



Committee of Council Agenda

Tuesday, February 1, 2022

2:00 p.m.

Virtual Meeting

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, February 1, 2022, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1. Minutes of Committee of Council

1

Recommendation:

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

- *January 18, 2022.*

4. REPORTS

4.1. Rezoning Application for 1340 Prairie (further information)

5

Recommendation:

That Committee of Council recommend to Council:

1. *The zoning of 1340 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2).*
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 trees on-site and off-site on the adjacent lot prior to issuance of a demolition permit;*
 - b. *Completion of design and submission of securities and fees for off-site works and services;*
 - c. *Registration of a legal agreement to ensure the building design*

of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing and that the design, demolition and construction of buildings:

- i. Avoids any disturbance to the critical root zone of trees located at 1344 Prairie Avenue except where a portion of the new foundation is constructed within the existing foundation footprint;*
- ii. Limits construction of a basement or crawl space on the proposed Lot A and;*
- iii. Employs recommended protection, construction and monitoring measures pertaining to critical root zones of on-site and off-site trees.*
- 3. Pursuant to s. 498 of the Local Government Act, authorize staff to provide notice of an application to vary the front setback; and,*
- 4. Forward Development Variance Permit DVP00084 to Council with support for consideration subject to neighbourhood input.*

4.2. Rezoning Application for 1777 Langan Avenue

36

Recommendation:

That Committee of Council recommend to Council that:

- 1. The zoning of 1777 Langan Avenue 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 on-site and off-site trees;*
 - b. Demolition of the existing buildings; and*
 - c. Completion of design and submission of fees and securities for off-site works and services including construction of a portion of the unopened lane.*

4.3. Animal Control Bylaw Amendments

60

Recommendation:

That Committee of Council recommend that Council:

- 1. Amend Animal Control Bylaw No. 3990 to add a definition of public place, amend the definition of muzzled and add language for aggressive dogs.*
- 2. Adopt amendments to Bylaw Notice Enforcement Bylaw No. 3814 and Ticket Information Bylaw No. 2743.*

4.4. Council Priorities Update

106

Recommendation:

None.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE

7. CAO UPDATE

8. RESOLUTION TO CLOSE

8.1. Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, February 1, 2022, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, February 1, 2022, Committee of Council Meeting be adjourned.

10. MEETING NOTES



Committee of Council Minutes

Tuesday, January 18, 2022
Virtual Meeting

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

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, January 18, 2022, Committee of Council Meeting Agenda be adopted with the following changes:

- *Addition to 8.1, item 5.2, section a.*

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

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved-Seconded:

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

- *December 7, 2021*
- *December 14, 2021.*

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

Carried

4. REPORTS

4.1 Rezoning Application for 3290 Finley Street

Moved-Seconded:

That Committee of Council recommend to Council:

1. *The zoning of 3290 Finley Street be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2).*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 1. *Installation of protective fencing for on-site trees;*
 2. *Completion of design and submission of securities and fees for off-site works and services; and,*
 3. *Registration of a legal agreement to ensure that the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and a high quality of landscaping.*

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

Carried

4.2 Business License Fees (verbal report)

That a reduction of 50% for 2022 Business License fees for front facing businesses on McAllister be approved due to delay's in construction.

Amendment

Moved-Seconded:

That a reduction of 100% for 2022 Business License fees for front facing businesses on McAllister be approved due to delay's in construction.

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

Carried

4.3 Investing in Canada Infrastructure - Environmental Quality Grant

Moved-Seconded:

That Committee of Council confirm support and provide overall grant management in the amount of \$2,306,230 for the Maple Creek Drainage Pump

Station from the Investing in Canada Infrastructure – Environmental Quality program.

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

Carried

4.4 Emergency Support Services Grant Funding

Moved-Seconded:

That Committee of Council, through resolution, confirm application support for the Emergency Support Services (ESS) grant from the Union of British Columbia Municipalities (UBCM) for \$25,000.00.

4.5 Mayor's Year in Review (verbal report)

Mayor West delivered the annual review.

5. COUNCILLORS' UPDATE

No update.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, January 18, 2022, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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

Item 5.2

a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

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

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, January 18, 2022, Committee of Council Meeting be adjourned at 4:29 p.m.

10. MEETING NOTES

The meeting recessed at 2:28 p.m. and reconvened at 3:40 p.m.

Mayor

Corporate Officer

RECOMMENDATION:

That Committee of Council recommend to Council:

1. The zoning of 1340 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2).
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 trees on-site and off-site on the adjacent lot prior to issuance of a demolition permit;
 - (b) Completion of design and submission of securities and fees for off-site works and services;
 - (c) Registration of a legal agreement to ensure the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing and that the design, demolition and construction of buildings:
 - i. Avoids any disturbance to the critical root zone of trees located at 1344 Prairie Avenue except where a portion of the new foundation is constructed within the existing foundation footprint;
 - ii. Limits construction of a basement or crawl space on the proposed Lot A and;
 - iii. Employs recommended protection, construction and monitoring measures pertaining to critical root zones of on-site and off-site trees.
3. Pursuant to s. 498 of the *Local Government Act*, authorize staff to provide notice of an application to vary the front setback; and,
4. Forward Development Variance Permit DVP00084 to Council with support for consideration subject to neighbourhood input.

REPORT SUMMARY

This report provides further information on an application to rezone and subdivide 1340 Prairie Avenue and proposed measures to avoid any impact to neighbouring trees to the west. The applicant has amended their original proposal and now proposes to avoid any disturbance to the critical root zone of the neighbouring trees by reducing the footprint of the new building, constructing a portion of the new foundation within the old footprint of the existing building foundation, relocating the location of the proposed building away from the trees and utilizing tree root protection measures during demolition and construction activities. This new proposal requires consideration of a variance to the front yard setback to allow the new dwelling to be constructed closer to the front property line. Staff recommend the Committee support the revised applications, include legal agreements to ensure protection neighbouring trees as a condition of bylaw adoption and authorize notice of the DVP.

Rezoning Application for 1340 Prairie (further information)

PRIOR RESOLUTION

At the February 16, 2021, Committee of Council meeting the following resolution was passed:

That the rezoning application for 1340 Prairie Avenue be referred back to staff to provide further information.

BACKGROUND

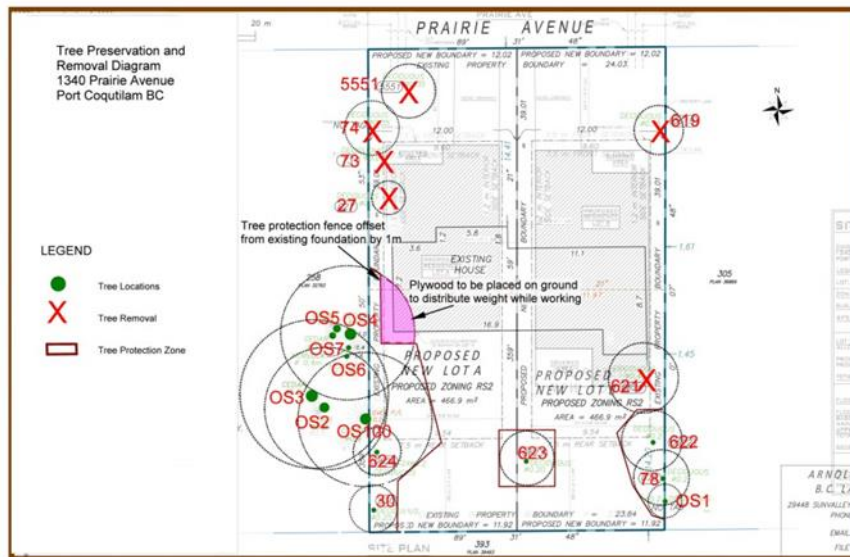
At the February 16, 2021 Committee of Council meeting, Committee considered an application to rezone 1340 Prairie Avenue from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2) to facilitate subdivision of the property into two lots. In review of the application, Committee noted concerns about the potential for development on proposed Lot A (western lot) to impact two trees on the neighbouring property at 1344 Prairie Avenue. Committee requested that staff bring forward information that provided further clarity on the arborist's recommendation to employ a construction method using grade beams supported by piles (long cylinders of strong material pushed into the ground) in order to minimize the impact root systems.

FURTHER INFORMATION

Arborist Report: The applicant hired a new arborist to review the situation, confirm the extent of the root system from the adjacent property at 1344 Prairie Avenue on the subject property and proposed an alternative strategy as to how the trees and critical root zones could be avoided or protected during construction.

The existing building on the subject property is located approximately 1.9 meters from the property line adjacent to several of the larger trees on the neighbouring property. An investigation within the crawl space of the building for surface roots or foundation cracking confirmed there was no visible damage. While this is an indication that roots are not penetrating the foundation of the existing building, the arborist could not definitively state that the roots system is not present underneath the existing foundation and therefore assumed that the roots do extend to the critical root zone as demonstrated in the circles on the image below.

Rezoning Application for 1340 Prairie (further information)

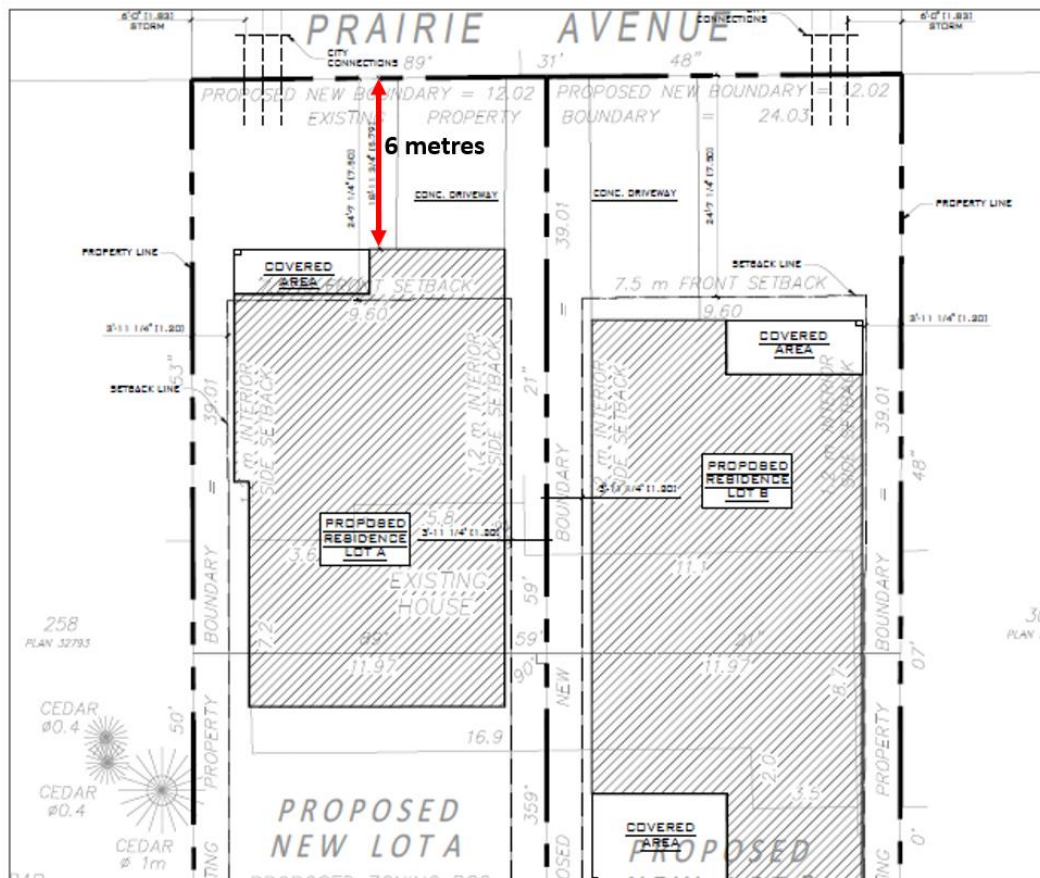


The applicant and their arborist have abandoned the proposal of construction using grade beams supported by piles and are instead proposing to avoid any future impact or encroachment to the critical root zone of the trees. The applicant proposes the future building footprint for Lot A be located entirely outside the critical root zones, except a small portion which is within the existing foundation of the house (noted on the drawing above). The proposed house will be constructed on a new foundation, but within the old footprint as to not encroach further into the critical rootzone. This building will also be reduced to a smaller footprint than its neighbour on proposed Lot B. To avoid further potential root damage through excavation activities, the house is proposed to be moved forward on the lot and will be built at grade with no basement or crawl space. When working within the existing building footprint, the arborist recommends plywood to be installed within the critical root zone to distribute weight and prevent soil compaction throughout the demolition and construction period. Tree protection fencing will be installed adjacent to the critical root zone of all retained trees to ensure protection during construction activities.

The arborist notes the branches of one tree (#OS4) extend over the subject property and existing house; pruning of these branches will be required to facilitate construction of the new dwelling and will be monitored by an ISA Certified Arborist.

Front setback variance: The RS2 zone requires a front setback of 7.5 metres and the applicant has requested a variance to reduce the front setback to 6 metres. The rationale for this request is to move the proposed new dwelling an additional 1.5 metres towards the front of the property and provide greater separation to the existing critical root zone of the neighbouring trees.

Rezoning Application for 1340 Prairie (further information)



DISCUSSION

Staff note the applicant has significantly revised their proposal to address the concerns raised by Committee as to the potential impact of construction on the adjacent property's trees. The new proposal avoids any further impact to the critical root zone of the trees by relocating and reducing the new building footprint, building a new foundation within a portion of the existing foundation, and employing construction techniques that protect the root system during construction activities.

Staff support the revised proposal, noting the requested variance to the front yard setback is minor, is not expected to have a negative impact to the streetscape or neighbouring properties and aids in achieving the municipal objective of tree retention. As noted in the previous report, the proposed rezoning meets OCP objectives pertaining to the provision of new housing options, and the applicant is also proposing to retain six on-site trees.

Staff recommend Committee support the development proceeding for consideration of bylaw amendment, with additional conditions to include a legal agreement that restricts any disturbances of lands within the critical root zone of the neighbouring trees apart from the portion of the new foundation to be built within the existing building's foundation, limits construction of basement or crawlspace on the lot closest to the trees, and requires implementation of protection measures

Rezoning Application for 1340 Prairie (further information)

including installation of plywood to evenly distribute weight during construction and monitoring during demolition. Staff also recommend that they be authorized to provide notice of an application to vary the front setback and Development Variance Permit DVP00084 be forwarded to Council with support for consideration subject to neighbourhood input.

PUBLIC CONSULTATION

A development sign has been posted on the property fronting Prairie Ave. 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.

Staff conducted a site visit on January 21st, 2022 to ensure that the sign is in good standing on the subject property.



OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Recommend to Council that the Zoning Bylaw amendment with revised conditions and the development variance permit be considered for approval.
	2	Request additional information, amendments to the applications, changes to recommended conditions prior to forwarding the applications to Council.
	3	Recommend to Council that the applications be refused.

ATTACHMENTS

Attachment 1 – February 16, 2021 Report to Committee

Attachment 2 – New arborist report dated January 2022

Lead author(s): Graeme Muir

RECOMMENDATION:

That Committee of Council recommend to Council:

1. The zoning of 1340 Prairie Avenue be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2).
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 trees onsite and offsite on the adjacent lot prior to issuance of a demolition permit;
 - (b) Completion of design and submission of securities and fees for off-site works and services;
 - (c) Registration of a legal agreement to restrict any disturbance of lands within the critical root zone of the neighbouring property during construction; and
 - (d) Registration of a legal agreement to ensure that the building design of each dwelling is substantially different in massing, location of windows, balconies and decks, façade materials and finishing.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report provides for consideration of a rezoning application to amend the zoning at 1340 Prairie Avenue from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2) to facilitate its subdivision into two lots. The proposal is in keeping with policy in the Official Community Plan to support a rezoning that would result in a public benefit of upgraded offsite road infrastructure and has been designed in a sensitive manner to retain mature trees on and off the property. The report recommends a set of conditions be met as part of the rezoning to achieve these objectives and approval is recommended.

BACKGROUND

Proposal: The applicant, JCJL Enterprises Inc., has proposed to rezone the property at 1340 Prairie to RS2 in order to subdivide the property into two lots.

Context: The 934 m² (10,053 ft²) site is currently developed with an older one storey single-residential home and located midblock along Prairie Avenue. Surrounding land uses are comprised of single-residential homes, duplexes and Birchland Elementary School to the south.

Rezoning Application - 1340 Prairie Avenue



Location map

Policy and Regulations: The land use designation in the Official Community Plan for the site is Residential. The property is currently zoned RS1 – Residential Single Dwelling 1. OCP housing policy allows for consideration of rezoning from RS1 to RS2 to facilitate subdivision, if the rezoning would result in a public benefit.



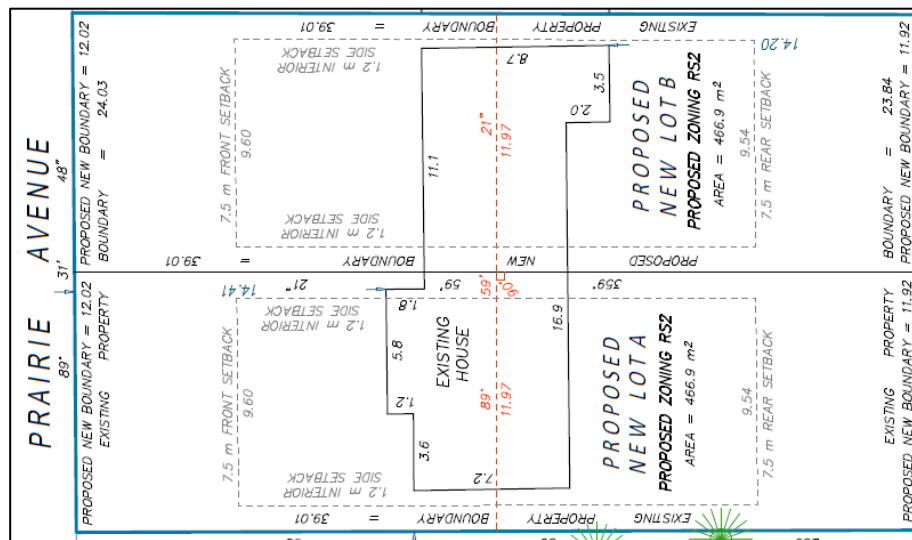
Current OCP Land Designation



Current Zoning

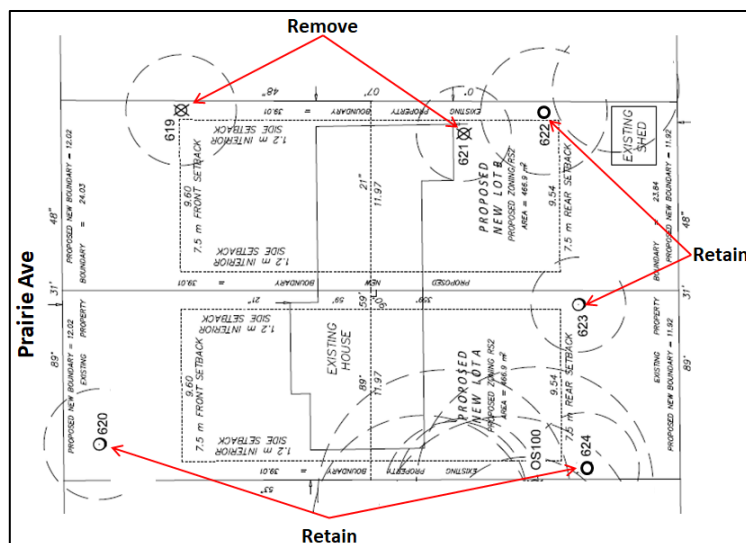
Proposed Subdivision: The applicant has provided a preliminary plan of subdivision to demonstrate the site would meet the minimum lot area and dimensions to comply with the subdivision regulations in the Zoning Bylaw for the proposed RS2 zone. The applicant has noted that it is anticipated a shared driveway would be constructed to limit further access off of Prairie Avenue.

Rezoning Application - 1340 Prairie Avenue



	RS2 Zone Regulation	Proposed Lot A	Proposed Lot B
Minimum Lot Area	375m ² (4,036.6 sq.ft.)	466.9m ² (5,025 sq.ft.)	466.9 m ² (5,025 sq.ft.)
Lot Width	12m (39.4ft)	12.02m (39.4ft)	12.02m (39.4ft)
Lot Depth	28m (91.9ft)	39.01m (128ft)	39.01m (128ft)

Onsite Trees: The property contains six trees, shown in the image below. Four trees are proposed to be retained and protected during construction, including a River Birch, Pissard Plum, Japanese Maple and Mountain Ash. Two trees have been proposed to be removed from the site as they are within the building footprint; one would be considered a significant tree. Protection, removal and replacement of these trees would be in accordance with the City's Tree Bylaw.



Trees on neighbouring property: There is a cluster of seven trees located on the property to the west (1344 Prairie Avenue), of which, four are significant. Overtime the root system and canopies of these trees have grown over the property line and an arborist report has determined that the critical root zone of two cedar trees significantly encroaches onto the subject property, within the proposed building footprint on the proposed western lot. In order to minimize impact to these root systems, the arborist report recommends that development on the proposed western lot at 1340 Prairie Avenue employ a construction method using grade beams supported by piles (long cylinders of strong material pushed into the ground). While the City has never used this alternative construction method to mitigate the impact to existing trees, building staff have advised that this method has been used for construction on land that is not suitable for conventional strip or pad footings. The details of the legal agreement will ensure that the critical root zone is clearly outlined and that no disturbances to the land will be permitted within this area during construction.

Offsite Infrastructure and Services

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 1 m fronting the site, curb and gutter, sidewalk and street lighting and the site is to be serviced with underground Hydro and telecommunication connections.

DISCUSSION

The proposed subdivision would meet the increasing demand for ground-oriented housing in the community and is in keeping with Council direction to consider a rezoning if it would result in a public benefit. To avoid the potential construction of identical dwelling units and promote a street-friendly design, it is recommended that a design covenant be registered on title to ensure the new houses are not identical in building massing, location of windows, balconies and decks, façade materials and finishing as a condition of bylaw adoption.

A submission of civil design and fees and securities for off-site works and services is recommended to be required as a condition of approval prior to adoption of the amending bylaw.

The proposal also meets the intent of OCP environmental policies to minimize the impact on trees and vegetation as much as possible both on and off the site. Staff also recommend a legal agreement be registered on the title of the property to ensure that no lands are disturbed within the critical root zone of the neighbouring trees and that future construction is done in consultation and under the supervision of a project arborist who has been certified by the International Society of Arboriculture and employ a construction method using grade beams supported by piles. The legal agreement would also require weekly monitoring updates from the arborist during the excavation and construction period and adequate notice provided to the City during each phase of construction to ensure staff can conduct inspections.

Rezoning Application - 1340 Prairie Avenue

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 was posted on site on October 9th, 2018 but was subsequently removed by the property tenants. The development sign was re-erected on property on January 15th, 2021 and was confirmed to be erect and in good repair on February 10th.

In the early stages of the application, the applicant engaged in discussions with the neighbour to the west pertaining to removal of the trees adjacent to the property line in order to facilitate construction of the new dwelling. Staff also received enquiries from this neighbour as to the scope of the project and concern over the impact to the trees. These comments resulted in the applicant's proposal to use construction methods that protect the seven trees on the neighbouring property during development.

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 1340 Prairie Avenue be amended from RS1 to RS2 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: Tree Assessment Report dated February 20th, 2019

Attachment 2: Tree Assessment Report dated August 12th, 2020

Attachment 3: Photo of Development Sign

Lead author(s): Graeme Muir

STICKLEBACK ENVIRONMENTAL

TREE EVALUATION REPORT

1340 PRAIRIE AVENUE,
PORT COQUITLAM, B.C.

REVISION 1

PREPARED BY: STICKLEBACK ENVIRONMENTAL JANUARY 2022



1.0 Overview

Stickleback Environmental was retained by Christina Yuen for the purpose of assessing tree resources and making recommendations for tree retention and removal for the proposed house construction at 1340 Prairie Avenue in Port Coquitlam, BC.

2.0 Methodology

On October 4, 2021 the project area was traversed on foot and a tree inventory was conducted. Trees of permit size in the property boundaries were tagged and visually assessed for defects. Tools used during the tree inventory include a diameter tape measure, wooden mallet, binoculars, range finder, clinometer and compass. Approximate tree height, species, diameter at breast height (DBH), live crown ratio (LCR), drip line, general condition and defects were recorded. During the site visit weather conditions were clear with no wind.

3.0 Results / Findings

1340 Prairie Avenue is a 937 m² lot zoned RS1 Single Dwelling 1 and with legal land description Lot 1 Section 6 Township 40 New West District Plan NWP14656 Except Plan 32793, 37494. It is bounded to the north by Prairie Avenue, to the west by 1344 Prairie Avenue, to the east by 1310 Prairie Avenue and to the south by 1331 Fraser Avenue.

Map Title



Figure 1. The site at 1340 Prairie Avenue Port Coquitlam

There is currently a single family residence located at the center of the site and the owner wishes to subdivide into two lots. Tree resources at the site consist of several young trees in the front of the house: two mountain ash (*Sorbus sitchensis*); a Prissard plum (*Prunus cerasifera*); a black birch (*Betula nigra*); and, an unidentified dead deciduous tree. In the rear of the property are several young trees including a Japanese maple (*Acer palmatum*), Prissard plum (*Prunus cerasifera*), red maple (*Acer rubrum*), beaked hazelnut (*Cornus corylata*), mountain ash, and English laurel (*Prunus laurocerasus*).

There are several large diameter offsite western red cedar (*Thuja plicata*) trees west of the property in the rear yard which constrain the available development footprint of Lot A. The root zones of two of the closest trees to the site boundary, trees #OS4 and #OS100 have root zones which extend well into the rear yard and in the case of tree #OS4, potentially into the existing building footprint. It is understood that the city has concern that the roots of tree OS#4 may extend beneath the existing house foundation and mitigation measures have been requested to be implemented in order to protect this tree. During the site visit, an effort was made to enter the crawl space to assess the potential for roots within the existing building footprint; however, the access was too small to allow entry. A flashlight was used to light the crawl space area and no surface roots were observed. In addition there was no observed cracking of the foundation within the critical root zone of tree #OS4 which is an indication that roots are not penetrating the foundation. Mitigation measures recommended for tree #OS4 are summarized in Section 4.0 and Table 1.

Tree conditions are listed in Table 1, and trees recommended for removal and retention are shown in the Tree Preservation and Removal Plan.

4.0 Tree Preservation Summary

Trees were evaluated for their preservation based upon condition, health, location and species factors. Trees which were in conflict with the development footprint, with poor health, or of little long term retention value were recommended for removal. The Tree Preservation and Removal Plan attached visually depicts trees to be retained or removed. A tree cutting permit application must be obtained prior to tree removal and a copy of the Tree Cutting Permit must be posted in a highly visible location onsite throughout the duration of the tree removal process. No excavation, grade alterations or materials storage within the Tree Protection Zone is permissible. The project arborist must be contacted prior to, and be onsite for, any construction near the recommended Tree Protection Zones. Failure to comply with these recommendations may result in delays, stop work orders or fines imposed by the municipality.

Because it cannot be definitively stated that the roots of tree #OS4 do not extend beneath the existing house foundation, it is assumed that tree roots extend to the extent of the critical root radius. The critical root radius is determined by multiplying the diameter at breast height by 6, which in this case is a distance of 5.4m from the tree. Mitigation measures recommended to reduce the potential for negative impacts to tree #OS4 are:

1. The owner proposes to use the existing building foundation located within the tree #OS4 root zone for new construction (note this report does not comment on the engineering or construction feasibility of this measure). This measure also shifts the proposed building envelope northward.

2. Tree protection fencing is to be erected prior to the onset of house demolition. Tree protection fencing is to be offset 1m from the existing house foundation to facilitate access during house construction (e.g. siding installation, painting, etc.) and plywood is to be installed on the ground between the space created between the existing house foundation and tree protection fencing to prevent soil compaction. Plywood is also to be installed on the ground inside the existing building foundation where it is within the critical root zone of tree OS4 to prevent soil compaction. This is to be placed prior to house demolition and be retained throughout construction.
3. Demolition of the structure is to be monitored by an ISA Certified Arborist. No digging is permitted within the root zone of tree #OS4.
4. Retain the existing chain link fence on the west property boundary.
5. Hand removal of existing materials and debris in the root zone.
6. As branches of tree #OS4 extend over the existing house, pruning of these branches will be required to facilitate construction of the second story of the house. Note: if access to the tree cannot be obtained to conduct proper branch removals, then mid branch pruning may be required. Note that this is not expected to negatively impact tree health. Any pruning onsite is to be monitored by an ISA Certified Arborist.

The above noted mitigation measures for tree #OS4 are believed to be a reasonable approach to facilitate construction and reduce the potential for negative impacts to tree health. Mitigation measures for other retained trees are included in Table 1.

5.0 Tree Replacement

Tree replacement as per the City of Port Coquitlam *Tree Bylaw, 2019, No. 4108* (the Bylaw) Section 7 requires one replacement tree for each tree removed, and two replacement trees for each significant tree removed that is greater than or equal to 60cm DBH. No replacement tree is required where the largest stem of the tree is within 5m of the largest stem of another tree on the property.

Replacement trees shall be a minimum of 5.0 cm caliper if deciduous and a minimum height of 2m if coniferous.

There are eleven (11) trees onsite of which six (6) are recommended for removal with the rest to be retained. Of the trees to be removed none are within 5m of another tree onsite and none are defined as significant trees and as such only require a 1:1 tree replacement ratio. The total number of replacement trees is calculated at six (6).

The type and locations of replacement trees is deferred to the landscape design phase of the project.

The City of Port Coquitlam requires a \$500 security deposit for each replacement tree to be planted. For this site, based on six (6) replacement trees, a security deposit of \$3,000.00 will be required.

Table 1: Tree Assessment.

Tag	Species	DBH (cm)	Ht (m)	LCR	Drip line	Recommendation	Condition Assessment
619	Pissard plum <i>Prunus cerasifera</i>	33	11	60	3	Remove	Good condition. 1.2m west to wood retaining wall and asphalt driveway. In conflict with building and utilities (sanitary, storm and water) footprints.
5551	Black birch <i>Betula nigra</i>	35	14	75	4	Remove	Good condition. Small adjacent cedar is below permit size. Tree in conflict with sanitary, storm and water utilities.
621	Red maple <i>Acer rubrum</i>	34,22	24	70	4	Remove	Multi-stem at 1.4m height. Decay in one stem. Asphalt within 20cm of stem and roots damaging existing asphalt. Good condition. In construction footprint.
622	Pissard plum <i>Prunus cerasifera</i>	22,19,14,6	11	65	4	Retain	Multi-stemmed with ivy on stems to 3m height. Sunken asphalt 0.5m west of stem. Good condition. Hand removal of asphalt within root zone and backfill with top soil/sod.
623	Japanese maple	6,9,9,11,10,10	6	80	3.6	Retain	Good form and vigour. Sprawling canopy with drip line extending 3.6m north of tree. Located in planter bounded by concrete fountain 0.25m south of tree, pond adjacent the west side of the tree, and asphalt 0.5m north of tree. The ability to retain this tree is dependent on how the pond and concrete wall are impacting the roots and whether these can be removed without undue root damage. Hand removal of concrete stairs, pond and asphalt in root zone. Backfill with topsoil to existing grade and monitor health. Generally, 2.2m radius root protection zone but extend to 3.6m on north side to protect the low drip line.
624	Mountain ash <i>Sorbus sitchensis</i>	10,10,8,6,7,5	5.5	50	3	Retain	Multi-stemmed suppressed tree with sprawling form. Fair condition. Tree protection zone encompassed by that of OS100.
30	English laurel <i>Prunus laurocerasus</i>	25	6	90	5	Retain but remove 2 east stems.	Multi-stemmed at base with sprawling canopy. Shed concrete foundation 1.25m to east. Fair health but poor form. East stems extending well over shed roof may be resting on shed roof (remove these two stems). 1.6 m radius root protection zone. Care to be taken during shed removal to prevent damage to root zone.
27	Mountain ash <i>Sorbus sitchensis</i>	16,16,7	10	80	3.5	Remove	Good form and vigour. In conflict with building footprint.

Tag	Species	DBH (cm)	Ht (m)	LCR	Drip line	Recommendation	Condition Assessment
74	Mountain ash <i>Sorbus sitchensis</i>	35	9	65	3	Remove	Good form and vigour. In conflict with building footprint.
73	Deciduous	12,11	5	-	-	Remove	Standing dead.
78	Beaked hazelnut <i>Corylus cornuta</i>	6,4,6,9, 8,8,8,8, 8	10	75	5	Retain	Shared tree. Growing through fence. Fair condition. 2.2m radius root protection zone.
OS1	Western red cedar <i>Thuja plicata</i>	8,9,8,6, 4,4	5	55	1	Retain	Fair health and poor form. Multiple small stems from past pruning with vertical growth of branches. Drip line does not extend into site due to phototropic growth response from shed shading. Shed in root zone. Care to be taken during shed removal to reduce potential damage to root zone. 1.6 m radius root protection zone.
OS2	Douglas-fir <i>Pseudotsuga menziesii</i>	80	26	70	-	Retain & monitor	Good trunk flare. Fair condition. 4.8m radius root protection zone. Tree protection zone encompassed by that of OS100.
OS3	Western red cedar <i>Thuja plicata</i>	100	26	75		Retain & monitor	Good trunk flare. Fair condition. 6m radius root protection zone. Tree protection zone encompassed by that of OS4 & OS100.

Tag	Species	DBH (cm)	Ht (m)	LCR	Drip line	Recommendation	Condition Assessment
OS4	Western red cedar <i>Thuja plicata</i>	90	26	75	6	Retain & monitor	<p>Good trunk flare. Fair condition. Root zone in conflict with building area and City has concern roots extend beneath existing foundation. Could not confirm root presence beneath foundation. Branches extend over existing structure and will need pruning to facilitate second story of house. 5.4m radius root protection zone.</p> <p>Mitigation measures:</p> <ol style="list-style-type: none"> 1. The owner proposes to use the existing building foundation located within the #OS4 root zone for new construction 2. Tree protection fencing is to be erected prior to the onset of house demolition. Tree protection fencing is to be offset 1m from the existing house foundation to facilitate access during house construction and plywood is to be installed on the ground between the space created between the existing house foundation and tree protection fencing to prevent soil compaction. Plywood is also to be installed on the ground inside the existing building foundation where it is within the critical root zone of tree OS4 to prevent soil compaction. This is to be placed prior to house demolition and be retained throughout construction. 3. Demolition of the structure is to be monitored by an ISA Certified Arborist. No digging is permitted within the root zone of tree #OS4. 4. Retain the existing chain link fence on the west property boundary. 5. Hand removal of existing materials and debris in the root zone. 6. As branches of tree #OS4 extend over the existing house, pruning of these branches will be required to facilitate construction of the second story of the house.

Tag	Species	DBH (cm)	Ht (m)	LCR	Drip line	Recommendation	Condition Assessment
OS5	Western red cedar <i>Thuja plicata</i>	60	-	80	6	Retain & monitor	Good trunk flare. Fair condition. Tree protection zone encompassed by that of OS4.
OS6	Western hemlock <i>Tsuga heterophylla</i>	30	8	75	-	Retain & monitor	Fair condition. Tree protection zone encompassed by that of OS4.
OS7	Western hemlock <i>Tsuga heterophylla</i>	30	8	75	-	Retain & monitor	Fair condition. Tree protection zone encompassed by that of OS4.
OS 100	Western red cedar (<i>Thuja plicata</i>)	90	26	80	6	Retain & monitor	Good trunk flare. Fair condition. 5.4m radius root protection zone.

Photographs



Photograph 1: 1340 Prairie Avenue.



Photograph 2: From left to right: tree #73, #74, #5551.



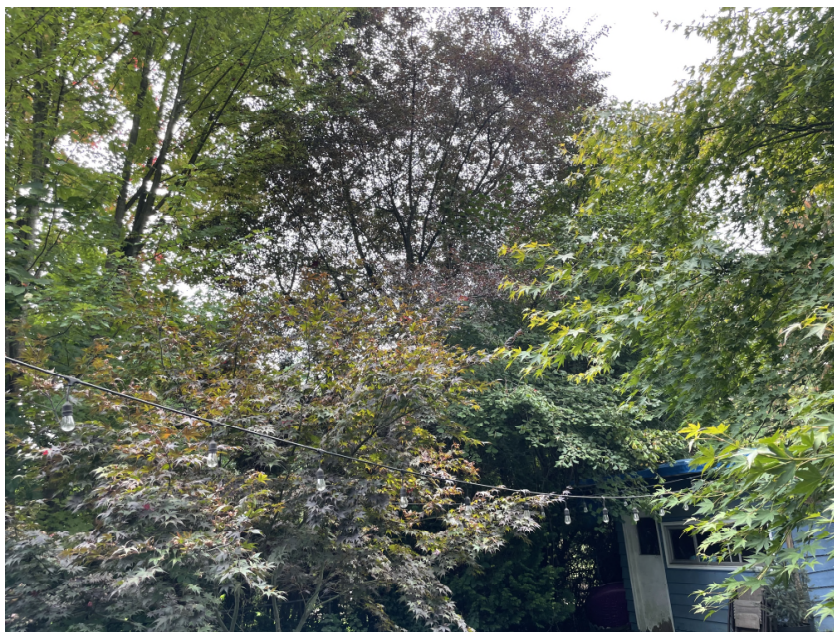
Photograph 3: Tree #619 in the front yard.



Photograph 4: Tree #27 a mountain ash.



Photograph 5: Tree #621 in the rear yard.



Photograph 6: Tree #622 in the rear yard.



Photograph 7: Tree #78 a beaked hazelnut on the property line.



Photograph 8: Offsite tree #OS1 with vertical branch growth.



Photograph 9: Tree #623 in the rear yard.



Photograph 10: Survivability of tree #623 is dependent on successful removal of the concrete and pond without damaging roots.



Photograph 11: Tree #30 with recommendation to remove two eastern stems.



Photograph 12: Shed hidden by vegetation growth. Note branches of tree#30 extending over shed.



Photograph 13: Offsite western red cedar trees.



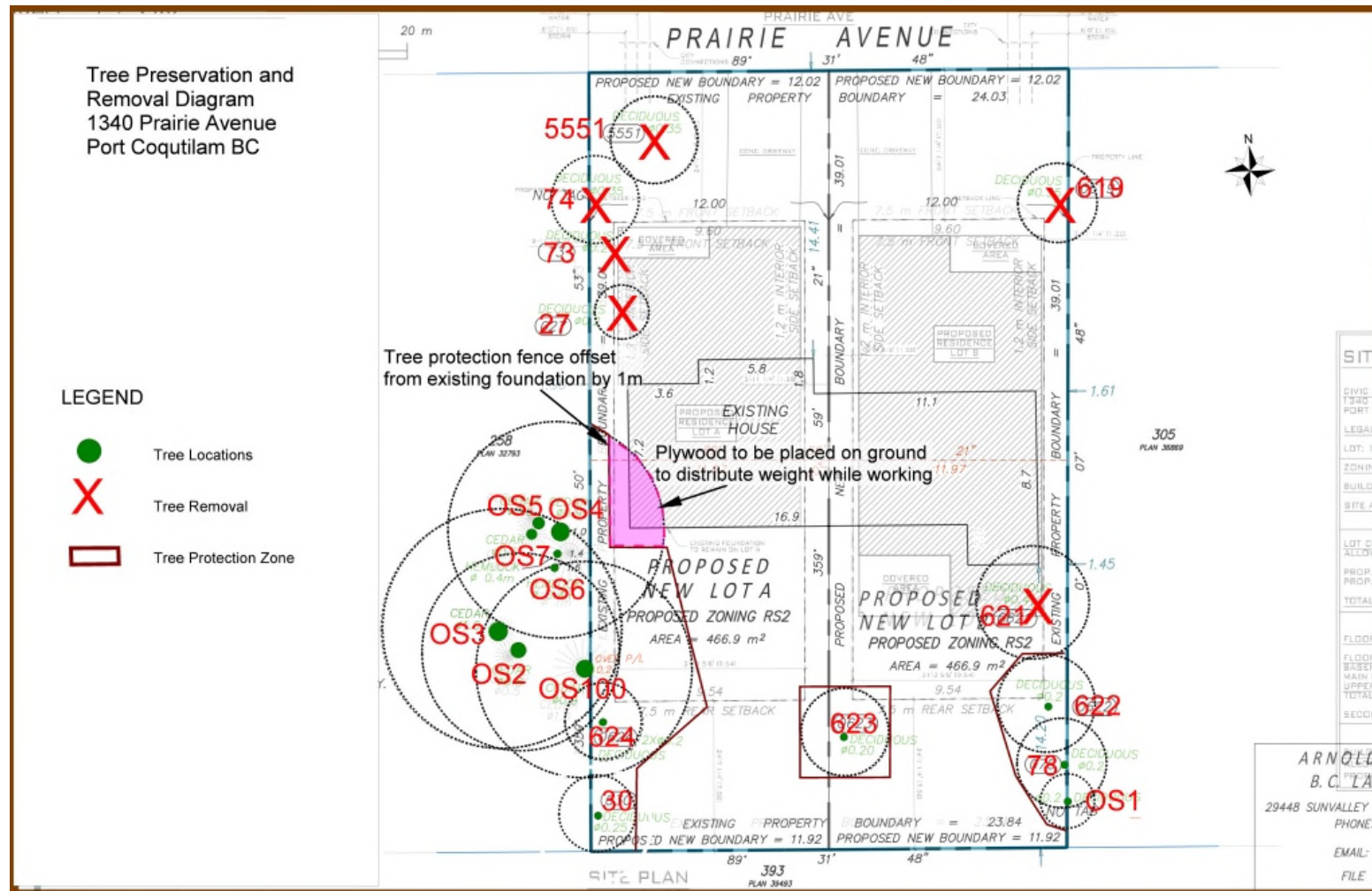
Photograph 14: West boundary chain link fence and offsite trees in background.



Photograph 15: Branches extending over house roof.



Photograph 16: A view of the crawl space facing west.



6.0 Limitations

Limitations of this Assessment

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

Further Services

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

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

Assumptions

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

Publication

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

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

Restriction of Assessment

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

Professional Responsibility

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

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

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

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

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

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

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

Third Party Liability

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

Intellectual Property Ownership

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

General

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



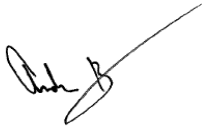
The Assessment has a cover page plus 20 pages. It shall be considered as a whole, no sections are severable, and the Assessment shall be considered incomplete if any pages are missing.

Dated: January 17, 2022

Stickleback Environmental

Per:

Authorized Signatory

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

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

Rezoning Application for 1777 Langan Avenue

RECOMMENDATION:

That Committee of Council recommend to Council that:

1. The zoning of 1777 Langan Avenue 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 on-site and off-site trees;
 - b. Demolition of the existing buildings; and
 - c. Completion of design and submission of fees and securities for off-site works and services including construction of a portion of the unopened lane.

REPORT SUMMARY

This report describes a rezoning application at 1777 Langan Avenue 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 Residential Single Dwelling 4 (RS4) zone and future homes would be required to comply with building and landscaping design guidelines, the report recommends approval.

BACKGROUND

Proposal: The applicant, Bikram Gill, proposes to rezone 1777 Langan Avenue to Residential Single Dwelling 4 (RS4) in order to subdivide the property into two lots.



Location Map

Rezoning Application for 1777 Langan Avenue

Context: The subject property is a 766 m² (8,245 ft²) lot located on the north side of Langan Avenue and is currently developed with an older single residential home. The property is fairly flat with four coniferous trees in the front yard. Vehicle access to the site is currently off Langan Avenue as the right-of-way intended for a lane is currently unopened. The neighbourhood is within the flood plain. The area to the north is predominately developed with older one and two storey single residential houses and duplexes. Properties south of Langan Ave are already zoned RS4 and several have been developed with newer homes that have the appearance of three stories (two stories of habitable space on top of a full height basement located below the flood construction level). The subject property is also close to Thompson Park to the southwest and industrial development to the east along Broadway Street.

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



Current OCP Land Use Designations



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”.

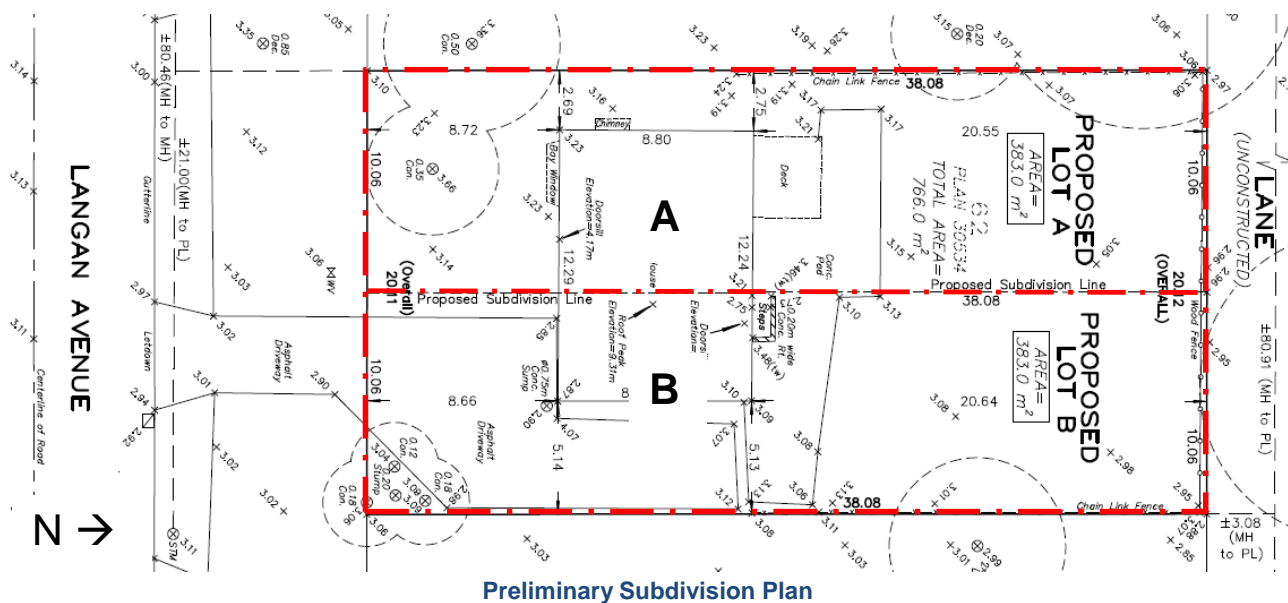
A Small Lot Development Permit will be required for each new house to be built on the subdivided lots. The design guidelines in the OCP encourage a high quality of design through a prominent front entrance, second floor articulation and differing appearance from adjacent buildings. The guidelines also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

Regulations for the RS4 zone would permit a maximum height of 7.5 m (approximately 2.5 storeys), a floor area ratio of 0.5, and required associated setbacks, lot coverage, building depth and impervious surface.

Rezoning Application for 1777 Langan Avenue

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. Langan Avenue is classified as a collector road and through the subdivision approval process, vehicular access to the properties will be relocated to the lane.

The flood construction level (FCL) in the area is a geodetic elevation 5.15 m which is approximately 2 m (6.5 ft) above the ground elevation of the subject property. All habitable rooms, such as bedrooms, kitchen and living areas will need to be constructed above this level. Through the subdivision approval process, a covenant will be registered to ensure the building is designed to discourage the conversion of space below the FCL from being converted to resident living areas and self-contained rental suites.



	RS4 Zone Regulation	Proposed Lot A	Proposed Lot B
Minimum Lot Area	300m ² (3,230 ft ²)	383 m ² (4,122.6 ft ²)	383 m ² (4,122.6 ft ²)
Minimum Lot Width	9.5m (31.2ft)	10.06 m (33 ft)	10.06 m (33 ft)
Minimum Lot Depth	28m (91.9ft)	38.08 m (124.9 ft)	38.08 m (124.9 ft)

Trees: There are currently four trees, three small Douglas firs and one Colorado spruce, in the front yard all assessed to be in good health. Five trees located on the neighbouring properties were also assessed to be in fair to good health. The arborist report, appended as Attachment 1, recommends retaining all on-site and off-site trees and outlines protective measures that include

Rezoning Application for 1777 Langan Avenue

placement of tree protection barriers and arborist supervision during demolition, excavation, and installation of servicing connections, driveways and walkways. City Arborists have inspected the trees and agree with the assessment and recommendation in the arborist report.

Off-site Infrastructure and Servicing: The subdivision will require off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including provision of additional service connections and reconstruction of half the road plus 1m fronting the site, curb and gutter and street lighting for Langan Avenue. Construction of a portion of the unopened lane will also be required to relocate the vehicle access to the lane.

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 north of Langan Avenue up to the industrial properties fronting McLean Avenue. 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.

The proposed lots 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 and locate vehicle access from the rear of the property, thereby removing driveways from Langan Avenue, a collector road.

OCP policies and design guidelines encourage the preservation and planting of native trees. The applicants propose to preserve all four on-site trees in addition to protecting the off-site trees on neighbouring properties.

Demolition of existing buildings, submission of design, fees and securities for off-site works and services and installation of protective fencing for on-site and off-site trees 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

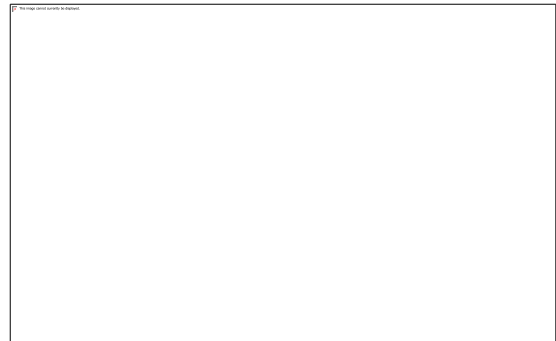
The rezoning from one larger lot to two smaller lots has the potential for increased property assessment values resulting in an increase in property tax and utility fee revenue once development occurs.

Rezoning Application for 1777 Langan Avenue

PUBLIC CONSULTATION


A development sign has been posted on the property fronting Langan Avenue. This sign was confirmed to remain in good condition on the site January 11, 2022.

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.



Development Sign Photo

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning of 1777 Langan Avenue 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): Bryan Sherrell, Natalie Coburn

KLIMO & ASSOCIATES

CERTIFIED ARBORIST REPORT

PROJECT LOCATION:

1777 Langan Ave, Port Coquitlam

PREPARED FOR:

Bikram Gill

PREPARED BY:

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

Metro West IMBL #20020981
Fraser Valley IMBL #20020982

February 1, 2021
1st revision done on October 4, 2021

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

1.0 SCOPE OF WORK

Klimo & Associates Ltd. was contracted by Bikram Gill to conduct and prepare a Tree assessment, Tree management plan, and Arborist report to support their subdivision application located at 1777 Langan Ave, Port Coquitlam. The objective of this assessment and report is to identify all on/off-site trees that could be impacted by the subdivision project 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 February 1, 2021 at around 12:30pm. Our scope of work was to identify all key trees located within the limits of the property 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 February 1, 2021 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, 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 in relation to the proposed subdivision. The report would then be used to supplement the proposed application located at 1777 Langan Ave, Port Coquitlam.

2.0 SITE ANALYSIS / PROPOSAL

A subdivision application will be submitted to the City of Port Coquitlam in order for the current 760 (approx.) square meter lot to be subdivided into two (2), 380 (approx.) square meter parcels. The existing dwelling would then be slated for demolition to make way for the construction of new single family dwellings constructed on each of the lots. The property was examined to be bounded by residential lots located towards its west and east, along with an unconstructed lane along its south. Fronting the property, Langan Ave was observed along with a driveway leading into an attached garage. The subject lot was examined to be flat-lying without having any significant grade differences.

A total of nine (9) trees were observed and had been examined to be located both on and off-site. The majority of the subject trees were examined to have consisted of mature coniferous species as well as smaller diameter trees populating along the outer limits of the property. Located within the limits of the site, a maintained lawn along with gardening strips spanning along the north western & eastern P/L had been observed.



Figure 1 - Location of subject site - 1777 Langan Ave, Port Coquitlam

3.0 TREE ASSESSMENT PROCESS

Our tree inspection process is a systematic procedure for accurately identifying and cataloging trees. Using the site survey as a reference to their locations and the proposed site plans provided by the project planners detailing the proposed subdivision, the specifications to our Tree Protection Requirements were able to be accurately completed. In using the information of the proposed subdivision 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 and up to the completion of the project.

3.1 Health and structure rating

Basic definitions of the General tree health in regards to the documented trees within the report. The total amount of trees has been broken into five (5) defined categories as outlined in the table below:

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.	5
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.	4
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, epicormic 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.	

4.0 SUMMARY OF FINDINGS

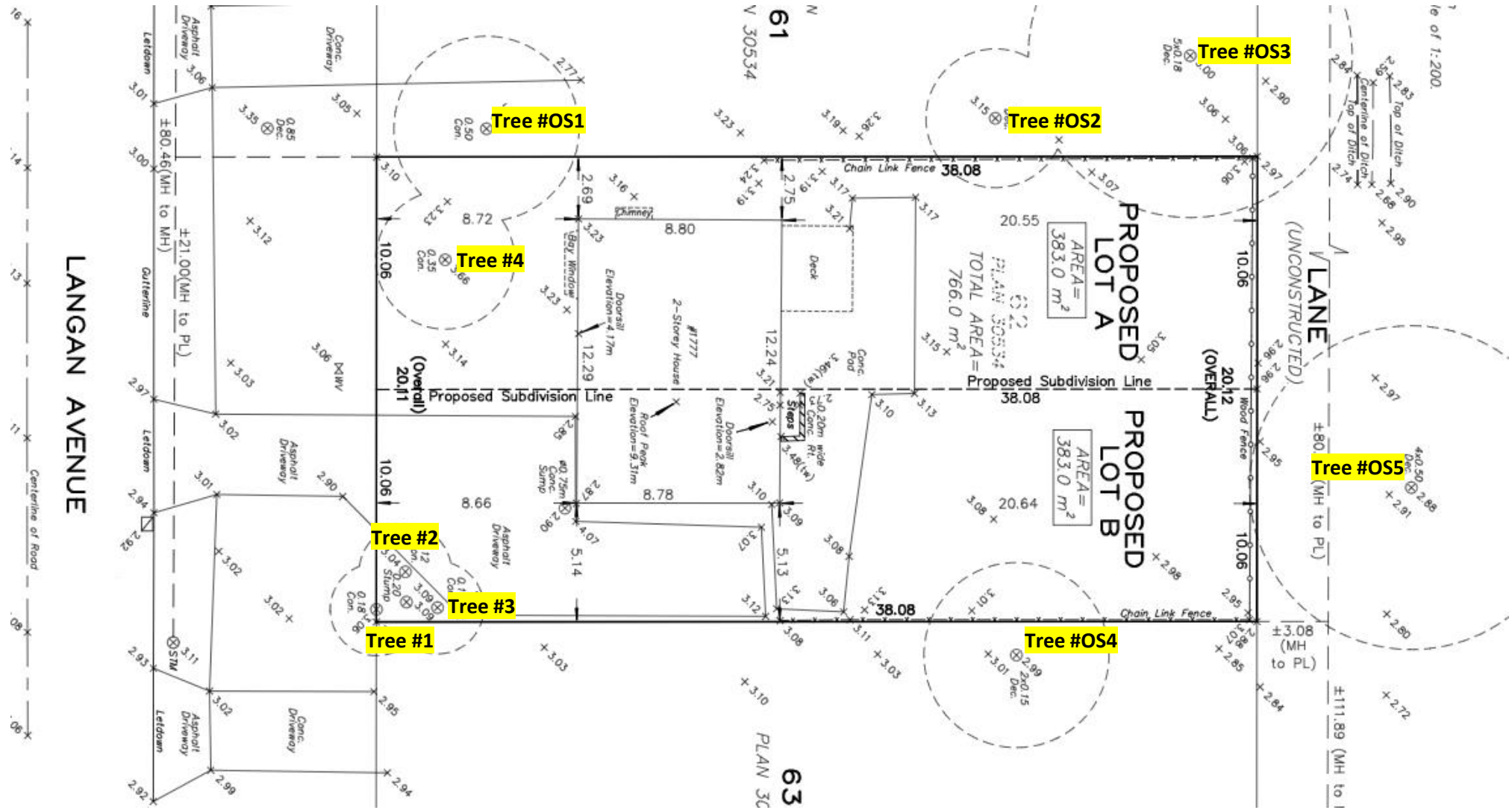
On February 1, 2021, Klimo & Associates Ltd. had conducted a site visit & visual inspection of all trees located on and off-site. A total of nine (9) trees were identified and had consisted of seven (7) different types of species. The identified trees were measured to have an average DBH of 15cm to 54cm.

Overall, the subject trees ranged from being in fair to good in condition. The majority of the identified trees were examined to not be in conflict with the proposed subdivision and had fallen outside of the high disturbance requirement areas related to the construction phase of the project.

On-site (Development site)	City (Trees on City lot)	Off-site (Privately owned trees)	Shared (Privately owned trees)	Total Tree(s)	
4		5		9	
					Remove
4		5		9	Retain

Deciduous Tree(s)				Coniferous Tree(s)	
Common holly	1	Maple	1	False cypress	1
Japanese maple	1			Colorado spruce	1
Common apple	1			Douglas fir	3
Total	4			Total	5

LANGAN AVENUE



6.0 TREE INVENTORY

Table 1 - Tree Inventory												
Klimo & Associates Ltd.												
February 1, 2021												
1777 Langan Ave, 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	Douglas fir	<i>Pseudotsuga menziesii</i>	20	75	3	Smaller diameter tree developing within close proximity of other trees. Single stemmed growth form and structure. Its overall growth form was examined to be healthy with no major defects and or signs of stress. Subject tree is in good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, service/utility connection, removal/replacement of the fence, driveway and walkway placement.	Suitable	Retain	1.2
2	Yes	On-site	Douglas fir	<i>Pseudotsuga menziesii</i>	18	50	2	Smaller diameter tree developing within close proximity of other trees. Due to suppression of adjacent trees, its overall development was examined to have been influenced. Its overall crown was observed to be healthy with no major defects and or signs of stress. Subject tree is in good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, service/utility connection, removal/replacement of the fence, driveway and walkway placement.	Marginal	Retain	1.2
3	Yes	On-site	Douglas fir	<i>Pseudotsuga menziesii</i>	15	60	3	Smaller diameter tree developing within close proximity of other trees. Its overall crown was examined to be healthy. The growth of a single stemmed structure was examined with no other major defects and or signs of stress. Subject tree is in good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, service/utility connection, removal/replacement of the fence, driveway and walkway placement.	Suitable	Retain	1.2
4	Yes	On-site	Colorado spruce	<i>Picea pungens</i>	37	75	3	The subject tree was examined to be developing within a raised planting bed. Single stemmed structured growth form. Its overall crown was observed to be healthy with no major defects and or signs of stress. Subject tree is in good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, service/utility connection, removal/replacement of the fence, driveway and walkway placement.	Suitable	Retain	2.3

6.1 OFF-SITE TREE INVENTORY

Table 2 - Off-site Tree Inventory												
1777 Langan Ave, 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)
OS 1	Yes	Off-site	False cypress	<i>Chamaecyparis</i>	54	75	4	A co dominant structure growth form was examined at around 2.5m with a prominent branch bark ridge along its union. The growth of both stems was observed to have developed into a single stemmed structure. The overall crown was examined to be healthy with no major defects and or signs of stress. Subject tree is in good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, service/utility connection, removal/replacement of the fence, driveway and walkway placement.	Suitable	Retain	3.3
OS 2	Yes	Off-site	Common holly	<i>Ilex aquifolium</i>	20 (Surveyed)	75	3	Single stemmed structure was examined with a co dominant top. The upper canopy was observed to be thinning out as compared to the dense crown development located along its lower canopy. No other major defects and or signs of stress were to be examined. Subject tree is in fair to good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, removal/replacement of the fence, and walkway placement	Marginal	Retain	1.2
OS 3	Yes	Off-site	Japanese maple	<i>Acer palmatum</i>	18/18/18 18/18 (Surveyed)	50	10	Multi stemmed base. Open cavity examined along one of its stems was observed along with other smaller openings located within its stem. A mature and dominant overall growth form was observed. The overall growth of the subject tree was examined to be healthy with no other major defects and or signs of stress. Subject tree is in fair to good condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during removal/replacement of the fence and walkway placement	Suitable	Retain	3.3
OS 4	Yes	Off-site	Common apple	<i>Malus domestica</i>	15/15 (Surveyed)	50	6	Co dominant structured growth form was examined at around 1m. Both stems were observed to have further developed into a multi stemmed structured growth form. A slight basal lean towards the east and away from the existing fence line was observed. Subject tree is in fair condition.	Place Tree Protection barriers to protect its trunk, roots, and structure. Arborist supervision will be required during excavation, removal/replacement of the fence, and walkway placement	Marginal	Retain	1.8

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)
OS 5	Yes	Off-site	Maple	<i>Acer</i>	50/50/50 50 (Surveyed)	60	9	Large and dominant mature tree. Multi stemmed structured base. Its overall structure was examined to have been topped at around 7m. From the topping wounds, the extensive growth of new stems and the rapid growth of stems had been observed. Subject tree is in fair condition.	The subject off-site tree is situated more than 4m away from the nearest site boundary line. The placement of Tree Protection Barriers will not be required.	Marginal	Retain	6.0

7.0 TREE RETENTION / REMOVAL RECOMMENDATIONS

A total of **nine (9) trees** have been found within the limits of the development project. Based on the factors that include the pre-existing condition of the subject trees as detailed in the Tree inventory, and the proposed development, 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 tree(s) are recommended for Retention as detailed in the Tree Inventory and recommendations as noted below. Information regarding specific recommendations can be found below each of the categorized point and further referenced within the attached Tree Management Plan and within the body of the Arborist report.

On-site Trees #1, #2, #3, #4, & Off-site Trees #OS1, #OS2, #OS3, and #OS4 are recommended for retention,

- For the duration of the development project, the **on-site** and **off-site trees** as numbered above will require the placement of Tree Protection Barriers in order to protect their trunks, roots, and structures. The Tree Protection Barriers are required to be placed at their drip lines or to their recommended measurements outlined in section 9.0 and placed throughout the duration of the development project.
- **Tree Protection Barriers not required**
Off-site tree #5 is situated more than 4m away from the nearest site boundary line and its crown spread or TPZ does not encroach past the site boundary line and into the development site. The placement of Tree Protection Barriers will not be required.
- **Off-site plantings (non-bylaw sized) - General Protection Measures**
Located along the site boundary lines and populating within the neighboring property, several off-site plantings had been observed. To avoid a future civil matter, the off-site plantings will have to be respected and have measures to protect them throughout the construction process.

Arborist Supervision Requirements - Site clearing work (Cont'd)

- **Removal of the existing driveway,**
As part of the demolition process, the existing driveway encompassing within the **TPZ(s) of trees #1, #2, and #3** has been proposed to be removed. In order to limit the amount of disturbance occurring within the TPZ(s) of the subject trees, the existing hardscape located within their protective areas would have to be removed under Arborist supervision and no excavation machinery will be allowed to encroach into their TPZ(s) throughout the demolition process.
 - **Post driveway removal general remedial measures,**
Post removal of the rear patio and any other surrounding structures, the existing subgrade (*if present*) will have to be removed (*by hand*) and within the exposed areas and depending upon whether roots have developed underneath the hardscapes, **6 inches (depth to be adjusted at the time of the works) of friable growing medium** in order to promote moisture content for any of the exposed roots is recommended to be implemented.

Arborist Supervision Requirements near retained tree(s) - TBD➤ **Excavation requirements**

Encroachment of the excavation process for the sunken well and the dwellings foundation is expected to encroach into the **TPZ of on-site tree #4, off-site trees #OS1, #OS2, and #OS4**. Due to the minor encroachment, Arborist supervision will be required during the excavation process.

• **Root Pruning methodology (During excavation)**

If roots are exposed during excavation within the TPZ, Root pruning may be performed by the project Arborist while using sharp, appropriate tools, namely bypass pruners (loppers) or a saw and pruning cuts must be made at 90 degrees to the direction of the root. This minimizes the surface area exposed to pathogens and encourages healthy new root growth from the end of the cut root. *(Further remedial measures may be required depending upon the post completion of the excavation works)*

➤ **Construction of a new wooden fence (western & eastern P/L)**

As part of the landscaping process, a new wooden fence has been proposed to be constructed along the length of the western and eastern site boundary lines. As the installation process would encroach into the **TPZ of on-site trees #1, #2, #3, #4, off-site trees #OS1, #OS2, #OS3, and #OS4** Arborist supervision will be required during the construction process.

• **New fence general construction methodology**

The installation of the new wooden fence would have to commence with the manual removal of the existing chain link fence situated within the **TPZ of off/on-site trees #1, #2, #3, #4, #OS1, #OS2, #OS3, and #OS4**. The construction of the new fence and the excavation for its main post holes will have to either be placed within the footprint of the existing post holes or have their new post holes excavated by hand. The new fence is required to be installed without the use of continuous footings when working through the TPZ of the protected tree.

Arborist Supervision Requirements - Service/Utility connections - TBD➤ **Site Servicing requirements**

The proposed service connections will have to be connected by using a common trench and as the path may fall within the **TPZ of the retained trees (TBD)**, the site servicing work is required to be performed under the project Arborists supervision with approvable methods that are the least invasive towards the protected tree. *(Methods such as using a Hydro vac or manual excavation when trenching through the TPZ would be required - while following root pruning & remedial measures)*

• **Service connection (trenching path) near tree(s)**

Depending upon the trenching path, encroachment into the TPB enclosure of the subject tree may be expected. Trenching thorough the TPZ is recommended to be performed by hand and if roots are exposed during the trenching work, Root pruning performed by the project Arborist while using sharp, appropriate tools, namely bypass pruners (loppers) or a saw and pruning cuts must be made at 90 degrees to the direction of the root. This minimizes the surface area exposed to pathogens and encourages healthy new root growth from the end of the cut root.

➤ **Gas Connection**

The proposed gas connection may fall within the **TPZ of the retained trees (TBD)**. It is recommended to have the proposed gas connection work to be completed by using a trenchless, pneumatic mole, system, or have the trenching work performed by hand under Arborist supervision. For the duration of the connection process, direct consulting arborist supervision will be required for the entirety of the gas connection work.

Arborist Supervision Requirements - Driveway & Walkway construction - TBD**➤ Construction requirements for the new driveway (TBD)**

Encroachment of the proposed driveway is expected to encroach into the **TPZ(s) of trees #1, #2, #3, #4, and #OS1**. Due to the encroachment, Arborist supervision will be required during the preparation and construction of the new driveway. In order to limit the amount of disturbance occurring within the TPZ of the subject tree, the construction of the driveway is recommended to be constructed on grade with a maximum removal of the grass layer or upper 10cm of the existing grade in order to have the base prepared.

• Construction of the driveway methodology

The proposed driveway is recommended to be constructed with a sub base layer consisting of clear crush $\frac{3}{4}$ " aggregate and placed on a geogrid textile with 1" of leveling sand placed on grade. The placement of the individual concrete unit pavers, asphalt surface, or poured concrete would then be placed top. All work is required to be performed under Arborist supervision.

➤ Placement of the new walkway (TBD)

The proposed walkway required to be installed along the perimeter of the dwellings foundations may encroach into the **TPZ of trees #OS1, #OS2, and #OS3**. In order to limit the amount of grade disturbances occurring within its TPZ, the walkways installation would have to be performed under Arborist supervision and the proposed concrete surface is recommended to be constructed on grade with a geogrid textile placed as its base.

• Walkway placement methodology

During the walkways/fire access installation, no major excavation/grading would be allowed when encroaching into the TPZ(s) of TPB(s) enclosure of the protected trees. No major compaction of the subgrade is to occur and no heavy equipment would be allowed to encroach into the TPZ(s) of the subject trees throughout the construction/landscaping process

8.0 PHOTOS AND RECOMMENDATIONS



Photo 1 - Facing towards the subject site and of the on/off-site trees



Photo 2 - Facing towards on-site trees #1, #2, and #3

Tree#: 1, 2, 3

Recommendations: For the duration of the development project, on-site trees #1, #2, and #3 will require the placement of Tree Protection Barriers in order to protect their trunks, roots, and structures. Trigger points have been identified to require the presence of an Arborist during specific construction milestones occurring within the on-site trees.

On-site Tree #4 & Off-site Tree #OS1 - Discussion

Photo 3 - Facing towards on-site tree #4 & OS1

Tree#: 4, OS1

Recommendations: For the duration of the development project, off-site tree #OS1 and on-site tree #4 will require the placement of Tree Protection Barriers in order to protect its trunk, roots, and structure.



Photo 4 - Facing towards the lower trunk of off-site tree #OS1

Recommendations: Trigger points have been identified to require the presence of an Arborist during specific construction milestones occurring within the off-site trees. The proposed milestones include the **excavation process, removal/replacement of the fence, and walkway construction** occurring near the off-site trees. Please see the required methodologies as outlined on Pg. 7 - 8.

Off-site Trees #OS2 & #OS3 - Discussion

Photo 5 - Facing towards off-site trees #OS2 and #OS3

Tree#: OS2, OS3

Recommendations: For the duration of the development project, off-site trees #OS2 and #OS3 will require the placement of Tree Protection Barriers in order to protect their trunks, roots, and structures. The Tree Protection Barriers are required to be placed at their drip lines or to their measurements outlined in section 9.0.



Photo 6 - Facing towards the existing fence and of the lower trunk of off-site trees #OS2 and #OS3

Recommendations: Trigger points have been identified to require the presence of an Arborist during specific construction milestones occurring within the off-site trees. The proposed milestones include the **excavation process, removal/replacement of the fence**, and **walkway construction** occurring near the off-site trees. Please see the required methodologies as outlined on Pg. 7 - 8.

Off-site Tree #OS4 - Discussion



Photo 7 - Facing towards off-site tree #OS4

Tree#: OS4

Recommendations: For the duration of the development project, off-site tree #OS4 will require the placement of Tree Protection Barriers in order to protect its trunk, roots, and structure. The Tree Protection Barriers are required to be placed at its drip line or to its measurements outlined in section 9.0.



Photo 8 - Facing towards the existing fence and of the lower trunk of off-site tree #OS4

Recommendations: Trigger points have been identified to require the presence of an Arborist during specific construction milestones occurring within off-site tree #4. The proposed milestones include the **excavation process, removal/replacement of the fence**, and **walkway construction** occurring near the off-site tree. Please see the required methodologies as outlined on Pg. 7 - 8.

Off-site Trees #OS5 - Discussion

Photo 9 - Facing towards off-site tree #OS5



Photo 10 - Facing towards off-site tree #OS5 and of its setback from the P/L

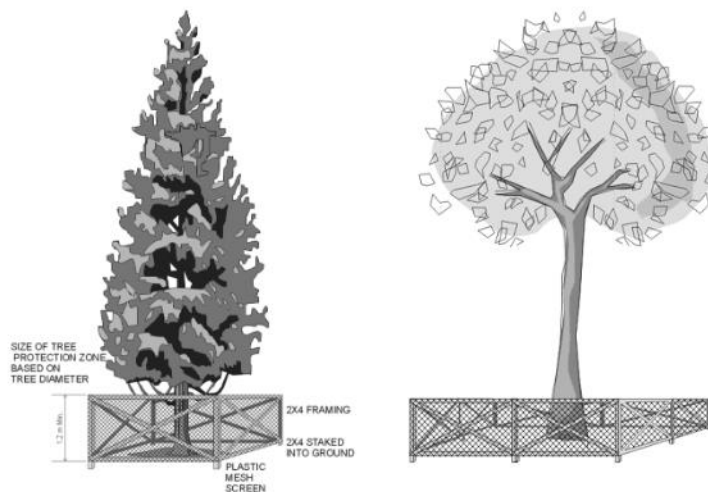
Recommendations: Off-site tree #OS5 is situated more than 4m away from the nearest site boundary line and its crown spread or TPZ does not encroach past the site boundary line and into the development site. The placement of Tree Protection Barriers will not be required.

9.0 TREE PROTECTION BARRIER

Tree Protection Barrier Summary		
Tree number (species)	DBH(cm)	Minimum tree protection barrier Radial span (m)
1	20	1.2
2	18	1.2
3	15	1.2
4	37	2.3
OS1	54	3.3
OS2	20 (Surveyed)	1.2
OS3	18/18/18/18 (Surveyed)	3.3
OS4	15/15 (Surveyed)	1.8
OS5	50/50/50/50 (Surveyed)	6.0

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 tree will be needed for every protected tree being removed and any tree with a diameter of 60 cm or greater, excluding Black cottonwood (*Populus balsamifera ssp. Trichocarpa*), Balsam poplar (*Populus balsamifera ssp. Balsamifera*), and Trembling aspen (*Populus tremuloides*) will require two (2) replacement trees.

On-Site Tree(s)	Number of Trees
Protected Trees Identified	4
Protected Trees to be Removed	
Protected Trees to be Retained	4
Total Replacement Trees Required:	
Significant trees requiring 2 to 1 Replacement Ratio	
X two (2) =	0
All other Protected trees Requiring 1 to 1 Replacement Ratio	
X one (1) = 4	0
Total Replacement Trees required	0
Replacement Trees Proposed	0
Replacement Trees for Cash in leu	0

Off-site Tree(s)	Number of Trees
Off-site Trees Identified	5
Off-site Trees to be Removed	
Off-site Trees to be Retained	5
Total Replacement Trees required	0
Replacement Trees Proposed	0

Replacement trees must meet plant condition and structure requirements as stated in "BC Landscape Standard" of the BCSLA/BCLNA and "Canadian Standards for Nursery Stock" of the CNTA. Also, the Replacement trees must be planted and maintained according to the requirements as stated in the "BC Landscape Standard" of the BCSLA.

Tree Replacement Species		
Planting(s) should be scheduled for the late winter/ early spring or early fall		
Quantity	Name	Species
TBD	TBD	TBD

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

The proposed replacement Trees are to be a minimum size of 5cm caliper if deciduous, which is measured at 15cm above the ground, or 2m tall if coniferous at the time of planting (*trunk width measured at 15 centimetres above the ground*) At least 1.0 metre away from any site boundary line, at least 3.0 metres away from any principle building or any accessory building or any other structure on or adjacent to the site that may adversely affect the tree and; at least 2.5 metres away from any other tree on or adjacent to the site including driveway or any other hardscape or underground service/utility lines.

11.0 CONCLUSIONS

Based on our findings, a total of nine (9) trees have been identified on/off-site. A total of nine (9) on/off-site trees has been recommended for retention with eight (8) of them requiring the placement of Tree Protection Barriers due to their close proximity towards the proposed development site. Trigger points have been identified on the Tree Management Plan requiring Arborist supervision when working inside the TPZ of the on/off-site trees during a few of the construction milestones.

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 Klimo

ISA Certified Arborist #PN-8149A

ISA Certified Tree Risk Assessor (TRAQ)

BC Wildlife Danger Tree Assessor #7193

RECOMMENDATION:

That Committee of Council recommend that Council:

- 1. Amend Animal Control Bylaw No. 3990 to add a definition of public place, amend the definition of muzzled and add language for aggressive dogs.*
- 2. Adopt amendments to Bylaw Notice Enforcement Bylaw No. 3814 and Ticket Information Bylaw No. 2743.*

PREVIOUS COUNCIL/COMMITTEE ACTION

July 11th, 2017 Council adopted Animal Control Bylaw No. 3990.

REPORT SUMMARY

This report proposes minor amendments to Animal Control Bylaw No. 3990 to add a definition of “public place”, amend the definition of “muzzled” and add a bite provision for aggressive dogs as well as a general bite provision for dogs. Additionally, the report proposes some housekeeping amendments to the Zoning section of Bylaw Notice Enforcement Bylaws No. 3814 and Ticket Information Bylaw No. 2473 to ensure that the ticketing provisions match the Zoning Bylaw.

BACKGROUND

On July 11, 2017, Council adopted the current Animal Control Bylaw. When applying the bylaw, staff have come across situations where the restrictions around aggressive and dangerous dogs require clarification. In particular, the bylaw refers to ‘public place’ in the body of the bylaw but there is not a definition of public place. Adding a definition of public place provides clarity as to when and where aggressive and dangerous dog restrictions apply.

DISCUSSION

From time to time Bylaws are reviewed and amended to ensure they remain consistent with current legislation and continue to serve as efficient and effective tools for gaining compliance with the City’s regulatory requirements. Staff recently undertook a review of the City’s Animal Control Bylaw in an effort to clarify the restrictions for the care and control of aggressive and dangerous dogs, and enhance the City’s enforcement options with respect to addressing complaints related to such dogs.

Proposed amendments to the Bylaw include:

- adding the following definition of “public place” to clarify what is public property:
 - **PUBLIC PLACE** includes a highway, street, lane, boulevard, park, or any other real property owned, held, vested in, or operated, managed or administered by, the City or by a school located within the City;

Animal Control Bylaw Amendments


- amending the definition of “muzzled” as per the following, as the current definition is not restrictive enough and allows for less secure devices such as a head halter or “Halti” as it is known (a strap that goes around the dog’s mouth but does not prevent a bite from occurring):
 - **MUZZLED** means wearing a humane basket-style fastening or covering device that encloses the nose and mouth of a Dog and that is strong enough and well-fitted enough to prevent the Dog from biting;
- adding a ticketing provision for a bite to enable bylaw officers the ability to issue tickets of up to \$375 for dog bites.

Bylaw Notice Enforcement Bylaw and Ticket Information Bylaw Amendments

In concurrence with the enactment of the above noted changes to the Animal Control Bylaw, amendments to Bylaw Notice Enforcement Bylaw No. 3814 and Ticket Information Bylaw No. 2473 will be required, and include:

- adding ticketing provisions for aggressive dog pertaining to bite, chase, and injure – mirroring those existing for dangerous dogs;
- renumbering of sections pertaining to dangerous dogs;
- housekeeping amendments that change ticketing provisions in zoning to match bylaw sections; and
- changing some of the language in the Bylaw Notice Enforcement Bylaw to reflect new penalties;

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	That amendments to Animal Control Bylaw, Bylaw Notice Enforcement Bylaw and Ticket Information Bylaw be supported.
	2	That further information be requested prior to amending the bylaws.

ATTACHMENTS

Attachment 1: Animal Control Bylaw No. 3990 (with tracked changes)

Attachment 2: Bylaw Notice Enforcement Bylaw No. 3814 (with tracked changes)

Attachment 3: Ticket Information Utilization Bylaw No. 2743 (with tracked changes)

Lead author(s): Paula Jones



**ANIMAL CONTROL BYLAW
NO. 3990**

A Bylaw to regulate and prohibit the keeping of Animals and to provide for the licencing, seizure, and impoundment of animals.

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

Citation

1. This Bylaw may be cited for all purposes as "Animal Control Bylaw, 2017, No. 3990".

Definitions

2. In this Bylaw, unless the context otherwise requires, each of the following words has the meaning set out below:

Aggressive Dog means a Dog:

- a) that has, without provocation, bitten, inflicted a minor injury or assaulted, pursued or harassed a person or another animal or has demonstrated a propensity, tendency or disposition to do so; or
- b) that the Animal Control Officer has reasonable grounds to believe is likely to cause injury to a human or another animal.

Animal Control Officer means a person authorized to administer and enforce this Bylaw and includes:

- a) a Bylaw Enforcement Officer;
- b) the person appointed by Council to be the Bylaw Services Manager; and
- c) any person appointed by resolution under section 4.1(b) of this Bylaw.

At Large means:

- a) an animal that is not on the premises of its Owner and is not under the care and control of its Owner; or
- b) in the case of a Dog, a Dog that is not on the premises of its Owner and is either not secured on a Leash to its Owner or is not under the care and control of its Owner while in an Off Leash Area.

BC SPCA means the British Columbia Society for the Prevention of Cruelty to Animals.

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Bylaw Services Manager means the person appointed as Bylaw Services Manager or their designate

Cat means any animal of the species *felis catus*.

City means the lands within the municipal boundaries of the City of Port Coquitlam, or the Corporation of the City of Port Coquitlam, as the context requires.

Council means the municipal council of the City.

Dangerous Dog means a Dangerous Dog as defined in the *Community Charter*.

Dog means any animal of the species *canis familiaris*.

Domestic Animal means any animal tamed and kept as a domestic pet, and includes an Emotional Support Animal, a Dog or Cat but does not include a Farm Animal.

Dwelling Unit means a single-family dwelling, a townhouse, a condominium, or an apartment.

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

Enclosure means a fence or structure at least 1.8 m in height, enclosed on all sides, lockable, and suitable to confine an Aggressive Dog or Dangerous Dog and prevent the entry of young children or Dogs.

Farm Animal means any cattle, horse, sheep, goat, swine, donkey, mule, llama, fowl or poultry, pigeon, rabbit, hare, mink, or otter, and includes without limitation any other animal raised for food or for the use of humans, but does not include bees or Emotional Support Animals.

Kennel means a parcel of land on which four or more Dogs are kept.

Leash means a strap or cord of sufficient strength and design to restrain a Dog.

Minor Injury means a physical injury to a person or Domestic Animal that consists of pinches, minor localized bruising, scratches, or minor lacerations.

Muzzled ~~means wearing a device that humanely secures the mouth of a Dog so as to prevent the Dog from biting~~ means wearing a humane basket-style fastening or covering device that encloses the nose and mouth of a Dog and that is strong enough and well-fitted enough to prevent the Dog from biting.

Neutered Male Dog means any Dog of the male sex certified by a Veterinarian as unable to reproduce.

Off Leash Area means an area designated by the Director of Engineering & Public Works in which a Dog may be present without being secured by a Leash to a person.

Owner means any person who owns, keeps, harbours, or has in his or her possession or custody a Domestic Animal or Farm Animal, and includes any person allowing a Domestic Animal to remain about his or her house or premises.

Permanent Identification means identification for a Domestic Animal or Farm Animal in the form of a visible tattoo or a microchip that contains the contact information of the Owner.

Pound means the premises, including land and buildings where animals impounded or received under this Bylaw are to be kept.

Poundkeeper means the person appointed from time to time under this Bylaw for the purpose of operating the Pound and enforcing and carrying out provisions of this Bylaw related to the impoundment of Dogs, other Domestic Animals, and Farm Animals.

PUBLIC PLACE includes a highway, street, lane, boulevard, park, or any other real property owned, held, vested in, or operated, managed or administered by, the City or by a school located within the City;

Spayed Female Dog means any Dog of the female sex certified by a Veterinarian as unable to reproduce.

Veterinarian means a certified member in good standing of the Canadian Veterinary Association.

3. ESTABLISHMENT OF POUND

The Council may by resolution from time to time designate premises, either within the City or within another municipality, as the City's Pound.

4. APPOINTMENT OF POUNDKEEPER AND ANIMAL CONTROL OFFICERS

- 1) The Council may by resolution from time to time appoint:
 - a) a Poundkeeper to operate and maintain the Pound for and on behalf of the City; and
 - b) persons to administer and enforce this Bylaw.

- 2) The Council may enter into an agreement with the Poundkeeper for the provision of poundkeeping and related services.

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5. POWERS OF POUNDKEEPER

- 1) The Poundkeeper has the following powers under this Bylaw:
 - a) to employ such employees and agents as the Poundkeeper deems necessary to enable it to carry out its powers and duties pursuant to this Bylaw;
 - b) to appoint employees or agents for the purpose of fulfilling the requirements of this Bylaw;
 - c) to take into impoundment any Domestic Animal or Farm Animal found in a place or in such circumstances as to constitute a violation of this Bylaw;
 - d) to retain any impounded Domestic Animal or Farm Animal for the prescribed ~~period~~period unless the Domestic Animal or Farm Animal is sooner claimed by its Owner in accordance with this Bylaw;
 - e) where an impounded Domestic Animal remains unclaimed by its Owner for more than the prescribed period, and provided the Domestic Animal is not an Aggressive Dog or a Dangerous Dog, to offer the Domestic Animal to the general public for adoption;
 - f) to issue Dog licences and to assess, levy and collect all fees, fines, charges and other amount prescribed by this Bylaw; and
 - g) to administer and enforce the provisions of this Bylaw related to poundkeeping.

6. FEES AND CHARGES

The scale of fees and charges applicable to services provided under this Bylaw is set out in the Fees & Charges Bylaw No. 3892, as amended from time to time.

7. POWERS OF ANIMAL CONTROL OFFICER

- 1) Pursuant to section 16 of the *Community Charter*, an Animal Control Officer may at all reasonable times enter on and inspect private property within the City in order to ascertain whether the provisions of this Bylaw are being observed.
- 2) Where the Animal Control Officer identifies a Dog that is not licensed as required by this Bylaw, the Animal Control Officer may impound the Dog or exercise any other authority granted to the Animal Control Officer by this Bylaw.

- 3) An Animal Control Officer or a police officer may, on behalf of the City, exercise the authorities in the *Community Charter* regarding Dangerous Dogs.
- 4) Where an Animal Control Officer determines that a Dog is an Aggressive Dog or a Dangerous Dog, the Animal Control Officer may by written notice direct the Owner to comply with the requirements of this Bylaw regarding Aggressive Dogs or Dangerous Dogs.

8. CONTROL OF DOGS

- 1) Every Owner of a Dog shall prevent the Dog from being or running At Large.
- 2) Every Owner of a Dog shall prevent the Dog, whether on a Leash or otherwise, from trespassing upon private property.
- 3) Every Owner of a Dog shall immediately take steps to remove excrement left or deposited by the Dog and dispose of the excrement in a lawful and sanitary manner.
- 4) Every Owner of a female Dog in heat shall confine the Dog within the Owner's premises, within premises under the Owner's possession and control, or within an Enclosure on the Owner's property.

~~5) 5) —No person may cause, permit, or allow an animal to be confined in an enclosed space, including a vehicle or boat, unless there is adequate ventilation.~~

~~6) Every owner of a Dog shall prevent the dog from causing an injury to a person or animal.~~

9. OFF-LEASH AREAS

- 1) Every person who utilizes an Off Leash Area for their Dog shall comply with the requirements of this Bylaw and with the applicable regulations established and posted by the City at the Off Leash Area.
- 2) When in an Off Leash Area, a Dog shall at all times be under the care and control of a person responsible for the Dog(s).
- 3) No person shall at any time have custody of more than three (3) Dogs in an Off Leash Area.
- 4) An Owner of a Dog shall maintain visual contact with the Dog at all times when the Dog is in an Off Leash Area.

- 5) No Owner shall permit a female Dog that is in heat to be in an Off Leash Area.
- 6) No Owner shall permit an Aggressive Dog or a Dangerous Dog to be in an Off Leash Area.
- 7) If a Dog displays aggressive behaviour toward a person or another Dog while in an Off Leash Area, the Owner of the Dog shall immediately secure the Dog to a Leash and remove the Dog from the Off Leash Area.
- 8) The Animal Control Officer may impound from an Off Leash Area any Dog that is not under the care and control of its Owner.

10. AGGRESSIVE DOGS

- 1) If an Animal Control Officer determines that a Dog by its behaviour or temperament is an Aggressive Dog as defined in this Bylaw, the Animal Control Officer may issue a notice of that determination to the Owner of the Dog.
- 2) Upon receipt of a notice under section 10.1, the Owner of the Dog shall comply with the provisions of this Bylaw regarding Aggressive Dogs set out in Section 10, clauses 3) to 10).
- 3) Every Owner of an Aggressive Dog shall, within 14 days of receipt of a notice under Section 10. 1), cause the Aggressive Dog to be marked with Permanent Identification by a Veterinarian, and shall immediately forward the corresponding identification information to the Animal Control Officer prior to a licence being issued for that Aggressive Dog.
- 4) Every Owner of an Aggressive Dog shall, at all times while the Dog is on the premises owned or controlled by such person, keep the Dog securely confined either indoors, or outdoors in an Enclosure that is kept locked at all times except when the Dog is being placed in or taken from the Enclosure.

~~5)~~—No Owner of an Aggressive Dog shall permit or allow the Dog to be on any highway or in any public place or any other place that is not owned or controlled by that person, unless the Dog is secured to a responsible adult on a non-retractable Leash that is no more than 1.2 m in length.

~~6)~~—No Owner of an Aggressive Dog shall permit the Aggressive Dog to

~~(a) be in any area designated by the City as an Off Leash Area.~~

~~(b) chase, injure or bite a person;~~

~~(c) chase, injure or bite an Animal;~~

~~(d) run or be At Large; or~~

~~(e) damage private or public property.~~

- 7) No person shall keep or own any Aggressive Dog within the City unless the Dog is kept sufficiently secured so as to prevent it from endangering the safety of any person or other animal.
- 8) Every person who owns, keeps, or has custody or control of an Aggressive Dog shall immediately notify an Animal Control Officer, the Poundkeeper, or a police officer when that Dog is At Large.
- 9) Every Owner of an Aggressive Dog shall notify the Animal Control Officer in writing within three days should the Aggressive Dog pass away, be sold, transferred, or gifted.
- 10) Every Owner of an Aggressive Dog who transfers ownership of the Aggressive Dog to another person shall provide the recipient with copies of all notices received under this Bylaw.

Aggressive Dogs requiring Muzzling

- 11) If an Animal Control Officer determines that a Dog is an Aggressive Dog that has without provocation, bitten, inflicted minor injury, assaulted, pursued or harassed a person or another animal on more than one occasion; or believes the circumstances warrant, the Animal Control Officer may issue a notice that the Dog, in addition to all other requirements applicable to Aggressive Dogs, shall be muzzled whenever the Dog is in a public place.
- 12) No Owner of an Aggressive Dog for which a notice under Section 10, clause 11 has been issued, may allow that Aggressive Dog to be un-muzzled in a public place.

Applications to be Relieved from Aggressive Dog Requirements

- 13) The Owner of an Aggressive Dog may, no sooner than 12 months after receipt of a notice under Section 10, clause 1) or clause 11) of this Bylaw, apply in writing to the Animal Control Officer for relief from one or more of the conditions of this Bylaw applicable to the keeping of Aggressive Dogs.
- 14) Upon receipt of a written application under Section 10, clause 13), the Animal Control Officer or Bylaw Services Manager may, having regard to the circumstances, grant relief from one or more of the conditions of this Bylaw applicable to the keeping of Aggressive Dogs, provided that:
 - a) there have been no further incidents of aggression by the Dog in the period since the issuance of a notice under section 10.1 or section 10.11 of this Bylaw;

- b) the Dog has not, in the same period, given the Animal Control Officer any grounds to believe that the Dog is likely to cause injury to an animal or a human; and
 - c) proof and documentation is provided that the Owner and the Dog have successfully completed a course by a recognized and accredited institution or trainer to address the Dog's aggressive behaviour.
- 15) If a Dog for which relief has been granted pursuant to section 10.13 is involved in a subsequent incident that qualifies it as an Aggressive Dog, and a corresponding notice is issued by the Animal Control Officer, no further relief shall be granted from the conditions of this Bylaw applicable to the keeping of Aggressive Dogs.

11. DANGEROUS DOGS

- 1) If an Animal Control Officer determines that a Dog by its behaviour or temperament qualifies as a Dangerous Dog, the Animal Control Officer may, in addition to any action taken under the *Community Charter*, issue notice of that determination to the Owner of the Dog.
- 2) Upon receipt of a notice under section 11.1, the Owner of a Dangerous Dog shall comply with the provisions of this Bylaw regarding Dangerous Dogs.
- 3) Every Owner of a Dangerous Dog shall post a clearly visible sign in the form shown as Schedule A at all points of entry onto any premises where the Dangerous Dog is being kept, temporarily or permanently, and ensure that the signs so posted are maintained in a legible condition.
- 4) On the first day that City Hall is open for business:
 - a) after a notice has been issued regarding a Dangerous Dog;
 - b) after a person becomes the Owner of a Dangerous Dog; or
 - c) after an Owner requests the release of a Dangerous Dog in accordance with an order of the court;
 - d) the Owner of the Dangerous Dog shall attend at City Hall and pay the annual licence fee for the Dangerous Dog and have the Dangerous Dog photographed by the Animal Control Officer, who shall retain the photograph at City Hall for identification purposes.

- 5) Every Owner of a Dangerous Dog shall notify the Animal Control Officer in writing within three (3) days should the Dangerous Dog pass away, be moved, sold, gifted or transferred to another person.
- 6) Every Owner of a Dangerous Dog who transfers ownership of a Dangerous Dog to another person, shall provide the recipient with copies of all notices received under this Bylaw.
- 7) Every Owner of a Dangerous Dog shall, within three (3) days of receipt of a notice under section 11.1 of this Bylaw, cause the Dangerous Dog to be marked with Permanent Identification by a Veterinarian, and shall immediately forward the corresponding identification information to the Animal Control Officer prior to a licence being issued for that Dangerous Dog.
- 8) Every Owner of a Dangerous Dog shall, at all times while the Dog is on the premises owned or controlled by the Owner, keep the Dog securely confined either indoors, or outdoors in an Enclosure that is kept locked at all times except when the Dog is being placed in or taken from the Enclosure.
- 9) No Owner of a Dangerous Dog shall permit or allow the Dog to be on any highway or in any public place or any other place that is not owned or controlled by that person, unless the Dog is muzzled and secured to a responsible adult on a non-retractable Leash that is no more than 1.2 m in length.
- 10) The Owner of a Dangerous Dog shall ensure that the Dog does not:
 - a) chase, injure or bite a person;
 - b) chase, injure or bite a Domestic Animal or a Farm Animal;
 - c) run or be At Large; or
 - d) damage private or public property.
- 11) The Owner of a Dog that is seized by the Animal Control Officer as a Dangerous Dog pursuant to the Community Charter and held in custody by the City pending an application for a destruction order shall pay the impoundment and daily board fees established and prescribed by this Bylaw.
- 12) If an application by the City pursuant to the Community Charter does not result in the granting of a destruction order for a Dangerous Dog, and custody of the Dangerous Dog is returned to a person, that person shall immediately comply with the provisions of this Bylaw regarding Dangerous Dogs.
- 13) A Dangerous Dog shall not be released to its Owner until the Owner has paid all fees incurred in relation to the Dangerous Dog and the Animal Control Officer has verified compliance with sections 11.4 and 11.7 of this Bylaw.

- 14) No person who has not attained the age of eighteen (18) years shall possess or have custody of a Dangerous Dog while the Dog is off the property of its Owner.
- 15) Every person who owns, keeps, or has custody or control of a Dangerous Dog shall immediately notify an Animal Control Officer, the Poundkeeper, or a police officer when that Dog is At Large.
- 16) No Owner of a Dangerous Dog shall permit the Dog to be in any area designated by the City as an Off Leash Area.

12. LICENSING OF DOGS

- 1) No person shall own, keep, or possess within the City any Dog over the age of six (6) months unless a current licence has been issued for the Dog pursuant to this Bylaw.
- 2) No Dog licence shall be issued to any person who has not attained the full age of 18 years.
- 3) Every Owner of a Dog shall, on or before February 1st of each year, or as soon thereafter as such Dog attains the age of six months, apply to the City or the Poundkeeper to license the Dog for that calendar year.
- 4) Every Owner of a Dog shall, within 31 days of acquiring the Dog or within thirty-one (31) days of the Owner having established residence in the City, apply to the City or the Poundkeeper to license the Dog for that calendar year.
- 5) The City shall maintain a record of each Dog licence issued, and for the purpose of identification, such record shall include: the name of the Owner; the address of the Owner; phone number of the Owner and a general description of the Dog including the sex, colour, breed, if known, and the name given to the Dog by the Owner.
- 6) Except as otherwise provided by this Bylaw, every application for a licence shall be accompanied by a licence fee as prescribed by the Fees & Charges Bylaw No. 3892 as amended from time to time.
- 7) Where the Owner of a Dog that is licensed under this Bylaw sells, gives away, or otherwise disposes of the Dog, and ceases to be the Owner of the Dog, the licence for that Dog is automatically cancelled unless the licence is transferred to a new Owner as provided by this Bylaw.

- 8) An Owner who acquires a licensed Dog from another Owner or who moves to the City with a licensed Dog from another jurisdiction and who applies to license the Dog under this Bylaw may have the licence fee waived upon surrender of the Dog's licence tag for the same year issued by another jurisdiction or to a previous owner. The new licence shall expire at the end of the current calendar year as provided in this Bylaw.
- 9) Every person applying for a licence for a Neutered Male Dog or Spayed Female Dog shall present to the City a certificate in writing from a Veterinarian certifying that the Dog is unable to reproduce.
- 10) Every person who has obtained a licence for an unneutered male Dog or unsplayed female Dog may, before the expiration of the licence period and within six months of the purchase of the licence, present to the City a certificate from a Veterinarian certifying that the Dog is unable to reproduce, in which case the Owner shall be entitled to a refund of the difference between the fee charged for a spayed or neutered Dog and the fee charged for a Dog which is not spayed or neutered.
- 11) Every licence issued pursuant to this Bylaw shall expire on December 31st of the year of issue.
- 12) The City shall issue a licence tag with serial number for each Dog licensed under this Bylaw.
- 13) Every Owner of a licensed Dog shall cause the Dog to wear around its neck a suitable collar to which the licence tag shall be attached.
- 14) Section 12, clause 1) of this Bylaw does not apply to the Poundkeeper, an Animal Control Officer, or a police officer during the performance of his or her duties.

13. KENNELS

- 1) The use of land or buildings or other premises as a Kennel is subject to the provisions of the City's current Zoning Bylaw, as amended from time to time.
- 2) No owner, tenant or occupier of residential property shall keep or permit to be kept more than (3) three Dogs in or at an individual Dwelling Unit.
- 3) No person shall operate a Kennel within the City unless that person has applied for and received from the City a licence for that purpose.
- 4) Before issuing a Kennel licence to an applicant the City may request an inspection report from the branch of the BC SPCA having jurisdiction within the City.

- 5) If the premises that are the subject of the Kennel licence application are reported by the BC SPCA to be unsuitable for the operation of a Kennel, the Kennel licence application may be refused.
- 6) In addition to the provisions of this Bylaw, Kennels operating on a commercial basis are subject to the provisions of the City's current Business Bylaw, as amended from time to time.

14. IMPOUNDMENT OF DOGS

- 1) Any person, including the Poundkeeper, an Animal Control Officer and a police officer, may seize any Dog found At Large in the City.
- 2) Any person who seizes a Dog pursuant to the preceding section shall as soon as possible deliver such Dog to the Poundkeeper for impoundment.
- 3) The Poundkeeper, an Animal Control Officer and a police officer may seize any Dog over the age of six (6) months that does not have a current licence.
- 4) A Dog is deemed to be impounded as soon as it is seized by the Poundkeeper, an Animal Control Officer or a police officer and all related fees in this Bylaw apply to such impoundment.
- 5) If an impounded Dog is not reclaimed by its Owner within seven days (168 hours) of its impoundment, the Dog becomes the property of the City, and in that case the City may:
 - a) offer the Dog to the public for adoption if the Dog is not an Aggressive Dog or a Dangerous Dog;
 - b) transfer the Dog to a suitable animal welfare organization; or
 - c) have the Dog humanely euthanized.
- 6) The Owner of any Dog impounded under this Bylaw may reclaim his or her Dog upon application to the Poundkeeper and upon proof of Ownership and upon payment of the licence fee for the current year and the fees imposed and expenses incurred in impounding and maintaining such Dog, as provided in the Fees & Charges Bylaw No. 3892, as amended from time to time.
- 7) Section 14.6 does not apply to Dangerous Dogs.

15. FARM ANIMALS

- 1) No person shall keep a Farm Animal in any residential zone.

- 2) No person shall allow any Farm Animal to be At Large or on unfenced land and not securely tethered or contained within the City.
- 3) The Poundkeeper and an Animal Control Officer may seize and impound any Farm Animal found At Large or on unfenced land and not securely tethered or contained within the City.
- 4) The Owner of the Farm Animal may redeem the animal upon proof of Ownership and by paying the charges prescribed in the Fees & Charges Bylaw No. 3892 together with any additional expenses incurred by the Poundkeeper in the apprehension or care of such animal.
- 5) Notwithstanding any charges and additional expenses imposed, should any Farm Animal not be reclaimed at the end of the 96-hour period, it shall be lawful for the Poundkeeper to cause such animal to be sold or humanely euthanized, and after deducting his or her own charges if any and the costs of any such sale, the Poundkeeper shall pay any surplus to the Owner, provided that if the Owner is unknown the Poundkeeper shall pay the surplus to the City.

16. OTHER DOMESTIC ANIMALS

- 1) No person shall keep:
 - a) any venomous snakes;
 - b) more than four non-venomous snakes; or
 - c) more than four rodents, including rats and mice;

in any household or on any parcel of land in the City other than on premises licensed as a pet shop or on school premises.
- 2) An Animal Control Officer or a police officer may seize any Domestic Animal At Large other than a spayed or neutered Cat.
- 3) The provisions of this Bylaw and of the Fees & Charges Bylaw No. 3892 regarding impoundment of Dogs also apply to the impoundment of Domestic Animals, except that a fee that is specific to the type of Domestic Animal impounded prevails over a fee charged to a Dog.
- 4) A person may apply to the Bylaw Services Manager to have a Farm Animal designated as an Emotional Support Animal by:
 - a) completing and submitting a form of application acceptable to the Bylaw Services Manager;

- b) specifying on the form the residential address at which the animal will be kept; and
 - c) providing a letter from a qualified physician or psychiatrist evidencing that the animal is used for a disability-related need.
- 5) Upon receiving a completed application under section 16(4) the Bylaw Services Manager may, at the Bylaw Services Manager's discretion:
 - a) designate the animal an Emotional Support Animal;
 - b) designate the animal an Emotional Support Animal with such designation being subject to the owner fulfilling conditions that the Bylaw Services Manager deems necessary to mitigate the risk of disturbing noise, odour and other nuisances that arise from the keeping of the animal; or
 - c) reject the application.
- 6) It is a condition of every designation of an Emotional Support Animal that:
 - (a) the owner will only keep the Emotional Support Animal at the residential address stated on the application; and
 - (b) the designation cannot be transferred to another animal upon the death of the Emotional Support Animal or otherwise.
- 7) The Bylaw Services Manager may cancel the designation of an Emotional Support Animal if the owner fails to uphold a condition of the designation or otherwise contravenes this Bylaw.
- 8) a person may request:
 - (a) a change to the residential address at which an Emotional Support Animal will be kept; or
 - (b) to transfer the designation to a new animal; by making a new application under this Bylaw.

17. BEEKEEPING

- 1) The use of land, buildings or other premises for beekeeping is subject to the provisions of the Zoning Bylaw No. 3630, as amended from time to time.
- 2) No person shall keep bees on their property except in an apiary registered under the *Bee Act* as amended from time to time.
- 3) Every person who owns, possesses or keeps bees and every person on whose property bees are kept shall:
 - a) provide an adequate water source to bees;

- b) maintain the bees in such a condition so as to reasonably prevent undue swarming or aggressive behaviour; and
- c) maintain the beehives so as to deter and be inaccessible to wildlife.

18. DUTY OF PUBLIC

- 1) No person shall interfere with, or attempt to obstruct an Animal Control Officer who is conducting an inspection or enforcement action in relation to this Bylaw.
- 2) No person shall provide false or misleading information to an Animal Control Officer.
- 3) The Owner of a dog that is, directly or indirectly, involved in an incident in which an animal or person sustains loss or injury, must do all of the following:
 - a) render all reasonable assistance; and
 - b) remain at the scene of the incident until police or an Animal Control Officer arrives; or
 - c) provide their name and address, the name and address of the registered dog Owner, and dog licence number to anyone involved in the incident.

19. OFFENCE

- 1) Any person who contravenes any provision of this Bylaw commits an offence and shall be liable upon conviction to a fine of not more than \$~~5~~40,000 and not less than \$~~5,000~~~~200~~ plus any other penalty or order that may be imposed pursuant to the *Community Charter* or the *Offence Act*, including an order to pay the cost of prosecution.
- 2) Each day that a contravention of this Bylaw continues shall constitute a separate offence.

20.~~19.~~ NOTICE

- 1) A notice that was issued under section 15 of Animal Control Bylaw, 2009, No. 3670 in relation to a Dog is deemed to be a notice under section 10.1 and a notice under section 10.11 of this Bylaw for that Dog.

21.~~20.~~ REPEAL

- 1) The "Animal Control Bylaw, 2009, No. 3670" and the "City of Port Coquitlam Public Health Bylaw, 1969, No. 908" are repealed.

Read a first time by the Municipal Council this 13th day of June, 2017.

Read a second time by the Municipal Council this 13th day of June, 2017.

Read a third time by the Municipal Council this 13th day of June, 2017.

Rescinded third reading this 27th day of June, 2017.

Re-read a third time, as amended by the Municipal Council this 27th day of June, 2017.

Adopted by the Municipal Council of the City of Port Coquitlam this 11th day of July, 2017.

G. Moore
Mayor

G. Joseph
Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	AMENDED SECTION(S)	DATE
4168	Section 2: Definitions, Section16: Other Domestic Animals	2020-04-14

Schedule A



Dangerous Dog On Premises

3990
19

CITY OF PORT COQUITLAM
BYLAW NOTICE ENFORCEMENT BYLAW, 2013

Bylaw No. 3814

Now therefore the Municipal 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 the "Bylaw Notice Enforcement Bylaw No. 3814, 2013."

2. Definitions

In this Bylaw, unless the context otherwise requires, each of the following words has the meaning set out below:

City means the City of Port Coquitlam;

Registry means the Port Coquitlam Bylaw Notice Adjudication Registry established under section 6 of this Bylaw.

Other terms used in this Bylaw have the same meaning as defined terms in the *Act*.

3. Bylaw Contraventions

The bylaw contraventions designated in Schedule "A" may be dealt with by bylaw notice.

4. Penalties

The penalty for a contravention referred to in section 3 is as follows:

a) subject to paragraphs (b) ~~and~~ (c) and (d), is the Penalty set out in column 4 3 of Schedule "A";

b) ~~b)~~ if received by the City within 44 30 days of the person receiving or being presumed to have received the bylaw notice, is the ~~Discounted Penalty~~ Early Payment amount set out in column 3 4 of Schedule "A"; or

c) if received by the City after 90 days of the person receiving or being presumed to have received the bylaw notice, is the Late Payment amount set out in column 5 of Schedule "A"; or

d) if paid under a Compliance Agreement, may be reduced as provided under column 5 6 of Schedule "A".

SCHEDULE "A"

5. Period for Paying a Disputed Notice

- a) A person who receives a Bylaw notice must, within ~~44~~ 30 days of the date on which the person received or is presumed to have received the bylaw notice

- (i) pay the penalty, or
- (ii) request dispute adjudication

by filling in the appropriate portion of the bylaw notice indicating either a payment or a dispute and delivering it, or causing it to be delivered or mailed, to the City Hall at 2580 Shaughnessy St, Port Coquitlam, BC V3C 2A8 or by leaving it in the City's after-hours mailbox outside City Hall.

- b) A person may pay the indicated penalty more than ~~44~~ 30 days after receiving the bylaw notice, in accordance with section 4(a), but no person may dispute the bylaw notice more than ~~44~~ 30 days after receiving the bylaw notice.

- c) Pursuant to the requirements of section 25 of the *Act*, where a person was not served personally with a bylaw notice and advises the City that he or she did not receive a copy of the original bylaw notice, the time limit for responding to a bylaw notice under section 5(b) of this Bylaw does not begin to run until a copy of the bylaw notice is redelivered to that person in accordance with the *Act*.

6. Bylaw Notice Dispute Adjudication Registry

- a) The Registry is established as a bylaw notice dispute adjudication system in accordance with the *Act* to resolve disputes in relation to bylaw notices.

The civic address of the Registry is 2580 Shaughnessy St, Port Coquitlam, BC V3C 2A8.

- c) Every person who is unsuccessful in a dispute adjudication in relation to a bylaw notice or a compliance agreement under the dispute adjudication system established under this section must pay the City an additional fee of \$25 for the purpose of the City recovering the costs of the adjudication system.

7. Screening Officers

- a) The position of screening officer is established.
- b) The title of the person acting in the capacity of screening officer will be "Screening Officer".
- c) The following are designated classes of persons that may be appointed as screening officers:
- (i) Manager of Bylaw Services;
 - (ii) Director of Community Safety & Corporate Support;
 - (iii) Bylaw Enforcement Officers & Bylaw Enforcement/Animal Control Officers;
 - (iv) Fire Chief;
 - (v) Deputy Fire Chiefs;
 - (vi) Manager Building Permits & Inspections;

SCHEDULE "A"

- (vii) Chief Building Inspector;
- (viii) Manager Engineering Project & Budgets;
- (ix) Engineering Inspectors;
- (x) Manager of Planning Division;

and Council may appoint screening officers from these classes of persons by name, or office or otherwise.

8. Powers and Duties of Screening Officer

- a) The powers and duties of screening officers are as set out in the *Act*, and include the following:
 - (i) the screening officer must, upon receipt of a request for dispute adjudication from a person against whom a contravention is alleged, advise the person of the bylaw notice adjudication system established by this Bylaw, including, without limitation, advise the person of the action which the screening officer may take pursuant to this section 8 with respect to the bylaw notice and of the opportunity to proceed to dispute adjudication of the bylaw notice;
 - (ii) where requested by the person against whom a contravention is alleged, must communicate information respecting the nature of the contravention, the provision of the bylaw contravened, the facts on which the contravention allegation is based, the penalty for a contravention and the fee or fees payable in relation to the bylaw notice enforcement process;
 - (iii) may communicate with any or all of the following for the purposes of performing their functions under this Bylaw or the *Act*:
 - (a) the person against whom a contravention is alleged or his or her representative;
 - (b) the officer issuing the Notice;
 - (c) the complainant or his or her representative;
 - (d) the City's staff regarding the disputant's history of bylaw compliance;
 - (iv) review the City's records regarding the disputant's history of bylaw compliance;
 - (v) may prepare and enter into compliance agreements under the *Act* with persons who dispute bylaw notices, including establishing terms and conditions for compliance that the screening officer considers necessary or advisable, including time periods for payment of penalties and compliance with the Bylaw;
 - (vi) may provide for payment of a reduced penalty if a compliance agreement is entered into, as provided in column 5 of Schedule "A"; and
 - (vii) may cancel bylaw notices in accordance with the *Act* and City policies and guidelines.
- b) The bylaw contraventions in relation to which a screening officer may enter into compliance agreements are designated in column 5 of Schedule "A".

SCHEDULE "A"

- c) The maximum term of a compliance agreement is one year.

9. Bylaw Enforcement Officers

Persons acting as any of the following are designated as bylaw enforcement officers for the purposes of this Bylaw and the *Act*:

- a) Members of the Royal Canadian Mounted Police;
- b) Bylaw Enforcement Officers appointed pursuant to the *Community Charter*;
- c) Local Assistants to the Fire Commissioner under section 6 of the *Fire Services Act*;
- d) Manager Bylaw Services, Director of Community Safety & Corporate Support; Bylaw Enforcement & Bylaw Enforcement/Animal Control Officers; Fire Chief; Deputy Fire Chiefs; Assistant Fire Chiefs; Captain Fire Protective Services; Protective Services Inspector; Fire Prevention Officers; Chief Building Inspectors; Building Inspectors; Plumbing Inspectors; Engineering Inspectors, Engineering Technologist; Property Use Coordinator; Medical Health Officers; Public Health Inspectors.

10. Form of Bylaw Notice

The City may from time to time provide for the form or forms of the bylaw notice, provided that the bylaw notice complies with section 4 of the *Act*.

11. Schedules

The following schedules are attached to and form part of this Bylaw:

- a) Schedule "A" – Designated Bylaw Contraventions and Penalties;
- b) Schedule "B" – Compliance Agreement.

Read a first time by the Municipal Council this 25th day of February, 2013.

Read a second time by the Municipal Council this 25th day of February, 2013.

Read a third time by the Municipal Council this 25th day of February, 2013.

SCHEDULE "A"

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 11th day of March, 2013.

G. MOORE
Mayor

CAROLYN DEAKIN
Assistant Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	AMENDED SECTION	DATE
3840	Schedule "A" - Solid Waste Bylaw 3730 to 3900	2013-06-10
3901	Schedule "A" - Reflect new Bylaw No 3880 & 3900	2015-06-22
3955	Schedule "A" – Penalty Fees	2016-06-13
3966	Schedule "A" – Solid Waste Bylaw	2016-10-11
3980 & 3981	Schedule "A"	2016-12-12
3971	Schedule "A"	2017-02-28
3987	Schedule "A"	2017-03-14
3993	Schedule "A" - Watercourse	2017-06-13
4019	Schedule "A"	2017-06-27
4051	Schedule "A" – Smoking Control	2018-04-24
4058	Schedule "A" – Smoking Control	2018-05-22
4064	Schedule "A" – Boulevard Maintenance	2018-06-12
4065	Schedule "A" – Highway Use	2018-06-12
4096	Schedule "A"	2018-12-11
4104	Schedule "A" – Zoning Bylaw (Cannabis)	2019 02 05
4110	Schedule "A" – Bylaw Enforcement Notice	2019 02 26
4119	Schedule "A" – Suite Rental Business	2019-05-07
4147	Schedule "A" – Tree Bylaw	2019-10-22
4166	Schedule "A" – Solid Waste	2020-03-24
4170	Schedule "A" – Animal Control	2020-04-14
4192	Schedule "A" – Property Standards and Nuisance Abatement	2020-10-28
4198	Schedule "A" – Tree Bylaw	2020-11-24
4217	Schedule "A" – Smoking Control Bylaw	2021-02-09
4222	Schedule "A" – Highway Use Bylaw	2021-03-23
4225	Schedule "A" – Emergency Services Radio	2021-03-23
4239	Schedule "A" – Updated Fines	2021-10-01

SCHEDULE "A"

Designated Bylaw Contraventions and Penalties

Animal Control Bylaw No. 3990

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Dog at Large	8.1	150	105	225	N/A
Failure to Remove Excrement	8.3	150	105	225	N/A
Unconfined Dog in Heat	8.4	150	105	225	N/A
Confined Animal/ Inadequate Ventilation	8.5	500	N/A	500	N/A
Cause injury to person/animal	8.6	300	210	375	N/A
More Than Three Dogs in Off Leash Area	9.3	150	105	225	N/A
Fail to Secure Dog in Off Leash Area	9.7	150	105	225	N/A
Fail to Provide Identification of Aggressive Dog	10.3	300	210	375	50%
Aggressive Dog Not Secured	10.4	500	N/A	500	N/A
Aggressive Dog at Large/Not Properly Secured	10.5	500	N/A	500	N/A
Aggressive Dog in Off Leash Area	10.6 (a)	500	N/A	500	N/A
Aggressive dog chase/bite/injure person	10.6 (b)	500	N/A	500	N/A
Aggressive dog chase, bite/injure animal	10.6 (c)	500	N/A	500	N/A
Aggressive dog at large	10.6 (d)	500	N/A	500	N/A
Aggressive dog damage property	10.6 (e)	500	N/A	500	N/A
Fail to Report Aggressive Dog at Large	10.8	500	N/A	500	N/A
Fail to Report Transfer of Aggressive Dog	10.9	500	N/A	500	N/A
Aggressive Dog No Muzzle	10.12	500	N/A	500	N/A
Fail to Post/Maintain Dangerous Dog Sign	11.3	500	N/A	500	N/A
Fail to Report Transfer of Dangerous Dog	11.6	500	N/A	500	N/A
Fail to Mark Dangerous Dog with Identification	11.7	500	N/A	500	N/A

SCHEDULE "A"

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late Payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Dangerous Dog Not Secured	11.8	500	N/A	500	N/A
Dangerous Dog No Muzzle	11.9	500	N/A	500	N/A
Dangerous Dog at Large	11.10	500	N/A	500	N/A
Dangerous dog chase, injure bite person	11.10 (a)	500	N/A	500	N/A
Dangerous dog chase, injure bite animal	11.10 (b)	500	N/A	500	N/A
Dangerous Dog At large	11.10 (c)	500	N/A	500	N/A
Dangerous dog damage property	11.10 (d)	500	N/A	500	N/A
Dangerous Dog with Minor	11.14	500	N/A	500	N/A
Fail to Report Dangerous Dog At Large	11.15	500	N/A	500	N/A
Dangerous Dog in Off Leash Area	11.16	500	N/A	500	N/A
Unlicensed Dog	12.1	150	105	225	50%
No Licence Tag	12.3	100	70	175	50%
More Than Three Dogs	13.2	150	105	225	50%
Unpermitted Kennel	13.3	250	175	325	N/A
Farm Animal in a Residential Zone	15.1	150	115	225	50%
Farm Animal at Large	15.2	150	105	225	N/A
Keep Venomous Snake	16.1 (a)	300	210	375	N/A
Keep More Than Four Snakes	16.1 (b)	150	105	225	50%
Keep More Than Four Rodents	16.1 (c)	150	105	225	50%

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

SCHEDULE "A"

Zoning Bylaw No. 3630

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Illegal use	II 5(a)	300	210	375	50%
Allow illegal use	II 5(b)	300	210	375	50%
Residential use of unserviced lot	II (6)(a)	150	105	225	N/A
Prohibited Use	II (6)(b)	500	350	500	N/A
Mobile home/float home	II (6)(c)	150	105	225	N/A
Prohibited use in liquor establishment	II (6)(d)	500	350	500	N/A
Prohibited cannabis use	II (6) (d)	500	350	500	N/A
Prohibited illegal paraphernalia	11 (6)(e)	500	350	500	N/A
Prohibited opioid related use	11 (6) (g)	500	350	500	N/A
Prohibited firearms and ammunition related use	11(7)	500	350	500	N/A
Excessive impervious use	11 (2.4)	300	210	500	50%
Excessive seating capacity/floor area	III (4.3) Note 21	300	210	375	50%
Excessive sales floor area	III (4.3) Note 22	300	210	375	50%
Excessive total floor area	III (4.3) Note 23	300	210	375	50%
Unauthorized accessory building or structure	III (2.2)	500	350	500	N/A
Use of accessory building as dwelling	III (2.3)	500	350	500	50%
Accessory building too close to lane	III (2.7)	300	210	375	N/A
Excessive area of accessory building	III (2.4)	300	210	375	N/A
Overheight accessory building	III (2.6)	300	210	375	50%
Accessory building in a residential setback area	III (2.7)	200	140	275	50%
Accessory building in a non-residential setback area	III (2.8)	200	140	275	N/A
No shipping container	III (2.11)	200	140	275	N/A

SCHEDULE "A"

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
No storage container	III (2.12)	200	140	275	N/A
No tent structure	III (2.13)	200	140	275	N/A
Park or store prohibited vehicle in a residential zone	III (3.1)	200	140	275	N/A
Inadequate landscaping	III (4) 4.1(1.2)	200	140	275	50%
Outdoor storage in setback area	III (4)4.2(1.3)	200	140	275	N/A
Unscreened storage area	III (4)4.3(1.4)	200	140	275	N/A
Unscreened parking/loading/display area	III (4) 4.3 a(1.5)	200	140	275	N/A
Parking/loading screen not high enough	III (4)4.3b(1.6)	200	140	275	N/A
Display area screen not high enough	III (4)4.4(1.7)	200	140	275	N/A
Fence too high	III (4) 4.5(1.8)	200	140	275	N/A
Fence/wall/screen in sight triangle	III (4)4.6(1.9)	200	140	275	N/A
Illegal home business combination	III (5.1)(a)	200	140	275	50%
Excessive home business area	III (5.1)(b)	200	140	275	N/A
Home business not enclosed	III (5.1)(c)	200	140	275	N/A
Prohibited home business activity	III (5.1)(d)	200	140	275	N/A
Operate home business after hours	III (5.1)(e)	200	140	275	N/A
Excessive personnel – A, RS or RD zone	III (5.2)(a)	200	140	275	N/A
Excessive tutorial or personal services	III (52)(b)	200	140	275	N/A
Excessive pet grooming activity	III (5.2)(c)	200	140	275	N/A
Excessive visits – A, RS, or RD zone	III (5.2)(d)	200	140	275	N/A
Inadequate parking – A, RS or Rd zone	II (5.2)(c)	200	140	275	N/A
Excessive personnel – RTh, RRh, RA, CDS or C zone	III (5.3)(a)	200	140	275	N/A

SCHEDULE "A"

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT⁽¹⁾
Home business not enclosed – RTh, RRh, RA, CD or C zone	III (5.3)(b)	200	140	275	N/A
Prohibited pet grooming/personal service	III (5.3)(c)	200	140	275	N/A
Excessive visits – RTh,RRh,RA,Cd or C zone	III (5.3)(d)	200	140	275	N/A
Bed and breakfast with secondary suite	III (5.4)(f)	200	140	275	N/A
Child care with secondary suite	III (6.2)	200	140	275	50%
Illegal suite – Zone A	II (1.3)	500	350	500	N/A
Illegal suite – residential zones	II (2.3)	500	350	500	N/A
Illegal suite – commercial zones	II (3.3)	500	350	500	N/A
Illegal suite – industrial zones	II (4.3)	500	350	500	N/A
Illegal suite – institutional zones	II (5.3)	500	350	500	N/A
Illegal suite – CD1 zone	II (6.1.2)	500	350	500	N/A
Illegal suite – CD2 zone	II (6.2.2)	500	350	500	N/A
Illegal suite – CD3 zone	II (6.3.2)	500	350	500	N/A
Illegal suite – CD4 zone	II (6.4.2)	500	350	500	N/A
Illegal suite – CD5 zone	II (6.5.2)	500	350	500	N/A
Illegal suite – CD6 zone	II (6.6.2)	500	350	500	N/A
Illegal suite – CD7 zone	II (6.7.2)	500	350	500	N/A
Illegal suite – CD8 zone	II (6.8.2)	500	350	500	N/A
Illegal suite – CD9 zone	II (6.9.2)	500	350	500	N/A
Illegal suite – CD10 zone	II (6.10.2)	500	350	500	N/A
Illegal suite – CD11 zone	II (6.11.2)	500	350	500	N/A
Illegal suite – CD12 zone	II (6.12.2)	500	350	500	N/A

SCHEDULE "A"

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT⁽¹⁾
Illegal suite – CD13 zone	II (6.13.2)	500	350	500	N/A
Illegal suite – CD14 zone	II (6.14.2)	500	350	500	N/A
Illegal suite – CD15 zone	II (6.15.2)	500	350	500	N/A
Illegal suite – CD16 zone	II (6.16.2)	500	350	500	N/A
Illegal suite – CD17 zone	II (6.17.2)	500	350	500	N/A
Illegal suite – CD18 zone	II (6.18.2)	500	350	500	N/A
Illegal suite – CD19 zone	II (6.19.2)	500	350	500	N/A
Illegal suite – CD20 zone	II (6.20.2)	500	350	500	N/A
Illegal suite – CD21 zone	II (6.21.2)	500	350	500	N/A
Illegal suite – CD22 zone	II (6.22.2)	500	350	500	N/A
Illegal suite – CD23 zone	II (6.23.2)	500	350	500	N/A
Illegal suite – CD24 zone	II (6.24.2)	500	350	500	N/A
Illegal suite – CD25 zone	II (6.25.2)	500	350	500	N/A
Illegal suite – CD26 zone	II (6.26.2)	500	350	500	N/A
Illegal suite – CD27 zone	II (6.27.2)	500	350	500	N/A
Illegal suite – CD28 zone	II (6.28.2)	500	350	500	N/A
Illegal suite – CD29 zone	II (6.29.2)	500	350	500	N/A
Illegal suite – CD30 zone	II (6.30.2)	500	350	500	N/A
Illegal suite – CD31 zone	II (6.31.2)	500	350	500	N/A
Illegal suite – CD32 zone	II (6.32.2)	500	350	500	N/A
Illegal suite – CD33 zone	II (6.33.2)	500	350	500	N/A
Illegal suite – CD34 zone	II (6.34.2)	500	350	500	N/A

SCHEDULE "A"

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
DESCRIPTION	SECTION NO. IN BYLAW	FULL PENALTY IN \$	Early Payment (30 days) 30%	Late payment (90 days) \$75	COMPLIANCE AGREEMENT DISCOUNT ⁽¹⁾
Illegal suite – CD35 zone	II (6.35.2)	500	350	500	N/A
Illegal suite – CD 36 zone	II (6.36.2)	500	350	500	N/A

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



SCHEDULE "B" **Compliance Agreement**

Pursuant to Bylaw Notice Enforcement Bylaw No. 3814, 2013.

I, _____ (name), of _____
_____ (address)

acknowledge receipt of bylaw notice(s) # _____ (the "Bylaw Notice"), and wish to enter into a Compliance Agreement, whereby I agree to fulfill certain conditions, in exchange for a reduced penalty.

Specifically, I agree to pay the reduced penalty of \$ _____ on or before _____.

Further, I agree to comply with the following terms and conditions of this Agreement:

1) On or before _____ I will _____

_____ ; and

2) On or before _____ I will _____

I understand that this agreement is binding on me for one year from the date of this agreement.

I also understand that if I breach a term of this agreement, or fail to observe or perform the above terms and conditions, the City's Screening Officer may rescind this agreement. I understand that if this agreement is rescinded, I will have 14 days to dispute the Screening Officer's decision to rescind the agreement, and that if I do not dispute this decision in that time, the full penalty stated in the Bylaw Notice of \$ _____ will be immediately due and payable and subject to all fees and penalties as if the Bylaw Notice was not disputed.

Signature of Bylaw Notice Recipient

Date

Signature of Screening Officer

Date



THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 2743

Ticket Information Utilization Bylaw

Now therefore the Municipal Council of the Corporation of the City of Port Coquitlam in open meeting assembled, enacts as follows:

- 1. The bylaws listed in Column 1 of Schedule A to this bylaw are designated as ticket offence bylaws for the purpose of Section 264 of the *Community Charter*.***
- 2. The persons appointed to the job positions or titles listed in Column 2 of Schedule A to this bylaw are designated as Bylaw Enforcement Officers pursuant to Section 264(1)(b) of the *Community Charter* for the purpose of enforcing the bylaw listed in Column 1 of Schedule A opposite the respective job positions.***
- 3. The words or expressions set forth in Column 1 of the Schedules attached to this Bylaw designate the offence committed under the Bylaw section number appearing in Column 2 opposite the respective words or expressions.***
- 4. The amounts appearing in Column 3 of the Schedules attached to this Bylaw are the fines set pursuant to Section 265(1)(a) of the *Community Charter* for the corresponding offences designated in Column 1.***
- 5. This Bylaw may be cited as the "Ticket Information Utilization Bylaw, 1992, No. 2743".***

Read a first time by the Municipal Council this 23rd day of November, 1992

Read a second time by the Municipal Council this 23rd day of November, 1992

Read a third time by the Municipal Council this 23rd day of November, 1992

Fines approved by the Chief Judge of the Provincial Court this 15th day of April, 1993

Reconsidered, finally passed and adopted by the Municipal Council of The Corporation of the City of Port Coquitlam this 8th day of August, 1994.

L.M. TRABOULAY
MAYOR

SUSAN RAUH
CITY CLERK

Record of Amendments

Bylaw 2932	Schedules 1, 3, 6, 7, and 9	
Bylaw 3029	Schedules 1 and 9	
Bylaw 3035	Schedules 1, 2 and 9	
Bylaw 3093	Schedule 9	
Bylaw 3115	Schedule 1, 9, 11, 12, 13, 14	
Bylaw 3156	Schedule 1 and 9	
Bylaw 3170	Schedule 1 and 15	
Bylaw 3190	Schedule 1 and 3	
Bylaw 3222	Schedule 1 and 5	
Bylaw 3229	Schedule 9	
Bylaw 3240	Schedule 1 and 16	
Bylaw 3251	Schedule 1 and 17	
Bylaw 3269	Schedule 9	
Bylaw 3294	Schedule 10	
Bylaw 3315	Schedule 14	
Bylaw 3352	Schedules 1 and 5	Sept 9/02
Bylaw 3422	Schedules 1 (Section 9 to 17) & Schedule 17	Jan 12/04
Bylaw 3429	Schedule 1 (Section 1 to 8) & Schedule 2	Jan 26/04
Bylaw 3442	Schedule 5	May 10/04
Bylaw 3458	Sections 1 through 4 & Schedule 3	Nov 22/04
Bylaw 3476	Schedule 1, 5, 11 and 18	Apr 11/05
Bylaw 3501	Schedule 1 and 19	2005-06-13
Bylaw 3533	Section 3 & 4, Schedule 1, 5, and add 20	2006-01-30
Bylaw 3550	Schedule 1	2006-09-25
Bylaw 3564	Schedules 1, 5 and 7	2006-10-19
Bylaw 3591	Schedule 6	2007-05-14
Bylaw 3535	Schedule 1, Section 3	2007-06-11
Bylaw 3603	Schedule 1, Par. 20 & Replace Schedule 20	2007-11-13
Bylaw 3652	Schedule 9	2008-11-24
Bylaw 3671	Schedule 1, Par. 17 & Replace Schedule 17	2009 02 09
Bylaw 3696	Schedule 9, Section 54A(q)(iii)	2010 11 22
Bylaw 3708	Schedule 1— add Sec. 22 & Add Schedule 22	2009 07 27
Bylaw 3709	Schedule 1 (Sec. 9 & 10), 9, 10 and 17	2009 12 14
Bylaw 3716	Schedule 1 (Sec. 22) and Schedule 22	2010 01 11
Bylaw 3746	Schedule 1 (Sec. 23) and Schedule 1-23	2010 10 19
Bylaw 3755	Schedule 5 (Sec. 2.3) no smoke alarms	2011 03 14
Bylaw 3758	Schedule 6 (Remove and Replace)	2011 03 14
Bylaw 3803	Schedule 1 & add Sched. 24 and 25	2012 09 10
Bylaw 3813	Schedule 1 (add terms -Assist. Mgr Bylaw, Deputy Fire Chiefs & Engineering Tech.)	2013 03 11
Bylaw 3839	Schedule 1 Bylaw changed 3730 to 3900 Adding RCMP Enforcement Officer to Bylaw 2945	2013 06 10
Bylaw 3866	New Schedule 26	2014 02 24
Bylaw 3902	Schedules 5 & 22	2015 06 22
Bylaw 3985	Schedule 26	2017 02 14
Bylaw 3988	Schedule 20	2017 03 14
Bylaw 4006	Schedule 15	2017 06 13
Bylaw 4020	Schedule 17	2017 06 27
Bylaw 4052	Schedule 11	2018 04 24
Bylaw 4059	Schedule 14	2018 05 28

Record of Amendments Cont'd

Bylaw 4066	Schedule 13	2018-06-12
Bylaw 4067	Schedule 12	2018-06-12
Bylaw 4112	Schedule 17	2019-02-26
Bylaw 4117	Schedule 2	2019-05-07
Bylaw 4167	Schedule 19	2020-03-24
Bylaw 4171	Schedule 15	2020-04-14
Bylaw 4193	Schedule 6 & 18	2020-10-27
Bylaw 4218	Schedule 12	2021-02-09
Bylaw 4223	Schedule 10	2021-03-23
Bylaw 4240	Schedule A	2021-10-04

SCHEDULE A

Column 1	Column 2
DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICERS
Animal Control Bylaw, 2017, No. 3990	Bylaw Enforcement Officers Manager of Bylaw Services Animal Control Officer
Boulevard Maintenance Bylaw, 2018, No. 3965	Bylaw Enforcement Officers Engineering Inspectors Manager of Bylaw Services
Building and Plumbing Bylaw, 1997, No. 3710	Manager of Building Chief Building Inspector Building Inspectors Plumbing Inspectors Bylaw Enforcement Officers Manager of Bylaw Services Property Use Coordinator
Business Bylaw, 1998, No. 3725	Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police Property Use Coordinator
Controlled Substance Nuisance Bylaw, 2007 No. 3602	Fire Chief Assistant Fire Chiefs Deputy Fire Chiefs Fire Prevention Officers Bylaw Enforcement Officers Manager of Bylaw Services Manager of Building Chief Building Inspector Property Use Coordinator Royal Canadian Mounted Police Property Use Coordinator
Drinking Water Conservation Plan, 2018, No. 4045	Bylaw Enforcement Officers Engineering Inspectors Manager of Bylaw Services
Election Sign Bylaw, 2014, No. 3810	Bylaw Enforcement Officers Manager of Bylaw Services
Emergency Services Radio Bylaw, 2021 No. 4210	Fire Chief Assistant Fire Chiefs Deputy Fire Chiefs Fire Prevention Officers Manager of Bylaw Services Bylaw Enforcement Officers Royal Canadian Mounted Police
Fire and Emergency Services Bylaw, 2006, No. 3880	Fire Chief Assistant Fire Chiefs Deputy Fire Chiefs Fire Prevention Officers Manager of Bylaw Services Bylaw Enforcement Officers Royal Canadian Mounted Police

Column 1	Column 2
DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICERS
Firearms Bylaw, 1972, No. 1220	Bylaw Enforcement Officers Royal Canadian Mounted Police Manager of Bylaw Services
Highway Bylaw, 2018, No. 4033	Bylaw Enforcement Officers Engineering Inspectors Manager of Bylaw Services Engineering Technologist
Nature Area Regulation Bylaw, 1976, No. 1433	Bylaw Enforcement Officers Engineering Inspectors Manager of Bylaw Services Royal Canadian Mounted Police
Noise Control Bylaw, 1994, No. 2891	Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police SPCA Animal Control Officer
Parking and Development Management Bylaw, 2018, No. 4078	Bylaw Enforcement Officers Manager of Bylaw Services Engineering Inspectors
Parks and Facilities Bylaw, 2003 No. 3421	Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police
Pesticide Use Control Bylaw, 2011, No. 3767	Bylaw Enforcement Officers Manager of Bylaw Services
Property Maintenance Bylaw, 1994, No. 2945	Bylaw Enforcement Officers Engineering Inspectors Manager of Bylaw Services Royal Canadian Mounted Police
Scrap Metal Dealer Bylaw No. 3740	Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police
Second Hand Dealers Bylaw, 2011, No. 3774	Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police
Sign Bylaw, 1992, No. 2638	Bylaw Enforcement Officers Manager of Building Chief Building Inspector Building Inspectors Manager of Bylaw Services Property Use Coordinator
Smoking Control Bylaw, 2018, No. 4037	Medical Health Officers Public Health Inspectors Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police
Soil Removal and Deposit Bylaw, 2002, No. 3331	Manager of Building Chief Building Inspector Building Inspectors Plumbing Inspectors Bylaw Enforcement Officers

Column 1	Column 2
DESIGNATED BYLAW	DESIGNATED BYLAW ENFORCEMENT OFFICERS
	Manager of Bylaw Services Property Use Coordinator Agricultural Land Commission Officers
Solid Waste Bylaw No. 3900	Bylaw Enforcement Officers Manager of Bylaw Services Royal Canadian Mounted Police
Tree Bylaw, 2019 No. 4108	Bylaw Enforcement Officers Manager of Bylaw Services
Waterways Protection Bylaw, 1969, No. 917	Bylaw Enforcement Officers Manager of Environmental Services Engineering Inspectors Manager of Bylaw Services
Water Shortage Response Plan Bylaw, 2018, No. 4045	Bylaw Enforcement Officers Engineering Inspectors Manager of Bylaw Services
Zoning Bylaw, 2008, No. 3630	Bylaw Enforcement Officers Manager Building Chief Building Inspector Manager of Bylaw Services Property Use Coordinator

Animal Control Bylaw No. 3990		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$
Dog at Large	8.1	1,000
Failure to Remove Excrement	8.3	1,000
Unconfined Dog in Heat	8.4	1,000
Confined Animal/Inadequate Ventilation	8.5	1,000
Cause Injury to person/animal	8.6	1,000
More Than Three Dogs in Off Leash Area	9.3	1,000
Fail to Secure Dog in Off Leash Area	9.7	1,000
Chase, injure bite person	10 (a)	1,000
Chase, injure bite animal	10 (b)	1,000
At large	10 (c)	1,000
Damage property	10 (d)	1,000
Fail to Provide Identification of Aggressive Dog	10.3	1,000
Aggressive Dog Not Secured	10.4	1,000
Aggressive Dog at Large/Not properly secured	10.5	1,000
Aggressive Dog in Off Leash Area	10.6 (a)	1,000
Aggressive dog chase/ bite injure person	10.6 (b)	1,000
Aggressive dog chase, bite, injure animal	10.6 (c)	1,000
Aggressive dog at Large	10.6 (d)	1,000
Damage Property	10.6 (e)	1,000
Fail to Report Aggressive Dog at Large	10.8	1,000
Fail to Report Transfer of Aggressive Dog	10.9	1,000
Aggressive Dog No Muzzle	10.12 9	1,000
Fail to Post/Maintain Dangerous Dog Sign	11.3	1,000
Fail to Report Transfer of Dangerous Dog	11.6	1,000

Animal Control Bylaw No. 3990		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$
Fail to Mark Dangerous Dog with Identification	11.7	1,000
Dangerous Dog Not Secured	11.8	1,000
Dangerous Dog at Large	11.9	1,000
Dangerous dog, chase, injure bite person	11.10 (a)	1,000
Dangerous dog, chase, injure bite animal	11.10 (b)	1,000
Dangerous dog at large	11.10 (c)	1,000
Dangerous dog, damage property	11.10 (d)	1,000
Dangerous Dog No Muzzle	11.14	1,000
Dangerous Dog with Minor	11.14	1,000
Fail to Report Dangerous Dog at Large	11.15	1,000
Dangerous Dog in Off Leash Area	11.16	1,000
Unlicensed Dog	12.1	1,000
No Licence Tag	12.3	1,000
More than Three Dogs	13.2	1,000
Unpermitted Kennel	13.3	1,000
Farm Animal in Residential Zone	15.1	1,000
Farm Animal at Large	15.2	1,000
Keep Venomous Snake	16.1 (a)	1,000
Keep More than Four Snakes	16.1 (b)	1,000
Keep More than Four Rodents	16.1 (c)	1,000

Zoning Bylaw No. 3630		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$
Illegal use	II 5 (a)	1,000
Allow illegal use	II 5 (b)	1,000
Residential use of unserviced lot	II (6)(a)	1,000
Prohibited use	II (6)(b)	1,000
Mobile home/float home	II (6)(c)	1,000
Prohibited use in liquor establishment	II (6)(f)	1,000
Prohibited cannabis use	II (6) (d)	1,000
Prohibited illegal paraphernalia	II (6) (e)	1,000
Prohibited opioid related use	II (6) (g)	1,000
Prohibited firearms and ammunition related use	II (7)	1,000
Excessive impervious use	II (2.4)	1,000
Unauthorized accessory building or structure	III (2.2)	1,000
Use of accessory building as dwelling	III (2.3)	1,000
Accessory building too close to lane	III (2.7)	1,000
Excessive area of accessory buildings	III (2.4)	1,000
Overheight accessory building	III (2.6)	1,000
Accessory building in residential setback area	III (2.7)	1,000
Accessory building in non-residential setback area	III (2.8)	1,000
No shipping container	III (2.11)	1,000
No storage container	III (2.12)	1,000
No tent structure	III (2.13)	1,000
Park or store prohibited vehicle in residential zone	III (3.1)	1,000
Inadequate landscaping	III (4)(4.14-2)	1,000
Outdoor storage in setback area	III (4)(4.24-3)	1,000

Zoning Bylaw No. 3630		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$
Unscreened storage area	III (4)(4.31.4)	1,000
Unscreened parking/loading/display area	III (4)(4.31.5)	1,000
Parking/loading screen not high enough	III (4)(4.31.6)	1,000
Display area screen not high enough	III (4)(4.41.7)	1,000
Fence too high	III (4)(4.51.8)	1,000
Fence/wall/screen in sight triangle	III (4)(4.61.9)	1,000
Illegal home business combination	III (5.1)(a)	1,000
Excessive home business area	III (5.1)(b)	1,000
Home business not enclosed	III (5.1)(c)	1,000
Prohibited home business activity	III (5.1)(d)	1,000
Operate home business after hours	III (5.1)(e)	1,000
Excessive personnel – A, RS or RD zone	III (5.2)(a)	1,000
Excessive tutorial or personal services	III (5.2)(b)	1,000
Excessive pet grooming activity	III (5.2)(c)	1,000
Excessive visits – A, RS or RD zone	III (5.2)(d)	1,000
Inadequate parking – A, RS or RD zone	III (5.2)(c)	1,000
Excessive personnel – RTh, RRh, RA, CD or C zone	III (5.3)(a)	1,000
Home business not enclosed – RTh, RRh, RA, CD or C zone	III (5.3)(b)	1,000
Prohibited pet grooming/personal service	III (5.3)(c)	1,000
Excessive visits – RTh, RRh, RA, CD or C zone	III (5.3)(d)	1,000
Bed and breakfast with secondary suite	III (5.4)(f)	1,000
Child care with secondary suite	III (6.2)	1,000
Illegal suite – A zone	II (1.3)	1,000
Illegal suite – residential zones	II (2.3)	1,000

Zoning Bylaw No. 3630		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$
Illegal suite – commercial zones	II (3.3)	1,000
Illegal suite – industrial zones	II (4.3)	1,000
Illegal suite – institutional zones	II (5.3)	1,000
Illegal suite – CD1 zone	II (6.1.2)	1,000
Illegal suite – CD2 zone	II (6.2.2)	1,000
Illegal suite – CD3 zone	II (6.3.2)	1,000
Illegal suite – CD4 zone	II (6.4.2)	1,000
Illegal suite – CD5 zone	II (6.5.2)	1,000
Illegal suite – CD6 zone	II (6.6.2)	1,000
Illegal suite – CD7 zone	II (6.7.2)	1,000
Illegal suite – CD8 zone	II (6.8.2)	1,000
Illegal suite – CD9 zone	II (6.9.2)	1,000
Illegal suite – CD10 zone	II (6.10.2)	1,000
Illegal suite – CD11 zone	II (6.11.2)	1,000
Illegal suite – CD12 zone	II (6.12.2)	1,000
Illegal suite – CD13 zone	II (6.13.2)	1,000
Illegal suite – CD14 zone	II (6.14.2)	1,000
Illegal suite – CD15 zone	II (6.15.2)	1,000
Illegal suite – CD16 zone	II (6.16.2)	1,000
Illegal suite – CD17 zone	II (6.17.2)	1,000
Illegal suite – CD18 zone	II (6.18.2)	1,000
Illegal suite – CD19 zone	II (6.19.2)	1,000
Illegal suite – CD20 zone	II (6.20.2)	1,000

Zoning Bylaw No. 3630		
Column 1	Column 2	Column 3
	SECTION	FULL FINE in \$
Illegal suite – CD21 zone	II (6.21.2)	1,000
Illegal suite – CD22 zone	II (6.22.2)	1,000
Illegal suite – CD23 zone	II (6.23.2)	1,000
Illegal suite – CD24 zone	II (6.24.2)	1,000
Illegal suite – CD25 zone	II (6.25.2)	1,000
Illegal suite – CD26 zone	II (6.26.2)	1,000
Illegal suite – CD27 zone	II (6.27.2)	1,000
Illegal suite – CD28 zone	II (6.28.2)	1,000
Illegal suite – CD29 zone	II (6.29.2)	1,000
Illegal suite – CD30 zone	II (6.30.2)	1,000
Illegal suite – CD31 zone	II (6.31.2)	1,000
Illegal suite – CD32 zone	II (6.32.2)	1,000
Illegal suite – CD33 zone	II (6.33.2)	1,000
Illegal suite – CD34 zone	II (6.34.2)	1,000
Illegal suite – CD35 zone	II (6.35.2)	1,000
Illegal suite – CD36 zone	II (6.46.2)	1,000

RECOMMENDATION:

None.

PREVIOUS COUNCIL/COMMITTEE ACTION

In 2019, Council adopted the 2020-2022 Action Plan, which is guiding the department work plans.

REPORT SUMMARY

The purpose of this report is to provide Council with an update on the progress of the Council 2019-2022 Action Plan. In anticipation of the final year of this document this report will provide a timeline for completion of the priorities contained as well as the carry forward activities.

BACKGROUND

In 2019, Council set three strategic priorities to focus discretionary resources in order to more quickly advance those objectives. Clarity around priorities and commitment to them, allow staff and Council the ability to focus on these items and screen out requests that might divert energy and resources from the “plan”. These three priorities are:

- Improving our Customer Service
- Investing in our Infrastructure
- Enhancing Community Safety

In addition, Council adopted an Action Plan, which clearly sets out specific actions they wished to achieve from 2020-2022 (the remainder of the term). These items are categorized into six key focus areas as follows:

- Managing City Finances and Assets Responsibly
- Planning for the Future
- Creating a Vibrant Downtown
- Focusing on Safety
- Improving Transportation and Mobility
- Enhancing our Environment.

Within the focus areas of the Action plan you will see that they are listed as COMPLETE, meaning the item has been finished. I have also identified those projects’ timeframes for completion by listing the completion QUARTER. Many of these projects have been ongoing and are very close to completion. There are also items that will be continuing into the foreseeable future such as advocating and planning for Skytrain.

Council Priorities Update

The list below is a current assessment of entire Action Plan to date:

MANAGING CITY FINANCES AND ASSETS RESPONSIBLY

- ☐ Complete annual review of core service levels. **COMPLETE**
- ☐ Create neighbourhood road rehabilitation standards. **COMPLETE**
- ☐ Complete asset management plans. **Q2 2022**
- ☐ Update servicing regulations. **Q2 2022**
- ☐ Review development cost charges. **Q3-2022**
- ☐ Create a City land management plan. **Q4 2022**
- ☐ Evaluate management of cash, investments, debts, land and use of reserves. **Q4 2022**
- ☐ Develop 10-year capital and financial plans. **Q3-Q4 2022**

PLANNING FOR THE FUTURE

- ☐ Complete the Port Coquitlam Community Centre. **COMPLETE**
- ☐ Invest in trails, park, field and playground upgrades. **COMPLETE**
- ☐ Update the Official Community Plan. **Q4 2022**
- ☐ Improve housing options for families. **ONGOING**
- ☐ Consider higher density near transit hubs. **ONGOING**
- ☐ Improve development application turnaround times. **Q4 2022**
- ☐ Attract more businesses with high-paying jobs. **IN PROGRESS**

CREATING A VIBRANT DOWNTOWN

- ☐ Implement actions in the Downtown Concept Plan. **Q4 2022**
- ☐ Construct supporting infrastructure (road, streetscape and pedestrian improvements). **Q4 2022**
- ☐ Increase arts and culture activities and festivals. **Q2-Q3 2022**

IMPROVING TRANSPORTATION AND MOBILITY

- ☐ Invest in neighbourhood rehabilitation. **Q1-Q2 2022**
- ☐ Plan and advocate for SkyTrain. **ONGOING ISSUE**
- ☐ Advocate for railway separation projects at the Kingsway, Westwood and Pitt River Crossings. **ONGOING ISSUE**
- ☐ Update the Transportation Master Plan. **Q2 2022**

ENHANCING OUR ENVIRONMENT

- ☐ Develop a forest management plan and tree canopy target and strategy. **Q3 2022**
- ☐ Create a climate change mitigation/adaptation plan. **Q3 2022**
- ☐ Assess and improve watercourse health. **Q2 2022**
- ☐ Update greenhouse gas targets; reduce emissions. **Q4 2022**

FOCUSING ON SAFETY

- ☐ Evaluate regulations and bylaw enforcement levels. **COMPLETE**
- ☐ Address speeding and school zone safety. **2021 COMPLETE**
- ☐ Invest in pedestrian and cycling safety. **2021 COMPLETE**
- ☐ Review options for delivery of police services. **IMPLEMENTING RECOMMENDATIONS**
- ☐ Plan for replacement of Fire Hall #2. **Q2-2022**


DISCUSSION

Overall, the majority of the items planned to be completed by 2022 are on track, but it is a reality that COVID-19 has impacted the City's timing on the ability to deliver on all the planned items. Some items planned have been deferred dependent on factors relating to COVID-19 impacts which are slowly mitigating. In addition, a number of items that remained outstanding from previous years' work plans, such as formalizing the traffic impact assessment guidelines, accessibility improvements at the Outlet, Gathering Place and Hyde Creek, and a variety of other department specific projects have all been completed. Those few remaining items will have finish dates by the end of 2022 such as reviewing single family house sizes and completing a fraud risk assessment.

FINANCIAL IMPLICATIONS

These projects are budgeted for in our current 5 year financial plan.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	This report is being provided for information.

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