

NEW WESTMINSTER DESIGN PANEL

Tuesday, March 03, 2020 4:00p.m.

Council Chambers

AGENDA

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5.1 435 Canfor Avenue: Development Permit for an Industrial Warehouse Development – NWDP Review	51
<p>The applicant has submitted a Development Permit application to allow for site improvements at 435 Canfor Avenue which is located in the Brunette Neighbourhood. The scope of work would include constructing a new industrial warehouse building including loading docks, parking lot, onsite landscaping, outdoor plaza and a partial multi-use pathway. The purpose of the staff report including project drawings and the applicant’s design rationale is to provide information to the New Westminster Design Panel and to obtain comments regarding the overall project.</p>	
<p>Samuel M. Chan, Architect AIBC IONIC ARCHITECTURE INC</p>	
6.0 NEW BUSINESS	
7.0 UNFINISHED BUSINESS	
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9.0 NEXT MEETING	
9.1 Tuesday, March 24, 2020 (in Council Chambers)	
10.0 ADJOURNMENT	

Committee Orientation Package

1. Committee Terms of Reference
2. Committee Advisory Policy
3. Rules of Conduct: Advisory Committees and Bodies of Council
 - a. Appendix A: Committee Meeting Operating Procedures
 - b. Sections 90-93 of the Community Charter regarding Open and Closed meetings
4. Respectful Workplace and Human Rights Policy (Human Resources Policy)
5. Social Media Policy (Human Resources Policy)
6. Committee Meeting Schedule
Also available at: <https://www.newwestcity.ca/committees/meeting-schedules>
7. Freedom of Information (FOI) Permission Form

NEW WESTMINSTER DESIGN PANEL

Terms of Reference

Mandate:

The role of the New Westminster Design Panel (NWDP) is to review and comment on the design aspect of development projects in New Westminster. The NWDP may also be asked to comment on policy or regulatory matters related to building form, design and construction by the Development Services Department. The comments of the NWDP are used to advise staff and New Westminster City Council. The NWDP shall review and comment on the following, as well as other items noted in the Architectural Institute of British Columbia's Bulletin 65 and the British Columbia Society of Landscape Architects' BCSLA Advisory Design Panel Guidelines:

1) Neighbourhood Context 2) Site context / site planning 3) Building form and massing 3) Architectural style and details 5) Landscaping 6) Crime Prevention through Environmental Design (CPTED) 7) The streetscape 8) Sustainability. The NWDP shall comment on development projects as they relate to guidelines in the New Westminster Official Community Plan and/or specific development plan areas.

Members:

The Committee shall consist of 9 voting members as follows (membership to revert back to seven concluding January 31, 2015):

- Four members of the AIBC, consisting of members with a variety of areas of specialization, including areas such as sustainability, heritage, urban design and accessibility. *(To revert back to four following January 31, 2015)*
- One member of the Development Industry – Urban Development Institute (UDI).
- Two members of the BCSLA.

Staff Advisors

The Development Services Department shall provide a brief written outline of the project and introduction at each meeting. The staff comments shall note any variances being proposed and relevant development guidelines from the New Westminster Official Community Plan and / or any specific development plan area to be considered. Staff will also note any issues to be reviewed by the committee. Representatives from the Engineering, Parks and Recreation and Police Departments will attend as needed to address specialized aspects of certain applications.

Term:

Members will be appointed (in accordance with the procedures of their pertinent professional organization) by Council for a two year period from February of the first year to January of the second year.

Chair:

At the beginning of each year, members of the Committee shall select one of the voting members to act as Chair for the year. The Chair will act as the official representative of the Panel and chair the meetings.

Attendance:

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period, without leave of absence from the Committee, or a reason satisfactory to the Committee, may by resolution of the Committee, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time and appoint a new member at any time.

Quorum:

A quorum shall consist of four voting members.

Rules of Procedure:

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The Rules of Conduct: Standing Committees and Advisory Bodies, provided, and as revised from time to time by the Legislative Services Department.

Adopted: May 12, 2008

Amended: Closed Meeting, November 30, 2009

Amended: Closed Meeting, October 4, 2010

Advisory Committee Policy

1. PURPOSE OF THIS POLICY

This policy guides the creation and management of all Advisory Committees created by the City of New Westminster under Section 142 of the Community Charter (Select Committees of Council).

2. PURPOSE OF ADVISORY COMMITTEES

Advisory Committees exist in the City of New Westminster to provide Council access to external expertise and lived experience on issues of strategic importance.

Advisory Committees should normally exist only where they:

- Are directly relevant to the City's strategic priorities, as defined by Council
- Have clear mandates, objectives and outcomes that add value to City governance
- Are the most appropriate process to achieve the desired outcomes compared to alternate forms of stakeholder and resident engagement

Benefits to the City achieved through Advisory Committees may include:

- Providing access to lived experience or technical expertise missing from Council and/or staff
- Achieving the City's strategic priorities more quickly by working in partnership with community champions and organizations to achieve shared goals
- Improving the City's ability to hear from and respond to issues raised by equity-seeking populations
- Increasing the effectiveness of the City's stakeholder and resident engagement through leveraging the networks and advice of Committee Members.

Advisory Committees are not appropriate mechanisms to seek community input on matters related to City management (rather than governance) or on issues that are not strategically important to the City. In such cases, City staff may choose to engage residents and stakeholders using other processes, or to convene staff-led advisory groups that are not subject to this policy.

3. CREATION AND RENEWAL

When establishing a new Advisory Committee, Council must approve a Terms of Reference that includes:

- Mandate, with reference to the City's strategic priorities
- Member composition and quorum
- Length of appointment terms for Members and Chairs (if different than default term length)
- Start and end dates for Advisory Committee annual terms (if different than default start/end dates)

4. GOVERNANCE AND EVALUATION

Annual Work Plans:

Unless otherwise stated in an Advisory Committee's Terms of Reference, the Annual Term for all Advisory Committees will begin on February 1 and end on January 31.

Prior to the start of each new Annual Term, Council must approve an Annual Work Plan for each Advisory Committee that identifies:

- The name of the Council Member who will serve as Committee Chair
- The name of the Staff liaison(s)
- Desired outcomes/outputs for the work year in relation to Council's strategic priorities

Reporting and Evaluation:

On an annual basis, the Staff Liaison for each Advisory Committee should submit an Annual Report to Council that summarizes the Advisory Committee's activities over the past year, describes how these activities contributed to Council's strategic priorities and provides a breakdown of all expenses incurred. The Annual Report should also include the results of a formal evaluation completed by Committee Members to support ongoing improvement and provide suggestions for the next year's work plan.

Reporting to Council:

When responding on an issue referred by Council, Advisory Committees, with the assistance of the Staff Liaison(s) and the Committee Clerk, will submit reports to Council in accordance with the Advisory Committee Policy and Council Procedure Bylaw.

5. MEMBER SELECTION/RENEWAL

Advisory Committees Members must be appointed by Council and may include Committee Members who are residents or property owners in the City, or representatives from organizations that Council has invited to participate (Organizational Representatives).

Application and Appointment:

1. Appointments to committees should be made in advance of each annual term, or as vacancies arise.
2. Opportunities to serve as a Committee Member must be widely advertised so that all interested residents can apply.
3. Staff will submit recommendations for Advisory Committee membership to Council for amendment or approval, including Committee Members and Organization Members.
4. Where Organizations are invited to nominate an Organizational Representative to an Advisory Committee but fail to do so, Council may fill the vacancy with a community Committee Member instead.
5. Committee members will serve without pay, unless otherwise specified.
6. Committee Members must be New Westminster residents and may not be employees of the City, except by special waiver from the Mayor.

In developing their recommendations for Advisory Committee Membership to Council, staff should consider such criteria as: the skills and expertise of potential members, including lived experience; the resources and networks provided by potential members to help achieve City objectives; the degree to which Advisory Committees reflect the diversity of the City; and the City's commitment to ensure representation from equity-seeking and under-served communities.

Term Length and Renewal:

1. The term of appointment for Advisory Committee Members is two years unless otherwise stated in the Advisory Committee Terms of Reference.

2. Appointment terms should generally be staggered so that half the members for each Advisory Committee will be replaced or renewed each year.
3. A Committee Member can serve a maximum of two consecutive 2-year terms on any one committee, except by special waiver from the Mayor.
4. Advisory Committee Members cannot simultaneously serve on more than one committee, except by special waiver from the Mayor, unless the Committee Member sits on a second committee as the representative of the first committee (e.g. an Arts Commission representative sits on the Public Art Advisory Committee).

Equity, Diversity and Inclusion:

Committee Members should reflect the diversity of their community and include representation by under-heard voices and equity-seeking communities. The City will collect data to measure and evaluate its progress on equity, diversity and inclusion, and will provide appropriate supports to reduce barriers for equity-seeking communities.

RULES OF CONDUCT FOR ADVISORY COMMITTEES & BODIES OF COUNCIL

The following instructions are to guide the function of the Advisory Committees and bodies of Council. These guidelines are provided as a supplement to a Committee's specific Terms of Reference or Bylaw, to the Council Procedure Bylaw and to any relevant legislation.

The **Guiding Principles** define the expectations for the general conduct of the members and the Committees as a whole.

1. Advisory Committees are created by Council to provide information and advice to Council on issues of interest to the public to assist Council in its decision making process.
2. Advisory Committee members will work towards consensus, flexibility, and inclusiveness with good will, commitment, cooperation, and respect for all parties.
3. Committees must provide a variety of perspectives and expertise on issues and act as a forum for information sharing and education.
4. Council and Committees will commit to clear communication between Council, Committees, staff, and the community.
5. Committees will function in an open and transparent manner, with respectful listening and committee rules fairly and equitably applied.
6. Committees must recognize that there are demands on staff time and resources and that the commitment of those resources is the responsibility of Council.
7. The City Council and staff recognize and appreciate the invaluable service that committee members provide to their community.
8. Council representatives to external agencies will provide regular reports on agency activities to Council by Council report or by circulating the minutes.

OPERATION WITHIN MANDATE

Committees are created by the Mayor and Council to deal with detailed information concerning specific issues which would otherwise absorb the time and attention of Council. By fulfilling this role, Committees enable Council to perform its legislative function more effectively and efficiently. A Committee must therefore operate in

accordance with the specific mandate and terms of reference or bylaw approved for it by Council. The *Local Government Act* provides that all **proceedings of a Committee are subject to the approval of Council** (except if certain powers are delegated by bylaw).

Committees may seek changes to their mandate, terms of reference or bylaw by making recommendations to Council for such changes.

ROLES AND RESPONSIBILITIES

THE ROLE OF COUNCIL

The majority of committees are advisory bodies to Council (the Board of Variance is an exception) and all the proceedings of a committee are subject to the approval of Council. Committees cannot take action on their own accord, and all requests and recommendations must be forwarded to Council as a report for approval.

The Mayor is an ex-officio member of all committees and is entitled to vote at all meetings. Any Council member and the Chief Administrative Officer can attend any meeting, but only committee members may vote.

Committee budgets and the allocation of resources, including staff time, is the responsibility of Council. Should a committee wish to take on a project or issue that will require more than the allocated resources, a request must be presented to Council for consideration.

THE ROLE OF THE CHAIR

Subject to specific Terms of Reference or bylaw, a Council member appointed to the Committee will be the Chair.

The role of the Chair is to lead the meeting and ensure that all Committee members present have the opportunity to speak. Additionally, the Chair will:

- Once quorum is established, the Chair will call the meeting to order;
- Identify the optimal format to reduce barriers to participation and enable the most effective contributions of Committee members;
- Lead the Committee through the agenda in the appropriate order;
- Prevent new issues, side conversations and/or unrelated matters from side tracking the agenda;
- Enforce the rules of conduct and decorum;
- Maintain a speakers list and ensure that members do not interrupt each other, staff, presenters and guests or speak out of turn;
- Respect each members' views;
- Seek agreement and build consensus;

- Ensure that Committee members’ present clear and succinct motions for the Committee to vote on; and,
- Clarify misunderstandings or request clarifications regarding motions presented to the Committee.

THE ROLE OF COMMITTEE MEMBERS

Committee members are selected to provide a variety of perspectives and expertise on issues, working towards consensus with respect for all parties involved with the Committee. To achieve this goal, Committee members will:

- Advise the Committee Clerk/Recording Secretary whether or not they are able to attend the meeting;
- Review the agenda package prior to the meeting;
- Participate in the committee as per the Meeting Protocol (see below) and Committee Meeting Operating Procedures (Appendix A)
- Respectfully listen and speak to staff, presenters, guests, and other members during discussion.

MEETING PROTOCOL

The following is the protocol which must be adhered to by all Committee members:

- Regularly attend meetings and participate fully;
- Listen to others and observe the rule of one speaker at a time;
- Raise their hand during discussion to have their name added to the speakers list;
- Speak when acknowledged by the Chair and through the Chair;
- Observe the rules of decorum and debate (as per Appendix A);
- Do not misrepresent yourself as having any authority beyond that delegated by Council;
- Put public interest above individual, group, or social interests and consider this position as an opportunity to serve society;
Treat other Committee members, elected officials and municipal staff with respect and courtesy as per the City’s Respectful Workplace and Human Rights Policy;
- Never offer, give or accept gifts, favours or services that might tend to influence the discharge of duties;
- Never use your position to secure advantage;
- Never disclose confidential information; and,
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal or financial interest, as per page 9.

THE ROLE OF THE STAFF LIAISON

Most Committees are provided with a staff liaison. A staff liaison is a non-voting resource of the Committee whose role is to:

- Create a workplan for Council approval in January of each year
- Present workplan to Committee for input
- Develop the agenda in consultation with the Committee Clerk and provide necessary supporting material;
- Provide information and professional advice during the meeting;
- Provide updates regarding the Committee's work plan items;
- Review minutes for accuracy; and,
- Assist with writing Council reports on behalf of the Committee.

THE ROLE OF THE COMMITTEE CLERK

Each Committee is assigned a Committee Clerk from Legislative Services. The role of the Committee Clerk is to:

- Ensure agendas meet City requirements in consultation with the staff liaison;
- Distribute the agenda package;
- Track attendance and ensure that there will be quorum;
- Attend each meeting and record minutes; and,
- Initiate writing of Council reports on behalf of the Committee.

COMMITTEE MEETING LOGISTICS

MEETING TIMES

The number of meetings held are per the terms of reference/bylaw and the meeting dates are set based on availability of Council, the Chair, staff and resources (ex: room bookings, Task Force meetings). The schedule will be presented to members at the first committee meeting of the year. The schedule will be available to the public on the City's website at www.newwestcity.ca.

MEETING LOCATIONS

Committee meetings will be held in public locations, accessible by all members of the public, such as City Hall, Parks and Recreation meeting rooms and other civic buildings.

ATTENDANCE OF COMMITTEE MEMBERS

Appointed members to an Advisory Committee are required to attend regularly scheduled meetings. **The Committee Clerk and/or the Chair must be notified in advance of the meeting should a member be unable to attend.**

Depending on the Committee's Terms of Reference, any member who is absent:

- From three consecutive regular meetings without notifying the Committee Clerk, Recording Clerk and/or the Chair in advance, or,
- In excess of one-third of all meetings over any six month period without leave of absence,

and may be asked to resign or may be removed from the Committee by Council.

Committee members are reminded that attendance is vital. Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council.

REMOVAL OF A MEMBER FROM A COMMITTEE

Council may remove or ask that a Committee member resign at the request of the Committee, or on Council's own initiative.

RESIGNATION OF A MEMBER

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee's Staff Liaison or Committee Clerk.

COMMITTEE VACANCY REPLACEMENT TERM

In the event that there is a vacancy on a Committee, Council may, at its discretion, appoint a new member to fill the vacancy. The newly appointed Committee member would hold that position for the remainder of the vacated term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

COMMITTEE MEETING PROCEDURES AND RULES OF ORDER

QUORUM

A quorum of Committee members for Advisory Committee meetings is determined by the Terms of Reference or bylaws for the Committee. A committee **cannot** take action if a quorum is not present. Committee members shall be responsible for advising staff of whether or not they are able to attend a meeting.

A quorum shall consist of a majority of the Committee's appointed members.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

If quorum is not achieved or is lost during the meeting, and members remain to discuss issues, the Chair may choose to continue the meeting on an information basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The City prefers not to continue the meeting in order to save City resources.

OPEN & CLOSED MEETINGS

The *Community Charter* requires that all meetings of advisory committees and bodies established by Council be open to the public.

If a portion of the meeting agenda requires a confidential discussion, as per Section 90 of the Community Charter, then the meeting must be posted as a Closed Meeting 24 hours before the meeting is due to start.

Before a meeting or part of a meeting is closed to the public, the committee must state by resolution in an open meeting:

- a) the fact that the meeting (or portion of meeting) is to be closed; and,
- b) the basis under section 90 (1) or (2) of the *Community Charter* (Appendix B) on which the meeting is to be closed.

If there are any questions about the procedures for Closed meetings, please refer them to the City Clerk.

MINUTES

The Committee Clerk will provide a draft copy of the minutes to Committee members with the next agenda package, which is to be delivered to members electronically approximately five days prior to the meeting date.

Adopted minutes of Committee meetings must be signed by the Chair and the Committee Clerk. The original minutes, along with a copy of the agenda and supporting items, must be placed in the appropriate committee binder in the Legislative Services Office by the Committee Clerk.

The Committee Clerk will post an unsigned PDF copy of the adopted minutes to the City's website 24 hours of adoption.

RECOMMENDATIONS TO COUNCIL

Any Committee decision requiring action or preparation of a report by staff, or an expenditure of funds, shall be submitted to Council for ratification, in the form of a recommendation taken from the minutes of the committee meeting.

A recommendation that Committee members attend workshops, seminars or conferences is an exception to this process. These Committee recommendations should be forwarded, in an approved report format, to the City Administrator for approval/denial or referral to Council.

Recommendations are forwarded to Council for their consideration, and may not always be passed by Council.

Any proposed communication with outside bodies, setting out a position, or making a substantive request, must be requested in the form of a recommendation to Council taken from the minutes of the Committee. An advisory Committee cannot undertake such communication on its own.

VOTING

All members of a Committee, including the Chair (unless otherwise stated in a Committee's Terms of Reference) may vote on any question before it. See Appendix A for further information.

When making decisions, a Committee member must first make a motion for consideration by the group (the **MOVER**); this motion must then be seconded by another Committee member (the **SECONDER**). Following the motion made by the mover and seconder, discussion regarding the recommendation may ensue amongst the group. Concluding discussion, the Chair will call for a vote.

In order for a vote to be passed (unless otherwise specified in the terms of reference, bylaw, or legislation), a majority of the attendees must vote in favour by a show of hands; otherwise, the vote is defeated. Members who vote in opposition will have their name recorded in the minutes. Please note, a tied vote is a defeated vote.

When voting, there are no abstentions; if a member does not clearly convey their voting intent to the Chair, their vote will be noted in favour of the motion.

CONFLICT OF INTEREST:

Should a member believe he or she has a direct or indirect pecuniary interest in the matter, or for any other reason, the member has a conflict of interest.

The process for declaring a conflict of interest is to:

- state there is a conflict of interest;
- state the general nature of why there is a conflict; and,
- leave the meeting until consideration of the matter is complete.

PRESENTATIONS TO COUNCIL

Committees may make presentations to Council by submitting a written request to the City Clerk to be heard at a Regular meeting or at the request of Council. A Committee's role is to provide information, expertise, and advice to assist Council in remaining informed on the issues and in making decisions on those issues. If a member opposes a Committee decision regarding presentation to Council, the appropriate expression of that dissent is the recording of it in the Committee's minutes (see VOTING).

REPORTS TO COUNCIL

A Committee can prepare a written report to Council, but the report must be presented to Council by the Director of the related department or the City Clerk.

OPERATING PROCEDURES

The *Procedure Bylaw* provides that Committees are bound by Council's rules of conduct with the following exceptions:

1. There is no limit on the number of times a member may speak.

The Chair shall provide Committee members with guidance concerning these rules, and if there is any question or challenge of meeting procedures, the Chair shall make the final determination.

APPENDIX A COMMITTEE MEETING OPERATING PROCEDURES

Committee meetings are subject to formal rules that guide how the meeting agenda is set and how decisions are proposed and confirmed by the Committee. At the discretion of the Committee Chair, the Committee may surface ideas and options through less rigid meeting formats. All formal Committee decisions must be taken using the procedures outlined in this section.

The Agenda

An agenda is prepared and forwarded to all Committee members approximately five days prior to the date of the meeting. For a meeting to be productive, all members should:

- Review the agenda and accompanying reports prior to the meeting; and,
- Prepare questions and comments.

Handling the Business of the Meeting

Good decision making requires:

- Background information;
- Preparation before the meeting;
- Options and recommendations through discussion;
- Full participation during the meeting;
- Regular attendance;
- Cooperation by all members; and,
- Consideration of others' ideas and opinions.

Voting and Debating Rights

Each member of a Committee may move, second and debate motions. Any member that is designated as a voting member may vote on a motion. Proxy votes are not permitted.

Making Motions and Committee Recommendations

A Committee recommendation is a motion made by the Committee to request a formal action by Council. These recommendations are recorded by the Committee Clerk and forwarded to Council as part of a Committee report. Recommendations are forwarded to Council for their consideration, and may be adopted, adopted with changes (amendments), or not adopted.

The steps of handling a main motion are:

1. A Committee member makes a motion:
“I move that...”
2. Another Committee member seconds the motion:
“I second the motion.”
3. The Chair of the Committee states the motion:
“It is moved and seconded that...”
4. The Chair opens the floor to debate, maintaining a speakers list and calling on speakers in order:
“Is there any discussion?”
5. The Committee members debate the motion.
6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):
“We are now voting on the motion to... All those in favour? [Those voting in favour raise their hands.] All those opposed?” [Those voting in opposition raise their hands, and can also make a verbal indication. **Those voting in opposition must clearly indicate their opposition.**]
7. The Chair announces the result, including the names of those opposed, which must be referenced in the minutes:
“The motion passes”; or, “The motion is defeated”; or, “Tie vote, the motion is defeated with _____ opposed.”

Amending Motions

An amendment is a motion to change the wording of another (the “original” motion) before voting on the “original” motion. An amendment is always addressed prior to the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is also debatable and requires the same steps as a main motion.

1. By inserting or adding words
“I move that the motion be amended by adding the word[s]...”
2. By removing words
“I move that the motion be amended by removing the words...”
3. By removing words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words ... and inserting the words ... in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment), an amendment can be amended only once (secondary amendment). No amendment is permitted to a secondary amendment.

Debating Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended, if the amendment is passed).

Motion to Withdraw a Motion

A motion may be withdrawn by the mover and the seconder of the motion, with the consent of all members present. A motion may not be withdrawn after it has been voted on.

Point of Order

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to the Committee and decided by Committee resolution.

Recess

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

Reading of Motions

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes, the Committee Clerk will ask to read or clarify a motion if he/she is unsure what it is or if she/he feels others may not understand the exact motion being considered.

Rules of Decorum and Debate

Committee meetings tend to be more informal than a City Council meeting; however, here are some meeting rules which may be helpful:

- The mover of a motion has the right to speak first to their motion;
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time;

- Members must remain courteous and avoid personal attacks on each other and staff;
- Remarks must be confined to the motion before the Committee;
- Members should not interrupt another speaker; and,
- Motions should be phrased concisely and to the point.

APPENDIX B
Section 90-93 of the *Community Charter*

Division 3 — Open Meetings

General rule that meetings must be open to the public

89 (1) A meeting of a council must be open to the public, except as provided in this Division.

(2) A council must not vote on the reading or adoption of a bylaw when its meeting is closed to the public.

Meetings that may or must be closed to the public

90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(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;

(b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;

(c) labour relations or other employee relations;

(d) the security of the property of 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;

(g) litigation or potential litigation affecting the municipality;

(h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;

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

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;

(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;

(l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];

(m) a matter that, under another enactment, is such that the public may be excluded from the meeting;

(n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);

(o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

(2) A part of a council meeting must be closed to the public if the subject matter being considered relates to one or more of the following:

(a) a request under the *Freedom of Information and Protection of Privacy Act*, if the council is designated as head of the local public body for the purposes of that Act in relation to the matter;

(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;

(c) a matter that is being investigated under the *Ombudsperson Act* of which the municipality has been notified under section 14 [*Ombudsperson to notify authority*] of that Act;

(d) a matter that, under another enactment, is such that the public must be excluded from the meeting.

(e) a review of a proposed final performance audit report for the purpose of providing comments to the auditor general on the proposed report under section 23 (2) of the *Auditor General for Local Government Act*.

(3) If the only subject matter being considered at a council meeting is one or more matters referred to in subsection (1) or (2), the applicable subsection applies to the entire meeting.

Other persons attending closed meetings

91 (1) If all or part of a meeting is closed to the public, the council may allow one or more municipal officers and employees to attend or exclude them from attending, as it considers appropriate.

(2) If all or part of a meeting is closed to the public, the council may allow a person other than municipal officers and employees to attend,

(a) in the case of a meeting that must be closed under section 90 (2), if the council considers this necessary and the person

(i) already has knowledge of the confidential information, or

(ii) is a lawyer attending to provide legal advice in relation to the matter, and

(b) in other cases, if the council considers this necessary.

(3) The minutes of a meeting or part of a meeting that is closed to the public must record the names of all persons in attendance.

Requirements before meeting is closed

92 Before holding a meeting or part of a meeting that is to be closed to the public, a council must state, by resolution passed in a public meeting,

- (a) the fact that the meeting or part is to be closed, and
- (b) the basis under the applicable subsection of section 90 on which the meeting or part is to be closed.

Application of rules to other bodies

93 In addition to its application to council meetings, this Division and section 133 [*expulsion from meetings*] also applies to meetings of the following:

- (a) council committees;
- (b) a municipal commission established under section 143;
- (c) a parcel tax roll review panel established under section 204;
- (d) a board of variance established under Division 15 of Part 14 of the *Local Government Act*;
- (e) an advisory body established by a council;
- (f) a body that under this or another Act may exercise the powers of a municipality or council;
- (g) a body prescribed by regulation.

Policy Title:	RESPECTFUL WORKPLACE AND HUMAN RIGHTS POLICY
Issue Date:	2010 June
Revised Date:	2018 October
Prepared by:	Human Resources
Document #:	133506

1. PURPOSE

The City of New Westminster values all of its Employees and is committed to providing a Workplace where people are treated, and treat each other, professionally and respectfully in their interactions. Through this Policy, the City supports the maintenance of a respectful workplace by providing education about human rights, harassment, bullying, and appropriate behaviour in the workplace and by setting out processes for resolution of respectful workplace complaints.

Principles:

- A Respectful Workplace enhances job satisfaction, teamwork and productivity and thus is in the best interests of the City, its Employees, Council, Boards and those providing services to the City and the citizens of New Westminster.
- This Policy responds to the City of New Westminster's responsibility under the BC Human Rights Code to prevent discrimination and harassment, to provide procedures to handle complaints, to resolve problems and to remedy situations when a breach of this Policy occurs. This Policy is also intended to comply with WorkSafeBC's policies on workplace bullying and harassment.
- The City of New Westminster will not tolerate disrespectful behaviour. All persons associated with and employed by the City of New Westminster are accountable for their own conduct and are required to conduct themselves in a respectful and appropriate manner at the workplace and at work-related gatherings. They are also responsible for reporting any breaches of this Policy to Human Resources and for participating in the City's initiatives to improve respect and conflict management within their work units.

- The City of New Westminster will provide training designed to support the administration of this Policy and to ensure that all persons governed by this Policy are aware of their responsibilities under this Policy.

2. SCOPE

- 2.1 This Policy applies to all Persons associated with and employed by the City of New Westminster, elected officials, and Boards, and to all aspects of the employment relationship. It governs conduct at the workplace and at work-related gatherings.
- 2.2 This Policy does not limit the rights or responsibilities of the City of New Westminster to manage work performance appropriately and in good faith. Actions by City Managers that are part of their responsibilities and performed for legitimate business purposes, such as changing work assignments or performance management, do not constitute a breach of this Policy.
- 2.3 The City may investigate an incident(s) on its own initiative where there are concerns about alleged breaches of this Policy, and the potential impact of inappropriate conduct on a respectful workplace.
- 2.4 This Policy supersedes previous City operating guidelines and/or policy on this matter.

3. DEFINITIONS

A Respectful Workplace: is characterized by courteous and considerate behaviour towards others; inclusion of all persons of different backgrounds, cultures or opinions; safety from inappropriate behaviour; and includes constructive resolution of disputes.

Disrespectful Behaviour: means any conduct in breach of this Policy and includes Workplace bullying and harassment which are defined as including any inappropriate conduct or comment that a person knows or reasonably ought to know would cause another person to be humiliated or intimidated but excludes any reasonable action taken by the City relating to the management and direction of its Employees or the workplace. Examples include verbal aggression or insults, calling a person derogatory names, reprimanding in the presence of others, harmful hazing or initiation practices, vandalizing personal belongings or the City's equipment, and spreading malicious gossip or rumours.

For the purposes of this Policy, disrespectful behaviour also includes discrimination and harassment as defined below.

Allegation: is an unproven assertion or statement.

Complainant: is the person bringing forward a complaint or allegation of disrespectful behaviour. There may be more than one Complainant in a complaint.

Discrimination: is unfair differential treatment of an individual or group, whether intended or not, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, age, or unrelated criminal conviction. Discrimination of this nature imposes burdens or obligations on an individual or group that serve no work-related function. Such conduct is not only a breach of this Policy; it may also be a breach of the BC Human Rights Code.

The City of New Westminster is under a legal duty to accommodate individuals, or groups protected from discrimination under the BC Human Rights Code, unless it would create undue hardship for the City.

Employee: includes all employees (exempt, unionized, full-time, part-time, auxiliary, temporary, and probationary), applicants, apprentices, students, volunteers, members of Council and City Boards, contractors and consultants working for the City of New Westminster.

Harassment: any behaviour that satisfies one or more of the following definitions of harassment:

(a) **Harassment based on a prohibited ground of discrimination:** Behaviour directed towards another person or persons that:

- is abusive, unfair, offensive, or demeaning; and
- is related to a prohibited ground of discrimination under the BC Human Rights Code; and
- a reasonable person would know or ought to know would have the effect of interfering with an individual's work or participation in work-related activities or would create an intimidating, hostile or offensive environment for work or participation in a work-related activity.

(b) **Sexual harassment:**

- conduct or comment of a sexual nature made by a person who knows or ought reasonably to know that the behaviour is unwanted or unwelcome; or
- the expressed or implied promise of a reward for complying with a request of a sexual nature; or
- the actual reprisal or an expressed or implied threat of reprisal for refusal to comply with such a request; or
- conduct or comment of a sexual nature which is intended to, or has the effect of, creating an intimidating, hostile or offensive environment.

Examples of sexual harassment include unwelcome advances or flirtations, comments or physical contact, propositions or invitations for sexual favours; unwelcome suggestive jokes, the display or circulation of sexually suggestive or pornographic materials.

(c) **Personal harassment:** Behaviour directed towards a specific person or persons that:

- serves no legitimate work-related purpose; and
- a reasonable person would know or ought to know would create an intimidating, humiliating, or hostile work environment.

Examples of personal harassment include making derogatory comments, swearing, yelling, inappropriately interfering with another's work, embarrassing practical jokes, ridicule, gossip, abuse of authority, physical assault.

Mediation: is a voluntary process where the Complainant and the Respondent consent to meet with a Human Resources representative to determine whether the dispute can be informally resolved in a mutually satisfactory manner. In some instances the City may determine that an external mediator should be called upon to assist in achieving resolution. Mediation discussions between the parties are treated as private and confidential.

Person(s): includes all Employees, suppliers delivering material to the City, and members of the public who are accessing City services or City operated facilities.

Workplace(s): includes City buildings, facilities, sites, offices or work environment, locations visited by Employees while traveling on City related business including conferences, meetings, vendor/supplier or customer sites and locations of work-based social gatherings.

Reasonable Person Standard: refers to whether or not a reasonable person in roughly the same position as the Complainant would determine disrespectful behaviour to have occurred.

Respondent: is a person or persons against whom an allegation of disrespectful behaviour has been made pursuant to this Policy.

Retaliation: is taking adverse action against another person for making a complaint in good faith or providing information in connection with an investigation or as a result of the resolution of a complaint. Examples of retaliation may include withholding information, sabotaging a person's work, denial of a transfer or promotion, unjust negative evaluations or references.

4. **POLICY**

4.1 Disrespectful behaviour is not tolerated by the City. All persons associated with and employed by the City of New Westminster are responsible for conducting themselves in

- a respectful manner in the Workplace and at work-related gatherings. Any person found to be in breach of this Policy will be subject to discipline up to and including termination from employment, cancellation of contract or denial of services.
- 4.2 All persons associated with and employed by the City of New Westminster will be treated equitably under this Policy. All matters arising under this Policy will be dealt with in a fair, unbiased and timely manner.
- 4.3 All persons associated with and employed by the City of New Westminster have a responsibility for ensuring that the City's working environment is free from disrespectful behaviour. Council, Boards, management and union representatives bear the primary responsibility for maintaining a working environment free from disrespectful behaviour. They are expected to act on this responsibility whenever necessary, whether or not they are in receipt of a complaint. The expertise of the Human Resources department is available to all persons associated with and employed by the City to assist with the interpretation and implementation of this Policy.
- 4.4 Efforts at informal resolution will be encouraged as a first avenue to resolution of a complaint.
- 4.5 This Policy will be interpreted, administered and applied in accordance with the principles of procedural fairness and natural justice. In particular:
- (a) All persons will be advised of the provisions of this Policy and of the procedures available to them under the terms of this Policy.
 - (b) Any Complainant who wishes the City to assist in the resolution of a complaint through mediation or investigation must be prepared to be identified to the Respondent.
 - (c) Complainants and Respondents must be given the opportunity to present evidence in support of their positions and to defend themselves against allegations of disrespectful behaviour.
 - (d) Complainants and Respondents may be accompanied by a support person, or a representative of their union, or legal counsel (for exempt Employees) throughout the process established by this Policy.
 - (e) All complaints that proceed beyond the informal resolution phase must be submitted in writing. All submissions, responses, comments and decisions pursuant to the Policy will be made in writing if the complaint proceeds beyond the informal resolution phase.
- 4.6 Those responsible for interpreting, administering and applying this Policy will use a Reasonable Person Standard.

- 4.7 This Policy will not be applied in such a way as to limit the rights and responsibilities of those in supervisory roles to manage and discipline Employees in accordance with collective agreements or applicable City policies and procedures.
- 4.8 Persons associated with and employed by the City of New Westminster have an obligation to participate in the procedures established under this Policy and to cooperate in a forthright manner by providing honest, accurate and timely information.
- 4.9 If, following an investigation, the City determines that a complaint has been made in bad faith or is frivolous, vexatious or malicious the City may take disciplinary action up to and including the termination of employment, cancellation of contract or denial of services. A misunderstanding, a misinterpretation or an unfounded complaint do not constitute a complaint made in bad faith.
- 4.10 A Complainant or a Respondent may object to the participation of a person in the administration of this Policy on grounds of conflict of interest or reasonable apprehension of bias. Such objection should be submitted in writing to the Director of Human Resources whose decision will be final. Where the objection relates to the participation of the Director of Human Resources, the Chief Administrative Officer will make the determination.

5. **RESPONSIBILITIES**

Employees:

- 5.1 Employees must participate in appropriate training, familiarize themselves with this Policy and know their rights and obligations arising from it. They must not engage in disrespectful behaviour as defined in this Policy.
- 5.2 Employees must treat every person with dignity and respect; attempt to resolve differences with other Employees in a respectful way as soon as possible; raise concerns in a timely manner; cooperate in interventions and investigations to resolve complaints of disrespectful behaviour; and maintain confidentiality related to such complaints.

Council, Management and Union Representatives:

- 5.3 Management has primary responsibility for the administration of this Policy and must have a thorough knowledge of this Policy. Management will set and enforce standards of appropriate workplace conduct and will intervene as soon as practicable when they witness or receive a report of any disrespectful behaviour.
- 5.4 Council, Boards, management and union representatives will lead by example in treating all Employees with dignity and respect and exercising authority and, or leadership in a respectful manner.
- 5.5 All complaints of disrespectful behaviour will be taken seriously.

- 5.6 Management will assist a Complainant to resolve a concern, including by facilitating a discussion between the Complainant and the Respondent. Where possible they will coach the Complainant and the Respondent to change their behaviour.
- 5.7 Management will take all reasonable steps to deal with alleged disrespectful behaviour that they are aware of, or reasonably should have been aware of (even if a direct complaint has not been made), in a timely fashion while maintaining as much confidentiality as possible. Reasonable steps may include referring the matter to the City of New Westminster Police Department for further investigation.
- 5.8 Management will consult with Human Resources for guidance to address complaints of disrespectful behaviour.

Human Resources:

- 5.9 The Human Resources department will take a leadership role in providing training for management and employees on respectful workplace behaviour. They will also give advice on this Policy, addressing and providing assistance to resolve issues of disrespectful behaviour.
- 5.10 The Human Resources department will provide mediation where the Complainant and the Respondent consent to meet to determine whether the dispute can be resolved in an informal and mutually satisfactory manner. In some instances, the Human Resources department may determine that a third party mediator should be called upon to assist in achieving resolution.
- 5.11 The Human Resources department will determine how and when investigations will occur and will oversee the investigation process.

6. CONFIDENTIALITY

- 6.1 Allegations of disrespectful behaviour may involve the collection, use and disclosure of sensitive personal information. Confidentiality is required so that those who may have experienced disrespectful behaviour will feel free to come forward. Confidentiality is required at all stages of the investigation process including following the conclusion of the investigation so that the reputations and interests of those accused of disrespectful behaviour are protected. However, either the Complainant or the Respondent may discuss the case in confidence with their supervisor, a support person, union representative or Human Resources
- 6.2 Subject to any limits or disclosure requirements imposed by law or required by this Policy, any and all information, oral and written, created, gathered, received or compiled through the course of a complaint is to be treated as confidential by the Complainant or the Respondent, their representatives, witnesses, and any other

persons designated by this Policy. Information will be disclosed only to the extent necessary to investigate and resolve the complaint.

- 6.3 All investigatory and evidentiary documents as gathered and/or prepared by Human Resources or their designate(s) including summary investigation reports will be deemed the property of the City and will be held in the strictest confidence. Such documents will not be copied or distributed, subject to disclosure requirements imposed by legal proceedings or required by this Policy or by agreement between the parties.
- 6.4 All recorded personal information will be treated as "supplied in confidence" for the purposes of compliance with the *Freedom of Information and Protection of Privacy Act* of BC and responding to access requests under that legislation.
- 6.5 The Director of Human Resources may provide information concerning a complaint, to appropriate City officials on a need-to-know basis.
- 6.6 Any person breaching confidentiality may be subject to discipline or other appropriate action.

7. PROCEDURES FOR RESOLVING DISRESPECTFUL BEHAVIOUR IN THE WORKPLACE

- 7.1 The City of New Westminster recognizes that conflicts and disagreements can occur within the workplace and expects such issues to be resolved in a manner that contributes to a healthy and productive workplace. Employees are encouraged to resolve disputes at an early stage through respectful and open dialogue between themselves, or by calling upon the assistance of their supervisors and, or, an HR representative.
- 7.2 The following procedures have been established so that complaints can first be addressed informally; and only if that is not possible, then formally. The goal of this Policy and its procedures is to prevent, correct and remedy situations of disrespectful behaviour and not to be punitive; although, depending on circumstances, discipline may result.
- 7.3 Complaints against, or by members of City Council or Boards should be directed to the Chief Administrative Officer.

The Informal Process

Step 1: The Informal Conversation

- Persons who experience disrespectful behaviour are strongly encouraged to engage in a conversation with the Respondent to clarify and resolve the concerns.
- Where a Complainant is unable to have the conversation directly with the Respondent, he/she should contact his/her Manager or Supervisor as soon as possible. If needed, the

Manager/Supervisor will offer assistance such as scheduling the conversation between both parties or attending the meeting as an observer.

- Union participation and support is welcome.

Step 2: Mediation with the Direct Assistance of a Manager/Supervisor or Human Resources Representative

If there is no resolution under Step 1 and the Complainant continues to seek resolution, then he/she should approach his/her Manager or Supervisor with the concern(s). The goal is to understand and mutually resolve the issue so that persons conduct themselves in a civil, respectful and cooperative manner.

Steps taken by the Manager/ Supervisor/ or Human Resources representative could include:

- Meeting separately with the Complainant and the Respondent to review the concerns;
- Meeting together with the Complainant and the Respondent to facilitate a conversation aimed at understanding and resolving the issue;
- Reviewing applicable policies with the Complainant and the Respondent and reinforcing expectations of respectful conduct;
- Seeking commitments from the Complainant and the Respondent that they will conduct themselves in a respectful manner;
- Following-up where appropriate with the Complainant and the Respondent after the resolution process to ask whether commitments to respect are being adhered to; and, or
- Recording steps taken in the resolution process.

In the event Employees cannot resolve their differences by informal conversation between themselves, or with the help of management or a Human Resources representative, the Human Resources department may provide the assistance of an external mediator to support the Employees informally, and to find a mutually acceptable way to resolve the conflict. This external mediator will report to Human Resources on the conclusion of the mediation.

Interim Measures

It may be necessary that interim measures be taken while a complaint is being resolved, investigated or decided. Such measures will be precautionary, not disciplinary and may include separating the Complainant from the Respondent by transfer or by assignment of different hours, etc.

The Formal Process

Step 3: Formal complaint

If there is no resolution under Steps 1 and 2, and the Complainant continues to seek resolution, then he/she must file a written complaint to his/her Manager or to the Director of Human Resources.

A complaint must be filed within three (3) months of the alleged incident, or of the last incident if there is more than one incident. The Director of Human Resources may extend that time limit in exceptional circumstances.

If a Complainant requires assistance in filing a written complaint, they may request assistance from their Supervisor or Human Resources, who will ensure there is support for the filing of the written complaint.

Information required for a written complaint

- The specific incident(s) that have led to the filing of the complaint — if there is more than one, number them;
- The date the incident(s) occurred;
- The identity of the Respondent;
- What the Respondent(s) said or did that was in breach of this Policy;
- The names and department(s) of any potential witnesses;
- How the incident(s) affected the Complainant; and any impact the incident(s) had on the Complainant's work.
- Any attempts made to resolve the complaint under Steps 1 or 2; what those were, and who assisted.

The Investigation

Once a written complaint is received, the Director of Human Resources or HR representative will undertake an investigation immediately.

The names of the parties and the circumstances related to the complaint will not be disclosed except where necessary to investigate the complaint, or to take appropriate disciplinary measures, or as the law requires.

The Director of Human Resources may reject a complaint on the grounds that it is made in bad faith, is frivolous, vexatious or malicious, or that it lies outside the jurisdiction of this Policy, or

is beyond the time limits for making a complaint. This decision must include the reasons for the decision and will be communicated to the Complainant in writing.

If a complaint of disrespectful behaviour is made against the Director of Human Resources, the Chief Administrative Officer will receive the complaint and handle all matters related to the investigation and resolution of the complaint.

If a complaint proceeds, the Director of Human Resources may appoint an external investigator to investigate the allegations made in the complaint. The Complainant and the Respondent will be notified that an investigation will proceed and given the name and contact information of the investigator. The Director of Human Resources or HR representative, will oversee the investigation process.

Respondents will be provided with the opportunity to explain themselves and to have those explanations fully considered by whoever is carrying out the investigation.

The investigator's mandate will include interviewing the Complainant, Respondent and witnesses where appropriate; making findings of fact; determining whether the facts constitute disrespectful behaviour in breach of this Policy; and issuing a summary report consistent with the mandate. The investigation will be thorough, objective, expeditious and fair for all parties involved.

In reaching a decision on whether this Policy has been breached, the investigator will use a standard of proof corresponding to the civil burden of proof on a balance of probabilities.

The investigator's report will be delivered to the Director of Human Resources. All documentation related to the investigation is the property of the City. The Complainant and the Respondent will be advised of the outcome of the investigation, but will not be provided with a copy of the report. Witnesses who participate in the investigation will be advised that the investigation has concluded.

In the event of legal proceedings (e.g. grievance and arbitration); documentation required for the judicial process will be made available by the Director of Human Resources to the requesting legal counsel, or union representative, representing the parties.

The Director of Human Resources will consider the findings contained in the report and determine what steps or remedy to take. These may include education, counseling, discipline, or some other action. The Director of Human Resources will communicate this decision in writing to the Complainant, the Respondent, and their representatives, if applicable.

The Complainant or Respondent may request a review of this decision by the Director of Human Resources; this request must be made in writing within thirty (30) days of receipt of the Director's decision.

This Policy is meant to foster a respectful workplace environment through fair and equitable process and does not contemplate any form of financial remedy.

8. THE CONSEQUENCES OF NON-COMPLIANCE WITH THIS POLICY

- 8.1 Any person who breaches this Policy will be subject to remedial measures and/or disciplinary action, up to and including termination of employment, cancellation of contract or denial of services.
- 8.2 Every person has the right to report, in good faith, incidents of disrespectful behaviour without fear of retaliation. The City prohibits any form of retaliatory action against any person who, in good faith, files a complaint. Retaliation by any person against anyone involved in an informal, internal or external formal complaint process will be subject to discipline, up to and including termination of employment, cancellation of contract or denial of services.

9. EMPLOYEE'S RIGHTS

- 9.1 In the event an Employee makes a complaint under this Policy, the Employee retains the right to make a complaint to the BC Human Rights Tribunal or WorkSafeBC. If the Union has filed a grievance on behalf of the Employee, the Employee will not be entitled, later, to make a complaint under this Policy based on the same facts.

Policy Title:	SOCIAL MEDIA
Issue Date:	January 2012
Revised Date:	October 2013
Prepared by:	JOAN BURGESS, Director of Human Resources
Document #:	179625

1. Purpose

The purpose of this policy is to provide a framework for public communication using electronic social media tools. This policy provides appropriate and reasonable guidelines, direction and awareness for social media usage at the City of New Westminster and sets forth the City's expectations and requirements concerning such participation.

This policy is intended to:

- Ensure effective online communication while adhering to legal requirements, particularly Freedom of Information and Protection of Privacy Legislation.
- Ensure that you understand your responsibilities to the City and your co-workers.
- Protect the privacy, confidentiality, interest and reputation of employees and the City.
- Ensure a respectful workplace free from harassment and discrimination.
- Establish a standard for professional and respectful online communication.
- Protect the City's confidential business information.

2. Definitions

- a) Social media is defined as freely accessible online tools used to produce, post and interact using text, images, video and/or audio to communicate, share, collaborate or network with others. Social media includes, but is not limited to, personal

websites, blogs, wikis, online forums, message boards, email groups, social networks (e.g. Facebook, Twitter, LinkedIn, YouTube, etc) and any other similar online tools.

The absence or lack of explicit reference to specific social media does not limit the extent of the application of this Policy.

- b) Personal information is defined as information about an identifiable individual, but does not include contact information. Personal information includes, among other things, an individual's name, email address or username if it includes the individual's name, a portion of their name, or is a pseudonym that is attributable to an identifiable individual by using other readily available information; home address or email; appearance and image; educational and employment history; and personal opinions.
- c) Contact information means information to enable an individual to contact an individual at a place of business, such as business name, business title, business address, business telephone number, business email, etc.

3. Scope

This Policy applies to all persons associated with and employed by the City of New Westminster, elected officials and Boards, and to all aspects of the employment relationship (Regular Full-Time, Regular Part-Time, Temporary, Auxiliary, Seasonal, Volunteer, Contractor, etc).

This Policy applies to all social media using any type of Internet-enabled device, whether work issued or personal.

4. Related Policies and Procedure

This policy is applied in conjunction with the following City Policies which include but are not limited to:

- Code of Conduct Policy
- Conflict of Interest Policy
- Respectful Workplace and Human Rights Policy
- Record Management Policy
- Email/Internet Policy

This policy is governed by the following legislation which includes but are not limited to:

- BC Human Rights Code
- BC Freedom of Information and Protection of Privacy legislation

5. **Social Media Usage**

Guidelines

- All information placed on social media sites is considered public information similar to information published on City pages.
- All communications on behalf of the City should adhere to the highest professional standards of communication.
- Social media sites will not be the primary distribution method for City information.
- Information that the City posts on social media sites should be duplicates that can be retrieved on our Internet or traditional media sources and will not be considered a record of the City.
- The City will monitor its' social media sites and will remove any material that uses ethnic slurs, personal insults, obscenity, or engage in any objectionable or inflammatory conduct that are contrary to Canadian law.
- Consideration will be made to forwarding these types of postings to the City's Human Resources Department and/or the Police Service for possible investigation.
- The City will post a disclaimer on its' social media sites informing users that they are providing personal information to the site and the City and that the City does not have ownership or control of the information because this information resides with the social media service.
- The City will post a disclaimer if the social media site is hosted outside of Canada.

Social Media User Responsibilities

- You are expected to use common sense, caution and good judgment when participating in social media and conduct ourselves in a way which reflects positively on the City.
- Social media usage, even when anonymous or conducted under a pseudonym, must be in compliance with the BC Human Rights Code, BC Criminal Code, BC Freedom of Information and Protection of Privacy legislation, copyright and patent laws as well as must be in accordance with the City's Code of Conduct Policy, Conflict of Interest Policy, Respectful Workplace and Human Rights Policy and Email/Internet Policy.
- When making work-related postings as a representative of the City, you must not post anonymously or use a pseudonym; you should use your work email address, identify yourself by name and your role at the City.

- When commenting online about work-related issues in a personal capacity, you should use a private email address, identify yourself by name, your role at the City and make every effort to make it clear that you are speaking for yourself, not as a representative of the City.
- You are personally responsible for the content of anything you send, receive, download or post on social media sites.
- You should be aware that communication made through social media is public, even if posted anonymously, or to a limited group of individuals, and can exist online in perpetuity or in individual computers even if the original posting is removed.
- You should ensure that any comment on City matters is appropriate to your position and does not conflict with your role at the City.
- You should not disclose any City information or content that you are not specifically authorized to disclose.
- You should not use the City's logo or trademarks when using social media unless specifically authorized.
- You should be aware that your connection to the City may be indirect or even implicit based upon the use of your name and your association with the City.
- Your participation in social media should in no way harm the City's reputation or the reputation of any persons associated with and employed by the City of New Westminster, elected officials and/or Boards.
- You will be held accountable for off-duty conduct on social media sites if it negatively impacts the City.

Access to Social Media

- Only designated persons should access and use social media during work hours as part of your job duties.
- You are permitted to access social media sites using your work computer for personal use only outside of work hours (e.g. prior to the start of your shift, after the end of your shift, on coffee and/or lunch breaks).

Unacceptable Uses of Social Media

- Social media activities should not interfere with work commitments and/or job performance.
- Persons who do not have social media job responsibilities are not permitted to access social media sites using their work computer for personal use during work hours.
- Work computers should not be used to view or transmit sexual and/or pornographic images, offensive or illegal material.
- Any behavior or conduct that would not be appropriate in the physical work environment is also not appropriate in the virtual online environment.

Duty of Fidelity

- You must not breach your duty of fidelity (loyalty) to the City.
- The duty of fidelity states that you are under a duty to serve the City with good faith, loyalty and fidelity and not deliberately do something which may harm the City.
- You will have breached your duty of fidelity if you engage or even threaten to engage in conduct which is detrimental to the City's legitimate business interests or reputation, regardless whether the City is named directly or identifiable in any other manner.

Privacy

- You should not share or disclose personal information such as comments, posts, photographs or video about co-workers without their express consent because this breaches the co-worker's privacy.
- The City may post images of you performing your work and/or participating in City events or functions as these images are City records.
- You should not post or report on conversations that are meant to be private or internal to the City.
- You should not cite or reference employees, members of City Council, contractors, suppliers, partners or customers without their approval, even if such persons are not directly identified.

Respectful Communications

- You have the right to a respectful and harassment free workplace. If you encounter harassment on a social media site from the general public or a City employee, you should report this to your supervisor immediately for appropriate action under the City's Respectful Workplace and Human Rights Policy and/or Criminal Law.
- The City's Respectful Workplace and Human Rights Policy prohibits unlawful harassment and discrimination and applies to all social media communications whether such communications are posted during work hours, personal time at work, or at home where you are identified as a City employee.
- Social media sites are not appropriate forums to engage in differences of opinion with respect to work-related issues, engage in criticism of management or co-workers (constructive or not), or address concerns regarding the performance or competence of employees.
- You are prohibited from posting threatening comments and from the harassment and bullying of co-workers, customers and others when using social media.
- You are prohibited from posting insubordinate, derogatory, defamatory, discriminatory, or otherwise offensive comments in social media sites about the City and any persons associated with and employed by the City of New Westminster, elected officials and/or Boards, even if such persons are not directly identified.

- Comments that would otherwise be inappropriate because they are considered insubordinate, constitute harassment, result in a poisoned work place, or have potentially negative consequences for the City should not be posted on social media sites.
- You must respect your audience and should not use ethnic slurs, personal insults, obscenity, or engage in any objectionable or inflammatory conduct that would not be acceptable in the workplace.

Confidential Business Information

- You must not breach your duty of confidentiality to the City.
- Social media discussions, comments and posts, including textual or visual material (both during work time and personal time) should not disclose confidential business information belonging to the City and any persons associated with and employed by the City of New Westminster, elected officials and/or Boards.
- Confidential information includes any non-public financial or operational information, and anything else that is of value to the City that is not already public.
- You must not use City identifiers, such as logos or trademarks without the express consent of the City.

6. Monitoring

- The City reserves the right to monitor Internet use and the use of social media to ensure Policy compliance.
- The City retains ownership of all computer systems and data.
- Social media usage on the City's network, computers or electronic devices is neither private nor confidential and may be monitored or recorded without any further notice by the City as per the City's Email/Internet Policy.
- The City reserves the right to investigate social media sites if any matter comes to its attention which it considers may constitute a potential breach of this Policy.
- The City reserves the right, at any time and without any further notice, to revoke, limit or alter your rights to access any Internet use, including the use of social media, on your work computer or electronic devices.

7. Consequences of Non-Compliance

- Any breach or violation of this policy or the components contained herein, or any breach of law, will be treated as misconduct regardless if it occurred during work hours or otherwise and whether committed on City equipment or communication systems or otherwise.

- Any person suspected of breaching this Policy shall be required to cooperate with any investigation.
- Misconduct will be reviewed and investigated without any further notice and may result in disciplinary action being taken up to and including dismissal from employment, legal action, and/or seeking restitution.
- The City reserves the right to require the removal of certain posts or content which is deemed by the City to constitute a breach of this Policy or if it is necessary to ensure compliance with applicable laws.
- Failure to comply with any such request may result in further disciplinary action being taken.

8. Responsibilities

- Overall management of this Policy is the responsibility of the Director of Human Resources.
- This Policy will be reviewed periodically by the Director of Human Resource and will be amended or updated to ensure that it is current and relevant.

City of New Westminster Committee Meeting Schedule: 2020/2021 Term

Boards/Commissions/Committees	Meeting Times	Meeting Day	Meeting Dates
Advisory Planning Commission	6:00 p.m.	Monthly, third Tuesday	January 21*, February 18, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 1, January 19, 2021
Affordable Housing and Child Care Advisory Committee	5:30 p.m.	Bi-monthly, second Tuesday	February 11, April 14, June 9, September 8, November 10
Arts Commission	5:30 p.m.	Bi-monthly, first Thursday	February 6, April 2, June 4, September 3, December 3
Board of Variance	6:00 p.m.	Monthly, last Thursday	January 30*, February 27, March 26, April 23, May 28, June 25, July 23, September 24, October 29, November 26, January 28, 2021
Community Heritage Commission	6:00 p.m.	Monthly, first Wednesday	January 8*, February 12, March 4, April 1, May 6, June 3, July 8, September 2, October 7, November 4, December 2, January 6, 2021
Economic Development Advisory Committee	8:00 a.m.	Bi-monthly, first Friday	February 7, April 3, June 5, September 4, December 4
Electrical Utility Commission	2:30 p.m.	Tuesday	TBC
Environment and Climate Advisory Committee	6:00 p.m.	Bi-monthly, third Wednesday	March 11, May 20, July 15, October 21, December 16
Facilities, Infrastructure and Public Realm Advisory Committee	6:00 p.m.	Bi-monthly, third Thursday	February 20, April 16, June 18, September 17, November 19
Library Board	6:00 p.m.	Monthly, second Tuesday	January 14, February 11, March 10, April 14, May 12, June 9, September 8, October 13, November 10

City of New Westminster Committee Meeting Schedule: 2020/2021 Term

Boards/Commissions/Committees	Meeting Times	Meeting Day	Meeting Dates
Multiculturalism Advisory Committee	5:30 p.m.	Bi-monthly, third Wednesday	February 19, April 15, June 17, September 16, November 18
New Westminster Design Panel	3:00 p.m.	Monthly, fourth Tuesday	January 28* , February 25, March 24, April 28, May 26, June 23, July 28, August 25, September 22, October 27, November 24, December 8, January 26, 2021
Public Art Advisory Committee	5:30 p.m.	Bi-monthly, first Thursday	January 22*, March 5, May 7, July 2, October 1, November 5
Restorative Justice Committee	5:00 p.m.	Bi-monthly, last Tuesday	March 10, May 26, September 29, November 24
Seniors Advisory Committee	2:00 p.m.	Bi-monthly, second Thursday	March 5, May 14, September 10, November 12
Sustainable Transportation Advisory Committee	5:30 p.m.	Bi-monthly, first Wednesday	March 4, May 6, July 8, October 7, December 2
Youth Advisory Committee	5:30 p.m.	Monthly, fourth Thursday (October-May)	January 16 , February 27, April 30, May 28



PERMISSION FORM

From time to time, the City is asked to forward to committee, board, commission, panel, or task force members, information regarding City business not necessarily related to your appointment. This could include invitations to workshops, forums, discussions, projects or other City and non-City events. In order to deliver this type of information to you we need permission to use your personal information as listed below.

I, _____ (please print) as a member of the _____
committee, board, commission, panel, or task force, agree that the City of New Westminster:

May use my personal contact information to deliver to me information regarding, but not limited to; invitations, workshops, forums, discussions or other projects or functions not necessarily related to my appointment on the above-noted committee, board, commission, panel, or task force.

Email address: _____

May not use my personal contact information to deliver to me information regarding, but not limited to; invitations, workshops, forums, discussions or other projects or functions not necessarily related to my appointment on the above-noted committee, board, commission, panel, or task force.

This permission may be changed at any time by contacting your committee secretary. The consent given here will cease when you are no longer a member of the above-noted committee, board, commission, panel or task force.

Signature of Member: _____ Date: _____

Received by: _____ Date: _____

This information is collected to facilitate communication between the City and committee members for none committee purposes. It is collected under FOIPPA section 26 (d). For further information about the privacy of this information please contact the Records and Information Administrator at 604-515-3764, FOI@newwestcity.ca, 511 Royal Ave, New Westminster.



NEW WESTMINSTER DESIGN PANEL

**Tuesday, August 27, 2019, 3:00 p.m.
Council Chamber, City Hall**

MINUTES

MEMBERS PRESENT:

- | | |
|---------------|---|
| Joey Stevens | - Chair, Architectural Institute of BC Representative |
| Geoff Lawlor | - Architectural Institute of BC Representative |
| Sarah Siegel | - BC Society of Landscape Architects |
| Mark Thompson | - Architectural Institute of BC Representative |
| Mary Wong | - BC Society of Landscape Architects |

REGRETS:

- | | |
|----------------|---|
| Fabian Leitner | - Development Industry Representative |
| Derek Newby | - Alternate Chair, Architectural Institute of BC Representative |

GUESTS:

- | | |
|----------------|----------------------------------|
| Nathan Stolarz | - Chris Dikeakos Architects Inc. |
|----------------|----------------------------------|

STAFF:

- | | |
|-----------------|--------------------------------------|
| Rupinder Basi | - Supervisor of Development Planning |
| Heather Corbett | - Committee Clerk |

The meeting was called to order at 3:03 p.m.

1.0 HOUSEKEEPING

There were no items.

2.0 ADDITIONS TO AGENDA

There were no additions.

3.0 ADOPTION OF MINUTES

3.1 Adoption of the Minutes of July 23, 2019

MOVED and SECONDED

THAT the minutes of the July 23, 2019 New Westminster Design Panel meeting be adopted.

CARRIED.

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

4.0 REPORTS AND INFORMATION

There were no items.

5.0 DESIGN REVIEWS

5.1 230 Keary Street: Brewery District Rezoning Application (Text Amendment) Building Height and Massing Changes for Building 8

Rupinder Basi, Supervisor of Development Planning, summarized the staff report dated August 27, 2019, regarding the application for a text amendment for Building 8 within the Brewery District, noting the following details:

- The text amendment would allow Omnibus Zoning, which permits commercial and residential uses in the building; and,
- A change to the maximum permitted height of the building is proposed, to allow for a more slender tower.

In response to questions from the Panel, Mr. Basi provided the following information:

- The site was previously subject to a comprehensive master plan process, which was reviewed through the community and design panel, and all traffic concerns have been examined by the Transportation department; and,
- Open space requirements have been addressed through the inclusion of a park network within the entire Brewery District site.

Nathan Stolarz, Chris Dikeakos Architects Inc., provided a brief PowerPoint presentation covering the following information regarding the application:

- Diagrams demonstrating the condensing of tower floorplates and reallocation of the density and housing allocation within the buildings;
- Massing diagrams and shadow analysis;
- Building separations and a proposed park linking the transit station and retail spaces in Buildings 7 and 8;

- Alignment of the Building 8 tower to Building 7, as viewed from the West;
- Neighbourhood context and positive impact on views of the river; and,
- Greenspaces within the entire complex of buildings, including the view decks and transit plaza, and an “ending moment” created in the triangle with Building 8.

In response to further questions from the Panel, Mr. Basi provided the following information:

- The Brewery District development is across the street from Royal Columbian Hospital (RCH), which is currently undergoing renovations;
- The development neighbours the residential area of Sapperton to the West, which includes zoning provisions for mixed-use buildings on East Columbia Street, and the Brunette Industrial Area to the East; and,
- Omnibus zoning includes provisions for office, retail and auxiliary uses.

In response to questions from the Panel, Mr. Stolarz provided the following information:

- The location of the entryway to the office space is still to be determined; however, it may be located on Keary Street to provide a relationship between the hospital and transit movement; and,
- Including this proposed text amendment, the site has been re-zoned three times.

Discussion ensued and the Panel noted the following comments in relation to the staff question asked in the above-noted staff report:

Question 1) Staff seeks input from the NWDP in regards to the proposed height and massing changes to the Building 8 site (230 Keary Street) and how the applicant has addressed items such as building separation, massing, tower floorplate, sunlight access, and views.

- The alignment of Building 8 with Building 7 is a positive change; however, the alignment would depend on where the towers are viewed from, and could impact more of the neighbourhood; and,
- The changes to the massing, building separation and the resulting shadowing seem reasonable given the context of the development as a whole.

The Panel made the following general comments about the proposal:

- Although the site is quite dense, the changes proposed to the zoning of the building seems reasonable given the context and demand for market rental housing;
- It would be beneficial if, given the amount of green space on the site, the roof levels could be used for greenspace and amenity spaces going forward;

- Providing an accessible route to the hospital should be a major consideration when planning the site access and streetscape;
- The building entry placement on Keary Street is an important consideration for the site; and it may be best to align (or misalign) it with the hospital entries and pedestrian accesses;
- The retail opportunities are successful and have the potential to animate the street level of the building; and,
- It may be beneficial for the City to build in flexibility of zoning in order to minimize the amount of times a long-term development is zoned.

MOVED and SECONDED

THAT the New Westminster Design Panel support the proposed changes to the Building 8 site at 230 Keary Street, with consideration of the Panel's comments.

CARRIED.

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

5.0 NEW BUSINESS

There were no items.

6.0 UNFINISHED BUSINESS

There were no items.

7.0 CORRESPONDENCE

There were no items.

8.0 NEXT MEETING

Tuesday, September 24, 2019, in Council Chambers.

9.0 ADJOURNMENT

ON MOTION, the meeting was adjourned at 3:33 p.m.

Certified Correct,

Joey Stevens
Chair

Heather Corbett
Committee Clerk

The purpose of this report is to provide information to the New Westminster Design Panel in regards to the project design submission and to obtain comments in regarding the overall project and the urban design items raised in the Design Considerations section of this report.

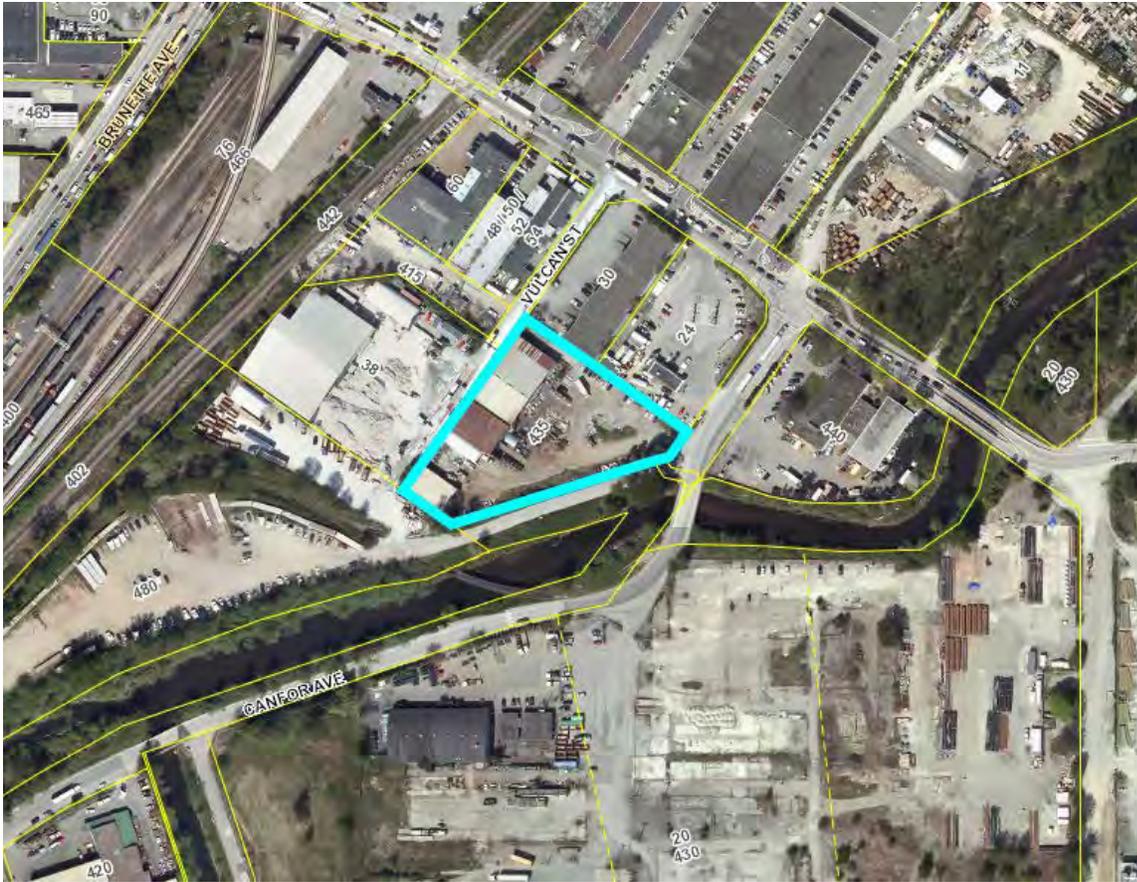
CONTEXT

Site Characteristics and Context

The site at 435 Canfor Avenue is currently vacant and is located within the Brunette Creek neighbourhood at the east end of the city. The site is irregular in shape with an area of 0.852 hectares (2.10 acres) and is located adjacent to the diking system to the south. The site is surrounded by industrial development on all three sides (north, east, west), with all properties located within the Heavy Industrial Districts (M-2). There is an existing warehousing business to the north, service station to the east, gypsum recycling business and gravel parking lot to the east.

The site ranges in elevation from 3.4 metres G.S.C. (Geodetic Survey Canada) to 4.3 metres G.S.C. (11.15 feet to 14.1 feet) in area from east to west.

A portion of the subject site is located within a dike reserve which is under future consideration of a dike by the City.



POLICY AND REGULATIONS

Official Community Plan Land Use Designation

The site is designated as **(I) Industrial** in the Official Community Plan (QCP). The Plan describes this designation as follows:

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.

The proposal is consistent with the intent of the Industrial land use designation and therefore, no Official Community Plan (OCP) amendment would be required for this proposal.

Development Permit Area Designation

The site is designated as part of Industrial Employment Lands Development Permit Area 6.4. This Development Permit Area has been created in order to protect and allow the intensification of New Westminster's industrial land base with the following purposes:

- Establishment of objectives for the form and character of industrial development,
- Protection of the natural environment, its ecosystems and biological diversity (as outlined in the Justification section of the OCP schedule), and
- Establishment of objectives to promote energy conservation (as outlined in the Justification section of the OCP schedule).

The site is located within an area subject to flooding. The OCP recognizes the need for a new Flood Hazard Development Permit Area that clearly outlines the expectations for new development in the floodplain; however, one has not been created yet. The project would have to comply with the Provincial and Federal flood plain regulations where the minimum floor elevation must be at or above the flood plan which is at 5.2 metres G.S.C. (Geodetic Survey of Canada) (17.0 feet), which approximately 1.2 metres to 1.5 metres (3.93 feet to 4.92 feet) above the natural existing grade of the site. The site has existing elevations ranging from 2.75 metres to 4.75 metres (9.02 feet to 15.58 feet).

The applicant is proposing to meet the required 5.2 metre G.S.C. minimum floor elevation standard for the flood plain for the proposed building.

Weblink to the Industrial Employment Lands Development Permit Area 6.4 design guidelines:

https://www.newwestcity.ca/database/files/library/DPAs_6.4_Industrial.pdf

Zoning Bylaw

The site is zoned Heavy Industrial Districts (M-2) and the intent of this district is to allow heavy industrial uses. The occupancy of this site would have to conform to the permitted uses as identified in the M-2 zoning description.

The proposed industrial warehouse use is consistent with the M-2 zoning regulations.

PROPOSAL

Project Overview

The applicant proposes to construct a new single storey industrial warehouse building with a single storey office use on the subject site. The proposed building would have a total gross floor area of 1,687 sq.m. (18,150 sq.ft.) and lot coverage of 19.8%.

The applicant is proposing surface staff and visitor parking in front of the office space along the Canfor Avenue and lane property frontages. The off-street parking for commercial trucks would be located onsite and there would be a single driveway access located midway along the lane. Twenty-one off-street parking spaces including seven small car and two disabled persons spaces would be provided onsite. The off-street loading would consist of twelve loading docks and one loading bay.

Amenity features would consist of an outdoor patio and plaza, including onsite landscaping primarily along the property frontage. Decorative features such as benches, and a picnic table would be located in close proximity to the property frontage. There would also be delineated pedestrian walkways onsite including a public accessible multi-use pathway. Long term bicycle parking is proposed which meets the bylaw regulations.

The project drawings including site plan, architectural elevations and landscape plans are attached to this report as **Attachment 1**.

Project Statistics

Below is a table outline the site statistics for the proposed industrial development based on the project design drawing submission.

Zoning	Heavy Industrial Districts (M-2)	
Site Area	0.852 hectares (2.10 acres)	
Attributes	Required (M-2 Zone)	Proposed
Ground Floor Area	n/a	
Warehouse		1,333 sq.m. (14,340 sq.ft.)
Office		354 sq.m. (3,810 sq.ft.)
Total Building Floor Area		1,687 sq.m. (18,150 sq.ft.)
Site Coverage	n/a	19.8%
Setbacks		
Front Yard (east)	n/a	11.2 metres (72.8 feet)
Rear Yard (west)	n/a	4.0 metres (13.1 feet)
Side Yard (north)	n/a	1.2 metres (4.0 feet)

Side Yard (south)	n/a	91.04 metres (298.7 feet)
Off- Street Parking		
Warehouse	14 spaces	14 spaces
Office	7 spaces	7 spaces
Total	21 spaces	21 spaces
Off-Street Loading	1 space	1 space
Bicycle Parking		
Long Term	2	2
Short Term	0	4
Permitted		
Building Height	n/a	8.1 metres (26.6 feet)

DISCUSSION

Development Permit Area Guidelines

The proposed project is being evaluated against the Industrial Employment Land Development Permit Area 6.4 form and character design guidelines. The DPA is designated in order to protect and allow the intensification of New Westminister’s industrial land base. The proposed site layout, building form, and architectural expression is generally in compliance with the specified guidelines with the exception of the parking being provided behind the building.

The applicant has provided a Design Rationale on how the project meets the design guidelines of the DPA 6.4. The Design Rationale is attached to this report as **Attachment 2**.

Urban Design

The site design includes one main industrial warehouse building with an office component located at the front of the property which would have direct exposure from the Canfor Avenue street frontage. The proposed building would be 8.1 metres (26.6 feet) in height and approximately 86.33 metres (283.23 feet) in length with a width varying from 21.95 metres (72.01 feet) for the warehouse portion and 15.47 metres (50.7 feet) for the office portion.

The proposed massing of the building would be consistent with the surrounding industrial developments. The design guidelines allow for a maximum height of 19.8 metres (85

feet) or six-storeys and the proposed height of the building is within this range at 8.1 metres (26.6 feet). The building would account for only 19.8% of the total site area.

The building exterior façade design would be a combination of tilt-up concrete panels, decorative metal cladding for columns, aluminum composite panel canopies, spandrel glazing and recessed wall panels. Natural lighting would be provided by using skylights, clearstory windows on the south and east elevation for maximum sunlight exposure during peak morning and afternoon hours.

The applicant is also proposing to construct a patio and plaza area for the project. This area would include a seating area with a picnic table and three benches located at the front of the office building along Canfor Avenue. The applicant has submitted landscape plans which indicate a variety of species and landscape features for the proposed development.

A garbage and recycling enclosure is proposed along the west property line. The proposed design would consist of a 3.0 metre (10 feet) high steel trellis with concrete walls and a metal gate, including a decorative metal grill for screening purposes.

Consideration was given to the provide parking at the rear of the site; however, due to the irregular shape of the site, driveway orientation, and active commercial vehicle movement, the applicant has indicated that the proposed parking in front of the building is required for functionality and security.

Building Materials and Colors

The proposed building materials and color scheme for the project is listed in the table below and can be viewed on page A-6 of the architectural drawing package (see **Attachment 1**).

Exterior Materials	Exterior Finishes
Concrete Tilt-Up Panel	Stone White, Blue, and Beige
Metal Panels (Clear Anodized)	Pre Finished
Aluminum Windows & Doors	Clear Anodized
Glass	Tinted Blue
Metal Flashing – Prefinished Metal	Clear Anodized
Steel Doors & Frames	Blue
Metal Fin & Steel Canopy	Silver

A material and color board will be available to view at the Design Panel meeting.

Lighting

The applicant has submitted a partial lighting plan (see drawing L1) for the front area of the proposed building. The drawing indicates that the canopy would be lit and light bollards would also be provided. For more details on surveillance, refer to the 'natural surveillance' section in the attached Design Rationale. The applicant has indicated that a complete lighting plan approved by an Electrical Engineer would be provided at the Building Permit stage.

Landscaping and Screening

As mentioned previously in this report, the applicant has submitted an architectural landscape plan. Majority of the proposed landscaping would be located along the property frontage which would include a portion of a multi-use pathway. Additional landscaping would be provided within the plaza area, parking area and along the west property line near the footprint of the building. A planting schedule has been provided and can be viewed in the attached landscape plans. All onsite soft landscape areas would be irrigated with an automatic underground design-build system.

The applicant is proposing a 2.43 metre (8 feet) high wrought iron picket fence along a portion of the property frontage, south of the proposed driveway access and internally within the off-street parking area. A 2.43 metre high chainlink fence is also proposed along the west property line up to the corner of the building. The specifications for these two fence types are located within the landscape plans.

Tree Protection and Replacement

A Tree Preservation Report has been submitted by an Arborist as part of the Tree Permit application review process. There are currently sixty-four replacement trees proposed for this development. Staff is working with the applicant to retain as many trees as possible and ensure compliance with the Tree Bylaw requirements.

Pedestrian Accessibility

Pedestrian access would be from the proposed multi-use pathway and internally, from the off-street parking area with access onto a concrete walkway located along the front of the building.

Crime Prevention Through Environmental Design (CPTED)

The DPA 6.4 design guidelines indicate that new developments must enhance personal safety and security through building siting, orientation and design. A CPTED analysis

has been provided and the Analysis is included in the Design Rationale which is attached to this report as **Attachment 2**.

Signage

The applicant is not proposing any signage as part of this Development Permit application. Any proposed signage would require a Sign Permit application as part of the requirement of the Sign Bylaw.

Environment

Riparian Area

A portion of the site is located along the Dike reserve and within the Riparian Protection Zone (RPZ) of the Brunette River. The applicant is proposing urban frontage improvements such as paved asphalt treatment, landscape species and features, and a multi-use pathway within this area. The standard RPZ setback requirement is 30 metres (98.42 feet), subject to a site assessment by a Qualified Environmental Professional (QEP). The applicant's QEP has submitted a Riparian Area Assessment, Environmental Impact Assessment and Mitigation Plan to quantify the reduction in the proposed RAR setback from 30 metres to 24.5 metres (80.38 feet). The QEP's submission is currently being reviewed by staff and would be finalized with input from the Engineering and Parks and Recreation Departments prior to the issuance of the Development Permit.

Diking System

The City Floodplain Management Strategy Feasibility Plan (2011) proposed a diking system along the Brunette River corridor. The dike crest elevation will be approximately 5.2m G.S.C. (Geodetic Survey Canada) (17.06 feet). The dike reserve area within the 24.5 metres riparian set back area will be allocated for future dike construction. As noted above, a portion of the subject site is located within a dike reserve for future consideration of a dike by the City.

Brunette Fraser Regional Greenway / Multi-Use Pathway

The site is located adjacent to the future Brunette Fraser Regional Greenway (BFRG). New Westminister's Riverfront stretches through local parks, industrial zones and commercial areas and forms an integral part of the Brunette Fraser River Greenway (BFRG). The BFRG is a joint project of Metro Vancouver, Burnaby and New Westminister. Once complete, it will connect New Westminister Quay to Burnaby Mountain and Downtown Vancouver and eventually to the broader regional trail system.

The applicant is proposing to provide a Statutory Right of Way for the BFRG along the property frontage and to construct a multi-use pathway satisfactory to the City along the property frontage from Canfor Avenue to the main driveway. The applicant is working with city staff to finalize a required 4.0 metre (13.12 feet) Statutory Right of Way (SROW) for the BFRG along the Canfor Avenue and lane frontages which would be correctly located to account for the dike reserve and riparian area setback. The design guidelines for the section of the greenway located along the west side of the Brunette River are not developed yet.

DESIGN CONSIDERATIONS

The following section outlines some of the key design considerations of this proposal. Questions for the NWDP are indicated in *bold italics* in the sub-section below titled “Questions for the Design Panel’s Consideration”.

Questions for the Design Panel’s Consideration

In addition to seeking general comments from the NWDP in regards to the overall design of the proposed application, staff has identified the following questions for the NWDP to provide specific response to:

- 1. Staff seeks input from the NWDP in regards to how this proposal addresses the streetscape along Canfor Avenue and the lane in regards to providing a safe and attractive development and connectivity between the public and private realm.*
- 2. Staff seeks input from the NWDP in regards to the overall scale and massing of the building.*
- 3. Staff seeks input from the NWDP in regards to the selection of building materials and color scheme for the proposed development.*

ATTACHMENTS

Attachment 1: Project Drawings

Attachment 2: Design Rationale

Hardev Gill,
Planning Technician

Attachment 1
Project Drawings



1 ENTRANCE TO SUBJECT SITE



2 CANFOR AVE (NORTH TOWARDS BRAID ST.)



3 VIEW TO ACCESS LANE



NORTH
LOCATION PLAN
Scale NTS



6 A VIEW OF SITE



7 VIEW FROM VULCAN ST.



4 ENTRANCE TO ACCESS LANE



4a ACCESS LANE



5 VIEW OF BRUNETTE CREEK

DRAWING INDEX

A1	COVER SHEET, STREETScape
A2	SITE PLAN & PROJECT DATA
A3	BUILDING PLANS
A4	OFFICE PLANS
A5	SECTIONS
A6	ELEVATIONS

435, CANFOR AVE

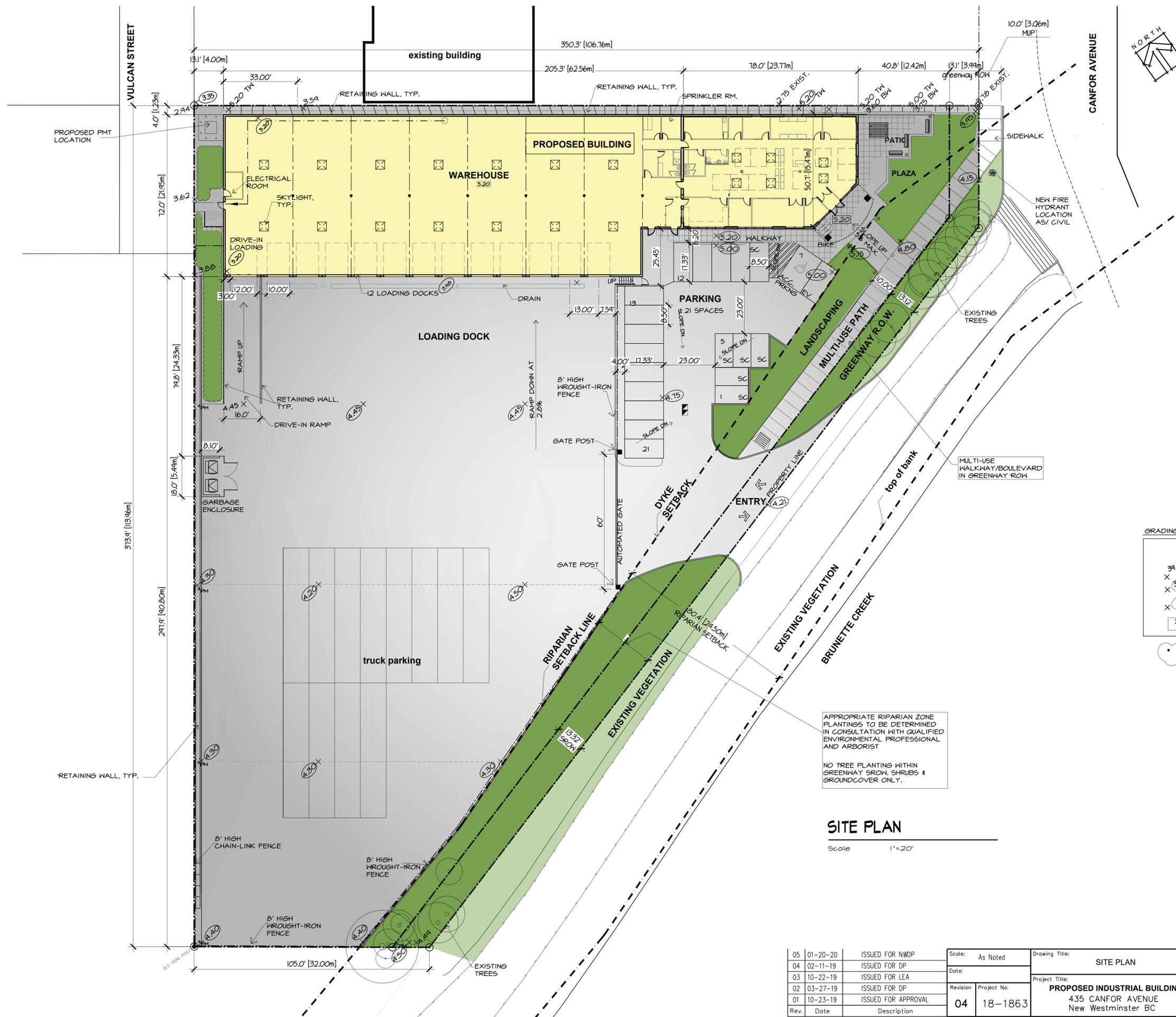
Rev.	Date	Description
03	11-18-19	ISSUED FOR DP
02	03-27-19	ISSUED FOR PAR
01	02-11-19	ISSUED FOR APPROVAL

Ionic Architecture Inc.
architects a.i.b.c.
20-6606 162nd Street
Surrey B.C. V4N 1Z8
tel: 778.6 571.0688
office@ionic-architecture.com

Drawing Title: COVER SHEET, STREETScape
Project Title: PROPOSED INDUSTRIAL BUILDING
435 CANFOR AVE
NEW WESTMINSTER, BC

Sheet of A-1
Revision Project No. 01 18-1863

Scale: As Noted



site statistics

ADDRESS: 435 CANFOR AVENUE, NEW WESTMINSTER BC

LEGAL ADDRESS: LOT 1, NEW WEST DISTRICT, PLAN 7961
SUBURBAN BLOCK 1, GROUP 1, OF PART OF LOT 7.

ZONING : INDUSTRIAL/M-2

SITE AREA	(8,519.99 SQ.M.)	(0.852 ha = 2.10 acre)	91,708.5 S.F.
GROUND FLOOR:	WAREHOUSE	14,340 S.F.	1,333 S.M.
	OFFICE	3,810 S.F.	354 S.M.
TOTAL FLOOR AREA		18,150 S.F.	1,687 S.M.
DENSITY PROVIDED :	18,150 S.F. / 91,708.5 S.F. = 0.198		
COVERAGE PROVIDED	18,150 S.F. / 91,708.5 S.F. = 19.8 %		

	REQUIRED	PROVIDED
BUILDING HEIGHT:	N/A	26.6 FT. / 8.1 M
FRONT YARD: (E)	N/A	72.8 FT / 11.20 M (from 4 m dedication)
REAR YARD: (W)	N/A	13.1 FT / 4.00 M
SIDE YARD: (N)	N/A	4.0 FT / 1.2 M
SIDE YARD: (S)	N/A	298.7 FT / 91.04 M

PARKING REQUIRED :

GROUND FLOOR : WAREHOUSE (1/1000) 14,340 S.F. / 1,000 S.F. = 14.34 SPACES
GROUND FLOOR : OFFICE (1/538,21) 3,810 S.F. / 538.21 S.F. = 7.07 SPACES

PARKING PROVIDED : 21.0 SPACES
PARKING PROVIDED : 21.0 SPACES
INCLUDING 1 ACCESSIBLE SPACE & 6 SMALL CAR SPACES

GRADING LEGEND :

(ELEVATIONS IN METRES)

- 39.11 EXISTING GRADE
- 38.50 PROPOSED GRADE
- 38.50TH TOP OF WALL - PROPOSED GRADE
- 39.0 FINISH FLOOR ELEVATION

MARK-UPS WITH REVISION DETAILS

NOTES :

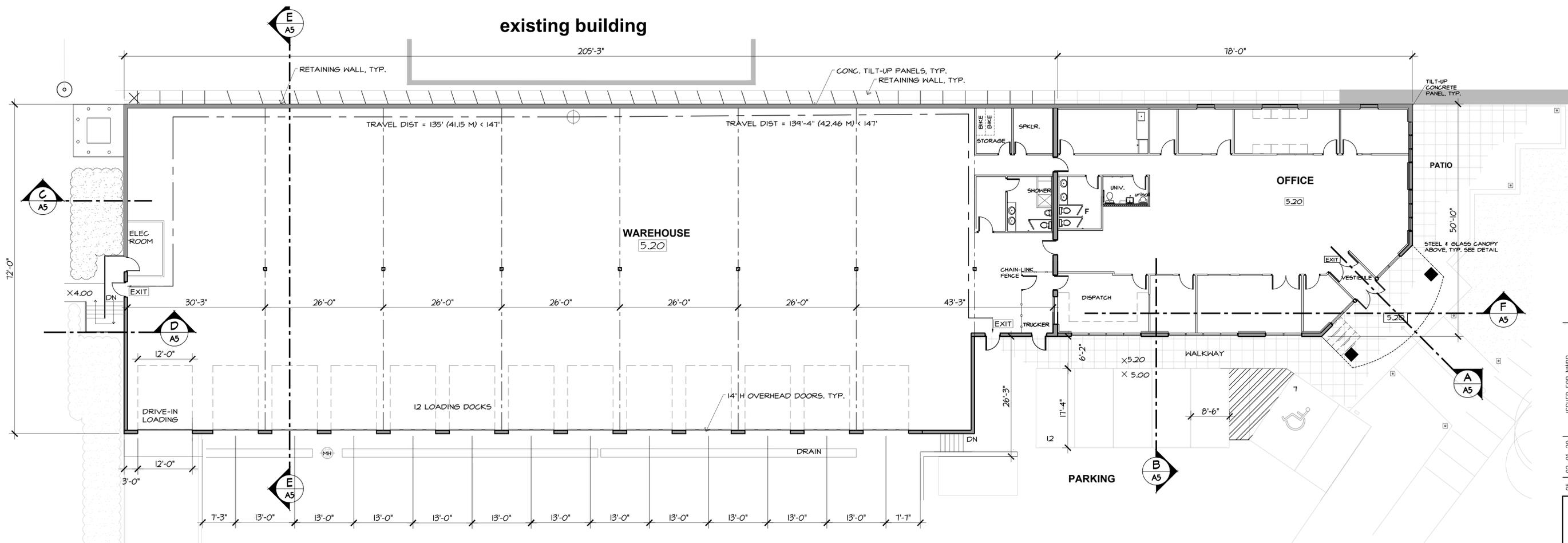
- TYPICAL PARKING SPACE 8.5'x17.33'
- SMALL SPACE 8'x15'
- ACCESSIBLE SPACE 12.0'x17.33'
- PROVIDE CURB LET DOWNS TO ALL PATHS AND WALKWAYS FROM PARKING AREAS AT LOCATIONS INDICATED.
- PROVIDE 6" EXTRUDED CONCRETE CURB AT LANDSCAPING AREAS & PARKING ISLANDS AS INDICATED.
- PROVIDE 6" CONC. WHEEL STOPS SECURED BY DEFORMED BARS WHERE THERE IS NO CURB.
- PARKING PAINTED LINES : 3" WIDE WHITE PAINT LINE FOR PARKING SPACES TYP., LETTERS TO BE 10" HIGH "SMALL CAR ONLY" FOR SMALL CAR SPACES, DENOTED AS "SC" ON PLAN.
- SIDEWALKS - 4" CONC. (W/STEEL MESH) ON MIN. 6" COMPACTED GRANULAR FILL, PROVIDE FIBREBOARD WHEN ADJOINING BLDG. AS SEPARATOR, CONTROL JOINTS @ 5' O.C. MAX. (ZIP STRIPS), FINISHES - BROOM FINISH OR EXPOSED AGGREGATE WHERE NOTED.

APPROPRIATE RIPARIAN ZONE PLANTINGS TO BE DETERMINED IN CONSULTATION WITH QUALIFIED ENVIRONMENTAL PROFESSIONAL AND ARBORIST

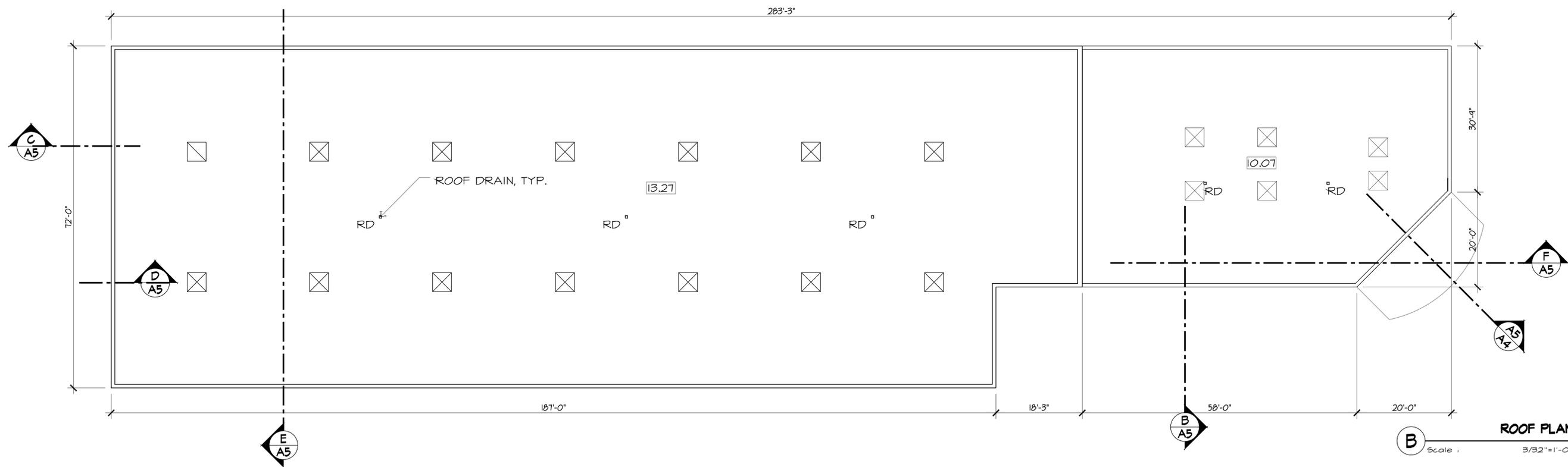
NO TREE PLANTING WITHIN GREENWAY SLOW SHRUBS & GROUND COVER ONLY.

SITE PLAN
Scale 1"=20'

05	01-20-20	ISSUED FOR NWDP	Scale: As Noted	Drawing Title: SITE PLAN	Ionic Architecture Inc. architects a.i.b.c.c. 201-5500 152nd Street tel (778) 671-0618 Surrey B.C. V3S 6J9 fax (778) 671-0619 office@ionic-architecture.com	Sheet of A-2
04	02-11-19	ISSUED FOR DP	Date:	Project Title:		
03	10-22-19	ISSUED FOR LEA	Revision	Project No.		
02	03-27-19	ISSUED FOR DP	04	18-1863		
01	10-23-19	ISSUED FOR APPROVAL	PROPOSED INDUSTRIAL BUILDING 435 CANFOR AVENUE New Westminster BC			
Rev.	Date	Description				



A MAIN FLOOR PLAN
Scale: 3/32"=1'-0"



B ROOF PLAN
Scale: 3/32"=1'-0"

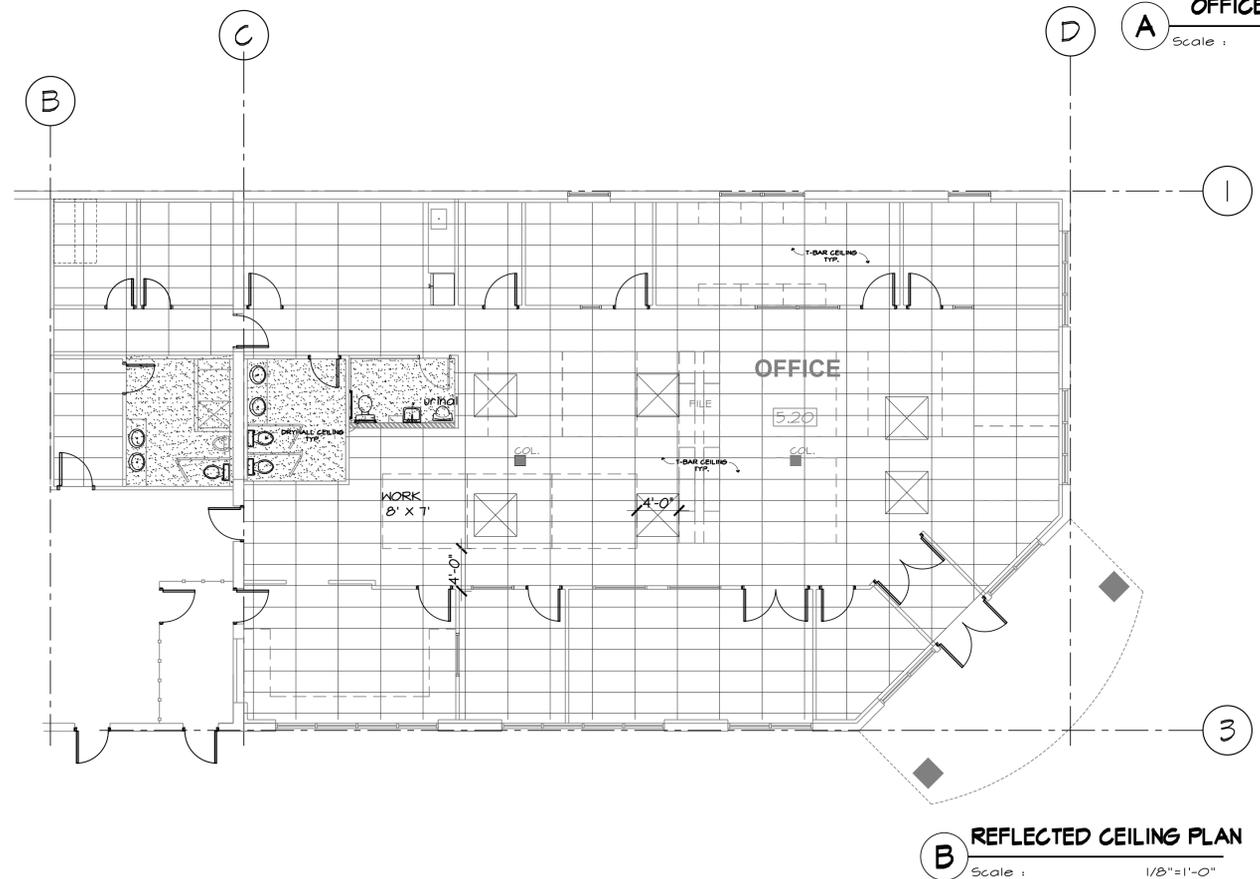
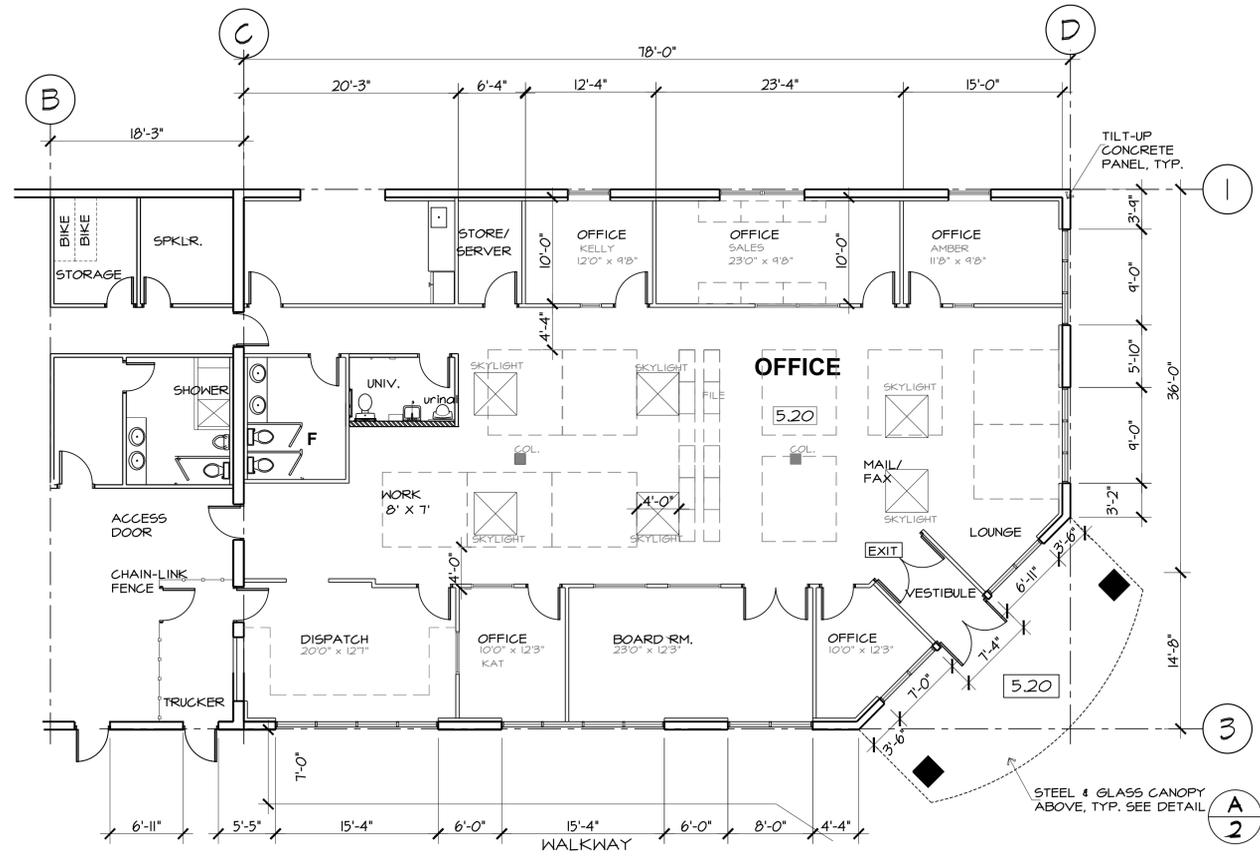
Rev.	Date	Description
05	02-01-20	ISSUED FOR NWDP
04	11-18-19	ISSUED FOR DP
03	10-18-19	ISSUED FOR LEA
02	03-26-19	ISSUED FOR PAR
01	02-07-19	ISSUED FOR APPROVAL

Ionic Architecture Inc.
architects c.i.b.c.
201-560-1824 Street
Suite 103
Surrey B.C. V4A 1W8
tel: (778) 571-0616
fax: (778) 571-0619
office@ionic-architecture.com

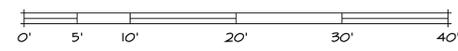
Drawing Title: BUILDING PLAN & SITE SECTIONS
Project Title: PROPOSED INDUSTRIAL BUILDING
4.35 CANFOR AVE
NEW WESTMINSTER, BC

Sheet of A-3
Revision: 04
Project No.: 18-1863
Date: -

Scale: As Noted
Date: -



- LEGEND:**
- DRYWALL CEILING AT 8'-0"
 - 2 x 4 x 1 BEAM CEILING PANELS AT 10'-0" AFF
 - NO CEILING
 - SEE MECHANICAL, ELECTRICAL AND SPRINKLER ENDS DRAWINGS
 - CONTRACTOR TO PROVIDE DETAILED CEILING SHOP DRAWINGS FOR APPROVAL BEFORE INSTALLATION
 - *NOTE-CONTRACTOR TO COORDINATE LIGHT FIXTURE & SPRINKLER PLACEMENT WITH MECH. EQUIPMENT



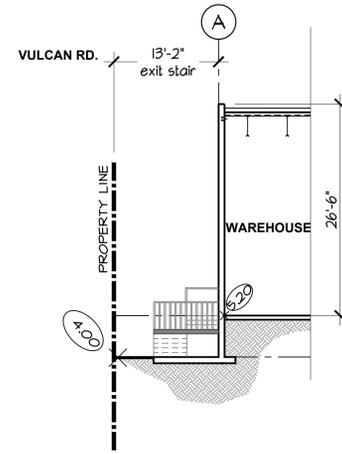
OFFICE LAYOUT PLAN
Scale: 1/8"=1'-0"

REFLECTED CEILING PLAN
Scale: 1/8"=1'-0"

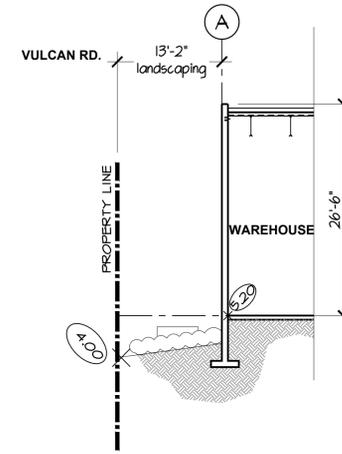
Rev.	Date	Description
01	01-16-20	ISSUED FOR MWDP

Ionic Architecture Inc.
architects a.i.b.c.
201-660-1624 Street
Surrey B.C. V4N 1Y8
office@ionic-architecture.com

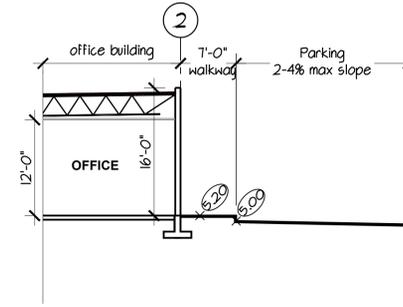
Drawing Title: OFFICE PLAN	
Sheet: As Noted	of
Project Title: PROPOSED INDUSTRIAL BUILDING 435, CANFOR AVE NEW WESTMINSTER, BC	
Revision: 01	Project No. 18-1863
Date:	



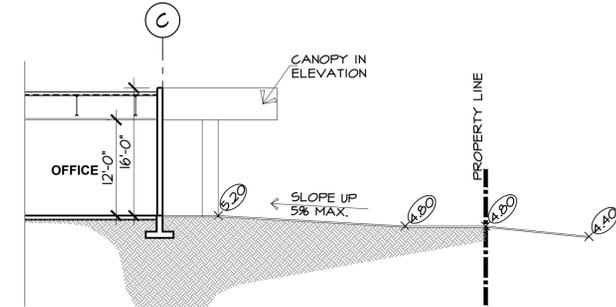
SECTION D
Scale: 3/32"=1'-0"



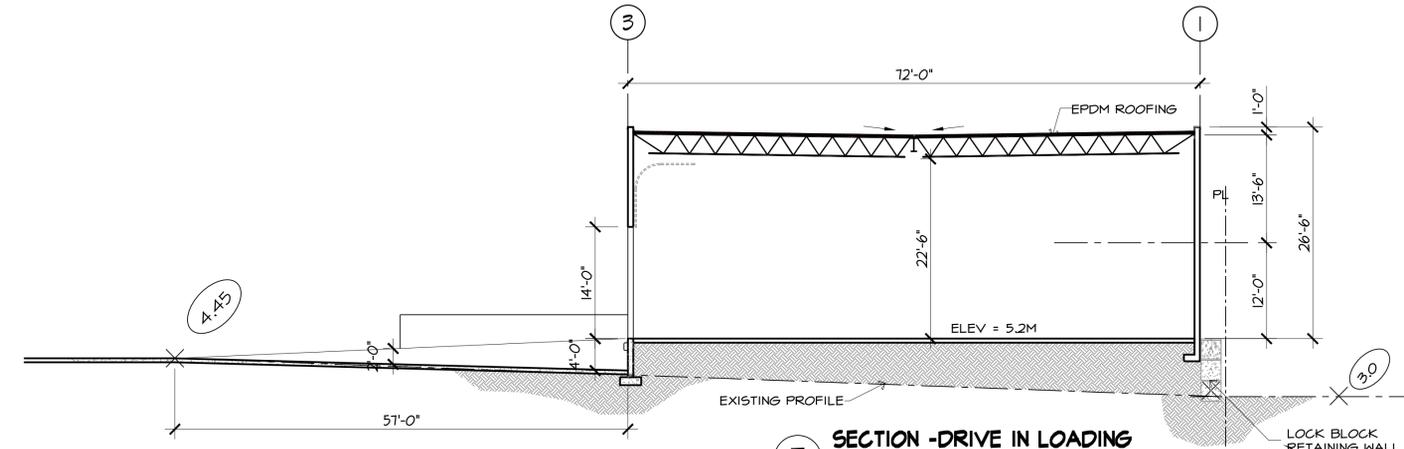
SECTION C
Scale: 3/32"=1'-0"



SECTION B
Scale: 3/32"=1'-0"



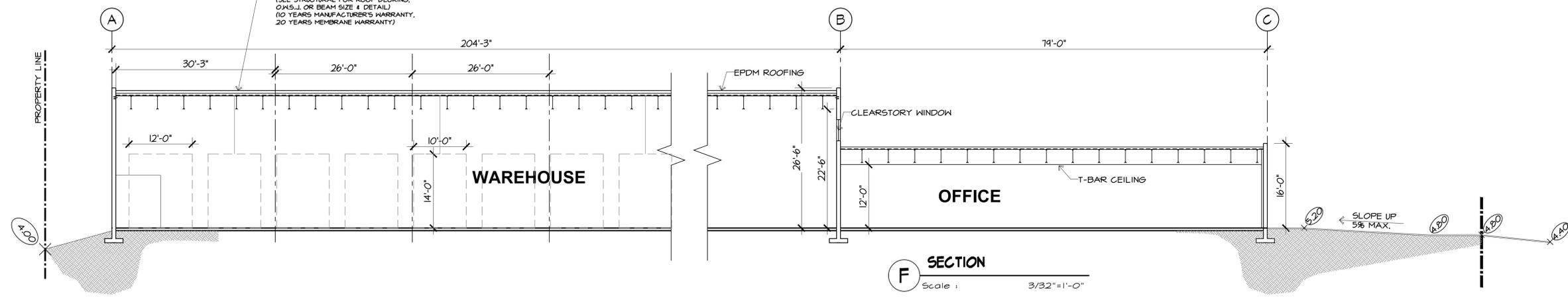
SECTION A
Scale: 3/32"=1'-0"



SECTION E - DRIVE IN LOADING
Scale: 3/32"=1'-0"

TYPICAL ROOF ASSEMBLY, CLASS "A"
GARBLITE EPDM SYSTEM OR APPROVED EQUAL

- 1 1/4" - 1 1/2" WATER WASHED GRAVEL BALLAST (41 P.S.F. @ EDGE, 19 P.S.F. @ AROUND EDGES, 10-12 P.S.F. IN MIDDLE AREA)
- 45 MIL EPDM MEMBRANE
- POLYISO ROOF INSULATION R-20 MIN. C.I.
- 6 MIL POLY V.B. (U.V. RESISTANT)
- 1 1/2" DP. ROOF DECKING- SEE STRUT.
- OKS.L. OR STRUCTURAL BEAM - SLOPE TO DRAIN (SEE STRUCTURAL FOR ROOF DECKING, OKS.L. OR BEAM SIZE & DETAIL)
- (10 YEARS MANUFACTURER'S WARRANTY, 20 YEARS MEMBRANE WARRANTY)



SECTION F
Scale: 3/32"=1'-0"

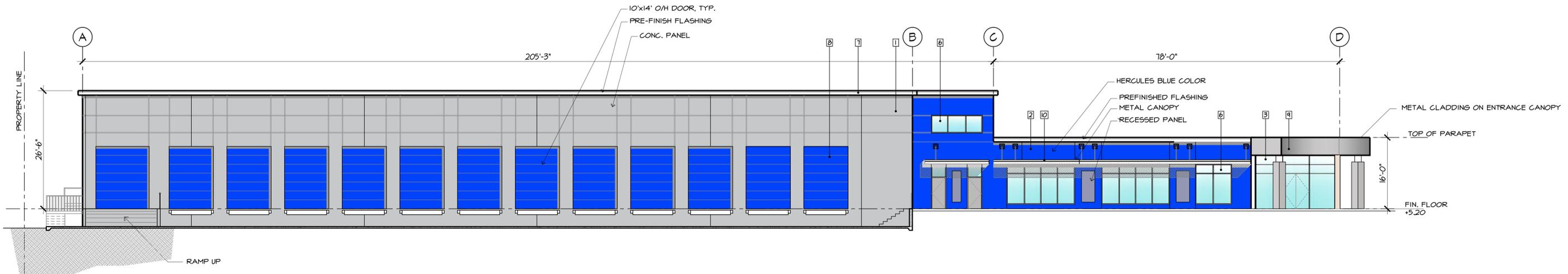
Rev.	Date	Description
04	11-18-19	ISSUED FOR DP
03	10-25-19	ISSUED FOR LEA
02	03-26-19	ISSUED FOR PAR
01	02-07-19	ISSUED FOR APPROVAL

Ionic Architecture Inc.
architects c.i.b.c.
201-560-6241 Street
Suite 100
435 CANFOR AVE
NEW WESTMINSTER, BC
tel: (778) 571-0616
fax: (778) 571-0619
office@ionic-architecture.com

Drawing Title: **BUILDING SECTIONS**
Project Title: **PROPOSED INDUSTRIAL BUILDING**
435 CANFOR AVE
NEW WESTMINSTER, BC

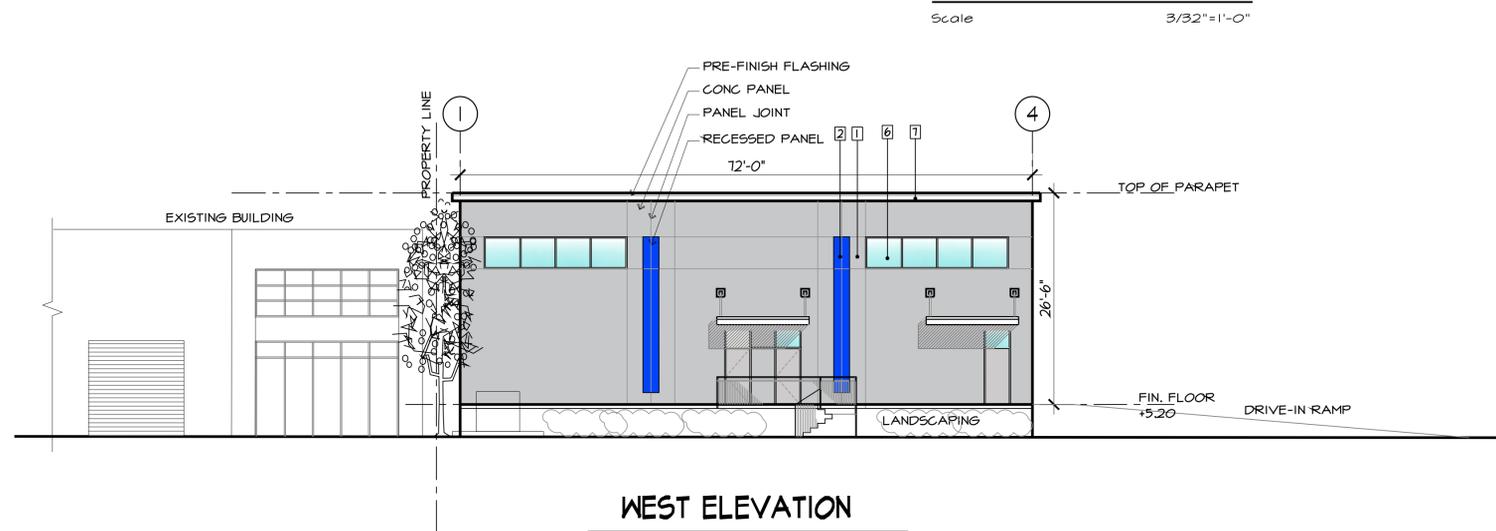
Scale: As Noted
Sheet: _____ of _____
Revision: **04**
Project No.: **18-1863**
Date: _____

Sheet: **A5**



SOUTH ELEVATION

Scale 3/32"=1'-0"



WEST ELEVATION

Scale 3/32"=1'-0"

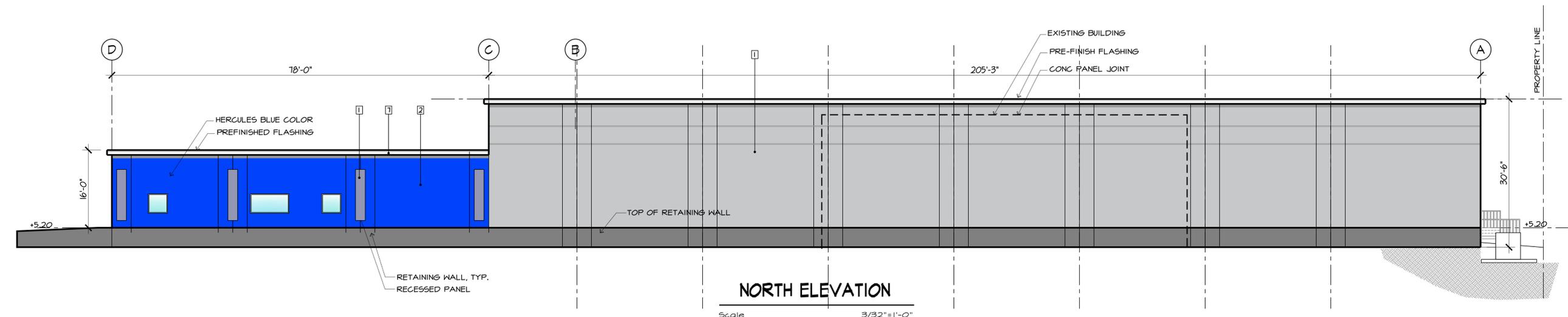


EAST ELEVATION

Scale 3/32"=1'-0"

EXTERIOR MATERIALS & FINISHES :		
MATERIAL / FINISH -		COLOUR -
1	CONCRETE TILT-UP PANEL	STONE WHITE 2120-10
2	CONCRETE TILT-UP PANEL	BLUE
3	CONCRETE TILT-UP PANEL	BEIGE
4	METAL PANELS (CLEAR ANODIZED)	PRE FINISHED
5	ALUMINUM WINDOWS & DOORS	CLEAR ANODIZED
6	GLASS	TINTED BLUE
7	METAL FLASHING - PREFIN. METAL	CLEAR ANODIZED
8	STEEL DOORS & FRAMES - PAINT	TO MATCH- BLUE
9	STEEL CANOPY	SILVER
10	METAL FIN	SILVER

* PAINT COLOURS ARE BENJAMIN MOORE

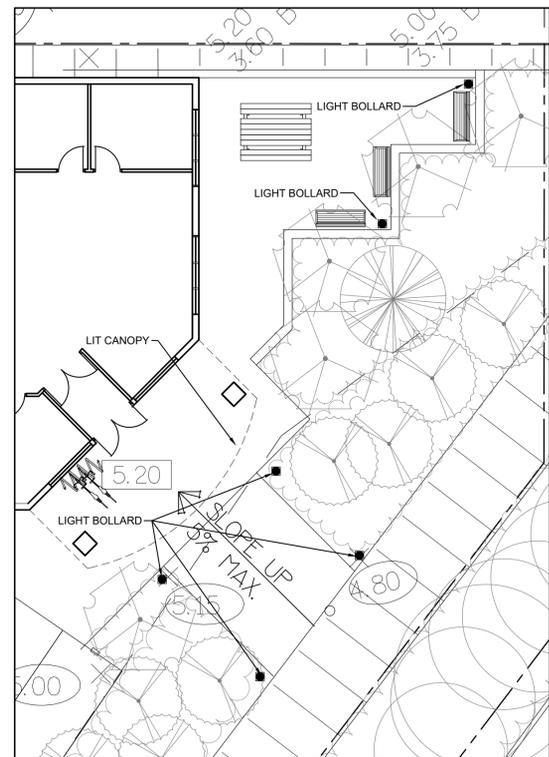
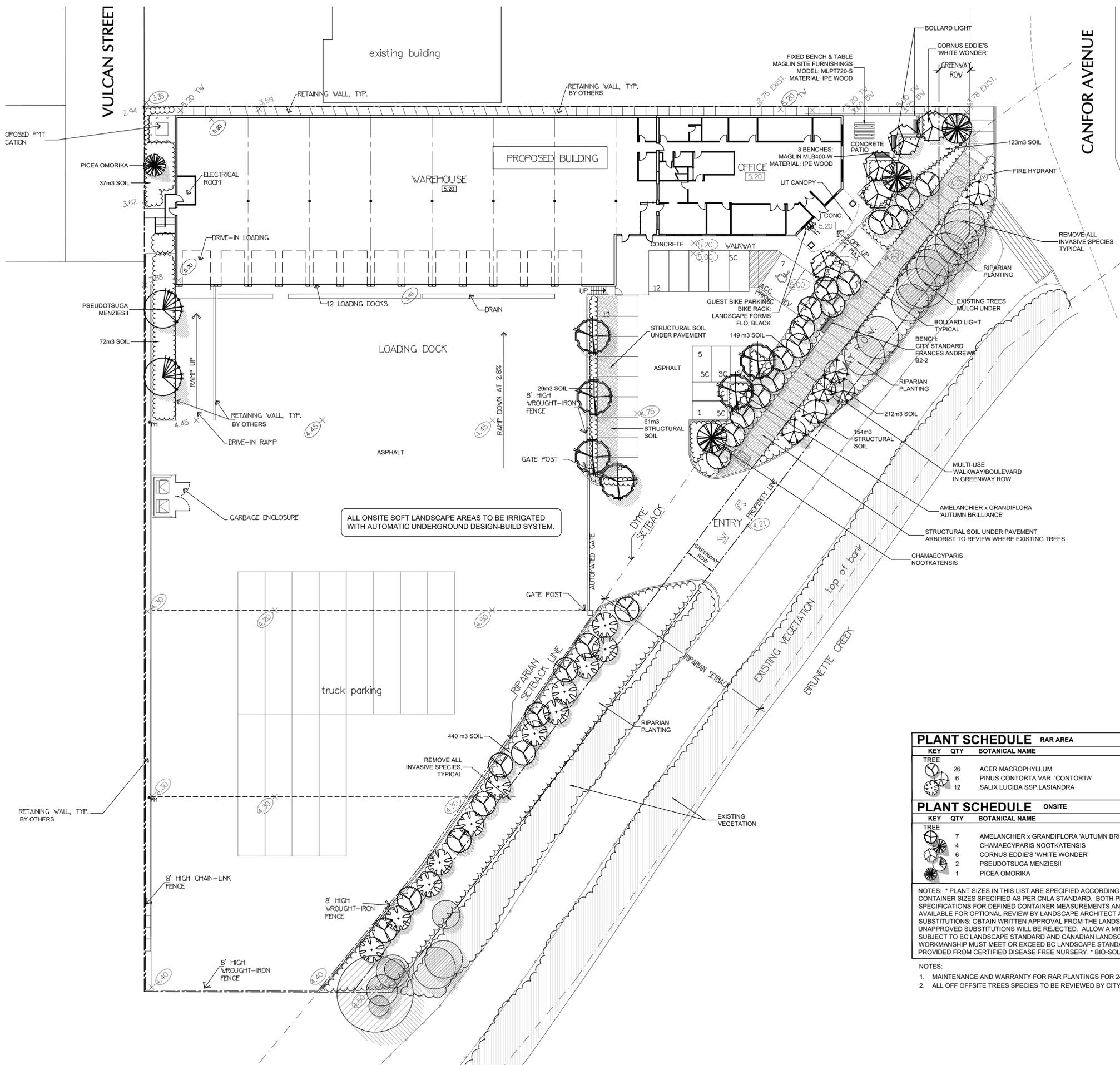


NORTH ELEVATION

Scale 3/32"=1'-0"

05	11-18-19	ISSUED FOR DP	Scale: As Noted	Drawing Title: BUILDING ELEVATIONS	Ionic Architecture Inc. architects a.i.b.c. 201-5500 152nd Street tel: (778) 571-0618 Surrey B.C. V3S 6J9 fax: (778) 571-0619 office@ionic-architecture.com	Sheet
04	10-25-19	ISSUED FOR LEA	Date: -	Project Title: PROPOSED INDUSTRIAL BUILDING		of
03	03-27-19	ISSUED FOR PAR	Revision	Project No. 18-1863	New Westmester BC A-6	
02	02-11-19	ISSUED FOR APPROVAL	05			
01	11-07-18	PRELIMINARY				
Rev.	Date	Description				

SEAL:



LIGHTING
1"=10'-0"

ALL ONSITE SOFT LANDSCAPE AREAS TO BE IRRIGATED WITH AUTOMATIC UNDERGROUND DESIGN-BUILD SYSTEM.

PLANT SCHEDULE RAR AREA				PMG PROJECT NUMBER: 19-040
KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE	26	ACER MACROPHYLLUM	BIGLEAF MAPLE	#3 POT MIN; 1.2M HT
	6	PINUS CONTORTA VAR. 'CONTORTA'	SHORE PINE	#3 POT MIN; 1.2M HT
	12	SALIX LUCIDA SSP. LASIANDRA	PACIFIC WILLOW	#3 POT MIN; 1.2M HT

PLANT SCHEDULE ONSITE				PMG PROJECT NUMBER: 19-040
KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE	7	AMELANCHIER x GRANDIFLORA 'AUTUMN BRILLIANCE'	AUTUMN BRILLIANCE SERVICEBERRY	5CM CAL; 1.2M STD; B&B
	4	CHAMAECYPARIS NOOTKATENSIS	YELLOW CEDAR	2.5M HT; B&B
	6	CORNUS EDDIE'S 'WHITE WONDER'	EDDIE'S WHITE WONDER DOGWOOD	5CM CAL; STD FORM; B&B
	2	PSEUDOTSUGA MENZIESII	DOUGLAS FIR	3.5M HT; B&B
	1	PICEA OMORIKA	SERBIAN SPRUCE	3.0M HT; B&B

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

- NOTES:
1. MAINTENANCE AND WARRANTY FOR RAR PLANTINGS FOR 24 MONTHS.
 2. ALL OFF OFFSITE TREES SPECIES TO BE REVIEWED BY CITY ARBORIST.

NO.	DATE	REVISION DESCRIPTION	DR.
8	20.JAN.30	NEW SITE PLAN / CITY COMMENTS	DO
7	20.JAN.08	REVISE PER CITY COMMENTS	DO
6	19.DEC.18	REVISE PER CITY COMMENTS	DO
5	19.NOV.07	ISSUED FOR DP	PC
4	19.OCT.25	NEW SITE PLAN	DO
3	19.OCT.15	NEW SITE PLAN	DO
2	19.JUN.19	REVISE PER CITY COMMENTS	DO
1	19.JUN.06	ISSUED FOR PRE-APPLICATION REVIEW	PC

CLIENT:

PROJECT:

INDUSTRIAL DEVELOPMENT

**435 CANFOR AVENUE
NEW WESTMINSTER, BC**

DRAWING TITLE:

LANDSCAPE PLAN

DATE: 19.MAR.19 DRAWING NUMBER:

SCALE: 1"=20'-0"

DRAWN:

DESIGN:

CHK'D: PCM

PMG PROJECT NUMBER:

L1

OF 4

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
8	20.JAN.30	NEW SITE PLAN / CITY COMMENTS	DO
7	20.JAN.08	REVISE PER CITY COMMENTS	DO
6	19.DEC.18	REVISE PER CITY COMMENTS	DO
5	19.NOV.07	ISSUED FOR DP	PC
4	19.OCT.25	NEW SITE PLAN	DO
3	19.OCT.15	NEW SITE PLAN	DO
2	19.JUN.19	REVISE PER CITY COMMENTS	DO
1	19.JUN.06	ISSUED FOR PRE-APPLICATION REVIEW	PC

CLIENT:

PROJECT:

INDUSTRIAL DEVELOPMENT

**435 CANFOR AVENUE
NEW WESTMINSTER, BC**

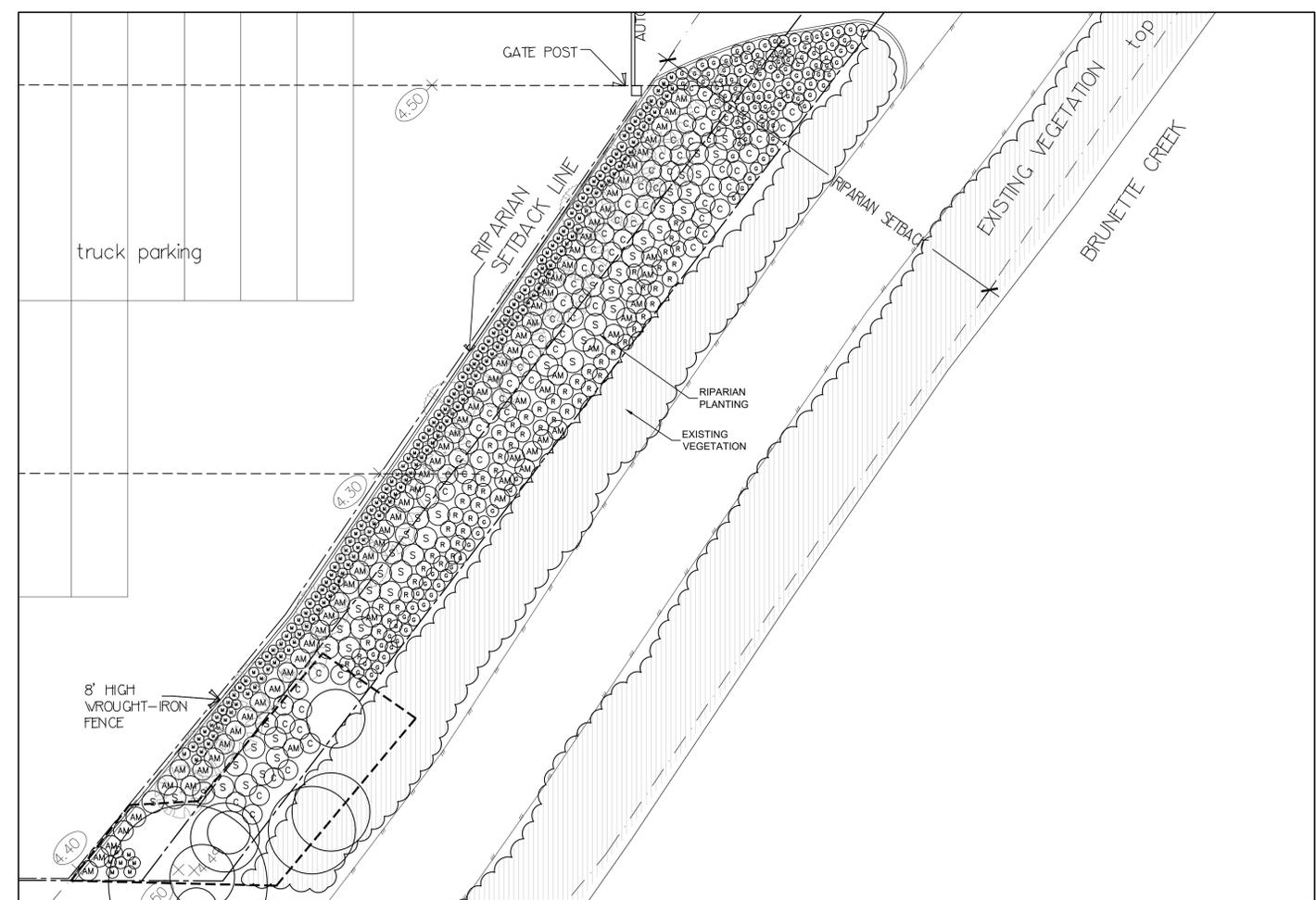
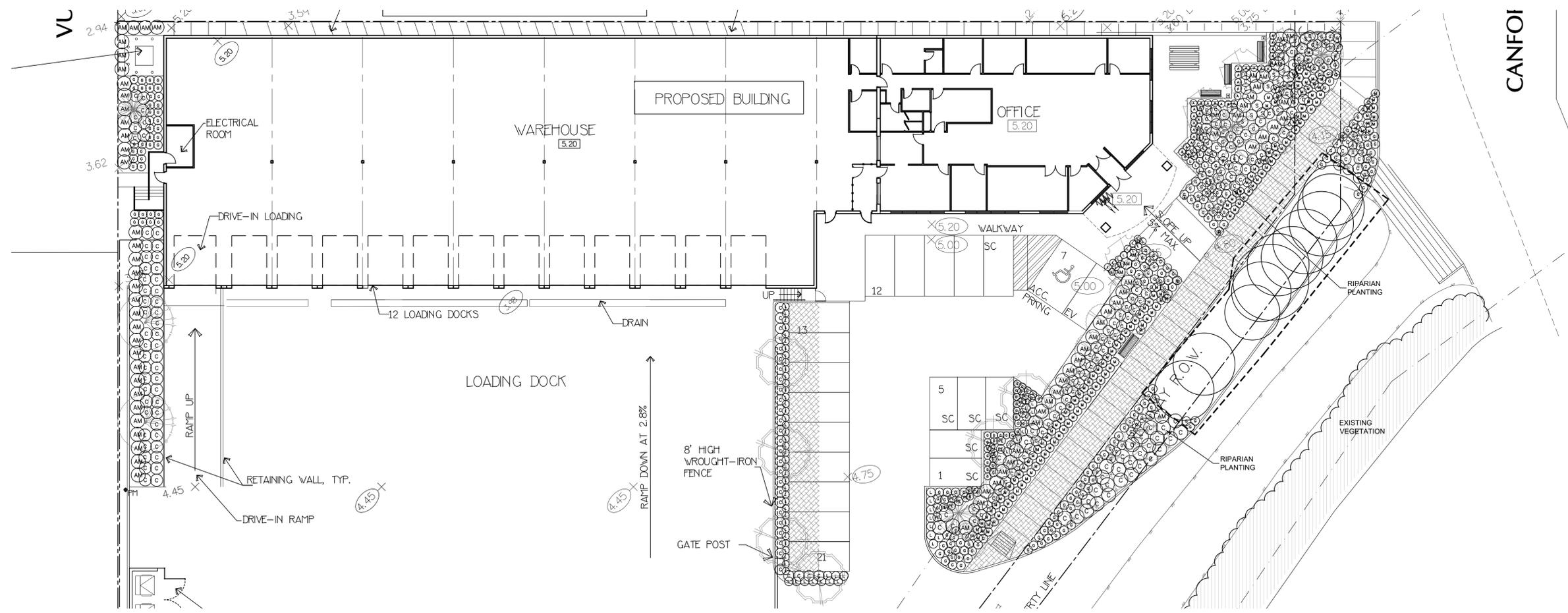
DRAWING TITLE:

LANDSCAPE SHRUB PLAN

DATE: 19.MAR.19 DRAWING NUMBER:
SCALE: 1/16"=1'-0"
DRAWN:
DESIGN:
CHK'D: PCM

L2

OF 4



PLANT SCHEDULE				RAR AREA	PMG PROJECT NUMBER: 19-040
KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS	
SHRUB					
(M)	101	AMELANCHIER ALNIFOLIA	COASTAL SERVICEBERRY	#2 POT; 40CM	
(C)	177	CORNUS SERICEA 'KELSEY'	DWARF KELSEY DOGWOOD	#2 POT; 50CM	
(M)	315	MAHONIA NERVOSA	LONGLEAF MAHONIA	#2 POT; 40CM	
(R)	59	ROSA PISOCARPA	CLUSTER ROSE	#2 POT; 40CM	
(S)	48	SPIRAEA DOUGLASII	DOUGLAS SPIREA	#2 POT; 40CM	
GC					
(G)	282	GAULTHERIA SHALLON	SALAL	#1 POT; 20CM	
PLANT SCHEDULE				ONSITE	PMG PROJECT NUMBER: 19-040
KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS	
SHRUB					
(M)	48	AMELANCHIER ALNIFOLIA	COASTAL SERVICEBERRY	#2 POT; 40CM	
(C)	130	CORNUS SERICEA 'KELSEY'	DWARF KELSEY DOGWOOD	#2 POT; 50CM	
(M)	23	MAHONIA NERVOSA	LONGLEAF MAHONIA	#2 POT; 40CM	
(S)	13	SPIRAEA DOUGLASII	DOUGLAS SPIREA	#2 POT; 40CM	
GRASS					
(P)	13	PENNISETUM ALOPECUROIDES	FOUNTAIN GRASS	#1 POT	
GC					
(A)	37	ARCTOSTAPHYLOS UVA-URSI 'VANCOUVER JADE'	KINNIKINICK	#1 POT; 20CM	
(G)	102	GAULTHERIA SHALLON	SALAL	#1 POT; 20CM	
(L)	99	LEYMUS MOLLIS	DUNE GRASS	#1 POT; 20CM	

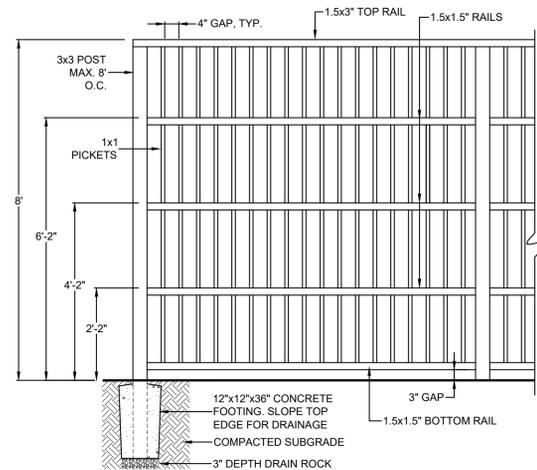
NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CANA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

SEAL:



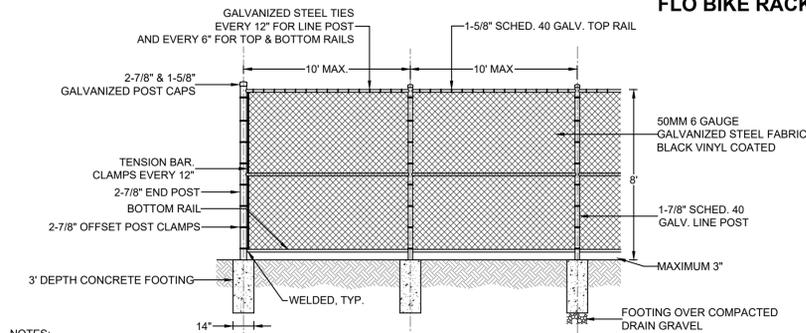
BENCH, FIXED TABLE & BENCH BY MAGLIN (MLB400-W, MLPT720-S)

FLO BIKE RACK BY L.FORMS



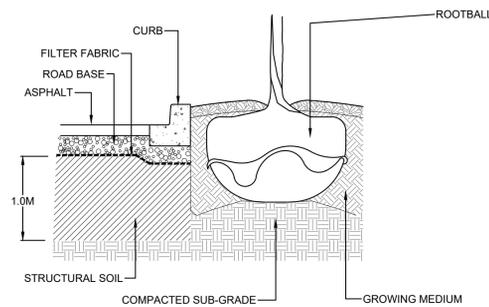
- NOTES:
1. ALL MATERIAL TO BE POWDER COATED BLACK.
 2. SUPPLY AND INSTALL 18"-24" BARBED WIRE EXTENSION TO FENCE TOP.
 3. PROVIDE SHOP DRAWINGS FOR REVIEW.

2 8' HT. WROUGHT IRON PICKET FENCE
1/2"=1'-0"



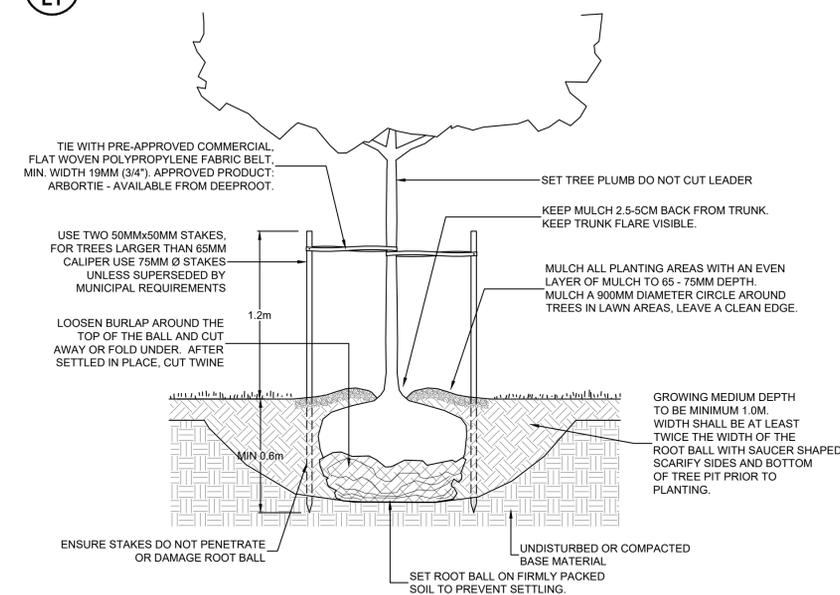
- NOTES:
1. ALL WELDER FRAME CONNECTIONS, ALL CONNECTIONS COPED
 2. ALL WELDS TO BE CHIPPED, WIRE BRUSHED AND COATED WITH 2 COATS OF GALVACON COMPOUND OR APPROVED EQUAL.
 3. ALL FITTINGS TO BE GALVANIZED STEEL.
 4. POST CAPS TO BE TACK WELDED
 5. SUPPLY AND INSTALL 18"-24" BARBED WIRE EXTENSION TO FENCE TOP
 6. PROVIDE SHOP DRAWINGS FOR REVIEW.

2 8' HT. PERIMETER CHAINLINK FENCE
1/4"=1'-0"



- NOTES:
- VERIFY LOCATION OF ANY UNDERGROUND SERVICES OR OBSTRUCTIONS PRIOR TO CONSTRUCTION. SEE TREE SCHEDULE FOR TREE TYPE
 - DIMENSIONS AND LAYOUT AS PER LANDSCAPE PLAN
 - STRUCTURAL SOIL: PLACE 'STRUCTURAL SOIL' ADJACENT TO TREE PITS. STRUCTURAL SOIL SHALL BE PLACED 600mm MINIMUM IN DEPTH AND COVERED WITH AMOCO, NON-WOVEN GEOTEXTILE #4545 AND 100mm MINIMUM ROAD BASE COMPACTED AS PER ENGINEER'S ASPHALT PAVING REQUIREMENTS OR TO ENGINEER'S REQUIREMENTS.

3 STRUCTURAL SOIL SECTION
1/2"=1'-0"



- ALL MATERIALS AND LABOUR TO MEET LATEST CSLA STANDARDS.

4 TREE PLANTING DETAIL
1/2"=1'-0"

NO.	DATE	REVISION DESCRIPTION	DR.
8	20.JAN.30	NEW SITE PLAN / CITY COMMENTS	DO
7	20.JAN.08	REVISE PER CITY COMMENTS	DO
6	19.DEC.18	REVISE PER CITY COMMENTS	DO
5	19.NOV.07	ISSUED FOR DP	PC
4	19.OCT.25	NEW SITE PLAN	DO
3	19.OCT.15	NEW SITE PLAN	DO
2	19.JUN.19	REVISE PER CITY COMMENTS	DO
1	19.JUN.06	ISSUED FOR PRE-APPLICATION REVIEW	PC

CLIENT:

PROJECT:

INDUSTRIAL DEVELOPMENT

**435 CANFOR AVENUE
NEW WESTMINSTER, BC**

DRAWING TITLE:

**LANDSCAPE
DETAILS**

DATE: 19.MAR.19 DRAWING NUMBER:

SCALE: AS SHOWN

DRAWN:

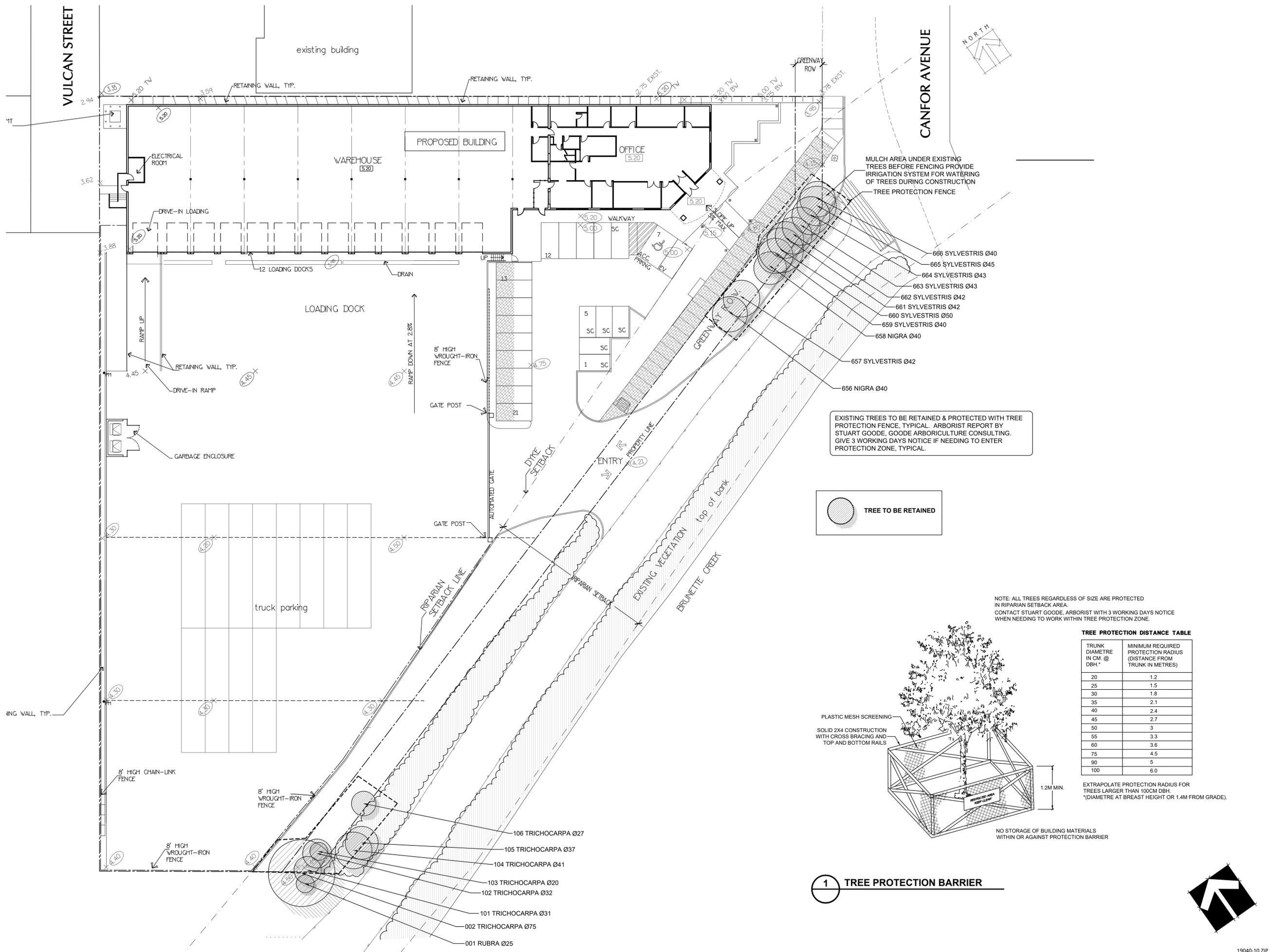
DESIGN:

CHK'D: PCM

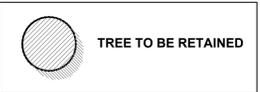
L3

OF 4

SEAL:



EXISTING TREES TO BE RETAINED & PROTECTED WITH TREE PROTECTION FENCE, TYPICAL. ARBORIST REPORT BY STUART GOODE, GOODE ARBORICULTURE CONSULTING. GIVE 3 WORKING DAYS NOTICE IF NEEDING TO ENTER PROTECTION ZONE, TYPICAL.

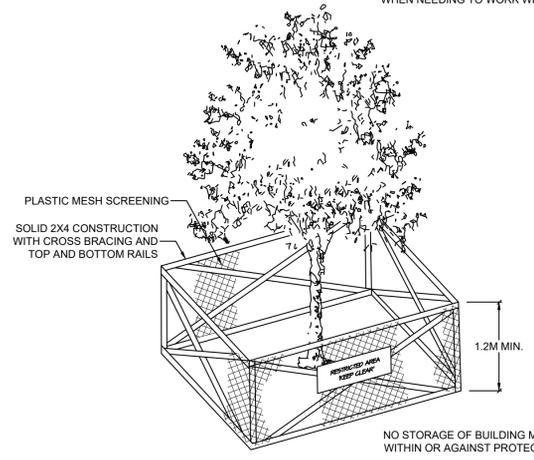


NOTE: ALL TREES REGARDLESS OF SIZE ARE PROTECTED IN RIPARIAN SETBACK AREA. CONTACT STUART GOODE, ARBORIST WITH 3 WORKING DAYS NOTICE WHEN NEEDING TO WORK WITHIN TREE PROTECTION ZONE.

TREE PROTECTION DISTANCE TABLE

TRUNK DIAMETRE IN CM. @ DBH.*	MINIMUM REQUIRED PROTECTION RADIUS (DISTANCE FROM TRUNK IN METRES)
20	1.2
25	1.5
30	1.8
35	2.1
40	2.4
45	2.7
50	3
55	3.3
60	3.6
75	4.5
90	5
100	6.0

EXTRAPOLATE PROTECTION RADIUS FOR TREES LARGER THAN 100CM DBH. *(DIAMETRE AT BREAST HEIGHT OR 1.4M FROM GRADE).



NO STORAGE OF BUILDING MATERIALS WITHIN OR AGAINST PROTECTION BARRIER

1 TREE PROTECTION BARRIER

NO.	DATE	REVISION DESCRIPTION	DR.
8	20.JAN.30	NEW SITE PLAN / CITY COMMENTS	DO
7	20.JAN.08	REVISE PER CITY COMMENTS	DO
6	19.DEC.18	REVISE PER CITY COMMENTS	DO
5	19.NOV.07	ISSUED FOR DP	PC
4	19.OCT.25	NEW SITE PLAN	DO
3	19.OCT.15	NEW SITE PLAN	DO
2	19.JUN.19	REVISE PER CITY COMMENTS	DO
1	19.JUN.06	ISSUED FOR PRE-APPLICATION REVIEW	PC

CLIENT:

PROJECT:

INDUSTRIAL DEVELOPMENT

**435 CANFOR AVENUE
NEW WESTMINSTER, BC**

DRAWING TITLE:

TREE MANAGEMENT PLAN

DATE: 19.MAR.19 DRAWING NUMBER:

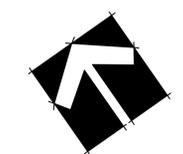
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DRAWN:

DESIGN:

CHK'D: PCM

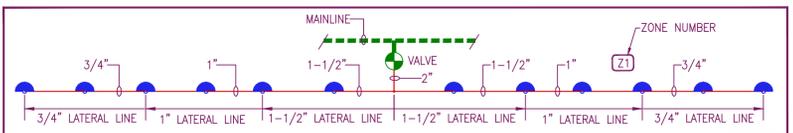
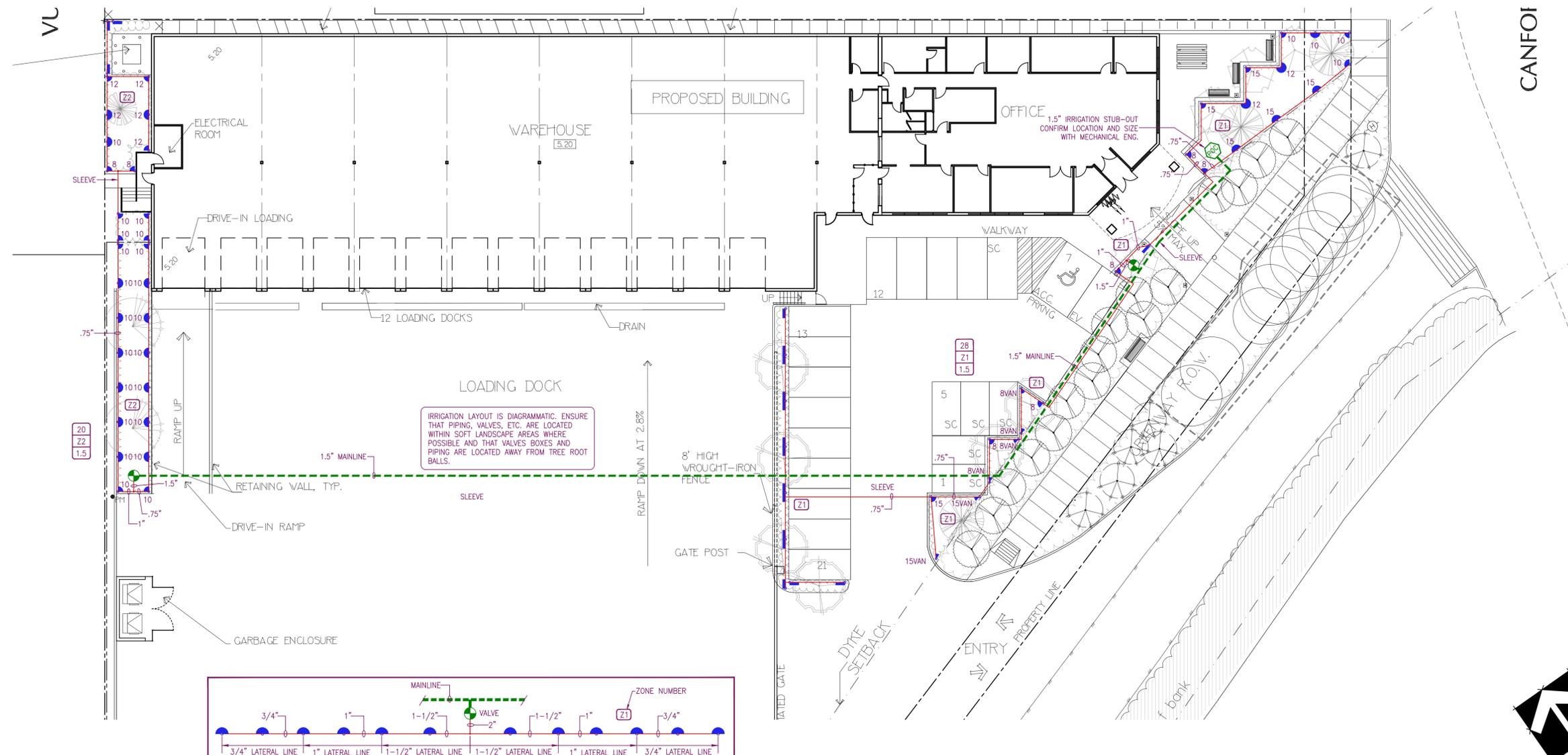
PMG PROJECT NUMBER: 19-040



L4

OF 4

SEAL:



PIPE SIZING CONVENTION

IRRIGATION LEGEND		
KEY	MANUFACTURER	DESCRIPTION
	RAINBIRD	1800 SERIES FULL - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 SERIES THREE QUARTER - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 SERIES TWO THIRD - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 SERIES HALF - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 SERIES THIRD - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 SERIES QUARTER - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 VAN SERIES - NOZZLE TYPE AS INDICATED
	RAINBIRD	1800 STRIP SERIES - 15SST
	RAINBIRD	1800 STRIP SERIES - 15EST
	RAINBIRD	1800 STRIP SERIES - 15LCS / 15RCS
	RAINBIRD	PEB VALVE IN LOCKABLE VALVE BOX
		1-1/2" STUB-OUT PROVIDED BY MECHANICAL CONTRACTOR FOR IRRIGATION HOOK-UPS.
		SCHEDULE 40 PVC SLEEVE (4" UNLESS OTHERWISE INDICATED)
		SCHEDULE 40 1-1/2" MAINLINE.
		CLASS 200 NON-PRESSURE LATERAL LINE. (SIZE AS INDICATED)
	RAINBIRD	ESP-LX MODULAR SERIES 8 STATION CONTROLLER INSTALLED AT LOCATION AS DIRECTED BY OWNER (CONTROLLER NOT SHOWN ON DRAWING)

QTY.	MANUFACTURER	DESCRIPTION
64	RAINBIRD	1800 SERIES HEADS
-	RAINBIRD	PEB SERIES VALVES

IRRIGATION NOTES	
1.	SYSTEM BASED ON A 1-1/2" WATER SERVICE WITH A MINIMUM OF 58 PSI.
2.	CONTROL WIRE TO BE TWU 14 GAUGE WIRE AND GROUND WIRE TO BE TWU 12 GAUGE WIRE.
3.	IRRIGATION SPRAY HEADS TO BE RAINBIRD 1800 SERIES (OR APPROVED EQUIVALENT) 4" IN LAWN AREAS AND 6" OR 12" POP-UPS IN SHRUBS BEDS AS NEEDED TO PROVIDE FULL COVERAGE WHILE MINIMIZING OVER SPRAY ON HARD SURFACES. NOZZLES AS INDICATED OR AS NEEDED.
4.	USE CHECK VALVES IN SPRINKLER HEADS TO PREVENT HEAD DRAINAGE AT LOW POINTS. ALLOW FOR 10% OF THE HEADS TO HAVE CHECK VALVES.
5.	ELECTRIC VALVES TO BE RAINBIRD PEB (OR APPROVED EQUIVALENT). ALL VALVES MUST BE IN VALVE BOXES. ELECTRICIAN TO PROVIDE 1-1/4" CONDUIT WITH PULL.
6.	MAIN LINES STUBBED OFF AS REQUIRED TO SUPPLY STATIONS. MAIN LINES TO BE SCHEDULE 40 PIPE.
7.	USE SCHEDULE 40 PIPE, 4" DIAMETER PVC CONDUIT SLEEVE, UNDER PAVED AREAS, UNLESS OTHERWISE SPECIFIED.
8.	CLASS 200 PVC IRRIGATION LINE SIZED AS REQUIRED. VELOCITY IS NOT TO EXCEED 5 FT. PER SECOND.
9.	BACKFLOW PREVENTION TO BE SIZED AND TYPE IN ACCORDANCE WITH LOCAL CODES AND AS SPECIFIED BY MECHANICAL ENGINEER.
10.	PROVIDE A 1" QUICK COUPLER BY THE BACK FLOW PREVENTER(S) FOR WINTERIZATION.
11.	WINTERIZATION - ENTIRE IRRIGATION SYSTEM MUST BE COMPLETELY EMPTIED OF WATER BY THE BLOW-OUT CONNECTION PROVIDED AND ATTACHING AN AIR COMPRESSOR TO IT. THIS SHOULD BE DONE BEFORE NIGHT TEMPERATURES DROP BELOW FREEZING UPON COMPLETION OF THIS WORK. THE CONTRACTOR SHALL ENSURE THAT THE OWNER'S REPRESENTATIVE IS FAMILIAR WITH THIS PROCEDURE.
12.	IRRIGATION SYSTEM/INSTALLATION TO I.A.B.C. STANDARDS.
13.	IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONNECT THE IRRIGATION SYSTEM TO NOTED WATER AND ELECTRICAL SUPPLY AS PER LOCAL REQUIREMENTS AND CODE.
14.	AFTER THE ENTIRE SYSTEM HAS BEEN PRESSURE TESTED AND ALL REPAIRS MADE, THE CONTRACTOR SHALL OPERATE THE SYSTEM IN THE PRESENCE OF THE OWNER'S REPRESENTATIVE FOR ACCEPTANCE AND APPROVAL.
15.	ALL DAMAGE CAUSED TO EXISTING SERVICES, PAVING AND PLANTING AREA, WHETHER THEIR LOCATION IS KNOWN OR NOT WILL BE MADE GOOD WITHOUT COST TO THE OWNER.
16.	AN "AS-BUILT" DRAWING AND ALL OTHER NECESSARY INFORMATION PERTAINING TO THE INSTALLATION, OPERATION AND MAINTENANCE OF THE IRRIGATION SYSTEM SHALL BE PROVIDED FOR THE OWNER BY THE CONTRACTOR.
17.	IRRIGATION SYSTEM SHALL BE GUARANTEED FOR A PERIOD OF ONE YEAR FROM THE DATE OF ACCEPTANCE. DURING THIS PERIOD, THE CONTRACTOR SHALL CHECK, CLEAN AND ADJUST SPRINKLER HEADS AND CORRECT DEFECTS.

NO.	DATE	REVISION DESCRIPTION	DR.

CLIENT:

PROJECT:

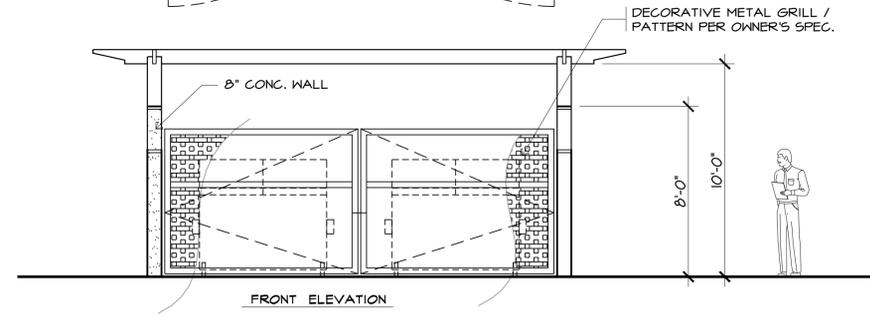
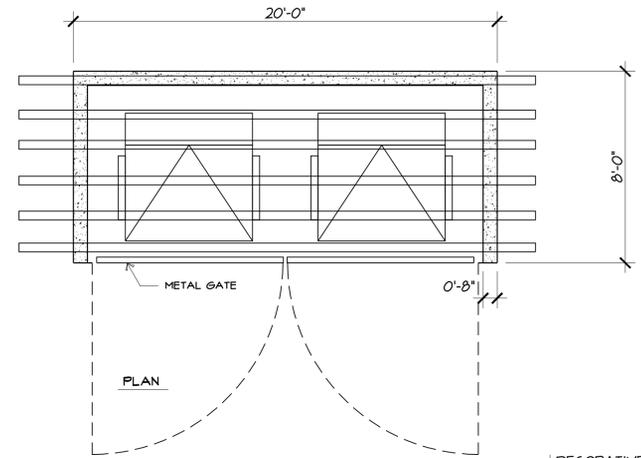
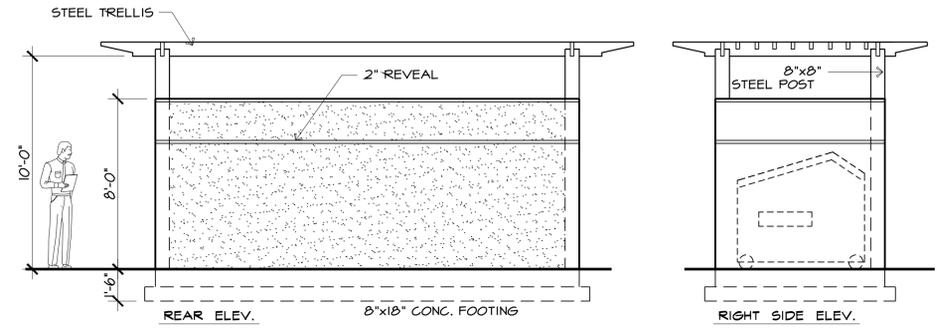
INDUSTRIAL DEVELOPMENT

**435 CANFOR AVENUE
NEW WESTMINSTER, BC**

DRAWING TITLE:

IRRIGATION PLAN

DATE:	20.JAN.31	DRAWING NUMBER:	IR1
SCALE:	1/16"=1'-0"		
DRAWN:	DO		
DESIGN:	DO		
CHK'D:	PCM		



M **GARBAGE ENCLOSURE DETAIL**
 A102 Scale: 1/4"=1'-0"

METAL GATES C/W HINGES, BOLTS & LOCK PER OWNER'S SPECS.

Scale:	As Noted	Sheet		Drawing Title:	SITE DETAILS
Date:	FEB 2020	of		Project Title:	PROPOSED INDUSTRIAL BUILDING
Revision	Project No.				435, CANFOR AVE
	18-1863				NEW WESTMINSTER, BC
			A8		
				Rev.	Date
				01	02-11-20
					ISSUED FOR NNDP
					Description

Ionic Architecture inc.
 architects a.i.b.c.
 201-560-162nd Street
 Surrey BC
 office@ionic-architecture.com
 Tel: 1778 571-0668
 Fax: 1778 671-5079

Attachment 2
Design Rationale

Feb 04, 2020

435, Canfor Avenue, New Westminster, BC

#18-1863

PROJECT OVERVIEW

Hercules- An Essential Provincial Service Provider in New Westminster B.C.

History:

Hercules Forwarding Inc. has operated a terminal in New Westminster for nine years. Prior to that, early operations were conducted from Port Coquitlam for ten years and from Burnaby from 1985 to 2009. The land exchange and relocation of operations from Spruce St. to Canfor Ave. is made to accommodate the City of New Westminster's need for Spruce St. site to construct infrastructure for the new regional energy facility, and the concurrent expansion of the Sky train Sapperton station with a new stair access to the adjacent community.

Hercules is a transportation company that specializes in cross border trucking between Canada and the U.S. The company holds special licenses for customs brokerage of products coming into B.C. from the U.S. This license also allows for transportation and warehousing of cargo for other shippers that lack such authority to move their products across borders or to better serve a Canadian citizen/end user trying to import through an authorized freight enterprise.

Products that are likely to arrive in the Province on a Hercules truck may include both building products destined for the new hospital project and healthcare products coming into the local medical care community.

As such, Hercules should be considered as an essential service supplier to the region.

Location:

The site is located near the major intersection Canfor Avenue and Braid Ave, fronting Canfor Ave. to the south, existing industrial complex to the east and partially developed properties to the west and north.

The overall site is 91,708 sf. irregular shaped lot, with grades ranging from +3.00 m to +5.22 m at the West corner of site. Brunette creek is running with vegetation on both sides about 70 feet away from the south property line.

Transportation / traffic:

The main vehicular entrance is located approximate middle of this irregular lot, to preserve existing large trees at the north end. There will be 21 passenger parking spaces and truck storage in the fenced property.

The current configuration of Canfor Ave and the access road to the site presents truck access constraints and we are offering mitigation measures to realign the curb and access road widening for the restricted cross turning movements.

The anticipated truck traffic volume is low: Concurrent semi-truck arrivals and departures likely occur less than daily, probably 2-3 times per week.

The regular line drivers for Hercules will be trained about safety procedures and there will be onsite exit signage which directs the driver to proceed out only as far as a full, unimpeded turning movement is visually confirmed.

Also, there will be little to no truck turns to the service road from Northbound Canfor Ave. due to the regular dispatch routes.

Project Description:

The proposed development is a single storey warehouse, with a single storey office use with surface parking for cars and trucks. The warehouse portion has a floor plate of approx. 18150 sf and the office use approx. 3,800 sf.

The location of the office building is close to the landscaped plaza connected to the newly created multipurpose walkway and bike path. A private patio with southern exposure is provided for staff's amenity.

Bike racks located near the front entrance, pay homage to considerations for urban mobility.

Connectivity requirements have resulted in creating a cohesive and functional complex providing pedestrian, vehicular and servicing movement by designing thoughtful landscaped interfaces from Canfor Ave.

There is a Service walkway/ Exit designed towards Vulcan St on the West, too.

The Form and Character:

The proposed complex reflects form and character of an industrial development and the long warehouse has a 26' height which is competitive to adjacent complex and helps proportionate the length and massing of proposed building. The operations of this facility require fencing on all sides, wrought-iron fencing on the front property line ensure that the development is enhancing the neighbourhood.

The corner entrance of the office is oriented perpendicular to the front Plaza. A curved metal cladding canopy with big overhang creates a street friendly presence. The large loading areas are at the back of building, away from entrances to maintain street-edge presence.

The building exterior façade is a combination of tilt-up concrete panels, decorative metal cladding for columns, aluminum composite panel canopies, spandrel glazing and recessed wall panels.

Internally, the office buildings provide accessible washroom, accessible hallways and common washrooms.

The warehouse has 12 truck loading docks and 1 drive-in loading bay.

Natural lighting is brought in using skylights, clearstory windows on the east elevation.

In office, glazing's are maximised and windows are provided on all 3 sides, increasing the efficiencies of air conditioning and providing optimum lighting for typical daily office environments.

Accessibility:

Power assisted doors shall be located at the main entrances. Signage/directory shall be located conveniently and at building entrances.

All areas shall be wheelchair accessible. All pedestrian linkages and access to the complex are clearly defined.

Key Sustainability consideration

This industrial building is not intended to be LEED accredited but will be targeting LEED and Build Green design initiatives, mainly –

Sustainable site –

- The site has a dedicated 24.5m setback as per Riparian Area Regulations, in response to mitigation with the Brunette Creek across Lane for entrance
- Minimizing impacts on surrounding ecosystem and promoting alternate transportation
- Control storm water run-off
- Limit the use of pesticides
- End of trip cycling facilities including bike racks and change rooms
- Pedestrian connections to the multi-use pathway

Water efficiency –

- Low-flush toilets
- Low flow faucets
- Native plant species which require less irrigation and maintenance
- Sufficient topsoil for greater storm water holding capacity

Energy and Atmosphere-

- Install energy-efficient windows: low e-reflective windows
- Light fixture motion sensors whenever possible, washroom lights are off until motion sensor is activated
- HVAC system on reduced setting through evening
- High efficiency light fixtures through out

Construction-

- Minimize local and regional impacts resulting from construction activities
- Control sediment and erosion
- Divert construction waste from landfill

The building design intends to use the latest in technology to promote water and energy efficiency, minimize heat-island effect, light pollution and improve indoor environmental quality.

CPTED strategies

The developer is committed to the (CPTED) built environment strategies-

natural surveillance-

- The building entrance is situated at the corner of Canfor Ave and Braid St., passing vehicular, pedestrian and bicycle traffic are surveillance assets,
- Windows/ glazings are provided to all 3 sides of the office block to provide visibility around the property, sidewalks and parking areas. Strategic placement of Dispatch office and large windows from the dispatch room provides visibility to all trucks entering and exiting the facility
- Strict enforcement of sign placements is there to ensure that the signs do not cover the windows or block necessary views of the exterior spaces
- Lighting plays an important role in surveillance – lighting will be designed to avoid blind spots, all potential problem areas such as pathways, parking areas, entrance/exits will be well-lit. Shielded or cut-off luminaires will be used to control glare and to avoid creating blinding glare and/or deep shadows that hinder the view for potential observers
- CCTV cameras will be added throughout the facility to monitor movement across the complex

natural access control- access control limits the opportunity for crime by selectively placing entrances and exits, fencing, lighting and landscape to limit access or control flow

- Controlled point of entry - The entrance will be monitored at all times. The automatic and controlled gate is visible from the dispatch office. This gate will have swipe card access for drivers to enter/exit after hours. This gate will also have security cameras.
- All doors, gates and fences shall be secured with locking devices, swipe cards would be used for access. Also, all man doors & bay doors shall be monitored, video cameras would be placed all around warehouse & exterior of building.
- Visitors are directed to the proper entrances by paving treatments, plantings and architectural design features such as welcoming canopy
- Patio is kept visible, all guard rails and hand rails are 42 inches high

territorial reinforcement- to create a sense of ownership and an environment where ‘strangers’ or ‘intruders’ stand out and are more easily identified

- The entire exterior of the premise will have 8 feet high fencing plus barb wire on top and lighting, sensor lighting is proposed for areas that do not require constant illumination.
- Display security system signage at access points
- Property lines are clearly defined with fences and plantings
- Signage is used to identify and define areas

- Private passenger vehicles parking is away from equipment parking and storage areas for tractors and trailers, and will have appropriate signage and lighting for all employees and visitors. The truck parking area will have I-bollards to maintain the integrity of fencing.

maintenance – Hercules Trucking is committed to a high level of maintenance to the following items –

- The exterior of the building
- Landscaping
- All lighting systems, and
- All operation systems