

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the March 13, 2018, Regular Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the February 27, 2018, Regular Council Meeting

Recommendation:

That the February 27, 2018, Regular Council Meeting Minutes be adopted.

4. PRESENTATION

4.1 PoCo Saints U12 Girls Field Lacrosse Team – 2018 Provincial Champions

5. CORRESPONDENCE

5.1 Petition

6. BYLAWS

6.1 OCP Amendment Bylaw No. 4046 and Zoning Amendment Bylaw No. 4047 for Residential Regulations - First Two Readings

Recommendation:

That Council give 1st and 2nd Readings to Official Community Plan Amending Bylaw 4046 and Rezoning Bylaw 4047.

6.2 Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 - First Three Readings

Recommendation:

That Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 receive first three readings.

6.3 Local Improvement Amendment Bylaw No. 4048 - First Three Readings

Recommendation:

That Local Improvement Amendment Bylaw No. 4048 receive first three readings.

6.4 Smoking Control Bylaw No. 4037 - Final Reading

Recommendation:

That Smoking Control Bylaw No. 4037 receive final reading.

7. REPORTS

7.1 Offset to Address the Elimination of Municipal Officers' Allowance

Recommendation:

That the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.

8. STANDING COMMITTEE VERBAL UPDATES

8.1 Finance & Budget Committee

9. NEW BUSINESS

10. OPEN QUESTION PERIOD

11. CLOSED ITEMS TO RELEASE TO PUBLIC

The following resolutions from closed meetings have been released to the public:

February 13, 2018, Finance and Budget Committee

That Finance and Budget Committee endorse the Staff Directed efficiencies and service level adjustments as outlined in the February 13, 2018, staff report, 2018 Public Works Service Level Adjustments.

February 27, 2018, Finance and Budget Committee

- 1) *That Metro Vancouver be advised that the City of Port Coquitlam will participate in the regional recycling facility to be located at the new Coquitlam Transfer Station based on the cost share formula that weights 50% to usage and 50% population; and*
- 2) *That staff continue to collaborate with private local depots to maximize recycling and diversion opportunities.*

12. RESOLUTION TO CLOSE

12.1 Resolution to Close the March 13, 2018, Regular Council Meeting to the Public
Recommendation:

That the Regular Council Meeting of March 13, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

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

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
February 27, 2018

Present:

Chair – Mayor Moore
Councillor Dupont
Councillor Forrest
Councillor Penner
Councillor Pollock
Councillor Washington
Councillor West

Absent:**Directors & Officers Present:**

Acting Chief Administrative Officer
Corporate Officer
Director, Corporate Support
Director, Development Services
Director, Finance
Director, Human Resources
Director, Recreation

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the February 27, 2018, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of “Metro Vancouver Regional District Amending Bylaw” as Item 5.2.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the January 23, 2018, Regular Council Meeting

Moved - Seconded:

That January 23, 2018, Regular Council Meeting Minutes be adopted.

Carried

3.2 Minutes of the January 23, 2018, Special Council Meeting

Moved - Seconded:

That January 23, 2018, Special Council Meeting Minutes be adopted.

Carried

4. PROCLAMATIONS

4.1 Pink Shirt Stop-Bullying Day – February 28, 2018

Ms. Zoey Taylor presented an overview of Pink Shirt Stop-Bullying Day.

5. REPORTS

5.1 Community Cultural Development Investment Grant Program

Moved - Seconded:

That Council approve the following Project Category grant requests from the Community Cultural Development Investment Program:

- *Tri-Cities Iranian Mini Soccer Festival - \$4,000; and*
- *Polonez Polish Canadian Dance Society - \$ 4,000.*

Carried

5.2 Metro Vancouver Regional District Amending Bylaw

Moved - Seconded:

That Council approve adoption of Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1260, 2018, by providing consent on behalf of the electors.

Carried

6. STANDING COMMITTEE VERBAL UPDATES

6.1 Community and Intergovernmental Committee

Mayor Moore provided an update.

6.2 Finance and Budget Committee

Councillor Washington provided an update.

6.3 Healthy Community Committee

Councillor Pollock provided an update.

6.4 Smart Growth Committee

Councillor West provided an update.

6.5 Sustainability and Environment Committee

Councillor Dupont provided an update.

7. NEW BUSINESS

7.1 Council provided a few updates related to community events.

8. OPEN QUESTION PERIOD

8.1 No public comments.

9. RESOLUTION TO CLOSE

9.1 Resolution to Close the February 27, 2018, Regular Council Meeting to the Public

Moved - Seconded:

That the Regular Council Meeting of February 27, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

a) labour relations or other employee relations;

Carried

Certified Correct,

Mayor

Corporate Officer

Somerset Street Road Rehabilitation Petition

RECOMMENDATION:

None

REPORT SUMMARY

A petition concerning the rehabilitation of Somerset Street was received by the Corporate Office on March 5, 2018. The petition cites a concern regarding the absence of curbing and ditch filling in the proposed work plan for the street.

DISCUSSION

A petition concerning the rehabilitation of Somerset Street was received by the Corporate Office on March 5, 2018. The request of the petition is that Council reconsider the proposed rehabilitation for Somerset Street, by adding curbing and filling ditches.


The Finance and Budget committee previously set clear methodology for the neighbourhood rehabilitation program. It is recommended that staff provide a response to the residents informing them of this process and the reasoning behind it.

Alternatively, Council may wish to refer the matter to the Finance and Budget committee for further consideration.

In consideration of privacy laws, the petition has not been included in the public agenda package, but has been circulated to Mayor and Council privately.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Take no action. (Maintain current workplan)
2	Refer the matter to the Finance and Budget committee

Amendment of Official Community Plan Policies and Zoning Bylaw Regulations for Small Lot Residential and Duplex Developments

RECOMMENDATION:

That Council give 1st and 2nd Readings to Official Community Plan Amending Bylaw 4046 and Rezoning Bylaw 4047.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the February 21, 2018, meeting of the Sustainability and Environment Committee, the following motions were passed:

1. That having given consideration to s.475 of the *Local Government Act*, the Sustainability & Environment Committee confirm the following consultation for the proposed Official Community Plan amendments:
 - (a) Staff consultation with the community in preparation of the Housing Action Plan; and
 - (b) Consideration of the proposals at regular meetings of the Smart Growth Committee and the Sustainability & Environment Committee.
2. That the Sustainability & Environment Committee direct staff to prepare the following Official Community Plan amendments for Council consideration:
 - (a) Inclusion of additional areas within the Residential Small Lot Designation;
 - (b) Strengthened policies related to landscaping in areas designated Residential;
 - (c) Revised policies related to locations for duplexes; and,
 - (d) Revised guidelines for the form and character of duplexes.
3. That the Sustainability & Environment Committee direct staff to prepare the following amendments to the Zoning Bylaw for Council consideration:
 - (a) Change the minimum lot width in the RS4 zone to 9.5m;
 - (b) Change the side yard setback of the RD zone (duplex) to that of the RS1 zone;
 - (c) Establish the minimum lot size for a duplex-zoned lot to be 500m²; and,
 - (d) Permit duplexes within the RS4 zone if the lot has a minimum size of 500m².

REPORT SUMMARY

This report brings forward the staff report, *Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods*, which was considered by the Sustainability and Environment Committee at its meeting held February 21st, 2018. Committee recommends to Council that opportunities for smaller lots and duplexes within established neighbourhoods be enhanced by amending Official Community Plan policies and Zoning Bylaw regulations.

BACKGROUND

The Background to this report is described in the staff report.

DISCUSSION

Committee discussion of the staff report identified it supports proceeding with the policy and bylaw amendments as recommended.

Amendment of Official Community Plan Policies and Zoning Bylaw Regulations for Small Lot Residential and Duplex Developments


FINANCIAL IMPLICATIONS

As noted in the staff report to Committee, none directly related to the bylaw amendments. If approved, the changes would support residential growth in established neighbourhoods which benefits tax revenues and makes efficient use of existing infrastructure and services.

PUBLIC CONSULTATION

Committee concurred with an enhanced notification process including a mailed notice of the public hearing (along with information describing the changes) to properties located within the expanded area to be designated "Small Lot Residential". If Council gives 1st and 2nd reading to the bylaw amendments at its March 13th meeting, then the public hearing will be scheduled for April 10th to provide sufficient time for residents and owners to be informed of the proposed amendments.

OPTIONS

#	Description
1 	Council may give 1 st and 2 nd Reading to Official Community Plan and Zoning Bylaw amendments to implement changes for small lot residential and duplex developments.
2	Council may determine that it wishes to provide further opportunities for public comment on the amending bylaws prior to proceeding with consideration of the bylaw amendments
3	Council may determine that it does not wish to consider amending the Official Community Plan and Zoning Bylaw at this time.

ATTACHMENTS

Attachment #1: Report to the Sustainability and Environment Committee, *Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods*

Attachment #2: Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2018, No. 4046

Attachment #3: Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4047

Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods

RECOMMENDATIONS:

1. That having given consideration to s.475 of the *Local Government Act*, the Sustainability & Environment Committee confirm the following consultation for the proposed Official Community Plan amendments:
 - (a) Staff consultation with the community in preparation of the Housing Action Plan; and
 - (b) Consideration of the proposals at regular meetings of the Smart Growth Committee and the Sustainability & Environment Committee.
2. That the Sustainability & Environment Committee direct staff to prepare the following Official Community Plan amendments for Council consideration:
 - (a) Inclusion of additional areas within the Residential Small Lot Designation;
 - (b) Strengthened policies related to landscaping in areas designated Residential;
 - (c) Revised policies related to locations for duplexes; and,
 - (d) Revised guidelines for the form and character of duplexes.
3. That the Sustainability & Environment Committee direct staff to prepare the following amendments to the Zoning Bylaw for Council consideration:
 - (a) Change the minimum lot width in the RS4 zone to 9.5m;
 - (b) Change the side yard setback of the RD zone (duplex) to that of the RS1 zone;
 - (c) Establish the minimum lot size for a duplex-zoned lot to be 500m²; and,
 - (d) Permit duplexes within the RS4 zone if the lot has a minimum size of 500m².

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 26, 2016, Smart Growth Committee meeting, the following motion was passed:

"That the implementation actions outlined in the Housing Action Plan be endorsed."

At the May 25, 2016, Smart Growth Committee meeting, the following motion was passed:

"That staff be authorized to consult with the community on options to provide for additional housing choice in established neighbourhoods."

At the November 24, 2016, Smart Growth Committee meeting, the following motion was passed:

"That the "Let's Talk Housing" report be received for information."

REPORT SUMMARY

This report brings forward recommended policy and bylaw amendments that would implement recommendations of the *Housing Action Plan* by increasing the opportunities for where smaller lots and duplexes may be located within established neighbourhoods. The report further proposes enhancements to form and character guidelines for duplexes to help ensure a better fit into existing neighbourhood character.

Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods

BACKGROUND

The *Housing Action Plan* identifies the need for the City to provide for additional types of housing in established single residential neighbourhoods and recommends allowing for coach houses, expanding opportunities for subdivision and creating additional opportunities for duplexes.

In the spring of 2016 staff brought forward detailed implementation proposals for each of these actions and, as directed by Smart Growth Committee, engaged the community in a broad consultation process to gauge support for the proposed options. The consultation resulted in input from over 1000 people and confirmed substantial interest in providing for more ground-oriented housing choices. The consultation also identified the need to ensure new housing forms and increased housing opportunities would be sensitive to the established character of their neighbourhoods, including landscaping.

In the spring of 2017, the City implemented amendments to its bylaws to permit coach houses on lots that met specified criteria. These changes have generated a high level of interest with six current applications and ongoing enquiries.

Staff had originally suggested proposed changes to increase opportunities for smaller lots and duplexes could be included with the Official Community Plan (OCP) update. However, staff now recommend proceeding with these changes at this time as the OCP update has been deferred to 2019 and the amendments would help accommodate community demand for additional housing opportunities.

DISCUSSION

Small Lots: The OCP specifies subdivisions with small lots are currently permitted by designating such areas as “Small Lot Residential”; the Zoning Bylaw includes all properties within this designation in the Single Residential RS4 zone, a zone specifically created for small lot areas. Since these amendments were made in 2008, the development of new homes on the smaller-sized lots has been a popular option and the community has indicated support for designation of additional areas. A number of variance applications have also been processed where proposed lots had sufficient area to be subdivided but insufficient width to meet the required minimum lot width of 10m (33’).

This report proposes opportunities to create new small lots within established neighbourhoods be increased by making two major changes:

- (1) expanding the areas designated Small Lot Residential in the OCP; and,
- (2) modifying the minimum small lot width in the Zoning Bylaw to 9.5m.

Both of these options were supported by the community in the consultation process.

Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods

When the Smart Growth Committee considered areas proposed by staff to be included in the Small Lot Residential area designation (November 2016), direction was given that these areas be expanded. In accordance with that direction, this report proposes the designation be applied to a number of additional areas. All proposed areas meet the following criteria:

- a context of small lots;
- lane access (if lots are located on arterial routes); and,
- proximity to transit and services.

The changes to the OCP designation are recommended for approval. However, it is not being suggested that the additional step of rezoning to the RS4 zone of the new designated areas be undertaken, in order to ensure the City is able to obtain infrastructure such as sidewalks, street trees and lane improvements through the rezoning process as such improvements are not required in established neighbourhoods unless an owner is creating more than three lots through a subdivision process. Applicants will be encouraged to work with owners of neighbouring properties so that their rezoning applications may be applied to more than a single property, if appropriate.

It is also being recommended that the minimum lot width of the RS4 zone be reduced from 10m (33') to 9.5m (31.2'). This change would better accommodate a number of situations where lots are slightly too small for subdivision while still ensuring the lots have sufficient width and area for appropriate development.

12m-wide lots: For the most part, properties within the City's established neighbourhoods are zoned RS1, a zone that requires the lot width for any new lot to be a minimum of 15m (49.2'). While some neighbourhoods have lots zoned RS2, which allows for a minimum lot width of 12m (39.4'), relatively few areas are subject to this zoning and they tend to be small and fragmented.

Current OCP policies encourage the retention of an overall large lot character by limiting where lots may be considered for rezoning to the RS2 zone to those areas with an established context of lots already having a reduced width (this policy recognizes that some lots within the RS1 zone do not meet the minimum lot width because their subdivision pre-dated the zoning).

This report recommends that additional opportunities for 12m-wide lots be created in established neighbourhoods (i.e., areas designated by the OCP as "Residential") by replacing the current policy that RS2 lots may only be located where there is an established context of smaller lots with one that will allow for more situations where Council may give such consideration. In review of this proposal with the community, there was general support, subject to mitigation of issues related to adequate parking, capacity for additional traffic and avoiding loss of mature trees. These issues can be addressed on a case-by-case basis through the rezoning process.

Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods

The following revised policy is proposed:

“Consider rezoning of property within a Residential land use designation to facilitate subdivision, if the rezoning would result in one or more of the following public benefits:

- dedication of lands for roads, parks, watercourse protection, trail connections or similar public purposes;
- installation of off-site infrastructure such as sidewalks, street trees and lighting for the subject property and, where appropriate, extension of this infrastructure to address gaps in service or connections within the immediate area;
- retention of a heritage-listed home or landscape feature; or
- design and construction of buildings and landscaping to achieve a superior quality of design and enhanced fit with the established neighbourhood character.

Duplexes: Currently, duplexes (two attached dwellings) are only permitted where the property is zoned Residential Duplex (RD). The planning objective of the current OCP policy for duplexes is to avoid a concentration of this housing type in established neighbourhoods and, to implement this objective, the Plan’s policies specify that Council may “... consider rezoning to permit a duplex where the site is not closer than 180m (590 ft.) to any other duplex use fronting on the same side of the same street as measured between the two closest property lines along the same side of the street upon which such properties front”.

The “Let’s Talk Housing” consultation revealed there is community support to expand location options to allow for more duplexes, subject to addressing a number of issues associated with the fit of some duplex designs. While sites zoned to permit a duplex are designated as development permit areas to regulate the form and character of their buildings and landscaping, the OCP currently does not include specific guidelines for this housing form but applies a more generic guideline applicable to intensive residential developments. An amendment to the OCP is recommended to address the community’s concern by including guidelines specific to duplexes. The guidelines proposed by this report are intended to achieve developments designed to fit the neighbourhood character and specific siting circumstances.

In addition to increasing opportunities where sites for duplexes may be located within the RS1 and RS2 areas, staff experience in applying the RS4 zoning regulations has identified a number of circumstances where lots within this small lot zone have insufficient width or area to be subdivided into two, but have ample size to accommodate a duplex. For this reason, it is recommended that duplexes be a permitted use within the RS4 zone on lots with a minimum size of 500m².

The following policy for duplexes is recommended to replace the current policy:

4. “Consider rezoning of property within a Residential land use designation to permit development of a duplex in the following circumstances:

Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods

- if there is no other site within 100m zoned to permit a duplex on the same street, fronting the same street or if it is a corner lot
- if the rezoning would result in one or more of the following public benefits:
 - dedication of lands for roads, parks, watercourse protection, trail connections or similar public purposes;
 - installation of off-site infrastructure such as sidewalks, street trees and lighting for the subject property and, where appropriate, extension of this infrastructure to address gaps in service or connections within the immediate area;
 - design and construction of the duplex and landscaping of the lot to achieve a superior quality of design and enhanced fit with the established neighbourhood character

It is further recommended that the Zoning Bylaw be amended to apply the same side yard setback as that of the RS1 zone, change the minimum lot size for a duplex lot within the RD zone to be 500m², and allow duplexes as a permitted use in the RS4 zone on lots with a minimum size of 500m².

DISCUSSION

The recommended OCP policy and zoning bylaw amendments are in line with the direction of the *Housing Action Plan* to promote additional ground-oriented housing in established neighbourhoods. The broad public consultation process informing this plan, “Let’s Talk Housing”, revealed substantial community support for the proposed changes. With the recent increase in cost of housing and continued demand for ground-oriented options, it is expected that this support continues to be strong. To address concerns raised by some residents about neighbourhood fit and impacts, the recommendations of this report include both process (e.g., requiring rezoning) and enhanced design guidelines.

FINANCIAL IMPLICATIONS

None directly related to the recommended bylaw amendments. If approved, the changes would support residential growth in established neighbourhoods which benefits tax revenues and makes efficient use of existing infrastructure and services.

ENVIRONMENTAL IMPLICATIONS

The proposed amendments are in keeping with a fundamental strategy of the *Environmental Strategic Plan*, which is to continue to work towards the concepts of smart growth and complete communities, including a diversity of housing forms to meet different needs. The Plan also promotes infill development in established neighbourhoods.


Housing Action Plan Implementation - Housing Choice in Established Neighbourhoods

PUBLIC CONSULTATION

A broad consultation process was conducted in 2016. Consideration of the recommendations of this report will require holding public hearings. To ensure property owners within the proposed small lot designation areas are informed of the amendment, it is recommended that a public notice be mailed to these property owners. Further, this public notice should include a pamphlet describing the changes, provide contact information if the recipients have questions and that the date for the Public Hearing accommodate this additional consultation.

OPTIONS

(Check = Staff Recommendation)

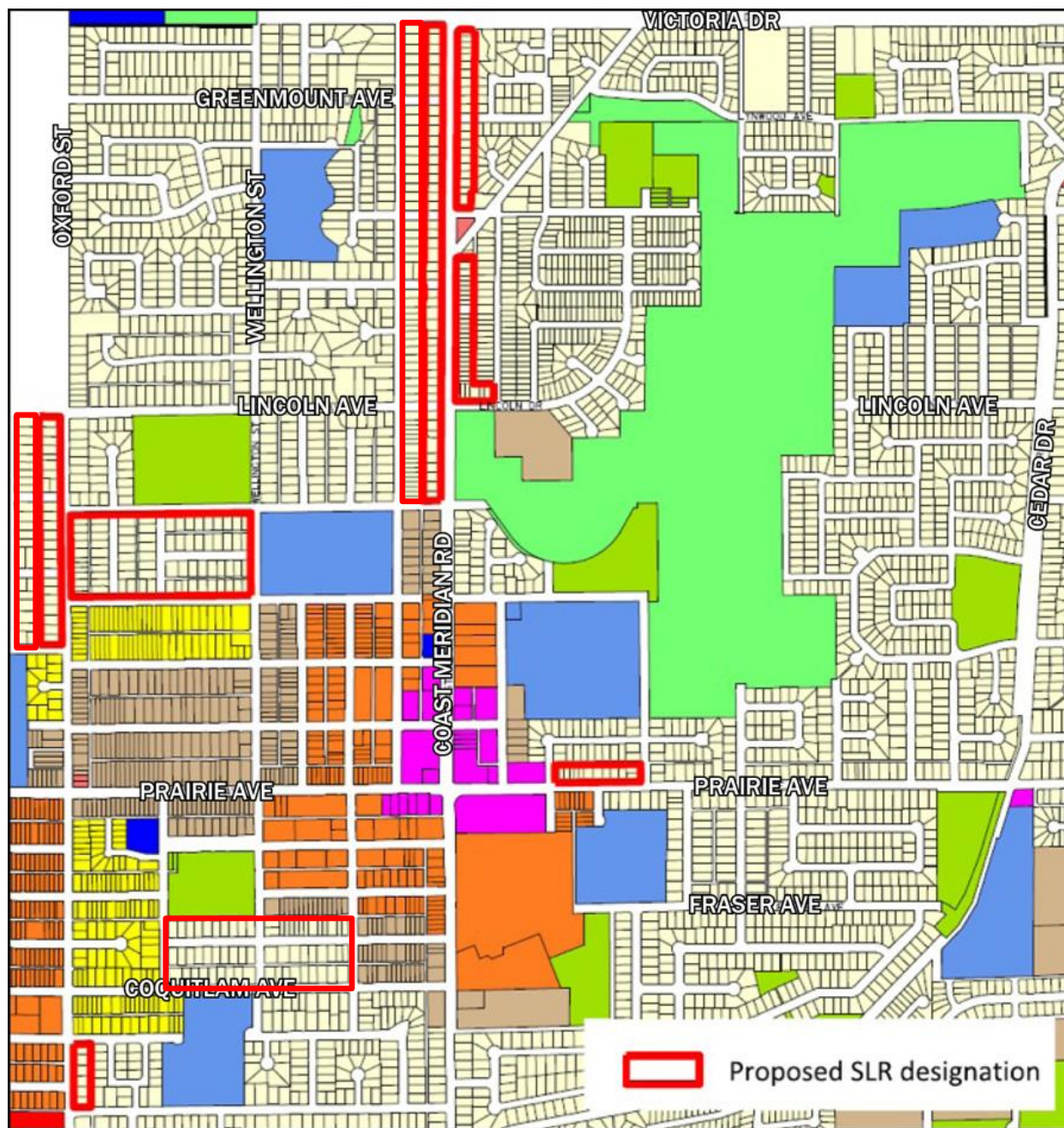
#	Description
1 	Proceed with the amendments to the OCP and Zoning Bylaw as recommended
2	Determine that further public consultation should be undertaken prior to proceeding with consideration of the recommended bylaw amendments
3	Defer taking any action until the OCP is updated in 2019.

ATTACHMENTS






Attachment #1: Map of proposed Small Lot Residential designations

Attachment #2: Proposed Development Permit Guidelines for Duplexes

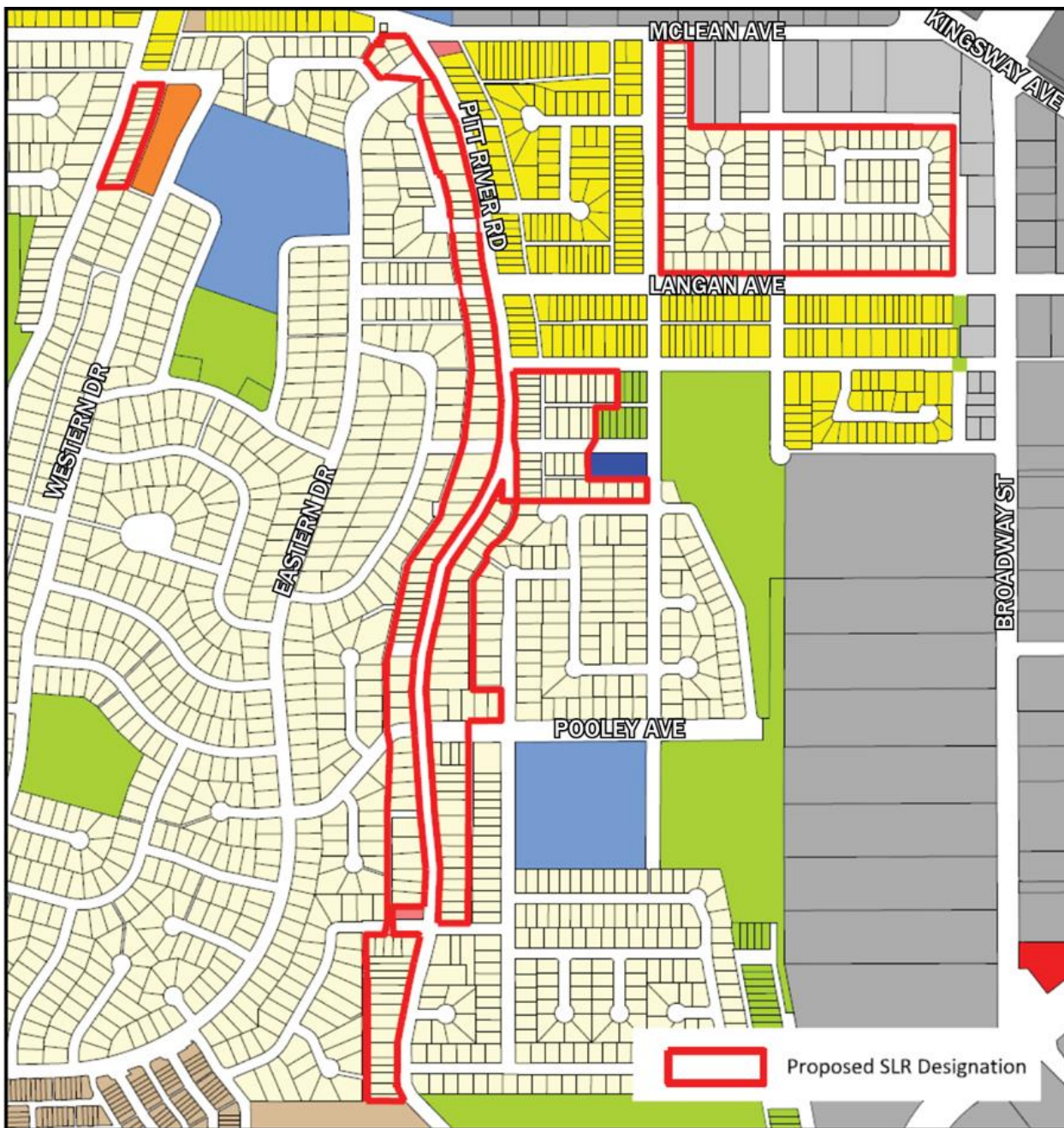
Proposed Additional Small Lot Residential Areas (Northside):



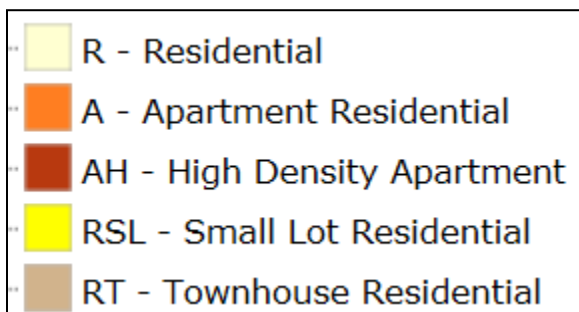
Land Use Designations:

	R - Residential
	A - Apartment Residential
	AH - High Density Apartment
	RSL - Small Lot Residential
	RT - Townhouse Residential

Proposed Additional Small Lot Residential Areas (Southside):



Land Use Designations:



Draft Design Guidelines for a Duplex

- Design that is respectful of neighbourhood characteristics and the scale and height of adjacent homes.
- Second storeys stepped back, recessed or articulated to reduce visual impact.
- Side by side duplex units staggered, or designed with variation in height and massing to avoid long continuous front facades.
- Duplexes located on corner lots designed to provide a street presence on both streets by the location of entries, windows and appropriate landscaping.
- Where vehicle access must be from the street, the visual impact of driveways in the front yard minimized by a paved surface limited to 6 m (20 ft.) in width. Where vehicle access is from the lane, onsite vehicle parking located in detached garages to minimize impervious surfaces and create usable, landscaped yards.
- Privacy between properties provided by the use of architectural treatment, hedges, fences or planting beds along interior side and rear yard lines to create appropriate screening.
- Open parking spaces screened with landscaping or fencing. Pervious surfaces are encouraged to minimize hard surfaces in the yards.
- A minimum of two trees, in addition to any required street trees, located in a front yard.

A Bylaw to amend the Official Community Plan policies and land use designations for single and duplex residential uses.

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

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

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

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

Citation

1. This Bylaw may be cited for all purposes as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2018, No. 4046".

Administration

2. In Chapter 7, Policies, Section 7.2, Housing and Neighbourhoods, Housing Policies
 - (a) that Policy 2 be replaced with the following new policy:
 - "2. Consider rezoning of property within a Residential land use designation to facilitate subdivision into smaller lots, if the rezoning would result in one or more of the following public benefits:
 - a. dedication of lands for roads, parks, watercourse protection, trail connections or similar public purposes;
 - b. installation of off-site infrastructure such as sidewalks, street trees and lighting for the subject property and, where appropriate, extension of this infrastructure to address gaps in service or connections within the immediate area;

- c. retention of a heritage-listed home or landscape feature; or
- d. design and construction of buildings and landscaping to achieve a superior quality of design and enhanced fit with the established neighbourhood character.” and,

(b) that Policy 4 be replaced with the following new policy:

“4. Encourage duplexes in areas designated Residential and Small Lot Residential, excluding the Riverwood neighbourhood. Consider rezoning of property within a Residential land use designation to permit a duplex use,

- a. if there is no other site within 100m zoned to permit a duplex on the same street, fronting the same street or if it is a corner lot; and,
- b. if the rezoning would result in one or more of the following public benefits:
 - (i) dedication of lands for roads, parks, watercourse protection, trail connections or similar public purposes;
 - (ii) installation of off-site infrastructure such as sidewalks, street trees and lighting for the subject property and, where appropriate, extension of this infrastructure to address gaps in service or connections within the immediate area;
 - (iii) retention of a heritage-listed home or landscape feature; or
 - (iv) design and construction of buildings and landscaping to achieve a superior quality of design and enhanced fit with the established neighbourhood character.”

3. That in Chapter 9 Development Permit Areas, Section 9.5 Intensive Residential Areas, that a new section “xvii – Duplex Dwellings (RD Zone)” be added as follows:

“xvii Duplex Dwellings (RD Zone)

The form and character of dwellings and landscaping of duplex properties should be designed in accordance with the following guidelines:

- a. Create an overall form, massing, and design character that is respectful of established neighbourhood characteristics, including the scale and height of adjacent homes;
- b. Reduce the visual impact of a second storey of the building by a stepped back, recessed or articulated design;
- c. Avoid a long continuous front façade for buildings designed with side-by-side dwelling units by staggering unit siting, varying roof height or utilizing other architectural treatments;
- d. Create an orientation to each street for buildings on corner lots by facing the main entry of each unit toward the street and designing pathways and complementary landscaping to connect these main entries with the street;

- e. Locate onsite vehicle parking in a detached garage where vehicle access is from the lane to minimize driveway paving and promote usable yard space;
- f. Minimize the visual impact of driveways where vehicle access is from the street by limiting the maximum width of the paved surface to 6m.;
- g. Enhance the landscaped character by planting a minimum of two trees (one per dwelling unit) in a front yard or exterior side yard;
- h. Promote privacy between dwelling units and adjoining properties by including hedges, fences or planting beds along both interior side and rear yard lines;
- i. Screen open parking spaces with landscaping or fencing; and
- j. Maximize permeable surfaces for driveways, paths and patios through use of materials such as brick pavers, porous paving materials, plastic grids, and gravel.

4. That Map 16: Land Use Designations be replaced with the attached Map 16 dated March 13, 2018

Read a first time by the Municipal Council this 13th day of March, 2018.

Read a second time by the Municipal Council this 13th day of March, 2018.

Mayor

Corporate Officer



NOTICE OF PUBLIC HEARING

PROPOSED OCP AMENDMENT BYLAW NO. 4046 & PROPOSED ZONING AMENDMENT BYLAW NO. 4047

Tuesday, April 10, 2018 at 7:00 pm

Council Chambers, Third Floor, Port Coquitlam City Hall
2580 Shaughnessy Street, Port Coquitlam, BC

Intent of the Bylaws:

The proposed Official Community Plan amendments include:

- expanding areas with the land use designation, "Small Lot Residential",
- allowing for additional conditions where Council may consider rezoning larger residential lots to facilitate smaller-sized lots within established neighbourhoods,
- allowing for additional conditions where Council may consider rezoning to allow for duplexes, such as corner lots, within established neighbourhoods
- applying specific design guidelines to promote a better fit of new duplexes with existing neighbourhood character, and
- promoting additional landscaping, including trees, in small lot and duplex developments.

The proposed Zoning Bylaw amendments include:

- reducing the minimum lot width and frontage regulations of the Small Lot Residential RS4 zone from 10m to 9.5m.,
- setting a minimum lot size of 500m² for a duplex use, and,
- allowing duplexes as a permitted use (on lots >500m²) within the RS4 zone.

Inspection of Documents:

Copies of the proposed bylaws may be inspected in the Corporate Office, 2580 Shaughnessy Street, Port Coquitlam, BC, between the hours of 8:30 am and 4:30 pm, except Saturdays, Sundays, and any Statutory Holiday, between March 14, 2018 and April 10, 2018 at 4:00 pm. **Further information is available at www.portcoquitlam.ca/publichearing or details can be obtained from the Development Services Department at 604.927.5442.**

Also available for inspection are "Official Community Plan Bylaw, 2013 No. 3838" and "Zoning Bylaw, 2008, No. 3630" (which would be amended by the proposed bylaws) and various reports referring specifically to the purpose of the amending bylaws.

Public Participation:

At the hearing the public will be allowed to make representations to the Council respecting matters contained in the proposed bylaws. All persons who believe their interest in property is affected by the proposed bylaws will be afforded a reasonable opportunity to be heard, or to present written submissions respecting matters contained in the bylaws. All written and verbal submissions will become part of the Public Hearing record.

After the Public Hearing has been completed, Council can no longer receive additional or new information on these amendments.

Carolyn Deakin, CMC
Assistant Corporate Officer
604.927.5212
corporateoffice@portcoquitlam.ca

A Bylaw to amend zoning regulations related to residential uses.

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

Citation

1. This Bylaw may be cited for all purposes as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4047”.

Administration

2. That in Section 2.1, Zone Intent, Table 2.1 List of Residential Zones and Intent, the intent of the RS4 Zone be replaced with the following,

“To accommodate and regulate detached dwellings on small lots with lot widths of at least 9.5m and to allow duplexes on larger lots with a minimum lot size of 500m².”

3. That in Section 2.2, Subdivision Regulations, Table 2.2 Residential Zones Subdivision Regulations:
 - a) the minimum lot width and minimum lot frontage of the RS4 zone be amended from 10m to 9.5m; and,
 - b) the minimum lot size of the RD zone be amended from 650 m² to 500m².
4. That in Section 2.3, Permitted Uses, Table 2.3: Residential Zones Permitted Uses, by adding duplex as a permitted use within the RS4 zone and adding the following Note 12 to the Table to apply to this use:

“Note 12: A duplex is a permitted use within the RS4 zone on lots having a minimum lot size of 500m² and a maximum lot width of 19m.”

5. That in Section 2.4, Regulations, Table 2.4 Residential Zones Regulations,
 - a) the minimum side yard setbacks of the RD Zone be as follows:

Interior Side Setback	Exterior Side Setback
10%	20%
Note 3	Note 3
Note 6	Note 6

- b) In Note 6, by adding “and RD zones” after the phrase, “In RS1 zones”.
6. That in Section 2.5, Additional Regulations, Subsection 2, Density of Development, the clause “b” be amended to add the word “and” at the end of the clause and the following new clause “c”,

“c. In the RS4 zone, the lot does not contain a duplex”.

Read a first time by the Municipal Council this 13th day of March, 2018.

Read a second time by the Municipal Council this 13th day of March, 2018.

Mayor

Corporate Officer

Mercer Avenue Road Closure Bylaw No. 3948 – First Three Readings

RECOMMENDATION:

That Mercer Avenue Road Closure Bylaw No. 3948 be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION


None.

DISCUSSION

A condition of Official Community Plan Amendment Bylaw No. 3946 and Zoning Amendment Bylaw No. 3947 is the completion of a Road Closure Bylaw for a portion of Mercer Avenue. The Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 would permanently close to all traffic and remove from highway dedication the portion of road allowance included within the heavy outlined area shown on Reference Plan EPP57595 (see attached bylaw).

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Give first three readings to the Bylaw.
2	Amend the Bylaw prior to first three readings.
3	Delay first three readings of the Bylaw to receive information from staff.
4	Defeat first three readings of the Bylaw.

*A bylaw to permanently close and remove the dedication of highway
for a portion of road allowance.*

Whereas pursuant to the Community Charter, Section 40(1)(a) a Municipal Council may, by bylaw, close a highway that is vested in the municipality to all or some types of traffic;

And Whereas pursuant to Section 40(2) of the Community Charter, Council may, by bylaw, revoke the dedication of a highway that has been closed by a bylaw under Section 40(1)(a).

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

Citation

1. This Bylaw may be cited for all purposes as the "Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw, 2016, No. 3948".

Administration

2. The portion of road shown in heavy outlined areas on Reference Plan EPP57595, which was prepared on the 30th day of November, 2015 by William Papove, a certified British Columbia Land Surveyor, and is included in Schedule 1 of this Bylaw, is permanently closed to traffic.
3. The dedication of 'Highway' is now removed from the said portion of road included within the heavy outlined area shown on Reference Plan EPP57595.

Read a first time by the Municipal Council this 13th day of March, 2018.

Read a second time by the Municipal Council this 13th day of March, 2018.

Read a third time by the Municipal Council this 13th day of March, 2018.

Mayor

Corporate Officer

Bylaw 3948



Local Improvement Works Bylaw No. 4048 – First Three Readings

RECOMMENDATION:

That Local Improvement Works Amendment Bylaw No. 4048 be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION


The City's Traffic Calming Policy was approved by Council on January 23, 2018 and staff was directed to bring forward amendments to Local Improvement Bylaw No. 2084 to include traffic calming measures. At the September 20, 2017, meeting of the Transportation Solutions and Public Works Committee, the following motion was passed:

That Committee recommend to Council adoption of the following:

- 1) *The Traffic Calming Policy and Procedure as outlined in this report*
- 2) *An amendment to the Local Improvement Bylaw No. 2084 to include traffic calming measures*
- 3) *Continued funding for Traffic Calming be included in the 2019 capital budget*

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Give first three readings to the Bylaw.
2	Amend the Bylaw prior to first three readings.
3	Delay first three readings of the Bylaw to receive information from staff.
4	Defeat first three readings of the Bylaw.

An amendment to include traffic calming projects into the Local Improvement Bylaw.

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

Citation

1. This Bylaw may be cited for all purposes as "Local Improvement Bylaw, 1993, No. 2804, Amendment Bylaw, 2018 No. 4048".

Administration

2. The Bylaw is amended in Schedule "A" by adding the following section 5. Traffic Calming:

Class of Work	Portion of Cost Charged to Benefitting Properties
"5. Traffic Calming	
- Traffic Calming projects that meet warrant criteria	75% (benefitting properties)
- Traffic Calming projects that do not meet criteria	90% (benefitting properties)"

Read a first time by the Municipal Council this 13th day of March, 2018.

Read a second time by the Municipal Council this 13th day of March, 2018.

Read a third time by the Municipal Council this 13th day of March, 2018.

Mayor

Corporate Officer

CITY OF PORT COQUITLAM
SMOKING CONTROL BYLAW, 2018

Bylaw No. 4037

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

1. CITATION

This Bylaw may be cited as the “Smoking Control Bylaw, 2018, No. 4037.

2. REPEAL

City of Port Coquitlam Smoking Control Bylaw, 2002, No. 3361, as amended, is repealed.

3. INTERPRETATION

3.1 Schedule “A” contains definitions of words used in this Bylaw.

3.2 Schedule “A” is attached to this Bylaw and forms part of this Bylaw.

3.3 Unless otherwise provided in this Bylaw, words and phrases used herein have the same meanings as in the *Community Charter, SBC 2003, Local Government Act, RSBC 2015, and Interpretation Act, RSBC 1996*.

3.4 A reference in this Bylaw to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation, or bylaw refers to that enactment, as amended or replaced from time to time.

3.5 Words in the singular include the plural, and gender specific terms include all genders and corporations.

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

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

4. SMOKING REGULATION

No person may smoke:

4.1 within 7.5 metres of an entrance to a public building or any air intake vent or operable window for a public building;

CITY OF PORT COQUITLAM
SMOKING CONTROL BYLAW, 2018

Bylaw No. 4037

- 4.2 within 7.5 metres of a transit stop or transit shelter where people wait to board a public transit vehicle;
- 4.3 in any City park, sports venue, playground, or outdoor public space;
- 4.4 on a City street when used as part of an outdoor public event or when contrary to paragraphs (a), (b) or (f);
- 4.5 in a customer service area;
- 4.6 in a place of assembly.

5. EXEMPTIONS SPECIFIED

This Bylaw does not apply to:

- 5.1 ceremonial use of tobacco in relation to a traditional First Nation's cultural activity;
- 5.2 smoking by an actor as part of a stage or theatrical performance to which the public is invited.

6. OFFENCES, PENALTIES AND ENFORCEMENT

- 6.1 A violation of a provision of this Bylaw will result in liability for penalties and late payment amounts established in the City's *Bylaw Notice Enforcement Bylaw, No. 3814, 2013* and *Ticket Information Utilization Bylaw, 1992, No. 2743*.
- 6.2 A violation of any of the provisions identified in this Bylaw will be subject to the procedures, restrictions, limits, obligations, and rights established in the City's current *Bylaw Notice Enforcement Bylaw*, in accordance with the *Local Government Bylaw Notice Enforcement Act, SBC 2003, C. 60*.
- 6.3 A person who contravenes, violates, or fails to comply with any provision of this Bylaw is deemed to have committed an offence under this Bylaw, and is liable on summary conviction to a fine not exceeding \$10,000.00 for each offence.
- 6.4 Each violation of this Bylaw will constitute a separate offence.
- 6.5 If a Bylaw Enforcement Officer has determined that a person has violated a provision of this Bylaw, that person must, when requested by the Bylaw Enforcement Officer, provide their name and address to the officer.

Bylaw No. 4037

CITY OF PORT COQUITLAM
SMOKING CONTROL BYLAW, 2018

Bylaw No. 4037

SCHEDULE "A"

DEFINITIONS

In this Bylaw:

"bylaw enforcement officer" means any person appointed or designated by the Council of the City under the *Community Charter* or *Police Act*, or both, to enforce the provisions of City Bylaws.

"City" means the Corporation of the City of Port Coquitlam.

"City trail" means a paved or unpaved path for pedestrian and/or cyclist and wheeled mobility aid use that may be in parks, on streets, or on other public lands.

"customer service area" means a partially-enclosed or unenclosed area, including any balcony, patio, yard area, or sidewalk that is part of or connected to a business or use in a building or premises that includes the service of food or beverages (both alcoholic and non-alcoholic) to customers or other individuals for consumption in that area.

"e-cigarette" means:

- (a) a product or device, whether or not it resembles a cigarette, containing an electronic or battery-powered heating element capable of vapourizing an e-substance for inhalation or release in the air, or
- (b) a prescribed product or device similar in nature or use to a product or device described in paragraph (a)

"e-substance" means a solid, liquid or gas, that:

- (a) upon being heated, produces a vapour for use in an e-cigarette, whether or not the solid, liquid or gas contains nicotine; and
- (b) is not a controlled substance within the meaning of the *Controlled Drugs and Substances Act*, S.C 1996.

"outdoor public space" means any outdoor area owned, controlled, or operated by the City that is open to the public or to which the public is customarily admitted or invited, and includes any:

- (a) children's playground;
- (b) playing field, sports venue, stadium, or sports facility;

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- (c) City trail;
- (d) outdoor recreational facility;
- (e) utility easement;
- (f) City street when used as part of an outdoor public event.

“outdoor public event” means any public event where the public is invited to gather on any outdoor area of City owned, controlled or operated property, including any park, public square or street, including, but not limited to:

- (a) a market, contest, festival, celebration, fair, exhibition or concert;
- (b) an outdoor public event on any City owned, controlled or operated property that is leased to a third party; or
- (c) any event for which a City rental or use permit is required.

“park” means any real property owned or occupied by the City for the purpose of pleasure, recreation or community use by the public, including, but not limited to dedicated parks, but does not include any City land leased to a third party;

“place of assembly” means a building or portion thereof or other area used for the gathering of persons for the purpose of deliberation, education, worship, entertainment, recreation, business, professional seminars or amusement, and includes, without limitation, a school, college, university, theatre, convention centre, arena, recreation centre, video arcade, pool or billiard hall, bowling area, dance hall, church, church hall, concert hall, auditorium, public swimming pool, movie house, premises of licensed gaming events, lecture hall, library, museum, art gallery or similar places.

“public body” means:

- (a) a ministry of the government of British Columbia;
- (b) an agency, board, commission, corporation, office or other body controlled by the government of British Columbia or a municipality or regional district; or
- (c) a municipality or regional district.

“public building” means a building or structure on land owned or occupied by a public body.

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“smoke” or “smoking” means the inhaling, exhaling, burning, or carrying of a lighted cigarette, cigar, pipe, hookah pipe, e-cigarette or other smoking equipment that burns tobacco, cannabis, hops, lettuce, comfrey, motherwort, honeyweed, catnip, lily, sage, wireweed or any other plant, substance or material.

“street” includes a road, lane, bridge, viaduct, sidewalk or any other way open to public use, other than a public right of way on private property.

“transit shelter” means a building or other structure located on City property and constructed near a transit stop to provide seating and/or protection from the weather for the convenience of waiting passengers.

“transit stop” means a sign-posted location where public transit vehicles stop to pick up riders, and distances from a transit stop shall be measured from the sign that identifies the transit stop location.

Finance and Budget Committee Report

Offset to Address the Elimination of Municipal Officers' Allowance

Committee Recommendation

At the March 6, 2018, Finance and Budget Committee Meeting, the February 28, 2018, Finance Report, *Offset to Address the Elimination of Municipal Officers' Allowance* was considered, and the following motion was passed:

That Finance and Budget Committee recommend to Council, that the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.

This motion is now before Council for approval.

ATTACHMENTS

Attachment#1: February 28, 2018, Finance Report, *Offset to Address the Elimination of Municipal Officers' Allowance*

Offset to Address the Elimination of Municipal Officers' Allowance

RECOMMENDATION:

That Finance and Budget Committee recommend to Council:

That the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.

REPORT SUMMARY

The 2017 federal budget proposed that the non-accountable Municipal Officers' Allowance would be eliminated in 2019. It is recommended that Mayor and Council's remuneration be increased to compensate for the income tax effect of the elimination of this allowance.

BACKGROUND

Currently, one third of the total remuneration received by the mayor and councillors of Port Coquitlam is not subject to tax or source deductions, i.e. it is treated as a non-accountable allowance that is not included in income.

The 2017 federal budget proposed that the non-accountable allowance paid to municipal officers be included in income, making it subject to tax and source deductions, effective in 2019. The non-accountable allowance was intended to cover the expenses incurred by elected officials in the course of fulfilling their duties as elected officers, and does not require the recipient to substantiate such expenses with receipts or other evidence.

DISCUSSION


The elimination of the Municipal Officers' Allowance in 2019 will decrease the net pay received by the mayor and councillors, as tax and source deductions will be applied to their full remuneration. Increasing the annual remuneration levels starting in 2019 for all of Council (\$25,050 annually for the mayor; \$5,115 for each Councillor), would compensate for the income tax effect of the elimination of the one-third non-accountable Municipal Officers' Allowance. The increase would result in approximately the same net pay all members of Council would have received if the allowance was still applicable. The increase was calculated using 2018 Canada Pension Plan and income tax rates and takes into consideration City income only. The increase does not consider other sources of income that Mayor and Council may receive, which may change the level of taxes payable. The Council remuneration policy #7.14.03 (attached) will continue to apply.

FINANCIAL IMPLICATIONS

The approximate increase to the 2019 budget would be \$60,000, taking into consideration the increase in gross remuneration and additional employer share of benefit costs (CPP, Life Ins).

Offset to Address the Elimination of Municipal Officers' Allowance

OPTIONS

#	Description
1 	Recommend that the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.
2	Recommend deferral of the decision to make any adjustments to mayor and council's remuneration to the newly elected Council as part of the 2019 budget deliberations.
3	Take no action. Make no adjustment to current remuneration levels.

ATTACHMENTS

Attachment #1: Council Remuneration Policy #7.14.03



POLICY MANUAL

Subject Area:	FINANCE	Policy #	7.14.03
Policy Title:	Council Remuneration		
Authority:	Legislative	X	Effective Date: 2015-11-01
	Administrative		Review Date: 2018-07
Issued By:	Karen Grommada Director of Finance	Issue Date:	2015-11-23
		Distributed By:	Author

Purpose:

To establish a process that is fair and equitable to be used in determining the remuneration and benefits provided to Port Coquitlam Council members.

To promote public interest and opportunity in serving in an elected civic position by providing reasonable compensation for the time commitments demanded of Council members.

Policy:

1. Annual Remuneration Adjustment

The Financial Officer shall, effective January 1, 2016 and January 1st each subsequent year, revise the base compensation for the Mayor and Councillors by applying the Vancouver year –over-year Consumer Price Index to the prior year’s base compensation amount.

This calculation will also apply to the Acting Mayor’s stipend and transportation allowances.

If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration and allowances.

Effective January 2016, the Mayor’s transportation allowance will be established at \$7,200 per year and be adjusted each January by applying the Vancouver year-over-year Consumer Price Index to the prior year’s transportation allowance.

2. Benefits for Council Members

The City shall provide the Mayor with medical, dental and extended health benefits on the same basis and with the same eligibility criteria as for exempt staff.

Councillors are eligible to participate in the City's exempt staff medical plan at their own expense.

Effective November 1, 2015, Councillors are eligible to participate in the City's exempt staff dental and extended health plan with the City paying 75% of the premium for these benefits.

The City shall provide the Mayor with a transition allowance in the year in which they depart office. The transition allowance will be equivalent to one month pay for every year in the Mayor's Office to a maximum of six months. The allowance is to be paid out at the end of the Mayor's term in office. The allowance is not payable to a Mayor that resigns mid-term other than for health reasons.

The City shall provide Group Life coverage to all Council members equal to 2.5 times their annual remuneration at municipal expense.

3. Incidental Expenses

One-third of the annual remuneration established for each member of Council under section 1 of this policy is paid as an allowance for the expenses incidental to the discharge of the duties of the member, and exempted from taxation in accordance with the *Income Tax Act*.

4. Reimbursement of Expenses Incurred

The City shall reimburse a member of Council for expenditures incurred to attend a convention, orientation, education and training or other function directly related to the duties of the member of Council in accordance with the City's Travel Expenses Bylaw # 3129.

Authority:

Council has the authority to alter or revoke the provisions of this policy at any time.

Responsibility:

The Financial Officer is responsible to review and report to the Finance and Intergovernmental Committee on Council remuneration as outlined in this policy.

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.14	2005-07-01	2009-01	Yes – 7.14.01	2009-03
7.14.01	2009-03-23	2010-06	Yes – 7.14.02	2010-07
7.14.02	2010-07-26			
7.14.03	2015-11-23	2018-07	Yes - 7.14.02	

Release of Closed Resolutions

BACKGROUND

The Corporate Office includes regular reports in Council agendas outlining resolutions previously adopted in closed meetings of Council or Council Committees that are now available to the public.

RESOLUTIONS FOR PUBLIC RELEASE

The following resolutions from closed meetings have been released to the public:

February 13, 2018, Finance and Budget Committee

That Finance and Budget Committee endorse the Staff Directed efficiencies and service level adjustments as outlined in the February 13, 2018, staff report, 2018 Public Works Service Level Adjustments.

February 27, 2018, Finance and Budget Committee

- 1) *That Metro Vancouver be advised that the City of Port Coquitlam will participate in the regional recycling facility to be located at the new Coquitlam Transfer Station based on the cost share formula that weights 50% to usage and 50% population; and*
- 2) *That staff continue to collaborate with private local depots to maximize recycling and diversion opportunities.*