

## REPORT

### *DEVELOPMENT SERVICES DEPARTMENT*

To: Mayor W. Wright and Members of Council in Committee of the Whole      Date: August 22, 2007

From: Lisa Spitale      File: 13.2535.05  
Director of Development Services

Subject: Downtown Sustainable Plan and New Downtown Official Community Plan – Updated Workplan

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### **RECOMMENDATION**

*THAT Council approve Option 1 - Direct staff to commence work on the Downtown Sustainable Plan and the new Downtown Official Community Plan based on the updated work plan presented in this report*

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### **PURPOSE**

The purpose of this report is to advise Council on the updated work plan for the Downtown Sustainable Plan and a new Downtown Official Community Plan.

### **BACKGROUND**

At the April 23, 2007 Council meeting, City Council endorsed a general scope, work plan and budget for the Downtown New Westminster Sustainable Plan (*see Attachment A for a copy of the Council report and budget*). To assist in the funding for this plan, the City applied for and received a grant of up to \$136,800 from the Federation of Canadian Municipalities (FCM), shared on a 50/50 basis with the City. Since the April 2007 Council endorsement, the final grant agreement between the City and FCM has been approved and signed (*see Attachment B for a copy of the grant*).

### **ANALYSIS**

#### **Opportunity to Combine Work for a Downtown Sustainable Plan with a New Downtown Official Community Plan**

With the funding now in place, the City of New Westminster has an opportunity to combine the work undertaken for the Downtown Sustainable Plan and create a new Downtown Official Community Plan. It is contemplated that the Downtown Sustainable Plan will form a chapter in the Downtown Official Community Plan (similar to the findings from the Livable City Strategy).

The City prepared a *Downtown New Westminster Official Community Plan* in 1978 and 1987, and a *Downtown Action Plan* in 1996 to help guide development in the Downtown area. Components of the *Downtown Action Plan* were incorporated in the 1998 *City of New Westminster Official Community Plan*. While many of the policies and redevelopment strategies in the *Downtown New Westminster OCP* continue to be relevant, the 1998 OCP does not provide sufficient direction on a number of downtown issues including:

1. Connectivity of the waterfront with adjacent resident high density development;
2. Transportation improvements (e.g. the North Fraser Perimeter Road, greenways, pedestrian corridors to SkyTrain stations and the waterfront);
3. The need for community amenities and public open space;
4. City policies for acceptable building heights and form;
5. The form and character of new development along the Columbia Street Heritage District;
6. Open space and recreation requirements when the Downtown achieves some of the residential and commercial build out as anticipated; and
7. Best practices of environmental strategies and policies to create a greener Downtown.

Since the last *Official Community Plan* update, there have been several substantial new developments built and a number of development permits approved in the Downtown. Together, these new developments and approved projects are going to have a significant impact on the form, scale and character of Downtown. Staff now have an opportunity to develop new policies and guidelines for the Downtown, which will be based on best practices that advance the City's sustainability objectives. These policies and guidelines will be incorporated into the new Downtown OCP.

### **WORK PLAN ITEMS**

Key components and work plan items of the Downtown Sustainable Plan and the Downtown Official Community Plan are shown below. The review will also incorporate several initiatives that are currently underway, such as the following:

1. Livable City Strategy;
2. The Tourism Strategy;
3. The Homelessness Strategy;
4. Feasibility and Cost-Benefit Analysis for Downtown New Westminster Transportation Corridor Mitigation Options; and
5. Parks, Recreation and Culture Comprehensive Plan

Where applicable, these initiatives have been incorporated into the issue sections, along with new work that needs to be undertaken. Consultants will be retained in areas where staff require further expertise.

<b>Work Plan Items</b>	<b>Cost</b>
<b>Phase 1: Work Program Start-Up</b>	
Establish work program Terms of Reference, guiding principles, City work team.	\$5000
<b>Phase 2: Background Analysis</b>	
Review existing plans, policies, by-laws, indicators & data sources relative to the downtown:	\$4,000
1) Land Use & Brownfield Regeneration	\$6,500
2) Built Environment Form, Scale & Materials	\$5,000
3) Public Spaces & Community Amenities	\$5,000
4) Environment- Noises, Air Quality & ESA's	\$15,000
5) Heritage	\$5,000
6) Homelessness & Social Equity	\$5,000
7) Transportation, Mobility & Parking	\$6,500
8) Services & Infrastructure	\$5,000
9) Town Centre Management	\$5,000
10) Financing & Implementation for a Sustainable Downtown	\$5,000
11) Plan Monitoring	\$5,000
Prepare draft issues/policies discussion documents	\$5,000
Hold Council workshop	\$1,000
Prepare public participation program (workshops, focus group, etc.)	\$3,000
Develop TOR for consultants related to 11 policy/management areas	\$4,000
Status report to Council (workshop findings/directions)	\$1,000
<b>Phase 3: Identify Issues &amp; Options</b>	
Commence detailed policy and issue research (with work committee). Develop financial, park acquisition and capital investment strategy	\$7,000
Issue news releases and update website information	\$2,000
Prepare and send RFP's for consultants and for public consultation	\$3,000
<b>Phase 4: Consultation on Issues &amp; Options</b>	
Stakeholder consultation, Community Heritage Commission and Advisory Planning Commission	\$2,000
Public Consultation: retain consultants for specific contracts and for input on land use options, preliminary environmental analysis and transportation issues	\$50,000
Discuss issues, policy options, plan vision, new directions	\$5,000
Host open houses/workshops with public, committee & consultants	\$8,000
Commence preparation of 3-D computer land use model	\$10,000
<b>Phase 5: Draft Plan Preparation &amp; Submission to Council</b>	
Prepare draft plan in consultation with committees, consultants & developers	\$15,000
Hold open house for draft plan review	\$5,000
Prepare plan implementation strategies (partnerships, growth management and financing)	\$5,000
Refine plan indicators and monitoring program (land uses, environment)	\$5,000
Prepare 3-D computer model for evaluating land use/policy options	\$10,000
Prepare draft plan revisions	\$5,000

Submit plan implementation strategy to Council and outside agencies for review	\$2,500
Submit draft plan to Council	\$2,500
<b>Phase 6: Final OCP Plan Approval &amp; OCP Implementation</b>	
Submit final plan to Council for approval	\$2,000
Update City by-laws (OCP, Zoning, etc) to implement the new Downtown Sustainable Plan	\$7,000
Initiate the plan and commence the monitoring process	\$3,000
Establish a process for plan review	\$3,000
Implement 3-D model to assist investors in decisions to develop	\$5,000
Subtotal- Eligible Costs	\$248,000
<b>Allowable In-Kind Contribution</b>	
<b>Amount</b>	
<b>Phase 3: Identify Issues &amp; Options</b>	
Reconcile Issues: Develop alternative courses of action to reconcile various policy issues and options (staff, work committee, Stakeholder Committee)	\$24,800
Subtotal- Allowable In-Kind Contribution	\$24,800
<b>TOTAL ELIGIBLE COSTS</b>	<b>\$272,800</b>

**FINANCIAL IMPACT**

The total cost for the Downtown Sustainable Plan is \$272,800, including \$136,800 from FCM and the allocation of \$109,120 as the cash portion of the City’s matching contribution. Council has endorsed \$109,120 from the Strategic Priority funds. No additional funding is required to complete a new Downtown Official Community Plan.

**SUSTAINABILITY IMPLICATIONS**

The Downtown Sustainable Plan is required to incorporate sustainability implications as a condition for FCM final grant approval. The new Downtown Official Community Plan will be based on best practices that advance the City’s sustainability objectives.

**OPTIONS**

There are two options for Council’s consideration; they are:

1. Direct staff to commence work on the Downtown Sustainable Plan and the new Downtown Official Community Plan based on the updated work plan presented in this report; or
2. Direct staff to prepare a new workplan for a Downtown Sustainable Plan and new Downtown Official Community Plan.

*Staff recommend Option 1.*

**INTERDEPARTMENTAL LIAISON**

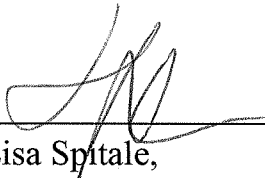
An interdepartmental team made up of relevant city departments will work on both the Downtown Sustainable Plan and the new Downtown Official Community Plan.

Report Author



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Approved for Presentation  
to Council



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Paul Daminato,  
City Administrator