

All Council  
except Go/TA  
JH/SR/TZ/KF/KST/SS

THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

June 15th, 1992

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THE CORPORATION OF THE CITY OF PORT COQUITLAM

COMMITTEE MEETING AGENDA

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MEMORANDUM

TO: B.R. Kirk  
City Administrator

FROM: I.R. Zahynacz, P. Eng  
City Engineer

SUBJECT: Highway Reservation Agreement  
Chevron Gas Station Property  
Wilson and Shaughnessy  
(Public Works Committee Meeting of June 2nd, 1992)

DATE: June 3rd, 1992

RECOMMENDATION:

That Council approve the preparation of a Bylaw for a Highway Reservation Agreement between the City of Port Coquitlam and Chevron Canada Limited for the eventual acquisition by the City of a 2.5 meter wide strip of land from the Chevron property adjacent to Wilson Avenue.

BACKGROUND & COMMENTS:

At present Wilson Avenue is 20 metres wide directly south of the Chevron Gas Station property. In the future, when the Wilson Connector is completed, an additional 2.5 metres of road width would be required at this location in order to accommodate an additional traffic lane and sidewalk as shown on the attached Plan A.

As the maximum road dedication without compensation that can be acquired under the Municipal Act is 20 metres, the City would have to pay for the cost for the additional 2.5 metres of land from Chevron. Rather than selling the land to the City at this time Chevron has agreed to a Highway Reservation for the 2.5 metre strip whereby the City may elect within a 25 year period to purchase the additional 2.5 metres of land at market value. As the Wilson Connector is an arterial road, the cost of the land purchase would be eligible for a 50 percent grant under the Provincial Revenue Sharing Program.



I.R. Zahynacz, P. Eng.  
City Engineer

IRZ/kfl

Attachments

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**LIDSTONE, YOUNG, ANDERSON**  
BARRISTERS & SOLICITORS

501 - 1803 Douglas Street  
Victoria, B.C.  
V8T 5C3  
Telephone: (604) 383-2063  
Telecopier: (604) 689-3444

1414 - 808 Nelson Street  
Box 12147, Nelson Square  
Vancouver, B.C. V6Z 2H2  
Telephone: (604) 689-7400  
Telecopier: (604) 689-3444

**BY TELECOPIER**

June 1, 1992

Mr. Igor Zahynacz, P. Eng.  
City Engineer  
City of Port Coquitlam  
2580 Shaughnessy Street  
Port Coquitlam, B.C.  
V3C 2A8

Dear Igor:

**Re: Chevron Gas Station Property  
Highway Reservation Agreement  
Our File No. 19-50**

Further to our telephone conversation on Friday, enclosed is a draft highway reservation agreement, providing for the eventual acquisition by the City of a 2.5 metre strip of land from the Chevron property adjacent to Wilson Avenue.

It will be necessary to obtain a title search for the land and to add the legal description prior to completing the enclosed agreement.

The agreement is authorized by Section 578(4) of the Municipal Act and must be registered in the Land Title Office against title to the land. The Land Title Office may require that an explanatory plan be prepared to define the area reserved under the agreement, depending on the angle of the northern boundary of the property. Mr. Jim Small, Deputy Registrar, is considering the issue of registration requirements.

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Under Section 578(4) the enclosed agreement must be authorized by a bylaw empowering the Mayor and Clerk to execute and affix the corporate seal to the agreement.

Sincerely,

LIDSTONE, YOUNG, ANDERSON

*Grant Anderson*

Grant Anderson

GA/5332

Enc.

cc: Mr. Bryan Kirk, Administrator  
cc: Ms. Susan Rauh, City Clerk

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**DRAFT**

THIS AGREEMENT made the            day of June, 1992.

BETWEEN:

THE CORPORATION OF THE CITY  
OF PORT COQUITLAM  
2580 Shaughnessy Street  
Port Coquitlam, B.C.  
V3C 2A8

(the "City")

AND:

CHEVRON CANADA LIMITED  
1050 West Pender Street  
Vancouver, B.C.  
V6E 3T4

(the "Owner")

WHEREAS Section 578 of the Municipal Act authorizes the City and the Owner to enter an agreement to reserve land for highway purposes;

NOW THEREFORE in consideration of the payment of \$1.00 by the City to the Owner and other consideration, the receipt and sufficiency of which is acknowledged by the Owner, the parties agree as follows:

1. The land which is the subject of this agreement is owned in fee simple by the Owner and is legally described as:

(insert full legal description)

(the "Land").

2. All that part of the Land within 2.5 metres of the northern boundary of the Land adjoining Wilson Avenue (the "Reservation Area") is reserved for highway purposes.
3. The Owner shall not cause or permit any building, structure or improvement (other than planted landscaping) to be constructed on or made to the Reservation Area.
4. Upon written notice from the City to the Owner, the City and the Owner shall use their best efforts to negotiate the dedication of the Reservation Area as highway in exchange for a payment based on the appraised fair market value of the Reservation Area.

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LAND TITLE ACT  
FORM C

(Section 219.81)

Province of British Columbia  
GENERAL INSTRUMENT-PART 1

(This area for Land Title Office use)

Page 1 of \_\_\_\_ Pages

1. APPLICATION: (Name, address, phone number and signature of applicant, applicant's solicitor or agent)

2. PARCEL IDENTIFIER(S) AND LEGAL DESCRIPTION(S) OF LAND:  
(PID) (LEGAL DESCRIPTION)

3. NATURE OF INTEREST: Description	Document Reference (page and paragraph)	Person Entitled to Interest
---------------------------------------	--	-----------------------------

4. TERMS: Part 2 of this instrument consists of (select one only)

- (a) Filled Standard Charge Terms  
(b) Express Charge Terms  
(c) Release

\_\_\_\_ D.F. No.  
\_\_\_\_ Annexed as Part 2  
\_\_\_\_ There is no Part 2 of this instrument.

A selection of (a) include any additional or modified terms referred to in Item 7 or in a schedule annexed to this instrument. If (c) is selected, the charge described in Item 3 is released or discharged as a charge on the land described in Item 2.

5. TRANSFEROR(S):

6. TRANSFEREE(S): (Including postal address(es) and postal code(s))

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LAND TITLE ACT  
FORM C

(Section 219.81)

Province of British Columbia  
GENERAL INSTRUMENT-PART 1

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7. ADDITIONAL OR MODIFIED TERMS:

N/A

8. EXECUTION(8)\*\*This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Officer Signature

Execution Date Party Signature

Y M D

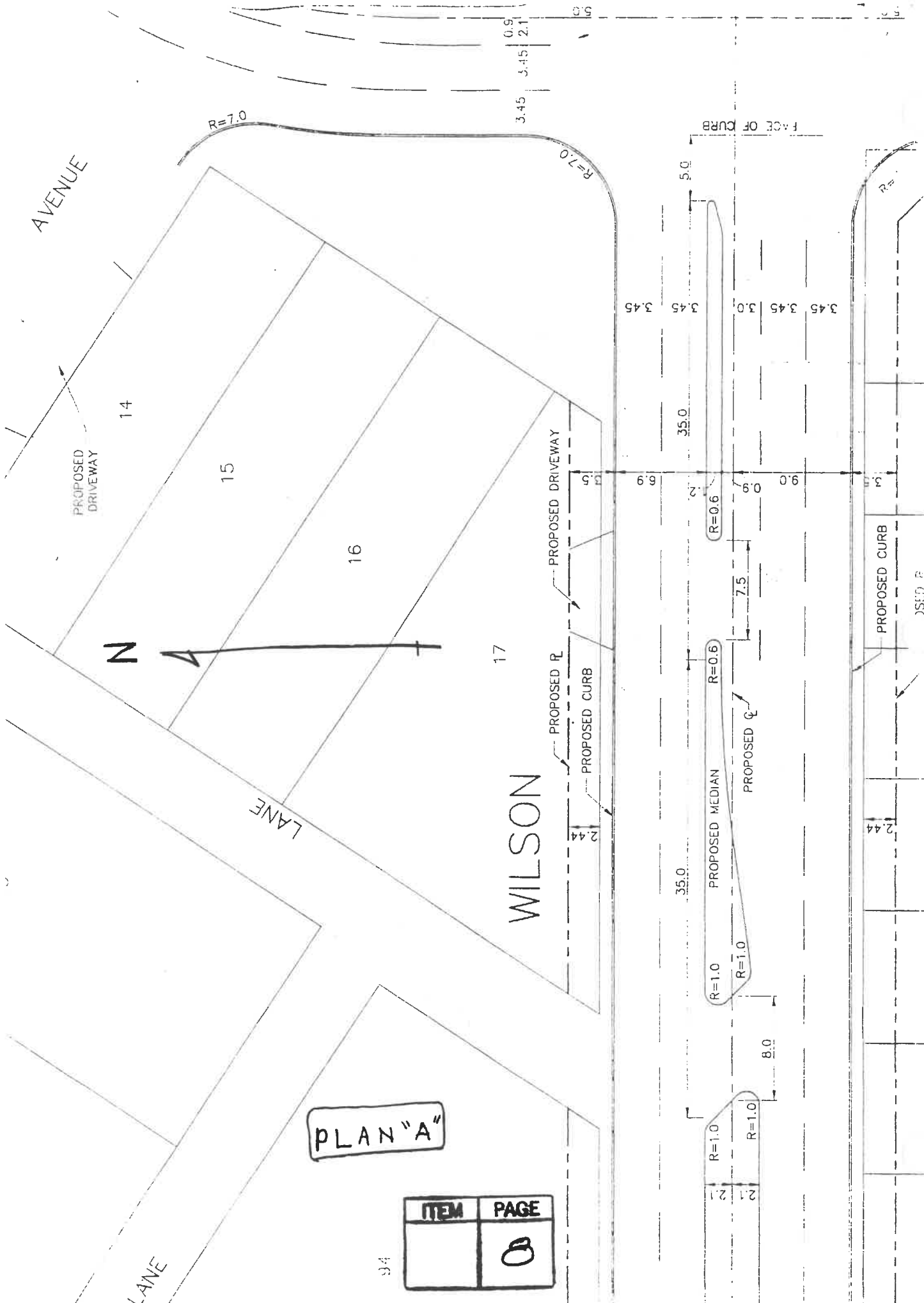
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OFFICER CERTIFICATION:

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the Evidence Act, R.S.B.C. 1979, c.116, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the Land Title Act as they pertain to the execution of this instrument.

\* If space insufficient, enter "SEE SCHEDULE" and attach schedule in Form E.

\*\* If space insufficient, continue executions on additional page(s) in Form D.



PLAN "A"

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THE CORPORATION OF THE  
CITY OF PORT COQUITLAM

COMMITTEE

JUN 15 1992

MEMORANDUM

TO: B.R. Kirk  
Administrator

DATE: June 11, 1992

FROM: Andrew de Boer, EIT  
Project Engineer

**SUBJECT: ART KNAPP COMPOST BIN DISTRIBUTION PROPOSAL**  
(Environmental Protection Committee Meeting of June 10, 1992)

**RECOMMENDATION:**

That the proposal to distribute/market the composters submitted by Art Knapp Plantland be approved subject to the approval of a Provincial Grant for 1/3 funding for the purchase of the composters.

**BACKGROUND AND COMMENTS:**


Local merchants were invited to an EPC meeting on May 27, 1992 to discuss distribution of home composters to local residents (see attached). Art Knapps and Reids hardware attended the meeting and of the 1500 compost bins available they offered to take 200 and 50 of the units respectively. The City offered an \$8 mark-up to the merchants to cover distribution and administration costs.

Subsequent to this meeting Art Knapp presented a proposal (see attached letter) to be the distributor of all 1500 composters for a mark-up of \$5. Knapps also offered to:

- produce an information pamphlet
- give residents a bag of compost accelerator
- offer compost seminars at the store
- offer a delivery service for a minimal charge
- store all composters at their site.

The proposal submitted by Knapps would save the City \$4500 in direct costs and several thousand dollars more in administration and advertising costs. As well the need for the City to provide storage for the units would be eliminated.

If this proposal is accepted, Reids Hardware would still be permitted to distribute a portion of the composters at the hardware store.

  
Andrew de Boer  
Project Engineer

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copy: Igor Zahynacz



OUR FILE

# THE CORPORATION OF THE CITY OF PORT COQUITLAM

2580 SHAUGHNESSY STREET  
PORT COQUITLAM, B.C.  
V3C 2A8

TELEPHONE: 944-5  
FAX: 1-5

May 11, 1992

Art Knapp Plantland  
1300 Dominion Avenue  
Port Coquitlam, B.C.  
V3C 3V4

SENT TO:  
- KNAPPS  
- DAVID HUNTER  
- HENRY'S LANDSCAPING  
- NORTHSIDE HARDWARE  
- REIDS HARDWARE  
- PO CO BLDG. SUPPLY

RE: 1992 BACKYARD COMPOSTING BIN DISTRIBUTION PROGRAM

The City of Port Coquitlam has recently initiated a backyard composting bin distribution program. A total of 1,500 composters will be distributed and resold to residents for one-third cost. The remaining two-thirds of the composter cost will be subsidized by the Municipality and Provincial Government.

The City is inviting merchants who are interested in distributing the composters to Port Coquitlam residents to an information meeting:

DATE: Wednesday, May 27, 1992  
TIME: 5:00 p.m.  
PLACE: Port Coquitlam City Hall  
Room #2

Some of the items which will be discussed at this meeting are:

- cost mark-up on composters for distribution;
- quantities of composters required per merchant;
- advertising/promotions;
- tracking of composter sales to Port Coquitlam residents.

For more information or to confirm your attendance, please contact the undersigned at (604) 944-5411.

Sincerely,

A. DeBoer  
Project Engineer

cc: I. Zahynacz

AD:ma

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## PLANTLAND AND FLORIST

Andrew DeBoer  
Engineering Department  
City Of Port Coquitlam

May 28, 1992

### SUBJECT: COMPOST DISTRIBUTION PROGRAM PROPOSAL

Dear Andrew,

Firstly, I am very eager to be a participant in your compost distribution program. I was surprised by the lack of interest taken by other merchants in the area. This is why I would like to make the following proposal to the City Of Port Coquitlam.

### PROPOSAL

Art Knapps would like to be the exclusive distributor of all composters to the residents of Port Coquitlam. In return, we will:

- mark each unit up only \$5 as opposed to the \$8 discussed.
- include mention in all of our advertising
- produce an information pamphlet to be included with each unit
- give each resident who buys a unit, a 5LB bag of "Rot It" (compost accelerator)
- offer compost seminars at our store location
- offer a delivery service for a minimal charge
- place the composters in a high profile area
- store all composters at our site

### BENEFITS TO THE CITY

Having Art Knapps as a sole distributor, the City will realize substantial savings in the following areas:

- \$3 per unit savings (absorbed by Art Knapps) for a total of \$4500
- reduction of coordination costs over several distributors
- lower advertising costs
- elimination of storage and distribution costs through your "yard"

In actual dollars, the City will save thousands in both upfront costs and administration costs. I will give you a call early next week to further discuss. If you have any questions, please do not hesitate to call.

Sincerely

*A. Quinn*  
Andrew Quinn  
Marketing Director

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APR 13 1992

MEMORANDUM

TO: B.R. Kirk  
Administrator

DATE: April 9, 1992

FROM: Andrew de Boer, EIT  
Project Engineer

SUBJECT: **1992 Backyard Composting Program**  
(Environmental Protection Committee Meeting of April 8, 1992)

APPROVED  
BY COUNCIL

ON APR 13 1992

CITY CLERK

Recommendations:

1. That a grant application be made to the Provincial Ministry of Environment for one third funding for the purchase of 1,500 home composters.
2. That subject to approval of the Provincial Grant, a tender be sent out to composter manufacturers and the appropriate composters be selected based on price and specifications.
3. That local merchants be approached to distribute the composters through their outlets.
4. That \$53,500 be allocated from the 1992 Environmental Protection Budget.

Background & Comments:

The Environmental Protection Committee considered the attached memorandum from the Project Engineer dated April 8, 1992 regarding the 1992 Backyard Composting Program.

It is proposed to purchase 1,500 backyard composting units which would be sold back to residents at a reduced rate of \$25-\$30 with a one-third Government Grant and a one-third cost contribution from the City.

The composters would be distributed through local merchants at a mark-up agreed upon by the City and the merchants. A receipt stating that the composter was sold to a Port Coquitlam resident would be required for every composter sold.

Andrew de Boer, EIT  
Project Engineer

AdB:gc  
Attachments

Treasurer's Comments

I verify that there is sufficient funds in the Environmental Protection Budget for this purpose.

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J. Maitland, City Treasurer

JUN 15 1992

MEMORANDUM

TO: Mr. B.R. Kirk  
City Administrator

DATE: June 11, 1992  
FILE: 2986 Coast Meridian Road

FROM: Carlos Felip  
Director of Planning

RE: Land Use Contract Amendment - 2986 Coast Meridian Road  
Planning and Development Committee - June 10, 1992

RECOMMENDATION:

THAT Ms. Penny Raynor and each and every owner of 2986 Coast Meridian Road be informed:

1. THAT in order to allow for further expansions and/or significant alterations of their units the Land Use Contract affecting their property must be amended; and
2. THAT the Land Use Contract may be amended by a Development Permit or by a Rezoning process, depending upon the changes the owners want to implement.

BACKGROUND:

The housing complex at 2986 Coast Meridian Road was developed under the provisions of Land Use Contract #24 approved January 1978. The development consists of 42 strata lots each containing a single family detached building. Plans for these units were attached to the Land Use Contract. The Land Use Contract was registered in the Land Title Office on January 23, 1978.

On December 13, 1984 an application for Development Permit to amend the Land Use Contract was submitted to the City, presumably by the Strata Corporation. This Development Permit application, based on a preliminary draft of the Development Permit found in the City's files, would have varied Land Use Contract #24, allowing for "enclosed sun-decks, recreation room, patio and fire places". The draft Development Permit indicated that "development upon the lands shall conform to the lands specification by Michael Jackson entitled "Meridian Gardens".

There is no copy of the above mentioned drawings in the City's files. Mrs. Raynor, current secretary or administrator for the Meridian Gardens housing complex has in her possession copies of the drawings that appear to be the plans intended to be attached to the Development Permit; so far she has declined to provide the City with a copy. She did, however note that these preliminary plans would permit only one storey additions.

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In 1991 a Building Permit application for a two storey addition to one of the units in the Meridian Gardens Housing Complex was submitted to the Municipality. This Building Permit was issued, due to a clerical error, that identified the Meridian Gardens property as zoned RM-3 rather than Land Use Contract. The application was accompanied by a letter of authorization from the Strata Corporation.

On March 27, 1992, Mr. and Mrs. Raynor applied for a Building Permit for a two-storey addition to their unit in Meridian Gardens. This Building Permit was rejected because it conflicts with Land Use Contract #24. The Director of Planning advised by letter to the Strata Council that it should proceed with a formal application to amend Land Use Contract #24 and that the Strata Council needed to provide formal permission for expansion of the unit owned by Mr. and Mrs. Raynor.

(NOTE: This project was subdivided as a bare land strata; authorization from the Strata Council for the expansion of one unit, therefore, would not be required. The Strata Council, however would have to approve any amendment to the Land Use Contract that affects all of the units and/or common property.)

Status of the 1984/1985 Development Permit Application:

The Development Permit application submitted in 1984 to amend the Land Use Contract was approved by the Municipal Council on January 14, 1985. Attached is the draft prepared for this Development Permit which is inconclusive as to what exactly was being approved, and lacks the necessary drawings to understand it. Also attached is the original report recommending approval from the Director of Community Planning. Again this report does not quite clarify what was being approved.

On January 4, 1985, the City Clerk advised the Director of Community Planning that the Development Permit drafted for Meridian Gardens had to be registered in the Land Title Office. The Clerk advised that the Development Permit was inappropriately drafted to achieve registration in the Land Title Office and that approvals from the Ministry of Transportation and Highways and the Ministry of Municipal Affairs were required.

The files in the Clerks Department and the Planning Department do not contain any modified version of the Development Permit; approval from the Ministry of Municipal Affairs and the Ministry of Transportation and Highways are not recorded and a Title Search indicates that the Development Permit was never registered.

**DISCUSSION:**

There is no doubt that the Municipal Council had, in 1985, intended to allow modifications to the units within the Meridian Garden complex. It is, however unclear what specific modifications Council intended to approve; it is also clear that whichever Councils, the owners of Meridian Gardens or the Planning Departments intentions were, the Development Permit to amend Land Use Contract #24 was never completed.


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Land Use Contract #24, therefore has not been amended and any additions or alterations to the units cannot be permitted until an amendment to the Land Use Contract is appropriately implemented. (see attached report from the Municipal Solicitor).

Should this amendment involve changes in use and density, a rezoning process needs to take place. Should the amendment simply involve, as it appears to have been the intention in 1984, changes to the units without affecting the use and density, then a Development Permit is the appropriate tool.



Carlos Felipe, M. Arch., M.C.I.P.  
Registered Planner Director of Planning

Solicitors report  
will be available  
at the Committee  
meeting.

CF/klr

ID574-16/18

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May 29, 1992

The Corporation of the City of Port Coquitlam  
2580 Shaughnessy St.  
Port Coquitlam, B.C.  
V3C 2A8

Attention: Alderman Wright  
Carlos Felip-City Planner.

Dear Sirs,

First of all, let me thank you for the time you have taken on the confusing problems of our strata development. But I must confess that I have many concerns about the ongoing new and inconsistent information that seems to keep coming from your office. Therefore, let me recap the history of this complex, and sum up with what seems to be the recommendations from our conversations.

In August of 1983, a member of the strata council of NW 1149 presented a special report to the council, of which I have enclosed a copy of the minutes. You can read what the recommendations were in that day. This has not been mentioned to me by Carlos, so I do not know if this has since been an outdated solution, or possibly one that he is not aware of.

On January 24, 1984, I have enclosed copies of more minutes passed on this issue, that still indicates that the City of Port Coquitlam is not completely sure on how to help us with our circumstances.

On June 18, 1984, you can read the report given to the strata corporation, and the special resolution passed which was to put an end to all of the confusion, and resolve what seemed to be an ongoing concern. All remedies were referring to rezoning. Please find enclosed a receipt from the architectural drawings that we were instructed to have done. The strata corporation was lead to understand that going to all of this expense and effort would relieve this complex of its restrictions, and the City of Port Coquitlam would follow up with the necessary paper work to end all confusion.

On December 4, 1984, council advised the strata corporation of the modifications that would be considered by the city council after an owner paid \$50.00 to the city.

In January 1985, enclosed are the minutes advising council that city council had approved our plans for rezoning, which was told to our council to be the remedy needed to enable changes to our strata lots as registered in the Land Titles Office. At this point I have been advised by council members of that day this entire issue was to have been resolved, and agreed upon by the Owners of Strata Plan NW 1149, and the City of Port Coquitlam.

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Since my original application, Carlos wrote a letter to myself and to the owners of unit #8, telling us that the addition that was built by unit #8, was permitted by way of an error in law, however, there was a legal building permit issued to these owners. Every effort was made by them to be sure that there were no restrictions within our complex that would prevent the issuing of such a permit. I also spent a great deal of time in the engineering, building and planning department to ensure that there was no reason that could be seen by any of your personnel for not issuing a building permit for my addition. I even had your staff read the land use contract on our property. The only concern your building inspector had, other than some building speculations, was that I provide a letter of consent from the strata council giving me permission to build my addition. As Carlos has confirmed via your solicitor since, this letter of permission would not be appropriate in the case of a bareland strata unit home owner. The strata council has no interest or jurisdiction over that which is not common ground.

To sum what Carlos recommended to me to be the resolution to my being able to build an addition, and bypassing the restrictions of the land use contract on this property, I have now been told that I may apply for an ammendment to this contract, even though this sort of contract is now obsolete, for a fee of \$700.00, which would not guarantee permission for a building permit. Carlos also told me that this fee would only apply to my property, and not to that of the other 41 home owners under the identical restrictions. Let me put into writing what I told Carlos on the telephone. I have lost all confidence in the advise from the City of Port Coquitlam concerning this issue, and in particular, the special conditions attributed to this complex being a bareland strata which Carlos was not aware until I told him. I am losing patience with resolutions that seem to cost this complex more money, however once paid has not been followed through on by the City's administration. I would not recommend to one owner out here to pay a fee of \$700.00 for this ammendment, when this was all taken care of so long ago.

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On May 20th, Carlos was able to confirm to me over the phone that there indeed did seem to be some sort of resolution to all of this confusion, but that the Administration in that day, did not follow through with the proper administration required to register it. He also acknowledged that the City should have the architectural drawings in their files, but that it did not, and could I supply those plans. I told him that I would bring those plans in, but they are the only ones in existence, and I wanted them back immediately. I also told him that I was pleased to hear that there would be approval of my building permit if my uncle were to bring in revisions to my original plans that were remitted. The problems I now have, are:

1. The architectural drawings in my opinion represent an addition that is not near as attractive as the two story addition that the city had approved for my neighbour.
2. The city has already granted amendments to the restrictions in this complex, of which during all of our conversations would mean they must be referring to amendments to the Land Use Contract. If a change in the house structure has been approved what difference does it make whether it is one storey or two.
3. The City of Port Coquitlam has not been consistent in the solutions to the Land Use Contract question. Now I am in a position to try and explain to 41 other home owners in this complex, why the City had agreed to some forms of reconstruction but not to others, even though a permit was already granted for a very nice addition. The other mystery is that I have documentation in the council minutes, that so, upstairs and downstairs rec rooms were approved by the City.
4. When I asked to have all of this documented and put in writing by Carlos, he told me that at the point that I have received a building permit, that having everything in writing was not necessary, because obviously the issue was resolved. I have a strong problem with this comment, because the City has already issued a permit in error, but wants those home owners to rectify the mistake by applying for an amendment to the Land Use Contract. Why should my being granted a building permit be a resolution, and not a nightmare five years from now under new administration. I think myself and the owners in unit #8 are entitled to a formal retraction of this letter, and the final results backed up in writing by the City clerk's office.

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It seems to me that the Land Use Contract in place, is more of a misunderstood and mishandled document by the City, and more could be resolved, if the recommendation would come from your office to delete or ammend it, in such a fashion that it could be understood and supported by your administration in years to follow so that this does not waste futher valuable time of other people in years to come. I would hate to think that the only way to resolve all of this in the City's opinion is to pay much more money. I do not want to believe this is a monetary issuer so I WISH TO MAKE APPLICATION TO AMEND THE LAND USE CONTRACT TO WAIVE ALL FEES TO MAKE ADDITIONS

I look forward to hearing the outcome to all of this, please keeping in mind, I have a baby arriving in approximately two months, and there has already been precious time wasted on all of this beauacracy. I want to have the majority of the building completed before the baby arrives.

Regards,

*Penny Raynor*

Penny Raynor  
#7-2986 Coast Meridian Road  
Port Coquitlam, B.C.  
V3B 3M8

P.S. Find enclosed a copy of the envelope sent to me by Carlos Felipe. It is very embarrassing to have an inappropriate letter in the first place, sent to a home owner who is not involved in any way with the above issues, but who read the letter as it was incorrectly addressed to them. I am sure however that the owners in unit #20, are very curious now.

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June 7, 1992

To the Members of the City Planning Committee

On March 27th of this year, I applied for a building permit to put a 2 story addition on the the back of my home, which is on a bareland strata complex. On April 21, I received a letter from your Building department, requesting a list of specifications on the addition itself, with a request for a letter of approval from our strata council. I informed Bill Fuller that the letter was not required by a home owner on a bareland strata complex, and he passed me on to Colin Morris. Colin Morris clarified that fact with the Superintendents Office of Real Estate. When I met with him approximately two weeks later, he said I should be receiving my permit any day.

I then enquired further with your planning department asking for a letter from the City of Port Coquitlam, understanding that strata council permission was not required by home owners when they apply for a building permit from the City. I also obtained a copy from the Land Title's Office of the Land Use Contract registered against our property. I took that into the building department, and asked Shawn to tell me if this contract meant that there were restrictions within our complex. He did not think so, but sent me to two girls at the counter beside him in the planning department. Both of these ladies looked over this contract and said they did not feel this document was a restriction on our property. They did not offer to get me any further assistance. Then in the middle of May, a misaddressed letter from Carlos Felip made its way to my home, informing me that I did need a letter from our strata council, and that I also needed to apply for an amendment to the Land Use Contract in order to carry on with my addition. In conversations that followed, he told me that this process would cost me \$700.00 which would only allow me to build. If other owners wanted to build, because we are bareland strata, they would all have to go through the exact same procedure, and cost.

During this entire mess, I have not mentioned to you that the owner of unit #8, directly beside me also applied for a building permit over 1 year ago, received it, and since has constructed a wonderful 2 storey addition, with no obstacles from the City of Port Coquitlam.

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After mentioning to our council chairperson that my building permit had been turned down, she seemed very puzzled, and said that sort of thing had been sorted out many years prior, and I should not have this kind of problem. I have in my possession copies of special resolutions, receipts for blue prints, and the final procedure as advised by the City of Port Coquitlam in January of 1985, to allow for the building of upstairs and downstairs rec rooms, enclosed sundecks, fireplaces, and enclosed patios. The City has since acknowledged this occurrence, and has supplied me with a copy of a "Development Permit Procedure" from this time period, which had not been registered at the Land Title's Office. I do not feel this should be my problem. The City also does not have in their possession their copies of the blueprints, and unfortunately over the period of years of a management company's neglect, copies the City had, have not been supplied to me either. This also should not create a problem for anyone in this complex. Why is no one on City staff familiar with the results from years ago? Instead of turning down my permit, should they not have said, we need you to comply with the ammendment in place since 1985. How can the City ask that we now pay to ammend a contract that has been mishandled by the City in more ways than one? The complex paid a great deal of money in 1984 on the recommendations from the City. The City now should have a legal and moral obligation to fulfill their committments from 1985, and put procedures into place that will assure staff know how to deal with bareland strata, imparticularly ours, and this be at no cost to us.

Plans are  
available for  
inspection.

If there is a need to have restrictions on this property, they should be worded in such a way, to allow for the improvement of the quality of our lives, while preventing contrasting achitectual designs from being constructed. This should include the sole use of wood, not brick etc. The individual revision plans will be a little different for every home owner. This should not be a problem for the City. What will be a problem will be if the City enforces blue prints, that do not take into account individual lot sizes, (all of which are different) style of home, and needs of the owner.

Based on all of the information I have, I feel that the City is now obligated to proceed with any administation procedures required to ammend the Land Use Contract at it's expense. I do not see any reason that all of the resolution to this should not be put into writing, with a formal retraction of the letter sent to Dave Dixon and myself by Carlos Filep, and a procedure to follow, so that this confusion, never happens again to any other home owners in this complex. I feel there has been enough inconvenience to myself and neglect by the City, to have quick and definite efforts made to resolve this matter. I still aniticipate building my addition before the birth of my baby due in July. I see no reason this permit could not be granted this week, while the City is sorting the beauracracy out.

TIME IS OF THE ESSENCE!!!

*Penny Raynor*

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Need to provide plans. Council fail to register LUC  
- HHSURE W/ EOL 1 SPOKE ADDITION  
- PS PER - AMMENDMENT COULD BE ETC,  
ALL 6/17/85.

# COMMITTEE

JUN 15 1992

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

## COMMITTEE OF COUNCIL

June 11, 1992

**TO:** Jim Maitland, City Treasurer/Deputy Administrator

**FROM:** K. Janna Taylor, Parks & Recreation Director

**SUBJECT:** Parks & Recreation Department Restructure

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We have reached an agreement with CUPE 498 in regard to the department restructure. The basic agreement covers five employees whose jobs have been eliminated. These five individuals have been realigned. This means:

- a) Three pool maintenance to labourers or reassignment
- b) Foreman I at Arena to arena maintenance or labourer
- c) One Foreman III to Physical Plan Maintenance Worker

The individuals affected have been given a couple of choices:

- a) a payout and return to labourer
- b) or reassignment as per the Collective Agreement.

With this agreement the Union has also withdrawn several grievances. A more detailed verbal report will be given to Council on Monday night.

  
K. Janna Taylor,  
Parks & Recreation Director

KJT/pg

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# COMMITTEE

JUN 15 1992

## MEMORANDUM

TO: B.R. Kirk  
City Administrator

DATE: June 12, 1992

FROM: I.R. Zahynacz, P. Eng.  
City Engineer

SUBJECT: **KITCHENER/DAVIES TRAFFIC STUDY**

### RECOMMENDATION:

That Council approve the completion of the Kitchener/Davies Traffic Study based on the original Terms of Reference dated May 11, 1992.

### BACKGROUND:

1. Letter from Ed Hull of Urban Systems Ltd. dated June 9, 1992 proposing an expanded Terms of Reference for the Kitchener/Davies Traffic Study.
2. The original Terms of Reference for the Kitchener/Davies Traffic Study dated May 11, 1992.

### COMMENTS:

It is anticipated that the cost would be approximately \$5,000 to complete the Kitchener/Davies Traffic Study as described in the May 11, 1992 Terms of Reference.

Urban Systems Ltd. have submitted a proposal for an expanded Terms of Reference which would involve an additional public meeting to review three options for the Kitchener side and three options for the Davies side. Urban Systems feel that the additional public meeting would help gain public acceptance for a final solution.

The total cost with the expanded Terms of Reference would be approximately \$13,000. As it is expected that the same technical solution would be recommended as the result of either of these Terms of References it is recommended that the Kitchener/Davies Traffic Study be completed with the original Terms of Reference.

Yours very truly,

*B. Kennedy*

for: I.R. Zahynacz, P. Eng.  
City Engineer

*JM*

IRZ:ck

Attachments

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June 9, 1992

File No. 6108907.1

City of Port Coquitlam,  
2580 Shaughnessy Street,  
Port Coquitlam, British Columbia,  
V3C 2A8.

**Attention: Mr. Igor Zahynacz, P.Eng., City Engineer**

Dear Igor:

**Re: Kitchener/Davies Traffic Study**

I am pleased to attach our proposed work program and budget for the completion of the captioned study.

The work program recognizes the need for further public consultation to develop community support for a feasible, affordable solution. To achieve this objective, we believe that a thorough review of the concerns and objectives which can be inferred from public submissions is required together with a careful review of all "solutions" proposed by residents thus far. We recognize that many of those affected have adopted strong positions on the issues and that there is considerable diversity of opinion and indeed of interest among those affected.

Our estimate of the cost to complete the study in accordance with our recommended work program is \$8200.00, comprising \$7836.00 in fees and \$364.00 in disbursements. Costs incurred to date are approximately \$4100.00 out of the initial budget allocation of \$4500.00. The additional budget required to complete the study is therefore \$7800.00.

Please advise us on how you wish us to proceed. If you have any questions or require further information on the recommended work program, please call me at 273-8700.

Yours truly,

**URBAN SYSTEMS LTD.**



Edwin Hull, P.Eng.  
Manager, Transportation Planning  
EH/de  
encls.

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## Kitchener-Davies Traffic Study

### Work Program

#### Preamble

It is clear from the recent Public Open House and from correspondence from residents and businesses in the area that resolution of traffic problems in the area is a controversial issue. While the *technical* resolution of the problems may not be difficult, the *political* resolution will not be achieved without the general support of local residents and affected businesses.

The work program described below would develop practical, affordable traffic management and road improvement proposals which, to the degree possible, maintain a satisfactory level of accessibility for the two affected neighbourhoods and improve the livability by moderating the volume and speeds of traffic, particularly through traffic. The recommended solution in each neighbourhood must clearly be a compromise which seeks to reconcile these two conflicting objectives. The work program also includes a public information process intended to generate the acceptance of the need for compromise and support for the recommended solutions from residents and local business operators.

The recommended work program includes seven tasks including preparation of a final report and presentation of recommendations to Council or Public Works Committee.

#### Task 1      Review & Tabulate Questionnaires

The questionnaires completed at the Open House and those subsequently submitted to the City's Engineering department would be reviewed and tabulated together with the opinions and concerns raised in the various letters and petitions forwarded to us by the City. From this review, we would evaluate the degree of support for the various solutions displayed at the Open House. More importantly, we would also measure the emphasis placed by interested parties on the various concerns raised at the Open House and in correspondence. These concerns include:

- *High through traffic volumes*
- *Commercial vehicle use of local streets*
- *Excessive vehicle speeds*
- *Noise, safety and air pollution at four-way stops*
- *Maintenance of satisfactory access*
- *Maintenance of satisfactory internal traffic circulation*

It can be anticipated opinion will range between two extremes. Many residents have already expressed a strong desire to eliminate all but "essential" traffic from the non-arterial roads in

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the area. Other residents have stressed the need for satisfactory access and local circulation and have expressed concern about illegal turns and other unsafe manoeuvres by traffic to evade the measures currently in place. Local businesses have expressed concerns about the possible impacts of measures to discourage through traffic on their operating costs and access for their customers.

It is intended that the review of public input will provide a measure of the degree of support for the extreme views and will indicate the likelihood of achieving consensus on a compromise solution which is generally acceptable to all interested parties.

## **Task 2      Review Neighbourhood Traffic Management Measures**

Potential traffic management measures to eliminate or discourage through traffic in residential areas would be reviewed. The practicality, legality and effectiveness of various measures would be reviewed and evaluated. The review would be based on documented findings from technical journals and on Urban Systems staff's experience in other traffic studies. Measures evaluated would include:

- *Barriers/Barricades*
- *Diverters*
- *One-Way Streets*
- *Turn & Through Traffic Prohibitions*
- *Entry by Permit*

The review would identify the advantages and disadvantages of each approach with particular emphasis on the suitability for the Kitchener-Davies area.

## **Task 3      Evaluate Speed Control Measures**

Traffic control devices and other measures to reduce traffic speeds on residential roads will be evaluated. The effectiveness of the measures and their likely impact on safety, noise and other uses of residential streets will be considered. These measures will include:

- *Four-Way Stops*
- *Traffic Circles*
- *Chicanes*
- *Speed Bumps & Humps*
- *Pavement Width Restrictions*

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#### **Task 4      Develop and Evaluate Alternatives**

Alternatives will be developed separately for the two neighbourhoods (North of Lougheed & South of Lougheed). For each area three "best" solutions based on alternative objectives will be developed and evaluated. These will be:

- ***No Through Traffic Option*** — This option will virtually eliminate through traffic on all local streets. The solution which achieves this objective while, to the degree possible, minimizes the inconvenience to residents and visitors will be identified and evaluated.
- ***Maximum Access Option*** — This option will incorporate those measures, if any, which can discourage through traffic and excessive traffic speed without materially affecting local traffic circulation and local traffic access.
- ***Compromise Option*** — This option will identify measures which can be effective in reducing through traffic volumes, moderating traffic speeds and maximizing the safety, comfort and convenience of non-vehicular road users while maintaining the basic integrity of the Collector and local road system. The evaluation of this alternative will focus on the concerns identified in *Task 1* above.

#### **Task 5      Prepare for and Attend Public Meeting**

The alternatives developed in *Task 4* above would be presented at a public meeting to be arranged by City staff. The findings of *Tasks 1* through *3* would also be presented together with the logic leading to the alternatives presented and the evaluation of each against the objectives inferred from the review of public inputs. The presentation would make extensive use of audio-visual aids such as overheads, 35 mm slides and video recording.

The presentation would emphasize that it is unlikely that a "perfect solution" enthusiastically supported by all parties could be achieved or afforded. The objective would be to seek consensus among the affected individuals and businesses that a compromise solution which would partially satisfy all interested parties would be the best course of action. The presentation would emphasize the need for the solution to be implemented in stages and that the implementation plan should be flexible to allow the solution to be modified, if necessary, to respond to changes in traffic patterns or other circumstances.

#### **Task 6      Document Public Input and Finalize Recommendations**

The results of the public meeting will be documented. Our final recommendations will be prepared based on our technical analysis of alternatives and on the degree of consensus achieved through the public consultation process.

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## **Task 7          Prepare and Present Final Report**

Ten copies of a final report summarizing the findings of *Tasks 1* through *6* would be submitted. The conclusions of the study would be presented to a meeting of the City Council or its Public Works Committee.

### **Study Budget**

The estimated cost to complete the study as set out above is \$8200.00 plus applicable taxes. The breakdown of hours and cost by task are shown in the attached table.

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Kitchener Davies Traffic Study

Tasks and Budget to Complete

Task Description	E. Hull	S. Rocher	Clerical	TOTAL
Tabulate & Review Questionnaires	3	6	20	\$1,302
Review Neighbourhood Traffic Management Measures	2	6		\$492
Evaluate Speed Control Measures	4	6		\$672
Develop and Evaluate Alternatives	3	6		\$582
Prepare for & Attend Public Meeting(s)	18	20	10	\$3,020
Document Public Discussion of Alternatives	2	6	3	\$600
Prepare Summary Report & Present to Council	6	10	3	\$1,168
Total Fees	38	60	36	\$7,836
Disbursements (Printing, Mileage etc.)				\$364
Total Estimated Budget				\$8,200
Budget Remaining				\$400
Additional Budget Required				\$7,800

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## TERMS OF REFERENCE

Kitchener/Davies Traffic Circulation Improvements  
City of Port Coquitlam1. Introduction

The City of Port Coquitlam wishes to engage the services of a Transportation Consultant to provide Letter of Opinion on options for improving traffic circulation in the Kitchener/Davies area of Port Coquitlam. With increased development in Port Coquitlam and the surrounding municipalities, there is an increasing number of commuters shortcutting through residential neighbourhoods and there are problems with residents getting access onto arterial roads. Last year, the City of Port Coquitlam realigned the Kitchener/Westwood/Crabbe intersection and installed traffic lights at this location. In February/March of 1992 the City installed temporary road blocks at Kitchener and Westwood plus at Touhey south of Patricia. Prior to making any changes to the local road patterns, the City would like a Letter of Opinion on short and long-term options for road improvements in the area.

2. Scope of Work

- a. Review back on information including plans, correspondence and traffic counts for the Kitchener/Davies area.
- b. Investigate options for improving traffic circulation in the area.
- c. Meet with residents in both the Kitchener area and the Davies area to discuss options for traffic improvements.
- d. Write a Letter of Opinion on appropriate short-term and long-term options for traffic improvements in the area.
- e. Meet with Council members and staff to discuss these options.

Date: May 11, 1992

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