

RESIDENTS' ASSOCIATION FORUM

Wednesday, November 20, 2019 – **6:00pm-7:30 pm**
Council Chamber, City Hall

AGENDA

1.0 ADDITIONS TO AGENDA

2.0 ADOPTION OF MINUTES

2.1 Adoption of the Minutes of September 11, 2019

3.0 PRESENTATIONS

3.1 Residents' Associations Updates and Guidelines

4.0 UNFINISHED BUSINESS

5.0 NEW BUSINESS

6.0 REPORTS AND INFORMATION

6.1 Residents' Association Updates

7.0 ADJOURNMENT



RESIDENTS’ ASSOCIATION FORUM

Wednesday, September 11, 2019 – 7:00 p.m.
Council Chamber, City Hall

MINUTES

PRESENT:

- | | |
|----------------------------|------------------------------|
| Councillor Nadine Nakagawa | - Chair |
| Mike Bohn | - Connaught Heights |
| Dee Beattie | - McBride Sapperton |
| Karl Moser | - Victoria Hill/Ginger Drive |
| Steve Norman | - Queen’s Park |
| Jason Lesage | - Massey Victory Heights |
| Quentin Vander Mere | - Downtown |
| Laura Ranalletta | - Queensborough |
| Elmer Rudolph | - West End |
| Vickie Turvey | - Quayside Community Board |

REGRETS:

- | | |
|---------------------------|--------------------|
| Councillor Chuck Puchmayr | - Council Member |
| Doug Bjornson | - Glenbrooke North |
| Ken Bourdeau | - Brow of the Hill |
| Harry Crosby | - Moody Park |

STAFF:

- | | |
|---------------|------------------------|
| Lynn Roxburgh | - Development Services |
| Nicole Ludwig | - Assistant City Clerk |

The meeting was called to order at 7:00 PM

1.0 ADDITIONS TO AGENDA

MOVED and SECONDED

THAT the agenda of the September 11, 2019 Residents’ Association Forum meeting be amended to include the following items:

5.1 Committee Review

CARRIED.

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

2.0 ADOPTION OF MINUTES

2.1 Adoption of the Minutes of June 26, 2019

MOVED and SECONDED

THAT the minutes of the June 26, 2019 Residents' Association Forum meeting be adopted.

CARRIED.

(Jason Lesage absent for the vote)

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

3.0 PRESENTATIONS

There were no items.

4.0 UNFINISHED BUSINESS

4.1 Residents' Association Boundaries

Lynn Roxburgh, Development Services, provided an overview of the existing boundaries for Residents' Associations, noting the following:

- Residents' Association boundaries are typically defined by associations for their purposes and have evolved away from statistical areas typically used by the City for planning purposes;
- In revising the boundaries, it is important to make sure that every resident is included in a Resident Association;
- It is important to consider what actually works for the associations; the City will not be defining the Residents' Association boundaries.

In response to questions, Ms. Roxburgh noted that authority to change the boundaries of a Residents' Association depends on how that is defined in the Terms of Reference.

Councillor Nakagawa explained this matter had come up because since the establishment of the Victoria Hill/Ginger Drive Residents Association, there has been discussion between other associations that the existing boundaries might need changing, and it made sense to have everyone in the same room for the discussion.

The following matters were discussed:

- Clarifying whether or not Victoria Hill/Ginger Drive Residents' Association includes Leopold Place and Bushby Street;

- Sapperton and Massey Heights so that Sapperton would include the area east of Braid Street, and Massey Victory Heights would include part of the area below Eighth Avenue that had been part of Sapperton.
- Quayside and Downtown so that the river side of Front Street could be part of Quayside.

Following discussion, Ms. Roxburgh advised members should take changes back to their Residents' Associations and discuss any amendments to terms of reference. Ms. Roxburgh agreed to make changes to the map in terms of names and boundaries, and update the City website and the brochure. She agreed to send updates with discussion points to bring back to the Residents' Associations, and for the Downtown Residents' Association to confirm the Leopold Place and Bushby Street change.

Attendees agreed to take the proposed changes back to their residents' associations for discussion and/or approval.

5.0 NEW BUSINESS

5.1 Committee Review

Attendees noted Council has been undergoing a review of Advisory Committees and requested information on the status.

Councillor Nakagawa provided an overview, noting research has been done and a survey was sent out to Committee members.

In response to questions, the Assistant City Clerk agreed to investigate the process for sending out the survey to Committee members.

6.0 REPORTS AND INFORMATION

6.1 Residents' Associations Updates

Connaught Heights

Mike Bohn reported the following:

- There is a meeting next week;
- The association has a couple of grants which must be used by November; a community event is being planned;
- Connaught Heights Park construction should be complete within the next month.

Massey-Victory Heights

Jason Lesage reported the following:

- A block party was planned, however it rained; recommended Lions Club if anyone is organizing a block barbeque;
- Hosting an all candidate meeting on October 17, 2019, at Mt. Zion Lutheran Church; all declared candidates are invited;
- Suggested a full four way light at the intersection of Eighth Avenue and Richmond Street to mitigate the dangers of the intersection.

Sapperton

Dee Beatty reported the following:

- The RA is now referring to itself as "Sapperton Residents' Association" however the society papers still need to be amended;
- There was a meeting the previous Thursday where they had an update from the school district on the replacement of McBride Elementary School and an update on the Royal Columbian Hospital Redevelopment;
- The Principal of Urban Academy is talking to parents about being more respectful of the neighbourhood at school dropoff/pickup;
- Sapperton Cleanup days has 32 people registered, including a group from Fraser Health who will be doing cigarette butt cleanup around Royal Columbian Hospital. Anyone is welcome but registration is required.

Quayside

Vickey Turvey reported the following:

- RiverFest is happening September 21 and 22, 2019;
- Will hopefully get back to being a big event; and
- City has been helpful in finding solutions for parking at the festival.

Queensborough

Laura Ranellatta reported the following:

- This Saturday September 15, 2019, is Queensborough Festival from 3 p.m. to 4 p.m. at Queensborough Community Centre;
- Has met with Parks and Recreation regarding rebuilding the lacrosse box which was destroyed when Highway 91A was built; this is a long term discussion;

- There are two cannabis shop proposals before Council; there is not a lot of local opposition, but there are concerns about Parking.

Queen's Park

Steve Norman reported that the Heritage Conservation Area one year review is of importance to the community.

Victoria Hill/Ginger Drive

Karl Moser reported the following:

- Current membership of about 60 to 70;
- Had a meeting with the Manager of Transportation focusing on a parking study in Victoria Hill;
- Received a presentation from Fortis Gas regarding placement of the new pipeline; closing two lanes of McBride Street for construction was not well received;
- There will be a community supper before the Annual General Meeting on September 17, 2019; and,
- Attempts to engage with Ginger Drive residents continue.

West End

Elmer Rudolph reported that the new pedestrian overpass at Stewardson and Sixth Avenue is getting substantial use; this will hopefully lead to upgrades of the trail that goes under that section of the SkyTrain.

Downtown

Quentin Vandermerwe introduced himself as the new President of the Downtown Residents' Association and reported the following:

- Traffic studies should be more comprehensive; analysts need to consider the impacts of traffic from other developments in the area rather than just their own;
- Many variances seem to be granted for the area causing a lot of construction noise; and
- There will be a significant membership drive including contact with Strata councils in the area.

Councillor Nakawawa reported on recent Council reports, noting two reports back on the climate emergency declaration had come forward from staff and that work is ongoing.

7.0 NEXT MEETING

Wednesday, November 13, 2019 at 7 p.m. in Committee Room #2, City Hall

8.0 ADJOURNMENT

ON MOTION, the meeting was adjourned at 8:21 p.m.

Councillor Nadine Nakagawa
Chair

Nicole Ludwig
Assistant City Clerk

THAT direct staff to release this decision to the public.

Discussion

Council Liaisons

RAs are encouraged to invite their Council Liaison to RA meetings, to help provide a direct conduit to City resources for the RA. Please note that Council members are liaisons and are not obligated to attend RA meetings, therefore RAs are encouraged to forward minutes of each meeting to their liaison Councillor.

Council member assignments are still to be determined but we hope to have it for the meeting on November 20.

Annual Meetings

Every year, staff will schedule a joint meeting with the Residents' Associations and Council, to ensure two-way communication and sharing of ideas and resources.

Residents' Associations Guidelines

A revised set of Residents Associations Guidelines is attached for discussion. The proposed changes clarify some items already in the guidelines and propose modifications to align the guidelines with Council's October 28, 2019, resolution.

DRAFT Guidelines for Residents' Associations

The City of New Westminster recognizes the importance of enhancing communications, fostering co-operation, and establishing two-way dialogue between the City and the various community groups that represent neighbourhood views. Such groups provide vital insight into the needs and concerns of a particular neighbourhood and enhance the delivery of information from the City to its citizens and the citizens to the City.

Residents' Associations are respected as key resources for gaining unique perspectives, championing ideas, and advocating for their respective neighbourhoods. The City can assist the achievement of these worthwhile objectives by consulting these community groups, providing opportunities to participate in decision-making, and responding to neighbourhood concerns.

The key to achieving this communication is through mutual respect, trust, and a dialogue of equals.

Submissions from Individuals and Groups:

Council welcomes submissions and delegations from individuals and members of special interest groups, as input from residents is important to continued good governance in the Royal City.

The following guidelines relate to the interaction between the City of New Westminster and established Residents' Associations.

The Role of the City:

- 1. Information Flow** - The City will also provide: space on the "CityPage" and the City's website on which Residents' Associations' meeting notices, minutes and/or reports may be posted and subject to availability of space, and notifications on the City's Social Media outlets (ex: Facebook, Twitter, etc.)
- 2. Meeting Space** - As needed, the City will assist Resident Associations by providing meeting space in City owned facilities through the Parks and Recreation Department, and subject to availability. (See **Appendix A** attached)
- 3. Consultation** – The City will involve Residents' Associations in consultation on major issues relevant to their neighbourhood or to the City in general. The City will do so early in the decision-making process on issues that directly impact a specific neighbourhood, so that each Association has the opportunity to provide comment to



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the City regarding such matters as Development; Notice of Public Hearings; Opportunities to be Heard; or to propose the addition of items to the City Council Agenda (must be submitted to the Corporate Officer 10 days in advance of the targeted meeting date).

4. **Notification** – Agendas for upcoming meetings are available on the City's Webpage. Residents' Associations will be notified through the City's normal practice, on major planned activities which impact their neighbourhood. ~~The City will provide Residents' Associations with a schedule of regular Council meetings and access to agendas. The City will notify all Residents' Associations in a timely manner, of any upcoming open meetings concerning neighbourhood issues (excluding regular advisory committee meetings.) The City will notify Residents' Associations of major planned operational activities which impact their neighbourhood.~~
Liaison – A Council Liaison will be assigned on a two-year term to each Association. In addition to regular staff, the City will respond whenever possible to requests for staff to attend Residents' Association meetings.
5. ~~**Committee Representation** – The City will continue to provide for representation of Residents' Associations on city advisory committees (e.g. Traffic Advisory Committee).~~
6. **Forum with Council** – Staff will coordinate an annual meeting between the Residents' Associations and City Council, to be held at City Hall. At the annual meeting, Council and the Associations will be able to share updates and bring collective issues to a full Council. ~~A three person panel of Councillors will meet three times per year with the President or alternate of the City's Residents' Associations.~~ Associations are encouraged to provide regular written updates of the association activities to Council, especially liaisons, for their information.
7. **Annual Grant** – the City provides \$200 per calendar year to each Residents Association that applies. The grant can be used for miscellaneous administrative costs (e.g. – website, stationary, etc). Apply by emailing grants@newwestcity.ca.

The Role of the Residents' Association:

For consistency in structure and organization, the City requires Residents' Associations to meet the following guidelines:



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8. **Mandate** – Includes improving quality of life in New Westminster neighbourhoods by maintaining an advocacy role for its members with the City.
9. **Membership** – Remains open to any person residing, within the delineated boundaries of a Residents' Association.
10. **Boundaries** – Have delineated boundaries of each Association to clarify membership areas and avoid overlap.
11. **Bylaws** – Have a written mandate and bylaws. It is recommended that they include the following:
 - A membership registration process
 - A general meeting and notification process
 - An election process for Directors and Officers
 - A requirement of majority vote, by a show of hands or ballot voting, by quorum as outlined in the BC Society Act
 - A requirement to keep records, in minutes, of proceedings
 - A policy that procedures not covered by bylaws be governed by Rules of Order
 - Number of attendees at all Association meetings.
12. **Directors and Officers** – Have Directors and Officers elected at an Annual General Meeting. Appoint a representative who will attend the joint Council/Association meetings and advise the City of the appointee's name and contact information.
13. **Location of Meetings** – Hold general meetings in a public place.
14. **Notification of General Meetings** – Notify Association members and **the Council Liaison** City of time, date and place of general meetings, and provide a copy of the agenda. For Annual General Meetings, a minimum 14 day notification will be required.
15. **Registration** – Provide the Legislative Services and Communications Department with up-to-date copies of the Residents' Association's bylaws and the names of designated contacts and officers.
16. **Communication with Council** – **Submissions should be directed to the Association's Council Liaison. Submissions need to identify:**
 - **Whether they represent a position adopted at a Residents' Association meeting;**
 - **The date of the meeting;**



- **The wording of the resolution**

~~Have submissions to Council, identify whether they represent a duly adopted position from a Residents' Association meeting, and if so, the date of the meeting and the wording of the resolution. All submissions to Council that require action or a response should be made via a liaison of the Residents' Association, as designated by the Residents' Association.~~

- 17. Formal Presentations at Council Meetings** – When Resident Association members plan to attend a Council meeting, and have a presentation to Council, they will inform the Corporate Officer at least 10 days in advance of the target meeting date to ensure that the agenda can accommodate an additional presentation and to ensure that all multi-media requirements are discussed and met to the satisfaction of the presenter. Association delegations to Council must indicate whether they are speaking on behalf of the Association or are presenting on a personal matter.
- 18. Informing the Neighbourhood** – Information distributed in the neighbourhood should be as accurate as possible to the best ability of a Residents' Association.
- 19. Residents' Association Agenda and Minutes** – Residents' Associations to provide a copy of the agenda and meeting minutes ~~following the scheduled meeting;~~ **ensure the Council Liaison receives an electronic copy via email**

Appendix A

Resident Association Meeting Space Options

CITY FACILITIES

- New Westminster Public Library - 604-527-4660
- City Hall - 604-527-4581
- Bernie Legge Theatre – 604-521-3055
- Centennial Community Center – 604-777-5100
- Queensborough Community Center – 604-525-7388 (available January 2013 due to construction)
- Queens Park Arena Board Room – 604-777-5111

Parks and Recreation Fees and Charges Bylaw Amendment and Facility Allocation Policy apply to applicable spaces and all Parks and Recreation room rentals are subject to fees and booking policies of each host facility.