

Tuesday, April 23, 2024, 6:00 p.m.

Council Chambers

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

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

*That the Tuesday, April 23, 2024, Council Meeting Agenda be adopted as circulated.*

3. CONFIRMATION OF MINUTES

None.

4. PRESENTATIONS

4.1 PoCo Saints U13 - Provincial Champions

5. PROCLAMATIONS

5.1 Day of Mourning, New Westminster & District Labour Council - April 28, 2024

4

5.2 Guillain-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP) Awareness Month - May 2024

5

6. PUBLIC HEARINGS

None.

7. BYLAWS

7.1 Official Community Plan and Zoning Amendment Bylaws for Intensive Light Industrial Zone - First Two Readings

6

Recommendation:

*That "Official Community Plan, 2008, No. 3838, Amendment Bylaw, 2024, No. 4361" and "Zoning Bylaw, 2013, No. 3630, Amendment Bylaw, 2024, No. 4362" be given first two readings.*

7.2	<b>Zoning Amendment Bylaw for 590 Dominion Avenue - First Two Readings</b>	47
	<u>Recommendation:</u> <i>That Council give "Zoning Bylaw, 2013, No. 3630, Amendment Bylaw, 2024, No. 4364" first two readings.</i>	
7.3	<b>Parking and Development Management Amendment Bylaw - First Three Readings</b>	51
	<u>Recommendation:</u> <i>That Council give "Parking and Development Management Bylaw, 2018, No. 4078, Amendment Bylaw, 2024, No. 4363" first three readings.</i>	
7.4	<b>2024-2028 Financial Plan Bylaw - First Three Readings</b>	53
	<u>Recommendation:</u> <i>That "2024-2028 Financial Plan Bylaw, 2024, No. 4365" be given first three readings.</i>	
7.5	<b>2024 Annual Tax Rates and Solid Waste Amendment Bylaws - First Three Readings</b>	64
	<u>Recommendation:</u> <i>That Council:</i> <ol style="list-style-type: none"><li>1. <i>Give first three readings to "Annual Tax Rates Bylaw, 2024, No. 4368"; and</i></li><li>2. <i>Give first three readings to "Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2024, No. 4369".</i></li></ol>	
7.6	<b>Board of Variance Amendment Bylaw - First Three Readings</b>	107
	<u>Recommendation:</u> <i>That Council give "Board of Variance Bylaw, 1997, No. 3105, Amendment Bylaw, 2024, No. 4356" first three readings.</i>	
7.7	<b>Zoning Amendment Bylaw for Short-Term Rentals - Adoption</b>	115
	<u>Recommendation:</u> <i>That Council adopt "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2023, No. 4367" for Short-Term Rentals.</i>	

8.    **REPORTS**

None.

9.    **NEW BUSINESS**

10. OPEN QUESTION PERIOD

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Recommendation:

*That the Tuesday, April 23, 2024, Council Meeting be adjourned.*

# PROCLAMATION

**WHEREAS:** Every year, more than 1,000 Canadian workers are killed on the job;  
and

**WHEREAS:** Thousands more are permanently disabled and hundreds are  
injured; and

**WHEREAS:** Thousands of others die from cancer, lung disease, and other  
ailments caused by exposure to toxic substances at their workplaces;  
and

**WHEREAS:** April 28 of each year has been chosen by the Canadian Labour  
Congress as:

- a Day of Mourning for these victims of workplace accidents and disease;
- a day to remember the maximum sacrifice they have been forced to make in order to earn a living;
- a day to renew approaches to governments for tougher occupational health and safety standards, and more effective Compensation;
- a day to rededicate ourselves to the goal of making Canada's workplaces safer.

**WHEREAS:** April 28<sup>th</sup> was proclaimed a "Day of Mourning" by an Act of  
Parliament of February 1<sup>st</sup>, 1991.

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

**DO HEREBY PROCLAIM**

**April 28, 2024 as**

**"DAY OF MOURNING  
IN PORT COQUITLAM"**

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Brad West  
Mayor



# PROCLAMATION

- WHEREAS:** The Month of May, has been internationally designated as “GBS and CIDP Awareness Month” to educate the public and to focus attention on Guillain-Barre Syndrome (GBS) and Chronic Inflammatory Demyelinating Polyneuropathy (CIDP), rare, paralyzing and potentially catastrophic disorders of the peripheral nerves; and
- WHEREAS:** (GBS), (CIDP), and their variants such as Multifocal Motor Neuropathy (MMN), are rare conditions which are paralyzing and potentially catastrophic inflammatory disorders of the peripheral nerves, which can be characterized by rapid onset of weakness and, often, paralysis of the legs, arms, breathing muscles and face, in some cases leading to complete paralysis and requiring life-sustaining hospital care; and
- WHEREAS:** the cause of GBS, CIDP, and MMN is unknown, and these conditions can develop in any person, regardless of age, gender or ethnic background; and
- WHEREAS:** GBS, CIDP, and MMN have a slow and unpredictable recovery, patients face an uncertain future. Earlier diagnosis, treatment and access to rehabilitation services can improve the chances of avoiding permanent lifelong residual damage of the nerves; and
- WHEREAS:** in 2003, GBS/CIDP Foundation of Canada, a patient organization providing support, education, research, and advocacy, was founded so that no patient or family would go through GBS, CIDP, MMN or their variants alone.

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

## DO HEREBY PROCLAIM

**May, 2024 as  
“GBS and CIDP  
Awareness Month”  
in the City of Port Coquitlam**

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Brad West  
Mayor



# OCP/Zoning Amendment Bylaws for Intensive Light Industrial Zone - First Two Readings

## RECOMMENDATION:

*That “Official Community Plan, 2008, No. 3838, Amendment Bylaw, 2024, No. 4361” and “Zoning Bylaw, 2013, No. 3630, Amendment Bylaw, 2024, No. 4362” be given first two readings.*

## PREVIOUS COUNCIL/COMMITTEE ACTION

On March 5, 2024, Committee of Council:

1. *Directed staff to bring forward an amendment to the Zoning Bylaw to add a new M4 (Intensive Light Industrial) zone that permits indoor commercial storage and industrial offices above the second-storey of a building in addition to uses currently permitted in the M3 Light Industrial zone;*
2. *Directed staff to bring forward amendments to the Official Community Plan to accommodate a new M4 Intensive Light Industrial zone.*
3. *Having given consideration to s.475 of the Local Government Act, confirmed the following consultation for the proposed Official Community Plan amendment:*
  - a) *Posted information on the City website;*
  - b) *Considered a staff report in an open Committee of Council meeting.*
4. *Directed staff to bring forward an amendment to the Parking and Development Management Bylaw to add parking regulations for indoor commercial storage and industrial offices uses.*
5. *Directed staff to bring forward an amendment to the Zoning Bylaw to rezone 590 Dominion Avenue to M4 Intensive Light Industrial;*
6. *Recommended to Council that prior to adoption of the amending bylaw for 590 Dominion Avenue, the following conditions be met to the satisfaction of the Director of Development Services:*
  - a) *Completion of a subdivision plan to the satisfaction of the Approving Officer including subdivision of the site into two parcels, corner cut-offs and road dedication along Seaborne Avenue;*
  - b) *Submission of plans, fees, securities and agreements for off-site works and services;*
7. *Recommended to Council that Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4285 for 590 Dominion Avenue be repealed.*

## OPTIONS (✓ = Staff Recommendation)

	#	Description
✓	1	Give first two readings to the OCP and Zoning Amendment Bylaws.
	2	Defer first two readings of the Bylaws pending receipt of further information (to be specified).
	3	Decline first two readings of the Bylaws, which will retain the existing OCP and zoning designation for the site.

Attachment 1 – Bylaw 4361 and 4362

Attachment 2 – Report to Committee, March 5, 2024

# CITY OF PORT COQUITLAM

## OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2024

### Bylaw No. 4361

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

#### 1. CITATION

This Bylaw is cited as “Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2024, No. 4361”.

#### 2. ADMINISTRATION

2.1 That Section 7 Policies, Subsection 7.3 Policies for Industrial Lands and Development is amended by adding the following as clause 6:

“Consider opportunities for intensification of industrial activities, where contextually appropriate and where any additional non-industrial uses are limited, industrial serving and supportive of the primary industrial function.”

2.2 Section 8 - Implementation, Subsection 8.2 OCP Designations and Permitted Zones is amended by removing the existing table and replacing with the following:

Permitted Zones \ OCP Designations	A-1 Agricultural	RS1 Residential Single Dwelling	RS2 Residential Single Dwelling 2	RS3 Residential Single Dwelling 3	RS4 Residential Single Dwelling 4	RD Duplex	Rtn1 Townhouse 1	Rtn2 Townhouse 2	Rtn3 Townhouse 3	RRh Rowhouse	RA1 Apartment 1	RA2 Apartment 2	NC Neighbourhood Commercial	CC Community Commercial	RC Commercial Recreation	DC District Commercial	SSC Service Station Commercial	M1 General Industrial	M2 Heavy Industrial	M3 Light Industrial	M4 Intensive Light Industrial	P1 Civic Institutional	P2 Institutional	P3 Parks and Open Space	P4 Utilities	P5 Institutional Facility	CD Comprehensive Development
R Residential																											
RSL Small Lot Residential																											
RT Townhouse																											
A Apartment																											
AH High-Density Apartment																											
RC Comprehensive Residential																											
L Local Commercial																											
N Neighbourhood Commercial																											
D Downtown Commercial																											
CH Highway Commercial																											
MC Marine Commercial																											
MT Marine Traditional																											
IL Light Industrial																											
IG General Industrial																											
IH Heavy Industrial																											
P Park and Recreation																											
PR Park Reserve																											
S School																											
I Institutional																											
A Agricultural																											
Frequent Transit Development																											

2.3 Section 9 Development Permit Areas, Subsection 9.7, Industrial, is amended in:

- a) Part 1 Boundaries, is amended by adding a new zone “M4 Intensive Light Industrial” to the list following ‘M3 (Light Industrial)’; and
- b) Part 3 Guidelines, is amended by adding the following as objective a) and re-numbering the remaining objectives:
  - “a) Consider opportunities for intensification of industrial activities, where contextually appropriate and where any additional non-industrial uses are limited, industrial serving and supportive of the primary industrial function of the site.”

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Mayor

Corporate Officer



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2024

Bylaw No. 4362

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

1. CITATION

This Bylaw is cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2024, No. 4362”.

2. ADMINISTRATION

- 2.1 4. INDUSTRIAL ZONES, Section 4.1 ZONE INTENT, Table 4.1 LIST OF INDUSTRIAL ZONES AND INTENT is amended by adding the following to the bottom of the list:

Zone	Intent of Zone
<b>M4 Intensive Light Industrial</b>	To accommodate and regulate light industrial in an intensive multi-story building format that includes a provision for commercial indoor storage and office uses of an industrial nature when these uses are conducted above a secondary story and when the lower floors are being used for light industrial uses.

- 2.2 4. INDUSTRIAL ZONES, Section 4.2 SUBDIVISION REGULATIONS, Table 4.2 INDUSTRIAL ZONES SUBDIVISION REGULATIONS is amended by adding the following to the bottom of the table:

Zone	Minimum Lot Area	Minimum Lot Width	Minimum Lot Frontage	Minimum Lot Depth
<b>M4</b>	930m <sup>2</sup>	30m	18m	28m

- 2.3 4. INDUSTRIAL ZONES, Section 4.3 PERMITTED USES, Table 4.3 INDUSTRIAL ZONES PERMITTED USES and Notes to Table 4.3 is removed and replaced with the following:

Use	Zone			
	M1	M2	M3	M4
Advanced technology industries	■ Note 18		■ Note 2 Note 18	■ Note 2 Note 18
Auctions	■ Note 18		■ Note 2 Note 18	■ Note 2 Note 18
Automobile, light truck, boat, motorsport vehicle and motorcycle repair, servicing, salvage and parts sales	■ Note 2	■ Note 2		
Bus and truck terminals	■	■		
Cannabis production facility		S Note 19		
Commercial indoor recreation	■ Note 13 Note 14		■ Note 13 Note 14 Note 25	■ Note 13 Note 14 Note 25
Commercial indoor storage	■	■	S Note 20	■ Note 28
Container return depots	■	■		
Dispatch services	■			
Machinery and equipment repair	■ Note 2	■ Note 2	■ Note 2	■ Note 2
Manufacturing and processing	■ Note 2	■ Note 2	■ Note 2	■ Note 2
Medical waste processing	■ Note 16	■ Note 16		
Office	S Note 4		■ Note 5	■ Note 29
Packaged liquor sales	■ Note 22/23		■ Note 22/23	■ Note 22/23
Parks and playgrounds	■	■	■	■
Pet daycare facilities			■	■
Production studios	■ Note 18		■ Note 2 Note 18	■ Note 2 Note 18
Restaurants	■ Note 3	■ Note 3	■ Note 3	■ Note 3
Retail sale, rental and repair of trucks, machinery and equipment for commercial and industrial purposes	■	■		
Retail sales and rental of boats and recreational vehicles	■			
Retail sale of building supplies	■	■		
Retail sale of industrial supplies	■		■ Note 2	■ Note 2

Use	Zone			
	M1	M2	M3	M4
Trade Contractors	■ Note 18		■ Note 18	■ Note 18
Trade, technical and vocational schools	■		■ Note 2	■ Note 2
Utilities	■			
Vehicle washing	■			
Warehousing, Storage and Transhipment	■ Note 6	■	■ Note 2	■ Note 2
Wholesale sales	■	■	■ Note 2	■ Note 2
Wine and beer making	■		■ Note 2	■ Note 2
Accessory caretaker	■ Note 7	S Note 7		■ Note 7
Accessory display	■ Note 8 Note 10 Note 12 Note 17	■ Note 8	■ Note 8 Note 12	■ Note 8 Note 12
Accessory embalming services	S Note 24			
Accessory group child care (school age)	■ Note 27		■ Note 27	■ Note 27
Accessory office uses	■ Note 4 Note 10	■ Note 9	■ Note 11	■ Note 11
Accessory lounge endorsement area	■ Note 21 Note 23		■ Note 21 Note 23	■ Note 21 Note 23
Accessory outside storage			■ Note 15	
Accessory packaged liquor sales	■ Note 22 Note 23		■ Note 22 Note 23	■ Note 22 Note 23
Accessory pet grooming services			■	■
Accessory repair of boats and recreational vehicles	■			
Accessory retail sales	■ Note 10 Note 12		■ Note 12 Note 13	■ Note 12 Note 13
Accessory retail sales of automobiles and light trucks	■ Note 26			
Accessory retail sales of landscape supplies	■	■		
Accessory retail sales of motorcycles and motorsport vehicles	■			

#### Notes to Table 4.3

- Note 1. The symbol ■ indicates that the use is permitted in the zone in question. The symbol S indicates that the use is permitted in the zone at a specified location.
- Note 2. In the M1 and M2 zones, manufacturing, processing, and automobile, light truck, boat, motorsport vehicle and motorcycle repair, servicing, salvage and parts sales uses must be conducted indoors. In the M3 and M4 zones, all uses except park uses must be conducted indoors.
- Note 3. a) A maximum 75m<sup>2</sup> in interior floor area except that on Lot 3, Section 18, NWD, Plan LMP1496 Exc. Plan LMP22527 (1320 Kingsway Avenue), one restaurant is permitted to be 140m<sup>2</sup> and, for clarification, any additional restaurant on this property is limited to 75m<sup>2</sup> in interior floor area; and,  
b) At Lot A, Section 17 & 18, Block 6 North, Range 1 East, NWD, Plan BCP 19376 (1161 Kingsway Avenue) a restaurant is not a permitted use.
- Note 4. Office uses in M1 zones are limited to the following uses at the following locations:  
a. Offices for governments, utility administration, engineers, architects, landscape architects or surveyors up to 130m<sup>2</sup> in total interior floor area on Lot 1, Section 18, NWD, Plan 80790 Exc. Plan LMP10241, (1180 Kingsway Avenue); and  
b. Offices at Lot 32, DL 288, NWD, Plan NWS3194 (1833 Coast Meridian Road).
- Note 5. Office uses in M3 zones are limited to offices for governments, utility administration, engineers, architects, landscape architects or surveyors and must occupy a minimum interior floor area of 140m<sup>2</sup>.
- Note 6. Storage uses in M1 zones are limited to 25% of lot area for outdoor storage and loading areas.
- Note 7. Accessory caretaker residential uses are permitted only where:  
a. Accessory to a commercial indoor storage use in the M1 and M4 zone; and  
b. Accessory to an industrial use at Unit 2107, 1225 Kingsway Avenue.  
An accessory caretaker residential use is limited in interior floor area to the lesser of 140m<sup>2</sup> and 33% of the floor area occupied by a business and, in a M4 zone, must be located above the first floor of a building.
- Note 8. Accessory display areas of goods produced on site are limited in floor area to 20% of the floor area of occupied by a business.

- Note 9. Accessory office uses in the M2 zone are permitted only in connection with a use preceding that use category in the table and are limited to 30% of the floor area of a business. In the M2 zone, accessory office use is permitted in a stand-alone building with a maximum floor area of 60m<sup>2</sup> that is accessory to an outdoor storage use.
- Note 10. In the M1 zone, the total combined floor areas used for accessory display, accessory office and accessory retail sales must not exceed 50% of the floor area occupied by a business.
- Note 11. Accessory office uses in M3 and M4 zones are limited to 60% of the floor area occupied by a business and must be located in the same premise as the industrial use to which they are accessory.
- Note 12. In the M1, M3 and M4 zones, the total combined floor areas used for accessory retail sales and accessory display are limited to 20% of the floor area occupied by a business.
- Note 13. Accessory retail sales are not permitted for a commercial indoor recreation use in an industrial zone.
- Note 14. Not more than two commercial indoor recreation facilities are permitted within a building. The total floor area where food and beverage service accessory to a commercial indoor recreation facility is permitted must not exceed 10% of the interior floor area occupied by a business and the business must not be licenced to serve alcoholic beverages. Accessory child minding and accessory personal services with a floor area not exceeding 10m<sup>2</sup> for patrons of the facility are permitted uses within the commercial indoor recreation facility.
- Note 15. Accessory outside storage use is limited to lots zoned M3 and located at 550, 551, 570, 573 Sherling Place and 548, 572 Nicola Place. Accessory outside storage is permitted only where:
- The stored materials are located on the same property as the industrial use to which they are accessory and directly related to the industrial use;
  - The outside storage is not located in any front or side setback area;
  - The total outside storage area is less than 15% of the lot area;
  - The height of stored material does not exceed 2.5m; and
  - The outside storage area is screened from any abutting streets, parks or other public lands by a wall, landscape screen or fence at least 2m high.
- Note 16. Medical waste treatment in M1 and M2 zones is limited to 1000m<sup>2</sup> of floor area, 5000 kg per day of waste originating in British Columbia, and 15,000 kg of on-site storage capacity, and connection of floor drains to the City storm sewer is prohibited.

- Note 17. Not more than 25% of the area of a lot in the M1 zone may be used for outdoor display of goods for sale except that on Lot 3, Block 6N, Section 18, Range 1E, NWD, Plan LMP27965 (1462 Mustang Place) not more than 50% of the lot area may be used for outdoor display of goods for sale.
- Note 18. At least 40% of the floor area occupied by a business must be used for laboratory, storage, manufacturing or production for advanced technology industry, auction, production studio, and trade contractor uses.
- Note 19. Cannabis production facilities are limited to one such premises at the following locations:
- a. 1425 Kebet Way, with a maximum floor area in use for cannabis production purposes of 750 m<sup>2</sup>;
  - b. 1840 Broadway Street, with a maximum floor area in use for cannabis production purposes of 1070 m<sup>2</sup> and in a building that fronts Langan Avenue at the north part of the property;  
For clarification, no on-site retail sale of cannabis product is permitted at a cannabis production facility.
- Note 20. A commercial indoor storage use in the M3 zone is limited to a maximum site area of 2000 m<sup>2</sup> and a maximum floor area of 6000 m<sup>2</sup> within a building located in the north-west portion of the property at 585 Seaborne Avenue. A building containing a commercial indoor storage use may be up to 15m in height and must provide a minimum of 15 parking spaces for the use.
- Note 21. A lounge endorsement area is only permitted where accessory to a liquor manufacturing use. The lounge endorsement area is limited to a maximum of 75 seats or patrons capacity and a maximum interior floor area of 90m<sup>2</sup>, excluding floor area used to accommodate a kitchen or sanitary facilities.
- Note 22. Packaged liquor sales use in the M1, M3 and M4 zones is only permitted where accessory to a liquor manufacturing use and is limited to the sale of liquor products manufactured on the premises, not more than 10% of the total floor area of the premises used for liquor manufacturing, and a maximum interior floor area of 25 m<sup>2</sup>.
- Note 23. The total combined floor area used for the lounge endorsement area, tasting room and packaged liquor sales in the M1, M3 and M4 zones is limited to 25% of the floor area occupied by the liquor manufacturing business.
- Note 24. An embalming service use accessory to a storage use is permitted at 2645 Kingsway Avenue.
- Note 25. A commercial indoor recreation use is not a permitted use at 577 Nicola Avenue.

- Note 26. Automobile and light truck sales use in M1 zone is only permitted where accessory to an automobile and light truck repair, servicing or salvage use and is limited to automobiles and light trucks which have been rebuilt or modified on site. Automobile and light trucks must be stored indoors and may not be located in an accessory display area.
- Note 27. Accessory group child care (school age) licensed under the Child Care Licensing Regulation is permitted only where accessory to a commercial indoor recreation use.
- Note 28. Commercial indoor storage uses in an M4 zone are only permitted above the second storey of a building, with the exception of a reception area no greater than 250 m<sup>2</sup> and an access elevator.
- Note 29. Office uses in M4 zones must be conducted above the second storey and are limited to offices for courier and dispatch services, government and utility administration, engineers, architects, landscape architects and surveyors, data processing and related services, waste management and environmental services, film, digital media and broadcasting, event planning, staging and interior design, driving school, and fulfillment services.

2.4 INDUSTRIAL ZONES, Section 4.4 REGULATIONS, Table 4.4 INDUSTRIAL ZONES REGULATIONS is amended by adding the following to the bottom of the table:

Zone	Building Height	Lot Coverage	Front Setback	Interior Side Setback	Exterior Side Setback	Rear Setback	Impervious Surface
M4	-	-	6 m	3 m Note 2; Note 4; Note 5	6 m Note 2; Note 4; Note 5	3 m Note 2; Note 5	80%

2.5 INDUSTRIAL ZONES, Section 4.4 REGULATIONS, Table 4.4 INDUSTRIAL ZONES REGULATIONS is amended by replacing Note 2 and Note 4 in the Notes to Table 4.4 with the following:

- “Note 2. In M3 and M4 zones all rear and side setbacks from streets other than Provincial Highways must be at least 6m
- Note 4. In M2, M3 and M4 zones one side setback may be eliminated if the other is at least 6m in width.”

2.6 INDUSTRIAL ZONES, Section 4.5 ADDITIONAL REGULATIONS is amended by replacing clause 3 and 5 after OFF-STREET PARKING AND LOADING with the following:

- READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024
- READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Corporate Officer



### RECOMMENDATIONS:

*That Committee of Council:*

1. *Direct staff to bring forward an amendment to the Zoning Bylaw to add a new M4 (Intensive Light Industrial) zone that permits indoor commercial storage and industrial offices above the second storey of a building in addition to uses currently permitted in the M3 Light Industrial zone;*
2. *Direct staff to bring forward amendments to the Official Community Plan to accommodate a new M4 Intensive Light Industrial zone.*
3. *Having given consideration to s.475 of the Local Government Act, confirm the following consultation for the proposed Official Community Plan amendment:*
  - a) *Posting information on the City website;*
  - b) *Consideration of a staff report in an open Committee of Council meeting.*
4. *Direct staff to bring forward an amendment to the Parking and Development Management Bylaw to add parking regulations for indoor commercial storage and industrial offices uses.*
5. *Direct staff to bring forward an amendment to the Zoning Bylaw to rezone 590 Dominion Avenue to M4 Intensive Light Industrial;*
6. *Recommend to Council that prior to adoption of the amending bylaw for 590 Dominion Avenue, the following conditions be met to the satisfaction of the Director of Development Services:*
  - a) *Completion of a subdivision plan to the satisfaction of the Approving Officer including subdivision of the site into two parcels, corner cut-offs and road dedication along Seaborne Avenue;*
  - b) *Submission of plans, fees, securities and agreements for off-site works and services;*
7. *Recommend to Council that Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4285 for 590 Dominion Avenue be repealed.*

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

December 6, 2022 – Council gave third reading to Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4285 to amend the zoning designation of 590 Dominion Avenue from A (Agricultural) to M3 (Light Industrial).

### **REPORT SUMMARY**

This report provides for Committee consideration of a revised rezoning proposal at 590 Dominion Avenue. The applicant, Astria Properties, has requested consideration of an industrial zone that permits opportunities for intensification of use at the site through inclusion of complementary uses above the second storey. Staff are proposing the creation of a new M4 - Intensive Light Industrial zone that would be based upon the M3 Light Industrial zone but would also permit commercial indoor storage and industrial office uses above the second storey, and recommend that it be applied to 590 Dominion Avenue. Staff are further recommending parking regulations be amended to apply parking requirements for industrial office and indoor commercial storage uses and minor amendment to the Official Community Plan to incorporate the new zone. The new M4 zone would be in keeping with

## Rezoning Application for 590 Dominion Avenue

the City's land use policies to support a diversified local economy and promote high employment generation that is compatible with the surrounding area, but does not detract from existing commercial centers. Approval is recommended.

### **BACKGROUND**

**Proposal:** The applicant, Astria Properties, has proposed to subdivide 590 Dominion Avenue to create two lots, each with a multi-storey light industrial building containing industrial bays on the lower floors and indoor commercial storage and industrial office uses on upper floors.

In keeping with regional direction to consider appropriate opportunities for industrial land intensification and in order to accommodate several current applications that include intensified light industrial development, staff have crafted a new M-4 Intensive Light Industrial Zone. Staff propose the Zoning Bylaw and Official Community Plan be amended to allow for consideration of this new zone in areas designated as Light Industrial in the OCP.

**History:** In December 2022, Council gave third reading to a zoning bylaw amendment to rezone the property from A (Agricultural) to M3 (Light Industrial) to permit development of two two-storey (warehouse with mezzanine) light industrial buildings. Subsequent to this resolution, the applicant requested consideration of a revised development concept to provide for intensification of the lands by allowing additional office and storage uses above the second storey of the proposed buildings.

**Site Context:** The 5-acre, rectangular shaped lot is located at the corner of Dominion Avenue and Fremont Street. The site has recently been cleared and filled in anticipation of development. The site is significantly encumbered by a 2.5-acre BC Hydro right-of-way (ROW) located on the west side of the property which restricts development of buildings or tall landscaping in this area. Surrounding land uses are comprised of light industrial to the east, west and south, townhouse residential to the northwest, and recreation commercial (Carnoustie Golf Course) to the north.



Location map

## Rezoning Application for 590 Dominion Avenue

### Policy and Regulations:

*OCP Land Use Designation and Policies:* The land use designation in the Official Community Plan (OCP) for the site is Light Industrial. OCP policies encourage innovative approaches for lands within the Dominion Triangle Industrial Area to promote high employment generation that is compatible with adjacent commercial and residential areas, while discouraging Community Commercial uses, such as small retail, offices, and personal services from locating in Industrial areas.

*Zoning:* The property is currently zoned Agriculture, which reflects the historic zoning in the Dominion Triangle. The sites Light Industrial OCP land use designation supports consideration of the M3 Light Industrial zone, which permits uses such as warehousing, trade contractors, manufacturers and producers, and commercial indoor recreation operating fully within a building. Office uses are limited, such as offices accessory to the industrial business occupying the unit and building height is set to a maximum of 12m (39.4ft).

Indoor commercial storage is not permitted in the M3 zone (it is permitted in the M1 - General Industrial and M2- Heavy Industrial zones), however intensification of a light industrial building with upper level indoor storage uses was previously approved as a site-specific zoning amendment at 585 Seaborne Avenue.

A new M4 Intensive Light Industrial zone could provide a consistent standard for intensified industrial uses by reflecting the uses permitted in the M3 zone in a taller four-storey building format along with industrial office and indoor commercial storage uses above the typical ground oriented industrial bays. This proposed zone would include office uses that don't fit into commercial office areas and do not require a front facing retail component.

*Development Permit:* This site will be subject to form and character and environmental conservation development permit area objectives and design guidelines. Development permits would be considered after adoption of a Zoning Bylaw amendment.

*Ministry of Transportation and Infrastructure:* The site is located within 800 meters of a Provincial controlled access highway (Mary Hill Bypass). Pursuant to s.52 of the *Transportation Act*, approval from the Ministry of Transportation and Infrastructure is required prior to adoption of a zoning amendment bylaw.

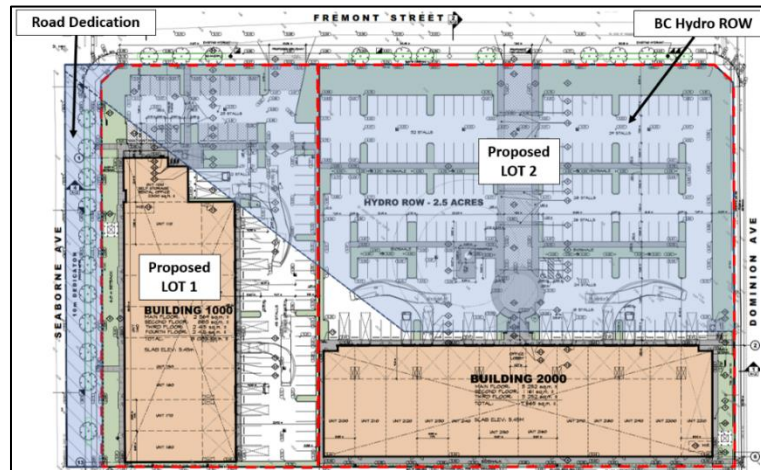
*Metro Vancouver Policies:* The Regional Growth Strategy, Metro 2050, identifies the critical need to retain the region's industrial land base for a wide range of industrial uses. The RGS encourages municipalities to consider opportunities for intensification of industrial activities, where contextually appropriate and where any additional non-industrial uses are limited, industrial serving and supportive of the primary industrial function of the site. The RGS also noted the importance of municipal urban commercial centers as the focal point for growth and services, and the primary hub for residential density and commercial/employment activities such as offices and services. The



## Rezoning Application for 590 Dominion Avenue

Regional Industrial Land Strategy encourages consideration of industrial intensification with compatible additional uses where the traditional industrial components are primary and secured as a condition of development.

**Project Description:** The applicant is proposing to rezone and subdivide the property to create a 1.35-acre lot (Lot 1) and a 3.3-acre lot (Lot 2), each to be developed with an industrial building, landscaping and extensive parking and loading typical of industrial development. As shown on the inset site plan, the BC Hydro ROW constrains where buildings can be placed on the site. Each of the proposed lots would have vehicle access from Fremont Street.



Proposed site plan

The project is expected to be similar in character to other industrial developments recently constructed within the Dominion Triangle, but will be in a three and four-storey format with traditional ground oriented industrial bay/warehouse space (with mezzanine) on the ground floor and additional uses above.

Building 1000 (Lot 1) fronts Seaborne Avenue and includes 3,250 m<sup>2</sup> of ground oriented industrial bays with two-levels (4,830 m<sup>2</sup>) indoor commercial storage use above. The indoor commercial storage use would be serviced by a dedicated industrial lift to the storage units and parking/loading in front for loading purposes.

Building 2000 (Lot 2) is sited along the east edge of the site and will include 4,410 m<sup>2</sup> of ground oriented industrial bays with one additional storey (3,252 m<sup>2</sup>) of industrial offices above. A large parking area is located to the front of the building under the Hydro ROW.



Proposed Building 2000 looking east along Dominion Ave



Proposed Building 1000 looking east along Fremont St

## Rezoning Application for 590 Dominion Avenue

The proposed buildings feature a high-quality architectural design and include extensive glazing and metal composite cladding. Significant landscaping has been proposed along the periphery of the site and throughout the parking and loading areas and includes pavers in select parking locations to increase the permeability of the site. A landscaped berm has also been proposed along the Fremont Street frontage of lot 2 to help screen the parking area and street facing loading bays.

The applicant has indicated they wish to include a public art component and is working with the Port Coquitlam Arts Council to achieved the desired outcome. The design of the buildings and landscaping would be confirmed in Committee's future consideration of development permits, if the rezoning is approved.

In keeping with similar industrial rezoning proposals on the southside of Dominion Avenue, a design covenant to ensure development of the site remains compatible with the residential uses to the northwest and golf course to the north was required to as a condition of the previous M3 rezoning application zoning. The restrictive covenant has already been registered on title and would help guide the design of the building through Development Permit consideration.

### Project Profile

	Proposed M4 Bylaw Regulations <sup>1</sup>	Proposed <sup>2</sup>	Requested Variances
Site Area (total)	n/a	19,103 m <sup>2</sup> (205,630 ft <sup>2</sup> )	
<b>Lot 1 (Building 1000)</b>			
Lot area	930 m <sup>2</sup>	6,562 m <sup>2</sup>	
Lot Coverage	n/a	36%	
Impervious surfaces	80%	78%	
Setbacks:			
Front (Seaborne Ave)	6 m.	6 m.	
Rear (north)	3 m.	22.88 m.	
Exterior side (Fremont St)	6 m.	23.63 m.	
Interior side (east)	0 m.	1.27 m.	
Building Height	20 m.	19.35 m.	
Parking (total)	46	65	
Accessible	2	2	
Small car	25% (11 stalls)	2	
Loading	4	10	
Bicycle parking	6	6	

<sup>1</sup> Refer to Zoning Bylaw No. 3630 and Parking and Development Management Bylaw No. 3525

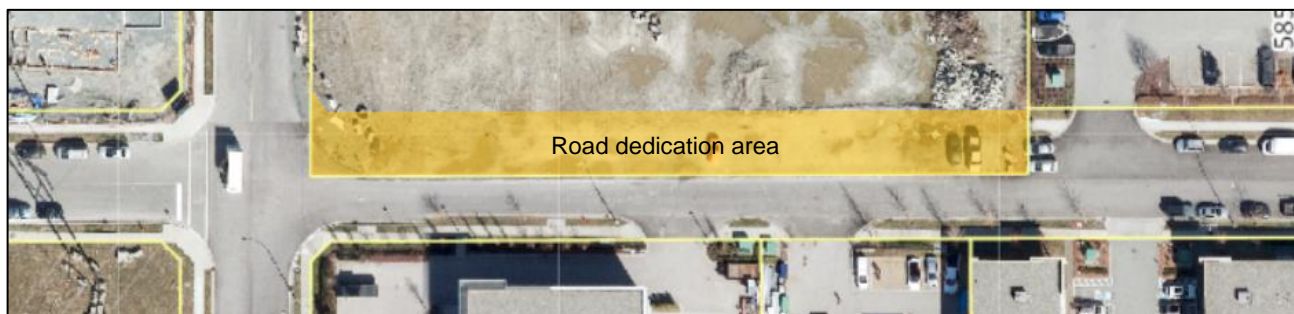
<sup>2</sup> Information provided by applicant

## Rezoning Application for 590 Dominion Avenue

	Proposed M4 Bylaw Regulations <sup>1</sup>	Proposed <sup>2</sup>	Requested Variances
(short-term)			
<b>Lot 2 (Building 2000)</b>			
Lot area	930 m <sup>2</sup>	12,541 m <sup>2</sup>	
Lot Coverage	n/a	26%	
Impervious surfaces	80%	79%	
Setbacks:			
Front (Dominion Ave)	6 m.	6 m.	
Rear (south)	3 m.	1.22 m.	1.78 m.
Exterior side (Fremont St)	6 m.	77 m.	
Interior side (east)	0 m.	2.8 m.	
Building Height	20 m.	15.24 m.	
Parking (total)	119	149	
Accessible	2	2	
Small car	25% (40 stalls)	0	
Loading	4	12	
Bicycle parking (short-term)	6	6	

**Off-site Improvements:** This project requires off-site upgrades along Fremont Street and Seaborne Avenue including: roadworks, street lighting, street trees, and service upgrades as necessary. Corner cuts are also required along Fremont Street and Seaborne Avenue and Dominion Avenue and Fremont Street intersections. The site is to be serviced with underground Hydro and telecommunication connections. Development Cost Charges are applicable and will be collected at the time of subdivision or building permit.

In order to meet road width standards along the Seaborne Avenue frontage, an approximate 10-meter-wide road dedication is required to achieve the standard 20m wide road width.



Seaborne Avenue road dedication area

## Rezoning Application for 590 Dominion Avenue

**Requested Variances:** Due to the impacts of the BC Hydro ROW, the proposal requires consideration of a minor variance to allow overhead doors, off-street loading areas and loading docks to front a street. To help address potential impact of street front loading, the applicant has proposed a landscape berm around the edge of the site, intensive landscaping and high-quality metal and glass loading bay doors. The applicant has also requested a minor variance to the rear yard setback of Building 2000, which will be screened by Building 1000. These variance requests would be considered through issuance of the development permit.

**Parking Regulations:** The Parking and Development Management Bylaw does not include parking requirements for indoor commercial storage. 1 parking spaces for 385m<sup>2</sup> of storage area was provided for the upper level indoor commercial storage uses at 585 Seaborne Avenue based on a transportation assessment; this ratio appears to have met the needs of the use and is recommended for the indoor commercial storage use. Office parking would be provided in keeping with the existing general office requirement of 1 parking space per 45m<sup>2</sup>.

### **DISCUSSION**

**Proposed M4 Intensive Light Industrial Zone:** Intensification of industrial lands has been identified as a valuable mechanism to increase economic activity on limited land base and make more efficient use of lands; this includes larger buildings and more efficient use of parking, loading and outdoor storage area as well as multi-level buildings. It is recognized that light industrial lands are often best suited for multi-level intensification by adding additional stories onto the building, as the types of ground floor bay activities are generally compatible with additional uses (they are less likely to produce excessive noise, odour, vibrations or other disturbances) and may not require as much additional considerations in building construction as heavier industrial activities.

The types of complimentary uses that are appropriate to consider in multi-level light industrial building is widely contextual to the municipality; regional direction and best practices has been to ensure industrial uses are retained as the primary function of the site, to limit the amount of additional uses, and to ensure any additional uses are supportive of/in keeping with the industrial nature of the site. It is also critical to ensure any additional uses do not negatively impact other key objectives of a community; such as ensuring municipal urban commercial centers are retained as the focal point for growth, employment and services.

The introduction of a new Intensive Light Industrial Zone would provide a strategic opportunity to allow for larger buildings and better serve businesses who are looking for office space that typically do not fit into or support vibrancy in traditional commercial areas and may struggle to find locations that match their business needs. These uses generally attract limited visitors, do not need a store front and are in keeping with the industrial character of the site, including: courier and dispatch services, government/utility administration, architectural, engineering and planning services, data processing and related services, waste management and environmental services, film, digital media and broadcasting, event planning, staging and interior design, driving school, and fulfillment services.



## Rezoning Application for 590 Dominion Avenue

Commercial indoor storage could also be included as a permitted additional use; these businesses provide a valued and necessary community service but do not generate significant employment in the community. Use of upper stories of a light industrial building for this use helps redirect this use from occupying general and heavy industrial lands, which could be better used for higher employment industrial uses.

Staff recommend the M4 zone be created to include all uses current permitted in the M3 – Light Industrial zone, plus commercial indoor storage and the defined list of industrial offices uses when located above a tradition ground oriented industrial bays. A new parking requirement - 1 parking spaces for 385 m<sup>2</sup> (4,144 ft<sup>2</sup>) of storage area - would be introduced for this upper level indoor commercial storage use and industrial office parking would be provided in keeping with the existing office requirements. The permitted building height is recommended at 20 meters (65 ft); this would provide buildings of up to 4 storeys.

Staff further recommend the Official Community Plan be amended to incorporate the new zone. This would include updating the Policies for Industrial Lands and Development to support inclusion of industrial offices, the Table of OCP Designations and Permitted Uses to permit the M4 zone in the Light Industrial OCP designation, and the Industrial DPA to reflect a taller building form. The intent would be for the M4 zone to be available for consideration for any lands designated for light industrial purposes in the OCP through Councils consideration of rezoning.

**Proposed Development at 590 Dominion Avenue:** In staff's opinion, this site is an ideal candidate for the new M4 zone; it is heavily constrained by the BC Hydro ROW which limits the siting and expansion of a building footprint and multi-level construction is the only feasible opportunity for intensification. The multistory buildings are well situated on the site to offset the higher massing, with ample parking to meet tenant and customer needs. The building and landscape has been designed with careful consideration of adjacent properties and to soften the appearance of the additional stories with building articulation, variation of building material and window placement.

The applicant has noted a desire for more permissive/general office use than those which have been identified by staff for the M4 zone, as well as health and personal services. The proposed list of permitted uses in the M4 zone has been carefully cultivated to respond to OCP policies and regional direction and to limit any impact on the City's community commercial areas, such as the Downtown and Northside. In staff's opinion, the provision of additional general office or health and personal services uses within light industrial areas would be detrimental to the community's vision of a compact, complete community with a vibrant and successful community centers and is not recommended.

**Recommended Bylaw Amendments and Conditions:** Staff recommend the Zoning Bylaw, Parking and Development Management Bylaw and Official Community Plan be amended to include



## Rezoning Application for 590 Dominion Avenue

a new M4 Intensive Light Industrial zone as an option for consideration on lands designated for Light Industrial in the OCP, with associated policies and design changes.

Staff further recommend that the zoning for 590 Dominion Avenue be amended to the M4 Zone. In accordance with OCP policies for growth management, infrastructure improvements are required to support transportation, site access and servicing needs of the development; staff recommend, as a condition of the zoning, the applicant be required to dedicate road along Seaborne Avenue to achieve the standard 20m wide road width and 3x3m corner cut-offs at the intersection of Dominion Avenue and Fremont Street and Seaborne Avenue and Fremont Street and undertake associated off-site works and services.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications for this report, however, the proposed development will result in an increase in property tax revenue.

### **PUBLIC CONSULTATION**

A sign providing notification of the application is posted on-site and was updated on February 23<sup>rd</sup> with a revised description of the proposal.

To date, Planning staff have not received any comments in association with the rezoning application.



Sign photo

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

	#	Description
✓	1	Direct staff to bring forward zoning, OCP and parking bylaw amendments which include the recommended provisions for consideration by Council.
	2	Request additional information or changes to the proposed bylaw amendments or application to address specified issues prior to making a decision.
	3	Recommend to Council that the amendments be refused.

### **ATTACHMENTS**

Attachment 1: Architectural Concept Drawings

Attachment 2: Amended Industrial Zone Regulations (in tracked changes)

**Lead author(s):** Graeme Muir, Bryan Sherrell and Jennifer Little

# PROPOSED INDUSTRIAL BUILDINGS:



ADDRESS: 2360 & 2372 FREMONT ST, PORT COQUITLAM, BC



BUILDING 2000 - VIEW TO THE SOUTHEAST

## ARCHITECTURAL DRAWING LIST

COVER SHEET	A-0.0
CONTEXT PLAN	A-0.1
SITE PLAN	A-1.0
SITE DETAILS	A-1.1
SITE SECTION	A-1.2
BUILDING 1000 MAIN + SECOND FLOOR PLAN	A-2.0
BUILDING 1000 THIRD + FOURTH FLOOR PLAN	A-2.1
BUILDING 1000 ROOF PLAN	A-2.2
BUILDING 1000 ELEVATIONS	A-2.3
BUILDING 2000 MAIN + SECOND FLOOR PLAN	A-3.0
BUILDING 2000 THIRD FLOOR PLAN	A-3.1
BUILDING 2000 ROOF PLAN	A-3.2
BUILDING 2000 ELEVATIONS	A-3.3
BUILDING 2000 SECTION	A-3.4



BUILDING 1000 - VIEW TO THE SOUTHEAST



BUILDING 1000 - VIEW TO THE NORTHEAST

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IN ASSOCIATION WITH

**D.FORCE DESIGN TRUST**  
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PROJECT MANAGER: CONSTRUCTION

**ORION CONSTRUCTION**  
ORION CONSTRUCTION  
UNIT 105 1800 BONA AVE  
LANGLEY, BC V2Y 0E2  
PHONE: (604) 500-0294

PROJECT: PROPOSED INDUSTRIAL BUILDINGS

**DOMINION DISTRICT**  
ADDRESS: 2360 & 2372 FREMONT ST  
PORT COQUITLAM, BC  
DRAWING

**COVER SHEET**

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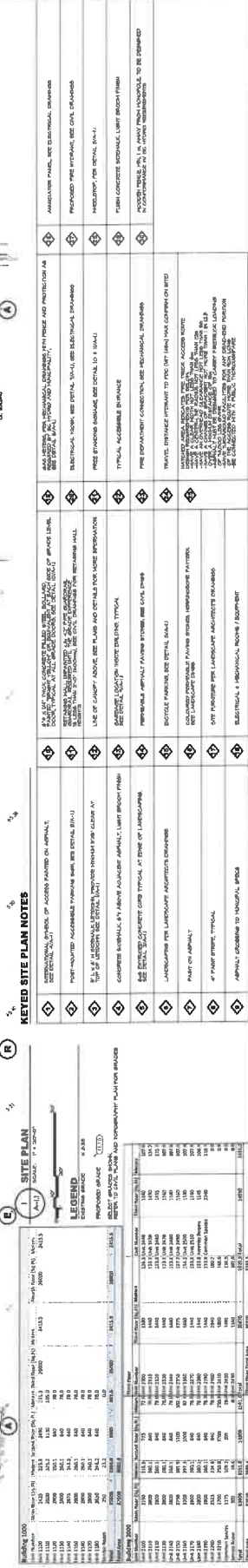
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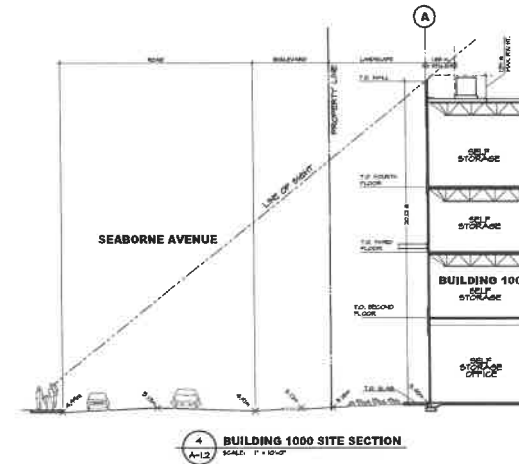
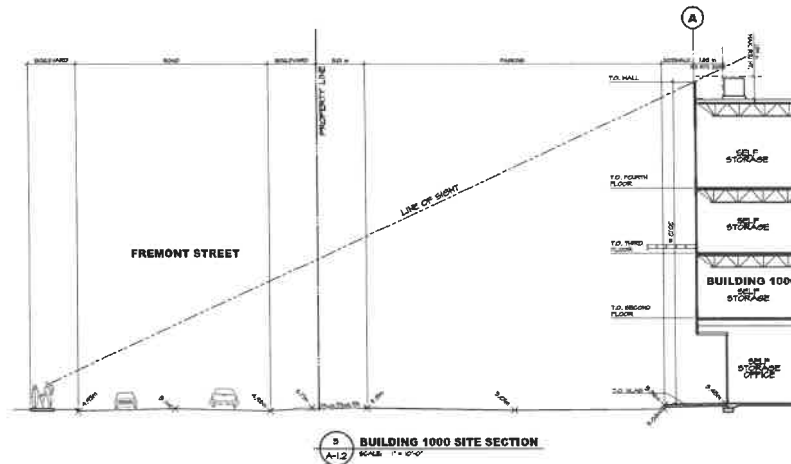
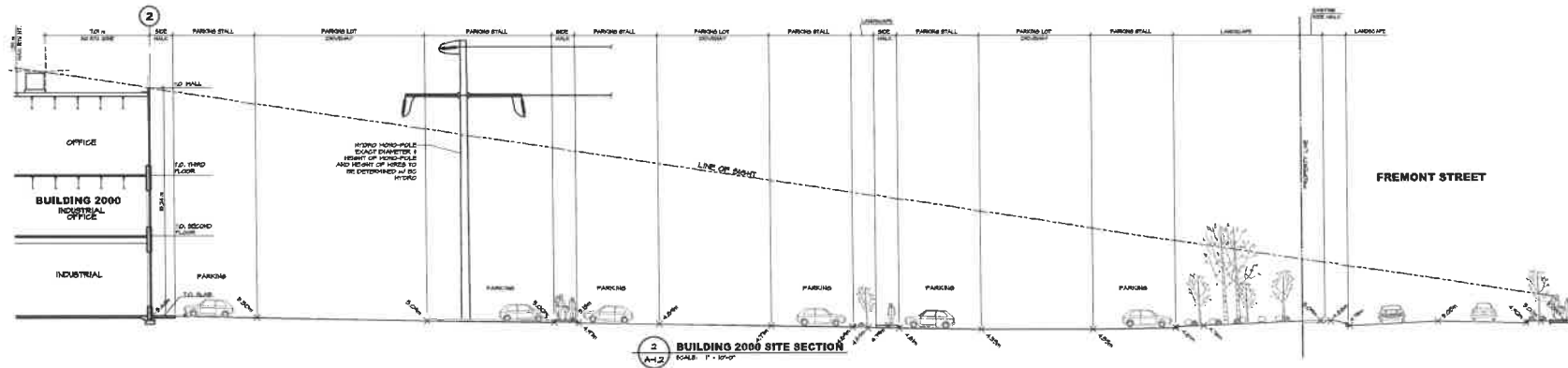
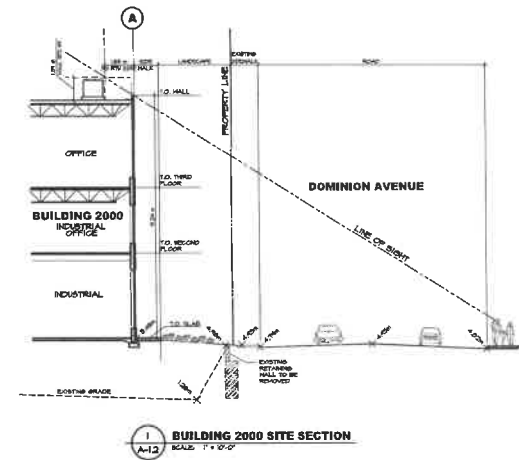






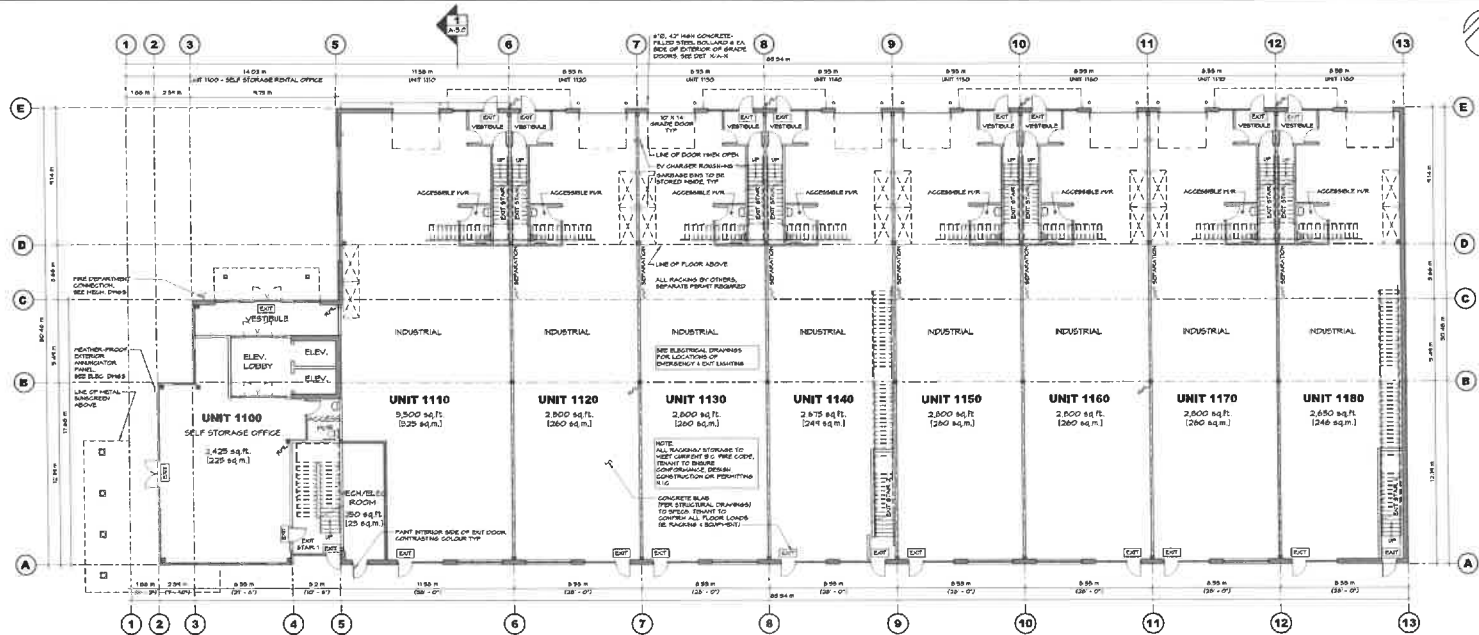






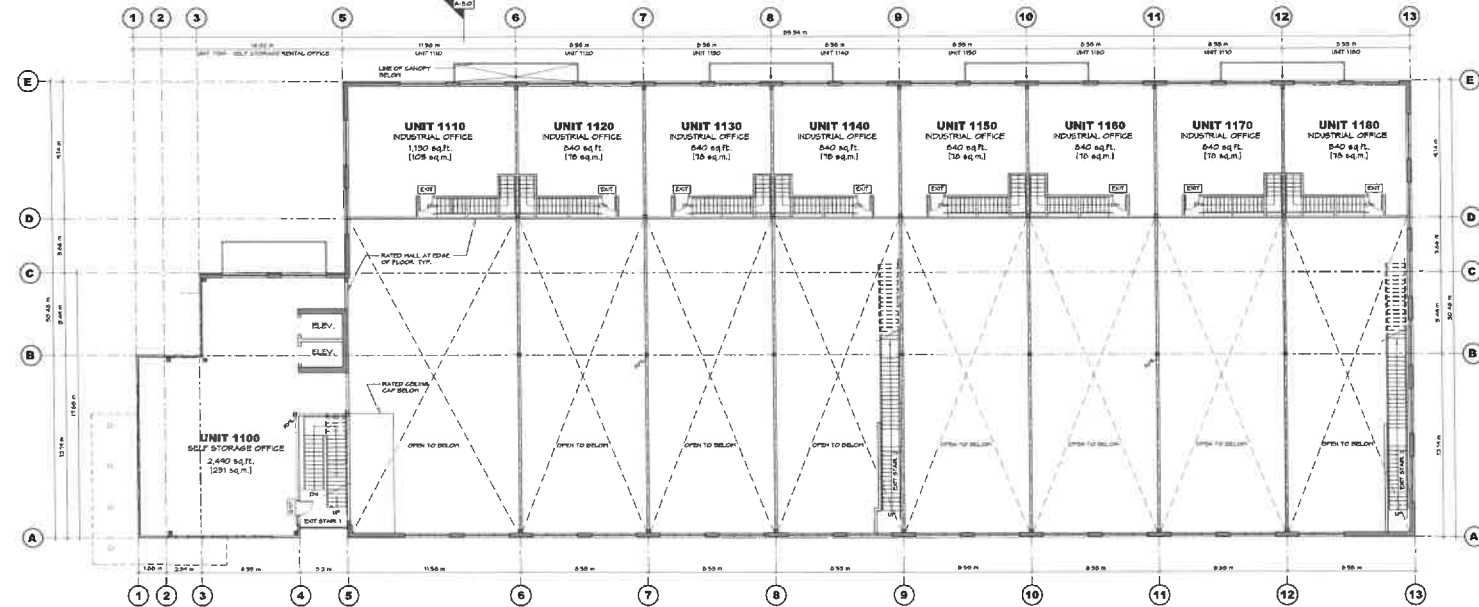
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LANELEY, BC V2Y 9E6		
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1 MAIN FLOOR PLAN

A-2.0 SCALE: 3/32" = 1'-0"



2 SECOND FLOOR PLAN

A-2.0 SCALE: 3/32" = 1'-0"



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PROJECT MANAGERS / CONTRACTORS

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ORION CONSTRUCTION

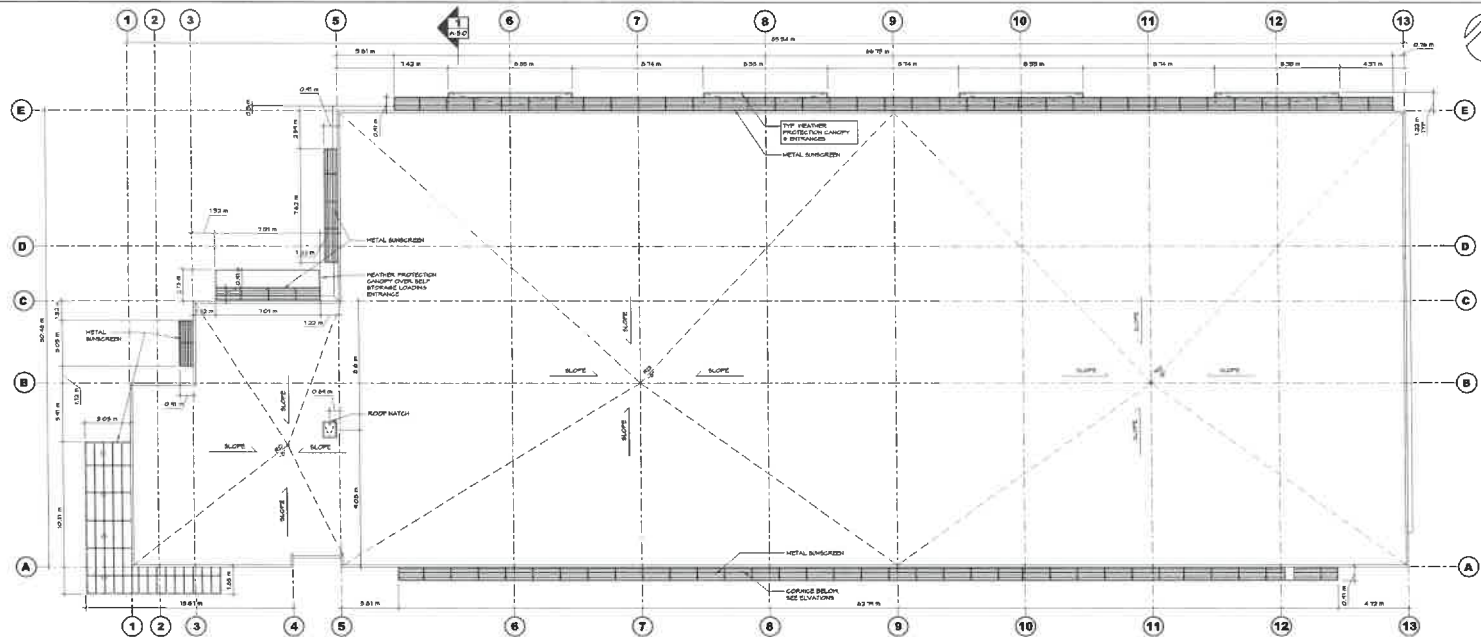
ORION CONSTRUCTION

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ORION CONSTRUCTION







1 ROOF PLAN  
A-3.0 SCALE: 3/32" = 1'-0"

#### ROOF NOTES

- SEE TYPICAL NOTES FOR FINAL STEEL ELEVATIONS
  - ALL ASPECTS OF ROOF DESIGN INCLUDING DETAILS TO BE REVIEWED BY QUALIFIED ROOFING CONTRACTOR TO ENSURE COMPLIANCE WITH MANUFACTURER'S SPECIFICATIONS PRIOR TO CONSTRUCTION
  - PROVIDE 30 YEAR MEMBRANE WARRANTY & 5 YEAR SYSTEMS WARRANTY
  - 15" TYPE 1 EPS RADIATION BARRIER
  - PROVIDE SLOOPER FOR ROOF DRAIN LOCUS TO BE DETERMINED. SEE TYPICAL DETAIL.
- IMPORTANT NOTE:  
- ROOF INSULATION TO FULLY COMPLY WITH ALL APPLICABLE REQUIREMENTS OF 2015 IRC & 2015 IBC PRESCRIPTIVE METHOD. COMPLIANT WITH ORION SPECIFICATIONS.  
- ROOF TO BE COMPLIANT TO ALL APPLICABLE REQUIREMENTS FOR NON-CONVENTIONAL CONSTRUCTION PER S.D.C. 2015.

**ARCHITECTURE PANEL INC.**  
1000 ALUMINUM AVENUE, ANNAPOLIS, MD 21403  
TEL: 410.261.1000 FAX: 410.261.1001  
WWW.ARCHITECTUREPANEL.COM

IN ASSOCIATION WITH  
**D.FORCE** ARCHITECTURE  
1000 ALUMINUM AVENUE, ANNAPOLIS, MD 21403  
TEL: 410.261.1000 FAX: 410.261.1001  
WWW.DFORCEARCHITECT.COM

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1000 ALUMINUM AVENUE  
ANNAPOLIS, MD 21403  
TEL: 410.261.1000 FAX: 410.261.1001  
WWW.ORIONCONSTRUCTION.COM

**DOMINION DISTRICT BUILDING 1000**

**ROOF PLAN**

NO.	DATE	DESCRIPTION	BY	CHKD	APP'D
1	10/10/18	ISSUED FOR PERMIT	DR </td <td>DR</td> <td>DR</td>	DR	DR
2	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
3	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
4	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
5	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
6	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
7	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
8	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
9	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
10	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
11	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
12	10/10/18	ISSUED FOR PERMIT	DR	DR	DR
13	10/10/18	ISSUED FOR PERMIT	DR	DR	DR

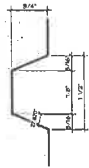
PROJECT: DOMINION DISTRICT BUILDING 1000  
DRAWING: A-3.0  
REV: 2

# MATERIAL LEGEND

- CONCRETE TILT-UP PANEL TYP. - PAINTED
- REVEAL & CONCRETE - PAINTED
- PANEL JOINT
- PREFABRICATED METAL CAP FLASHING
- STONEPOINT FRAMES - CLEAR ANODIZED ALUMINUM
- STONEPOINT GLASS - CLEAR
- STEEL HANDDOORS - PAINTED
- STEEL SECTIONAL OVERHEAD DOORS w/ VINYL PANELS - PAINTED
- STEEL HANDDOORS - PAINTED
- CONCRETE RETAINING WALLS - PAINTED, TYP.
- LIGHT FIXTURES - REE ELECTRICAL SPS 8
- METAL SIGN MOUNTING CANOPY
- SPANNING SLABING TOLERANCE TO MATCH VINYL GLASS
- SLUPTOPS
- INSULATED METAL PANEL
- STEEL BOLLARD - PAINTED
- CONCRETE CURB UNDER PAINTED
- CERTAIN PANEL FRAMES - CLEAR ANODIZED ALUMINUM
- CERTAIN PANEL GLASS - CLEAR
- 1" CORNER
- GLASS ALUMINUM
- C-CORNER STEEL FRAMED CANOPY - PAINTED

## PROJECT COLOURS

- ALL PAINT COLOURS TO BE SHOWN IN FIELDS 1-10
- 1-10 HAN FIELD COLOUR 1 HIGH REFLECTIVE WHITE (BY TYP)
  - 1-10 FIELD ACCELT COLOUR 1 HORSING FOG (BY 4299)
  - 1-10 FIELD ACCELT COLOUR 2 PEDESTAL (BY 1634)
  - 1-10 FIELD ACCELT COLOUR 3 IRON ORE (BY 1084)
  - 1-10 HAN FIELD COLOUR 1 KINGSFORD WOOD
  - 1-10 FIELD ACCELT COLOUR 1 KINGSFORD DOVE GRAY
  - STEEL HANDDOOR COLOUR HIGH REFLECTIVE WHITE (BY TYP)
  - EXTERIOR BOLLARDS BLACK
  - ALUMINUM STONEPOINT FRAMES CLEAR ANODIZED ALUMINUM
  - TYPICAL SLABING CLEAR FLIGHT & 2" (BY 1084)
  - SPANNING SLABING COLOUR 2018 COY-PAINT
  - TYPICAL METAL CAP FLASHING 2018 LIGHT WHITE
  - STOCK METAL BLACK



3 TYP. REVEAL DETAIL  
SCALE: 1" = 1'-0"



1 SOUTH ELEVATION (FACING SEABORNE AVE.)  
SCALE: 5/32" = 1'-0"



2 NORTH ELEVATION  
SCALE: 5/32" = 1'-0"



3 EAST ELEVATION  
SCALE: 5/32" = 1'-0"



4 WEST ELEVATION (FACING FREMONT ST.)  
SCALE: 5/32" = 1'-0"



ARCHITECTURE PANEL INC.

IN ASSOCIATION WITH  
D.J. FORCE DESIGN INC.

1111 11TH AVE SE, SUITE 100, SEASIDE, WA 98148  
TEL: (206) 465-1111 FAX: (206) 465-1112

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PROJECT MANAGER / CONTRACTOR  
ORION CONSTRUCTION

ORION CONSTRUCTION  
1111 11TH AVE SE, SUITE 100, SEASIDE, WA 98148  
PHONE: (206) 465-1111

PROPOSED AND EXISTING BUILDING FOR  
DOMINION DISTRICT BUILDING 1000

DATE: 10/1/2023  
DRAWING: ELEVATIONS

REV. NO. 1  
DATE: 10/1/2023  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]

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DATE: 10/1/2023  
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DATE: 10/1/2023  
BY: [Signature]  
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APPROVED: [Signature]

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PROPOSED AND EXISTING BUILDING FOR  
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DATE: 10/1/2023  
DRAWING: ELEVATIONS

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DATE: 10/1/2023  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]

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1111 11TH AVE SE, SUITE 100, SEASIDE, WA 98148  
PHONE: (206) 465-1111

PROPOSED AND EXISTING BUILDING FOR  
DOMINION DISTRICT BUILDING 1000

DATE: 10/1/2023  
DRAWING: ELEVATIONS

REV. NO. 1  
DATE: 10/1/2023  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]

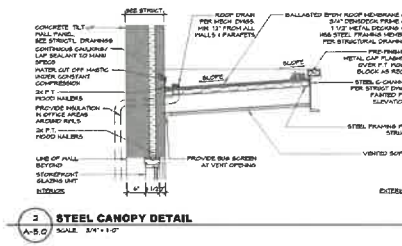
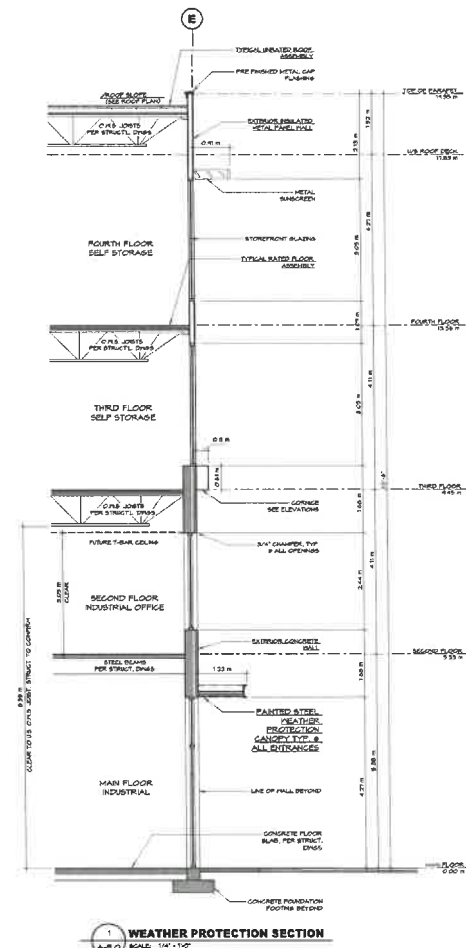
PROJECT MANAGER / CONTRACTOR  
ORION CONSTRUCTION

ORION CONSTRUCTION  
1111 11TH AVE SE, SUITE 100, SEASIDE, WA 98148  
PHONE: (206) 465-1111

PROPOSED AND EXISTING BUILDING FOR  
DOMINION DISTRICT BUILDING 1000

DATE: 10/1/2023  
DRAWING: ELEVATIONS

REV. NO. 1  
DATE: 10/1/2023  
BY: [Signature]  
CHECKED: [Signature]  
APPROVED: [Signature]



**ARCHITECTURE PANEL INC.**  
ARCHITECTURE PANEL INC. 10000 W. 100TH AVE. SUITE 1000  
DENVER, CO 80231-1000

IN ASSOCIATION WITH  
**D.FORCE DESIGN INC.**  
D.FORCE DESIGN INC. 10000 W. 100TH AVE. SUITE 1000  
DENVER, CO 80231-1000

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ORION CONSTRUCTION  
UNIT 180 1800 S. W. 10TH AVE.  
LAKEVIEW, CO 80123-1000

PROPOSED INDUSTRIAL BUILDING FOR  
**DOMINION DISTRICT BUILDING 1000**

SECTIONS  
DRAWING

DATE: 11-11-2011  
DESIGNED BY: V. S. S. S.  
CHECKED BY: S. S. S. S.

PROJECT: Dominion District Building 1000  
REV: 2





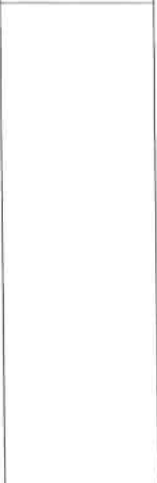




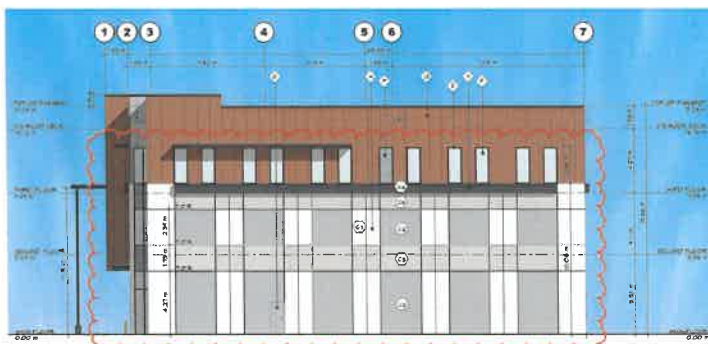




1 WEST ELEVATION (FACING FREMONT ST)  
A-40 SCALE: 3/32" = 1'-0"



**EAST ELEVATION**



5 NORTH ELEVATION (FACING DOMINION AVE)  
A=4.0 SCALE: 3/32" = 1'-0"

**4 SOUTH ELEVATION**  
SCALE: 3/32" = 1'-0"

### **MATERIAL LEGEND**

- ⑤ CONCRETE TILT UP WALL TOP - PAINTED
- ⑥ REINFLN CONCRETE - PAINTED
- ⑦ PANEL JOINT
- ⑧ PREFINISHED METAL CLIP FLASHING
- ⑨ BROWERPOINT FRAMES - CLEAR ANODIZED ALUMINUM
- ⑩ STORMDOOR GLASS - CLEAR
- ⑪ STEEL HANDICAPPED - PAINTED
- ⑫ STEEL SECTIONAL OVERHEAD DOORS W/ VISION PANEL - PAINTED
- ⑬ STEEL GUARDRAILS - PAINTED
- ⑭ COMPLETE RETAINING WALLS - PAINTED, TYP
- ⑮ LIGHT FIXTURES - SEE ELECTRICAL DWGS
- ⑯ METAL NON-SKIDING GRATING
- ⑰ SPHERICAL GLAZING FORWARD TO MATCH VISION GLAZING
- ⑱ SCUFFERS
- ⑲ PAINTED METAL PANEL
- ⑳ STEEL BOLLARDS - PAINTED
- ㉑ CONCRETE CURB UNDER PAINTED
- ㉒ CURTAIN WALL FRAMES - CLEAR ANODIZED ALUMINUM
- ㉓ CURTAIN WALL GLASS - CLEAR
- ㉔ 1/2" CORNICE
- ㉕ GLASS GUARDRAIL
- ㉖ C-CURVED STEEL FRAMED CANOPY - PAINTED

NOTED: NOT ALL MATERIALS INDICATED ARE APPLICABLE.

### PROJECT COLOURS

- |   |                         |                                |
|---|-------------------------|--------------------------------|
| ALL PAINT COLOURS TO BE SUPPLIED PER SUPPLIER   |                         |                                |
|  | ① MAIN FIELD COLOUR : 1 | MAIN REFLECTIVE WHITE (BN 701) |
|  | ② FIELD ASSEST COLUMN 1 | MORNING FOG BN 2255            |
|  | ③ FIELD ASSEST COLUMN 2 | PERFECT SKY BN 2504            |
|  | ④ FIELD ASSEST COLUMN 3 | INDIAN BLUE BN 2504            |
| INSULATED METAL PANEL COLOURS PER SUPPLIER  |                         |                                |
|  | ⑤ MAIN FIELD COLOUR : 1 | KANSANIAN REDWOOD              |
|  | ⑥ ASSEST COLUMN 1       | KANSANIAN ROUGE BERRY          |
| STEEL HANDICAP COLOUR : 2   |                         | MAIN REFLECTIVE WHITE (BN 701) |
| ALUMINUM STOREFRONT HANDICAP : 2  |                         | BLACK ANODIZED                 |
| STEEL SLAB COLOUR : 2   |                         | CLAY BLUE 2 AND 3              |
| SPRINKLER GLASS COLOUR : 2  |                         | 2019 COMPLAINT                 |
| TYPICAL METAL PANEL COLOUR : 2  |                         | 2019 COMPLAINT                 |
|   |                         | STOCK METAL PANEL              |

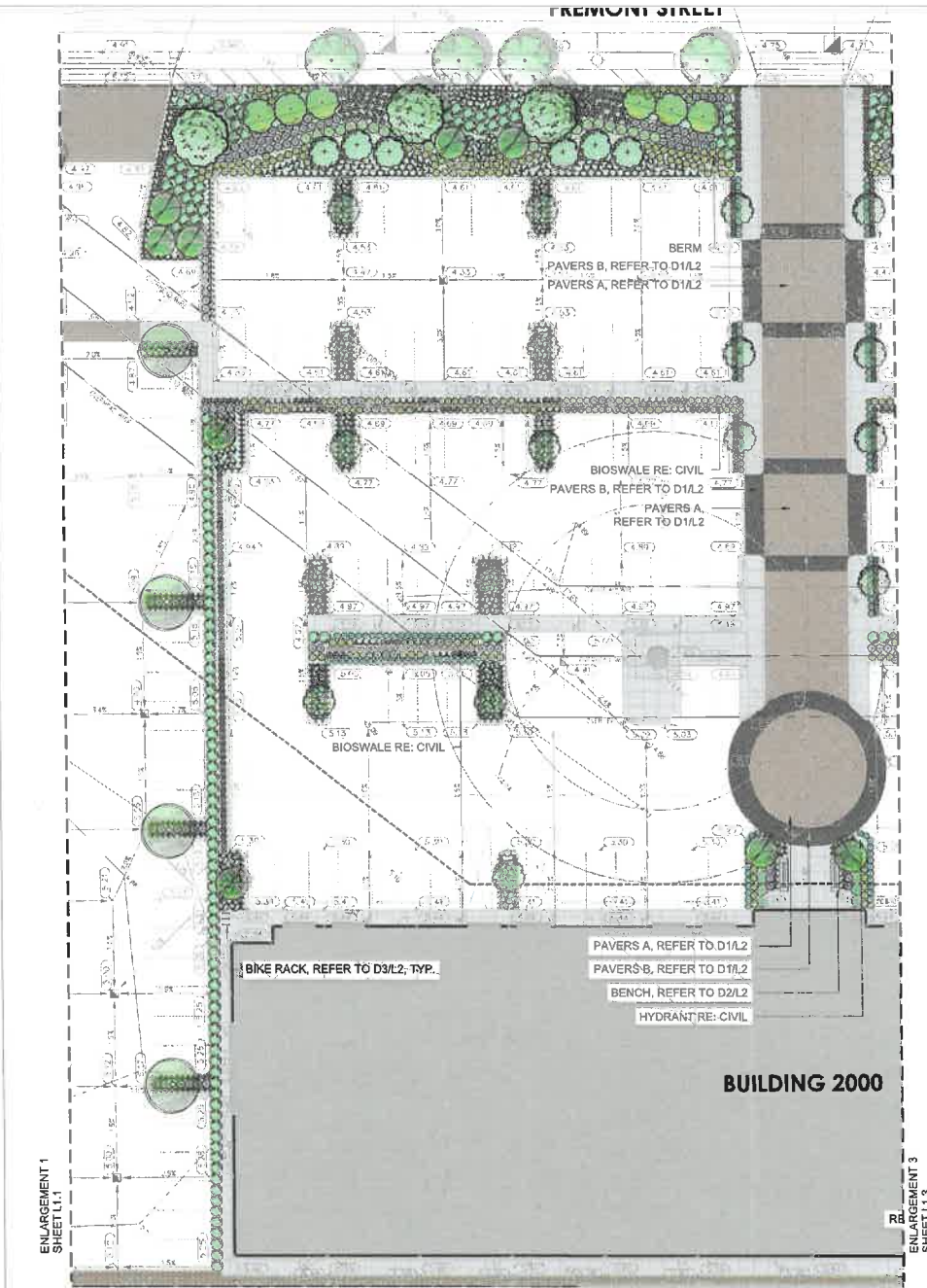
5 TYP. REVEAL DETAIL  
SCALE 12" = 1'-0"











KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITION
<b>DECIDUOUS TREES</b>						
13	1	<i>Acer rubrum 'Autumn Flame'</i>	Autumn Flame Red Maple	6cm cal	As Shown	W.B.
8	1	<i>Hydrangea paniculata 'Limbo'</i>	Japanese Lacecap	4cm cal	As Shown	W.B.
15	1	<i>Hamamelis canadensis 'Fragrantissima'</i>	Witch Hazel	6cm cal	As Shown	W.B.
11	1	<i>Coronilla varia</i>	Kalm's Tree	6cm cal	As Shown	W.B.
<b>CONIFEROUS TREES</b>						
4	1	<i>Thuja occidentalis 'Pendula'</i>	Weeping Norfolk Island Spruce	2.5m H	As Shown	W.B.
3	1	<i>Picea canadensis</i>	Norway Spruce	2.5m H	As Shown	W.B.
<b>SHRUBS</b>						
47	1	<i>Amelanchier alnifolia</i>	Standing Ovation Serviceberry	2m H	As Shown	Multi-Stem
19	1	<i>Cornus rugelii</i>	Royal Purple Spicebush	2m H	As Shown	Multi-Stem
9	1	<i>Cornus sericea</i>	Red Twig Dogwood	1.5m H	As Shown	#1 Pot
7	1	<i>Malus purpurea</i>	Burgundy Crabapple	2m H	As Shown	W.B.
281	1	<i>Sorbus alba</i>	White Flowering Dogwood	2.5m H	As Shown	#1 Pot
217	1	<i>Viburnum dentatum</i>	Downy Viburnum	4cm H	As Shown	#1 Pot
68	1	<i>Yucca filamentosa</i>	Adam's Needle	1.5m H	As Shown	#1 Pot
68	1	<i>Yucca filamentosa</i>	Adam's Needle	1.5m H	As Shown	#1 Pot
134	1	<i>Yucca filamentosa</i>	Adam's Needle	1.5m H	As Shown	#1 Pot
134	1	<i>Yucca filamentosa</i>	Adam's Needle	1.5m H	As Shown	#1 Pot
<b>PERENNIALS, GROUND COVERS, AND GRASSES</b>						
135	1	<i>Rudbeckia hirta</i>	Black-eyed Susan	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot
283	1	<i>Festuca glauca</i>	Blue Fescue	1 Gal	As Shown	#1 Pot

OFFSITE TREES SPECIES TO BE CHOSEN BY THE CITY



#### LEGEND



201105 ISSUED FOR RFP  
201202 ISSUED FOR RFP  
201202 ISSUED FOR RFP  
201202 ISSUED FOR RFP  
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590 DOMINION DEVELOPMENTS

2300 & 2372 FREMONT STREET  
PORT COQUITLAM, BC

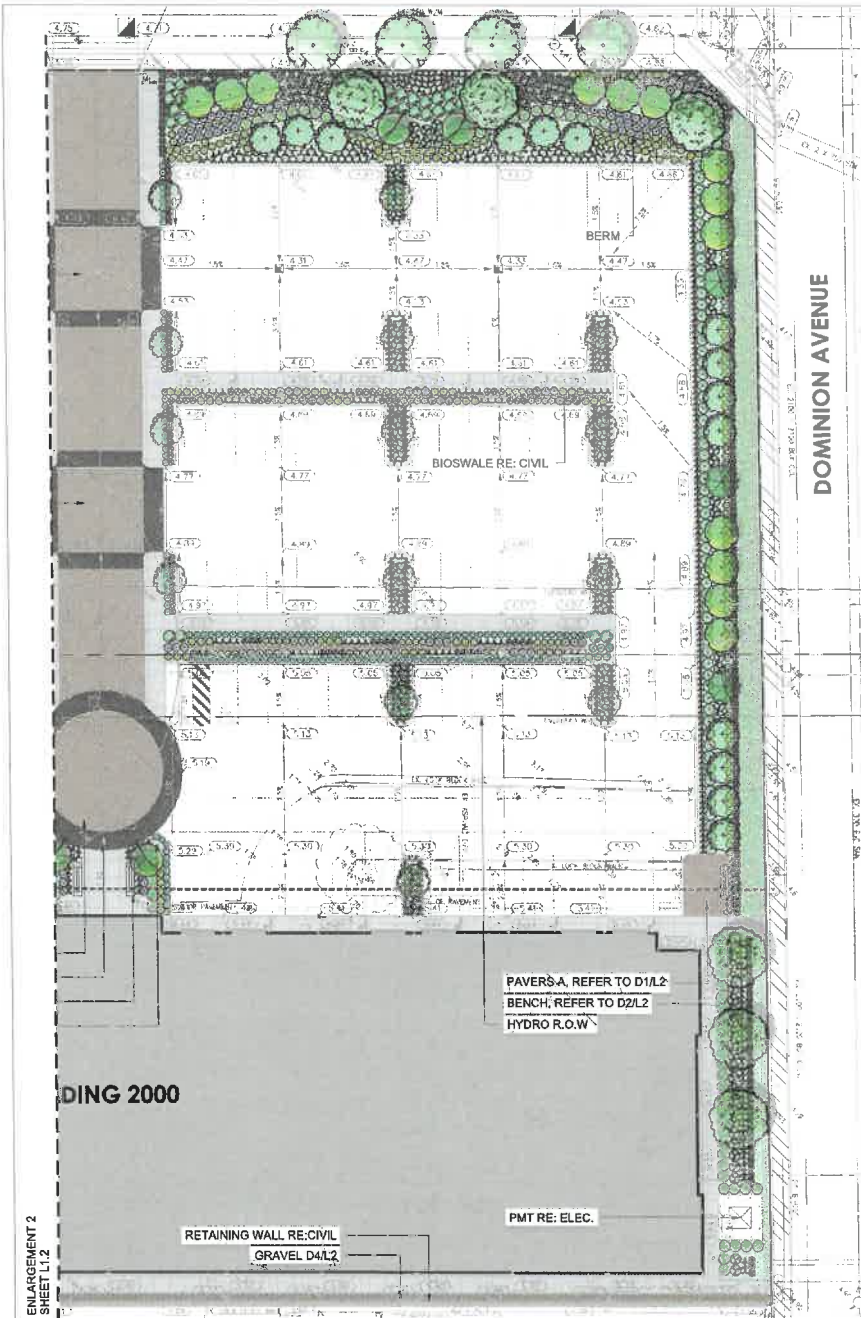
ENLARGEMENT 2

SCALE 1:500  
DATE 11/11/11  
DRAWN BY [Name]  
CHECKED BY [Name]  
APPROVED BY [Name]

L1.2

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KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	CONDITION
<b>PERENNIAL TREES</b>						
13		<i>Asar thymifolius</i> 'Rubrum Plena'	Asar thymifolius Plena	5cm cal.	As Shown	W.B.
8		<i>Syringa reticulata</i> 'horyu'	Japanese Lilac	5cm cal.	As Shown	W.B.
15		<i>Hamelia intermedia</i> 'frustrata'	White Hamel	5cm cal.	As Shown	W.B.
11		<i>Camptotheca picturata</i>	Katsura Tree	5cm cal.	As Shown	W.B.
<b>CONIFER TREES</b>						
4		<i>Chamaecyparis nictitans</i> 'Pendula'	Weeping Norway Spruce	2.5m H.	As Shown	W.B.
3		<i>Pinus strobus</i>	Norway Spruce	2.5m H.	As Shown	W.B.
<b>SHRUBS</b>						
47		<i>Amelanchier alnifolia</i> 'Standing Ovation'	Standing Ovation Serviceberry	2m H.	As Shown	Multi-stem
18		<i>Cornus sanguinea</i>	Royal Purple Dogwood	2m H.	As Shown	Multi-stem
6		<i>Cornus sericea</i> 'Rabot'	Rose Tree Dogwood	1.5m H.	As Shown	60 Pot
7		<i>Malus baccata</i>	Sargent Crabapple	2m H.	As Shown	W.B.
281		<i>Lonicera xedifolia</i>	Eden Honeysuckle	30cm H.	As Shown	65 Pot
217		<i>Wisteria floribunda</i>	Chinese Wisteria	45cm H.	As Shown	65 Pot
35		<i>Taxus canadensis</i>	White Pine	1.5m H.	As Shown	65 Pot
84		<i>Rosa rugosa</i> 'Santitas'	Knockout Rose	45cm H.	As Shown	65 Pot
134		<i>Salix x moutanensis</i> 'Blue Boy'	Blue Boy Willow	1.5m H.	As Shown	65 Pot
60		<i>Malus coronaria</i> 'Hortensiae'	Hortensiae Malus	1.5m H.	As Shown	65 Pot
<b>PERENNIALS, GROUND COVERS AND GRASSES</b>						
108		<i>Hydrangea</i>	Hydrangea	1 Gal.	As Shown	61 Pot
383		<i>Hydrangea</i> 'Blue Boy'	Blue Boy Hydrangea	1 Gal.	As Shown	61 Pot
744		<i>Hydrangea</i>	Hydrangea	1 Gal.	As Shown	61 Pot
284		<i>Hydrangea</i>	Hydrangea	1 Gal.	As Shown	61 Pot
187		<i>Hydrangea</i>	Hydrangea	1 Gal.	As Shown	61 Pot
255		<i>Hydrangea</i>	Hydrangea	1 Gal.	As Shown	61 Pot

OFFSITE TREES SPECIES TO BE CHOSEN BY THE CITY



Project: 2011/02  
 Date: 10/10/11  
 Drawn: J. K. D. Planning & Design Ltd.  
 Checked: J. K. D. Planning & Design Ltd.  
 Scale: 1:1000  
 Title: L1.3

#### LEGEND



2011/02	ISSUED FOR RE-OP
2011/02	ISSUED FOR OP
10/10/11	ISSUED FOR OP

NOT TO SCALE

NO. 10



590 DOMINION DEVELOPMENTS

2360 & 2372 FREMONT STREET  
 PORT COQUITLAM, BC

ENLARGEMENT 3

SCALE	1:100
DATE	10/10/11
BY	J. K. D. Planning & Design Ltd.
PROJECT NO.	2011/02

NO. 10

L1.3

[illegible]

1. IRRIGATION TO BE PROVIDED FOR ALL "SOFT LANDSCAPE AREAS" SHOWN ON THE DRAWINGS, USING A HIGH EFFICIENCY IRRIGATION SYSTEM
2. IRRIGATED AREAS TO BE INSTALLED AS A DESIGN BUILT IRRIGATION SYSTEM FOR THE STUDS OUTS- PROVIDED PROVIDE SUBSTANTIALS OF DESIGN TO CONSTRUCTION AT LEAST ONE WEEK PRIOR TO INSTALLATION AND AS-BUILT DRAWING ON THE MONTH OF SUBSTANTIAL PERFORMANCE.
3. THE IRRIGATION SYSTEM DESIGN AND INSTALLATION SHALL BE IN ACCORDANCE WITH THE IRRIGATION HANDBOOK OF BIG STANDARD AND OUTLINES
4. ALL IRRIGATION VALVE BOXES TO BE EQUIPPED WITH CHECK COUPLERS.
5. USE POP-UP SPRINGER HEADS.
6. DO NOT SPRAY WATER UNDER TREE TRUNKS

[illegible][illegible]

1. AREA DESIGNATOR FOR SETBACKS SHALL FOLLOW THE FOLLOWING:

2. REMOVE ALL OBSTRUCTIONS FROM SETBACKS NOT LIMITED TO: CONCRETE, WOOD AND METAL, SCAFFOLD, ALL EXISTING BUILDINGS AND EXISTING UTILITIES.

3. PREPARE AREAS FOR SETBACKS: BRICK, SPIRAL, LOGGERS AND THE GRADE TOPSOIL, GRADE OR PORTLAND CEMENT GRADE OF TOPSOIL TO 18 INCHES.

4. FOR GRADE: AREAS FOR SETBACKS: THE CONTRACTOR SHALL MAINTAIN EXISTING SETBACKS UNTIL THE PROJECT MANAGER HAS APPROVED FIVE GRADES.

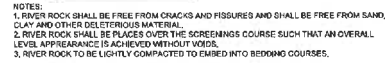
5. EXISTING OPERATIONS SHALL BE COMPLETED BEFORE EPPING TANKS AND JUNE 15TH FOR EPPING WORK, ON BETWEEN AUGUST 15TH AND OCTOBER 15TH.

6. SET APPLICATION METHOD: HYDROSEEDING BY APPROVED CONTRACTOR.

7. CONTRACTOR TO ENSURE AREAS BEING RE-VEGETATED. SEEDS ARE NOT BE ACCEPTED PROVIDED THAT A BUREAU REPORT OF THE SEEDS HAS BEEN OBTAINED AND BECOME ESTABLISHED IN THE COURSE OF THE PROJECT.

8. MAINTENANCE FOR RESEED AREAS SHALL BEGIN IMMEDIATELY AFTER INSTALLATION AND SHALL CONTINUE UNTIL THE AREAS ARE FULLY ESTABLISHED.

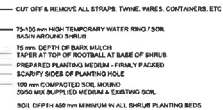
9. SEEDS MAY BE APPLIED BY HAND OR BY MACHINE. POLYMER GEL (POLYMER GEL) SHALL BE APPLIED TO AREAS NOT APPROVED EQUAL.



N.T.S.



NT.5.



N.T.S





2911/02 ISSUED FOR RE-OP  
2908/02 ISSUED FOR DP  
1 1506/02 ISSUED FOR DP

JUL 24 1972  
FBI - NEW YORK

**590 DOMINION DEVELOPMENTS**  
2360 & 2372 FREMONT STREET  
PORT COQUITLAM, BC

## SECTIONS

NAME	AS NOTED
DATE	MA
TIME	AT
REFLECTOR	710436-L

L3

## Zoning Amendment Bylaw for 590 Dominion Avenue - First Two Readings

### **ZRECOMMENDATION:**

*That Council give “Zoning Bylaw, 2013, No. 3630, Amendment Bylaw, 2024, No. 4364” first two readings.*

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


On March 5, 2024, Committee of Council:

1. *Directed staff to bring forward an amendment to the Zoning Bylaw to add a new M4 (Intensive Light Industrial) zone that permits indoor commercial storage and industrial offices above the second storey of a building in addition to uses currently permitted in the M3 Light Industrial zone;*
2. *Directed staff to bring forward amendments to the Official Community Plan to accommodate a new M4 Intensive Light Industrial zone.*
3. *Having given consideration to s.475 of the Local Government Act, confirmed the following consultation for the proposed Official Community Plan amendment:*
  - a. *Posting information on the City website;*
  - b. *Consideration of a staff report in an open Committee of Council meeting.*
4. *Directed staff to bring forward an amendment to the Parking and Development Management Bylaw to add parking regulations for indoor commercial storage and industrial offices uses.*
5. *Directed staff to bring forward an amendment to the Zoning Bylaw to rezone 590 Dominion Avenue to M4 Intensive Light Industrial;*
6. *Recommended to Council that prior to adoption of the amending bylaw for 590 Dominion Avenue, the following conditions be met to the satisfaction of the Director of Development Services:*
  - a. *Completion of a subdivision plan to the satisfaction of the Approving Officer including subdivision of the site into two parcels, corner cut-offs and road dedication along Seaborne Avenue;*
  - b. *Submission of plans, fees, securities and agreements for off-site works and services;*

## Zoning Amendment Bylaw for 590 Dominion Avenue - First Two Readings

7. *Recommended to Council that Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2022, No. 4285 for 590 Dominion Avenue be repealed.”*

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

	#	Description
	1	Give first two readings to the Bylaw.
	2	Defer first two readings of the Bylaw pending receipt of further information (to be specified).
	3	Decline first two readings of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4364

Report to Committee, March 5, 2024 (see item 7.1, attachment 3)

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2024

Bylaw No. 4364

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

1. CITATION

This Bylaw is cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2024, No. 4364”.

2. ADMINISTRATION

2.1 The Zoning Map of the “Zoning Bylaw, 2008, No. 3630” is hereby amended to reflect the following rezoning:

**Civic Address:** 590 Dominion Avenue

**Legal Descriptions:** Lot 3, Block 6N, Section 9, Range 1E, New West District,  
Plan NWP40286

**From:** A (Agricultural)

**To:** M4 (Intensive Light Industrial)

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

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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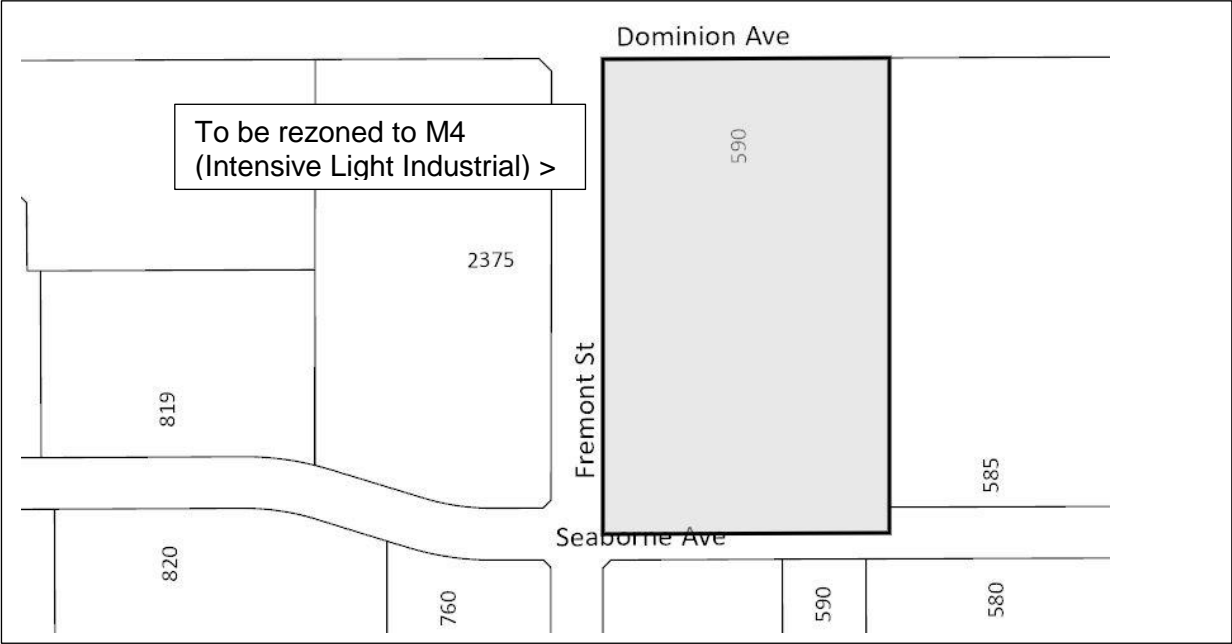
Mayor

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Corporate Officer

Schedule 1

Bylaw 4364





## Parking and Development Management Amendment Bylaw – First Three Readings


### RECOMMENDATION:

*That Council give “Parking and Development Management Bylaw, 2018, No. 4078, Amendment Bylaw, 2024, No. 4363” first three readings.*

### PREVIOUS COUNCIL/COMMITTEE ACTION

On March 5, 2024, Committee of Council directed staff to bring forward an amendment to the Parking and Development Management Bylaw to add parking regulations for indoor commercial storage and industrial office uses.

### OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to the Bylaw.
	2	Delay first three readings and request staff to provide additional information.
	3	Decline first three readings of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4363

Report to Committee, March 5, 2024 (see item 7.1, attachment 3)



### **RECOMMENDATION:**

*That 2024-2028 Financial Plan Bylaw, 2024, No. 4365 be given first three readings.*

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

February 27, 2024 – Committee of Council:

*That Committee of Council:*

- 1. Approve the capital plan as presented on December 5<sup>th</sup>, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw;*
- 2. Approve the operating budget as presented on December 12<sup>th</sup>, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw; and*
- 3. Direct staff to prepare the 2024-2028 Financial Plan Bylaw, 2024 Tax Rate Bylaw and 2024 Solid Waste Rate Bylaw for Council approval.*

### **REPORT SUMMARY**

This report presents the 2024-2028 Financial Plan Bylaw for Council approval. The Financial Plan, which includes the current year's budget and taxes, sets out the planned services and initiatives for the next five years and the corresponding funding for those services. The 2024-2028 Financial Plan addresses Council's priorities of getting the basics right while supporting community safety, City infrastructure and current and future needs.

### **BACKGROUND**

Section 165 of the *Community Charter* requires that the City annually adopt a Five-Year Financial Plan which sets out the planned services and initiatives and their corresponding funding.

The City split development of the 2024-2028 Financial Plan into multiple phases, with Committee of Council approving capital (funded through reserves and surplus) on December 5<sup>th</sup> 2023, the draft operating budget (funded through taxation, levies and other revenues), on December 12<sup>th</sup>, 2023.

In early January, the City mailed the 2024 Budget at a Glance brochure to every home and business to obtain feedback on the draft operating budget. Public consultation for the draft operating budget concluded on January 29, 2024. The City received 1,524 responses which were considered by Committee of Council on February 27, 2024. The input was considered when finalizing the 2024 financial plan and to help guide establishing infrastructure policies and capital program priorities. The public input will also be considered as part of the 2025 financial planning process.

### **DISCUSSION**

For the average home, the budget includes an increase of 3.56 percent for City services and 2.02 percent increase for rising RCMP costs, resulting in a total increase of 5.58 percent (\$117.39 for the average household). Tactics to reduce taxpayer impact included a line-by-line review of proposed expenditures and revenues, deferral of non-critical items, selective use of reserves and surplus accounts, and leveraging of provincial and federal grant funding. As a result, Port Coquitlam's proposed tax increase for 2024 is well below the average in Metro Vancouver based on reported information.

Development of the proposed 2024 budget was affected by a variety of factors, including:

- Increased costs based on regional or provincial contract negotiations, including CUPE representing civic workers and IAFF representing firefighters,
- Rising costs from the RCMP contract and Public Safety Building due to inflation and the federally-negotiated collective agreement,
- Increased costs from external service providers such as Fraser Valley Regional Library and Metro Vancouver water, sewer and waste services,
- Inflation and escalating costs for supplies, and
- New responsibilities from provincial legislation related to accessibility and housing, leading to significant new costs.

In addition to maintaining current service levels and setting aside funds for replacing and renewing infrastructure, the 2024 budget will fund enhanced services such as:

- Improved safety: One new firefighter,
- Enhanced special events: Includes the grand opening of the upgraded Leigh Square and support for City and community events,
- Improved waste services: Formalizing the large-item pickup program and developing a curbside glass collection program for rollout in 2025,
- Increased support for cybersecurity and technology to deliver service,
- Access support: Removing barriers for access to City recreational programs, and
- Assistance for community organizations: Providing with operating grants.

The budget will also bring some new staff and improved services without any impact on taxation. These include:

- Improved safety: Additional bylaw officers who will provide a stronger bylaw presence on City streets, funded through increased revenue from bylaw enforcement,
- Reduced approval time for housing projects: Additional planning staff that will allow the City to process more development applications, funded through increased development revenue,
- Dedicated attention to the City's land holdings: A new real estate manager, funded through the savings in real estate fees,
- Increased recreation services: Additional program resources at the Recreation Centres, funded through additional program revenues, and
- Optimal maintenance and cleanliness of City recreation facilities: A new facility maintenance coordinator, funded through increased concession and program revenue at

the Port Coquitlam Community Centre (PCCC).

In addition to the property tax increase, the user-pay levies for utilities will go up 2.96 percent (\$13.95) for water and 14.71 percent (\$51.50) for sewer for all properties, and 25.34 percent (\$62.67) for households receiving City waste collection services. These increases primarily relate to increases in Metro Vancouver charges for both bulk water purchases and levy for sanitary sewer discharge, along with the additional services provided in solid waste including preparation for curb-side glass pick-up beginning in 2025.

Section 165 of the *Community Charter* requires the municipality to set out in their financial plan, objectives and policies in relation to:

- the proportion of total revenue that is proposed to come from funding sources;
- the distribution of property taxes amongst the various property classes; and
- the use of permissive tax exemptions.

These policies remain unchanged from the prior year and are included under "Schedule C" of the Financial Plan Bylaw.

### Next Steps

In accordance with Section 197 of the *Community Charter*, once the City's financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue approved by Council. A separate report will bring forward the appropriate bylaws for adoption prior to the deadline of May 15, 2024 to enable the City to levy this revenue.

### FINANCIAL IMPLICATIONS


Property taxes and levies for the average Port Coquitlam home (assessed at \$1,078,237) will increase by the following amounts in 2024:

Category	2023	2024	\$ Change	\$ Change
Property Tax	\$ 1,631.99	\$ 1,706.88	\$ 74.89	3.56%
RCMP	472.51	515.01	42.50	2.02%
Total Property Tax	<b>2,104.50</b>	<b>2,221.89</b>	<b>117.39</b>	<b>5.58%</b>
Water	471.05	485.00	13.82	2.96%
Sewer	350.46	402.00	51.78	14.71%
Solid Waste	247.32	310.00	62.67	25.34%



## 2024-2028 Financial Plan Bylaw

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

	#	Description
	1	Give first three readings to the 2024-2028 Financial Plan Bylaw No. 4365.
	2	Refer the bylaw back to staff for amendments.

### **ATTACHMENTS**

Attachment 1 - Bylaw No. 4365

**Lead authors:** Kushal Pachchigar

CITY OF PORT COQUITLAM  
2024-2028 Financial Plan Bylaw  
Bylaw No. 4365

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

1. CITATION

This Bylaw is cited as “2024-2028 Financial Plan Bylaw, 2024, No. 4365”.

2. REGULATION

- 2.1 Schedule “A” attached to and forming part of this Bylaw is the proposed funding sources and expenditures for 2024 to 2028.
- 2.2 Schedule “B1” forming part of this Bylaw is expenditures from the City Reserve and Surplus Funds.
- 2.3 Schedule “B2” forming part of this Bylaw is transfers to the City Reserve and Surplus Funds.
- 2.4 Schedule “C” forming part of this Bylaw is the objectives and policies for revenues, property tax distribution and permissive exemptions.

3. REPEAL

2023-2027 Financial Plan Bylaw No. 4305 and all amendments thereto are hereby repealed.

READ A FIRST TIME this	day of	, 2024
READ A SECOND TIME this	day of	, 2024
READ A THIRD TIME this	day of	, 2024

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Mayor

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Corporate Officer

**SCHEDULE "A"**  
**Proposed Funding Sources and Expenditures**

	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>2026 Budget</b>	<b>2027 Budget</b>	<b>2028 Budget</b>
<b>Revenues</b>					
Taxation & Other Levies	\$ 85,504,400	\$ 88,014,400	\$ 90,599,700	\$ 93,262,500	\$ 96,005,200
Utility Charges	30,241,400	31,157,500	32,046,600	32,962,200	33,905,200
Sale of Services	8,424,100	8,424,100	8,424,100	8,424,100	8,424,100
Contributions	25,240,200	18,539,900	3,102,700	3,102,700	3,102,700
Permits & Licences	3,702,600	3,702,600	3,702,600	3,702,600	3,702,600
Investment Income	3,047,700	3,047,700	3,047,700	3,047,700	3,047,700
Penalties & Fines	704,000	704,000	704,000	704,000	704,000
Other Revenues	473,800	473,800	473,800	473,800	473,800
<b>Total Revenues</b>	<b>\$ 157,338,200</b>	<b>\$ 154,064,000</b>	<b>\$ 142,101,200</b>	<b>\$ 145,679,600</b>	<b>\$ 149,365,300</b>
<b>Expenditures</b>					
City Operating Expenditures	\$ 111,591,000	\$ 112,456,800	\$ 112,258,200	\$ 114,634,700	\$ 117,082,200
External Debt Interest Expense	1,727,300	1,727,300	1,727,300	1,727,300	1,727,300
Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
<b>Total Operating Expenditures</b>	<b>\$ 125,318,300</b>	<b>\$ 126,184,100</b>	<b>\$ 125,985,500</b>	<b>\$ 128,362,000</b>	<b>\$ 130,809,500</b>
<b>Net Revenue (Expenditure)</b>	<b>\$ 32,019,900</b>	<b>\$ 27,879,900</b>	<b>\$ 16,115,700</b>	<b>\$ 17,317,600</b>	<b>\$ 18,555,800</b>
<b>Allocations</b>					
Net Transfers from Reserves	\$ 66,394,300	\$ 20,612,500	\$ 15,424,800	\$ 3,221,800	\$ 3,098,000
Net Transfers (to) Reserves	(23,277,300)	(24,410,100)	(25,576,900)	(26,778,800)	(28,017,000)
Capital Expenditures	(84,598,100)	(33,543,500)	(15,424,800)	(3,221,800)	(3,098,000)
Capital Contributed by Developers	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)	(1,000,000)
Unfunded Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
External Debt Principal Repayment	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)	(1,538,800)
<b>Total Allocations</b>	<b>\$ (32,019,900)</b>	<b>\$ (27,879,900)</b>	<b>\$ (16,115,700)</b>	<b>\$ (17,317,600)</b>	<b>\$ (18,555,800)</b>
<b>Financial Plan Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# SCHEDULE "B1"

## Transfers from Reserves

	2024	2025	2026	2027	2028
	Budget	Budget	Budget	Budget	Budget
General Capital	\$ 19,312,900	\$ 10,960,200	\$ 13,158,500	\$ 2,113,600	\$ 1,457,000
Sewer Infrastructure	8,738,400	730,000	110,000	-	-
Growing Communities Grant	8,016,800	-	-	-	-
Vehicles & Equipment	6,417,100	960,000	-	-	-
Amenities	4,858,900	-	-	-	-
Water Infrastructure	3,612,200	2,096,100	472,500	-	-
Roads (MRN)	1,250,000	-	-	-	-
Long Term Sewer Infrastructure	1,200,000	-	-	-	-
Land Sale	841,100	170,000	170,000	170,000	170,000
Long Term General Infrastructure	644,200	3,775,000	-	-	-
Water Rate Stabilization	535,000	535,000	535,000	-	535,000
RCMP	500,300	495,400	492,100	440,000	425,900
Downtown	402,000	275,700	286,700	298,200	310,100
Cart Replacement	294,600	170,000	170,000	170,000	-
Sewer Rate Stabilization	200,000	200,000	200,000	200,000	200,000
Transit Shelters	164,100	165,000	-	-	-
Parking	156,700	-	-	-	-
Cemetery	115,100	-	-	-	-
Election	-	-	-	-	-
Allocated Accumulated Surplus - General	8,999,600	-	-	-	-
Allocated Accumulated Surplus - Water	122,800	-	-	-	-
Allocated Accumulated Surplus - Sewer	48,400	-	-	-	-
Long Term Water Infrastructure					
<b>Total Transfers from Reserves</b>	<b>\$ 66,430,200</b>	<b>\$ 20,532,400</b>	<b>\$ 15,594,800</b>	<b>\$ 3,391,800</b>	<b>\$ 3,098,000</b>

**SCHEDULE "B2"**  
**Transfers (to) Reserves**

	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>
	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
General Capital	\$ 19,312,900	\$ 10,960,200	\$ 13,158,500	\$ 2,113,600	\$ 1,457,000
Sewer Infrastructure	8,738,400	730,000	110,000	-	-
Growing Communities Grant	8,016,800	-	-	-	-
Vehicles & Equipment	6,417,100	960,000	-	-	-
Amenities	4,858,900	-	-	-	-
Water Infrastructure	3,612,200	2,096,100	472,500	-	-
Roads (MRN)	1,250,000	-	-	-	-
Long Term Sewer Infrastructure	1,200,000	-	-	-	-
Land Sale	841,100	170,000	170,000	170,000	170,000
Long Term General Infrastructure	644,200	3,775,000	-	-	-
Water Rate Stabilization	535,000	535,000	535,000	-	535,000
RCMP	500,300	495,400	492,100	440,000	425,900
Downtown	402,000	275,700	286,700	298,200	310,100
Cart Replacement	294,600	170,000	170,000	170,000	-
Sewer Rate Stabilization	200,000	200,000	200,000	200,000	200,000
Transit Shelters	164,100	165,000	-	-	-
Parking	156,700	-	-	-	-
Cemetery	115,100	-	-	-	-
Election	-	-	-	-	-
Allocated Accumulated Surplus - General	8,999,600	-	-	-	-
Allocated Accumulated Surplus - Water	122,800	-	-	-	-
Allocated Accumulated Surplus - Sewer	48,400	-	-	-	-
Long Term Water Infrastructure					
<b>Total Transfers from Reserves</b>	<b>\$ 66,430,200</b>	<b>\$ 20,532,400</b>	<b>\$ 15,594,800</b>	<b>\$ 3,391,800</b>	<b>\$ 3,098,000</b>



## Transfers (to) Reserves

### SCHEDULE “C”

#### Revenue Plan Objectives and Policies

In accordance with Section 165(3.1) of the Community Charter, The City of Port Coquitlam is required to include in the Five-Year Financial Plan Bylaw, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

#### 1. Sources of Revenue

Funding Source 165(7)	Details	% of Total 2023 Revenue	% of Total 2024 Revenue
Property Value Taxes	Property Taxes	57.3%	54.3%
Fees	Utility Levies	19.5%	19.2%
	Sale of Services	5.9%	5.4%
	Permits and Licenses	2.2%	2.4%
Other Sources	Contributions	12.4%	16.0%
	Investment Income	2.0%	2.0%
	Penalties and Fines	0.4%	0.4%
	Other Revenue	0.3%	0.3%

#### **Objective**

Over the next five years, the City will continue to seek new revenue sources to reduce the burden on property taxes.

#### **Policies**

The City's Financial Management Policy (7.16.03) states:

- The City will review fees/charges, at a minimum on a biennial basis, to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue sources instead of property taxes.
- General Revenues will not be dedicated for specific purposes, unless required by law or the Generally Accepted Accounting Principles (GAAP).
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

## 2. Distribution of Property Taxes

The 2024 distribution of property taxes amongst all the property classifications is provided below:

Property Class	2024 % of General Property Taxation	2023 % of General Property Taxation
Residential	56.34%	56.35%
Utilities	0.79%	0.79%
Light Industry	9.39%	9.41%
Business Other	33.32%	33.27%
Recreational Property / Non-Profit Organization	0.13%	0.15%
Farm	0.03%	0.03%

### **Objective**

The desired result is property taxes that are stable and predictable as well as fair in comparison to others within Metro Vancouver.

### **Policies**

City tax rates (Policy 7.01) will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the City's tax competitiveness within Metro Vancouver or to attain other Council objectives.

In establishing property tax rates Council will take into consideration:

- Property taxes levied per capita as compared with other BC municipalities;
- Tax levies on a representative home compared with other Metro Vancouver municipalities;
- Tax share borne by each property class historically;
- Taxes generated from new development;
- Tax ratios of each property classification along with tax ratios of other municipalities within the Metro Vancouver; and
- Tax rate competitiveness compared to the neighboring cities of Port Moody and Coquitlam.

## 3. Permissive Tax Exemptions

### **Objective**

The purpose of this policy is to:

- Optimize the provision of charitable and not for profit services for the benefit of Port Coquitlam residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict provision of exemption to those providing an extension to city services.
- Reduce impact on city revenues.

***Policies***

Port Coquitlam residents must be primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public. Council may provide a partial exemption.

The intent of this guideline is to ensure Port Coquitlam residents will generally benefit from the municipal support provided, and will not be restricted from accessing the services of the organization.

The City has an existing permissive tax exemption policy (7.02.04) which guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.
- Land and improvements surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is equivalent to that given in a public school.
- Properties on which a building for public worship or private school is to be built.
- Full or partial property tax exemption for properties that are to be awarded a grant under an existing City grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization.
- Non-profit occupiers of school premises.
- Registered charities who provide services to the community where 75% of the services of their organization are open to and used by residents of Port Coquitlam.

## 2024 Annual Tax Rates and Solid Waste Amendment Bylaws

### RECOMMENDATION:

*That Council:*

1. Give first three readings to Annual Tax Rates Bylaw, 2024, No. 4368; and
2. Give first three readings to Solid Waste Bylaw No. 3900, Amendment Bylaw, 2024, No. 4369.

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

February 27, 2024 – Committee of Council approved:

*That Committee of Council:*

1. Approve the capital plan as presented on December 5<sup>th</sup>, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw;
2. Approve the operating budget as presented on December 12<sup>th</sup>, as updated, for inclusion in the 2024-2028 Financial Plan Bylaw; and
3. Direct staff to prepare the 2024-2028 Financial Plan Bylaw, 2024 Tax Rate Bylaw and 2024 Solid Waste Rate Bylaw for Council approval.

### **REPORT SUMMARY**

Once the City's financial plan is adopted, property tax and solid waste rates are calculated to raise the revenue approved by Council.

The Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw must be adopted prior to May 15 in order to generate the property tax and solid waste billings. To have the bylaws passed by May 15, it is recommended that Council give the first three readings on April 23 and the final reading on May 7, 2024. The due date for property taxes is July 2. The first 5% penalty will be applied after July 2 and the second 5% penalty will be applied after September 16.

### **BACKGROUND**

In accordance with Section 197 of the *Community Charter*, the City must adopt an Annual Property Tax Rates Bylaw after the approval of the Financial Plan Bylaw and before May 15 of each year. The Annual Property Tax Rates Bylaw establishes the rates required to collect the appropriate funds as proposed in the City's financial plan and sets the distribution of funds among the property classes. Property tax revenue is the single largest source of revenue for the City, raising 54.3% of the City's expected revenue in 2024.

As part of the annual process, staff reviews the distribution between property classes to ensure that tax rate ratios are competitive and if any shifting between classes is warranted. Since the Port Coquitlam ratios compared well against the average of the Metro Vancouver municipalities in 2023, the 2024 tax increase has been applied to all property classes. The actual amount of a homeowner's municipal tax increase will depend on how their property's assessed value changed compared to the average change in the property class. In 2024, the assessed values for residential properties increased on average 2.77%, whereas single family dwellings increased on average 2.62% and strata properties increased on average 1.91%. Residential properties that increased by 2.77% will see a municipal tax increase of 5.58%, while residential properties with a higher or lower assessment increase will see a higher or lower municipal tax increase.

### **DISCUSSION**

#### **How Property Taxes Are Calculated**

Once the financial plan is adopted, staff sets the tax rate that will raise the required funds.

As per Council's Property Taxation Policy, City tax rates will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the City's tax consistency within Metro Vancouver or to attain other objectives that Council may determine.

The standard benchmark used by municipalities and the province to compare tax rates is the ratio between non-residential property tax rates to the residential tax rate. This benchmark is commonly called the "property tax ratio" and is calculated by dividing the property classes' tax rate by the residential tax rate. These ratios change on an annual basis due to changes in assessed property values within each class.

Staff reviewed the distribution between property classes to ensure that Port Coquitlam's tax ratios are competitive and remain near the regional average for the business and light industry tax ratios. As listed in Attachment 3, in 2023 the City's business tax ratio of 2.7012 was slightly higher than the Metro Vancouver average of 2.6867 and the light industry tax ratio of 2.4261 was slightly lower than the Metro Vancouver average of 2.4326. Another comparative used is the property tax distribution between residential and non-residential properties.

Attachment 4 shows that in 2023, consistent with 2022, Port Coquitlam was close to the regional average with residential properties representing 78% (regional average was 84%) of the total property assessment and paying 56% (regional average was 64%) of the municipal property taxation. Because Port Coquitlam has a higher percentage of non-residential properties than the average, the City's non-residential properties pay a higher percentage of property taxes.



## 2024 Annual Tax Rates and Solid Waste Amendment Bylaws

Since the City's rates continue to remain competitive, staff do not recommend shifting tax ratios. The property rates are set by property class, which results in the actual increase in the property tax for any individual property varying, depending on its change in assessed value as compared to the average for the property class. This will be reviewed with Committee in the coming year.

### 2024 Property Tax Rates

The following table shows the 2024 property tax rates for every \$1,000 of property assessment. Property tax rates are set by property class. Attachment 5 provides BC Assessment's definitions of the property classes.

Class	Description	Tax Rate
1 & 3	Residential/Supportive Housing	2.0052
2	Utilities	40.0000
4 & 5	Major & Light Industry	4.6442
6	Business Other	5.0799
7	Managed Forest Land	40.0000
8	Recreation/Non-Profit	10.2309
9	Farm	29.3784

The utilities class rate is capped by the Province (per Regulation 329/96) at a rate of \$40 per \$1,000 of assessment. In 2024 utilities will pay \$661,672 in property taxes.

The 2024 distribution of property taxes amongst all the property classifications will be as follows (the City currently has no properties in the major industry or managed forest land classes):

Class	Description	% of General Property Taxation	% of Total Property Assessments
1 & 3	Residential/Supportive Housing	56.34%	76.53%
2	Utilities	0.79%	0.06%
5	Light Industry	9.39%	5.51%
6	Business Other	33.32%	17.87%
8	Recreation/Non-profit	0.13%	0.03%
9	Farmland	0.03%	0.00%

## 2024 Annual Tax Rates and Solid Waste Amendment Bylaws

As part of the Annual Property Tax Rates Bylaw process, the City must set the tax rate to raise funds to pay the Metro Vancouver Regional District (MVRD) tax requisition. This bylaw includes rates for the regional district in order to raise the funds needed to meet the City's obligations for the regional district annual tax requisition. MVRD's Tax Requisition for 2024 increased by \$317,093 or approximately 15% compared to 2023.

The Annual Property Tax Rates bylaw also specifies the 2024 Downtown Business Improvement Area Levy of \$0.4660 per \$1,000 assessed value to raise the required funds of \$167,480 from the class 5 and 6 properties in the specified area in the *Downtown Business Improvement Area Bylaw, 2020, No. 4188*.

### Solid Waste Rates

The City provides solid waste collection services for all single-family residential households and some multi-family residential and select industrial, commercial and institutional units. The solid waste service is funded by user fees. The 2024-2028 financial plan includes an increase of \$62.67 to the 2023 solid waste rates from \$247.34 to \$310.00 for a single family dwelling. This is predominantly due to improving waste services to include large item pickup as a permanent service in 2024 and preparation for the roll-out of curbside glass pickup in 2025, as well as increases in tipping fees paid to Metro Vancouver and a shift to fund recycling solely by user fees. Consistent with prior years, this increase was applied to garbage, green and recycling fees.

### Payment Due Date

The City collects property taxes on the first business day in July, which is July 2 in 2024, and consistent with provincial legislation, charges a 5% penalty on any outstanding balance after July 2 and an additional 5% after September 16.

### Home Owner Grant

All eligible home owners submit their home owner grant application directly to the Province using their online system. Information on administration of the grant will continue to be included on the property tax notice.

There are no changes to Home Owner Grant eligibility requirements. The 2024 Basic/Regular Grant is \$570 and the Seniors Grant is \$845, unchanged from 2023. The threshold for receiving a Home Owner Grant increased in 2024 to \$2,150,000 from \$2,125,000. The grant is then reduced by \$5 for every thousand dollars of assessment above \$2,150,000, and is eliminated for homes assessed at more than \$2,264,000. The Senior/Additional grant is eliminated at \$2,319,000.

### MyPortCoquitlam Online Access

2024 will be the ninth year that Port Coquitlam residents can sign in or create a myPortCoquitlam account that will give them 24/7 secure online access to information about their City of Port Coquitlam property taxes, utilities, and dog and business licences. To date 4,950 or 22% of taxpayers have joined this service for property taxes. This program will be promoted throughout the year to give taxpayers 24/7 access to their property tax accounts. This service is especially helpful in providing 24/7 access to prior year's property tax and water and sewer bills for Canada Revenue Agency during income tax season.

MyPortCoquitlam also acts as the registration point for property tax and utility eBilling. Once a taxpayer has set up their account details, they can choose to receive their tax and utility bills by email.

### Tax Prepayment Plan

The prepayment plan is an arrangement made by a taxpayer with the City to prepay, on an equal monthly instalment basis, the estimated property tax and flat rate utility levies for the following year. The taxpayer's utility bill and property tax notice will reflect the prepaid amount, including the May and June withdrawals as well as any interest earned on the account.

If the tax prepayments are in excess of taxes owing, the notice will show a credit balance indicated by a negative amount. If the prepayments are less than taxes owing, the notice will show a balance due, which will be subject to penalties if not paid by the due date. Joining the program makes budgeting easier for property taxes and utility tax obligations.

Currently there are 3,327 tax prepayment accounts out of the 22,487 properties or 14.79% of all properties.

To increase the number of residents who sign up for the pre-payment plan this program will continue to be promoted in the tax newsletter as part of the 2024 Property tax notice on the City website, advertisements through social media, and in public service announcements during the property tax season.

### Provincial Property Tax Deferment Program

The Regular Program and Families with Children Program are low interest loan programs offered by the Province to help qualified BC homeowners pay their annual property taxes on their principal residence. These programs are available to property owners who meet the applicant, property and equity qualifications. For the Regular Program, the eligibility requirements include being 55 years of

## 2024 Annual Tax Rates and Solid Waste Amendment Bylaws

age or older during the calendar year, a surviving spouse or a person with a disability as defined by the regulation, and having 25% equity in your home. For the Families with Children Program, some of the eligibility requirements include financially supporting a dependent child, and having 15% equity in your home.

There have been no changes to the eligibility requirements.


In 2023, 788 Port Coquitlam taxpayers deferred taxes on properties compared to 725 in 2022.

Homeowners may apply to the Province to defer their property taxes only after the 2024 taxes have been levied by the municipality. Homeowners enrolled in the deferment program who opted into the auto-renewal option do not need to reapply each year but must continue to meet the eligibility requirements.

### **FINANCIAL IMPLICATIONS**

The Property Tax and Solid Waste levy bylaws will raise \$83,665,900 in property tax revenue, \$2,419,071 in Metro Vancouver levies, \$167,480 Downtown Business Improvement Levy, and \$4,067,700 in Solid Waste Fees in alignment with revenues projected in the approved 2024 Financial Plan.

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

	#	Description
	1	Give Annual Tax Rates Bylaw, 2024, No. 4368 and Solid Waste Amendment Bylaw, 2024, No. 4369 first three readings.
	2	Refer Annual Tax Rates Bylaw, 2024, No. 4368 and Solid Waste Amendment Bylaw, 2024, No. 4369 back to staff.

### **ATTACHMENTS**

Attachment 1: Annual Tax Rates Bylaw, 2024, No. 4368

Attachment 2: Solid Waste Amendment Bylaw, 2024, No. 4369

Attachment 3: 2023 Property Tax Ratio Comparison to Residential Rates

Attachment 4: 2023 Property Tax Distribution Residential vs. Non-residential

Attachment 5: Fact Sheet – BC Assessment Property Classes

Attachment 6: Report to Committee February 27, 2024

**Lead author(s):** Shelly Ryan

**Contributing author(s):** Jeffrey Lovell

CITY OF PORT COQUITLAM  
ANNUAL TAX RATES BYLAW, 2024

Bylaw No. 4368

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

1. CITATION

This Bylaw may be cited as the “Annual Tax Rates Bylaw, 2024, No. 4368”.

2. RATES

The following rates are hereby imposed and levied for the year 2024:

- 1) For all lawful general purposes of the municipality on the assessed value of land and improvements taxable for general municipal purposes, rates appear in Column “A” of Schedule 1, attached hereto and forming part of this Bylaw.
- 2) For the purposes of the Metro Vancouver Regional District on the assessed value of land and improvements taxable for regional hospital district purposes, rates appear in Column “B” of the Schedule, 1 attached hereto and forming part of this Bylaw.
- 3) For purposes of the Downtown Business Improvement Area on the assessed value of land and improvements taxable for general municipal purposes, and only on land and improvements within the area outlined in the Downtown Port Coquitlam Area Bylaw No. 4188, rates appear in Column “C” of the Schedule 1, attached hereto and forming part of the Bylaw.
- 4) The rates and taxes imposed or levied pursuant to this bylaw are due on or before July 2, 2024.

3. ALTERNATIVE MUNICIPAL TAX COLLECTION SCHEME

In accordance with Section 235 of the *Community Charter*, the Municipal Council of the Corporation of the City of Port Coquitlam may establish an Alternate Municipal Tax Scheme that clearly establishes when penalties are added to unpaid taxes.

**Imposition and Levying Penalties**

- a. If any portion of property taxes for the current taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after July 2, 2024 of the year those taxes are levied, the Collector will add to the said unpaid property taxes a penalty of 5% of the portion that remains unpaid.
- b. If any portion property taxes for the current taxation year for a parcel of land and its improvements on the assessment roll remain unpaid after Sept 16, 2024 of the year those taxes are levied, the Collector will add to the said unpaid property taxes an additional 5% penalty of the portion that remains unpaid.



- c. Where a penalty addition in accordance with section (a) would otherwise be applied, and the property owner is eligible for and subsequently claims the current year's Home Owner Grant and applies to the Province for such grant on or before September 16, the penalty shall not be applied to that portion of taxes outstanding which was equal to the current year's Home Owner Grant.
- d. If an owner makes an election to pay under the general tax scheme, the Collector must apply the penalties and interest set out in any regulation under section 234 of the Community Charter.
- e. The penalties referred to in subsection (1) a and b are due as part of the property taxes for the current year for the parcel of land and its improvements.

### Owner Election

- (1) Property owners may elect, by giving written notice to the Collector, during the twelve-months ending May 15<sup>th</sup> of the current year, to pay under the general tax scheme established by section 234 of the Community Charter, or to pay under the alternative municipal tax collection scheme established by this Bylaw.
- (2) If a property owner makes no election under subsection (1), the alternative municipal tax collection scheme under this Bylaw automatically applies.
- (3) A property owner may change their election under subsection (1) by giving written notice to the Collector on or before July 2<sup>nd</sup> of the current year, provided that they may only change their election once per year.
- (4) Property owners must deliver their notice of election under subsection (1) or change of election under subsection (3) to the Collector at his or her office at 2580 Shaughnessy Street, Port Coquitlam, BC V3C 2A8 or by email at [taxes@portcoquitlam.ca](mailto:taxes@portcoquitlam.ca)

The following schedule is attached to and forms part of this Bylaw:

#### 1. Schedule A - Annual Tax Rates – Municipal & Regional District

READ A FIRST TIME this	day of	, 2024
READ A SECOND TIME this	day of	, 2024
READ A THIRD TIME this	day of	, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## Schedule 1

### Annual Tax Rates – Municipal & Regional District Tax Rates (dollars of tax per \$1,000 taxable value)

	Property Class	A General	B Regional District	C Downtown Business Improvement Area
1.	Residential	2.0052	0.0567	
2.	Utilities	40.0000	0.1985	
3.	Supportive Housing	2.0052	0.0567	
4.	Major Industry	4.6442	0.1928	
5.	Light Industry	4.6442	0.1928	0.4660
6.	Business and Other	5.0799	0.1389	0.4660
7.	Managed Forest Land	40.0000	0.1701	
8.	Recreation/Non- Profit	10.2309	0.0567	
9.	Farm	29.3784	0.0567	

**Notes:**

1. Column "A" and "C" will be applied to the assessed value for general municipal purposes.
2. Column "B" will be applied to the assessed value for regional hospital district purposes.

CITY OF PORT COQUITLAM  
SOLID WASTE AMENDMENT BYLAW, 2024  
Bylaw No. 4369

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

1. CITATION

This Bylaw is cited as “Solid Waste Bylaw, 2015, No. 3900, Amendment Bylaw, 2024, No. 4369”.

2. ADMINISTRATION

That “Solid Waste Bylaw, 2015, No. 3900”, be amended by removing Schedule A attached to Bylaw No. 3900 and replacing it with the Schedule A, attached hereto and forming part of this Bylaw.

READ A FIRST TIME this	day of	, 2024
READ A SECOND TIME this	day of	, 2024
READ A THIRD TIME this	day of	, 2024

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Mayor

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Corporate Officer

## SCHEDULE "A"

### A1. Annual Rates for Basic Solid Waste Collection for Buildings with One Dwelling Unit:

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$164.00	\$194.00	\$224.00
Food scraps/yard trimmings	N/A	116.00	126.00
Recycling	N/A	0.00	10.00
<b>TOTAL</b>	<b>\$164.00</b>	<b>\$310.00</b>	<b>\$360.00</b>

### A2. Annual Rates for Solid Waste Collection for Buildings with Two Dwelling Units:

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$328.00	\$388.00	\$448.00
Food scraps/yard trimmings	N/A	\$232.00	\$252.00
Recycling	N/A	0.00	0.00
<b>TOTAL</b>	<b>\$328.00</b>	<b>\$620.00</b>	<b>\$700.00</b>

### A3. Annual Rates for Solid Waste Collection for Multi-family Buildings:

	Base Solid Waste Levy	
	240 Litre	360 Litre
Garbage	N/A	N/A
Additional carts	N/A	N/A

Food scraps/yard trimmings	\$21.00 per dwelling	N/A
Additional carts	\$80.00 per cart	N/A

Recycling	N/A	\$0
Additional carts	N/A	\$30 per cart

### A4. Rates for Solid Waste Collection for I.C.I Buildings:

	Base Solid Waste Levy	
	240 Litre	360 Litre
Food scraps/yard trimmings	\$12.00 per month	N/A
Recycling	\$0	\$10.00

### A5. Annual Rates for Basic Solid Waste Collection for each Townhouse Dwelling Unit:

	Base Solid Waste Levy		
	120 Litre	240 Litre	360 Litre
Garbage	\$164.00	\$194.00	\$224.00
Food scraps/yard trimmings	106.00	116.00	126.00
Recycling	N/A	0.00	10.00
<b>TOTAL</b>	<b>\$270.00</b>	<b>\$310.00</b>	<b>\$360.00</b>

## ***SCHEDULE “A” Cont’d***

### **B. Annual Fees for Additional Carts for Buildings with One or Two Dwelling Units and Townhouse Dwelling Units:**

	<b>Annual Costs for Additional Carts</b>	
	<b>240 Litre</b>	<b>360 Litre</b>
<b>Garbage</b>	\$60	\$90
<b>Food scraps/yard trimmings</b>	\$20	\$30
<b>Recycling</b>	\$20	\$30

### **C. Service Level Change Fees (Cart size change)**

Property owners who require additional capacity above the standard issued carts as outlined in Section 4.2 shall pay an administrative fee of \$50.00 per application for service level change. This administrative fee will be waived if either the green cart or recycling cart is being up-sized or the waste cart is being down-sized.

#### **Waiver for Service Level Change Fees – Garbage and Recycling Cart Changes for Medical Treatment Disposal Needs**

This fee is waived for property owners upgrading garbage and recycling carts due to resident medical treatment disposal needs. Applicants must submit appropriate proof of need by the resident and certification by care physician to the satisfaction of the City in order to consider for the waiver.

### **D. Per diem rate payable in advance under section 5.2:**

Upon issuance of a building permit, \$0.84 per day for each unit identified in Section A of this Schedule.

*\* Fees for extra carts will not be prorated and must be paid to the Engineering and Operations Department before the extra cart(s) will be delivered.*

### **E. The following forms are available at the Engineering and Operations Department in a form approved by the Director of Engineering and Operations.**

- 1) Application for Service Level Change
- 2) Application for Set Out/Set Back Service
- 3) Supplemental Form for Physically Challenged Persons
- 4) Application for Suite Exemption
- 5) Supplementary Disability Form for Suite Exemption
- 6) Multi-Family Green Cart Application
- 7) Multi-Family Recycling Application
- 8) Application for Industrial, Commercial or Institutional Business Recycling
- 9) Application for Industrial, Commercial or Institutional Business Green Carts
- 10) Multi-family Service Contract
- 11) ICI Service Contract



## 2023 Property Tax Ratio Comparison

## Attachment 3

	Business & Other		Light Industrial		Residential
Municipality	Tax Rate	Tax Ratio	Tax Rate	Tax Ratio	Tax Rate
Coquitlam	6.5058	3.5191	4.3596	2.3582	1.8487
Langley - Township	5.4507	3.2536	3.4091	2.0349	1.6753
Burnaby	4.7526	3.2481	3.5862	2.4509	1.4632
New Westminster	8.0951	3.2374	7.7406	3.0957	2.5005
North Vancouver - City	5.1800	3.1698	5.1800	3.1698	1.6342
Vancouver	5.0562	3.0959	5.0562	3.0959	1.6332
Langley - City	5.5960	2.8099	4.1024	2.0600	1.9915
Pitt Meadows	6.2026	2.7099	7.5622	3.3039	2.2889
<b>Port Coquitlam</b>	<b>5.2722</b>	<b>2.7012</b>	<b>4.7353</b>	<b>2.4261</b>	<b>1.9518</b>
North Vancouver - District	4.1866	2.6819	5.6573	3.6241	1.5610
Maple Ridge	6.2163	2.6601	6.2163	2.6601	2.3369
Surrey	3.7925	2.5307	2.4592	1.6410	1.4986
Richmond	3.5327	2.1724	3.5327	2.1724	1.6262
West Vancouver	3.2699	2.1616	0.0000	0.0000	1.5127
Delta	4.1746	2.1574	3.4719	1.7943	1.9350
Port Moody	4.4181	1.9830	8.6350	3.8757	2.2280
White Rock	3.4655	1.5815	3.4875	1.5915	2.1913
<b>Average</b>		<b>2.6867</b>		<b>2.4326</b>	

Source: <https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden>

Municipality	Residential properties		Non-residential properties	
	Percentage of property assessment	Percentage of property taxes	Percentage of property assessment	Percentage of property taxes
West Vancouver	97	93	3	7
White Rock	95	91	5	9
Maple Ridge	91	78	9	22
North Vancouver - District	91	72	9	28
Port Moody	88	67	12	33
Coquitlam	88	67	12	33
New Westminster	86	64	14	36
Surrey	84	66	16	34
North Vancouver - City	84	56	16	44
Langley - Township	83	62	17	38
Vancouver	80	56	20	44
Pitt Meadows	78	54	22	46
<b>Port Coquitlam</b>	<b>78</b>	<b>56</b>	<b>22</b>	<b>44</b>
Burnaby	78	50	22	50
Richmond	75	56	25	44
Delta	72	51	28	49
Langley - City	74	51	26	49
<b>Average</b>	<b>84</b>	<b>64</b>	<b>16</b>	<b>36</b>

source: <https://www2.gov.bc.ca/gov/content/governments/local-governments/facts-framework/statistics/tax-rates-tax-burden>

### Classification of Property

BC Assessment places property in nine classes, typically based on the property's type or use. Municipal zoning does not determine property class, though it may be a factor in some cases.

#### The property classes:

**Class 1, Residential** — single-family residences, multi-family residences, duplexes, apartments, condominiums, nursing homes, seasonal dwellings, manufactured homes, some vacant land, farm buildings and daycare facilities.

**Class 2, Utilities** — structures and land used for railway transportation, pipelines, electrical generation or transmission utilities, or telecommunications transmitters. This does not include gathering pipelines, offices or sales outlets.

**Class 3, Supportive Housing** — this property class only includes eligible supportive housing property that has been designated by Cabinet. Eligible supportive housing property is that funded by the provincial government or a health authority for the provision of housing that includes on-site support services for persons who were previously homeless, at risk of homelessness, affected by mental illness or who are recovering from drug or alcohol addictions. For more information, see the fact sheet on *Classifying Supportive Housing Property*.

**Class 4, Major Industry** — land and improvements (buildings) of major industrial properties, including lumber and pulp mills, mines, smelters, large manufacturers of specified products, ship building and loading terminals for sea-going ships.

**Class 5, Light Industry** — property used or held for extracting, manufacturing or transporting products, including ancillary storage. Scrap metal yards, wineries and boat-building operations fall within this category. Exceptions include properties used for the production or storage of food and non-alcoholic beverages, which fall into Class 6. For more information, see the fact sheet on *Light Industrial vs. Business and Other Property Classifications*.

**Class 6, Business Other** — property used for offices, retail, warehousing, hotels and motels all fall within this category. This class includes properties that do not fall into other classes.

**Class 7, Managed Forest Land** — privately-owned, forest land property managed in accordance with the *Private Managed Forest Land Act* or the *Forest and Range Practices Act*. Property owners in this class have an obligation to provide good resource management practices, such as reforestation, care of young trees, protection from fire and disease and sound harvesting methods.

For more information on managed forest land, consult the Fact Sheets titled: *Managed Forest Land Classification in British Columbia* and *How Managed Forest Land is Assessed*.

**Class 8, Recreational Property, Non-profit Organization** — includes two very different categories:

#### **Recreational**

- land used solely as an outdoor recreational facility for specific activities such as golf, skiing, tennis, public swimming pools, waterslides, amusement parks, marinas and hang gliding. Improvements on the land (such as a clubhouse) fall into Class 6.

- land in a rural area that is part of parcel used for overnight commercial accommodation that exists predominantly to facilitate specific outdoor recreational activities such as hunting, fishing and kayaking. Improvements on the land most likely fall within Class 6 (e.g. a hotel).

#### **Non-Profit Organization**

- property used or set aside for at least 150 days per year as a place of public worship or as a meeting hall by a non-profit, fraternal organization. The 150 days cannot include activities with paid admission or the sale/consumption of alcohol.

- additionally, the 150 days needs to be in the year ending on June 30 of the calendar year preceding the calendar year for which the assessment roll is being prepared.

**Class 9, Farm Land** — to qualify as farm land for assessment purposes, the land must produce a prescribed amount of qualifying primary agricultural products for sale such as crops or livestock. For more information on farm land, see the fact sheet titled: *Classifying Farm Land*.

### Split Classification

Property with several distinct uses can fall into more than one class. For example, commercial and residential space might be combined in one building, or a property combines residential, farm and forest land. In these cases, BC Assessment determines the share of the value of the property attributable to each class. For more information on property classification, contact your local BC Assessment office or visit [www.bcasessment.ca](http://www.bcasessment.ca)

### **RECOMMENDATION:**

That Committee of Council:

1. Approve the capital plan presented on December 5<sup>th</sup>, as updated, for inclusion in the 2024-2028 Financial Plan bylaw;
2. Approve the operating budget as presented on December 12<sup>th</sup> for inclusion in the 2024-2028 Financial Plan Bylaw; and
3. Direct staff to prepare the 2024-2028 Financial Plan Bylaw, the Annual Tax Rates Bylaw and Solid Waste Amendment Bylaw for Council approval.

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

December 12<sup>th</sup>, 2023 – Committee of Council

*That Committee of Council authorize staff to issue the 2024 draft operating budget for public consultation.*

December 5<sup>th</sup>, 2023 – Committee of Council

*That Committee of Council include the 2024-2025 Capital Plan in the 2024-2028 Financial Plan Bylaw for public consultation.*

### **REPORT SUMMARY**

This report describes the community's response to the 2024 Budget at a Glance brochure and survey, which was mailed to every home and business to obtain feedback on the draft budget. The general themes of the 1524 responses continue to show respondents are strongly satisfied with the value they get from their tax dollars. Based on the comments received through the survey, staff do not recommend changes to the 2024 draft capital plan or operating budget presented to the Committee on December 5<sup>th</sup> and 12<sup>th</sup> respectively. Pursuant to the public input review, staff will begin preparation of the 2024-2028 Financial Plan Bylaw.

### **BACKGROUND**

Robust and prudent financial planning is a key priority for both City council and staff. The process for this year and its outcomes will meet the requirements of section 165 of the *Community Charter* requiring that the City annually adopt a Five-Year Financial Plan which sets out the planned services and initiatives and their corresponding funding.

In January, the City mailed the 2024 Budget at a Glance brochure to every home and business to obtain feedback on the draft operating budget.

## 2024 Budget Public Input Consultation

The budget public consultation period ended on January 31st, with the City receiving 1,524 responses. Residents were asked for their input on several issues, including:

- Satisfaction with service levels
- Service enhancements
- Service reductions
- Satisfaction with communication relating to the budget
- Information that describes themselves

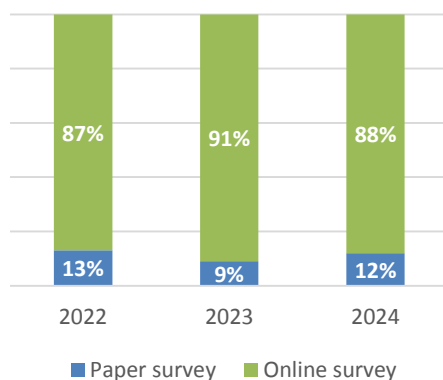
Not everyone who responded answered each question or provided comments. However, all responses received have been provided to each department for further analysis and review.

### **DISCUSSION**

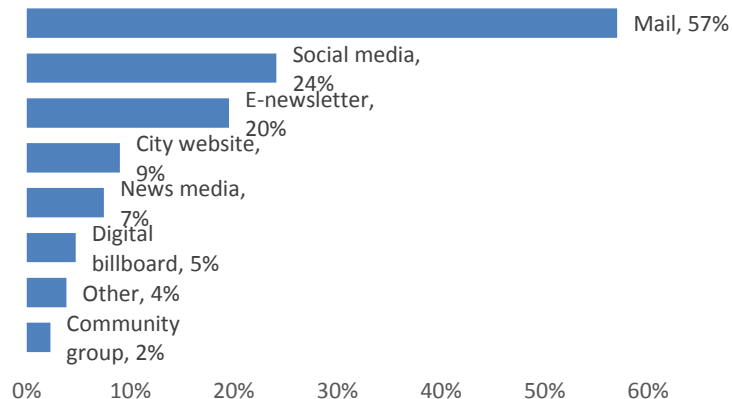
#### **How Many Responses?**

The City received another record number of responses this year of 1,524. Most respondents continue to complete the survey electronically (88%), continuing a trend seen over the past number of years. While a growing number of respondents have learned about the survey through social media and other sources, the City's practice of mailing the Budget at a Glance brochure to each home continues to still be the largest single channel by which respondents learned about the survey (57%).

% of Responses by type



How Respondents learned of the Survey



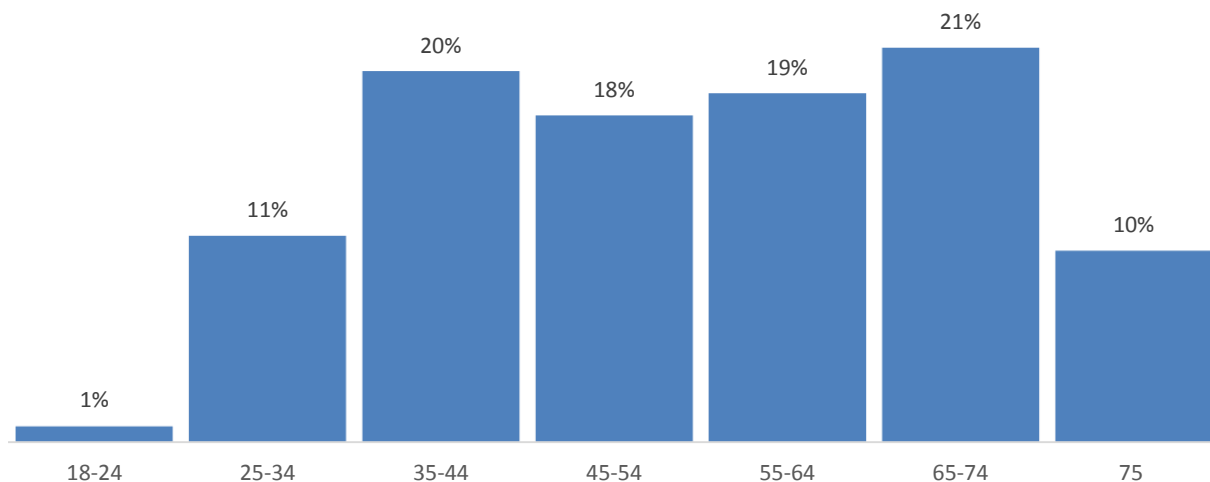
#### **Who Are the Respondents of The Survey?**

## 2024 Budget Public Input Consultation

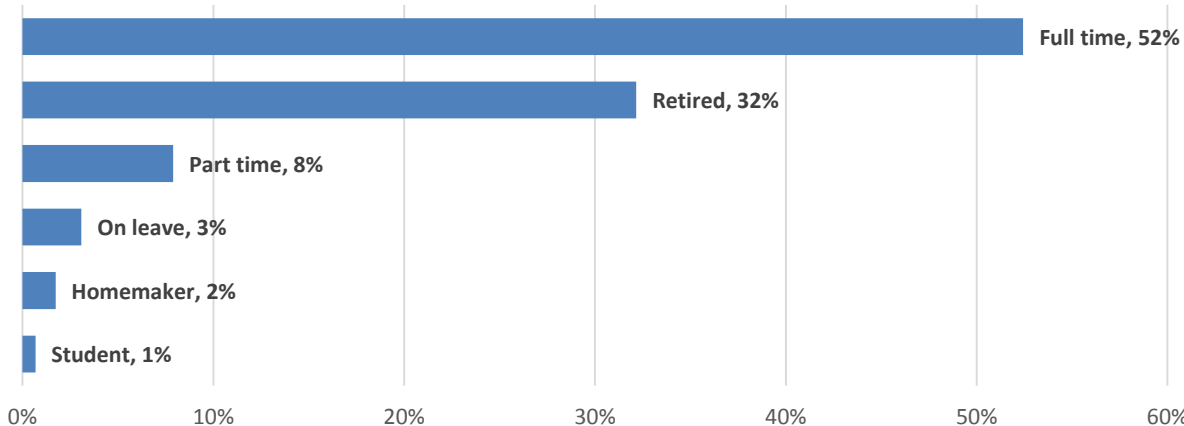
Several metrics were asked to help better identify respondent's demographics. This data assists City staff in continuously evolving trends and design communication strategies to better reach our residents. These responses also help provide context to the survey results and how various demographics of our community feel about the City services we provide.

The results of this section demonstrated a fairly even distribution of respondents when it came to age. A little over half of respondents worked full-time while 32% were retired. 15% both lived and worked in Port Coquitlam and 8% were owners of a business in the community. Finally, a 56% of respondents lived in a single-family home with the remaining 44% in apartments or townhouses.

### Which best describes your age?



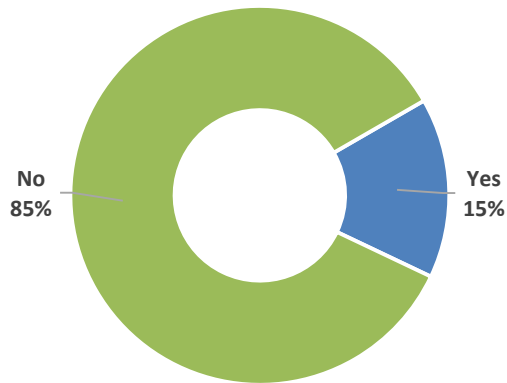
### What is your employment status?



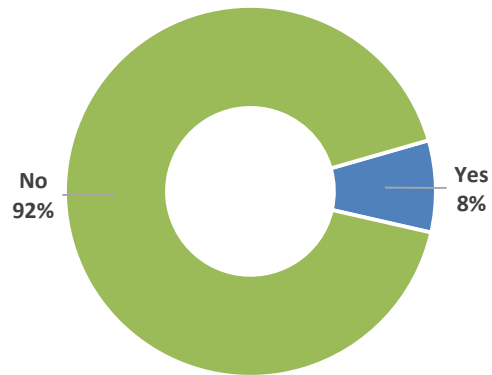


## 2024 Budget Public Input Consultation

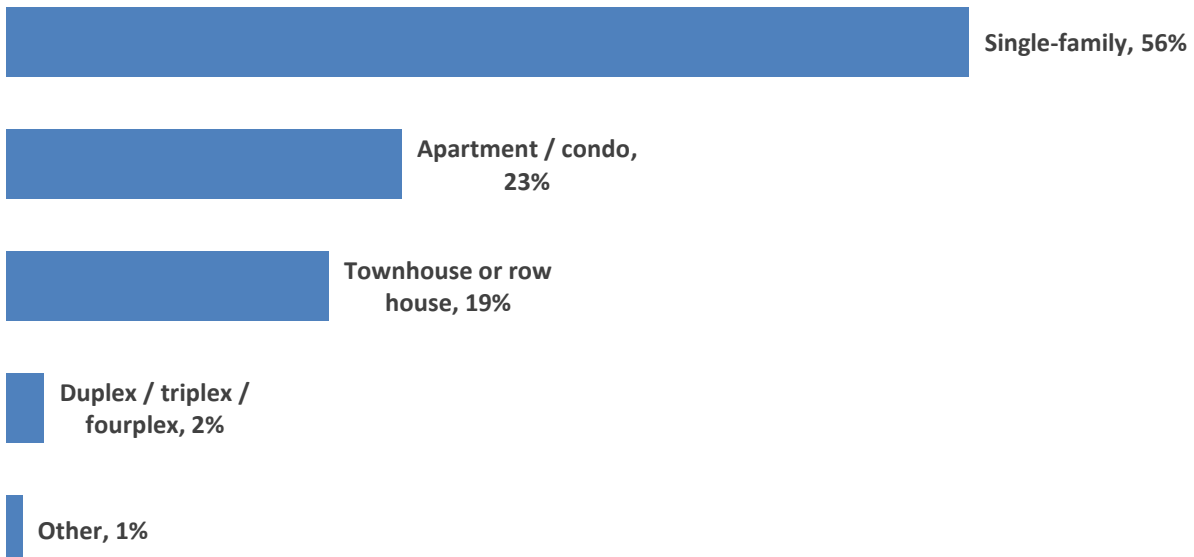
Are you employed in Port Coquitlam?



Do you operate a business in Port Coquitlam?



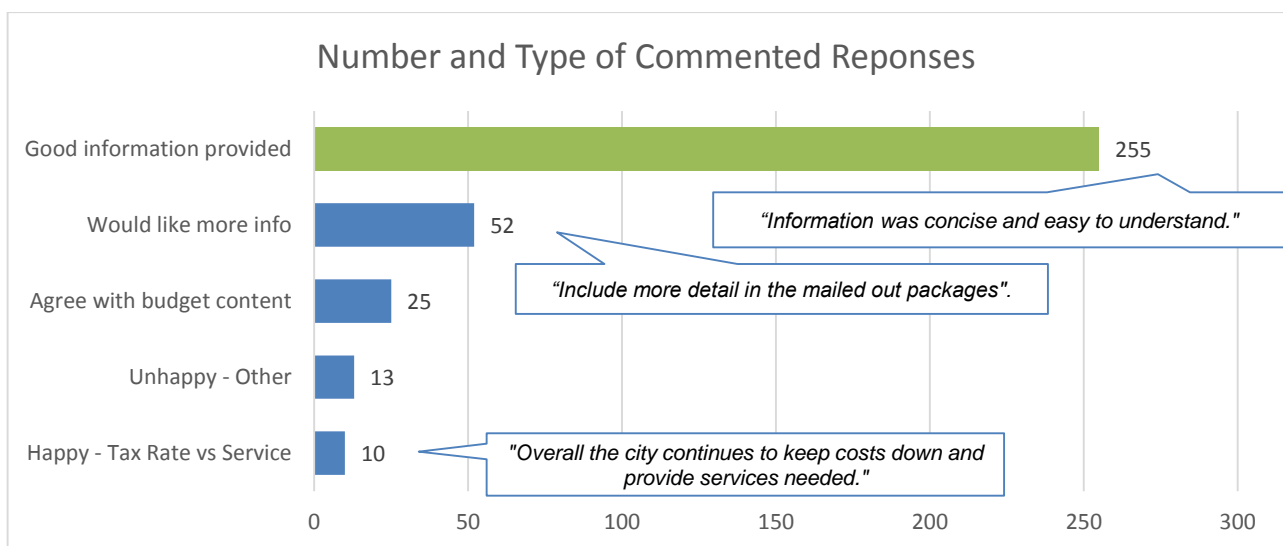
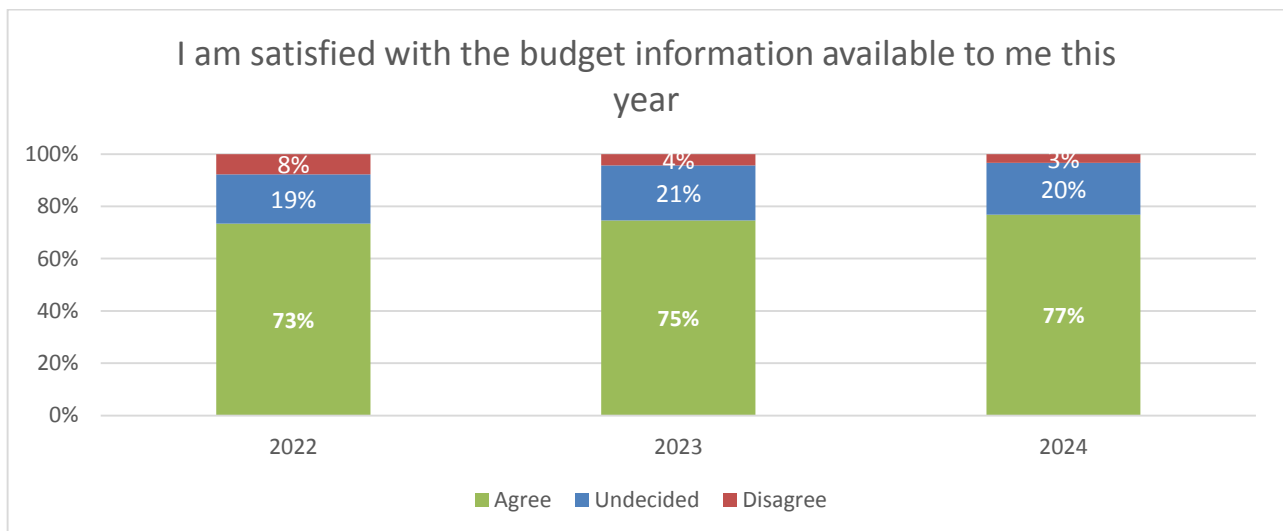
If you own residential property in Port Coquitlam, what type?



## SURVEY RESPONSES

### Are Respondents Satisfied with Budget Information?

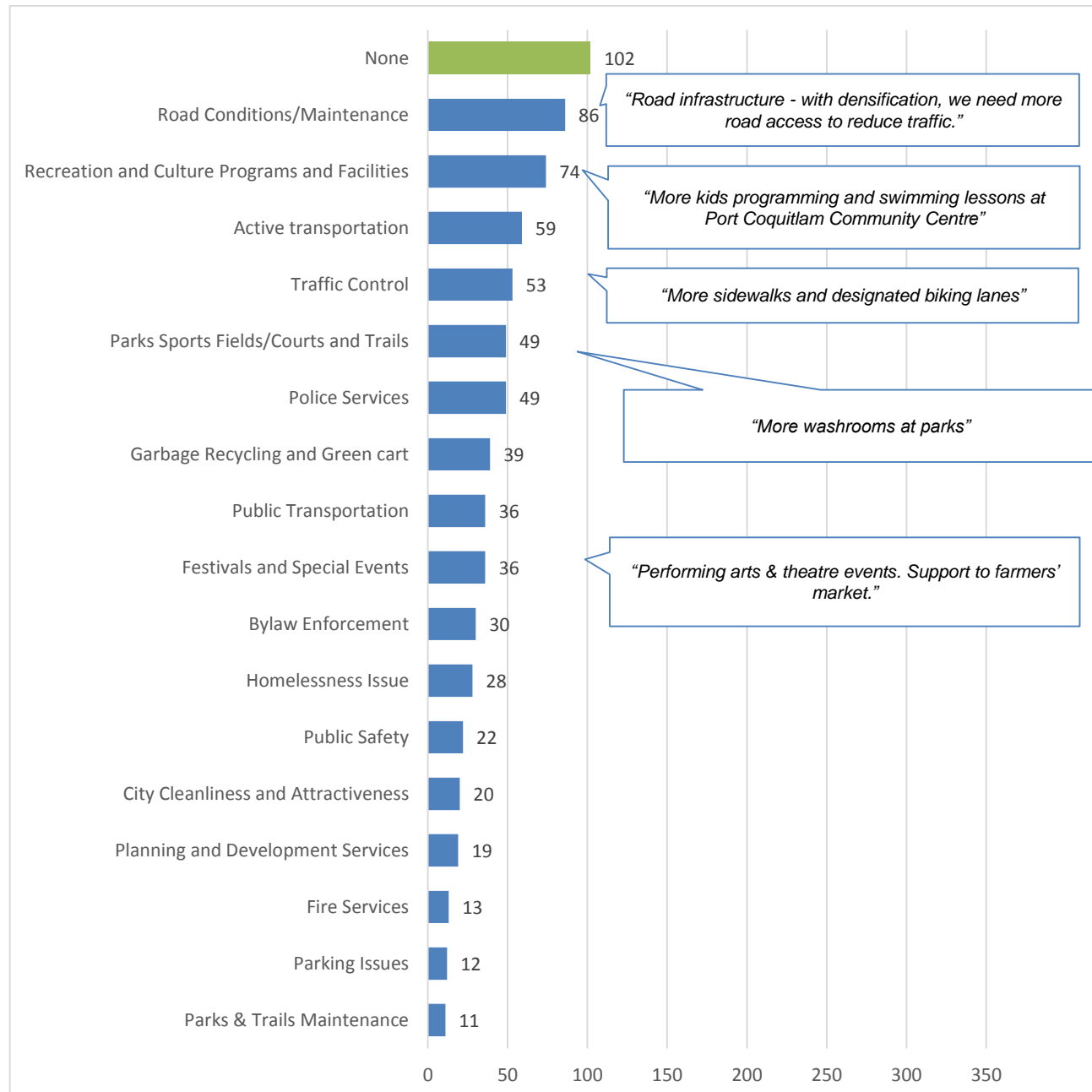
Overall, the community continues to be satisfied with the effort the City is making to provide budget information. 77% of respondents, an increase over 2023, indicate they are satisfied with the budget information available to them, and a historically low 3% marking their dissatisfaction. Those that were either uncertain or unhappy noted that more details in the mail out survey and greater information on capital projects would be beneficial. However, the City's effort to ensure that budget information is readily available, concise, and easy to understand remains a key driver behind responses of a positive majority.



## 2024 Budget Public Input Consultation

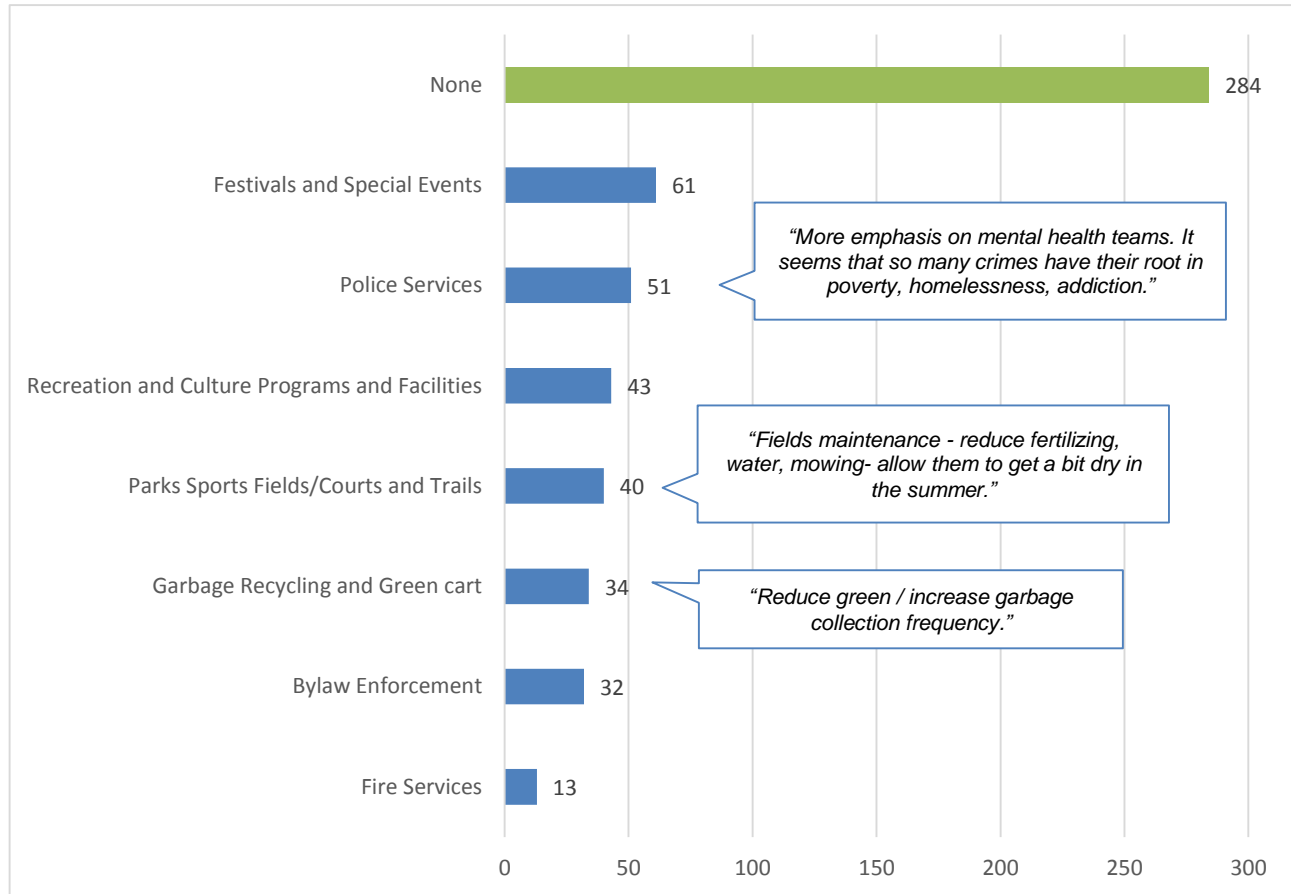
### What Service Would Respondents Pay to Improve?

Residents were also asked about their interest in increasing or improving service, even if it may result in higher taxes. 738 respondents answered the question and the following table shows the common themes. While none was the highest response, it should be noted that Road Maintenance, Recreation Programs and Active Transportation were the highest noted categories for enhancement.



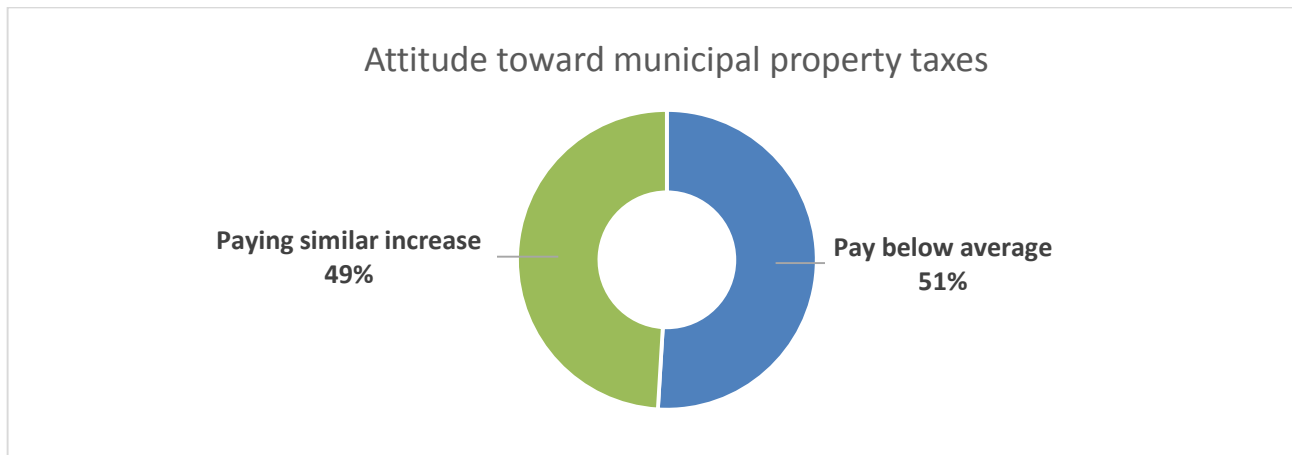
### What Service Would Respondents Trade for Lower Taxes?

Residents were asked about their interest in decreasing one of the 8 services listed above if it would result in lower taxes/rates. Of 558 respondents, a significant portion (284) had indicated they were happy with the services being provided and did not want to see any cuts while others had commented on the following areas:



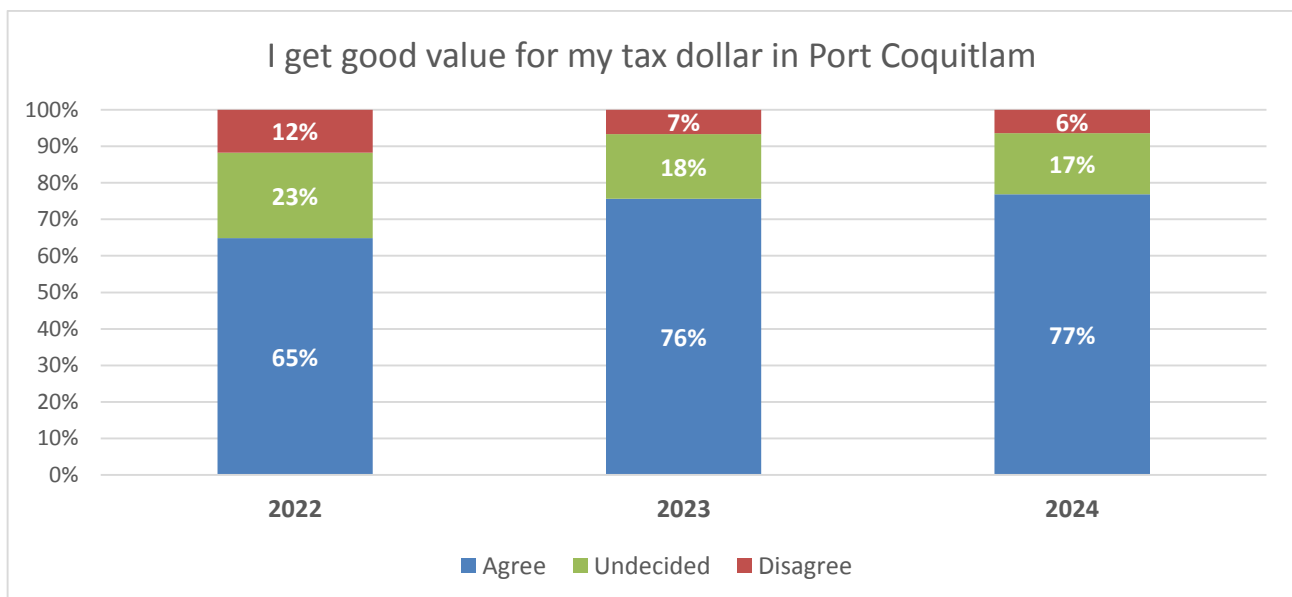
### What are the respondents' overall attitude toward municipal property taxes?

Residents were asked about their preference as it relates to Port Coquitlam property taxes as compared to neighbouring municipalities. Responses were mixed, with half in favour of increases below the average while the other half feeling more comfortable with paying a similar increase.



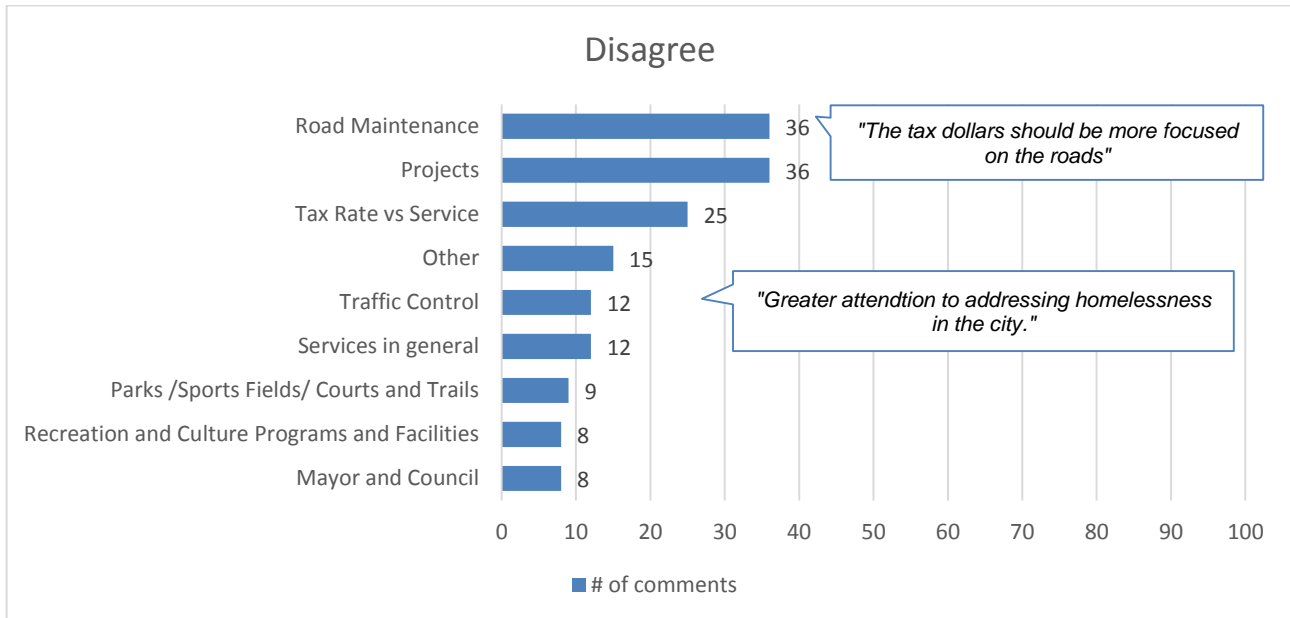
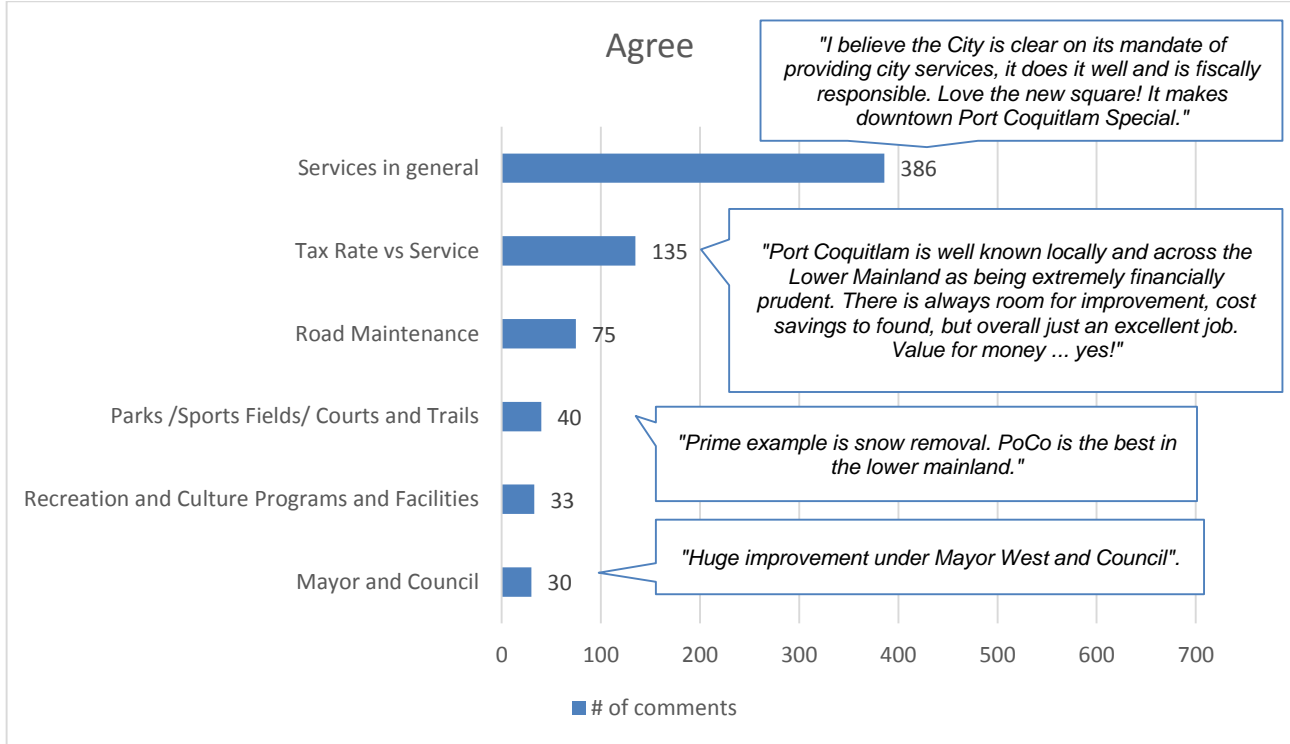
### Do respondents feel they get value for their tax dollars?

Port Coquitlam residents are overwhelmingly happy with the value they get from tax dollars. This is a key metric for staff and a notable priority for the Council. In 2024, 77% of the respondents agree, an increase over 2023, with a record low of only 6% that disagree.



## 2024 Budget Public Input Consultation

The following bar graphs consider some areas of note provided by those who answered “**Agree**” or “**Disagree**” regarding whether they get good value for their tax dollars.





## What is the Overall Level of Satisfaction with City Services?

Respondents were asked to rate their satisfaction on fourteen City services (listed in the table below). Available rating options were given a score to help depict the year over year change:

- Needs Improvement Score = 1
- Meets Expectation Score = 2
- Exceeds Expectation Score = 3

The closer a service is to a score of 2 or above, the more the respondent was happy with the service. Respondents were also provided the opportunity to mark “did not use”. The weighted average of each category response was calculated as shown in the table below:

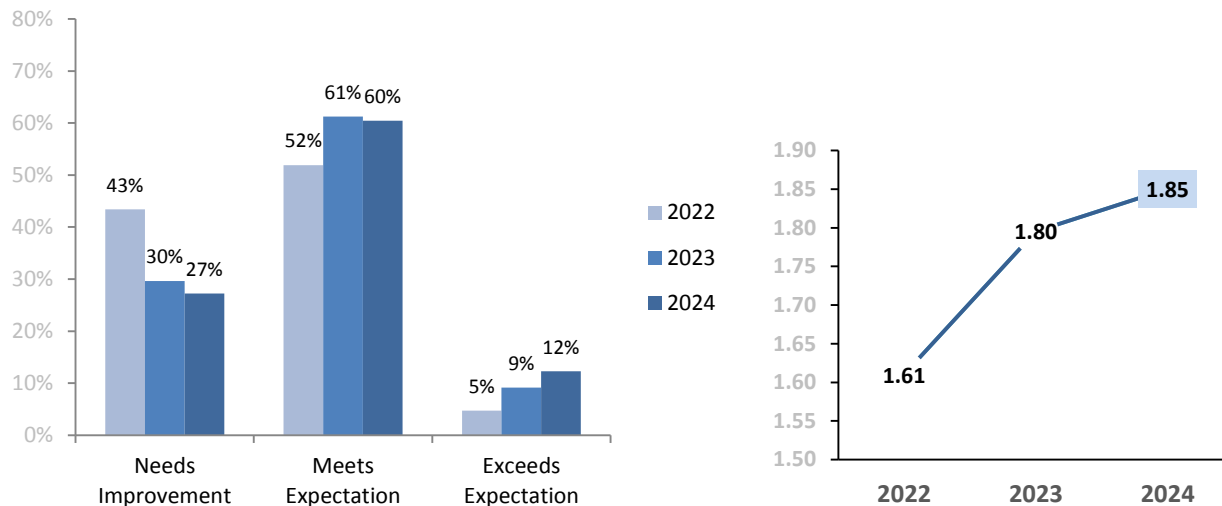
Area	2023 Score	2024 Score	Score Change	% Not Used
Road Conditions / Maintenance	1.80	1.85	▲	1%
Traffic Control	1.94	1.83	▼	0%
Active transportation (paths, cycling/pedestrian amenities and safety)	1.99	1.89	▼	10%
City Cleanliness and Attractiveness	2.03	2.12	▲	0%
Utilities (water, sewer, drainage)	2.05	2.08	▲	2%
Garbage, Recycling and Green Cart	2.19	2.18	-	9%
Fire Services	2.25	2.28	▲	30%
Police Services	2.00	1.98	▼	25%
Parks, Sports Fields/Courts and Trails	2.23	2.26	▲	4%
Recreation and Culture Programs and Facilities	2.25	2.13	▼	11%
Festivals and Special Events	2.10	2.21	▲	12%
Business Licensing/Services	2.03	2.02	-	67%
Bylaw Enforcement	1.85	1.86	▲	34%
Building, Planning and Development Services	1.80	1.81	▲	67%

- **Most Improved Services:**
  - Festivals and Special Events
  - City Cleanliness and Attractiveness
- **Areas of Greatest Need:**
  - Traffic Control
  - Recreation and Culture Programs and Facilities
  - Active Transportation

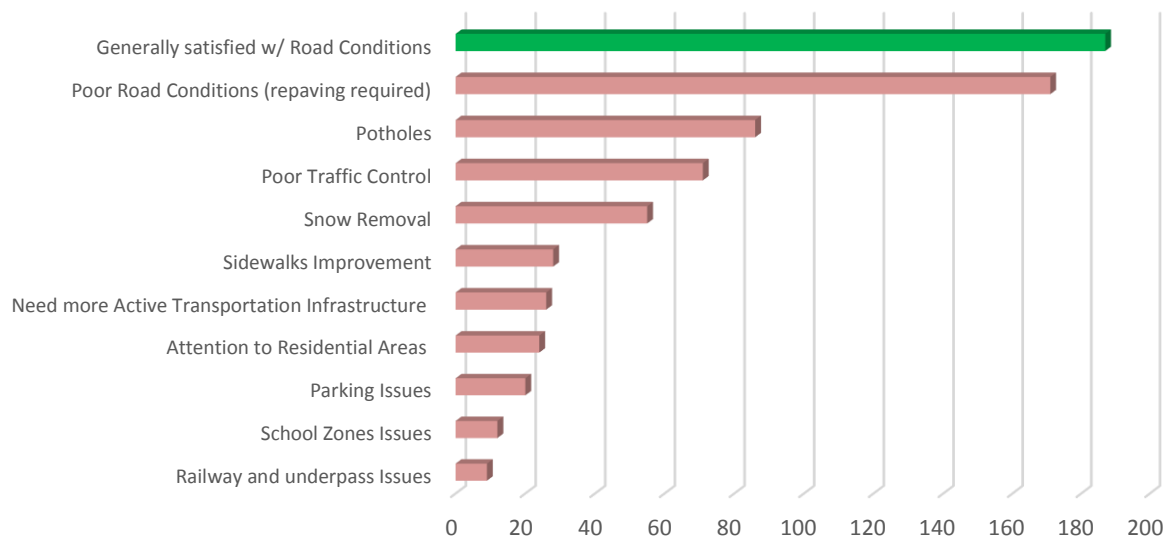
Respondents had the opportunity to provide comments to supplement their ratings. The following sections of this report provide an overview of the service score as well as common themes derived from the survey.

# 2024 Budget Public Input Consultation

## Road Conditions / Maintenance



60% of respondents find the current road conditions and maintenance to meet their expectations, while an additional 12% express that it exceeds their expectations. This trend is positive and an indication of increasing satisfaction among respondents. This question received a significant number of comments, with 25% of respondents expressing the need for general road condition improvement, repaving and greater attention during the winter. Consistent with the prior year potholes continue to be one of the most frequently mentioned areas of improvement, however, the number of comments received in this regard decreased by 14%, a significant decrease from prior years.

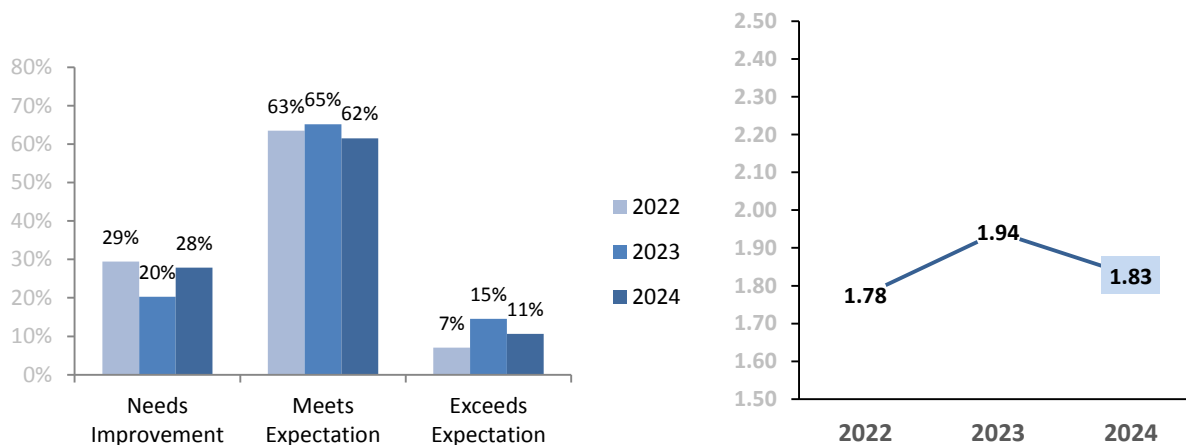


## 2024 Budget Public Input Consultation

The City has continued to focus on rehabilitation and improvements through its Neighbourhood Rehabilitation program in recent years. The 2024-2025 capital plan continues to improve road conditions in this area through the replacement of road, curb and drainage in the following areas:

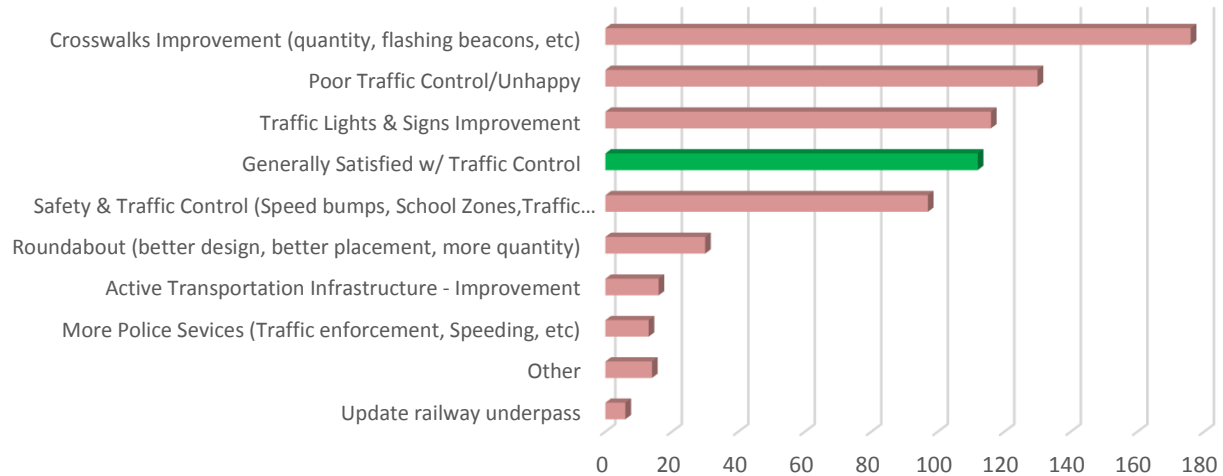
- Wellington Street: Myrtle Way to Mason Avenue
- Mason Avenue: Oxford Street to Wellington Street
- Riverside Drive: Skeena Street to Fremont Street
- Greenmount between Wellington and Coast Meridian Road
- Sefton Street north of Greenmount to the border

### Traffic Control (lights, signals, crosswalks, intersections)



While majority of respondents found that traffic control met expectations, the satisfaction score decreased by 6% compared to the previous year. Residents identified several key areas for enhancement, with a primary focus on the demand for more efficient traffic management. Specifically, residents highlighted the necessity for improvements in traffic lights, both in terms of their strategic placement and the provision of left-turning lanes. Additionally, there was a notable emphasis on the need for enhanced safety measures in the form of pedestrian hybrid beacons at crosswalks. Respondents also stressed the importance of traffic control enhancements aimed at bolstering safety in school zones and residential neighbourhoods.

## 2024 Budget Public Input Consultation

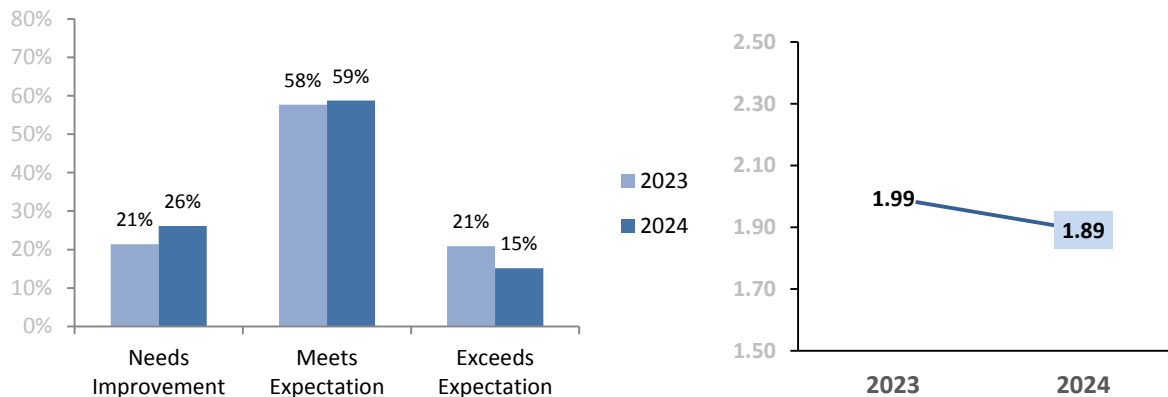


The City has received positive feedback from residents regarding road and pedestrian safety improvements in recent years. The 2024-2025 capital plan continues with a concerted focus in this area through the following:

- Three sidewalk projects with streetlighting, raised crosswalks, crosswalk markings and intersection control improvements with 2024 Sidewalk & Pedestrian Safety Improvement programs. There are also two pedestrian flashing beacons and three bus stop improvement projects with the same program in 2024.
- Seven raised crosswalks, four speed humps, and digital speed signage planned with the 2024 Traffic Calming Program.
- A new traffic signal at Riverside/Riverwood/Amazon is planned for construction in 2024.
- A new traffic signal at Nicola/Hawkins is planned for design in 2024 and construction in 2025.

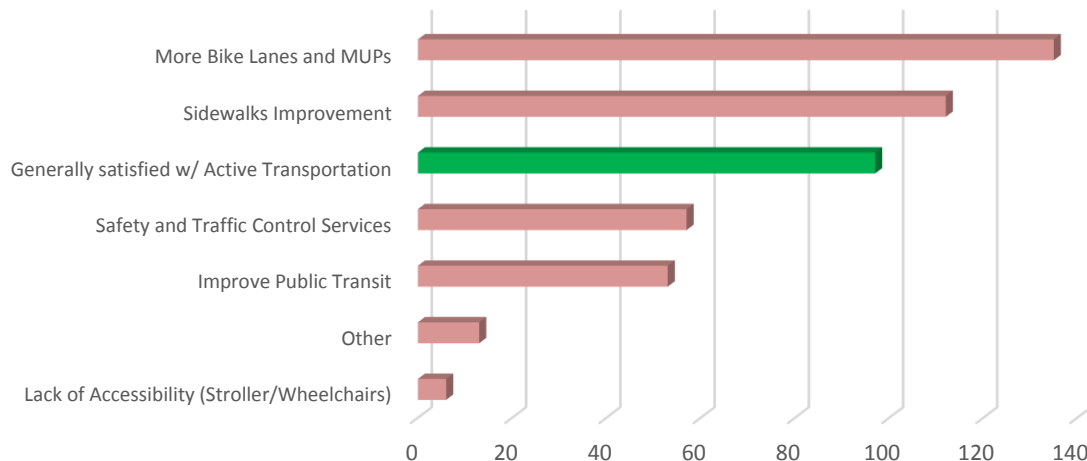
## 2024 Budget Public Input Consultation

### Active transportation (paths, cycling/pedestrian amenities and safety)



Respondent satisfaction with Active Transportation Services experiencing a 5% decline from the previous year. Notably, there is a strong call for improvements in active transportation infrastructure which include more bike lanes, MUPs and sidewalks to enabling residents to navigate between destinations safely.

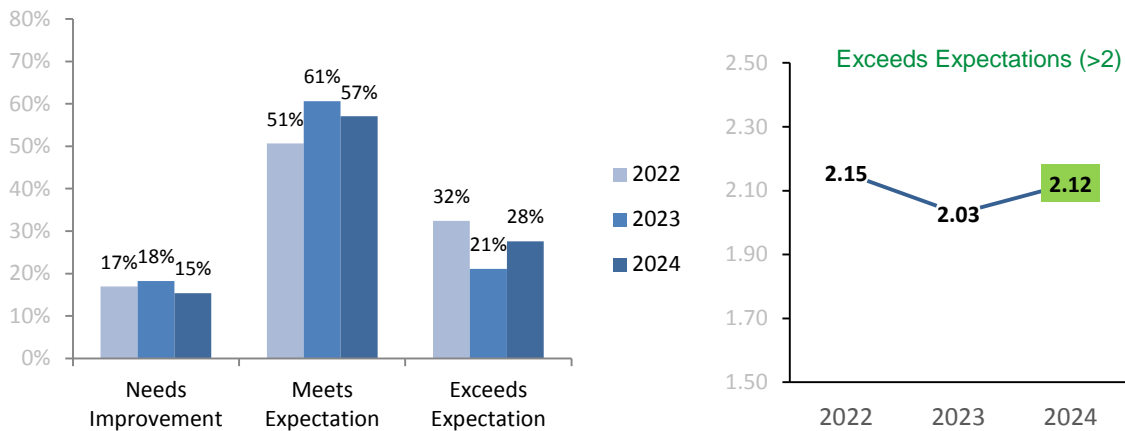
The growing use of bikes, e-bikes and e-scooters has raised concerns among residents around having infrastructure for both user and pedestrian safety.



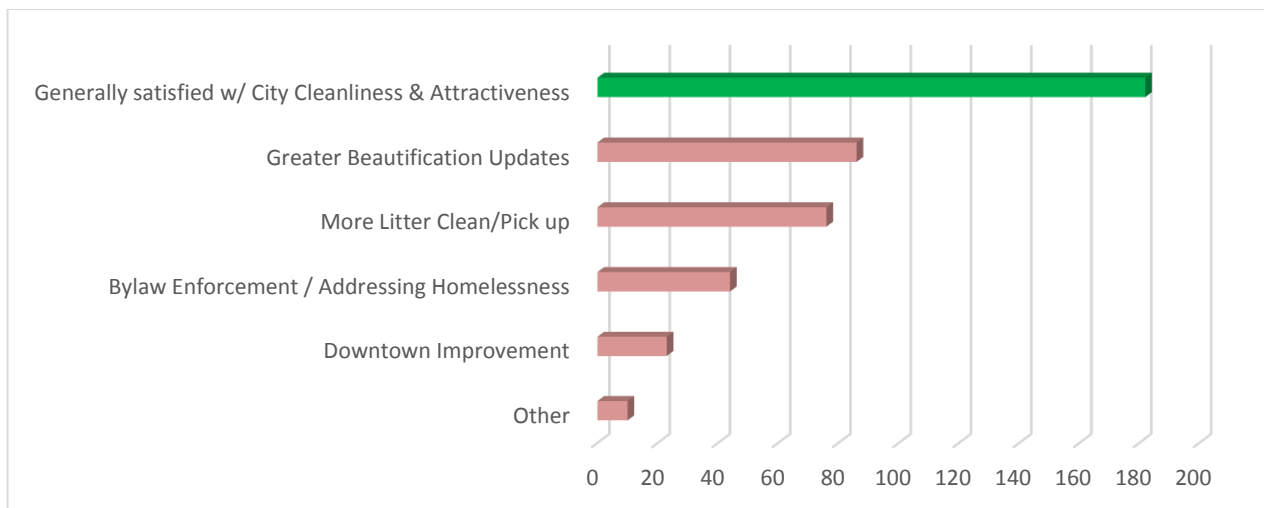
Current transportation projects in the 2024-2025 capital plan include multi-use paths, sidewalk additions, cycle tracks, new and upgraded trails, streetlighting and crosswalk enhancements. New active transportation projects are also being planned with an update to the Master Transportation Plan (<https://letstalkpoco.portcoquitlam.ca/master-transportation-plan>).

## 2024 Budget Public Input Consultation

### City Cleanliness and Attractiveness



Satisfaction among respondents with the cleanliness and attractiveness of the city has improved by 5% compared to the preceding year. Consistent with the prior year, littering and cleanliness remain the most frequently mentioned areas of improvement. There were several comments related to the further need for beautification, downtown improvement, and addressing the increasing homeless population.

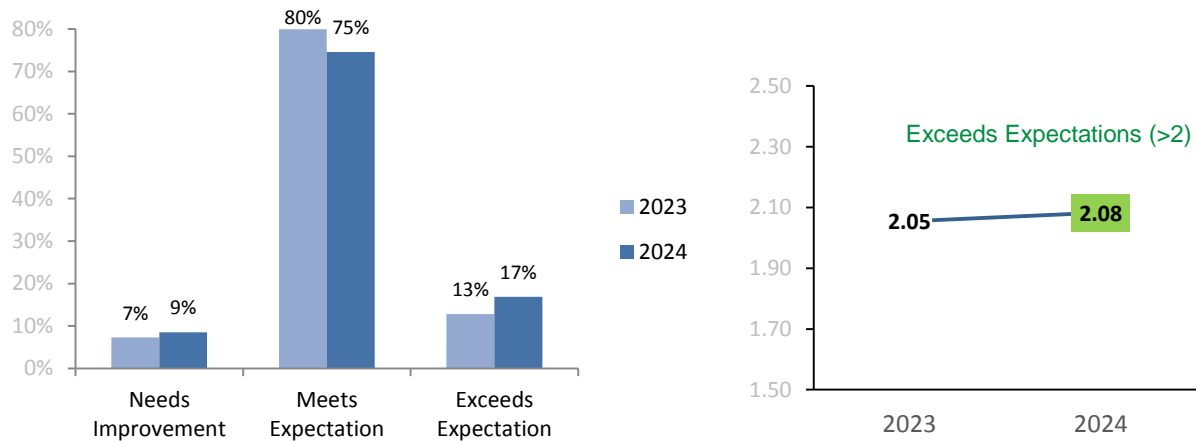


The City has prioritized the appearance and cleanliness of public spaces by planning a dedicated works crew focussing on dealing with problem areas and refuse. The recently added Roaming Crew was deployed in 2023 seeing a positive impact in reducing issues with litter and street cleanliness.

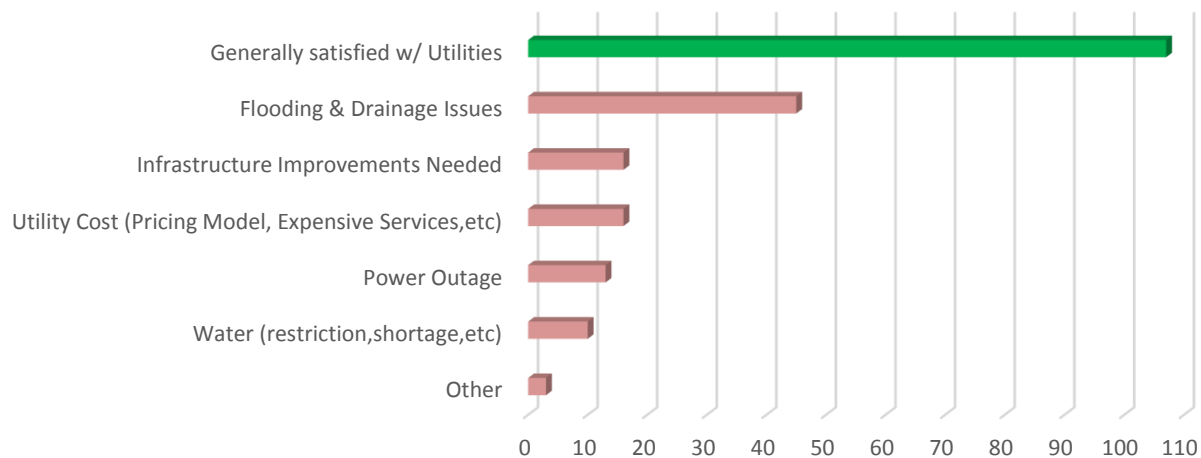


## 2024 Budget Public Input Consultation

### Utilities (water, sewer, drainage)



Utility services continue to meet or exceed expectations of over 90% of respondents with a score of 2.08. The majority of residents had positive comments, with the number of responses citing overall satisfaction increasing by 57%. The most commonly cited areas for improvement include flooding and drainage issues, infrastructure improvements and concerns about the cost of utilities.

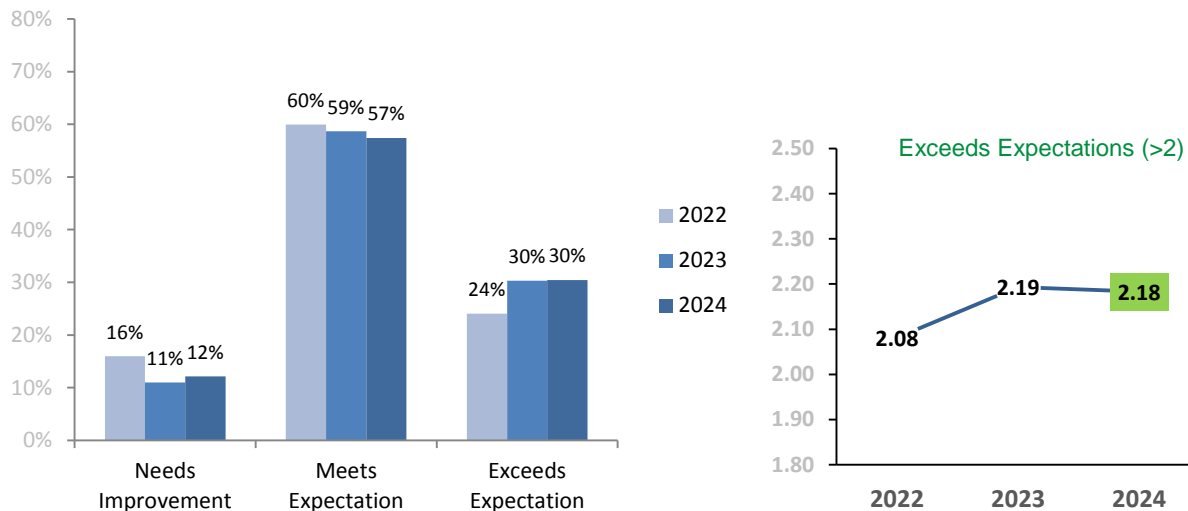


Flood mitigation and drainage continues to be a priority in the 2024-2025 capital plan with the following key projects expected to be underway in the near future:

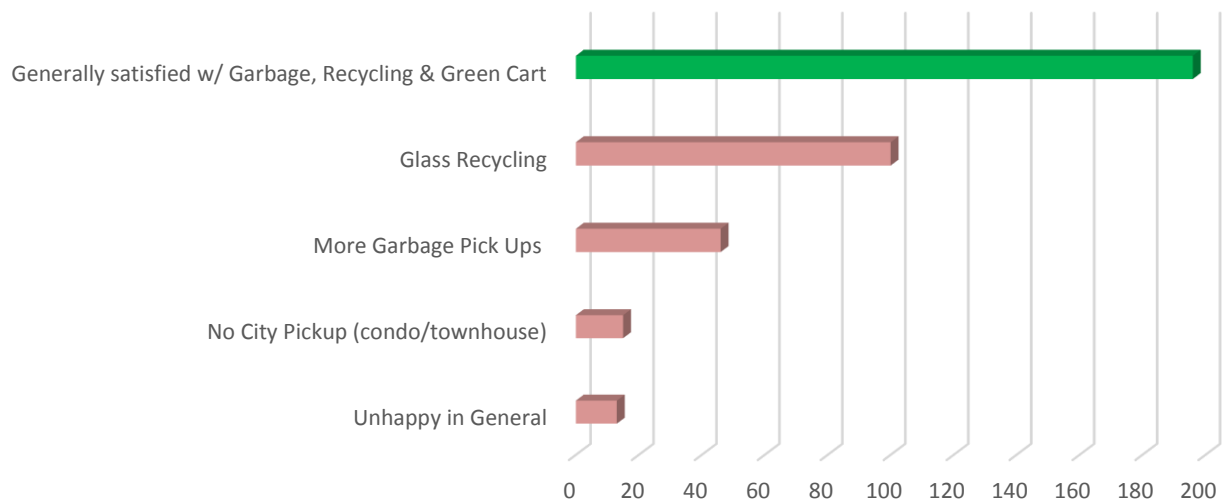
- Maple Creek Drainage Pump Station Upgrade
- Cedar Drainage Pump Station Upgrade
- Loughheed Culvert Replacement
- Wilson Ave/Gates Park Drainage
- Fremont Drainage Channel

## 2024 Budget Public Input Consultation

### Garbage, Recycling and Green Cart

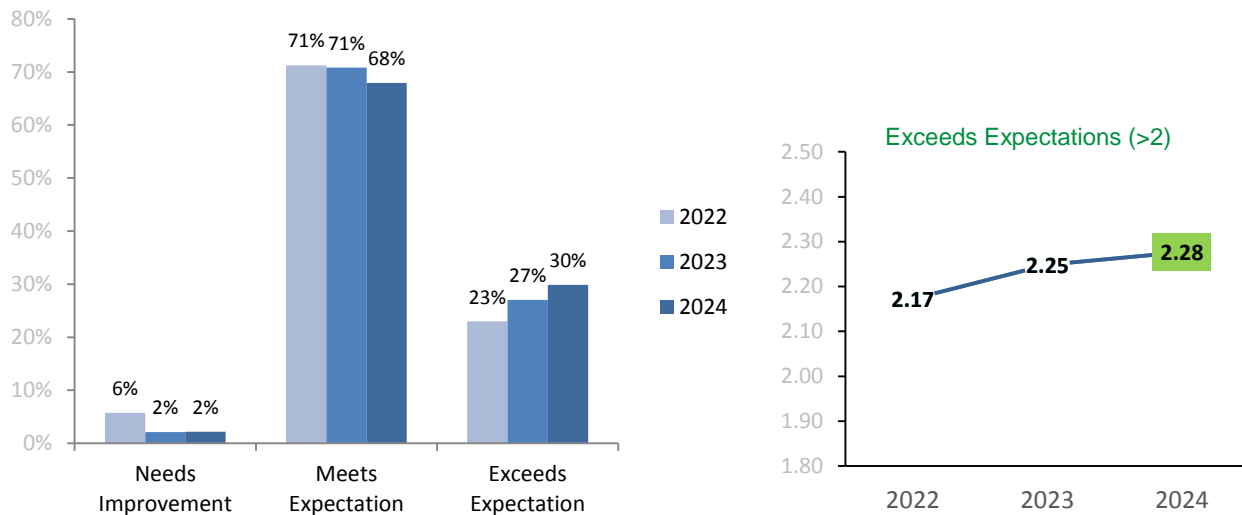


Respondent satisfaction with Garbage, Recycling, and Green Cart services was meeting and exceeding the expectations of over 80% of respondents. The service garnered numerous expressions of appreciation, particularly for its efficiency during holidays and the effectiveness of the large item pick-up program. Notably, there was a substantial uptick in comments for glass recycling compared to the previous year as residents are excited about this program.

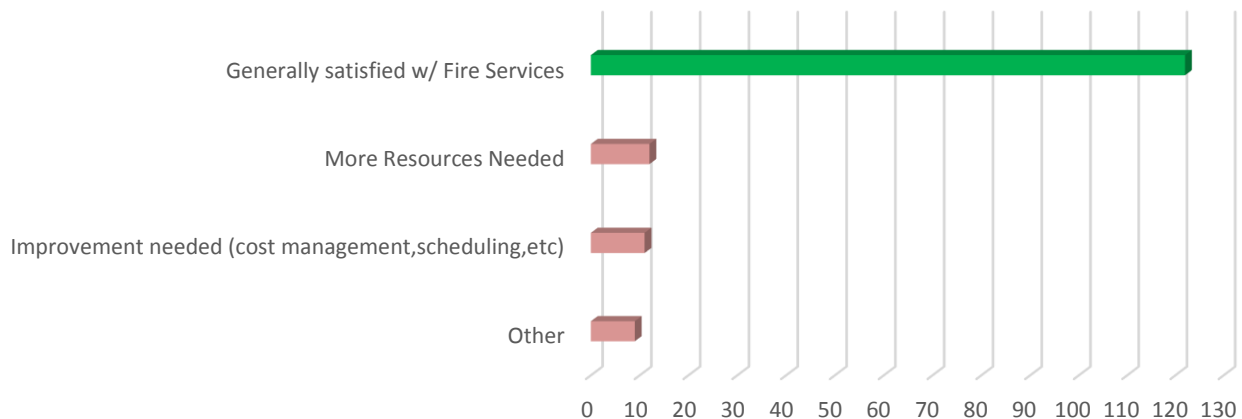


## 2024 Budget Public Input Consultation

### Fire Services



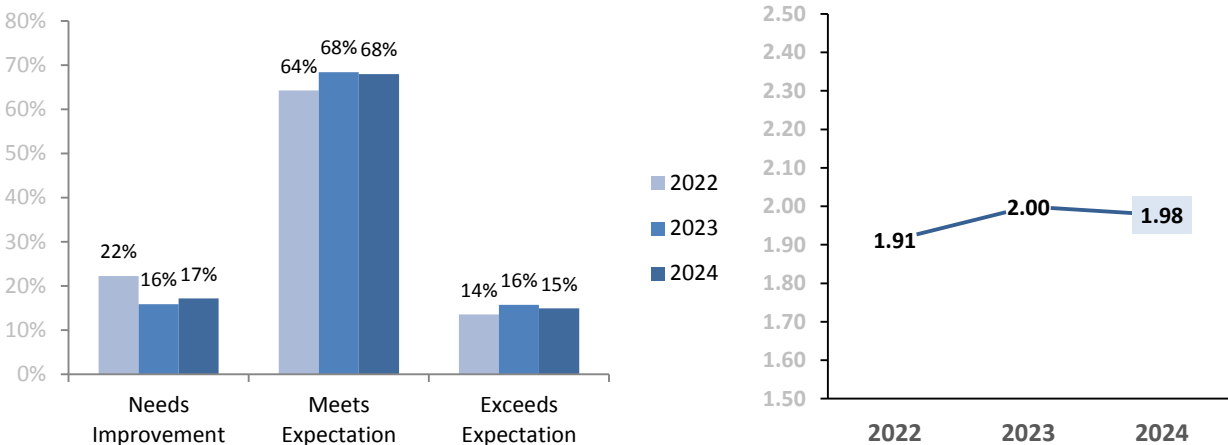
Fire Services claimed the top spot among the fourteen categories, showcasing outstanding respondent satisfaction that exceeded the benchmark of "Meeting Expectations." Even with 30% of respondents indicating they have not used this service; Fire Services remains the highest-rated among all City services. The majority of comments reflected positive sentiments, highlighting a general appreciation for the dedicated work of fire personnel and underscoring their responsiveness and excellent customer service.



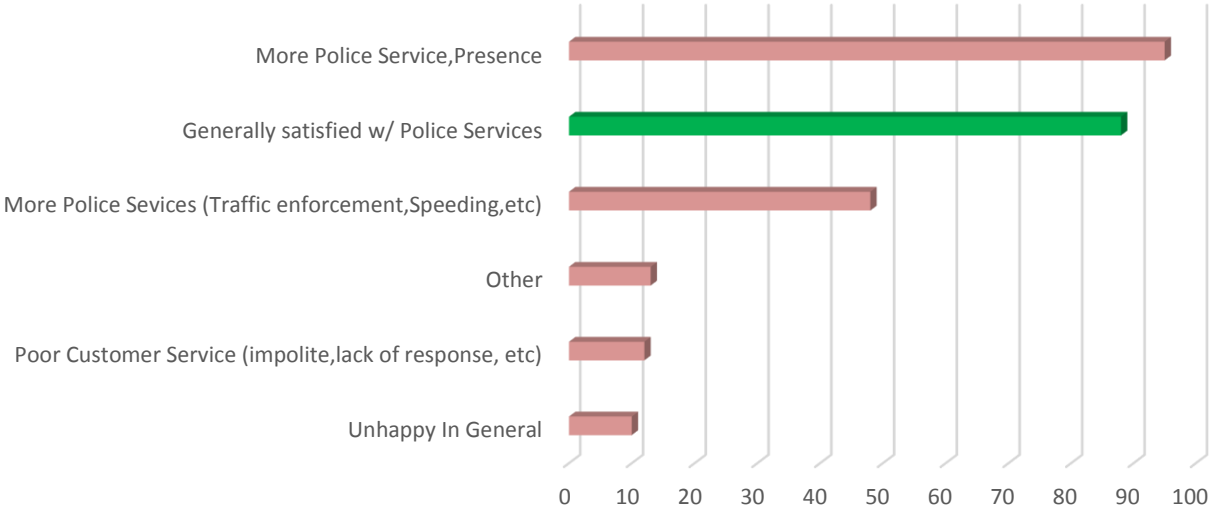
The City has further prioritized fire service levels by adding an additional member for 2024. This will help ensure service levels are maintained as the population and the city grows.

# 2024 Budget Public Input Consultation

## Police Services



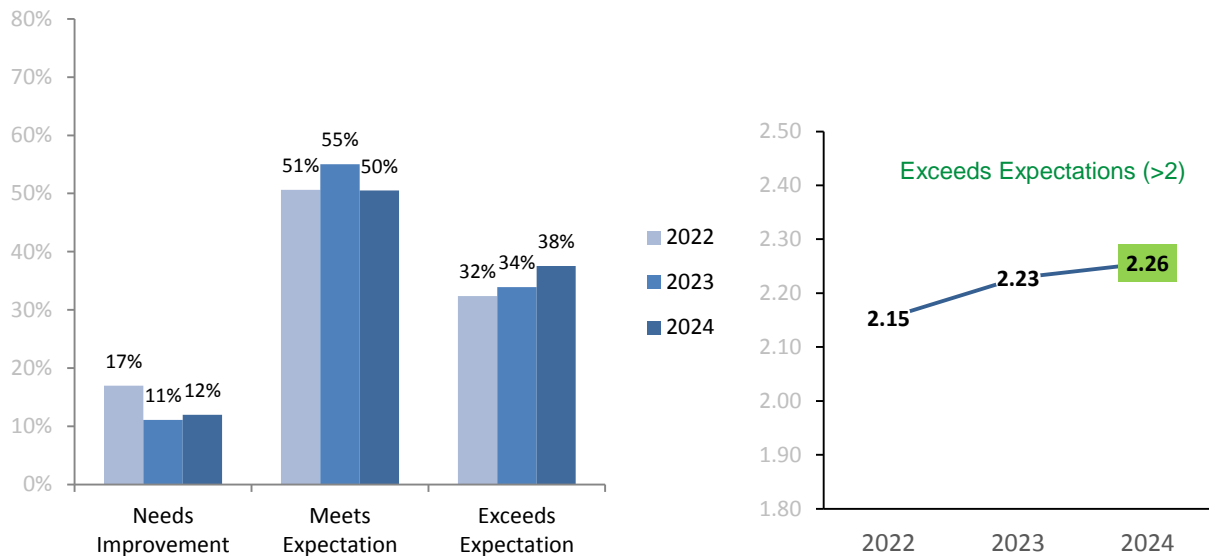
Respondent satisfaction with Police Services experienced a slight decline compared to the previous year with most comments towards a desire for heightened visual police presence in various areas of the City, notably in Downtown and school zones. The growing concern over the increased use of drugs and substances was also prominently mentioned.



The City has continued to prioritize public safety with the addition of RCMP members to the joint detachment in Coquitlam for 2023.

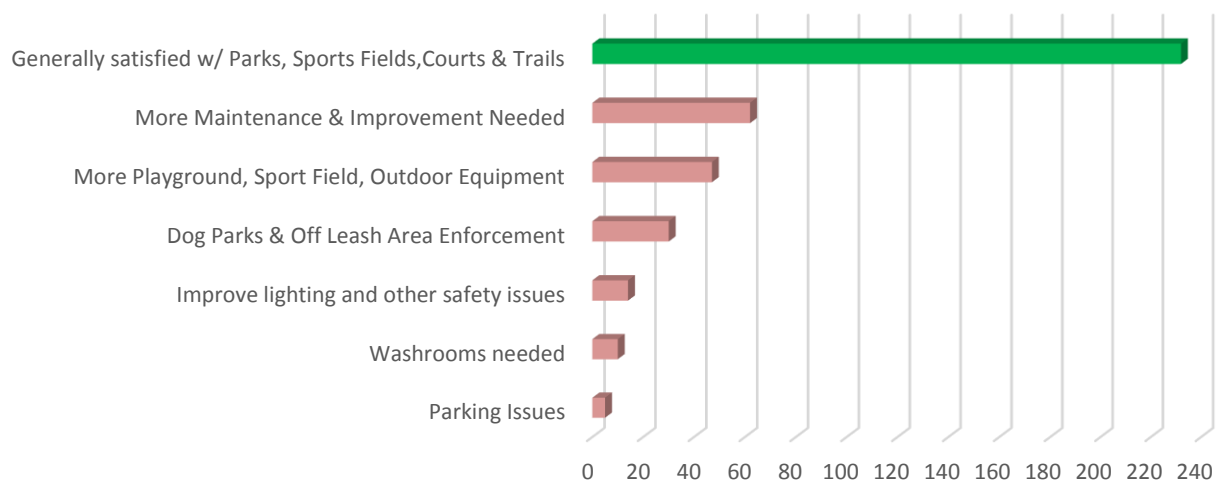
## 2024 Budget Public Input Consultation

### Parks, sports fields/courts and trails



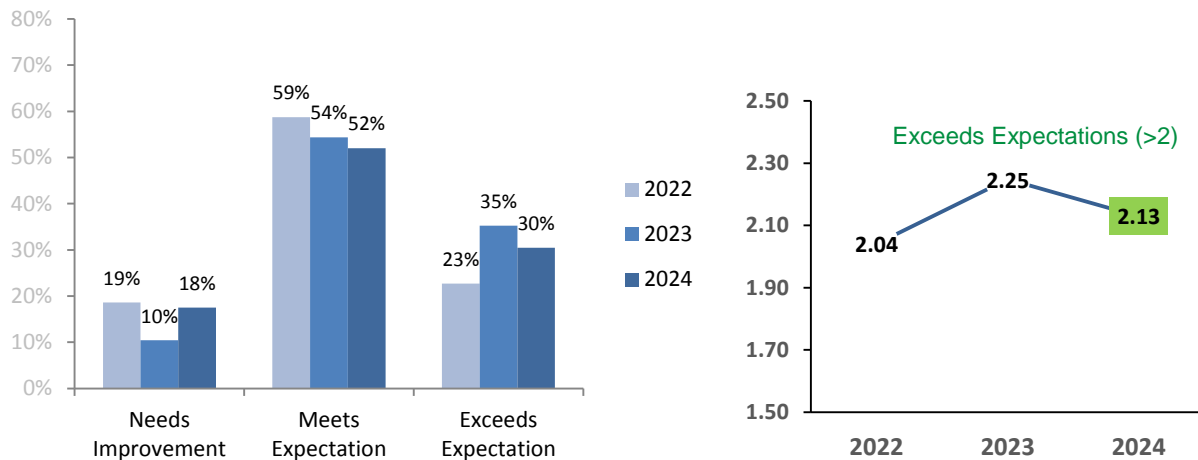
Consistent with the previous year, respondent satisfaction with Parks and Trails maintained its strong benchmark score with approximately 90% of respondents reported that their expectations were met or exceeded. Many positive comments highlighting the beauty of PoCo's Parks and Trails. Notably, there has been a consistent upward trend in satisfaction scores over the past four years.

However, those expressing dissatisfaction focused primarily on trail maintenance, expressing a desire for increased provision of playgrounds and sports fields, as well as improvements to the existing ones. Additional concerns were raised regarding the need for more public washrooms and enhanced lighting fixtures in both trails and parks.

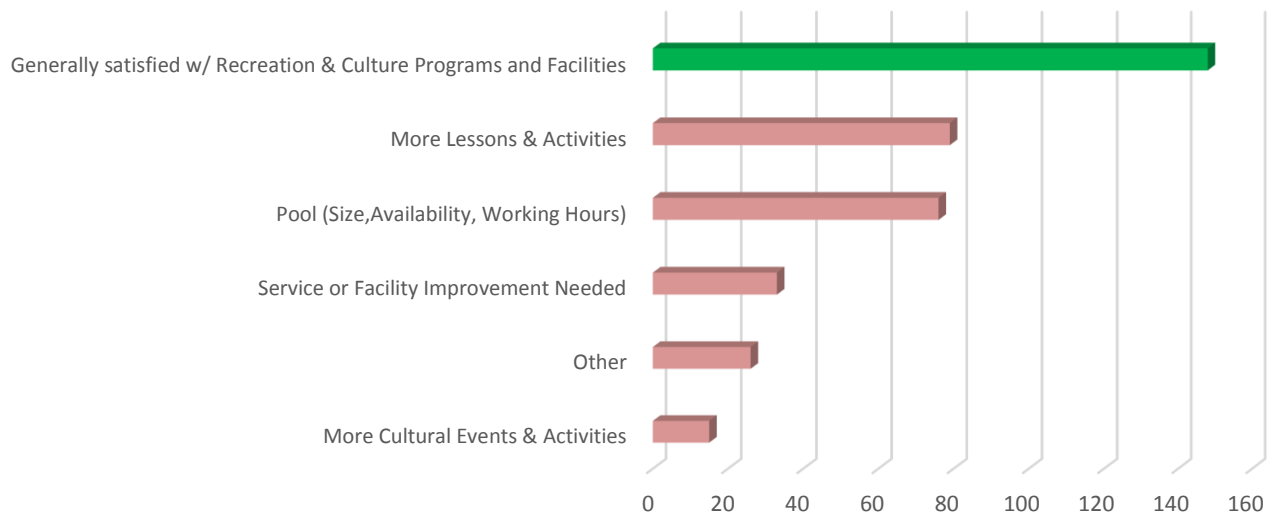


# 2024 Budget Public Input Consultation

## Recreation and Culture Programs and Facilities



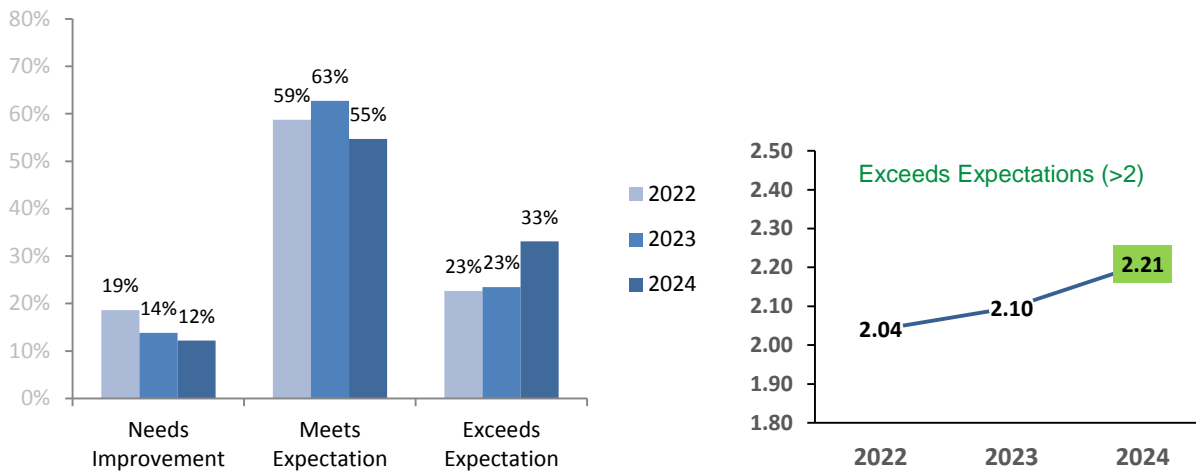
Respondent satisfaction with Recreation and Culture Programs, as well as Facilities, continues to remain in “exceeding expectations” however experienced a 5% decline. While the majority of responses were satisfied with the service offering, there were numerous recommendations for the recreation facilities, particularly the new community center (PCCC). There were also expressed desires for additional lessons and activities catering to all age groups, extended operating hours, and a more user-friendly experience. A prevalent concern highlighted in feedback pertained to the swimming pools across the city, with a recurring complaint being the shortage of swimming lessons.



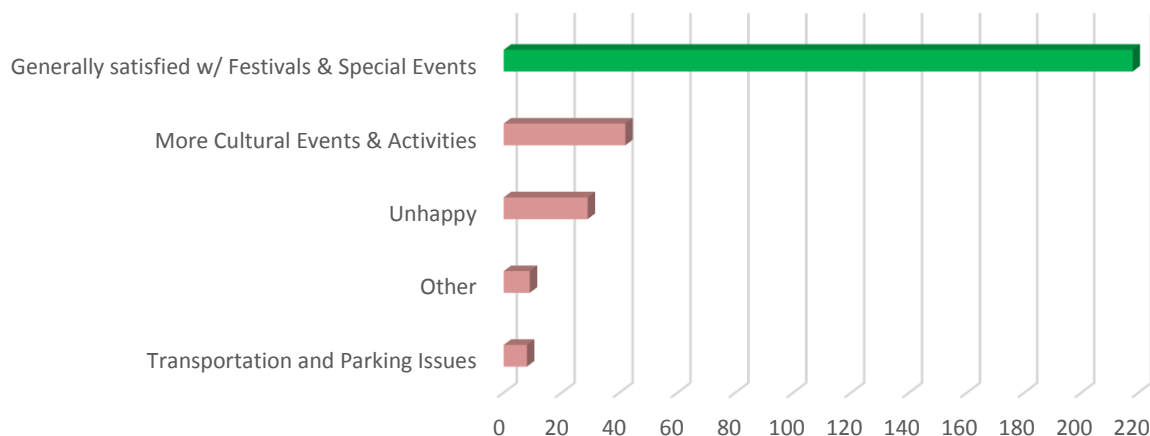
The city continues to prioritize access to aquatic lesson with the implementation of rolling registration, providing more lesson turnover opportunities, and continued recruitment for Aquatic Leaders. To further increase program and facility access, in 2024, operating hours will be extended to meet community demand and resident priority registration will be extended to instructor led drop-in programs.

# 2024 Budget Public Input Consultation

## Festivals and Special Events



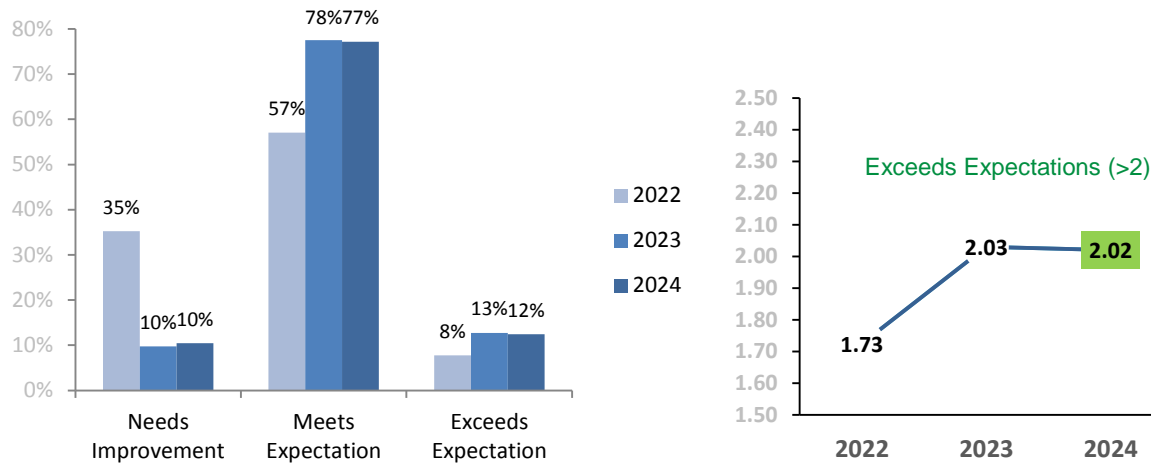
Festivals and Special Events overall exceeded respondent expectations marked by a 5% increase in respondent satisfaction compared to the preceding year. Notably, almost 90% of respondents reported that their expectations were either met or exceeded, indicating a significant achievement in delivering enjoyable and fulfilling experiences. While the overwhelming majority of responses indicated satisfaction, there were requests for additional events, improved public transportation planning, and a greater emphasis on multiculturalism.



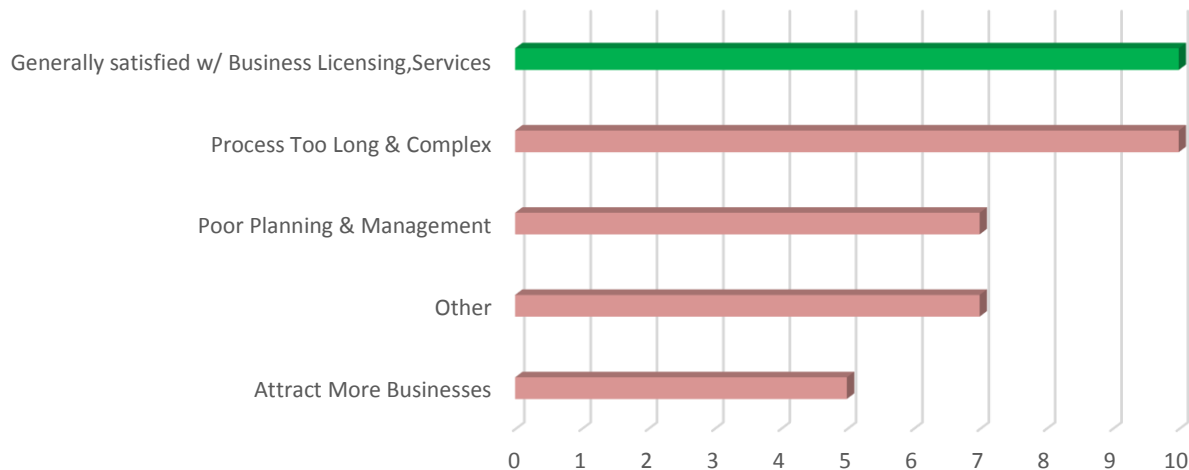


# 2024 Budget Public Input Consultation

## Business Licensing & Services

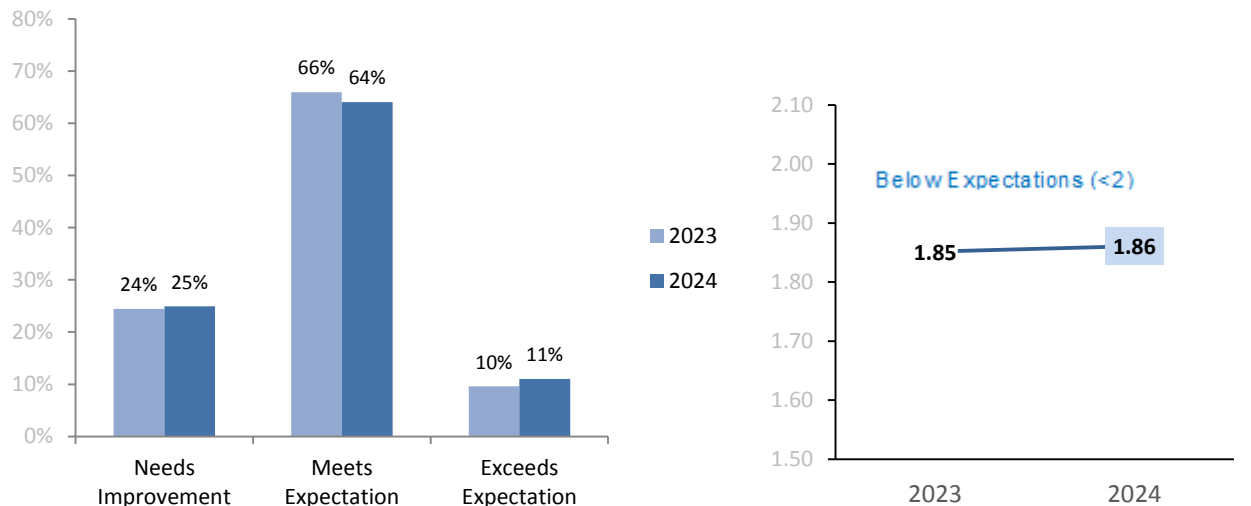


Respondent satisfaction with Business Licensing & Services remained consistent with the previous year. However, respondents expressed concerns regarding unclear and insufficient information on the website, as well as the perceived complexity and lengthiness of the processes involved.

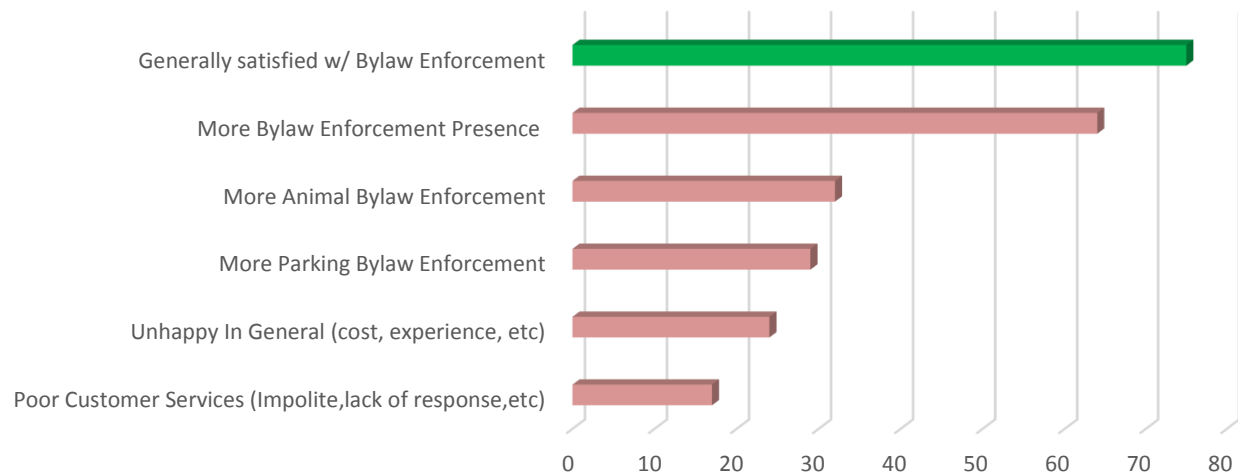


## 2024 Budget Public Input Consultation

### Bylaw Enforcement



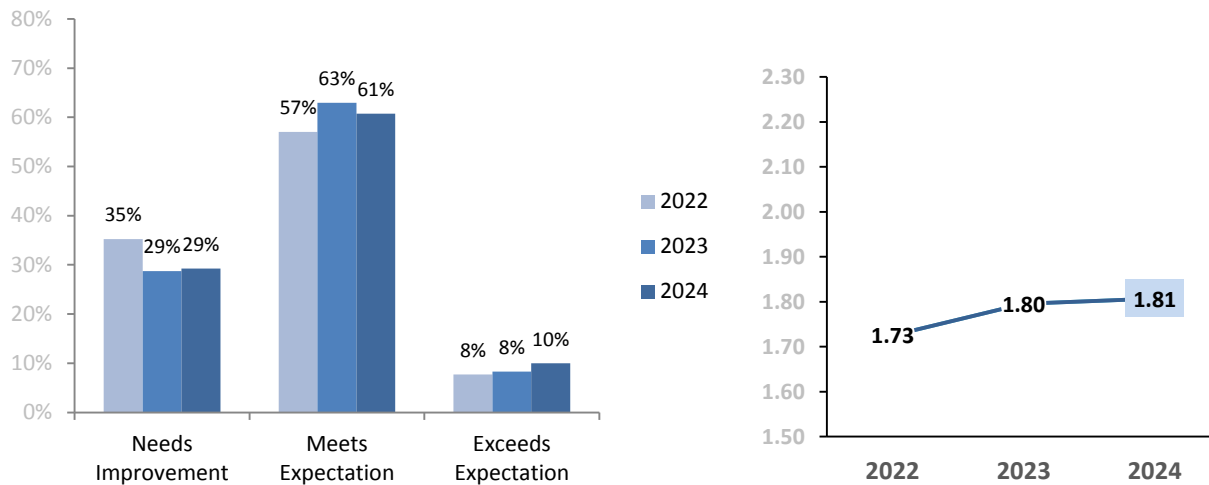
In general, 75% of respondents indicated that bylaw enforcement either met or exceeded their expectations. Despite over 30% of survey participants not having utilized this service, numerous comments highlighted a desire for increased visibility of bylaw officers, particularly in the enforcement of animal and parking bylaws.



The City increased bylaw services in the community with the addition of two positions approved for 2024. This will help operations and enhance officer presence/visibility; allowing for an enhanced focused on community safety.

## 2024 Budget Public Input Consultation

### Building Permit, Planning and Development Services



The score and ranking of Building Permit, Planning, and Development Services remained consistent with the previous year, with approximately 70% of respondents indicating that they hadn't utilized these services. Similar to the prior year, concerns about permit processing timelines and complexity were consistently highlighted as areas requiring improvement. Additionally, there were frequent comments requesting increased focus on affordable housing initiatives and greater community involvement in the decision-making process.



A key priority for the City's 2024 operating budget is to increase support for housing initiatives through the addition of staff resources within Development Services. These resources will be specifically aimed at reducing processing times for both developments, building and plumbing permit approvals.

## 2024 Budget Public Input Consultation

### Additional Questions

Furthering the depth of our engagement, the City piloted an online poll to ask residents how they felt about specific upcoming enhancement or project. Participants were given the opportunity to provide a rating between 1 (not excited) and 5 (most excited).

53 residents participated in the poll. The results of which showed that participants were most excited about the improvement to waste services, notably glass pick up. However, there was also a positive sentiment towards the new 6.5km loop in the Mary Hill.

Results:

Question	Average Rating
Improvement of waste services, including glass collection pick-up in 2025	4.0
New challenging 6.5km loop trail in Mary Hill area	3.5
Enhancement of Special Events	3.3
Start of construction of Gates Park Soccer Hub	3.3
Upgrades to Routley Wading Pool	2.9

## Summary of Input

The combination of quantitative and qualitative data from the survey reveals the following themes:


- The City continues to receive a record high number resident engagement in 2024 (1524 respondents)
- Online presence is a continued factor as the majority of respondents made their input online (86%), with a growing number learned of the survey through social media and other online methods
- A record 77% of respondents continue to believe they are getting good value for their tax dollars.
- 77% of respondents are pleased with the level and type of budget information provided to them
- Fire services and Parks and Trails continues to be the top-rated services exceeding expectations
- 738 (48%) respondents expressed a willingness to support higher taxes in exchange for additional services, particularly improvements in road conditions, enhanced recreation facilities and programs, and the advancement of active transportation infrastructure.

## Conclusion

The public input is presented to the Committee for consideration in finalizing the 2024-2028 Financial Plan Bylaw and to help guide the work of the Committee in establishing service levels, infrastructure policies and capital program priorities. Specific comments have been provided to the impacted departments for further action. The public input will also be considered as part of the 2025 financial planning process. Should Committee choose to make amendments to the 2024 draft budget in response to public feedback, these amendments may require further analysis to determine the impact on budgets and/or workplans.

## 2024 Budget Public Input Consultation

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

	#	Description
	1	Approve the 2024-2025 capital plan, 2024 operating budget and direct staff to prepare the applicable bylaws for approval.
	2	Council receive the Public Input Report for information and provide feedback.

### **ATTACHMENTS**

Attachment 1 – 2024 Budget Survey Response and Summary

**Lead author(s):** Kushal Pachchigar

**Contributing author(s):** Ximena Ibacache

## Board of Variance Amendment Bylaw – First Three Readings

### RECOMMENDATION:


*That Council give “Board of Variance Bylaw, 1997, No. 3105, Amendment Bylaw, 2024, No. 4356” first three readings.*

### PREVIOUS COUNCIL/COMMITTEE ACTION

On April 9, 2024, Committee of Council:

1. *Supported the Board of Variance Amendment Bylaw and directed staff to bring the Bylaw forward to Council for first three readings;*
2. *Directed staff to bring forward an amendment to the Fees and Charges Bylaw to increase the Board of Variance application fees.*

### OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Give first three readings to the Bylaw.
	2	Delay first three readings and request staff to provide additional information.
	3	Decline first three readings of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4356

Attachment 2 – Report to Committee, April 9, 2024



CITY OF PORT COQUITLAM  
BOARD OF VARIANCE AMENDMENT BYLAW, 2024  
Bylaw No. 4356

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

1. CITATION

This Bylaw is cited as "Board of Variance Bylaw, 1997, No. 3105, Amendment Bylaw, 2024, No.4356".

2. ADMINISTRATION

2.1 That the "*Local Government Act*, RSBC, 1979, c. 290" at the beginning of the Board of Variance Bylaw, No. 3105 be amended to read "*Local Government Act*, RSBC, 2015, Div. 15"

2.2 That section 2 'ESTABLISHMENT' is amended by replacing the existing section, with the following:

**"ESTABLISHMENT**

Pursuant to section 537 of the *Act* a Board of Variance is hereby established. The Board shall consist of those persons appointed in accordance with the *Act* and the members of the Board shall elect one of their members as Chair."

2.3 That the following 'DEFINITIONS' section be added to the Bylaw as a new section 3 and the remaining sections be re-numbered:

**"DEFINITIONS**

In this By-law:

**Appellant** means a person who has filed a Board of Variance application with the Secretary;

**Board** means the Board of Variance members appointed for the Corporation of the City of Port Coquitlam;

**City** means the Corporation of the City of Port Coquitlam;

**Chair** means the Chair of the Board of Variance, elected by its members; and

**Secretary** means the Secretary to the Board of Variance;"

- 2.4 The following 'BOARD MEMBERS' section is added as a new section after the 'ESTABLISHMENT' section and the remaining sections be re-numbered:

"4. BOARD MEMBERS

- a) A board member must abstain from voting in respect to an application where they have a conflict of interest (ie. they are the applicant or a neighbour of the property stated in the application).
- b) Board members not present (either in person or participating electronically) during a hearing must not participate in the decision with respect to an application (ie. no proxy vote).
- c) A board member who abstains from voting will be shown in the minutes as voting in the affirmative."

- 2.5 That the heading of section 5. 'NOTICE OF APPLICATION AND APPLICATION FEE' is amended to read 'BOARD OF VARIANCE APPLICATION'.

- 2.6 Clause b) i) and ii) and c) under 'BOARD OF VARIANCE APPLICATION' heading is removed and replaced with the following:

- "b) The application will be accompanied by the application fee as determined in the City's current Fees and Charges Bylaw. The application fee will be non-refundable if a review of the application has been initiated."

and the remaining clauses be renumbered.

- 2.7 The following clauses are added to the 'DECISION' section:

- "d) The Board must not re-hear an appeal covering the identical grounds or principles upon which the Board has previously rendered a decision.
- e) A decision of the Board is final, and may only be over-turned by the Supreme Court of Canada as permitted under the *Act*."

- 2.8 The following 'SEVERABILITY' section is added as a new section after the 'DECISION' section and the remaining section is re-numbered:

“SEVERABILITY

If any part, section, subsection, clause or sub-clause of this Bylaw is for any reason held to be invalid by the decision of a Court of competent jurisdiction, such a decision does not affect the validity of the remaining portions of this Bylaw.”

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

READ A THIRD TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Mayor

Corporate Officer

### RECOMMENDATION:

*That Committee of Council:*

- 1. Support the Board of Variance Amendment Bylaw and direct staff to bring the Bylaw forward to Council for first three readings;*
- 2. Direct staff to bring forward an amendment to the Fees and Charges Bylaw to increase the Board of Variance application fees.*

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

The current Board of Variance Bylaw was adopted on April 28, 1997; fee updates were made to the Bylaw in 2011.

### **REPORT SUMMARY**

The proposed bylaw will bring forward amendments to the current Board of Variance Bylaw. Notable changes include updated language, inclusion of additional definitions and a proposed increase in application fees (which would amend the Fees and Charges Bylaw).

### **BACKGROUND**

The Board of Variance is an appeal body consisting of five members, who often have a background in building, planning, etc., appointed by Council. The Board convenes a Hearing to listen as to why an applicant feels they cannot meet a Zoning Bylaw requirement (hardship) and then decides on the proposed variance to the Zoning Bylaw.

Board of Variance members (the Board) are volunteers for the City but work independently from City Council and have their own authority under the *Local Government Act* (the 'Act'). The staff resource to the Board of Variance is the City's Corporate Officer.

The Board of Variance is not an appeal board for local government policy decisions, and it cannot replace decisions of elected officials. The Board is confined to considering variances that will not impact adversely upon a policy decision or change the intent of the Bylaws adopted by City Council. The most common applications considered by the Board are for minor variances respecting the siting (setbacks), size and dimensions (height) of a building or structure.

## Board of Variance Bylaw

**Year**      **No. of Applications**

2019	7
2020	2
2021	8
2022	10
2023	17

Applications have steadily increased over the years due to more renovations by homeowners, and more neighbour complaints if it is suspected that construction is taking place without proper permits.

However, with new Zoning Bylaw changes (related to affordable housing legislation) pending, it is anticipated that the number of applications will decrease due to the less restrictive requirements of the City's Zoning Bylaw in the near future.

Pursuant to sections 536 to 544 and 462 of the *Act*, a local government that has adopted a Zoning Bylaw must, by bylaw, establish a Board of Variance, set out the procedures to be followed by the Board and may impose associated application fees. Application fees were last reviewed and increased in 2011. The following table outlines current application fees for Board of Variance applications in the region as of January 1, 2024:

Municipality	Current Application Fee
City of Burnaby	\$465.00
City of Coquitlam	\$522.00
City of Maple Ridge	\$531.00
City of New Westminster	\$489.50
City of North Vancouver	\$420.00
City of Port Moody	\$620.00
City of Surrey	\$504.75

Currently, the City of Port Coquitlam has a two-tier application fee:

Board of Variance application with <b>no associated</b> Building Permit in progress	\$325.00
Board of Variance application, with <b>an associated</b> Building Permit in progress	\$175.00

The reason for the two-tier application fee was to provide incentive to submit a building permit application prior to Board of Variance consideration so that the drawings provided are up to date. Applicants submitting a Board of Variance application without an associated Building Permit sometimes provide incomplete drawings. The higher application fee was also intended to capture the additional staff time required to review the drawings for other variances not indicated on the application.

## Board of Variance Bylaw

Although, the two-tiered application fee process has been in place since 2011, staff are still receiving application drawings that are incomplete, due to inexperience of the applicants.

### **PROPOSED NEW FEES:**

Port Coquitlam application fees are below the regional average (\$500 per application) and staff are recommending that the Fees and Charges Bylaw be amended as follows:

#### **Recommended:**

Board of Variance application with <b>no associated</b> Building Permit in progress	\$450.00
Board of Variance application, with <b>an associated</b> Building Permit in progress	\$300.00

With the proposed fees, Port Coquitlam would still remain the lowest in the region but with a modest increase of \$125.00 for each type of application.

Application fees are collected to ensure that all costs associated with a file are recovered by the City; however, it is difficult to set a single fee that represents all types of variance requests. Some applications are quite simple, such as re-supporting an existing carport (lean-to garage) but the structure is non-conforming (although legal), while other applications are complex, dealing with multiple variances. The Board must only decide on an application that stems from the City's Zoning Bylaw creating a 'hardship' for the applicant.

### **DISCUSSION**


The proposed bylaw has been prepared pursuant to the *Act*. It incorporates the relevant sections of the current bylaw and provides updates to the definitions, procedures, and requirements for the operation of the Board.

### **FINANCIAL IMPLICATIONS**

The proposed new increased application fees are based on the estimated average costs of processing, inspection and administration related to processing this type of application consistent with the requirements of the *Local Government Act*.

## Board of Variance Bylaw

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

	#	Description
	1	Direct staff to send the proposed Board of Variance Bylaw to Council for first three readings; and to bring forward an amendment to the Fees and Charges Bylaw to coincide with other Fees and Charges Bylaw amendments.
	2	Delay first three readings of either or both proposed bylaws and request staff to provide additional information.
	3	Not pursue an updated Board of Variance Bylaw or Fees and Charges Amendment Bylaw, which will retain the existing bylaws.

### **ATTACHMENTS**

Attachment 1: Draft Board of Variance Amendment Bylaw

Attachment 2: Current Board of Variance Bylaw (with tracked changes)

**Lead author(s):** Carolyn Deakin



# Zoning Amendment Bylaw for Short-Term Rental - Adoption

## RECOMMENDATION:

*That Council adopt “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2023, No. 4367” for Short Term Rentals.*

## PREVIOUS COUNCIL/COMMITTEE ACTION

On April 9, 2024, Council approved:

“That ‘Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2024, No. 4367’ be given first three readings.”


On March 12, 2024, Committee of Council:

Resolved that the Zoning Bylaw be amended as described in the Short-Term Rental Zoning Bylaw Amendment report dated March 12, 2024.

## REPORT SUMMARY

The Director of Development Services has confirmed that there were no conditions related to the Bylaw, and it may proceed for adoption.

## OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Adopt the bylaw.
	2	Request that additional information be received and determine next steps after receipt of that information.
	3	Decline adoption of the Bylaw, which will retain the existing Bylaw.

Attachment 1 – Bylaw 4367

Attachment 2 – Report to Committee, March 12, 2024

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2024

Bylaw No. 4367

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

1. CITATION

This Bylaw is cited as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2024, No. 4367”.

2. ADMINISTRATION

2.1 Section 1 Definitions is amended as follows:

2.1.1 By replacing the definition of boarding with the following:

“**Boarding** means the use of a dwelling unit the provision of rooming accommodation, with or without meals, to persons other than members of the family occupying the dwelling unit as a residence for a period of 90 consecutive days or more.”

2.1.2 By inserting the definition of principal residence in appropriate alphabetic order as follows:

“**Principal residence** means the dwelling unit in which an individual resides for a minimum of 183 days in a calendar year.”

2.1.3 By inserting the definition of short-term rental accommodation in appropriate alphabetical order as follows:

“**Short-term rental accommodation** means the use of a principal residence for the provision of rooming accommodation in exchange for a fee, with or without meals, to persons other than members of the family occupying the dwelling unit as a residence for a period of less than 90 consecutive days.”

2.2 Section II Zones and Zone Regulations, Part 2 Residential is amended as follows:

2.2.1 Note 5 in the Notes to Table 2.3 is amended as follows:

“Note 5. Boarding uses are limited to two boarders per dwelling unit in single, duplex, townhouse and rowhouse dwellings. One boarder is permitted per apartment dwelling provided that the apartment has at least two bedrooms and two

bathrooms. Boarding uses are not permitted in secondary suites or in dwelling units used for a short-term rental accommodation business.”

2.3 Section III Supplementary Regulations is amended as follows:

2.3.1 By replacing the words ‘bed and breakfast’ with ‘short-term rental accommodation’ in subsection 5-1 e.

2.3.2 By replacing subsection 5-4 with the following:

“5-4 Short-term rental accommodation accessory home businesses are permitted in A and RS zones only, subject to the following regulations:

- a. The business is restricted to the provision of up to two bedrooms without cooking facilities, providing accommodation to a maximum of four patrons per dwelling;
- b. The residential character of the dwelling unit must not be altered;
- c. One additional off-street parking space is required for each bedroom providing short-term rental accommodation.
- d. The person licensed to operate the business must occupy the dwelling unit as a principal residence.
- e. One additional employee may be engaged in the operation of the business and need not reside in the dwelling unit; and
- f. No short-term rental accommodation may be operated on a lot with more than two dwelling units.”

READ A FIRST TIME this	9 <sup>th</sup> day of	April, 2024
READ A SECOND TIME this	9 <sup>th</sup> day of	April, 2024
PUBLIC HEARING prohibited this	9 <sup>th</sup> day of	April, 2024
READ A THIRD TIME this	9 <sup>th</sup> day of	April, 2024
ADOPTED this	day of	, 2024

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Mayor

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Corporate Officer

# Short-Term Rental Zoning Bylaw Amendment

## RECOMMENDATION:

*That Committee of Council recommend to Council that the Zoning Bylaw be amended as described in this report.*

## **REPORT SUMMARY**

This report outlines a number of recommended changes to the Zoning bylaw to comply with the provincial *Short-Term Rental Accommodations Act*. The proposed amendments are meant to align definitions and regulations surrounding short-term rental accommodation with Provincial legislation while maintaining the City's current approach to short-term rental accommodation.

## **BACKGROUND**

In October 2023, the Province adopted the *Short-Term Rental Accommodations Act* (the *Act*) with the stated intent to support local government enforcement of short-term rental accommodation bylaws, return dwelling units used for short-term accommodation to the rental housing market and establish a new Provincial role in the regulation of short-term rentals.

The *Act* sets *minimum* standards for short-term rental accommodations which include defining "short-term rental" as a rental of a self-contained suite for a period of less than 90 consecutive days and limiting short-term rentals to the rental host's principal residence plus an accessory dwelling unit or secondary suite. Municipal regulations must be amended by May 1<sup>st</sup> to reflect these minimum standards; however, a municipality may implement more restrictive requirements or prohibit all short-term rentals. Certain provisions of the *Act* do not apply in specific circumstances (e.g. hotels, lodges, dorms and time shares, resort municipalities and municipalities with a population under 10,000). Municipalities with consistently high rental vacancy rates can request an exemption.

The *Act* also provides for increased fines and tickets for persons who contravene a municipal short-term rental regulation, eliminates non-conforming use protections for properties offering short-term rentals that are not in keeping with current municipal regulations, and establishes a mandatory Provincial short-term rental registry that will require hosts and platforms to include a provincial registry number. The Province is also establishing a new compliance and enforcement unit.

### **Municipal Policy and Regulation:**

**Zoning Bylaw:** The City's Zoning Bylaw only permits short-term rental accommodation in the form of a "Bed and Breakfast" accessory home businesses in A (Agriculture) and RS1 and RS3 (Residential Single Dwelling) zones. The Bed and Breakfast provisions allows for up to two bedrooms (without cooking facilities) to be used as short-term rental accommodation within a residential dwelling unit; the business owner must reside in the dwelling unit, parking must be provided for the guests and the

## Short-Term Rental Zoning Bylaw Amendment

residence cannot also contain a secondary suite. “Boarding” is also permitted in all residential zones; the intent of this provision is to allow for rooming accommodation for non-family residents (e.g. sports billets or exchange students) living with a family for a period of time.

Comprehensive Development Zone 35 allows for one building (2388 Mary Hill Road, adjacent to the Port Coquitlam Community Center) to offer short-term occupancy apartment, which is defined for the purpose of this zone as tenant accommodation of one day or more. The intent of this provision was to allow the owner to provide short-term rentals of apartment units for visiting sports teams and organizations using the Port Coquitlam Community Center. The City has issued a building permit for the 52 unit apartment building, however, construction is not yet complete.

The Zoning Bylaw does not otherwise permit short-term rental or occupancy of a self-contained dwelling unit (e.g. house, apartment or suite with cooking and sanitary facilities); units must be occupied as a residence for “accommodation and home life of a person or family”. The City has generally accepted tenancy agreements (in keeping with the *Residential Tenancy Act* and associated Regulation) in determining a residence rental tenure as opposed to a short-term rental.

Hotels (and motor hotels) are permitted in CC (Community Commercial) zones and are defined as business that provides paid accommodation in a building on a short-term basis. Hotels can provide a variety of lodging options, some of which may include a kitchenette or cooking facilities. Hotels are exempt from Provincial or municipal short-term rental regulations.

*Business Bylaw:* The Business Bylaw requires a bed and breakfast establishment and a hotel to obtain a business licence. The City has business licences registered to one Bed and Breakfast business and one hotel.

*Ticket Information Bylaw:* The Ticket Information Bylaw allows for up to a \$1000 fine for un-permitted short-term rental accommodation.

*Housing Needs Report:* This assessment found that Port Coquitlam is experiencing significant pressures in the rental market, with low vacancy rates and rapid increase in rents over the past ten years. The report noted that only 11% of renters were in purpose built rental buildings; most renter households live in secondary market rental (secondary suites, accessory dwellings, apartments etc.)

### **DISCUSSION**

The number of short-term rental accommodation advertised in Port Coquitlam has grown significantly in the last 5 years; a third-party analytic site suggests there were approximately 114 short-term rental accommodations advertised by late 2023, of which 77 are self contained dwelling units (some of these units are offering short-term stays with tenancy agreements in order to circumvent the intent

## Short-Term Rental Zoning Bylaw Amendment

of City regulations). The City currently enforces contraventions upon complaint, receiving 8 such complaints in the past 5 years.

Data from Metro Vancouver suggested Port Coquitlam has a 0.4 vacancy rate in 2022 as demand outpaced supply; the most recent CMHC data (October 2023) showed a 0.5% vacancy rate for the Tri-Cities.

Staff do not recommend amendments to the City's regulations that would permit additional opportunities for short-term rental accommodation, particularly in self-contained dwelling units, as this will likely result in additional pressure on existing rental housing supply and a further reduction in vacancy rates. However, updates to the Zoning Bylaw are recommended to maintain consistency with the recent provincial legislative changes, retain the City's existing approach to regulating short-term rental accommodation, and assist in enforcement. These include:

1. Including a definition of "principal residence" in the Zoning Bylaw. The Act defines principal residence as the residence an individual lives in for a longer period during a calendar year than any other place. To add clarity and certainty, staff recommend this definition be further refined to reference the principal residence as being where an individual lives for at least 6 months out of the year.
2. Rename "Bed and Breakfast" to "Short-term Rental Accommodation" and define as rental accommodation without the provision of cooking facilities provided in hosts principle residence for periods of under 90 consecutive days. The changes reflect the provincial terminology, provides clarity to the provision and updates an antiquated term. This use will continue to be permitted on properties in Agricultural (A) and Single Residential (RS) zones and a Business Licence will be required.
3. Update to the current boarding definition to clarify that the length of stay must be 90 days or more and cannot be co-located with a short-term rental accommodation business use. This will help distinguish boarding from short-term rental accommodations. Staff do not recommend requiring a business license for a boarding use.

Staff have reached out the developer of 2388 Mary Hill Road (CD zone 35) to discuss the provisions of the new legislation regarding short-term rental accommodations. The property owners are still assessing implications of the legislation on similar purpose build short-term accommodation buildings and will be in touch with staff to discuss options as the building nears completion.


Staff will ensure information on short-term rental accommodation regulations is updated on the City's website, pushed out to the community through social media, and will monitor online platforms over the coming months as the Province begins to enforce their legislative requirements. Further City enforcement activities may be necessary to ensure compliance.

# Short-Term Rental Zoning Bylaw Amendment

## **FINANCIAL IMPLICATIONS**

None.

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

	#	Description
	1	Recommend to Council that the Zoning bylaw be amended as described in this report.
	2	Recommend to Council that the bylaw only be amended for selected changes.
	3	Determine that no changes should be made at this time pending receipt of further information.

## **ATTACHMENTS**

Attachment 1: Draft Short-Term Rental Accommodation Zoning Bylaw Amendments

**Lead author:** Ben Ricketts

**Contributing author(s):** Paul Cloutier, Jennifer Little