



**COUNCIL AGENDA**  
**Regular Meeting**  
**Tuesday, January 23, 2018**  
**7:00 PM - Council Chambers**  
**2580 Shaughnessy Street**

**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the January 23, 2018 Regular Council Meeting Agenda**

*Recommendation: That the Regular Council Meeting Agenda of January 23, 2018 be adopted.*

**3. CONFIRMATION OF MINUTES**

**3.1 Minutes of January 9, 2018 Regular Council Meeting**

*Recommendation: That the Regular Council Meeting Minutes of January 9, 2018 be adopted.*

**4. PROCLAMATIONS**

**4.1 Real Acts of Caring Week - February 11 to February 17, 2018**

**In attendance: Ms. Allison Youssef (RAC Steering Committee) and students**

**5. BYLAWS**

**5.1 Zoning Amendment Bylaw No. 4042 for 1462 Mustang Place - First Two Readings**

*Recommendation:*

*1. That the Zoning Bylaw be amended to permit an accessory retail sales use for motorcycle and motorsport vehicles and repair of motorsport vehicles in the General Industrial M1 zone.*

*2. That the Zoning Bylaw be further amended to permit an accessory outdoor display area of 50% of the lot area at 1462 Mustang Place.*

**5.2 Zoning Amendment Bylaw No. 4043 for 1934 Warwick Avenue - First Two Readings**

*Recommendation:*

1. *The Smart Growth Committee recommends to Council:*

a. *That the zoning of 1934 Warwick Crescent be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);*

b. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*

i. *Demolition of existing structures;*

ii. *Completion of design and submission of fees and securities for off-site works and services;*

iii. *Installation of a tree protective barrier and submission of a \$1,000 security to ensure tree retention;*

iv. *Submission of a \$2,000 security to ensure on-site tree planting; and,*

v. *Registration of a legal agreement to ensure that the buildings are designed to be articulated, have prominent front entries, and are not identical;*

c. *That prior to adoption of the amending bylaw, a subdivision plan be submitted to the satisfaction of the Approving Officer; and,*

d. *That Development Variance Permit DVP00050 be approved prior to adoption of the amending bylaw.*

2. *It is further recommended to Council:*

a. *That Zoning Amendment Bylaw No. 4043 be given 1st and 2nd Reading; and,*

b. *The public hearing and public input opportunity to provide for consideration of the rezoning and development variance permit applications be set for Tuesday, February 13, 2018.*

**5.3 Zoning Amendment Bylaw No. 4035 for Electric Vehicle Infrastructure - Final Reading**

*Recommendation: That "Zoning Amendment Bylaw No. 4035" for Electric Vehicle Infrastructure be given final reading.*

**5.4 Council and Committee Procedures Amendment Bylaw No. 4038 - Final Reading**

*Recommendation: That "Council and Committee Procedures Amendment Bylaw No. 4038" be given final reading.*

**5.5 Water Regulation Amendment Bylaw No. 4040 - Final Reading**

*Recommendation: That "Water Regulation Amendment Bylaw No. 4040" be*

*given final reading.*

**5.6 Sewer Regulation Amendment Bylaw No. 4041 - Final Reading**

*Recommendation: That "Sewer Regulation Amendment Bylaw No. 4041" be given final reading.*

**6. DRAFT RESOLUTION**

**6.1 UBCM Grant - EOC Community Emergency Preparedness Fund (CEPF)**

*Recommendation: That Council direct staff to submit a funding request to the UBCM for a Community Emergency Preparedness Fund (CEPF) grant for an EOC Crisis Communications Training and Exercise project.*

**7. REPORTS**

**7.1 2018-2019 Capital Program**

*Recommendation: That staff be given the authority to proceed with award of the 2018 and 2019 projects as approved by the Budget and Infrastructure Committee on December 18, 2017.*

**7.2 Traffic Calming Policy**

*Recommendation: That Council approve the attached Traffic Calming Policy, and Direct staff to bring forward amendments to Local Improvement Bylaw No. 2084 to include traffic calming measures.*

**7.3 Tri-Cities Healthier Communities Partnership - Revised Terms of Reference**

*Recommendation: That Council receive the revised Tri-Cities Healthier Communities Partnership Terms of Reference dated November 2017 for information.*

**8. STANDING COMMITTEE VERBAL UPDATES**

**8.1 Finance & Budget Committee**

**8.2 Smart Growth Committee**

**8.3 Transportation Solutions and Public Works Committee**

**9. NEW BUSINESS**

**10. OPEN QUESTION PERIOD**

**11. ADJOURNMENT**

- 11.1 Adjournment of January 23, 2018 Regular Council Meeting**  
*Recommendation: That the Regular Council Meeting of January 23, 2018 be adjourned.*

In attendance: Mayor G. Moore and Councillor L. Dupont, Councillor D. Penner, Councillor G. Pollock, Councillor D. Washington, and Councillor B. West.

Also in attendance: Director of Recreation L. Bowie, Fire Chief N. Delmonico, Assistant Corporate Officer C. Deakin, Director of Engineering and Public Works K. Dixon, Director of Finance K. Grommada, Manager of Parks Services T. Gross, Chief Administrative Officer J. Leeburn, Environmental Coordinator N. MacEachern, Director of Development Services L.L. Richard, Director of Human Resources S. Traviss and Director of Corporate Support R. Wishart.

**1. CALL TO ORDER**

- 1.1 Mayor G. Moore called the meeting to order at 7:00pm in the Council Chambers at City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC.

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the January 9, 2018 Regular Council Meeting Agenda**

It was moved and seconded that the Regular Council Meeting Agenda of January 9, 2018 be adopted with the addition of:

Item 6.6 – Draft Resolution for Acting Mayor January 12-15, 2018, Inclusive.

Carried.

**3. CONFIRMATION OF MINUTES**

**3.1 December 12, 2017 Council Meeting Minutes**

It was moved and seconded that the Council Meeting minutes of December 12, 2017 be adopted.

Carried.

**4. PUBLIC HEARINGS**

**4.1 Zoning Amendment Bylaw No. 4035 (Electric Vehicle Infrastructure)**

Mayor G. Moore asked if there were any speakers wishing to address Council regarding Zoning Amendment Bylaw No. 4035 for Electric Vehicle Infrastructure. Three speakers approached the podium:

- 1) A resident who has been involved with researching and product development of electric vehicle infrastructure and energy technology offered his assistance if Council had any technical questions.
- 2) A resident who works in building maintenance for a multi-tenant building in Port Coquitlam said that the new requirements for electric vehicle infrastructure would assist new owners by letting them choose if they would like a parking stall with an electric vehicle plug in or not and the more that choose that feature the less infrastructure that has to be put in place such as exhaust fans, etc. to remove fumes. Happy to see the future of PoCo will be cleaner and healthier.
- 3) A resident who has been driving an electric vehicle since 2015 has to charge the family vehicle across the street at a commercial centre because there is no charging station at his residence – a little inconvenient but this proposed requirement will make it better for future buyers looking for electric vehicles plug-ins in new developments and will probably be a selling feature.

Mayor G. Moore concluded the Public Hearing.

## **5. PUBLIC INPUT OPPORTUNITY**

### **5.1 Development Variance Permit No. DVP00047 for 1990 Westminster Avenue**

Mayor G. Moore asked if there were any speakers wishing to address Council regarding Development Variance Permit No. DVP00047 for 1990 Westminster Avenue. No speakers approached the podium.

## **6. BYLAWS**

### **6.1 Zoning Amendment Bylaw No. 4035 (Electric Vehicle Infrastructure) - Third Reading**

It was moved and seconded that Zoning Amendment Bylaw No. 4035 (Electric Vehicle Infrastructure) be given third reading.

Carried.

### **6.2 Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue - First Two Readings**

It was moved and seconded that Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue be referred back to the Smart Growth Committee for further review.

Carried.

Mr. N. MacEachern left the meeting.

**6.3 Waterworks Regulation Amendment Bylaw No. 4040 - First Three Readings**

It was moved and seconded that Waterworks Regulation Amendment Bylaw No. 4040 be given first three readings.

Carried.

**6.4 Sewer Regulation Amendment Bylaw No. 4041 - First Three Readings**

It was moved and seconded that Sewer Regulation Amendment Bylaw No. 4041 be given first three readings.

Carried.

**6.5 Financial Plan Amendment Bylaw No. 4036 - Final Reading**

It was moved and seconded that Financial Plan Amendment Bylaw No. 4036 be given final reading.

Carried.

**DRAFT RESOLUTION**

**6.6 Draft Resolution for Acting Mayor – January 12-15, 2018 Inclusive**

It was moved and seconded that Councillor Washington be appointed as Acting Mayor from January 12 to 15, 2018, inclusive.

Carried.

**7. REPORTS**

**7.1 Development Variance Permit Application DVP00047 - 1990 Westminster Avenue**

It was moved and seconded that Development Variance Permit DVP00047, which provides for a variance to two parking stalls at 1990 Westminster Avenue, be approved.

Carried.

**7.2 Pesticide Use Control Amendment Bylaw**

It was moved and seconded that the Pesticide Use Control Amendment be referred to the Sustainability and Environment Committee for further review.

Carried.

### **7.3 Rezoning Application RZ000154 - 1462 Mustang Place**

It was moved and seconded that the Zoning Bylaw be amended to permit an accessory retail sales use for motorcycle and motorsport vehicles and repair of motorsport vehicles in the General Industrial M1 zone; and that the Zoning Bylaw be further amended to permit an accessory outdoor display area of 50% of the lot area at 1462 Mustang Place.

Carried.

### **7.4 Discharge of Land Use Contract - 1545 and 1575 Kingsway Avenue**

It was moved and seconded that a bylaw to discharge Land Use Contract No. 8 from the title of 1545 and 1575 Kingsway Avenue be approved; and that prior to adoption of the amending bylaw, a legal agreement be registered to the satisfaction of the Director of Development Services to require submission of design, securities and fees for offsite works and services, including a sidewalk with a minimum width of 3 metres fronting Kingsway Avenue, prior to issuance of a building permit.

Carried.

### **7.5 Mayor's Year in Review (2017 Highlights)**

Mayor G. Moore provided a Year in Review presentation highlighting some of the accomplishments of the City in 2017 including:

- Breaking ground for the Community Recreation Complex project
- Public Works Open House
- Canada 150 Celebration
- Mural Mosaic public art project
- Relaunch of portcoquitlam.ca website
- Increased revenue generation from three new digital billboard structures
- Sun Valley Park upgrade
- 2017 Roadwork – widening and improvements to Pitt River Rd and McLean Avenue
- Second Annual Poco Grand Prix
- City Ambassador Program
- Community Excellence Award for Disaster Recovery Planning
- Let's Talk Trees Program
- Continued investment in Active Transportation
- Two-year budgeting cycle
- Downtown Action recommendations
- Coach Houses



- Recruitment Campaign
- Record number of development applications

## **8. STANDING COMMITTEE VERBAL UPDATES**

### **8.1 Transportation Solutions and Public Works Committee**

Councillor Penner provided an update.

## **9. NEW BUSINESS**

- 9.1** Council provided a few updates related to community events including a call for nominations of volunteers for the upcoming Volunteer Recognition Awards.

## **10. OPEN QUESTION PERIOD**

Mayor G. Moore invited those wishing to ask a question of Council to approach the podium. One speaker approached the podium:

Mr. K. Wawryk, representing M2K Construction Ltd. (owner) spoke regarding the history of 750 Dominion Avenue and asked about a latecomer's agreement and Council's earlier discussion. The Mayor advised that Mr. Wawryk will be invited to a future Smart Growth Committee meeting.

## **11. ADJOURNMENT**

### **11.1 Adjournment of the January 9, 2018 Regular Council Meeting**

It was moved and seconded that the Regular Council Meeting of January 9, 2018 be adjourned at 8:08pm.

Carried.

Certified Correct,

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Mayor G. Moore

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Assistant Corporate Officer

# PROCLAMATION

**WHEREAS:** Real Acts of Caring (RAC) is doing something nice for a complete stranger without expecting any reward. It is the expression of our empathy and compassion for one another; and

**WHEREAS:** the daily acts of caring and kindness of most of the citizens of Port Coquitlam often go unrecognized; and

**WHEREAS:** by recognizing these daily acts of caring and kindness during this week, all citizens of Port Coquitlam will become more aware of being kind to others throughout the year; and

**WHEREAS:** by recognizing these acts of caring and kindness during this week, everyone will be encouraged to participate in making Port Coquitlam a kinder, safer and better place to live; and

**WHEREAS:** a caring and kindness week is being observed in many cities and towns across this nation;

**NOW THEREFORE:** I, Greg Moore, Mayor of the Corporation of the City of Port Coquitlam,

## DO HEREBY PROCLAIM

**The week of February 11<sup>th</sup> to February 17<sup>th</sup>, 2018**

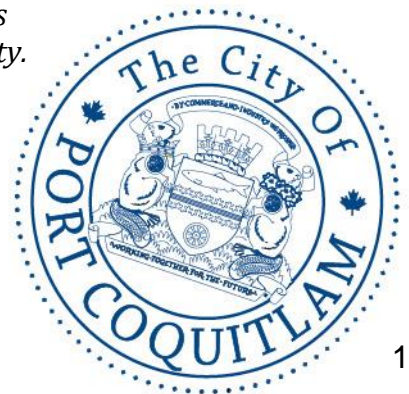
**as**

***“Real Acts of Caring Week”***

*and I encourage everyone to participate in spreading and practicing generosity, patience, and consideration of others at all times in order to create a better, kinder, safer and more peaceful City.*

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Greg B. Moore  
Mayor



*A Bylaw to amend zoning regulations related to industrial zones*

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

**Citation**

1. This Bylaw may be cited for all purposes as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4042”.

**Administration**

2. That SECTION II ZONES AND ZONE REGULATIONS be amended:

- 1) In Part 4, Industrial Zones, Table 4.3, Industrial Zones Permitted Uses, by

- a) adding the words “motorsport vehicle” to the following use:

Automobile, light truck, boat, motorsport vehicle and motorcycle repair, servicing, salvage and parts sales; and

- b) adding the following use:

Use	Zone		
	M1	M2	M3
Accessory retail sales of motorcycles and motorsport vehicles	■		

- 2) In Part 4, Industrial Zones, Notes to Table 4.3, Note 2 by adding the words “motorsport vehicle” as follows:

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 zones, all uses except park uses must be conducted indoors.

- 3) In Part 4, Industrial Zones, Notes to Table 4.3, by deleting Note 17 and replacing it with the following:

“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.”

***Read a first time by the Municipal Council this 23<sup>rd</sup> day of January, 2017.***

***Read a second time by the Municipal Council this 23<sup>rd</sup> day of January, 2018.***

***Public hearing held this 13<sup>th</sup> day of February, 2018.***

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***Mayor***

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***Corporate Officer***



## Report to Council

**DATE:** December 15, 2017

**To:** Mayor and Council

**FROM:** Smart Growth Committee

**SUBJECT: 1462 MUSTANG PLACE  
REZONING APPLICATION RZ000154**  
(Smart Growth Committee Meeting – December 14, 2017)

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### **EXECUTIVE SUMMARY**

GA Checkpoint, a Yamaha dealer of marine and motorsport products, has acquired 1462 Mustang Place and wishes to offer the suite of products offered by Yamaha. The site is zoned to permit all of the desired uses with one exception, it does not allow for the sale of motorcycle and other motorsport vehicles (e.g., ATVs). Committee recommends to Council that the Zoning Bylaw be amended to permit this use as an accessory use within the zone.

In addition, there is a paved area at the back of the property (along the Mary Hill Bypass) that is encumbered by a wide BC Hydro utilities corridor. Committee also recommends to Council that a site-specific Zoning Bylaw amendment be approved to allow for this area to be used for outdoor display purposes.

### **RECOMMENDATIONS**

Smart Growth Committee recommends to Council:

1. That the Zoning Bylaw be amended to permit an accessory retail sales use for motorcycle and motorsport vehicles and repair of motorsport vehicles in the General Industrial M1 zone.
2. That the Zoning Bylaw be further amended to permit an accessory outdoor display area of 50% of the lot area at 1462 Mustang Place.

### **SUMMARY**

At its meeting held on December 14<sup>th</sup>, 2017, the Smart Growth Committee considered the attached staff report and resolved to support further consideration of the application. In discussion, Committee determined that the requested amendment to allow for the additional sales uses should apply to all sites within the zone and that the requested variance to outdoor display area be a site-specific amendment as it relates to the site's unique circumstances.

## **OPTIONS**

Council may:

1. Proceed to consider amendments to the Zoning Bylaw as recommended;
2. Request that additional information or amendments to the application be made prior to making a decision on the recommended amendments; or,
3. Reject the application if it does not wish to further consider the requested amendments.

*Submitted by Laura Lee Richard, MCIP, Director of Development Services, with the concurrence of the Chair.*

Attachment: Report to Smart Growth Committee dated December 8, 2017



## Report to Committee

**DATE:** December 8, 2017

**To:** Smart Growth Committee (SGC)

**FROM:** Laura Lee Richard, Director of Development Services

**SUBJECT:** **1462 MUSTANG PLACE**  
**REZONING APPLICATION RZ000154**

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**EXECUTIVE SUMMARY:** GA Checkpoint, a Yamaha dealer of marine and motorsport products has acquired the property at 1462 Mustang Place and wishes to offer the suite of products offered by Yamaha. The site's zoning permits all of the desired uses with the exception of the sale of motorcycle and other motorsport vehicles such as all-terrain vehicles. A rezoning application has been submitted to allow for accessory retail use of these vehicles. In addition, the dealer proposes to use the area within the Hydro right-of-way at the back of the property for outdoor display purposes and has requested permission to increase the area allowed for this purpose. The proposal is seen to conform to OCP policies for general industrial areas and approval of the requested amendments is recommended.

### RECOMMENDATION

Staff recommend that the Smart Growth Committee recommend to Council:

1. That the Zoning Bylaw be amended to permit an accessory retail sales use for motorcycle and motorsport vehicles and repair of motorsport vehicles in the General Industrial M1 zone.
2. That the Zoning Bylaw be further amended to permit an accessory outdoor display area of 50% of the lot area at 1462 Mustang Place.

### BACKGROUND

GA Checkpoint, currently located in Port Moody, advises that its business includes boat, recreational vehicle and motorcycle repair, servicing, assembly and parts sales. Motorsports products are assembled on site and include sale of motorbikes and all-terrain vehicles. It has acquired the property at 1462 Mustang Place for this business and wishes to amend the site's zoning to include provision for motorcycle and ATV sales. In addition, the applicant wishes to be allowed to use to 50% of the lot area for accessory outdoor display purposes.

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December 8, 2017

1462 Mustang Place Rezoning Application RZ000154

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1462 Mustang Place is a long, narrow lot having an area of about 2.5 acres and located in the Meridian Industrial Park. The property backs onto the Mary Hill Bypass and there is a narrow strip of landscaping at the rear of the property providing screening from the road. The site is developed with a relatively small, one-storey industrial building constructed approximately 15 years ago. A B.C. Hydro right-of-way that occupies a significant portion of the rear yard generally limits uses within this right-of-way to parking and outdoor storage. This area has been paved.

No major changes would be required to the existing building, parking or landscaping to accommodate the additional use.

## DISCUSSION

**Official Community Plan (OCP):** OCP policies support a balanced local economy including a mix of uses to provide employment and contribute to the municipal tax base. These policies are consistent with the direction of Metro Vancouver's Regional Growth Strategy, which allows for accessory commercial uses in industrial zones where appropriate. The site's land use designation is General Industrial (IG). GA Checkpoint, Marine and Motorsport advises that it employs 35 staff with operations that include the retail sales of boats and other marine equipment.

**Zoning Bylaw:** The site's General Industrial (M1) zone is intended to accommodate a wide range of primary industrial uses and some limited accessory commercial uses. The retail sales of boats and accessory sales of marine equipment is permitted, as well as automobile and motorbike repair, servicing and assembly but the retail sale of motorcycles and other motorsports vehicles such as ATVs is not permitted (or repair of motorsports vehicles). The proposed additional accessory uses are seen to support the primary use in keeping with the intent of the industrial nature of the site. It is recommended that the Zoning Bylaw be amended to permit the sale of motorcycles and motorsport vehicles as an additional accessory use in the M1 zone.

The Zoning Bylaw limits the maximum area used for accessory outdoor display purposes in the M1 zone to 25% of the lot area. The requested increase to 50% for outdoor storage use recognizes the limitations created by the BC Hydro right-of-way for this lot and the use would be similar to the current use of the area for truck parking. No modifications would be required as the area is already paved. This amendment is considered to be appropriate due to the site-specific circumstances and an amendment to permit the larger outdoor storage areas is recommended to only apply to the subject property.

**Development Permit Area:** DP37/02 regulates the existing site development including the building and landscaping. No changes to this DP are anticipated to accommodate the proposed uses.

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**Ministry of Transportation and Infrastructure (MOTI):** Ministry approval pursuant to s.52 of the *Transportation Act* is required due to the site's proximity to a controlled access highway (Mary Hill Bypass). Preliminary approval to the proposed rezoning has been obtained from the Ministry.

**Ministry of Environment:** Ministry approval pursuant to s.40 of the *Environmental Management Act* has been obtained. This approval was required due to an above-ground fuel or chemical storage being located on-site.

### CONSULTATION

A rezoning notification sign was placed on the property in October and to date, staff have not received any input from the public. Further public input would be obtained at a Public Hearing.

### OPTIONS

The Smart Growth Committee may:

1. Recommend to Council that the Zoning Bylaw be amended to allow motorcycle and motorsport vehicles as an accessory use in the General Industrial zone and the repair of motorsport vehicles as well as a site-specific amendment to permit the use of 50% of the lot at 1462 Mustang Place for outdoor storage (recommended);
2. Request additional information or amendments to one or both of the requested amendments prior to determining if it wishes to proceed with the rezoning;
3. Recommend rejection of the requested amendment. The applicant may then request the application be forwarded to Council for consideration.

  
 Laura Lee Richard, MCIP  
 Director of Development Services

Attachment 1 - Location map

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## ATTACHMENT 1

CITY OF PORT COQUITLAM  
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 1462 Mustang Place

FILE NO: RZ000154



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***A Bylaw to amend "Zoning Bylaw, 2008, No. 3630"***

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

**Citation**

1. This Bylaw may be cited for all purposes as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4043".

**Administration**

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

**Civic:** 1934 Warwick Crescent

**Legal:** Lot 79, District Lot 290, New Westminster District, Plan NWP18281

**From:** RS1 (Residential Single Dwelling 1)

**To:** RS2 (Residential Single Dwelling 2)

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

***Read a first time by the Municipal Council this 23<sup>d</sup> day of January, 2018.***

***Read a second time by the Municipal Council this 23<sup>d</sup> day of January, 2018.***

***Public Hearing held this 13<sup>th</sup> day of February, 2018.***

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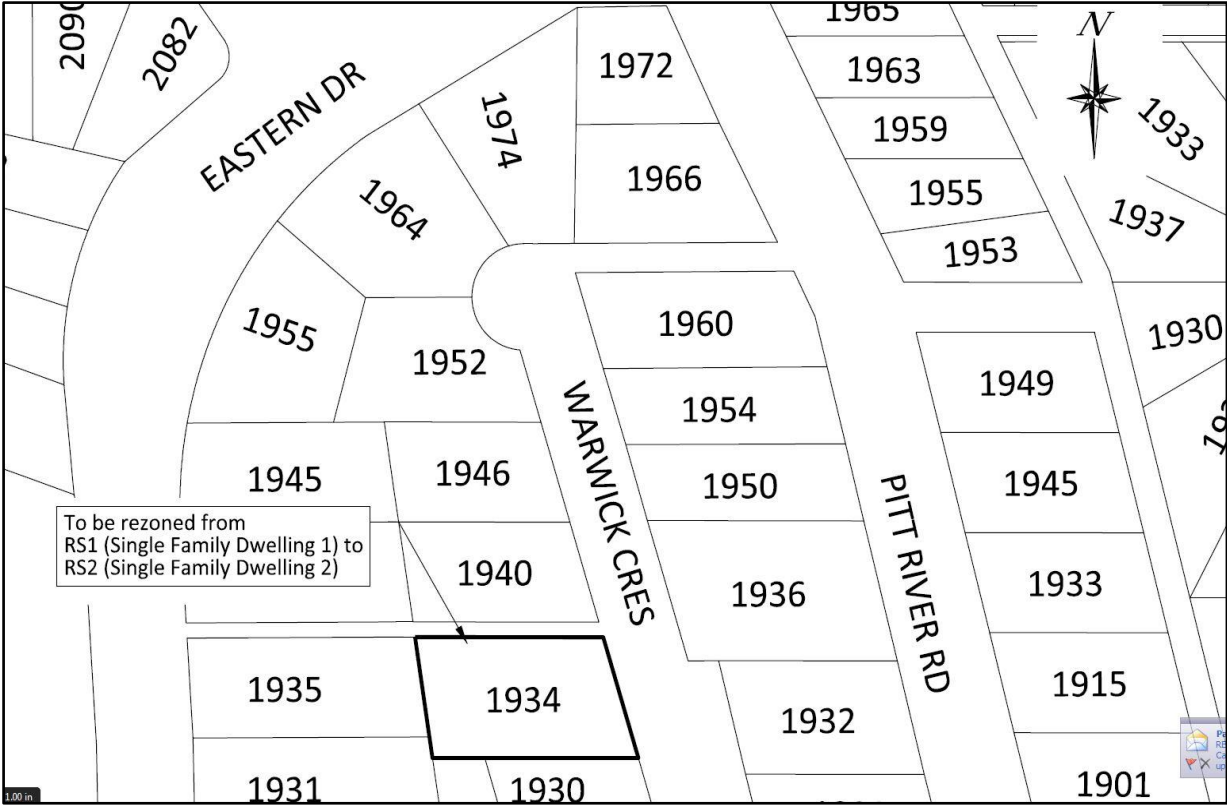
***Mayor***

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***Corporate Officer***

**BYLAW 4043**

**Schedule 1**





## Report to Council

**DATE:** January 17, 2018

**To:** Mayor and Council

**FROM:** Smart Growth Committee

**SUBJECT:** **1934 WARWICK CRESCENT**  
**REZONING APPLICATION RZ000150 AND DEVELOPMENT VARIANCE PERMIT**  
**APPLICATION DVP00050** (Smart Growth Committee Meeting – January 16, 2017)  
**ZONING AMENDMENT BYLAW NO. 4043**

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### **EXECUTIVE SUMMARY**

The Smart Growth Committee has considered a proposal to rezone a lot located at 1934 Warwick Crescent to allow for its subdivision into two lots. Committee recommends to Council that the application be approved, subject to a number of conditions of approval being met including building demolition, fencing to protect trees and requiring two trees be planted on each of the new lots. In addition, Committee recommends approval of a development variance permit so that the construction of a walkway within the adjoining utility corridor is not required.

Zoning Amendment Bylaw No.4043 has been prepared by staff to implement the Committee's direction. Giving 1st and 2nd reading to this amending bylaw is recommended.

### **RECOMMENDATIONS**

1. The Smart Growth Committee recommends to Council:
  - a. That the zoning of 1934 Warwick Crescent be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);
  - b. That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
    - i. Demolition of existing structures;
    - ii. Completion of design and submission of fees and securities for off-site works and services;
    - iii. Installation of a tree protective barrier and submission of a \$1,000 security to ensure tree retention;
    - iv. Submission of a \$2,000 security to ensure on-site tree planting; and,
    - v. Registration of a legal agreement to ensure that the buildings are designed to be articulated, have prominent front entries, and are not identical;
  - c. That prior to adoption of the amending bylaw, a subdivision plan be submitted to the satisfaction of the Approving Officer; and,

- d. That Development Variance Permit DVP00050 be approved prior to adoption of the amending bylaw.
2. It is further recommended to Council:
  - a. That Zoning Amendment Bylaw No. 4043 be given 1st and 2<sup>nd</sup> Reading; and,
  - b. The public hearing and public input opportunity to provide for consideration of the rezoning and development variance permit applications be set for Tuesday, February 13, 2018.

## **BACKGROUND**

At its meeting held on January 16<sup>th</sup>, 2018, the Smart Growth Committee considered the attached staff report regarding an application for rezoning to facilitate a 2-lot subdivision and application to vary the requirement of the subdivision servicing bylaw to construct a walkway within an adjoining utility corridor. Committee resolved to support further consideration of the applications and did not express any concerns.

## **OPTIONS**

Council may:

1. Give 1<sup>st</sup> & 2<sup>nd</sup> reading to the Zoning Bylaw amendment to facilitate a 2-lot subdivision (recommended);
2. Request that additional information or amendments to the rezoning application be made prior to considering the Zoning Bylaw amendment and request that notification of the variance application be deferred pending this outcome; or,
3. Defeat 1<sup>st</sup> reading of the Zoning Bylaw amendment if it does not wish to further consider the proposal. Notification of the variance application would not proceed.

*Submitted by Laura Lee Richard, MCIP, Director of Development Services, with the concurrence of the Chair.*

Attachments: Report to SGC dated January 9, 2018



## Report to Committee

**DATE:** January 9, 2018

**To:** Smart Growth Committee (SGC)

**FROM:** Laura Lee Richard, Director of Development Services

**SUBJECT:** **1934 WARWICK CRESCENT**  
**REZONING APPLICATION RZ000150**  
**DEVELOPMENT VARIANCE PERMIT APPLICATION DVP00050**

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### **EXECUTIVE SUMMARY**

The owner of a large property at 1934 Warwick Crescent wishes to subdivide the lot into two and has submitted a rezoning application to rezone from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2) for this purpose. If rezoned, the lots would conform to the regulations of the RS2 zone. The proposal conforms with policies of the Official Community Plan that support rezoning where there are other RS2 lots in the vicinity and approval is recommended. Design and landscape requirements, including on-site tree planting, are recommended as conditions of approval to help ensure the future homes fit with the established neighbourhood and restore a treed character.

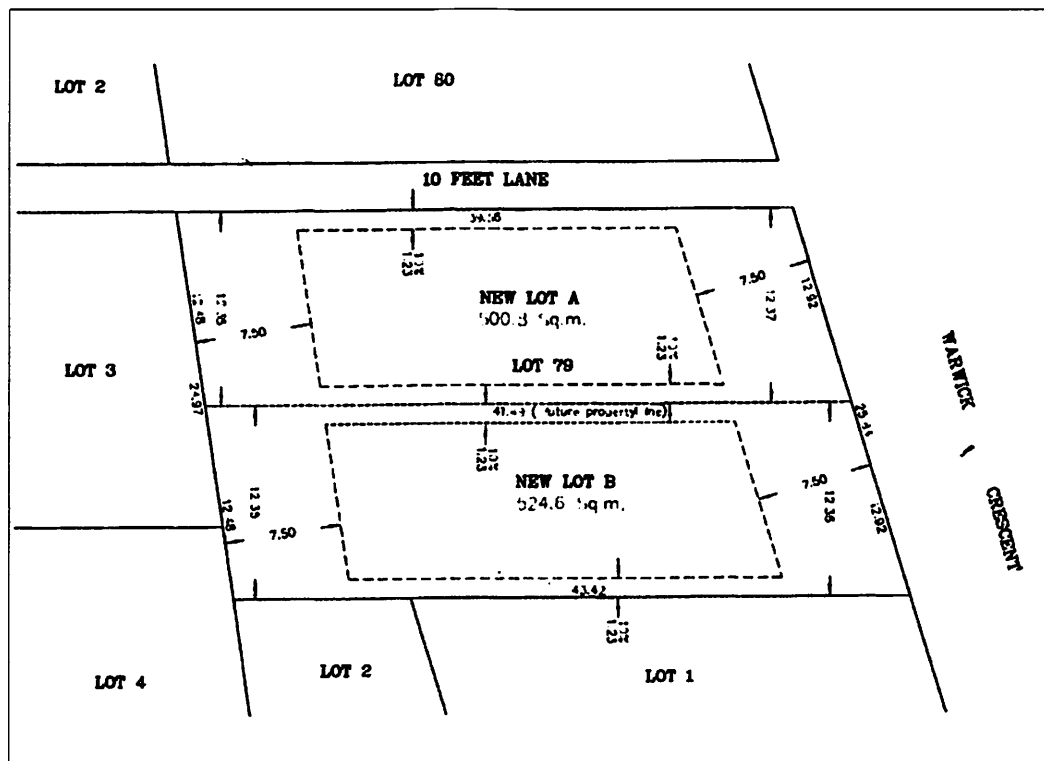
Pursuant to the regulations of the Subdivision Servicing Bylaw, subdivision of the lot would require the construction of a walkway on an adjoining utility corridor. As there are no pedestrian connections to this corridor, variance to the bylaw requirement is also recommended.

### **RECOMMENDATIONS**

1. That the Smart Growth Committee recommend to Council:
  - a. That the zoning of 1934 Warwick Crescent be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2);
  - b. That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
    - i. Demolition of existing structures;
    - ii. Completion of design and submission of fees and securities for off-site works and services;

- ## 1. PROPOSAL

The owner of the subject property wishes to subdivide to create two lots as shown in the following subdivision layout:



### Proposed Subdivision Layout

## 2. POLICY & REGULATIONS

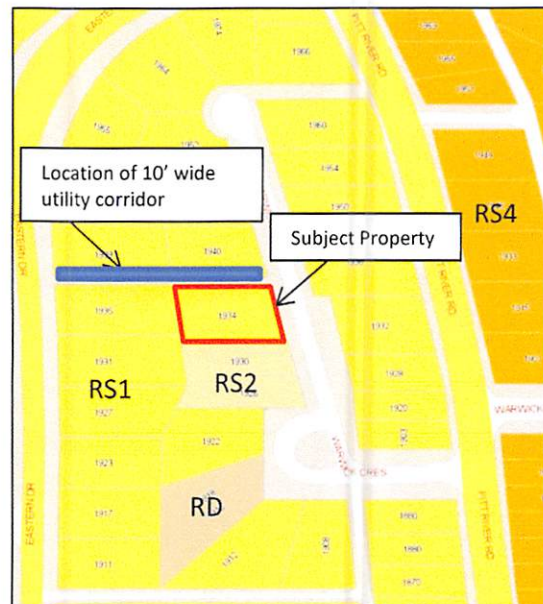
**2.1. OCP Policy:** The land use designation of the site is R – Residential. OCP housing policies within this designation encourage consideration of rezoning and subdivision



to smaller lots where there is an established context of smaller lots in the immediate area.

**2.2. Zoning Bylaw:** As shown by the excerpt from the Zoning Bylaw map, the property is currently zoned Residential Single Dwelling 1 (RS1). The proposed zoning is Residential Single Dwelling 2 (RS2).

**2.3. Subdivision Servicing Bylaw:** The Bylaw requires infrastructure improvements where existing works do not meet the current bylaw standard of design. It also requires the construction of a walkway within the 10-foot wide utility corridor along the north property line.



Existing zoning surrounding 1934 Warwick Crescent and location of utility corridor

### 3. COMMENTS AND ANALYSIS

**3.1. Site Characteristics and Context:** The lot is located on the west side of the street. Mary Hill Elementary school is located to the west of Eastern Drive. The site is currently developed with an older single detached house connected to the street by a steep driveway. While for the most part the lots within the immediate area are zoned RS1, the lots directly to the south are zoned RS2.

**3.2. Project Description:** The proposal is to create two conforming lots. The minimum lot size within the RS2 zone is 375m<sup>2</sup> and minimum lot frontage is 12m and both lots exceed these minimum requirements: the north lot would have an area of 500.8m<sup>2</sup> (5,391 ft<sup>2</sup>) and frontage of 12.37m (41 ft.); the south lot would have a slightly larger area of 524.6m<sup>2</sup> (5,647 ft<sup>2</sup>) and a lot width of 12.36m (41 ft.). The applicant has indicated that future homes would be expected to conform to Zoning Bylaw regulations.

**3.3 Servicing:** Proposed infrastructure improvements to be required through the subdivision process include:

- Warwick Crescent to be constructed half road plus one metre complete with curb and gutter, drainage, and street lighting for the frontage
- Undergrounding of on-site hydro, TELUS and CATV service connections
- Service connections (water, sanitary, and storm)

**3.4 Trees:** There are two mature trees at the rear of the property and a Japanese Cedar tree growing behind a retaining wall at the front of the property. The tree within the boulevard at the front has been severely compromised by pruning for hydro wires and has multiple headers and is not recommended for retention. Furthermore, the relocation of the retaining wall to the private property is preferred by the City to avoid potential issues with municipal services and the applicant wishes to minimize grading for access to the future dwelling units, which requires demolition of the retaining wall and removal of the tree.

There were several mature trees formerly growing on the property which were cut pursuant to a tree cutting permit issued in 2017. Planting new trees at the time of construction of the new dwellings is proposed to help restore the former treed character of the area. The intent is to retain trees at the back, if possible, and it is recommended that a security of \$1000 (\$500 per tree) be taken for this purpose or to allow for replanting if it is determined not possible to retain the trees during the construction process. It is also recommended that the planting of two new trees per lot, each with a minimum height of 3 metres, be required as a condition of rezoning approval and that an additional security of \$2000 (\$500 per tree) be taken for this purpose. Both securities would be held until final inspection of the future buildings and confirmation that the trees are planted to staff's satisfaction.

**3.5 Walkway Variance:** The Subdivision Servicing Bylaw requires the construction of a walkway within the strip of city-owned land adjoining the north side of the property (shown as a lane on the subdivision drawing). This land is currently developed as a utility corridor and includes overhead hydro lines and a sanitary sewer. The construction of a pedestrian connection in this location is not recommended by staff as there are no sidewalks on Warwick Crescent and no marked pedestrian crossing where the land intersects with Eastern Drive. In addition, there is a change in grade of approximately 9 metres between Eastern Drive and Warwick Crescent.

**3.6 Discussion:** The proposed rezoning to facilitate a 2-lot subdivision would be in context with the smaller lots directly south of the property and in keeping with Council policy to provide for additional housing opportunities. To avoid the construction of identical dwelling units and promote a street-friendly design, it is recommended that a design covenant be registered on title to ensure the new houses are not identical, their façades are articulated and there are prominent (street-oriented) front entries as a condition of bylaw adoption.

#### **4 CONSULTATION:**

The applicant advises that he contacted residents beside, across the street, and to the rear of the subject lot and that these neighbours indicated support for the proposed development. A development sign has been posted and to date no comments have been received. The rezoning and development variance permit processes provide for formal public input in consideration of the applications.

## 5 OPTIONS

The Smart Growth Committee may:

1. Recommend proceeding to Council to provide for consideration of the rezoning and development variance permit application (recommended);
2. Request additional information or amendments to address specified issues prior to proceeding with the applications;
3. Recommend rejection of the applications. The applicant may then request the applications be forwarded to Council for its consideration.



Laura Lee Richard, MCIP

Director of Development Services

Attachments:

1. Location Map
2. Draft Development Variance Permit

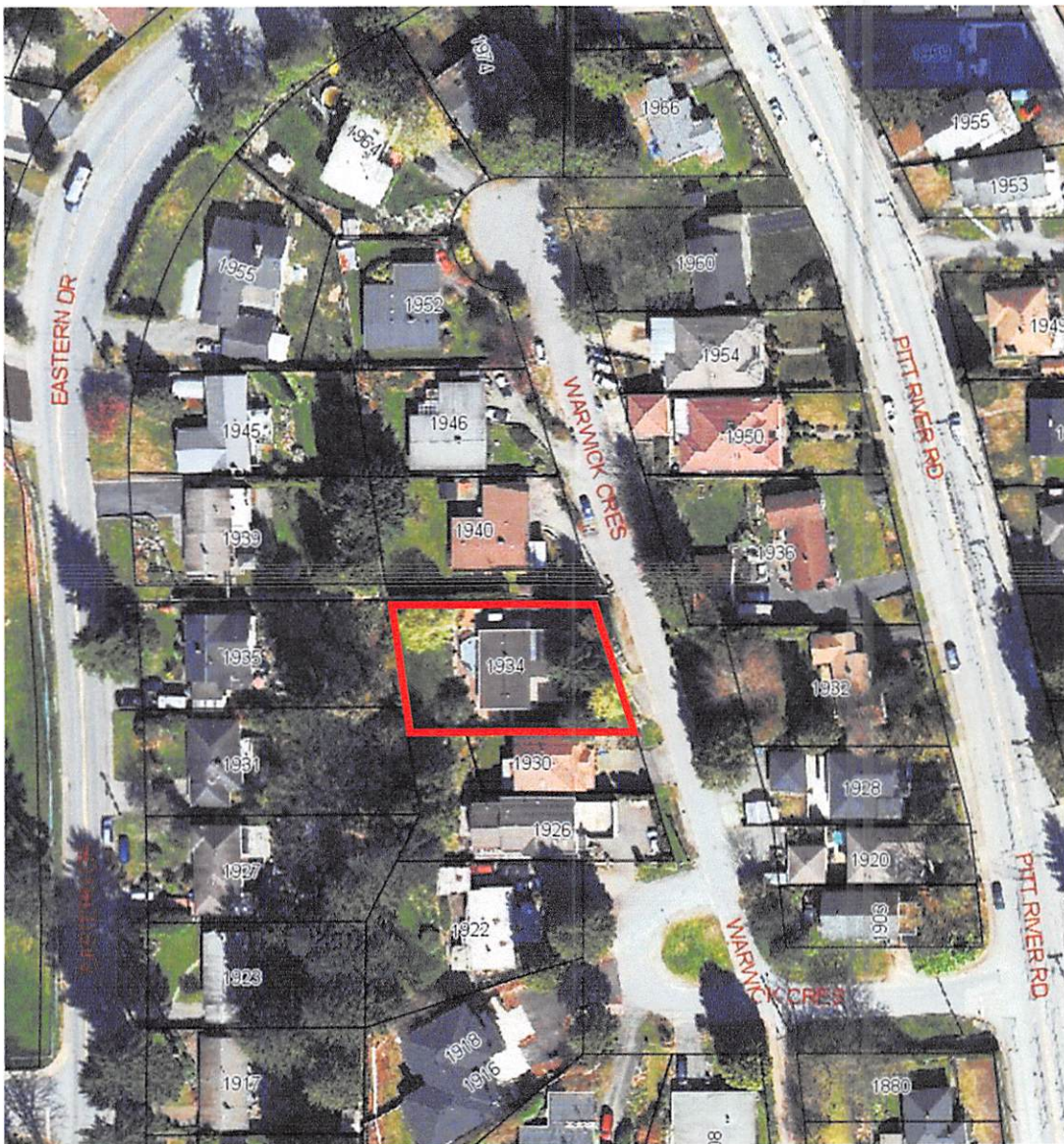


ATTACHMENT 1

CITY OF PORT COQUITLAM  
REZONING APPLICATION LOCATION MAP

PROJECT ADDRESS: 1934 WARWICK CRESCENT

FILE NO: RZ000150



## THE CORPORATION OF THE CITY OF PORT COQUITLAM

## “DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

**DEVELOPMENT VARIANCE PERMIT**

NO. DVP00050

Issued to: Yu Cao  
(Owner as defined in the *Local Government Act*, hereinafter referred to as the Permittee)

Address: 1934 Warwick Crescent, Port Coquitlam, BC V3C 1L8

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this permit.
2. This Development Variance Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 1934 Warwick Crescent, Port Coquitlam, BC V3C 1L8

Legal Description: LOT 79, DISTRICT LOT 290, GROUP 1, NEW WEST DISTRICT, PLAN NWP18281

P.I.D.: 003-492-231

3. The requirement of the Subdivision Servicing Bylaw, 1987, No. 2241 PART III - Section 304 (c) to construct a walkway is varied to not require the construction of the walkway.

For clarity, this variance applies to and only to the subdivision requirement to provide a walkway associated with Subdivision Application SUB00134.

4. This permit shall lapse if the subdivision of 1934 Warwick Crescent is not completed within two years of the date of this permit.
5. This permit is not a building permit.

APPROVED BY COUNCIL THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mayor

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

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND  
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

\_\_\_\_\_  
Applicant (or Authorized Agent or Representative  
of Applicant)

***A Bylaw to amend zoning regulations related to electric vehicle infrastructure.***

---

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

**Citation**

1. This Bylaw may be cited for all purposes as “Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2017, No. 4035”.

**Administration**

2. That Section I – Definitions, be amended by adding the following definition:  

**Roughed-in electric vehicle charging infrastructure** means a Level 2 service including a 208v or 240v circuit breaker on an energized electrical panel connected by a raceway to an outlet.
3. That Section II - Zones and Zone Regulations, 2. RESIDENTIAL ZONES, 2.5 Additional Regulations be amended by adding the following section 10 after section 9. Parking:

**ELECTRIC VEHICLE INFRASTRUCTURE**

10. a) For a residential building other than a building with a common parking area, one parking space per dwelling unit shall be provided with roughed-in electric vehicle charging infrastructure including an electrical outlet box located within 3 metres of the unit's required parking space.
- b) For a residential building with a common parking area, a separate single utility electrical meter and disconnect shall be provided in line with the electrical panel(s) intended to provide for charging of electric vehicles located within 3 metres of the unit's required parking space.
4. That Section II - Zones and Zone Regulations, 3. COMMERCIAL ZONES, 3.5 Additional Regulations be amended by adding the following section 10 after section 9. Parking:

**ELECTRIC VEHICLE INFRASTRUCTURE**

10. a) In a mixed-use building including residential uses and a common parking area, a separate single utility electrical meter and disconnect shall be provided in line with the electrical panel(s) intended to provide for charging of electric vehicles located within 3 metres of the unit's required parking space.

## **Commencement**

5. This bylaw comes into force six months after adoption.

*Read a first time by the Municipal Council this 12<sup>th</sup> day of December, 2017.*

*Read a second time by the Municipal Council this 12<sup>th</sup> day of December, 2017.*

*Public hearing held this 9<sup>th</sup> day of January, 2018.*

*Read a third time by the Municipal Council this 9<sup>th</sup> day of January, 2018.*

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

*Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 23<sup>rd</sup> day of January, 2018.*

---

**Mayor**

---

**Corporate Officer**





**COUNCIL AND COMMITTEE PROCEDURES  
AMENDMENT BYLAW  
NO. 4038**

*A bylaw to amend the Council and Committee Procedures Bylaw  
with respect to delegations.*

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

**CITATION**

1. This Bylaw may be cited for all purposes as "Council and Committee Procedures Bylaw, 2015, No. 3898, Amendment Bylaw, 2018, No. 4038".

**ADMINISTRATION**

2. That Council and Committee Procedures Bylaw, 2015, No. 3898 be amended in Section 11, clause 1) by deleting the words "Council Community Connections" from the Order of Business list and re-alphabetizing the list.
3. That Council and Committee Procedures Bylaw, 2015, No. 3898 be amended in Section 20 – Appearances before Council or Committee by:

- 1) replacing clause 1 a) and b) with the following:

- a) requests to appear as a delegation must be received by the Corporate Officer by noon, no less than one week prior to the Council or committee meeting;
- b) requests must be submitted via the current Official Delegation Application form and process, as may change from time to time, or by email, on the condition that all information requested on the Official Delegation Application has been clearly provided.

By adding the following clause c):

- c) Delegation applications submitted with unclear, incomplete, or missing information will not be considered as officially received and will not be processed until all required information has been provided.

- 2) That clause 2) to 7) be replaced with the following:
- 2) The Corporate Officer shall approve and schedule delegation requests based on the following parameters:
- a) no more than three delegations or intergovernmental reports will appear per meeting, unless resolved by majority consent of Council or committee;
  - b) the delegation may not appear for the sole purpose of promoting an individual business;
  - c) Any non-profit organization that is locally-based or that provides a service to Port Coquitlam residents will be permitted to appear as a delegation to Council. Non-profit organizations may appear to provide information updates or make requests to Council. Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
  - d) Delegations from organizations or individual members of the public, other than non-profit organizations as identified in section c), will be heard in the following manner:
    - i) Information updates regarding a topic of municipal jurisdiction or service delivery will be addressed by Council;
    - ii) Requests regarding a topic of municipal jurisdiction or service delivery will be addressed by the relevant Council Committee; and
    - iii) Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
  - e) After a delegation has been made to Committee or Council, no individual or organization may appear as a delegation regarding that topic:
    - i) for a period of one year, in the absence of substantial new information regarding the topic; and

- ii) for a period of six months, in the event of substantial new information becoming available regarding the topic.
- f) When a delegation applicant is of the opinion that new information regarding a topic has become available for the purpose of a subsequent presentation, as identified in section e) ii), it is the responsibility of the applicant to prove to the Corporate Officer's satisfaction that any new information is sufficiently substantive to warrant another delegation on the matter.
- g) Delegations from any individual or organization are limited to one delegation every six months, regardless of topic.
- h) the delegation may not speak about a bylaw where a public hearing or public input opportunity has been held, or where a Public Hearing or Public Input Opportunity is scheduled to be held; and
- i) the delegation may not speak about a matter dealing with a grievance under a collective agreement.
- 3) When a delegation request is approved, the Corporate Officer will notify the applicant as soon as possible of the date, time, and place of the meeting where the appearance is scheduled.
- 4) If a delegation request is not approved, the Corporate Officer shall inform the applicant as soon as possible and provide the reasons why the applicant was denied. A written response regarding denial of the application will be provided upon request by the applicant. The Corporate Officer will inform members of Council or committee when a delegation application is denied, including reasons for the denial.
- 5) Requests to appear before Council or committee that are denied shall be:
  - a) offered the opportunity to provide written information for distribution to Council or committee; and
  - b) informed of their right to appeal the decision in writing to Council.
- 6) Upon approval, all delegations ~~must~~ agree to the following requirements:
  - a) every delegation is limited to a maximum of five minutes, unless additional time is agreed to by unanimous consent of the Council or committee;

- b) every delegation will use respectful behavior and language, follow direction from the Chair, and abide by all procedural rules of Council;
  - c) if the delegation wishes to include presentation slides, there must not be more than six slides; and
  - d) All presentation materials, paper and electronic, must be submitted to the Corporate Officer by 9:00 a.m. on the day of the meeting for approval. Unapproved presentation materials are not permitted for use by a delegation.
- 7) Presenters who are invited by the City do not have to request to be a delegation and are not subject to the requirements in Section 20.

***Read a first time by the Municipal Council this 12<sup>th</sup> day of December, 2017.***

***Read a second time by the Municipal Council this 12<sup>th</sup> day of December, 2017.***

***Read a third time by the Municipal Council this 12<sup>th</sup> day of December, 2017.***

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

***Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 23<sup>rd</sup> day of January, 2018.***

---

***Mayor***

---

***Corporate Officer***

***A Bylaw to amend the total annual net income limits for the various waivers.***

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

**Citation**

1. This Bylaw may be cited for all purposes as the "Waterworks Regulation Amendment Bylaw, 2018, No. 4040".

**Administration**

2. That "Waterworks Regulation Bylaw, 2016, No. 3935" be amended by replacing the following clause (g) in Schedule B, Section I:
  - (g) Whose total annual net income(line 236) does not exceed the threshold of \$24,602 per person if they are the sole occupier of the residence or the threshold of \$30,630 if more than one person occupies the residence;
3. That "Waterworks Regulation Bylaw, 2016, No. 3935" be amended by replacing the following clause (g) in Schedule B, Section J:
  - (g) Whose total annual net income(line 236) does not exceed the threshold of \$24,602 per person if they are the sole occupier of the residence or the threshold of \$30,630, if more than one person occupies the residence;
4. That "Waterworks Regulation Bylaw, 2016, No. 3935" be amended by replacing Schedule "E" with the Schedule "E" attached hereto and forming part of this Bylaw.

***Read a first time by the Municipal Council this 9<sup>th</sup> day of January, 2018.***

***Read a second time by the Municipal Council this 9<sup>th</sup> day of January, 2018.***

***Read a third time by the Municipal Council this 9<sup>th</sup> day of January, 2018.***

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

***Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 23<sup>rd</sup> day of January, 2018.***

---

***Mayor***

---

***Corporate Officer***

## Schedule "E"

### APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.

I am the owner and occupier of \_\_\_\_\_  
(Address)

I am 65 years of age (or over): my date of birth is \_\_\_\_\_ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) \_\_\_\_\_ person(s) living at the above address. The following is my (our) 2016 income.

All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$24,602 or our household annual net income does not exceed \$30,630.

I have not applied for a sewer or water user fee subsidy on any other property during this calendar year.

### Source of Income

	Amount
1. Owner	
Old Age Pension	_____
Canada Pension	_____
Guaranteed Income Supplement	_____
Other Income	_____
2. Spouse and all other occupants of the household	
Old Age Pension	_____
Canada Pension	_____
Guaranteed Income Supplement	_____
Other Income	_____
	_____
<b>Total Net Income(Line 236)</b>	<b>=====</b>

I have attached a copy of my (our) 2016 Canada Revenue Agency Notice of Assessment(s) ☐

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2016 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name \_\_\_\_\_ Signature of Registered Owner \_\_\_\_\_

Phone Number \_\_\_\_\_ Dated at Port Coquitlam, BC this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3935. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.

*A Bylaw to amend the rates for the current year and update the waiver income limits.*

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

**Citation**

1. This Bylaw may be cited for all purposes as the "Sewer Regulation Amendment Bylaw, 2018, No. 4041".

**Administration**

2. That "Sewer Rates Bylaw, 2016, No. 3936" be amended by replacing the rates in Schedule A with the following rates for 2018:

**A. Residential Properties:**

(a) Single Residential dwelling unit	\$329.72
(b) Each additional dwelling unit *	\$329.72
(c) Each townhouse unit	\$309.24
(d) Each apartment unit	\$293.08

**B. Metered Rates:**

(i) 0 to 1,500 cubic feet (minimum charge)	\$89.85
(ii) over 1,500 cubic feet (rate per hundred cubic feet)	2.2952

3. That "Sewer Regulation Bylaw, 2016, No. 3936" be amended by replacing the following clause (g) in Schedule A, Section G:
  - (g) Whose total annual net income(line 236) does not exceed the threshold of \$24,602 per person if they are the sole occupier of the residence or the threshold of \$30,630, if more than one person occupies the residence;
4. That "Sewer Regulation Bylaw, 2016, No. 3936" be amended by replacing the following clause (g) in Schedule A, Section H:
  - (g) Whose total annual net income(line 236) does not exceed the threshold of \$24,602 per person if they are the sole occupier of the residence or the threshold of \$30,630, if more than one person occupies the residence;

5. That "Sewer Regulation Bylaw, 2016, No. 3936" be amended by replacing Schedule "D" with the Schedule "D" attached hereto and forming part of this Bylaw.

*Read a first time by the Municipal Council this 9<sup>th</sup> day of January, 2018.*

*Read a second time by the Municipal Council this 9<sup>th</sup> day of January, 2018.*

*Read a third time by the Municipal Council this 9<sup>th</sup> day of January, 2018.*

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

*Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 23<sup>rd</sup> day of January, 2018.*

---

*Mayor*

---

*Corporate Officer*



## ***SCHEDULE "D"***

### **APPLICATION FOR A SEWER AND WATER USER FEE SUBSIDY.**

I am the owner and occupier of \_\_\_\_\_  
(Address)

I am 65 years of age (or over): my date of birth is \_\_\_\_\_ or I am a designated as a person with disabilities, and receiving disability assistance, hardship assistance or a supplement, under the *BC Employment and Assistance for Persons with Disabilities Act* or is a person with disabilities, or am the spouse or relative with disabilities and the person with disabilities reside with the owner.

I live on the property and consider it to be my principal residence and the property does not contain a suite.

I do not own any other property as defined in the Assessment Act.

There are (including myself) \_\_\_\_\_ person(s) living at the above address. The following is my (our) 2014 income.

All income must be shown below, including Pensions, Interest, rent etc.

My total annual net income does not exceed \$24,602 or our household annual net income does not exceed \$30,630.

I have not applied for a sewer or water user fee subsidy on any other property during this calendar year.

#### **Source of Income**

		Amount
1. Owner	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
2. Spouse and all other occupants of the household	Old Age Pension	_____
	Canada Pension	_____
	Guaranteed Income Supplement	_____
	Other Income	_____
<b>Total Net Income(Line 236)</b>		=====

**I have attached a copy of my (our) 2016 Canada Revenue Agency Notice of Assessment(s)** ☐

I understand that I will be required to sign this form each year, as long as I remain eligible for this waiver. I agree to provide the collector with any documentation necessary to establish my eligibility for the waiver, including the 2016 Revenue Canada Notice of Assessment.

AND I MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH AND BY VIRTUE OF THE 'CANADA EVIDENCE ACT'.

Print Name \_\_\_\_\_ Signature of Registered Owner \_\_\_\_\_

Phone Number \_\_\_\_\_ Dated at Port Coquitlam, BC this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PLEASE COMPLETE AND RETURN BEFORE DUE DATE TO AVOID PENALTIES.

The personal information on this form is collected under the authority of the Municipalities Enabling and Validating Act and will be used for the purpose of determining eligibility for a waiver as per Bylaw No. 3936. If you have any questions about the use and collection of this information, contact the Tax Collector at 604-927-5426.



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

## ***DRAFT RESOLUTION***

That Council direct staff to submit a funding request to the UBCM for a Community Emergency Preparedness Fund (CEPF) grant for an EOC Crisis Communications Training and Exercise project.



## Community Emergency Preparedness Fund

**Applications are now being accepted for Emergency Operations Centres & Training and Structural Flood Mitigation.**

The Community Emergency Preparedness Fund (CEPF) is a suite of funding programs intended to enhance the resiliency of local governments and their residents in responding to emergencies. Funding is provided by the Province of BC and is administered by UBCM.

CEPF was announced as part of an \$80 million announcement from the Ministry of Transportation & Infrastructure.

**Please note:** All applications to CEPF must be submitted by email or mail using the application forms that will be provided below. CEPF will not be using the online PIMS application process at this time, or for this intake - we apologize for any confusion this may have caused.

### Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning

The intent of this funding stream is to support eligible applicants to ensure they have accurate knowledge of the flood hazards they face and to develop effective strategies to mitigate and prepare for those risks.

- 2017 Flood Planning Program & Application Guide [PDF - 73 KB]
- Please note the Province of BC has revised the Provincial Flood Hazard Area Land Use Management Guidelines and the following document will take effect on January 1, 2018:  
Provincial Flood Hazard Area Land Use Management Guidelines October 2017

### Emergency Social Services

The intent of this funding stream is to support eligible applicants to build local capacity to provide emergency social services through training, volunteer recruitment and retention, and the purchase of equipment.

- 2017 ESS Program & Application Guide [PDF - 228 KB]

### Emergency Operations Centres & Training

The intent of this funding stream is to support the purchase of equipment and supplies required to maintain or improve Emergency Operations Centres (EOC) and to enhance EOC capacity through training and exercises.

The application deadline is February 2, 2018.

- 2018 EOC Program & Application Guide [PDF - 60 KB]
- Application Form [DOCX - 50 KB] This document must be filled out electronically, but the last page must have a valid electronic signature OR be printed and signed.

### Structural Flood Mitigation

The intent of this funding stream is to support eligible applicants to prevent, eliminate or reduce the impacts of hazards through construction of structural flood mitigation projects. Ongoing operational costs are not eligible.

The application deadline is April 13, 2018.

- 2018 Structural Flood Program & Application Guide [PDF - 73 KB]

- Application Form [DOCX - 52 KB] This document must be filled out electronically, but the last page must have a valid electronic signature OR be printed and signed.
- Please note the Province of BC has revised the Provincial Flood Hazard Area Land Use Management Guidelines and the following document will take effect on January 1, 2018:  
Provincial Flood Hazard Area Land Use Management Guidelines October 2017

### **Evacuation Route Planning**

As of December 2017, this funding stream remains under development.

### **Additional Information**

Answers to some commonly asked questions are available by downloading the CEPF FAQ [PDF - 205 KB]

For more information, contact Rebecca Bishop at 250 387-4470.

### **Follow Us On**

- Twitter: @ubcm

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## Report to Council

**DATE:** January 16, 2018  
**TO:** Mayor and Council  
**FROM:** Finance and Budget Committee  
**SUBJECT:** **2018-2019 CAPITAL PROGRAM**

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### **EXECUTIVE SUMMARY:**

As part of the 2017 budgeting process, the city switched to a two-year budgeting cycle. Included in this two year cycle was the 2017-2018 capital plan, approved by Council on November 28, 2016. Since that time, a number of new 2018 capital budget items have arisen related to emerging needs and changing conditions/estimates.

These new 2018 capital budget items were addressed as part of the 2018-2019 planning cycle. In addition to outlining capital projects for 2019, the 2018-2019 capital program includes amendments to the previously approved 2018 budget which address the items that have arisen since November 28, 2016. The 2018 -2019 capital plan was introduced to the Budget and Infrastructure Committee (BIN) on December 11, 2017 and approved by Committee on December 18, 2017. The attached document provides a listing of the 2018-2019 projects approved by BIN.

### **RECOMMENDATIONS:**

That staff be given the authority to proceed with award of the 2018 and 2019 projects as approved by the Budget and Infrastructure Committee on December 18, 2017.

*Submitted by Karen Grommada, CPA, CMA, Director of Finance, with the concurrence of the Chair.*

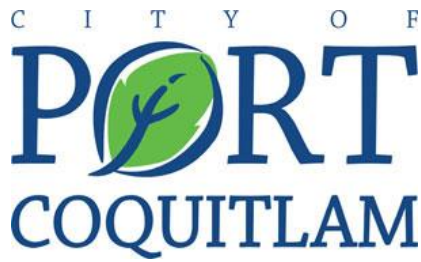
Attachment: 2018 – 2019 Capital Program

Attachment 1 – Capital Project Summary

PROJECT	2018 AMENDMENTS	2019
2018 Fleet Replacement Program		
Public Safety Building Capital		
Amend Donald Ave Pathway (remove waterline)		
2019 NR Design Fees (reallocated to projects)		
McLean Renovations (defer to 2019)		
Additional Funding for 2017 Neighborhood Rehab		
Defer Thompson Park to 2019		
<b>2018 AMENDMENTS</b>	<b>(\$805,500)</b>	<b>\$1,115,000</b>
Bus Shelters		
Fox Park Playground		
Mary Hill & Kelly Utility Upgrades		
LED Streetlight Conversion		
Lower Victoria Dr Sidewalk – Existing to Mars		
<b>2018 CAPITAL ADDITIONS</b>	<b>\$1,907,000</b>	<b>\$340,000</b>
2020 Neighbourhood Rehabilitation Detailed Design		
Pitt River Rd Sanitary Pumpstation		
St.Thomas - Sanitary Sewer Upgrade		
Anderson Way - Warwick to Valens		
Connaught Avenue - Taylor to End		
Mercer Ave – Magellan to Taylor		
Morgan Avenue - Pitt River to Taylor		
Valens Street - Anderson to Warwick		
McDonald Place - Rodger to End		
Morrison Street - Campbell to Routley		
Rodger Ave – Knappen to Morrison		
Routley Ave - Pitt River to Morrison		
Sinclair Place - Morrison to End		
Stewart Place - End to Rodger		
Yarmouth Street - End to Nova Scotia		
Knappen Avenue – Rodger to Routley		
Cameron Avenue - Scarborough to Pitt River		
Lobb Avenue - Shaughnessy to Mary Hill		
Thea Drive - Mary Hill to Western		
June Crescent – Elinor to Elinor		
Klassen Court - Eastern to End		
Nick Avenue - Benneck to Dewar		
Western Drive - Eastern to Skyline Park		
Prairie Ave - Coast Meridian to Fremont		
<b>2019 NEIGHBOURHOOD REHABILITATION</b>	<b>\$523,000</b>	<b>\$7,695,800</b>

Attachment 1 – Capital Project Summary

City Hall Boiler Replacement		
Disk Storage		
FH #1 Exhaust System		
FH #1 Hose Tower Rain Screen		
FH #2 SCBA Filling Unit		
Fleet Replacement Program		
GIS Application Servers		
IS Hardware		
IS Software		
Public Safety Building Upgrades		
Telephone System Upgrade		
Waterslide Stairs		
<b>2019 OTHER REHABILITATION</b>	<b>\$-</b>	<b>\$3,042,600</b>
Active Transportation Improvements		
Baby Change Tables		
Castle Park Tree Planting		
Drinking Fountains		
Land Acquisition		
Leigh Square Lighting		
PoCoMAP 2.0		
Sidewalks and Pedestrian Safety		
Solid Waste Carts		
Traffic Calming		
Castle Park Spray Park		
<b>2019 NEW</b>	<b>\$-</b>	<b>\$3,355,000</b>
<b>COMMUNITY RECREATION COMPLEX</b>	<b>\$-</b>	<b>\$31,900,000</b>
<b>TOTAL CAPITAL</b>	<b>\$2,919,500</b>	<b>\$47,369,400</b>



## Report to Council

**DATE:** November 14, 2017

**TO:** Mayor and Council

**FROM:** Transportation Solutions and Public Works Committee

**SUBJECT:** Traffic Calming Policy and Procedure

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### EXECUTIVE SUMMARY:

At the September 20, 2017 meeting, the Transportation Solutions & Public Works (TSPW) Committee received a report outlining a Traffic Calming Policy and Procedure to replace the City's existing Traffic Calming Guidelines. This action was taken in response to direction from TSPW to make traffic calming more accessible and easier to implement and was part of the Engineering and Public Works Department work plans.

TSPW supported the draft policy and procedure, subject to minor changes to the wording in the policy to ensure that the tiered approach and supporting funding structure were clear. The attached policy has been revised to reflect this.

### RECOMMENDATION:

That Council:

- 1) Approve the attached Traffic Calming Policy, and
- 2) Direct staff to bring forward amendments to Local Improvement Bylaw No. 2084 to include traffic calming measures.

A handwritten signature in blue ink, appearing to read "K. W. D.", is written over a horizontal line.

On behalf of the Transportation Solutions and Public Works Committee

### Attachments:

- 1) Traffic Calming Policy
- 2) 2017-09-20 Report to TSPW - Traffic Calming Policy and Procedure



<b>Subject Area:</b>	<b>Engineering and Operations</b>		<b>Policy #</b>	<b>6.59</b>
<b>Policy Title:</b>	<b>Traffic Calming</b>			
<b>Authority:</b>	<b>Legislative</b>	<input checked="" type="checkbox"/>	<b>Effective Date:</b>	<b>2017-11-14</b>
	<b>Administrative</b>	<input type="checkbox"/>	<b>Review Date:</b>	<b>2022-11</b>
<b>Issued By:</b>	<b>Kristen Dixon Director of Engineering and Public Works</b>	<b>Engineering and Public Works Department</b>	<b>Issue Date:</b>	
			<b>Distributed By:</b>	<b>Email to All Employees</b>

## **PURPOSE:**

The purpose of the City of Port Coquitlam's Traffic Calming Policy is to make traffic calming more accessible and easier to implement for staff.

## **POLICY:**

Any residential street which is designated as a Local street or as a Minor Collector street may be considered for traffic calming.

Each traffic calming project will be defined with a logical project boundary which takes into account diversion from and displacement to adjacent roadways and neighbourhoods.

Neighbourhood livability and traffic mitigation issues shall be balanced with impacts on adjacent neighbourhoods, transportation efficiency, emergency response, and safety. Where there are competing interests between resident desire and function of the road as part of the larger transportation network, the function of the road will govern.

Traffic calming projects should be compatible with overall City transportation goals and objectives as set out in the City's Master Transportation Plan and Official Community Plan. Traffic calming is not intended to redesign the overall transportation/street classification system, address dangerous intersections, or mitigate traffic noise.

Traffic calming measures and devices shall be in general conformance with the Canadian Guide to Neighbourhood Traffic Calming (1998) published by the Transportation Association of Canada and the Canadian Institute of Transportation Engineers.

Traffic calming projects will be undertaken in accordance with the Traffic Calming Policy and Procedure set forth in this document, in keeping with sound engineering practices, and within the limits of available resources.

Each project will include a public consultation process to ensure residents on the affected street have an opportunity to comment. A public opinion survey requires the initial support of residents for a traffic calming proposal. If a proposal is supported, and meets eligibility criteria for traffic calming measures, residents will be consulted again on the proposed design.

Proposals which do not meet minimum eligibility criteria, as defined in the Traffic Calming Procedure, will not be considered further for traffic calming measures. However, such streets may be considered for other mitigating measures and/or police enforcement initiatives.

Traffic calming projects which meet the eligibility criteria and receive TSPW Committee approval may be implemented by:

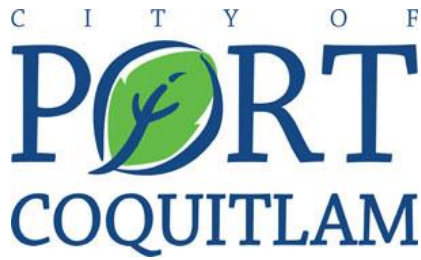
- i. Annual capital funding for traffic calming projects which meet technical warrant criteria, with ranking to determine relative priority.
- ii. Local Improvement petition, with benefitting properties paying 75%, to advance a project which meets technical warrant criteria but has not yet been budgeted.
- iii. Local Improvement petition, with benefitting properties paying 90%, for a project which does not meet technical warrant criteria.

<b>Funding Mechanism</b>	<b>Application</b>
Dedicated annual capital funding	Ranked projects which meet eligibility and warrant criteria
Local Improvement – 75% benefitting properties	To advance a project which meets eligibility and technical warrant criteria
Local Improvement – 90% benefitting properties	To implement a project which does not meet technical warrant criteria

## **END OF POLICY**

### **Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
6.59				



## Report to Committee

**DATE:** September 20, 2017

**TO:** Transportation Solutions & Public Works Committee

**FROM:** Melony Burton, AScT, MBA  
Manager of Infrastructure Planning

**SUBJECT: TRAFFIC CALMING POLICY AND PROCEDURE**

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### EXECUTIVE SUMMARY:

The Traffic Calming Policy and Procedure outlined in this report is proposed to replace the City's existing Traffic Calming Guidelines. This action is in response to direction from Committee to make traffic calming more accessible and easier to implement.

Traffic calming refers to physical measures which can be applied to a street in order to: i) improve the quality of life for residents ii) achieve uniform driving patterns at reduced travel speeds, and iii) increase the safety and the perception of safety for non-motorized users of the street. Typical traffic calming measures include: speed humps, chicanes, elevated crosswalks, curb bulges and diverters.

The City receives a large volume of requests for traffic calming measures from residents who are concerned about speeding and pedestrian safety on their street. The proposed Traffic Calming Policy and Procedure uses a series of eligibility criteria to determine which streets are suitable for traffic calming and further public consultation. This process ensures that traffic calming is only implemented under appropriate circumstances and that limited staff resources are only expended on proposals which have technical merit and are supported by the community.

Ranking, based on technical assessment, will ensure that streets in greater need are prioritized for limited funding. Dedicated annual funding is proposed for streets which meet eligibility and warrant criteria. Alternative funding, through the City's Local Improvement Program, is proposed for residents who wish to advance a project or to implement a project which does not meet warrant criteria.

## **RECOMMENDATIONS:**

That Committee recommend to Council adoption of the following:

- 1) The Traffic Calming Policy and Procedure as outlined in this report
- 2) An amendment to the Local Improvement Bylaw No. 2084 to include traffic calming measures
- 3) Continued funding for Traffic Calming be included in the 2019 capital budget

## **BACKGROUND:**

Earlier this year, staff were directed to revise the 2001 Traffic Calming Guidelines in order to make traffic calming more accessible and easier to implement. A copy of the existing Guidelines can be found in Appendix A. At the Transportation Solutions and Public Works (TSPW) Committee meeting on June 21, 2017, a strategy for the selection and application of traffic calming measures on City streets was brought forward by staff. Committee approved the strategy and directed staff to revise the existing Guidelines accordingly.

The proposed Traffic Calming Policy and Procedure will replace the current guidelines, and is based on industry standards and best practices. The policy and procedure is designed to be straight forward to follow and implement while providing clear direction to staff, residents and decision makers.

## **DISCUSSION:**

The proposed Traffic Calming Policy provides objectives for the consideration of traffic calming measures in the City of Port Coquitlam.

### **Proposed Traffic Calming Policy**

1. Any residential street which is designated as a Local street or as a Minor Collector street may be considered for traffic calming.
2. Each traffic calming project will be defined with a logical project boundary which takes into account diversion from and displacement to adjacent roadways and neighbourhoods.
3. Neighbourhood livability and traffic mitigation issues shall be balanced with impacts on adjacent neighbourhoods, transportation efficiency, emergency response, and safety. Where there are competing interests between resident desire and function of the road as part of the larger transportation network, the function of the road will govern.
4. Traffic calming projects should be compatible with overall City transportation goals and objectives as set out in the City's Master Transportation Plan and Official Community Plan. Traffic calming is not intended to redesign the overall transportation/street classification system, address dangerous intersections, or mitigate traffic noise.
5. Traffic calming measures and devices shall be in general conformance with the Canadian Guide to Neighbourhood Traffic Calming (1998) published by the Transportation Association of Canada and the Canadian Institute of Transportation Engineers.

6. Traffic calming projects will be undertaken in accordance with the **Traffic Calming Policy** and **Traffic Calming Procedure** set forth in this document, in keeping with sound engineering practices, and within the limits of available resources.
7. Each project will include a public consultation process to ensure residents on the affected street have an opportunity to comment. A public opinion survey requires the initial support of residents for a traffic calming proposal. If a proposal is supported, and meets eligibility criteria for traffic calming measures, residents will be consulted again on the proposed design.
8. Proposals which do not meet minimum eligibility criteria, as defined in the Traffic Calming Procedure, will not be considered further for traffic calming measures. However, such streets may be considered for other mitigating measures and/or police enforcement initiatives.
9. Traffic calming projects which meet the eligibility criteria and receive TSPW Committee approval may be implemented by:
  - a. Annual capital funding dedicated for traffic calming projects which meet warrant criteria, with ranking to determine relative priority.
  - b. Local Improvement petition with benefitting properties paying 75% of the design and construction costs for projects which meet warrant criteria.
  - c. Local Improvement petition with benefitting properties paying 90% of the design and construction costs for projects which do not meet warrant criteria.
  - d. TSPW Committee dedicated committee funding

### **Traffic Calming Procedure**

To meet the Policy objectives, the Traffic Calming Procedure provides instructions for the evaluation, selection, and implementation of traffic calming measures.

#### **Eligibility Criteria**

In order for a street to be considered for traffic calming, the three Eligibility Criteria below must be met:

##### **1. Street Classification**

Physical traffic calming will be considered on Local and Minor collector roads. Traffic calming may not be considered appropriate for some higher classification roads intended to convey large volumes of traffic at higher speeds such as those designated Major Collector, Arterial and Highway.

##### **2. Expression of Interest**

An Expression of Interest poll gauges the opinions of area residents and requires their initial support for a traffic calming proposal. The poll ensures that limited staff resources are only expended on proposals supported by the area residents. The majority of

properties (>50%) within the project boundary must support traffic calming measures for the project to move forward. If supported, staff will proceed with an assessment of the safety and technical requirements.

### **3. Safety and Servicing Requirements**

Key safety and servicing requirements must be satisfied to consider a street for traffic calming. Pedestrian safety is a primary consideration in addition to other factors such as road grades and emergency response access. Streets in Commercial or Industrial areas and those which serve as primary Bus Routes, Truck Routes or Emergency Routes may be deemed unsuitable for traffic calming. Consultation with staff and outside agencies such as transit, emergency services and ICBC will be included. Streets which do not satisfy safety or servicing requirements will not be supported for traffic calming measures.

Proposals which do not meet eligibility criteria will not be considered further for traffic calming measures. However, such streets may be eligible for other mitigating measures (e.g. pedestrian safety enhancements) and/or police enforcement initiatives (e.g. Speed Watch program).

### **Prioritization of Eligible Streets**

Proposals which meet the Eligibility Criteria will be advanced and ranked to develop a prioritized list of streets using the results of a technical assessment. Proposals which meet warrant criteria will qualify for 100% funding. Proposals which do not meet warrant criteria can still apply for Local Improvement funding.

### **4. Technical Assessment**

A technical review will evaluate whether conditions on a street warrant traffic calming measures and will be used to rank projects which meet the eligibility criteria. Threshold criteria for traffic volume, speed, and number of reported accidents will be evaluated. Additional consideration will be given to factors such as amount of through traffic, traffic composition, parking, pedestrian/cycling routes, and proximity to city amenities (school, playground, facility).

### **5. Ranking and Funding**

A ranking system will be applied to projects competing for limited funds each year to ensure that streets in greatest need of traffic calming are funded first. Projects which meet warrant criteria will qualify for 100% funding, with relative priority determined by the technical assessment.

For residents who wish to advance traffic calming projects, or to implement a project which does not meet warrant criteria, an alternative source of funding is available through the Local Improvement process. The process allows residents to pay for a portion of work in order to implement an improvement project which has not been budgeted. Traffic calming projects are funded by properties within the project boundary based on an equal shares basis. The majority of properties within the project boundary must support traffic calming improvements and associated costs.

A cost share split of 75% benefitting properties, 25% City will apply to Local Improvement traffic calming projects which meet warrant criteria. A cost share split of 90% benefitting properties, 10% City will apply to projects which do not meet warrant criteria. This aligns with policy objectives to allocate prioritize funding according to need. Local Improvement applications for traffic calming measures will be processed on a first come, first serve basis and are subject to Council approval.

## **6. Traffic Calming Concept**

In turn, and according to rank, a traffic calming concept will be developed by staff for each street. The particular needs of each street, along with information from the technical assessment, will be used to develop a conceptual design and cost estimate. Traffic calming measures such as speed humps, chicanes, chokers, raised crossings, curb extensions, roundabouts and narrow lanes may be used in key locations or in combination to achieve traffic calming goals at the lowest cost.

## **7. Public Consultation**

The traffic calming concept and cost estimate will be mailed out to residents on the affected street to solicit feedback. Where feasible and appropriate, the design will be revised to incorporate the feedback received.

## **8. Approval and Implementation**

Following public consultation, the design concept will be brought to the Transportation Solutions and Public Works Committee for approval with a staff recommendation for budgeting and scheduling the work. Upon approval, the concept will be mailed out to residents. Tendering, detailed design, and construction of traffic calming measures will follow in the recommended time frame.

## **FUNDING:**

The 2017/18 Traffic Calming capital budget funds are proposed for traffic calming measures on Cedar Drive and Nova Scotia Avenue, as brought forward to the TSPW Committee in separate reports. The 2018 capital budget includes funds for the City to undertake additional traffic calming projects. It is recommended that funds be allocated in future capital budgets to support traffic calming projects which meet eligibility and warrant criteria.

For residents who wish to advance traffic calming projects, or to implement a project which does not meet warrant criteria, an alternative source of funding could be made available through the Local Improvement process. Staff propose amending the Local Improvement bylaw to include new rates for traffic calming which would allow residents to cost share a project with the City. Staff recommend a cost split of 75% resident, 25% City for Local Improvement traffic calming projects which meet warrant criteria and 90% resident, 10% City for projects which do not meet warrant criteria. This funding model will ensure that traffic calming is accessible and supported relative to need.

Additional funding may also be available for individual projects which meet the requirements of the ICBC Road Improvement Program.

**NEXT STEPS:**

If approved by this Committee, staff will bring forward the Traffic Calming Policy and Procedures to Council for consideration and adoption. Staff will also bring forward proposed amendments to the Local Improvement bylaw to include Traffic Calming measures.



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Melony Burton, AScT, MBA  
Manager of Infrastructure Planning



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Kristen Dixon, P. Eng., MBA  
Director of Engineering & Public Works

This report was prepared by Melony Burton, Manager of Infrastructure Planning and approved by Kristen Dixon, Director of Engineering.

Attachments:

Appendix A – 2001 Traffic Calming Guidelines  
Appendix B – Local Improvement Bylaw (No. 2804)



## Appendix A – 2001 Traffic Calming Guidelines

### THE CORPORATION OF THE CITY OF PORT COQUITLAM

#### Residential Neighbourhood Traffic Calming Guideline (RNTC)

Council approved the adoption of Traffic Calming Guidelines in 2001. The Guidelines, which provide a framework for the evaluation and implementation of traffic calming in the City of Port Coquitlam, are summarized below.

1. Any residential street, which is designated as a Local street or as a Minor Collector street, may be considered for traffic calming.
2. Highway, Arterial, and Major Collector streets; streets in areas zoned Commercial or Industrial; and, streets which serve as Bus Routes, Truck Routes, or Primary Emergency Routes, will not be considered for traffic calming.
3. Neighborhood livability and traffic mitigation issues shall be balanced with displaced impacts on adjacent neighbourhoods, transportation efficiency, emergency response issues, and the safety needs of the city.
4. The Guideline takes a broad-based approach when addressing a neighborhood speeding and/or traffic volume project. Each RNTC project will be defined with a logical project boundary, which will address the issue of displacement/diversion from the beginning.
5. Each RNTC project will include an area-wide public consultation process to insure all street users have an opportunity for comment. Comments from affected Emergency and Public services shall also be obtained.
6. RNTC projects are to follow a Traffic Calming Process which is based on public participation and group decision making to arrive at a traffic calming solution which best meets the needs of the neighbourhood.

Each RNTC project will be undertaken in accordance with the following Traffic Calming Process:

1. Initiate Traffic Calming project
2. Identify Issues, Concerns, Problems & Values
3. Determine the Existing Transportation Characteristics (modeling)
4. Develop a Traffic Calming Plan, Cost Estimates & Source of Funding
5. Implement the Traffic Calming Plan, Test and Modify
6. Monitor the Traffic Calming Plan and Report Results
7. Enter into Maintenance/Removal Agreements

More detail on the above steps is available in the attached "Traffic Calming Process".

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**Residential Neighbourhood Traffic Calming Guideline (RNTC)**

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7. A RNTC project can be initiated by:
  - a) Expression of Interest - a project may be initiated when the City Engineer is in receipt of Expression of Interest forms from a minimum of 2/3<sup>rd</sup>s of the properties within the RNTC boundary of which a minimum 51% are in favour of traffic calming.
  - b) City Council Recommendation - a project may be initiated at the direction of the City Council.
8. RNTC projects which receive Council approval, shall be 90% funded by all of the properties within the RNTC boundary based on an equal shares basis using Local Improvement procedures.
9. Implementation of the RNTC shall be in accordance with the procedures set forward in this document, in keeping with sound engineering practices and within the limits of available resources.
10. Traffic Control measures and devices installed on RNTC projects shall be in general conformance with the "Canadian Guide to Neighbourhood Traffic Calming" manual published by the Transportation Association of Canada and the Canadian Institute of Transportation Engineers. Exceptions to this manual require the written approval of the City Engineer.
11. RNTC projects should be compatible with overall city transportation goals and objectives, as set forth in the Transportation Master Plan and the Official Community Plan.
12. The RNTC is not designed to address dangerous intersections, mitigate traffic noise, redesign the overall transportation/street classification system, or effect a modal shift.

## **The Traffic Calming Process**

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The traffic calming process involves public participation and group decision making to arrive at a traffic calming solution which best meets the needs of the neighbourhood.

While this process can be completed in the 7 stages listed below, the specific details to be covered at each stage can be varied to suit each traffic calming project.

### **1. Initiate Traffic Calming project**

- i. Identify a potential traffic calming project (usually initiated by resident's request)
- ii. Determine the preliminary "neighbourhood" boundaries for traffic calming
- iii. Inform all residential and business property owners of the proposed traffic calming study and request an Expression of Interest form be returned (minimum 2/3rds of the forms must be returned with 51% being in favour of proceeding with the study)
- iv. Complete preliminary screening (staff evaluate "Assessment Points" as shown in Appendix C and prioritize requests)
- v. Council approves external resources to proceed with project (if needed)

### **2. Identify Issues, Concerns, Problems & Values**

- i. Advise the neighbourhood and general public that Council has approved the initiation of a traffic calming project
- ii. Retain consultant if necessary
- iii. Solicit neighbourhood input regarding issues, concerns, values (residents often have greater knowledge of neighbourhood traffic conditions than staff)
- iv. Form a neighbourhood traffic calming advisory committee for larger neighbourhoods or when appropriate

### **3. Determine the Existing Transportation Characteristics (modeling)**

- i. Confirm traffic calming issues & objectives
- ii. Confirm boundaries of neighbourhood for traffic calming
- iii. Undertake traffic studies as necessary
  - traffic volumes, composition & speed
  - origin/destination surveys & amount of through traffic
  - parking surveys
  - routes used by pedestrians, cyclists & motorists
- iv. Undertake neighbourhood surveys as necessary
  - public perception of traffic problems
  - age distribution
  - proportion of rental accommodation

### **4. Develop a Traffic Calming Plan, Cost Estimates & Source of Funding**

- i. Prepare a traffic calming plan with alternatives/options
- ii. Complete analyses of impact of traffic calming alternatives/options
- iii. Prepare construction cost estimates for alternatives/options
- iv. Hold public meeting(s) to assess neighbourhood preference
- v. Council approves traffic calming plan

## **The Traffic Calming Process**

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### **5. Implement the Traffic Calming Plan, Test and Modify**

- i. Prepare a Local Improvement petition based on the benefiting properties paying for 90% of the design and construction costs on an equal shares basis \*\*
- ii. Validate Petition  
(requires 2/3<sup>rd</sup>s majority representing 50% of the total property value)
- iii. Construct temporary (if necessary) and initial traffic calming works
- iv. Monitor effectiveness of temporary works over 6 month period
- v. Complete construction/adjustment/removal of traffic calming works

\*\* Where the traffic calming works are primarily intended to reduce speeding in the vicinity of a school, playground, or other city amenity, the City will pay 100% of the design and construction costs.

### **6. Evaluate the Traffic Calming Plan**

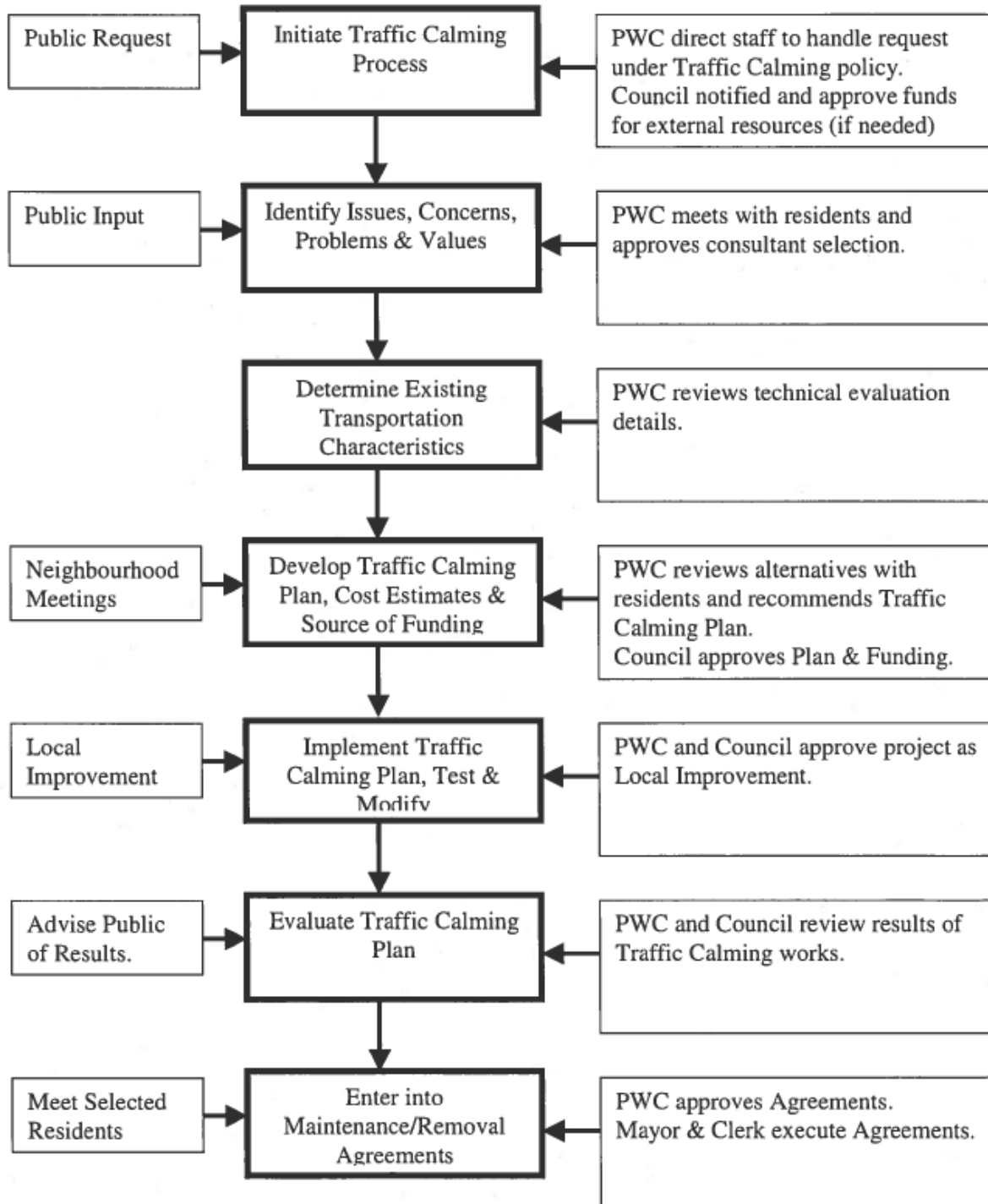
- i. Complete technical studies to evaluate effectiveness of traffic calming works for use in future traffic calming projects
- ii. Advise Council and public of results

### **7. Enter into Maintenance/Removal Agreements**

- i. Enter into agreements with residents for maintenance of traffic calming devices and landscaping
- ii. Determine if, when and how traffic calming devices and/or landscaping will be removed

### The Traffic Calming Process

The following process chart highlights Council / Committee involvement in the 7 stages of the Traffic Calming process.



### Appendix B – Local Improvement Bylaw (No. 2804)

**THE CORPORATION OF THE CITY OF PORT COQUITLAM**  
**BYLAW NO. 2804**

A Bylaw to establish the owners' portion of the cost of various classes of Local Improvement Works. Whereas Council shall not undertake any class of local improvement works unless it has by general bylaw, a copy of which is deposited with the Inspector of Municipalities, established the proportion of the cost of the class of work to be specially charged against the parcels benefiting from or abutting the work, as the owners' portion of the cost of the work;

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

1. This Bylaw may be cited as the "Local Improvement Bylaw 1993, No. 2804".
2. Council hereby establishes those classes of local improvement works described in Schedule "A" attached to and forming a part of this Bylaw.
3. Council hereby establishes in Schedule "A" the respective proportions of the costs of each class or work to be specially charged against the parcels benefiting from or abutting the work for each such class of local improvement work, as the owners portion of the cost of such works.

Read a first time by the Municipal Council this 9th day of August, 1993.

Read a second time by the Municipal Council this 9th day of August, 1993.

Read a third time by the Municipal Council this 9th day of August, 1993.

Reconsidered, finally passed and adopted by the Municipal Council of the Corporation of The City of Port Coquitlam this 23rd day of August, 1993.

L.M. Traboulay  
Mayor

Susan Rauh  
City Clerk

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**Records of Amendment**

<b><u>Bylaw No.</u></b>	<b><u>Amended Section</u></b>	<b><u>Date</u></b>
3362	Schedule A Section 1	July 2002

2804

1

LOCAL IMPROVEMENT BYLAWS  
Schedule "A"

Class of Work Portion of Cost	Charged to Benefiting Properties
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1. Roads	
- Less than or equal 28' wide	50%
2. Storm Sewers	33 1/3%
3. Sidewalks	
- one-sided, abutting properties	50%
- opposite side properties	25%
- both sides	75%
4. Lanes	90%



## Report to Council

**DATE:** January 15, 2018

**TO:** Mayor and Councillors

**FROM:** Carolyn Deakin, CMC  
Assistant Corporate Officer

**SUBJECT: TRI-CITIES HEALTHIER COMMUNITIES PARTNERSHIP - REVISED  
TERMS OF REFERENCE**

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### **EXECUTIVE SUMMARY:**

At the November 2, 2017 Tri-Cities Healthier Communities Partnership (TCHCP) meeting, the Medical Health Officer presented a revised Terms of Reference for the TCHCP. The revised Terms of Reference focuses on policy and strategy rather than services delivery or planning. The TCHCP asked that the revised Terms of Reference and minutes of the November 2, 2017 TCHCP meeting be included on member-municipalities' Council agendas for their information.

### **RECOMMENDATION:**

That Council receive the revised Tri-Cities Healthier Communities Partnership Terms of Reference dated November 2017 for information.

*Prepared by Carolyn Deakin, CMC, Assistant Corporate Officer*

Attachments:   1)   Revised TCHCP Terms of Reference  
                      2)   Minutes of the TCHCP Meeting of November 2, 2017



## TRI-CITIES HEALTHIER COMMUNITIES PARTNERSHIP REVISED TERMS OF REFERENCE

### BACKGROUND

The World Health Organization defines a healthy community as “one that is safe with affordable housing and accessible transportation systems, work for all who want to work, a healthy and safe environment with a sustainable ecosystem, and offers access to health care services which focus on prevention and staying healthy.” The provincial Healthy Families BC strategy promotes partnerships between municipalities and health authorities, which embrace this vision, based on the concept that “health is more than the absence of disease, and, in this context, health is defined broadly to include the full range of quality of life issues.”

The purpose of the Healthier Communities Partnership (HCP) program is to establish a **formalized partnership** between Municipalities and Fraser Health to create or to enhance existing formalized structures in each community, which engages a broad group of key stakeholders in a consistent manner to address determinants of health, including **social, economic, and environmental determinants as well as safety and access to appropriate health care services**. Local HCPs would seek to **understand the community issues**, identify opportunities and preferred solutions for short, medium and long term improved health outcomes. This initiative was endorsed by The Fraser Health Municipal Government Advisory Council comprised of the Mayors (or their delegates) from the 20 municipalities served by Fraser Health Authority.

### PURPOSE

The Tri-Cities Healthier Communities Partnership (Tri-Cities HCP) or “the Partnership,” is an initiative of key stakeholders within the Tri-Cities community. Local municipalities, community organizations and Fraser Health partner to facilitate cross-sector action to promote health and wellbeing in each community.

The Tri-Cities HCP aims overall to identify health needs and areas of priority in the community, and collectively develop goals, objectives and strategies to address the social determinants of health.

The Tri-Cities HCP achieves this through convening community groups across sectors: 1) to discuss and bring forward strategic health policy issues that are within the purview of a municipality and 2) to facilitate coalition building among community groups that span the social determinants of health.

### PARTNERS

The Tri-Cities HCP represents groups of organizations or departments with direct involvement or responsibility for upstream health concerns in the community. The Tri-Cities HCP Partners include:

- The City of Port Coquitlam, the City of Coquitlam, the City of Port Moody, the Village of Anmore and the Village of Belcarra (the municipalities)
- School District 43
- Tri-Cities Chambers of Commerce
- Fraser Northwest Division of Family Practice
- Fraser Health
- Tri-Cities Seniors Planning Network
- Tri-Cities Local Immigration Partnership
- Tri-Cities Healthy Living Working Group
- Tri-Cities Homelessness and Housing Task Group

- Tri-Cities Community Services Cooperative
- Tri-Cities Child and Youth Mental Health Collaborative Local Action Team

#### Quorum:

Attendance by at least one representative from 7 of the 15 Tri-Cities HCP Partners is required to establish quorum.

### **STRUCTURE**

The Tri-Cities HCP will meet up to 6 times per calendar year at the discretion of the Chair(s).

The Tri-Cities HCP will be Co-Chaired by Fraser Health Medical Health Officer and one local elected representative.

The Tri-Cities HCP consists of two types of meetings: “Working Meetings” and “Policy Meetings”. The Co-Chairs and the Fraser Health Staff Lead will collaborate on agenda preparation for all HCP meetings. Agendas for Policy Meetings will be coordinated through the host municipality’s designated secretary.

Working Meetings occur up to 4 times a year at the discretion of the Chair. Policy Meetings occur up to 3 times a year at the discretion of the Chair. Meetings will not typically be held in August or December.

Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Approved regular minutes are shareable, and observers are welcome to attend. By the consensus of the members, meetings may be closed at any time. Closed minutes, if any, will be distributed to members only and will not be shared with the public.

If required, subgroup meetings will be arranged outside of these meetings at a time convenient to subgroup members.

The local elected representative Co-Chair will rotate annually between the City of Port Coquitlam, the City of Coquitlam, and the City of Port Moody. All meetings will be hosted by the municipality of the Co-Chair. The host municipality will be responsible for providing a schedule of the meetings including times, locations, and dates at the beginning of the year.

Meeting times and locations may be altered as deemed appropriate by the Co-Chairs.

Staff support for the different types of meetings is described below.

### **WORKING MEETINGS**

#### Goals and Objectives:

- Build community coalitions and facilitate community co-decision making.
- Determine strategies and policy priorities to raise at Policy Meetings.
- Consult and advise on community health strategies and policies.
- Coordinate delivery of community health programs and services across sectors.

*Chair:*

The Chair of the Working Meetings is the Fraser Health Medical Officer or his/her alternate. The membership can elect a chair to run the meeting in the absence of the Chair.

*Membership of Working Meetings:*

- A staff representative from each of the Partner municipalities
- A representative from School District 43
- A representative from the Tri-Cities Chambers of Commerce
- A representative from the Fraser Northwest Division of Family Practice
- Fraser Health Executive Director of Eagle Ridge Hospital
- Fraser Health Medical Health Officer for Tri-Cities
- Fraser Health Community Health Specialist for Tri-Cities (Fraser Health Staff Lead)
- Fraser Health Healthy Built Environment Specialist for Tri-Cities
- A representative from the Tri-Cities Seniors Planning Network
- A representative from the Tri-Cities Local Immigration Partnership
- A representative from the Tri-Cities Healthy Living Working Group
- A representative from the Tri-Cities Homelessness Task Group
- A representative from the Tri-Cities Community Services Cooperative
- A representative from the Tri-Cities Child and Youth Mental Health Collaborative Local Action Team

At their discretion, members may designate an alternate to represent them at meetings. The Tri-Cities HCP Partners must identify the representative and alternate to the Fraser Health Staff Lead prior to a Working Meeting.

*Support:*

The Fraser Health Staff Lead (Community Health Specialist for Tri-Cities) will provide meeting coordination, agenda management, minute taking, minute distribution and provision of information. Meeting space will be provided by the host municipality and coordinated by the Fraser Health Staff Lead and the staff representative from the host municipality.

**POLICY MEETINGS***Goals and Objectives:*

- Identify and advocate for opportunities for healthier policies at the municipal-level.
- Raise healthy public policy proposals for discussion with local elected representatives.
- Share information amongst municipalities and community networks on community health actions and health-related policy and plans.

*Chair:*

The Chair of the Policy Meetings is the local elected representative Co-Chair or his/her alternate. The membership can elect a chair to run the meeting in the absence of the Chair.

*Membership of Policy Meetings:*

- One elected representative from each of the Partner municipalities
- All members of the Working Meetings

Local elected representatives will participate on the Tri-Cities HCP as Council Liaisons, consulting to provide guidance on process and strategic direction.

At their discretion, members may designate an alternate to represent them at meetings. The Tri-Cities HCP Partners must identify the representative and alternate to the host municipality's designated secretary prior to a Policy Meeting.

**Support:**

The host municipality will provide a secretary to provide meeting coordination, agenda management, minute taking, minute distribution and provision of information to the Meeting. Meeting space and refreshment will be provided by the host municipality. The host municipality will coordinate the development of the agenda with the Fraser Health Staff Lead.

### **PRINCIPLES OF WORKING TOGETHER**

We need to coordinate efforts, learn from others, and share expertise and resources. Such work requires commitment and concerted action to work. The Partners agree to adhere to the following principles for working together:

- Commitment to ongoing involvement with the TCHCP
- Open communication and information sharing
- Working together while still working within our independent bodies
- Integrity in our working relationships
- Respect for the differing perspectives of Partners, but honoring the decisions of the TCHCP
- Celebrate successes

### **REPORTING**

Partners are accountable to their respective organizations and will each develop a reporting structure that fits the needs of their organization. As needed, municipal representatives will advise on appropriate municipal reporting structures and procedures for submitting policy requests to local elected representatives.

### **AMENDMENT, MODIFICATION OR VARIATION**

The Terms of Reference may be terminated, amended, varied or modified in writing after consultation and agreement by the Partners.

The Terms of Reference will be reviewed at a Policy Meeting approximately one year from the approval of the Revised Terms of Reference dated November 2017 by the Partnership.

<b>Document version</b>	<b>Date</b>	<b>Summary of changes</b>	<b>Approved by</b>
1.0	July 2014	N/A	Chair and Partners
2.0	November 2017	Update Partners. Update roles and responsibilities.	TBD
Next scheduled review: February 2019			

**TRI-CITIES HEALTHIER COMMUNITIES PARTNERSHIP**  
**Thursday, November 2, 2017**

A Regular Meeting of the Tri-Cities Healthier Communities Partnership convened on Thursday, November 2, 2017 at 4:33 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

**MEMBERS:**

Councillor Dennis Marsden, City of Coquitlam (Chair)  
Mayor Richard Stewart, City of Coquitlam (arrived 4:47)  
Mayor Mike Clay, City of Port Moody  
Councillor Glen Pollock, City of Port Coquitlam  
Dr. Ingrid Tyler, Medical Health Officer, Fraser Health  
Kristan Ash, Executive Director, Fraser NW Division of Family Practice  
Celia Chiang, Board Member Tri-Cities Chamber of Commerce  
Michael Hind, Executive Director Tri-Cities Chamber of Commerce  
Tara Abraham, Healthy Built Environmental Specialist, Fraser Health  
Naseam Ahmadi, Community Health Specialist, Fraser Health  
Lori Bowie, Director of Recreation, City of Port Coquitlam  
Mary Ong, Tri-Cities Seniors Planning Network  
Jeff Stromgren, Healthy Living Coordinator, School District #43  
Abigail Cameron, Alternate, Tri-Cities Local Immigration Partnership  
Angelo Lam, Coordinator, Healthy Living Working Group  
Tasha Henderson, Social Planner, City of Coquitlam

**REGRETS:**

Mayor John McEwen, Village of Anmore  
Mayor Ralph Drew, Village of Belcarra  
Lisa Zetes-Zanatta, Executive Director Eagle Ridge Hospital, Fraser Health  
Ron Higo, General Manager Community Services, City of Port Moody  
Wendy McCulloch, Co-Chair, Tri-Cities Local Immigration Partnership

**ABSENT:**

Mary de Paoli, Manager of Planning, City of Port Moody  
Kevin Jones, Planner, City of Port Moody  
Jim LaCroix, Manager of Recreation Services, City of Port Moody

**STAFF:**

Sean-O'Melinn, Legislative Services Manager, City of Coquitlam

**CALL TO ORDER**

The Chair welcomed the new members and led a roundtable of brief introductions.

## **ADOPTION OF MINUTES**

### **1. Minutes of the Tri-Cities Healthier Communities Partnership Meeting held on Thursday, April 27, 2017**

The Minutes of the Tri-Cities Healthier Communities Partnership Meeting (TCHCP) held on Thursday, April 27, 2017 were approved.

## **NEW BUSINESS**

### **2. TCHCP Review Results – Terms of Reference (TOR) and Membership**

The Medical Health Officer provided an on-screen presentation titled: Item 2 – HCP Review Results.

The Medical Health Officer provide comments regarding the draft terms of reference and the process followed in the development of the terms of reference. She clarified the purpose of the partnership as focusing on policy and strategy rather than service delivery or planning. The Medical Health Officer described the co-chair model being adopted under the revised terms of reference and informed the Partnership about recently added members and proposed members. She noted that new members represent a variety of community groups and were selected by identifying members who could act as representatives of existing coalitions in the community. Information about the new types of meetings as proposed under the terms of reference was also provided. She welcomed discussion on the proposed terms of reference, with a goal of and providing a recommendation to all of the local government councils involved in the Partnership.

The Chair provided introductory comments and spoke to the revised terms of reference for the TCHCP and the desire to create actionable items (recommendations) from the Partnership. He also highlighted the desire to hear from other voices in the community. The Chair spoke to the desire to remove barriers experienced by working groups in meeting their goals and to assist the Partnership in moving their message forward to local government councils.

Discussion ensued relative to the following:

- The appropriate role of the local government members of the Partnership
- The possibility of funding being made available to potential members of the Partnership
- The individual community groups represented under existing community coalitions/networks and how the community groups communicate with each other and the TCHCP
- How the individual community groups receive information from the community coalitions
- The belief that the TCHCP facilitates beneficial access by community groups to municipal government officials and staff

The Partnership recommends:

**PARTNERSHIP  
RECOMMENDATION**

That the municipal councils that are members of the Tri-Cities Healthier Communities Partnership approve the proposed updates to the Tri-Cities Healthier Communities Partnership Revised Terms of Reference dated November 2017.

**3. TCHCP Review Results – Meeting Structure / Activities**

The Medical Health Officer provided an on-screen presentation titled: Item 3 – HCP Review Results.

The Medical Health Officer provided comments regarding how the TCHCP would function as a group under the new terms of reference. She highlighted a new split meeting structure of the Partnership. One set of meetings would address building community coalitions, consulting and advising on community health strategies, coordinate delivery of community health programs, and determining what supports local government could provide. Elected representatives would not be expected to attend. These meetings would be Working Group Meetings.

The Chair provided follow up comments and spoke to the purpose of the working group as developing actionable items for the elected official to bring to their respective councils. He highlighted the potential to bring issues forward for consideration by other local governments and the Union of British Columbia Municipalities.

The Medical Health Officer provided an overview of the second set of meetings. She noted that the purpose of the other set of meetings would be identifying opportunities for healthier policies at the municipal level, raising public policy proposals to local governments, and sharing information among members regarding community health actions, policies and plans. The goal is to have clearly developed policy actions with respect to removing barriers that are limiting the programs/activities of the working group members. Elected representatives would be expected to attend. These meetings would be Policy Group Meetings.

Discussion ensued relative to the following:

- The need to have municipal staff at the working group meetings in order to help ensure that action items are considered from that perspective
- The process of introducing items of discussion at the working group meeting
- How recommendations of the TCHCP will be brought forward to member municipalities
- The pros and cons of establishing a trial period for the new split structure
- The rationale for amending the terms of reference and the clarification of the purpose of the TCHCP meetings

The Partnership agreed to allow the Legislative Services Manager and Community Health Specialist to modify the terms of reference to incorporate the feedback received during the meeting.

#### **4. Smoking/Tobacco Bylaws**

Councillor Pollock provided introductory comments relative to proposed amendments to the smoking control bylaw in the City of Port Coquitlam, the desire to reduce wildfire danger across the region and establish consistent smoking restrictions in the Tri-Cities area.

The Community Health Specialist provided an on-screen presentation titled: Item 4: Smoking Bylaws.

Discussion ensued relative to the following:

- The desire for the Partnership to write a letter to the City of Port Coquitlam in support of the proposed bylaw
- The content of the letter and a desire to reference other issues beyond enforcement mechanisms, such as public education
- The best practices of other jurisdictions with respect to smoking restrictions
- The potential impacts of marijuana legislation on smoking bylaws
- The treatment of vaporizers and cigarettes by the member organizations

The Partnership agreed that the TCHCP provide a letter of support for the proposed amendments to the smoking control bylaw being considered by the City of Port Coquitlam.

#### **5. Opioid Response – Discussion**

The Medical Health Officer provided an on-screen presentation titled: Item 5: Opioid Response.

The Executive Director Fraser NW Division of Family Practice provided comments relative to recent events involving drug use covered by the media. She noted concerns from physicians regarding limitations on the prescription of opioids. She discussed a desire to work with municipalities to find other pain reduction methods.

The Chair informed the group of the demographic makeup of opioid drug users and how it is different from the stereotypical drug user image. He discussed the potential actions that municipalities could take in order to help reduce the need for opioids.

Mayor Clay commented on the difficulty of obtaining the data related to the opioid crisis and the need for the data to develop solutions to the opioid issue.

The Medical Health Officer informed the Partnership about the research being undertaken by her staff on overdoses and overdose deaths. She informed the Partnership of the ongoing work to find more information about hidden populations and their drug use habits. She highlighted the difficulty of obtaining data and the understanding that different sources of



data may not be consistent with each other due to the nature of the interaction of the individual with paramedic, police, or hospital services. The Medical Health Officer described the strategies that her office is developing to address the issue.

The Executive Director Fraser NW Family Practice provided information about the arrival of private facilities for drug use rehabilitation in the Tri-Cities. She described a typical rehabilitation site and the stigma that may be attached to them. She provided information about chronic pain treatment facilities and the different professional services supported within such a facility. She discussed the demand for spaces in chronic pain facilities and the possibility of the Tri-cities hosting a chronic pain facility.

Discussion ensued relative to the following:

- The desire to have a greater ability to breakdown opioid use data
- The dissemination of such data to municipalities and the need for appropriate data in order to develop solutions
- The desire for a specific group to provide statistics regarding opioid use

The Medical Health Officer agreed to provide the data that is currently available on drug use with the meeting minutes.

Mayor Stewart provided comments about the need for better information in order to make decisions and the relationship between the stigma of mental illness and the stigma of drug use.

#### **6. Healthier Communities Emerging Issues Roundtable (Standing Agenda Item)**

The following information was shared:

- The Healthy Living Coordinator of School District #43 informed the Partnership that his organization is undertaking a project with respect to youth and trying to develop questions for the grade four survey to get information from the 'middle youth' demographic on what they know about their own health.
- The Tri-Cities Seniors Planning Network representative informed the Partnership about initiatives her organization is undertaking with respect to the issues of voting by seniors, and dementia. Currently, they have an interest/focus group developing a community dementia action plan and facilitating the provision of information to the broader community. They are reaching out to city planners to obtain their input on the dementia action plan.
- The Coordinator from the Healthy Living Working Group informed the Partnership that his organization has created a healthy living package for families with young children. The package is being distributed at this time. The Healthy Living Working Group is working its Playbox program in Tri-cities and addressing the increased demand for Playbox use.
- The Tri-Cities Local Immigration Partnership informed the Partnership of the organization's mandate and future events. She described an event with Douglas

College and the Tri-Cities Chamber of Commerce regarding connecting small business owners with immigrants that want to own their own small business. She described professional development opportunities regarding mental health and an event with Statistics Canada to discuss census data. She also noted a plan to offer a public forum on the impact of immigration on the Tri-Cities.

- The Tri-Cities Chamber of Commerce informed the group about a small business that experienced a loss of staff member and how the Chamber is reaching out to members to help address the stigma of suicide and finding help for those experiencing challenges with the issue.
- The Healthy Built Environments Specialist informed the Partnership about her group and how they contribute to healthy living. She described her function as finding ways to facilitate upstream solutions in order to prevent downstream issues (negative health outcomes). She noted that she recently made a presentation to Port Moody Council on the built environment with researchers from the University of British Columbia.
- The Executive Director Fraser NW Division of Family Practice informed the Partnership about the Adverse Childhood Events workshops and the demand for speaker series events. She described initiatives on ear health and access to afterhours medical services. She noted the need to recruit doctors to the Tri-Cities and efforts made to set up new medical clinics. The Executive Director Fraser NW Division of Family Practice mentioned efforts to open a clinic for those without a family doctor.

## 7. Review Discussion and Action Items

The Chair noted the following actions items from the meeting:

- Clarifying the Terms of Reference
- Providing minutes to municipalities with the Revised Terms of Reference for the Partnership
- Providing opioid use data to the municipalities
- Drafting a letter of support to the City of Port Coquitlam regarding smoking bylaw amendments
- Providing recommendations to the local governments involved in the Partnership

## OTHER BUSINESS

### OB-1 Hosting of Future Meetings of the Committee

The Partnership recommends:

### PARTNERSHIP RECOMMENDATION

That Coquitlam Council approve serving as the Co-Chair of the Tri-Cities Healthier

Minutes – Tri-Cities Healthier Communities Partnership Meeting  
Thursday, November 2, 2017

Communities Partnership for the year 2018 and provide administrative support for up to 3 meetings per year.

**NEXT MEETING DATE – Thursday, January 25, 2018**

**ADJOURNMENT**

The meeting adjourned at 6:30 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
Sean O'Melinn  
Legislative Services Manager