

Tuesday, April 14, 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, April 14, 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:

- *March 24, 2020.*

4. PROCLAMATIONS

None.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 Zoning Amendment Bylaw (Accessory Automobile Sales) - First Two Readings

4

Recommendation:

That Council give Zoning Amendment Bylaw No. 4173 first two readings.

7.2 Zoning Amendment Bylaw for 3455 Oxford Street - Third Reading and Adoption 9

Recommendation:

That Council give Zoning Amendment Bylaw No. 4172 third reading and adoption.

7.3 Animal Control Bylaw Amendment, Bylaw Notice Enforcement and Ticket Information Utilization Bylaw Amendments - First Three Readings and Adoption 33

Recommendation:

That Council give Animal Control Amendment Bylaw No. 4168, Bylaw Notice Enforcement Amendment Bylaw No. 4170 and Ticket Information Utilization Amendment Bylaw No. 4171 first three readings and adoption.

7.4 Revenue Anticipation Borrowing Bylaw - First Three Readings and Adoption 46

Recommendation:

That Council give Revenue Anticipation Borrowing Bylaw No. 4174 first three readings and adoption.

8. REPORTS

8.1 Anmore and Belcarra Mutual Aid 50

Recommendation:

That Council:

1. *Authorize staff to provide interim mutual aid to the Villages of Anmore and Belcarra to satisfy Ministerial Order M084 issued by the Province on March 26, 2020 until such time as the sub-regional Public Works Mutual Aid Agreement is in effect;*
2. *Authorize staff to enter a sub-regional Public Works Mutual Aid Agreement with the Cities of Port Moody and Coquitlam and the Villages of Anmore and Belcarra and potentially Metro Vancouver on such terms and conditions as the Director of Engineering and Public Works deems necessary or advisable;*
3. *Authorize staff to execute an extension of the 1999 Mutual Aid Agreement developed by REAC when appropriate; and*
4. *Pursuant to Section 13 of the Community Charter, SBC 2003, C26, consent to the Villages of Anmore and Belcarra providing mutual aid services in Port Coquitlam if required as contemplated under Ministerial Order M084.*

8.2 Liquor Establishment Policy Amendment 53

Recommendation:

That Council approve an amendment to the Liquor Establishment Policy to provide for later closing times for liquor manufacturing establishments with a lounge endorsement area.

9. NEW BUSINESS

10. OPEN QUESTION PERIOD

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, April 14, 2020, Council Meeting be adjourned.

12. MEETING NOTES

Tuesday, March 24, 2020

Council Chambers

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

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

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, March 24, 2020, Council Meeting Agenda be adopted with the following changes:

- *Addition of Item 11 - Resolution to Close; and*
- *Renumber all items accordingly.*

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

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved-Seconded:

That the minutes of the following Council Meetings be adopted:

- *March 10, 2020.*

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

Carried

4. PROCLAMATIONS

4.1 Green Shirt Day - April 7, 2020 and National Organ & Tissue Donation Awareness Week - April 19-25, 2020

Mayor West proclaimed April 7, 2020, "Green Shirt Day" and April 19-25, 2020, "National Organ & Tissue Donation Awareness Week".

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 Zoning Amendment Bylaw for 3455 Oxford Street - First Two Readings

Moved-Seconded:

That Council give Zoning Amendment Bylaw No. 4172 for 3455 Oxford Street first two readings.

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

Carried

7.2 Bylaw Notice Enforcement Amendment & Ticket Information Utilization Amendment Bylaws (Solid Waste) - Adoption

Moved-Seconded:

That Council adopt Bylaw Notice Enforcement Amendment Bylaw No. 4166 and Ticket Information Utilization Amendment Bylaw No. 4167.

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

Carried

8. REPORTS

None.

9. NEW BUSINESS

Moved-Seconded:

That Council approve immediate implementation of weekly green waste pick up, prior to adoption of the 2020-2024 Financial Plan.

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

Carried

10. OPEN QUESTION PERIOD

No public comments.

11. RESOLUTION TO CLOSE

11.1 Resolution to Close

That the Council Meeting of Tuesday, March 24, 2020, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 5.1

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

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

Carried

12. ADJOURNMENT

12.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, March 24, 2020, Council Meeting be adjourned at 8:15 p.m.

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

Carried

13. MEETING NOTES

None.

Mayor

Corporate Officer

Zoning Amendment Bylaw (Accessory Automobile Sales) - First Two Readings

RECOMMENDATION:


That Council give Zoning Amendment Bylaw No. 4173 first two readings.

PREVIOUS COUNCIL / COMMITTEE ACTION

At the April 7, 2020, Committee of Council meeting, Committee recommended to Council:

That the Zoning Bylaw be amended to permit the accessory retail sales of rebuilt automobiles and light trucks in the M1 General Industrial zone.

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. 4173

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. 4173”.

2. ADMINISTRATION

2.1 That “Zoning Bylaw, 2008, No. 3630” be amended in Table 4.3: Industrial Zones Permitted Uses, by adding the following new accessory use in alphabetical order:

Use	Zone		
	M1	M2	M3
Accessory retail sales of automobiles and light trucks	■ Note 26		

2.2 That “Zoning Bylaw, 2008, No. 3630” be amended in Notes to Table 4.3: Industrial Zones Permitted Uses, by adding the following note:

“Note 26. Automobile and light truck sales use in the M1 zone is only permitted where accessory to an automobile and light truck repair, servicing or salvage use and is limited to automobiles and light trucks which have been rebuilt or modified on site. Automobile and light trucks must be stored indoors and may not be located in an accessory display area.

READ A FIRST TIME this _____ day of _____, 2020

READ A SECOND TIME this _____ day of _____, 2020

Mayor

Corporate Officer

Accessory Automobile Sales in General Industrial Zone

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to permit the accessory retail sales of rebuilt automobiles and light trucks in the M1 General Industrial zone.

REPORT SUMMARY

This report recommends the Zoning Bylaw be amended to include the retail sale of rebuilt automobiles as an accessory use to an automobile repair, salvage or servicing use in the M1 General Industrial zone.

BACKGROUND

The City has received a number of requests over the last few years from automobile-related businesses to allow accessory retail sales of passenger automobile and light trucks in the M1 (General Industrial) zone. These requests generally came from three types of automobile-related businesses:

1. **Automobile salvage and parts sales:** These businesses generally purchase salvage vehicles from the Insurance Corporation of British Columbia (ICBC) for disassembly and part sales through a Salvage Buyers licence from ICBC. The Salvage Buyer licence includes several categories that enable varied ability to buy vehicles from ICBC; businesses wishing to purchase better quality wrecks from ICBC businesses must qualify as a “rebuilder/dealer”, which requires confirmation from the municipality the business has a valid business licence which permits both sale and general repairs of vehicles.
2. **Automobile service and repair:** These businesses provide general automobile repair and service to private customers and wish to purchase, repair and resell automobiles on an occasional basis to supplement income.
3. **Specialty automobile restoration/repair:** These businesses generally specialize in the repair and restoration of classic or high performance automobiles. This can include work for private individuals, but also include purchase, restoration, modification and sale of automobiles to individuals, car dealerships or brokers.

Zoning Bylaw: The Industrial zones accommodate a wide range of primary industrial uses and some limited accessory commercial uses, where those uses complement the industrial function. These include a variety of automobile-related service, repair, and salvage uses within the M1 (General Industrial) zone. Vehicle sales in the M1 zone are limited to sale of trucks, machinery and equipment for commercial or industrial purposes. The retail sales of passenger automobiles such as cars and light trucks are considered a commercial use and, in accordance with the policies of the Official Community Plan, are currently restricted to the City’s commercial zones.

Accessory Automobile Sales in General Industrial Zone

Official Community Plan (OCP): OCP policies for industrial lands encourage retention of industrial lands for industrial purposes and discourage commercial retail uses in all industrial areas. OCP policies however also encourage support of local businesses and a balanced local economy including a mix of uses to provide employment and contribute to the municipal tax base. These policies are consistent with the direction of Metro Vancouver's Regional Growth Strategy, which allows for complimentary accessory commercial uses in industrial zones where appropriate.

Proposal: In order to meet the evolving needs of the automobile-related service, repair, and salvage businesses, staff propose the Zoning Bylaw be amended to include the retail sale of automobiles and light trucks in the M1 General Industrial zone as an accessory use and subject to the following limitations:

- retail sales must be accessory to an automobile and light truck repair, servicing or salvage use
- vehicles for sale must be rebuilt on site
- vehicles must be stored indoors and are not to be kept in an accessory display area

These restrictions are intended to ensure the intent of the retail sales as being ancillary to repair, servicing or salvage is adhered to, discourage the appearance of a car dealership and associated showrooms and ensure required parking spaces are not used for vehicle storage or display.

DISCUSSION

The inclusion of accessory retail sales of automobiles and light trucks in the General Industrial zone will allow automobile related businesses to acquire better quality wrecks from ICBC and provide flexibility to auto-related service, repair and salvage businesses as they evolve. The proposed additional accessory use is seen to support the primary uses in keeping with the intent of the industrial nature of the site and is expected to have little impact to neighbouring businesses under the proposed limitations.

Staff recommend that the Zoning Bylaw be amended to permit the sale of automobiles and light trucks as an additional accessory use in the M1 General Industrial zone.


FINANCIAL IMPLICATIONS

None.

Accessory Automobile Sales in General Industrial Zone

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend that Council amend the Zoning Bylaw to allow accessory automobile and light truck sales in the General Industrial M-1zone.
2	Request additional information or amendments to the requested amendments prior to their consideration.
3	Determine that no changes will be made to existing regulations at this time.

ATTACHMENTS

Att#1: Draft bylaw amendment to the Zoning Bylaw

Lead author(s): Natalie Coburn. Bryan Sherrell

Zoning Amendment Bylaw for 3455 Oxford Street - Third Reading and Adoption

RECOMMENDATION:


That Council give Zoning Amendment Bylaw No. 4172 third reading and adoption.

REPORT SUMMARY

Upon conclusion of a public input period of April 2-14, 2020, Zoning Amendment Bylaw No. 4172 will be available for Council to give third reading and adoption.

Note: Section 480 of the *Local Government Act* permits Council to adopt a zoning bylaw at the same meeting at which the bylaw received third reading.

OPTIONS (✓ = Staff Recommendation)

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

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2020

Bylaw No. 4172

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. 4172".

2. ADMINISTRATION

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

Civic: 3455 Oxford Street

Legal: Lot 1, District Lot 465, Group 1, N 66 FT (EXPL PL NWP 14548), New Westminster District, Plan NWP10897

From: RS1 (Residential Single Dwelling 1)

To: RS4 (Residential Single Dwelling 4)

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

READ A FIRST TIME this 24th day of March, 2020

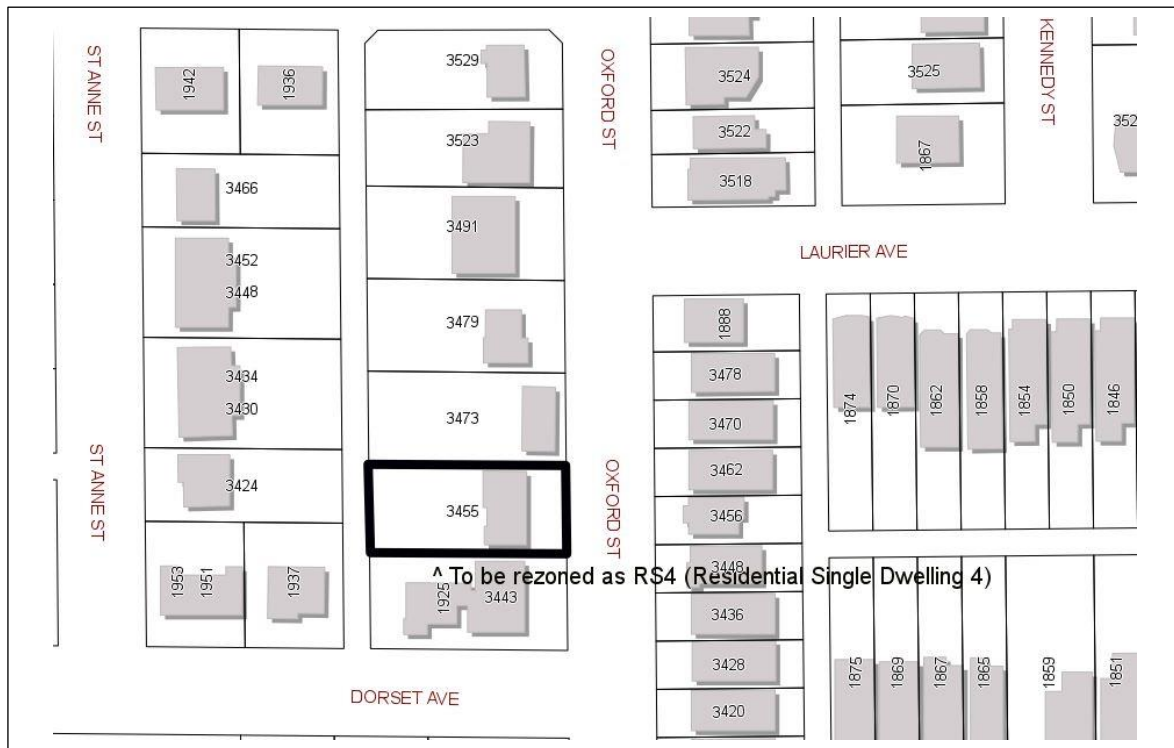
READ A SECOND TIME this 24th day of March, 2020

PUBLIC HEARING WAIVED

Mayor

Corporate Officer

SCHEDULE 1



Zoning Amendment Bylaw for 3455 Oxford Street - First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4172 for 3455 Oxford Street first two readings.


PREVIOUS COUNCIL / COMMITTEE ACTION

At the March 10, 2020, Committee of Council meeting, Committee recommended to Council that:

1. *The zoning of 3455 Oxford Street be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Installation of protective fencing for the tree on the adjacent lot;*
 - b. *Demolition of the existing buildings; and*
 - c. *Completion of design and submission of fees and securities for off-site works and services.*

That Committee direct the Director of Development Services to require adherence to the proposed tree replacement plan when issuing Development Permits.

OPTIONS (✓ = Staff Recommendation)

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

RECOMMENDATION:

That Committee of Council recommend to Council that:

1. The zoning of 3455 Oxford Street be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Installation of protective fencing for the tree on the adjacent lot;
 - b. Demolition of the existing buildings; and
 - c. Completion of design and submission of fees and securities for off-site works and services.

That Committee direct the Director of Development Services to require adherence to the proposed tree replacement plan when issuing Development Permits.

REPORT SUMMARY

This report describes a rezoning application at 3455 Oxford Street to facilitate its subdivision into two small lots. The proposed development is consistent with the housing policies of the Official Community Plan and the site's Small Lot Residential land use designation. The existing trees on site are in poor condition and will be replaced in accordance with the Tree Bylaw. As the lots would conform to the regulations of the proposed RS4 zone and future homes would be required to comply with building and landscaping design guidelines, the report recommends approval.

BACKGROUND

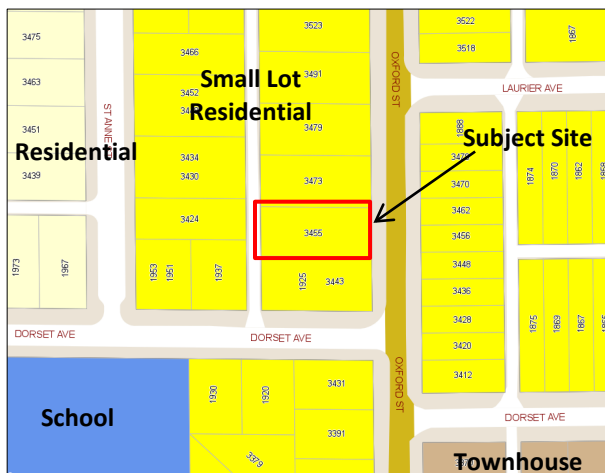
Proposal: The applicant, Navjot Singh Takhar, proposes to rezone 3455 Oxford Street to enable subdivision into two lots. The subject property is a large 904 m² (9,728 ft²) lot located on the west side of Oxford Street north of Dorset Avenue and is currently developed with an older single residential home. The neighbourhood is predominately single residential homes and duplexes.

3455 Oxford Street - Rezoning Application



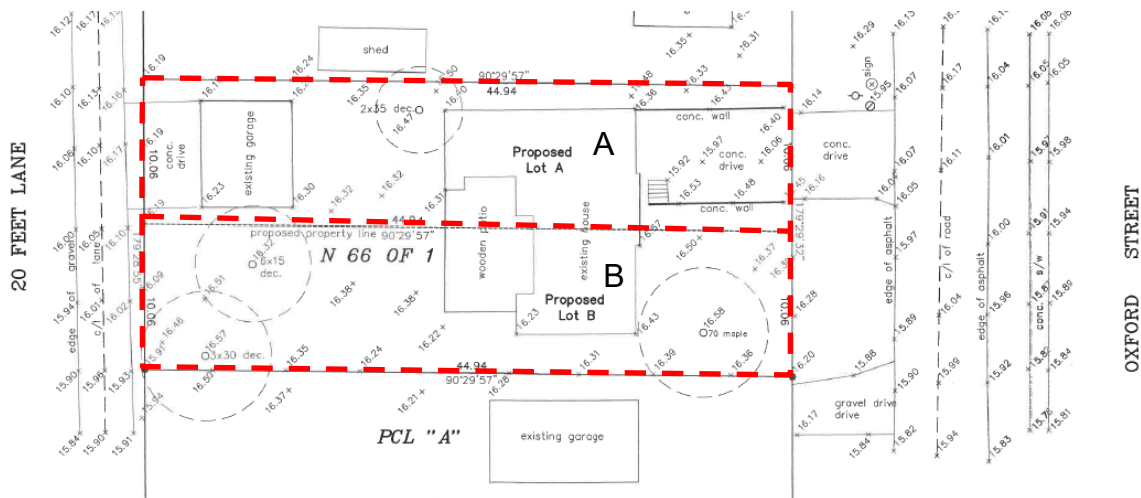
Location Map

Policy and Regulations: The Official Community Plan (OCP) designated the site as Small Lot Residential and the property is currently zoned RS1 – Residential Single Dwelling 1.



3455 Oxford Street - Rezoning Application

Proposed Subdivision: The applicant has provided a preliminary plan of subdivision to demonstrate the site would meet the minimum lot area and dimensions to comply with the subdivision regulations in the Zoning Bylaw for the proposed RS4 zone.



Preliminary Subdivision Plan

	RS4 Zone Regulation	Proposed Lot A	Proposed Lot B
Minimum Lot Area	300m ² (3,230 sq.ft.)	452.1m ² (4,332.5 sq.ft.)	452.1m ² (4,419.7 sq.ft.)
Minimum Lot Width	9.5m (31.2ft)	10.06m (37.4ft)	10.06m (37.4ft)
Minimum Lot Depth	28m (91.9ft)	44.94m (115.4ft)	44.94m (117.8ft)

Tree Replacement: Four trees are located on the subject site, a large maple in the front yard and two cherry trees and a hazelnut tree in the rear yard. On the adjacent property to the north there is a large conifer tree close to the shared side lot line.

As identified in an arborist report, the four trees on the subject property are in poor health and structure. The assessment has been confirmed by City staff, and seven trees will be planted as replacements in accordance with the Tree Bylaw. The proposed tree replacement plan, as recommended in the arborist report, is provided in Attachment #1 for reference.

Off-site Infrastructure and Servicing: The additional lot will require off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including providing additional service connections, upgrading the lane behind the property and reconstruction of half the road plus 1m fronting the site, curb and gutter, sidewalk, and street lighting.

DISCUSSION

The Official Community Plan was amended in 2018 to allow greater opportunity for where smaller lots may be located within established neighbourhoods. This included extension of the Residential Small Lot designation to properties along Oxford Street. The intent of this designation is to allow for consideration of rezoning for the purpose of subdivision to assist in meeting increasing demand for single residential housing in the community.

Properties along the west side of Oxford Street are currently zoned RS4 and are developed with predominantly two storey houses with vehicle access from the lane. The proposed properties are within the Small Lot Development Permit Area and will be developed in accordance with the Small Lot design guidelines which require that new buildings complement the current form and character of the neighbourhood.

The OCP encourages the preservation and planting of native trees. The four existing trees on the property were assessed to be in poor condition as stated in an arborist report. The trees are to be replaced with 7 trees, 5 native species trees (Dogwood and Vine Maple) and 2 ornamental trees (Blood Good Japanese Maple). City Arborist visited the site and is satisfied with the assessment of the existing trees and the replacement plan set out in the arborist report. To ensure the proposed tree replacement plan is adhered to, staff recommend it be included as a requirement of the Development Permits.

To protect the tree on the neighbouring lot, staff recommend the installation of protective fencing prior to issuance of a demolition permit.

Submission of design, fees and securities for off-site works and services is a recommended condition of approval prior to adoption of the amending bylaw.

The proposed rezoning would be in keeping with policies of the OCP and the subdivision information provided by the applicant demonstrates the site would exceed the minimum size requirements. Staff recommend approval.

FINANCIAL IMPLICATIONS

None.


PUBLIC CONSULTATION

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

3455 Oxford Street - Rezoning Application

OPTIONS

(Check = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 3455 Oxford Street be amended from RS1 to RS4 and that the specified conditions be met prior to adoption of the rezoning bylaw.
	2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application
	3	Recommend to Council that the rezoning application be refused.

ATTACHMENTS

Att#1: Arborist Report including tree replacement plan

STICKLEBACK ENVIRONMENTAL

TREE EVALUATION REPORT
3455 OXFORD STREET, PORT
COQUITLAM, B.C.

PREPARED BY: STICKLEBACK ENVIRONMENTAL MARCH 2019



1.0 Overview

Stickleback Environmental was retained by Navjot Takhar for the purpose of assessing tree resources and making recommendations for tree retention and removal for the proposed rezoning at 3455 Oxford Street in Port Coquitlam, BC.

2.0 Methodology

On November 19 2018 the project area was traversed on foot and a tree inventory was conducted. Trees of permit size in the property boundaries were tagged visually assessed for defects. Tools used during the tree inventory include a diameter tape measure, wooden mallet, binoculars, range finder, clinometer and compass. Approximate tree height, species, diameter at breast height (DBH), live crown ratio (LCR), drip line, general condition and defects were recorded. During the site visit weather conditions were clear with no wind.

3.0 Results / Findings

The site consists of a single family residence with four trees: a multi-stemmed big leaf maple (*Acer macrophyllum*) in the front yard near the south property line; and, three trees, a beaked hazelnut (*Cornus corylus*) and two cherry trees (*Prunus sp.*) in the rear yard. Tree conditions are listed in Table 1, and tree locations are shown in the Tree Preservation and Removal Plan.

4.0 Tree Preservation Summary

Trees were evaluated for their preservation based upon condition, health, location and species factors. Trees which were in conflict with the proposed development footprint, with poor health, or of little long term retention value were recommended for removal. The Tree Preservation and Removal Plan attached visually depicts trees to be retained or removed based on the concept designs. A tree cutting permit must be obtained prior to tree removal and a copy of the Tree Cutting Permit must be posted in a highly visible location onsite throughout the duration of the tree removal process.

5.0 Tree Replacement

As per the City of Port Coquitlam *Tree Bylaw, 2019, No. 4018* (the Bylaw) Section 7 Tree Replacement, one replacement tree is required for each tree proposed to be cut, and two replacement trees are required for each significant tree to be cut, where a significant tree has a stem diameter of 60cm or greater.. Replacement trees are to have a minimum caliper diameter of 5.0 cm if deciduous, or a minimum of 2 m height if coniferous, planted on a lot to replace a tree which has been cut down on the same lot.

In total four (4) permit sized trees are recommended for removal of which three (3) are significant trees, with combined stem diameters greater than 60 cm. Based on the above, seven (7) replacement trees are required.

Recommended replacement trees for the site are:

- Two (2) Kousa dogwood (*Cornus kousa*) of minimum 5 cm caliper

- Two (2) Blood Good Japanese Maple (*Acer palmatum* 'Blood Good') of minimum 5 cm caliper
- Three (3) vine maple (*Acer circinatum*) of minimum 5cm caliper.

Every owner shall maintain in good health in accordance with sound arboricultural practice every replacement tree planted pursuant to a tree replacement plan for a period of 1 year after planting. Where a replacement tree does not survive for 1 year after planting, the owner shall, within 6 months remove the deceased tree and provide a new replacement tree in a location satisfactory to the Parks Section Manager. The owner shall thereafter maintain the new replacement tree in accordance with section 7.7 of the Bylaw.

The City of Port Coquitlam requires a \$500 security deposit for each replacement tree to be planted. For this site, based on seven (7) replacement trees, a security deposit of \$3,500.00 plus applicable taxes is required.

6.0 Limitations

Limitations of this Assessment

This Assessment is based on the circumstances and observations as they existed at the time of the site inspection of the Client's Property and the trees situate thereon by Stickleback Environmental and upon information provided by the Client to Stickleback Environmental. The opinions in this Assessment are given based on observations made and using generally accepted professional judgment, however, because trees and plants are living organisms and subject to change, damage and disease, the results, observations, recommendations, and analysis as set out in this Assessment are valid only as at the date any such testing, observations and analysis took place and no guarantee, warranty, representation or opinion is offered or made by Stickleback Environmental as to the length of the validity of the results, observations, recommendations and analysis contained within this Assessment. As a result the Client shall not rely upon this Assessment, save and except for representing the circumstances and observations, analysis and recommendations that were made as at the date of such inspections. It is recommended that the trees discussed in this Assessment should be re-assessed periodically.

Further Services

Neither Stickleback Environmental, nor any assessor employed or retained by Stickleback Environmental (the "Assessor") for the purpose of preparing or assisting in the preparation of this Assessment shall be required to provide any further consultation or services to the Client, save and except as already carried out in the preparation of this Assessment and including, without limitation, to act as an expert witness or witness in any court in any jurisdiction unless the Client has first made specific arrangements with respect to such further services, including, without limitation, providing the payment of the Assessor's regular hourly billing fees.

Stickleback Environmental accepts no responsibility for the implementation of all or any part of the Assessment, unless specifically request to examine the implementation of such activities recommended herein. In the event that inspection or supervision of all or part of the implementation is request, that request shall be in writing and the details agreed to in writing by both parties.

Assumptions

The Client is hereby notified and does hereby acknowledge and agree that where any of the facts and information set out and referenced in this Assessment are based on assumptions, facts or information provided to Stickleback Environmental by the Client and/or third parties and unless otherwise set out within this Assessment, Stickleback Environmental will in no way be responsible for the veracity or accuracy of any such information. Further, the Client acknowledges and agrees that Stickleback Environmental has, for the purposes of preparing their Assessment, assumed that the Property, which is the subject of this Assessment is in full compliance with all applicable federal, provincial, municipal and local statutes, regulations, by-laws, guidelines and other related laws. Stickleback Environmental explicitly denies any legal liability for any and all issues with respect to non-compliance with any of the above-referenced statutes, regulations, bylaws, guidelines and laws as it may pertain to or affect the Property to which this Assessment applies.

Publication

The Client acknowledges and agrees that all intellectual property rights and title, including without limitation, all copyright in this Assessment shall remain solely with Stickleback Environmental. Possession of this Assessment, or a copy thereof, does not entitle the Client or any third party to the right of publication or reproduction of the Assessment for any purpose save and except where Stickleback Environmental has given its prior written consent. This Assessment may not be used for any other project or any other purpose without the prior written consent of Stickleback Environmental.

Neither all nor any part of the contents of this Assessment shall be disseminated to the public through advertising, public relations, news, sales, the internet or other media (including, without limitation, television, radio, print or electronic media) without the prior written consent of Stickleback Environmental.

Restriction of Assessment

The Assessment carried out was restricted to the Property. No assessment of any other trees or plants has been undertaken by Stickleback Environmental. Stickleback Environmental are not legally liable for any other trees or plants on the Property except those expressly discussed herein. The conclusions of this Assessment do not apply to any areas, trees, plants or any other property not covered or referenced in this Assessment.

Professional Responsibility

In carrying out this Assessment, Stickleback Environmental and any Assessor appointed for and on behalf of Stickleback Environmental to perform and carry out the Assessment has exercised a reasonable standard of care, skill and diligence as would be customarily and normally provided in carrying out this Assessment. The Assessment has been made using accepted arboricultural techniques. These include a visual examination of each tree for structural defects, scars, external indications of decay such as fungal fruiting bodies, evidence of insect attack, discolored foliage, the condition of any visible root structures, the degree and direction of lean (if any), the general condition of the tree(s) and the surrounding site, and the current or planned proximity of property and people. Except where specifically noted in the Assessment, none of the trees examined on the property were dissected, cored, probed, or climbed and detailed root crown examinations involving excavation were not undertaken.

While reasonable efforts have been made to ensure that the trees recommended for retention are healthy, no guarantees are offered, or implied, that these trees, or all parts of them will remain standing. It is professionally impossible to predict with absolute certainty the behaviour of any single tree or group of trees, or all their component parts, in all given circumstances. Inevitably, a standing tree will always pose some risk. Most trees have the potential to fall, lean, or otherwise pose a danger to property and persons in the event of adverse weather conditions, and this risk can only be eliminated if the tree is removed.

Without limiting the foregoing, no liability is assumed by Stickleback Environmental or its directors, officers, employers, contractors, agents or Assessors for:

- a) any legal description provided with respect to the Property;

- b) issues of title and or ownership respect to the Property;
- c) the accuracy of the Property line locations or boundaries with respect to the Property; and
- d) the accuracy of any other information provided to Stickleback Environmental by the Client or third parties;
- e) any consequential loss, injury or damages suffered by the Client or any third parties, including but not limited to replacement costs, loss of use, earnings and business interruption; and
- f) the unauthorized distribution of the Assessment.

The total monetary amount of all claims or causes of action the Client may have as against Stickleback Environmental, including but not limited to claims for negligence, negligent misrepresentation and breach of contract, shall be strictly limited solely to the total amount of fees paid by the Client to Stickleback Environmental for which this Assessment was carried out.

Further, under no circumstance may any claims be initiated or commenced by the Client against Stickleback Environmental or any of its directors, officers, employees, contractors, agents or Assessors, in contract or in tort, more than 12 months after the date of this Assessment.

Third Party Liability

This Assessment was prepared by Stickleback Environmental exclusively for the Client. The contents reflect Stickleback Environmental best assessment of the trees and plants situate on the Property in light of the information available to it at the time of preparation of this Assessment. Any use which a third party makes of this Assessment, or any reliance on or decisions made based upon this Assessment, are made at the sole risk of any such third parties. Stickleback Environmental accepts no responsibility for any damages or loss suffered by any third party or by the Client as a result of decisions made or actions based upon the use or reliance of this Assessment by any such party.

Intellectual Property Ownership

All legal rights and ownership in all drawings, renderings, images, deliverables and work product in any form prepared by Stickleback Environmental and its directors, officers, employees, representatives and agents in the performance of the Services, and all intellectual property in such drawings, renderings, images, deliverables and work product in any form, including without limitation, all copyright and moral rights, are reserved unto and at all times shall remain the property of Stickleback Environmental. Notwithstanding anything to the contrary in this Agreement, Stickleback Environmental shall have the unrestricted right to utilize all its intellectual property in other contexts, including the rights to use its intellectual property for its own purposes. Unauthorized distribution and/or alteration of Stickleback Environmental intellectual property by the Client or third parties or for any other use not expressly permitted herein is strictly prohibited, save and except with the prior written consent of Stickleback Environmental.

General

Any plans and/or illustrations in this Assessment are included only to help the Client visualize the issues in this Assessment and shall not be relied upon for any other purpose. This report is best viewed in colour. Any copies printed in black and white may make some details difficult to properly understand. Stickleback Environmental accepts no liability for misunderstandings due to a black and white copy of the report.

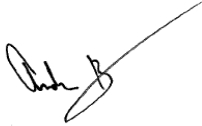
The Assessment has a cover page plus 13 pages. It shall be considered as a whole, no sections are severable, and the Assessment shall be considered incomplete if any pages are missing.

Dated: March 15, 2019

Stickleback Environmental

Per:

Authorized Signatory

A handwritten signature in black ink, appearing to read 'Andrew Booth', with a long, sweeping horizontal line extending to the right.

Andrew Booth, B.Sc., R.P.Bio, QEP,
ISA Certified Arborist (PN6580-A), TRAQ

Attachments: Photographs, Tree Preservation and Removal Plan, Tree Replacement Plan.

Table 1: Tree Assessment.

Tag	Species	DBH (cm)	Ht (m)	LCR	Drip line	Recommendation	Condition Assessment
76	<i>Acer macrophyllum</i>	70	14	75	7	Remove	Multi-stemmed x 3 at 1.4m height. Some moisture at stem union. Healed cracks on stems. Heavy overweight stems with horizontal attachment. In construction footprint.
77	<i>Prunus sp.</i>	31,30,36	8	35	5	Remove	Multi-stemmed x 3. Decay in upper canopy. Decay at stem union and decay column up southeast side of stem. Bark peeling. Poor health and structure. No retention value.
78	<i>Corylus cornuta</i>	6x15	8	45	6	Remove	Multi-stemmed x 13. Moss load in canopy. Sucker growth at base. Fair condition. Unappealing species in landscape, may wish to replace with a more aesthetic species.
79	<i>Prunus sp.</i>	20,40,42	8	55	4	Remove	Triple stemmed, topped at 4 m with epicormic re-growth. Poor form. Low retention value. In construction footprint.

Photographs



Photograph 1: Tree #76 located in the front yard.



Photograph 2: Tree #76 multi-stemmed at 1.4 m height.



Photograph 3: Tree #77 with decaying canopy in the rear yard.



Photograph 4: Decay at the stem union of tree #77.



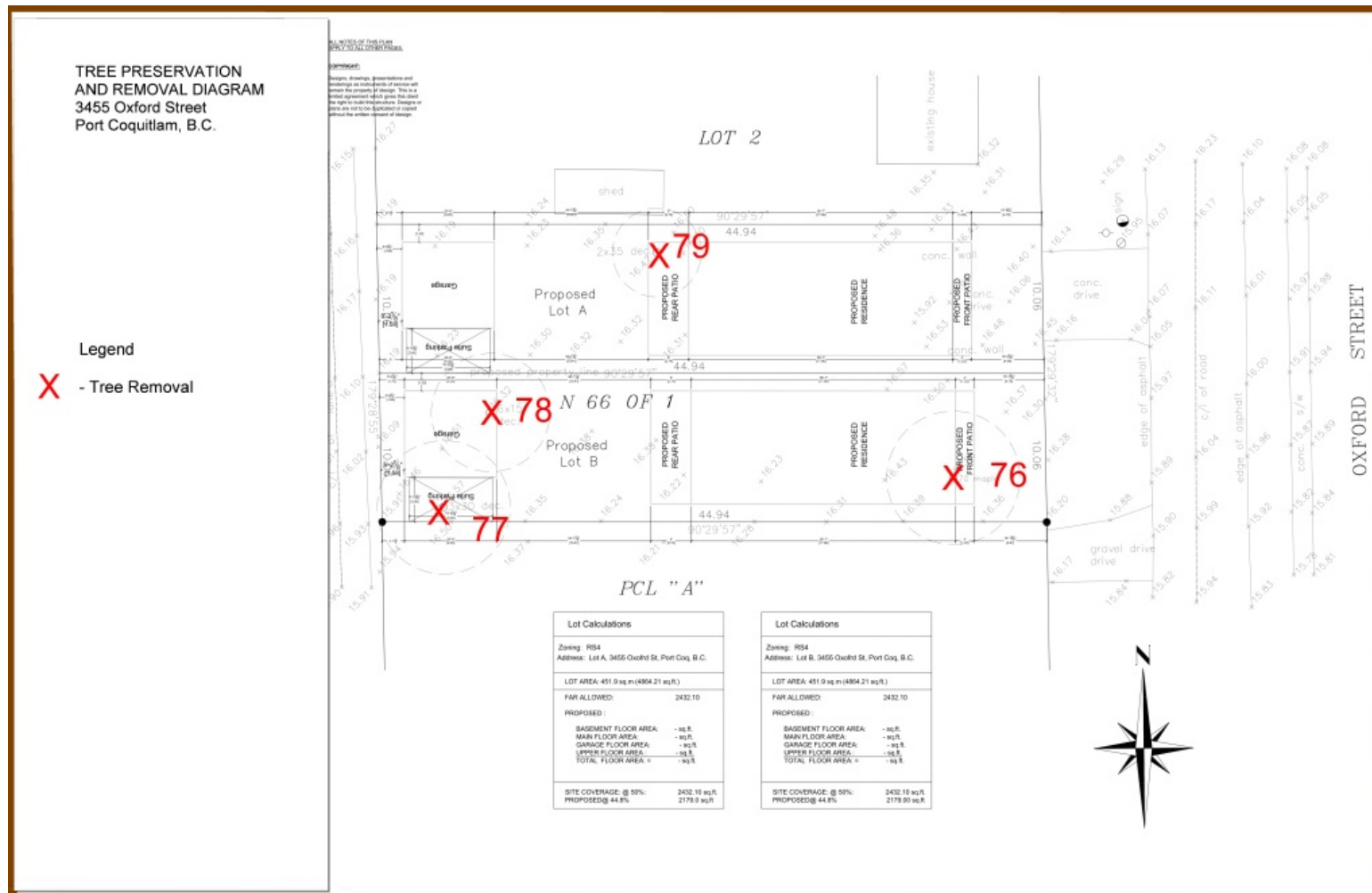
Photograph 5: Tree #78 was a multi-stemmed beaked hazelnut in the center of the rear yard.

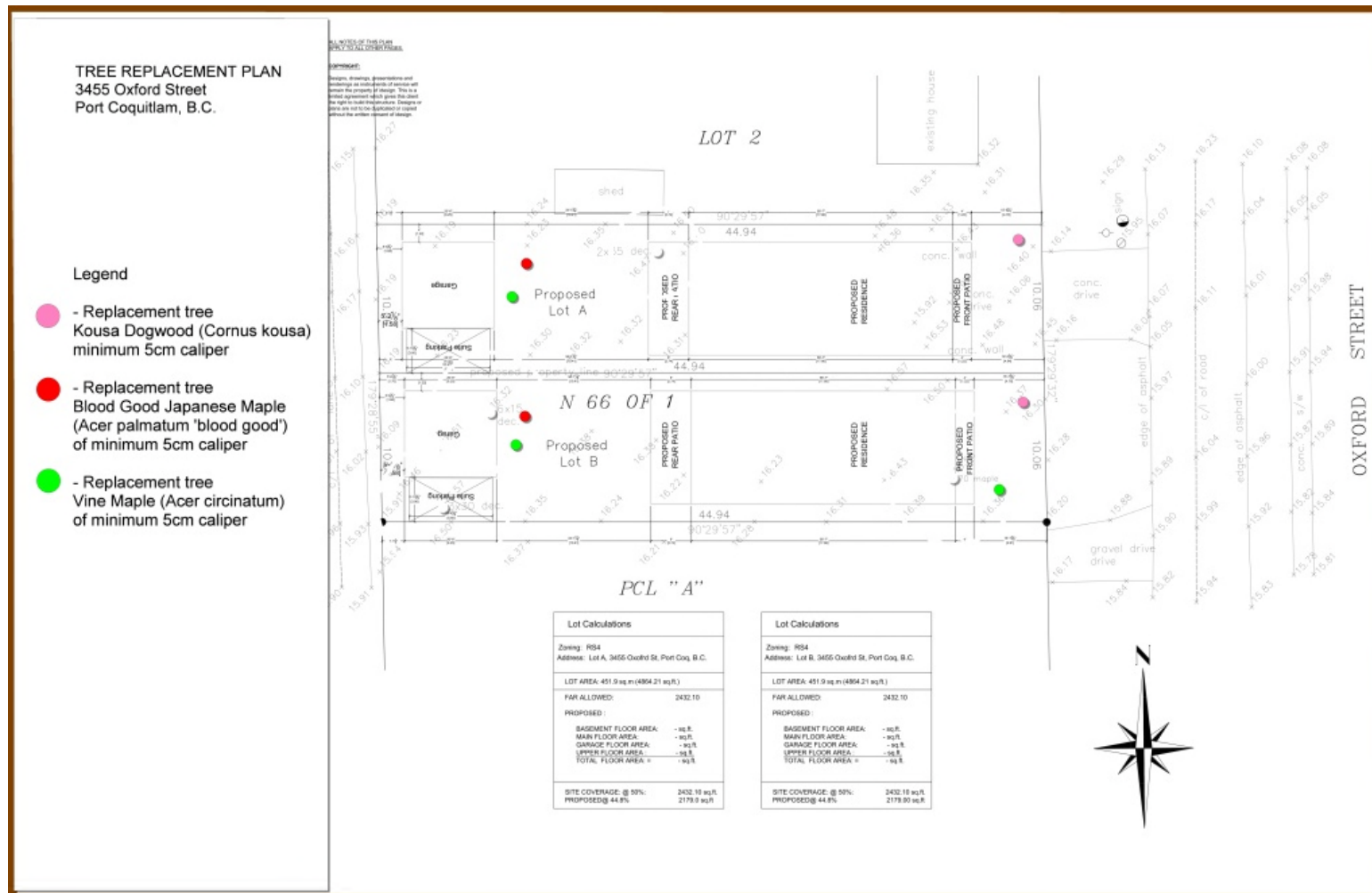


Photograph 6: Tree #79 was an old cherry tree with historical pruning and epicormic growth.



Photograph 7: Resinosis on the stem of tree #79.





[REDACTED]

From: [REDACTED]
Sent: Thursday, April 9, 2020 11:09 AM
To: Public Hearings
Subject: 3455 Oxford

I have viewed the plans and feel they fit within the Nieghbour hood single family still. Yes we need to density , many of these lots were 33' joined together like ours [REDACTED].
Thank you for the consultation.

Sent from my iPhone

Animal Control Bylaw Amendment, Bylaw Notice Enforcement and Ticket Information Utilization Bylaw Amendments - First Three Readings and Adoption

RECOMMENDATION:

That Council give Animal Control Amendment Bylaw No. 4168, Bylaw Notice Enforcement Amendment Bylaw No. 4170 and Ticket Information Utilization Amendment Bylaw No. 4171 first three readings and adoption.

PREVIOUS COUNCIL / COMMITTEE ACTION

At the March 24, 2020, Committee of Council meeting, Committee recommended:


That Council:

1. *Adopt Bylaw No. 4168 to allow for the provision of emotional support animals; and*
2. *Adopt amendments to Bylaw Notice Enforcement Bylaw No. 3814 and Ticket Information Bylaw No. 2743 to add ticketing provisions for:*
 - *S 10 (12) Aggressive Dog no muzzle - \$500.00*
 - *S 11(9) Dangerous Dog no muzzle - \$500.00.*

And that Committee of Council:

- *Direct staff to provide a report on criteria to be considered for an emotional support animal application.*

OPTIONS (✓ = Staff Recommendation)

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

Animal Control Bylaw Amendment – Emotional Support Animals (Additional Information)

PREVIOUS COMMITTEE ACTION

At the March 24, 2020 Committee of Council meeting, Committee requested further information pertaining to a checklist for the application process, when it recommended that Council consider a bylaw to add Emotional Support Animals to its Animal Control Bylaw.

DISCUSSION

The attached checklist will be used as part of the application process for person(s) applying for the keeping of an emotional support animal. It includes personal information, certification by a medical practitioner verifying the need for an emotional support animal, an assessment of the health of the animal, particulars regarding breed, size and conditions that the animal will be kept in. Additionally, it includes a home inspection which will take into account an assessment of possible impacts to neighbourhood, as well as a check with SPCA surrounding the welfare of the animal.

ATTACHMENTS

Att#1: Checklist

Lead author(s): Paula Jones

Requester Details:

Name

Address

If rental property please provide written consent from owner

Medical note

Animal:

Name

Type

Breed

Weight (include full size weight potential)

Age

Vet information:

Name

Phone number

Regular check ups

Vaccinations if applicable

Habitat/Environment:

Where animal resides

Inside (please specify)

Outside (please specify)

Shelter/structure

SPCA check

Home Inspection completed (includes assessment of possible impacts to neighbourhood)

CITY OF PORT COQUITLAM
ANIMAL CONTROL AMENDMENT BYLAW, 2020
Bylaw No. 4168

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

1. CITATION

This Bylaw may be cited as "Animal Control Bylaw, 2017, No. 3990, Amendment Bylaw, 2020, No.4168".

2. AMENDMENTS

Animal Control Bylaw, 2017, No. 3990 is amended as follows:

- 2.1 By adding the following definition to section 2 [Definitions] in the appropriate alphabetical order:

Emotional Support Animal means an animal that is designated as an emotional support animal by the Bylaw Services Manager;

- 2.2 By adding the words "an Emotional Support Animal," after the words "and includes" in the definition of **Domestic Animal** in Section 2. Definitions;

- 2.3 By adding the words "or Emotional Support Animals" after the word "bees" in the definition of **Farm Animal** in Section 2. Definitions;

- 2.4 By adding the following as subsections 4) to 8) to section 16 [Other Domestic Animals]:

- 4) a person may apply to the Bylaw Services Manager to have a Farm Animal designated as an Emotional Support Animal by:
 - a) completing and submitting a form of application acceptable to the Bylaw Services Manager;
 - b) specifying on the form the residential address at which the animal will be kept; and
 - c) providing a letter from a qualified physician or psychiatrist evidencing that the animal is used for a disability-related need.
- 5) upon receiving a completed application under section 16(4) the Bylaw Services Manager may, at the Bylaw Services Manager's discretion:
 - a) designate the animal an Emotional Support Animal;
 - b) designate the animal an Emotional Support Animal with such designation being subject to the owner fulfilling conditions that the Bylaw Services Manager deems necessary to mitigate the risk of disturbing noise, odour and other nuisances that arise from the keeping of the animal; or
 - c) reject the application.

- 6) It is a condition of every designation of an Emotional Support Animal that:
- (a) the owner will only keep the Emotional Support Animal at the residential address stated on the application; and
 - (b) the designation cannot be transferred to another animal upon the death of the Emotional Support Animal or otherwise.
- 7) The Bylaw Services Manager may cancel the designation of an Emotional Support Animal if the owner fails to uphold a condition of the designation or otherwise contravenes this Bylaw.
- 8) a person may request:
- (a) a change to the residential address at which an Emotional Support Animal will be kept; or
 - (b) to transfer the designation to a new animal; by making a new application under this Bylaw.

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

CITY OF PORT COQUITLAM

BYLAW NOTICE ENFORCEMENT AMENDMENT BYLAW, 2020

Bylaw No. 4170

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

1. CITATION

This Bylaw is cited as "Bylaw Notice Enforcement Bylaw, 2013, No. 3814, Amendment Bylaw, 2020, No. 4170".

2. ADMINISTRATION

That the "Bylaw Notice Enforcement Bylaw, 2013, No. 3814", be amended by replacing the existing Schedule "A" for "Animal Control Bylaw No. 3990", with Schedule "A" for "Animal Control Bylaw No. 3990", attached hereto and forming part of this Bylaw.

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

SCHEDULE "A"

Designated Bylaw Contraventions and Penalties

Animal Control Bylaw No. 3990

Column 1	Column 2	Column 3	Column 4	Column 5
DESCRIPTION	SECTION NO. IN BYLAW	DISCOUNTED PENALTY IN \$ (within 14 days)	FULL PENALTY IN \$ (after 14 days)	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Dog At Large	8.1	100.00	150.00	n/a
Failure to Remove Excrement	8.3	100.00	150.00	n/a
Unconfined Dog in Heat	8.4	100.00	150.00	n/a
Confined Animal/ Inadequate Ventilation	8.5	100.00	150.00	n/a
More Than Three Dogs in Off Leash Area	9.3	100.00	150.00	n/a
Fail to Secure Dog in Off Leash Area	9.7	100.00	150.00	n/a
Fail to Provide Identification of Aggressive Dog	10.3	200.00	300.00	50%
Aggressive Dog Not Secured	10.4	N/A	500.00	n/a
Aggressive Dog At Large	10.5	N/A	500.00	n/a
Aggressive Dog in Off Leash Area	10.6	N/A	500.00	n/a
Fail to Report Aggressive Dog At Large	10.8	N/A	500.00	n/a
Fail to Report Transfer of Aggressive Dog	10.9	N/A	500.00	n/a
Aggressive Dog No Muzzle	10.12	N/A	500.00	n/a
Fail to Post/Maintain Dangerous Dog Sign	11.3	N/A	500.00	n/a
Fail to Report Transfer of Dangerous Dog	11.6	N/A	500.00	n/a
Fail to Mark Dangerous Dog With Identification	11.7	N/A	500.00	n/a
Dangerous Dog Not Secured	11.8	N/A	500.00	n/a
Dangerous Dog No Muzzle	11.9	N/A	500.00	n/a
Dangerous Dog At Large	11.10	N/A	500.00	n/a
Dangerous Dog With Minor	11.14	N/A	500.00	n/a
Fail to Report Dangerous Dog At Large	11.15	N/A	500.00	n/a
Dangerous Dog in Off Leash Area	11.16	N/A	500.00	n/a
Unlicensed Dog	12.1	100.00	150.00	50%

Column 1	Column 2	Column 3	Column 4	Column 5
DESCRIPTION	SECTION NO. IN BYLAW	DISCOUNTED PENALTY IN \$ (within 14 days)	FULL PENALTY IN \$ (after 14 days)	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
No Licence Tag	12.3	50.00	75.00	50%
More Than Three Dogs	13.2	100.00	150.00	50%
Unpermitted Kennel	13.3	100.00	150.00	n/a
Farm Animal in a Residential Zone	15.1	100.00	150.00	50%
Farm Animal At Large	15.2	100.00	150.00	n/a
Keep Venomous Snake	16.1 (a)	200.00	300.00	n/a
Keep More Than Four Snakes	16.1 (b)	100.00	150.00	50%
Keep More Than Four Rodents	16.1 (c)	100.00	150.00	50%
Prohibited use in cannabis establishment	II 6(d)	100.00	150.00	n/a

(1) Where compliance agreement entered in Accordance With section 8 (a)(v) of this bylaw.

TICKET INFORMATION UTILIZATION AMENDMENT BYLAW, 2020

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

That the Ticket Information Utilization Bylaw No. 2743 be amended by replacing Schedule 15 – “Animal Control Bylaw No. 3990” with the Schedule 15 for “Animal Control Bylaw No. 3990” attached hereto and forming part of this Bylaw.

READ A THIRD TIME this _____ day of _____, 2020

Corporate Officer

SCHEDULE 15

Animal Control Bylaw No. 3990

	SECTION	FINE	FINE (If paid within 30 days of service)
Dog At Large	8.1	150.00	100.00
Failure to Remove Excrement	8.3	150.00	100.00
Unconfined Dog in Heat	8.4	150.00	100.00
Confined Animal/Inadequate Ventilation	8.5	150.00	100.00
More Than Three Dogs in Off Leash Area	9.3	150.00	100.00
Fail to Secure Dog in Off Leash Area	9.7	150.00	100.00
Fail to Provide Identification of Aggressive Dog	10.3	300.00	200.00
Aggressive Dog Not Secured	10.4	500.00	N/A
Aggressive Dog At Large	10.5	500.00	N/A
Aggressive Dog in Off Leash Area	10.6	500.00	N/A
Fail to Report Aggressive Dog At Large	10.8	500.00	N/A
Fail to Report Transfer of Aggressive Dog	10.9	500.00	N/A
Aggressive Dog No Muzzle	10.10	500.00	N/A
Fail to Post/Maintain Dangerous Dog Sign	11.3	500.00	N/A
Fail to Report Transfer of Dangerous Dog	11.6	500.00	N/A
Fail to Mark Dangerous Dog With Identification	11.7	500.00	N/A
Dangerous Dog Not Secured	11.8	500.00	N/A
Dangerous Dog No Muzzle	11.9	500.00	N/A
Dangerous Dog At Large	11.10	500.00	N/A
Dangerous Dog With Minor	11.14	500.00	N/A
Fail to Report Dangerous Dog At Large	11.15	500.00	N/A
Dangerous Dog in Off Leash Area	11.16	500.00	N/A
Unlicensed Dog	12.1	150.00	100.00
No Licence Tag	12.3	75.00	50.00
More Than Three Dogs	13.2	150.00	100.00
Unpermitted Kennel	13.3	150.00	100.00
Farm Animal in Residential Zone	15.1	150.00	100.00
Farm Animal At Large	15.2	150.00	100.00
Keep Venomous Snake	16.1 (a)	300.00	200.00
Keep More Than Four Snakes	16.1 (b)	150.00	100.00
Keep More Than Four Rodents	16.1 (c)	150.00	100.00

Animal Control Bylaw Amendment - Emotional Support Animals

RECOMMENDATION:

That Committee of Council recommend that Council:

1. Adopt Bylaw No. 4168 to allow for the provision of emotional support animals; and
2. Adopt amendments to Bylaw Notice Enforcement Bylaw No. 3814 and Ticket Information Bylaw No. 2743 to add ticketing provisions for:
 - S 10 (12) Aggressive Dog no muzzle - \$500.00
 - S 11(9) Dangerous Dog no muzzle - \$500.00

REPORT SUMMARY

This report outlines proposed amendments to Animal Control Bylaw No. 3990, to allow for the keeping of emotional support animals within specific parameters.

This report also recommends a housekeeping amendment to add ticketing provisions for aggressive and dangerous dogs without muzzles.

BACKGROUND

In recent years the Bylaw Division has come across situations via complaint in which people have been keeping animals as pets that are not permitted in residential zones. Specifically, they are not permitted under Animal Control Bylaw No. 3990 or Zoning Bylaw No. 3630. In some of these situations, individuals have claimed that the animals provide them emotional support or comfort. Examples of the types of animals that are being brought forward as emotional support animals are chickens, goats and pigs.

Currently, the animal control bylaw only addresses a service animals or guide dogs. It is important to distinguish between the commonly known service animal (usually dogs) and emotional support animals. Service dogs differ from emotional support animals in a few key ways. Service dogs have been trained to perform specific tasks for individuals, and are usually given access to anywhere their owner goes. Emotional support animals do not require any specific training, and may not be given access to establishments such as restaurants, malls, or airports like service dogs are.

Training and certification for Guide Dog and Service Dogs are regulated in British Columbia as per the Guide Animal Act. Dogs certified and registered under these guidelines are for animals used for person with blindness or disabilities other than blindness. The legislation defines a "Guide Animal" as "if that animal is used by a person with a disability to avoid hazards or to otherwise compensate for a disability; and" it further defines person with a disability as " a person who is apparently blind or otherwise disabled and is dependent on a guide animal or white cane."

Certified guide dog or service animals are permitted in Port Coquitlam and are exempt from a license fee.

DISCUSSION

Recognizing that animals may serve as emotional support to persons in need, this report recommends that Animal Control Bylaw No. 3990 be amended to allow emotional support animals in specific and limited circumstances, subject to approval by the Bylaw Services Manager on a case by case basis. The recommended bylaw amendment stipulates that a person must apply to the Bylaw Services Manager to have a farm animal designated as an emotional support animal by submitting an application, providing the address at which the animal will be kept, and providing a letter from a qualified person or psychiatrist evidencing that the animals is used for a disability-related illness.

The proposed amendment stipulates further that the Bylaw Services Managers may designate the animal as an Emotional Support Animal subject to the owner meeting certain provisions that mitigate potential disturbances such as noise or odour, or conversely; reject the application. The Bylaw Services Manager may review and cancel the designation if conditions are not met or if the animal becomes a nuisance or is not adhering to the provisions.

Provisions of the amendment also outline that the owner can only keep the animal at the address on the application and that the designation is specific to the animal and cannot be transferred upon the death of the animal.

The following guidelines will be adopted in applying the bylaw:

- No specific time limit on designation however the designation will be reviewed if complaints are received. The designation is good for as long as the animal and the owner live at the address on the application.
- A one designation per animal requirement. Some owners might suggest that they should be permitted to keep a pig and that they can replace one pig with another without making a new application. In that case it is the owner that has special status, not the animal, and it is likely easier to administer an animal specific regulation.
- No amendment to the Zoning Bylaw. This is for two reasons. First the prohibition against keeping farm animals in a residential zone is found in the animal control bylaw, not the zoning bylaw. Second, the definition of agriculture in the zoning bylaw refers to “farm use” in the Agricultural [Land] Commission Act, which in turn refers to using “agricultural land for farming ... animals”. That use is not occurring here, as a person is using residential land to keep a domestic animal for a residential purpose. The difference being that this species of animal might be farmed by others.

The guidelines for applying for an animal to become an emotional support are quite stringent in that the amendment is very tight to ensure this isn't a wide scale item, and the application is onerous to also ensure it isn't abused.


Animal Control Bylaw Amendment - Emotional Support Animals

A concern around adopting this amendment is the potential of opening a floodgate of applications for animals that are not suitable to live in residential areas. Denials of applications could lead to Canadian Charter legal challenges under the equity of rights for mental and physical disabilities; section 15. Most municipalities however, do not have a provision for support animals that extend beyond domestic animals.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend adoption of the bylaw amendments.
	2	Request further information from staff.
	3	Take no action and leave the current bylaw unchanged.

ATTACHMENTS

Att#1: Bylaw 4168 – Animal Control Amendment Bylaw

Att#2: Bylaw 4170 – Bylaw Notice Enforcement Amendment

Att#3: Bylaw 4171 – Ticket Information Utilization Amendment

Lead author(s): Paula Jones

Contributing author(s): None

Revenue Anticipation Borrowing Bylaw

RECOMMENDATION:

That the Revenue Anticipation Borrowing Bylaw No. 4174 be given first three readings and adoption.

PREVIOUS COUNCIL/COMMITTEE ACTION

On April 7, 2020, Committee of Council directed staff to prepare a Revenue Anticipation Borrowing Bylaw for \$30 Million.

REPORT SUMMARY

In order to reduce the burden on taxpayers during the COVID-19 pandemic, Committee of Council will be extending the property tax deadline and waiving penalties on outstanding utility fees until September 2, 2020. As utility fees and property taxes make up approximately 85% of the City's revenues, the deadline extension may require that the City borrow funds to meet its obligations in the short term, until the tax payments are received. A Revenue Anticipation Borrowing Bylaw is required to enable the City to borrow the funds temporarily.

BACKGROUND

The COVID-19 pandemic has caused hardship for many Port Coquitlam taxpayers. Although the federal and provincial governments have taken some actions to help those facing hardship, local governments are considering ways they can also reduce the burden on taxpayers, while maintaining enough funding to continue providing as many services as possible. While local governments continue to lobby the province for expansion of the property tax deferment program and standardization and extension of the due date, there has been no announcement to date, and the impending financial impact to residents and businesses is looming.

As a result, on April 7, 2020, Committee of Council passed a motion recommending that Council adopt an Alternative Tax Scheme Bylaw to extend the deadline for payment of property taxes to September 2, 2020 and waive penalties on outstanding utility fees until September 2, 2020. Committee also noted that if the province introduces legislation for the expansion of the property tax deferment program, or delays the property tax due date, Committee will assess if modifications to this approach are necessary.

DISCUSSION

As utility fees and property taxes make up approximately 85% of the City's revenues, deferral of their due dates to September 2 may require the City to temporarily borrow funds to ensure sufficient cash flow is available to meet the City's obligations.

Revenue Anticipation Borrowing Bylaw


The Community Charter allows local governments to borrow funds necessary to meet the current lawful expenditures of the City, in anticipation of future revenues (*Section 177 Community Charter: Revenue Anticipation Borrowing*). This type of borrowing follows a different set of rules than borrowing for capital projects. The legislation allows for borrowing of up to 75% of all taxes levied for all purposes in the preceding year. A Revenue Anticipation Borrowing Bylaw to allow up to \$30 Million in temporary borrowing is recommended.

The City's bank has agreed to increase the current \$5 Million line of credit to \$30 Million to facilitate this borrowing, or potentially the City could borrow through the Municipal Finance Authority. This will be determined at a later date.

FINANCIAL IMPLICATIONS

Interest costs will be incurred on the borrowing. The additional expense will depend on the amount borrowed and the length of time the funds are borrowed for.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the Revenue Anticipation Borrowing Bylaw
	2	Provide alternate direction

ATTACHMENTS

Att#1: Revenue Anticipation Borrowing Bylaw No. 4174

Lead author: Karen Grommada

CITY OF PORT COQUITLAM

Revenue Anticipation Borrowing Bylaw, 2020

Bylaw No. 4174

WHEREAS the Corporation of the City of Port Coquitlam does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the *Community Charter* that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS the total amount of liability that Council may incur is Eighty Two Million, Eight Hundred and Sixty Thousand dollars (\$82,860,000) made up of the sum of Eighty Two Million, Eight Hundred and Sixty Thousand dollars (\$82,860,000), being 75% of the whole amount of the taxes levied for all purposes in 2019, and Zero dollars (\$0), being the whole amount of the sum of money remaining due from other governments;

AND WHEREAS there are no liabilities outstanding under Section 177;

NOW THEREFORE the Council of the Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

- 1) This Bylaw is cited as "Revenue Anticipation Borrowing Bylaw, 2020 No. 4174".
- 2) The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of Thirty Million dollars (\$30,000,000).
- 3) The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and Director of Finance.
- 4) All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

5) Port Coquitlam Revenue Borrowing Bylaw, 1998, No. 3148 is repealed.

READ A FIRST TIME this _____ day of _____, 2020

READ A SECOND TIME this _____ day of _____, 2020

Mayor

Corporate Officer

Certified a true copy of Bylaw No. 4174 as adopted.

Corporate Officer

RECOMMENDATION:

That Council:

- 1. Authorize staff to provide interim mutual aid to the Villages of Anmore and Belcarra to satisfy Ministerial Order M084 issued by the Province on March 26, 2020 until such time as the sub-regional Public Works Mutual Aid Agreement is in effect;*
- 2. Authorize staff to enter a sub-regional Public Works Mutual Aid Agreement with the Cities of Port Moody and Coquitlam and the Villages of Anmore and Belcarra and potentially Metro Vancouver on such terms and conditions as the Director of Engineering and Public Works deems necessary or advisable;*
- 3. Authorize staff to execute an extension of the 1999 Mutual Aid Agreement developed by REAC when appropriate; and*
- 4. Pursuant to Section 13 of the Community Charter, SBC 2003, C26, consent to the Villages of Anmore and Belcarra providing mutual aid services in Port Coquitlam if required as contemplated under Ministerial Order M084.*

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report outlines pertinent sections of Ministerial Order M084, and seeks authorization for staff to enter in to a proposed sub-regional mutual aid agreement with neighbouring municipalities to assist them in being complaint with the Order.

BACKGROUND

The City of Port Coquitlam is a participating member municipality of a Public Works Mutual Aid Agreement that was developed by the Regional Engineers Advisory Committee (REAC) of Metro Vancouver, in 1999. The agreement includes most other Lower Mainland municipalities and is included as an attachment to this report.

The agreement is designed for use in the event of an emergency where resources within a municipality including people, services, equipment, and materials become depleted. At that point, the municipality may request aid from another member municipality. There are several conditions that apply to requesting and rendering aid, including but not limited to:

- There is nothing stating that the municipality that has been requested to provide aid must provide it (the request is based on resources being available);
- The municipality that is providing emergency resources may invoice the requesting municipality for the costs of doing so;

- Each party in the agreement agrees not to initiate legal action or third party proceedings against any other party in the agreement based on provision or failure to provide emergency resources.

There have been no major requests for mutual aid through the agreement to date to staff's knowledge. The current agreement includes all neighbouring municipalities to Port Coquitlam including Coquitlam, Port Moody, Surrey and Pitt Meadows, but does not include the Villages of Anmore and Belcarra as well as some other small entities in other parts of the region.

DISCUSSION

The COVID-19 pandemic has resulted in a declaration of state of emergency throughout the Province effective March 18, 2020. There have also been several Ministerial Orders issued, including M084 which states:

Continuity of local authority services

- 7(1) Each local authority must use best efforts to enter into mutual aid agreements with neighbouring jurisdictions to ensure that first responder, waste water and drinking water services are maintained during the period referred to in section 2.
- 7(2) After complying with subsection (1), each local authority must report to Emergency Management BC any unresolved issues that may affect the provision of first responder, waste management, or drinking water services during the period referred to in section 2.

The Villages of Anmore and Belcarra have found themselves to be in non-compliance with this Ministerial Order because they are not part of the GVRD Public Works Mutual Aid Agreement, and have asked their neighbouring municipalities to honor the agreement for parties who are not currently part of it. Staff are recommending the following:

1. That staff provide confirmation of this commitment subject to the passing of a resolution of the Councils of both Anmore and Belcarra that there be no Good Samaritan lawsuits, agreement to the cost recovery provisions and other pertinent parts of the 1999 GVRD Public Works Mutual Aid Agreement. Coquitlam has made this same commitment and it is anticipated that Port Moody will be doing so as well.
2. That when resources allow in the upcoming weeks, pertinent staff from the five municipalities in the tri-cities area and potentially Metro Vancouver will work to develop a sub-regional Public Works Mutual Aid Agreement. This initiative will likely be much simpler to execute than a renewal of the existing REAC agreement, which would require resolution from all municipal Councils and the Metro Board.


Anmore and Belcarra Mutual Aid

3. That staff be authorized to enter into another region wide agreement when it is updated, although it is anticipated this could be well into the future.
4. That consent be given to the Villages of Anmore and Belcarra to provide mutual aid services in Port Coquitlam if required.

FINANCIAL IMPLICATIONS

There are no anticipated financial implications because any mutual aid rendered under the agreement would be completed under a cost recovery basis.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Authorize staff to provide interim mutual aid to the Villages of Anmore and Belcarra, and authorize future mutual aid agreements accordingly.
	2	Decline to provide mutual aid to the Villages of Anmore and Belcarra.
	3	Other

ATTACHMENTS

None.


Lead author(s): Forrest Smith

Liquor Establishment Policy Amendment

RECOMMENDATION:

That Council approve an amendment to the Liquor Establishment Policy to provide for later closing times for liquor manufacturing establishments with a lounge endorsement area.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the Policy amendment.
	2	Delay approval and request staff to provide additional information.
	3	Deny approval of the Policy.

Liquor Establishment Policy Amendment – Extension of Hours for Liquor Manufacturing Establishments with Lounge Endorsement Areas

RECOMMENDATION:

That Committee of Council recommend Council approve an amendment to the Liquor Establishment Policy to provide for later closing times for liquor manufacturing establishments with a lounge endorsement area.

REPORT SUMMARY

This report recommends that the City's Liquor Establishment Policy be amended to extend the hours of operation for craft liquor manufacturers with lounges to be no later than 11:00pm Monday-Thursday, 12:00am Friday & Saturday, and 10:00pm on Sunday.

BACKGROUND

In 2016, the City amended its regulations to allow for the establishment of liquor manufacturing businesses with accessory lounge endorsement areas and accessory liquor sales in the M1 General Industrial and M3 Light Industrial zones. The City's Liquor Establishment Policy provides a framework for factors to be considered when providing comment to the Liquor Control and Cannabis Regulation Branch (LCRB) on provincial liquor applications. The policy was amended to establish closing hours for lounge endorsement areas to be not later than 9:00pm Monday to Thursday, 10:00pm Friday and Saturday, and 8:00pm on Sunday.

In 2018, the City further amended its regulations and policies to provide for an increase to the seating capacity of lounge endorsement areas attached to liquor manufacturing businesses; and to provide guidance for variance requests to reduce parking stall requirements of the Parking and Development Management for these establishments.

There is now five craft liquor manufacturers in operation in the City of Port Coquitlam, with an additional two expected to open this year. Business owners are reporting that there is a demand for more flexible hours by their customers and has requested the City consider amending the Liquor Establishment Policy to allow for their establishments to have later closing times.

The requested times would provide for lounge endorsement areas to be open until 11:00pm Monday to Thursday, 12:00am Friday and Saturday, and 10:00pm on Sunday. The business owners note they expect actual hours to fluctuate depending on season and demand, and they are unlikely to be open to the maximum permitted hours on a consistent basis.

DISCUSSION

An updated survey of liquor manufacturers with lounge endorsement areas in neighboring municipalities revealed there is a wide range of closing times; from Monday to Thursday,

Liquor Establishment Policy Amendment – Extension of Hours for Liquor Manufacturing Establishments with Lounge Endorsement Areas

businesses are often open until 10:00 or 11:00pm, although some currently close as early as 8:00pm. Friday and Saturday also varied, with the majority open until 11:00pm or later and Sunday closing was typically between 9:00pm to 10:00pm. Several establishments advised that they are currently on “winter hours” and will stay open later during the summer season, holidays and for special events. A summary of this data has been provided in the table attachment to this report


The OCP objectives and guidelines promote a diverse local economy by supporting a range of industrial business and employment opportunities. Craft liquor manufacturers in Port Coquitlam have been very well received and supported by the community and are an important economic and employment generator.

Staff note the requested change does not appear to be inconsistent with operating hours of liquor manufacturers around the TriCities and Lower Mainland and would meet customer demand and provide support to local business. The City has not been apprised of any negative impacts associated with the existing liquor manufacturers and lounge endorsement areas and do not anticipate this would change with the amended hours. Support for the requested amendment to the hours of operation for lounge endorsement areas in the Liquor Establishment Policy is recommended.

FINANCIAL IMPLICATIONS

None

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend Council amend the Liquor Establishment Policy to allow liquor manufacturing establishments with a lounge endorsement area to close two hours later than currently permitted.
	2	Request that staff bring forward additional information or a Policy amendment that would allow for different closing hours
	3	Determine that an amendment to the Liquor Establishment Policy should not proceed at this time.

ATTACHMENTS

Attachment 1: Summary of closing hours for neighboring craft liquor manufacturers

Attachment 2: Letter from Liquor Manufacturing Establishments

Attachment 3: Amended Liquor Establishment Policy

Lead author(s): Jennifer Little and Graeme Muir

Attachment 1

Brewery	Mon-Thurs¹	Friday & Saturday¹	Sunday¹
Brassneck Brewing (Vancouver)	2pm-11pm	12pm-11pm	2pm-11pm
Bridge Brewing Company (North Vancouver)	11am-11pm	11am-11pm	11am-11pm
Moody Ales Brewery (Port Moody)	1pm-10pm	11am/12pm-11pm	12pm-9pm
Twin Sails Brewing (Port Moody)	12am-8pm	11am-9pm	11am-7pm
Mariner Brewing (Coquitlam)	2pm-10; Thurs: 2pm-11pm	12pm-11pm	12pm-9pm
Steel & Oak Brewing (New Westminster)	12pm-8pm; Thurs: 12pm-10pm	12pm-10pm	12pm-8pm
Dead Frog Brewery (Langley)	11am-10pm	11am-12am	12pm-8pm
Foamers' Folly Brewing (Pitt Meadows)	11am-11pm	11am-12:30am	11am-11pm
Ridge Brewing Company (Maple Ridge)	2pm-7pm/8pm	11:30am/12pm-10pm	12pm-6pm

¹ Brewery hours may vary by season (summer hours vs. winter hours). The hours of operation provided above are from March 2020.

Dear Jennifer Little,

Following up on our initial conversation in October, I would like to explore the opportunity of increasing the operating hours for Provincial Spirits and our fellow breweries. The support we have received from the City has been fantastic and I can speak for us all when I say we are proud to have our respective establishments located in Port Coquitlam.

We have experienced tremendous support over the past year from the community. Their continued patronage and positive feedback have been incredible, exceeding all of our expectations. Many of our fellow neighbours have welcomed us into the community and are some of our biggest supporters. Public safety is always a top priority. I am proud to say that there has been no issues or complaints received from our establishments. We hope to build on what was a successful 2019 as we lead into the new year.

In light of this, it is our collective request to seek a 2-hour increase of our current operating hours. The purpose of the extension wouldn't be to increase hours on all days. Rather, it would be to have the flexibility of increasing hours when situations deem it necessary and beneficial (such as group bookings or special events).

If there is any additional information you require, please do not hesitate to reach out to myself or anyone below.

Thank you for your support and consideration,

Chris Skelly, Provincial Spirits
chris@provincialspirits.co

CSkelly

Geordie Anderson, Taylight Brewing
geordie@taylightbrewing.com

Geordie Anderson

Courtney Brown, Northpaw Brew Co.
courtney@northpawbrewco.com

Courtney Brown

Andrea MacIntosh, Tinhouse Brewing Co.
amac@tinhousebrewing.ca

Andrea MacIntosh

Twin Sails Brewing
2821 Murray Street, Port Moody
Contact: Clay Allmin

The past 4.5 years, Twin Sails has been a prominent brewery in Port Moody. The bylaws have allowed them to be open until 12am, however, they made the decision to close at 11pm (similar to our plan). When speaking with Clay Allmin (Owner), he found that there is a gradual exit of patrons starting at 10:15pm and by 10:45pm the vast majority of customers have left on their own accord, knowing that the Tasting Room is closed at 11pm. In the 4.5 years of being open, Twin Sails has not had 1 police-related incident. Their fellow neighbours speak highly of Twin Sails and have welcomed them into the community. Their tasting room capacity consists of 50 seats inside and 30 seats on their patio.

Foamers Folly
19221 122a Ave, Pitt Meadows
Contact: Samantha Luniw

Foamers Folly has been Pitt Meadows' first and only brewery since opening up 4 years ago. They were initially allocated 60 seats which has since grown to 100. As years passed and seating capacity increased, Foamers has had no police incidents and have a very positive relationship with both the commercial and residential neighbours that surround them. They are currently licensed to stay open until 1am on Friday and Saturday and 11pm on all other days. They close the tasting room at 1230am as they found no financial benefit between 1230am-1am. They find that between 9pm-11pm draws a terrific crowd that begins to filter out slowly from 11:30pm-12:30am



POLICY

Subject Area:	Community Planning	Policy #5.04
Policy Title:	Liquor Establishment Policy	
Authority:	Legislative X Administrative	Effective Date: 2020-10-24 Review Date: 2021-10
Issued By:	Laura Lee Richard Director of Development Services	Issue Date: 2020-04-14 Distributed by: Department Heads

Purpose

To provide a framework for the factors Port Coquitlam will consider when reviewing a liquor establishment application as referred to the City for review and comment by the BC Liquor Licensing and Control Branch (LCLB) and applications to amend the Zoning Bylaw to permit new establishments that will be subject to liquor licences. The policy will be used to evaluate merits of an application in conjunction with application of the City's Development Procedures Bylaw, Parking and Development Management Bylaw and any other relevant bylaws or policies. This policy is intended to provide information upfront to prospective applicants about the City's procedures in processing their applications for reasons of clarity and consistency. It applies to those who are applying for, or hold, licences for liquor primary establishments, food primary establishments, liquor retailers, and liquor manufacturers with endorsements.

Policy

1. Analysis of Applications

1.1 **New liquor primary licence applications** including applications for neighbourhood pubs and licensed manufacturing establishments seeking a lounge endorsement area; and amendments to liquor primary licences, food primary licences, and manufacturing licences with endorsements – included but not limited to, increasing or changing hours of operation during which liquor is served, increasing patron capacity, expanding an outside patio, adding a lounge or allowing patron participation entertainment.

The following factors will be considered in evaluation of an application:

- a. The location(s) of other establishments with liquor licences
- b. The distance to schools and any other uses that may be relevant to a specific application

- c. Traffic and parking impacts
- d. Access for pedestrians and cyclists and to public transit
- e. Impacts to residents or businesses
- f. Comments by the RCMP and Manager, Bylaw Services Division with respect to any public safety, security or business licence concerns

1.2 New and relocation of liquor retail stores – includes private liquor stores, BC liquor stores, private wine stores (VQA), stores within grocery stores, and wine on shelves in grocery stores.

In addition to the factors identified in Section 1.1, the following factors will be considered in evaluating an application:

- a. Confirmation that the proposed location is a minimum of 1 km from other liquor retail establishments, including liquor stores in a grocery store, wine on shelves in a grocery store, wine stores, and liquor retail stores. For clarification, this provision does not apply to a farmers market.

2. Opening Times

The City will evaluate the appropriate opening time for a liquor primary licence establishment application on a case-by-case basis.

3. Closing Times

The City's closing times for liquor manufacturing establishments with a lounge endorsement area will be no later than 119 pm Monday to Thursday, no later than 120 ~~ap~~ pm Friday to Saturday, and no later than 108 pm on Sunday.

All operating and liquor service hours are subject to LCLB licensing regulations and approval, as appropriate.

4. Public Consultation

- Application for new and relocated liquor retail stores and endorsements to manufacturing licences should include documented input gathered from neighbouring residents and businesses.
- For a liquor establishment application that does not require a rezoning process, Committee or Council may determine that a Public Hearing be held in accordance with the procedures identified in the Development Procedures Bylaw where concerns about a proposed location are identified during the review and early consultation process.

Responsibility:

Director of Development Services

END OF POLICY