

Tuesday, December 8, 2020, 6:00 p.m.  
Port Coquitlam Community Centre - Wilson Lounge  
2150 Wilson Avenue, Port Coquitlam, BC

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

*That the Tuesday, December 8, 2020, Revised 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:*

- *November 10, 2020*
- *November 24, 2020.*

4. PROCLAMATIONS

None.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

None.

7. PUBLIC INPUT

None.

8. BYLAWS

**8.1. Delegation of Authority and Business Bylaw Amendments- First Three Readings** 10

Recommendation:

*That Council give first three readings to Delegation of Authority Bylaw, 2014, No. 3876, Amendment Bylaw, 2020, No. 4203 and Business Bylaw, 2010, No. 3725, Amendment Bylaw, 2020, No. 4202.*

**8.2. Fees and Charges Amendment Bylaw - First Three Readings** 41

Recommendation:

*That Council give Fees and Charges Amendment Bylaw No. 4204 first three readings.*

**8.3. 2020 - 2024 Financial Plan Amendment Bylaw - Adoption** 45

Recommendation:

*That Council adopt 2020 - 2024 Financial Plan Amendment No. 4200.*

**9. REPORTS**

**9.1. 2021 - 2022 Capital Plan & One Time Enhancements** 49

Recommendation:

*That Council direct staff to proceed with award of the 2021 and 2022 capital and one-time projects.*

**9.2. 2021 Council Schedule** 57

Recommendation:

*That Council adopt the 2021 Council Meeting Schedule.*

**9.3. Business Licence Fees Extension (verbal report)**

Recommendation:

*That Committee of Council direct staff to waive late payment fees normally collected for Business License renewals per Business Bylaw, 2010, No. 3725.*

**10. NEW BUSINESS**

**11. OPEN QUESTION PERIOD**

**12. RESOLUTION TO CLOSE**

**12.1. Resolution to Close**

Recommendation:

*That the Council Meeting of Tuesday, December 8, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the*

*Community Charter:*

*Item 5.1*

*c. labour relations or other employee relations.*

*Item 5.2*

*c. labour relations or other employee relations.*

**13. ADJOURNMENT**

**13.1. Adjournment of the Meeting**

Recommendation:

*That the Tuesday, December 8, 2020, Council Meeting be adjourned.*

**14. MEETING NOTES**



# Council Minutes

**Tuesday, November 10, 2020**  
**Port Coquitlam Community Centre - Wilson Lounge**  
**2150 Wilson Avenue, Port Coquitlam, BC**

Present: Councillor Darling Councillor Penner  
Councillor Dupont Councillor Pollock  
Councillor McCurrach Councillor Washington

Absent: Chair - Mayor West

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## 1. CALL TO ORDER

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

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, November 10, 2020, Council Meeting Agenda be adopted as circulated.*

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

Absent (1): Mayor West

Carried

## 3. CONFIRMATION OF MINUTES

None.

## 4. PROCLAMATIONS

### 4.1 Veterans' Week - November 5 - 11, 2020

Acting Chair, Councillor Pollock proclaimed November 5-11, 2020, Veterans' week.

## 5. DELEGATIONS

### 5.1 Coquitlam River Watershed Roundtable

Ms. Sharee Dubowits gave a presentation on the Coquitlam River Watershed Roundtable.

## **6. PUBLIC HEARINGS**

### **6.1 OCP & Zoning Amendment Bylaws for 2455 Gately Avenue, 2428-2492 Kingsway Avenue, 2420 and 2450 Ticehurst Lane**

Two speakers provided comments, four comments were received and one voice message was received.

## **7. BYLAWS**

### **7.1 OCP Bylaw for 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue, 2420 and 2450 Ticehurst Lane - Third Reading and Adoption**

Moved-Seconded:

*That Council give Official Community Plan Bylaw No. 4195 for 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue, 2420 and 2450 Ticehurst Lane third reading and adoption.*

In Favour (5): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (2): Mayor West, and Councillor Washington

Carried

### **7.2 Zoning Amendment Bylaw for 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue, 2420 and 2450 Ticehurst Lane - Third Reading**

Moved-Seconded:

*That Council give Zoning Amendment Bylaw No. 4196 for 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue, 2420 and 2450 Ticehurst Lane third reading.*

Moved-Seconded:

Amendment:

*That Council approve:*

*Third reading for the zoning of 2455 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane; and*

*Prior to adoption of the amending bylaw, the conditions set out at second reading, be met to the satisfaction of the Director of Development Services.*

In Favour (5): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (2): Mayor West, and Councillor Washington

Carried

### **7.3 Zoning Amendment Bylaw for 1300 Dominion Avenue - First Two Readings**

Moved-Seconded:

1. *That Council give Zoning Amendment Bylaw No. 4199 first two readings for rezoning 1300 Dominion Avenue from A (Agricultural) to DC (District Commercial); and*
2. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
  - a. *Demolition of existing structures.*
  - b. *Submission of plans, securities and fees for off-site works and services.*

In Favour (4): Councillor Darling, Councillor Dupont, Councillor Penner, and Councillor Pollock

Opposed (1): Councillor McCurrach

Absent (2): Mayor West, and Councillor Washington

Carried

### **7.4 Tree Amendment Bylaw - First Three Readings**

Moved-Seconded:

*That Council give Tree Amendment Bylaw No. 4197 first three readings.*

Moved-Seconded:

Amendment:

*That the Tree Amendment Bylaw, Schedule A be amended in the 'Specimen Trees' category to replace the words "60 cm" with the words "45 cm" and then Tree Amendment Bylaw No. 4197 be given first three readings.*

In Favour (5): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (2): Mayor West, and Councillor Washington

Carried

## **7.5 Bylaw Notice Enforcement Amendment Bylaw - First Three Readings**

### Moved-Seconded:

*That Council give Bylaw Notice Enforcement Amendment Bylaw No. 4198 first three readings.*

In Favour (5): Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Absent (2): Mayor West, and Councillor Washington

### Carried

## **8. REPORTS**

None.

## **9. NEW BUSINESS**

Council provided updates related to community events.

## **10. OPEN QUESTION PERIOD**

No public comments.

## **11. ADJOURNMENT**

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

### Moved-Seconded:

*That the Tuesday, November 10, 2020, Council Meeting be adjourned at 7:27 p.m.*

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

Absent (1): Mayor West

### Carried

## **12. MEETING NOTES**

The meeting recessed at 6:13 p.m. and reconvened at 6:40 p.m.

Councillor Washington left the meeting during Item 7.1 (6:40 p.m.) and returned during Item 9 (7:15 p.m.).

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Mayor

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Corporate Officer



Tuesday, November 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 Pollock  
Councillor Washington

Absent: Councillor Penner

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## 1. CALL TO ORDER

The meeting was called to order at 6:01 p.m.

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, November 24, 2020, Council Meeting Agenda be adopted as circulated.*

In Favour (5): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, and Councillor Pollock

Absent (2): Councillor Penner, 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:*

- October 27, 2020.

In Favour (5): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, and Councillor Pollock

Absent (2): Councillor Penner, and Councillor Washington

Carried

**4. PROCLAMATIONS**

None.

**5. DELEGATIONS**

**5.1 Fortis BC**

Mr. Darin Wong of Fortis BC provided an overview of the Energy Pathways report.

**6. PUBLIC HEARINGS**

**6.1 Zoning Amendment for 1300 Dominion Avenue**

No public comments or written submissions were received.

**7. BYLAWS**

**7.1 Zoning Amendment Bylaw for 1300 Dominion Avenue - Third Reading**

Moved-Seconded:

*That Council give Zoning Amendment Bylaw No. 4199 third reading.*

In Favour (5): Mayor West, Councillor Darling, Councillor Dupont, Councillor Pollock, and Councillor Washington

Opposed (1): Councillor McCurrach

Absent (1): Councillor Penner

Carried

**7.2 Zoning Amendment Bylaw for #6108-2850 Shaughnessy Street - First Two Readings**

Moved-Seconded:

*That Council give Zoning Amendment Bylaw No. 4201 for #6108-2850 Shaughnessy Street first two readings.*

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

Absent (1): Councillor Penner

Carried

**7.3 2020 - 2024 Financial Plan Bylaw Amendment - First Three Readings**

Moved-Seconded:

*That Council give 2020-2024 Financial Plan Bylaw Amendment Bylaw No. 4200 first three readings.*

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

Absent (1): Councillor Penner

Carried

#### **7.4 Business Improvement Area Bylaw - Adoption**

Moved-Seconded:

*That Council adopt Business Improvement Area Bylaw No. 4188.*

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

Absent (1): Councillor Penner

Carried

#### **7.5 Tree Amendment Bylaw - Adoption**

Moved-Seconded:

*That Council adopt Tree Amendment Bylaw No. 4197.*

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

Absent (1): Councillor Penner

Carried

#### **7.6 Bylaw Notice Enforcement Amendment Bylaw - Adoption**

Moved-Seconded:

*That Council adopt Bylaw Notice Enforcement Amendment Bylaw No. 4198.*

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

Absent (1): Councillor Penner

Carried

### **8. REPORTS**

None.

**9. NEW BUSINESS**

Council provided updates related to community events.

**10. OPEN QUESTION PERIOD**

No public comments.

**11. ADJOURNMENT**

**11.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, November 24, 2020, Council Meeting be adjourned at 6:54 p.m.*

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

Absent (1): Councillor Penner

Carried

**12. MEETING NOTES**

Councillor Washington joined the meeting during Item 5.1 (6:07 p.m.).

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Mayor

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Corporate Officer

## Delegation of Authority & Business Bylaw Amendments

### **RECOMMENDATION:**

That Council give first three readings to Delegation of Authority Bylaw, 2014, No. 3876, Amendment Bylaw, 2020, No. 4203 and Business Bylaw, 2010, No. 3725, Amendment Bylaw, 2020, No. 4202.

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

Council previously granted authority to the Manager of Planning to issue, cancel or suspend business licences.

### **REPORT SUMMARY**

This report amends both the Delegation of Authority Bylaw 3876 and Business Bylaw No. 3725 to ensure both the Manager of Bylaw Services and the Manager of Planning have the authority to issue, cancel or suspend business licences. The amendments also update the reconsideration process to ensure consistency across both bylaws.

### **BACKGROUND AND DISCUSSION**

In 2017, the City completed a continuous improvement review assessment of business licensing services. One of the recommendations of this review was to relocate business licensing to the City Hall Annex to create a customer friendly business hub. The intention of creating this hub was to improve customer service by centralizing all services for business customers in one location.

In 2018, administration of the business licence function was moved from the Bylaw Services Division to the Planning Division, in order to provide for the physical relocation of this service to the Annex. The delegated authorities pertaining to business licences in the Delegation of Authority Bylaw were amended from the Manager of Bylaw Services to the Manager of Planning to reflect this administrative change.


This creation of a one-stop business hub has been well received by the business community and has achieved its objective of enhanced customer service. However, there have been several occasions in which enforcement actions, including suspension and cancellation of a business licence, have been required.

The Bylaw Services Division is responsible for the investigation and taking the lead on actions and recommendations pertaining to enforcement of the Business Bylaw regulations, and suspension or removal of a business licence. Delegating the authority to issue, suspend or cancel a business licence to both the Manager of Bylaw Services and the Manager of Planning will ensure that these

## Delegation of Authority & Business Bylaw Amendments

positions are able to work collaboratively to support and regulate business licence services in the community.

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

	#	Description
	1	Give first three readings to both bylaws.
	2	Request more information from staff before proceeding.
	3	Take no action (maintain current bylaws).

### **ATTACHMENTS**

Att#1: Business Bylaw 3725 - Track Changes

Att#2: Bylaw 4202 - Business Bylaw Amendment

Att#3: Delegation of Authority Bylaw 3876 - Track Changes

Att#3: Bylaw 4203 - Delegation of Authority Bylaw Amendment

**Lead author(s): Paula Jones and Jennifer Little**



# ***THE CORPORATION OF THE CITY OF PORT COQUITLAM***

## **BYLAW NO. 3725**

### ***A Bylaw to Provide for the Licencing and Regulation of Businesses***

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***Whereas of the Community Charter empowers City Council to provide for the licensing and regulation of businesses in the City and the Council wishes to regulate and licence businesses for the purpose of protecting the public;***

***Therefore, the Council of The Corporation of the City of Port Coquitlam, in open meeting assembled, enacts as follows:***

**1. CITATION:**

This Bylaw may be cited for all purposes as “Business Bylaw, 2010, No. 3725”.

**2. DEFINITIONS:**

In this Bylaw:

**Accessory Home Business** means a business carried on in a dwelling unit by a resident of that dwelling unit.

**Automated Bank Machine Business** means a Business that provides an automatic teller machine at its premises, other than on the premises of a Financial Institution.

**Bowling Alley** means the Business of short-term rental of specially-constructed lanes within a building for the game of five- or ten-pin bowling.

**Business** means the carrying on of a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit, and includes the holding by a corporation of an active Provincial registration.

**Cannabis retail outlet** means premises licensed under the Cannabis Control and Licensing Act to provide for the sale of cannabis for consumption off premises.

**City** means the City of Port Coquitlam.

**Contracting Business - Out of Town** means a Business carried on by a Contractor and conducted from premises outside the City.

**Contractor** means a person who carries on the Business of performing construction, alteration, repair work, or maintenance upon a building, structure, or other improvement.

**Council** means the Council of the City.

**Daycare Business** means a Business that provides a daycare, pre-school or playschool.

**Distribution Business** means a Business of distributing goods to other businesses for use or sale.

**Film Production** means the Business of casting, shooting, directing, editing, or distributing a motion picture.

**Financial Institution** means the Business of a bank, trust company, credit union, finance company, mortgage lender, or similar establishment.

**Fire Prevention Officer** means a member of the City's Fire Department authorized by the City Council or the Fire Chief to inspect premises under this Bylaw.

**Highway** includes a street, road, lane, bridge, viaduct and any other way open to public use, but does not include a private right of way on private property.

**Hotel** means a Business that provides paid lodging in a building on a short-term basis.

**Improvement** means anything constructed, or added to, in, upon, or under land.

**Licence** means a valid and subsisting business licence issued and approved pursuant to this Bylaw.

**Licencee** means the person who holds a Licence issued pursuant to this Bylaw.

**Licence Inspector** means a person appointed by Council as a bylaw enforcement officer or licence inspector for the purpose of enforcing this Bylaw.

**Liquor Establishment** means a neighborhood pub, lounge, or other establishment in respect of which a liquor-primary licence has been issued pursuant to the *Liquor Control and Licensing Act*, as amended from time to time.

**Liquor Store** means a Business licensed under the *Liquor Distribution Act* to sell liquor at retail.

**Manager** means the person appointed by Council as the Manager of Bylaw ~~and Licensing~~ Services or the Manager of Planning.

**Manufacturing Business** means a business engaged in manufacturing, processing, or assembly.

**Mobile Vendor** means a person who, either on his own account or as an officer, servant, or agent of another, sells or offers for sale goods (including food and beverages but excluding liquor and cannabis), or services from a motor vehicle.

**Motel** has the same meaning as a Hotel.

**Non-Profit Society** means a charitable society or organization that is incorporated and in good standing under the *Society Act* of British Columbia, as amended from time to time.

**Non-Resident Business** means a Business carried on in or from premises located outside the City with respect to which any work or service is performed or offered in the City.



**Other Business** means any Business not set out in Category A, B, or C of Schedule A.

**Premises** means a building, portion of a building or an area of land where a Business is carried on.

**Profession** means a Business based on specialized education or training and consisting of the provision of advice or service to others for a fee without the expectation of other gain or profit and which includes, without limiting the generality of the foregoing, the Business of an accountant, chiropractor, dentist, engineer, land surveyor, lawyer, massage therapist, optometrist, pharmacist, physician and veterinarian.

**Professional** means a person who has been licensed, certified, or otherwise qualified to engage in a Profession.

**Resident Business** means a Business carried on in or from premises within the City.

**Residential Tenancy Act** means Chapter 78 of the Statutes of British Columbia 2002 and any successor legislation dealing with the relationship between residential landlords and their tenants.

**Restaurant** includes a café, drive-in restaurant, takeout food service, or other establishment in respect of which a food primary licence has been issued pursuant to the *Liquor Control and Licensing Act*, as amended from time to time.

**Retail Business** means a Business engaged primarily in retail sales.

**Special Event** means a circus, concert, temporary amusement park, horse show, or other itinerant show or entertainment on public or private property.

**Special Event Business** means a Business offering for sale goods or services in a City park, school, or highway right-of-way during a City-sanctioned Special Event.

**Street Vendor** means a person who, either on his own account or as an officer, servant, or agent of another, sells or offers for sale food items, excluding liquor and cannabis, from a Vending Cart.

**Suite Rental Business** means a Business that rents, or has available for rent, five or more suites, whether in a Hotel, Motel, apartment building, or other building.

**Vehicle for Hire** means the Business of short-term rental of vehicles to the public, with or without the provision of a driver, and which includes, without limiting the generality of the foregoing, the Business of a taxi, charter bus, tour bus, limousine, and the rental of customer-driven vehicles, but does not include public transit services or transportation network services.

**Vending Cart** means a self-contained mobile apparatus or other vehicle, excluding a mobile truck, used for the sale of food items other than liquor.

**Warehousing Business** means a Business engaged in receiving and storing goods, wares, merchandise or personal property of others.

**Wholesaling Business** means a Business engaged in the selling of merchandise to retailers and to industrial, commercial, institutional or professional business users, contractors, other wholesalers, or the provision of a brokering or agency service for the selling of merchandise to such users.

## **DIVISION 1 - BUSINESS LICENCING**

### **LICENCE REQUIREMENT**

3. (a) No person shall carry on business in the City without a Licence.
- (b) Every person who owns or operates any business within the City shall apply for, obtain, and hold a Licence for each business.
- (c) Every person who carries on business from more than one premises in the City shall obtain a separate Licence for each premises.
- (d) Notwithstanding the provisions of this Bylaw, no Licence shall be required for the rental of a single-family dwelling to five or fewer unrelated persons, or for the rental of fewer than five suites in a multi-family building.

### **LICENCE FEE**

4. Every person who applies for a Licence shall pay to the City, in advance, the applicable licence fee prescribed in Schedule A to this Bylaw.
- 4.1 Notwithstanding the preceding section, the annual licence fee prescribed in Schedule A shall be reduced by one-half in respect of a Licence issued after July 31st in any year.
- 4.2 No refund of an annual licence fee shall be made on account of any person ceasing to carry on the Business in respect of which the License was granted at any time. The licence fee shall be refunded only if the Licence application is withdrawn prior to issuance of the Licence or if issuance of the Licence is refused.
- 4.3 Notwithstanding any business licence fee formula specified in Schedule A of this Bylaw, the maximum business licence fee that may be charged for an individual business is \$3,000.00.

### **APPLICATION FEE**

- 4.4 Notwithstanding sections 4 and 4.1, a person who has applied for a Licence and who carries on the business in more than one calendar year, without the said Licence having been issued on account of non-compliance with this Bylaw or with any other enactment related to the conduct of the business, shall pay to the City an annual application fee that shall be two times the annual Licence fee for such business prescribed in Schedule A.
- 4.5 Such annual application fee shall be due and payable on June 30<sup>th</sup> of the second calendar year and of each subsequent year in which the business remains in operation without a Licence.
- 4.6 Where an applicant has paid the application fee prescribed in section 4.4 and subsequently qualifies for a Licence, no Licence fee shall be charged for the remainder of that calendar year.
- 4.7 Where an applicant who is carrying on business without a Licence qualifies for a Licence before June 30<sup>th</sup> in a calendar year, and the applicant has not paid the annual application fee for that calendar year, the regular Licence fee shall be charged in accordance with Schedule A.

## **GRANTING OF A LICENCE**

5. The Manager may grant or transfer a Licence under this Bylaw where the Manager is satisfied that the applicant has complied with the requirements of this Bylaw and any other City bylaw related to the conduct of the Business.
- 5.1 In granting or renewing a Licence, Council may impose terms and conditions in relation to the Business.
- 5.2 In granting or renewing a Licence, the Manager may impose terms and conditions in relation to the following aspects of the Business:
  - (a) hours of operation
  - (b) occupant load.

## **REFUSAL OF A LICENCE**

6. An application for a Licence or renewal of a Licence may be refused by Council or the Manager in any specific case, provided that:
  - (a) the application must not be unreasonably refused; and
  - (b) reasons for the refusal must be provided to the applicant.

## **RIGHT OF RECONSIDERATION BY COUNCIL**

- 6.1 If the Manager has refused to grant a Licence or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter.

## **INSPECTIONS**

7. The Manager or a Licence Inspector, Fire Prevention Officer or Medical Health Officer of the City may enter at all reasonable times on any property that is subject to the bylaw, to ascertain whether the regulations in this Bylaw are being observed.

## **INITIAL LICENCE APPLICATIONS**

8. An application for an initial Licence for a business shall be made on the application form as approved by the Manager.
9. Every application for an initial Licence for a Resident Business shall include a detailed description of the premises in or upon which the applicant intends to carry on business.
10. Every application for an initial Licence for a resident business that handles food or food products, daycare, hairdressers, estheticians, and other businesses as defined by the Fraser Health Authority shall also be accompanied by written confirmation that the premises for the proposed business comply with the health regulations of the Fraser Health Authority, endorsed by the Chief Medical Officer, or the Chief's delegate.
11. Where an applicant applies for more than one Licence, the particulars of each Licence applied for shall be included on a separate application form.

12. The application form shall be delivered to the Licence Inspector and shall be accompanied by the fee prescribed in Schedule “A” to this Bylaw.
- 12.1 Every Non-Profit Society that carries on a Business as an incident to its purposes is required to hold a valid and subsisting Licence for such Business.
- 12.2 Notwithstanding the provisions of Schedule A of this Bylaw, where a Non-Profit Society is registered as a charity under the *Income Tax Act* of Canada, as amended from time to time, no fee shall be charged by the City for such Licence.

## **LICENCE PERIODS**

13. Subject to Sections 14 and 15, Licences shall be granted as annual licences for a period commencing each January 1<sup>st</sup> and expiring each December 31<sup>st</sup>.
14. The period for a Licence in respect of a theatre including a drive-in theatre, amusement hall, concert hall, music hall, rink, amusement park or other place of amusement, entertainment or exhibition, may be six months, three months or one day, and the period requested shall be by written application of the applicant.
15. The period for a Special Event Licence or a Special Event Business Licence shall be for the period specified in the application, but shall not exceed five days.

## **LICENCE FORMS**

16. Every Business Licence shall be in the form approved by the Manager.

## **DISPLAY OF LICENCE**

17. Every Licencee shall keep the Licencee's copy of the Licence posted in a conspicuous place on the premises in respect of which the Licence is issued. Where the Licencee has no business premises in the City, the Licence shall be carried upon the Licencee's person at all times when the Licencee is engaged within the City in the business for which the Licence was issued.

## **EFFECT OF LICENCE**

18. A Licence authorizes only the person named in the Licence to carry on only the business described in the Licence, and only at the premises or locations described in the Licence.
19. A Licence is not a representation or warranty that the licenced business or the business premises comply with the bylaws of the City or with any other regulations or standards.

## **LICENCE RENEWAL**

20. The City may forward a Business Licence Invoice on or before November 30<sup>th</sup> in each year, to every Licencee. Notwithstanding this section, the Licencee shall be responsible for obtaining and submitting a Business Licence Invoice as required.
21. A Licencee who proposes to renew a Licence shall submit the Business Licence Invoice and the Annual Licence Fee to the City prior to expiry of the Licence on December 31<sup>st</sup>.

22. If a Licensee fails to renew a Licence in accordance with Section 21, and subsequently fails to renew the Licence prior to March 1<sup>st</sup> of the next year, then, in addition to the annual licence fee, that person shall pay a late payment fee of:

- (a) \$25.00 for an Accessory Home Business;
- (b) \$50.00 for all other Businesses.

23. A Licence is renewed upon receipt of the Business Licence and payment of the Annual Licence Fee.

#### **LICENCE TRANSFERS - NEW PREMISES**

24. No person shall carry on a business upon any premises other than those described in the initial Licence application without first making an application under this section for a new Licence or for a transfer of the original Licence.
25. Any person proposing to obtain a transfer of a Licence with respect to a change of premises shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to licence fees.

#### **LICENCE TRANSFERS - PERSON TO PERSON**

26. Any person who acquires a business or a controlling interest in any business from any person licenced under this Bylaw shall not carry on such business without first having obtained approval for a transfer of the Licence.
27. Any person proposing to obtain a transfer of a Licence held by any other person shall make application as required, and the powers, conditions, requirements, and procedures relating to the initial Licence application apply, except as to Licence Fees and the requirements of Section 10.

#### **TRANSFER FEES**

28. The fee payable in respect of a person to person licence transfer, a change of name licence transfer or a change of premises licence transfer, shall be \$50.00.

#### **CHANGES IN LICENCE CONDITIONS**

29. No Licencee shall change any condition upon which the licence fee is based without first making an application, paying any additional licence fee payable under this Bylaw as a result of such changes, and obtaining a new Licence.

#### **EXCEPTION: DAY CARE**

30. Notwithstanding Section 3, no Licence is required for the provision of day care to not more than two unrelated children, or to the children of one family, by a person who is not related to those children.

## **DIVISION 2 - BUSINESS REGULATION**

### **STREET ADDRESS**

31. Every Licencee who operates from premises located in the City shall prominently display, in figures not less than 100 mm (4 inches) in height, the street address assigned to such premises under the street numbering system of the City.

### **SUSPENSION AND CANCELLATION OF LICENCES**

32. Subject to the *Community Charter*, Council may suspend or cancel a Licence for reasonable cause.

- 32.1 One or more of the following circumstances may, without limitation, constitute reasonable cause for suspension or cancellation of a Licence:

- (a) the Licensee has made a false declaration or has misrepresented or concealed a material fact with respect to the application for a Licence;
- (b) the Licensee fails to maintain the standard of qualification required to carry on the Business for which the Licence was issued or with respect to the Premises for which the Licence was issued;
- (c) the Licensee has failed to comply with this Bylaw or with a term or condition of the Licence;
- (d) in the opinion of the Council, the Licensee has engaged in misconduct with respect to the Business or Premises named in the License, which misconduct warrants the suspension or cancellation of the Licence;
- (e) the Licensee is found to have committed a violation of any applicable City bylaw or is convicted of an offence under a Federal or Provincial enactment in respect of the Business for the which the Licence was issued or with respect to the Premises for which the Licence was issued;
- (f) the Licensee is convicted of an indictable offence in Canada, which offence is, in the opinion of the Council, directly related to the conduct of the Business.

- 32.2 A Licence suspension under this Bylaw is for the period of time determined by the Council in each case.

- 32.3 A Licence that is suspended pursuant to this Bylaw is automatically reinstated upon expiration of the period of suspension.

### **PESTICIDE OR HERBICIDE APPLICATION BUSINESSES**

33. Before a Licence is granted to any person for the purpose of carrying on the business of an applicator of pesticides or herbicides, that person shall obtain a policy of comprehensive general liability insurance from an insurance company authorized to carry

on business in British Columbia and shall maintain the policy in effect. The limits of liability shall be not less than the following:

Bodily Injury Liability	\$200,000.00	-	each occurrence
Bodily Injury Liability	\$200,000.00	-	aggregate products and completed operations
Property Damage Liability	\$200,000.00	-	each occurrence
Property Damage Liability	\$200,000.00	-	aggregate products and completed operations

The liability policy shall provide that no cancellation, expiration, or material change in the policy shall become effective until after thirty (30) days notice of such cancellation, expiration, or change has been given to the City by return registered mail.

### **VENDING MACHINE LICENCES**

34. Every holder of a Licence to carry on the business of owning, operating, or maintaining one or more vending machines shall keep a notice affixed to each machine stating the Licencee's name, address, and telephone number.

### **UNSOLICITED BUSINESS**

35. No person shall carry on business through unsolicited visits to any residential, commercial or industrial premises in the City.

### **CONTRACTORS**

36. Every person licenced as a Contractor or Contractor – Out of Town shall provide the City with a list of all sub-trades to be engaged on each site, prior to the commencement of any work on the site. The contractor must notify the City upon the addition of subtrades engaged subsequent to the submission of the list within five (5) days of engagement.

### **TOWING BUSINESSES**

37. The fees to be charged in connection with the towing, preparation for towing, removal, handling, impounding, and storage of a vehicle or for any other services where the towing or other services are provided without the vehicle owner's written consent shall be those prescribed by the Insurance Corporation of British Columbia from time to time and applicable within the City of Port Coquitlam.
38. No person engaged in the business of towing motor vehicles shall, without the owner's consent, tow a vehicle from a private parking lot, highway or public place unless it is taken to an impoundment lot located within the City, which lot is protected by a locked fence and has an attendant on duty at all times when there is a vehicle impounded in the impoundment lot.

### **STREET VENDORS**

39. The owner of a Street Vending business:
- (a) shall only carry on business as a street vendor on a highway within the City of Port Coquitlam which is located entirely within a designated street vendor zone as designated in Section 39 (n); or



- (b) shall only carry on business as a street vendor on private property and where permitted in City's current Zoning Bylaw and shall have written consent from the property owner to operate the vending cart; and
- (c) shall not operate within the hours of 9:00 pm and 8:00 am;
- (d) shall have the name and address painted in a conspicuous place on both sides of every cart used by the business for such trade satisfactory to the Licence Inspector;
- (e) where the business is to be operated on City highway:
  - i. The Licencee shall obtain and maintain comprehensive general liability insurance in the amount of Five Million Dollars (\$5,000,000.00) when business is to be operated on a City highway. The City shall be included as an additional named insured.
  - ii. The Licencee shall hold the City harmless against claims, actions for injury, damage, loss, or death arising out of or resulting from the operation of a Street Vendor Business. The Licencee's insurer shall recognize the existence of the hold harmless clause.
  - iii. Proof of such insurance to the satisfaction of the City shall be submitted to the Licence Inspector prior to the issuance of a business licence and prior to all renewals.
  - iv. Must enter into an encroachment agreement with the City under the City's Highway Encroachment Bylaw No. 3023.
- (f) shall provide on site receptacles for garbage and dispose of the garbage in an appropriate manner. Litter shall not be deposited into City litter receptacles;
- (g) shall not allow the cart to interfere with pedestrian or vehicular traffic or vehicular sightlines;
- (h) shall not hook up to any external power, water, sewer, or other services and shall not store the cart overnight on City property;
- (i) shall not allow the cart to take up any required parking or be located in a landscaped area;
- (j) shall have a cart which does not exceed dimensions of 1.2 meters wide, 2.4 meters long and 1.8 meters high;
- (k) shall only sell food items, excluding liquor and cannabis;
- (l) shall not be or become a nuisance by generating excessive odors, music, light, or noise; and
- (m) shall not operate within six (6) metres of a fire hydrant.
- (n) Street Vendors are permitted to operate on public sidewalks or paved boulevards located within areas designated as Industrial in the Port Coquitlam Official Community Plan, as amended, excluding provincial highways, provided pedestrian and/or automotive travel is not impeded.

## **MOBILE VENDORS**

**40.** The owner or operator of a Mobile Vending business:

- (a) shall have the name and address painted in a conspicuous place on both sides of every vehicle used by the business for such trade, satisfactory to the Licence Inspector;
- (b) shall not allow their vehicle to stand on any highway in the city for a longer period at any one time than may be required in making a sale and delivery of any commodity to a customer to a maximum of fifteen (15) minutes at any one place on any highway, nor shall such vehicle be allowed to stand or remain on any highway within the block bounded by intersecting streets for a longer period than ten (10) minutes during any period of one hour while engaged in the carrying on of his business;
- (c) shall not allow their vehicle to stand upon any highway in a manner that would inhibit traffic flow;
- (d) shall provide on site receptacles for garbage and dispose of the garbage in an appropriate manner;
- (e) shall not operate between the hours of 9:00 pm and 8:00 am;
- (f) shall only sell food items, excluding liquor and cannabis;
- (g) shall not be or become a nuisance by generating excessive odors, music, light, or noise.

## **SPECIAL EVENT AND SPECIAL EVENT BUSINESS**

**41.** The owner or operator of a:

- (a) SPECIAL EVENT shall only be located in an area zoned as Agricultural, Commercial, Industrial or Institutional in the City of Port Coquitlam Zoning Bylaw. No licence shall be issued until Council approves the Special Event after taking into consideration noise, traffic, security, hours, and other potential community impacts. Council approval is not required for a Special Event being held on a parcel owned by the City of Port Coquitlam or on a parcel zoned P-1 Public Institutional.
- (b) SPECIAL EVENT BUSINESS shall only be located in an area designated as Park or School in the City of Port Coquitlam Official Community Plan or on public highway right of way during a City sanctioned special event. Where the City of Port Coquitlam has issued a Special Event Licence to an event organizer that includes provisions regarding Special Event Businesses, a Special Event Business participating in the Special Event does not require a business licence for that purpose.
- (c) SPECIAL EVENT who intends to authorize individual vendors to participate in the Special Event shall submit a detailed list of vendors so authorized, including their qualifications, to the City of Port Coquitlam for final approval no later than 14 days before the starting date of the Special Event.”

### **DIVISION 3 - GENERAL REGULATIONS**

#### **SUITE RENTAL BUSINESS**

- 42.1** No owner of a Suite Rental Business in an apartment building shall deliver to any tenant a notice of termination of the tenant's tenancy of a suite in the apartment building in order to renovate or repair the suite, or having delivered such a notice prior to enactment of this Section 42.1, require the tenant to vacate their suite pursuant to the notice, unless the owner has obtained every building permit, plumbing permit, development permit or heritage alteration permit required by any City bylaw and any other permit or approval required to authorize the renovation or repair, and has either:
- (a) entered into a new tenancy agreement with the tenant in respect of a comparable suite in the same building, on the same terms, including rent, as the tenancy agreement pertaining to the suite being renovated or repaired, or terms that are more favourable to the tenant, and provided a copy of the agreement to the Licence Inspector, or
  - (b) made other arrangements in writing for the tenant's temporary accommodation during the course of the renovation or repair, and for their return to their original suite following completion of the renovation or repair, with no increase in rent other than any additional rent increase allowed under Part 3 of the *Residential Tenancy Act*, and provided to the Licence Inspector satisfactory documentation of the arrangements including evidence of the tenant's consent to the arrangement.
- 42.2** No owner of a suite rental business shall, having failed to comply with Section 42.1, continue to fail to enter into a new tenancy agreement as described in Section 42.1(a) or make other arrangements for the tenant's temporary accommodation and return to their original suite as described in Section 42.1(b).
- 42.3** For the purposes of Section 42.1 and 42.2,
- (a) an owner of a Suite Rental Business is deemed to have required a tenant to vacate their suite pursuant to a notice of termination of tenancy if, having delivered such a notice prior to the enactment of Section 42.1, the owner has failed to, within 30 days of enactment of this Section 42.3(a), either comply with Section 42.1 or withdraw the notice of termination;
  - (b) a suite is comparable to a suite that is being renovated or repaired if it has the same or a greater number of bedrooms and complies with the maintenance standards in Section 32 of the *Residential Tenancy Act*, and the rent for the suite is equal to or less than the rent for the suite that is being renovated or repaired; and
  - (c) the new tenancy agreement may either transfer the tenant's tenancy permanently to the other suite or entitle the tenant to occupy the other suite temporarily during the course of the renovation or repair and return to their original suite following completion of the renovation or repair with no rent

increase other than any “additional rent increase” approved under Part 3 of the *Residential Tenancy Act*.

**42.4** An owner who is subject to Section 42.1 or 42.2 may apply to the Council for:

- (a) an exemption from the applicable section in respect of the owner’s building, on the grounds that the owner’s renovation or repair plans cannot be safely implemented unless the building is vacated, or
- (b) an exemption from the applicable section in respect of a portion of the owner’s building, on the grounds that the owner’s renovation or repair cannot be safely implemented unless that portion of the building is vacated and there are insufficient vacant suites in the building to which the owner could relocate tenants.

**42.5** An application under Section 42.4 must be accompanied by the written opinion of a suitably qualified person that, after due consideration of all practical alternative approaches to the work, the safe implementation of the owner’s renovation or repair plans requires that the owner’s building be vacated or that a portion of the owner’s building be vacated.

**42.6** The Council may require an owner who has made an application under Section 42.4 to pay the City’s cost in obtaining a second opinion from a suitably qualified person on whether the safe implementation of the owner’s plans requires that the owner’s building or portion of the owner’s building be vacated.

**42.7** The Council may, in approving an exemption, impose conditions pertaining to the relocation of tenants, including conditions relating to the accommodation of tenants during and following the renovation or repair and the rent that may be charged for the suites following the completion of the work.

**42.8** Sections 42.1 and 42.2 do not apply to any suite in a building that has been determined by an architect, engineer or building code consultant or any governmental authority having jurisdiction, including the local assistant to the fire commissioner, to have been damaged by natural disaster, fire, water, smoke, insect infestation or structural failure to the point that it is unsafe for any person to occupy the building, if the determination is made in writing and a copy has been delivered to a Licence Inspector before any notice of termination of a tenant’s tenancy is delivered to any tenant in the building.

**42.9** The Licence Inspector may require an owner of a suite rental business to provide, prior to obtaining a business licence or business licence renewal under this Bylaw, a statutory declaration that states the rent payable in respect of any suite prior to and following renovation or repair work for which the owner required a tenant to vacate their suite and, if the rent was increased, a copy of the director’s approval of the rent increase under Part 3 of the *Residential Tenancy Act*.

**42.10** The Licence Inspector may issue or renew a business licence under this bylaw to an owner who has applied for an additional rent increase related to renovation or

repair under Part 3 of the *Residential Tenancy Act* if the director has not yet decided the rent increase application, if in doing so the Inspector indicates on the licence that a surcharge may become payable under Section 42.11 if the additional rent increase is not allowed, but the rent for the suite in question exceeds the rent that is allowed without the increase.

- 42.11** The Licence Inspector may levy a monthly business licence surcharge on any owner who increases rent beyond the limit applicable under Section 42.1(b), in the amount that is the difference between the rent permitted by that Section and the rent that the owner's tenant is paying in respect of the suite that has been renovated or repaired, and may refuse to renew the business licence of any owner who, being subject to such a surcharge, has not paid the surcharge by the date on which the licence renewal is required.
- 42.12** For certainty, Sections 42.1 to 42.12 apply in respect of the renovation or repair of any suite in an apartment building regardless of whether a building permit authorizing the renovation or repair had been applied for or issued prior to the date of adoption of Business Amendment Bylaw No. 4116, 2019, and regardless of whether a notice to terminate a tenancy had been delivered prior to that date.
- 42.13** In Sections 42.1 to 42.11, "owner" means the owner of any apartment building who operates a Suite Rental Business in the building and includes the person who holds a Licence under this Bylaw to carry on that business.
- 42.14** Each day on which an owner contravenes Section 42.2 of this bylaw constitutes a separate offence, whether or not the owner subsequently complies with Section 42.1 in respect of that tenancy.
- 42.15** No offence is committed against Section 42.1 or Section 42.2 of this bylaw:
- (a) as of the date on which a tenant, having been given notice of eviction in contravention of this bylaw or having been evicted in contravention of this bylaw, is accommodated by the owner in accordance with Section 42.1, in respect of the renovation or repair for which the tenant has been evicted; or
  - (b) as of the date on which a copy of a written withdrawal of a notice of eviction that would have contravened this bylaw, having been previously provided to the tenant, is provided to the Licence Inspector.

## **DISPLAY OF FIREARMS AND AMMUNITION**

- 43.** Firearms and ammunition must not be displayed for sale in a manner that renders them visible from outside the business premises.

## **CLASSIFICATION**

- 44.** For the purposes of this Bylaw, businesses are classified in accordance with Schedule A, attached hereto and forming part of this Bylaw.

## SEVERABILITY

45. If any provision of this Bylaw is held to be invalid, the invalid portion shall be severed from the bylaw and that invalidity shall not affect the remainder of the bylaw.

## OFFENCE

46. Every person who violates any provision of this Bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$10,000.00.

## REPEALS

47. “Business Bylaw, 2004, No. 3453” including all amendments, is repealed and replaced by this Bylaw.

*Read a first time by the Municipal Council this 22<sup>nd</sup> day of March, 2010.*

*Read a second time by the Municipal Council this 22<sup>nd</sup> day of March, 2010.*

*Read a third time by the Municipal Council this 22<sup>nd</sup> day of March, 2010.*

*Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 12<sup>th</sup> day of April, 2010.*

**G. MOORE**  
Mayor

**S. RAUH**  
Corporate Officer

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### **RECORD OF AMENDMENTS**

<u><b>BYLAW NO.</b></u>	<u><b>AMENDED SECTION</b></u>	<u><b>DATE</b></u>
3796	Section 2/Schedule A	2012 04 10
4102	Cannabis retail	2019 02 05
4116	Suite Rental Business	2019 03 26
4120	Suite Rental Business	2019 05 07
4156	Vehicle for Hire	2020-03-10

**SCHEDULE A  
BYLAW NO. 3725**

**PART I – CATEGORY A**

<b>CLASSIFICATION OF BUSINESS</b>	<b>FEE CLASSIFICATIONS</b>	<b>ANNUAL LICENCE FEES PAYABLE</b>
Accessory Home Business	For each business	\$90.00
Automated Bank Machine Business	For each ATM	\$170.00
Bowling Alley	For each business	\$700.00
Cannabis Retail Outlet	For each business	\$1500.00
Daycare Business	For each business	\$125.00
Distribution Business	For each business	\$350.00
Film Production Business	For each business	\$200.00
Financial Institution	For each business	\$1250.00
General Contracting Business - Out of Town	For each business	\$150.00
Hotel / Motel	For each business	\$500.00
Liquor Establishment or Liquor Store	For each business	\$1500.00
Manufacturing Business	For each business	\$350.00
Mobile or Street Vending Business	For each business	\$800.00
Professional	For each professional	\$200.00
Restaurant	For each business	\$200.00
Suite Rental Business	For each business	\$25.00 per dwelling unit
Special Event	For each event	\$100.00
Special Event – Business	For each business during each Event	\$25.00

**SCHEDULE A  
BYLAW NO. 3725**

**PART 2 - CATEGORY B**

<b>CLASSIFICATION OF BUSINESS</b>	<b>FEE CLASSIFICATION</b>	<b>ANNUAL LICENCE FEE PAYABLE</b>
Vehicle for Hire Business	For each vehicle available for Hire	\$75.00

**PART 3 - CATEGORY C**

<b>CLASSIFICATION OF BUSINESS</b>	<b>FEE CLASSIFICATION</b>	<b>ANNUAL LICENCE FEE PAYABLE</b>
Retail Business	For the Building Area in which The business is conducted	\$90.00 for the first 30m <sup>2</sup> of Building Area and \$17.00 for Each addition 10m <sup>2</sup> of Building Area
Wholesale Business	For the Building Area in which The business is conducted	\$90 for the first 30m <sup>2</sup> of Building Area and \$17.00 for Each additional 10m <sup>2</sup> of Building Area
Warehousing Business	For the Building Area in which the business is conducted	\$90.00 for the first 93m <sup>2</sup> of Building Area and \$6.00 for each additional 10m <sup>2</sup> of Building Area

**PART 4 - CATEGORY D**

<b>CLASSIFICATION OF BUSINESSES</b>	<b>FEE CLASSIFICATION</b>	<b>ANNUAL LICENCE FEE PAYABLE</b>
Other Business	For each business	\$200.00



## Bylaw No. 4202

30



# THE CORPORATION OF THE CITY OF PORT COQUITLAM

## **BYLAW NO. 3876**

### **A Bylaw to Delegate Authority and Establish Procedures for Delegated Authorities**

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*WHEREAS the Community Charter empowers Council, by bylaw, to delegate certain powers, duties and functions, including those specifically established by an enactment, to its members, committees, officers, employees or another body established by the Council;*

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

#### **CITATION**

1. This Bylaw may be cited for all purposes as the “Delegation of Authority Bylaw, 2014, No. 3876”.

### **PART I: DELEGATED AUTHORITIES & PROCEDURES**

#### **ANIMAL CONTROL**

2. The Manager of Bylaw Services is delegated the authority to enter into, and deliver on behalf of the City, partnership and service agreements relating to animal control. Signing authority for these agreements is delegated to the Manager of Bylaw Services.

#### **BYLAW ENFORCEMENT**

3. It is acknowledged by the Council of the City of Port Coquitlam that by virtue of their appointment, Bylaw Officers are “Peace Officers” in the course of performing their duties. A Bylaw Enforcement Officer may exercise the following powers on behalf of the City:
  - a) enforcement of the City’s regulatory bylaws and related policies;
  - b) entry onto or into private premises to verify compliance with the Council’s regulations, prohibitions or requirements pursuant to Section 16 of the *Community Charter*;
  - c) the service of summons pursuant to Section 28 of the *Offence Act*;
  - d) for certainty, the issuance of Municipal Ticket Information as provided by the Ticket Information Utilization Bylaw, 1992, No. 2743 and the Bylaw Notice Enforcement Bylaw, 2012, No. 3814.
  - e) in accordance with Section 70(1)(b) of the *Police Act* upon the appointment of a Bylaw Officer by the City of Port Coquitlam Council or delegate, each employee must complete the Oath/Affirmation in BC Regulation 136/2002M199/2002 (see Schedule A).

## **BUSINESS LICENSING**

4. The Manager of Planning ~~is~~ and the Manager of Bylaw Services are delegated the authority to suspend or cancel a business licence for reasonable cause pursuant to Section 32 of the Business Bylaw, No. 3725.
5. The Manager of Planning ~~is~~ and the Manager of Bylaw Services are delegated the authority to attach conditions to a business licence pursuant to Section 5.1 of the Business Bylaw, No. 3725.
6. ~~An applicant for a business licence who is denied the licence by a decision of the Manager of Planning or is entitled to reconsideration. The applicant may submit a request for reconsideration in writing to the Committee of Council and this request will be placed on the next reasonably convenient meeting of the Committee of Council. If the issue is not resolved at this meeting, the applicant may request that the matter be considered by Council, who will provide a final ruling on the matter.~~ If the Manager of Planning or the Manager of Bylaw Services has refused to grant a Licence or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter. The applicant may submit a request for reconsideration in writing to Council. This request for reconsideration will be placed on the next reasonably convenient Council Meeting Agenda, and Council will provide a final ruling on the matter.

## **FINANCE**

7. The Committee of Council is delegated the authority to accept the annual municipal financial statements pursuant to Section 167(1)(b) of the *Community Charter*.
8. The Committee of Council is delegated the duties and functions pursuant to Part 6 - Division 2 Audit of the *Community Charter*.

## **LAND USE AND DEVELOPMENT APPROVALS**

9. The Committee of Council is delegated the authority:
  - a) to issue development permits under Section 920 of the *Local Government Act*;
  - b) to renew temporary use permits under Section 921 of the *Local Government Act* in areas of the City designated under Section 920.2 for such temporary uses;
  - c) to issue and renew heritage alteration permits under Section 972 of the *Local Government Act*;
  - d) to issue time extensions for Council consideration of adoption of a Zoning Bylaw amendment for a period of up to one year from the initial one-year period; and,
  - e) to authorize notice of a proposal for a development variance permit or a temporary use permit under Section 922 of the *Local Government Act*.
10. The Director of Development Services is delegated the authority to issue development permits (small lot) under Section 920 of the *Local Government Act* where the developments are:
  - a) for new single residential buildings in the RS4 zone;

- b) designed in accordance with the Intensive Residential Guidelines for Small Lots of the Official Community Plan; and,
  - c) in compliance with the regulations of the Zoning Bylaw.
- 11. The Director of Development Services is delegated the authority to issue watercourse development permits under Section 920 of the *Local Government Act* where the works are:
  - a) located in an agricultural, single residential or duplex zone;
  - b) in compliance with the watercourse protection guidelines of the Official Community Plan; and,
  - c) in compliance with the regulations of the Zoning Bylaw.
- 12. The Director of Development Services is delegated the authority to issue an amendment to a permit providing for a minor alteration or change which:
  - a) would not change the intent of the design, and
  - b) would not vary any bylaw with the exception of the following:
    - i. Zoning Bylaw bicycle facilities regulations,
    - ii. Zoning Bylaw recycling facilities regulations, and
    - iii. Parking and Development Management Bylaw regulations for parking space, loading space and aisle dimensions.
- 13. The Director of Development Services is delegated the authority to extend the date of expiry of a permit other than a Temporary Use Permit where, in the sole opinion of the Director of Development Services, no circumstances have arisen to require an amendment or reconsideration of the permit.
- 14. In exercising the authority delegated by this Bylaw, the Committee of Council and Director of Development Services shall do so in accordance with the relevant policies, guidelines and regulations of the Official Community Plan and Zoning Bylaw.
- 15. An applicant for a permit who is denied the permit by a decision by the Director of Development Services is entitled to reconsideration. The applicant may submit a request for reconsideration in writing to the Committee of Council and this request will be placed on the next reasonably convenient meeting of the Committee of Council. If the issue is not resolved at this meeting, the applicant may request that the matter be considered by Council, who will provide a final ruling on the matter.
- 16. The Committee of Council and Director of Development Services are delegated not only the authority to issue certain permits, but also to amend and cancel permits and to take such action as would be within the authority of Council if an owner fails to comply with a term or condition of a permit.
- 17. Signing authority for land use and development permits issued pursuant to this section is delegated to the Director of Development Services.
- 18. For clarification, the delegation to the Committee of Council of the authority to issue permits includes all the authorities of Council in relation to those development permits, including the authority to vary or supplement a bylaw under Division 7 or 11 of Part 26 of the *Local Government Act* and the authority to impose conditions and requirements and set standards on the issuance of a permit.

19. For clarification, the delegation to the Committee of Council of the authority to issue development permits and heritage alteration permits includes the authority to establish a permit expiry date, impose conditions, require undertakings, determine if an undertaking has been breached and enter on the land and carry out the demolition, removal or restoration at the expense of the owner, give and publish notices, and hear objections.

### **LANDSCAPE SECURITIES**

20. The Committee of Council is delegated the authority to require landscape securities in relation to development permits and temporary use permits.
21. The Director of Development Services is delegated the authority to require landscape securities in relation to development permits (small lot) and watercourse development permits located in an Agricultural A, Single Residential RS or Duplex RT zone.
22. The Committee of Council is delegated the authority to determine if a condition in a permit respecting landscaping in relation to development permits and temporary use permits has not been satisfied and the Committee of Council may then undertake the work, apply the security and otherwise administer the security pursuant to Section 925 of the *Local Government Act*.
23. The Director of Development Services is delegated the authority to determine if a condition in a permit respecting landscaping in relation to watercourse development permits located in an Agricultural A, Single Residential RS or Duplex RT zone has not been satisfied and the Director may then undertake the work, apply the security and otherwise administer the security pursuant to Section 925 of the *Local Government Act*.

### **LIQUOR AND CANNABIS LICENCES**

24. The Committee of Council is delegated the authority to adopt a resolution on a liquor licence application submitted in accordance with the *Liquor Control and Licensing Act* (LCLA) to the Liquor and Cannabis Regulation Branch or to make a decision to opt out of providing comment on the application.
25. The Director of Development Services is delegated the authority to provide comment to the Liquor and Cannabis Regulation Branch on a special occasion liquor licence application submitted in accordance with the *Liquor Control and Licensing Act* (LCLA).

### **CANNABIS RETAIL LICENCES**

26. The Committee of Council is delegated the authority to adopt a resolution on a cannabis licence application submitted in accordance with the *Cannabis Control and Licensing Act* to the Liquor and Cannabis Regulation Branch or to make a decision to opt out of providing comment on the application.

### **NOISE CONTROL BYLAW EXEMPTIONS**

27. The Director of Engineering and Public Works, the Manager of Infrastructure Planning, the Manager of Building, and the Manager of Bylaw Services are delegated the authority to grant exemptions to the Noise Control Bylaw No. 2891.

## **NOTIFICATION**

28. The Corporate Officer and Assistant Corporate Officer are delegated the authority to publish newspaper notices required under the *Local Government Act* and the *Community Charter*.

## **OFFICERS**

29. Pursuant to Section 154(3) of the *Community Charter*, the Chief Administrative Officer is delegated the authority to appoint a person to fill an officer position and to hire or to suspend an officer of the City. The Chief Administrative Officer must report such decisions to Council at its next meeting.

## **PARKS AND RECREATION AGREEMENTS**

30. The Committee of Council is delegated the authority to enter into, and deliver on behalf of the City, partnership and service agreements relating to recreation, parks, cultural, special events, and library services. In exercising this delegated authority, the Committee shall do so in accordance with the relevant purchasing policies, guidelines and regulations of the City. Signing authority for these agreements is delegated to the Director of Recreation.

## **PURCHASING**

31. The Departmental Directors are delegated the authority to enter into contracts for the purchase of goods and services. In exercising this delegated authority, the Directors shall do so in accordance with the relevant purchasing policies, guidelines and regulations of the City.

## **RENTAL FEE WAIVERS**

32. The Committee of Council is delegated the authority to waive rental fees for City-owned facilities.

## **STRATA LOT OWNERSHIP**

33. The Corporate Officer is delegated the authority to exercise the powers of the City at any annual general meeting or a special general meeting of the strata corporation on behalf of the City as an owner of one or more strata lots within a strata development.
34. The authority delegated by this Bylaw is not limited, but is general and the Corporate Officer may vote, propose and second motions, participate in discussions, and do any and all other things that the City as the owner of the strata lot is entitled to do at strata corporation meetings.
35. The Corporate Officer may consent to the waiver of the holding of an annual or special general meeting of the strata corporation and may consent in writing to its resolutions.

## **TREE PERMITS**

36. Committee of Council may consider a decision of the Parks Section Manager with respect to the issuance of a tree cutting permit.

## **PART II: ADMINISTRATIVE AUTHORITIES**

37. The Director of Engineering and Public Works, Director of Development Services, Corporate Officer, Manager of Development Engineering, Manager of Engineering Projects and Budgets and Supervisor of Design and Technical Services are delegated the authority to enter into and deliver on behalf of the City, the following:
- a) statutory rights of way for municipal services
  - b) easements for the benefit of or burdening City property
  - c) encroachment agreements
  - d) highway reservation agreements
  - e) Section 219 covenants *Land Title Act*,
  - f) subdivision and development servicing agreements
  - g) latecomer charge waiver agreements
  - h) releases and modifications of the agreements listed in this section.
38. The Director of Development Services and Corporate Officer are delegated the authority to file notices of permits issued pursuant to this Bylaw in the Land Title Office.
39. Except for specific provisions in this Bylaw, any contract, agreement, debenture, plan or other document or instrument to be executed or approved on behalf of the City shall be executed by the Mayor and the Corporate Officer.

## **PART III: EXERCISE OF DELEGATED AUTHORITY**

40. Where a committee, officer, or employee holding a position with delegated authority pursuant to this Bylaw decides not to exercise their delegated authority under this Bylaw, in their sole discretion and for reasons of complexity, visibility or any other circumstance, the matter will be considered by Council. These decisions are not open for reconsideration by Council.
41. If two members of Council provide a written request to the Corporate Officer that they wish to have all members of Council consider a matter that has been delegated to a committee, officer or employee at least 24 hours prior to the decision being made, the matter must not be considered by the delegated authority and shall be considered by Council.
42. For clarity, unless a power, duty or function of Council has been expressly delegated by this Bylaw, all of the powers, duties and functions of Council remain with Council.
43. A committee, officer or employee holding a position with delegated authority may not further delegate the delegated authority.
44. In the absence of an officer with delegated authority or an employee holding a position with delegated authority, the person named to act in the capacity of the officer or the position is delegated the applicable authority delegated by this Bylaw.
45. If the title of a committee is changed by the Mayor or the title of a position is changed by the Chief Administrative Officer, the delegated authority of this Bylaw shall continue to apply to the applicable committee or position.

**REPEAL**

46. The “Delegation Bylaw No. 3820” and all amendments thereto, are hereby repealed.

*Read a first time for the Municipal Council this 8<sup>th</sup> day of September, 2014.*

*Read a second time for the Municipal Council this 8<sup>th</sup> day of September, 2014.*

*Read a third time for the Municipal Council this 8<sup>th</sup> day of September, 2014.*



*Certified in accordance with the Bylaw authorizing the revision.*

*Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 15<sup>th</sup> day of September, 2014.*

**GREG MOORE**

Mayor

**CAROLYN DEAKIN**

Acting Corporate Officer

#### **RECORD OF AMENDMENTS**

<b>Bylaw</b>	<b>Section</b>	<b>Date</b>
4094	Committee name change	2018 11 27
4103	Cannabis retail licences	2019 02 05
4109	Tree Permits	2019 02 26
4194	Peace Officer and TUP approval	2020 10 27

## SCHEDULE A

### PEACE OFFICER RESOLUTION

1. *As per the authority at section 36 of the Police Act, R.S.B.C. 1996, c. 367, as amended, the City of Port Coquitlam ("City") through its Mayor and Council or delegate appoints **(INSERT NAME)** as a bylaw enforcement officer for the City commencing **(DATE)** for the purposes of enforcing all City's bylaws and in accordance with the statutory authority granted within the Community Charter, S.B.C. 2003, c. 26, as amended, is authorized to exercise such statutory authority.*
2. *For the purposes of this resolution the City also designates (insert full legal name here) as a peace officer, as that term is defined in section 29 of the Interpretation Act, R.S.B.C. 1996, c. 238, as amended, for the preservation and maintenance of public peace within the City, with the full powers, privileges and responsibilities of a peace officer while carrying out their duties for the City.*
3. *This appointment will expire immediately when (insert full legal name here) is either no longer employed by the City; is no longer appointed to the position of bylaw enforcement officer; or if City Council rescinds their appointment.*

As per the oath of office, it is taken under the authority of section 70 of the *Police Act* and B.C. Reg. 136/2002. Consider the following:

I, **(insert full legal name here)**, do solemnly affirm that:

- a) I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second, Queen of Canada, Her Heirs and Successors; and
- b) I will faithfully, honestly and impartially perform my duties as bylaw enforcement officer for the City of Port Coquitlam.

Solemnly affirmed by me, at the City of Port Coquitlam, Province of British Columbia, on **(insert day, month, year here)**.

---

(Insert full legal name here), Bylaw Enforcement Officer

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A Commissioner for Administering Oaths

# CITY OF PORT COQUITLAM

## DELEGATION OF AUTHORITY AMENDMENT BYLAW, 2020

### Bylaw No. 4203

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

1. CITATION

This Bylaw is cited as “Delegation of Authority Bylaw, 2014, No. 3876, Amendment Bylaw, 2020, No. 4203”.

2. ADMINISTRATION

That Sections 4-6 of Delegation of Authority Bylaw No. 3876 be amended to add the Manager of Bylaw Services as a delegated authority for business licences and update the reconsideration process, by removing the current wording of Sections 4-6 and replacing them with the following:

BUSINESS LICENSING

4. The Manager of Planning and the Manager of Bylaw Services are delegated the authority to suspend or cancel a business licence for reasonable cause pursuant to Section 32 of the Business Bylaw, No. 3725.
5. The Manager of Planning and the Manager of Bylaw Services are delegated the authority to attach conditions to a business licence pursuant to Section 5.1 of the Business Bylaw, No. 3725.
6. If the Manager of Planning or the Manager of Bylaw Services has refused to grant a Licence or has imposed a term or condition that the applicant considers is unreasonable, the applicant who is subject to the decision is entitled to have Council reconsider the matter. The applicant may submit a request for reconsideration in writing to Council. This request for reconsideration will be placed on the next reasonably convenient Council Meeting Agenda, and Council will provide a final ruling on the matter.

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

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Mayor

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Corporate Officer

## Fees and Charges Amendment Bylaw - First Three Readings


### RECOMMENDATION:

That Council give Fees and Charges Amendment Bylaw No. 4204 first three readings.

### **REPORT SUMMARY**

The RCMP have increased their fees for custodian services for 2021 (from \$40.40 per hour to \$41.80 per hour). This Amendment Bylaw reflects the updated fees.

### **OPTIONS**

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

CITY OF PORT COQUITLAM  
FEES AND CHARGES AMENDMENT BYLAW, 2020

Bylaw No. 4204

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1. CITATION

This Bylaw is cited as "Fees and Charges Bylaw, 2015, No. 3892, Amendment Bylaw, 2020, No. 4204".

2. ADMINISTRATION

2.1 Fees and Charges Amendment Bylaw, 2015, No. 3892 is amended by replacing "Schedule L" with the "Schedule L" 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

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Mayor

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Corporate Officer

## SCHEDULE “L”

### Controlled Substance Nuisance Fees & Charges

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

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

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

<b>POLICE SERVICES</b>	
<b>Police Officer Services</b>	
Dismantling – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Drug Disposal – per member	
• Regular Time	\$77.20 per hour
• 1.5 Overtime	\$115.80 per hour
• 2.0 Overtime	\$154.40 per hour
Exhibit Custodian Services	
Drug Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour

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

Equipment Disposal	
• Regular Time	\$41.40 per hour
• 2.0 Overtime	\$82.80 per hour

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

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

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

CITY OF PORT COQUITLAM  
2020-2024 FINANCIAL PLAN AMENDMENT BYLAW  
Bylaw No. 4200

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

1. CITATION

This Bylaw is cited as “2020-2024 Financial Plan Bylaw, 2020, No. 4175, Amendment Bylaw, 2020, No. 4200”.

2. ADMINISTRATION

That the “2020-2024 Financial Plan Bylaw No. 4175”, is amended by removing Schedule “A” and Schedule “B-1” and “B-2” and replacing them with the following Schedule “A” and Schedules “B-1” and “B-2” pages attached hereto and forming part of this Bylaw.

READ A FIRST TIME this	24 <sup>th</sup> day of	November, 2020
READ A SECOND TIME this	24 <sup>th</sup> day of	November, 2020
READ A SECOND TIME this	24 <sup>th</sup> day of	November, 2020
ADOPTED this	day of	, 2020

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Mayor

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Corporate Officer



## SCHEDULE "A"

### Proposed Funding Sources and Expenditures

	2020		2021		2022		2023		2024
	Budget		Budget		Budget		Budget		Budget
<b>Revenues</b>									
Taxation & Other Levies	\$ 70,653,000	\$	72,178,700	\$	74,290,800	\$	76,466,200	\$	78,706,900
Utility Charges	24,860,500		25,921,100		27,027,800		28,182,700		29,387,900
Sale of Services	7,307,400		7,464,900		7,338,600		7,338,600		7,338,600
Contributions	4,132,300		5,589,500		3,032,800		3,043,800		3,043,800
Permits & Licences	2,732,500		2,732,500		2,672,500		2,672,500		2,672,500
Investment Income	2,578,300		2,423,500		2,459,500		2,695,600		3,001,900
Penalties & Fines	494,000		494,000		494,000		494,000		494,000
Other Revenues	156,400		156,400		156,400		156,400		156,400
<b>Total Revenues</b>	<b>\$ 112,914,400</b>	<b>\$</b>	<b>116,960,600</b>	<b>\$</b>	<b>117,472,400</b>	<b>\$</b>	<b>121,049,800</b>	<b>\$</b>	<b>124,802,000</b>
<b>Expenditures</b>									
City Operating Expenditures	\$ 90,571,900	\$	91,020,900	\$	92,231,600	\$	94,299,800	\$	96,752,300
External Debt Interest Expense	1,727,300		1,727,300		1,727,300		1,727,300		1,727,300
Amortization	12,000,000		12,000,000		12,000,000		12,000,000		12,000,000
<b>Total Operating Expenditures</b>	<b>\$ 104,299,200</b>	<b>\$</b>	<b>104,748,200</b>	<b>\$</b>	<b>105,958,900</b>	<b>\$</b>	<b>108,027,100</b>	<b>\$</b>	<b>110,479,600</b>
<b>Net Revenue (Expenditure)</b>	<b>\$ 8,615,200</b>	<b>\$</b>	<b>12,212,400</b>	<b>\$</b>	<b>11,513,500</b>	<b>\$</b>	<b>13,022,700</b>	<b>\$</b>	<b>14,322,400</b>
<b>Allocations</b>									
Net Transfers from Reserves	\$ 44,271,700	\$	26,211,500	\$	13,468,000	\$	11,560,700	\$	10,810,700
Net Transfers (to) Reserves	\$ (22,557,400)	\$	(20,306,900)	\$	(21,274,700)	\$	(22,483,900)	\$	(23,783,600)
Capital Expenditures	(83,592,300)		(27,578,200)		(13,168,000)		(11,560,700)		(10,810,700)
Capital Contributed by Developers	(1,000,000)		(1,000,000)		(1,000,000)		(1,000,000)		(1,000,000)
Unfunded Amortization	12,000,000		12,000,000		12,000,000		12,000,000		12,000,000
Proceeds from External Borrowing	43,801,600		-		-		-		-
External Debt Principal Repayment	(1,538,800)		(1,538,800)		(1,538,800)		(1,538,800)		(1,538,800)
<b>Total Allocations</b>	<b>\$ (8,615,200)</b>	<b>\$</b>	<b>(12,212,400)</b>	<b>\$</b>	<b>(11,513,500)</b>	<b>\$</b>	<b>(13,022,700)</b>	<b>\$</b>	<b>(14,322,400)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

**SCHEDULE “B1”  
Transfer From Reserves**

	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
General Capital	\$ 15,293,000	\$ 14,301,900	\$ 5,140,000	\$ 5,260,700	\$ 5,260,700
Vehicles & Equipment	5,597,300	1,695,000	1,500,000	1,500,000	1,500,000
Land Sale	4,700,000	2,000,000	2,000,000	2,000,000	1,250,000
Water Infrastructure	3,579,300	3,022,300	2,185,000	2,000,000	2,000,000
Sewer Infrastructure	2,915,900	602,300	1,715,000	750,000	750,000
Cart Replacement	2,240,000	100,000	-	-	-
Long Term General Infrastructure	1,677,200	-	-	-	-
Community Recreation Complex	1,000,100	-	-	-	-
Roads (MRN)	1,210,000	-	-	-	-
Parking	1,000,000	-	-	-	-
RCMP	600,000	600,000	200,000	-	-
Information Systems	576,300	185,000	-	-	-
Roads & Drainage	460,600	-	-	-	-
Arts & Culture	192,500	-	-	-	-
Building Maintenance	135,000	-	-	-	-
Transit Shelters	100,000	50,000	50,000	50,000	50,000
Public Safety Building	50,000	-	-	-	-
Social Housing	41,000	-	-	-	-
Environmental & Solid Waste	25,000	502,000	-	-	-
Cemetery	21,300	-	-	-	-
Parks & Recreation	2,800	-	-	-	-
Downtown	-	1,200,000	-	-	-
Federal Gas Tax	-	965,000	-	-	-
Amenities	-	400,000	-	-	-
Artificial Field	-	-	578,000	-	-
Election	-	-	100,000	-	-
Allocated Accumulated Surplus - General	2,659,900	588,000	-	-	-
Allocated Accumulated Surplus - Water	124,400	-	-	-	-
Allocated Accumulated Surplus - Sewer	70,100	-	-	-	-
<b>Total Transfers from Reserves</b>	<b>\$ 44,271,700</b>	<b>\$ 26,211,500</b>	<b>\$ 13,468,000</b>	<b>\$ 11,560,700</b>	<b>\$ 10,810,700</b>

**SCHEDULE “B2”  
Transfers to Reserves**

	<b>2020 Budget</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>2023 Budget</b>	<b>2024 Budget</b>
General Capital	\$ 12,202,555	\$ 10,537,400	\$ 5,376,900	\$ 5,368,900	\$ 5,371,700
Community Recreation Complex	764,695	-	-	-	-
Water Infrastructure	3,159,800	3,168,200	2,278,800	2,283,700	2,291,100
Sewer Infrastructure	1,535,600	1,551,200	883,700	874,700	877,900
Vehicle & Equipment	1,356,100	1,311,800	1,304,400	1,299,300	1,294,100
Roads (MRN)	513,000	510,600	523,900	537,500	551,500
Downtown Projects	319,600	312,300	304,800	312,700	320,800
Land Sale	279,100	199,300	152,500	104,400	64,900
Federal Gas Tax	246,600	251,300	245,300	262,800	269,700
Cart Replacement	179,200	157,900	160,700	164,900	169,200
Parking	70,950	72,500	74,400	76,300	78,300
Transit Shelters	50,000	50,000	50,000	50,000	50,000
Sewer Rate Stabilization	39,800	40,900	41,900	43,000	44,100
RCMP	35,000	20,300	10,400	8,100	8,300
Water Rate Stabilization	27,300	28,000	28,800	29,500	30,300
Election	-	21,400	21,400	21,400	21,400
Long Term General Infrastructure	1,408,500	1,472,700	7,387,500	8,314,100	9,286,900
Long Term Water Infrastructure	215,000	349,300	1,396,300	1,571,900	1,757,700
Long Term Sewer Infrastructure	154,600	251,800	1,033,000	1,160,700	1,295,700
<b>Total Transfers to Reserve Funds</b>	<b>\$ 22,557,400</b>	<b>\$ 20,306,900</b>	<b>\$ 21,274,700</b>	<b>\$ 22,483,900</b>	<b>\$ 23,783,600</b>

## 2021-2022 Capital Plan & One-Time Enhancements

### **RECOMMENDATION:**

That Council direct staff to proceed with award of the 2021 and 2022 capital and one-time projects.

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

At its October 20 and November 4, 2020, meetings, Committee of Council recommended that Council give approval to various 2021-2022 Capital Plan & One-Time Enhancements for inclusion in the 2021-2025 Financial Plan Bylaw.

### **REPORT SUMMARY**

This report outlines the 2021-2022 draft capital plan and one-time enhancements for inclusion in the 2021-2025 Financial Plan bylaw, and seeks Council approval to award the projects.

### **BACKGROUND**

Since 2017, the City has used a two-year budget process. This process has been highly successful in achieving competitive pricing for City projects, as well as ensuring projects are delivered on time. The 2021-2022 capital plan and one-time enhancements continue this strategy.

The development of the projects contained within the 2021-2022 capital plan & one-time enhancements are guided by multiple sources including:

- Council's Action Plan for 2019-2022
- Council requests
- Resident feedback through the budget survey and other channels
- Staff input
- Plans, programs, studies, assessments, investigations and inspections
- City policies for Financial Management, Operating Costs of Capital.

2021-2022 one-time enhancements fund a range of projects to help the City plan for the future, while the 2021-2022 Capital Plan builds on recent plans through continued investment in the renewal of the city's core infrastructure. A focus on "Getting the Basics Right" addresses infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, road/lane paving, pedestrian safety, and traffic calming.

### **DISCUSSION**

#### **Capital Plan Highlights**

Infrastructure is one of the City's top priorities which is reflected in the 2021-2022 capital plan. Building on recent plans, the 2021-2022 plan has a continued focus on renewal of the city's core infrastructure while new expenditures align with "Getting the Basics Right" and address infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, road/lane paving, pedestrian safety and traffic calming. The plan also includes specific projects which align with the recommendations of the Downtown Action Plan

Capital projects have been consolidated and sorted into three main categories:

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

This format is intended to highlight and draw attention to what the City is doing to maintain existing assets and reduce the city's infrastructure backlog (categories 1 and 2), compared to new initiatives (category 3). Prioritization of categories 1 and 2 is consistent with policies in the City's Official Community Plan.

Capital projects for 2021, totaling about \$28.3 million, will include major improvements on Prairie Avenue and Kingsway Avenue to improve appearance, function and safety. Other highlights include:

- Completion of the four-year city-wide LED streetlight conversion project
- \$200,000 for additional LED streetlights
- Rehabilitation of approximately five kilometres of road and almost five kilometres of utility infrastructure
- \$1.2 million for sidewalk and pedestrian safety improvements
- \$275,000 for traffic calming
- \$300,000 for school and park road safety improvements
- \$973,000 for upgrades to playgrounds, parks and trails

## 2021-2022 Capital Plan & One-Time Enhancements

Highlights of the 2022 capital program, estimated at \$26.5 million, include:

- \$7 million for road paving and utility replacements (water, sewer, drainage)
- \$6.7 million for major utility facility replacements and upgrades (culverts, pump stations, valves)
- 1.3 km of new sidewalk and 1.2 km of new multi-use paths
- \$1,230,000 for sidewalk and pedestrian safety improvements
- \$150,000 for traffic calming
- \$200,000 for new streetlights
- \$400,000 for lane paving
- \$405,000 for school and park road safety improvements
- \$1.6 million for park rehabilitation (turf replacement, skate bowl resurfacing, sport court amenities, athletic field upgrades)
- \$60,000 for trail signage and network upgrades
- Replacement of the McAllister pedestrian bridge
- Design of Veterans Park and Leigh Square improvements
- Kingsway Avenue road improvements and multi-use path from Tyner Street to Coast Meridian Road
- New public art to enhance the downtown

### One-Time Enhancements Highlights

One-time enhancements are brought forward in response to Council and staff requests in conjunction with Council priorities and action items. The approved projects for 2021 and 2022 are intended to address customer service, organizational efficiencies, infrastructure condition assessments, and to facilitate planning for future development. Highlights include:


- Coast Meridian Overpass inspection
- Hyde Creek recreation centre facility assessment
- Integrated stormwater management planning
- Climate Change Adaptation Plan

### **FINANCIAL IMPLICATIONS**

The total budget for the 2021-2022 capital plan and one-time enhancements is \$53.9 million and is funded through a combination of sources such as grants, developer contributions, accumulated surplus and reserves. Attachment 1 to this report provides a listing of the projects and a breakdown of costs between categories.

## 2021-2022 Capital Plan & One-Time Enhancements

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

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

### **ATTACHMENTS**

Att#1: 2021-2022 Project Listing

Att#2: 2021-2022 One-time enhancement project listing

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

## Attachment #1 2021-2022 Capital Project Listing

Project	2021
2022 NR Detailed Design	
Burns Rd Culvert	
Coquitlam River Sanitary Siphon	
Maple Creek Drainage Pump Station	
Mary Hill Sanitary Pump Station	
Nacht Sanitary Pump Station	
Trenton Water PRV Replacement	
Britannia Crescent – Suffolk to Coventry	
Cedar – Prairie to Wright	
Chadwick – St Michael to St Catherine	
Coquitlam – Oxford to York	
Coquitlam – Wellington to Coast Meridian	
Coventry – Suffolk to Westminster	
Fraser – Larch to Cedar	
Glade – Storm and Sanitary Upgrades	
Manning – Storm Sewer Extension	
Mary Hill – Thea to Shaughnessy	
Newberry – Fraser to Laburnum	
Prairie Ave – Coast Meridian to Fremont	
Sandlewood – Laburnum to Barberry	
St Albert – Coast Meridian to St James	
St Catherine – St Albert to Chadwick	
St James – St Albert to Chadwick	
St Michael – Robertson to Chadwick	
Tamarack – Sandlewood to east end	
Toronto – Prairie to south end	
<b>Total Neighbourhood Rehabilitation</b>	<b>\$13,285,000</b>
2021 Fleet Replacement Program	
2021 Laptop and Tablet Replacement	
2021 Network Infrastructure Replacement	
2021 PC Replacement	
2021 Public Safety Building Upgrades	
2021 Software Purchases	
2021 Solid Waste Carts and Locks	
Barrier Fence Replacement (2020-2024)	
Centralized Irrigation Systems (2020-2024)	
City Hall Building Envelope	
Court Resurfacing (2020-2024)	
Fire Department Toughbooks	
Fire Hall #2 Replacement	
Intersection Camera Replacement (2020-2024)	
LED Streetlight Conversion (2018-2021)	
McAllister Pedestrian Bridge Rehabilitation	
Park Playground Improvements	
PoCo Trail Resurfacing (2020-2024)	
Salt Shed Roof Replacement	
SCADA System Upgrades (2020-2024)	
<b>Total Other Rehabilitation</b>	<b>\$4,398,800</b>



## Attachment #1 2021-2022 Capital Project Listing

Project	2021
2021 Development Infrastructure Gaps	
2021 Pedestrian Safety & Sidewalk Improvements	
2021 Traffic Calming	
Bylaw Enforcement Vehicle	
Donald St Path – Wilson Ave to McAllister Ave	
Heavy Rescue Stabilization Equipment	
Intersection Control – Oxford St at Coquitlam Ave	
Intersection Improvements – Shaughnessy St At Eastern Dr	
Land Acquisition	
Lane Paving (2021-2025)	
McAllister Ave Improvements	
School and Park Road Safety Improvements	
Streetlight Expansion (2021-2025)	
Transit Shelters (2020-2024)	
<b>Total New</b>	<b>\$10,445,500</b>
<b>Total 2021 Capital Program</b>	<b>\$28,129,300</b>

Project	2022
2023 Neighbourhood Rehabilitation Detailed Design	
Burns Rd Culvert Replacement	
Coquitlam River Sanitary Siphon	
Dominion Avenue Sanitary Main Replacement	
Eastern Water PRV Replacement	
Handley Sanitary Pump Station	
Lions Park Sanitary Main Replacement	
Lougheed Hwy Culvert Replacement	
Maple Creek Drainage Pump Station Replacement	
Mary Hill Sanitary Pump Station Replacement	
Storm Pump Station Generators Upgrades	
Trenton Water PRV Replacement	
Central Ave – Shaughnessy To Tyner	
Kingsway Avenue – Tyner to Coast Meridian	
Maple St – McAllister Ave to Wilson Ave	
Raleigh St Water Main - Gordon Ave to Davies Ave	
Shaughnessy St - Marpole Ave to Welcher Ave	
Shaughnessy St - Pitt River Ave to Stafford Ave	
<b>Total Neighbourhood Rehabilitation</b>	<b>\$14,135,000</b>
2022 Fleet Replacement Program	
2022 Information Technology Hardware	
2022 Information Technology Software	
2022 Public Safety Building Upgrades	
2022 Solid Waste Carts & Locks	
Athletic Field Upgrade Program (2022-2026)	
Automated External Defibrillator	
Barrier Fencing Replacement (2020-2024)	
Cemetery Driveway	
Centralized Irrigation Systems (2020-2024)	

## Attachment #1 2021-2022 Capital Project Listing

Project	2022
City Hall Building Envelope	
Court Resurfacing (2020-2024)	
Fire Hall #1 - LED Lighting	
Fire Hall #2 Replacement	
Gates Parks Field #2 Turf Replacement	
Intersection Camera Replacements (2019-2024)	
McAllister Pedestrian Bridge Replacement	
Plotter	
PoCo Trail Resurfacing (2020-2024)	
SCADA System Upgrades (2020-2024)	
Skate Bowl Resurfacing	
Sport Court Components (2022-2024)	
Thermal Imaging Cameras	
Trail Signage & Network Upgrades (2022-2024)	
Veterans Park & Leigh Square	
<b>Total Other Rehabilitation</b>	<b>\$6,995,600</b>
2022 Development Infrastructure Gaps	
2022 Sidewalks & Pedestrian Safety Improvements	
2022 Traffic Calming	
Downtown Public Art	
Fleet Telematics System	
Lane Paving (2021-2025)	
School & Park Road Safety Improvements	
Streetlight Expansion (2021-2025)	
Transit Shelters (2020-2024)	
<b>Total New</b>	<b>\$2,838,000</b>
<b>Total 2021 Capital Program</b>	<b>\$23,968,600</b>

## Attachment #2 2021-2022 One-Time enhancement Project Listing

Project	2021 Budget
Citadel Heights Water Pump Station Assessment	
Climate Change Adaptation Strategy	
Coast Meridian Overpass Detailed Inspection	
Corporate Office Microfilm Scanning	
Extension of Land and Development Facilitator Contract	
Hyde Creek Recreation Centre Assessment	
Integrated Stormwater Management Plan (South)	
Tax and Utility Collection at Recreation Facilities Pilot	
<b>Total</b>	<b>\$634,400</b>


## 2021 Council Meeting Schedule and Acting Mayor Schedule

### RECOMMENDATION:

*That Council adopt the 2021 Council Meeting Schedule*

The 2021 Council Meeting Schedule and the 2021 Acting Mayor Schedule are attached for Council's reference.

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

	#	Description
	1	Approve the 2021 Council Meeting Schedule.
	2	Direct staff to amend the 2021 Council Meeting Schedule.

Attachment 1 – 2021 Council Meeting Schedule

Attachment 2 - 2021 Acting Mayor Schedule

# 2021 Council Meeting Schedule

Tuesday January 12 and 26

Tuesday February 9 and 23

Tuesday March 9 and 23

Tuesday April 13 and 27

Tuesday May 11 and 25

Tuesday June 8 and 22

Tuesday July 13 and 27

*No Scheduled Meetings in August – Only as Required*

Tuesday September 14, 21 and 28

Tuesday October 12 and 26

Tuesday November 9 and 23

Tuesday December 14

**Committee of Council meetings are held weekly on each Tuesday of the month at 2:00 pm (unless cancelled or re-scheduled).**

Council meetings commence at 6:00 pm. All meetings will be held virtually until further notice. Public Hearing will be at the:

Port Coquitlam Community Centre - Wilson Lounge  
2150 Wilson Avenue

The above schedule is subject to revision should circumstances so require, and the right is reserved to schedule additional meetings as necessary.

For further information or questions regarding Council Meetings, please contact Corporate Office at 604.927.5421 or email [corporateoffice@portcoquitlam.ca](mailto:corporateoffice@portcoquitlam.ca).

**Committee and Council meeting videos (live stream and archived) are available at [portcoquitlam.ca/council](https://portcoquitlam.ca/council)**



## 2021 ACTING MAYOR SCHEDULE

January	Councillor N. McCurrach
February	Councillor D. Washington
March	Councillor S. Darling
April	Councillor D. Penner
May	Councillor D. Washington
June	Councillor D. Penner
July	Councillor G. Pollock
August	Councillor S. Darling
September	Councillor N. McCurrach
October	Councillor L. Dupont
November	Councillor D. Penner
December	Councillor G. Pollock

