

Tuesday, February 25, 2020, 6:00 p.m.

Council Chambers

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

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, February 25, 2020, Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

1

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *February 11, 2020.*

4. PROCLAMATIONS

None.

5. DELEGATIONS

5.1 Burke Mountain Naturalists Society

6. PUBLIC HEARINGS

6.1 OCP & Zoning Amendments for 3600 Block Westwood/Woodland

See item 8.1 for information.

7. PUBLIC INPUT OPPORTUNITY

7.1 Development Variance Permit - 3857 Coast Meridian

See item 9.1 for information.

8. BYLAWS

- 8.1 OCP & Zoning Amendments Bylaw for 3600 Block Westwood/Woodland - Third & Adoption** 5

Recommendation:

That Council give Official Community Plan Bylaw No. 4161 and Zoning Amendment Bylaw No. 4162 for 3600 Block Westwood/Woodland third reading and adoption.

- 8.2 Zoning Amendment Bylaw for Commercial Uses at City Recreational Facilities - First Two Readings** 28

Recommendation:

That Council give Zoning Amendment Bylaw No. 4165 for Commercial Uses at City Recreational Facilities - first two readings.

- 8.3 Intermunicipal TNS Business Licence Agreement Bylaw and Intermunicipal Transportation Network Services Business Licence Bylaw - First Three Readings** 33

Recommendation:

That Council give Intermunicipal TNS Business Licence Agreement Bylaw No. 4163 and Intermunicipal Transportation Network Services Business Licence Bylaw No. 4164 - first three readings.

9. REPORTS

- 9.1 Development Variance Permit for 3857 Coast Meridian - Issuance** 55

Recommendation:

That Council approve Development Variance Permit DVP00070 for 3857 Coast Meridian.

10. NEW BUSINESS

11. OPEN QUESTION PERIOD

12. ADJOURNMENT

- 12.1 Adjournment of the Meeting**

13. MEETING NOTES



Council Minutes

Tuesday, February 11, 2020

Council Chambers

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

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

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, February 11, 2020, Council Meeting Agenda be adopted as circulated.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved-Seconded:

That the minutes of the following Council Meetings be adopted:

- January 28, 2020.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

4. PROCLAMATIONS

4.1 Kin Canada Day - February 20, 2020 and Kin Canada Week - February 16-22, 2020

Mayor West proclaimed February 20, 2020, Kin Canada Day and February 16-22, 2020, Kin Canada Week. Mr. Cyrille Barnabe, President of Port Coquitlam Kinsmen Club, provided an overview of the Association's 100th Anniversary celebration events.

4.2 PoCo Heritage Week - February 17-23, 2020

Mayor West proclaimed February 17-23, 2020, PoCo Heritage Week. Kanchan Lal from PoCo Heritage Museum and Archives provided an overview of upcoming events.

4.3 Rotary Week - February 23-29, 2020

Mayor West proclaimed February 23-29, 2020, "Rotary Week". Mr. Ron Goyette, Treasurer of Rotary Club of Port Coquitlam Centennial, gave an overview of the club's 15th anniversary celebration events.

5. DELEGATIONS

None

6. PUBLIC INPUT OPPORTUNITY

6.1 Development Variance Permit - 1525 Kingsway Avenue

No public comments.

7. BYLAWS

7.1 Westwood/Woodland Frequent Transit Development Area - OCP & Zoning Amendment Bylaws - First Two Readings

Moved-Seconded:

That Council, having given consideration to s.475 of the Local Government Act, confirm the following public consultation information for the Official Community Plan amendment:

a) Letter dated September 18, 2019, sent to Westwood/Woodland area property owners advising of the September 17, 2019, Council resolution and,

b) Direction from Council and Committee of Council to proceed with drafting the bylaw amendments ; and

c) That Council give Official Community Plan Amendment Bylaw No. 4161 first two readings.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

That Council give Zoning Amendment Bylaw No. 4162 first two readings.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

That Council approve amending the Density Bonus Policy to provide for a payment of \$50 per square foot for all residential density in excess of the 1.5 Floor Area Ratio in an area designated for Frequent Transit Development.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

7.2 2019-2023 Financial Plan Amendment Bylaw - Adoption

Moved-Seconded:

That Council adopt 2019-2023 Financial Plan Amendment Bylaw No. 4160.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

8. REPORTS

8.1 Development Variance Permit & Development Permit for 1525 Kingsway Avenue - Issuance

Moved-Seconded:

That Council approve Development Variance Permit DVP00071 for 1525 Kingsway Avenue for issuance.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

That Council approve Development Permit DP000416 for 1525 Kingsway Avenue for issuance.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

8.2 Storm Update (verbal report)

The CAO provided an update for Council on the recent flooding activities that occurred in the city, staff's response during the flooding and takeaways for future emergency planning.

9. NEW BUSINESS

Council provided updates related to community events.

10. OPEN QUESTION PERIOD

Two members of the public asked questions.

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, February 11, 2020, Council Meeting be adjourned at 7:20 p.m.

In Favour (4): Mayor West, Councillor Darling, Councillor Pollock, and Councillor Washington

Absent (3): Councillor Dupont, Councillor McCurrach, and Councillor Penner

Carried

12. MEETING NOTES

None.

Mayor


Corporate Officer

OCP/Zoning Amendment Bylaws for Woodland/Westwood – Third Reading and Adoption

RECOMMENDATION:

That Council give Official Community Plan Amendment Bylaw No. 4161 and Zoning Amendment Bylaw No. 4162 for 3600 Block Westwood/Woodland third reading and adoption.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give third reading and adoption to the bylaw.
	2	Delay third reading and request staff to provide additional information.
	3	Deny third reading of the bylaw.

CITY OF PORT COQUITLAM
OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW
NO. 4061

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

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

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

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

1. CITATION

This Bylaw may be cited for all purposes as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2018, No. 4061".

2. ADMINISTRATION

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

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

13. Ensure development in an area designated for Frequent Transit Development is transit-oriented and designed in a comprehensive manner through an area planning process to achieve the following:

- a) enhanced pedestrian and cycling oriented streetscape, public realm and connections;
- b) a mid to high-rise building form with a minimum overall building height of six storeys fronting arterial roads and low-rise, ground-oriented building forms fronting local roads;
- c) a mix of land uses including commercial uses fronting arterial roads and multi-family residential uses, including housing that will deliver defined public benefit and a variety of tenures;

- d) compatible transition to and consolidation with adjacent land and uses through land use and appropriate design; and
- e) consolidated vehicular access from an arterial road which is aligned with existing intersection.

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

“Frequent Transit Development – The Frequent Transit Development designation allows for comprehensive developments with a mix of commercial and attached residential uses located in close proximity to rapid transit station.

2.4 That Section 8.2 of the “Official Community Plan Bylaw, 2013, No. 3838” be further amended by including ‘Frequent Transit Development’ in the table column headed, “OCP Designations”, and by identifying “CD Comprehensive Development” as a permitted zone within this designation.

READ A FIRST TIME this	11 th day of	February, 2020
READ A SECOND TIME this	11 th day of	February, 2020
PUBLIC HEARING HELD this	day of	, 2020
READ A THIRD TIME this	day of	, 2020
ADOPTED this	day of	, 2020

Mayor

Corporate Officer

Schedule 1
Bylaw No. 4161



CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2020
Bylaw No. 4162

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

1. CITATION

This Bylaw is cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2020, No. 4162”.

2. ADMINISTRATION

- 2.1 In Section II Zones and Zone Regulations, Subsection 2 Residential Zones, 2.3 Permitted Uses, by replacing Notes 2 and 3 to Table 2.3 with the following new notes:

Notes to Table 2.3

“Note 2: At 3590, 3620, 3640, 3650, 3660 and 3670 Westwood Street and 3591, 3601, 3639, 3643, 3647, 3651, 3657 and 3667 Woodland Drive and in the Riverwood Neighbourhood outlined in the heavy black line on Schedule D, secondary suites are not permitted.

Note 3: Coach houses are only permitted on lands designated “Residential” or “Small Lot Residential” in the City’s Official Community Plan, as it may be amended or replaced from time to time. Coach houses are not permitted at 3620, 3640, 3650, 3660 and 3670 Westwood Street and 3590, 3591, 3601, 3639, 3643, 3647, 3651, 3657 and 3667 Woodland Drive. For information, coach houses are subject to the regulations of Section III, Supplementary Regulations.”

- 2.2 In Section II Zones and Zone Regulations, Subsection 2 Residential Zones, 2.4 Residential Zone Regulations, Table 2.3 by adding the following ‘Note 13’ under the RS1 Zoning for Building Height:

Zone	Building Height	Lot Cover-age	Floor Area Ratio	Front Setback	Interior Side Setback	Exterior Side Setback	Rear Setback	Building Depth	Impervious Surface
RS1	7.5m Note 1 Note 13	40%	.50 Note 2	7.5m Note 3 Note 5	10% Note 3 Note 6	20% Note 3 Note 6	7.5m Note 3	50% Note 4	65%

Note 13. The building height at 3620, 3640, 3650, 3660, and 3670 Westwood Street and 3590, 3591, 3601, 3639, 3643, 3647, 3651, 3657 and 3667 Woodland Drive is restricted to one storey.

- 2.3 In Section II Zones and Zone Regulations, Subsection 3 Commercial Zones, Sub-subsection 3.4, Regulations, in Note 7 by replacing the existing note with the following:

“Note 7. The building height at 3590,3610,and 3646 Westwood Street and 2332 Marpole Avenue is restricted to one storey.”

- 2.4 In Section II Zones and Zone Regulations, Subsection 6 Comprehensive Development Zones, CD15 (3540 Westwood Street) by adding the following text:

6.15.3 Regulations

Building height is restricted to one storey.

READ A FIRST TIME this	11 th day of	February, 2020
READ A SECOND TIME this	11 th day of	February, 2020

Mayor

Corporate Officer

RECOMMENDATION: (to be passed as separate motions)

1. That Council, having given consideration to *s.475 of the Local Government Act*, confirm the following public consultation information for the Official Community Plan amendment:
 - a) Letter dated September 18, 2019, sent to Westwood/Woodland area property owners advising of the September 17, 2019, Council resolution and,
 - b) Direction from Council and Committee of Council to proceed with drafting the bylaw amendments ; and
 - c) That Council give Official Community Plan Amendment Bylaw No. 4161 first two readings.
2. That Council give Zoning Amendment Bylaw No. 4162 first two readings.
3. That Council approve amending the Density Bonus Policy to provide for a payment of \$50 per square foot for all residential density in excess of the 1.5 Floor Area Ratio in an area designated for Frequent Transit Development.

PREVIOUS COUNCIL/COMMITTEE ACTION

September 17, 2019, Council made the following resolution:

That pursuant to *s.463 of the Local Government Act*, that staff be directed to bring forward area-specific amendments to the Zoning Bylaw for the 3500/3600 Westwood Street area to achieve the following intent:

- 1) that permitted uses within properties zoned Community Commercial be restricted to community commercial uses and the maximum height of a building be restricted to one storey, and;
- 2) that the number of dwelling units permitted for properties zoned Residential Single Family RS1 be restricted to one and the maximum height of a building be restricted to one storey;
unless the following conditions are met:
 - a) Provision of vehicle access between the street and the lane with a minimum width of 20m and in direct alignment with Anson Avenue;
 - b) A mix of community commercial and residential uses with a minimum building height of six storeys; and
 - c) If the floor area ratio exceeds 1.5, provision of a contribution in the amount of \$50 per square foot of additional floor area to City reserve funds for community amenities and social housing amenities.

May 11, 2017 Smart Growth Committee considered a report titled “Community Plan Update: Inclusion of Frequent Transit and Transportation Corridor Policies and Designations” and endorsed consideration of the Westwood/Woodland area as a Frequent Transit Development Area in the Official Community Plan updates process.

REPORT SUMMARY

The proximity of the Lincoln Avenue Skytrain Station creates opportunity to focus transit-oriented growth and allow for higher residential densities along the northern stretch of Westwood Street. This report recommends that consideration be given to amending the Official Community Plan and the Zoning Bylaw to facilitate this change.

BACKGROUND

The Westwood/Woodland area is a triangle shaped area consists of 19 individual lots with a combined land area of approximately 6.3 acres. The area is bound by Woodland Drive to the east, Kitchener Avenue to the south, Westwood Street to the west and the boundary with the City of Coquitlam to the north. The area is located within walking distance to the Lincoln Skytrain Station, as shown on the map below, is relatively flat and primarily developed with older single residential homes. Three properties in the south portion of the triangle contain modest commercial buildings.

The Metro Vancouver Regional Growth Strategy suggests locations within 800m of a rapid transit rail station have the potential to be identified as a Frequent Transit Development Area. The Regional Growth Strategy defines Frequent Transit Development Areas as “priority locations to accommodate concentrated growth in higher density forms of development. They are located at appropriate locations along TransLink’s Frequent Transit Network. Frequent Transit Development Areas complement the network of Urban Centres, and are characterized by higher density residential, commercial and mixed uses, and may contain community, cultural and institutional uses.

Urban design for these areas promotes transit-oriented communities where transit, cycling and walking are the preferred modes of transportation.

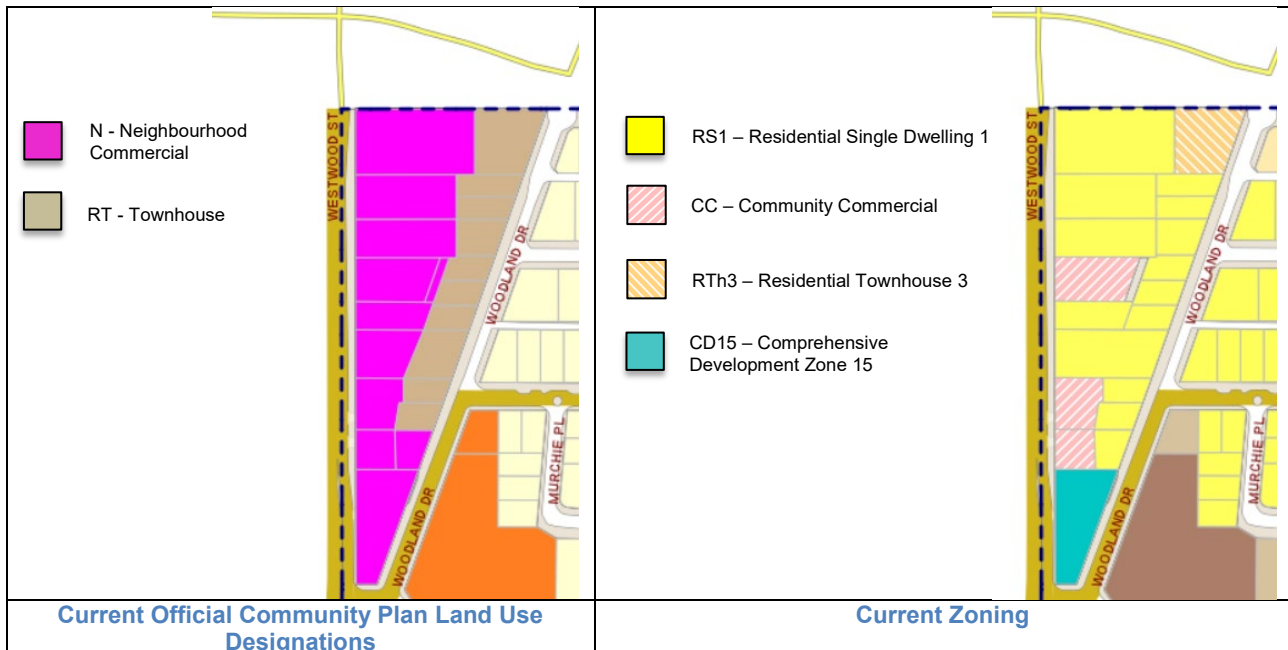


Westwood/Woodland Area

Westwood/Woodland Frequent Transit Development Area



400m Radius to Lincoln Station



The area is currently designated by the Official Community Plan (OCP) as N (Neighbourhood Commercial) along Westwood Street and RT (Townhouse) along Woodland Drive. The intent of the Neighbourhood Commercial OCP designation is to allow for commercial uses intended to serve

Westwood/Woodland Frequent Transit Development Area

the larger neighbourhood and include retail and office uses in a building up to four storeys with residential uses above the first storey. The Townhouse OCP designation is intended to allow for attached residential uses up to three storeys in height.

Current zoning is a mixture of mostly RS1 (Residential Single Dwelling 1) and a few CC (Community Commercial) zoned properties. 3685 Woodland Drive is zoned RTh3 (Residential Townhouse 3) and was developed with 9 townhouses in the mid-2000s and a property at 3540 Westwood Street is a Comprehensive Development zone (CD15) which permits limited commercial uses and a service station. The service station was decommissioned several years ago.

Following the arrival of the Evergreen Skytrain extension and construction of the Lincoln Avenue Station, the City identified an opportunity for the Westwood/Woodland area to be designated for transit oriented development in a future update to the Official Community Plan; the intent of this direction was to ensure that new development would be that of high density residential in keeping with the area's short walking distance to transit services. Council recently determined they wishes to see immediate changes to this areas zoning and OCP designation to ensure any new development in the area reflects the City's intent to see higher density, transit-oriented development in the area and to address traffic concerns.

DISCUSSION

Staff have prepared amendments to the Official Community Plan, the Zoning Bylaw and the Density Bonus Policy in order to implement Council's direction. In summary the changes include:

- Adding a new "Frequent Transit Development" land use designation in the Official Community Plan and amending the land use designation of the Westwood and Woodland area to this designation.
- Adding new policies to the OCP which specify the City's expectation for this area to include:
 - Consideration of transition and consolidation with adjacent lands and land uses through an area planning process and design of development, including consolidated vehicular access on Westwood Street aligned with the Anson Avenue intersection in Coquitlam.
 - A mix of commercial and multifamily residential uses; with the commercial use restricted to Westwood Street to ensure compatibility with residential development to the east.
 - Higher-density built form fronting Westwood Street, with a minimum overall height of 6 stories. This would allow for consideration of both mid-rise (woodframe) construction and high-rise (concrete) construction as appropriate to the context of the development, and provides for flexibility in building articulation.
 - Lower-density, ground oriented built form fronting Woodland Drive, to address the community's expectation for a modest form of multi-family development that is compatible with the existing single residential character of the community. This

Westwood/Woodland Frequent Transit Development Area

- would allow for consideration of built forms such as rowhomes or stacked townhomes.
- Provision of pedestrian and cycling friendly streets, amenities and connections through the area, to enhance neighbourhood connections to the Evergreen line, and
- Inclusion of housing type and tenure that will provide a public benefit, such as rental, non-market, family oriented or entry level ownership.
- An amendment to the City's Density Bonus policy to confirm a \$50 per square foot density bonus provision for all residential density in excess of the 1.5 FAR. This provides certainty to property owners about how the City expects to capture a portion of the increase in land value associated with a proposal to permit higher densities that which could be achieved by developing within the current neighbourhood commercial designation of the Official Community Plan. This bonus density amount is the same as that applied to RA1 (Residential Apartment 1) zoned properties.
- Amendments to the Zoning Bylaw to restrict the height of development within the existing zoning in the area to one story and one dwelling unit, in order to address issues of traffic management and the City's expectation for future development to be planned in an orderly, compatible manner in keeping with Council policies.

Staff do not recommend pursuing an amendment to the City's Regional Context Statement to formally designate this area as a regional Frequent Transit Development Area (FTDA) at this time. A comprehensive update to the both the City's Official Community Plan and Metro Vancouver's Regional Growth Strategy is underway and, through this process, staff will enter into dialogue with Metro Vancouver about the suitability of this area as a regional FTDA.

PUBLIC CONSULTATION

Letters were sent to property owners September 18th, 2019 advising of Council's resolution and inviting input. Staff have heard from four property owners seeking clarification of the resolution and wanting to discuss future potential of their lands and have discussed the proposed changes with a number of realtors and interested investors/developers.


Staff also met with City of Coquitlam staff to discuss land use planning for the area. Amendment of the Official Community Plan and the Zoning Bylaw requires an advertised Public Hearing and all owners of properties within the area would be informed of the Hearing. The City of Coquitlam will also be formally advised of the proposed change and their input sought.

FINANCIAL IMPLICATIONS

None

Westwood/Woodland Frequent Transit Development Area

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first two readings to amending bylaws for the Official Community Plan and the Zoning Bylaw.
	2	Delay first two readings and request staff to provide additional information
	3	Take no action (deny first two readings of the bylaws).

ATTACHMENTS

Attachment 1: September 18, 2019 letter to Westwood/Woodland property owners

Lead author(s): Jennifer Little and Bryan Sherrell

September 18, 2019

Dear Property Owner:

This letter informs you that the Council of the City of Port Coquitlam has directed staff to bring forward an amendment to the Zoning Bylaw for the Westwood/Woodland area. Please refer to the attached copy of the resolution adopted by Council at its meeting held September 17, 2019.

The City identified an opportunity for the Westwood/Woodland area to be designated as a Frequent Transit Development Area in a future update to the Official Community Plan following the arrival of the Evergreen Skytrain extension and construction of the Lincoln Avenue Station. In April 2012, the City sent letters to properties in the 3500/3600 block of Westwood Street and Woodland Drive to inform owners and residents that the City was considering undertaking a study of this area to evaluate this potential land use change. On May 11, 2017 the City determined that the Westwood/Woodland area should be considered for transit-oriented development as described in the attached report. The intent of this designation is to ensure that new development would be that of high density residential in keeping with the area's short walking distance to transit services. The resolution adopted by Council on September 17th is intended to implement this direction by providing clear direction and certainty to owners, residents, potential purchaser and developers of the City's expectations for development.

On September 17th, 2019 Committee of Council also approved a development permit for the vacant property located at 3646 Westwood Street that regulates the design of a four-storey building with commercial uses on the ground floor. This permit issuance is in keeping with the area's current Neighbourhood Commercial land use designation and the development permit objectives and guidelines set in the Official Community Plan. This proposal conforms to a site-specific community commercial zoning that applies to the site. If you wish to know more about this proposal, the report considered by Committee may be viewed on the City's website at <https://www.portcoquitlam.ca/wp-content/uploads/2019/09/2019-09-17-COC-Regular-Agenda-w-pg.pdf>.

S.463 of the *Local Government Act* allows for a city's Council to direct staff that it wishes to amend Zoning Bylaw to ensure that future development within an area would be in accordance with those land uses it considers to be appropriate. Council adopted the attached resolution following its consideration of the development permit application for 3646 Westwood Street as it brought to Council's attention the situation that the existing zoning does not reflect the City's intent to see higher density, transit-oriented development in the area.

Pursuant to Council's direction, staff will be drafting an amendment to the Official Community Plan to designate the Westwood/Woodland area as a Frequent Transit Development Area and set land use polices intended to achieve higher density redevelopment, promote consolidation of properties within the area and address traffic concerns. Staff will also be drafting an amendment to the Zoning Bylaw that will specifically apply to the area. These proposed

amendments would address concerns about access to properties within the area by requiring provision for access to properties to be in direct alignment with Anson Avenue in the City of Coquitlam. The amendments would also provide certainty to property owners about how the City expects to capture a portion of the increase in land value associated with rezoning to permit a higher density by setting a defined amount of \$50 per square foot of floor area that is additional to that which could be achieved by developing within the current neighbourhood commercial designation of the Official Community Plan, or the bonus density. This bonus density amount is the same as that applied to RA1 (Residential Apartment 1) zoned properties.

Staff anticipate bringing forward the OCP and zoning amendments to Committee of Council for its consideration in an open meeting this fall. If Committee determines it wishes to recommend to Council that the bylaw amendments as drafted be approved, then Council would be asked to proceed with the bylaw amendments. Council would hold an advertised Public Hearing and all owners of properties within the area would be informed of the Hearing. The City will also be informing the City of Coquitlam of the proposed change and seeking their input.

We would be happy to discuss Council's direction and the proposed amendments with you. Please contact Bryan Sherrell at sherrelb@portcoquitlam.ca or me at richardl@portcoquitlam.ca or give us a call at 604-927-5442.

Sincerely,

Laura Lee Richard
Director of Development Services

Attachments:

1. Westwood Woodland Area and Designations
2. Resolution adopted by Council September 17, 2019
3. Report considered by Smart Growth Committee May 11, 2017

- 3 -

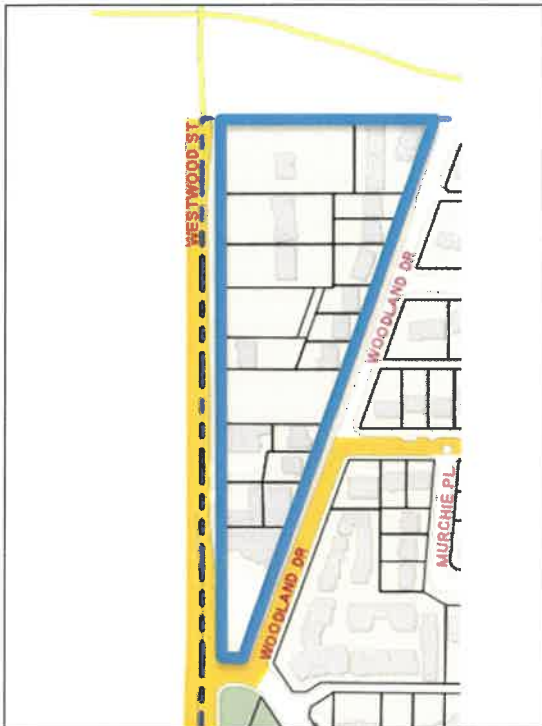


Figure 1: Westwood/Woodland Area (outlined in blue)



Figure 2: Aerial (Boundary between Coquitlam and Port Coquitlam shown by the dashed line)

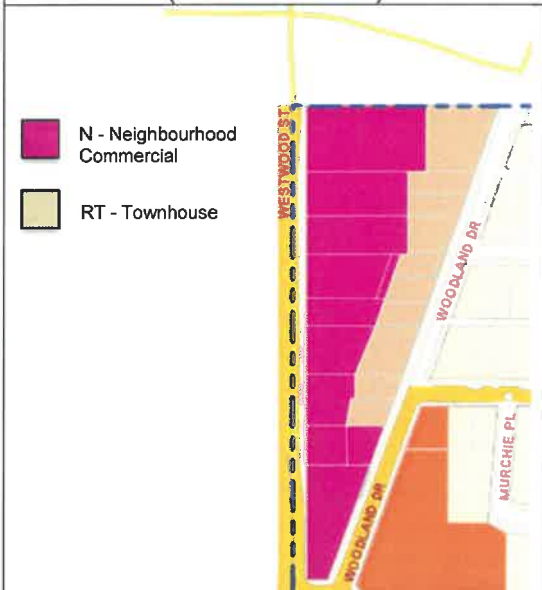


Figure 3: Current Official Community Plan Land Use Designations

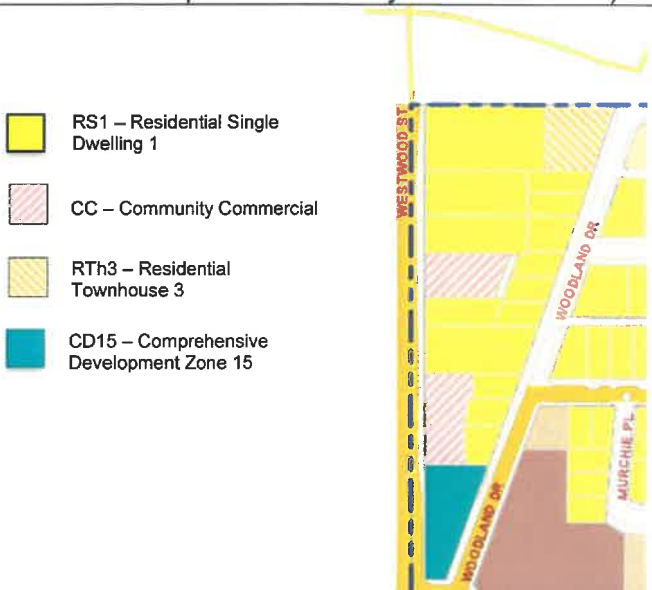


Figure 4: Current Zoning

Excerpt of the September 17, 2019 Council Minutes

Moved – Seconded:

That pursuant to s.463 of the Local Government Act, that staff be directed to bring forward area-specific amendments to the Zoning Bylaw for the 3500/3600 Westwood Street area to achieve the following intent:

- (1) that permitted uses within properties zoned Community Commercial be restricted to community commercial uses and the maximum height of a building be restricted to one storey, and;*
- (2) that the number of dwelling units permitted for properties zoned Residential Single Family RS1 be restricted to one and the maximum height of a building be restricted to one storey*
unless the following conditions are met:
 - 1. Provision of vehicle access between the street and the lane with a minimum width of 20m and in direct alignment with Anson Avenue;*
 - 2. A mix of community commercial and residential uses with a minimum building height of six storeys; and*
 - 3. If the floor area ratio exceeds 1.5, provision of a contribution in the amount of \$50 per square foot of additional floor area to City reserve funds for community amenities and social housing amenities.*

Carried



Report to Committee

DATE: May 4, 2017

TO: Smart Growth Committee (SGC)

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: **Official Community Plan Update: Inclusion of Frequent Transit and Transportation Corridor Policies and Designations**

EXECUTIVE SUMMARY

One of the key elements of the OCP update is to identify where land use policies and designations should be changed due to changing modes of transportation and levels of service. Three areas have been identified where change is warranted: the Lougheed Corridor, the Westwood/Woodland area, and lands used for rail transportation purposes.

The Westwood/Woodland area is proposed to be designated as a Frequent Transit Development Area in the OCP. This area is within walking distance of the new Lincoln Station on the Evergreen extension. The designation would require that any new development be within the context of an area plan and would provide for a pedestrian-oriented development and consideration of a higher density than that contemplated by existing policy.

The current policy for the Lougheed Corridor area promotes uses which have a regional orientation and rely on high volumes of traffic, leading to the development of shopping centres and large format retail uses with large surface parking lots and automobile servicing uses. With the impending introduction of a rapid bus service along the Corridor, there is an opportunity to incorporate uses having a transit-orientation in their design. Therefore, a new land use policy is proposed to allow for areas located at rapid bus stations within this corridor to redevelop as transit-oriented development nodes offering a mix of uses, including higher density residential uses. Guidelines for rezoning applications at these nodes are also proposed to require that projects meet community housing needs, enhance the streetscape and connectivity, and are designed to mitigate the impacts of proximity to major transportation routes (Lougheed Highway and the CP Rail line).

It is important that the OCP update recognize the importance of lands used for rail transportation purposes. It is proposed that a new land use designation, Transportation, be included in the OCP and that lands used for this purpose be included within this designation.

RECOMMENDATION

That the Official Community Plan update include designation of the Westwood/Woodland area as a Frequent Transit Development Area, policies to permit and guide transit-oriented development of nodes at rapid bus stop locations along the Lougheed Highway, and application of a Transportation Corridor land use designation for the rail yards south of Lougheed Highway.

1. BACKGROUND

1.1 Regional Context

The Regional Context Statement included in the Official Community Plan (OCP) requires consideration be given to including lands within Frequent Transit Development Areas (FTDAs) as part of the OCP update. This requirement originates in Metro Vancouver's regional growth strategy, *Metro Vancouver 2040: Shaping Our Future*, which looks to the identification of FTDAs as a mechanism to encourage concentrated growth in appropriate areas along TransLink's Frequent Transit Network, and the City's response to this strategy in adopting its Regional Context Statement.

FTDAs are intended to complement the network of Urban Centres by providing for higher densities of residential, commercial and mixed use along with community and institutional uses. Municipalities are encouraged to identify FTDAs as a parcel-based overlay within their Regional Context Statements, and to include supportive policies and land use designations to encourage the creation of transit-oriented development on the designated properties.

The Regional Growth Strategy defines locations within 400m of TransLink's Frequent Transit Network (FTN) and 800m of a rapid transit rail station as having the potential to be identified as an FTDA. To date, only a handful of communities within the Region have designated FTDAs: locally, Coquitlam has designated Burquitlam and Port Moody has designated part of Moody Center.

1.2 Transportation Planning

TransLink identifies Lincoln Avenue at Pinetree Way as a Millennium Line rapid rail transit stop within the current FTN map, resulting in the surrounding area being identified as appropriate for consideration as an FTDA. It also identifies Lougheed Highway between Coquitlam Centre and Maple Ridge area as an appropriate area for such consideration in the future when transit improvements are in place. In 2016, TransLink launched a 10-year investment plan and Phase One of this plan provides for delivery of B-line or better (such as bus rapid transit) service along Lougheed Corridor by 2019. The service is intended to enhance connections to the Evergreen extension of the Millennium SkyTrain line. TransLink has advised it will be initiating a study this year to identify the location of bus stops. Stops will typically be 500m to 1.5km apart and criteria for stop locations is expected to include key intersections, proximity to trip-generating uses, and connections to other transit routes.

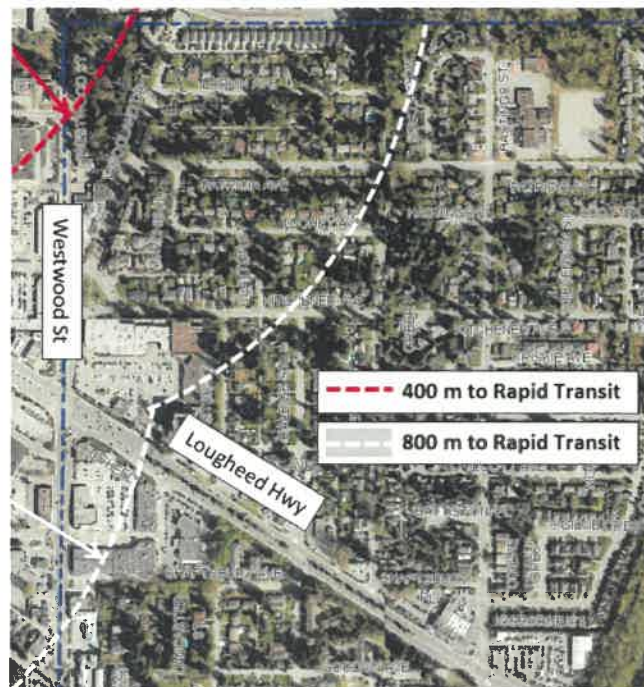
1.3 Port Coquitlam Context

The City's OCP generally encourages automobile-oriented commercial uses which serve a

regional population to be located along the Lougheed Corridor. It supports the regional concept for Urban Centres and transit-oriented development by encouraging mixed-use commercial and residential development along Westwood Street in proximity to the Coquitlam Town Centre. In addition, it recognizes the importance of the CP Rail lands and promotes retention of these lands for regional transportation purposes.

The City's Master Transportation Plan (MTP) recognises the importance of Lougheed Highway as a high traffic corridor, as it carries approximately 30,000 vehicles on a daily basis. The Highway is designated as part of TransLink's Major Road Network in recognition that it serves both a critical local link and function within the regional network. There are several bus routes along the Lougheed Highway providing regional connections as well as connections to and from Port Coquitlam's downtown and the Dominion Triangle. The MTP recommends consideration of road widening as part of the implementation of a rapid bus service with transit priority. The corner of Westwood Street and Lougheed Highway is just within 800 meters of the Coquitlam Central Station.

Figure 1: Proximity of areas in the City of Port Coquitlam to Rapid Transit Stations



2. PLANNING DIRECTIONS

2.1 Westwood/Woodland Area: This area is largely characterized by low-density commercial developments, and older single family homes despite the policy in the OCP supporting transit-oriented development and land uses. The current land use designation and policies for this area provides for smaller scale (3-4 storey) commercial/residential uses along Westwood Street and townhouse uses along Woodland Drive.

Figure 2: Westwood/Woodland Area



With its proximity to the Lincoln Station and Coquitlam City Centre, there is potential to focus transit-oriented growth and allow for higher residential densities along the northern stretch of Westwood Street. Building forms could include mid- to high-rise developments, depending on market and site context. Recognizing that low density residential uses between Woodland Drive and the Coquitlam River are likely to remain for the foreseeable future, high density development within the Westwood/Woodland area should be required to achieve a lower profile facing Woodland Drive and limit vehicular access to Westwood Street. An overall development plan for the area is needed to ensure appropriate access and guidelines for the form and character of higher density development. With abundant retail and office space in close proximity in the City of Coquitlam, consideration can also be given to determining if commercial uses are appropriate through a detailed planning process.

This report recommends that consideration be given to designating the Westwood/Woodland triangle as an FTDA in the updated OCP. This change would confirm the policy to support increased density in close proximity to a rapid transit station. In addition, the OCP update should include additional policies to require that any rezoning for development within this area be undertaken within the context of a Westwood/Woodland area plan, a plan that would be a requirement of any developer proposing to rezone lands within the area.

Proposed guidelines for development include:

- adequate access is provided to properties within and around the proposed development, focused on Westwood Street;
- designs and densities are sensitive to surrounding context including both Port Coquitlam and Coquitlam areas;
- pedestrian-oriented elements are incorporated;
- commercial uses will only be required if there is a demonstrated need.

2.2 Lougheed Corridor: There are a variety of commercial districts along Lougheed Highway which vary in their history of development, parcel sizes, surrounding land uses and vehicular access. Land uses along the corridor are generally in keeping with the current OCP direction to promote highway-oriented developments including auto dealerships and service centres, strip malls, drive-through restaurants and a hotel with surface parking. Sites next to both the Westwood Street intersections and Shaughnessy Street/Oxford Street area have developed with shopping centres having large surface parking lots; mixed residential/commercial developments have also been developed north of the highway at Shaughnessy Street and a larger new mixed-use development is about to start construction between Suffolk Avenue and the Lougheed Highway.

Figure 3: Lougheed Corridor



The Dominion Triangle area has developed as a regional commercial destination on the north side of the Lougheed Highway corridor at the eastern boundary of Port Coquitlam. It includes a collection of large format commercial buildings in both the older Ottawa Street area and newer Fremont Village area, along with several smaller strip malls with neighbourhood and community commercial uses. Two residential buildings within the Fremont Village commercial centre are now starting to be constructed after it was determined that high rise, high density residential development would not be feasible.

With the future selection of bus stops for frequent transit, some areas within the stretch of Lougheed Highway between Westwood and Oxford Street have the potential to be developed for transit-supportive and transit-oriented uses. For example, a large shopping centre could be redeveloped to include a mix of uses including higher density residential uses if the site is within walking distance of a rapid bus stop. It is proposed that the OCP update identify this section of the Lougheed Corridor to have potential as an FTDA in areas within 400 meters of a rapid bus stop. This proposal would signal a change in policy to allow for the corridor to transition to more intense residential and compatible commercial land uses. It is not possible to pre-determine the FTDA because this designation is parcel-based and would be subject to confirmation from TransLink of the rapid bus stop locations. In addition, it is proposed that the underlying OCP land use designations be amended to support applications for rezoning to allow for transit-oriented development without the need for an OCP amendment.

The following policies are proposed to be included in the OCP update to guide applications for rezoning in areas near rapid transit stops, once the stop locations are known:

- (1) a defined public benefit to meet housing needs, such as secured rental, special needs and family-oriented units;
- (2) an enhanced pedestrian- and cycling-oriented streetscape including wider sidewalks, lighting, and street trees as well as infrastructure such as bus shelters, cycling facilities and crosswalks to promote connectivity between the development site and the transit stop;
- (3) the design mitigates the impact of the highway location including noise and pollution mitigation features.

Most sites within the stretch of the Loughheed Corridor between Oxford Street and the Dominion Triangle are significantly impacted by access constraints, noise and reduced visibility if next to the Coast Meridian Overpass. Retention of the current highway-oriented policy is proposed for this corridor.

The Dominion Triangle area has been planned as a highway-oriented regional destination accommodating large format (“big-box”) developments and, in the Fremont Village portion, a “lifestyle” retail centre to be complemented by higher-density residential uses. In accordance with this direction, the parcel sizes and building designs accommodate substantial traffic volumes and include expansive parking lots. This area’s development remains in process and continued development in keeping with the vision for this area is foreseen. No changes in policy are proposed.

2.3 Rail Lands: The lands currently used by CP Rail for rail transportation purposes are expected to be required to serve a transportation function over the long term. The goods movement and transportation functions provide a significant contribution to the local economy, and the West Coast Express offers a highly valuable transit option to the region. To confirm that this area is intended to be used for transportation purposes, it is proposed that a new land use designation, Transportation Corridor be applied to the area in the updated OCP.

3. CONSULTATION

The proposed changes in land use policy outlined in this report will guide future development of areas impacted by changes in transportation services. It is proposed that discussion of these changes be included when we are reviewing the consolidated changes for the OCP Update as they will be of interest to the larger community.

OPTIONS

SGC may resolve to:

1. Endorse including the proposed land use directions for the Westwood/Woodland area, Loughheed Highway corridor and rail lands as part of the broader OCP update consultation to be undertaken later this year (*recommended*);

May 4, 2017

Proposed Frequent Transit and Transportation Corridor Policies & Designations

Page 7

2. Direct staff to undertake detailed consultation specifically on these proposals with property owners, businesses stakeholders and the community prior to their inclusion in the updated OCP;
3. Request further information prior to making a decision.

Laura Lee Richard


Director of Development Services

Zoning Amendment Bylaw for Commercial Uses in City Recreational Facilities – First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4165 for first two readings.

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.

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2020
Bylaw No. 4165

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, 2020, No. 4165”.

2. ADMINISTRATION

2.1 In Section 5 Institutional and Park Zones, 5.3 Permitted Uses the table be amended by including the following underlined uses and notes and renaming ‘Accessory commercial’ to ‘Accessory retail’:

5.3 PERMITTED USES

Table 5.3: Institutional and Park Zones Permitted Uses

Use	Zone				
	P1	P2	P3	P4	P5
Assembly uses		■ Note 2			
Cemeteries and mausoleums, chapels			■		
Child care facilities	■	■ Note 6			
Civic uses	■	■ Note 6			■
Community care		■ Note 6			
Detention facilities					■ Note 5
Farmers market	■		■		
<u>Retail sales</u>	<u>S Note 12</u>				
Office	■ Note 9, <u>S Note 12</u>				
Packaged liquor sales	■ Note 10		■ Note 10		
<u>Restaurant</u>	<u>S Note 12</u>				
Parks and playgrounds	■	■ Note 6	■	■	■
Parking lots and structures	■ Note 3		■ Note 3		
<u>Personal services</u>	<u>S Note 12</u>				
Residential	S Note 8				
Temporary Shelter	S Note 7				
<u>Theatres</u>	■				
Utilities	■ Note 4	■ Note 6		■	
Accessory caretaker	■	■ Note 6	■		■
Accessory retail commercial-	■				
<u>Accessory liquor lounge</u>	<u>S Note 11</u>				
Accessory restaurant	■		■		
Accessory vending cart			■		
Golf Course			■		

2.2 In Section 5 Institutional and Park Zones, 5.3 Permitted Uses, under Notes to Table 5.3, add the following notes:

Note 11. An accessory liquor lounge in the P1 zone is permitted when combined with a restaurant use at Lot 1, District Lot 289, New West District, Plan EPP73859, Group 1 (2150 Wilson Avenue).

Note 12. Retail sales, restaurant, offices, personal services in the P1 zone are permitted at the following locations:

- a. Lot 1, District Lot 289, New West District, Plan EPP73859, Group 1 (2150 Wilson Avenue).
- b. Lot B, District Lot 379, New West District, Plan BCP20052, Group 1 (2248 McAllister Avenue).
- c. Lot 156, Section 6, Township 40, New West District, Plan NWP46650 (1379 Laurier Avenue).

READ A FIRST TIME this _____ day of _____, 2020

READ A SECOND TIME this _____ day of _____, 2020

Mayor

Corporate Officer

Amendments to the P1 zone for City recreation facilities

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to allow for additional commercial uses at City recreation, arts and culture facilities.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report recommends Council introduce an amendment to the Zoning Bylaw that would allow for complementary commercial uses to be offered at the Port Coquitlam Community Recreation Center, the Hyde Creek Recreation Center, the Outlet and the Gathering Place.

BACKGROUND

The Community Recreation Center, the Hyde Creek Recreation Center, the Outlet and the Gathering Place are community arts, culture and recreation facilities owned and operated by the City of Port Coquitlam and zoned P1 (Civic Institutional).

The P1 zone is generally intended to regulate public services uses, including municipal government facilities and schools through the provision of “civic use”. The P1 zone also allows for a limited number of additional uses such as child care facilities, offices for non-profit societies, and accessory commercial uses.

DISCUSSION

The Community Recreation Center, the Hyde Creek Recreation Center, the Outlet and the Gathering Place deliver public recreation, arts and culture services to the community. These facilities also currently offer limited accessory commercial uses, such as concessions stands.

In keeping with community demand, the City has identified a future opportunity to house additional supportive and complementary uses at its facilities; these uses could include health related offices and personal services, retail sales of sporting or art supplies, restaurants and cafes. These uses could be delivered by the municipality as part of facility operations or space leased to a private operator as a stand-alone use.

The proposed amendment will clarify the full range of complementary uses that could be established at these facilities. The amendment would also allow the concession at the Community Recreation Center to serve alcoholic beverages to patrons watching sporting events (within


Amendments to the P1 zone for City recreation facilities

designated areas) and includes several minor housekeeping changes that do not change the intent of the P1 provisions.

FINANCIAL IMPLICATIONS

None

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend that Council amend the Zoning Bylaw to allow for additional commercial uses at City recreation, arts and culture facilities.
	2	Request amendment of the draft bylaw amendments prior to their consideration.
	3	Determine that no changes will be made to existing regulations at this time.

Attachment 1: Proposed Bylaw Amendments

Lead author(s): Jennifer Little

Bylaws for a Regional Inter-Municipal Ride-hailing Business Licence

RECOMMENDATION:

That Council give first three readings to Bylaw No. 4163 and 4164.

PREVIOUS COUNCIL/COMMITTEE ACTION

December 10, 2019: Council gave first three readings to Bylaws No. 4155 and 4156 that would establish a Tri-City inter-municipal business licence for ride-hailing companies.

REPORT SUMMARY

A regional Inter-Municipal Business Licence (IMBL) scheme for ride-hailing companies has been developed collectively by staff from participating municipalities in the Lower Mainland and Whistler region in a fast-tracked process convened by TransLink at the direction of the Mayors' Council. The proposed IMBL bylaws establish licensing authority; licence fee and structure; licence conditions; and licence fee revenue sharing among participating municipalities within this region. Proceeding with adoption of the proposed bylaws is recommended.

BACKGROUND

On September 16, 2019, amendments to the *Passenger Transportation Act* and the *Motor Vehicle Act* came into effect providing the legislative framework for ride-hailing companies (Transportation Network Services) to operate in the Province of British Columbia.

The provincially-mandated Passenger Transportation Board (PTB) has been provided the sole authority to consider and approve ride-hailing licences and to set requirements and restrictions for these licences. This new legislative framework also sets out how municipalities may regulate ride-hailing companies through issuance of business licences and regulating in street and traffic bylaws. The PTB has divided the Province into 5 distinct regions; Port Coquitlam is located in Region 1, which includes municipalities in Metro Vancouver, Fraser Valley and up to Whistler.

On December 12, 2019, the Mayors' Council on Regional Transportation directed TransLink to facilitate an expedited Inter-Municipal Business Licence IMBL development process with Region 1 municipalities with agreement on bylaw terms by January 31, 2020.

Region 1 municipalities commenced work in late December 2019. An IMBL Working Group was established and met weekly throughout the month of January 2020 to develop the proposal for an IMBL for ride-hailing within the required timeframe.

The proposed ride-hailing IMBL scheme establishes the following:

Licensing Authority: The City of Vancouver will be the licensing authority for the IMBL which means that ride-hailing companies will need to purchase the licence from the City of Vancouver. The licence will allow companies to operate in all participating Region 1 municipalities.

Bylaws for a Regional Inter-Municipal Ride-hailing Business Licence

Licence Fee: The annual IMBL fee will be \$155 per company plus vehicle fees of

- \$150 per standard vehicle
- \$30 per zero-emission vehicle
- \$0 per wheelchair accessible vehicle

The proposed fees are set to be program cost recoverable and not to be prohibitive for companies.

Licence fee revenue will be shared among participating municipalities. The City of Vancouver will first retain funds sufficient to recover costs for set-up and administration of the licence program and remaining revenues will be shared based on the percent of total regional pick-ups and drop-offs that occur within each municipality. The information on pick-ups and drop-offs occurring in each municipality will be provided by the licensees.

Licence Conditions: Companies will be required to comply with the municipal bylaws and regulations of each participating municipality. Each municipality retains authority to enforce its own bylaws, for example street and traffic regulations, and also to suspend or cancel an IMBL. Staff in participating municipalities have established a shared protocol for escalating enforcement and have agreed to communicate enforcement actions between each other prior to any municipality considering suspension or cancellation of a licence.

Data Requirements: Access to detailed trip data is useful for municipalities in understanding the impact of ride-hailing in their communities at both the system-wide and street levels. At the system-wide level it will assist in identifying changes in travel mode share like transit use, cycling and walking. At the street level it can be used to establish solutions to mitigate safety concerns and congestion impacts such as identification of ride-hailing pick-up and drop-off zones. It can also highlight locations that may require enforcement attention.

The BC Passenger Transportation Branch requires comprehensive vehicle and trip data from companies. In early February, the Province confirmed that municipalities will be able to access these data on a regular, on-going basis through a Partnership Agreement with the Passenger Transportation Branch. Consequently, detailed trip data will not be a requirement of the IMBL; municipalities will benefit from access to provincial data, and companies will benefit from not having to duplicate data submission efforts.

Timeframe: Because the terms of the proposed ride-hailing IMBL were developed on a compressed timeline, they should be considered as interim. Staff of participating municipalities will continue to collaborate over the coming months on opportunities for future refinement. For example, there may be additional opportunities to encourage wheelchair accessible or zero emission vehicles, and to adjust the licence fee structure. As more companies are licensed and staff better understand the true costs for licensing and for monitoring industry impacts, such changes can be considered.

Bylaws for a Regional Inter-Municipal Ride-hailing Business Licence

Participating municipalities will be bringing reports to their Councils in February and March 2020 recommending approval of the bylaws, as presented. If approved, the IMBL will take effect on April 1, 2020. For any participating municipalities that enact the bylaw after April 1, 2020, the licence will take effect in that municipality on the day of enactment.

The Cities of Port Coquitlam, Coquitlam and Port Moody had previously pursued a Tri-City version of an IMBL; work on this initiative has halted pending the outcome of a Region 1 IMBL approach.

DISCUSSION

There is strong public support for ride-hailing in the Lower Mainland, and the Province has now authorized three companies to operate in Region 1 (Whistler - Lower Mainland). The proposed IMBL for ride-hailing will support the regional rollout of the industry as companies will be able to operate in participating municipalities with only one business licence. The terms and conditions of the IMBL scheme are proposed by the working group for the following reasons:

- Given the expedited timeframe to develop a licensing scheme, the working group agreed that the City of Vancouver is well positioned for this role as it has developed an infrastructure to support tracking and issuing TNS business licences.
- The per vehicle fee structure was agreed upon as it can be implemented immediately; it enables incentives for specific vehicle types; and it is equitable among companies of all fleet sizes.
- The per vehicle fee of \$150 was set with the aim of achieving administrative program cost recovery and recovery of costs to participating municipalities associated with monitoring business activity and impacts in their communities. Because ride-hailing is a new business type the full costs of licensing and monitoring are not yet known. The licence fee is comparable to licensing fees in other Canadian jurisdictions such as the City of Calgary.
- The discounted fee for zero emission vehicles provides a meaningful incentive while acknowledging that these vehicles do have an administrative cost and physical impact on streets. Wheelchair accessible vehicles are understood to be more expensive to purchase and maintain than non-accessible vehicles, and municipalities want to encourage their participation in ride-hailing as much as possible. Therefore, a \$0 per vehicle fee is proposed.
- Licence fees are to be pro-rated to align with the City of Vancouver's calendar licensing structure. Year 1 of the IMBL program includes set-up costs that are expected to fall in subsequent years as the program is regularized. At the end of each licence year, the City of Vancouver will provide participating municipalities with a year-end account of costs, and revenue to be shared. Companies will self-report monthly all new vehicles operating under their licence, and whether they are standard, zero emission or wheelchair accessible. Once

a vehicle has been reported and the associated fee paid, the vehicle may operate for the remainder of the calendar year.

- While Cities will be able to access detailed trip data from the Province, as a condition of the IMBL, licenced ride-hailing companies will still be required to report the total number of pick-ups and drop-offs occurring in each participating municipality so as to enable the City of Vancouver to calculate the share of revenue owed to each participating municipality.

Under Provincial authority, Municipalities may also include regulations in their street and traffic bylaws in order to address issues such as congestion and safety. Staff do not believe additional regulations are necessary in Port Coquitlam at this juncture, but will monitor the detailed trip data available from the Province and report back to Council on activity.

This larger regional approach would eliminate the need to pursue the Tri-City inter-municipal licence approach.

FINANCIAL IMPLICATIONS

City of Vancouver anticipates set up and administration of the Business Licence function will be recovered through licence fee revenue. Remaining revenues will be shared based on the percent of total regional pick-ups and drop-offs that occur within each municipality.

CONSULTATION

The working group held an industry information session on January 22, inviting the 17 TNS operators who had applied to the PTB to operate in Region 1 at that time. Participants were informed about the proposed IMBL framework, including specifics, such as fee structure and data requirements. At the time of the consultation, the proposed IMBL included data submission requirements that have since been removed. Fifteen of the applicants invited sent representatives.

In addition to the comments given during the information session, three companies submitted written comments following the session. The working group reviewed and considered all comments submitted.

The TNS industry representatives were generally appreciative of the expedited IMBL process, particularly as two of the applicants received PTB approval during the process and had a more urgent need for an IMBL.

The key concerns heard by the working group were:

1. Fee structure and smaller operators: The working group heard concerns that the fee structure disadvantaged smaller operators who are less able to absorb the per-vehicle charges compared to larger operators.
2. Fee structure and TNS fluidity: The working group heard concerns that the way that fees are charged – based on vehicles that sign on with the company rather than


Bylaws for a Regional Inter-Municipal Ride-hailing Business Licence

- number of vehicles in operation – do not match the fluid nature of the ride-hailing industry which tends to have high driver turnover.
3. Data requirements and granularity: The working group also heard concerns about the level of granularity required for data submissions, with respect to customer privacy.

The working group will take key concerns 1 and 2 under advisement and consider options to address these concerns as part of the ongoing development of a permanent IMBL. The concerns are significant enough and industry perspectives varying enough that further work and consultation is required, and was not possible prior to the January 31 deadline for the interim IMBL.

Regarding data requirement concerns, the working group has since determined that detailed data submission will not be required as part of the IMBL. Municipalities will access provincially collected data through a Partnership Agreement with the Provincial Transportation Branch.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to bylaws that will establish a regional Inter-Municipal Ride-hailing Business Licence
	2	Delay first three readings and request staff to provide additional information
	3	Take no action (deny first three readings of the bylaws).

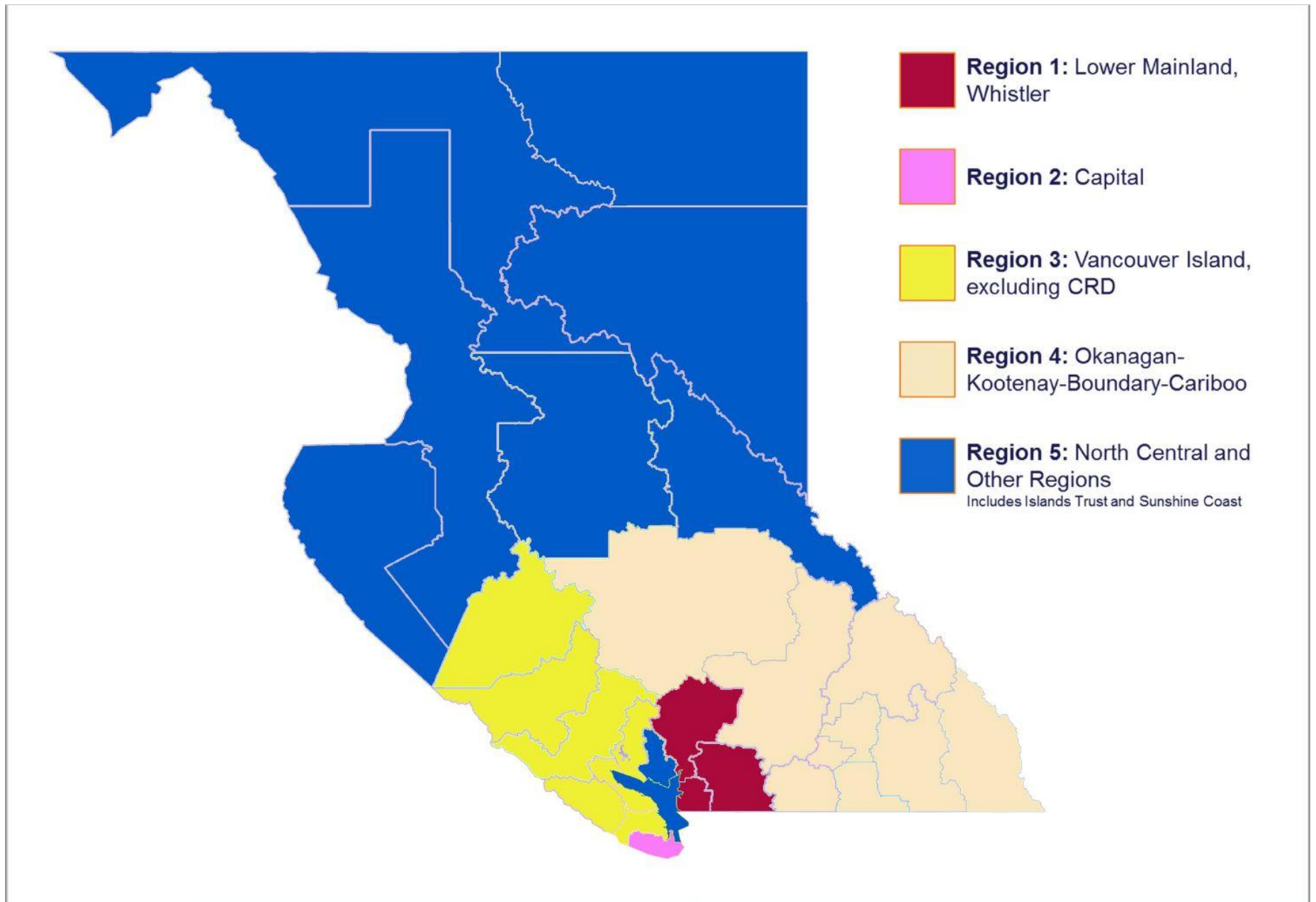
ATTACHMENTS

Attachment #1: Map of PTB Regions

Attachment #2: List of Participating Municipalities

Attachment #3: Bylaws No 4163 and 4164

Lead author(s): Jennifer Little



Below are municipalities located in Region 1 who were involved in the development of the IMBL.

Municipality	Confirmed will take for council consideration
Abbotsford	Yes
Anmore	Yes
Belcarra	No
Bowen Island	Yes
Burnaby	Yes
Chilliwack	Yes
Coquitlam	Yes
Delta	Yes
District of Lillooet	No
Harrison Hot Springs	Yes
Hope	No
Kent	No
Langley (City)	Yes
Langley (Township)	Yes
Lions Bay	Yes
Maple Ridge	Yes
Mission	No
New Westminster	Yes
North Vancouver (City)	Yes
North Vancouver (District)	Yes
Pemberton	No
Pitt Meadows	Yes
Port Coquitlam	Yes
Port Moody	Yes
Richmond	Yes
Squamish	Yes
Surrey	Yes
Tsawwassen First Nation	No
Vancouver	Yes
West Vancouver District	Yes
Whistler	Yes
White Rock	Yes

INTERMUNICIPAL TRANSPORTATION NETWORK SERVICES
BUSINESS LICENCE SCHEME AGREEMENT, 2020

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

This Bylaw is cited as “Intermunicipal TNS Business Licence Agreement Bylaw, 2020, No. 4163”.

Council hereby authorizes the City to enter into an Agreement with the Participating Municipalities in substantially the form and substance of the Agreement attached to this Bylaw as Schedule A, and also authorizes the Mayor and Corporate Officer to execute the Agreement on behalf of the City, and to deliver it to the Participating Municipalities on such terms and conditions as the Corporate Officer deems fit.

This Bylaw is to come into force and takes effect on the date of its enactment.

READ A THIRD TIME this _____ day of _____, 2020

Corporate Officer

Schedule A

Inter-municipal TNS Business Licence Agreement

WHEREAS the City of Abbotsford, the Village of Anmore, the Bowen Island Municipality, the City of Burnaby, the City of Chilliwack, the City of Coquitlam, the City of Delta, the Village of Harrison Hot Springs, the Corporation of the City of Langley, the Corporation of the Township of Langley, the Village of Lions Bay, the City of Maple Ridge, the Corporation of the City of New Westminster, the Corporation of the City of North Vancouver, the Corporation of the District of North Vancouver, the City of Pitt Meadows, the Corporation of the City of Port Coquitlam, the City of Port Moody, the City of Richmond, the District of Squamish, the City of Surrey, the City of Vancouver, the Corporation of the District of West Vancouver, the Resort Municipality of Whistler, and the Corporation of the City of White Rock (the "*Participating Municipalities*"), wish to permit transportation network services ("*TNS*") businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

NOW THEREFORE the *Participating Municipalities* agree as follows:

1. The *Participating Municipalities* agree to establish an *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.
2. The *Participating Municipalities* will request their respective municipal Councils to each ratify this Agreement and enact a by-law to implement an *Inter-municipal TNS Business Licence* scheme effective April 1, 2020 if this Agreement is ratified and a by-law is enacted prior to or on April 1, 2020, or upon the date of enactment if this Agreement is ratified and a by-law is enacted after April 1, 2020.

3. In this Agreement:

"*Accessible Vehicle*" means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

"*Administrative Costs*" means the direct and indirect costs and investments attributable to setting up and administering the *Inter-municipal TNS Business Licence* scheme, including wages, materials, corporate overhead and rent;

"*Business*" has the same meaning as in the *Community Charter*;

"*Community Charter*" means the Community Charter, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

"*Inter-municipal TNS Business*" means a *TNS Business* that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

"*Inter-municipal TNS Business Licence*" means a business licence which authorizes an *Inter-municipal TNS Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

"*Inter-municipal TNS Business Licence By-law*" means the by-law adopted by the Council of each *Participating Municipality* to implement the *Inter-municipal TNS*

Business Licence scheme contemplated by this Agreement;

“Mobility Aid” has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Municipal Business Licence” means a licence or permit, other than an *Inter-municipal TNS Business Licence*, issued by a *Participating Municipality* that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

“Participating Municipality” means any one of the *Participating Municipalities*;

“Premises” means one or more fixed or permanent locations where the *TNS Business* ordinarily carries on *Business*;

“TNS Business” means a person carrying on the business of providing *Transportation Network Services*;

“Transportation Network Services” has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

“Vancouver Charter” means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

“Zero Emission Vehicle” means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of the *Inter-municipal TNS Business Licence By-law*, each *Participating Municipality* will permit a *TNS Business* that has obtained an *Inter-municipal TNS Business Licence* to carry on the *Business* of providing *Transportation Network Services* within that *Participating Municipality* for the term authorized by the *Inter-municipal TNS Business Licence* without obtaining a *Municipal Business Licence* for the *TNS Business* in that *Participating Municipality*.
5. All *Inter-municipal TNS Business Licences* will be issued by the City of Vancouver.
6. The City of Vancouver may issue an *Inter-municipal TNS Business Licence* to a *TNS Business* if the *TNS Business* is an *Inter-municipal TNS Business* and meets the requirements of the *Inter-municipal TNS Business Licence By-law*, in addition to the requirements of the City of Vancouver’s License By-law No. 4450.
7. Notwithstanding that a *TNS Business* may hold an *Inter-municipal TNS Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* for the *TNS Business* in the *Participating Municipalities*, the *TNS Business* must still comply with all orders and regulations under any municipal business licence by-law in addition to those under any other by-laws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the *TNS Business* carries on *Business*.
8. Any *Participating Municipality* may require that the holder of an *Inter-municipal TNS Business Licence* also obtain a *Municipal Business Licence* for any *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.

9. The annual *Inter-municipal TNS Business Licence* fee is \$155, plus \$150 for each vehicle operating under the authority of the *Inter-municipal TNS Business*, except that the per vehicle fee for *Zero Emission Vehicles* will be \$30, and there will be no per vehicle fee charged for *Accessible Vehicles*. Any fees paid by an applicant to any *Participating Municipality* for a *Municipal Business Licence* for the *TNS Business* prior to the availability of the *Inter-municipal TNS Business Licence* that are not refunded by that *Participating Municipality* will be credited against the initial *Inter-municipal TNS Business Licence* fee owing under this section 9.
10. The fee for any additional vehicles that begin operating under the authority of an *Inter-municipal TNS Business License* holder after the annual license fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. The City of Vancouver will distribute the revenue generated from *Inter-municipal TNS Business Licence* fees amongst all *Participating Municipalities* based on the City of Vancouver retaining an amount to cover its *Administrative Costs*, with the remaining fees to be distributed proportionally to the *Participating Municipalities*, including the City of Vancouver, based on the number of pick-ups and drop-offs in that *Participating Municipality*. The City of Vancouver will provide the other *Participating Municipalities* with an itemized accounting of the fees collected and disbursed, including an accounting of its *Administrative Costs*, at the time it distributes the remaining fees to those *Participating Municipalities*.
12. If the revenue generated from *Inter-municipal TNS Business Licence* fees in the initial year is insufficient to cover the *Administrative Costs* relating to the initial set up of the scheme, then the City of Vancouver may retain such portion of the *Inter-municipal TNS Business Licence* fees collected in the subsequent year or years as is necessary to reimburse the City of Vancouver for such initial *Administrative Costs*, until the full amount has been recovered.
13. Any revenue payable to a *Participating Municipality* in the initial year will be offset by any fees collected and not refunded by that *Participating Municipality* for a *Municipal Business License* for the *TNS Business* prior to the availability of the *Inter-municipal TNS Business Licence*, and if the fees collected by the *Participating Municipality* exceed the amount owing to that *Participating Municipality*, then that *Participating Municipality* shall remit the difference to the City of Vancouver for inclusion in the revenue distribution set out above.
14. The revenue generated from *Inter-municipal TNS Business Licence* fees collected from January 1 to December 31 inclusive that is to be distributed to the *Participating Municipalities* in accordance with section 11, including the fees collected for any additional vehicles under section 10, will be distributed by the City of Vancouver by February 28 of the year following the year in which fees were collected.
15. The length of term of an *Inter-municipal TNS Business Licence* is 12 months, except that the length of term of the initial *Inter-municipal TNS Business Licence* issued to an *Inter-municipal TNS Business* by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the *Inter-municipal TNS Business Licence* with the

calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.

16. An *Inter-municipal TNS Business Licence* will be valid within the jurisdictional boundaries of all of the *Participating Municipalities* until its term expires, unless the *Inter-municipal TNS Business Licence* is suspended or cancelled. If a *Participating Municipality* withdraws from the *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities* in accordance with the *Inter-municipal TNS Business Licence By-law*, then the *Inter-municipal TNS Business Licence* will cease to be valid within the jurisdictional boundary of that former *Participating Municipality*.
17. A *Participating Municipality* may exercise the authority of the City of Vancouver as the issuing municipality and suspend an *Inter-municipal TNS Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence by-law of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal TNS Business Licence* in any *Participating Municipality* for the period of the suspension.
18. A *Participating Municipality* may exercise the authority of the of the City of Vancouver as the issuing municipality and cancel an *Inter-municipal TNS Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence by-law of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
19. The suspension or cancellation of an *Inter-municipal TNS Business Licence* under section 17 or 18 will not affect the authority of a *Participating Municipality* to issue a *Municipal Business Licence*, other than an *Inter-municipal TNS Business Licence*, to the holder of the suspended or cancelled *Inter-municipal TNS Business Licence*.
20. Nothing in this Agreement affects the authority of a *Participating Municipality* to suspend or cancel any *Municipal Business Licence* issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
21. A *Participating Municipality* may, by notice in writing to each of the other *Participating Municipalities*, withdraw from the *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities*, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal TNS Business Licences*, which date must be at least 6 months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or by-law authorizing the municipality's withdrawal from the *Inter-municipal TNS Business Licence* scheme.
22. Nothing contained or implied in this Agreement shall fetter in any way the discretion of

the Councils of the *Participating Municipalities*. Further, nothing contained or implied in this Agreement shall prejudice or affect the *Participating Municipalities'* rights, powers, duties or obligations in the exercise of their functions pursuant to the *Community Charter*, *Vancouver Charter*, or the *Local Government Act*, as amended or replaced from time to time, or act to fetter or otherwise affect the *Participating Municipalities'* discretion, and the rights, powers, duties and obligations under all public and private statutes, by-laws, orders and regulations, which may be, if each *Participating Municipality* so elects, as fully and effectively exercised as if this Agreement had not been executed and delivered by the *Participating Municipalities*.

23. Despite any other provision of this Agreement, an *Inter-municipal TNS Business Licence* granted in accordance with the *Inter-municipal TNS Business Licence Bylaw* does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*. Furthermore, a business licence granted under any other inter-municipal *TNS Business* licence scheme is deemed not to exist for the purposes of this Agreement even if a *Participating Municipality* is a participating member of the other inter-municipal *TNS Business* licence scheme.
24. This Agreement may be executed in several counterparts, each of which shall be deemed to be an original, and may be delivered by email or facsimile transmission, and each such counterpart, howsoever delivered, shall be deemed to be an original. Such counterparts together shall constitute one and the same instrument, notwithstanding that all of the *Participating Municipalities* are not signatories to the original or the same counterpart.
25. In the event that the municipal Council of a *Participating Municipality* other than the City of Vancouver does not ratify this Agreement, then that municipality will not be considered a *Participating Municipality* for the purposes of this Agreement, and the terms and conditions of this Agreement shall be effective as among the other *Participating Municipalities*.

Signed and delivered on behalf of the *Participating Municipalities*, the Councils of each of which have, by By-law, ratified this Agreement and authorized their signatories to sign on behalf of the respective Councils, on the dates indicated below.

The City of Abbotsford

Mayor

Corporate Officer

Date

Village of Anmore

Mayor

Corporate Officer

Date

Bowen Island Municipality

Mayor _____

Corporate Officer _____

Date _____

City of Burnaby

City Clerk _____

Date _____

City of Chilliwack

Mayor _____

Corporate Officer _____

Date _____

City of Coquitlam

Mayor _____

City Clerk _____

Date _____

City of Delta

Mayor _____

City Clerk _____

Date _____

Village of Harrison Hot Springs

Mayor _____

Corporate Officer _____

Date _____

The Corporation of the City of Langley

Mayor _____

Corporate Officer _____

Date _____

The Corporation of the Township of Langley

Mayor _____

Township Clerk _____

Date _____

Village of Lions Bay

Mayor _____

Corporate Officer _____

Date _____

City of Maple Ridge

Presiding Member _____

Corporate Officer _____

Date _____

The Corporation of the City of New Westminster

Mayor _____

City Clerk _____

Date _____

The Corporation of the City of North Vancouver

Mayor _____

City Clerk _____

Date _____

The Corporation of the District of North Vancouver

Mayor _____

Municipal Clerk _____

Date _____

The City of Pitt Meadows

Mayor _____

Corporate Officer _____

Date _____

The Corporation of the City of Port Coquitlam

Mayor _____

Corporate Officer _____

Date _____

City of Port Moody

Mayor

Corporate Officer

Date

The City of Richmond

Chief Administrative Officer

General Manager

Corporate and Financial Services

Date

District of Squamish

Mayor

Corporate Officer

Date

City of Surrey

Mayor

City Clerk

Date

The City of Vancouver

Director of Legal Services

Date

The Corporation of the District of West Vancouver

Mayor _____

Corporate Officer _____

Date _____

Resort Municipality of Whistler

Mayor _____

Municipal Clerk _____

Date _____

The Corporation of the City of White Rock

Mayor _____

Director of Corporate Administration _____

Date _____

CITY OF PORT COQUITLAM
INTERMUNICIPAL TRANSPORTATION NETWORK
BUSINESS LICENCE BYLAW, 2020

Bylaw No. 4164

WHEREAS the municipalities that have entered or will enter into the *Inter-municipal TNS Business Licence Agreement* (the “*Participating Municipalities*”) wish to permit licensed transportation network services (“*TNS*”) businesses to operate across their jurisdictional boundaries thereby eliminating the need to obtain a separate municipal business licence in each jurisdiction;

AND WHEREAS each of the *Participating Municipalities* has or will adopt a similar by-law to implement the *Inter-municipal TNS Business Licence* scheme;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COQUITLAM, in public meeting, enacts as follows:

1. CITATION

This Bylaw is cited as “Intermunicipal Transportation Network Business Licence Bylaw, 2020, No. 4164”.

2. INTERMUNICIPAL SCHEME

There is hereby established an *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities*, pursuant to section 14 of the *Community Charter* and section 192.1 of the *Vancouver Charter*.

3. DEFINITIONS

In this Bylaw:

Accessible Vehicle means a motor vehicle designed and manufactured, or converted, for the purpose of transporting persons who use mobility aids;

Business has the same meaning as in the *Community Charter*;

Community Charter means the *Community Charter*, S.B.C. 2003, c. 26, as may be amended or replaced from time to time;

Inter-municipal TNS Business means a *TNS Business* that has been licensed to operate in the Region 1 operating area by the Passenger Transportation Board;

Inter-municipal TNS Business Licence means a business licence which authorizes an *Inter-municipal TNS Business* to be carried on within the jurisdictional boundaries of any or all of the *Participating Municipalities*;

Mobility Aid has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39. as may be amended or replaced from time to time;

Municipal Business Licence means a licence or permit, other than an *Inter-municipal TNS Business Licence*, issued by a *Participating Municipality* that authorizes a *Business* to be carried on within the jurisdictional boundaries of that *Participating Municipality*;

Participating Municipality means any one of the *Participating Municipalities*;

Premises means one or more fixed or permanent locations where the *TNS Business* ordinarily carries on *Business*;

TNS Business means a person carrying on the business of providing *Transportation Network Services*;

Transportation Network Services has the same meaning as in the *Passenger Transportation Act*, S.B.C 2004, c. 39, as may be amended or replaced from time to time;

Vancouver Charter means the *Vancouver Charter*, S.B.C. 1953, c. 55, as may be amended or replaced from time to time; and

Zero Emission Vehicle means a motor vehicle that is exclusively propelled by electricity or hydrogen from an external source.

4. Subject to the provisions of this By-law, each *Participating Municipality* will permit a *TNS Business* that has obtained an *Inter-municipal TNS Business Licence* to carry on the *Business* of providing *Transportation Network Services* within that *Participating Municipality* for the term authorized by the *Inter-municipal TNS Business Licence* without obtaining a *Municipal Business Licence* for the *TNS Business* in that *Participating Municipality*.
5. All *Inter-municipal TNS Business Licences* will be issued by the City of Vancouver.
6. The City of Vancouver may issue an *Inter-municipal TNS Business Licence* to a *TNS Business* if the *TNS Business* is an *Inter-municipal TNS Business* and meets the requirements of this By-law, in addition to the requirements of the City of Vancouver's License By-law No. 4450.
7. Notwithstanding that a *TNS Business* may hold an *Inter-municipal TNS Business Licence* that would make it unnecessary to obtain a *Municipal Business Licence* for the *TNS Business* in the *Participating Municipalities*, the *TNS Business* must still comply with all orders and regulations under any municipal business licence by-law in addition to those under any other by-laws, regulations, or provincial or federal laws that may apply within any jurisdiction in which the *TNS Business* carries on *Business*.
8. Any *Participating Municipality* may require that the holder of an *Inter-municipal TNS Business Licence* also obtain a *Municipal Business Licence* for any *Premises* that are maintained by the licence holder within the jurisdiction of the *Participating Municipality*.

9. The annual *Inter-municipal TNS Business Licence* fee is \$155, plus \$150 for each vehicle operating under the authority of the *Inter-municipal TNS Business*, except that the per vehicle fee for *Zero Emission Vehicles* will be \$30, and there will be no per vehicle fee charged for *Accessible Vehicles*. Any fees paid by an applicant to any *Participating Municipality* for a *Municipal Business Licence* for the *TNS Business* prior to the availability of the *Inter-municipal TNS Business Licence* that are not refunded by that *Participating Municipality* will be credited against the initial *Inter-municipal TNS Business Licence* fee owing under this section 9.
10. The fee for any additional vehicles that begin operating under the authority of an *Inter-municipal TNS Business License* holder after the annual license fee is paid will be the per vehicle fee set out in section 9, pro-rated by dividing the applicable annual per vehicle fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
11. The length of term of an *Inter-municipal TNS Business Licence* is 12 months, except that the length of term of the initial *Inter-municipal TNS Business Licence* issued to an *Inter-municipal TNS Business* by the City of Vancouver may be less than 12 months in order to harmonize the expiry date of the *Inter-municipal TNS Business Licence* with the calendar year, in which case the annual fee will be pro-rated by dividing the applicable annual license fee by 12 and multiplying the resulting number by the number of months remaining in that calendar year, including any partial months which will be counted as whole months.
12. An *Inter-municipal TNS Business Licence* will be valid within the jurisdictional boundaries of all of the *Participating Municipalities* until its term expires, unless the *Inter-municipal TNS Business Licence* is suspended or cancelled. If a *Participating Municipality* withdraws from the *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities* in accordance with this By-law, then the *Inter-municipal TNS Business Licence* will cease to be valid within the jurisdictional boundary of that former *Participating Municipality*.
13. A *Participating Municipality* may exercise the authority of the City of Vancouver as the issuing municipality and suspend an *Inter-municipal TNS Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to suspend a business licence under the *Community Charter* or *Vancouver Charter* or under the business licence by-law of the *Participating Municipality*. The suspension will be in effect throughout all of the *Participating Municipalities* and it will be unlawful for the holder to carry on the *Business* authorized by the *Inter-municipal TNS Business Licence* in any *Participating Municipality* for the period of the suspension.
14. A *Participating Municipality* may exercise the authority of the City of Vancouver as the issuing municipality and cancel an *Inter-municipal TNS Business Licence* in relation to conduct by the holder within the *Participating Municipality* which would give rise to the power to cancel a business licence under the *Community Charter* or *Vancouver Charter* or the business licence by-law of the *Participating Municipality*. The cancellation will be in effect throughout all of the *Participating Municipalities*.
15. The suspension or cancellation of an *Inter-municipal TNS Business Licence* under section 13 or 14 will not affect the authority of a *Participating Municipality* to issue a

Municipal Business Licence, other than an *Inter-municipal TNS Business Licence*, to the holder of the suspended or cancelled *Inter-municipal TNS Business Licence*.

16. Nothing in this By-law affects the authority of a *Participating Municipality* to suspend or cancel any *Municipal Business Licence* issued by that municipality or to enact regulations in respect of any category of *Business* under section 15 of the *Community Charter* or sections 272, 273, 279A, 279A.1, 279B, and 279C of the *Vancouver Charter*.
17. A *Participating Municipality* may, by notice in writing to each of the other *Participating Municipalities*, withdraw from the *Inter-municipal TNS Business Licence* scheme among the *Participating Municipalities*, and the notice must:
 - (a) set out the date on which the withdrawing municipality will no longer recognize the validity within its boundaries of *Inter-municipal TNS Business Licences*, which date must be at least 6 months from the date of the notice; and
 - (b) include a certified copy of the municipal Council resolution or by-law authorizing the municipality's withdrawal from the *Inter-municipal TNS Business Licence* scheme.
18. The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of any other provisions of this By-law and any such invalid or unenforceable provision shall be deemed to be severable.
19. Despite any other provision of this By-law, an *Inter-municipal TNS Business Licence* granted in accordance with this By-law does not grant the holder a licence to operate in any jurisdiction other than within the jurisdictional boundaries of the *Participating Municipalities*.
20. A business licence granted under any other inter-municipal *TNS Business* licence scheme is deemed not to exist for the purposes of this By-law, even if a *Participating Municipality* is a participating member of the other inter-municipal *TNS Business* licence scheme.

READ A FIRST TIME this	day of	, 2020
READ A SECOND TIME this	day of	, 2020
READ A THIRD TIME this	day of	, 2020

Mayor

Corporate Officer

Development Variance Permit– 3857 Coast Meridian Road

RECOMMENDATION:

That Council approve Development Variance Permit DVP00070 for 3857 Coast Meridian Road.


PREVIOUS COUNCIL/COMMITTEE ACTION

February 11, 2020 – Committee of Council:

That the Committee of Council:

- 1) Authorize staff to provide notice of an application to vary the minimum lot width regulation of the RS1 zone to facilitate a two-lot subdivision at 3857 Coast Meridian Road, and
- 2) Advise Council that it supports approval of Development Variance Permit DVP00070.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve Development Variance Permit.
	2	Request further information.
	3	Deny Development Variance Permit.

Lead author(s): Carolyn Deakin

Development Variance Permit Application - 3857 Coast Meridian Road

RECOMMENDATION:

That the Committee of Council:

- 1) Authorize staff to provide notice of an application to vary the minimum lot width regulation of the RS1 zone to facilitate a two-lot subdivision at 3857 Coast Meridian Road, and
- 2) Advise Council that it supports approval of Development Variance Permit DVP00070.

PREVIOUS COUNCIL/COMMITTEE ACTION

On October 10th, 2017, Council approved Development Variance Permit DVP00038, to allow for a lot width variance to facilitate a two-lot subdivision at 3857 Coast Meridian Road.

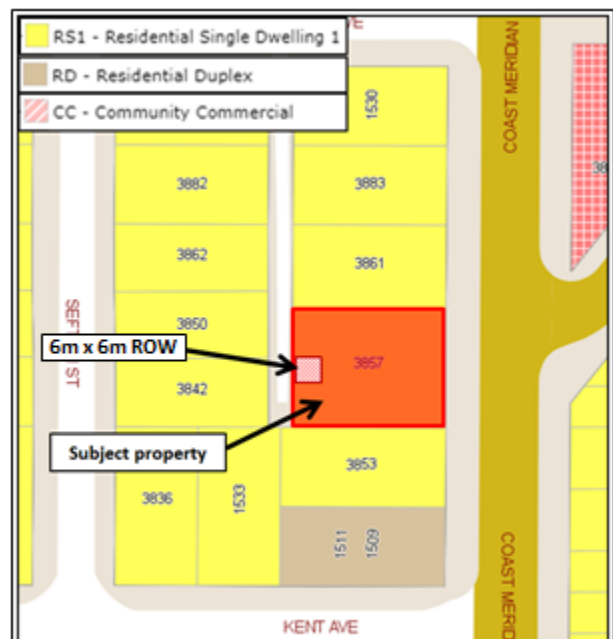
REPORT SUMMARY

In 2017, the applicant was issued a Development Variance Permit to vary the lot width regulation within the Residential Single Dwelling (RS1) zone in order to facilitate a two-lot subdivision. Development Variance Permits are only valid for two years and the applicant was not able to complete his subdivision before the DVP expired. This report provides for Committee's re-consideration of the variance. The proposal would comply with land use policies and is recommended for approval.

BACKGROUND

Proposal: The owner of a large residential lot at 3857 Coast Meridian Road wishes to subdivide the property into two lots. The lots are slightly narrower than the required minimum width in the City's Zoning Bylaw and the owner has applied for a Development Variance Permit to facilitate approval of the subdivision.

A Development Variance Permit was previously issued to vary lot width and provide for subdivision. This permit expired on October 10th, 2019. The applicant advises there were unforeseen personal situations that prevented him from completing the subdivision prior to the permit expiring. The applicant further advises this situation has been resolved and he is now in a position to proceed with the subdivision and construction of the new dwellings.



Existing zoning surrounding 3857 Coast Meridian Road.

Policy and Regulations: The site is designated as Small Lot Residential (RSL) and is zoned Residential Single Dwelling (RS1). OCP housing policies support opportunities to increase ground oriented housing forms and facilitating subdivisions in cases where the design and construction of

Development Variance Permit Application - 3857 Coast Meridian Road

buildings and landscaping achieve a superior quality of design and enhance the established neighbourhood character.

Site Context: The property is located on the west side of Coast Meridian Road, at the junction of Apel Drive. The site is currently occupied by an older single family house. There are three larger trees on-site and a mature hedge that runs along the properties frontage. The surrounding area is primarily made up of detached single family houses with a duplex to the south of the property and commercial site across the street. Access to the lots is via a lane to the rear of the property.

Project Description: The current property is approximately 28.3 m (92.8 ft) in width. The proposed subdivision would result in two lots that would each comply with all Zoning Bylaw regulations except lot width. As per the City's Zoning Bylaw, minimum lot width for subdivision in an RS1 zone is 15 m per lot (about 50 ft). The requested variance to lot width is 0.83 m (2.7 ft) per lot for a total of 1.66 m (5.4 ft), shown in the table below.

	Bylaw Requirements¹	Proposed Lot 1²	Proposed Lot 2²	Requested Variances³
Lot Area	500 m ² (5,381 ft ²)	528.5 m ² (5688.7 ft ²)	527.5 m ² (5677.9 ft ²)	-
Lot Width	15 m (49.2 ft.)	14.17 m (46.5 ft.)	14.17 m (46.5 ft.)	0.83 m (2.7 ft.)
Lot Frontage	9 m. (29.5 ft.)	14.17 m (46.5 ft.)	14.17 m (46.5 ft.)	-
Lot Depth	28 m. (91.9 ft.)	37.3 m (122.4 ft.)	37.2 m (122.0 ft.)	-

¹ Refer to Zoning Bylaw, 2008, No. 3630 for specific regulations

² Information provided by applicant

³ Per lot

The proposed lots will front Coast Meridian Road and access will be restricted to the lane at the rear. As a condition of subdivision approval, the Approving Officer advises that a 6m x 6m right-of-way registered on title will be required to provide turn around space for garbage trucks and other vehicles.

Three large cedar trees are located on the site, two of which are considered significant in accordance with the City's tree bylaw. The applicant's arborist's report identified that these trees were poor candidates for retention and this option was confirmed by the City's arborist. In addition, two of the trees are located close to the proposed vehicle turnaround in the back lane. If the development proceeds, the applicant will be required to apply for a Tree Cutting Permit for all trees identified to be removed and will be subject to the City's tree bylaw for replacement trees. The hedge at the front of the property is to be retained.

DISCUSSION

The proposed lots are larger than the minimum required lot area in the RS1 zone and can adequately accommodate buildings, yards, and landscaping as well as the required turnaround.

Development Variance Permit Application - 3857 Coast Meridian Road

The RSL (Residential Small Lot) designation would also provide for rezoning to the RS4 zone, however the property is too narrow to accommodate a 3-lot subdivision without a lot width variance, and the requirement for a lane turnaround would impact the development feasibility of the 3rd lot.

The proposed variance is minor and the resulting subdivision meets the City's policies for increased opportunities for ground oriented housing and would not result in significant impacts to existing neighbourhood lot character. Approval is recommended.

FINANCIAL IMPLICATIONS


None.

PUBLIC CONSULTATION

The applicant has advised that during the first development variance application, the immediate neighbours were surveyed and provided support for the minor variance to facilitate a two-lot subdivision. Adjacent property owners noted benefits in the form of rear lane improvements and beautification to the property.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Authorize notification of the application and advise Council that Committee supports the application.
2	Request additional information or amendments to the application to address specified issues prior to making a determination; or
3	Determine that it does not wish to authorize the notification. The applicant may then request the application be forwarded to Council for consideration.

ATTACHMENT

Attachment #1: Draft Development Variance Permit

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT VARIANCE PERMIT

NO. DVP00070

Issued to: Balwinder K. Mann
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: 3857 Coast Meridian Road, Port Coquitlam, BC, V3B 3P3

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

Address: 3857 Coast Meridian Road, Port Coquitlam, BC, V3B 3P3

Legal Description: LOT 160, SECTION 12, TOWNSHIP 39, NEW WEST DISTRICT, PLAN NWP31028

P.I.D.: 003-735-168

3. The Zoning Bylaw, 2008, No. 3630 is varied to relax the lot width requirements of Table 2.2: Residential Zones Subdivision Regulations for the RS1 zone to permit a minimum lot width of 14.17 metres.
4. This permit shall lapse if a subdivision is not completed within two (2) years of the date this permit was approved.
5. This permit is not a building permit.

APPROVED BY COUNCIL THE _____ DAY OF _____, 2017.

SIGNED THIS _____ DAY OF _____, 2017.

Mayor

Corporate Officer

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

Applicant (or Authorized Agent or Representative
of Applicant)

DRAFT