



Committee of Council Agenda

Tuesday, May 2, 2023

2:00 p.m.

Council Chambers

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

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, May 2, 2023, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

5

Recommendation:

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

- *April 11, 2023*
- *April 18, 2023.*

4. PROCLAMATIONS

4.1 Polonia Day - May 2, 2023

12

5. REPORTS

5.1 Remedial Action Order for 2365 Kelly Avenue

13

Recommendation:

That Council:

1. *Declare the building at 2365 Kelly Avenue, as shown in Attachment 1, to be in and create an unsafe and hazardous condition within the meaning of section 73 of the Community Charter;*

2. *Declare the building and the property to be a nuisance and offensive to the community, all within the meaning of section 74 of the Community Charter;*
3. *Impose on the registered owner of the Property, BC Housing, (the "Owner"), a remedial action requirement in respect of the building and property that requires them to:*
 - a. *completely demolish and remove the building identified in Attachment #1 to this report and restore the property to a safe and orderly condition,*
 - b. *comply with the remedial action requirement by the date that is 30 days after notice of the remedial action requirement is served or provided by registered mail; and,*
4. *Should the Owner fail to comply with the remedial action order within the specified time, City staff by its workers and others, may enter onto the Property without further notice to the Owner and perform the work specified in this resolution; the cost of performing the work shall immediately become debt owed by the Owner to the City; and such debt, if unpaid by December 31, 2023, with applicable interest on the City's standard terms for unpaid accounts, may be recovered by transferring the debt to the property tax account for the Property pursuant to Section 258 of the Community Charter.*

5.2 Official Community Plan Amendment Application for 3149 Raleigh Street

18

Recommendation:

That in consideration of s.475 of the Local Government Act, Committee of Council determine the following early and ongoing consultation be undertaken for the proposed Official Community Plan amendment at 3149 Raleigh Street:

1. *On-site signage and an advertised in-person public input process led by the applicant, with notification provided to residents within the area;*
2. *Information posted on the City's website and considered in an open Committee of Council meeting;*
3. *Submission of a report by City State Consulting Group detailing the input received through the public consultation process; and,*
4. *Staff communication with School District 43.*

5.3 Duplex Development Permit Approval Authority and Rezoning 3rd Reading Time Period Extension

68

Recommendation:

That:

1. *Delegation of Authority Bylaw, 2014, No. 3876 and Development Procedures Bylaw, 2013, No. 3849 be amended to provide the*

Director of Development Services the authority to issue:

- a. conforming Development Permits for duplexes; and*
 - b. amendments to existing Development Permits to allow for minor variances to parking regulations; and*
- 2. Development Procedures Bylaw, 2013, No. 3849 be amended to extend the one-year time period required for third reading completion to a two-year period.*

5.4 Code of Conduct Policy

71

Recommendation:

That Committee of Council recommend that Council approve the Council Code of Conduct Policy.

6. COUNCILLORS' UPDATE

7. MAYOR'S UPDATE

8. CAO UPDATE

9. RESOLUTION TO CLOSE

9.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, May 2, 2023, 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.

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.

Item 5.3

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of 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].

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, May 2, 2023, Committee of Council Meeting be adjourned.



Committee of Council Minutes

Tuesday, April 11, 2023

Council Chambers

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

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

Staff Present: R. Bremner, CAO
K. Grommada, Deputy CAO
L. Bowie, Director Recreation
C. Deakin, Corporate Officer
J. Frederick, Director Engineering & Public Works
B. Irvine, Director Development Services
R. Kipps, Fire Chief
D. Long, Director Community Safety & Corporate Services
J. Lovell, Director of Finance

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, April 11, 2023, Committee of Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Petriw, 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:

- *March 28, 2023.*

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

Carried

4. REPORTS

4.1 2023 Budget Public Input

Moved-Seconded:

That Committee of Council:

1. *Approve the capital plan presented to Committee-of-Council at their Regular Meeting on December 13, 2023, as amended, for inclusion in the 2023-2027 Financial Plan bylaw;*
2. *Approve the operating budget presented to Committee-of-Council at their Regular Meeting on February 28, 2023, for inclusion in the 2023-2027 Financial Plan Bylaw; and*
3. *Direct staff to prepare the 2023-2027 Financial Plan Bylaw, the Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw for Council approval.*

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

Carried

4.2 Cannabis Retail Outlets Update

Moved-Seconded:

That:

1. *The application to amend the Zoning Bylaw to permit a cannabis retail outlet at 1760 Kingsway Avenue be forwarded to Council with the associated Bylaw amendment for consideration of first three readings; and*
2. *The application to amend the Zoning Bylaw to permit a cannabis retail outlet at 2342 Elgin Avenue be denied.*

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

Carried

5. COUNCILLORS' UPDATE

Council provided updates on City business.

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, April 11, 2023, 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.

Item 5.2

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;

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

Item 5.3

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of 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;

I. 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].

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

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

*That the Tuesday, April 11, 2023, Committee of Council Meeting be adjourned.
(5:40 p.m.)*

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

Carried

Mayor

Corporate Officer



Committee of Council Minutes

Tuesday, April 18, 2023

Council Chambers

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

Council Present: Chair - Mayor West
Councillor Darling
Councillor McCurrach
Councillor Petriw
Councillor Pollock
Councillor Washington

Council Absent: Councillor Penner

Staff Present: R. Bremner, CAO
K. Grommada, Deputy CAO
L. Bowie, Director Recreation
C. Deakin, Corporate Officer
J. Frederick, Director Engineering & Public Works
B. Irvine, Director Development Services
R. Kipps, Fire Chief
D. Long, Director Community Safety & Corporate Services
M. Mydske, Acting Director Finance

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, April 18, 2023, Committee of Council Meeting Agenda be adopted as circulated.

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

Absent (1): Councillor Penner

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:

- *March 21, 2023.*

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

Absent (1): Councillor Penner

Carried

4. REPORTS

None.

5. COUNCILLORS' UPDATE

No update.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. CLOSED ITEMS RELEASED TO PUBLIC

April 4, 2023, Closed Committee of Council

"That Committee of Council authorize staff to provide free drop in admission for outdoor pools and report back to Committee in Fall 2023 regarding participation statistics, budget impact and recommendations for future outdoor pool admissions and access".

9. RESOLUTION TO CLOSE

9.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, April 18, 2023, 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.

Item 5.2

e. the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of 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].

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

Absent (1): Councillor Penner

Carried

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Moved-Seconded:

*That the Tuesday, April 18, 2023, Committee of Council Meeting be adjourned.
(5:03 p.m.)*

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

Absent (1): Councillor Penner

Carried

Mayor

Corporate Officer

PROCLAMATION

WHEREAS: The City of Port Coquitlam residents represent many different traditions, cultures and languages from around the world; and

WHEREAS: The City of Port Coquitlam recognized the United Nations' declaration regarding "the inherent dignity and of the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world; and

WHEREAS: The City of Port Coquitlam is home to a large Polish-Canadian community that has contributed significantly to the social and economic vitality of the City; and

WHEREAS: Polonia Day celebrates the Polish diaspora around the world that encompasses many Polish traditions, values, and Polish heritage, it is a significant time in the Polish community to celebrate Polish heritage; and

WHEREAS: Polonia Day acknowledges and celebrates the contributions of the Polish Community for whom May 2nd is a significant time an integral to their identity.

NOW THEREFORE: I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

DO HEREBY PROCLAIM

May 2nd, 2023 as

**"Polonia Day
IN PORT COQUITLAM"**

Brad West
Mayor



Remedial Action Order for 2365 Kelly Avenue

RECOMMENDATION

That Council:

1. *Declare the building at 2365 Kelly Avenue, as shown in Attachment 1, to be in and create an unsafe and hazardous condition within the meaning of section 73 of the Community Charter;*
2. *Declare the building and the property to be a nuisance and offensive to the community, all within the meaning of section 74 of the Community Charter;*
3. *Impose on the registered owner of the Property, BC Housing, (the "Owner"), a remedial action requirement in respect of the building and property that requires them to:*
 - a) *completely demolish and remove the building identified in Attachment #1 to this report and restore the property to a safe and orderly condition,*
 - b) *comply with the remedial action requirement by the date that is 30 days after notice of the remedial action requirement is served or provided by registered mail; and,*
4. *Should the Owner fail to comply with the remedial action order within the specified time, City staff by its workers and others, may enter onto the Property without further notice to the Owner and perform the work specified in this resolution; the cost of performing the work shall immediately become debt owed by the Owner to the City; and such debt, if unpaid by December 31, 2023, with applicable interest on the City's standard terms for unpaid accounts, may be recovered by transferring the debt to the property tax account for the Property pursuant to Section 258 of the Community Charter.*

PREVIOUS COUNCIL/COMMITTEE ACTION

None

REPORT SUMMARY

This report proposes that a remedial action requirement be imposed on the Owner of the property located at 2365 Kelly Avenue. The condition of the building located on the subject property is considered to be a nuisance and a hazard as it creates an unsafe condition and is a danger to public health and safety. Staff are recommending that the Owner be required to demolish the building within 30 days.

BACKGROUND

Section 74 of the *Community Charter* authorizes Council to declare a building, structure or thing to be a nuisance and order that it be demolished, brought up to a standard specified by bylaw, or otherwise dealt with.

Remedial action may include removing or demolishing a building or otherwise dealing with it in accordance with the direction of Council. Council may declare that it considers a building, structure,

Remedial Action Order for 2365 Kelly Avenue

pond or surface water as a nuisance and may impose a remedial action requirement in relation to the declared nuisance. Council may also declare a nuisance in relation to a thing that Council considers is so dilapidated as to be offensive to the community.

The property at 2365 Kelly Ave. is sitting vacant and has been the subject of 13 calls for service to the Bylaw Department since July 2016. A photograph of 2365 Kelly Ave. is provided in Attachment #1. Calls for service include unsightly premises, complaints of persons breaching the home, unsheltered persons garbage, debris, over grown grass and bushes, unsecured premises and dumping on site. The following history of calls for service highlights attendance by Bylaw, RCMP, and Fire where indicated:

2365 Kelly Ave. Bylaw Calls for Service		
YEAR	MONTH	SERVICE CALL
2016	July	Debris & dumping
2016	September	Property Standards
2017	April	Property Standards Bylaw
	June	Property Standards/ Vacant/homeless
	August	Vacant homeless/Breach RCMP responded
2018	August	Property Standards/breached. Fire responded
2018	October	Fire assist RCMP/house breached
2019	September	Homeless/house breached
	October	Dumping
	October	Property Standards
2020	May	Homeless breached
	October	Property Standards
2021	February	Property Standards

The property ownership changed in June 2021 when BC housing purchased the property. Although the City has not received complaints since ownership changed, the property remains vacant and in a state of disrepair. Furthermore, there continues to be issues which violate the City's Property Standards Bylaw.

DISCUSSION

Legal/Statutory Authority

The *Community Charter* empowers Council to impose remedial action requirements on properties that are a nuisance or in a hazardous condition. Remedial action may include the removal or demolition of a building or other remedy specified by Council. A hazardous condition includes anything that Council considers is in an unsafe condition or contravenes building regulations or bylaws. Nuisance conditions include anything that Council considers as dilapidated or unclean as to be offensive to the community.

A resolution imposing remedial action must specify the time by which the required action is to be completed, which may be no earlier than 30 days. If Council imposes a remedial action requirement, notice must be given to the property owner who may, within 14 days, request Council reconsideration. Council may set shorter time limits if it considers that there is a significant risk to health or safety if action is not taken earlier. If the owner fails to take the required remedial action, the City may step in and complete the work at the property owner's expense. Costs incurred by the City may be collected as taxes in arrears.

At the time of writing, the property remains vacant and in a state of disrepair. The owner has been advised by staff that the City intends to proceed with a request to Council for a remedial order for demolition. The owner has not provided an action plan for the property. The unsightly dwelling at 2365 Kelly Ave. is considered to be both unsafe and a nuisance to the neighbourhood.

Forcing the demolition of the building and the cleanup of the site will improve the appearance of the neighbourhood; reduce monitoring and response cost to the City; and reduce risk to anyone accessing the property.

It is recommended that Council exercise its authority to impose a remedial action requirement in relation to the property and building at 2365 Kelly Ave, requiring demolition of the building and cleanup of the property.

FINANCIAL IMPLICATIONS

The City has incurred and recovered costs for cleanup of the property in the past and could incur additional costs for demolition of the building should the owner default on the remedial action requirements. Should the owner default, the City may enter the land and complete the work with costs invoiced to the owner. If the owner does not pay the invoice, the costs may then be added to the property tax roll as taxes in arrears.

Remedial Action Order for 2365 Kelly Avenue

OPTIONS (✓ = Staff Recommendation)

	#	Description
<input checked="" type="checkbox"/>	1	That the Remedial Action Order be forwarded to Council for approval.
<input type="checkbox"/>	2	That Staff be requested to provide further information (to be specified)
<input type="checkbox"/>	3	That issuance of a Remedial Action Order not be supported.

ATTACHMENTS

Attachment 1 - 2365 Kelly Avenue Photos

Lead author(s): Paula Jones

Attachmnet 1# 2365 Kelly Ave



January 19, 2023 11:11 a.m.

Official Community Plan (OCP) Amendment Consultation for 3149 Raleigh Street

RECOMMENDATION:

That in consideration of s.475 of the Local Government Act, Committee of Council determine the following early and ongoing consultation be undertaken for the proposed Official Community Plan amendment at 3149 Raleigh Street:

- 1) *On-site signage and an advertised in-person public input process led by the applicant, with notification provided to residents within the area;*
- 2) *Information posted on the City's website and considered in an open Committee of Council meeting;*
- 3) *Submission of a report by City State Consulting Group detailing the input received through the public consultation process; and,*
- 4) *Staff communication with School District 43.*

REPORT SUMMARY

City State Consulting Group has applied to amend the Official Community Plan designation of 3149 Raleigh Street from Residential Small Lot (RSL) to Apartment (A) to facilitate the construction of a 20-unit stacked townhouse development on a large single residential property. Section 475 of the *Local Government Act* requires early and ongoing community consultation when amending an OCP; this report provides a brief description of the proposed development and seeks Committee's confirmation of the process it will require to comply with these requirements. The recommended early consultation process includes the applicant conducting door-to-door engagement, in-person information meetings and hosting an information webpage. Staff would also discuss the application with the School District 43 staff and would collect and record all comments and enquires submitted directly to the City.

BACKGROUND

Proposal: The applicant, City State Consulting Group, has proposed to amend the Official Community Plan designation of a large single residential property at 3149 Raleigh Street to facilitate development of a 20-unit stacked townhouse development.

Site context: The large property is currently developed with an older two-storey single residential home surrounded by a significant number of mature trees. Surrounding land uses include a mix of older and newer two and two and a half storey single residential homes, duplexes, and an older townhouse development to the northeast of the site. The property is relatively flat and is not located within the floodplain. Maple Creek, a Class A salmon-bearing stream, flows immediately east and south of the site.

Official Community Plan (OCP) Amendment Consultation for 3149 Raleigh Street

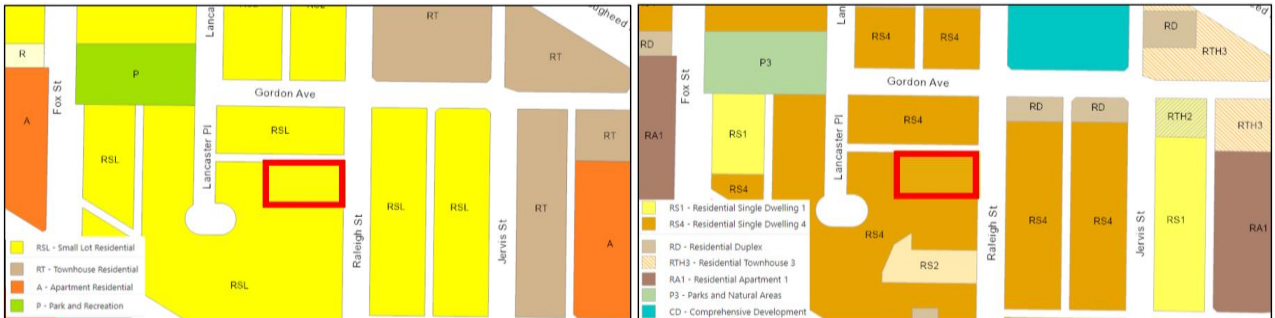


Location Map

Official Community Plan Designation: The OCP designates the site as Small Lot Residential. The OCP amendment application proposes to amend the current land designation to A (Apartment Residential).

The policies of the OCP supports provision of housing that will meet a variety of needs, including non-market rental housing. The policies support new multifamily housing in areas close to transit, and encourage the creation of new childcare facilities. The Housing Needs Report identifies the needs for range of affordability levels and unit types are required among new units.

Zoning Bylaw: The site is currently zoned RS4 (Residential Single Dwelling 4). It is anticipated that a site-specific Comprehensive Development (CD) zone would be required to accommodate the proposed uses on-site, which includes multi-family residential units in a stacked townhouse form.



Current OCP Land Designations

Current Zoning



Report To: Committee of Council
 Department: Development Services
 Approved by: B. Irvine
 Meeting Date: May 2, 2023

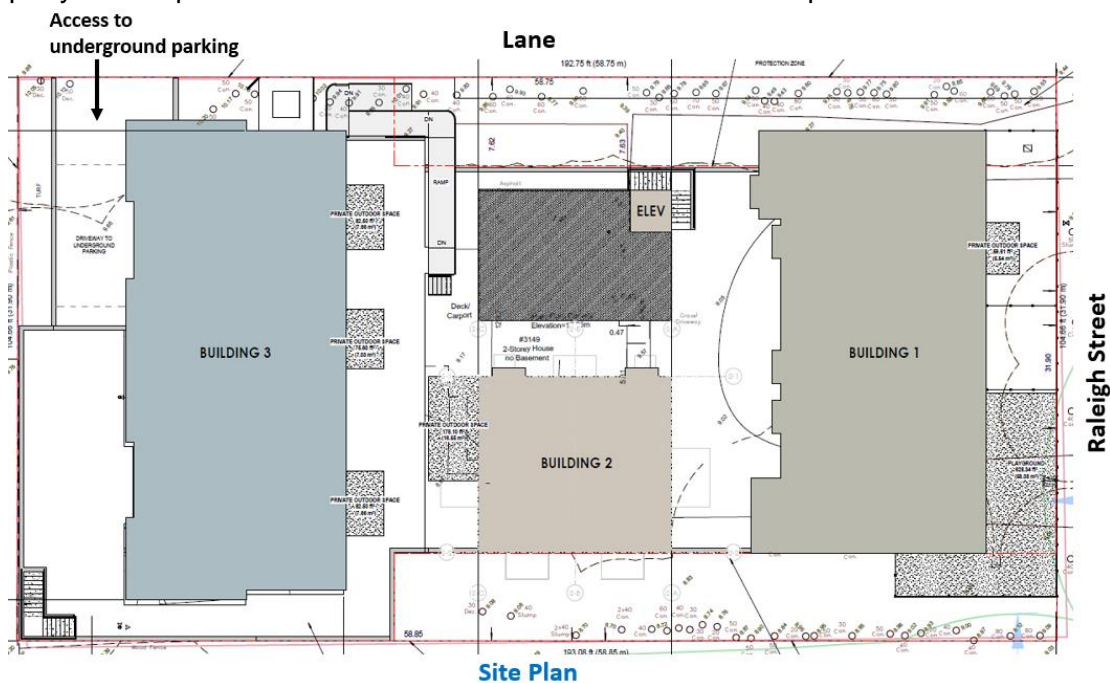
Official Community Plan (OCP) Amendment Consultation for 3149 Raleigh Street

Development Permits: The proposal would be subject to form and character, environmental conservation and watercourse protection development permit objectives and design guidelines.

Policies: Council may consider proposals for density bonuses at the time of rezoning on a site-by-site basis in accordance with the Density Bonus Policy. The value of the amenity contribution shall be based on the increase in land value attributable to the additional density. The Affordable and Family Friendly Housing Policy requires that if an application to amend would result in more dwelling units or floor area than could be achieved under the current designation, the developer must provide a minimum of 10% of these additional units or 10% of this additional floor area as secure non-market rental housing units, whichever is greater.

Local Government Act: Section 475 of the *Local Government Act* requires a local government to provide one or more opportunities it considers appropriate for consultation with persons, organizations, and authorities it considers will be affected. For the purposes of this requirement, the local government must specifically consider whether the opportunities for consultation should be early and on-going.

Project Description: The applicant has proposed a stacked townhouse development in three buildings constructed over a common underground parkade. The design provides for 7 single-storey ground floor units with 13 two to three storey townhouse units sited above the ground floor units. The applicants have proposed that two of the units be secured as non-market rental, administered by a non-profit housing provider and have included space for a separate home-based daycare facility to be included with one of the units. The application proposes to retain 21 of the existing 71 trees on the property and requests consideration of a 15-meter setback to Maple Creek.



Official Community Plan (OCP) Amendment Consultation for 3149 Raleigh Street



Rendering looking south from the lane



Rendering looking west from Raleigh Street



Rendering from above looking west



Rendering from above looking west from Raleigh Street

Staff are currently reviewing the associated application materials submitted in support of the development including; architectural and landscape drawings, preliminary environmental assessment report assessing the watercourse, arborist report, and a geotechnical report, with the intention to provide comprehensive comments to the applicant in the coming months.

Proposed Consultation: The applicant advises they have had some early informal discussions with neighbours and incorporated suggestions into their proposal. The applicant has proposed a formal consultation process consisting of:

- Door-to-door conversations with neighbours to introduce the development proposal.
- Two in-person public information meetings with presentation boards and questionnaires. The meetings would be advertised in the TriCities News and direct mailout to residents within the surrounding community.
- A webpage providing information on the proposal with contact information for residents to follow up.

The applicant advises they would also respond to questions and requests for information via telephone and email.

In keeping with normal processes for OCP amendment applications, staff would confer with School District 43 staff and document all enquiries and comments submitted to the City.

Official Community Plan (OCP) Amendment Consultation for 3149 Raleigh Street

The results of these consultations activities will be recorded and summarized to Committee in a future report.

DISCUSSION


To date the City has received a number of enquiries, questions and concerns pertaining to this application. Directing the applicant to proceed with an on-going formal consultation process is recommended to ensure a transparent and engaging process that provides the community with information on the application and a mechanism to ask questions and provide input.

Staff believe the outlined consultation process provides a reasonable opportunity for early public input on the proposed development and associated amendment to the OCP and recommend Committee confirm the process meets the City's expectation for early and ongoing consultation. A public hearing would be required at a later stage in consideration of any bylaw amendments.

FINANCIAL IMPLICATIONS

None associated with the proposed consultation.

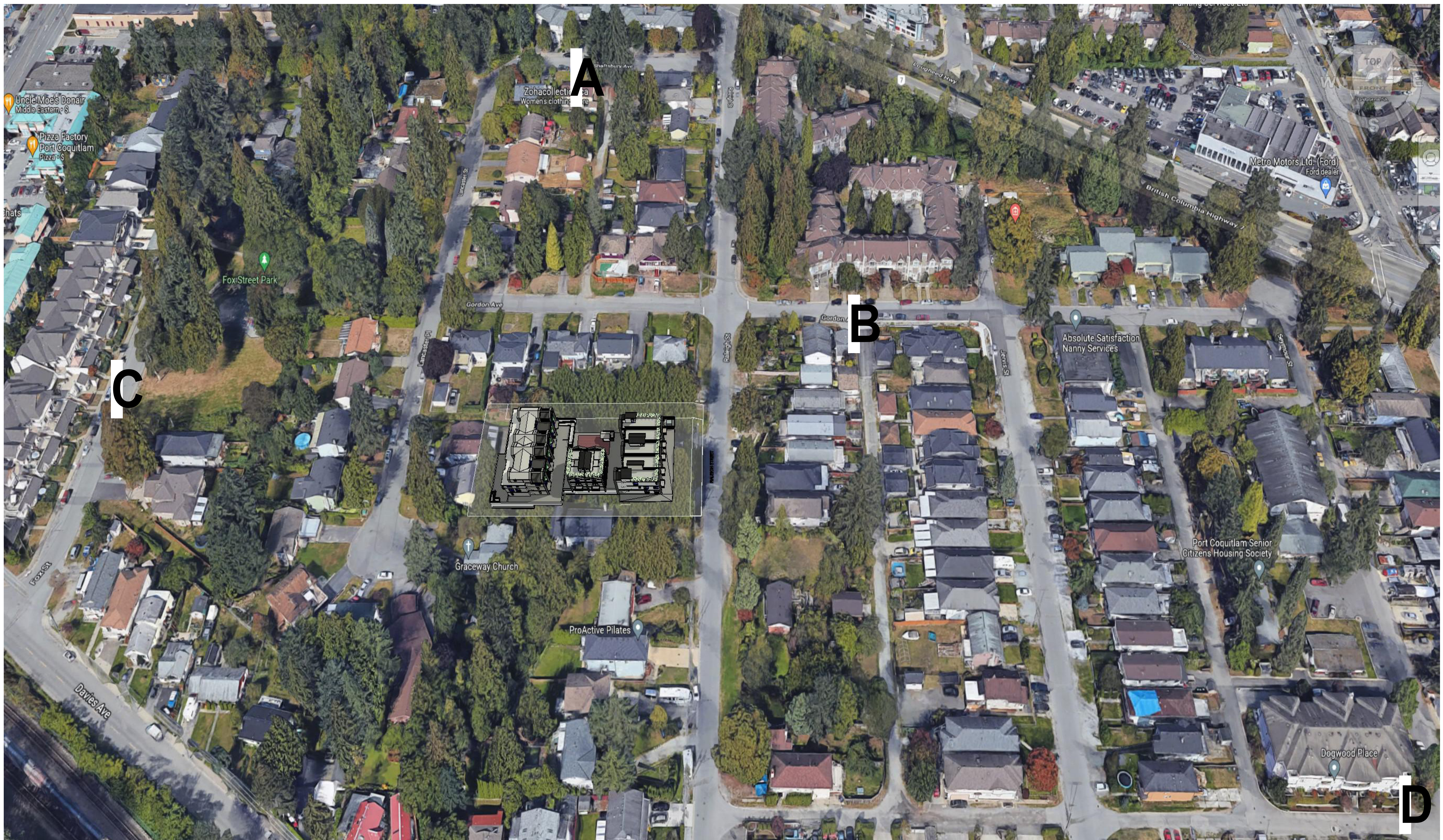
OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Confirm the early and ongoing consultation requirements for consideration of amendment to the Official Community Plan designation at 3149 Raleigh Street.
	2	Determine that the Committee wishes to obtain additional information or amendments to the proposed consultation prior to confirming requirements.
	3	Determine that it does not support amending the Official Community Plan to allow for the proposed multi-family housing development and recommend to Council that the application be refused.

ATTACHMENTS

Attachment 1 - Development concept drawings

Lead author(s): Graeme Muir and Jennifer Little



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CONTRACTORS / BUILDERS ARE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS AND SITE CONDITIONS PRIOR TO ANY CONSTRUCTION OR FABRICATION. ANY DISCREPANCIES OR COMMENTS ARE TO BE BROUGHT TO THE IMMEDIATE ATTENTION OF CITYSTATE CONSULTING GROUP.

NO.	DESCRIPTION	DATE
A	DRAWINGS FOR DP	2022-11-15

CITYSTATE
 CityState Consulting Group
 200 - 2414 St. Johns Street
 Port Moody, BC V3H 2B1
 Tel: 778-716-5399
 Email: info@citystate.ca

PROPOSED TOWNHOUSE DEVELOPMENT

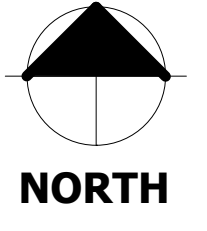
3149 RALEIGH STREET PORT COQUITLAM, BC

SITE CONTEXT PLAN

Project number	3149RALEIGH
Date	2022-09-28
Drawn by	DT/DF
Checked by	CA/GR

A003
 Scale AS NOTED

3D SITE CONTEXT
 SCALE: 1/4" = 1'-0"





DEMONSTRATION PURPOSE ONLY.

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NO.	DESCRIPTION	DATE



CityState Consulting Group
 200 - 2414 St. Johns Street
 Port Moody, BC V3H 2B1
 Tel: 778-716-5399
 Email: info@citystate.ca

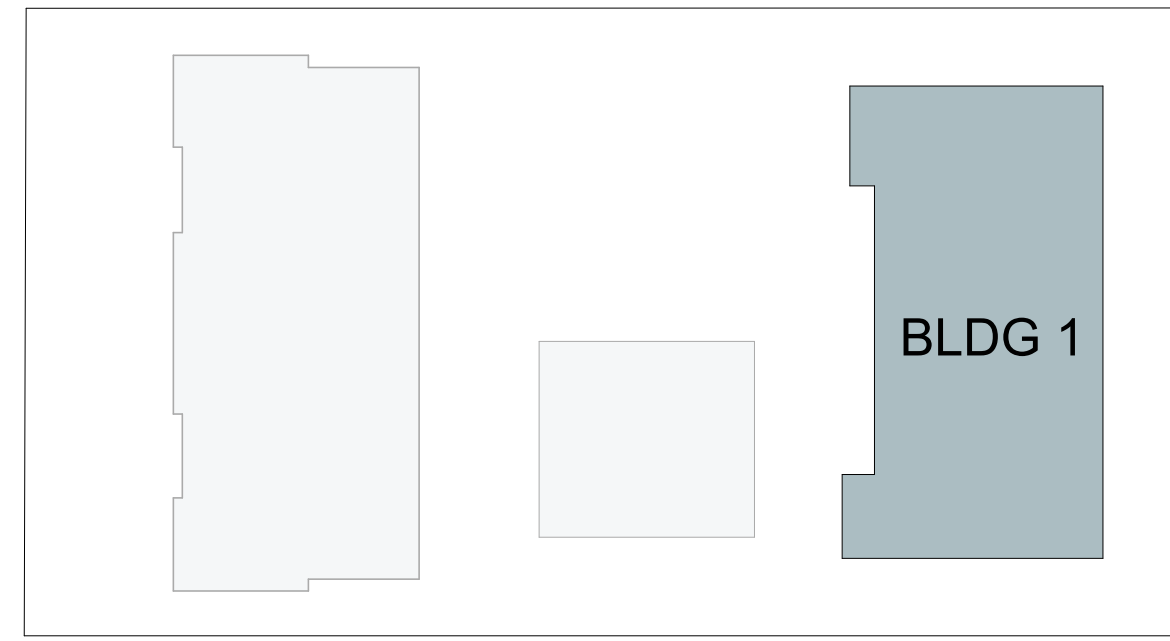
PROPOSED TOWNHOUSE DEVELOPMENT

3149 RALEIGH STREET PORT COQUITLAM, BC

3D VIEWS

Project number	3149RALEIGH
Date	2022-09-28
Drawn by	DT/DF
Checked by	CA/GR

A006
 Scale AS NOTED



KEY PLAN

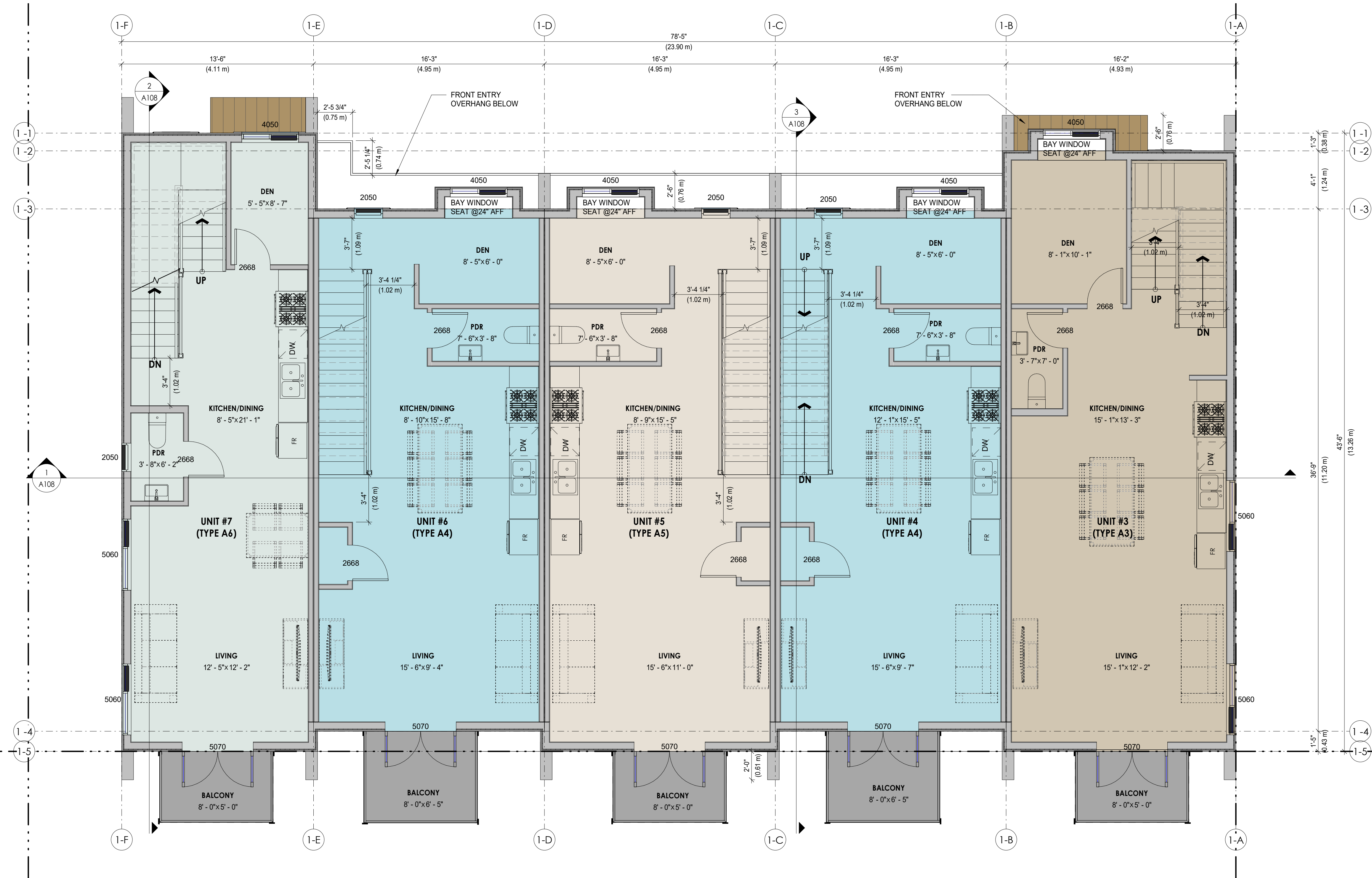
AREAS - TOTALS BY UNITS	
NAME	AREA
HOMEBASED CHILDCARE	526.2 ft ²
UNIT 1	1185.7 ft ²
UNIT 2	1154.0 ft ²
UNIT 3	1441.6 ft ²
UNIT 4	1236.7 ft ²
UNIT 5	1287.8 ft ²
UNIT 6	1236.9 ft ²
UNIT 7	1241.5 ft ²
TOTAL	9310.5 ft²

AREAS - TOTALS BY FLOOR	
LEVEL	AREA
BLDG 1 - 1ST FLOOR	3133.3 ft ²
BLDG 1 - 2ND FLOOR	3088.8 ft ²
BLDG 1 - 3RD FLOOR	3088.4 ft ²
TOTAL	9310.5 ft²

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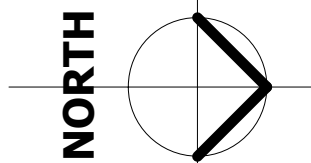
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NO.	DESCRIPTION	DATE
1	DRAWINGS FOR DP	2022-11-15



LEGEND - PROPOSED PLAN

- EXISTING WALL TO REMAIN AND BE PROTECTED FROM DAMAGE DURING DEMOLITION
- NEW STUD WALL WITH DRY WALL CLADDING
- NEW PONY WALL TO BE BUILT
- NEW SWING DOOR TO BE INSTALLED REFER TO SCHEDULE
- EXISTING DOOR TO REMAIN AND BE PROTECTED FROM DAMAGE
- NEW FOLDING DOOR TO BE INSTALLED REFER TO SCHEDULE
- NEW SLIDING DOOR TO BE INSTALLED REFER TO SCHEDULE
- NEW POCKET DOOR TO BE INSTALLED REFER TO SCHEDULE
- NEW WINDOW TO BE INSTALLED REFER TO SCHEDULE
- EXISTING WINDOW TO REMAIN AND BE PROTECTED FROM DAMAGE
- ELECTRICAL PANEL TO BE LOCATED & CO'S AND PROTECTED FROM DAMAGE DURING WORKS
- CENTRE LINE OF DIMENSION SHOWN
- FINISHED CEILING HEIGHT
- WHERE DIMENSIONS ARE NOTED WITH C.O.S. THIS INDICATES THE DIMENSIONED VALUE IS TO BE CONFIRMED ON SITE AND REPORTED FOR ANY DISCREPANCIES



BLDG 1 - 2ND FLOOR
SCALE: 1/4" = 1'-0"



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**PROPOSED
20-UNIT
TOWNHOUSE
DEVELOPMENT**

**3149 RALEIGH STREET,
PORT COQUITLAM, BC**

**BUILDING 1 - SECOND
FLOOR PLAN**

Project number	
Date	2022-10-11
Drawn by	DT
Checked by	CA/GR

A102

Scale AS NOTED

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BUILDING 1 COURTYARD VIEW

NO.	DESCRIPTION	DATE
1	DRAWINGS FOR DP	2022-11-15

CITYSTATE

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**PROPOSED
 20-UNIT
 TOWNHOUSE
 DEVELOPMENT**

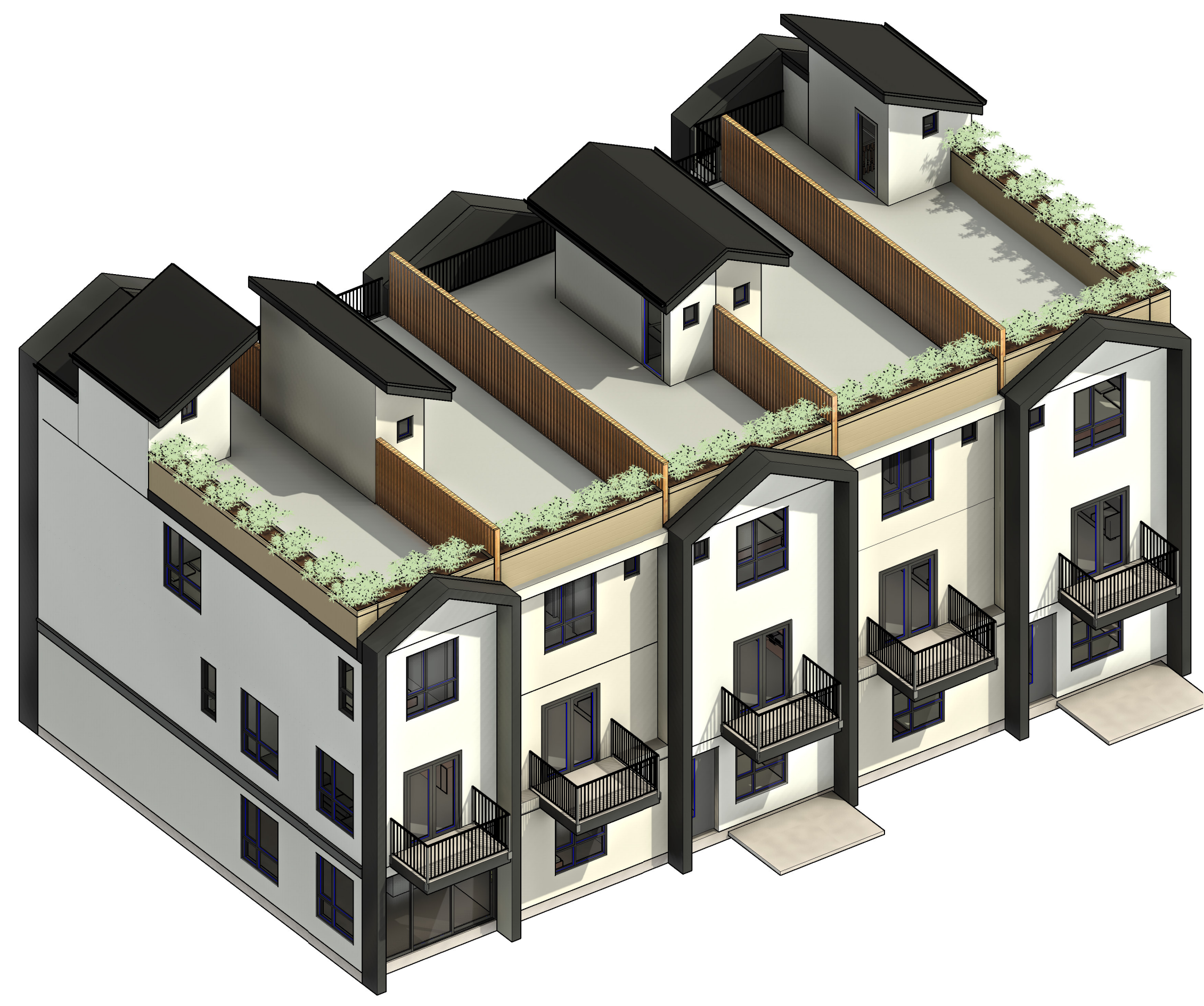
**3149 RALEIGH STREET,
 PORT COQUITLAM, BC**

BUILDING 1 - 3D VIEWS

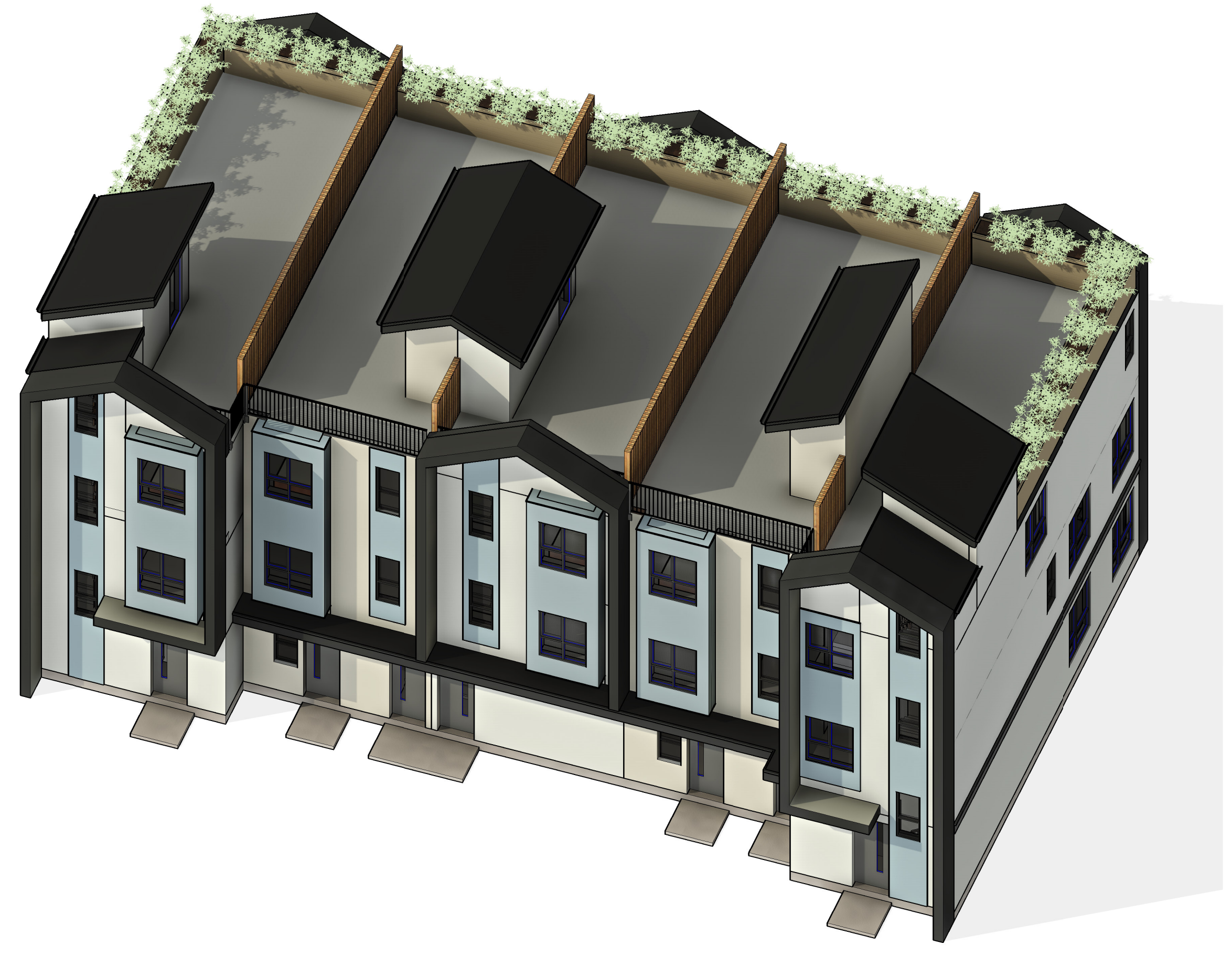
Project number	
Date	2022-10-11
Drawn by	DT
Checked by	CA/GR

A109

Scale AS NOTED



BUILDING 1 BIRD EYE VIEW SOUTH EAST



BUILDING 1 BIRD EYE VIEW SOUTH WEST



WEST Elevation
SCALE: 3/16" = 1'-0"



EAST (COURTYARD) Elevation
SCALE: 3/16" = 1'-0"

MATERIAL FINISH SCHEDULE

	1. JAMES HARDIE PANEL COLOUR: COBBLESTONE		9. PAINTED FASCIA BOARD COLOUR: DARK GRAY
	2. JAMES HARDIE PANEL COLOUR: ARCTIC WHITE		10. VINYL WINDOWS/DOORS TRIM COLOUR: JET BLACK
			11. EXTERIOR DOORS COLOUR: MAHOGANY
			12. ALUMINUM RAILING FINISH: POWDER COATED COLOUR: JET BLACK
			13. CONCRETE PLANTER FINISH: BROOM
			14. ASPHALT SHINGLE ROOF COLOUR: WEATHER WOOD
			15. FINISH FRAME OR FASCIA COLOUR: DARK OAK

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NO.	DESCRIPTION	DATE
A	DP DRAWINGS	2022-09-19

SPATIAL SEPARATION CALCULATIONS (BUILDING IS SPRINKLERED)				
	WEST SIDE	EAST SIDE	NORTH SIDE	SOUTH SIDE
LIMITING DISTANCE	7.5 m (25.75% \times x2)	N/A	2.4 m (8.8% \times x2)	2.3 m (8.6% \times x2)
%	51.5%		17.6%	17.2%
EXPOSED WALL AREA	319 sm		127 sm	127 sm
PERMITTED UNPROTECTED OPENINGS AREA	164.3 sm	N/A	22.4 sm	21.8 sm
PROPOSED UNPROTECTED OPENINGS AREA	73.6 sm	93.4 sm	18.9 sm	0.0 sm

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PROPOSED TOWNHOUSE DEVELOPMENT
3149 RALEIGH STREET, PORT COQUITLAM, BC

BUILDING 3 - WEST & EAST ELEVATIONS

Project number	
Date	2010-10-11
Drawn by	DF
Checked by	CA/GR

A306
Scale AS NOTED



COURTYARD VIEW



SOUTHEAST VIEW



SOUTHWEST VIEW

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NO.	DESCRIPTION	DATE
A	DP DRAWINGS	2022-09-19



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PROPOSED TOWNHOUSE DEVELOPMENT

**3149 RALEIGH STREET,
 PORT COQUITLAM, BC**

BUILDING 3 - 3D VIEWS

Project number	
Date	2010-10-11
Drawn by	DT/DF
Checked by	CA/GR

A309

Scale AS NOTED

Duplex Development Permit Approval Authority & Rezoning Third Reading Time Period Extension

RECOMMENDATION:

That:

1. *Delegation of Authority Bylaw, 2014, No. 3876 and Development Procedures Bylaw, 2013, No. 3849 be amended to provide the Director of Development Services the authority to issue:*
 - a. *conforming Development Permits for duplexes; and*
 - b. *amendments to existing Development Permits to allow for minor variances to parking regulations; and*
2. *Development Procedures Bylaw, 2013, No. 3849 be amended to extend the one-year time period required for third reading completion to a two-year period.*

REPORT SUMMARY

This report proposes amendments to the Delegation of Authority Bylaw 3876 to delegate authority to the Director of Development Services to approve Duplex Development Permits and alterations to issued permits to allow for minor variances to parking regulations. The report also proposes amendments to the Development Procedures Bylaw 3849 to extend the time period for Zoning Bylaw amendment adoption to two years. The proposed amendments are intended to provide for an enhanced customer friendly and efficient process.

BACKGROUND

Official Community Plan: The Official Community Plan has policies to encourage site specific duplex zoning in residential areas subject to distance criteria and the provision of a public benefit such as the installation of off-site infrastructure. In order to ensure these buildings, fit within the established neighbourhoods, the OCP also contains detailed development permits design guidelines to help guide the form and character of duplex buildings.

Zoning Bylaw: The Zoning Bylaw provide for duplexes within the RD (Residential Duplex) zone and for oversized lots within the RS4 (Residential Single Dwelling 4) zone that don't have the ability to subdivide.

Delegation of Authority Bylaw: Committee of Council is delegated the authority to issue Development Permits for duplex buildings; the Director of Development Services is delegated the authority to issue permits for small lot residential (RS4) and coach houses, provided they conform to bylaw regulations and OCP guidelines. The bylaw also provided for the Director of Development Services to amend issued permits to allow minor alteration or changes that do not change the intent of the design.

Duplex Development Permit Approval Authority & Rezoning Third Reading Time Period Extension

Development Procedures Bylaw: The Bylaw requires a zoning amendment bylaw to be adopted within one year from the date the bylaw was given third reading. Council may grant one extension for up to one additional year.

DISCUSSION

Duplex Development Permit Approval: The majority of duplex applications submitted to the City require rezoning to permit the land use as well as issuance of a Development Permit to regulate the form and character of a building and landscaping. Staff work closely with applicants to ensure that bylaw regulations and design guidelines are addressed through the rezoning process, including providing for consideration of comments from neighbours pertaining to design or siting concerns. When the rezoning application is brought forward to Committee for its consideration, staff include an assessment of the land use as well as the design of the development proposal (including architectural and landscape submission). This information is also available for community consideration through the Public Hearing.

As Committee has often already considered the design of new duplexes through the rezoning process, staff recommend the approval process be streamlined by delegating duplex Development Permit approval authority to the Director of Development Services. Under this approval structure, Development Permit applications for duplexes that are designed in accordance with DP guidelines and in compliance with zoning and parking regulations could be approved at the Director level.

This amended process would mirror the way that small lot RS4 and coach house Development Permits are considered; a process that has proved to be customer friendly, time efficient and effective.

Amendment to Existing Permits: The City often receives enquiries from older multi-family residential owners to allow one or two of the required parking stalls to be used for alternative or combined uses, such as electric vehicle charging, recycling cart storage and car/pet wash stations. Similarly, commercial and industrial properties have requested to temporarily reconfigure or utilize parking stalls to provide for seasonal patios or display of merchandise. The Director of Development Services is already delegated the ability to amend permits with some minor variances to bicycle and recycling facilities and parking stall dimensions; staff recommend this provision be expanded to allow for minor variances to parking regulations to provide for efficient consideration of these requests. More significant variances to parking provisions would continue to be considered by Committee through the Development Variance Permit process.

Third Reading Time Period Extension: Over the past several years, staff have noted that applicants are finding it increasingly challenging to complete all rezoning conditions within the required one-year time period and most applicants request Committee approve an extension. Some

Duplex Development Permit Approval Authority & Rezoning Third Reading Time Period Extension

of these issues stem from securing financing or contractor resources and in some cases the complexity of the requirements, which may include the approval of senior levels of government.

Staff are recommending that the third reading time period be extended to two years, giving applicants an additional year to meet conditions of a rezoning application. This will reduce both unnecessary costs and uncertainty to the applicant and staff resources in bringing the request forward to Committee for consideration.

OPTIONS (✓ = Staff Recommendation)

	#	Description
<input checked="" type="checkbox"/>	1	Recommend that Council amend the Delegation of Authority Bylaw and Development Procedures Bylaw as described in this report.
<input type="checkbox"/>	2	Request additional information or amendments to the requested amendments prior to their consideration.
<input type="checkbox"/>	3	Determine that no changes will be made to existing regulations at this time.

Lead author(s): Jennifer Little, Graeme Muir

RECOMMENDATION:

That Committee of Council recommend that Council approve the Council Code of Conduct Policy.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

As per new legislative requirements, all municipal councils in BC must decide within six months of their 2022 Inaugural Council Meeting whether or not to adopt a Council Code of Conduct. If a council decides not to adopt a Code of Conduct, it must make the reasoning behind its' decision publicly available. This report presents for Committee of Council's consideration a draft "Council Code of Conduct Policy".

BACKGROUND

On June 13, 2022, *Municipal Affairs Statutes Amendment Act (No. 2), 2021*, came into force. As noted above, the subject amendments now require municipal councils' to consider whether or not they want to establish, or review an existing, Code of Conduct. The City does already have in place a Respectful Workplace Policy (adopted October 2021) which deals with bullying, discrimination and harassment, but does not address the broader expectations of the newly enacted Provincial legislation, which prescribes a number of principles, highlighted in the "Discussion" section below, that a Council must consider.

DISCUSSION

A Code of Conduct is a written document that sets shared expectations for conduct or behaviour, and is one tool that can be used by a municipal council to promote or further responsible conduct. The Working Group on Responsible Conduct (a joint initiative by the Union of BC Municipalities, the Local Government Management Association and the Ministry of Municipal Affairs) has been working to address issues of conduct by local government elected officials and the lack of remedies to such issues provided for in Provincial legislation. In April 2021 the Working Group released a number of documents to assist municipalities in drafting a Code of Conduct, including a Model Code of Conduct that could be used by municipalities in developing their own Code.

The draft Code of Conduct Policy has been informed by the aforementioned Working Group's model Code of Conduct, as well as a review of similar documents adopted by other local governments throughout BC.

Council Code of Conduct Policy

The proposed Policy demonstrates Council’s commitment to effective governance and to leading in a responsible and respectful manner, and aligns with the following principles prescribed by sections 113.1 and 113.2 of the *Community Charter*:


- Council members must carry out their duties with integrity;
- Council members are accountable for the decisions they make, and the actions they take, in the course of their duties;
- Council members must be respectful of others;
- Council members must demonstrate leadership and collaboration.

If adopted, the proposed Council Code of Conduct Policy would institute standards of conduct for members of Council, and they would affirm their commitment to these shared standards and expectations through their Oath of Office. Members of Council would be expected to regulate their own conduct based on the provisions of the Policy.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	That Committee forward the the draft Code of Conduct Policy to Council with a recommendation to approve.
	2	Direct staff to amend the draft policy based on Committee’s feedback.
	3	Not adopt a Code of Conduct Policy, in which case Council must make available to the public a statement respecting the reasons for the decision.

ATTACHMENTS

Attachment 1 – Draft Code of Conduct Policy

Lead author(s): Kerri Wells

Policy Title:	Code of Conduct
Type:	Legislative Policy
Council Approval & Date	May XX, 2023

1. Policy Statement

- 1.1. The City of Port Coquitlam (the “City”) recognizes that responsible conduct is essential to providing good governance.

2. Purpose

- 2.1 Council recognizes that responsible conduct is based on the foundational principles of integrity, accountability, respect, leadership and collaboration. In order to fulfill their obligations and discharge their duties, elected officials are required to conduct themselves to the highest ethical standards by being an active participant in ensuring that these foundational principles, and the standards of conduct set out below, are followed in all of their dealings with every person, including those with other Members of Council, staff, and the public.

3. Scope

- 3.1 This Code of Conduct applies to the Council Members (“Members”) of the City of Port Coquitlam. It is each Member’s individual responsibility to uphold both the letter and the spirit of this Code of Conduct in their dealings with other Members, staff, and the public.
- 3.2 Elected officials must conduct themselves in accordance with the law. This Code of Conduct is intended to be interpreted and applied by Members in a manner that is consistent with all applicable federal and provincial laws, as well as the bylaws and policies of the local government, the common law and any other legal obligations which apply to Members individually or as a collective Council.
- 3.3 At each Inaugural Council Meeting (following a General Local Election) Members will confirm their commitment to this Policy as part of their Oath Office.

4. Foundational Principle

4.1 The following four principles, in conjunction with the key standards of conduct, can be used as a guide for each Member to assess their own conduct:

1. **Integrity** – means conducting oneself honestly and ethically.
2. **Respect** – means valuing the perspectives, wishes, and rights of others.
3. **Accountability** – means an obligation and willingness to accept responsibility or to account for one’s actions.
4. **Leadership & Collaboration** – means an ability to lead, listen to, and positively influence others; it also means coming together to create or meet a common goal through collective efforts.

5. Standards of Conduct

5.1 **Integrity** - Integrity is demonstrated by the following conduct:

- Members will be open and truthful in all local government dealings, while protecting confidentiality where necessary.
- Members will behave in a manner that promotes public confidence, including actively avoiding any perceptions of conflicts of interest, improper use of office, or unethical conduct.
- Members will act in the best interest of the public and community.
- Members will ensure actions are consistent with the shared principles, values, policies, and bylaws collectively agreed to by the council or board.
- Members will demonstrate the same ethical principles during both meetings that are open and closed to the public.
- Members will express sincerity when correcting or apologizing for any errors or mistakes made while carrying out official duties.

6.1 **Respect** - Respect is demonstrated through the following conduct:

- Members will treat elected officials, staff, and the public with dignity, understanding, and respect.
- Members will acknowledge that people’s beliefs, values, ideas, and contributions add diverse perspectives.
- Members will create an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as offensive or derogatory.
- Members will refrain from any form of discriminatory conduct against another elected official, staff, or the public.
- Members will honour the offices of local government and fulfill the obligations of Mayor/Chair and Councillor dutifully.

- Members will recognize and value the distinct roles and responsibilities of local government staff.
- Members shall not interfere with, hinder or obstruct staff in the exercise or performance of their roles, responsibilities, duties or functions.
- Members will call for and expect respect from the community towards elected officials and staff.
- Members will ensure that public statements and social media posts that concern other elected officials, staff, and the public are respectful.

7.1 *Accountability* – Accountability is demonstrated through the following conduct:

- Members will be transparent about how elected officials carry out their duties and how council conducts business.
- Members will ensure any information and decision-making processes are accessible to the public while protecting confidentiality where necessary.
- Members will correct any mistakes or errors in a timely and transparent manner.
- Members will accept and uphold that the Council is collectively accountable for local government decisions, and that individual elected officials are responsible and accountable for their behaviour and individual decisions.
- Members will listen to and consider the opinions and needs of the community in all decision-making and allow for public discourse and feedback.
- Members will act in accordance with the law, which includes, but is not limited to, the statutes, bylaws, and policies that govern local government.

8.1 *Leadership and Collaboration* – Leadership and collaboration is demonstrated through the following conduct:

- Members will demonstrate behaviour that builds public confidence and trust in local government.
- Members will provide considered direction on municipal policies and support colleagues and staff to do the same.
- Members will educate colleagues and staff on the harmful impacts of discriminatory conduct, and take action to prevent this type of conduct from reoccurring if necessary.
- Members will create space for open expression by others, take responsibility for one's own actions and reactions, and accept the decisions of the majority.
- Members will advocate for shared decision-making and actively work with other elected officials, staff, the public, and other stakeholders to achieve common goals.

- Members will foster positive working relationships between elected officials, staff, and the public and relationships with neighbouring First Nations to further advance reconciliation efforts.
- Members will positively influence others to adhere to the foundational principles of responsible conduct in all local government dealings.