

Tuesday, January 14, 2020, 6:00 p.m.

Council Chambers

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

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

*That the Tuesday, January 14, 2020, Council Meeting Agenda be adopted with the following changes:*

- *Deletion of Item 4.1.*

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

1

Recommendation:

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

- *November 26, 2019*
- *December 10, 2019.*

4. PROCLAMATIONS

~~4.1 Real Acts of Caring Week – February 9-15, 2020~~

9

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

6.1 Zoning Amendment Bylaw for 1752 & 1758 Salisbury Avenue

See Council Agenda Item 7.1 for information.

7. BYLAWS

7.1	<b>Zoning Amendment Bylaw for 1752 and 1758 Salisbury Avenue - Third Reading</b>	10
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Recommendation:

*That Council give Zoning Amendment Bylaw No. 4154 third reading.*

7.2	<b>Waterworks and Sewer Regulation Amendment Bylaws - First Three Readings</b>	56
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Recommendation:

*That Council give Waterworks Regulation Amendment Bylaw No. 4158 and Sewer Regulation Amendment Bylaw No. 4159 first three readings.*

7.3	<b>Fees and Charges Bylaw Schedule L Amendment - Adoption</b>	75
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Recommendation:

*That Council adopt Fees and Charges Amendment Bylaw No. 4157.*

**8. REPORTS**

8.1	<b>Municipal Approving Officer Appointment</b>	78
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Recommendation:

*That Council appoint Lisa Grant, Director of Development Services as the Municipal Approving Officer for the City of Port Coquitlam pursuant to section 77 of the Land Title Act.*

**9. NEW BUSINESS**

**10. OPEN QUESTION PERIOD**

**11. RESOLUTION TO CLOSE**

**11.1 Resolution to Close**

Recommendation:

*That the Council Meeting of Tuesday, January 14, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

Item 5.1

*g. litigation or potential litigation affecting the municipality;*

Item 5.2

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

*l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an*

*annual report under section 98 [annual municipal report].*

**12. ADJOURNMENT**

**12.1 Adjournment of the Meeting**

Recommendation:

*That the Tuesday, January 14, 2020, Council Meeting be adjourned.*

**13. MEETING NOTES**

Tuesday, November 26, 2019

Council Chambers

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

Present: Chair - Mayor West  
Councillor Darling  
Councillor Dupont  
Councillor McCurrach  
Councillor Penner  
Councillor Pollock  
Councillor Washington

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## 1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, November 26, 2019, Council Meeting Agenda be adopted as circulated.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

## 3. CONFIRMATION OF MINUTES

None.

## 4. PRESENTATIONS

### 4.1 PoCo Minor Baseball - BC Provincial Champions

Mayor West presented a certificate of achievement to PoCo Minor AA Midget baseball team - BC Provincial Champions

## 5. DELEGATIONS

None.



## **6. PUBLIC HEARINGS**

### **6.1 Zoning Amendment for Cannabis Product Manufacturing**

No public comments.

### **6.2 Zoning Amendment for Minor Amendments and Housekeeping Changes**

No public comments

## **7. BYLAWS**

### **7.1 Zoning Amendment Bylaw No. 4150 for Cannabis Product Manufacturing - Third Reading and Adoption**

Moved-Seconded:

*That Council give Zoning Amendment Bylaw No. 4150 third reading and adoption.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

### **7.2 Zoning Amendment Bylaw No. 4151 for Minor Amendments and Housekeeping Changes - Third Reading and Adoption**

Moved-Seconded:

*That Council give Zoning Amendment Bylaw No. 4151 third reading and adoption.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

### **7.3 Zoning Amendment Bylaw No. 4154 for 1752 and 1758 Salisbury Avenue - First Two Readings**

Moved-Seconded:

*That Council give Zoning Amendment Bylaw No. 4154 first two readings.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

#### **7.4 Building and Plumbing Amendment Bylaw No. 4152 - Adoption**

Moved-Seconded:

*That Council adopt Building and Plumbing Amendment Bylaw No. 4152.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

#### **7.5 Parking and Development Management Amendment Bylaw No. 4153 - Adoption**

Moved-Seconded:

*That Council adopt Parking and Development Management Amendment Bylaw No. 4153.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

### **8. REPORTS**

#### **8.1 Metro Vancouver Regional Parks Service Amendment**

Moved-Seconded:

*That Council direct staff to advise Metro Vancouver that the City of Port Coquitlam consents to the approval of the adoption of Metro Vancouver Regional District Regional Parks Service Amendment Bylaw No. 1290, 2019 on behalf of the electors.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

#### **8.2 2020-2021 Capital Plan and One-Time Enhancements**

Moved-Seconded:

*That Council direct staff to proceed with award of the 2020 and 2021 capital and one-time projects.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

**9. NEW BUSINESS**

Mayor and Council provided updates on community events.

**10. OPEN QUESTION PERIOD**

No public comments.

**11. ADJOURNMENT**

**11.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, November 26, 2019, Council Meeting be adjourned at 7:01 p.m.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

**12. MEETING NOTES**

None.

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Mayor

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Corporate Officer



# Council Minutes

Tuesday, December 10, 2019

Council Chambers

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

Present: Chair - Mayor West  
Councillor Dupont  
Councillor McCurrach  
Councillor Penner  
Councillor Pollock  
Councillor Washington

Absent: Councillor Darling

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## 1. CALL TO ORDER

The meeting was called to order at 6:02 p.m.

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, December 10, 2019, Council Meeting Agenda be adopted as circulated.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

## 3. CONFIRMATION OF MINUTES

### 3.1 Minutes of Council Meetings

Moved-Seconded:

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

- November 12, 2019, Special Council
- November 12, 2019, Regular Council.

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

#### **4. PRESENTATIONS**

##### **4.1 PoCo Marlins Swim Club - Certificates of Achievement**

Mayor West presented Certificates of Achievement to the Poco Marlins Swim Club for their outstanding success setting new club records and winning a BC Provincial gold medal.

#### **5. DELEGATIONS**

Mr. Callan Morrison from Squish Juicery, recipient of Port Coquitlam's Best Biz Award for Entrepreneur of the Year, gave an update on the business one year after opening.

#### **6. PUBLIC HEARINGS**

None.

#### **7. BYLAWS**

##### **7.1 Transportation Network Intermunicipal Business Licence Bylaw – First Three Readings**

Moved-Seconded:

*That Council give Transportation Network Intermunicipal Business Licence Bylaw No. 4155 first three readings.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

##### **7.2 Business Amendment Bylaw (Vehicle for Hire) – First Three Readings**

Moved-Seconded:

*That Council give Business Amendment Bylaw No. 4156 first three readings.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

##### **7.3 Fees and Charges Bylaw Schedule L Amendment - First Three Readings**

Moved-Seconded:

*That Council give Fees & Charges Amendment Bylaw No. 4157 first three readings.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

## **8. REPORTS**

### **8.1 2020 Council Meeting Schedule & 2020 Acting Mayor Schedule**

Moved-Seconded:

*That Council adopt the 2020 Council Meeting Schedule and 2020 Acting Mayor Schedule.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

### **8.2 Mayor's Year-in-Review (verbal report)**

Mayor West gave a presentation of the 2019 Year-in-Review.

## **9. NEW BUSINESS**

Council provided updates related to community events.

## **10. OPEN QUESTION PERIOD**

No public comments.

## **11. ADJOURNMENT**

### **11.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, December 10, 2019, Council Meeting be adjourned at 6:57 p.m.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor Darling

Carried

**12. MEETING NOTES**

None.

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Mayor

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Corporate Officer

# PROCLAMATION

**WHEREAS:** Real Acts of Caring (RAC) is doing something nice for a complete stranger without expecting any reward. It is the expression of our empathy and compassion for one another; and

**WHEREAS:** the daily acts of caring and kindness of most of the citizens of Port Coquitlam often go unrecognized; and

**WHEREAS:** by recognizing these daily acts of caring and kindness during this week, all citizens of Port Coquitlam will become more aware of being kind to others throughout the year; and

**WHEREAS:** by recognizing these acts of caring and kindness during this week, everyone will be encouraged to participate in making Port Coquitlam a kinder, safer and better place to live; and

**WHEREAS:** a caring and kindness week is being observed in many cities and towns across this nation;

**NOW THEREFORE:** I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

## DO HEREBY PROCLAIM

**February 9<sup>th</sup> to February 15<sup>th</sup>, 2020 as**

**“Real Acts of Caring Week”**

**in the City of Port Coquitlam**

*and I encourage everyone to participate in spreading and practicing generosity, patience, and consideration of others at all times in order to create a better, kinder, safer and more peaceful City.*

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Brad West  
Mayor





## Zoning Amendment Bylaw for 1752 and 1758 Salisbury Avenue - Third Reading


### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4154 third reading.*

### REPORT SUMMARY

Upon conclusion of a public hearing scheduled for January 14, 2020, Zoning Amendment Bylaw No. 4154 for 1752 and 1758 Salisbury Avenue will be available for Council to give third reading.

### OPTIONS (✓ = Staff Recommendation)

#	Description
1 	Give third reading to the bylaw.
2	Request that additional information be received and determine next steps after receipt of that information.
3	Fail third reading of the bylaw.

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019  
Bylaw No. 4154

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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, 2019, No. 4154".

2. ADMINISTRATION

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

**Civic:** 1752 and 1758 Salisbury Avenue

**Legal:** Lot 6 & Lot 5, Block C, District Lot 479, New Westminster District, Plan NWP2006

**From:** RS1 (Residential Dwelling Zone 1)

**To:** RTh3 (Residential Townhouse 3)

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

READ A FIRST TIME this	26 <sup>th</sup> day of	November, 2019
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READ A SECOND TIME this	26 <sup>th</sup> day of	November, 2019
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PUBLIC HEARING HELD this	14 <sup>th</sup> day of	January, 2020
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Mayor

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Corporate Officer

SCHEDULE 1



# Zoning Amendment Bylaw No. 4154 for 1752 and 1758 Salisbury Avenue - First Two Readings

## RECOMMENDATION:


*That Council give Zoning Amendment Bylaw No. 4154 for 1752 and 1758 Salisbury Avenue first two readings.*

## PREVIOUS COUNCIL / COMMITTEE ACTION

At the November 19, 2019, Committee of Council meeting, Committee recommended the following:

1. *That Committee of Council recommend to Council that:*
  - a. *The zoning of 1752 and 1758 Salisbury Avenue be amended from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3);*
  - b. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
    - i. *Installation of protective fencing for trees to be retained on adjoining properties;*
    - ii. *Payment in the amount of \$5000 for offsite tree replanting;*
    - iii. *Demolition of the existing buildings and verification that the site is free of rodents prior to demolition permit issuance;*
    - iv. *Consolidation of the two lots;*
    - v. *Completion of design and submission of securities and fees for off-site works and services, including reconstruction of the lane to connect with the improved portion to the east, upgrading the existing watermain on Salisbury Avenue between the west edge of the property and Wellington Street with a 200mm watermain; and*
    - vi. *Registration of a legal agreement to require the project to achieve a minimum energy efficiency of Step 3 of the BC Energy Step Code.*
2. *That Committee of Council direct staff to ensure a minimum period of 4 weeks is provided between the date the amending bylaw is given 1<sup>st</sup> and 2<sup>nd</sup> readings and the date of the public hearing.*

## OPTIONS (✓ = Staff Recommendation)

#	Description
1 	Give first two readings to the bylaw.
2	Delay first two readings and request staff to provide additional information.
3	Deny first two readings of the bylaw.

### RECOMMENDATION:

1. That Committee of Council recommend to Council that:
  - a. The zoning of 1752 and 1758 Salisbury Avenue be amended from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3);
  - b. That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
    - i. Installation of protective fencing for trees to be retained on adjoining properties;
    - ii. Payment in the amount of \$5000 for offsite tree replanting;
    - iii. Demolition of the existing buildings and verification that the site is free of rodents prior to demolition permit issuance;
    - iv. Consolidation of the two lots;
    - v. Completion of design and submission of securities and fees for off-site works and services, including reconstruction of the lane to connect with the improved portion to the east, upgrading the existing watermain on Salisbury Avenue between the west edge of the property and Wellington Street with a 200mm watermain; and
    - vi. Registration of a legal agreement to require the project to achieve a minimum energy efficiency of Step 3 of the BC Energy Step Code.
2. That Committee of Council direct staff to ensure a minimum period of 4 weeks is provided between the date the amending bylaw is given 1<sup>st</sup> and 2<sup>nd</sup> readings and the date of the public hearing.

### PREVIOUS COUNCIL/COMMITTEE ACTION

May 8, 2018, Council held a public hearing in consideration of an application to rezone the site for a townhouse use and subsequently adopted a resolution to defeat the bylaw.

### REPORT SUMMARY

This report provides for Committee consideration of a rezoning application that would allow for a proposed 9-unit townhouse development at 1752 and 1758 Salisbury Avenue. The application is similar to that considered by Council in 2018 but incorporates a number of amendments intended to address concerns heard at the public hearing, including a revised building massing, additional parking, and construction management requirements. The proposed development is designed in accordance with the policies and townhouse land use designation of the Official Community Plan (OCP), regulations of the proposed RTh3 Residential Townhouse zone, and development permit area objectives and guidelines. To implement recommended conditions to develop this site and address residents' concerns, the report recommends that the developer be required to protect trees on adjoining properties, provide for replacement of previously cut trees, implement rodent control measures prior to building demolition, achieve a high level of energy efficiency and upgrade infrastructure. To respond to the request from the residents, the report also recommends a period of four weeks be provided between the date Council first considers the amendment bylaw and the date of the public hearing.

# 1752 and 1758 Salisbury Avenue – Rezoning Application

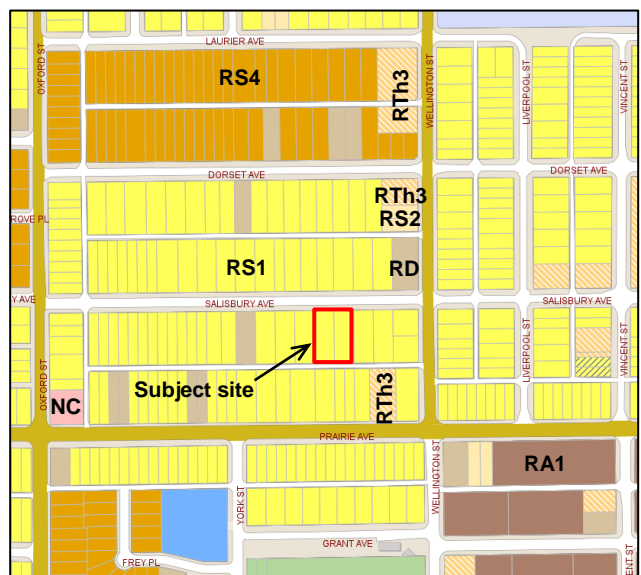
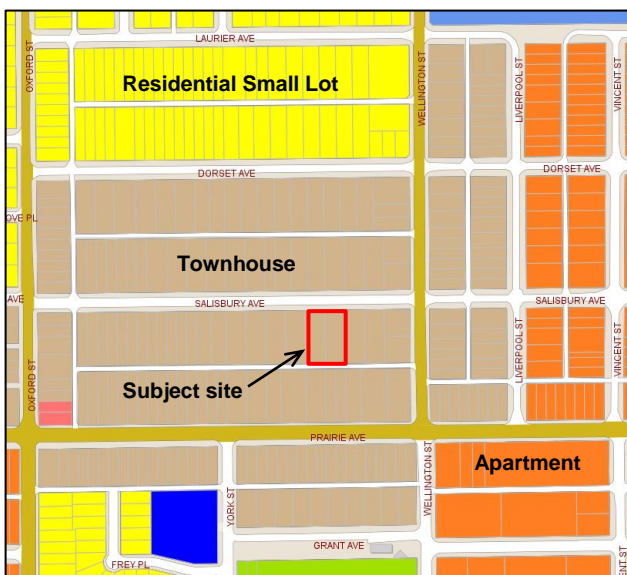
## BACKGROUND

Jordan Kutev Architects Inc. proposes to develop a 9-unit townhouse complex fronting Salisbury Avenue. The 2,168m<sup>2</sup> site (about ½ an acre) is located in a mid-block location on the south side of Salisbury Avenue between Oxford and Wellington Streets. It includes two relatively flat lots, each of which is currently occupied by an older house and landscaping.



Location map

The townhouse land use designation and housing policies applicable to this site encourage a variety of housing types to accommodate the needs of Port Coquitlam's growing population and demand for ground-oriented housing. The current zoning is RS1 – Residential Single Dwelling 1; the proposed zoning is RTh3 – Residential Townhouse 3.





# 1752 and 1758 Salisbury Avenue – Rezoning Application

## Current OCP Land Use Designation

## Current Zoning

Although the area is designated for townhouse development, it remains primarily developed with detached homes and duplexes, including two relatively new houses to the west.

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

## Project Profile

	Bylaw Regulations	Proposed <sup>1</sup>
Minimum site area	1,000 m <sup>2</sup>	2,168 m <sup>2</sup>
Density (maximum units)	9 (1 unit per 220 m <sup>2</sup> )	9
Building lot coverage	40%	29%
Setbacks:		
Front (Salisbury)	7.5m	9.5 m
Rear (Lane)	7.5 m	11 m
Interior Side (East)	1.8	1.8 to 8.6 m
Interior Side (West)	1.8	2.4 to 3.3 m
Building height:	10.5 m	10.41 m
Parking - Total	20	23
Resident	18	18
Visitor	2	2 + 3 flex spaces
Small car	25% (6 spaces)	0%
Tandem parking	40% max	0%
Usable open space	30 m <sup>2</sup> per unit	58 to 97 m <sup>2</sup> per unit
Impervious surface	n/a	35%

The proposed development consists of nine, 4-bedroom townhouse units approximately 158m<sup>2</sup> (1,708 ft<sup>2</sup>) in size distributed into four buildings. The units fronting Salisbury Avenue would have direct pedestrian access to the street, landscaped front yards and defined entries; those located at the back of the site have front entrances oriented to the lane with pedestrian access via a landscaped pathway linking these homes to Salisbury Avenue. Each dwelling would have two side-by-side parking spaces in a garage, two visitors' parking spaces are located along the west property line and three



Flex parking

<sup>1</sup> Information provided by applicant

## 1752 and 1758 Salisbury Avenue – Rezoning Application

additional 'flex' parking spaces along the driveway entrance. Garbage, organic waste and recycling storage would be accommodated within each unit's garage. Use of these parking spaces would be restricted during garbage and recycling pick-up to ensure adequate access is provided for service vehicles.

The three-storey building design is proposed to utilize a craftsman architectural style and feature a variety of roof, window and entry elements. It is to feature high quality cladding materials including fibre-cement horizontal siding and panels with reveals in a cool colour palette. Details of the project's design and landscaping would be confirmed in Committee's future consideration of the development permit application after bylaw adoption.



Salisbury Avenue facade

To meet the sustainability objectives of the OCP and environmental conservation development permit area guidelines, the applicant has proposed that the building will be designed and constructed to meet Step 3 of the BC Energy Step Code. This would provide for greater energy efficiency for the new buildings and reduced energy costs for future residents. Registration of a legal agreement is recommended as a condition of rezoning to ensure this Step is met.

Following the defeat of the previous rezoning application, the applicant hosted an open house seeking input from neighbours as part of work to address concerns raised by neighbours and Council. In summary, the revised development proposal includes:

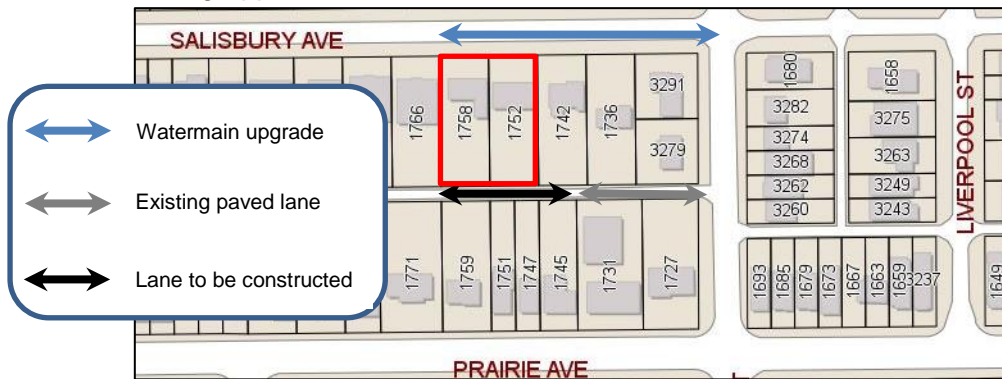
- replacing tandem parking in two units with all side-by-side spaces; adding 3 additional 'flex' visitor parking spaces
- providing information on how residents' concerns related to construction would be managed
- removing windows (other than bathroom windows) from upper floors facing side yards
- relocating a landscaped walkway from the side to the center of the site
- revising the landscape plan to include a six-foot high privacy fence and landscaping is along the side yard.

The subdivision servicing bylaw sets servicing standards (water, sewer and sanitary) for new development along with requirements for construction of offsite upgrades such as roads, curbs and gutters, sidewalks, street lighting, street trees and laneways adjacent to the development site. In



## 1752 and 1758 Salisbury Avenue – Rezoning Application

In addition to these standard requirements it is recommended that Council require the lane be constructed beyond the frontage to connect to existing lane improvements at 1731 Prairie Avenue and that the 100mm watermain along Salisbury Avenue be upgraded to 200mm from the west edge of the site to Wellington Avenue to provide adequate water service to the new townhouses as conditions of rezoning approval.



Location for proposed lane and watermain improvements

The arborist's report proposes measures be taken to protect four trees on adjacent properties, identifies the fourteen trees that were previously approved by the City for removal due to storm damage and poor condition and assesses the nine trees and hedge remaining on the site. These trees will also be cut due to their poor condition and/or location within the building area. Thirteen trees are proposed to be replanted on site including two armstrong maple, two saskatoon, five stellar pink dogwood, three katsura trees and one Douglas fir and four street trees pursuant to subdivision servicing requirements. The landscape plan also includes a mixture of 404 shrubs, 279 perennials and 420 groundcover plants, sod and extensive use of porous pavers for driveways and walkways to promote rainwater infiltration and onsite stormwater management.

As the removed trees were cut prior to the cash-in-lieu requirement being added to the current tree bylaw, it is recommended that Council require a cash-in-lieu contribution of \$5000 (\$500 per tree) for those trees which cannot be replanted on the site. This contribution would be in keeping with current regulations and allow Parks staff to plant additional trees in the community.

Neighbourhood concern about the size and scale of the development and its "fit" into the existing neighbourhood context was raised at both the public hearing



Previous rezoning



Current proposal

## 1752 and 1758 Salisbury Avenue – Rezoning Application

and open house. To address this concern, the applicant has revised the design from one building with five contiguous units fronting Salisbury Avenue and one with four contiguous units at the lane to a design that has two buildings (one 3-unit and one 2-unit) at the front and two buildings at the rear, each with two units. The intent of this change is to break down the width of the proposed townhouses and results in the buildings being similar in size to that of newer houses being constructed on Salisbury Avenue. The floor area of the proposed development was also reduced from 15,984 ft<sup>2</sup> to 15,371 ft<sup>2</sup>. The image below illustrates the footprints of surrounding development, including the two newer large houses to the west at 1774 and 1766 Salisbury Avenue (constructed in 2011) and older houses at 1742 and 1736 Salisbury Avenue and 3291 and 3279 Wellington Street to the east. These homes were built prior to 1980s, before the City permitted secondary suites in dwelling units and are more modest in size.



The proposed development would have a floor area ratio of 0.66. This ratio compares with the floor area ratio of the 2½ storey house to the west of 0.73 (8,586ft<sup>2</sup> on an 11,670ft<sup>2</sup> lot).

Neighbours also expressed concern about the potential building height. The proposed townhouse zone permits a building height of 10.5m (34.4ft.) to accommodate 3-storey buildings and enable a compact building form with parking on the ground floor whereas the single-family zones permit a maximum building height of 9m (29.5ft.), which typically results in 2 or 2½ storey buildings (the “half storey” being the above grade portion of a basement). The image below shows how the architect has designed the project to respect the height and siting to adjacent houses. The buildings have been set back an additional 2m from the front property line and stepped in the street front corners to reduce the potential impact of the building height at the corners by sloping closet ceilings. The house directly east of the proposed development is more modest in scale with a 1½

## 1752 and 1758 Salisbury Avenue – Rezoning Application

storey height. This property benefits from a number of large fir trees in the rear yard and a large magnolia and lilac in the side yard which will help mitigate the visual impact of the taller townhouses and provide screening between the properties.



Relationship of building height between the proposed townhouses and existing house

### **DISCUSSION**

Transitioning to townhouse uses, in accordance with the land use designation of the Official Community Plan, continues to be recommended for this site. Townhouses are an important form of housing for residents who do not want to live in an apartment and do not want, or cannot afford, to live in a single-family house. The site is located in an area that is relatively unique in Port Coquitlam because the lots have a 170-foot lot depth, a depth which creates sufficient space to accommodate internal driveways for an efficient layout of townhouse units. The applicant has modified the design of the proposal to better fit the neighbourhood context and it would be an attractive development.

### **FINANCIAL IMPLICATIONS**

Financial benefits would include a \$5,000 cash payment for previously cut trees and upgraded off-site infrastructure which will be constructed by the developer.


### **PUBLIC CONSULTATION**

Several residents at the developer's open house requested that they be given sufficient time to allow for review of the application and preparation of submissions after Council considers the amending bylaw and gives it 1<sup>st</sup> and 2<sup>nd</sup> readings. Normally, the public hearing is held two weeks after these readings and neighbours receive mailed notification 5-10 days prior to the hearing. While the neighbourhood has been informed of the application and a development notice sign is posted facing Salisbury Avenue provides information on the application, to respond to the

## 1752 and 1758 Salisbury Avenue – Rezoning Application

neighbours' request, as well as avoid the potential that the public hearing could otherwise be scheduled for mid-December (when the residents may also be concerned about timing conflicts), it is recommended to Committee that provide direction that a minimum of 4 weeks be given between the date of the Public Hearing and the date the amending bylaw is given 1<sup>st</sup> and 2<sup>nd</sup> reading.

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 1752/1758 Salisbury Avenue be amended from RS1 to RTh3 and that the specified conditions be met prior to adoption of the rezoning and, to address residents' requests to be given sufficient time to review the amending bylaw, direct the Corporate Office to schedule the Public Hearing a minimum of 4 weeks after 1 <sup>st</sup> and 2 <sup>nd</sup> reading.
	2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application.
	3	Refuse the rezoning application.

### **ATTACHMENTS**

Attachment 1: Design concept drawings

Attachment 2: Arbourist report

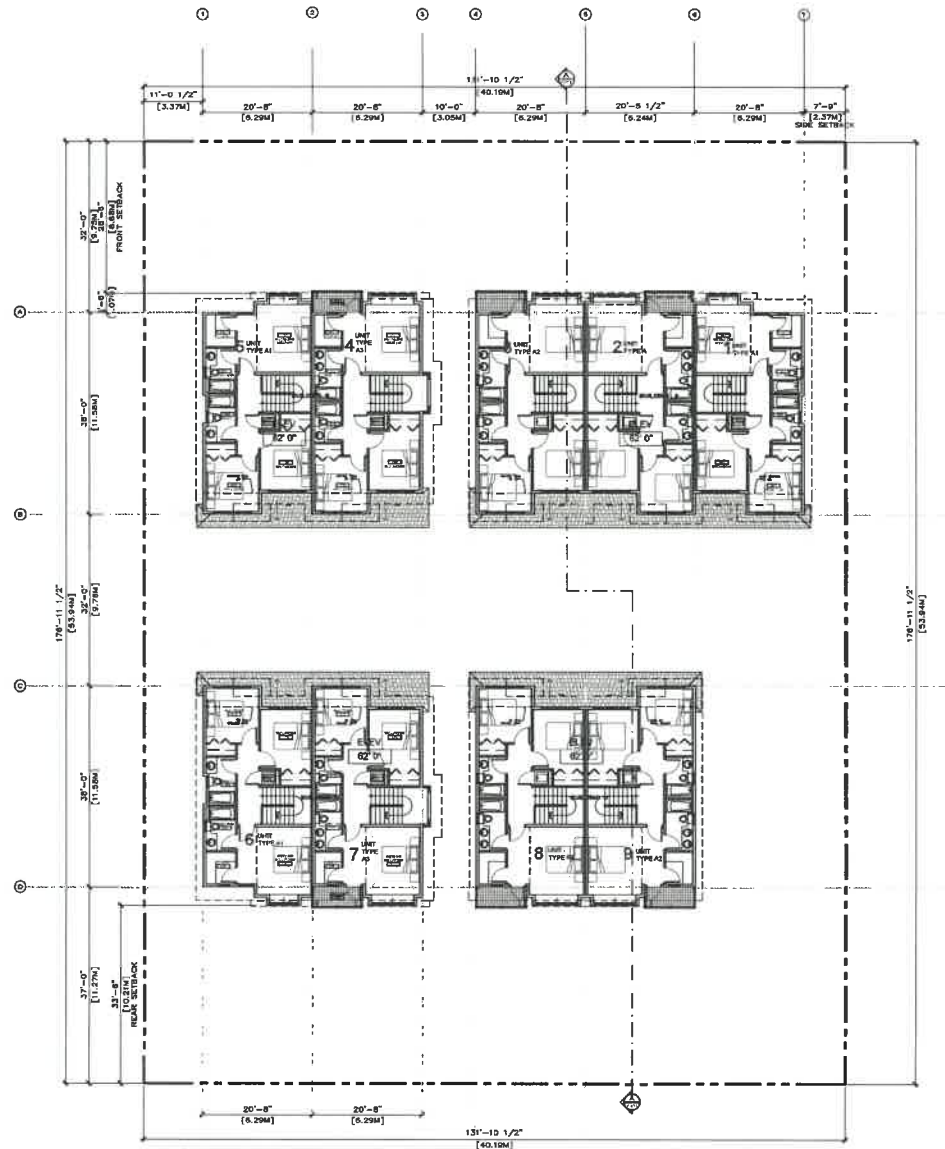
Attachment 3: Construction management letter

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









ALL DIMENSIONS ARE IN METERS (IN PARENTHESES). DIMENSIONS ARE GIVEN TO THE CENTERLINE OF WALLS UNLESS OTHERWISE NOTED. DIMENSIONS ARE GIVEN TO THE CENTERLINE OF WALLS UNLESS OTHERWISE NOTED. DIMENSIONS ARE GIVEN TO THE CENTERLINE OF WALLS UNLESS OTHERWISE NOTED. DIMENSIONS ARE GIVEN TO THE CENTERLINE OF WALLS UNLESS OTHERWISE NOTED.



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jordan kutev  
architect inc

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REAL 110072019

3 10OCT2019 RE-ISSUED FOR  
2 10OCT2019 RE-ISSUED FOR  
1 10OCT2019 RE-ISSUED FOR

DATE REMARKS



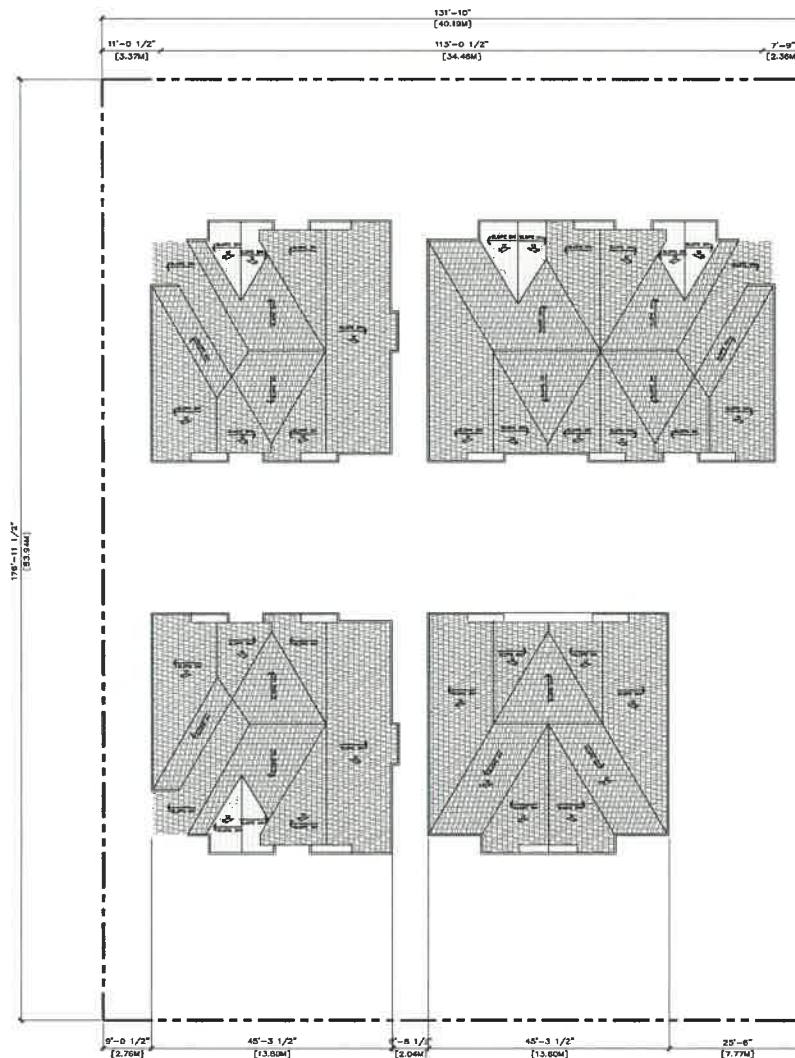
Townhouse  
Development  
1752 & 1758 Salisbury Ave.  
PoCo, British Columbia

UPPER FLOOR PLAN

REZONING/DP

A223

SCALE: 3/32" = 1'-0"  
DESIGNED BY: [Signature]  
CHECKED BY: JK  
PROJECT NO: 1630  
DATE: NOV2016



ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.  
 THIS PLAN IS A PRELIMINARY DESIGN AND IS NOT TO BE USED FOR CONSTRUCTION.  
 THE DESIGNER ASSUMES NO LIABILITY FOR ANY ERRORS OR OMISSIONS.  
 THE CLIENT ASSUMES ALL LIABILITY FOR ANY ERRORS OR OMISSIONS.



NORTH  
 jordan kulev  
 architect inc

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NO. 11002819

3 11/02/2016 RE-ISSUED FOR REZONING/DP  
 2 11/02/2016 RE-ISSUED FOR REZONING/DP  
 1 11/02/2016 RE-ISSUED FOR REZONING/DP

NO. DATE REMARKS



Townhouse  
 Development

1752 & 1758 Salisbury Ave.  
 PoCo, British Columbia

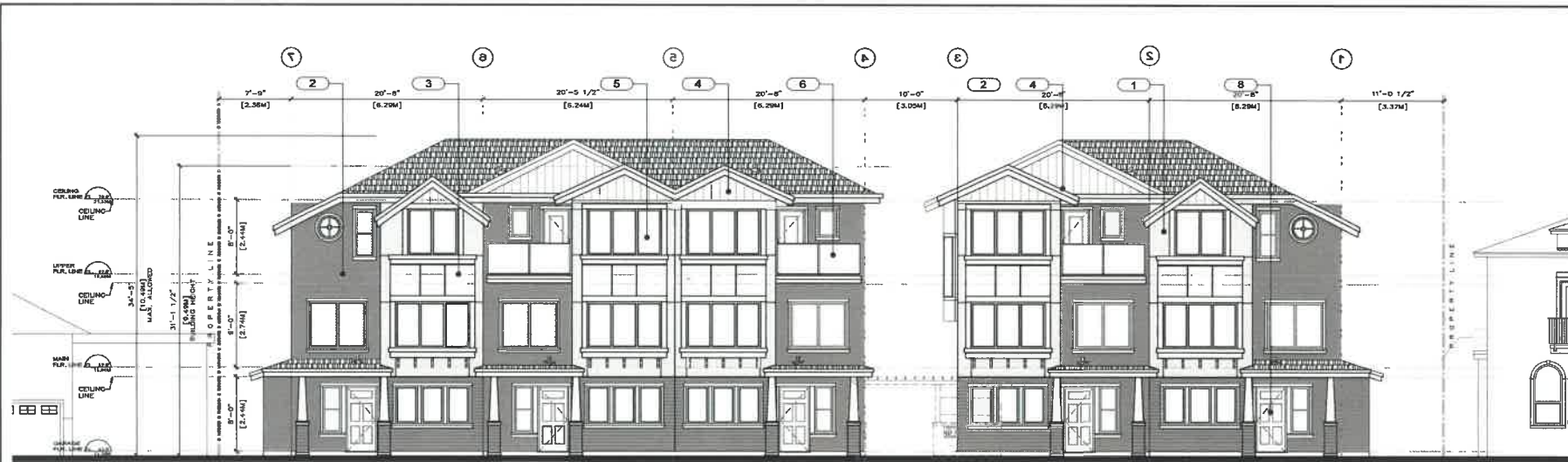
ROOF PLAN

REZONING/DP

A251

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





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



**2**  
**BUILDING B + A**  
**SOUTH ELEVATION**  
SCALE: 3/16" = 1'-0"

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

ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED.  
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**jordan kulev**  
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SEAL 110072018

3 110072018 RE-ISSUED FOR REZONING/DP  
2 110072018 RE-ISSUED FOR REZONING/DP  
1 110072018 RE-ISSUED FOR REZONING/DP

NO DATE REMARKS



**Townhouse Development**

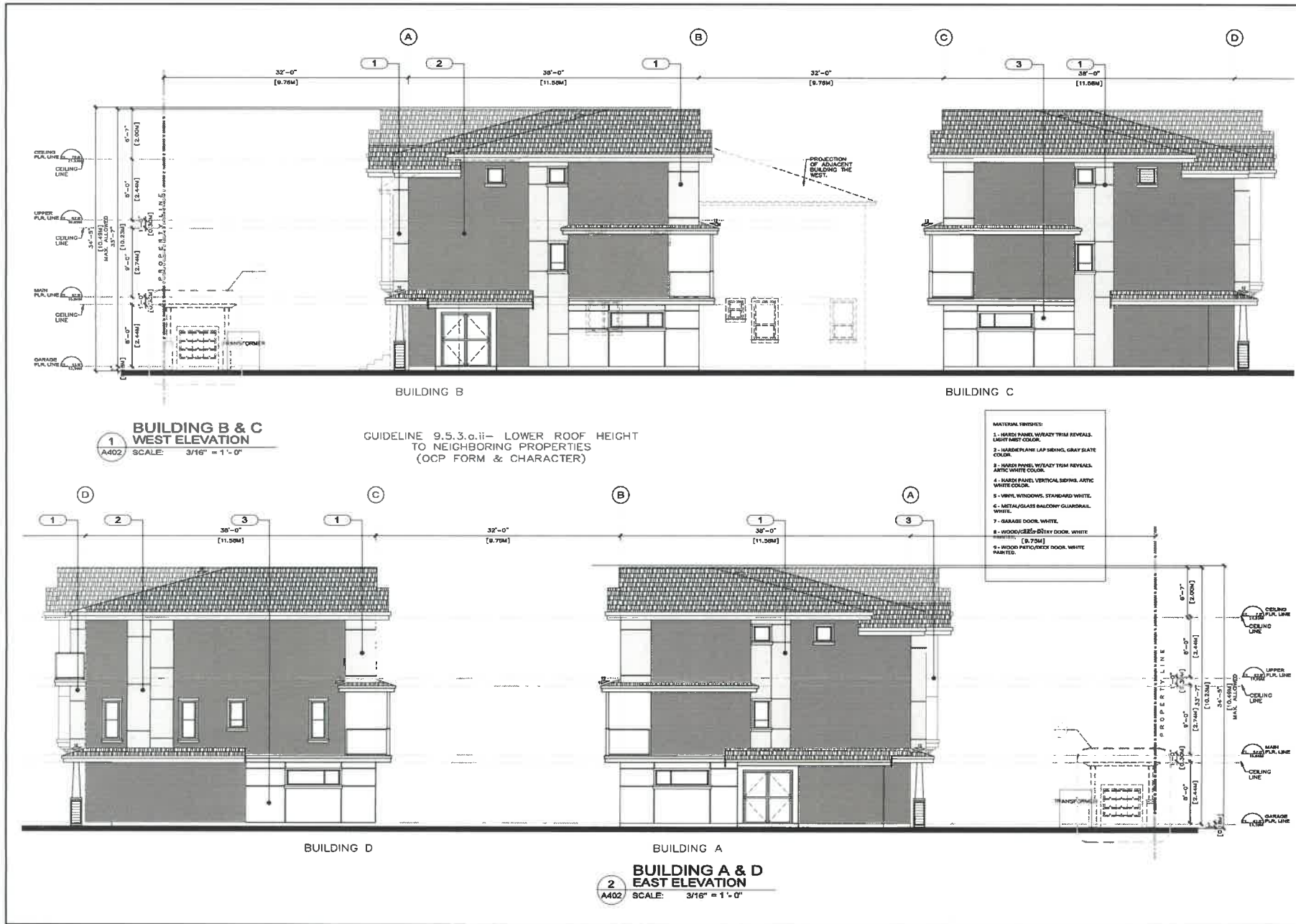
1752 & 1758 Salisbury Ave.  
PoCo, British Columbia

**BUILDING A & B**  
**NORTH ELEVATION**  
**SOUTH ELEVATION**

REZONING/DP

**A401**

SCALE: 1/8" = 1'-0" PROJECT NO: 1630  
DRAWN BY: VE DATE:  
CHECKED BY: JK NOV2016



**Jordan Kutev architect inc**

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**SEAL** 11012719

NO	DATE	REMARKS
3	11/02/21	RE-ISSUED FOR REZONING/DP
2	11/02/21	RE-ISSUED FOR REZONING/DP
1	11/02/21	RE-ISSUED FOR REZONING/DP

**ARC Development Group**

**Townhouse Development**

1752 & 1758 Salisbury Ave.  
 PoCo, British Columbia

**BUILDING B & C WEST ELEVATION  
 BUILDING A & D EAST ELEVATION**

**REZONING/DP**

**A402**

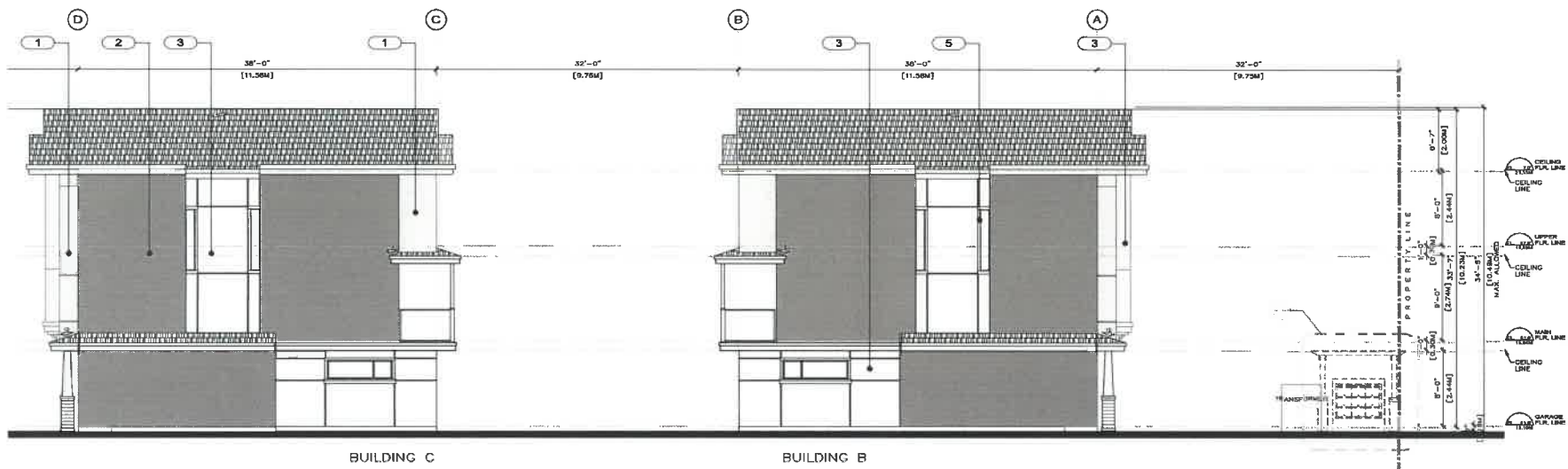
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**PROJECT NO:** 1630

**DRAWN BY:** VE  
**CHECKED BY:** JK

**DATE:** NOV2016



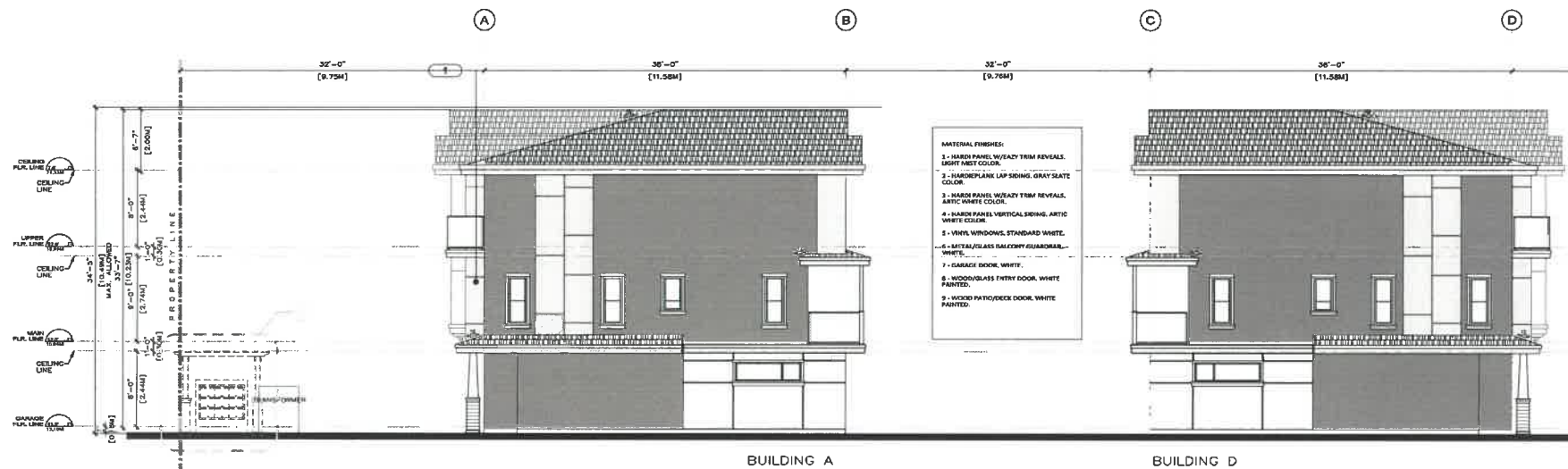




BUILDING C

BUILDING B

1  
A402  
BUILDING C & B  
EAST ELEVATION  
SCALE: 3/16" = 1' 0"



BUILDING A

BUILDING D

2  
A402  
BUILDING A & D  
WEST ELEVATION  
SCALE: 3/16" = 1' 0"

MATERIAL FINISHES:

- 1 - HARDY PANEL W/ EASY TRIM REVEALS, LIGHT MIST COLOR.
- 2 - FURUREPLANE LAP SIDING, GRAY SEATE COLOR.
- 3 - HARDY PANEL W/ EASY TRIM REVEALS, ARTIC WHITE COLOR.
- 4 - HARDY PANEL VERTICAL SIDING, ARTIC WHITE COLOR.
- 5 - VINYL WINDOWS, STANDARD WHITE.
- 6 - METAL/SLATS RALEIGH GUARDRAIL, WHITE.
- 7 - GARAGE DOOR, WHITE.
- 8 - WOOD/SLAT ENTRY DOOR, WHITE PAINTED.
- 9 - WOOD PATIO/DOCK DOOR, WHITE PAINTED.

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REAL 110C12018

3	10/07/2016	REISSUED FOR REZONING/DP
2	10/07/2016	ISSUED FOR REZONING/DP
1	28/07/2016	ISSUED FOR REZONING/DP

NO	DATE	REMARKS
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Townhouse Development

1752 & 1758 Salisbury Ave.  
PoCo, British Columbia

BUILDING C & B  
EAST ELEVATION  
BUILDING A & D  
WEST ELEVATION

REZONING/DP

A404

SCALE: 1/4" = 1' 0"	PROJECT NO: 1630
DRAWN BY: VE	DATE: NOV2016
CHECKED BY: JK	



**BUILDING B**  
**ROOF PROJECTION**  
SCALE: N.T.S.

30



BUILDING A



BUILDING D

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3 438 205 1575  
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DEAL 110072019

3	10072019	RE-ISSUED FOR REZONING/DP
2	15AUG2019	ISSUED FOR REZONING/DP
1	19NOV2016	ISSUED FOR REZONING

ID DATE REMARKS

 **ARC**  
Development Group

Townhouse  
Development

1752 & 1758 Salisbury Ave.  
PoCo, British Columbia

SCHEMATIC  
RENDERINGS

REZONING/DP

**A461**

SCALE:	PROJECT NO:
NTS	1630
DRAWN BY:	DATE:
VE	NOV2016
CHECKED BY:	
JK	



# PLANT LIST - 1751 + 1758 Salisbury Ave October 15, 2019

SYMBOL	TOTAL	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
2	2	<i>Acacia nebaem</i> Armstrong	Armstrong Maple (columnar)	7cm Cal. WB	
2	2	<i>Andalucia</i> shrubs	Sedimentberry	2.5m tall WB	10m x 10m
5	5	<i>Cornus x Rubra</i>	Stellar Pink Dogwood	4cm Cal. WB	
5	5	<i>Caradaphylum japonicum</i>	Katsura Tree	7cm Cal. WB	
4	4	<i>Mayruba</i> Oakley	Galaxy Magnolia	7cm Cal. WB	
1	1	<i>Pseudotsuga menziesii</i>	Douglas Fir	3.5m tall WB	
15	15	<i>Thuja occidentalis</i> Emerald	Emerald Green Cedar	2.5m tall	800 c.c.

SYMBOL	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
33	33	<i>Asplenium japonicum</i> Gump's Pink	Devil's Pink Asplenium	81 pot	750 c.c.
33	33	<i>Calluna vulgaris</i>	Pink Heather	81 pot	450 c.c.
24	24	<i>Elm canadensis</i> Springwood White	White Spring Heather	81 pot	450 c.c.
51	51	<i>Hesperis matronalis</i>	Star of David Hydrangea	81 pot	750 c.c.
20	20	<i>Pieris japonica</i> compacta	Devil's Pink	81 pot	450 c.c.
63	63	<i>Polydactylum nudum</i>	Woolly Star Fern	81 pot	450 c.c.
27	27	<i>Podocarpus neriifolia</i> Red Ace	Red Ace Shrubbery	81 pot	450 c.c.
54	54	<i>Rhododendron</i> Warragul	Devil's Pink Shrub	81 pot	750 c.c.
24	24	<i>Rhododendron</i> Wilson	Red Wilson Rhododendron	81 pot	450 c.c.
15	15	<i>Sarcococca</i> H. Horvath	Horvath's Green Box	81 pot	450 c.c.
23	23	<i>Stimulex</i> J. monophylla M + F	Stimulex (male and female)	81 pot	450 c.c.
12	12	<i>Epigaea</i> x <i>Hamamelis</i> Gold Flame	Gold Flame Epigaea	81 pot	450 c.c.
10	10	<i>Vaccinium</i> ovatum	Evergreen Huckleberry	81 pot	450 c.c.
6	6	<i>Wolpeltia</i> Borda M.V.	Wolpeltia Blue M.V.	81 pot	750 c.c.

SYMBOL	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
150	150	<i>Andropogon scoparius</i> V2	Vancouver Jade Grass	81 pot	500 c.c.
225	225	<i>Hesperis matronalis</i>	Star of David	10cm pot	300 c.c.
50	50	<i>Polydactylum nudum</i>	Woolly Star	10cm pot	450 c.c.

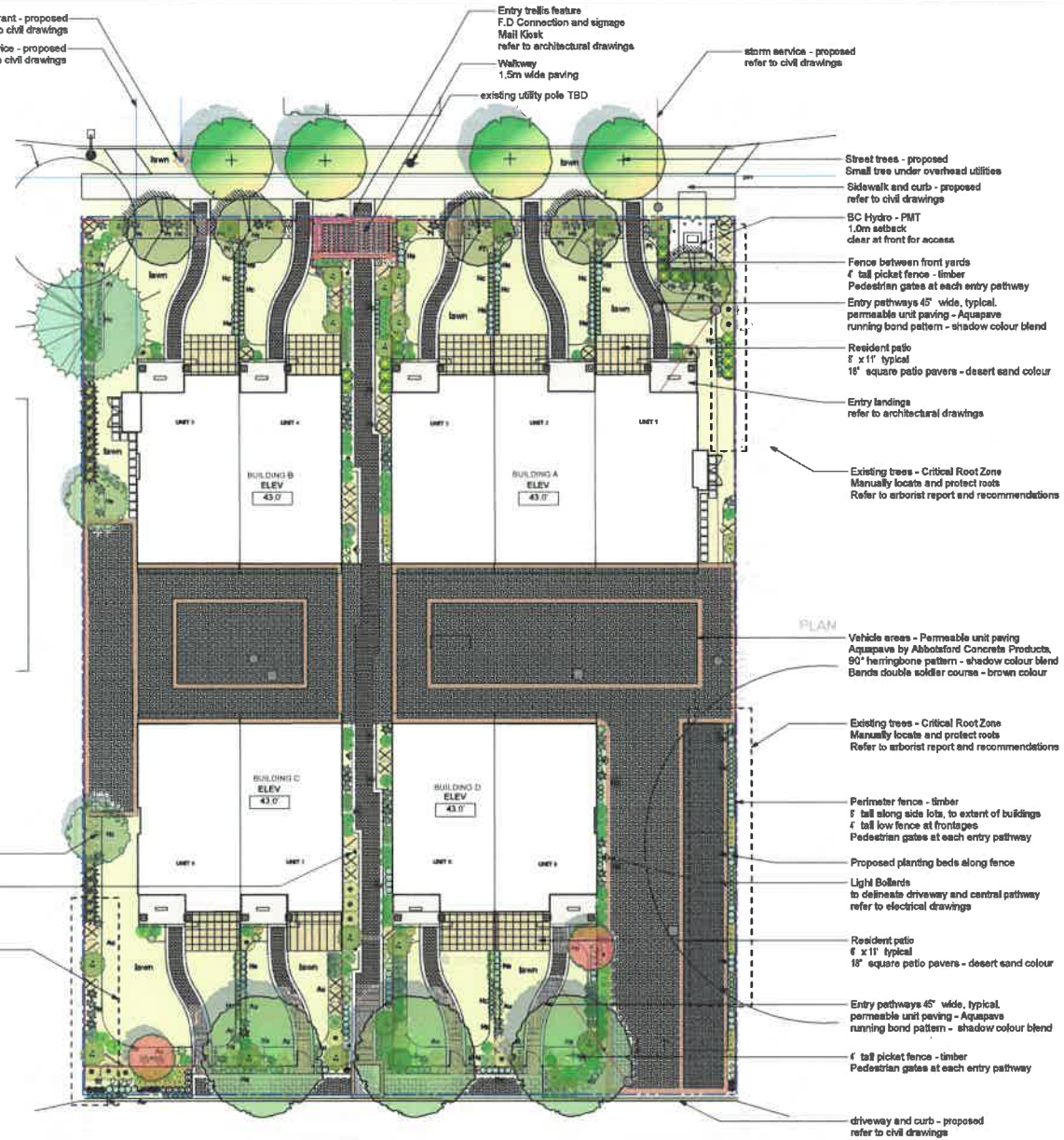
SYMBOL	QTY.	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
14	14	<i>Asplenium japonicum</i>	Chinese Asplenium	81 pot	450 c.c.
127	127	<i>Hesperis matronalis</i> Happy Return	Happy Return Daily	10cm pot	500 c.c.
82	82	<i>Hosta</i> 'Stellata	Stellata Hosta	81 pot	300 c.c.
6	6	<i>Rubus</i> 'Fragrant	Black-Fragrant Rubus	81 pot	450 c.c.
28	28	<i>Pennisetum alopecuroides</i> 'Nanum'	Nanum Pennisetum	81 pot	500 c.c.
20	20	<i>Stipa tenuifolia</i>	Stipa tenuifolia	81 pot	300 c.c.

NOTES:  
1) In case of discrepancy between plant numbers on this list and on the plan, the plan shall prevail.  
2) All planting shall be in accordance with NCS/ARCA/CA Landscape Standard, latest edition.  
3) All planting beds, mulch with 75mm of decomposed granite bark.  
4) All drainage bays and lawn areas: 450mm depth crushed medium (subsoil landscape)

GENERAL NOTES  
1. All work to satisfaction of the Owner.  
2. All work in compliance with City of Port Coquitlam municipal standards.  
3. Disposal of all excavated and surplus materials off site, recycle where possible.  
4. Contractor to confirm location of any site services before proceeding.  
5. Contractor to confirm actual site conditions and layout before proceeding.  
6. All dimensions are to callouts, unless noted otherwise.  
7. Contractor to coordinate landscape construction with work of other disciplines, including civil, electrical, and architectural as directed by the Owner.  
8. Contractor to make good all damage to satisfaction of the Owner, at no additional cost.  
9. Public to be protected from harm at all times. Do not leave work areas in an unsafe or hazardous condition, fence and/or make safe as required.  
10. Materials and work to be kept clean at all times and cleaned to the satisfaction of the City.  
11. All work to be completed consistent with all drawings and specifications.  
12. Ensure positive drainage for all landscape areas.

Refer to architectural and civil engineering drawings.

Tree locations to be adjusted in the field as determined by location of underground services. Confirm locations before digging.



1 Landscape Plan  
3/32" = 1' - 0"

All drawings remain the property of Greenway Landscape Architecture. Use for any purpose and reproduction only by written consent.

DATE	DESCRIPTION
10/15/19	DESIGN FOR APPROVAL
10/15/19	FINAL CLIENT PRESENT
10/15/19	FINAL CLIENT PRESENT
10/15/19	FINAL CLIENT PRESENT



**Greenway**  
Landscape Architecture  
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Coquitlam BC V3J 6T4  
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E paul@greenway.ca

Paul Whithead RBCSLA  
Registered Landscape Architect #248

CLIENT  
**ARC Development Group**  
Burnaby BC

PROJECT  
**Townhomes**  
1752 + 1758 Salisbury Ave  
Port Coquitlam BC

DRAWING  
**Landscape Plan**

DRAWING NUMBER  
**L-1**

SCALE  
AS NOTED  
DRAWN  
PACW

PROJECT NUMBER  
1705



737 Burley Dr.

West Vancouver, BC V7T 1Z7

PH. (604)-926-8733

[office@burleyboys.com](mailto:office@burleyboys.com)

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# Arborist Report

**Authored by:** Sean Wightman

**ISA Certification #:** PN2013

<b>File #:</b>	17-050.2
<b>Date:</b>	03 April 2017
<b>Revision Date:</b>	8 July 2019
<b>Client:</b>	ARC Real Estate Development Group
<b>Telephone:</b>	604-762-8596
<b>Email:</b>	<a href="mailto:info@arcdevelopmentgroup.com">info@arcdevelopmentgroup.com</a>
<b>Site Address:</b>	1758 & 1752 Salisbury Ave, Port Coquitlam



## Purpose:

Burley Boys Tree Service Ltd. has been contracted to provide tree inventory and tree removal/tree retention outline for the property at 1752 & 1758 Salisbury Ave, Port Coquitlam, BC. Plans include the development of the properties, including the construction of a new 9 unit townhouse complex.

**This report is intended to accompany a development permit for the property which includes the removal of 8 trees on private property, which are noted as being in fair-poor condition, or inside/too close to required excavations; not suitable for retention.**

**All recommended tree removal should be considered in conjunction with an appropriate replanting/landscape plan.**

## Method:

The site was visited with all trees being assessed from the ground only, using the Visual Tree Assessment (VTA) technique. No trees were climbed or cored during the site visit.

## Observations:

The trees are not individually tagged, but they are referred to in the Appendix below. 28 trees within or near the property were assessed. The proposed development includes the construction of a new 9 unit townhouse with 5 visitor parking spaces and vehicle entrance accessed off the rear lane.

Tree #1 is a cypress located on the north side. This tree measures 70cms DBH and is in poor condition; it has been aggressively hydro pruned. This tree is considered unsuitable for retention and is recommended to be removed.

Tree #2 is a row of small emerald cedar hedges located at the north side. These trees are considered unsuitable for retention and are proposed to be removed.

Trees #3 & 4 consist of a magnolia & lilac, located on the neighbouring property to the east. They measure approximately 25cms DBH and are in fair condition. Both trees are to be retained; tree protection barriers are to be installed.

Tree #5 is an apple located near the east property line. It measures 20cms DBH and is in fair condition. This tree is inside/too close to the building envelope and is recommended to be removed. ***This tree was subsequently removed.***

Tree #6 is a large fir located on the east neighbour's property. It measures approximately 115cms

DBH and is in good condition. This tree is to be retained; tree protection barriers are to be installed. **Arborist supervision is required for grading and installation of the driveway which is inside the CRZ of this tree.**

Tree #7 is a privet measuring 20cms DBH. This tree is inside the building envelope and is proposed for removal. **This tree was subsequently removed.**

Tree #8 is a holly measuring 25cms DBH. This tree is in poor condition; considered an invasive species. It is inside the building envelope and is proposed for removal. **This tree was subsequently removed.**

Trees #9-13 consist of a row of 5 cypresses. They measure 65, 40, 36, 45 & 58cms DBH, respectively. These trees are in poor condition; they have several broken/damaged stems. These trees are considered unsuitable for retention and are recommended to be removed.

Tree #14 is a double stem hemlock, located within the row of cypresses above. Its stems measure 28 & 23cms DBH, respectively. This tree is in poor condition, unsuitable for retention and is recommended to be removed.

Tree #15 is a hazelnut measuring 28cms DBH. It is located on the south side of the properties and is in poor condition. This tree is inside

Tree # 16 is a 20cms DBH maple located at the SW corner. It is in poor condition. It is inside excavations required for a new retaining wall and is proposed for removal.

**The above row of trees at the rear (#9-16) failed during a windstorm and were subsequently removed.**

Tree # 17 is an oak located near the SW property line; it is on/shared with the neighbouring property. It measures 76cms DBH and is in poor condition. This tree is to be retained; tree protection barriers are to be installed. It is inside excavations required for a new retaining wall; arborist supervision is required during excavations.

Tree # 18 is a 45cms DBH apple tree, which is in poor condition. It is inside the building envelope of Building C and is required to be removed. **This tree was subsequently removed.**

Tree # 19 & 20 consist of a small hemlock and large walnut. These trees measure 18 & 101cms DBH. The hemlock is in fair condition, while the walnut is in poor health with visible decay. Both trees are inside excavations required for the new parking area and are required for removal. **Tree #20 was subsequently removed.**

Tree # 21 is a multiple stem cypress located in the middle of the lot. It measures 42cms DBH and is in poor condition; there is included back at the unions and it is showing signs of decline . This tree

is inside excavations required for the new parking area and is to be removed. ***This tree was subsequently removed.***

Trees # 22-24 are firs of similar size; all are in fair condition. All 3 trees have been previously topped with included bark. Trees # 22 & 23 have several abnormally large limbs in their lower canopies; increased frequency of limb loss to be expected in these trees. Tree #24 has a single remaining leader which is off centered. These 3 trees are inside the building envelope and are required for removal.

Trees # 25 & 26 are portuguese laurels located just north of the trees above. They measure 45 & 45cms DBH and are in poor condition; growing subdominant. These trees are inside the building envelope and are recommended to be removed.

Tree # 27 is a 42cms DBH cypress. This tree is in poor condition;growing subdominant. It is inside the building envelope and is to be removed.

Tree # 28 is a fir. It measures 44cms DBH and is in fair condition, previously maintained as a hedge tree. This tree is located on the west neighbouring property and is to be retained; tree protection barriers are to be installed.

## Tree Retention Outline:

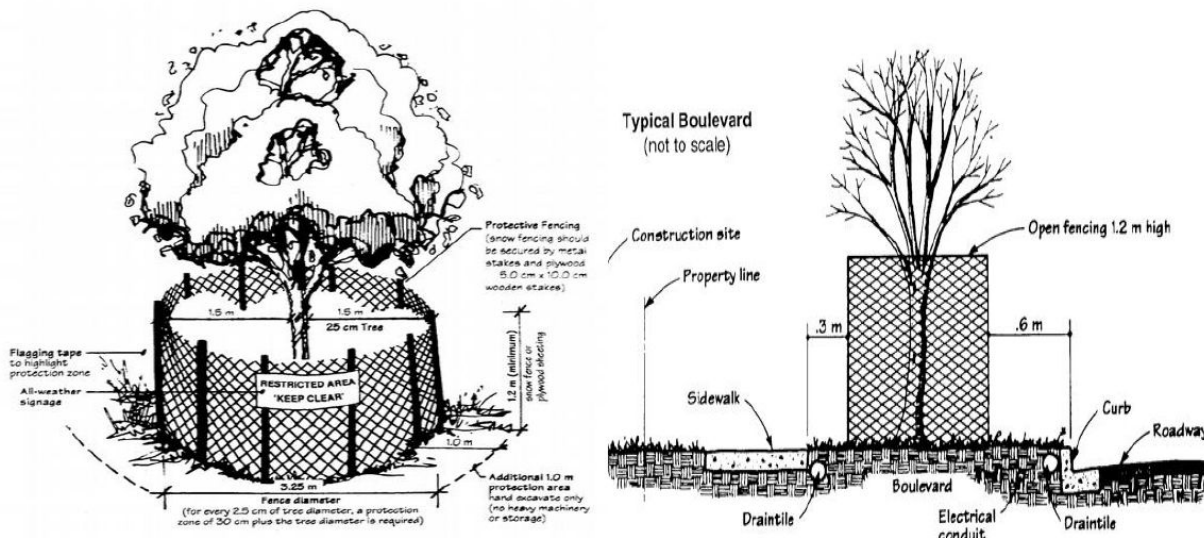
A tree preservation fence must be constructed around the root areas of all trees that are to be retained. Wherever possible, the radius of the tree preservation fence should extend as far as the drip line of the tree's canopy. If this is not possible, the fence should be located no closer than the determined CRZ for each individual tree. This will ensure that critical root zone for each tree is protected. Protecting the tree's critical root zones will help reduce the amount of soil compaction to the root areas, and will also aid in retaining the moisture in the soils during the construction period.

**Should any excavations be required inside the determined critical root zone of any trees to be retained, a certified arborist must be on site to assess and document the roots being affected and mitigate appropriately. If any roots are expected to be uncovered, damaged or cut, it is recommended that a certified arborist be retained to supervise the excavations and mitigate any damaged roots accordingly.**

Heavy machines should be kept out of the drip line of all trees on the property. Designated roadways for machines to move through the property may prove beneficial. Construction materials, particularly concrete should not be stored inside the root zones. Waste concrete should not, under any circumstances, be disposed of inside root zones. This includes hosing down of tools used to mix or spread concrete. Any large roots (over 15cm) exposed by excavation should have broken ends sawn off cleanly.

### Standard and Boulevard Tree Protection Barrier (TPB) guide/outline (Fig 3)

TPB is to be erected in accordance with municipal bylaw. Traditionally it is composed of wooden 2x4 construction and orange snow fencing material. It is to be erected in a suitable geometrical form or shape to encompass the outlined areas in the above mentioned report, or as described by development services. It is to be a permanent structure that can be maintained for the entire development process. It is to be adhered to and the inside area is not to be used for storage of supplies or rubbish. Any reduction in TPB should be supervised and Arborist consultation is mandatory.



## Conclusions:

All removal / retention recommendations are based on both the trees' current health, condition and long-term viability as a retained tree and their relative proximities to required excavations. The recommended removals should be considered in conjunction with a City approved re-planting / landscape plan.

## Limitations:

Copyright 2017, 2019, Burley Boys Tree Service Ltd. This report is not to be copied, reprinted, published or otherwise distributed without prior approval by Burley Boys Tree Service Ltd. This report is to be used in its entirety, for its purpose only. Only the subject trees were inspected, and no others. This report does not imply or in any other way infer that other trees on neighboring sites are sound and healthy.

The inherent characteristics of trees or parts of trees to fall due to environment conditions and internal problems are unpredictable. Defects are often hidden within the tree or underground. The project arborist has endeavored to use his skill, education and judgment to assess the potential for failure, with reasonable methods and detail. It is the owner's responsibility to maintain the trees to reasonable standards and to carry out recommendations for mitigation suggested in this report.

It is the sole responsibility of the client or their representatives to follow through with all recommendations for future consultations or site inspections.

## Appendix:

Below details the tree assessed. "DBH" is the main trunk diameter of the tree measured approximately 1.4m from grade. The determined condition of each tree is relative to its health, canopy structure, colour and vigor and any defects noted in the stem, canopy or root plate. "CRZ" is the determined Critical Root Zone of each tree. Preferred & Minimum CRZs are outlined below. The Preferred CRZ measurement is based on 12xDBH, as recommended by [PNW-ISA](#). It should be noted trees with excavations required inside the Preferred CRZ can often be retained. Tree protection barriers ("TPB") should be located no closer to the trunk than this distance.

Tree #	Species	DBH (cm)	Health & Condition	Retention Value High Moderate Low Unsuitable	CRZ min (m)	CRZ pref'd (m)	Comments & Recommendations
1	Cypress	70	Poor	Unsuitable	4.20	<b>8.40</b>	<ul style="list-style-type: none"> <li>Previously hydro pruned</li> <li>Unsuitable for retention.</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>Remove</li> </ul>
2	Emerald cedar hedge	15 (avg)	Poor	Unsuitable	0.90	<b>1.80</b>	<ul style="list-style-type: none"> <li>Unsuitable for retention</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>Remove</li> </ul>
3	Magnolia	25	Fair	Moderate	1.50	3.0	<ul style="list-style-type: none"> <li>Neighbour's property.</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>Retain; install TPB</li> </ul>
4	Lilac	25	Fair-Poor	Moderate	1.50	3.0	<ul style="list-style-type: none"> <li>Neighbour's property</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>Retain; install TPB</li> </ul>
5	Apple	20	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>Inside/too close to building envelope</li> <li>Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>
6	Fir	120 ~	Good	High	7.20	14.40	<ul style="list-style-type: none"> <li>Neighbour's property.</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>Retain; install TPB</li> <li>Arborist supervision required for any clearing / grading inside CRZ.</li> </ul>
7	Privet	20	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>Inside/too close to building envelope</li> <li>Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>

8	Holly	25	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Inside/too close to building envelope</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
9	Cypress	65	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
10	Cypress	40	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
11	Cypress	36	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Unsuitable for retention</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
12	Cypress	45	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Unsuitable for retention</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
13	Cypress	58	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Inside/too close to excavations for vehicle entrance</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
14	Hemlock	28/23	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Unsuitable for retention</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
15	Hazelnut	28	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Unsuitable for retention</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
16	Apple	20	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Inside/too close to excavations for retaining wall</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
17	Oak	76	Poor	Low	4.56	9.12	<ul style="list-style-type: none"> <li>• On/shared with neighbouring property</li> <li>• Inside/too close to excavations for retaining wall</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Retain; install TPB</li> <li>• Arborist supervision required.</li> </ul>
18	Apple	45	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Inside/too close to building envelope</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>

19	Hemlock	18	Fair	Moderate-Low	1.08	2.16	<ul style="list-style-type: none"> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>
20	Walnut	101	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Inside/too close to building envelope</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
21	Cypress	42	Poor	Unsuitable	-	-	<ul style="list-style-type: none"> <li>• Multi-stemmed</li> <li>• In decline</li> <li>• Included bark at unions</li> <li>• Inside/too close to building envelope</li> <li>• Previously removed</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
22	Fir	68	Fair	Low	4.08	8.16	<ul style="list-style-type: none"> <li>• Previously topped, included bark</li> <li>• Abnormally large limbs in lower canopy</li> <li>• Off-centre stems</li> <li>• Increased frequency of limb loss expected.</li> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>
23	Fir	66	Fair	Low	3.96	7.92	<ul style="list-style-type: none"> <li>• Previously topped, included bark</li> <li>• Abnormally large limbs in lower canopy</li> <li>• Off-centre stems</li> <li>• Increased frequency of limb loss expected.</li> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>
24	Fir	66	Fair	Low	3.96	7.92	<ul style="list-style-type: none"> <li>• Previously topped</li> <li>• Single remaining leader is off centered</li> <li>• Abnormally large limbs in lower canopy</li> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>
25	Portuguese laurel	45	Poor	Unsuitable	2.70	5.40	<ul style="list-style-type: none"> <li>• Subdominant/understory tree</li> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>

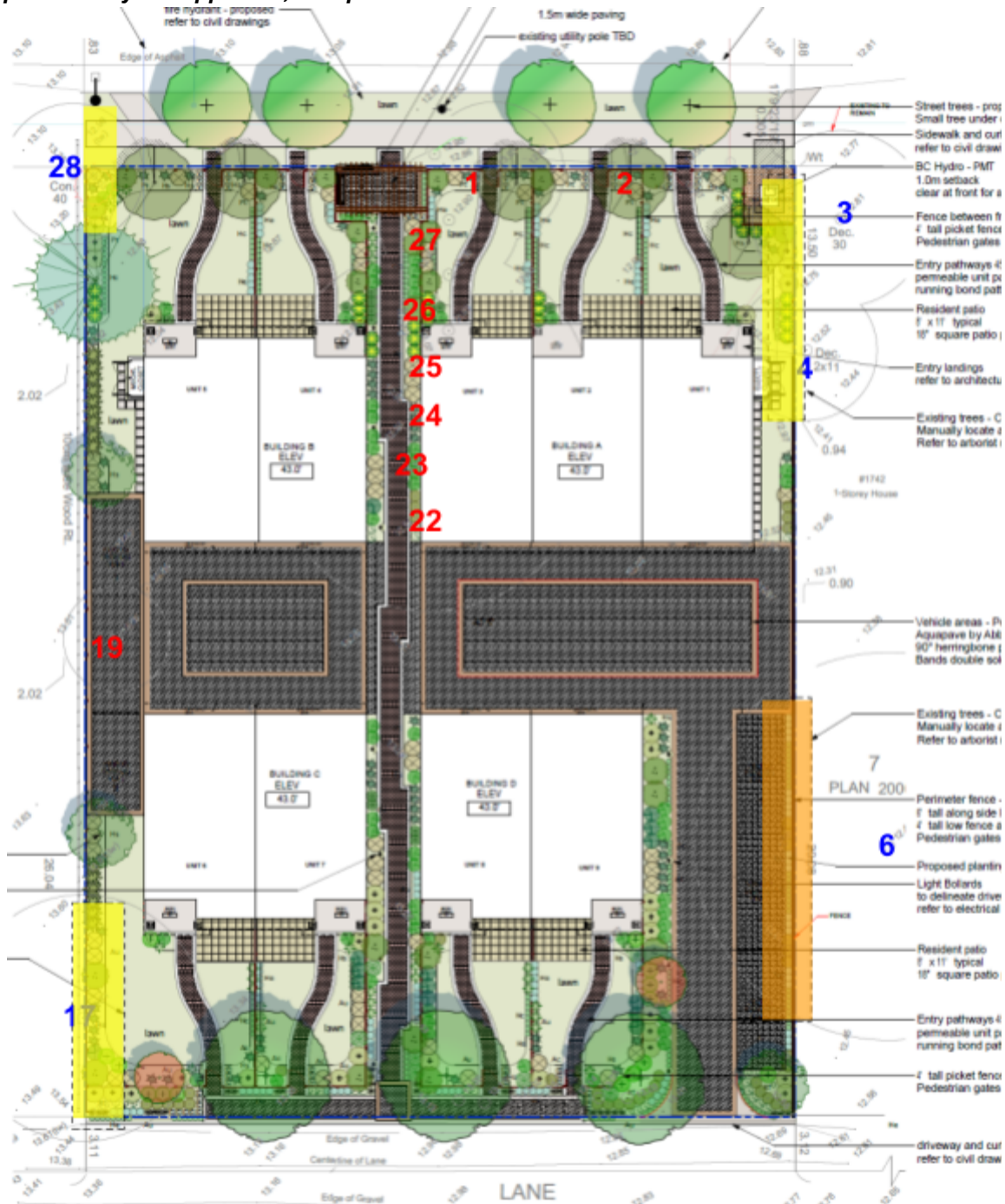


26	Portuguese laurel	49	Poor	Unsuitable	2.94	5.88	<ul style="list-style-type: none"> <li>• Subdominant/understory tree</li> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>
27	Cypress	42	Poor	Unsuitable	2.52	5.04	<ul style="list-style-type: none"> <li>• Subdominant/understory tree</li> <li>• Inside/too close to building envelope</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Remove</li> </ul>
28	Fir	44	Fair	Moderate	2.64	5.28	<ul style="list-style-type: none"> <li>• Neighbour's property.</li> <li>• Maintained as hedge tree</li> </ul> <b>Recommend:</b> <ul style="list-style-type: none"> <li>• Retain; install TPB</li> <li>• Arborist supervision required grading for parking stalls and driveway installation</li> </ul>





**Site Plans:** The below site plan plots tree locations and outlines removal / retention recommendations (*Retain*, *Remove*, *Developer's Discretion*). Location of tree protection barriers are shown in **Yellow**. Retained Trees requiring Arborist Supervision are outlined in **Orange**. **An original large, scaled copy of the site plan indicating trees marked for removal, and the locations of Tree Protection Zone fencing & Areas requiring Arborist Supervision has not been included with this report; this is to be provided by the applicant, if required.**





## Images:



























Oct. 15, 2019

## Supplementary Information – Re: Construction

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**To**

Bryan Sherrell,  
Planner  
City of Port Coquitlam  
Planning Division,  
2580 Shaughnessy St  
Port Coquitlam, BC  
V3C 2A8

Dear Bryan,

Thank you for providing your review comments of rezoning application RZ000175 and Development Permit application DP000309. We appreciate your thorough feedback and have begun incorporating your comments into a revised application which we are resubmitting in short order.

**Referenced Property**

1752 & 1758 Salisbury  
Avenue, Port  
Coquitlam, BC

**RE:**

Rezoning RZ000175 &  
Development Permit  
DP000309

The purpose of this letter is to confirm how we plan to manage the site during the construction period by employing a variety of construction best practices including:

- Ensuring open communication with the neighboring residents
- Engaging a rodent exterminator to confirm there are no rodents in the properties prior to demolition
- Strictly following all applicable city bylaws including: noise, electrical, plumbing, fire, sprinkler etc.
- Employing best practices with respect to Erosion and Sediment control in order to control on site erosion and prevent the release of sediments
- Controlling access to the site and preventing traffic from tracking mud offsite by installing a site access pad (crushed gravel on the driveway)
- Restricting traffic to this area where practical.
- Keeping the site fully fenced and secured at all time
- Covering temporary soil stockpiles with plastic and/or tarps
- Storing excavated soils away from storm drains / paved surfaces so that runoff will be filtered by existing vegetation or collected in the perimeter ditches.
- Installing inlet protection (i.e., sediment sacks) to protect storm sewers, within 30m downgradient of the site

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### ARC Real Estate Development Group Ltd.

Local 604.762.8596  
Toronto 647.627.3008

PO Box 30563 Brentwood Mall  
Burnaby, BC V5C 2A0

[www.arcdevelopmentgroup.com](http://www.arcdevelopmentgroup.com)  
[info@arcdevelopmentgroup.com](mailto:info@arcdevelopmentgroup.com)



Oct. 15, 2019

Pg.02

We look forward to hearing back from you and are happy to discuss further at your convenience. If there are any additional measures you would like to see employed please do let us know.

If you have any questions or require any clarification, please feel free to reach out at 604-762-8596 or at [kristalina@arcdevelopmentgroup.com](mailto:kristalina@arcdevelopmentgroup.com)

Sincerely,

Kristalina Dinovsky - Kutev



Vice President, Design and Development

ARC Real Estate Development Group Ltd



## Committee Report to Council

### **Waterworks and Sewer Regulation Amendment Bylaws No. 4158 and No. 4159 – First Three Readings**

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#### **Committee Action:**

At the December 17, 2019, Committee of Council Meeting, the staff report, 2020 Draft Utility Rates was considered and the following motion was passed:

That Committee of Council direct staff to prepare the 2020 utility rate bylaws based on the draft budget as presented in the December 17, 2020, staff report, “2020 Draft Utility Rates”.

The following additional information on the Seniors’ Discount was requested by Committee:

- The Seniors’ Discount is a reduction of 50% of the levy for a principal residence.
- To be eligible for the 2020 discount, the applicant’s 2018 net income must not exceed \$25,923 for a single occupant or \$32,275 for a household which is based on a 2.8% CPI increase for Vancouver.

The following motion is now before Council for decision:

#### ***That Council:***

***Give Waterworks Regulation Amendment Bylaw No. 4158 and Sewer Regulation Amendment Bylaw No. 4159 first three readings***

**RECOMMENDATION:**

That Committee of Council direct staff to prepare the 2020 utility rate bylaws based on the draft budget as presented in the December 17, 2020, staff report, “2020 Draft Utility Rates”.

**PREVIOUS COUNCIL/COMMITTEE ACTION**

None

**REPORT SUMMARY**

The 2020 draft utility budgets represent a 3.78% increase in water and 2.00% in sewer rates over 2019. The principal factors driving this increase are an increase in Metro Vancouver charges for bulk water purchases and sanitary sewer discharge.

**BACKGROUND**

Annually the utilities section safely delivers approximately 9.2 million cubic meters of high quality potable water to its 25,418 serviced customers within the City. Employees operate, maintain and construct a city-wide transmission and distribution system that delivers safe and reliable drinking water and ensures adequate flows and pressures are maintained for the City’s fire protection needs. The utilities section also provides an essential service for the collection and disposal of liquid wastewater. Employees in this section operate, maintain and construct collection infrastructure that mitigates environmental impact as a result of blockages and overflows, and transfer of wastewater to treatment facilities.

To pay for these services, the City charges utility rates on a user pay basis. Residential units pay a flat rate whereas commercial units are metered and pay based on usage. Water and sewer regulation bylaws are brought to Council in advance of the remainder of the City’s budget in order to ensure that utility bills are mailed out to property owners by the second week of February, to be paid by March 31st. This results in funding for the year being available in advance of property tax collection in July.

Beyond funding the cost of annual operations, utility budgets also include contributions to water and sewer infrastructure reserves. These annual contributions of \$2.0 million and \$702 thousand respectively are to fund the replacement/enhancement of utility infrastructure (pipes, pumps, valves, etc.); major repairs and maintenance; studies; and other expenditures that are not part of regular operations. Contributions can either be spent in the year they are made, or used in a future year.

The City has also been setting aside an additional 1% of the prior year’s utility levy revenue on a cumulative basis for long term infrastructure replacement (LTR). This funding is intended to help

## 2020 Draft Utility Rates

fund the anticipated replacement of aging infrastructure as major portions of the City's older infrastructure comes up for replacement.

Charges from Metro Vancouver for bulk water purchases and sanitary sewer discharge constitute the largest portion of the utility budgets (approximately 57%). For a number of years, Metro Vancouver has been forecasting increases to its rates to offset borrowing costs related to capital construction. Until recently, those increases hadn't come to fruition and accordingly for parts of the last 10 years the City's utility levies had been held flat or fairly low.

The following are the historical Port Coquitlam increases over the past 10 years:

Rate	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Water	8.90%	10.20%	6.33%	6.11%	2.4%	0%	0%	0.85%	0%	4.05%
Sewer	4.80%	-1.70%	6.33%	3.38%	0%	0%	0%	3.75%	3.86%	0.82%

In anticipation of future rate increases, the water and sewer budgets have also historically included \$80,000 annually for contributions to the water and sewer rate stabilization reserve. These reserves were established to potentially smooth the impact of future increases.

On January 8, 2019, Committee of Council adopted the following guidelines outlining the use of the rate stabilization reserves:

- Target utility rate: The city will target a utility rate increase between 2.0% to 4.5%.
- Use of rate stabilization reserve: The city will use the reserve to reduce the rate increase to 4.5% in years where it would otherwise exceed 4.5%. To smooth rate increases over a three year period, withdrawals from the reserve in a given year should not exceed 1/3 of the opening balance.
- Contribution to rate stabilization reserve: In years where the rate increase falls below 2.0% the city will make a contribution of up to \$80,000 to the reserve with a cap such that the rate increase does not exceed 2.0%. No contribution will be made in years where the rate increase exceeds 2.0%.

As a result of these guidelines, the City did not make a contribution to the water rate stabilization reserve in 2019 as the utility rate increase exceeded the 2% threshold in the adopted guidelines. The water rate stabilization reserve is projected to have a \$1.05 million balance at the end of 2019 and the sewer rate stabilization reserve is projected to have a \$417 thousand balance (the sewer reserve balance is lower as contributions did not start until 2015).

## 2020 Draft Utility Rates

### DISCUSSION

The 2020 draft utility budget is based on maintaining 2019 service levels. As such, changes reflect inflation, other contractual increases and efficiencies, but do not contain any proposed enhancements or reductions to services.

Until the 10 year capital, financial and asset management plans are developed in 2020, it is proposed to keep the LTR reserve contributions at the 2019 levels (water LTR contribution of \$1,007,100, sewer LTR contribution of \$754,700). The additional 1% LTR contributions of \$121,200 for water and an additional 1% of \$89,900 for sewer are therefore not included in the proposed budget.

### FINANCIAL IMPLICATIONS

#### Water Utility

The following table provides a breakdown of the 2020 draft water utility budget. Prior to consideration of the rate stabilization reserve, the required increase in rates was 3.78%. Based on the adopted rate stabilization guidelines, as the rate increase is above 2% but below 4.5% no contribution to the reserve is proposed.

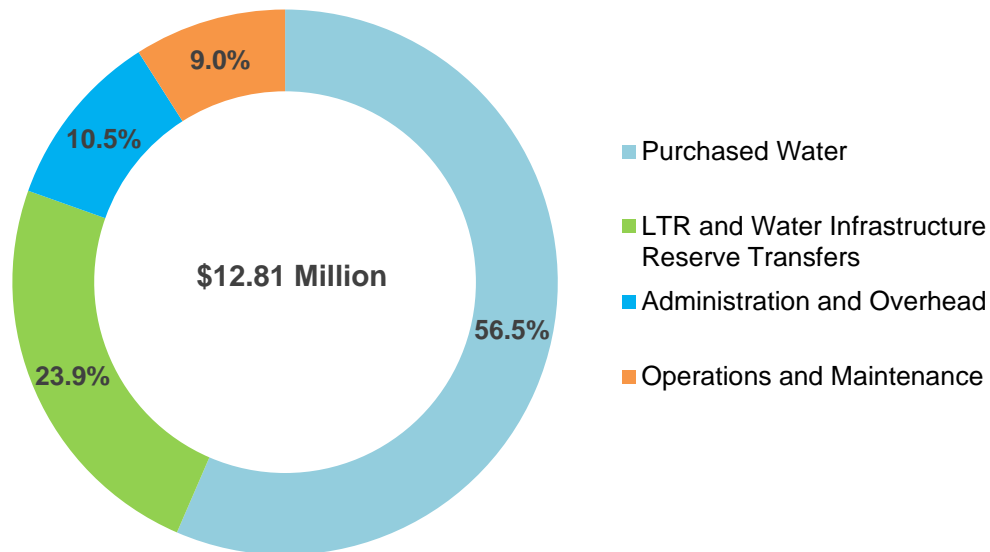
Figure 1: Water Utility Budget

	2019 Approved Budget	2020 Draft Budget	\$ Change	% Change
<b>Revenues</b>				
Utility charges	\$12,247,700	\$12,710,600	\$462,900	3.78%
Permits and licences	18,700	18,700	-	0.00%
Penalties and fines	80,000	80,000	-	0.00%
	<b>\$ 12,346,400</b>	<b>\$ 12,809,300</b>	<b>\$ 462,900</b>	<b>3.75%</b>
<b>Expenses</b>				
Payroll expense	\$773,600	\$786,000	\$12,400	1.60%
Contracted & other services	6,926,500	7,377,500	451,000	6.51%
Materials and supplies	127,900	124,400	(3,500)	-2.74%
Telephone, utilities and rent	47,600	42,400	(5,200)	-10.92%
Internal charges	1,403,200	1,411,400	8,200	0.58%
	<b>\$ 9,260,100</b>	<b>\$ 9,741,700</b>	<b>\$462,500</b>	<b>4.99%</b>
<b>Net Reserve Transfers</b>				
To LTR and Water Infrastructure	\$ 3,067,600	\$ 3,067,600	\$ -	-
To (From) Rate Stabilization	-	-	-	-
	<b>\$ 3,067,600</b>	<b>\$ 3,067,600</b>	<b>\$ -</b>	<b>-</b>
<b>Net Water Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- %</b>

## 2020 Draft Utility Rates

The Community Charter requires that proposed expenditures and transfers to other funds must not exceed the total of the proposed funding sources and transfers from other funds for the year (i.e. the organization cannot budget for a surplus/deficit). As such, after factoring revenues, expenses and transfers to and from reserve, the net water budget balances to \$0.

**Figure 2: 2020 Budgeted Water Expenditures**



Payments to Metro Vancouver represent 56.5% of the expenses while transfers to the Water LTR & Infrastructure reserves make up a further 23.9% of the total. Operations and maintenance represent 9.0% of the total. Lastly, administration and overhead charges make up the remaining 10.5%. In 2015 the City undertook a utility benchmarking exercise where it was noted that the City's overhead was higher than comparative municipalities. Following an internal review in 2016 staff proposed a phased approach to realign the costs. The direction provided by Committee at the time was to avoid adjustments to overheads as those adjustments would have a corresponding impact on property taxation. Since that time, staff have not proposed any adjustments to shift a portion of overhead back to property taxes.

The draft 2020 water budget results in the following impact to residential and commercial properties.

**Figure 3: Impact to Residential Properties**

Rate Class	2019 Levy	2020 Proposed Levy	2020 \$ Increase	2020 % Increase
Single Family Dwelling	\$ 448.05	\$ 464.99	\$ 16.94	3.78%
Secondary Suite	\$ 448.05	\$ 464.99	\$ 16.94	3.78%
Townhouse	\$ 419.72	\$ 435.59	\$ 15.87	3.78%
Apartment	\$ 398.74	\$ 413.81	\$ 15.07	3.78%

## 2020 Draft Utility Rates

**Figure 4: Impact to Commercial Properties**

Rate Class	2019 Example Levy	2020 Estimated Levy	2020 \$ Increase	2020 % Increase
Low Volume Retail	\$ 2,032.24	\$2,109.06	\$76.82	3.78%
Medium Volume Retail	\$ 6,394.08	\$6,635.78	\$241.70	3.78%
High Volume Retail	\$ 23,554.76	\$24,445.13	\$890.37	3.78%
Large Industrial	\$ 378,107.36	\$392,399.82	\$14,292.46	3.78%

### Sewer Utility

The following table provides a breakdown of the 2020 draft sewer utility budget. Prior to consideration of the rate stabilization reserve, the required increase in rates was 1.68%. Based on the adopted rate stabilization guidelines, as the rate increase is below 2% a contribution of \$28,600 to the rate stabilization reserve is proposed which would bring the levy increase to 2%.

**Figure 5: Sewer Utility Budget**

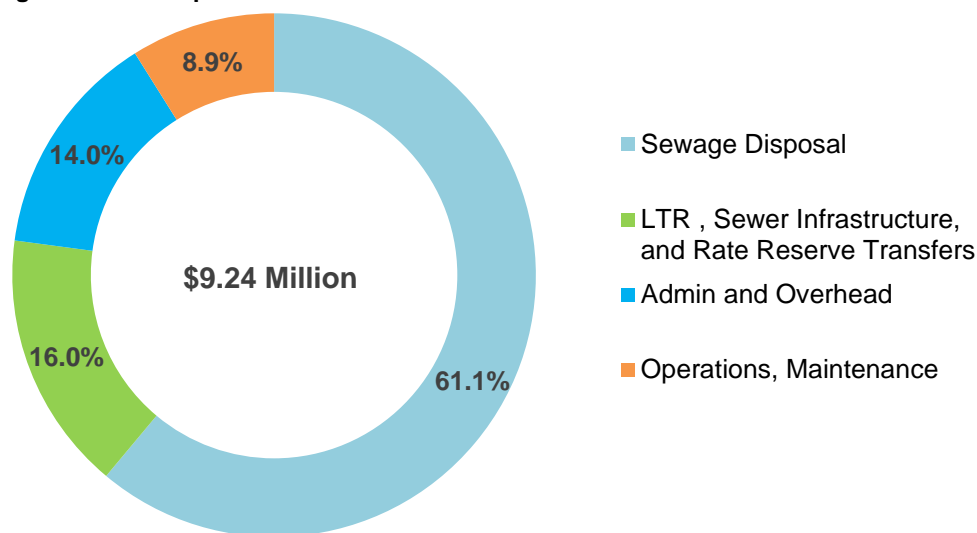
	2019 Approved Budget	2020 Draft Budget	\$ Change	% Change
<b>Revenues</b>				
Utility charges	\$ 9,021,100	\$ 9,201,100	\$ 180,000	2.00%
Penalties and fines	63,000	63,000	-	0.00%
	<b>\$ 9,084,100</b>	<b>\$ 9,264,100</b>	<b>\$ 180,000</b>	<b>1.98%</b>
<b>Expenses</b>				
Payroll expense	\$ 351,200	\$ 353,700	\$ 10,100	0.71%
Contracted & other services	5,721,000	5,941,800	220,800	3.86%
Materials & supplies	74,000	76,800	2,800	3.78%
Telephone, utilities & rent	78,000	78,000	-	0.00%
Internal charges	1,323,200	1,328,500	5,300	0.40%
	<b>\$ 7,547,400</b>	<b>\$ 7,778,800</b>	<b>\$ 231,400</b>	<b>3.07%</b>
<b>Net Reserve Transfers</b>				
To LTR & Sewer Infrastructure	\$ 1,456,700	\$ 1,456,700	\$ -	-
To (From) Rate Stabilization	80,000	28,600	(51,400)	-64.25%
	<b>\$ 1,536,700</b>	<b>\$ 1,485,300</b>	<b>\$ (51,400)</b>	<b>-3.34%</b>
<b>Net Sewer Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>- %</b>

The Community Charter requires that proposed expenditures and transfers to other funds must not exceed the total of the proposed funding sources and transfers from other funds for the year (i.e. the organization cannot budget for a surplus). As such, after factoring revenues, expenses and transfers to and from reserve, the net sewer budget balances to \$0.



## 2020 Draft Utility Rates

**Figure 6: 2020 Budgeted Sewer Expenditures**



Payments to Metro Vancouver represent 61.1% of the expenses while transfers to the Sewer LTR, Infrastructure and Stabilization reserves make up a further 16.0% of the total. Operations and maintenance represent 8.9% of the total. Lastly, administration and overhead charges make up the remaining 14.0%. Similarly to water, sewer overheads allocations have not been adjusted since the rate review in 2016.

The draft 2020 utility budget results in the following impact to residential and commercial properties.

**Figure 7: Impact to Residential Properties**

Rate Class	2019 Levy	2020 Proposed Levy	2020 \$ Increase	2020 % Increase
Single Family Dwelling	\$ 332.43	\$ 339.08	\$6.65	2.00%
Secondary Suite	\$ 332.43	\$ 339.08	\$6.65	2.00%
Townhouse	\$ 311.78	\$ 318.02	\$6.24	2.00%
Apartment	\$ 295.49	\$ 301.40	\$5.91	2.00%

**Figure 8: Impact to Commercial Properties**

Rate Class	2019 Example Levy	2020 Estimated Levy	2020 \$ Increase	2020 % Increase
Low Volume Retail	\$ 524.32	\$534.81	\$10.49	2.00%
Medium Volume Retail	\$ 4,520.28	\$4,610.69	\$90.41	2.00%
High Volume Retail	\$ 20,241.36	\$20,646.19	\$404.83	2.00%
Large Industrial	\$ 345,050.80	\$351,951.82	\$6,901.02	2.00%

## 2020 Draft Utility Rates

### Seniors' Discount

In 2019 the seniors' discount (a reduction of 50% of the levy for a principal residence) was given to seniors whose income did not exceed \$25,217 or had a household income that did not exceed \$31,396. 2019 saw a 5% increase in the number of properties claiming the discount.

**Figure 9: Senior's Discount - Five Year Trend**

Rate Class	2015	2016	2017	2018	2019
# of Senior's Discounts	271	268	274	318	334
Total Cost	\$ 91,949	\$90,298	\$ 93,549	\$110,347	\$119,506

The 2020 seniors' waiver is based on the taxpayer's 2018 Revenue Canada Notice of Assessment, which will be the most recent information available in February and March when the discounts are being processed. Since Statistics Canada no longer publishes the low-income threshold, the annual threshold for the seniors' discount will be increased by the amount of the Statistics Canada CPI increase for Vancouver each year. In this case, the increase was 2.8% for 2018.

### Future Impact of Metro Vancouver Rate Increases

Given that Metro Vancouver's charges are a significant portion of the City's utility expenses, their increases have a large impact on the City's rates. Metro Vancouver's five year financial plan for the Fraser Sewerage area includes the following projections for rate increases to water and sewer:

**Figure 10: Metro Vancouver Five Year Forecast**

Rate	2020	2021	2022	2023	2024
Water	6.0%	6.1%	8.8%	9.9%	10.1%
Sewer	4.0%	13.9%	15.6%	13.4%	8.1%

### OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Direct staff to prepare the utility rate bylaws for 2020 based on the draft budget.
	2	Direct staff to prepare the utility rate bylaws for 2020 based on an amended budget.
	3	Direct staff to bring back additional information to committee for consideration.

**Lead authors:** Karen Grommada and Farouk Zaba

CITY OF PORT COQUITLAM  
WATERWORKS REGULATION AMENDMENT BYLAW, 2020

Bylaw No. 4158

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

1. CITATION

This Bylaw is cited as “Waterworks Regulation Bylaw, 2016, No. 3935, Amendment Bylaw, 2019, No. 4105”.

2. ADMINISTRATION

2.1 That “Waterworks Regulation Bylaw, 2016, No. 3935” be amended by replacing Schedule “B” and Schedule “E” with the Schedule “B” and Schedule “E”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

---

Mayor

---

Corporate Officer

## Schedule "B"



### A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$464.99
(b) Each additional dwelling unit*	\$464.99
(c) Each townhouse unit	\$435.59
(d) Each apartment unit	\$413.81

\* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

### B. Meter Rates:

Rates for water shall be for the quantity used in any three (3) month period as indicated by meter, which shall be installed on the water service for the purpose of registering the quantity of water used. All rates for water shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year.

0 - 1,500 cubic feet	\$161.79 minimum charge
For the next 3,000 cubic feet	\$5.1837 per hundred cu.ft.
For the next 15,000 cubic feet	\$4.2472 per hundred cu.ft.
Over 19,500 cubic feet	\$2.6245 per hundred cu.ft.

### C. Other Rates:

For premises used solely for residential purposes and which have an unfiltered swimming pool situated thereon:

The rates and penalties provided in Section B of this schedule.

### D. Fire Lines:

For each connection made to the water utility system to provide a standby for fire protection only and not used except in the case of fire:

(a) For a Ten Inch (10") connection	\$ 943.00 per annum
(b) For an Eight Inch (8") connection	\$ 815.00 per annum
(c) For a Six Inch (6") connection	\$ 626.00 per annum
(d) For a Four Inch (4") connection	\$ 477.00 per annum
(e) For a Two Inch (2") connection	\$ 391.00 per annum

## ***Schedule "B" Cont'd***

### **E. Premises Used for Mixed Purposes:**

For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:

- (i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus
- (ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the *Community Charter* shall apply.

### **F. Recent purchase or sale**

To meet the eligibility requirements in Section 6 (b) and (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver cannot be prorated.

### **G. Late Payment Penalties:**

#### ***Accounts billed for Residential purposes***

*A penalty of 5% shall be added to the outstanding balances levied for the current year after:*

- (a) the close of business on March 31<sup>st</sup> in each year; or
- (b) the close of business on May 31<sup>st</sup> in each year.

#### ***Accounts billed for Metered purposes***

*A penalty of 10% shall be added to the outstanding balances levied for the current year after:*

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

## ***Schedule "B" Cont'd***

### **H. Senior Citizen's Waiver:**

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275 if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

### **I. Disability Waiver:**

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule D; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and



## ***Schedule "B" Cont'd***

- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule E to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment **MUST** be included with the application for a sewer and water fee subsidy.

## Schedule "E"

### APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of \_\_\_\_\_  
(Address)

I am 65 years of age (or over): my date of birth is \_\_\_\_\_ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) \_\_\_\_\_ person(s) living at the above address. The following is my (our) 2018 income.

All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$25,923 or our household annual net income does not exceed \$32,275.

#### Source of Income

	Amount
1. Owner	
Old Age Pension	_____
Canada Pension	_____
Guaranteed Income Supplement	_____
Other Income	_____
2. Spouse and all other occupants of the household	
Old Age Pension	_____
Canada Pension	_____
Guaranteed Income Supplement	_____
Other Income	_____
	_____
<b>Total Net Income(Line 236)</b>	<b>=====</b>

I have attached a copy of my (our) 2018 Canada Revenue Agency Notice of Assessment(s) ☐

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2018 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name \_\_\_\_\_ Signature of Registered Owner \_\_\_\_\_

Phone Number \_\_\_\_\_ Dated at Port Coquitlam, BC this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3935. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

CITY OF PORT COQUITLAM  
SEWER REGULATION AMENDMENT BYLAW, 2020

Bylaw No. 4159

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

1. CITATION

This Bylaw is cited as “Sewer Regulation Bylaw, 2016, No. 3936, Amendment Bylaw, 2020, No. 4159”.

2. ADMINISTRATION

2.1 That “Waterworks Regulation Bylaw, 2016, No. 3936” be amended by replacing Schedule “A” and Schedule “D” with the Schedule “A” and Schedule “D”, attached hereto, and forming part of this Bylaw.

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

ADOPTED this

---

Mayor

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Corporate Officer

## SCHEDULE "A"



### A. Residential Properties:

	Rate
(a) Single Residential dwelling unit	\$339.08
(b) Each additional dwelling unit *	\$339.08
(c) Each townhouse unit	\$318.02
(d) Each apartment unit	\$301.40

\* For each suite or additional dwelling unit located in a duplex or any form of multiple housing including manufactured home parks or individual guest rooms in motels, hotels, boarding houses, rooming houses, bed and breakfast businesses, and dormitories, as well as individual stores and individual or complementary rooms for business and personal services occupancies and not covered in parts (c) or (d) of Sections A and B.

### B. Metered Rates:

- |  |          |
|--|----------|
| (a) Metered users  |          |
| (i) 0 to 1,500 cubic feet (minimum charge)               | \$92.40  |
| (ii) over 1,500 cubic feet (rate per hundred cubic feet) | \$2.3603 |

Any owner or occupier of real property other than residential users shall be charged for the use of the sewerage system on the basis of the quantity of water delivered to the real property by the City waterworks system. All rates for sewer shall become due and payable the first day of January, the first day of April, the first day of July, the first day of October, each and every year.

A user of the sewerage system who establishes to the satisfaction of the Director of Engineering & Public Works or designate that the discharge into the sewerage system is less than seventy five percent of the water delivered by the municipal waterworks system to his parcel of real property, by using in whole or in part the water so delivered in an industrial or commercial process or product, or in irrigation; or by discharging the water so delivered or part thereof directly into a natural water course or body of water; shall have the user charge reduced corresponding to the actual quantity of discharge.

### C. Premises Used for Mixed Purposes

For premises used for mixed or multiple purposes which include a connection or service to a residential premise as well as another use, the Owner shall pay:

- (i) the rate prescribed under Section A of this schedule for each Residential Premise that, directly or indirectly, receives water from the Water System; plus
- (ii) the rate prescribed under Section B of this schedule for the Non-Residential premises.

## ***SCHEDULE "A" Cont'd***

The City may send a single invoice covering all non-residential strata lots to the Strata Corporation, or Strata Lot 1, as the City may on a case by case basis decide. If the Rates as set out on the invoice remain unpaid as of December 31 of the billing year, the Director of Engineering & Public Works or designate shall allocate volume of water as set out on the invoice among properties that shall pay the Metered rates as set out above, and determine the charges and penalties owing by the Owners of each strata title lot. Such charges shall be deemed to have been due and payable by each owner as of December 31 and the provisions of Section 231 of the *Community Charter* shall apply.

### **D. Recent purchase or sale**

To meet the eligibility requirements in Section 5(b) or (c) of the Bylaw, the claimant must be the registered owner of the eligible residence and living on the property as his/her principal residence at the time the application is made. Therefore, the application for the waiver must be made prior to the conveyance of the dwelling. This is because sale of the property is conclusive evidence that it has ceased to be the principal residence of the vendor. Once a conveyance is completed, the vendor is no longer eligible for the waiver.

Circumstances may arise in which full utilities are paid by the vendor but no waiver is claimed. The waiver is a reduction of indebtedness for current year utilities and must be claimed by the individual who actually paid that debt. Since the indebtedness was paid by the vendor, no waiver can be allowed to the purchaser. The waiver cannot be prorated.

### **E. Late Payment Penalties:**

#### ***Accounts billed for Residential purposes***

*A penalty of 5% shall be added to the outstanding flat rate balances levied for the current year under Sections A and C of this Schedule after:*

- (a) the close of business on March 31<sup>st</sup> in each year; and
- (b) the close of business on May 31<sup>st</sup> in each year.

#### ***Accounts billed for Metered purposes***

*A penalty of 10% shall be added to the outstanding balances levied for the current year under Section B of this Schedule, after:*

- (a) the penalty date established for the quarter period; or
- (b) thirty (30) days from the billing date.

### **F. Senior Citizen's Waiver:**

Every owner and occupier of property who:

- (a) Sixty-five years of age or over at any time during the calendar year in which the charge is assessed; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and

## ***SCHEDULE "A" Cont'd***

- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.

### **G. Disability Waiver:**

Every owner and occupier of property who:

- (a) Designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities, and the person with disabilities resides with the owner and the collector has been provided with the required Schedule C; and
- (b) The owner of the property for which the charge is assessed; and
- (c) Who resides on the property and considers it to be his principal residence; and
- (d) Who has not applied for a senior citizen waiver of water rates on any other property in the City of Port Coquitlam during the calendar year in which the charge is assessed; and
- (e) Who does not own any other property as defined in the Assessment Act; and
- (f) The property does not contain a suite; and
- (g) Whose total annual net income (line 236) does not exceed the threshold of \$25,923 per person if they are the sole occupier of the residence or the threshold of \$32,275, if more than one person occupies the residence;

Shall be considered persons in special circumstances where additional benefits are warranted and shall be entitled to a waiver of one half of the applicable annual rate for their principal residence levied under this Bylaw. In order to qualify for the senior citizen's waiver the owner of the parcel shall complete, sign and submit a declaration in the form attached as Schedule D to this Bylaw to the Manager of Revenue and Collections.

A copy of the 2018 Canada Revenue Agency Notice of Assessment MUST be included with the application for a sewer and water fee subsidy.



## ***SCHEDULE "D"***

### **APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.**

I am the owner and occupier of \_\_\_\_\_ (address)

I am 65 years of age (or over): my date of birth is \_\_\_\_\_ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) \_\_\_\_\_ person(s) living at the above address. The following is my (our) 2018 income.

All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$25,923 or our household annual net income does not exceed \$32,275.

I have not applied for a sewer or water user fee subsidy on any other property during this calendar year.

#### **Source of Income**

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
<b>Total Net Income(Line 236)</b>		_____

**I have attached a copy of my (our) 2018 Canada Revenue Agency Notice of Assessment(s)** ☐

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2018 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name \_\_\_\_\_ Signature of Registered Owner \_\_\_\_\_

Phone Number \_\_\_\_\_ Dated at Port Coquitlam, BC this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3936. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

CITY OF PORT COQUITLAM  
FEES AND CHARGES AMENDMENT BYLAW  
Bylaw No. 4157

---

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

1. CITATION

This Bylaw is cited as “Fees and Charges Bylaw, 2015, No. 3892, Amendment Bylaw No. 4157, 2019”.

2. ADMINISTRATION

That Fees and Charges Bylaw, 2015, No. 3892 be amended by removing Schedule “L” attached to the Bylaw and replace it with the Schedule “L”, attached hereto and forming part of this amendment bylaw.

READ A FIRST TIME this	10 <sup>th</sup> day of	December, 2019
READ A SECOND TIME this	10 <sup>th</sup> day of	December, 2019
READ A THIRD TIME this	10 <sup>th</sup> day of	December, 2019

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Mayor

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Corporate Officer

## SCHEDULE "L"

### Controlled Substance Nuisance Fees & Charges

*This Schedule to the Fees and Charges Bylaw implements fees and charges pursuant to the requirements of the current Controlled Substance Nuisance Bylaw*

<b>INSPECTION SERVICES</b>	
Safety Inspection	\$6,500.00
Repost Do Not Occupy notice	\$250.00
Disconnect water distribution system	\$500.00
Reconnect water distribution system	\$100.00
Re-inspect and reseal water distribution system after alteration or tampering	\$500.00
Restoration Inspection	\$2,000.00
Each additional Restoration Inspection before removal of Do Not Occupy notice	\$250.00
Extension of time period to complete work	\$100.00
Register section 57 notice against land title	\$300.00

<b>FIRE SERVICES</b>	
Engine	\$600.00 per hour
Quint Device	\$1,315.00 per hour
Rescue vehicle	\$600.00 per hour
Special operations trailer	\$360.00 per hour
Fire Inspection vehicle	\$150.00 per hour
Duty Chief – per member	\$180.00 per hour

<b>POLICE SERVICES</b>	
<b>Police Officer Services</b>	
Dismantling – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Drug Disposal – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Exhibit Custodian Services	
Drug Disposal	
• Regular Time	\$40.40 per hour
• 2.0 Overtime	\$80.80 per hour

**SCHEDULE "L" Cont'd**  
**Controlled Substance Nuisance Fees & Charges**

Equipment Disposal	
• Regular Time	\$40.40 per hour
• 2.0 Overtime	\$80.80 per hour

<b>Member cancellation procedures</b>	
If a member is cancelled when at the office/or work site, a minimum 3 hours call-out plus private vehicle mileage/meal;	
If a member is called at home within 24 hours of the scheduled overtime and cancelled, a 3 hour overtime charge will be applied;	
3 hour overtime charge will be applied for the Traffic NCO's time to arrange/cancel scheduled members.	

<b>OTHER INSPECTION SERVICES</b>	
<b>Building Inspector</b>	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$500.00 per call out
<b>Bylaw Enforcement Officer</b>	
• Regular Time	\$60.00 per hour
• 1.5 Overtime	\$90.00 per hour
• 2.0 Overtime	\$120.00 per hour
• Call Out	\$400.00 per call out

<b>OTHER SERVICE FEES</b>	
Supplementary services provided under the current Controlled Substance Nuisance Bylaw	Actual costs
Administrative surcharge	15% of total fees

# Municipal Approving Officer Appointment

## RECOMMENDATION:

*That Council:*

Appoint Lisa Grant, Director of Development Services as the Municipal Approving Officer for the City of Port Coquitlam pursuant to section 77 of the *Land Title Act*.

## **PREVIOUS COUNCIL/COMMITTEE ACTION**

None.

## **REPORT SUMMARY**

The City is required to have a Municipal Approving Officer for matters related to the subdivision of land as prescribed by the Land Title Act. The City's current Approving Officer, Siu Tse Manager of Development Engineering, resigned his position. As such, staff is recommending that Lisa Grant, Director of Development Service be appointed as the Municipal Approving Officer for the City of Port Coquitlam.

## **BACKGROUND**

The role of the Municipal Approving Officer is to make decisions regarding subdivision approvals. The Approving Officer is appointed by Council with responsibilities to independently apply provincial statutes and local bylaws regarding subdivision and uses their independent discretion in making those decisions about subdivision approval. This position is a statutory official with separate and independent jurisdiction from Council.

The Manager of Development Engineering, Siu Tse, is currently the Municipal Approving Officer for the City of Port Coquitlam since his appointment in 2015. Mr. Tse has resigned from the City of Port Coquitlam and will be no longer eligible to fulfill his role after January 24, 2020.

## **DISCUSSION**


It is recommended that Lisa Grant, Director of Development Services be appointed as the Municipal Approving Officer. Ms. Grant was the previous Approving Officer for the City of Pitt Meadows and Deputy Approving Officer for the Village of Harrison Hot Springs. She has also completed the Approving Officer Course through the Local Government Management Association of British Columbia in 2017.

## Municipal Approving Officer Appointment

### **FINANCIAL IMPLICATIONS**

None. The Approving Officer is a statutory position that allows for subdivision of land approvals within the City of Port Coquitlam.

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Appoint Lisa Grant, Director of Development Services as the Municipal Approving Officer for the City of Port Coquitlam.
	2	Appoint an alternative staff member as the Municipal Approving Officer for the City of Port Coquitlam.

**Lead author(s):** Lisa Grant RPP, Director of Development Services