “Policy 2.3” of the Queensborough Community Plan is amended by deleting the last paragraph of the “Light Industrial Lands” section and replacing it with:

   Light Industrial uses should be strategically located on industrial lands less suited to heavy industry, such as smaller parcels, and areas near less intensive uses or the arrival into the community.

40. The Queensborough Community Plan is amended by deleting and replacing section “11.0 Land Use Designations” with text and map included in Appendix 2 of this bylaw, and by amending Schedule C Land Use Designation Map accordingly.

41. The Queensborough Community Plan is amended by deleting the introductory text and table of contents in section “12.0 Development Permit Areas” and replacing it with text included in Appendix 3 to this bylaw.

42. The Queensborough Community Plan is amended by altering the Development Permit Area of the property having a civic address of 722 Ewen Avenue and more particularly described as:

   Legal Description: LOT 7, BLOCK 22, DISTRICT LOT 757, NEW WEST DISTRICT, PLAN NWP2620 GROUP 1, OF THE EAST HALF.
   PID: 005-792-584

   from A.1 Queensborough Main Street and by amending Map A Commercial and Mixed-Use Development Permit Areas accordingly.
43. The Queensborough Community Plan is amended by deleting the introduction section of “#1 Queensborough Main Street” and replacing it with:

#1 Queensborough Main Street

The Queensborough Main Street areas, identified as Development Permit Area #1 [see Map A], are designated to create a “main street” feel on Ewen Avenue and on Mercer Street, and to provide a neighbourhood focus with a riverfront community character. This Development Permit Area encourages best practices for promoting water and energy conservation and reducing greenhouse gas emissions. It also establishes guidelines for the form and character of commercial and multi-family residential development.

Properties located within this Development Permit Area that are zoned Light Industrial Districts (M-1) that develop industrial uses in accordance with the zone must instead comply with the guidelines included in the Queensborough Industrial and Mixed Employment Development Permit Area.

44. The Queensborough Community Plan is amended by renumbering section “#2 Compact Lot” to remove the duplication of CL.17.

45. The Queensborough Community Plan is amended by deleting the second and third paragraphs of the introduction section of “#1 Queensborough Comprehensive Development” and replacing them with:

Properties located within this Development Permit Area that are zoned Light Industrial Districts (M-1) or Heavy Industrial Districts (M-2) that develop industrial uses in accordance with the industrial zoning must instead comply with the guidelines included in the Queensborough Industrial and Mixed Employment Development Permit Area.

46. The Queensborough Community Plan is amended by deleting all instances of “Queensborough Light Industrial and Mixed Employment Development Permit Area” and replacing with “Queensborough Industrial and Mixed Employment Development Permit Area”.

47. The Queensborough Community Plan is amended by deleting “#1 Queensborough Heavy Industrial Development Permit Area” and “#2 Queensborough Light Industrial and Mixed Employment Development Permit Area”, and adding “#1 Queensborough Industrial and Mixed Employment Development Permit Area”, included in in Appendix 4 to this bylaw.

48. The Queensborough Community Plan is amended by deleting “#3 Queensborough Industrial Park Development Permit Area”.

49. The Queensborough Community Plan is amended by deleting and replacing “Map C Industrial And Mixed Employment Development Permit Areas” with the map included in Appendix 5 to this bylaw.
50. The Queensborough Community Plan is amended by deleting Appendix No. 3, and renumbering remaining appendices be as appropriate throughout the document.

51. Appendix No. 4 of the Queensborough Community Plan is amended by deleting section “7.1.4 Blackley Street”, including Figure 17, and replacing it with the text and figure included in Appendix 6 to this bylaw.

52. The Official Community Plan, Official Community Plan Development Permit Areas, and Queensborough Community Plan are amended by adding street names to all Land Use Designation Maps and all Development Permit Area Maps.

Consequential Amendments

53. The Official Community Plan and each of its schedules is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format and numbering of the plan, maps and map legends and the table of contents.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this _______ day of ______________, 2019.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this _______ day of ______________, 2019.

PUBLIC HEARING held this ____________ day of __________________, 2020.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this _______ day of ______________, 2020.

ADOPTED on an affirmative vote of a majority of all members of Council on this _______ day of ______________, 2020.

______________________________       ______________________________
MAYOR JONATHAN X. COTE    JACQUE KILLAWEE, CITY CLERK
Appendix 1

Trapp Road and Marine Drive Properties
Appendix 2

11.0 Land Use Designations
11.0 Land Use Designations

INTRODUCTION
Land Use Designations defined in this section are depicted on Map 11: Land Use Designation Map which illustrates the proposed land use concept. The land use concept communicates future land uses which the City may encourage over time. The map and designations are intended to reflect the goals and policies of the Queensborough Community Plan and should be read together. Combining the information in this section with the policies throughout the Plan provides a balanced reflection of where, when and how development should proceed throughout the community.

IMPLEMENTATION
Implementation of the Plan’s vision is intended to take place over time through applications for development such as rezoning of land and through Development Permits. Zoning regulations specify permitted land uses and densities on a property-by-property basis and are intended to be generally consistent with the provisions outlined in this section. Development Permit Areas identify locations in which new development must comply with a set of guidelines specific to that area. New development must be authorized by a Development Permit which confirms the development meets the intent of the guidelines.

This Plan works in conjunction with the Official Community Plan. The Land Use Designation Map in the Official Community Plan does not include land use designations for areas covered by the Queensborough Community Plan. The Queensborough Community Plan has its own map and Development Permit Areas.

INTERPRETATION
The Land Use Designation Map generally follows parcel boundaries. However, where there is a discrepancy, designation boundaries should be considered approximate. Though not shown on the map, the land use designation on each site extends to the centre line of any abutting roads and lanes.

Development of lots, including through Heritage Revitalization Agreements and other similar tools, which cross land use designation boundaries will be considered if the proposed land uses of the different portions of the lot meet their respective land use designation, provide appropriate transition between the uses and meet the principles of the Official Community Plan in general.
Each land use designation definition outlines what may be possible on sites with that designation. However not all sites/properties will be able to meet the maximums outlined in the designation due to limitations created by context (e.g. adjacent uses) and site constraints (e.g. lot depth, grading). Appropriateness will be reviewed at the time of development application submission.

**OUTLINE**

Each land use designation includes most of the following elements.

**Purpose:** an explanation of the vision and objectives of this designation.

**Principal Forms and Uses:** the primary uses or category of uses, and/or the building forms expected in areas with the designation. While these uses and forms are expected on a majority of the properties within this designation complementary uses may occasionally occur.

**Complementary Uses:** other uses that may happen in areas with the designation. These uses may happen on the same site as primary uses or other complementary uses, or they may occur as the primary use on the site. Unlike primary uses, complementary uses are only expected occasionally and are not expected on many sites.

**Maximum Density:** a general density category to set expectations. Additional detail about height and massing may be included as guidelines in the Development Permit Areas. Specific height and density entitlements are established by the Zoning Bylaw.

**Heritage Assets:** retention of heritage assets is a priority for the City. This section helps communicate the expectations for heritage assets that exist in areas with this designation. The appropriate incentives are unique to each property and situation. The City’s heritage policies and the Standards for the Conservation of Historic Places in Canada (as amended from time to time) will be considered.

**Precedent Image:** an example of what the permitted form or primary use could look like.
DEVELOPMENT APPROVAL INFORMATION REQUIREMENTS

For the purposes of Section 487 of the Local Government Act, an applicant for an amendment to the Zoning Bylaw, a development permit or a temporary use permit may be required to provide development approval information in accordance with Development Application Procedures Bylaw No. 5658, 1987 (as amended) if any of the following apply.

1. The development may result in impacts on:
   a. transportation patterns and traffic flow,
   b. infrastructure including sewer, water, drainage, electrical supply or distribution, roads, street lighting and street trees,
   c. public facilities including schools and parks,
   d. community services, or
   e. the natural environment.

2. The development may result in other impacts that would be relevant to the decision of Council or its delegate on whether to approve the development.

3. The information is required to determine whether the development is in accordance with any applicable development permit guidelines or any other relevant guidelines to which the City may refer in relation to a decision on a zoning amendment or temporary use permit application.

The objective of the above provisions is to ensure that applicable studies and relevant information are provided to the City prior to development, in order for the City to evaluate the impact of the development on the community.
Land Use Designations

The definitions of the land use designations shown on the Land Use Designation Map are outlined below.

**Purpose:** To allow low density residential uses.

**Principal Forms and Uses:** Single detached dwellings and duplexes. Single detached dwellings may also include a secondary suite.

**Complementary Uses:** Home based businesses, small scale local commercial uses (e.g. corner stores), small scale institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

**Maximum Density:** Low density residential.

**Heritage Assets:** Through a Heritage Revitalization Agreement, or similar tool, a property may be eligible for incentives such as a smaller minimum lot size, an increase in density, or reduced parking requirements, which would make it viable to conserve assets with heritage merit. A Heritage Revitalization Agreement may also be used to permit ground oriented housing forms such as detached accessory dwelling units (e.g. laneway house, carriage house), duplexes, triplexes, quadraplexes, cluster houses, infill townhouses and infill rowhouses, or to formalize an existing, larger scale land use such as a low rise or a place of worship.
(RCL) RESIDENTIAL – COMPACT LOT

Purpose: To allow single detached houses on a compact lot, which are complementary to the existing neighbourhood character.

Principal Forms and Uses: Single detached dwellings, single detached dwellings on a compact lot, and cluster houses. Lots with single detached dwellings may also include a secondary suite.

Complementary Uses: Home based businesses, small scale local commercial uses (e.g. corner stores), small scale institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

Maximum Density: Low density multiple unit residential.

Heritage Assets: Through a Heritage Revitalization Agreement, or similar tool, a property may be eligible for incentives such as a smaller minimum lot size, an increase in density, or reduced parking requirements, which would make it viable to conserve assets with heritage merit. A Heritage Revitalization Agreement may also be used to permit ground oriented housing forms such as detached accessory dwelling units (e.g. laneway house, carriage house), duplexes, triplexes, quadraplexes, cluster houses, infill townhouses and infill rowhouses, or to formalize an existing, larger scale land use such as a low rise or a place of worship.
**Purpose:** To provide a mix of small to moderate sized multiple unit residential buildings.

**Principal Forms and Uses:** Townhouses, rowhouses, stacked townhouses and low rises. Only in circumstances where the Development Permit Area guidelines can be met, a compelling case can be made, and appropriate amenities are provided will a five or six storey low rise building be considered. In Queensborough, this area will also include single detached dwellings on a compact lot.

**Complementary Uses:** Home based businesses, small scale local commercial uses (e.g. corner stores), institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

**Maximum Density:** Medium density multiple unit residential.

**Heritage Assets:** Development of multiple unit buildings should be sympathetic to and respective of heritage assets, even if the asset is on an adjacent site. A Heritage Revitalization Agreement, or similar tool, may be used when a heritage asset is incorporated into a development. Through a Heritage Revitalization Agreement the development may be eligible for incentives such as an increase in density or reduced parking requirements, which would make it viable to conserve assets with heritage merit.

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**Purpose:** To provide a mix of small to large sized multiple unit residential buildings.

**Principal Forms and Uses:** Townhouses, rowhouses, stacked townhouses, low rises, mid rises, high rises.

**Complementary Uses:** Home based businesses, small scale local commercial uses (e.g. corner stores), institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

**Maximum Density:** High density multiple unit residential.

**Heritage Assets:** Development under this designation should be sympathetic to and respective of heritage assets, even if the asset is on an adjacent site. Heritage Revitalization Agreement, or similar tool, may be used when a heritage asset on the site is appropriately incorporated into a development. Through a Heritage Revitalization Agreement the development may be eligible for incentives such as an increase in density or reduced parking requirement, which would make it viable to conserve an assets of heritage merit.
(ML) MIXED USE – LOW RISE

**Purpose:** To provide low-rise commercial or commercial and residential mixed use buildings which create active and engaging principal streets.

**Principal Forms and Uses:** Low rise buildings which include commercial uses (e.g. retail, office) and which may also include residential uses. Active commercial uses (e.g. retail) are required on principal street frontages. Only in circumstances where the Development Permit Area guidelines can be met, a compelling case can be made, and appropriate amenities are provided will a five or six storey building be considered.

**Complementary Uses:** Home based businesses, institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

**Maximum Density:** Medium density mixed use.

**Heritage Assets:** Development under this designation should be sympathetic to and respective of any heritage assets, even if the asset is on an adjacent site. A Heritage Revitalization Agreement, or similar tool, may be used when a heritage asset on the site is appropriately incorporated into a development. Through a Heritage Revitalization Agreement the development may be eligible for incentives such as an increase in density or a reduced parking requirement, which would make it viable to conserve an asset of heritage merit.

(WR) WATERFRONT RESIDENTIAL

**Purpose:** To allow float homes while also enhancing the natural habitat of the Fraser River foreshore. Approval from other agencies (e.g. Port of Vancouver) may also be required prior to development being approved.

**Principal Forms and Uses:** Float homes.

**Complementary Uses:** Uses such as lookouts, trails and docks are permitted as long as the surrounding natural habitat is enhanced.
**QC) QUEENSBOROUGH COMMERCIAL**

**Purpose:** To allow retail, service and office commercial uses at ground level and may include commercial or office above the ground level.

**Principal Forms and Uses:** Retail, service and office commercial uses.

**Complementary Uses:** Utilities, transportation corridors, parks, open space, and community facilities. Residential uses which are ancillary to a business on these properties (e.g. caretaker units).

**Maximum Density:** Low to medium density commercial.

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**CE) COMMERCIAL ENTERTAINMENT**

**Purpose:** To allow assembly and entertainment uses such as casinos, theatres, places of public assembly and hotels, and may also include supporting uses.

**Principal Forms and Uses:** Assembly and entertainment uses (e.g. casinos, theatres), and hotels.

**Complementary Uses:** Commercial uses in support of the principle use (e.g. retail, personal service establishments, neighbourhood pubs or nightclubs, limited business and professional offices), institutional uses (e.g. child care, care facilities, places of worship), utilities, transportation corridors, parks, open space, and community facilities.

**Maximum Density:** High density commercial.

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**QME) QUEENSBOROUGH MIXED EMPLOYMENT**

**Purpose:** To allow a variety of office, light industrial and service commercial uses with a focus on employment generation.

**Principal Forms and Uses:** Light industrial, service and office commercial uses.

**Complementary Uses:** Residential and retail uses ancillary to the business on these properties (e.g. caretaker units, small scale retail), utilities, transportation corridors, parks, open space, and community facilities.

**Maximum Density:** Density will range based on the context of the subject site.
**LAND USE DESIGNATIONS**

**QUEENSBOROUGH COMMUNITY PLAN** — Land Use Designations

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**I) INDUSTRIAL**

**Purpose:** To allow industrial uses including heavy and light industrial uses and those industrial uses that are dependent on riverfront access. Large sites with this designation should be preserved for large scale or land intensive uses and as such, subdivision is discouraged.

**Principal Forms and Uses:** Industrial.

**Complementary Uses:** Residential uses ancillary to the business on these properties (i.e. caretaker units), utilities, transportation corridors, parks, open space, and community facilities.

**Heritage Assets:** Creative reuse of heritage assets is encouraged.

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**U) UTILITIES AND TRANSPORTATION INFRASTRUCTURE**

**Purpose:** To allow utilities (e.g. pump stations, electrical substations) or major transportation corridors (e.g. rail tracks, SkyTrain) which are expected to remain in the long term.

**Principal Forms and Uses:** Utilities and other non-major transportation infrastructure (e.g. trails, greenways, bike paths, roads).

**Complementary Uses:** Parks and open spaces where they do not conflict with the principal use.

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**IN) INTERTIDAL**

**Purpose:** To preserve intertidal areas of the Fraser River foreshore in a predominantly natural state. Approval from other agencies (e.g. Port of Vancouver) may also be required prior to development being approved.

**Principal Forms and Uses:** Natural habitat areas.

**Complementary Uses:** Uses such as lookouts, trails, docks, and marine commercial and working river uses such as wharfs, are permitted as long as the surrounding natural habitat is enhanced.
(P) MAJOR INSTITUTIONAL

**Purpose:** This designation applies to areas used for large scale institutional uses such as schools and hospitals.

**Principal Forms and Uses:** Institutional uses.

**Complementary Uses:** Some ancillary commercial and residential uses may be permitted.

(H/N) HABITAT / NATURAL AREA

**Purpose:** To preserve intertidal areas of the Fraser River foreshore in a predominantly natural state. Approval from other agencies (e.g. Port of Vancouver) may also be required prior to development being approved.

**Principal Forms and Uses:** Natural habitat areas.

**Complementary Uses:** Trails, parks, open space, and log boom storage where they do not conflict with the principal use.

PARKS, OPEN SPACE AND COMMUNITY FACILITIES

**Purpose:** To provide places of public assembly and recreation. In most cases, these sites are publicly owned.

**Principal Forms and Uses:** Parks, open space, natural areas, community activities, cultural uses, and community facilities such as libraries or community centres, and City facilities such as fire halls and City Hall.

**Complementary Uses:** This area may accommodate retail and restaurant uses, and other similar activities and uses if these enhance the unique character of a site or increase social activity and interest.
Purpose: This area will include mixed commercial and light industrial employment uses which complement and are compatible with the surrounding existing and designated land uses. This area will also include residential uses which range in densities from low to medium.

Depending on the provision of employment generating uses, additional density for residential uses may be considered. In principle, two-thirds of the contiguous areas of the designation will be developed for employment generating uses. The remaining one-third will be developed as residential (the maximum floor space ratio shall not exceed a factor of 0.9). Prior to any rezoning in this area a master plan, including design guidelines, must be created for the area as a whole. This master plan is subject to a public review process and must be in accordance with the principles listed in the Queensborough Comprehensive Development Development Permit Area.
Land Use Designation Map

**KEY:**
- (R1) Residential – Low Density
- (RCL) Residential – Compact Lot
- (RM) Residential – Multiple Unit Buildings
- (RH) Residential – High Rise
- (ML) Mixed Use – Low Rise
- (QC) Queensborough Commercial
- (CE) Commercial Entertainment
- (QME) Queensborough Mixed Employment
- (I) Industrial
- (IN) Intertidal
- (WR) Waterfront Residential
- (P) Major Institutional
- Parks, Open Space and Community Facilities
- (H/N) Habitat/Natural
- Utilities and Transportation Infrastructure
- (QCD) Queensborough Comprehensive Development
Appendix 3

12.0 Development Permit Areas

Introduction and Table of Contents Sections
INTRODUCTION

Six categories of Development Permit Areas are identified in the Queensborough Community Plan. Development Permit Areas are identified in this Plan to provide guidance to potential investors and outline the city’s expectations regarding future growth and development. By conforming to the guidelines, new development helps to achieve the vision and goals included in this Plan.

Where a parcel falls within more than one Development Permit Area, one Development Permit may be issued if the guidelines for each Development Permit Area are addressed.

Unless otherwise noted in the Development Permit Area, where a certain development type is not specifically covered by the Development Permit Area, applicable guidelines from other Development Permit Areas should be combined and used collectively.

GENERAL EXEMPTIONS

A Development Permit will not be required for:

- Construction of single detached dwellings and non-residential structures accessory to single detached dwellings, and consequential site alterations, except single detached dwellings on lots zoned to allow a single detached dwelling on a lot with an area of less than 371.6 square metres (4,000 square feet), with the exception of the guidelines in the Flood Hazard Development Permit Area.
- In relation to an existing building or structure, any of the following maintenance work, provided the work not involve a change in the exterior design or material composition of the building or structure: repainting or recladding of a building, roof repair including replacement of shingles, restoration or replacement of windows, doors, stairs or exterior trim elements, and replacement of awnings.
- Maintenance of landscaping that does not involve a change in design.
- Exterior building or structure painting.
- Construction of accessory buildings or structures with a floor area equal to or less than 10 square metres (108 square feet).
- Construction, building alterations or site alterations associated with approved temporary use permits.
- Internal alterations made to buildings and structures.
- Signs.
- Subdivision of land.

DEVELOPMENT PERMIT AREAS

A. Commercial and Mixed-Use
   1. Queensborough Main Street
   2. Queensborough Commercial
3. Queensborough Casino

B. Residential
1. Ewen Avenue Multi-Family
2. Compact Lot
3. East Queensborough
4. Port Royal
5. Queensborough Eastern Node

C. Industrial and Mixed Employment
1. Queensborough Industrial and Mixed Employment
2. Intertidal

D. Natural Features
1. North Arm - Bay Area

E. Natural Hazard
1. Flood Hazard

F. Comprehensive Development
1. Queensborough Comprehensive Development
Appendix 4
Queensborough Industrial and Mixed Employment
Development Permit Area
Queensborough Industrial and Mixed Employment

#1 Queensborough Industrial and Mixed Employment

The Queensborough Industrial and Mixed Employment industrial areas, identified as Development Permit Area #1 [see Map C], are designated in order to provide areas of heavy, light and “ultralight” industrial, and related employment land use. The area is also intended to provide a transition between heavier industrial areas and residential areas. Mixed Employment areas will include light and “ultralight” industrial, office and other related employment uses. The only residential development permitted is that which is ancillary to businesses (i.e. caretaker suites) on these properties. Retail is not permitted unless it is ancillary to another permitted use. Industrial areas will include heavy and light industrial uses. This Development Permit Area encourages best practices for promoting water and energy conservation and reducing greenhouse gas emissions. It also establishes guidelines for the form and character of industrial and commercial development.

DESIGN GUIDELINES

ARRIVAL POINTS

Howes Street between Highway 91A and Westminster Highway/Boyd Street is the main arrival point to the business area of Queensborough. Properties within this development permit area that have at least one property line along Howes Street must comply with the guidelines in this section, in addition to complying with the other guideline sections of this Development Permit Area.

Building siting and massing must help to create a sense of arrival and a more pedestrian scale environment on Howes Street. Buildings must give the impression of “fronting” onto Howes Street although vehicle and pedestrian access may actually be taken from an alternative street. Consider the following:

- Locate buildings toward the Howes Street property line with off-street surface parking behind the buildings (i.e. on the side of the building facing away from Howes Street).
- Locate and design buildings to address both frontages at the corner of the intersection of Howes Street and Westminster Highway/Boyd Street.
- Use a building-height to right-of-way width proportion that reinforces a pedestrian scale streetscape.
- Create a cohesive streetscape by using a similar alignment of windowsills, building and roof lines, cornices, and floor-to-floor spacing along the street block.
Queensborough Industrial and Mixed Employment

ARRIVAL POINTS CONTINUED

I.2 Design facades and windows to contribute to an interesting, pedestrian friendly environment. Street level windows that provide visual penetration into the building must be integrated into facades fronting onto Howes Street. Consider the following:

- Use architectural elements (e.g. fenestration, vertical and/or horizontal design elements, secondary roof elements) and/or material or colour change to enliven the façade.
- Ensure blank walls do not occupy over 50% of the frontage onto Howes Street, and a section of blank wall does not exceed six linear metres (20 linear feet) without being interrupted by a window or entry (if applicable).
- Design windows to encompass a minimum of 40% and a maximum of 80% of the building front linear frontage.
- Use windows which are of clear glass (e.g. not tinted, reflective or opaque).
- Use windows which are rectangular or square in proportion, except for accent windows which may have a unique shape.
- Locate showrooms or other active uses (e.g. manufacturing activities) where they will provide visual interest for passing pedestrians.

I.3 Buildings must have a “signature” character. Consider integrating feature architectural elements or other signature elements.

I.4 Each development must provide within their property along Howes Street a publicly accessible sidewalk or multiuse pathway separated from the street by a landscaped boulevard with street trees.

CHARACTER

I.5 All buildings and developments must be designed to have a high quality, cohesive appearance that enhances the overall character of Queensborough. Consider the following:

- Use an architectural approach (i.e. massing, facade treatment, detailing, materials and colour choice) which is harmonious with the riverfront community context.
- Design all principal and accessory buildings within a development and/or all elements of an individual building, to the same architectural style.

I.6 Provide public art to help enrich outdoor spaces and create pedestrian scale landmarks. Use art that highlights Queensborough’s sense of place and is unique to each location.
Queensborough Industrial and Mixed Employment

The layout of industrial operations, including truck access and egress and open loading areas must be designed to mitigate industrial emissions and noise impacts on adjacent residential land uses. Consider the following:

- Site buildings to facilitate the location of loud industrial activities (e.g. loading and unloading) away from residential areas.
- Ensure outdoor storage containers and/or goods stored in the open are visually unobtrusive.
- Provide landscape buffers at the site edge adjacent to residential land uses. Protect landscape buffers from industrial operations with a fence.

Building siting must respect the existing neighbourhood and site context. Consider the following:

- Site buildings to retain and enhance heritage assets by incorporating them into the development of the site, wherever possible, including buildings, engineering works and/or cultural landscapes, as well as significant landscape features (e.g. mature vegetation and trees, distinctive landforms).
- Design new buildings in proximity to heritage assets to be compatible with their historical context without literally imitating older building styles. In these cases, new buildings should provide an original interpretation of the traditional building style (i.e. draw inspiration from fundamental design characteristics) while continuing to reinforce traditional development patterns and rhythms.
- Minimize the impact of noise and exhaust to pedestrians and neighbours. Locate service areas and mechanical equipment (e.g. utilities, HVAC, meters) at the rear of buildings and away from neighbouring residential uses. Minimize visibility of service areas and mechanical equipment from streets, open spaces and neighbours (e.g. screen, reduce service and garage opening size, use shared service areas).

Each development must follow the Standards and Guidelines for the Conservation of Historic Places in Canada for all physical work to heritage assets.

Reuse historic industrial and agricultural artefacts on redevelopment sites (e.g. as public art).
Queensborough Industrial and Mixed Employment

**FACADES**

**I.11** The facades of all building walls that face public or internal streets, drive aisles, pedestrian pathways, parks or open space must provide visual interest. Use architectural elements (e.g. fenestration, vertical and/or horizontal design elements, secondary roof elements) and/or material or colour change.

**ENTRANCES**

**I.12** Primary pedestrian entrances into buildings must be integrated into the design of the building, yet be clearly expressed. Consider the following:

- Articulate massing to identify building entrances (e.g. tall voids, central mass, recessed entry).
- Frame with a secondary roof element (e.g. porch) to identify building entrances and protect from weather.
- Highlight pedestrian entrances to the buildings more than vehicle entrances.

**WINDOWS**

**I.13** Use strategies to facilitate passive heating in cooler months and reduce unwanted heat gain in summer months. Consider the following:

- Ensure a solar heat gain coefficient of 50% or better for south facing windows to maximize solar gain during winter.
- Use exterior shading devices (e.g. awnings, canopies, overhangs, light shelves, louvers) which provide shade from the high summer sun, but provide solar access to the low winter sun. Use these devices particularly on south facing windows.

**ROOFS**

**I.14** Rooftops must appear clean and attractive and in keeping with the architectural style of the building. Consider the following:

- Locate and screen mechanical and service equipment such that it appears as an integral part of the building when viewed from any angle.
- Finish the surface of roofs with a material that is attractive and easy to maintain to a high level of neatness.
- Design roofs to reduce the urban heat island effect.
Queensborough Industrial and Mixed Employment

MATERIALS & COLOURS

All principal and accessory buildings within a development must use a cohesive palette of materials and colours that is consistently applied and contributes to the overall quality of the community. Consider the following:

- Use an industrial palette of wood, concrete, metal or brick and muted paint colour tones (e.g. Benjamin Moore’s Historical Vancouver True Colours).
- Consistently apply materials to all sides of a building (i.e. do not emphasize the principal facade with lesser treatment on the other facades).
- Change building materials and/or colours at interior or “reverse” corners of a building, not at exterior corners or at changes in a facade plane.
- Use details (e.g. reveals in concrete buildings) and accent colours to highlight architectural elements (e.g. building entry) and provide visual interest. Use an accent colour which is harmonious with the main colours of the materials and colours palette.
- Use matte finishes or finishes with a low level of reflectivity. Reflective materials (e.g. mirrored glass, polished stone) should be avoided.

Each development must use building and hardscape materials that are durable and appropriate to their use, the local climate, and the urban environment.

OPEN SPACE

Each development must provide outdoor space for use by employees. Design to be of a usable size and configuration. Consider the following:

- Hard and soft landscaped areas such as courtyards, patios, lawns and/or naturalized open space.
- Seating options such as benches, moveable chairs and/or tables. Provide seating options suited to different weather conditions such as areas that capture the sun, are shaded (e.g. by building canopies or trees) and/or are sheltered from wind and rain.

Each development must provide pedestrian circulation that connects between work areas and employee open space.
Queensborough Industrial and Mixed Employment

**TREES & PLANTING**

I.20 Each development must use the BC Society of Landscape Architects’ and BC Landscape and Nursery Association’s “BC Landscape Standard Guidelines (Latest Edition)” in specifying, selection, site preparation, installation and maintenance of all trees and other plant materials.

I.21 Each development must integrate trees, including shade trees. Consider the following:
- Retain existing mature trees wherever possible. Where tree removal is unavoidable, replace with a number, species and size of trees that creates equal value.
- Plant new trees in all employee parking and open space areas.
- Locate deciduous trees on the south and west side of buildings to provide shade and minimize unwanted heat gain during summer and provide solar access and passive solar gain during winter.

I.22 Tree species and other plant materials must be of high quality, suited to their purpose and contribute to the overall quality of the community. Consider the following:
- Choose species that are successful in the urban environment, easy to maintain, are non-invasive and suited to Queensborough’s high water table. Selected tree species should also have less aggressive rooting habits.
- Use broadleaf deciduous tree species, wherever possible, for all shade trees including trees in parking areas. Select species that have a minimum mature height of 15 meters (49 feet).

I.23 Plant all trees so that they will successfully become established and develop a full canopy over time. Consider the following:
- In parking areas, plant shade trees at an approximate ratio of one tree for every five spaces. Plant trees in a minimum 3 metres (9.8 feet) wide continuous trench and protect trees with bollards or tree guards.

I.24 Develop and/or enhance areas of understorey vegetation using diverse, multi-storey planting which will support habitat for smaller wildlife, songbirds and important pollinators such as bees, butterflies and dragonflies.

**SAFETY**

I.25 Each development must provide a Crime Prevention Through Environmental Design (CPTED) report outlining the use of CPTED strategies in the design of developments and buildings, including open space.
Queensborough Industrial and Mixed Employment

TRAILS & GREENWAYS

All waterfront properties must provide public access to the river. Consider the following:

- Provide public features at key points, such as waterfront lookout points, rest spots and entry gateway elements.
- Design all elements of the Perimeter Trail to have a high quality, cohesive appearance that harmonizes with the riverfront community context.
- Use a cohesive palette of durable, high quality materials which are appropriate to the use and the local climate. Maximize the use of environmentally responsible materials.

Each development adjacent to any trail or greenway, as identified on the Parks, Trails and Greenway Streets Map, must set buildings and other structures well back from the walkway. Ensure the separation between private and public space is visually and physically well-defined (e.g. planting, low fences, hedges). Ensure there are no barriers to public access to the walkway.

LIGHTING

All public and semi-private walkways, gangways and parking areas must be equipped with lighting. Consider the following:

- Use unobtrusive fixtures which are consistent with the architectural style of the development.
- Use shielded down lighting that provides for security, ambient lighting and enhances architectural and landscape details but minimizes light pollution. Lighting should be shielded so as not to affect navigation.
- Minimize energy used in exterior lighting by using energy efficient lighting (e.g. LED, solar-powered) and timer, motion or photo-activated lighting for all exterior areas, including walkways and driveways and for security lighting.

SIGNS

Signs must be designed to be consistent with the architectural style, scale and materials of the development and/or building and its surrounding context. Consider the following:

- Integrate signs into the detailing of the building (i.e. not applied as an afterthought) but subordinate to the overall building composition.
- Make signs visible from the street without being visually obtrusive. Design the size, location and information to be oriented to pedestrians.
- Use indirect lighting from fixtures that are integrated into the overall design and character of the development and/or building.
ACCESSIBILITY
I.30 Endeavour to make all walkways, building entrances and amenities of a site accessible by people of varying ability. Consider the following:

- Build sidewalks and walkways a minimum 1.8 metres (5.9 feet) wide with non-skid, uniform walking surfaces.
- Locate site furnishings (e.g. lighting, bollards, signage, guardrails, seating) where they will not impede easy passage for those using a mobility device (e.g. wheelchair, scooter) or people who are visually impaired.
- Locate parking for those with ability challenges close to building entrances.
- Use light fixtures that emit white light (i.e. not orange light) in all outdoor areas. White light facilitates better visibility.

PARKING & ACCESS
I.31 All parking associated with a development must be located and designed to reinforce a pedestrian oriented neighbourhood character and scale. Consider the following:

- Visibly and physically separate pedestrian walkways between work areas and employee parking areas (e.g. distinguish through grade separation, bollards, trees in tree guards, distinct paving).
- Minimize the number of times driveways and/or internal streets cross sidewalks.

I.32 New development must not result in an increase in the number of rail line crossings which would result in an increase in train whistles. Remove or consolidate existing driveways, wherever possible, to reduce the need for trains to whistle.

I.33 Infrastructure for electrical vehicles for light industrial, commercial and institutional uses with more than 10 parking spaces, should provide an energized outlet Level 2 or higher for a minimum of one parking space for every 10 spaces, plus one space for additional parking spaces that number less than 10. In some cases, in addition to an energized Level 2 outlet, electric vehicle supply equipment may be required.
Appendix 5

Map C Industrial and Mixed Employment Development Permit Areas
Map C
Industrial and Mixed Employment
Development Permit Areas

1. Queensborough
   Industrial and Mixed Employment
2. Intertidal

[BYLAW NO. 7982, 2018]
Appendix 6

Blackley Street
7.1.4 Blackley Street

Blackley Street is intended to serve as a small-scale neighbourhood street with shared vehicular/bike lanes and a narrow carriageway. Incorporating sidewalks framed by more naturalized ground covers, potential rain gardens, and street trees on both sides of the street, Blackley Street is intended to convey pedestrians and cyclists safely, while providing vehicular access and parking. Blackley Street consists of a two-lane roadway with roadside parking, boulevard and 2.0m sidewalk within a proposed 16.5m road allowance. The master plan proposes a closure and consolidation of Blackley Street east of Mercer Street in order to create more space for public realm improvements along the Ewen Avenue frontage. The closure of Blackley Street will require separate Council approval.

Figure 17: Blackley Street
There is no Report with this Item.
Please see Attachment(s).
WHEREAS the Local Government Act authorizes a local government to zone areas of a municipality and to make regulations pursuant to zoning.

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 No. 8175, 2019.”

2. Zoning Bylaw No. 6680, 2001 is amended by:

   a) the parcels of land situated within the City of New Westminster, British Columbia and which are included in the table below are hereby rezoned from Single Detached Residential Districts (Queen’s Park) (RS-4) to Duplex Districts (RT-1) and the Zoning Map annexed as Appendix “A” to Zoning Bylaw No. 6680, 2001 is hereby amended to record this rezoning.

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<th>Address</th>
<th>PID</th>
<th>Legal Description</th>
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<tr>
<td>118 Park Row</td>
<td>002-082-641</td>
<td>LOT &quot;B&quot; BLOCK &quot;F&quot; CLINTON PLACE RESERVE PLAN 11195</td>
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<td>111 First</td>
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<td>117 First (Strata)</td>
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<td>STRATA LOT 2 CLINTON PLACE RESERVE STRATA PLAN NW2587 TOGETHER WITH AN INTEREST IN THE COMMON PROPERTY IN PROPORTION TO THE UNIT ENTITLEMENT OF OF THE STRATA LOT AS SHOWN ON FORM 1</td>
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READ A FIRST TIME the __9th____ day of ____December____, 2019.
READ A SECOND TIME the ____9th____ day of ____December____, 2019.
PUBLIC HEARING HELD the _______ day of ________________, 2020.
READ A THIRD TIME the _________ day of ________________, 2020.
ADOPTED the ______ day of ________________, 2020.

__________________________________
MAYOR JONATHAN X. COTE

___________________________________
JACQUE KILLAWEE, CITY CLERK
There is no Report with this Item. Please see Attachment(s).
CORPORATION OF THE CITY OF NEW WESTMINSTER
ZONING AMENDMENT BYLAW (230 Keary Street, 268 Nelson’s Court, and 228 Nelson’s Crescent) NO. 8164, 2019

A Bylaw to Amend Zoning Bylaw No. 6680, 2001

WHEREAS the Local Government Act authorizes a local government to zone areas of a municipality and to make regulations pursuant to zoning.

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 (230 Keary Street, 268 Nelson’s Court, and 228 Nelson’s Crescent) No. 8164, 2019.”

2. Zoning Bylaw No. 6680, 2001 is hereby amended by:

   a) Amending section 581.2 of the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) by replacing the heading “Sub-District 4 (Omnibus Uses)” with “Sub-District 4 and 1(a) (Omnibus Uses)” and by replacing the heading “Sub-districts 1(a) and 1(b) (Health Services)” with “Sub-districts 1(b) (Health Services)”.

   b) Replacing section 581.7.b of the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) with the following:

   “b) A minimum of 375 square metres (4,036 sq.ft.) of the following uses shall be provided between Sub-Districts 1(a) and 4:

      • cafés and restaurants excluding drive-in restaurants and drive through restaurants;
      • microbrewery, winery or distillery;
      • personal service establishments;
      • retail stores;”

   c) Replace “Sub-Districts 1(a) and 1(b)” with “Sub-Districts 1(a), 1(b), and 4” in section 581.7.f.

   d) Inserting the following into the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) as section 581.7.h:
“h) The uses listed in section 581.7.b shall only be permitted at grade level.

e) Inserting the following into the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) as section 581.7.i:

“i) The floor space required in section 581.7.b shall be provided at grade level on the east side of a building in Sub-District 1(a) and at grade level on the north west corner of a building in Sub-District 4, except that lobbies for access to upper levels of the building not exceeding a building frontage of 6 metres (19.69 feet) may also be included.”

a) Inserting the following into the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) as section 581.7.j:

“j) in Sub-District 4 a minimum of 4,645 square metres (50,000 square feet) and in Sub-District 1(a) a minimum of 9,290 square metres (100,000 square feet) shall be required of the following uses:

**General and Health Related Commercial Uses**

- animal grooming;
- animal hospital;
- bank;
- business and professional offices;
- cafés and restaurants, excluding drive-in restaurants and drive through restaurants;
- child care;
- child welfare facility;
- commercial school;
- conference hotel;
- educational and philanthropic institutions;
- fitness and exercise centre;
- group living facility;
- health care office;
- hospital;
- medical and health care clinic;
- mental health facility;
- microbrewery, winery or distillery;
- personal service establishments;
• private hospital;
• retail stores;
• schools;
• veterinary clinic

b) replacing the table in section 581.3 of the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3) with the following table:

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<th>Sub-District</th>
<th>Overall Height</th>
<th>Podium Height</th>
<th>Site Coverage</th>
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<td>Sub-districts 1(b) (Health Services)</td>
<td>125 feet</td>
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<td>Sub-districts 2(a) and 2(b) (Pedestrian Oriented Mixed-Use)</td>
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<td>Sub-districts 3(a) (High Density Residential and Retail)</td>
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<td>Sub-districts 3(c) (High Density Residential and Retail)</td>
<td>157 feet</td>
<td>-</td>
<td>45%</td>
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<tr>
<td>Sub-districts 4 (Omnibus Use)</td>
<td>320 feet</td>
<td>87 feet</td>
<td>45%</td>
</tr>
</tbody>
</table>

c) inserting the following as section 581.3.1 in the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3):

“581.3.1 The maximum height and site coverage in Sub-District 1(a) shall be as follows:

a) the height of the building shall not exceed 59.4 metres (195 feet); and
b) the maximum site coverage shall not exceed 95%.”

d) inserting the following in as section 581.3.2 in the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3):

“581.3.1 The maximum height and site coverage in Sub-Districts 1(a), where a building includes a residential use, shall be as follows:

a) the height of the residential portion of the building shall not exceed 97.5 metres (320 feet);
b) the height of the portion of a building used for non-residential uses shall not exceed 10 storeys; and

c) the site coverage shall not exceed 95%, except that the site coverage above the tenth storey of the building shall not exceed 45%;

e) inserting the following row below the headings of the table in section 581.5 in the Village at Historic Sapperton Comprehensive Development Districts (C-CD-3):

| Sub-District 1(a) | 7,600 square feet | See sections 581.3.1 and 581.3.2 |

GIVEN FIRST READING this 9th day of December 2019.

GIVEN SECOND READING this 9th day of December 2019.

PUBLIC HEARING held this day of 2019.

GIVEN THIRD READING this day of 2019.

ADOPTED this day of , 2019.

________________________________________
MAYOR JONATHAN X. COTE

________________________________________
JACQUE KILLAWEE, CITY CLERK
There is no Report with this Item. Please see Attachment(s).
CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8152, 2019

A Bylaw to Amend Development Approval Procedures Bylaw No. 5658, 1987

WHEREAS the Council of the Corporation of the City of New Westminster has adopted Development Approval Procedures Bylaw No. 5658, 1987;

AND WHEREAS the Council of the Corporation of the City of New Westminster wishes to amend Development Approval Procedures Bylaw No. 5658, 1987;

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 “Development Approval Procedures Amendment Bylaw No. 8152, 2019”.

2. Development Approvals Procedures Bylaw No. 5658, 1987 is hereby amended by:

   (i) deleting subsection 3.(1) and replacing it with the following:

       (1) An application for an amendment or a permit shall be:
           (a) made by the owner of the land involved or by a person authorized by the
               owner to the Development Services Department on the applicable form; and
           (b) accompanied by the required information.

   (ii) replacing subsection 3.(5) with the following, and deleting subsections 3.(6), (7) and (8):

       (5) For an amendment or permit, the Director of Development Services may
           exempt the applicant from providing information required by section 3.(2)
           but not pertinent to such applications.

   (iii) deleting subsections 5.(c)(d)

   (iv) replacing subsection 5.(f) with the following, and deleting subsections
       5.(f.1)(f.2)(f.3)(f.4):

       (f) The Director of Development Services may, upon receipt of the fees and
           accompanying information, exercise the authority of Council in relation to all
           Development Permit and Special Development Permit applications and
amendments, provided that they do not include a variance to the Zoning Bylaw.


3. The Development Approval Procedures Bylaw is further amended by making such consequential changes as are required to give effect to the amendments particularized in this bylaw, including changes to the format and numbering.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this ___9th___ day of ___December___, 2019.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this ___9th___ day of ___December___, 2019.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this ___9th___ day of ___December___, 2019.

ADOPTED on an affirmative vote of a majority of all members of Council on this _____ day of ________________, 2020.

_________________                   _______________________
MAYOR JONATHAN X. COTE                JACQUE KILLAWEE, CITY CLERK
There is no Report with this Item.
Please see Attachment(s).
CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8153, 2019

A Bylaw to Amend Development Services Fees and Rates Bylaw No. 7683, 2014

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

(1) This Bylaw may be cited for all purposes as “Development Services Fees and Rates Amendment Bylaw No. 8153, 2019.”

(2) The City of New Westminster Development Services Fees and Rates Bylaw No. 7683, 2014 is hereby amended as follows:

a) Schedule ‘C’ (Planning Fees) to Development Services Fees and Rates Bylaw No. 7683, 2014 is hereby replaced with the Schedule ‘C’ attached in Appendix 1 to this amending bylaw.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this ___9th___ day of ___December____, 2019.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this ___9th___ day of ___December____, 2019.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this ___9th___ day of ___December____, 2019.

ADOPTED on an affirmative vote of a majority of all members of Council on this _____ day of ________________, 2020.

____________________________________  ______________________________________
MAYOR JONATHAN X. COTE               JACQUE KILLAWEE, CITY CLERK
Appendix 1

Bylaw No. 8153, 2019

2019 Planning Fees
## Schedule ‘C’
### 2020 Planning Fees [Updated]

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Required Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre Application Review</strong></td>
<td>• $528.00</td>
</tr>
<tr>
<td><strong>Official Community Plan</strong></td>
<td>• $41.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of $2,925.15) plus $16.95 per 1,000 sq. ft. of improved site area over 20,000 sq. ft.</td>
</tr>
<tr>
<td><strong>Official Community Plan</strong></td>
<td>• $982.10</td>
</tr>
<tr>
<td><strong>Official Community Plan</strong></td>
<td>• 50% of application fee</td>
</tr>
<tr>
<td><strong>Official Community Plan</strong></td>
<td>• 50% of application fee</td>
</tr>
<tr>
<td><strong>Rezoning</strong></td>
<td>• $1884.95</td>
</tr>
<tr>
<td><strong>Rezoning</strong></td>
<td>• $34.90 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or,</td>
</tr>
<tr>
<td></td>
<td>• $139.45 per housing unit for the first 250 units,</td>
</tr>
<tr>
<td></td>
<td>• $45.45 per housing unit for the next 200 units,</td>
</tr>
<tr>
<td></td>
<td>• $23.25 per housing unit for each subsequent unit,</td>
</tr>
<tr>
<td></td>
<td>whichever is greater (with a minimum fee of $2,164.85)</td>
</tr>
<tr>
<td>Service Type</td>
<td>Fee Description</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rezoning</td>
<td>Basic service for creation of a new zoning district, unless otherwise noted.</td>
</tr>
<tr>
<td></td>
<td>$2,164.85</td>
</tr>
<tr>
<td>Rezoning</td>
<td>Basic service for creation of a new zoning district that includes adaptable</td>
</tr>
<tr>
<td></td>
<td>or supportive housing and child care.</td>
</tr>
<tr>
<td></td>
<td>$1,087.75</td>
</tr>
<tr>
<td>Comprehensive Development Review</td>
<td>An additional review fee which applies to all Zoning Bylaw and/or Official</td>
</tr>
<tr>
<td></td>
<td>Community Plan Amendments for multiple-phase projects, master planning projects,</td>
</tr>
<tr>
<td></td>
<td>study area projects, comprehensive development projects and/or other sites over</td>
</tr>
<tr>
<td></td>
<td>6,000 square metres (64,583 sq. ft.).</td>
</tr>
<tr>
<td></td>
<td>$76,500.00 for the first 10,000 square meters (107,639 sq. ft.) of site area or</td>
</tr>
<tr>
<td></td>
<td>portion thereof; and $357.00 per additional 100 square metres (1,076 sq. ft.) of</td>
</tr>
<tr>
<td></td>
<td>site area to a maximum of $408,000.00.</td>
</tr>
<tr>
<td>Heritage Revitalization Agreement</td>
<td>Basic service for Single Detached, Duplex Dwelling Districts and Child Care</td>
</tr>
<tr>
<td></td>
<td>Uses.</td>
</tr>
<tr>
<td></td>
<td>$34.90 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a</td>
</tr>
<tr>
<td></td>
<td>minimum fee of $982.10)</td>
</tr>
<tr>
<td>Heritage Revitalization Agreement¹</td>
<td>Basic service, unless otherwise noted.</td>
</tr>
<tr>
<td></td>
<td>$34.90 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or,</td>
</tr>
<tr>
<td></td>
<td>$139.45 per housing unit for the first 250 units,</td>
</tr>
<tr>
<td></td>
<td>$45.45 per housing unit for the next 200 units,</td>
</tr>
<tr>
<td></td>
<td>$23.25 per housing unit for each subsequent unit, whichever is greater (with a</td>
</tr>
<tr>
<td></td>
<td>minimum fee of $2164.85)</td>
</tr>
</tbody>
</table>

¹ Includes Major Amendment to Heritage Revitalization Agreement where requested amendments affect Form, Character, Use or Density.
<table>
<thead>
<tr>
<th><strong>Heritage Revitalization Agreement Minor Amendment</strong></th>
<th>• $22.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of $280.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for minor changes that do not affect form, character, use or density for Single Detached and Duplex Dwelling Districts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Heritage Revitalization Agreement Minor Amendment</strong></th>
<th>• $22.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of $560.00)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for minor Changes that do not affect form, character, use or density for Multiple Unit Residential, Commercial, Industrial, and Institutional Districts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Rezoning or Heritage Revitalization Agreement</strong></th>
<th>• 50% of application fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application time extension</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Heritage Alteration Permit</strong></th>
<th>• No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for property outside heritage conservation area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Heritage Alteration Permit</strong></th>
<th>• No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for alteration of land, buildings, structures, or protected features within heritage conservation area</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Heritage Alteration Permit</strong></th>
<th>• $107.20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for subdivision of land within heritage conservation area</td>
<td></td>
</tr>
<tr>
<td>Permit Type</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Heritage Alteration Permit</strong></td>
<td>Basic service for demolition of building or structure within heritage conservation area</td>
</tr>
<tr>
<td><strong>Heritage Alteration Permit</strong></td>
<td>Basic service for construction of a new principal dwelling within heritage conservation area</td>
</tr>
<tr>
<td><strong>Heritage Alteration Permit</strong></td>
<td>Basic service for construction of a new Laneway or Carriage House within a heritage conservation area</td>
</tr>
<tr>
<td><strong>Heritage Designation Bylaw</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Development Variance Permit</strong></td>
<td>Basic service for all districts, unless otherwise noted</td>
</tr>
<tr>
<td><strong>Development Variance Permit</strong></td>
<td>Basic service for a modified site plan for a Protected Tree (Tree Protection and Regulation Bylaw No. 7799, 2016)</td>
</tr>
<tr>
<td><strong>Development Variance Permit</strong></td>
<td>Basic service for variances to the Sign Bylaw</td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee Description</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Development Variance Permit Amendment</td>
<td>$22.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of $560.00)</td>
</tr>
<tr>
<td>Development Variance Permit</td>
<td>50% of application fee</td>
</tr>
<tr>
<td>Board of Variance Application</td>
<td>$468.20</td>
</tr>
<tr>
<td>Board of Variance Application</td>
<td>$42.30 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or $83.45 per housing unit, whichever is greater (with a minimum fee of $422.45)</td>
</tr>
<tr>
<td>Temporary Use Permit</td>
<td>$52.85 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or $105.60 per housing unit, whichever is greater (with a minimum fee of $1,478.45)</td>
</tr>
<tr>
<td>Temporary Use Permit Amendment</td>
<td>$34.90 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or $69.70 per housing unit, whichever is greater (with a minimum fee of $982.10)</td>
</tr>
<tr>
<td>Temporary Use Permit Amendment</td>
<td>$22.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum of $560.00)</td>
</tr>
<tr>
<td>Temporary Use Permit</td>
<td>50% of application fee</td>
</tr>
<tr>
<td>Development Permit</td>
<td>Development Permit or Development Permit Amendment</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Basic service for all Development Permits, unless otherwise noted</td>
<td>$41.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or,</td>
</tr>
<tr>
<td></td>
<td>o $153.15 per housing unit for the first 250 units,</td>
</tr>
<tr>
<td></td>
<td>o $52.85 per housing unit for the next 200 units,</td>
</tr>
<tr>
<td></td>
<td>o $26.40 per housing unit for each subsequent unit,</td>
</tr>
<tr>
<td></td>
<td>whichever is greater (with a minimum fee of $2,640.00)</td>
</tr>
<tr>
<td><strong>Development Permit</strong></td>
<td><strong>Development Permit or Development Permit Amendment</strong></td>
</tr>
<tr>
<td>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted</td>
<td>$22.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of $2,640.00)</td>
</tr>
<tr>
<td>Basic service for:</td>
<td>$1,352.50</td>
</tr>
<tr>
<td>• Laneway House and Carriage House Development Permits,</td>
<td></td>
</tr>
<tr>
<td>• changes to an existing building that do not include changes to massing,</td>
<td></td>
</tr>
<tr>
<td>• changes to landscaping, surface parking lots, or accessory buildings, or</td>
<td></td>
</tr>
<tr>
<td>• temporary residential unit sales centres,</td>
<td></td>
</tr>
<tr>
<td>unless otherwise noted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$279.90 plus 50% of basic service fee</td>
</tr>
<tr>
<td>Development Permit Amendment</td>
<td>Basic service for all Development Permit Amendments, unless otherwise noted</td>
</tr>
<tr>
<td>------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• $22.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area (with a minimum fee of $560.00)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development Permit Amendment</th>
<th>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted</th>
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<tbody>
<tr>
<td></td>
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<tr>
<th>Development Permit Amendment</th>
<th>Basic service for:</th>
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<tbody>
<tr>
<td></td>
<td>• changes to an existing building that do not include changes to massing,</td>
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<td>• changes to landscaping, surface parking lots, or accessory buildings, or</td>
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<td></td>
<td>• temporary residential unit sales centres</td>
</tr>
<tr>
<td></td>
<td>unless otherwise noted</td>
</tr>
<tr>
<td></td>
<td>• $1,352.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Development Permit Amendment</th>
<th>Basic service for amendments to Laneway House and Carriage House Development Permit Amendments.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• $279.90</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Minor Development Permit or Minor Development Permit Amendment</th>
<th>Basic service for:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minor Development Permit or Minor Development Permit Amendment</td>
<td>• Hazard Area Development Permit</td>
</tr>
<tr>
<td>Minor Development Permit or Minor Development Permit Amendment</td>
<td>• Natural Features Development Permit</td>
</tr>
<tr>
<td>Minor Development Permit or Minor Development Permit Amendment</td>
<td>• improvements with a total value of $100,000 or less, or</td>
</tr>
<tr>
<td>Minor Development Permit or Minor Development Permit Amendment</td>
<td>• façade renovation for buildings affected by water penetration</td>
</tr>
<tr>
<td>Minor Development Permit or Minor Development Permit Amendment</td>
<td>• $279.90</td>
</tr>
<tr>
<td>Development Permit – All Types</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Time extension application</td>
<td>• 50% of application fee</td>
</tr>
<tr>
<td>Reissuance of an expired permit</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Development Permit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Service for all Special Development Permits, unless otherwise noted</td>
<td>• $41.20 per 1,000 sq. ft., or a portion thereof, of Improved Site Area, or,</td>
</tr>
<tr>
<td></td>
<td>o $153.15 per housing unit for the first 250 units,</td>
</tr>
<tr>
<td></td>
<td>o $52.85 per housing unit for the next 200 units,</td>
</tr>
<tr>
<td></td>
<td>o $26.40 per housing unit for each subsequent unit,</td>
</tr>
<tr>
<td></td>
<td>whichever is greater (with a minimum fee of $2,164.85)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Development Permit</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for:</td>
<td></td>
</tr>
<tr>
<td>• changes to an existing building that do not include changes to massing,</td>
<td></td>
</tr>
<tr>
<td>• changes to landscaping, surface parking lots, or accessory buildings, or</td>
<td></td>
</tr>
<tr>
<td>• temporary residential unit sales centres, unless otherwise noted</td>
<td>• $1,352.50</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Development Permit or Special Development Permit Amendment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for minor addition (maximum 500 square metres/5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</td>
<td>• $279.90 plus 50% of the Special Development Permit basic service fee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Development Permit Amendment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all Development Permit Amendments, unless otherwise noted</td>
<td>• $22.20 per 1,000 sq. ft., or portion thereof, of Improved Site Area (with a minimum of $560.00)</td>
</tr>
<tr>
<td>Service Description</td>
<td>Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>-----</td>
</tr>
<tr>
<td><strong>Special Development Permit Amendment</strong>&lt;br&gt;Basic service for:&lt;br&gt;• changes to an existing building that do not include changes to massing,&lt;br&gt;• changes to landscaping, surface parking lots, or accessory buildings, or&lt;br&gt;• temporary residential unit sales centres unless otherwise noted</td>
<td>$1,352.50</td>
</tr>
<tr>
<td><strong>Minor Special Development Permit or Minor Special Development Permit Amendment</strong>&lt;br&gt;Basic service for:&lt;br&gt;• improvements with a total value of $100,000 or less, or&lt;br&gt;• façade renovation for buildings affected by water penetration</td>
<td>$279.90</td>
</tr>
<tr>
<td><strong>Special Development Permit – All Types</strong>&lt;br&gt;Time extension application&lt;br&gt;Reissuance of an expired permit</td>
<td>50% of application fee</td>
</tr>
<tr>
<td><strong>Public Hearing</strong>&lt;br&gt;For all applications requiring a Public Hearing</td>
<td>$982.10</td>
</tr>
<tr>
<td><strong>Land Title Registration</strong>&lt;br&gt;For all application requiring notices or other documentation to be registered with the Land Titles Office</td>
<td>$33.80</td>
</tr>
<tr>
<td><strong>Covenants</strong>&lt;br&gt;Preparations of covenants</td>
<td>$217.55</td>
</tr>
<tr>
<td><strong>Telecommunication Review</strong></td>
<td>• $3,406.80 per application</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td>Basic service for all applications that require review of telecommunications antennae</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Additional Notification</strong></th>
<th>• $1,811.50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for additional public meeting and/or change of date request requiring notification</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Application Change</strong></th>
<th>• $323.35</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for requested change of owner or authorized agent for any application</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Site Profile Administration</strong></th>
<th>• $100.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all districts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Land Title Document and Administration</strong></th>
<th>• $20.40</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for document requests</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Covenant Discharge</strong></th>
<th>• $357.00 plus legal costs incurred by the City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for discharge requests where there is no current development application</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Land Purchase Request</strong></th>
<th>• $1,884.95 plus appraisal, survey and legal costs. Not refundable after first report to LUPC or Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all districts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Comprehensive Sign Permit Review</strong></th>
<th>• $510.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for sign plans required as part of Development Permit approvals</td>
<td></td>
</tr>
</tbody>
</table>
| **Landscape Plan Review** | • Large Projects initial review $510.00  
• Small Projects initial review $255.00  
• Subsequent project reviews $255.00 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The following fees shall be paid for the review of landscape plans in accordance with Development or Special Development Permits</td>
<td></td>
</tr>
</tbody>
</table>

| **Landscape Inspection** | • Large Projects initial review $510.00  
• Small Projects initial review $255.00  
• Subsequent project reviews $255.00 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The following fees shall be paid for the on-site review of landscaping in accordance with Development or Special Development Permits</td>
<td></td>
</tr>
</tbody>
</table>

| **Transportation Review – Development Permit** | The greater of:  
• $1,250.00;  
• $20.00 per 1,000 sq. ft., or a portion thereof, of improved site area; or,  
• Unit Fee, calculated as follows:  
  ○ $75.00 per housing unit for the first 250 units;  
  ○ $25.00 per housing unit for the next 200 units; and,  
  ○ $13.00 per housing unit for each subsequent unit |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all Development Permits, unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

| **Transportation Review – Development Permit** | The greater of:  
• $1,250.00; or  
• $11.00 per 1,000 sq. ft., or a portion thereof, of improved site area |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permits, unless otherwise noted</td>
<td></td>
</tr>
<tr>
<td><strong>Transportation Review – Development Permit</strong></td>
<td>• No charge</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>Basic service for:</td>
<td></td>
</tr>
<tr>
<td>• Laneway House and Carriage House Development Permits,</td>
<td></td>
</tr>
<tr>
<td>• changes to an existing building that do not include changes to massing,</td>
<td></td>
</tr>
<tr>
<td>• changes to landscaping, surface parking lots, or accessory buildings, or</td>
<td></td>
</tr>
<tr>
<td>• temporary residential unit sales centres, unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Development Permit or Development Permit Amendment</strong></th>
<th>• $137.00, plus 50% of the Development Permit application fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for minor addition (maximum 500 square metres/5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Development Permit Amendment</strong></th>
<th>• No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all Development Permit Amendments, unless otherwise noted</td>
<td></td>
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</tbody>
</table>

<table>
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<tr>
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<th>• No charge</th>
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<tr>
<td>Basic service for Industrial and Mixed Employment, and Employment Lands Development Permit Amendments, unless otherwise noted</td>
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</tr>
<tr>
<td><strong>Transportation Review – Development Permit Amendment</strong></td>
<td>• No charge</td>
</tr>
<tr>
<td>Basic service for:</td>
<td></td>
</tr>
<tr>
<td>• changes to an existing building that do not include changes to massing,</td>
<td></td>
</tr>
<tr>
<td>• changes to landscaping, surface parking lots, or accessory buildings, or</td>
<td></td>
</tr>
<tr>
<td>• temporary residential unit sales centres unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

| **Transportation Review – Development Permit Amendment** | • No charge |
| Basic service for amendments to Laneway House and Carriage House Development Permit Amendments | |

| **Transportation Review – Minor Development Permit or Minor Development Permit Amendment** | • No charge |
| Basic service for: | |
| • Hazard Area Development Permit | |
| • Natural Features Development Permit | |
| • improvements with a total value of $100,000 or less, or | |
| façade renovation for buildings affected by water penetration | |
| **Transportation Review – Special Development Permit** | The greater of:  
- $1,060.00; or  
- $20.00 per 1,000 sq. ft., or a portion thereof, of improved site area; or,  
- Unit fee, calculated as follows:
  - $75 per housing unit for the first 250 units;  
  - $25 per housing unit for the next 200 units; and,  
  - $13 per housing unit for each subsequent unit |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Basis service for all Development Permits, unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Special Development Permit</strong></th>
<th>• No charge</th>
</tr>
</thead>
</table>
| Basic service for:  
- changes to an existing building that do not include changes to massing,  
- changes to landscaping, surface parking lots, or accessory buildings, or  
- temporary residential unit sales centres, unless otherwise noted | |

<table>
<thead>
<tr>
<th><strong>Transportation Review – Special Development Permit or Special Development Permit Amendment</strong></th>
<th>• $137.00, plus 50% of the Special Development Permit basic service fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Service for minor addition (maximum 500 square metres/ 5,382 square feet of gross floor area or 10 percent of total floor space of building, whichever is greater), unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Special Development Permit Amendment</strong></th>
<th>• No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all Development Permit Amendments, unless otherwise noted</td>
<td></td>
</tr>
<tr>
<td><strong>Transportation Review – Special Development Permit Amendment</strong></td>
<td>• No charge</td>
</tr>
<tr>
<td>---</td>
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</tr>
<tr>
<td>Basic service for:</td>
<td></td>
</tr>
<tr>
<td>• changes to an existing building that do not include changes to massing,</td>
<td></td>
</tr>
<tr>
<td>• changes to landscaping, surface parking lots, or accessory buildings, or</td>
<td></td>
</tr>
<tr>
<td>• temporary residential unit sales centres unless otherwise noted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Minor Special Development Permit or Minor Special Development Permit Amendment</strong></th>
<th>• No charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for:</td>
<td></td>
</tr>
<tr>
<td>• improvements with a total value of $100,000 or less, or</td>
<td></td>
</tr>
<tr>
<td>• façade renovation for buildings affected by water penetration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Temporary Use Permit</strong></th>
<th>The greater of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all districts except those involving a non-profit organization</td>
<td>• $725;</td>
</tr>
<tr>
<td></td>
<td>• $26 per 1,000 sq. ft. or a portion thereof, of improved site area; or,</td>
</tr>
<tr>
<td></td>
<td>• $52 per housing unit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Temporary Use Permit Amendment</strong></th>
<th>The greater of:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic service for all districts involving a non-profit organization</td>
<td>• $225; or,</td>
</tr>
<tr>
<td></td>
<td>• $22 per 1000 sq. ft., or a portion thereof, of improved site area</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Transportation Review – Rezoning</strong></th>
<th>• $925 Service Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Detached and Duplex Dwelling Districts and text amendments</td>
<td></td>
</tr>
</tbody>
</table>
**Transportation Review – Rezoning**

Multiple Unit Residential, Commercial, Industrial, Institutional Districts and text amendments

The greater of:
- $1,060.00; or
- $17.00 per 1,000 sq. ft., or a portion thereof, of improved site area; or,
- Unit Fee, calculated as follows:
  - $75.00 per housing unit for the first 250 units;
  - $25.00 per housing unit for the next 200 units; and,
  - $13.00 per housing unit for each subsequent unit

**Transportation Review – Pre Application Review**

- $150.00

### Application Type and Required Deposit

<table>
<thead>
<tr>
<th>Application Type</th>
<th>Required Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tree Protection Barrier Sign Deposit</strong></td>
<td>$25.50 per sign, refundable upon return of each sign</td>
</tr>
<tr>
<td>Tree Protection and Regulation Bylaw No. 7799, 2016</td>
<td></td>
</tr>
<tr>
<td><strong>Development, Special Development, or Temporary Use Permit Landscape Deposit</strong></td>
<td>An amount equal to 125% of the costs of hard and soft landscaping on the site, including labour.</td>
</tr>
<tr>
<td>All applications other than a Laneway and Carriage House Development Permits</td>
<td></td>
</tr>
<tr>
<td><strong>Development Permit Landscape Deposit</strong></td>
<td>$5,000</td>
</tr>
<tr>
<td>Applications for Laneway and Carriage House Development Permits</td>
<td></td>
</tr>
</tbody>
</table>
There is no Report with this Item.
Please see Attachment(s).
CORPORATION OF THE CITY OF NEW WESTMINSTER

AMENDMENT BYLAW NO. 8161, 2020

ADOPTED ____________________

A Bylaw to Amend Building Bylaw No. 8125, 2019.

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 "Building Bylaw Amendment Bylaw No. 8161, 2019."

2. Building Bylaw No. 8125, 2019 is amended as follows:

   (a) Section 5.7 is amended by replacing Article 5.7.1 with the following wording:

   5.7.1 Every person making an application for a building permit or obtaining a service from the City shall pay the applicable fee and charges imposed in the Development Services Fees and Rates Bylaw No. 7683, and the Engineering Fees and Rates Bylaw No. 7553, 2013, as amended or replaced from time to time.

   (b) Add a new Article 5.12.15 and renumber subsequent Articles in section 5.12:

   5.12.15 If an owner changes contractors before construction is completed, a valid permit may be transferred to a new contractor upon payment of a transfer fee as specified in the Development Services Fees and Rates Bylaw No. 7683, 2014, as amended or replaced from time to time.

   (c) Add the following to Part 14:

   14.3 Energy Efficiency Performance Bond:

   To ensure compliance with the applicable step of the BC Energy Step Code is achieved in accordance with the requirements of Section 14.1, an energy efficiency performance bond, as specified in the Development Services Fees and Rates Bylaw No. 7683, 2014, as
amended or replaced from time to time, shall be provided prior to issuance of a building permit. The energy efficiency performance bond will be released once it has been verified that the project has been constructed to achieve the energy efficiency performance level in accordance with Section 14.1 and the project has been granted occupancy. The bond, if forfeited, will be utilized to improve energy performance in the subject building or will be rolled into the City’s Carbon Reserve Fund and utilized to meet the City’s energy use and GHG emissions targets.

(d) Add a new Part 15 as follows:

PART 15 SECURITY FOR DAMAGE TO MUNICIPAL FACILITIES AND/OR OBSTRUCTION OF ROADS BY BUILDERS

15.1. In addition to any other fee payable pursuant to this bylaw, where the construction site is served by any street upon which there is a sidewalk, curb and gutter, drainage swale, street light, storm sewer, sanitary sewer, water service, or a combination of any of these, either existing or required to be completed prior to final inspection and acceptance of the property, every applicant for a building permit shall, at the time of application, deposit with the City security, in a form acceptable to the City in the amount prescribed in and the Engineering Fees and Rates Bylaw No. 7553, 2013, as amended or replaced from time to time.

15.2 The applicant shall make an inspection of all City properties adjacent to the construction site and shall submit a report, with photographs attached, of any existing damage to the City Engineering Department prior to commencing work. All damage to City property observed at final inspection shall be deemed to be caused by the applicant, unless reported as outlined above.

15.3 The Security may be applied by the City in payment of any costs or expenses which may be incurred by the City in repairing, installing or replacing City properties which are damaged during, and such damage is attributable to the carrying out or construction of the works authorized by the building permit or
which are incidental to such works; or, for clearing any debris, materials, dirt, chattels or equipment which has accumulated on any street, road, avenue, alley, sidewalk, boulevard or any part of a road allowance as a result of work carried out in connection with the building permit.

15.4 Engineering Operations shall inspect City properties adjacent to the construction site after final inspection and acceptance by the Building Official. Any damage to City properties caused directly or indirectly by the construction related to the permit not repaired or corrected at the date of such inspection shall be recorded. The City shall, at its convenience, complete the necessary repairs and the full cost of the repairs shall be taken from the Security. Should the Security be more than the cost of the repairs, the remainder shall be returned to the applicant. Should the cost of the repairs be more than the Security, the applicant or owner of the property for which the building permit has been issued shall be required to pay those costs exceeding the Security. If the costs are not paid, they may be added to, and collected in the same manner as ordinary taxes per Article 3.2.4 of this bylaw.

15.5 Where during the course of construction, the City discovers that any street, road, avenue, alley, sidewalk, boulevard or any part of a road allowance is obstructed by debris, materials, dirt, chattels or equipment of the owner or his agent, the owner shall remove the obstruction immediately. Failure to comply will result in the City removing the obstruction and claiming the full cost of removal from the Security. The owner shall then deposit sufficient money to return the Security to its original amount.

15.6 The Security shall be returned to the applicant after:

(a) a final inspection, acceptable to the Building Official has been conducted; and
(b) Engineering Operations has ascertained either that no damage has occurred or that, if any damage to City property has occurred, the damage has been repaired or corrected to the satisfaction of the City.
15.7 Forfeiture of the Security in no way relieves the applicant of responsibility for the total cost of repair or correction should the cost exceed the Security.

3. Severability

If any part, section, sentence, clause, phrase or word of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction the invalid part, section, sentence, clause, phrase or word shall be severed and the decision that is invalid shall not affect the validity of the remainder which shall continue in full force and effect and be construed as if the Bylaw had been adopted without such invalid portions.

READ A FIRST TIME this ___13th____ day of ___January______, 2020.

READ A SECOND TIME this ___13th____ day of ___January______, 2020.

READ A THIRD TIME this ___13th____ day of ___January______, 2020.

ADOPTED this __________ day of ______________, 2020.

MAYOR JONATHAN X. COTE

JACQUE KILLAWEE, CITY CLERK
There is no Report with this Item. Please see Attachment(s).
CORPORATION OF THE CITY OF NEW WESTMINSTER

BYLAW NO. 8177, 2020

A Bylaw to Amend Development Services Fees and Rates Bylaw No. 7683, 2014

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

(1) This Bylaw may be cited for all purposes as “Development Services Fees and Rates Amendment Bylaw No. 8177, 2020.”

(2) The City of New Westminster Development Services Fees and Rates Bylaw No. 7683, 2014 is hereby amended as follows:

a) Schedule ‘A’ (Building Permit Fees) and Schedule ‘D’ (Plumbing Fees) to Development Services Fees and Rates Bylaw No. 7683, 2014 are hereby replaced with the Schedule ‘A’ and Schedule ‘D’ attached in Appendix 1 to this amending bylaw; and,

b) In Schedule ‘C’ to Development Services Fees and Rates Bylaw No. 7683, 2014 replace the Pre Application Review fee of “$528.00” with “$5,000.00”.

READ A FIRST TIME on an affirmative vote of a majority of all members of Council this __13th__ day of __January____, 2020.

READ A SECOND TIME on an affirmative vote of a majority of all members of Council this __13th__ day of __January____, 2020.

READ A THIRD TIME on an affirmative vote of a majority of all members of Council this __13th__ day of __January____, 2020.

ADOPTED on an affirmative vote of a majority of all members of Council on this _____ day of ________________, 2020.

______________________________  ______________________________
MAYOR JONATHAN X. COTE          JACQUE KILLAWEE, CITY CLERK
CORPORATION OF THE CITY OF NEW WESTMINSTER

Development Services Fees and Rates Bylaw

Appendix 1

2020 Building Permit Fees

Bylaw No. 8157, 2019
Schedule ‘A’
Bylaw No.8157, 2019
2020 Building Permit Fees

1.0 GENERAL

1.1 ALTERNATE SOLUTION FEES
   (a) up to two items included in one report $520.00 (plus GST)
   (b) each subsequent item in same report $230.00 (plus GST)
   (c) for an amendment to an original report after acceptance or rejection of the report $145.00 (plus GST)

1.2 CHANGE OF ADDRESS - A fee of $625.00 shall be paid where an address change based on personal preference is requested.

1.3 COMFORT LETTERS - For the preparation of a comfort letter (includes responses from the Planning, Fire, Licensing, Building Departments) a fee of $321.00 shall be payable. For the preparations of a response from any individual department only a fee of $145.00 shall be payable.

1.4 CONDITIONAL OCCUPANCY CERTIFICATES
   (a) Residential $100 per dwelling unit (maximum $7500) per 30 days
   (b) Other $550 per 30 days

1.5 DOUBLE PERMIT FEE - If any work for which a permit is required under this bylaw shall commence before a permit has been obtained, the fees and charges payable shall be doubled, to maximum fee of $10,000.

1.6 Reserved

1.7 EXTENSION OF PERMIT - Where a permit has lapsed and the City has established that the proposed work complies with this bylaw and all other applicable bylaws, the permit may be extended on payment of an extension fee of $145.00.

1.8 OCCUPANT LOAD – A fee of $145.00 shall be paid to review floor plans for the purposes of establishing the maximum occupant load for a business where there is no current building permit application.

Schedule A
1.9 **REFUNDS** - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant with respect to a valid building permit, 50% of the building permit fee, such refund shall not include the plan processing fee.

1.10 **RE-INSPECTION FEES**
   (a) Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges (plus GST) shall be administered:
   - Third inspection: $145.00
   - Fourth inspection: $290.00
   - Fifth inspection: $435.00
   - Each subsequent inspection: $580.00
   (b) Where work is not ready for inspection when the inspector calls, a re-inspection fee shall be charged at $145.00 (plus GST).

1.11 **REVISIONS TO PERMITS**
   **REVISION PRIOR TO PERMIT ISSUANCE** - A fee, based upon the City hourly rate for staff time (min. 1 hour), will be charged on an application:
   (a) That requires 3 or more revisions, and/or
   (b) where the design is revised and/or substituted with a new design

   **REVISION TO ISSUED BUILDING PERMIT** - A fee, based upon the City hourly rate for staff time (min. 1 hour), shall be paid.

1.12 **SIGN PERMIT FEES** – Every application for a sign permit, as required by Sign Bylaw No. 7867, 2017, shall be accompanied by the applicable fees:
   1.12.1 **NEW SIGN** - $500.00
   1.12.2 **FACE CHANGE** – $145

1.13 **SOLAR HOT WATER READY EXEMPTION** – A non-refundable fee of $520.00 (plus GST) shall be paid.

---

**Schedule A**
1.14 SPECIAL INSPECTIONS – for inspection of work linked or not linked to an issued permit.
  (a) Special inspection during normal working hours: A fee, based on the City hourly rate for staff time (min. 1 hour), shall be paid;
  (b) Special inspection outside normal working hours:
    i. Monday to Friday:
       First 2 hours – a fee, based on 1-1/2 times the City hourly rate for staff time
       Each additional hour – a fee, based on double the City hourly rate for staff time
    ii. Weekends – a fee, based on double the City hourly rate for staff time (min. 4 hours) plus a ½ hour meal break

1.15 TRANSFER OF PERMIT:
  (a) CHANGE OF OWNER - In the event of a change of ownership before construction is complete, a valid permit may be transferred upon payment of a recording fee of $145.00 each. The new permit holder shall become responsible for depositing with the City, Security as required under this bylaw.
  (b) CHANGE/REMOVAL OF CONTRACTOR – In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of $145.00. The new contractor must take full responsibility for the work completed to date.

2.0 BUILDING PERMIT FEES
2.1 Every person shall pay the following fees (minimum fee $150.00) for the issuance of a building permit:
   (a) $13.80 for each $1,000.00 of construction value or fraction thereof up to and including $50,000.00
   (b) $13.55 from each $1,000.00 of construction value or fraction thereof between $50,001.00 and $150,000.00
   (c) $11.99 for each additional $1,000.00 of construction value or fraction thereof in excess of $150,000.00

2.2 PLAN PROCESSING FEE: - A plan processing fee shall be paid for all applications in the amount of 50% of the calculated permit fee, with a minimum fee of $145.00 and a maximum fee of $15,000.00. The plan processing fee is non-refundable and shall be credited against the building permit fee when the building permit is issued.
2.3 **ENERGY EFFICIENCY PERFORMANCE BOND:** - Building permit applications for construction at Step Code Level 3 or higher shall be accompanied by a deposit of 1% of the total construction value, to a maximum of $25,000. The deposit shall be non-refundable if the Step Code Level 3 performance standard is not achieved or complied with.

3.0 **DOCUMENT FEES**

3.1 **PERMANENT RECORDS** - To assist in the cost of preparing efficient permanent Construction Records, every person making application for a building permit shall pay a fee equal to 1.0% of the construction value, subject to $11.75 minimum and $292.00 maximum.

3.2 **BUILDING RECORDS SEARCH**

(a) Document Request Fee $21.00 (plus GST) per document
(b) Drawing Request Fee
   - Administration Fee $50.00 (plus GST)
   - All copies (paper and/or digital) $1.50 per page (plus GST)

4.0 **DEMOLITION PERMITS**

4.1 Where an accessory building such as a garage or shed is to be demolished, the permit fee for such work shall be $145.00. The fee payable for all other structures shall be $1,265.00.

4.2 **WASTE DISPOSAL AND RECYCLING SERVICES FEES**
The fees in the table below shall be required for demolition permits

<table>
<thead>
<tr>
<th>Waste Disposal and Recycling Services Fee</th>
<th>$270.00 non-refundable portion, plus $5000.00 per single family or duplex building to be demolished, deconstructed, or disassembled (refundable portion)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee Incentive</td>
<td>• 100% of the refundable portion of the Waste Disposal and Recycling Services Fee if the level of compliance stated on the accepted Compliance Report is greater than or equal to 70%; or</td>
</tr>
<tr>
<td></td>
<td>• $0 if the level of compliance stated on the accepted Compliance Report is less than 20%; or</td>
</tr>
<tr>
<td></td>
<td>• in all other cases, the following as calculated using the level of compliance</td>
</tr>
</tbody>
</table>

Doc 1510535
4.3 **DELAYED DEMOLITION** –
Every application to delay demolition of a dwelling or to relocate a second dwelling on a lot shall be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (including the Plan Processing Fee) and a security deposit in a form acceptable to the City in the amount $50,000.

5.0 **TEMPORARY BUILDINGS** - Every application a temporary building shall be accompanied by the applicable fees prescribed in Schedule A, Section 2.0 Building Permit Fees (including the Plan Processing Fee) and a security deposit in a form acceptable to the City in the amount of $25,000.00.

\[
\text{Fee Incentive} = (\text{Level of compliance} ÷ 70) \times \text{Refundable Portion of Fee}
\]
CORPORATION OF THE CITY OF NEW WESTMINSTER

Development Services Fees and Rates Bylaw

Appendix 4

2020 Plumbing Fees

Bylaw No. 8157, 2019
## Schedule ‘D’
### 2020 Plumbing Permit Fees

#### Plumbing Fixture Permit Fee Schedule

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 To 4 Fixtures</td>
<td>$145.00 (minimum permit fee)</td>
</tr>
<tr>
<td>Each additional fixture</td>
<td>$34.50</td>
</tr>
<tr>
<td>Backflow Assembly Test Report</td>
<td>$23.50 (annual retest)</td>
</tr>
</tbody>
</table>

For the purpose of this section the following shall be considered plumbing fixtures:

- Automatic washer
- Grease Interceptor
- Planter Drain
- Bar sink
- Hand sink
- Pot sink
- Bathtub
- Hose Bib
- Roof Drain
- Bed pan washers/grinder
- Hot Water Heater
- Sanitary B.W.V.
- Bidet
- Hot Water Storage Tank
- Sanitary Lift Station
- Condensate Drain
- Hub drain
- Shower
- Deck Drain
- Ice makers
- Steam Machine
- Dialysis machine
- Janitor sink
- (Swimming pool backwash sump)
- Dishwasher
- Kitchen sink
- Urinal
- Drinking Fountain
- Laundry tub
- Water closet
- Floor Drain
- Mop Sink
- Water filter
- Foot bath
- Neutralizing tank
- Glass Washer
- Patio Drain
- Future Drainage/Venting/Water Connection

**Backflow Assembly**

**Specialty and/or Proprietary equipment/fixture**

*Specialty and/or proprietary equipment/fixtures typically found in medical, mercantile, commercial and industrial applications requiring a connection to the domestic water supply system and/or storm sewer system and/or sanitary sewer system. (Specialty equipment designation, if in question, shall be determined by the Plumbing Inspector.)*

**All new backflow assembly installation permits include one “City of New Westminster Backflow Test Report” form per device.**
1. a) **Domestic Water Re-pipe Plumbing Permit Fee Schedule**
   
   $58.25 per suite (Fee includes in-suite water pipe and distribution mains)

   b) **Domestic Water Mains and/or Risers Re-pipe Installation Only Plumbing Permit Fee Schedule**
   
   $145.00 for the first 100 feet or less
   $57.75 for each additional 100 feet or portion thereof
   $145.00 (minimum permit fee)

2. **Plumbing Services Permit Fee Schedule**
   
   a) **Residential (SFD & Duplex)**
   
   $69.20 each item ($145.00 minimum permit fee)
   
   - Back Flow assembly
   - Catch Basin
   - Drain Tile
   - Sanitary Lift Station
   - Sanitary Sewer
   - Septic Tank Removal
   - Solid Rain Water Leader Piping
   - Storm Lift Station
   - Storm Sewer
   - Storm Sump
   - Trench Drain
   - Water Service
b) Multi-residential (three or more dwelling units), Commercial & Industrial
Plumbing Services Permit Fee Schedule
All piping $2.95 per foot ($145.00 minimum permit fee)

<table>
<thead>
<tr>
<th>Sanitary Sewer</th>
<th>Storm Sewer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Tile</td>
<td>Solid Rain Water Leader Piping</td>
</tr>
</tbody>
</table>

c) Precast Concrete Works & Associated Receptacles
$69.20 each item ($145.00 minimum permit fee)

<table>
<thead>
<tr>
<th>Catch Basin</th>
<th>Oil Interceptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trench Drain</td>
<td>Sanitary Lift Station</td>
</tr>
<tr>
<td>Manhole</td>
<td>Storm Lift Station</td>
</tr>
<tr>
<td>Floor Drain</td>
<td>Storm Sump</td>
</tr>
</tbody>
</table>

d) Waterworks
$69.20 each item ($145.00 minimum permit fee)

<table>
<thead>
<tr>
<th>Fire Hydrant</th>
<th>Yard Hydrant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Isolating Valve</td>
<td>Fire Line</td>
</tr>
<tr>
<td>Combined Water Service</td>
<td>Domestic Water Service</td>
</tr>
<tr>
<td>Back Flow Assembly</td>
<td></td>
</tr>
</tbody>
</table>

3. Hot Water Heating Permit Fee Schedule
a) Residential (SFD & Duplex)
$403.50 Flat Rate per dwelling unit

**Hot water heating systems serving three or more dwelling units must be a professionally engineered design and inspected and approved by the engineer of design. (Permit not required)**
4. **Sprinkler Permit Fee Schedule**

   a) **Residential (SFD & Duplex)**
      
      1st Sprinkler head $145.00  
      Each additional sprinkler head $3.00 each

   b) **All other Buildings**
      
      1st Sprinkler head $290.00  
      Each additional sprinkler head $3.00 each

   c) **Additional Sprinkler Permit Charges**
      
      $69.20 each item ($145.00 minimum permit fee)

      Dry Pipe Valves                Alarm Valves
      Fire Department Connection    Fire Hydrants
      Yard Hydrants                 Fire Pump
      2 1/2” Hose Valve             1 1/2” Hose Valve
      Standpipe                    Fire Pump
      Deluge Valve                 Pre-action Valve
      Compressor                   Flow Switch
      Chemical Based System

5. **Miscellaneous Fee Schedule**

   a) **DOUBLE PERMIT FEE** - If any work for which a permit is required under this bylaw commences before a permit has been obtained, the fees and charges payable shall be doubled, to a maximum fee of $10,000.

   b) **REFUNDS** - No fees or part thereof paid to the City shall be refunded if a start has been made on construction or an inspection conducted. If no start has been made and no inspection conducted and if the Building Official so certifies, the City shall refund to the applicant 50% of the applicable permit fee.
c) RE-INSPECTION FEES –
(c) Where more than two inspections are necessary due to non-compliance with the provisions of this bylaw or to correct violations from previous inspections the following charges shall be administered:

- Third inspection: $145.00 plus applicable taxes
- Fourth inspection: $290.00 plus applicable taxes
- Fifth inspection: $435.00 plus applicable taxes
- Each subsequent inspection: $580.00 plus applicable taxes

- Where work is not ready for inspection when the inspector calls, a re-inspection fee shall be charged at $145.00, plus GST.

d) CHANGE/REMOVAL OF CONTRACTOR - In the event of a change of contractor before construction is completed; a valid permit may be transferred to a new contractor upon payment of a recording fee of $145.00. The new contractor must take full responsibility for the work completed to date.

e) CHANGE OF USE - For an inspection related to the change of occupancy or use of a building, a fee in the amount of $145.00 shall be paid.

f) RENEWAL OF LAPPED PERMITS - Where a permit has lapsed and the proposed work is at a stage that is still accessible for inspection the permit may be renewed upon payment of $145.00.

g) REVISED PLAN REVIEW SUBMISSION - Where a revision to the originally submitted and approved plumbing, sprinkler or hot water heating permit plans is received an administrative fee calculated based upon City costs per hour of staff time (min. 1 hour) shall be paid.

h) SUBDIVIDING A SINGLE PROJECT BETWEEN MULTIPLE CONTRACTORS - Where a plumbing/sprinkler/hot water heating project covered by a single Building Permit is then divided into two or more phases with multiple mechanical contractors the full permit fee shall be collected from each individual contractor for their portion of work.
6. **Special Inspections**

Special inspection requests for work linked or not linked to an issued permit:

- Special inspection during normal working hours:
  A fee based on City costs per hour (min. 1 hour) shall be paid;

- Special inspection outside normal working hours:
  **Monday to Friday:**
  First 2 hours – a fee based on 1-1/2 times the City hourly rate
  Each additional hour – a fee based on double the City hourly rate
  **Weekends** – a fee based on double the City hourly rate (min. 4 hours)
  plus a ½ hour meal break
There is no Report with this Item.
Please see Attachment(s).
MEMORANDUM

Legislative Services

To: Mayor and Council  Date: January 27, 2020
From: Jacque Killawee  File:
City Clerk

Subject: Release of Resolution from Closed Meeting

On Council’s direction, the following Closed resolution is released to the public:

MOVED and SECONDED

THAT Council direct staff to take no further action at this time regarding the usage of parking stalls at 271 Francis Way.

CARRIED.

Jacque Killawee  Lisa Spitale
City Clerk  Chief Administrative Officer