

Committee of Council Agenda

Tuesday, July 15, 2025

1:00 p.m.

Council Chambers

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

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, July 15, 2025, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

3

Recommendation:

That the minutes of the following Committee of Council Meetings be adopted:

- *June 3, 2025.*

4. REPORTS

4.1 RCMP Quarter Two 2025 Report

7

Recommendation:

None.

4.2 Child Care Action Plan 2025 Update

28

Recommendation:

That Committee of Council direct staff to update the Child Care Action Plan that will review targets for new licensed spaces, demographic groups and opportunities to further support the creation of new spaces.

5. COUNCILLORS' UPDATE

6. MAYOR'S UPDATE
7. CAO UPDATE
8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, July 15, 2025, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

Item 5.2

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;

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, July 15, 2025, Committee of Council Meeting be adjourned.



Committee of Council Minutes

Tuesday, June 3, 2025

Council Chambers

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

Council Present: Chair - Mayor West
Councillor Darling
Councillor McCurrach
Councillor Penner
Councillor Petriw
Councillor Pollock
Councillor Washington

Staff Present: R. Bremner, CAO
K. Grommada, Deputy CAO
B. Clarkson, Fire Chief
C. Deakin, Corporate Officer
J. Frederick, Director Engineering & Public Works
B. Irvine, Director Development Services
D. Long, Director Community Safety & Corporate Services
J. Lovell, Director Finance
G. Mitzel, Director Recreation

1. CALL TO ORDER

The meeting was called to order at 12:14 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, June 3, 2025, Committee of Council Meeting Agenda be adopted as circulated.

In Favour (7): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Petriw, Councillor Pollock, and Councillor Washington

Carried

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1 Official Community Plan Amendment Consultation for 1563 Shaughnessy Street

Moved-Seconded:

That Committee of Council, in consideration of s.475 of the Local Government Act, recommend Council support the following early and ongoing consultation be undertaken for the proposed Official Community Plan amendment at 1563 Shaughnessy Street:

- 1. City State Consulting Group provide on-site signage, post a website with application information, host three or more advertised in-person public information meetings with direct notification provided to residents within the 300 meter area;*
- 2. City State Consulting Group consult with Metro Vancouver, Translink and Kwikwetlem First Nation;*
- 3. Submission of a report by City State Consulting Group detailing the input received through the consultation process;*
- 4. Information posted on the City's website and considered in an open Committee of Council meeting; and*
- 5. Staff communication with School District 43.*

In Favour (7): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Petriw, Councillor Pollock, and Councillor Washington

Carried

4.2 Temporary Use Permit Application for 3660 and 3670 Westwood Street

Moved-Seconded:

That Committee of Council:

- 1. Authorize staff to provide public notice of the temporary use permit application for 3660 and 3670 Westwood Street; and*
- 2. Recommend Committee of Council support the temporary use permit with the provision of landscape and performance securities.*

In Favour (7): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Petriw, Councillor Pollock, and Councillor Washington

Carried

5. COUNCILLORS' UPDATE

No update.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, June 3, 2025, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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;

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

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l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

Item 5.3

k. negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the

council, could reasonably be expected to harm the interests of the municipality if they were held in public;

I. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

In Favour (7): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Petriw, Councillor Pollock, and Councillor Washington

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, June 3, 2025, Committee of Council Meeting be adjourned. (4:02 p.m.)

In Favour (7): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Penner, Councillor Petriw, Councillor Pollock, and Councillor Washington

Carried

Mayor

Corporate Officer

RECOMMENDATION:

None.

REPORT SUMMARY

The purpose of this report is to provide Council with an update regarding the policing services provided by the Coquitlam RCMP Detachment for the second quarter of 2025.

BACKGROUND

The Coquitlam RCMP released its four-year strategic plan to guide the efforts of RCMP members, City staff, and volunteers in making Port Coquitlam a safer place to live. The strategic plan sets out four priorities developed through a consultative process involving community outreach, internal interviews, and environmental scans of Canadian police jurisdictions throughout Canada.

The first priority within the Strategic Plan is “partnering with the community” which involves deepening collaboration, trust and community engagement; learning and adapting to changing community needs; and demonstrating accountability to Port Coquitlam residents. Priority two is to “promote public safety” by focusing on road and traffic safety, enhancing visible police presence, and reducing crime through public education and engagement. The third priority is “targeting criminal activity” which entails enforcing the law, targeting prolific offenders, and gathering criminal intelligence. The fourth priority is “supporting our people” and it aims to create an inclusive workplace, support employee mental and physical wellness, and promote effective internal communications. Progress is reported to Council and the community on a quarterly basis. The following is an update for the second quarter of 2025 in which there were 3,467 recorded police activities in Port Coquitlam, accounting for roughly 30.7% of total police activities in the Detachment’s catchment area.

DISCUSSION**Partnering with the Community**

The Coquitlam RCMP continues to work closely with the community to build strong, collaborative relationships that make Port Coquitlam a safer place to live. During quarter two (Q2), RCMP staff built stronger relationships with the public by participating in 14 community events and by working collaboratively to improve safety practices by hosting 2 public education opportunities such as a personal safety presentation and participating in the Port Coquitlam Business Improvement Association. Members also carried out nearly 430 hours of proactive patrols, including more than 25 foot patrols in parks and throughout the downtown core to increase visibility and strengthen ties with the public during Q2.

Promoting Public Safety

Delivering policing services to residents is one of the Coquitlam RCMP's core functions and is integral to promoting public safety. The primary method of delivering policing services is by responding to calls for service. In Quarter 2, the Detachment averaged an 8.3 seconds 9-1-1 call answer time and responded to 2,635 calls for service. These quick response times show the public that when they need police help, they will reliably be able to get a hold of operators.

Traffic safety is of particular importance given public concerns regarding distracted driving and speeding in school zones/residential areas. In the second quarter, the Detachment promoted public safety by spending more than 61 hours on specialized traffic enforcement on key roadways such as the Mary Hill Bypass, Coast Meridian Road, and Lougheed Highway. Hundreds more hours were spent promoting traffic safety through general traffic patrols identifying unsafe driving behaviours and encouraging future compliance through ticketing. These efforts led to more than 750 traffic contacts relating to speeding and more than 200 relating to moving infractions during 2025-Q2.

After consistently engaging in High Accident Zone Enforcement and High Visibility Enforcement, along with thousands of hours doing regular traffic enforcement, the Detachment was able to carry out nearly 1,500 traffic contacts during Q2-2025. Speed related infractions accounted for 51% of all traffic contacts, reflecting the Detachments efforts to prioritize speeding enforcement and make Port Coquitlam streets safer.

Targeting Criminal Activity

Tackling crime remains a key focus for the Coquitlam RCMP. To tackle criminal activity, the Detachment is engaging in proactive activities including high-visibility patrols, awareness sessions on violence in relationships, and connecting victims of crime with community resources through the Victim Services Unit. During the second quarter of 2024, the Detachment saw a 7% decrease in persons crimes compared to the three-year average for the same time period.

Similarly, property crimes decreased by 8% during the second quarter, with theft from vehicle, shoplifting and frauds, representing the highest proportion of property crimes. In response, the Detachment is targeting criminal activity by working diligently to educate businesses and the public on crime prevention techniques using community policing events, volunteer programming, media channels, and in-person discussions. Our membership remains vigilant in areas with higher crime volumes, conducting foot patrols in business areas and parks, while also carrying out vehicle patrols in residential areas using data supplied by the Crime Analysis Unit.

The Detachment has also begun an Enhanced Summer Patrols initiative to improve proactive police presence throughout the City. The initiative was created as part of the Detachment's CompStat meetings and is intended to use data provided by the Crime Analysis Unit to identify specific businesses/areas that are being targeted by criminals and provide increased visibility for deterrence. These patrols go above-and-beyond regular watch patrols because the entire shifts' purpose is to provide police presence at these sites, with members on shift working with affected businesses to reduce criminal occurrences over time.

Supporting Our People

Staff well-being is essential to delivering effective policing services to community residents. The Detachment is committed to supporting RCMP members and City staff so they can continue their vital work in keeping residents safe. In order to improve their physical and mental well-being, the Coquitlam Member Wellness Unit provides support through check-ins, consultations, and referrals. The Detachment is also supporting its people by focusing on providing training opportunities and tactical resources to members so they are ready to safely and efficiently respond to all types of calls for service. In Q2, the Detachment completed 42 training sessions to enhance officer safety and develop their skills.

FINANCIAL IMPLICATIONS

None. The costs associated with the Coquitlam RCMP Detachment are shared between the cities of Coquitlam and Port Coquitlam.

ATTACHMENTS

Attachment 1: Report: RCMP Q2 2025 Report – City of Port Coquitlam

Attachment 2: Presentation Slides: RCMP Q2 2025 Presentation – City of Port Coquitlam

Lead author(s): Ian Waters

Contributing author(s): Kim Singh



RCMP 2025 Second Quarter Report City of Port Coquitlam



Attachment #1



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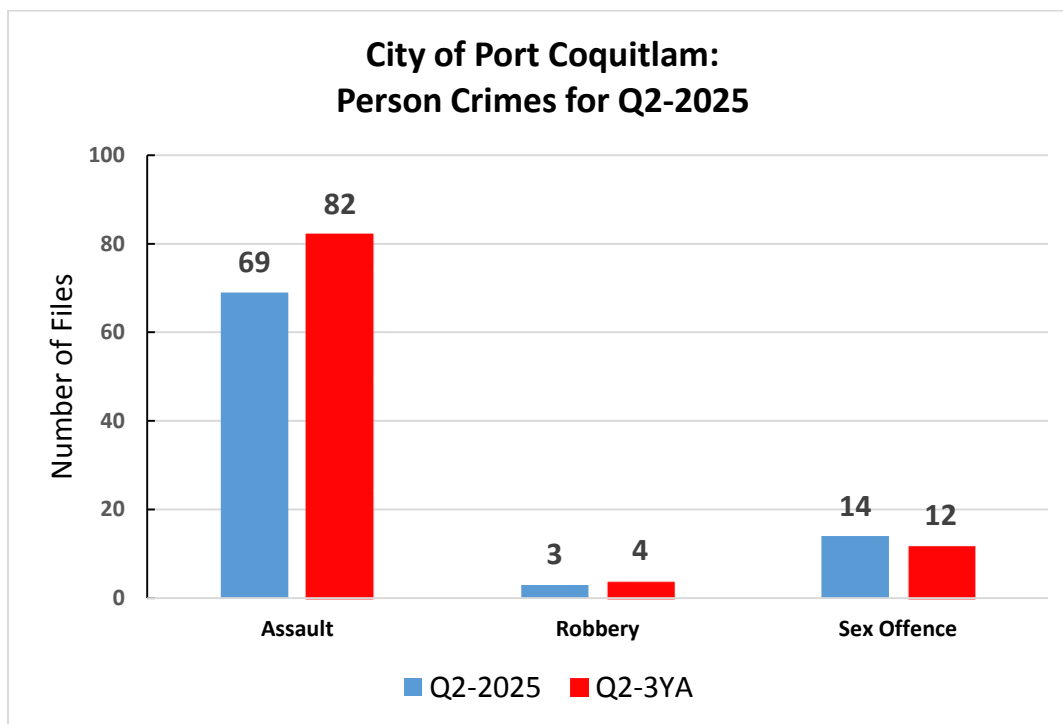


SUMMARY

The Crime Statistics Report for Quarter 2 - 2025 shows that persons crimes decreased (-7%) and property crime decreased (-8%) when compared to their three-year averages. Mental health related files increased by 5% but average hospital wait times decreased by 5%. There were increases in six traffic violation categories and decreases in two violation categories when compared to the three-year average. Total police traffic contacts increased by 60% in Q2-2025 compared to the three-year average.

2025-Q2: PERSONS CRIMES – PORT COQUITLAM

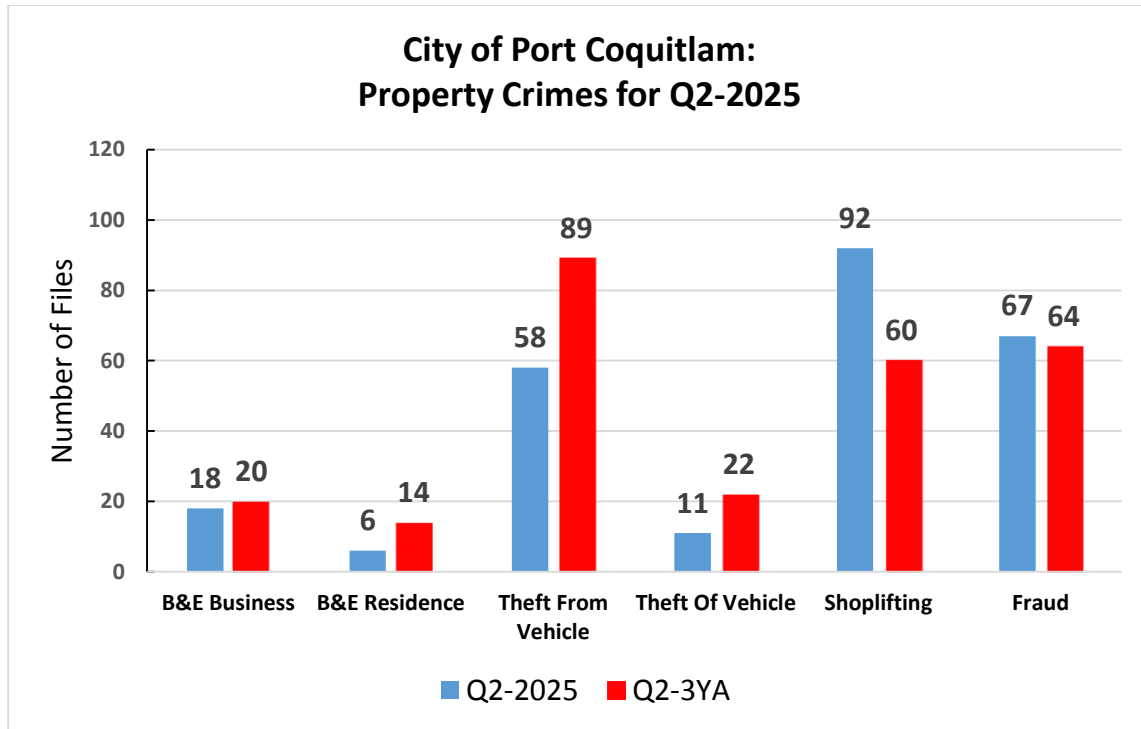
Chart 1: Person crimes decreased by 7% in 2025-Q2 compared to the three-year average. Assaults continue to represent the largest proportion of total person crime files. In Q2, Port Coquitlam experienced a decrease in assaults (-16%) and robbery files (-25%), whereas sex offences increased (+14%) when compared to their 3-year averages.





2025-Q2: PROPERTY CRIMES – PORT COQUITLAM

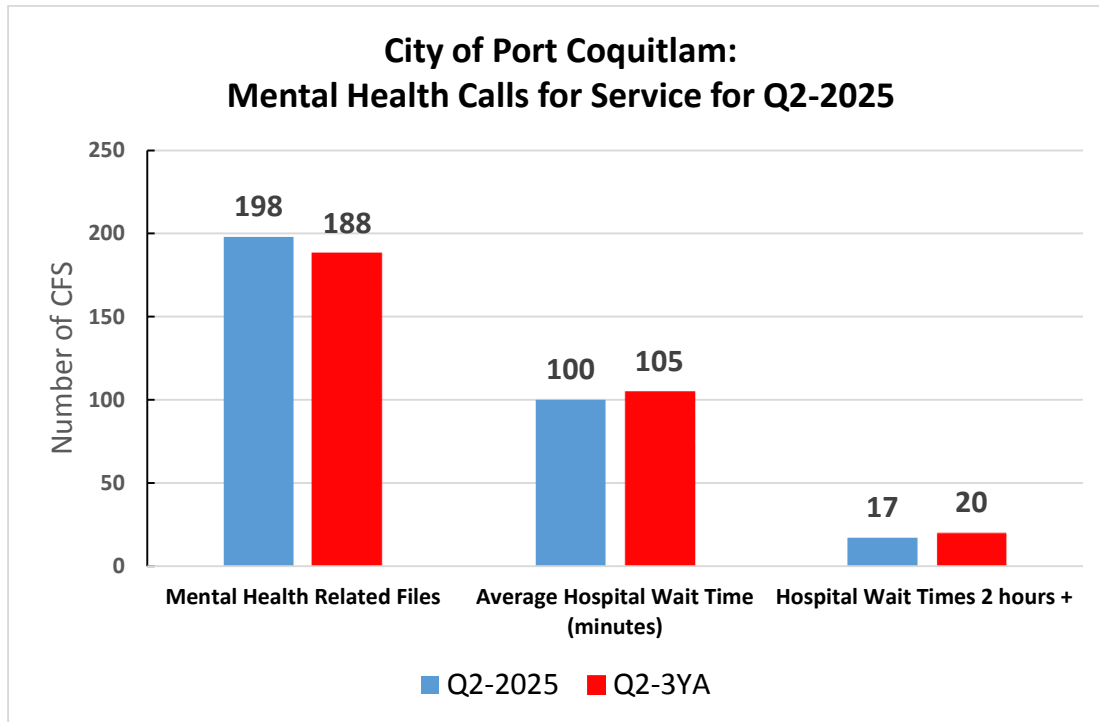
Chart 2: Property crimes decreased 8% in 2025-Q2 compared to the three-year average. Decreases were observed in B&E Residence (-58%), Theft of Vehicle (-50%), Theft from Vehicle (-35%), and B&E Business (-10%). Oppositely, increases were observed in Shoplifting (+54%), and Fraud (+4%).





2025-Q2: MENTAL HEALTH-RELATED FILES – PORT COQUITLAM

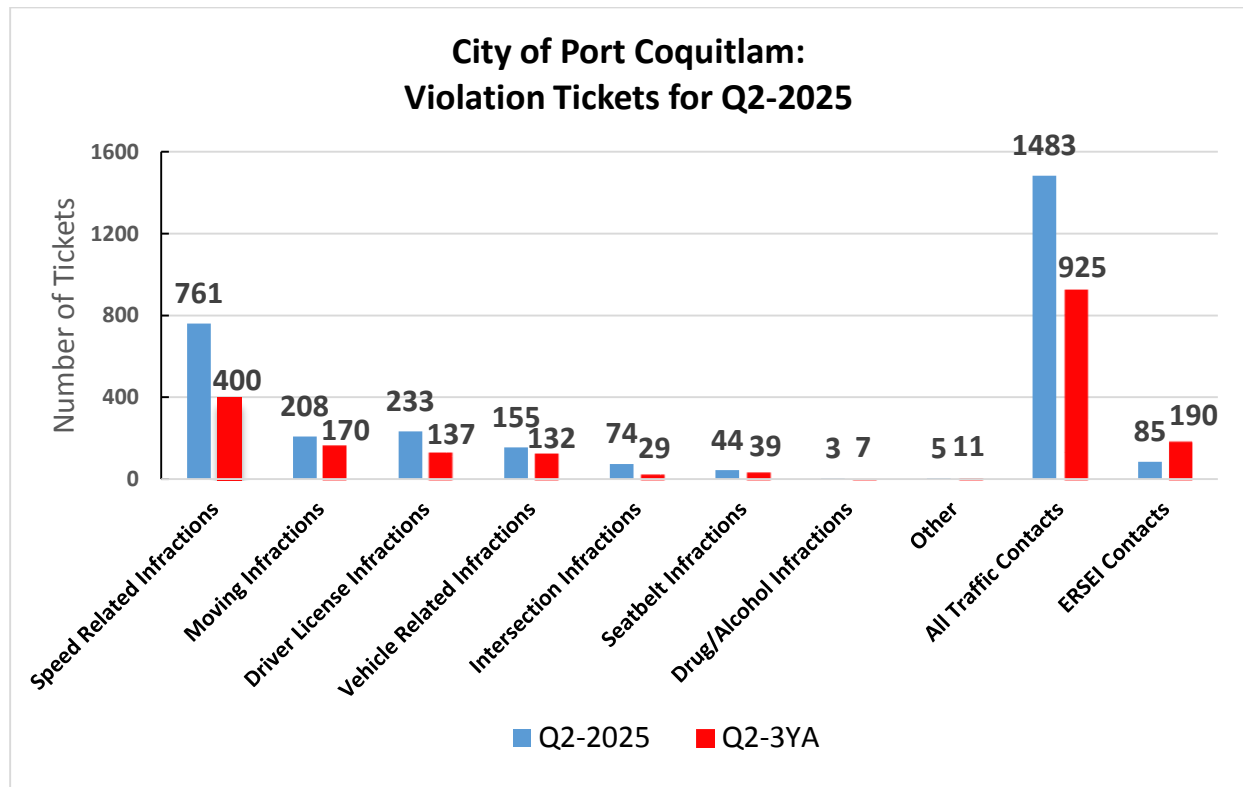
Chart 3: There was a 5% increase in mental health related files in 2025-Q2 compared to the three-year average. The average hospital wait time is down 5% and the number of files with hospital wait times greater than 2 hours decreased by 16% compared to the Q2 three-year average.





2025-Q2: VIOLATION TICKETS – PORT COQUITLAM

Chart 4: There were increases in multiple violation ticket categories in Q2. There were increases in intersection infractions (+155%), speed related infractions (+90%), driver license infractions (+70%), moving infractions (+22%), vehicle related infractions (+17%), and seatbelt infractions decreased (+14%). Meanwhile, when compared to the three-year average, drug/alcohol infractions decreased (-55%), as did “other” violation ticket categories (-55%). While Enhanced Road Safety Enforcement Initiative (ERSEI) contacts decreased 55% compared to the three-year average, total traffic contacts in Port Coquitlam increased 60%.



**TABLE 1: PARTNERING WITH THE COMMUNITY**

	Q2
Participation at Community Events	14
Cell Watch Days	4
Speed Watch Shifts	4
Stop Sign Shifts	3

TABLE 2: PROMOTE PUBLIC SAFETY

	Q2
Proactive Patrols (Police Cruiser)	910
Proactive Patrols (Foot Patrol)	25
Public Education Opportunities	2

**TABLE 3: TARGET CRIMINAL ACTIVITY**

		Q1	Q2	3-year Q2 Average	% change
PERSONS	Assault	58	69	82	-16%
	Robbery	2	3	4	-25%
	Sex Offence	14	14	12	14%
	All Persons Crimes	135	155	166	-7%
PROPERTY	B&E Business	22	18	20	-10%
	B&E Residence	5	6	14	-58%
	Theft From Vehicle	73	58	89	-35%
	Theft Of Vehicle	15	11	22	-50%
	Shoplifting	68	92	60	54%
	Fraud	65	67	64	4%
	All Property Crimes	381	406	439	-8%

**TABLE 4: SUPPORT OUR PEOPLE**

	Q1	Q2
Development/Training Courses for Members	29	42

TABLE 5: MENTAL HEALTH CALLS FOR SERVICE

	Q1	Q2	3-year Q2 Average	% change
Mental Health Related Files	203	198	188	5%
Average Hospital Wait Time (minutes)	93	100	105	-5%
Hospital Wait Times 2 hours +	13	17	20	-16%

**TABLE 6: TRAFFIC CONTACTS**

	Q1	Q2	3-year Q2 Average	% change
Speed Related Infractions	717	761	400	90%
Moving Infractions	179	208	170	22%
Driver License Infractions	260	233	137	70%
Vehicle Related Infractions	253	155	132	17%
Intersection Infractions	104	74	29	155%
Seatbelt Infractions	15	44	39	14%
Drug/Alcohol Infractions	6	3	7	-55%
Other	7	5	11	-55%
All Traffic Contacts	1541	1483	925	60%
ERSEI Contacts	77	85	190	-55%

TABLE 7: POLICE ACTIVITIES – PORT COQUITLAM AND COQUITLAM

Police Activities	Q1	Q2	% total in Q2
Port Coquitlam	2,925	3,467	30.7%
Coquitlam	7,296	7,819	69.3%



LOWER MAINLAND DISTRICT REGIONAL POLICE SERVICE – **CONNECTED TO OUR COMMUNITIES**

RCMP 2025 Quarter 2 Report: City of Port Coquitlam

Presented by: Supt. Darren Carr, Officer-in-Charge

Presentation Date: July 15, 2025

Strategic Plan Priorities



**Partner with
the Community**



**Promote
Public Safety**



**Target
Criminal Activity**



**Support
Our People**





Participated in 14 Community Events:

- Coffee with a Cop
- May Days
- Basketball at Riverside Secondary
- Cram the Cruiser
- Volunteer Appreciation Dinner/Awards

Proactively Patrolling for Increased Visibility:

- 910 vehicle patrols
- 25 foot patrols in parks and business areas



Conducting Traffic Enforcement:

- 61 hours spent on HAZE and HVE
- 1,483 traffic contacts performed
 - +60% compared to 3-year-avg

Mental Health Related Calls for Service:

- Mental health files increased by 5%

Metrics of Safety:

- Calls for service decreased 4% (vs. 3YA)
- 9-1-1 calls answered in 8.3 seconds on average



Engaging in Proactive Activities:

- High-visibility patrols
- 2 public education events

Enhanced Summer Patrols

- Data-informed patrols at sites of concern
- Dedicated patrols with members working with business owners to deter crime

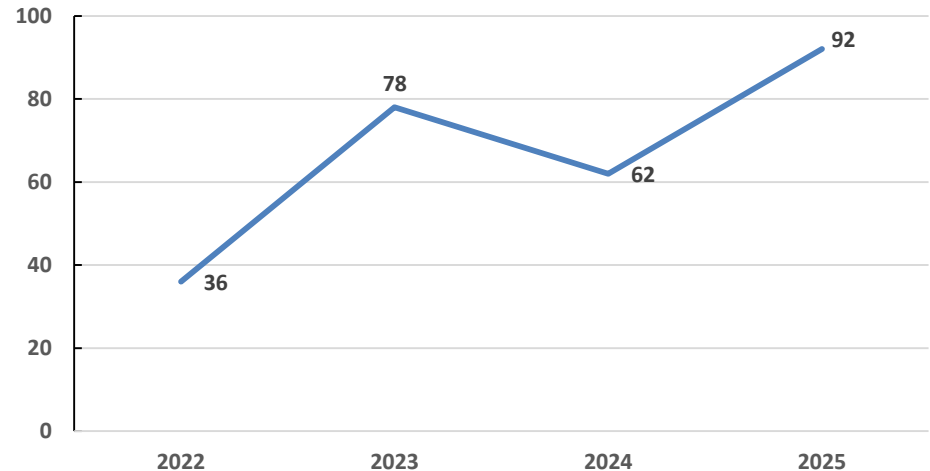
Targeting Property Crime:

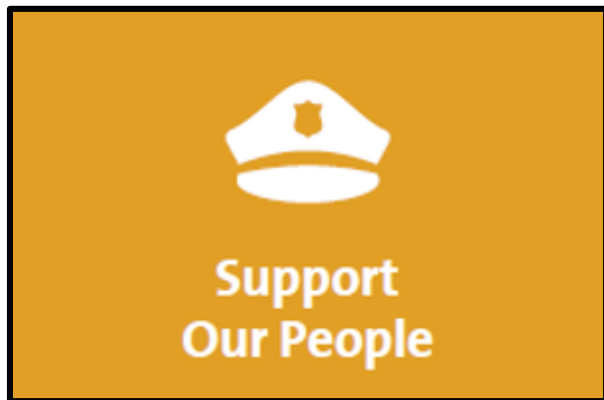
- Property crime decreased 8%
- Working with businesses to prevent shoplifting
- Public education materials on crime trends

Shoplifting

- Files up 156% compared to 2022
- Grocery stores, liquor stores, second-hand stores
- Proactive Efforts:
 - Talking with business owners
 - Foot patrols
 - Coordinating with loss prevention

Quarter 2 - Shoplifting Files - Port Coquitlam





Providing Supports to Staff:

- Member Wellness Unit
 - Check-ins with staff
 - Consultations
 - Referrals to support services

Offering Training Opportunities

- 42 training sessions in Q2
 - Conducted Energy Weapon training
 - Firearms skills maintenance
 - Tactical gear for responding to calls



Questions?



RECOMMENDATION:

That Committee of Council direct staff to update the Child Care Action Plan that will review targets for new licensed spaces, demographic groups and opportunities to further support the creation of new spaces.

PREVIOUS COUNCIL/COMMITTEE ACTION

February 27, 2024 – Committee of Council received the 2024 Child Care Action Plan target update.

December 6, 2022 – Committee of Council received the 2022 Child Care Action Plan target update.

May to September 2021 – Committee of Council endorsed an implementation strategy for the Child Care Action Plan, adopted the Child Care Policy and amended the Processing of Development Applications Policy, the Zoning Bylaw and Parking and Development Management Bylaw to support the creation of additional child care spaces.

December 8, 2020 – Committee of Council received the Child Care Action Plan.

REPORT SUMMARY

This report provides Committee of Council with an update on the number of new licensed child care spaces in relation to the targets set out in the 2020 Child Care Action Plan (the “Action Plan”) and summarizes the implementation status of Action Plan items. Staff note most action items have now been implemented, and many contextual factors have changed since the Action Plan was drafted; a refresh is recommended to update targets, assess current barriers to space creation and to revise the priority actions to ensure the City is effectively supporting child care facilities and the creation of new child care spaces.

BACKGROUND

The Port Coquitlam Child Care Action Plan was drafted between 2019-2020; the Plan identifies gaps, sets targets for new licensed child care spaces and recommends 30 actions to reach these targets. In 2021, Council endorsed a strategy to implement the Action Plan, resulting in updated City bylaws, policies, and processes; additional advocacy, partnerships, and dedicated staff resources to support the creation of new licensed child care spaces within the community; and ongoing monitoring and reporting out on implementation of the child care related actions and achieving targets for new licensed child care spaces.

Staff have since provided several update reports on progress in meeting the targets and implementing actions, noting success of the bylaw and policy changes in supporting the creation of

Child Care Action Plan 2025 Update

additional spaces and interest from child care operators and opportunities arising from changes to Provincial funding programs and mandates and school district policies.

Staff have also noted that child care facilities continue to be challenged by matters largely outside of municipal influence, including rising construction and land costs, availability of staff and senior government licencing requirements. Provincial housing mandates and legislative changes to municipal authority are also anticipated to impact both the need for and feasibility of creating new child care spaces. These changes also provide additional tools, such as the Amenity Cost Charge and Density Benefits Bylaws, to support the creation and funding of spaces.

New licensed spaces: The Action Plan recommended targets for the creation of new licensed child care spaces in three age groups, as shown in the table below, to improve accessibility. These targets focus on group programs and exclude part-time preschool spaces or multi-age daycares within the operators' homes.

Table 1: Recommended Targets for New Child Care Spaces

	2019	2030 Target	New Spaces Needed
Children under 3 years	15 spaces/100 children	33 spaces/100 children	348 spaces
Children 3-5 years	44 spaces/100 children	75 spaces/100 children	525 spaces
Children 6-9 years	23 spaces/100 children	42 spaces/100 children	576 spaces
TOTAL	-	-	1449 spaces

The targets are further broken down into short-term (by 2022), medium-term (by 2025) and long-term (by 2030). The Action Plan recommended the City target adding 281 new spaces by 2022, 450 additional new spaces by 2025 and 718 additional new spaces by 2030 for a total of 1449 new spaces (approximately 145 new spaces each year).

When the Action Plan was drafted in 2019, Port Coquitlam had a total of 2,245 licensed child care spaces (including spaces in preschools and multi-age programs in operators' homes). While some facilities have closed, the overall number of licensed spaces has increased by 697 spaces to 2,942 by the end of 2024 which works out to approximately 139 new spaces per year.

New spaces created in 2024 are primarily attributed to the opening of phase 1 of Dream Builders Early Learning Centre on Prairie Avenue and new before and after school care at Blakeburn and Kilmer Elementary Schools. As well as the expansion of Honeybees Child Care Centre near Lougheed Highway.

Child Care Action Plan 2025 Update

Table 2: Child Care Spaces by Program

Group Program by Age	2019 Spaces	2023 Spaces	2024 Spaces	Difference (2023-2024)
Infant/Toddler (under 3 years)	272	425	457	+ 32
Preschooler Age (3-5 years)	655	816	879	+ 63
School Age (6-9 years)	689	936	965	+ 29
Other programs (Multi-age, etc.)	629	651	641	- 10
TOTAL	2,245	2,828	2,942	+ 114

In addition, a number of potential child care facilities are either under construction or under review, which could create approximately 150 new child care spaces in the next few years. Additional child care facilities/spaces are anticipated which could increase the number to 395, but proposals are still in the enquiry stage.

Action Plan Implementation: Most of the recommended actions in the Action Plan have been completed or ongoing (see Attachment 1). Previous update reports identified outstanding items to include robust OCP policies (to be included in the OCP update), collaboration with SD43 to increase opportunities for child care on school grounds (in process/ongoing) and exploration of opportunities to site child care within City lands and facilities (some implementation, ad-hoc basis).

DISCUSSION:

In staff's opinion, the Action Plan has been successful in identifying meaningful actions which influence and increase the creation of child care spaces; the City has seen almost 700 new spaces created since 2019 which is close to the established targets.

However, staff note that child care operators continue to face significant challenges in trying to create more child care spaces. These include financial (increasing property values; high development costs particularly for infrastructure and building code upgrades; and limited spaces with affordable leases) as well as operational (lack of spaces with a suitable area for outdoor play space; finding and retaining qualified staff; and meeting provincial licensing requirements). Several anticipated child care facilities are currently on hold or have been abandoned for one or more of these reasons.

There have also been a number of changes since the Action Plan was developed from all levels of government, including additional municipal supports/elimination of many regulatory barriers, provincial direction for School Districts to include before and after school care, increases in provincial and federal funding and support programs for child care, national focus on providing more housing (including provincial housing targets), changes to the provincial legislative framework for development and financing, and the release of new demographic information. This context impacts child care needs and the ability for new spaces to be created, and influences the types of actions and opportunities which would have meaningful impact to support child care in Port Coquitlam.

Child Care Action Plan 2025 Update


Staff believe a targeted refresh of the Child Care Action Plan is warranted to update targets for new licensed spaces, identify underserved age or demographic groups, as well as explore opportunities to support creating/funding child care facilities through provision of tools such as the Amenity Cost Charges and Density Benefits Bylaws and increased collaboration with Fraser Health Authority and School District 43. This process could also better structure how the City may wish to consider opportunities for child care facilities on municipal lands or within future municipal developments.

The refresh would be limited in scope, seeking input, updates and advice from key interested parties and professionals. Staff would coordinate this work with other ongoing policy and strategic planning projects and report to Committee in early 2026 with recommendations for updated targets and implementation actions.

FINANCIAL IMPLICATIONS

Costs associated with this work would be funded through existing consultant and project budgets.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Direct staff to proceed with the refresh of the Child Care Action Plan that will review targets for new licensed spaces, demographic groups and opportunities to further support the creation of new spaces.
	2	Request staff provide additional information prior to making a decision, or proceed with a revised scope of work for the Child Care Action Plan refresh.
	3	Defer any updates to the Child Care Action Plan at this time.

ATTACHMENTS

Attachment 1: Summary of Child Care Action Plan Recommendations

Lead author(s): Natalie Coburn, Jennifer Little

Attachment – Summary of Child Care Action Plan Recommendations

Overall Recommendation

Action Plan Recommendation	Status/Comments
A. That the City of Port Coquitlam develop a strong, committed, and comprehensive Child Care Policy	<p>Completed/In process</p> <ul style="list-style-type: none"> Child Care Policy adopted to guide proposals and applications Comprehensive Policy section to be included in updated Official Community Plan (OCP).

Increasing Accessibility

Action Plan Recommendation	Status/Comments
1. Endorse the space creation targets to help guide child care planning efforts for Port Coquitlam to 2030: Infant/Toddler: 348 spaces, Preschooler: 525 spaces, School Age: 576 spaces	<p>Completed</p> <ul style="list-style-type: none"> Targets endorsed in implementation strategy
2. Prioritize the creation of spaces for infant/toddler and school age children when facilitating development of new spaces.	<p>Ongoing</p> <ul style="list-style-type: none"> Augment in Action A (OCP policy update)
3. Identify child care as a priority for Community Amenity Contributions, Density Bonusing, Capital Planning.	<p>In process</p> <ul style="list-style-type: none"> Density Benefits and Amenity Cost Charges Bylaws under review based on new legislation framework.
4. Prioritize locating child care spaces in civic facilities and parks, in new developments (especially residential and commercial), along transit hubs and on school properties.	<p>Ongoing</p> <ul style="list-style-type: none"> Augment in Action A (OCP policy update)
5. Link child care to affordable housing strategies and transit expansion or improvement.	<p>Ongoing</p> <ul style="list-style-type: none"> Augment in Action A (OCP policy update)
6. Identify one City staff position(s) as a facilitator/point person with overall responsibility for child care, including assisting applicants with City processes and supporting City staff.	Completed
7. Put not-for-profit child care applications at the front of the queue for processing.	Completed
8. Identify neighbourhoods with the least spaces per capita and consider those with high childhood vulnerability to prioritize for the creation of new spaces	<p>Ongoing</p> <ul style="list-style-type: none"> Augment in Action A (OCP policy update)
<p>9. Create an inventory of prospective opportunities for child care development by:</p> <ol style="list-style-type: none"> identifying City assets (buildings and land), that are slated for capital redevelopment; identifying underutilized or vacant spaces or land, including parks that could be repurposed for child care; and 	<p><i>Outstanding</i></p> <ul style="list-style-type: none"> <i>Work on interdepartmental level to assess municipal lands and buildings and create an inventory of prospective opportunities for further consideration by Council.</i>

c. working with other public and not-for-profit partners to identify potential land or facilities that could be used for child care.	
10. Access Provincial Capital funding to build child care spaces and develop a structured partnership with the Province to replicate the process for multiple programs and sites.	Ongoing <ul style="list-style-type: none"> Funding obtained for Preschool in the Port Coquitlam Community Centre. Additional opportunities will be identified through Action #9 (Assess city lands and buildings)
11. Identify and implement changes to City processes and regulations for facilitating child care development, including alignment with Fraser Health Licensing, prioritization of child care as a community amenity, and review of bylaws, as detailed in the Planning Framework and Bylaw Review Report.	Completed/Ongoing
12. Improve the City website regarding child care information to: <ul style="list-style-type: none"> a. ensure the information for opening spaces is based on the assumption that applicants have limited prior knowledge; and b. provide links to CCR&R and MCFD child care map for parents looking for child care. 	Completed
13. Work with internal and external partners to develop after-school programs that support children aged 10-12.	Ongoing
14. Work with the Tri-Cities Child Care Task force to explore and then pilot child care that offers longer hours, non-traditional hours and/or flexible hours.	Ongoing

Improving Affordability

Action Plan Recommendation	Recommended Implementation Strategy
15. Reduce application fees for new or expanded child care operations.	Completed
16. Create a grant program for not-for-profit child care centres to assist with facility upgrades/maintenance or to offer extended hours.	<i>Outstanding</i> <ul style="list-style-type: none"> <i>To be considered through Action #3 (Density Benefits and Amenity Cost Charges Bylaw review)</i>
17. Provide municipal space rent-free or at a vastly reduced rent for child care uses	<i>Outstanding</i> <ul style="list-style-type: none"> <i>To be considered through Action #9 (Assess city lands and buildings)</i>
18. Lobby senior governments for increased funding.	Completed/Ongoing <ul style="list-style-type: none"> While the Tri-Cities Child Care Task Force was operational, they engaged in advocacy work including writing to MLAs and meeting with Ministers.

Increasing Focus on Quality

Action Plan Recommendation	Recommended Implementation Strategy
19. Support the Province in its “Early Care and Learning Recruitment and Retention Strategy” initiative through joint advocacy.	Ongoing
20. Confirm a set of principles, values, and criteria or guidelines (consistent with the over-arching Child Care Policy recommended for the City) that will guide the City’s decisions when developing child care in civic spaces or when securing child care spaces through CAC’s and other means, covering such matters as: <ol style="list-style-type: none"> Minimum and maximum size of the facility to be developed; The auspice or ownership of the negotiated or built facility and the process for selecting operators; Design expectations (Provincial minimums or higher) for both indoor and outdoor spaces; Terms and conditions for leases; and, Operating expectations (i.e. affordability, inclusivity, good wages and working conditions). 	<i>In process/Outstanding</i> <ul style="list-style-type: none"> <i>Current direction consistent with overall Child Care Action plan recommendations</i> <i>Assess funding and creation opportunities through Action #3 (Density Benefits and Amenity Cost Charges Bylaw review)</i> <i>Determine ownership/operating expectation (size, tenure, design and operation) through Action #9 (Assess city lands and buildings)</i> <i>Update Child Care Policy or create new Policy to confirm direction.</i>
21. Designate one staff person (may be the “facilitator” identified in “Accessibility” and/or the City/School Board joint position recommended in “Partnerships”) who can assist in finding/brokering quality space, both indoor and outdoor, that meets City and Fraser Health requirements.	Deferred <ul style="list-style-type: none"> Not feasible at this time
22. Increase the number of licensed, not-for-profit, publicly funded child care operations, including consideration of strategies to recruit not-for-profit operators to come into the City.	Ongoing <ul style="list-style-type: none"> Additional consideration to be given through Action A (OCP policy updates) and Action #9 (Assess city lands and buildings)

Increasing Focus on Partnerships and Collaborations

Action Plan Recommendation	Recommended Implementation Strategy
23. Develop a joint position with the School District and other Cities for a community child care coordinator who would focus on unifying goals for spaces; identifying and organizing partnership opportunities to promote accessibility, affordability, and quality; and establishing ongoing communication with officials in the Province and with community partners to address Port Coquitlam’s child care needs.	Deferred <ul style="list-style-type: none"> Not feasible at this time. Staff meets with the Tri-City Child Care Working Group which includes other tri-city municipalities, the School District and other organizations.

<p>24. Increase partnership with the School District to:</p> <ul style="list-style-type: none"> a. ensure child care is part of all new or renovated school spaces; b. facilitate use of school spaces and grounds for school age care operators; c. improve communication between the City and School District; and, d. Support the move to an enhanced role for the School District in school age child care. 	<p>Ongoing</p> <ul style="list-style-type: none"> • Influenced by Provincial direction to require/mandate SD to include childcare
<p>25. Merge the current Child Care Working Group and Child Care Task Force to eliminate duplication and expand the membership to ensure there is appropriate representation and that resources are used most effectively.</p>	<p>Not Applicable</p> <ul style="list-style-type: none"> • The Task Force disbanded in 2021.
<p>26. Advocate to senior governments to ensure that the needs of Tri-Cities children are a priority for new spaces, effective strategies are in place for recruitment and retention of child care staff, child care fees are affordable for families, and funds are available to support non-traditional hours of care.</p>	<p>Ongoing</p>
<p>27. Increase the partnership with the Child Care Resource and Referral (CCR&R) program and other community organizations to:</p> <ul style="list-style-type: none"> a. bring child care operators together for information sharing, joint training and education; and, b. provide more information for parents about child care, especially targeted at more vulnerable populations. 	<p>Ongoing</p>
<p>28. Host joint child care development information meetings on a regular basis with Fraser Health for people who are interested in opening child care centres.</p>	<p><i>Outstanding</i></p>
<p>29. With the Task Force, provide regular briefings to elected officials, including the School Board, and include a commitment to orientation on child care for newly elected City Councillors and School Trustees after each local election.</p>	<p>Ongoing</p>
<p>30. Explore the feasibility of establishing and maintaining a centralized child care wait-list for the Tri-Cities.</p>	<p>Deferred</p> <ul style="list-style-type: none"> • Not feasible at this time