

# Welcome to the 2021 Orientation!

Presented by:

Rupinder Basi, Supervisor of Development Planning  
Development Services

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# Presentation Overview

- Role and Focus of APC Review
- Development Review Process
- Meeting Format
- City Policies to Consider
- Staff Roles

# APC Bylaw / Terms of Reference (T.O.R.)

Bylaw No. 5791 establishes the APC and provides the T.O.R. by:

- defining composition and appointment procedure (Commission and Officers sections),
- providing the required procedural framework (Procedure, Meetings, Agenda, Conduct sections),
- setting the scope of review for the APC:

CORPORATION OF THE CITY OF NEW WESTMINSTER



ADVISORY PLANNING COMMISSION BYLAW NO. 5791, 1988

EFFECTIVE DATE: October 24, 1988

CONSOLIDATED FOR CONVENIENCE ONLY  
(December 22, 2008)

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

<u>AMENDMENT BYLAW</u>	<u>EFFECTIVE DATE</u>
7248	November 24, 2008

The bylaw numbers highlighted in this consolidation refer to the bylaws that amended the principal Bylaw No. 5791, 1988. The number of any amending bylaw that has been repealed is not referred to in this consolidation.

# Role of Commission

Specifically, the scope of APC review is to examine policy and land use considerations pertaining to:

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

# APC - Scope of Review

## Relationship to New Westminster Design Panel

### **NWDP:**

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

### **APC:**

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

### **Some Other Committees:**

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

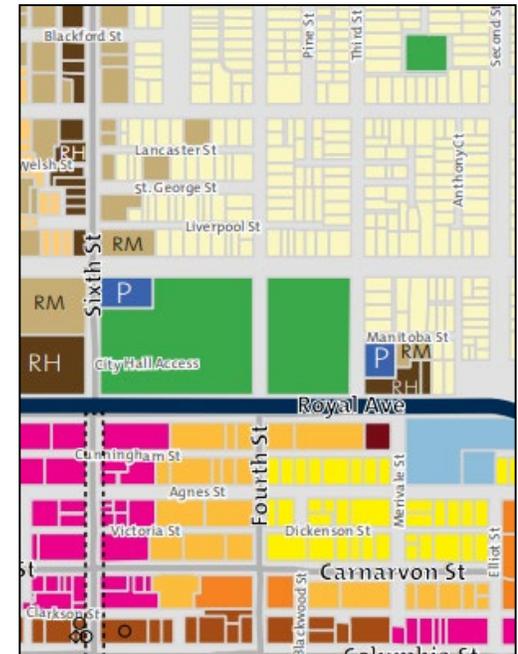


# Development Review Process

## Development Review Steps (simplified)

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

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



# COVID-19 Interim Development Review Process

## Process Revisions

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

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

## Advisory Planning Commission (APC)

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

# COVID-19 Interim Development Review Process

## City-led Consultation

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

## Public Hearing

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

# Meeting Format

## ***City Planner Overview (5 to 10 mins.):***

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

## ***Developer Presentation (optional – 10-15 mins.):***

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

## ***Public Comments (5 minutes per speaker):***

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

## ***Commission Deliberation:***

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

### **Key to Consider:**

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

# City Policy Documents to Consider

## Our City 2041 - Official Community Plan

- provides the land use designations for sites,
- outlines the issues, goals, policies and priorities for a range of issues affecting the growth and livability of New Westminster,
- Includes plans for Queensborough and the Downtown.
- Adopted in October 2017.



# City Policy Documents to Consider

## Inclusionary and Rental Housing Initiatives

### **Rental Replacement Policy (Draft)**

- Applies to existing purpose-built market rental housing sites where redevelopment will remove more than 6 rental units.
- Applicants seeking rezoning expected to provide 100% of the secure market rental units including 10% of total units secured as below-market rental units.

### **Inclusionary Housing Policy**

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

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

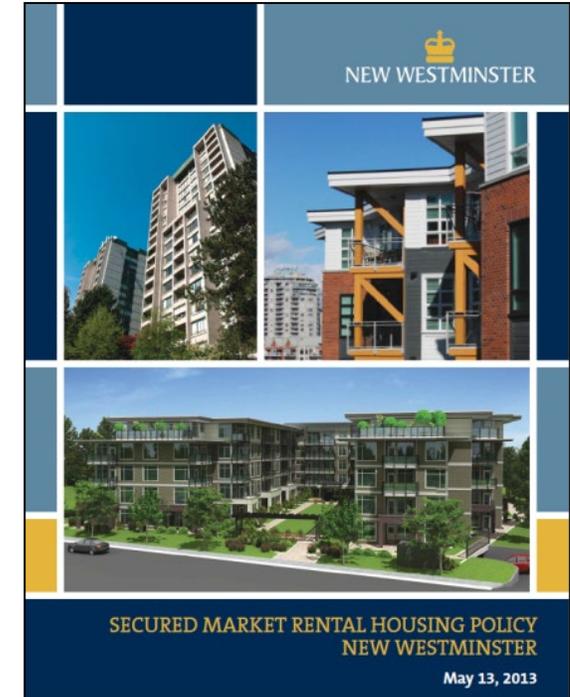
### **Tenant Relocation Policy, 2016**

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

# City Policy Documents to Consider

## Secured Market Rental Housing Policy

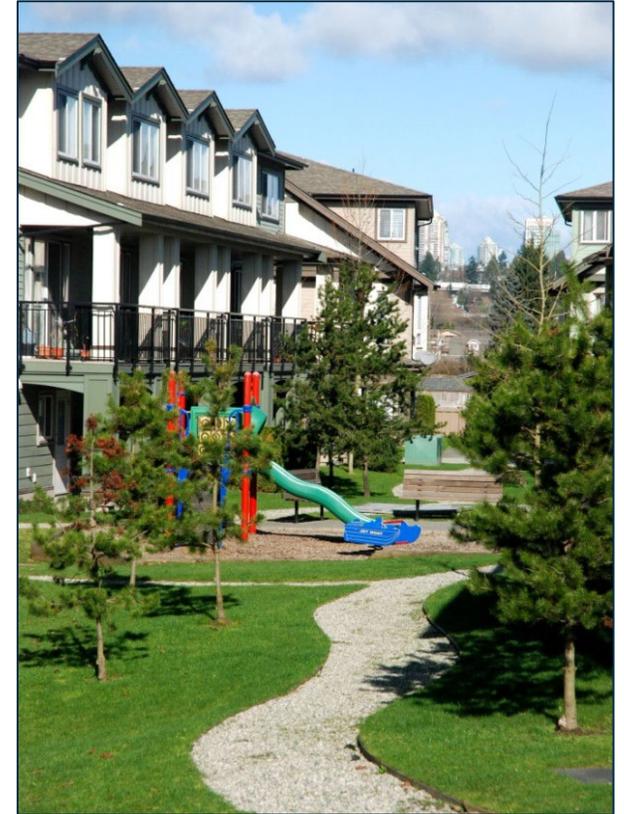
- applies to NEW rental sites
- supports retention of the existing rental housing stock,
- provides incentives for the development of new secured market rental housing:
  - Reduced parking requirements,
  - Payment of legal fees,
- market rental development is secured for 60 years through a Housing Agreement.



# City Policy Documents to Consider

## Family Friendly Housing Policy

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



# City Policy Documents to Consider

## Child Care Strategy

### Key actions:

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



# City Policy Documents to Consider

## Master Transportation Plan

Some key City transportation objectives related to land use planning:

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



# Additional Policies

[Climate Emergency – 7 Bold Steps](#)

[Community Energy and Emissions Plan, 2011](#)

[Environmental Strategy and Action Plan 2018](#)

[Future Forward: An Economic Development Plan for New Westminster, 2018-2023](#)

[Integrated Stormwater Management Plan 2018](#)

[Policy for the Use of Heritage Revitalization Agreements, 2011](#)

[Rental Housing Revitalization Program](#)

[Queen's Park Heritage Conservation Area, 2017](#)

[Urban Forest Management Strategy 2016](#)

***Please consult APC 2021 Planning Policy Binder Info Sheet.***

# Staff Roles

Priya Bal, Planning Clerk	Public notification letters
Heather Corbett, Committee Clerk	Takes minutes, and provides procedural support in meetings. Coordinates the agenda, website posting, and confirms quorum.
Development Planners	Introduces applications, policy context and land use considerations, and answers questions on the applications.

## General Questions or Comments?

Heather Corbett

604-515-3813

[hcorbett@newwestcity.ca](mailto:hcorbett@newwestcity.ca)

THANK YOU  
for volunteering your time!

Questions?