1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of July 11, 2017 Regular Council Meeting
Recommendation: That the Regular Council Meeting Minutes of July 11, 2017 be adopted.

4. PROCLAMATIONS

4.1 Terry Fox Week - September 11-17, 2017
In attendance: Mary Ness

4.2 Fire Prevention Week - October 8 - 14, 2017
In attendance: Chad Evans, Public Education Officer
Fire & Emergency Services

5. BYLAWS

5.1 Council and Committee Procedures Amendment Bylaw No. 4027 - First Three Readings
Recommendation: That “Council and Committee Procedures Amendment Bylaw No. 4027” be given first three readings.

5.2 Tax Prepayment Plan Amendment Bylaw No. 4028 - First Three Readings
Recommendation: That “Tax Prepayment Plan Amendment Bylaw No. 4028” be given first three readings.

6. REPORTS
6.1 Sustainable Communities Award Application (Blakeburn Lagoons Park – Brownfields)
Recommendation: That the application for the Sustainable Communities Award (Brownfields) for the Blakeburn Lagoons Park be endorsed, by signing the attached letter of support and designating a Council representative as part of the initiative team.

7. NEW BUSINESS

8. OPEN QUESTION PERIOD

9. RESOLUTION TO CLOSE

9.1 Resolution to Close the September 12, 2017 Regular Council Meeting
Recommendation: That the Regular Council Meeting of September 12, 2017 be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:

g) litigation or potential litigation affecting the municipality;

Also in attendance: Director of Recreation L. Bowie, Fire Chief N. Delmonico, Director of Finance K. Grommada, Corporate Officer G. Joseph, Chief Administrative Officer J. Leeburn, Director of Engineering and Public Works K. Meersman, Manager of Communications and Administrative Services P. Purewal, 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 7:11 pm in the Council Chambers at City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC.

2. **ADOPTION OF THE AGENDA**

   2.1 Adoption of the July 11, 2017 Regular Council Meeting Agenda
   
   It was moved and seconded that the July 11, 2017 Regular Council Meeting Agenda be adopted with the addition of the following items:

   - 5.2 - Correspondence to the City of Coquitlam.

   **Carried.**

3. **CONFIRMATION OF MINUTES**

   3.1 June 27, 2017 Council Meeting Minutes

   It was moved and seconded that the June 27, 2017 Council Meeting minutes be adopted.

   **Carried.**

4. **BYLAWS**

   4.1 Animal Control Bylaw No. 3990 - Final Reading

   It was moved and seconded that Animal Control Bylaw No. 3990 receive final reading.

   **Carried.**
4.2 **Loan Authorization Bylaw No. 4004 – Final Reading**
It was moved and seconded that Loan Authorization Bylaw No. 4004 receive final reading.

Carried.

4.3 **Fees & Charges Amendment Bylaw No. 4021 (Animal Control) - Final Reading**
It was moved and seconded that Fees & Charges Amendment Bylaw No. 4021 (Animal Control) receive final reading.

Carried.

4.4 **Zoning Amendment Bylaw No. 4024 for 580 Nicola Avenue – Final Reading**
It was moved and seconded that Zoning Amendment Bylaw No. 4024 for 580 Nicola Avenue receive final reading.

Carried.

5. **REPORTS**

5.1 **2016 Annual Report**
It was moved and seconded that the City’s 2016 Annual Report be considered by Council.

Carried.

5.2 **Correspondence to the City of Coquitlam**
It was moved and seconded:

That the City of Coquitlam be advised that the City of Port Coquitlam does not support changing the Coquitlam Citywide Official Community Plan relating to the property at 3552 Victoria Drive, and that the City of Port Coquitlam is concerned that the amendment will support a higher number of units on the site being realized, resulting in increased traffic on Port Coquitlam roads; and

That the City of Coquitlam be requested to meet as soon as possible with the City of Port Coquitlam to discuss these concerns; and

That the attached letter be sent to the City of Coquitlam as a response to its request for comment on the draft Northwest Burke Vision; and

That the matter be discussed at the next joint meeting between the Cities of Coquitlam and Port Coquitlam.

Carried.
6. STANDING COMMITTEE VERBAL UPDATES

6.1 Transportation Solutions & Public Works Committee
Councillor Penner provided an update.

7. NEW BUSINESS

7.1 Council provided a few updates 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. Brad Nickason, 1322 Yarmouth Street, expressed environmental concerns regarding the Kinder Morgan pipeline local impact and the need for an extreme weather evacuation plan for Burke Mountain residents. He asked if the City has staff doing research for Council related to these issues. Mayor Moore noted that the City has an Environmental Coordinator that would consult with Council regarding City decisions related to environmental matters and that we belong to IPREM (Integrated Partnership for Regional Emergency Management in Metro Vancouver) that addresses Metro Vancouver inter-municipal emergency response plans.

Ms. Nancy McCurrah, 3007 Larch Way, asked if Council would consider an amendment to the Animal Control Bylaw to include additional wording similar to that of the Kelowna Animal Control Bylaw. Mayor Moore advised that it may be considered at the next discussion for this bylaw in approximately six months' time.

9. RESOLUTION TO CLOSE

9.1 Resolution to Close the July 11, 2017 Regular Council Meeting
It was moved and seconded that the Regular Council Meeting of July 11, 2017 be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:

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

   g) litigation or potential litigation affecting the municipality;

   i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
(2) b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

Carried.

Certified Correct,

Mayor G. Moore

Corporate Officer
WHEREAS: Terry Fox, through his unwavering commitment, dedicated his life to raising funds for cancer research; and

WHEREAS: Through his courage, he reached people of all ages and increased their awareness of cancer; and

WHEREAS: The City of Port Coquitlam supports the example and the goals of this extraordinary young man;

NOW THEREFORE: I, Dean Washington, Acting Mayor of the Corporation of the City of Port Coquitlam

DO HEREBY PROCLAIM

SEPTEMBER 11TH - 17TH, 2017 AS

“TERRY FOX WEEK”

_________________________________________
Dean Washington
Acting Mayor
PROCLAMATION

WHEREAS: The Port Coquitlam Fire and Emergency Services is committed to ensuring the Life safety of all those living in and visiting our city from the adverse effects of fire; and

WHEREAS: Fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS: Port Coquitlam Fire and Emergency Services responded to 61 residential structure fires in 2016. That’s almost one home fire every six days; and

WHEREAS: Port Coquitlam residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes by following the simple steps on creating a fire escape plan and ensuring they have a working smoke alarm; and

WHEREAS: The 2017 Fire Prevention Week theme “Every Second Counts, Plan 2 Ways Out”, effectively serves to remind us all that in a fire, seconds count. Seconds can mean the difference of residents in our community escaping a fire safely or having their lives end in tragedy; and

WHEREAS: We urge all the people of Port Coquitlam to protect their families by heeding this Important safety message of Fire Prevention Week 2017, and to support the many public safety activities and efforts of Port Coquitlam Fire and Emergency services

NOW THEREFORE: I, Dean Washington, Acting Mayor of the Corporation of the City of Port Coquitlam

DO HEREBY PROCLAIM October 8th to 14th, 2017 as “FIRE PREVENTION WEEK”

Dean Washington
Acting Mayor
Council and Committee Procedures Amendment Bylaw

An amending bylaw to change Council meeting days including the Inaugural Meeting.

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

Citation

1. This Bylaw may be cited for all purposes as “Council and Committee Procedures Amendment Bylaw, 2017, No. 4027”.

Administration

2. That the “Council and Committee Procedures Bylaw, 2015, No. 3898” be amended by replacing section 3, (1) with the following:

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 an election.”

3. That the “Council and Committee Procedures Bylaw, 2015, No. 3898” be amended by replacing section 4. 1) a) with the following:

Time and Location of Meetings

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

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

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

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

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

Public Notice given this XXth day of September and XXth day of September, 2017.

_________________________  ______________________
Mayor                     Corporate Officer
DATE: September 5, 2017

TO: Mayor and Councillors

FROM: Carolyn Deakin, CMC
Assistant Corporate Officer

SUBJECT: COUNCIL AND COMMITTEE PROCEDURES AMENDMENT BYLAW

EXECUTIVE SUMMARY

This report recommends that amendments be made to the current Council and Committee Procedures Bylaw to reflect that Council meeting nights have moved from Mondays to Tuesdays.

RECOMMENDATION

That Council and Committee Procedures Amendment Bylaw No. 4027 be given first three readings.

COMMENTS AND ANALYSIS

In December 2016, Council approved the 2017 Council Meeting Schedule that moved Council meeting nights to Tuesdays instead of the historical Mondays. The Council and Committee Procedures Bylaw needs to reflect the move to Tuesdays and this amending bylaw will complete the process.

C. Deakin

C. Deakin, CMC
Assistant Corporate Officer

Attachment 1 – Excerpt of existing Bylaw No. 3898.
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 Monday Tuesday of December 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 Monday 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
An amending bylaw to provide a minor, housekeeping change.

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 “Tax Prepayment Plan Bylaw, 1988, No. 2351”.

Administration

2. That the “Tax Prepayment Plan Bylaw, 1988, No. 2351” be amended in Schedule “A” – Conditions, by removing “2002” in the third paragraph after the words “July 31”.

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

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

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

____________________  ____________________
Mayor                  Corporate Officer
DATE: September 5, 2017

TO: Mayor and Councillors

FROM: Carolyn Deakin, CMC
Assistant Corporate Officer

SUBJECT: TAX PREPAYMENT AMENDMENT BYLAW

EXECUTIVE SUMMARY

This report recommends that a housekeeping change be made to the current Tax Prepayment Plan Bylaw to remove the year ‘2002’ from Schedule ‘A’ of the bylaw.

RECOMMENDATION

That Tax Prepayment Plan Amendment Bylaw No. 4028 be given first three readings.

COMMENTS AND ANALYSIS

In the current Schedule ‘A’ of Bylaw No. 2351, the bylaw states ‘Payments will be processed on the last day of each calendar month, commencing on July 31, 2002’ …’ – the year ‘2002’ is no longer required and should be removed. Adoption of the Tax Prepayment Plan Amendment Bylaw will complete this process.

C. Deakin

C. Deakin, CMC
Assistant Corporate Officer

Attachment 1 – Excerpt of existing Bylaw No. 2351
Excerpt from existing Tax Prepayment Plan Bylaw No. 2351:

“Tax Prepayment Plan Bylaw, 1988, No. 2351
Tax Prepayment Plan Amendment Bylaw, 1999, No. 3217
Schedule "A"

CONDITIONS

Interest will be calculated at the end of each month and credited to the taxpayers tax account.

Interest will be calculated based on the prime rate of the Toronto Dominion Bank less 4% as of the last day of each month.

Payments will be processed and collected on the last day of each calendar month commencing on July 31, 2002 of the year preceding the tax due date and ending in June of the year in which the taxes become due.

During May of each year a statement will be included on the tax bill giving the balance in the account plus interest and the amount payable to fully pay the year’s taxes. This amount will be due on the day taxes are due and will be calculated on the basis that both the May and June payments will be met.

This agreement is valid until terminated by either party in writing. The amount of deductions taken by the City may vary in subsequent years. The amount will be agreed by mutual consent of both parties in a statement mailed in May of each year to each participant showing the monthly payment suggested for the next year.

Any payments will be applied firstly to any arrears or delinquent taxes.

The taxpayer may, in writing, cancel this arrangement at any time but there will be no refund of any payments made prior to the cancellation and the City will continue to pay interest on any amounts paid.

Monthly payments are based on an estimate only and are not a warranty or guarantee of the amount of taxes and utility payments which may be levied.

Flat rate water and/or sewer billings will be paid out of your tax account on their due date.

THE HOMEOWNER GRANT MUST BE CLAIMED AFTER RECEIPT OF THE TAX NOTICE AND PARTICIPATION IN THE TAX PREPAYMENT PLAN IS NOT A SUBSTITUTE FOR CLAIMING THE GRANT.

Under paragraph 14 of Revenue Canada Interpretation Bulletin IT-396/R of May 29, 1984, the interest earned and applied to taxes is considered as a reduction of the amount payable, and is not income for income tax purposes.”
EXECUTIVE SUMMARY:

The Federation of Canadian Municipalities 2018 Sustainable Communities Awards have launched and are open for application. This year, the FCM is looking to celebrate and recognize innovative, leading and inspirational initiatives in municipalities. The Blakeburn Lagoons Park project would be a great candidate for an award in the brownfields category. In order to submit the application, a letter from Council endorsing the application must be signed. Winners are also required to present their initiative before their peers at the Sustainable Communities Conference (February 2018 in Ottawa), and receive a video produced by FCM.

RECOMMENDATIONS:

That the application for the Sustainable Communities Award (brownfields) for the Blakeburn Lagoons Park be endorsed, by signing the attached letter of support and designating a Council representative as part of the initiative team.

BACKGROUND/DISCUSSION:

A brownfield is defined as "real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant". The Blakeburn Lagoons were sanitary settling ponds built in the 1960s and decommissioned in the 1970s. The two lagoons served as primary treatment for sanitary effluent from the area. While many of the contaminants from the waste have decayed or become inert, low levels of metals are still present in the lagoon sludge. The transformation of the Blakeburn Lagoons site to a naturalized park is an excellent example of a brownfield redevelopment site.

The Federation of Canadian Municipalities 2018 Sustainable Communities Awards have launched and are open for applications. This year, the FCM is looking to celebrate and recognize innovative, leading and inspirational initiatives in municipalities. The Blakeburn Lagoons Park project would be a great candidate for an award in the brownfields category.

The following criteria are required to apply for the award:
- a letter of support from Council (see attached);
- a member of Council must be named as part of the initiative team;
- A staff member must be available to deliver a presentation at FCM’s 2018 Sustainable Communities Conference in Ottawa (between February 6-8, 2018).

The Sustainable Communities conference is a yearly conference which brings together municipal leaders from across Canada to talk about sustainable initiatives within their communities. The fee to attend the Sustainable Communities conference is waived, but travel and accommodations for the presenter is required to be funded by the City. The estimated cost to attend the conference would be $1000. Some of the topics from last year’s agenda include asset management for sustainability, complete streets in action, and applying tools to build resilience in local communities. While the agenda has not yet been finalized for the 2018 conference, the topics will be similar in nature and would provide value to staff in attending.

While winners are required to present their initiative before their peers at the Sustainable Communities Conference (February 2018 in Ottawa), the City will receive a promotional video produced by FCM. In addition to the benefits associated with the promotional video, the presenter would also receive capacity-building training which includes personalized coaching with a speaking coach which focuses on storytelling and public speaking.

FCM’s Sustainable Communities Awards celebrate the most innovative sustainability and environmental initiatives in municipalities of all sizes and in all regions across Canada. The Sustainable Communities Awards have generated national and local recognition for sustainability initiatives that take an integrated approach to development, leading to environmental, economic and social benefits.

As noted, should Council endorse applying for the award, a member of Council must be named as part of the initiative team. The chair of the Healthy Communities Committee (currently Councillor Dupont) would be a logical option, but there are no specific criteria and there are no obligations for this role.

OPTIONS:

1. Apply for the award (recommendation)
2. Do not apply

Lee-Anne Truong, P.Eng., PMP.
Manager of Capital Projects

Attachment: Draft letter of support
September 5th, 2017

Green Municipal Fund Program  
Federation of Canadian Municipalities  
24 Clarence Street  
Ottawa, Ontario K1N 5P3  

RE: Letter of Support for Sustainable Communities Awards Application: Blakeburn Lagoons, Lee-Anne Truong

Dear Sir/Madam,

This letter is to confirm that we are aware that Lee-Anne Truong is applying for the Federation of Canadian Municipalities’ Sustainable Communities Award for the Blakeburn Lagoons Park. On behalf of Port Coquitlam, we endorse the application abovementioned and consider this initiative deserving of recognition.

Yours sincerely,

Mayor Moore  
City of Port Coquitlam

Cc: Mayor and Council  
John Leeburn, Chief Administrative Officer  
Kristen Meersman, Manager of Engineering and Public Works  
Lee-Anne Truong, Manager of Capital Projects