



Committee of Council Agenda

Tuesday, April 22, 2025

12:00 p.m.

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, April 22, 2025, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

5

Recommendation:

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

- *April 1, 2025.*

4. REPORTS

4.1 Rezoning Application Extension for 1631 Manning Avenue

10

Recommendation:

That Committee of Council extend the date of expiry for adoption of "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2023, No. 4301" to March 28, 2026.

4.2 Rezoning Application for 1951 and 1953 Dorset Avenue

12

Recommendation:

That Committee of Council recommend to Council that:

1. *The zoning of 1951-1953 Dorset Avenue be amended from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 4); and*

2. *Prior to adoption of the amendment bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Demolition of the existing buildings and structures;*
 - b. *Preparation of subdivision plans to the satisfaction of the approving officer; and*
 - c. *Completion of the design and submission of fees and securities for off-site works and services.*

4.3 Legislative Policy Review

17

Recommendation:

That the legislative policies identified within the report titled "Legislative Policy Review" dated April 22, 2025, be repealed.

4.4 2024 Q4 Financial Variance Report

79

Recommendation:

None.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, April 22, 2025, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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 5.2

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 5.3

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 5.4

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.

Item 5.5

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 5.6

a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

Item 5.7

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;

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

Item 5.8

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

Item 5.9

k. negotiations and related discussions respecting the proposed provision of a

municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, April 22, 2025, Committee of Council Meeting be adjourned.



Committee of Council Minutes

Tuesday, April 1, 2025

Council Chambers

3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

Council Present: Chair - Mayor West
Councillor Darling
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

Council Absent: Councillor Petriw

Staff Present: R. Bremner, CAO
B. Clarkson, Fire Chief
J. Frederick, Director Engineering & Public Works
J. Little, Acting Director Development Services
D. Long, Director Community Safety & Corporate Services
J. Lovell, Director Finance
G. Mitzel, Director Recreation
V. Washington, Manager of Legislative Services

1. CALL TO ORDER

The meeting was called to order at 1:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, April 1, 2025, Committee of Council Meeting Agenda be adopted as circulated.

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

3. CONFIRMATION OF MINUTES

Moved-Seconded:

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

- *March 11, 2025.*

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

4. REPORTS

4.1 Rezoning Application for 4030 Sefton Street

Moved-Seconded:

That Committee of Council recommend to Council that:

1. *The zoning of 4030 Sefton Street be amended from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 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. *Installation of protective fencing for on-site and off-site trees;*
 - b. *Demolition of existing structures;*
 - c. *Preparation of subdivision plans to the satisfaction of the Approving Officer; and*
 - d. *Completion of design and submission of fees and securities for off-site works and services.*

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

4.2 Zoning Bylaw Minor and Housekeeping Amendments 2025

Moved-Seconded:

That Committee of Council recommend to Council that:

- 1. the Zoning Bylaw be amended as described in this report; and*
- 2. that the requirement for a Public Hearing be waived as the proposed amendments are consistent with the Official Community Plan.*

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

4.3 Development Permit Application for 850 Village Drive (Building P)

Moved-Seconded:

That alternate design options for "the heart" be brought forward for Council consideration and that the lack of childcare and density be further considered by staff.

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

4.4 Departmental Update - Fire & Emergency Services (verbal report)

The Fire Chief gave an on-screen presentation regarding three main areas lift assist calls, managing growth and meeting demand, and highlighted key accomplishments over the last year. He noted how the department is growing, adapting and staying focused on serving the community.

5. COUNCILLORS' UPDATE

No update.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, April 1, 2025, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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.

Item 5.2

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 5.3

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 5.4

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 5.5

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;

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

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

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

*That the Tuesday, April 1, 2025, Committee of Council Meeting be adjourned.
(6:01 p.m.)*

In Favour (6): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Petriw

Carried

Mayor

Corporate Officer

Rezoning Application Extension for 1631 Manning Avenue

RECOMMENDATION:

That Committee of Council extend the date of expiry for adoption of “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2023, No. 4301” to March 28, 2026.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 28, 2023 – Council approved:

1. *Third reading for “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2023, No. 4301” to amend the zoning designation of 1631 Manning Avenue from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4).*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a) *Protective fencing for on-site trees;*
 - b) *Demolition of existing structures; and*
 - c) *Completion of design and submission of fees and securities for off-site works and services.*

REPORT SUMMARY

This report recommends extending the expiry date of an amending bylaw and that would rezone the property at 1631 Manning Avenue from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 4). Staff recommend a one-year extension as no circumstances related to the amending bylaw changed within this period, and the property is in an acceptable condition.

BACKGROUND

On March 28, 2023, Council gave third reading to a zoning bylaw amendment to amend the zoning of 1631 Manning Avenue to facilitate the subdivision of the lot into two smaller RS4 lots. In accordance with the Development Procedures bylaw (No. 3849), the applicant was provided two years to complete rezoning conditions prior to Council adoption.

The Delegation of Authority Bylaw provides Committee of Council with the authority to issue time extensions for Council consideration of adoption of a Zoning bylaw (No. 3630) amendment for a period of up to one year following the initial two-year period.

The applicant has advised they were unable to complete the required conditions of bylaw adoption within the two-year time frame and requests a one-year extension until March 28, 2026.

Rezoning Application Extension for 1631 Manning Avenue


DISCUSSION

The applicant advises that fulfilling the required rezoning conditions has taken longer than anticipated due to a change in property ownership. A sale has recently completed and the new owners have expressed an intention to proceed with completing the outstanding conditions related to rezoning and subdivision.

Staff note the site has been maintained and there have been no changes to OCP designations or policies which would impact the proposed subdivision.

Approval of the requested extension for one additional year is recommended.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the requested one-year extension to the bylaw adoption date deadline.
	2	Defer the request for extension and instruct staff to provide further information (to be specified).
	3	Decline the extension. If this decision is made, the applicant may request that Council reconsider the requested extension.

Lead author(s): Paul Cloutier

RECOMMENDATION:

That Committee of Council recommend to Council that:

- 1. The zoning of 1951-1953 Dorset Avenue be amended from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 4); and*
- 2. Prior to adoption of the amendment bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a) Demolition of the existing buildings and structures;*
 - b) Preparation of subdivision plans to the satisfaction of the approving officer; and*
 - c) Completion of the design and submission of fees and securities for off-site works and services.*

REPORT SUMMARY

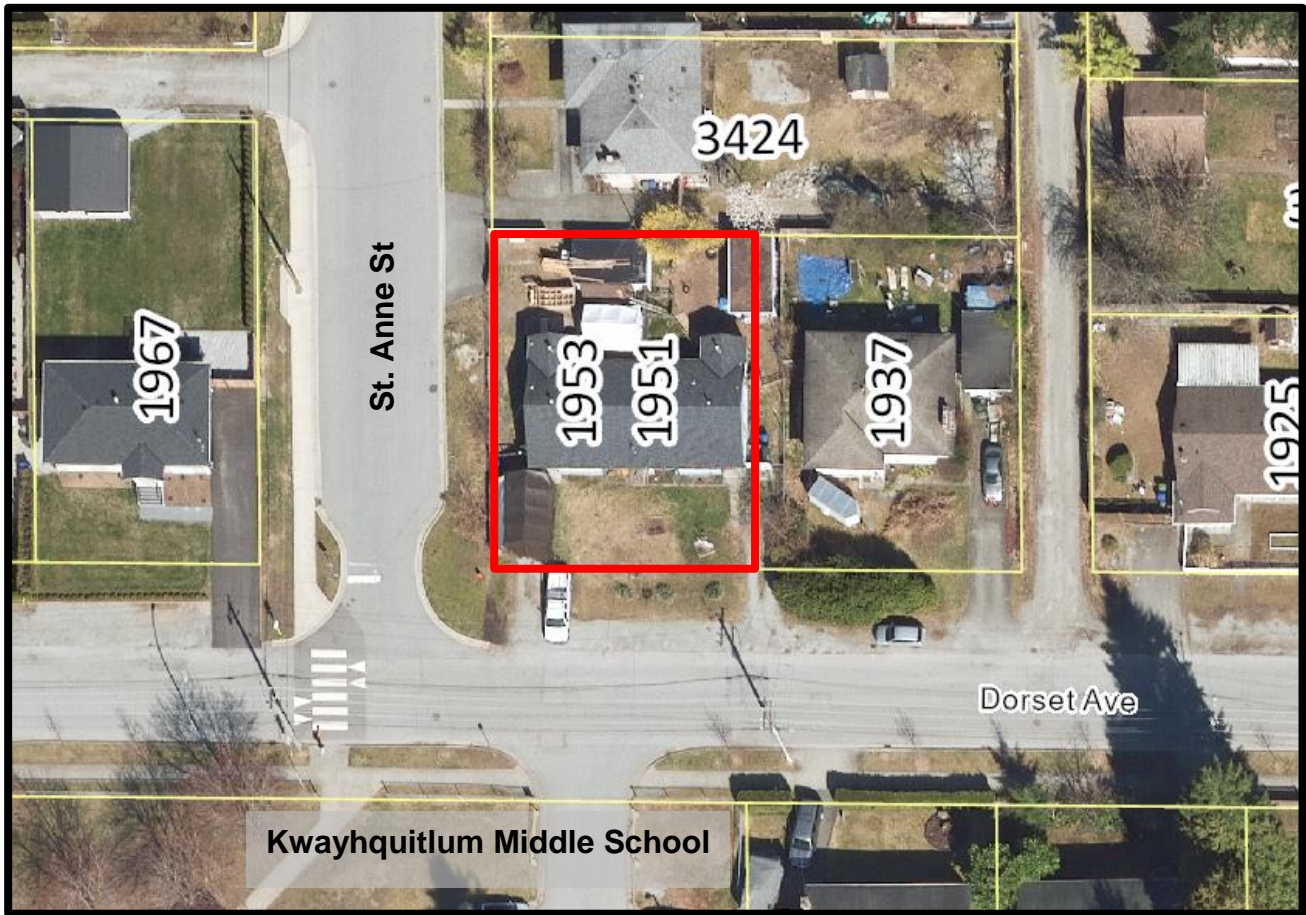
This report describes an application to amend the zoning of 1951 - 1953 Dorset Avenue from Residential Small-Scale 1 (RS1) to Residential Small-Scale 4 (RS4) to facilitate a two-lot subdivision. The proposal generally conforms with the housing policies of the Official Community Plan and the subdivision requirements of the RS4 zone. Approval is recommended.

BACKGROUND

Proposal: The applicant is proposing to amend the zoning of 1951 - 1953 Dorset Avenue from Residential Small-Scale 1 (RS1) to Residential Small-Scale 4 (RS4) to enable subdivision of the site into two smaller lots.

Site Context: The 641m² (6900 ft²) lot is located on the northeast corner of Dorset Avenue and Anne Street and is currently developed with an older duplex with minimal landscaping and no trees. The neighbourhood includes Kwayhquitlum Middle School to the south of Dorset Avenue, and lots of similar size developed with single detached houses of varying ages. The property directly to the north was recently redeveloped to include a single residential house and ADU (Accessory Dwelling Unit). The property is out of the floodplain and does not have lane access.

Rezoning Application for 1951 - 1953 Dorset Avenue



Site Context

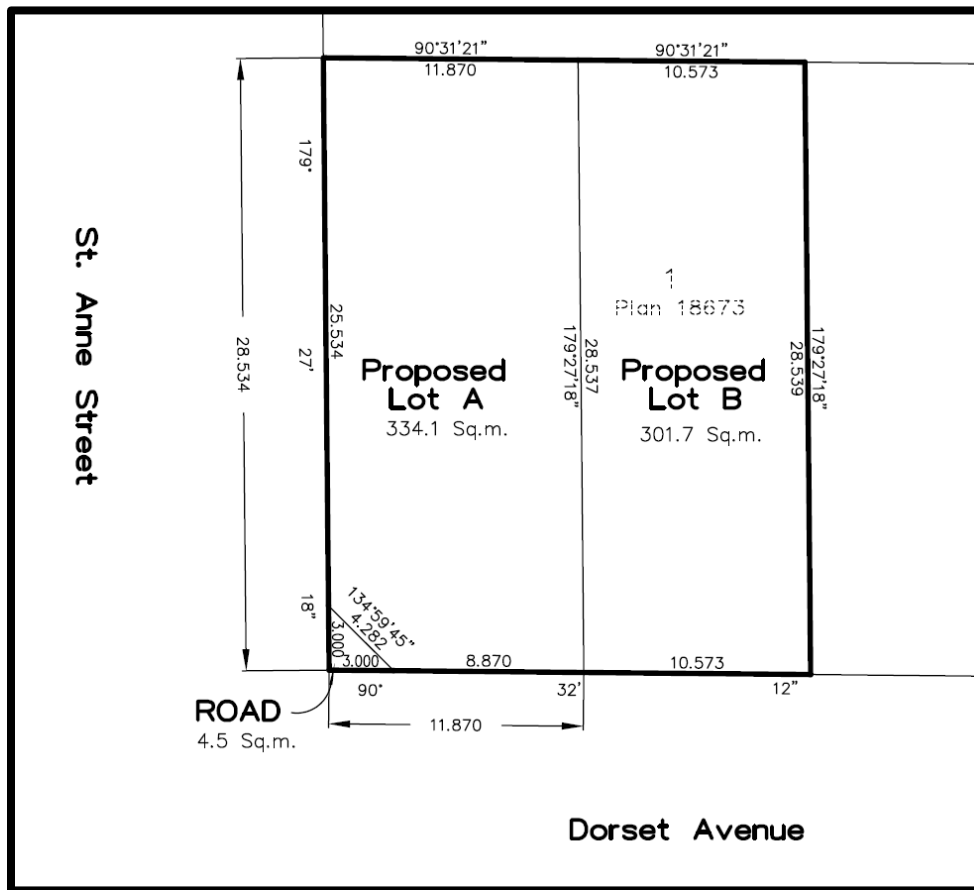
Policy and Regulations: The land use designation in the Official Community Plan for the site is Small Lot Residential (RSL). This designation supports the consideration of RS4 zones which provides for small-scale dwelling units in forms that include single residential, duplex and accessory dwelling units.

The RS4 zone is included in the Small-Scale Multi-Unit Housing and Environmental Conservation Development Permit Areas and any future development would need to meet the associated design guidelines, which encourage a high quality of design through street presence on both roads, second floor articulation and differing appearance from adjacent buildings. The guidelines require at least two trees on each lot and landscaping that provides privacy and minimizes hard surfaces.

Proposed Subdivision: The applicant has provided a preliminary plan of subdivision to demonstrate the proposed lots would meet the subdivision requirements of the Zoning Bylaw for RS4 zones. Both proposed lots exceed the minimum requirements for lot area, width, frontage and depth.

Rezoning Application for 1951 - 1953 Dorset Avenue

	RS4 Zone Minimum Requirements	Proposed Lot A	Proposed Lot B
Lot Area	300.00 m ²	334.1 m ²	301.7 m ²
Lot Width	9.50 m	11.9 m	10.6 m
Lot Frontage	9.50 m	11.9 m	10.6 m
Lot Depth	28.00 m	28.5 m	28.5 m



Preliminary Subdivision Plan

Off-site Works and Services: The proposed subdivision would be subject to the requirements of the Subdivision Servicing Bylaw for off-site works and services, including corner dedication, improvement of the road frontages, new service connections and extending the sanitary main from existing manhole at the intersection of St. Anne Street and Dorset Avenue to the east property line.

Rezoning Application for 1951 - 1953 Dorset Avenue

DISCUSSION

The proposed rezoning and subdivision would help meet the demand for ground-oriented housing in the community and will result in infrastructure upgrades to services and the transportation network, including improvement to Dorset Avenue designed to increase traffic safety around the adjacent middle school.

The proposed lots exceed the Zoning Bylaw's minimum subdivision requirements and complies with OCP housing polices that permit small lot, single-detached residential uses and duplexes in areas designated Small Lot Residential.

Staff recommend approval of the rezoning subject to the specified conditions.

PUBLIC CONSULTATION

The applicant has posted a development sign on the site. Staff visited the site on April 4, 2025, to confirm the sign is in good condition. No comments have been received by staff to date.




Development Sign in Place

FINANCIAL IMPLICATIONS

The subdivision and construction of new dwellings is anticipated to increase the assessed value of the lands resulting in increased property tax revenue for the City.

Rezoning Application for 1951 - 1953 Dorset Avenue

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 1951-1953 Dorset Avenue be amended from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 4) subject to the specified conditions being met prior to adoption of the rezoning bylaw.
	2	Request additional information or amendments to the application or recommended conditions to address specified issues prior to deciding on the application.
	3	Recommend to Council that the rezoning application be refused.

Lead author(s): Ben Ricketts

RECOMMENDATION:

That the legislative policies identified within the report titled “Legislative Policy Review” dated April 22, 2025, be repealed.

PREVIOUS COUNCIL/COMMITTEE ACTION

The legislative policies listed within this report were all approved by Council at various points in time. The years of approval for these policies range from 1995 to 2010.

REPORT SUMMARY

The intent of this report is to seek Committee of Council approval to repeal a number of legislative policies that have become redundant over time. The objective of this task is to reduce red tape and ensure that all policies are relevant, effective and appropriate and to repeal those that don’t meet the aforementioned criteria.

BACKGROUND

While policies are an effective tool to set standards, communicate city values and provide a decision-making framework, they are also an instrument that should be deployed in a calculated manner. Within a municipal context, two types of policies exist: legislative and administrative. Legislative policies are, generally speaking, commitments to residents and the community, aspirational in nature, and provide administration with strategic direction. Administrative policies provide direction to city employees on strategic and organizational matters that are under the authority of the City’s Chief Administrative Officer. Over the past few decades, under the leadership of various different Councils, numerous policies have been created to address specific issues. Upon internal review, a number of these policies have been identified as no longer being necessary when considering their relevance in today’s circumstances and the priorities of this Council.

DISCUSSION

In order to ensure that policies are relevant, effective and appropriate, staff have reviewed the current legislative policies and have identified a number of them to be repealed. For the policies suggested to be repealed, the reasoning ranges from the policy no longer being required, the content living within a different legislative tool or the content being more well suited as a procedure. Repealing policies that are no longer required is a positive step towards reducing red tape and improving overall efficiency.

The table below details the policies positioned to be repealed and the reasoning for doing so.

Legislative Policy Review

Legislative Policies to be Repealed		
Name	Issue Date	Reasoning
Extracurricular Activities	1996-01	Included in the Employee Appreciation Program.
Civic Lapel Pins	2009-02	Policy rarely applied.
Anonymous Complaint Policy	NA (~1995)	Included in the Bylaw Enforcement Policy.
Illegal Suite Complaint Policy	NA (~1995)	Included in the Bylaw Enforcement Policy.
Sprinkling Complaint Policy	NA (~1995)	Included in the Bylaw Enforcement Policy.
Business Prior to Rezoning Approval	1998-10	Not needed, just restating the higher-level legislation.
Business License Enforcement	1999-09	Not needed, just restating the higher-level legislation.
Noise Complaint Policy	1999-04	Included in the Bylaw Enforcement Bylaw and Noise Bylaw.
Commercial Sign Private Area	1999-05	Included in the Sign Bylaw.
Timed Parking Enforcement	2000-08	Included in the Bylaw Enforcement Highway Use Bylaw.
Unlawful Storage on a Highway Enforcement	2000-08	Included in the Highway Use Bylaw and the Parks, Facilities and Public Spaces Bylaw.
Unlicensed and Uninsured vehicles on a Highway	2000-08	Included in the Bylaw Enforcement Highway Use Bylaw.
Prohibited (overweight) vehicles on City Street	2000-08	Included in the Bylaw Enforcement Highway Use Bylaw.
Illegal Secondary Suite Enforcement	2000-08	Included in the Zoning Bylaw.
Unightly Properties Enforcement	2007-07	Included in the Property Standards and Nuisance Abatement Bylaw.
Basketball Hoop Complaint	NA (~2000)	Unnecessary.
Portable Sign Private Area	1999-05	Included in the Sign Bylaw.
Zoning Bylaw Overweight-Oversize Vehicle Complaint	NA (~2000)	Included in the Zoning Bylaw.
Animal Control Bylaw – Aggressive Dangerous Dogs Policy	2010-01	Included in the Animal Control Bylaw.
Environmental Complaints and Issues on City Property	1996	More so a process rather than a policy.
Third Party Consultation Policy	2010	Unnecessary.
Ice Allocation	1998	Replaced by Facility Allocation Policy.
Inappropriate User Conduct	2008	Managed through the Parks, Facilities and Public Spaces Bylaw.
Outdoor Athletic Field Allocation Policy	2002	Replaced by Facility Allocation Policy.
Prohibit Certain Wild or Exotic Animals at Public Recreation Sites	2004	Unnecessary.


Legislative Policy Review

Staff will review the remaining legislative policies and if there are opportunities for improvement further recommendations will be brought forward. Additionally, staff will be undertaking this process with administrative policies as well to ensure they also meet the criteria of being relevant, effective and appropriate.

FINANCIAL IMPLICATIONS

None. Repealing the identified policies has no financial implication.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	That Committee of Council authorize that the policies listed within the report be repealed.
	2	That Committee of Council provide alternative direction, such as identifying which policies are to be retained and which are to be repealed.
	3	That all policies identified within the report be retained.

ATTACHMENTS

- Attachment #1: Extracurricular Activities Policy
- Attachment #2: Civic Lapel Pins Policy
- Attachment #3: Anonymous Complaint Policy
- Attachment #4: Illegal Suite Complaint Policy
- Attachment #5: Sprinkling Complaint Policy
- Attachment #6: Business Prior to Rezoning Approval
- Attachment #7: Business License Enforcement
- Attachment #8: Noise Complaint Policy
- Attachment #9: Commercial Sign Private Area
- Attachment #10: Timed Parking Enforcement
- Attachment #11: Unlawful Storage on a Highway Enforcement
- Attachment #12: Unlicensed and Uninsured vehicles on a Highway
- Attachment #13: Prohibited (overweight) vehicles on City Street
- Attachment #14: Illegal Secondary Suite Enforcement
- Attachment #15: Unsightly Properties Enforcement

Legislative Policy Review

Attachment #16: Basketball Hoop Complaint

Attachment #17: Portable Sign Private Area

Attachment #18: Zoning Bylaw Overweight-Oversize Vehicle Complaint

Attachment #19: Animal Control Bylaw – Aggressive Dangerous Dogs Policy

Attachment #20: Environmental Complaints and Issues on City Property

Attachment #21: Third Party Consultation Policy

Attachment #22: Ice Allocation

Attachment #23: Inappropriate User Conduct

Attachment #24: Outdoor Athletic Field Allocation Policy

Attachment #25: Prohibit Certain Wild or Exotic Animals at Public Recreation Sites

Lead author(s): Vanessa Washington

Department: Administration	Reference # 1.02
Policy title: Extracurricular Activities	
Authority: Legislative (Council) <input checked="" type="checkbox"/>	Effective date: January 1, 1996
Administrative <input type="checkbox"/>	Date for review:
Issued by:	Issue date: January 1, 1996

Policy Statement:

1. City Council recognizes the inherent benefits associated with the employees’ involvement in staff organized sport, recreation and charity fund raising events. Council therefore supports such events in principle.
2. City Council also recognizes its fiscal responsibilities in managing public funds effectively. Therefore, the extent of support for staff organized sports, recreation and charity fund raising events shall be limited to the following:
 - continuation of “in-kind” assistance to charity fund raising events. Such assistance would include that stated earlier in this report.
 - employees participating in City sports or recreation teams may each be given a free T-shirt or baseball cap with the City Logo to identify themselves.
3. Although all costs associated with supporting these events will be captured, there shall be no special budget set aside to fund these events. All costs incurred shall be funded from within existing budgets. This will provide some incentives for employees to achieve cost-savings to off-set the City’s cost of supporting these events.
4. The City Administrator is responsible for the administration of this policy and is delegated the authority to deal with all issues related to this Policy.

Subject Area:	Administration	Policy No.	1.10.01
Policy title:	Civic Lapel Pins		
Authority:	Legislative <input checked="" type="checkbox"/>	Effective date:	2009-02-16
	Administrative <input type="checkbox"/>	Date for review:	2012-02
Issued by:	Kathleen Vincent, Director	Legislative & Administrative Services	Issue date: 2009-02-25 Manner Issued: E-mail

Policy Statement:

The distribution of civic lapel pins has long been recognized as a cost-effective means of marketing the City of Port Coquitlam and fostering community pride. A specified amount of civic lapel pins will be made available to individuals and recognized community groups and organizations for the purpose of presentation or exchange.

Purpose:

To develop a process for the distribution of civic lapel pins to ensure that distribution is fair, equitable and cost effective.

Policy:

1. General Guidelines

In order to obtain civic lapel pins free of charge, community groups and organizations must be involved in an activity that promotes Port Coquitlam outside the City (e.g. sports tournaments, student exchanges, conventions, etc.).

Requests for civic lapel pins must be received in writing or an individual or group representative must come to City Hall Reception in person to collect the pins requested.

An individual picking up lapel pins on behalf of a group of people may only collect the total number of pins allowed for the group and not the total for each individual member of the group. (i.e. a coach or parent collecting pins on behalf of a sports team consisting of two coaches and ten athletes would be eligible to receive a total of 12 pins not 60.)

2. Civic Lapel Pin Distribution and Eligibility Criteria

- a) Wordmark Pin (white rectangular pin bearing navy and green Wordmark logo)
- A recognized group or organization **representing the City of Port Coquitlam** shall be entitled to receive, for the purpose of presentation or exchange, one Wordmark lapel pin for each member of the group up to a maximum of 40 pins. The next 50 pins may be purchased at half the retail price (\$0.25 each).
 - A recognized group or organization not specifically representing the City of Port Coquitlam are entitled to, for the purpose of presentation or exchange, purchase up to 50 Wordmark lapel pins at the retail price (\$0.50 each).
 - A recognized group or organization hosting a recognized event, such as a conference, seminar, cultural exchange or sports tournament, within the City of Port Coquitlam shall be entitled to receive, for the purpose of presentation or exchange, up to 50 Wordmark lapel pins free of charge and to purchase up to 50 additional pins at half the retail price (\$0.25 each).
 - Individuals requesting civic lapel pins for the purpose of collection, exchange or presentation shall be entitled to receive up to five Wordmark lapel pins free of charge. Additional pins may be purchased for the full retail price (\$0.50 each). Pin requests submitted by individuals must be received in writing or in person at City Hall.
 - Individuals representing the City of Port Coquitlam at the Terry Fox Canadian Youth Centre located in Ottawa, Ontario shall be entitled to received free of charge up to 40 Wordmark lapel pins and to purchase up to 25 additional pins at half the retail price (\$0.25 each).
 - Council members and City staff representing the City of Port Coquitlam at a conference, civic function or community event shall be provided, free of charge, up to 50 lapel pins free of charge for the purposes of presentation or exchange.
- b) Cityscape Pin (square silver pin bearing Cityscape logo)
- Cityscape pins are not available for retail sale nor are they provided to the public for the purposes of exchange.
 - Cityscape pins are reserved for Council and civic presentations in recognition of outstanding community service or athletic achievement.

Responsibilities:

As per Policy 10.01 Policy Development and Maintenance.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
1.10	2000-03-28	2009-02	Yes – 1.10.01	2009-02-25

Department:	BYLAW	Reference #	3.01
Policy title: Anonymous Complaint Policy			
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date:
	Administrative	<input type="checkbox"/>	Date for review:
Issued by:			Issue date:

Policy statement:

It is City Council’s Policy that anonymous complaints will not be investigated by the Bylaw Division unless potential safety, liability or health issues are raised.

Policy procedures

The complainant must provide the Bylaw Division with their name, telephone number, and home address. The Clerk Typist will advise the complainant of this policy, but will refer the complaint to the Bylaw Enforcement Officer for determination of existence of health, liability or safety concerns.

Department:	BYLAW	Reference #	3.03
Policy title: Illegal Suite Complaint Policy			
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date:
	Administrative	<input type="checkbox"/>	Date for review:
Issued by:			Issue date:

Policy statement:

The Bylaw Division will only take illegal suite complaints from directly affected neighbours who are affected by noise, parking or another related problem

Policy procedures

The Bylaw Enforcement Officer will determine whether the complainant is directly affected by the alleged illegal suite.

Department:	BYLAW	Reference #	3.04
Policy title: Sprinkling Complaint Policy			
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date:
	Administrative	<input type="checkbox"/>	Date for review:
Issued by:			Issue date:

Policy statement:

The Bylaw Division will enforce the sprinkling Bylaw after receiving two separate complaints about the same property as per direction of the Public Works Committee at its meeting of July 9, 1996

Policy procedures

The Bylaw Enforcement Officer serve the violator with a violation notice after receiving two or more complaints about the same property.

Department:	BYLAW	Reference #	3.05
Policy title: Business Bylaw: Business Conducted Prior to Zoning Approval			
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	October 14, 1998
	Administrative <input type="checkbox"/>	Date for review:	
Issued by:	G. Beaumont	Issue date:	October 14, 1998

Policy Statement: Enforcement of New Business Operations Pending Rezoning Approval

The Bylaw Services Division will enforce the *Business Bylaw* with respect to the licencing and operation of businesses prior to the disposition of a rezoning application regarding the premises at which the business will be conducted.

Policy Procedure:

Bylaw Services staff shall inform a business applicant that business operations which contravene the zoning bylaw for the business premises must not commence prior to a successful rezoning of the premises which allow the operation of that business activity.

This directive shall be delivered, in writing, to the business owner or the owner’s agent. The directive shall notify the owner/agent that failure to comply with the directive will result in legal consequences including fines and injunctive action against the owner/agent.

The Bylaw Enforcement Officer may conduct an inspection of the premises following receipt of the directive in order to determine compliance with the above.

If the owner or occupant of the premises obstructs entry onto the site or premises for the purposes of an inspection in accordance with the bylaw, the Bylaw Enforcement Officer may issue a fine to the owner or occupant by *Municipal Ticket Information*.

If the business owner conducts, or attempts to conduct, business operations in violation of the directive noted above, the Bylaw Enforcement Officer shall commence legal action as described above.

Department: BYLAW	Reference # 3.06
Policy title: Business Bylaw: Business Licencing Enforcement Policy	
Authority: Legislative (Council) <input checked="" type="checkbox"/>	Effective date: September 28, 1999
Administrative <input type="checkbox"/>	Date for review: September 28, 2001
Issued by: G. Beaumont	Issue date: September 28, 1999

Policy Statement: Enforcement of Business Licence Requirement in Port Coquitlam

The Bylaw Services Division will enforce, proactively and upon public complaint, the *Business Bylaw* with respect to licencing of business owners who are conducting their business or trade in the City of Port Coquitlam.

Policy Procedure:

The Bylaw Enforcement Officer shall conduct regular inspections of commercial and industrial areas in order to detect new businesses that may not be licenced in accordance with the bylaw. The \$50 penalty will be applied to all resident businesses after February 1 of each calendar year. In addition the Bylaw Enforcement Officer will contact all business that do not renew their business licences by the first day of February in the calendar year following the expiration of the business licence.

The Bylaw Enforcement Officer will conduct inspections, upon complaint or with notification from other departments, regarding new and unlicenced businesses.

Provided the business is in the correct zone, the business shall be permitted to operate provided a complete business licence application has been submitted and the applicable fee has been paid.

If the owner or occupant of the premises unreasonably obstructs entry onto the site or premises for the purposes of an inspection in accordance with the bylaw, the Bylaw Enforcement Officer may issue a fine to the owner or occupant by *Municipal Ticket Information*.

A Bylaw Enforcement Officer shall issue a Business Licence Application, by fax, mail or personal delivery, to an unlicenced business, and the business owner shall complete the application and return it, with proper remittance, to the Bylaw Services Division within fourteen (14) days of issuance.

If the application or remittance is not received within this time period, the Bylaw Enforcement Officer may issue a fine to the business owner by *Municipal Ticket Information*. Where applicable, the registered owner of the property shall be notified by mail that an unlicenced business is operating on their property.

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive action against the business owner.

Approval of Business Licence Applications

The Bylaw Services Coordinator will forward Commercial, Industrial and Accessory Home Business, Business Licence Applications to the Planning Assistant for zoning and parking approval.

The Planning Assistant will review the Zoning and Development Management Bylaws and approve the licence if it meets all applicable regulations. If it does not, the Planning Assistant will forward the application back to the Bylaw Services Coordinator along with a memorandum detailing why it was not approved. At this point, the Bylaw Services Coordinator informs the applicant who either withdraws their application or fixes the problem. Once the application has been approved, Accessory Home Business applications are forwarded to the Bylaw Services Coordinator for issuance while Commercial and Industrial applications are submitted to the Chief Building Inspector and Fire Prevention Officer for Building and Fire approval.

The Chief Building Inspector and the Fire Prevention Officer conduct a site visit and determine whether the application can be approved in accordance with the Building Bylaw and the Provincial Building Code (life safety primarily), the Fire Prevention Bylaw and the Fire Code. If the application is approved, the Chief Building Inspector and the Fire Prevention Officer sign it and return it to the Bylaw Services Coordinator. If the application is not approved, the Chief Building Inspector and the Fire Prevention Officer advise the owner of the deficiencies, in writing, and a return inspection is scheduled within 7 to 28 days. The Chief Building Inspector and the Fire Prevention Officer conduct the second inspection and approve the application if all of the deficiencies have been corrected. If the application can not be approved after this second inspection, the Chief Building Inspector and the Fire Prevention Officer advise the applicant of the deficiencies and schedule a re-inspection within 7 to 28 days. The Chief Building Inspector and the Fire Prevention Officer conduct the third inspection. And if unable to approve the licence begin enforcement proceedings in conjunction with the Bylaw Enforcement Officer including ticketing, fines, or court injunction, including ticketing, fines, notice on title, or court injunction.

The Bylaw Services Coordinator reviews the file to determine whether the application requires external approvals. Any external approvals are sought and the application is then forwarded to the Manager of Bylaw and Legislative Services for a final review and issuance of the Business Licence.

Department: BYLAW		Reference # 3.07	
Policy title: Noise Control Bylaw: Noise Which Disturbs Enforcement Policy			
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	99/04/27
	Administrative <input type="checkbox"/>	Date for review:	01/04/27
Issued by:	G. Beaumont	Issue date:	99/04/27

Policy Statement: Enforcement of Noise That Disturbs

The Bylaw Services Division will enforce, upon neighbourhood complaint, the *Noise Control Bylaw* with respect to noise that disturbs persons in the vicinity.

Policy Procedure:

Upon receipt of a neighbourhood complaint, a Bylaw Enforcement Officer shall attend the premises from which the noise has allegedly been heard, and attempt to contact the occupants. The Bylaw Enforcement Officer shall discuss the complaint with the occupant, provide a copy of the bylaw, and advise the occupant that further complaints may lead to legal action. The visit shall be followed up by an advisory letter to the occupants and, where applicable, a copy to the registered property owner. If the occupants cannot be contacted personally, the Bylaw Enforcement Officer shall send an advisory letter to the occupants and, where applicable, a copy to the registered property owner.

Complainants are encouraged to maintain an occurrence log which records the time, type, and duration of the noise disturbance and, if possible, make an audio/video recording of the occurrence.

Upon receipt of a second neighbourhood complaint, a Bylaw Enforcement Officer shall send, by registered mail, a letter of *Final Notice* to the registered property owner and, where applicable, a copy to the occupants. The letter of *Final Notice* shall include a caution that further complaints may lead to legal action, including fines for each incident.

Upon receipt of a third neighbourhood complaint, Bylaw Services may take further legal action against the owner/occupant of the property, including fines by *Municipal Ticket Information*, in accordance with at least one of the following:

- More than two (2) separate neighbourhood complaints are received regarding the premises, and the complainants indicate their willingness to testify as a witness in Provincial Court;
- The Bylaw Enforcement Officer personally observes the noise and, in his/her opinion, regards the noise as a disturbance in accordance with the bylaw;
- Special circumstances, e.g., only one complainant may be physically exposed to a noise disturbance, may result in legal action as described above.

The Bylaw Enforcement Officer may issue a fine by Municipal Ticket Information during first contact with an alleged offender when he or she fails to comply with an officer's request to cease a noise disturbance.

If enforcement by Municipal Ticket Information is not successful in achieving compliance, the City may initiate injunctive action against the owner/occupant of the property.

Department:	BYLAW	Reference #	3.08
Policy title:	Sign Bylaw: Commercial Signs in Prohibited Private Area Enforcement Policy (Commercial Signs in Residential Areas or Off Premise)		
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	May 11, 1999
	Administrative <input type="checkbox"/>	Date for review:	May 11, 2002
Issued by:	G. Beaumont	Issue date:	May 11, 1999

Policy Statement: Commercial Signs Erected/Placed/Posted on Private Property

The Bylaw Services Division will enforce, proactively and upon complaint, the *Sign Bylaw* with respect to commercial signs posted or erected in prohibited (e.g. residential) zones, and commercial signs posted and erected on other premises.

Policy Procedure:

The Bylaw Enforcement Officer will inspect the premises in order to determine whether the commercial sign’s location places it in contravention of the bylaw noted above.

If no violation has occurred, the Bylaw Enforcement Officer will terminate the file and, if applicable, notify the complainant.

If a commercial sign has been erected on residential property, or if a commercial sign is displayed upon any property other than the registered location of the business displayed on the sign, the Bylaw Enforcement Officer will attempt to contact the owner/occupant of the premises, verbally or by Violation Notice hand delivered to the premises, and direct the owner/occupant to remove the sign within forty-eight (48) hours.

If the sign has not been removed as directed above, the Bylaw Enforcement Officer shall hand deliver written notification to remove the sign from the premises within fourteen (14) days from the date of hand delivery. If the sign continues to be displayed on the premises following the expiration of fourteen days, the Bylaw Enforcement Officer shall direct City crews to enter the premises, and remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

In addition to removal of the sign, the Bylaw Enforcement Officer may issue a fine to the owner/occupant of the premises by *Municipal Ticket Information* following the expiration of the first verbal/Violation Notice warning.

Cont’d.../2

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive action against the owner/occupant of the property.

Contractors' signs, e.g. painting, roofing, etc., may be displayed on a premises only during times at which the contractor is present and working on the premises. One sign not exceeding an area dimension of six (6) square feet may be allowed on each premise. Contractors' signs in violation of this policy shall be subject to enforcement as noted above.

Department: BYLAW		Reference # 3.10	
Policy title: Traffic Regulation Bylaw: Timed Parking Enforcement			
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	July 25, 2000
	Administrative <input type="checkbox"/>	Date for review:	July 25, 2002
Issued by:	G. Beaumont	Issue date:	August 11, 2000

Policy Statement: Enforcement of Timed Parking Areas

The Bylaw Services Division will enforce, proactively and upon complaint, the Traffic Regulation Bylaw with respect to public parking areas within the downtown and northside business areas that are subject to timed parking restrictions.

Policy Procedure:

Bylaw Enforcement Officers will regularly patrol public parking areas and mark or identify a vehicle in such a manner that indicates, upon later re-inspection, that the vehicle has not moved from a parking stall since the first inspection.

Re-inspection of the parking area will occur following the expiration of a period of time equal to the maximum parking time permitted in that area.

Vehicles bearing the Bylaw Enforcement Officer’s mark will be deemed as parked in violation of timed parking regulations, and the officer will attach a *Municipal Ticket Information Notice of Bylaw Infraction* to the windshield of each vehicle.

Department: BYLAW		Reference # 3.11	
Policy title: Traffic Regulation Bylaw: Unlawful Storage on a Highway Enforcement Policy			
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	July 25, 2000
	Administrative <input type="checkbox"/>	Date for review:	July 25, 2002
Issued by:	G. Beaumont	Issue date:	August 11, 2000

Policy Statement: Enforcement of Unlawful Storage of Trailers on Highways

The Bylaw Services Division will enforce, proactively and upon complaint, the Traffic Regulation Bylaw with respect to the unlawful storage of trailers and other non-mobile vehicles on a highway.

Policy Procedure:

The Bylaw Enforcement Officer shall determine that the vehicle is not capable of movement on its own power, is occupying a highway, is not currently and lawfully attached to a power unit, and has been stored at this location for a period exceeding five (5) minutes. These vehicles shall include, but are not limited to, recreational vehicle trailers, utility trailers, boat trailers and commercial trailers.

The Bylaw Enforcement Officer shall attempt to contact, where possible, the owner of the trailer and ask the owner to remove the trailer from the highway within forty-eight (48) hours of notification. If the vehicle continues to occupy a highway following forty-eight (48) hours from notification to the owner, the Bylaw Enforcement Officer shall attach a *Municipal Ticket Information Notice of Bylaw Infraction* to the vehicle, and authorize a towing contractor to remove and impound the vehicle.

Where it is not possible to contact the owner, the Bylaw Enforcement Officer shall attach a *Municipal Ticket Information Notice of Bylaw Infraction* to the vehicle, including a written warning that the vehicle will be impounded following a period of forty-eight (48) hours. If the vehicle continues to occupy a highway following forty-eight (48) hours from the time that the vehicle was marked and identified, the Bylaw Enforcement Officer shall authorize a towing contractor to remove and impound the vehicle.

If, in the opinion of the Bylaw Enforcement Officer, the vehicle presents an immediate hazard to vehicular or pedestrian traffic, the Bylaw Enforcement Officer may authorize a towing contractor to remove and impound the vehicle without notice to the owner.

Department: BYLAW		Reference # 3.12	
Policy title: Traffic Regulation Bylaw: Unlicensed and Uninsured Vehicles on a Highway Enforcement Policy			
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	July 25, 2000
	Administrative <input type="checkbox"/>	Date for review:	July 25, 2002
Issued by:	G. Beaumont	Issue date:	August 11, 2000

Policy Statement: Enforcement of Unlawful Storage of Unlicensed and Uninsured Vehicles on Highways

The Bylaw Services Division will enforce, proactively and upon complaint, the Traffic Regulation Bylaw with respect to the unlawful storage of unlicensed and uninsured vehicles on a highway.

Policy Procedure:

The Bylaw Enforcement Officer shall determine whether the vehicle is displaying a valid licence plate or temporary operating permit, and that the vehicle is occupying a public highway.

If the vehicle is occupying a public highway and is either unlicensed or uninsured, the Bylaw Enforcement Officer shall attach a *Municipal Ticket Information Notice of Bylaw Infraction* to the unlicensed or uninsured vehicle. The Bylaw Enforcement Officer shall attempt to contact, where possible, the owner of an unlicensed vehicle and request the owner to remove the vehicle from the highway immediately. Where it is not possible to contact the owner, or if the owner is uncooperative, the Bylaw Enforcement Officer shall authorize a towing contractor to remove and impound the vehicle.

Department: BYLAW		Reference # 3.13	
Policy title: Traffic Regulation Bylaw: Prohibited (Overweight) Vehicle on City Street			
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	July 25, 2000
	Administrative <input type="checkbox"/>	Date for review:	July 25, 2002
Issued by:	G. Beaumont	Issue date:	August 11, 2000

Policy Statement: Enforcement of Prohibited Vehicles on City Street

The Bylaw Services Division will enforce, proactively and upon complaint, the Traffic Regulation Bylaw with respect to prohibited vehicles, as defined in the bylaw, unlawfully parking on City streets.

Policy Procedure:

The Bylaw Enforcement Officer shall determine whether the vehicle is prohibited in accordance with the bylaw, i.e. greater than 4600 kg. Gross Vehicle Weight, and is not actively loading or unloading business materials, or temporarily disabled. If it is determined that it is parked illegally, the Bylaw Enforcement Officer shall attach a *Municipal Ticket Information Notice of Bylaw Infraction* to the windshield of the vehicle.

Where it is possible to contact the owner/operator, the Bylaw Enforcement Officer shall provide a copy of the section of the bylaw regarding prohibited vehicles and request him/her to remove the vehicle to a lawful area, in accordance with the bylaw. Where it is not possible to contact the owner/operator, the Bylaw Enforcement Officer shall attach to the vehicle a copy of the section of the bylaw regarding prohibited vehicles and a written request to remove the vehicle to a lawful area, in accordance with the bylaw.

If the vehicle is observed while parked in an unlawful area on a second occasion, the Bylaw Enforcement Officer shall attach a *Municipal Ticket Information Notice of Bylaw Infraction* to the windshield of the vehicle and authorize a towing contractor to remove and impound the vehicle.

If, in the judgement of the Bylaw Enforcement Officer, the vehicle presents an immediate hazard to vehicular or pedestrian traffic, the Bylaw Enforcement Officer may authorize a towing contractor to remove and impound the vehicle without notice to the owner.

Department: BYLAW		Reference # 3.14
Policy title: Zoning Bylaw: Enforcement of Unlawful Secondary Suites		
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date: July 25, 2000
	Administrative <input type="checkbox"/>	Date for review: July 25, 2002
Issued by: G. Beaumont		Issue date: August 11, 2000

Policy Statement: Enforcement of Unlawful Secondary Suites

The Bylaw Services Division will enforce upon complaint, the Zoning Bylaw with respect to the existence and operation of unlawful secondary suites in inappropriate zones.

Policy Procedure:

Secondary suites are allowed only in A-1, RS-1, RS-2 and RS-3 zones, in accordance with the bylaw, with the exception of the Riverwood Subdivision. If a secondary suite is suspected or reported in an inappropriate zone, Bylaw Services shall do the following:

- Contact the property owner by registered mail with information that the City has reason to believe that a secondary suite is operating within the house, and request a call to arrange an inspection of the premises within ten days from the date of the letter.
- If an inspection date is arranged, the Bylaw Enforcement Officer will inspect the premises for evidence of a secondary accommodation, such as a separate, functional kitchen and food stores, restricted / lack of access between floors, separate telephone listings, etc. The Bylaw Enforcement Officer will report to the supervisor to determine whether a secondary suite exists based on the information gathered at the site. Other indicators may include (but not limited to) a mailing address listed as (e.g.) 1234 Main Street, *Bsmt.*, or an admission by one of the occupants that the households are separate.

- If the registered owner does not respond to the letter, or does not allow an inspection, the Bylaw Enforcement Officer will send a notice to the registered owner that failure to provide an inspection of the premises to determine compliance of the Zoning Bylaw may result in legal action, including fines. The City will provide a ten-day window within which the registered owner should respond. If the registered owner still fails to provide an inspection, the City may either fine the property owner for obstruction, as provided in the bylaw, then consider the necessity of a court order to enter the premises.

If an inspection indicates that a secondary suite exists, the registered owner is notified by mail that s/he must comply with the Zoning Bylaw by:

- Serving, and providing proof of service to the City of, an eviction notice, in accordance with *Residential Tenancy Act*, to the occupants of the unlawful suite to comply with an expected vacancy date of two months following the City's notification (the City may consider extensions in the cases of hardship, e.g. children completing a school year); or
- Compliance with the Zoning Bylaw provisions regarding boarders; and
- Removing cooking facilities (stove), and removing any wiring from the wall up to the breaker box that services an electrical source for a stove; and
- Removing unauthorized renovations that may create a fire or health hazard, such as blocked access to exits as the result of building the suite.

Bylaw Enforcement Officers will conduct an inspection of the premises on a specific date and determine the level of compliance achieved at this point. If the registered owner has complied, the file is closed. If not, the registered owner may be fined on that day for a violation of the Zoning Bylaw, then further action may be taken as required. If the Bylaw Enforcement Officer has reason to suspect that the suite may reappear following the inspection, then random inspections of the premises may be conducted during reasonable hours.

Subject Area:	BYLAW	Policy #	3.15.01
Policy Title:	Property Maintenance Bylaw: Unsightly Properties Enforcement Policy		
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date: 2007-05-28
	Administrative	<input type="checkbox"/>	Date for review: 2010-05-01
Issued by:	Dan Scoones	Manager Bylaw Services	Issue date: 2007-07-12

Policy Statement:

The Bylaw Services Division will enforce the Property Maintenance Bylaw with respect to unsightly properties in response to complaints by persons residing in the immediate area or by persons who are otherwise substantively affected by the unsightly conditions. In the case of unsightly or unsanitary conditions which by their nature or seriousness create a duty of care, or of graffiti on or adjacent to a public place, the bylaw may be enforced proactively, without a specific complaint.

Policy Procedure:

The Bylaw Enforcement Officer will inspect the premises in order to determine whether a property is unsightly in accordance with the bylaw and, if so, whether the complainant is substantively affected by the unsightly conditions.

In making a determination of unsightliness at a particular property the Bylaw Enforcement Officer may take the following factors into consideration:

- The general community standards regarding property maintenance.
- The corresponding conditions on adjacent properties and the subject property’s relative standing in the immediate neighbourhood.
- The presence on the subject property of accumulated rubbish, filth or discarded materials.
- Aspects of the buildings or grounds that are unclean, deformed or dilapidated.

- The record of prior investigations and enforcement actions regarding unsightliness at the subject property.

In considering the condition of buildings and other amenities, the Bylaw Enforcement Officer shall not make a finding of unsightliness simply on the grounds that the condition of the subject property is below the average standard for the neighbourhood. In order to be deemed unsightly a property must be below the minimum standard for the neighbourhood.

In making a determination of substantive effect on the complainant the Bylaw Enforcement Officer may take the following factors into consideration:

- The proximity of the subject property to the complainant's place of residence, employment or other business, and routes of travel.
- The visibility of the subject property from the complainant's place of residence, employment or other business, and routes of travel.
- The impact that the unsightly conditions would have upon a reasonable person in the neighbourhood or vicinity of the subject property.

If the property is determined not to be unsightly, the Bylaw Enforcement Officer may terminate the file and, if applicable, notify the complainant of this determination.

If the property is determined to be unsightly, the Bylaw Enforcement Officer may at his/her discretion take the intermediate step of issuing a warning, either verbal or written, about the contravention including a request to remedy the unsightly conditions by a specified date. In establishing a compliance date the Bylaw Enforcement Officer has discretion to balance the specific conditions, their impact on the neighbourhood, and the personal circumstances of the owner or occupier of the subject property.

If a verbal or written warning is issued but does not produce compliance, or if the Bylaw Enforcement Officer decides not to issue a verbal or written warning, the owner or occupier shall be given written notice of the contravention with delivery by hand or by express mail. The notice shall include:

- The civic address of the subject property
- The particulars of the unsightliness or non-compliance to be remedied
- A date by which the property must be brought into compliance with the bylaw
- A statement that on default the City will enter the property and do the work itself with the costs to be billed to the owner and recovered through a transfer to the property tax roll if unpaid at the end of the current year.

In establishing a date by which the property must be in compliance with the bylaw, the Bylaw Enforcement Officer shall consider the following factors:

- The existence of life or health safety hazards and any risk of illness or injury arising from the conditions at the subject property.
- The seriousness of the nuisance created by conditions on the property and the effect on the neighbourhood.

- The nature and scope of the remedial work required and the amount of steady effort required for its completion.
- Any record of prior investigations and enforcement actions regarding unsightliness at the subject property.

In addition the Bylaw Enforcement Officer may take the personal circumstances of the property owner or occupier into consideration when establishing a compliance date.

For the purpose of orderly administration of the bylaw the following notice periods are considered standard:

- General unsightliness not involving materials 14 days
- Unightly accumulated materials, first offence 14 days
- Unightly accumulated materials, second offence 7 days
- Unightly accumulated materials, subsequent offences 24 hours
- Graffiti adjacent to a public place 72 hours
- Accumulated noxious materials 24 hours

The Bylaw Enforcement Officer shall inspect the property on the compliance date specified in the notice or as soon as convenient thereafter. If the Bylaw Enforcement Officer determines that the property has been brought into compliance with the bylaw, the file may be closed. If the Bylaw Enforcement Officer determines that the property has not been brought into compliance with the bylaw, the Bylaw Enforcement Officer shall authorize the Operations Department to enter the premises and carry out the required remedial works. All costs related to these remedial works shall be borne by the property owner.

In addition to the direct actions described herein, the Bylaw Enforcement Officer may issue a fine to the property owner or occupier by way of Municipal Ticket Information where to do so would contribute to general or specific deterrence; for example, in the case of a repeat offence at the same property.

Material or goods impounded from private property shall be processed in the following manner:

- Material, which may be defined as rubbish, filth, discarded materials, vegetation, and other material of no market value may be disposed of at the City's discretion.
- The City shall impound chattels or materials that appear to have market value, including but not limited to building materials, motor vehicles or motor vehicle parts. The owner of the property shall be notified by registered mail that the material must be claimed and recovered within ninety (90) days of the date of the letter. If the material is not claimed and recovered following ninety (90) days of the notification, the City may dispose of the material at its discretion.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
3.15	2000 07 25	2007 05 28	3.15.01	2007 07 12

Department:	BYLAW	Reference #	3.16
Policy title: Basketball Hoop Complaint Policy			
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date:
	Administrative	<input type="checkbox"/>	Date for review:
Issued by:		Issue date:	

Policy statement:

The Bylaw Division will only take intrusive basketball hoop complaints from directly affected neighbours who are affected by noise, parking or another related problem.

Policy procedures

The Bylaw Enforcement Officer will determine whether the complainant is directly affected by the alleged intrusive basketball hoop. The Street Games policy will be followed after determination whether the complainant is directly affected is completed.

Department:	BYLAW	Reference #	3.17
Policy title:	Sign Bylaw: Portable Sign Enforcement Policy (Portable, Changeable Copy and Sandwich Board Signs)		
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date: May 11, 1999
	Administrative	<input type="checkbox"/>	Date for review: May 11, 2002
Issued by:	G. Beaumont	Issue date:	May 11, 1999

Policy Statement: Portable Signs Placed on Private and Public Property

The Bylaw Services Division will enforce, proactively and upon complaint, the *Sign Bylaw* with respect to portable signs placed on private and public property .

Policy Procedure:

The Bylaw Enforcement Officer will inspect premises in order to determine whether a portable sign has been approved and a permit has been obtained in accordance with the bylaw noted above, and whether its location places it in contravention of the bylaw noted above. Sandwich board signs do not require a permit.

If no violation has occurred, the Bylaw Enforcement Officer will terminate the file and, if applicable, notify the complainant.

If a portable sign has been placed upon private property without the prerequisite permit approval, the Bylaw Enforcement Officer will attempt to contact the owner/occupant of the premises, verbally or by written notice hand delivered to the premises, direct the owner/occupant to remove the sign within forty eight (48) hours, and refrain from further display of the sign until permit approval has been obtained.

If the owner/occupant has not applied for a permit, and the sign has not been removed as directed above, the Bylaw Enforcement Officer shall hand deliver written notification to remove the sign from the premises within fourteen (14) days from the date of hand delivery. If the sign continues to be displayed on the premises following the expiration of fourteen (14) days, the Bylaw Enforcement Officer shall direct City crews to enter the premises, and remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

If a portable sign (including sandwich board signs) has been placed upon public property, such as a highway or boulevard, the Bylaw Enforcement Officer will attempt to contact the owner/occupant of the premises, verbally or by written notice hand delivered to the premises, and direct the owner/occupant to remove the sign within forty-eight (48) hours. If the sign has not been removed from public property after forty-eight (48) hours, the Bylaw Enforcement Officer shall direct City crews to remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

Portable signs (including sandwich board signs) placed on public property that, in the judgement of the Bylaw Enforcement Officer, create an immediate hazard to pedestrian or vehicular traffic, may direct City crews to remove and impound the sign at the City Works Yard at the expense of the owner/occupant.

In addition to removal of the sign, the Bylaw Enforcement Officer may issue a fine to the owner/occupant of the premises by *Municipal Ticket Information* upon further violations..

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive proceedings against the owner/occupant of the property.

Department:	BYLAW	Reference #	3.18
Policy title:	Zoning Bylaw: Overweight/Oversize Vehicle Complaint Policy		
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date:	
	Administrative <input type="checkbox"/>	Date for review:	
Issued by:	G. Beaumont	Issue date:	

Policy statement: Overweight and Oversize Vehicles Parked/stored on Residential Property

The Bylaw Services Division will enforce, upon public complaint from persons residing in the immediate area, the *Zoning Bylaw* with respect to overweight and overlength vehicles parked or stored on residential property.

Policy Procedure:

The Bylaw Enforcement Officer will inspect the premises in order to determine whether the vehicle’s dimensions place it in contravention of *Zoning Bylaw*, Sec. 504, while parked in a residential area.

If no violation has occurred, the Bylaw Enforcement Officer will terminate the file and notify the complainant.

If the vehicle is in contravention of the *Zoning Bylaw*, the officer will issue, by hand delivery, a *Violation Notice* to the owner/occupant of the premises, which details the bylaw regulations with respect to prohibited vehicles in a residential area and directs these person(s) to refrain from parking the vehicle on or about the premises with ten (10) days of the date of the *Violation Notice*. If the premises are not occupied by the property owner, the owner shall also be notified of this action by certified mail. The complainant is asked to monitor the premises and report further occurrences to Bylaw Services.

The Bylaw Enforcement Officer shall inspect the premises five days prior to the compliance date, and hand deliver a written notice in order to remind the owner/occupant of the compliance date.

If a further complaint is received following the ten day period noted above, the Bylaw Enforcement Officer may, upon personal observation of the offending vehicle or upon information provided by a witness, issue a *Municipal Ticket Information* to the owner/occupant of the premises. *Municipal Ticket Informations* for this offence may be issued on each additional day that a violation is observed on the premises.

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive action against the owner/occupant of the property.

Subject Area:	BYLAW	Policy #	3.19
Policy Title: Animal Control Bylaw: Aggressive/Dangerous Dogs			
Authority:	Legislative (Council)	<input checked="" type="checkbox"/>	Effective date: 2010-01-11
	Administrative	<input type="checkbox"/>	Review Date: 2015-01
Issued by:	Dan Scoones	Manager Bylaw & Licencing Services	Issue Date: 2010-01-11 Manner Issued: E-Mail to Bylaw Dept.

Policy Statement:

The Animal Control Officer shall, under the general direction of the Manager of Bylaw & Licencing Services or his designate, administer and enforce the provisions of the Animal Control Bylaw with respect to aggressive dogs as defined therein, and the provisions of the *Community Charter* with respect to dangerous dogs as defined therein.

All decisions regarding the disposition of aggressive or dangerous dogs shall be made in accordance with the following priority system:

1. The safety of the public
2. The City’s liability position
3. The welfare of the animal involved
4. All other considerations

This policy statement shall be read and applied in conjunction with other City policies regarding animal control, and where applicable with other City policies involving bylaw enforcement.

Animals owned by the City that are deemed to be adoptable shall not be humanely euthanized except in cases of disease or infirmity where, in the judgement of the Animal Control Officer or the Manager of Bylaw & Licencing Services or his designate, there is no reasonable expectation of the animal’s recovery.

Policy Procedure:

The Animal Control Officer shall respond to a dog-related incident, conduct an investigation, and determine whether a dog qualifies as an aggressive dog as defined in the Animal Control Bylaw. If the dog qualifies as an aggressive dog, the Animal Control Officer shall, having regard to the seriousness of the incident, designate the dog to be an aggressive dog.

When a dog is designated as an aggressive dog, the Animal Control Officer shall as soon as practicable issue a corresponding notice of designation to the person owning the dog or having custody or control of the dog.

If there are mitigating circumstances the Animal Control Officer may determine that the designation is not warranted. In this context, mitigating circumstances shall without limitation include the following:

- The level of seriousness of the incident
- The due diligence of the dog owner
- The existence of provocation factors

If upon investigation the Animal Control Officer determines that a dog qualifies as a dangerous dog as defined in the *Community Charter*, the Animal Control Officer shall take the legal steps prescribed therein, up to and including seeking a court-ordered destruction of the dog.

If a dog is owned by the City and the Animal Control Officer determines that the dog is adoptable, the Poundkeeper shall take appropriate actions to advertise the availability of the dog for adoption as prescribed by the Animal Control Bylaw and by the Poundkeeper's service contract with the City.

If no person comes forward to adopt the dog within a reasonable time, the Poundkeeper may release the dog to an outside agency for adoption, the suitability of such agencies to be determined in consultation with the Animal Control Officer and the Manager of Bylaw & Licencing Services.

If a dog is owned by the City and the Animal Control Officer determines that the dog is not adoptable on account of its having bitten a person, the dog shall be humanely euthanized.

If a dog is owned by the City and the Animal Control Officer determines that the dog is not adoptable on account of its aggressive behaviour, the dog shall be humanely euthanized, unless it appears that, in the opinion of the Animal Control Officer and having regard to all the circumstances, the dog can be successfully rehabilitated and thereby qualify as an adoptable dog.

In making the decision to attempt rehabilitation of the dog, the Animal Control Officer may seek the advice of a qualified animal assessor who has also been certified as an expert witness by a court of competent jurisdiction. The Manager of Bylaw Services shall develop and maintain a list of such qualified animal assessors and they shall be employed by the City on a rotation basis.

END OF POLICY

Record of Amendments:

Subject Area:	Corporate – City Wide	Policy #	10.17
Policy Title:	Environmental Complaints and Issues on City Property		
Authority:	Legislative	X	Effective Date: 1996-01-01
	Administrative		Review Date: 2010
Issued By:	Director of Engineering and Operations	Issue Date:	1996-01-01
		Manner Issued:	Email to all staff

Policy Statement:

In situations where environmental complaints involve City owned property, including road allowances, the Engineering and Public Works Department will take a lead role in dealing with the situation.

In situations where there is an imminent hazard or an emergency, the City’s Fire Department is involved. A coordinated effort is used to attend to the situation.

Procedure:

1. The Department receiving the complaint is to carry out an initial investigation and assessment. If identified as an environmental issue/problem, the receiving department is to contact the Engineering/Public Works department immediately. (See Appendix A for contact personnel.)
2. If the situation poses an imminent hazard or threat to human life or property, the Fire Department is to be contacted immediately and requested to attend. Engineering/Public Works department will review the situation with the receiving department and conduct a site inspection.

3. If deemed necessary, the Engineering/Public Works department will communicate with external agencies which may include, but are not limited to the following:
 - Ministry of Environment
 - Ministry of Health
 - Fish and Wildlife Environmental Protection
 - Department of Fisheries and Oceans
 - R.C.M.P.

(See Appendix B for contact names, telephone numbers and issues.)

4. All external agencies contacted are to be apprised of the situation including location and type of environmental concern. A request to attend at the site should be made to the agency.
5. In situations where containers/barrels of known chemicals are involved, it may be appropriate to contact the supplier to inquire if they would be interested in salvaging the material.
6. A summary report is to be prepared and forwarded to the Engineering Department with appropriate copies forwarded to other involved departments and/or external agencies. Whenever possible, in situations where labels are found on any containers, all information is to be recorded and included in the summary report.
7. Engineering/Public Works department will keep internal departments informed, including Environmental Protection Committee and, as necessary, the City Administrator.
8. In some situations, it may be appropriate to issue a press release. Any press releases are to be prepared and released through the offices of the City Administrator.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
1.03			Moved to new location – 10.17	

Policy Manual

Subject Area:	Finance	Policy #	10.26
Policy Title:	Third Party Consultation		
Authority:	Legislative <input checked="" type="checkbox"/>	Effective Date:	Dec. 14, 2010
	Administrative <input type="checkbox"/>	Review Date:	Oct, 13, 2015
Issued By:	Mindy Smith Director of Corporate Services	Corporate Services	Issue Date: Dec. 23, 2010 Manner Issued: Internal E-mail Website

Purpose:

To establish parameters with respect to third party consultation.

Policy:

The City of Port Coquitlam does not compensate any party including, but not limited to, local and other levels of government, First Nations, interested third parties and the general public for participation in and consultation on its outreach programs including its land use and management plans.

RESPONSIBILITY

The Financial Officer is responsible for ensuring compliance with this policy.

END OF POLICY

Subject Area:	Parks and Recreation Department	Policy #	11.04
Policy Title:	Ice Allocation Policy		
Authority:	Legislative	<input checked="" type="checkbox"/>	Effective Date: 1997-09-01
	Administrative	<input type="checkbox"/>	Review Date: 2009-07-15
Issued By:	B. Becker Director of Parks and Recreation	Parks and Recreation Department	Issue Date: 1998-01-12
		Distributed By:	Email

Purpose:

The purpose of this Policy is to determine the priority and procedure of allocating "ice" time slots at the Port Coquitlam Recreation Complex.

Policy:

Policy Statement:

1. Introduction

In Port Coquitlam, as in most communities in Western Canada, ice time is a scarce resource. Demand exceeds supply. Therefore, the City of Port Coquitlam, which is the owner and operator of the two sheets of skating ice at the Port Coquitlam Recreation Centre, must carefully evaluate and prioritize all demands for ice to ensure the public "good" is maximized. This policy provides direction to that end.

It begins with a framework for discussion complete with definitions. It proceeds to set priorities and outline a procedure for allocating ice. It ends with some notes on the impact of the recommended approach.

There are about 1,500 intensive users of ice in Port Coquitlam, organized into user groups. Each of these users skate once or more per week. Although usage varies significantly, the average user gets about 2 hours of ice time per week. These users are allocated about 80% of the 288 hours of ice time available each week.

There are also many members of the public who attend public skating sessions and Parks and Recreation Department programs, and many school children using the Recreation Centre as part of the school curriculum. They get about 20% of the available ice time.

These above organized and casual uses and users of ice can be categorized under the following headings.

2. Users

2.1 Sport Associations:

Minor

- A non-profit organization incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam for not less than one year and at least 75% of the active members (i.e. registered players) are residents of Port Coquitlam.
- Organization's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- Seventy-five percent of the participants must be 17 years of age or under prior to December 31 of that year's season and/or the age categories as outlined in existing provincial or national governing bodies. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately.
- Must be a member in good standing with an affiliated or governing body.

Adult

- A non-profit organization incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam for not less than one year and at least 75% of the (active) members are residents of Port Coquitlam.
- Organization's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- The age of the participants is above the qualifications for minor sport associations as above.
- Must be a member in good standing with affiliated or governing body.

2.2 Independent Recreational Users

- A group or individual that is not affiliated or associated with any recognized provincial or national sport governing body.
- May or may not have Society status.
- Has, as its main focus, recreational, athletic or social activity for its members.

2.3 Schools

- That is, a public school or a "non-profit" school recognized by province of BC as an education institution, which lies within the boundaries of Port Coquitlam or is located within School District 43 and has an enrollment of 75% Port Coquitlam residents.

2.4 Commercial Users

- Private sector groups or individuals whose main purpose is to make a profit.

2.5 The City of Port Coquitlam

- The city may sponsor some activities on ice.

2.6 Exceptions to Requirement for Seventy-five Percent Local Residents

- In isolated circumstances, the 75% residency role may be waived by the Department if it can be convinced that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit more than 25% of its participants from outside Port Coquitlam in order to make the activity viable for the local participants.

The above categories of users have more demand for ice than there is supply to accommodate it. Therefore, any potential user or user group that does not comply with the above definitions will not be allowed to rent ice at the Recreation Centre.

3. Uses

3.1 Special Events

Major Events

- Those which bring recognition to or increase the public profile of the community.
- Specifically International, National, Western Canadian, Provincial gatherings for individuals or multi-sport/recreational events which are sanctioned by the appropriate governing body.

Minor Events

- Non-recurring (not weekly) recreational activities initiated by the Parks and Recreation Department or a specific user group for the purpose of enhancement, promotion, expression of sport, culture or social needs for the residents of Port Coquitlam.

3.2 Municipally Sponsored Activities

Public Skating

- Drop-in (no registration) skating or ice-related activities open to the general public (although, in some cases, may be targeted at subsets of the general public).

Parks and Recreation Department Programs

- Programs initiated by and directly or indirectly operated by the Parks and Recreation Department and open to the general public (although, in some cases, may be targeted at subsets of the general public).

3.3 Regular Ice Rental

- A seasonal booking of a weekly ice slot for a regularly scheduled sport, culture, social, or recreational use by the members of the group making the booking.

3.4 Casual Ice Rental

- As above in *Regular Ice Rental* but booking made on a week-by-week basis.

3.5 Fund Raising Events

- Any use by a group or individual where the main interest is to generate funds which will be put to a “public good” in the community. The public good may be within the group or an external public project.

3.6 Commercial Use

- Any use by a group or individual making the booking where the objective of the facility use is to make a profit.

4. Some Examples of Uses and Users

4.1 Special Events

Major Events

- Ringette Provincial Tournament
- Female Hockey Provincial Tournament
- Bantam Hockey Tournament

Minor Events

- Figure Skating Carnival
- 25th Anniversary Special
- Old Timer’s 25 Year Re-Union Game
- Old Timer’s Tournament
- Speed Skate Meet
- Molson’s Tournament
- Minor Hockey Christmas Tournament
- Elk’s Skate
- Christmas on Ice

4.2 Municipal Sponsored Activities

Public Skating

- Adult Hockey
- Parent and Tot Hockey
- Youth Hockey
- Parent and Tot Fun Skate
- Family Skate
- Public Skate

Parks and Recreation Department Programs

- Learn to Skate Lessons
- Hockey Fun Just for Tots
- Hockey Fun for Children
- Power Skating

4.3 Minor Sport Regular Ice Rental

- Minor hockey weekly practices and games
- Ringette weekly practices or games
- Figure skating weekly training and skill development sessions

- Speed skating weekly training and skill development sessions

Adult Sport Regular Ice Rental

- Old Timer’s hockey league weekly games
- Junior B Hockey (Buckeroos) games and practices
- Men’s Senior “AA” Hockey (Blues) games and practices
- Female Senior “AA” Hockey (Renegades and Phantom) games

Independent Users Regular Ice Rentals

- Renegades Old-timer’s hockey weekly games
- Coachmen Hockey Club weekly games
- Poco Orphan’s Hockey Club weekly games
- Nighthawks weekly games
- Thompson weekly games

4.4 School Casual Ice Rentals

- Free skate

4.5 Commercial Events

- A private events company wishing to rent the arena for a car sale, a circus, a trade show, or an auction

5. Ice Availability

- A total of 288 hours of ice is available each week as follows:

7 days @ 21 hours per day x 2 arenas - 6 hours maintenance time.

- Fifty percent or 144 hours of this time is designated as prime time as follows:

Monday to Friday 4 pm - 12 midnight
Saturday & Sunday 8 am - 12 midnight
(in each of two arenas)

- The ice clean at the beginning of a block booking will be included in the calculation of a group’s allocated time.

- The regular ice season will last from the first week of September to the beginning of the “spring break” in the school year.

6. Priority for Ice Allocation

The prioritization of various uses/users of ice will influence both the amount of ice allocated and the timing (i.e. prime vs. non-prime) of ice allocated.

The priority assignment is as follows:

1. All municipally sponsored activities (i.e. public skating, programs and special events) up to 15% of capacity.
2. School activities during regular school hours.
3. Major special events up to 10% of time (5% prime time and 5% non prime time).
4. Local minor sport group regular ice rental.
5. Local adult sport group regular ice rental.
6. Local independent group regular ice rental.
7. Local group minor special events.
8. Local group fund raising events.
9. Local group casual ice rental.
10. Local commercial groups.
11. All non-local groups.

It should be noted that a specific use in any of the above categories can, at the Department's discretion in response to a specific application, be moved up one level. For example, an adult sport group regular ice rental (like PoCo Blues games) could be moved up to have the same priority as the next highest category (local minor sport group regular ice rental) if a case could successfully be made to the Department that the "public goods" were equal.

Summary of Priority Assignment

Users	Uses						
	Special Events		Municipal Activities	Regular Rental	Casual Rental	Commercial Rental	Fund Raising
	Major ¹	Minor					
Sport Associations							
- Minor	3	7		4	9		8
- Adult	3	7		5	9		8
Independent Users		7		6	9		8
Schools	3	7		2 ²	9		8
Commercial Users						10	
City	3	7	1 ³		9		8

Note: 1 is highest priority, 10 is lowest

- ¹ - (Up to 10% of time - 5% of prime time)
- ² - (During school hours, otherwise, as independent user)
- ³ - (Up to 15% of time)

7. Ice Allocation Procedure

- 7.1** By May of each year, the Department will determine the ice time required under the public skating and Department sponsored program categories for the subsequent fall and slot them into the draft schedule. This total will not exceed 15% of available capacity.
- 7.2** By May of each year, school users will be required to submit their requirements for regular ice rentals during school hours for the subsequent fall. These will be slotted into the ice schedule. During each ice season, schools will request additional ice on a casual basis and it will be allocated during school hours if space is available.
- 7.3** All ice users, including the Department, will be required to submit by May of each year, all requests for major special events. The Department will allocate up to 5% of available prime time capacity (not more than 10% of available total capacity) for such events in the draft schedule (net of City-sponsored special events which are included within the City's 15% above). If requests exceed 5% of prime time capacity, the Department will prioritize the requests on the basis of the value to the community (see definition of major special event) of the event and reject those that exceed 5% of capacity in aggregate.

- 7.4** By June of each year, all other categories of uses/users will be asked to submit their requests for the subsequent fall under the headings numbered 4 through 8 on the priorities list. The Department will attempt to slot these requests into a draft schedule and list any that cannot be accommodated.
- 7.5** An ice users meeting will be hosted in late May or early June of each year to attempt to achieve consensus on the draft schedule for the subsequent fall.
- 7.6** If consensus is achieved, the final ice allocation schedule shall be published. Changes will occur on a week-by-week basis as some users cancel their use and others need more time.
- 7.7** If such consensus cannot be achieved during the ice users meeting, the Department will finalize the ice allocation schedule on the basis of the priority list above and the attached guidelines. Once finalized, the ice allocation schedule will be published.
- 7.8** Any group wishing to disagree with the published ice schedule shall present its case first to the Parks and Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Committee of Council, and failing resolution of the issue can present its case to Council, which will provide a final ruling on the matter.

If any group needs additional tournament or special event time over and above the process set in 7.3 above (i.e. 5% of capacity), they will host these special events within their regular ice allocation.

8. Impact of this Policy

This policy should provide some clarity and continuity in decision making for ice uses and users. Its application may alter the current ice allocation practice but it is likely any short term changes to amounts and times of regularly scheduled ice will be minimal. Once approved, one year notice should be given to ice users before it is applied.

Guidelines for Ice Allocation

These guidelines will be used by the Department to allocate ice **only** where consensus by ice user groups **cannot** be reached.

In addition to the priorities list, additional factors should influence the amount and timing of ice allocation to a group. They are:

- Age**
Minor sport groups will have higher priority than adult sports during prime time each day before 10:00 pm start time.
- Density of Usage**
All other things being equal, groups and activities that have more users on the ice during each hour will be assigned higher priority.

New Activities

Groups and activities which meet a need for ice which is not currently being met (i.e. some new users) will be at least minimally accommodated at the expense of other users.

Use of Non Prime Ice Increases Priority for Prime Time Use in the Same Category

All other things being equal, groups who use lots of non prime time ice in relation to prime time ice will be considered higher priority than other groups in the same category which do not use non prime time ice.

Credibility of User

All other things being equal, groups with a long standing reputation for responsible use of the facility should be assigned higher priority.

Where guidelines conflict with each other, the above list of guidelines shall be considered to be in priority order with an item higher in the list taking precedence over lower priority criteria.

Where guidelines conflict with the priority list, the priority list shall first be applied and then the guidelines shall be used to adjust the application within categories on the priority list.

Responsibility:

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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Subject Area:	Parks & Recreation	Policy #	11.05.01
Policy Title:	Inappropriate User Conduct		
Authority:	Legislative	X	Effective Date: 2008-04-14
	Administrative		Review Date: 2013-04
Issued By:	Barry Becker, Director of Parks & Recreation	Issue Date:	2008-04-25
		Manner Issued:	All Recreation Staff

Purpose:

The City of Port Coquitlam Parks and Recreation Department endeavours to create positive and enjoyable opportunities for all persons participating in our recreation program, services and at our facilities. In the context of the financial and personnel resources allocated to the Department, we wish to ensure that recreational opportunities are provided in a non-threatening environment and we will strive to provide our services and facilities in a safe manner so that the public can participate in rewarding experiences.

Policy:

1. General

The intent of this policy is to set a consistent, fair and objective procedure for staff to effect corrective action for users of our facilities who fail to comply with existing Bylaws, regulations or policies about use of indoor or outdoor recreation park spaces.

2. Code of Conduct

The Parks and Recreation Department expects all user groups and participants at City operated facilities to treat users and City staff with respect and to conduct themselves in such a way as to promote safe and positive experiences.

Without limiting the above, users of and person in our facilities must not:

- a) Be intoxicated or under the influence of alcohol;
- b) Possess or consume alcohol (except in cases where a special event permit has been issued) or other intoxicating substances

- c) Possess weapons
- d) Engage in violent or aggressive behaviour
- e) Engage in criminal behavior of any kind
- f) Engage in behavior that promotes discrimination, hatred, racism or provides a threatening environment to the participants or the public
- g) Engage in any activity or conduct detrimental to the site's natural environment or that negatively impacts adjacent properties
- h) Damage, deface, foul or pollute any park or facility

Conduct that violates this Code of Conduct will result in appropriate actions against individual(s), user groups (leagues), and/or other persons responsible.

3. Management Procedures

- a) Staff will use a proactive and preventative approach when dealing with unacceptable or improper conduct or behavior – including displaying the Code of Conduct at applicable facilities, in printed materials and distributed with all rental agreements.
- b) In addition, staff to the best of their ability, will use common sense and unbiased judgment and where applicable, follow set policies/procedures when dealing with unacceptable and/or improper conduct of individuals/groups as outlined in the Code of Conduct.
- c) An Incident Report and related documented materials are to be completed and forwarded to the applicable supervisory staff before the end of the shift. This information should be forwarded to the exempt manager by the end of the next working day as is feasible.
- d) In more serious situations, at the discretion of the staff and in consultation with a supervisor if available, the R.C.M.P. should be contacted to provide further assistance. At no time should staff put themselves in harms way or be involved in any verbal/physical confrontations with an individual/group etc.
- e) As is appropriate, individual/group who are involved in an incident of improper and/or unacceptable behaviour will be notified of any verbal warnings, suspensions or loss of rental privileges etc. in writing.

Responsibility:

1. Authority/Responsibility To Administer Policy

The Director of Parks and Recreation or designates(s) as assigned shall have the authority to administer this Policy.

2. Penalties/Ticketable Offences

- a) **General**
 - i. Penalties and corrective action/measures may range from, but not limited to; verbal warnings, written warnings, and loss of privileges (priority of booking, booked rental times, services or programs, etc.) along with imposing ticketable offences

fine(s). It is understood a number of corrective measures can be used in combination with each other and will generally be progressive in nature.

ii. Consideration of an appropriate corrective measures may require:

- The circumstance and severity of the infraction, the damage to the facility, and the effect to the other users of the facility, services area or program;
- The general previous conduct and cooperation of the group/individual as documented in City files;
- Previous infractions by the individual/group, as documented in City files
- The level of cooperation and understanding by the group/individual resolving the issues around the infraction(s).

b) Established Leagues/User Groups & Occasional User Bookings

Step I: First Offence – Verbal warning/discussion with individual(s)/group to be followed up with a letter of warning that a subsequent breach of this Code will result in being placed on probation.

Step II: Second Offence – The individual(s)/group formally advised in writing that they are being placed on probation notice and if there are any further infractions may result in the cancellation of bookings. Being placed on probation notice may also affect their “priority” in bookings for subsequent season(s), require a damage deposit and/or additional security requirement (if appropriate) which may be imposed before another booking can be accepted.

Step III: Third Offence – The individual(s)/group’s booking is cancelled for a minimum of one week and/or minimum of one booking and the cancellation could be extended given the nature of the infraction along with applicable ticketable offences. Subsequent or more serious infraction(s) may include cancellation of bookings for up to one full season of bookings and fine(s) imposed if staff’s recommendation is endorsed by the Parks and Recreation Committee.

c) Individual Services, Activities and Programs

Adult:

Step I: ADULT First Offence – Verbal warning/discussion with individual(s) to be followed up with a letter of warning that subsequent infractions may result in a suspension of participation in a program, services, or access to a facility.

Step II: ADULT Second Offence – The individual(s) formally advised in writing that they are being placed on probation notice and if there are any further infractions they will be suspended from participation in a program, service access to a facility and/or tickets may be imposed as applicable.

Step III: Third Offence – The individual(s) will be advised in writing they are being suspended from accessing the applicable program, service or facility for a minimum of one week and/or of a minimum of one use along with applicable ticketable offences.

However, the length of suspension may vary given the nature of the infraction(s) and program service or facility involved. Subsequent or more serious infractions may include suspension of access/participation for up to one full season of activity and applicable fine(s) imposed if staff's recommendation is endorsed by the Parks and Recreation Committee.

Children and Youth:

Step I: First Offence – Child/youth are made aware of inappropriate behaviour and staff outline the changes in behaviour that are required (setting expectations). The child/youth may be asked to leave for the day if they are not able to control their behaviour. Follow-up is done with the child/youth on their next visit and they are reminded again of the expected behaviour.

Step II: Second Offence - If inappropriate behaviour continues staff and child/youth create a behaviour contract, setting expectations of appropriate behaviour and consequences. Parents or guardian are contacted to be made aware of current issues and the plans for success.

Step III: Third Offence - Staff involve parents or guardian in the process. The behaviour contract is revised and the youth and guardian are made aware of the banning process and its implications if he/she continues acting inappropriately. The contract is signed by all parties and a timeline is set to revisit the contract. Limits are set for child/youth's participation and referrals are made to community resources if needed.

Step IV: Fourth Offence – The child/youth will be advised in writing they are banned from all Parks and Recreation facilities and parks until a determined date. A banning letter will be served to the child/youth in partnership with the RCMP and Bylaws. Behaviour expectations will be mutually agreed on and the child/youth will be held accountable for their actions during the banning period. At the end of the banning period, the child/youth will meet with Parks and Recreation staff to evaluate their behaviour during the banning period and set up a new contract to set parameters for return to program or facility including a trial period for gradual return.

Steps may be repeated or skipped at the staffs' discretion dependant on the behaviour being exhibited.

Related:

- In the event that it is a minor who has been suspended in order to limit access/participation, staff will make every effort to contact the parent/legal guardian by the end of the next business day to make them aware/explain the occurrence and to invite them to participate in the solution.

3. Ticketable Offences

- In accordance with Parks and Facilities Bylaw No. 3421 which allows for ticketable offences through the Ticket Information Utilization Bylaw No. 2743, the following fees may be imposed:

**BYLAW 2743
SCHEDULE 18**

Parks and Facilities Bylaw No. 3421

	SECTION	FINE
Column 1	Column 2	Column 3
Obstructing police officer or employee	4.2	\$150.00
Entering after hours	7.2	\$150.00
Entering restricted area	8.1	\$150.00
Unauthorized liquor	8.2	\$150.00
Damage or vandalism	8.5	\$150.00
Unauthorized advertising	8.16(a)	\$150.00
Unauthorized business	8.16(b)	\$150.00

4. Refunds

Refunds for programs, services or facility bookings may be considered if the suspension of access/participation is over a period longer than seven days. However, further consideration of a refund may be given on a case by case situation with an appeal process approved by the Director of Parks and Recreation.

5. Appeal Process

- Any individual(s) and/or group(s) wishing to appeal any disciplinary measure may refer the matter for resolution process as outlined below:

Step I – May present their case to the Director of Parks and Recreation; and failing suitable resolution of the issue;

Step II – May present their case to the Parks and Recreation Committee and failing suitable resolution of the issue;

Step III – May present their case to Council, which will provide a final ruling on the matter.

POLICY REVIEW

Parks and Recreation staff will review this Policy after the first year of operation and thereafter, at least every five years making recommendations for amendments via the Parks and Recreation Committee to City Council. Staff, in consultation with the Parks and Recreation Committee may make minor changes (from time to time) to the policy, which will not alter the intent.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
11.29	2004-11-23	2006-11	Yes – (11.05)	2006-11-17
11.05	2006-11-17	2008-04	Yes – (11.05.01)	2008-04-25

Subject Area:	Parks and Recreation Department		Policy #	11.07
Policy Title:	Outdoor Athletic Field Allocation			
Authority:	Legislative	<input checked="" type="checkbox"/>	Effective Date:	2002-09-23
	Administrative	<input type="checkbox"/>	Review Date:	2009-08-01
Issued By:	B. Becker	Parks & Recreation	Issue Date:	2002-09-23
	Director of Parks and Recreation	Department	Distributed By:	Email

Purpose:

The purpose of this Policy is to establish a priority booking and procedure to allocate outdoor athletic fields within the City of Port Coquitlam.

Policy:

Policy statement:

1. Introduction

In Port Coquitlam, as in most communities in Western Canada, public outdoor sport facilities, including ball diamonds courts and athletic fields are a scarce resource. Demand exceeds supply. Therefore, the City of Port Coquitlam, which is the owner and operator of many outdoor public sports facilities, must carefully evaluate and prioritize all demands for space to ensure the public “good” is maximized. This policy provides direction to that end.

It begins with a framework for discussion including definitions. It proceeds to set priorities and outline a procedure for allocating fields. It ends with some notes on the impact of the recommended approach.

The general public will have some demand for field use. The remainder of the available time will be allocated, by agreement, to user groups. These two categories of users (general public and user groups) can be categorized under the following headings.

2. Users

2.1 Sport Associations:

Minor

- A non-profit organisation incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam, for not less than one year. In addition, at least 75% of the active members (i.e. registered players) are residents of Port Coquitlam.
- Organisation's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- Seventy-five percent of the participants must be 17 years of age or under prior to December 31 of that year's season and/or the age categories as outlined in existing provincial or national governing bodies. If complete teams within an organisation consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritised separately.
- Must be a member in good standing with an affiliated or governing body.

Adult

- A non-profit organisation incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam, for not less than one year. In addition, at least 75% of the (active) members are residents of Port Coquitlam.
- Organisation's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- The age of the participants is above the qualifications for minor sport associations as above.
- Must be a member in good standing with affiliated or governing body.

2.2 Independent Recreational Users

- A group or individual that is not affiliated or associated with any recognised provincial or national sport governing body.
- May or may not have Society status.
- Has, as its main focus, recreational, athletic or social activity for its members.

2.3 Schools

- That is, a public school or a "non-profit" school recognised by province of BC as an education institution, which lies within the boundaries of Port Coquitlam, or is located within School District 43 and has an enrolment of 75% Port Coquitlam residents.

2.4 Commercial Users

- Private sector groups or individuals whose main purpose is to make a profit.

2.5 The City of Port Coquitlam

- The city, on behalf of the general public, may reserve some time at sports facilities to be left available for the public use on a “first come first served” basis. It may also reserve time for maintenance or for City sponsored events.

2.6 Exceptions to Requirement for 75 Percent Local Residents

- In isolated circumstances, the 75% residency role may be waived by the Department if it can be convinced that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit more than 25% of its participants from outside Port Coquitlam, in order to make the activity viable for the local participants.

The above categories of users have more demand for sports fields than there is supply to accommodate it. Therefore, any potential user or user group that does not comply with the above definitions will not be allowed to have any level of priority in the field allocation system.

The City of Port Coquitlam is committed to allocating fields in a way that is fair and equitable to both genders. User groups that have a gender equity policy should provide a copy to the City. All user groups should provide a breakdown of field users by gender. Gender equity will be an important consideration in section 5 of this document.

3. Uses

3.1 Special Events

Major Events

- Those events which bring recognition to or increase the public profile of the community.
- Specifically International, National, Western Canadian, Provincial gatherings for individuals or multi-sport/recreational events which are sanctioned by the appropriate governing body.

Minor Events

- Non-recurring (not weekly) recreational activities initiated by the Parks and Recreation Department or a specific user group for the purpose of enhancement, promotion, and expression of sport, culture or social needs for the residents of Port Coquitlam.

3.2 Municipally Sponsored Activities

Public Use

- Drop-in (no registration or reservation required – these activities are open to the general public).
- Parks and Recreation Department Programs**
- Programs initiated by and directly or indirectly operated by the Parks and Recreation Department and open to the general public (although, in some cases,

may be targeted at subsets of the general public) or programs not sponsored by the City but considered by the City to contribute significantly to the “public good” in Port Coquitlam.

Maintenance Time

- Sometimes fields will be maintained or “rested” and this time will be included within the municipality’s overall time allotment.

3.3 Regular Field Rental

- A seasonal booking of a weekly time slot at a specific facility for regularly scheduled sport, culture, social, or recreational use by the members of the group making the booking.

3.4 Casual Field Rental

- As above in *Regular Field Rental* but booking made on a week-by-week basis.

3.5 Fund Raising Events

- Any use by a group or individual where the main interest is to generate funds which will be put to a “public good” in the community. The public good may be within the group or an external public project. An example of an internal public good would be an event to raise funds, which would be used to ensure no child is turned away from the sport for lack of ability to pay. An example of an external public good might be an event to raise money, which would be donated to help build or improve another public facility.

3.6 Commercial Use

- Any use by a group or individual making the booking where the objective of the facility use is to make a profit.

4. Field Availability

Fields will be available, when not closed to use by the City due to inclement weather or because of damage through use.

Field use times will be divided into prime time and non-prime. Prime time will generally be defined as the time of the week when school is not in session. Non prime time will generally be defined as times when the public school is in session.

Fields will be allocated in two seasons; namely fall/winter (from April 1st to Aug. 31st) and spring/summer (from Sept. 1st to March 31st) of each year.

5. Priority for Field Allocation

The prioritisation of various uses/users of fields will influence both the amount of field allocated and the timing (i.e. prime vs. non-prime) of space allocated.

The priority assignment is as follows:

1. All municipally reserved time.
2. School activities during regular school hours.
3. Major special events up to 10% of time (5% prime time and 5% non prime time).
4. Local minor sport group regular rental.
5. Local adult sport group regular rental.
6. Local independent group regular rental.
7. Local group minor special events, including league tournaments.
8. Local group fund raising events.
9. Local commercial groups.
10. All non-local groups.

It should be noted that a specific use in any of the above categories could, at the department's discretion in response to a specific application, be moved up one level. For example, an adult sport group regular rental could be moved up to have the same priority as the next highest category (local minor sport group regular rental) if a case could successfully be made to the Department that the "public goods" were equal.

It should also be noted that the above priority hierarchy should apply on a system wide basis. This is, specific facilities which cannot accommodate adults will obviously have a higher priority for children, and vice versa. However, overall, on all City fields, the needs of each level will take precedence over the level below it.

The City may include, in its own allocation of time (i.e. the first priority above), groups which are just starting up and need some "seed" time and which the Dept. feels may meet a specific need not already met by other groups.

Although all user groups will be required to show how both genders are equitably served, the City may also use its own allocation to schedule groups representing a specific demographic group (e.g. females) which are not fairly represented by other lower priority user groups.

Summary of Priority Assignment

Users	Uses						
	Special Events		Municipal Activities	Regular Rental	Casual Rental	Commercial Rental	Fund Raising
	Major ¹	Minor					
Sport Associations							
- Minor	3	7		4	9		8
- Adult	3	7		5	9		8
Independent Users		7		6	9		8
Schools	3	7		2 ²	9		8
Commercial Users						10	
City	3	7	1		9		8

Note: 1 is highest priority, 10 is lowest

- ¹ - (Up to 10% of time - 5% of prime time)
- ² - (During school hours, otherwise, as independent user)

5.1 The following exceptions refer to the artificial turf field:

- Local minor sport teams will have the highest priority until 7:00 pm on weekdays and 3:00 pm on weekends and holidays followed by local adult sport teams.
- Local adult sport teams will have the highest priority after 7:00 pm on weekdays and after 3:00 pm on weekends and holidays followed by local minor sport teams.
- School District #43 school activities take the highest priority until 5:00 pm on weekdays to a maximum of 12 hours per week.

6. Field Allocation Procedure

6.1 The Department will determine the fields and times required to be reserved for public use (item 1 above) and slot them in to the draft field use schedule.

6.2 By May of each year, school users will be required to submit their requirements for regular field rentals (item 2 above) during school hours of the subsequent fall/winter. These will be slotted into the field schedule. During December of each year the school users will be required to submit their requirements for field use for the subsequent

spring/summer season. They will be slotted into the draft spring/summer schedule. Schools may request additional fields on a casual basis at any time and they will be allocated during school hours if space is available.

- 6.3** All field users, including the Department, will be required to submit a minimum of 4 months in advance of the season, all requests for major special events (item 3 above). So that an organization is able to ensure that they will be able to meet the facility requirements for a major event, it is recommended that they request a letter of support from the city at the time of making application for the event. The Department will allocate up to 10% of total available capacity (not more than 5 % of prime time) for such events in the draft schedule.
- 6.4** Fourteen weeks in advance of each season, all other categories of uses/users will have submitted their requests for the subsequent season under the headings numbered 4 through 8 on the priorities list. The Department will attempt to slot these requests into a draft schedule and list any that cannot be accommodated.
- 6.5** Field users meeting will be hosted three months in advance of the season to attempt to achieve consensus on the draft schedule for the subsequent season.
- 6.6** If consensus is achieved, the final field allocation schedule shall be published. Changes will occur on a week-by-week basis as some users cancel their use and others need more time.
- 6.7** If such consensus cannot be achieved during the field users meeting, the Department will finalize the field allocation schedule on the basis of the priority list above and the attached guidelines. Once finalized, the field allocation schedule will be published. This will happen no later than 8 weeks before the start of the season.
- 6.8** Any group wishing to disagree with the published field allocation schedule shall present its case first to the Parks and Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Committee, and failing resolution of the issue can present its case to Council, which will provide a final ruling on the matter. The final field allocation schedule will be published no later than 4 weeks before the start of the season.
- 6.9** Contracts will be formalized no later than 2 weeks before the start of the season.

If any group needs additional tournament or special event time over and above the process set in 6.3 above (i.e. 10% of capacity), they will host these special events within their regular weekly field allocation.

7. Impact of this Policy

This policy should provide some clarity and continuity in decision making for field uses and users. Its application may alter the current field allocation practice but it is likely any short

term changes to amounts and times of regularly scheduled field will be minimal. Once approved, one-year notice should be given to field users before it is applied.

GUIDELINES FOR FIELD ALLOCATION

These guidelines will be used by the Department to allocate fields only where consensus by user groups cannot be reached.

In addition to the priority list, additional factors should influence the amount and timing of field allocation to a group. They are:

New Activities

Groups and activities, which meet a need for field, which is not currently being met (i.e. some new user), will be at least minimally accommodated at the expense of other users. For example, if users of a field are predominantly of one gender, a new activity would be fostered which would serve the other gender; it could qualify under the “new activities” heading.

Credibility of User

All other things being equal, groups with a long-standing reputation for responsible use of the facility should be assigned higher priority.

Where guidelines conflict with each other, the above list of guidelines shall be considered to be in priority order with an item higher in the list taking precedence over lower priority criteria.

Where guidelines conflict with the priority list, the priority list shall first be applied and then the guidelines shall be used to adjust the application within categories on the priority list.

Responsibility:

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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Subject Area:	Parks and Recreation Department	Policy #	11.08
Policy Title:	Policy to Prohibit Certain Wild or Exotic Animals at Public Recreation Sites		
Authority:	Legislative	X	Effective Date: 2001-03-26
	Administrative	<input type="checkbox"/>	Review Date: 2009-08-01
Issued By:	B. Becker	Director of Parks and Recreation	Issue Date: 2004-01-01
			Distributed By: Email

Purpose:

The purpose of this policy is to establish guidelines to control/prohibit the exhibition of wild or exotic animals at public recreation sites within Port Coquitlam.

Policy:

Policy statement:

It is deemed desirable to prevent the exhibition of wild or exotic animals at our public recreation sites.

Therefore, no person may operate or carry on a circus, public show, exhibition, carnival or other display or performance, whether temporary or permanent, (the “show”) in which wild or exotic animals are traveling with or otherwise accompanying the show or are required to perform tricks, fight or participate in performances by the show for the amusement or entertainment of an audience, while the show is at a public recreation site within the boundaries of the City of Port Coquitlam.

For the purpose of this policy, the following list of animals constitutes “wild or exotic animals”. The list includes all such animals whether bred in the wild or in captivity and also includes all their hybrids with domestic species. The words in parentheses are intended to act as examples only and are not construed as an exhaustive list or to otherwise limit the generality of each group of animals.

1. Non-human primates (such as gorillas and monkeys)
2. Felids, except domesticated cats
3. Canis, except dogs
4. Ursids (bears)
5. Elephants

6. Pinnipedia (such as seals and walruses)
7. Crocodylians (such as alligators and crocodiles)
8. Marsupials (such as kangaroos and opossums)
9. Snakes and venomous reptiles
10. Ungulates, except domestic horses, mules, asses, goats, sheep, pigs and cattle
11. Hyenas
12. Mustelines (such as skunks, weasels, otters and badgers)
13. Procyonidae (such as raccoons and coatis)
14. Edentates (such as anteaters, sloth and armadillos)
15. Viverrines (such as mongooses, civets and genets)

Responsibility:

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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2024 Q4 Financial Variance Report

RECOMMENDATION:

None.

REPORT SUMMARY

This report provides financial information regarding the City's operating activities for 2024 and compares forecasted third quarter and annual actual results to the 2024 amended budget.

The year-end ongoing operating results include a positive revenue variance of \$6,181,000 and a negative expense variance of \$1,763,000 from budget to actual. The year-end forecasted net result of operating revenues after expenses is \$27,405,000, which is \$4,418,000 more than the budget.

BACKGROUND

In order to provide Committee of Council with an overview of the ongoing financial activities of the City, staff measure the budget to actual revenue and expense performance while also forecasting expected annual operating results. This activity helps provide the staff and Committee of Council with appropriate oversight of the approved financial plan throughout a given period.

DISCUSSION

For 2024, budgeted operating revenues less expenditures were expected to generate \$22,987,000 in funds for transferring to reserve accounts and to repay long-term debt principle. Revenue results are greater than budget due to higher rates of return on the City's investments, greater than expected utilities charges (offset with expenses), higher permits and licenses collections, and larger than budgeted grants and sale of services revenue.

Expenses exceed the budget in the Recreation and Engineering and Public Works departments. Utilities costs are also higher than anticipated. These are partially offset by lower-than-anticipated costs in Common Services, Police, Fire, and Development Services. Recreation department and Utility expenses are also offset by higher-than-budgeted revenues.

	2024 Budget	2024 Actuals	Annual Budget Variance	Variance as % of Budget	2024 Q3 Forecast	2024 Q3 Forecast as % of Budget
Operating Revenues	\$134,252,100	\$140,433,524	\$6,181,424	4.60%	\$138,955,518	103.50%
Operating Expenses	\$111,265,200	\$113,028,451	(\$1,763,251)	(1.58%)	\$113,419,760	101.94%
Surplus / (Deficit)	\$22,986,900	\$27,405,073	\$4,418,173	19.22%	\$25,535,758	11.09%

2024 Q4 Financial Variance Report

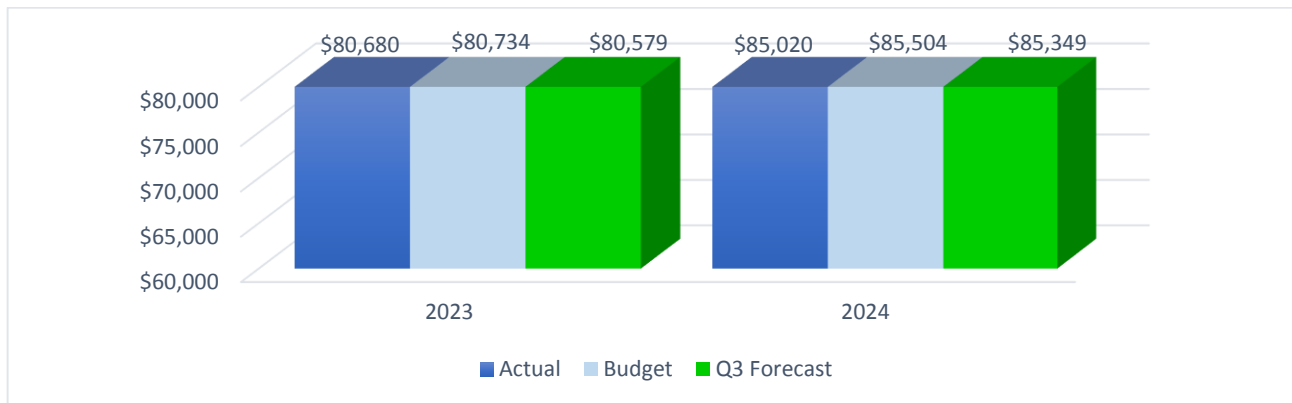
Revenues by Source

Total operating revenues for 2024 were \$140,434,000 and resulted in a \$6,181,000 or a 4.60% favourable variance from budget. The largest driver of the variance is rates of return on the City's investments. Penalties and fines, permits and licenses, and sale of services revenues were also greater than planned. Higher-than-anticipated government grants and utility charges (offset with expenses) also contributed to the positive revenue variance.

Explanations have been provided for annual variances that differ from the budget by greater than \$75,000 and 5%. These summaries also include supporting graphs that show both the 2023 and 2024 budgets, actuals and Q3 forecasts for comparative purposes. All numbers in the supporting graphs are expressed in thousands.

	2024 Budget	2024 Actuals	Annual Budget Variance	Variance as % of Budget	2024 Q3 Forecast	2024 Q3 Forecast as % of Budget
Taxation and Other Levies	\$85,504,380	\$85,019,520	(\$484,860)	(0.57%)	\$85,348,931	99.82%
Utility Charges	30,510,600	31,572,260	1,061,660	3.48%	31,182,510	102.20%
Sale of Services	8,191,350	8,714,973	523,623	6.39%	9,000,477	109.88%
Contributions	2,097,400	2,545,780	448,380	21.38%	2,487,896	118.62%
Permits and Licenses	3,695,270	4,101,486	406,216	10.99%	3,635,288	98.38%
Investment Income	2,950,537	6,708,210	3,757,673	127.36%	5,564,247	188.58%
Penalties and Fines	706,000	1,037,310	331,310	46.93%	941,796	133.40%
Other Revenue	596,563	733,985	137,422	23.04%	794,373	133.16%
Total Operating Revenue	\$134,252,100	\$140,433,524	\$6,181,424	4.60%	\$138,955,518	103.50%

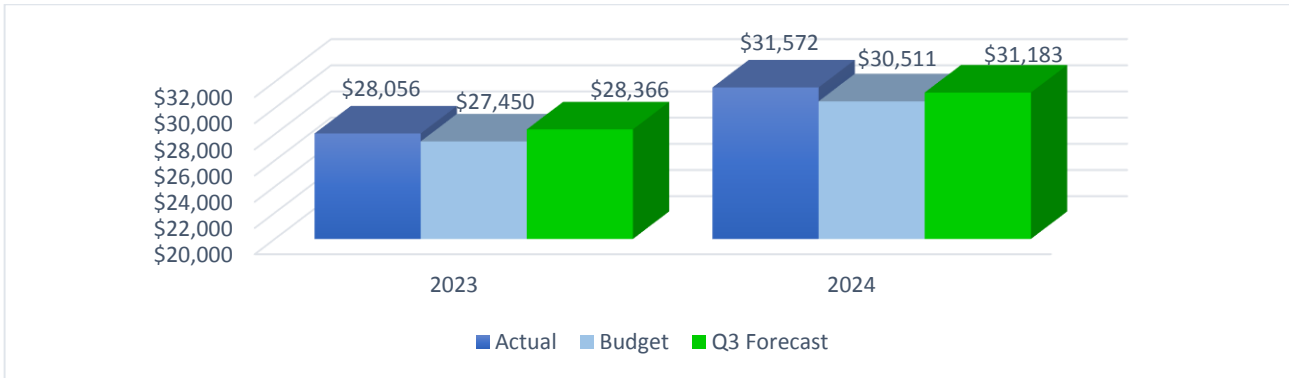
Taxation and Other Levies



No significant variances.

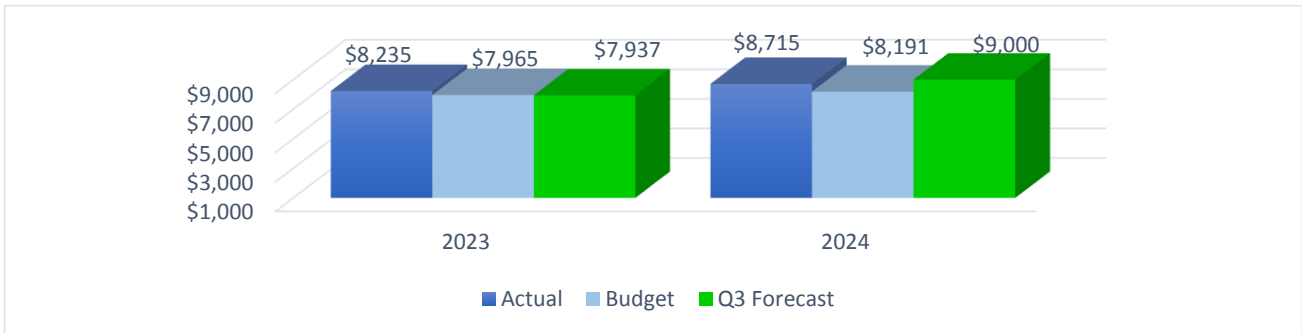
2024 Q4 Financial Variance Report

Utility Charges (Water, Sewer and Solid Waste Fees)



Higher-than-anticipated water (\$560,000) and sewer (\$451,000) consumption produced a positive variance in utility charges. This variance offsets increased bulk water purchase expenses from Metro Vancouver.

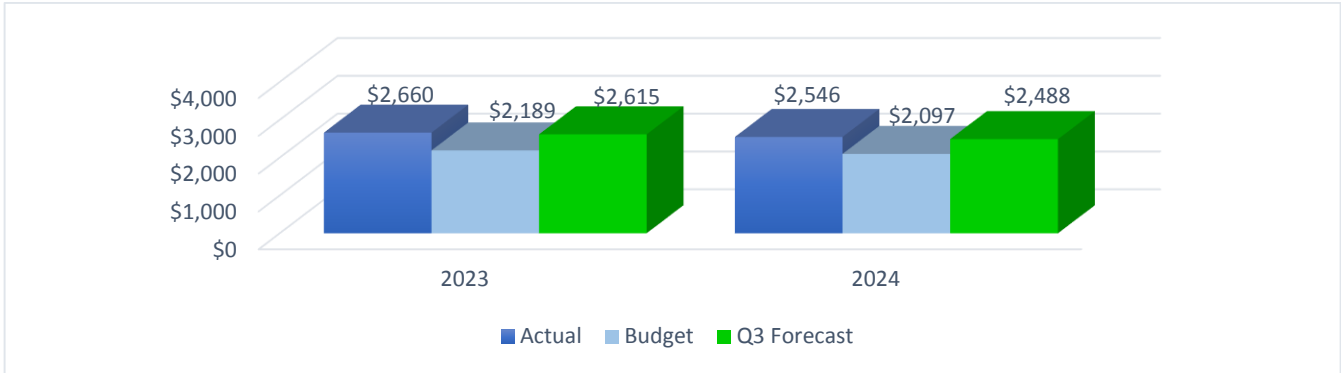
Sale of Services



Sale of services revenue includes fees paid to the City for recreation facilities and programs, advertising revenue, rental revenue and funds collected for private jobs performed by city staff for members of the community. Sale of services revenue for 2024 is \$524,000 higher than the budget due to greater-than-anticipated usage of recreation facilities and programs (offset with expenses).

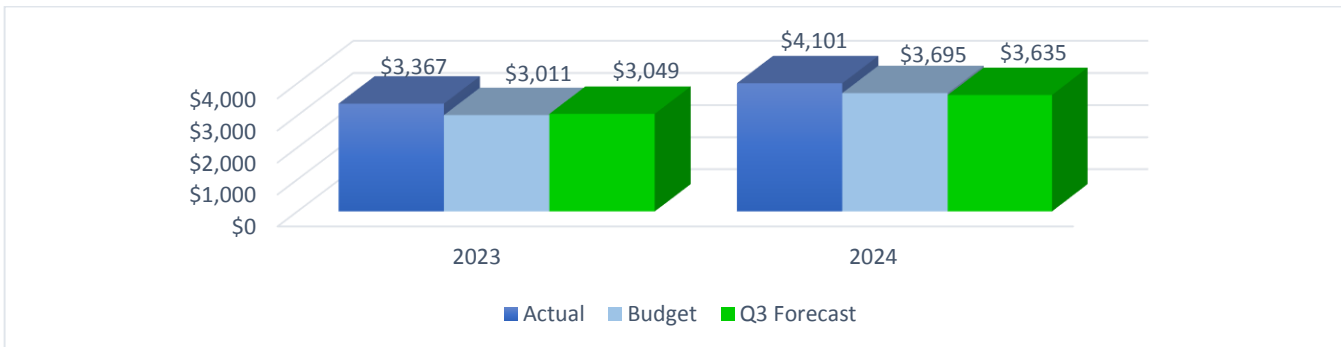
2024 Q4 Financial Variance Report

Contributions



Contributions revenue includes grants from the Federal and Provincial governments, as well as funds provided to the City from other organizations to support City initiatives and events. Government grants were higher than the budget as a result of the increased Local Government Climate Action Plan grant (\$239,000). Additionally, there were a larger than expected number of grants for community events and programs, which were \$156,000 greater than the budget (offset with expenses).

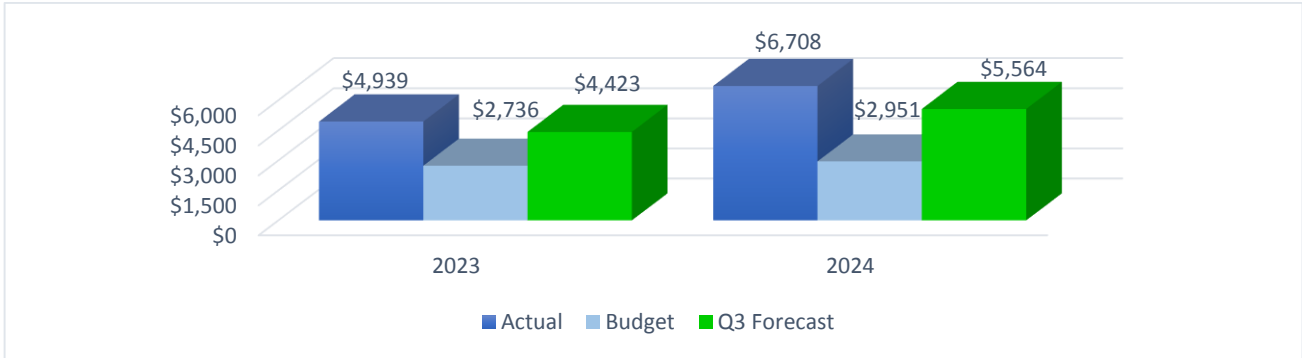
Permits and Licenses



This category includes items such as development permits, building permits, and business licenses. Greater than anticipated activity in building permits produced a \$440,000 positive variance from the budget.

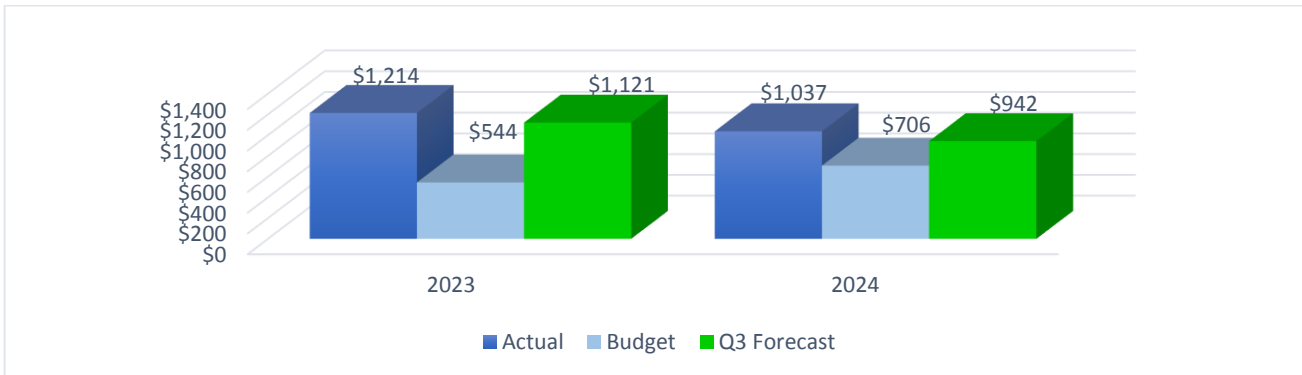
2024 Q4 Financial Variance Report

Investment Income



The favourable variance results from high (3.94%-6.30%) rates of return on the City's investments. Although the Bank of Canada cut its policy interest rate five times in 2024, the City anticipated this decrease, locking in a number of higher return investments to take advantage of the high-rate environment. A higher investment rate of return also increases interest allocated to reserve and development cost charge (DCC) funds.

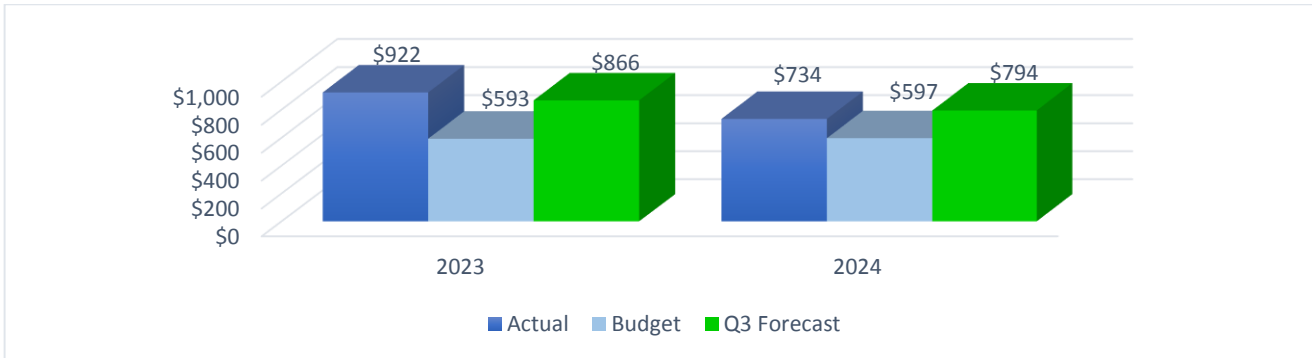
Penalties and Fines



Several large late payment penalties for property taxes and utilities have been levied, which generated a \$216,000 positive variance.

2024 Q4 Financial Variance Report

Other Revenue



This category includes miscellaneous revenues that don't fit into any other such as printing charges, digital sign revenue, and rebates. In the third quarter of 2024, the City received a \$115,000 rebate from WorkSafe BC for the Certificate of Recognition Audit which contributed to the \$137,000 positive variance. The certificate of recognition (COR) program recognizes and rewards employers who go beyond the current legal requirements, implement an effective occupational health and safety management system, and pass a WorkSafe BC certification audit.

Expenses by Function

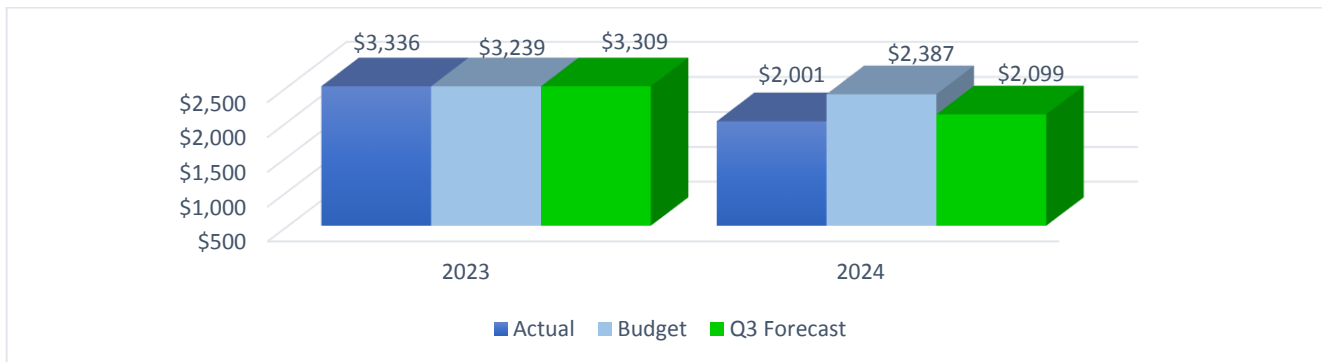
Overall, operating expenses were \$1,763,000 greater than the budget for 2024, which represents a 1.58% variance. Expenses were higher than the budget in Engineering, and Public Works, Utilities, and Recreation. These were partially offset with lower than lower-than-budgeted expenses in Common Services, Development Services, and RCMP contract costs.

Explanations have been provided for annual variances that differ from the budget by greater than \$75,000 and 5%. These summaries also include supporting graphs which show both the 2023 and 2024 budgets, actuals, and Q3 forecasts for comparative purposes. All numbers in the supporting graphs are expressed in thousands.

2024 Q4 Financial Variance Report

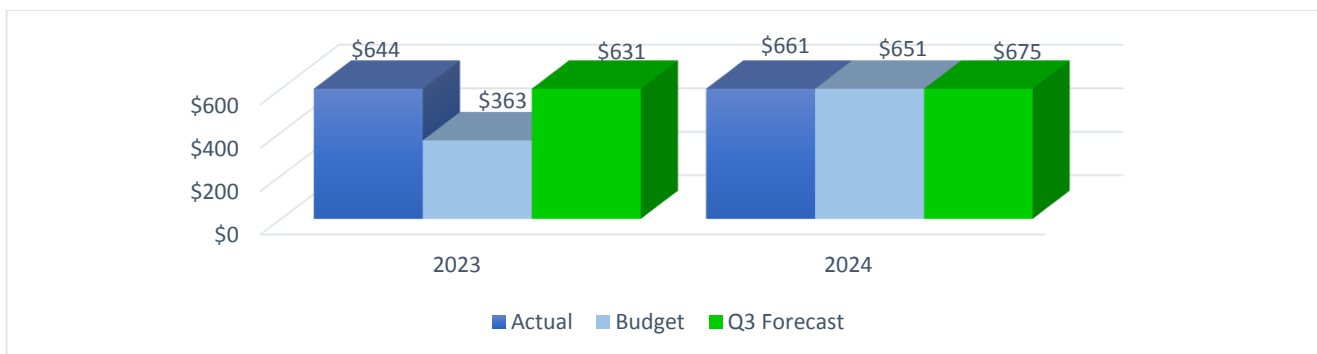
	2024 Budget	2024 Q4 Actual	Annual Budget Variance	Variance as % of Budget	2024 Q3 Forecast	2024 Q3 as % of Budget
Common Services	\$2,387,200	\$2,000,965	\$386,235	16.18%	\$2,099,027	87.93%
Office of the CAO	650,800	660,860	(10,060)	(1.55%)	675,000	103.72%
Community Safety and Corporate Services	5,861,100	5,931,915	(70,815)	(1.21%)	5,728,910	97.74%
Finance	2,949,100	2,963,101	(14,001)	(0.47%)	2,943,474	99.81%
Human Resources	1,339,300	1,328,520	10,780	0.80%	1,372,890	102.51%
Engineering & Public Works	10,910,700	11,888,010	(977,310)	(8.96%)	11,418,571	104.65%
Public Works Fleet	1,629,000	2,229,120	(600,120)	(36.84%)	1,718,770	105.51%
Recreation	17,361,900	19,017,290	(1,655,390)	(9.53%)	19,800,578	114.05%
Police Services	19,694,500	18,215,370	1,479,130	7.51%	19,079,300	96.88%
Fire & Emergency Services	15,898,900	15,996,580	(97,680)	(0.61%)	15,625,865	98.28%
Development Services	5,184,300	4,779,300	405,000	7.81%	4,759,018	91.80%
Solid Waste Operations	5,181,900	4,818,880	363,020	7.01%	5,275,610	101.81%
Water Operations	11,970,500	12,924,460	(953,960)	(7.97%)	12,668,717	105.83%
Sanitary Sewer Operations	10,246,000	10,274,080	(28,080)	(0.27%)	10,254,030	100.08%
Total Operating Expenses	\$111,265,200	\$113,028,451	(\$1,763,251)	(1.58%)	\$113,419,760	101.94%

Common Services



The favourable variance of \$386,000 is due to the expected 2024 earnings on principle payments the City has made on its debt, which offset the annual interest expense.

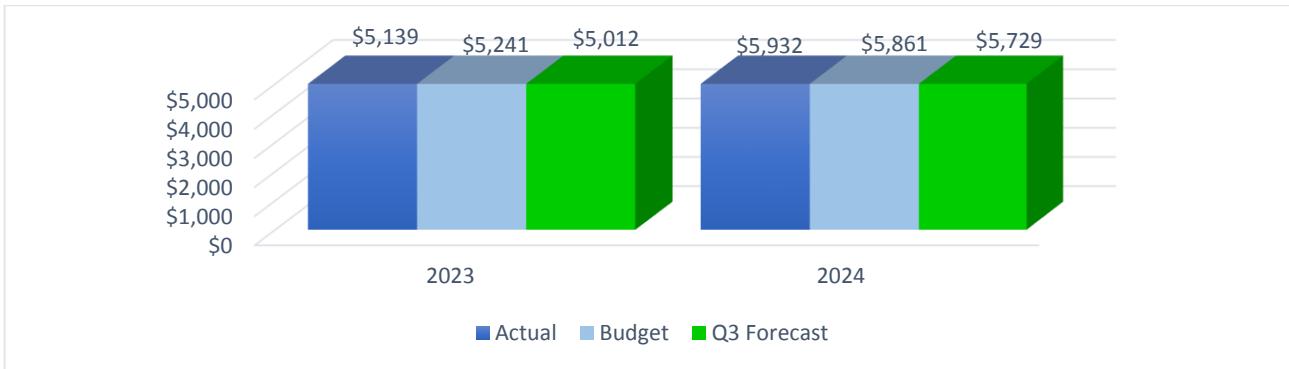
Office of the CAO



No significant variances.

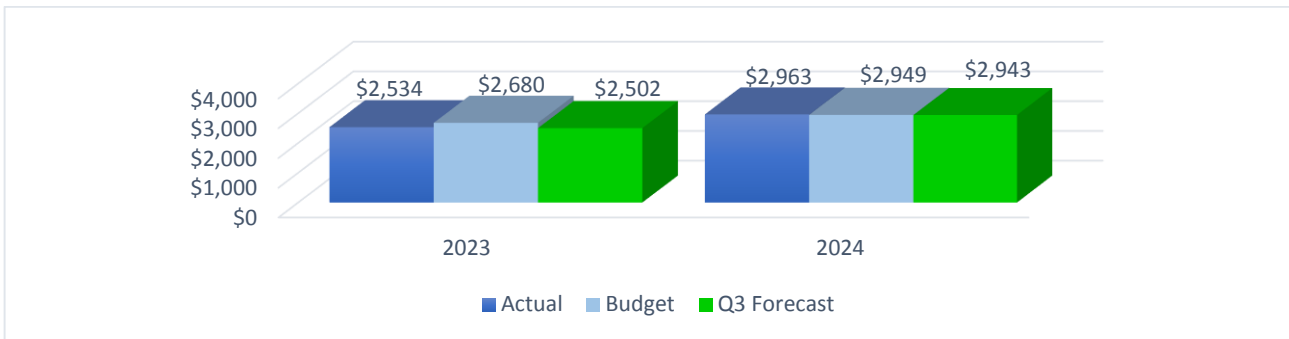
2024 Q4 Financial Variance Report

Community Safety & Corporate Services



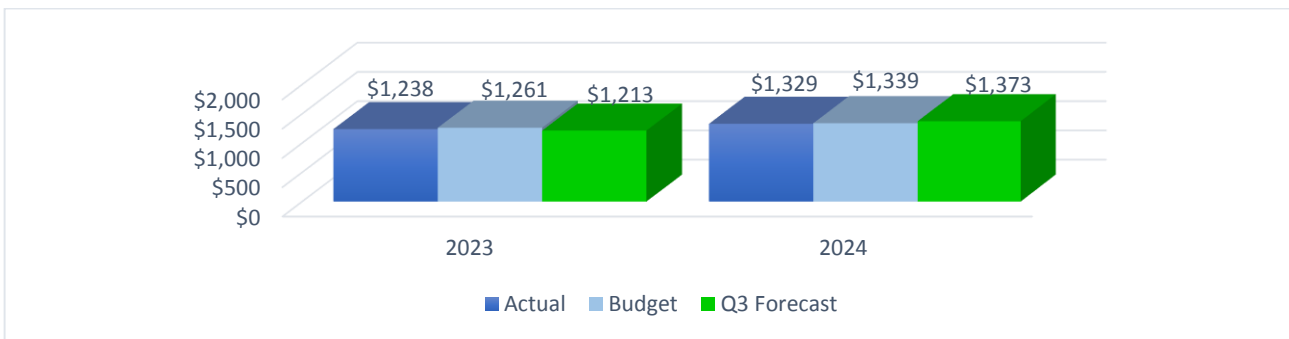
No significant variances.

Finance



No significant variances.

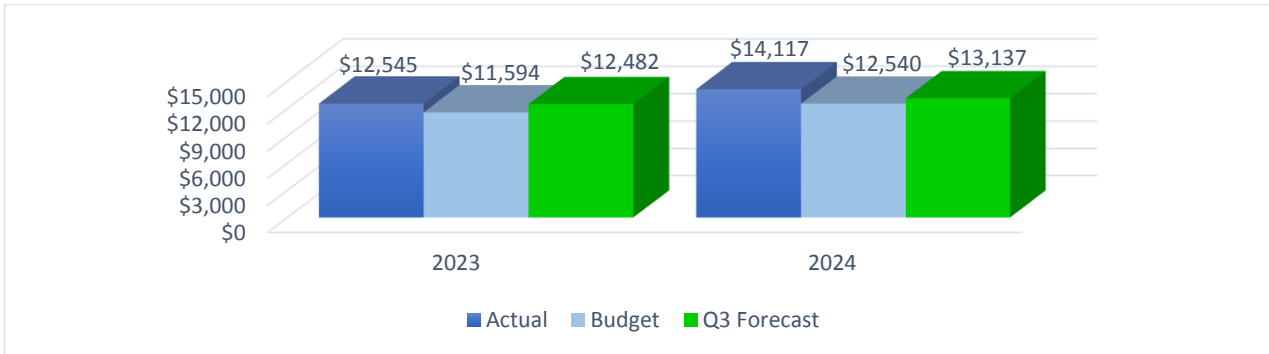
Human Resources



No significant variances.

2024 Q4 Financial Variance Report

Engineering and Public Works

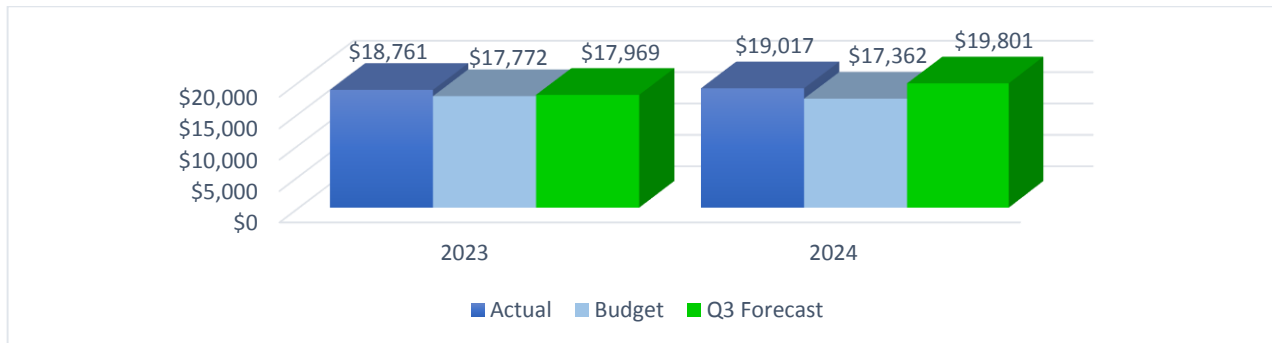


Inflationary pressures on services and materials continue to contribute to the variance and the \$1,577,000 variance is the result of several factors:

- Public Works fleet maintenance produced \$600,000 a negative variance largely due to several large equipment failures along with general escalation of supply/ materials and contractor costs.
- There was a variance of \$200,000 in streets and drainage due to need for increased storm response and flood mitigation activities and increased boulevard median maintenance, road markings and a focus on overall cleanliness. Unplanned Works, which is used to capture work outside of core services cost another \$188,000.
- Parks had a negative variance of \$33,000 due to increased vegetation removal related to clearance and sightline safety, streetscape enhancements and expanded planting areas. An Increase in park and trail usage and frequent weather events resulted in higher than budgeted costs related to loss of trees and damages to trail surfaces.
- Health and safety training, departmental overhead (eg. banked overtime from the atmospheric river event, snow response and watermain breaks) related to the various Sections in Public Works had a negative variance of approximately \$461,000.

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Recreation

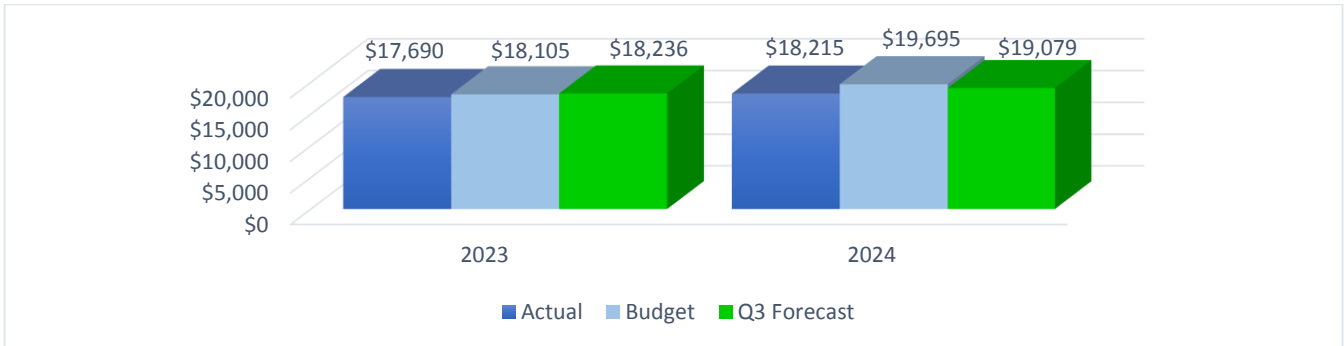


The \$1,655,000 variance in Recreation costs, which was partially offset with higher than budgeted revenues, is driven by several factors:

- Emergency repairs and ongoing day-to-day maintenance to facilities including significant repairs and cleaning to Hyde Creek Recreation Centre, Port Coquitlam Community Centre and Outdoor Pools (\$658,000). There were also some one-time staffing costs associated with the pool air quality review to comply with Work Safe BC orders.
- Arena and facilities operations required additional staffing and supplies specifically for concessions to meet customer demand during increased tournaments, high-level sport games and larger events (\$249,000). Additional arena costs were offset by increased revenues.
- Increased demand for programs and usage at the Port Coquitlam Recreation Centre led to a \$332,000 negative variance from budget. This also included Active Net fees that were greater than the budget. This variance was more than offset by corresponding increases in revenue.
- The City put on several large public events in 2024, which produced a \$494,000 unfavorable variance. The majority of this variance is from May Day (\$172,000), Canada Day (\$150,000), and Car Free Day (\$92,000). These additional costs have been partially offset by higher-than-expected revenues.

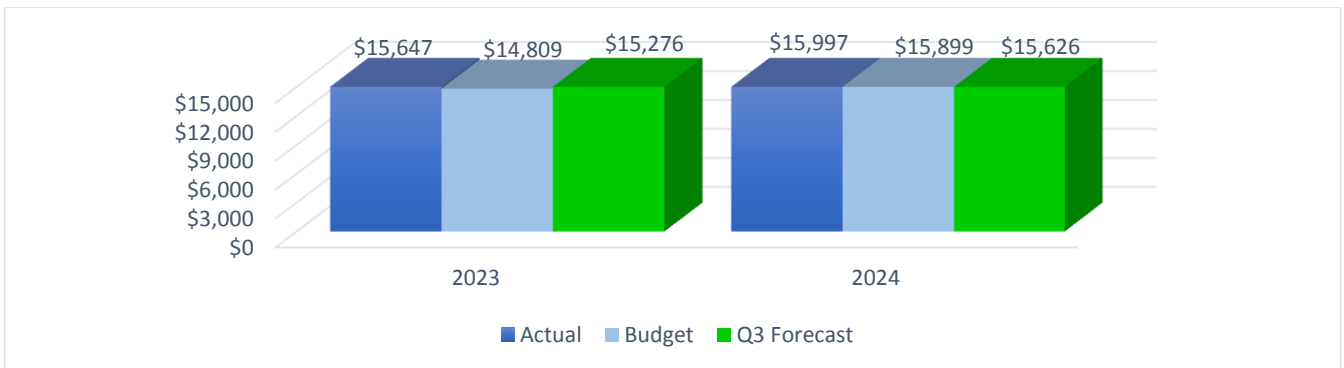
2024 Q4 Financial Variance Report

Police Services



Based on the 2024 final report received from the RCMP, the contract costs were \$1,479,000 less than the budget. The variance is due to staff vacancies and the joint detachment cost share percentage finishing the year less than budgeted (29.7% actual versus 30.8% budget).

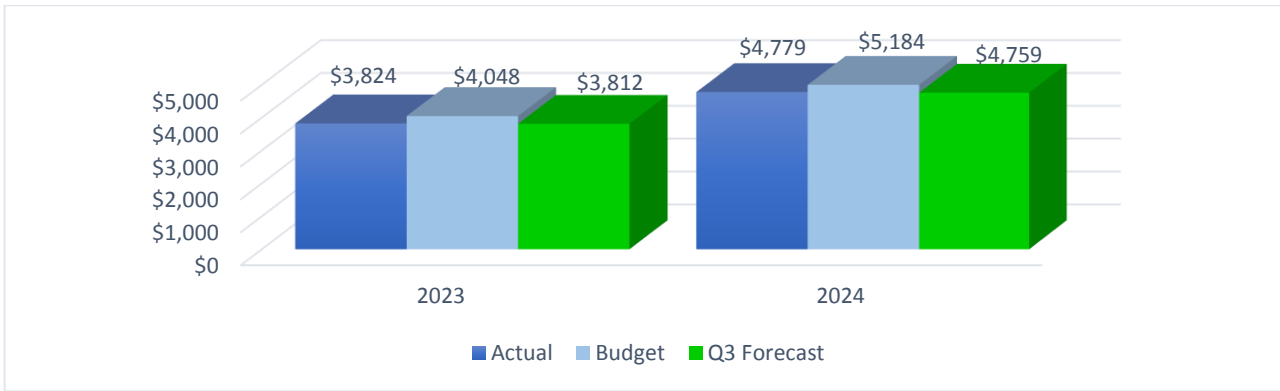
Fire & Emergency Services



No significant variances.

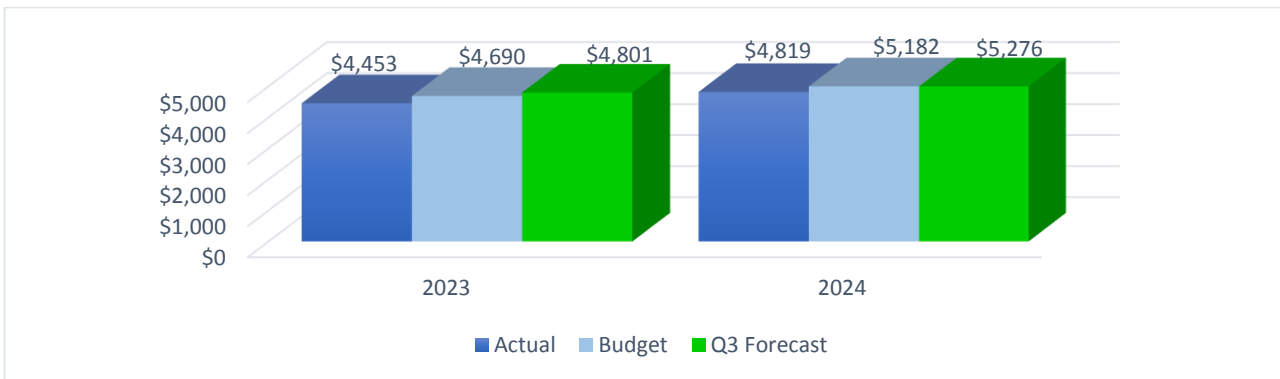
2024 Q4 Financial Variance Report

Development Services



The \$405,000 favorable variance is due to several staffing vacancies that are currently being recruited and filled in 2025.

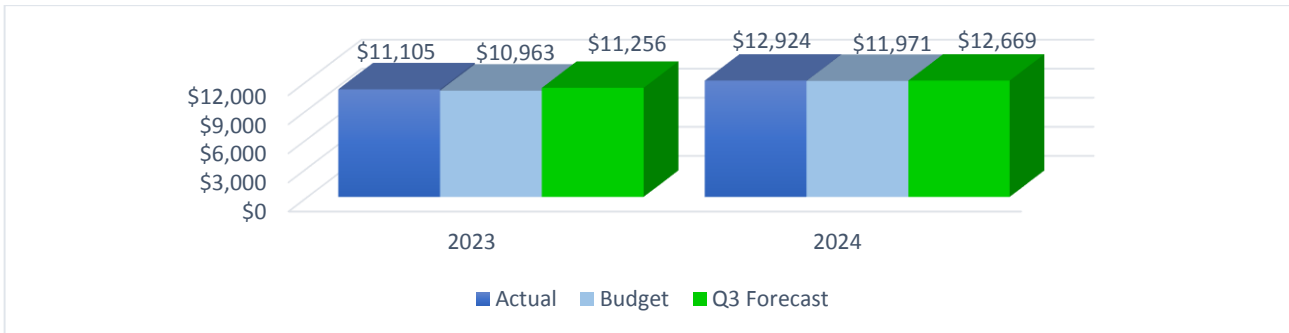
Solid Waste Operations



The positive variance is due to lower-than-anticipated tipping fee expenses for garbage (\$182,000) and green waste (\$193,000).

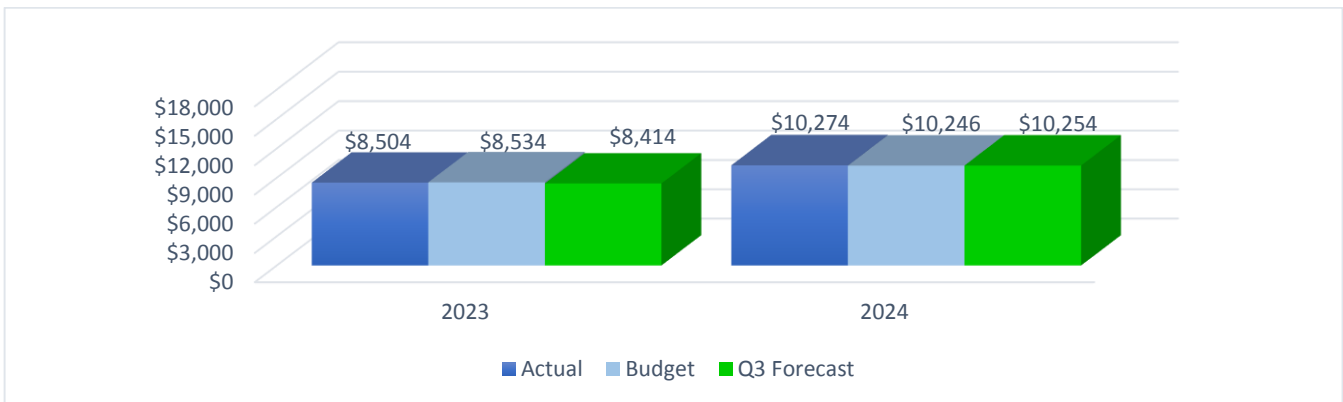
2024 Q4 Financial Variance Report

Water Operations



This variance is due to higher-than-anticipated water usage (\$810,000), which is partially offset with greater than expected water revenues. Several operational costs, such as fire hydrant maintenance (\$64,000) and general maintenance (\$79,000) were also greater than the budget.

Sewer Operations



No significant variances.

2024 Q4 Financial Variance Report

ONE TIME VARIANCE ANALYSIS

The 2024 one-time operating variance summary (Attachment 1) details the one-time project expenses compared to the 2024 budget. Several projects were completed in 2024, including the Integrated Stormwater Management Plan, Invasive Species Management, Hyde Creek Facility Condition Assessment and the Climate Change Adaptation Strategy. A number of additional projects are in progress, including the Land and Development Facilitator Contract, Local Government Housing Initiatives, the Building Permit Process Review, the Official Community Plan Update, North Side Development, Skytrain Feasibility Study and Asset Management Strategy. The pilot Solid Waste Utility Bulky Item (large item) pickup has completed and was provided ongoing funding in 2025.

The 2024, one-time operating costs compared to budget resulted in a positive variance of \$950,000 which is due to a number of projects still being ongoing at the end of 2024. Where projects will continue into 2025, the remaining budget will be carried forward. Projects completed in 2024 will have any remaining budget released into accumulated surplus.

INVESTMENTS

At December 31, 2024, the City had \$224,430,000 in both short and long-term investments. The City's funds are invested in short-term cash equivalents, GICs and term deposits with chartered Canadian banks, credit unions, and the Municipal Finance Authority. These investments carry rates of return ranging from 3.94% to 6.30%. The City's average return on investment was 5.57%, up from 4.85% in 2023 which has increased the City's investment income and interest allocated to reserves.

The Bank of Canada cut the overnight lending rate by 0.25% in each of its June, July, and September policy announcements and a further 0.50% in both October and December. At December 31, 2024, the policy interest rate was 3.25%, and it is now at 2.75%.

While the City has taken advantage of the higher rate environment by locking in some investments longer-term, it is likely that rates of return and investment revenue will decrease substantially in future years. As such, investment revenue cannot be relied upon as a longer-term driver of revenue surpluses.

	Book Value	Average Maturity	Average Rate (%)
Chartered Bank	\$64,798,000	30.1 Months	5.67%
Credit Union	\$152,254,000	33.8 Months	5.48%
Municipal Finance Authority	\$7,378,000	Cashable	2.42%

FINANCIAL IMPLICATIONS

The overall 2024 operating surplus is \$4,418,000 up from \$3,749,000 projected at Q3. This surplus is comprised of a \$394,000 deficit in the water fund, a \$423,000 surplus in the sewer fund, and \$4,268,000 to the general fund. Of this balance, \$1,479,000 will be recommended for transfer to the RCMP reserve, as per past practice, with the remaining \$2,789,000 to be allocated by the Accumulated Surplus Policy. If the minimum balance is met, 50% of the remaining annual surpluses will be recommended to be allocated to long-term reserves based on the City's Surplus Policy.

ATTACHMENTS

Attachment 1: 2024 One-Time Operating Variance Report

Lead author(s): Matthew Mydske

2024 One-Time Variance Report

Department	Project	2024 Budget	2024 Actual Expenses	Variance from Budget	Status
Community Safety & Corporate Services	Tri-Cities Homelessness & Housing Task Group	4,806.04	4,793.96	12.08	Complete in 2024
Development Services	DS Projects OCP Review 2014	34,380.75	-	34,380.75	Carry forward to 2025
	Non-Capital Project - North Side Development	50,000.00	-	50,000.00	Carry forward to 2025
	Non-Capital Project - Land and Development Facilitator Contract	162,654.61	2,662.50	159,992.11	Carry forward to 2025
	Non-Capital Project - Underground Utilities in Greater Downtown	50,000.00	-	50,000.00	Carry forward to 2025
	Non-Capital Project - Microfilm Record Digitization	-	31,331.66	(31,331.66)	Complete in 2024
	Non-Capital Project - Skytrain Feasibility Study	56,500.00	27,217.50	29,282.50	Carry forward to 2025
	Non-Capital Project - Complete Communities Grant	75,000.00	75,000.00	-	Complete in 2024
	Non-Capital Project - OCP Update	195,000.00	50,000.00	145,000.00	Carry forward to 2025
	Non-Capital Project - Capacity Funding for Local Government Housing Initiatives	438,206.45	20,029.10	418,177.35	Carry forward to 2025
	Non-Capital Project - Building Permit Process Review and Change Management Plan	75,000.00	74,479.61	520.39	Carry forward to 2025
Engineering & Public Works	Development Engineering - Subdivision Bylaw	85,000.00	-	85,000.00	RFP issued in Q4 2024 - carry forward to 2025
	October 2024 Atmospheric River	102,730.00	102,730.00	-	Cost recovery claim pending with Emergency Management BC
	Non-Capital Project - Asset Management - General	13,170.50	13,403.34	(232.84)	Carry forward balance for Phase 3 work to 2025
	Non-Capital Project - Climate Change Adaptation Strategy	-	3,875.00	(3,875.00)	Complete in 2024
	Non-Capital Project - Integrated Stormwater Management Plan	76,597.86	70,705.75	5,892.11	Complete in 2024
	Non-Capital Project - Next Generation 911 (NG911) transition	45,000.00	27,200.00	17,800.00	Carry forward balance to 2025. Work must be completed by Aug 2026.
	Non-Capital Project - CMO Settlement Study (2024)	80,000.00	21,285.88	58,714.12	Complete in 2024
	Pitt River and Citadel Translink Road Marking Upgrades (TRIPP)	-	11,249.92	(11,249.92)	Complete in 2024
	Cemetery - One-Time Projects (Chafer Beetle Control)	11,969.52	19,445.19	(7,475.67)	Complete in 2024
Finance	Non-Recuring - 2442, 2444 and 2446 Wilson Avenue Fire Recovery	-	25,100.08	(25,100.08)	Complete In 2024
Fire Services	2023 UBCM ESS Grant	24,657.82	24,657.82	-	Grant from UBCM - Complete in 2024
	2023 UBCM EOC Grant	25,900.03	25,900.03	-	Grant from UBCM - Complete in 2024
	2024 UBCM ESS Grant	25,209.68	25,209.68	-	Grant from UBCM - Complete in 2024
	2024 UBCM EOC Grant	19,145.26	19,145.26	-	Grant from UBCM - Complete in 2024
	2024 Provincial Grant - Indigenous Engagement Requirements (IER)	48,000.00	15,680.00	32,320.00	Carry forward to 2025
	2024 MIABC Grant - Starlink Initiative	13,950.00	3,010.57	10,939.43	Complete in 2024
Recreation	Non-Capital Project - Hyde Creek Facility Condition Assessment	35,612.00	-	35,612.00	Complete in 2024
Sewer Utility	Asset Management - Sewer	48,379.12	4,238.81	44,140.31	Carry forward balance for Phase 3 work to 2025
Solid Waste Utility	Non-Recuring - Bulky Item Collection	-	210,799.52	(210,799.52)	Pilot Project Complete
Water Utility	Asset Management - Water	72,829.96	10,052.50	62,777.46	Carry forward balance for Phase 3 work to 2025
	Total	1,869,699.60	919,203.68	950,495.92	