

Council Regular Agenda

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

Tuesday, September 25, 2018

Time: 7:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the September 25, 2018, Regular Council Meeting Agenda be adopted as circulated.

3. PROCLAMATIONS

3.1 Fire Prevention Week – October 7-13, 2018

4. BYLAWS

4.1 2019 Permissive Property Tax Exemption Bylaw

Recommendation:

That Council give first three readings to Permissive Tax Exemption Bylaws 4079, 4080, 4081, 4082, 4083, 4084, 4085, 4086, 4087, 4088, 4089, 4090 and 4091.

5. REPORTS

5.1 Housing Affordability Policy & Regulations

Recommendation:

That Council:

- 1. Give 1st & 2nd Reading to Zoning Bylaw Amendment Bylaw 4077;*
- 2. Give 1st, 2nd, and 3rd Reading to Parking and Development Management Bylaw 4078; and*
- 3. That prior to adoption of the bylaw amendments, Affordable Housing Policy 5.05 and amendments to Density Bonus Policy 5.01 be approved.*

6. STANDING COMMITTEE VERBAL UPDATES

6.1 Finance & Budget Committee

6.2 Healthy Community Committee

6.3 Transportation Solutions & Public Works Committee

7. NEW BUSINESS

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the September 25, 2018, Regular Council Meeting to the Public

Recommendation:

That the Regular Council Meeting of September 25, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

- (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.

PROCLAMATION

WHEREAS: Port Coquitlam Fire and Emergency Services is committed to ensuring the life safety of all those living in and visiting our city from the adverse effects of fire; and

WHEREAS: Fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS: Residential structure fires accounted for 62% of all structure fires that Port Coquitlam Fire and Emergency Services responded to in 2017; and

WHEREAS: Port Coquitlam residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes by following the simple steps on creating a fire escape plan and ensuring they have a working smoke alarm; and

WHEREAS: The 2018 Fire Prevention Week theme “Look. Listen. Learn. Fires can happen anywhere”, effectively serves to remind us to “Look” for fire hazards around your home, “Listen” for the sound of the smoke alarm and “Learn” two ways out of every room in your home in case of a fire; and

WHEREAS: We urge all the people of Port Coquitlam to protect their families by heeding this important safety message of Fire Prevention Week 2018, and to support the many public safety activities and efforts of Port Coquitlam Fire and Emergency services.

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

DO HEREBY PROCLAIM

October 7th to 13th, 2018 as

**“FIRE PREVENTION WEEK
IN PORT COQUITLAM”**



Greg B. Moore
Mayor



Finance & Budget Committee Report

2019 Permissive Property Tax Exemption Bylaw

Committee Recommendation

At the September 18, 2018, Finance & Budget Committee Meeting, Committee passed a motion to direct staff to prepare 13 new permissive tax exemption bylaws, representing eight organizations. The 13 bylaws allowing for these permissive tax exemptions are now before Council for consideration.

The following motion is now before Council for approval:

That Council give first three readings to Permissive Tax Exemption Bylaws 4079, 4080, 4081, 4082, 4083, 4084, 4085, 4086, 4087, 4088, 4089, 4090 and 4091.

ATTACHMENTS

- Att #1: 2018-09-18 Report – 2019 Permissive Property Tax Exemptions
- Att #2: Permissive Tax exemption Bylaw – 1638 Prairie Avenue, 2018, No. 4079
- Att #3: Permissive Tax exemption Bylaw – 2583 Larkin Avenue, 2018, No. 4080
- Att #4: Permissive Tax exemption Bylaw – 2175 Mary Hill Road, 2018, No. 4081
- Att #5: Permissive Tax exemption Bylaw – 3237 Liverpool Street, 2018, No. 4082
- Att #6: Permissive Tax exemption Bylaw – 3135 Oxford Street, 2018, No. 4083
- Att #7: Permissive Tax exemption Bylaw – 1933 Prairie Avenue, 2018, No. 4084
- Att #8: Permissive Tax exemption Bylaw – 1937 Prairie Avenue, 2018, No. 4085
- Att #9: Permissive Tax exemption Bylaw – 1310 Larkspur Avenue, 2018, No. 4086
- Att #10: Permissive Tax exemption Bylaw – 1560 Manning Avenue, 2018, No. 4087
- Att #11: Permissive Tax exemption Bylaw – 3719 Wellington Avenue, 2018, No. 4088
- Att #12: Permissive Tax exemption Bylaw – 1551 Salisbury Avenue, 2018, No. 4089
- Att #13: Permissive Tax exemption Bylaw – 2435 Lobb Avenue, 2018, No. 4090
- Att #14: Permissive Tax exemption Bylaw – 2356 Whyte Avenue, 2018, No. 4091

2019 Permissive Property Tax Exemptions

RECOMMENDATION:

That the Finance and Budget Committee recommend to Council:

1. That applications listed in Attachment #1 be approved for permissive property tax exemptions; and
2. That previously approved permissive property tax exemptions continue for the 2019 taxation year.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 24, 2018 Council meeting, Council approved Permissive Property Tax Exemption policy 7.02.04 including the following provision:

1. *The granting of a 100% property tax exemption for 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 and have registered charity status with the Canada Revenue Agency. The bylaw exempting these properties shall be for a term of no more than 10 years, the maximum permissible under the Community Charter.*

REPORT SUMMARY

This report recommends the approval of the applications listed in Attachment #1 for property tax exemptions to charities that provide services to the community and submitted applications that were received in 2018. The City received eight applications, all of which meet the established criteria and are therefore recommended. In addition, the Finance Department staff has completed a review to ensure that organizations which have previously approved permissive property tax exemptions continue to qualify for an exemption. No changes are recommended for these organizations.

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.

2019 Permissive 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. Permissive property tax exemptions provide exemption from all taxing authorities, such as school tax, Metro Vancouver, TransLink, BC Assessment, and the Municipal Finance Authority.

NEW APPLICATIONS FOR 2019

Eight new applications were received from registered charities and Finance Department staff has reviewed the submissions to confirm that the charities qualify for permissive property tax exemption by being a registered charity through the Canada Revenue Agency and have demonstrated that at least 75% of the services of their organization are open to and used by residents of Port Coquitlam. Each of the eight will be discussed further, but all are recommended for approval.

- (1) Affordable Housing Charitable Association – owns and manages rental housing for low and moderate income families, seniors and singles/couples. This application is for the residential properties located at 1638 Prairie Avenue, known as Vincent Place, a 38-unit townhouse for low income, aged or handicapped individuals. This property paid \$16,717.37 of city property taxes in 2018.
- (2) Cheshire Homes Society of British Columbia – provides community housing and supported living for persons with disabilities to achieve their optimal level of independence. This application is for the single family dwelling residential property located at 2583 Larkin Avenue, known as Larkin House. This property is a long term group home for five persons with disabilities who have complex care needs. This property paid \$3,120.89 of city property taxes in 2018.
- (3) Community Integration Services Society – provides services to adults with developmental disabilities by engaging and participating in the community through community inclusion opportunities. This application is for the property located at 2175 Mary Hill Road, known as Melissa Park that provides services to adults with developmental disabilities by engaging and participating in the community through community inclusion opportunities. This property paid \$3,818.76 of city property taxes in 2018.
- (4) Hope for Freedom Society – provides sustainable, faith-based presence in Port Coquitlam to support individuals and families who have been challenged by family breakdown, illness, job loss, addiction, and poverty. This application is for a single family residential property with the capacity of 10 people and an office located at 3237 Liverpool Street, known as Resurrection House, and a single family supportive housing property as classified by BC Assessment with the capacity of 10 people located at 3135 Oxford Street. These properties paid \$2,235.13 of city property taxes in 2018.
- (5) InnerVisions Recovery Society of British Columbia – provides residential treatment to individuals suffering from drug and alcohol addiction. This application is for the two single

2019 Permissive Property Tax Exemptions

family residential properties located at 1933 and 1937 Prairie Avenue, known as Prairie House which provides men's drug and alcohol treatment and recovery. The two residences have a capacity to hold up to 20 people (10 each) who stay up to 90 days while receiving treatment. These properties paid \$4,743.55 of city property taxes in 2018.

- (6) Kinsight – formerly Simon Fraser Society for Community Living – works with families and individuals, from infants to seniors, who are at risk for, or have, developmental delays or disabilities. This application includes four properties: three single family residential homes located at 3719 Wellington Street (four residents), 1310 Larkspur Drive (three residents), 1560 Manning Avenue (four residents) and a commercial property at 1551 Salisbury Avenue that operates as a Community Inclusion Program centered on individuals with developmental disabilities. These four properties paid \$30,384.63 of city property taxes in 2018.
- (7) New Chelsea Society - provides low-cost housing to seniors, low-income families and persons with disabilities. This application is for the residential property located at 2435 Lobb Avenue, known as Chelsea Estates, a 56-unit apartment for low income, aged or handicapped individuals. This property paid \$32,133.68 of city property taxes in 2018.
- (8) New View Society – provides housing, employment, social and personal growth opportunities for people challenged by mental illness who are living in the community and needed social, recreational or work programs to assist them with community integration. This application is for the residential property located at 2356 Whyte Avenue, known as Maplewood Manor, a 20-unit apartment providing independent living for adults who have been referred to New View Society through the Tri-Cities Mental Health Centre. This property paid \$2,610.91 of city property taxes in 2018.

ANNUAL REVIEW OF CURRENT PERMISSIVE TAX EXEMPTIONS


Finance Department staff has verified the eligibility of these properties for exemptions for the 2019 taxation year. The Finance Department will send a letter in January of 2019 to all recipients to request the required documents for annual review by June 30, 2019 to confirm that all properties receiving permissive property tax exemptions continue to qualify for the 2020 tax year. These property tax exemptions are listed in attachment #2.

FINANCIAL IMPLICATIONS

If Council chooses to approve the granting of additional property exemptions to Port Coquitlam charities that have applied for 2019 property tax exemptions, the result would have been a shift in the 2018 annual tax burden of approximately \$96,000 (shown in Attachment #1) to the remaining taxable properties in the city.

2019 Permissive Property Tax Exemptions

OPTIONS

#	Description
1 	Direct staff to prepare a bylaw exempting the properties listed in Attachment #1 for 10 years starting in the 2019 taxation year.
2	Direct staff to prepare a bylaw exempting only selected properties from the list in Attachment #1 for 10 years starting in the 2019 taxation year.
3	Take no action (not approve any properties listed in Attachment #1 for tax exemption status)

ATTACHMENTS

Attachment #1: New Applications for 2019 Property Tax Exemptions from Registered Charities who provide services to the community

Attachment #2: 2018 Permissive Exemptions

2019 Permissive Tax Exemptions Charitable Applications
Attachment #1

Property Owner	Name	Address	Assessment	Value of 2018 Taxes
Affordable Housing Charitable Association	Vincent Place	1638 Prairie Ave	\$ 6,851,100	\$ 16,717.37
Cheshire Homes Society of BC	Larkin House	2583 Larkin Ave	\$ 1,279,000	\$ 3,120.89
Community Integration Services Society	Melissa Park	2175 Mary Hill Road	\$ 1,565,000	\$ 3,818.76
Hope for Freedom Society	Resurrection House	3237 Liverpool St	\$ 916,000	\$ 2,235.13
Hope for Freedom Society	Supportive Recovery Home	3135 Oxford St	\$ 2	\$ 0.00
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
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
Kinsight Community Society	Inclusion Program Community Centre	1551 Salisbury Ave	\$ 1,810,000	\$ 23,303.21
New Chelsea Society	Chelsea Estates	2435 Lobb Ave	\$ 13,169,000	\$ 32,133.68
New View Society	Maplewood Manor	2356 Whyte Avenue	\$ 1,070,000	\$ 2,610.91
Total				\$ 95,764.91

2018 City of Port Coquitlam Permissive Exemptions
Attachment #2

Name	Bylaw #	Expiry Date	2018 Tax Exemption	Qualifications Verified
Port Coquitlam Kinsmen Club	3455	2024	\$ 11,663	Yes
Hyde Creek Streamkeepers	3455	2024	\$ 9,960	Yes
Port Coquitlam Heritage and Cultural Society	3455	2024	\$ 6,524	Yes
Foursquare Gospel Church of Canada	3927	Ongoing	\$ 80,596	Yes
The Church in Coquitlam	2205	Ongoing	\$ 28,579	Yes
Northview Community Church	3521	Ongoing	\$ 23,055	Yes
Fellowship Deaconry Association of British Columbia	3521	Ongoing	\$ 20,162	Yes
Trustees of Trinity Congregation of the United Church of Canada	1025	Ongoing	\$ 18,550	Yes
Vancouver Bible Presbyterian	3186	Ongoing	\$ 18,083	Yes
Southside Baptist Church	1022	Ongoing	\$ 13,732	Yes
Port Coquitlam Pentecostal Assembly	2203	Ongoing	\$ 13,475	Yes
Coquitlam Chinese Evangelical Bible Church	3712	Ongoing	\$ 13,020	Yes
Tri-City Islamic Centre	3374	Ongoing	\$ 12,881	Yes
Coquitlam Chinese Evangelical Free Church	2049	Ongoing	\$ 11,083	Yes
Hope Lutheran Church	1559	Ongoing	\$ 7,937	Yes
Victory Baptist Church	2204	Ongoing	\$ 7,158	Yes
Our Lady of Assumption Roman Catholic Church & Elementary	2202	Ongoing	\$ 51,416	Yes
Royal Canadian Legion Port Coquitlam (British Columbia/Yukon Command No 133)	3886	2027	\$ 26,001	Yes
Port Coquitlam Seniors Housing	3188	Ongoing	\$ 17,310	Yes
Total			\$ 391,185	

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4079

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 1638 Prairie Avenue, 2018, No.4079.

2. ADMINISTRATION

The parcel of real property, described as:

Lot 1, District Lot 466, New West District, Plan LMP8487 being 1638 Prairie Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this _____ day of _____, 2018

READ A SECOND TIME this _____ day of _____, 2018

READ A THIRD TIME this _____ day of _____, 2018

Mayor

Corporate Officer

Bylaw No. 4080

1. CITATION

2. ADMINISTRATION

3. PENALTIES & REPEAL

- Corporate Officer

Bylaw No. 4081

1. CITATION

2. ADMINISTRATION

3. PENALTIES & REPEAL

- Corporate Officer

Bylaw No. 4082

1. CITATION

2. ADMINISTRATION

3. PENALTIES & REPEAL

READ A THIRD TIME this _____ day of _____, 2018

Corporate Officer

Bylaw No. 4083

1. CITATION

2. ADMINISTRATION

3. PENALTIES & REPEAL

25

Bylaw No. 4084

1. CITATION

2. ADMINISTRATION

3. PENALTIES & REPEAL

- Corporate Officer

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4085

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 1937 Prairie Avenue, 2018, No.4085.

2. ADMINISTRATION

The parcel of real property, described as:

Lot 14, District Lot 465, New West District, Plan NWP2176 being 1937 Prairie Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4086

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 1310 Larkspur Avenue, 2018, No.4086.

2. ADMINISTRATION

The parcel of real property, described as:

Lot 59, Section 6, Township 40, New West District, Plan NWP22446 being 1310 Larkspur Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4087

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 1560 Manning Avenue, 2018, No.4087.

2. ADMINISTRATION

The parcel of real property, described as:

Lot F, Block 29, District Lot 466, New West District, Plan NWP2294 (W117051) being 1560 Manning Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4088

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 3719 Wellington Street, 2018, No.4088.

2. ADMINISTRATION

The parcel of real property, described as:

Lot 18, Section 12, Township 39, New West District, Plan NWP18910 being 3719 Wellington Street is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4089

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 1551 Salisbury Avenue, 2018, No.4089.

2. ADMINISTRATION

The parcel of real property, described as:

Lot 242, District Lot 479, New West District, Plan NWP48306 being 1551 Salisbury Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4090

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

1. CITATION

This Bylaw may be cited as the "Permissive Tax Exemption Bylaw – 2435 Lobb Avenue, 2018, No.4090.

2. ADMINISTRATION

The parcel of real property, described as:

Lot 1, New West District, Plan NWP84245, District Lot 174 & 289 Group being 2435 Lobb Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

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READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4091

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

1. CITATION

This Bylaw may be cited as the “Permissive Tax Exemption Bylaw – 2356 Whyte Avenue, 2018, No.4091.

2. ADMINISTRATION

The parcel of real property, described as:

District Lot 379, New West District, Plan NWP84190 Parcel A being 2356 Whyte Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

3. PENALTIES & REPEAL

3.1 Council may impose penalties on an exempted organization for knowingly breaching the conditions of exemption, as outlined in the Permissive Property Tax Exemption policy (including amendments), including, but not limited to:

- a) Revoking tax exemption status without notice; and
- b) Requiring repayment of monies equal to the foregone tax revenue from the point in time an organization was deemed to no longer be in compliance.

3.2 This bylaw will cease to apply to the aforementioned property in the event that the use or ownership no longer conforms to the conditions necessary to qualify for exemption.

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

Mayor

Corporate Officer

RECOMMENDATIONS:

That Council:

1. Give 1st & 2nd Reading to Zoning Bylaw Amendment Bylaw 4077;
2. Give 1st, 2nd, and 3rd Reading to Parking and Development Management Bylaw 4078; and
3. That prior to adoption of the bylaw amendments, Affordable Housing Policy 5.05 and amendments to Density Bonus Policy 5.01 be approved.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 24, 2018 Community and Intergovernmental Committee meeting, the following motions were passed:

- 1) *That staff bring forward a new housing policy and update to the density bonus policy to Council that would:*
 - a) *Require 10% of units additional to the calculated number of units allowed by the current land use designation/zone to be secure non-market rental units;*
 - b) *Recognize community benefit when calculating land lift; and*
 - c) *Provide for flexibility in provision of amenity spaces in apartment buildings.*
- 2) *That staff make the following amendments for presentation to Council:*
 - a) *The Zoning Bylaw be amended to:*
 - i) *change the density bonus provision of the Residential Apartment RA1 zone;*
 - ii) *apply a floor area ratio of 1.5 in the Community Commercial zone; and*
 - iii) *require units in projects with attached dwelling units to include a minimum of 25% of the units as family-oriented, including a minimum of 5% designed as 3-bedroom units.*
 - b) *The Parking and Management Development Bylaw be amended to:*
 - i) *reduce the required spaces for 3-bedroom units to 1.5;*
 - ii) *require non-market projects to provide a minimum of 1 space per unit;*
 - iii) *allow secured market rental projects to reduce parking requirements by 10%; and*
 - iv) *provide that cash-in-lieu of parking for sites not in the Downtown may be used for complementary purposes.*

REPORT SUMMARY

In accordance with direction set by the Community and Intergovernmental Committee, this report brings forward amendments to the Zoning Bylaw, Parking and Development Management Bylaw and Density Bonus Policy as well as a new Affordable and Family-Oriented Housing Policy. These regulations and policies are intended to support the development of affordable and family-oriented housing units in the community. The amended policies and regulations would apply to development permit applications received after the date of bylaw adoption (including applications for renewal) and current rezoning applications but would not be applied to in-process development permit applications.

BACKGROUND

The attached staff report to the Community and Intergovernmental Committee presents the background to the proposed amendments.

DISCUSSION

Part 1: Proposed Bylaw and Policy Amendments and Housing Policy

- 1) ***Zoning Bylaw Amendment Bylaw 4077***: The draft bylaw includes the following provisions:
 - a) in the Residential Apartment RA1 zone, the current opportunity for a developer to pay \$25 per square foot of gross floor area that is additional to the density of the zone is increased to a payment of \$50 for the additional floor area;
 - b) the Community Commercial zone is amended to apply a floor area ratio of 1.5 and to extend the same floor area ratio exemptions as applicable to apartment uses;
 - c) a definition for family-oriented units is added along with a regulation requiring at least 25% of units within a multi-family development to be family-oriented, including at least 5% of the units designed to have at least three bedrooms.
- 2) ***Parking and Development Management Bylaw 4078***: A new bylaw has been drafted to implement Committee's direction as well as update the bylaw's formatting to the City's current template. The following substantive changes are incorporated in the bylaw:
 - a) the number of parking spaces required for a 3-bedroom unit in an apartment building is reduced from 2 to 1.5;
 - b) projects for non-market housing are required to provide a minimum of 1 space per dwelling unit (a calculation of parking based on number of bedrooms is not required);
 - c) secured market rental projects may use cash-in-lieu to reduce required parking by 10%; and
 - d) cash-in-lieu funds obtained for Downtown sites must be allocated to the Parking Reserve. (Funds obtained for a non-Downtown site may be allocated to a separate reserve for improvements to transit, cycle or pedestrian networks.)

In addition, the bylaw includes minor housekeeping changes to update the language of the bylaw (e.g., in reference to accessible parking spaces).
- 3) ***Affordable and Family Friendly Housing Policy 5.05***: The proposed policy defines community benefit to include non-market units and rental units secured for a minimum period of 20 years. Although the staff report considered by Council in July had identified a 10-year period, in accordance with Council's discussion the proposed term is increased to 20 years.

The policy facilitates options to promote housing that better meets the needs of families by requiring applicants to indicate how amenity spaces required by the Zoning Bylaw would be utilized and promoting variance to these requirements. For example, this policy could

Housing Affordability Policy & Regulations

encourage a developer to create a larger outdoor play space with play equipment and reduce the size of the indoor amenity room, as determined through the development permit process.

The policy further recognizes that parking requirements for affordable or special needs housing are typically site-specific and allows for project-specific determination of the appropriate amount through the rezoning and development permit processes.

- 4) ***Density Bonus Policy 5.01:*** This policy, adopted by Council in xxx, currently ensures that the City obtains 100% of the land lift achieved through a rezoning. The recommended amendments to the policy include:
- a) Provision that an appraiser will consider secured market rental units in calculating the increased land value obtained from an increase in density, to ensure affordability requirements are factored in the calculation.
 - b) Confirmation that Council may consider the expenditure of funds in the special needs housing reserve fund to support a special needs housing project in the City of Port Coquitlam upon request from an eligible proponent from time to time (the policy is currently silent on expenditure of funds from this reserve)

Part 2: Proposed Implementation Timing

It is proposed that the new requirement of the Zoning Bylaw to provide family-oriented dwelling units within multi-family buildings be applied to: (1) in-process rezoning applications and (2) any new development permit application received after the date of bylaw adoption. In keeping with established practice, this proposal would mean that in-process development permit applications would not be subject to the new regulation. However, as it would apply to in-process rezoning applications staff have ensured both current and potential applicants are aware of the impending change in regulations. It is not expected that this timing would create any hardships or surprises.


FINANCIAL IMPLICATIONS

The amendment to increasing the amount paid for use of bonus density in the RA1 Zone is anticipated to result in additional funds being directed to the applicable social housing and community amenity reserves. For larger projects creating more units than permitted under currently policies and regulations, the amount of funding to be realized from the City's capture of land lift may be impacted by the requirement to provide secured non-market rental units. It is not possible to quantify this amount as it is not known which, if any, sites in the City would be approved for higher densities.

OPTIONS

(Check = Staff Recommendation)

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#	Description
1 	Amend the Zoning Bylaw, Parking & Development Management Bylaw, and Bonus Density Policy and adopt a new Affordable and Family Friendly Housing Policy.
2	Request amendment of the draft bylaws and policy amendments and proposed policy or obtain additional information prior to their consideration.
3	Determine that no changes will be made to existing policies and regulations at this time.

ATTACHMENTS

Attachment #1: July 24, 2018 Affordable Housing Report to the Community and Intergovernmental Committee

Attachment #2: Proposed Zoning Bylaw Amendment Bylaw 4077

Attachment #3: Proposed Parking and Development Management Bylaw 4078

Attachment #4: Proposed Affordable and Family Friendly Housing Policy 5.05

Attachment #5: Proposed amended Density Bonus Policy 5.01

Attachment #6: Proposed amended Density Bonus Policy 5.01 in Track Changes

RECOMMENDATIONS:

- 1) That the Community and Intergovernmental Committee direct staff to bring forward a new housing policy and update to the density bonus policy to Council that would:
 - a) Require 10% of units additional to the calculated number of units allowed by the current land use designation/zone to be secure non-market rental units;
 - b) Recognize community benefit when calculating land lift; and
 - c) Provide for flexibility in provision of amenity spaces in apartment buildings.
- 2) That the Community and Intergovernmental Committee direct staff to make the following amendments for presentation to Council:
 - a) The Zoning Bylaw be amended to:
 - i) change the density bonus provision of the Residential Apartment RA1 zone;
 - ii) apply a floor area ratio of 1.5 in the Community Commercial zone; and
 - iii) require units in projects with attached dwelling units to include a minimum of 25% of the units as family oriented, including a minimum of 5% designed as 3-bedroom units.
 - b) The Parking and Management Development Bylaw be amended to:
 - i) reduce the required spaces for 3-bedroom units to 1.5;
 - ii) require non-market projects to provide a minimum of 1 space per unit;
 - iii) allow secured market rental projects to reduce parking requirements by 10%; and
 - iv) provide that cash-in-lieu of parking for sites not in the Downtown may be used for complementary purposes.
- 3) Staff be directed to consider a review of rental housing policies and regulations as part of its 2019 work program.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the February 20, 2018 meeting of the Finance and Budget Committee, the following motion was passed:

That the Sustainability & Environment Committee be requested to include, in its 2018 work plan, an assessment of current housing affordability, to develop a definition of what constitutes affordability, and to propose options that may increase the stock of housing to meet specified housing needs, as deemed to be appropriate and feasible for implementation in Port Coquitlam and that this work be targeted for submission to Council by mid-year 2018.

REPORT SUMMARY

This report responds to Committee's request to consider options to address housing needs in Port Coquitlam. Its assessment of the current housing stock, cost and tenure identifies the most significant gaps as the need for more non-market rental units, more housing suitable for families in new multifamily buildings, and more ground-oriented housing units suitable for first time home buyers. An assessment of measures to address these gaps being taken by the City and a comparison of measures being implemented by other communities reveals a number of policy and regulatory changes to influence the type of housing being provided in the community. In keeping with the established direction and existing resources, this report continues to build on the municipal

role as an approval authority to achieve housing objectives and looks to senior levels of government, private developers and the non-profit sector to supply housing. The recommendations of the report to adopt a new housing affordability policy, update the density bonus policy, amend certain zoning and parking regulations, and undertake a focused review of rental housing options would make a substantial difference in addressing the identified gaps. Approval is recommended.

BACKGROUND

A. Housing Actions:

In March 2015, Smart Growth Committee endorsed the City's *Housing Action Plan*, setting out six directions to be taken to address the major challenges identified at that time. The status of each of these directions is summarized as follows:

Expand housing choices in established neighbourhoods –

- coach houses are now allowed and processes to implement this housing form in place.
- policies and regulations have been amended to facilitate more duplexes and small lot subdivisions.

Increase options for ground-oriented housing (townhouses, rowhouses) –

- this work has been deferred pending staff availability. With additional staffing approved for the Planning Division, it is anticipated to commence mid-year and an amended scope is further discussed in this report.

Identify transit-oriented centres and direct mixed-use projects to these centres –

- direction for transit-oriented developments along Lougheed Highway was set by Smart Growth Committee in 2017.
- the City is working with TransLink, Metro Vancouver and neighbouring municipalities on bus stop locations and to identify land use options along the B-line route.
- amendment of the Official Community Plan to include a Transit Corridor Commercial designation is currently in process (for Fremont Village).

Protect and expand rental housing –

- this work is to be included in a future work program, including the consideration of new legislation allowing rental zones (also as further discussed in this report).

Address housing needs of a growing seniors' population –

- approval of the sale of City lands adjoining the community recreation complex has included a seniors' apartment building.
- 30% of all new apartment units are required to meet accessible design standards as set by the Province.

Encourage senior government funding of social housing projects –

- an expedited proposal to redevelop a portion of the Dogwood Seniors housing was approved (funded by BC Housing).

Housing Affordability Review & Recommendations

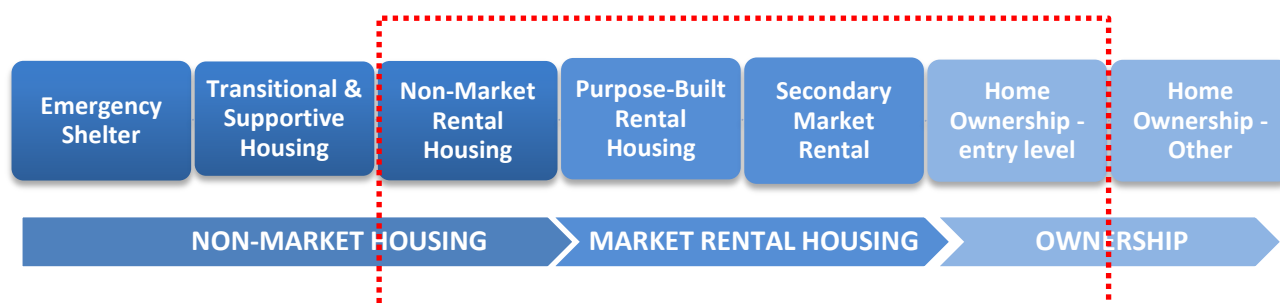
- an expedited application for a women's housing complex is in process (land provided by Metro Vancouver; to be funded by BC Housing).

B. Understanding Port Coquitlam's Emerging Housing Affordability Gap

When the research on the *Housing Action Plan* was in process (2013/14), housing in Port Coquitlam was successfully meeting a variety of housing needs, including that of first time homebuyers. The larger challenges identified at that time were to ensure a sufficient supply to meet projected demands for new dwelling units as well as to respond to changing demographics. It was then recognized that the City was benefitting from a range of lower cost housing types, in part due to its early acceptance of secondary suites in established neighbourhoods, the rezoning of the Downtown to apartment zones and the rezoning of defined areas to allow for smaller lots. Consequently, the actions identified in the Housing Action Plan did not focus on housing cost but promoted increasing the housing supply and the variety of units.

The recent direction from the Finance and Budget Committee to bring forward proposals to address housing affordability acknowledges the significant changes now being experienced in the housing market. The Sustainability & Environment Committee was requested to include, in its 2018 work plan, an assessment of current housing affordability, to develop a definition of what constitutes affordability, and to propose options that may increase the stock of housing to meet specified housing needs as deemed to be appropriate.

"Affordability" is defined as a measure of the ability to pay for housing, taking into consideration both housing costs and incomes. In Canada, housing is generally considered to be affordable if a household spends 30% or less of its before-tax income on shelter costs (e.g. rent, mortgage and/or strata fee payments and utilities¹). In keeping with the approach used by CMHC, this report acknowledges affordable housing to be a very broad term that can include housing provided by the private, public and non-profit sectors. It also includes all forms of housing tenure including rental, ownership and co-operative ownership, as well as temporary and permanent housing. The following housing continuum diagram portrays the range of shelter and housing options available to serve all income levels, needs and tenures.



¹ Source: CMHC, "About Affordable Housing in Canada"

To better understand the increasing challenges related to affordability, this report focuses on an assessment of how the City can better address three sectors of the continuum: non-market rental housing, purpose-built rental housing and entry-level home ownership. Detailed attention is not given to the secondary market rental sector (such as secondary suites and investment condominium units) as the supply of this type of housing has substantially increased within the City and there are few effective policy tools which municipalities can employ to influence housing affordability issues within this form.

Staff conducted an analysis of the City's current housing supply and an assessment of housing costs and affordability as they apply to the three sectors. The key findings of this analysis are as follows:

- Almost half of the dwelling units in Port Coquitlam are single detached homes. This ratio is shifting to a higher ratio of multifamily units as the developable land base ("green field") has been fully developed and redevelopment of older housing and commercial sites is now required to accommodate new dwelling units. A 44% growth in apartment units and 23% in townhouses was experienced compared to 1% growth in single residential stock between 2011 and 2016.
- The City's tenure ratio is 77% ownership to 23% rental. This ratio is higher than the regional ratio of 64% to 36%, reflecting a higher proportion of single detached homes and a newer apartment stock built as condominiums.
- 18% of Port Coquitlam's renter households live in non-market rental units.
- As Port Coquitlam has a higher percentage of detached homes and townhouses, 63% of its housing stock has three or more bedrooms compared to the regional average of 50%.
- 73% of the townhouses in the City have three or more bedrooms, but only 7% of apartments. This reflects the historical demand for apartments by households that do not have children or early in the family formation stage.
- 95% of housing in Port Coquitlam is in good repair and has enough bedrooms to meet the needs of the household size and composition, in accordance with criteria established by National Occupancy Standards.
- The City has an estimated 538 non-market seniors' housing units.
- The City's 585 non-market rental housing units (other than seniors) are located in ten buildings, all more than 20 years old. Most are relatively small units.
- Approximately 760 purpose-built market rental units are located in 24 buildings with the majority of these constructed more than 40 years ago; about 200 are geared towards seniors.
- Most renters live in secondary rental market dwellings. Some apartment buildings are being operated as rental developments but they were stratified prior to occupancy to allow the developer to sell these units in future, if desired.

Housing Affordability Review & Recommendations

- The older age cohorts will grow more rapidly than the younger cohorts over the next 20 years, shifting community demographics and creating demand for smaller apartment units suitable for seniors and others looking to downsize from large homes.
- The average household income for owners is a moderate² \$95,752. The average shelter cost is approximately \$1500/month; about \$100 less than the regional average. About 20% of owners pay more than 30% of their income on shelter costs.
- The average household income for renters is low¹, \$49,432. About 40% of renters in the City are paying 30% or more of their income on shelter costs and 18% pay over 50%.
- Benchmark prices for home ownership is now approximately \$1,000,000 for a single residential home, \$675,000 for a townhouse and \$480,000 for an apartment³.
- There is an increasing gap in meeting demand for ground-oriented units suitable for families entering the market. The City's primary supply of ground-oriented 3-bedroom units are detached homes however the high benchmark prices and changes to mortgage rules is creating a challenge for purchasers to qualify for these homes unless they are in a high income group or provide a significant down payment.
- Average monthly rents in purpose-built rental buildings increased by more than \$100 between 2016 and 2017 and currently range from ~\$700 for a bachelor unit to ~\$1400 for a 3-bedroom unit. The average rent in Port Coquitlam is about \$100 less than the regional average.
- Secondary market rental units are typically much more costly than purpose-built rental, in large part because these units are newer.

Metro Vancouver's Regional Affordable Housing Strategy⁴ estimates Port Coquitlam would need to add 3000 new dwellings between 2016 and 2026, of which 800 should be rental. It further indicated that 470 of this rental stock should be suitable for very low income households, 160 for low income households, and 150 for moderate to high income households. This suggests a high need for market intervention by the public sector.

Metro Vancouver's Regional Growth Strategy estimates the number of dwelling units in Port Coquitlam to increase from 21,755 units in 2016 to 34,300 units by 2041. Based on current land use designations, the City's *Housing Action Plan* projects these units to be 45% apartment, 36% detached or duplex, 19% townhouse and 11% secondary suites.

C. Policy and Regulatory Measures

Attachment 1, Scan of Housing Measures in Lower Mainland Municipalities, provides a useful starting point to identify actions being taken by others that may be appropriate for Port

² Defined by Statistics Canada, Census 2016 (based on 2015 incomes)

³ Data provided by Real Estate Board of Greater Vancouver June 2018

⁴ Adopted by Metro Vancouver May 2016. This strategy focuses on rental housing supply, and has five goals: expand supply and diversity of housing to meet a variety of needs; expand rental supply and balance preservation of existing stock with redevelopment while supporting existing tenants; meet housing demand estimates for very low and low income earners; Increase the rental housing supply along the frequent transit network and end homelessness.

Coquitlam to consider in addition to those currently used by the City. The scan identifies the following:

Use of inclusionary zoning: this measure, implemented through rezoning, requires a certain percentage of units within a development to meet defined affordability or tenure criteria. For example, the City of Richmond implements this approach within a comprehensive framework. Richmond requires developers of multi-family buildings with more than 60 units to allocate 10% of the building's floor area for low end rental units (minimum 4 units, of which 15% must be 2 bedroom and 5% 3-bedroom); smaller projects must provide a cash contribution. All single family lots created through subdivision must include a secondary suite or coach house, or pay cash in lieu. Its strategy is to not only use regulatory tools to encourage a diverse mix of housing types, but actively work to build capacity with non-profit housing and service providers and facilitate and strengthen partnership opportunities as well as increase advocacy, awareness and education roles.

Until recently inclusionary zoning in most communities has been used to obtain non-market rental units. Communities are increasingly using their zoning approvals to require purpose-built market housing for moderate income households with additional density in exchange for affordable units. Local governments may own the units, in which case they must also put structures in place to oversee their administration and management or enter into partnerships with housing providers. Some allow the developer to retain ownership and utilize housing agreements to ensure the units' occupancy and affordability are in accordance with the intent over time.

Adoption of "family-friendly" housing policies: Vancouver and New Westminster adopted requirements that a minimum number of units in apartment buildings be family-oriented (2 and 3-bedroom units) along with guidelines for location of units, minimum bedroom size and amenities. In developing their policies, the local governments have given consideration to factors including financial impact, market demands, transit accessibility and projected need.

Reduction of parking requirements: Allowing for reduced parking is typical for most non-market projects due to the tenants' lower rates of vehicle ownership and siting of these developments where there is good access to transit services. Project managers also typically monitor parking usage to avoid issues.

Some communities have amended their parking bylaws to assign lower parking requirements for market dwelling units located in close proximity to transit and community services, reflecting a lower demand for vehicles in these locations and helping to lower costs for the owners or renters.

A number of communities have set lower parking requirements for larger units (3-bedroom) than that required in Port Coquitlam.

Offering of financial incentives: Many communities, including Port Coquitlam, waive their rezoning and development permit fees for applications from non-profit housing providers. In

addition, some waive building permit fees, provide grants to offset DCCs, or allow property tax exemptions. Similar to Port Coquitlam, they may also offer a fast-track review process.

Use of municipal lands: Using public lands can be pivotal to achieving housing objectives. Many communities lease city-owned property to a non-profit housing provider at no cost or offer their lands for sale to the private sector with requirements that it be developed to meet specified needs.

Implementation of tenant and rental housing protection: Some cities have adopted strata conversion policies⁵ and protocols to restrict the loss of rental units and to assist displaced tenants. They may include policies to discourage the redevelopment of purpose-built rental buildings for market ownership or require replacement of a certain percentage of these units. Recent changes to the *Local Government Act* now provide for municipalities to zone for rental tenure allowing greater protection of existing and future rental stock.

DISCUSSION

Housing Priorities: It is important that the City of Port Coquitlam's housing stock continue to provide for families and a variety of household types. It is also important to start by being clear with respect to what the City wishes to achieve in affordable housing and how it wishes to realize this achievement. The assessment of the City's existing housing stock, projected supply and projected demand has identified emerging gaps in the City. This assessment confirms the benefit of making changes to the City's policies and regulations to address these gaps.

The current housing policy supports the development of affordable housing units but only if they are funded by a senior level of government. This policy is proving to be inadequate to meet emerging housing needs. This report focuses on making policy changes which will benefit three priority areas:

- (1) more non-market rental units, responding to the data indicating a larger number of residents need housing at a lower cost than that being provided by the market;
- (2) more housing suitable for families in new apartment buildings, responding to data indicating there is an increasing number of first-time home buyers and renters with families who cannot afford ground-oriented housing and require larger units than in apartments; and
- (3) more ground-oriented housing units to meet the gap in housing suitable for first-time home buyers and families looking to move from smaller apartment units.

Proposed Changes: This report proposes that Committee recommend to Council the adoption of a housing policy, an update to the bonus density policy, and amendment of the zoning and parking

⁵ Per s.242(6) of the *Strata Property Act*: a person applying to stratify a previously occupied building person must submit the proposed strata plan to the approving authority, which may approve the plan, or approve or refuse it subject to terms and conditions, or refuse to approve the strata plan. The Director of Development has this authority in Port Coquitlam, but the only applications have been for duplexes.

regulations to take action that will address the three priority areas. It further outlines how two additional reviews will address these areas: the review of townhouse-designated areas per the current work plan and a proposed rental housing review to be undertaken in 2019.

(1) **Adoption of a Housing Policy:** It is proposed that a housing policy be adopted to provide clarity to the development community as to the type of housing the City wishes to consider in its review of development applications. The policy, which would complement the Density Bonus Policy adopted in 2009, would include the following:

- a. **Require 10% affordable units (for additional density):** If an application to amend the Official Community Plan or Zoning Bylaw would result in more dwelling units or floor area than could be achieved under current regulations, the housing policy would require the developer to provide a minimum of 10% of the additional units as secure non-market rental units or 10% of the additional floor area, whichever is greater. The policy would further provide that cash in lieu of secure market non-rental units may be provided if the calculation results in 3 or fewer units. This inclusionary zoning policy would apply the percentage as currently proposed in the rezoning of the Fremont Village lifestyle centre and it has been identified in reports to other communities as a realistic amount⁶. It may generally be seen as the maximum amount which can be accommodated by developers without funding incentives.
- b. **Require consideration of “family friendly” amenities:** The proposal to amend the Zoning Bylaw amendments will require family-oriented units in multiple family buildings. The draft policy would provide for an applicant to evaluate indoor and outdoor amenity spaces to ensure appropriate amenities are provided to meet residents’ needs. The policy would further provide that the City may vary its current requirement to provide indoor and outdoor amenity spaces if the site-specific consideration determines this would result in creating a suitable area for outdoor play or otherwise better serve the needs of families.
- c. **Recognize community benefit in calculation of land lift, when applying the Density Bonus policy:** The following are identified as eligible community benefits:
 - i. Non-market rental housing to be secured in perpetuity. The housing could be operated by the developer or contracted to a non-profit housing provider to be administered in accordance with BC Housing’s Housing Income Limit program or a similar program.
 - ii. Commitment to rental tenure for a minimum of 10 years.

If Committee endorses the approach being recommended in this report, the detailed housing policy reflecting the above direction would be drafted for Council consideration. The updates to the bonus density policy (largely housekeeping to reflect the housing policy) and would also be brought forward for consideration.

⁶ Source: Coriolis report to the City of North Vancouver June 2018

(2) Amend the Zoning Bylaw:

- a. **Update the density bonus regulation of the RA1 zone:** The Zoning Bylaw currently includes the following provision:

“In RA1 zones, the maximum floor area ratio may be further increased to 2.0 provided that a contribution in the amount of \$25 per square foot of gross floor area created by this provision is provided to City reserve funds for community amenities and social housing amenities.”

To date, this provision has been used infrequently as it is difficult for most applicants to design buildings larger than that permitted in the RA1 zone and still meet parking and siting regulation requirements. However, there are some developments which can increase the density even by relatively small amount. As the amount charged for the additional density has not been updated since its adoption in 2009 and, when it is applied, the amount levied is not recapturing the land value. It is proposed that the Zoning Bylaw be amended at this time to increase the bonus density amount to \$50 per square foot to better reflect higher land values.

When an applicant is looking to use bonus density, calculating the additional gross floor area is overly complex. Staff suggest the bylaw be amended to simply base the calculation on total additional floor area.

There are several applications in process that could be impacted by the amendments if approved. In keeping with normal practice to provide early information to the development community about impending changes and not impact in process applications, if Committee supports the recommendations of this report prospective applicants will be informed of the upcoming change. Further, the bylaw amendment would be applied only to new applications received after the date of bylaw adoption to avoid impacting any instream applications.

- b. **Set a floor area ratio of 1.5 in the Community Commercial CC Zone:** The Community Commercial zone, which applies to commercial properties throughout the community, accommodates a wide range of general commercial and personal service uses in commercial centres having a pedestrian orientation and accommodates residential uses above ground floor commercial uses. It does not apply a density regulation but the amount of commercial space and the number of dwelling units a site may support is generally determined through application of policies and guidelines for building height and design per the Official Community Plan, a calculation of parking requirements, and the siting regulations of the Zoning Bylaw. This typically results in buildings which have floor area ratios ranging from less than 1.0 (with a portion of the site used for surface parking) to 1.5 or 1.6. For example, the mixed-use building at the corner of Elgin Avenue and Mary Hill Road was able to achieve a floor area ratio of 1.28 (note: Council approved a 6-stall parking variance for this project and it has surface parking as, at that time, it was determined the site economics did not support parking

within the building). The Villagio development was able to achieve a floor area ratio of 1.68 by constructing two levels of parking for its mix of residential, commercial and neighbourhood pub uses.

Amending the Community Commercial zone to apply a maximum floor area ratio of 1.5 is recommended by this report. This density would reasonably accommodate projects that could be built under current regulations and provide greater certainty to property owners and developers with respect to a site's development potential under existing zoning. Further, this measure would permit the City to apply the proposed affordable housing policy to mixed-use projects within the zone.

- c. **Require “family-oriented” units in all zones permitting multifamily dwellings:** The Zoning Bylaw does not presently stipulate the types of units within multifamily zones (apartment buildings, townhouses, comprehensive developments and mixed-use projects). It is recommended the Zoning Bylaw be amended to:
 - i. Require projects including more than 10 multi-family units to have at least 25% of the units designed as family-oriented units and include a minimum of 5% of these units designed as 3-bedroom units.
 - ii. Define a family-oriented dwelling unit as a 2-bedroom unit with a den, larger patio or direct access to the street and any unit with more than 2 bedrooms

This approach would ensure that all sites pre-zoned for apartments (RA1 and RA2 zones) or mixed use (Community Commercial or certain comprehensive development zones) would need to provide family-oriented units in addition to being required through the rezoning process. The amendment would provide certainty to developers with respect to the City's expectations for unit type. As with the proposed amendment to bonus density, the bylaw amendment would not apply to instream applications.

(3) Amend the Parking Bylaw:

Amending parking regulations is recommended to reflect market trends, encourage 3-bedroom units, support non-market projects and provide for cash-in-lieu payments for sites not in the downtown⁷. The amendments being proposed are modest and more significant changes if requested by an applicant would continue to require project-specific consideration. An amended parking bylaw that would include the following changes is proposed:

- a. Reduce the number of parking stalls required for a 3-bedroom unit in a multi-family dwelling from 2 to 1.5 stalls;

⁷ The bylaw presently restricts use of all monies received pursuant to the cash-in-lieu provisions of the bylaw for sites in the Downtown to being placed in a fund established under section 525(1)(d) of the *Local Government Act* for the provision of new and existing off-street parking spaces located in the Downtown. The legislation has since changed and it allows local governments to apply the funds to purposes other than off-street parking spaces and, for sites not within the downtown, such purposes may be appropriate.

- b. For sites other than sites within in the Downtown core, include a cash-in-lieu provision that would apply in the following circumstances:
 - i. For secured market rental projects, allow the replacement of up to 10% of required parking stalls with cash-in-lieu
 - ii. As a condition of rezoning or development variance permit approval of a parking variance
- c. For non-market rental units, require 1 parking stall per dwelling unit (of any number of bedrooms; visitor parking regulations remaining unchanged); and,
- d. Include, in the proposed parking bylaw amendment, that cash-in-lieu funds for purposes such as enhanced access to transit, improvements to sidewalks, construction of trails, and bike facilities.

(4) Entry-level ground-oriented homes:

With the cost of single detached homes having risen to a point beyond what many entry-level home owners can afford, smaller ground-oriented homes including townhouses, rowhouses, stacked townhouses, small duplexes, and similar housing types are becoming essential to meet this important market. Although the Official Community Plan designates lands for these types of uses, there is relatively low take-up. Further, there is often neighbourhood opposition when projects are proposed as most designated areas are developed with single family homes.

The purpose of the review is to determine if the areas have the appropriate designation, encourage development of townhouses and identify where changes should be made. The review will be considering:

- Should some areas designated for townhouses be re-designated for higher density (apartments, rowhouses or stacked townhouses) or lower density (single residential)?
- Are there any single residential neighbourhoods which could be re-designated for townhouse development?
- Should townhouse zones regulations be amended to promote smaller townhouse units, or alternative multi-unit proposals, such as a 4 or 6 unit stacked design?
- Should the City restrict new detached single residential homes from developing in townhouse designated areas by pre-zoning these areas?
- Should the City allow coach houses in townhouse designated areas or would that preclude development of townhouses in the future?
- How can we better resolve concerns related to a change in neighbourhood character when infill townhouse applications are brought before Council?

As Council has already endorsed a review of townhouse-designated areas that is to be undertaken in 2018, no further recommendations are being proposed in this report time to address the significant gap.

(5) Consider Rental Housing Options through Consultation:

This review has identified a number of questions which would need to be answered before staff would be prepared to suggest any amendments to regulations and policies applicable to rental housing, particularly with respect to market rental housing. There is also new information becoming available as, for example, the attached bulletin, explaining the residential rental tenure zoning. Consultation with relevant stakeholders, including the Housing and Homeless Task Force, Urban Development Institute, Province, BC Housing, CMHC and the community, would be recommended to provide for discussion of measures that may better protect or create additional rental and affordable housing, including an evaluation of the new rental housing legislation. As part of this consultation, it is anticipated that the following questions could be considered:

- What measures should the City take to protect existing rental housing stock or promote its renewal?
- What are the City's expectations for redevelopment of older apartment buildings held in condominium ownership?
- Should the City require replacement of rental units, if a rental building is to be demolished?
- What criteria should be in place if the City's social housing reserve fund is to be used for rental housing?
- Should the City adopt a strata title conversion policy?
- For non-market rental housing, should the City consider waiving building permit fees to achieve housing objectives? Offering grants to offset development cost charges?

This review is proposed to be included as part of the Planning Division's 2019 work program.

FINANCIAL IMPLICATIONS

The approach recommended in this report builds on the municipal role as an approval authority to achieve housing objectives and looks to senior levels of government, private developers and the non-profit sector to supply housing. While some communities are taking a more costly approach of being involved in owning, managing, and maintaining housing to meet their affordability objectives, this would have significant financial implications for the City and is not recommended.

ENVIRONMENTAL IMPLICATIONS

Adopting housing measures that would better help meet community needs for housing affordability is in keeping with the City's sustainability objectives to create a complete community.


PUBLIC CONSULTATION

In addition to staff informally advising applicants and potential applicants of the proposed changes, information on the proposed amendments would be posted on the City's web page and at the Development Services front counter to ensure prospective applicants and property owners are informed of the impending bylaw changes. The Zoning Bylaw amendment will require a public hearing.

Housing Affordability Review & Recommendations

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	<p>In summary, that Smart Growth Committee recommends that Council:</p> <ul style="list-style-type: none">• approve a housing policy to promote non-market rental and family-oriented units in multi-family developments,• update the Density Bonus Policy,• amend the Zoning Bylaw to: increase the amount to be contributed for additional floor area in the RA1 zone, set a floor area ratio of 1.5 in the Community Commercial zone, and require family-oriented units in multi-family buildings,• amend parking regulations to reduce 3-bedroom unit requirements, set a minimum for non-market projects, reduce for market rental and allow cash-in-lieu funds obtained for sites not in the downtown to be used to improve trails, transit etc., and• include consideration of rental housing policies and regulations as part of the 2019 work program.
2	Request further technical information be provided to support the recommendations of this report prior to making a decision, such as an economic impact analysis.
3	Request staff initiate a public consultation process to obtain input from developers, other stakeholders and the public on the proposed housing policy and regulatory bylaw amendments prior to making any decision.
4	Determine that no changes are to be made to existing policies and regulations at this time.

ATTACHMENTS

#1 - Summary of affordable housing measures in other municipalities

#2 - Residential rental tenure zoning bulletin

CITY OF PORT COQUITLAM

Zoning Amendment Bylaw, 2018

Bylaw No. 4077

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

1. CITATION

This Bylaw may be cited as the “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4077”.

2. ADMINISTRATION

2.1 In Section I Definitions, that the following definition be inserted:

“**Family-oriented dwelling unit** means a dwelling unit that has three or more bedrooms or a dwelling unit that has two bedrooms and includes a den, a patio having a minimum area of 10m², or a patio and a direct pedestrian connection to the street. For the purposes of this definition, a den shall be a separate room with a minimum size of 4.5 m².”

2.2 In Section 2 Residential Zones:

- a) That in Table 2.4 Residential Zones Regulations, the second last paragraph of Note 10 be amended by replacing “\$25” with “\$50” and by removing the word “gross”.
- b) That Section 2.5 Additional Regulations be amended by adding a new subsection 11, as follows:

“Family-Oriented Dwelling Units

- 11. At least 25% of the total number of dwelling units in a multi-family development with more than 10 units must be family-oriented dwelling units, and at least 5% of the total number of dwelling units within the development must have three or more bedrooms.”

2.3 In Section 3 Commercial Zones:

- a) That Table 3.4 Commercial Zones Regulations be amended by inserting a new column titled “Floor Area Ratio”, and applying a floor area ratio of 1.5 in the row for the CC zone.
- b) That the following Note 6 be added to the floor area ratio regulation of the CC zone:

“Note 6. In the calculation of floor area ratio in the CC zone, the following may be excluded as floor area:

Bylaw No. 4077

CITY OF PORT COQUITLAM

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

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

1. CITATION

This Bylaw may be cited as the “Parking and Development Management Bylaw, 2018, No. 4078”.

2. REPEAL

City of Port Coquitlam Parking and Development Management Bylaw, 2005, No. 3525, as amended, is repealed.

3. INTERPRETATION

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

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

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

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

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

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

PARKING

4. DEVELOPMENT REQUIREMENTS

When any development construction, extension or alteration of a building or structure excluding interior improvements takes place on any parcel, off-street parking and loading shall be provided and maintained in accordance with regulations contained in this Bylaw.

5. EXISTING BUILDINGS, STRUCTURES AND USES

- 5.1 When any development takes place on any parcel, off-street parking and loading shall be provided and maintained in accordance with regulations contained in this Bylaw, with the following exemptions:
- a) When the development is a special event facility, seasonal facility, storage container, or tent structure, no additional off-street parking and loading spaces are required; and
 - b) When the development is a special event facility, the facility may occupy required off-street and loading spaces for up to 7 consecutive days in any 30-day period.
- 5.2 The regulations contained in this Bylaw shall not apply to changes in use in existing buildings or structures except for a change to the following uses:
- a) Child care facility
 - b) Indoor recreation facility within an Industrial zone
 - c) Liquor primary licence
 - d) Lounge endorsement area

6. VOLUNTARY ESTABLISHMENT OF PARKING AND LOADING FACILITIES

Where off-street parking and loading facilities are provided when not required, the location, design and operation of such facilities shall comply with all the regulations of this Bylaw.

7. UNIT OF MEASUREMENT

- 7.1 Where gross floor area is used as a unit of measurement for the calculation of required parking and loading spaces, it shall include the floor area of the principal building, accessory buildings, and basements, except where they are used for parking, heating or storage.
- 7.2 Where parking spaces are required on the basis of the number of employees or children, the number represents the greatest number of employed persons or children present within the premises at any one time.

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

- 7.3 Where seating accommodation is used as a unit of measurement and such accommodation consists of benches, pews or booths, each 500 mm width of such seating accommodation shall be counted as one seat.
- 7.4 When the calculation of parking or loading requirements results in a fractional parking space, any fraction of one-half or less shall be disregarded and one parking or loading space, as the case may be, shall be provided in relation to any fraction of greater than one-half.

8. REQUIRED OFF-STREET PARKING SPACES

Off-street parking spaces shall be provided for each use of a building or structure in the amount set out in this Section. In the case of a use not specifically mentioned, the required off-street parking spaces shall be the same as for the most similar use.

Residential Uses	Required Parking Spaces	Additional Parking Space Requirements
Single and duplex	2 per dwelling unit	
Secondary suite	1 per unit	
Coach house	1 per unit	
Rowhouse	2 per dwelling unit	
Townhouse	2 per dwelling unit	1 visitor space per 5 dwelling units
Apartment building	1 per studio dwelling unit 1.3 per dwelling unit with 1 bedroom 1.5 per dwelling unit with 2 or more bedrooms	1 visitor space per 5 dwelling units
Apartment building with a height greater than 6 storeys	1 per studio dwelling unit 1.3 per dwelling unit with 1 bedroom 1.5 per dwelling unit with 2 or more bedrooms	1 visitor space per 10 dwelling units
Senior citizens housing within 100m of a public transit stop and 250m of retail shopping facilities	1 per 2 dwelling units	
Senior citizens housing not within 100m of a public transit stop and 250m of retail shopping facilities	1 per dwelling unit	
Non-market secured rental housing	1 per dwelling unit	
Accessory residential unit for agricultural retail, indoor storage or institutional uses	2 per dwelling unit	

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Parking and Development Management Bylaw, 2018

Bylaw No. 4078

Residential Uses	Required Parking Spaces	Additional Parking Space Requirements
Boarding, lodging or rooming houses fraternity or sorority houses or other similar uses.	1 per 2 sleeping units	

Commercial, Institutional, Industrial and Other Uses	Required Parking Spaces	Additional Parking Space Requirements
Banks, business administrative and professional offices	1 per 45 m ² gross floor area	
Billiard and pool halls	2 per table	
Bowling alleys	3 per alley	
Child care facilities and preschools	1 per 10 children	
Dormitories, rest homes	1 per 3 employees	1 per 6 beds
Driving ranges	1 per tee	
Gasoline service stations	1 per 2 employees	1 per service bay
Golf course	8 per hole	
Hotels	1 per 2 sleeping units	
Instructor-led commercial indoor recreation uses	1 per 10 students	
Liquor primary licensed establishments including clubs, neighbourhood pubs, lounges and similar establishments	1 per 2 persons of person capacity or 1 per 2 seats, whichever is greater.	
Liquor primary licensed establishment including club, neighbourhood pub, lounge and similar establishments at Lot 271, DL 255, Gr 1 NWD (1979 Brown Street)	1 per 2.1 persons of person capacity or 1 per 2.1 seats, whichever is greater	
Lounge endorsement area	1 per 5 seats	
Manufacturing and industrial buildings and uses, display yards and storage yards, research laboratories, servicing and repair establishments and similar uses	1 per 3 employees, or 1 per 95 m ² of gross floor area, whichever is greater	1 per 95 m ² gross floor area and/or parcel area used for display rental or retail sales purposes
Medical or dental offices and clinics	1 per 30 m ² gross floor area	
Motels, motor hotels and auto courts	1 for each dwelling or sleeping unit	
Neighbourhood pubs situated within the Downtown as defined by Schedule "A" of this Bylaw	1 per 3 persons of person capacity or 1 per 3 seats, whichever is greater	

CITY OF PORT COQUITLAM

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

Commercial, Institutional, Industrial and Other Uses	Required Parking Spaces	Additional Parking Space Requirements
Places of public assembly, commercial indoor recreation, arenas, armories, art galleries, assembly halls, auditoriums, clubs lodges and fraternal buildings not providing overnight accommodation, coliseums, community centers, convention halls, dance halls, exhibition halls, funeral parlors and undertaking establishments, gymnasiums, meeting halls, museums, public libraries, stadiums, theaters, health centres, reducing salons, steam baths, roller rinks, curling rinks, skating rinks, swimming pools and similar uses.	1 per 10 seats	1 per 9 m ² of floor area in areas without fixed seats which are used or intended to be used for public assembly, excluding playing surfaces.
Places of worship	1 per 9 m ² gross floor area used for assembly purposes	
Private hospitals	1 per 4 employees	1 per 2 staff doctors 1 per 5 beds
Public utilities and other civic buildings	1 per 3 employees or 1 per 95 m ² of gross floor area, whichever is greater.	
Restaurants and similar eating establishments	1 per 5 seats	
Retail stores and personal service establishments, except as otherwise specified herein	1 per 30 m ² of retail floor area, or 1 per 47 m ² of gross floor area, whichever is greater	
Schools - commercial, trade or technical	1 per staff member	1 per 10 seats
Schools - kindergarten, elementary, middle	1 per 10 students	
Schools – secondary, high	1 per 10 students for staff and visitor parking	1 per 8 students for student parking
Warehousing, storage buildings, wholesale establishments or other similar uses.	1 per 3 employees, or 1 per 95 m ² of gross floor area, whichever is greater.	

9. PAYMENT IN LIEU OF PARKING SPACES

9.1 An owner of a parcel of land

- a) situated within the Downtown, as defined by Schedule “A” to this Bylaw, who applies for a building permit or a change in use such that the use requires additional parking spaces to those already provided, or
- b) who applies for a building permit to construct secured market rental housing may, at the owner’s option and subject to this Section 7, opt to pay to the City a sum of \$15,000 per parking space in lieu of providing the off-street parking spaces. The maximum number of spaces in relation to which cash may be provided under this section is 10% of the total number of required off-street parking spaces.

9.2 Where an owner opts to pay money in lieu of providing required parking spaces, the money shall be payable at the time when the building permit is issued for the building that is being put to the use that requires the off-street parking space or, if a building permit is not required for the use, the owner shall pay the money at the time of issuance of a business licence for the use that requires the off-street parking spaces.

9.3 All monies received pursuant to the requirements of this Section for a site in the Downtown shall be placed in a fund established under section 525(1)(d) of the *Local Government Act* for the provision of off-street parking spaces located in the Downtown and the City shall use such funds only for that purpose.

9.4 The payment of cash under this Section does not entitle any person to the use of parking spaces provided on a reserved or dedicated basis within any City parking facility.

9.5 For certainty, payments made under this Section entitle the occupier from time to time of the land in respect of which the payment was made to a credit for the number of off-street parking spaces in respect of which the payment was made, notwithstanding that the occupier did not make the payment.

10. USE OF PARKING FACILITIES

10.1 All required off-street parking spaces shall be used only for the purpose of accommodating the vehicles of clients, customers, employees, members, residents, or tenants who make use of the principal building or use for which the parking area is provided, and such parking area shall not be used for off-street

loading, driveways, access or egress, commercial repair work, display, sale or storage of goods of any kind.

- 10.2 One parking space may accommodate a recycling storage space as specified in the Zoning Bylaw for any rowhouse, townhouse or apartment residential complex completed prior to December 31, 2013.

11. LOCATION AND SITING OF PARKING FACILITIES

- 11.1 Where a building or structure has more than one use, the required number of parking and loading spaces shall be the sum of the requirements for each use.

- 11.2 Required spaces shall be provided:

- a) on the same parcel as the building for which they are required, or
- b) on a parcel or portion of a parcel located within 95 m of the building for which they are required, provided that annexed to such parcel is a covenant registered in favour of the Municipality that the parcel or portion of the parcel concerned shall continue to be used solely for parking purposes.

- 11.3 Required parking spaces for coach houses and secondary suites must be independently accessible.

12. PARKING SPACE STANDARDS

- 12.1 The location of all points of ingress and egress to a parking area shall be as specified in the Highway Use Bylaw.

- 12.2 Off-street parking spaces provided for each use or building as required by this Bylaw shall conform to the following regulations:

- a) 75% of the parking spaces shall have a minimum unobstructed length of 5.5 metres, a minimum unobstructed width of 2.7 metres and a minimum unobstructed height of 2.1 metres;
- b) the remaining 25% of the parking spaces shall have a minimum unobstructed length of 5 metres, a minimum unobstructed width of 2.5 metres and a minimum unobstructed height of 2.1 metres;

Parking and Development Management Bylaw, 2018

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For clarification, a column does not constitute an obstruction. A column is defined as a structural support located at the front or rear of a parking space and which projects no more than 1 metre along one side of a parking space.

- c) when a parking space adjoins a building, fence or other structure over 30 centimetres in height, the required width of the parking space is increased by 30 centimetres; and
- d) accessible parking spaces suitable for individuals with disabilities shall be provided, of the number and dimensions required by the British Columbia Building Code and the Bylaws of the City.

12.3 Access

- a) Adequate provision shall be made for individual ingress or egress by vehicles to all parking spaces at all times by means of unobstructed maneuvering aisles. Maneuvering aisles of not less than the following widths shall be provided:

Parking Angle in Degrees	Width of Aisle
90	7.5m, except the aisle width may be 6.5m if underground or in a building
Between 60 and 90	5m
Less than 60	3.5m

- b) Tandem parking spaces are permitted to a maximum of 40% of the required resident parking spaces for townhouse and rowhouse residential uses. For the purposes of this section, a tandem parking space means a space for the parking of a vehicle either inside or outside a building or structure in an arrangement where one vehicle is located behind the other vehicle.

12.4 All parking areas shall be provided with adequate curbs in order to retain all vehicles within such permitted parking area, and to ensure that fences, walls, hedges or landscaped areas, and buildings, will be protected from parking vehicles.

12.5 All parking areas shall be surfaced with asphalt, concrete or similar pavement so as to provide a surface that is durable and dust-free and shall be so graded and drained as to properly dispose of all surface water with the exception of parking spaces in the A zone and parking spaces for secondary suites or coach houses in RS zones.

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

- 12.6 Any lighting used to illuminate any parking area or parking garage shall be so arranged that all direct rays of light are reflected upon such parking area or parking garage, and not on any adjoining premises.
- 12.7 All points of access to an underground parking area or to a parking area contained in a building shall be through a door that is kept locked except when pedestrians or vehicles are entering or leaving the said parking area.
- 12.8 Visitor parking spaces shall be clearly marked as "Visitor" and available for use by non-occupants of the parcel at all times.

13. REQUIRED OFF-STREET LOADING SPACES

- 13.1 On every parcel used for a commercial or an industrial use other than a use listed in section 11(b) of this bylaw, the minimum number of loading spaces shall be:

Gross Floor Area	Loading Space Requirements
less than 460 m ²	1
460 m ² to 2300 m ²	2
2300 m ² to 4600 m ²	3
Each additional 4600 m ²	1 additional

- 13.2 On every site used as an office building, place of public assembly, hospital, institution, hotel, club or lodge, auditorium, public utility, school or other similar use, the minimum number of spaces shall be as follows:

Gross Floor Area	Loading Space Requirements
less than 2800 m ²	1
2800 m ² to 5600 m ²	2
Each additional 5600 m ²	1 additional

14. LOCATION AND SITING OF LOADING FACILITIES

Off-street loading spaces and facilities shall be located on the same parcel as the use served, but not within the required front or side yard and not closer than 7.5 metres to the nearest point of intersection of any two street allowances.

15. LOADING AREA STANDARDS

- 15.1 All off-street loading and unloading spaces shall be of adequate size, and with adequate access thereto, to accommodate the types of vehicles which will be

loading and unloading, but in no case shall be insufficient to accommodate a vehicle 9.0 metres in length, 2.6 metres in width and 3.6 metres in height.

- 15.2 All loading areas shall be provided with adequate curbs in order to retain all vehicles within such permitted loading areas, and to ensure that required fences, walls, hedges, or landscaped areas, as well as any buildings, will be protected from parked vehicles.
- 15.3 Each loading space shall be surfaced with an asphalt, concrete, or similar pavement so as to provide a durable, dust-free surface, and shall be so graded and drained as to properly dispose of all surface water.
- 15.4 Any lighting used to illuminate any loading area shall be so arranged that all direct rays of light be reflected upon the loading area, and not on any adjoining premises.

WORKS AND SERVICES

16. WORKS AND SERVICES

- 16.1 It is required as a condition of the issue of a building permit for a principal building that the owner of the land provides works and services on:
 - a) a highway immediately adjacent to the site being developed; and,
 - b) the site being developed.
- 16.2 The works and services required by Section 14 of this Bylaw are those highway, water, sewage disposal, storm drainage, street lighting, sidewalk, underground utility and other works and services required in Sections 401 through 408 of the "Subdivision Servicing Bylaw, 1987, No. 2241" all as constructed to the standards established in that Bylaw and its Schedules for land in the relevant zone and the construction of such works shall be completed prior to subdivision approval or permit issuance, or secured in the manner provided in the bylaw except that:
 - a) for a development that is not in the Downtown as defined by Schedule A, underground wiring is not required; and
 - b) off-site services are not required for a single detached residence or duplex in an area designated by the Official Community Plan as Residential or Small Lot Residential.

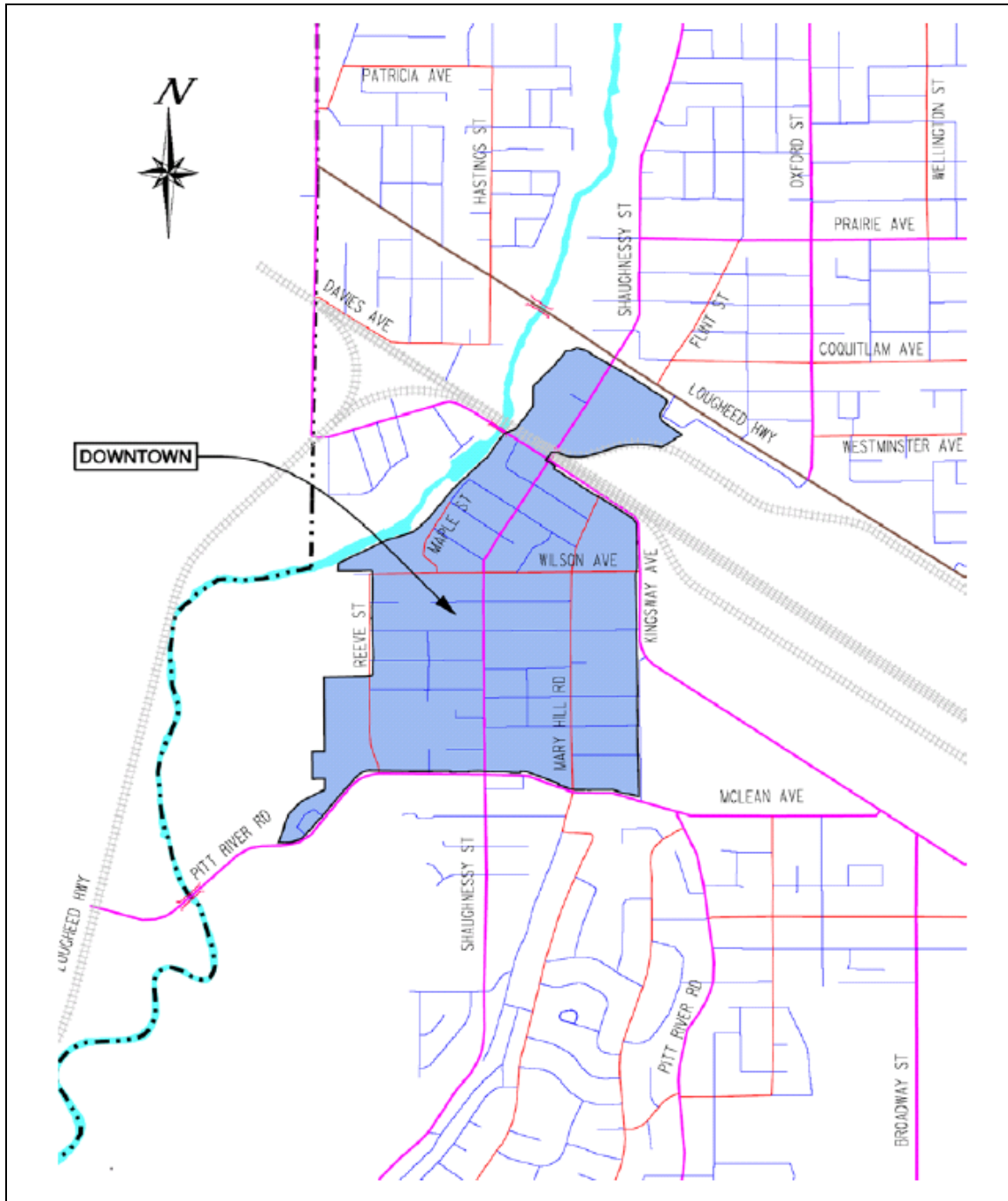
CITY OF PORT COQUITLAM

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

SCHEDULE "A"

DOWNTOWN





POLICY

Subject Area:	Planning	Policy #	5.05
Policy Title:	Affordable and Family Friendly Housing Policy		
Authority:	Legislative X Administrative	Effective Date:	2018-xx-xx
		Review Date:	
Issued By:	Director of Development Services	Issue Date:	
		Manner Issued:	

Purpose:

To set the City's policy with respect to meeting housing affordability objectives and promote housing and amenities meeting the needs of families.

Associated Policy Documents:

Official Community Plan, 2013, Bylaw No. 3838

Density Bonus Policy 5.01

Policy:

- a. Community benefit will be recognized when applying the City's Density Bonus Policy in calculating increase in land value. For this purpose, the following are identified as eligible community benefits:
 - i. Provision of non-market rental housing units to be secured in perpetuity. The program is to be defined and administered in accordance with a Housing Agreement approved by the City.
 - ii. Commitment to housing having a rental tenure for a minimum of 20 years.

b. Non-Market Rental Housing Units

If an application to amend the Official Community Plan or Zoning Bylaw would result in more dwelling units or floor area than could be achieved under the current Official Community Plan or Zoning Bylaw, the developer must provide a minimum of 10% of these additional units or 10% of this additional floor area as secure non-market rental housing units, whichever is greater.

Consideration of cash in lieu will be given in situations where 3 or fewer non-market rental housing units would be required pursuant to this policy.

c. **“Family friendly” amenities:**

All applications to permit a multi-family housing development must provide an assessment of how the proposed indoor and outdoor amenity spaces would meet residents’ needs. Favorable consideration to varying the amenity space requirements of the Zoning Bylaw will be given to a proposal that would better serve needs of families than a proposal conforming to the Bylaw.

d. **Parking:**

The City may consider a variance to the parking requirements of the Parking and Development Management Bylaw or establishing site-specific parking requirements through rezoning for secured market or non-market rental projects or other housing projects addressing residents’ special needs. As part of an application for such a variance or site-specific requirement, a parking needs assessment must be provided at the time of application.

Responsibility:

The Director of Development Services shall be responsible for administration of this policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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POLICY

Subject Area:	Planning	Policy #	5.01
Policy Title:	Density Bonus Policy		
Authority:	Legislative	X	Effective Date: 2009-11-12
	Administrative		Review Date: 2013-09
Issued By:	Laura Lee Richard, Director of Development Services		Issue Date: 2009-11-20
			Manner Issued: Planning and in Resources

Purpose:

To define the City's policy with respect to developments utilizing density bonus provisions of the Official Community Plan and Zoning Bylaw and amenities to be obtained from such developments.

Associated Policy Documents:

Official Community Plan, 2013, Bylaw No. 3838

Affordable and Family Friendly Housing Policy 5.05

Policy:

1. Where the Zoning Bylaw permits density bonuses within a residential zone and provides for acquisition of additional density in exchange for cash in lieu of amenities, the amount of cash in lieu shall be determined by the increase in land value attributable to the additional density. The increase in land value attributable to the additional density will vary over time and shall be reviewed on an annual basis or more frequently if, upon the advice of the Director of Development Services, needed to respond to significant market fluctuations.
2. For large or complex development sites involving rezoning and which:
 - i. call for a density exceeding the density contemplated in the Official Community Plan land use designation for the site or
 - ii. call for land uses with a higher value than the uses contemplated in the Official Community Plan

Council may consider adoption of a zone with density bonus requirements determined on a site-by-site basis to require either cash in lieu of amenities or the provision of amenities as determined appropriate for the specific development in Council's consideration of the application. The amount of cash in lieu or the value of the amenities shall be based on a calculation of the increase in land value attributable to the additional density or the change in land use. The community benefit of the project, as defined in the Affordable and Family Friendly Housing Policy, shall be factored in this calculation.

3. Allocation of the cash in lieu funds acquired by developments utilizing the bonus density shall be as follows:
 - i. 50% of the amount shall be deposited in the Community Amenities Reserve Fund for the following purposes:
 - improvements to parks, fields, trails and other open spaces including environmental enhancements;
 - creation or enhancement of facilities used for community purposes including day cares, spaces for recreation or social purposes, recreation, heritage recognition and display purposes; and,
 - acquisition and installation of public art.
 - ii. 50% of the amount shall be deposited in the City's Special Needs Housing Reserve Fund for special needs housing purposes.
4. Allocation of funds provided by developments providing cash in lieu of secured non-market rental units shall be deposited in the Special Needs Housing Reserve.
5. The expenditure of funds in the Community Amenities Reserve Fund obtained for the purposes outlined in (3) shall be determined by Council from time to time. In making this determination, the following criteria shall be applied:
 - contribution to meeting the City's strategic goals, objectives and plans
 - benefit to the community as a whole
 - benefit in off-setting the impacts of additional density within the neighbourhood absorbing the density
 - the capital cost of the selected amenity relative to the available funds
 - on-going operating and maintenance costs
 - availability of other means to fund the amenity.
6. The expenditure of funds in the Special Needs Housing Reserve Fund to support building construction, alterations or additions for a special needs housing development may be determined by Council from time to time in response to application from an eligible proponent. For clarification, the term "special needs housing" includes housing meeting the needs of people with disabilities or health-related needs, shelters, refuges, and secured non-market rental housing or other housing restricted to meeting affordability criteria.

Responsibility:

In the application of density bonus provisions associated with rezoning, the Director of Development Services shall bring forward a recommendation and proposed bylaw to Council giving consideration to the criteria outlined in this policy.

In the review of funds obtained through application of cash in lieu provisions, the Director of Development Services shall bring forward a recommendation for expenditure to the Department Head Team for its recommendation to Council.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
5.01	2009-11-20	2018-xx	2018-xx	2018-xx



CHANGES TO EXISTING POLICY SHOWN IN TRACK CHANGES

POLICY

Subject Area:	Planning	Policy #	5.01
Policy Title:	Density Bonus Policy		
Authority:	Legislative	X	Effective Date: 2009-11-12
	Administrative		Review Date: 2013-09
Issued By:	Laura Lee Richard, MCIP , Director of Development Services		Issue Date: 2009-11-20
		Manner Issued:	Planning and in Resources

Purpose:

To define the City's policy with respect to developments utilizing density bonus provisions of the Official Community Plan and Zoning Bylaw and amenities to be obtained from such developments.

Associated Policy Documents:

[Official Community Plan, 2013, Bylaw No. 3838](#)

[Affordable and Family Friendly Housing Policy 5.05](#)

Policy:

1. Where the Zoning Bylaw permits density bonuses within a residential zone and provides for acquisition of additional density in exchange for cash in lieu of amenities, the amount of cash in lieu shall be determined by the increase in land value attributable to the additional density. The increase in land value attributable to the additional density will vary over time and shall be reviewed on an annual basis or more frequently if, upon the advice of the Director of Development Services, needed to respond to significant market fluctuations.
2. For large or complex development sites involving rezoning and which:
 - I. call for a density exceeding the density contemplated in the Official Community Plan land use designation for the site or
 - II. call for land uses with a higher value than the uses contemplated in the Official Community Plan

Council may consider adoption of a ~~comprehensive development~~-zone with density bonus requirements determined on a site-by-site basis to require either cash in lieu of amenities or the provision of amenities as determined appropriate for the specific development in Council's consideration of the application. The amount of cash in lieu or the value of the amenities shall be based on a calculation of the increase in land value attributable to the additional density or the change in land use. [The community benefit of the project, as](#)

defined in the Affordable and Family Friendly Housing Policy, shall be factored in this calculation.

3. Allocation of the cash in lieu funds acquired by developments utilizing the bonus density shall be as follows:

I. 50% of the amount shall be deposited in the ~~City's~~ Community facilities Amenities Reserve Fund for the following purposes:

- improvements to parks, fields, trails and other open spaces including environmental enhancements;
- creation or enhancement of facilities used for community purposes including day cares, spaces for recreation or social purposes, recreation, heritage recognition and display purposes; and,
- acquisition and installation of public art.

II. 50% of the amount shall be deposited in the City's ~~Social~~ Special Needs Housing ~~amenity~~ Reserve Fund for ~~affordable and~~ special needs housing purposes.

4. Allocation of funds provided by developments providing cash in lieu of secured non-market rental units shall be deposited in the Special Needs Housing Reserve.

5. The expenditure of funds in the Community Amenities Reserve Fund obtained for the purposes outlined in (3) shall be determined by Council ~~on an annual basis~~ from time to time. In making this determination, the following criteria shall be applied:

- contribution to meeting the City's strategic goals, objectives and plans
- benefit to the community as a whole
- benefit in off-setting the impacts of additional density within the neighbourhood absorbing the density
- the capital cost of the selected amenity relative to the available funds
- on-going operating and maintenance costs
- availability of other means to fund the amenity.

6. The expenditure of funds in the Special Needs Housing Reserve Fund to support building construction, alterations or additions for special needs housing may be determined by Council from time to time in response to application from an eligible proponent. For clarification, the term "special needs housing" includes housing meeting the needs of people with disabilities or other health-related needs, shelters and places of refuge, and secured non-market rental housing or other housing restricted to meeting affordability criteria.

Responsibility:

In the application of density bonus provisions associated with rezoning ~~to a comprehensive development zone~~, the Director of Development Services shall bring forward a recommendation and proposed bylaw to Council giving consideration to the criteria outlined in this policy.

In the ~~annual~~ review of funds obtained through application of ~~Zoning Bylaw~~ cash in lieu ~~density bonus~~ provisions, the Director of Development Services shall bring forward a recommendation for expenditure to the ~~Corporate Management~~ Department Head Team for its recommendation to Council.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
5.01	2009-11-20	2018-xx	2018-xx	2018-xx
