

Tuesday, January 12, 2021, 6:00 p.m.

Virtual Meeting

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, January 12, 2021, Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

None.

4. PROCLAMATIONS

None.

5. DELEGATIONS

None.

6. PUBLIC HEARINGS

6.1. Zoning Amendment Bylaw for 1431 Barberry Drive

See Council Agenda Item 7.1 for information.

7. BYLAWS

7.1. Zoning Amendment Bylaw for 1431 Barberry Drive - Third Reading

1

Recommendation:

That Council give Zoning Amendment Bylaw No. 4208 third reading.

7.2. Zoning Amendment Bylaw for 3587 Oxford Street - First Two Readings

9

Recommendation:

That Council give Zoning Amendment Bylaw No. 4209 first two readings.

7.3. Council and Committee Procedures Amendment Bylaw - First Three Readings 29

Recommendation:

That Council give Council and Committee Procedures Bylaw No. 4207 first three readings.

7.4. Zoning Amendment Bylaw for #6108-2850 Shaughnessy Street - Adoption 51

Recommendation:

That Council adopt Zoning Amendment Bylaw No. 4201.

7.5. Business Amendment Bylaw - Adoption 52

Recommendation:

That Council adopt Business Amendment Bylaw No. 4202.

7.6. Emergency Services Radio Bylaw - Adoption 53

Recommendation:

That Council adopt Emergency Services Radio Bylaw No. 4210.

8. REPORTS

8.1. Mayor's Year in Review (verbal report)

9. NEW BUSINESS

10. ADJOURNMENT

10.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, January 12, 2021, Council Meeting be adjourned.

11. MEETING NOTES

Zoning Amendment Bylaw – 1431 Barberry Drive - Third Reading


RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4208 third reading.

REPORT SUMMARY

Upon conclusion of the Public Hearing held earlier this evening, Zoning Amendment Bylaw No. 4208 will be available for Council to give third reading.

OPTIONS (✓ = Staff Recommendation)

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

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2020

Bylaw No. 4208

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

1. CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2020, No. 4208".

2. ADMINISTRATION

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

Civic: 1431 Barberry Drive

Legal: Lot 25, Block 6 North, Section 6, Range 1 East, New Westminster District, Plan NWP 21039

From: RS1 (Residential Single Dwelling 1)

To: RD (Residential Duplex)

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

READ A FIRST TIME this	15 th day of	December, 2020
READ A SECOND TIME this	15 th day of	December, 2020
PUBLIC HEARING this	day of	, 2021
READ A THIRD TIME this	day of	, 2021

Mayor

Corporate Officer

SCHEDULE 1



1431 Barberry Drive – Rezoning Application

RECOMMENDATION:

That Committee of Council recommend to Council:

1. That the zoning of 1431 Barberry Drive be amended from RS1 (Residential Single Dwelling 1) to RD (Residential Duplex).
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 the building;
 - (b) Completion of design and submission of securities and fees for off-site works and services; and
 - (c) Registration of a legal agreement to restrict secondary suites.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report provides for consideration of a rezoning application to amend the zoning at 1431 Barberry Drive from RS1 (Residential Single Dwelling 1) to RD (Residential Duplex) to allow for a duplex use. As the proposed development would be in keeping with policies of the Official Community Plan which encourage additional dwellings in established neighbourhoods, new forms of housing and infrastructure improvements, it is recommended for approval.

BACKGROUND

Proposal: The owner, Kevin Tam, has proposed to redevelop the property located at the corner of Barberry Drive and Rosewood Street with a two-storey duplex at 1431 Barberry Drive.

Context: The 698 m² (7,520 ft²) site is currently developed with an older one storey single-residential home. Surrounding land uses are comprised of single-residential homes with two duplexes to the north and south along Barberry Drive. At the rear of the property, there is a 1.8 m statutory right-of-way for an existing BC Hydro and telecommunications pole.



Location map

1431 Barberry Drive – Rezoning Application

Policy and Regulations: The land use designation in the Official Community Plan for the site is Residential. The property is zoned RS1 – Residential Single Dwelling 1. Through the development permit process, the proposal would be subject to guidelines within the Intensive Residential and Environmental Conservation Permit Areas. These objectives include the orderly development of the area and to encourage coordination of the siting, form, and volume of intensive residential buildings and areas for parking, storage, and landscaping.

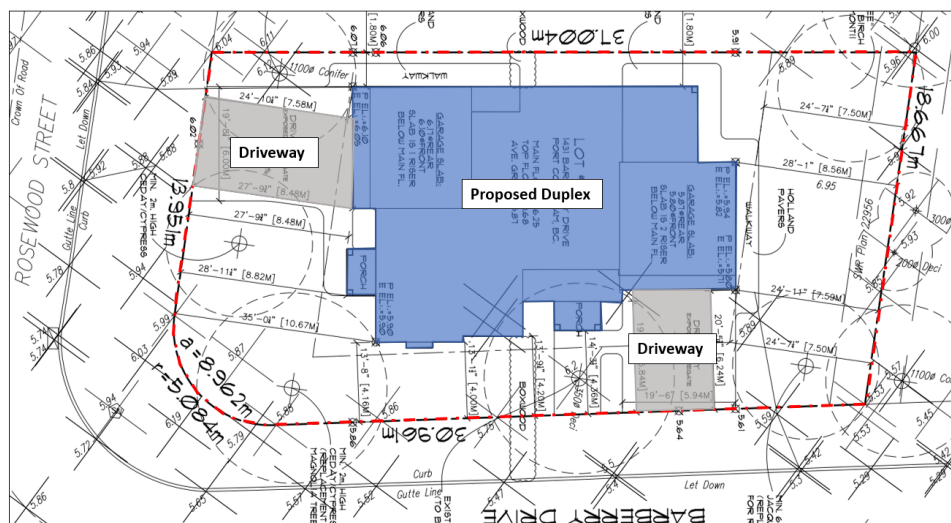


Current OCP Land Designations



Current Zoning

Project Description: The proposed duplex would be two stories in height; each unit would have an area of approximately 182 m² (1960 ft²) with an attached garage and no basement. As the property is a corner lot, one unit would be oriented towards Barberry Drive and one unit would be oriented towards Rosewood Street with individual driveway entrances. The right-of-way to the east of the site will not impact the proposed duplex and will be covered with landscaping. The landscaping will be a mix of trees, shrubs, and groundcover. Pavers have been proposed around the north and east edges of the duplex to increase the pervious surface area.



Site Plan

1431 Barberry Drive – Rezoning Application

The architectural style of the duplex is craftsman and the applicant advises that detailed consideration has been given to ensure the building would fit the context of the site. Variable roof lines are incorporated in the design to breakdown the building massing. The rendering below illustrates the proposed design. Each unit can accommodate two cars within the garage.



Proposed rendering of the duplex at 1431 Barberry Drive

Project Profile

	RD Bylaw Regulations ¹	Proposed ²
Site Area	500 m ²	698 m ²
Floor Area Ratio	0.55	0.52
Lot Coverage	40%	32%
Impervious surfaces	65%	53%
Setbacks (to principle building)		
Front (Rosewood St)	7.5 m.	7.58 m.
Rear (east)	7.5 m.	7.59 m.
Interior side (north)	1.8 m.	1.8 m.
Exterior side (Barberry Dr)	3.5 m.	4.0 m.
Building Height	9.0 m.	7.89 m.
Parking Spaces	4 (2/unit)	4

¹ Refer to Zoning Bylaw No. 3630 and Parking and Development Management Bylaw No. 3525

² Information provided by applicant

1431 Barberry Drive – Rezoning Application

Two non-significant trees are to be removed and replaced with a deciduous and conifer. A tree cutting permit has been approved for the red cedar tree at the northwest corner of the site and this tree will be replaced by a Himalayan Birch. A Magnolia tree along Barberry Drive was assessed and found to be in declining health. The applicant explored relocating the tree but, in consultation with the City's arborist, it was determined that relocation may further impact the tree's health due to its size and the financial cost would be significant. This tree will be replaced by a Cedar.

The design of the building and landscaping would be confirmed in Committee's future consideration of the development permit, if the rezoning is approved.

Offsite Infrastructure and Services

Provision for off-site improvements prior to adoption of the rezoning bylaw is recommended to ensure the requirements of the Subdivision Servicing Bylaw would be met. The required improvements would include road and service upgrades as necessary. The site is to be serviced with underground Hydro and telecommunication connections.

DISCUSSION

The proposal complies with policies of the Plan for proximity to other sites zoned Residential Duplex as the subject property is on a corner lot. The proposal would also result in off-site infrastructure improvements and achieve a superior quality of landscape design to fit with the established neighbourhood.

If the rezoning is approved, the design and character of the duplex would be regulated through issuance of a Development Permit. The applicant has submitted a development permit application which indicates the form and character of the proposed development would comply with these guidelines.

The proposed design is not currently showing the potential construction of secondary suite. However, in keeping with normal practices, it is recommended that a legal agreement be registered on title in accordance with the City's Zoning Bylaw to ensure that future owners are aware that secondary suites are not permitted.

The proposed rezoning is in keeping with the land use policies of the Official Community Plan and recommended for approval.

PUBLIC CONSULTATION


A sign providing notification of the application is posted on site. To date, no comments have been received.

1431 Barberry Drive – Rezoning Application

FINANCIAL IMPLICATIONS

The redevelopment will likely increase the assessed value of the property, resulting in increased property taxation for the City.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 1431 Barberry Drive be amended from RS1 to RD and that the specified conditions be met prior to adoption of the rezoning.
	2	Obtain additional information prior to making a decision on the application
	3	Advise Council that Committee does not recommend rezoning 1431 Barberry Drive to allow for a duplex.

Lead author(s): Graeme Muir


Zoning Amendment Bylaw for 3587 Oxford Street – First Two Readings

RECOMMENDATION:

That Council:

1. Give first two readings to Zoning Amendment Bylaw No. 4209 for 3587 Oxford Street, to be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Installation of protective fencing for the tree on the adjacent lot;
 - b. Demolition of the existing buildings; and
 - c. Completion of design and submission of fees and securities for off-site works and services, including lane upgrades to Patricia Avenue.

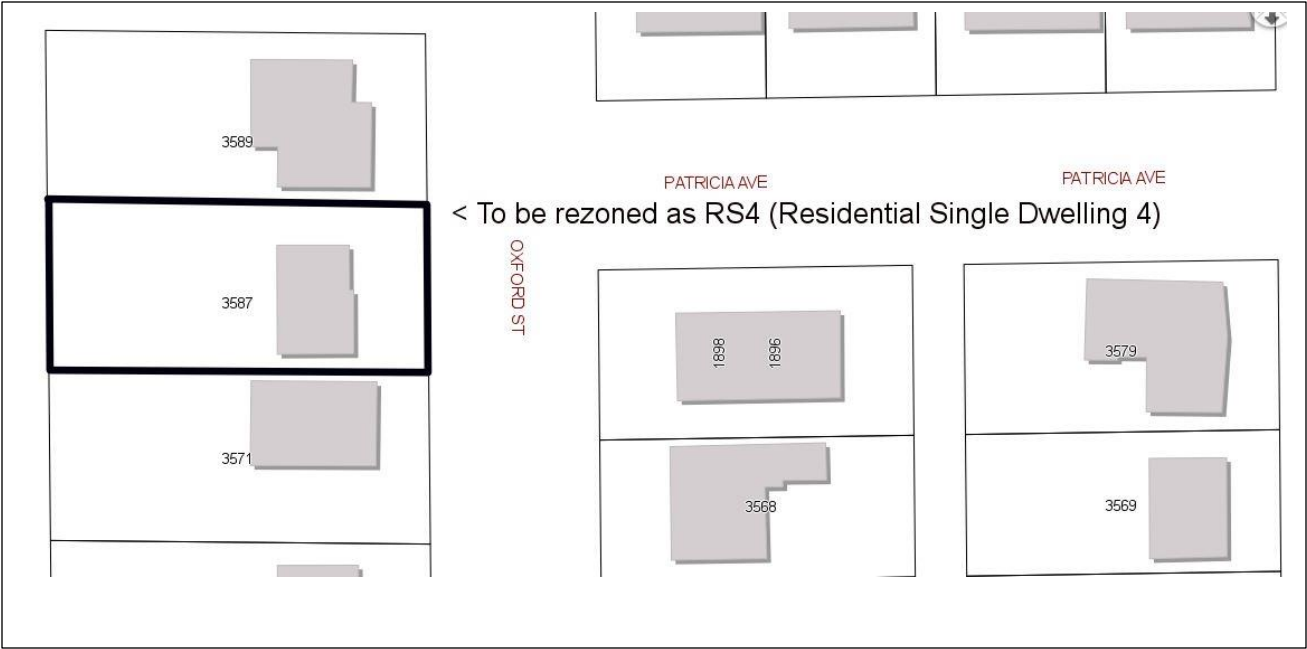
OPTIONS (✓ = Staff Recommendation)

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

Bylaw No. 4209

10

SCHEDULE 1



Rezoning Application – 3587 Oxford Street

RECOMMENDATION:

That Committee of Council recommend to Council that:

1. The zoning of 3587 Oxford Street be amended from RS1 (Residential Single Dwelling 1) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Installation of protective fencing for the tree on the adjacent lot;
 - b. Demolition of the existing buildings; and
 - c. Completion of design and submission of fees and securities for off-site works and services, including lane upgrades to Patricia Avenue.

REPORT SUMMARY

This report describes a rezoning application at 3587 Oxford Street to facilitate its subdivision into two small lots. The proposed development is consistent with the housing policies of the Official Community Plan and the site's Small Lot Residential land use designation. As the lots would conform to the regulations of the proposed RS4 zone and future homes would be required to comply with building and landscaping design guidelines, the report recommends approval.

BACKGROUND

Proposal: The applicant proposes to rezone 3587 Oxford Street to RS4 in order to subdivide the property into two lots.

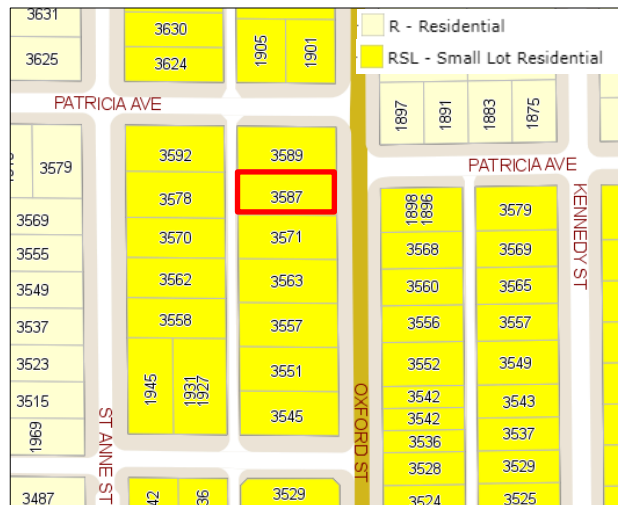


Location Map

Rezoning Application – 3587 Oxford Street

Context: The subject property is a large 904.7 m² (9,738 ft²) lot located on the west side of Oxford Street south of Patricia Avenue and is currently developed with an older single residential home. The neighbourhood is predominately single residential houses and duplexes.

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



OCP Land Use Designation



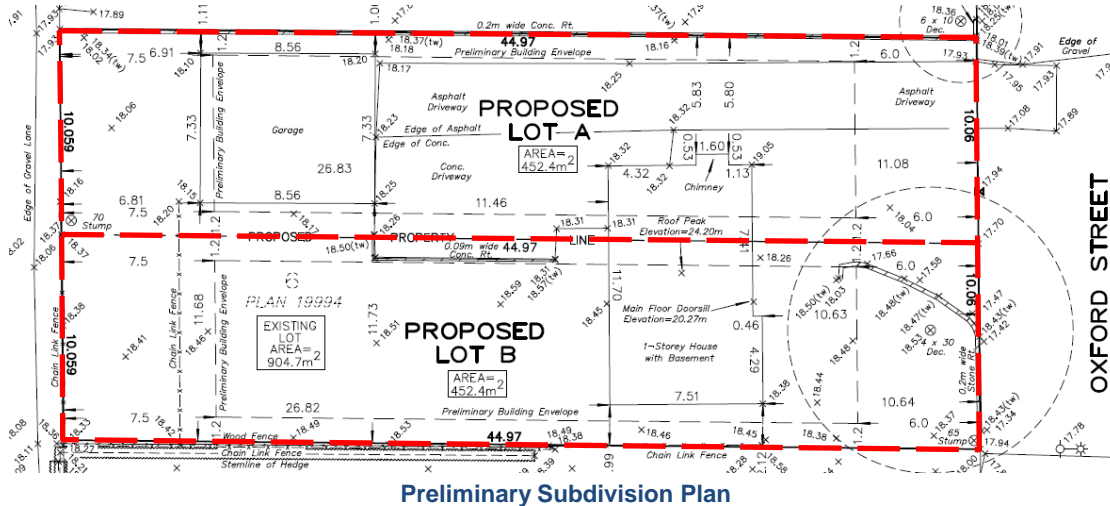
Current Zoning

OCP housing policy suggests the City should “permit small lot, single-detached residential uses in areas designated Small Lot Residential subject to City bylaw requirements”.

A Small Lot Development Permit will be required for each new house to be built on the subdivided lots. The design guidelines in the OCP encourage a high quality of design through a prominent front entrance, second floor articulation and differing appearance from adjacent buildings. The guidelines also encourage vehicle access from the lane, the planting of at least one tree in the front yard and landscaping that provides privacy and minimizes hard surfaces.

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

Rezoning Application – 3587 Oxford Street



	RS4 Zone Regulation	Proposed Lot A	Proposed Lot B
Minimum Lot Area	300m ² (3,230 ft ²)	452.4m ² (4,869.7 ft ²)	452.4m ² (4,869.6 ft ²)
Minimum Lot Width	9.5m (31.2ft)	10.06m (33 ft)	10.06m (33 ft)
Minimum Lot Depth	28m (91.9ft)	44.97m (147.5 ft)	44.97m (147.5 ft)

Trees: Only one tree is located on the subject property, a multi-stemmed dogwood in the front yard. The arborist report, appended as Attachment #1, identifies this tree to be in fair to poor condition. Parks staff have confirmed the tree is in declining health and support it being replaced with two healthier specimens. On the adjacent property to the north there is a large rhododendron close to the shared side lot line in the front yard. The rhododendron is in good condition and tree protection measures are recommended.

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

DISCUSSION

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

Rezoning Application – 3587 Oxford Street

The proposed properties are within the Small Lot Development Permit Area and will be developed in accordance with the Small Lot design guidelines which require that new buildings complement the current form and character of the neighbourhood.

The OCP encourages the preservation and planting of native trees and the Small Lot Residential design guidelines provide for planting of at least one tree per lot. The existing tree at the front of the property is in poor health and will be replaced in accordance with the Tree Bylaw. To protect the tree on the neighbouring lot, staff recommend the installation of protective fencing prior to issuance of a demolition permit.

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

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


FINANCIAL IMPLICATIONS

The rezoning from one larger lot to two smaller lots has the potential for increased property assessment values resulting in an increase in property taxation revenue once development occurs.

PUBLIC CONSULTATION

A development sign has been posted on the property fronting Pitt River Road. Planning staff have not received any comments in association with the rezoning application. If the application proceeds to Public Hearing, the city would provide notification by mail to residents located within 120m of the site and advertise the Public Hearing in the newspaper.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 3587 Oxford Street be amended from RS1 to RS4 and that the specified conditions be met prior to adoption of the rezoning bylaw.
	2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application.
	3	Recommend to Council that the rezoning application be refused.

ATTACHMENTS

Attachment #1: Arborist Report

Lead author(s): Natalie Coburn

KLIMO & ASSOCIATES

CERTIFIED ARBORIST REPORT

PROJECT LOCATION:

3587 Oxford St, Port Coquitlam

PREPARED FOR:

Belacci Homes Ltd.

PREPARED BY:

Klimo & Associates
5565 15B Ave
Delta BC, V4M 2H2

Metro West IMBL #20020981
Fraser Valley IMBL #20020982

June 12, 2020

Francis R. Klimo
ISA Certified Arborist
ISA Certified Tree Risk Assessor
BC Wildlife Danger Tree Assessor

1.0 SCOPE OF WORK

Klimo & Associates was contracted by Belacci Homes Ltd. to conduct and prepare a Tree assessment, Tree management plan, and Arborist report for their proposed subdivision application located at 3587 Oxford St, Port Coquitlam. The objective of this assessment and report is to identify all on/off-site Trees that could be impacted by the development and to ensure compliance with the City of Port Coquitlam “Tree Bylaw, 2019, No. 4108” and *Best Management Practices*.

We conducted our field inspections on June 12, 2020 at around 1:00pm. Our scope of work was to identify all key trees located within the proposed working limits and off-site areas, assess, document their condition, and recommend measures to protect or remove the subject Trees.

1.1 Limits of assignment

- Our investigation is based solely on visual inspection of the trees on June 12, 2020 and the analysis of photos taken and tree diagnosis gathered during the inspection.
- Our inspection was conducted from ground level. We did not conduct soil tests or below grade root examination to assess the condition of the root system of the trees.
- We conducted a level 2 assessment.
- Overcast with sunny breaks, no adverse weather conditions.

1.2 Purpose and use of the report

- Meet municipal criteria for Arborist report submissions and to provide documentation pertaining to the protection on/off-site trees to supplement the proposed subdivision application for 3587 Oxford St, Port Coquitlam.

2.0 SITE ANALYSIS

Currently on the property, there is an existing dwelling situated on an 800 (Approx.) square meter lot. The property will undergo a subdivision application in order to create two (2) 450 (Approx.) square meter lots. The property is bounded by residential properties towards the north and south, with a laneway towards the rear, and Oxford St towards the east. The property is flat-lying without any significant grade differences

A total of two (2) Trees were observed and examined both on and off-site. One (1) of the Trees is located towards the front of the property and another Tree was observed on the neighboring property. Both Trees had consisted of deciduous species with one (1) of the Trees being of a mature species and another Tree being categorized as a mature shrub. The front and rear yard areas of the property were examined to be maintained and there were no other bylaw sized Trees or mature shrubs being categorized as “protected” under the City of Port Coquitlam Tree Bylaw.



Figure 1 - Location of subject site – 3587 Oxford St, Port Coquitlam

3.0 TREE ASSESMENT PROCESS

Our tree inspection process is a systematic process for accurately identifying and cataloging trees. Using the site survey as a reference to their location and the proposed plans aiding in our Tree Protection Requirements, we have produced accurate findings to our recommendations to ensure the use of proper tree protection during the construction phase and as applicable, prescribing tree removal recommendations. Our assessment of the on-site and off-site trees consists of gathering and documenting sizes (*DBH, Height, and Crown spread*), condition, species, location, growth form, and other site factors. The data collected has been documented into the inventory in order to convey the identified trees into a simple format. In addition, accurate tree preservation measures could be implemented for the optimal retention and protection of trees throughout the duration of civil works and up to the completion of the project.

3.1 Health and structure rating

Basic Definition of general overall tree health, broken into five (5) defined categories:

Table 1 - Health and structure rating summary table			
Rating	Retention Suitability	Definition	Total Trees
Good	Suitable	A healthy, vigorous tree, reasonably free of disease, with good structure and form typical of the species.	1
Fair / Good	Suitable	Tree is growing well for its species. No overt or identifiable significant defects, and is well suited for retention.	
Fair	Marginal	Subject tree that has an average vigour for its species. Small amount of twig dieback, minor structural defects that could be corrected.	
Fair / Poor	Marginal/ Unsuitable	A tree with moderate to poor vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that may affect its survival considering construction impacts.	
Poor	Unsuitable	A tree in decline, epicormics growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated. And a tree in severe decline, dieback of scaffold branches and or trunk, mostly epicormic growth; extensive structural defects that cannot be abated.	1

4.0 SUMMARY OF FINDINGS

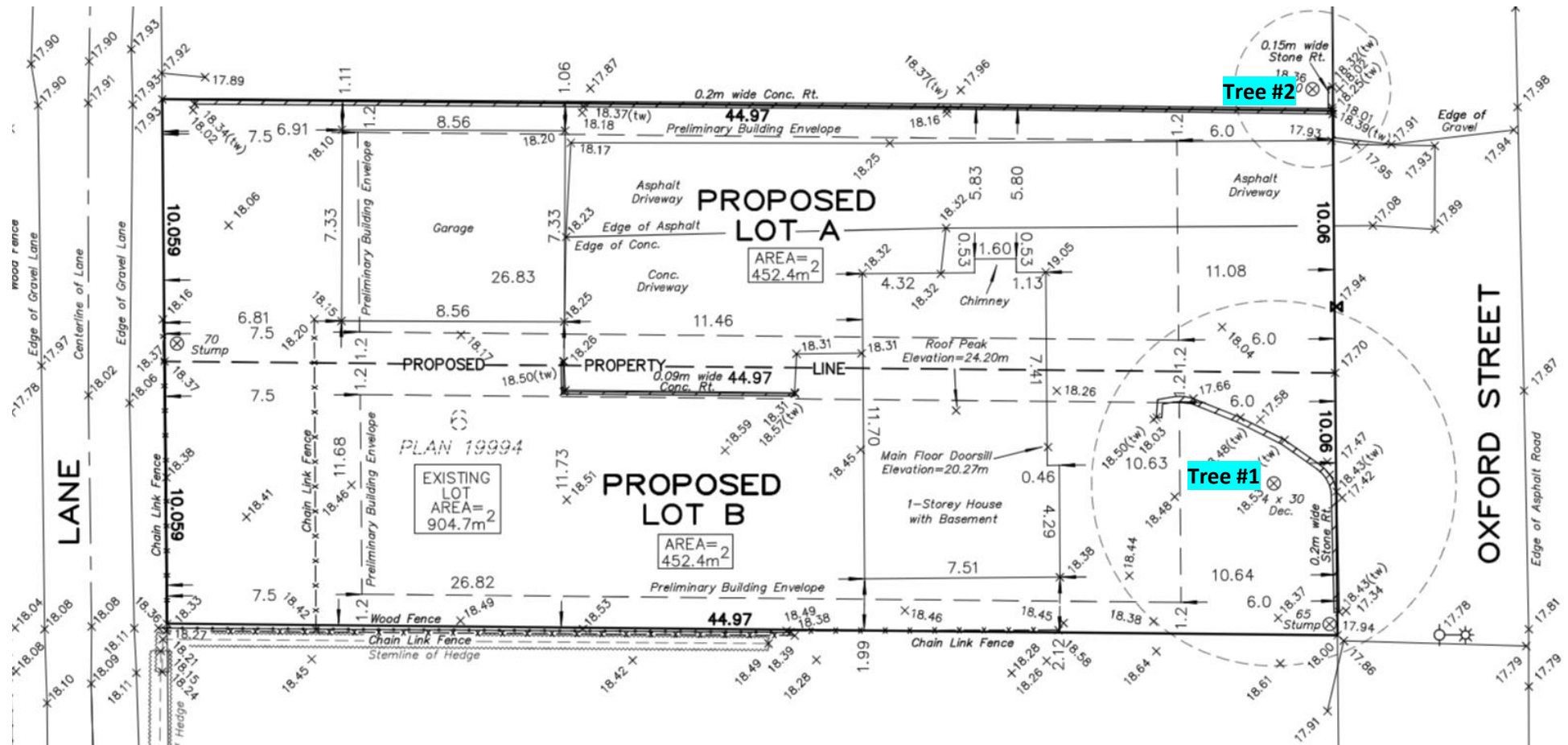
On June 12, 2020, Klimo & Associates had conducted a site visit & visual inspection of all Trees located on and off-site. A total of two (2) Trees were identified and had consisted of two (2) different types of species. Their DBH were measured to be between 10cm to 45cm for the two (2) identified Trees.

Overall, the subject Trees ranged from being in poor to good condition and one (1) of the subject Trees were examined to be in conflict with the proposed development with high disturbances requirements and have been recommended for removal.

On-site (Development site)	Off-site (City)	Off-site (Privately owned Trees)	Shared	Total	
1		1		2	
1				1	Remove
		1		1	Retain

Deciduous Trees	
Dogwood	1
Rhododendron	1
Total	2

5.0 SITE MAP



6.0 TREE INVENTORY

Table 1												
Klimo & Associates												
June 12, 2020												
3587 Oxford St, Port Coquitlam												
ID #	Surveyed Y/N	On-site (ON) Off-site (OF) Off-site city (C)	Common name	Botanical name	DBH (cm)	LCR (%)	Canopy (Dia M.)	Condition	Comments	Retention Suitability	Retain / Remove	TPZ (m)
1	Yes	On-site	Dogwood	<i>Cornus</i>	39/45 /37/ 38	65	10	On-site tree situated towards the front of the lot. Multi stemmed base consisting of four stems. Three of the four stems was examined to have observable deadwood and several open cavities. Within the cavities, signs of insect infestation were observed. Overall crown appears to be thinning out and the upper canopy has appeared to have been pruned for utility clearance. Along its base, what appear to be drilled holes were examined. Overall, subject tree is in fair to poor condition.	Subject Tree will be in conflicts with the site servicing requirements and falls towards the edge of the proposed building footprint and will be within the zone of the heaviest construction & excavation activity.	Unsuitable	Remove	4.8
2	Yes	Off-site	Rhododendron	<i>Rhododendron</i>	15/12 /10	95	4	Off-site neighboring tree situated towards the front corner of the lot. Mature growth form with a multi stemmed base. Base is situated alongside an existing concrete retaining wall. Crown appears to be healthy and no major defects and or signs of stress were to be examined. Overall, subject tree is in good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during the driveway removal.	Suitable	Retain	2.3

General work methodologies when working within TPZ(s)

- Any construction work occurring within three (3) feet of the TPB will have to be supervised by an Arborist. The work occurring within the TPZ of the subject Trees, would have to be performed in accordance with proper Tree Protection Requirements as specified by the project Arborist.
- Although the existing landscape throughout the property will remain intact, general landscaping work if proposed within the TPZ of the protected Trees would have to be supervised by an Arborist. During the landscaping process, no fill and or soil can be deposited within its TPZ and any type of landscaping requiring extensive areas of poured concrete is not acceptable. Permeable surfaces can be placed on the original grade for hardscapes, all to be supervised and guided by an onsite Arborist.

7.0 TREE RETENTION / REMOVAL RECOMMENDATIONS

A total of **Two (2) trees** have been found within the limits of the subject property and are protected under the City of Port Coquitlam Tree Bylaw. Based on the factors that include the pre-existing condition of the subject trees as detailed in the Tree inventory, and the proposed civil works, the subject Trees are proposed to be treated as follows.

Tree Retention

Pursuant to the *City of Port Coquitlam "Tree Bylaw, 2019, No. 4108"*, the following Trees are recommended for Retention as detailed in the Tree Inventory and recommendations as noted below. Information regarding specific recommendations can be found below within the sections categorizing subject Trees and their locations.

- ❖ **Off-site Tree #2** is recommended for retention. For the duration of the development project, the subject Trees will require the placement of Tree Protection Barriers in order to protect their trunk, roots, and structure. The Tree Protection Barriers are required to be placed at the drip line or to the measurements outlined in section 9.0.
 - **Removal of the existing driveway & wooden ties**
The existing parking pad and wooden ties within the TPZ of Tree #2 is recommended to be removed under Arborist supervision. In order to limit the potential disturbance within the TPZ of the subject Trees, no demolition equipment will be allowed to encroach into the TPZ and no grade changes within CRZ of Tree #2 is to occur.
 - **Existing concrete retaining wall/fence**
The existing retaining wall as well as its concrete fence located along the length of the P/L and within the TPZ of Tree #2 is proposed to be left intact in order to limit the amount of disturbance occurring near the off-site Tree.

Tree Removal

Pursuant to the *City of Port Coquitlam "Tree Bylaw, 2019, No. 4108"*, the following Trees are recommended for removal as per the following sections or as detailed in the report.

- ❖ **On-site Tree #1** is recommended for removal due to conflicts with the proposed development, service connections, and the required grade changes. As the subject Tree falls towards the edge of the proposed building footprint and will be within the zone of the heaviest construction & excavation activity of the service connections, removal of the subject Tree is recommended.

8.0 PHOTOS AND RECOMMENDATIONS



Photo 1 – Facing towards on-site Tree #1

Species: Dogwood (*Cornus*)

Tree#: 1

Recommendations: On-site Tree #1 will be in direct conflict with the proposed development as the subject Tree either falls towards the edge of the proposed building footprint or of the site servicing requirements. The subject Tree will be within the zone of the heaviest excavation & construction related activity and removal is recommended.



Photo 2 - Facing towards the open cavities on Tree #1

Recommendations: Three (3) of the four (4) stems were examined to have multiple open cavities and observable deadwood with signs of insect infestation as well as internal decay had been identified within these cavities. The overall crown appears to be thinning out and the upper canopy has been pruned for utility clearance. Along the base of the Tree, multiple holes were examined and had appeared to be drilled in specific locations around the circumference of the trunk.

Off-site neighboring Tree #2

Photo 3 - Facing towards off-site neighboring Tree #2

Species: Rhododendron (*Rhododendron*)

Tree#: 2

Recommendations: Off-site Tree #2 is recommended for retention. For the duration of the development project, the subject Trees will require the placement of Tree Protection Barriers in order to protect their trunk, roots, and structure. The Tree Protection Barriers are required to be placed at their drip line or to their measurements outlined in section 9.0. Trigger points have been identified requiring the presence of an Arborist, see the recommended construction methodologies outlined on Pg. 8.

Off-site neighboring Tree #2



Photo 4 - Facing towards off-site Tree #2 and the surrounding structures

Species: Rhododendron (*Rhododendron*)

Tree#: 2

Recommendations: Trigger points have been identified requiring the presence of an Arborist, see the recommended construction methodologies outlined below.

Removal of the existing driveway & wooden ties

The existing parking pad and wooden ties within the TPZ of Tree #2 is recommended to be removed under Arborist supervision. As the existing asphalt driveway is located within the proximity of the subject Tree, the method of removal will have to be performed in a coordinated effort with the assistance of the excavator.

The subgrade is recommended to be removed by hand and 6" of friable growing medium will have to be placed along the exposed areas of the TPZ. In order to limit the potential disturbance within the TPZ of the subject Trees, no demolition equipment will be allowed to encroach into the TPZ and no grade changes within CRZ of Tree #2 is to occur.

Existing concrete retaining wall/fence

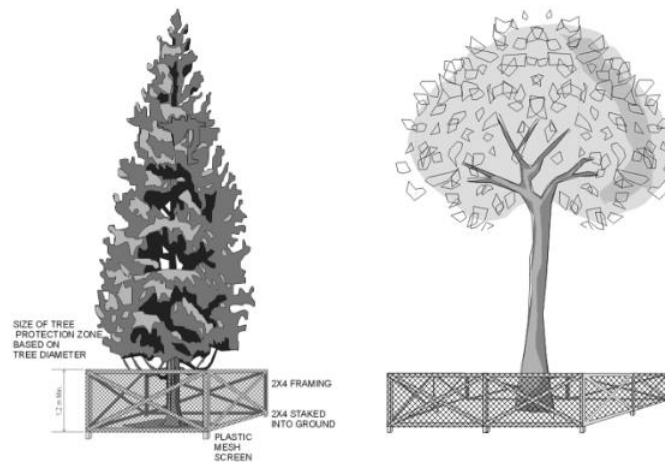
Along the north eastern site boundary line, a **concrete retaining wall/fence** had been identified. The existing retaining wall as well as its concrete fence located along the length of the P/L is proposed to be left intact in order to limit the amount of disturbance occurring near the off-site Tree.

9.0 TREE PROTECTION BARRIER

Tree protection barrier summary		
Tree number (species)	DBH(cm)	Minimum tree protection barrier Radial span (m)
2	15/12/10	2.3

All trees identified above will require tree protection barriers to protect and prevent the tree trunk, branches and roots being damaged by any construction activities/operations. Prior to any construction activity on site, tree protection fences must be constructed at the specified distance from the tree trunks. The protection barrier or temporary fencing must be at least 1.2 m in height and constructed of 2 by 4 lumber with orange plastic mesh screening. Structure must be sturdy with vertical posts driven firmly into the ground. This must be constructed prior to excavation or construction and remain intact throughout the entire period of construction. Further standards for fencing construction can be found at: City of Port Coquitlam *"Tree Bylaw, 2019, No. 4108"*

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10.0 TREE REPLACEMENT PLAN

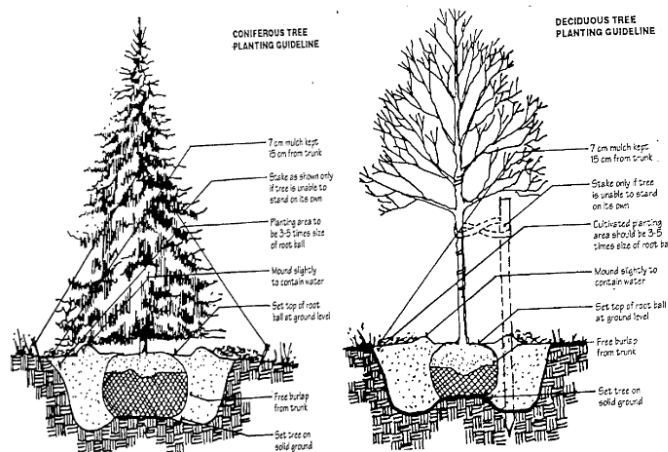
Outlined in the City of Port Coquitlam “Tree Bylaw, 2019, No. 4108”, a replacement of Two (2) trees will be required based on one (1) bylaw sized Tree being removed on-site. As the proposed development would require the removal of one (1) on-site Tree, a total of **two (2) replacement Trees** will be required.

It is important to locate your new plantings in accordance with the species' growing habits or tendencies. It is crucial to avoid planting your trees alongside buildings in which root ingress into drainage systems can occur and this can result in costly remedial work, also it is good practice not to plant your tall growing trees under power lines or utility lines as this can lead to pruning that may grossly adulterate the overall form or shape of the tree. Planting trees in the right location is the key to sustaining a balanced urban forest.

The proposed replacement trees will need to be a minimum 6cm in caliper size (*trunk width measured at 15 centimetres above the ground*) or 3.0 metres height at the time of planting. At least one metre away from any site boundary, any accessory building or any other structure on or adjacent to the site that may adversely affect the tree, and at least 3.0 metres away from any principle building, and; at least 2.5 metres away from any other tree on or adjacent to the site.

Tree replacement plan		
Planting(s) should be scheduled for the late winter/ early spring or early fall		
Quantity	Name	Species
2	Japanese maple	<i>Acer palmatum</i>

Please see map for location Note: Planting cannot be within 3 meters of another significant tree



11.0 CONCLUSIONS

Based on our findings, a total of two (2) trees have been identified off/on-site. A total of one (1) Tree will be retained and protected with Tree Protection Barriers. Trigger points have been identified on the Tree Management Plan requiring Arborist supervision when working inside the TPZ of the protected off-site Tree. A total of one (1) Tree has been recommended for removal due to conflicts with the proposed development.

Thank you for choosing Klimo & Associates. Any further questions can be forwarded to Francis Klimo at (604)358-5562 or by email at klimofrancis@gmail.com

Regards,



Francis R. Klimo

ISA Certified Arborist #PN-8149A

ISA Certified Tree Risk Assessor (TRAQ)

BC Wildlife Danger Tree Assessor #7193

Council and Committee Procedures Amendment Bylaw – First Three Readings

RECOMMENDATION:

That Council give Council and Committee Procedures Amendment Bylaw No. 4207 first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

DISCUSSION

The Council and Committee Procedures Bylaw governs the manner in which Council and Committee meeting procedures are conducted. Bylaw 4207 updates the current procedure bylaw to align the submission deadline for public documents with staff submissions for all Council & Committee agendas. This update will assist staff to include public submissions on Council and Committee agendas.


PUBLIC COMMENTS

The opportunity for public comments is required before Council may consider any change to a Council procedural bylaw. Public comments will be invited and presented to Council prior to adoption of the bylaw.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to the bylaw.
	2	Delay first three readings and request staff to provide additional information.
	3	Take no action (Deny first three readings and leave the current bylaw in place).

Council and Committee Procedures Amendment Bylaw – First Three Readings

ATTACHMENTS

Att#1: Bylaw 4207 (amending bylaw)

Att#2: Bylaw 3898 (current bylaw)



**A Bylaw to Regulate the Procedure of Council and Committee Meetings
for the City of Port Coquitlam**

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

Citation

1. This Bylaw may be cited for all purposes as "Council and Committee Procedures Bylaw, 2015, No. 3898".

Definitions

2. **AUDIO AND VIDEO RECORDING DEVICES** means any equipment enabling the recording and or transmission of sound and or visual images;

CHAIR means the Presiding Member of a committee;

CITY means the Corporation of the City of Port Coquitlam;

CITY HALL means Port Coquitlam City Hall located at 2580 Shaughnessy Street, Port Coquitlam, BC, V3C 2A8;

CLOSED means a meeting closed to the public under Section 90 and 91 of the *Community Charter*.

COMMITTEE means a Standing committee, Select committee, or other body as referred to in section 93 of the *Community Charter* [application of open meeting rules to other bodies], or as enabled by other legislation;

CORPORATE OFFICER means the person appointed by Council under Section 148 of the *Community Charter*;

COUNCIL means the Council for the Corporation of the City of Port Coquitlam;

DELEGATION means any person wishing to appear as a speaker and or make a presentation to Council or a committee;

MAYOR means the Mayor of the Corporation of the City of Port Coquitlam;

MEMBER means a member of Council;

PUBLIC NOTICE POSTING PLACE means the outside bulletin board located at the front doors of City Hall;

PRESIDING MEMBER means the Mayor or Chair of a Council or committee meeting or the person authorized to act in the Mayor or Chair's absence or inability to act;

STAFF DESIGNATE means the staff member(s) responsible for administration of a committee;

SELECT COMMITTEE means a committee established by Council resolution pursuant to Section 142 of the *Community Charter*, and to which Council shall appoint Council representation and may appoint members from the community;

STANDING COMMITTEE means a committee established by the Mayor pursuant to Section 141 of the *Community Charter* to which the Mayor shall appoint Council representation and may appoint members of the community;

Inaugural Meeting

3. 1) Following a general local election, the first Council meeting must be held on the first Tuesday of November in the year of the election.
- 2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection 1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

4. 1) Subject to Section 5(2), regular Council meetings must:
 - a) be held on the second and fourth Tuesday of each month;
 - b) begin at 6:00 pm in Council Chambers located at City Hall unless Council has resolved to hold the meeting elsewhere; and
 - d) when the Council meeting falls on a statutory holiday, be re-scheduled for the next day City Hall is open to the public.
- 2) All committee meetings must be held in accordance with the annual committee meeting schedule published at the beginning of each year unless a special

meeting notice or cancellation notice is produced in accordance with Section 5(2) below.

Notice of Council Meetings

5. 1) In accordance with Section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public annually by posting it at the Public Notice Posting Place and advertising in accordance with section 94 of the *Community Charter*.
- 2) Where revisions are necessary to the annual schedule of regular Council or committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council or committee meeting.

Notice of Special Meetings

6. 1) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council or committee meeting must be given at least 24 hours before the time of meeting, by:
 - a) posting a copy of the notice at the regular Council or committee meeting place;
 - b) posting a copy of the notice at the Public Notice Posting Place; and
 - c) leaving one copy of the notice for each Council member in the member's mailbox at City Hall or emailing details of the special meeting to each member.
- 2) The notice under subsection 1) must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

Designation of a Member to Act in Place of the Presiding Member

7. 1) At the beginning of each year, Council must adopt an acting Mayor schedule which appoints Councillors to serve on a rotating basis as the member

responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

- 2) Each Councillor designated under subsection 1) must fulfill the responsibilities of the Mayor in that person's absence.
- 3) If the member designated in the Acting Mayor Schedule under subsection 1) is unable to act in place of the Mayor, the Acting Mayor from the preceding month as identified on the Acting Mayor Schedule will be the Acting Mayor. If that Member is also unable to act in place of the Mayor, the Acting Mayor duties will fall to the Acting Mayor or each preceding month until a replacement is identified.
- 4) The member designated under subsection 1) or chosen under subsection 3) has the same powers and duties as the Mayor in relation to the applicable matter.
- 5) If the Presiding Member of a committee is absent, the Vice-Chair will fulfill the responsibilities of the Presiding Member. If the Vice-Chair is also absent, another committee member will be chosen by resolution to act as the Presiding Member.

Public Attendance at Meetings

8.
 - 1) Except where the provisions of Section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council and committee meetings must be open to the public.
 - 2) Before closing a Council or committee meeting or part of a Council or committee meeting to the public, Council must pass a resolution in a public meeting in accordance with Sections 90-92 of the *Community Charter [requirements before meeting is closed]*.
 - 3) Despite subsection 1), the Presiding Member may expel or exclude a person from a Council or committee meeting for disrespectful or disruptive behaviour.

Electronic Meetings

- 9.** 1) Subject to the conditions set out in the *Community Charter*:
- a) a special meeting of Council may be conducted by means of electronic or other communications facilities; or
 - b) a member of Council or a Council Committee who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of electronic or facilities, due to physical incapacity as a result of illness, injury, or disability.
- 2) At a meeting conducted under section 9 b), the Presiding Member must not participate electronically.
- 3) Members of a Council or a Council Committee who are participating under section 9 b) in a meeting conducted in accordance with this Bylaw are deemed to be present at the meeting.
- 4) No more than two members at one time may participate at a Council or Council Committee meeting under section 9 b) unless authorized by the Presiding Member.

Use of Audio and Video Recording Devices

- 10.** Any person may use or operate devices to record audio and/or video at an open Council or committee meeting, provided that:
- 1) No recording device may emit an audible sound, so as to disturb or distract any person in the meeting room;
 - 2) No photography or video recording device may emit a flash or other artificial light, except when meeting business has been temporarily stopped for official presentations or recognition ceremonies;
 - 3) No person may use a recording device in such a way that blocks or interferes with the ability of another person to view the meeting proceedings;
 - 4) All members of the public or media who desire to use shoulder-mounted or tripod-mounted recording devices must do so in an area designated by the Corporate Officer.

Order of Business

- 11.** Unless otherwise resolved, the Order of Business for agendas for all Council and committee meetings must be in the following order:

- | | |
|-------------------------------|------------------------------------|
| a) Call to Order | m) Resolutions |
| b) Adoption of the Agenda | m) Reports |
| c) Confirmation of Minutes | n) Information Reports |
| d) Proclamations | o) Action Table |
| e) Introductions | p) Verbal Updates |
| f) Presentations | q) New Business |
| g) Delegations | r) Open Question Period |
| h) Public Hearings | s) Resolution to Close |
| i) Public Input Opportunities | t) Reconvene Regular Meeting |
| j) Intergovernmental Reports | u) Closed Items Released to Public |
| k) Correspondence | v) Adjournment |
| l) Bylaws | |

Call Meeting to Order

- 12.** 1) As soon as the time specified for a Council or committee meeting to start has passed and there is a quorum present, the Presiding Member must take their seat and call the meeting to order.
- 2) If a quorum of Council or committee is present, but the Presiding Member does not attend within 15 minutes of the scheduled time for the meeting:
- a) the Corporate Officer or Staff Designate must call to order the members present; and
 - b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

- 13.** 1) If there is no quorum of Council or committee present within 20 minutes of the scheduled time for a meeting, the Corporate Officer or Staff designate must:
- a) record the names of the members present and those absent; and
 - b) adjourn the meeting until the next scheduled meeting.

Agenda

- 14.**
- 1) Prior to each Council and committee meeting, the Corporate Officer or Staff Designate must prepare an agenda setting out all the items for consideration at that meeting.
 - 2) The deadline for submissions of items for inclusion on the agenda by staff and the public to either the Corporate Officer for the Council agenda or Staff Designate for the committee agenda must be no later than 12 noon one week prior to the meeting.
 - 3) The Corporate Officer or Staff Designate who is responsible for the agenda must make the agenda available to members of Council or committee and the public at least three days prior to the meeting.
 - 4) Council or committee must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 15.

Late Items

- 15.** 1) An item of business not included on the agenda must not be considered at a Council or committee meeting unless introduction of the late item is approved by Council or committee at the time allocated on the Agenda for such matters (Adoption of the Agenda).
- 2) If the Council or committee makes a resolution under subsection 1), information pertaining to the late item(s) must be distributed to the members and the public.

Conduct

- 16.** 1) Members speaking at a Council or committee meeting must:
- a) use respectful language;
 - b) not use offensive gestures or signs;
 - c) speak only in connection with the matter being debated;
 - d) adhere to the rules of procedure established under this Bylaw.
- 2) If a member does not adhere to subsection 1), the Presiding Member may order the member to leave the member's seat, and:
- a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer; and
 - b) if the member apologizes to Council or committee, the member may be allowed to remain if a resolution is adopted by the remainder of the members present.

Debate and Voting

- 17.** 1) A Council or committee member may speak to a question or motion at a meeting only if that member first addresses the Presiding Member.
- 2) No member may interrupt another member who is speaking except to raise a point of order.
- 3) Members who are called to order by the Presiding Member:
- a) must immediately stop speaking;

- b) may explain their position on the point of order; and
 - c) may appeal to Council or committee for its decision on the point of order in accordance with Section 132 of the *Community Charter [authority of presiding member]*.
- 4) If more than one member speaks the Presiding Member must call on the member who, in the Presiding Member's opinion, spoke first.
 - 5) Council or committee may debate and vote on a motion only if it is first moved by one member and then seconded by another.
 - 6) A member may require the question being debated at a Council or committee meeting to be read at any time during the debate, if that does not interrupt another member speaking.
 - 7) Members must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a Council or committee member.
 - 8) A Council or committee member may, without notice, move to amend a motion that is being considered at a Council or committee meeting.
 - 9) An amendment may propose removing, substituting for, or adding to the words of an original motion.
 - 10) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
 - 11) An amendment may be amended once only; however a Council or committee member may propose an amendment to an adopted amendment.
 - 12) An amendment that has been negated by a vote cannot be proposed again.
 - 13) The following procedures apply to limit speech on matters being considered at a Council or committee meeting:
 - a) a member may speak more than once in connection with the same question, only with the permission of the Presiding Member and if new material is being presented;
 - b) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of the Presiding Member.

- 14) The following procedures apply to voting at Council and committee meetings:
- a) when debate on a matter is closed, the Presiding Member must put the matter to a vote;
 - b) when the Council or committee is ready to vote, the Presiding Member must put the matter to a vote by stating:

“Those in favour?” and then “Those opposed?”;
 - c) when the Presiding Member is putting the matter to a vote a member must not:
 - i) cross or leave the room; or
 - ii) make a noise or other disturbance;
 - d) whenever a vote of Council or committee on a matter is taken, each voting member present should signify their vote by raising their hand or indicating their vote verbally;
 - e) the Presiding Member should declare the result of the voting by stating that the question is decided as either ‘carried’ or ‘defeated’ and note the members in contrast of the vote;
 - f) if a member does not indicate their vote, they are considered to have voted in the affirmative;
 - g) in all cases where the votes of the members present are equal for and against a question (tie vote), the question shall be declared in the negative; and
 - h) the Presiding Member’s decision about whether a question has been finally put is conclusive.

Reconsideration

- 18.** 1) A member may, at the next Council or committee meeting:
- a) move to reconsider a matter on which a vote has been taken other than:
 - i) to postpone indefinitely; or
 - ii) to reconsider at vote that has already been reconsidered; and

- b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- 2) A Council or committee member who voted affirmatively for a resolution adopted by Council or committee may at any time move to rescind that resolution unless subsection 4) applies.
- 3) A Council or committee member must not discuss the main matter referred to in subsection 1) unless a motion to reconsider that matter is adopted in the affirmative.
- 4) Council or committee may only reconsider a matter that has not:
 - a) had the approval or assent of the electors and been adopted;
 - b) been reconsidered under subsection 1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; and
 - c) been acted on by an officer, employee, or agent of the City.
- 5) A Bylaw, resolution, or proceeding that is reaffirmed under subsection 1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Notice of Motion

- 19.**
- 1) Any member who during a meeting wishes to bring before Council or committee any new matter, other than a point of order or of privilege, may do so by way of a notice of motion. A notice of motion announced during a meeting must be:
 - a) presented in writing;
 - b) read aloud by the member, Corporate Officer or committee clerk; and
 - c) recorded in the minutes of the meeting.
 - 2) A member may also submit a written notice of motion directly to the Corporate Officer or committee clerk. A notice of motion submitted directly to the Corporate Officer or committee clerk must:
 - a) specify the desired meeting date where the motion will be announced; and

- b) be submitted no later than seven days prior to the meeting where the notice of motion will be announced.
- 3) After a notice of motion has been announced at a meeting, it must be included for consideration on the agenda of the next Council or committee meeting.
- 4) No notice of motion shall be moved in the absence of the member who announced the notice of motion, unless that member has authorized another member in writing to do so.
- 5) Consideration of a notice of motion is governed by the following procedures:
 - a) only the member making the motion may make introductory remarks;
 - b) the notice of motion must be moved and seconded; and
 - c) after a motion is moved and seconded, the motion is open for consideration and is deemed to be in the possession of Council or committee and may be withdrawn only by resolution.

Appearances before Council or Committee

- 20.**
- 1) The following procedure shall apply for all requests to appear before Council or committee:
 - a) requests to appear as a delegation must be received by the Corporate Officer by noon, no less than one week prior to the Council or committee meeting;
 - b) requests must be submitted via the current Official Delegation Application form and process, as may change from time to time, or by email, on the condition that all information requested on the Official Delegation Application has been clearly provided.
 - c) Delegation applications submitted with unclear, incomplete, or missing information will not be considered as officially received and will not be processed until all required information has been provided.
 - 2) The Corporate Officer shall approve and schedule delegation requests based on the following parameters:

- a) no more than three delegations or intergovernmental reports will appear per meeting, unless resolved by majority consent of Council or committee;
- b) the delegation may not appear for the sole purpose of promoting an individual business;
- c) Any non-profit organization that is locally-based or that provides a service to Port Coquitlam residents will be permitted to appear as a delegation to Council. Non-profit organizations may appear to provide information updates or make requests to Council. Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
- d) Delegations from organizations or individual members of the public, other than non-profit organizations as identified in section c), will be heard in the following manner:
 - i) Information updates regarding a topic of municipal jurisdiction or service delivery will be addressed by Council;
 - ii) Requests regarding a topic of municipal jurisdiction or service delivery will be addressed by the relevant Council Committee; and
 - iii) Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
- e) After a delegation has been made to Committee or Council, no individual or organization may appear as a delegation regarding that topic:
 - i) for a period of one year, in the absence of substantial new information regarding the topic; and
 - ii) for a period of six months, in the event of substantial new information becoming available regarding the topic.
- f) When a delegation applicant is of the opinion that new information regarding a topic has become available for the purpose of a subsequent presentation, as identified in section e) ii), it is the responsibility of the applicant to prove to the Corporate Officer's satisfaction that any new

information is sufficiently substantive to warrant another delegation on the matter.

- g) Delegations from any individual or organization are limited to one delegation every six months, regardless of topic.
 - h) the delegation may not speak about a bylaw where a public hearing or public input opportunity has been held, or where a Public Hearing or Public Input Opportunity is scheduled to be held; and
 - i) the delegation may not speak about a matter dealing with a grievance under a collective agreement.
- 3) When a delegation request is approved, the Corporate Officer will notify the applicant as soon as possible of the date, time, and place of the meeting where the appearance is scheduled.
- 4) If a delegation request is not approved, the Corporate Officer shall inform the applicant as soon as possible and provide the reasons why the applicant was denied. A written response regarding denial of the application will be provided upon request by the applicant. The Corporate Officer will inform members of Council or committee when a delegation application is denied, including reasons for the denial.
- 5) Requests to appear before Council or committee that are denied shall be:
 - a) offered the opportunity to provide written information for distribution to Council or committee; and
 - b) informed of their right to appeal the decision in writing to Council.
- 6) Upon approval, all delegations ~~must~~ agree to the following requirements:
 - a) every delegation is limited to a maximum of five minutes, unless additional time is agreed to by unanimous consent of the Council or committee;
 - b) every delegation will use respectful behavior and language, follow direction from the Chair, and abide by all procedural rules of Council;
 - c) if the delegation wishes to include presentation slides, there must not be more than six slides; and

- d) All presentation materials, paper and electronic, must be submitted to the Corporate Officer by 9:00 a.m. on the day of the meeting for approval. Unapproved presentation materials are not permitted for use by a delegation.
- 7) Presenters who are invited by the City do not have to request to be a delegation and are not subject to the requirements in Section 20.

Petitions

- 21.**
 - 1) A petition being presented to Council or committee shall include the spokesperson's contact information, the resolution and/or pertinent information on the top of each page of the petition, and the names and addresses of the petitioners all legibly printed and then a signature.
 - 2) In the case of a society or corporation signing a petition, the authority given by the society or corporation to sign the petition shall also be produced.
 - 3) All petitions shall be given to the Corporate Officer to be valid.

Bylaws

- 22.**
 - 1) A Bylaw introduced at a Council meeting must:
 - a) be printed;
 - b) have a distinguishing name;
 - a) have a distinguishing number;
 - b) contain an introductory statement of purpose;
 - e) be divided into sections; and
 - f) have a place for the Presiding Member and Corporate Officer to sign.

- 2) Council must consider a proposed Bylaw at a Council meeting either:
 - a) separately when directed by the presiding member or requested by another Council member; or
 - b) jointly with other proposed bylaws in the sequence determined by the presiding member.
- 3) The readings of the bylaw may be given by stating its title and bylaw number.
- 4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 5) Subject to Section 882 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 6) In accordance with Section 135 of the *Community Charter [requirements for passing Bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 7) Despite Section 135(3) of the *Community Charter [requirements for passing Bylaws]*, and in accordance with Section 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed text amendment to the Official Community Plan or Zoning Bylaw at the same meeting at which the Plan or bylaw passed third reading.
- 8) After a bylaw is adopted and signed by the Presiding Member and Corporate Officer, the Corporate Officer must have it placed in the City's records for safekeeping.

Resolutions from Closed Meetings

- 23.** 1) As per Section 117 of the *Community Charter [duty to respect confidentiality]*, information that is resolved to be released from a closed meeting of Council or committee will be:
- a) confirmed in an open meeting; or
 - b) released to the public at an alternative time, as resolved by Council or Committee.

Open Question Period

- 24.** 1) Subject to curtailment at the discretion of the Presiding Member if other business necessitates, a maximum time of 20 minutes for questions from the media and public will be permitted.
- 2) Questions may be asked of any member, but directed through the Presiding Member.
- 3) Questions must truly be questions and not statements or opinions by the questioner.
- 4) Not more than three separate questions per questioner will be allowed unless permitted by the Presiding Member.
- 5) Questions from each representative of the attending media will be allowed preference prior to proceeding to questions from the public.
- 6) The Presiding Member will recognize the questioner and will direct questions to the member or staff representative whom the Presiding Member feels is best able to reply.
- 7) More than one member or staff representative may reply, through the Presiding Member, if that person has something more to contribute.
- 8) The open question period will not be held during the 6 week period immediately preceding a municipal election or by-election.

Minutes

- 25.** 1) Minutes of the proceedings of Council or committee must be:
- a) legibly recorded;
- b) brought forward for adoption at a subsequent Council or Committee meeting; and
- c) certified as correct by the Corporate Officer or staff designate and the Presiding Member.
- 2) For closed meetings where staff are not included as per Section 91 of the *Community Charter*, the minutes must be signed by the Presiding Member and another Council member in attendance at the meeting.

- 3) In accordance with Section 97 of the *Community Charter [other records to which public access must be provided]*, minutes of the proceedings of Council and committee must be available for public inspection at City Hall during its regular office hours and will be placed on the City's website once adopted.
- 4) Subsection 3) does not apply to minutes of a Council or committee meeting or that part of a Council or committee meeting from which persons were excluded under Section 90 of the *Community Charter [meetings that may be closed to the public]*.

Attendance and Voting at Committee Meetings

26. 1) Members attending a meeting of a committee of which they are not a committee member may participate in the discussion only with the permission of the committee members present.
- 2) Members attending a meeting of a committee of which they are not a committee member must not vote on a question.

Severability

27. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this Bylaw.

Administration

28. This Bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter [public notice]*.
29. If this Bylaw does not address a specific issue, Robert's Rules of Order, Edition 11, Revised 2011, authored by Henry M. III Robert and Daniel H. Honemann will be used as the over-arching reference for Council and committee procedures and processes.
30. Where there is a discrepancy between this Bylaw and current provincial legislation, the latter will prevail as the official document.
31. Except where expressly stated, the provisions of this Bylaw govern the proceedings of Council, all Committees and all Commissions, as applicable.

Repeal

32. Council Procedure Bylaw No. 3435, 2004 and its amendments are hereby repealed.

Read a first time by the Municipal Council this 13th day of July, 2015.

Read a second time by the Municipal Council this 13th day of July, 2015.

Read a third time by the Municipal Council this 13th day of July, 2015.

Public Notice given this 16th day and 23rd day of July, 2015.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 27th day of July, 2015.

Approved:

GREG MOORE

Mayor

CAROLYN DEAKIN

Assistant Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	SECTION(S):	DATE:
3968	Section 9	October 5, 2016
3989	Sections 7 & 19	February 14, 2017
4027	Sections 3 and 4	October 10, 2017
4038	Sections 11 and 20	January 23, 2018
4061	Section 10	July 10, 2018
4095	Section 4.1 b, 4.3, and 7.3	November 27, 2018

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2020
Bylaw No. 4201

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

1. CITATION

This Bylaw may be cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2020, No. 4201”.

2. ADMINISTRATION

2.1 That “Zoning Bylaw, 2008, No. 3630” be amended in Table 6.10.2, Note 5 by removing Note 5 and replacing it with the following:

“Note 5. One child care facility is permitted within this zone at Unit 6108 – 2850 Shaughnessy Street and it may accommodate up to 100 children. The facility must comply with the requirements of the BC Building Code for assembly uses.”

READ A FIRST TIME this	24 th day of	November, 2020
READ A SECOND TIME this	24 th day of	November, 2020
READ A THIRD TIME this	15 th day of	December, 2020
ADOPTED this	day of	, 2020

Mayor

Corporate Officer

CITY OF PORT COQUITLAM
BUSINESS AMENDMENT BYLAW, 2020

Bylaw No. 4202

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

1. CITATION

This Bylaw is cited as "Business Bylaw, 2010, No. 3725, Amendment Bylaw, 2020, No. 4202".

2. ADMINISTRATION

That Section 2. Definitions of Business Bylaw No. 3725 be amended by removing the existing definition for 'Manager' and replacing it with the following:

"Manager means the person appointed by Council as the Manager of Bylaw Services or the Manager of Planning."

READ A FIRST TIME this	15 th day of	December, 2020
READ A SECOND TIME this	15 th day of	December, 2020
READ A THIRD TIME this	15 th day of	December, 2020
ADOPTED this	day of	, 2021

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

Emergency Services Radio Bylaw

Bylaw No. 4210

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

1. CITATION

1.1 This Bylaw is cited as “Emergency Services Radio Bylaw, 2020, No. 4210”.

2. REPEAL

2.1 City of Port Coquitlam Public Safety Radio Building Amplification System Bylaw No. 3738, as amended, is repealed.

3. INTERPRETATION

3.1 In this bylaw, unless otherwise indicated:

“**Adequate Radio Coverage**” has the meaning as described in Section 4;

“**Amplification System**” means the internal booster radio support and amplification system that increases and supports the radio frequencies used by E-Comm;

“**Building Inspector**” means any person appointed by the City to be a Building Inspector, or that person’s authorized designate;

“**City**” means the City of Port Coquitlam;

“**Dispatch Center**” means the dispatch service used by the Fire Department;

“**E-Comm**” means Emergency Communications for British Columbia Incorporated and all the features and functions of trunked radio telecommunications systems, including microwave and VHF/UHF radio systems, provided by E-Comm to the Fire Department, law enforcement and other emergency services; for the City of Port Coquitlam, the designated public safety communications service provider is “E-Comm” and its services encompass all the features and functions of its radio communications systems, including microwave radio systems, provided to fire services, law enforcement, British Columbia Emergency Health Services (BCEHS) and other emergency services;

“**Fire Chief**” means the person appointed by the City to be the head of the Fire Department, and references in this Bylaw to the Fire Chief include the Deputy Fire Chief and Assistant Fire Chief acting on the Fire Chief’s behalf or during the absence of the Fire Chief;

“**Fire Department**” means the City of Port Coquitlam Fire and Emergency Services;

“**Owner**” means an owner of a building or structure regulated by this Bylaw, including co-owners;

"NFPA" means National Fire Protection Association;

"Permit" means authorization in writing by the Building Inspector to perform construction or demolition of a building or structure, or to permit occupancy of a building or structure, all as regulated by the City's current Building and Plumbing Bylaw, as amended;

"Shadowed Area" means an area that suffers attenuation or obstruction of radio signals to or from the area as a result of the interposition of all or any part of a building or structure in the radio signal path (line of sight) between the area and the transmitting/receiving site of E-Comm;

"Test Operator" means an individual or company with experience in testing radio communications signals and whose credentials are deemed satisfactory to the Fire Chief.

- 3.2 Words in the singular include the plural, and gender specific terms include all genders and corporations.
- 3.3 Headings in this Bylaw are for convenience only and must not be construed as defining or in any way limiting the scope or intent of this Bylaw.
- 3.4 Unless otherwise provided in this Bylaw, words and phrases used herein have the same meanings as in the *Community Charter, SBC 2003, Local Government Act, RSBC 2015*, and *Interpretation Act, RSBC 1996*.
- 3.5 A reference in this Bylaw to a statute refers to a statute of the Province of British Columbia, and a reference to any statute, regulation, or bylaw refers to that enactment, as amended or replaced from time to time.
- 3.6 A decision by a court that any part of this Bylaw is illegal, void, or unenforceable severs that part from this Bylaw, and does not affect the validity of the remainder of this Bylaw.

4. REQUIREMENTS TO PROVIDE A RADIO COMMUNICATIONS SUPPORT SYSTEM

- 4.1 Except as otherwise provided, no person shall erect, construct, change the use of, or renovate any building or structure or any part thereof, or cause the same to be done, which degrades the radio coverage provided by the City's public safety communications service provider, as experienced by its users, including, but not limited to fire services and law enforcement personnel. For the purposes of this section, adequate radio coverage shall include all of the following:
 - 4.1.1 System access and "Delivered Audio Quality" of 3.4 or better (speech understandable with repetition only rarely, some noise or distortion may be present) for communication between a portable (handheld) radio with simple flexible whip antenna ("rubber ducky") and the public safety communications service provider radio communication sites;
 - 4.1.2 Within the building, for a minimum of 90% of the area of each floor of the building, including underground areas such as for parking;
 - 4.1.3 Within the building, for 100% of fire command centres, stairwells, protect-in-place areas, lobby refuge areas, equipment rooms and high-hazard areas;

- 4.1.4 In areas that are in the Shadow Area of the building, in 90% of all areas where "Delivered Audio Quality" of 3.4 could be achieved before the erection, construction or modification of the building or structure;
- 4.1.5 As an aid to system design, "Delivered Audio Quality" of 3.4 has been measured by NTIA (U.S. Department of Commerce, National Telecommunications and Information Administration) to be approximately equivalent to 22 dBs (22 dB SINAD) for analogue signals modulated with a 1 kHz tone at 1.5 kHz deviation, and to 2% BER (Bit Error Rate) for P25 digital signals. It may also be approximately equivalent to a received signal level of -95 dBm, in the absence of other signals that may affect the receiver. Good design should provide a margin of not less than 10 dB to allow for uncontrolled variables. Based on the foregoing, the design target for indoor coverage should be -85 dBm;
- 4.1.6 The radio frequency range to be supported shall be any frequencies used by the public safety communications service provider's network. If signal amplifiers are used, they shall include filters that will protect the amplifiers from overload and the system from interference by out-of-band signals;
- 4.1.7 In the event that active amplification is required to meet the foregoing communication quality requirements in the building including Shadowed Area of the building, coordination with the public safety communications service provider is required to ensure that its outdoor radio communication performance is not degraded. If there is a trade-off to be made between maintaining the public safety communications service provider's outdoor radio communication performance and restoration of signal strength in the building and Shadowed Area, the trade-off decision shall be made by the public safety communications service provider and communicated to the Fire Chief by the building owner;
- 4.1.8 An active system shall not degrade the wide area radio network in any way. For any amplifier in the uplink path, the transmitted uplink noise as received at the antenna of the donor E-Comm radio site shall not exceed -130 dBm;
- 4.1.9 For any amplifier connected to a donor antenna, Amplifier gain vs. Isolation must comply with NFPA 1221-19 Standard, 9.6.9. *"If a donor antenna exists, isolation shall be maintained between the donor antenna and all inside antennas to a minimum of 20 dB above system gain."*
- 4.2 All active amplification systems components must meet Industry Canada licensing requirements.

5. AMPLIFICATION SYSTEMS ALLOWED

- 5.1 Where a building or structure requires an Amplification System to achieve adequate radio communication coverage, such system shall include any of the following that are sufficient to achieve the required coverage:
 - 5.1.1 Passive antenna systems or radiating cable systems;
 - 5.1.2 Distributed antenna systems with uni-directional or bi-directional amplifiers as needed;

- 5.1.3 Voting receiver systems;
- 5.1.4 Any other system acceptable to the Fire Chief, as signified in writing on a case-by-case basis.
- 5.2 If any part of the installed Amplification System contains an electrically-powered component, the system shall:
 - 5.2.1 Be equipped to operate on an independent "Uninterruptible Power Supply" (UPS), using a battery and/or generator system, for a period of at least four hours without external power or maintenance.
 - 5.2.2 Automatically charge the UPS batteries in the presence of external power. The UPS shall provide a monitored alarm signal to indicate failure of primary power, failure of the UPS system power output, and/or discharge of the batteries. Silencing of this alarm shall be the responsibility of the person maintaining the equipment. Port Coquitlam Fire and Emergency Services shall be notified of any failure, either immediately that the failure is detected, but not later than two (2) hours after the initial failure occurred.
 - 5.2.3 Detect critical alarms by the equipment regarding battery condition and amplifier performance shall be reported immediately.
 - 5.2.4 Be protected by National Electrical Manufacturers Association (NEMA) type 4 or higher enclosures for all amplifiers and electronics.
 - 5.2.5 Provide a system summary alarm, consisting of a relay contact closure or equivalent, shall be provided to the building fire panel via a hard-wired connection.
 - 5.2.6 Ensure all active systems are licensed by the federal regulator, Innovation, Science & Economic Development Canada (ISED), and shall comply with the applicable Standard Radio Systems Plan (SRSP) and Radio Standard Specification (RSS). Any license required shall be renewed annually by the building owner and the cost of the licensing borne solely by the building owner.
 - 5.2.7 Be selected from the ISED Radio Equipment List as described at: https://www.ic.gc.ca/eic/site/ceb-bhst.nsf/eng/h_tt00020.html

6. PROCEDURES TO VERIFY AND MAINTAIN COMPLIANCE

- 6.1 Tests and measurements to verify and maintain compliance shall be made at the sole expense of the building owner. The procedures used shall be developed by the owner, subject to acceptance by the Fire Chief, and in compliance with the following guidelines:
 - 6.1.1 Acceptance tests and measurements shall be performed after completion of installation of the Amplification System. Tests shall be performed using radio frequencies assigned by the public safety communications service provider, after proper coordination with an authorized representative of that system and with the Fire Chief and the OIC of Police for the City of Port Coquitlam.

- 6.1.2 If queuing occurs on the radio system while testing is underway, testing shall be terminated immediately and resumed only when traffic levels on the system drop to the level where queuing will no longer occur.
- 6.1.3 Where the Shadowed Area, or the floor plate area of a building, is greater than 4,500 m², the area shall be divided into a uniform grid of not more than 15 metres on a side, or if the floor area is smaller than 4,500 m² it shall be divided into a uniform grid of approximately 20 equal areas, to a minimum of 9 m², and measurements shall be taken in each grid area. The size of the grids shall also be reduced, or the number of grids increased, upon recommendation of the Fire Chief or inspector in areas where special construction or other obstruction may significantly affect communications. Tests shall also be performed in fire command centres, stairwells, protect-in place areas, lobby refuge areas, equipment rooms, and high-hazard areas.
- 6.1.4 Tests shall first be made using a portable (handheld) radio of the type used by emergency service personnel, carried at hip level (with external speaker/mic) and using a simple "rubber ducky" antenna, and shall be deemed satisfactory if "Delivered Audio Quality" of 3.4 or better (speech understandable with repetition only rarely, some noise or distortion may be present) can be achieved for a five-second test transmission in each direction. If system access is not reliable, or if "Delivered Audio Quality" of 3.4 for five seconds cannot be achieved at any location, the test operator may move a maximum of 1.5 metres in any direction inside of the grid and repeat the test. If system access continues to be unreliable, or if "Delivered Audio Quality" of 3.4 still cannot be achieved, or if there is any doubt about whether it can be achieved, a failure shall be recorded for that location.
- 6.1.5 For all tests, a pre-defined "Harvard" sentence should be used, such that the listeners are not aware of the sentence in advance on each test. A different recorded sentence should be used at each location.
- 6.1.6 A maximum of two (2) non-adjacent grid areas on a floor or in a shadow will be allowed to fail the test. In the event that three (3) or more areas on a floor or in a shadow fail the test, the floor or Shadowed Area may be divided into 40 approximately equal areas to a minimum of four (4) m², and the tests repeated. In such event, a maximum of four (4) non-adjacent grid areas will be allowed to fail the test. If the Amplification System fails the 40-area test, the building owner shall have the system altered to meet the 90% coverage requirement; otherwise the Amplification System will not be accepted.
- 6.1.7 If the Amplification System fails to provide acceptable communication in any of the fire command centre, any portion of a stairwell, protect-in-place areas, lobby refuge areas, equipment rooms, or high-hazard areas, the building owner shall have the system altered to meet the 100% coverage requirement for these areas, otherwise the Amplification System will not be accepted.

- 6.1.8 Backup batteries and power supplies shall be tested under full load by generating communication traffic automatically for a duration of at least one (1) hour. If within the one-hour period, the battery shows no symptom of failure or impending failure, the test shall be continued for additional one-hour periods to determine the integrity of the battery. The battery shall not fail within a four-hour continuous test period.
- 6.1.9 The gain values of all amplifiers shall be measured, using a service monitor that has been calibrated by a certified laboratory within the past 12 months, and the results shall be kept on file by the building owner for future verification and monitoring of performance. The gain records file must have multiple back-ups and be stored in more than one location.

6.2 ANNUAL TESTS

- 6.2.1 At least annually, the building owner shall test all active components of the Amplification System, including, but not limited to all amplifiers, power supplies and back-up batteries, and shall keep a record of such tests as part of the Fire Safety Plan for inspection by the Fire Chief or other inspector designated by the City. Amplifier gain shall be adjusted if necessary to re-establish the gain recorded upon acceptance testing, and batteries and power supplies shall be tested under load for a period of at least one (1) hour to verify that they will function properly during a power outage.
- 6.2.2 Amplifier testing shall include measuring isolation and amplifier uplink noise, and confirming that the system conforms to Sections 4.1.6 and 4.1.7.
- 6.2.3 Additional tests or inspection of records may be conducted from time to time by the Fire Department at the discretion of the Fire Chief, after giving reasonable notice to the building owner. If communications within the building or within the Shadowed Area appear to have degraded, or if the tests show unacceptable communications performance, or if the system is causing interference to or degrading the wide area radio network in any way, the owner of the building or structure is required to remedy the problem and restore the Amplification System in a manner consistent with the original acceptance criteria, unless the owner can demonstrate conclusively that the degradation is solely the result of external changes not under their control.

6.3 QUALIFICATIONS OF TESTING PERSONNEL AND TEST (MEASUREMENT) EQUIPMENT

- 6.3.1 Tests shall be performed by or under the direct supervision of a professional engineer registered in the Province of British Columbia and qualified in radio communications. Test reports shall bear the seal of the engineer.

- 6.3.2 Portable radios used shall be of a size and type as designated as acceptable by Port Coquitlam Fire and Emergency Services, or such replacement radio as may be in use by Port Coquitlam Fire and Emergency Services at the time, accepted by the public safety communications service provider and programmed to operate on a P25 radio tuned to a P25 test channel. SINAD, BER, and signal strength measurements shall be made using appropriate instrumentation acceptable to the public safety communications service provider. Radios and measurement equipment shall have been tested for conformance to design specifications within twelve months prior to the conduct of Amplification System acceptance tests or re-tests.

7. EXEMPTIONS

7.1 This Bylaw shall not apply to:

7.1.1 Any single-family detached or semi-detached residence;

7.1.2 Any building or structure that complies with all of the following:

- (a) is constructed entirely of wood frame;
- (b) does not have any metal cladding;
- (c) does not have any Low-E reflective glass;
- (d) does not have any portion of the building or structure with a floor level that is partially or wholly underground, including basements, cellars and crawlspaces;
- (e) the area of all the floors of the building or structure is less than 5000 square metres, as measured to the lesser of the outside edge of the exterior walls or sheathing; and
- (f) is less than 12 metres in height, as measured from the lowest ground elevation of the building or structure to the highest point of the building or structure.

7.1.3 Any building or structure that has been granted an exemption in writing by the Fire Chief or Building Official, where the Fire Chief or Building Official considers that the building or structure should be exempt from this Bylaw, having consideration for the operational needs of the City, the need for or quality of radio coverage in the building or structure, or any other factor the Building Official or Fire Chief considers appropriate.

8. PERMIT CONDITIONS

8.1 No Permit shall be issued for any building or structure until the requirements of this Bylaw have been met to the satisfaction of the Building Inspector and the Fire Chief.

9. RIGHT OF ENTRY

9.1 Every Owner or occupant of a building shall, at all reasonable times, permit the Building Inspector, the Fire Chief, or their authorized designate, to enter into and

inspect any building or structure to ascertain whether the regulations and provisions of this Bylaw are being adhered to.

- 9.2 Any person who refuses entry to the Building Inspector, the Fire Chief, or their authorized designate, shall be in violation of this Bylaw and shall be subject to the fees and charges, as outlined in Schedule "G" of Fees and Charges Bylaw, 2015, No. 3892, as amended.

10. DEEMED NUISANCE

- 10.1 The construction or erection of a building or structure which interferes with the City's fire services, law enforcement and other emergency-related telecommunications networks shall constitute a nuisance, because it threatens the health, safety and welfare of the residents and visitors to the City. In addition to any other remedies or enforcement procedures provided herein, the City may seek an injunction to restrain such a nuisance.

11. COST RECOVERY

- 11.1 Wherever this Bylaw imposes a requirement on a person that something be done, Council may, by resolution, direct that person to take such action. Council will provide written notice to the person of its resolution and the actions required of them. If, after receiving written notice, the person has not taken the required action within the time permitted in the resolution, City staff may:
- 11.1.1 Fulfill the requirement at the expense of the person; and
- 11.1.2 Recover the costs incurred from that person as a debt.
- 11.2 Any debt resulting from section 11.1 may be recovered pursuant to section 258 of the Community Charter.

READ A FIRST TIME this	15 day of	December, 2020
READ A SECOND TIME this	15 day of	December, 2020
READ A THIRD TIME this	15 day of	December, 2020
ADOPTED this	day of	, 2021

Mayor

Corporate Officer