

## **R E P O R T**

### *DEVELOPMENT SERVICES DEPARTMENT*

To: Mayor W. Wright and Members of Council in Committee of the Whole      Date: May 5, 2014

From: Beverly Grieve, Director of Development Services      File: 13.2535.05

Subject: Official Community Plan – Community Consultation Program

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### **RECOMMENDATIONS**

*1. THAT Council*

- a. Endorse the community consultation program outlined in this report; and*
- b. Endorse the Terms of Reference for the Charrette Stakeholder Advisory Group outlined in this report.*

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### **PURPOSE**

This report contains, for Council's consideration, a community consultation program for the next stages of the Official Community Plan review process. This report also includes a suggested Terms of Reference for the Charrette Stakeholder Advisory Group, which will provide advice during the charrette process and is proposed to include a representative from each residents' association and community members.

### **BACKGROUND**

At its meeting of January 20, 2014, Council endorsed a general scope, work plan and budget for the OCP review process. The purpose of the revised OCP is to provide a renewed vision for New Westminster to the year 2041 and a regulatory framework to guide future growth of the city. The OCP will contain a land use designation map, which indicates the future land uses that will be supported by Council. The land use designations will determine future development,

redevelopment and rezoning of property within the city. The land use policies in the OCP will be implemented through development permit areas, design guidelines, zoning regulations, and in some cases, heritage revitalization agreements. The OCP will also include actions for the City to undertake or continue to do toward implementing the vision.

The comprehensive review of the OCP will take into consideration the contemporary context, new planning policy, and community, stakeholder and Council feedback in the creation of a fully updated OCP document. Year one, of the two year process, will focus on conducting background research, and community engagement workshops and a visioning charrette which will build on the principles set in Envision 2032 and establish the OCP vision and policy area goals. Year two will focus on drafting policy, including the Land Use Map, followed by the development of the updated Official Community Plan document, including the review of these by Council and Council's committees/commissions, the community, and external stakeholders.

### **DISCUSSION**

Since Council approved the Official Community Plan (OCP) work plan in January 2014, staff from numerous City departments have been conducting the background research to inform the review process. This research includes reviewing the existing OCP and other related policy to identify:

- What to retain in the current OCP;
- Where there are issues or policy gaps which need to be addressed through further research; and,
- How to integrate and respond to other plans and policy documents, including local, regional, provincial and federal initiatives that were completed since 1998 or are currently in progress.

Staff has also been conducting an update of demographic data, growth projections and city statistics. This will include data related to population, employment, and land use. An update of the City's Neighbourhood Profiles and the City-wide Profile will be completed as part of this task.

A website dedicated to the OCP review process has also been created. This webpage ([www.newwestcity.ca/ocp](http://www.newwestcity.ca/ocp)) will be updated regularly throughout the process. Community members will be able to find information about public events, the OCP review process, answers to frequently asked questions, and past event materials and Council reports.

### **Community Consultation Program**

A comprehensive public consultation program has been prepared for the Official Community Plan (OCP) review. The program includes a variety of approaches and techniques to inform, consult and involve the public, major stakeholders and key agencies during the OCP review process. The consultation program has three objectives:

- To involve the full range of resident, business and agency interests in the discussion of the vision for the city in 2041;
- To identify community values and planning issues that will influence the development of the city over the next 25 years; and
- To engage citizens, the business community and all others who have an interest in the city, in a meaningful dialogue in all phases of the process.

The consultation program will include the following elements in the first year of the review process:

#### *1. The “Traveling” Community Workshop (June 2014)*

The “Traveling” Community Workshop will be the public launch of the OCP review process. This workshop will “travel” through the city to different venues. Community members will be invited to participate in the workshop at any one of the six venues scheduled throughout the city over the first three weeks of June. The workshop events have been scheduled in different locations and at different times of day in order to make it easy for community members with different schedules to attend a meeting.

The purpose of the workshop is to start a dialog with the community about the review process. The output from the open house will be used to develop a draft vision statement and policy area goals.

The workshop will be structured to include activities that are typically included in a workshop (e.g. mapping important places, “dotmocracy” voting on issues) but will have the drop-in format of an open house. The purpose of activities will be to engage the public in sharing what is important to them about their city. One activity will be structured around Envision 2032, the City’s Sustainability Framework. The intent of this activity will be to incorporate the statements of success from Envision 32 into the OCP review process and help inform the vision of the OCP. There will also be a heritage based activity that will gather stories from community members and identify important historic assets that should be included in the City’s Historic Context Statements. There will also be an activity for children (e.g. draw images of what they want the city to look like in the

future). Staff are currently in the process of finalizing the activities for the workshop.

The “Traveling” Community Workshop will be advertised through the City webpage, CityPage, newspaper ads, posters and social media. The workshop times, dates and locations will also be added to the Council calendar.

*2. Photo Contest (July – August 2014)*

A HotShots! photo contest will be launched after the “Traveling” Community Workshop. The purpose of the contest is to raise awareness and excitement about the OCP review. The public will be invited to submit photos of New Westminster related to each policy area (e.g. housing, heritage, employment). The contest will be held over summer with final online voting at the end of summer. The photo that receives the most votes for each policy area will be included in the final OCP document.

*3. Pop-up Planning (July 2014 – Ongoing)*

There are numerous different events held throughout the summer in the city (e.g. New Westminster Culture Crawl, Uptown Live, Key West Show and Shine). These events provide an opportunity to connect with and get input from community members who may not attend workshops or open houses. Whenever possible staff will set up a booth at these events, at which people will be able to get information about the review process, fill out a survey and/or participate in an activity (e.g. draw an image of their ideal city).

*4. Liaison with Government Agencies, Authorities and Key Stakeholders (July 2014 – Ongoing)*

Meetings and liaison will occur with key stakeholder groups, agencies and authorities, including Metro Vancouver, TransLink, the Ministry of Transportation and Infrastructure, Port Metro Vancouver and the Urban Development Institute. Staff will also consult with City committees and groups representing specific populations or interests (e.g. seniors, youth, recent immigrants).

*5. Charrette (January 2015)*

A significant public consultation event during the OCP review process would be a visioning charrette, which will to be held in the early 2015. The charrette process will be run by consultants retained by the City and will involve a stakeholder advisory group (outlined below) and City staff, with opportunities for input from the general community. The first day of the event will be a public workshop open to all community members that will explore options for how the city will grow into the future. Over the following three days, the consultants, the stakeholder

advisory group and City staff will use a design-based workshop process to further refine the ideas generated during the public workshop, taking into account each of the policy areas (e.g. parks and recreation, employment). Opportunities for broad public input will be provided through public open houses hosted at key points over the three days.

Research conducted by staff (e.g. neighbourhood statistical profiles) and information gathered through the public consultation events outlined above, including the draft vision and goals, will also be used as input for the charrette process.

The charrette outputs will be a vision in drawings of what New Westminster might look like in 2041 (as compared to the vision statement which is the vision in words). Staff will use the output from the charrette process to create the draft policy statements and draft land use plan.

#### **Charrette Stakeholder Advisory Group**

A Charrette Stakeholder Advisory Group will be involved throughout the four day visioning charrette, working closely with staff and the consultants to create the vision in drawings. The members of the group will add value to the process by providing input and a variety of perspectives on the future of the city, and by commenting and advising on project components and products throughout the entire charrette process (e.g. not just at key points when the general community will be invited to comment).

The Charrette Stakeholder Advisory Group will be made up of community members who frequent or live in, or have an interest in New Westminster. One representative will be requested from each of the City's residents' associations. The remainder of the community members will be solicited through an application form that will be available at the "Travelling" Community Workshop and on the website. Hard copies will also be available at City Hall, Queensborough Community Centre, and Centennial Community Centre.

Staff will report back to Council with a list of suggested members, seeking Council's appointment of members. A suggested Terms of Reference for the Charrette Stakeholder Advisory Group, which identifies the purpose and role, representation, term of appointment, and procedures, is included as Attachment 1.

### Branding Options

Due to the high profile and community wide extent of the Official Community Plan (OCP) review process staff are interested in creating a consistent branding image. This will be achieved through the creation of a logo and name for the OCP (shown below) which will be used on all publication documents (e.g. newspaper ads, open house boards, handouts), in addition to the City's logo. By doing this, the OCP process becomes easy to identify and distinct from other City projects. Staff are also exploring other options for how to increase awareness of the review process, which will also incorporate the logo and name. For example, the staff will explore creating post cards that can be distributed at events and at city facilities that includes details such as the website address, Twitter handle, Facebook page, to make it easy for community members to go home and find out more information.

Through an internal workshop process staff have selected "Our City 2041" as the name of the process. It was felt that this name conveys many different messages in a concise format. The name conveys that this process is about engaging community members in defining what they feel New Westminster should look like in the long-term.

*Figure One: Proposed Branding*





### **Supporting Research Projects**

Request for Proposals for two research projects have been issued. The projects will provide research required for the Official Community Plan (OCP) review process.

The first project involves the preparation of population, dwelling and employment forecasts to 2041. Employment forecasts will be created for broad employment categories (e.g. office, retail, industrial, service commercial). The work completed will provide updated information for the OCP and other policy initiatives the City is currently working on.

The second project involves the assessment and mapping of natural areas and significant ecological features in the city. The final report prepared will also include suggested management strategies for the protection or enhancement, and management of the sensitive ecological features identified. Management strategies for ecological enhancement of urban areas that no longer have natural features will also be identified. The work completed will provide information that will be directly incorporated into the OCP.

A Request for Proposals has also been issued for a heritage consultant team that will develop Neighbourhood Historic Context Statements for the four neighbourhoods that do not yet have a Historic Context Statement: Quayside, Downtown, Massey and Victory Heights, and Sapperton. Neighbourhood Historical Context Statements identify and explain the major themes and aspects of history that have influenced and shaped a neighbourhood and a community. This information will be based on a combination of historic research and public consultation. The knowledge gained will be used by the City as one lens through which decisions about long-range planning are viewed and is particularly useful for identifying structures and places that best exemplify the values identified by the community.

### **Sustainability Implications**

The Official Community Plan (OCP) review will integrate the directions of the City's Envision 2032 Sustainability Framework into the updated OCP document. The resulting OCP will be based on best practices in sustainability, and will be developed with extensive community engagement and full consideration of social, cultural, economic and environmental perspectives. It will provide a sustainable decision-making framework for the future development of the city. The indicators developed parallel to the OCP review process will provide a tool for implementing the sustainability directions of Envision 2032.

**Financial Implications**

The Official Community Plan (OCP) review process be conducted primarily with internal staff resources. External consultants will be required to undertake background studies (e.g. population projections and natural features mapping) and to lead the visioning charrette process. It is estimated that a budget of approximately \$110,000 will be sufficient for these additional background studies and charrette process consultants. The budget for this work will be allocated from the Department's annual operating budget.

**INTERDEPARTMENTAL LIAISON**

The OCP will be developed as a coordinated interdepartmental process, focused on creating a single, commonly-held vision that is supported by the community and understood by all potential audiences. An interdepartmental team is involved with researching components of the OCP and meets on a regular basis to discuss process strategy and policy issues. Other related staff are updated regularly on the process at the inter-departmental Development Review Committee. Staff will continue to be invited to contribute their insights and feedback and ultimately will be presented the final documents with regard to applying them in their areas of responsibility.

**OPTIONS**

The following options are presented for Council's consideration:

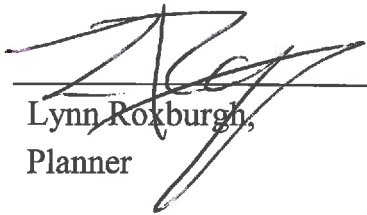
1. That Council:
  - a) Endorse the Community Consultation Program outlined in this report; and
  - b) Endorse the Terms of Reference for the Charrette Stakeholder Advisory Group outlined in this report; or
2. That Council provides staff with an alternative direction.

Staff recommends Option 1.



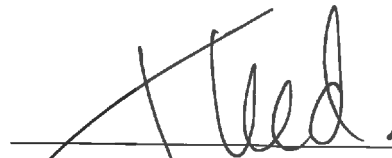
**CONCLUSION**

The City has identified the need for a major review of the Official Community Plan (OCP). Through 2013, the City developed a comprehensive sustainability framework which was seen as a preliminary step leading to the undertaking of a comprehensive OCP update. This report advises Council a suggested Public Consultation Program for the first year of the Official Community Plan review. The report also summarizes the proposed draft Terms of Reference for the Charrette Stakeholder Advisory Group.



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Lynn Roxburgh,  
Planner



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Jackie Teed,  
Manager of Planning

Approved for Presentation  
to Council



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Beverly Grieve,  
Director of Development Services



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Lisa Spitale,  
Chief Administrative Officer



# **Appendix 1:**

## **Terms of Reference for the Charrette Stakeholder Advisory Group**

### Purpose

The purpose of the Charrette Stakeholder Advisory Group will be to represent the needs and values of community members who frequent or live in, or have an interest in New Westminster now and in the future, throughout the entire charrette process.

The Charrette Stakeholder Advisory Group will:

Participate in a four day visioning charrette.

Provide feedback on the draft policy statements and land use map.

- Provide feedback to their resident association as appropriate.

### Membership of Advisory Group

The Charrette Stakeholder Advisory Group will include:

- One (1) representative from each of the City's Residents' Associations (11 total); and,
- Between Fifteen (15) and Twenty (20) community members. The exact numbers of members will be determined through consultation with the consultants retained to facilitate the charrette process.

The members will be confirmed by Council.

### Term of Appointment:

- Term of membership on the Charrette Stakeholder Advisory Group will coincide with the visioning charrette process. Once the members have had an opportunity to review the output from the charrette and provide input on the draft policy statements and land use plan the term of the Charrette Stakeholder Advisory Group will come to an end.
- If a member of the Charrette Stakeholder Advisory Group is required to withdraw a new member will be confirmed by Council.

### Meeting Schedule:

Charrette Stakeholder Advisory Group meetings will take place up to three (3) times during the course of the term of appointment, a period of approximately eight (8) months. The tasks of the Group will consist of the following:

- Attend an introductory meeting regarding the role of the Group, the Official Community Plan process, and the draft vision and goals;
- Participate in the four day visioning charrette; and
- Attend a final meeting to provide feedback on the vision pictures, charrette summary documents, draft policy statements and draft land use plan.

### The Role of Staff:

The Charrette Stakeholder Advisory Group will be coordinated by a staff member from the Planning Division of the Development Services Department. Other City staff will be included as necessary. Staff will:

- Organize meetings, develop agendas, take and distribute meeting notes;
- Organize the charatte process ;
- Provide information on the results of the charrette to the members (e.g. vision drawings);
- Provide the draft policies and draft land use plan to members feedback; and
- Where requested and feasible, respond to information requests from the Stakeholder Advisory Group.

### Procedures:

- Meetings will be facilitated by New Westminster Planning Division staff.
- Input from the Charrette Stakeholder Advisory Group will be made available to Council who has final authority on Official Community Plan Bylaw amendments.
- While efforts will be made to reach agreement on and resolve concerns raised throughout the process, it is understood that differing positions/perspectives between Charrette Stakeholder Advisory Group and staff may arise and will be noted.

### Rules of Conduct:

The Charrette Stakeholder Advisory Group will be guided by the City of New Westminster Rules of Conduct: Advisory Committees & Bodies of Council. These will be provided to the group at their first meeting.