

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the January 15, 2019, Special Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Recommendation:

That the minutes of the following Committee of Council Meetings be adopted:

- *January 8, 2019, Special Committee of Council Meeting.*

4. REPORTS

4.1 KPMG Audit Planning Report

Recommendation:

None.

4.2 Patricia Avenue Multi Use Path – Open House Summary

Recommendation:

That Council re-affirm that the Patricia Avenue multi-use path project be included in the 2019 Capital Works project.

4.3 Proposed Policy for Trees and a new Tree Bylaw

Recommendation:

That Committee of Council recommend that Council:

- 1. Give 1st and 2nd reading to an Official Community Plan Amendment Bylaw to set a tree canopy target and update planning policies;*
- 2. Confirm the consultation for the Official Community Plan amendment to include information posted on the City's website throughout the review, the Let's Talk Trees program in 2017, and the 2018 public consultation on proposed changes;*
- 3. Give first three readings to a new Tree Bylaw; and,*
- 4. Give first three readings to amending the Fees and Charges Bylaw, Delegation of Authority Bylaw, Bylaw Notice Enforcement Bylaw, and Ticket Information Bylaw.*

4.4 November/December Community Recreation Complex Planning Update (Verbal)

Recommendation:

None.

5. COUNCILLOR'S UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the January 22, 2019, Special Committee of Council Meeting to the Public

Recommendation:

That the Special Committee of Council Meeting of January 22, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

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].

Item 4.2

g) litigation or potential litigation affecting the municipality.

Item 4.3

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.

Present:

Chair – Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock

Absent:

Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 3:19 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the January 8, 2019, Regular Committee of Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council Meetings

Moved - Seconded:

That the minutes of the following Committee of Council Meetings be adopted:

- *November 13, 2018, Special Committee of Council Meeting*
- *November 20, 2018, Special Committee of Council Meeting*
- *December 4, 2018, Special Committee of Council Meeting*
- *December 11, 2018, Special Committee of Council Meeting.*

Carried

4. REPORTS

4.1 Zoning Bylaw Amendment for 1611 Manning Avenue

Moved - Seconded:

That Committee of Council recommend to Council that:

1. *The zoning of 1611 Manning Avenue be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4); and*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Completion of design and submission of fees and securities for off-site works and services.*

Carried

4.2 Letter of Concurrence for Monopole - 2842 Burns Road

Councillor McCurrach declared a conflict due to employment with a cellular company and left the room.

Moved - Seconded:

That Committee of Council advise the applicant:

1. *That Committee is not prepared to recommend that Council provide a letter of land use concurrence for a proposed 40-metre monopole at 2842 Burns Road at this time, and*
2. *That Committee would be prepared to recommend that Council provide a letter of land use concurrence, if the proposed site ceased to provide unauthorized commercial vehicle storage and the monopole and associated equipment is located within the farm home plate.*

Carried

Councillor McCurrach rejoined the meeting at 3:50 p.m.

4.3 Development Permit No. DP000334 for 2331 and 2341 Mary Hill Road

Moved - Seconded:

That Committee of Council approve Development Permit DP000334 to regulate an apartment development at 2331 and 2341 Mary Hill Road.

Carried

Councillor Pollock left at 4:07 p.m. and returned at 4:09 p.m.

4.4 2019 Draft Utility Rates

Moved - Seconded:

That Committee of Council direct staff to:

1. *Prepare the 2019 utility rate bylaws based on the draft budget as presented in the January 8, 2019, staff report, "2019 Draft Utility Rates", and*
2. *Prepare a policy governing the use of the rate stabilization reserves based on the guidelines outlined in the January 8, 2019, staff report, "2019 Draft Utility Rates".*

Carried

4.5 2019 Late Budget Request - Event Society Funding

Moved - Seconded:

That Committee direct staff to include the late budget request for Event Society Funding as a decision package for 2019 budget deliberations.

Carried

5. COUNCILLOR'S UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

Mayor West provided an update on City business.

7. CAO UPDATE

The Acting CAO provided an update on City business.

Moved – Seconded:

That the exterior power be turned off immediately at the band shell in Leigh Square.

Carried

Moved – Seconded:

That all donation bins be removed immediately within Port Coquitlam.

Motion to Substitute:

Moved – Seconded:

That the following motion be substituted for the motion on the floor:

That staff contact all local businesses and organizations who currently have clothing donation bins on their property to inform them of Council's concern regarding the public safety of these bins and express the City's desire for these to be removed.

Motion to Substitute Carried

Substituted Motion Carried

8. NEW BUSINESS

8.1 No new business

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved - Seconded:

That the January 8, 2019, Regular Committee of Council Meeting be adjourned at 5:08 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

RECOMMENDATION:

None

SUMMARY

KPMG, the City's auditors, have provided an audit planning report detailing the planned scope of work and timing for the audit of the City's 2018 Consolidated Financial Statements. This report is intended to assist the Committee in discharging its duties and responsibilities with respect to financial governance and oversight and is one of the acceptable methods for the auditors to meet their requirements to communicate with those charged with governance.

The auditors are scheduled to meet with the Committee on January 22, 2019 to discuss the Audit Planning Report and respond to any questions the Committee may have. The interim audit field work was conducted during the week of December 3 to December 5, 2018 and year end field work is scheduled for the weeks of March 19 to 22 and April 8 to 12, 2019. The auditors anticipate presenting their 2018 audit findings report to the Committee mid May 2019.

ATTACHMENTS

Attachment #1: KPMG Audit Planning Report

Attachment #2: KPMG Audit Engagement Letter

Lead author(s): Sharleen Karamanian

Patricia Avenue Multi Use Path – Open House Summary

RECOMMENDATION:

That Council re-affirm that the Patricia Ave multi-use path project be included as a 2019 Capital Works project.

PREVIOUS COUNCIL/COMMITTEE ACTION

Funding for the 2019 Active Transportation Improvements (\$300,000) was approved with the 2019-2020 capital program.

The Multi-Use Path (MUP) along Patricia Avenue between Shaughnessy Street and York Street was approved with the recommended projects in the 2019 Active Transportation report brought forward to the Finance and Budget Committee on July 17, 2018.

REPORT SUMMARY

On November 29, 2018, staff held an open house to discuss the 2019 Sidewalk and Pedestrian Safety Improvements and 2019 Active Transportation Improvement projects. These projects included:

1. Suffolk Avenue between Oxford Street and James Park School (sidewalk, crosswalk, curb bulge).
2. Salisbury Avenue between Sefton Street and Wellington Street (sidewalk).
3. Patricia Avenue between Shaughnessy Street and York Street (multi-use path and crosswalk improvements).

Open houses held by the Engineering & Public Works Department are typically a method of communication used to inform residents in the project vicinity about upcoming construction projects, answer any questions residents may have prior to the start of construction, and address construction related concerns.

In total, 97 residents in the project vicinity received mail out invitations to the public open house. 13 residents attended the November 29th open house and 17 property owners provided written responses (Attachment 2). 11 of the 17 opposed responses are from residents within the mail out zone (11%) and six responses are from residents outside of this zone.

This report responds to the concerns raised and provides justification as to why Council should re-affirm that the Patricia Ave multi-use path project be included as a 2019 Capital Works project.

BACKGROUND

The Multi-Use Path (MUP) along Patricia Avenue between Shaughnessy Street and York Street was approved as part of the Active Transportation Improvements budget in the 2019 Capital Plan. The active transportation budget provides a source of funds for projects such as cycling and sidewalk facilities, signage/pavement markings, and network connection improvements. Active transportation refers to any form of human powered transportation and the infrastructure is intended to encourage users of all ages and abilities to get active in the community through walking, cycling, wheelchairs, scooters, strollers, in-line skating, skateboarding and more. Active transportation improvements also support the use of other sustainable transportation such as public transit.

Active Transportation projects in 2018 and 2019 focus on extending routes and bridging gaps in the network to provide improved connections to rapid transit. Patricia Avenue is a key east-west bike route in the City with connections to the existing cycling network, pedestrian bridge across Coquitlam River, Traboulay PoCo trail, TransCanada trail, and northeast Port Coquitlam. The Patricia Avenue MUP will run from the Hyde Creek Recreation Centre, in front of Ecole des Pionniers School, Wellington Park, Westwood Park, and Ecole Westwood School. The 2019 segment connects to other newly constructed MUPs on Patricia Avenue, Shaughnessy Street and Hastings Street and provides a connection through Woodland to Lincoln Avenue and the Lincoln skytrain. A map of Active Transportation Improvements is provided as Attachment 1.

Previous Council feedback on active transportation projects was taken into consideration with the 2019 project selection. MUPs have been proposed instead of bike lanes, or other on street facilities, in order to avoid impacts to parking. Additionally, MUPs support a variety of travel modes, ages and abilities as opposed to bike specific infrastructure.

On November 29, 2018, staff held an open house to discuss the 2019 Sidewalk and Pedestrian Safety Improvements and 2019 Active Transportation Improvement projects. These projects included:

1. Suffolk Avenue between Oxford Street and James Park School (sidewalk, crosswalk, curb bulge).
2. Salisbury Avenue between Sefton Street and Wellington Street (sidewalk).
3. Patricia Avenue between Shaughnessy Street and York Street (multi-use path and crosswalk improvements).

Open houses held by the Engineering & Public Works Department are typically a method of communication used to inform residents in the project vicinity about upcoming construction projects, answer any questions residents may have prior to the start of construction, and address construction related concerns.

Patricia Avenue Multi Use Path – Open House Summary

In total, 97 residents in the project vicinity received mail out invitations to the public open house. 13 residents attended the November 29th open house and 17 property owners provided written responses (Attachment 2). 11 of the 17 opposed responses are from residents within the mail out zone (11%) and six responses are from residents outside of this zone. Staff interpret the results to demonstrate that the significant majority of the neighbourhood is supportive or unopposed to the project while a small subset of directly affected residents is opposed. Figure 1, below shows the 2019 Patricia Avenue MUP alignment (red line), the 97 properties in the mail out area (shaded) and the 11 properties in the project area which are opposed (X's).



Figure 1. Patricia Avenue MUP alignment, properties included in the open house mail out, and opposed residents.

In addition to the feedback received from residents, a letter of support was provided to the City from HUB Cycling (Attachment 3).

Given the level of interest in the project, staff thought it would be prudent to return back to Council to present and discuss the resident feedback. This report summarizes the project rationale, lists the concerns brought forward, and offers a staff response where appropriate.

DISCUSSION

Staff reviewed the comments submitted after the November 29, 2018 open house (Attachment 2) and have summarized them into the following four categories:

1. Consultation & Project Objectives
2. Routing and Alignment

3. Design Specifications
4. Construction Impact

This report will highlight resident's concerns within each category and offer a staff response in summary.

1. Consultation & Project Objectives

Resident Concerns:

- More consultation was required
- Sidewalks should be provided and constructed at the same time as the MUP
- Sidewalks should be provided prior to considering a MUP
- MUP will not be utilized (will not meet project objectives)
- MUP is unnecessary, use the funds elsewhere.

Staff Response:

The Official Community Plan (OCP) and Master Transportation Plan (MTP) were developed with significant consultation, input and direction from the community and Council. They also align with regional (Metro Vancouver, TransLink) provincial, and federal plans and objectives. Projects are selected which align with those plans and help to meet the objectives of each. Strategic direction for the transportation system reflects the aspirations of the City and residents for sustainable transportation choices and a local walking, cycling, transit and road network within and between key community nodes.

OCP Goal - Transportation: To ensure that the transportation network is safe and efficient and accommodates different modes of travel for pedestrians, bicycles, transit, trucks and passenger cars

OCP Goal – Environment: To develop a network of active transportation links that connect to parks, schools, downtown and commercial areas.

MTP Vision: to facilitate sustainable transportation, encouraging a healthy environment and a range of transportation choices. It is important that the transportation system supports a range of mobility and movement options and facilitates connections to transit. Vibrant urban streets should support the local population to walk, cycle and transit within and between key areas.

Capital and Regional Funding Programs

The Active Transportation Improvements capital budget provides a source of funds for projects such as cycling and sidewalk facilities, signage/pavement markings, and network

connection improvements. Active transportation improvements also support the use of other sustainable transportation such as public transit. Following approval of the capital funds, active transportation projects are identified by staff and brought forward to Council for consideration.

Active transportation projects which meet certain criteria are eligible for TransLink funding through the Bicycle Infrastructure Capital Cost Sharing (BICCS) program. The 2018 and 2019 sections of the Patricia Avenue Multi-Use Path were approved for 50% cost share funding. If the 2019 Patricia MUP project is not constructed, the \$150,000 of dedicated TransLink funds will be re-allocated to other municipalities which have projects ready to go.

The cost to construct a 1.5m sidewalk versus a 3m MUP is comparable because of the cost of materials; concrete for a sidewalk is more expensive than the asphalt required for a MUP. However, the City would need to solely fund the construction of a sidewalk as it does not meet the criteria for TransLink grant funding. A sidewalk could also displace a large number of cyclists who currently use Patricia Avenue because parking, sidewalks and travel lanes in the existing road right-of-way would leave insufficient room on the road for cycling. A sidewalk also precludes the potential for future bike lanes or on street cycling, as that could only be accommodated in the road right-of-way at the expense of unacceptable parking impacts.

Consultation

As part of the design process, residents with properties directly affected by the work are consulted to understand where opportunities for enhancement or minor adjustments can be made to minimize impacts. However, route planning has already been considered to meet municipal, regional, provincial and federal objectives as part of the project planning processes noted above. More involved consultation on individual capital project planning is not practical with respect to timing and resources within the current business planning process. Additionally, specific input from a small number of affected properties may not align with higher level objectives and the needs and desires of the community at large.

2. Routing & Alignment

Resident Concerns:

- Loss of street parking
- Loss of City Boulevard for parking
- Concerns about path conflicts at driveways
- Don't want in front of house
- Additional bike traffic will negatively affect Patricia Ave safety
- If the path were on the south side there would be one less crossing required
- MUP is obtrusive to homes
- MUP will be inconvenient

Patricia Avenue Multi Use Path – Open House Summary

- MUPS are not appropriate for residential streets, construct on arterial or collector roads
- Patricia Avenue is a low volume road, it is safe for kids to play on
- MUP will negatively impact curb appeal of homes
- Crosswalks should remain at current locations
- Adjacent properties will be de-valued
- May draw increased dog walkers into the neighbourhood
- Cyclists may take rest breaks in front of homes
- Garbage generated along the MUP
- Increased crime
- Snow removal concerns in the winter
- High speed of traffic in the area (mainly school drop off and pickup)
- The geometry of the curb extension at Patricia and Shaughnessy

Staff Response:

Staff have summarized the response to routing & alignment concerns into the following categories:

- Why implement a multi-use path along this corridor?
- Why redesign crossing locations?
- Why is the multi-use path design along Patricia and not a nearby arterial or collector road?
- This will affect my driveway / parking
- Direct impacts to homes along the corridor

Why implement a multi-use path along this corridor?

Council has allocated funding for Active Transportation (AT) projects since 2017. A map of potential routes was developed using reports and plans such as the 2013 Master Transportation Plan, 2005 Pedestrian & Bike Strategy, Hub Gap Map, TransLink cycling map, and Tri-City bike map. Routes which could provide improved connections to the Evergreen Line were then identified, with a specific focus on extending routes and bridging gaps in the cycling network from Port Coquitlam to the Lincoln or Coquitlam Central stations. Field visits were subsequently conducted to determine improvement options along each route.

Previous Council feedback on active transportation projects was taken into consideration with the 2019 project selection. MUP's have been proposed instead of bike lanes, or other on street facilities, in order to avoid impacts to parking. Additionally, MUPs support a variety of travel modes, ages and abilities as opposed to bike specific infrastructure. TransLink is a major partner and regional programs support grade separated or barrier separated cycling

facilities for safety and accessibility. The region and the City share goals to provide safe walking and cycling facilities for residents of all ages and abilities. Walking or cycling on the roadway (even in designated bike lanes), is not comfortable for many residents such as seniors, children and those with disabilities.

The 2019 program proposes to extend the multi-use path west on Patricia Avenue from Shaughnessy Street to York Street. Patricia Avenue is a key east-west bike route in the City with connections to the existing cycling network, Coquitlam River, Traboulay PoCo trail, TransCanada trail, and northeast Port Coquitlam. The Patricia Avenue MUP will run from the Hyde Creek Recreation Centre, in front of Ecole des Pionniers school, Wellington Park, Westwood Park, and Ecole Westwood school. It also connects to other newly constructed MUPs on Shaughnessy and Hastings and provides a connection through Woodland to Lincoln Avenue and the Lincoln skytrain.

The Patricia Avenue alignment makes use of the only existing crossing of the Coquitlam River via the pedestrian bridge. Besides the 2019 proposed section, there are only two segments left to complete (the segment fronting Wellington Park (proposed for 2020) and the west end from Shaughnessy to Woodland).

City staff met with transportation planning staff from the City of Coquitlam to review the proposed routes and discuss connections between the two municipalities. City staff also met with the HUB and Tri-City HUB cycling groups, ICBC, and resident cyclists who were all supportive of the proposed route.

In regards to the alignment selected, the MUP runs on the north side from Shaughnessy to Oxford and on the south side from Oxford to York (see Figure 1). This alignment was selected to minimize boulevard impacts (e.g. resident landscaping in the boulevard, mature trees) and avoid obstructions such as streetlights, hydro poles and utilities.

Why redesign crossing locations?

The existing crosswalk locations align with the most travelled route as it is today (bikes and pedestrians travelling on the south lane of the road). The proposed crosswalks align with the future pathway alignment to allow for the safest, continuous route.

Past experience suggests that when crossings are well marked, and conveniently aligned with supporting infrastructure (multi-use paths or sidewalks), the majority of users will choose to utilize the safe crossing. This is especially true with seniors, parents with children and persons with disabilities.

Why is the multi-use path design along Patricia and not a nearby arterial or collector road?

Lincoln is an existing arterial road which is also planned for expansion with the future connection to Coquitlam – this is desirable for commuters and those wishing to make good travel time. However, arterial roads also have heavier traffic, higher vehicle speeds, pollution, and noise which mean they are generally less inviting to recreational users.

There would be more boulevard obstructions and impacts to residents from constructing the MUP on Lincoln Avenue. There is no pedestrian crossing of the Coquitlam River on Lincoln and less connectivity to trails, schools, parks and other MUPs in the neighbourhood compared to Patricia.

This will affect my driveway / parking

The MUP is proposed in the boulevard space of the road right-of-way. There are no impacts to on-street parking.

As with other projects, residents are not opposed to the infrastructure or project objectives. But they are concerned about losing the public road right of way in front of their home for personal use. Residents on Patricia suggested locating the MUP on Lincoln, even when it was noted that doing so would impact more residents there and offer less community benefit. That is, 'build the path, but do it in front of someone else's house so that I can still use the public boulevard space in front of my own home for (personal parking, recreational vehicle storage, landscaping, privacy, etc.).

As with any construction, staff and Council must consider that building infrastructure which benefits the community at large may impact a small group of local residents. Opposition should be considered in perspective – a negative impact to a few should not overturn a benefit to many. There are no significant or negative private property impacts from the construction of MUPs in the public road right of way (e.g. property acquisition, parking loss, noise, loss of view, increased vehicle traffic or speed, safety risks, reduced access, unsightly aesthetics, etc.)

Direct Impacts to homes along the corridor

Proximity to cycling and walking infrastructure, as well as connections to trails, parks and transit (e.g. Lincoln station) are all selling features promoted by realtors. This infrastructure brings the street up to current design standards and expectations of potential purchasers for finished roads with safe walking and cycling facilities. Staff are not aware of increased crime rates, loitering or other negative behaviours attributed to multi-use paths.

3. Design Specifications

Resident Concerns:

- MUP design is too wide
- MUP design is too narrow for large groups of cyclists, not realistic for 2-way traffic
- Drainage concerns

Staff Response:

The Patricia Multi-Use Path has been designed within the guidance of the Transportation Association of Canada's (TAC) Geometric Design Guide for Canadian Roads (June 2017). This design guide "shifts the focus of bicycle integrated design from a viewpoint of "bicycles as vehicles" to "people riding bicycles". This shift considers broader human and community design needs, to construct facilities that encourage bicycle riding more often and more safely." These designs build upon the concept of "complete streets" to ensure that the road design is suitable for all ages and abilities and modes of travel. Aside from cyclists, multi-use paths are designed to support and encourage other modes of active transportation such as wheelchairs, strollers, skateboards, in-line skates and scooters

TAC recognizes a recent study completed by a planner from Portland, Oregon (Rick Geller) which helps classify typical cyclists into four categories:

- Strong and fearless (approximately **1%** of the population)
 - This category is characterized by cyclists that will typically ride anywhere regardless of roadway conditions or weather. These cyclists prefer direct routes and will typically choose roadway connections (even if shared with vehicles) over separate less direct bikeways, such as multi-use paths
- Enthusied and confident (approximately **5-10%** of the population)
 - This category encompasses cyclists who are fairly comfortable riding on all types of bikeways, but usually choose low traffic streets or multi-use paths where available. These cyclists may deviate from a more direct route in favour of a facility type that is more appealing to them. This group includes all kinds of cyclists, such as commuters, recreationalists, and competitive racers.
- Interested but concerned (approximately **60%** of the population)
 - This category comprises the bulk of the cycling population and represents cyclists who typically only ride a bicycle on low traffic streets or multi-use paths under favourable weather conditions. These cyclists perceive significant barriers to their increased use of cycling and are typically reluctant to ride on shared roadways where motor vehicles may pass without slowing. These

people may become “enthused and confident” with improved facilities, encouragement, education and experience.

- No way, no how (approximately **30%** of the population)
 - This category represents individuals who are not cyclists by choice or lack ability, and may perceive severe safety issues with riding in traffic. Some people in this group may eventually become more regular cyclists with time and education. A significant portion of these people will not ride a bicycle under any circumstance.

According to the findings above, MUPs offer the ability to serve up to 70% of the population. The Patricia Multi-Use Path has been designed within the guidance of the Transportation Association of Canada’s (TAC) Geometric Design Guide for Canadian Roads (June 2017). The proposed design meets the lowest recommended width of 3.0m, which will provide a comfortable width for one cyclist in each direction (2 x 1.5m). This dimension also accommodates the operating envelope of one inline skate in each direction (2 x 1.5m), and accommodates a scenario based on the operating envelope of a single cyclist (1.2m) plus comfortable space for two pedestrians walking abreast (1.8m). The recommended upper limit is 6.0m which is typically reserved for high volumes of both cyclists and pedestrians.

In regards to drainage concerns, this is something our engineering consultant can review on a case by case basis to resolve.

4. Construction Impacts

Resident Concerns:

- Noise, dust, inconsiderate workers
- Length of construction

Staff Response:

Construction will inevitably impact the residents along the corridor; however, these impacts are relatively minimal considering the anticipated design life of the infrastructure. Additionally, the City employs professional contractors and expects premier service. Should a neighbourhood experience needless and avoidable impacts, Capital Works staff would manage this immediately.

NEXT STEPS

In conclusion, staff have identified three potential paths forward:

1. Continue with construction of the 2019 Patricia Avenue MUP as planned (staff recommendation)
2. Direct staff to consult the broader community for feedback on the Patricia Avenue multi-use path.
3. Direct staff to defer consideration of the Patricia multi-use path until revision of the Master Transportation Plan in 2020.

FINANCIAL IMPLICATIONS

Cost of the design work to date is \$13,000. This cost will be incurred regardless if the project is constructed.

Active transportation projects which meet certain criteria are eligible for Translink funding through the Bicycle Infrastructure Capital Cost Sharing (BICCS) program. If this project is not constructed, the 50% cost share TransLink funds for the project (\$150,000) will be re-allocated to other municipalities.

ENVIRONMENTAL IMPLICATIONS


Promoting alternative forms of transportation through construction of multi-use pathways is one of the City's key strategies to reduce greenhouse gas emissions.

PUBLIC CONSULTATION

An open house was held on November 29, 2018. In total, 13 residents attended and 17 responses were generated in opposition of the Patricia Street multi-use path (Attachment 2). Eleven (11) of these responses were from residents within the 97 household mail out zone and 6 responses were from residents outside this zone. The City also received a letter of support from Hub Cycling (Attachment 3).

Patricia Avenue Multi Use Path – Open House Summary

OPTIONS

#	Description
1 	That Council re-affirm that the Patricia Ave multi-use path project be included as a 2019 Capital Works project.
2	Direct staff to consult the broader community for feedback on the Patricia Avenue multi-use path.
3	Direct staff to defer consideration of the Patricia multi-use path until revision of the Master Transportation Plan in 2020.

ATTACHMENTS

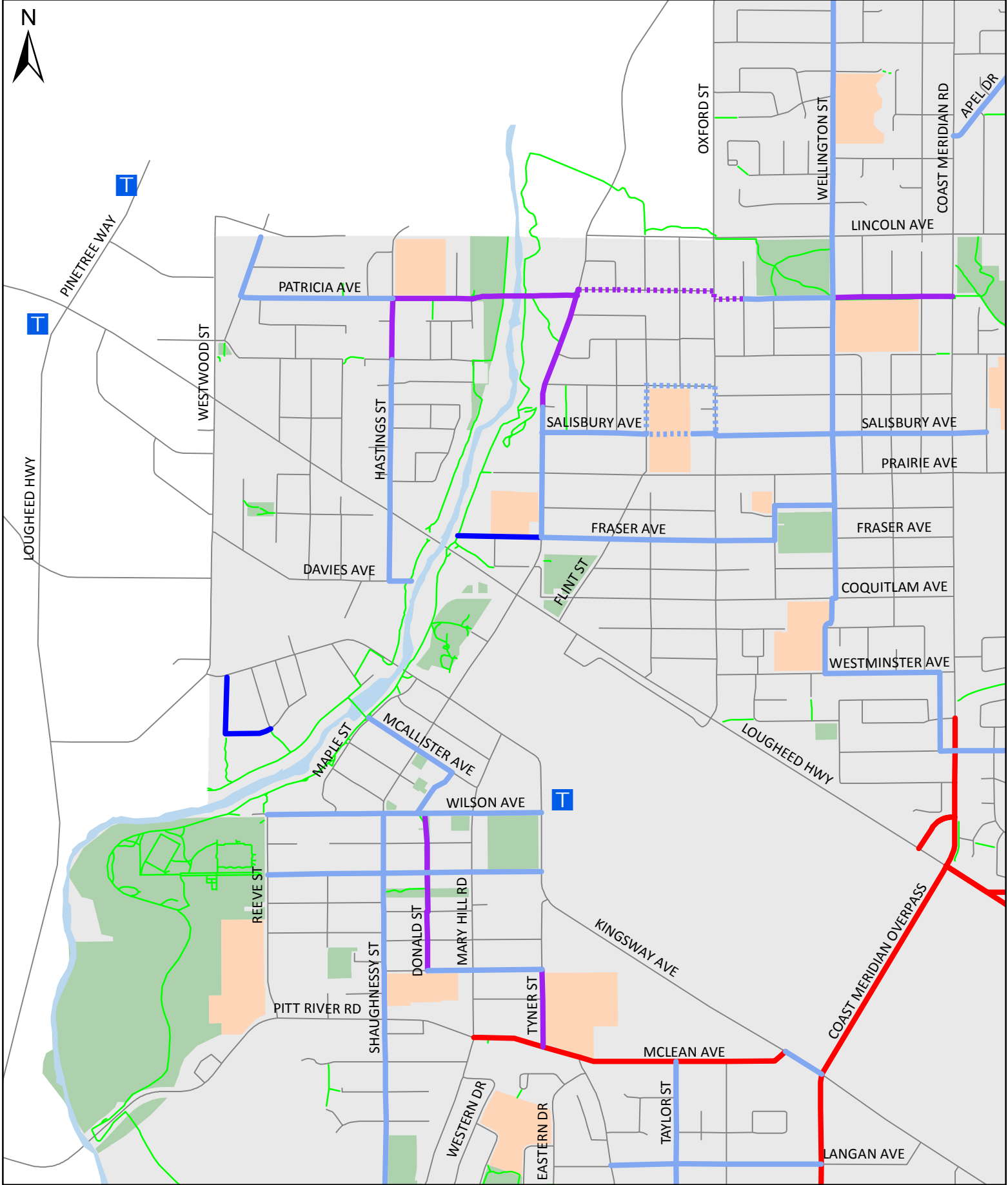
Attachment 1: Map of Active Transportation Improvements

Attachment 2: Feedback Forms

Attachment 3: HUB letter of support

Lead author(s): Forrest Smith

Contributing author(s): Melony Burton, Jason Daviduk



PROPOSED 2019 ACTIVE TRANSPORTATION IMPROVEMENTS
CITY OF PORT COQUITLAM

- ▬▬▬ Bike Route (Signed) - Proposed
- ▬▬▬ Multi-Use Path - Proposed
- ▬▬▬ Bike Route (Signed) - Existing
- ▬▬▬ Multi Use Path - Existing
- ▬▬▬ Bike Lane - Existing
- ▬▬▬ Bike Route (Signed & Stencil) - Existing
- ▬▬▬ Trail
- School
- Park

RECOMMENDATIONS:

That Committee of Council recommend that Council:

1. Give 1st and 2nd reading to an Official Community Plan Amendment Bylaw to set a tree canopy target and update planning policies;
2. Confirm the consultation for the Official Community Plan amendment to include information posted on the City's website throughout the review, the Let's Talk Trees program in 2017, and the 2018 public consultation on proposed changes;
3. Give first three readings to a new Tree Bylaw; and,
4. Give first three readings to amending the Fees and Charges Bylaw, Delegation of Authority Bylaw, Bylaw Notice Enforcement Bylaw, and Ticket Information Bylaw.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 18, 2018 Sustainability and Environment Committee meeting, the following resolution was approved:

- 1) *That the Sustainability and Environment Committee direct staff to make the following amendments for review by the Committee:*
 - a) *Replace Tree Bylaw, 2005, No. 3474 with a new tree bylaw;*
 - b) *Amend the Official Community Plan policy pertaining to trees;*
 - c) *Amend the Fees and Charges Bylaw to include a new schedule to set permit fees;*
 - d) *Amend the Delegation Bylaw to implement tree permit appeals; and,*
 - e) *Amend the Ticket and Notice Enforcement Bylaws to enforce tree regulations.*
- 2) *That the report to Committee with the proposed amendments include:*
 - a) *a canopy coverage target; and,*
 - b) *a proposed implementation program that will take reflect the approach that the City's first priority is education, then awareness and incentives and then penalties and enforcement.*

This was preceded by the following resolutions:

April 25, 2018 – Sustainability and Environment Committee: *That the Sustainability and Environment Committee host an open house and meeting to invite public comment on the proposed tree management policies and regulation.*

December 19, 2017 – Finance and Intergovernmental Committee: *That FIG authorize staff to prepare a strategy for a tree canopy target, draft an amended Tree Bylaw, and bring forward work program adjustments for its further consideration.*

June 15, 2017 – Finance and Intergovernmental Committee: *That staff be authorized to consult with the public on ideas to change the City's policies and bylaws related to planting and protection of trees within the City.*

REPORT SUMMARY

This report completes a comprehensive review of the direction to be taken by the City to better protect and enhance its urban forest. It also addresses concerns raised by the Sustainability and Environment Committee in its review of the proposed direction last July and proposes that a tree canopy target be set. Building on data and analysis presented to Committee in 2017, an extensive public consultation program, “*Let’s Talk Trees*”, conducted over that summer and fall, and the public’s review of the proposed regulations in 2018, the report recommends:

- (1) That a tree canopy target of 25% be set by Council as policy in the Official Community Plan;
- (2) That a new tree bylaw be adopted to replace the existing regulation; and,
- (3) That amendments to a number of associated bylaws be adopted to implement the new regulation.

This direction, complemented with educational materials and implementation actions to be proposed in upcoming work programs, are expected to improve the City’s regulation of tree cutting, increase the number of trees being planted and support best practices in tree management.

BACKGROUND

In 2017, the City embarked on a review of its tree regulations to respond to concerns being raised by the public with respect to retention of the tree canopy, cutting of valued trees, and the City’s management of its urban forest. The review was intended to:

- evaluate potential changes to regulations and policies that could better meet community objectives;
- address gaps in the scope of current regulations as identified by staff;
- respond to concerns raised by a community group, PoCo Heritage Trees, with respect to the City’s recognition and protection of heritage and other significant trees;
- define tree cutting approval processes associated with the cutting trees on public lands; and,
- set administrative fees and charges in line with cost-recovery practices.

In summary, the following directions were provided during the review process.

- 1) June 9, 2017 – the Finance and Intergovernmental Committee considered tree-related policies currently included in the Official Community Plan, Heritage Strategic Plan and Environmental Strategic Plan as well as regulations of the current Tree Bylaw. The report also informed Committee that the City’s existing tree canopy is 23.8%. Staff were authorized to proceed with a public consultation process that would review these policies and regulations and identify community expectations.
- 2) December 19, 2017 – After the summer’s “*Let’s Talk Trees*” consultation program was concluded and the data from the public input analyzed, the staff report to the Finance and Intergovernmental Committee indicated that the community would generally support more rigorous measures to protect trees and require additional tree planting. Committee determined it would look to support changes that would not only better retain existing trees, but also require more tree planting to increase the total number of trees. It supported bringing forward

regulatory changes that would eliminate the opportunity for owners to cut one tree per year without a permit fee; require tree replanting; impose greater control over cutting significant trees; require two replacement trees to compensate for cutting a significant tree; and, if on-site tree planting was not feasible at a site, to allow cash-in-lieu for off-site planting. Committee provided further direction that it wished to proceed with developing changes to current regulations and policies and, based on the potential outcome of these changes, subsequently define a tree canopy target.

- 3) On April 25, 2018 the Sustainability and Environment Committee endorsed proceeding with public review of the proposed changes to current tree protection and replacement requirements.
- 4) On July 18, 2018, after considering the public's response to the proposed amendments, the Sustainability and Environment Committee asked staff to respond to a number of questions as well as to bring forward a proposal for a tree canopy target before moving forward with proposed bylaw amendments.

The Committee reports referenced above are posted on line at www.portcoquitlam.ca/talktrees or available upon request from the Planning Division.

DISCUSSION

A. Response to Questions asked at the Sustainability and Environment Committee meeting

- (1) *Should a tree permit be required for emergency removal of a hazardous tree? Should a fee be charged for removal of a hazardous tree?*

Committee's concern was that continuing to allow for emergency tree removals and waiving fees for hazardous trees could result in over-cutting. To assess this concern, staff reviewed past tree cutting applications and outcomes. In approximately 70% of the applications for tree cutting, the applicant/property owner indicated their concern that the tree posed a hazard. Parks staff conduct site inspections to evaluate the health of the tree prior to permit issuance of the permit and generally find only 10% of tree cutting applications are for trees that constitute a hazard. However, the process to determine whether a tree is hazardous, at no charge to the applicant, creates an opportunity for staff to exchange information about the tree with the owner and to promote the right tree being planted in the right place in keeping with the specific circumstances of the site. It is not recommended that any changes be made in this regard as current regulations and associated processes promote public safety and timely tree replacement.

- (2) *How many trees are being cut at the time of new development?*

The Committee expressed concern that developers may unnecessarily cut trees prior to submitting a development application and that too many trees are being cut to accommodate new developments. A sample of 196 tree cutting permits approved within the last two years was assessed to determine the distribution of property types and relation to redevelopment of

Proposed Policy for Trees and a new Tree Bylaw

sites where trees were cut. 67% of these applications related to sites where there was no redevelopment being proposed and 33% to sites associated with development. As shown in the table below, more trees are cut on sites being developed with an average of 5.8 trees per site compared to 1.6 trees per sites that are not being redeveloped. It was not possible to identify the number of trees required to be replanted to replace these cut trees.

	Sites not being redeveloped			Sites being redeveloped			All
	Single Family	Multi-family	ICI *	Single Family	Multi-family	ICI*	
# Tree Permits	153	15	5	17	3	3	196
Total Trees Cut	184	57	21	52	52	28	394
Ave # trees cut per site	1.2	3.8	4.2	3.1	17.3	9.3	2.0

* Industrial, Commercial and Institutional sites

(3) *Should stricter regulations apply to developers than to residents? Higher fee charges?*

It is not suggested that the City treat developers differently than others with respect to tree cutting regulations. Potential developers of sites subject to redevelopment are informed of the City's landscaping and tree retention policies early in the application review process - whether for a small lot subdivision, a consolidation of lots for a new apartment building, or a major project. Owners are encouraged to work with staff to determine how the loss of trees can be minimized, including variance to regulations if it means a tree can be saved. This process, combined with development permit regulations which ensure on-site replacement of trees, is proving to be effective for most sites. The possible exception is the loss of trees on larger single family lots, which are not subject to development permit regulations. However, the proposal to require replanting for cut trees will, to a large extent, address this situation.

A fee structure could be proposed that would set higher costs to cut a tree on a site being developed than for a site that is not under development or to set different fees to cut a tree depending on the zoning of the property (for example, the City of Burnaby takes both approaches). The approach recommended by this report is to set one fee that will apply to any tree that is cut or who is cutting it (a home owner, a business, or a developer). This cost recovery approach recognizes the cost to process a tree cutting permit is the same no matter where the tree is located. Further, most owners who are developing a property will end up paying more than an owner who is not redeveloping because they are typically cutting more trees to accommodate new construction and servicing.

(4) *Could staff further explain the proposal to vary tree replacement requirements for sites with a cluster of trees?*

The proposal that the City not require tree replacement if a tree to be removed is within 5 metres of a mature tree is a unique proposal. The City's proposal is intended to enhance the health of a property's tree canopy by allowing for 'thinning' to reduce crowding and allow the

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retained tree greater growing space, resulting in a more developed root system, larger crown, and better overall health.

Some other communities have variable regulations based on their own circumstances. For example, the City of Coquitlam requires replacement trees be based on the number of trees per lot, varying by lot size; the District of North Vancouver and Village of Anmore require replanting if a lot has a canopy cover below 20%; and, Burnaby, Maple Ridge, and White Rock determine replacement requirements based on the diameter of the tree to be removed.

- (5) *Is the proposed tree replacement cost appropriate? Could the cash-in-lieu option result in owners defaulting to paying cash rather than replacing trees?*

In considering the proposal to set the cash-in-lieu payment at \$500 per tree, Committee was concerned this amount would be too low and result in owners choosing to pay cash rather than replacing trees on their sites.

The proposed amount is intended to be sufficient for the City to recover its costs. The actual cost of replacing a tree varies, but it generally costs less for a resident to replace a tree: the purchase of a tree sapling ranges from \$50 to \$150 and most home owners do not incur additional costs for adequate care such as summer watering whereas costs incurred by the City must include not only the price of the tree sapling and a water bag, but labour costs for planting and periodic watering.

The cash-in-lieu option will most often be utilized by owners of properties with insufficient space to accommodate replacement trees. The option will enable the City to increase the number of trees planted on public lands and, in the long run, could result in more trees attaining full maturity compared to replanting trees over underground parking structures or where there is insufficient area for the tree to develop a large crown.

- (6) *Does the City sufficiently protect trees near watercourses?*

Areas adjacent to rivers, creeks and other watercourses are designated in the Official Community Plan as development permit areas for watercourse protection and the removal, alteration, disruption or destruction of vegetation is prohibited within these areas unless Committee has issued a development permit or there is an immediate hazard. If any trees must be cut, such work must be in accordance with the recommendations of an environmental consultant and typically requires replacement with native tree species. Although the City does not find that it has significant issues with unauthorized tree cutting, educational and other measures to promote community awareness will be pursued to promote tree protection. In addition, the draft tree bylaw has been amended to reference the development permit area designation to ensure applicants for tree cutting permits are aware of the restriction.

- (7) *Should cottonwood and aspen trees be defined as significant trees?*

The proposal to expand the significant tree definition to include all trees ≥ 60 cm does not extend to cottonwood and aspen trees. Although these tree species can reach diameters beyond 60 cm, when this large they can also be hazardous due to internal rot and falling

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branches and requiring owners to obtain a tree risk report for their removal is considered to be unnecessarily burdensome. If a large cottonwood or aspen tree is located within a watercourse protection area (which is typical), it is also subject to the watercourse protection area designation ensuring protection if deemed appropriate through the watercourse protection development permit process.

(8) How can the City better identify and protect trees with heritage qualities?

In the past, the City has attempted to identify trees with heritage merit through its creation of heritage inventories, but there is a concern that these community-based initiatives did not result in a comprehensive list of trees with heritage merit or measures for their protection. The scope of work for this report did not extend to specific identification of trees considered to have heritage merit. If Council wishes to develop a definitive list, then the Parks and Planning Divisions would need to include this work as part of a future work program. It is worth noting that the new definition for a significant tree will help protect more older trees. Staff can support the Heritage Society or a tree group in nominating trees with heritage significance as an addition to the existing Heritage Inventory.

(9) Could the City promote tree retention and replanting by offering incentives?

This question reflects input from residents who had asked if the City could offer incentives such as property tax rebates to offset high tree maintenance costs.

Portland, Oregon provides a partial credit on its stormwater charges for half the cost of a new tree (up to \$50). Portland also has a green infrastructure stormwater rebate program in certain districts which may incorporate existing trees, although the value is limited (approximately \$4 per tree per year).

Offering tax reductions or other tree-related incentives is not within the scope of this report. While the effectiveness of a tax credit or other incentive is unknown, a program, if offered, could have high administrative costs as well as impact revenues. However, options such as to assisting residents with treed properties by providing additional green bins and providing free watering bags to improve sapling survival can be explored. Other actions which could provide an incentive at a lower administrative cost include offering discounted trees via a City tree sale, offering rebate vouchers for the purchase of trees, or developing a community tree farm. These options could be considered if brought forward as future budget decision packages.

(10) How can Council ensure that cash-in-lieu funds collected for tree cutting are restricted to future tree planting (i.e., a "Tree Bank")?

The City's budgeting process currently provides that permit funds are used for tree planting purposes in both parks and streetscapes and this process will be continued. Additionally, it is proposed that the City direct unspent funds from tree permits and cash-in-lieu payments to a reserve account, effectively implementing the desired "tree bank" concept. This approach is in keeping with best practices and provides a certain level of flexibility if, for example, funding was

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needed to enhance infrastructure that supports trees or the City wishes to provide a subsidy for purchase of trees as a tree planting incentive.

(11) Is the proposal to require posting a tree permit in keeping with the requirements of other communities? What about the cost of the fine for not posting the permit? Cost of other fines?

Posting a tree permit is recommended to notify the public of approved cutting and permit conditions, as well as advantageous to staff. When the City's urban foresters are out in the community they can quickly determine if an observed tree removal is lawful without having to call the office or take a trip back to the office to look up the location. The majority of other Metro Vancouver municipalities require tree permits to be visibly posted during tree cutting. In the future, online posting of tree permits will be explored as an option as the City continues to update its systems and procedures.

Fines for contravening posting requirements range from \$75 to \$500, with an average fine of \$246. The City's proposal is to charge a fine of \$100 (this amount was adjusted from an original proposal of \$200 in response to input from Committee). Other fines associated with trees and tree cutting are listed in Attachment 3.

(12) How can the City require more trees with large canopies to be planted instead of columnar trees?

The planting of columnar-shaped trees is typically common along commercial streets and in industrial zones, as this type of tree is less likely to impact business visibility or truck movements. Other advantages include the ability to be planted in a smaller space, create a focal point in a landscaped setting for design purposes, and add variety in the species of trees being planted. While they also provide habitat value, improvements to air and water quality, and help in managing storm flows, this type of tree contributes less to canopy cover and intercepts less rainfall than wider-crowned varieties.

The City's development permit area designations for multi-family, commercial and industrial areas in the Official Community Plan require the submission of a landscape plan, review of that plan by staff for compliance with applicable guidelines for development, and approval by the Committee of Council. This process provides for specific consideration of the appropriate type of tree to be planted in new developments. By setting a tree canopy target in the Official Community Plan, Council would be setting a clear objective to enhance the canopy. Accordingly, this report further recommends updating the landscape design guidelines of the Plan to promote the planting of trees that will meet this objective, where appropriate.

(13) Would a tree cutting permit be required for properties within the Agricultural Land Reserve?

This question was asked subsequent to the meeting of the Sustainability and Environment Committee and was reviewed with input from the municipal solicitor.

The City's regulations would likely be applicable to those parts of properties in the Agricultural Land Reserve which are not used for farm purposes, i.e. within the farm home plate as defined by the Zoning Bylaw. Regulating tree removal and requiring replacement trees is unlikely to be

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considered inconsistent with the *Agricultural Land Commission Act* where this part of the property is not used for farm purposes.

B. Recommendation for a Canopy Cover Target

The City's canopy cover is approximately 23.8%, with the calculations used to obtain this figure described in Attachment 4. The proposed regulatory changes are projected to result in an estimated net canopy cover increase of 0.03% per year. This would bring the canopy cover level to 24.1% by 2030 and at this rate, to 25% by 2060.

Achieving a higher canopy level, such as 30%, in the foreseeable future would require more trees being planted. Options to further enhance the tree canopy cover and achieve a 30% canopy cover by 2060 by planting more trees include:

- Increasing the budget for municipal tree planting to plant an additional 480 trees annually at cost of \$240,000 per year (30% cover by 2060)
- Requiring owners to provide a 2:1 for replacement for all tree removals, which could result in an estimated additional 480 trees being planted per year
- Offering a program for discounted tree sales to property owners which could result in the planting of 600 trees annually on private properties at a cost of \$48,000 per year (assumes an 80% survival rate)

If Council determined it wished to implement each of the above measures, then it is estimated that 1440 additional trees would be planted annually at a cost to the City of \$288,000 per year. This could result in a 30% canopy cover being reached as early as 2037.

There are some concerns with the feasibility of each of the measures noted above: the requirement for a 2:1 replacement may not be supported by the community, as it further increases the cost for property owners to cut their trees; it may also be challenging to obtain sufficient space to plant that many trees on municipal lands as open spaces are also needed in park lands and boulevards are likely to require improvements such as curbs; and, the effectiveness of a discounted tree program is highly uncertain.

An alternative to setting an achievable canopy target would be to set an "aspirational" target, such as a target of 40% or a target of 30% if the proposed regulations or funding levels are not also amended. This approach can inspire creative efforts and could lead to some more trees being planted than required by the proposed regulations and municipal actions. However, an aspirational target can also be seen as misleading the public and is not recommended.

C. Recommended Bylaw Amendments

a) Official Community Plan Amendment

It is recommended that an amendment to the Official Community Plan be approved. The proposed changes would:

Proposed Policy for Trees and a new Tree Bylaw

- Augment the environmental objective of the Plan by adding the phrase shown below in bold:

*“Protect environmentally sensitive areas, provide adequate park space in the community and establish links between public open space **and enhance the urban environment of the City by growing its tree canopy**”.*
- Include a new policy (11) in the Growth Management and Sustainability section of the Plan:

“11. Work towards achieving a tree canopy target of 25% by 2060”.
- Revise policy (8) of the Environmental policy section of the Plan as shown below in track changes:

~~“8. Promote the preservation of existing trees and the planting of new trees in application review and approval processes, including permits for tree cutting, demolition, soil removal and deposit, new developments and through DPAs and development control, road infrastructure projects, and the Tree Protection Bylaw.~~

and
- Replace policy (9) of the Environmental policy section of the Plan as shown in track changes:

~~“9. Require landscaping, preferably with native trees and plants, on intensive residential, commercial, and industrial development sites. Ensure that landscape plans associated with new developments and infrastructure projects give consideration to the selection of trees that will contribute to enhancing the tree canopy, creating a diversity of tree species and use of native plant materials.”~~

This report further recommends that Council confirm the consultation process for the Plan amendment to comply with s.475 of the *Local Government Act*.

b) New Tree Bylaw

Following an extensive public consultation process, it is recommended that the attached tree bylaw be approved. The changes that would arise from adoption of this bylaw, which replaces the current bylaw, are detailed in Attachment 3.

c) Other Bylaw Amendments

The following additional bylaws would be submitted to Council:

- i. An amendment to include a new schedule in the Fees and Charges Bylaw to set the recommended tree cutting permit fee (\$100/tree approved to be cut);
- ii. An amendment to the Delegation of Authority Bylaw to provide that the Committee of Council may consider a decision of the Manager of Parks Services with respect to the issuance of a tree cutting permit; and

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- iii. An amendment to the Bylaw Notice Enforcement Bylaw to increase the fines for unauthorized tree cutting. A comparison of the proposed fines with those charged by other communities is also included in Attachment 3.

D. Future Communications

Providing educational materials and actions is planned to be an integral part of the City's tree management strategy, once the new policies and regulations are adopted. The strategy is projected to include an online tree portal describing the benefits of trees, tree hazard warning signs, how and when to acquire a tree permit, and penalties for bylaw contravention. Materials to be made available to the public would include tree pruning advice, a tree species selection tool, a list of local arborists, and instructional videos (e.g. how to plant a tree, etc.). The City would also look to collaborate with community organizations to increase awareness of the City's urban forest and its benefits, and to find ways to support volunteer initiatives such as by the Heritage Society and the Heritage Tree Group. There are no additional costs projected for this work.

FINANCIAL IMPLICATIONS


The proposed increased tree cutting permit fees and cash-in-lieu of replanting, if approved, will increase the amount of funding available to plant new trees, limiting the need for additional, annual funding requests. Based on the adjusted figures, staff forecasted permit revenues to increase from an average of \$10,000 per year to approximately \$48,000 per year. This would allow for better species selection at tree nurseries, improved purchasing power, more strategic planting schedules and timelines, and better success and longevity rates leading to increased canopy densification. Unspent revenues will be placed in a reserve account to fund future tree planting.

PUBLIC CONSULTATION

The recommendations of this report reflect the substantial public consultation that took place in 2017 ("Let's Talk Trees") and 2018 (review of proposed regulations). Further input would be obtained at the public hearing held in consideration of amending the Official Community Plan.

OPTIONS


With respect to amending the Official Community Plan and setting a tree canopy target.

#	Description
1 	Recommend to Council that the Official Community Plan be amended to set a tree canopy target of 25% based on the calculation of achievable canopy and add policies and guidelines promoting enhanced tree protection, planting more trees and planting trees with larger crowns
2	Request staff bring forward a strategy to achieve a tree canopy target higher than 25% (such as 30%) including recommended changes to the proposed tree bylaw

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	and municipal budget, before making a decision on amending the Official Community Plan.
3	Set an “aspirational” canopy target of 40% and request staff bring forward a revised Official Community Plan amendment bylaw that would reflect this target.

With respect to adopting a new tree bylaw and associated regulations:

#	Description
1 	Recommend to Council that the new tree bylaw and regulations be adopted to enhance tree management, protection and replanting
2	Request additional information prior to making a decision on the proposed amendments
3	Determine that it does not wish to make any changes to current policies and regulations.

Report prepared by: Neil MacEachern, Doug Rose

ATTACHMENTS

Attachment 1. Proposed Official Community Plan amendment

Attachment 2. Proposed Tree Bylaw 2019

Attachment 3. Comparison of regulations of current tree bylaw with proposed regulations;
Comparison of fines

Attachment 4. Backgrounder: Calculating Port Coquitlam’s Tree Canopy

CITY OF PORT COQUITLAM

OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2018

Bylaw No.

Whereas an Official Community Plan was adopted by the "Official Community Plan Bylaw, 2013, No. 3838"

And whereas an amendment to the Official Community Plan has been prepared and after First Reading of this Bylaw the Council has:

- (a) considered the amendment to the plan in conjunction with the City's financial plan;*
- (b) determined that no applicable waste management plan exists for consideration;*
- (c) determined that sufficient opportunities for consultation on the amendment to the plan have been provided;*
- (d) determined that the amendment to the plan does not affect the City of Coquitlam, District of Pitt Meadows, School District No. 43, the Metro Vancouver Regional District, TransLink, the Kwikwetlem First Nation or the provincial or federal government or their agencies.*

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. Citation

This Bylaw may be cited as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2019, No. xxxx.

2. Administration

- 1) That Section 3, **Objectives**, be amended by augmenting the objective for Environment and Parks "Protect environmentally sensitive areas, provide adequate park space in the community and establish links between public open spaces" with the additional clause, "and enhance the urban environment of the City by growing its tree canopy".
- 2) That the following new policy 11. be added to Section 7.1, Growth Management and Sustainability,

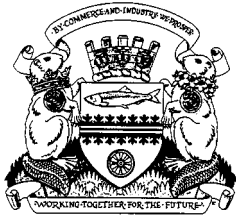
"11. Work towards achieving a tree canopy target of 25% by 2060."

- 3) That the objective referenced in the heading of Section 7.4, Environment and Parks, be replaced with the augmented objective, "Protect environmentally sensitive areas, provide adequate park space in the community and establish links between public open space and enhance the urban environment of the City by growing its tree canopy".
- 4) That policies 8 and 9 of Section 7.4, Environment and Parks, be replaced with the following policies:

"8. Promote the preservation of existing trees and the planting of new trees in application review and approval processes, including permits for tree

cutting, demolition, soil removal and deposit, new developments and infrastructure projects.”

- "9. Ensure that landscape plans associated with new developments and infrastructure projects give consideration to the selection of trees that will contribute to enhancing the tree canopy, creating a diversity of tree species and use of native plant materials.”



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO.

The Council of the Corporation of the City of Port Coquitlam, enacts as follows:

1. CITATION

1.1 This bylaw may be cited as “Tree Bylaw, 2019, No.x “

2. REPEAL

1.1 City of Port Coquitlam Tree Bylaw, 2005, NO. 3474, as amended, is repealed.

2.1

3. INTERPRETATION

2.1 In this bylaw, unless the context indicates otherwise:

- (a) **Arborist Report** means a document indicating the location, species, diameter, height, habitat features, and condition, in addition to relevant site conditions (e.g. infrastructure, watercourses, floodplain, etc.) produced and signed by a certified arborist and/or qualified tree risk assessor, as applicable;
- (b) **Bylaw Enforcement Officer** means an individual designated as a Bylaw Enforcement Officer;
- (c) **Caliper diameter** means the width of the main stem of a juvenile tree, measured at a height of 15 cm above the root ball;
- (d) **Certified Arborist** means a person certified by the International Society of Arboriculture as an arborist;
- (e) **City** means the City of Port Coquitlam;
- (f) **Cut** or **Cutting** means the severing, or knowingly allow to be severed the trunk or stem of a tree;
- (g) **Damage** means to conduct, or to knowingly allow to be conducted:

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- (i) severing or harming the roots growing inside the root protection zone of a tree;
- (ii) placing fill, building materials or structure upon land inside the root protection zone of a tree;
- (iii) operating trucks, backhoes, excavators or other heavy inside the root protection zone of a tree;
- (iv) denting, gouging or harming the stem of a tree;
- (v) removing bark from a tree;
- (vi) depositing concrete washout or other liquid or chemical substances harmful to the health of a tree on land inside the root protection zone of a tree;
- (vii) adding or removing soil from land inside the root protection zone of a tree which changes the original soil grade;
- (viii) undermining the roots inside the root protection zone of a tree;
- (ix) pruning a tree in such a way that may cause the instability or death of the tree; or
- (x) topping a tree by removing the vertical stem and upper primary limbs of a tree;

(h) **Development** means any building modification requiring a building permit from the City;

(i) **Diameter** means the width of the stem(s) of a tree, such that:

- (i) the diameter is the circumference of the stem of a tree measured 1.4 metres above natural grade, divided by 3.142;
- (ii) where natural grade is sloped, diameter shall be measured 1.4 metres above the mid-point between high and low sides of the natural grade;
- (iii) The diameter of a tree having multiple stems 1.4 metres above the natural grade shall be the sum of:
 - A. 100% of the diameter of the largest stem; and
 - B. 60% of the diameters of each additional stem;

- (j) **Drip line** means perimeter of the area directly beneath the ends of the outermost branches of a tree;
- (k) **Hazardous tree** means any tree which due to its condition, health or any other circumstances has been determined by a Qualified Tree Risk Assessor to present a hazard to the safety of persons, private property, or other tree(s);
- (l) **ISA** means International Society of Arboriculture;
- (m) **Location** of a tree means the point at which the main stem of a tree meets the ground;
- (n) **Lot** means a parcel of land registered in the Land Title Office and includes parcels created by bare land strata subdivision and common property shown on a strata plan;
- (o) **Manager of Parks Services** means the person appointed by the City as Manager of Parks Services and any duly authorized delegate of the Manager of Parks Services;
- (p) **Owner** means in respect of a lot:
 - (i) the registered owner;
 - (ii) the holder of the last registered agreement for sale;
 - (iii) a strata corporation if the lot is common property; or
 - (iv) an agent authorized in writing by the owner to act on the owner's behalf;
- (q) **Permit** means a permit issued by the City, including a building permit, demolition permit, development permit, development variance permit, heritage alteration permit, soil removal and deposit permit, temporary use permit, or any other permit deemed applicable by the City;
- (r) **Protective barrier** means fencing constructed around a tree in accordance with Schedule "B" of this bylaw to protect the tree from damage during site work or construction;
- (s) **Prune** or **Pruning** means the removal of living or dead parts of a tree, including branches, in order to maintain shape, health, flowering or to regulate growth;

- (t) **Qualified Tree Risk Assessor** means any person possessing a valid Tree Risk Assessment Qualification from International Society of Arboriculture;
- (u) **Remove** or **Removing** means to uproot, or cause or allow to be uprooted, or to move, or cause or allow to be taken off a lot;
- (v) **Replacement tree** means a tree with a minimum caliper diameter of 5.0 cm if deciduous, or a minimum height of 2.0 m if coniferous, planted on a lot to replace a tree which has been cut down on the same lot;
- (w) **Retained tree** means a tree on a lot in respect of which a tree cutting permit is issued that is not permitted to be cut;
- (x) **Root protection zone** means a circular area extending outward from the stem of a tree, whose radius is equal to six times the diameter of the tree;
- (y) **Shared tree** means a tree with any part of its trunk crossing a property line, including where the adjacent property is a highway, park, or other City-owned property;
- (z) **Significant tree** means a tree listed and identified in Schedule 'A';
- (aa) **Snag** means any dead standing tree;
- (bb) **Stem** means a main segment of a tree which grows upward from the ground;
- (cc) **Tree** means a woody perennial plant having a single stem or group of stems with a diameter of at least 15 cm measured 1.4 metres above natural grade or a height of at least 5 metres; and includes:
- (i) a replacement tree; or
 - (ii) a tree planted as a condition of a development permit;
- (dd) **Tree Cutting Permit** means a permit issued by the Manager of Parks Services in accordance with this bylaw, which shall permit the cutting and replacement of trees under the conditions stipulated in the permit;
- (ee) **Tree Cutting Plan** means a plan based on the tree survey, which shows the trees proposed to be cut;
- (ff) **Tree Replacement Plan** means a plan which shows the location, size (height and/or caliper diameter) and species of replacement trees to be planted upon a subject lot; and

(gg) **Tree Risk Assessment** means an analysis of tree hazard that includes documented assessment of site factors, tree health and species profile, load factors, tree defects and conditions affecting the likelihood of failure, risk categorization, and mitigation options.

2.2 A reference in this bylaw to an enactment is a reference to that enactment as amended or replaced from time to time.

2.3 Words used in the singular form in this bylaw include the plural and gender specific terms include all genders and corporations.

2.4 Headings in this bylaw are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this bylaw.

2.5 A decision by a court that any part of this bylaw is illegal, void or unenforceable severs that part of this bylaw and does not affect the validity of the remainder of this bylaw.

3. APPLICATION OF BYLAW

3.1 This bylaw applies to all trees within the City except as provided in section 3.2.

3.2 This bylaw does not apply to:

(a) trees that are cut, removed, or damaged pursuant to the *Railway Safety Act*, SBC 2004, c.8, the *Hydro and Power Authority Act*, RSBC 1996, c.212, or the *Oil and Gas Activities Act*, SBC 2008, c.36; and

(b) trees on City-owned property or highways that are cut or removed by the City or its authorized agents in accordance with approved City operations.

4. PROHIBITIONS

4.1 No person shall cut, remove or damage any tree, except in accordance with the terms of a tree cutting permit issued under this bylaw.

4.2 No person shall remove, conceal, or otherwise interfere with a posted Stop Work Order issued under this bylaw.

4.3 No person shall alter, falsify, or otherwise misrepresent any information on or for a tree cutting permit or application.

4.4 No person shall fasten any sign, notice, or other object to, around, or through any tree or shrub of any size located on City-owned or occupied land, including any tree or shrub located on a highway.

5. TREE CUTTING PERMITS

- 5.1 An owner may apply to the Manager of Parks Services for a tree cutting permit.
- 5.2 No tree cutting permit is required
- (a) to prune a tree in accordance with ISA guidelines; or
 - (b) where a hazardous tree is in imminent danger of falling and injuring persons or property due to natural causes and it is not possible to obtain a tree cutting permit prior to the tree falling. The owner may cut the tree or have it cut but shall report the cutting of the tree to the Manager of Parks Services the next business day along with a photograph of the tree prior to such cutting and shall forthwith apply for a tree cutting permit. The owner shall not remove the tree from the lot until the City has attended at the site. If the Manager of Parks Services determines that the tree was not in imminent danger of falling or was in imminent danger of falling due to reasons other than natural causes, the owner may be subject to the offences and penalties in section 10 of this bylaw.
- 5.3 An application for a tree cutting permit must be made in the form prescribed for that purpose from time to time by the Manager of Parks Services and must include all of the following:
- (a) the civic address and legal description of the lot or lots on which the trees proposed to be cut or removed are located;
 - (b) if the applicant is not the owner of the lot on which the tree proposed to be cut or removed is located, the written consent of all owners of that lot;
 - (c) a statement of purpose and rationale for the proposed tree cutting or removal;
 - (d) a non-refundable application fee set out in the *Fees and Charges Bylaw, 2015, No. 3892*;
 - (e) a tree replacement plan in accordance with section 6 of this bylaw;
 - (f) a security deposit in accordance with section 7 of this bylaw;
 - (g) details of the scale, methods, and timing of the proposed cutting or removal of trees;
 - (h) where the tree is a shared tree, a letter from the owners of the adjacent lot consenting to the cutting or removal of the shared tree, together with current contact information for each of those owners; and

- 5.4 In addition to the requirements in section 5.3, the Manager of Parks Services may also require an applicant for a tree cutting permit to provide:
- (a) an arborist report, a tree risk assessment, and a tree cutting plan;
 - (b) a title search for the lot or lots on which the trees proposed to be cut or removed are located, obtained from the Land Title Office, along with copies of any covenants or similar agreements registered against title to the lot and relating to the use of the lot or the cutting or removal of trees on the lot;
 - (c) where a tree is proposed to be cut for the purpose of a development, the permits associated with the property on which the tree is to be cut; and
 - (d) if the tree cutting permit is sought in respect of a lot in a development permit area identified in the *Official Community Plan, 2013, No. 3838*:
 - (i) where applicable, a report from an engineer assessing issues relating to slope stability, flooding, and erosion on the lot, certifying that the proposed cutting or removal of the tree(s) will not destabilize slopes or cause flooding or erosion, and specifying any conditions under which the proposed cutting or removal of the tree(s) may take place, including the appropriate extent, timing, and phasing of the cutting or removal to address public health and safety concerns, minimize impacts to adjacent properties, protect retained trees, and protect other environmental features or functions;
 - (ii) where applicable, proof of approval from the Ministry of Environment & Climate Change Strategy, Fisheries and Oceans Canada, or both for areas protected for fish habitat or flood-proofing purposes; and
 - (iii) where applicable, adherence to the watercourse development permit area designation in the Official Community Plan.

5.5 The Manager of Parks Services may:

- (a) issue a tree cutting permit; or
- (b) issue a tree cutting permit subject to terms and conditions with respect to the extent, timing and phasing of tree cutting, removal and replacement; the location of replacement trees to be planted; and proposed methods to access the site, control erosion, manage runoff, and protect retained trees.

5.6 The Manager of Parks Services may refuse to issue a tree cutting permit where:

- (a) the proposed tree cutting would take place during nesting season (March 1 through July 31) of any given year except where:

- (i) the applicant submits a biological survey prepared by a Qualified Environmental Professional identifying any active nests located upon or in the vicinity of the lot; and
 - (ii) the applicant provides detailed measures to be taken for the protection of such nests in accordance with any requirements under the *Wildlife Act*, RSBC 1996, c.488, and other applicable legislation; or
 - (b) the tree proposed to be cut is a significant tree, unless:
 - (i) the significant tree is a hazardous tree; or
 - (ii) the Manager of Parks Services determines following review of engineering, architectural, or landscaping drawings and an arborist report that cutting is necessary for:
 - A. the construction of or addition to a building;
 - B. the construction of off-street parking or an underground or above ground utility corridor; or
 - C. the construction of roads or services.
- 5.7 The Manager of Parks Services may suspend or revoke a tree cutting permit at any time if the Manager of Parks Services determines that:
- (a) tree cutting and replacement is not being carried out in accordance with the terms of this bylaw, the tree cutting permit or both; or
 - (b) the information on which the issuance of the tree cutting permit was based is incorrect.
- 5.8 Unless otherwise specified in a tree cutting permit, a tree cutting permit shall expire within one year after the date of issuance.
- 5.9 Every person issued a tree cutting permit shall post a copy of the permit in a conspicuous place at the front of the lot to which the tree cutting permit relates for the duration of the activities permitted in the tree cutting permit.
- 5.10 A tree cutting permit only grants permission pursuant to this bylaw and does not relieve the owner from complying with all other laws, regulations and requirements of any public authority having jurisdiction, nor relieve the holder from complying with civil, common law or contractual obligations.

6. TREE REPLACEMENT

- 6.1 Every applicant for a tree cutting permit shall provide a tree replacement plan acceptable to the Manager of Parks Services.
- 6.2 A tree replacement plan shall provide for one replacement tree to be planted for each tree proposed to be cut, except as provided in sections 6.3 and 6.4.
- 6.3 A tree replacement plan shall provide for two replacement trees to be planted for each significant tree proposed to be cut.
- 6.4 No replacement tree shall be required where the largest stem of the tree to be replaced is within a 5 metre radius of the largest stem of another tree.
- 6.5 Every owner who is issued a tree cutting permit shall plant replacement trees in accordance with the associated tree replacement plan.
- 6.6 Where an owner submits an arborist report that indicates that the subject lot cannot accommodate a replacement tree or replacement trees, the Manager of Parks Services may permit the owner to contribute \$500 in lieu of each replacement tree not planted.
- 6.7 Every owner shall maintain in good health in accordance with sound arboricultural practice every replacement tree planted pursuant to a tree replacement plan for a period of 1 year after planting.
- 6.8 Where a replacement tree does not survive for 1 year after planting, the owner shall, within 6 months, remove the deceased tree and provide a new replacement tree in a location satisfactory to the Manager of Parks Services. The owner shall thereafter maintain the new replacement tree in accordance with section 6.7.

7. SECURITY DEPOSITS

- 7.1 Every applicant for a tree cutting permit shall submit with the application a security deposit, in the form of cash or irrevocable letter of credit drawn upon a chartered bank in a form acceptable to the Manager of Parks Services, for full and proper compliance with all the terms in a tree cutting permit, including the planting and maintenance of all replacement trees.
- 7.2 The amount of security shall be \$500 per required replacement tree.
- 7.3 If at any time an owner fails to comply with the provisions of this bylaw, a tree cutting permit or a tree replacement plan, the City may by its employees or contractors enter upon the lot that is the subject of the requirements and fulfill the requirements of the owner and, for such purposes, the City may draw upon the security provided and expend the funds to cover its costs and expenses of so doing.

- 7.4 The City shall release the security provided by an owner in respect of each replacement tree when the Manager of Parks Services determines, in his or her sole discretion, that a replacement tree has been planted and maintained in good health for a period of 1 year. In the event that the Manager of Parks Services determines an owner has not maintained a replacement tree in good health for 1 year, the City may retain the security until the Manager of Parks Services is satisfied that the replacement tree, or a tree planted to replace a deceased replacement tree, is in good health and is expected to grow to maturity.
- 7.5 The Manager of Parks Services may waive the requirement to post security under this section 7 if the owner has provided other security relating to a development on the lot that permits the City to draw down on such security to fulfill the owner's obligations under a tree cutting permit, tree replacement plan and this bylaw.
- 7.6 The Manager of Parks Services may waive the requirement to post security under this section 7 if the owner carries on an institutional or single residential use as set out in the *Zoning Bylaw, 2008, No. 3630*.

8. TREE PROTECTION DURING CONSTRUCTION AND DEMOLITION

- 8.1 Where the drip line of a tree is within 4 metres from any excavation, demolition, construction, fill or engineering works proposed on a lot, the owner shall install a protective barrier around the root protection zone of the tree.
- 8.2 Where the drip line of a tree on an adjacent lot is within 4 metres from any excavation, demolition, construction, fill or engineering works proposed on a lot, the owner shall, with the consent of the owner of the adjacent lot, install a protective barrier around the root protection zone of the tree. In the event that the owner cannot obtain such consent from the owner of the adjacent lot, the owner shall install a protective barrier around the tree to the property line of the owner's lot.
- 8.3 No demolition permit, building permit, or fill permit shall be issued before the installation of protective barriers has been satisfactorily demonstrated to the City, if such barriers are required in accordance with sections 8.1 and 8.2.
- 8.4 A protective barrier must remain in place for the duration of all excavation, construction, demolition, or fill activity on the lot until removal of the protective barrier is approved by the Manager of Parks Services.
- 8.5 No person shall disturb the area within a root protection zone by site grading, deposition or storage of soil or any other material, disposal of any toxic material, access by any vehicular traffic or heavy equipment, use of the area as an amenity space during construction, use of tree trunks as a winch support, anchorage, or temporary power pole or in any other manner.

8.6 Notwithstanding sections 8.4 and 8.5, a protective barrier may be temporarily removed or relocated in order to allow work to be done within or near a root protection zone if the owner has, prior to such removal or relocation, provided the City with:

- (a) a report from a certified arborist, satisfactory to the Manager of Parks Services, setting out the reasons and proposed duration for such removal or relocation; and
- (b) a signed letter of undertaking from a certified arborist, in the form prescribed for that purpose from time to time by the Manager of Parks Services, confirming that the certified arborist will be onsite and supervising all such work,

and thereafter the owner shall only remove or relocate the protective barrier in accordance with the approved report and at those times during which the certified arborist is onsite and supervising all such work.

9. INSPECTIONS AND STOP WORK ORDERS

9.1 Bylaw enforcement officers and any other employees or agents of the City authorized to administer or enforce this bylaw may, in accordance with section 16 of the *Community Charter*, enter any lot at all reasonable times without the consent of the owner to ascertain whether the requirements of this bylaw or a tree cutting permit are being observed.

9.2 No person shall obstruct or attempt to obstruct any bylaw enforcement officer, employee or agent of the City in the exercise of any of that person's duties under this bylaw.

9.3 A bylaw enforcement officer may issue a Stop Work Order if any tree is being cut or damaged in contravention of this bylaw or a tree cutting permit. A bylaw enforcement officer may post the Stop Work Order in a conspicuous location near the front of the lot. Upon receipt of a Stop Work Order, the owner and owner's agents shall immediately cease all tree cutting or damaging activities and shall not resume unless authorized by the Manager of Parks Services.

9.4 Where a tree has been cut or damaged in contravention of this bylaw or a tree cutting permit, the trunk, limbs, roots and remains of the tree shall not be removed from the lot until an investigation and assessment is complete and the removal is expressly authorized by the Manager of Parks Services.

10. OFFENCES AND PENALTIES

10.1 This bylaw may be enforced by the provisions of the *Bylaw Notice Enforcement Bylaw No. 3814, 2013*, and the *Ticket Information Utilization Bylaw, 1992, No. 2743*.

10.2 Any person who:

- (a) contravenes or violates any provision of this bylaw or of a tree cutting permit issued under this bylaw;
- (b) allows any act or thing to be done in contravention or violation of this bylaw or of a tree cutting permit issued under this bylaw; or
- (c) fails or neglects to do anything required to be done by this bylaw or a tree cutting permit issued under this bylaw,

commits an offence, and where the offence is a continuing one, each day the offence is continued constitutes a separate offence.

10.3 Where one or more tree is cut, removed or damaged in contravention of this bylaw or a tree cutting permit or one or more tree is not replaced or maintained in accordance with a tree replacement plan, a separate offence is committed in respect of each tree.

10.4 Upon being convicted of an offence under this bylaw, a person shall be liable to pay penalties not exceeding the amounts provided for in the *Offence Act*, RSBC 1996, c.338.

10.5 In addition to any other penalty which may be imposed under this bylaw, where an owner cuts, removes or damages, or causes or allows any tree to be cut, removed or damaged in contravention of this bylaw or of any term or condition of a tree cutting permit issued under this bylaw, the owner shall, within 30 days of receiving notice of such requirement from the Manager of Parks Services:

- (a) submit for the Manager of Parks Service's approval a tree replacement plan prepared by a certified arborist providing for 3 replacement trees to be planted for each tree unlawfully cut and specifying the location of such replacement trees; and
- (b) submit security in accordance with section 7 of this bylaw.

10.6 Every owner who submits a tree replacement plan and security under section 10.5 of this bylaw shall plant replacement trees in accordance with the approved tree replacement plan and sections 6.5, 6.6, 7.3 and 7.4 of this bylaw shall apply to the replacement trees and the security.

SCHEDULE "A"

SIGNIFICANT TREES

TYPE	Minimum SIZE
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Rare Native Tree Species

- Pacific Dogwood (*Cornus nuttallii*) 10 cm diameter
- Arbutus (*Arbutus menziesii*) 10 cm diameter
- Western Yew (*Taxus brevifolia*) 10 cm diameter
- Western white pine (*Pinus monticola*) 10 cm diameter
- Garry oak (*Quercus garryana*) 10 cm diameter
- Oregon ash (*Fraxinus latifolia*) 10 cm diameter

Wildlife Trees

- Any dead, standing snag used as wildlife habitat.

Heritage Trees

- Any tree designated and registered by size, age or cultural significance that has been entered upon a list of heritage trees.

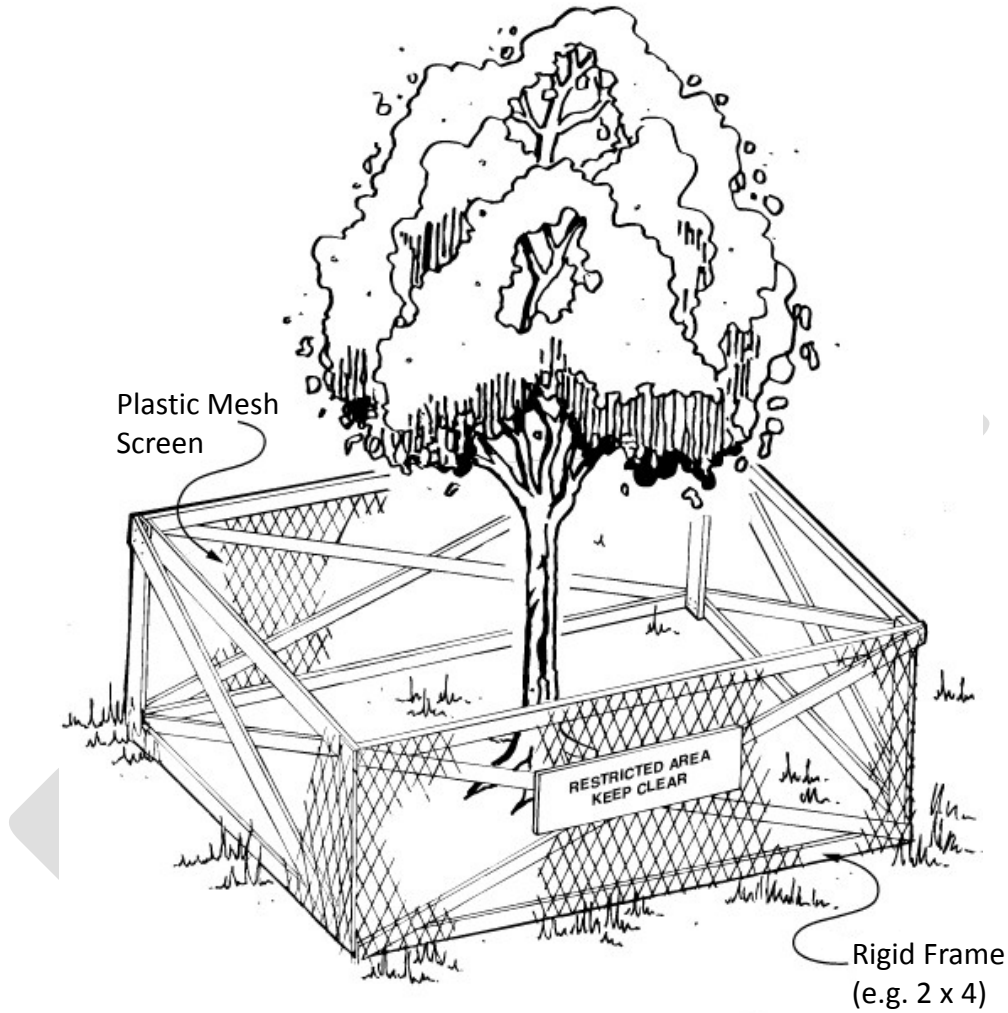
Specimen Trees

- Any tree with a diameter of 60 cm or greater, excluding Black cottonwood (*Populus balsamifera* ssp. *Trichocarpa*), Balsam poplar (*Populus balsamifera* ssp. *Balsamifera*), and Trembling aspen (*Populus tremuloides*).

SCHEDULE "B"

BYLAW xxxx

PROTECTIVE BARRIER



Tree Diameter (cm)	20	25	30	35	40	45	50	55	60	75	90	100
Minimum Distance from tree to Protective Barrier (m)	1.2	1.5	1.8	2.1	2.4	2.7	3.0	3.3	3.6	4.5	5.4	6.0

Attachment 2: Comparison of Regulations

Table 1: Comparison of Tree Bylaw, 2005 with Proposed Tree Bylaw, 2019

Regulation	Current Bylaw	Proposed Bylaw
Requirement to obtain a permit to cut a tree	DBH larger than 20 cm. DBH is defined as the diameter of the trunk of the tree at breast height.	<p>DBH larger than 15 cm (i.e., tree permits will be required for smaller trees)</p> <p>Tree height more than 5m (i.e., a tall tree with a DBH less than 15 cm also requires a permit)</p> <p>A tree of any size required to have been planted per a landscape plan forming part of a development permit</p> <p>Any tree on City-owned property, including park, boulevard and other public property, if proposed to be cut by a private individual (not the City)</p>
Definition of a significant tree	<ul style="list-style-type: none"> ▪ a large native species ▪ a wildlife tree (used for bird nest) ▪ a registered heritage tree, or ▪ an unusual specimen tree 	<ul style="list-style-type: none"> ▪ a rare native species with a DBH greater than 10cm ▪ a dead, standing snag used as wildlife habitat ▪ a tree listed as heritage on a list approved by Council ▪ a very large tree having a DBH greater than >60 cm. (about 2')
Refusal of permit to cut a significant tree	May be refused unless tree is hazardous or within required area for services or building	No change to bylaw provisions. Proposed OCP policy promotes retention of significant trees through variance to siting of building/services
Requirement to replant	Not required by bylaw. Staff negotiate with owners to obtain replacement of a significant tree through the permit issuance process	Requires: <ul style="list-style-type: none"> ▪ one replacement tree planted for each cut tree ▪ two replacement trees planted for each cut significant tree
Cash-in-lieu of replanting	Not required. However, staff may negotiate with owners for funding	Provides option that cash-in-lieu of on-site planting may be paid in the amount of \$500
Post tree cutting permit	Not required	Require permit to be posted in a visible location during cutting
Permit Fee	<p>No fee to cut one tree per year on a property (permit required)</p> <p>Fee of \$50 plus \$20 per tree approved to be cut for a single residential lot owner to cut > 1 tree/year; fee of \$75 plus \$25 per tree for all other lot owners</p>	Fee of \$100 for each tree approved to be cut.

Regulation	Current Bylaw	Proposed Bylaw
Permit fee to cut a tree that the owner considers to be hazardous	No fee.	No fee. Retroactive permit required to be obtained from City within 2 days that the tree is removed.
Penalties	Range from \$100 to \$500.	Range from \$100 to \$2000 For example: <ul style="list-style-type: none"> ▪ \$100 failure to display permit ▪ \$2000 unauthorized cutting of a significant tree.
	<u>One</u> replacement tree must be planted for each tree removed without authorization	<u>Three</u> replacement trees must be planted for each tree removed without authorization.
Protective fencing around retained trees	Not required. Often obtained as a condition of development approval or through negotiations in issuing a tree cutting permit	Required prior to issuance of: <ul style="list-style-type: none"> ▪ demolition permit ▪ soil removal or soil deposit ▪ development permit ▪ tree cutting permit.

Table 2: Comparison of proposed fines with fines charged in other Metro Vancouver municipalities.

Infraction	Other Metro Bylaws			Proposed in PoCo	
	Min	Max	Average	Paid 14 days	Full
Fail to display permit	\$ 75	\$ 500	\$246	\$ 100	\$ 200
Cut w/o valid permit	\$500	\$ 2,000	\$917	\$ 750	\$1,000
Remove tree w/o Permit	\$500	\$ 2,000	\$958	\$ 750	\$1,000
Damage to a tree	\$500	\$ 1,000	\$750	\$ 375	\$ 500
Remove heritage or significant	\$1,000	\$10,000	\$4,000	\$ 1,500	\$2,000
Damage heritage or significant	\$2,000	\$ 2,000	\$2,000	\$ 750	\$1,000
Fail to comply with conditions	\$500	\$ 2,000	\$906	\$ 375	\$ 500
Alter/falsify permit or app'n	\$500	\$ 1,000	\$750	\$ 375	\$ 500
Fail to plant or maintain replacement tree	\$300	\$ 1,000	\$619	\$ 750	\$1,000
Fail to install or maintain protective barrier	\$200	\$ 1,000	\$531	\$ 375	\$ 500
Disobey stop work order	\$500	\$ 1,000	\$667	\$ 750	\$1,000
Obstruct entry of City agent	\$100	\$ 1,000	\$460	\$ 375	\$ 500

Attachment 4: Backgrounder re Canopy Cover Calculation
(Information provided to Committee in 2017, updated with current data)

CALCULATION OF PORT COQUITLAM'S CANOPY COVER

A tree's canopy is defined as the area underneath a tree's leaf and branch cover and the City's canopy cover is defined as the relative amount of land which is shaded by the tree canopy. Canopy cover level is an indicator of benefits derived from trees including perceived greenness, amount of rainfall interception, thermal regulation, and pollution absorption. A higher canopy cover level is generally seen as having greater social and environmental benefits than a lower canopy cover level.

An assessment of the canopy cover level using the USDA i-Tree tool¹ for the years from 2004 to 2016 indicated the City's coverage is 23.8% and it has remained steady at this level during the 12 year period. This canopy covers some 1400 acres, with roughly 55% growing on privately-owned lands and 45% on public lands (parks, natural areas along rivers and streams, trails, schools, streets and other rights-of-way)². Approximately 4,700 of these trees are located within active parks or along streets and actively managed by the City at an annual cost of \$460,000 (this budget includes watering, pruning, risk assessment, and tree removal when necessary).

Estimated Canopy Cover Level by Land Use within Developed Areas³

Use	Area (km ²)	Canopy Cover		
		2004	2016	Change
Ground-Oriented Residential	7.62	22.1%	23.0%	+0.9%
Apartment	0.53	30.8%	25.6%	-5.1%
Industrial (excluding CP Rail)	2.61	7.3%	5.1%	-2.3%
Commercial	0.75	16.7%	10.4%	-6.3%
Institutional	1.32	26.5%	25.5%	-1.0%
Parks	2.21	72.7%	73.6%	+0.9%
Roads & Rights-of-Way	4.85	14.9%	17.5%	+2.6%
Vacant	2.08	43.1%	35.3%	-7.8%
Total	21.98	23.8%	23.8%	0.0%

The assessment reveals there has been significant variation in change to canopy cover in different land use categories. In general, it has increased in ground-oriented residential areas (single family homes, duplexes, townhouses) and on public lands, primarily due to a widening of tree crowns as trees grow because the total number of trees within these land uses declined over the 12-year

¹ This is a tool used to evaluate canopy density. Note that the tool does not distinguish between deciduous versus coniferous trees, or the height of trees. It also does not translate into an estimate of the number of trees in an area as this will vary depending on the individual crown size.

² This number is based on a calculation using the USDA i-Tree tool as further described in Section 3.3. It assumes an average tree crown is a medium-sized (9m diameter) tree.

³ This table provides a calculation of the number of trees within the City's Urban Containment Boundary as defined in the Official Community Plan. Ground-oriented residential uses includes lands zoned single residential, duplex and townhouse; vacant lands includes lands zoned Agriculture and designated for future development but not in the Agriculture Land Reserve.

Attachment 4: Backgrounder re Canopy Cover Calculation
 (Information provided to Committee in 2017, updated with current data)

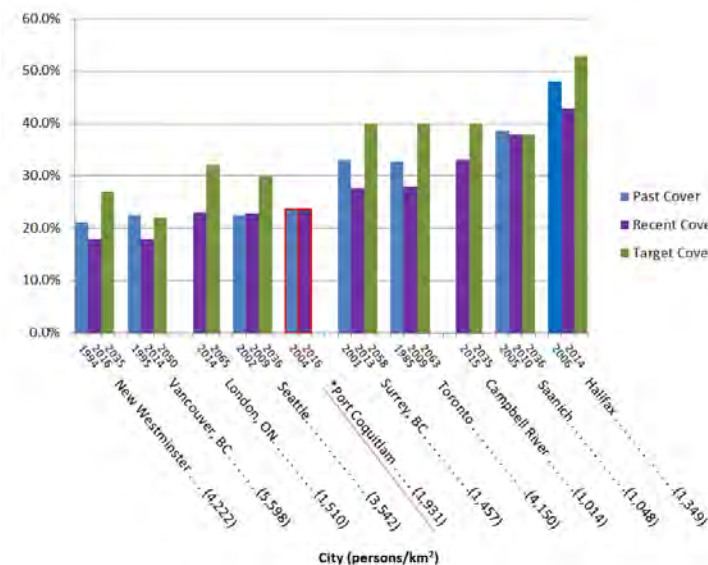
period. It decreased in areas developed for other land uses. As most of the original forest was cleared many years ago, the more recent decrease is primarily attributed to a loss of mature trees in areas redeveloping to higher densities, such as the downtown apartment area. When new apartment buildings replace older, small homes, sites must be cleared to their lot lines to accommodate the underground parking structure and existing vegetation cannot be retained.

Overall, the number of trees cut pursuant to issued permits ranged from 50 to 1500 trees per year, with an average of approximately 600. This loss is partially offset by the planting of new trees, as the City adds between 50 and 300 new trees per year in its streets and parks, depending on the amount of funding obtained from the tree cutting permit fees. Developers plant between 50 and 150 street trees per year plus an unknown number of on-site trees as part of their site landscaping requirements. The number of trees planted annually by property owners (mostly single family) is also unknown, but observations indicate this is insignificant.

Projecting the 12-year trend in the future is not definitive - there could be either a slight decrease or a slight increase in the canopy depending on when land is redeveloped and the number of treed sites included within this redevelopment. Another factor is the age of redevelopment as, for example, in areas where there was extensive replanting over a relatively short period of time, such as Citadel Heights, canopy growth over the last decade substantially increased but it is not expected to be sustained. Over time, residents will look to reduce shading, expand their building footprint, or enhance their views by cutting trees and the gains will be reduced.

CANOPY COVER TARGETS IN OTHER COMMUNITIES

Three Lower Mainland communities have set targets for the amount of tree canopy they wish to see in their communities: New Westminster plans to increase its existing canopy of 18% to 27% by 2035; Vancouver is looking for a 4% increase to 22% by 2050; and, Surrey has set a canopy target of 40% by 2058, an increase to its current coverage of 27.8%. Elsewhere, the City of Toronto has a canopy cover of 28%, similar to other older Canadian cities which have more large mature trees.



OPTIONS FOR PORT COQUITLAM

- (1) **A no net loss scenario to maintain the existing tree canopy cover of 23.8%:** If the City retains its existing regulations, the tree canopy will start to decline. To keep to a no-net loss scenario, the City would need to enhance existing planting programs by an estimated 350 trees per year, or implement tree cutting regulatory changes which do not have the full scope of that proposed.
- (2) **An achievable canopy target of 25%:** This option would involve planting more trees along with fewer trees being cut. This target could be met by 2060 through the planting of an additional 13,000 small trees, 4,000 medium-sized trees or 1,250 large trees and it is anticipated that the City can achieve this target through implementation of the proposed regulatory changes.
- (3) **An achievable canopy target of 30%:** Achieving this target by 2060 would require a substantial increase in the tree canopy not only in ground-oriented residential areas and public lands but also in industrial and commercial areas, and would equate to the addition of 78,000 small trees, 24,000 medium-sized trees or 7,600 large trees, or an annual net gain of 480 medium-sized trees. It could likely only be achieved if there was a significant investment from the private sector responding to a significant shift in policy and regulations. To implement this scenario, developed sites would need to be reconfigured to replace their surface parking lots or informal storage areas with trees and new developments would be required to provide a significantly higher number of trees than currently achieved (at least two to one for each tree cut) in addition to substantial increases in street trees
- (4) **An aspirational canopy target of 40%:** An aspirational target may be set if a community wishes to inspire decisions in keeping with the desired direction, but it is not set with the expectation that such a target would actually be met within a defined timeframe.

RECOMMENDATION:

None.

REPORT SUMMARY

Monthly reports are being provided from the Community Recreation Complex Team on the project to ensure Committee is aware of the status of the project. This report will cover the project status to the end of December, 2018.

BACKGROUND

For this period, the following reports are attached:

Owner's Representative Progress Report #20 – Tango, dated November, 2018

Owner's Representative Progress Report #21 – Tango, dated December, 2018

DISCUSSION

During November and December 2018 numerous meetings, co-ordination, procurement, design and construction activities took place. The Design-Builder continues with Phase 1AB roofing, envelope and rink 2 slab preparation and mechanical and electrical fit-out. Phase 1C concrete structure and underground mechanical is ongoing. The installation of six bays of glulams over the pool area commenced in November and was completed in the first week of January. Each glulam bay consists of three connected seven feet deep beams for a total of 18 individual beams. Installation of this significant feature of the facility design elevated excitement among community members, and was highlighted in a January article in the Tri Cities News.

Through November and December City staff provided final FFE (furniture, fixtures and equipment) details to Tango. Final points of clarification are being worked through and coordinated in-line with the Design-Builder's schedule.

On site activities for November and December included:

- Phase 1A (Ice Rink 2): Foundation and suspended slab formwork, rebar and concrete placement, structural steel and rink slab preparation is complete. Roof deck, masonry, internal/external framing, glazing, refrigeration and mechanical and electrical rough-in is ongoing.

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- Phase 1B (Ice Rink 3 and the Library): The rebar and concrete placement, and foundation formwork is near completion. Mechanical and electrical rough-in, internal and external framing, and masonry are ongoing, and the rink slab preparation has commenced.
- Phase 1C (Aquatic and Fitness Centre, All Ages and Admin Areas): the foundation formwork, suspended slabs, rebar and concrete placement, and mechanical and electrical rough-in is ongoing. Glulam installation was completed in the first week of January 2019.

The Design-Builder has issued a revised and updated Project Schedule - "Port Coquitlam Community Recreation Complex – Owner’s Schedule: December 12th 2018 - Update" (Appendix 1 of Attachment 2) that accelerates the trade packages through Phases 1ABC. This included a "winter working program" to complete an adequate weather tight building envelope necessary to protect the fit-out activities from the inclement weather. Tango is closely monitoring the Project Schedule and site progress on a weekly and monthly basis and have identified the commissioning of the refrigeration for Rinks 2 and 3 as an area of risk and concern.

Based on the information contained in the Monthly Progress Reports #20 and #21 Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved.

FINANCIAL IMPLICATIONS

Financing for the Recreation Complex includes an estimated \$52 million in long term debt. Staff reviewed interest rates and cash flow requirements, and now anticipate borrowing for the 2019 fall debt issuance.

A summary of the total project costs expensed as of December 2018 is as follows:

Item	Total Expenses to Date	Original Budget	Revised Budget
Ventana Pre-Contract Work	\$983,000	\$983,000	\$983,000
Ventana Design-Build Contract*	\$40,464,129	\$116,717,000	\$119,915,697**
Project Management	\$860,799	\$1,500,000	\$2,200,000
Legal	\$49,413	Incl. above	\$150,000
Furniture, Fixtures and Equipment	\$0	\$3,900,000	\$3,750,000
Off-Site Improvements	\$287,814	\$3,000,000	\$2,730,002
Onsite works (service fees, etc)	\$27,388	Incl. in other	\$150,000
Communications/Signage	\$12,314	Incl. in other	\$30,000
Contingency/Other		\$6,000,000	\$2,191,301
Total Project	\$42,684,857	\$132,100,000	\$132,100,000

November/December CRCP Update

*Prepayment amount of \$5M has been paid as per the contract and is not included in above totals.

**Change order 6, valued at \$55,875 was also approved for additional offsite design services. This pertains to the separate capital project for water and sewer upgrades on Kelly Avenue which are not part of the scope of the Community Recreation Complex, but because they must be completed in conjunction with the construction of the plaza and rec complex work, it is most efficient to have this work managed and constructed by Ventana and their team. It is therefore an increase to the design build contract, but is not included above as it will be charged directly to the water/sewer capital project (as will construction) and does not impact the rec complex budget.

PUBLIC CONSULTATION

The following communication activities were undertaken through November and December of 2018:

- Ongoing in-person and email communication between staff and facility users on any changes related to programming, parking and general construction activity updates.
- Four mornings per week from 9am-noon volunteer facility hosts provide program, parking and other updates to patrons at an information desk in the lobby.
- Information boards and info sheet continue to be available at facilities and at City events.
- Biweekly update meetings involving Recreation Managers, Library Manager and Ventana Site Supervisors, to share information about weekly construction site and facility activities.
- Signage is posted regularly to ensure patrons are aware of any parking or facility access changes and information is shared with the Wilson members and arena user groups. When possible, affected user groups are notified of any short notice parking or access issues due to construction.
- Ongoing communications and advertising to inform residents that the facility is open during construction, including ads in Leisure Guide, local paper, social media and on new digital billboards and transit shelters.
- The next stakeholder group meeting will be on February 27, 2019 at 5:30pm in the Michael Wright Gallery.

The updated project dashboard, which will be available on the City website, is attached to Tango's latest monthly report.

FACILITY OPERATION UPDATES

Terry Fox Library

There were 52 programs offered in 2017 which was 30 percent less than November 2017. The people counter was not operational and will be replaced in January. Flooding in the library caused by a plugged storm drain resulted in a facility closure from November 2 to 14. During the unexpected closure Terry Fox Library worked with municipal staff to open a pop up library in the Recreation Complex lobby. The pop up library ran for five days between 10 am and 5 pm. Over the course of that time, library staff welcomed 719 visitors, accepted 1005 returns, checked out 665

November/December CRCP Update

items, and answered 80 reference questions. Several story times were offered as well, both planned and impromptu with curious families who wandered in.

In December 37 programs were offered at the Terry Fox Library; a 10 percent increase with twice the number of attendees compared to 2017. Library staff attended Pitt River Middle School's first ever Multicultural Day, where they presented interactive students workshops over the course of the day. This successful outreach program accounted for the disparity between 2018 and 2017 program and attendance numbers.

Arena

There were 521 participants in registered programs in November 2018; 518 participants were registered in November 2017. Total attendance in drop-in programs (hockey and public skating) was down 27% compared to 2017 due to ice allocation changes and a reduction in available ice time for the City's drop in opportunities. The number of ice rentals and total hours booked was 7% higher with 520 hours rented in November 2018 compared to 508 hours in 2017.

Participation in drop-in programs for December 2018 was down 16% compared to 2017. Public skating during the Christmas break was up 3% from 2017. Overall drop-ins for the fall 2018 season were down 29% in participation and 20% in revenue compared to fall 2017. Ice rentals in December increased by 34.5 hours compared to 2017, resulting in an 8% (\$4,000) increase in revenue. Overall ice rental revenue for fall 2018 was up 7% from 2017. Decreases in City drop in program participation and revenue, and increases in ice rentals, are attributed to ice schedule adjustments to allocate more hours to minor sports groups.

Children and Preschool

In November and December 2018 registered program revenue for preschool and children was consistent with 2017.

Youth

An average of 7 youth attended the drop in centre per day of operation throughout November and an average of 4 youth per day attended in December. The Friday night Late Night Skates were well attended in November and December, with an average of 112 youth in attendance. The 9th annual Holiday Turkey was relocated to Hyde Creek Recreation Centre. On December 14th, the Youth Services team successfully hosted this dinner with 200 people in attendance.

Wilson Seniors

Wilson Seniors registered and drop in programs had a 3% increase in November 2018 compared to the same time period last year. A new health education workshop series, Tuesday Talks, was offered free to Wilson Centre seniors. In December, both registered and drop in programs decreased by 22% compared to December 2017. The Seniors Christmas luncheon was hosted on December 20th with 180 seniors attending. Although Wilson Centre memberships have decreased by 17%, or 194 members in 2018 compared to 2017, both November and December had an

increase in membership sales, with 56 new members joining. Staff continue to connect with current members, specifically reaching out during special events and the Tuesday Talks series to engage with seniors and to encourage regular participation and program registration.

Concession Sales

During the month of November 2018 food service, which includes the Wilson Centre Kitchen service and the Concession, increased by \$3,033. December 2018 food service also increased in sales by \$4,153 compared to the same time last year. The combined year-end sales for Wilson Centre Kitchen and Concession was up 17% or \$14,323 compared to 2017 total sales.

FACILITY MAINTENANCE & SERVICE DISRUPTIONS

November

Flooding in the library caused by a plugged storm drain resulted in a facility closure from November 2 to 14. All impacted areas were dried, cleaned, disinfected and tested to ensure no harmful bacteria were present, prior to re-opening to the public on November 15. Minimal costs were incurred by the city (some labour and carpet cleaning). Other costs (such as the dehumidifier rental and testing) were carried by Ventana.

December

There were multiple fire alarms at the Recreation Complex due to a roof leak onto a smoke detector. A new smoke detector was installed in a different location to resolve the issue.

ATTACHMENTS

Attachment #1: Owner's Representative Progress Report #20 – Tango, November 2018

Attachment #2: Owner's Representative Progress Report #21 – Tango, December 2018

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the January 22, 2019, Regular Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *January 8, 2019, Special Council Meeting*
- *January 8, 2019, Regular Council Meeting.*

4. PROCLAMATIONS

4.1 Alzheimer's Awareness Month – January 2019

4.2 United Nations World Interfaith Harmony Week - February 1-7, 2019

4.3 Real Acts of Caring Week - February 10-16, 2019

5. PRESENTATIONS

5.1 Riverside Secondary's Grade 9 Girls' Volleyball Team – Provincial Champions

6. DELEGATION

6.1 Art Focus Artists' Association

7. BYLAWS

7.1 Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue - First Two Readings

Recommendation:

That Council give Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue first two readings.

7.2 2019 Water and Sewer Rate Amendment Bylaws - First Three Readings

Recommendation:

That Council give Waterworks Regulation Amendment Bylaw No. 4105 and Sewer Regulation Amendment Bylaw No. 4106 first three readings.

7.3 Zoning Amendment Bylaw No. 3995 for 1161 Kingsway Avenue - Final Reading

Recommendation:

That Council give Zoning Amendment Bylaw No. 3995 for 1161 Kingsway Avenue final reading.

8. REPORTS**8.1 1720 Fremont Drive – Remedial Action Order**Recommendation:

That Council adopt the following resolution:

WHEREAS the City Council considers the condition of the Buildings located at 1720 Fremont Drive, Port Coquitlam, B.C. (the "Property") to be unsafe; in violation of the City of Port Coquitlam Bylaw 3710 as no building permits have been issued for the construction or alteration of these Buildings; and that the Buildings are so dilapidated so as to be offensive to the community;

AND WHEREAS Council considers the Buildings a hazard so as to creates an unsafe condition and a danger to the health and safety of the registered owner, occupants and visitors to the Property;

NOW THEREFORE, pursuant to Sections 72, 73 and 74 of the Community Charter, City Council of the City of Port Coquitlam in open meeting assembled, resolves as follows:

- 1. That the Buildings identified in Attachment #1 to this report located on the Property each:
 - A. Create an unsafe condition for the reasons as detailed in Attachment #1;*
 - B. Violate the provisions of City of Port Coquitlam Bylaw 3710 as they were constructed or altered without building permits as detailed in Attachment #1; and*
 - C. Are dilapidated to an extent that they are offensive to the community as depicted in the photographs in Attachment #1.**
- 2. That the registered owner of the Property (the "Owner") be required to completely demolish the Buildings and remove from the Property all demolition debris and restore the Property to a safe condition;*
- 3. That the Owner be required to apply for and obtain all City permits that are required to demolish the Buildings by no later than 30 days after notice of this resolution is served or provided by registered mail;*
- 4. That the Owner be required to demolish the Buildings and remove all demolition debris by no later than 30 days after the date the City has issued the necessary permits to permit the demolitions of the Buildings as noted in #3 above; and*
- 5. That if the Owner has not complied with this resolution within the specified timeframes in #3 and #4 above, the City by its employees, contractors or others, may enter onto the Property without further notice to the Owner and perform the work specified in this resolution; the cost of performing the work shall immediately become a debt owed by the Owner to the City; and such debt, if unpaid by December 31, 2019, may be recovered by transferring the debt to the property tax account for the Property pursuant to Section 258 of the Community Charter.*

9. NOTICE OF MOTION

- 9.1** At the January 15, 2019, Committee of Council meeting, Councillor McCurrach gave Notice of Motion for the following motion for the January 22, 2019, Meeting of Council:

THAT Council support the BC Poverty Reduction Coalition's ABC Plan for an accountable, bold and comprehensive poverty reduction plan for BC; and

THAT Council advocate to the provincial government to develop and implement a provincial poverty reduction strategy that includes the measures within the ABC Plan before February 2019, with the commitment that this council will work with the provincial government in implementing this plan.

10. NEW BUSINESS

11. OPEN QUESTION PERIOD

12. ADJOURNMENT

12.1 Adjournment of the Meeting

Recommendation:

That the January 22, 2019, Regular Council Meeting be adjourned.

Present:

Chair – Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock

Absent:

Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 3:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the January 8, 2019, Special Council Meeting Agenda be adopted as circulated.

Carried

3. REPORTS

3.1 Motion to Adjourn 2014 Council Meetings

Moved - Seconded:

That the following 2014 Council meetings be adjourned:

- January 13, 2014
- January 27, 2014
- February 11, 2014
- February 24, 2014
- March 10, 2014
- April 14, 2014
- April 28, 2014
- May 12, 2014
- May 26, 2014
- July 14, 2014
- July 28, 2014
- September 8, 2014
- October 14, 2014
- October 27, 2014
- November 24, 2014
- December 8, 2014

Carried

3.2 Adoption of 2014 Council Minutes

Moved - Seconded:

That the following regular Council meeting minutes be approved:

- January 13, 2014
- January 27, 2014
- February 11, 2014
- February 24, 2014
- March 10, 2014

- April 14, 2014
- April 28, 2014
- May 12, 2014
- May 26, 2014
- July 14, 2014
- July 28, 2014
- September 8, 2014
- October 14, 2014
- October 27, 2014
- November 24, 2014
- December 8, 2014

Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the January 8, 2019, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of January 8, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 5.1

- g) litigation or potential litigation affecting the municipality;*
- 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;*

Item 5.2

- 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;*

Carried

Certified Correct,

Mayor

Corporate Officer

Present:

Chair – Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock

Absent:

Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the January 8, 2019, Regular Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *November 6, 2018, Regular Council Meeting*
- *November 13, 2018, Regular Council Meeting*
- *November 13, 2018, Special Council Meeting*
- *November 27, 2018, Regular Council Meeting*
- *December 4, 2018, Special Council Meeting*
- *December 11, 2018, Regular Council Meeting.*

Carried

4. BYLAWS

4.1 Bylaw 4069 – Repeal of Bylaws 2497 & 2619 - Final Reading

Moved - Seconded:

That Council give Bylaw 4069 final reading.

Carried

4.2 Bylaw 4097 – 2018 Financial Plan Amendment - Final Reading

Moved - Seconded:

That Council give Bylaw 4097 final reading.

Carried

5. REPORTS

5.1 Cannabis Regulations & Policy

Moved – Seconded:

That Council:

1. Give 1st and 2nd reading to Zoning Bylaw Amendment Bylaw 4099;
2. Give first three readings to:
 - a) Development Procedures Bylaw Amendment Bylaw 4100;
 - b) Fees and Charges Bylaw Amendment Bylaw 4101;
 - c) Business Bylaw Amendment Bylaw 4102;
 - d) Delegation of Authority Bylaw Amendment Bylaw 4103;
 - e) Notice of Enforcement Bylaw Amendment Bylaw 4104; and
3. Approve the Cannabis Establishment Policy (as presented in Attachment #1 of this report).

Carried

5.2 Grant Applications for Child Care Planning and Licensed Preschool Spaces

Moved - Seconded:

That Council support the following grant applications:

1. Application to the Community Child Care Planning Program for a grant for \$25,000 to support the creation of a child care space inventory and action plan; and
2. Application to the Community Child Care Space Creation Program for a grant for \$360,000 to support the development of up to 20 licensed preschool spaces in the Port Coquitlam Community Centre.

Carried

5.3 Mayor’s Year in Review

Mayor West delivered the annual review.

6. NEW BUSINESS

- 6.1** Council provided updates related to community events.

7. OPEN QUESTION PERIOD

No public comments.

8. ADJOURNMENT

8.1 Adjournment of the Meeting

Moved - Seconded:

That the January 8, 2019, Regular Council Meeting be adjourned at 7:04 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

PROCLAMATION

WHEREAS: Alzheimer’s disease and other dementias are degenerative brain disorders that affect people across British Columbia; and

the social, financial and health impacts of dementia are felt by everyone – including: people living with dementia, their families, caregivers and communities; and

WHEREAS: Stigma leads many people living with dementia, and their families, to fear exclusion and differential treatment, preventing them from seeking help and disclosing their diagnosis; and

Early detection provides individuals and families the chance to adjust to the diagnosis and plan for the future; and

All British Columbians need to be better informed about Alzheimer’s disease and other dementias, and work to create more supportive and inclusive communities; and

WHEREAS: The Alzheimer Society of B.C. is committed to building a dementia-friendly B.C., where people living with the disease, their caregivers and their families are welcomed, included and supported, and

The City of Port Coquitlam is committed to achieving meaningful outcomes for people living with dementia and their caregivers that are person centered and effective.

NOW THEREFORE: I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

**DO HEREBY PROCLAIM
January 2019 as
“Alzheimer’s Awareness Month”
in the City of Port Coquitlam**

Brad West
Mayor



PROCLAMATION

WHEREAS: United Nations World Interfaith Harmony Week is an opportunity to raise awareness of religious intolerance, misunderstanding or ignorance, and bring opportunity for mutual self-reflection, open-mindedness and respect to all spiritual paths; and

WHEREAS: the City of Port Coquitlam respects the equality of rights and privileges of residents from all its diverse communities, and encourages dialogue among different faiths to enhance mutual understanding, harmony and cooperation among its people; and

WHEREAS: upholding a zero tolerance for discrimination and supporting programs and projects that inspire residents to practice and observe one's spirituality, individual conviction, or beliefs without fear is a priority of the municipality and community partners in the City of Port Coquitlam.

NOW THEREFORE: I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

DO HEREBY PROCLAIM

February 1st to February 7th, 2019 as

“United Nations World Interfaith Harmony Week”

in the City of Port Coquitlam

Brad West
Mayor



PROCLAMATION

WHEREAS: Real Acts of Caring (RAC) is doing something nice for a complete stranger without expecting any reward. It is the expression of our empathy and compassion for one another; and

WHEREAS: the daily acts of caring and kindness of most of the citizens of Port Coquitlam often go unrecognized; and

WHEREAS: by recognizing these daily acts of caring and kindness during this week, all citizens of Port Coquitlam will become more aware of being kind to others throughout the year; and

WHEREAS: by recognizing these acts of caring and kindness during this week, everyone will be encouraged to participate in making Port Coquitlam a kinder, safer and better place to live; and

WHEREAS: a caring and kindness week is being observed in many cities and towns across this nation;

NOW THEREFORE: I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

DO HEREBY PROCLAIM

February 10th to February 16th, 2019 as

“Real Acts of Caring Week”

in the City of Port Coquitlam

and I encourage everyone to participate in spreading and practicing generosity, patience, and consideration of others at all times in order to create a better, kinder, safer and more peaceful City.

Brad West
Mayor



Committee of Council Report

Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue

Committee Recommendation

At the January 8, 2019, Committee of Council Meeting, the Development Services Report, “Rezoning Application RZ000165 – 1611 Manning Avenue” was considered, and the following motion was passed:

That Committee of Council recommend to Council that:

1. *The zoning of 1611 Manning Avenue be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4); and*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Completion of design and submission of fees and securities for off-site works and services.*

The following motion is now before Council for decision:

That Council give first two readings to Bylaw No.4107.

ATTACHMENTS

Attachment #1: Zoning Amendment Bylaw No. 4107

Attachment #2: 2019-01-08 Committee of Council Report

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019
Bylaw No. 4107

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2019, No. 4107.

2. ADMINISTRATION

2.1 The Zoning Map of the "Zoning Bylaw, 2008, No. 3630" be amended to reflect the following rezoning:

Civic: 1611 Manning Avenue

Legal: Lot 19, Block "C", District Lot 466, Group 1, New Westminster District, Plan 2253

From: RD (Residential Duplex)

To: RS4 (Residential Single Dwelling 4)

as shown on Schedule 1 attached to and forming part of this Bylaw.

READ A FIRST TIME this day of , 2019

READ A SECOND TIME this day of , 2019

Mayor

Corporate Officer

Schedule 1



Rezoning Application RZ000165 – 1611 Manning Avenue

RECOMMENDATIONS:

That Committee of Council recommend to Council that:

1. The zoning of 1611 Manning Avenue be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4); and
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Completion of design and submission of fees and securities for off-site works and services.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report provides for Committee's consideration of an application to rezone a small, duplex-zoned lot at 1611 Manning Avenue. The lot was formerly part of a two-lot site with a duplex that straddled the interior lot line; the duplex was recently demolished and the development of a new duplex has been approved for the lot to the east. Although a single detached residence is a permitted use in the current zone, the duplex zone does not permit secondary suites and the setbacks are more restrictive. If rezoned, the new home would be subject to compliance with the building and landscaping design guidelines that apply to the development of small lots.

BACKGROUND



Current OCP Land Designation

Current Zoning

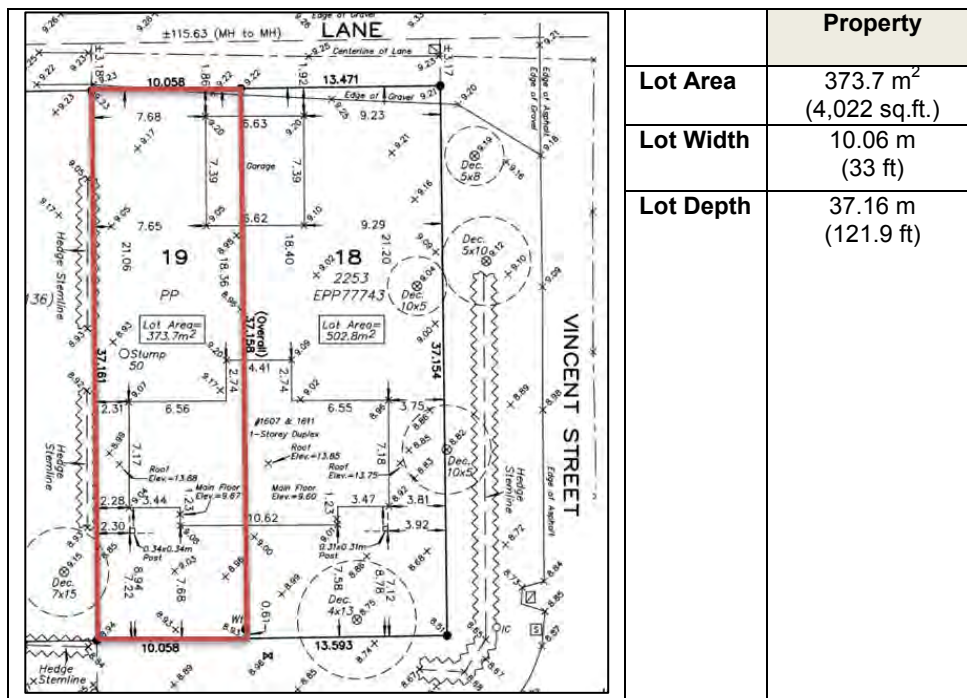
The subject property is a narrow, vacant lot (10m wide) located on the north side of Manning Avenue. The property is designated Small Lot Residential in the OCP and currently zoned Residential Duplex RD; the proposed zoning is Residential Detached RS4. While the RD zone allows for both duplexes and detached single residential uses, the siting regulations of this zone impose larger setbacks and limitations on lot coverage for a single residential use than would be

Rezoning Application RZ000165 – 1611 Manning Avenue

the case if the lot had a single residential zoning. The duplex zone also does not permit secondary suites or coach houses whereas these uses may be permitted in the RS4 zone.

The lot is now vacant following the demolition of an older two-story duplex which had straddled the lot line between the subject site and the larger, corner lot at 1607 Manning Avenue. Development Permit DP000350 was recently issued to regulate a new duplex to be constructed on this lot.

The area is developed with a mix of older and new single residential homes, many on 10m wide lots. There are no trees on the site and it is not within the floodplain. A site plan of the subject lot and summary of dimensions is provided below:



Topographic Site Plan of 1611 Manning Avenue (outlined in red)

DISCUSSION

The applicants wish to develop the property with a new home that would comply with the regulations of the RS4 zone. Lots within this zone are designated as a development permit area to ensure a high quality of design, street-front orientation, and landscaping is achieved on small lot developments.

As a condition of rezoning, it is recommended that this development be required to provide off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including reconstruction of Manning Avenue (½ road plus one meter) and the lane behind the property (to be paved with storm drainage), curb and gutter, sidewalk, street lighting and street tree. Connection upgrades

Rezoning Application RZ000165 – 1611 Manning Avenue

(water, sanitary and storm) would also be required to service the lot. Submission of civil engineering design, fees and securities for off-site works and services is a recommended condition of approval prior to adoption of the amending bylaw.

The proposed rezoning is in keeping with the land use designation of the Official Community Plan. Staff recommend approval.

FINANCIAL IMPLICATIONS


None.

PUBLIC CONSULTATION

A development sign is posted on the property. To date, staff have not received any comments.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that the zoning of 1611 Manning Avenue be amended from RD (Duplex) to RS4 (Single Residential) and that off-site improvements be required as a condition of approval prior to adoption.
2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application
3	Recommend to Council that the rezoning application be refused. A single residential home could still be built on the lot.

ATTACHMENT

Attachment #1: Location Map

Committee of Council Report

2019 Water and Sewer Rate Amendment Bylaws

Committee Recommendation

At the January 8, 2019, Committee of Council Meeting, the Finance Report, “2019 Draft Utility Rates” was considered, and the following motion was passed:

That Committee of Council direct staff to:

Prepare the 2019 utility rate bylaws based on the draft budget as presented in the January 8, 2019, staff report, “2019 Draft Utility Rates”

The following motion is now before Council for decision:

That Council give first three readings to Bylaws 4105 and 4106.

ATTACHMENTS

Attachment #1: Water Regulation Amendment Bylaw No. 4105

Attachment #2: Sewer Regulation Amendment Bylaw No. 4106

Attachment #3: January 8, 2019, report to Committee of Council, “2019 Draft Utility Rates”

Attachment #4: Water Regulation Bylaw with tracked changes

Attachment #5: Sewer Regulation Bylaw with tracked changes

Waterworks Regulation Amendment Bylaw, 2019
Bylaw No. 4105

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “Waterworks Regulation Bylaw, 2016, No. 3935, Amendment Bylaw, 2019, No. 4105”.

2. ADMINISTRATION

2.1 That “Waterworks Regulation Bylaw, 2016, No. 3935” be amended by replacing Schedule “B” and Schedule “E” with the Schedule “B” and Schedule “E”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this

READ A SECOND TIME this

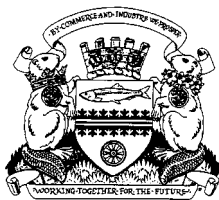
READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

Schedule "B"



A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$448.05
(b) Each additional dwelling unit*	\$448.05
(c) Each townhouse unit	\$419.72
(d) Each apartment unit	\$398.74

* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

B. Meter Rates:

Rates for water shall be for the quantity used in any three (3) month period as indicated by meter, which shall be installed on the water service for the purpose of registering the quantity of water used. All rates for water shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year.

0 - 1,500 cubic feet	\$155.90 minimum charge
For the next 3,000 cubic feet	\$4.9949 per hundred cu.ft.
For the next 15,000 cubic feet	\$4.0925 per hundred cu.ft.
Over 19,500 cubic feet	\$2.5289 per hundred cu.ft.

C. Other Rates:

For premises used solely for residential purposes and which have an unfiltered swimming pool situated thereon:

The rates and penalties provided in Section B of this schedule.

Schedule "B" Cont'd

D. Fire Lines:

For each connection made to the water utility system to provide a standby for fire protection only and not used except in the case of fire:

(a)	For a Ten Inch (10") connection	\$ 909.00 per annum
(b)	For an Eight Inch (8") connection	\$ 785.00 per annum
(c)	For a Six Inch (6") connection	\$ 603.00 per annum
(d)	For a Four Inch (4") connection	\$ 460.00 per annum
(e)	For a Two Inch (2") connection	\$ 377.00 per annum

E. Premises Used for Mixed Purposes:

For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:

- (i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus
- (ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the *Community Charter* shall apply.

F. Recent purchase or sale

To meet the eligibility requirements in Section 6 (b) and (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Schedule "B" Cont'd

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver cannot be prorated.

G. Late Payment Penalties:

Accounts billed for Residential purposes

A penalty of 5% shall be added to the outstanding balances levied for the current year after:

- (a) the close of business on March 31st in each year; or
- (b) the close of business on May 31st in each year.

Accounts billed for Metered purposes

A penalty of 10% shall be added to the outstanding balances levied for the current year after:

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

H. Senior Citizen's Waiver:

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,217 per person if they are the sole occupier of the residence or the threshold of \$31,396 if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2017 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

Schedule "B" Cont'd

I. Disability Waiver:

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule D; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,217 per person if they are the sole occupier of the residence or the threshold of \$31,396, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2017 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

Schedule "E"

APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of _____
(Address)

I am 65 years of age (or over): my date of birth is _____ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) _____ person(s) living at the above address. The following is my (our) 2017 income. All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$25,217 or our household annual net income does not exceed \$31,396.

Source of Income

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
	Total Net Income(Line 236)	=====

I have attached a copy of my (our) 2017 Canada Revenue Agency Notice of Assessment(s)

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2017 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name _____ Signature of Registered Owner _____

Phone Number _____ Dated at Port Coquitlam, BC this _____ day of _____, 20____.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3935. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

CITY OF PORT COQUITLAM

Sewer Regulation Amendment Bylaw, 2019
Bylaw No. 4106

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

1. CITATION

This Bylaw is cited as “Sewer Regulation Bylaw, 2016, No. 3936, Amendment Bylaw, 2019, No. 4106”.

2. ADMINISTRATION

2.1 That “Waterworks Regulation Bylaw, 2016, No. 3936” be amended by replacing Schedule “A” and Schedule “D” with the Schedule “A” and Schedule “D”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this

READ A SECOND TIME this

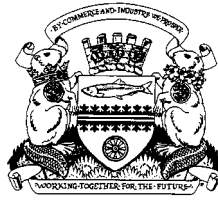
READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

SCHEDULE "A"



A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$332.43
(b) Each additional dwelling unit *	\$332.43
(c) Each townhouse unit	\$311.78
(d) Each apartment unit	\$295.49

* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories, as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

B. Metered Rates:

(a) Metered users	
(i) 0 to 1,500 cubic feet (minimum charge)	\$90.59
(ii) over 1,500 cubic feet (rate per hundred cubic feet)	\$2.3140

Any owner or occupier of real property other than residential users shall be charged for the use of the sewerage system on the basis of the quantity of water delivered to the real property by the City waterworks system. All rates for sewer shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year.

A user of the sewerage system who establishes to the satisfaction of the Director of Engineering & Public Works or designate that the discharge into the sewerage system is less than seventy five percent of the water delivered by the municipal waterworks system to his parcel of real property, by using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or by discharging the water so delivered or part thereof directly into a natural water course or body of water; shall have the user charge reduced corresponding to the actual quantity of discharge.

C. Premises Used for Mixed Purposes

For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:

- (i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus

- (ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the *Community Charter* shall apply.

D. Recent purchase or sale

To meet the eligibility requirements in Section 5(b) or (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver cannot be prorated.

E. Late Payment Penalties:

Accounts billed for Residential purposes

A penalty of 5% shall be added to the outstanding flat rate balances levied for the current year under Sections A and C of this Schedule after:

- (a) the close of business on March 31st in each year; and
- (b) the close of business on May 31st in each year.

Accounts billed for Metered purposes

A penalty of 10% shall be added to the outstanding balances levied for the current year under Section B of this Schedule, after:

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

SCHEDULE "A" Cont'd

F. Senior Citizen's Waiver:

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,217 per person if they are the sole occupier of the residence or the threshold of \$31,396, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2017 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

G. Disability Waiver:

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule C; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and

SCHEDULE "A" Cont'd

- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,217 per person if they are the sole occupier of the residence or the threshold of \$31,396, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2017 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

DRAFT

SCHEDULE "D"
APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of _____ (address)

I am 65 years of age (or over): my date of birth is _____ or I am designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) _____ person(s) living at the above address. The following is my (our) 2017 income. All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$25,217 or our household annual net income does not exceed \$31,396.

I have not applied for a sewer or water user fee subsidy on any other property during this calendar year.

Source of Income

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
	Total Net Income(Line 236)	=====

I have attached a copy of my (our) 2017 Canada Revenue Agency Notice of Assessment(s)

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2017 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name _____ Signature of Registered Owner _____

Phone Number _____ Dated at Port Coquitlam, BC this _____ day of _____, 20____.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3936. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

2019 Draft Utility Rates

RECOMMENDATION:

That Committee of Council direct staff to:

1. Prepare the 2019 utility rate bylaws based on the draft budget as presented in the January 8, 2019, staff report, "2019 Draft Utility Rates", and
2. Prepare a policy governing the use of the rate stabilization reserves based on the guidelines outlined in the January 8, 2019, staff report, "2019 Draft Utility Rates".

PREVIOUS COUNCIL/COMMITTEE ACTION

None

REPORT SUMMARY

The 2019 draft utility budgets represent a 4.05% increase in water and 0.82% in sewer rates over 2018. The principal factors driving this increase are an increase in Metro Vancouver charges for bulk water purchases and sanitary sewer discharge, and an increase in the amount transferred to the long term infrastructure reserves. As Metro Vancouver is forecasting increases in excess of 6% over the next 5 years, this report also recommends some policy guidelines for the use of the rate stabilization reserves to help offset the impact of Metro Vancouver rate increases.

BACKGROUND

Annually the utilities section safely delivers approximately 9.2 million cubic meters of high quality potable water to its 24,887 serviced customers within the City. Employees operate, maintain and construct a city-wide transmission and distribution system that delivers safe and reliable drinking water and ensures adequate flows and pressures are maintained for the City's fire protection needs. The utilities section also provides an essential service for the collection and disposal of liquid wastewater. Employees in this area operate, maintain and construct collection infrastructure that mitigates environmental impact as a result of blockages and overflows, and transfer of wastewater to treatment facilities.

To pay for these services, the city charges utility rates on a user pay basis. Residential units pay a flat rate whereas commercial units are metered and pay based on usage. Water and sewer regulation bylaws are brought to Council in advance of the remainder of the City's budget in order to ensure that utility bills are mailed out to property owners by the second week of February, to be paid by March 31st. This results in cash for the year being available in advance of property tax collection in July.

For a number of years, Metro Vancouver has been forecasting increases to its rates to offset borrowing costs related to capital construction. Until recently, those increases hadn't come to fruition and accordingly, the City's water rate has been flat from 2014-2016 and 2018; and the

2019 Draft Utility Rates

City's sewer rate has been flat from 2013-2017. While City rates have been flat, the City has been setting aside \$80,000 annually in water and sewer rate stabilization reserves to smooth the impact of future increases. As of the end of 2018 the water rate stabilization reserve is projected to have \$1.02 million and the sewer rate stabilization reserve is projected to have \$325 thousand (the sewer reserve balance is lower as contributions did not start until 2015).

Utility budgets also include contributions to water and sewer infrastructure reserves. These annual contributions of \$2.0 million and \$702 thousand respectively are to fund the replacement/enhancement of utility infrastructure (pipes, pumps, valves, etc); major repairs and maintenance; studies; and other expenditures that are not part of regular operations. Contributions can either be spent in the year they are made, or used in a future year.

The city has also been setting aside 1% of the prior year's utility levy revenue on a cumulative basis for long term infrastructure replacement. This funding is intended to help fund the anticipated replacement of aging infrastructure as major portions of the City's older infrastructure comes up for replacement.

DISCUSSION

The 2019 draft utility budget is based on maintaining 2018 service levels. As such, changes reflect inflation and other contractual increases and do not contain any proposed enhancements or reductions to services. To offset the impact of increases in water rates, staff propose removing the 2019 contribution to the water rate stabilization reserve.

FINANCIAL IMPLICATIONS

The following table provides a breakdown of the 2019 draft water utility budget by program area.

Figure 1: Water Utility Budget By Program

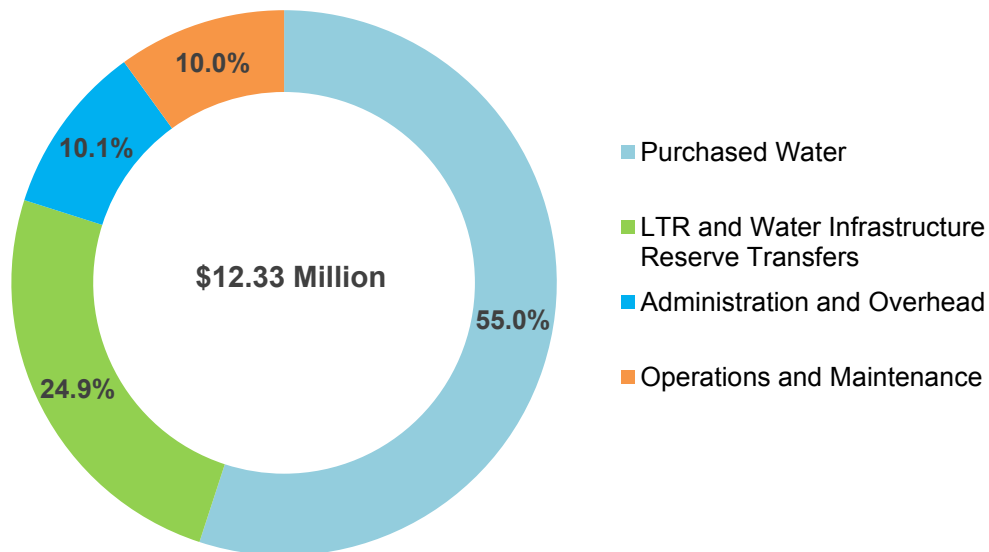
	2018 Approved Budget	2019 Draft Budget	\$ Change	% Change
Revenues				
Utility Levies	\$ 11,489,400	\$12,159,500	\$670,100	5.83%
Other Revenues	143,000	168,200	25,200	17.62%
	\$ 11,632,400	\$ 12,327,700	\$ 695,300	
Expenses				
Administration and Overhead	\$ 1,244,100	1,246,400	2,300	0.18%
General Maintenance	778,900	797,200	18,300	2.35%
Fire Hydrant Maintenance	106,400	109,000	2,600	2.44%
Valve Maintenance	70,100	71,700	1,600	2.28%
Pump Station Maintenance	84,600	85,600	1,000	1.18%

2019 Draft Utility Rates

Water Meters	98,700	99,900	1,200	1.22%
Miscellaneous Water Work	65,500	67,000	1,500	2.29%
Purchased Water	6,151,200	6,783,300	632,100	10.28%
	\$ 8,599,500	\$ 9,260,100	\$660,600	
Net Reserve Transfers				
To LTR and Water Infrastructure	\$ 2,952,900	\$ 3,067,600	\$ 114,700	3.88%
To (From) Rate Stabilization	80,000	-	(80,000)	-100.00%
	\$ 3,032,900	\$ 3,067,600	\$ 34,700	
Net Water Budget	\$ -	\$ -	\$ -	- %

The Community Charter requires that proposed expenditures and transfers to other funds must not exceed the total of the proposed funding sources and transfers from other funds for the year (i.e. the organization cannot budget for a surplus/deficit). As such, after factoring revenues, expenses and transfers to and from reserve, the net water budget balances to \$0.

Figure 2: 2019 Budgeted Water Expenditures



Payments to Metro Vancouver represent over 55% of the expenses while transfers to the Water LTR & Infrastructure reserves make up a further 25% of the total. Operations and maintenance represent 10% of the total.

2019 Draft Utility Rates

The draft 2019 water budget results in the following impact to residential and commercial properties.

Figure 3: Impact to Residential Properties

Rate Class	2018 Levy	2019 Proposed Levy	2019 \$ Increase	2019 % Increase
Single Family Dwelling	\$ 430.63	\$ 448.05	\$ 17.42	4.05%
Secondary Suite	\$ 430.63	\$ 448.05	\$ 17.42	4.05%
Townhouse	\$ 403.40	\$ 419.72	\$ 16.32	4.05%
Apartment	\$ 383.23	\$ 398.74	\$ 15.51	4.05%

Figure 4: Impact to Commercial Properties

Rate Class	2018 Example Levy	2019 Estimated Levy	2019 \$ Increase	2019 % Increase
Low Volume Retail	\$ 1,953.14	\$ 2,032.24	\$ 79.10	4.05%
Medium Volume Retail	\$ 6,145.21	\$ 6,394.08	\$ 248.87	4.05%
High Volume Retail	\$ 22,637.94	\$ 23,554.76	\$ 916.82	4.05%
Large Industrial	\$ 363,390.05	\$ 378,107.36	\$ 14,717.31	4.05%

The following table provides a breakdown of the 2019 draft sewer utility budget by program area.

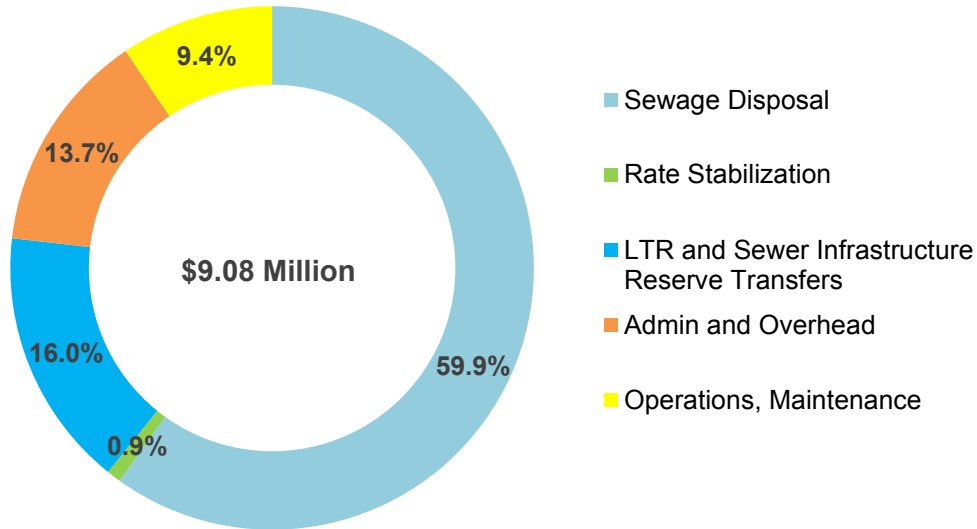
Figure 5: Sewer Utility Budget By Program

	2018 Approved Budget	2019 Draft Budget	\$ Change	% Change
Revenues				
Utility Levies	\$ 8,588,800	\$ 9,021,100	\$ 432,300	5.03%
Other Revenues	56,800	63,000	6,200	10.92%
	\$ 8,645,600	\$ 9,084,100	\$ 438,500	
Expenses				
Administration and Overhead	\$ 1,245,400	\$ 1,247,700	\$ 2,300	0.18%
General Maintenance	478,000	489,200	11,200	2.34%
Lift Station Maintenance	362,900	369,200	6,300	1.74%
Sewage Disposal	5,108,300	5,441,300	333,000	6.52%
	\$ 7,194,600	\$ 7,547,400	\$ 352,800	
Net Reserve Transfers				
To LTR and Water Infrastructure	1,371,000	1,456,700	\$ 85,700	6.25%
To (From) Rate Stabilization	80,000	80,000	-	0.00%
	\$ 1,451,000	\$ 1,536,700	\$ 85,700	
Net Sewer Budget	\$ -	\$ -	\$ -	- %

2019 Draft Utility Rates

The Community Charter requires that proposed expenditures and transfers to other funds must not exceed the total of the proposed funding sources and transfers from other funds for the year (i.e. the organization cannot budget for a surplus). As such, after factoring revenues, expenses and transfers to and from reserve, the net sewer budget balances to \$0.

Figure 6: 2019 Budgeted Sewer Expenditures



Payments to Metro Vancouver represent over 59% of the expenses while transfers to the Sewer LTR & Infrastructure reserves make up a further 16% of the total. Operations and maintenance represent 9.4% of the total.

The draft 2019 utility budget results in the following impact to residential and commercial properties.

Figure 7: Impact to Residential Properties

Rate Class	2018 Levy	2019 Proposed Levy	2019 \$ Increase	2019 % Increase
Single Family Dwelling	\$ 329.72	\$ 332.43	\$ 2.71	0.82%
Secondary Suite	\$ 329.72	\$ 332.43	\$ 2.71	0.82%
Townhouse	\$ 309.24	\$ 311.78	\$ 2.54	0.82%
Apartment	\$ 293.08	\$ 295.49	\$ 2.41	0.82%

Figure 8: Impact to Commercial Properties

Rate Class	2018 Example Levy	2019 Estimated Levy	2019 \$ Increase	2019 % Increase
Low Volume Retail	\$ 520.06	\$ 524.32	\$ 4.26	0.82%
Medium Volume Retail	\$ 4,483.51	\$ 4,520.28	\$ 36.77	0.82%
High Volume Retail	\$ 20,076.73	\$ 20,241.36	\$ 164.63	0.82%
Large Industrial	\$ 342,244.40	\$ 345,050.80	\$ 2,806.40	0.82%

2019 Draft Utility Rates

Seniors' Discount

In 2018 the seniors' discount was given to seniors whose income did not exceed \$24,602 or had a household income that did not exceed \$30,630. Historically the uptake of the seniors' discount has been consistent, however 2018 saw a 16% increase in the number of properties claiming the discount.

Figure 9: Senior's Discount - Five Year Trend

Rate Class	2015	2016	2017	2018
# of Senior's Discounts	125	123	125	145
Total Cost	\$ 91,949	\$90,298	\$ 93,549	\$ 110,347

The 2019 seniors' waiver is based on the taxpayer's 2017 Revenue Canada Notice of Assessment, which will be the most recent information available in February and March when the discounts are being processed. Since Statistics Canada no longer publishes the low-income threshold, the annual threshold for the seniors' discount will be increased by the amount of the Statistics Canada CPI increase for Vancouver each year. In this case, the increase was 2.5% for 2017.

Offsetting Future Impact to Residents and Businesses

Metro Vancouver's five year financial plan includes the following projections for rate increases:

Figure 10: Metro Vancouver Five Year Forecast

Rate	2019	2020	2021	2022	2023
Water	5.81%	10.0%	9.5%	10.5%	10.5%
Sewer	6.52%	7.1%	10.4%	10.6%	6.5%

To offset the impact of upcoming rate increases, staff propose the use of the water and sewer rate stabilization reserves under the following guidelines:

- Target utility rate: The city will target a utility rate increase between 2.0% to 4.5%.
- Use of rate stabilization reserve: The city will use the reserve to reduce the rate increase to 4.5% in years where it would otherwise exceed 4.5%. To smooth rate increases over a three year period, withdrawals from the reserve in a given year should not exceed 1/3 of the opening balance.
- Contribution to rate stabilization reserve: In years where the rate increase falls below 2.0% the city will make a contribution of up to \$80,000 to the reserve with a cap such that the rate increase does not exceed 2.0%. No contribution will be made in years where the rate increase exceeds 2.0%.

Utilization of the rate stabilization reserve provides only temporary relieve from rate increases. Based on Metro Vancouver's five year forecast, using the aforementioned guidelines for rate stabilization, the water reserve would be depleted in 2022 and the sewer reserve would be

2019 Draft Utility Rates

depleted by 2023. At the point the reserve is depleted, the funding previously provided by the rate stabilization reserve would need to be offset by a rate increase. This means that increases in 2022 and onwards would potentially exceed the 4.5% cap. However, ideally, Metro Vancouver costs would subside prior to the depletion of the rate stabilization reserves, thereby allowing those balances to replenish and become available to offset future increases.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 <input checked="" type="checkbox"/>	Direct staff to prepare the utility rate bylaws for 2019 based on the draft budget and direct staff to draft a policy based on the guidelines noted in this report.
2	Direct staff to prepare the utility rate bylaws for 2019 based on an amended budget.
3	Direct staff to bring back additional information to committee for consideration.

Lead author(s): Farouk Zaba

Schedule "B"



ANNUAL RATES

Total
Rate

A. Residential Properties:

(a) Single Residential dwelling unit	\$ 448.05 <u>430.63</u>
(b) Each additional dwelling unit*	\$ 448.05 <u>430.63</u>
(c) Each townhouse unit	\$ 419.72 <u>403.40</u>
(d) Each apartment unit	\$ 398.74 <u>383.23</u>

* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

B. Meter Rates:

Rates for water shall be for the quantity used in any three (3) month period as indicated by meter, which shall be installed on the water service for the purpose of registering the quantity of water used. All rates for water shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year, ~~and a penalty of 10% shall be added on the gross quarterly metered water rates outstanding after:~~

~~(a) the penalty date established for the quarter period; or~~
~~(b) (a) thirty (30) days from billing date.~~

0 - 1,500 cubic feet	\$ 155.90 <u>149.83</u> minimum charge
For the next 3,000 cubic feet	\$ 4.99 <u>4.80</u> per hundred cu.ft.
For the next 15,000 cubic feet	\$ 4.09 <u>3.93</u> per hundred cu.ft.
Over 19,500 cubic feet	\$ 2.52 <u>2.43</u> per hundred cu.ft.

C. Other Rates:

For premises used solely for residential purposes and which have an unfiltered swimming pool situated thereon:

The rates and penalties provided in Section B of this schedule.

Schedule "B" Cont'd

D. Fire Lines:

For each connection made to the water utility system to provide a standby for fire protection only and not used except in the case of fire:

(a)	For a Ten Inch (10") connection	\$-909.00 <u>874.00</u> per annum
(b)	For an Eight Inch (8") connection	\$-785.00 <u>754.00</u> per annum
(c)	For a Six Inch (6") connection	\$603.00 <u>580.00</u> per annum
(d)	For a Four Inch (4") connection	\$460.00 <u>442.00</u> per annum
(e)	For a Two Inch (2") connection	\$377.00 <u>362.00</u> per annum

~~E. Premises Used for Mixed Purposes:~~

~~For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:~~

~~-~~

- ~~(i) the Fixed Rate for each Residential Premise that, directly or indirectly, receives water from the Water System; plus~~
- ~~(ii) the Metered rates set out above for the Non-Residential premises.~~

~~The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering and Operations or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the Community Charter shall apply.~~

~~F. Strata Title Properties:~~

- ~~(a) for strata title properties used solely for Residential purposes, each individual owner shall pay the rate prescribed under Section A of this schedule;~~
- ~~(a) For strata title properties used solely for non-residential purposes, the meter rates as prescribed under Section B of this schedule shall be levied subject also to the provisions set out under Section E above.~~
- ~~(c) For strata title properties used for mixed or multiple purposes including a connection or service to a Residential premise, the provisions set out under Section E of this schedule shall apply.~~

~~E. Premises Used for Mixed Purposes:~~

~~For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:~~

~~-~~

- ~~(i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus~~

(ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the Community Charter shall apply.

FG. Recent purchase or sale

To meet the eligibility requirements in Section 6 (b) and (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Schedule "B" Cont'd

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver can-not be prorated.

GH. Late Payment Penalties:

Accounts billed for Residential purposes

A penalty of 5% shall be added to the outstanding balances levied for the current year ~~under Sections A, C, D and E of this Schedule,~~ after:

- (a) the close of business on March 31st in each year; or
- (b) the close of business on May 31st in each year.

Accounts billed for Metered purposes

A penalty of 10% shall be added to the outstanding balances levied for the current year after:

- (i) the penalty date established for the quarter period; or
- (ii) thirty (30) days from the billing date.

HI. Senior Citizen's Waiver:

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$~~25,217~~~~24,602~~ per person if they are the sole occupier of the residence or the threshold of \$~~31,396~~~~30,630~~ if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the ~~2017~~~~2014~~ Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

Schedule "B" Cont'd

1. Disability Waiver:

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule D; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and

(f) The property does not contain a suite; and

(g) Whose total annual net income (line 236) does not exceed the threshold of ~~\$25,217~~~~24,602~~ per person if they are the sole occupier of the residence or the threshold of ~~\$31,396~~~~30,630~~, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the ~~2017~~~~2014~~ Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

Schedule "E"
APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of _____
 (Address)

I am 65 years of age (or over): my date of birth is _____ or I am designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.
 I do not own any other property as defined in the Assessment Act.

There are (including myself) _____ person(s) living at the above address. The following is my (our) ~~2017~~2016 income. All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$~~25,217~~24,602 or our household annual net income does not exceed \$~~31,396~~30,630.

Source of Income

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
Total Net Income(Line 236)		=====

I have attached a copy of my (our) ~~2017~~2016 Canada Revenue Agency Notice of Assessment(s)

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the ~~2017~~2016 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name _____ Signature of Registered Owner _____

Phone Number _____ Dated at Port Coquitlam, BC this _____ day of _____, 20____.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3935. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

SCHEDULE "A"

City of Port Coquitlam "Sewer Rates Bylaw, 2016, No. 3936"



ANNUAL RATES

A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$ 332.43 <u>329.72</u>
(b) Each additional dwelling unit *	\$ 332.43 <u>329.72</u>
(c) Each townhouse unit	\$ 311.78 <u>309.24</u>
(d) Each apartment unit	\$ 295.49 <u>293.08</u>

* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories, as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

B. Metered Rates:

- (a) Metered users
 - (i) 0 to 1,500 cubic feet (minimum charge) \$~~90.59~~89.85
 - (ii) over 1,500 cubic feet (rate per hundred cubic feet) 2.~~3140~~2952

Any owner or occupier of real property other than residential users shall be charged for the use of the sewerage system on the basis of the quantity of water delivered to the real property by the City waterworks system. All rates for sewer shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year, and a penalty of 10% shall be added on the gross quarterly metered water rates outstanding after:

- (a) the penalty date established for the quarter period, or
- (b) thirty (30) days from billing date.

SCHEDULE "A" Cont'd

~~City of Port Coquitlam "Sewer Regulation Bylaw, 2016 No. 3936"~~

A user of the sewerage system who establishes to the satisfaction of the City Engineer that the discharge into the sewerage system is less than seventy five percent of the water delivered by the municipal waterworks system to his parcel of real property, by using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or by discharging the water so delivered or part thereof directly into a natural water course or body of water; shall have the user charge reduced corresponding to the actual quantity of discharge.

~~C. Premises Used for Mixed Purposes~~

~~For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:~~

~~The Fixed Rate for each Residential Premise that, directly or indirectly, uses the Sewer System; plus~~

~~The City may send a single invoice covering all non-residential strata lots to the Strata Corporation or Strata Lot 1, as the City may on a case by case basis decide. If the as set out on the invoice remain unpaid as of December 31 of the billing year, the City Engineer shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the Community Charter shall apply.~~

~~D. Strata Title Properties~~

~~(a) for strata title properties used solely for Residential purposes, each individual owner shall pay the rate prescribed under Section A of this Schedule;~~

~~(b) For strata title properties used solely for mixed or multiple purposes, the meter rates as prescribed under Section B of this schedule shall be levied subject also to the provisions set out under Section C of this schedule shall apply.~~

~~C. Premises Used for Mixed Purposes:~~

~~For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:~~

~~(i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus~~

~~(ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.~~

~~The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the Community Charter shall apply.~~

DE. Recent purchase or sale

To meet the eligibility requirements in Section 5(b) or (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver can-not be prorated.

SCHEDULE "A" Cont'd

~~**City of Port Coquitlam "Sewer Regulation Bylaw, 2016, No. 3936"**~~

EF. Late Payment Penalties:

Accounts billed for Residential purposes

A penalty of 5% shall be added to the outstanding balances levied for the current year after:

- (a) the close of business on March 31st in each year; or
- (b) the close of business on May 31st in each year.

Accounts billed for Metered purposes

A penalty of 10% shall be added to the outstanding balances levied for the current year after:

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

EG. Senior Citizen's Waiver:

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and

- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of ~~\$25,21724,602~~ per person if they are the sole occupier of the residence or the threshold of ~~\$31,39630,630~~, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the ~~2017~~2014 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

SCHEDULE "A" Cont'd

~~City of Port Coquitlam "Sewer Regulation Bylaw, 2016, No. 3936"~~

GH. Disability Waiver:

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule C; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of ~~\$25,21724,602~~ per person if they are the sole occupier of the residence or the threshold of ~~\$31,39630,630~~, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2014 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

SCHEDULE "D"
APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of _____ (Address) _____

I am 65 years of age (or over): my date of birth is _____ or I am designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) _____ person(s) living at the above address. The following is my (our) ~~2017~~2014 income. All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$~~25,217~~24,602 or our household annual net income does not exceed \$~~31,396~~30,630.

I have not applied for a sewer or water user fee subsidy on any other property during this calendar year.

Source of Income

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
	Total Net Income(Line 236)	_____

I have attached a copy of my (our) ~~2017~~2016 Canada Revenue Agency Notice of Assessment(s)

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the ~~2017~~2016 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name _____ Signature of Registered Owner _____

Phone Number _____ Dated at Port Coquitlam, BC this _____ day of _____, 20____.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3936. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

A Bylaw to amend "Zoning Bylaw, 2008, No. 3630"

The Council of the Corporation of the City of Port Coquitlam enacts as follows:

Citation

1. This Bylaw may be cited for all purposes as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2017, No. 3995".

Administration

2. The Zoning Map of the "Zoning Bylaw, 2008, No. 3630" be amended to reflect the following rezoning:

Civic: 1161 Kingsway Avenue

Legal: Lot A, Section 17 & 18, Block 6 North, Range 1 East, New Westminster District, Plan BCP 19376

From: M2 (Heavy Industrial)

To: M1 (General Industrial)

all as shown on Schedule 1 attached to and forming part of this Bylaw.

3. That Zoning Bylaw, 2008, No. 3630, INDUSTRIAL ZONES, 4.3 Permitted Uses, by replacing Note 3 with the following Note 3:

Note 3: Restaurant uses in the M zones are limited as follows:

- (1) A maximum 75m² (807.3 sq.ft.) in interior floor area except that on Lot 3, Section 18, NWD, Plan LMP1496 Exc. Plan LMP22527 (1320 Kingsway Avenue), one restaurant is permitted to be 140m² (1506.9 sq.ft.) and, for clarification, any additional restaurant on this property is limited to 75m² (807.3 sq.ft.) in interior floor area; and,

- (2) At Lot A, Section 17 & 18, Block 6 North, Range 1 East, NWD, Plan BCP 19376 (1161 Kingsway Avenue) a restaurant is not a permitted use.

Read a first time by the Municipal Council this 14th day of March, 2017.

Read a second time by the Municipal Council this 14th day of March, 2017.

Public Hearing held this 28th day of March, 2017.

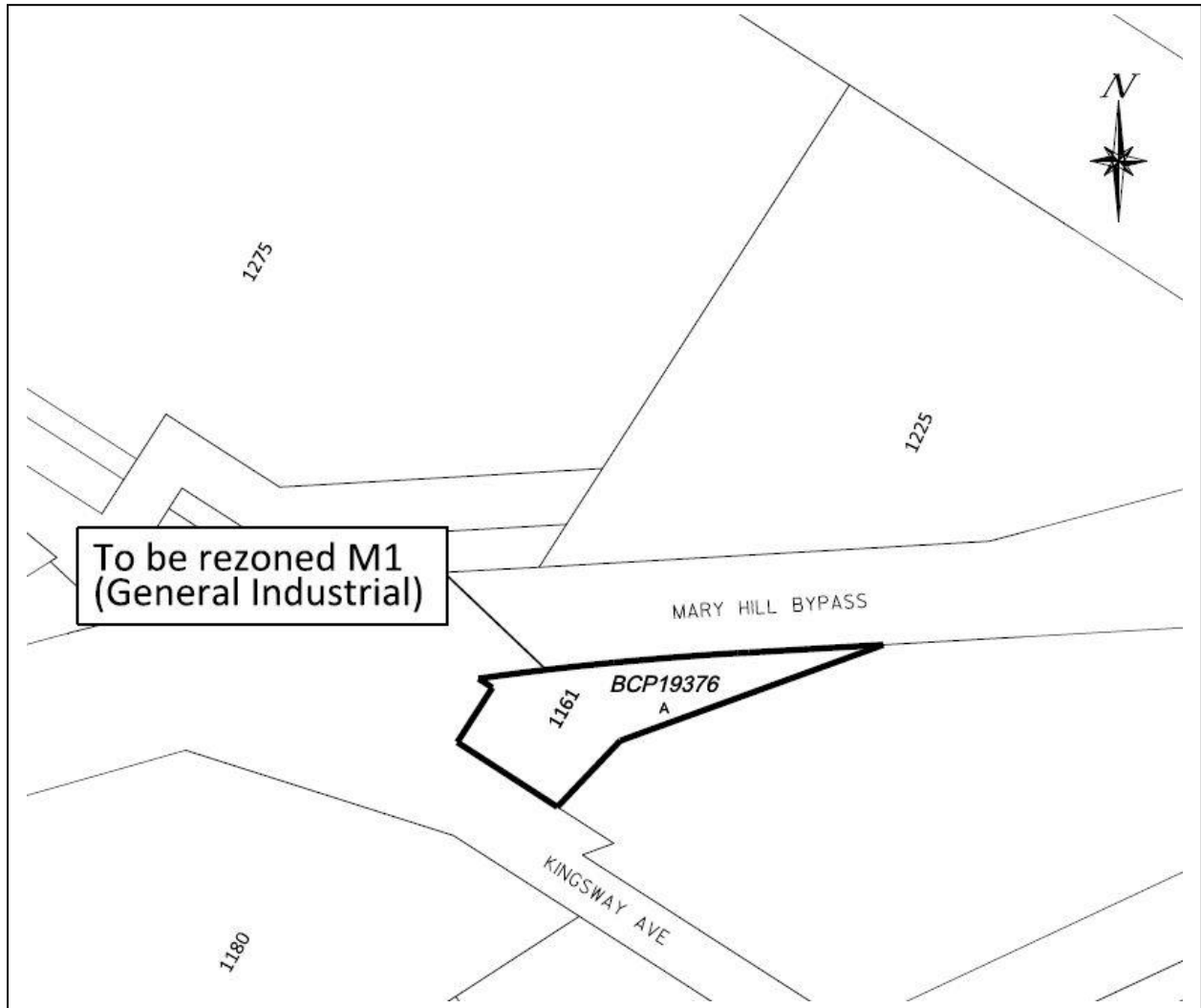
Read a third time by the Municipal Council this 28th day of March, 2017.

Mayor

Corporate Officer

BYLAW 3995

Schedule 1



RECOMMENDATION:

That Council adopt the following resolution:

WHEREAS the City Council considers the condition of the Buildings located at 1720 Fremont Drive, Port Coquitlam, B.C. (the "Property") to be unsafe; in violation of the City of Port Coquitlam Bylaw 3710 as no building permits have been issued for the construction or alteration of these Buildings; and that the Buildings are so dilapidated so as to be offensive to the community;

AND WHEREAS Council considers the Buildings a hazard so as to creates an unsafe condition and a danger to the health and safety of the registered owner, occupants and visitors to the Property;

NOW THEREFORE, pursuant to Sections 72, 73 and 74 of the Community Charter, City Council of the City of Port Coquitlam in open meeting assembled, resolves as follows:

1. That the Buildings identified in Attachment #1 to this report located on the Property each:
 - A. Create an unsafe condition for the reasons as detailed in Attachment #1;
 - B. Violate the provisions of City of Port Coquitlam Bylaw 3710 as they were constructed or altered without building permits as detailed in Attachment #1; and
 - C. Are dilapidated to an extent that they are offensive to the community as depicted in the photographs in Attachment #1.
2. That the registered owner of the Property (the "Owner") be required to completely demolish the Buildings and remove from the Property all demolition debris and restore the Property to a safe condition;
3. That the Owner be required to apply for and obtain all City permits that are required to demolish the Buildings by no later than 30 days after notice of this resolution is served or provided by registered mail;
4. That the Owner be required to demolish the Buildings and remove all demolition debris by no later than 30 days after the date the City has issued the necessary permits to permit the demolitions of the Buildings as noted in #3 above; and
5. That if the Owner has not complied with this resolution within the specified timeframes in #3 and #4 above, the City by its employees, contractors or others, may enter onto the Property without further notice to the Owner and perform the work specified in this resolution; the cost of performing the work shall immediately become a debt owed by the Owner to the City; and such debt, if unpaid by December 31, 2019, may be recovered by transferring the debt to the property tax account for the Property pursuant to Section 258 of the Community Charter.

1720 Fremont Drive - Remedial Action Order

PREVIOUS COUNCIL/COMMITTEE ACTION

None

REPORT SUMMARY

This report presents to Council the nuisance and unsafe condition of the property at 1720 Fremont Drive, due to the contravention of the Building and Plumbing Bylaw #3710, and proposes that a remedial action requirement be imposed to have unsafe and hazardous buildings demolished within 60 days.

BACKGROUND

The *Community Charter* regulates remedial action requirements for hazardous conditions and declared nuisances. Remedial action may include removing or demolishing a building or otherwise dealing with it in accordance with the direction of Council. A hazardous condition includes anything Council considers is in or creates an unsafe condition or that contravenes building regulations.

Council may declare that it considers a building or structure a nuisance and may impose a remedial action requirement in relation to the declared nuisance. Council may also declare a nuisance in relation to a thing that Council considers is so dilapidated as to be offensive to the community.

DISCUSSION

The Building Inspector Memorandum (Attachment #1) clearly identifies four buildings of significant concern on the property located at 1720 Fremont Drive. These four buildings are severely dilapidated and include additions and alterations that have been completed without the required permits or inspections. The buildings have not been maintained, are unsafe for occupancy and contravene the BC Building Code. These buildings pose safety risks to occupants, persons visiting the property, first responders and anyone else who may be in or near these buildings.

Due to safety concerns and the unsightly condition of the buildings, staff is recommending that Council order remedial action on the property. This resolution will provide the City the appropriate legal authority to step in and address the issues identified, if the property owner fails to do the required work.

FINANCIAL IMPLICATIONS

Any expenses incurred as a result of action taken by the City in the demolition, removal and disposal of the building material after the 60-day period can be recovered as a debt or as taxes against the owner of the Property pursuant to sections 17 and 258 Community Charter.

1720 Fremont Drive - Remedial Action Order

OPTIONS

(Check = Staff Recommendation)

#	Description
1 <input checked="" type="checkbox"/>	Declare the buildings unsafe and that they constitute a nuisance and order remedial action on the property.
2	Make no declaration regarding the property and request information on alternative enforcement actions to achieve compliance (placing a Sec.57 notice on title).

ATTACHMENTS

Attachment #1: 2019-01-16 Building Inspector Memorandum Re: 1720 Fremont Drive

Attachment #2: 2018-09-05 – Letter to Owner

Attachment #3: 2018-12-07 – Unsightly Premises Letter to Owner



MEMORANDUM

DATE: January 16, 2019
TO: Gabryel Joseph, Corporate Officer
FROM: Shawn Hagan, Manager of Building
SUBJECT: Remedial Action Recommendation - 1720 Fremont Drive

STATUTORY AUTHORITY

This report is generated under statutory authority granted per Sections 72, 73 and 74 of the BC Community Charter. Relevant excerpts are reproduced below:

- 72** (1) *A council may impose remedial action requirements in relation to*
- (a) *matters or things referred to in section 73 [hazardous conditions],*
 - (b) *matters or things referred to in section 74 [declared nuisances],*
- ...
- (2) *In the case of matters or things referred to in section 73 or 74, a remedial action requirement...*
- (b) *may require the person to*
 - (i) *remove or demolish the matter or thing,*
 - (ii) *fill it in, cover it over or alter it,*
 - (iii) *bring it up to a standard specified by bylaw, or*
 - (iv) *otherwise deal with it in accordance with the directions of council or a person authorized by council.*
- ...
- 73** (1) *Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:*
- (a) *a building or other structure, an erection of any kind, or a similar matter or thing;*
- ...
- (2) *A council may only impose the remedial action requirement if*
- (a) *the council considers that the matter or thing is in or creates an unsafe condition, or*
 - (b) *the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (I) [spheres of authority — buildings and other structures] or Division 8 [Building Regulation] of this Part.*
- 74** (1) *A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:*
- (a) *a building or other structure, an erection of any kind, or a similar matter or thing;*
- ...
- (2) *Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.*

BACKGROUND

The City of Port Coquitlam Building Division and Bylaw Division have identified hazardous conditions and nuisances at 1720 Fremont Drive.

The following is a recent history of actions undertaken to attain compliance from the property owner:

- June/ July 2017 Inspections by Bylaw Officer, Building Inspector and Fire Inspector to address a complaint about people living on the property in recreational vehicles and trailers.
- January 2018 Inspections conducted by with Fire Department, Building Inspector and Bylaw Officer.
- April 2018 Site visit by the Building Inspector to inspect buildings on the property for safety. Occupants of Buildings #1 and # 3 are advised of safety concerns on the property.
- May 2018 Tenant of Building #4 is advised of safety concerns on the property.
- July 2018 The property owner is contacted and informed that the City may seek remedial action for buildings.
- September 2018 Bylaw Officer, Building Inspector and Fire Department meet with the property owner to advise of the city's intention to seek remedial order for the property. A letter was delivered to the property owner identifying safety concerns and the intention to seek remedial action.
- December 2018 Correspondence sent to property owner, reminding of the city's intent to seek remedial action. Letter sent to property owner citing unsightly premises for remaining and new accumulations of debris.
- January 2019 Debris has not been removed from the property; Bylaw Dept arranging clean up.

UNAUTHORIZED CONSTRUCTION

A Building Inspector has identified three bylaw violations where unauthorized construction has occurred at 1720 Fremont Drive. These buildings are noted as Areas #1, #3 and #4 on the Site Photo below.

A Building Inspector has identified that the building in Area #2 is so deteriorated and damaged due to the inflow of water, that it is a nuisance and unsafe.

As per the City of Port Coquitlam Bylaw 3710 (Building and Plumbing), permits are required before any construction is undertaken:

8. Permit Applications

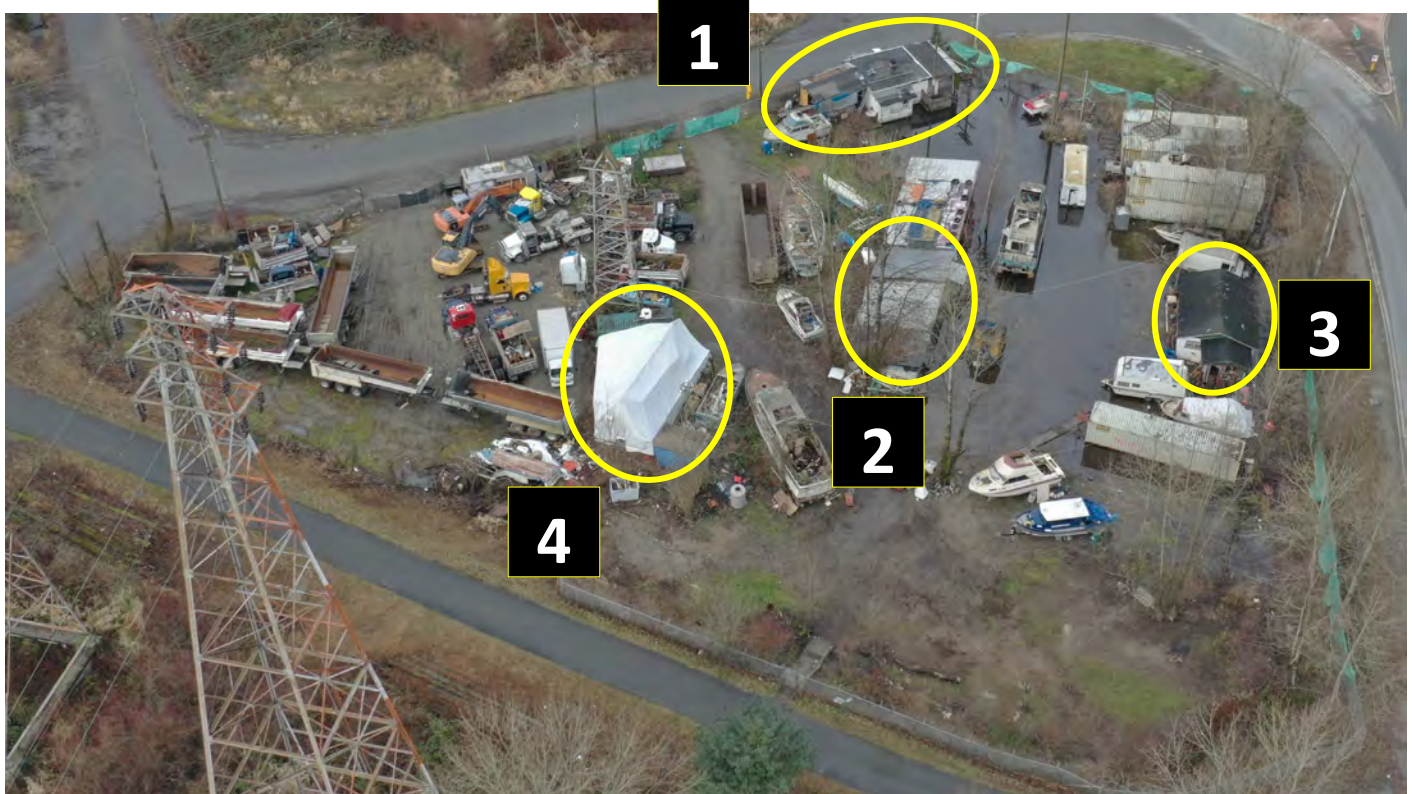
8.1 *Every person shall apply for and obtain:*

8.1.1 *a building permit before excavating for construction, constructing, relocating, reconstructing, repairing, or altering a building, retaining wall, swimming pool or other structure;*

6. Prohibitions

6.1 *No person shall commence or continue any excavation, construction, alteration, reconstruction, demolition, removal or relocation or change the occupancy of any building or structure unless a permit for the work has been issued.*

Site Photo: 1720 Fremont Drive



AREA #1

Violations:

- *Community Charter Sec. 73 [hazardous conditions]*
- *Community Charter Sec. 74 [declared nuisances]*
- *Port Coquitlam Building and Plumbing Bylaw 3710, Sec 6.1 & 8.1 (required permits)*

Hazardous Conditions

- Electrical extension cords have been observed on site that lead from this building to other buildings on the property and appear to be the source of electrical power for this building when connected. There is no power to the building, except for one functioning interior light bulb in the kitchen area. The power source for this light is provided by vehicle batteries located on the kitchen floor. There are three other rooms within the building and two exterior spaces that would require lighting. There is no functioning light source in these areas. The BC Building Code Section 9.34 requires where electrical services are available that electrical facilities shall be provided for every building. Section 9.34 also requires that a lighting outlet with fixture controlled by a wall switch shall be provided in kitchens, bedrooms, living rooms, utility rooms, laundry rooms, dining rooms, bathrooms, water-closet rooms, vestibules and hallways in dwelling units as well as at the exterior for all entrances.
- The heat source for this building is provided entirely by an old, freestanding wood stove located in the main living area for the building. The BC Building Code Section 9.33 requires that residential buildings intended for use in the winter months on a continuing basis shall be equipped with heating facilities capable of maintaining 22°C in all living spaces. The wood stove in the building would not be able to meet this requirement.
- Cooking facilities are provided by way of appliances connected to propane. The installation and use of the appliances as noted by the Building Inspector are a concern due to the risk of fire and improper ventilation.
- The source of potable water as required by the building code to this building appears to be compromised. The BC Building Code Section 9.31 requires that every dwelling unit shall be provided with potable water. Garden hoses in and around this building are either providing water to this building or to other buildings on the property from this building. There is a risk of contamination of the potable water supply on this property, and this would pose a health risk to occupants.

Nuisance Conditions

- This building is in such a dilapidated condition that, in addition to posing a safety risk for occupants, it is also offensive to the community.

Unpermitted Construction

- This building has two additions that have been constructed without permits.

Unsound Construction

- The two additions are structurally unsafe and do not comply with the framing standards of the BC Building Code Section 9.23.
- Framing, as installed, exceeds the maximum for allowable spans and spacing the building code allows. Thus, it is extremely unlikely that the additions would comply with the either the snow load or wind load requirements for the area.
- The additions are structurally unsafe as they appear to have been constructed using miscellaneous pieces of building material.
- Occupants living there would be at risk of a building collapse.

Residency

- This building is currently occupied and is being used as a residence for one person. A Building Inspector observed a person in the building on April 5, 2018, as well as evidence of clothing, bedding, cooking equipment and food.

Photos 1.1-1.3 and 1.4 -1.6 show two additions to the building have been constructed using miscellaneous pieces of building material and are structurally unsafe. Photos 1.7-1.9 show unsafe electrical connections. Photos 1.10 & 1.11 show unsafe plumbing connections.

Photo 1.1
Addition without a permit – Structurally unsafe



Photo 1.2
Addition without a permit – Structurally unsafe



Photo 1.3
Addition without a permit – Structurally unsafe



Photo 1.4
Addition without a permit – Structurally unsafe



Photo 1.5
Addition without
a permit –
Structurally
unsafe (exterior)



Photo 1.6
Addition without a permit – Structurally
unsafe (interior)



Area #1: Unsafe Electrical

During a site visit on April 5, 2018, by the Building Inspector, there was no power to the building, except for one functioning interior light bulb in the kitchen area. The power source for this light was provided by vehicle batteries located on the kitchen floor. There are three other rooms within the building and two exterior spaces that would require lighting. There was no functioning light source in these areas.

The BC Building Code Section 9.34 requires that a lighting outlet with fixture controlled by a wall switch shall be provided for rooms and spaces within a building, as well as for the exterior at entrances.

Photo 1.7

Unsafe condition – electrical



Photo 1.8

Unsafe condition – electrical

Photo 1.8 is an example of one of numerous electrical extension cords observed throughout the building that are the source of power for appliances and lighting fixtures in the building.



Photo 1.9

Unsafe condition – electrical

Photo 1.9 is an example of unsafe electrical wiring issues observed by the Building Inspector.



Area #1: Unsafe Plumbing

The building has an unknown source of water. Numerous garden hoses have been noticed around this building that lead either to or from other buildings on the property. It is suspected that the hoses are being used to supply water from one building to another. This would pose a health risk to occupants.

Photo 1.10: Unsafe condition - plumbing



Photo 1.11: Unsafe condition - plumbing

Photo 1.11 shows garden hoses connected between buildings on the property.



AREA #2

Violations:

- *Community Charter Sec. 73 [hazardous conditions]*
- *Community Charter Sec. 74 [declared nuisances]*
- *Port Coquitlam Building and Plumbing Bylaw 3710, Sec 6.1 & 8.1 (required permits)*

Hazardous Conditions

- The building is in severe disrepair due to water ingress into the building. The water ingress is caused by water ponding in the vicinity of the building and then entering and flooding the building as the water levels rise. The roof and exterior walls of the building are in such a state of disrepair that they can no longer prevent water from entering the building. The BC Building Code Sections 9.26 and 9.27 require walls and roofs to be protected with roofing and exterior cladding so as to shed rain effectively.
- The source of potable water as required by the building code to this building appears to be compromised. The BC Building Code Section 9.31 requires that every dwelling unit shall be provided with potable water. Garden hoses in and around this building are either providing water to this building or to other buildings on the property from this building. There is a risk of contamination of the potable water supply on this property, and this would pose a health risk to occupants.
- The Building Inspector was unable to locate a source of heat for this building. The BC Building Code Section 9.33 requires that residential buildings intended for use in the winter months on a continuing basis shall be equipped with heating facilities capable of maintaining 22°C in all living spaces.
- Electrical service is provided by extension cords from other buildings.
- This building does not appear to contain any washroom facilities for occupants.

Nuisance Conditions

- This building is in such a dilapidated condition that in addition to posing a safety risk for occupants, it is also offensive to the community.

Unpermitted Construction

- This City has no record of permits being issued for the construction of this building.

Photo 2.1:
Unsafe building condition



Photo 2.2

Unsafe condition - plumbing

Garden hoses found inside the building are being used to provide a water source for the building.



Photo 2.3

Unsafe condition - electrical

Photo 2.3 is an example of one of numerous electrical extension cords observed throughout the building that are the source of power for appliances and lighting fixtures in the building.



AREA #3

Violations:

- *Community Charter Sec. 73 [hazardous conditions]*
- *Community Charter Sec. 74 [declared nuisances]*
- *Port Coquitlam Building and Plumbing Bylaw 3710, Sec 6.1 & 8.1 (required permits)*

Hazardous Conditions

- Electrical extension cords have been observed on site that lead from this building to other buildings on the property and appear to be the source of electrical power for this building when connected.
- The heat source for this building is provided by a freestanding wood stove located in the main living area for the building. The BC Building Code Section 9.33 requires that residential buildings intended for use in the winter months on a continuing basis shall be equipped with heating facilities capable of maintaining 22°C in all living spaces. The wood stove in the building would not be able to meet this requirement. The Building Inspector noted that the venting for the wood stove does not have the required clearance to combustible material where the vent penetrates the ceiling. The lack of the proper clearance from the vent poses a fire hazard.
- It is believed that the sanitary service for this building is not functioning properly. During the April 5, 2018 site visit, the Building Inspector observed a significant odour of sewage within the interior of the building and came to the conclusion that the sanitary sewer system for the building was not functioning as intended and that sewage was backing up into the crawl space of the building. The BC Building Code 9.31 requires building sewers to discharge into a public system where available or into a private sewage disposal system. To date, this concern has not been corrected.
- The source of potable water as required by the building code to this building appears to be compromised. The BC Building Code Section 9.31 requires that every dwelling unit shall be provided with potable water. Garden hoses in and around this building are either providing water to this building or to other buildings on the property from this building. There is a risk of contamination of the potable water supply on this property, and this would pose a health risk to occupants.

Nuisance Conditions

- Access to and within the building is restricted due to large amounts of debris and personal effects.
- This building is in such a dilapidated condition, that in addition to posing a safety risk for occupants, it is also offensive to the community.

Unpermitted Construction

- This building has two additions that have been constructed without permits.

Unsound Construction

- The two additions are structurally unsafe and do not comply with the framing standards of the BC Building Code.
- Framing, as installed, exceeds the maximum for allowable spans and spacing the Building Code allows. Thus, it is extremely unlikely that the additions would comply with either the snow load or wind load requirements for the area.
- The additions are structurally unsafe as they appear to have been constructed using miscellaneous pieces of building material.
- The foundation support for the additions is unknown.
- Occupants living there would be at risk of a building collapse.

Residency

- This building is currently occupied and is being used year round as a residence for one person. A Building Inspector has observed a person in the building April 5, 2018) and evidence of clothing, bedding, cooking equipment and food.

Photos 3.1

Addition without a permit – Structurally unsafe



Photo 3.2: Addition without a permit – Structurally unsafe



Photo 3.3: Unsafe heating installation

A freestanding wood stove installed without the proper clearances poses a fire hazard.



AREA #4

Violations:

- *Community Charter Sec. 73 [hazardous conditions]*
- *Community Charter Sec. 74 [declared nuisances]*
- *Port Coquitlam Building and Plumbing Bylaw 3710, Sec 6.1 & 8.1 (required permits)*

Hazardous Conditions

- A tent type building was constructed to house a boat under repair.
- Anyone working in the building or otherwise entering could be at risk of a building collapse as the building construction would not comply with either the snow load or wind load requirements of the area. A building constructed without the sufficient structural capacity to limit the probability that the loads and influences that may reasonably be anticipated during the expected service life of the building could exceed the capacities of the structure and its components and could lead to structural failure, which could lead to harm to anyone working in the building or otherwise entering.

Nuisance Conditions

- The building is unsightly and offensive to the community.

Unpermitted Construction

- This building has been constructed without a permit.

Photo 4.1



RECOMMENDATION

As of a site visit that I conducted on January 15, 2019, I can confirm that all structures and violations as noted and presented in this report remain in place. Also, I can confirm that the City has no record that permits have ever been issued for the alteration of or new construction of the structures, and as such, they are all in contravention of Bylaw 3710.

Based on the unresolved bylaw violations for building permits not being obtained, it is recommended that a report be drafted for Council consideration to impose a remedial action under Section 72 (1) (a) and (b) of the Community Charter relating to the property located at:

Civic address: 1720 Fremont Drive, Port Coquitlam BC, V3C 6K1

Legal Description: SECTION 16, NEW WEST DISTRICT, PLAN LMP5332 PARCEL A. P.I.D. 017-846-374

It is recommended that the property owner be required to complete the following under the remedial action requirement:

1. Completely demolish the Buildings and remove from the Property all demolition debris and restore the Property to a safe condition;
2. Apply for and obtain all City permits that are required to demolish the Buildings by no later than 30 days after notice of the Council resolution is served or provided by registered mail; and
3. Demolish the Buildings and remove all demolition debris by no later than 30 days after the date the City has issued the necessary permits to permit the demolitions of the Buildings.

Shawn Hagan
Manager- Building Division
City of Port Coquitlam



#200-2564 Shaughnessy St., Port Coquitlam BC, Canada, V3C 3G4
 Tel 604.927.5444 • Fax 604.927.5404
 building@portcoquitlam.ca



September 5, 2018

Wild Duck Inn-Pub Incorporated
 1337 Whitby Road
 West Vancouver, BC
 V7S 2N4
 Attention: Joe Carhoun

SUBJECT: 1720 Fremont Drive in Port Coquitlam

Our records indicate that you are the registered owners of the property located at 1720 Fremont Drive in Port Coquitlam. As part of the on-going remediation of your property, site visits have been completed for buildings located on the property.

There is a concern that buildings on the property being used as a residence may pose a health and safety risk to occupants. These buildings are noted on the attached site plan as Building #1, Building #2 and Building #3. Work for which a permit is required has also been completed to Building #1 and Building #3.

In addition, it appears that work has been completed to construct one new building on the property without the necessary permits. This building is noted on the attached site plan as Building #4.

The City of Port Coquitlam Building and Plumbing Bylaw #3710 states that *no person shall commence or continue any excavation, construction, alteration, reconstruction, demolition, removal or relocation or change the occupancy of any building or structure unless a permit for the work has been issued.*

Please be advised that City Staff plan to submit a report to City Council seeking a remedial action order under the Community Charter to have all four of the buildings demolished. You will be notified in advance of the date that the report will be presented to Council.

Should you have any questions, you may contact me at the Building Division of the Development Services Department at 604-927-5444.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Hagan".

Shawn Hagan | City of Port Coquitlam | Building Division
 Manager of Building

1720 Fremont Drive



Building #1 Residence

Building #2 Storage/Residence

Building #3 Residence

Building #4 Boat Storage/Repair

Division 12 — Remedial Action Requirements

Council may impose remedial action requirements

- 72** (1) A council may impose remedial action requirements in relation to
- (a) matters or things referred to in section 73 [*hazardous conditions*],
 - (b) matters or things referred to in section 74 [*declared nuisances*], or
 - (c) circumstances referred to in section 75 [*harm to drainage or dike*].
- (2) In the case of matters or things referred to in section 73 or 74, a remedial action requirement
- (a) may be imposed on one or more of
 - (i) the owner or lessee of the matter or thing, and
 - (ii) the owner or occupier of the land on which it is located, and
 - (b) may require the person to
 - (i) remove or demolish the matter or thing,
 - (ii) fill it in, cover it over or alter it,
 - (iii) bring it up to a standard specified by bylaw, or
 - (iv) otherwise deal with it in accordance with the directions of council or a person authorized by council.
- (3) In the case of circumstances referred to in section 75, a remedial action requirement
- (a) may be imposed on the person referred to in that section, and
 - (b) may require the person to undertake restoration work in accordance with the directions of council or a person authorized by council.

Hazardous conditions

- 73** (1) Subject to subsection (2), a council may impose a remedial action requirement in relation to any of the following:
- (a) a building or other structure, an erection of any kind, or a similar matter or thing;

- (b) a natural or artificial opening in the ground, or a similar matter or thing;
- (c) a tree;
- (d) wires, cables, or similar matters or things, that are on, in, over, under or along a highway;
- (e) matters or things that are attached to a structure, erection or other matter or thing referred to in paragraph (a) that is on, in, over, under or along a highway.

(2) A council may only impose the remedial action requirement if

- (a) the council considers that the matter or thing is in or creates an unsafe condition, or
- (b) the matter or thing contravenes the Provincial building regulations or a bylaw under section 8 (3) (1) [*spheres of authority – buildings and other structures*] or Division 8 [*Building Regulation*] of this Part.

Declared nuisances

74 (1) A council may declare that any of the following is a nuisance and may impose a remedial action requirement in relation to the declared nuisance:

- (a) a building or other structure, an erection of any kind, or a similar matter or thing;
- (b) a natural or artificial opening in the ground, or a similar matter or thing;
- (c) a drain, ditch, watercourse, pond, surface water, or a similar matter or thing;
- (d) a matter or thing that is in or about any matter or thing referred to in paragraphs (a) to (c).

(2) Subsection (1) also applies in relation to a thing that council considers is so dilapidated or unclean as to be offensive to the community.

Xpresspost: PG 449 340 120 CA
 Via fax No. 604.926.8790
 Via Email: jcarhoun@hotmail.com

FINAL NOTICE
 File No. 65550

December 7, 2018

ATTENTION: Mr. JOE CARHOUN
 WILD DUCK INN-PUB INC
 1337 WHITBY RD
 WEST VANCOUVER BC V7S 2N4

Dear Property Owner,

RE: Violation of *Property Maintenance Bylaw, 1994, No.2945: Unsightly Property*
AT: 1720 Fremont Street, Port Coquitlam, BC

Bylaw Officers attended your premises on December 5, 2018 to inspect for compliance of the Property Maintenance Bylaw. It was observed that after the City removed the accumulation of materials from the property, more materials arrived to the site.

Therefore, this is your **FINAL NOTICE** to remove these materials by **December 21, 2018**. Please see attached photos of the materials in question.

For your information, Bylaw No. 2945 states:

"Unsightly" includes but is not limited to:

an outdoor accumulation of building material on any property other than premises identified in a business licence for building material sales or storage, or premises where construction is in progress pursuant to a valid building permit;

b) an accumulation of motor vehicle parts or all or part of any motor vehicle which is not:

- (i) registered and licenced in accordance with the Motor Vehicle Act; or
- (ii) capable of movement under its own power; and

(c) any accumulation of filth, discarded materials or rubbish of any kind, including but not limited to ashes, dead animals, paper, cardboard, tin cans, leaves, wood, bedding, furniture, crockery, glass, bags and appliances.

December 7, 2018

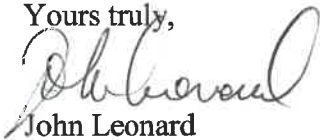
Page 2

THIS IS YOUR FINAL NOTICE. Pursuant to the terms of the Bylaw noted above, we hereby give you notice that this condition must be corrected by **December 21, 2018**.

Failure to comply will result in the city contracting services to remove the accumulated materials off the property on January 4, 2019, at your expense. A re-inspection of your property will be made on or about January 3, 2019 and we encourage you to comply with this directive.

If you require any further information or assistance, please call me at 604- 927-5419.

Yours truly,



John Leonard
Bylaw Enforcement Officer

Attachment:

Photo 1 – Garbage of boat and other debris on West side of property

Photo 2 – Broken down unlicensed uninsured gray vehicle

Photo 3 – Accumulation of debris near Brent's space

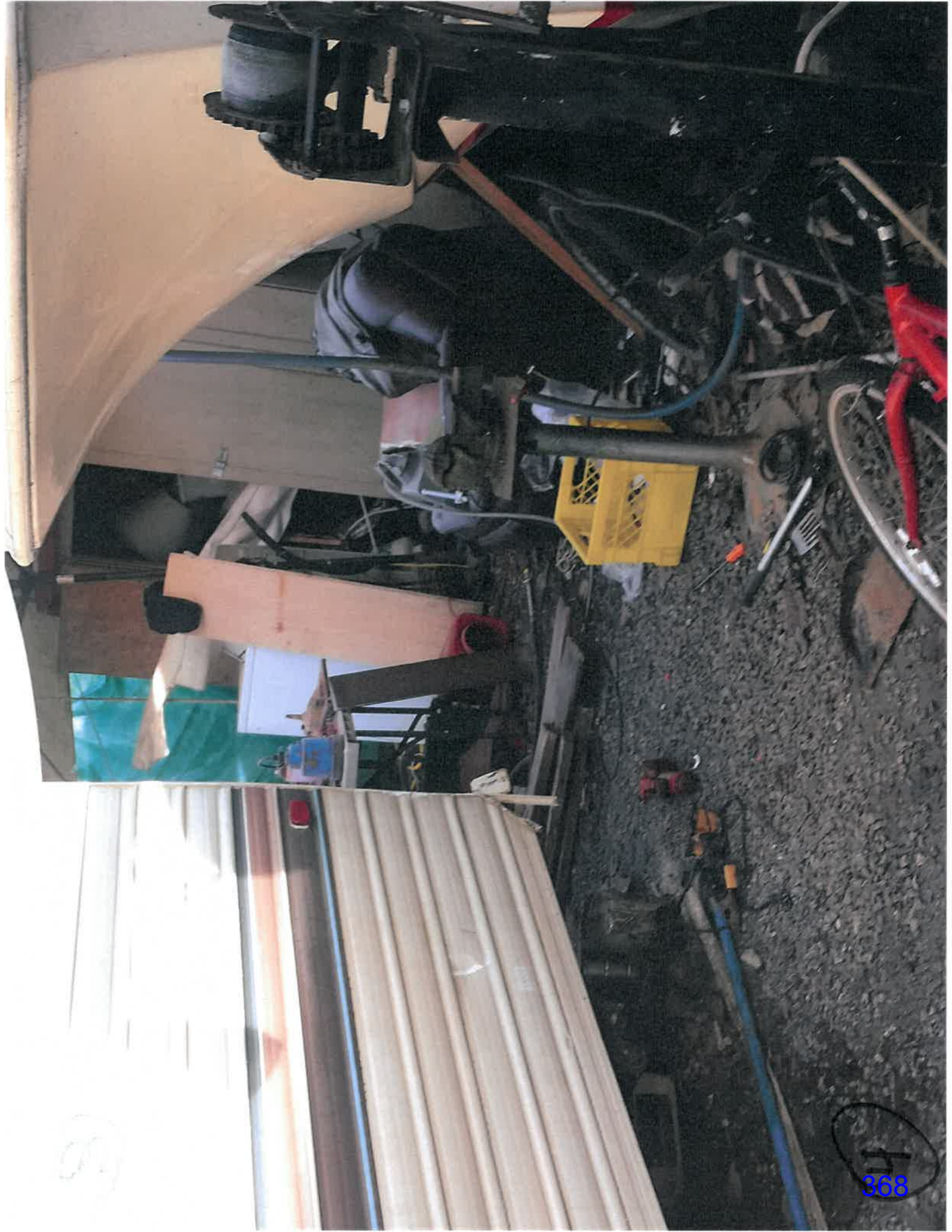
Photo 3 – Further accumulation of debris at Brent's space

Cc: Bylaw Officers
Paula Jones
Ted Usher, Property Use Coordinator
Shawn Hagan, Manager of Building
Mr. Joe Carhoun – 5780 Telegraph Trail, West Vancouver, BC V7W 1R6 via Xpresspost PG 449 340 120 CA









368

Municipal resolution: Call for the ABC Plan for an Accountable, Bold and Comprehensive poverty reduction plan for British Columbia

WHEREAS:

1. The poverty rate in British Columbia continues to be among the highest in Canada at approximately 1 in 8 using Canada's official poverty line (Market Basket Measure), and child poverty rates in BC are still 1 in 5;
2. Many impacts of poverty are experienced at the local level, and local residents pay for poverty in increased health care costs, higher crime, higher demand for community, social and charitable services, lack of school readiness, reduced school success, and lower economic productivity;
3. 4 people are dying every day in BC due to the opioid epidemic that the Provincial Health Officer of BC has declared a Public Health Emergency. Many more are sick from poverty with cancer, heart disease, diabetes, depression or other health issue; and the health of everyone is worse from living in such an unequal society;
4. A poverty reduction plan will save lives and money as it is a social and economic investment in our province;
5. There was unanimous support from all three provincial parties for legislated targets and timelines to reduce poverty in Bill 39: Poverty Reduction Strategy Act when it was passed on November 5, 2018;
6. BC is the last province in Canada to have a poverty reduction plan and is now developing a plan to be launched in March 2019;
7. The BC Poverty Reduction Coalition (the "Coalition") is a broad-based network of over 400 organizations including community and non-profit groups, faith groups, health organizations, indigenous organizations, businesses, labour organizations, and social policy groups;
8. The Coalition has renewed its call for a strong poverty reduction plan for BC by launching the ABC Plan, which outlines an accountable, bold and comprehensive poverty reduction plan to prevent and reduce poverty in BC.

THEREFORE BE IT RESOLVED:

THAT this council support the Coalition's ABC Plan for an accountable, bold and comprehensive poverty reduction plan for BC; and

BE IT FURTHER RESOLVED:

THAT this council advocate to the provincial government to develop and implement a provincial poverty reduction strategy that includes the measures within the ABC Plan before February 2019, with the commitment that this council will work with the provincial government in implementing this plan.

For more information:

Contact: Trish Garner, Community Organizer, BC Poverty Reduction Coalition

Email: trish@bcpovertyreduction.ca

Phone: 604-877-4553

Website: bcpovertyreduction.ca / ABCplan.ca



An Effective Poverty Reduction Plan: It's as simple as ABC

First Steps for an Accountable, Bold and Comprehensive Poverty Reduction Plan for BC

Over half a million British Columbians live in poverty: from youth aging out of care to sleeping on the streets to seniors struggling to buy food; from low-wage workers having to commute hours every day to people on income assistance trying to survive day by day; from newcomers to indigenous people who we welcome and acknowledge with words but not with enough financial support; from the homeless to those living one paycheque away from joining them; and from people with disabilities facing a lifetime of poverty to families trying to give their children the lives they never had.

In a wealthy province like BC, we can do better.

And the good news is that British Columbians want to do better. The majority of voters in BC's 2017 provincial election voted for bold action on poverty; and with all three major political parties now publicly committed to a poverty reduction plan, British Columbians can finally look forward to action to tackle poverty and the increasing levels of homelessness and inequality that we see in our communities.

This is a crisis that requires urgent action. 4 people are dying every day in BC due to the opioid epidemic that the Provincial Health Officer of BC has declared a Public Health Emergency. Many more are sick from poverty with cancer, heart disease, diabetes, depression or other health issue; and the health of all of us is worse from living in such an unequal society.

A poverty reduction plan will save lives.

It will also save money. It's an economic investment in our province. Initial funding should be provided by restoring tax fairness. Then, over the long term, a poverty reduction plan that puts in place strong, preventative measures to tackle both the depth and breadth of poverty costs far less than the cost of poverty, at \$8 to 9 billion per year for health and criminal justice costs, as well as lost tax revenue. Let's stop mopping the floor and fix the roof.

An Accountable, Bold and Comprehensive poverty reduction plan for BC is the solution to save lives and promote equality.

So far, the government has undertaken a poverty reduction consultation from October 2017 to March 2018. They visited communities throughout the province and heard consistent themes about the issues and the necessary solutions. They now plan to table legislation in the fall and launch the full plan in February 2019.

Now British Columbians expect action with an accountable, bold and comprehensive poverty reduction plan that reflects those themes. A plan needs to tackle immediate affordability challenges but, more importantly, go upstream to enhance our universal basic services to prevent these challenges in the first place and ensure healthy people and healthy communities throughout our province.

The over-arching vision and first steps matter in leading in the right direction.

That is why the BC Poverty Reduction Coalition with over 400 supporting organizations recommend the following first steps for the government's legislation and plan:

✓ **A is for Accountable.**

Embed strong accountability measures

- ◆ **Ensure long-term sustainability through legislated targets, timelines and accountability measures:**
 - ◆ Reduce BC's poverty rate by 30% within four years, and by 75% within 10 years.
 - ◆ Recognize that poverty is concentrated in particular marginalized groups and ensure concurrent declines in the poverty rates for these groups by 30% in four years, and by 75% in ten years.
 - ◆ Within two years, ensure that every British Columbian has an income that reaches at least 75% of the poverty line.
 - ◆ Within two years, ensure no one has to sleep outside, and end all homelessness within eight years (ensuring all homeless people have good quality, appropriate housing).
 - ◆ Commit to United Nations Sustainable Development Goal #1: "End poverty in all its forms everywhere" by 2030.
 - ◆ Create an independent, funded Office/Advocate to monitor the plan's implementation.
- ◆ **Make sure all Ministries are working together, including:**
 - ◆ Legislate a Poverty/Equity Lens at Treasury Board to ensure no Ministry can make decisions that will hurt people in poverty.
 - ◆ The Minister of Social Development and Poverty Reduction should present mandatory annual reports (including reports from all relevant Ministries) to the Legislature and to the public about actions taken, outcomes and advocacy to other levels of government.
- ◆ **Embed strong fundamental principles in the legislation and plan:**
 - ◆ Respect the human rights of people living in poverty.
 - ◆ Upstream approach focusing on the social determinants of health.
 - ◆ Poverty reduction as a social and economic investment for our province.

✓ **B is for Bold.**

Take bold, immediate action

- ◆ **Increase income supports, including raising welfare and disability rates to 75% of the poverty line (Market Basket Measure) immediately and to 100% of the MBM in 2 years.**

The first step would cost \$365 million while lifting everyone on income assistance to the poverty line would cost \$1.16 billion, only 2% of the provincial budget
- ◆ **Tie rent control to the unit (not the tenant), and build and protect affordable social and rental housing.**

Affordable is defined as 30% of income. An appropriate percentage of the housing to be built should be at welfare shelter rates and another set target should be tied to the senior shelter level.

✓ **C is for Comprehensive.**

Develop a comprehensive poverty reduction plan with short, medium and long-term actions in 7 policy areas:

- ◆ **Income assistance:** Provide adequate and accessible income support for the non-employed.
 - ◆ Increase and index income and disability assistance.
 - ◆ Increase earnings exemptions, and remove clawbacks and arbitrary barriers that discourage, delay and deny people in need.
- ◆ **Employment:** Improve the earnings & working conditions of those in the low-wage workforce.
 - ◆ Increase the minimum wage to \$15 an hour for all workers with no exemptions and index it to the cost of living.
 - ◆ Enhance and restore the coverage and enforcement of employment standards.
- ◆ **Equity:** Address the needs of those most likely to be living in poverty, including:
 - ◆ Restructure federal and provincial funding to better address the needs of all Indigenous people, including the large off-reserve population.
 - ◆ Guarantee access to income assistance for all regardless of citizenship status.
 - ◆ Provide free transit for children 0-18 years of age and a low-income transit pass for adults.
- ◆ **Housing:** End homelessness and adopt a comprehensive affordable housing and supportive housing plan.
 - ◆ Build 10,000 new social & co-op housing units per year that low income people can afford.
 - ◆ Introduce stronger tenant protections, including rent control on the unit (not the tenant), tighter limits on annual rent increases, adequately enforcing the Residential Tenancy Act (RTA) and the Manufactured Home Park Tenancy Act, and extending tenant rights to include all non-profit social housing currently exempt from the RTA.
- ◆ **Child care:** Provide universal, high quality, publicly-funded child care.
 - ◆ Improve the wages of early childhood educators.
 - ◆ Continue to increase the number of licensed spaces.
 - ◆ Prioritize expanding the fee reduction program so that the affordable child care benefit can be reduced over time, and ensure that low income families have access to free, high quality child care.
- ◆ **Education and training:** Enhance support for training and education for low-income people.
 - ◆ Reduce tuition fees by 50% and increase the availability of post-secondary grants for low-income students; allow welfare recipients to attend post-secondary education and get apprenticeships.
 - ◆ Adequately fund K-12 education to mitigate inequalities and to ensure adequate library staff and resources, and special needs assessment and support
- ◆ **Health and food security:** Enhance community mental health and home support services, and expand integrated approaches to prevention and health promotion services.
 - ◆ Expand essential health services in the public system, such as dental and optical care and community mental health services.

More information and take action at ABCplan.ca

For more information, visit:

ABCplan.ca

The **BC Poverty Reduction Coalition** is a coalition that includes community and non-profit groups, faith groups, health organizations, indigenous organizations, immigrant service agencies, businesses, labour organizations, and social policy groups. We have come together around a campaign aimed at seeing the introduction of a bold and comprehensive poverty reduction plan from the government of British Columbia that would include legislated targets and timelines to significantly reduce poverty, inequality and homelessness. We have over **80 Coalition Members** and over **400 supporting organizations** that have joined the call for a poverty reduction plan.

Vancity



vancouver
foundation

Vancity
Community Foundation