Council Regular Agenda

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Tuesday, July 24, 2018
Time: 7:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda
Recommendation:

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings
Recommendation:

That the minutes of the following Council Meetings be adopted:

- *June 19, 2018, Special Council Meeting*
- *June 26, 2018, Regular Council Meeting*
- *July 3, 2018, Special Council Meeting*
- *July 10, 2018, Regular Council Meeting.*

4. PROCLAMATIONS

4.1 Terry Fox Week - September 10 – 16, 2018

5. DELEGATIONS

5.1 Poco Heritage Museum

5.2 Poco Car Show

6. PUBLIC HEARINGS

6.1 Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072 for 803 & 850 Village Drive
See Item 7.1 for information.

6.2 Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue
See Item 7.2 for information.

7. BYLAWS

7.1 Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072 for 803 & 850 Village Drive - Third Reading
Recommendation:

That Council give the following bylaws third reading:

1) *Official Community Plan Amendment Bylaw No. 4071; and*
2) *Zoning Amendment Bylaw No. 4072.*

7.2 Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue - Third Reading
Recommendation:

That Council give Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue third reading.

8. REPORTS

8.1 Zoning Amendment for 2850 Shaughnessy Street

Recommendation:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating 136 children at #3190 – 2850 Shaughnessy Street be refused.

Corporate Officer Note:

Item 8.1 was postponed from the July 10, 2018, Council meeting. Correspondence has since been received from the applicant, requesting that this item be postponed further. Staff has no opposition to the additional postponement.

8.2 Revised Permissive Property Tax Exemption Policy

Recommendation:

That Council approve Permissive Property Tax Exemption Policy 7.02.04.

8.3 Section 57 Hearing – Art Knapp

Recommendation:

That pursuant to the recommendation of the Building Inspector, the Corporate Officer be directed to file a notice with 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, (S75682#), Lot 57 except part now road on SRW Plan 55863 & Sec 8 has been made under Section 57 of the Community Charter; and*
2. *That Council direct staff to make all information related to this matter available to the public from the Building Division.*

9. STANDING COMMITTEE VERBAL UPDATES

9.1 Community & Intergovernmental Committee

9.2 Finance & Budget Committee

9.3 Smart Growth Committee

9.4 Sustainability & Environment Committee

9.5 Transportation Solutions & Public Works Committee

10. NEW BUSINESS

11. OPEN QUESTION PERIOD

12. CLOSED ITEMS RELEASED TO PUBLIC

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

June 12, 2018, Closed Council

That Ms. Kristen Dixon be appointed as the City's Chief Administrative Officer.

13. RESOLUTION TO CLOSE

13.1 Resolution to Close the July 24, 2018, Regular Council Meeting to the Public

Recommendation:

That the Regular Council Meeting of July 24, 2018, be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:

Item 4.1

1) g) litigation or potential litigation affecting the municipality;

i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

2) b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Item 4.2

1) c) labour relations or employee negotiations.

Item 4.3

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

Item 4.4

1) g) litigation or potential litigation affecting the municipality.

Council Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
June 19, 2018

Present:	**Absent:**
Chair – Mayor Moore	Councillor Penner
Councillor Dupont	Councillor Washington
Councillor Forrest	Councillor West
Councillor Pollock	

1. CALL TO ORDER

The meeting was called to order at 5:35 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the June 19, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. RESOLUTION TO CLOSE

3.1 Resolution to Close the June 19, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of June 19, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
June 26, 2018

Present:

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

Absent:

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 June 26, 2018, Regular Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Regular Council

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *June 5, 2018, Special Council Meeting*
- *June 11, 2018, Special Council Meeting*
- *June 12, 2018, Regular Council Meeting.*

Carried

4. PUBLIC HEARINGS

4.1 Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue

Eight members of the public came forward with comments.

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue – Third Reading

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue third reading; and

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 fencing to protect a hedge;*

b. *Demolition of existing buildings;*

c. *Consolidation of the lots;*

DRAFT

d. *Completion of design and submission of securities and fees for off-site works and services including installation of a storm sewer and paving of the lane to Flint Street;*

e. *Registration of a legal agreement to ensure design and construction of the apartment building is to a LEED® Silver standard or an equivalent per the Step Code and provide for a vehicle car wash station at a visitor stall; and*

f. *Payment of $7500 for the installation of traffic delineators to address impacts of traffic from the lane at Shaughnessy Street.*

g. *Registration of a legal agreement to ensure the building is developed with a minimum of 18 two-bedroom and 1 three-bedroom units.*

Amendment on the motion

Moved – Seconded:

That the following condition be included:

Traffic calming be included to the satisfaction of the Director of Engineering and Public Works.

Carried

Amended Motion

Carried

5.2 Council Procedure Amendment Bylaw No. 4061 – First Three Readings

Moved - Seconded:

That Council give Council Procedure Amendment Bylaw No. 4061 first three readings.

Carried

5.3 Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw No. 4060 - Final Reading

Moved - Seconded:

That Council give Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw No. 4060 final reading.

Carried

5.4 OCP Bylaw Amendment No. 4031 for Shaftsbury Road Allowance - Final Reading

Moved - Seconded:

That Council give OCP Bylaw Amendment No. 4031 for Shaftsbury Road Allowance final reading.

Carried

5.5 Zoning Bylaw Amendment No. 4032 for Shaftsbury Road Allowance - Final Reading

Moved - Seconded:

That Council give Zoning Bylaw Amendment No. 4032 for Shaftsbury Road Allowance final reading.

Carried

DRAFT

6. REPORTS

6.1 2017 Statement of Financial Information and Annual Report

Moved - Seconded:

That Council approve the city's 2017 Statement of Financial Information.

Carried

7. STANDING COMMITTEE VERBAL UPDATES

7.1 Community & Intergovernmental Committee

Mayor Moore provided an update.

7.2 Finance & Budget Committee

Councillor Washington provided an update.

8. NEW BUSINESS

8.1 Council provided updates related to community events.

9. OPEN QUESTION PERIOD

No public comments.

10. CLOSED ITEMS RELEASED TO PUBLIC

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

May 8, 2018, Closed Council

That Council approve awarding the contract for a Land and Development Facilitator, dated May 8, 2018, to Brown Properties Corp.

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Moved - Seconded:

That the June 26, 2018, Regular Council Meeting be adjourned at 7:56 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Special Minutes

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

Present:

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

Absent:

1. CALL TO ORDER

The meeting was called to order at 6:45 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the July 3, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. RESOLUTION TO CLOSE

3.1 Resolution to Close the July 3, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of July 3, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

c) labour relations or other employee relations.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
July 10, 2018

Present:	**Absent:**
Chair – Mayor Moore	Councillor Dupont
Councillor Forrest	Councillor Penner
Councillor Pollock	Councillor Washington
Councillor West	

1. CALL TO ORDER

The meeting was called to order at 7:02 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

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

- *That a delegation from Terracap Corp. be heard following adoption of the agenda; and*
- *Replacement of Item 8. with Resolution to Close.*

Carried

2.2 Delegation

A representative from Terracap Corp. came forward.

3. BYLAWS

3.1 Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072 for 803 & 850 Village Drive – First Two Readings

Moved - Seconded:

That Council direct staff that:

1) *Having given consideration to s.475 of the Local Government Act, the following consultation for the proposed Official Community Plan amendment be confirmed:*
   a) *the applicant's consultation with the community,*
   b) *on-site signage, and*
   c) *consideration of the application by Smart Growth Committee in open meetings;*
2) *The Official Community Plan be amended to include a new land use designation, Transit Corridor Commercial, and associated policy;*
3) *The land use designation for the mixed commercial/residential use portion of Fremont Village be changed from Highway Commercial to Transit Corridor Commercial;*
4) *Comprehensive Development Zone 31 be amended to:*
   a) *allow community commercial uses without being restricted as to size or percentages,*
   b) *allow 767 dwelling units of which 473 may locate in area C-1, and*
   c) *permit residential visitor parking spaces shared with commercial parking spaces;*
5) *The following conditions be met prior to adoption of the bylaw amendments to the satisfaction of the Director of Development Services:*

DRAFT

a) Submission of a report from an acoustical engineer with recommendations to mitigate highway noise for dwelling units and outdoor play spaces, if required, and registration of a legal agreement to ensure the dwelling units are constructed in accordance with the consultant's recommendations,

b) Submission of sufficient fees and securities to ensure construction of a landscaped sound barrier along Lougheed Highway,

c) Amendment of the design concept to include a children's playground designed to meet the needs of toddlers and young children living in Fremont Village,

d) A determination of requirements for the applicant to comply with the City's density bonus policy for the additional dwelling units and the applicant fulfilling these requirements,

e) A housing agreement to ensure:

i) dwelling units within area C-2 will be restricted to rental occupancy for at least 10 years following the date of final occupancy, and,

ii) 27 dwelling units to be rented as affordable units in perpetuity; and

6) Staff be directed to discuss the following with the applicant: extending the term of rental occupancy in area C-2 to 20 years, providing for 3-bedroom units, including carwash facilities for mixed-use buildings, timing of the affordable units and community gardens, for further report to Committee.

And that Council give first two readings to Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072.

Carried

3.2 Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue – First Two Readings

Moved - Seconded:

That Council direct staff that:

1. The zoning of 867 Prairie Avenue and a portion of 853 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);

2. That prior to adoption of the amending bylaw, the subdivision be completed to the satisfaction of the Approving Officer;

3. That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:

a. Demolition of the existing building at 867 Prairie Avenue;

b. Completion of design and submission of fees and securities for off-site works and services;

c. Installation of tree protection barriers and submission of securities to ensure tree retention and on-site tree planting in the amount of $500 per tree;

d. Registration of a legal agreement to ensure that the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing.

And that Council give first two readings to Zoning Amendment Bylaw No. 4073.

Carried

DRAFT

3.3 Somerset Street Reconstruction Local Area Service Establishment Bylaw No. 4070 - First Three Readings

Moved – Seconded:

That Council give Somerset Street Reconstruction Local Area Service Establishment Bylaw, 2018, No. 4070 first three readings, and

That the 2018 financial plan be amended to include $120,000 from the general capital reserve for the City's share of the cost.

Secondary Motion

Moved – Seconded:

That the Somerset Street Reconstruction Local Area Service be referred to Finance and Budget Committee for further review.

Carried

3.4 Zoning Amendment Bylaw No. 3958 for 3608/3620 Cedar Drive - Final Reading

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 3958 for 3608/3620 Cedar Drive final reading.

Carried

3.5 Council Procedure Amendment Bylaw No. 4061 - Final Reading

Moved - Seconded:

That Council give Council Procedure Amendment Bylaw No. 4061 final reading.

Carried

4. REPORTS

4.1 Community Cultural Development Investment Grant – Spring Intake 2018

Moved - Seconded:

That Council approve funding for the following grant applications from the Community Cultural Development Investment Program for the following amounts:

Project Category:

- *Hyde Creek Watershed Society - $2,500*
- *Haney Farmers Market Society - $1,500*
- *Port Coquitlam Events Society - $7,500*
- *Art Focus Artists' Association - $1,500*

Development Category:

- *Theatrix Youtheatre Society - $5,000*
- *Friends of Leigh Square Society - $5,000*
- *PoCo Heritage Trees - $2,410*
- *Tri-City School of Music - $2,500*
- *Aurelia Bizouard Art - $2,500*
- *John Fitzgerald - $1000*

Carried

DRAFT

4.2 Zoning Amendment for 2850 Shaughnessy Street
Moved - Seconded:

That decision on the application to amend the Zoning Bylaw to allow for a child care facility accommodating 136 children at #3190 – 2850 Shaughnessy Street be postponed to the July 24, 2018, Council meeting.

Carried

5. STANDING COMMITTEE VERBAL UPDATES

5.1 Finance & Budget Committee
Mayor Moore provided an update.

5.2 Healthy Community Committee
Councillor Pollock provided an update.

5.3 Smart Growth Committee
Councillor West provided an update.

6. NEW BUSINESS

6.1 Council provided updates related to community events.

7. OPEN QUESTION PERIOD

No public comments.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the July 10, 2018, Regular Council Meeting to the Public
Moved - Seconded:

That the Regular Council Meeting of July 10, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

g) litigation or potential litigation affecting the municipality;

Item 4.2

e) the acquisition, disposition, or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

Item 4.3

c) labour relations or other employee relations;

Item 4.4

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

CITY OF PORT COQUITLAM

PROCLAMATION

WHEREAS: Terry Fox, through his unwavering commitment, dedicated his life to raising funds for cancer research; and

WHEREAS: Through his courage, he reached people of all ages and increased their awareness of cancer; and

WHEREAS: The City of Port Coquitlam supports the example and the goals of this extraordinary young man;

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

DO HEREBY PROCLAIM

September 10th – September 16th, 2018 as "Terry Fox Week"

in the City of Port Coquitlam

Greg B. Moore
Mayor

Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072 for 803 & 850 Village Drive - Available for Third Reading

RECOMMENDATION:

That Council give the following bylaws third reading:

1) *Official Community Plan Amendment Bylaw No. 4071; and*
2) *Zoning Amendment Bylaw No. 4072.*

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 10, 2018, Council Meeting, the following motions were passed:

1) *Having given consideration to s.475 of the Local Government Act, the following consultation for the proposed Official Community Plan amendment be confirmed:*
   a) *the applicant's consultation with the community,*
   b) *on-site signage, and*
   c) *consideration of the application by Smart Growth Committee in open meetings;*
2) *The Official Community Plan be amended to include a new land use designation, Transit Corridor Commercial, and associated policy;*
3) *The land use designation for the mixed commercial/residential use portion of Fremont Village be changed from Highway Commercial to Transit Corridor Commercial;*
4) *Comprehensive Development Zone 31 be amended to:*
   a) *allow community commercial uses without being restricted as to size or percentages,*
   b) *allow 767 dwelling units of which 473 may locate in area C-1, and*
   c) *permit residential visitor parking spaces shared with commercial parking spaces;*
5) *The following conditions be met prior to adoption of the bylaw amendments to the satisfaction of the Director of Development Services:*
   a) *Submission of a report from an acoustical engineer with recommendations to mitigate highway noise for dwelling units and outdoor play spaces, if required, and registration of a legal agreement to ensure the dwelling units are constructed in accordance with the consultant's recommendations,*
   b) *Submission of sufficient fees and securities to ensure construction of a landscaped sound barrier along Lougheed Highway,*
   c) *Amendment of the design concept to include a children's playground designed to meet the needs of toddlers and young children living in Fremont Village,*
   d) *A determination of requirements for the applicant to comply with the City's density bonus policy for the additional dwelling units and the applicant fulfilling these requirements,*

e) A housing agreement to ensure:

i) dwelling units within area C-2 will be restricted to rental occupancy for at least 10 years following the date of final occupancy, and,

ii) 27 dwelling units to be rented as affordable units in perpetuity; and

6) Staff be directed to discuss the following with the applicant: extending the term of rental occupancy in area C-2 to 20 years, providing for 3-bedroom units, including carwash facilities for mixed-use buildings, timing of the affordable units and community gardens, for further report to Committee.

And that Council give first two readings to Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072.

DISCUSSION

Council policy requires that the Corporate Office bring the availability of these bylaws 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 ✓	Give third reading to the Bylaws.
2	Request that additional information be received and determine next steps after receipt of that information.
3	Fail third reading of the bylaws.

ATTACHMENTS

Attachment #1: Bylaw No. 4071
Attachment #2: Bylaw No. 4072
Attachment #3: 2018-07-10 - Report to Council

CITY OF PORT COQUITLAM

OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2018

Bylaw No. 4071

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

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

(a) considered the amendment to the plan in conjunction with the City's financial plan;

(b) determined that no applicable waste management plan exists for consideration;

(c) determined that sufficient opportunities for consultation on the amendment to the plan have been provided;

(d) determined that the amendment to the plan does not affect the City of Coquitlam, District of Pitt Meadows, School District No. 43, the Metro Vancouver Regional District, TransLink, the Kwikwetlem First Nation or the provincial or federal government or their agencies.

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

1. **Citation**

This Bylaw may be cited as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2018, No. 4071.

2. Administration

1) That Map 16 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by applying the land use designation Transit Corridor Commercial (TCC) to the area of land as shown on Schedule 1, attached to and forming part of this Bylaw.

2) That Section 7.6 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by adding the following section 13 under *Policies for Design*:

"13. *An amendment to the Zoning Bylaw to provide for a transit-oriented mixed use development will:*

a. include housing that will deliver a defined public benefit, such as secured rental, special needs, family-oriented, or non-market units;

b. provide for development of an enhanced pedestrian and cycling-oriented streetscape with wider sidewalks, lighting, and street trees as well as infrastructure such as bus shelters, cycling facilities and crosswalks to promote connectivity; and,

c. require project designs to mitigate the impact of the highway location including noise and pollution mitigation features.

3) That Section 8.2 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by including the following land use designation and description:

"**Transit Corridor Commercial** – The Transit Corridor Commercial designation allows for comprehensive developments with a mix of commercial and residential uses located in close proximity to transportation services.

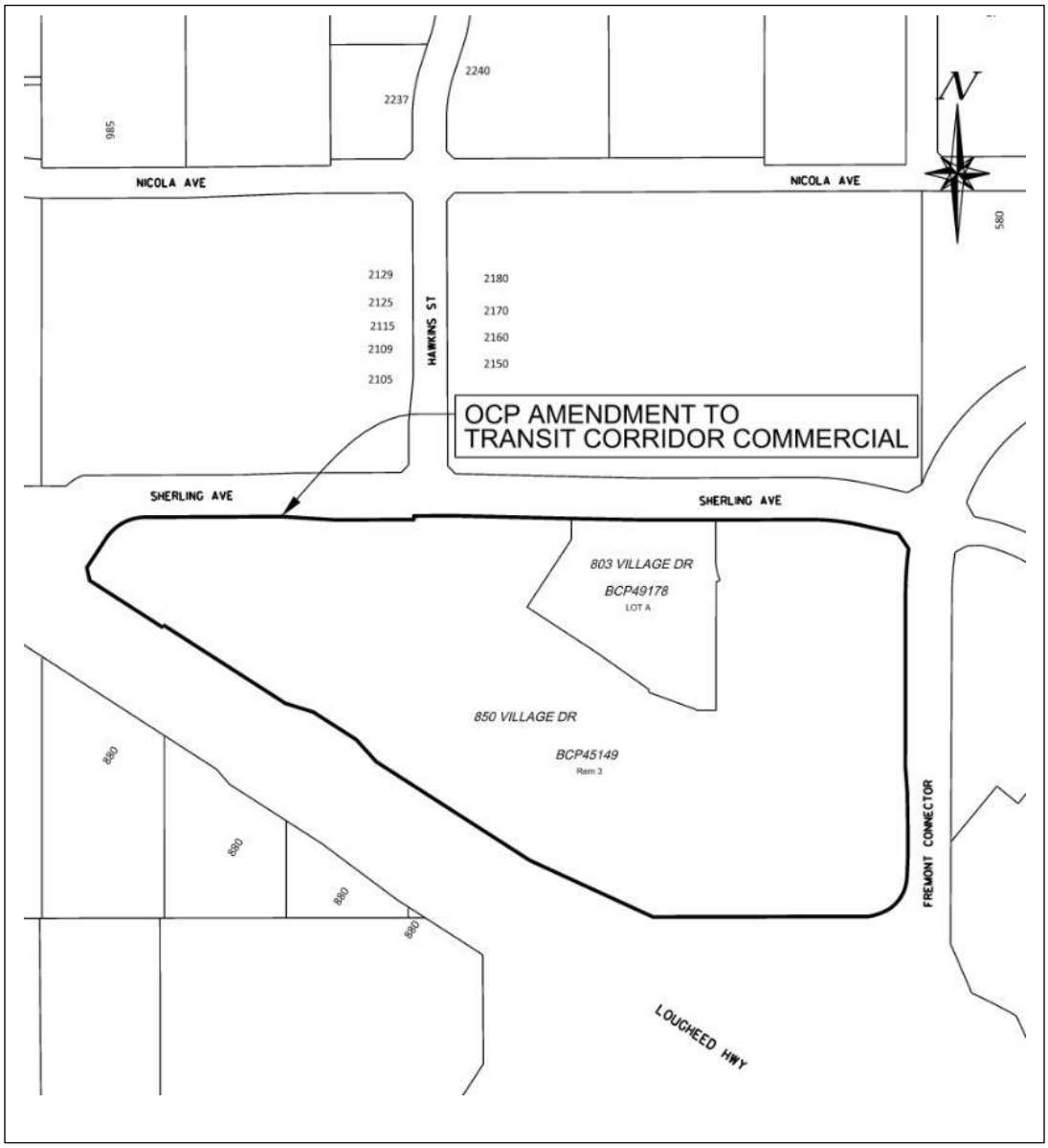
4) That Section 8.2 of the "Official Community Plan Bylaw, 2013, No. 3838" be further amended by including 'Transit Corridor Commercial' in the table column headed, "OCP Designations", and by identifying "CD Comprehensive Development" as a permitted zone within this designation.

READ A FIRST TIME this	10th day of	July, 2018
READ A SECOND TIME this	10th day of	July, 2018
PUBLIC HEARING HELD this	24th day of	July, 2018

Mayor

Corporate Officer

SCHEDULE 1


2240
2237
985
N
NICOLA AVE
NICOLA AVE
580
2129
2125
2115
2109
2105
HAWKINS ST
2180
2170
2160
2150
OCP AMENDMENT TO
TRANSIT CORRIDOR COMMERCIAL
SHERLING AVE
SHERLING AVE
803 VILLAGE DR
BCP49178
LOT A
850 VILLAGE DR
BCP45149
Rem 3
880
880
880
880
FREMONT CONNECTOR
LOUGHEED HWY

CITY OF PORT COQUITLAM

ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4072

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

1. **Citation**

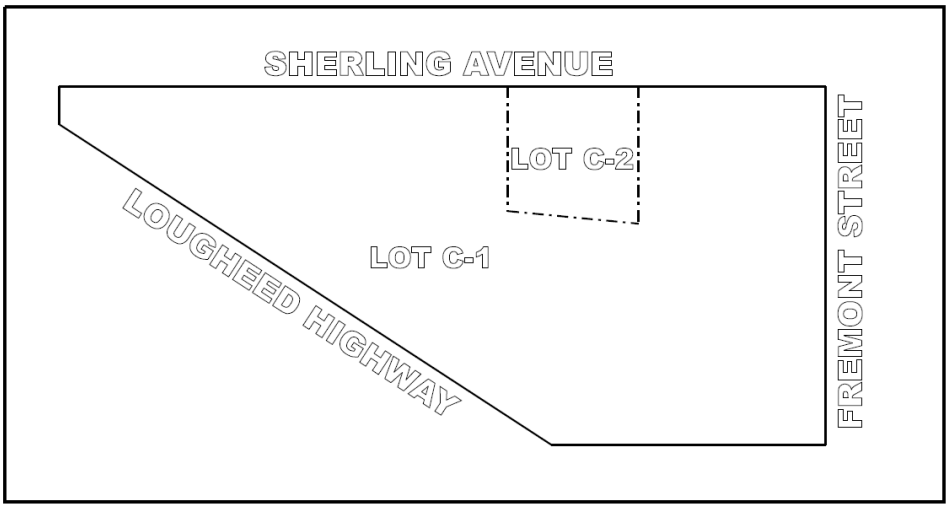
This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4072.

2. Administration

That "Zoning Bylaw, 2008, No. 3630" be amended by replacing 6.31 – CD31 Comprehensive Development Zone 31 with the following:

CD31 Comprehensive Development Zone 31 (Fremont Village)

Figure 6.31



Property Description

Area C-1 - Lot 3, Block 6N, Section 8, Range 1E, New West District, Plan BCP45149

Area C-2 - Lot A, Block 6N Section 8, Range 1E, New West District, Plan BCP49178

Permitted Uses

Table 6.31.1: Comprehensive Development Zone 31 Permitted Uses

	Lot C-1	Lot C-2
Apartments	■ Note 2	■ Note 2
Boarding	■ Note 3	■ Note 3

Child care facilities	■ Note 4	■ Note 4
Commercial indoor recreation	■	■ Note 5
Community commercial uses permitted in the CC-Community Commercial Zone	■	
Drive-through restaurants	**S** Note 6	
Drive through financial institutions	**S** Note 7	
Neighbourhood pub	**S** Note 8	
Packaged liquor sales	**S** Note 9	
Parks and playgrounds	■	■
Accessory home businesses	■	■

Notes to Table 6.31.1

Note 1. The symbol ■ indicates that the use is permitted in the lot in question. The symbol **S** indicates that the use is permitted in the zone at a specified location.

Note 2. Apartment uses are subject to the following conditions:

a. Premises for apartment uses in Lot C-1 shall be located above the first storey of a building and shall have a separate entrance at ground level;

b. No uses other than apartment uses shall be located on the same storey as an apartment use other than accessory home businesses, child care facilities and boarding uses; and

c. Dwelling units must have an interior floor area of at least 45 m^2.

Note 3. One boarder is permitted per apartment dwelling provided that the apartment has at least two bedrooms and two bathrooms.

Note 4. The conditions of s.8.5 apply to child care facilities in this zone.

Note 5. Commercial indoor recreation use in Lot C-2 is permitted within an apartment building provided that the building has at least 150 dwelling units.

Note 6. Premises for drive-through restaurant use shall be located west of Lot C-2 and must not be located adjacent to the promenade with the exception of drive-through restaurant premises flanking Sherling Avenue.

Note 7. Premises for drive-through financial institutions shall be located west of Lot C-2 and must not be located adjacent to the promenade with the exception of drive-through financial institutions flanking Sherling Avenue.

Note 8. No more than one neighbourhood pub with up to 125 indoor seats and 52 outdoor patio seats is permitted.

Note 9. Packaged liquor sales use is permitted in no more than one liquor retail outlet with a floor area of up to 2,044 m^2.

Regulations

Table 6.31.2: Comprehensive Zone 31 Regulations

	Building Height	Floor Area Ratio	Lot Coverage	Setback	Dwelling Units
Lot C-1	25 m Note 1	-	50%	9 m Note 5	Maximum 473 units Note 6
Lot C-2	12 m Note 1	0.50 Note 2	80% Note 4		Maximum 600 units Note 6
Lot C-2 with bonus density	85 m Notes 1 & 3	4.25 Note 2	80% Note 4		Maximum 600 units Note 6

Notes to Table 6.31.3

Note 1. "Finished grade" for the purpose of the calculation of height is the elevation level 5.15 geodetic.

Note 2. In the calculation of floor area ratio, the following may be excluded as floor area:

a. Floor area comprising entrances, elevator shafts, stairwells and hallways common to two or more dwelling units, electrical rooms and mechanical rooms;

b. Exterior balconies and decks;

c. Floor area within a basement or underground structure; and

d. Floor area within the building used for required off-street parking.

Note 3. The floor area ratio of an apartment building may be up to 4.25 if the following condition for bonus density is met:

a. The design and construction of the building achieves a minimum LEED® (Silver) Certification or equivalent, as determined by a certified professional.

Note 4. Underground parking structures and floor area used for off-street parking within a building may cover up to 95% of Lot C-2.

Note 5. All setbacks from a provincial highway must be at least 9 m.

Note 6. A combined total of 767 dwelling units may be located within this zone.

Additional Regulations

INDOOR AMENITY SPACE AND OPEN SPACE

For the purposes of this section, "indoor amenity space" is a common area within a building designed to accommodate meetings, fitness or recreational activities available for use by occupants of the building and "usable open space" is a common outdoor area available for recreation and leisure activity use by all residential occupants within this zone.

1. Apartment uses in Lot C-1 must provide:

a. Indoor amenity space in the amount of 2 m^2 per dwelling unit; and

b. Usable open space in the amount of 3.5 m^2 per dwelling unit.

2. Apartment uses in Lot C-2 must provide:

   a. A combined total amount of indoor amenity space and usable open space of at least 400 m^2;

   b. At least 25% of the total amount of indoor amenity space and usable open space provided within this lot must be indoor amenity space; and

   c. At least 50% of the total amount of indoor amenity space and usable open space provided within this lot must be usable outdoor space.

ON-SITE CIRCULATION AND LANDSCAPING

3. A driveway must be provided at the time any part of the portion of Lot C-1 located south and east of the intersection between Hawkins Street and Sherling Avenue is developed for a permitted use. For this purpose, a "driveway" means a connection for vehicles and pedestrians connecting to Sherling Avenue at either end and comprised of the following:

   a. Paved driveway with an average width of 6.4 metres, curb and gutter; and

   b. A sidewalk with a minimum width of 1.5 metres wide adjacent to the driveway.

4. A promenade must be provided at the time any building abutting a driveway within Lot C-1 is constructed. For this purpose, "promenade" means a landscaped connection for vehicles and pedestrians connecting to Sherling Avenue at either end and comprised of the following:

   a. A paved road with a width of at least 18 m at portions of the road providing angle parking on the same side of the road as the building and circulation for vehicles;

   b. Pedestrian promenade crossings with a width less than 6.6 m;

   c. Sidewalks on the side of the road as the building with a minimum width of 3.0 m metres; and

   d. At least 1 tree per 9m length of any sidewalk.

5. An outdoor amenity space of least 1500 m^2 must be provided, and for this purpose "outdoor amenity space" is a common area developed with a combination of landscaping, seating, pedestrian lighting, public art, and performance space.

6. The following areas must be provided:

   a. In Lot C-1:

      i. A lighted pedestrian path to connect the building with the on-site parking area, and for this purpose "pedestrian path" means a sidewalk at least 1.80 m in width and a landscaped strip with an average width of 1.5 m on each side;

      ii. A landscaped strip with an average width of 2.0 m and minimum width of 1.5 m along the boundaries;

iii. A landscaped strip with an average width of 3.0 m and minimum width of 2.0 m abutting Lougheed Highway and the Fremont Connector;

iv. Landscaped islands at least 2 m in width and 5.5 m in length at the terminus of all parking aisles, each planted with at least one tree;

v. Off-street parking areas with at least 1 tree per 2.5 parking stalls interspersed within the parking area; and

vi. A landscaped outdoor amenity area.

b. In Lot C-2:

i. A landscaped area constituting a minimum of 5% of Lot C-2 area; and

ii. At least 1 tree per 9 m length of sidewalk on each side of any sidewalk.

OFF-STREET PARKING

7. Parking for apartment uses must be provided underground or within a structure.

8. Notwithstanding Section 7:

a. Up to 40 parking spaces required for visitor parking purposes at Lot C-2 may be located at grade within Lot C-1;

b. Visitor parking spaces required for an apartment use at Lot C-1 may be provided at grade within Lot C-1; and

c. At grade residential visitor parking may be shared with commercial parking.

9. Signage must be provided within Lots C-1 and C-2 to indicate where residential visitors are permitted to park.

BICYCLE STORAGE

10. Despite Section 11 of Parking and Development Management Bylaw, 2005, No. 3525, bicycle parking facilities must be capable of storing one bicycle per 1.7 dwelling units in Lot C-2.

READ A FIRST TIME this	10th day of	July, 2018
READ A SECOND TIME this	10th day of	July, 2018
PUBLIC HEARING HELD this	24th day of	July , 2018

Mayor

Corporate Officer

OCP Amendment and Rezoning 803 and 850 Village Drive (Fremont Village)

Smart Growth Committee Report

RECOMMENDATION:

Smart Growth Committee recommends to Council that:

1) Having given consideration to s.475 of the *Local Government Act*, the following consultation for the proposed Official Community Plan amendment be confirmed:
   a) the applicant's consultation with the community,
   b) on-site signage, and
   c) consideration of the application by Smart Growth Committee in open meetings;
2) The Official Community Plan be amended to include a new land use designation, Transit Corridor Commercial, and associated policy;
3) The land use designation for the mixed commercial/residential use portion of Fremont Village be changed from Highway Commercial to Transit Corridor Commercial;
4) Comprehensive Development Zone 31 be amended to:
   a) allow community commercial uses without being restricted as to size or percentages,
   b) allow 767 dwelling units of which 473 may locate in area C-1, and
   c) permit residential visitor parking spaces shared with commercial parking spaces;
5) The following conditions be met prior to adoption of the bylaw amendments to the satisfaction of the Director of Development Services:
   a) Submission of a report from an acoustical engineer with recommendations to mitigate highway noise for dwelling units and outdoor play spaces, if required, and registration of a legal agreement to ensure the dwelling units are constructed in accordance with the consultant's recommendations,
   b) Submission of sufficient fees and securities to ensure construction of a landscaped sound barrier along Lougheed Highway,
   c) Amendment of the design concept to include a children's playground designed to meet the needs of toddlers and young children living in Fremont Village,
   d) A determination of requirements for the applicant to comply with the City's density bonus policy for the additional dwelling units and the applicant fulfilling these requirements,
   e) A housing agreement to ensure:
      i) dwelling units within area C-2 will be restricted to rental occupancy for at least 10 years following the date of final occupancy, and,
      ii) 27 dwelling units to be rented as affordable units in perpetuity; and
6) Staff be directed to discuss the following with the applicant: extending the term of rental occupancy in area C-2 to 20 years, providing for 3-bedroom units, including carwash facilities for mixed-use buildings, timing of the affordable units and community gardens, for further report to Committee.

ATTACHMENTS

Attachment 1: 2018 07 03 Report to Smart Growth Committee

Official Community Plan Amendment and Rezoning Applications for Fremont Village (850 Village Drive)

RECOMMENDATIONS:

That Smart Growth Committee recommend to Council that:

1) Having given consideration to s.475 of the *Local Government Act*, the following consultation for the proposed Official Community Plan amendment be confirmed:
   a) the applicant's consultation with the community,
   b) on-site signage, and
   c) consideration of the application by Smart Growth Committee in open meetings.
2) The Official Community Plan be amended to include a new land use designation, Transit Corridor Commercial, and associated policy;
3) The land use designation for the mixed commercial/residential use portion of Fremont Village be changed from Highway Commercial to Transit Corridor Commercial;
4) Comprehensive Development Zone 31 be amended to
   a) allow community commercial uses without being restricted as to size or percentages,
   b) allow 767 dwelling units of which 473 may locate in area C-1;
   c) permit residential visitor parking spaces shared with commercial parking spaces.
5) The following conditions be met prior to adoption of the bylaw amendments to the satisfaction of the Director of Development Services:
   a) Submission of a report from an acoustical engineer with recommendations to mitigate highway noise for dwelling units and outdoor play spaces, if required, and registration of a legal agreement to ensure the dwelling units are constructed in accordance with the consultant's recommendations;
   b) Submission of sufficient fees and securities to ensure construction of a landscaped sound barrier along Lougheed Highway;
   c) Amendment of the design concept to include a children's playground designed to meet the needs of toddlers and young children living in Fremont Village;
   d) A determination of requirements for the applicant to comply with the City's density bonus policy for the additional dwelling units and the applicant fulfilling these requirements;
   e) A housing agreement to ensure:
      i) dwelling units within area C-1 will be restricted to rental occupancy for at least 10 years following the date of final occupancy; and,
      ii) 27 dwelling units to be rented as affordable units in perpetuity.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 13, 2017, Smart Growth Committee meeting, the following motion was passed:

In consideration of an application to amend Official Community Plan policies to allow community commercial uses in the Fremont Village development, as well as additional residential units, that required consultation include an advertised opportunity for public comment at the Smart Growth Committee meeting, consultation with the downtown BIA and

other businesses, and referral to the City of Pitt Meadows.

Committee also provided the following direction to the applicant*:*

"..consider replacing the proposed mixed-use commercial developments with more residential units as part of the proposed consultation process and … obtain the opinions of business owners located throughout the community as part of that consultation."

At the March 20, 2018, Smart Growth Committee meeting, Committee requested that the applicant provide:

"*further information on options to accommodate additional community commercial uses, provision of rental / social housing units and redesign of the village concept to reflect the change in vision".*

Re Official Community Plan Land Use Policy:

At the May 11, 2017 Smart Growth Committee meeting, Committee resolved,

"That the Official Community Plan update include … policies to permit and guide transit-oriented development of nodes at rapid bus stop locations along the Lougheed Highway…

REPORT SUMMARY

This report describes Onni's application to amend regulations currently in place for Fremont Village to change the vision it would be a highway-oriented commercial centre to that of a vibrant mixed-use centre. Onni wishes to be permitted to lease more of its commercial spaces to community commercial uses and to construct up to 473 dwelling units in accordance with this vision, whereas it is currently restricted to a larger, highway-oriented commercial tenants and a maximum of 200 dwelling units. Onni advises it has been unable to find commercial tenants within its current zoning restrictions due to a changing commercial market.

A new designation, Transit Corridor Commercial, is proposed to be included in the Official Community Plan in keeping with the City's direction to allow for lands along the Lougheed Highway corridor to transition to higher density and mixed-use, transit-oriented development. As the update to the Plan has been deferred to 2019, bringing forward the designation at this time is proposed to accommodate the applicant's proposal in keeping with the intended direction.

The report further recommends the comprehensive development zone be amended in keeping with the change in vision. It proposes that Committee set a number of conditions to be met prior to bylaw amendment, including a requirement that the dwelling units remain rental for a minimum of ten years and that 10% of the additional units be affordable rental units (27 units). Other conditions are recommended to ensure mitigation of noise impacts of Lougheed Highway on dwelling units, an enhanced pedestrian realm, appropriate on-site space for children's play, compliance with the City's density bonus policy.

BACKGROUND

The adoption of the Official Community Plan in 2005 resulted in what is now known as Fremont Village being included in a "Highway Commercial" land use designation. Associated policies endorsed at the time reflected the Plan's vision for the Dominion Triangle to develop as a highway-oriented commercial area attracting a regional market and an expectation that, as such, the area would not significantly

impact businesses in the Downtown and Northside Centre. To achieve this policy direction, the regulations for Fremont Village generally restricted commercial uses to large format retail (big box) with substantial parking. The concept also allowed for residential uses as part of a comprehensive development to locate within the Highway Commercial designation of the Plan. Over time, provision has been also made for smaller tenancies, both in response to applications from the developer as well as its tenants.

After determining that the site's geotechnical conditions would not accommodate high rise construction, Onni's original concept to build two high rise apartment buildings with 550 units in the area shown below as "C-2" was replaced by two six-storey buildings with 294 units. These buildings are now under construction.

Official Community Plan
Current Land Use Designations

Existing Development
(mid-2016)

The large format retail sites to the north of Fremont Village, which include the Walmart and Canadian Tire businesses, are successfully developed in accordance with their highway commercial land use designation and zoning. However, the comprehensive commercial development envisaged for Fremont Village has been only partially completed with single-storey commercial buildings accommodating mid-sized retail and highway commercial uses. Approximately 1/3 of the commercial buildings remain unoccupied despite being built several years ago and approximately 25% of the site is still undeveloped.

Given the changing retail market, in 2017 Onni submitted an application to be permitted to reduce its permitted commercial square footage, allowed to have the full complement of retail and personal services uses located in smaller premises, and construct more residential units. As noted in the staff report to Committee in July 2017, Onni had provided a Retail Impact Assessment in support of this amendment. Its consultant concluded:

> *"The proposed [OCP amendment and] rezoning does not fundamentally change the role or primary customer draw of Fremont Village. The inclusion of some smaller stores and services (many of the same type already allowed under the CD31 guidelines) is expected to have little or no impact on shopping patterns in the Downtown or Northside. Due to wide differences in terms of locations, character, anchor tenants, business types/tenant mix, parking, and rental rates, Fremont Village, the Downtown, and Northside do not directly compete for tenants or*

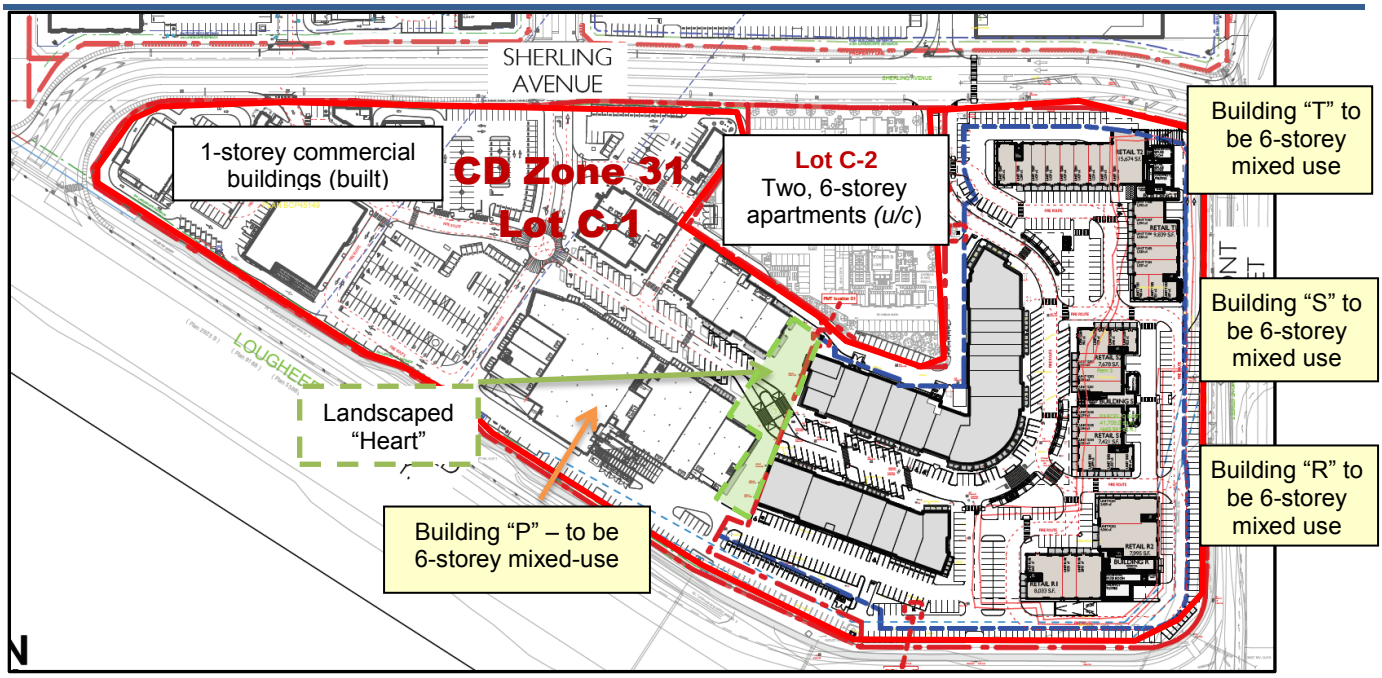
shoppers. Since Onni began marketing Fremont Village several years ago, no tenants have relocated to the site from the Downtown and only one from the Northside."

In order to assess these findings, the City had engaged a consultant to provide a peer review. Also as noted previously to Committee, that review confirmed the overall conclusions of the applicant and supported a recommendation to amend the Official Community Plan for Fremont Village to change the Highway Commercial designation to permit community-servicing uses. The Downtown Business Improvement Association submitted a letter indicating it did not support the amendment, noting its concern with potential impact on its members.

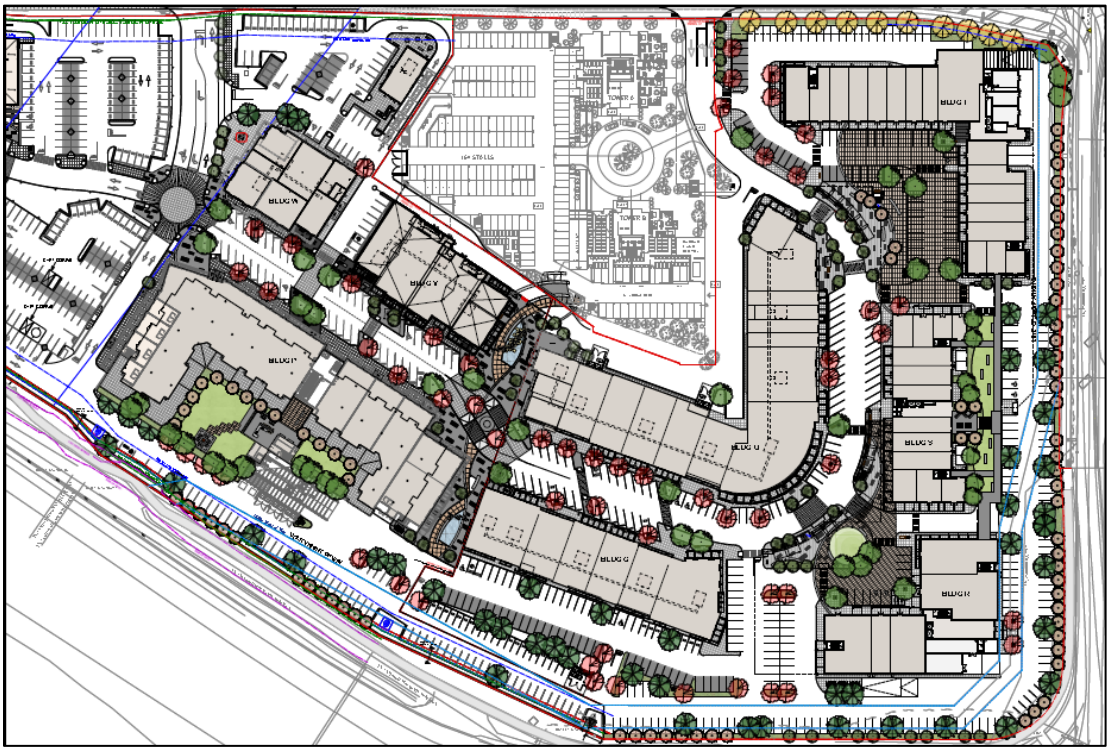
To accommodate the requested changes, Onni proposes to redesign the buildings which have not yet been built. In general, its proposal is to shrink the footprint of buildings "R", "S" and "T" and replace an upper storey commercial space with five residential storeys. Residential parking for tenants is proposed to be underground, 130 residential visitors' parking spaces would be at-grade and 5 spaces underground, and commercial parking would be at grade in the surface lots. Building "P" would also be redesigned to replace a second floor commercial floor area with five floors of residential, locating its resident parking underground (213 spaces), visitors' parking at grade (34 spaces), and commercial parking (100 spaces) underground and at grade. The applicant also proposes to enhance the landscaping compared to that proposed for the commercial development and treat some of the parking areas with brick pavers. The net changes are summarized in the following table:

Fremont Village	**Permitted per CD31**	**Proposal July 13th, 2017**	**Proposal July 3rd, 2018**
Commercial floor area	36,017 m^2	26,414 m^2 (reduced by 9,603 m^2)	22,792 m^2 (reduced by13,225 m2)
Residential			
Lot C-1 (mixed-use development)	Up to 200 units	303 (103 more than permitted)	473 (273 more than permitted)
Lot C-2 (residential)	Up to 600 units	294 units (306 less than permitted)	294 units (under construction)
Total Residential (C-1 and C-2)	Maximum 600 units	597 (3 less than zoning total)	767; (273 more units in C-1; 167 more than zoned)
Rental* (10 year commitment)	Not applicable	n/a	273
Rental, reduced rent	Not applicable	n/a	27 (10%)

Official Community Plan Amendment and Rezoning Applications for Fremont Village (850 Village Drive)



Amended proposal July 2018 – yellow-shaded text boxes indicate proposed construction



Proposed site development showing building footprints, surface parking and landscaping

DISCUSSION

Official Community Plan amendment: The current "Highway Commercial" land use designation and policies of the Official Community Plan are not considered to accommodate the intensity and type of land uses requested by Onni and the Plan must be amended for approval of the requested change in zoning. The recommendation that the Plan include a new designation, Transit Corridor Commercial, is in keeping with the direction provided by the Smart Growth Committee in 2017. While the update to the Official Community Plan in 2019 is anticipated to include other areas in this land use designation, a site-specific amendment is proposed for the Fremont Village lifestyle centre to accommodate the applicant's timing. Amending the Plan would recognize the proximity of Fremont Village to the Lougheed Highway corridor, enhanced transit service to be located on Lougheed, and the increasing role that the center plays in serving the eastern part of Port Coquitlam.

The following policy is also proposed to be included in the OCP amendment to guide applications for rezoning in the new land use designation of Transit Corridor Commercial:

> *That an amendment to the Zoning Bylaw to provide for a transit-oriented mixed use development will:*
>
> *a. include housing that will deliver a defined public benefit, such as secured rental, special needs, family-oriented, or non-market units;*
>
> *b. provide for development of an enhanced pedestrian and cycling-oriented streetscape with wider sidewalks, lighting, and street trees as well as infrastructure such as bus shelters, cycling facilities and crosswalks to promote connectivity; and,*
>
> *c. require project designs to mitigate the impact of the highway location including noise and pollution mitigation features.*

Zoning Bylaw Amendment and Conditions to be met prior to Bylaw Adoption: The proposed bylaw amendment would decrease the maximum amount of permitted commercial space, allow a full range of community commercial uses, increase the maximum number of dwelling units and allow more dwelling units to be located within area C-1. Attachment 2 presents a proposed draft amendment to the existing Comprehensive Development Zone 31 with these changes.

In Committee's previous consideration of the proposal, the Downtown Business Improvement Association had advised it did not support the application due to concern an increased number of smaller-scale commercial uses in Fremont Village could impact the viability of its businesses. Committee requested staff provide information on options to the amendment as proposed with the intent that the bylaw could continue to distinguish between the size and type of commercial uses permitted in the Downtown and North Side compared to that permitted in Fremont Village. The primary option would be to continue to maintain a maximum percentage of community commercial uses, but increase that number, or continue to require these uses to locate in larger premises, but reduce that size. Staff do not recommend either direction as it would be difficult to administer and unlikely to achieve the desired objective. If the increase in dwelling units is approved for Lot C-1, then residents are likely to anticipate having access to a full range of community commercial uses within their neighbourhood.

Onni has determined that it is possible to locate the parking for residents, but not visitors, within the buildings. The zoning bylaw amendment as drafted would allow for residential visitor spaces to be located in the surface parking being developed for the commercial uses and shared with this use. Such parking arrangements are generally common in larger mixed-use centres and the proposal is not expected to create any significant issues.

Onni has submitted preliminary design information indicating how it would accommodate the additional dwelling units, but has not finalized a number of detailed design issues. The following conditions precedent to bylaw adoption are recommended to ensure residents' needs would be met in the future development:

- submission of a design for an appropriate children's play space,
- confirmation that the proposed pedestrian and bicycle connections meet residents' needs for convenient, safe access to transit stops and other destinations; and
- a determination that the impact to residents from high traffic volumes on Lougheed Highway can be mitigated by submission of a report from an acoustical engineer with recommendations to mitigate highway noise for dwelling units and outdoor play spaces, if required, registration of a legal agreement to ensure the dwelling units are constructed in accordance with the report, and construction of an acoustical fence.

Onni proposes to operate 10% of the additional units (i.e., 27 units) in accordance with the housing income limits set by BC Housing. The City can ensure provision of the affordable units by requiring a housing agreement and an appropriate monitoring system could be defined in drafting the agreement.

The change from a higher percentage of commercial space to more residential units may result in increased property value. The City would need to determine if an increase in value is realized as would be determined by a 3rd party appraisal (paid for by the applicant). Once this information is obtained, a report would be submitted to Committee for further consideration to ensure compliance with the City's policy.

FINANCIAL IMPLICATIONS

The request to increase residential density and decrease in commercial square footage with a change in commercial uses will impact tax revenues. With the consultant indicating limited demand for the approved amount of commercial square footage, amending the Official Community Plan as requested is expected to facilitate completion of the Fremont Village development, increasing overall tax revenue, whereas a decision to not amend the bylaw at this time would continue the issue of vacant retail space and vacant development sites, to the detriment of both revenues and the surrounding area.

PUBLIC CONSULTATION

As part of its consultation in 2017, Onni reached out to existing businesses at Fremont Village by hand-delivering letters and following up with emails, contacted residents located in the Fremont Neighbourhood by emailing the strata management, mailed information to 496 business addresses in

the Northside Center and Ottawa Street commercial area, and met with the Port Coquitlam Business Improvement Association (BIA).

The requested amendment to an Official Community Plan requires confirmation of the opportunities for consultation with the public as recommended by this report.

OPTIONS

Smart Growth Committee may:

#	Description
1 ✓	Proceed with consideration of the Official Community Plan and Zoning bylaw amendment as described in this report to change the designation of Fremont Village to Transit Corridor Commercial and to amend Comprehensive Development Zone 31.
2	Request additional information prior to considering the recommendations of this report, or
3	Determine that it does not wish to amend the Official Community Plan and Zoning Bylaw as requested. Pursuant to the delegated authority bylaw, the applicant may appeal the decision to Council.

Note: Reports referenced in this report and previously considered by the Smart Growth Committee are available from the Planning Division on request or may be viewed on the Smart Growth Committee's agenda pages posted on www.portcoquitlam.ca .

Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue - Available for Third Reading

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue third reading.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 10, 2018, Council Meeting, the following motions were passed:

That Council direct staff that:

1. *The zoning of 867 Prairie Avenue and a portion of 853 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);*
2. *That prior to adoption of the amending bylaw, the subdivision be completed to the satisfaction of the Approving Officer;*
3. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
   a. *Demolition of the existing building at 867 Prairie Avenue;*
   b. *Completion of design and submission of fees and securities for off-site works and services;*
   c. *Installation of tree protection barriers and submission of securities to ensure tree retention and on-site tree planting in the amount of $500 per tree;*
   d. *Registration of a legal agreement to ensure that the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing.*

And that Council give first two readings to Zoning Amendment Bylaw No. 4073.

The bylaw was considered at the Public Hearing held earlier this evening, and is now available for third reading.

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 ✓	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.

ATTACHMENTS

Attachment #1: Bylaw 4073

Attachment #2: 2018-07-10 – Report to Council

CITY OF PORT COQUITLAM

ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4073

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. 4073.

2. Administration

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

Civic: 867 Prairie Avenue and a portion of 853 Prairie Avenue

Legal: Lot 80, Section 6, Township 40, New West District, Plan NWP33188 and a 1.524 metre wide potion of Lot 185, Section 6, Township 40, New West District, Plan NWP42167

From: RS1 (Residential Single Dwelling 1)

To: RS2 (Residential Single Dwelling 2)

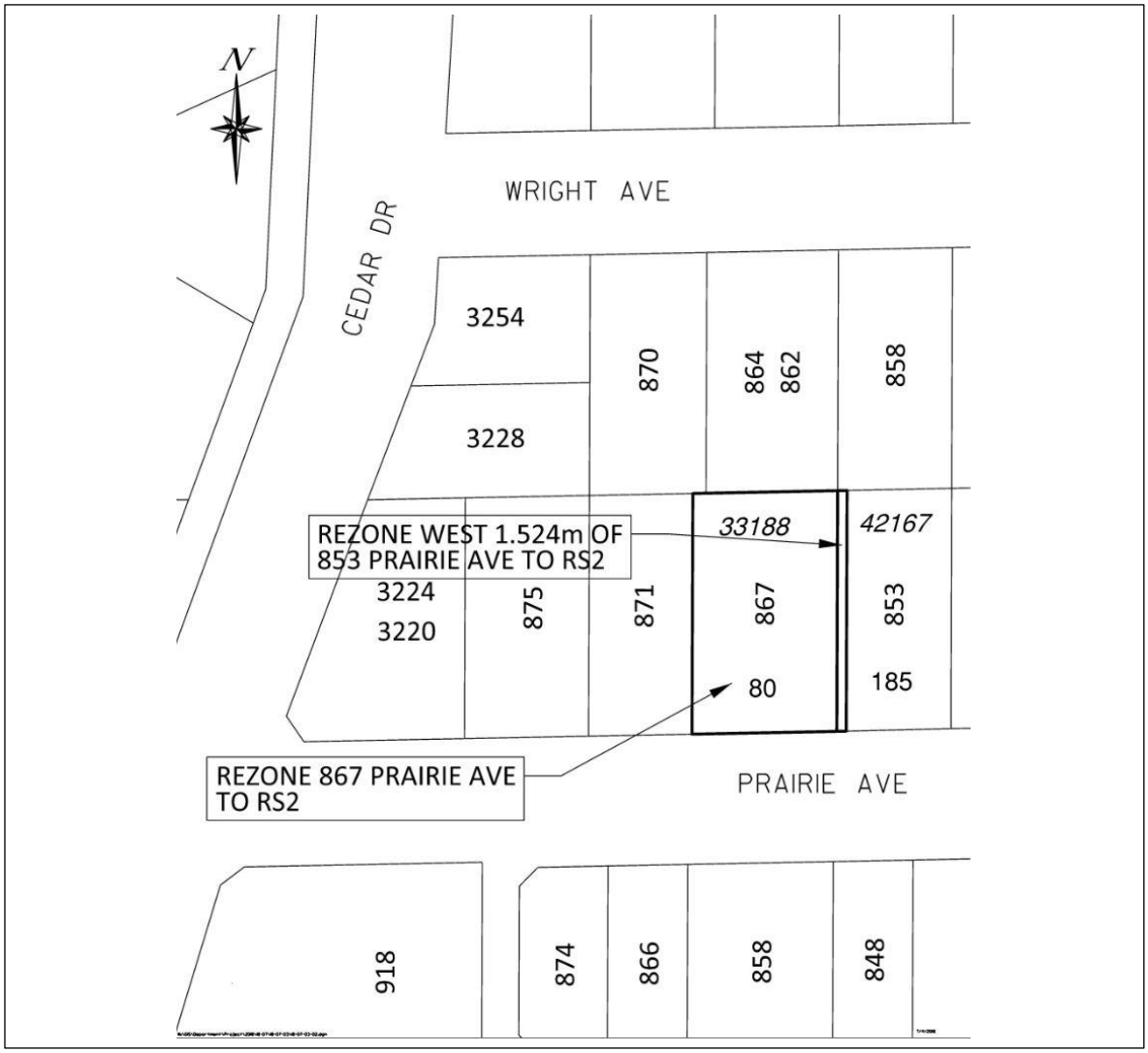
as shown on Schedule 1 attached to and forming part of this Bylaw.

READ A FIRST TIME this	10th day of	July, 2018
READ A SECOND TIME this	10th day of	July, 2018
PUBLIC HEARING HELD this	24th day of	July, 2018

Mayor

Corporate Officer

SCHEDULE 1


N
WRIGHT AVE
CEDAR DR
3254
3228
870
864
862
858
REZONE WEST 1.524m OF
853 PRAIRIE AVE TO RS2
33188
42167
3224
3220
875
871
867
853
80
185
REZONE 867 PRAIRIE AVE
TO RS2
PRAIRIE AVE
918
874
866
858
848

Smart Growth Committee Report

Rezoning Application RZ000152 – 867 & 853 Prairie Avenue

RECOMMENDATION:

Smart Growth Committee recommends to Council:

1. *The zoning of 867 Prairie Avenue and a portion of 853 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);*
2. *That prior to adoption of the amending bylaw, the subdivision be completed to the satisfaction of the Approving Officer;*
3. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
    a. *Demolition of the existing building at 867 Prairie Avenue;*
    b. *Completion of design and submission of fees and securities for off-site works and services;*
    c. *Installation of tree protection barriers and submission of securities to ensure tree retention and on-site tree planting in the amount of $500 per tree;*
    d. *Registration of a legal agreement to ensure that the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing.*

Committee Recommendation

At the June 19, 2018, Smart Growth Committee Meeting, Development Services Report, *Rezoning Application RZ000152 – 867 & 853 Prairie Avenue* was considered, and the above motion was passed.

ATTACHMENTS

Attachment 1: Development Services Report dated June 19, 2018, *Rezoning Application RZ000152 – 867 & 853 Prairie Avenue*

Rezoning Application RZ000152 – 867 & 853 Prairie Avenue

RECOMMENDATION:

That the Smart Growth Committee recommend to Council that:

1. The zoning of 867 Prairie Avenue and a portion of 853 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);
2. Prior to adoption of the amending bylaw, completion of the subdivision to the satisfaction of the Approving Officer;
3. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
   a. Demolition of existing building at 867 Prairie Avenue;
   b. Completion of design and submission of fees and securities for off-site works and services;
   c. Installation of tree protection barriers and submission of securities to ensure tree retention and on-site tree planting in the amount of $500 per tree;
   d. Registration of a legal agreement to ensure that the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing.

PREVIOUS COUNCIL/COMMITTEE ACTION

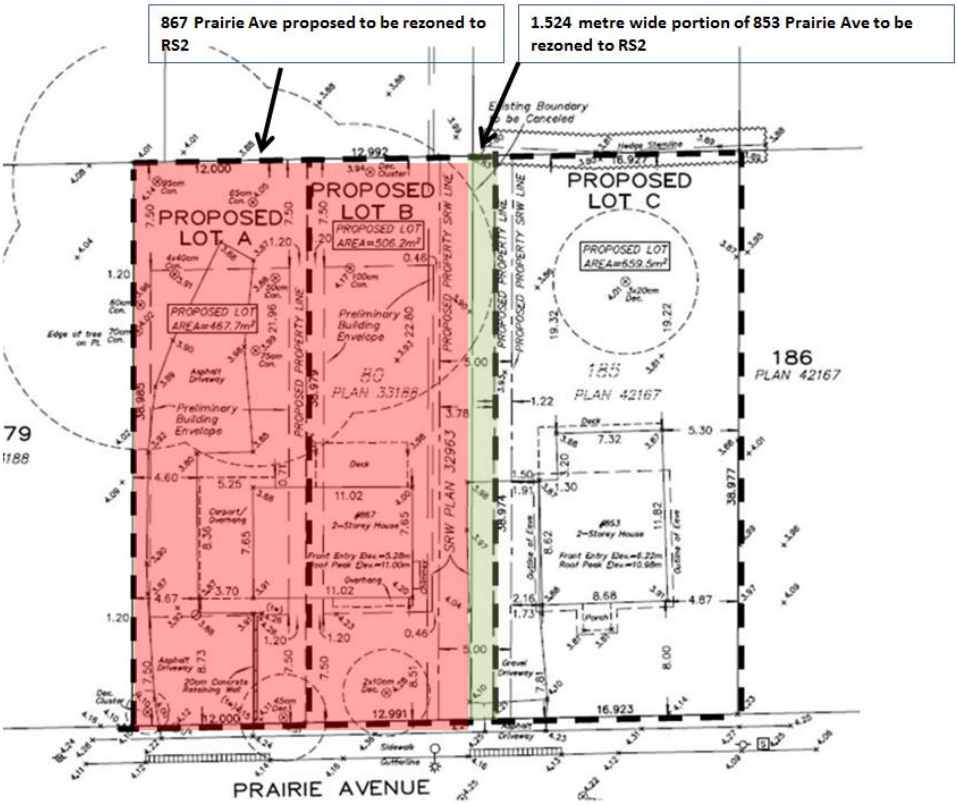
None.

REPORT SUMMARY

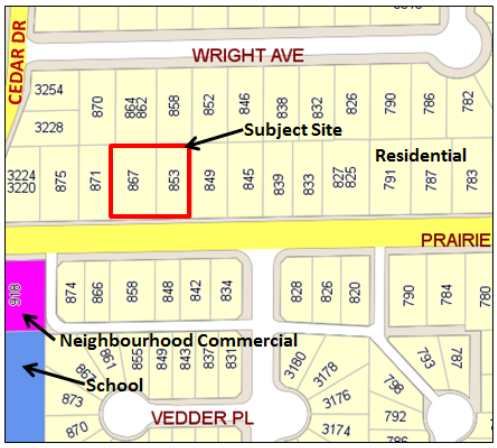
This report describes a rezoning application that is intended to provide for the creation of an additional lot by re-subdividing two larger lots located at 867 and 853 Prairie Avenue. The proposal is in keeping with the Official Community Plan's policy in support of rezoning from the Single Residential RS1 zone (~50' frontage) to the RS2 zone (~40' frontage) as it would result in a public benefit of an upgraded sanitary line as well as additional ground-oriented housing. The report recommends Council require that the applicant meet conditions to help ensure a fit between the future homes and the established neighbourhood through a design covenant and tree replacement requirements.

BACKGROUND

The subject property is comprised of two lots located on the north side of Prairie Avenue and developed with two older single family houses and mature landscaping. The proposal is to consolidate and re-subdivide these lots to create three lots, two of which would be approximately 40' wide and the third which would have a width of about 50', as shown in the preliminary subdivision plan below.



The properties are designated in the Official Community Plan as R – Residential. Their current zoning is RS1 – Residential Single Dwelling 1; the proposed zoning for the west portion of the site (867 Prairie Avenue along with a 1.52m strip of 853 Prairie Avenue) is RS2 – Residential Single Dwelling 2 and the east portion would retain its RS1 zoning. Council's policies allow for consideration of rezoning from RS1 to RS2 to facilitate subdivision, if the rezoning would result in a public benefit.



Current OCP Land Designation

Current Zoning

	RS2 Zone Regulation	Proposed Lot A	Proposed Lot B	RS1 Zone Regulation	Proposed Lot C
Minimum Lot Area	375m^2 (4,036.6 sq.ft.)	467.7m^2 (5,034.2 sq.ft.)	506.2m^2 (5,448.6 sq.ft.)	500m^2 (5,382 sq.ft.)	659.5m^2 (7,098.79 sq. ft.)
Lot Width	12m (39.4ft)	12.00m (39.3ft)	12.99m (42.6ft)	15m (49.2ft)	16.92m (55.51ft)
Lot Depth	28m (91.9ft)	38.97m (127.85ft)	38.97m (127.85ft)	28m (91.9ft)	38.97m (127.85ft)

DISCUSSION

The proposed subdivision would meet the increasing demand for ground-oriented housing in the community and is in keeping with Council direction. To avoid the potential construction of identical dwelling units and promote a street-friendly design, it is recommended that a design covenant be registered on title to ensure the new houses are not identical in building massing, location of windows, balconies and decks, façade materials and finishing as a condition of bylaw adoption.

The development requires extensive off-site and on-site upgrades to meet the standards of the Subdivision Servicing Bylaw including: curb, gutter, road drainage, replacement sidewalk and street lighting with ½ road plus one meter along Prairie Avenue; relocation of sanitary and storm sewer mains between Lots B and C; registration of a 5-metre wide right-of-way for sanitary and storm sewers located on the properties; sanitary sewer in the right-of-way to be upsized to 200 mm diameter; serviced with underground Hydro, TELUS and CATV service connections; and Development Cost Charges are applicable (credits will be given to the existing lot). A submission of civil design and fees and securities for off-site works and services is recommended to be required as a condition of approval prior to adoption of the amending bylaw.

Planting new trees at the time of construction of the new dwellings is proposed to help restore the existing treed character of the area. The intent is to retain as many trees as possible, including three at the back of the property and a Japanese Maple at the front of proposed Lot B. It is recommended that a security of $500 per tree be taken for the purpose of tree retention and tree replacement, for a total security of $6,000. The installation of tree protection fencing would be required for all trees being retained. The proposed tree replacement includes a mix of both deciduous and coniferous trees to help enhance the aesthetics of the site and reflects the current direction being taken by the City with respect to its tree policies.

FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

A development sign has been posted on the property fronting Prairie Avenue. Planning staff have not received any comments in association with the rezoning application.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 ✓	Recommend to Council that the zoning of 867 and a portion of 853 Prairie Avenue be amended from RS1 to RS2 and that specified conditions be met prior to adoption of the rezoning
2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application
3	Recommend to Council that the rezoning application be refused.

ATTACHMENT

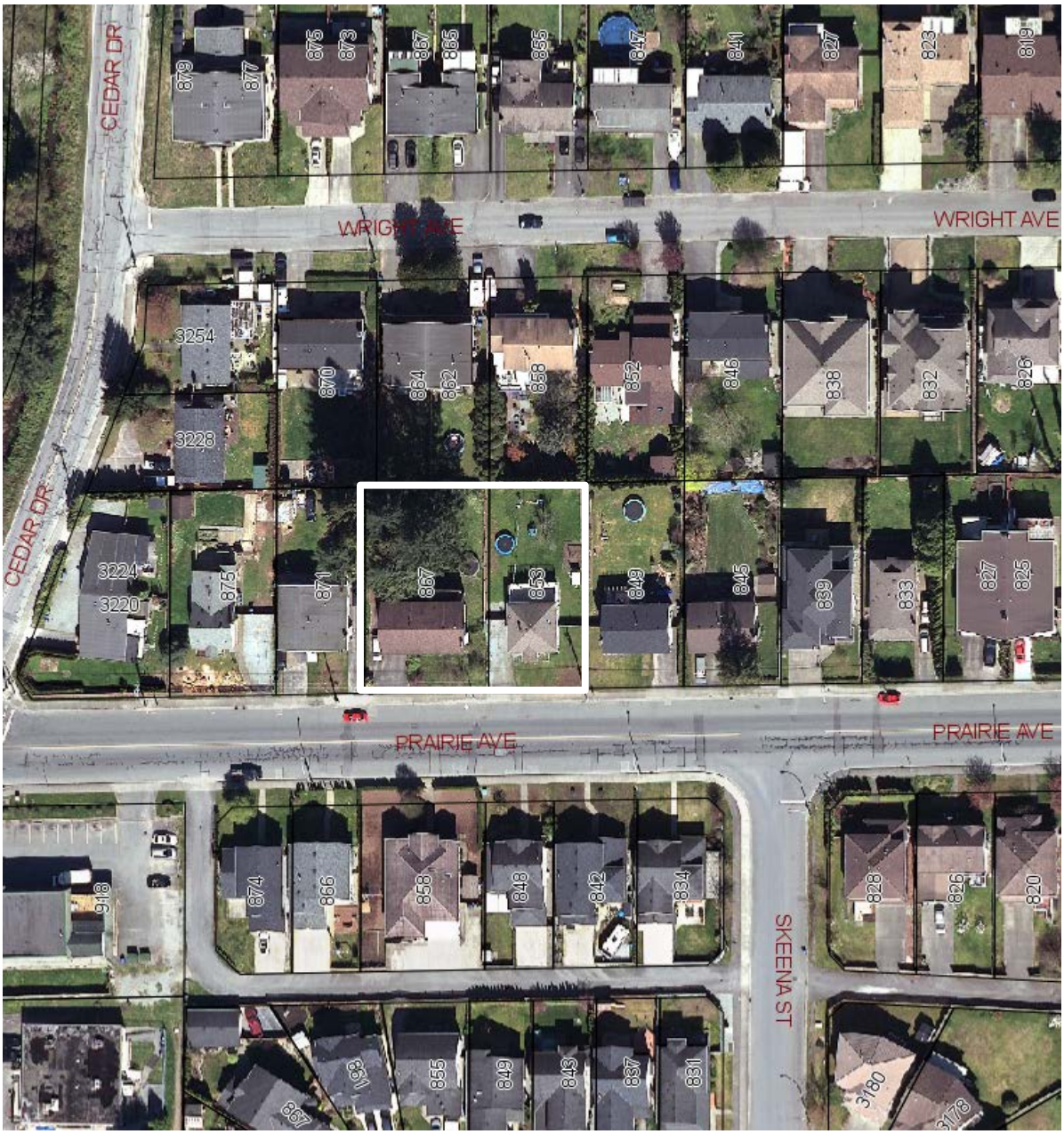
Attachment #1: Location Map – 853 & 867 Prairie Avenue

ATTACHMENT 1

CITY OF PORT COQUITLAM

DEVELOPMENT APPLICATION LOCATION

PROJECT ADDRESS: 853 & 867 Prairie Avenue **FILE NO: RZ000148**



Smart Growth Committee Report

Rezoning Application RZ000149 – #3190-2850 Shaughnessy Street for Child Care Facility

RECOMMENDATION:

Smart Growth Committee recommends to Council:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating 136 children at #3190 – 2850 Shaughnessy Street be refused.

Committee Recommendation

At the July 3, 2018, Smart Growth Committee Meeting, Development Services Report, *Rezoning Application RZ000149* – #3190 – 2850 Shaughnessy Street Child Care Facility was considered, and the above motion was passed.

ATTACHMENTS

Attachment 1: Development Services Report dated July 3, 2018, *#3190 - 2850 Shaughnessy Street (Shaughnessy Station Mall) Rezoning Application RZ000149 for a Child Care Facility*

#3190 - 2850 Shaughnessy Street (Shaughnessy Station Mall) Rezoning Application RZ000149 for a Large Child Care Facility

RECOMMENDATION:

That the Smart Growth Committee recommend to Council that the application to amend the Zoning Bylaw to allow for a child care facility accommodating 136 children at #3190 – 2850 Shaughnessy Street be refused.

PREVIOUS COUNCIL/COMMITTEE ACTION

Smart Growth Committee resolution July 27, 2016:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at 3190 – 2850 Shaughnessy Street be refused.

Smart Growth Committee resolution October 27, 2016:

That Council be advised that the additional information [provided by the applicant to Council] *be received for information.*

Council resolution November 14, 2016:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at #3190 – 2850 Shaughnessy Street be refused.

REPORT SUMMARY

Terracap Corp., owner of the Shaughnessy Station Shopping Centre at the corner of Lougheed Highway and Shaughnessy Street, resubmitted its application to rezone a vacant commercial unit within the centre to allow a child care facility accommodating 136 children. The application is similar to that refused by Council in late 2016 with the exception of the two outdoor play space locations. The July 2017 submission relocated the one of the required outdoor play spaces from the north side of the building to the south side; a revised March 2018 submission removed the outdoor play space from the west side of the building and proposed it be located on its north side along with an expansion to the space on the south. The locations of these play areas is a significant concern due to their exposure to fumes and noise associated the CP Rail operations and Shaughnessy Street traffic and the report recommends the rezoning application be refused.

The applicant has not presented information that could address staff's concerns. Information to assist in a determination of whether or not the proposal would be acceptable would be expected include provision of a site-specific air quality analysis, an assessment of the visual impact of the noise-attenuating fence, comment from CP Rail on the application, and input from Fraser Health. If Committee wishes to further consider the application, the report presents an option that the applicant be requested to provide specified information prior to Committee making a decision on the application.

BACKGROUND

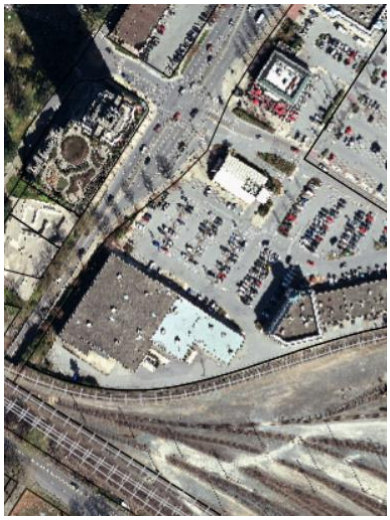
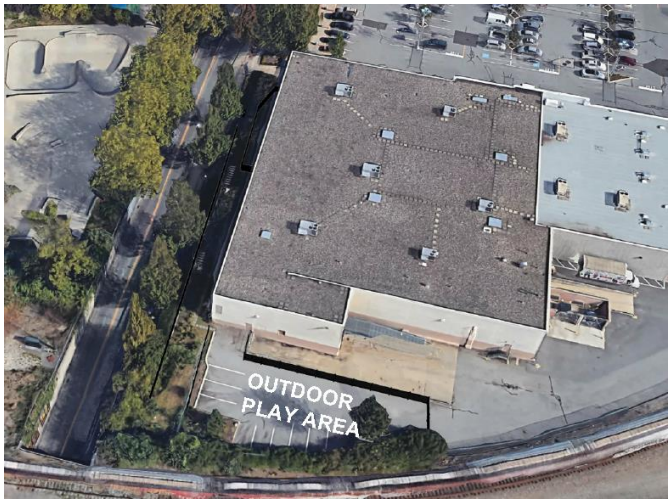
The following events and actions are relevant in consideration of the proposed child care facility and child care within the City:

- February 16, 2016. An initial rezoning application to allow for a child care facility accommodating 107 children (later increased to 136 children) to occupy a vacant commercial space in the former Canadian Tire building was received.
- July 27, 2016: Smart Growth Committee considered the attached staff report on the proposed large child care facility and recommended Council refuse the application.
- September 19, 2016: The Smart Growth Committee's report to Council recommending refusal was scheduled for Council's consideration. However, the applicant provided Council members with a large package of information immediately prior to its consideration of Committee's report and Council referred this material to Committee for review.
- October 27, 2016: Smart Growth Committee assessed the additional information and determined it would uphold its original recommendation to refuse the application.
- November 14, 2016: Council considered the initial and further information reports from the Smart Growth Committee. Prior to its decision, Council also heard from two delegates who raised concern about the appropriateness of the location as well as heard from the potential operator of the facility and the architect in support of the application. Council determined it would refuse the application.
- May 11, 2017: Smart Growth Committee heard from child care operators as part of its consideration of amending the City's child care regulations. Amended regulations were subsequently adopted by Council. In addition, the Sustainability and Environment Committee charged was with considering ways to enhance and assist the development of child care facilities in the City.
- July 18, 2017: The architect, Michael Burton Brown, submitted a new rezoning application for the large child care facility (similar to the one previously proposed) on behalf of the owner, Terracap. Following an initial review, the applicant was advised that staff would be seeking the following information:
  - A response from Fraser Health to determine if it would be prepared to issue a licence for a child care facility at this location or if it would have any specific requests that could be met through the rezoning process that would support a licence;
  - An assessment of anticipated information from an in-process study on child care needs within the Tri-Cities being undertaken on behalf of the United Way, in order to determine if the information would inform the rezoning process.

  In the fall, the applicant was informed that the City was considering a pedestrian/cycle connection between Shaughnessy Station and the Downtown and it would be necessary to determine if the desired connection would impact the application.
- February 13, 2018: The Finance and Intergovernmental Committee approved a recommendation from the Downtown Oversight Committee to include funding in the 2018 Financial Plan to provide for an assessment of options for a pedestrian connection (overpass or

underpass) and its impacts. Proceeding with this work is pending direction from the Downtown Oversight Committee.

- March 13, 2018: Abbarch Architects submitted a revised submission package which relocated the outdoor play space from the west side yard to occupy a larger portion of the parking area at the back of the property on the south and added back a play area adjoining Shaughnessy Street in the front of the building. The narrow west side yard was shown as "pedestrian link".

	
Shaughnessy Station context	March 2018 Submission (play area on the north not identified)

DISCUSSION

A. 2016 Application: In reporting on the original application, staff raised a number of significant concerns about the appropriateness of the proposed location for a daycare as well as demand for a facility of this size at this location. Identified concerns included:

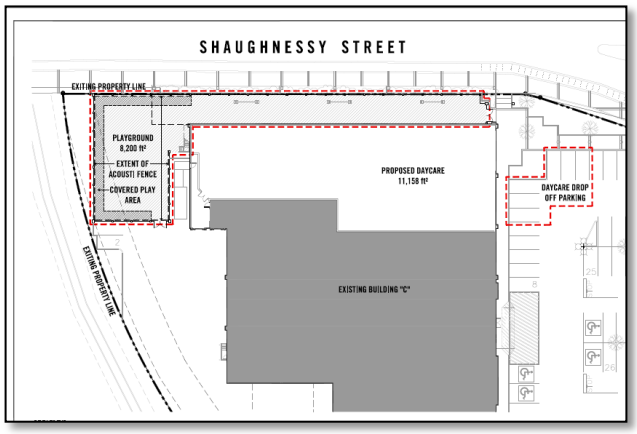
- proximity of the proposed outdoor play area along the west side of the building to Shaughnessy Street and the CP Rail tracks, including the visual impact of a sound-attenuating fence adjacent to the sidewalk and shading of the play area by this fence
- traffic impacts from vehicles at peak pick-up and drop-off times (the requested capacity of 136 children is similar to a small school)
- traffic impacts as well as safety issues related to small children regularly crossing Shaughnessy Street to get to Lions Park
- if commercial site remediation standards would be sufficient for a day care use, and
- compliance with Official Community Plan policies and land use designation.

Council was advised that the type of facility being proposed by the potential operator, Willowbrae, would be supported in locations elsewhere within the community, such as at Fremont Village. Staff further indicated their expectation that in the future, a larger child care

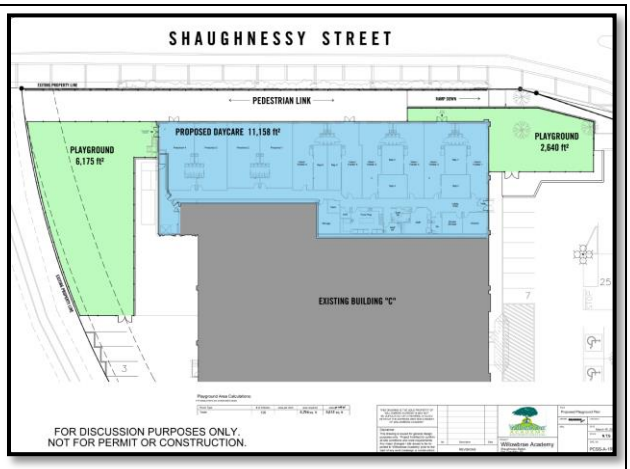
facility at Shaughnessy Station could be supported if integrated within a comprehensive redevelopment as a transit-oriented, mixed use development including residential uses.

A variety of reasons explaining the vote to either refuse or support the application were cited by members of Council, prior to the 5-2 vote. The development procedures bylaw allows for a refused application to be resubmitted six months after the date of Council's refusal.

B. July 2017/March 2018 Application: The application resubmitted in July maintained the original proposal to locate an outdoor play space in the west side yard and added a play area to the south, removing the play area formerly proposed in front of the building. The proposal was changed in March 2108 to remove the proposed play area along the west side of the building and put it back on the north side.



Proposed child care facility, including outdoor play space proposed in July 2017



Proposed child care facility, including outdoor play space proposed in March 2018

Issues associated with the current application include the following:

Application: The applicant's 2017 submission, as amended in 2018, comprises a mix of 2015/2016 information, excerpts from various staff and consultant reports through out that period and various responses to these reports, along with submissions from the potential daycare operator and parents seeking daycare (Council has received most of this material from the applicant and it was reviewed by Committee prior to a decision on the former application). Consequently, a number of aspects of the current proposal are unclear and, if the application is to be given further consideration, the staff file manager requests the applicant be required to provide an updated, comprehensive and concise application.

Site remediation: Additional information was provided confirming the applicant's position that remediation has been completed to a commercial standard. While staff continue to question if that standard would be appropriate for a child care facility, this report does not identify a need for further information.

Fraser Health Licence: A child care facility requires a licence from Fraser Health to ensure facilities are designed and operated in accordance with its requirements. Prior to issuing a

business licence for a daycare, the Bylaw Services Division will contact Fraser Health to determine if the business has obtained the necessary licence; Fire Protective Services also provides comment as part of this process. Following receipt of the current application, in late 2017 staff contacted Fraser Health by letter to ask if it had any specific concerns with the application or conditions it would wish to see met through the City's rezoning process. Fraser Health responded it would only provide comments following review of a complete application.

Proximity to CP Rail: The Federation of Canadian Municipalities and Railway Association of Canada's *Guidelines for New Development in Proximity to Railway Operations* (2013) outlines standard mitigation measures for new development. The guidelines emphasize the importance of early consultation with the railway but to date, the applicant has not provided the City with any comments.

The buildings within the Shaughnessy Station shopping centre pre-date the guidelines and the buildings along the south property line are closer than the recommended minimum setbacks. For example, the recommended residential building setback from a principle rail line with more than 5 trains per day is 30m and the minimum noise barrier height to a residential use is 5.5m (18'); there are no guidelines contemplating outdoor play space within this area. One of the multiple rail lines with the CP Rail property is only 6m from the play area on the south.

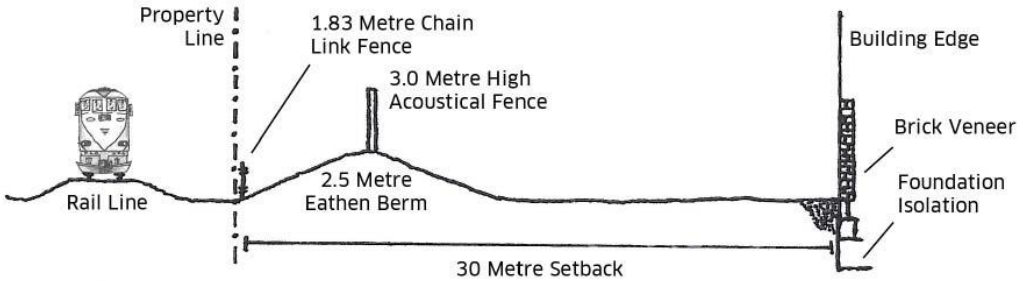
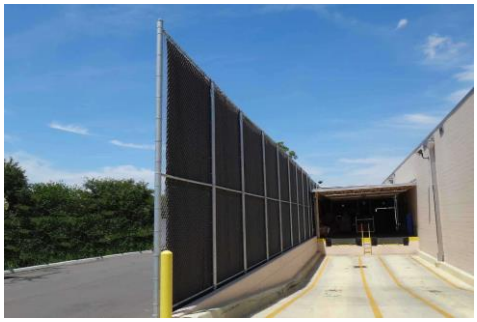


Figure 1: Example of Standard Mitigation Measures (Image Source: Figure 2: Standard mitigation for new residential development in proximity to a main line railway, pg. 19).

In an attempt to better understand potential safety concerns, staff viewed information posted by the Transportation Safety Board of Canada, which is an independent agency that advances transportation safety by investigating occurrences in the marine, pipeline, rail and air modes of transportation. Its website includes data such as the number of derailments by month and province, identifies concerns with respect to issues such as the risk posed by the transportation of large quantities of dangerous goods, and makes recommendations on safety issues.

The Fire and Emergency Services Department has expressed its concern about locating a playground in the proposed location, including the potential for safety issues associated with a playground so close to not only the rail yard but also the loading dock at the rear of the building. It recommends that infants and children not be put at risk and requests that the applicant be advised to seek a safer site for this type of assembly occupancy.

Noise Attenuation & Fencing: The location of the outdoor play areas immediately adjoining CP Rail's property and Shaughnessy Street means they would be noisy locations. To address this, the applicant proposes to surround the south play area with a specialized acoustic fence. A portion of the fence would be alongside an existing loading bay, similar to the image on the supplier's website below. The website for the proposed fencing also shows how a visual impact can be mitigated by planting hedges or climbing plant material. The current application does not include sufficient information on the design, height, location, or landscaping of the fence or the loss of existing vegetation to determine its impacts or compliance with Zoning Bylaw siting and height regulations.



Example of the proposed acoustic fence

Air Quality: The air quality where the outdoor play areas are proposed is a major concern. Staff research indicates there is increasing public health concern where small children are being exposed to poor quality air due to inappropriate play area locations. Health Canada's publication, *Human Health Risk Assessment for Diesel Exhaust*, notes diesel emissions are estimated to contribute significantly to ambient concentrations of NO_2, $PM_{2.5}$ and ground level ozone (O_3) particularly where close to major transportation routes. Children can be at greater risk for adverse effects as they inhale proportionally more air than adults. A University of Washington study found residents living near rail lines faced increased exposure to harmful microscopic particles from diesel emissions. As staff observed a detectable diesel smell from train activity at the proposed playground site, it would be critical to obtain information on the specific air quality (if this application is to be further considered) as the potential operator proposes to restrict children the on-site outdoor play areas rather than allowing for them to walk across Shaughnessy Street to get to Lion's Park.

Traffic Impacts: The applicant's submission had included the following information from Bunt & Associates:

"From traffic and parking standpoints, the synergies realized in locating child care within a shopping centre precinct are compelling, and include:

- *Shopping centres are typically located on well-travelled, commuter traffic routes. With much of the morning drop-off and afternoon pick-up activity for child care centres tied in with the morning and afternoon commute, the linkage couldn't be more direct. Moreover, the proximity of other stores, shops and services within the shopping centre enables a linking of trip purposes, i.e., picking up children and grocery shopping after work, i.e., two trip purposes, one trip.*

- *The peak traffic and parking period for shopping centres, with the most significant impact on the area transportation system, is typically the Saturday afternoon period. Child care facilities are typically not in operation at this time; conversion of retail space to child care therefore serves to reduce the overall shopping centre traffic and parking activity during the Saturday afternoon period.*
- *The morning peak traffic and parking period for child care centres is typically early in the morning before many of the stores open. The shopping centre parking lots and driveways are typically only lightly used at these times.*
- *The weekday afternoon period for pick-up from child care is generally not as peaked as the morning period. While shopping centre traffic and parking can be considerable in the weekday afternoon period, the difference between the traffic and parking activity of retail space versus child care space during the weekday afternoon period is not significant."*

This assessment indicates that shopping centres can be suitable locations for child care facilities from the perspective of vehicular access and on-site traffic management.

Pedestrian and Visual Impacts: The proposed play area on the north side of the building would eliminate a popular pedestrian short-cut connecting between the Shaughnessy Street sidewalk and the shopping centre. Acoustic fencing around the play area, if required, could also reduce the amenity of this pedestrian realm. A previous design scheme had also showed that a play space in this location could reduce the visibility of an adjoining commercial business.

Interior renovations: The Building Division advises that a change of use to an assembly A2 occupancy is not as per the original building design and it requires a building code analysis from an architectural registered professional to show changes required to comply with the BC Building Code. Staff would also wish to ensure that there would be sufficient windows added to the building to meet guidelines for a child care facility. While this information can be provided in consideration of future development permit and building permit applications, it is important to bring it to the applicant's attention in the rezoning process.

United Way Child Care Needs Assessment: The assessment, completed in fall 2017, identified concerns of parents in the Tri-Cities with respect to their child care arrangements. The applicant has not identified a response to key findings of this study, which include:

- insufficient time scheduled for children to play outdoors
- high cost
- hours of operation, with an identified need for extended hours due to time to commute to work and a preference for child care to be close to homes and local schools
- lack of access to parks and the outdoors for children in care
- need for more before and after school care close to school, especially in Port Coquitlam
- more licensed child care spaces in the Tri-Cities (39%) compared to province (22%).

Off-Sites and Encroachments: This report has not identified the potential off-site improvements that may be required of the development and would need to be determined if this application proceeds to further consideration. Staff previously noted that there is an existing encroachment agreement related to lighting along the Shaughnessy Street sidewalk would need to be assessed if this application is to be further considered.

FINANCIAL IMPLICATIONS

None associated with consideration of a change in use as proposed.

PUBLIC CONSULTATION

A sign has been posted on the site and several enquiries have been received by staff regarding the status of the application.

OPTIONS

(Check = staff recommendation)
Smart Growth Committee may:

#	Description
1 ✓	Recommend to Council that the application be refused.
2	Request the applicant provide information prior to making a determination such as: (1) A concise written submission describing the proposal and identification of any requested variances (compliance with municipal regulations); (2) Information from Fraser Health as to its licence requirements for a large child care facility at this location; (3) Comment from CP Rail; (4) An air quality assessment for the proposed outdoor play areas in sufficient detail to assess if proximity to rail yard and tracks (for the south play area) and Shaughnessy Street (north play area) would be a concern; (5) Design and siting information regarding the fencing, including impacts on Shaughnessy Street and landscaping; (6) A building code analysis and identification of design changes to comply with daycare guidelines; and, (7) Off site requirements.
3	Determine the conditions it wishes to have the applicant meet prior to bylaw adoption and recommend to Council taht the identified conditions be set and the application proceed to a Public Hearing.

ATTACHMENTS

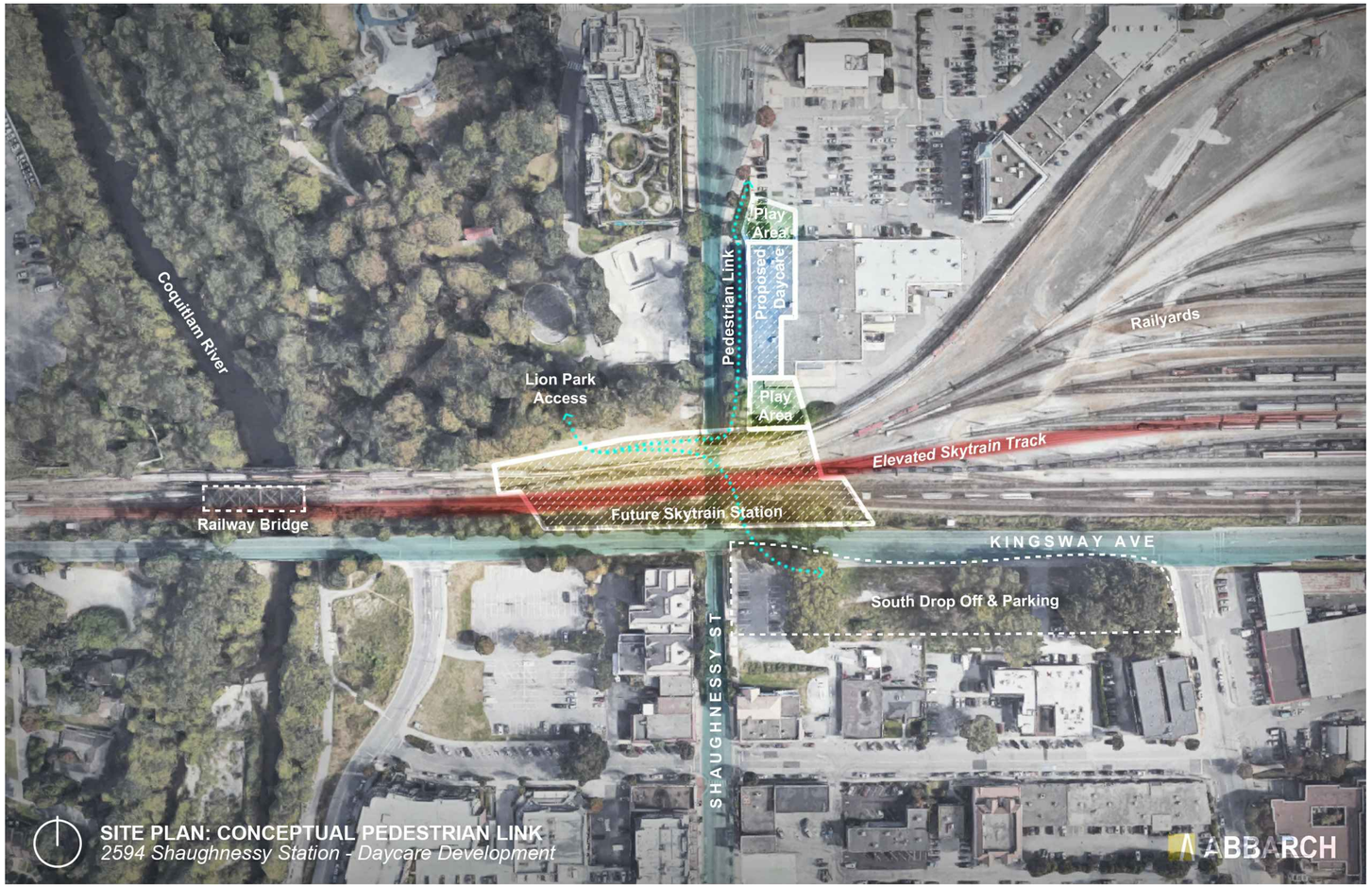
Attachment #1: Drawings submitted March 13, 2018

Attachment #2: Staff report to Smart Growth Committee July 27, 2016

2594 SHAUGHNESSY DAYCARE

PORT COQUITLAM, BRITISH COLUMBIA

ISSUED FOR RE-ZONING
MARCH 13, 2018



PROJECT INFORMATION

CIVIC ADDRESS:
2850 SHAUGHNESSY ST., SUITE 3190
PORT COQUITLAM, BC V3C 6K5

LEGAL DESCRIPTION:
LOT 1, NEW WEST DISTRICT,
PLAN LMP21954 DISTRICT
LOT 379 & 464, GROUP 1

APPLICABLE CODE:
BRITISH COLUMBIA BUILDING CODE (2012)

DRAWING SHEET STANDARDS:

DENOTES DISCIPLINE (ie. ARCHITECTURAL, STRUCTURAL, ETC.)

A1.2

DENOTES SHEET NUMBER WITHIN SERIES

DENOTES LATEST REVISION NO.

DENOTES DRAWING SERIES BY NUMBER (ie. PLANS, SECTION, ELEVATIONS ETC.)

DIRECTORY:

CLIENT/OWNER: **TERRACAP MANAGEMENT INC.**
100 SHEPPARD AVENUE EAST, SUITE 502
TORONTO, ON
M2N 6N5
CONTACT: JASON McCAULLEY
TEL: (416) 222-9345
FAX: -
E-MAIL: JMcCauley@terracap.ca

ARCHITECT: **ABBARCH ARCHITECTURE INC**
Suite 500, One Bentall Centre, 505 Burrard ST. Box 79
VANCOUVER, B.C.
V7X 1M4
CONTACT: MICHAEL BURTON-BROWN - PRINCIPAL
DAVID TOO - PROJECT MANAGER
TEL: (604) 669-4041
FAX: (604) 683-5338
E-MAIL: mbb@abbarch.com
E-MAIL: dtoo@abbarch.com

DRAWING LIST:

ARCHITECTURAL:

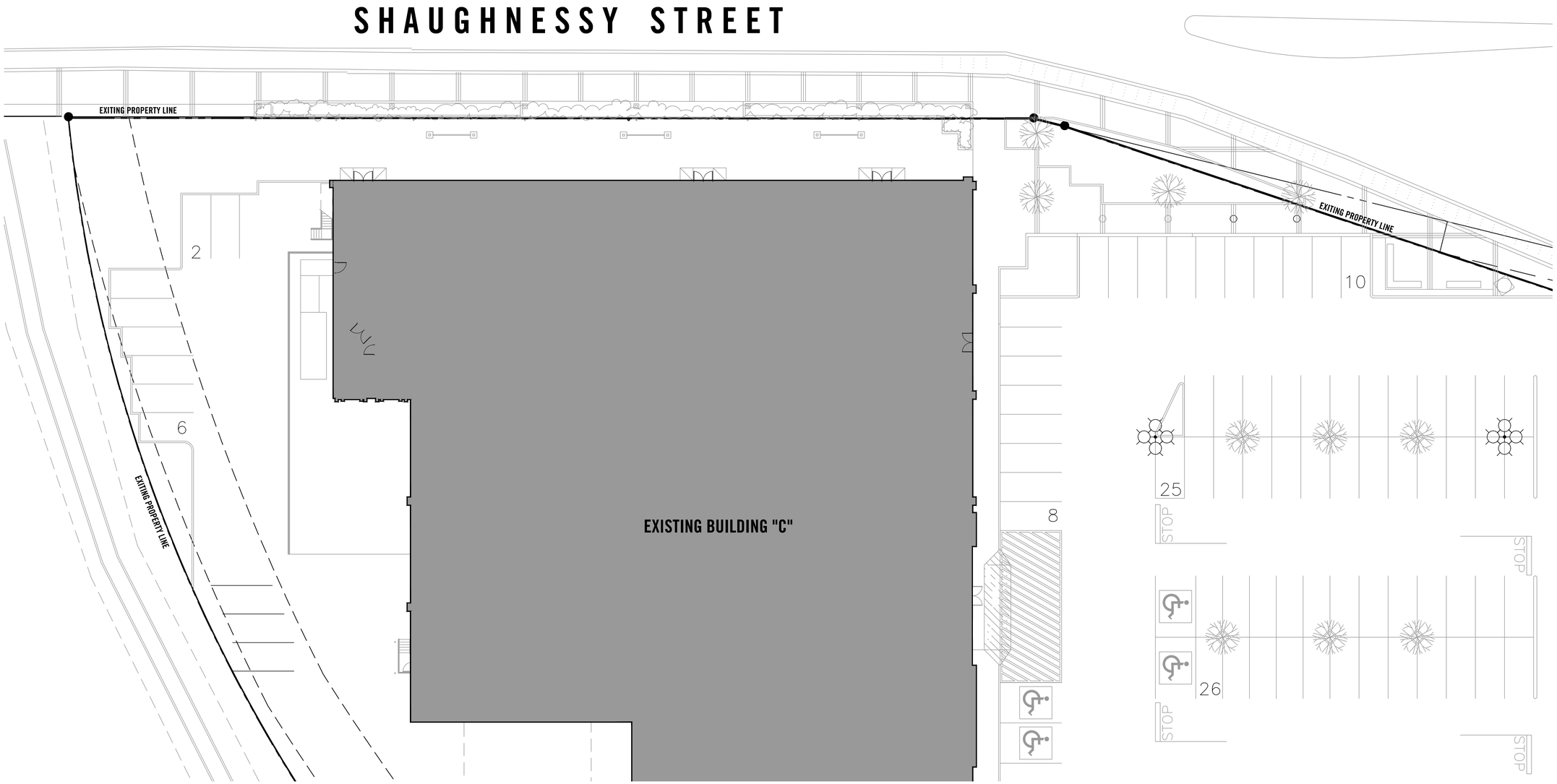
A0.0 COVER SHEET
A1.1 SITE PLAN - EXISTING
A1.2 SITE PLAN - DEMOLITION
A1.3 SITE PLAN - PROPOSED

ABBREVIATIONS:

ALUM.	ALUMINUM	GL.	GLASS	PTD.	PAINTED
ANOD.	ANODIZED	G.1.S.	GOOD ONE SIDE	P. LAM.	PLASTIC LAMINATE
A.F.F.	ABOVE FINISHED FLOOR	G.W.B.	GYPSUM WALL BOARD	PLY.	PLYWOOD
BLKG.	BLOCKING	H.C.	HANDICAP	P.T.	PRESSURE TREATED
B.G.	BUILDING GRADE	HR.	HOUR	R/W	RIGHT OF WAY
BLDG.	BUILDING	HDW.	HARDWARE	RWL.	RAIN WATER LEADER
BOL.	BOLLARD	H.C.W.	HOLLOW CORE WOOD	R, RAD.	RADIUS
CLG.	CEILING	HDWD.	HARDWOOD	R.T.	RESILIENT TILE
C/W	COMPLETE WITH	HT.	HEIGHT	REQ'D.	REQUIRED
CONC.	CONCRETE	HORIZ.	HORIZONTAL	REV.	REVISION
C.M.U.	CONCRETE MASONRY UNITS	H.M.	HOLLOW METAL	R.D.	ROOF DRAIN
CORR.	CORRUGATED	H.B.	HOSE BIB	R.O.	ROUGH OPENING
CG	CORNER GUARD	I.D.	INSIDE DIAMETER	STRUCT.	STRUCTURAL
C.J.	CONTROL JOINT	JT.	JOINT	SPEC.	SPECIFICATION
DIA.	DIAMETER	L.	LENGTH	S.S.	STAINLESS STEEL
DCJ	DRYWALL CONTROL JOINT	L.S.	LANDSCAPE	ST.	STAIR
DWG	DRAWING	MECH.	MECHANICAL	S.F., SQ. FT.	SQUARE FEET
ELEV.	ELEVATION	MAX.	MAXIMUM	STL.	STEEL
EQ.	EQUAL	MET.	METAL	TR.	TREAD
EXT.	EXTERIOR	MIN.	MINIMUM	TYP.	TYPICAL
ELEC.	ELECTRICAL	MISC.	MISCELLANEOUS	T/O	TOP OF
EXIST.	EXISTING	N.I.C.	NOT IN CONTRACT	T.O.W.	TOP OF WALL
F.R.P.	FIBERGLASS REINFORCED PANEL	N.T.S.	NOT TO SCALE	U/G	UNDERGROUND
FHC	FIRE HOSE CABINET	NO.	NUMBER	U/S	UNDER SIDE
F. EXT.	FIRE EXTINGUISHER	O.C.	ON CENTRE	UNFIN.	UNFINISHED
F.D.	FLOOR DRAIN	O.D.	OUTSIDE DIAMETER	V.B.	VAPOUR BARRIER
FTG.	FOOTING	O/O	OUT TO OUT	V.C.T.	VINYL COMPOSITE TILE
FDTN.	FOUNDATION	O/A	OVERALL	V.I.F.	VERIFY IN FIELD
F.S.	FULL SIZE	P.C.	PRECAST	V. WC.	VINYL WALL COVERING
FIN.	FINISH	P.C. CONC.	PRECAST CONCRETE	VERT.	VERTICAL
F.O.	FINISHED OPENING	PREFAB.	PREFABRICATED	W.C.	WATER CLOSET
GALV.	GALVANIZED	PREFIN.	PREFINISHED	W.P.	WATERPROOFING
GA.	GAUGE	PL, PROP.	PROPERTY LINE	WD.	WOOD

ABBARCH
Engaging Design™

VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441



SITE LEGEND:

ELEVATIONS ARE IN METRIC UNITS

- C.B. — CATCH BASIN
- 100.00 — EXISTING TOPO ELEVATION IN METERS BASED ON CITY RECORD AS-BUILT DWGS DATED: 1992-03-20
- 100.00 — PROPOSED NEW FIN. GRADE (METERS)
- F.H. — FIRE HYDRANT
- SIAMESE CONNECTION
- M.H. — MANHOLE OR RIM
- TOC — TOP OF CONCRETE
- STOP — STOP SIGN
- H/C — ACCESSIBLE PARKING SIGN
- B — BOLLARD
- LAMP STANDARD
- CAR PLUG-IN STATION
- MAIN BUILDING ENTRANCE
- SECONDARY BUILDING ENTRANCE
- CONCRETE LETDOWN
- BIKE RACK
- PAINTED ACCESSIBLE PARKING SIGN
- SC — PAINTED "SMALL CAR ONLY"
- L.S. — LANDSCAPING
- C — CONCRETE
- T — TRANSFORMER VAULT (SEE ELECT. DWGS.)
- PAINTED TRAFFIC ARROWS
- STOP — PAINTED STOP LINE
- PAINTED CROSSING
- PROPERTY LINE
- FIRE TRUCK ROUTE & HEAVY DUTY ASPHALT

THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BULKHEADS, CEILINGS, EQUIPMENT, PIPING AND OTHER SUSPENDED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS, REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE RESPECTIVE CONTRACTOR AND SUB-CONTRACTOR. DESIGNS SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS, AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE SIGNED AND SEALED DRAWINGS AND CERTIFY THE COMPLETED INSTALLATION. UTILISING SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

NO	DATE	ISSUE / ADDENDUM / REVISION
01	2018/03/13	ISSUED FOR RE-ZONING

TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

ABBARCH
Engaging Design™
VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441

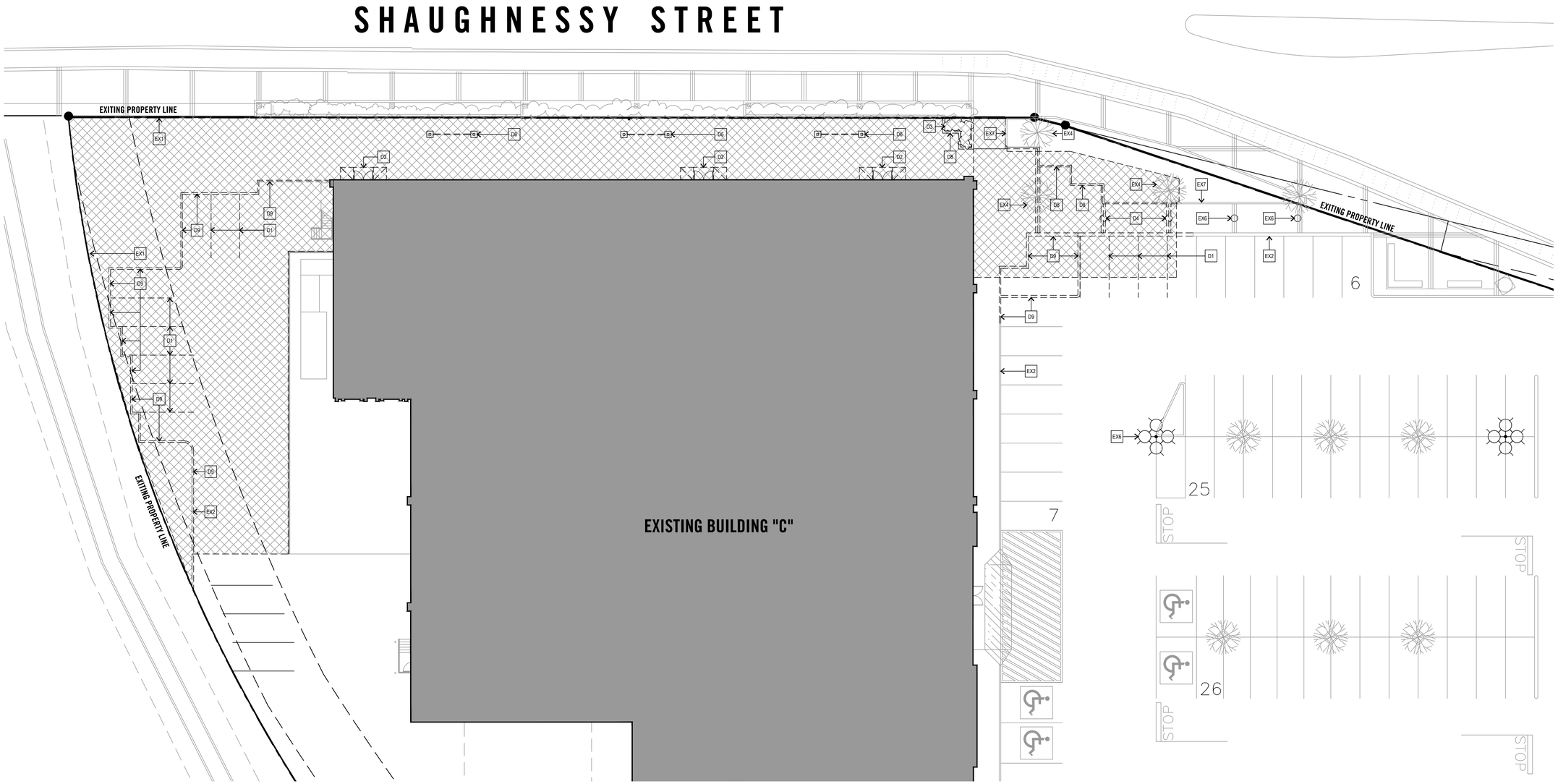
SEAL:

SHEET TITLE:

SITE PLAN - EXISTING

PROJECT NO:	2594
DRAWN BY:	CN
CHECKED BY:	DT
DATE:	-
SCALE:	1/16" = 1'-0"
SHEET:	A1.1

Mar 13, 2018 - 10:20am - USER CJN
P:\2594 Shaughnessy Station Daycare Rezoning\Drawings\7 Sheets\2594 A1.1 Site Plan - Existing.dwg



SITE LEGEND:

ELEVATIONS ARE IN METRIC UNITS

- C.B. — CATCH BASIN
- 100.00 — EXISTING TOPO ELEVATION IN METERS BASED ON CITY RECORD AS-BUILT DWGS DATED: 1992-03-20
- 100.00 — PROPOSED NEW FIN. GRADE (METERS)
- F.H. — FIRE HYDRANT
- SIAMESE CONNECTION
- M.H. — MANHOLE OR RIM
- TOC — TOP OF CONCRETE
- STOP — STOP SIGN
- H/C — ACCESSIBLE PARKING SIGN
- B — BOLLARD
- LAMP STANDARD
- CAR PLUG-IN STATION
- MAIN BUILDING ENTRANCE
- SECONDARY BUILDING ENTRANCE
- CONCRETE LETDOWN
- BIKE RACK
- PAINTED ACCESSIBLE PARKING SIGN
- SC — PAINTED "SMALL CAR ONLY"
- L.S. — LANDSCAPING
- C — CONCRETE
- T — TRANSFORMER VAULT (SEE ELECT. DWGS.)
- PAINTED TRAFFIC ARROWS
- STOP — PAINTED STOP LINE
- PAINTED CROSSING
- PROPERTY LINE
- FIRE TRUCK ROUTE & HEAVY DUTY ASPHALT

DEMOLITION NOTES:

- D1 — GRIND OFF PAINTED PARKING STALL STRIPE/ ISLAND. PATCH & MAKE GOOD.
- D2 — DEMOLISH EXISTING CONCRETE LANDING AND SUB-BASE. PATCH, PREP & MAKE GOOD FOR NEW GROUND TREATMENT. RE: LANDSCAPE DWGS.
- D3 — DEMOLISH EXISTING LANDSCAPE, PATIO STONE WALKWAY, AND SUB-BASE. PATCH, PREP & MAKE GOOD FOR NEW GROUND TREATMENT. RE: LANDSCAPE DWGS.
- D4 — DEMOLISH EXISTING LAMP POST, SONO-TUBE FOUNDATION, AND ELECTRICAL CONNECTION. PATCH AND MAKE GOOD AS REQUIRED TO CONNECT ELECTRICAL FEEDS IN UNDERGROUND CONDUITS TO PATCH THROUGH CIRCUIT TO OTHER FIXTURES.
- D5 — REMOVE AND SALVAGE EXISTING BIKE RACK. PATCH, PREP & MAKE GOOD EXISTING SURFACES. PREPARE TO RE-INSTALL IN LOCATION INDICATED ON SITE PLAN.
- D6 — DEMOLISH EXISTING TRELLIS FEATURE. PATCH & MAKE GOOD.
- D7 — DEMOLISH EXISTING HANDRAILS. PATCH, PREP & MAKE GOOD EXISTING SURFACES.
- D8 — REMOVE EXISTING PLANTER CONCRETE WALLS, LANDCAPE, VEGETATION, SOIL, AND SUB-BASE. PATCH, PREP & MAKE GOOD FOR NEW GROUND TREATMENT. RE: LANDSCAPE DWGS.
- D9 — REMOVE EXISTING CONCRETE CURB/ PARKING ISLAND. PATCH & MAKE GOOD.
- EX1 — EXISTING PROPERTY LINE TO REMAIN.
- EX2 — EXISTING CONCRETE CURB TO REMAIN.
- EX3 — EXISTING SIDEWALK TO REMAIN.
- EX4 — EXISTING HEDGES, TREES, LANDSCAPE TO REMAIN.
- EX5 — EXISTING OVERHEAD GLASS/METAL CANOPY TO REMAIN.
- EX6 — EXISTING PARKING LOT LIGHT STANDARDS AND SITE LIGHT FIXTURES TO REMAIN.
- EX7 — EXISTING LANDSCAPE CONCRETE PLANTERS TO REMAIN.
- CROSS-HATCHED AREA INDICATES EXTENT OF ASPHALT PARKING LOT, CONCRETE SIDEWALK/ IN-SET INTERLOCKING STONE, SOIL AND SUB-BASE TO BE REMOVED. PATCH, PREP & MAKE GOOD FOR NEW FINISHES.

THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BULKHEADS, CEILINGS, EQUIPMENT, PIPING AND OTHER SUSPENDED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS, REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE RESPECTIVE CONTRACTOR AND SUB-CONTRACTOR. DESIGNS SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS, AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE SIGNED AND SEALED DRAWINGS AND CERTIFY THE COMPLETED INSTALLATION. UTILISING SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

NO	DATE	ISSUE / ADDENDUM / REVISION
01	2018/03/13	ISSUED FOR RE-ZONING

TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

ABBARCH
Engaging Design™
VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441

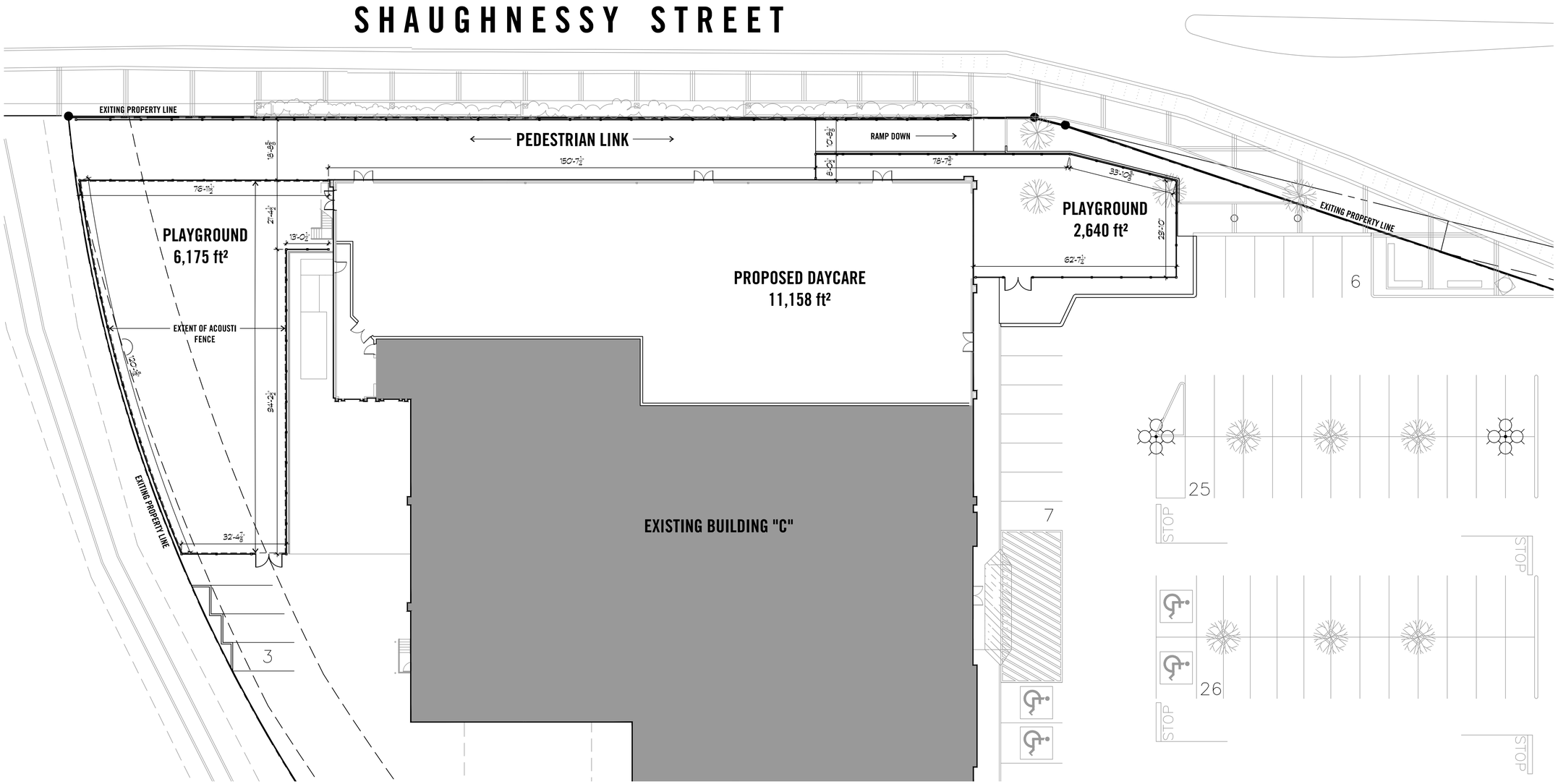
SEAL:

SHEET TITLE:

SITE PLAN - DEMOLITION

PROJECT NO:	2594
DRAWN BY:	CN
CHECKED BY:	DT
DATE:	-
SCALE:	1/16" = 1'-0"
SHEET:	A1.2

Mar 13, 2018 - 10:20am - USER CuN
P:\2594 Shaughnessy Station Daycare Rezoning\Drawings\7 Sheets\2594 A1.2 Site Plan - Demolition.dwg



SITE LEGEND:

ELEVATIONS ARE IN METRIC UNITS

- C.B. — CATCH BASIN
- 100.00 — EXISTING TOPO ELEVATION IN METERS BASED ON CITY RECORD AS-BUILT DWGS DATED: 1992-03-20
- 100.00 — PROPOSED NEW FIN. GRADE (METERS)
- F.H. — FIRE HYDRANT
- SIAMESE CONNECTION
- M.H. — MANHOLE OR RIM
- TOC — TOP OF CONCRETE
- STOP — STOP SIGN
- H/C — ACCESSIBLE PARKING SIGN
- B — BOLLARD
- LAMP STANDARD
- CAR PLUG-IN STATION
- MAIN BUILDING ENTRANCE
- SECONDARY BUILDING ENTRANCE
- CONCRETE LETDOWN
- BIKE RACK
- PAINTED ACCESSIBLE PARKING SIGN
- SC — PAINTED "SMALL CAR ONLY"
- L.S. — LANDSCAPING
- C — CONCRETE
- T — TRANSFORMER VAULT (SEE ELECT. DWGS.)
- PAINTED TRAFFIC ARROWS
- STOP — PAINTED STOP LINE
- PAINTED CROSSING
- PROPERTY LINE
- FIRE TRUCK ROUTE & HEAVY DUTY ASPHALT

THE DESIGN OF ALL SUSPENDED ARCHITECTURAL COMPONENTS INCLUDING BULKHEADS, CEILINGS, EQUIPMENT, PIPING AND OTHER SUSPENDED ITEMS MUST BE CARRIED OUT BY PROFESSIONAL STRUCTURAL ENGINEERS, REGISTERED TO PRACTICE IN THE PROVINCE OF BRITISH COLUMBIA AND EMPLOYED DIRECTLY BY THE RESPECTIVE CONTRACTOR AND SUB-CONTRACTOR. DESIGNS SHALL TAKE INTO ACCOUNT ALL SEISMIC AND DESIGN LOAD REQUIREMENTS, AS SET OUT IN THE BRITISH COLUMBIA BUILDING CODE, LATEST EDITION. THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE SIGNED AND SEALED DRAWINGS AND CERTIFY THE COMPLETED INSTALLATION. UTILISING SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE. THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

NO	DATE	ISSUE / ADDENDUM / REVISION
01	2018/03/13	ISSUED FOR RE-ZONING

TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

ABBARCH
Engaging Design™
VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441

SEAL:

SHEET TITLE:

SITE PLAN - PROPOSED

PROJECT NO:	2594
DRAWN BY:	CN
CHECKED BY:	DT
DATE:	-
SCALE:	1/16" = 1'-0"

SHEET: A1.3

Mar 13, 2018 - 10:15am - USER CuN
P:\2594 Shaughnessy Station Daycare Rezoning\Drawings\7 Sheets\2594 A1.3 Site Plan - Proposed.dwg

TOPOGRAPHICAL PLAN OF LOT 1
DISTRICT LOTS 379 AND 464, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN LMP21954

SCALE 1:250

All distances are in metres

PARCEL IDENTIFIER 019-183-721
CIVIC ADDRESS 2850 Shaughnessy Street
Port Coquitlam, B.C.

CHARGES ON TITLE		
CHARGE NO.	NATURE	PLAN
AB97997	SRW	77958
BJ39857	EASEMENT	
BJ39858	SRW	LMP21955
BJ39862	EASEMENT	LMP21956
BJ39863	RESTRICTIVE COVENANT	LMP21959
BJ39864	RESTRICTIVE COVENANT	
BJ39872	RESTRICTIVE COVENANT	LMP21957
BJ39873	RESTRICTIVE COVENANT	LMP21958
BJ39874	RESTRICTIVE COVENANT	LMP21958
BJ39875	RESTRICTIVE COVENANT	
BJ117638	SRW	LMP21956
BJ117640	EASEMENT	
BJ117642	EASEMENT	
BJ117643	EASEMENT	
BJ208354	SRW	
BJ208355	SRW	LMP21955
BJ210781	SRW	LMP21955
BK72249	LEASE	LMP27105
BK72250	SUBLEASE	
BK210534	SRW	LMP21955
BK210535	SRW	
BL265968	LEASE	LMP30969
BL265970	LEASE	LMP34487
BL265971	RESTRICTIVE COVENANT	LMP34487
BL265972	RESTRICTIVE COVENANT	
BL265973	LEASE	LMP34478
BL265974	RESTRICTIVE COVENANT	
BY27591	LEASE	LMP25361
BY27592	EASEMENT	LMP25361

LEGEND :

- Spot Elevation
- Elevation of Top of Wall
- Bollard
- Parking Stall
- Fire Hydrant
- Lamp Standard
- Catch Basin
- Cleanout Lid
- Gas Meter
- Service Box
- Power Pole
- Sign
- Water Valve
- Speed Bump
- Coniferous Tree
- Deciduous Tree

Lot dimensions are based on Plan LMP21210.

Elevations are Geodetic, shown in metres.

CERTIFIED CORRECT
this 5th day of January, 2016.

W. PAPOVE BCLS

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
#101 - 2329 WESTMINSTER STREET
PORT COQUITLAM, B.C. V3B 7K8
TEL : (604) 464-3169
FAX : (604) 464-6509

FILE NUMBER : 6256C

CITY OF PORT COQUITLAM

Report to Committee

DATE: July 19, 2016

TO: Smart Growth Committee

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: **#3190 - 2850 SHAUGHNESSY ST REZONING APPLICATION RZ000126 (PROPOSED CHILD CARE FACILITY)**

EXECUTIVE SUMMARY

The owner of the vacant store front located in the Shaughnessy Station commercial development (the former Canadian Tire building) has submitted a rezoning application to allow for a child care facility that would accommodate up to 136 children.

This application raises a number of significant concerns about the appropriateness of the proposed location for a daycare and the demand for a facility of this size at this location. In particular, staff's concerns include the proximity of an outdoor play area located along the west side of the building to Shaughnessy Street and the CP Rail tracks, traffic impacts from vehicles at peak pick-up and drop-off times and traffic impacts as well as safety issues related to children regularly crossing Shaughnessy Street to get to Lions Park, site contamination, institutional use of an area designated to promote retail commercial development, and the existing supply of child care spaces in the area.

Based on information provided by the applicant to date and staff's analysis of the site's constraints for a child care use, it is recommended that SGC resolve to not support the application. If this recommendation is approved by the Committee, then the applicant may appeal the rejection and the application must be considered at a Council meeting.

Should Committee determine that it wishes to further consider the application, then staff would work with the applicant to obtain additional information during the summer recess with the intent that a report would be brought forward to SGC that identifies recommended conditions of the rezoning.

RECOMMENDATION

That SGC recommend to Council that the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at #3190 - 2850 Shaughnessy Street be refused.

1. BACKGROUND

1.1. Application: This application originated as a proposal to rezone a vacant commercial unit to allow a child care facility that would accommodate 107 children. The application was subsequently amended to replace the original applicant (a planning firm) with an architectural firm, Abbarch Architecture, and to increase the number of children to be accommodated at the facility to 136.

1.2. History: The site was originally part of CP Rail lands. In 1996, it was rezoned and subdivided for the development of the Shaughnessy Station as a highway-oriented shopping centre. There have been a number of changes to this centre over the years with the most recent being in 2012, when SGC issued a DP amendment to allow for alteration of the former Canadian Tire building into smaller units with work including façade improvements and landscape enhancements in the parking lot.

1.3. The Proposal: The applicant wishes to redevelop the vacant commercial unit for a child care facility with an outdoor play area along the west side of the building. The facility would be leased to an independent operator and building alterations would be made to accommodate the change in use. There would be six groups of infants and toddlers, with 12 children in each of these groups, and four groups of preschoolers, with 16 children in each of these groups; care would be offered between the hours of 7 am and 6 pm Monday through Friday.

2. POLICY & REGULATIONS

2.1. OCP Policies: The OCP's policies promote having a sufficient number of child care spaces located throughout the community, including in residential areas, close to educational facilities (schools) and at business centres. OCP policies also promote commercial and mixed-use development of sites in the downtown and, where appropriate, of sites with a highway orientation. The land use designation is Downtown Commercial.

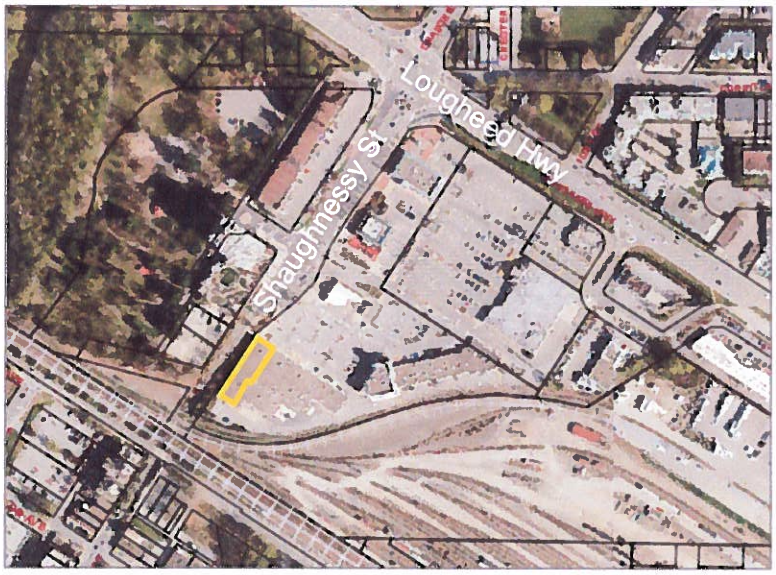
2.2. Zoning Bylaw: The property is zoned Comprehensive Development Zone 10 (CD10), which allows for the uses permitted in the Community Commercial (CC) zone well as automobile sales and rentals, accessory automobile servicing and auditoriums. The CC zone allows for child care facilities with a maximum of 25 children in a facility at any one time. A child care facility in a CD zone is further subject to a regulation that it is to serve residents or persons residing in adjacent apartments or apartment residential zones.

2.3. Child Care Licenses: Child care facilities are regulated under the Child Care Licensing Regulation and Standards of Practice of the *Community Care and Assisted Living Act* and require a child care license from Fraser Health. Licenses are not required for facilities with 1 or 2 children.

2.4. Development Procedures Bylaw: All applications to amend the Zoning Bylaw are considered by Council and only Council has the authority to refuse an application for a bylaw amendment.

3. COMMENTS AND ANALYSIS

3.1. Site Characteristics and Context: Shaughnessy Station is located on the eastern side of Shaughnessy Street just north of the underpass and contains multi-tenant buildings, a large grocery store, restaurants, banks, offices and other commercial uses. The property backs onto the CP Rail railway.



The proposed site for the daycare is located adjacent to Shaughnessy Street in a multi-tenant building that was formerly occupied by the Canadian Tire business. A landscape strip located along the side of the building encroaches into the City road right-of-way and a retaining wall supports the back part of this area.

3.2. Project Description: The proposal is to renovate the vacant 1036.6 m^2 (11,158 ft^2) commercial unit to create a facility with 10 classrooms, 6 napping rooms, and supporting office and kitchen rooms. The landscaping along the western side and 9 parking spaces in front of the building would be replaced with a fenced outdoor play area for the children that would be accessed from a new entry along the façade. The operator also intends to take advantage of the close proximity of this site to Lions Park.

The applicant has provided the following to date:

- a transportation letter by Bunt & Associates providing an analysis of the potential impacts of a child care facility with 107 children: the study determined that there would be sufficient parking to accommodate the proposed use. The study also identified that the frequency of arrivals and departures would be appreciably higher compared to the previous commercial use but did not comment on the potential impact on existing transportation network.
- an air quality and noise study that recommended use of acoustic materials in the building's renovation, but did not address the impact of noise on the outdoor play area. It also used office building standards for assessing air quality.
- an incomplete site profile that would need to be completed to meet the requirements of the Ministry of Environment.

Significant offsite improvements would be recommended as conditions of the rezoning in accordance with normal practice and could include reconstruction of the adjacent portions of Shaughnessy Street and Lougheed Highway, upgrading services and street lighting, and construction of a portion of a multi-purpose pathway. Another recommended condition of a rezoning would be renewal of an expired encroachment agreement for the retaining wall within the City right-of-way.

3.3. Existing Supply of Child Care Spaces: There are 176 licenced child care spaces located within approximately 400m of the proposed site (a 5-minute walk). 36 of these spaces are for infants and toddlers and 140 for children aged 3 to 5. There is also an active licence application for an additional 8 infant and toddler spaces and 16 spaces for children aged 3 to 5 within the same radius.

3.4. Discussion & Analysis

A number of issues have been identified as follows:

- The site was formerly used by CP Rail and was remediated to meet standards required for office and commercial uses. Further remediation of the site may be necessary for this proposed change of use to meet the standards required for a child care facility.
- The on-site outdoor play area meets the minimum size required for a large child care facility, but its location is immediately adjacent to heavy traffic on Shaughnessy Street as it emerges from the underpass and an active railway line.

- The potential use of the popular children's play area in Lions Park leads to two issues: one, that a large number of children would be crossing the busy intersection at Lions Way and Shaughnessy Street to get to the play area and secondly, that the public park could become a substitute for the facility's required on-site play area if it is determined to be too noisy or its air quality is too poor for frequent use.
- An increase in both pedestrian and vehicle traffic may adversely impact the signal operation and traffic flow at Shaughnessy Street and Lions Way.
- High community need for additional child care spaces serving this neighbourhood and, in particular, residents of adjoining residential developments, has not been demonstrated.

3.5. Consultation: The original applicant contacted 29 of the 32 Shaughnessy Station businesses and advised that most did not have any concerns. Questions related to pick-up and drop-off activities were raised, and one business was concerned about the use in close proximity of the railway with respect to noise, pollutants, and hazardous materials.

A sign providing information on the rezoning application is posted on the site. Two nearby child care facilities have each provided comment that they struggle to fill spaces in their facilities and question allowing for additional spaces at this time.

4. OPTIONS

The Smart Growth Committee may:

(1) Recommend to Council that Council refuse the application; or,

(2) Determine that it wishes to further consider the application before making a decision on a recommendation. If this option is selected, staff would work with the applicant to bring forward additional information addressing site contamination, further traffic information, and clarify air quality and noise concerns. In accordance with our normal practice for a rezoning application that is expected to proceed to a Public Hearing, staff would also put forward recommended conditions of approval.

Laura Lee Richard, MCIP
Director of Development Services

ITEM | PAGE

Finance & Budget Committee Report

Revised Permissive Property Tax Exemption Policy

Committee Recommendation

At the July 10, 2018, Finance & Budget Committee Meeting, the initial draft Permissive Property Tax Exemption Policy was presented. Committee recommended changes to the policy and the following motion was passed:

That the Finance & Budget Committee direct staff to amend the Permissive Property Tax Exemption Policy 7.02.04 with the additions that applicants must prove:

- Registered Charity status with the Canada Revenue Agency; and
- That 75% of their services are delivered to Port Coquitlam residents.

The amended Permissive Property Tax Exemption Policy is now before Council for consideration. If council supports the policy as presented, the following motion would be in order:

That Council approve Permissive Property Tax Exemption Policy 7.02.04

ATTACHMENTS

Attachment#1: Permissive Property Tax Exemption Policy Amendments Report
Attachment #2: 7.02.04 Permissive Property Tax Exemption Policy

Permissive Property Tax Exemption Policy Amendments

RECOMMENDATION:

That the Finance and Budget Committee recommend to Council that Permissive Property Tax Exemption Policy 7.02.04 be approved.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the September 5, 2017, Finance and Intergovernmental Committee meeting, the following motion was passed:

That staff provide a permissive exemption review report to Finance and Intergovernmental Committee with

1. *Information on all Port Coquitlam non-profit organizations that provide services to the community,*
2. *Options for requiring annual reporting, and;*
3. *A process for reviewing permissive exemptions on a regular basis.*

REPORT SUMMARY

This report recommends replacing the current permissive exemption policy 7.02.03 (Attachment #2) with a new permissive exemption policy 7.02.04 (Attachment #3) which would allow all Port Coquitlam non-profit organizations the opportunity to apply for a permissive exemption, as well as provide for ongoing monitoring of those exempted. This change will allow Council to approve permissive exemptions for non-profit organizations in Port Coquitlam that provide needed services to the citizens of Port Coquitlam.

DISCUSSION

Statutory Property Tax Exemptions

Statutory property tax exemptions are provided under Community Charter Section 220 for properties such as schools, public hospitals, buildings set apart for public worship and provincial and municipally owned public buildings and land. Statutory property tax exemptions provide exemption from all taxing authorities, such as school tax, Metro Vancouver, TransLink, BC Assessment, and the Municipal Finance Authority. Council does not have any authority over statutory property tax exemptions.

Permissive Property Tax Exemptions

The Community Charter Sections 224, 225 and 226 grants Council the discretion to provide exemptions from property taxes for churches, private schools, charitable and non-profit organizations in accordance with regulations set out in those sections.

The purpose of the Permissive Exemption Policy is to:

- Optimize the provision of charitable and non-profit services for the benefit of Port Coquitlam residents.

- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict provision of exemption to those providing an extension to city services.
- Reduce impact of shifting tax burden to remaining taxable properties.

The city's current policy limits the exemptions possible through the Community Charter to preclude many non-profit organizations from qualifying. Non-profit organizations only qualify under the current policy if they occupy either a city property or a school premises. In the past, as an exception to the policy, Council has approved a permissive exemption to the Royal Canadian Legion because it met all the necessary criteria to be eligible for consideration of an exemption per the Community Charter, even though it did not qualify under the scope of the policy. 2018 permissive exemptions are listed in Attachment #1.

The current policy (Attachment #2) provides that applications are evaluated based on whether or not they are:

1. consistent with municipal policies, plans, bylaws and regulations;
2. a non-profit and provide evidence of financial need;
3. provide a complementary extension to city services and programs that fulfill some basic need or otherwise improve the quality of life of Port Coquitlam residents; and
4. use the property for the specific purposes of the non-profit organization.

It is proposed that the permissive exemption policy be revised to expand its scope to include the following additional exemption category:

5. 100% property tax exemption for non-profit organizations which provide services to the Port Coquitlam community. The bylaw exempting these properties would be for a maximum of 10 years.

This expansion of the scope of the policy would allow all Port Coquitlam non-profit organizations which pay property taxes to make an application and be considered by Council for an exemption.

Annual Reporting Requirement and Process For Review

Since many of the existing permissive exemptions are ongoing, and do not have to be renewed or approved by Council in the future, the proposed revised permissive tax exemption policy includes a provision that permissive tax exemptions previously granted by Council will be subject to an annual review by the Finance Department to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review. The following information would be reviewed:

i. copy of last Registered Charity Information Return or Non-Profit Organization Information Return submitted to the Canada Revenue Agency;
ii. copy of most current Financial Statements;
iii. financial budget (pro-forma balance sheet and income statement) for the current year;
iv. a statement to justify the need for the services and the benefit provided to the residents of Port Coquitlam and statistical or other quantifiable measure demonstrating use and effectiveness of the services provided.

Council may impose the following penalties on an exempted organization for knowingly breaching conditions of exemption:

i. Revoking exemption with notice,
ii. Requiring repayment of monies equal to the foregone tax revenue, and
iii. Disqualifying any future application for a specified time period.

Definition of Non-Profit Organization

To clarify which organizations qualify as non-profit organizations, the following Canada Revenue Agency definition of a non-profit organization as described in paragraph 149(1) (l) of the *Income Tax Act* is included in the proposed policy amendments:

Non-Profit Organization definition:

> A club, society or association that, in the opinion of the Minister, was not a charity within the meaning assigned by subsection 149.1(1) of the *Income Tax Act* and that was organized and operated exclusively for social welfare, civic improvement, pleasure or recreation or for any other purpose except profit, no part of the income of which was payable to, or was otherwise available for the personal benefit of, any proprietor, member or shareholder thereof unless the proprietor, member or shareholder was a club, society or association the primary purpose and function of which was the promotion of amateur athletics in Canada.

The proposed policy is attached as Attachment #3.

FINANCIAL IMPLICATIONS

The revision of the policy has no immediate financial implications. If Council chooses to approve the granting of additional property exemptions to Port Coquitlam non-profit organizations that provide services to the community, that will result in a shift in annual tax burden to the remaining taxable properties in the city. As shown in Attachment #4, in 2018 if all non-profit properties in Port Coquitlam were granted an exemption the City would have had a shift of approximately $350,000 of annual tax revenue to the remaining taxable properties. Please note that this total includes $162,437.99 for properties owned by other governmental agencies.

OPTIONS

#	Description
1 ✅	Amend the Permissive Property Tax Exemption Policy to include all non-profits that provide services to the community, giving them the ability to apply for an exemption.
2	Leave the policy unchanged, where each permissive exemption application would be considered under the current policy objectives and guidelines.
3	Amend the policy as directed by Committee.

ATTACHMENTS

Attachment #1: 2018 Permissive Exemptions

Attachment #2: Policy 7.02.04 Proposed Permissive Property Tax Exemption Policy

Attachment #3: Policy 7.02.03 Current Permissive Property Tax Exemption Policy

Attachment #4: List of non-profit Port Coquitlam Organizations that pay property taxes

2018 City of Port Coquitlam Permissive Exemptions

Attachment 1

Name	Bylaw #	Expiry Date	2018 Tax Relief	Community Charter Permissive Exemption	City Policy
Port Coquitlam Kinsmen Club	3455	2024	$ 11,663	S.224(2)(a) and (d)	1. Non-for-profit occupiers of city property
Hyde Creek Streamkeepers	3455	2024	$ 9,960	S.224(2)(a) and (d)	1. Non-for-profit occupiers of city property
Port Coquitlam Heritage and Cultural Society	3455	2024	$ 6,524	S.224(2)(a)	1. Non-for-profit occupiers of city property
Foursquare Gospel Church of Canada	3927	Ongoing	$ 80,596	S.224(2)(g)	2. Public Worship
The Church in Coquitlam	2205	Ongoing	$ 28,579	S.224(2)(g)	2. Public Worship
Northview Community Church	3521	Ongoing	$ 23,055	S.224(2)(g)	2. Public Worship
Fellowship Deaconry Association of British Columbia	3521	Ongoing	$ 20,162	S.224(2)(g)	2. Public Worship
Trustees of Trinity Congregation of the United Church of Canada	1025	Ongoing	$ 18,550	S.224(2)(g)	2. Public Worship
Vancouver Bible Presbyterian	3186	Ongoing	$ 18,083	S.224(2)(g)	2. Public Worship
Southside Baptist Church	1022	Ongoing	$ 13,732	S.224(2)(g)	2. Public Worship
Port Coquitlam Pentecostal Assembly	2203	Ongoing	$ 13,475	S.224(2)(g)	2. Public Worship
Coquitlam Chinese Evangelical Bible Church	3712	Ongoing	$ 13,020	S.224(2)(g)	2. Public Worship
Tri-City Islamic Centre	3374	Ongoing	$ 12,881	S.224(2)(g)	2. Public Worship
Coquitlam Chinese Evangelical Free Church	2049	Ongoing	$ 11,083	S.224(2)(g)	2. Public Worship
Hope Lutheran Church	1559	Ongoing	$ 7,937	S.224(2)(g)	2. Public Worship
Victory Baptist Church	2204	Ongoing	$ 7,158	S.224(2)(g)	2. Public Worship
Our Lady of Assumption Roman Catholic Church & Elementary	2202	Ongoing	$ 51,416	S.224(2)(f) and (h)	2. Public Worship 3. Private School
Royal Canadian Legion Port Coquitlam (British Columbia/Yukon Command No 133)	3886	2017	$ 26,001	S.224(2) (a)	
Port Coquitlam Seniors Housing	3188	Ongoing	$ 17,310	S.224(2)(h)	
			$ 391,185		

Community Charter
S.224(2)(a) - Statutory Exemption - Not for Profit
S.224(2)(d) - Permissive Exemption - Occupier of City owned property
S.224(2)(f) - Permissive Exemption - Land under & Hall in relation to a place of public worship
S.224(2)(h) - Permissive Exemption - Land under/surrounding building under S.220(1)(i) or (j) or (l)

CITY OF PORT COQUITLAM

POLICY MANUAL

Subject Area:	**Finance - Taxation**		**Policy #**	**7.02.03**
Policy Title:	**Permissive Property Tax Exemption**			
Authority:	**Legislative** **Administrative**	**X**	**Effective Date:** **Review Date:**	**2008-09-18** **2015-01**
Issued By:	**M. Smith** **Director,** **Corporate Services**	**Corporate Services** **Finance Division**	**Issue Date:** **Manner Issued:**	**2008-09-18** **Email – BC Assessment**

Purpose:

The purpose of this policy is to

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

Background:

Section 224 of the *Community Charter* allows Council to by bylaw, permissively exempt property taxes to various charitable and not for profit properties:

- Land and improvements owned by the Regional District, another municipality or other local authority;
- Land or improvements owned by a charitable, philanthropic or other not for profit corporation, if the Council considers that land or improvements are used for a purpose that is directly related to the purposes of that corporation;
- Land or improvements used for public worship, this is in addition to the building itself and the land under the building that are exempt under section 220 of the *Community Charter;* and
- Land used for a private school, this is in addition to the building itself and the land under the building that are exempt under Section 220 of the *Community Charter;* and
- Land or improvements operated as a licensed community care facility or assisted living residence under the *Community Care* and *Assisted Living Act*.
- Land and improvements owned by a public authority and occupied by another authority or non-for-profit.

In accordance with the legislation Council may exempt these properties for up to 10 years and the bylaw may be renewed once the 10 years have expired. There is an exception for property used for public worship and for private schools permitting Council to pass an ongoing tax exemption, so that a permissive exemption can harmonize with the ongoing statutory tax exemption for buildings set apart for public worship and private schools.

Section 225 provides Council with the authority to exempt eligible partnering, heritage, riparian, cemetery or golf course property for any period set out in the exempting bylaw. An exemption under this section would come as a result of an agreement that the City would have with the property owner and the conditions upon which the exemption is granted. The agreement may also include repayment provisions if specified conditions aren't met.

Section 226 provides Council with the authority to make revitalization tax exemptions. Council may designate a revitalization area, set objectives for the area and provide exemptions in the area for property owners who construct new improvements or alter existing improvements. Exemptions are limited to the increase in assessed values that are due to the new or altered improvement and to a five-year period, with an option to extend this for a further five years.

Policy:

The city further limits the exemptions possible through the Community Charter to the following properties:

1. 100% property tax exemption for not-for-profit occupiers of City property for the duration of their occupancy. The bylaw exempting these occupiers shall be for a term of no more than 10 years, the maximum permissible under the *Community Charter*. The bylaw may be renewed as required.
2. 100% ongoing property tax exemption for land and improvements surrounding a statutorily exempt building for public worship.
3. 100% ongoing property tax exemption for land surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is regularly giving children instruction accepted as equivalent to that given in a public school,
4. 100% property tax exemption for properties on which a building for public worship or private school is to be built. In order to qualify for exemption under this section the owner must have applied for either a rezoning or a building permit by September 1st in the year preceding the year of tax exemption. The bylaw exempting these properties would be for the following two calendar years.
5. Full or partial property tax exemption for properties that are to be awarded a grant under an existing City grant program and would qualify for property tax exemption under the *Community Charter*. Property tax exemption would be provided instead of a cash grant to the organization. The proportion of the property to be exempted will be determined to provide the equivalent benefit of a cash grant to the organization. The bylaw exempting these properties would be for a one-year period, unless otherwise awarded by Council.
6. 100% property tax exemption for not-for-profit occupiers of school premises. The bylaw exempting these occupiers shall be for a term of no more than 10 years. The

maximum permissible under the *Community Charter*, the bylaw may be renewed as required.

Penalty Provision:

Council will impose penalties on an exempted organization for knowingly breaching conditions of exemption:

- Revoking exemption with notice.
- Requiring repayment of monies equal to the foregone tax revenue.
- Disqualifying any future application for a specified time period.

Guidelines:

The intent of the permissive tax exemption guidelines are to:

- Provide consistent and equal treatment and consideration for all applicants
- Optimize the provision of charitable and not for profit services for the benefit of Port Coquitlam residents
- Allow for consideration of a wide diversity of organizations and evaluation of each application on its own merits

To achieve the above goals, organizations wishing to have their properties considered for a permissive tax exemption, must first qualify for an exemption under the provisions of the Community Charter. Should a property meet these requirements, the next step is for the organization to apply for a permissive exemption with the city. The application for a permissive tax exemption will be evaluated according to these guidelines.

To be eligible, organizations must meet all the above requirements and comply with all of the guidelines, for a permissive tax exemption. The application form and associated submissions form an integral part of these guidelines. (Council may, at its discretion, reject any or all applicants in any given year.)

Evaluations of applications will be based on each of the following guidelines.

1. Consistent with municipal policies, plans, bylaws and regulations

   The use of the property must be consistent with and in support of all municipal legislation.

   The intent of this guideline is to make certain that the organization receiving a permissive exemption is in compliance with municipal policies, plans, and bylaws and with any other applicable regulations.

For example, it would be inappropriate to support an organization should the property use be non-conforming to zoning, or to have an incompatible land use.

2. Non-profit

Tax exemption will not be granted for organizations that operate with a profit motive.

Evidence of financial need is required including financial statements demonstrating that lack of tax exemption would impair the provision of services to the community or impose significant hardship on users.

The intent of this guideline is to make certain that municipal support is not used to further the activities of an individual or organization that, but for it's not for profit status, would otherwise be considered a business. In addition, the property receiving a permissive tax exemption would not ordinarily be used for this purpose by an organization having equivalent operations in the business community.

Applicants can demonstrate non-profit status by being a registered charitable institution or society. Registered organizations must be able to demonstrate compliance with the Society Act and provide evidence to corroborate compliance at a minimum through Canada Revenue filing or other documentation as requested by the city.

3.Complementary extensions to city services and programs

Services provided by an organization should fulfill some basic need, or otherwise improve the quality of life of Port Coquitlam residents.

The intent of this guideline is to make certain that support is provided for services that are compatible with, or are complementary to, those offered by the city.

In determining the degree of compatibility of the applicant's services, consideration will be given to the services already offered with the city. City departments may determine whether the service is needed or wanted by the residents of Port Coquitlam.

4. Principal property use

Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable service of the organization.

The intent of this guideline is to limit the exemption of property that is used to generate business revenue unrelated to the service provided by the organization.

For example, rental revenue generated from a property owned by the applicant and not used for the specific purposes of the organization would make the property ineligible for an exemption.

5. Beneficial and accessible to Port Coquitlam residents

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

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

Responsibility:

The Director of Corporate Services is responsible for policy developments and updates.

The Corporate Officer will identify not-for-profit properties that are eligible for tax exemption when leases for City property are negotiated.

The Corporate Officer will be responsible for reviewing Tax Exemption Bylaws prior to their expiration.

The Corporate Officer will ensure the implementation of the policy and review individual applications for tax exemption and make recommendations to Council.

Property owners of properties that would qualify for exemption under section 4 and 6 are required to complete an application for tax exemption by September 1st in the year preceding the year of tax exemption.

The Parks and Recreation Department and other departments as appropriate are responsible for identifying properties that qualify under section 5 of the policy.

Council will consider applications for permissive tax exemptions annually using this policy and guidelines. Applications maybe picked up at City Hall, downloaded from the web page or mailed upon request. Evaluations of the applications will be based on the permissive tax exemption guidelines attached to this policy.

Applications:

All requests for permissive tax exemptions shall be directed to the Corporate Officer on or before September 1st of each year, and shall be submitted on the Application for Permissive Tax Exemption form.

Unless all required information is supplied or a suitable explanation offered as to why this information cannot be supplied, the tax exemption application will not be considered.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.02	2004-09-28	2005-01-10	Yes – 7.02.01	2005-01-11
7.02.01	2005-01-11	2006-10-10	Yes – 7.02.02	2006-10-11
7.02.02	2006-10-11	2008-09-17	Yes – 7.02.03	2008-09-18
7.02.03	2008-09-18	2010-03	No	

CITY OF PORT COQUITLAM

POLICY

Subject Area:	**Finance**		**Policy #**	**7.02.04**
Policy Title:	**Permissive Property Tax Exemption**			
Authority:	**Legislative**	**X**	**Effective Date:**	2018-07-
	Administrative		**Review Date:**	2020-07-
Issued By:	K. Grommada, Director of Finance	Finance	**Issue Date:**	2018-07-
			Manner Issued:	E-mail to All Staff or Department Heads

Purpose:

The Community Charter Sections 224, 225 and 226 grants Council the discretion to provide exemptions from property taxes for churches, private schools, charitable and non-profit organizations in accordance with regulations set out in those sections.
The purpose of this policy is to set the parameters under which Council will consider applications for permissive exemptions from property taxes from organizations which are eligible for such exemptions under Community Charter Sections 224, 225 and 226. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and non-profit services for the benefit of Port Coquitlam Residents.

Policy:

The city recognizes the significant value that volunteers, volunteer groups and agencies contribute to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community and deems it appropriate that they be assisted through reductions in property taxation. Once granted, property tax exemptions, exempt properties from municipal taxes and all other taxing authority levies (provincial school taxes, Metro Vancouver, TransLink, BC Assessment and Municipal Finance Authority levies).

1. The city further limits the exemptions possible through the Community Charter to the following properties:

    i. 100% property tax exemption for non-profit occupiers of city property for the duration of their occupancy. The bylaw exempting these occupiers shall be for a

term of no more than 10 years, the maximum permissible under the Community Charter. The exemption may be renewed as required.

ii. 100% ongoing property tax exemption for land and improvements surrounding a statutorily exempt building for public worship.

iii. 100% ongoing property tax exemption for land surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is regularly giving children instruction accepted as equivalent to that given in a public school.

iv. 100% property tax exemption for properties on which a building for public worship or private school is to be built. In order to qualify for exemption under this section the owner must have applied for either a rezoning or a building permit by September 1st in the year preceding the year of tax exemption. The bylaw exempting these properties would be for the following two calendar years.

v. 100% or partial property tax exemption for properties that are to be awarded a grant under an existing city grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization. The proportion of the property to be exempted will be determined to provide the equivalent benefit of a cash grant to the organization. The bylaw exempting these properties would be for a one-year period, unless otherwise exempted by Council.

vi. 100% property tax exemption for non-profit occupiers of school premises. The bylaw exempting these occupiers shall be for a term of no more than 10 years, the maximum permissible under the Community Charter. The exemption may be renewed as required.

vii. 100% property tax exemption for non-profit organizations who provide services to the community. The bylaw exempting these properties shall be for a term of no more than 10 years, the maximum permissible under the Community Charter.

2. Council may grant a partial property tax exemption where the following circumstances exist:

   i. A portion of the land/improvements is used by private sector and/or organization not meeting Council's exemption criteria.

   ii. The applicant already receives a grant from the municipality, provincial or federal government.

   iii. The applicant meets all eligibility criteria, however Council may at its discretion grant a partial exemption.

   Exemptions may only be granted to the portion of a property that meets all the requirements of this policy. The exemption may apply to the whole or part of the taxable assessed value of land, improvements or both.

3. The following guidelines will be considered when determining whether to grant a permissive tax exemption:

   Guideline 1 - The use of the property must be consistent with and in compliance with all applicable municipal policies, bylaws and legislation.

Guideline 2 – The non-profit or charity must provide evidence of financial need. Property tax exemption will not be granted for organizations that operate with a profit motive.
Guideline 3 – The services or programs provided must be complementary extension to city services and programs
Guideline 4 – Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable service of the organization.
Guideline 5 – The services provided are primarily for the residents of Port Coquitlam.

4. The following information will be considered when determining whether to grant a permissive tax exemption:

   i. the need for the services
   ii. the availability of the services
   iii. other funding sources
   iv. services provided are accessible and equally available to the general public.

5. Applications must be received by June 30th in each applicable year for exemptions that begin in the subsequent year. Applications received after the deadline or applications which do not include all required information may not be considered.

6. The applicant must own or lease the subject property; and in the case of a lease, the lease requires payment of property taxes by the applicant.

7. Tax exemptions will only be granted to either a registered charity or non-profit organizations as defined by Canada Revenue Agency:

   i. Non-Profit Organization definition:
   A club, society or association that, in the opinion of the Minister, was not a charity within the meaning assigned by subsection 149.1(1) of the *Income Tax Act* and that was organized and operated exclusively for social welfare, civic improvement, pleasure or recreation or for any other purpose except profit, no part of the income of which was payable to, or was otherwise available for the personal benefit of, any proprietor, member or shareholder thereof unless the proprietor, member or shareholder was a club, society or association the primary purpose and function of which was the promotion of amateur athletics in Canada.

8. Permissive tax exemptions granted by Council are subject to an annual review to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review:

   i. copy of last Registered Charity Information Return or Non-Profit Organization Information Return submitted to the Canada Revenue Agency;
   ii. copy of most current Financial Statements;
   iii. financial budget (pro-forma balance sheet and income statement) for the current year;

iv. A statement to justify the need for the services, the benefit provided to the residents of Port Coquitlam and statistical or other quantifiable measure demonstrating use and effectiveness of the services provided.

9. Council will impose penalties on an exempted organization for knowingly breaching conditions of exemption:
   i. Revoking exemption with notice.
   ii. Requiring repayment of monies equal to the foregone tax revenue.
   iii. Disqualifying any future application for a specified time period.

Process

1. Administration

(i)Applications will only be considered from:

a. Places of Worship and Independent Schools, for a period of up to ten (10) years and are subject to an annual Renewal Application:

b. Non-Profit Organizations and Athletic or Service Clubs for a period of up to ten (10) years and subject to an annual Renewal Application.

(ii) The Finance Department will process only complete applications; and will contact the applicant where additional information is required. An interdepartmental review will be conducted to determine if the organization is in compliance with all applicable municipal policies, bylaws and legislation, after which the Finance Department will prepare a report and bylaw for presentation to Council for approval and adoption on or before October 31st annually to meet BC Assessment's deadline.

(iii) Late Applications will not be accepted. It is the Applicant's responsibility to monitor the city's website for Application due dates and any changes to this Policy.

(iv)Public notice, in accordance with the *Community Charter*, will be placed in the local newspaper of the proposed bylaw.

(v) The Finance Department will review all permissive exemptions annually. The review is to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review.

2. Annual timeline

January 31	Letter sent to all recipients to request required documents for annual review by June 30th
June 30	Applications due
July - August	Internal review of Applications and all current permissive exemptions
September - October	Council review & public notice
October 31 or earlier	Bylaw adoption

END OF POLICY

Record of Amendments:

Policy ##.##	Issue date	Reviewed	Replaced	Re-issue Date

List of non-profit Port Coquitlam organizations that pay property taxes

Attachment 4

Property Owner	Name	Address	Assessment	2018 City Taxes
Assisted living-recovery				
Hope for Freedom Society	Resurrection House	3237 Liverpool St	$ 916,000	$ 2,235.13
Provincial Rental Housing	Hope for Free Society	3075 Shaughnessy St	$ 745,700	$ 1,819.58
Kinsight Community Society(to be sold in 2018)	Jervis Home	3459 Jervis Ave	$ 1,080,600	$ 2,636.77
Community living				
Provincial Rental Housing	Gemini House	2244 Pitt River Rd	$ 1,059,000	$ 2,584.07
Kinsight Community Society	Larkspur House	1310 Larkspur Ave	$ 891,100	$ 2,174.37
Kinsight Community Society	Manning House	1560 Manning Ave	$ 1,058,000	$ 2,581.63
Kinsight Community Society	Wellington Street Group Home	3719 Wellington Ave	$ 953,000	$ 2,325.42
Cheshire Homes Society of BC	Larkin House	2583 Larkin Ave	$ 1,279,000	$ 3,120.89
Developmental disabilities				
Community Integration Services Society	Melissa Park	2175 Mary Hill Road	$ 1,565,000	$ 3,818.76
Fraserside Community Services Society	Calcutt Place	1637 Salisbury Ave	$ 2	$ 0.00
Fraserside Community Services Society	Coquitlam House	1530 - 1532 Coquitlam A	$ 1,353,200	$ 3,301.94

Property Owner	Name	Address	Assessment	2018 City Taxes
Long term care				
Park Place Seniors Living Inc	Shaughnessy Care Centre	2250 Wilson Ave	$ 5,543,000	$ 13,525.47
Mental Health				
New View Society	New View Community Wellness Centre	2050 Mary Hill Rd	$ 2	$ 0.00
New View Society	Mary Hill House	2058 Mary Hill Rd	$ 2	$ 0.00
New View Society	McRae House	3643 - 3645 McRae Cres	$ 2	$ 0.00
Kinsight Community Society	Inclusion Program Community Centre	1551 Salisbury Ave	$ 1,810,000	$ 23,303.21
Hope for Freedom Society	Supportive Recovery Home	3135 Oxford St	$ 2	$ 0.00
New View Society	Patricia House	1738 Patricia Ave	$ 2	$ 0.00
New View Society	Rindall House	2198 Rindall Ave	$ 2	$ 0.00
Mental Health and Substance Use				
Azimuth Health Program Management Ltd	Barberry Lodge	1440 Barberry Dr	$ 967,500	$ 2,360.80
Barclay Care Home Ltd	Barclay Care Home	1948 Grant Ave	$ 106,700	$ 260.36
Innervisions Recovery Society of BC	Innervisions Recovery 1	1933 Prairie Ave	$ 947,000	$ 2,310.77
Innervisions Recovery Society of BC	Innervisions Recovery 2	1937 Prairie Ave	$ 997,000	$ 2,432.78

Property Owner	Name	Address	Assessment	2018 City Taxes
Seniors				
Provincial Rental Housing	R. Hope Manor	2340 McAllister Ave	$ 3,046,000	$ 7,432.54
Provincial Rental Housing	Cedar Terrace	2233 Wilson Ave	$ 2,136,000	$ 5,212.05
Port Coquitlam Legion Housing Society	Alex Macdonald Estates	2435 Lobb Ave	$ 13,169,000	$ 32,133.68
Subsidized Housing				
Greater Vancouver Housing	Meridian Village	3120 Coast Meridian Rd	$ 40,310,000	$ 98,360.43
Provincial Rental Housing	Reynard Park	3165 Fox St.	$ 7,280,000	$ 17,763.93
Affordable Housing Advisory Assiciation	River Woods	2466 Gately Ave	$ 24,330,000	$ 59,367.63
Trinity United Church	Stewart house	2213 Prairie Ave	$ 1,864,000	$ 4,548.35
Provincial Rental Housing	Tamarack Terrace	3534-3550 Woodland Dr	$ 5,020,000	$ 12,249.30
Provincial Rental Housing	Vincent Place	1638 Prairie Ave	$ 6,851,100	$ 16,717.37
Provincial Rental Housing	Willow Place	2145 Mary Hill Rd	$ 8,675,000	$ 21,167.87
Total				**$ 345,745.13**

CITY OF PORT COQUITLAM

POLICY

Subject Area:	**Finance**		**Policy #**	**7.02.04**
Policy Title:	**Permissive Property Tax Exemption**			
Authority:	**Legislative**	**X**	**Effective Date:**	2018-07-
	Administrative		**Review Date:**	2020-07-
Issued By:	K. Grommada, Director of Finance	Finance	**Issue Date:**	2018-07-
			Manner Issued:	E-mail to All Staff or Department Heads

Purpose:

The Community Charter Sections 224, 225 and 226 grants Council the discretion to provide exemptions from property taxes for churches, private schools, charitable and non-profit organizations in accordance with regulations set out in those sections.
The purpose of this policy is to set the parameters under which Council will consider applications for permissive exemptions from property taxes from organizations which are eligible for such exemptions under Community Charter Sections 224, 225 and 226. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and non-profit services for the benefit of Port Coquitlam Residents.

Policy:

The city recognizes the significant value that volunteers, volunteer groups and agencies contribute to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community and deems it appropriate that they be assisted through reductions in property taxation. Once granted, property tax exemptions, exempt properties from municipal taxes and all other taxing authority levies (provincial school taxes, Metro Vancouver, TransLink, BC Assessment and Municipal Finance Authority levies).

1. The city further limits the exemptions possible through the Community Charter to the following properties:

    i. 100% property tax exemption for non-profit occupiers of city property for the duration of their occupancy. The bylaw exempting these occupiers shall be for a

term of no more than 10 years, the maximum permissible under the Community Charter. The exemption may be renewed as required.

ii. 100% ongoing property tax exemption for land and improvements surrounding a statutorily exempt building for public worship.

iii. 100% ongoing property tax exemption for land surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is regularly giving children instruction accepted as equivalent to that given in a public school.

iv. 100% property tax exemption for properties on which a building for public worship or private school is to be built. In order to qualify for exemption under this section the owner must have applied for either a rezoning or a building permit by September 1st in the year preceding the year of tax exemption. The bylaw exempting these properties would be for the following two calendar years.

v. 100% or partial property tax exemption for properties that are to be awarded a grant under an existing city grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization. The proportion of the property to be exempted will be determined to provide the equivalent benefit of a cash grant to the organization. The bylaw exempting these properties would be for a one-year period, unless otherwise exempted by Council.

vi. 100% property tax exemption for non-profit occupiers of school premises. The bylaw exempting these occupiers shall be for a term of no more than 10 years, the maximum permissible under the Community Charter. The exemption may be renewed as required.

vii. 100% property tax exemption for ~~non-profit organizations~~registered charities who provide services to the community. To qualify for an exemption under this section, the applicant must demonstrate that at least 75% of the services of their organization are open to and used by residents of Port Coquitlam. The bylaw exempting these properties shall be for a term of no more than 10 years, the maximum permissible under the Community Charter.

2. Council may grant a partial property tax exemption where the following circumstances exist:

   i. A portion of the land/improvements is used by private sector and/or organization not meeting Council's exemption criteria.

   ii. The applicant already receives a grant from the municipality, provincial or federal government.

   iii. The applicant meets all eligibility criteria, however Council may at its discretion grant a partial exemption.

   Exemptions may only be granted to the portion of a property that meets all the requirements of this policy. The exemption may apply to the whole or part of the taxable assessed value of land, improvements or both.

3. The following guidelines will be considered when determining whether to grant a permissive tax exemption:

Guideline 1 - The use of the property must be consistent with and in compliance with all applicable municipal policies, bylaws and legislation.
Guideline 2 – The non-profit or charity must provide evidence of financial need. Property tax exemption will not be granted for organizations that operate with a profit motive.
Guideline 3 – The services or programs provided must be complementary extension to city services and programs
Guideline 4 – Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable service of the organization.
Guideline 5 – The services provided are primarily for the residents of Port Coquitlam.

4. The following information will be considered when determining whether to grant a permissive tax exemption:

   i. the need for the services
   ii. the availability of the services
   iii. other funding sources
   iv. services provided are accessible and equally available to the general public.

5. Applications must be received by June 30th in each applicable year for exemptions that begin in the subsequent year. Applications received after the deadline or applications which do not include all required information may not be considered.

6. The applicant must own or lease the subject property; and in the case of a lease, the lease requires payment of property taxes by the applicant.

7. Tax exemptions will only be granted to ~~either~~ a registered charity ~~or non-profit organizations~~ as defined by Canada Revenue Agency:

   i. Registered charities

   Registered charities are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories:

   - the relief of poverty
   - the advancement of education
   - the advancement of religion
   - other purposes that benefit the community

   ~~i. Non-Profit Organization definition:~~
   ~~A club, society or association that, in the opinion of the Minister, was not a charity within the meaning assigned by subsection 149.1(1) of the *Income Tax Act* and that was organized and operated exclusively for social welfare, civic improvement, pleasure or recreation or for any other purpose except profit, no part of the income of which was payable to, or was otherwise available for the personal benefit of, any proprietor, member or shareholder thereof unless the proprietor, member or~~

~~shareholder was a club, society or association the primary purpose and function of which was the promotion of amateur athletics in Canada.~~

8. Permissive tax exemptions granted by Council are subject to an annual review to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review:

   i. copy of last Registered Charity Information Return or Non-Profit Organization Information Return submitted to the Canada Revenue Agency;
   ii. copy of most current Financial Statements;
   iii. financial budget (pro-forma balance sheet and income statement) for the current year;
   iv. A statement to justify the need for the services, the benefit provided to the residents of Port Coquitlam and statistical or other quantifiable measure demonstrating use and effectiveness of the services provided.

9. Council will impose penalties on an exempted organization for knowingly breaching conditions of exemption:
   i. Revoking exemption with notice.
   ii. Requiring repayment of monies equal to the foregone tax revenue.
   iii. Disqualifying any future application for a specified time period.

Process

1. Administration

(i)Applications will only be considered from:

a. Places of Worship and Independent Schools, for a period of up to ten (10) years and are subject to an annual Renewal Application:

b. Registered Charities or Non-Profit Organizations and Athletic or Service Clubs for a period of up to ten (10) years and subject to an annual Renewal Application.

(ii) The Finance Department will process only complete applications; and will contact the applicant where additional information is required. An interdepartmental review will be conducted to determine if the organization is in compliance with all applicable municipal policies, bylaws and legislation, after which the Finance Department will prepare a report and bylaw for presentation to Council for approval and adoption on or before October 31st annually to meet BC Assessment's deadline.

(iii) Late Applications will not be accepted. It is the Applicant's responsibility to monitor the city's website for Application due dates and any changes to this Policy.

(iv)Public notice, in accordance with the *Community Charter*, will be placed in the local newspaper of the proposed bylaw.

(v) The Finance Department will review all permissive exemptions annually. The review is to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review.

2. Annual timeline

January 31	Letter sent to all recipients to request required documents for annual review by June 30th
June 30	Applications due
July - August	Internal review of Applications and all current permissive exemptions
September - October	Council review & public notice
October 31 or earlier	Bylaw adoption

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
##.##				

1300 Dominion Avenue – Notice on Title

RECOMMENDATION:

That pursuant to the recommendation of the Building Inspector, the Corporate Officer be directed to file a notice with 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, (S75682#), Lot 57 except part now road on SRW Plan 55863 & Sec 8 has been made under Section 57 of the Community Charter; and,
2. That Council direct staff to make all information related to this matter available to the public from the Building Division

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 25, 2017, a report to Council detailing safety issues was presented the Building Inspector recommending a Section 57 notice be placed on title for the property at 1300 Dominion Avenue (Art Knapp's). 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.

On April 24, 2018, a report to Council was presented to provide an update. At this meeting a discussion ensued on the Section 57 notice.

REPORT SUMMARY

This report proposes that a notice on title be filed at the Land Title Office for 1300 Dominion Avenue under Section 57 of the *Community Charter* for work without permit and unsafe conditions due to the lack of a proper means of egress from the upper floor area.

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's 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 and unsafe conditions.

Filing a Section 57 notice against the property title will:

1. provide an accessible record of the outstanding 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 due to the following:

a. construction, renovations and alterations have been completed without obtaining a building permit for:
   i. the addition of a storage building adjacent to the east property line;
   ii. the addition of a tent type structure used as a storage building and as a tunnel for an amusement ride;
   iii. an addition and alterations to the greenhouse canopy; and ,
   iv. alterations to provide for changing rooms within the main building

b. The upper floor area of the building does not have a proper means of egress for the occupants of the space. A proper means of egress in accordance with the use of the space is required. An alternative approach would be that the upper floor area not be occupied or used in any way.

The Building Division and Fire Department have been actively dealing with this property owner since November 2013 for building, fire safety, and life safety issues with little cooperation from the owner to resolve these issues. Since April of 2017 staff:

a. met with the property owner and corresponded back and forth numerous times in an effort to initiate progress on the safety issues;

b. 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;

c. not received any proposals to address the renovations and alterations to the building that have been completed without permits;

d. posted a Stop Work Order and Do Not Occupy Notice for a tent-type structure that was constructed without a permit that was being used as a tunnel for a motorized amusement train ride; and,

e. conducted numerous site visits and provided correspondence to remind the owner of the outstanding issues.

In addition to registration of the Section 57 notice as recommended by this report, staff will continue to work with the property owner to address the items identified in previous reports to Council and not the subject of the Section 57 notice. 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.

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 Section 57 notice
2	Request additional information or defer making a decision on the recommendation
3	Decline to file the notice

ATTACHMENTS

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

Lead author(s): Shawn Hagan, Building Inspector

1300 Dominion Avenue
Summary Since April 25, 2017

April 27, 2017	Fire Inspector Clarkson was contacted by Mr.Vander Zalm, the property owner, who requested a meeting with City Staff.
May 3, 2017	Letter sent to the property owner to confirm rescheduling of the Fire Department inspection to June 9, 2017.
June 9, 2017	Letter sent to the property owner to confirm rescheduling of the Fire Department inspection to June 23, 2017.
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 Inspector Clarkson requesting clarification on issues he does not understand. Request also made to push back 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	Fire inspection completed. Building Inspector Larry Lorette from the Building Division attended with Inspector Clarkson. Deficiency letter provided to the property owner. During this meeting it was noted that the Halloween Tunnel was being decorated. Concerns from Inspector Clarkson 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.

The property owner noted during the meeting that he believed Council:

- 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 Inspector Clarkson informing him that he has contracted a company to spray the entire tunnel, props and plastic with a fire retardant.

August 30, 2017 — Email sent from Inspector Clarkson to the property owner in response to the proposal to spray fire retardant. Inspector Clarkson advises that a building permit should be obtained prior to any work and informs 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. This email states the following:

- 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 was made stating that the posted notices need to 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.
February 2, 2018	An email from the property owner was received by Inspector Clarkson. 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	A response to the exiting proposal was provided by Inspector Clarkson to inform the property owner, again, that permits would be required prior to beginning any work. Inspector Clarkson 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.
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 10, 2018	Fire inspection completed. Deficiency letter provided to the property owner. Site visit attended by the Building Division as well.
May 17, 2018	Fire inspection completed by the Fire Department.
July 5, 2018	Fire inspection completed by the Fire Department.