1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the December 12, 2017 Regular Council Meeting Agenda
   Recommendation: That the Regular Council Meeting Agenda of December 12, 2017 be adopted.

3. CONFIRMATION OF MINUTES

3.1 Minutes of November 28, 2017 Regular Council Meeting
   Recommendation: That the Regular Council Meeting Minutes of November 28, 2017 be adopted.

4. BYLAWS

4.1 Zoning Amendment Bylaw No. 4034 for 1971 Lougheed Highway - First Two Readings
   Recommendation: That “Zoning Amendment Bylaw No. 4034” for 1971 Lougheed Highway be given first two readings.

4.2 Zoning Amendment Bylaw No. 4035 for Electric Vehicle Infrastructure - First Two Readings
   Recommendation: That “Zoning Amendment Bylaw No. 4035” for Electric Vehicle Infrastructure be given first two readings.

4.3 Financial Plan Amendment Bylaw No. 4036 - First Three Readings
   Recommendation: That “Financial Plan Amendment Bylaw No. 4036” be given first three readings.

4.4 Council and Committee Procedures Amendment Bylaw No. 4038
   Recommendation: That “Council and Committee Procedures Amendment Bylaw No. 4038” be given first three readings.
5. REPORTS

5.1 Community Cultural Development Investment Program - Heritage and Cultural Society
Recommendation: That Council approve a Community Cultural Development Investment Program – Organization Grant for the Port Coquitlam Heritage and Cultural Society in the amount of $20,000 for each year 2018, 2019 and 2020.

5.2 Rezoning Application for 750 Dominion Avenue
Recommendation:

1. That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,

2. That prior to adoption of the amending bylaw, the following conditions be met:
   a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
      i. an extension of Seaborne Avenue within a 20m right-of-way, and
      ii. widening of Nicola Avenue to create a 22m right-of-way;
   b. Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and
   c. Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.

5.3 2018 Council Meeting Schedule
Recommendation: That the 2018 Council Meeting Schedule be adopted.

5.4 2018 Acting Mayor Schedule
Recommendation: That the 2018 Acting Mayor Schedule be adopted.

6. STANDING COMMITTEE VERBAL UPDATES

6.1 Community Safety Committee

6.2 Smart Growth Committee
7. NEW BUSINESS

8. OPEN QUESTION PERIOD

9. ADJOURNMENT

9.1 Adjournment of December 12, 2017 Regular Council Meeting
Recommendation: That the Regular Council Meeting of December 12, 2017
be adjourned.
COUNCIL MEETING MINUTES
Regular Meeting
Tuesday, November 28, 2017


Also in attendance: Director of Recreation L. Bowie, Manager of Infrastructure Planning M. Burton, Assistant Corporate Officer C. Deakin, Fire Chief N. Delmonico, Director of Finance K. Grommada, Corporate Officer G. Joseph, Chief Administrative Officer J. Leeburn, 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 7:00 pm in the Council Chambers at City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the November 28, 2017 Regular Council Meeting Agenda

It was moved and seconded that the Regular Council Meeting Agenda of November 28, 2017 be adopted.

Carried.

3. CONFIRMATION OF MINUTES

3.1 November 14, 2017 Council Meeting Minutes

It was moved and seconded that the Council Meeting minutes of November 14, 2017 be adopted.

Carried.

4. PUBLIC INPUT OPPORTUNITY

4.1 Development Variance Permit for #2150 - 570 Sherling Place

Mayor G. Moore asked if there were any speakers wishing to address Council regarding Development Variance Permit for #2150 - 570 Sherling Place. No speakers approached the podium.

Mayor G. Moore concluded the Public Input Opportunity.
5. REPORTS

5.1 Development Variance Permit DVP00048 for 2150-570 Sherling Place (Northpaw Brew Company)
It was moved and seconded that Development Variance Permit DVP00048, which would allow for a parking space variance of one stall at 2150-570 Sherling Place, be approved.

Carried.

5.2 Rezoning Application RZ000151 for 1971 Lougheed Hwy
It was moved and seconded that the Zoning Bylaw be amended to permit a drive-through automobile servicing use at 1971 Lougheed Highway.

Carried.
Mayor Moore and Councillor Pollock voted against the resolution.

5.3 Electric Vehicle Charging Bylaw Amendments
It was moved and seconded that the Zoning Bylaw be amended as described in the November 9, 2017 staff report to the Smart Growth Committee, "Electric Vehicle Charging Bylaw Amendments".

Carried.
Councillor Washington voted against the resolution.

5.4 City of Coquitlam OCP Amendment - 3553 Victoria Drive
It was moved and seconded that the City of Coquitlam be advised that the City of Port Coquitlam wishes to ensure future developments in the City of Coquitlam are designed to mitigate the potential impacts of development through a collaborative process that helps ensure appropriate stormwater management practices to avoid downstream or watershed impacts and delivery of an integrated transportation network accommodating increased traffic volumes.

Carried.

6. STANDING COMMITTEE VERBAL UPDATES

6.1 Finance and Intergovernmental Committee
Mayor G. Moore provided an update.

6.2 Healthy Community Committee
Councillor Dupont provided an update.

6.3 Smart Growth Committee
Councillor Forrest provided an update.
7. **NEW BUSINESS**

7.1 Mayor G. Moore announced that he will not be seeking re-election in the 2018 General Election. Council members praised Mayor Moore for his service to Port Coquitlam and the region.

Mayor Moore and Council also provided information related to community events.

8. **OPEN QUESTION PERIOD**

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

Mr. B. Nickason, 1322 Yarmouth asked what City is doing to encourage emission reductions to meet City targets other than electric vehicle charging stations.

Ms. N. McCurrach, 3007 Larch Way, complimented Mayor Moore on his service as Mayor.

9. **ADJOURNMENT**

9.1 **Adjournment of the November 28, 2017 Regular Council Meeting**

It was moved and seconded that the Regular Council Meeting of November 28, 2017 be adjourned at 8:02 pm.

Carried.

Certified Correct,

Mayor G. Moore

Corporate Officer
A Bylaw to amend zoning regulations related to commercial zones

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. 4034”.

Administration

2. That Section II - Zones and Zone Regulations, Part 3, Commercial Zones, by adding the following clause b to Note 26 in Notes to Table 3.3:


Read a first time by the Municipal Council this 12th day of December, 2017.

Read a second time by the Municipal Council this 12th day of December, 2017.

Public hearing held this 9th day of January, 2018.

Mayor

Corporate Officer
REPORT TO COUNCIL

DATE: November 21, 2017

TO: Mayor and Council

FROM: Smart Growth Committee

SUBJECT: 1971 LOUGHEED HIGHWAY REZONING APPLICATION RZ000151
(Smart Growth Committee Meeting – November 16, 2017)

EXECUTIVE SUMMARY
The Smart Growth Committee has considered an application from the owner of the Oxford Crossing Mall to allow for a drive-through auto servicing business with two bays. Committee recommends Council consider the requested Zoning Bylaw amendment to permit the use.

RECOMMENDATION
The Smart Growth Committee recommends to Council that the Zoning Bylaw be amended to permit a drive-through automobile servicing use at 1971 Lougheed Highway.

1. SUMMARY
At its meeting held November 16, 2017, the Smart Growth Committee considered the attached staff report dated November 10, 2017. The Committee noted that the reason the City requires rezoning for drive-through operations is to ensure potential traffic impacts can be addressed and it is satisfied with the siting and layout of the proposed operation. Proceeding with the bylaw amendment is recommended.

2. OPTIONS
Council may:
1. Proceed with consideration of the rezoning application (recommended)
2. Request that additional information or amendments to the application be made prior to consideration of an amending bylaw; or,
3. Reject the application if it does not wish to further consider the requested amendment.

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

Attachments: 1. Report to SGC dated November 10, 2017
EXECUTIVE SUMMARY: The owner of the Oxford Crossing Mall wishes to include a drive-through auto servicing operation with two bays. However, although the auto servicing use is permitted, an amendment to the Zoning Bylaw is required to permit the drive-through operation. This requirement is in accordance with a recent change to the Bylaw that requires drive-through operations be subject to site-specific zoning in order to ensure potential impacts, such as on-site vehicle and pedestrian circulation, may be fully addressed.

The proposed building is designed to complement the existing centre and sited to minimize potential impacts on the residential area to the north. If approved, it is unlikely that there would be any significant traffic impacts and no conditions of approval are recommended.

RECOMMENDATION

That the Smart Growth Committee recommend to Council that the Zoning Bylaw be amended to permit a drive-through automobile servicing use at 1971 Lougheed Highway.

1. BACKGROUND

1.1. The Proposal: The owner, Platform Properties Ltd., wishes to include a drive-through automobile servicing business (Great Canadian Oil Change) as part of the Oxford Crossing Mall development.
1.2. Prior History: Oxford Crossing Mall was developed in 2013 after it was rezoned to allow for replacement of a former car dealership with a highway commercial development.

2. POLICY & REGULATIONS

2.1. Official Community Plan: OCP policies encourage highway-oriented commercial uses attractive to a regional market to be located adjacent to major arterial streets. Permitted uses typically include auto-related retail and service, building and gardening supplies, supermarkets and recreation facilities. The site’s land use designation is Highway Commercial (CH).

2.2. Zoning Bylaw: The site is zoned District Commercial (DC) which permits a wide variety of auto-oriented commercial uses including automobile servicing, but not service stations. The Zoning Bylaw also includes a site-specific provision that allows personal service uses to occupy up to 20% of the combined floor area at this location.

The proposal to include a use with a drive-through operation requires an amendment to the Zoning Bylaw because such operations are only permitted where the bylaw specifies that a drive-through is permitted at a specific address.

2.3. Development Permit Area Designation: DP000190 regulates the existing development to ensure compliance with the objectives and guidelines of the Commercial Development Permit Area (DPA) designation of the OCP and an amendment to this permit would be required to regulate the proposed drive-
through operation. Further information evaluating compliance with the DPAs would be provided to SGC if the rezoning is approved.

3. COMMENTS AND ANALYSIS

3.1. Site Characteristics and Context: The Oxford Crossing Mall occupies a triangular shaped lot on the north side of Lougheed Highway between Cambridge Street and Oxford Street. The centre has been substantially developed to include a large commercial building, parking and landscaping which anchors the site but the smaller retail buildings approved as part of the original development concept have not been constructed. Vehicular access is provided via Lougheed Highway, Oxford Street and the rear lane. Land uses to the north of the site are primarily single-family but designated in the OCP for apartment use; a four-storey apartment building is currently under construction immediately behind the location for the proposed drive-through.

3.2. Proposed Land Use: The drive-through auto service use is proposed to be located on the western portion of the site and would consist of a small 114m² (1,223ft²) stand-alone building, maneuvering driveways and landscaping. The building is placed to be highly visible from Lougheed Highway and away from the residential area to the north of the lane and would include two bays. The site plan allows for the drive-through to accommodate onsite queuing of 5 vehicles and utilize existing access driveways. In addition to onsite vehicle circulation, it also accommodates pedestrians, screens on-site parking areas, and buffers the residential area to the north with additional screening (similar to that used for loading bays of the existing buildings). The landscape design also features an outdoor seating area at the corner of Cambridge Street and Lougheed Highway (part of the original concept).
Bunt and Associates Engineering Ltd. provided a transportation analysis report for the 2013 rezoning. The report indicated the existing road network could accommodate traffic flow in the area including the new mall with some improvements, including construction of a right-in, right-out access driveway from Lougheed Highway, a deceleration lane, reorientation of left-turn lanes on Oxford Street and optimizing signal timing at the Lougheed Highway / Oxford Street intersection. These improvements have now been constructed.

The applicant advises that the auto service business typically would generate an estimated 40 visits per day with each service lasting between 10 and 20 minutes. As a convenience-based service, queues with more than two vehicles waiting in line are seen to be unlikely, given the most recent vehicle to arrive could potentially have to wait up to 45 minutes for servicing and would likely elect to forego the wait/service until another time.

The existing mall development features a contemporary regional architectural style that includes painted panels, brick, corrugated metal panels, cultured stone, framed canopies and storefront glazing. The applicant intends to apply this architectural style to the auto service building as shown below.

Discussion: This proposed use is in keeping with policies of the OCP to allow for auto oriented commercial services along Lougheed Highway and, while auto servicing is a permitted use at the site rezoning is required to allow for the drive-through operation. The purpose of this requirement is to provide an opportunity to ensure potential impacts to site circulation and the transportation network can be fully addressed. As the proposed auto service building has been designed to
optimize onsite queuing and vehicle circulation and is located to minimize impacts on residential uses to the north, approval of the amendment is recommended.
Off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including reconstruction of portions of Oxford Street, Cambridge Street, Lougheed Highway and the adjacent lane were completed with the development of the mall and no further works are required for this development.

3.3. **Consultation:** A rezoning notification sign was placed on the property at the time of application in August and to date, staff have not received any input from the public. Further public input would be obtained at a Public Hearing.

4. **OPTIONS**

The Smart Growth Committee may:
1. Recommend to Council that the Zoning Bylaw amendment to permit a proposed drive-through automobile servicing use be approved (recommended);
2. Request additional information or amendments to the application to address specified issues;
3. Recommend rejection of the application. The applicant may then request the application be forwarded to Council for consideration.

Laura Lee Richard, MCIP
Director of Development Services

Attachments:
1. Location map
2. Development concept drawings
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 12th day of December, 2017.

Read a second time by the Municipal Council this 12th day of December, 2017.

Public hearing held this 9th day of January, 2018.

________________________  ____________________________
Mayor                       Corporate Officer

20
EXECUTIVE SUMMARY
The Smart Growth Committee has reviewed additional information about electrical vehicle charging infrastructure (EV infrastructure) in response Council’s questions raised when it had first considered the proposal on October 10th. Committee continues to recommend that the City require EV infrastructure be roughed-in at the time of construction of new residential dwelling units.

RECOMMENDATIONS
The Smart Growth Committee recommends to Council that the Zoning Bylaw be amended as described in the November 9, 2017 staff report to the Smart Growth Committee, “Electric Vehicle Charging Bylaw Amendments”.

COMMENTS AND ANALYSIS
Committee further discussed the potential costs and benefits of requiring EV charging infrastructure at its meeting held November 16th, 2017 and its recommendation to proceed to Council is not unanimous. Committee questioned the estimated cost to install the infrastructure when constructing a new single family home and was informed that the rough-in cost noted in the staff report is the best estimate available. The Environmental Coordinator further notes the estimated cost is low as it can be primarily attributed to incremental labour and materials when a builder is already running wires from the house to the garage. In response to a question about what other communities are requiring, Committee was advised that the City could be the first to be require roughed-in Level 2 EV infrastructure for all dwelling units, while other cities such as Richmond, Vancouver and City of North Vancouver are looking at similar, or more comprehensive requirements. Lower Mainland communities are looking at options to encourage electric vehicle use such as by providing as publicly accessible locations for charging (as noted in the previous report to Council from SGC, staff will also be
investigating a pilot project for this purpose in partnership with the Downtown Business Improvement Association).

OPTIONS
Council may:
1. Determine it wishes to consider an amendment to the Zoning Bylaw by adopting SGC’s recommendation;
2. Determine it still does not have enough information to make a decision and request that SGC provide additional information;
3. Determine it does not wish to amend the Zoning Bylaw to require roughed-in EV infrastructure as proposed.

_____________________
Laura Lee Richard on behalf of the Chair, Smart Growth Committee

Attachment:
1. Staff report to SGC dated November 9th, 2017
DATE: November 9, 2017

TO: Smart Growth Committee (SGC)

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: ELECTRIC VEHICLE CHARGING BYLAW AMENDMENTS
(Smart Growth Committee September 14, 2017; Council October 10, 2017)

EXECUTIVE SUMMARY
At its meeting held on October 10th, 2017 Council considered the report from SGC recommending that the Building and Plumbing Bylaw be amended to require electrical vehicle charging (EV) infrastructure. Prior to making a decision on the recommendation, Council requested that SGC provide additional information to answer three questions:

- What would be required for installation of EV infrastructure?
- What would it cost for EV installation? and,
- When would the new requirement be applied to proposed developments?

This report provides a response to these questions as well as a proposal for the bylaw amendment. While it does not suggest any changes to SGC’s original recommendation to require roughed-in EV infrastructure to service new residential dwelling units, it recommends that the Zoning Bylaw be amended for this purpose rather than the Building & Plumbing Bylaw.

RECOMMENDATION:
The Smart Growth Committee recommends to Council that the Zoning Bylaw be amended as described in the November 9th, 2017 staff report to the Smart Growth Committee, “Electric Vehicle Charging Bylaw Amendments”.

COMMENTS AND ANALYSIS
Response to Council’s Questions

(1) What would be required for installation of the infrastructure?

Roughing-in EV charging infrastructure involves several components with specific functions: an outlet box is a terminal where a charging station can be attached; a raceway is protective housing where wires are placed; breakers are safety switches.
attached to an electrical panel, which distributes power; a meter measures power use (provided and installed by BC Hydro); and, a switchboard distributes power to the panels. Transformers adjust electrical voltage for use, at the street or building level.

In the construction of new ground-oriented housing (single and two-family homes; townhouses with individual parking spaces), providing EV charging infrastructure to each dwelling unit would mean installation of a breaker on the unit’s electrical panel, an outlet box in the parking area, and raceway connecting the panel to the outlet.

In new buildings with residential uses and a common parking area (apartments and mixed-use buildings), the developer would be required to install an electrical panel with breakers, outlet boxes, a raceway connecting the breaker to the outlet box, and an electrical meter with disconnect. The outlet boxes could be shared by up to eight parking spaces (i.e. 8:1 load sharing). Depending on the building, installation of the infrastructure may require additional space in the electrical room and upsizing the transformers and switchboard.

Residents wishing to enable the EV charging from a roughed-in installation would need to add wiring in the raceway, connect wires from the breaker to the outlet, and attach a charging station to the outlet.

(2) What would it cost to the developer / homeowner?

Determining the cost of EV rough-ins involves calculation of unit electrical loads (which dictate transformer and switchboard sizing), to which costs are added for the installation of equipment and additional electrical room space, as applicable. Costs presented are derived from those calculated by the Cities of Richmond and North Vancouver using the requirements specific to Port Coquitlam’s proposed amendments. In ground-oriented housing, rough-in costs are estimated to be $80 to $90 per parking space. In buildings with multi-family dwelling units sharing a common parking area, the cost will depend on building power requirements and parking configuration. For example, a building with a relatively efficient parking layout may be able to achieve an average of six parking spaces connected to one outlet (6:1 load sharing). For this example, costs are estimated to be between $272 to $470 per roughed-in parking space. If the parking configuration is less efficient and only allows for a 4:1 load sharing, costs could range from $402 to $698 per space. The pattern of recently constructed multi-unit buildings in Port Coquitlam indicates that most would not require transformer upsizing for roughing-in, meaning that costs are likely to fall at the lower end of these estimates.
BC Hydro offers a contribution of up to $200 per kW of projected billing demand for developments connecting to a new power supply, which is typical for most new multi-family structures. This would equate to a maximum of $250 (6:1 load sharing) or $332 (4:1 load sharing) per space towards the extension and could substantially reduce the cost of eligible installations.

(3) When would the new requirement be applied to new development?

It is proposed that the requirement for EV infrastructure apply to all new building permit applications submitted 6 months after the Zoning Bylaw amendment is adopted. This timing should be sufficient for most developers and builders to include the new requirement as part of their original set of building permit and electrical drawings. It will be important that the City provide good communications of the requirement, especially to builders of single family homes.

The proposal to apply the regulation 6 months after adoption means that most in-process rezoning and development permit applications will need to include the infrastructure. Staff do not recommend they be exempted because the cost for roughed-in infrastructure is relatively minor and unlikely to significantly impact the developers’ proformas. However, extending the exemption to in-process applications is an option to be considered if Committee wishes to only apply the new requirement to new projects.

In addition to these questions, a variety of other concerns were noted during the Council discussion. The background material originally provided to Committee and included in the public consultation process addressed many of these concerns. It has been updated and it is recommended that this material be included in the Committee’s report to Council as further information.

Proposed Bylaw Amendment

Staff’s further review of regulating EV infrastructure requirements has determined that it would be most appropriate to include the new requirement in the Zoning Bylaw, rather than the Building and Plumbing Bylaw as previously suggested. The following amendments to the bylaw are proposed:

Adding the following definition:

“Roughed-in electric vehicle charging Infrastructure” means a Level 2 service including a 240v or 208v circuit breaker on an energized electrical panel connected by raceway to an outlet.
Adding the following regulations:

1) 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.

2) In a building with a common parking area, such as an apartment building or building with a mix of commercial and residential uses, 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.

Proposed Guidelines
A set of guidelines has been prepared to provide helpful information to developers with respect to meeting the new regulation in installing the roughed-in EV charging infrastructure. The guidelines provide information on the following:

- acceptable raceway types for connecting an outlet to a breaker
- considerations necessary to ensure there is sufficient electrical supply capacity available for the equipment, and
- design options as, for example, how up to eight parking spaces may share one outlet in a common parking lot and still meet the 3-metre regulation.

Options
Smart Growth Committee may:

(1) Submit this report to Council and continue to recommend to Council that electric vehicle charging infrastructure be required in all new buildings with residential uses, as revised to include this requirement in the Zoning Bylaw and applicable to all building permit applications received 6 months after the date the bylaw amendment is adopted; or

(2) Determine that it wishes to convey a different recommendation to Council; or,

(3) Request staff provide additional information prior to responding to Council’s request.

Laura Lee Richard, MCIP
Director of Development Services

Attachments:
1. Draft Guidelines
2. Updated Technical Appendix
Guidelines for Electric Vehicle (EV) Charging Infrastructure Rough-ins in new construction

**General**

All installations are to be compliant with the BC Electrical Code.

Meters, panels, breakers, conduit and outlets exclusive to EV charging should be labelled ‘EV’ or ‘Electric Vehicle’.

Acceptable raceway types include conduit, open cable trays, or cable.

The building and dwelling unit, as applicable, are to have the minimum electrical capacity for the required EV charging equipment if it was to be connected, in addition to that required for all other building and/or dwelling unit electrical loads, according to requirements of the BC Electrical Code.

**Ground-oriented Buildings with Individual Parking Spaces**

A breaker for EV charging is to be located on the associated dwelling unit’s electrical panel.

Electrical equipment for EV charging is recommended to be sized to deliver a minimum of 32 amps continuously per parking space.

Breakers for EV charging may be shared with other load(s), provided that control equipment is installed to prevent simultaneous operation of EV charging equipment and other load(s).

**Buildings with Common Parking Areas**

Outlets for EV charging may be shared among multiple parking spaces.

A breaker and associated raceway for EV charging may be shared among multiple outlets, assuming that minimum current level requirements are achieved.

Where a breaker and raceway is shared by up to 4 parking spaces, equipment is to be sized to deliver a minimum of 32 amps continuously to the group.

Where a breaker and raceway is shared by 5 or more parking spaces, equipment is to be sized to deliver a minimum of 6 amps continuously per space within the group.

Breakers for EV charging are to be located on one or more electrical panels exclusive to the EV charging.

The separate single utility electrical meter and disconnect are to be connected exclusively to electrical panel(s) containing breakers for EV charging.

Developers of buildings to include stratified ownership of the residential units are encouraged to include guidance on access to, and allotment of costs for EV charging in the initial strata bylaws.
Sample Equipment Configuration for Buildings with Private Parking Areas

- **Breaker**: Installed on unit's panel
- **Outlet Box**: Installed w/in 3m of parking space
- **Raceway**: Connecting outlet and panel
Sample Equipment Configuration for Buildings with Common Parking Areas

Transformer(s) Adequately sized

Switchboard Adequately sized

Outlet Box Installed w/in 3m of parking spaces

Raceway Connecting outlet and panel

Panel Installed in electrical room

Meter Installed in electrical room (provided by BC Hydro)

Disconnect Installed in electrical room

Breaker Installed on an EV-specific panel
Sample Parking Configurations for Buildings with Common Parking Areas
Electric Vehicles and Charging Infrastructure
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7. Relevant Legislation and Programs 22
EXECUTIVE SUMMARY

Electric vehicles are a growing, low-carbon mode of transportation in British Columbia. Historically, sales have been limited by vehicle range and type, cost, and availability of charging infrastructure. Prices have declined and vehicle range and selection has improved substantially, but access to charging stations has remained a persistent barrier due in large part to the complication of retrofitting residential buildings, where 80%-90% of charging occurs.

Costs of installing EV charging infrastructure can be significantly reduced by pre-installing or “roughing-in” basic electrical equipment at the time of building construction. In ground-oriented structures, this is estimated to cost $80-90 per parking space, while in apartment-style buildings, the cost ranges from approximately $272 to $698 per space — approximately 1/5 the cost of retrofitting after construction. Apartment costs may be offset by $250 to $332 per space when eligible for BC Hydro’s service extension contribution. Roughing-in can also reduce governance barriers in stratified buildings, as it limits the building modification required for final installation of charging stations.

A municipal requirement to rough-in EV infrastructure would not be expected to impact local power delivery infrastructure, would be similar to policies and bylaws adopted in other Lower Mainland communities, and would help contribute to reduced greenhouse gas emissions in Port Coquitlam.

1. STATUS OF ELECTRIC VEHICLES

Currently, 41 models of plug-in electric vehicle (EV) are currently available in Canada. To date, over 7700 electric vehicles have been registered in BC and EVs comprise approximately 4% of passenger car sales in the province (1.2% of all vehicles), approximately 70% of which are located in the lower mainland. Since 2011, annual sales of EVs in BC have seen over 80% year-over-year average growth (see Figure 1).

![Figure 1: EV Registrations and Sales in BC (R.L. Polk & Co. via FleetCarma)](image-url)

Automakers are increasingly electrifying their fleets, with significant investments being made to bring new electric models to market (see Table 1). Multiple automakers have dedicated to fully electrifying their fleets, including Volvo (by 2019), Jaguar-Land Rover (2020), Opel (2024), Mazda (2030) and GM.
(TBD). Daimler plans to offer electrified versions of all its vehicles by 2022, with Volkswagen following by 2030. Correspondingly, planned lithium-ion EV battery production capacity is set to increase by 520% over 2016 levels by 2020, although Toyota and others are developing ultra-fast charging solid-state batteries aimed to roll out by 2022 or sooner.

Table 1: Planned EV models and investments by major automakers

<table>
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<th>Make</th>
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<th>Target Date</th>
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<td>Honda</td>
<td>2</td>
<td>Not disclosed</td>
<td>2018</td>
</tr>
<tr>
<td>Hyundai</td>
<td>8</td>
<td>$11.8 billion</td>
<td>2022</td>
</tr>
<tr>
<td>Nissan-Renault</td>
<td>12</td>
<td>$14.8 billion</td>
<td>2022</td>
</tr>
<tr>
<td>Tesla</td>
<td>8</td>
<td>Not disclosed</td>
<td>2022</td>
</tr>
<tr>
<td>Volkswagen</td>
<td>80</td>
<td>$35.4 billion</td>
<td>2025</td>
</tr>
</tbody>
</table>

Recent advances in battery technology have resulted in large increases in range, and reductions in the price of EVs (see Figure 2). The new Nissan Leaf, with 240 km range for $36,000, has increased 111% in range and decreased 6% in price since 2011, and new models from Tesla and Chevrolet deliver 350+ km of range for $44,000 or less. These models are oversubscribed in BC and subject to wait times of 6+ months for delivery. Kia and Hyundai are also each releasing a more affordable long-range EV in 2018.

Figure 2: EV Purchase Price per km of Vehicle Range

The ownership cost of an EV is a factor of purchase, fuel and maintenance costs. Purchase costs currently exceed those of combustion engine vehicles, although these have been rapidly declining, and market research firm Bloomberg expects purchase price parity by 2025 (see Figure 3).
Long-term maintenance costs of electric vehicles cannot be definitively known due to EVs’ relative newness in the marketplace. However, the simpler design of electric motors eliminates the need for engine oil, radiator fluid, and timing belt changes, etc., and investment bank UBS estimates EV maintenance costs at under one-half of those for conventional vehicles. Although premature battery degradation is a concern in EVs, increasingly used thermal management systems can reduce capacity loss to an average 10% or less after 300,000 km. This proportion is expected to decrease as battery technology advances.

Fuel costs for an EV are calculated in kWh (as in utility bills) per 100 km of driving. This efficiency depends on an EV’s design, but today ranges from 12.9 to 24 kWh per 100 km – by comparison, roasting a turkey requires about 8 kWh of electricity. Energy consumed by gasoline vehicles is generally four to five times higher than EVs, and per kilometre fuel costs a similar factor (see Table 2). The Economist projects total unsubsidized lifetime ownership costs of electric vehicles will equal those combustion engine vehicles by 2018.

Table 2

<table>
<thead>
<tr>
<th>Model</th>
<th>Electric</th>
<th>Gasoline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Smart Fortwo EV</td>
<td>Tesla Model S P100D</td>
</tr>
<tr>
<td>kWh per 100 km</td>
<td>12.9</td>
<td>24</td>
</tr>
<tr>
<td>Gasoline L/100 km</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cost per 100 km*</td>
<td>$1.45</td>
<td>$2.70</td>
</tr>
<tr>
<td>Annual Fuel Cost</td>
<td>$188.85</td>
<td>$351.35</td>
</tr>
</tbody>
</table>

*Estimates electricity cost: 11.26 ¢/kWh; Fuel cost: $1.30/L; Annual distance: 13,000 km
2. EMISSIONS REDUCTION POTENTIAL

Port Coquitlam has committed to decreasing community greenhouse gas (GHG) emissions by 8% between 2007 and 2017. However, by 2012, the date of the last provincial inventory, vehicle emissions in the city had increased by 22,788 tonnes, or +13.5%. As the community continues to grow, switching away from fossil-fueled vehicles will almost invariably be necessary to achieve any community-level emissions reductions, as over half of community greenhouse gas emissions result from automotive transportation. Given that 97% of power generated in the province is effectively zero-carbon, a switch to even a modest proportion of electric vehicles could substantially ease CO₂ emissions. Using power from BC Hydro, full life-cycle emissions for an electric vehicle would be 80% less than a combustion engine equivalent. Recent research has indicated that all vehicles sales will need to be alternatively-fuelled by 2035 to limit global warming to 1.5 degrees Celsius.

Adoption of EVs in the province has increased at an average rate of over 80% per year since 2011. Projections of EV adoption vary, but range from 24% to 27% (SFU) for the lower mainland, 20%-50% provincially (BC Hydro) and 35% globally (Bloomberg) by 2030. With complementary policies, EV adoption in BC could reach 65.3% by 2040, with models indicating that policies requiring charging infrastructure in homes would contribute to 8% of this uptake. The emissions reductions related to uptake levels by 2030 are shown in Table 3.

Table 3

<table>
<thead>
<tr>
<th>EV share of annual vehicle sales by 2030</th>
<th>1% (baseline)</th>
<th>20%</th>
<th>27%</th>
<th>35%</th>
<th>50%</th>
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</thead>
<tbody>
<tr>
<td>EV share of all vehicles</td>
<td>0.56%</td>
<td>8.0%</td>
<td>10.9%</td>
<td>14.3%</td>
<td>21.3%</td>
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<tr>
<td>Emissions from Vehicles (tCO₂e)</td>
<td>208,200</td>
<td>197,500</td>
<td>193,500</td>
<td>188,800</td>
<td>178,800</td>
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<tr>
<td>Vehicle Emissions Change (tCO₂e)</td>
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<td>-34,878</td>
<td>-47,085</td>
<td>-61,037</td>
<td>-87,195</td>
</tr>
<tr>
<td>Vehicle Emissions Change (%)</td>
<td>-</td>
<td>-5.1%</td>
<td>-7.1%</td>
<td>-9.3%</td>
<td>-14.1%</td>
</tr>
</tbody>
</table>

*Assumes later uptake for heavy vehicles

3. ELECTRIC VEHICLE CHARGING

Unlike combustion engine vehicles, EVs are not normally refueled at external locations. An estimated 80-90% of charging occurs at a driver’s residence, which is more similar to cellular phone charging than fueling at a pump. An EV’s charger is located in the inside the vehicle, converting household power to storable DC (direct current) electricity, while an external charging station delivers the power.

Level 1 charging, which uses a household 120V (15A) plug, is limited to approximately 6 to 11 km of range per hour of charging. It is generally adequate for daily use (the average total commute of a Port Coquitlam resident is 23.6 km), although it may not be sufficient to recharge following longer trips.

Level 2 charging (208 or 240V), uses stove or dryer wiring and can provide range of 20-65 km per hour of charging. It is considered the standard for residential charging, and is also the most common at workplaces and commercial centres.
DC Fast Charging bypasses a vehicle’s internal charger to deliver to supply DC power directly to the battery. This allows for 400+ km of range to be added per hour of charging. However, costs of $15,000 or more per station limits application in most residential settings.

In addition to voltage, current (amperage) also affects charging speed. As current represents the ‘volume’ of electricity delivered, the higher the current, the faster an EV will charge (see Figure 4).
Figure 4

*Smart Fortwo EV: Efficiency: 12.9 kWh/100km, Max charge rate: 3.3 kW, Full range: 135 km
Chevrolet Bolt: Efficiency: 17.6 kWh/100km, Max charge rate: 7.2 kW, Full range: 383 km
Tesla Model S P100D: Efficiency: 24 kWh/100km, Max charge rate: 10 kW, Full range: 517 km
Load sharing is the division of electrical current on a common circuit (e.g. a 32-amp divided among 4 stations). Digital control of load sharing, *smart charging*, allows for the redirection of current based on charging requirements, e.g. delivering 8 amps each to 4 charging cars, but 10.7 amps each to 3 cars when one reaches full charge (see Figure 5). As the number of stations on a circuit increases, the average current needed per station decreases, as high demand charging can be offset by larger pool of lower demand charging cars. This lowers the total required amperage (and related infrastructure costs) significantly, and is considered best practice for multi-family buildings. A minimum average 8 amps of current per station is generally recommended for 4 or fewer connections, and 6 amps for 5 or more connections.

**Smart Charging**

![Smart Charging Diagram](image)

*Figure 5: ‘Smart charging’ in 4:1 load shared configuration*
4. COST OF CHARGING INFRASTRUCTURE

The cost of installing Level 2 charging varies dependent on a number of factors. These include: proximity of charging point to electrical supply, the type, number and capacity of charging stations, electrical panel capacity, building type and structural materials, labour rates and assorted materials costs (e.g. wiring, raceway, etc.).

For a ground-oriented dwelling with attached individual parking, overall costs of installing a single Level 2 outlet generally range from $300-1000, plus the cost of the charging station ($500-$1000). However, the need to replace inadequate electrical equipment may add $1500 to $3000 to installation cost. Research by the cities of Richmond and North Vancouver, which includes assessment of unit and building electrical load calculations, transformer and panel sizing, installation of breakers, conduit, outlets, and additional electrical room space, as applicable, has been conducted to determine the costs of roughing-in Level EV charging infrastructure, with similar results. For an average ground-oriented dwelling cost is calculated at $80-$90 per space.

The costs of installing Level 2 charging in multifamily residential buildings vary considerably. A single non-networked station may be comparable in cost to a ground-oriented dwelling, although structural and proximity factors generally result in higher costs, averaging closer to $5000 (minus station). Without pre-installed raceway, coring of concrete and engineering scans are frequently required, raising costs by $1000 or more. Further, the installation of too large a number of uncoordinated stations will draw a disproportionate amount of power, which would require panel and/or power supply upgrading to install additional stations. If there is insufficient transformer capacity, the cost of upgrading it may reach $300,000 or more per building, which can render installation uneconomical.

The cost of bulk retrofitting a building for EV charging after the fact is approximately 5 times the cost of installing during construction, although this factor would be higher if retrofit installations are conducted one at a time, or if other complications arise. The cost of roughing-in EV charging infrastructure in buildings with shared parking areas ranges from $272 to $470 using 6:1 load sharing, or $402 to $698 per space using 4:1 load sharing, depending on building configuration and transformer requirements. A load sharing ratio of 8:1 is technically feasible, but may not be achievable in all parking configurations, so cost estimates of 6:1 load sharing are more likely to be representative of real world costs if 8:1 is permitted.

For developments connecting to a new power supply, which is typical for most new multi-family structures, BC Hydro offers a contribution of up to $200 per kW of projected billing demand. This would equate to a maximum of $250 (6:1) or $332 (4:1) per space towards the extension and could substantially reduce the cost of EV charging installation.

5. OTHER CONSIDERATIONS

Strata Governance

Multi-unit residential buildings are often managed by strata corporations or property management firms, which can represent a challenge to the installation of EV charging. Structural modifications to retrofit existing buildings for EV charging would be considered a significant change to common property, and would therefore require a ¾ vote in condominiums, a barrier which in many buildings may be more challenging than costs. Pre-installed infrastructure would limit the level of building modification, and generally eliminate the need for a vote in order to
add stations. BC Hydro is currently funding the development of a strata bylaw template to address the right to charge and cost allocation, which will be distributed to the developers.

**Cost allocation**
The ability to fairly allocate costs for EV charging can be a concern in multi-family settings. Although sale of electricity is restricted in BC, employers and landlords and are permitted to resell electricity to employees or tenants, as applicable, with strata organizations considered equivalent to landlords. A common approach is a flat fee for use of chargers to cover costs to a common electric account. However, networked charging systems, which are becoming standard in multi-unit buildings, allow tracking of actual user electrical use, and prevent unauthorized use of charging stations. BC Hydro also allows installation of a second power meter for EV charging, which provides for power costs to be allocated collectively in the absence of, or in conjunction with networked solutions. This allows power for EV charging to be billed separately, and not contribute to higher rate steps or demand charges for a building’s general common hydro account. Roughing-in can help equalize initial costs by preventing disproportionate expense to the first installer of EV infrastructure that is likely to be shared by later users.

**Outlet location**
An additional consideration is the placement of charging outlets, as parking spaces are often assigned to a unit before sale, and it is unknown which buyers may need EV charging. Requiring one roughed-in space per dwelling unit increases the probability that all future owners will have the option to access EV charging. Costs can be reduced through the use of load sharing via one outlet shared among multiple parking spaces (e.g. up to 8 spaces), which would allow access for each. Additionally, multiple outlets can share raceway to reduce infrastructure requirements (see Figure 6).
Upstream Power Supply

BC Hydro has included EV power use in its electrical load forecasting since the mid-2000s and incorporates this into its infrastructure planning. Recent upgrades have been completed to the Como Lake Substation to increase local power delivery in light of projected demand changes. EV charging is not expected to challenge infrastructure capacity in the near term, as EV uptake is projected to increase progressively through vehicle turnover. Additionally, load management is expected to limit power demand increase, and associated infrastructure upgrades.

Technological Change

Another consideration for future EV charging is the role of changing technology and how this may alter requirements in infrastructure. Although it is not possible to exactly predict how technology will evolve, it is assumed that networked charging will become more sophisticated, battery capacity will improve, charging capacity will increase, and vehicles will become less expensive and more efficient. Regardless, the use of EVs will still require the delivery of sufficient power, and barring dramatic changes in driving patterns, this need will generally be met with 16A Level 2 charging; or 6- to 8A using load sharing technology.
6. OTHER MUNICIPAL POLICIES AND REGULATIONS

City of Richmond

The City of Richmond is currently considering the requirement for full wiring for Level 2 charging in 100% of residential parking spaces. This would replace current Official Community Plan requirements for 20% of residential parking stalls to be provided with a wired Level 1 receptacle, and that an additional 25% be roughed-in for Level 1 charging.

City of North Vancouver

City of North Vancouver rezoning guidelines require 20% or residential parking spaces to be wired for Level 2 (40A) charging, and that the remaining 80% of spaces have rough-ins, for the future installation of charging stations.

District of West Vancouver

The District of West Vancouver maintains a policy requiring all new multi-family developments to provide an appropriate number of dedicated EV plug-in outlets (generally determined to be one for each unit), and new commercial developments over 1500 m² in floor area to provide for an expansion of the public electric vehicle charging network.

City of Vancouver

The City of Vancouver building bylaw currently requires all new one- and two-family homes to be wired for Level 2 (40A) charging. Twenty percent of parking spaces in multi-family or the multi-family component of a mixed-use building must be Level 2 wired, with sufficient space in the electrical room for expansion to all wire spaces to Level 2. These were originally enacted in 2010. The requirement for ten percent of parking spaces in commercial, or the commercial component of a mixed-use buildings to be Level 2 wired was later added.

District of North Vancouver

The District of North Vancouver administrative and operational policy since 2014 has required 20% of residential parking stalls wired for Level 1 charging, with the remaining 80% of spaces rough-in for Level 1. Approximately 10% of commercial and industrial parking spaces must be wired for Level 2 charging (dependent on location).

City of Burnaby

The City of Burnaby through its rezoning process negotiates a target 10% of residential parking spaces to be equipped with wired Level 2 charging stations in mixed use and multi-family developments. It is currently exploring an expanded formal requirement.

Corporation of Delta

Currently, the Corporation of Delta is revising its zoning bylaw to potentially require Level 2 wiring of parking spaces in residential or mixed use buildings.

City of Port Moody

The City of Port Moody is considering a zoning bylaw amendment to require ten percent of residential off-street parking at least one of the visitor space to include electrical infrastructure.
and space allocation to accommodate electric vehicle supply equipment in multi-residential uses with three or more units.

**Other Municipalities**

The cities of Langley, Surrey, Coquitlam and Maple Ridge are currently in the process of developing proposals to require EV charging infrastructure in residential buildings.

### 7. RELEVANT LEGISLATION AND PROGRAMS

**BC Building Act**

The Building Act excludes electric vehicle charging infrastructure from being restricted by the Building Code. This allows for municipal governments to regulate, via bylaw, electric vehicle charging stations, including the number, location, and type of charging stations (and related matters such as signage) and any wiring or pre-ducting required in a building or facility to charge electric vehicles that use the building for parking. Building energy intensity calculation guidelines for the BC Energy Step Code specifically exclude energy used for EV charging.

**BC Strata Property Act**

The Strata Property Act (SPA) governs the responsibilities and requirements of Strata corporations in the province. Although there is no specific language regarding EV charging in, Section 258 of the law does define rules for parking allocations (e.g. Common property v. Limited Common Property v. Strata lot, exclusive rights use, etc.). These are relevant in cases where not all parking spaces have access to EV charging.

Section 71 (a) of the SPA requires a three-quarter vote at a general meeting before making “a significant change in the use or appearance of common property”. Installation of a charging station would change the appearance of the common property and may be viewed by some as changing the appearance “significantly”. Correspondingly, infrastructure installed prior to initial sales require no such strata approvals.

Section 128 of the SPA requires a three-quarter vote at a general meeting for a bylaw that levies a reasonable user fee (e.g. for EV charging). In the absence of a bylaw for a new user fee, under section 125(6) a strata council may make a rule for the fee but that rule would lapse unless approved by a majority vote of owners at the subsequent general meeting.

**BC Hydro**

BC Hydro charges a fee to extend electrical service in new developments, which includes initial power supply connection for the majority of new multi-family buildings. However, BC Hydro will also contribute to the costs based on the projected power demand associated with the extension. Multi-family buildings may be eligible for a contribution of up to $200 per kilowatt of projected future demand, including that for electric vehicle charging.

**BC Utilities Commission Act**

Section 3 of the Act allows only ‘eligible persons’ as approved by the commissioner, to generate, produce, transmit, distribute or sell electricity, contingent upon the execution of an energy supply contract. However, Landlords and employers providing electricity to tenants/employees may resell, and strata members are generally considered equivalent to tenants.
BC Electrical Code

The BC Electrical Code is based on the Canadian Electrical Code, and covers all electrical system installation and modification in the province. Section 6 governs load management systems, and section 86 governs electrical vehicle charging equipment. Both these sections are set to be updated in late 2017 in light of technological changes to provide better guidance for load management in EV charging.

BC Motor Vehicles Act

Section 42 of the Motor Vehicles Regulations regulates the use of High Occupancy Vehicle (HOV) lanes in the province, which prevents vehicles with less than two occupants from using HOV lanes. As of March 2016, electric vehicles are excluded from these occupancy requirements, and can use HOV lanes at all times.

Metro Vancouver Transportation Programs

Metro Vancouver actively promotes the use of electric vehicles on its own website and Emotivebc.ca, and the establishment of EV charging infrastructure in multi-family residential settings at EVCondo.ca. The latter provides guidance to EV owners, strata councils and property managers through the process, including sample strata bylaws, electrician contact information, common challenges and solutions, and a list of EV-friendly strata buildings.

BC Clean Energy Vehicle Program

The BC Clean Energy Vehicle for BC Point of Sale Incentive Program (CEVforBC) is a provincial government program that incents the purchase of new battery-only electric, plug-in hybrid, and extended range electric vehicles (i.e. battery driven with gasoline-powered generator). Incentives range from $2,500 to $5,000 depending on vehicle type, applied to pre-tax sale price. The program expires when funding is exhausted (44% has to date been disbursed).

Scrap-it program

The Scrap-it program is a not-for-profit program that will reimburse up to $6,000 for the purchase of an electric vehicle, contingent upon the scrapping of an older combustion engine vehicle. Both new and used electric vehicles are eligible, and the program is funded by scrap vehicle revenue, commercial contributors and some government grants. There is no set expiry for the program, but it is subject to change at any time.
A bylaw to amend the 2017 to 2021 Financial Plan Bylaw.

Whereas the Community Charter, Section 165, directs that a Five Year Financial Plan may be amended by bylaw at any time;

And whereas the “2017 to 2021 Financial Plan Bylaw, 2015, No. 4017” was adopted on May 4, 2017;

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 "2017 to 2021 Financial Plan Bylaw, 2017, No. 4017, Amendment Bylaw No. 4036".

Administration

2. That the “2017 to 2021 Financial Plan Bylaw, 2017, No. 4017”, be amended by removing the current Schedule “A” and Schedule “B” of the Bylaw and replacing them with the Schedule “A” and Schedule “B” attached hereto and forming part of this Bylaw.

Read a first time by the Municipal Council this 12th day of December, 2017.

Read a second time by the Municipal Council this 12th day of December, 2017.

Read a third time by the Municipal Council this 12th day of December, 2017.

_________________  ________________
Mayor                  Corporate Officer
## Schedule A – 2017 to 2021 Financial Plan Bylaw, 2017 No. 4017

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taxation and other levies</td>
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<td>$ (68,111,600)</td>
<td>$ (70,342,500)</td>
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<td>Utility charges</td>
<td>(22,063,400)</td>
<td>(22,733,700)</td>
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<td>(24,405,500)</td>
<td>(25,283,700)</td>
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<td>(5,021,600)</td>
<td>(5,021,600)</td>
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<td>Contributions</td>
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<td>(9,610,450)</td>
<td>(3,355,450)</td>
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<td>(398,400)</td>
<td>(398,400)</td>
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<td>Other Revenues</td>
<td>(17,747,800)</td>
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<td><strong>Total Revenues</strong></td>
<td>$(124,874,350)</td>
<td>$(110,212,450)</td>
<td>$(107,023,050)</td>
<td>$(110,183,250)</td>
<td>$(112,525,350)</td>
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| **Expenditures**       |         |         |         |         |         |
| City Operating Expenses | $ 79,771,150 | $ 81,173,000 | $ 82,131,300 | $ 84,127,700 | $ 85,983,000 |
| External Debt Interest Expense | 1,032,500 | 1,272,500 | 1,539,500 | 1,812,500 | 2,982,500 |
| Amortization           | 12,000,000 | 12,000,000 | 12,000,000 | 12,000,000 | 12,000,000 |
| **Total Operating Expenses** | $ 92,803,650 | $ 94,445,500 | $ 95,670,800 | $ 97,940,200 | $ 100,965,500 |

| **Net (Revenue) Expenditure** | $ (32,070,700) | $ (15,766,950) | $ (11,352,250) | $ (12,243,050) | $ (11,559,850) |

| **Allocations**         |         |         |         |         |         |
| Net Transfers to (from) Reserves | $ (28,384,700) | $ (16,934,350) | $ (14,719,550) | $ (4,228,750) | $ (1,504,950) |
| Capital Expenditures    | 71,009,600 | 59,255,500 | 54,426,000 | 45,226,000 | 22,526,000 |
| Capital Contributed by Developers | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Unfunded Amortization   | (12,000,000) | (12,000,000) | (12,000,000) | (12,000,000) | (12,000,000) |
| Cash from External Borrowing | - | (16,000,000) | (17,800,000) | (18,200,000) | - |
| External Debt Principle Repayment | 445,800 | 445,800 | 445,800 | 445,800 | 1,538,800 |
| **Total Allocations**   | $ 32,070,700 | $ 15,766,950 | $ 11,352,250 | $ 12,243,050 | $ 11,559,850 |

| **Financial Plan Balance** | $ | $ | $ | $ | $ |

4036

2
### Schedule B – 2017 to 2021 Financial Plan Bylaw, 2017 No. 4017

#### Transfers from (to) Reserve Funds

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<th>Fund Category</th>
<th>2017 Budget</th>
<th>2018 Budget</th>
<th>2019 Budget</th>
<th>2020 Budget</th>
<th>2021 Budget</th>
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<td>Long Term General Infrastructure</td>
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<th>2019 Budget</th>
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<th>2021 Budget</th>
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DATE: December 5, 2017

TO: Mayor and Councillors

FROM: Farouk Zaba, Manager of Financial Planning and Systems

SUBJECT: 2017-2021 FINANCIAL PLAN AMENDMENT

EXECUTIVE SUMMARY:

Since the 2017-2021 Financial Plan Bylaw was approved in May, a number of expenditures have been approved by the Finance and Intergovernmental Committee, including transfers to the RCMP Operating Reserve from Accumulated Surplus, and funding for various projects. The Financial Plan Amendment Bylaw will fulfill the statutory requirements for the expenditures and reserve account transfers previously approved by Committee.

RECOMMENDATION:

That the 2017 to 2021 Financial Plan Amendment Bylaw, 2017, No. 4036 receive first three readings.

BACKGROUND AND COMMENTS:

The Community Charter, Section 165, states that a Five Year Financial Plan may be amended by bylaw at any time. The 2017-2021 Financial Plan was adopted on May 4, 2017. Since adoption of the Financial Plan, a number of expenditures and transfers have been approved by Committee which require an amendment to the Financial Plan. These adjustments are as follows:

- June 20, 2017: Transfer of RCMP operating surplus to operating reserve - $220,000
- September 18, 2017: Technical and costing analysis of changing vehicle and pedestrian circulation patterns in the downtown - $30,000
- September 18, 2017: Funding for land-related actions - $50,000
- October 24, 2017: Grant funding for Pitt river road - $300,250
- October 24, 2017: Funding for Wellington Avenue partnership with Ecole Des Pioneers - $25,000
Housekeeping items also noted in this amendment include:

- Adjusting amount from sale of land for Rec complex project to be included in financial plan - $17,000,000
- De-aggregating transfer to Cart Replacement Reserve (amount previously rolled up) - $203,600
- Adjusting carry-forward funding for Parks & Recreation reserve for projects still in progress from 2016 - $157,445
- $5,000 Ongoing funding for business directory approved in 2015 but not marked as ongoing in 2015 bylaw

CONCLUSION:

Approval of the financial plan amendment bylaw will fulfill the statutory obligation of those budgetary approvals made by Committee.

Attachments:
2017 to 2021 Financial Plan Amendment Bylaw, 2017, No. 4036
A Bylaw to Regulate the Procedure of Council and Committee Meetings for the City of Port Coquitlam

The Municipal 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”.

Definitions

2. AUDIO AND VIDEO RECORDING DEVICES means any equipment enabling the recording and or transmission of sound and or visual images;

CHAIR means the Presiding Member of a committee;

CITY means the Corporation of the City of Port Coquitlam;

CITY HALL means Port Coquitlam City Hall located at 2580 Shaughnessy Street, Port Coquitlam, BC, V3C 2A8;

CLOSED means a meeting closed to the public under Section 90 and 91 of the Community Charter.

COMMITTEE means a Standing committee, Select committee, or other body as referred to in section 93 of the Community Charter [application of open meeting rules to other bodies], or as enabled by other legislation;

CORPORATE OFFICER means the person appointed by Council under Section 148 of the Community Charter;

COUNCIL means the Council for the Corporation of the City of Port Coquitlam;

DELEGATION means any person wishing to appear as a speaker and or make a presentation to Council or a committee;

MAYOR means the Mayor of the Corporation of the City of Port Coquitlam;
MEMBER means a member of Council;

PUBLIC NOTICE POSTING PLACE means the outside bulletin board located at the front doors of City Hall;

PRESIDING MEMBER means the Mayor or Chair of a Council or committee meeting or the person authorized to act in the Mayor or Chair’s absence or inability to act;

STAFF DESIGNATE means the staff member(s) responsible for administration of a committee;

SELECT COMMITTEE means a committee established by Council resolution pursuant to Section 142 of the Community Charter, and to which Council shall appoint Council representation and may appoint members from the community;

STANDING COMMITTEE means a committee established by the Mayor pursuant to Section 141 of the Community Charter to which the Mayor shall appoint Council representation and may appoint members of the community;

Inaugural Meeting

3. 1) Following a general local election, the first Council meeting must be held on the first Tuesday of November in the year of the election.

2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection 1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

4. 1) Subject to Section 5(2), regular Council meetings must:

a) be held on the second and fourth Tuesday of each month;

b) begin at 7:00 pm in Council Chambers located at City Hall unless Council has resolved to hold the meeting elsewhere; and

   d) when the Council meeting falls on a statutory holiday, be re-scheduled for the next day City Hall is open to the public.

2) All committee meetings must be held in accordance with the annual committee meeting schedule published at the beginning of each year unless a special
meeting notice or cancellation notice is produced in accordance with Section 5(2) below.

3) A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless Council or committee unanimously resolves to extend the meeting.

Notice of Council Meetings

5. 1) In accordance with Section 127 of the **Community Charter [notice of council meetings]**, Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public annually by posting it at the Public Notice Posting Place and advertising in accordance with section 94 of the **Community Charter**.

2) Where revisions are necessary to the annual schedule of regular Council or committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council or committee meeting.

Notice of Special Meetings

6. 1) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127(4) of the **Community Charter [notice of council meeting]**, a notice of the date, hour, and place of a special Council or committee meeting must be given at least 24 hours before the time of meeting, by:

a) posting a copy of the notice at the regular Council or committee meeting place;

b) posting a copy of the notice at the Public Notice Posting Place; and

c) leaving one copy of the notice for each Council member in the member’s mailbox at City Hall or emailing details of the special meeting to each member.

2) The notice under subsection 1) must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.
Designation of a Member to Act in Place of the Presiding Member

7. 1) At the beginning of each year, Council must adopt an acting Mayor schedule which appoints Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

2) Each Councillor designated under subsection 1) must fulfill the responsibilities of the Mayor in that person’s absence.

3) If the member designated in the Acting Mayor Schedule under subsection 1) is unable to act in place of the Mayor, the Acting Mayor from the preceding month as identified on the Acting Mayor Schedule will be the Acting Mayor. If that Member is also unable to act in place of the Mayor, Council members present must choose by way of resolution a member to fulfill the duties of Acting Mayor.

4) The member designated under subsection 1) or chosen under subsection 3) has the same powers and duties as the Mayor in relation to the applicable matter.

5) If the Presiding Member of a committee is absent, the Vice-Chair will fulfill the responsibilities of the Presiding Member. If the Vice-Chair is also absent, another committee member will be chosen by resolution to act as the Presiding Member.

Public Attendance at Meetings

8. 1) Except where the provisions of Section 90 of the Community Charter [meetings that may or must be closed to the public] apply, all Council and committee meetings must be open to the public.

2) Before closing a Council or committee meeting or part of a Council or committee meeting to the public, Council must pass a resolution in a public meeting in accordance with Sections 90-92 of the Community Charter [requirements before meeting is closed].

3) Despite subsection 1), the Presiding Member may expel or exclude a person from a Council or committee meeting for disrespectful or disruptive behaviour.
Electronic Meetings

9. 1) Subject to the conditions set out in the Community Charter:
   a) a special meeting of Council may be conducted by means of electronic or other communications facilities; or
   b) a member of Council or a Council Committee who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of electronic or facilities, due to physical incapacity as a result of illness, injury, or disability.

2) At a meeting conducted under section 9 b), the Presiding Member must not participate electronically.

3) Members of a Council or a Council Committee who are participating under section 9 b) in a meeting conducted in accordance with this Bylaw are deemed to be present at the meeting.

4) No more than two members at one time may participate at a Council or Council Committee meeting under section 9 b) unless authorized by the Presiding Member.

Use of Audio and Video Recording Devices

10. A person may use or operate audio and or video recording devices at an open Council or committee meeting only if they have informed the Presiding Member and others in the room that they will be doing so. If necessary, the Presiding Member may authorize the locations where audio and or video recording devices may be placed.

Order of Business

11. Unless otherwise resolved, the Order of Business for agendas for all Council and committee meetings must be in the following order:
   a) Call to Order
   b) Adoption of the Agenda
   c) Confirmation of Minutes
   d) Council Community Connections
   e) Proclamations
   f) Introductions
   g) Presentation
   h) Delegations
   i) Public Hearings
   j) Public Input Opportunities
k) Intergovernmental Reports
l) Correspondence
m) Bylaws
n) Resolutions
o) Reports
p) Information Reports
q) Action Table
r) Verbal Updates
s) New Business
t) Open Question Period
u) Resolution to Close
v) Reconvene Regular Meeting
w) Closed Items Released to Public
x) Adjournment

Call Meeting to Order

12. 1) As soon as the time specified for a Council or committee meeting to start has passed and there is a quorum present, the Presiding Member must take their seat and call the meeting to order.

2) If a quorum of Council or committee is present, but the Presiding Member does not attend within 15 minutes of the scheduled time for the meeting:

   a) the Corporate Officer or Staff Designate must call to order the members present; and

   b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

13. 1) If there is no quorum of Council or committee present within 20 minutes of the scheduled time for a meeting, the Corporate Officer or Staff designate must:

   a) record the names of the members present and those absent; and

   b) adjourn the meeting until the next scheduled meeting.

Agenda

14. 1) Prior to each Council and committee meeting, the Corporate Officer or Staff Designate must prepare an agenda setting out all the items for consideration at that meeting.
2) The deadline for submissions of items for inclusion on the agenda by staff and the public to either the Corporate Officer for the Council agenda or Staff Designate for the committee agenda must be no later than 12 noon one week prior to the meeting.

3) The Corporate Officer or Staff Designate who is responsible for the agenda must make the agenda available to members of Council or committee and the public at least three days prior to the meeting.

4) Council or committee must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 15.

Late Items

15. 1) An item of business not included on the agenda must not be considered at a Council or committee meeting unless introduction of the late item is approved by Council or committee at the time allocated on the Agenda for such matters (Adoption of the Agenda).

2) If the Council or committee makes a resolution under subsection 1), information pertaining to the late item(s) must be distributed to the members and the public.

Conduct

16. 1) Members speaking at a Council or committee meeting must:

a) use respectful language;

b) not use offensive gestures or signs;

c) speak only in connection with the matter being debated;

d) adhere to the rules of procedure established under this Bylaw.

2) If a member does not adhere to subsection 1), the Presiding Member may order the member to leave the member’s seat, and:

a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer; and

b) if the member apologizes to Council or committee, the member may be allowed to remain if a resolution is adopted by the remainder of the members present.
Debate and Voting

17. 1) A Council or committee member may speak to a question or motion at a meeting only if that member first addresses the Presiding Member.

2) No member may interrupt another member who is speaking except to raise a point of order.

3) Members who are called to order by the Presiding Member:
   a) must immediately stop speaking;
   b) may explain their position on the point of order; and
   c) may appeal to Council or committee for its decision on the point of order in accordance with Section 132 of the Community Charter [authority of presiding member].

4) If more than one member speaks the Presiding Member must call on the member who, in the Presiding Member’s opinion, spoke first.

5) Council or committee may debate and vote on a motion only if it is first moved by one member and then seconded by another.

6) A member may require the question being debated at a Council or committee meeting to be read at any time during the debate, if that does not interrupt another member speaking.

7) Members must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a Council or committee member.

8) A Council or committee member may, without notice, move to amend a motion that is being considered at a Council or committee meeting.

9) An amendment may propose removing, substituting for, or adding to the words of an original motion.

10) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

11) An amendment may be amended once only; however a Council or committee member may propose an amendment to an adopted amendment.

12) An amendment that has been negated by a vote cannot be proposed again.
13) The following procedures apply to limit speech on matters being considered at a Council or committee meeting:

a) a member may speak more than once in connection with the same question, only with the permission of the Presiding Member and if new material is being presented;

b) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of the Presiding Member.

14) The following procedures apply to voting at Council and committee meetings:

a) when debate on a matter is closed, the Presiding Member must put the matter to a vote;

b) when the Council or committee is ready to vote, the Presiding Member must put the matter to a vote by stating:

   “Those in favour?” and then “Those opposed?”;

c) when the Presiding Member is putting the matter to a vote a member must not:

   i) cross or leave the room; or

   ii) make a noise or other disturbance;

d) whenever a vote of Council or committee on a matter is taken, each voting member present should signify their vote by raising their hand or indicating their vote verbally;

e) the Presiding Member should declare the result of the voting by stating that the question is decided as either ‘carried’ or ‘defeated’ and note the members in contrast of the vote;

f) if a member does not indicate their vote, they are considered to have voted in the affirmative;

g) in all cases where the votes of the members present are equal for and against a question (tie vote), the question shall be declared in the negative; and
h) the Presiding Member’s decision about whether a question has been finally put is conclusive.

Reconsideration

18. 1) A member may, at the next Council or committee meeting:
   a) move to reconsider a matter on which a vote has been taken other than:
      i) to postpone indefinitely; or
      ii) to reconsider at vote that has already been reconsidered; and
   b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.

2) A Council or committee member who voted affirmatively for a resolution adopted by Council or committee may at any time move to rescind that resolution unless subsection 4) applies.

3) A Council or committee member must not discuss the main matter referred to in subsection 1) unless a motion to reconsider that matter is adopted in the affirmative.

4) Council or committee may only reconsider a matter that has not:
   a) had the approval or assent of the electors and been adopted;
   b) been reconsidered under subsection 1) or Section 131 of the Community Charter [mayor may require Council reconsideration of a matter]; and
   c) been acted on by an officer, employee, or agent of the City.

5) A Bylaw, resolution, or proceeding that is reaffirmed under subsection 1) or Section 131 of the Community Charter [mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

Notice of Motion

19. 1) Any member who during a meeting wishes to bring before Council or committee any new matter, other than a point of order or of privilege, may do so by way of a notice of motion. A notice of motion announced during a meeting must be:
   a) presented in writing;
b) read aloud by the member, Corporate Officer or committee clerk; and

c) recorded in the minutes of the meeting.

2) A member may also submit a written notice of motion directly to the Corporate Officer or committee clerk. A notice of motion submitted directly to the Corporate Officer or committee clerk must:

a) specify the desired meeting date where the motion will be announced; and

b) be submitted no later than seven days prior to the meeting where the notice of motion will be announced.

3) After a notice of motion has been announced at a meeting, it must be included for consideration on the agenda of the next Council or committee meeting.

4) No notice of motion shall be moved in the absence of the member who announced the notice of motion, unless that member has authorized another member in writing to do so.

5) Consideration of a notice of motion is governed by the following procedures:

a) only the member making the motion may make introductory remarks;

b) the notice of motion must be moved and seconded; and

c) after a motion is moved and seconded, the motion is open for consideration and is deemed to be in the possession of Council or committee and may be withdrawn only by resolution.

Appearances before Council or Committee

20. 1) The following procedure shall apply for all requests to appear before Council or committee:

a) written requests shall be directed to the Corporate Officer no less than one week prior to the Council or committee meeting;

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) written requests shall be submitted via a delegation form, which may change from time to time, or by email or in writing and contain the contact information, subject matter and reason for the request for the delegation.

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.

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) The Corporate Officer shall review the written approve and schedule delegation requests with based on the following parameters:

a) no more than three presentations, delegations or intergovernmental reports will appear per meeting, unless resolved by majority consent of Council or committee;

b) the presentation or delegation must may not appear for the sole purpose of promoting an individual business;

c) the presentation or delegation should first be directed to a committee agenda if the topic of the presentation or delegation aligns with the committee’s terms of reference and delegated authority;

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) the presenter or delegation must not appear if they have previously addressed Council or committee on a particular issue and no new significant information is being provided;

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.

e) The presenter or delegation must 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

f) The presenter or delegation must may not speak about a matter dealing with a grievance under a collective agreement; and

g) The presenter or delegation must not speak about issues that are not within the mandate or jurisdiction of the Council or committee.

3) If the Corporate Officer approves the request, the person wishing to appear before Council or Committee will be notified in writing:

a) of the date, time and place of the meeting at which the appearance is scheduled;

b) to forward any supporting documentation for publication in the agenda.
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 the Corporate Officer denies the request, the Corporate Officer shall inform the applicant and Council or committee in writing and provide the reasons why the applicant was denied.

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 must be limited to a maximum of five minutes, unless additional time is agreed to by unanimous consent of the Council or committee;

b) every delegation must use respectful behavior and language, follow direction from the Chair, and abide by all procedural rules of Council; and

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 1920.
Petitions

21. 1) A petition being presented to Council or committee shall include the spokesperson’s contact information, the resolution and/or pertinent information on the top of each page of the petition, and the names and addresses of the petitioners all legibly printed and then a signature.

2) In the case of a society or corporation signing a petition, the authority given by the society or corporation to sign the petition shall also be produced.

3) All petitions shall be given to the Corporate Officer to be valid.

Bylaws

22. 1) A Bylaw introduced at a Council meeting must:

   a) be printed;

   b) have a distinguishing name;

   a) have a distinguishing number;

   b) contain an introductory statement of purpose;

   e) be divided into sections; and

   f) have a place for the Presiding Member and Corporate Officer to sign.
2) Council must consider a proposed Bylaw at a Council meeting either:
   a) separately when directed by the presiding member or requested by another Council member; or
   b) jointly with other proposed bylaws in the sequence determined by the presiding member.

3) The readings of the bylaw may be given by stating its title and bylaw number.

4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.

5) Subject to Section 882 of the Local Government Act [OCP adoption procedures], each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

6) In accordance with Section 135 of the Community Charter [requirements for passing Bylaws], Council may give two or three readings to a proposed bylaw at the same Council meeting.

7) Despite Section 135(3) of the Community Charter [requirements for passing Bylaws], and in accordance with Section 890(9) of the Local Government Act [public hearings], Council may adopt a proposed text amendment to the Official Community Plan or Zoning Bylaw at the same meeting at which the Plan or bylaw passed third reading.

8) After a bylaw is adopted and signed by the Presiding Member and Corporate Officer, the Corporate Officer must have it placed in the City’s records for safekeeping.

**Resolutions from Closed Meetings**

23. 1) As per Section 117 of the Community Charter [duty to respect confidentiality], information that is resolved to be released from a closed meeting of Council or committee will be:
   a) confirmed in an open meeting; or
   b) released to the public at an alternative time, as resolved by Council or Committee.
Open Question Period

24. 1) Subject to curtailment at the discretion of the Presiding Member if other business necessitates, a maximum time of 20 minutes for questions from the media and public will be permitted.

2) Questions may be asked of any member, but directed through the Presiding Member.

3) Questions must truly be questions and not statements or opinions by the questioner.

4) Not more than three separate questions per questioner will be allowed unless permitted by the Presiding Member.

5) Questions from each representative of the attending media will be allowed preference prior to proceeding to questions from the public.

6) The Presiding Member will recognize the questioner and will direct questions to the member or staff representative whom the Presiding Member feels is best able to reply.

7) More than one member or staff representative may reply, through the Presiding Member, if that person has something more to contribute.

8) The open question period will not be held during the 6 week period immediately preceding a municipal election or by-election.

Minutes

25. 1) Minutes of the proceedings of Council or committee must be:
   a) legibly recorded;
   b) brought forward for adoption at a subsequent Council or Committee meeting; and
   c) certified as correct by the Corporate Officer or staff designate and the Presiding Member.

2) For closed meetings where staff are not included as per Section 91 of the Community Charter, the minutes must be signed by the Presiding Member and another Council member in attendance at the meeting.
3) In accordance with Section 97 of the *Community Charter* [*other records to which public access must be provided*], minutes of the proceedings of Council and committee must be available for public inspection at City Hall during its regular office hours and will be placed on the City’s website once adopted.

4) Subsection 3) does not apply to minutes of a Council or committee meeting or that part of a Council or committee meeting from which persons were excluded under Section 90 of the *Community Charter* [*meetings that may be closed to the public*].

### Attendance and Voting at Committee Meetings

26. 1) Members attending a meeting of a committee of which they are not a committee member may participate in the discussion only with the permission of the committee members present.

2) Members attending a meeting of a committee of which they are not a committee member must not vote on a question.

### Severability

27. If any section, subsection or clause of this Bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, the decision will not affect the validity of the remaining portions of this Bylaw.

### Administration

28. This Bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter* [*public notice*].

29. If this Bylaw does not address a specific issue, Robert’s Rules of Order, Edition 11, Revised 2011, authored by Henry M. III Robert and Daniel H. Honemann will be used as the over-arching reference for Council and committee procedures and processes.

30. Where there is a discrepancy between this Bylaw and current provincial legislation, the latter will prevail as the official document.

31. Except where expressly stated, the provisions of this Bylaw govern the proceedings of Council, all Committees and all Commissions, as applicable.
Repeal

32. Council Procedure Bylaw No. 3435, 2004 and its amendments are hereby repealed.

Read a first time by the Municipal Council this 13th day of July, 2015.

Read a second time by the Municipal Council this 13th day of July, 2015.

Read a third time by the Municipal Council this 13th day of July, 2015.

Public Notice given this 16th day and 23rd day of July, 2015.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 27th day of July, 2015.

Approved:

GREG MOORE
Mayor

CAROLYN DEAKIN
Assistant Corporate Officer

RECORD OF AMENDMENTS

<table>
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<tr>
<th>BYLAW NO.</th>
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<tr>
<td>3968</td>
<td>Section 9</td>
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<td>3989</td>
<td>Sections 7 &amp; 19</td>
<td>February 14, 2017</td>
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<td>4027</td>
<td>Sect 3 and 4</td>
<td>October 10, 2017</td>
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</table>
DATE: December 12, 2017
TO: Mayor and Council
FROM: Gabryel Joseph, Corporate Officer
SUBJECT: COUNCIL AND COMMITTEE PROCEDURES BYLAW AMENDMENTS

SUMMARY

Finance and Intergovernmental Committee recently discussed options for the preferred format to hear public delegations. This report outlines the options recommended by Committee, as well as presents an amended Council and Committee Procedures Bylaw to reflect the desired changes.

RECOMMENDATION

That Council give first three readings to Council and Committee Procedures Amendment Bylaw No. 4038.

BACKGROUND

Since July 2015, there has been inconsistent application of the Council and Committee Procedures Bylaw as it relates to delegations from the public. Staff was requested to present options for the public to address Council and Committees. Finance and Intergovernmental Committee recently discussed options for the preferred format to hear public delegations.

Committee Recommendations

Local Non-Profit Organizations

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.
Public Member & Organization Delegations

Delegations from organizations or individual members of the public, other than non-profit organizations, will be heard in the following manner:

- Information updates regarding a topic of municipal jurisdiction or service delivery will be addressed by Council;
- Requests regarding a topic of municipal jurisdiction or service delivery will be addressed by the relevant Council Committee; and
- Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.

Delegation Topic and Frequency

- Once a delegation has been made to Committee or Council, no individual or group may appear as a delegation regarding that topic for the period of one year, unless substantial new information has become available regarding the topic.
- In the event that substantial new information becomes available, a presentation may be made, provided that six months has elapsed since the last delegation on the same topic.
- It is the responsibility of the applicant to prove to the Corporate Officer’s satisfaction that substantive new information has become available.
- Delegations from any individual or organization are limited to every six months, regardless of topic.

NEXT STEPS

Staff will schedule a public input opportunity for the Council and Committee Procedures Bylaw, to be held prior to final reading.
DATE: December 4, 2017

TO: Mayor and Councillors

FROM: Healthy Community Committee

SUBJECT: COMMUNITY CULTURAL DEVELOPMENT INVESTMENT GRANT PROGRAM – 2017 FALL INTAKE
(Healthy Community Committee Meeting – November 23, 2017)

EXECUTIVE SUMMARY:

At the November 23, 2017 Healthy Community Committee (HCC) meeting, an application for Community Cultural Development (CCD) Investment Program – Organization Category funding was discussed. HCC directed staff to bring the following recommendations to Council.

RECOMMENDATIONS:

That Council approve a Community Cultural Development Investment Program – Organization Grant for the Port Coquitlam Heritage and Cultural Society in the amount of $20,000 for each year 2018, 2019 and 2020.

Prepared by Lori Bowie, Director of Recreation with the concurrence of the CAO

Attachment: #1 Report to HCC dated November 23, 2017
Report to Committee

DATE: November 17, 2017

TO: Healthy Community Committee

FROM: Carrie Nimmo, Manager of Cultural Development and Community Services

SUBJECT: COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM – 2017 FALL INTAKE – ORGANIZATION CATEGORY

EXECUTIVE SUMMARY:

The Port Coquitlam Heritage and Cultural Society has applied for a $20,000 grant through the Community Cultural Development (CCD) Investment Program – Organization Category. The Director of Recreation and Manager of Cultural Development and Community Services have reviewed the application and support the award of $20,000 per year for three years. This grant would support the sustainability of the Society by allowing the museum and archives to continue with a full-time Museum Coordinator and strengthen its role in the community as an active partner, cultivating and sustaining interest in heritage and cultural initiatives.

As per the CCD Investment Program – Organization Category criteria, the Healthy Community Committee must endorse the application for it to be included in the City’s 2018 budget deliberations for consideration.

RECOMMENDATIONS:

That the Healthy Community Committee endorse the Community Cultural Development Investment Grant Program – Organization Category for the Port Coquitlam Heritage and Cultural Society in the amount of $20,000; and,

That this request be forwarded for consideration as part of Council’s 2018 budget deliberations.

BACKGROUND & COMMENTS:

The Port Coquitlam Heritage and Cultural Society applied during the Spring 2017 intake to be the recipient of the Organization Category of the CCD Investment Grant Program (see Attachment #1). This Program acknowledges the contribution made by arts, heritage and culture within Port Coquitlam and assists community organizations by:

- Demonstrating municipal leadership in that the City’s investment can enable cultural organizations to leverage other funding sources.
November 17, 2017
Community Cultural Development Investment Program – Organization Category
Page 2

- Encouraging and supporting quality arts, heritage and cultural activities which enhance the quality of life of Port Coquitlam residents.
- Increasing public appreciation of, access to, and participation in arts, heritage and cultural activities.
- Promoting the continued development, definition and expression of specific communities (as defined by proximity, commonality or interest) through art and cultural processes.
- Stimulating excellence in community cultural development programming.

The CCD Investment Grant Program is divided into three categories: Organization, Project and Development. The Society has requested funding under the Organization Category. This Category represents a contribution toward the overall operating costs of well-established and developed arts, heritage and cultural organization and is intended to cover a portion of general overhead and regular ongoing programming costs. Applicants must have a proven track record of relevant community service or programming and be able to demonstrate operational responsibility in order to be considered. To promote organizational stability and long range planning, funding for the Organization Category is automatically renewed annually for three years at the same funding level through the Recreation Department’s base budget process.

The Society was the sole applicant for the Organization Category. The Society envisions the funds would be directed toward continuing to staff the museum and archives with a full-time Museum Coordinator, to assist with community projects and events, to support the Heritage Centre and to recruit, schedule and train volunteers.

The application received from the Society (see Attachment #2) indicates that their fundraising activities allow them to meet basic operating expenses to keep the Society in a status quo position. In order to grow and enhance their services, the Society has indicated a need for stability of a paid staff person on location to support consistent operations, assist with event planning, support their volunteer program and assist with long-range plans of the Society.

As further background information to this funding request, staff have included the Society’s Annual Report (see Attachment #3) and 2016 Financial Statements (see Attachment #4).

The Society received funding under the CCD Investment Grant Program Organization Category from 2015-2017.

Award of the Organization Category to Port Coquitlam Heritage and Cultural Society would ensure the continued sustainability of this group and allow this valued community organization to continue with its vision and goal of being an active partner in heritage and cultural initiatives.

**BUDGET CONSIDERATIONS:**

Funding is available in the Recreation Department’s operating budget for the CCD Investment Grant Program. No new tax dollars are required.
STRATEGIC PLAN:

The issuing of this grant supports the City’s strategic directions of Sustainable Future, Sense of Community and Strategic Service Delivery.

Prepared by Carrie Nimmo, Manager of Cultural Development and Community Services
Approved by Lori Bowie, Director of Recreation

Attachments:  
#1  CCD Investment Grant Program - Organization Category Grant Criteria  
#2  Port Coquitlam Heritage and Cultural Society’s Application  
#3  Port Coquitlam Heritage and Cultural Society’s Annual Report  
#4  Port Coquitlam Heritage and Cultural Society’s 2016 Financial Statements
CITY OF PORT COQUITLAM

Community Cultural Development Investment Program

Organization Investment Category

For more information, contact:

Carrie Nimmo, Manager of Cultural Development and Community Services
Tel: 604.927.7915
Email: nimmoc@portcoquitlam.ca
City of Port Coquitlam

COMMUNITY CULTURAL DEVELOPMENT INVESTMENT PROGRAM

A Comprehensive Arts, Culture and Heritage financial assistance program of the City of Port Coquitlam

Preamble

As Port Coquitlam continues to grow and mature the community faces exciting challenges and opportunities. To address this development, City Council, in consultation with the public, adopted a Strategic Plan in 2002 that provides a 'blueprint' to guide the City as it evolves.

The resulting vision of Port Coquitlam as a complete yet unique community includes as priorities the support and celebration of our vibrant culture and heritage as well as the development of models and guidelines for resident involvement in community development. More specifically, under the Plan's strategic direction to "build a complete community", a priority set for 2003 was to "identify priorities for expansion of arts and culture opportunities within the community through the Community Cultural Development Advisory Committee". Therefore, as part of the 2003 approved work plan for this program area, developed in consultation with the CCD Advisory Committee, the need to develop a comprehensive cultural granting program was identified. The proposed Investment Program is the result of this process.

Consistently, the City's 2001 Cultural Policy and Plan indicate that:

The City of Port Coquitlam recognizes culture as an important factor in the development of our community. It also appreciates that community cultural development can result in enhanced opportunities for local business and urban revitalization. The City is committed to incorporating and integrating cultural activity into many aspects of community life, involving a complete range of residents, in order to:

- Bring individuals and community groups together.
- Increase collaboration between artists and community members.
- Nurture skilled, responsible, and interdependent citizens.
- Celebrate our human and natural heritage.
- Define, enhance, and animate our public places.
- Foster a sense of physical, intellectual, emotional, and spiritual well-being in our citizens.
- Increase our sense of community identity, spirit, and pride.

This vision recognizes the potential of using cultural activity as a catalyst for community development. In that respect, how the community mobilizes to enhance cultural opportunities is at least as important as the resultant enhancement in cultural services.
One of four strategic directions outlined in the Cultural Policy and Plan is to "resource our community’s cultural activities" with the related goal of "enhancing financial resources for cultural activity". The CCD Investment Program is designed to address this strategic direction and goal.

**Program Purpose**

The CCD Investment Program acknowledges the contribution made by arts, heritage and culture within Port Coquitlam and assists in their development in order to:
- Demonstrate municipal leadership in that the City’s financial investments can enable cultural organizations to leverage other funding sources.
- Encourage and support quality arts, heritage and cultural activities which enhance the quality of life of Port Coquitlam residents.
- Increase public appreciation of, access to, and participation in arts, heritage and cultural activity.
- Promote the continued development, definition, and expression of specific communities (as defined by proximity, commonality or interest) through art and cultural processes.
- Stimulate excellence in community cultural development programming.

**Scope**

- Program is available to organizations and individuals that meet the category criteria; however, application does not automatically result in the receipt of financial assistance.
- In general, the Program does not include organizations and projects pertaining specifically to race and ethnicity, although these can apply if a significant component relates directly to the presentation of arts, heritage and culture such as a festival, forum theatre workshop, etc.
- Established special events and festivals that currently receive City sponsorship would not be considered for this Program; however, new initiatives may be eligible.
- Capital projects are beyond the scope of this Investment Program. These are covered under the Self-Help Matching Grant Program.

**Administration**

The CCD Investment Program is administered through the Healthy Community Committee via the Recreation Department with the Manager of Cultural Development and Community Services functioning as applicant liaison. As well, staff works in conjunction with the CCD Advisory Committee in determining annual investments, on behalf of the City, and for the purposes of assessing the Program.

The CCD Advisory Committee may, at their discretion, establish a Task Force for the purpose of reviewing Investment Program applications and/or call on outside expert advice on a case-by-case basis as deemed necessary by the CCD Advisory Committee.
An annual report is presented to City Council, via the Healthy Community Committee, by Recreation Department staff summarizing all applications in each category, indicating both requests and actual investment allocations, including a five-year comparative history of funding levels, if available.

Funding levels for the Investment Program are established through the City's annual budgeting process with any adjustments to service levels for the Program considered on the recommendations of the CCD Advisory as presented to the Healthy Community Committee through the staff reporting mechanism.

At year-end any unallocated monies in either the Project Investment or Development Investment categories shall be assigned to the Arts, Heritage and Culture Reserve Fund.

Recreation Department staff and the CCD Advisory Committee will review the Investment Program every five years, making recommendations for amendments of the Program to the Healthy Community Committee, as required. Minor changes to the guidelines that do not alter the intent or funding levels may be made, from time to time, at the discretion of staff, in consultation with the CCD Advisory Committee.

**General Program Guidelines (applies to all Investment Categories)**

- Normally only those organizations that are located in Port Coquitlam and are mandated to serve this municipality will be considered; however, region-serving groups which are so mandated and can demonstrate relevance, need and/or non-duplication of services provided by Port Coquitlam-based organizations may be included; in the case of individuals, residency in Port Coquitlam is a condition of eligibility.
- Services and activities receiving assistance under the CCD Investment Program should address at least one segment of the community while being of value and benefit to Port Coquitlam as a whole and are to be inclusive and non-discriminatory in nature.
- Adherence to a standard of excellence with respect to ethical behaviour when involving the public is expected.
- In-kind contributions (such as subsidized access to cultural facilities) will be taken into consideration when assessing funding allocations.
- Organizations providing services that duplicate existing City programs and services may not be funded unless there is a demonstrated need.
- As a point of practice, the Investment Program will not under-fund an organization, project or program; therefore, some applications may not receive Investment assistance.
- All categories require a reporting mechanism to ensure accountability and will be required to submit financial statements.
- The City of Port Coquitlam's CCD Investment Program must be acknowledged by recipients in promotional materials.
Organization Investment

Purpose
This investment category represents a contribution towards the overall operating costs of well-established and developed arts, heritage and cultural organizations; it is intended to defray a portion of general overhead and regular ongoing programming and is not earmarked for any specific project or activity.

The objective is to assist in the creation of a secure funding base in order to promote an environment of financial stability in which organizations can sustain their activities and operations over the long term.

Eligibility
- Organizations must have a proven track record of relevant community service or programming and be able to demonstrate operational responsibility in order to be considered.
- To be considered in this Investment category, organizations must meet the Basic Eligibility Criteria (listed below); inclusion in the Program will not be automatic but based on a detailed organizational assessment.
- In addition to groups mandated to produce, and present on-going programs or operate non-profit cultural facilities, organizations which operate, manage and program cultural facilities on behalf of the City as well as festival societies are also eligible to be considered within this category.

Guidelines
- Candidates who meet the Basic Criteria can submit a proposal on an annual submission date. Proposals must be based on the Assessment Criteria (listed below) and the responsibility to demonstrate level of compliance rests with the applicant.
- A detailed review of each proposal, including a financial analysis, is conducted by Recreation Department staff in order to ascertain sound management practices, standards of excellence in program discipline and meaningful community impact.
- In order to promote organizational stability and long range planning, funding for a group that has been placed in the Organization Investment category is automatically renewed annually at the same funding level through the Department’s base budget process. However, a review process is scheduled every three years to assess potential future investments by the City.
- The City’s investment in any given organization shall not exceed a maximum of 25% of the organization’s operating budget.
- An annual report is required to maintain Organization Investment status; 90% of funds are awarded upon approval of allocation and 10% after submission of the annual report. Reports are due no later than 3 months after the organization’s fiscal year end.
- Organizations receiving assistance through the Organization Investment category are entitled to apply in other Investment Program categories. (Note: in the Project Investment category they are eligible to apply for one-time only projects, not regular programming).
Method of Allocation
There is no set envelope of funds in this category. Requests are considered annually as part of the City’s regular budgeting process as new service levels. Typically the budget review process begins in the Fall, with the City’s provisional annual operating budget being approved by Council in December each year for the following year.

The Recreation Department, in consultation with the Community Cultural Development Advisory Committee (Task Force), will assess submitted proposals to develop a ranked eligibility list based on the extent to which applicants meet the Assessment Criteria.

Task Force panelists will consist of three community representatives familiar with the Program purpose, including at least one member of the CCD Advisory Committee and the Manager of Cultural Development and Community Services. Panelists rank the proposals based on best fit between applications and Program purpose and Assessment Criteria. The eligibility list will reflect a consensus of all Task Force members. Decision of the panel will be reviewed with the entire membership of the CCD Advisory prior to submission to the Healthy Community Committee.

Upon requests, after the review process is completed, names of panelists can be released; however, any inquiries with respect to the assessment process will be directed to Recreation Department staff.

The Healthy Community Committee reviews forwarded applicants. The Committee forwards their recommendations to City Council for approval as part of the City’s regular annual budget process.

Eligibility Criteria
Evidence of the following is sought:

A) Basic Eligibility (groups cannot submit a proposal unless they meet this threshold)
   • Demonstrated organizational capacity, development and stability including, but not limited to:
     - in operation for a minimum of least three years;
     - registration as a non-profit under the BC Society Act and charitable tax status with Revenue Canada;
     - existence of a functioning Board of Directors;
     - indication of competent management practices; and
     - experienced personnel (paid staff or volunteers) with the expertise required to successfully achieve the organization’s goals and objectives.
B) Assessment Criteria for Proposals includes:

- Demonstrated ability to deliver quality services/programs including, but not limited to:
  - past performance in achievements;
  - regular year round programming; and
  - internal assessment process (program evaluations, statistics, etc.).
- Demonstrated community involvement including, but not limited to:
  - community outreach endeavours;
  - support from the community, including financial support (memberships, donations, ticket sales, sponsorships, etc.); and
  - community participation (audiences, community artists, program partners, etc.).
- Demonstrated financial responsibility including, but not limited to:
  - a practice of balanced budgets* (normally organizations indicating a chronic and/or significant deficit or surplus will not be considered); the City reserves the right to request audited financial statements to be submitted (* proposed budgets should include anticipated investment by the City in order to balance);
  - follows standard accounting and financial reporting processes; and
  - evidence of other sources of funding.
- Demonstrated financial need (i.e. services that cannot be provided without financial assistance).
- Demonstrated added value to community as a result of City’s investment.
- Extent to which an organization addresses specific goals of the City’s Strategic and Cultural Plans as determined through the City’s regular planning process.

**Rationale**

This method of investment ensures that groups demonstrate a level of organizational development and competency prior to consideration and that their inclusion within the Organization Investment category of the Program reflects their proven ability to consistently function in a proficient manner.

In all cases the management and timing of the proposal submissions and review process will coincide with the City’s regular planning and budget processes and will take into consideration other Recreation Department programming and funding priorities.

Organizations who are unsuccessful may request feedback from the City to determine which aspects of their operations would potentially benefit from further development in order to meet the threshold eligibility.

However, it is important to keep in mind that an organization’s own mandate and vision necessarily govern its direction and ultimate development – not the pursuit of funding sources.
City of Port Coquitlam
Community Cultural Development Investment Program

ORGANIZATION INVESTMENT CATEGORY
(to be considered in 2011 and beyond)

There are two stages in applying:

Stage 1  Submit a letter of interest (maximum 3 pages) on or before April 30th
- provide a brief history of your organization
- outline how your organization meets the Basic Eligibility Criteria
- describe how your organization operates: how many people are
directly involved and what are their roles; what experience and
erpertise do you possess to be successful; if you have paid staff; where
you operate from
- request eligibility confirmation in order to proceed to the proposal
stage

Include with your submission:

- Legal name and address of organization
- Contact person information
- Copy of BC Society registration (indicate if your are in good standing
with the Registrar)
- Copy of Charitable Organization Incorporation indicating date of
incorporation
- List of current Board of Directors and staff (if applicable) and contact
information for each
- Copy of most recent financial statement (Balance Sheet and Income
Statement)
- Names and contact information of three references that are not
members of your organization but can speak to your stability and/or
your service/artistic excellence

Note: Please allow up to three months for determination notification.
Only those organizations that meet the Basic Eligibility Criteria
will be asked to proceed to the second stage of the application
process. If your group is unsuccessful, a minimum of one year
waiting period is required prior to re-submission of a letter of
interest. You may request feedback from City's staff as to what
may be necessary for your organization to achieve Eligibility
status. Please contact Carrie Nimmo, Manager of Cultural
Development and Community Services at 604.927.7915 or
nimmoc@portcoquitlam.ca.
Stage 2

Once your eligibility status has been determined and you have received confirmation of Basic Eligibility, you will be invited to submit a detailed written proposal (maximum 10 pages) indicating how your organization fulfills the Assessment Criteria as well as a completed budget on the enclosed form. Relevant support materials that help illustrate artistic or cultural merits of your organization may also be included (select program materials, brochures, media coverage, videos, etc).

Submission must end with a declaration by the organization’s Board of Directors authorizing the proposal and include signatures of signing officers, as well as a copy of meeting minutes indicating a motion of the organization’s governing body authorizing this application.

Additional Information

At the discretion of Recreation Department staff, you may be required to provide additional or alternate information to be considered during the review process. As an example, this option will be exercised in the event that an organization has been placed on the eligibility list but a year or more passes prior to placement in the Program. In this case revised updated information would be requested. Another example might be if the artistic or programming work of the organization is not known to City staff, the City may need to arrange to attend a performance, exhibit, studio, etc. as part of the review process.

Your initial proposal should be viewed as a working document that will likely require revisions during the staff review process prior to being forwarded to the CCD Advisory and Healthy Community Committees.

Decision Notification

Your ranked position status will be determined and notification provided.

The timing of an organization’s placement within the Organization Investment category of the CCD Investment Program and the level of Investment funding provided by the City will be determined as part of the City’s regular planning and budgeting processes. No set number of organizations shall be placed in the Program in any given year. Placement in the Program and funding levels are at the discretion Council.

In the event that your organization is not placed in the Program during the first year of your determined eligibility, your position on the Ranked Eligibility List may change during the annual review process. You will be notified annually of your status.
City of Port Coquitlam
Community Cultural Development Investment Program

ORGANIZATION INVESTMENT CATEGORY
Stage 2

Submit your written proposal to the Recreation Department’s Administration Office, #1100 – 2253 Leigh Square, Port Coquitlam, V3C 3B8 by 4:30pm on August 31, 2011.

Part A – About Your Non-Profit Organization

Organization Name: ________________________________

Organization Address: ________________________________

Contact Name: ____________________________ Contact Phone #: ___________________

Email Address: ________________________________

Do you operate a facility? Yes ______ No ______

Amount of Request: $ ________________________________

Authorization for Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Signature</th>
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</tbody>
</table>

Please provide the following with the Stage 2 Application.

A1 Guiding Principles
Why does your organization exist? These may be thought of as beliefs, values, vision or philosophy.

A2 Mission/mandate
What your organization achieves, identify any legislation that governs your mandate.
A3  **Goals of Your Organization**  
This will encompass the broad view of your total organization.

A4  **Programs and Services**  
As a synopsis overview list the programs and services that your organization provides and describe each in a sentence or two.

A5  **Organizational Structure**  
Is your Board of Directors a governing or working body? How are decisions made in the organization? Do you have a committee structure? If so, provide an organizational chart.

**Part B – Investment Rationale**

If any of the information categories below do not apply to your organization indicate N/A.

B1  **Purpose and Objectives of the Services/Programs/Operation You Provide**  
How do your current services fit your mission/mandate and how do they help to achieve your organization's goals.

B2  **Target Population Group**  
Who do you serve? Is there a particular geographic location? Provide percentage in Port Coquitlam and other respective communities. Would this be affected with an Organization Investment? How will assistance to your target population be enhanced?

B3  **Community Need**  
Why there is a need for the service your organization provides in the community and how have you determined this need? How does the community view the relevance of your work? Are others in the community offering a similar service? If so, are you working together? List any community partners, collaborators.

B4  **Community Participation**  
Provide statistics on community involvement for the past three years. For example, how many people have attended past events? List your community supporters, donors/sponsors, and partners. How are volunteers and the general public involved in your organization? What is your membership?

B5  **Describe your Regular Programming and List Major Past Achievements (with dates)**  
Provide details on intentions, scope, community response, pros and cons and demonstrate a performance record or standard of artistic excellence.
B6 **Measurement to Ensure Accountability**
How do you know if you have been successful with you services, programs or operations? Do you conduct regular program evaluations? What measures do you, or will you use and how do you assess these outcomes? How do you see yourself reporting to your funders?

B7 **Long Range Planning**
Describe your annual planning process in relation to your long-term organization’s plans. Provide a brief work plan overview for the next 2-3 years.

B8 **Indicate any Current Funding Strategies or Fundraising Plans for the Future to Assist with Your Operations**
Evidence of other sources of financial assistance, including earned revenues. Do you have a long range financial plan? If you organization were not placed on the City’s Investment Program, what alternatives would you have?

B9 **Statement of Shortcomings and Liabilities**
What do you see as your organization’s weaknesses and challenges? Suggest how you currently address these issues and how do you plan to in the future.

B10 **Added Benefits of City’s Investment**
What do you see the City’s investment helping you achieve with respect to your primary purpose and objectives? What is your intention for any funds received; keeping in mind the Organization Investment is not intended to fund special projects? Be clear about what the additional benefits of funding would be.

B11 **How does Your Organization’s Goals and Objectives Match Those of the City?**
Based on your knowledge and understanding of the City’s Strategic and Cultural Plans, how do you see your services advancing these Plans?
City of Port Coquitlam  
Community Cultural Development Program  

ORGANIZATION INVESTMENT CATEGORY  
Annual Report  
(For your information. Do not submit with your application.)  

An anecdotal reporting of approximately 3-5 pages plus your actual budget and year end financial statements. Report is due within 3 months of your organization’s fiscal year end.  

Please attach any relevant documentation (eg. Annual Report and Year End Financial Statement).  

- How met own work plan, schedule of objectives, preset outcomes in the past year.  
- How met City’s goals and objectives.  
- Identify any changes/challenges/opportunities in programming/services and outline how they were addressed.  
- Discuss community response to your initiatives and organization over the past year.  
- Provide program and attendance statistics.  
- Comment on your operation’s stability – pros and cons.  
- Review your efforts to seek additional sources of funding.  
- Discuss any changes in originally proposed budget.  

Please include a projected budget and work plan for the upcoming year.  

The City reserves the right to conduct a more detailed evaluation, at their prerogative, based on the information provided in the submitted report. Audited financial statements may be requested.
City of Port Coquitlam
Community Cultural Development Investment Program

Organization Investment Category
Stage 2

Part A – About our Non-Profit Organization

Organization Name: The Port Coquitlam Heritage and Cultural Society
Organization Address: 150 – 22468 McAllister Avenue
Port Coquitlam, BC V3C 2A5

Contact Name: Julie Schmidt
Contact phone #: 604-927-8403
Email Address: president@pocoheritage.org
Do you operate a facility? Yes
Amount of request: $20,000

Authorization for Application:

Julie Schmidt  President
Name Position Signature

Name Position Signature

A1: Guiding Principles (Vision Statement)

A community enriched by its culture and connected to its past

A2: Mission/Mandate

To preserve and celebrate our diverse heritage through community engagement.
A3: Goals of Your Organization

1. Increase and diversify participation in the society and the museum
   a. Provide volunteer experiences that are meaningful, challenging, and impart a sense of value to everyone who contributes to the Society
   b. Increase visitor engagement and traffic through the museum
   c. Diversify and expand membership opportunities in both the museum and the Society

2. Demonstrate the Value of Heritage and Culture to the City and the Community
   a. Develop diverse programming, events, and exhibits
   b. Create a marketing and communication strategy
   c. Work with the community at large: create relationships with city, businesses, community groups, and other heritage organizations

3. Build a long term sustainable base of funding
   a. Maintain and deepen a partnership between the Society and the City of Port Coquitlam that is mutually beneficial
   b. Develop a coordinated and proactive strategy to obtain grants
   c. Expand revenues through unique fundraising events and activities

A4: Programs and Services

What the Society makes possible for the City of Port Coquitlam:

- We make it possible to share collective experiences across diverse communities
- We enable an understanding of our community’s relationships
- We engage and educate our community
- We celebrate Port Coquitlam by connecting stories and encouraging dialogue
- We provide the tools to make the city’s past come to life
- We make it possible for the city to have a sustainable and cost-effective museum that is connected to the community
- We provide a focal point for individuals, businesses, and organizations to see, hear and contribute to the city’s history and stories
We achieve these through organization and management of the following programs and services:

**Displays and Exhibits**: Designing and creating exhibits of historical and cultural significance to the community

**City Archives**: Storage and cataloguing of historic City documents and records

**Community Artifact Collection**: Accessioning, cataloging, storing and displaying artifacts relevant to the history of Port Coquitlam

**Programming/Community Events for Adults and Children**: Engaging the public in dialogue and participatory events about their heritage and culture

**Fundraising Activities**: Events such as the Holiday Tree Festival that engage our community and raise operating funds

**Community Outreach**: Participate in a variety of community events such as May Day, Canada Day, and the Hyde Creek Salmon Festival.

### A5: Organizational Structure

Our governing body is our Board of Directors and all decisions are made by the board. Our board is also a working body and the work is carried out under a committee structure. The following committees report to the board:

- Accessioning/Cataloging/Digitization
- Election
- Events/Spirit/May Day
- Fundraising
- Human Resources
- Programming/Displays
- Technology
- Volunteer Coordination

### Part B – Investment Rationale

**B1: Purpose and Objectives of the Services/Programs/Operations we provide**

Our purpose is to preserve and celebrate our diverse heritage through community engagement. The objectives are to increase and diversify participation in the society and the museum, demonstrate the value of heritage and culture to the City and the community, and to build a long term sustainable base of funding.

The previous CCDIP grant allowed us to hire an administrative assistant for 20 hours a week which allowed the Society to operate with stability and sustainability, and elevated the Museum and Archives to a higher operational standard. This funding provided the financial stability necessary to:
• Provide half time museum administration and coordination
• Assist with the development of exhibits and events, and participate in collaborations that offer exceptional heritage programming for our community
• Keep the Museum and Archives open to the community for consistent posted hours
• Engage and communicate regularly with the public at events and over social media to broaden our presence and engagement in the community

Please refer to our Annual Report for full listing of exhibits, programs, and events.

**B2: Target Population Group**

The target population are the residents of Port Coquitlam and visitors, including residents of the surrounding municipalities. Our museum receives significant numbers of annual visits from school groups and community organizations. Our exhibit openings and special events are well attended. A notable recent event is the Canada 150 celebration in collaboration with the City of Port Coquitlam in August 2017.

The previous CCDIP grant allowed us the core funding necessary to provide a consistent point of contact that allowed us to expand our outreach and attempt to reach more diverse audiences.

Please refer to our Annual Report for guest book and attendance statistics.

**B3: Community Need**

The Port Coquitlam Heritage and Cultural Society has been operating since 1988 as a non-profit society. PoCo Heritage has been fulfilling the need for a museum and archive since 1999. We are enthusiastic about continuing to work with the City of Port Coquitlam to meet the growing and changing needs of our community. We are in the process of installing our first touchscreen information kiosk, to be completed in Fall 2017.

A student Sports Researcher in Summer 2017 researched our sports history and notable athletes in Port Coquitlam, in preparation for a sports display in our museum for January 2018. She also met with the PoCo Sports Alliance and provided information for the upcoming Terry Fox Hall of Fame in the future Port Coquitlam Recreation Centre.
Two student Museum Collections Cataloguers in Summer 2017 completed the first stage of a multi-year artifact management project meant to make our collections more integrated and accessible to the community.

These three summer students were funded by the Canada Summer Jobs program. We only became eligible for this Federal funding after the City provided us with the additional $30,000 monies which allowed us to increase our employee to full time hours.

**B4: Community Participation**

Our current membership is comprised of individuals, organizations, and businesses in Port Coquitlam and the greater community. Over 60 businesses and organizations take part in our annual Holiday Tree Festival.

Our volunteers log over 5,500 hours annually. Please refer to our Annual Report for full statistical reporting.

**B5: Describe your Regular Programming and List Major Past Achievements (with dates)**

Please refer to our Annual Report for detailed reporting of programs, events, exhibits and achievements.

**B6: Measurement to Ensure Accountability**

The Society conducts regular program and event evaluations. For both programs and events we track attendance, comments and feedback received before and after. For fundraisers we track success by setting financial goals before the event and then determining whether we have met or exceeded the goals. We are also concerned with the amount of work associated with a fundraiser and whether or not that work is proportionate to the profit.

We report to the City using our Annual Report and CCDIP Organization Category Grant reports.

**B7: Long Range Planning**

2017-2018
- Strategic Plan workshop
- Hire three Canada Student Jobs students
- Complete first stage of multi-year artifact management project
- Provide sports research for museum and city sports displays, and update our online archive, PoCopedia
- Complete construction of interactive kiosk
• Host Terry Fox exhibit
• Write Strategic Plan
• Participate in most major City of Port Coquitlam festivals and events
• Complete Canada 150 Multicultural Video editing
• Holiday Tree Festival

2018-2019
• Implement Strategic Plan
• Ongoing Evaluation of Strategic Plan goals
• Complete Canada 150 Continuum project
• Hire two Canada Summer Jobs students
• Complete second stage of multi-year artifact management project
• Winter 2018 Exhibit - PoCo Stories: Sports
• Fall 2018 Carol Hubbard Natural History Exhibit
• Participate in most major City of Port Coquitlam festivals and events
• Holiday Tree Festival
• Increase grant funding

2019-2020 and beyond
• Ongoing Evaluation of Strategic Plan goals
• Hire two Canada Summer Jobs students
• Complete third stage of multi-year artifact management project
• Winter Exhibit
• Carol Hubbard Natural History Exhibit
• Participate in most major City of Port Coquitlam festivals and events
• Holiday Tree Festival
• Increase grant funding

B8: Indicate any Current Funding Strategies or Fundraising Plans for the Future to Assist your Operations

Fundraising: Plan for 2018-2019

Goal: To raise sponsorship for Exhibits and Programs, to raise $7,000 through Holiday Tree Festival, to raise additional grant funds as available

Work plan

• April to June – Research and apply for additional grants
- **July to September** – Research and apply for additional grants. Plan for the Christmas Tree Festival: contact sponsors, contact City staff regarding locations, contact printers and advertisers, contact possible sponsors.

- **October to December** – Research and apply for additional grants. Christmas Tree Festival; arrange for location of trees, promotion via social media, arrange opening and awards ceremony.

- **January to March** – Research and apply for additional grants. Begin work on spring fundraisers.

**Grants:** The Society has applied and successfully received several grants in the past. Notable recent grants include a Canada Summer Jobs grant ($19,000) for three summer students, a Canada 150 Continuum grant ($9,000) for replacing heritage walk signage along the Traboulay PoCo Trail, funding for a Multicultural Video ($2,500), a PoCo Foundation Grant ($2,000) for a children’s book, and a G+F Financial Group grant ($6,500) for an interactive kiosk. Most grants will not fund operating expenses, including staff. We will continue to apply for project funding as opportunities arise.

**Sponsorship:** The Society has received sponsorship funding for specific displays. As these funds are under the control of outside supporters, it is not secure funding.

**Long range financial plan** – The Society’s ability to fund staff for the long term will depend on City funding and supplemental grant funding, such as Canada Summer Jobs program.

**B9: Statement of Shortcomings and Liabilities**

PoCo Heritage has operated in the City of Port Coquitlam for 28 years. During that time we have forged strong partnerships with the City’s administration, the business community and other non-profits. We are recognized and respected for our commitment to the preservation of PoCo’s heritage and the dedication of our volunteers.

As a largely volunteer organization with one full time staff member, we are vulnerable to external forces beyond our control. We rely on volunteers to run programs and events, and to build exhibits. Our heavy dependence on unpaid labour means that the Society is limited by the volunteer hours available.

Another liability is a lack of secure, sustained funding. We are grateful for the financial support of the City for the provision of CCDIP funds and sincerely hope the city will continue this level of support.

We have attached a spreadsheet listing the funding received by area municipalities for the staffing and operation of museums and heritage buildings (Appendix A).
B10: Added Benefits of City’s Investment

We are requesting funding in the amount of $20,000 annually. Our intention for the funds is to continue staffing the Museum Coordinator position.

The benefits to the City include:
- The operation of the only museum and archives in Port Coquitlam
- The Museum and Archives open during regular business hours (with full time hours made possible by the CCIDP funding in conjunction with the $30,000 of additional monies from the City).
- Increased community engagement through partnerships and outreach
- Increased school groups and tours in the museum
- Liaison with City staff
- Professional media presence and social media outreach
- Continuation of co-sponsored events in Leigh Square Arts Village

B11: How does your Organization’s Goals and Objectives Match those of the City?

The City had identified seven Community and Corporate Challenges in its Vision 20/20 Strategic Plan.

1. Accommodating population and employment growth
2. Aging, changing demographics
3. Public demand for services at affordable rates
4. Creating financial stability
5. Addressing environmental sustainability
6. Building community involvement
7. Leadership and management

The goals and objectives of The Port Coquitlam Heritage and Cultural Society match these goals.

1. **Accommodating population and employment growth**: We provide a diverse number of volunteer opportunities to many people within the community. Some of these volunteers are specifically looking to develop marketable skills that can be used to secure meaningful employment in their chosen field. The opportunity to help others increase their employability is a service that we provide to our community.

2. **Aging, changing demographics** – We collect and preserve the “stories” of our aging population through our programs Rhymes of Times, Writers’ Group and the multicultural video project. There is no one else in the community doing this work. We welcome visitors and residents to our community and dialogue with them about the history of the region which
connects them to their new home. We also provide a valuable cultural community and meaningful volunteer opportunities for elderly residents of Port Coquitlam.

3. **Public demand for services at affordable rates** – With a paid staff person we are able to provide greater access to our programs and events, which are usually free of charge with donations accepted. Through the Canada Summer Jobs program we have leveraged our staff into additional summer help because organizations must have full time paid staff on site in order to qualify for this funding. These staff members have made possible a greater number of affordable events and services such as the very popular free Souvenir Canada 150 photos during the City's Canada 150 event.

4. **Creating financial stability** – The Organization grant from the City will give the Society a small guarantee of financial stability for the next three years. In turn, the Society can continue providing the City with a community museum and archives for a cost effective and sustainable amount.

5. **Addressing environmental sustainability**: The Carol Hubbard Natural History exhibit is an annual display which specifically focuses on natural history including environmental change and the necessity for ecological sustainability. This exhibit aims to provide an informative and interactive learning environment while also raising awareness regarding the environmental challenges that affect our communities.

6. **Building Community Involvement** – We are heavily involved in our community and are passionate about continuing to build and foster new relationships and connections. We participate in many community events throughout the year including Cultural Roundtables, Canada Day celebrations, the annual Hyde Creek Salmon festival, and annual May Day events. We also host community events such as the annual Christmas Tree Festival and free Heritage Tours.

In addition we participate in community collaborations such as the City’s Canada 150 celebration and the upcoming children’s book, “Sarah and Michael Explore Port Coquitlam”. This book is a collaboration between PoCo Heritage, Art Focus, and the Friends of Leigh Square and will be launched at a community event at the Terry Fox Library in October. A paid staff person allows us to continue to our involvement in the community through events, programs, social media engagement, and displays. These offerings in turn help to create a valuable community space for the residents of Port Coquitlam.

7. **Leadership and management** – The combined funding from the City has allowed us to hire a Museum Coordinator complete with Masters’ degree and years of previous museum experience who has raised the professional
standard of the Museum and Archives. The elevation of our operating standards also benefits the city and the community as we are now able to offer more to our community, provide greater access to our collections, and provide more consistent contact and engagement. Staff brings stability in our management to ensure the longevity of our Society, and therefore the community’s heritage that the Society cares for. Having staff also raises our public profile to attract new leadership to our board and into our community.
# Appendix A

## The Port Coquitlam Heritage and Cultural Society

### Comparison of Municipal Support for Heritage

**June 2017**

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Non-profit/Charity name</th>
<th>Municipal funding (not including in-kind support)</th>
<th>Full-time staff</th>
<th>Part-time staff</th>
<th>Summer students</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Number of students</td>
</tr>
<tr>
<td>Port Coquitlam</td>
<td>The Port Coquitlam Heritage and Cultural Society</td>
<td>$50,000</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Port Moody</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Municipality</td>
<td>Non-profit/Charity name</td>
<td>Municipal funding (not including in-kind support)</td>
<td>Full-time staff</td>
<td>Part-time staff</td>
<td>Summer students</td>
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<td>--------------------------------------------------</td>
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<tr>
<td>Maple Ridge</td>
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<td>Mission</td>
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<td>Richmond</td>
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<td>White Rock</td>
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<td>Young Canada Works</td>
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**Notes:** Everyone topped up the wages provided by Federal summer student job programs. All indicated it was a requirement in order to get the grant. Some paid for the extra from municipal funding and some received the additional funding from supporting grants.

In those museums that are run by municipalities, students were either part of the union while they were employed or were paid equivalent union wages.

**Port Moody** – This museum receives gaming funds to supplement their summer students’ wages.

**Pitt Meadows and Maple Ridge** – Both of these museums have fee for service agreements with their municipalities. 2017 was the first year that Pitt Meadows museum had an agreement with its own municipality. Prior to 2017 Maple Ridge and Pitt Meadows jointly funded both museums.

**Delta** - In 2017 the Delta museum was taken over by the municipality. Museum operations are part of the Arts and Culture Department of the City. They are building a new museum which they are hoping to open in the summer of 2018.

**White Rock** – This museum actually posted their summer job/s and did their interviews before their funding was confirmed. They posted the position/s contingent on receipt of funding. It is also interesting to note that White Rock museum pays for benefits (medical, dental) for two of their key part time staff. They say that curators are very difficult to recruit and retain so they need to provide more than just a basic wage. Funding dropped in 2017 as compared to 2014 because 2014 included a one-time catch up payment.
New Westminster – This museum receives operating funds from the BC Arts Council. I believe that you have to receive three consecutive years of project funding from the Council before you qualify to apply for operating funds. The operating budget for 2017 is much larger because they moved into the Anvil Centre in 2015. The 2017 amount reflects the funding for the museum, archives and Irving House. The 2014 funding was just for the museum.
The Port Coquitlam Heritage and Cultural Society

Annual Report

City of Port Coquitlam Community Cultural Development Investment Program

Organization Investment Grant

April 1, 2016 to March 31, 2017
The main objective for the $20,000 CCDIP Organization Grant was to hire an employee.

The Society hired its first employee in May 2015 for 20 hours per week. This position was increased to 32.5 hours per week upon receipt of $30,000 additional funds from the City of Port Coquitlam (termed “Port Coquitlam Annual Grant” in Society financial statements) in July 2016.

The position was filled by Cassandra Sclauzero May 12, 2015 – January 14, 2017. The position was then vacant through the advertising and hiring process, until Kelly Brown was hired as a full-time Museum Coordinator, based on her level of education and previous museum experience on March 28, 2017. Kelly has a Bachelor’s Degree in Anthropology and Archaeology, a Master’s Degree in Archaeology with a specialized focus on research on museum collections, and many years of experience working in a range of museum environments.

Having a full time employee enabled the Society to operate with stability and sustainability, and elevated the Museum and Archives to a higher operational standard. This funding provides the financial stability necessary to:

- Cover basic operating costs for the Museum and Archives
- Provide continual museum management and coordination
- Develop exhibits and events, and participate in collaborations that offer exceptional heritage programming for our community
- Keep the Museum and Archives open to the community during regular business hours
- Engage and communicate regularly with the public at events and over social media to broaden our presence and engagement in the community

Please note that our Annual Report to meet the requirements of the Partnership Agreement with the City has been submitted separately to the City. That report includes program and attendance statistics and financial reports for the fiscal year therefore this information has not been included in this report.
## THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY
### STATEMENT OF OPERATIONS
#### Year Ended March 31, 2017
##### (Unaudited)

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**Expenditures**

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<td>Archival supplies</td>
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<td>236</td>
<td>84</td>
</tr>
<tr>
<td>Capital assets - note 4</td>
<td>972</td>
<td>899</td>
</tr>
<tr>
<td>Display expenses</td>
<td>8,236</td>
<td>8,802</td>
</tr>
<tr>
<td>Fundraising expenses</td>
<td>1,004</td>
<td>2,352</td>
</tr>
<tr>
<td>Insurance</td>
<td>2,750</td>
<td>2,798</td>
</tr>
<tr>
<td>Licenses, dues and subscriptions</td>
<td>230</td>
<td>130</td>
</tr>
<tr>
<td>Office</td>
<td>3,400</td>
<td>4,056</td>
</tr>
<tr>
<td>Payroll</td>
<td>20,404</td>
<td>19,476</td>
</tr>
<tr>
<td>Professional fees</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>38,578</td>
<td>40,362</td>
</tr>
</tbody>
</table>

**Excess (deficiency) of revenue over expenditures before GST rebate**

<table>
<thead>
<tr>
<th></th>
<th>3,683</th>
<th>(1,694)</th>
</tr>
</thead>
</table>

**GST rebate**

<table>
<thead>
<tr>
<th></th>
<th>347</th>
<th>358</th>
</tr>
</thead>
</table>

**Excess (deficiency) of revenue over expenditures for the year**

<table>
<thead>
<tr>
<th></th>
<th>$4,030</th>
<th>$(1,336)</th>
</tr>
</thead>
</table>
# STATEMENT OF FINANCIAL POSITION

March 31, 2017  
(Unaudited)

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>$62,001</td>
<td>$36,567</td>
</tr>
<tr>
<td>Restricted cash - note 1</td>
<td>25,896</td>
<td>17,420</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>168</td>
<td>-</td>
</tr>
<tr>
<td>Government agencies recoverable</td>
<td>-</td>
<td>101</td>
</tr>
<tr>
<td>Prepaid expenses</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

$88,065  
$54,088

<table>
<thead>
<tr>
<th>LIABILITIES AND NET ASSETS</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$ -</td>
<td>$660</td>
</tr>
<tr>
<td>Government agencies payable</td>
<td>-</td>
<td>632</td>
</tr>
<tr>
<td>Deferred contributions - note 2</td>
<td>51,631</td>
<td>20,392</td>
</tr>
</tbody>
</table>

51,631  
21,683

<table>
<thead>
<tr>
<th>Net assets:</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internally restricted - note 3</td>
<td>17,453</td>
<td>9,953</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>18,981</td>
<td>22,452</td>
</tr>
</tbody>
</table>

36,434  
32,405

$88,065  
$54,088
THE PORT COQUITLAM HERITAGE AND CULTURAL SOCIETY
NOTES TO THE FINANCIAL STATEMENTS
Year Ended March 31, 2017
(Unaudited)

STATUTE OF INCORPORATION AND NATURE OF BUSINESS

The Port Coquitlam Heritage and Cultural Society (the "Society") was incorporated under the Society Act of British Columbia as a not-for-profit organization. The Society is a registered charity under the Income Tax Act and is exempt from income taxes under section 148(1)(c) of the Act.

The Society was established to preserve the history of Port Coquitlam, to maintain a community archive and provide a public Heritage Centre in Port Coquitlam, British Columbia. The Society has entered into a lease agreement with the City of Port Coquitlam for the use of the land and building located at #150-2248 McAllister Avenue (the Heritage Centre) free of rent. The lease expires May 31, 2022.

1. RESTRICTED CASH
Restricted cash consists of the following amounts

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Hubbard Memorial Fund (note 2)</td>
<td>$8,443</td>
<td>$7,468</td>
</tr>
<tr>
<td>Leigh Square Art Project (note 3)</td>
<td>5,000</td>
<td>5,000</td>
</tr>
<tr>
<td>Capital Asset Replacement (note 3)</td>
<td>5,953</td>
<td>4,953</td>
</tr>
<tr>
<td>Kiosk Project (Note 2)</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td>Multicultural Video Project (Note 2)</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>Canada 150 Project (Note 3)</td>
<td>2,000</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>25,896</strong></td>
<td><strong>17,420</strong></td>
</tr>
</tbody>
</table>

2. DEFERRED CONTRIBUTIONS
Deferred contributions represent grants and donations received to fund projects to be completed or undertaken in a future period.

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Hubbard Memorial Fund donations</td>
<td>$8,443</td>
<td>$7,468</td>
</tr>
<tr>
<td>CCDP Organization grant</td>
<td>16,405</td>
<td>10,524</td>
</tr>
<tr>
<td>Project Grant</td>
<td>2,400</td>
<td>2,400</td>
</tr>
<tr>
<td>Port Coquitlam Annual Grant</td>
<td>15,383</td>
<td></td>
</tr>
<tr>
<td>Kiosk Grant</td>
<td>6,500</td>
<td></td>
</tr>
<tr>
<td>Multicultural Video Grant</td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>51,631</strong></td>
<td><strong>20,392</strong></td>
</tr>
</tbody>
</table>

3. INTERNALLY RESTRICTED NET ASSETS
The Society has internally restricted net assets totaling $5,000 (2016 - $5,000) for the Leigh Square Art Project, $5,953 (2015 - $4,953) for capital asset replacement, $2,000 for the kiosk project, $2,500 for the multicultural video project and $2,000 for Canada 150 programs. The Society may not use these internally restricted amounts for any other purpose without the approval of the Board of Directors.

4. CAPITAL ASSETS CHARGED TO THE STATEMENT OF OPERATIONS
The cost of the capital assets acquired by the Society during the year is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Furniture and equipment</td>
<td>972</td>
<td>899</td>
</tr>
<tr>
<td>Heritage collection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heritage Centre displays</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leasehold improvements</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>972</td>
<td>899</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY:

The Smart Growth Committee has considered an application to rezone a large and vacant property located on the west side of Fremont Street between Nicola Avenue and Dominion Avenue for future light industrial uses. Committee recommends to Council that specified conditions be met ensure appropriate development of the road network and mitigate potential impacts.

RECOMMENDATIONS

The Smart Growth Committee recommends to Council:

1. That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
2. That prior to adoption of the amending bylaw, the following conditions be met:
   a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
      i. an extension of Seaborne Avenue within a 20m right-of-way, and
      ii. widening of Nicola Avenue to create a 22m right-of-way;
   b. Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and
   c. Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.

1. SUMMARY

At its meeting held December 5th, 2017, the Smart Growth Committee considered the attached staff report and resolved to support proceeding with consideration of the Zoning Bylaw amendment. In particular, Committee noted that the development would provide for continued implementation of the road network within the Dominion Triangle area and that the
conditions of approval would mitigate potential impact on residences to the north of Dominion Avenue.

2. **OPTIONS**

Council may:
1. Proceed with consideration of the rezoning application (recommended)
2. Request that additional information or amendments to the application be made prior to consideration of an amending bylaw; or,
3. Reject the application if it does not wish to further consider the application.

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

Attachments: 1. Report to SGC dated November 28, 2017
EXECUTIVE SUMMARY: The owner of the large, vacant property located on the west side of Fremont Street between Nicola Avenue and Dominion Avenue has applied to rezone and subdivide the property into two lots for a future light industrial development. Rezoning to the Light Industrial (M3) zone would be in keeping with Council’s land use policies and, similar to the requirements set by Council for other industrial developments in the area, specific design control measures are recommended as conditions of approval to mitigate the potential impact of industrial development on homes located on the north side of Dominion Avenue.

RECOMMENDATIONS

That the Smart Growth Committee recommend to Council:

1. That the zoning of 750 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
2. That prior to adoption of the amending bylaw, the following conditions be met:
   a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
      i. an extension of Seaborne Avenue within a 20m right-of-way, and
      ii. widening of Nicola Avenue to create a 22m right-of-way;
   b. Completion of design and submission of securities and fees for the off-site works to the satisfaction of the Director of Development Services; and
   c. Registration of a legal agreement to the satisfaction of the Director of Development Services to ensure specific building, parking, loading and landscape design requirements to provide for an appropriate treatment between non-industrial uses to the north of Dominion Avenue and the industrial use.
1.0 BACKGROUND

M2K Construction Ltd. proposes to rezone the vacant, 7-acre site on the west side of Fremont Street between Nicola Avenue and Dominion Avenue to allow for light industrial uses. The applicant has also submitted a subdivision application to create a 2.6-acre lot (south) and 3.7-acre lot (north) and dedicate lands outlined in red below:
2.0 POLICY & REGULATIONS

2.1 Regional Growth Strategy (RGS): The RGS protects the region's established industrial land base and advocates for the efficient and intensified use of these industrial lands to accommodate a growing economy. The regional land use designation of the property is Industrial.

2.2 Official Community Plan (OCP): The economic policies of the OCP promote retention of industrial lands. The site is designated Light Industrial - IL and the Light Industrial M3 Zone is identified as an appropriate zoning within this designation.

2.3 Zoning Bylaw: The current zoning is Agricultural; the proposed zone is Light Industrial M3. This zone permits light industrial uses such as warehousing, trade contractors, manufacturers and producers and indoor commercial recreation. The M3 zone requires businesses to operate fully within a building, not produce excessive noise, odour or other disturbances and does not permit outdoor storage.

2.4 Development Permit: The site is included within the Industrial Development Permit Area designation of the OCP and is subject to area-specific guidelines for the Dominion Triangle. These guidelines promote orderly development and a controlled interface between industrial and other land uses. The site is also subject to compliance with the Environmental Conservation Development Permit Area designation to facilitate implementation of environmental goals and objectives.

3.0 COMMENTS AND ANALYSIS

3.1 Site Characteristics and Context: The vacant site has been cleared and filled to meet flood plain requirements in anticipation of development. The area to the north has been developed with townhouses and an arterial road, Dominion Avenue, divides the residential from the industrial land use designations. Large format retail uses are located south of Nicola Avenue and the new Nicola Lodge care facility is located to the west of the site; lands on either side of the site are designated for light industrial uses. A large BC Hydro right-of-way (ROW) crosses the property and will restrict building siting.

A watercourse was formerly located along the lower portion of the site's eastern property line. This watercourse was included in an intertidal habitat project led by the Conwest Group of Companies (Conwest) to provide compensation for the enclosure of a number of watercourses in the Dominion Triangle area. In 2012, Conwest advised the City that the owners of the subject property (at that time, the Yang/Kim Group) did not enter into their participation agreement although the watercourse had been enclosed. As the intended financial arrangement was a private matter between the owners and Conwest, the City did not have any involvement in resolving this matter. However, Conwest asked that the City provide information about the status of the intertidal habitat project in its future
public consideration of rezoning or development of the site or in responding to enquiries from potential buyers. Staff are aware that M2K Construction Ltd. was advised of the Yang/Kim Group’s non-participation and was provided with a copy of letter to the City.

3.2 Transportation and Infrastructure: The Engineering and Public Works Department requested that the applicant submit a transportation impact assessment. The assessment confirms that the road network has capacity to support the additional traffic from this development.

The Approving Officer advises that applicant would be required to dedicate road to extend Seaborne Avenue through the site and provide sufficient road width along Nicola Avenue. The applicant would be responsible for construction of associated offsite infrastructure including the extension of Seaborne Avenue with curb and gutters, sidewalks, street lights, street trees and boulevard landscaping in accordance with the Subdivision Servicing Bylaw. The recommended conditions to be met prior to adoption of the rezoning with respect to the subdivision plan and submission of fees/security ensure these works will be completed to the City’s satisfaction.

3.3 Discussion: The proposed rezoning adheres to the policy objectives of the OCP and RGS for industrial areas and facilitates future development. The design of industrial buildings and landscaping and the determination of the environmental conservation measures would occur in SGC’s future consideration of development permit applications for specific proposals. The application provides for substantial completion of the area road network and is recommended for approval.

A covenant to require specific design requirements is also recommended as a condition of rezoning to ensure that the future industrial developments are compatible with the residential uses to the north. The following proposed requirements would be in accordance with the Dominion Triangle Planning Review as completed by consultant Eric Vance in 2009:

- a requirement to provide a 6m wide landscape strip along the north property line adjacent to Dominion Avenue to soften the appearance of industrial building façades and screen any open parking spaces;
- a restriction to prohibit fencing or walls with an industrial character, such as chain link, barbed wire, or lock-block walls;
- a restriction to not allow loading bays or access in yards that face Dominion Avenue;
- a requirement that garbage and recycling storage areas be included within a building and a restriction that access to these area not be allowed in yards that face Dominion Avenue;
- a restriction on the illumination of yards along Dominion Avenue to ensure
lighting does not shine directly into residences, control glare and that the lighting adheres to dark sky principles;

- a restriction that all roof top units and equipment must be screened and consistent with the overall design vocabulary and materials of the building;
- a requirement that buildings on corner lots be designed to face the adjoining streets; and,
- a design requirement for building articulation, glazing, varied roofline heights and architectural details to mitigate the box-like massing typical of industrial buildings by adding visual interest.

3.4 Consultation: Development signs have been posted to face both Nicola Avenue and Dominion Avenue to provide on-site notification of the rezoning application. With the exception of conversations between Conwest and staff related to the watercourse enclosure in 2010, to date no comments from the public have been received regarding this application.

4.0 OPTIONS

The Smart Growth Committee may:

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

Laura Lee Richard, MCIP
Director of Development Services

Attachments: 1. Location Map
2. Preliminary Plan of Subdivision
2018 Council Meeting Schedule

Tuesday January 9 and 23
Tuesday February 13 and 27
Tuesday March 13 and 27
Tuesday April 10 and 24
Tuesday May 8 and 22
Tuesday June 12 and 26
Tuesday July 10 and 24

No Scheduled Meetings in August – Only as Required
Tuesday September 18 and 25
Tuesday October 9
Tuesday November 6 (Inaugural)
Tuesday November 13 and 27
Tuesday December 11

All meetings commence at 7:00 pm and are held in the:
Council Chambers – Third Floor, Port Coquitlam City Hall
2580 Shaughnessy Street, Port Coquitlam, BC V3C2A8

The above schedule is subject to revision should circumstances so require, and the right is reserved to schedule additional meetings as necessary.

For further information or questions regarding Council Meetings, please contact Corporate Office at 604.927.5421 or email corporateoffice@portcoquitlam.ca.

Council Meeting web stream is available ‘live’ and ‘archived’ at:
www.portcoquitlam.ca/council
“That the following Councillors be appointed Acting-Mayor during the months shown below:

January       Councillor M. Forrest
February      Councillor D. Penner
March         Councillor G. Pollock
April         Councillor D. Washington
May           Councillor B. West
June          Councillor L. Dupont
July          Councillor M. Forrest
August        Councillor D. Penner
September     Councillor G. Pollock
October       Councillor D. Washington

Acting Mayors for November and December will be determined following the Inaugural Meeting.