

Tuesday, April 22, 2025, 5:00 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, Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

4. PROCLAMATIONS

4.1 Day of Mourning, New Westminster & District Labour Council - April 28, 2025

3

5. DELEGATIONS

5.1 Recreational Vehicle Parking

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 Zoning Amendment Bylaw for 4030 Sefton Street - First Three Readings

4

Recommendation:

That "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2025, No. 4406", be given first three readings.

7.2 2025-2029 Financial Plan Bylaw - First Three Readings

11

Recommendation:

That "2025-2029 Financial Plan Bylaw, 2025, No. 4401" be given first three readings.

7.3	2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw - First Three Readings	21
	<u>Recommendation:</u> <i>That Council:</i> <ol style="list-style-type: none">1. Give first three readings to “Annual Tax Rates Bylaw, 2025, No. 4402”; and2. Give first three readings to “Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2025, No. 4403”.	
7.4	Fees and Charges Amendment Bylaw - First Three Readings	59
	<u>Recommendation:</u> <i>That “Fees and Charges Bylaw, 2024, No. 4390, Amendment Bylaw, 2025, No. 4407”, be given first three readings.</i>	
7.5	Zoning Amendment Bylaw (Minor & Housekeeping) - Adoption	64
	<u>Recommendation:</u> <i>That “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2025, No. 4404”, be adopted.</i>	
7.6	Road Closure and Removal of Highway Dedication Bylaw for Prince Street Road Allowance - Adoption	83
	<u>Recommendation:</u> <i>That “Road Closure and Removal of Highway Dedication Bylaw for Prince Street Road Allowance, 2025, No. 4386”, be adopted.</i>	
8.	REPORTS	
9.	NEW BUSINESS	
10.	OPEN QUESTION PERIOD	
11.	ADJOURNMENT	
11.1	Adjournment of the Meeting	

PROCLAMATION

WHEREAS: Every year, more than 1,000 Canadian workers are killed on the job; and

WHEREAS: Thousands more are permanently disabled; and

WHEREAS: Hundreds of thousands are injured; and

WHEREAS: Thousands of others die from cancer, lung disease and other ailments caused by exposure to toxic substances at their workplaces; and

WHEREAS: April 28 of each year has been chosen by the Canadian Labour Congress as;

- a Day of Mourning for these victims of workplace accidents and disease; and
- a day to remember the maximum sacrifice they have been forced to make in order to earn a living; and
- a day to renew approaches to governments for tougher occupational health and safety standards and more effective compensation; and
- a day to rededicate ourselves to the goal of making Canada's workplaces safer; and

WHEREAS: April 28th was proclaimed a "Day of Mourning" by an Act of Parliament on February 1st, 1991.

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

DO HEREBY PROCLAIM

April 28, 2025 as

**"Day of Mourning
IN PORT COQUITLAM"**

Brad West
Mayor



Zoning Amendment Bylaw for 4030 Sefton Street – First Three Readings

RECOMMENDATION:


That “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2025, No. 4406”, be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 1, 2025, Committee of Council recommended 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.*

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to the Bylaw.
	2	Defer first three readings and request staff to provide further information (to be specified).
	3	Decline first three readings of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4406

Attachment 2 – Report to Committee, April 1, 2025

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2025
Bylaw No. 4406

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

1. CITATION

This Bylaw may be cited for all purposes as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2025, No. 4406”.

2. ADMINISTRATION

2.1 The Zoning Map of the “Zoning Bylaw, 2008, No. 3630” is hereby amended to reflect the following rezoning:

Civic Address: 4030 Sefton Street

Legal Descriptions: Lot 158, Section 12, Township 39, New West District, Plan NWP30096

From: RS1 (Residential Small-Scale 1)

To: RS4 (Residential Small-Scale 4)

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

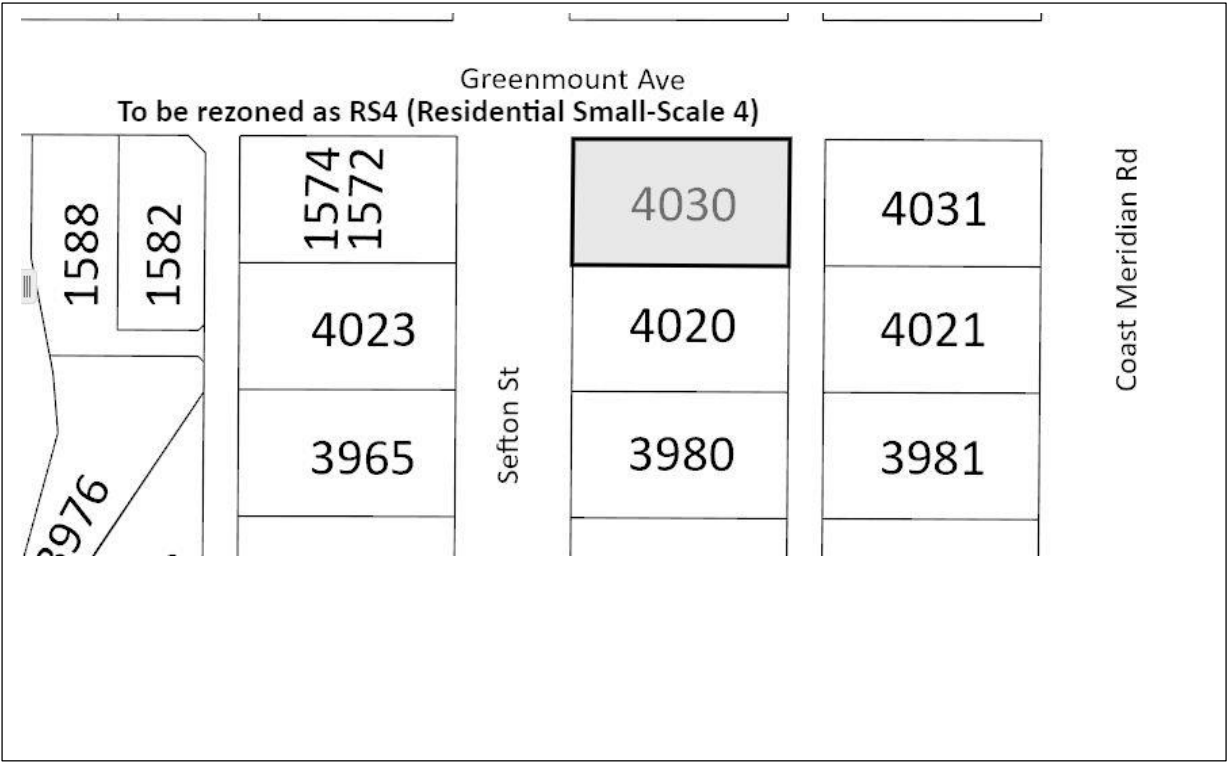
READ A FIRST TIME this	day of	, 2025
READ A SECOND TIME this	day of	, 2025
READ A THIRD TIME this	day of	, 2025
ADOPTION this	day of	, 2025

Mayor

Corporate Officer

SCHEDULE 1

BYLAW 4406



Rezoning Application for 4030 Sefton Street

RECOMMENDATION:

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.*

REPORT SUMMARY

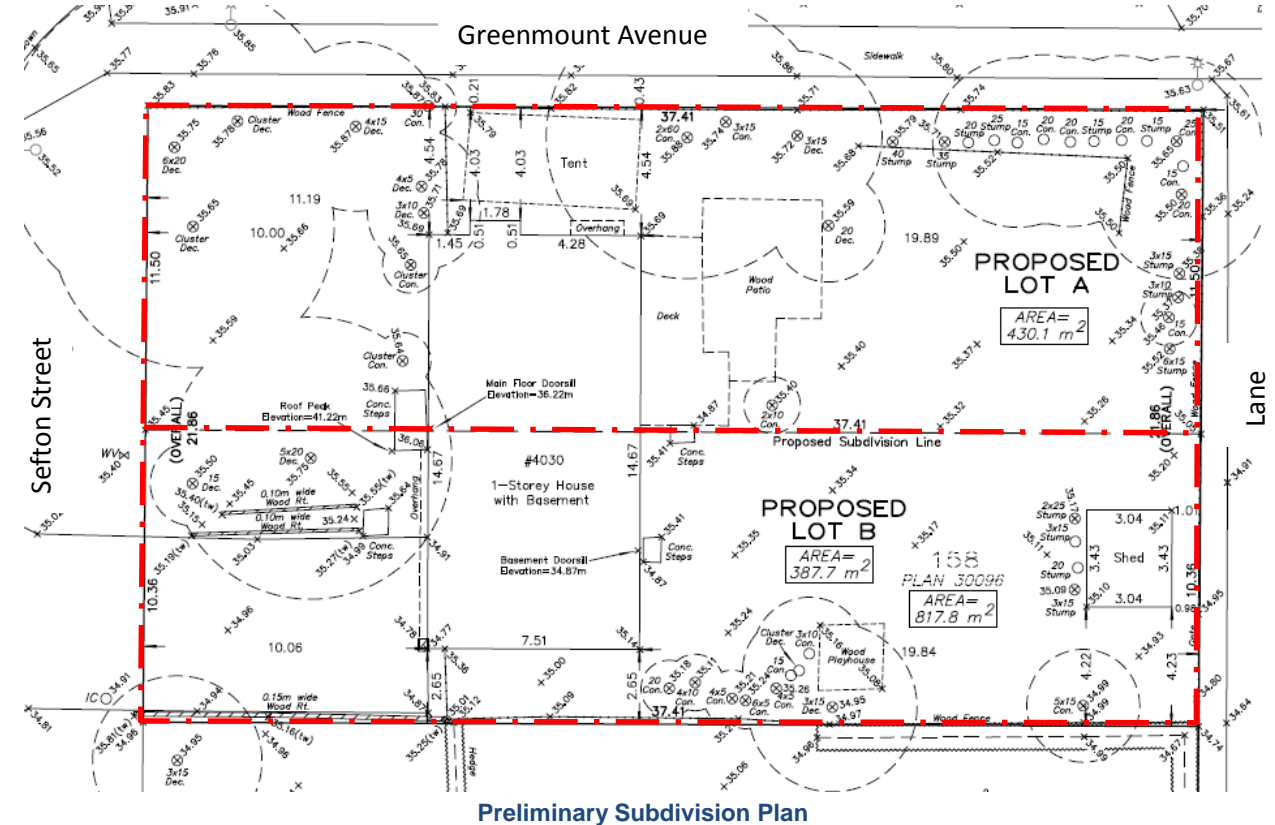
This report describes an application to amend the zoning of 4030 Sefton Street from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 4) to facilitate a two-lot subdivision. The proposal conforms with the housing policies of the Official Community Plan and the subdivision requirements of the RS4 zone. Approval is recommended.

BACKGROUND

Proposal: The applicant is proposing to rezone 4030 Sefton Street from RS1 (Residential Small-Scale 1) to RS4 (Residential Small-Scale 4) in order to subdivide the property into two smaller lots.



Location Map



The arborist report submitted with the application identifies 23 trees of varying size and health located on and off-site. Two on-site trees, a maple and a magnolia tree, in the front yard and an off-site tree will be retained and protected during construction. The remaining on-site trees would be impacted by the construction of the proposed buildings and servicing infrastructure or are in marginal condition and removal is recommended. Tree replacement would be in accordance with the Tree Bylaw.

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 improvement of the road and lane frontages, removal of the front driveway and additional service connections. Other requirements include extension of the sanitary and storm mains along Sefton Street.

DISCUSSION

The proposed rezoning and subdivision would help meet the demand for ground-oriented housing in the community. The proposed lots exceed the Zoning Bylaw's minimum subdivision requirements and comply with OCP housing policies that encourage a mix of housing including smaller residential lots in areas designated Small lot Residential.

Rezoning Application for 4030 Sefton Street

The proposal includes upgrades to infrastructure, retention of on and off-site trees and driveway access from the rear lane. Staff recommend approval subject to the specified conditions.

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.

PUBLIC CONSULTATION

The applicant has posted a development sign on the site. They also discussed the proposed development with neighbours in which potential traffic and parking concerns were noted.

Staff conducted a site visit on March 11, 2025, to ensure that the sign is in good condition.



OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Recommend to Council that the zoning of 4030 Sefton Street be amended from RS1 to RS4 and that the specified conditions be 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 making a decision on the application.
	3	Recommend to Council that the rezoning application be refused.

Lead author(s): Natalie Coburn

2025-2029 Financial Plan Bylaw – First Three Readings

RECOMMENDATION:

That “2025-2029 Financial Plan Bylaw, 2025, No. 4401” be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 11th, 2025 – Committee of Council:

That Committee of Council:

- 1. Approve the capital plan as presented on December 5th, as updated, for inclusion in the 2025-2029 Financial Plan Bylaw;*
- 2. Approve the operating budget as presented on December 17th, as updated, for inclusion in the 2025-2029 Financial Plan Bylaw; and*
- 3. Direct staff to prepare the 2025-2029 Financial Plan Bylaw, 2025 Tax Rate Bylaw and 2025 Solid Waste Rate Bylaw for Council approval.*

REPORT SUMMARY

This report presents the 2025-2029 Financial Plan Bylaw for Council approval. The Financial Plan, which includes the current year's budget and taxes, sets out the planned services and initiatives for the next five years and the corresponding funding for those services. The 2025-2029 Financial Plan addresses the Council's priorities of getting the basics right while supporting community safety, City infrastructure, and current and future needs.

BACKGROUND

Section 165 of the *Community Charter* requires that the City annually adopt a Five-Year Financial Plan, which sets out the planned services and initiatives and their corresponding funding.

The City split development of the 2025-2029 Financial Plan into multiple phases, with the Committee of Council approving the capital projects budget (funded through reserves and surplus) on December 5th, 2024, and the draft operating budget (funded through taxation, levies and other revenues), on December 17th, 2024.

In early January, the City mailed the 2025 Budget at a Glance brochure to every home and business in Port Coquitlam to obtain feedback on the draft operating budget. Public consultation for the draft operating budget concluded on January 26th, 2025. The City received 943 responses which were considered by the Committee of Council on March 11th, 2025. The input was considered when finalizing the 2025 financial plan and to help guide establishment of infrastructure policies and capital program priorities. The public input will also be considered as part of the 2026 financial planning process.

DISCUSSION

For the average home, the budget includes an increase of 2.87 percent for City services and a 1.43 percent increase for rising RCMP costs, resulting in a total increase of 4.30 percent (\$95.83 for the average household).

Development of the proposed 2025 budget was affected by a variety of factors, including:

- Increased costs based on regional or provincial contract negotiations, including CUPE representing civic workers and IAFF representing firefighters;
- Rising costs from the RCMP contract and Public Safety Building due to inflation and the federally negotiated collective agreement;
- Increased costs from external service providers such as Fraser Valley Regional Library and Metro Vancouver water, sewer and waste services. The largest portion of this increase is due to the North Shore Wastewater Treatment Plant cost overruns being felt throughout the lower mainland; and
- Inflation and escalating costs for supplies.

In addition to maintaining current service levels and setting aside funds for replacing and renewing infrastructure, the 2025 budget will fund enhanced services such as:

- Improved waste services: introduction of curbside glass collection for single-family homes that pay a solid waste levy on their tax bill,
- Increased support for cybersecurity and technology to deliver service.

The annual budget also funds a variety of capital improvements, including investments in flood protection as well as renewal of core infrastructure, such as upgrades of pump stations, improved drainage and culverts in flood-prone areas.

Section 165 of the *Community Charter* requires the municipality to set out in their financial plan, objectives and policies in relation to:

- the proportion of total revenue that is proposed to come from funding sources;
- the distribution of property taxes amongst the various property classes; and
- the use of permissive tax exemptions.

These policies remain unchanged from the prior year and are included under "Schedule C" of the Financial Plan Bylaw.

Next Steps

In accordance with Section 197 of the *Community Charter*, once the City's financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue approved by Council. A separate report will bring forward the appropriate bylaws for adoption prior to the deadline of May 15, 2025, to enable the City to levy this revenue.


2025-2029 Financial Plan Bylaw – First Three Readings

FINANCIAL IMPLICATIONS

Property taxes and levies for the average Port Coquitlam home (assessed at \$1,108,776) will increase by the following amounts in 2025:

Category	% Change
Property Tax	2.87%
<i>RCMP</i>	1.43%
Total Property Tax	4.30%
Water	7.18%
Sewer	30.98%
Solid Waste	4.71%

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to the 2025-2029 Financial Plan Bylaw No. 4401.
	2	Refer the Bylaw back to staff for any further amendments (to be specified).

ATTACHMENTS

Attachment 1 - Bylaw 4401

Lead author: Kushal Pachchigar

CITY OF PORT COQUITLAM
2025-2029 FINANCIAL PLAN BYLAW
Bylaw No. 4401

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

1. CITATION

This Bylaw is cited as “2025 to 2029 Financial Plan Bylaw, 2025, No. 4401”.

2. REGULATION

2.1 Schedule “A” attached hereto and forming part of this Bylaw is the proposed funding sources and expenditures for 2025-2029.

2.2 Schedule “B1” forming part of this Bylaw is expenditures from the City Reserve and Surplus Funds.

2.3 Schedule “B2” forming part of this Bylaw is transfers to the City Reserve and Surplus Funds.

2.4 Schedule “C” forming part of this Bylaw is the objectives and policies for revenues, property tax distribution and Permissive Exemptions.

3. REPEAL

2024-2028 Financial Plan Bylaw No. 4365, and all amendments hereto, are hereby repealed.

READ A FIRST TIME this	day of	, 2025
READ A SECOND TIME this	day of	, 2025
READ A THIRD TIME this	day of	, 2025
ADOPTED this	day of	, 2025

Mayor

Corporate Officer

SCHEDULE "A"

Schedule A - 2025 to 2029 Financial Plan Bylaw, 2025, No.4401

	2025	2026	2027	2028	2029
	Budget	Budget	Budget	Budget	Budget
Revenues					
Taxation & Other Levies	\$ 89,242,900	\$ 90,990,900	\$ 94,556,900	\$ 98,265,500	\$ 102,122,400
Utility Charges	\$ 35,504,500	\$ 37,108,500	\$ 38,638,900	\$ 40,215,300	\$ 41,838,900
Sale of Services	\$ 8,547,000	\$ 8,547,000	\$ 8,547,000	\$ 8,547,000	\$ 8,547,000
Contributions	\$ 37,297,500	\$ 13,683,600	\$ 3,102,700	\$ 3,102,700	\$ 3,102,700
Permits & Licences	\$ 3,832,800	\$ 3,832,800	\$ 3,832,800	\$ 3,832,800	\$ 3,832,800
Investment Income	\$ 3,437,400	\$ 3,437,400	3,437,400	3,437,400	3,437,400
Penalties & Fines	\$ 706,000	\$ 706,000	706,000	706,000	706,000
Other Revenues	\$ 486,100	\$ 486,100	486,100	486,100	486,100
Total Revenues	\$ 179,054,200	\$ 158,792,300	\$ 153,307,800	\$ 158,592,800	\$ 164,073,300
	0.498412771				
Expenditures					
City Operating Expenditures	\$ 120,788,900	\$ 121,287,900	\$ 122,341,000	\$ 126,413,200	\$ 130,327,600
External Debt Interest Expense	\$ 1,727,300	\$ 1,727,300	\$ 1,727,300	\$ 1,727,300	\$ 1,727,300
Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Total Operating Expenditures	\$ 134,516,200	\$ 135,015,200	\$ 136,068,300	\$ 140,140,500	\$ 144,054,900
Net Revenue (Expenditure)	\$ 44,538,000	\$ 23,777,100	\$ 17,239,500	\$ 18,452,300	\$ 20,018,400
Allocations					
Net Transfers from Reserves	\$ 52,265,900	\$ 18,239,700	\$ 8,938,900	\$ 3,717,800	\$ 985,900
Net Transfers (to) Reserves	(24,327,300)	(25,539,300)	(26,800,700)	(28,113,500)	(29,479,600)
Capital Expenditures	(81,937,800)	(25,938,700)	(8,838,900)	(3,517,800)	(985,900)
Capital Contributed by Developers	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Unfunded Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
External Debt Principal Repayment	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)
Total Allocations	\$ (44,538,000)	\$ (23,777,100)	\$ (17,239,500)	\$ (18,452,300)	\$ (20,018,400)
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

SCHEDULE "B1"

Schedule B1 - 2025 to 2029 Financial Plan Bylaw, 2025, No.4401

Transfers from Reserves

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Water Rate Stabilization	335,000	335,000	-	-	-
Water Infrastructure	1,689,467	1,075,000	255,500	-	-
Vehicles & Equipment	5,058,747	115,000	55,000	55,000	60,000
Transit Shelters	319,469	50,000	-	-	-
Sewer Rate Stabilization	100,000	100,000	100,000	200,000	-
Sewer Infrastructure	6,061,353	750,000	-	-	-
Roads (MRN)	1,250,000	2,100,000	-	-	-
RCMP	1,000,300	992,100	940,000	925,900	925,900
Parking	17,100	-	-	-	-
Long Term Water Infrastructure	-	-	-	-	-
Long Term Sewer Infrastructure	1,200,000	-	-	-	-
Long Term General Infrastructure	4,669,200	-	-	-	-
Land Sale	621,613	170,000	170,000	170,000	-
Growing Communities Grant	5,832,000	-	-	-	-
General Capital	15,028,063	11,875,300	6,859,200	1,795,300	-
Canada Community Building Fund (Formerly	900,000	-	-	-	-
Downtown	474,200	297,300	309,200	321,600	-
Cemetery	4,594,197	-	-	-	-
Cart Replacement	106,474	250,000	250,000	250,000	-
Amenities	445,404	-	-	-	-
Allocated Accumulated Surplus - Water	112,777	-	-	-	-
Allocated Accumulated Surplus - Sewer	44,140	-	-	-	-
Allocated Accumulated Surplus - General	2,406,362	-	-	-	-
Tree	-	30,000	-	-	-
Election		100,000	0	0	0
Total Transfers from Reserves	\$ 52,265,866	\$ 18,239,700	\$ 8,938,900	\$ 3,717,800	\$ 985,900

SCHEDULE "B2"

Schedule B2 - 2025 to 2029 Financial Plan Bylaw, 2025, No. 4401

Transfers (to) Reserves

	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Canada Community Building Fund (Former	257,300	257,300	257,300	257,300	257,300
Cart Replacement	179,200	179,200	179,200	179,200	179,200
Downtown Projects	319,600	319,600	319,600	319,600	319,600
Election	21,400	21,400	21,400	21,400	21,400
General Capital	\$ 10,654,600	\$ 10,654,600	\$ 10,654,600	\$ 10,654,600	\$ 10,654,600
Land Sale	255,000	255,000	255,000	255,000	255,000
Long Term General Infrastructure	4,751,800	5,643,300	6,570,400	7,534,600	8,537,400
Long Term Sewer Infrastructure	460,200	617,200	781,000	951,900	1,130,000
Long Term Water Infrastructure	625,700	789,200	959,700	1,137,400	1,322,600
Parking	87,600	87,600	87,600	87,600	87,600
Roads (MRN)	592,500	592,500	592,500	592,500	592,500
Sewer Infrastructure	1,535,600	1,535,600	1,535,600	1,535,600	1,535,600
Transit Shelters	70,900	70,900	70,900	70,900	70,900
Vehicle & Equipment	1,356,100	1,356,100	1,356,100	1,356,100	1,356,100
Water Infrastructure	3,159,800	3,159,800	3,159,800	3,159,800	3,159,800
Total Transfers to Reserve Funds	\$ 24,327,300	\$ 25,539,300	\$ 26,800,700	\$ 28,113,500	\$ 29,479,600
Total Transfer Increase		\$ 1,212,000	\$ 1,261,400	\$ 1,312,800	\$ 1,366,100

Transfers (to) Reserves

SCHEDULE "C"

Revenue Plan Objectives and Policies

In accordance with Section 165(3.1) of the Community Charter, The City of Port Coquitlam is required to include in the Five-Year Financial Plan Bylaw, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

1. Sources of Revenue

Funding Source 165(7)	Details	% of Total 2024 Revenue	% of Total 2025 Revenue
Property Value Taxes	Property Taxes	57.3%	49.8%
Fees	Utility Levies	19.5%	19.8%
	Sale of Services	5.9%	4.8%
	Permits and Licenses	2.2%	2.1%
Other Sources	Contributions	12.4%	20.8%
	Investment Income	2.0%	1.9%
	Penalties and Fines	0.4%	0.4%
	Other Revenue	0.3%	0.3%

Objective

Over the next five years, the City will continue to seek new revenue sources to reduce the burden on property taxes.

Policies

The City's Financial Management Policy (7.16.03) states:

- The City will review fees/charges, at a minimum on a biennial basis, to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue sources instead of property taxes.
- General Revenues will not be dedicated for specific purposes, unless required by law or the Generally Accepted Accounting Principles (GAAP).
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

2. Distribution of Property Taxes

The 2023 distribution of property taxes amongst all the property classifications is provided below:

Property Class	2024 % of General Property Taxation	2025 % of General Property Taxation
Residential	56.35%	77.61%
Utilities	0.79%	0.06%
Light Industry	9.41%	5.12%
Business Other	33.27%	17.18%
Recreational Property / Non-Profit Organization	0.15%	0.03%
Farm	0.03%	0.00%

Objective

The desired result is property taxes that are stable and predictable as well as fair in comparison to others within Metro Vancouver.

Policies

City tax rates (Policy 7.01) will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the City's tax competitiveness within Metro Vancouver or to attain other Council objectives.

In establishing property tax rates Council will take into consideration:

- Property taxes levied per capita as compared with other BC municipalities;
- Tax levies on a representative home compared with other Metro Vancouver municipalities;
- Tax share borne by each property class historically;
- Taxes generated from new development;
- Tax ratios of each property classification along with tax ratios of other municipalities within the Metro Vancouver; and
- Tax rate competitiveness compared to the neighboring cities of Port Moody and Coquitlam.

3. Permissive Tax Exemptions

Objective

The purpose of this policy is to:

- Optimize the provision of charitable and not for profit services for the benefit of Port Coquitlam residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict provision of exemption to those providing an extension to city services.
- Reduce impact on city revenues.

Policies

Port Coquitlam residents must be primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public. Council may provide a partial exemption.

The intent of this guideline is to ensure Port Coquitlam residents will generally benefit from the municipal support provided, and will not be restricted from accessing the services of the organization.

The City has an existing permissive tax exemption policy (7.02.04) which guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.
- Land and improvements surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is equivalent to that given in a public school.
- Properties on which a building for public worship or private school is to be built.
- Full or partial property tax exemption for properties that are to be awarded a grant under an existing City grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization.
- Non-profit occupiers of school premises.
- Registered charities who provide services to the community where 75% of the services of their organization are open to and used by residents of Port Coquitlam.

2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw – First Three Readings

RECOMMENDATION:

That Council:

1. Give first three readings to “Annual Tax Rates Bylaw, 2025, No. 4402”; and
2. Give first three readings to “Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2025, No. 4403”.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 11th, 2025 – Committee of Council:

That Committee of Council:

1. Approve the capital plan as presented on December 5th, as updated, for inclusion in the 2025-2029 Financial Plan Bylaw;
2. Approve the operating budget as presented on December 17th, as updated, for inclusion in the 2025-2029 Financial Plan Bylaw; and
3. Direct staff to prepare the 2025-2029 Financial Plan Bylaw, 2025 Tax Rate Bylaw and 2025 Solid Waste Rate Bylaw for Council approval.

REPORT SUMMARY

Once the City’s financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue approved by Council.

The Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw must be adopted prior to May 15 in order to generate the property tax and solid waste billings. To have the bylaws passed by May 15, it is recommended that Council give the first three readings on April 17 and the final reading on May 6, 2025. The due date for property taxes is July 2. The first 5% penalty will be applied after July 2 and the second 5% penalty will be applied after September 15.

BACKGROUND

In accordance with Section 197 of the *Community Charter*, the City must adopt an Annual Property Tax Rates Bylaw after the approval of the Financial Plan Bylaw and before May 15 of each year. The Annual Property Tax Rates Bylaw establishes the rates required to collect the appropriate funds as proposed in the City’s financial plan and sets the distribution of funds among the property classes. Property tax revenue is the single largest source of revenue for the City, raising 49.8% of the City’s expected revenue in 2025.

As part of the annual process, staff reviews the distribution between property classes to ensure that tax rate ratios are competitive and if any shifting between classes is warranted. Since the Port Coquitlam ratios compared well against the average of the Metro Vancouver municipalities in 2024, the 2025 tax increase has been applied evenly to all property classes.

2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw – First Three Readings

The actual amount of a homeowner's municipal tax increase will depend on how their property's assessed value changed compared to the average change in the property class. In 2025, the assessed values for all residential properties increased on average 1.31%, whereas single family dwellings increased on average 1.63% and strata properties increased on average 0.76%. Residential properties that increased by 1.31% will see a municipal tax increase of 4.30%, while residential properties with a higher or lower assessment increase will see a higher or lower municipal tax increase.

DISCUSSION

How Property Taxes Are Calculated

Once the financial plan is adopted, staff sets the tax rate that will raise the required funds.

As per Council's Property Taxation Policy, City tax rates will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the City's tax consistency within Metro Vancouver or to attain other objectives that Council may determine.

The standard benchmark used by municipalities and the province to compare tax rates is the ratio between non-residential property tax rates to the residential tax rate. This benchmark is commonly called the "property tax ratio" and is calculated by dividing the property classes' tax rate by the residential tax rate. These ratios change on an annual basis due to changes in assessed property values within each class.

Staff reviewed the distribution between property classes to ensure that Port Coquitlam's tax ratios are competitive and remain near the regional average for the business and light industry tax ratios. As listed in Attachment 3, in 2024 the City's business tax ratio of 2.5334 was slightly lower than the Metro Vancouver average of 2.5940 and the light industry tax ratio of 2.3161 was slightly higher than the Metro Vancouver average of 2.3120. Another comparative used is the property tax distribution between residential and non-residential properties.

Attachment 4 shows that in 2024, consistent with 2023, Port Coquitlam was close to the regional average with residential properties representing 77% (regional average was 83%) of the total property assessment and paying 56% (regional average was 62%) of the municipal property taxation. Because Port Coquitlam has a higher percentage of non-residential properties than the average, the City's non-residential properties pay a higher percentage of property taxes.

Since the City's rates continue to remain competitive, staff do not recommend shifting tax ratios. The property rates are set by property class, which results in the actual increase in the property tax for any individual property varying, depending on its change in assessed value as compared to the average for the property class. This will be reviewed with Committee in the coming year.

2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw – First Three Readings

2025 Property Tax Rates

The following table shows the 2025 property tax rates for every \$1,000 of property assessment. Property tax rates are set by property class. Attachment 5 provides BC Assessment's definitions of the property classes.

Class	Description	Tax Rate
1 & 3	Residential/Supportive Housing	2.0645
2	Utilities	40.0000
4 & 5	Major & Light Industry	5.1853
6	Business Other	5.5541
7	Managed Forest Land	40.0000
8	Recreation/Non-Profit	11.0516
9	Farm	30.6962

The utilities class rate is capped by the Province (per Regulation 329/96) at a rate of \$40 per \$1,000 of assessment. In 2025 utilities (Class 2) will pay \$701,482 in property taxes.

The 2025 distribution of property taxes amongst all the property classifications will be as follows (the City currently has no properties in the major industry or managed forest land classes):

Class	Description	% of General Property Taxation	% of Total Property Assessments
1 & 3	Residential/Supportive Housing	56.24%	77.61%
2	Utilities	0.80%	0.06%
5	Light Industry	9.31%	5.12%
6	Business Other	33.49%	17.18%
8	Recreation/Non-profit	0.13%	0.03%
9	Farmland	0.03%	0.00%

As part of the Annual Property Tax Rates Bylaw process, the City must set the tax rate to raise funds to pay the Metro Vancouver Regional District (MVRD) tax requisition. This bylaw includes rates for the regional district in order to raise the funds needed to meet the City's obligations for the regional

2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw – First Three Readings

district annual tax requisition. MVRD's Tax Requisition for 2025 increased by \$65,483 or approximately 2.7% compared to 2024.

The Annual Property Tax Rates bylaw also specifies the 2025 Downtown Business Improvement Area Levy of \$0.5196 per \$1,000 assessed value to raise the required funds of \$170,830 from the class 5 and 6 properties in the specified area in the *Downtown Business Improvement Area Bylaw, 2020, No. 4188*.

Solid Waste Rates

The City provides solid waste collection services for all single-family residential households and some multi-family residential and select industrial, commercial and institutional units. The solid waste service is funded by user fees. The 2025-2029 financial plan includes an increase of \$14.59 to the 2024 solid waste rates from \$310.00 to \$324.60 for a single family dwelling. This is due to improving waste services by including curbside glass pickup in 2025, as well as increases in tipping fees paid to Metro Vancouver. Consistent with prior years, this increase was applied to garbage, green and recycling fees.

Payment Due Date

The City collects property taxes on the first business day in July, which is July 2 in 2025, and consistent with provincial legislation, charges a 5% penalty on any outstanding balance after July 2 and an additional 5% after September 15.

Home Owner Grant

All eligible home owners submit their home owner grant application directly to the Province using their online system. Information on administration of the grant will continue to be included on the property tax notice.

There are no changes to Home Owner Grant eligibility requirements. The 2025 Basic/Regular Grant is \$570 and the Seniors Grant is \$845, unchanged from 2024. The threshold for receiving a Home Owner Grant increased in 2025 to \$2,175,000 from \$2,150,000. The grant is then reduced by \$5 for every thousand dollars of assessment above \$2,175,000, and is eliminated for homes assessed at more than \$2,289,000. The Senior/Additional grant is eliminated at \$2,344,000.

MyPortCoquitlam Online Access

2025 will be the 10th year that Port Coquitlam residents can sign in or create a myPortCoquitlam account that will give them 24/7 secure online access to information about their City of Port Coquitlam property taxes, utilities, and dog and business licences. To date 5,659 or 25% of taxpayers have joined this service for property taxes. This program will be promoted throughout the year to give taxpayers 24/7 access to their property tax accounts. This service is especially helpful in providing 24/7 access to prior year's property tax and water and sewer bills for the Canada Revenue Agency during income tax season.

2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw – First Three Readings

MyPortCoquitlam also acts as the registration point for property tax and utility eBilling. Once a taxpayer has set up their account details, they can choose to receive their tax and utility bills by email.

Tax Prepayment Plan

The prepayment plan is an arrangement made by a taxpayer with the City to prepay, on an equal monthly instalment basis, the estimated property tax and flat rate utility levies for the following year. The taxpayer's utility bill and property tax notice will reflect the prepaid amount, including the May and June withdrawals as well as any interest earned on the account.

If the tax prepayments are in excess of taxes owing, the notice will show a credit balance indicated by a negative amount. If the prepayments are less than taxes owing, the notice will show a balance due, which will be subject to penalties if not paid by the due date. Joining the program makes budgeting easier for property taxes and utility tax obligations.

Currently there are 3,356 tax prepayment accounts out of the 22,481 properties or 14.93% of all properties.

To increase the number of residents who sign up for the pre-payment plan this program will continue to be promoted in the tax newsletter as part of the 2025 Property Tax Notice, on the City website, advertisements through social media, and in public service announcements during the property tax season.

Provincial Property Tax Deferment Program

The Regular Program and Families with Children Program are low interest loan programs offered by the Province to help qualified BC homeowners pay their annual property taxes on their principal residence. These programs are available to property owners who meet the applicant, property and equity qualifications. For the Regular Program, the eligibility requirements include being 55 years of age or older during the calendar year, a surviving spouse or a person with a disability as defined by the regulation, and having 25% equity in your home. For the Families with Children Program, some of the eligibility requirements include financially supporting a dependent child, and having 15% equity in your home.

There have been no changes to the eligibility requirements.

In 2024, 824 Port Coquitlam taxpayers deferred taxes on properties compared to 788 in 2023.


Homeowners may apply to the Province to defer their property taxes only after the 2025 taxes have been levied by the municipality. Homeowners enrolled in the deferment program who opted into the auto-renewal option do not need to reapply each year but must continue to meet the eligibility requirements.

2025 Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw – First Three Readings

FINANCIAL IMPLICATIONS

The Property Tax and Solid Waste levy bylaws will raise \$87,400,800 in property tax revenue, \$2,484,554 in Metro Vancouver levies, \$170,830 Downtown Business Improvement Levy, and \$4,076,100 in Solid Waste Fees in alignment with revenues projected in the approved 2025 Financial Plan.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give Annual Tax Rates Bylaw, 2025, No. 4402 and Solid Waste Amendment Bylaw, 2025, No. 4403 first three readings.
	2	Refer Annual Tax Rates Bylaw, 2025, No. 4402 and Solid Waste Amendment Bylaw, 2025, No. 4403 back to staff.

ATTACHMENTS

Attachment 1: Annual Tax Rates Bylaw, 2025, No. 4402

Attachment 2: Solid Waste Amendment Bylaw, 2025, No. 4403

Attachment 3: 2024 Property Tax Ratio Comparison to Residential Rates

Attachment 4: 2024 Property Tax Distribution Residential vs. Non-residential

Attachment 5: Fact Sheet – BC Assessment Property Classes

Attachment 6: Report to Committee March 11th, 2025

Lead author(s): Shelly Ryan

Contributing author(s): Jeffrey Lovell

CITY OF PORT COQUITLAM
ANNUAL TAX RATES BYLAW, 2025

Bylaw No. 4402

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

1. CITATION

This Bylaw may be cited as the “Annual Tax Rates Bylaw, 2025, No. 4402”.

2. RATES

The following rates are hereby imposed and levied for the year 2025:

- 1) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appear in Column “A” of Schedule 1, attached hereto and forming part of this Bylaw.
- 2) For the purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appear in Column “B” of the Schedule, 1 attached hereto and forming part of this Bylaw.
- 3) For purposes of the Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, and only on land and improvements within the area outlined in the Downtown Port Coquitlam Area Bylaw No. 4188, rates appear in Column “C” of the Schedule 1, attached hereto and forming part of the Bylaw.
- 4) The rates and taxes imposed or levied pursuant to this bylaw are due on or before July 2, 2025.

3. ALTERNATIVE MUNICIPAL TAX COLLECTION SCHEME

In accordance with Section 235 of the *Community Charter*, the Municipal Council of the Corporation of the City of Port Coquitlam may establish an Alternate Municipal Tax Scheme that clearly establishes when penalties are added to unpaid taxes.

Imposition and Levying Penalties

- a. If any portion of property taxes for the current taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after July 2, 2025 of the year those taxes are levied, the Collector will add to the said unpaid property taxes a penalty of 5% of the portion that remains unpaid.
- b. If any portion property taxes for the current taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after Sept 15, 2025 of the year those taxes are levied, the Collector will add to the said unpaid property taxes an additional 5% penalty of the portion that remains unpaid.

- c. Where a penalty addition in accordance with section (a) would otherwise be applied, and the property owner is eligible for and subsequently claims the current year's Home Owner Grant and applies to the Province for such grant on or before September 15, the penalty shall not be applied to that portion of taxes outstanding which was equal to the current year's Home Owner Grant.
- d. If an owner makes an election to pay under the general tax scheme, the Collector must apply the penalties and interest set out in any regulation under section 234 of the Community Charter.
- e. The penalties referred to in subsection (1) a and b are due as part of the property taxes for the current year for the parcel of land and its improvements.

Owner Election

- (1) Property owners may elect, by giving written notice to the Collector, during the twelve-months ending May 15th of the current year, to pay under the general tax scheme established by section 234 of the Community Charter, or to pay under the alternative municipal tax collection scheme established by this Bylaw.
- (2) If a property owner makes no election under subsection (1), the alternative municipal tax collection scheme under this Bylaw automatically applies.
- (3) A property owner may change their election under subsection (1) by giving written notice to the Collector on or before July 2nd of the current year, provided that they may only change their election once per year.
- (4) Property owners must deliver their notice of election under subsection (1) or change of election under subsection (3) to the Collector at his or her office at 2580 Shaughnessy Street, Port Coquitlam, BC V3C 2A8 or by email at taxes@portcoquitlam.ca

The following schedule is attached to and forms part of this Bylaw:

1. Schedule A - Annual Tax Rates – Municipal & Regional District

READ A FIRST TIME this	day of	, 2025
READ A SECOND TIME this	day of	, 2025
READ A THIRD TIME this	day of	, 2025

Mayor

Corporate Officer

Schedule 1

Annual Tax Rates – Municipal & Regional District Tax Rates (dollars of tax per \$1,000 taxable value)

	Property Class	A General	B Regional District	C Downtown Business Improvement Area
1.	Residential	2.0645	0.0591	
2.	Utilities	40.0000	0.2069	
3.	Supportive Housing	2.0645	0.0591	
4.	Major Industry	5.1853	0.2009	
5.	Light Industry	5.1853	0.2009	0.5196
6.	Business and Other	5.5541	0.1448	0.5196
7.	Managed Forest Land	40.0000	0.1773	
8.	Recreation/Non- Profit	11.0516	0.0591	
9.	Farm	30.6962	0.0591	

Notes:

1. Column "A" and "C" will be applied to the assessed value for general municipal purposes.
2. Column "B" will be applied to the assessed value for regional hospital district purposes.

Bylaw No. 4403

30

SCHEDULE "A"

Annual Rates for Basic Solid Waste Collection for Buildings

A1. One Dwelling Unit:

Type	Number/Size of Carts	Fee
Garbage	1 240 Litre	\$203.14
Food Scraps/Yard Trimmings (Green)	1 240 Litre	\$121.46
Recycling	1 240 Litre	\$ 0.00
TOTAL		\$324.60
<i>Note: Garbage: 120L Deduct \$30; 360L Add \$30; Green or Recycling 360L Add \$10 per cart</i>		

A2. Two Dwelling Units:

Type	Number/Size of Carts	Fee
Garbage	1 360 Litre	\$406.28
Food Scraps/Yard Trimmings (Green)	1 360 Litre	\$242.92
Recycling	2 240 Litre	\$ 0.00
TOTAL		\$649.20
<i>Note: Recycling 360L Add \$10.00 per cart; Green 240L Deduct \$10; Garbage 240L Deduct \$30</i>		

A3. Townhouse Dwelling Unit:

Type	Number/Size of Carts	Fee
Garbage	1 240 Litre	\$203.14
Food Scraps/Yard Trimmings (Green)	1 240 Litre	\$121.46
Recycling	1 240 Litre	\$ 0.00
TOTAL		\$324.60
<i>Note: Garbage: 120L Deduct \$30; 360L Add \$30; Green or Recycling 360L Add \$10 per cart</i>		

A4. Multi-family Buildings – Food Scraps/Yard Trimmings & Recycling Only:

Type	Number/Size of Carts	Fee
Food scraps/yard trimmings (Green)	1 240 Litre per 20 dwelling units	\$21.00 per dwelling unit
Additional Food scraps/yard trimmings	240 Litre	\$80.00 per cart
Recycling	1 360 Litre per 3 dwelling units	\$0.00
Additional Recycling	360 Litre	\$30 per cart

A5. I.C.I Buildings - Food Scraps/Yard Trimmings & Recycling Only:

Type	Number of Carts	Fee
Food scraps/yard trimmings (Green)	1 240 Litre	\$144.00
Recycling	1 240 Litre	\$0.00
<i>Note: 360L Recycling: Add \$10.00</i>		

SCHEDULE "A" Cont'd

B. Annual Fees for Additional Carts for Buildings with One or Two Dwelling Units and Townhouse Dwelling Units:

	Annual Costs for Additional Carts	
	240 Litre	360 Litre
Garbage	\$60	\$90
Food scraps/yard trimmings	\$20	\$30
Recycling	\$20	\$30

C. Service Level Change Fees (Cart size change)

Property owners who require additional capacity above the standard issued carts as outlined in Section 4.2 shall pay an administrative fee of \$50.00 per application for service level change. This administrative fee will be waived if either the green cart or recycling cart is being up-sized or the waste cart is being down-sized.

Waiver for Service Level Change Fees – Garbage and Recycling Cart Changes for Medical Treatment Disposal Needs

This fee is waived for property owners upgrading garbage and recycling carts due to resident medical treatment disposal needs. Applicants must submit appropriate proof of need by the resident and certification by care physician to the satisfaction of the City in order to consider for the waiver.

D. Per diem rate payable in advance under section 5.2:

Upon issuance of a building permit, \$0.88 per day for each unit identified in Section A of this Schedule.

* *Fees for extra carts will not be prorated and must be paid to the Engineering and Operations Department before the extra cart(s) will be delivered.*

E. The following forms are available at the Engineering and Operations Department in a form approved by the Director of Engineering and Operations.

- 1) Application for Service Level Change
- 2) Application for Set Out/Set Back Service
- 3) Supplemental Form for Physically Challenged Persons
- 4) Application for Suite Exemption
- 5) Supplementary Disability Form for Suite Exemption
- 6) Multi-Family Green Cart Application
- 7) Multi-Family Recycling Application
- 8) Application for Industrial, Commercial or Institutional Business Recycling
- 9) Application for Industrial, Commercial or Institutional Business Green Carts
- 10) Multi-family Service Contract
- 11) ICI Service Contract

2024 Property Tax Ratio Comparison

Attachment 3

	Business & Other		Light Industrial		Residential
Municipality	Tax Rate	Tax Ratio	Tax Rate	Tax Ratio	Tax Rate
New Westminster	8.0013	3.0450	6.8033	2.5891	2.6277
Coquitlam	6.6516	3.3982	4.2899	2.1916	1.9574
Maple Ridge	6.3012	2.5620	6.3012	2.5620	2.4595
Pitt Meadows	6.1982	2.5113	7.4690	3.0262	2.4681
Vancouver	5.8727	3.3833	5.8727	3.3833	1.7358
North Vancouver - City	5.6740	3.2069	5.6740	3.2069	1.7693
Langley - City	5.5546	2.5430	4.1501	1.9000	2.1843
Langley - Township	5.1518	2.8821	3.0927	1.7302	1.7875
Port Coquitlam	5.0799	2.5334	4.6442	2.3161	2.0052
Burnaby	4.8414	3.2490	3.4667	2.3265	1.4901
North Vancouver - District	4.5493	2.7755	6.0462	3.6888	1.6391
Port Moody	4.4769	1.8736	8.9175	3.7321	2.3894
Delta	4.0480	1.9120	3.1598	1.4925	2.1171
Surrey	3.7438	2.3586	2.2249	1.4017	1.5873
White Rock	3.6840	1.5929	3.7425	1.6182	2.3127
Richmond	3.5840	2.1390	3.5840	2.1390	1.6756
West Vancouver	3.5379	2.1314	0.0000	0.0000	1.6599
Average		2.5940		2.3120	

Source: <https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden>

Municipality	Residential properties		Non-residential properties	
	Percentage of property assessment	Percentage of property taxes	Percentage of property assessment	Percentage of property taxes
West Vancouver	97	49	3	51
White Rock	95	91	5	9
Maple Ridge	91	78	9	22
North Vancouver - District	91	72	9	28
Port Moody	88	67	12	33
Coquitlam	87	68	13	32
New Westminster	85	65	15	35
Surrey	82	66	18	34
North Vancouver - City	85	57	15	43
Langley - Township	81	63	19	37
Vancouver	82	57	18	43
Pitt Meadows	76	53	24	47
Port Coquitlam	77	56	23	44
Burnaby	78	51	22	49
Richmond	74	57	26	43
Delta	70	51	30	49
Langley - City	72	51	28	49
Average	83	62	17	38

source: <https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden>

Classification of Property

BC Assessment places property in nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

The property classes:

Class 1, Residential — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

Class 2, Utilities — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This does not include gathering pipelines, offices or sales outlets.

Class 3, Supportive Housing — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is that funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, affected by mental illness or who are recovering from drug or alcohol addictions. For more information, see the fact sheet on *Classifying Supportive Housing Property*.

Class 4, Major Industry — land and improvements (buildings) of major industrial properties, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

Class 5, Light Industry — property used or held for extracting, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages, which fall into Class 6. For more information, see the fact sheet on *Light Industrial vs. Business and Other Property Classifications*.

Class 6, Business Other — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

Class 7, Managed Forest Land — privately-owned, forest land property managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the Fact Sheets titled: *Managed Forest Land Classification in British Columbia* and *How Managed Forest Land is Assessed*.

Class 8, Recreational Property, Non-profit Organization — includes two very different categories:

Recreational

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.

- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

Non-Profit Organization

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.

- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

Class 9, Farm Land — to qualify as farm land for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale such as crops or livestock. For more information on farm land, see the fact sheet titled: *Classifying Farm Land*.

Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class. For more information on property classification, contact your local BC Assessment office or visit www.bcassessment.ca

RECOMMENDATION:

That Committee of Council:

- 1. Approve the capital plan presented on December 5, 2024, as updated, for inclusion in the 2025-2029 Financial Plan bylaw;*
- 2. Approve the operating budget as presented on December 17, 2024 for inclusion in the 2025-2029 Financial Plan Bylaw; and*
- 3. Direct staff to prepare the 2025-2029 Financial Plan Bylaw, the Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw for Council adoption.*

PREVIOUS COUNCIL/COMMITTEE ACTION

December 17th, 2024 – Committee of Council

That Committee of Council authorize staff to issue the 2025 draft operating budget for public consultation.

December 5th, 2024 – Committee of Council

That Committee of Council include the 2025-2026 Capital Plan in the 2025-2029 Financial Plan Bylaw for public consultation.

REPORT SUMMARY

This report describes the community's response to the 2025 Budget at a Glance brochure and survey, which was mailed to every home and business to obtain feedback on the draft budget. The general themes of the 943 responses continue to show respondents are strongly satisfied with the value they get from their tax dollars. Based on the comments received through the survey, staff do not recommend changes to the draft capital plan or operating budget as previously presented to Committee. Pursuant to the public input review, staff will begin preparation of the 2025-2029 Financial Plan Bylaw.

BACKGROUND

The process for this year and its outcomes will meet the requirements of section 165 of the *Community Charter* requiring that the City annually adopt a Five-Year Financial Plan which sets out the planned services and initiatives and their corresponding funding.

In January, the City mailed the 2025 Budget at a Glance brochure to every home and business to obtain feedback on the draft operating budget.

The budget public consultation period ended on January 26, with the City receiving 943 responses. Residents were asked for their input on several issues, including:

2025 Budget Public Consultation Results

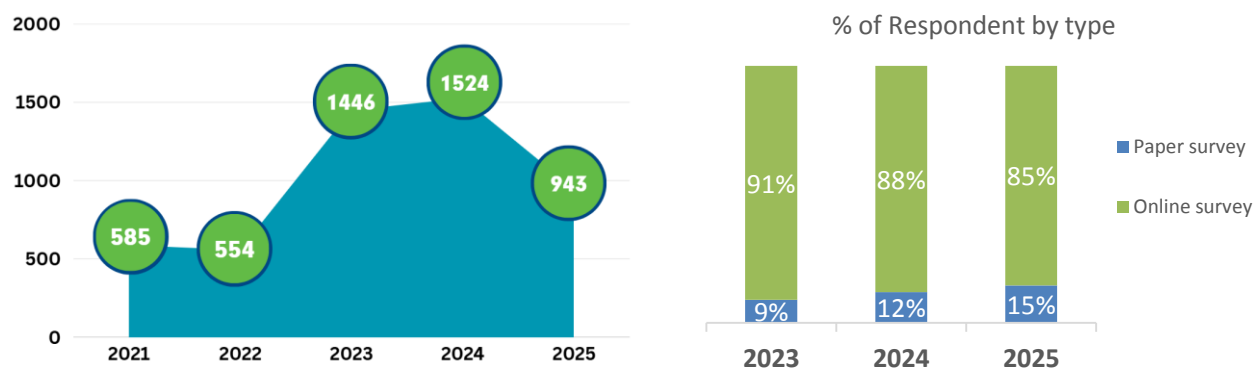
- Satisfaction with service levels
- Service enhancements
- Service reductions
- Satisfaction with communication relating to the budget
- Information that describes themselves

Not everyone who responded answered each question or provided comments. However, all responses received have been provided to each department for further analysis and review.

DISCUSSION

How Many Responses?

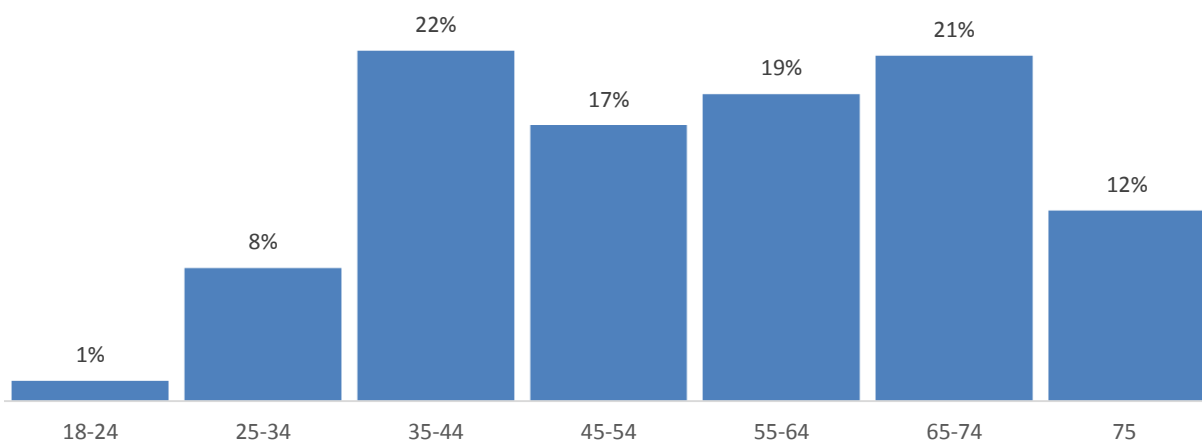
The City received 943 responses this year. Most respondents continue to complete the survey electronically (85%). While a growing number of respondents have learned about the survey through social media and other sources, the City's practice of mailing the Budget at a Glance brochure to each home continues to still be the largest single channel by which respondents learned about the survey (49%).



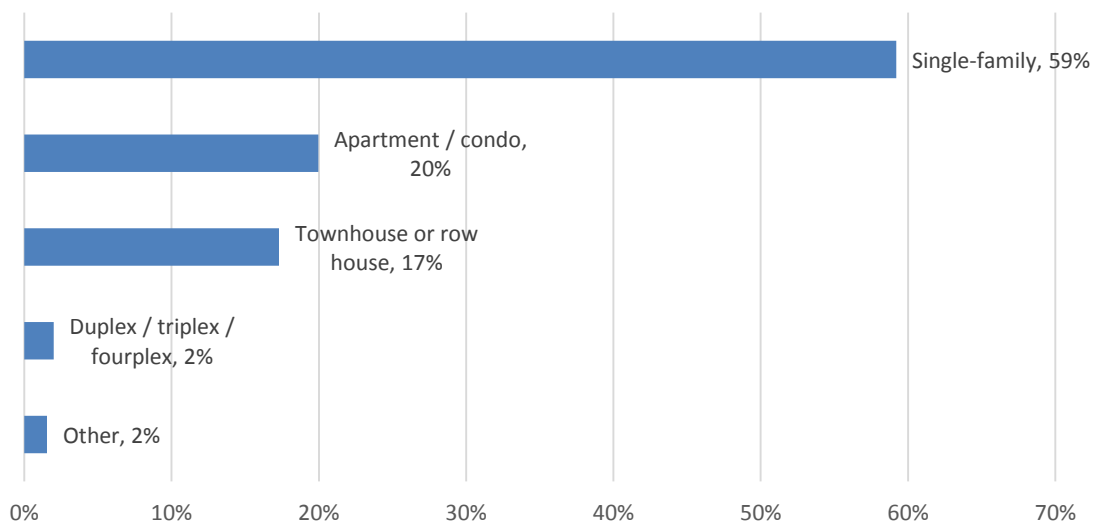
Who Are the Respondents of The Survey?

Several metrics were asked to help better identify respondent's demographics. This data assists City staff in continuously evolving trends and design communication strategies to better reach our residents. These responses also help provide context to the survey results and how various demographics of our community feel about the City services we provide. The results of this section demonstrated a fairly even distribution of respondents when it came to age and dwelling type.

Which best describes your age?



If you own residential property in Port Coquitlam, what type?

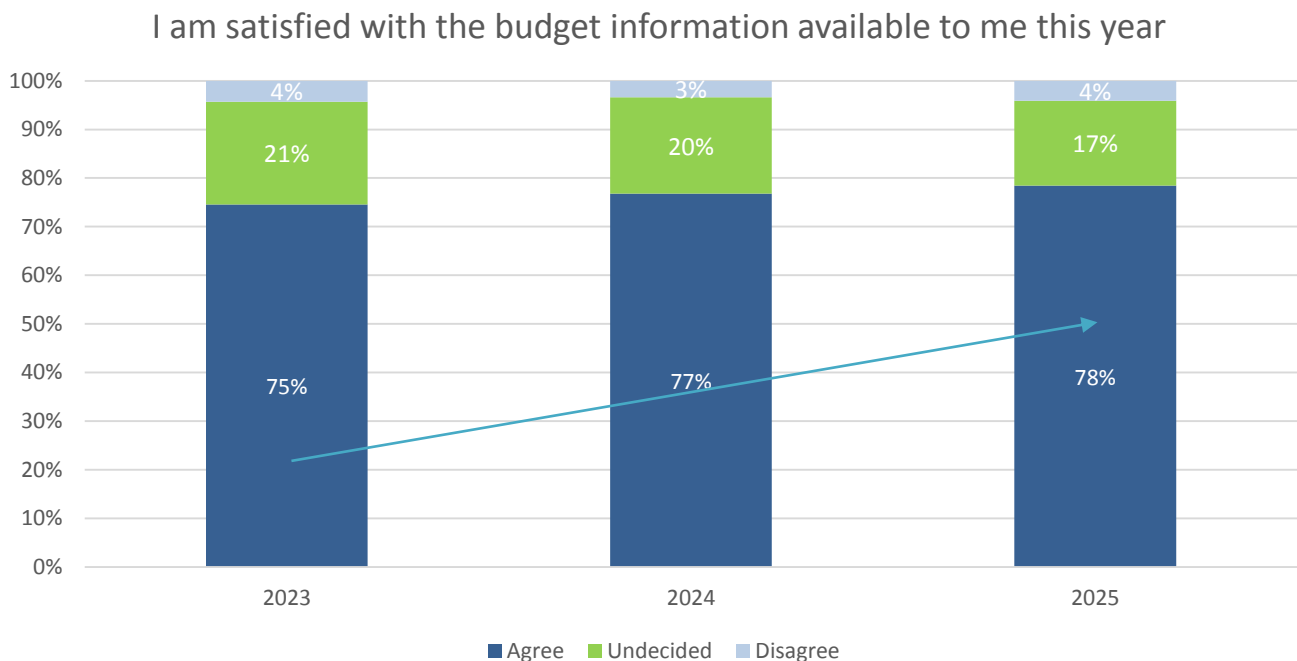


2025 Budget Public Consultation Results

SURVEY RESPONSES

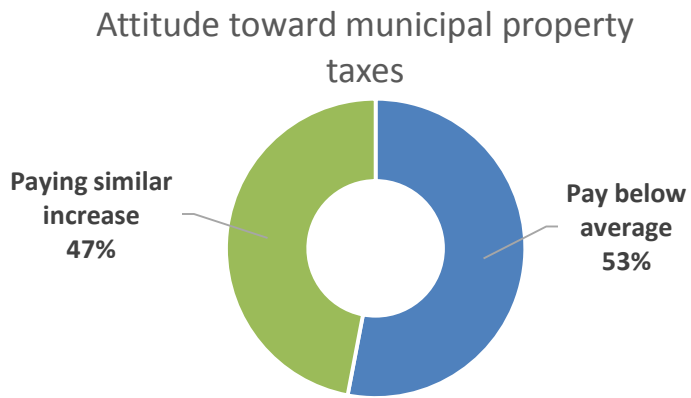
Are Respondents Satisfied with Budget Information?

Overall, the community continues to be satisfied with the effort the City is making to provide budget information. 78% of respondents, an increase over 2024, indicate they are satisfied with the budget information available to them. Those that were either uncertain or unhappy noted that more details in the mail out survey and greater information on capital projects would be beneficial. However, the City's effort to ensure that budget information is readily available, concise, and easy to understand remains a key driver behind responses of a positive majority.



What are the respondents' overall attitude toward municipal property taxes?

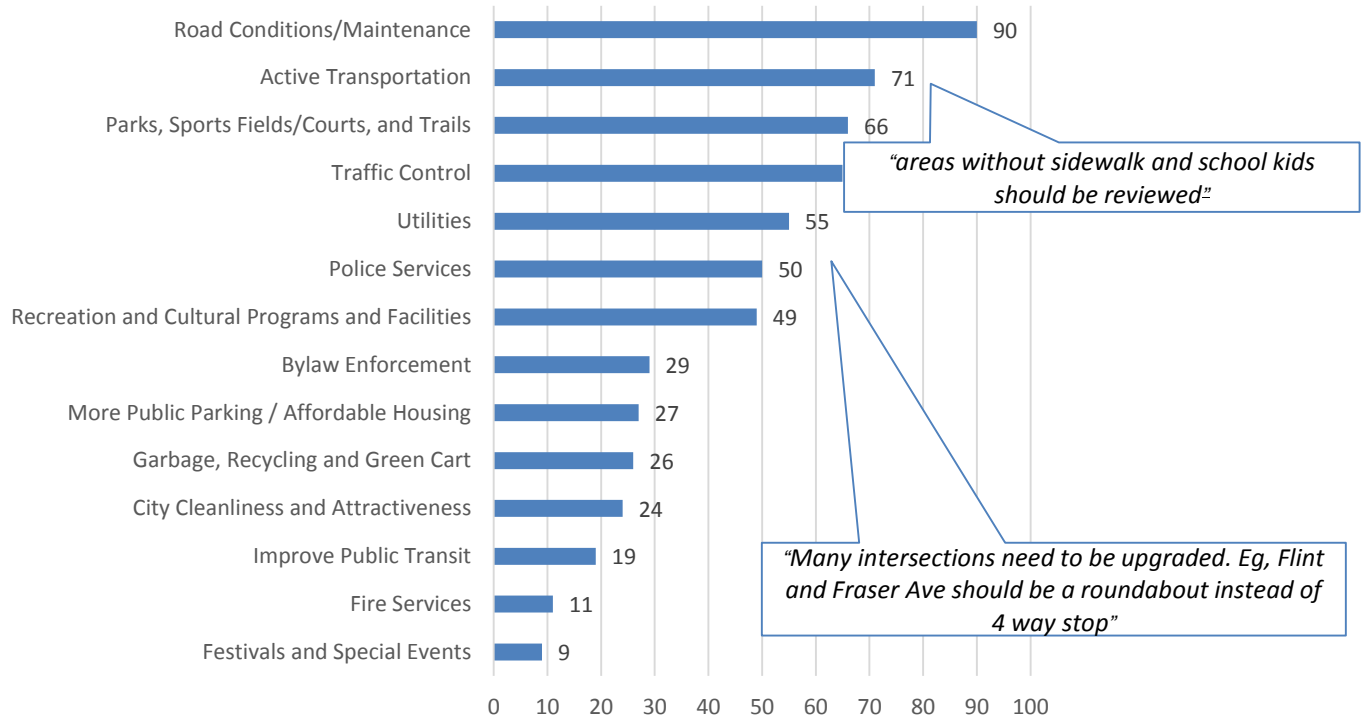
Residents were asked about their preference as it relates to Port Coquitlam property taxes as compared to neighbouring municipalities. Responses were mixed, with over half in favour of increases below the average while the other half feeling more comfortable with paying a similar increase to neighbouring municipalities.



What Service Would Respondents Pay to Improve?

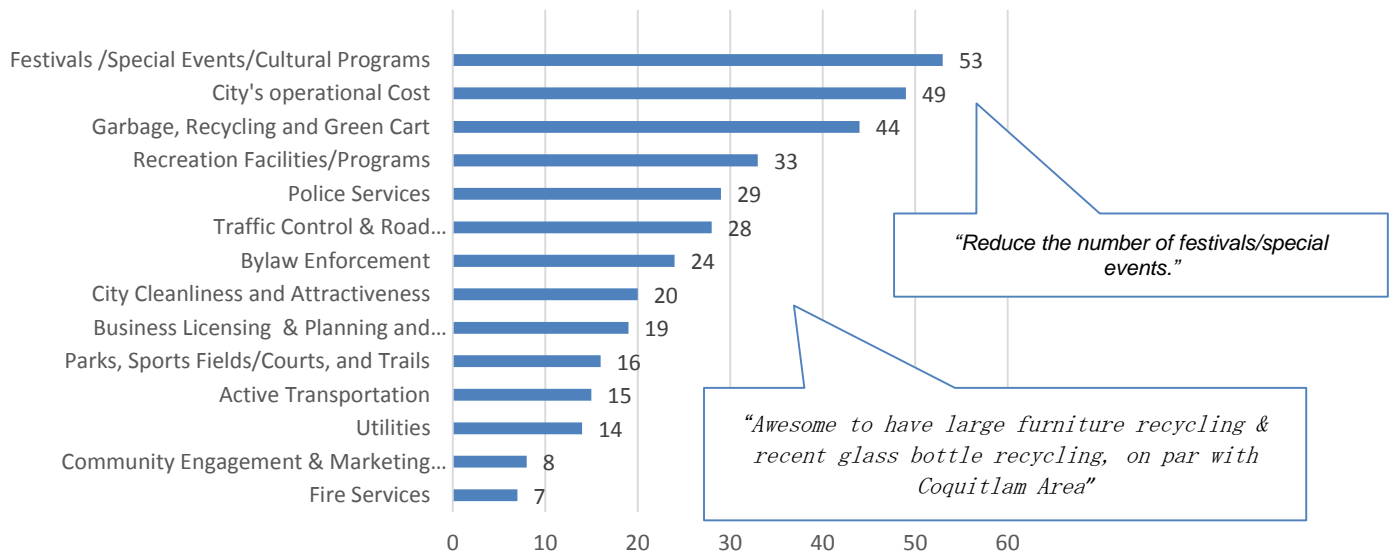
Residents were also asked about their interest in increasing or improving service, even if it may result in higher taxes. 756 respondents answered the question and the following table shows the common themes. While none was the highest response, it should be noted that Road Maintenance, Active Transportation were the highest noted categories for enhancement.

2025 Budget Public Consultation Results



What Service Would Respondents Trade for Lower Taxes?

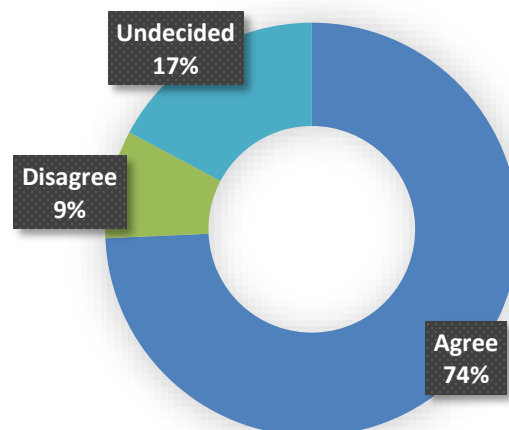
Residents were asked about their interest in decreasing one of the City services if it would result in lower taxes/rates. Of 563 respondents, a significant portion (203) had indicated they were happy with the services being provided and did not want to see any cuts while others had commented on the following areas:



2025 Budget Public Consultation Results

Do respondents feel they get value for their tax dollars?

Port Coquitlam residents are overwhelmingly happy with the value they get from tax dollars. This is a key metric for staff and a notable priority for the Council:



What is the Overall Level of Satisfaction with City Services?

Respondents were asked to rate their satisfaction on fourteen City services (listed in the table below). Available rating options were given a score to help depict the year over year change:

- Needs Improvement – Score = 1
- Meets Expectation – Score = 2
- Exceeds Expectation – Score = 3

The closer a service is to a score of 2 or above, the more the respondent was satisfied with the service. Respondents were also provided the opportunity to mark “did not use”. The weighted average of each category response was calculated as shown in the table below:

Area	2024 Score	2025 Score	Score Change
Garbage, Recycling and Green Cart	2.18	2.28	▲
Festivals and Special Events	2.21	2.28	▲
Active transportation	1.89	1.95	▲
Fire Services	2.28	2.33	▲
Parks, Sports Fields/Courts and Trails	2.26	2.30	▲
Building Permit, Planning and Development Services	1.81	1.83	▲

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Traffic Control	1.83	1.85	▲
Business Licensing/Services	2.02	2.04	▲
Recreation and Culture Programs and Facilities	2.17	2.19	▲
City Cleanliness and Attractiveness	2.12	2.13	▲
Road Conditions / Maintenance	1.85	1.85	-
Bylaw Enforcement	1.86	1.86	-
Police Services	1.98	1.95	▼
Utilities (water, sewer, drainage)	2.08	2.00	▼

➤ **Most Improved Services:**

- Garbage, Recycling and Green Cart
- Festivals and Special Events
- Active Transportation

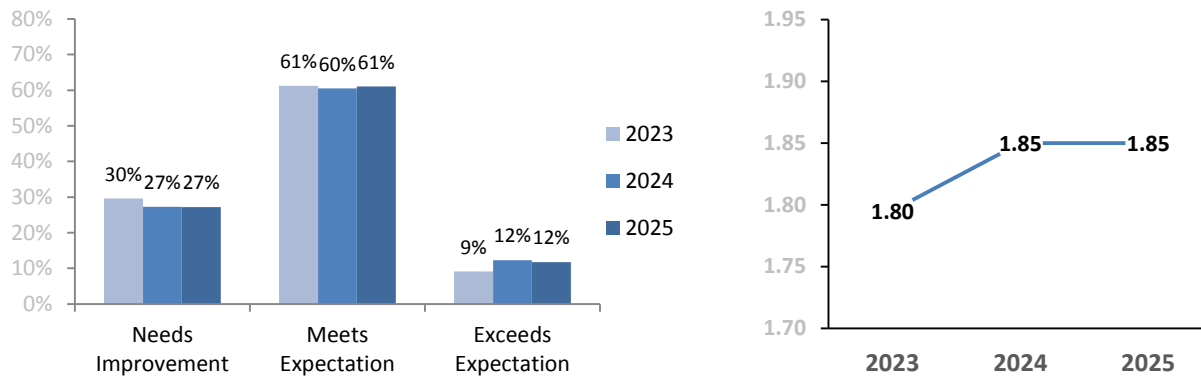
➤ **Areas of Greatest Need:**

- Utilities
- Police Services

Respondents had the opportunity to provide comments to supplement their ratings. The following sections of this report provide an overview of the service score as well as common themes derived from the survey.

2025 Budget Public Consultation Results

Road Conditions / Maintenance



The recent public survey indicates that many residents are generally satisfied with the city's road conditions, with 61% stating they meet their expectations and 12% feeling they exceed them. Many respondents appreciate the city's responsiveness to pothole repairs and snow removal, though specific areas such as Prairie Avenue, Kingsway Avenue, Lincoln Avenue, and Shaughnessy Street have been highlighted as needing further attention. Snow and ice management efforts are widely recognized, with some residents praising their efficiency while others suggest targeted improvements.

Concerns about pedestrian safety are also prevalent, particularly regarding sidewalks that abruptly end or are missing, as well as the need for better safety signs and crossings.

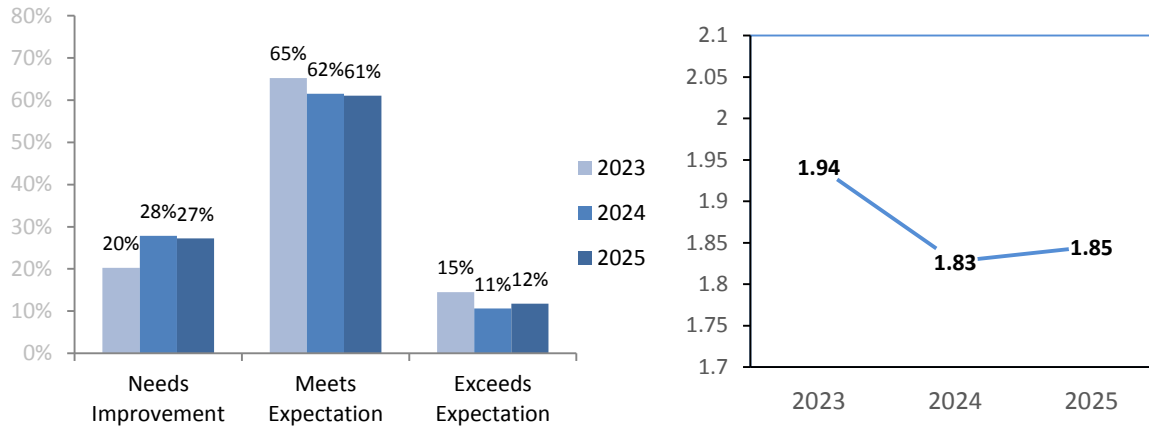
Traffic congestion remains a key issue, especially on major routes like Shaughnessy Street and the Mary Hill Bypass, with residents calling for additional lanes and improved traffic flow. A notable 36% of respondents express the need for general road improvements, particularly repaving and increased winter maintenance, while 28% highlight the necessity for broader infrastructure upgrades, such as the Shaughnessy underpass and Coquitlam River Bridge enhancements. Feedback is a mix of positive and constructive, reflecting both appreciation for existing efforts and a strong desire for further improvements.

The City continues to invest in its infrastructure both through increasing its contribution reserves and planning key capital projects through its Neighbourhood Rehabilitation program. The 2025-2026 capital plan includes the replacement of road, curb and drainage such as:

- Shaughnessy Underpass Upgrades
- Kingsway Avenue Improvements
- Hamilton Street
- Mars Street

2025 Budget Public Consultation Results

Traffic Control (lights, signals, crosswalks, intersections)



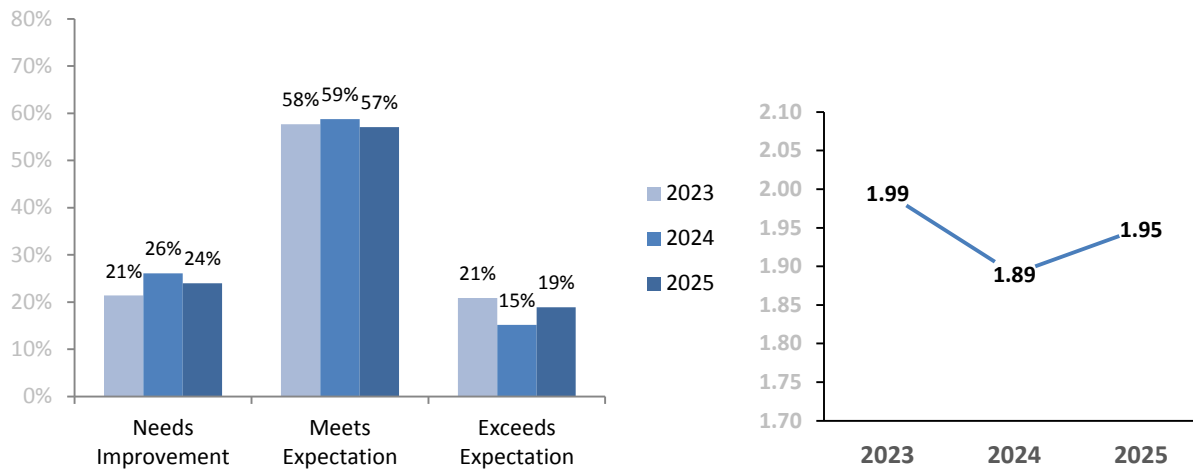
Traffic congestion, especially during peak hours, continues to be a major concern. Many respondents suggest optimizing traffic flow through better signal timing, additional lanes, and other infrastructure improvements. Pedestrian safety is another prominent issue, with calls for more well-marked crosswalks, extended sidewalks, and pedestrian signals to improve walkability. Poor lighting in certain areas raises further concerns about visibility at night, making it difficult for both drivers and pedestrians to navigate safely. Despite these concerns, the majority of respondents feel that traffic control has either met or exceeded expectations compared to the previous year, though there is a clear demand for further enhancements to create a safer and more efficient transportation network.

The City's capital plan continues to address many of the citizen's comments through projects such as:

- \$200k for Streetlight Expansion
- \$150k for Sidewalks & Pedestrian Safety
- \$50k for Transit Shelters

2025 Budget Public Consultation Results

Active Transportation (paths, cycling/pedestrian amenities and safety)

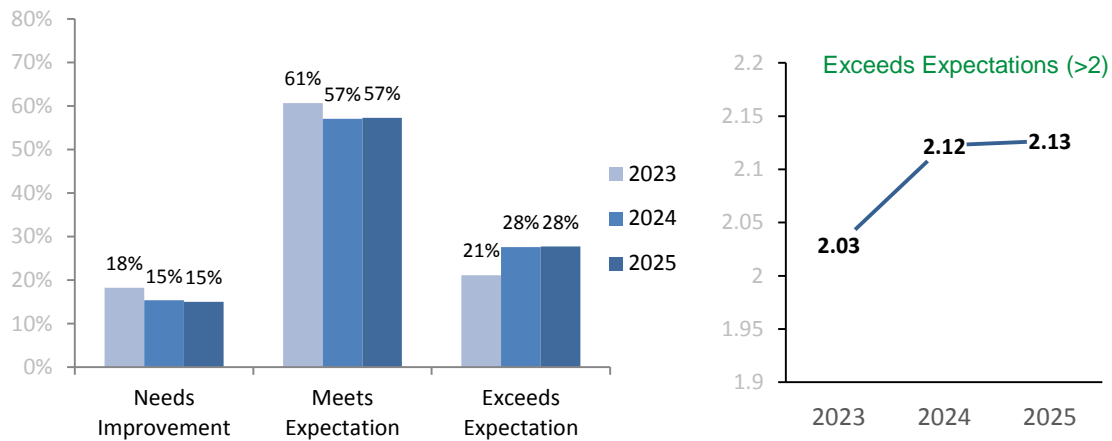


Active Transportation as a category has improved significantly in the past year. Residents were generally satisfied with the City's investment in active transportation infrastructure. Areas of improvement included poorly designed or inadequately maintained multi-use paths that create conflicts between cyclists, pedestrians, and vehicles, making these spaces unsafe for all users. Some residents also feel the increasing use of bikes, e-bikes, and e-scooters has brought these concerns to the forefront, highlighting the need for infrastructure that prioritizes the safety of both cyclists and pedestrians.

Current transportation projects in the 2025-2026 capital plan include multi-use paths, sidewalk additions, cycle tracks, new and upgraded trails, streetlighting and crosswalk enhancements. New active transportation projects are also being planned with an update to the Master Transportation Plan (<https://letstalkpoco.portcoquitlam.ca/master-transportation-plan>).

2025 Budget Public Consultation Results

City Cleanliness and Attractiveness



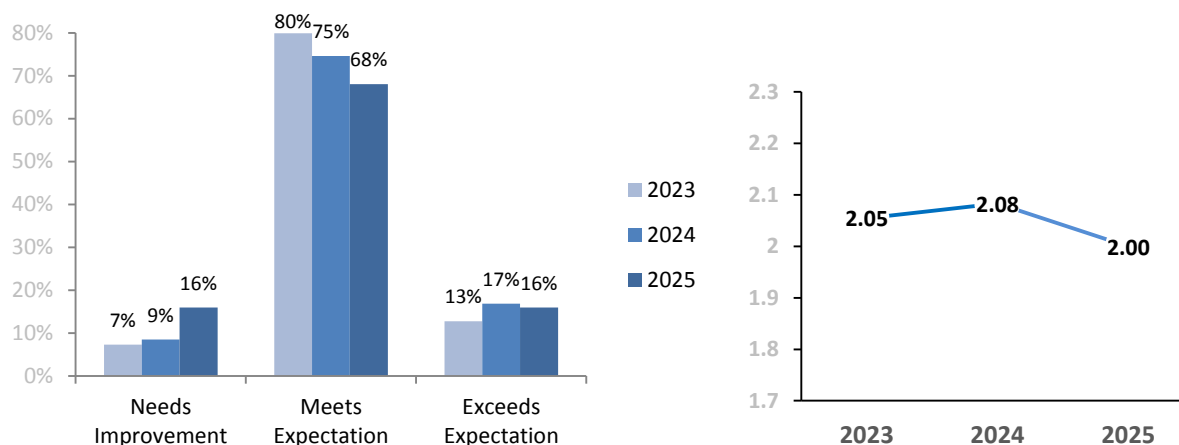
City cleanliness and attractiveness continues to be one of the highest rated questions from the survey. Residents appreciated the improved garbage pickup along the river this year compared to the previous years and have taken note of the improvements to the downtown. Feedback is generally positive (85% of respondents met or exceeded expectations).

Areas where the City could improve included residents that express frustration with the amount of litter and dog waste in public spaces, and there are calls for more attention to be given to areas near schools, parks, and trails. There is a clear desire for more consistent and proactive measures to address litter and maintain the aesthetic quality of public spaces and addressing the increasing homeless population.

The City has prioritized the appearance and cleanliness of public spaces by planning a dedicated works crew focussing on dealing with problem areas and refuse. The roaming crew deployed in 2023 is seeing a positive impact in reducing issues with litter and street cleanliness.

2025 Budget Public Consultation Results

Utilities (water, sewer, drainage)



The utilities question saw a decrease in resident satisfaction in the current year, but is still rated as Meeting Expectations. There were two major drivers for this:

- Increased flooding due to heavier the normal rains
- High cost of utilities

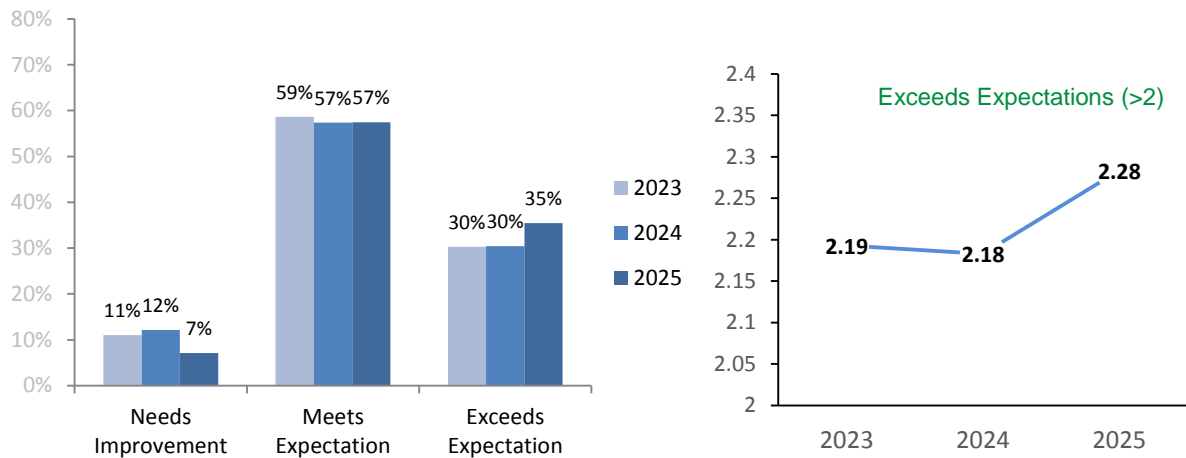
High cost of utilities is driven by Metro Vancouver increases that make up between 79% (water) and 99% (sewer) of the increase to the levy this year. While the City does its best to help mitigate the high cost of utilities from Metro Vancouver, who increased their sewer rate by 42%, the impact is still largely felt by the community.

Flood mitigation and drainage continues to be a priority in the 2025-2026 capital plan with the following key projects expected to be underway in the near future:

- Flood Prevention Program (2025/26 focus on the CMO)
- Maple Creek Drainage Pump Station Upgrade
- Cedar Drainage Pump Station Upgrade
- Cedar Dr Culvert Replacement
- Wilson Ave/Gates Park Drainage
- Tyner St Sanitary Upgrades

2025 Budget Public Consultation Results

Garbage, Recycling and Green Cart



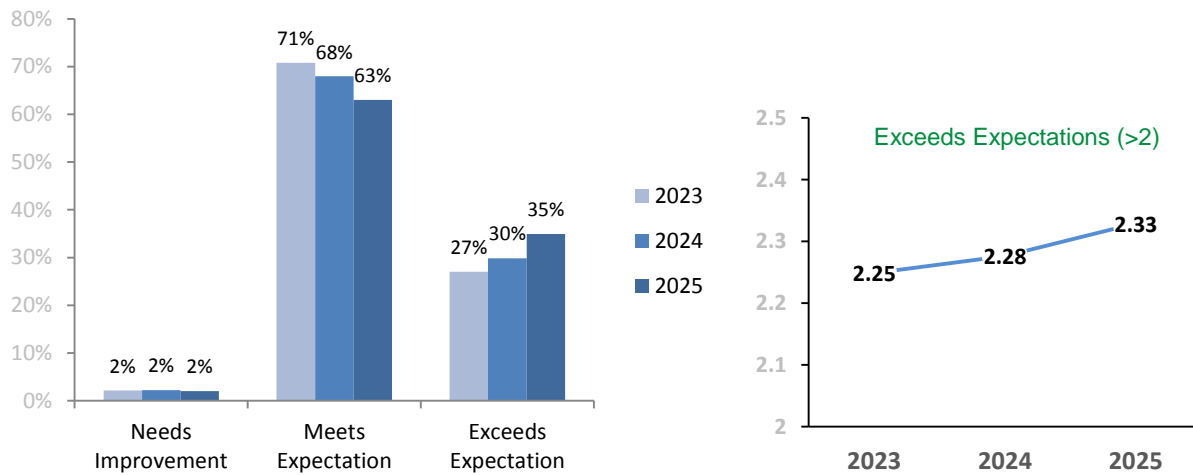
Residents express high satisfaction with Port Coquitlam's waste management services, praising the efficient recycling facilities, timely pickups, and the addition of curbside large item and glass bottle recycling. The service is seen as reliable, cost-effective, and a model for other municipalities.

While there is appreciation for the improved garbage pickup along the river this year, concerns remain about garbage on side streets, in parks, and near bus stops, as well as the need for more garbage cans and regular trash collection. Suggestions for improvement include scheduled street cleaning, community clean-up incentives, and increased garbage collection in high-traffic areas. Overall, the service is highly regarded, with many residents expressing their gratitude and satisfaction.

The City continues to invest in its' garbage, recycling and green waste program and is beginning residential curbside glass pick up for 2025.

2025 Budget Public Consultation Results

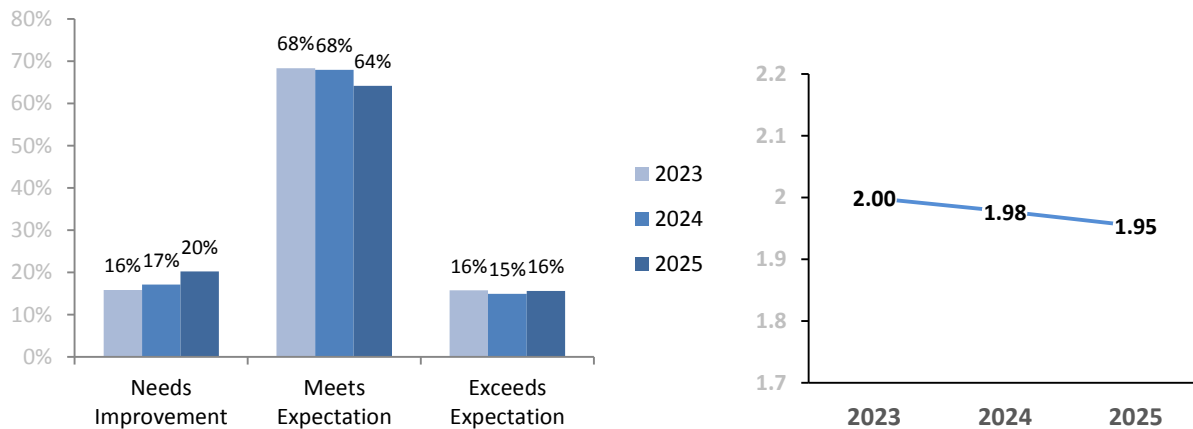
Fire Services



The fire department continues to exceed expectations and has received numerous mentions for its professionalism and helpfulness, particularly in handling emergencies and providing assistance. The majority of comments reflected positive sentiments, highlighting a general appreciation for the dedicated work of fire personnel underscoring their responsiveness and excellent customer service.

2025 Budget Public Consultation Results

Police Services



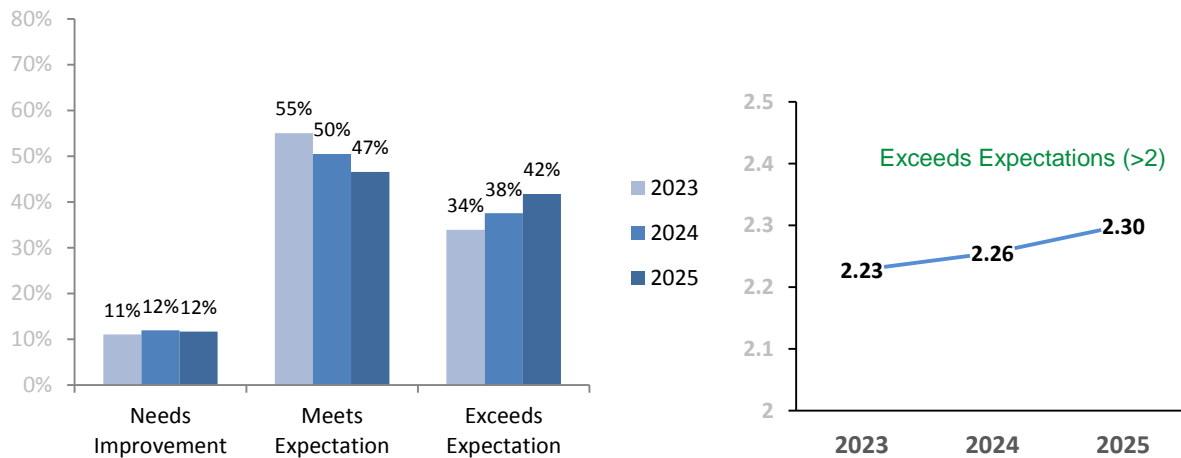
Public feedback on police services is mixed, with some residents expressing satisfaction and others highlighting areas for improvement, such as better communication and transparency about crime trends and police activities. Consistent with last year, respondent satisfaction with Police Services experienced a slight decline compared to the previous year, with most comments reflecting a desire for heightened visual police presence in various areas of the city, notably in Downtown and school zones. The growing concern over the increased use of drugs and substances in public spaces was also prominently mentioned.

There are suggestions for further investment in community policing initiatives to strengthen relationships between officers and residents, including more community engagement events and neighborhood patrols. Concerns about traffic speed, noise, and vehicle custom exhaust noise have led to calls for additional support and enforcement, particularly in residential areas. Recommendations for crime prevention initiatives include educational programs for youth and improving surveillance in high-traffic areas to help reduce crime rates.

The City continues to work with Coquitlam RCMP in advocating for a greater police presence in Port Coquitlam (particularly in the downtown) and more transparency in budgets and police activities.

2025 Budget Public Consultation Results

Parks, Sports Fields/Courts and Trails



Consistent with the previous year, respondent satisfaction with Parks and Trails maintained its strong benchmark score, with approximately 90% of respondents reporting that their expectations were met or exceeded. Many positive comments highlighted the beauty of PoCo's Parks and Trails, and there has been a consistent upward trend in satisfaction scores over the past four years.

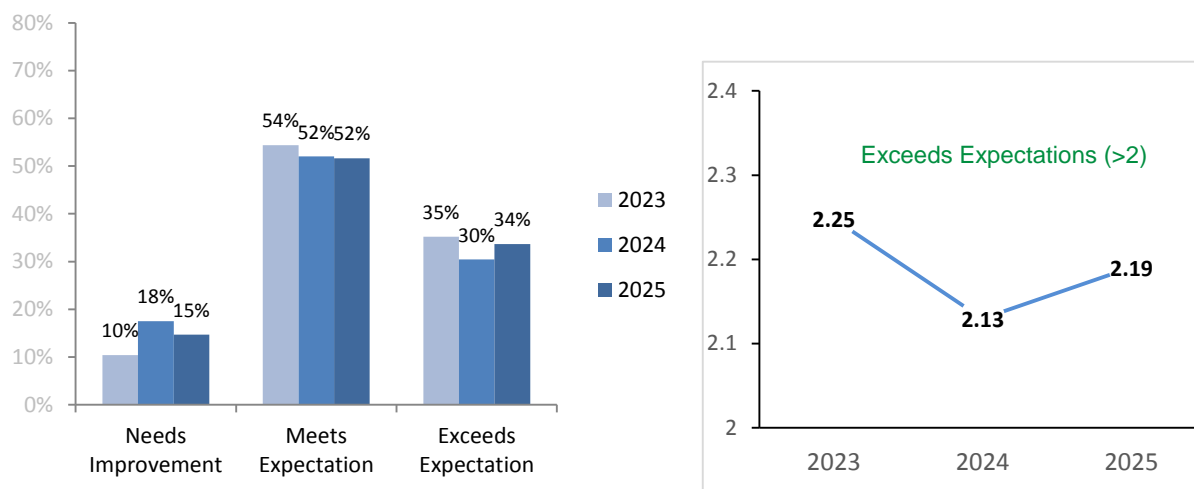
However, those expressing dissatisfaction focused primarily on trail maintenance, expressing a desire for increased provision of playgrounds and sports fields, as well as improvements to the existing ones. Additional concerns were raised regarding the need for enhanced lighting fixtures in both trails and parks.

The City continues to invest in its parks and trails through the capital plan including:

- Park Lighting
- Poco Climb
- Dog Park additions

2025 Budget Public Consultation Results

Recreation and Culture Programs and Facilities

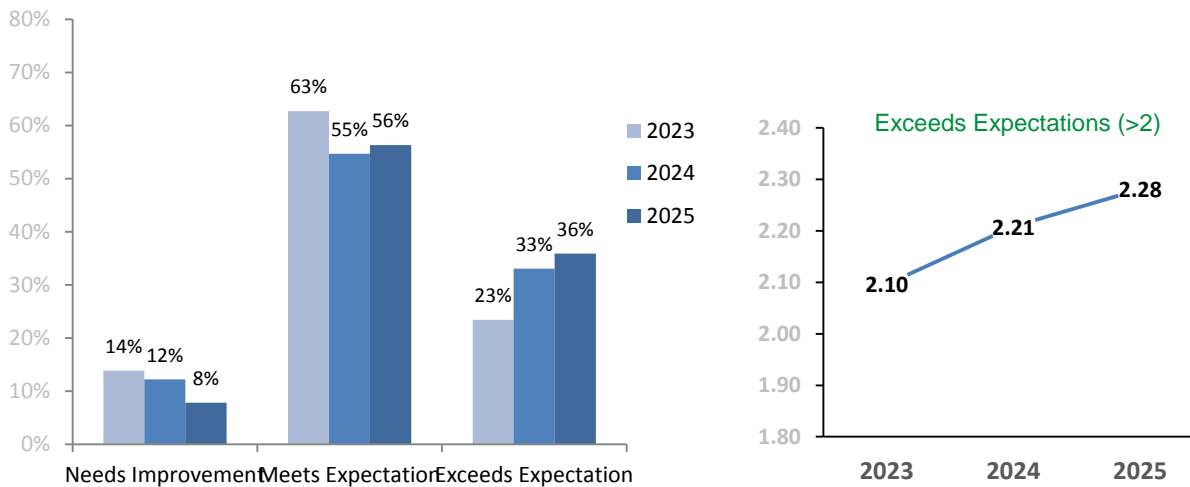


Respondent satisfaction with Recreation and Culture Programs, as well as Facilities, continues to remain in “exceeding expectations”. While the majority of responses were satisfied with the service offering, there were numerous recommendations for the recreation facilities, particularly the Port Coquitlam Community Centre (PCCC). There were also expressed desires for additional swim lessons and activities catering to all age groups, extended operating hours, and a more user-friendly experience. A prevalent concern highlighted in feedback pertained to the swimming pools across the city, with a recurring complaint being the shortage of swimming lessons.

The city continues to prioritize access to aquatic lessons with the implementation of rolling registration, providing more lesson turnover opportunities, and continued recruitment for Aquatic Leaders. To further increase program and facility access, operating hours have been extended to meet community demand and resident priority registration will be extended to instructor led drop-in programs.

2025 Budget Public Consultation Results

Festivals and Special Events

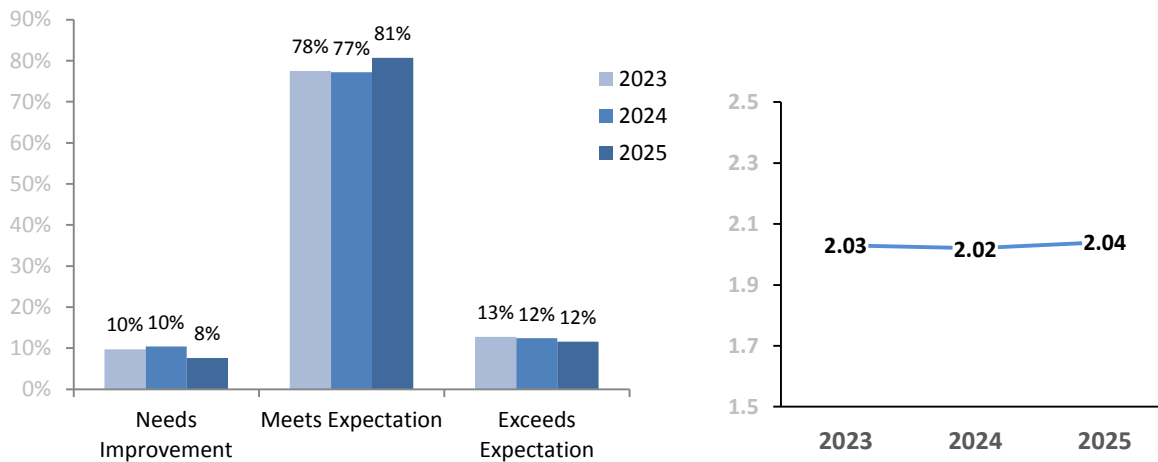


Festivals and Special Events overall exceeded respondent expectations marked by a 5% increase in respondent satisfaction compared to the preceding year. Notably, almost 90% of respondents reported that their expectations were either met or exceeded, indicating a significant achievement in delivering enjoyable and fulfilling experiences.

While the overwhelming majority of responses indicated satisfaction, there were requests for additional events, improved public transportation planning, and a greater emphasis on multiculturalism. Additional comments include the desire for more food trucks, better facilities at event locations, and the need for more events that cater to different age groups and interests. Some residents also felt that City funding of events could be decreased for a lower tax rate.

2025 Budget Public Consultation Results

Business Licensing & Services



Respondent satisfaction with Business Licensing & Services remained consistent with the previous year and overall continues to meet or exceed expectations.

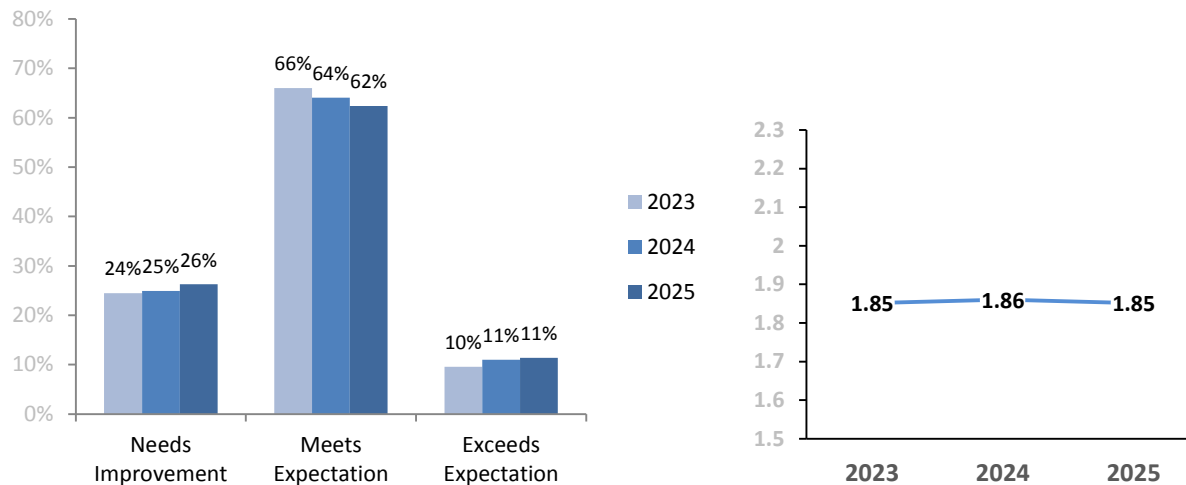
Of the minority that had comments for areas of improvement, they included:

1. Business Variety and Support: Residents express a need for more variety in businesses, particularly in the downtown area, and suggest focusing on smaller family-run businesses and supporting local startups.
2. Licensing and Regulations: There are calls for streamlining the business licensing process, offering more online services, and reducing government red tape to make it easier for small businesses and new entrepreneurs.
3. Community Engagement and Marketing: Suggestions include increasing marketing efforts to attract small businesses, reviving downtown Port Coquitlam, and fostering a stronger connection between the city and local businesses through networking events and partnerships.

The City continues to support its local businesses through marketing, outreach and advocacy. The annual Biz Awards highlights the best of Port Coquitlam's business community. New for 2025, the Mayor's hospitality roundtable has been created to foster more dialogue and feedback among the city's local hospitality businesses.

2025 Budget Public Consultation Results

Bylaw Enforcement



In general, 75% of respondents indicated that bylaw enforcement either met or exceeded their expectations. There were 3 general themes in the comments:

Parking Enforcement:

There are numerous mentions of parking issues, including cars parked in no-parking zones, blocking fire hydrants, and parking on sidewalks. Residents suggest more frequent patrols and stricter enforcement of parking regulations.

Animal Control:

Many comments focus on the need for better enforcement of leash laws and the management of dog waste. Residents have reported issues with off-leash dogs in parks and trails, as well as aggressive behavior from some dog owners.

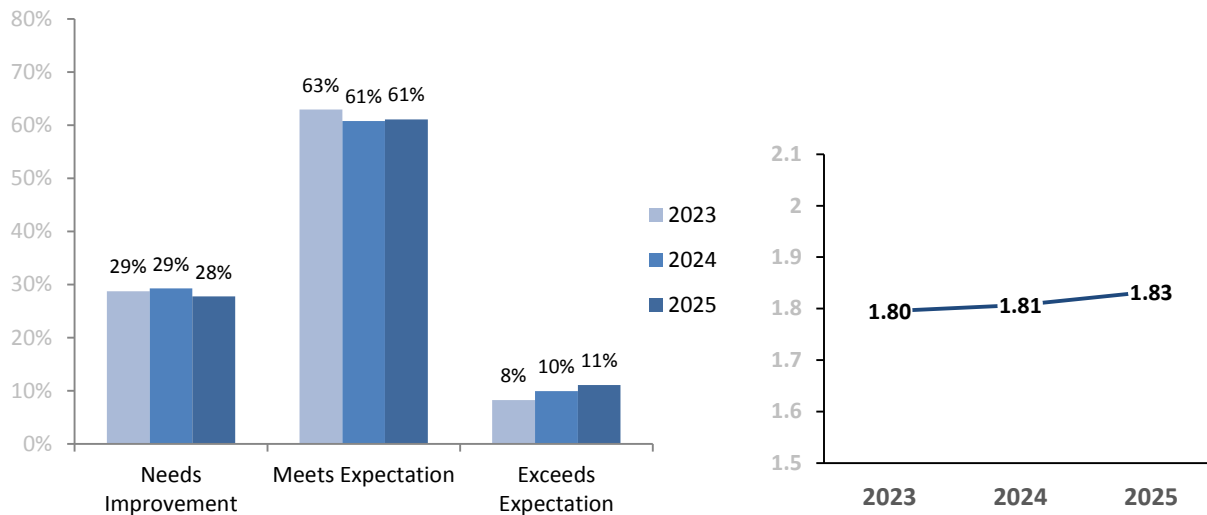
Community Engagement:

Some residents appreciate the efforts of bylaw officers in engaging with the community and providing information on various issues. There are suggestions for more educational campaigns to raise awareness about bylaw regulations and the importance of compliance.

The City continues to focus its effort in increasing safety in the community. This includes additional bylaw officers approved in previous years to increase bylaw services in the community. This will help operations and enhance officer presence/visibility; allowing for an enhanced focused on community safety.

2025 Budget Public Consultation Results

Building Permit, Planning and Development Services



Building Permit, Planning, and Development Services remained consistent with the previous year, with over 70% of respondents indicating that services met or exceeded expectations. While most residents were satisfied, there were some comments with requests for faster permit issuance, especially for local residents, and clearer communication.


A key priority for the City's 2025 operating budget is to increase support for housing initiatives through the addition of staff resources within Development Services. These resources will be specifically aimed at reducing processing times for both developments, building and plumbing permit approvals.

2025 Budget Public Consultation Results

Conclusion

The public input is presented to the Committee for consideration in finalizing the 2025-2029 Financial Plan Bylaw and to help guide the work of the Committee in establishing service levels, infrastructure policies and capital program priorities. Specific comments have been provided to the impacted departments for further action. The public input will also be considered as part of the 2026 financial planning process.

OPTIONS (☐ = Staff Recommendation)

	#	Description
	1	Approve the 2025 operating budget and direct staff to prepare the applicable bylaws for approval.
	2	Council to provide alternate direction to staff.

ATTACHMENTS

Attachment 1 – 2025 Budget Survey Response and Summary

Lead author(s): Kushal Pachchigar

Fees and Charges Amendment Bylaw – First Three Readings

RECOMMENDATION:

That “Fees and Charges Bylaw, 2024, No. 4390, Amendment Bylaw, 2025, No. 4407”, be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

On March 11, 2025, Committee of Council approved an amendment to the Fees and Charges Bylaw which included updates to Schedule “G” related to the new Fire and Emergency Services Bylaw; however, the amount for Section 8.7 was accidentally omitted:

Fire and Emergency Services Bylaw No. 4385

Fire & Emergency Services Bylaw, No. 3880	Section:	Fee/Charge:
Development Review Fees	8.7	MISSING INFORMATION

DISCUSSION

Schedule “G” of Section 8.7 should read as follows:

Development Review Fees	8.7	0.05% of construction value; minimum fee of \$75.
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OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Give first three readings to the Bylaw.
	2	Defer first three readings and request staff to provide further information (to be specified).
	3	Decline first three readings of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4407

Attachment 2 – Report to Committee, February 11, 2025

Bylaw No. 4407

ECOMMENDATION:

That “Fire and Emergency Services Bylaw No. 4395” be referred to Council for approval, along with any necessary amendments to accompanying bylaws.

REPORT SUMMARY

This report outlines the proposed repeal and replacement of the existing Fire and Emergency Services Bylaw No. 3880. The updated bylaw, No. 4395, aligns with modern fire safety regulations and enhances fire prevention and suppression measures. The proposed bylaw adopts the *Fire Safety Act* which requires the introduction of risk-based compliance monitoring, improved enforcement mechanisms and cost recovery measures to enhance fire safety and emergency response capabilities.

BACKGROUND

The existing Fire and Emergency Services Bylaw No. 3880 was enacted in 2014 and has since become outdated due to advancements in fire safety standards, updates to the *Fire Safety Act*, and evolving community needs. The current bylaw does not adequately address modern fire prevention, compliance, and enforcement measures, limiting the Fire Department’s ability to effectively mitigate fire risks.

Many municipalities have modernized their fire bylaws to enhance enforcement, compliance monitoring, and public safety measures. The proposed bylaw reflects these best practices and provides a more effective framework for fire protection in Port Coquitlam. The proposed bylaw also ensures alignment with provincial fire regulations and includes sections that will reduce potential legal conflicts.

Furthermore, the updated bylaw incorporates provisions for cost recovery, allowing the City to recoup expenses related to fire inspections, false alarms, and emergency responses to non-compliant properties. This will help ensure that resources are allocated efficiently and that property owners take greater responsibility for fire safety compliance.

DISCUSSION

The proposed Fire and Emergency Services Bylaw No. 4395 introduces several key improvements over the existing bylaw. One of the most significant changes is its alignment with the *Fire Safety Act* and modern fire codes. By incorporating the latest standards from the British Columbia Fire Code and Building Code, the new bylaw ensures that all fire safety regulations within the municipality remain current and legally compliant. This will improve consistency in fire safety practices for buildings, businesses, and public spaces.

Another important enhancement in the proposed bylaw is the introduction of a risk-based compliance monitoring system. This system establishes a structured approach to fire inspections, prioritizing properties based on their risk levels. By proactively identifying and addressing high-hazard occupancies, the Fire Department can more effectively allocate resources and reduce the likelihood of fire-related incidents.

The bylaw grants the authority to require updated fire safety plans for multi-tenant buildings and construction sites while also clarifying the regulations for storing combustible materials in close proximity of buildings and parkades. Additionally, it mandates that property owners regularly maintain fire hydrants and other critical fire suppression infrastructure to ensure it remains operational and effective.

The new bylaw expands the authority of the Fire Chief and Fire Department, allowing them to issue compliance orders, mandate evacuations, and enforce fire safety measures more effectively. Additionally, a new section addressing the hazards of using shipping containers for storage has been added to mitigate fire risks associated with improper use.

New sections on fire watch and forest fire response have been added to clarify the Fire Chief's responsibilities and authority in managing and reducing fire hazards. Additionally, a key requirement mandates the installation of fire alarm panels on the exterior of multi-tenant industrial and commercial buildings, improving response times and enhancing emergency effectiveness.


In addition to enhancing fire prevention and suppression, the new bylaw introduces a comprehensive cost recovery and fee structure. It identifies the fees associated with fire re-inspections, fire investigations, and multiple false alarms. Fire response costs for non-compliant properties, large scale events, and mutual aid can now be recovered, ensuring that the financial burden is not placed solely on the municipality. The bylaw clarifies that vacant and fire-damaged buildings be secured at the owner's expense, preventing further hazards.

FINANCIAL IMPLICATIONS

The proposed bylaw introduces cost recovery measures that will help offset expenses related to fire inspections, enforcement actions, and emergency responses. Revenue from fees will contribute to the City's general funds.

Fire & Emergency Services Bylaw

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	That the bylaw be referred to Council for approval.
	2	Request additional information.

ATTACHMENTS

Attachment 1: Bylaw 4395: "Fire & Emergency Services" (proposed)

Attachment 2: Bylaw 3880: "Fire & Emergency Services" (current)

Attachment 3: Bylaw 4400: "Fees and Charges Bylaw" (proposed)

Attachment 4: Bylaw 4398: "Bylaw Notice Enforcement" (proposed)

Attachment 5: Bylaw 4399: "MTI Amendment" (proposed)

Lead author(s): Jason Marshall

Contributing author(s): Blake Clarkson

Zoning Amendment Bylaw (Minor & Housekeeping) – Adoption

RECOMMENDATION:

That “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2025, No. 4404”, be adopted.


PREVIOUS COUNCIL/COMMITTEE ACTION

On April 8, 2025, “Zoning Amendment Bylaw (Minor & Housekeeping), 2025, No. 4404” was given first three readings.

On April 1, 2025, Committee of Council recommended 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.*

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Adopt the Bylaw.
	2	Defer adoption of the Bylaw and request staff to provide additional information (to be specified).
	3	Decline adoption of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4404

Attachment 2 – Report to Committee, April 1, 2025

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2025

Bylaw No. 4404

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

1. CITATION

This Bylaw is cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2025, No. 4404”.

2. ADMINISTRATION

2.1 Section I Definitions is amended as follows:

2.1.1 Replace the definition of Agriculture with the following:

Agriculture means a use defined as a farm use in the *Agricultural Land Commission Act*, whether in the Agricultural Land Reserve or not, excluding any cannabis production use unless this use takes place outdoors in a field or is located inside a structure that has a base consisting entirely of soil.

2.1.2 Insert the definition of City as follows:

City means the Corporation of the City of Port Coquitlam.

2.1.3 Insert the definition of Bylaw Enforcement Officer as follows:

Bylaw Enforcement Officer means any person employed by the City or appointed by City Council to enforce the City’s bylaws and includes members of the Royal Canadian Mounted Police.

2.1.4 Replace the definition of Boarding with the following:

Boarding means the use of a dwelling unit for the provision of rooming accommodation for a period of 90 consecutive days or more, with or without meals, to persons other than members of the family occupying the dwelling unit as a residence.

2.1.5 Replace the definition of Farm residence accessory facility with the following:

Farm residence accessory facility means an accessory building or structure such as a detached garage or carport, greenhouse, pergola, workshop, shed, or sunroom, or an improvement associated with a farm residence such as ornamental landscaping, an artificial pond, swimming pool, or tennis court.

- 2.1.6 Replace the definition of Impervious surface area with the following:

Impervious surface area means any hard-surfaced, man-made area that does not readily absorb or retain rainwater, including but not limited to roofs, driveways, parking spaces, patios, sidewalks, grouted pavers or those with joints filled with polymeric or poly sand, sport courts, ornamental pools, swimming pools or any other hard surface. For clarity, green roofs and driveways, parking spaces and patios constructed of gravel, ungrouted pavers less than 0.37m² in size, grasscrete or similar porous materials, do not constitute impervious surfaces.

- 2.1.7 Replace the definition of Rowhouse with the following:

Rowhouse means the residential use of a building containing four or more principal dwelling units each having a private entrance from the exterior of the building, a private outdoor space, and being separated from the other dwelling units by vertical walls only.

- 2.1.8 Replace the definition of Single residential with the following:

Single residential means the residential use of a building containing only one principal dwelling unit.

- 2.1.9 Replace the definition of Short-term rental accommodation with the following:

Short-term rental accommodation means the use of a principal residence for the provision of rooming accommodation for a period of less than 90 consecutive days in exchange for a fee, with or without meals, to persons other than members of the family occupying the dwelling unit as a residence.

- 2.1.10 Replace the definition of Townhouse with the following:

Townhouse means the residential use of a building containing multiple principal dwelling units each having a private entrance from the exterior of the building, private outdoor space, and sharing common walls.

- 2.1.11 Replace the definition of Triplex with the following:

Triplex means the residential use of a building containing three principal dwellings each having a private entrance from the exterior of the building and, if the building contains secondary suites, having each principal dwelling and associated secondary suite being separated from the other dwelling units by vertical walls only.

- 2.1.12 Insert the definition of Type 1 agricultural structure as follows:

Type 1 agricultural structure means the farm use of a building or structure or use as a farm education and research facility, but excludes a type 2 agricultural structure.

2.1.13 Insert the definition of Type 2 agricultural structure as follows:

Type 2 agricultural structure means the farm use of a building or structure for the keeping of swine or fur bearing animals or the production of cannabis.

2.2 Section II Zones and Zone Regulations is amended as follows:

2.2.1 Replace subsection 8 with the following:

Where a table in this Bylaw specifies a building height, no building or structure may be constructed that exceeds the height specified for the zone in which the building or structure is located, other than communications antennas and towers, flagpoles, elevator penthouses, stair towers, guardrails, and rooftop-mounted mechanical equipment that is visually screened.

2.3 Section II Zones and Zone Regulations, Part 1. Agricultural Zones is amended as follows:

2.3.1 Replace subsection 1.4 with the following:

1.4. REGULATIONS

Table 1.4: Agricultural Zones Regulation

Building or Structure	Building Height	Lot Coverage	Floor Area	Setback				
				Front	Interior Side	Exterior Side	Rear	Other
Farm residence	11 m	10%	500m ² Note 5	7.5 m	1.8 m	3.5 m	7.5 m	-
Type 1 agricultural structure	1 storey	35%/75% Note 1	Note 2	7.5 m	1.8 m	7.5 m	7.5 m	Note 3
Type 2 agricultural structure	1 storey	20%		30 m	15 m	30 m	15 m	Note 3 Note 4

Notes to Table 1.4

Note 1. The lot coverage for all Type 1 agricultural structures may be increased by up to 40%, up to a maximum of 75%, for greenhouses.

Note 2. The floor area of a farm education and research facility is limited to 100 m².

Note 3. Agricultural structures must be sited:

- A minimum of 30 m from all sand points, wells and streams;
- For a type 2 agricultural structure, at least 45 m from lots in a residential zone; and
- Or a Type 2 agricultural structure that involves a cannabis production facility, at least 150 m from all lots zoned P1 – Civic Institutional or P2 – Parks and Natural Area or designated in the Official Community Plan as Park or Park Reserve.

- Note 4. The production surface area in a structure for cannabis production with a base consisting entirely of soil is limited to 200 m².
- Note 5. Floor area comprising a crawl space for a farm residence may be excluded from the floor area calculation.

1.5 ADDITIONAL REGULATIONS

1. A farm residence and all farm residence accessory facilities must be located within the farm home plate.
2. The area of the farm home plate is limited to the greater of 10% of the lot area or 1000 m² up to a maximum of 2000 m².
3. A farm residence must be entirely located within an area no more than 50 m from the front lot line or the exterior side lot line, whichever provides access to the farm residence.
4. Farm residence accessory facilities on lots with a lot width of more than 33 m must be entirely located within an area no more than 60 m from the front lot line or the exterior side lot line, whichever provides access to the farm residence.
5. Within a farm residence, portions of floor other than stairwells that are more than 4.3 m measured from the floor to the ceiling shall be counted twice in the calculation of the floor area ratio.
6. Cooking and sanitary facilities in a Type 1 or Type 2 agricultural structure cannot be located above the first storey of the building or in a mezzanine, and, in the case of sanitary facilities, are limited to one sink and a one toilet unless it can be demonstrated to the satisfaction of the building official that additional facilities are required for specific farm purposes.
7. A crawl space shall not include any windows or external door openings.

- 2.4 Section II Zones and Zone Regulations, Part 2. Residential Zones is amended as follows:

- 2.4.1 Replace Note 3 in the Notes to Table 2.4 with the following:

In the calculation of floor area ratio in RS and RRh zones:

- a. Up to 46 m² of floor area may be excluded for an attached garage or carport per single residential use or per rowhouse dwelling unit;
- b. Up to 23 m² of floor area may be excluded for an attached garage or carport per accessory dwelling unit or per principal dwelling unit for a duplex or triplex use;
- c. Up to 90 m² of floor area may be excluded for the dwelling unit of an Accessory Dwelling Unit;
- d. Floor area comprising a crawl space may be excluded;

- e. In RS zones portions of floor area other than stairwells that a more than 4.3 m measured from the floor to the ceiling shall be counted twice.

2.4.2 Delete Regulation 1 of 2.5 Additional Regulations Driveway Access and replace with the following:

Vehicle access to a lot in RS zones for parking and garage access purposes is restricted to a lane where the lot abuts a lane opened for and in vehicular use by the public.

2.5 Section II Zones and Zones Regulations, Part 3. Commercial Zones is amended as follows:

2.5.1 Delete civic address “1360 Kingsway Avenue” and replace with “Building 5, 1320 Kingsway Avenue” in Note 7.a. in the Notes to Table 3.3.

2.6 Section II Zones and Zones Regulations, Part 5. Institutional and Park Zones is amended as follows:

2.6.1 Table 5.3: Institutional and Park Zones Permitted Uses is amended as follows:

Use	Zone	
	P1	P3
Accessory liquor lounge	▪ Note 11	▪ Note 11

2.6.2 Replace Note 11 in the Notes to Table 5.3 with the following:

An accessory liquor lounge in the P1 or P3 zone is permitted when combined with a restaurant or accessory restaurant use.

2.7 Section II Zones and Zones Regulations, Part 6. Comprehensive Development Zones is amended as follows:

2.7.1 Delete 6.20.3 1. in CD20 Comprehensive Development Zone 20 and renumber subsequent regulations accordingly.

2.8 Section III Supplementary Regulations is amended as follows:

2.8.1 Insert item d. of Screening, Landscaping, Outdoor Storage and Fences 4-2 as follows:

All parking areas, loading areas and outdoor display areas must be separated from any abutting street or lot designated for residential use in the Official Community Plan by a landscaped area not less than 2 m wide.

2.8.2 Insert item e. to Screening, Landscaping, Outdoor Storage and Fences 4-2 as follows:

Parking and loading areas must be separated from abutting lots designated for residential use in the Official Community Plan, and from lanes separating the areas from such lots, by a landscape screen of at least 2 m high.

- 2.8.3 Delete Screening, Landscaping, Outdoor Storage and Fences 4-2 and 4-3 and reorder subsequent notes accordingly.

- 2.8.4 Replace Screening, Landscaping, Outdoor Storage and Fences 4-6 (formerly 4-8) with the following:

That portion of a fence, wall, landscape screen or any other landscaping that is located within a triangular area measured 5 m each way from the point of intersection of a street or lane with any other street or lane must not exceed a height of 1 m. For clarity, parking spaces and outdoor storage are not permitted within this area.

- 2.8.5 Delete 14-8 d) and replace with the following:

6.0 m of a principal dwelling located on the same lot as measured from the exterior face of any wall or structure of either building, except for projections permitted in Section II of this Bylaw.

- 2.8.6 Insert f) to Accessory Dwelling Unit 14-8 as follows:

A triangular area measured 5m each from the point of intersection of any lane with any street or other lane.

- 2.8.7 Replace 14-9 c) with the following:

Exterior stair cases providing access to upper storeys or access between storeys.

- 2.7 Section IV is Enforcement is inserted as follows after Section III and the subsequent sections and table of contents are renumbered accordingly:

SECTION IV ENFORCEMENT

1. The provisions of this Bylaw may be enforced by any Bylaw Enforcement Officer.
2. Any Bylaw Enforcement Officer may enter, in accordance with the *Community Charter*, on or into any property subject to this Bylaw in order to inspect and determine whether all regulations, restrictions and requirements are being met.
3. No person shall obstruct a Bylaw Enforcement Officer who is conducting an inspection or enforcement action in relation to this Bylaw.

- 2.9 Section VII [formerly V] Schedule A - Zoning Map is amended as follows:

2.9.1 The zone of the parcel identified as

Civic Address: NONE
Legal Description: LOT 28 OF DISTRICT LOT 231 GROUP 1 AND OF
THE FRACTIONAL SECTION 19 BLOCK 6
NORTH RANGE 1 EAST NEW WESTMINSTER
DISTRICT PLAN 69963
PID: 001-974-050

is amended

From: A (Agriculture)
To: P1 (Civic Institutional)

2.9.2 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 12 SECTION 18 BLOCK 6 NORTH RANGE 1
EAST NEW WESTMINSTER DISTRICT PLAN
LMP5051
PID: 017-846-528

is amended

From: A (Agriculture)
To: P1 (Civic Institutional)

2.9.3 The zone of the parcel known as

Civic Address: NONE
Legal Description: DISTRICT LOT 7311, NEW WESTMINSTER
DISTRICT
PID: 012-816-361

is amended

From: A (Agriculture)
To: P1 (Civic Institutional)

2.9.4 The zone of the parcel known as

Civic Address: NONE
Legal Description: PARCEL A, BLOCK 6N, RANGE 1E, NEW
WESTMINSTER DISTRICT, PLAN 14789F
PID: 003-034-399

is amended

From: A (Agriculture)
To: P1 (Civic Institutional)

2.9.5 The zone of the parcel known as

Civic Address: NONE
Legal Description: NWP846RX
PID: 013-182-331

is amended

From: Multiple zoning designations
To: P1 (Civic Institutional)

2.9.6 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT H, BLOCK 6N, SECTION 9,16, RANGE 1E,
NEW WESTMINSTER DISTRICT, PLAN NWP8989
PID: 011-369-396

is amended

From: A (Agriculture)
To: P1 (Civic Institutional)

2.9.7 The zone of the parcel known as

Civic Address: NONE
Legal Description: PARCEL "J" (REFERENCE PLAN 9831) LOT 31
SECTION 9 BLOCK 6 NORTH RANGE 1 EAST
NEW WESTMINSTER DISTRICT PLAN 4318
PID: 011-070-366

is amended

From: A (Agriculture)
To: P1 (Civic Institutional)

2.9.8 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 23 EXCEPT: PART DEDICATED ROAD ON
PLAN LMP5051, SECTIONS 17, 18 AND 19
BLOCK 6 NORTH RANGE 1 EAST NEW
WESTMINSTER DISTRICT PLAN 66549
PID: 003-891-232

is amended

From: M2 (Heavy Industrial)

To: P1 (Civic Institutional)

2.9.9 The zone of the parcel known as

Civic Address: NONE
Legal Description: PARCEL 2, DISTRICT LOT 231, NEW
WESTMINSTER DISTRICT, PLAN NWP69614
PID: 001-677-900

is amended

From: M1 (General Industrial)
To: P3 (Parks and Natural Areas)

2.9.10 The zone of the parcel known as

Civic Address: NONE
Legal Description: DISTRICT LOT 7313 GROUP 1 NEW
WESTMINSTER DISTRICT
PID: 001-724-495

is amended

From: M2 (Heavy Industrial)
To: P1 (Parks and Natural Areas)

2.9.11 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 5, DISTRICT LOT 380, NEW WESTMINSTER
DISTRICT, PLAN NWP1106, EXCEPT: FIRSTLY:
PT SUBDIVIDED BY PL NWP2392 SECONDLY:
PCL "B" (REFERENCE PL NWP21658)
PID: 011-993-979

is amended

From: A (Agriculture)
To: P3 (Parks and Natural Areas)

2.9.12 The zone of the parcel known as

Civic Address: NONE
Legal Description: PARCEL 1, DISTRICT LOT 380, NEW
WESTMINSTER DISTRICT, PLAN LMP36959,
GROUP 1, DEDICATED AS HIGHWAY ON PL
39103
PID: 024-052-990

is amended

From: A (Agriculture)
To: P3 (Parks and Natural Areas)

2.9.13 The zone of the parcel known as

Civic Address: 1269 RIVERSIDE DRIVE [Terry Fox Park]
Legal Description: PARCEL 2, BLOCK 6N, SECTION B6N, RANGE
1E, NEW WESTMINSTER DISTRICT, PLAN
LMP33923
PID: 024-052-990

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.14 The zone of the parcel known as

Civic Address: No address
Legal Description: BCP30589
PID: No PID

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.15 The zone of the parcel known as

Civic Address: 1282 LYNWOOD AVENUE
Legal Description: PARCEL 517, SECTION 7, TOWNSHIP 40, NEW
WESTMINSTER DISTRICT, PLAN NWP66660,
PART SW 1/4
PID: 003-892-743

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.16 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 325, SECTION 6/7, TOWNSHIP 40, NEW
WESTMINSTER DISTRICT, PLAN NWP49145,
EXCEPT PLAN 75780, 86586
PID: 006-399-975

is amended

From: Multiple zoning designations

To: P3 (Parks and Natural Areas)

2.9.17 The zone of the parcel known as

Civic Address: 2773 SHAUGHNESSY STREET [Lions
Park/Railside]
Legal Description: LOT A, DISTRICT LOT 379, NEW WESTMINSTER
DISTRICT, PLAN NWP15873
PID: 003-127-664

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.18 The zone of the parcel known as

Civic Address: 2781 SHAUGHNESSY STREET [Lions
Park/Railside]
Legal Description: LOT A, DISTRICT LOT 379, NEW WEST
DISTRICT, PLAN NWP15873
PID: 003-127-664

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.19 The zone of the parcel known as

Civic Address: 2265 PRAIRIE AVENUE [Shaughnessy Park]
Legal Description: PARCEL B, DISTRICT LOT 380, NEW
WESTMINSTER DISTRICT, PLAN NWP65646
PID: 003-657-442

is amended

From: P3 (Parks and Natural Areas)
To: P1 (Civic Institutional)

2.9.20 The zone of the parcel known as

Civic Address: 940 PRAIRIE AVENUE
Legal Description: LOT 438, SECTION 6, TOWNSHIP 40, NEW
WESTMINSTER DISTRICT, PLAN NWP53887
PID: 005-180-104

is amended

From: P1 (Civic Institutional)

To: P3 (Parks and Natural Areas)

2.9.21 The zone of the parcel known as

Civic Address: NONE
Legal Description: BLOCK 6N, RANGE 1E, NEW WESTMINSTER
DISTRICT, PLAN BCP9506
PID: No PID

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.22 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 100, DISTRICT LOT 379, NEW
WESTMINSTER DISTRICT, PLAN NWP58743,
EXCEPT PLAN 68311
PID: 000-734-926

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.23 The zone of the parcel known as

Civic Address: 2611 MCALLISTER AVENUE
Legal Description: LOT 99, DISTRICT LOT 379, NEW
WESTMINSTER DISTRICT, PLAN NWP58743
PID: 000-734-918

is amended

From: P1 (Civic Institutional)
To: P3 (Parks and Natural Areas)

2.9.24 The zone of the parcel known as

Civic Address: NONE
Legal Description: DISTRICT LOT 380, NEW WESTMINSTER
DISTRICT, PLAN BCP36658, GROUP 1,
DEDICATED PARK
PID: No PID

is amended

From: RS2 (Residential Small Scale 2)
To: P3 (Parks and Natural Areas)

2.9.25 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 3, BLOCK 6N, RANGE 1E, NEW
WESTMINSTER DISTRICT, PLAN EPP27932
PID: 029-139-601

is amended

From: RS2 (Residential Small Scale 2)
To: P3 (Parks and Natural Areas)

2.9.26 The zone of the parcel known as

Civic Address: 2012 SASKATCHEWAN AVENUE
Legal Description: PARCEL H, DISTRICT LOT 340, NEW
WESTMINSTER DISTRICT, GROUP 1, (PLAN
WITH FEE DEPOSITED 25132E) EXC PT
SUBDIVIDED BY PL 71468
PID: 003-802-604

is amended

From: RS2 (Residential Small Scale 2)
To: P3 (Parks and Natural Areas)

2.9.27 The zone of the parcel known as

Civic Address: NONE
Legal Description: NWP2111
PID: 012-545-031

is amended

From: Multiple
To: P3 (Parks and Natural Areas)

2.9.28 The zone of the parcel known as

Civic Address: NONE
Legal Description: NWP2111
PID: 012-545-023

is amended

From: RS2 (Residential Small Scale 2)

To: P3 (Parks and Natural Areas)

2.9.29 The zone of the parcel known as

Civic Address: NONE
Legal Description: PARCEL D, DISTRICT LOT 380, NEW
WESTMINSTER DISTRICT, PLAN NWP6234,
EXCEPTPLAN 69280
PID: 001-454-030

is amended

From: DC (District Commercial)
To: P3 (Parks and Natural Areas)

2.9.30 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 246, SECTION 7, TOWNSHIP 40, NEW
WESTMINSTER DISTRICT, PLAN NWP38481
PID: 008-509-859

is amended

From: RS1 (Residential Small Scale 1)
To: P3 (Parks and Natural Areas)

2.9.31 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 161, SECTION 6, TOWNSHIP 40, NEW
WESTMINSTER DISTRICT, PLAN NWP39730
PID: 008-651-060

is amended

From: RS1 (Residential Small Scale 1)
To: P3 (Parks and Natural Areas)

2.9.32 The zone of the parcel known as

Civic Address: NONE
Legal Description: LOT 161, SECTION 6, TOWNSHIP 40, NEW
WESTMINSTER DISTRICT, PLAN NWP39730
PID: 008-651-060

is amended

From: RS1 (Residential Small Scale 1)
To: P3 (Parks and Natural Areas)

2.9.33 The zone of the parcel known as

Civic Address:	1214 ELLIS DRIVE
Legal Description:	LOT 211, SECTION 6, TOWNSHIP 40, NEW WESTMINSTER DISTRICT, PLAN NWP34229
PID:	007-000-511
is amended	
From:	Multiple zoning designations
To:	P3 (Parks and Natural Areas)

3.0 Section VII [formerly V] Schedule D – Prescribed is amended as follows:

2.9.34 Remove 2043, 2039, 2035, 2031, 2023, 2019, and 2015 Suffolk Ave from the Impacted Parcels designation within the 400 m prescribed bus stop area depicted on the map.

READ A FIRST TIME this	8 th day of	April, 2025
READ A SECOND TIME this	8 th day of	April, 2025
READ A THIRD TIME this	8 th day of	April, 2025
ADOPTED this	day of	, 2025

Mayor

Corporate Officer

RECOMMENDATION:

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.*

PREVIOUS COUNCIL/COMMITTEE ACTION

March 12, 2024 – Council adopted Zoning Amendment Bylaw No.4360 to provide for minor housekeeping changes.

REPORT SUMMARY

This report outlines a number of recommended changes to the Zoning bylaw (No. 3630) that are minor or of a housekeeping nature. These amendments are intended to ensure consistency with the City's own regulations and those of senior levels of government, address mapping or typographical errors and omissions, and clarify the intent of regulations or correct misinterpretations or inconsistencies.

BACKGROUND & DISCUSSION

The following amendments are recommended by staff to provide greater clarity and consistency to existing Zoning bylaw regulations, align with senior government legislation, or correct minor errors and omissions:

1. Insert a definition of "Bylaw Enforcement Officer" and associated provisions and ticketing to enforce the rights of an Officer to inspect a property in accordance with the *Community Charter*. This authority was included in prior iterations of the Zoning bylaw, but has been omitted from the most recent version.
2. Improving the Agricultural zone layout, along with updates to regulations and definitions to clarify provisions related to permitted farm residence accessory facility buildings and structures and to ensure floor area regulations pertaining to "open to above" and crawl spaces to align with other zones.
3. Clarify regulations that were mis-aligned or missed when the City instituted amendments to address Bill 44, including:
 - a. aligning floor area ratio exclusions and accessory building and structure floor area limits for detached and attached garages, carports, and Accessory Dwelling Units (ADUs);

- b. updating the definitions of “Single Residential”, “Townhouse”, and “Rowhouse” to clarify the intent and reference to the number of permitted principal dwellings;
 - c. updating the definition of “Triplex” to clarify the siting of secondary suites is in keeping with BC Building Code requirements;
 - d. ensuring ADU’s are sited to maintain road safety view corridors; and
 - e. aligning the 6 m separation required between an ADU and a principal dwelling with BC Building Code fire separation requirements.
4. Minor changes to meet the intent of regulations throughout the bylaw such as:
- a. including guardrails as a building feature excluded from height calculations (alongside other such similar rooftop projections already exempted);
 - b. deleting the industrial floor area limits in CD20 (Comprehensive Zone 20), this was originally intended to regulate the siting of the industrial buildings but has unintended consequences for mezzanines and does not fit with current industrial policies to support intensification;
 - c. provide for cafes and concessions at municipal parks and recreation facilities to serve alcohol; and
 - d. updates to ambiguous, missed, or confusing wording, civic addresses, legal descriptions, notes, figures, and errors where needed.
5. Amend Schedule A – Zoning Map to apply P1 (Civic Institutional) and (P3 (Park and Natural Area) zoning to incorrectly zoned City owned land to reflect their P (Park and Recreation) or PR (Park Reserve) designation in the Official Community Plan. These parcels have either retained historic zoning, such as Agriculture, or have had the zoning of an adjacent parcel applied through mapping error; this amendment will ensure all lands designated for park uses within the City are zoned appropriately.
6. Amend Schedule D – Prescribed bus stop map to remove lots included by error.


Staff recommend that the requirement for a Public Hearing be waived as the proposed amendments are generally minor, corrective, or administrative in nature and are in keeping with the Official Community Plan.

FINANCIAL IMPLICATIONS

None.

Zoning Bylaw Minor and Housekeeping Amendments 2025

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the Zoning Bylaw be amended as described in this report and that the requirement for a Public Hearing be waived.
	2	Recommend to Council that the Zoning Bylaw only be amended for selected items or request additional information before making a decision.
	3	Determine that no changes should be made at this time pending receipt of further information.

Lead author(s): Paul Cloutier

Road Closure and Removal of Highway Dedication Bylaw for Prince Street Road Allowance – Adoption

RECOMMENDATION:

That “Road Closure and Removal of Highway Dedication Bylaw for Prince Street Road Allowance, 2025, No. 4386”, be adopted.

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 8, 2025, “Road Closure and Removal of Highway Dedication Bylaw for Prince Street Road Allowance, 2025, No. 4386” was given first three readings.

On September 10, 2024, Council approved:

1. “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2024, No. 4385” be given first three readings to amend 1884, 1904, 1912, 1920 and 1930 Harbour Street; 1887, 1893 and 1911 Prince Street; and 1155 Pitt River Road from RS1 (Residential Small-Scale 1) to RTh3 (Residential Townhouse 3); and
2. Prior to adoption of the amendment bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Installation of tree protection fencing for retained trees;
 - b. Registration of legal agreements to ensure buildings are designed to incorporate recommendations of the Acoustical Evaluation and for the construction of a sound attenuation fence along Mary Hill Road;
 - c. **Completion of road closure and sale of Prince Street;**
 - d. Consolidation of the site and dedication of corner cuts; and
 - e. Submission of plans, fees and securities for off-site works and services including relocation of the existing Prince Street sanitary main and installation of flashing pedestrian beacons and streetlighting at Pitt River Road and Harbour Street crosswalks.

On July 9, 2024, Committee of Council resolved that the above recommendation be forwarded to Council for approval.

OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Adopt the Bylaw.
	2	Defer adoption of the Bylaw and request staff to provide additional information (to be specified).
	3	Decline adoption of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4386

Attachment 2 – Report to Committee, July 9, 2024

CITY OF PORT COQUITLAM

ROAD CLOSURE AND REMOVAL OF HIGHWAY DEDICATION BYLAW FOR PRINCE STREET ROAD ALLOWANCE, 2025

Bylaw No. 4386

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

1. CITATION

This Bylaw is cited as “Road Closure and Removal of Highway Dedication Bylaw for Prince Street Road Allowance, 2025, No. 4386.

2. ADMINISTRATION

2.1 The portion of road shown in heavy outlined areas on Reference Plan EPP141598 which was prepared on the 3rd day of October, 2024, by Matthew C. Onderwater, a certified British Columbia Land Surveyor, and is included in Schedule 1 of this Bylaw, is permanently closed to traffic.

2.2 The dedication of ‘Highway’ is now removed from the said portion of road included within the heavy outlined area shown on Reference Plan EPP141598.

READ A FIRST TIME this	8 th day of	April, 2025
READ A SECOND TIME this	8 th day of	April, 2025
READ A THIRD TIME this	8 th day of	April, 2025
ADOPTED this	day of	, 2025

Mayor

Corporate Officer

SCHEDULE 1

