

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the April 24, 2018, Regular Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of the April 10, 2018, Regular Council Meeting

Recommendation:

That the April 10, 2018, Regular Council Meeting Minutes be adopted.

3.2 Minutes of the April 17, 2018, Special Council Meeting

Recommendation:

That the April 17, 2018, Special Council Meeting Minutes be adopted.

4. PROCLAMATIONS

4.1 Day of Mourning – April 28, 2018

5. DELEGATIONS

5.1 Pearkes Place / Kamloops Place - Roadwork

5.2 May Day Committee

6. PUBLIC HEARINGS

6.1 Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue

See Item 8.1 for information.

7. PUBLIC INPUT OPPORTUNITY

7.1 Development Variance Permit No. DVP00054 for 1624 Pitt River Road

See Item 9.1 for information.

8. BYLAWS

8.1 Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue - Third Reading

Recommendation:

That Council give Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue third reading.

8.2 Zoning Amendment Bylaw No. 4055 for 577 Nicola Avenue - First Two Readings

Recommendation:

That Council give Zoning Amendment Bylaw, 2018, No. 4055 first two readings.

8.3 Zoning Amendment Bylaw No. 4056 for 1752 & 1758 Salisbury Avenue - First Two Readings

Recommendation:

That Council give first two readings to Bylaw 4056, and direct that the following conditions be met to the satisfaction of the Director of Development Services prior to the adoption of Bylaw 4056:

- a. Installation of protective fencing for trees to be retained on adjoining properties;*
- b. Demolition of the existing buildings;*
- c. Consolidation of the two lots;*
- d. Completion of design and submission of securities and fees for off-site works and services, including reconstruction of the lane to connect with the improved portion to the east and \$500 for offsite replacement of one tree; and*
- e. Registration of legal agreements to restrict building siting and require the project to achieve a minimum Built Green® Gold construction standard. Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018*

8.4 2018 Annual Property Tax Rates Bylaw No. 4054 and Solid Waste Amendment Bylaw No. 4053 - First Three Readings

Recommendation:

That Council give the 2018 Annual Property Tax Rates Bylaw No. 4054 and Solid Waste Bylaw, No. 4053 first three readings.

8.5 Housing Agreement Bylaw No. 4057 for 3155 Seymour Street - First Three Readings

Recommendation:

That Council give Housing Agreement for 3155 Seymour Street Bylaw, 2018, No. 4057 first three readings.

8.6 Drinking Water Conservation Plan Bylaw No. 4045 - Final Reading

Recommendation:

That Council give Drinking Water Conservation Plan Bylaw No. 4045 final reading.

8.7 OCP Amendment Bylaw No. 4046 for Residential Regulations - Final Reading

Recommendation:

That Council give OCP Amendment Bylaw No. 4046 for Residential Regulations final reading.

8.8 Zoning Amendment Bylaw No. 4047 for Residential Regulations - Final Reading

Recommendation:

That Council give Zoning Amendment Bylaw No. 4047 for Residential Regulations final reading.

8.9 Fees & Charges Amendment Bylaw No. 4050 (Filming Fees) - Final Reading

Recommendation:

That Council give Fees & Charges Amendment Bylaw No. 4050 (Filming Fees) final reading.

8.10 Bylaw Notice Enforcement Amendment Bylaw No. 4051 (Smoking & Water Conservation) - Final Reading

Recommendation:

That Council give Bylaw Notice Enforcement Amendment Bylaw No. 4051 (Smoking & Water Conservation) final reading.

8.11 Ticket Information Utilization Amendment Bylaw No. 4052 (Smoking & Water Conservation) - Final Reading

Recommendation:

That Council give Ticket Information Utilization Amendment Bylaw No. 4052 (Smoking & Water Conservation) final reading.

9. REPORTS

9.1 Development Variance Permit No. DVP00054 for 1624 Pitt River Road

Recommendation:

That Council approve Development Variance Permit DVP00054 for 1624 Pitt River Road.

9.2 Section 57 Hearing - 1300 Dominion Avenue

Recommendation:

That the Corporate Officer be directed to file a notice in the Land Title Office stating that:

- 1. A resolution relating to the property located at Rem 57 Block 6N, Section 7, Range 1E, New West District, Plan 1033 Parcel G, Except Plan 9168, (S75682E), Lot 57 Except part now road on SRW Plan 55863 & SEC 8 has been made under Section 57 of the Community Charter; and,*
- 2. Further information in respect to this matter is available from the Building Division, City of Port Coquitlam, 200-2564 Shaughnessy Street, Port Coquitlam, BC V3C 3G4.*

10. STANDING COMMITTEE VERBAL UPDATES

10.1 Community & Intergovernmental Committee

10.2 Finance & Budget Committee

10.3 Healthy Community Committee

10.4 Smart Growth Committee

11. NEW BUSINESS

12. OPEN QUESTION PERIOD

13. CLOSED ITEMS RELEASED TO PUBLIC

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

April 10, 2018, Closed Council

That the City of Port Coquitlam decline to put forward a nominee for the E-Comm Board of Director designate for the Northeast Sector for the 2018/2019 term.

14. ADJOURNMENT

14.1 Adjournment of the Meeting

Recommendation:

That the April 24, 2018, Regular Council Meeting be adjourned.

Council Regular Minutes

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

April 10, 2018

Present:

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

Absent:

Councillor Washington
Councillor West

Directors & Officers Present:

Chief Administrative Officer
Corporate Officer
Director, Corporate Support
Director, Development Services
Director, Engineering and Public Works
Director, Finance
Director, Human Resources
Director, Recreation
Fire Chief

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 April 10, 2018, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of Item 7.10 - Land Use Contract Discharge 1545 & 1575 Kingsway Avenue Bylaw No. 4044 - Final Reading; and*
- *Addition of Item 8.2 - 2430 Ottawa Street.*

Carried

3. CONFIRMATION OF MINUTES

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

Moved - Seconded:

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

Carried

4. DELEGATIONS

4.1 PoCo Sports Alliance – Update

The Executive Director presented an update on Poco Sports Alliance programs.

4.2 Coquitlam Alliance Church – Love My City Week

The church Youth Pastor introduced the Love My City Week program and presented ideas for City involvement.

5. PUBLIC HEARINGS

5.1 OCP Amendment Bylaw No. 4046 and Zoning Amendment Bylaw No. 4047 for Residential Regulations

Thirteen speakers approached the podium and seven letters were received from residents. Comments were received in support of the bylaw changes, along with concerns regarding maintaining neighbourhood character, overloading schools, as well as traffic and parking issues.

Mayor Moore concluded the public hearing.

6. PUBLIC INPUT OPPORTUNITY

- 6.1 Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948**
No public comments.

7. BYLAWS

- 7.1 OCP Amendment Bylaw No. 4046 and Zoning Amendment Bylaw No. 4047 for Residential Regulations - Third Reading**
Moved - Seconded:

That the following bylaws be given third reading:

- 1) OCP Amendment Bylaw No. 4046 for Residential Regulations; and*
- 2) Zoning Amendment Bylaw No. 4047 for Residential Regulations.*

Carried

Opposed: Councillor Dupont

- 7.2 Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 - Final Reading**
Moved - Seconded:

That Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 be given final reading.

Carried

- 7.3 Drinking Water Conservation Plan Bylaw No. 4045 – First Three Readings**
Moved - Seconded:

That Drinking Water Conservation Plan Bylaw, 2018, No. 4045 be given first three readings.

Carried

- 7.4 Fees & Charges Amendment Bylaw No. 4050 (Filming Fees) - First Three Readings**
Moved - Seconded:

That Fees and Charges Amendment Bylaw, 2018, No. 4050 be given first three readings.

Carried

- 7.5 Bylaw Notice Enforcement Amendment Bylaw No. 4051 (Smoking & Water Conservation) - First Three Readings**
Moved - Seconded:

That Council give first reading to Bylaw 4051, with the following amendments to Schedule "A", Column 4:

- Stage 2: replace "150.00" with "200.00"*
- Stage 4: replace "450.00" with "400.00"*

Carried

Moved - Seconded:

That Bylaw Enforcement Notice Amendment Bylaw, 2018, No. 4051 be given second and third readings.

Carried

7.6 Ticket Information Utilization Amendment Bylaw No. 4052 (Smoking & Water Conservation) - First Three Readings

Moved - Seconded:

That Council give first reading to Bylaw 4052, with the following amendments to Schedule "A", Column 4:

- *Stage 2: replace "150.00" with "200.00"*
- *Stage 4: replace "450.00" with "400.00"* Carried

Moved - Seconded:

That Ticket Information Utilization Amendment Bylaw, 2018, No. 4052 be given second and third readings.

Carried

7.7 Zoning Amendment Bylaw No. 4042 for 1462 Mustang Place - Final Reading

Moved - Seconded:

That Zoning Amendment Bylaw No. 4042 for 1462 Mustang Place be given final reading.

Carried

7.8 Local Improvement Amendment Bylaw No. 4048 - Final Reading

Moved - Seconded:

That Local Improvement Amendment Bylaw No. 4048 be given final reading.

Carried

7.9 2018-2022 Financial Plan Bylaw No. 4049 - Final Reading

Moved - Seconded:

That 2018-2022 Financial Plan Bylaw No. 4049 be given final reading.

Carried

7.10 Land Use Contract Discharge 1545 & 1575 Kingsway Avenue Bylaw No. 4044 - Final Reading

Moved - Seconded:

That Land Use Contract Discharge 1545 & 1575 Kingsway Avenue Bylaw No. 4044 be given final reading.

Carried

8. REPORTS**8.1 Metro Vancouver 2040 Regional Growth Strategy**

Moved - Seconded:

That Metro Vancouver be advised that the City of Port Coquitlam supports the request from the City of Port Moody to amend the 2040 Regional Growth Strategy for the Flavelle Mills Site.

Carried

8.2 2430 Ottawa Street

Moved - Seconded:

That Council approve the issuance of a remedial order for 2430 Ottawa Street.

Carried

9. STANDING COMMITTEE VERBAL UPDATES

9.1 Community Safety Committee

Councillor Forrest provided an update.

9.2 Finance & Budget Committee

Councillor Dupont provided an update.

10. NEW BUSINESS

10.1 Blakeburn Lagoons Grand Opening

10.2 Community Cultural Development Investment Grants

10.3 City Recycling Drop-Off Event

10.4 City-Wide Garage Sale

10.5 Council and Committee Procedures Bylaw No. 3898

Moved - Seconded:

That Council direct staff to prepare amendments to the Council and Committee Procedures Bylaw to permit the recording of public meetings without notification.

Carried

10.6 Council provided updates related to community events.

11. OPEN QUESTION PERIOD

A speaker commented on their appreciation for the manner in which the City Mayor and Council have conducted the public meetings over the last four years.

12. ADJOURNMENT

12.1 Adjournment of the Meeting

Moved - Seconded:

That the April 10, 2018, Regular Council Meeting be adjourned at 9:02 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

Council Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
April 17, 2018

Present:

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

Absent:

Directors & Officers Present:

Chief Administrative Officer
Corporate Officer
Director, Corporate Support
Director, Development Services
Director, Engineering and Public Works
Director, Finance
Director, Recreation

1. CALL TO ORDER

The meeting was called to order at 8:51 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the April 17, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the April 10, 2018, Special Council Meeting

Moved - Seconded:

That the April 10, 2018, Special Council Meeting Minutes be adopted.

Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the April 17, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of April 17, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

c) labour relations or other employee relations.

Carried

Certified Correct,

Mayor

Corporate Officer

PROCLAMATION

- WHEREAS** Every year, nearly 1,000 Canadian workers are killed on the job.
- WHEREAS** Thousands more are permanently disabled.
- WHEREAS** Hundreds of thousands are injured.
- WHEREAS** Thousands of others die from cancer, lung disease, and other ailments caused by exposure to toxic substances at their workplaces.
- 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;
 - a day to remember the maximum sacrifice they have been forced to make in order to earn a living;
 - a day to renew approaches to governments for tougher occupational health and safety standards, and more effective compensation;
 - a day to rededicate ourselves to the goal of making Canada's workplaces safer.
- WHEREAS** April 28th was proclaimed a "Day of Mourning" by an Act of Parliament on February 1st, 1991.

NOW THEREFORE: I, Greg B. Moore, Mayor of the Corporation of the City of Port Coquitlam,

DO HEREBY PROCLAIM
April 28, 2018
as a
"Day of Mourning"
in recognition of workers killed, injured
or disabled on the job

Greg B. Moore
Mayor



Sandra Edgecombe

From: no-reply@portcoquitlam.ca on behalf of City of Port Coquitlam <no-reply@portcoquitlam.ca>
Sent: Wednesday, April 11, 2018 9:20 PM
To: PF_Clerks
Subject: Delegation Request

| | |
|---|---|
| First Name of Applicant | ██████ |
| Last Name of Applicant | ██████████ |
| Title/Organization (if applicable) | ██████████████ |
| Address | ██████████ ██ |
| Phone Number | ██████████ |
| Email Address | ██████████ |
| Please fully describe the topic you wish to address: | <p>As per a street meeting with ████████████████████ on Tuesday, April 3rd at 5pm, this topic is regarding the impending road work proposed for the adjacent cul-de-sacs, Pearkes and Kamloops Place in North Port Coquitlam. On the above date, the two project managers for the aforementioned road work met with myself and my husband, ████████████████████, as well as with ██████████ ██████████, ████████████████████. A resident from ██████████ also attended. There are 18 residents in our double cul-de-sac, with three of them rental houses.....9 households were at the meeting to express their disapproval and dismay with this project. The main concerns centred around the gross lack of transparency and due diligence in public consultation prior to making decisions regarding the destruction of many of our front properties as well as the disregard for appropriately informing us, again in consultation mode, as to how our tax dollars were to be spent. You will hear that not only are there many reasons as to the ferocious opposition to the building of a useless sidewalk, but that there are suggestions as to how you might achieve pavement rejuvenation without needless property destruction. We, the aforementioned residents, are so disgruntled that the city council approved something without duly consulting with the affected population but more so with the fact that the proposed project doesn't even make proper use of funds nor conscientious use of city access.</p> |
| Will you be seeking a specific action or decision? If so, please explain. | <p>YES. We would like to see SERIOUS consideration to completing the road re-surfacing without destroying property fronts...in other words, by removing the current "stick on" curb and narrowing the width of the road. We all agree that the building of a north east side sidewalk on Pearkes is not only pointless but unnecessarily expensive, destructive to</p> |

existing property and greenery and totally without cause. We would like to have the money spent on creating a better living condition for all by fixing the pavement surfaces, narrowing the roadway and perhaps installing speed bumps on Laurier, which would create a safer environment for the school children as well as all residents. Laurier is consistently used as a short drag strip during the warmer months.

If you will NOT be making the presentation, please list the names and titles of the person(s) making the presentation:

[REDACTED]

Do you have any supporting documents that you wish to provide the Council/Committee:

Yes

IP Address

[REDACTED]

User-Agent (Browser/OS)

[REDACTED]

Referrer

<https://www.portcoquitlam.ca/city-government/council-meetings/appearing-as-a-delegation/>

Zoning Amendment Bylaw No. 4039 - Available for Third Reading

RECOMMENDATION:

That Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue be given third reading.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 27, 2018, Council Meeting, the following motion was passed:

That Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue be given first two readings.

DISCUSSION

Council policy requires that the Corporate Office bring the availability of this bylaw for third reading to the attention of Council at this time. Council may now decide whether it wishes to give third reading immediately or delay it until the next meeting, so that any representations made at the Public Hearing can be further considered.

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|---|---|
| 1 | <input checked="" type="checkbox"/> Give third reading to the Bylaw. |
| 2 | Request that additional information be received and determine next steps after receipt of that information. |
| 3 | Fail third reading. |

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

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

Citation

1. This Bylaw may be cited for all purposes as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4039".

Administration

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

Civic: 750 Dominion Avenue

Legal: Lot 39, Block 6 North, Section 8, Range 1 East, NWD, Plan NWP36149

From: Agriculture (A)

To: Light Industrial (M3)

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

Read a first time by the Municipal Council this 27th day of March, 2018.

Read a second time by the Municipal Council this 27th day of March, 2018.

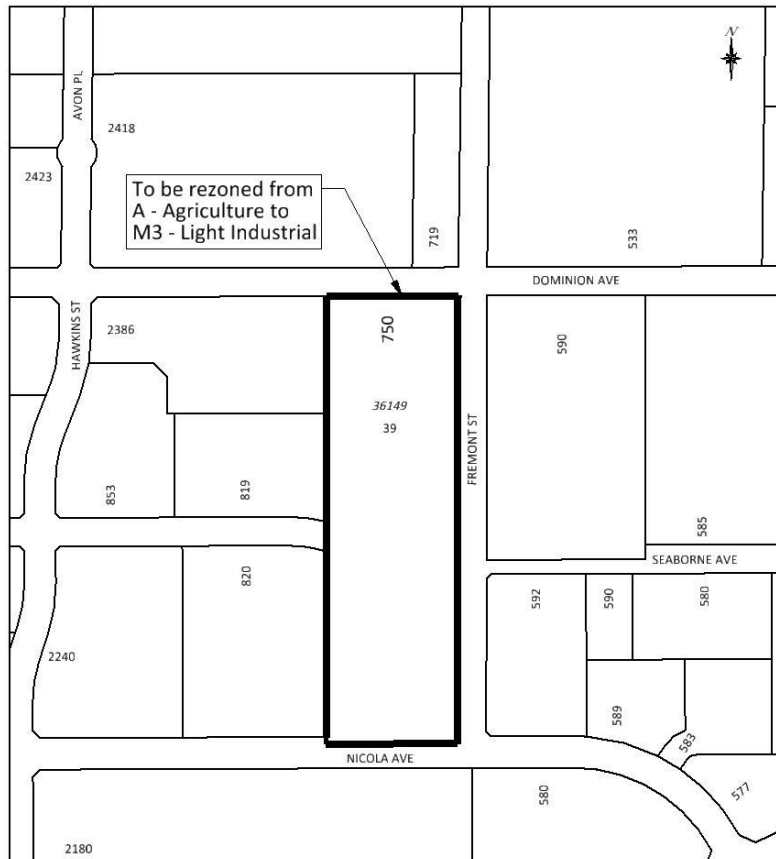
Public Hearing held this 24th day of April, 2018.

Mayor

Corporate Officer

BYLAW 4039

Schedule 1



RECOMMENDATIONS:

That Council approve the following:

1. That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
2. That prior to adoption of the amending bylaw, the following conditions be met:
 - a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
 - i. an extension of Seaborne Avenue within a 20m right-of-way, and
 - ii. widening of Nicola Avenue to create a 22m right-of-way;
 - b. Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and
 - c. Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 20th, 2018, Smart Growth Committee meeting, Committee received a verbal report providing further information regarding the rezoning application.

At the January 9th, 2018 Council meeting, the following motion was passed:

It was moved and seconded that Zoning Amendment Bylaw No.4039 for 750 Dominion Avenue be referred back to Smart Growth Committee for further review.

At the December 5th, 2017 Smart Growth Committee meeting held, the following motion was passed:

That Smart Growth Committee recommends to Council:

1. *That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,*
2. *That prior to adoption of the amending bylaw, the following conditions be met:*
 - a. *Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:*
 - i. *an extension of Seaborne Avenue within a 20m right-of-way, and*
 - ii. *widening of Nicola Avenue to create a 22m right-of-way;*
 - b. *Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and*
 - c. *Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.*

750 Dominion Avenue Rezoning Application RZ000137

REPORT SUMMARY

This report advises Council that the Smart Growth Committee has considered additional information regarding a proposal to rezone the property at 750 Dominion Avenue and is satisfied that its concerns were addressed.

BACKGROUND

Please refer to the attached report considered by the Smart Growth Committee at its meeting held on December 5, 2017.

DISCUSSION

The Smart Growth Committee received additional information at its meeting held on March 20th, 2018. The Committee determined that the information met the request from Council that the Committee further review the application.

OPTIONS

| # | Description |
|---|--|
| 1 | Proceed with the Zoning Bylaw amendment |
| 2 | Determine that additional information is required prior to considering the bylaw amendment |
| 3 | Reject the application |

ATTACHMENTS

Attachment #1: 2017-12-06 Smart Growth Committee Report to Council

Report to Council

DATE: December 6, 2017

To: Mayor and Council

FROM: Smart Growth Committee

SUBJECT: **750 DOMINION AVENUE
REZONING APPLICATION RZ000137**
(Smart Growth Committee Meeting – December 5, 2017)

EXECUTIVE SUMMARY:

The Smart Growth Committee has considered an application to rezone a large and vacant property located on the west side of Fremont Street between Nicola Avenue and Dominion Avenue for future light industrial uses. Committee recommends to Council that specified conditions be met ensure appropriate development of the road network and mitigate potential impacts.

RECOMMENDATIONS

The Smart Growth Committee recommends to Council:

1. That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
2. That prior to adoption of the amending bylaw, the following conditions be met:
 - a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
 - i. an extension of Seaborne Avenue within a 20m right-of-way, and
 - ii. widening of Nicola Avenue to create a 22m right-of-way;
 - b. Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and
 - c. Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.

1. SUMMARY

At its meeting held December 5th, 2017, the Smart Growth Committee considered the attached staff report and resolved to support proceeding with consideration of the Zoning Bylaw amendment. In particular, Committee noted that the development would provide for continued implementation of the road network within the Dominion Triangle area and that the

conditions of approval would mitigate potential impact on residences to the north of Dominion Avenue.

2. OPTIONS

Council may:

1. Proceed with consideration of the rezoning application (recommended)
2. Request that additional information or amendments to the application be made prior to consideration of an amending bylaw; or,
3. Reject the application if it does not wish to further consider the application.

Submitted by Laura Lee Richard, MCIP, Director of Development Services, with the concurrence of the Chair.

Attachments: 1. Report to SGC dated November 28, 2017

Report to Committee

DATE: November 28, 2017

To: Smart Growth Committee (SGC)

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: 750 DOMINION AVENUE
REZONING APPLICATION RZ000137

EXECUTIVE SUMMARY: The owner of the large, vacant property located on the west side of Fremont Street between Nicola Avenue and Dominion Avenue has applied to rezone and subdivide the property into two lots for a future light industrial development. Rezoning to the Light Industrial (M3) zone would be in keeping with Council's land use policies and, similar to the requirements set by Council for other industrial developments in the area, specific design control measures are recommended as conditions of approval to mitigate the potential impact of industrial development on homes located on the north side of Dominion Avenue.

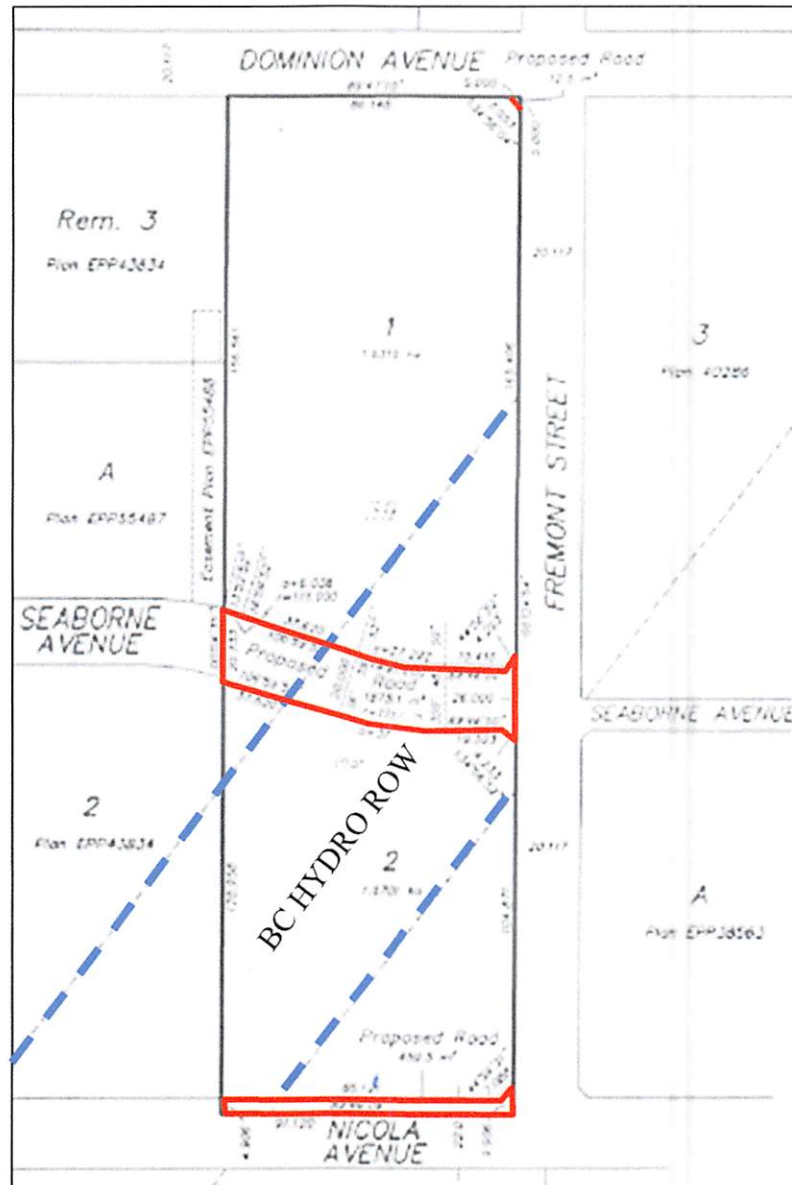
RECOMMENDATIONS

That the Smart Growth Committee recommend to Council:

1. That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
2. That prior to adoption of the amending bylaw, the following conditions be met:
 - a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
 - i. an extension of Seaborne Avenue within a 20m right-of-way, and
 - ii. widening of Nicola Avenue to create a 22m right-of-way;
 - b. Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and
 - c. Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.

1.0 BACKGROUND

M2K Construction Ltd. proposes to rezone the vacant, 7-acre site on the west side of Fremont Street between Nicola Avenue and Dominion Avenue to allow for light industrial uses. The applicant has also submitted a subdivision application to create a 2.6-acre lot (south) and 3.7-acre lot (north) and dedicate lands outlined in red below:



2.0 POLICY & REGULATIONS

- 2.1 Regional Growth Strategy (RGS):** The RGS protects the region's established industrial land base and advocates for the efficient and intensified use of these industrial lands to accommodate a growing economy. The regional land use designation of the property is Industrial.
- 2.2 Official Community Plan (OCP):** The economic policies of the OCP promote retention of industrial lands. The site is designated Light Industrial - IL and the Light Industrial M3 Zone is identified as an appropriate zoning within this designation.
- 2.3 Zoning Bylaw:** The current zoning is Agricultural; the proposed zone is Light Industrial M3. This zone permits light industrial uses such as warehousing, trade contractors, manufacturers and producers and indoor commercial recreation. The M3 zone requires businesses to operate fully within a building, not produce excessive noise, odour or other disturbances and does not permit outdoor storage.
- 2.4 Development Permit:** The site is included within the Industrial Development Permit Area designation of the OCP and is subject to area-specific guidelines for the Dominion Triangle. These guidelines promote orderly development and a controlled interface between industrial and other land uses. The site is also subject to compliance with the Environmental Conservation Development Permit Area designation to facilitate implementation of environmental goals and objectives.

3.0 COMMENTS AND ANALYSIS

- 3.1 Site Characteristics and Context:** The vacant site has been cleared and filled to meet flood plain requirements in anticipation of development. The area to the north has been developed with townhouses and an arterial road, Dominion Avenue, divides the residential from the industrial land use designations. Large format retail uses are located south of Nicola Avenue and the new Nicola Lodge care facility is located to the west of the site; lands on either side of the site are designated for light industrial uses. A large BC Hydro right-of-way (ROW) crosses the property and will restrict building siting.

A watercourse was formerly located along the lower portion of the site's eastern property line. This watercourse was included in an intertidal habitat project led by the Conwest Group of Companies (Conwest) to provide compensation for the enclosure of a number of watercourses in the Dominion Triangle area. In 2012, Conwest advised the City that the owners of the subject property (at that time, the Yang/Kim Group) did not enter into their participation agreement although the watercourse had been enclosed. As the intended financial arrangement was a private matter between the owners and Conwest, the City did not have any involvement in resolving this matter. However, Conwest asked that the City provide information about the status of the intertidal habitat project in its future

public consideration of rezoning or development of the site or in responding to enquiries from potential buyers,. Staff are aware that M2K Construction Ltd. was advised of the Yang/Kim Group's non-participation and was provided with a copy of letter to the City.

- 3.2 Transportation and Infrastructure:** The Engineering and Public Works Department requested that the applicant submit a transportation impact assessment. The assessment confirms that the road network has capacity to support the additional traffic from this development.

The Approving Officer advises that applicant would be required to dedicate road to extend Seaborne Avenue through the site and provide sufficient road width along Nicola Avenue. The applicant would be responsible for construction of associated offsite infrastructure including the extension of Seaborne Avenue with curb and gutters, sidewalks, street lights, street trees and boulevard landscaping in accordance with the Subdivision Servicing Bylaw. The recommended conditions to be met prior to adoption of the rezoning with respect to the subdivision plan and submission of fees/security ensure these works will be completed to the City's satisfaction.

- 3.3 Discussion:** The proposed rezoning adheres to the policy objectives of the OCP and RGS for industrial areas and facilitates future development. The design of industrial buildings and landscaping and the determination of the environmental conservation measures would occur in SGC's future consideration of development permit applications for specific proposals. The application provides for substantial completion of the area road network and is recommended for approval.

A covenant to require specific design requirements is also recommended as a condition of rezoning to ensure that the future industrial developments are compatible with the residential uses to the north. The following proposed requirements would be in accordance with the Dominion Triangle Planning Review as completed by consultant Eric Vance in 2009:

- a requirement to provide a 6m wide landscape strip along the north property line adjacent to Dominion Avenue to soften the appearance of industrial building façades and screen any open parking spaces;
- a restriction to prohibit fencing or walls with an industrial character, such as chain link, barbed wire, or lock-block walls;
- a restriction to not allow loading bays or access in yards that face Dominion Avenue;
- a requirement that garbage and recycling storage areas be included within a building and a restriction that access to these area not be allowed in yards that face Dominion Avenue;
- a restriction on the illumination of yards along Dominion Avenue to ensure

lighting does not shine directly into residences, control glare and that the lighting adheres to dark sky principles;

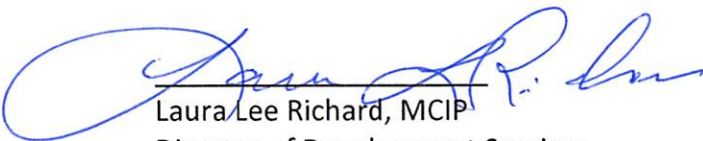
- a restriction that all roof top units and equipment must be screened and consistent with the overall design vocabulary and materials of the building;
- a requirement that buildings on corner lots be designed to face the adjoining streets; and,
- a design requirement for building articulation, glazing, varied roofline heights and architectural details to mitigate the box-like massing typical of industrial buildings by adding visual interest.

3.4 Consultation: Development signs have been posted to face both Nicola Avenue and Dominion Avenue to provide on-site notification of the rezoning application. With the exception of conversations between Conwest and staff related to the watercourse enclosure in 2010, to date no comments from the public have been received regarding this application.

4.0 OPTIONS

The Smart Growth Committee may:

1. Recommend proceeding to Council to provide for consideration of the rezoning application (recommended);
2. Request additional information or amendments to the application to address specified issues prior to proceeding to Council;
3. Recommend rejection of the application. The applicant may then request the application be forwarded to Council for consideration.

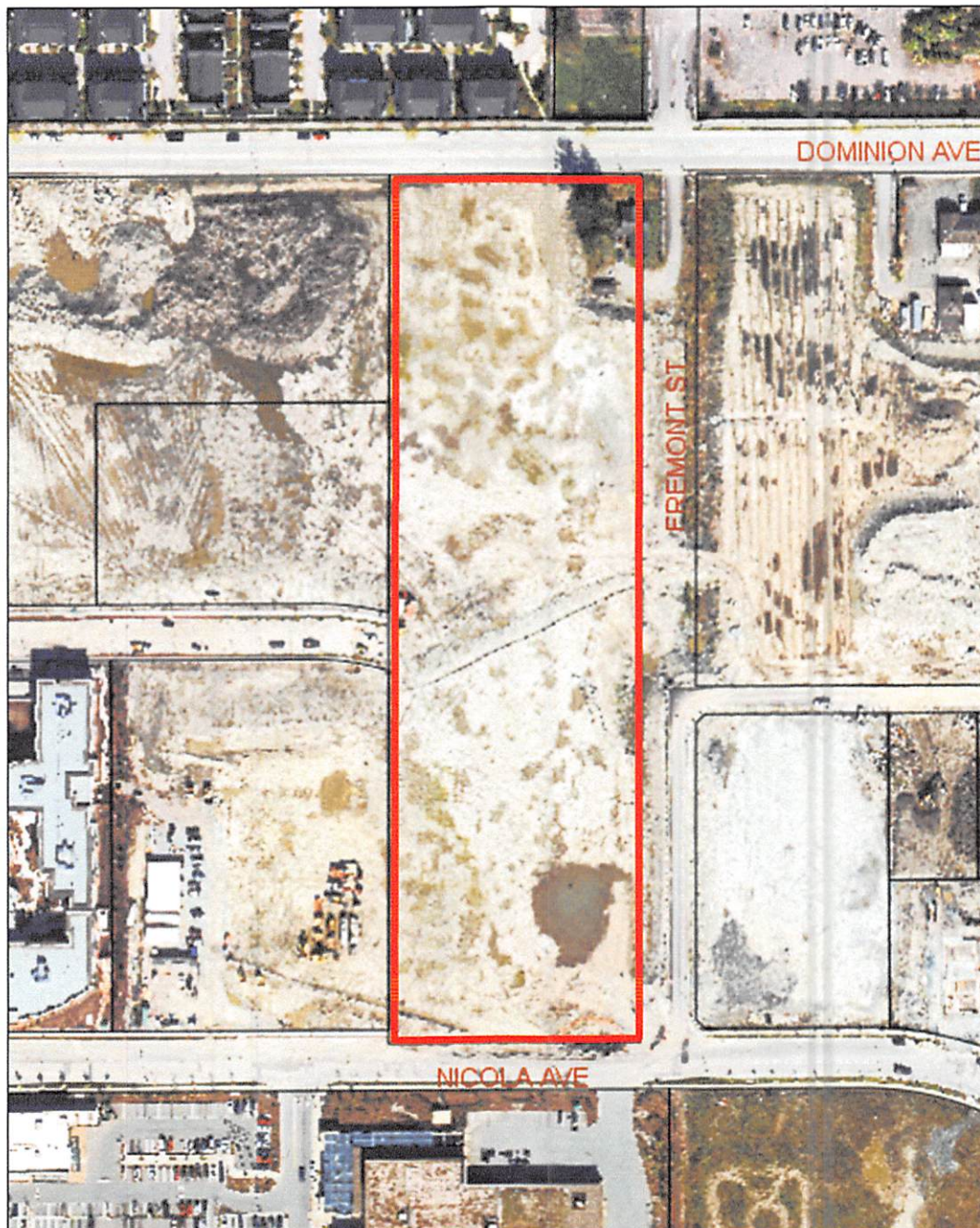


Laura Lee Richard, MCIP
Director of Development Services

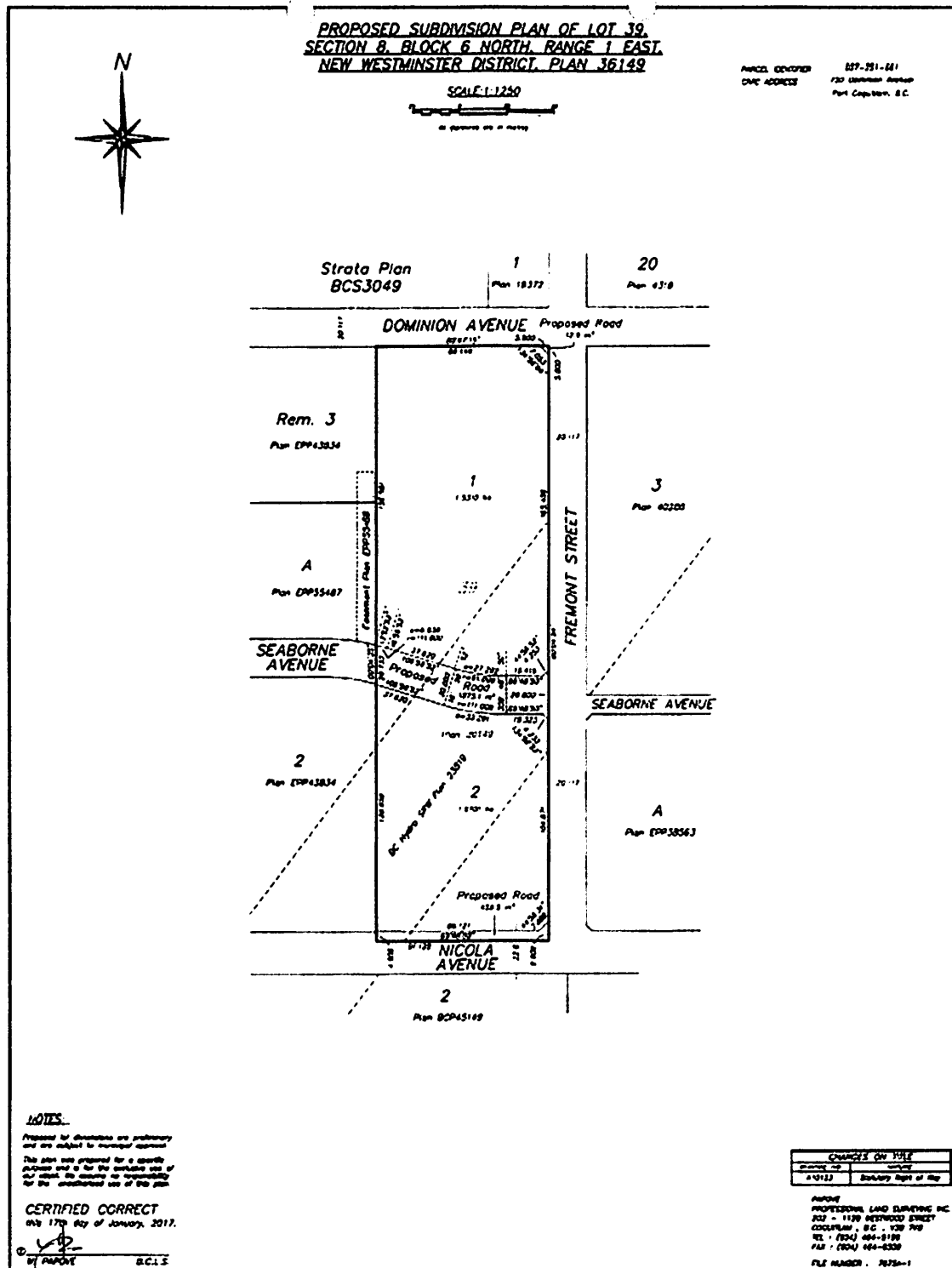
Attachments: 1. Location Map
2. Preliminary Plan of Subdivision

ATTACHMENT 1

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP



ATTACHMENT 2



Smart Growth Committee Report

Rezoning Application RZ000157 - 2329 Fremont Connector & 577 Nicola Avenue (Riverside Community Church)

RECOMMENDATION:

That Council give Zoning Amendment Bylaw, 2018, No. 4055 1st and 2nd Reading.

Committee Recommendation

At the April 17, 2018, Smart Growth Committee meeting, the Development Services Report, *Rezoning Application RZ000157 - 2329 Fremont Connector & 577 Nicola Avenue (Riverside Community Church)* was considered, and the following motion was passed:

1. *That Smart Growth Committee recommend to Council that the Zoning Bylaw be amended to:*
 - a. *rezone 577 Nicola Avenue from the CD32 (Comprehensive Development 32) zone to the M3 (Light Industrial) zone with a site-specific restriction that indoor commercial uses not be permitted at this location;*
 - b. *replace the CD32 zone to remove reference to Area 2 but retain regulations applicable to 2329 Fremont Connector, with the exception of parking for a banquet use; and*
2. *That staff be authorized to prepare the amending bylaw for consideration of 1st and 2nd reading by Council.*

ATTACHMENTS

Attachment 1: Zoning Amendment Bylaw No. 4055

Attachment 2: 2016-04-17 Report - Riverside Community Church Rezoning Application

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4055

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

1. CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4055.

2. ADMINISTRATION

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

Civic: 577 Nicola Avenue

Lot D, Section 9, Range 1, Meridian E, New Westminster District, Plan EPP38563 Meridian ECM

From: CD32 (Comprehensive Development 32)

To: M3 (Light Industrial)

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

- 2.2 That Zoning Bylaw No. 3630, Industrial Zones, Section 4.3 Permitted Uses, Notes to Table 4.3 be amended by adding Note 25, as follows:

Note 25. A commercial indoor recreation use is not a permitted use at 577 Nicola Avenue.

- 2.3 That Zoning Bylaw No. 3630, Section 6, Comprehensive Development Zones, CD32, be amended by deleting 6.32. CD32 and replacing it with the following:

6.32. CD32 Comprehensive Development Zone 32 (Riverside Community Church)

6.32.1 Property Description

Lot C, Section 9, Range 1, Meridian E, New West District, Plan EPP38563 Meridian ECM.

6.32.2 Permitted Uses

Institutional P2 uses

Accessory café located within a principal church building with a maximum of 20 seats

Accessory book store located within a principal church building with a maximum floor area of 40 m²

6.32.3 Regulations

| | |
|-----------------------|---|
| Height | 13 m (42.6 ft.) |
| Lot Coverage | 40% |
| Setbacks | 6 m (19.6 ft.) |
| Trees in parking area | 1 per 6 parking spaces |
| Landscape buffer | All building setback areas adjacent to a street must be landscaped. All parking areas adjacent to Fremont Connector shall have a minimum 3 m wide landscape buffer. All parking areas adjacent to Seaborne Avenue shall have a minimum 2 m wide landscape buffer. All parking areas adjacent to an interior lot line shall have a minimum 1 m wide landscape buffer. |

6.32.4 Required On-site Parking and Loading Spaces

| Parking Spaces | Loading spaces |
|----------------|----------------|
| 257 | 2 |

All parking space, loading space and drive aisle dimensions shall comply with the parking bylaw.

READ A FIRST TIME this

24th day of

April, 2018

READ A SECOND TIME this

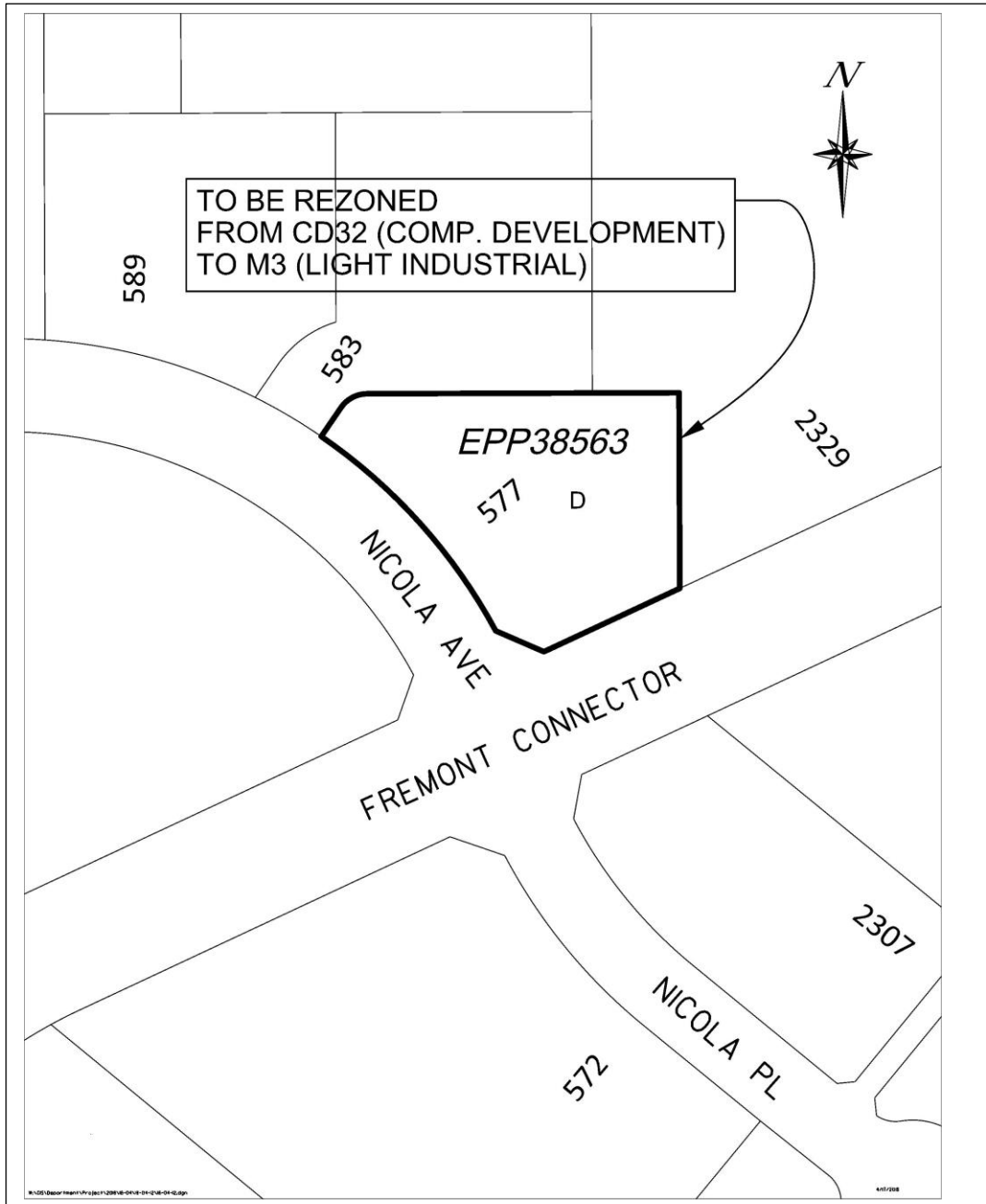
24th day of

April, 2018

Mayor

Corporate Officer

Schedule 1



Rezoning Application RZ000157 - 2329 Fremont Connector & 577 Nicola Avenue (Riverside Community Church)

RECOMMENDATIONS:

1. That Smart Growth Committee recommend to Council that the Zoning Bylaw be amended to:
 - a. rezone 577 Nicola Avenue from the CD32 (Comprehensive Development 32) zone to the M3 (Light Industrial) zone with a site-specific restriction that indoor commercial uses not be permitted at this location;
 - b. replace the CD32 zone to remove reference to Area 2 but retain regulations applicable to 2329 Fremont Connector, with the exception of parking for a banquet use; and
2. That staff be authorized to prepare the amending bylaw for consideration of 1st and 2nd reading by Council.

PREVIOUS COUNCIL/COMMITTEE ACTION

None directly related to this application.

REPORT SUMMARY

As explained in the attached letter, the Riverside Community Church (“the Church”) has determined its original development concept for a community church and a banquet hall on an adjoining property is no longer seen to be feasible. This report recommends amending the Zoning Bylaw to accommodate its request to remove site-specific provisions of the comprehensive development zone that were intended to accommodate the banquet facility.

BACKGROUND

On May 26, 2014, Council approved adding a new comprehensive development zone to the Zoning Bylaw to allow for the Church to subdivide its property for a proposed development intended to include a mix of light industrial, institutional and specified accessory commercial uses. Specifically, the Church’s concept was to not only develop a welcoming place of worship, but create a centre intended to serve community needs by including additional facilities such as a large gymnasium, classrooms, a book store, a small café and a 600-seat banquet facility on the adjoining parcel at 577 Nicola Avenue. For the banquet facility, the concept anticipated construction by an industrial developer of a 2-storey building to include typical light industrial uses on the ground floor and a banquet hall on the 2nd floor. To meet the parking needs of a banquet facility, the Zoning Bylaw specifies that the Church’s property at 2329 Fremont Connector must allocate 73 parking spaces for this use. In addition, the zone does not permit indoor commercial recreation uses on the industrial/banquet parcel to avoid potential conflicts between parking for an indoor commercial activity and parking for a banquet. Vehicle access to the church site includes a driveway easement on 577 Nicola Avenue as well as a gated access to Fremont Connector providing for restricted access and egress pursuant to the terms of registered covenants. Vehicle

Rezoning Application RZ000157 - 2329 Fremont Connector & 577 Nicola Avenue (Riverside Community Church)

access to 577 Nicola Avenue is restricted to the access off Nicola Avenue that is shared with the Church.

The construction of the new church building commenced in mid-2017 and is now well in process but the property intended for the industrial/banquet uses remains vacant. The letter from the Church indicates financial and operational obligations associated with the banquet use have proved to be problematic and for this reason, the Church wishes to eliminate the provisions for a banquet facility from the comprehensive zone. It further requests that the parcel at 577 Nicola Avenue be subject to the same light industrial zoning as applicable to other properties in the area.

DISCUSSION

The comprehensive zoning in place for the Church and adjoining parcel allowed for a unique combination of uses and a large banquet facility at this location was expected to be an asset to the community. However, staff appreciate the situation of the Church and concur with its request that the zoning bylaw be amended to remove the banquet use in order to free up parking spaces on its property. Although there will no longer be a larger banquet facility, there will be a commercial kitchen within the church. A concern was expressed with respect to the inclusion of a commercial kitchen within the Church and the potential for it to compete it with local businesses. A commercial kitchen is defined to mean a space designed for production and food safety – it can be as small as a home business operating as a catering operation or as large as an industrial facility. It would be expected that larger banquets could be held at the church, and for this purpose the church would use its on-site commercial kitchen. Catering operations at events such as wedding banquets would also use this facility. The zoning for the Church permits operation of an accessory café, limited to servicing up to 20 patrons (20 seats). These restrictions keep this activity relatively small and accessory to the activities of the church. Consistent with other Port Coquitlam places of worship, the space is considered Class 8 – non-profit by BC Assessment and therefore tax exempt, unless the space is rented out for more than 215 days per year.

Rezoning 577 Nicola Avenue to the M3 zone as requested could allow for a future development to include indoor commercial recreation uses. However, staff recommend this use not be permitted due to the restricted location of the subject parcel, including its provision for driveway access to the church. As has been noted in previous reports to Committee, indoor commercial recreation uses can create parking issues at peak periods and the concern with this site is that there is limited on-street parking and no opportunities for overflow parking in the immediate vicinity.

If Council approves the bylaw amendment to remove the banquet facility, then the restrictive covenants required by Council to be registered as conditions of the rezoning would be amended accordingly.

FINANCIAL IMPLICATIONS

None directly to the City with respect to the requested Zoning Bylaw amendment.


Rezoning Application RZ000157 - 2329 Fremont Connector & 577 Nicola Avenue (Riverside Community Church)

PUBLIC CONSULTATION

A public hearing would be required as part of the rezoning process.

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|--|--|
| 1  | Recommend to Council that Comprehensive Development Zone 32 (CD32) be replaced with a new CD32 zone and 577 Nicola Avenue be rezoned to the M3 Light Industrial zone with a site-specific restriction that indoor commercial recreation uses not be permitted. |
| 2 | Recommend to Council that Comprehensive Development 32 CD32 zone be replaced with a new CD32 zone and 577 Nicola Avenue be rezoned to the M3 Light Industrial zone. |
| 3 | Request additional information prior to considering the recommendations of this report. |
| 4 | Advise Council that Committee does not recommend amendment of the Zoning Bylaw. |

ATTACHMENTS

Attachment #1: Location Map

Attachment #2: Letter from Riverside Church

Attachment #3: Comprehensive Development Zone 32 with proposed changes shown in track changes

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 577 Nicola Avenue

FILE NO: RZ000157



January 30 2018

Development Services
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

CITY OF PORT COQUITLAM
RECEIVED - PLANNING

FEB 01 2018

FILE: R22000157

Attention: Bryan Sherrell

Dear Bryan

Re: Zoning Modification
Lot D, Section 9, RGE 1, MER E, NWD, PL EPP 38563
577 Nicola Street, Port Coquitlam

Thank you for the opportunity to meet with you last Friday. As we discussed it has become apparent to Riverside Church that due to the ongoing financial obligations which we have committed to that our original plans to co-ordinate the uses permitted on Lot D with the ongoing church activities are not possible. Specifically I reference the contemplated operations of a banquet facility within the Lot D building.

After considerable consideration we now recognize that both the financial and operational obligations the current zoning contemplates are problematic. Our primary issue is that if the Church is not directly involved in the operations of a banquet facility there is a significant potential of conflict with the parking facilities and the times of operation. Given that the first call of Riverside Church is to function as a community resource we accept that there must be limitations on the extent of our activities beyond our core mandate.

It is on this basis we would request that the City consider the modification of our CD zoning to remove the banquet facility as a permitted use. Further we would ask that the various agreements, rights of way and covenants would be modified to recognize that the parking requirements on Lot D would be contained solely on Lot D and the current "shared" parking arrangements on the adjacent church would be terminated

As we discussed on Friday we would suggest that further discussions with staff should be considered so as to determine whether this requested change will result in a modification to the current CD zoning or if the original M3 would be utilized.

Thank you in advance for your assistance in this matter.

Regards,



David Ehrhardt on behalf of
Riverside Community Church



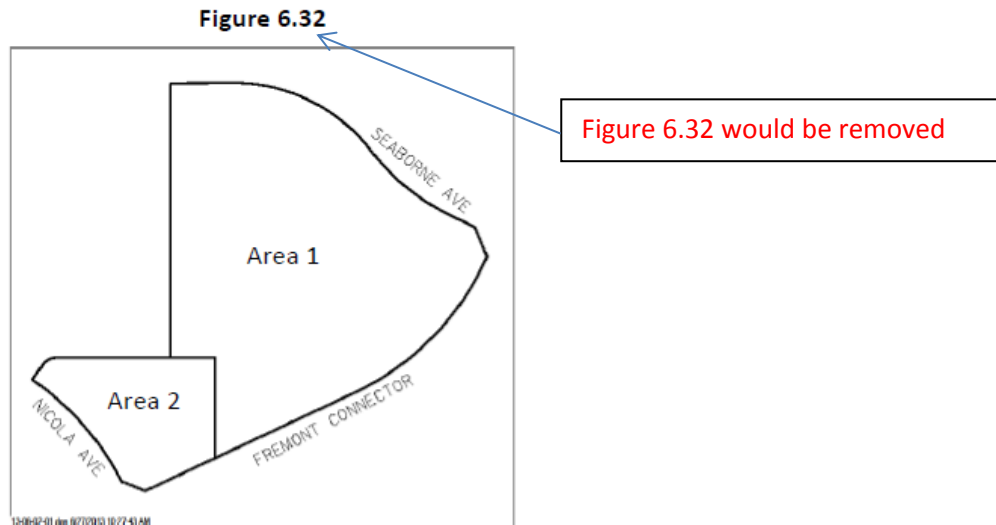
riverside
COMMUNITY CHURCH



Proposed replacement CD 32 Zone with changes shown in track changes.

6.32. CD32 Comprehensive Development Zone 32 (Riverside Community Church /Industrial/Banquet)

Figure 6.32



6.32.1 Property Description

~~Area 1 and 2 as shown by Figure 6.32 including the applicable portions of legal Lot D, Section 9, Range 1, Meridian E, New West District, Plan EPP38563 Meridian ECM and Lot C, Section 9, Range 1, Meridian E, New West District, Plan EPP38563 Meridian ECM.~~ [LLR1]

6.32.2 Permitted Uses

~~Area 1~~ Institutional P2 uses

Accessory café located within a principal church building with a maximum of 20 seats

Accessory book store located within a principal church building with a maximum floor area of 40 m²

~~Area 2 Light Industrial M3 uses except commercial indoor recreation~~

~~Banquet facility with a maximum floor area of 850 m² (9,149 ft²) and a maximum seating capacity of 600 seats located on the second floor of an industrial building~~

6.32.3 Regulations

| | |
|--------------------------|---|
| Area 1 Height | 13 m (42.6 ft.) |
| Lot Coverage | 40% |
| Setbacks | 6 m (19.6 ft.) |
| Trees in parking area | 1 per 6 parking spaces |
| Landscape buffer | All building setback areas adjacent to a street must be landscaped. All parking areas adjacent to Fremont Connector shall have a minimum 3 m wide landscape buffer. All parking areas adjacent to Seaborne Avenue shall have a minimum 2 m wide landscape buffer. All parking areas adjacent to an interior lot line shall have a minimum 1 m wide landscape buffer. |

~~Area 2 All buildings, structures, landscaping and screening shall comply with the regulations and additional regulations of the M3 zone except a rear yard setback may be 2 m (6.56 ft.).~~

6.32.4 Required On-site Parking and Loading Spaces

| Location | Parking Spaces | Shared Parking | Loading spaces |
|---------------------|----------------|--|----------------|
| Lot 1 | 257 | A minimum of 73 of the 257 spaces shall be available for the use of a banquet facility | 2 |
| Lot 2 | 27 | 3 | |

Smart Growth Committee Report

Rezoning Application RZ000140 - 1752 and 1758 Salisbury Avenue

That Council give 1st and 2nd readings to Bylaw 4056, and direct that the following conditions be met to the satisfaction of the Director of Development Services prior to the adoption of Bylaw 4056:

- a. Installation of protective fencing for trees to be retained on adjoining properties;
- b. Demolition of the existing buildings;
- c. Consolidation of the two lots;
- d. Completion of design and submission of securities and fees for off-site works and services, including reconstruction of the lane to connect with the improved portion to the east and \$500 for offsite replacement of one tree; and
- e. Registration of legal agreements to restrict building siting and require the project to achieve a minimum Built Green® Gold construction standard. Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018

Committee Recommendation

At the April 17, 2018, Smart Growth Committee Meeting, Development Services Report, *Rezoning Application RZ000140 - 1752 and 1758 Salisbury Avenue* was considered, and the following motion was passed:

That the Smart Growth Committee recommend to Council that:

1. *The zoning of 1752 and 1758 Salisbury Avenue be amended from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3);*
2. *That 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 trees to be retained on adjoining properties;*
 - b. *Demolition of the existing buildings;*
 - c. *Consolidation of the two lots;*
 - d. *Completion of design and submission of securities and fees for off-site works and services, including reconstruction of the lane to connect with the improved portion to the east and \$500 for offsite replacement of one tree; and*
 - e. *Registration of legal agreements to restrict building siting and require the project to achieve a minimum Built Green® Gold construction standard.*

REPORT SUMMARY

Amendment Bylaw 4056 is attached to this report and is recommended for 1st and 2nd reading. Committee also recommends that Council set the conditions to be met prior to adoption of the bylaw as described in the April 17, 2018 staff report (Attachment #2).

ATTACHMENTS

Attachment 1: Amendment Bylaw, No. 4056 for Zoning Bylaw, No. 3630

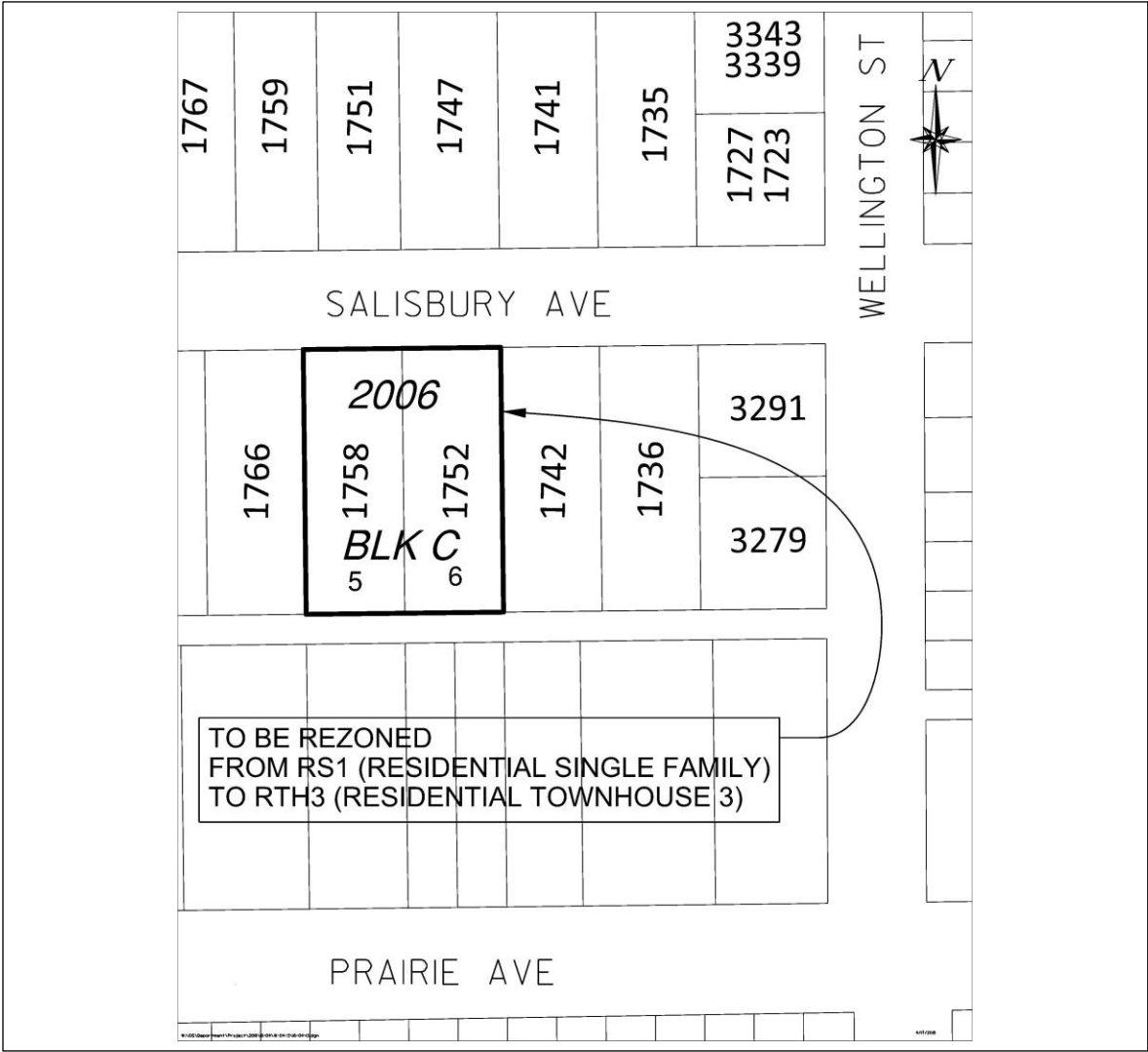
Attachment 2: 2018-04-17 Report - Salisbury Ave Rezoning

Bylaw No. 4056

103

BYLAW 4056

Schedule 1



Rezoning Application RZ000140 - 1752 and 1758 Salisbury Avenue

RECOMMENDATIONS:

That the Smart Growth Committee recommend to Council that:

1. The zoning of 1752 and 1758 Salisbury Avenue be amended from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3);
2. That 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 trees to be retained on adjoining properties;
 - b. Demolition of the existing buildings;
 - c. Consolidation of the two lots;
 - d. Completion of design and submission of securities and fees for off-site works and services, including reconstruction of the lane to connect with the improved portion to the east and \$500 for offsite replacement of one tree; and
 - e. Registration of legal agreements to restrict building siting and require the project to achieve a minimum Built Green® Gold construction standard.

REPORT SUMMARY

Jordan Kutev Architects Inc. proposes to develop a 9-unit townhouse development on two lots fronting Salisbury Avenue. The project is designed in accordance with the policies and townhouse land use designation of the Official Community Plan, complies with the regulations of the RTH3 Residential Townhouse zone, and meets development permit area objectives and guidelines. However, this is one of the first properties proposed for redevelopment within the 1700 block to the higher density and concern has been expressed by neighbours about its potential impact. Prior to bylaw adoption, it is recommended Council require that the developer meet certain conditions to promote neighbourhood fit, including tree retention and replanting and to ensure the project could only be built in accordance with the larger side yard setbacks of the proposed design.

BACKGROUND



Rezoning Application RZ000140 - 1752 and 1758 Salisbury Avenue

Official Community Plan: The land use designation is RT – Townhouse Residential; OCP housing policies applicable to this site encourage a variety of housing types to accommodate the needs of Port Coquitlam’s growing population and demand for multi-family housing.

Zoning Bylaw: The current zoning is RS1 – Residential Single Dwelling 1; the proposed zoning is RTh3 – Residential Townhouse 3.

Development Permit Area Designation: If rezoned, the site would be subject to the Intensive Residential and Environmental Conservation development permit area designations of the OCP. The residential design guidelines promote coordination of siting and building design; use of high quality cladding materials; consideration of the relationship between buildings and open areas; and, the overall visual impact of buildings and landscaping. The environmental conservation objectives and guidelines encourage sustainable development and building design; efficient use of energy, water and other resources; and, reduction of waste and pollution.

Site Characteristics and Context: The 2,168 m² site (about ½ an acre) is located in a mid-block location on the south side of Salisbury Avenue between Oxford and Wellington Streets. It includes two relatively flat lots, each of which is currently occupied by an older house and there are 24 trees on the combined lots. Although the area is designated for townhouse development, it remains primarily developed with detached homes and duplexes, including a relatively new home to the west. To date, a 6-unit townhouse development was constructed in 2006 on the south side of the lane fronting Prairie Avenue and several small sites face Wellington Street north of Salisbury Avenue. There is considerable activity in lot assembly for future townhouses within this block.

Project Profile

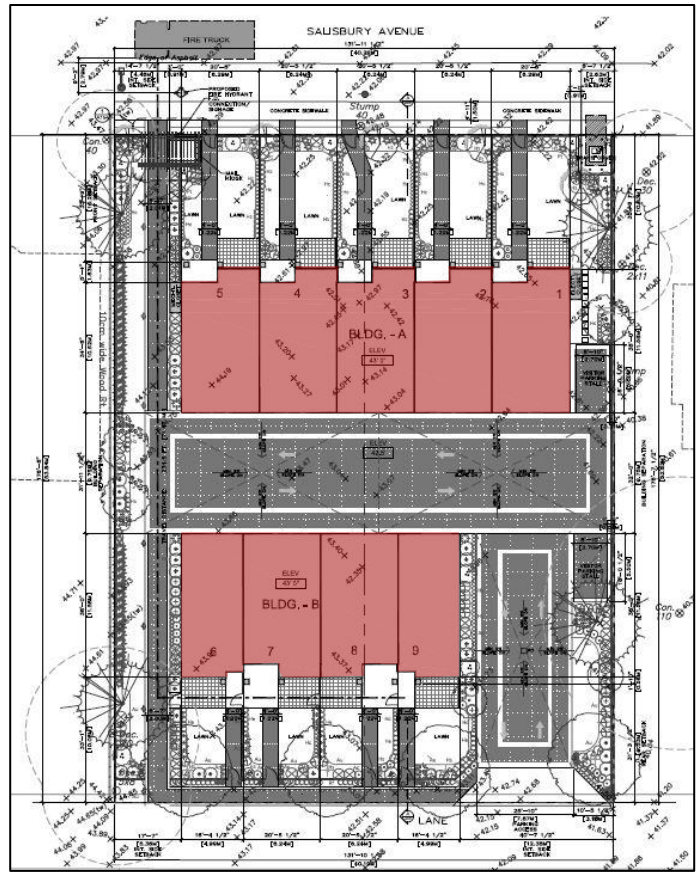
| | RTh3 Bylaw Regulations | Proposed RTh3 ¹ |
|-------------------------|------------------------------------|----------------------------|
| Minimum site area | 1,000 m ² | 2,168 m ² |
| Density (maximum units) | 9 (1 unit per 220 m ²) | 9 |
| Building lot coverage | 40% | 28% |
| Impervious surfaces | n/a | 38% |
| Setbacks: | | |
| Front (Salisbury) | 7.5m | 10.28 m |
| Rear (Lane) | 7.5 m | 9.5 m |
| Interior Side (East) | 1.8 / 3.5 m | 3.5 m |
| Interior Side (West) | 1.8 / 3.5 m | 4.4 m |
| Building height: | 10.5 m | 10.41 m |
| Parking - Total | 20 | 20 |
| Resident | 18 | 18 |
| Visitor | 2 | 2 |
| Small car | 25% (5 spaces) | 10% (2 spaces) |
| Tandem parking | 40% max | 22% (2 units) |
| Usable open space | 30 m ² per unit | 83 m ² per unit |

¹ Information provided by applicant based on proposed rezoning to RTh3

DISCUSSION

Rezoning: This is one of the first proposals within the subject area to respond to the land use designation of the Official Community Plan promoting redevelopment to higher density of townhouse uses within the area.

The rezoning application initially proposed a 10-unit development, using the City's bonus density policy to achieve this number. The developer, who was advised to consult with neighbouring residents, provided a consultation report listing concerns raised by five residents concerned about the higher density and its potential impacts. In response to this feedback, the project was redesigned to have only nine units with larger setbacks on the front, rear, and west sides of the site. The siting of the building facing Salisbury is setback from the east property line and the driveway access located along this side to reduce shading of the adjacent property; windows are also located to avoid overlook. A restrictive covenant is recommended as a condition of rezoning to ensure this siting is achieved at the time of development.



Building siting

Compliance with Development Permit Area Guidelines: The details of the buildings' design and landscaping would be reviewed in Committee's future consideration of the development permit application.

Each of the dwellings is designed to include 3 bedrooms and their floor areas ranging from 124m² (1,338 ft²) to 154m² (1,660 ft²). The units fronting Salisbury Avenue would have direct pedestrian access from the street, landscaped front yards and defined entries; those located at the back of the site have front entrances oriented to the lane. A landscaped pathway on the west side links these homes to Salisbury Street.

Each dwelling would have two parking spaces in a garage, with all but two units having a double-wide configuration; in addition, two visitor parking spaces are located within the site. Access to the garages is from an internal driveway. Garbage, organic waste and recycling storage would be accommodated within each unit's garage.

A three-storey building design utilizes a craftsman architectural style and features a variety of roof, window and entry elements. It is proposed to feature high quality cladding materials including fibre-

Rezoning Application RZ000140 - 1752 and 1758 Salisbury Avenue

cement horizontal siding and panels with reveals in a cool colour palette consisting of slate gray and light mist with white accents and trims.



Street front perspective

The landscape plan includes a mixture of trees, shrubs, perennials and groundcover plants throughout the site. An arborist's report was submitted that identifies measures to protect 4 trees on adjacent properties but the existing trees and hedges must be cut due to either their poor condition or their location in the proposed building area. A total of 23 trees are proposed to replace existing trees, including 4 large Douglas Firs, each to be more than 3 metres in height at time of planting. It is proposed that a cash-in-lieu contribution of \$500 be required for the one tree which is not proposed to be replanted on site.

Off-site Improvements: This development involves extensive off-site upgrades to meet the standards of the Subdivision Servicing Bylaw, including reconstruction of the lane and Salisbury Avenue abutting the site with curb and gutter, street lighting, street trees and a sidewalk. It is recommended that the lane be constructed from existing improvements at 1731 Prairie Avenue as a condition of rezoning approval to improve vehicular access.



Portion of lane to be constructed

Rezoning Application RZ000140 - 1752 and 1758 Salisbury Avenue

Variances to Regulations: None have been requested in the development permit submission.

Environmental Conservation: The applicant proposes to comply with the environmental conservation designation by designing the building to meet a green building standard of Built Green® Gold. A Section 219 restrictive covenant is recommended to be registered to ensure this standard would be met.

FINANCIAL IMPLICATIONS


None directly associated with this rezoning application, with the possible exception that the redevelopment provides for frontage and off-site improvements to the street and lane.

PUBLIC CONSULTATION

A development notice sign is posted fronting Salisbury Avenue advising the community of the rezoning and development permit applications for the site.

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|--|---|
| 1  | Recommend to Council that the zoning of 1752/1758 Salisbury Avenue be amended from RS1 to RTh3 and that specified conditions be met prior to adoption of the rezoning |
| 2 | Provide an opportunity for the public to comment on the application at a Smart Growth Committee meeting, prior to Committee making a decision on the application |
| 3 | Request additional information or amendments to the application to address specified issues prior to making a decision on the application |
| 4 | Recommend to Council that the rezoning application be refused. |

ATTACHMENTS

Attachment #1: Location Map

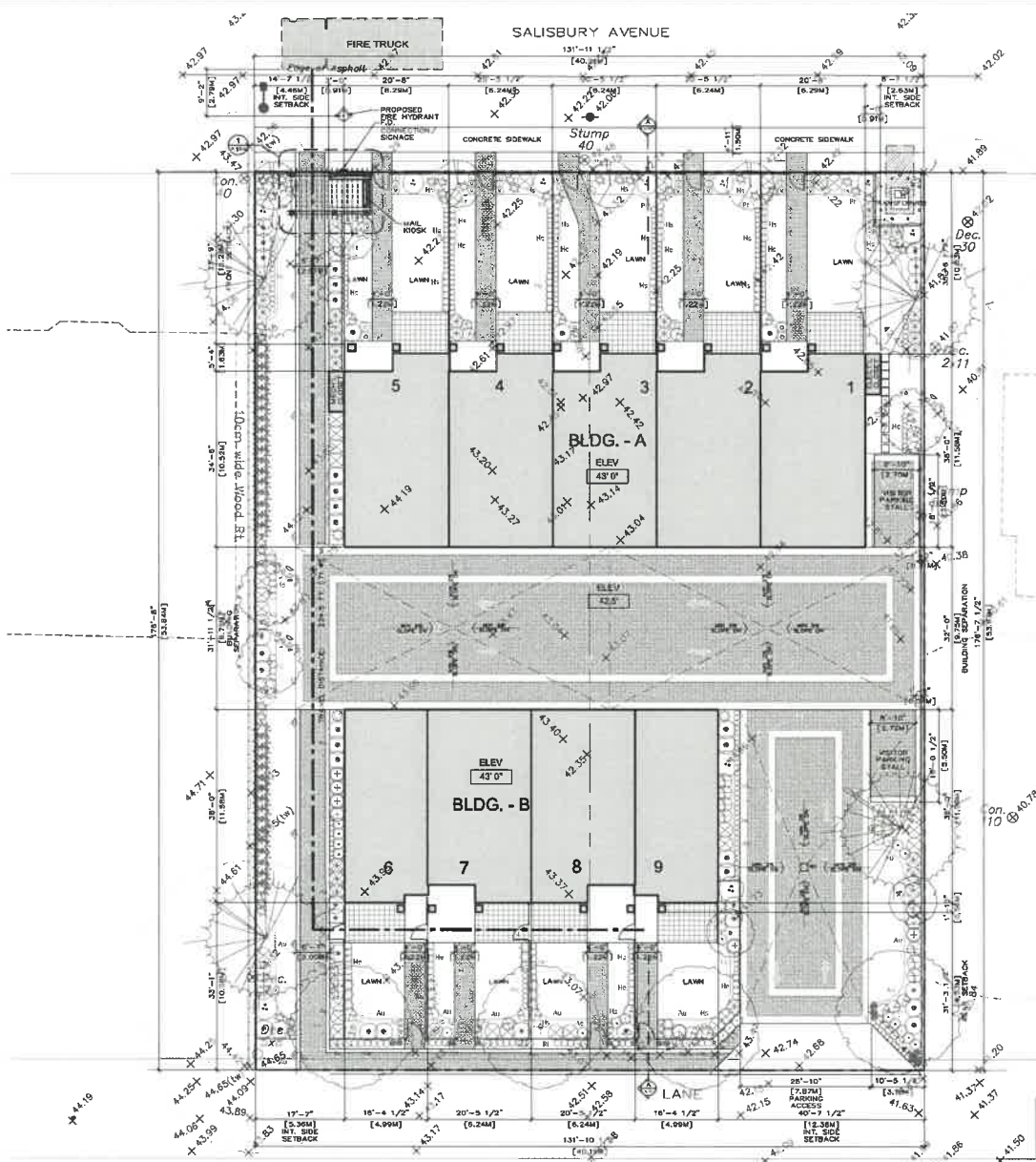
Attachment #2: Design Concept

**CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP**

PROJECT ADDRESS: 1752 / 1758 Salisbury Ave

FILE NO: RZ000140





1 PROPOSED SITE PLAN
A152 SCALE: 3/32" = 1' - 0"

PROJECT STATISTICS

| 10 Unit Townhouse Development 1758 & 1752 Salisbury Avenue, Port Coquitlam, British Columbia | | |
|--|--|---|
| Project Name: | Townhouse Development | |
| Civic address: | 1758 & 1752 Salisbury Avenue, Port Coquitlam, British Columbia | |
| Legal Description: | Lot 5 & 6 Block "C" District Lot 479 Group 1 NWD Plan MWP2008 | |
| Proposed Zoning: | RTH3 | |
| Site area: | 23'336.16 sq. ft. (2'168 sq. m.) | |
| Uses | Allowed / required | Proposed |
| RTH-3 2.3 Permitted Uses | Townhouse Residential | Townhouse Residential |
| Site coverage | 6334.71 sq. ft. [87.10 sq. m.] 40% of Lot Area | Total Site Coverage 8508.70 sq. ft. [804.67 sq. m.] 28% |
| Impermeable areas Roof | | 8580.96 sq. ft. [8332.49 sq. m.] 38% |
| Density of Development RTH-3 2.5.6 | 1-Unit / 220 sqm. 9.85 | 9 |
| Building Height RTH-3 2.4 | 34.4 ft. (10.5m) (fin. Grade to Mean Elevation) | 34.16 ft. (10.41m) |
| Setbacks | | |
| Building - A Front - North (Salisbury Ave.) RTH-3 2.4 Sides RTH-3 2.4 West East Rear - South RTH-3 2.4 | 24.6 ft [7.5 m.] 6.9 ft [1.8 m.] 14.62 ft [4.46m.] 8.62 ft [2.63m.] 24.6 ft [7.5 m.] | 33.75 ft [10.28 m.] 103.108 ft [31.41 m.] |
| Building - B Front - South (Lane) RTH-3 2.4 Sides RTH-3 2.4 West East Rear - North RTH-3 2.4 | 24.6 ft [7.5 m.] 6.9 ft [1.8 m.] 17.58 ft [5.35 m.] 40.62 ft [12.38 m.] 24.6 ft [7.5 m.] | 31.29 ft [9.53 m.] 105.5 ft [32.16 m.] |
| Building separation Floor Space Ratio (FSR) RTH-3 2.4 | n/a | n/a |
| Open Space RTH-3 2.5.6 | 322.0 sq. ft. [30 sq. m.] per dwelling unit | 895 sq. ft. [83 sq. m.] per dwelling unit |
| Off-Street Parking Spaces Residential | 20 spaces 2 spaces per unit + 2 visitor parking | 20 spaces (18 standard + 2 small) 2 spaces x 9 units = 18 spaces visitor parking = 2 spaces |

Unit Details (sq.ft.)

| Unit Types | Unit No. | Main level Area (sq. ft.) | | Second Level area (sq. ft.) | Stair duct area (sq. ft.) | Third Level area (sq. ft.) | Stair duct area (sq. ft.) | Balcony Area (sq. ft.) | TOTAL AREA (SQ. FT.) |
|------------|----------|----------------------------|-----------------------|-----------------------------|---------------------------|----------------------------|---------------------------|------------------------|----------------------|
| | | Residential area (sq. ft.) | Garage area (sq. ft.) | | | | | | |
| Type A1 | 1 | 264.73 | 467 | 738.51 | 62.62 | 788.48 | 68.38 | 100.72 | 1000.72 |
| Type A | 2 | 262.62 | 463 | 718.55 | 62.62 | 762.46 | 68.38 | 158.06 | 1632.63 |
| Type A3 | 3 | 262.62 | 463 | 718.55 | 62.62 | 762.46 | 68.38 | 158.06 | 1632.63 |
| Type A | 4 | 262.62 | 463 | 718.55 | 62.62 | 762.46 | 68.38 | 158.06 | 1632.63 |
| Type A2 | 5 | 264.73 | 467 | 738.51 | 62.62 | 788.48 | 68.38 | 100.72 | 1000.72 |
| Type B | 6 | 635.2 | 531.16 | 859 | 62.61 | 689 | 40.62 | 88.65 | 1338.19 |
| Type A4 | 7 | 282 | 463 | 718.2 | 62.62 | 762.1 | 68.38 | 158.72 | 1611.3 |
| Type A3 | 8 | 262.62 | 463 | 718.2 | 62.62 | 762.43 | 68.38 | 158.06 | 1632.25 |
| Type B1 | 9 | 640.7 | 531.16 | 859 | 62.61 | 689.19 | 40.62 | 88.65 | 1338.83 |
| TOTAL AREA | | 2146.63 | 4311.38 | 8372.43 | 543.96 | 8727.03 | 569.0 | 1320.26 | 11415.23 |

NOTE:
PERMEABLE OR POROUS PAVING
MATERIALS USED IN ALL ON-STREET
PARKING AREAS, DRIVEWAYS AND
WALKWAYS. - REFER TO LANDSCAPE
DRAWINGS.

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8 10/01/2011 ISSUED FOR REVIEW
5 10/01/2011 ISSUED FOR REVIEW
4 10/01/2011 ISSUED FOR REVIEW
3 10/01/2011 ISSUED FOR REVIEW
2 10/01/2011 ISSUED FOR REVIEW
1 10/01/2011 ISSUED FOR REVIEW

DATE REMARKS

Townhouse
Development

1752 & 1758 Salisbury Ave.
PoCo, British Columbia

SITE PLAN &
FIRE TRUCK ACCESS PLAN

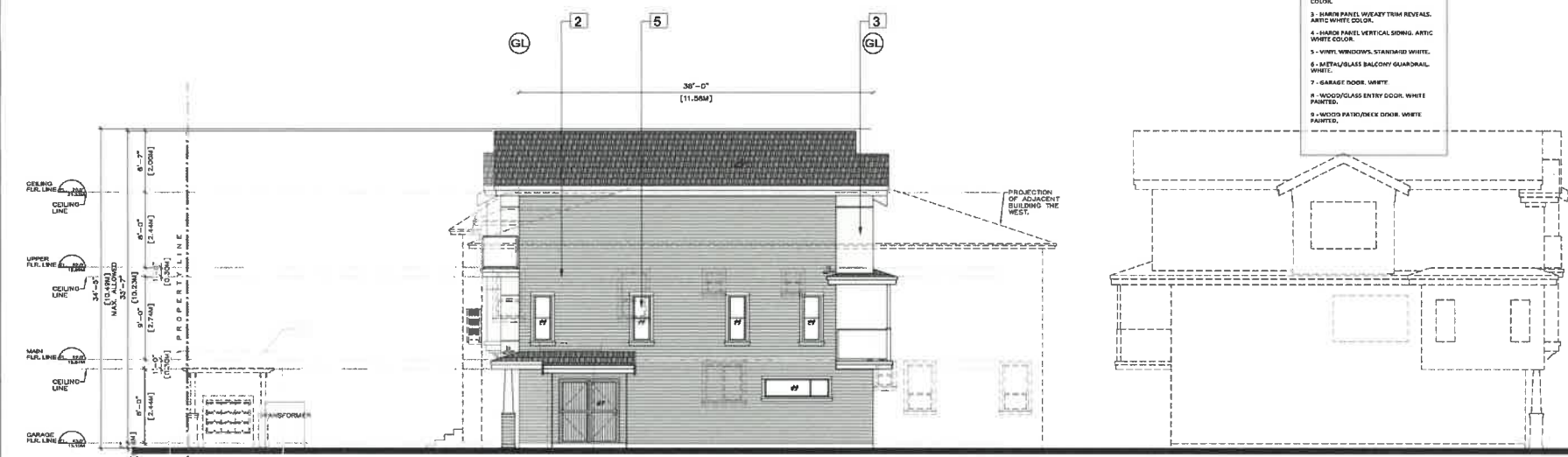
REVIEW

A153

SCALE: 3/32" = 1'-0"
PROJECT NO: 1630
DRAWN BY: VS
DATE: NOV2016
CHECKED BY: JK



1
A401
**BUILDING A
NORTH ELEVATION**
SCALE: 3/16" = 1'-0"



2
A401
**BUILDING A
WEST ELEVATION**
SCALE: 3/16" = 1'-0"

- MATERIAL FINISHES:**
- 1 - HARD PANE, WEATZY TRIM REVEALS, LIGHT WHITE COLOR.
 - 2 - SHARDPLANK LAP SIDING, GRAY SLATE COLOR.
 - 3 - SHARD PANE, WEATZY TRIM REVEALS, ARTIC WHITE COLOR.
 - 4 - SHARD PANE VERTICAL SIDING, ARTIC WHITE COLOR.
 - 5 - VINYL WINDOWS, STANDARD WHITE.
 - 6 - METAL/GLASS BALCONY GUARDRAIL, WHITE.
 - 7 - GARAGE DOOR, WHITE.
 - 8 - WOOD/GLASS ENTRY DOOR, WHITE PAINTED.
 - 9 - WOOD PATIO/DOOR DOOR, WHITE PAINTED.

BUILDING B

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1024 999 1222
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SEAL

- | | | |
|---|------------|--------------------------|
| 8 | 10/01/2018 | ISSUED FOR REVIEW |
| 9 | 10/01/2018 | REISSUED FOR REVIEW |
| 4 | 10/01/2018 | REISSUED FOR REVIEW |
| 3 | 11/01/2018 | REISSUED FOR REZONING/DP |
| 2 | 01/01/2019 | REISSUED FOR REZONING/DP |
| 1 | 01/01/2019 | ISSUED FOR REZONING |

NO DATE REMARKS

Townhouse
Development

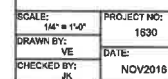
1752 & 1758 Salisbury Ave.
PoCo, British Columbia

BUILDING A ELEVATIONS

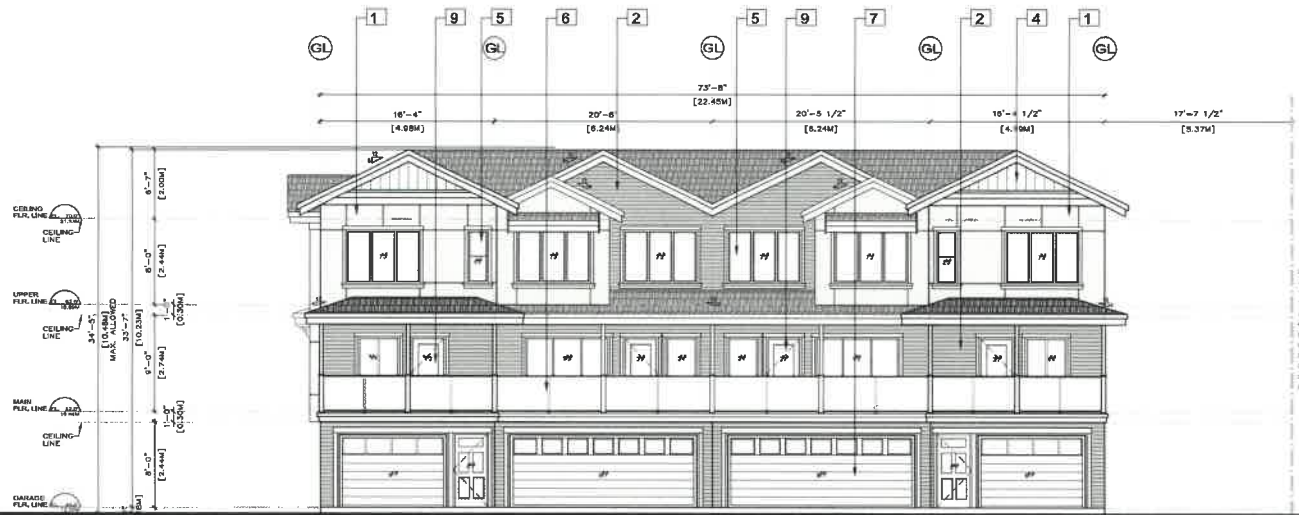
REVIEW

A401

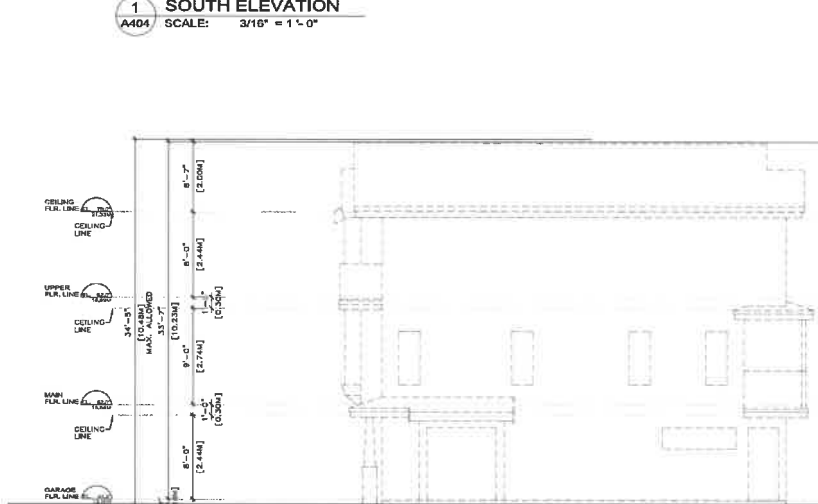
| | |
|---------------------|------------------|
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| DRAWN BY: VE | DATE: |
| CHECKED BY: JK | NOV/2018 |



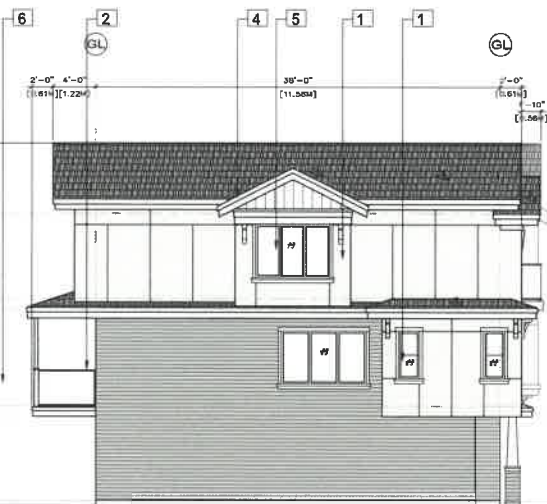
- MATERIAL FINISHES:**
- 1 - HARDI PANEL WEARY TRIM REVEALS, LIGHT MIST COLOR.
 - 2 - HARDI PANEL LAP SIDING, GRAY SLATE COLOR.
 - 3 - HARDI PANEL WEARY TRIM REVEALS, ARTIC WHITE COLOR.
 - 4 - HARDI PANEL VERTICAL SIDING, ARTIC WHITE COLOR.
 - 5 - VINYL WINDOWS, STANDARD WHITE.
 - 6 - METAL/GLASS BALCONY GUARDRAIL, WHITE.
 - 7 - GARAGE DOOR, WHITE.
 - 8 - WOOD/GLASS ENTRY DOOR, WHITE PAINTED.
 - 9 - WOOD PATIO/DECK DOOR, WHITE PAINTED.



BUILDING B SOUTH ELEVATION
SCALE: 3/16" = 1'-0"



BUILDING B EAST ELEVATION
SCALE: 3/16" = 1'-0"



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|-----|------------|--------------------------|
| 8 | 10/20/2017 | ISSUED FOR REVIEW |
| 5 | 10/20/2017 | ISSUED FOR REVIEW |
| 4 | 10/20/2017 | ISSUED FOR REVIEW |
| 3 | 11/02/2017 | REISSUED FOR REZONING/DP |
| 2 | 01/05/2017 | REISSUED FOR REZONING/DP |
| 1 | 10/20/2017 | ISSUED FOR REVIEW |

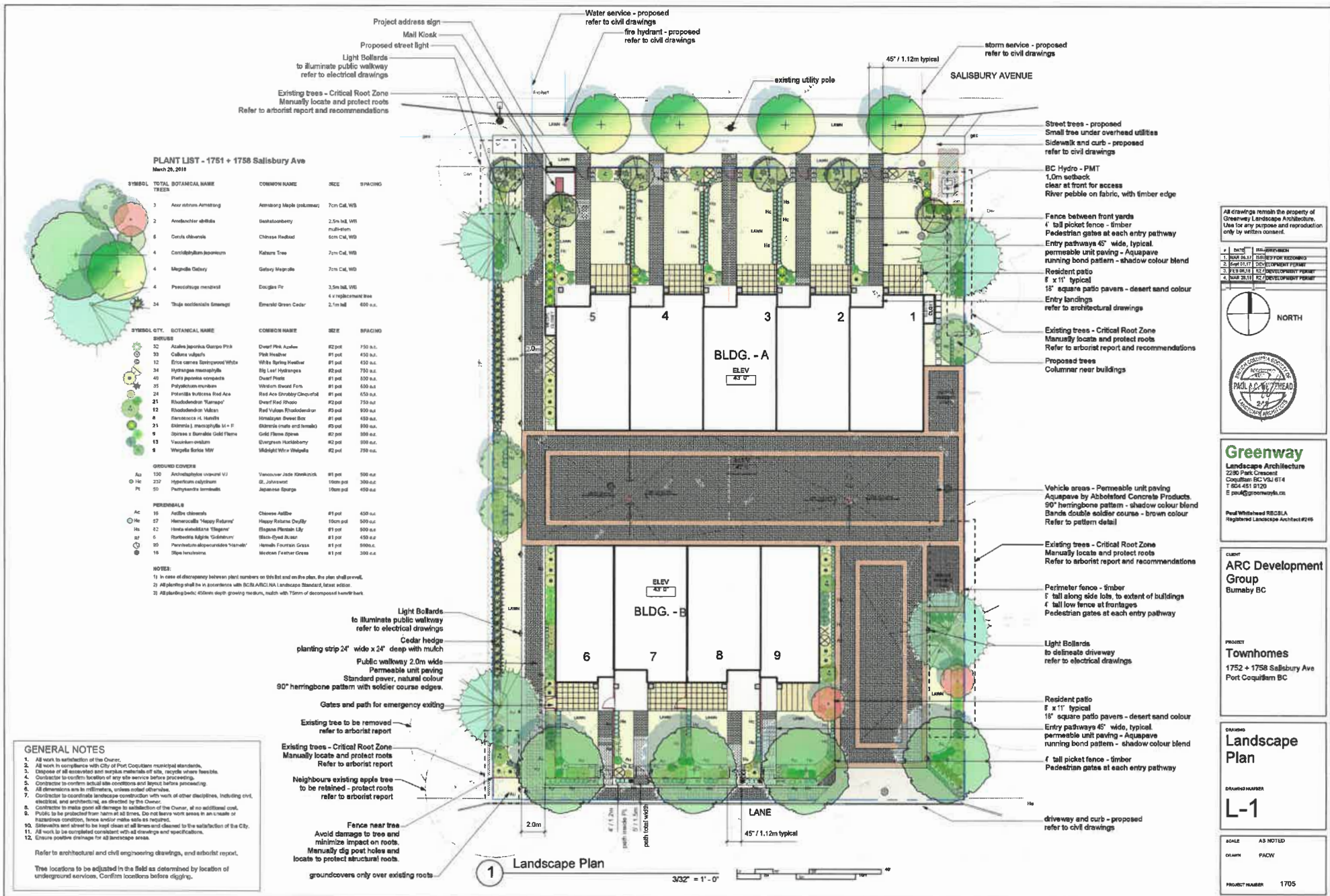
**Townhouse
Development**

1752 & 1758 Salisbury Ave.
PoCo, British Columbia

BUILDING B ELEVATIONS

REVIEW

| | |
|-------------------------|---------------------|
| A404 | |
| SCALE: 3/16" = 1'-0" | PROJECT NO: 1630 |
| DRAWN BY: VE | DATE: NOV2016 |
| CHECKED BY: JK | |



2018 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

RECOMMENDATION:

That the 2018 Annual Property Tax Rates Bylaw No. 4054 and Solid Waste Bylaw, No. 4053 be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the April 10, 2018 Council meeting, the following motion was passed:

That Financial Plan Bylaw No. 4049 receive final reading.

REPORT SUMMARY

Once the city's financial plan is adopted property tax and solid waste rates are calculated to raise the revenue levels approved by Council.

The Annual Property Tax Rates Bylaw and Solid Waste 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 15th, it is recommended that Council give the first three readings on April 24th and the final reading on May 8th.

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 15th 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 56.5% of the city's revenue in 2018. The bylaw also includes rates for the regional district in order to raise the funds needed to meet the city's obligations for the regional district annual tax requisitions. The bylaw also specifies the 2018 Business Improvement Area Levy of \$.9256 per \$1000 assessed value to raise the required funds of \$164,200 from the class 5 and 6 properties in the specified area in the Downtown Port Coquitlam Business Improvement Area Bylaw, 2015, No. 3922.

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 2016, it is recommended that the 2018 tax increase of 1.07% be allocated evenly across all property

classes. The actual amount of a homeowner's increase will depend on whether the property's assessed value increased more or less than other properties. The final 2018 assessed values for residential properties overall went up an average of 11.16%. The average assessment increase for strata properties was 18.66% whereas single family dwellings had an average increase of 8.62%. Residential properties having an assessment increase of over 11.16% will have a tax increase of greater than 1.07%, while properties having an assessment increase of less than 11.16% will see their property tax increasing less than the 1.07%.

DISCUSSION

Solid Waste Rates

The city provides solid waste collection services for all single family residential households and some multi-family residential and industrial, commercial and institutional units. The solid waste service is funded by a combination of user fees and general taxation. The 2018-2022 financial plan includes an increase of 1.78% to the 2018 solid waste rates to \$192.73 from \$189.36 for a single family dwelling. Consistent with prior years, this increase was applied to garbage, green and recycling fees.

How Property Taxes Are Calculated

Once the financial plan is adopted, staff sets a 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 competitiveness 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 rate 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 a regular basis as business, industry and residential properties change their classification due to rezoning, development etc.

Staff reviews the distribution between property classes to ensure that Port Coquitlam is competitive and remains near the regional average for the business and light industry tax ratios. As listed in Attachment 1, in 2017 the City's business tax ratio of 3.9300 was slightly higher than the Metro Vancouver average of 3.7582 and the light industry tax ratio of 4.5430 was below the Metro Vancouver average of 5.0380. Another comparative used is the property tax distribution between

2018 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

residential and non-residential properties. Attachment 2 shows that in 2017 Port Coquitlam was close to the regional average with residential properties representing 82% (regional average was 86%) of the total property assessment and paying 58% (regional average was 64%) 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 remain competitive, staff does not recommend any shifting of taxes. In 2018 the tax increase of 1.07% has been allocated evenly across all property classes. 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.

2018 Property Tax Rates

The following table shows the 2018 property tax rates for every \$1,000 of property assessment. Property tax rates are set by property class. Attachment 2 provides BC Assessment's definitions of the property classes.

| Class | Description | Tax Rate |
|-------|--------------------------------|----------|
| 1 & 3 | Residential/Supportive Housing | 2.4401 |
| 2 | Utilities | 40.0000 |
| 4 & 5 | Major & Light Industry | 10.6173 |
| 6 | Business | 9.1630 |
| 7 | Managed Forest Land | 40.0000 |
| 8 | Recreation/NonProfit | 12.8747 |
| 9 | Farm | 24.9030 |

The utilities class rate is capped by the Province (per Regulation 329/96) at a rate of \$40 per \$1,000 of assessment. In 2017 utilities paid \$465,021 in property taxes.

The 2018 distribution of property tax rates amongst all the property classifications will be as follows (the city currently has no properties in the major industry or managed forest land classes):

2018 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

| Class | Description | % of General Property Taxation |
|-------|--------------------------------|--------------------------------|
| 1 & 3 | Residential/Supportive Housing | 58.01% |
| 2 | Utilities | 0.74% |
| 5 | Light Industry | 9.83% |
| 6 | Business | 31.22% |
| 8 | Recreation/Non-profit | 0.16% |
| 9 | Farmland | 0.04% |

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 Tax requisition. In 2018 the tax rates will increase to raise an additional \$147,297 from 2017. The impact of this will see the average residential property assessed at \$960,179 pay \$42.72 in Metro Vancouver levies versus a charge of 38.42 in 2017.

Home Owner Grant

The 2018 Basic Home Owner Grant is \$570 and the Seniors Grant is \$845, the same as in 2017. In 2018 the Province increased the threshold for the Home Owner Grant from \$1,600,000 to \$1,650,000 for the 2018 tax year to reflect the increase in average assessments, with the home owner grant being reduced \$5 for every thousand dollars of assessment above \$1,650,000.

The City of Port Coquitlam provides the convenience of applying for the provincial home owner grants on-line using the city's website instead of coming to City Hall or mailing in the application. In 2017, 9,467 taxpayers or 58.01% of all home owner grants claimed were submitted on-line and over 66.88% of regular grants were claimed on line. This method of claiming home owner grants is of particular advantage to those taxpayers who use online or telephone banking, participate in our tax prepayment program or have their mortgage company pay property taxes on their behalf.

MyPortCoquitlam

2018 will be the fourth 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, dog and business licences. To date 1,783 taxpayers have joined this service. 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 Revenue Canada during income tax season.

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 funds, taking into account the May and June withdrawals as well as 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 3,217 tax prepayment accounts out of the 21,020 properties.

To increase the number of residents who sign up for pre-payment plan this program will be promoted in the tax newsletter as part of the 2018 Property tax notice, on the city website, paid advertisements through social media and in public service announcements during the property tax season.

Property Tax Deferment Program

The regular tax deferment program is available for registered owners who are either 55 years of age or older during the calendar year, a surviving spouse or a person with a disability as defined by regulation. The equity requirement for this program is 25% in your home. The families with children program is available if you are financially supporting, at the time of application, a dependent child who is under the age of 18 years. The equity requirement for this program is 15% in your home.


In 2017 taxpayers deferred taxes on 453 properties, an increase from 300 in 2016.

Homeowners may apply for the program only after the 2018 taxes have been levied by the municipality.

2018 Annual Property Tax Rates Bylaw and Solid Waste Bylaw

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|--|---|
| 1  | Give 2018 Annual Property Tax Rates Bylaw No. 4054 and Solid Waste Bylaw No. 4053 first three readings. |
| 2 | Refer 2018 Annual Property Tax Rates Bylaw No. 4054 and Solid Waste Bylaw No. 4053 back to staff. |

ATTACHMENTS

Attachment #1: 2017 Property Tax Ratio Comparison to Residential Rates

Attachment #2: 2017 Property Tax Distribution Residential versus Non-residential

Attachment #3: Fact Sheet – Classification of Property from BC Assessment

Lead author: Brian North

| | Class 6 | | Class 5 | | Class 1 |
|--------------------------|------------------|---------------|------------------|---------------|---------------|
| | Business & Other | | Light Industrial | | Residential |
| Municipality | Tax Rate | Tax Ratio | Tax Rate | Tax Ratio | Tax Rate |
| White Rock | 6.0916 | 2.6818 | 0 | 0 | 2.2715 |
| Langley City | 8.4724 | 2.9900 | 9.0532 | 3.1949 | 2.8336 |
| West Vancouver | 3.7962 | 3.1086 | 17.6735 | 14.4722 | 1.2212 |
| Port Moody | 8.0874 | 3.1378 | 15.402 | 5.9758 | 2.5774 |
| Maple Ridge | 10.9322 | 3.2719 | 10.9322 | 3.2719 | 3.3412 |
| Surrey | 6.3214 | 3.3367 | 5.7864 | 3.0543 | 1.8945 |
| Pitt Meadows | 10.2544 | 3.3860 | 14.02 | 4.6294 | 3.0285 |
| Richmond | 5.6064 | 3.5660 | 5.6064 | 3.5660 | 1.5722 |
| Langley Township | 9.0524 | 3.6443 | 8.1841 | 3.2947 | 2.484 |
| Delta | 8.9849 | 3.8501 | 8.6873 | 3.7225 | 2.3337 |
| Port Coquitlam | 10.5447 | 3.9305 | 12.1871 | 4.5427 | 2.6828 |
| North Vancouver City | 7.3857 | 4.0825 | 7.3857 | 4.0825 | 1.8091 |
| New Westminster | 11.3385 | 4.1359 | 15.4207 | 5.6249 | 2.7415 |
| North Vancouver District | 7.0703 | 4.4008 | 10.4512 | 6.5052 | 1.6066 |
| Vancouver | 5.7974 | 4.5978 | 5.7974 | 4.5978 | 1.2609 |
| Burnaby | 7.4900 | 4.7184 | 7.4900 | 4.7184 | 1.5874 |
| Coquitlam | 10.9355 | 5.0496 | 11.5975 | 5.3553 | 2.1656 |
| Average | | 3.7582 | | 5.0380 | |

| Municipality | Residential properties | | Non-residential properties | |
|--------------------------|---|------------------------------------|---|------------------------------------|
| | Percentage of total property assessment | Percentage of total property taxes | Percentage of total property assessment | Percentage of total property taxes |
| West Vancouver | 97% | 93% | 3% | 7% |
| White Rock | 95% | 90% | 5% | 10% |
| North Vancouver District | 93% | 72% | 7% | 28% |
| Port Moody | 91% | 68% | 9% | 32% |
| Maple Ridge | 91% | 78% | 9% | 22% |
| Coquitlam | 89% | 65% | 11% | 35% |
| New Westminster | 86% | 61% | 14% | 39% |
| Surrey | 86% | 69% | 14% | 31% |
| Pitt Meadows | 84% | 61% | 16% | 39% |
| Langley Township | 83% | 62% | 17% | 38% |
| Vancouver | 83% | 53% | 17% | 47% |
| North Vancouver City | 84% | 56% | 16% | 44% |
| Port Coquitlam | 82% | 58% | 18% | 42% |
| Burnaby | 82% | 49% | 18% | 51% |
| Richmond | 80% | 55% | 20% | 45% |
| Delta | 80% | 54% | 20% | 46% |
| Langley City | 71% | 49% | 29% | 51% |
| Average | 86% | 64% | 14% | 36% |

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 area office or visit www.bcassessment.ca

CITY OF PORT COQUITLAM

SOLID WASTE AMENDMENT BYLAW, 2018

Bylaw No. 4053

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

1. CITATION

This Bylaw may be cited as the “Solid Waste Amendment Bylaw, 2018, No. 4053”.

2. ADMINISTRATION

That “Solid Waste Bylaw, 2015, No. 3900”, be amended by removing Schedule A attached to Bylaw No. 3900 and replacing it with the Schedule A, attached hereto and forming part of this Bylaw.

| | | |
|-------------------------|-------------------------|-------------|
| READ A FIRST TIME this | 24 th day of | April, 2018 |
| READ A SECOND TIME this | 24 th day of | April, 2018 |
| READ A THIRD TIME this | 24 th day of | April, 2018 |

Mayor

Corporate Officer

SCHEDULE “A”

A1. Annual Rates for Basic Solid Waste Collection for Buildings with One Dwelling Unit:

| | Base Solid Waste Levy | | |
|-----------------------------------|------------------------------|------------------|------------------|
| | 120 Litre | 240 Litre | 360 Litre |
| Garbage | \$91.37 | \$121.37 | \$151.37 |
| Food scraps/yard trimmings | N/A | \$71.36 | \$81.36 |
| Recycling | N/A | \$0 | \$10 |

A2. Annual Rates for Solid Waste Collection for Buildings with Two Dwelling Units:

| | Base Solid Waste Levy | | |
|-----------------------------------|------------------------------|------------------|------------------|
| | 120 Litre | 240 Litre | 360 Litre |
| Garbage | \$182.74 | \$212.74 | \$242.74 |
| Food scraps/yard trimmings | N/A | \$142.72 | \$162.72 |
| Recycling | N/A | \$0 | \$0 |

A3. Annual Rates for Solid Waste Collection for Multi-family Buildings:

| | Base Solid Waste Levy | |
|-----------------------------------|------------------------------|------------------|
| | 240 Litre | 360 Litre |
| Garbage | N/A | N/A |
| Additional carts | N/A | N/A |
| Food scraps/yard trimmings | \$13.11 per dwelling | N/A |
| Additional carts | \$80.00 per cart | N/A |
| Recycling | N/A | \$0 |
| Additional carts | N/A | \$30 per cart |

A4. Rates for Solid Waste Collection for I.C.I Buildings:

| | Base Solid Waste Levy | |
|-----------------------------------|------------------------------|------------------|
| | 240 Litre | 360 Litre |
| Food scraps/yard trimmings | \$8.67 per month | N/A |
| Recycling | \$0 | \$5.98 |

A5. Annual Rates for Basic Solid Waste Collection for each Townhouse Dwelling Unit:

| | Base Solid Waste Levy | | |
|-----------------------------------|------------------------------|------------------|------------------|
| | 120 Litre | 240 Litre | 360 Litre |
| Garbage | \$91.37 | \$121.37 | \$151.37 |
| Food scraps/yard trimmings | \$61.36 | \$71.36 | \$81.36 |
| Recycling | N/A | \$0 | \$10 |

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 – 2013-2015 Multi-family buildings

This fee is waived in 2013, 2014 and 2015 for green carts for multi-family buildings.

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, \$0.53 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

CITY OF PORT COQUITLAM
ANNUAL TAX RATES BYLAW, 2018

Bylaw No. 4054

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, 2018, No. 4054.

2. RATES

The following rates are hereby imposed and levied for the year 2018:

- 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. 3922, rates appear in Column “C” of the Schedule 1, attached hereto and forming part of the Bylaw.

3. PENALTIES

The minimum amount of taxation upon a parcel of real property shall be the amount provided by statute.

- 1) At close of business on the 4th day of July, 2018 the Collector for the City of Port Coquitlam shall add to the unpaid taxes of the current year, in respect of each parcel of land and the improvements thereon upon the real property tax roll, five percent (5%) of the amount then remaining unpaid.
- 2) At close of business on the 15th day of August, 2018 the Collector for the City of Port Coquitlam shall add to the unpaid taxes of the current year (exclusive of the five percent addition authorized by subsection 1) of this section), in respect of each parcel of land and the improvements thereon upon the real property tax roll, five percent (5%) of the amount then remaining unpaid.
- 3) The said unpaid taxes, together with amounts added under this section, are deemed to be unpaid taxes of the current year due on such land and improvements thereon, and the amounts added under this section when collected shall form part of the general revenue of The Corporation of the City of Port Coquitlam.

- 4) Where a penalty addition would otherwise be applied under subsection 1) of this section and the owner is eligible for and subsequently claims the current years Home Owner Grant and applies for such grant before August 15th, the penalty under subsection 1) shall not be applied to the portion of taxes outstanding which was equal to the current years Home Owner Grant.

READ A FIRST TIME this 24th day of April, 2018

READ A SECOND TIME this 24th day of April, 2018

READ A THIRD TIME this 24th day of April, 2018

Mayor

Corporate Officer

Schedule 1
City of Port Coquitlam
Annual Tax Rates Bylaw, 2018, No. 4054

Tax Rates (dollars of tax per \$1,000 taxable value)

| | | A | B | C |
|----|------------------------------|-----------------------|-------------------------------------|--|
| | <u>Property Class</u> | <u>General</u> | <u>Regional District</u> | <u>Downtown Business Improvement Area</u> |
| 1. | Residential | 2.4401 | 0.0445 | |
| 2. | Utilities | 40.0000 | 0.1558 | |
| 3. | Supportive Housing | 2.4401 | 0.0445 | |
| 4. | Major Industry | 10.6173 | 0.1515 | |
| 5. | Light Industry | 10.6173 | 0.1515 | .9256 |
| 6. | Business and Other | 9.1630 | 0.1091 | .9256 |
| 7. | Managed Forest Land | 40.0000 | | |
| 8. | Recreation/Non- Profit | 12.8747 | 0.0445 | |
| 9. | Farm | 24.9030 | 0.0445 | |

NOTES:

Columns "A" and "C" will be applied to the assessed value for general municipal purposes.

Column "B" will be applied to the assessed value for regional hospital district purposes.

Smart Growth Committee Report

Housing Agreement Bylaw No. 4057 (Dogwood Seniors Housing)

RECOMMENDATION:

That Council give Housing Agreement for 3155 Seymour Street Bylaw, 2018, No. 4057 first three Readings.

Committee Recommendation

At the April 17th, 2018 meeting of the Smart Growth Committee, the following resolution was approved:

That Smart Growth Committee recommend to Council that:

a. the Housing Agreement Bylaw be approved;

REPORT SUMMARY

Housing Agreement Bylaw No. 4057 is attached for approval. At the May 9, 2018, Council meeting, a public input opportunity will be held for the development variance application and the proposed development variance and development permits will be considered for approval.

ATTACHMENTS

Attachment 1: 2018-04-17 Report - 3155 Seymour Street (Dogwood Seniors Housing)

Attachment 2: Housing Agreement Bylaw No. 4057

Development Permit DP000342 and Development Variance Permit DVP00053 Applications - 3155 Seymour Street (Dogwood Seniors Housing)

RECOMMENDATIONS:

1. Pursuant to s.498 of the *Local Government Act*, that Smart Growth Committee authorize staff to provide notice of an application to vary the parking requirements of the Parking and Development Management Bylaw and bicycle storage requirement of the Zoning Bylaw.
2. That Smart Growth Committee authorize staff to bring forward a Housing Agreement Bylaw under s.483 of the *Local Government Act* for Council's consideration prior to its consideration of DVP00053 and DP000342.
3. That Smart Growth Committee recommend to Council that:
 - a. the Housing Agreement Bylaw be approved;
 - b. Development Variance Permit DVP00053 be approved; and,
 - c. Development Permit DP000342 be approved.

PREVIOUS COUNCIL/COMMITTEE ACTION

Council approved a development permit to regulate the site's existing development in 2003.

REPORT SUMMARY

Redevelopment of a portion of the Dogwood Seniors' Housing Complex is proposed by the owner, the Port Coquitlam Senior Citizens' Housing Society, to increase the number of purpose-built, seniors' housing units accommodated at the site. The proposal generally conforms to Council's policies for seniors' housing as well as the Zoning Bylaw and a site-specific restrictive covenant limiting building height. The building and landscaping are designed to meet the objectives and guidelines of the site's development permit area designations and the Society's requested reduction in required parking spaces for vehicles and bicycles is supported by an established pattern of lower demand. In keeping with Council's policies to expedite projects meeting special housing needs, staff recommend to Committee that this application proceed to Council and that Council approve the development variance permit, development permit and terms of a housing agreement to restrict the new building to seniors' rental housing operated by a non-profit society.

BACKGROUND



The Port Coquitlam Senior Citizens' Housing Society proposes to replace four older, single-storey buildings with a three-storey, 41-unit apartment building on its site at 3155 Seymour Street. The complex will retain a two-storey apartment building, Dogwood Manor, as well as a three-storey building, Dogwood Place, located at 3125 Seymour Street. The new building would be purpose-designed to meet seniors' housing needs and would be connected to an existing apartment building that does not have an elevator, enhancing residents' accessibility. The project would complement existing development by adding indoor and outdoor amenity spaces, at-grade parking and landscaping. It is to be partially funded by BC Housing and will include affordable and subsidized rents.

Development Permit DP000342 and Development Variance Permit DVP00053 Applications - 3155 Seymour Street (Dogwood Seniors Housing)

The Port Coquitlam Senior Citizens' Housing Society also owns and operates Hawthorne Manor and offers various programs, transportation and hospitality services to seniors in Port Coquitlam. The Society advises it has an extensive wait list for independent living units providing affordable, accessible and adaptable housing and looks forward to this project helping to address these needs.

DISCUSSION

A. Policies & Regulations

Official Community Plan (OCP) Policy: The land use designation is Apartment Residential (A); the OCP encourages multiple-family developments in areas with this designation to be low to mid-rise in format, consistent with the form and character of existing development. OCP policies further encourage development of rental and non-market housing.

Zoning Bylaw: The property is zoned RA1 - Residential Apartment 1.

Development Permit Area Designation: The site is subject to the Intensive Residential and Environmental Conservation development permit area designations of the OCP. The intensive residential design guidelines promote coordination of siting and building design; use of high quality cladding materials; consideration of the relationship between buildings and open areas; and, the overall visual impact of buildings and landscaping. The environmental conservation objectives and guidelines encourage sustainable development and building design; efficient use of energy, water and other resources; and, reduction of waste and pollution.

Council's Development Processing Policy 5.02.02: This application qualifies as a "Public Interest Application" as it has been submitted by a social housing provider and proposes housing to meet seniors' needs. The policy allows for this application to be eligible for a fast-tracked review process at the City's cost; it requires registration of a housing agreement on title prior to building permit issuance to ensure the continued social benefit of the project.

Title Restrictions (S.219 Covenant): In 1999, a restrictive covenant was registered on the property's title to limit buildings to three storeys and a maximum height of 11m.

B. Proposed Development



Development Permit DP000342 and Development Variance Permit DVP00053 Applications - 3155 Seymour Street (Dogwood Seniors Housing)

Site Characteristics and Context: The proposed new building is to be located on a large, internal lot sited between two lanes with a small frontage on Seymour Street. This lot currently includes a two-storey apartment building, Dogwood Manor, which is to be retained; four single-storey bungalows which will be removed; at-grade parking and landscaping including mature trees and expansive lawns. The lot backs onto a small townhouse development along its northern boundary; to the south, the Dogwood Place building is located on a separate parcel. The surrounding area is designated for townhouse uses in the OCP but currently includes a mix of single family homes and townhouses.

Project Profile

| | Bylaw Regulations ¹ | Proposed ² | Requested Variances |
|---------------------------|--------------------------------|-----------------------|---------------------|
| Site area | 1,000 m ² | 4,598 m ² | n/a |
| Floor area ratio | 1.0 | 0.89 | - |
| Dwelling units - total | | 65 | n/a |
| New dwelling units | | 41 | |
| Adaptable units | 30% | 100% of new units | |
| Building lot coverage | 35% | 34.6% | - |
| Setbacks: | | | |
| Front (Seymour Street) | 4 m | 38 m | - |
| Rear (north) | 7.5 m | 2 m ³ | - |
| Interior side (west lane) | 7.5 m | 7.5 m | - |
| Interior side (east lane) | 7.5 m | 7.5 m | - |
| Building Height | 11 m | 11 m | - |
| Parking: Total | 65 | 33 | 32 |
| Small Car | 8 (25% max) | 8 | - |
| Indoor Recreation Area | 82 m ² ⁴ | 88.4 m ² | - |
| Outdoor Recreation Area | 227.5 m ² | 465 m ² | - |
| Bicycle Storage | | | |
| Long term (bike room) | 41 (@1 per unit) | 6; 6 scooter spaces | 29 |
| Short term (bike rack) | 6 | 6 | - |

Project Description: The proposed building is to be located near the center of the site and will include 41 one-bedroom apartment units varying in size from 50m² (544 ft²) to 54m² (580 ft²). All units are designed to meet adaptable standards and three of the units will be built as accessible units. The new, “L-shaped” building features a main entrance oriented to the landscaped courtyard with most of the homes oriented south, east or west to maximize their exposure to natural light. Building articulation is achieved through varied setbacks and roof lines and through the use of cladding materials and colour. The building will be clad in high-

¹ Refer to the Zoning, Parking and Development Management and Building and Plumbing bylaws for specific regulations

² Information provided by applicant

³ A reduced rear yard setback to the existing building was approved by DP19/03

⁴ The indoor amenity space requirement was varied for the existing building by DP19/03; this area is for the new building.

Development Permit DP000342 and Development Variance Permit DVP00053 Applications - 3155 Seymour Street (Dogwood Seniors Housing)

quality materials including horizontal fibre-cement board on lower floors and vertical board and batten on the upper floor.

Amenity spaces are to comprise an indoor amenity room located at the west side of the main floor adjacent to the lobby, a small reading room on the 2nd floor, a central courtyard creating opportunities for sitting and socializing, and a small outdoor space including a barbeque adjacent to the amenity room on the main floor.

Resident parking is to be located at grade near the northwest corner of the site with a few parking spaces located adjacent to the west lane, similar to the existing configuration. Staff normally encourage parking be located below the building rather than at-grade and this option was explored in initial discussions with the applicant. However, on-grade parking is proposed due to the higher cost of underground parking and the result that the height of a building with underground parking would be contrary to the restrictive covenant.

An onsite drop-off area is to be located along the east lane adjacent to a shelter for the shuttle bus. The existing garbage and recycling storage area will be expanded along the south edge of the site to have sufficient space to hold more garbage and recycling materials.

The site is currently well landscaped. While 20 trees will need to be removed due to their health, quality, large size or location (within the footprint or too close to the new building), 7 will be retained. The landscape plan includes 25 new onsite trees as well as a variety of shrubs, grasses, ground cover plants, perennials and sod, concrete walkways for improved accessibility, decorative stamped concrete and pavers in the outdoor amenity spaces, a curved pergola seating area in the courtyard, a shelter for residents waiting for the shuttle bus, and a bike rack. Raingardens will be installed next to the parking area to help manage stormwater.

Variances to Regulations

- a) Parking spaces: The City requires one parking space per dwelling unit for seniors' housing at this location⁵. The Society has submitted a parking report in support of its request for variance, with a key finding of its report indicating current parking demand is one space for every 2.6 dwelling units. The Society provides a shuttle service to its residents and the site design includes an onsite shuttle stop for this purpose.
- b) Bicycle storage: The Zoning Bylaw requires one secure space per dwelling unit for bicycles, and does not acknowledge there may be reduced needs for purpose-built seniors' housing. Historically, few of the residents have used bicycles and only 5 of the existing 70 residents have bicycles. The Society proposes to provide 6 spaces for bicycles and 6 for electric scooters, anticipating future requirements.

Housing Agreement: Under s.483 of the *Local Government Act*, a local government may, by bylaw, enter into a housing agreement. This agreement may include terms and conditions agreed to by the local government and the owner regarding occupancy of the housing units, the

⁵ This requirement applies because the site is more than 50m away from a public transit stop and 200m of retail shopping facilities, otherwise the development would only be required to provide one parking space per two dwelling units

Development Permit DP000342 and Development Variance Permit DVP00053 Applications - 3155 Seymour Street (Dogwood Seniors Housing)

form of tenure of the units, and other matters but it cannot vary the permitted use or density. It is recommended that a Housing Agreement Bylaw be adopted prior to approval of the requested permits to ensure occupancy will be restricted to senior's rental housing operated by a non-profit society to comply with the City's policy.

Environmental Conservation: The development permit outlines a number of measures to meet the objectives and guidelines of the Environmental Conservation designation. The applicant proposes to voluntarily exceed current BC Building Code by meeting the new energy requirements for "Step 3". Other conservation measures include energy efficient lighting, appliances and systems, construction and demolition waste management, sustainable landscape design including raingardens and planting of drought tolerant plant materials, and improved indoor environment by using materials that either reduce or eliminate indoor pollutants and providing high levels of air exchange. A complete list of conservation measures is attached to the draft development permit as Schedule A.

Tenant Relocation: If rezoning or a variance approval process is required for a site with rental housing units, the City encourages applicants to relocate their tenants before buildings are to be demolished. The Society is committed to seeing these tenants suitably housed and has been working diligently to relocate existing residents. Only four units remain occupied.

Approval Process: Normally, a development permit would be considered for issuance by Smart Growth Committee pursuant to its delegated authority. However, as a development variance permit can only be considered for issuance by Council and it must be approved prior to development permit issuance, to streamline the process this report recommends Council be requested to issue the development permit after approval of the variance permit.

FINANCIAL IMPLICATIONS

The processing of the development permit and development variance permit applications is at the City's cost, in keeping with Council's Development Processing Policy.

ENVIRONMENTAL IMPLICATIONS

The project is designed to comply with the Environmental Conservation designation. While there will be a net loss in the number of trees, the landscape plan provides for their replacement to the extent possible while meeting the specific needs of a seniors' housing development.


PUBLIC CONSULTATION

A sign has been posted on site to inform area residents of the application and, to date, no comments have been received. The procedures for consideration of a development variance permit include neighbourhood notification and updating the sign to include the date for public input.

Development Permit DP000342 and Development Variance Permit DVP00053 Applications - 3155 Seymour Street (Dogwood Seniors Housing)

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|--|--|
| 1  | Authorize notification of the development variance permit application, preparation of a housing agreement bylaw and recommend Council approval of the housing agreement, development variance permit and development permit (in that sequence). |
| 2 | Request additional information or amendments if the Committee is of the opinion that such information or amendments would assist in its evaluation of how the design complies with the development permit area designations or in its consideration of the variances. |
| 3 | Not authorize notification of the development variance permit or reject the development permit application, if Committee does not support the requested parking variances or is of the opinion the proposal does not conform to the OCP guidelines. The Society may then request the applications be forwarded to Council for consideration. |

ATTACHMENTS

Attachment #1: Location Map

Attachment #2: Draft Development Permit with Drawings Appended

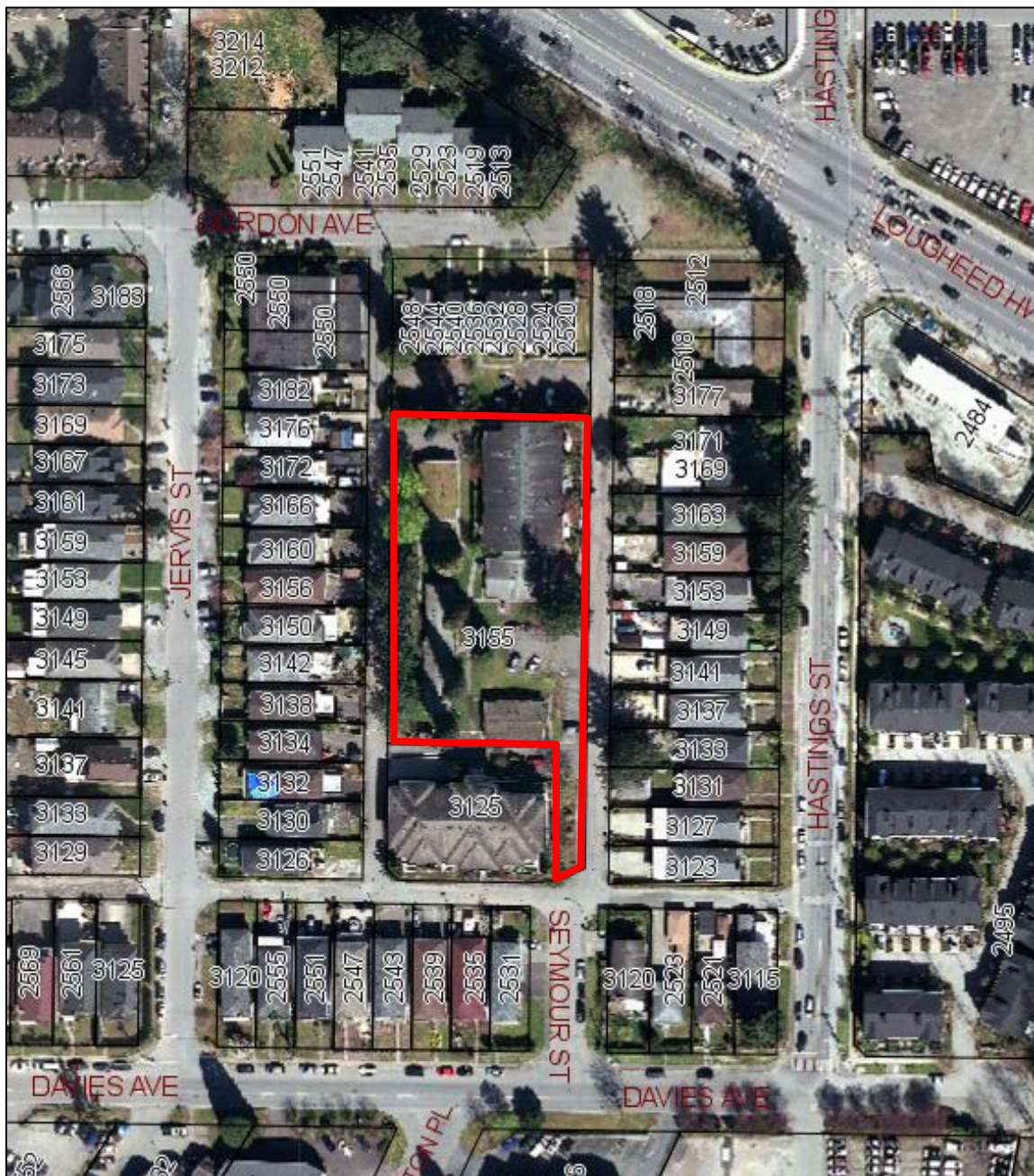
Attachment #3: Draft Development Variance Permit

Attachment #4: Draft Housing Agreement

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 3155 Seymour Street

FILE NO: DP000342
DVP00053



THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT PERMIT

NO. DP000342

Issued to: PORT COQUITLAM SENIOR CITIZENS HOUSING SOCIETY
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 114-3125 SEYMOUR ST PORT COQUITLAM BC V3C 3H5

1. This Development Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
2. This Development Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 3155 SEYMOUR STREET

Legal Description: BLOCK A, DISTRICT LOT 380, NEW WEST DISTRICT, PLAN
NWP19175-EXCEPT PLAN LMP43882.

P.I.D.: 010-464-875

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the “Official Community Plan Bylaw, 2013, No. 3838”.
4. “Port Coquitlam Zoning Bylaw, 2008, No. 3630” and “Parking and Development Management Bylaw, 2005, No.3525” are varied, supplemented or both in accordance with the following:
 - a. The form and character of the building, including the siting, height and general design, shall be as shown on drawings numbered DP000342 (1) to DP000342 (16) which are attached hereto and form part of this permit.
 - b. The form and character of on-site landscaping shall be as shown on drawings numbered DP000342 (11) and DP000342 (16) and the following standards for landscaping are imposed:
 - (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto.
 - (ii) All planting materials shall be able to survive for a period of one year from the date of the site landscape approval by the Municipality.

- c. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.

5. Landscape Security

- (a) As a condition of the issuance of this permit, the security set out below will be held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 4 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount **\$123,647.00** for the purpose of landscaping.
- (b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
- (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the final phase of the development. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within the six month period, the Municipality has the option of continuing to hold the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping, and recoup additional costs from the Permittee if necessary. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

- (d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.
7. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.
8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
9. This permit is not a building permit.

APPROVED BY THE SMART GROWTH COMMITTEE THE
[CLICK [HERE](#) - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK [HERE](#) - ENTER THE MONTH, YEAR].

SIGNED THIS [CLICK [HERE](#) - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK [HERE](#) - ENTER THE MONTH, YEAR].

Mayor

Corporate Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or
Representative of Applicant)

PORT COQUITLAM SENIORS HOUSING SOCIETY - DOGWOOD MEWS

CIVIC ADDRESS: 3155 SEYMOUR STREET, PORT COQUITLAM, BC

LEGAL ADDRESS: Block A Except; part on plan LMP43882, District Lot 380, Group 1, New Westminster District, Plan 19175

STATISTICS:

ZONING:
RA1

SITE AREA:
49,491.7 SF (4,597.9 SM) INCLUDES R.O.W.

LOT COVERAGE:
35% ALLOWED = 17,322 SF (1,609 SM)
PROPOSED 17,109 SF (1,589.5 SM) = 34.6%

HEIGHT:
14 M PER ZONE, RESTRICTED TO 11 METERS
MAXIMUM
3 STOREY, 11 M PROPOSED

DWELLING UNIT MIX
41 DWELLING UNITS
3 ACCESSIBLE UNITS (TYPE D)
38 ADAPTABLE UNITS (TYPE A, B + C)
MIN. 30% ADAPTABLE UNITS REQUIRED

INDOOR AMENITY AREA
2 SM PER DWELLING
41 DWELLING UNITS = 882.6 SF (82 SM) REQUIRED
854.5 SF + 98.7 SF
[GF - MULTI-PURPOSE, LOUNGE, WC + RESIDENT'S
KITCHEN AND 2ND FLOOR - READING ROOM]
= 951.2 SF (88.4 SM) TOTAL AMENITY, GROSS

OPEN SPACE:
3.5 SM (37.7 SF) PER UNIT X 65
= 227.5 SM (2,448.8 SF)
GREATER THAN 5,000 SF PROVIDED

DENSITY:
EXISTING BUILDING:
GROUND FLOOR 6,082.0 SF
SECOND FLOOR 5,942.3 SF
SUB-TOTAL 12,024.3 SF (1,117.1 SM)

PROPOSED BUILDING:
GROUND FLOOR 10,737.11 SF
SECOND FLOOR 10,775.40 SF
THIRD FLOOR 10,746.17 SF
SUB-TOTAL 32,258.68 SF (2,996.9 SM)
TOTAL AREA 44,282.98 SF (4,114.0 SM)

FAR 1.0 ALLOWED = 49,492 SF (4,597.9 SM)
PROPOSED = 44,282.98 SF (4,114.0 SM) = 0.89 FAR

SETBACKS:
SIDE YARD - EAST:
4.0 M (13.12 FT) ALLOWED
7.5 M (24.6 FT) PROVIDED

FRONT YARD - SOUTH:
3.0 M (9.84 FT) ALLOWED
3.6 M (11.8 FT) PROVIDED TO INTERIOR
38.0 M (124.8 FT) PROVIDED TO STREET

SIDE YARD - WEST:
3.0 M (9.84 FT) ALLOWED
7.5 M (24.6 FT) PROVIDED

PARKING:
PARKING: See Parking Report

1 PER 2 UNITS REQUIRED
EXISTING BUILDING - 24 UNITS = 12 STALLS
PROPOSED BUILDING 41 UNITS = 21 STALLS

TOTAL REQUIRED
33 STALLS

75% (25 STALLS) - STANDARD SIZE 2.7M X 5.5M
(INCLUDING 2 ACCESSIBLE PARKING STALLS)
25% (8 STALLS) - SMALL SIZE 2.5M X 5.0M

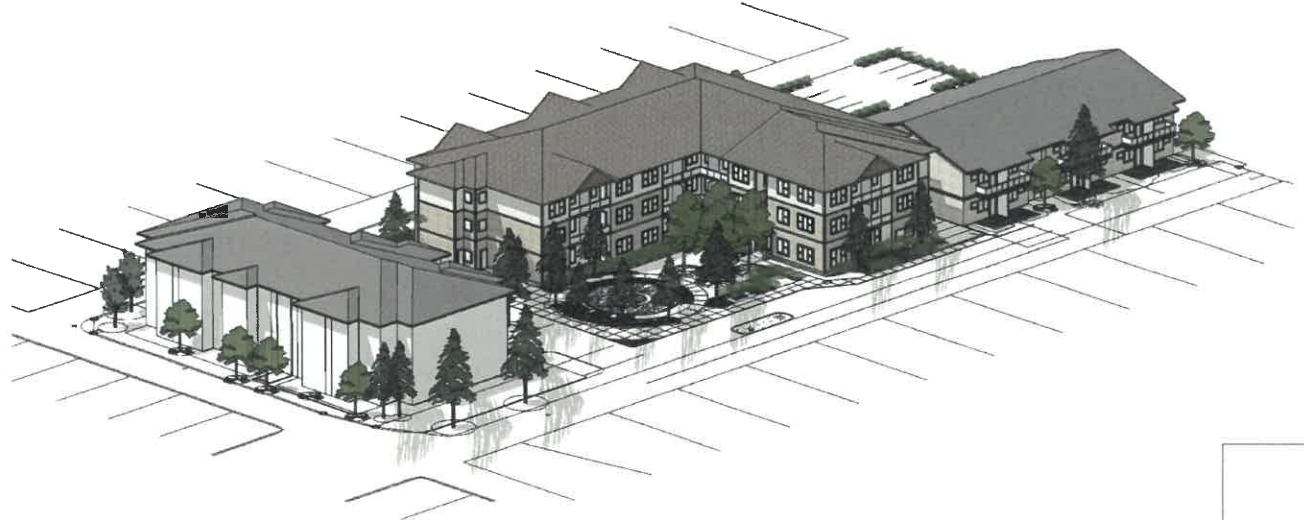
BICYCLE PARKING:
41 LONG-TERM SPACES REQUIRED
12 SPACES PROVIDED
6 (LONG-TERM) BIKE/SCOOTER ROOM ON GF
6 (SHORT-TERM) BIKE RACK IN COURTYARD

ADDRESSING:

SUITE NUMBERS:
PROPOSED BY CITY

PROPOSED BUILDING (MEWS)
1101 - 1111
1201 - 1215
1301 - 1315

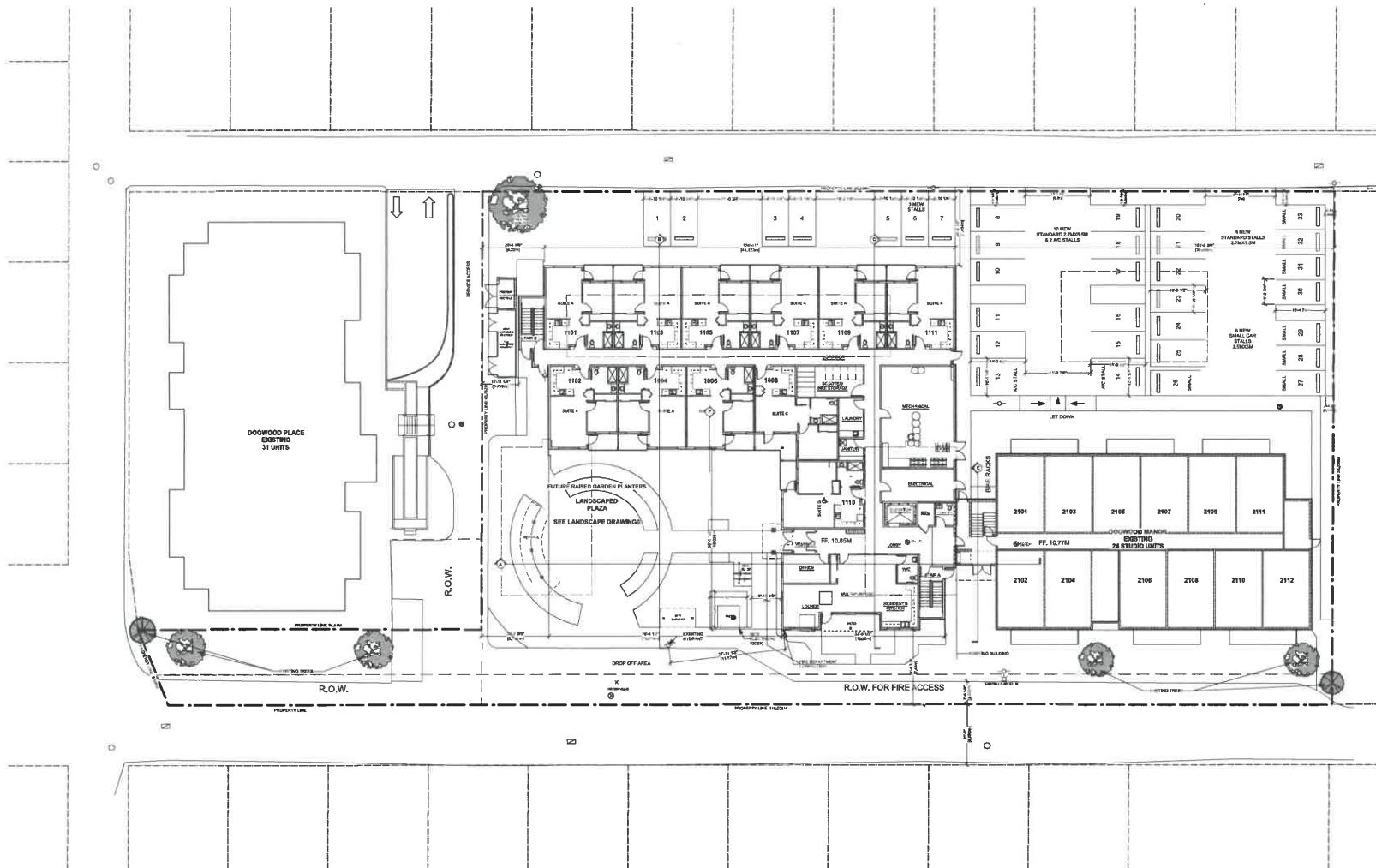
EXISTING BUILDING (MANOR)
TO BE RENUMBERED
2101 - 2112
2201 - 2212



CONTACT LIST:

| YELLOWRIDGE DESIGN BUILD | | | | | | | | | |
|---------------------------------|--|---|--------------|-----------------------|-------|-------|-------|-------|-------|
| NAME | COMPANY | ADDRESS | PHONE | EMAIL | PHONE | EMAIL | PHONE | EMAIL | PHONE |
| Client | Port Coquitlam Seniors Housing Society | 3155 Seymour St. Port Coquitlam, BC V3C 1S1 | | | | | | | |
| Architect | Boni + Maddison Architects | 3732 West Broadway Vancouver, B.C. V6R 2C1 | 604 688 5994 | info@bonimaddison.com | | | | | |
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17000342 (2)



1 SITE PLAN PROPOSED
Scale: 1/16" = 1'-0"

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A 17-11-21 FOR REVIEW
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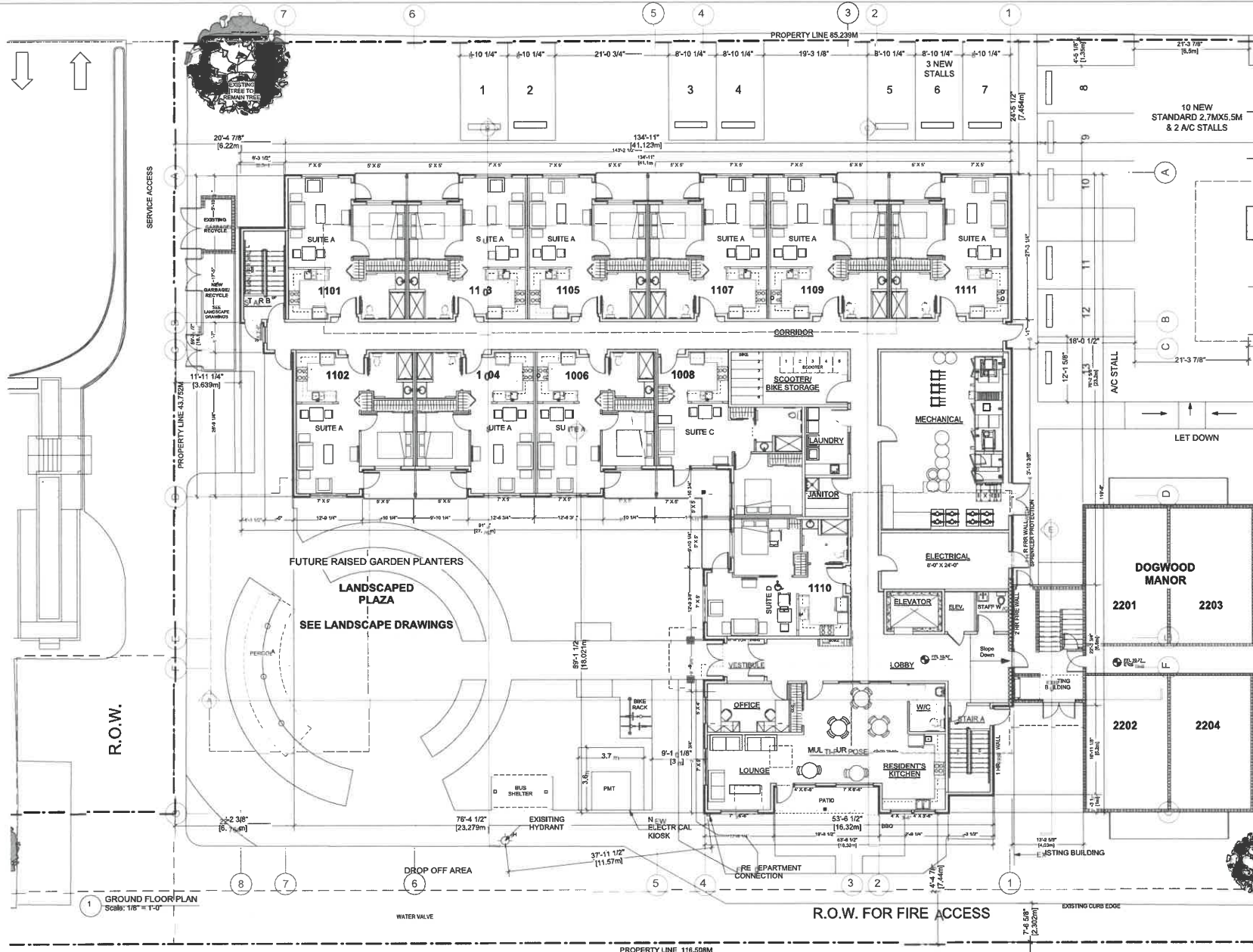
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E: info@bonimaddison.com

PROJECT
PCH Dogwood Mews

TITLE
Site Plan Proposed

| | | | |
|----------|---------------|--------------|------|
| DRAWN: | AB | DRAWING NO.: | |
| SCALE: | 1/16" = 1'-0" | | A1.3 |
| JOB NO.: | 11-08 | | |
| DATE: | SEPT 2011 | REV. NO.: | |

17000313 (3)



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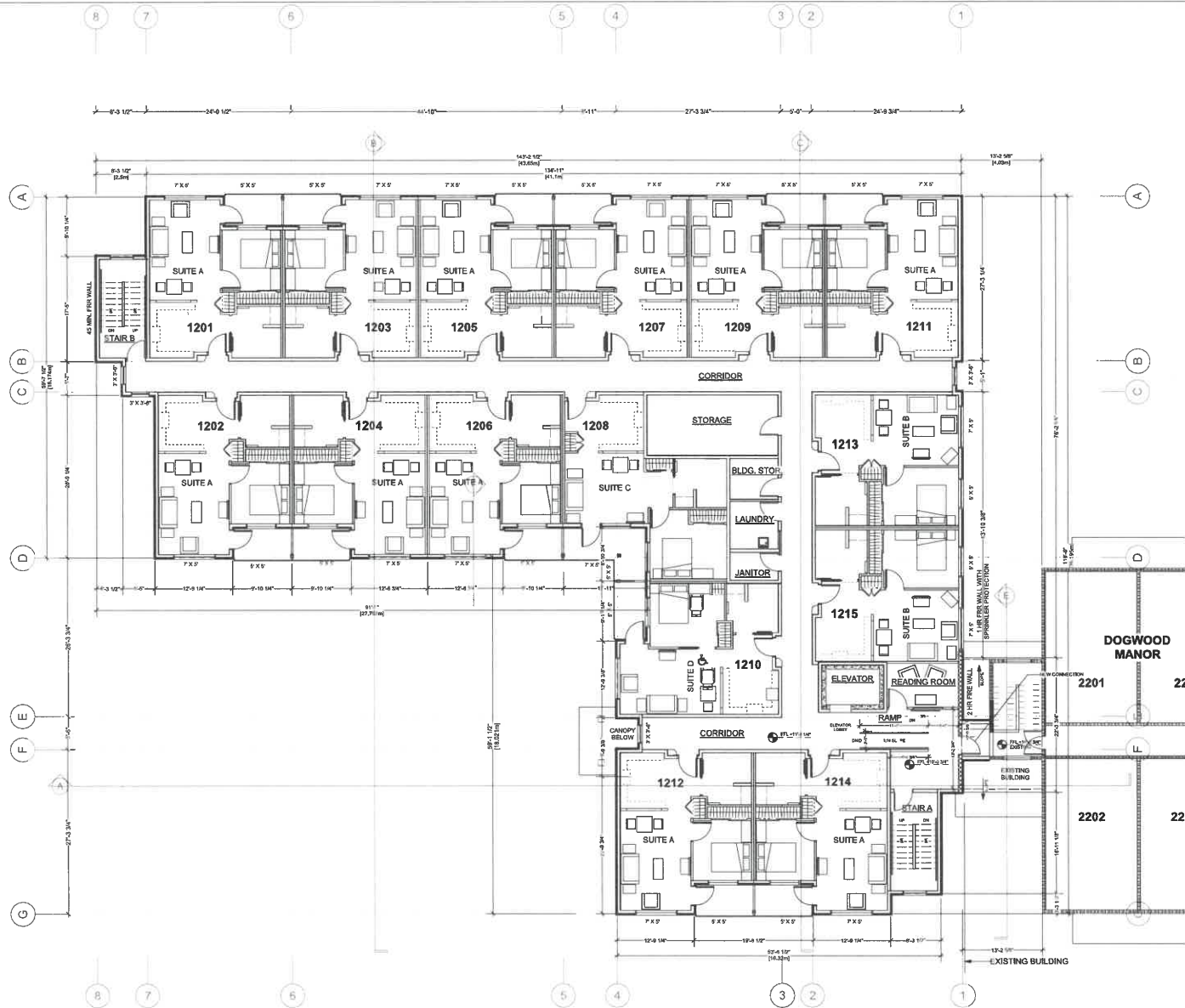
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PROJECT:
PCH Dogwood Mews

TITLE:
Ground Floor Plan

DRAWN: AB
SCALE: 1/8" = 1'-0"
JOB NO: 11-08
DATE: SEPT 2011
DRAWING NO: A2.1
REV. NO:

DP000342 (4)



1 SECOND FLOOR PLAN
Scale: 1/8" = 1'-0"

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A 17-11-21 FOR REVIEW
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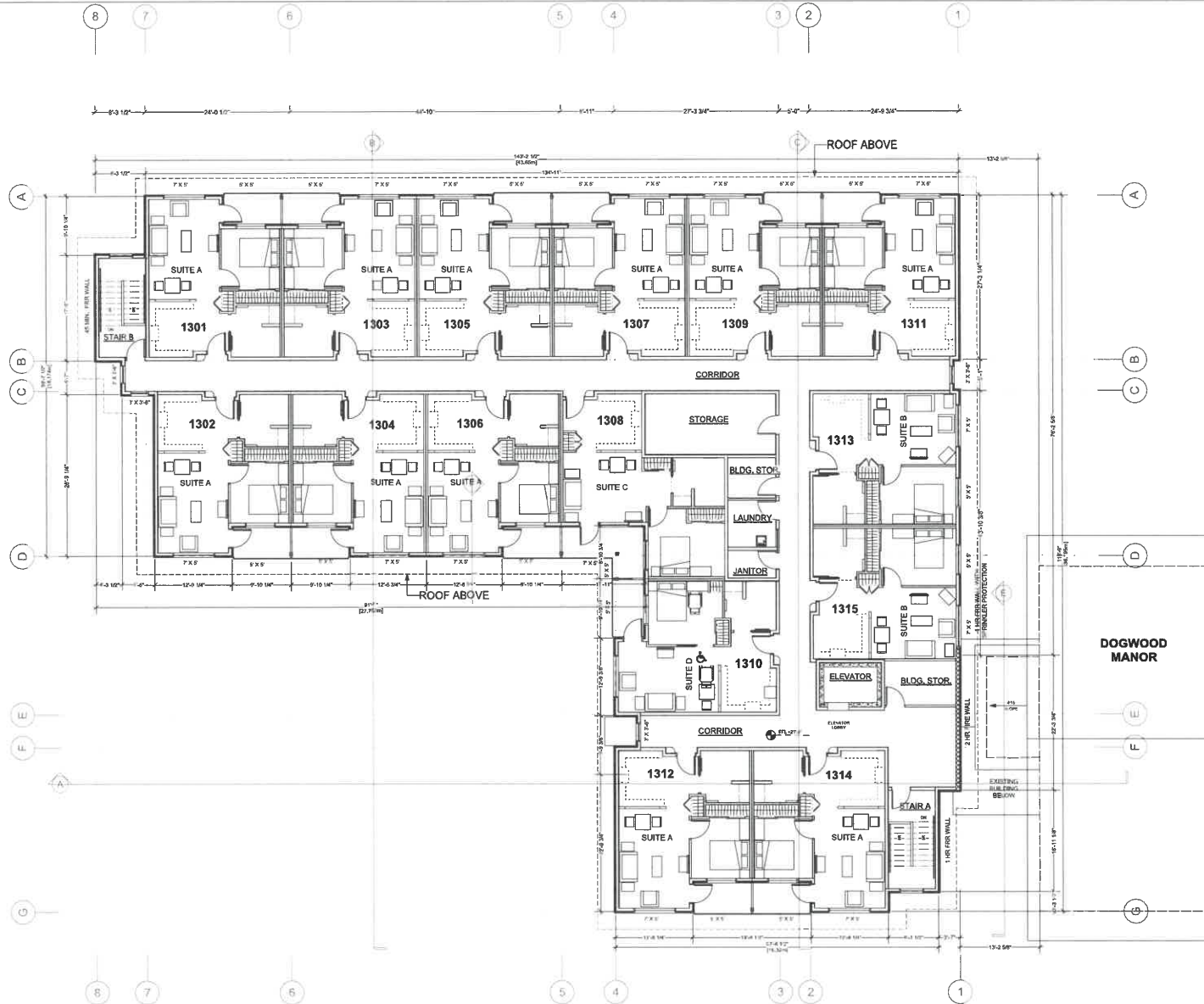
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PROJECT:
PCH Dogwood Mews

TITLE:
Second Floor Plan

| | | | |
|--------|--------------|--------------|-------|
| DRAWN: | AB | DRAWING NO.: | A2.2 |
| SCALE: | 1/8" = 1'-0" | JOB NO.: | 11-08 |
| DATE: | SEPT 2011 | REV. NO.: | |

DP000342 (5)



1 THIRD FLOOR PLAN
Scale: 1/8" = 1'-0"

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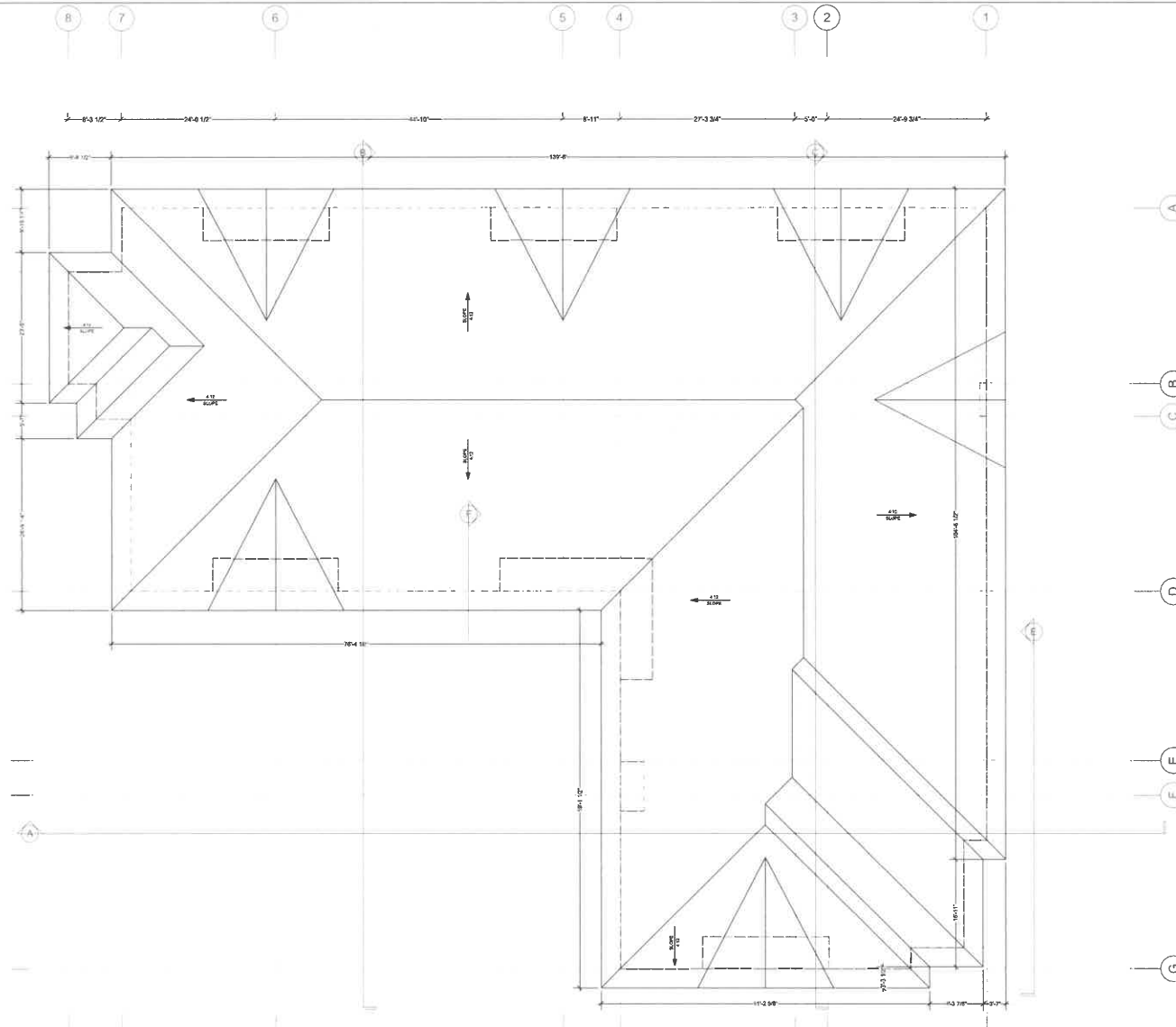
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PROJECT:
PCH Dogwood Mews

TITLE:
Third Floor Plan

| | | | |
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| DRAWN: | DD | DRAWING NO.: | A2.3 |
| SCALE: | 1/8" = 1'-0" | JOB NO.: | 11-08 |
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1 ROOF FLOOR PLAN
Scale: 1/8" = 1'-0"

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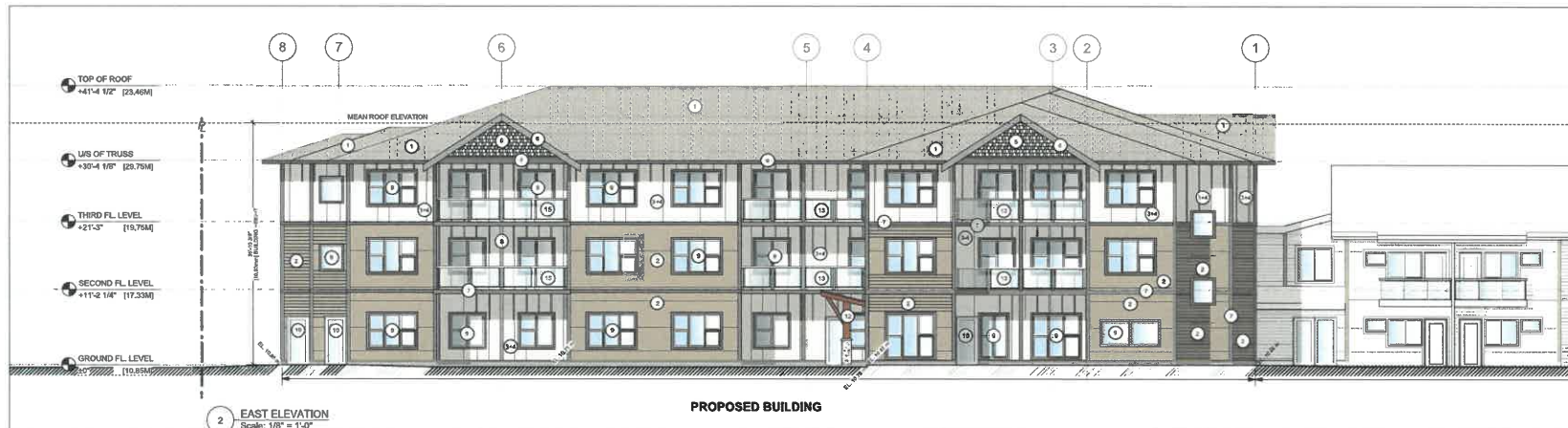
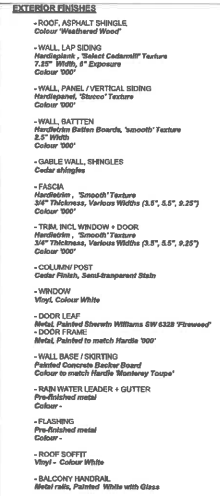
PROJECT:
PCH Dogwood Mews

TITLE:
Roof Plan

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| SCALE: | 1/8" = 1'-0" | JOB NO.: | 11-08 |
| DATE: | SEPT 2011 | REV. NO.: | |

1. ASPHALT SHINGLES
2. SIDING, CEMENTITIOUS HARDIE
3. BOARD, CEMENTITIOUS HARDI PANEL
4. BATTENS, CEMENTITIOUS HARDIBATTEN
5. GABLES, HARDI SHINGLES
6. GABLE FASCIA, 11.25" HARDI TRIM
7. FLOOR TRIM BOARD, 11.25" HARDI TRIM
8. COLUMNS, HARDI TRIM
9. VINYL WINDOWS
10. PATIO DOORS
11. WALL BASE TRIM, 9.25" HARDI TRIM
12. ENTRY FEATURE, CEDAR AND STONE
13. ALUM & GLASS BALCONY RAILS

MID GREY
MONTERAY TAUPE
ARCTIC WHITE
ARCTIC WHITE
ARCTIC WHITE
WOODSTOCK BROWN OR MID GREY
WOODSTOCK BROWN OR MID GREY
WOODSTOCK BROWN OR MID GREY
WHITE
VINYL/FIBREGLAS WHITE
WOODSTOCK BROWN OR MID GREY
NATURAL STAIN
WHITE

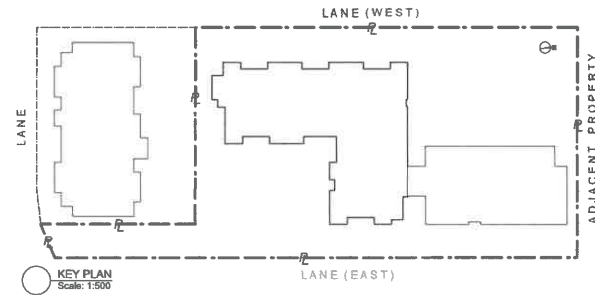


| | |
|---------------------|--------------------------------|
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| JOB NO. 11-08 | |
| DATE: SEPT 2011 | |
| REV. NO: | |

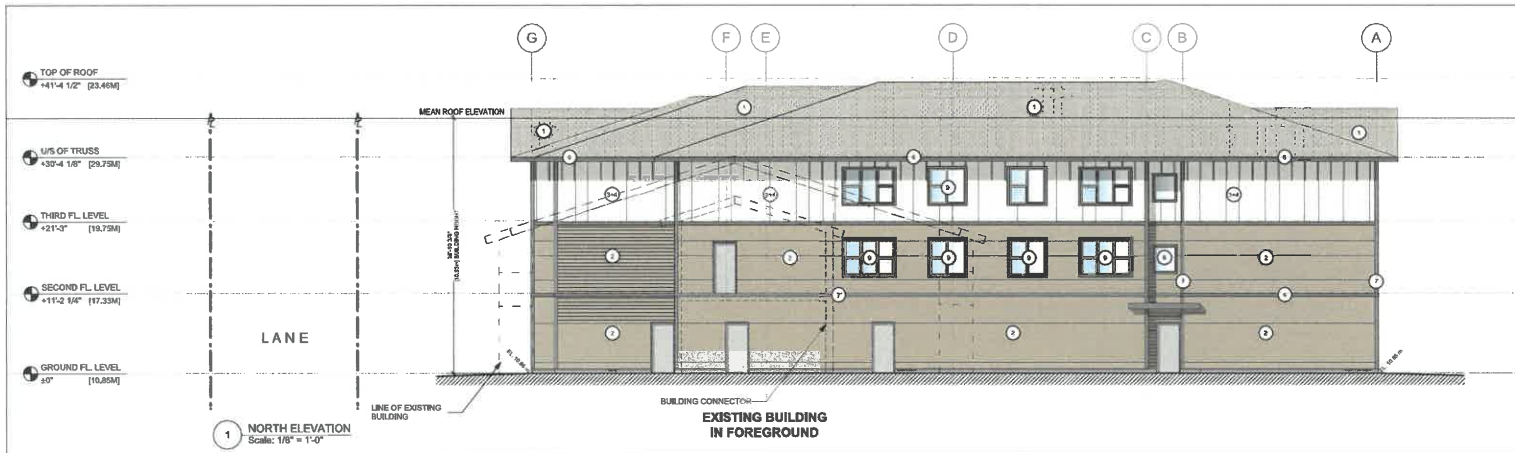
EXTERIOR FINISH MATERIALS:

- | | |
|--|-----------------------------|
| 1. ASPHALT SHINGLES | MID GREY |
| 2. SIDING, CEMENTITIOUS HARDIE | MONTERAY TAUPE |
| 3. BOARD, CEMENTITIOUS HARDI PANEL | ARCTIC WHITE |
| 4. BATTENS, CEMENTITIOUS HARDIBATTEN | ARCTIC WHITE |
| 5. GABLES, HARDI SHINGLES | ARCTIC WHITE |
| 6. GABLE FASCIA, 11.25" HARDI TRIM | WOODSTOCK BROWN OR MID GREY |
| 7. FLOOR TRIM BOARD, 11.25" HARDI TRIM | WOODSTOCK BROWN OR MID GREY |
| 8. COLUMNS, HARDI TRIM | WOODSTOCK BROWN OR MID GREY |
| 9. VINYL WINDOWS | WHITE |
| 10. PATIO DOORS | VINYL/FIBREGLAS WHITE |
| 11. WALL BASE TRIM, 9.25" HARDI TRIM | WOODSTOCK BROWN OR MID GREY |
| 12. ENTRY FEATURE, CEDAR AND STONE | NATURAL STAIN |
| 13. ALUM & GLASS BALCONY RAILS | WHITE |

NOTE: ALL CLADDING AND TRIM PROPOSED TO BE PREFINISHED



- EXTERIOR FINISHES**
- ROOF, ASPHALT SHINGLE
Colour "Structural Wood"
 - WALL LAP SIDING
Hardieplank, "Select Cedarmill" Texture
2.25" Width, 4" Exposure
Colour "100"
 - WALL, PANEL / VERTICAL SIDING
Hardiepanel, "Stone" Texture
Colour "100"
 - WALL, BATTEN
Hardieboard, "Smooth" Texture
2.5" Width
Colour "100"
 - GABLE WALL, SHINGLES
Cedar shingles
 - FASCIA
Hardieplank, "Smooth" Texture
2.5" Thickness, Various Widths (3.5", 5.5", 9.25")
Colour "100"
 - TRIM, INCL. WINDOW + DOOR
Hardieboard, "Smooth" Texture
2.5" Thickness, Various Widths (3.5", 5.5", 9.25")
Colour "100"
 - COLUMN POST
Cedar Finish, Semi-transparent Stain
 - WINDOW
Vinyl, Colour White
 - DOOR LEAF
Metal, Painted Sherwin Williams SW 6328 "Pinewood"
+ DOOR FRAME
Metal, Painted to match Hardie "100"
 - WALL BASE / SKirting
Painted Cementitious Hardie Board
Colour to match Hardie Monterey Taupe
 - RAIN WATER LEADER + GUTTER
Pre-finished metal
Colour -
 - FLASHING
Pre-finished metal
Colour -
 - ROOF SOFFIT
Vinyl - Colour White
 - BALCONY HANDRAILS
Metal rail, Painted White with Glass



REVISIONS:

C 18-03-09 RE-ISSUED FOR DP
B 17-12-29 ISSUED FOR DP
A 17-11-21 FOR REVIEW

ISSUES:

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BONI • MADDISON
Architects

3732 West Broadway
Vancouver, B.C. V6R 2C1
T: 604 688 5894
F: 604 688 5899
E: info@bonimaddison.com

PROJECT:
PCH Dogwood Mews

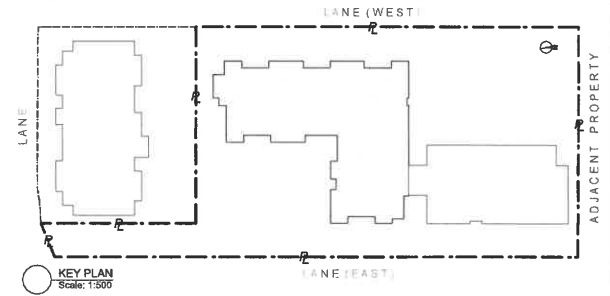
TITLE:
Elevations - N+W

| | | | |
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| SCALE: | 1/8" = 1'-0" | | A3.2 |
| JOB NO.: | 11-08 | | |
| DATE: | SEPT 2011 | REV. NO.: | |

DPO00342 (9)



1 EAST CONTEXT ELEVATION
Scale: 1/16" = 1'-0"



REVISIONS:

C 18-03-09 RE-ISSUED FOR DP
B 17-12-29 ISSUED FOR DP
A 17-11-21 FOR REVIEW

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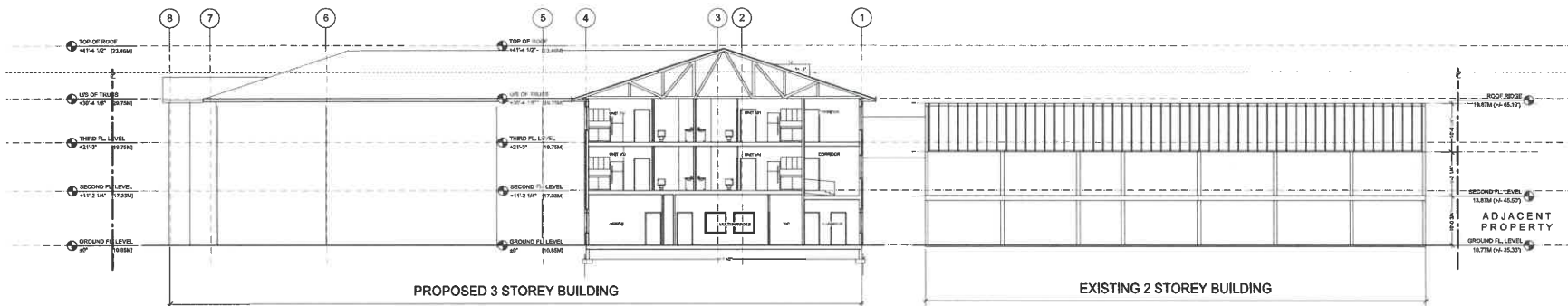
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Vancouver, B.C. V6R 2C1
T: 604 688 5894
F: 604 688 5899
E: info@bonimaddison.com

PROJECT:
PCH Dogwood Mews

TITLE:
Context Elevations

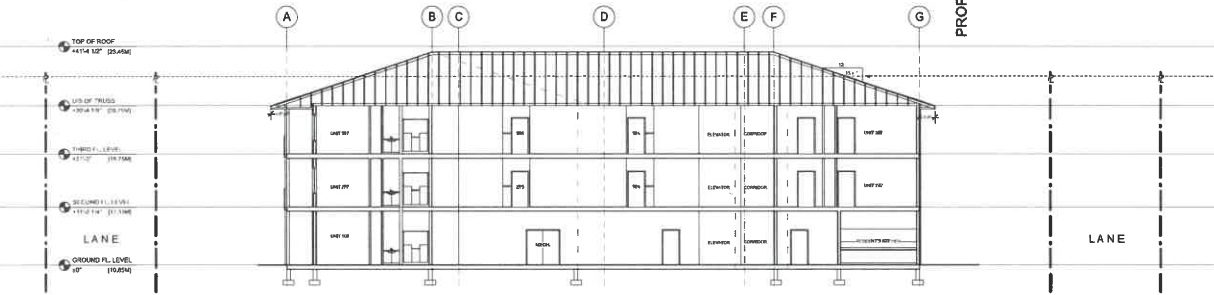
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| JOB NO: 11-08 | |
| DATE: SEPT 2011 | REV. NO: |



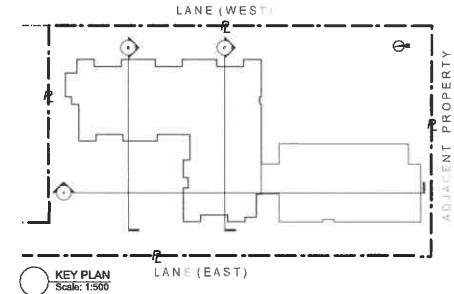
1 SECTION A-A
Scale: 3/32" = 1'-0"



2 SECTION B-B
Scale: 3/32" = 1'-0"



3 SECTION C-C
Scale: 3/32" = 1'-0"



KEY PLAN
Scale: 1:500

REVISIONS:

C 18-03-09 RE-ISSUED FOR DP
B 17-12-09 ISSUED FOR DP
A 17-11-21 FOR REVIEW

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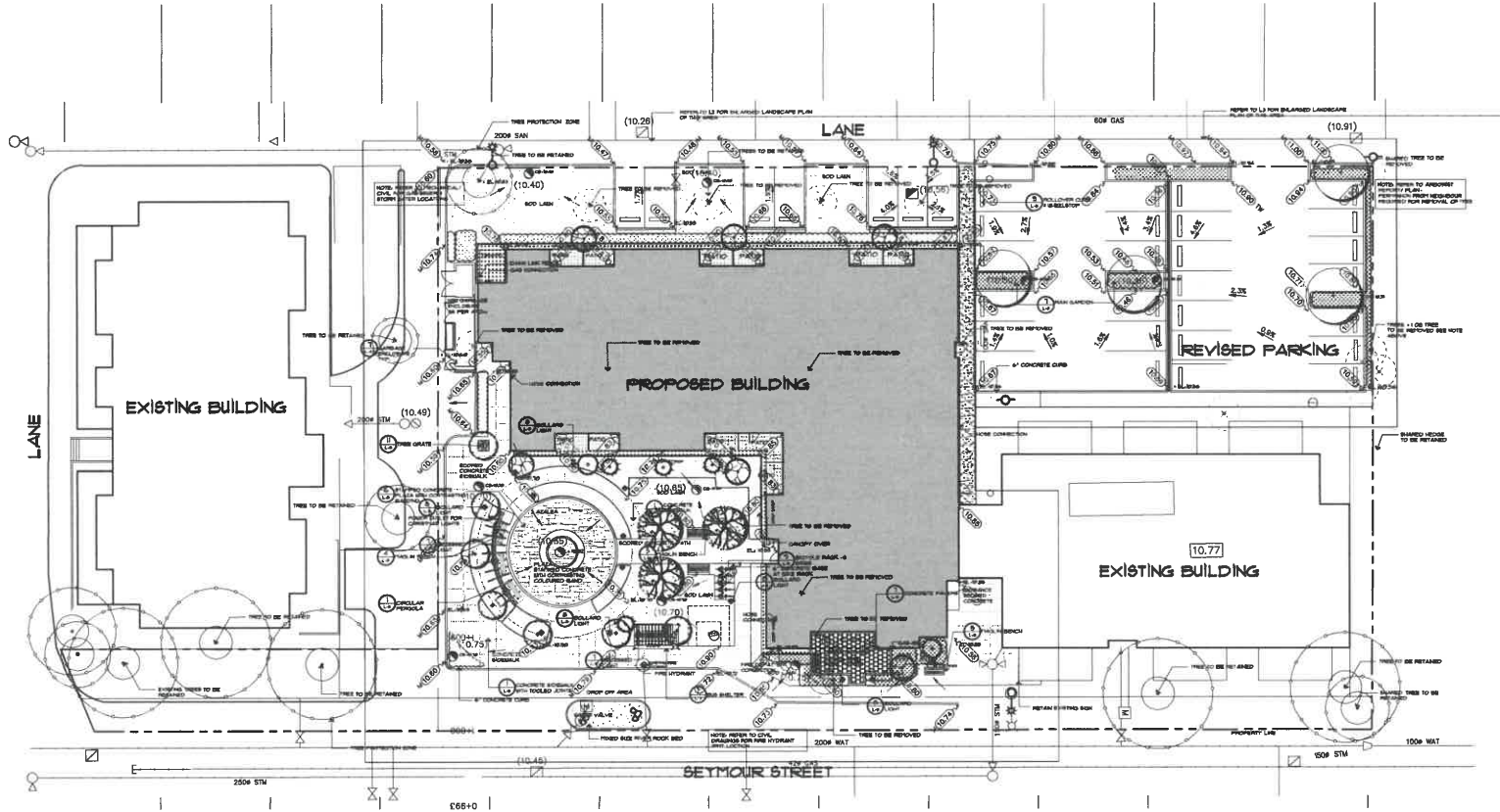
3732 West Broadway
Vancouver, B.C., V6R 2C1
T: 604 688 5894
F: 604 688 5899
E: info@bonimaddison.com

PROJECT:
PCH Dogwood Mews

TITLE:
Building Sections

| | |
|------------------------|---------------------|
| DRAWN: TG | DRAWING NO: A4.1 |
| SCALE: 1/8" = 1'-0" | |
| JOB NO: 11-08 | |
| DATE: SEPT 2011 | REV. NO: |

D000342 (11)



GENERAL NOTES:

1. CONTRACTORS TO CONFIRM UNITS AND MEASUREMENTS.
2. PREVENT DAMAGE TO ALL LANDSCAPING, BUILDINGS, STRUCTURES AND UNDERGROUND AND/OR OVERHEAD UTILITIES MAKE GOOD ALL DAMAGE TO SATISFACTION OF OWNER.
3. PRIOR TO CLEARING, VERIFY LIMITS OF CLEARING WITH OWNER.
4. DISPOSE OF CLEARED AND GRUBBED MATERIALS AS WORK PROGRESSES AND DO NOT ACCUMULATE.
5. LEAVE GROUND SURFACE IN CONDITION SUITABLE FOR IMMEDIATE GRADING OPERATIONS.
6. CONTROL DUST AT ALL TIMES FOR DURATION OF CONTRACT.
7. PROVIDE HOARDING IF NECESSARY AND PROTECT PUBLIC AND PRIVATE PROPERTY FROM INJURY OR DAMAGE.
8. PROVIDE TEMPORARY DRAINAGE AND PUMPING IF NECESSARY AND DO NOT DISCHARGE WATER CONTAINING SUSPENDED MATERIALS INTO WATERCOURSES OR DRAINAGE SYSTEM.
9. MAINTAIN EXISTING CONDITIONS FOR PARKING AND TRAFFIC AROUND THE SITE THROUGHOUT CONSTRUCTION. TAKE MEASURES TO RE-ROUTE TRAFFIC OR WARN VISITORS TO THE SITE THAT HEAVY EQUIPMENT AND WORK CREWS ARE OPERATING.
10. AREA AND VEGETATION DISTURBED DUE TO GRADING AND EXCAVATING SHALL BE REHABILITATED SATISFACTORY TO THE OWNER AND NEIGHBOURS.

TREE PROTECTION LEGEND:

- 15 = NO BUILD OUTSIDE OF CRZ
- TREE NUMBER
- TREE PROTECTION BARRIER
- TREE CRITICAL ROOT ZONE

1. SEE ARBORIST REPORT FOR SPECIAL INSTRUCTIONS FOR TREE REMOVAL AND TREE PROTECTION AS NEEDED.
2. ARBORIST MUST BE ON SITE WHEN THIS WORK IS BEING PERFORMED TO INSPECT AND PROVIDE DIRECTION AS NEEDED.

TREE SUMMARY:

TOTAL NO OF EXISTING TREE TO BE REMOVED = 26
TOTAL NO OF EXISTING TREE TO BE RETAINED = 1
TOTAL NO OF REPLACEMENT TREES REQUIRED = 25
TOTAL NO OF REPLACEMENT TREES PROVIDED = 25

LEGEND

- PROPERTY LINE
- SETBACK LINE
- DRAWING DIVISION LINE
- CONCRETE SIDEWALK WITH TOOLED JOINTS
- CONCRETE PAVERS
- CONCRETE PAVERS WITH ACCENT COLOUR BANDING
- SOO
- CRUSHED GRAVEL DRIP STRIP
- GROUND COVER
- EXISTING TREE TO REMOVE
- EXISTING TREE TO BE RETAINED



OVERALL SITE LAYOUT PLAN

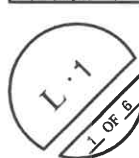
SCALE: 1:200

PCH MEWS

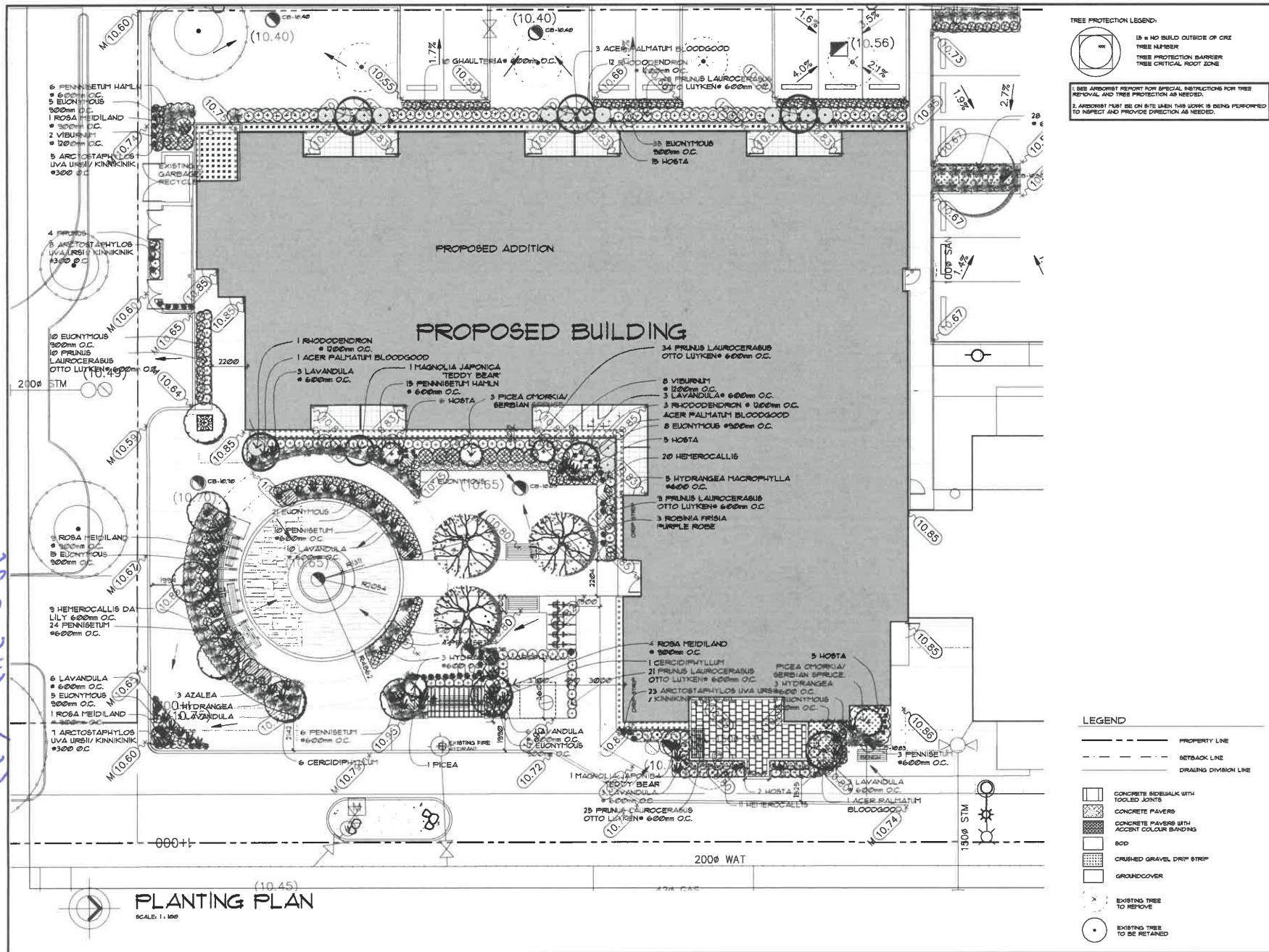
3155 SEYMOUR STREET,
PORT COQUITLAM, BC

OVERALL SITE LAYOUT

| NO. | REVISIONS | DATE | BY | CHKD. |
|-----|--------------------|----------|----|-------|
| 1 | PRELIMINARY DESIGN | 12-08-15 | | |
| 2 | REVISED DESIGN | 12-11-15 | | |
| 3 | REVISED DESIGN | 12-11-15 | | |
| 4 | REVISED DESIGN | 12-11-15 | | |
| 5 | REVISED DESIGN | 12-11-15 | | |



DP000342 (12)



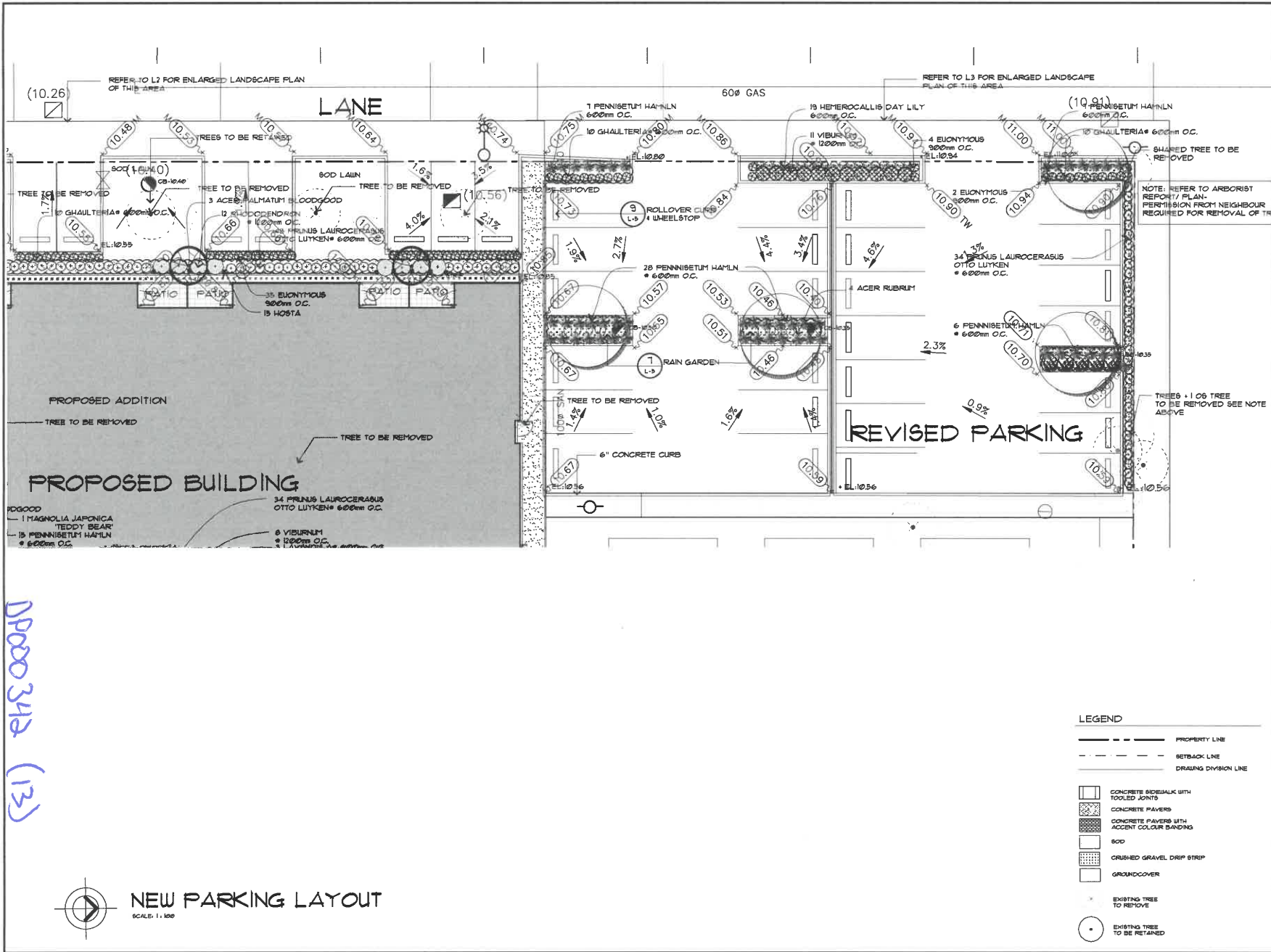
CRAVEN/HUSTON/POWERS ARCHITECTS ARCHITECTURE AND LANDSCAPE ARCHITECTURE 9355 YOUNG ROAD, CHILLIWACK B.C., V2P 4S3 TEL: 793-9445

PCH MEWS
3155 SEYMOUR STREET,
PORT COQUITLAM, BC

LANDSCAPE PLAN

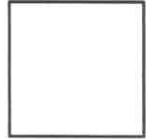
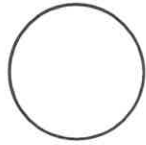
PROJECT NUMBER: 17100
DATE: 1/20/2017
SCALE: 1/200

L:2
2 OF 6



DP000342 (13)

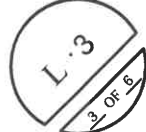
CRAVEN/HUSTON/POWERS ARCHITECTS ARCHITECTURE AND LANDSCAPE ARCHITECTURE 9355 YOUNG ROAD, CHILLIWACK B.C. V7P 4S3 TEL. 793-9445



3155 SEYMOUR STREET,
PORT COQUITLAM, BC

| DATE | DESCRIPTION |
|-------|-------------------------------|
| 17100 | PRELIMINARY DESIGN |
| 17101 | REVISED FOR ARCH. REVIEW |
| 17102 | REVISED FOR CIVIL REVIEW |
| 17103 | REVISED FOR LANDSCAPE REVIEW |
| 17104 | REVISED FOR CITY CONSULTATION |
| 17105 | REVISED FOR CITY CONSULTATION |

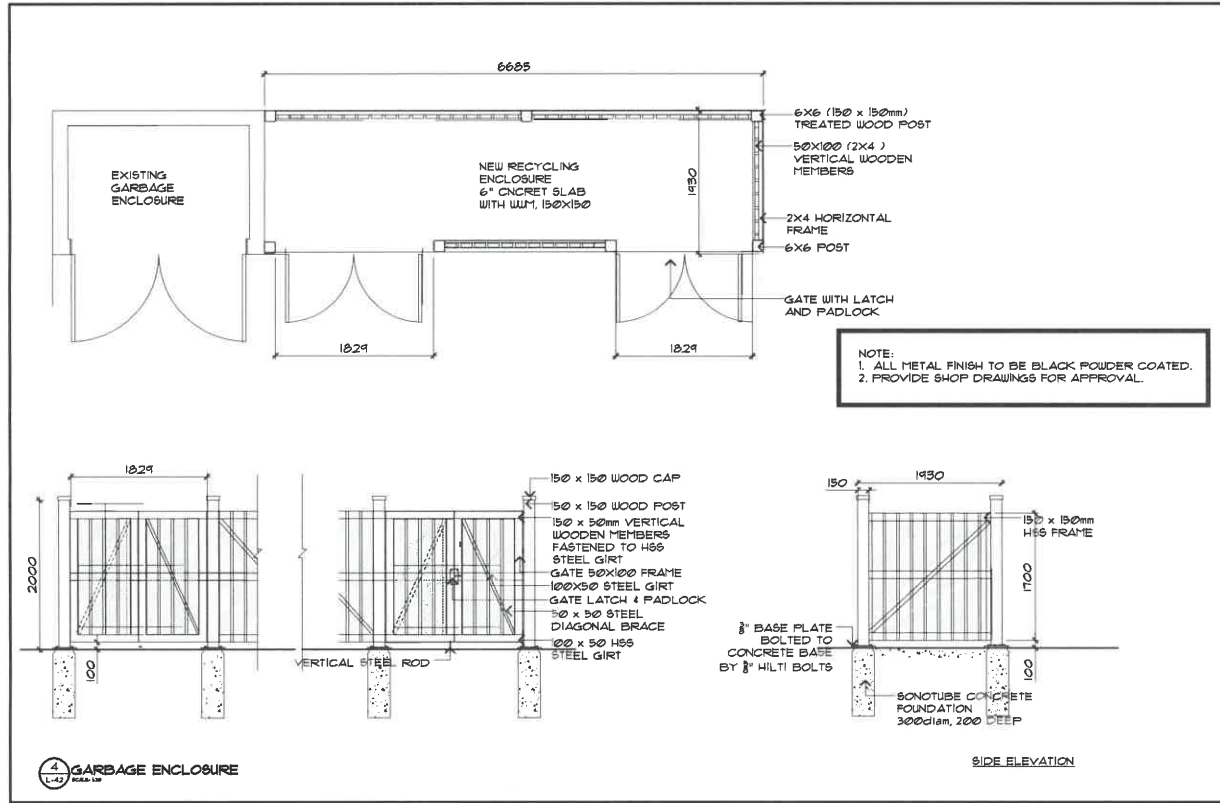
| | |
|----------------|---------------------|
| PROJECT NUMBER | 17100 |
| SCALE | 1:200 |
| DATE | DECEMBER 2017 |
| DESIGNED BY | ARCHITECT |
| DRAWN BY | LANDSCAPE ARCHITECT |
| CHECKED BY | LANDSCAPE ARCHITECT |
| APPROVED BY | LANDSCAPE ARCHITECT |



17000342 (14)

DETAILS

SCALE: 1 : 20

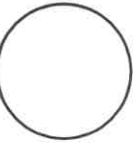


LANDSCAPE DETAILS

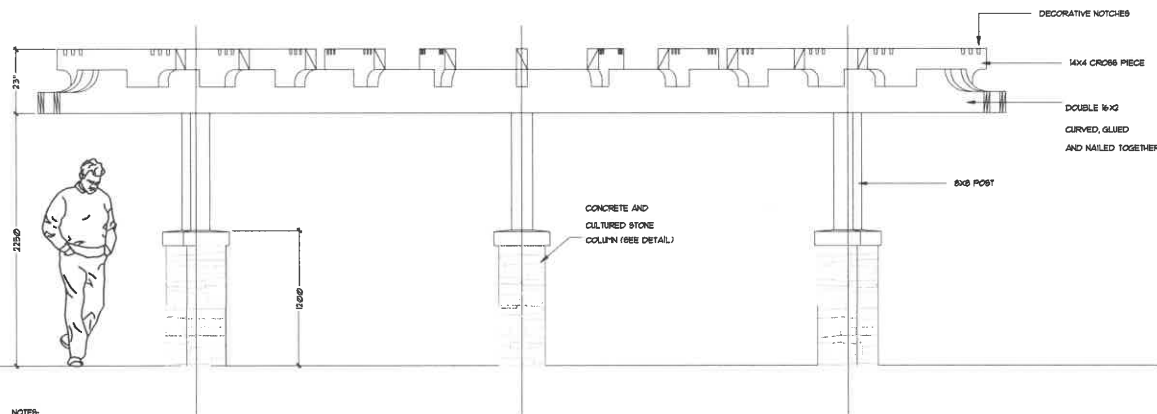
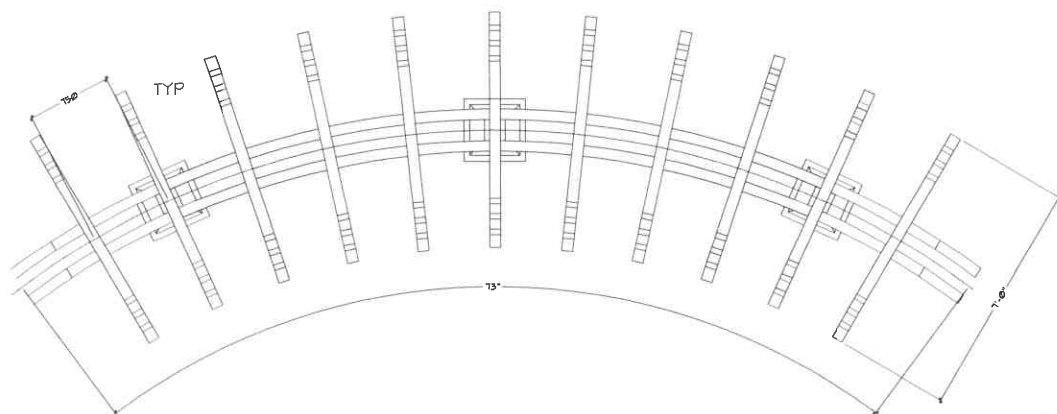
| NO. | DESCRIPTION | DATE | BY | CHKD BY |
|-----|------------------------------|----------|----|---------|
| 1 | PRELIMINARY DESIGN | 17.08.11 | CH | CH |
| 2 | FINAL DESIGN | 17.08.11 | CH | CH |
| 3 | CONSTRUCTION DETAILS | 17.11.11 | CH | CH |
| 4 | REVISED CONSTRUCTION DETAILS | 17.11.11 | CH | CH |

PCH MEWS

3155 SEYMOUR STREET,
PORT COQUITLAM, BC



15000345 (15)

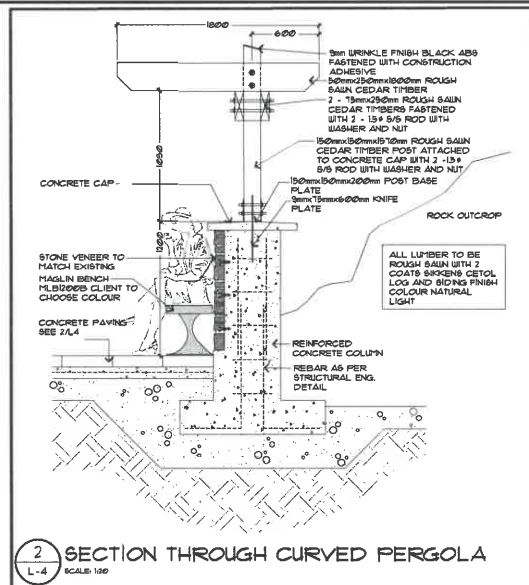


NOTES:

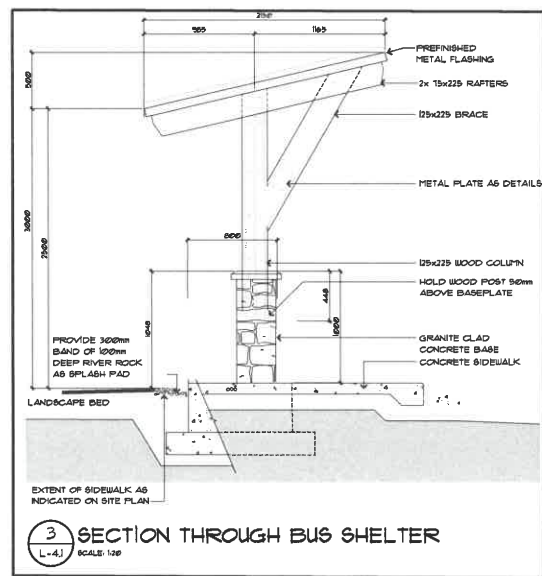
1. ALL WOOD 64S, P.T. 12515R1X1 POSTS TO BE FREE OF CRACKS
2. COAT ALL WOOD WITH 2 COATS PREMIUM WEATHERPROOFING WOOD STAIN, SUCH AS BEHR 5015 TRANSPARENT STAIN GREEN 1904 (CONFORM WITH LANDSCAPE ARCHITECT PRIOR TO APPLICATION)

1 CURVED PERGOLA
L-4J SCALE: 1:20

DETAILS
SCALE: 1:20



2 SECTION THROUGH CURVED PERGOLA
L-4 SCALE: 1:20



3 SECTION THROUGH BUS SHELTER
L-4J SCALE: 1:20

PCH MEWS
3155 SEYMOUR STREET,
PORT COQUITLAM, BC

LANDSCAPE DETAILS

PROJECT NUMBER: 171100
SCALE: 1:20
DATE: DECEMBER 2017

| NO. | DESCRIPTION | DATE |
|-----|--------------------|----------|
| 1 | PRELIMINARY DESIGN | 17.06.15 |
| 2 | DESIGN DEVELOPMENT | 17.06.15 |
| 3 | FINAL DESIGN | 17.06.15 |
| 4 | CONSTRUCTION | 17.06.15 |
| 5 | REVISIONS | 17.06.15 |

L-4
4 OF 6



100mm x 140mm x 10mm. 4000x300mm.
PAVING PLATE - ABULAR RIB TYPE
PAVERS BY ABSDOT/PORT CONCRETE
CONCRETE SLIND


100mm AGGREGATE BASE
PREPARED SUBGRADE

NOTES: 1. PAVING PLATE IS TO BE USED AS PER INSTRUCTIONS.
2. PAVING PLATE IS TO BE USED AS PER INSTRUCTIONS.

7
L-5

SCALE: 1/4"

CONCRETE PAVERS ON
CONCRETE BASE



NOTES:

1. DOUGLAS FIR TO BE ONE OF THESE SPECIES: DOUGLAS FIR (PSEUDOTSUGA MENZIESII), REDWOOD (SEQUOIA SEMPERPARVENS), REDBARK (PSEUDOTSUGA MERTENSIANA).
2. DOUGLAS FIR TO HAVE A DIAMETER OF 1/8" TO 3/8" TO 1/4" IN DIA. SEEDLING
3. DOUGLAS FIR TO BE 1/4" TO 3/8" TO 1/4" IN DIA. SEEDLING
4. ARISA (DWARFISH GRASS) TO HAVE A NILEX FABRIC ROOTBARRIER
5. CONTRACTOR TO INSURE PLANTS REMAIN UNHARMED FROM INSTALLATION OF 3" OR CLEAR ROUND ROCK.

Diagram illustrating the construction steps for a tree bed:

- 1. CONTACT LANDSCAPE ARCHITECT:** IMPROVE THE PLANTING LAYOUT OF DRAIN BED, RADIUS AND PLANTING DESIGN.
- 2. R. BEDS TO BE CLEANED AND FREE OF DEBRIS.**
- 3. DRAIN BEDS WILL COMPLETELY COVER ALL EXPOSED AREA OF TRADING.**
- 4. CONTRACTOR TO LAYOUT AND PAINT CENTERS OF DRAIN BED AREA AND CONTACT LANDSCAPE ARCHITECT FOR APPROVAL.**
- 5. PLANTING BED (VARIES):** (Indicated by a bracket on the left side of the tree bed).
- 6. DRAIN BED (VARIES):** (Indicated by a bracket on the right side of the tree bed).

LANDSCAPE SPECIFICATIONS:

- [illegible]

Schedule A

Energy Conservation:

| Conservation Measure | Verification Method |
|---|---|
| Building will be constructed to meet the BC Building Code energy requirements for Step 3 | BP stage; written confirmation by Energy Advisor along with staff review of BP submission |
| Landscaping adjacent to parking areas includes shade trees to provide shading of parking space pavement | DP stage; staff review of landscape plan |
| Window placement to provide opportunities for natural light | DP and BP stage; staff review of building plans |
| Use of energy efficient lighting, appliances and systems | BP stage; written confirmation by developer |

Water conservation:

| Conservation Measure | Verification Method |
|--|---|
| Drought tolerant plant selections are to be used for the majority of the project, so that minimal irrigation will be required after the maintenance period | DP and BP stage; staff review of landscape drawing, site inspection by Landscape Architect and City Arbourist |
| Raingardens will be installed adjacent to parking area to enhance stormwater management | DP and BP stage; staff review of landscape drawing, site inspection by City Arbourist |
| Stormceptors and oil interceptors will be installed to improve stormwater quality | BP stage; staff review of building plans and inspections |

GHG Reduction:

| Conservation Measure | Verification Method |
|--|--|
| Building will utilize materials with low volatile organic compound (VOC) off-gassing potential | BP stage; written confirmation by Architect along with staff review of BP submission |
| Accessible storage space for garbage, recycling and organic waste will be provided. | DP and BP stage; staff review of building plans |
| Provision of bicycle racks to promote alternative transportation | DP and BP stage; staff review of building plans |

per OCP Sec. 9.11 Environmental Conservation DPA designation

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT VARIANCE PERMIT

NO. DVP00053

Issued to: PORT COQUITLAM SENIOR CITIZENS HOUSING SOCIETY
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 114-3125 SEYMOUR ST PORT COQUITLAM BC V3C 3H5

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this permit.
2. This Development Variance Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structure and other development thereon:

Address: 3155 SEYMOUR STREET

Legal Description: BLOCK A, DISTRICT LOT 380, NEW WEST DISTRICT, PLAN NWP19175 EXCEPT PLAN LMP43882.

P.I.D.: 010-464-875

3. The Parking and Development Management Bylaw, 2005, No.3525 is varied as follows:
 - Section 6 Required Off-Street Parking Spaces is varied to reduce the required amount of senior citizens housing off-street parking spaces from 1 space per dwelling unit to 1 space per 2 dwelling units.
4. The Zoning Bylaw, 2008, No.3630 is varied as follows:
 - Section 10 Bicycle Facilities is varied to reduce the required amount of long-term bicycle parking spaces from 41 to 6 bicycle spaces plus 6 electric scooter parking spaces.
5. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit.

6. This permit shall lapse if the Permittee does not substantially commence the construction, or the first phase of a phased development, permitted by this permit within two (2) years of the date of this permit.
7. This permit is not a building permit.

APPROVED BY COUNCIL THE _____ DAY OF _____, 2018.

SIGNED THIS _____ DAY OF _____, 2018.

Mayor

Corporate Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or Representative
of Applicant)

RENTAL SENIORS' HOUSING AGREEMENT

THIS AGREEMENT dated for reference _____

IS IN RESPECT TO:

Parcel Identifier: 010-464-875

Parcel A Except: Part on Plan LMP43882 District Lot 380 Group 1 NWD Plan
19175

(the "**Lands**")

AND IS BETWEEN:

PORT COQUITLAM SENIOR CITIZENS HOUSING SOCIETY (Inc. No. S5401)
2111 Hawthorne Avenue, Port Coquitlam, B.C. V3C 1W2

(the "**Owner**")

AND:

CORPORATION OF THE CITY OF PORT COQUITLAM, a municipal corporation
under the *Community Charter*, SBC 2003, c. 26 and the *Local Government Act*, RSBC
2015, c. 1 and having offices at 2580 Shaughnessy Street, Port Coquitlam, British
Columbia, V3C 2A8

(the "**City**")

GIVEN THAT:

- A. The Owner is the registered owner of the Lands;
- B. Section 483(1) of the *Local Government Act*, S.B.C. 2015, c. 1 permits a municipality to enter into an agreement with an owner of land regarding the occupancy and tenure of dwellings ("**Housing Agreement**");
- C. Section 219 of the *Land Title Act* R.S.B.C. 1996 Chapter 250 permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land ("**Section 219 Covenant**");
- D. The Owner wishes to grant to the City the Section 219 Covenant contained in this Agreement and to enter into the Housing Agreement with the City on the terms and conditions contained herein,

NOW THEREFORE, in consideration of good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1

DEFINITIONS AND INTERPRETATION

1.1 Definitions - In this Agreement the following words have the following meanings:

- (a) “**Agreement**” means this Agreement, including Schedules and including the General Instrument;
- (b) “**Dwelling Unit**” has the meaning given in the City of Port Coquitlam Zoning Bylaw No. 3630, as amended or replaced from time to time;
- (c) “**Eligible Resident**” means an individual aged 50 or older;
- (d) “**General Instrument**” means the Form C General Instrument to which these terms are attached;
- (e) “**LTO**” means the Land Title Office in Vancouver/New Westminster, British Columbia;
- (f) “**Rental Seniors’ Housing**” means housing restricted to Eligible Residents, as tenants pursuant to *Residential Tenancy Act*, S.B.C. 2002, c. 78;
- (g) “**Subdivide**” means to divide, apportion, consolidate or subdivide the Land, or the ownership or right to possession or occupation of the Land into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative units” or “shared interests in land” as defined in the *Real Estate Act*.

1.2 Interpretation - In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;
- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;

- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) time is of the essence; and
- (g) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

ARTICLE 2 LAND USE RESTRICTIONS

2.1 Land Use Restrictions

- (a) The Lands, and any buildings situated on the Lands from time to time, will be used only for Rental Seniors’ Housing.
- (b) The Lands, and any buildings situated on the Lands from time to time, will not be Subdivided without the prior written consent of the City.
- (c) The Owner shall, at its cost, register this Agreement against title to the Lands pursuant to Section 219 of the *Land Title Act*, in priority to all financial charges. The Owner acknowledges that a notice under Section 483(5) of the *Local Government Act* will be filed on title to the Lands.
- (d) The Owner shall not apply for a building permit or occupancy permit in respect to the Lands, other than in compliance with this Agreement. The City will have no obligation to issue any building permit or occupancy permit in respect to the Lands if the Owner is in breach of this Agreement.

ARTICLE 3 RESIDENCY RESTRICTIONS

3.1 Residency Restrictions – A Dwelling Unit situated on the Lands may only be occupied by:

- (a) one or more Eligible Resident; and
- (b) a person providing home support to the Eligible Resident(s) residing in the Dwelling Unit.

3.2 Events of Default

- (a) The City may provide written notice (the “**Notice**”) to the Owner of any matter involving a failure by the Owner, or a person for whom the Owner is at law responsible, to comply with this Agreement.
- (b) Upon receipt of the Notice, the Owner shall take all necessary steps to comply with this Agreement.
- (c) If the Owner has not complied with this Agreement within thirty days of receiving the Notice, the Owner will be deemed to be in default of this Agreement.
- (d) Damages are an inadequate remedy for the City, and the City is entitled to seek an order for specific performance, or a prohibitory or mandatory injunction in order to compel performance of the obligations in this Agreement.
- (e) No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

ARTICLE 4 CITY INQUIRIES

- 4.1** City Inquiries - The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner and any occupiers of any part of the Lands are complying with this Agreement, and irrevocably authorizes and directs the recipient of the request for information from the City to provide such information to the City.

ARTICLE 5 SECTION 219 COVENANT

- 5.1** Covenant – The Owner covenants and agrees with the City, pursuant to Section 219 of the *Land Title Act*, that the terms and conditions of this Agreement constitute a Section 219 Covenant and are annexed to and running with the Lands.
- 5.2** Indemnity – As an indemnity pursuant to section 219(6) of the *Land Title Act*, the Owner shall indemnify and save harmless the City and each of its elected officials, officers, directors, employees and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, whether known or unknown, which may arise as a result of:
- (a) any act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom the Owner is at law responsible, relating to this Agreement; or

- (b) any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

5.3 Release - The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the exercise by the City of any of its rights under this Agreement.

ARTICLE 6 MISCELLANEOUS

6.1 Modification - This Agreement may only be amended in writing by the parties. The Owner acknowledges that the City may only execute an amendment agreement following a bylaw to that effect.

6.2 Municipalities Powers Unaffected – This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

6.3 Agreement for Benefit of City only

- (a) This Agreement is entered into only for the benefit of the City, acting in the public interest.
- (b) This Agreement is not intended to protect the interests of the Owner, any tenant, any Eligible Resident or prospective Eligible Resident, or any future owner, lessee, occupier or user of the Lands.
- (c) The City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so and without obtaining the consent of the Owner.

6.4 Notice - Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently given if delivered by regular or registered mail to the following address:

To: City of Port Coquitlam, Corporate Officer
City of Port Coquitlam City Hall, from time to time

And to: the Owner:
Address shown for the Owner on the title search current to the time of the notice.

Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

6.5 Enuring Effect - This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

6.6 Severability - If any provision of this Agreement is found to be invalid or unenforceable such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

6.7 Waiver - Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach of any similar or different breach.

6.8 Sole Agreement – This Agreement supersedes all prior agreements and discussions between the Owner and the City on the subject matter of this Agreement.

6.9 Further Assurance - Upon request by the City, the Owner shall forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

6.10 Covenant Runs with the Lands - This Agreement burdens and runs with the Lands. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an Interest in the Lands.

6.11 Limitation on Owner's Obligations - The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.

6.12 Counterpart – This Agreement may be executed in counterpart and delivered electronically.

[Signature blocks follow]

IN WITNESS WHEREOF, the parties hereby affixed their signatures on the day and year first above written.

**THE CORPORATION OF
THE CITY OF PORT COQUITLAM** by its
authorized signatories:

Mayor:

Corporate Officer:

PORT COQUITLAM SENIOR CITIZENS HOUSING SOCIETY, by its
authorized signatories:

Authorized Signatory

Authorized Signatory

PRIORITY AGREEMENT

WHEREAS:

- A. **VANCOUVER CITY SAVINGS CREDIT UNION (FI97)** (the “**Chargeholder**”) is the holder of a Mortgage encumbering the Lands which is registered in the LTO under number CA4310013 and an Assignment of Rents which is registered in the LTO under number CA4310014 (collectively, the “**Bank Charges**”); and
- B. A covenant pursuant to section 219 of the *Land Title Act* is being granted pursuant to Part 2 of the Form C General Instrument to which this Priority Agreement is attached (the “**Covenant**”) which is or will be registered against title to the Lands,

NOW THEREFORE, In consideration of the payment of Ten Dollars and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder) the Chargeholder hereby grants to the City priority for the Covenant over all the Chargeholder's right, title and interest in and to the lands as if the Covenant had been executed, delivered and registered prior to the execution and registration of the Bank Charges and prior to the advance of any monies pursuant to the Bank Charges. The grant of priority is irrevocable, unqualified and without reservation or limitation.

CITY OF PORT COQUITLAM

HOUSING AGREEMENT FOR 3155 SEYMOUR STREET BYLAW, 2018

Bylaw No. 4057

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

1. CITATION

This Bylaw may be cited as the "Housing Agreement for 3155 Seymour Street Bylaw, 2018, No. 4057.

2. ADMINISTRATION

2.1 The Mayor and the Corporate Officer are authorized to execute the Housing Agreement substantially in the form of the document attached to and forming part of this Bylaw as Schedule "A", between the City of Port Coquitlam and the Port Coquitlam Senior Citizens' Housing Society.

2.2 The Agreement is in respect to housing units located on the lands with the civic address of 3155 Seymour Street and legally described as:

Block A, District Lot 380, New West District, Plan NWP19175 Except Plan LMP43882

READ A FIRST TIME this 24th day of April, 2018

READ A SECOND TIME this 24th day of April, 2018

READ A THIRD TIME this 24th day of April, 2018

Mayor

Corporate Officer

SCHEDULE "A"

RENTAL SENIORS' HOUSING AGREEMENT

THIS AGREEMENT dated for reference _____

IS IN RESPECT TO:

Parcel Identifier: 010-464-875

Parcel A Except: Part on Plan LMP43882 District Lot 380 Group 1 NWD Plan
19175

(the "**Lands**")

AND IS BETWEEN:

PORT COQUITLAM SENIOR CITIZENS HOUSING SOCIETY (Inc. No. S5401)
2111 Hawthorne Avenue, Port Coquitlam, B.C. V3C 1W2

(the "**Owner**")

AND:

CORPORATION OF THE CITY OF PORT COQUITLAM, a municipal corporation
under the *Community Charter*, SBC 2003, c. 26 and the *Local Government Act*, RSBC
2015, c. 1 and having offices at 2580 Shaughnessy Street, Port Coquitlam, British
Columbia, V3C 2A8

(the "**City**")

GIVEN THAT:

- A. The Owner is the registered owner of the Lands;
- B. Section 483(1) of the *Local Government Act*, S.B.C. 2015, c. 1 permits a municipality to enter into an agreement with an owner of land regarding the occupancy and tenure of dwellings ("**Housing Agreement**");
- C. Section 219 of the *Land Title Act* R.S.B.C. 1996 Chapter 250 permits registration of a covenant in favour of a municipality in respect of the use of land or the use of a building on or to be erected on land ("**Section 219 Covenant**");

HOUSING AGREEMENT FOR 3155 SEYMOUR STREET BYLAW, 2018

Bylaw No. 4057

D. The Owner wishes to grant to the City the Section 219 Covenant contained in this Agreement and to enter into the Housing Agreement with the City on the terms and conditions contained herein,

NOW THEREFORE, in consideration of good and valuable consideration (the receipt and sufficiency of which is acknowledged by both parties), and in consideration of the promises exchanged below, the Owner and the City covenant and agree as follows:

ARTICLE 1
DEFINITIONS AND INTERPRETATION

1.1 Definitions - In this Agreement the following words have the following meanings:

- (a) **“Agreement”** means this Agreement, including Schedules and including the General Instrument;
- (b) **“Dwelling Unit”** has the meaning given in the City of Port Coquitlam Zoning Bylaw No. 3630, as amended or replaced from time to time;
- (c) **“Eligible Resident”** means an individual aged 55 or older;
- (d) **“General Instrument”** means the Form C General Instrument to which these terms are attached;
- (e) **“LTO”** means the Land Title Office in Vancouver/New Westminster, British Columbia;
- (f) **“Rental Seniors’ Housing”** means housing restricted to Eligible Residents, as tenants pursuant to *Residential Tenancy Act*, S.B.C. 2002, c. 78;
- (g) **“Subdivide”** means to divide, apportion, consolidate or subdivide the Land, or the ownership or right to possession or occupation of the Land into two or more lots, strata lots, parcels, parts, portions or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization or development of “cooperative units” or “shared interests in land” as defined in the *Real Estate Act*.

1.2 Interpretation - In this Agreement:

- (a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;
- (b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;

HOUSING AGREEMENT FOR 3155 SEYMOUR STREET BYLAW, 2018

Bylaw No. 4057

- (c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;
- (d) reference to any enactment includes any regulations, orders or directives made under the authority of that enactment;
- (e) reference to any enactment is a reference to that enactment as consolidated, revised, amended, re-enacted or replaced, unless otherwise expressly provided;
- (f) time is of the essence; and
- (g) where the word “including” is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word “including”.

ARTICLE 2
LAND USE RESTRICTIONS

2.1 Land Use Restrictions

- (a) The Lands, and any buildings situated on the Lands from time to time, will be used only for Rental Seniors’ Housing.
- (b) The Lands, and any buildings situated on the Lands from time to time, will not be Subdivided without the prior written consent of the City.
- (c) The Owner shall, at its cost, register this Agreement against title to the Lands pursuant to Section 219 of the *Land Title Act*, in priority to all financial charges. The Owner acknowledges that a notice under Section 483(5) of the *Local Government Act* will be filed on title to the Lands.
- (d) The Owner shall not apply for a building permit or occupancy permit in respect to the Lands, other than in compliance with this Agreement. The City will have no obligation to issue any building permit or occupancy permit in respect to the Lands if the Owner is in breach of this Agreement.

ARTICLE 3
RESIDENCY RESTRICTIONS

3.1 Residency Restrictions

- (a) A Dwelling Unit situated on the Lands may only be occupied by one or two Eligible Residents.

3.2 Events of Default

- (a) The City may provide written notice (the “**Notice**”) to the Owner of any matter involving a failure by the Owner, or a person for whom the Owner is at law responsible, to comply with this Agreement.
- (b) Upon receipt of the Notice, the Owner shall take all necessary steps to comply with this Agreement.
- (c) If the Owner has not complied with this Agreement within thirty days of receiving the Notice, the Owner will be deemed to be in default of this Agreement.
- (d) Damages are an inadequate remedy for the City, and the City is entitled to seek an order for specific performance, or a prohibitory or mandatory injunction in order to compel performance of the obligations in this Agreement.
- (e) No remedy under this Agreement is to be deemed exclusive but will, where possible, be cumulative with all other remedies at law or in equity.

**ARTICLE 4
CITY INQUIRIES**

- 4.1 City Inquiries** - The Owner hereby irrevocably authorizes the City to make such inquiries as it considers necessary in order to confirm that the Owner and any occupiers of any part of the Lands are complying with this Agreement, and irrevocably authorizes and directs the recipient of the request for information from the City to provide such information to the City.

**ARTICLE 5
SECTION 219 COVENANT**

- 5.1 Covenant** – The Owner covenants and agrees with the City, pursuant to Section 219 of the *Land Title Act*, that the terms and conditions of this Agreement constitute a Section 219 Covenant and are annexed to and running with the Lands.
- 5.2 Indemnity** – As an indemnity pursuant to section 219(6) of the *Land Title Act*, the Owner shall indemnify and save harmless the City and each of its elected officials, officers, directors, employees and agents, and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, actions, loss, damage, costs and liabilities, whether known or unknown, which may arise as a result of:

HOUSING AGREEMENT FOR 3155 SEYMOUR STREET BYLAW, 2018

Bylaw No. 4057

- (a) any act or omission of the Owner, or its officers, directors, agents, contractors or other persons for whom the Owner is at law responsible, relating to this Agreement; or
- (b) any legal or equitable wrong on the part of the Owner or any breach of this Agreement by the Owner.

5.3 Release - The Owner hereby releases and forever discharges the City and each of its elected officials, officers, directors, employees and agents, and its and their heirs, executors, administrators, personal representatives, successors and assigns, from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of or which would or could not occur but for the exercise by the City of any of its rights under this Agreement.

**ARTICLE 6
MISCELLANEOUS**

6.1 Modification - This Agreement may only be amended in writing by the parties. The Owner acknowledges that the City may only execute an amendment agreement following a bylaw to that effect.

6.2 Municipalities Powers Unaffected – This Agreement does not:

- (a) affect or limit the discretion, rights, duties or powers of the City under any enactment or at common law, including in relation to the use or subdivision of the Lands;
- (b) impose on the City any legal duty or obligation, including any duty of care or contractual or other legal duty or obligation, to enforce this Agreement;
- (c) affect or limit any enactment relating to the use or subdivision of the Lands; or
- (d) relieve the Owner from complying with any enactment, including in relation to the use or subdivision of the Lands.

6.3 Agreement for Benefit of City only

- (a) This Agreement is entered into only for the benefit of the City, acting in the public interest.
- (b) This Agreement is not intended to protect the interests of the Owner, any tenant, any Eligible Resident or prospective Eligible Resident, or any future owner, lessee, occupier or user of the Lands.

HOUSING AGREEMENT FOR 3155 SEYMOUR STREET BYLAW, 2018

Bylaw No. 4057

- (c) The City may at any time execute a release and discharge of this Agreement, without liability to anyone for doing so and without obtaining the consent of the Owner.

6.4 Notice - Any notice required to be served or given to a party herein pursuant to this Agreement will be sufficiently given if delivered by regular or registered mail to the following address:

To: City of Port Coquitlam, Corporate Officer
City of Port Coquitlam City Hall, from time to time

And to: the Owner:
Address shown for the Owner on the title search current to the time of the notice.

Any notice which is delivered is to be considered to have been given on the first day after it is dispatched for delivery.

6.5 Enuring Effect - This Agreement will extend to and be binding upon and enure to the benefit of the parties hereto and their respective successors and permitted assigns.

6.6 Severability - If any provision of this Agreement is found to be invalid or unenforceable such provision or any part thereof will be severed from this Agreement and the resultant remainder of this Agreement will remain in full force and effect.

6.7 Waiver - Waiver of or delay in the City exercising any or all remedies will not prevent the later exercise of any remedy for the same breach of any similar or different breach.

6.8 Sole Agreement – This Agreement supersedes all prior agreements and discussions between the Owner and the City on the subject matter of this Agreement.

6.9 Further Assurance - Upon request by the City, the Owner shall forthwith do such acts and execute such documents as may be reasonably necessary in the opinion of the City to give effect to this Agreement.

6.10 Covenant Runs with the Lands - This Agreement burdens and runs with the Lands. All of the covenants and agreements contained in this Agreement are made by the Owner for itself, its personal administrators, successors and assigns, and all persons who after the date of this Agreement, acquire an Interest in the Lands.

6.11 Limitation on Owner's Obligations - The Owner is only liable for breaches of this Agreement that occur while the Owner is the registered owner of the Lands.

CITY OF PORT COQUITLAM

HOUSING AGREEMENT FOR 3155 SEYMOUR STREET BYLAW, 2018

Bylaw No. 4057

6.12 Counterpart – This Agreement may be executed in counterpart and delivered electronically.

[Signature blocks follow]

IN WITNESS WHEREOF, the parties hereby affixed their signatures on the day and year first above written.

**THE CORPORATION OF
THE CITY OF PORT COQUITLAM** by its
authorized signatories:

Mayor:

Corporate Officer:

PORT COQUITLAM SENIOR CITIZENS HOUSING SOCIETY, by its
authorized signatories:

Authorized Signatory

Authorized Signatory

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

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

1. CITATION

This Bylaw may be cited as the “Drinking Water Conservation Plan Bylaw, 2018, No. 4045.

2. REPEAL

City of Port Coquitlam Water Shortage Response Plan Bylaw, 2011, No. 3768, as amended, is repealed.

3. INTERPRETATION

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

3.2 Schedules “A” and “B” are attached to this Bylaw and form 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.

3.8 The Director of Engineering and Public Works may delegate some or all of their powers and duties under this Bylaw.

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

4. DECLARATION AND ANNOUNCEMENT OF RESTRICTION STAGES

- 4.1
 - a) The Commissioner may, by letter to the Corporate Officer, declare that the Greater Vancouver Water District has activated a Restriction Stage.
 - b) If the Commissioner makes a declaration under subsection (a), the Restriction Stage described in the declaration comes into force in the City of Port Coquitlam seventy-two hours after the Commissioner or the Corporate Officer makes a Public Announcement of the declaration.
 - c) When a Restriction Stage comes into force under this section, a Restriction Stage that had been in force, if any, ceases to be in force.
- 4.2 If no Restriction Stage is in force on May 1 of any year, Stage 1 Restrictions come into force on that date without prior declaration of the Commissioner or announcement under section 4.3.
- 4.3
 - a) If the Commissioner declares that the Greater Vancouver Water District has activated Stage 1 Restrictions, a public announcement by the Corporate Officer or the Commissioner is sufficient for the purposes of paragraph 4.1(b), if it contains substantially the information set out in Schedule B, Section 2.
 - b) If the Commissioner declares that the Greater Vancouver Water District has activated Stage 2 Restrictions, a public announcement by the Corporate Officer or the Commissioner is sufficient for the purposes of paragraph 4.1(b), if it contains substantially the information set out in Schedule B, Section 3.
 - c) If the Commissioner declares that the Greater Vancouver Water District has activated Stage 3 Restrictions, a public announcement by the Corporate Officer or the Commissioner is sufficient for the purposes of paragraph 4.1(b) if it contains substantially the information set out in Schedule B, Section 4.
 - d) If the Commissioner declares that the Greater Vancouver Water District has activated Stage 4 Restrictions, a public announcement by the Corporate Officer or the Commissioner is sufficient for the purposes of paragraph 4.1(b), if it contains substantially the information set out in Schedule B, Section 5.
- 4.4
 - a) No Restriction Stage will remain in force after October 15 of any year, unless the Commissioner makes a declaration under this section.
 - b) At any time before or after October 15 of any year the Commissioner may, by letter to the Corporate Officer, declare that notwithstanding subsection 4.4(a), a Restriction Stage will remain in force or come into force after October 15.
 - c) Subsections 4.1(b), 4.1(c) and section 4.3 apply to a declaration made

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

under this section, with such changes as are necessary, except that a public announcement of a declaration under this section shall state that the Restriction Stage that is continued in force or that comes into force after October 15 will remain in force until further declaration of the Commissioner.

- d) The Commissioner may make one or more declarations under this section.

5. SERVICE WITHHELD FOR NON-COMPLIANCE WITH BYLAW

- 5.1 The Director of Engineering and Public Works may withhold the water service from any person, company or corporation who has violated any of the provisions of this Bylaw, or any conditions imposed by or pursuant to this Bylaw.
- 5.2 Where the water service is withheld for noncompliance with the terms and conditions of this Bylaw as per section 5.1, the Director of Engineering and Public Works shall not permit a reconnection for any person, company or corporation until in receipt of the service charge for both the disconnection and subsequent reconnection of the water service, as outlined in the City's current Fees and Charges Bylaw, as may be amended from time to time.

6. PERMITS

- 6.1 A person who has installed a new lawn, either by placing sod or turf or by seeding, or who has installed new landscaping on a substantial part of the outdoor portion of a premises may apply to the Director of Engineering and Public Works, with proof of purchase, for a permit authorizing the person to water the new lawn and new landscaping when Stage 1 Restrictions or Stage 2 Restrictions are in force, at times specified in the permit, at the premises described in the permit, during the currency of the permit. A permit does not exempt the holder from Stage 3 Restrictions or Stage 4 Restrictions.
- 6.2 The Director of Engineering and Public Works, upon being satisfied that an applicant qualifies under section 6.1, shall issue a Sprinkling Permit to the applicant. The Sprinkling Permit application fee is listed in the City's Fees and Charges Bylaw, 2015, No. 3892.
- 6.3 A Permit issued under section 6.2 shall be affixed to a post facing the street serving the premises, beside the principal driveway from the street to the premises.
- 6.4 A Permit issued under section 6.2 shall expire and be of no force or effect 21 days after the date of its issue, unless the Person has been issued an extension under section 6.5.
- 6.5 Before or after the expiration of a Permit issued under section 6.2, a person may apply for one extension of the Permit on the same terms and conditions as may be imposed under section 6.2. Such an extension shall end on or before 42 days from the date of the issue of the Permit under section 6.2.

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

- 6.6 A Person who wishes to treat their lawn with nematodes in order to control the Chafer Beetle may apply, with proof of purchase, to the Director of Engineering and Public Works for a Permit authorizing the person to water the nematode treated lawn when Stage 1 or 2 Restrictions are in force, for a 21-day period falling within May 1 - October 15, at the premises described in the Permit. Permits issued in Stage 1 or 2 remain in effect until permit expires. No new Permits will be issued during Stage 3 or 4 Restrictions.
- 6.7 The Director of Engineering and Public Works, upon being satisfied that an applicant qualifies under section 6.6, shall issue a Sprinkling Permit and shall waive the cost for the Sprinkling Permit.
- 6.8 A Permit issued under section 6.6 shall be affixed to a post facing the street serving the premises, beside the principal driveway from the street to the premises.
- 6.9 Applications and permits under this section will be in the form prepared by the Director of Engineering and Public Works, which may change from time to time.

7. OFFENCES, PENALTIES AND ENFORCEMENT

- 7.1 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*.
- 7.2 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*.
- 7.3 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.
- 7.4 Each violation of this Bylaw will constitute a separate offence.
- 7.5 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.
- 7.6 Where a prosecution is commenced against a commercial entity pursuant to section 7.2(b) for an offence committed while Stage 4 restrictions are in effect, upon conviction that Person shall be liable to pay a fine of not less than \$5,000.
- 7.7 If an offence under this bylaw continues for more than one day, separate fines each not exceeding the maximum fine for that offence may be imposed for each

CITY OF PORT COQUITLAM

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

day or part thereof in respect of which the offence occurs or continues.

- 7.8 In a prosecution under this Bylaw, the onus of establishing an exemption lies on the Person claiming the exemption.

| | | |
|-------------------------|-------------------------|-------------|
| READ A FIRST TIME this | 10 th day of | April, 2018 |
| READ A SECOND TIME this | 10 th day of | April, 2018 |
| READ A THIRD TIME this | 10 th day of | April, 2018 |
| ADOPTED THIS | 24 th day of | April, 2018 |

Mayor

Corporate Officer

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

SCHEDULE "A"

DEFINITIONS

In this Bylaw:

"automatic shut-off device" means a device attached to a water hose that is spring loaded and shuts off the supply of water automatically unless hand pressure is applied to allow the supply of water.

Commissioner means the Commissioner of the Greater Vancouver Water District.

"commercial vehicle washing" means commercial vehicle washing services offered to the public for a fee, but excludes car dealerships, fleet vehicle washing facilities and charity car washes.

"Corporate Officer" means the City of Port Coquitlam's Corporate Officer or designate.

"Director of Engineering and Public Works" means the Director of Engineering and Public Works for the City of Port Coquitlam, duly appointed by the City of Port Coquitlam Council and shall include their duly authorized designate;

"drip irrigation" means a system using irrigation components which consume less than 20 gallons (91 litres) per hour and operate at less than 25 PSI (172 kPa) to deliver Water to the root zone of the plant material being irrigated.

"lawn" means a cultivated area surrounding or adjacent to a building that is covered by grass, turf, or a ground covering plant such as clover, including areas such as boulevards, parks, school yards and cemeteries, but excludes golf courses, soil based playing field, and sand based playing fields.

"permit" means a permit issued under Part 6.

"person" does not include a municipality, a regional district, the provincial government, or anybody appointed or created under an enactment of Canada or British Columbia.

"public announcement" means one or more advertisements or public service announcements in any one of:

- (i) a television or radio broadcast from a station that broadcasts to the City of Port Coquitlam;
- (ii) a newspaper or other publication intended for general circulation, including one that is distributed without charge to the reader, that contains news and advertising, and is distributed within the City of Port Coquitlam at least once per week.

"Restriction Stage" means Stage 1 Restrictions, Stage 2 Restrictions, Stage 3 Restrictions, or Stage 4 Restrictions.

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

“sand-based playing field” means a playing field that is constructed with a highly permeable sand-based root zone typically 30-40 centimeters deep over a drainage system with drain pipes bedded in gravel, and is designed and maintained to be playable year-round.

“service” includes but is not restricted to both the supply of water delivered in any manner to any person, company or corporation and all pipes, taps, valves, connections and facilities used for the purpose of such supply of water.

“soil-based playing field” means a playing field that is covered with grass, sod or turf that is designed and maintained to be played upon, or is used for sporting or other community events and activities, but does not include lawns, golf courses, or sand-based playing fields.

“sprinkling permit” means a permit issued by the City of Port Coquitlam allowing for watering to occur differently than allowed in any restrictions.

“Stage 1 Restrictions” means the restrictions on Water use described in sections 2.1 of Schedule B.

“Stage 2 Restrictions” means the restrictions on Water use described in sections 3.1 of Schedule B.

“Stage 3 Restrictions” means the restrictions on Water use described in sections 4.1 of Schedule B.

“Stage 4 Restrictions” means the restrictions on Water use described in sections 5.1 of Schedule B.

“water” used as a noun means water supplied directly or indirectly by Greater Vancouver Water District or the City of Port Coquitlam, whether or not mixed with rain water, gray water or recycled water.

“water” and “watering” used as a verb, mean the application or distribution of water (used as a noun) to lands or plants.

“Water Management Plan” means a plan proposed by the owner or operator of a golf course, soil-based playing field, sand-based field and approved by the City of Port Coquitlam. The plan sets out terms such as water use targets during the different stages of the watering restrictions to reduce water use, reporting requirements for the owner or operator.

“water play park” means a recreational facility that is primarily out of doors, that includes sprays pools, wading pools, spray parks, splash pads, and water slides.

“water restriction announcement” means a Stage 1 Announcement, Stage 2 Announcement, a Stage 3 Announcement or a Stage 4 Announcement.

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

SCHEDULE "B"

1. GENERAL RESTRICTIONS THAT APPLY FOR ALL STAGES

- 1.1 All hoses must have an automatic shut-off device.
- 1.2 Water must not unnecessarily run off on impermeable surfaces, such as driveways, curbs, pathways, or gutters when watering lawns and plants.
- 1.3 Artificial playing turf and outdoor tracks must not be watered, except for a health or safety reasons.
- 1.4 Hoses and taps must not run unnecessarily.
- 1.5 Irrigation systems must not be faulty, leaking or misdirected.
- 1.6 Flushing water mains is prohibited, except where a significant health or safety concern is identified.

2. STAGE 1 RESTRICTIONS

2.1 When Stage 1 Restrictions are in force, no person shall:

a) Water lawns, except:

- (i) at residential premises with even numbered civic addresses, on Wednesdays and Saturdays, between the hours of 4:00 a.m. and 9:00 a.m.;
- (ii) at residential premises with odd numbered civic addresses, on Thursdays and Sundays between the hours of 4:00 a.m. and 9:00 a.m.;
- (iii) at non-residential and government/school/parks premises with even numbered civic addresses, on Mondays between the hours of 1:00 a.m. and 6:00 a.m., and Fridays between the hours of 4:00 a.m. and 9:00 a.m.; and
- (iv) at non-residential and government/school/parks premises with odd numbered civic addresses, on Tuesdays between the hours of 1:00 a.m. and 6:00 a.m., and Fridays between the hours of 4:00 a.m. and 9:00 a.m.

b) Water trees, shrubs, and flowers, excluding edible plants, except:

- (i) on any day from 4 a.m. to 9 a.m. for residential users, if using a sprinkler, or on any day at any time using a handheld hose, soaker hose, water container or drip irrigation;
- (ii) on any day from 1am to 9am for non-residential and government/school/parks if using a sprinkler or on any day at any

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

time if using a handheld hose, soaker hose, water container, or drip irrigation.

- c) Water soil-based playing fields, except:
 - (i) on any day from 7:00 p.m. to 9:00 a.m., or
 - (ii) watering newly over-seeded fields if in compliance with a Sprinkling Permit and/or operating under an approved Water Management Plan.
- d) Water sand-based playing fields, except:
 - (i) on any day from 7:00 p.m. to 9:00 a.m., or
 - (ii) watering newly over-seeded fields if in compliance with a Sprinkling Permit and/or operating under an approved Water Management Plan.

3. STAGE 2 RESTRICTIONS

3.1 When Stage 2 Restrictions are in force, no person shall:

- a) Water lawns, except:
 - (i) at residential premises with even numbered civic addresses on Wednesdays between the hours of 4:00 a.m. and 9:00 a.m.;
 - (ii) at residential premises with odd numbered civic addresses on Thursdays between the hours of 4:00 a.m. and 9:00 a.m.;
 - (iii) at non-residential and government/school/parks premises with even numbered civic addresses on Mondays between the hours of 1:00 a.m. and 6:00 a.m.;
 - (iv) at non-residential and government/school/parks premises with odd numbered civic addresses on Tuesdays between the hours of 1:00 a.m. and 6:00 a.m.
- b) Water trees, shrubs, and flowers excluding edible plants, except:
 - (i) on any day from 4:00 a.m. to 9:00 a.m. for residential users if using a sprinkler or on any day at any time using a handheld hose, soaker hose, water container, or drip irrigation, or,
 - (ii) on any day from 1:00 a.m. to 9:00 a.m. for non-residential and government/school/parks if using a sprinkler or on any day at any time if using a handheld hose, soaker hose, water container, or drip irrigation.

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

- c) Water soil based playing fields, except:
 - (i) on no more than 4 days in a 7-day period from 7:00 p.m. to 9:00 a.m., or,
 - (ii) watering newly over-seeded fields if in compliance with a Sprinkling Permit and/or operating under an approved Water Management Plan
- d) Water sand-based playing fields, except:
 - (i) on any day from the hours of 7pm to 9am, or
 - (ii) watering newly over-seeded fields if in compliance with a Sprinkling Permit and/or operating under an approved Water Management Plan.
- e) Water to wash impermeable surfaces such as sidewalks, driveways, walls, roofs or other outdoor surfaces, except if:
 - (i) aesthetic cleaning by a commercial cleaning operation, preparing a surface for painting, sealing or similar treatment; or
 - (ii) for health or safety of any person; or
 - (iii) to prevent or control fires;
- f) Fill or top off aesthetic water features or ornamental fountains.
- g) Operate water play parks and pools, except, water play parks with user activated switches.
- h) Water golf course fairways, except:
 - (i) anytime on any one day in a 7-day period, or
 - (ii) if operating under an approved Water Management Plan.

4. STAGE 3 RESTRICTIONS

4.1 When Stage 3 Restrictions are in force, no person shall:

- a) Water lawns (unless a previously-approved lawn sprinkling exemption permit can remain valid).
- b) Water trees, shrubs, and flowers, excluding edible plants, except if using a handheld hose, water container, or drip irrigation.
- c) Water soil-based playing fields, except:

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

- (i) no more than 3 days in a 7-day from 7:00 p.m. to 9:00 a.m., or
 - (ii) watering newly over-seeded fields if in compliance with a Sprinkling Permit and/or operating under an approved Water Management Plan.
- d) Water sand-based playing fields, except:
 - (i) not more than 5 days in a 7-day period from 7pm to 9am, or
 - (ii) watering newly over-seeded fields if in compliance with a Sprinkling Permit and/or operating under an approved Water Management Plan.
- e) Use water to wash vehicles and/or boats except to clean windows, lights, mirrors, license plates and boat engines for safety using a handheld hose or water container.
- f) Use water to wash impermeable surfaces, such as sidewalks, driveways, walls, roofs or other outdoor surfaces, except if:
 - (i) by a commercial cleaning operation to preparing a surface for painting, sealing, or similar treatment,
 - (ii) for the health or safety of any person, or
 - (iii) to prevent or control fires.
- g) Use water to fill or top off aesthetic water features or ornamental fountains.
- h) Use water to fill or re-fill pools and hot tubs except for pools and hot tubs with a permit to operate in accordance with health authorities having jurisdiction over pool and hot tub regulation.
- i) Water golf course fairways except if operating under an approved Water Management Plan
- j) Use water for commercial vehicle washing, except, if
 - (i) A facility that installed an automatic vehicle wash system before November 1, 2017, is operating on a basic wash and cycle only, or,
 - (ii) A facility that installed an automatic vehicle wash system after November 1, 2017 is operating using a water recycling system that achieves a minimum 60% water recovery rate over the full wash cycle, or,

DRINKING WATER CONSERVATION PLAN BYLAW, 2018

Bylaw No. 4045

- (iii) A hand wash and self-service facility, is operating using high-pressure wands or brushes that achieve a maximum flow rate of 11.4 litres per minute.
- k) Operate water play parks except water play parks with user-activated switches.

5. STAGE 4 RESTRICTIONS

5.1 When Stage 4 Restrictions are in force, no person shall:

- a) Water lawns (all sprinkling permits are invalidated).
- b) Water trees, shrubs, and flowers including edible plants.
- c) Use water to wash vehicles and/or boats except to clean windows, light, mirrors, license plates, and boat engines for safety using a handheld hose or water container.
- d) Use water to wash impermeable surfaces except if ordered by a regulatory authority having jurisdiction for health or safety reason.
- e) Use water to fill or refill aesthetic water features;
- f) Use water to fill or re-fill pools and hot tubs.
- h) Water golf courses.
- i) Operate a water play park.
- j) Use water for soil based and/or sand based playing fields.
- k) Operate a commercial car wash.

5.2 For greater certainty, section 5.1 of Schedule “B” applies to all areas of:

- a) Residential;
- b) Non-residential;
- c) Governments / Schools / Parks;

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.

Public Hearing held this 10th day of April, 2018.

Read a third time by the Municipal Council this 10th day of April, 2018.

Certified in accordance with the Bylaw authorizing the revision.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 24th day of April, 2018.

Mayor

Corporate Officer

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.

Public Hearing held this 10th day of April, 2018.

Read a third time by the Municipal Council this 10th day of April, 2018.

Certified in accordance with the Bylaw authorizing the revision.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 24th day of April, 2018.

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

FEES & CHARGES AMENDMENT BYLAW, 2018

Bylaw No. 4050

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

CITATION

1. This Bylaw is cited as "Fees and Charges Bylaw, 2015, No. 3892, Amendment Bylaw, 2018, No. 4050".

ADMINISTRATION

2. That the "Fees and Charges Bylaw, 2015, No. 3892", be amended by replacing the existing Schedule "J", with Schedule "J" below:

**"SCHEDULE "J"
Filming
Fees & Charges**

| Item | Fee | Comments |
|--|---|--------------------------------|
| Film permit fee | \$750 | |
| Film permit fee (student) | \$10 | |
| Use of City Hall | \$1200/day | Based on 12-hour day |
| Use of cemetery | \$1500/day | Regular weekday rate |
| | \$3000/day | Weekend/statutory holiday rate |
| Use of city park | \$500/day | |
| Use of city parking lot | \$500 /day | |
| Use of city street | \$150/block/day | |
| Use of city staff services | Billed for actual cost of service | |
| Use of Fire & Emergency Services Department services | Current charge rate billed at cost | |
| Use of RCMP | Current charge rate billed at cost | |
| Refundable damage deposit | \$5,000 per facility permitted to be used | |

Notes:

1. All fees are exclusive of tax, which will be added, if applicable.
2. An administration fee of 15% will be added to the above rates."

| | | |
|--|-------------------------|-------------|
| READ A FIRST TIME this | 10 th day of | April, 2018 |
| READ A SECOND TIME this | 10 th day of | April, 2018 |
| READ A THIRD TIME this | 10 th day of | April, 2018 |
| Certified in accordance with the Bylaw authorizing the revision this | 24 th day of | April, 2018 |
| ADOPTED THIS | 24 th day of | April, 2018 |

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

BYLAW ENFORCEMENT NOTICE AMENDMENT BYLAW, 2018

Bylaw No. 4051

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

CITATION

1. This Bylaw is cited as "Bylaw Enforcement Notice Bylaw, 2013, No. 3814, Amendment Bylaw, 2018, No. 4051".

ADMINISTRATION

2. That the "Bylaw Notice Enforcement Bylaw, 2013, No. 3814", be amended by replacing the existing Schedule "A" for Smoking Control Bylaw No. 3361, with Schedule "A" for Smoking Control Bylaw No. 4037, attached hereto and forming part of this Bylaw.
3. That the "Bylaw Notice Enforcement Bylaw, 2013, No. 3814", be amended by replacing the existing Schedule "A" for Water Shortage Response Plan Bylaw No. 3768, with Schedule "A" for Drinking Water Conservation Plan Bylaw No. 4045, attached hereto and forming part of this Bylaw.

| | | |
|---|-------------------------|-------------|
| READ A FIRST TIME this | 10 th day of | April, 2018 |
| READ A SECOND TIME this | 10 th day of | April, 2018 |
| READ A THIRD TIME this | 10 th day of | April, 2018 |
| Certified in accordance with the Bylaw authorizing the revision this | 24 th day of | April, 2018 |
| ADOPTED THIS | 24 th day of | April, 2018 |

Mayor

Corporate Officer

BYLAW ENFORCEMENT NOTICE AMENDMENT BYLAW, 2018

Bylaw No. 4051

Schedule “A”
Designated Bylaw Contraventions and Penalties

Smoking Control Bylaw, 2018, No. 4037

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|--|-------------------------|---|--|--|
| DESCRIPTION | SECTION NO. IN BYLAW | DISCOUNTED PENALTY IN \$ (within 14 days) | FULL PENALTY IN \$ (after 14 days) | COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾ |
| Smoke where prohibited | 3.1(a)-(o) | 50.00 | 75.00 | n/a |
| Permit Smoking where prohibited | 3.2 | 100.00 | 150.00 | n/a |
| Permit person under 19 years of age in a designated Smoking Area | 3.3 | 100.00 | 150.00 | n/a |
| Failure to post sign as required | | 100.00 | 150.00 | n/a |

Notes:

(1) Where Compliance Agreement entered in accordance with section 8 (a)(v) of this bylaw.

BYLAW ENFORCEMENT NOTICE AMENDMENT BYLAW, 2018

Bylaw No. 4051

Schedule "A"
Designated Bylaw Contraventions and Penalties

Drinking Water Conservation Plan Bylaw, 2018, No. 4045

| Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---------------------------------|---------------------------|---|--|--|
| DESCRIPTION | SECTION NO. IN BYLAW | DISCOUNTED PENALTY IN \$ (within 14 days) | FULL PENALTY IN \$ (after 14 days) | COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾ |
| Unauthorized watering – Stage 1 | Schedule B Section 2.1 | 75.00 | 100.00 | n/a |
| Unauthorized watering - Stage 2 | Schedule B Section 3.1 | 100.00 | 200.00 | n/a |
| Unauthorized watering – Stage 3 | Schedule B Section 4.1 | 200.00 | 300.00 | n/a |
| Unauthorized watering – Stage 4 | Schedule B Section 5.1 | 300.00 | 400.00 | n/a |

Notes:

(1) Where Compliance Agreement entered in accordance with section 8 (a)(v) of this bylaw.

CITY OF PORT COQUITLAM

TICKET INFORMATION UTILIZATION AMENDMENT BYLAW, 2018

Bylaw No. 4052

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

CITATION

1. This Bylaw is cited as "Ticket Information Utilization Bylaw, 1992, No. 2743, Amendment Bylaw, 2018, No. 4052".

ADMINISTRATION

2. That "Ticket Information Utilization Bylaw, 1992, No. 2743", be amended by replacing the existing "Schedule 11" for Water Shortage Response Plan Bylaw No. 3452, with "Schedule 11" for Drinking Water Conservation Plan Bylaw No. 4045, attached hereto and forming part of this Bylaw.
3. That the "Ticket Information Utilization Bylaw, 1992, No. 2743", be amended by replacing the existing "Schedule 14" for Smoking Control Bylaw, 1996, No. 3361, with "Schedule 14" for Smoking Control Bylaw, 2018, No. 4037, attached hereto and forming part of this Bylaw.

| | | |
|---|-------------------------|-------------|
| READ A FIRST TIME this | 10 th day of | April, 2018 |
| READ A SECOND TIME this | 10 th day of | April, 2018 |
| READ A THIRD TIME this | 10 th day of | April, 2018 |
| Certified in accordance with the Bylaw authorizing the revision this | 24 th day of | April, 2018 |
| ADOPTED THIS | 24 th day of | April, 2018 |

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

TICKET INFORMATION UTILIZATION AMENDMENT BYLAW, 2018

Bylaw No. 4052

BYLAW NO. 2743

SCHEDULE 11

Drinking Water Conservation Plan Bylaw, 2018, No. 4045

| | SECTION | FINE | FINE If paid within 30 days of service |
|---------------------------------|---------------------------|-------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| Unauthorized watering – Stage 1 | Schedule B Section 2.1 | \$100.00 | \$75.00 |
| Unauthorized watering – Stage 2 | Schedule B Section 3.1 | \$200.00 | \$100.00 |
| Unauthorized watering – Stage 3 | Schedule B Section 4.1 | \$300.00 | \$200.00 |
| Unauthorized watering – Stage 4 | Schedule B Section 5.1 | \$400.00 | \$300.00 |

CITY OF PORT COQUITLAM

TICKET INFORMATION UTILIZATION AMENDMENT BYLAW, 2018

Bylaw No. 4052

BYLAW NO. 2743

SCHEDULE 14

Smoking Control Bylaw, 2018, No. 4037

| | SECTION | FINE | FINE If paid within 30 days of service |
|---|----------------|-------------|---|
| Column 1 | Column 2 | Column 3 | Column 4 |
| Smoke where prohibited | 3.1 (a)-(o) | \$75.00 | \$50.00 |
| Permit Smoking where prohibited | 3.2 | \$150.00 | \$100.00 |
| Permit person under 19 years of age in a designated Smoking Area | 3.3 | \$150.00 | \$100.00 |
| Failure to post sign as required | | \$150.00 | \$100.00 |

Smart Growth Committee Report

Development Variance Permit DVP00054 - 1624 Pitt River Road

RECOMMENDATION:

That Council approve Development Variance Permit DVP00054 for 1624 Pitt River Road.

Committee Recommendation

At the March 20, 2018, Smart Growth Committee meeting, the following motion was passed:

That Smart Growth Committee:

- 1) Extend the date of expiry for the adoption of the Official Community Plan Amendment No.3946 and Zoning Bylaw Amendment No.3947 to May 9, 2018,*
- 2) Pursuant to s. 498 of the Local Government Act, authorize staff to provide notice of an application to vary the requirements of the Subdivision Servicing Bylaw for offsite works required for approval of the two lot subdivision, and*
- 3) Advise Council it supports approval of Development Variance Permit DVP00054.*

REPORT SUMMARY

The proposed development variance permit, which would vary the timing required for offsite improvements required by the Subdivision Servicing Bylaw for the subdivision of a City-owned property, is attached to this report along with the staff report considered by the Smart Growth Committee.

ATTACHMENTS

Attachment 1: Proposed Development Variance Permit

Attachment 2: 2018-03-20 DVP00054 Report

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT VARIANCE PERMIT

NO. DVP00054

Issued to: The Corporation of the City of Port Coquitlam

Address: 2580 Shaughnessy Street
Port Coquitlam, BC
V3C 3G4

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this permit.
2. This Development Variance Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structure and other development thereon:

Address: 1624 Pitt River Road (former unopened road allowance
along Mercer Avenue)

Legal Description: TBD

P.I.D.: TBD

3. The Subdivision Servicing Bylaw, No. 2241 is varied to relax the requirements for offsite and infrastructure works prior to subdivision approval.

For clarity, this variance applies to and only to requirements for works associated with Subdivision Application SUB00113.

4. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit.
5. This permit shall lapse if the Permittee does not substantially commence the construction, or the first phase of a phased development, permitted by this permit within two (2) years of the date of this permit.
6. This permit is not a building permit.

APPROVED BY COUNCIL THE _____ DAY OF _____, 2018.

SIGNED THIS _____ DAY OF _____, 2018..

Mayor

Corporate Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or Representative
of Applicant)

Extension of Official Community Plan Amendment & Rezoning and Development Variance Permit Application for 1624 Pitt River Road

RECOMMENDATION:

That Smart Growth Committee :

- 1) extend the date of expiry for the adoption of the Official Community Plan Amendment No.3946 and Zoning Bylaw Amendment No.3947 to May 9, 2018,
- 2) pursuant to s. 498 of the Local Government Act, authorize staff to provide notice of an application to vary the requirements of the Subdivision Servicing Bylaw for offsite works required for approval of the two lot subdivision, and
- 3) advise Council it supports approval of Development Variance Permit DVP00054.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the April 11, 2016, Council meeting, the following motion was passed:

1. That the following bylaw amendments be brought forward to facilitate the creation of two lots:
 - a. amendment of the Official Community Plan to designate an unopened road end (1624 Pitt River Road) as Small Lot Residential; and,
 - b. amendment of the Zoning Bylaw to zone the site Residential Single Dwelling 4 (RS4).
2. That the following conditions be met prior to adoption of the amending bylaws:
 - a. Completion of a Road Closure Bylaw;
 - b. Submission of a plan for the creation of two lots; *and*
 - c. Registration of legal agreements to the satisfaction of the Director of Development Services to:
 - i. ensure that a minimum of one parking space will be provided for a secondary suite;
 - ii. allow for a pedestrian access from Pitt River Road to each of the lots.

Following a public hearing held on May 9th, 2016, Council gave 3rd Reading to Official Community Plan Amendment Bylaw No. 3946 and Zoning Amendment Bylaw No. 3947.

REPORT SUMMARY

Council's Development Procedures Bylaw requires that an amending bylaw be considered for adoption within one year unless an extension of up to one year is approved; the authority to provide for this approval has been delegated to the Smart Growth Committee. This report requests Committee approve extending the time frame for adoption to May 9, 2018 to provide sufficient time for compliance with the conditions set by Council. The report further recommends notification and support of a Development Variance Permit to vary the need to comply with offsite requirements of the Subdivision Servicing Bylaw at time of subdivision.

BACKGROUND

In 2016, the City took steps to amend its bylaws to allow for a 2-lot subdivision of an unopened road allowance, formerly known as Mercer Avenue. The lots were recently serviced and staff are currently proceeding with the road closure bylaw, finalizing the subdivision plan, and confirming the covenants are ready for registration. Although Council has since amended its parking bylaw to require a parking space for a secondary suite, a covenant will be registered on this site in accordance with the conditions set by Council.

Extension of Official Community Plan Amendment & Rezoning and Development Variance Permit Application for 1624 Pitt River Road


The Subdivision Servicing Bylaw requires submission of fees and securities for off-sites works including upgrading of roads, lanes and utilities prior to subdivision approval and there is no exemption from this requirement for a city-owned property. Pitt River Road was recently upgraded as a capital project so it would not need to be improved as a requirement of the bylaw. The variance to the subdivision servicing bylaw requires notification and Council consideration of a development variance permit. As the necessary upgrades to the lane or utilities can be determined by the City prior to its sale of the lots, rather than secured prior to subdivision, staff recommend a development variance permit be approved.

FINANCIAL IMPLICATIONS

Should Committee not approve the extension, the site would remain as unopened road and the City would not realize the potential revenue to be gained if it were to approve the amendment and subsequently sell two single family lots.

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|--|--|
| 1  | Approve the requested time extension and authorize notification of the development variance permit. |
| 2 | Not approve the extension, in which case the bylaw amendments would expire and the site remain unopened road (and a development variance permit would not be applicable) . |

RECOMMENDATION:

That the Corporate Officer be directed to file a notice in the Land Title Office stating that:

1. A resolution relating to the property located at Rem 57 Block 6N, Section 7, Range 1E, New West District, Plan 1033 Parcel G, Except Plan 9168, (S75682E), Lot 57 Except part now road on SRW Plan 55863 & SEC 8 has been made under Section 57 of the *Community Charter*, and,
2. Further information in respect to this matter is available from the Building Division, City of Port Coquitlam, 200-2564 Shaughnessy Street, Port Coquitlam, BC V3C 3G4.

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 25, 2017 the attached report to Council detailing safety issues was presented by the Manager of the Building Division recommending a Section 57 notice be placed on title for the property at 1300 Dominion Avenue (Art Knapps). Council passed a resolution requesting that City staff, the Fire Department and the land owner work together to resolve safety issues and report back to Council within one year.

REPORT SUMMARY

This report summarizes the follow-up work over the past year and informs Council that the owner has not made any changes to address the safety concerns. In accordance with enforcement processes, the report recommends a notice on title now be filed at the Land Title Office for 1300 Dominion Avenue under Section 57 of the *Community Charter*.

BACKGROUND

The *Community Charter* provides that the City may register a Section 57 notice on title to indicate that the City has information regarding the work. This process reduces risk to the City associated with construction work that has been done without the required building permits or inspections and unsafe conditions due to a change in use of the building and encourages owners to comply with the City's Building and Plumbing Bylaw, the BC Building Code and other building regulations.

Filing a Section 57 notice against the property title will:

1. provide an accessible record of the building permit or inspection issues;
2. shift liability away from the City in accordance with its enforcement guidelines; and,
3. encourage compliance with building regulations as purchasers, real estate agents, mortgage holders and insurers may be informed of the unauthorized work.

DISCUSSION

The property at 1300 Dominion Avenue is recommended for a Section 57 notice on title for the following reasons:

1300 Dominion Avenue – Notice on Title

1. renovations and alterations were completed without obtaining a building permit; and,
2. a change in use under the BC Building Code has resulted in the level of fire and life safety for the building having been diminished due to the use of the building for retail and assembly-type occupancies. These occupancies are contrary to the intended use of the building which was originally constructed as a farm building; and,
3. the owner has not been cooperative on any written requests to obtain building permits or to address issues related to fire and life safety.

The Building Division has been actively dealing with this property owner since November 2013 for building, fire safety, and life safety issues with little cooperation from the owner. During the past year staff:


1. met with the property owner and corresponded back and forth numerous times in an effort to initiate progress on the safety issues;
2. received conceptual sketches from the property owner intended to address exiting from the upper floor area. The property owner was informed that the submission lacked detail and that it would not adequately resolve the exiting issue;
3. have not received any proposals to address the renovations and alterations to the building that have been completed without permits nor have they received any information to address the change in use of the building other than the sketch referred to in item #2; and,
4. posted a Stop Work Order and Do Not Occupy Notice for a tent-type structure that was constructed without a permit and was being used as a tunnel for a motorized amusement train ride.

FINANCIAL IMPLICATIONS

None directly related to this report (the property owner would be charged a \$500 filing fee for the City's registration of the Notice at the Land Title Office).

OPTIONS

(Check = Staff Recommendation)

| # | Description |
|--|--|
| 1  | Direct staff to file the s.57 Notice |
| 2 | Request additional information prior to providing direction to staff |
| 3 | Decline to direct staff to file the notice at this time |

1300 Dominion Avenue – Notice on Title

Report prepared by Shawn Hagan, Manager of Building

ATTACHMENTS

Attachment #1: 1300 Dominion Avenue Event Summary April 2017 – April 2018

Attachment #2: April 2017 Report to Council

Attachment #3: The 2016 Building Assessment report

1300 Dominion Avenue

Summary Since April 25, 2017

| | |
|-----------------|---|
| April 27, 2017 | Fire Inspector contacted by Mr. Vander Zalm, the property owner, who requested a meeting with City staff. |
| May 3, 2017 | Letter sent on this date and on June 9th to confirm rescheduling the meeting date to accommodate the Mr. Vander Zalm's availability. |
| June 23, 2017 | Fire inspection completed. Deficiency letter provided to the property owner. A re-inspection scheduled for July 20, 2017. |
| June 23, 2017 | Meeting with the property owner, Fire Department and Building Division to discuss timelines for addressing unsafe conditions and work without permit issues on the property. |
| June 30, 2017 | Letter sent to the property owner to summarize the meeting held on June 23, 2017. |
| July 4, 2017 | Email from the property owner to Fire Inspector requesting clarification on issues he advised he did not understand. Request also made to push back the re-inspection dates to after July 21, 2017. |
| July 23, 2017 | Email received by the Building Division from the property owner requesting that items from the June 30, 2017 that are not safety-related be removed from the list. |
| July 24, 2017 | A response to the July 23, 2017 request was emailed to the property owner indicating that all items listed in the June 30, 2017 letter were safety related. |
| August 14, 2017 | Fire inspection completed. Deficiency letter provided to the property owner. A re-inspection scheduled for August 25, 2017. |
| August 25, 2017 | <p>Fire inspection completed. Building Inspector from the Building Division attended with Fire Inspector. Deficiency letter provided to the property owner.</p> <p>During this meeting it was noted that the Halloween Tunnel was being decorated. Concerns from the Fire Inspector were shared with the property owner regarding the lack of a flame spread rating, the extensive use of extension cords for lighting as well as the lack of illuminated exit signs for the tunnel structure.</p> <p>The property owner noted during the meeting that he believed Council:</p> <ul style="list-style-type: none">• Wants him to make the building safer than it is currently.• Did not intend that he spend a lot of money to do so.• In no way expected him to hire an Architect to achieve BC Building Code or BC Fire Code standards. |
| August 29, 2017 | Email from the property owner sent to Fire Inspector informing the Inspector that he has contracted a company to spray the entire tunnel, props and plastic with a fire retardant. |

1300 Dominion Avenue

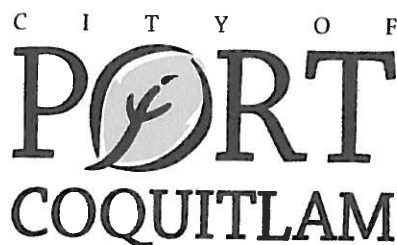
Summary Since April 25, 2017

- August 30, 2017 Email sent from the Fire Inspector to the property owner in response to the proposal to spray fire retardant. The Inspector advised that a building permit should be obtained prior to any work and informed the property owner that it is important to follow the sequential process to ensure that the minimum level of life safety is met.
- September 5, 2017 Email from the Building Division to the property owner with a copy of the June 30th, 2017 letter as a reminder of safety issues and work without permit that have yet to be resolved.
- The property owner was advised at this time that a permit for the Halloween Tunnel is required and that failure to do so could result in the posting of a Stop Work Notice and a Do Not Occupy Notice.
- September 8, 2017 Email from the property owner received by the Building Division in response to the September 5th, 2017 email.
- September 11, 2017 A Stop Work Notice and a Do Not Occupy Notice were posted on the Halloween Tunnel structure.
- September 11, 2017 Email received from the property owner advising his opinion:
- That permits are not required as the tunnel is a temporary building.
 - That agricultural land has different regulations from commercial properties and that the City should be applying agricultural regulations rather than commercial regulations going forward.
 - That the notices be removed prior to the opening of Funland on September 15, 2017.
 - That the property owner will be looking at a loss of income claim and further damages.
- September 12, 2017 A reply was provided to the September 11, 2017 email from the property owner. This email stated that the posted notices would and should remain in place. A reminder was provided that permits are required for agricultural zoned property.
- September 20, 2017 Another request for removal of the posted notices was received from the property owner by the Building Division. A request was also made for the name of the person who signed the posted notices on the tunnel.
- September 21, 2017 An email was sent with an offer to meet with the property owner to discuss his concerns.
- September 21, 2017 Another request from the property owner was made that the posted notices be removed immediately.
- September 22, 2017 The property owner was informed of the name of the person who posted the notices. The property owner was informed again that the notices would and should remain in place.
- September 22, 2017 Fire inspection completed. Deficiency letter provided to the property owner. A re-inspection scheduled for March 1, 2018.

1300 Dominion Avenue

Summary Since April 25, 2017

| | |
|------------------|--|
| February 2, 2018 | An email from the property owner was received by the Fire Inspector. The property owner believes he has found a solution to the exiting issue and is looking for an opinion. The plan is to use scaffolding system at the east side of the building. A rough sketch of the proposal was attached to the email. |
| February 6, 2018 | <p>A response to the exiting proposal was provided by the Fire Inspector to inform the property owner, again, that permits would be required prior to beginning any work.</p> <p>The Inspector expressed his concern that scaffolding would only be a temporary measure and that it is not intended for permanent use as an exit for a building.</p> |
| April 4, 2018 | An email was sent by the Building Division to remind the property owner of the April 25, 2017 Council resolution for a report on the property within one year. |
| April 11, 2018 | Fire inspection completed. Site visit attended by the Building Division as well. Deficiency letter provided to the property owner. |



REPORT TO COUNCIL

DATE: April 25, 2017

TO: Mayor and Councillors

FROM: Shawn Hagan
Manager, Building Department

SUBJECT: 1300 DOMINION AVENUE
SECTION 57 NOTICE ON TITLE

EXECUTIVE SUMMARY

The building at 1300 Dominion Avenue includes alterations, additions and a change in use that have been completed without the owner obtaining the required building permits or inspections. In accordance with the City's enforcement guidelines, this report recommends that a Section 57 notice be placed on title.

RECOMMENDATION

That the Corporate Officer be directed to file a notice in the Land Title Office stating:

- (a) a resolution relating to the property located at Rem 57 BLOCK 6N, SECTION 7, RANGE 1E, NEW WEST DISTRICT, PLAN 1033 PARCEL G, EXCEPT PLAN 9168, (S75682E), LOT 57 EXCEPT PART NOW ROAD ON SRW PLAN 55863 & SEC 8 has been made under Section 57 of the *Community Charter*; and,
- (b) further information in respect to this matter is available from the Building Division, City of Port Coquitlam, 200-2564 Shaughnessy Street, Port Coquitlam, BC V3C 3G4

1. BACKGROUND

The *Community Charter* provides that the City may register a Section 57 notice on title to indicate that the City has information regarding the work. This process encourages owners to comply with the City Building and Plumbing Bylaw, the BC Building Code and other building regulations and reduces risk to the City associated with construction work that has been done without the required building permits or inspections.

Filing a Section 57 notice against the property title will:

- a) provide an accessible record of the building permit or inspection issues;
- b) shift liability away from the City in accordance with its enforcement guidelines; and,
- c) encourage compliance with building regulations as purchasers, real estate agents, mortgage holders and insurers may be informed of the unauthorized work.

2. COMMENTS & ANALYSIS

The property at 1300 Dominion Avenue is being recommended for a Section 57 Notice on Title for the following reasons:

- a) renovations and alterations were completed without obtaining a building permit; and,
- b) a change in use under the BC Building Code has resulted in the level of fire and life safety for the building having been diminished due to the use of the building for retail and assembly type occupancies. These occupancies are contrary to the intended use of the building which was originally constructed as a farm building.
- c) the owner has not complied with any written requests to obtain building permits or to address issues related to fire and life safety.

The Building Division has taken the following steps to achieve compliance:

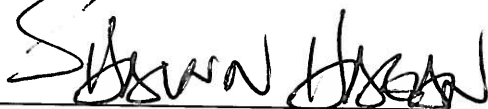
- Staff have been pro-actively dealing with this property since November 2013 for building, fire safety, and life safety issues;
- The correspondence attached to this report was sent to the owner; and,

A copy of this report to Council was sent to the property owner at least 7 days prior to the Council meeting.

3. OPTIONS

Before filing the notice, Section 57 (3) of the Community Charter allows an opportunity for the owner and building inspector to be heard before Council. After the hearing, Council may:

1. Direct staff to file the notice (recommended);
2. Request additional information; or
3. Decline to file the notice.



Shawn Hagan
Manager, Building Division

Attachments:

- Attachment 1 – Land Title Search
 - Attachment 2 – Letter to Owner from Fire Department – November 21, 2013
 - Attachment 3 – Letter to Owner - December 17, 2013
 - Attachment 4 – Letter to Owner - December 1, 2014
 - Attachment 5 – Letter to Owner from Bylaw Department – May 27, 2015
 - Attachment 6 – Building Assessment Report Cover Sheet dated January 18, 2016. A copy of the full report is available from the Building Division
 - Attachment 7 – Vancouver Sun News Article dated January 14, 2017
 - Attachment 8 – Letter to Owner – January 31, 2017
 - Attachment 9 – Letter to Owner from Fire Department March 27, 2017
- ██

TITLE SEARCH PRINT

File Reference:

2017-04-03, 10:52:28

Requestor: Shawn Hagan

****CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN****

| | |
|--|--|
| Title Issued Under | SECTION 185 LAND TITLE ACT |
| Land Title District Land Title Office | NEW WESTMINSTER NEW WESTMINSTER |
| Title Number From Title Number | BK178047 Z4111E |
| Application Received | 1996-06-13 |
| Application Entered | 1996-06-13 |
| Registered Owner in Fee Simple Registered Owner/Mailing Address: | SHILOH NURSERIES LTD., INC.NO. 198041 1300 DOMINION STREET PORT COQUITLAM, BC V3B 1A4 |
| Taxation Authority | CITY OF PORT COQUITLAM |
| Description of Land Parcel Identifier: Legal Description: | 001-968-530 PARCEL G (S75682E) LOT 57 EXCEPT: PART SHOWN ON PLAN 9168 AND SECONDLY: PART NOW ROAD ON STATUTORY RIGHT OF WAY PLAN 55863, SECTIONS 7 AND 8 BLOCK 6 NORTH RANGE 1 EAST NEW WESTMINSTER DISTRICT PLAN 1033 |
| Legal Notations | HERETO IS ANNEXED EASEMENT BM118686 OVER (PLAN LMP37847) LOT 1 PLAN LMP14996 |
| Charges, Liens and Interests Nature: Registration Number: Registration Date and Time: Registered Owner: Remarks: | STATUTORY RIGHT OF WAY BH373907 1994-10-18 10:39 GREATER VANCOUVER WATER DISTRICT PLAN LMP18988 |

TITLE SEARCH PRINT

File Reference:

2017-04-03, 10:52:28
Requestor: Shawn Hagan

| | |
|-----------------------------|----------------------|
| Nature: | MORTGAGE |
| Registration Number: | BW403508 |
| Registration Date and Time: | 2004-08-30 15:04 |
| Registered Owner: | ROYAL BANK OF CANADA |

| | |
|-----------------------------|----------------------|
| Nature: | MORTGAGE |
| Registration Number: | BW403509 |
| Registration Date and Time: | 2004-08-30 15:04 |
| Registered Owner: | ROYAL BANK OF CANADA |

| | |
|-------------------------------------|------------------|
| Duplicate Indefeasible Title | NONE OUTSTANDING |
|-------------------------------------|------------------|

| | |
|------------------|------|
| Transfers | NONE |
|------------------|------|

| | |
|-----------------------------|------|
| Pending Applications | NONE |
|-----------------------------|------|



Date of Letter: 12/06/2013

Date of Inspection: 11/21/2013

Property Name: Art Knapp Plantland

Attention: Business Owner

Property Address: 1300 DOMINION PORT COQUITLAM V3C3V4

Phone: (604) 942-7518

Fax: () -

Property Owner: Shiloh Nurseries - 1300 Dominion Ave Pt. Coquitlam V3C 3V4

The deficiencies listed below were noted during an inspection of the above noted property on 11/21/2013. In order to maintain a fire safe environment, these observed violation(s) must be corrected immediately.

This report is not a representation that the premises are safe, and is merely a record of observed violations. The Fire Department conducts a variety of inspections, and the nature of those inspections varies significantly. Pursuant to Port Coquitlam Bylaw #3562, if the Order for Deficiencies has not been complied with upon the re-inspection, a fee will be charged for the re-inspection and each additional re-inspection if required.

Means of Egress (B.C.F.C.)

Requirement: Unobstructed access to exit aisles shall be maintained at 1.1 meters wide.

Exit Door Swing. (B.C.F.C.)

Violation: Exit door does not open in the direction of exit travel.

Requirement: Sliding glass exit doors shall be updated immediately. Confirm will open easily for public safety.

Exits (B.C.F.C.)

Violation: Exit sign does not indicate direction of travel.

Requirement: Exit sign must indicate, by arrow, direction of exit travel.

Emergency Lighting (B.C.F.C.)

Violation: No emergency lighting installed.

Requirement: Provide acceptable emergency lighting.
Provide emergency lighting for evacuation purposes.

Occupant Load Restriction- Mezzanine

Restriction: The design and operation of the exit doors restricts the amount of people permitted in your occupancy. Until such time as the doors and storage have been altered, you are not permitted to have staff working in the current storage areas.

Portable Fire Extinguishers (B.C.F.C.)

Violation: Extinguisher(s) incorrectly mounted.

Requirement: Extinguisher(s) under 40lbs shall be mounted so the top is no more than 5' off the floor. Extinguisher(s) over 40lbs shall be mounted with the tops not more than 3 1/2 feet off the floor. In no case shall the clearance between the bottom of the extinguisher(s) and the floor be less than 4".

Travel distance between fire extinguishers is a minimum of 50 feet and shall have adequate signage to indicate its location.



1725 Broadway Street, Port Coquitlam BC, Canada, V3C 2M9
Tel 604.927.5466 • Fax 604.927.5406
fire@portcoquitlam.ca



Emergency Planning (B.C.F.C.)

Violation: No Fire Safety Plan prepared.

Requirement: Prepare an acceptable Fire Safety Plan in cooperation with the Port Coquitlam Fire Protective Services Division.

Temporary Structure(s) - Train tunnel and greenhouse

There appears to be a non-permitted temporary structure or structures on your premise. In order to comply with this requirement, you are recommended to consult with the City of Port Coquitlam Building Department for all requirements and necessary permits.

Structural Design

There appears to be structural deficiencies within your premise.

In order to comply with this requirement, you are recommended to consult with the Port Coquitlam Building Department for all requirements and necessary permits prior to the commencement of any work. You are further recommended to retain the services of a registered professional to assess the level of life safety on your current property.

A Fire Protective Services Officer will be attending your business address to re-inspect the above noted violations on **January 6, 2014 at 1:00 p.m.** If this date and time is not convenient due to arranging to have someone at the premise to allow access, please contact the Officer noted below.

 #1389 LAFc

Local Assistant Fire Commissioner

If you have any questions or need information, please contact Deputy Chief Minaker at 604-927-5340. Failure to conform is an infraction of the City Fire Protective Services Bylaw, BC Fire Service Act or the BC Fire Code and is liable to the penalties and/or conditions in those regulations.

December 17th, 2013

Shiloh Nurseries Ltd Inc No. 198041
1300 Dominion Avenue
Port Coquitlam, BC
V3B 1A4

Dear Mr. Vander Zalm

**Re: Art Knapp Plantland and Florist
1300 Dominion Avenue, Port Coquitlam, BC**

Further to the meeting held December 5th 2013 at City Hall and the letter from the Deputy Fire Chief dated December 6th 2013, you are required under the Building and Plumbing Bylaw, 2009, No. 3710 to retain an architect or building code consultant to complete a building code analysis of the buildings and structures located at 1300 Dominion Avenue and to submit the analysis to the City on or before January 31, 2014. The purpose of the analysis is to ascertain the current level of safety of the premises and recommend any upgrades that would be required for substantial compliance with the BC Building Code. Following receipt and acceptance of the analysis by the City's Building Official, the City will require timely completion of any identified fire safety upgrades under a building permit. Failure to comply with this direction may result in the City issuing a remedial action order under Community Charter.

We have reviewed our records and have ascertained that the main structure was likely constructed as a farm building in the 1980s and, under practices for farm buildings in place at that time, a building permits may not have been required. The building is now being used for retail operations and may not have adequate fire and safety protection for the potential number of occupants.

In addition to a review of building code compliance, we have observed certain uses that do not appear to comply with the existing zoning and which are unlikely to pre-date the adoption of current Zoning Bylaw regulations. In particular, the children's fun centre and amusement rides are not in compliance. Please provide a statement of compliance of the uses to the attention of Jennifer Little, Manager of Planning. The

City will not issue a building permit if uses are not in compliance with the Zoning Bylaw.

If you have any questions regarding this order, please contact me at 604-927-5478.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Tim Arthur', is written over a horizontal line.

Tim Arthur, P. Eng. CP,
Building Official
Manager, Building Permits and Inspections

Attachment: December 6, 2013 Fire Inspection Deficiency Letter

- c. Assistant Fire Chief Minaker
- c. Jennifer Little, Manager, Planning
- c. Laura Lee Richard, Director, Development Services

December 1, 2014

CS006331

Shiloh Nurseries Ltd
1300 Dominion Avenue
Port Coquitlam BC
V3B 1A4

Attention: Mr. W. Vander Zalm

Subject: ART KNAPP – 1300 DOMINION AVENUE – SECOND LETTER
Block 6N, Section 7, Range 1E, New West District, Plan 1033 Parcel G, except Plan 9168, (S75682e), Lot 57 except part now road on SRW Plan 55863 & Sec 8

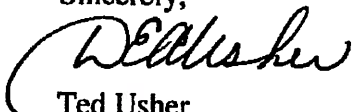
Further to the meeting held with you on December 5, 2013 and our letter dated December 17, 2013 (attached), we have not received the requested building code analysis of the buildings and structures located on your property.

The City continues to be concerned with the buildings and structures that have been erected on your property without building permits. As referenced in our previous correspondence, these structures are not in compliance with the BC Building Code for their present use and occupant capacity as well as with their structural design and integrity.

This letter is intended to provide you with notice that the City will take immediate steps to enforce its requirements pursuant to Building and Plumbing Bylaw, 2009, No. 3710 unless the requested building code analysis has been submitted to the City by January 31, 2015.

The City of Port Coquitlam makes every effort to work with property owners to resolve matters in a timely manner and your cooperation on this request will be appreciated. If you have any questions regarding this matter please contact Tim Arthur, Manager of Building at 604-927-5478.

Sincerely,



Ted Usher
Property Use Coordinator
Development Services

Attachment:

Copy of letter sent December 17, 2013

Copies to:

Laura Lee Richard, Director of Development Services

Tim Arthur, Manager of Building

Deputy Chief Minaker, Fire & Emergency Services

Dan Scoones, Manager of Bylaw Services

Xpresspost PG 294 056 409

May 27, 2015

Shiloh Nurseries Ltd
1300 Dominion Avenue
Port Coquitlam BC V3B 1A4

Attention: Mr W. Vander Zalm

Dear Sir:

Subject: ART KNAPP – 1300 DOMINION AVENUE – BYLAW COMPLIANCE

This is further to the Property Use Coordinator's letter of December 1, 2014, regarding bylaw compliance issues at 1300 Dominion Avenue. There has been no reply to that letter, so the compliance issues have been transferred to the Bylaw Division for further action.

The Property Use Coordinator asked you to carry out a code analysis of the buildings and structures at 1300 Dominion Avenue. Because there has been no progress on this front, it is our intention to seek a remedial order under section 73 of the *Community Charter*. To this end I will be reporting the matter to the Community Safety Committee at its regular meeting of July 8, 2015. If a remedial order is issued, you will be required to complete a code analysis and to forward the results to the City within a time certain. In case of default, the City will gain the authority to have its employees, agents, and others enter the property and carry out the required analysis at your expense.

To avoid this outcome you should take immediate steps to engage a qualified professional to carry out the required code analysis and submit the results to the City by no later than June 26, 2015. If you have any questions, please call me at 604-927-5412. Thank you for your cooperation in complying with the City's bylaws.

Sincerely,

Dan Scoones
Manager of Bylaw Services

**BUILDING ASSESSMENT REPORT
BUILDING CODE AND FIRE SAFETY REVIEW**

For

Art Knapp Store
1300 DOMINION AVENUE
PORT COQUITLAM, BC



Prepared for
Shiloh Nurseries Ltd
1300 Dominion Avenue
Port Coquitlam, BC V3B 8G7

January 18, 2016

GHL File AUR-5700.00

Clothing make garden centres more fashionable and help the bottom line



STEVE WHYSALL

More from Steve Whysall ([HTTP://VANCOUVERSUN.COM/AUTHOR/STEVESWHYSALL](http://VANCOUVERSUN.COM/AUTHOR/STEVESWHYSALL))

Published on: January 14, 2017 | Last Updated: January 14, 2017 6:17 PM PST



Kim Burns with Wim Vander Zalm in Art Knapp Plantland's fashion department. *RICHARD LAM / PNG*

When Wim Vander Zalm decided to set up a fashion department in his Port Coquitlam garden centre six

years ago, other garden centre owners thought he had lost his mind.

"We were mocked mercilessly by other owners who said, 'What are you doing? It's crazy!' " says Vander Zalm.

'They even started to run ads saying things like 'We are still a garden centre without all that other stuff.'

"Now, they've seen what we have achieved and have completely changed their minds and have started their own fashion departments."



Kim Burns with Wim Vander Zalm in Art Knapp Plantland's fashion department. *RICHARD LAM / PNG*

The garden centre business has always been a seasonal industry, doing most of its business in spring and fall, and being less active the rest of the year.

To even out cash flow and keep staff employed year round, top garden centres created new revenue streams, first by adding gift departments, then by transforming themselves into Christmas stores every November to capitalize on the festive season.

Vander Zalm, owner of Art Knapp Plantland and Florist in Port Coquitlam, went a step further in 2010 when he added a fashion department to his store.





Art Knapp Plantland fashion controller and buyer Kim Burns helps a customer in Port Coquitlam store. *RICHARD LAM / PNG*

"We started small by offering about 1,000 scarves. We put them on sale and they were gone in a flash," he says.

"At the time, even my staff were wondering if we were going in the wrong direction. 'Are you sure this is the right thing for us?' they asked me.

"But we continued to grow from our initial test, slowly adding and adding to the fashion department, but never sacrificing who we really are — a garden centre first, selling plants and garden products."

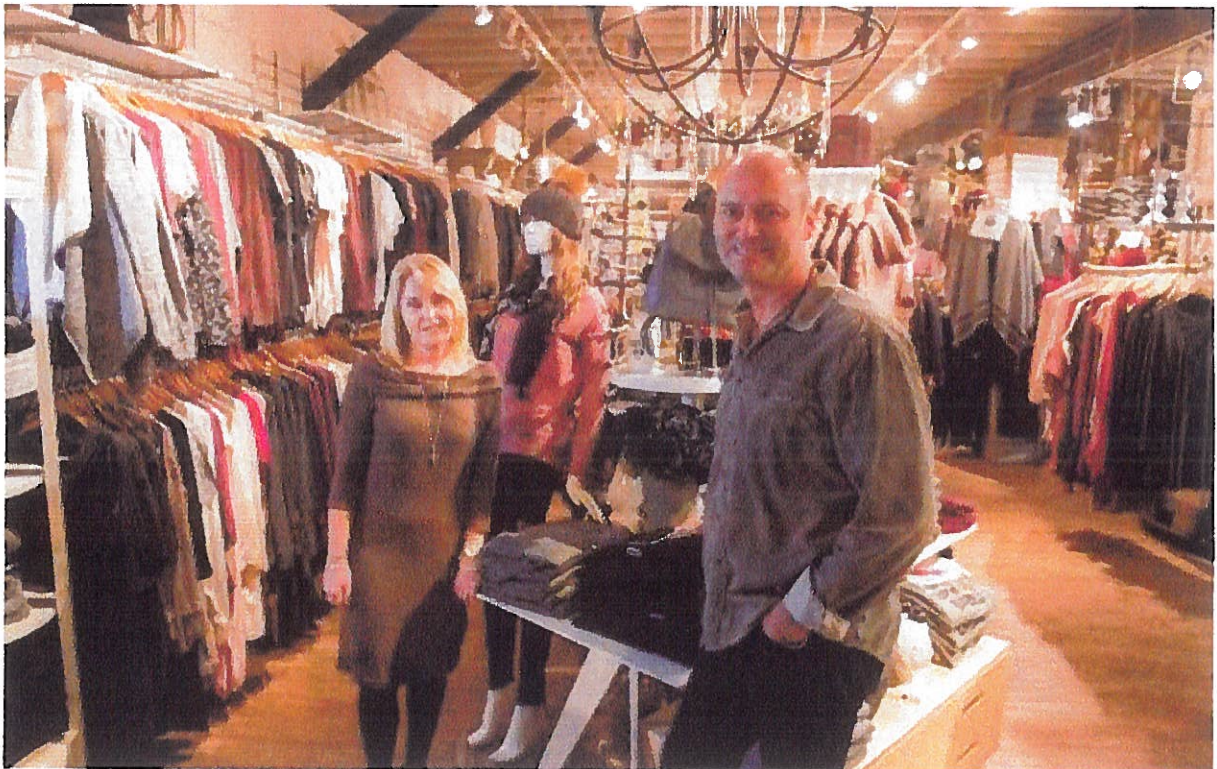


Today, the fashion department is the store's biggest money-maker and the fashion section has expanded to cover more than 3,000 square feet of store space.

"We have more sales in our clothing department than we have in every other plant category combined for the entire year. It is phenomenal," says Vander Zalm.

"Our customer base is 85 per cent female, so it is a natural fit for us sell fashionable clothes and accessories."

Instead of going to the mall to buy their new outfit for a night out or clothes for casual day wear, many woman are now shopping at the garden centre ... and picking up some flowers or plants for the garden at the same time.



Kim Burns with Wim Vander Zalm in Art Knapp Plantland's fashion department *RICHARD LAM / PNG*

The store's fashion department now has a staff of 11 and has expanded its number of changing rooms to eight, each one with a different theme, including seaside/beach, wine room, mom-and-toddler room.

Inside the department, there is no reference to gardening. It is easy to forget that you are in a garden centre as clothing displays occupy all the floor space and leave no room for plants or garden products.

Kim Burns, head of the department and the main buyer, feels the store easily competes with top boutiques at the mall.

"We carry about 20 different brands including a lot of top-quality European lines.



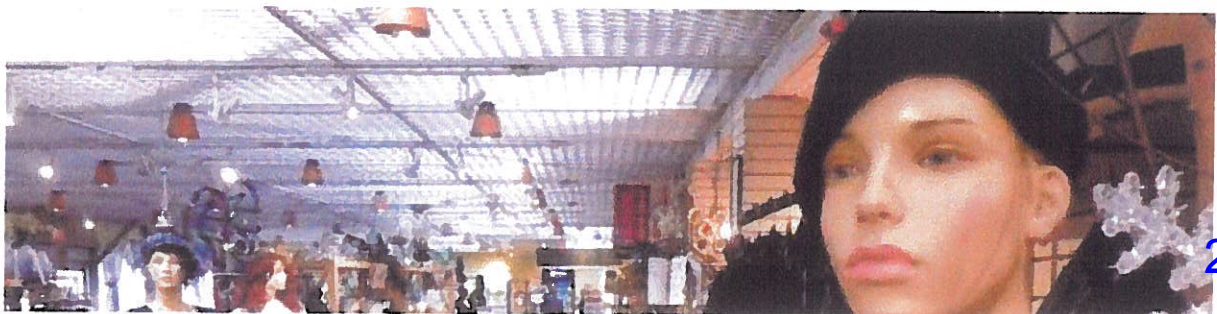
Trillium boutique at Gardenworks at Mandevilles in Burnaby. *STEVE WHYSALL PHOTO / VANCOUVER SUN*

"Our biggest sellers are Vero Moda and Nosimay, but we also carry great Canadian lines, such as Lisette pants from Montreal," she says.

"Our customers are mainly women looking for stylish clothes at affordable prices. We think about the busy mom-on-the-go, but we also cater for all ages, from 25 to 60-plus."

Art Knapp Surrey on King George Boulevard (Art Knapp is a chain, but individual stores are owned by different people) was one of the first to follow Wim Vander Zalm's lead and also introduced a fashion department.

"We worked with a local supplier to do a small test using about 500 square feet," says Kennedy Vander Zalm, buyer for the fashion department. Her dad is Wim's cousin.





Trillium boutique at Gardenworks at Mandevilles in Burnaby. *STEVE WHYSALL PHOTO / VANCOUVER SUN*

"We built one temporary change room and treated it as a self-serve department. It created an instant buzz around the store and sales were much higher than expected, so we decided to expand.

"Today, we have over 2,000 square feet of women's clothing, jewelry and accessories."

Vero Moda is also a popular clothing line for the Surrey store, but it also carries ONLY, Jacqueline de Yong and Canadian lines such as Papillon and Dex.

"This seems to be a uniquely Canadian trend," Kennedy Vander Zalm says. "Garden centres in the U.S. are tending to stick to gardening-based apparel, such as shoes, boots, aprons, rain gear and so on. Garden centres in Canada are ahead of the game on this one."

GardenWorks, the biggest garden centre chain in B.C., has also taken the plunge into the fashion business, setting up a sizable Trillium bouquet in 2014 at its Mandeville store on Marine Drive in Burnaby.

"We were inspired by garden centres such as Barton Grange in the U.K., Arboretum in Ireland and Rivers of Yarrambat in Australia," says Leanne Johnson, one of the GardenWorks owners.

"Our original idea was to offer clothing lines that were locally designed and sewn in Vancouver. It feels great to highlight and support B.C. fashion businesses such as Gilmour and Grace & Poise. Other lines come from Italy and California."

Garden centres are now holding fashion show and special "ladies nights" when they showcase new fashion products.

"We have held fashion shows where women and men of every age, shape and size strut their stuff wearing our beautiful lines," says Johnson.

The traditional garden centre is evolving, she says, as the line between home and garden decor blurs and the idea of making yourself beautiful connects more seamlessly with the idea of making your environment beautiful.

Looking ahead, Johnson says garden centres will be showing people more and more how to grow their own groceries.

"Cooking classes are probably the next step, featuring local chefs and farm-to-table charity events and more fashion shows."

Wim Vander Zalm is looking into the possibility of adding a micro-brewery.

"The way I see it, perhaps there is a need for a place for the guys to hang out while their wives shop for clothes and plants.

"I have a little warehouse space left, so perhaps a micro-brewery would work."

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Vancouver Flyers



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January 31, 2017

Shiloh Nurseries Ltd
1300 Dominion Ave
Port Coquitlam BC
V3B 8G7

Subject: **BUILDING ASSESSMENT REPORT – JANUARY 18, 2016**
1300 DOMINION AVENUE

Mr. Vander Zalm;

A Building Assessment Report, Building Code and Fire Safety Review was completed by GHJ Consultants Ltd in January 2016 for the property located at 1300 Dominion Avenue, Art Knapp Plantland. The City of Port Coquitlam received a certified copy of the report soon after.

As of this date the City of Port Coquitlam has not received any update as to any plans Shiloh Nurseries Ltd. has to move forward with the recommendations outlined in the report requiring upgrading to the existing building to bring it up to BC Building Code standard. Nor has the City been in receipt of any building or plumbing permit applications that would be required for those upgrades.

You are hereby requested to provide the City of Port Coquitlam Building Division no later than February 28, 2017 with a detailed plan to implement the recommendations of the report by GHJ Consultants with a reasonable time line of completion. Failure to comply may result in further enforcement with a Section 57 Notice on Title or Section 73 (1) Remedial Order under the Community Charter. If you have any questions please feel free to contact me at 604-927-5274 or email hagans@portcoquitlam.ca.

Sincerely,



Shawn Hagan
Manager Building Division

Copy:
Fire & Emergency Services
Bylaw Department



Date of Letter: 03/27/2017
Date of Inspection: 03/27/2017
Property Name: Art Knapp Plantland
Attention: Business Owner
Property Address: 1300 DOMINION AVE PORT COQUITLAM V3C3V4
Property Owner: Shiloh Nurseries - 1300 Dominion Ave Pt. Coquitlam V3C 3V4

The deficiencies listed below were noted during an inspection of the above noted property on 03/27/2017. In order to maintain a fire safe environment, these observed violation(s) must be corrected immediately.

Code Reference: BCFC

Fire Separations (B.C.F.C.)

Violation: Fire Separation does not provide adequate level of fire protection.

Requirement: Increase fire resistance rating of fire separation to the required level.

Code Reference: BCFC - 2.2.1.1.

Fire Separation (B.C.F.C.)

Violation: No fire separation.

Requirement: A fire separation is required to provide an acceptable fire resistance rating.

Code Reference: BCFC - 2.3.1.

Flame Spread/Smoke Developed (B.C.F.C.)

Violation: Inadequate flame spread rating.

Requirement: Surface must have a flame spread rating as required.

Code Reference: BCFC - 2.7.1.6.

Exits (B.C.F.C.)

Violation: Exits blocked.

Requirement: Exits must remain clear. Remove all obstructions.



Code Reference: BCFC - 2.7.2.1.

Exits(B.C.F.C.)

Violation: Exits locked.

Requirement: Locking, latching, and other fastening devices on a principal entrance door as well as on every exit door shall permit the door to be readily opened from inside with not more than one releasing operation and without requiring keys, special devices, or specialized knowledge of the door opening mechanism.

Note: Turn-pieces of a type which must be rotated through an angle of more than 90 degrees before releasing a locking bolt are not considered to be readily openable.

Exit Doors

Violation: Insufficient amount of exit doors.

Requirement: Exit doors shall be provided in conformance with the BC Building Code requirements.

Means of Egress (B.C.F.C.)

Requirement: Unobstructed access to exit aisles shall be maintained at 1.1 meters wide.

-On main level and 2nd level

Code Reference: BCFC 2.7.1.1.

Exit Door Swing. (B.C.F.C.)

Violation: Exit door does not open in the direction of exit travel.
Requirement: Rehang door to open in the direction of exit travel.

Code Reference: BCFC 2.7.3.1.

Exits (B.C.F.C.)

Violation: No exit sign.

Requirement: Install an acceptable, illuminated, exit sign.

Code Reference: BCFC 6.8.1.6.

Emergency Lighting (B.C.F.C.)

Violation: No tests.

Requirement: Tests of unit emergency lighting systems are required and a test log shall be kept



made available to the Port Coquitlam Fire Department upon request.

Code Reference: BCFC 2.7.3.1.

Emergency Lighting (B.C.F.C.)

Violation: Emergency lighting not adequate.

Requirement: Provide acceptable emergency lighting.

Code Reference: BCFC 2.7.1.4.

Occupant Load (B.C.F.C.)

Violation: Occupant load not posted.

Requirement: Post occupant load in a conspicuous location.

Ceiling and Wall Materials

Requirement: Provide documentation confirming drapes, curtains and other decorative materials including textiles and films used in buildings conform to CAN/ULC-S109, "Flame Tests of Flame-Resistant Fabrics and Films." If documentation can not be provided, the materials shall be removed.

-Svensson Fire Break Material must meet NFPA standards

Code Reference: BCFC 5.1.3.1.

Electrical (B.C.F.C.)

Violation: Panel obstructed.

Requirement: Electrical panel/transformer is to remain clear and accessible at all times - provide a spatial separation of a minimum of one (1) meter.

Electrical Wiring (B.C.F.C.)

Violation: Improper termination of electrical wiring.

Requirement: Ensure all electrical wiring is terminated in accordance with the Provincial Electrical Act.



Electrical Wiring (B.C.F.C.)

Violation: Junction box/ electrical outlet cover missing.

Requirement: Ensure all junction boxes and electrical outlets have an approved cover.

Electrical (C.E.C.)

Violation: Flexible cord being used as a substitute for permanent wiring methods.

Requirement: Ensure all flexible cord(s) are installed in accordance with the Canadian Electrical Code.

Electrical (C.E.C.)

Violation: Flexible cord(s) being run through holes and/or openings in walls, ceilings, floors, doorways, windows or similar openings.

Requirement: Ensure all flexible cord(s) are installed in accordance with the Canadian Electrical Code.

Electrical (C.E.C.)

Violation: Flexible cord(s) permanently secured to structural members.

Requirement: Ensure all flexible cord(s) are installed in accordance with the Canadian Electrical Code.

BCFC, 2.4.7.(1) Electrical Instalations

Use and Maintenance;

Electrical instalations shall be used and maintained so as not to constitute an undue fire hazard.

Code Reference: BCFC 5.1.3.1.

Electrical Service Room (B.C.F.C.)

Violation: Combustible storage in electrical service room.

Requirement: Remove all combustible storage from electrical storage room.



Code Reference: BCFC 6.2.1.1.

Portable Fire Extinguishers (B.C.F.C.)

Violation: Extinguisher(s) obstructed.

Requirement: Remove obstruction. Extinguisher(s) shall remain visible and accessible at all times.

Emergency Planning (B.C.F.C.)

Violation: Fire Safety Plan.

Requirement: Please submit fire safety plan for review.

Code Reference: BCFC 2.4.1.1.

Housekeeping (B.C.F.C.)

Violation: Fire spread conditions exceed acceptable limits.

Requirement: Storage on 2nd level not secure and above rail height. Ensure storage will not fall to lower level

Code Reference: BCFC 3.3.2.2.

Indoor Storage (B.C.F.C.)

Violation: Inadequate aisle widths.

Requirement: Provide and maintain aisle widths as required.

-Both levels

Indoor Storage (B.C.F.C.)

Violation: Inadequate access to exit.

Requirement: Provide one main aisle and also subsidiary aisles to all exit doors.

-Both levels

Exit Routes

Violation: Exit routes not lit.

Requirement: Exit routes shall be lit while building is occupied.

-Both levels. Increase the amount of emergency lighting



Structural Design

There appears to be structural deficiencies within your premise.

In order to comply with this requirement, you are recommended to consult with the Port Coquitlam Building Department for all requirements and necessary permits prior to the commencement of any work.

NOTE: Port Coquitlam Fire Protective Services will be sending a copy of this letter to the Building Department immediately.

Failure to comply with this notice may result in further enforcement proceedings.

- fire separation between first and second level
- Second level required upstairs, consult the building department for details

Temporary Structure(s)

There appears to be a non-permitted temporary structure or structures on your premise. In order to comply with this requirement, you are recommended to consult with the City of Port Coquitlam Building Department

for all requirements and necessary permits. Note: Port Coquitlam Fire Protective Services will be notifying the Building Department of this matter within ten (10) days of issue.

Failure to comply with this notice may result in further enforcement proceedings.

- Amusement ride/storage on both the east and west side

A Fire Protective Services Officer will be attending your business address to re-inspect the above noted violations on April 27, 2017 at 1:30. If this date and time is not convenient due to arranging to have someone at the premise to allow access, please contact the Officer noted below.



This report is not a representation that the premises are safe, and is merely a record of observed violations. The Fire Department conducts a variety of inspections, and the nature of those inspection varies significantly. Pursuant to Port Coquitlam Bylaw #3880, if the Order for Deficiencies has not been complied with upon the re-inspection, a fee will be charged for the re-inspection and each additional re-inspection if required.

If you have any questions or need information please contact me at 604-927-5467. Failure to conform is an infraction of the City Fire Protective Services Bylaw, BC Fire Services Act or the BC Fire Code and is liable to the penalties and/or conditions in those regulations.

Yours Truly,

A handwritten signature in black ink, appearing to be "BL", followed by a long horizontal line.

Inspector Blake Clarkson
Local Assistant Fire Commissioner

**BUILDING ASSESSMENT REPORT
BUILDING CODE AND FIRE SAFETY REVIEW**

For

Art Knapp Store
1300 DOMINION AVENUE
PORT COQUITLAM, BC



Prepared for
Shiloh Nurseries Ltd
1300 Dominion Avenue
Port Coquitlam, BC V3B 8G7

January 18, 2016

GHL File AUR-5700.00



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EXECUTIVE SUMMARY

This report describes the Building Code review and fire/life safety assessment for the existing Art Knapp store located at 1300 Dominion Avenue, in Port Coquitlam, BC.

GHL Consultants Ltd (GHL) review is limited to specific provisions under Division B, Part 3 “Fire Protection and Occupant Safety” requirements of the Building Code and related Fire Code. This assessment was based on a visual review of the building including interior and exterior areas. The intent of the review was to assess the general level of compliance with the fire and life safety requirements of the Building Code.

Our review has identified a number of deviations from the Building Code. The following includes a list of noncompliant items we observed during our review of the building. These are discussed further in the report:

- Floor area above 1st storey considered 2nd storey; does not meet mezzanine provisions.
- Building area exceeds provisions in current applicable classification Article.
- Existing floor and roof assembly fire separation and fire resistance does not meet provisions in current applicable classification Article.
- Interconnection of 1st and 2nd storeys exceeds provisions of Article 3.2.8.2.(6).
- Existing storage shed at property line with unrated exterior wall.
- Exit doors available at the 1st storey require improvement.
- Exits serving 2nd storey require improvement; 2 exits required, one egress stair provided.
- Existing stair components serving 2nd storey require improvement.
- Emergency lighting requires improvement.
- Fire safety plan not installed at exit/egress doors.
- Exit signage requires improvement.
- Exit hardware requires improvement.



BASIS OF REVIEW

GHL was retained by Shiloh Nurseries Ltd (Client) to perform a Building Code review of this commercial retail store located in Port Coquitlam, BC. This review was requested by the Authority Having Jurisdiction (AHJ), namely the City of Port Coquitlam. We understand that the review was requested due to concerns raised by some of their staff, also on the basis that the building was designed under the Farm Building Code of Canada, now being used as a retail operation.

Our review is with respect to the specific provisions under Division B, Part 3 “Fire Protection and Occupant Safety” requirements of the BC Building Code 2012, which is the current applicable Building Code. The intent of the review is to assess the general level of compliance with the fire and life safety system provisions of the Building Code. GHL’s review is limited to specific Fire Protection and Occupant Safety provisions in Division B, Part 3 of the Building Code and focuses on the following areas:

- Fire separations and rating, closures, firestopping, fireblocking.
- Spatial separation and exposure.
- Exit/egress systems including exit exposure.
- Occupant load, exit capacity, exit travel distance.
- Review of stairs, guards, handrails, hardware.
- Fire extinguishers.
- Exit signs, emergency lighting and power.
- Fire alarm and detection systems.
- Flame spread ratings at interior finish.
- Fire safety and evacuation plan as required by the BC Fire Code.

The review conducted was visual in nature to identify areas showing visually obvious noncompliant items. GHL was not asked to address the potential for renovation, re-use or change of use from retail to another occupancy. The review does not include an evaluation of the operation, durability and/or maintenance of existing building systems or construction, except as visually apparent during the field observation. Therefore, additional reviews of the building may be required by others. This report is not intended as a contract document for bidding or construction purposes.

Building Code and fire protection features not specifically addressed in this report are assumed to be in general compliance with the appropriate codes and standards. In some instances, possible Building Code upgrade solutions are identified. These solutions should be discussed, negotiated and approved by the AHJ prior to installation.

This report is intended for use by the Client, Client’s agent, and AHJ in order to aid in assessing existing building deficiencies, focusing on Division B, Part 3 fire safety requirements of the Building Code. This report is not intended nor is it suitable for construction or re-configuration of the building.

Formal application for building permit and approval will be required from the AHJ for any change to the existing building including recommendations made in this report.



FIELD OBSERVATIONS AND MEETING WITH AUTHORITY

In preparation of this report, we conducted a site visit on Thursday, November 26, 2015. This review was visual in nature and did not include any disassembly of systems and/or assemblies or any destructive testing. The review was made on a random basis, with no attempt to review or inspect every element or portion of the building; however, the review performed is believed to be representative of conditions throughout the building.

Further, we attended a meeting with the AHJ on August 18, 2015. This meeting was held on the site at 1300 Dominion Avenue.

In addition to the site visit, we have obtained a recently prepared floor plans. No other drawings or plans were available for this review.

BUILDING CODE APPROACH TO UPGRADING

There are no specific requirements under either the BC Building Code 2012 or the BC Fire Code to bring existing buildings into compliance with the current Building Code unless changes or alterations are proposed or such alterations are made without a Building Permit. Upgrading may be required when a building is renovated, altered, expanded, or has a change of use or major occupancy classification. The Fire Department also has the authority under the BC Fire Code to order that unsafe conditions be corrected.

The application of the Building Code to existing buildings is discussed under Division A Appendix A reference A-1.1.1.1.(1). This reference indicates that when a building is altered, it is not the intended that the Building Code be used to enforce the retroactive application of all new requirements to existing buildings. It is also indicated that Building Code application to existing buildings requires careful consideration of the level of fire safety needed for that building. The intent behind the application of the Building Code to existing buildings is to ensure that the alteration to a building do not reduce the level of fire safety in the subject building to an unacceptable level.

Further, it is noted that a change in major occupancy classification, floor area addition, major alterations, etc typically trigger upgrades to a building. In general the intent behind application of the Building Code to an existing building is to identify the level of nonconformities, and areas posing unsafe to building occupants. In addressing unsafe conditions, improvements may be proposed to reduce the level of hazard and improve unsafe conditions, however it may not be feasible nor practical to bring exiting buildings in full compliance with the requirements of current Building Code.

In the case of this project, we understand that the building was originally designed to meet requirements of the National Farm Building Code. This was based on the assumption that the original occupancy and use of the building (selling of plants, nursery, plant related accessories, etc) more closely fell under the requirements of the National Farm Building Code. We understand that the current use of the building includes primarily retail, beyond the original selling of plants, nursery, plant related accessories, etc; the AHJ has requested this review to make an assessment with respect to the level of fire and life safety under the exiting use of the building.

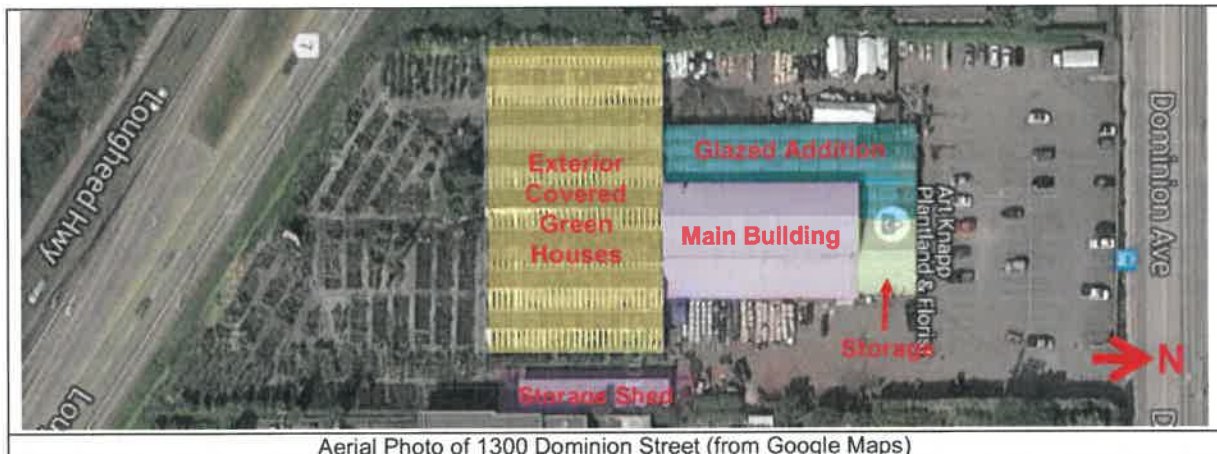


BUILDING DESCRIPTION

The property at 1300 Dominion Street is bounded by Dominion Street at the north, and Lougheed Highway at the south, with adjacent properties to the east and west. The property is used as a commercial retail facility with interior, covered exterior, and open exterior retail space selling general merchandise, plants and nursery stock. The main structure on the property functions as a single building and consists of a number of structures constructed at various times which now function as a single building.

Refer to the aerial photo of the site below for configuration of the building and project drawings at *Appendix A*.

- The main building consists of wood frame construction and serves as general retail areas. It also includes a mezzanine, which is partially open and partially enclosed. The mezzanine serves primarily for storage and also includes administration offices for the facility.
- The glazed addition is fully enclosed and is combined with the main building, used as retail space.
- The front storage is accessed from the store and used for storage of goods by staff.
- The exterior greenhouse is a covered structure with open sides, primarily includes plants and is used as retail by store patrons.
- A wooden storage shed is located adjacent to the east property line, and is used for seasonal storage.



We understand that at the time of construction and addition, the building was considered under the National Farm Building Code of Canada, which is the document used for construction of low human occupancy and appropriate for the nursery use at that time. The current use, although it still includes the selling of plants and a nursery, also includes clothing, women's accessories, household goods, gifts, jewellery, house decoration, etc. For that reason, the use of the building is more appropriately viewed as a retail occupancy as defined under the BC Building Code.



BUILDING CODE REVIEW

1. Building Characteristics and Construction Requirements

The following is a summary of the existing building characteristics based on the retail use with ancillary administrative office and stock storage. A covered exterior area at the rear of the building functions primarily as a garden centre stocked with live plants and related merchandise.

We understand that seasonal special events, which could be considered an assembly, Group A, Division 2 use, may take place on the property. This report does not address these events as they are not the principal occupancy for which this building is intended to be used.

An appropriate classification Article in the Building Code for the principal occupancy for which this building is intended to be used, Group E mercantile, has been included for reference. The following table provides a summary of construction requirements under both the BC Building Code 2012 and Canadian Farm Building Code:

| Building Code | BC Building Code 2012 | Canadian Farm Building Code 1995 |
|------------------------------------|-----------------------|----------------------------------|
| Use / Occupancy | Group E (retail) | Low Human Occupancy |
| Building Area (footprint) | 1700m ² | 1700m ² |
| Building Height (storeys) | 2 | 2 |
| Streets Faced | 2 | 2 |
| Sprinklered | No | No |
| Construction Article per BCBC 2012 | 3.2.2.64 | 3.1.1.2. |
| Type of Construction Permitted | Combustible | Combustible |
| Max Building Area Permitted | 1500m ² | 2400m ² |
| Floor Assembly Fire Rating | 3/4h | N/A |
| Mezzanine Fire Rating Required | 3/4h | N/A |
| Mezzanine Construction Permitted | Combustible | Combustible |
| Roof Assembly Fire Rating Required | 3/4h | N/A |

Based on the foregoing, construction requirements are in compliance with the Canadian Farm Building Code. However, with respect to the BCBC, the following would be the construction requirements:

- the existing building area (1700m²) exceeds the allowable unsprinklered 2 storey Group E building area (1500m²) by 13%.
- the existing mezzanine is in fact considered a 2nd storey (see Section 1.1). The 2nd storey floor assembly does not comply with the 3/4h fire resistance rating.
- the existing unrated roof does not comply with the 3/4h fire resistance rating.



1.1 **Mezzanine Versus Second Storey**

The existing building includes a floor area above the 1st storey. This floor area is approximately 500m², is partially open to the 1st storey, and is accessed by a single open stair. This floor area is primarily used as storage, office administration, staff lunchroom, meeting room, etc.

Mezzanine is a defined term under BCBC. Article 3.2.1.1 describes conditions under which a floor area may be classified as a mezzanine. An enclosed mezzanine must not exceed 10% of the area of the floor area it is located in. A mezzanine which is visually open to the floor area below must have area no more than 40% of the open plane to the floor area below and may have enclosed portions of not more than 10% of the allowable mezzanine area.

In this case, the combined open and enclosed areas are 503m², which is approximately 30% of the building area of 1700m². The enclosed areas are 203m², which is approximately 12%, and as such slightly exceeds the 10% limit permitted by the Building Code. The open areas are 300m², which is approximately 18% of the building area, and is within the 30% allowable limit; however, it does not meet the visually open criteria to be classified as a mezzanine.

Based on the above discussion, it appears that the upper floor areas were initially designed to be considered a mezzanine; however, the space does not meet the following provisions to be defined as a mezzanine:

- Enclosed areas is 12%, instead of the maximum 10% permitted.
- Lack of visual openness, due to tall shelving, 6ft high curtain placed around the opening.
- Lack of sufficient exit/egress stairs to meet mezzanine exiting requirements.

Based on the foregoing, the upper floor area does not meet the requirements of a mezzanine; therefore, technically speaking, it is considered as a 2nd storey.

Comments: In our opinion the 2nd Storey issue should be acceptable as an existing condition. However additional smoke detectors are proposed later in this report to enhance evacuation process.

1.2 **Building Area**

The existing building is a compilation of various structures. The resulting building area consists of combustible construction components, a 2 storey wood frame building with a wood frame addition at the east, and a noncombustible glass greenhouse addition to the west. All 3 components are connected and function as a single building.

A 2 storey combustible construction building of new construction, classified under BCBC 2012 Article 3.2.2.64, could include 2 storeys, fire separated from one another, with building area of 1500m² on each storey, for a total building volume of 3000m²; the floor assembly would be constructed as a 3/4h fire resistance rated separation, and the roof would provide a 45min fire resistance rating.



The Art Knapp building is 2 storeys, interconnected by a large opening in addition to the stair opening, with building area of 1700m² on the 1st storey and 500m² on the 2nd storey for a total building volume of 2200m². The roof assembly and the floor assembly between the 1st and 2nd storeys are unrated; the 1st and 2nd storeys are interconnected. Drawings at Appendix A illustrate the existing building areas.

Comments: In our opinion the excess building area issue should be acceptable as an existing condition, However additional smoke detectors are proposed later in this report to enhance evacuation process.



Photo 1 – Combustible Portions



Photo 2 – Noncombustible Portions

1.3 **Interconnected Floor Space**

The Building Code does include provisions for interconnection of 1st and 2nd storeys in unsprinklered buildings. This is directly permitted by Sentence 3.2.8.2.(6) provided the opening is limited to that required for access stairs only and the building area is limited to 50% of that allowed under the applicable Subsection 3.2.2 classification Article.

In this case, the building area exceeds that permitted by Article 3.2.2.64 and there are openings in the floor assembly in excess of those required for access stairs.

If the interconnection is not compliant with Sentence 3.2.8.2.(6), further provisions in the Building Code which would apply to this interconnection include:

- Article 3.2.8.3 - noncombustible or heavy timber construction required
- Article 3.2.8.4 - sprinkler system required
- Article 3.2.8.5 - exit enclosures which serve the 2nd storey to be separated from interconnected portion by vestibules
- Article 3.2.8.7 - 500mm deep draft stops required at perimeter of floor opening
- Article 3.2.8.8 - mechanical exhaust system capable of 4 air changes per hour, operable from the Fire Department response point required



Photo 3 – Opening interconnecting
1st and 2nd Storeys



Photo 4 – Floor Assembly between
1st and 2nd storeys

Comments: In our opinion the existing interconnection between the 1st and 2nd storeys should be acceptable as an existing condition. However we recommend that additional smoke detectors be added at both storeys to more effectively warn occupants of a fire condition within the building.

2. Fire Separations / Containment

Under the BCBC, a single tenant building, unsprinklered, and 2 storeys in height would require the following fire resistance rated (FRR) fire separations through application of the BCBC:

| <u>Fire Separation</u> | <u>FRR (hours)</u> |
|--|--------------------|
| 2 nd storey floor assembly | 3/4 |
| Exit enclosures serving the 2 nd storey | 3/4 |
| Janitor rooms | 3/4 |

Per Sentence 3.6.2.1.(2), the fuel fired boiler is not required to be fire separated from the remainder of the building as the building does not contain multiple suites.

Comments: In our opinion the lack of fire separation between the 1st and 2nd storeys (interconnection) should be acceptable as an existing condition. However we recommend that additional smoke detectors be added at both storeys to more adequately warn occupants of a fire condition within the building.

3. Spatial Separation

The Building Code requires spatial separation and exposure measures be provided to neighbouring property lines. This is to limit the probability of fire spread due to exposure and radiation.



In the case of this building, the exterior walls do not have a fire resistance rating, regardless of the number of window or door openings, and therefore will be considered to have 100% unprotected openings. As no elevation drawings are available, compartment areas used for the purposes of spatial separation calculations are based on widths scaled from drawings and assumed heights of 3m (measured on site).

The property faces Dominion Street at the north, Lougheed Highway at the south and adjacent neighbouring properties at the east and west. At the north and south faces, sufficient limiting distances are provided, as such 100% unprotected openings are permitted. At the east and west, sufficient limiting distances are provided based on the following assumption:

- The building face closest to the property line is the 1st storey.
- The 2nd storey building face is significantly set back from the 1st storey building face
- Although there is no fire separation between the 1st and 2nd storeys, the configuration of the building is such that that a fire breaching the 2nd storey will not expose the adjacent properties to the same extent as a fire breaching the 1st storey.

Included in Appendix B are spatial separation calculation carried out for this project. Based on the foregoing assumptions, when the 1st and 2nd storeys are considered separate fire compartments with separate limiting distances, 100% unprotected openings are permitted at both the east and west building faces. This is considered a reasonable spatial separation approach for this existing building.

A wooden storage shed is located in close proximity of the east property line, see Photos 5 and 6 below:



Photo 5 – Wooden Storage Shed
Adjacent to East Property Line



Photo 6 – Wooden Storage Shed
Close to East Property Line

This wooden storage shed is approximately 30m long by 4m high and is located 0.8m from the east property line. Spatial separation review included in Appendix B indicates that the east exterior wall requires a 1h fire resistance rating, and must be of noncombustible construction.

Comments: The shed has unrated walls and is made of wood frame studs with OSB sheathing. The east exterior wall has no fire rating and is of combustible construction and cladding. The shed is currently noncompliant, thereby creating exposure hazard to the neighbouring east property.



4. Means of Egress and Exiting

The Building Code requires each floor area in a building to be provided with access to at least two exits. Travel distance from any point in a floor area to an exit is limited to a maximum of 30m for an unsprinklered retail use, and maximum 40m in administrative office floor areas where access to 2 exits is available. Under the Farm Building Code, at Subsection 3.2.3, farm buildings shall be served by at least 2 exits, spaced remotely from each other at opposite ends of the building with travel distance to at least one exit not exceeding 45m.

4.1 Occupant Load

Occupant load and exit capacity calculations are carried out and included in Appendix C of this report. These calculations indicate that sufficient exit capacity is provided for both 1st and 2nd storey retail floor areas. The following sections describe observations with respect to exit/egress systems.

4.2 First Storey Exit/Egress

Exterior exit doors at the 1st storey are available to achieve maximum 30m travel distance from any point within the building to an exit door. Currently couple of existing exits are closed, locked, blocked with merchandise, or not identified as exits to be used as an exit by the public or store staff.



Photo 7 – 1st storey exit door blocked and chain locked at the south side



Photo 8 – 1st storey exit door blocked and chain locked at the north side

Included in Appendix D is a marked up floor plan for the 1st storey, illustrating exit locations for this building. We note that, although occupants of the 1st storey can reach the exterior exit doors within 30m, at the south building face these doors open to a large covered greenhouse area open at all sides which functions as a large, weather protection canopy. For the purposes of this review we have assumed this greenhouse area as a safe open space for exiting purposes. This is considered a



reasonable assumption, since the greenhouse is considered open, well ventilated, and the fact that this area primarily low hazard containing plants.

Comments: Two required exits were found to be chain locked. All exit/egress doors identified on floor plans attached in Appendix D must be made available to function as exit doors, which means chain locks be removed and unrestricted access and operation from the interior side. Exterior paths for these exit doors be free of storage/obstruction. Exit signage be provided, with improved directional exit signage to identify path of travel to these exit doors.

4.3 **Second Storey Exit/Egress**

The 2nd storey includes storage, administration offices, a meeting room, lunch room, etc. We understand that this area is primarily accessed by staff. As the area of the 2nd storey is more than 200m², in accordance with Table 3.4.2.1.A of the Building Code, two exits will be required. The Building Code requires exits be a protected space, as such require a minimum 45min fire resistance rating. Exits are also required to discharge to exterior of the building.

Currently, the 2nd storey is provided with only one open stair leading through a service room on the ground floor. This stair is not fire rated and as such does not meet the requirements of the Building Code. Occupants of the 2nd storey would be exposed to a fire initiated in the 1st storey as the path of travel to the exit leads through the 1st storey floor area.

Included in Appendix D is a marked up floor plan for the 2nd storey, illustrating a large portions of the floor area where single exit travel distance exceeds max 25m. The single egress travel distance from 2nd storey office is approximately 53m, which is approximately double that permitted by the Building Code for single exit.



Photo 9 – Path of travel through 2nd Storey Storage Area to Office Area



Photo 10 – Open Stair leading from 2nd Storey to 1st Storey



We were informed that as an emergency measure, a rope type escape ladder is available at the 2nd storey offices. We understand the rope ladder is to be used by the staff during emergency evacuation via windows and the roof system (see Photos 11 and 23 below). Refer to location of windows identified on plans included in Appendix F.

We note that the subject windows meet the minimum dimensions for windows described under Part 9 of the Building Code for residential dwelling units (0.35m² with minimum dimension of 380mm). Under the Farm Building Code, at Article 3.2.1.1, an acceptable exit may consist of an openable window or panel minimum 550x900mm served by a stair or ladder, designed to the provisions in Subsection 3.2.2, permanently affixed to the exterior of the building.



Photo 11 – Escape Ladder stored in 2nd Storey Office Area

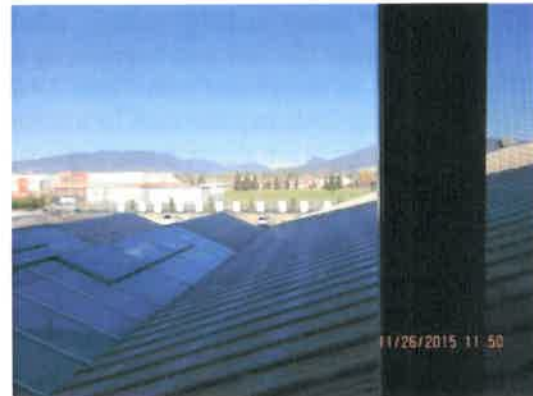


Photo 12 – Roof Currently Planned for Emergency Escape from 2nd Storey

Comments: The 2nd storey must be provided with a second means of egress (stair). A potential location of a stair leading to the 1st storey has been identified on the drawing included in Appendix E. This stair location achieves a travel distance of approximately 30m to an exterior exit door on the storey below for the majority of the 2nd storey floor areas. The stair design must be Building Code compliant, complete with exit signage, emergency lighting, handrails, tactile, etc.

4.4 **Exit Exposure Protection**

As the building is served by exterior exit doors and is designed as a single fire compartment, exit exposure conditions do not occur.

4.5 **Stair Design**

The Building Code, at Sentence 3.3.1.14.(1) requires stairs which are not exit stairs to meet specific exit stair criteria relating to dimensions, slip resistance, and guard and handrail design:

- Minimum width to be 900mm; existing stairs approximately 900mm wide; passageway leading to stairs reduced to 600mm wide
- Minimum headroom 2050mm; existing stair headroom at intermediate landing is 1900mm, less than 2050mm
- Minimum run 280mm; existing average run approximately 250mm
- Maximum rise 180mm; existing maximum rise approximately 250mm. Rise varies significantly throughout stair flight



- Risers to be closed; existing stair designed with open risers
- Treads to be slip resistant and should be marked with contrasting nosings; existing surface could be considered slip resistant, no contrast at step nosings.
- Landings to be as wide and long as stair width; existing landing non-compliant due to low headroom



Photo 13 – Open Risers, Low Headroom at Landing, width blocked by Storage



Photo 14 – Passageway leading to Stair

Comments: The existing stair serving the 2nd storey does not meet stair design criteria of the Building Code as it was designed to older Farm Building Code provisions. Considering that the stair is used primarily by the staff, it is recommended that the following be provided:

- *Additional exit signage*
- *Improve emergency lighting*
- *Contrast nosing and tactile warning strip at top stair landing.*
- *Close-off open risers*
- *Upgrade handrails*
- *Provide warning signage for low headroom occurring at stair landing.*

For the new stair identified in Appendix E, it is proposed to be made in compliance with the current BCBC 2012.

4.6 **Guards**

The Building Code requires guards at stairs and mezzanines to be designed so that there are no members between 140 to 900mm that would facilitate climbing and so that a 100mm diameter sphere is unable to pass through any part of the guard. These provisions are applicable unless it can be shown that, based on the proposed occupancy, the presence of climbable members or larger openings does not present a hazard.

Guard height at stairs should be at least 920mm above the tread and at landings, and openings in floors should be at least 1070mm above the finished floor.



We note that the existing guard at the open stair does not meet this criteria. Further, the temporary wooden barrier provided around the 2nd storey opening does not meet the requirements of guards, see Photos 15 and 16 below).

Comments: Deficient guards pose a liability and increase the risk of injuries to the public, especially where children are permitted. Given that the use of the stair is for authorized staff and assuming no public or children will be admitted to the 2nd storey, the existing guard non-conformities may be acceptable. We recommend guard conditions be improved.



Photo 15 – Guard at Open Stair from 2nd Storey



Photo 16 – Temporary Wooden Guard at 2nd Storey for Merchandise Transfer

4.7 Handrails

The Building Code outlines requirements for handrails. The following is a summary of the handrail requirements:

- Between 865 and 965mm above the tread
- Provided with horizontal extensions (300mm long) at the top and bottom
- Continuous throughout the stair, including landings
- Continuously graspable with a minimum circular cross section between 30 and 43mm or meeting Clause 3.4.6.5.(3)(b).
- Stairs which are less than 1100mm wide may be served by a single handrail

The existing stair serving 2nd storey is provided with a handrail on the wall which appears to have been designed to address a straight run stair (stair has since been modified to include a turn and landing). This handrail does not meet the height, graspability, or horizontal extension requirements of the Building Code. The existing guard (see Photo 15 above) includes a portion at the top which may



function as a handrail; however, it does not meet the graspability dimensions in the Code and the height and horizontal extensions.

Comment: We recommend that a Building Code compliant handrail be provided to reduce the hazard of stair fall injuries for the occupants using this stair.

4.8 **Exit Door Hardware**

The Building Code requires panic or lever type door hardware for all doors in a means of egress, including exit doors. At the 1st storey, the exit doors are either sliding doors with breakaway features, or swing type doors with hardware. The doors with breakaway features meet the requirements of the Building Code, as long as they are identified with proper signage. See Photos 17 and 18 below:



Photo 17 – 1st Storey Sliding Door (North), Breakaway Feature, Has Signage



Photo 18 – 1st Storey Sliding Door (South) with Breakaway Feature, Missing Signage

Generally speaking, swing type exit doors at the ground floor are missing proper egress hardware; some have a thumb latch, others are chain locked. Leaver type hardware or panic hardware (push bar) is required by the Building Code. See Photos 19 and 20 below as examples.



Photo 19 – 1st Storey Swing Door (North), Chain Locked, Noncompliant Hardware



Photo 20 – 1st Storey Swing Door (South), Chain Locked, Noncompliant Hardware



A sliding door was observed between 1st storey retail areas and a service room with an open stair serving the 2nd storey, see Photos 21 and 22 below. Although the Building Code does not restrict the use of sliding doors without breakaway features within suites, the use of this door as a component of the existing from the 2nd storey is not directly permitted. As such a swing type door should be installed as required by the Building Code.



Photo 21 – 1st Storey Sliding Door At Service Room, Swing Door Required



Photo 22 – 1st Storey Sliding Door At Service Room, Swing Door Required

Knob type door hardware was observed for most egress doors on the 2nd storey, see Photos 23 and 24 below:



Photo 23 – 2nd Storey, Noncompliant Knob Type Hardware on Egress Doors



Photo 24 – 2nd Storey, Noncompliant Knob Type Hardware on Egress Doors

Comments: Generally speaking, thumb latches, dead bolts, chain locks and additional locking devices were observed at access to exit doors throughout the 1st and 2nd storeys (see plans at [Appendix F](#)). We recommend that all door hardware for both exit and egress doors be made Building Code compliant.

5. Fire Extinguishers

The Building Code requires portable fire extinguishers be installed in accordance with the BC Fire Code, which in turn requires fire extinguishers to be installed in accordance with NFPA 10. Table 6.2.1.1 in NFPA 10 prescribes fire extinguishers to be located so that the maximum travel distance to an extinguisher does not exceed 75ft (23m). This travel distance is the actual path an occupant must



take to reach an extinguisher, meaning the most remote location from an extinguisher cannot exceed this limit. Further, Table 6.2.1.1 limits the maximum area of fire extinguisher coverage to 11,250ft² (1045m²) for an extinguisher with a 3-A rating, to 6000ft² (560m²) for an extinguisher with a 2-A rating, and 3000ft² (280m²) for an extinguisher with a 1-A rating.

In general, fire extinguishers are provided throughout the building, as noted on plans in [Appendix F](#); however, in several areas fire extinguisher locations were not visually obvious as the location was not indicated, or was obstructed. The Fire Code requires the locations of fire extinguishers to be visually apparent at all times.

Comments: Fire extinguisher locations should be reviewed and re-located or additional extinguishers provided to meet the NFPA 10 travel distance criteria and to be visually apparent.

6. Emergency Lighting and Power

The Building Code requires emergency lighting for this building. Battery pack powered emergency lighting units with remote lighting heads were observed, as noted on the plan at [Appendix F](#).



Photo 25 – 2nd Storey,
Emergency Lighting Unit



Photo 26 – 1st Storey,
Emergency Lighting Unit

The number and spacing of these emergency lighting units appears inadequate to meet the minimum emergency lighting units required by the Building Code. Article 3.2.7.3 require an average of 10 lx and minimum of 1 lx when measured at the floor level.

Comments: Additional emergency lighting units are recommended. A more detailed review by an electrician is required to measure emergency lighting and recommend additional battery pack units based on current configuration of the floor areas.

7. Exit Signage

The Building Code requires exit signage at exit/egress point from suites and floor areas. Directional exit signage is also required to direct occupant to means of egress and exits. Our review revealed that most exit doors at the 1st Storey are provided with illuminated exit signage, however at couple of instances exit signage is missing. Further, exit egress signage is lacking on the 2nd Storey. Refer to Photos 27, 28, 29, 30 below.



Photo 27 – 2nd Storey, Exit Signage Not Provided at Door Leading to Egress Stair



Photo 28 – 2nd Storey, Exit Signage Not Provided at Egress Stair



Photo 29 – 1st Storey, Exit Signage Not Provided at Exterior Exit Door



Photo 30 – 1st Storey, Exit Signage Not Provided Sliding Egress Door

Comments: Additional exit signage should be provided at the locations shown above as well as other egress points from the 2nd Storey floor area.

8. Fire Alarm and Detection Systems

The building is not provided with a fire alarm system. Occupant load analysis included in [Appendix C](#) indicates a calculated occupant load of less than 300 persons. This is based on the assumption that approximately 25% of the floor area includes furnishings, displays, shelves, etc. Our review indicates that due to large quantities of display, it is reasonable to assume a 35% reduction on floor area in order to calculate occupant load. Based on this maximum occupant load of 300 persons and in accordance with Sentence 3.2.4.1.(4) a fire alarm system is not required.

We note that during our site review we noted two smoke detectors are installed and wired to a burglar alarm system to transmit a signal to a monitoring facility. We understand from the store staff and store manager that activation of these smoke detectors will notify fire department. The subject smoke detectors are located at 2nd Storey offices and 1st Storey clothing sales areas near change rooms. Locations are identified on drawing included in [Appendix F](#).



Comments: Considering the density of furnishings and sales display, and assuming retail occupancy, it is our opinion that the occupant load of the space will not exceed 300 persons. We recommend permanent signage be posted at the point of entry to the building in a visible and conspicuous location to indicate this. Furthermore, the fire safety plan for the building should be amended to indicate this maximum permitted occupant load.

Additionally, due to the lack of fire separation between 1st and 2nd storey floor areas, we recommend additional smoke detectors be wired into the system to warn occupants of a fire alarm in the building.

9. Fabric Ceiling at Glass Greenhouse Addition

As described in Section 12, the building is comprised of various components, some of which are combustible construction and, therefore, the entire structure is considered combustible. In combustible buildings the Building Code permits the use of combustible interior finish at walls and ceilings provided the flame spread rating is not more than 150 which is within the range of ratings for most wood products.

Additionally, the BC Fire Code 2012 at Division B, Section 2.3 Interior Finishing, Furnishing and Decorative Materials confirms, at Sentence 2.3.1.2.(1), that the flame spread rating of decorative materials on walls or ceilings cannot exceed the maximum permitted by the Building Code for combustible interior finish; in this case 150.

Per the Building Code, the flame spread rating must be determined through testing to CAN/ULC-S102. The Fire Code makes provision for testing of fabrics to CAN/ULC-S109.

Within the enclosed glass greenhouse portion, a fabric ceiling has been installed to reduce the effects of the sun on the interior space. The flame spread rating of this fabric is unknown.

Comments: We recommend that the flame spread rating of the fabric ceiling be determined through available manufacturer's information or a sample be tested to confirm the flame spread rating is not in excess of 150.

10. Fire Safety Plan

A fire safety plan was not observed during our site review. The BC Fire Code requires fire safety plans be posted at exit/egress points from each floor areas.

Comments: We recommend that a fire safety plan be prepared and installed for this building. The fire safety plan must illustrate points of exit/egress from the floor areas, fire extinguisher locations, and other safety measures required by the BC Fire Code.



CLOSING REMARKS

This assessment report has described the Building Code review and fire safety assessment for an existing Art Knapp store in Port Coquitlam, BC.

Please contact our office with any comments and/or questions on the foregoing.

Yours truly,
GHL CONSULTANTS LTD

Wendy Morrison, ASCT, BCQ

Reviewed by,

JAN 18 2016

Khash Vorell, M Eng, P Eng, FEC

* Limitation of Liability *

This technical report addresses only specific Building Code issues under the GHL/Client agreement for this project and shall in no way be construed as exhaustive or complete. This technical report is issued only to the Authority Having Jurisdiction, the Client, Prime Consultants and Fire Suppression Designer to this project and shall not be relied upon (without prior written authorization from GHL) by any other party.

WM/KV/ck

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Appendix A

Site Plan, Floor Plans

SITE PLAN



Appendix B

Spatial Separation and Exposure Calculations

Spatial Separation and Exposure Calculation

Project: Art Knapp
Address: 1300 Dominion Avenue, Port Coquitlam BC
GHL File: AUR-5700

Date: December 11, 2015
Revised:
Prepared By: JT
Reviewed by: WM
Code: BCBC 2012

One Building Face with Shortest LD

| Compartment | Face | Occu- pancy | Estimated Height (m) | Width (m) | LD (m) | Area (m2) | Area of Openings (m2) | Sprnk (Y/N) | Ratio L/H | Actual Openings | Estimated Openings Permitted | Cladding Req. | Const. Req. |
|----------------------------------|------|----------------|-------------------------|--------------|-----------|--------------|--------------------------|----------------|--------------|--------------------|------------------------------------|------------------|----------------|
| Combined L1 & L2 Face | | | | | | | | | | | | | |
| North Building Face | N | E | 6.00 | 22.00 | 80.5 | 132.00 | 132.00 | N | 3:1-10:1 | 100.0% | 100.0% | - | - |
| South Building Face | S | E | 6.00 | 22.00 | 55.2 | 132.00 | 132.00 | N | 3:1-10:1 | 100.0% | 100.0% | - | - |
| East Building Face | E | E | 6.00 | 48.03 | 25.0 | 288.18 | 288.18 | N | 3:1-10:1 | 100.0% | 95.0% | CC | 1h |
| West Building Face | W | E | 6.00 | 48.03 | 18.0 | 288.18 | 288.18 | N | 3:1-10:1 | 100.0% | 54.0% | CC | 1h |

| Compartment | Face | Occu- pancy | Estimated Height (m) | Width (m) | LD (m) | Area (m2) | Area of Openings (m2) | Sprnk (Y/N) | Ratio L/H | Actual Openings | Estimated Openings Permitted | Cladding Req. | Const. Req. |
|--------------------------------|------|----------------|-------------------------|--------------|-----------|--------------|--------------------------|----------------|--------------|--------------------|------------------------------------|------------------|----------------|
| Storage Shed at East PL | | | | | | | | | | | | | |
| Storage Shed to East PL | E | F-3 | 4.00 | 30.50 | 0.8 | 122.00 | 122.00 | N | 3:1-10:1 | 100.0% | 2.7% | NC - 1h | NC |

Separate Floors

| Compartment | Face | Occu- pancy | Height (m) | Width (m) | LD (m) | Area (m2) | Area of Openings (m2) | Sprnk (Y/N) | Ratio L/H | Actual Openings | Openings Permitted | Cladding Req. | Const. Req. |
|-------------------------|------|----------------|---------------|--------------|-----------|--------------|--------------------------|----------------|--------------|--------------------|-----------------------|------------------|----------------|
| L1 Face | | | | | | | | | | | | | |
| L1 West Face to West PL | W | E | 3.05 | 48.03 | 18.0 | 146.40 | - | N | 10:1 | - | 100.0% | - | - |
| L1 East Face to East PL | E | E | 3.05 | 48.03 | 25.0 | 146.40 | - | N | 10:1 | - | 100.0% | - | - |
| L2 Face | | | | | | | | | | | | | |
| L2 West Face to West PL | W | E | 3.00 | 40.26 | 21.0 | 120.78 | - | N | 10:1 | - | 100.0% | - | - |
| L2 East Face to East PL | E | E | 3.00 | 40.26 | 32.0 | 120.78 | - | N | 10:1 | - | 100.0% | - | - |

Notes:

- 1) Results represented in this spreadsheet are based on BCBC 2012 spatial separation tables for sprinklered buildings. Where the limiting distance or fire compartment values are in between those of the tables of Code they have been calculated by linear interpolation.
- 2) The exposing building face is subdivided into fire compartments for exposure analysis purposes as permitted by Sentence 3.2.3.2.(1); only the most critical fire compartment is represented.
- 3) The fire-resistance ratings for the exposing building faces have been determined in conformance with Table 3.2.3.7.
- 4) All limiting distances are measured to property line (PL) except when facing a street, at which time the limiting distance is measured to the centre line (CL) of the street. For building-to-building exposure on the same property, the limiting distance is measured to an imaginary line (IL) between the exposing building faces, however, this imaginary line may not necessarily be midway between the two buildings.

Appendix C

Occupant Load and Exit Capacity Calculations

Occupant Load & Exit Capacity Calculations

Project: Art Knapp
Address: 1300 Dominion Avenue, Port Coquitlam BC
GHL File: AUR-5700

Date: December 14, 2015
Code: BCBC 2012
Prepared By: JT
Reviewed By: KV

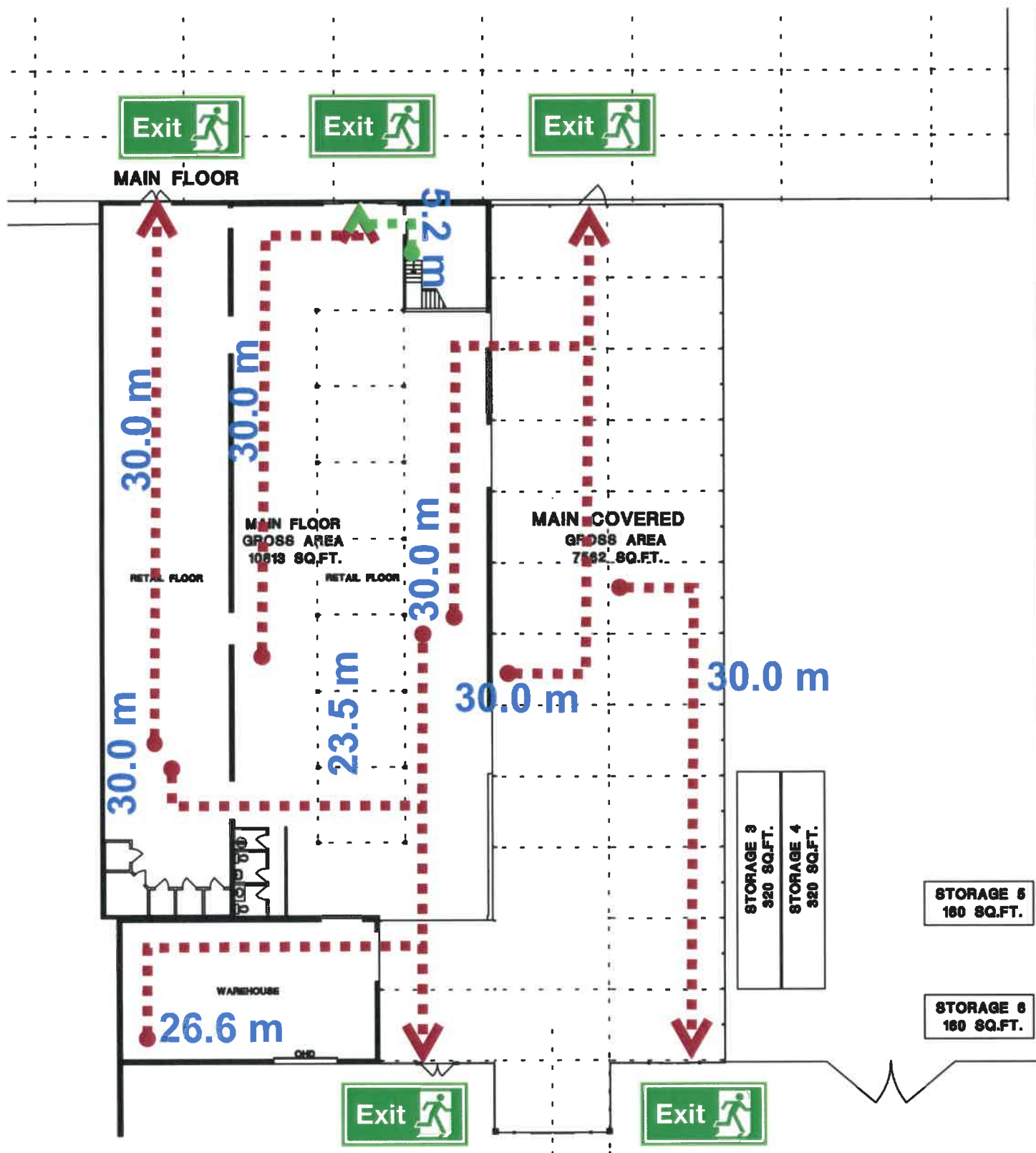
| | Area | | O.L. Factor | Occupant Load | | Door/Corridor | | Stair | | Exit |
|-----------------------|-------------------------|----------------------------|---------------------------------------|-----------------------|----------------------|---------------|------------------|-------------|------------------|---------------------|
| | Gross m ² | Occupied m ² | per/bedroom m ² /person | Calculated persons | Programed Persons | Width mm | Factor mm/per | Width mm | Factor mm/per | Capacity persons |
| L1 | | | | | | | | | | |
| - Main Floor Area | 512 | 384 | 3.7 | 104 | 104 | - | - | - | - | - |
| - Retail Floor | 256 | 192 | 3.7 | 52 | 52 | - | - | - | - | - |
| - Main Covered Area | 657 | 493 | 3.7 | 133 | 133 | - | - | - | - | - |
| - Storage and Service | 125 | - | - | - | - | - | - | - | - | - |
| Total L1 | | | | 289 | 289 | 8580 | 6.1 | - | - | 1407 |
| L2 | | | | | | | | | | |
| - Storage | 348 | | 46.0 | - | - | - | - | - | - | - |
| - Office | 130 | | 9.3 | 14 | 8 | - | - | - | - | - |
| Total L2 | | | | 14 | 8 | 914 | 6.1 | 994 | 8.0 | 124 |
| | | | | | 297 | | | | | |

Notes:

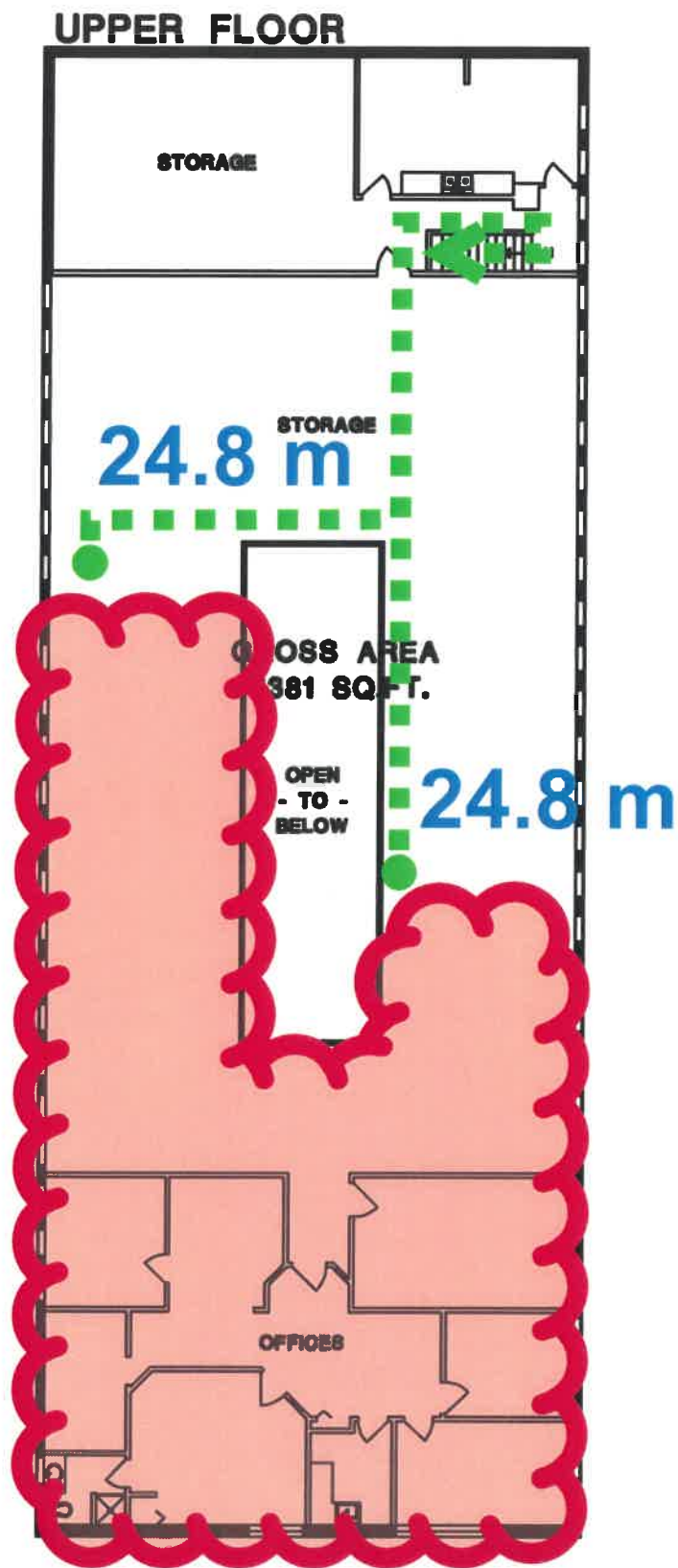
- 1) Occupant Load Factors are from Table 3.1.17.1. of the BCBC 2012.
- 2) Area of calculation excludes circulation areas (i.e.. stairs, washrooms etc).
- 3) Exit capacity calculations and rates are per Article 3.4.3.2. of the Building Code.
- 4) Exit capacity calculations assumes minimum door width 914mm and stair width of 1100mm where not measured.
- 5) Occupied area is taken as 75% of gross area.

Appendix D

Exit / Egress Diagrams and Travel Distances



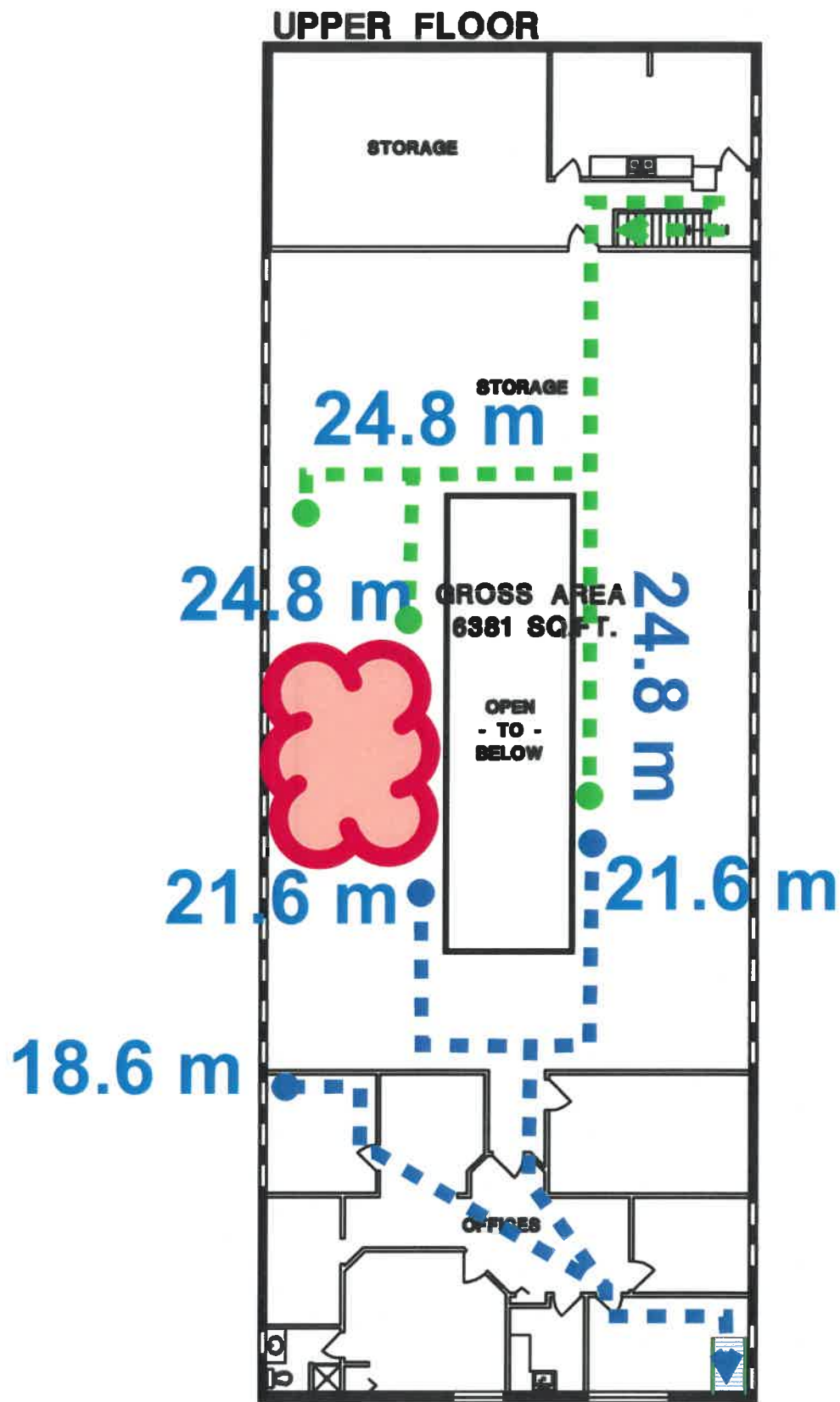
1st Storey Existing Exit Conditions



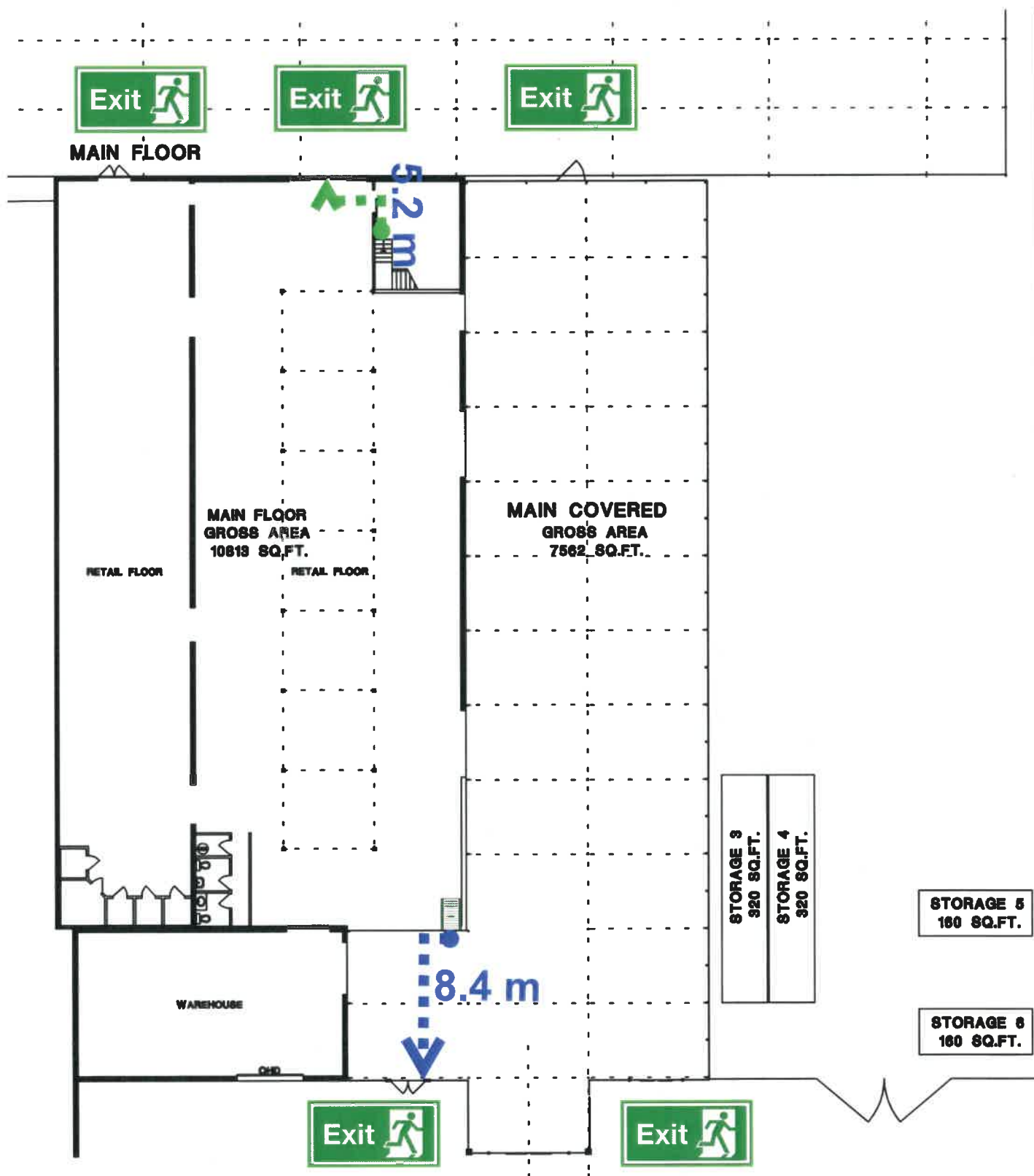
**2nd Storey Existing
Exit Conditions**

Appendix E

Stair for Second Storey



**Proposed 2nd Storey
Stair Location**

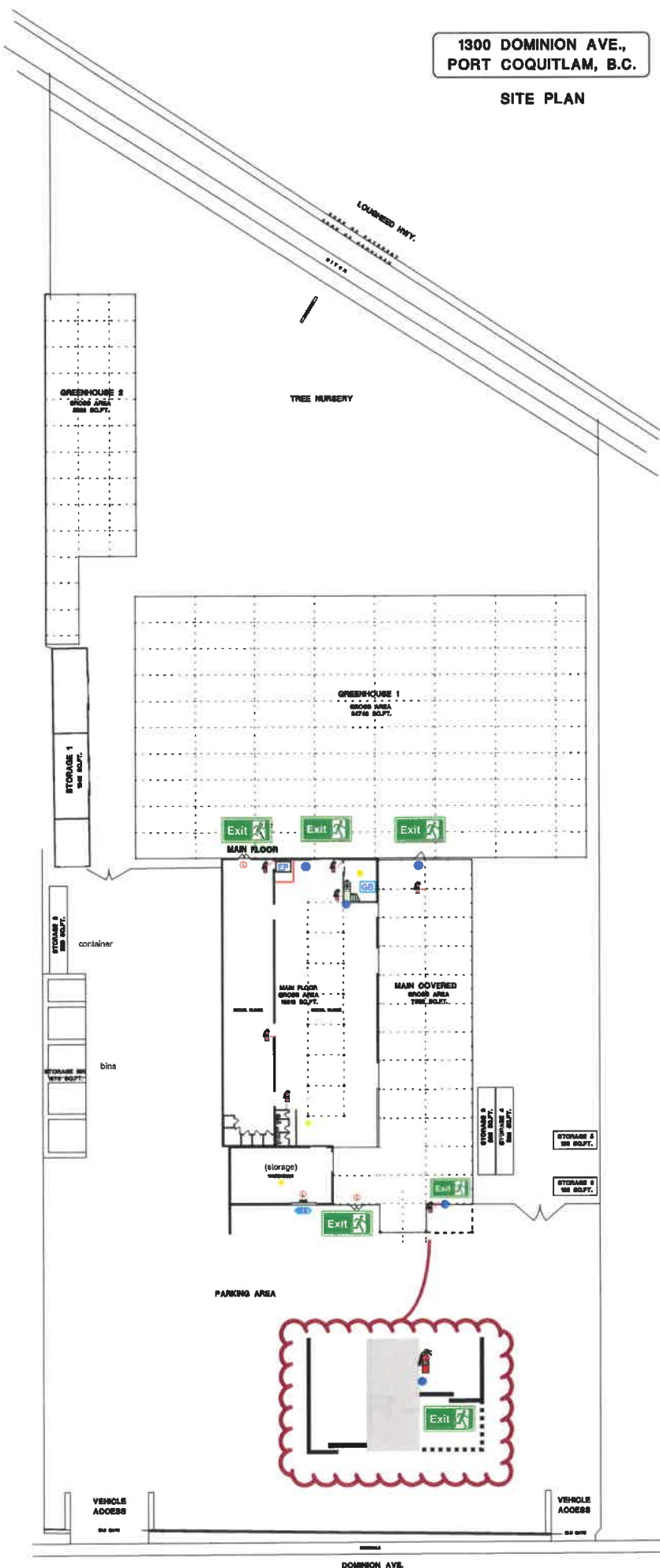


Proposed 1st Storey Stair Location









Appendix F

Marked-Up Floor Plans – Fire Life Safety Systems

SITE PLAN



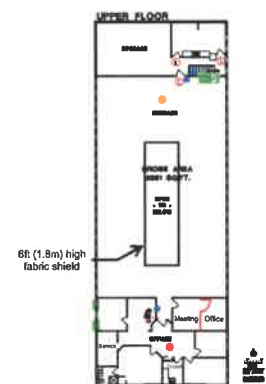
LEGEND

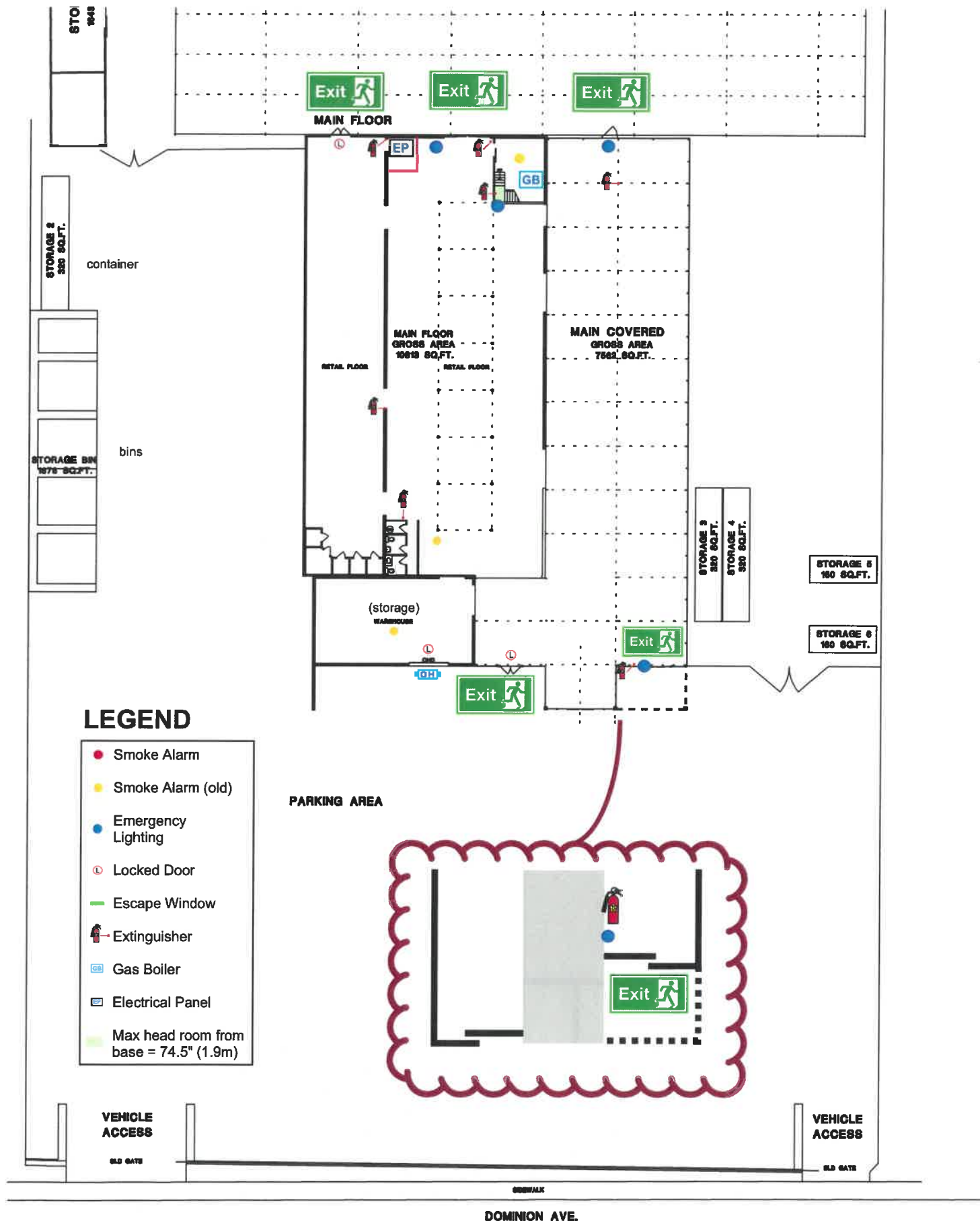
-  Smoke Alarm
 -  Smoke Alarm (old)
 -  Emergency Lighting
 -  Locked Door
 -  Escape Window
 -  Extinguisher
 -  Gas Boiler
 -  Electrical Panel
- Max head room from base = 74.5" (1.9m)

SUMMARY OF STRUCTURES:

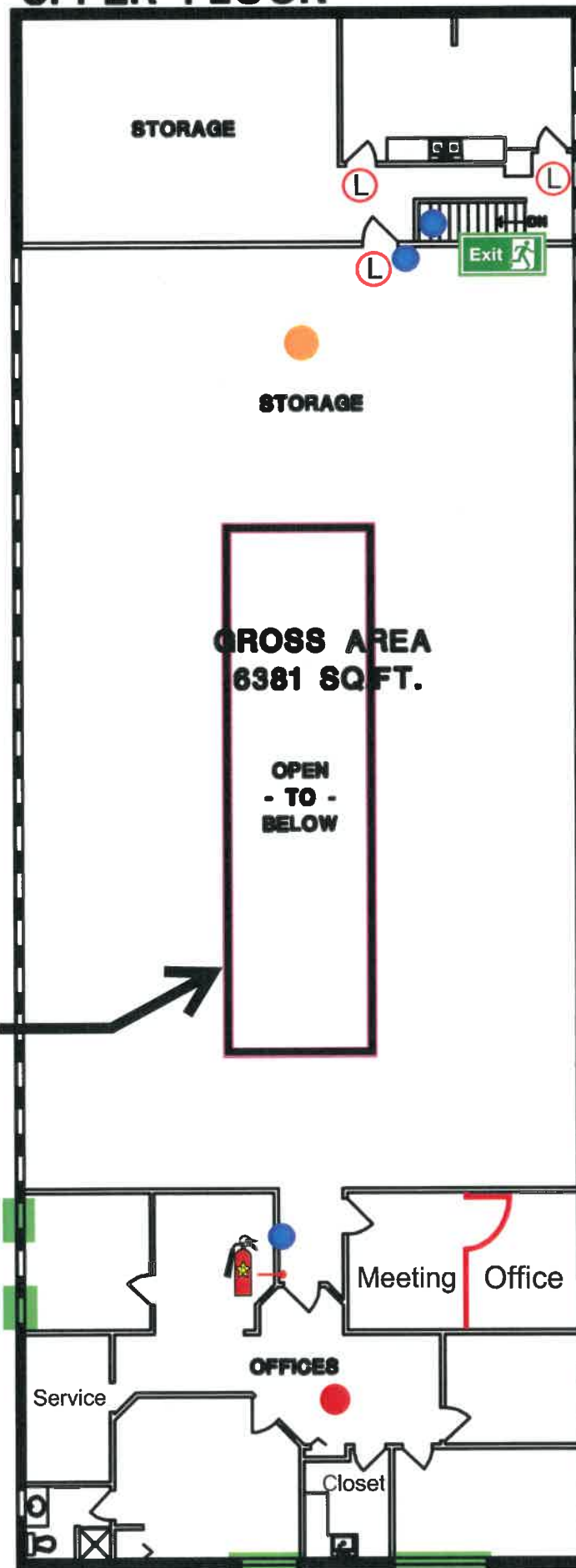
**1300 DOMINION AVE.,
PORT COQUITLAM, B.C.**

| | | |
|--------------|--------------|----------------|
| UPPER FLOOR | 8881 | SQ. FT. |
| MAIN FLOOR | 18818 | SQ. FT. |
| TOTAL | 17184 | SQ. FT. |
| | | |
| MAIN COVERED | 7862 | SQ. FT. |
| GREENHOUSE 1 | 24748 | SQ. FT. |
| GREENHOUSE 2 | 5620 | SQ. FT. |
| STORAGE 1 | 1843 | SQ. FT. |
| STORAGE 2 | 220 | SQ. FT. |
| STORAGE 3 | 220 | SQ. FT. |
| STORAGE 4 | 220 | SQ. FT. |
| STORAGE 5 | 100 | SQ. FT. |
| STORAGE 6 | 100 | SQ. FT. |
| STORAGE BIN | 1270 | SQ. FT. |





UPPER FLOOR



LEGEND

- Smoke Alarm
- Smoke Alarm (old)
- Emergency Lighting
- L Locked Door
- Escape Window
- Extinguisher
- GB Gas Boiler
- EP Electrical Panel