

**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Recommendation:

*That the October 9, 2018, Regular Council Meeting Agenda be adopted as circulated.*

**3. CONFIRMATION OF MINUTES**

**3.1 Minutes of Regular Council**

Recommendation:

*That the minutes of the following Council Meetings be adopted:*

- *September 18, 2018, Regular Council Meeting*
- *September 25, 2018, Regular Council Meeting.*

**4. PROCLAMATIONS**

**4.1 Waste Reduction Week – October 15-21, 2018**

**4.2 Veteran's Week – November 5-11, 2018**

**5. PRESENTATIONS**

**5.1 PoCo EFC U14 Boys Soccer**

**5.2 PoCo Saints Pee Wee C Boys Lacrosse**

**6. PUBLIC HEARINGS**

**6.1 Zoning Amendment Bylaw No. 4077 (Housing Affordability)**

See Item 7.1 for information.

**6.2 Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue**

See Item 7.2 for information.

**7. BYLAWS**

**7.1 Zoning Amendment Bylaw No. 4077 (Housing Affordability) – Third Reading and Adoption**

(Items 7.1, 8.1 and 8.2 will be dealt with together.)

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) third reading.*

Recommendation:

*That Council approve Affordable and Family Friendly Housing Policy 5.05 and Density Bonus Policy 5.01.*

Recommendation:

*That Council Zoning Amendment Bylaw No. 4077 (Housing Affordability) final reading.*

**7.2 Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue – Third Reading**

Recommendation:

*That Council give Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue third reading.*

**7.3 Zoning Amendment Bylaw No. 4092 for 1940 Brown Street - First Two Readings**

Recommendation:

*That Council:*

1. *Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to Zoning Bylaw Amendment Bylaw 4092 to amend the zoning of 1940 Brown Street from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);*
2. *Require that prior to adoption of the amending bylaw:*
  - a. *the subdivision plan be completed to the satisfaction of the Approving Officer;*
  - b. *the following conditions be met to the satisfaction of the Director of Development Services:*
    - i. *Installation of tree protection barriers for the two Douglas Firs;*
    - ii. *Submission of a \$2,500.00 security for relocation of the monkey puzzle tree;*
    - iii. *Demolition of the building at 1940 Brown Street; and,*
    - iv. *Completion of design and submission of fees and securities for off-site works and services.*

**7.4 Parking and Development Management Bylaw No. 4078 – Final Reading**

Recommendation:

*That Council give Parking and Development Management Bylaw No. 4078 final reading.*

**7.5 2019 Permissive Property Tax Exemption Bylaw - Final Reading**

Recommendation:

*That Council give Permissive Property Tax Exemption Bylaws 4079, 4080, 4081, 4082, 4083, 4084, 4085, 4086, 4087, 4088, 4089, 4090 and 4091 final reading.*

**8. REPORTS**

**8.1 Affordable and Family Friendly Housing Policy 5.05**

*(Items 7.1, 8.1 and 8.2 will be dealt with together.)*

**8.2 Density Bonus Policy 5.01**

*(Items 7.1, 8.1 and 8.2 will be dealt with together.)*

**8.3 2019-2020 Capital Plan**

Recommendation:

*That staff be directed to proceed with award of the 2019 and 2020 capital projects, as per the recommendation of Finance and Budget Committee at its September 17, 2018, meeting.*

**8.4 2018 Emergency Social Services (ESS) Community Emergency Preparedness Fund (CEPF) Application**

Recommendation:

*That Council approve staff to submit an application for \$25,000 of funding for Emergency Social Services equipment to the UBCM Community Emergency Preparedness Fund.*

**8.5 Recreational Vehicle Motion (Previous Postponement)**

**Recommendation:**

*None.*

**9. STANDING COMMITTEE VERBAL UPDATES**

**9.1 Downtown Oversight Committee**

**9.2 Smart Growth Committee**

**10. NEW BUSINESS**

**11. CLOSED ITEMS RELEASED TO PUBLIC**

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

**July 24, 2018, Closed Council**

*That Karen Grommada be appointed as Acting Chief Administrative Officer for the duration of time the Chief Administrative Officer is on maternity leave.*

**12. ADJOURNMENT**

**12.1 Adjournment of the Meeting**

**Recommendation:**

*That the October 9, 2018, Regular Council Meeting be adjourned.*

**Present:**

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

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**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Moved - Seconded:

*That the September 18, 2018, Regular Council Meeting Agenda be adopted with the following changes:*

- *Deletion of Item 5.2 PoCo EFC U17 Girls Soccer.*

Carried

**3. CONFIRMATION OF MINUTES**

**3.1 Minutes of Council Meetings**

Moved - Seconded:

*That the minutes of the following Council Meetings be adopted:*

- *July 17, 2018, Special Council Meeting*
- *July 24, 2018, Regular Council Meeting*
- *September 4, 2018, Special Council Meeting.*

Carried

**4. PROCLAMATIONS**

**4.1 Community Living Month – October 2018**

**5. PRESENTATIONS**

**5.1 PoCo EFC U15 Girls Soccer**

Mayor & Council congratulated the PoCo EFC U15 Girls Soccer with their provincial win and presented them with certificates.

**5.2 PoCo EFC U17 Girls Soccer**

This item was deleted from the Agenda.

**5.3 Rivers & Trails Festival**

Council heard a presentation regarding the upcoming Rivers & Trails Festival.



**6. DELEGATIONS****6.1 Riverside Secondary – Ban Single-Use Plastic Bags**

The Riverside Secondary School's Environment Club presented on the ban of single-use plastic bags.

**7. PUBLIC INPUT OPPORTUNITIES****7.1 Development Variance Permit DVP00051 for 1889 & 1845 Kingsway Avenue**

No public comments.

**8. BYLAWS****8.1 Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue**

Moved - Seconded:

*That Council:*

1. *Confirm the following consultation for the proposed Official Community Plan amendment:*
  - a) *the applicant's consultation with the community,*
  - b) *staff communication with School District 43,*
  - c) *on-site signage, and*
  - d) *consideration of the application by Smart Growth Committee in an open meeting;*
2. *Require the following conditions be met prior to adoption of the bylaw amendments:*
  - a) *adoption of a Housing Agreement Bylaw,*
  - b) *lot consolidation, submission of a plan providing for dedication of corner cut-offs and any additional right-of-way required at the Flint Street/Prairie Avenue intersection, and provision for off-site servicing to the satisfaction of the Director of Development Services; and,*
  - c) *completion of a review of the geometry of the intersection of Prairie Avenue and Flint Street within the Traffic Impact Assessment, including a conceptual intersection design, with a commitment to implement road infrastructure that may include geometry improvements and full signalization of the intersection to the satisfaction of the Director of Engineering and Public Works; and,*
3. *Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to:*
  - a) *Official Community Plan Amendment Bylaw 4075, and*
  - b) *Zoning Bylaw Amendment Bylaw 4076.*

Carried

**9. REPORTS****9.1 Development Variance Permit DVP00051 for 1889 & 1845 Kingsway Avenue**

Moved - Seconded:

*That Council approve Development Variance Permit DVP00051 for 1889 & 1845 Kingsway Avenue.*

Carried

**9.2 Self-Help Matching Grant Program, 2018**

Moved - Seconded:

*That Council approve funding for the following grant applications from the Self-Help Matching Grant Program for the following amounts:*

1. \$5,650 to Port Coquitlam Euro-Rite FC for permanent soccer nets;
2. \$10,000 to Castle Park Parent Advisory Council for a Learning Garden; and
3. \$5,500 to Westwood Parent Advisory Committee for additional playground amenities.

Carried

**10. STANDING COMMITTEE VERBAL UPDATES**

**10.1 Finance & Budget Committee**

Councillor Washington provided an update.

**10.2 Healthy Community Committee**

Councillor Pollock provided an update.

**11. NEW BUSINESS**

**11.1** Council provided updates related to community events.

**12. CLOSED ITEMS RELEASED TO PUBLIC**

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

June 19, 2018, Closed Finance & Budget Committee

*That Committee approve the conversion of Recreation Program Assistant - Volunteer Services from regular part time to regular full time.*

July 10, 2018, Closed Council

*That Council direct the Corporate Officer to suspend all delegation & speaking request approvals related to cannabis until the City has developed its desired regulatory framework for cannabis-related businesses.*

**13. RESOLUTION TO CLOSE**

**13.1 Resolution to Close the September 18, 2018, Regular Council Meeting to the Public**

Moved - Seconded:

*That the Regular Council Meeting of September 18, 2018, be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:*

Item 4.1

- (1) g) litigation or potential litigation affecting the municipality;
- i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and

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

Carried

Certified Correct,

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

**Present:**

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

**Absent:**

Councillor Penner

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**1. CALL TO ORDER**

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

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Moved - Seconded:

*That the September 25, 2018, Regular Council Meeting Agenda be adopted with the following changes:*

- *Replacement of pages 21 to 33 (Bylaws 4079 to 4091); and*
- *Deletion of Item 8.1 - Resolution to Close.*

Carried

**3. PROCLAMATIONS**

**3.1 Fire Prevention Week – October 7-13, 2018**

**4. BYLAWS**

**4.1 2019 Permissive Property Tax Exemption Bylaw**

Moved - Seconded:

*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.*

Carried

**5. REPORTS**

**5.1 Housing Affordability Policy & Regulations**

Moved - Seconded:

*That Council:*

1. *Give 1<sup>st</sup> & 2<sup>nd</sup> Reading to Zoning Bylaw Amendment Bylaw 4077;*
2. *Give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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.*

Carried

**6. STANDING COMMITTEE VERBAL UPDATES**

**6.1 Finance & Budget Committee**

Councillor Washington provided an update.

**6.2 Healthy Community Committee**

Councillor Pollock provided an update.

**6.3 Transportation Solutions & Public Works Committee**

Councillor Washington provided an update.

**7. NEW BUSINESS**

7.1 Council provided updates related to community events.

**8. RESOLUTION TO CLOSE**

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

This item was deleted from the agenda.

**9. ADJOURNMENT**

**9.1 Adjournment of the Meeting**

Moved - Seconded:

*That the September 25, 2018, Regular Council Meeting be adjourned at 7:55 p.m.*

Carried

Certified Correct,

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

# PROCLAMATION

**WHEREAS:** As a municipality, we are committed to reducing our waste, conserving resources, and educating our community about sustainable living; and

**WHEREAS:** We recognize the generation of solid waste and the needless waste of resources as global environmental problems and endeavor to take the lead in our community toward environmental sustainability.

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

**DO HEREBY PROCLAIM**

**October 15<sup>th</sup> to 21<sup>st</sup>, 2018 as**

**“WASTE REDUCTION WEEK  
IN PORT COQUITLAM”**

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Greg B. Moore  
Mayor



# PROCLAMATION

**WHEREAS:** In recognition of the achievements and sacrifices of Canadians through service overseas or on the home front; during military conflict or in peacetime; all Canadians who contributed their lives and their personal freedom and pleasures, in order that we, as a country, could play a major role in securing peace; and

**WHEREAS:** We celebrate the efforts of these Canadians and are committed to keeping the memories of these sacrifices alive through our children's eyes and their involvement in a civic commemoration event; and

**WHEREAS:** Canada's traditional period of commemoration of wartime sacrifice by Canadians has been expanded beyond Remembrance Day as the Government of Canada has designated a special period of commemoration called "Veterans' Week"; and

**WHEREAS:** All Canadians are encouraged to honour all veterans who served the cause of peace and freedom during both World Wars, the Korean War, the mission in Afghanistan and the international Peacekeeping Forces in all corners of the world; and

**WHEREAS:** We welcome all members of our community, including children & youth, to join their families at the Port Coquitlam Legion on Remembrance Day; and throughout the year during meal service hours.

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

**DO HEREBY PROCLAIM**

**November 5<sup>th</sup> to 11<sup>th</sup>, 2018 as**

**"VETERANS' WEEK  
IN PORT COQUITLAM"**

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Greg B. Moore  
Mayor





## Zoning Amendment Bylaw No. 4077 (Housing Affordability) – Third Reading & Adoption

### RECOMMENDATION:

1. That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) third reading.
2. That Council approve Affordable and Family Friendly Housing Policy 5.05 and Density Bonus Policy 5.01.
3. That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) final reading.

### PREVIOUS COUNCIL/COMMITTEE ACTION

At the September 25, 2018, Council Meeting, the following motion was passed:

*That Council:*

1. Give 1<sup>st</sup> & 2<sup>nd</sup> Reading to Zoning Bylaw Amendment Bylaw 4077;
2. ...; 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.


### DISCUSSION

Bylaw 4077 will be considered at a Public Hearing on October 9, 2018, after which Council may decide whether it wishes to proceed with further bylaw readings.

As per section 480 of the *Local Government Act*, Council may adopt a zoning bylaw at the same meeting in which the bylaw passed third reading. If Council desires to adopt Zoning Bylaw 4077 at this meeting, Affordable and Family Friendly Housing Policy 5.05 and Density Bonus Policy 5.01 must be passed between third reading and adoption, as the two policies were conditions of adoption of the bylaw.

### OPTIONS

(Check = Staff Recommendation)

#	Description
1	
	Give the bylaw third reading, approve the policies, and then give the bylaw final reading.
2	Request additional information from staff.
3	Defeat the bylaw (fail third reading).

### ATTACHMENTS

Attachment #1: Draft Bylaw 4077



## CITY OF PORT COQUITLAM

## Zoning Amendment Bylaw, 2018

Bylaw No. 4077

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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 10m<sup>2</sup>, 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 m<sup>2</sup>.”

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:

- a. Floor area comprising entrances, elevator shafts, stairwells and hallways common to two or more dwelling or commercial units, electrical rooms and mechanical rooms;
- b. Exterior balconies and decks;
- c. Floor area within a basement or underground structure;
- d. Floor area within the building used for required off street parking; and
- e. 2 m<sup>2</sup> of floor area in an adaptable dwelling unit.”

READ A FIRST TIME this                      25<sup>th</sup> day of September                      , 2018

READ A SECOND TIME this                      25<sup>th</sup> day of September                      , 2018

PUBLIC HEARING HELD this                      9<sup>th</sup> day of October                      , 2018

READ A THIRD TIME this                      day of                      , 2018

ADOPTED this                      day of                      , 2018

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Mayor

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Corporate Officer

### RECOMMENDATIONS:

That Council:

1. Give 1<sup>st</sup> & 2<sup>nd</sup> Reading to Zoning Bylaw Amendment Bylaw 4077;
2. Give 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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)

## Housing Affordability Policy & Regulations

#	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

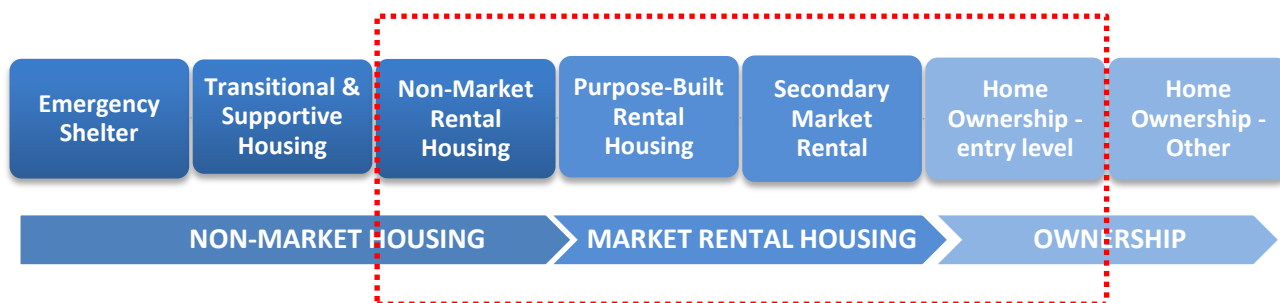
- an expedited application for a women's housing complex is in process (land provided by Metro Vancouver; to be funded by BC Housing).

### 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 utilities<sup>1</sup>). 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.



<sup>1</sup> 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.

- 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 moderate<sup>2</sup> \$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 low<sup>1</sup>, \$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 apartment<sup>3</sup>.
- 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 Strategy<sup>4</sup> 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

<sup>2</sup> Defined by Statistics Canada, Census 2016 (based on 2015 incomes)

<sup>3</sup> Data provided by Real Estate Board of Greater Vancouver June 2018

<sup>4</sup> 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 policies<sup>5</sup> 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

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<sup>5</sup> 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 amount<sup>6</sup>. 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.

<sup>6</sup> 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 downtown<sup>7</sup>. 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;

<sup>7</sup> 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"><li>• approve a housing policy to promote non-market rental and family-oriented units in multi-family developments,</li><li>• update the Density Bonus Policy,</li><li>• 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,</li><li>• 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</li><li>• include consideration of rental housing policies and regulations as part of the 2019 work program.</li></ul>
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

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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 10m<sup>2</sup>, 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 m<sup>2</sup>.”

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

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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	



# CITY OF PORT COQUITLAM

## Parking and Development Management Bylaw, 2018

### Bylaw No. 4078

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

<b>Commercial, Institutional, Industrial and Other Uses</b>	<b>Required Parking Spaces</b>	<b>Additional Parking Space Requirements</b>
Banks, business administrative and professional offices	1 per 45 m <sup>2</sup> 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 <sup>2</sup> of gross floor area, whichever is greater	1 per 95 m <sup>2</sup> 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 <sup>2</sup> 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

<b>Commercial, Institutional, Industrial and Other Uses</b>	<b>Required Parking Spaces</b>	<b>Additional Parking Space Requirements</b>
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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> of retail floor area, or 1 per 47 m <sup>2</sup> 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 <sup>2</sup> 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;

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 <sup>2</sup>	1
460 m <sup>2</sup> to 2300 m <sup>2</sup>	2
2300 m <sup>2</sup> to 4600 m <sup>2</sup>	3
Each additional 4600 m <sup>2</sup>	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 <sup>2</sup>	1
2800 m <sup>2</sup> to 5600 m <sup>2</sup>	2
Each additional 5600 m <sup>2</sup>	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.





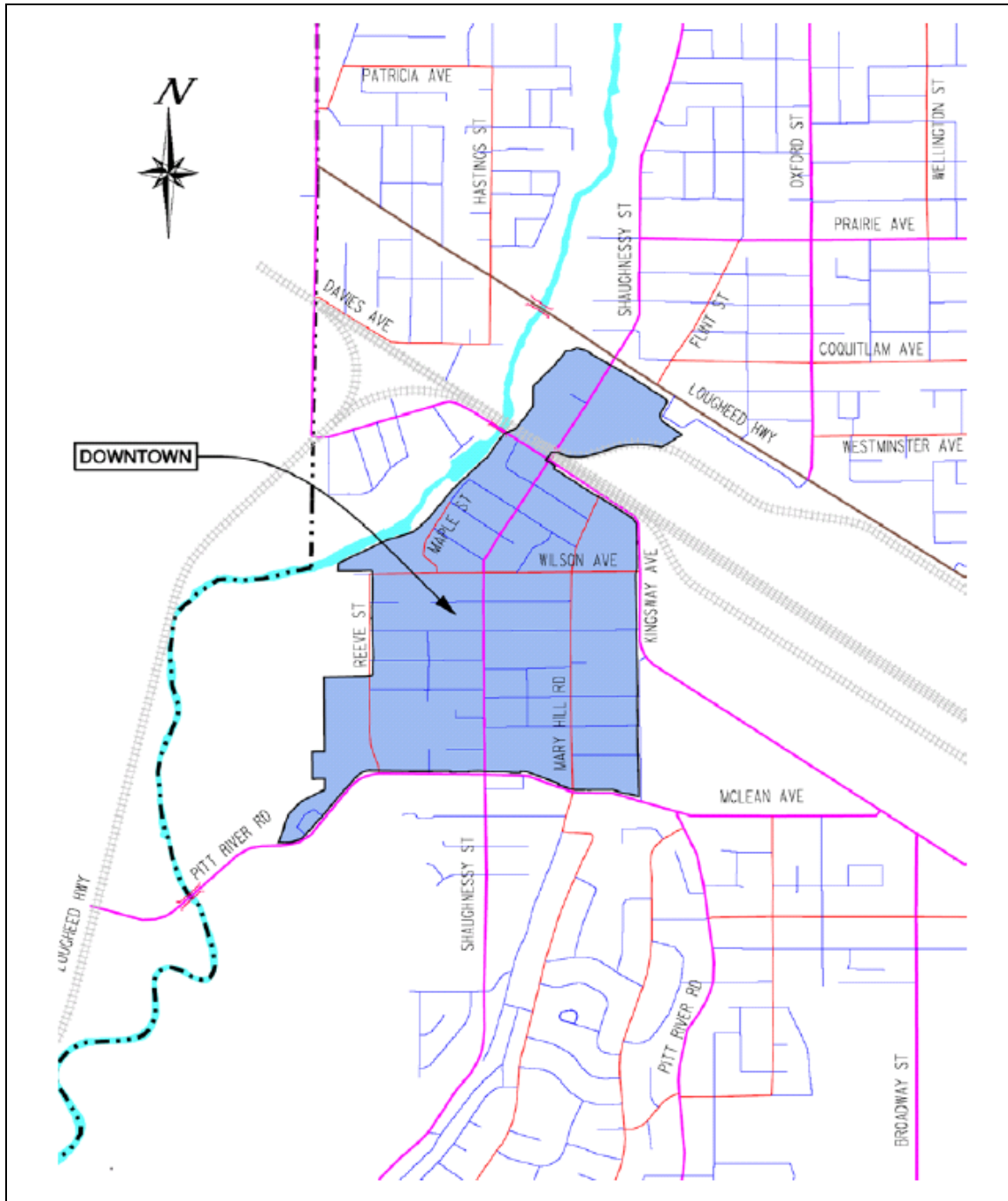
CITY OF PORT COQUITLAM

Parking and Development Management Bylaw, 2018

Bylaw No. 4078

SCHEDULE "A"

DOWNTOWN





# POLICY

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

## **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

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

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
5.01	2009-11-20	2018-xx	2018-xx	2018-xx

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## CHANGES TO EXISTING POLICY SHOWN IN TRACK CHANGES

# POLICY

<b>Subject Area:</b>	<b>Planning</b>	<b>Policy #</b>	<b>5.01</b>
<b>Policy Title:</b>	<b>Density Bonus Policy</b>		
<b>Authority:</b>	<b>Legislative</b>	<b>X</b>	<b>Effective Date:</b> 2009-11-12
	<b>Administrative</b>		<b>Review Date:</b> 2013-09
<b>Issued By:</b>	Laura Lee Richard, <span style="color: red;">MCIP</span> , Director of Development Services		<b>Issue Date:</b> 2009-11-20
		<b>Manner Issued:</b>	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:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
<b>5.01</b>	<b>2009-11-20</b>	<b>2018-xx</b>	<b>2018-xx</b>	<b>2018-xx</b>

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# Official Community Plan Amendment Bylaw 4075 & Zoning Bylaw Amendment Bylaw 4076 Third Reading

## RECOMMENDATIONS:

That Council give Official Community Plan Amendment Bylaw No. 4075 & Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue third reading.

## PREVIOUS COUNCIL/COMMITTEE ACTION

At the September 18, 2018, Council meeting, the following motion was passed:

*That Council Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to:*

- a) *Official Community Plan Amendment Bylaw 4075, and*
- b) *Zoning Bylaw Amendment Bylaw 4076.*

## REPORT SUMMARY


Official Community Plan Amendment Bylaw 4075 and Zoning Bylaw Amendment Bylaw 4076 will be considered at a Public Hearing on October 9, 2018, after which Council may decide whether it wishes to proceed with third readings.

## FINANCIAL IMPLICATIONS

None

## OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Give the bylaws third reading
2	Delay third reading.
3	Request additional information from staff.

## ATTACHMENTS

Attachment #1: 2018-09-18 - Report to Council

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

### RECOMMENDATIONS:

That Council:

1. Confirm the following consultation for the proposed Official Community Plan amendment:
  - a) the applicant's consultation with the community,
  - b) staff communication with School District 43,
  - c) on-site signage, and
  - d) consideration of the application by Smart Growth Committee in an open meeting;
2. Require the following conditions be met prior to adoption of the bylaw amendments:
  - a) adoption of a Housing Agreement Bylaw,
  - b) lot consolidation, submission of a plan providing for dedication of corner cut-offs and any additional right-of-way required at the Flint Street/Prairie Avenue intersection, and provision for off-site servicing to the satisfaction of the Director of Development Services; and,
  - c) completion of a review of the geometry of the intersection of Prairie Avenue and Flint Street within the Traffic Impact Assessment, including a conceptual intersection design, with a commitment to implement road infrastructure that may include geometry improvements and full signalization of the intersection to the satisfaction of the Director of Engineering and Public Works; and,
3. Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to
  - a) Official Community Plan Amendment Bylaw 4075, and
  - b) Zoning Bylaw Amendment Bylaw 4076.

### PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 24, 2018 Smart Growth Committee meeting, the following motions were passed:

- 1) *That Council, at its next Council meeting, give first two readings to amending the Official Community Plan and Zoning Bylaw to provide for a mixed-use, non-market housing development at 2115-2127 Prairie Avenue; and*
- 2) *That prior to adoption of the amending bylaws, staff review and comment on the traffic plan and other identified issues.*

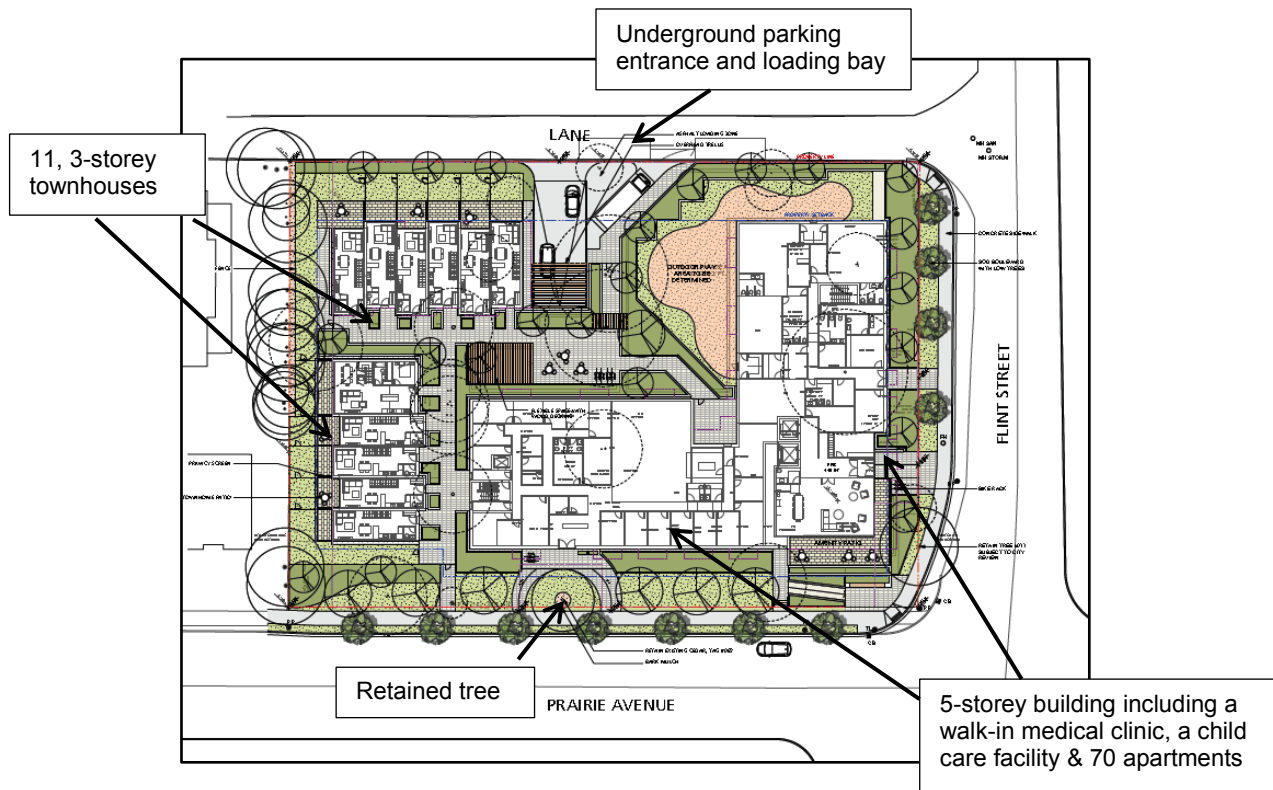
### REPORT SUMMARY

In accordance with direction set by the Smart Growth Committee at its meeting held July 24, 2018, this report brings forward amending bylaws to facilitate the mixed-use, non-market project proposed by the Atira Women's Resource Society for 2115-2127 Prairie Avenue. It further explains each the conditions recommended to be met prior to bylaw adoption.

# 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

## BACKGROUND

Metro Vancouver, which owns the vacant site at the corner of Prairie Avenue and Flint Street, intends to lease the site to the Atira Women's Resource Society on a long-term basis for a comprehensive affordable housing development. Atira has partnered with a developer, TL Housing, for the project and also proposes to include a childcare facility accommodating 40 children and a medical clinic serving 8 physicians in the development.



The initial report describing the proposal to the Smart Growth Committee identified a number of issues and questions related to requirements of various components of the project and their potential impacts. Further to Committee's direction to expedite the application, staff met with the applicant and the following response to these concerns is provided for Council's information:

- The medical clinic is to be used primarily as office space for an estimated 8 physicians to work out of at a subsidized rental rate. Hours of operation have not been established.
- Between 37 and 45 children would be accommodated by the childcare facility. The age ratio will range between three age groups (0-3 years old; 3-5 years old; multi-age); Atira will be the operator of the facility.
- The first floor of the building is designed to be non-combustible; the upper floors would be wood frame.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

- As the project will cater to residents on limited incomes, the applicant does not expect residential parking demand to be high and advises that any deficit in commercial and visitor parking spaces can be compensated for by utilizing spaces provided for residents.
- Designation of a passenger loading area on Flint Street near the building entrance is supported by the applicant's traffic and parking consultant. Engineering & Public Works staff advise this loading area could be identified by signage and its use monitored so that if it is not required for loading purposes then it could be repurposed to meet on-street parking demands.
- The largest vehicle anticipated to use the loading bay would be a medium single unit truck. Loading activity is anticipated to be minimal and primarily when residents are moving and weekly transport of supplies and equipment for the clinic and daycare uses.
- The applicant considered staff's concern about the massing and design of the apartment building by exploring the possibility of recessing the upper floors and advises that this design solution would be inefficient.
- The landscape plan is expected to provide for a 1:1 tree replacement and space for onsite gardening in raised planters.

### **DISCUSSION OF RECOMMENDATIONS**

#### Recommendation 1 (*Early consultation for an Official Community Plan amendment*):

To comply with s.475 of the *Local Government Act*, it is recommended that Council confirm its consultation requirements by adoption of the recommended motion. Staff contacted the School District to ensure it was informed of the application and, in response, the School District has requested that the City provide information on construction timing so that it may appropriately include the additional development in its planning and enrolment projections.

#### Recommendation 2 (*Conditions precedent related to development*):

- (a) The recommendation that Council require adoption of a housing agreement bylaw implements Council's policy to exempt application fees and expedite processing for an affordable housing development to be operated by a non-profit society. A housing agreement must be adopted by bylaw and is required to ensure that the site can only be developed and used by a non-profit society providing affordable rental accommodation, medical services and a child care facility.
- (b) The recommendation that Council require land dedicated at intersections at the time the lots are consolidated ensures visibility and promotes safer traffic movements at intersections. A 3x3m triangle will be required at the intersection of the lane and Flint Street; however, as the intersection of Prairie Avenue and Flint Street has an atypical road geometry the required area to be dedicated is currently under review and would be determined in further evaluation of the requirements for the intersection as noted in the discussion below. The condition that off-site servicing be in accordance with the



## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

requirements of the Subdivision Servicing Bylaw is in accordance with the City's established practice for rezoning applications and ensures the bylaw's requirements will be met. While these requirements have yet to be defined in detail, it is expected they will include upgrading Prairie Avenue and Flint Street to  $\frac{1}{2}$  the road width plus a metre, constructing a 1.8m wide sidewalk along both frontages, planting street trees within a landscaped boulevard separating the sidewalk from the street, street lighting, and resurfacing of the lane.

- (c) Staff reviewed and provided comment on the applicant's Traffic Impact Assessment. Thus far, the majority of staff's comments have been addressed by the applicant, however, the improvements to be required at the adjacent intersection of Prairie Avenue and Flint Street have not yet been finalized. Accordingly and in keeping with the expedited application review process, this report recommends the applicant be required to update the Traffic Impact Assessment to include analysis of this intersection's geometry and propose a conceptual design as well as commit to implementing road infrastructure that may include geometry improvements and full signalization of the intersection to the satisfaction of the Director of Engineering and Public Works.

### Recommendation #3 (*1<sup>st</sup> and 2<sup>nd</sup> readings*)

#### a) Official Community Plan Amendment Bylaw No. 4075, 2018:

- changes the site's land use designation from Townhouse to Comprehensive Residential;
- changes the Comprehensive Residential land use designation to allow inclusion of complementary community commercial uses; and
- adds a site-specific design guideline for the future development. This guideline would be referenced in the future consideration of the development permit that regulates the form and character of buildings and on-site landscaping.

#### b) Zoning Bylaw Amendment Bylaw No. 4076, 2018:

- changes the site's zoning from Residential Single Family RS1 and Residential Duplex RD to a new comprehensive development zone, CD36;
- utilizes new *Local Government Act* provisions allowing the City to specify that apartment and townhouse uses are restricted to residential rental tenure;
- allows a commercial office use and limits this use to a medical clinic and housing administration uses
- allows a commercial child care use accommodating up to 45 children
- generally sets building height, siting, and residential amenity space requirements as proposed by the applicant;
- sets a site-specific parking requirement.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

### **FINANCIAL IMPLICATIONS**


The processing of the Official Community Plan amendment, rezoning and development permit applications has been at the City's cost, in keeping with Council's policy for processing development applications deemed to be in the public interest. Although the site will have more dwelling units than if developed for townhouses, the City's density bonus policy is not applicable as the site is to be restricted to affordable rental housing and complementary commercial uses by a registered housing agreement.

### **PUBLIC CONSULTATION**

A development sign is posted on site and, to date, staff have not received any comments from the public additional to those made in the applicant's consultation prior to submission of the application. The sign will be updated with the public hearing date (anticipated to be October 9<sup>th</sup>, 2018).

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Council may approve setting the conditions to be met prior to bylaw adoption as recommended and proceed with giving 1 <sup>st</sup> and 2 <sup>nd</sup> reading to the bylaw amendments. If this option is selected, it is anticipated that a Public Hearing would be scheduled for Tuesday, October 9 <sup>th</sup> , 2018.
2	Council may determine that it wishes to defer giving 1 <sup>st</sup> and 2 <sup>nd</sup> reading to the amending bylaws pending its receipt of additional information or it may request the draft bylaws be amended to address specified concerns.
3	Council may refuse the applications.

### **ATTACHMENTS**

Attachment 1: Official Community Plan Amendment Bylaw 4075

Attachment 2: Zoning Amendment Bylaw 4076

Attachment 3: 2018-07-24 Report to Smart Growth Committee

## CITY OF PORT COQUITLAM

## OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2018

Bylaw No. 4075

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

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

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

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

1. CITATION

This Bylaw may be cited as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2018, No. 4075"

2. ADMINISTRATION

- 2.1 That Section 8.2 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by replacing the description for the Comprehensive Residential land use designation with the following description:

**"Comprehensive Residential** – The Comprehensive Residential designation allows for truly sustainable community developments having a mix of attached ground-oriented residential and apartment dwelling units and may include complementary community commercial uses such as child care facilities and medical services."

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

- 2.3 That subsection 9.5 (e)(iii) *Intensive Residential Location Specific Guidelines for Aggie Park* be augmented with the following clause:

"A comprehensive development restricted to affordable rental housing and ground-level commercial uses may be located at 2117 Prairie Avenue (north-west corner of Prairie Avenue and Flint Street). A mixed-use building with a height of up to 5 storeys may be located on the east part of the site and

townhouse buildings having a height of up to 3 storeys located within the west part of the site, subject to all required on-site parking being located under the buildings and accessed from the lane. The mixed-use building should be articulated but recessed upper floors and increased building setbacks from the corner are not required. Ground floor commercial uses shall be designed to minimize potential impacts on adjacent residential areas by providing a high level of pedestrian accessibility connecting the commercial entries to the streets, being oriented to the street, and limiting exterior lighting and signage. Substantial landscaping and screening along the west and north (lane) property lines shall be provided to maximize privacy. Free standing signs and neon signage are discouraged.”

2.4 That subsection 9.6 (h)(ii), *Commercial Location Specific Guidelines for Aggie Park*, be augmented with the following clause:

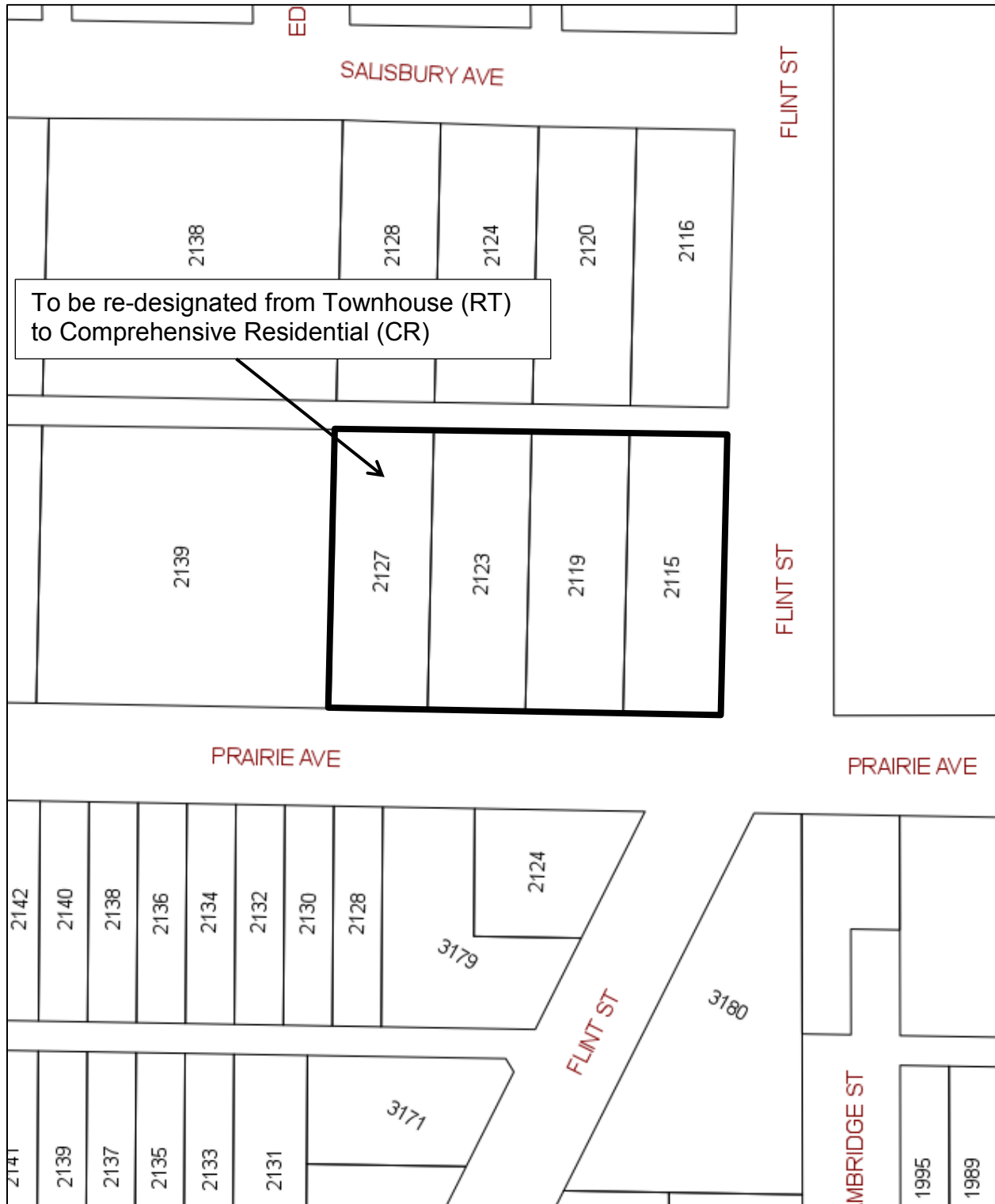
“The Intensive Residential Location Specific Guidelines for Aggie Park shall apply to commercial uses at 2117 Prairie Avenue (north-west corner of Prairie Avenue and Flint Street)”.

READ A FIRST TIME this	18 <sup>th</sup> day of	September, 2018
READ A SECOND TIME this	18 <sup>th</sup> day of	September, 2018
PUBLIC HEARING HELD this		
READ A THIRD TIME this		
ADOPTED this		

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

# SCHEDULE 1



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4076

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

1. CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4076.

2. ADMINISTRATION

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

Civic: 2115, 2119, 2123 and 2127 Prairie Avenue

Legal: LOT 17, 18, 19 and 20, Block 1, District Lot 465, New West District, Plan NWP1189

From: RS1 (Residential Single Dwelling 1) and RD (Residential Duplex)

To: CD36 (Comprehensive Development Zone 36)

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

- 2.2 That Section 2, Definitions, of "Zoning Bylaw, 2008, No. 3630" be amended by including the following definition:

**Residential rental tenure** means the occupancy of a housing unit pursuant to a residential tenancy agreement under the *Residential Tenancy Act* and in the event of repeal of the *Residential Tenancy Act* without replacement, occupancy of a housing unit that would have constituted a residential tenancy under that *Act* prior to its repeal.

- 2.3 Inserting a new zone, 6.36 – CD36 Comprehensive Development Zone 36 with the following:

**CD36 Comprehensive Development Zone 36 (The Alex at 2117 Prairie Avenue)**

**6.36.1 Property Description**

Lots 17-20, Block 1, District Lot 465, New West District, Plan NWP1189

All to be consolidated.

**6.36.2 Permitted Uses**

**Table 6.36.1: Permitted Uses in CD36**

<b>Permitted Use</b>	
Apartments restricted to residential rental tenure	
Townhouses restricted to residential rental tenure	
Child care facilities	Note 1
Health services	Note 2 Note 3
Offices restricted to caretaker services, management of rental accommodation within this zone	
Accessory home businesses	

#### Notes to Table 6.36.1

- Note 1. A child care facility shall be restricted to the ground floor of building containing rental apartment uses, must comply with the requirements of the B.C. Building Code for assembly uses, and must provide a separate entrance at ground level connecting directly to the street. A maximum of 45 children may be cared for at one time in a child care facility;
- Note 2. Health services shall be restricted to the ground floor of a building containing rental apartment uses and must provide a separate entrance at ground level connecting directly to the street.
- Note 3. Health services shall not include in-patient detox services, needle exchange or safe injection services or on-site methadone dispensing.

#### **6.36.3 Comprehensive Zone 36 Regulations**

Apartment and townhouse uses within this zone shall be subject to the following regulations:

- a) a maximum of 83 dwelling units;
- b) a maximum height of a building containing apartment uses of 5 storeys;
- c) a maximum height of townhouses of 3 storeys;
- d) a minimum setback for a building containing apartment uses of 7.5 metres from a property line along Prairie Avenue and 4.0 metres from a property line along Flint Street;
- e) a minimum setback for a building containing townhouse uses of 6.0 metres from a property line abutting a street or lane, 1.8 metres from an interior side property line and 3.5 metres from an interior side property line in the case of a building wall having a window to a habitable room
- f) provision of one loading bay accessed from the lane;
- g) health services and office uses may occupy an interior floor area of up to 700 m<sup>2</sup>;



- h) apartment uses shall have a combined minimum amount of indoor amenity space and outdoor amenity space of 90 m<sup>2</sup>;
- i) parking for all uses must be provided within the building or underground;
- j) a minimum of 29 shared parking spaces shall be provided for commercial uses and residential visitors;
- k) a minimum of 112 parking spaces shall be provided for all uses;
- l) despite s.13 of this bylaw, the required minimum garbage and recycling space is of 29 m<sup>2</sup>.

2.4 That "Zoning Bylaw, 2008, No. 3630" be further amended as follows:

In s.8.5 of Section 8, Child Care Regulations, by inserting "other than a child care facility in CD36" after, "Child care facilities in a CD zone".

READ A FIRST TIME this	18 <sup>th</sup> day of	September, 2018
READ A SECOND TIME this	18 <sup>th</sup> day of	September, 2018
PUBLIC HEARING HELD this		
READ A THIRD TIME this		
ADOPTED this		

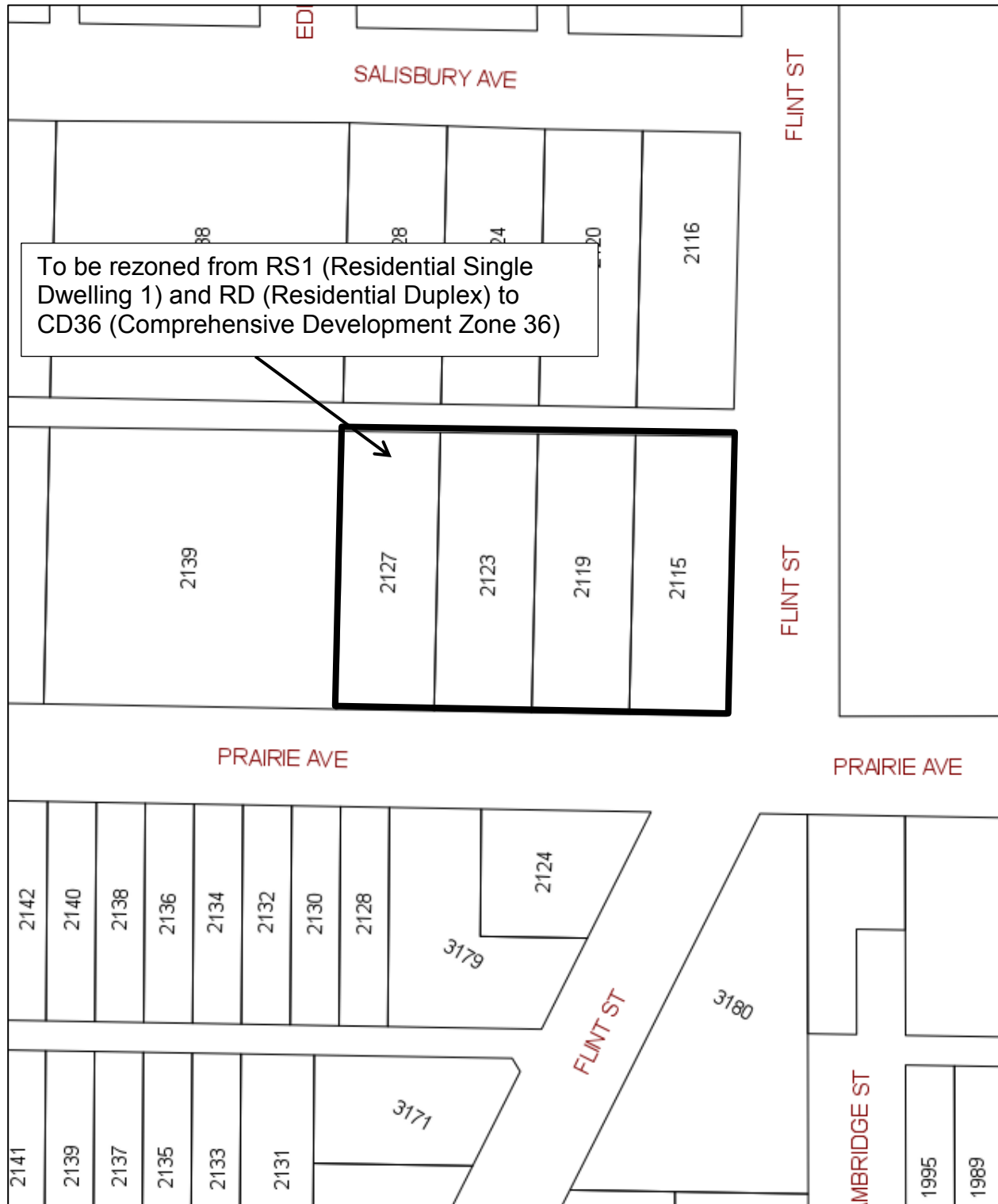
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Mayor

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Corporate Officer

## SCHEDULE 1



## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

### RECOMMENDATION:

That in consideration of s.475 of the *Local Government Act*, Smart Growth Committee direct the following consultation be undertaken for the proposed Official Community Plan amendment:

- i) information posted on the City's website,
- ii) staff communication with School District 43, Fraser Health Authority, Tri-Cities Housing and Homelessness Task Force, and the Tri-Cities Healthier Communities Partnership to obtain their feedback on the application; and,
- iii) an advertised public information meeting to be convened in early September by the applicant and held in the neighbourhood with notification provided to residents, businesses and community services within the area as well as the Downtown Business Improvement Association.

### PREVIOUS COUNCIL/COMMITTEE ACTION

None.

### REPORT SUMMARY

The purpose of this report is to obtain Committee direction to proceed with early consultation in consideration of an application to amend the City's Official Community Plan to allow for the development of non-profit secured rental housing complex for women, women and children and for women-headed families. Metro Vancouver, which owns the vacant site at the corner of Prairie Avenue and Flint Street, intends to lease the site to the Atira Women's Resource Society on a long-term basis. Atira has partnered with a developer, TL Housing, to bring forward a proposal for a comprehensive development including a 5-storey building with 72 apartment units located above a childcare facility accommodating 40 children facing Flint Street and a medical clinic facing Prairie Avenue; 11, 3-storey townhouse units on the west part of the site, and one level of underground parking accessed from the lane.

PROJECT PERSPECTIVES



This report seeks Committee confirmation of the process it will require to comply with requirements of the *Local Government Act* for early and ongoing consultation. The recommended early consultation process offers a means to address questions related to potential impacts of the proposal with input from the public as early as possible. This project is seen to offer a significant

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

opportunity to address affordable housing needs within the community and review of this application is being expedited in accordance with the City's policy for applications deemed to be in the public interest.

### **BACKGROUND**

**Proposal:** TL Housing in partnership with the Atira Women's Resource Society has proposed the development of an affordable rental housing complex consisting of a 5-storey building with 72 apartment units and 3-storey townhouses with 11 units as illustrated below.

As described on Atira's website<sup>1</sup>,

*"Our proposed development will provide 89 units of housing for women, women and children and for women-headed families, 100 per cent of which will be nonmarket and affordable. Priority will be given to women and children who currently live in the Port Coquitlam and Tri-Cities area and to those who were forced to leave the Tri-Cities area in search of safe, affordable housing, but who may still have family and support networks in the Tri-Cities communities. Women and children from the Kwikwetlem [First] Nation will also have priority access."*

The proposal responds to a 2013 report published by the Tri-Cities Homelessness & Housing Task Force that identified a shortage of housing meeting the needs of women and children. This report had recommended that more permanent affordable housing would be needed to meet the needs of this group and it should be made a priority to address within the Tri-Cities. The application submission describes rental targets as, "20% shelter, 30% CMHC average, and 50% at Housing Income Limits (HIL's) rates<sup>2</sup>". Further, it indicates rents will range between \$375 for a studio to \$1,712 for a 4-bedroom to address the critical shortage of safe and affordable housing for women and children in the Tri-Cities.

**Expedited Processing:** This application qualifies as a "Public Interest Application" as it has been submitted by a social housing provider and proposes affordable housing for women and their children. The policy allows for the amendment applications and development permit to be eligible for a fast-tracked review process, at the City's cost. Registration of a housing agreement would be recommended as a condition of approval to ensure the continued social benefits of the project.

**Official Community Plan Policies:** The policies of the Official Community Plan promote changes to land uses to meet community needs while creating a level of certainty about the nature of these changes.

Relevant policies of the Plan are:

*Housing Policy 9: Explore opportunities to support and encourage the development of rental housing, where appropriate, to ensure that this option is available to households that do not want to or cannot afford to own their home.*

*Neighbourhood Policy 5: Require the design of multiple family housing to complement the area's existing character.*

<sup>1</sup> <http://www.atira.bc.ca/thealex#program>

<sup>2</sup> The applicant will be requested to provide additional information as to how these terms are defined.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

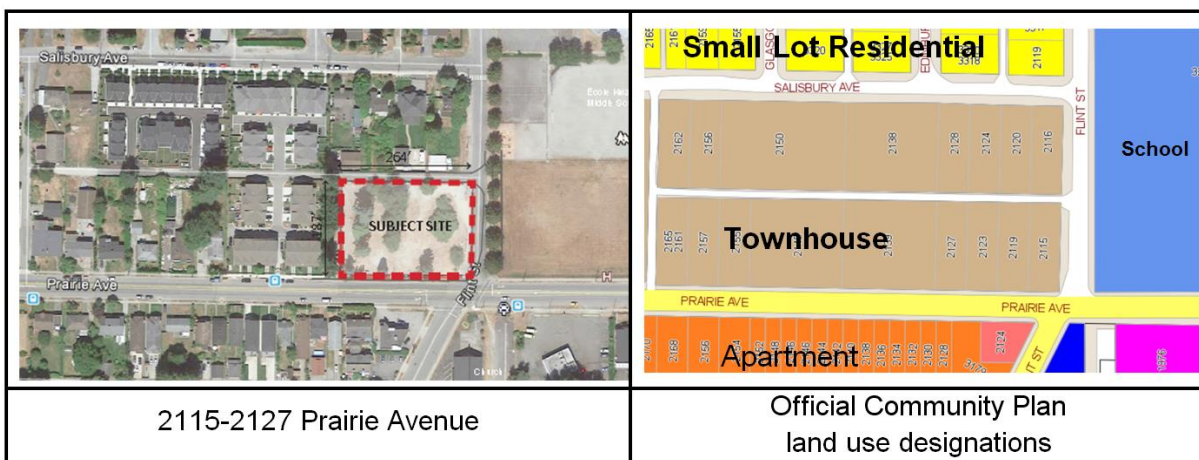
*Commercial Policy 3: Contain future commercial development to established commercial centres.*

*Community Facilities Policy 5: Encourage a sufficient number of childcare facilities throughout the community, including residential areas when appropriate.*

*Public Health Policy 1: Work with Fraser Health to ensure sufficient private and public health services are available for residents.*

The Plan gives special consideration to achieving housing objectives that will meet a variety of needs, including affordable and non-market rental housing and the proposal complies with this intent. However, amendment of the Plan's policies respecting design complementing existing character and siting of commercial uses would be required for this application.

**Official Community Plan Land Use Designation:** As shown on the following excerpt from the Plan, the land use designation for the site is Townhouse, a designation which limits uses to attached, ground-oriented housing. The proposed apartment building use and the medical clinic use are not consistent with this land use designation and an amendment is required.



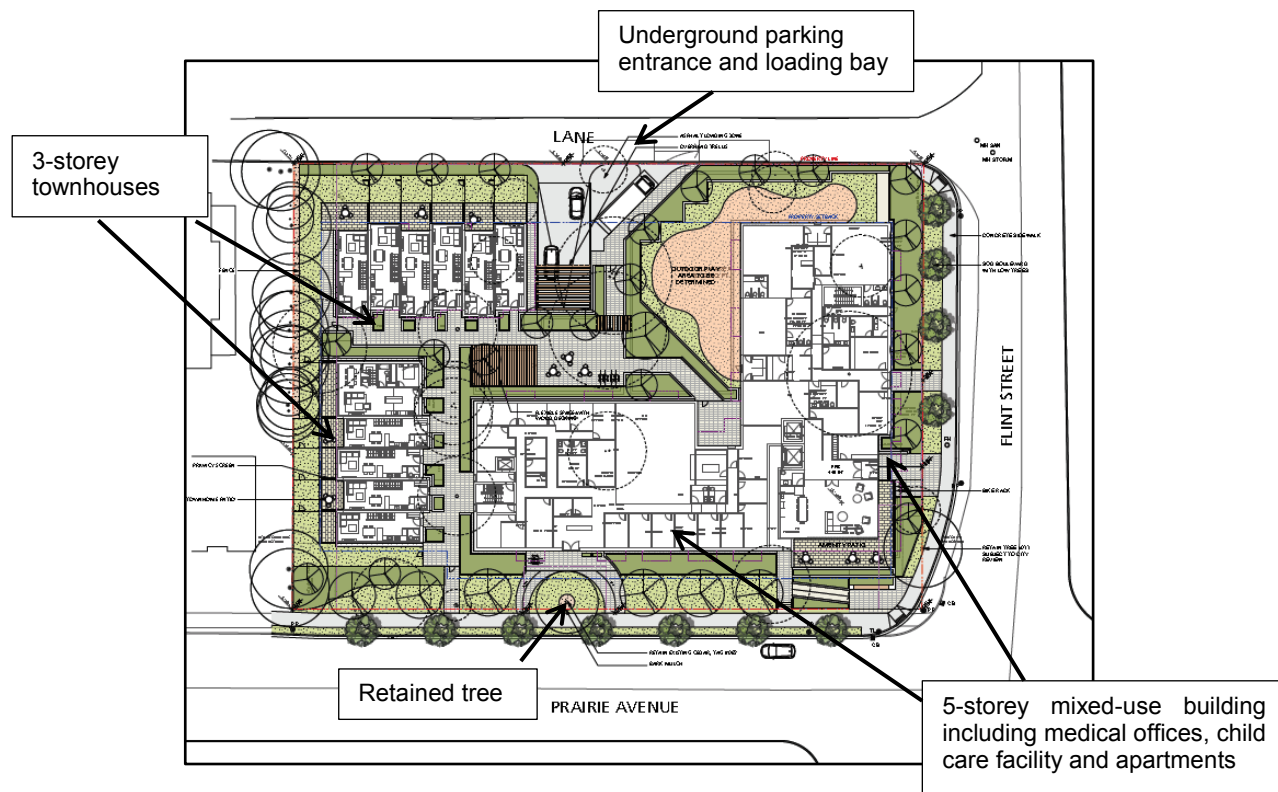
**Zoning:** Three of the four lots within the site are currently zoned Residential Single Family, RS1 and the fourth lot is zoned Residential Duplex. The applicable zoning would be determined after the scope of the project is finalized. For example, a comprehensive development zoning may be proposed if the project continues to include a medical clinic whereas a residential apartment zoning may be appropriate for a combination of apartment, townhouse and child care facility uses.

**Development Permit:** The project would be required to comply with design guidelines for the form and character of the building and landscaping as well as environmental conservation guidelines. As the design guidelines of the Official Community Plan for this site are currently applicable only to townhouses, an amendment would be required to set out appropriate objectives and guidelines for the proposed change in use. A development permit for the project would be considered after adoption of the Official Community Plan amendment and rezoning (all three applications can be processed concurrently).



## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

**Housing Types:** The design calls for 72 apartment units including 12 studio, 16 one-bedroom, 24 two-bedroom, 12 three-bedroom and 8 four-bedroom apartment units; plus 11 townhouse units including 6 three-bedroom, 4 four-bedroom and 1 five-bedroom units. They range in size from 41m<sup>2</sup> (445 ft<sup>2</sup>) to 139m<sup>2</sup> (1,500 ft<sup>2</sup>). This range of housing units is intended to meet a variety of needs.



**Trees:** The proposed development would result in the removal of 20 trees from the site, primarily due to construction of underground parking, and retention of a large False Cypress tree adjacent to Prairie Avenue and a row of mature trees on the adjacent townhouse development at 2139 Prairie Avenue. The applicant proposes to set the underground structure 5.3 m from the western property line to facilitate this protection.

### DISCUSSION

This proposal responds to a community need for affordable housing and specifically, to housing needed by women. The site is ideally located for this use and complements the direction being taken by Committee to increase housing opportunities within the community.

The recommended early consultation process will provide an opportunity for the applicant to work with staff and the community to ensure that the proposal addresses identified concerns prior to finalizing the project uses and building design. Based on a preliminary review of the submission as well as input from the two informal open houses held by the applicant, a number of questions have

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

been identified for consideration during this process, each of which is discussed in the following section.

- (1) *Can the introduction of apartment and commercial uses to a site within an area designated for townhouse uses be sufficiently mitigated?*

The submission provided by the applicant acknowledges that the proposed five-storey height may be considered a significant variance from a predominantly three-storey height of the adjoining townhouses. It suggests the impact of this height is mitigated by a corner location and the siting of the 3-storey townhomes on the west part of the development site. It further notes the south side of Prairie Avenue is designated for apartment uses in the Official Community Plan.

Prior to its issuance of a call for proposals for development of the site, Metro Vancouver consulted with staff, who advised that a previous proposal for a residential project including a mix of townhouses and apartments in a 3-storey building (also located on the corner) had been supported by Council.

- (2) *Is this site the best location for a community medical clinic?*

The rationale for the medical clinic space has been informally explained to staff as a means to address a critical community need. However, other than the design drawings and statement of intent, the submission does not provide any additional information on the clinic. Atira's information posted on the website assures residents that it would "absolutely not" be operated for uses such as a methadone clinic, counteracting a concern raised by residents.

There are two impacts associated with the clinic. The first is that it results in a larger building on a site where the structure's size is already a concern. The second is that the use creates more traffic and a higher demand for parking than the residential use. The parking study provided by the applicant indicates the clinic would generate a demand for some 27 to 36 parking spaces, approximately 1/3 of the total being provided. It further suggests clients would be able to find on-street parking as a supply of on-street parking within the vicinity of the site was identified.

Further information is required to evaluate this proposal, including exploration of options with Fraser Health to determine if the medical clinic could be located in a location which would comply with policies to site this use in established neighbourhood centres with compatible commercial uses and services.

- (3) *Can the site layout be redesigned to provide sunlight to the childcare facility's play area? A drop off and pick up area on the street for parents?*

The application submission has included shading diagrams which confirm that the play area would have sunshine at very limited times (not at all in March and only for a short period in the afternoon in September). In early 2017, staff had provided comments on a preliminary design and indicated significant concern with this location. The applicant had developed

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

concepts to relocate the play area to the west side yard and integrated it with the outdoor amenity area for the residents, but this concept has not been included in the submission. This issue may be addressed if the schools and parks close to the site could meet outdoor play requirements.

The proposal indicates priority would be given to children within the development and neighbourhood children, which will help reduce the amount of traffic compared to that experienced at some child care facilities. Consideration will need to be given on options to create a grade-level area for drop-off and pick-up activity as parents typically prefer this choice rather than being required to park in underground parking.

*(4) Does the landscape plan compensate for the loss of trees and provide appropriate screening?*

Recent review of the City's regulations and policies for trees has indicated a desire to ensure loss of trees is mitigated through replanting and replacement. Staff are also aware that the residents to the west may not support retention of the existing row of trees along the property line. Detailed review will also evaluate the proposal to retain two trees, one adjacent to Prairie Avenue and one within the Flint Street boulevard, as only one looks to be feasible.

*(5) What impact will the City's servicing requirements have, including "corner cut-offs"?*

The City normally requires dedication of land at intersections to ensure visibility and promote safe traffic movements. Detailed review will be required to determine the required dedications for this site, including both the intersection of Prairie Avenue and Flint Street (this is an irregular intersection) plus the intersection of the lane and Flint Street (expected to be dedication of a 3m x 3m triangle). These requirements are likely to impact the current design and layout of the parking level and, potentially, building setbacks.

*(6) Will the proposal have an impact on the transportation network and will the proposed parking meet the sites residential and commercial needs?*

Residents attending the applicant's open house expressed a number of concerns about the potential traffic impacts of the proposal. While staff have not completed their review of the attached traffic and parking studies, the traffic study identifies a number of options to mitigate impacts such as coordinating traffic signals to reduce queueing, upgrading the existing half-signal at Flint Street and Prairie Avenue to a full signal, adding an additional left-turn lane for westbound movement on Prairie Avenue, moving the location of the bus stop on the south side of Prairie, and changing traffic signal lengths. These options will be assessed.



## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

### **FINANCIAL IMPLICATIONS**

The processing of the Official Community Plan amendment, rezoning and development permit applications is at the City's cost, in keeping with Council's policy for processing development applications deemed to be in the public interest.

The applicant is seeking an exemption from application of the City's Density Bonus Policy (#5.01), which would otherwise capture increased land value due to the increased density as compared to a townhouse project. However, a significant gain in land value may not be realized for a secured market rental housing project. An evaluation of this request would be undertaken prior to making a recommendation on the applications.

### **PUBLIC CONSULTATION**

To date, two informal meetings have been held. At the first meeting held in the neighbourhood, a number of residents expressed significant concern with the proposed height and potential impacts of the proposal. The second meeting held at the Gathering Place was attended by a number of persons indicating their support for the project due to the increasing need to provide affordable housing units oriented to women and children.

Council is required to consider who could be affected by the proposed Official Community Plan amendment. In consideration of an amendment to the Plan, s.475 of the *Local Government Act* requires the City to provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities and must specifically consider whether the opportunities for consultation should be early and on-going.<sup>3</sup> It requires that Council specifically consider whether consultation is required with the groups listed below. Staff has provided a recommendation for Council's consideration for each of the identified groups:

- a) The board of the Regional District in which the area covered by the Plan is located - as Metro Vancouver has authorized this application as owner, further consultation is not seen to be required. However, as owner it will also be kept informed of the application.
- b) Greater boards or improvement districts - the proposed Official Community Plan amendment would not affect adjacent regional districts.
- c) The Council of any municipality that is adjacent to the area covered by the plan. Referral to Coquitlam or Pitt Meadows is not proposed given the site's location within Port Coquitlam.

<sup>3</sup> During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. The local government must consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and specifically consider whether consultation is required with agencies including the council of any municipality that is adjacent to the area covered by the plan, first nations, boards of education, greater boards and improvement districts, and provincial and federal governments and their agencies.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)


- d) First Nations - the City is currently in the process of developing a protocol agreement that may assist the City in responding to this provision of the *Local Government Act*. As this site is not in close proximity to Kwikwetlem First Nation lands, referral is not proposed.
- e) Boards of Education – referral to School District #43 is recommended because the project is targeted to women and their children and it is located across the street from Ecole Kwayhquitlum Middle School.
- f) Fraser Health Authority – referral is recommended to seek input on the proposed child care facility and the medical clinic.
- g) Tri-Cities Housing and Homelessness Task Force; Tri-Cities Healthier Communities Partnership - referral is recommended to these groups for review and comment on how the proposal meets identified needs.

A notice sign has recently been erected on the property to inform residents of the application. In addition, the City would post information about the application on the City's web site. It is recommended that an advertised public information meeting be convened by the applicant in early September with notification provided to residents, businesses and community services within the area as well as the Downtown Business Improvement Association to obtain their feedback.

If the Official Community Plan amendment proceeds, a public hearing in consideration of the amendment would be timed to coincide with consideration of the applicant's rezoning application. A development permit to regulate the form and character of the building and landscaping and housing agreement bylaw may also be processed concurrently with these applications.

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Approve proceeding with the early public consultation on the application to amend the Official Community Plan to permit apartment and medical clinic uses and, concurrently, addressing questions associated with this application and the application to amend the Zoning Bylaw.
2	Determine that it wishes to see amendments to the proposal prior to proceeding with early public consultation. This option could include direction that the applicant work with staff to address the questions identified in this report and any other questions as may be determined applicable by Committee.
3	Determine that Committee recommends to Council that the application be rejected, if it does not wish to support an amendment to the Official Community Plan that would allow for apartment and medical clinic uses.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

### **ATTACHMENTS**

Attachment #1: Location Map

Attachment #2: Plan showing proposed layout of ground floor including medical clinic, child care facility, and amenity room for residents.

Attachment #3: Transportation Impact Study

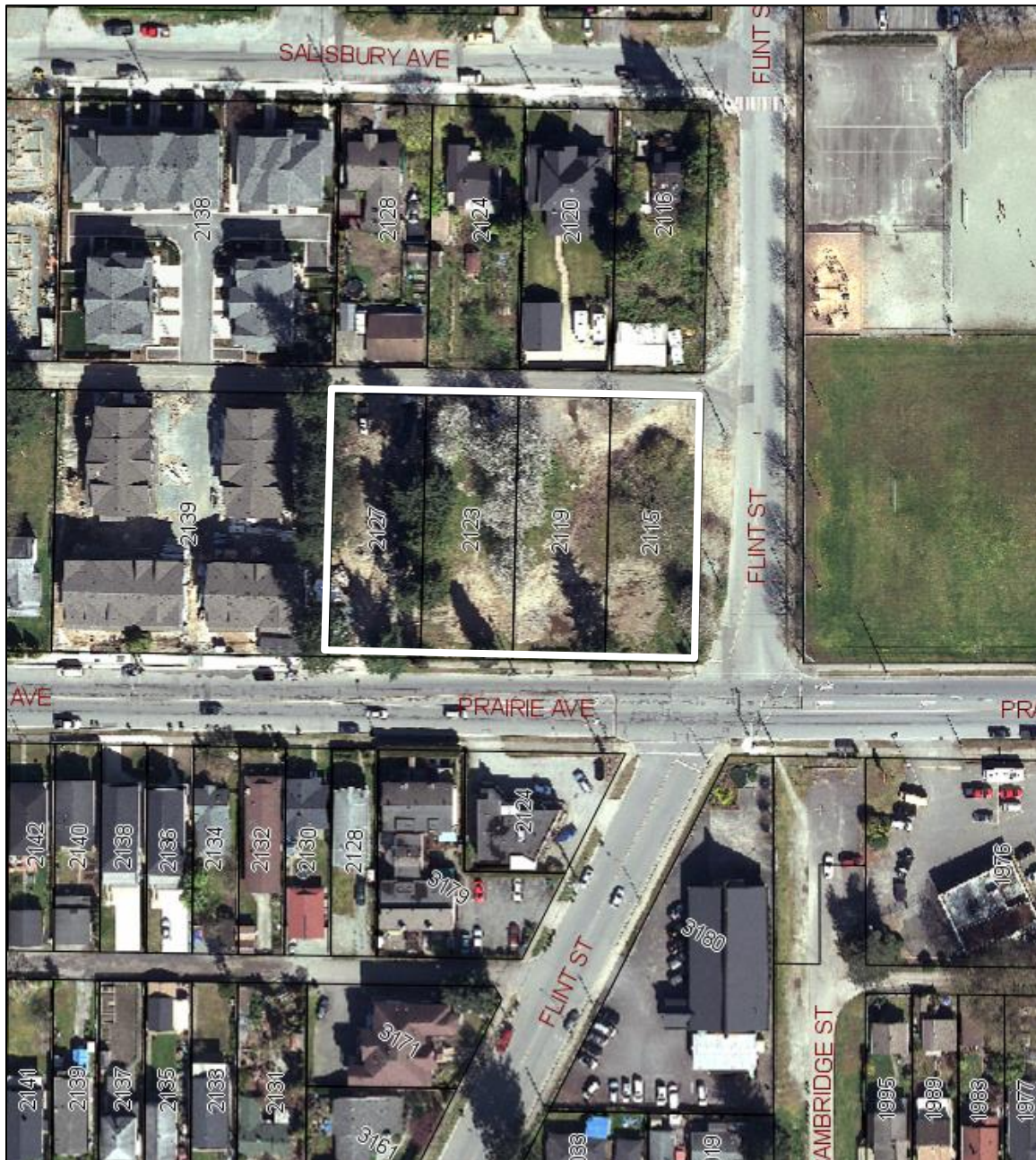
Attachment #4: Parking Study

**Lead author(s):** Bryan Sherrell

CITY OF PORT COQUITLAM  
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 2115-2127 Prairie Avenue

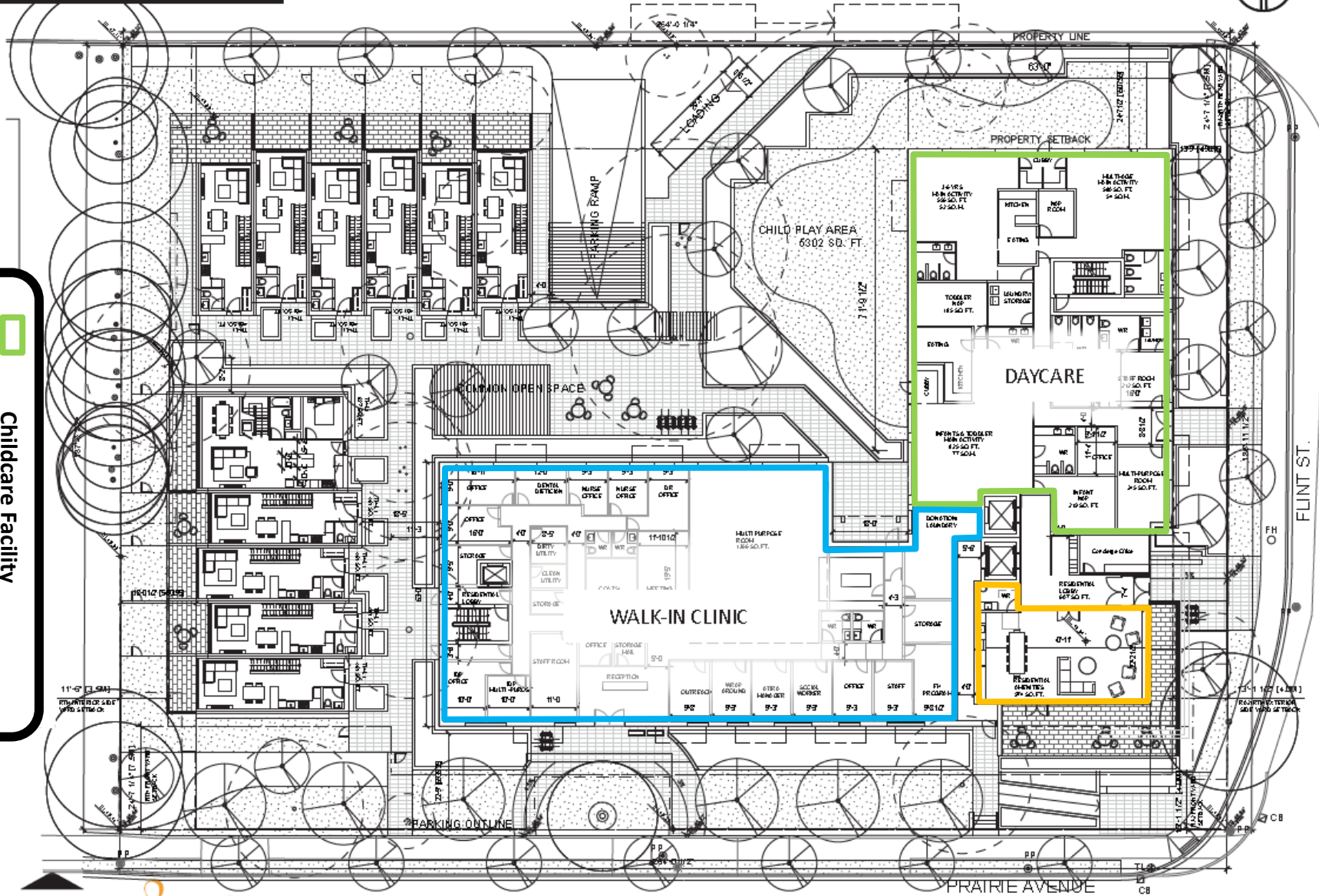
FILE NO: OCP00027





LEVEL 1 PLAN

- Resident Indoor Amenity
- Medical Clinic
- Childcare Facility



THE ALEX | 2115-2127 Prairie Avenue June 25, 2018



## **2115-2127 PRAIRIE AVENUE, PORT COQUITLAM**

### **Part 1: Traffic Impact Study – Final Report**

Prepared for: **TL Housing Solutions**

Prepared by: **Watt Consulting Group**

Our File: **2298.B01**

Date: **February 27, 2018**

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## 1.0 INTRODUCTION

### 1.1 Study Purpose

Watt Consulting Group was retained by TL Housing Solutions to provide a Traffic Impact Study and Parking Study for a proposed mixed-use development at 2115-2127 Prairie Avenue (The Alex) in the City of Port Coquitlam. The proposed development will consist of affordable non-market apartment and townhomes, a health clinic, and a daycare.

This report (**Part 1: Traffic Impact Study**) summarizes the work conducted to fulfill the traffic and transportation component of the scope of work as agreed to with the City and Applicant in the Terms of Reference. The findings from this study can be used as part of the rezoning application submission to the City.

### 1.2 Study Objectives

The purpose of the Traffic Impact Study is to:

1. Estimate future site traffic generation, distribution, and assignment on the adjacent street network for the Weekday AM, PM, and Saturday Peak Periods;
2. Evaluate potential off-site transportation impacts on the adjacent street network, including traffic operations and safety;
3. Identify mitigation measures to offset the potential off-site transportation impacts on the adjacent street network; and
4. Evaluate the proposed on-site circulation and design.

### 1.3 Study Area

#### 1.3.1 Subject Site

The proposed development is located at 2115-2127 Prairie Avenue in the Glenwood neighbourhood. The subject site is at the intersection of Prairie Avenue and Flint Street, and is adjacent to the Kwayquitlam Public Middle School immediately to the east.

**Figure 1** shows the study area, subject site location, and the immediate surrounding context.



**Figure 1: Study Area**

### 1.3.2 Road Network

There are five roadways within the study area, described below.

- **Flint Street** is a two-lane two-way collector road.
- **Salisbury Avenue** is a two-lane two-way local road.
- **Prairie Avenue** is a two-lane two-way arterial road. This route is a direct connection to a neighbourhood retail centre by Prairie Avenue and Coast Meridian Road.
- **Shaughnessy Street** is a four-lane two-way arterial road. This route is a direct connection south to downtown Port Coquitlam and to Lougheed Highway.
- **Lougheed Highway (Highway 7)** is a four-lane two-way road that is part of TransLink's Major Road Network (MRN). It is a key route for inter-city commuters traveling to other destinations within the Lower Mainland.

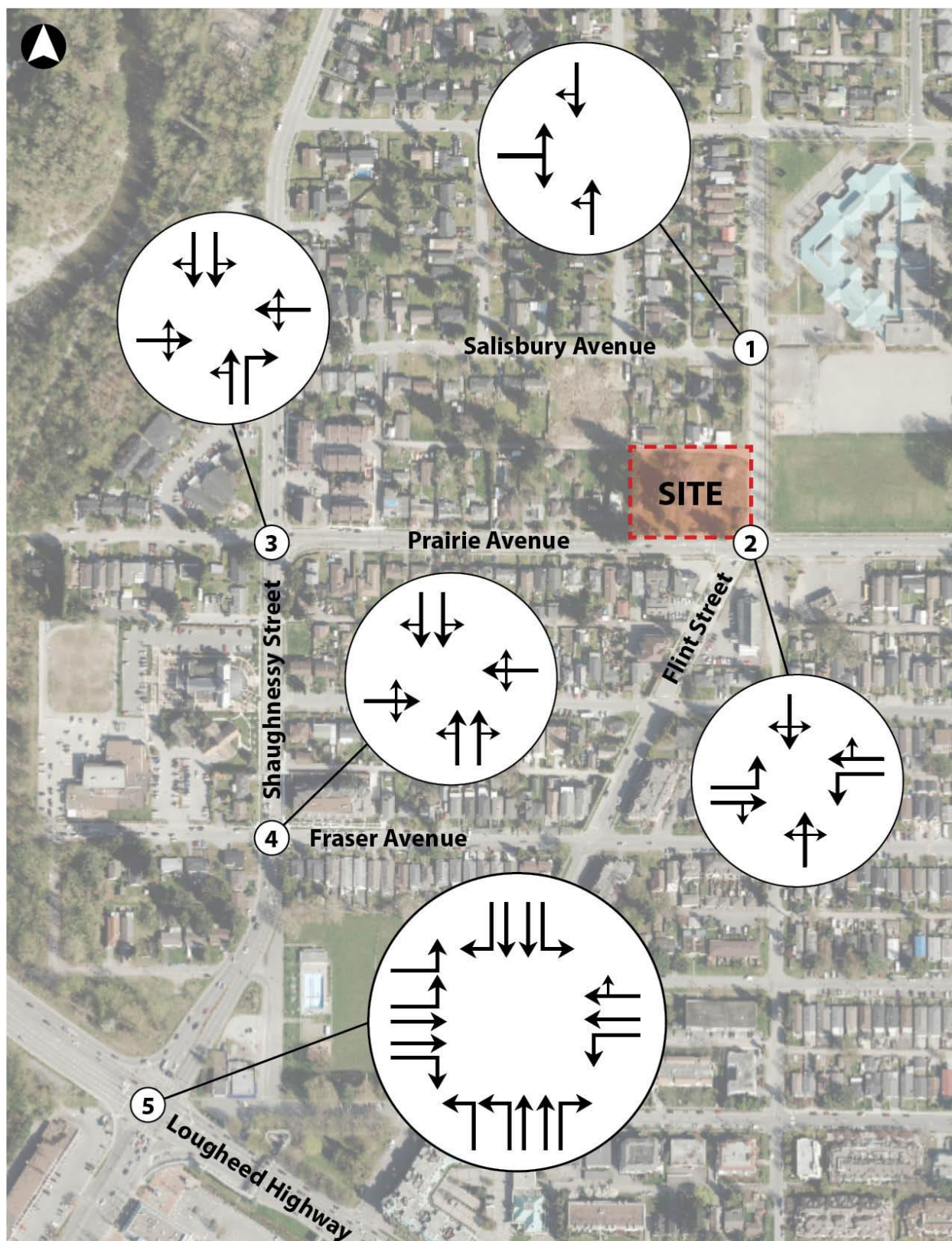
The speed limit on Lougheed Highway is 60 km/h, and the speed limit on all other roads in the study area is 50 km/h. On-street parking is available on both sides of all roads, with the exception of Shaughnessy Street and Lougheed Highway.

### 1.3.3 Study Intersections

There are five intersections within the study area, described below. **Figure 2** shows the existing laning and the traffic control configuration is listed below:

- **Intersection 1: Flint Street & Salisbury Avenue** is unsignalized, with free movement allowed on Flint Street and stop control on Salisbury Avenue.
- **Intersection 2: Flint Street & Prairie Avenue** is pedestrian signal (half-signal) with the stop control located on Flint Street.
- **Intersection 3: Shaughnessy Street & Prairie Avenue** is signalized, with a split phase for the eastbound and westbound movements.
- **Intersection 4: Shaughnessy Street & Fraser Avenue** is signalized with no protected phasing.
- **Intersection 5: Shaughnessy Street & Lougheed Highway** is signalized, and has protected left-turns on all approaches.





**Figure 2: Laning and Traffic Control**

## 2.0 TRAFFIC IMPACT ASSESSMENT

### 2.1 Data Collection

To document existing traffic conditions in the study area as of 2017, intersection traffic count data was collected for passenger vehicle, heavy vehicle, bicycle, and pedestrian volumes to capture the Weekday AM, Weekday PM, and Saturday Peak Hour periods. Turning movement counts were undertaken at the following intersections for the following dates and times.

- **Intersection 1: Flint Street & Salisbury Avenue**
  - Tuesday, December 6, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM.
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM.
- **Intersection 2: Flint Street & Prairie Avenue**
  - Tuesday, December 6, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM
- **Intersection 3: Shaughnessy Street & Prairie Avenue**
  - Thursday, December 7, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM
- **Intersection 4: Shaughnessy Street & Fraser Avenue**
  - Thursday, December 7, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM
- **Intersection 5: Shaughnessy Street & Lougheed Highway**
  - Tuesday, October 17, 2017 from 7:00 - 9:00 AM; 3:00 - 6:00 PM
  - Saturday, December 9, 2017 from 12:30 - 3:30 PM<sup>1</sup>

Based on the collected data, the Peak Hour traffic analysis used the following time periods.<sup>2</sup>

- Weekday AM Peak Hour: 8:00 - 9:00 AM
- Weekday PM Peak Hour: 4:30 - 5:30 PM

As the Weekday AM and PM Peak Hours suggested poorer traffic conditions relative to Saturday, the subsequent analysis excluded the Saturday Peak Hour period. The AM and PM Peak Hours were chosen as the Saturday Peak Hour traffic conditions are similar to the PM Peak Hour traffic conditions; however, the Saturday Peak Hour volumes are lower, which makes the PM Peak Hour the worst case scenario.

<sup>1</sup> The Saturday volume for Intersection 5 (the intersection with the heaviest traffic volumes) was estimated for the 12:00 - 1:00 PM period using the collected 15-minute interval data at 12:30 PM and 12:45 PM.

<sup>2</sup> To account for the difference in the Saturday data collection time period for Intersection 1 to 4 (2:00 - 3:00 PM instead of 12:00 - 1:00 PM), an adjustment factor was calculated using the estimated Saturday 12:00 - 1:00 PM volume for Intersection 5; the difference between 12:00 - 1:00 PM and 2:00 - 3:00 PM volumes was negligible (0.1% greater during the 2:00 - 3:00 PM period). For this reason, the Saturday Peak Hour volumes for Intersection 1 to 4 were not adjusted, and assumed to reflect 12:00 - 1:00 PM traffic conditions.

## 2.2 Traffic Model

Traffic operational analysis was conducted using Synchro 9 following the Highway Capacity Manual (HCM) 2010 methodology. Four Measures of Effectiveness were used to characterize and evaluate the intersection traffic operations:

- Level of Service (LOS);
- Volume-to-capacity (V/C) ratio;
- Total delay; and
- 95<sup>th</sup> percentile queue length.

**LOS** is a qualitative measure used to describe a roadway's operational condition based on factors such as speed, travel time, delay, and type of traffic control. LOS is a stratification based on six letter grades, ranging from the LOS A (excellent conditions with minimal or no delay) to LOS F (extensive delay with the roadway at failure). LOS D is generally considered to be the threshold between acceptable and unacceptable operations. **Table 1** summarizes the LOS thresholds for both signalized and unsignalized intersections. Intersection LOS is only reported for fully signalized intersections, and not unsignalized intersections.

**Table 1: Level of Service (LOS) Thresholds**

Level of Service (LOS)	Average Delay (seconds per vehicle)	
	Signalized	Unsignalized
A	0-10	0-10
B	>15-20	>10-15
C	>20-35	>15-25
D	>35-55	>25-35
E	>55-80	>35-50
F	>80	>50

**V/C ratio** is the ratio between the demand volume and the capacity of the roadway. A V/C ratio that exceeds 1.00 indicates that more vehicles are using the roadway than can be accommodated, resulting in very congested intersection with significant delays. A ratio of less than 0.90 is desirable in urban settings.

**Total delay** is defined as the total additional travel time experienced by a vehicle due to all delay components including control devices, queuing, et cetera. **95<sup>th</sup> percentile queue length** is defined as the queue length that has only a five percent probability of being exceeded during the analysis time period.

The simulation settings for the Synchro analysis used the following parameters.

- Saturation flow rate of 1,750 vehicles/hour/lane.
- Passenger vehicle length of 7.5 metres (TAC PSU design vehicle).
- Heavy vehicle length of 22.7 metres (TAC WB-20 design vehicle).
- Peak Hour Factors (PHF) will use count data and not exceed 0.95.
- Minimum rate of 2% heavy vehicles, with the exception of Lougheed Highway, which will use a rate of 6%.

The study analyzed three different time horizons.

- Existing conditions (2017).
- Full build-out opening day (2020).
- Five-year post-opening day (2025).

**Appendix C** provides the output from the Synchro analysis.



## 3.0 EXISTING CONDITIONS

### 3.1 Land Use

The subject site is located on four vacant parcels (about 1,150 square metres or 12,379 square feet each). It is currently zoned for RS1 (Residential Single Dwelling 1) under the City of Port Coquitlam's Zoning Bylaw. The surrounding land use is predominately single-family detached housing with some multi-family housing. Nearby amenities include multiple churches and an elementary school.

### 3.2 Existing Traffic Conditions

Under the existing conditions, the following intersections and movements were found to operate above the acceptable performance thresholds:

- Intersection 1: Flint Street & Salisbury Avenue;
- Intersection 2: Flint Street & Prairie Avenue (AM Peak Hour only); and

The northbound movement at Flint Street & Prairie Avenue operates at LOS F during the PM Peak Hour due to the high through east-west volume. Although there are delays for movements on Flint Street, the volumes are relatively low with an average of one vehicle entering the intersection every three minutes from the north side, and every minute-and-a-half from the south side. There is also a low volume of pedestrians crossing Prairie Avenue during the PM Peak Hour, which reduces the crossing opportunities for side street traffic that take advantage of the pedestrian signal to turn left onto Prairie or travel straight through.

The analysis indicates that the Shaughnessy Street & Prairie Avenue intersection is operating at or near capacity for several movements, and has an intersection LOS rating of F. The westbound movement blocks access to a laneway in the AM Peak Hour, and the northbound movement blocks access to Grant Avenue in the PM Peak Hour.

The northbound queue at Shaughnessy Street & Fraser Avenue blocks access to Chester Avenue in the PM Peak Hour.

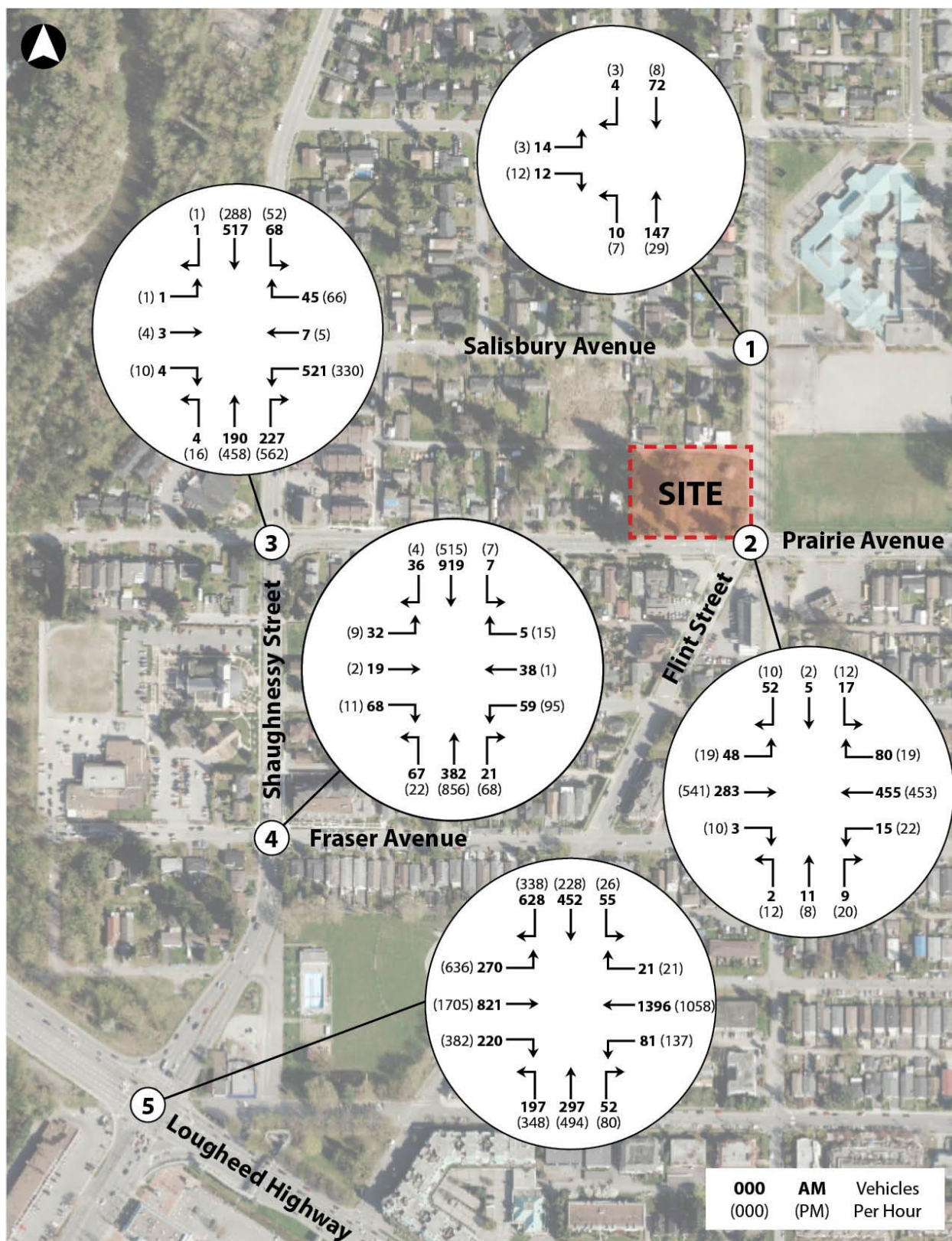
The Shaughnessy Street & Lougheed Highway intersection is over capacity, with several movements at the intersection facing delays of up to ten minutes. The southbound queue on Shaughnessy Street spills back into the Shaughnessy Street & Fraser Avenue intersection in the AM Peak Hour. The northbound queue on Shaughnessy Street spills back into the next intersection to the south.

**Table 2** provides a summary of the existing traffic operations, and **Figure 3** shows the existing traffic volumes for the Weekday AM and PM Peak Hours.



**Table 2: Existing 2017 Traffic Conditions**

	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
<b>Intersection 1: Flint Street &amp; Salisbury Avenue</b>	EB LR	B	-	12	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
<b>Intersection 2: Flint Street &amp; Prairie Avenue</b>	EB L	B	0.45	11	7	A	0.12	3	2
	EB TR	A	0.45	5	29	A	0.64	7	90
	WBL	A	0.07	3	2	A	0.12	3	3
	WB TR	B	0.79	13	94	A	0.71	8	61
	NBLTR	C	0.38	29	5	F	0.88	150	23
	SBLTR	C	0.66	22	7	F	0.81	140	16
<b>Intersection 3: Shaughnessy Street &amp; Prairie Avenue</b>	EB LTR	C	0.14	23	4	C	0.24	22	3
	WB LTR	F	1.59	292	82	F	1.08	85	25
	NB LT	C	0.62	25	51	F	1.47	246	172
	NB R	A	0.49	5	13	D	1.04	54	113
	SB LTR	F	1.13	98	100	D	1.24	54	60
	Overall	F				F			
<b>Intersection 4: Shaughnessy Street &amp; Fraser Avenue</b>	EB LTR	C	0.73	28	17	A	0.22	9	3
	WB LTR	C	0.76	33	17	C	0.68	29	5
	NB LTR	D	1.31	41	74	D	1.05	53	120
	SB LTR	D	1.03	49	129	B	0.57	11	42
	Overall	D				D			
<b>Intersection 5: Shaughnessy Street &amp; Lougheed Highway</b>	EB L	F	1.10	132	82	F	1.79	396	200
	EB T	F	1.18	131	219	F	2.02	485	525
	EB R	B	0.56	15	40	D	0.93	40	114
	WB L	F	0.78	92	45	F	2.33	652	114
	WB T	F	1.97	467	443	F	1.66	332	315
	NB L	F	1.73	388	78	F	2.28	616	126
	NB T	E	0.62	56	64	F	1.11	117	144
	NB R	A	0.26	7	2	A	0.42	9	0
	SB L	F	0.76	103	39	F	0.50	82	17
	SB T	F	1.09	110	111	E	0.59	58	52
	SB R	F	2.11	528	364	F	1.17	124	140
	Overall	F				F			



**Figure 3: Existing 2017 Traffic Volumes**

## 4.0 FUTURE CONDITIONS

### 4.1 Proposed Land Use

The proposed development is a mixed-use residential and institutional development consisting of 91,219 square feet of floor area (floor space ratio of 1.64) with the following uses:

- Affordable non-market apartments (76 units);
- Affordable non-market townhomes (11 units);
- Health clinic (7,453 sq. ft.); and
- Daycare (5,360 sq. ft.).

**Table 3** shows the breakdown of residential and institutional floor space, and residential unit type, and **Figure 4** shows the proposed site plan and site access.

**Table 3: Development Site Statistics**

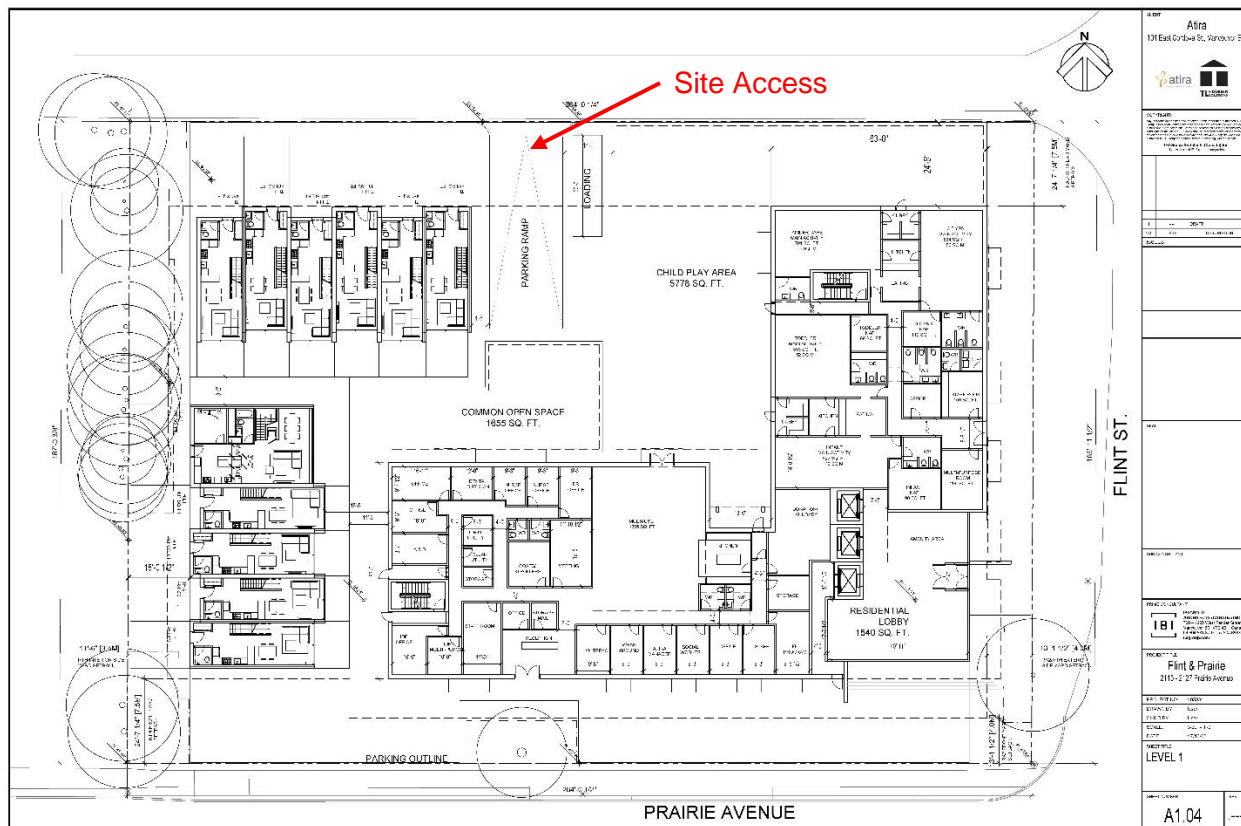
Proposed Use	Total Area (sq. ft.)	Unit Type	No. Units	Unit Mix
<b>Residential</b>				
Apartment	70,527	Studio	16	units 21%
		1-Bedroom	16	units 21%
		2-Bedroom	24	units 32%
		3-Bedroom	12	units 16%
		4-Bedroom	8	units 11%
Townhouse	7,879	3-Bedroom	6	units 55%
		4-Bedroom	4	units 36%
		5-Bedroom	1	units 9%
<b>Subtotal</b>	<b>78,406</b>		<b>87</b>	<b>units</b>
<b>Institutional</b>				
Health Clinic	7,453			
Daycare	5,360			
<b>Subtotal</b>	<b>12,813</b>			
<b>Total</b>	<b>91,219</b>			

The site will be owned by Metro Vancouver and leased to Atira Women's Resource Society on a long-term basis to operate. The target tenant population will be women and their families, with a focus on young women, older women, single mothers with children, and single mothers with children and partners. Priority will be given to the following groups:<sup>3</sup>

<sup>3</sup> Atira Women's Resource Society. (n.d.). "The Alex." Retrieved from: <http://www.atira.bc.ca/thealex>

- Women who currently live in Port Coquitlam who are homeless (e.g. living in a transition house) or precariously housed (e.g. paying more rent than they can afford, living in a small or poorly maintained basement suite, etc.);
- Women currently living in the Tri-Cities communities;
- Women from the Kwikwetlem Nation; and
- Women whose children already attend school in the area.

Full build-out opening year of the development is expected to be 2020.



**Figure 4: Proposed Site Plan**



## 4.2 Traffic Forecasts

### 4.2.1 Background Traffic

Background traffic volumes were forecasted using a 1.5% growth rate applied to the observed traffic volumes from 2017. All forecasted volumes were rounded. Traffic volumes were unbalanced (i.e., vehicles leaving one intersection do not all show up at the other intersection), as some vehicles accessed the laneway and/or the intermediate driveways.

### 4.2.2 Site Traffic – Trip Generation

The number of vehicle trips expected to be generated from the proposed development were estimated using the Institute of Transportation Engineers' (ITE) *Trip Generation Manual*, 10<sup>th</sup> Edition. The *Trip Generation Manual* provides trip rates for a wide variety of land uses gathered from actual sites across North America. Trip generation rates for the Weekday AM and PM Peak Hours are shown in **Table 4**, and the estimated number of generated site trips are shown in **Table 5**.

**Table 4: ITE Vehicle Trip Generation Rates**

ITE Land Use			Unit	Weekday AM			Weekday PM		
Land Use	Code	Type		Rate	In	Out	Rate	In	Out
Apartment	221	Multifamily Housing (Mid-Rise)	sq. ft.	0.36	26%	74%	0.44	61%	39%
Townhouse	220	Multifamily Housing (Low-Rise)	sq. ft.	0.46	23%	77%	0.56	63%	37%
Daycare	565	Day Care Center	Students	0.78	53%	47%	0.79	47%	53%
Health Clinic	720	Medical Office	sq. ft.	2.78	78%	22%	3.46	28%	72%

**Table 5: Estimated Site Vehicle Trips**

ITE Land Use			Quantity	Weekday AM Trips				Weekday PM Trips			
Land Use	Code	Type		Rate	In	Out	Total	Rate	In	Out	Total
Apartment	221	Multifamily Housing (Mid-Rise)	76	0.36	7	20	27	0.44	20	13	33
Townhouse	220	Multifamily Housing (Low-Rise)	11	0.46	1	4	5	0.56	4	2	6
<b>Subtotal</b>			<b>87</b>		<b>8</b>	<b>24</b>	<b>32</b>		<b>24</b>	<b>15</b>	<b>39</b>
Daycare	565	Day Care Center	40	0.78	16	15	31	0.79	15	17	32
Health Clinic	720	Medical Office	7.5	2.78	16	5	21	3.46	7	19	26
<b>Subtotal</b>			<b>47</b>		<b>32</b>	<b>20</b>	<b>52</b>		<b>22</b>	<b>36</b>	<b>58</b>
<b>Total</b>					<b>40</b>	<b>44</b>	<b>84</b>		<b>46</b>	<b>51</b>	<b>97</b>

A reduction of 75% was applied to the forecasted number of vehicle trips generated from the proposed Daycare use. In other words, only 25% of the generated trips were realized.

Under the parking demand component of the study (see the report for **Part 2: Parking Study**), data was collected for a similar facility to the proposed development at Maxxine Wright Place in Surrey. The proposed Daycare and the expected tenant demographic for the residential component of the proposed development will be similar to Maxxine Wright Place. Staff indicated that 75% of the daycare users lived on-site.<sup>4</sup> For this reason, the number of vehicle trips for the proposed Daycare is expected to be lower, as many of the residents will be able to substitute the vehicle trips with walking trips on-site.

During the AM Peak Hour, the development is expected to generate 84 vehicle trips — 40 trips into the site, and 44 trips out of the site. During the PM Peak Hour, the development is expected to generate 97 vehicle trips — 46 trips into the site, and 51 trips out of the site.

#### 4.2.3 Site Traffic – Trip Distribution and Assignment

Trip distribution and assignment was determined by a combination of the observed directional splits in the adjacent street network and the local and regional trip generators. The following summarizes the assumed site traffic distribution for the Weekday AM and PM Peak Hours.

- 20% of traffic to/from the east (Riverwood neighbourhood).
- 45% of traffic to/from the west (Coquitlam, Burnaby, and Vancouver).
- 5% of traffic to/from the north (Glenwood neighbourhood).
- 30% of traffic to/from the south (central Port Coquitlam and south of the Fraser).

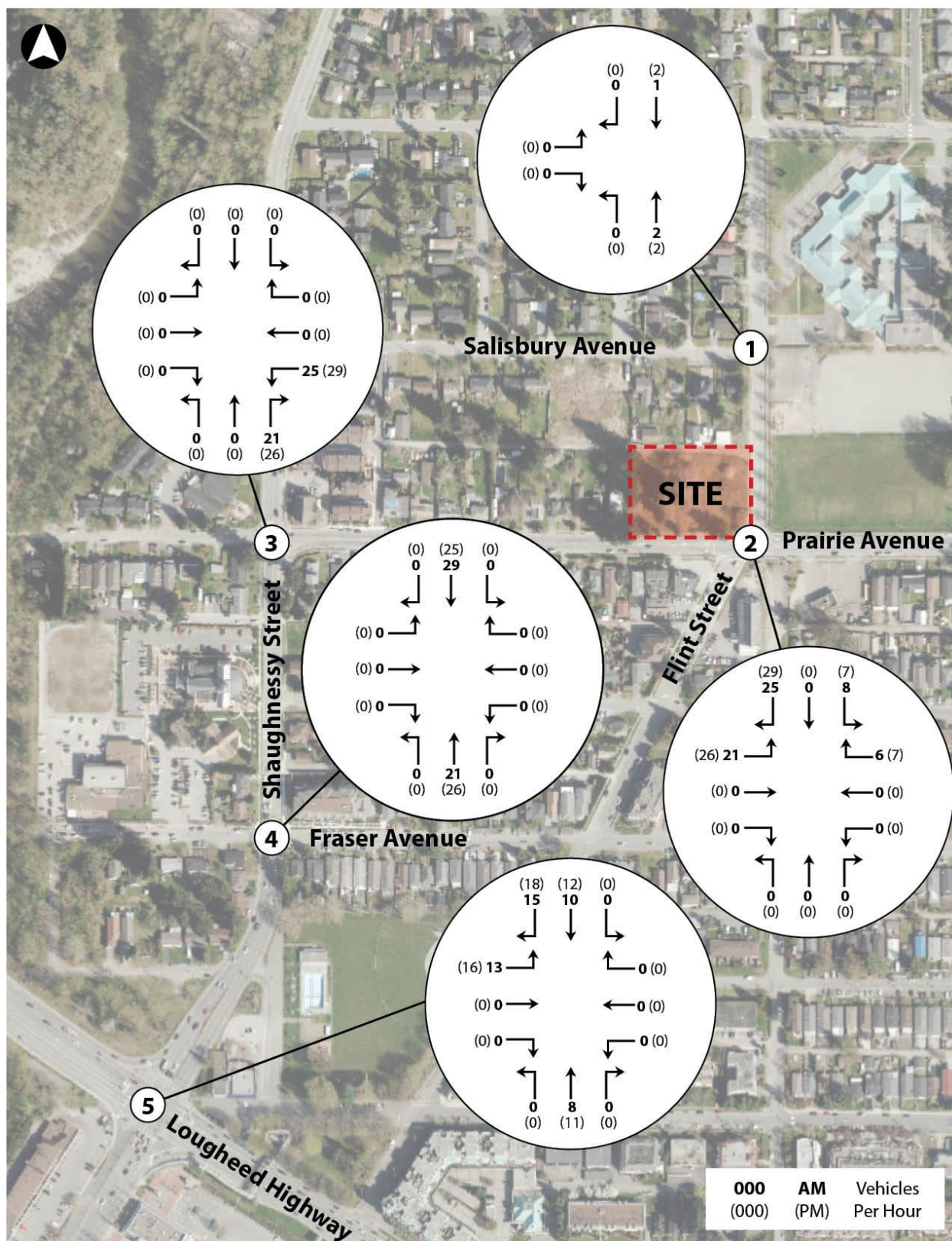
**Figure 5** shows the estimated site traffic volumes assigned to the study area street network.

#### 4.2.4 Total Traffic

The development site traffic was summed with the forecasted background 2020 (build-out opening day) and 2025 (five-year horizon of the opening day) to estimate the total traffic for the analysis time horizons.

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<sup>4</sup> Telephone interview with daycare staff member on December 20, 2017.



**Figure 5: Site Traffic Volumes**

## 4.3 Background Traffic Conditions

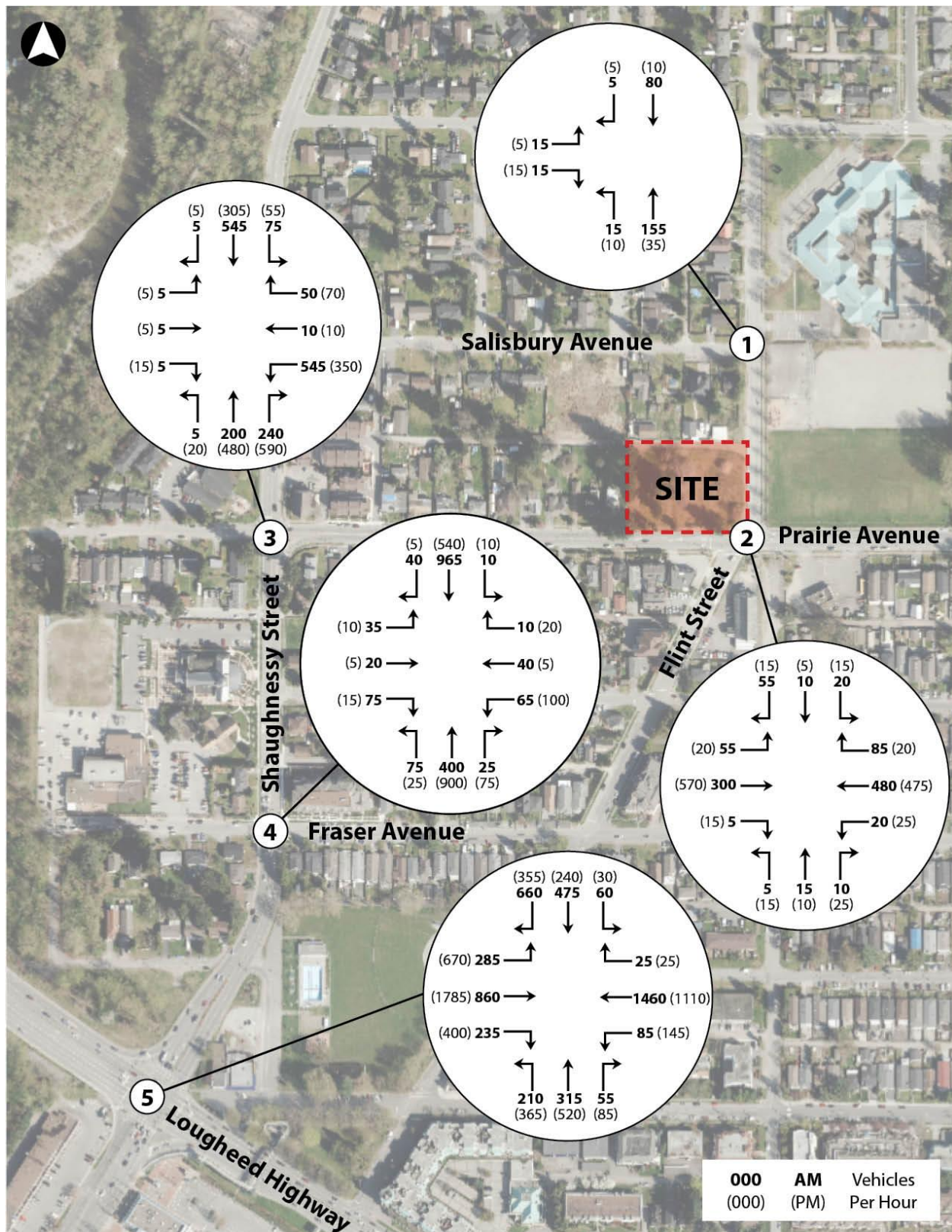
### 4.3.1 2020 Background Conditions

Under the 2020 background condition scenario, the only intersection that operates better than the acceptable performance threshold is the Flint & Salisbury Avenue intersection. The Shaughnessy Street & Fraser Street overall intersection LOS drops from D (during 2017 existing) to E. Movements at this intersection are reaching capacity or are at over-capacity in 2020. **Table 6** provides a summary of the forecast operations and **Figure 6** shows the forecast volumes.

**Table 6: Background 2020 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	13	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	C	0.68	30	14	A	0.13	3	3
	EB TR	A	0.50	7	40	A	0.69	7	105
	WBL	A	0.10	5	3	A	0.15	3	3
	WB TR	B	0.87	19	156	A	0.74	9	67
	NBLTR	C	0.45	31	7	F	1.14	207	30
	SBLTR	C	0.72	29	12	F	1.15	216	25
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.22	28	7	C	0.34	23	4
	WB LTR	F	1.75	363	92	F	1.18	123	28
	NB LT	D	0.83	43	71	F	1.59	297	187
	NB R	A	0.52	5	14	E	1.10	74	128
	SB LTR	F	1.33	181	115	F	1.26	82	69
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.75	29	19	A	0.26	9	4
	WB LTR	D	0.81	36	19	C	0.70	28	6
	NB LTR	E	1.50	62	82	F	1.19	112	142
	SB LTR	F	1.14	91	146	B	0.74	18	66
	Overall	E				E			
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.16	152	88	F	1.89	438	212
	EB T	F	1.25	157	234	F	2.11	526	555
	EB R	B	0.61	18	49	D	0.97	51	143
	WB L	F	0.80	94	48	F	2.47	713	121
	WB T	F	2.07	511	470	F	1.74	369	337
	NB L	F	1.84	434	83	F	2.40	665	133
	NB T	E	0.66	58	68	F	1.19	144	154
	NB R	A	0.28	8	4	B	0.45	10	0
	SB L	F	0.80	109	44	F	0.55	85	20
	SB T	F	1.14	128	121	E	0.63	59	55
	SB R	F	2.22	575	388	F	1.23	147	154
	Overall	F				F			





**Figure 6: Background 2020 Traffic Volumes**

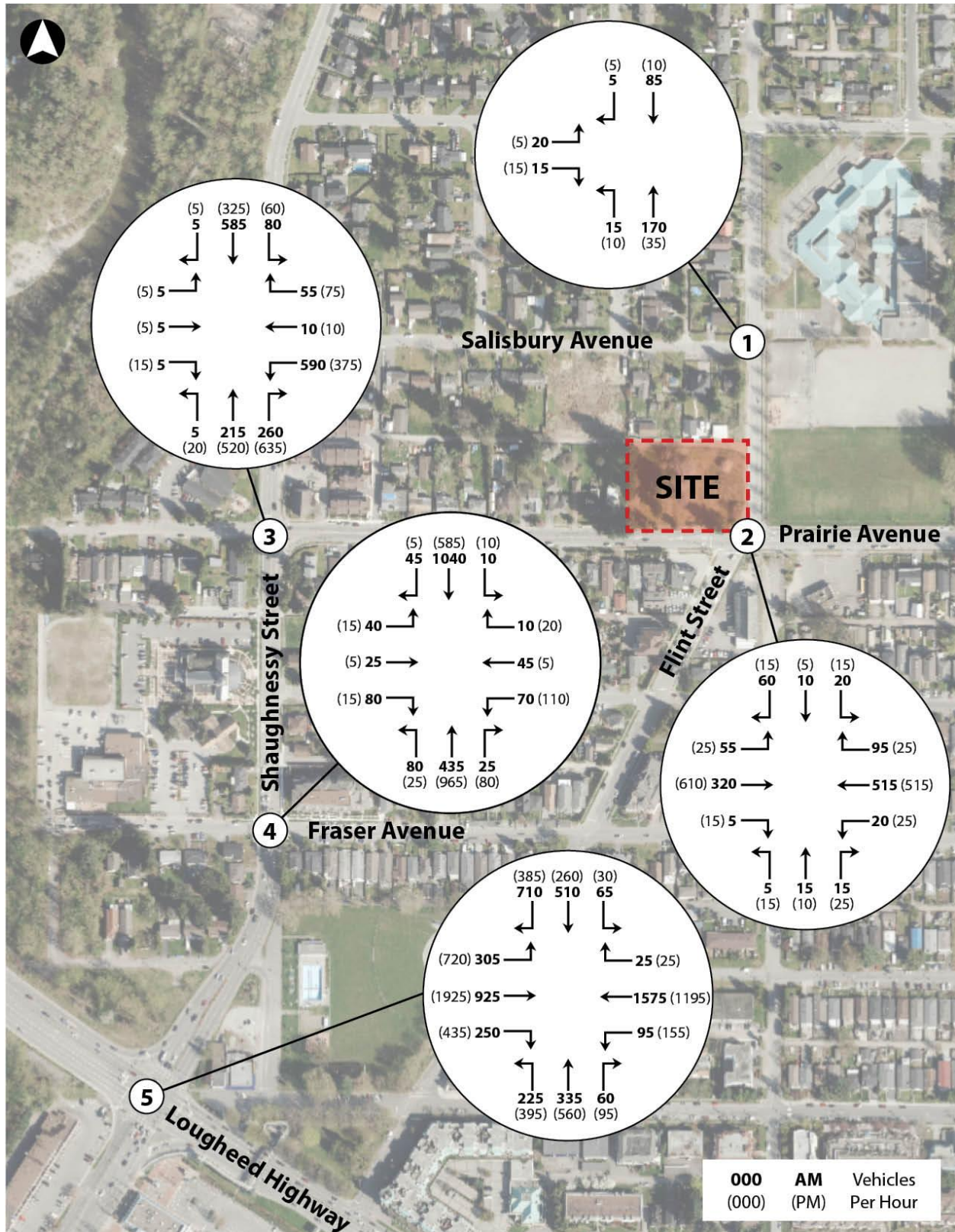
### 4.3.2 2025 Background Conditions

Under the 2025 background condition scenario, the Flint Street & Salisbury Avenue intersection continues to operate under the acceptable performance thresholds. All other intersections in the study network operate at or over-capacity during the AM and PM Peak Hours for several movements. The northbound movement at Shaughnessy Street & Prairie Avenue spills back into the Shaughnessy Street & Fraser Avenue intersection in the PM Peak Hour. **Table 7** provides a summary of the forecasted traffic operations, and **Figure 7** shows the forecasted traffic volumes for the 2025 Weekday AM and PM Peak Hours.

**Table 7: Background 2025 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	14	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	E	0.93	77	24	A	0.20	4	3
	EB TR	A	0.53	7	43	B	0.74	10	125
	WBL	A	0.11	5	3	A	0.16	3	3
	WB TR	C	0.94	28	188	B	0.81	12	80
	NBLTR	C	0.50	31	7	F	1.14	207	30
	SBLTR	C	0.74	29	13	F	1.15	216	25
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.23	30	7	C	0.34	23	4
	WB LTR	F	1.89	426	104	F	1.26	155	30
	NB LT	E	1.01	75	83	F	1.76	372	206
	NB R	A	0.55	6	15	F	1.19	109	147
	SB LTR	F	1.47	243	127	F	1.38	104	75
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.80	32	22	B	0.30	12	5
	WB LTR	D	0.84	39	21	C	0.71	17	7
	NB LTR	F	1.66	103	90	F	1.32	168	161
	SB LTR	F	1.28	152	161	C	0.92	31	83
	Overall	F				F			
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.24	180	97	F	2.03	498	231
	EB T	F	1.37	208	260	F	2.28	600	608
	EB R	C	0.67	23	61	E	1.07	77	173
	WB L	F	0.84	97	57	F	2.64	786	129
	WB T	F	2.23	580	514	F	1.87	426	369
	NB L	F	1.97	490	89	F	2.59	71	145
	NB T	E	0.71	60	73	F	1.28	179	170
	NB R	A	0.31	9	5	B	0.50	13	0
	SB L	F	0.85	116	48	F	0.55	85	20
	SB T	F	1.23	160	135	E	0.68	60	59
	SB R	F	2.39	649	427	F	1.33	190	178
	Overall	F				F			





**Figure 7: Background 2025 Traffic Volumes**

## 4.4 Post-Development Traffic Conditions

### 4.4.1 2020 Post-Development Conditions

Traffic operations in the 2020 post-development scenario are similar to the 2020 background scenario. The eastbound left movement at Flint Street & Prairie Avenue drops to LOS F during the AM Peak Hour with the increase of through traffic on Prairie Avenue and the addition of development traffic. The volume of traffic added to the left-turn movement is not significant — the heavy through volumes are the main contributor to this delay.

The queue for the eastbound left movement at Shaughnessy Street & Flint Avenue exceeds the storage length by one car length in the AM Peak Hour, but this is not a significant change from the background scenario in which the 25-metre storage length was fully utilized. The northbound movement at Shaughnessy Street & Prairie Avenue spills back into the Shaughnessy Street & Fraser Avenue intersection. The queue length is only two to three car lengths longer than the background scenario, indicating that queues were on the verge of spilling back into the intersection.

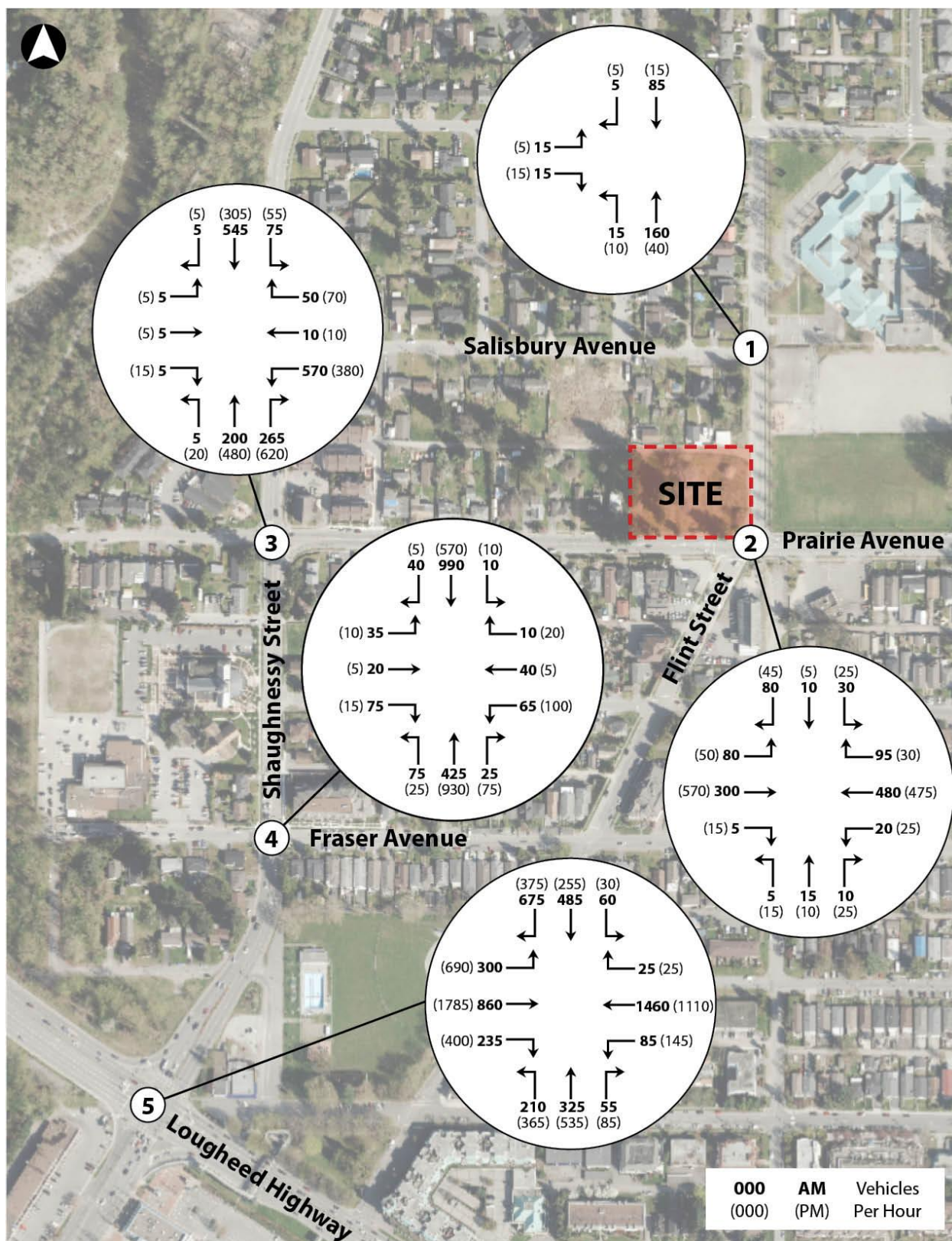
**Table 8** provides a summary of the forecasted traffic operations, and **Figure 8** shows the forecast traffic volumes.

**Table 8: Post-Development 2020 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	14	7.5*	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	F	2.33	644	35	A	0.46	9	8
	EB TR	A	0.56	9	43	B	0.74	10	125
	WBL	A	0.12	6	3	A	0.16	3	3
	WB TR	D	1.01	45	184	B	0.83	13	82
	NBLTR	C	0.40	26	7	F	1.39	291	34
	SBLTR	D	0.86	42	22	F	2.11	564	66
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.22	30	7	C	0.34	23	4
	WB LTR	F	1.96	457	110	F	1.34	188	33
	NB LT	E	1.01	78	83	F	1.76	372	206
	NB R	A	0.58	6	15	F	1.21	121	155
	SB LTR	F	1.47	243	127	F	1.37	104	75
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.80	32	22	B	0.31	13	6
	WB LTR	D	0.84	39	21	C	0.72	29	7
	NB LTR	F	1.67	125	96	F	1.37	189	168
	SB LTR	F	1.31	165	166	D	0.96	37	89
	Overall	F				F			

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.30	202	103	F	2.08	522	238
	EB T	F	1.37	208	260	F	2.28	600	608
	EB R	C	0.67	23	61	E	1.07	79	174
	WB L	F	0.84	97	57	F	12.59	5239	586
	WB T	F	2.23	580	514	F	4.12	1421	882
	NB L	F	1.97	490	89	F	2.59	751	145
	NB T	E	0.73	61	75	F	1.31	193	176
	NB R	A	0.31	9	5	B	0.50	13	0
	SB L	F	0.85	116	48	F	0.55	85	20
	SB T	F	1.25	169	139	E	0.72	62	63
	SB R	F	2.44	672	439	F	1.40	219	194
	Overall	F				F			





**Figure 8: Post-Development 2020 Traffic Volumes**

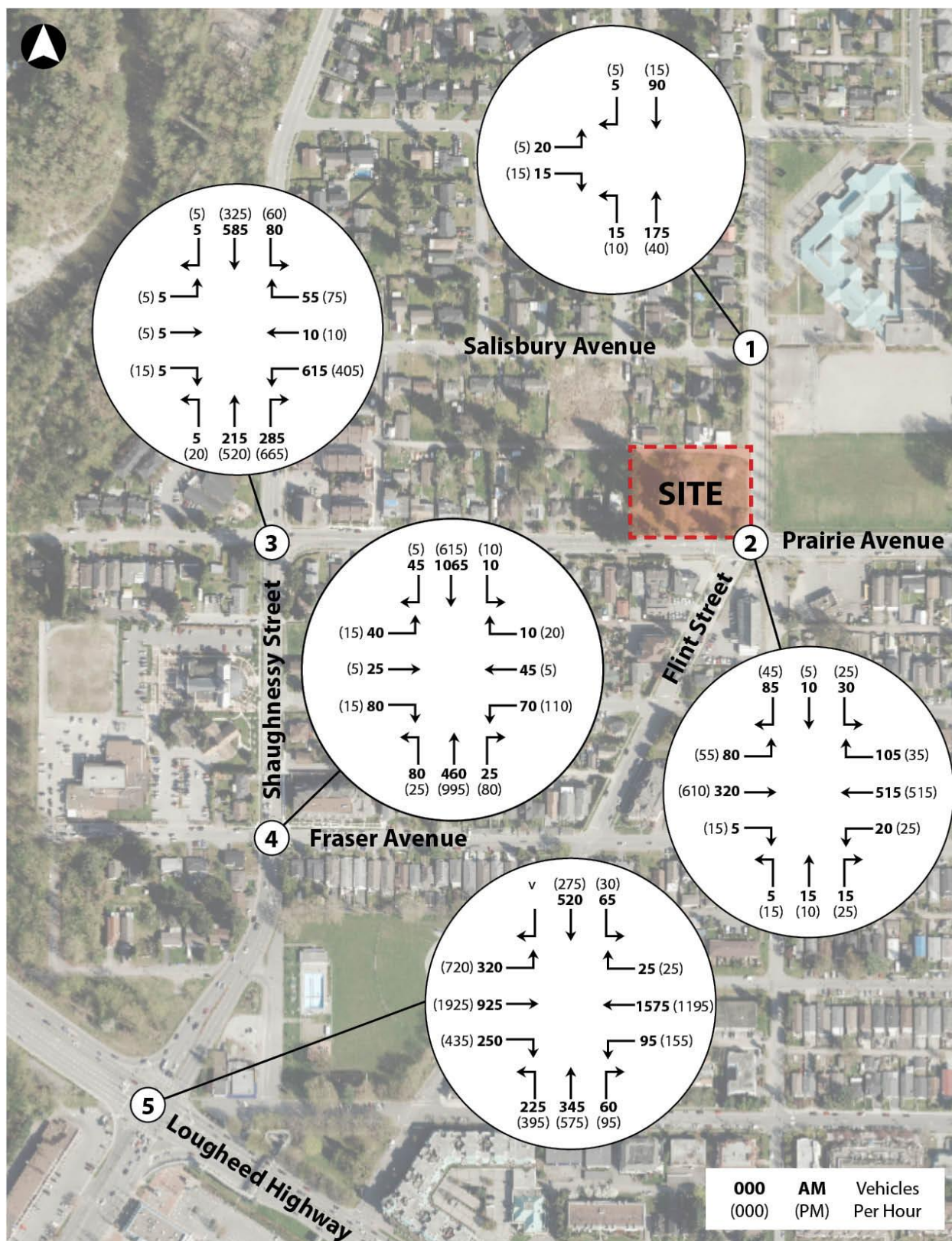
#### 4.4.2 2025 Post-Development Conditions

The issues and challenges faced in the 2025 background are mainly the same as in the 2025 post-development scenario, as the site traffic volume is relatively small when compared to the forecasted background volumes in the network (1% to 6%). **Table 9** provides a summary of the forecasted traffic operations, and **Figure 9** shows the forecasted traffic volumes for the 2025 Weekday AM and PM Peak Hour.

**Table 9: Post-Development 2025 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	14	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	F	2.33	644	35	A	0.46	9	8
	EB TR	A	0.56	9	43	B	0.74	10	125
	WBL	A	0.12	6	3	A	0.16	3	3
	WB TR	D	1.01	45	184	B	0.83	13	82
	NBLTR	C	0.40	26	7	F	1.39	291	34
	SBLTR	D	0.86	42	22	F	2.11	564	66
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.22	30	7	C	0.34	23	4
	WB LTR	F	1.96	457	110	F	1.34	188	33
	NB LT	E	1.01	78	83	F	1.76	372	206
	NB R	A	0.58	6	15	F	1.21	121	155
	SB LTR	F	1.47	243	127	F	1.37	104	75
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.80	32	22	B	0.31	13	6
	WB LTR	D	0.84	39	21	C	0.72	29	7
	NB LTR	F	1.67	125	96	F	1.37	189	168
	SB LTR	F	1.31	165	166	D	0.96	37	89
	Overall	F				F			
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.30	202	103	F	2.08	522	238
	EB T	F	1.37	208	260	F	2.28	600	608
	EB R	C	0.67	23	61	E	1.07	79	174
	WB L	F	0.84	97	57	F	2.64	786	129
	WB T	F	2.23	580	514	F	1.87	426	369
	NB L	F	1.97	490	89	F	2.59	751	145
	NB T	E	0.73	61	75	F	1.31	193	176
	NB R	A	0.31	9	5	B	0.50	13	0
	SB L	F	0.85	116	48	F	0.55	85	20
	SB T	F	1.25	169	139	E	0.72	62	63
	SB R	F	2.44	672	439	F	1.40	219	194
	Overall	F				F			





**Figure 9: Post-Development 2025 Traffic Volumes**

## 4.5 Mitigation Options

Intersection improvements were reviewed at each intersection that were operating below the allowable performance thresholds. Intersection improvements to be considered are listed below.

### **All Intersections (Existing 2017):**

Traffic signals should be coordinated along Shaughnessy Street and Prairie Avenue to reduce queueing throughout the network.

### **Intersection 2: Flint Street & Prairie Avenue (Post-Development 2020)**

According to TAC (see **Appendix A**), an upgrade from the existing half-signal to a full signal is warranted at the intersection in the post-development phase. The site traffic added to the street movement was not significant, indicating that the signal was already close to being triggered. It should be noted that this signal has the potential of creating larger queues due to the traffic volumes moving through the area travelling from Lougheed Highway, Shaughnessy Street, and finally to Prairie Street. It should be noted the analysis assumed conservative background volume increase and trip generation rates. The City of Port Coquitlam may wish to monitor the intersection; if region-wide trends hold with a continued reduction in vehicle trips and a greater increase in sustainable trips (walking, biking, and transit), the performance at this intersection may be acceptable in the future. In addition, future signal coordination may reduce delay at this intersection by platooning traffic volumes.

### **Intersection 3: Shaughnessy Avenue & Prairie Avenue (Background 2020)**

Adding an additional left-turn lane for the westbound movement on Prairie Avenue in conjunction with adjusting the existing signal timing was considered as it improved the intersection performance to LOS E or better in 2020. This improvement only provides a short-term benefit as the intersection movements is forecast to drop to LOS F by 2025. The additional turn lane would remove on-street parking and would require the intersection geometry to be reconfigured to align the westbound through movement.

Removing the south parking lane on Prairie Avenue would significantly improve the performance of the northbound right-turn lane from LOS E to LOS A in 2020. A detailed study would be required to review potential safety conflicts with the driveways fronting on Prairie Avenue. In addition, the placement of the bus stop on the south side of Prairie Avenue closest to the intersection may require review.

### **Intersection 4: Shaughnessy Street & Fraser Avenue (Background 2020)**

Increasing the traffic signal cycle length to 90 seconds from 70 seconds and prioritizing the northbound and southbound movements will improve the northbound and southbound performance to LOS C or better, while maintaining LOS E or better on the side streets.

### **Intersection 5: Shaughnessy Street & Lougheed Highway (Existing 2017)**

Providing additional lane capacity at Shaughnessy Avenue & Lougheed Highway are not indicated as a result of this development. As the intersection operates at capacity, any improvements would require adding multiple lanes which would only move the congestion elsewhere in the network. Intersections this large are typically at capacity for most of the day. Grade separation and/or major network changes may need to be considered to accommodate the high volume of traffic at this intersection. The possible Lincoln Avenue connection is a potential option to provide another crossing along the Coquitlam Route (as noted in the City of Port Coquitlam's Master Transportation Plan) and may provide an alternate route for neighbourhood traffic. Should this connection be built, it is anticipated that this route will reduce demand at the Shaughnessy Avenue & Lougheed Highway intersection.

## 5.0 SAFETY AND GEOMETRIC REVIEW

### 5.1 Site Access and Loading

The proposed vehicular site access will be through an underground parkade entrance located off the east-west laneway between Salisbury Avenue and Prairie Avenue.

#### 5.1.1 Truck Loading

The current plan proposes that truck access and loading be provided at the laneway adjacent to the proposed ramp. The loading bay would be separated from the ramp with a short wall and handrails.

The proposed loading configuration will require refinement, Truck swept analysis was conducted using a standard delivery truck (TAC Medium Single-Unit design vehicle of 10 metres). The analysis showed that the truck would require additional space and/or a revised loading bay alignment to complete a turn and successfully park. A possible solution would push the at-grade portion of the parkade ramp further back to allow enough space for a truck to park. In addition, the proposed short wall separating the ramp and the loading bay must be sufficiently pushed back to allow enough space. Alternatively, the loading bay could be put at an angle.

Truck swept analysis was also conducted using a tractor trailer (TAC WB-20 design vehicle of 22.7 metres). The current configuration would not be able to support this vehicle. If truck of this size is expected for the site, it will need to park on the adjacent street. **Appendix A** shows the truck swept paths.

#### 5.1.2 Pick-up and Drop-off Area

The proposed pick-up and drop-off area will be through the use of designated vehicle parking spaces in the underground parkade. It is recommended to provide an additional designated parking bay along Flint Street to function as a pick-up and drop-off area.

It is expected that visitors may choose to use Flint Street as opposed to designated spaces in the parkade due to proximity and ease of access, particularly given that the proposed Daycare will front Flint Street. If there is no designated area to support this activity, potential safety conflicts may occur, as pedestrians may be crossing from the west side of Flint Street to the site.

Potential options to mitigate this conflict may be for frontage reconfiguration with a potential modification to the boulevard and/or sidewalk, or implementation of short-term parking restrictions or have a barrier along the road centreline to prevent crossings.

## 5.2 Site Circulation

The proposed underground parkade should consider the following design principles:

- Provisions of walkways and crossings to channel pedestrians safely away from circulating vehicle traffic and to enhance their visibility and security;
- Drive aisles should be parallel to pedestrian desire lines;
- Provide raised parking islands when possible to facilitate sight distances and turning movements;
- Provide adequate road geometry, stall sizes, and aisle dimensions;
- Separate circulating vehicles from parking vehicles; and
- Provide clear traffic control (e.g. stop signs, stop bars) and wayfinding signage.

In addition, considerations should be made for security, including the following:

- Passive security (visibility of parking users);
- Good lighting for parking lots and pathways;
- Clear signage to direct users to exits;
- Plans for security such as video surveillance, alarms, etc.; and
- Access control (e.g. gates locked at night).



### 5.3 Collisions

A desktop safety analysis was conducted for the period of 2011 to 2015. Results for ICBC (sourced from the online ICBC Crash Maps) is summarized in **Table 10**.

**Table 10: Summary of Collision Analysis**

Intersection	Property Damage Only	Casualty (Injury or Fatality)	Total	% Casualty	Average Annual Collision Frequency	Collision Rate (per Million entering vehicles)	Comparable Collision Rate
Intersection 1: Flint Street & Salisbury Avenue	1	0	1	0%	0.2	0.88	0.62
Intersection 2: Flint Street & Prairie Avenue	2	10	12	83%	2.4	0.58	0.40
Intersection 3: Shaughnessy Street & Prairie Avenue	28	26	54	48%	10.8	1.65	1.17
Intersection 4: Shaughnessy Street & Fraser Avenue	20	13	33	39%	6.6	1.13	1.17
Intersection 5: Shaughnessy & Lougheed Highway	306	280	586	48%	117.2	5.89	3.36

Collision rates for the intersection were calculated in units of collisions per million entering vehicles based on the PM Peak Hour traffic counts, factored by 10 to represent the average daily traffic entering the intersection. Comparable collision rates were acquired from the Road Safety Benchmark Statistics for British Columbia (2017) report. Data collected from ICBC Crash Maps does not indicate what type of collisions occurred at the intersections.

According to the ICBC data, the highest number of collisions at an intersection was at Shaughnessy Street & Lougheed Highway with an average collision frequency of 117.2 collisions/year. The Flint Street & Prairie Avenue intersection had the highest percentage of casualty (injury and fatal collisions) rates at 83%. In general, all the intersections have collisions higher than average with the exception of Shaughnessy Street & Fraser Avenue.

In particular, Flint Street & Prairie Avenue may require further study. It is important to understand the type of collisions given the anticipated higher number of pedestrian volumes

from the proposed development. If a detailed review of finds that the collisions at the Flint Street & Prairie Avenue intersection typically involve pedestrians, then it is even-more important to provide safety upgrades to the intersection to safely accommodate pedestrians. The City of Port Coquitlam may consider providing a detailed safety review at the intersections in the study that have collision rates higher than expected, possibly in co-operation with ICBC.



## 6.0 SUSTAINABLE TRANSPORTATION REVIEW

A sustainable transportation review was conducted to determine how the proposed development can support the City of Port Coquitlam's Official Community Plan and Master Transportation Plan.

### 6.1 Pedestrian Network

The development proposal includes sidewalk improvements along the west side of Flint Street, completing a gap in the area's pedestrian network. This will support sidewalk improvements as identified by the City of Port Coquitlam for Flint Street.

The proposed development is expected to increase pedestrian volumes entering and exiting the site, particularly on the northeast corner of the intersection of Flint Street and Prairie Avenue, where the proposed residential lobby will be located. Currently, the intersection is a two-way stop control with a pedestrian-actuated signal located on the west side of Flint Street to accommodate pedestrians accessing the nearby school.

An opportunity exists to provide a designated pedestrian crossing on the east side of Flint Street to accommodate residents, employees, and visitors from the proposed development. In addition, the development is expected to generate additional vehicle trips that will travel along Flint Street from the north and the south as a neighbourhood infiltration route. A pedestrian crossing on the east side will minimize unprotected pedestrian crossings across Flint Street and potential pedestrian-vehicle conflicts for pedestrians wishing to cross Prairie Avenue. In general, this will help support safety improvements as identified by the City of Port Coquitlam for this intersection.

No other pedestrian impacts are expected as a result of this development.

### 6.2 Bicycle Network

The City of Port Coquitlam has identified Flint Street as a future designated signed bicycle route, with the intersection of Flint Street & Prairie Avenue has a candidate for a bicycle activated signal. Sightlines exiting the laneway should be adequate to minimize potential conflicts with cyclists travelling along Flint Street. No other cycling impacts are expected as a result of this development.

### 6.3 Transit Network

The closest bus stops are to the east (260 metres away; three-minute walk) at Oxford Street and Prairie Avenue, and to the west (350 metres away; four-minute walk) at Shaughnessy Street and Prairie Avenue. No transit impacts are expected as a result of this development. Reconfiguration of the #172 (Coquitlam Centre Station/Riverside) route may better serve this particular development through a new bus stop, but a full transit review would be required.

## 7.0 CONCLUSION

The proposed development at 2115-2127 Prairie Avenue is expected to generate 84 vehicle trips during the AM Peak Hour, and 97 vehicle trips during the PM Peak Hour.

Existing traffic conditions are currently above the allowable performance thresholds at Flint Street & Salisbury Avenue, Flint Street & Prairie Avenue (AM Peak Hour only), and Shaughnessy Street & Prairie Avenue. At least one movement at Shaughnessy Street & Fraser Avenue, and Shaughnessy Street & Lougheed Highway is at or over capacity. In the 2020 and 2025 background scenarios, the Flint Street & Salisbury Avenue intersection continues to perform well with the exception of all the other intersections which are forecast to reach capacity.

The 2020 and 2025 post-development traffic conditions scenarios are similar to the background scenario; development traffic does not significantly impact the intersections in the study network as the development volume relative to the background is minimal (1% to 6%). A signal is warranted in the 2020 and 2025 scenario with the addition of development traffic on Flint Street. Traffic volumes on Flint Street are just below the threshold for a signal in the background, and the addition of site traffic tips it slightly over the threshold.

### 7.1 Recommendations

#### **City of Port Coquitlam may consider**

- Providing a designated pedestrian crossing along the west side of Flint Street at the Flint Street & Prairie Avenue intersection.
- Monitoring the Flint Street & Prairie Avenue intersection to see whether forecast volumes are realized and the traffic signal warrant is met.

#### **Applicant may consider**

- Refining the proposed loading bay layout, possibly by adjusting the underground parkade ramp to accommodate a Medium Single-Unit design vehicle.
- The provision of a supplementary pick-up and drop-off area along Flint Street in addition to the designated parking spaces in the parkade.

## APPENDICES



## **2115-2127 PRAIRIE AVENUE, PORT COQUITLAM**

### **Part 2: Parking Study – Final Report**

Prepared for: **TL Housing Solutions**

Prepared by: **Watt Consulting Group**

Our File: **2298.B01**

Date: **February 27, 2018**

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## 1.0 INTRODUCTION

### 1.1 Study Purpose

Watt Consulting Group was retained by TL Housing Solutions to provide a Traffic Impact Study and Parking Study for a proposed mixed-use development at 2115-2127 Prairie Avenue (The Alex) in the City of Port Coquitlam. The proposed development will consist of affordable non-market apartment and townhomes, a health clinic, and a daycare.

This report (**Part 2: Parking Study**) summarizes the work conducted to fulfill the parking component of the scope of work as agreed to with the City and Applicant in the Terms of Reference. The findings from this study can be used as part of the rezoning application submission to the City.

### 1.2 Study Objectives

The purpose of the Parking Study is to:

1. Compare the bylaw required vehicle and bicycle parking supply with the proposed parking supply;
2. Estimate the vehicle parking demand for the proposed development to justify a parking variance; and
3. Recommend appropriate vehicle parking supply rates for the proposed development as part of the rezoning application in consideration of on-site parking management and transportation demand management options.

### 1.3 Subject Site

The proposed development is located at 2115-2127 Prairie Avenue in the Glenwood neighbourhood. The subject site is at the intersection of Prairie Avenue and Flint Street and is adjacent to the Kwayquitlam Public Middle School immediately to the east.

## 2.0 DEVELOPMENT OVERVIEW

### 2.1 Proposed Land Use

The subject site will be located on a consolidated 4,587 m<sup>2</sup> (49,371 sq. ft.) parcel, and is proposed to be rezoned from the current RS1 (Residential Single Dwelling 1) zoning under the City of Port Coquitlam's Zoning Bylaw. The proposed development is a mixed-use residential and institutional development consisting of 91,219 square feet of floor area (floor space ratio of 1.64) with the following uses:

- Affordable non-market apartments (76 units);
- Affordable non-market townhomes (11 units);
- Health clinic (7,453 sq. ft.); and
- Daycare (5,360 sq. ft.).

**Table 1** shows the breakdown of residential and institutional floor space, and residential unit type.

**Table 1: Development Site Statistics**

Proposed Use	Total Area (sq. ft.)	Unit Type	No. Units	Unit Mix
<b>Residential</b>				
Apartment	70,527	Studio	16	units 21%
		1-Bedroom	16	units 21%
		2-Bedroom	24	units 32%
		3-Bedroom	12	units 16%
		4-Bedroom	8	units 11%
Townhouse	7,879	3-Bedroom	6	units 55%
		4-Bedroom	4	units 36%
		5-Bedroom	1	units 9%
<b>Subtotal</b>	<b>78,406</b>		<b>87</b>	<b>units</b>
<b>Institutional</b>				
Health Clinic	7,453			
Daycare	5,360			
<b>Subtotal</b>	<b>12,813</b>			
<b>Total</b>	<b>91,219</b>			

The site will be owned by Metro Vancouver and leased to Atira Women's Resource Society on a long-term basis to operate. The target tenant population will be women and their families, with a focus on young women, older women, single mothers with children, and single mothers with children and partners. Priority will be given to the following groups:<sup>1</sup>

<sup>1</sup> Atira Women's Resource Society. (n.d.). "The Alex." Retrieved from: <http://www.atira.bc.ca/thealex>

- Women who currently live in Port Coquitlam who are homeless (e.g. living in a transition house) or precariously housed (e.g. paying more rent than they can afford, living in a small or poorly maintained basement suite, etc.);
- Women currently living in the Tri-Cities communities;
- Women from the Kwikwetlem Nation; and
- Women whose children already attend school in the area.

Full build-out opening year of the development is expected to be 2020.

## 2.2 Proposed Parking Supply

The proposed parking supply will be a total of 114 vehicle parking spaces and 93 bicycle parking spaces, allocated as follows:

- 85 vehicle parking spaces for residents;
- 29 vehicle parking spaces for employees and visitors; and
- 93 bicycle parking spaces (87 long-term Class A and six short-term Class B spaces).

### 3.0 PARKING REQUIREMENT

This section summarizes the parking requirements for the development proposal. The City of Port Coquitlam's vehicle parking requirements are found in the Parking and Development Management Bylaw (No. 3225) and the bicycle parking requirements are found in the Zoning Bylaw (No. 3630).

#### 3.1 Vehicle Parking Requirement

Based on the current development proposal and latest assumptions as of January 5, 2018, a total of 181 vehicle parking spaces are required if the bylaw is applied directly (excluding accessible spaces) for the subject site. Based on the 114 proposed parking spaces, a parking variance of 67 spaces would be required. See **Table 2** for a summary of the City's bylaw vehicle parking supply rates.

**Table 2: Bylaw Required Vehicle Supply Rates**

Proposed Use	Type	Quantity	Supply Rate	Spaces
<b>Residential</b>				
Apartment	Studio	16 units	1.0 space / unit	16
	1 BR	16 units	1.3 spaces / unit	21
	2 BR	24 units	1.5 spaces / unit	36
	3 BR+	20 units	2.0 spaces / unit	40
Townhouse	3 BR+	11 units	2.0 spaces / unit	22
Residential Visitor		87 units	1.0 space / 5 units	18
<b>Subtotal</b>				<b>153</b>
<b>Institutional</b>				
Health Clinic		7,453 sq. ft.	1.0 space / 322.91 sq. ft. GFA	24
Daycare		40 children	1.0 space / 10 children	4
<b>Subtotal</b>				<b>28</b>
<b>Total</b>				<b>181</b>

### 3.2 Bicycle Parking Requirement

A total of 95 bicycle parking spaces are required if the bylaw is applied directly, including 89 Class A spaces and 6 Class B spaces. The current proposal meets the City of Port Coquitlam's bicycle parking requirements. See **Table 3** for a summary of the City's required bicycle parking supply rates.

Class A spaces are secure parking spaces intended to serve long-term residents and employees, and Class B spaces are intended to serve short-term visitors.

**Table 3: Bylaw Required Bicycle Supply Rates**

Proposed Use	Bylaw Parking Requirement		
	Quantity	Supply Rate	Spaces
<b>Class A</b>			
Apartment and Townhouse	87 units	1.0 space / unit	87
<b>Subtotal</b>			<b>87</b>
<b>Class B</b>	-	Minimum 6	6
<b>Subtotal</b>			<b>6</b>
<b>Total</b>			<b>93</b>

## 4.0 PARKING DEMAND

This section provides a summary of local data and secondary research to estimate the expected parking demand for the residential and institutional uses of the subject site.

### 4.1 Methodology

To estimate the parking demand for the current development proposal, the following tasks were undertaken.

1. Conduct an **off-street parking utilization survey** of a comparison site to determine comparable parking demand for the proposed Apartment, Townhouse, Health Clinic, and Daycare uses.
2. Review **secondary research** of parking demand data for non-market housing sites from the Metro Vancouver region to determine parking demand for the proposed Apartment and Townhouse uses.
3. Review **primary parking demand data** of daycare sites to determine parking demand for the proposed Daycare use.
4. Synthesize the data and **estimate parking demand rates** for the proposed development.
5. Conduct an **on-street parking utilization survey** to determine available on-street parking supply in the event of any possible parking spillover from the subject site, and determine any potential impacts to the surrounding neighbourhood.



## 4.2 Off-Street Parking Utilization

### 4.2.1 Background

An off-street parking utilization survey was conducted at Maxxine Wright Place (“Maxxine”), a comparable women-oriented facility at 13733 92 Avenue, Surrey, operated by Atira Women’s Resource Society. Maxxine is a four-storey building with 47,426 sq. ft. of floor area, consisting of:

- Supported affordable non-market housing (24 units);<sup>2</sup>
- Women’s shelter (12 units);
- Community health centre (6,717 sq. ft.); and
- Daycare (4,950 sq. ft.).<sup>3</sup>

The survey was conducted at the site’s side and rear parking lot. Maxxine has a similar tenant demographic as the proposed Apartment and Townhouse uses, and the Daycare will operate similarly to the daycare at Maxxine. For this reason, the comparable parking demand at Maxxine will be used to forecast future parking demand for these uses at the subject site.

The community health centre at Maxxine is a dedicated women’s health and support hub, operated jointly by Atira Women’s Resource Society and Fraser Health. While the proposed Health Clinic at the subject site in Port Coquitlam will have a different function compared to the Maxxine community health centre, it will help to inform parking demand at the subject site.

Maxxine has 27 formal on-site vehicle parking spaces (including two accessible parking spaces). There are no designated employee or resident spaces.<sup>4</sup> However, a site survey and interview with the site’s operations manager and other staff indicated an additional seven informal parking spaces in the emergency access lane are utilized.<sup>5</sup> As a result, total parking supply (including formal and informal usage) at the site is estimated to be at 34 spaces.

### 4.2.2 Methodology

A 12-hour parking survey at one-hour intervals was conducted on Tuesday, December 14, 2017 between 9:00 am and 9:00 pm to determine parking demand characteristics throughout the day, and to estimate the period(s) of peak parking demand. This date was chosen as Tuesdays and Thursdays reflect the highest peak demand due to the availability of drop-in clinic hours for the community health centre between 11:30 am and 3:30 pm.

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<sup>2</sup> Only 23 out of the 24 supported housing units were occupied as of December 2017.

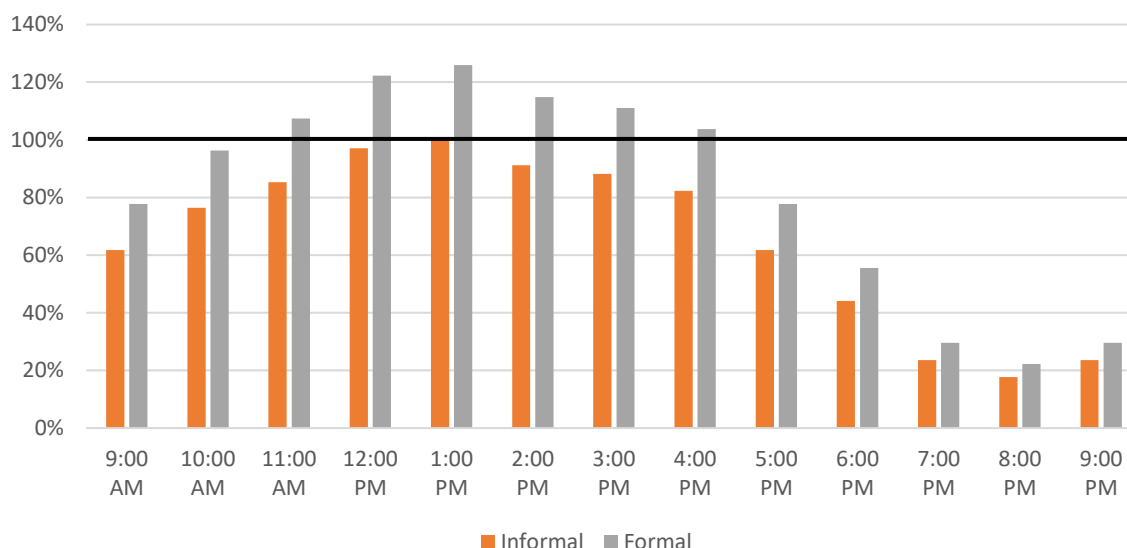
<sup>3</sup> 35 out of 49 full-time daycare spots were occupied as of January 2018.

<sup>4</sup> The site plan provides two reserved spaces, but the operations manager indicated that there is a policy in place that currently allows all parking at Maxxine Wright Place to be unreserved and accessible to all residents, employees, and visitors.

<sup>5</sup> Telephone interview with operations manager on December 1, 2017; in-person interview with staff member on December 6, 2017.

### 4.2.3 Parking Utilization

Peak parking demand occurred at 1:00 pm with 34 vehicles on-site for a parking occupancy of 126% (based on total formal spaces only) and 100% (based on total formal and informal spaces). As a result, current demand for the comparison site exceeds available formal parking supply. **Figure 1** provides a summary of the parking demand throughout the day.



**Figure 1: Observed Off-Street Parking Utilization**

To determine parking demand by use (residential and shelter, community health centre, daycare) and by type (residents, employees, visitors), the collected demand information was reconciled with actual known vehicle ownership rates among residents and employees during the estimated peak period. This was based on information provided by the operations manager and other staff.<sup>6</sup>

In total, there is a maximum peak of 46 vehicles attributed to Maxxine based on the parking survey and collected vehicle ownership rates (see **Table 4**). In order to estimate the number of residential visitor vehicles during the peak period, a visitor parking demand of 0.1 vehicles per residential unit<sup>7</sup> was applied to the number of known visitor vehicles and adjusted for daytime visitor demand of 20% at 1:00pm.<sup>8</sup> The remaining number of visitor vehicles were allocated to the community health centre use, which had a special event in addition to the regular drop-in clinic hours during the day of the survey. It was assumed none of the visitor demand was from the daycare use, as

<sup>6</sup> Telephone interview with operations manager on December 1, 2017, in-person interview with staff member A on December 5, 2017; email correspondence with staff member B on December 13 and 20, 2017; telephone interview with staff member C on December 20, 2017; email correspondence with staff member C on December 21, 2017.

<sup>7</sup> Metro Vancouver. (2012). *The Metro Vancouver Apartment Parking Study: Revised Technical Report*. Retrieved from: <http://www.metrovancouver.org/services/regional-planning/transportation/resources/Pages/default.aspx>

<sup>8</sup> Smith, M. (2005). *Shared Parking, 2nd Edition*. Washington, DC: Urban Land Institute.

the peak hour for the daycare occurs later during the day between 3:30 pm and 5:00 pm. Moreover, 75% of the daycare users live on-site at Maxxine.<sup>9</sup>

**Table 4: Actual Peak Parking Demand**

Existing Use	Operating Hours	Quantity	Number of Vehicles	Peak Demand Rate (veh/unit)
<b>Resident</b>				
Supportive Housing	N/A	23 units (out of 24)	10	0.43 per unit
Shelter	N/A	12 units	0	0.00 per unit
<b>Subtotal</b>			<b>1</b>	
<b>Employee</b>				
Community Health Centre	Monday – Friday 8:30 am – 5:00 pm	15 employees	15	1.00 per employee
Daycare	Monday – Friday 7:30 am – 6:00 pm	12 employees	6	0.50 per employee
Shelter	24/7 7:30 am – 4:00 pm 3:30 pm – 12:00 am 11:30 pm – 8:30 pm	2 employees (out of 6)	2	1.00 per employee
<b>Subtotal</b>			<b>23</b>	
<b>Visitor</b>				
Residents	N/A	35 units	1	0.03 per unit
Community Health Centre	Monday – Friday 8:30 am – 5:00 pm	11,667 sq. ft. GFA	12	1.83 per sq. ft. GFA
<b>Subtotal</b>			<b>13</b>	
<b>Total</b>			<b>46</b>	

<sup>9</sup> Telephone interview with staff member C on December 20, 2017.

### 4.3 Estimated Residential Parking Demand

Expected residential parking demand is estimated in the following section to determine whether the proposed parking supply will accommodate residential parking needs. Expected parking demand is based on actual parking demand from the comparison site, and secondary data from the Metro Vancouver region.

#### 4.3.1 Non-Market Apartment and Townhouse

The proposed Non-Market Apartment and Townhouse will have three rent targets based on a one-third, one-third, one-third mix.

- Maximum shelter allowance for women and families in receipt of income assistance or those eligible for a Shelter Aid for Elderly Renters (SAFER) subsidy.<sup>10</sup>
- Rent-geared-to-income using Housing Income Limits (HILs) to establish rent based on 30% of gross annual household income.
- Below local-area market rent.

#### Residents

To estimate resident parking demand, the actual peak demand rate for the supported women's housing at the comparison site was used to represent a low scenario (see **Section 4.2.3**), and the average demand rate for non-market housing in Metro Vancouver was used, representing a high scenario. Estimated (non-adjusted) resident parking demand rates for the proposed Non-Market Apartment and Townhouse will be from 0.43 vehicles per residential unit (low scenario) to 0.73 vehicles per residential unit (high scenario).

Research suggests that parking demand varies based on the size of unit—the higher the number of bedrooms, the higher the parking demand. For this reason, the parking demand rates were adjusted to account for the unit type mix and assumed “ratio differences” between each unit type. The “ratio differences” are based on the 2012 Metro Vancouver Apartment Parking Study, which suggest that one-bedroom units have a 32% higher parking demand than studio units, two-bedroom units have a 67% higher parking demand than studio units, and three-bedroom units have an 88% higher parking demand than studio units.

When adjusted for unit type mix, the estimated resident parking demand rates for the proposed Non-Market Apartment and Townhouse will be the following.

- Studio: 0.25 vehicles per residential unit (low scenario); 0.27 vehicles per residential unit (high scenario).
- One-Bedroom: 0.32 vehicles per unit (low); 0.36 vehicles per unit (high).
- Two-Bedroom: 0.39 vehicles per unit (low); 0.46 vehicles per unit (high).

<sup>10</sup> The Shelter Aid for Elderly Renters (SAFER) program provides monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes.

- Three-Bedroom+: 0.50 vehicles per unit (low); 0.51 vehicles per unit (high).

Given the characteristics of the expected tenant demographic, vehicle ownership (and thus parking demand) is expected to be relatively low. For example, Atira Women's Resource Society noted that across their affordable women housing portfolio, vehicle ownership is relatively low. Only Maxxine Wright Place in Surrey was an outlier in terms of vehicle ownerships (10 of the 23 occupied units own a vehicle). Both the Maxxine operations manager and staff indicated that based on their professional experience working with the tenant demographic, they do not expect vehicle ownership will be as high relative to Maxxine Wright Place at the Port Coquitlam subject site.<sup>11</sup>

### Visitors

To estimate visitor parking demand, demand rates were obtained from the Metro Vancouver Apartment Parking Study which suggests typical visitor parking demand rates of 0.1 vehicles per unit. This demand rate is appropriate for the Non-Market Apartment and Townhouse uses at the subject site.

### Summary of Parking Demand

**Table 5** provides a summary of the estimated Apartment and Townhouse parking demand.

**Table 5: Estimated Apartment and Townhouse Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Non-Market Apartment					
Studio	16 units	0.25 per unit	0.27 per unit	4	4
1 BR	16 units	0.32 per unit	0.36 per unit	5	6
2 BR	24 units	0.39 per unit	0.46 per unit	9	11
3 BR+	20 units	0.50 per unit	0.51 per unit	10	10
Non-Market Townhouse					
3 BR+	11 units	0.50 per unit	0.51 per unit	5	6
Visitor	89 units	0.10 per unit	0.10 per unit	9	9
<b>Total</b>				<b>43</b>	<b>46</b>

An estimated total parking demand of 43 vehicles (low scenario) to 46 vehicles (high scenario) is anticipated for the **Non-Market Apartment and Townhouse** component of the subject site, based on the current proposal of 76 apartment units and 11 townhouse units.

<sup>11</sup> Telephone interview with operations manager on December 1, 2017, in-person interview with staff member A on December 5, 2017.

## 4.4 Estimated Institutional Parking Demand

Expected institutional parking demand is estimated in the following section to determine whether the proposed parking supply will accommodate institutional parking needs. Expected parking demand is based on actual parking demand from the comparison site, and primary data from the Metro Vancouver region.

### 4.4.1 Health Clinic

The Health Clinic will function as a family practitioner space serving the general community (i.e., not necessarily the women who live on-site), and will be able to accept patients on a walk-in basis. The facility will consist of full-time family practitioners with outreach nurses and other support staff.

#### Employees

To estimate employee parking demand, the actual peak demand rate for the community health centre at the comparison site was used (see **Section 4.2.3**). Estimated employee parking demand for the proposed Health Clinic will be 1.00 vehicles per employee.

To ensure our employee demand estimate was supportable, the estimated rate of 1.00 vehicles per employee was converted to a building floor area rate based on the current proposal assumptions, for a demand rate of 1.63 vehicles per 1,000 sq. ft. This rate is supported by the employee rate for “Medical/Dental Office” found in the Urban Land Institute (ULI)’s *Shared Parking* manual of 1.5 vehicles per 1,000 sq. ft.<sup>12</sup>

#### Visitors

To estimate visitor parking demand, the actual peak demand rate for the community health centre at the comparison site was used to represent a low scenario (see **Section 4.2.3**). As the proposed Health Clinic will serve a wider demographic, a higher parking demand is expected. To estimate the high scenario, the demand rate for “Medical/Dental Office” was sourced from the ULI *Shared Parking* manual.<sup>13</sup>

Estimated visitor parking demand rate for the proposed Health Clinic is 1.83 vehicles per 1,000 sq. ft. to 3.00 vehicles per 1,000 sq. ft.

<sup>12</sup> Smith, M. (2005). *Shared Parking, 2nd Edition*. Washington, DC: Urban Land Institute.

<sup>13</sup> Smith, M. (2005). *Shared Parking, 2nd Edition*. Washington, DC: Urban Land Institute.



## Summary of Parking Demand

**Table 6** provides a summary of the estimated Health Clinic parking demand.

**Table 6: Estimated Health Clinic Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Health Clinic	13 employees	1.00 per employee	1.00 per employee	13	13
Health Clinic Visitor	7,453 sq. ft.	1.83 per 1,000 sq. ft.	3.00 per 1,000 sq. ft.	14	23
<b>Total</b>				<b>27</b>	<b>36</b>

An estimated total parking demand of 27 vehicles (low scenario) to 36 vehicles (high scenario) is anticipated for the **Health Clinic** component of the subject site, based on the current proposal of 7,453 sq. ft. of floor area and assumption of 13 peak on-site employees.

#### 4.4.2 Daycare

The Daycare will offer a care facility for infants, toddlers, and young children. Both full-time and part-time care will be available on a two- to five-day per week schedule.

##### Employees

To estimate employee parking demand, the actual peak demand rate for the daycare at the comparison site was used to represent a low scenario (see **Section 4.2.3**), and the actual peak demand rate for the community health centre at the comparison site was used to represent a high scenario. Estimated employee parking demand rate for the proposed Daycare is 0.50 vehicles per employee (low scenario) to 1.00 vehicles per employee (high scenario).

##### Visitors

To estimate visitor parking demand, the actual peak demand rate from a comparison site located at 3755 Banff Avenue, Burnaby (Burnaby Association for Community Inclusion) was used. Estimated visitor demand for the proposed Daycare is 0.10 vehicles per child.

Visitor parking demand from the daycare at the Maxxine Wright Place comparison site was unable to be used as visitor parking could not be formally estimated due to the lack of reserved parking on-site. As a result, it was not possible to distinguish between the type of visitors. Furthermore, the peak period for the Maxxine daycare occurs from 3:00 pm and 5:00 pm, outside the peak period of 1:00 pm observed for the entire site.

Because the peak period for the proposed Daycare is expected to fall outside the peak period for the entire subject site, the parking impact is expected to be minimal; visitor vehicles will only be parked for a short period to facilitate pick-up and drop-off activity. Moreover, staff from Maxxine Wright Place indicated that approximately 75% of the daycare users were on-site residents, and the remainder were from outside in the general community. As a result, the majority of parking demand would already be accommodated by the proposed residential parking.<sup>14</sup>

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<sup>14</sup> Telephone interview with staff member C on December 20, 2017.

## Summary of Parking Demand

**Table 7** provides a summary of the estimated Daycare parking demand.

**Table 7: Estimated Daycare Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Daycare	10 employees	0.50 per employee	1.00 per employee	5	10
Daycare Visitor	40 children	0.10 per child	0.10 per child	4	4
<b>Total</b>				<b>9</b>	<b>14</b>

### Daycare

An estimated total parking demand of 9 vehicles (low scenario) to 14 vehicles (high scenario) is anticipated for the **Daycare** component of the subject site based on the current proposal and assumption of 40 occupied daycare spaces and 10 peak on-site employees.

## 4.5 Summary of Estimated Site Parking Demand

Based on the analysis of each proposed land use, total estimated parking demand for the subject site is 79 vehicles under the low scenario, and 96 vehicles under the high scenario (see **Table 8**). As a result, the analysis suggests that parking demand will be accommodated under the current proposal of 114 parking spaces, a 59% reduction from the 181 bylaw required spaces.

**Table 8: Summary of Estimated Site Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Residential					
Non-Market Apartment					
Studio	16 units	0.25 per unit	0.27 per unit	4	4
1 BR	16 units	0.32 per unit	0.36 per unit	5	6
2 BR	24 units	0.39 per unit	0.46 per unit	9	11
3 BR+	20 units	0.50 per unit	0.51 per unit	10	10
Non-Market Townhouse					
3 BR+	11 units	0.50 per unit	0.51 per unit	5	6
Visitor	89 units	0.10 per unit	0.10 per unit	9	9
Subtotal				43	46
Non-Residential					
Health Clinic	13 employees	1.00 per employee	1.00 per employee	13	13
Health Clinic Visitor	7,453 sq. ft.	1.83 per 1,000 sq. ft.	3.00 per 1,000 sq. ft.	14	23
Daycare	10 employees	0.50 per employee	1.00 per employee	5	10
Daycare Visitor	40 children	0.10 per child	0.10 per child	4	4
Subtotal				36	50
Total Parking Demand				79	96

## 4.6 On-Street Parking Utilization

### 4.6.1 Methodology

On-street parking conditions were assessed for the following street segments within the immediate vicinity of the site to determine potential overflow parking supply.

- Prairie Avenue (from Shaughnessy Street to Oxford Street).
- Flint Street (from Dorset Avenue to Grant Avenue).
- Oxford Street (from Dorset Avenue to Prairie Avenue).
- Salisbury Avenue (from Edinburgh Street to Flint Street).
- Dorset Avenue (from Edinburgh Street to Oxford Street).

The extent of the survey area was determined by the City of Port Coquitlam. Surveys were conducted during the following times to determine on-street parking occupancy during peak periods for a typical weekday, including the morning school rush.

- Tuesday, December 19, 2017 from 8:30 am – 9:30 am (morning).
- Tuesday, December 19, 2017 from 9:15 pm – 10:00 pm (afternoon).

### 4.6.2 Parking Utilization

There are an estimated total of 148 parking spaces (including three restricted spaces during school periods) in the survey area (see **Table 9**).<sup>15</sup> Based on observed parking occupancy, total occupancy for all parking spaces was approximately 41% for both morning and afternoon periods, resulting in 87 to 88 available parking spaces. As a result, any spillover from the subject site could be readily accommodated; little or no impact to the neighbourhood is anticipated. This analysis would need to be updated should future development occur in the study area.

In addition, we conducted an additional assessment for parking on Prairie Avenue, Flint Street, and Salisbury Avenue to account for the most direct walking distance from a parked vehicle to the site, with an upper threshold of 300 metres (four-minute walk). For this limited area, there are a total of 85 parking spaces; occupancy rates were 47% in the morning and 51% in the evening, resulting in 42 to 45 available parking spaces. As a result, any spillover from the subject can still be readily accommodated in this limited area.

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<sup>15</sup> Visual estimation on-site based on available space and the actual number of vehicles parked.

**Table 9: Summary of On-Street Parking Utilization**

On Street	Dir.	Cross Streets	Restriction	Estimated Parking Spaces	Occupancy Rate	
					Afternoon	Evening
Sussex Avenue	W	Shaughnessy Street to Flint Street		14	44%	52%
	W	Flint Street to Oxford Street	No Parking	0		
	E	Shaughnessy Street to Flint Street		16		
	E	Flint Street to Oxford Street		20		
Flint Street	E	Grant Avenue to Prairie Avenue		7	50%	35%
	E	Prairie Avenue to Dorset Avenue		2		
	W	Grant Avenue to Prairie Avenue		3		
	W	Prairie Avenue to Dorset Avenue		8		
Salisbury Avenue	N	Edinburgh Street to Flint Street		5	53%	67%
	S	Edinburgh Street to Flint Street		10		
Dorset Avenue	N	Edinburgh Street to Flint Street		6	48%	29%
	N	Flint Street to Oxford Street	3 Spaces = No Parking; 8-9 am, 2-4 pm (School Days)	9		
	S	Edinburgh Street to Flint Street		2		
	S	Flint Street to Oxford Street	No Parking (School Frontage)	4		
Oxford Street	E	Prairie Avenue to Dorset Avenue		28	24%	29%
	W	Prairie Avenue to Dorset Avenue		14		
<b>Total</b>				<b>148</b>	<b>41%</b>	<b>41%</b>
<b>Total (Immediate Walking Area of 300 metres)</b>				<b>85</b>	<b>47%</b>	<b>51%</b>



### 4.6.3 Sensitivity Analysis

Based on our analysis, no to minimal impacts to the neighbourhood are anticipated. In the event that parking demand should exceed the proposed amount of parking supply (114 spaces), the impact to the adjacent on-street parking supply was estimated using the total survey area. For the morning and evening peak, 87 to 88 available on-street spaces are available.

- 10% of 114 spaces—demand of 11 additional vehicles: morning occupancy rate of 48% (77 available spaces remaining); evening occupancy rate of 49% (76 spaces remaining).
- 20%—demand of 23 additional vehicles: morning occupancy rate of 56% (65 spaces); evening occupancy rate of 57% (64 spaces).
- 30%—demand of 34 additional vehicles: morning occupancy rate of 64% (54 spaces); evening occupancy rate of (53 spaces).

Even with an additional spillover of 30% from the subject site to the neighbourhood, parking demand will continue to be accommodated with the available on-street parking supply. Parking demand would have to be underestimated by more than 70% before the available on-street supply is exhausted, which is not a scenario supported by the analysis.

If this higher-than-anticipated demand is realized, visitors to the subject site and residents in the surrounding neighbourhood will most likely be affected (assuming on-site employees will have reserved parking, see **Section 5.0**). School users are not expected to be impacted by any of the potential additional demand, as the peak hour from the comparison site (Maxxine Wright Place) occurred at 1:00 pm, which would fall outside the peak hour for the school.

Potential mitigation strategies available to the City of Port Coquitlam would include implementing on-street parking restrictions in the surrounding neighbourhood (e.g., maximum of 2 hours from Monday to Saturday, 8 am to 5 pm). Currently, there are minimal parking restrictions for the area, with the exception of school day parking restriction along Dorset Avenue (see **Table 6**).

## 5.0 ON-SITE PARKING MANAGEMENT

At the Maxxine Wright Place comparison site, there is currently no reserved parking available for employees associated with the community health centre and daycare. This has resulted in issues with employees unable to find parking on-site, particularly problematic in cases where medical practitioners had to access the site urgently.

Parking for full-time employees at the proposed Health Clinic and Daycare should be reserved. All other parking should be unassigned and available to residents and visitors.

## 6.0 CONCLUSION

The proposed The Alex development at 2115-2127 Prairie Avenue in the City of Port Coquitlam will include affordable non-market apartments (76 units) and townhomes (11 units), a health clinic (7,453 sq. ft.), and a daycare (5,360 sq. ft.). The proposed parking supply for the site is 114 spaces. Based on the City of Port Coquitlam's current parking supply requirements, a total of 181 vehicle parking spaces are required, 67 spaces more than proposed parking supply.

Expected parking demand was estimated for the subject site based on primary data collected from observations at a similar facility (Maxxine Wright Place in Surrey), and primary and secondary data from the Metro Vancouver region.

Under a low scenario, total parking demand for the site was estimated to be 78 vehicles:

- 34 residential vehicles;
- 9 residential visitor vehicles;
- 18 institutional employee vehicles; and
- 17 institutional visitor vehicles.

Under a high scenario, total parking demand for the site was estimated to be 90 vehicles:

- 37 residential vehicles;
- 9 residential visitor vehicles;
- 18 institutional employee vehicles; and
- 26 institutional visitor vehicles.

As a result, site parking demand is expected to be accommodated within the proposed off-street parking supply without impacting the surrounding neighbourhood. While not expected, in the event of spillover from the site, there is sufficient on-street parking supply during the afternoon and evening peak periods. Based on the estimated parking demand, the proposed parking supply of 114 spaces is adequate (a reduction of 59% from the bylaw requirement), and a parking variance of 67 spaces for the site is justified;

### 6.1 Recommendations

Is it recommended that the City of Port Coquitlam grant the requested parking variance of 67 spaces to allow for the provision of 114 vehicle spaces.

## Smart Growth Committee Report

### Rezoning Application RZ000153 – 1940 Brown Street

#### **RECOMMENDATION:**

That Council:

1. Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to Zoning Bylaw Amendment Bylaw 4092 to amend the zoning of 1940 Brown Street from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);
2. Require that prior to adoption of the amending bylaw:
  - a. the subdivision plan be completed to the satisfaction of the Approving Officer;
  - b. the following conditions be met to the satisfaction of the Director of Development Services:
    - i. Installation of tree protection barriers for the two Douglas Firs;
    - ii. Submission of a \$2,500.00 security for relocation of the monkey puzzle tree;
    - iii. Demolition of the building at 1940 Brown Street; and,
    - iv. Completion of design and submission of fees and securities for off-site works and services.

#### **Committee Recommendation**

At the September 18, 2018, Smart Growth Committee Meeting, Development Services Report, *Rezoning Application RZ000153 – 1940 Brown Street* was considered. The rezoning bylaw to implement Committee's direction has been prepared and the above motion is recommended for approval.

#### **ATTACHMENTS**

Attachment 1: Development Services Report dated September 18, 2018, *Rezoning Application RZ000153 – 1940 Brown Street*.

Attachment 2: Zoning Bylaw Amendment Bylaw 4092

## Rezoning Application RZ000153 – 1940 Brown Street

### RECOMMENDATION:

That Smart Growth Committee recommend to Council that:

1. The zoning of 1940 Brown Street be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, completion of the subdivision plan to the satisfaction of the Approving Officer;
3. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
  - a. Installation of tree protection barriers for the two Douglas Firs;
  - b. Submission of a \$2,500.00 security for relocation of the monkey puzzle tree;
  - c. Demolition of the building at 1940 Brown Street; and,
  - d. Completion of design and submission of fees and securities for off-site works and services.

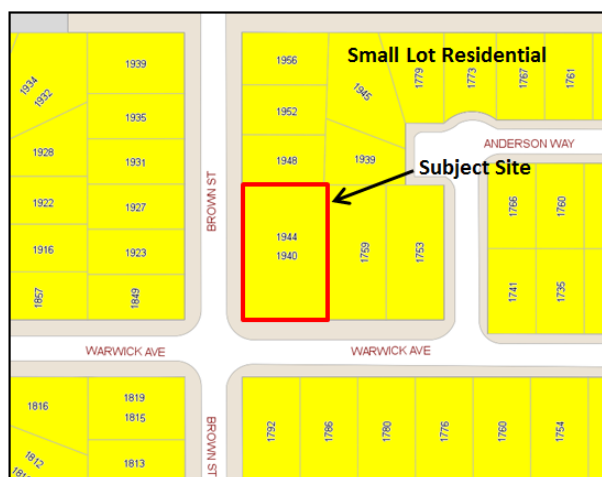
### PREVIOUS COUNCIL/COMMITTEE ACTION

None

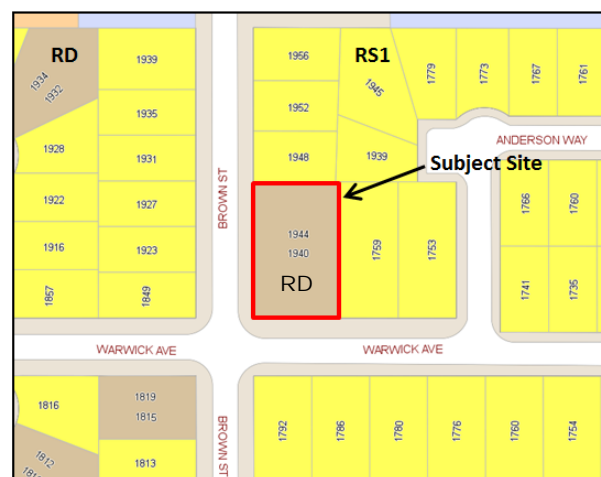
### REPORT SUMMARY

This report describes a rezoning application intended to provide for the creation of four lots by rezoning and subdividing a large, duplex-zoned lot located at 1940 Brown Street. The proposed development is in keeping with housing policies of the Official Community Plan (OCP) and the site's land use designation, Small Lot Residential. It also reflects policies to retain existing trees where feasible. As the lots would conform to the regulations of the proposed RS4 zone and future homes would be required to comply with building and landscaping design guidelines, the report recommends approval.

### BACKGROUND



Current OCP Land Designation



Current Zoning

## Rezoning Application RZ000153 – 1940 Brown Street

The subject property is comprised of a single lot developed with an older two-storey duplex located on the northeast corner of Brown Street and Warwick Avenue. The site includes two, fifty-foot tall Douglas Fir trees along Warwick Avenue and there is a small monkey puzzle tree in the Brown Street boulevard.

In 2015, the owner of the site applied to rezone the subject properties to RS2 and proposed to acquire a portion of Warwick Avenue to facilitate a 4-lot subdivision. However, a number of conditions required to be met prior to bylaw adoption were not completed and the application expired. This application is to rezone the site to the RS4 zone, a zone now permitted since Council has amended the area's land use designation in the OCP to include the lot within the Small Lot Residential designation. Accordingly, the previous condition that a portion of the road allowance would need to be acquired to achieve sufficient lot width is not required for the current proposal.

The proposed lot configuration is shown in the proposed subdivision plan and summarized as follows:

	RS4 Zone Regulation	Proposed Lots 1, 2 and 3	Proposed Lot 4
<b>Minimum Lot Area</b>	300m <sup>2</sup> (3,230 sq.ft.)	344m <sup>2</sup> (3,702.7 sq.ft.)	392m <sup>2</sup> (4,219.4 sq.ft.)
<b>Lot Width</b>	9.5m (31.2ft)	11.43m (37.5ft)	13m (42.6ft)
<b>Lot Depth</b>	28m (91.9ft)	30.16m (98.9ft)	30.17m (98.9ft)

### DISCUSSION

The proposed subdivision would assist in meeting increasing demand for housing in the community and is in keeping with OCP policy. The RS4 zone is a development permit area and the associated design guidelines encourage a high quality of design by discouraging the construction of identical adjacent dwelling units and promoting a street-friendly design. The guidelines also require the planting of a minimum of one tree in the front yard of each of the proposed lots.

The applicant has offered to relocate the monkey puzzle tree to the site to facilitate offsite works. A security of \$2,500 is recommended to ensure this tree is appropriately protected and relocated to the site.



Monkey Puzzle Tree

## Rezoning Application RZ000153 – 1940 Brown Street

To ensure retention of the Douglas Firs, installation of tree protection barriers prior to issuance of a demolition permit would be required.

The development will require extensive off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including reconstruction of both roads fronting the site (½ road plus one meter), curb and gutter, sidewalk, street lighting and street trees. The subdivision will also require a sanitary sewer extension to service the new lots. Submission of civil engineering design, fees and securities for off-site works and services is a recommended condition of approval prior to adoption of the amending bylaw.

### **FINANCIAL IMPLICATIONS**


None.

### **PUBLIC CONSULTATION**

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

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that the zoning of 1940 Brown Street be amended from RD to RS4 and that the specified conditions be met prior to adoption of the rezoning bylaw.
2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application
3	Recommend to Council that the rezoning application be refused.

### **ATTACHMENT**

Attachment #1: Location Map

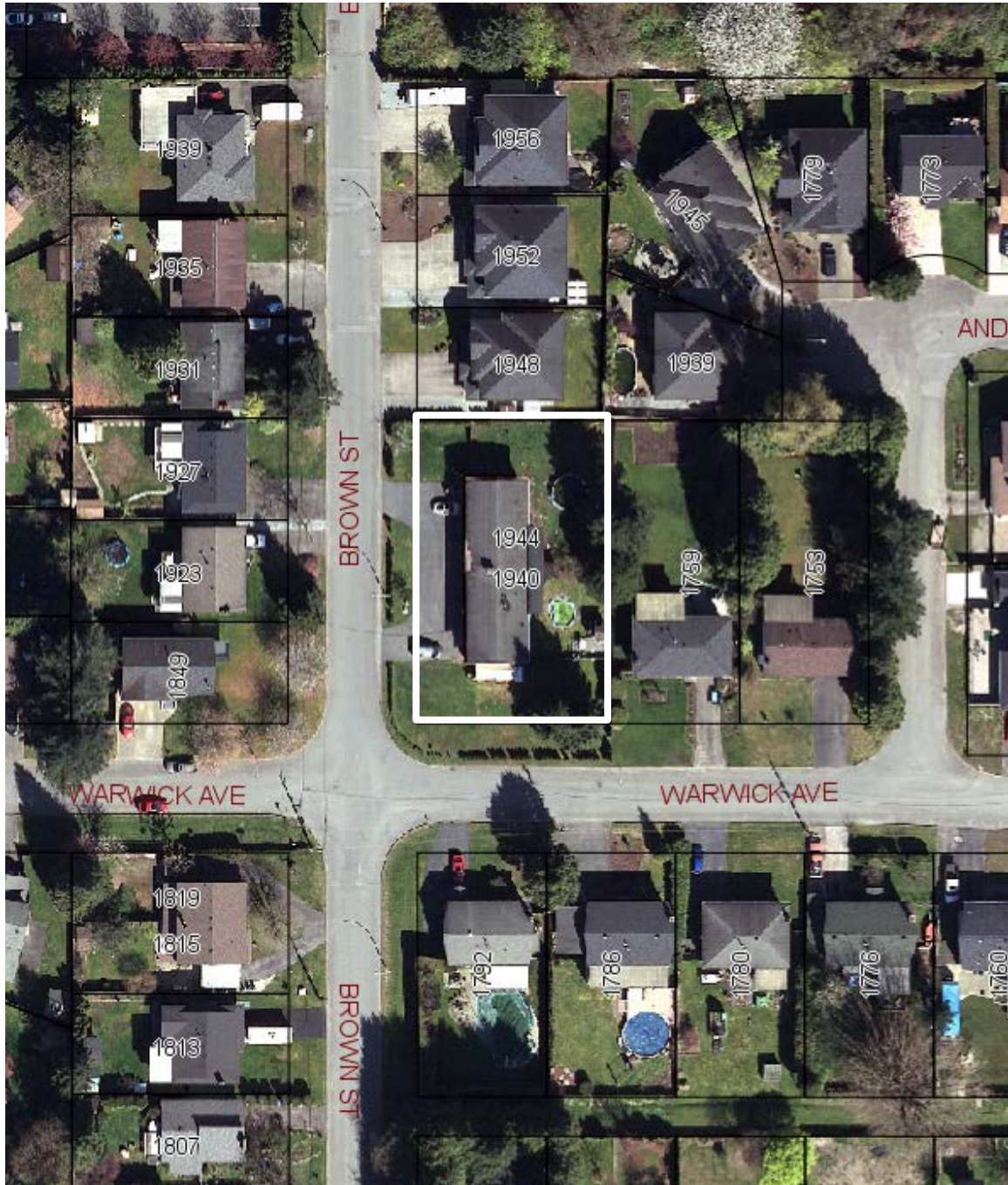


**ATTACHMENT 1**

**CITY OF PORT COQUITLAM  
DEVELOPMENT APPLICATION LOCATION**

**PROJECT ADDRESS: 1940 Brown Street**

**FILE NO: RZ000153**



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4092

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

1. CITATION

This Bylaw may be cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4092.

2. ADMINISTRATION

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

Civic: 1940 Brown Street

Legal: Lot “A” Block “D” District Lot 255 Group 1 New Westminster District Plan 2106

From: RD (Residential Duplex)

To: RS4 (Residential Single Dwelling 4)

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2018

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2018

PUBLIC HEARING HELD this \_\_\_\_\_

READ A THIRD TIME this \_\_\_\_\_

ADOPTED this \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## SCHEDULE 1



# CITY OF PORT COQUITLAM

## Parking and Development Management Bylaw, 2018

### Bylaw No. 4078

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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.
- 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	
Boarding, lodging or rooming houses fraternity or sorority houses or other similar uses.	1 per 2 sleeping units	



<b>Commercial, Institutional, Industrial and Other Uses</b>	<b>Required Parking Spaces</b>	<b>Additional Parking Space Requirements</b>
Banks, business administrative and professional offices	1 per 45 m <sup>2</sup> 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 <sup>2</sup> of gross floor area, whichever is greater	1 per 95 m <sup>2</sup> 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 <sup>2</sup> 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	

<b>Commercial, Institutional, Industrial and Other Uses</b>	<b>Required Parking Spaces</b>	<b>Additional Parking Space Requirements</b>
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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> 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 <sup>2</sup> of retail floor area, or 1 per 47 m <sup>2</sup> 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 <sup>2</sup> 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;
- 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.

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 <sup>2</sup>	1
460 m <sup>2</sup> to 2300 m <sup>2</sup>	2
2300 m <sup>2</sup> to 4600 m <sup>2</sup>	3
Each additional 4600 m <sup>2</sup>	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 <sup>2</sup>	1
2800 m <sup>2</sup> to 5600 m <sup>2</sup>	2
Each additional 5600 m <sup>2</sup>	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.
- 16.3 Where a portion of the works and services required by Section 14 have been previously provided, the owner of the land shall provide the remaining works required to fully comply with Section 15 of this Bylaw.
- 16.4 The requirements imposed by Section 14 shall be observed notwithstanding that all or part of them could or should have been required at some earlier time.
- 16.5 The works and services required by this Bylaw do not include undergrounding of a high-voltage transmission line.
- 16.6 The works and services required by this Bylaw include street trees where feasible.

17. DOWNTOWN PLAN

All development within the City of Port Coquitlam's Downtown as defined by Schedule A must adhere to the objectives and guidelines as specified in the City's "Downtown Street Beautification Plan" 1999.

READ A FIRST TIME this                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

PUBLIC HEARING HELD this                      9<sup>th</sup> day of                      October, 2018

READ A THIRD TIME this                      day of                      , 2018

ADOPTED this                      day of                      , 2018

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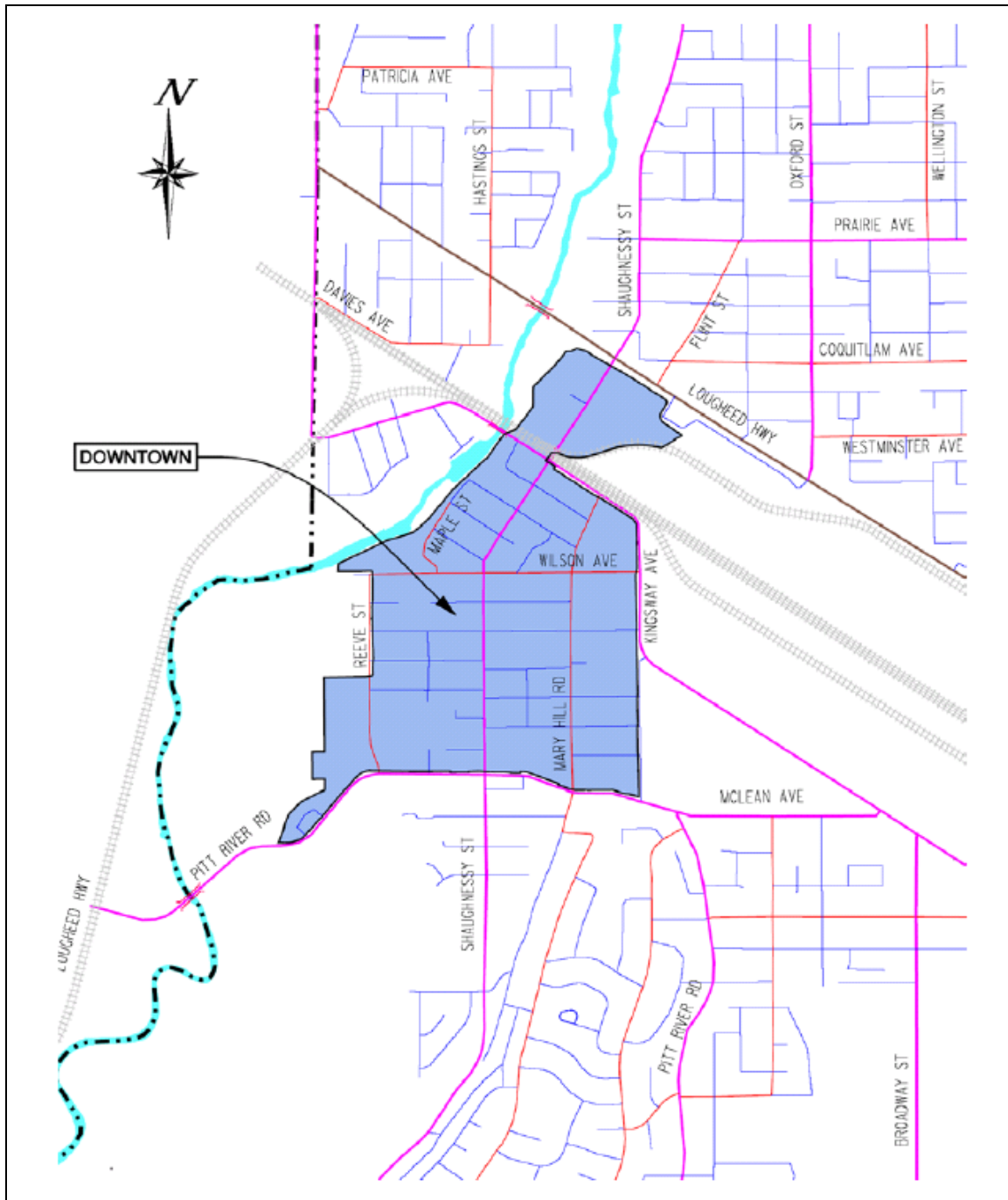
Mayor

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Corporate Officer

## SCHEDULE "A"

### DOWNTOWN



CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4079

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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

2.1 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.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4080

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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 – 2583 Larkin Avenue, 2018, No. 4080".

2. ADMINISTRATION

2.1 The parcel of real property, described as:

Lot 225, Section 4, Township 39, New West District, Plan NWP49633 being 2583 Larkin Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4081

---

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 – 2175 Mary Hill Road, 2018, No.4081”.

2. ADMINISTRATION

2.1 The parcel of real property, described as:

Lot 1, District Lot 289, New West District, Plan NWP1763 except Plan PCL A EP14752 being 2175 Mary Hill Road is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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            25<sup>th</sup> day of            September, 2018

READ A SECOND TIME this        25<sup>th</sup> day of            September, 2018

READ A THIRD TIME this          25<sup>th</sup> day of            September, 2018

ADOPTED this

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Mayor

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Corporate Officer



CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4082

---

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 – 3237 Liverpool Street, 2018, No.4082”.

2. ADMINISTRATION

2.1 The parcel of real property, described as:

Lot 9, Block 3, District Lot 479, New West District, Plan NWP2134 being 3237 Liverpool Street is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4083

---

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 – 3135 Oxford Street, 2018, No.4083”.

2. ADMINISTRATION

2.1 The parcel of real property, described as:

Lot 21, Block 29, District Lot 464, New West District, Plan NWP2039 Group 1 being 3135 Oxford Street is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

PERMISSIVE TAX EXEMPTION BYLAW, 2018

Bylaw No. 4084

---

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 – 1933 Prairie Avenue, 2018, No.4084”.

2. ADMINISTRATION

2.1 The parcel of real property, described as:

Lot 13, District Lot 465, New West District, Plan NWP2176 Group 1 being 1933 Prairie Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

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

2.1 The parcel of real property, described as:

Lot 14, District Lot 465, New West District, Plan NWP2176 Group 1 being 1937 Prairie Avenue is hereby declared to be exempt from taxation to the extent provided in Section 224 of the Community Charter.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

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

2.1 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.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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.

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READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this

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Mayor

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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

2.1 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.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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            25<sup>th</sup> day of            September, 2018

READ A SECOND TIME this        25<sup>th</sup> day of            September, 2018

READ A THIRD TIME this         25<sup>th</sup> day of            September, 2018

ADOPTED this

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Mayor

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Corporate Officer



CITY OF PORT COQUITLAM

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

2.1 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.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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                      25<sup>th</sup> day of                      September, 2018

READ A SECOND TIME this                      25<sup>th</sup> day of                      September, 2018

READ A THIRD TIME this                      25<sup>th</sup> day of                      September, 2018

ADOPTED this                                      9<sup>th</sup> day of                      October, 2018

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

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

2.1 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.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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            25<sup>th</sup> day of            September, 2018

READ A SECOND TIME this        25<sup>th</sup> day of            September, 2018

READ A THIRD TIME this          25<sup>th</sup> day of            September, 2018

ADOPTED this

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Mayor

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Corporate Officer

CITY OF PORT COQUITLAM

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

2.1 The parcel of real property, described as:

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

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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.

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READ A SECOND TIME this        25<sup>th</sup> day of            September, 2018

READ A THIRD TIME this          25<sup>th</sup> day of            September, 2018

ADOPTED this

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Mayor

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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

2.1 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.

2.2 This bylaw provides for exemption from taxation for the calendar years 2019-2028, unless revoked as per section 3 of this bylaw.

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            25<sup>th</sup> day of            September, 2018

READ A SECOND TIME this        25<sup>th</sup> day of            September, 2018

READ A THIRD TIME this          25<sup>th</sup> day of            September, 2018

ADOPTED this

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Mayor

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Corporate Officer

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

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

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
5.01	2009-11-20	2018-xx	2018-xx	2018-xx

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### **RECOMMENDATION:**

That staff be directed to proceed with award of the 2019 and 2020 capital projects, as per the recommendation of Finance and Budget Committee at its September 17, 2018, meeting.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

At the September 17, 2018, Finance and Budget Committee meeting, the following motion was passed:

*“That Finance and Budget Committee recommend to Council that staff be given the authority to proceed with award of the 2019 and 2020 projects.*

### **REPORT SUMMARY**

This report provides a summary of the 2019-2020 capital plan approved by the Finance and Budget Committee.

### **BACKGROUND**

The 2019-2020 plan includes proposed projects for 2020 along with amendments to the 2019 portion of the 2018-2019 capital plan in response to new information/needs that have arisen since approval of that plan in January, 2018.

### **DISCUSSION**

Infrastructure is one of the City's top three priorities, and the City's 2019-2020 capital budget continues to reflect this priority. Building on the 2018-2019 plan, the 2019-2020 plan has a continued focus on renewal of core infrastructure.

Consistent with the 2017-2018 and 2018-2019 capital plans, 2019-2020 capital projects have been consolidated and sorted into three main categories:

1. **Neighbourhood Infrastructure Rehabilitation** – This category is intended to fund the replacement or renewal of existing civil infrastructure, including roads, water, sewer, storm, and associated pump stations and culverts.
2. **Other Rehabilitation** – This category is intended to fund all other capital renewal and replacement, prioritized corporately (such as facilities, parks, recreation, software etc.).
3. **New** – This category is for new assets, and in the long term will include the previously unfunded capital projects.

This format is intended to highlight and draw attention to what the City is doing to maintain existing assets and reduce the city's infrastructure backlog (categories 1 and 2), compared to new

initiatives (category 3). Prioritization of categories 1 and 2 is consistent with the policies in the city's Official Community Plan.

A small number of amendments to the approved 2019 program were approved by the committee, including:

- Two additional pieces of equipment in the 2019 fleet replacement program and adjustments for potential US tariffs
- Amendments to the 2019 neighborhood rehabilitation program to reflect current construction costs, including deferral of some streets to 2020
- Removal of the Pitt River Sanitary Pump Station project
- Removal of the Hyde Creek waterslide stair repairs (which are now recommended for replacement instead)
- Additional design funds for the first phase of the Prairie Avenue detail design
- A revised strategy for Thompson Park

The highlights of the draft 2020 capital program are as follows:

- Continued funding for the Community Recreation Complex
- Continued funding for the LED street light conversion program
- Rehabilitation of approximately 3 km of road
- Replacement of approximately 3 km of water, 210m sanitary and 450m of storm infrastructure;
- 360m of new sidewalk as part of the neighborhood rehabilitation program
- Active transportation projects
- Sidewalks and pedestrian safety improvements
- Traffic calming
- Rehabilitation of both Fortress park and Settlers park playgrounds
- Replacement of the waterslide stairs and pool tile at Hyde Creek
- A variety of software upgrades to improve efficiencies and customer service, and to meet licensing requirements

## 2019-2029 Capital Plan Approval

### FINANCIAL IMPLICATIONS

The 2019 amendments result in a net \$1.35 million reduction to the 2019 capital plan, making the revised total \$45.5 million. The total cost of the 2020 capital plan is \$41.3 million, inclusive of \$22.7 million in approved funding for the Community Recreation Complex. The following tables provide a listing of the projects and a breakdown of costs between Neighbourhood rehabilitation, Other rehabilitation, New, and the Community Recreation Complex.

#### 2019 Amendments

Project	Original Amount Approved	Proposed Amendment	Revised 2019
<ul style="list-style-type: none"> <li>Kingsway Avenue Conceptual Design</li> <li>Pitt River Sanitary Pump Station</li> <li>Prairie Avenue - Detail Design</li> <li>Various Neighbourhood Rehab (Excluding items above)</li> </ul>			
<b>Total 2019 Neighbourhood Rehab</b>	<b>\$ 7,695,800</b>	<b>-\$ 1,802,000</b>	<b>\$ 5,893,800</b>
<ul style="list-style-type: none"> <li>Fleet Replacement Program</li> <li>Parks Bylaw Signage</li> <li>Public Safety Building Upgrade</li> <li>Waterslide Stairs Repair</li> <li>Total Previously Approved Other Rehab (Excluding Items Above)</li> </ul>			
<b>Total 2019 Other Rehab</b>	<b>\$ 3,817,600</b>	<b>\$ 355,000</b>	<b>\$ 4,172,600</b>
<ul style="list-style-type: none"> <li>Minor infrastructure additions</li> <li>Total Previously Approved New (Excluding Items Above)</li> </ul>			
<b>Total 2019 New</b>	<b>\$ 3,477,000</b>	<b>\$ 100,000</b>	<b>\$ 3,577,000</b>
<b>Community Recreation Complex</b>	<b>\$ 31,900,000</b>	<b>\$ -</b>	<b>\$ 31,900,000</b>
<b>Total 2019 Capital Program</b>	<b>\$ 46,890,400</b>	<b>-\$ 1,347,000</b>	<b>\$ 45,543,400</b>

# 2019-2029 Capital Plan Approval

## 2020 Projects


Project	2020
<ul style="list-style-type: none"> <li>2021 Neighborhood Rehab Design Fees</li> <li>Coast Meridian - Lincoln to Victoria</li> <li>Kingsway Avenue - Detailed Design</li> <li>Langan - Pitt River to Kingsway</li> <li>Nacht Sanitary Pump Station</li> <li>Prairie Avenue Construction</li> <li>Shaughnessy - Lougheed to Centennial</li> <li>Wilson - Shaughnessy to Mary Hill</li> </ul>	
<b>Total Neighbourhood Rehabilitation</b>	<b>\$ 8,785,000</b>
<ul style="list-style-type: none"> <li>Agresso Upgrade</li> <li>Athletic Field Upgrades</li> <li>Barrier Fence Replacement</li> <li>Burn Building Rehabilitation</li> <li>Cedar Park Washroom Upgrades</li> <li>Centralized Irrigation Systems</li> <li>Court Resurfacing</li> <li>Fleet Replacement Program</li> <li>Fortress Park Playground</li> <li>Hyde Creek Pool Tile</li> <li>Intersection Camera Replacements</li> <li>Landscape Renovations</li> <li>LED Streetlight conversion</li> <li>MS Office Upgrade</li> <li>Network Equipment Replacements</li> <li>Personal Computers</li> <li>PoCoMAP 2.0</li> <li>PoCo Trail Resurfacing</li> <li>Public Safety Building Upgrades</li> <li>SCADA System Upgrades</li> <li>Settlers Park Playground</li> <li>Settlers Pond Aeration</li> <li>Solid Waste Carts</li> <li>Telephone System Replacements</li> <li>Waterslide Stairs Replacement</li> </ul>	
<b>Total Other Rehabilitation</b>	<b>\$6,711,500</b>
<ul style="list-style-type: none"> <li>Active Transportation</li> <li>Additional Community Garden</li> <li>Bus Shelters</li> <li>Digital File Storage</li> <li>Fire Foam Unit</li> <li>Land Acquisition</li> <li>Leigh Square Tent</li> <li>Lions Park Whimsical Garden</li> <li>Sidewalks and Pedestrian Safety</li> <li>Traffic Calming</li> </ul>	
<b>Total New</b>	<b>\$ 3,065,000</b>
<b>Community Recreation Complex</b>	<b>\$ 22,700,000</b>
<b>Total 2020 Capital Program</b>	<b>\$ 41,261,500</b>



## 2019-2029 Capital Plan Approval

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Authorize staff to proceed with award of the plan
2	Refer the plan back to Finance & Budget Committee for further consideration

**Lead author(s):** FarouK Zaba

### **RECOMMENDATION:**

That Council approve staff to submit an application for \$25,000 of funding for Emergency Social Services equipment to the UBCM Community Emergency Preparedness Fund.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

At the January 23, 2018 Council meeting, the following motion was passed:

*That Council direct staff to submit a funding request to the UBCM for a Community Emergency Preparedness Fund (CEPF) grant for an EOC Crisis Communications Training and Exercise project.*

### **REPORT SUMMARY**

This report is a request for Council to approve a Community Emergency Preparedness Fund (CEPF) application in the amount of \$25,000 for Emergency Social Services equipment.

### **BACKGROUND**

The Community Emergency Preparedness Fund (CEPF) was part of an \$80 million announcement from the Ministry of Transportation & Infrastructure and designed as a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM.

Last year the City was approved for a \$25,000 grant for the Emergency Operations Centre. This year the City is applying for a \$25,000 grant for Emergency Social Services (ESS) in the form of equipment for the ESS Facility. A Council resolution is needed as a requirement of the application.

### **DISCUSSION**

This project is focused on purchasing nesting chairs and tables for the Emergency Social Services (ESS) Facility in order to open an ESS reception centre or group lodging facility during an activation. When not being used in this capacity, this equipment may be used for items such as meetings or training and exercise sessions for volunteers.

The facility will encompass an environment conducive in helping with activations including reception centre and group lodging requirements and to train/prepare volunteers.

### **FINANCIAL IMPLICATIONS**

There are some soft costs associated with this project and a minimal amount of PST coverage for the equipment. The in-kind costs re-inforce and reflect the cities commitment to the project and the

## 2018 ESS CEPF Application

importance of the ESS components of response. These costs are anticipated to be \$2,750.00 and will be supplied by the EP budget.

### **OPTIONS**

#	Description
1	Approve the funding application.
2	Take no action (do not pass a resolution supporting the funding application).

### **ATTACHMENTS**

Attachment #1: CEPF Grant Application & Detailed Budget

**Lead author(s):** Tara Stroup

## Community Emergency Preparedness Fund

### Emergency Social Services

### 2018 Application Form

Please complete and return the application form by **October 5, 2018**. All questions are required to be answered by typing directly in this form. If you have any questions, contact [cepf@ubcm.ca](mailto:cepf@ubcm.ca) or (250) 387-4470.

<b>SECTION 1: Applicant Information</b>	<b>AP</b> <small>(for administrative use only)</small>
Applicant: City of Port Coquitlam	Date of Application: October 2, 2018
Contact Person*: Tara Stroup	Position: Emergency Program Officer
Phone: 604-927-5460	E-mail: <a href="mailto:stroupt@portcoquitlam.ca">stroupt@portcoquitlam.ca</a>

\* Contact person must be an authorized representative of the applicant.

<b>SECTION 2: For <u>Regional Projects Only</u></b>
<p><b>1. Identification of Partnering Local Authorities.</b> For all regional projects, please list all of the partnering local authorities included in this application. Refer to Section 2 of the Program &amp; Application Guide for eligibility.</p>

<b>SECTION 3: Project Summary</b>
<p><b>2. Name of the Project:</b> City of Port Coquitlam Emergency Social Services (ESS) Equipment for ESS Facility</p>
<p><b>3. Project Cost &amp; Grant Request:</b>            Total Project Cost: \$27,750.00      Total Grant Request: \$25,000.00            Have you applied for or received funding for this project from other sources?            No.</p>
<p><b>4. Project Summary.</b> Provide a summary of your project in 150 words or less.</p> <p>This project is focused on purchasing nesting chairs and tables for the Emergency Social Services (ESS) Facility in order to open an ESS reception centre or group lodging facility during an activation. When not being used in this capacity this equipment may be used for items such as meetings or training and exercise sessions for volunteers.</p> <p>The facility will encompass an environment conducive in helping with activations including reception centre and group lodging requirements and to train/prepare volunteers.</p>

- 5. Emergency Plan.** Describe the extent to which the proposed project will specifically support recommendations or requirements identified in the local Emergency Plan.

This project will enable our group of ESS volunteers and staff the ability to provide space to house and assist those that have been evacuated by a disaster. This allows the ability to provide quick, essential services in times of great confusion and hardship. It will also provide for reception centre set-ups to test and exercise these processes towards the opening of a reception centre as outlined in both the ESS Response Plan and City Emergency Response Plan.

The City is responsible for providing site support and as such is tasked with the need to provide for residents who have been displaced from an emergency or disaster. The ESS group will set up a reception centre in order to address evacuees needs during their displacement.

The equipment (table and chairs) will be purchased for the new ESS Facility which will allow the group to set up for activations in a quick, efficient manner.

#### **SECTION 4: Detailed Project Information**

- 6. Proposed Activities.** What specific activities will be undertaken as part of the proposed project? Refer to Section 4 of the Program & Application Guide for eligibility.

The purchase of tables and chairs in order to conduct set up for ESS activations. Also, this will allow the team to familiarize themselves with room coordination/setup for different capacities of evacuees. Group lodging assistance will also be provided within this facility and tables and chairs will be needed to provide an area for documentation and check-in. The equipment will allow for ESS members to conduct these activities.

- 7. Transferability.** Describe the extent to which the proposed project may offer transferable resources and supplies to other local governments and First Nations (i.e. ESS volunteers, training resources, cots, blankets, etc.).

This facility that houses this equipment will be available to be used by our neighbouring communities to help support their ESS activations or overflow of group lodging evacuees.

When not in use for ESS activations or as a group lodging facility our group holds exercises (including joint exercises), guest presentations and ESS-related training initiatives throughout the year. Other communities and First Nation representatives have taken part in past training and exercise activities and we will continue to support this into the future.

- 8. Partnerships.** Identify any other authorities you will collaborate with on the proposed project and specifically outline how you intend to work together.

The City of Port Coquitlam and the City of New Westminster have joint partnership agreements in place for ESS response and training initiatives. The purchase of ESS equipment will assist in strengthening this joint endeavour when collaborating on joint initiatives such as activations, group lodging needs and training sessions and exercises.

Describe how a collaborative approach will leverage efficiencies and be a cost effective approach to the maintaining or improving ESS operations.

Having one dedicated space for these occurrences allows for the ease of booking, and will optimize the use and ability to be flexible for assistance. It also allows us the ability to conduct more sessions leading to more experienced, trained ESS volunteers which can then be deployed to future events across the Province.

Having an in-house facility means there will be no costs associated with bookings and room

rental charges.

- 9. Capacity Building.** Describe how the proposed project will increase emergency response capacity (i.e. having the physical resources and the skills to respond to emergencies) in your community.

By enabling the volunteers, staff and partnering communities a space that is properly equipped for turn-key activations provides an efficient process for evacuees. It allows us the ability to provide a service more quickly with less stress to the first responders and evacuees.

We have had several volunteers provide their availability in order to attend deployment opportunities all over the Province. This initiative will allow them to feel more confident in order to continue to take part in this service.

- 10. Evaluation.** How will the project be evaluated? How will performance measures and/or benchmarks be used to measure outcomes? (i.e. tracking the number of training events and recruitments, external evaluators, etc.)

Tracking the number of activations and training sessions that are conducted out of the facility will highlight the use of the equipment.

- 11. Additional Information.** Please share any other information you think may help support your submission.

The City of Port Coquitlam is regarded as an exceptionally coordinated and prepared community due to its committed ESS volunteers. We have an extensive number of volunteers in comparison with other neighbouring communities due to our ability to support them in their roles. To keep this successful program in place it is important that we support them in ways that keep their interest, focus and abilities to perform their intended roles. They want to help others and provide this support but in order to do so need the tools and resources to accomplish this. The purchase of ESS equipment will establish their ability to provide essential services to the citizens of Port Coquitlam with streamlined efficiency. Their efforts will be validated knowing that what they do matters as a direct result of the support received through the Community Emergency Preparedness Fund.

## SECTION 5: Required Application Materials

Only complete applications will be considered for funding. The following separate attachments are required to be submitted as part of the application:

- Detailed budget for each component identified in the application. This must clearly identify the CEPF funding request, applicant contribution, and/or other grant funding.
- Local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the current proposed activities and willingness to provide overall grant management.
- For regional projects only: Each **partnering** local authority must submit a local government Council or Board resolution, or Treaty First Nation resolution, indicating support for the applicant to apply for, receive and manage the grant funding on their behalf.

**SECTION 6: Signature**

I certify that: (1) to the best of my knowledge, all information is accurate and (2) the area covered by the proposed project is within our local authority's jurisdiction (or appropriate approvals are in place).

Name: Tara Stroup

Title: Emergency Program Officer

Signature:



*An electronic or original signature is required.*

Date: October 2, 2018

Submit applications to Local Government Program Services, Union of BC Municipalities

E-mail: [cepf@ubcm.ca](mailto:cepf@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8



## City of Port Coquitlam – CEPF ESS Grant Application

# of units	EXPENSES	CEPF Expenditures	Port Coquitlam Expenditures
Purchase ESS Reception Centre Equipment			
41	ROMA, Mesh Back, Medium Back, Flip Seating Nesting Chair	\$12,500.00	
21	BUNGEE – Flip-Top Rectangular Table	\$12,500.00	
1	Delivery and Installation Fee		\$1,500.00
	Grant Administration Costs		\$1,000.00
	Project Management/Coordination		\$250.00
<b>Total Expenditures</b>		<b>\$25,000.00</b>	<b>\$2,750.00</b>

**Project Total**  
\$27,750.00

## Recreational Vehicle Motion (Previous Postponement)

### RECOMMENDATION:

None.

### PREVIOUS COUNCIL/COMMITTEE ACTION

At its May 8, 2018 meeting, Council moved the following motion: (not voted upon)

*That Council endorse the following directions:*

- 1. That requests for on-site parking of recreational vehicles that are larger than the size permitted by current regulations be considered on a site-by-site basis through processes such as issuance of a development variance permit; and,*
- 2. That owners of underutilized commercial or industrial properties be encouraged to develop on-site storage space for recreation vehicle parking use and apply for consideration of rezoning or a temporary use permit as may be applicable, for this purpose.*

Council then passed the following subsidiary motion:

*That Council:*

- Postpone the motion on the floor until the October 9, 2018, Regular Meeting of Council;*
- Direct staff to defer enforcement on RV parking in ALR properties until after the discussion on October 9; and*
- Direct staff to prepare a report on options for RV storage.*

At its October 2, 2018 meeting, Community & Intergovernmental Committee passed the following motion:

*That Community & Intergovernmental Committee direct staff to stay enforcement until March 1, 2019, for recreational vehicle parking:*

- On the Agricultural Land Reserve; and*
- On private property, provided that such parking does not create any public safety issues.*

### REPORT SUMMARY

Council previously postponed a motion to October 9, 2018. This motion is now before Council to address.

## Recreational Vehicle Motion (Previous Postponement)

### **DISCUSSION**

At its May 8, 2018 meeting, Council moved the following motion, but chose to postpone it:

*That Council endorse the following directions:*

- 1. That requests for on-site parking of recreational vehicles that are larger than the size permitted by current regulations be considered on a site-by-site basis through processes such as issuance of a development variance permit; and,*
- 2. That owners of underutilized commercial or industrial properties be encouraged to develop on-site storage space for recreation vehicle parking use and apply for consideration of rezoning or a temporary use permit as may be applicable, for this purpose.*

This motion is now back on the floor for Council to address.

Given that Community & Intergovernmental Committee recently passed a motion directing staff to stay recreational vehicle parking until March 1, 2019, Council has several options to choose from when dealing with the motion on the floor from May 8, 2018:

- a) Fail the motion;
- b) Fail the motion and provide direction to staff for the development of a future report; or
- c) Postpone the motion until March 1, 2019.

### **FINANCIAL IMPLICATIONS**

None.