

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the March 27, 2018, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of Item 4.1 Petition - Pearkes Place & Kamloops Place and re-number all items accordingly.*

3. CONFIRMATION OF MINUTES

3.1 Minutes of the February 13, 2018, Regular Council Meeting

Recommendation:

That the February 13, 2018, Regular Council Meeting Minutes be adopted.

3.2 Minutes of the March 6, 2018, Special Council Meeting

Recommendation:

That the March 6, 2018, Special Council Meeting Minutes be adopted.

3.3 Minutes of the March 13, 2018, Regular Council Meeting

Recommendation:

That the March 13, 2018, Regular Council Meeting Minutes be adopted.

4. CORRESPONDENCE

4.1 Petition – Pearkes Place & Kamloops Place

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4039 for 750 Dominion Avenue - First Two Readings

Recommendation:

That Council approve the following:

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.*

5.2 Financial Plan Bylaw No. 4049 - First Three Readings

Recommendation:

That Financial Plan Bylaw No. 4049 receive first three readings.

6. REPORTS

6.1 Request for Letter of Concurrence for Cellular Monopole - 3209 Coast Meridian Road

Recommendation:

That a letter of land use concurrence be provided for a proposed 15-metre monopole at 3209 Coast Meridian Road.

6.2 Offset to Address the Elimination of Municipal Officers' Allowance

Recommendation:

That Finance and Budget Committee recommend to Council, that the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.

7. STANDING COMMITTEE VERBAL UPDATES

7.1 Community & Intergovernmental Committee

7.2 Finance & Budget Committee

7.3 Smart Growth Committee

7.4 Transportation Solutions & Public Works Committee

8. NEW BUSINESS

9. OPEN QUESTION PERIOD

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Recommendation:

That the March 27, 2018, Regular Council Meeting be adjourned.

Regular Council Meeting Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
February 13, 2018

Present:

Chair, Mayor Moore
Councillor Dupont
Councillor Forrest
Councillor Penner
Councillor Pollock
Councillor Washington

Absent:

Councillor West

Directors & Officers Present:

Chief Administrative Officer
Corporate Officer
Director, Corporate Support
Director, Development Services
Director, Engineering & Public Works
Director, Finance
Director, Human Resources
Director, Recreation
Fire Chief

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the February 13, 2018, Regular Council Meeting Agenda be adopted as circulated.

Carried

3. PROCLAMATIONS

3.1 Heritage Week – February 19-25, 2018

Ms. Kelly Brown, Museum Coordinator for the Port Coquitlam Heritage Society received the proclamation and advised Council and the public about upcoming events.

4. PUBLIC HEARINGS

4.1 Zoning Amendment Bylaw No. 4042 for 1462 Mustang Place

No public comments.

4.2 Zoning Amendment Bylaw No. 4043 and Development Variance Permit No. DVP00050 for 1934 Warwick Crescent

No public comments.

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4042 for 1462 Mustang Place – Third Reading

Moved - Seconded:

That Zoning Amendment Bylaw No. 4042 for 1462 Mustang Place receive third reading.

Carried

5.2 Zoning Amendment Bylaw No. 4043 for 1934 Warwick Crescent - Third Reading
Moved - Seconded:

That Zoning Amendment Bylaw No. 4043 for 1934 Warwick Crescent receive third reading.

Carried

5.3 Smoking Control Bylaw No. 4037 - First Three Readings
Moved - Seconded:

That Smoking Control Bylaw No. 4037 receive first three readings.

Carried

5.4 Land Use Contract Discharge Bylaw No. 4044 for 1545 and 1575 Kingsway Avenue - First Three Readings
Moved - Seconded:

That Land Use Contract Discharge Bylaw No. 4044 for 1545 and 1575 Kingsway Avenue receive first three readings.

Carried

6. REPORTS

6.1 Issuance of Development Variance Permit No. DVP00050 for 1934 Warwick Crescent
Moved - Seconded:

That Development Variance Permit No. DVP00050 for 1934 Warwick Crescent be approved for issuance.

Carried

7. STANDING COMMITTEE VERBAL UPDATES

7.1 Community Safety Committee
Councillor Forrest provided an update.

8. NEW BUSINESS

8.1 Council provided updates related to community events.

9. OPEN QUESTION PERIOD

9.1 No public speakers.

10. ADJOURNMENT

10.1 Adjournment of the Meeting
Moved - Seconded:

That the February 13, 2018, Regular Council Meeting be adjourned at 7:35 p.m.

Carried

Certified Correct,

Council Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
March 6, 2018

Present:

Chair – Mayor Moore
Councillor Dupont
Councillor Forrest
Councillor Penner
Councillor Pollock
Councillor Washington
Councillor West

Absent:

Directors & Officers Present:

Chief Administrative Officer
Director, Development Services

1. CALL TO ORDER

The meeting was called to order at 6:12 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded

That the March 6, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the February 6, 2018, Special Council Meeting

Moved - Seconded

That February 6, 2018, Special Council Meeting Minutes be adopted.

Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the March 6, 2018, Special Council Meeting to the Public

Moved - Seconded

That the Special Council Meeting of March 6, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

- c) labour relations or other employee relations; and
- 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.

Carried

Certified Correct,

Mayor

Chief Administrative Officer

Council Regular Minutes

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

March 13, 2018

Present:

Chair – Acting Mayor Pollock
Councillor Dupont
Councillor Forrest
Councillor West

Absent:

Mayor Moore
Councillor Penner
Councillor Washington

Directors & Officers Present:

Chief Administrative Officer
Corporate Officer
Director, Corporate Support
Director, Development Services
Director, Engineering and Public Works
Director, Finance
Director, Human Resources
Director, Recreation
Fire Chief

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the March 13, 2018, Regular Council Meeting Agenda be adopted with the following changes:

Addition to Item 12.1 Resolution to Close:

c) labour relations or other employee relations;

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the February 27, 2018, Regular Council Meeting

Moved - Seconded:

That the February 27, 2018, Regular Council Meeting Minutes be adopted.

Carried

4. PRESENTATION

4.1 PoCo Saints U12 Girls Field Lacrosse Team – 2018 Provincial Champions

Acting Mayor G. Pollock presented certificates of achievement to the coaches and team members.

5. CORRESPONDENCE

5.1 Petition

Staff presented an overview of the petition and advised that they will send a response to residents.

6. BYLAWS

6.1 OCP Amendment Bylaw No. 4046 and Zoning Amendment Bylaw No. 4047 for Residential Regulations - First Two Readings

Moved - Seconded:

That Council give 1st and 2nd Readings to Official Community Plan Amending Bylaw 4046 and Rezoning Bylaw 4047.

Carried

6.2 Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 - First Three Readings

Moved - Seconded:

That Mercer Avenue Road Closure and Removal of Highway Dedication Bylaw No. 3948 receive first three readings.

Carried

6.3 Local Improvement Amendment Bylaw No. 4048 - First Three Readings

Moved - Seconded:

That Local Improvement Amendment Bylaw No. 4048 receive first three readings.

Carried

6.4 Smoking Control Bylaw No. 4037 - Final Reading

Moved - Seconded:

That Smoking Control Bylaw No. 4037 receive final reading.

Carried

7. REPORTS

7.1 Offset to Address the Elimination of Municipal Officers' Allowance

Moved - Seconded:

That Council postpone Item 7.1, "Offset to Address the Elimination of Municipal Officers' Allowance" to the March 27, 2018, Regular Meeting of Council.

Carried

8. STANDING COMMITTEE VERBAL UPDATES

8.1 Finance & Budget Committee

Councillor Dupont provided an update.

9. NEW BUSINESS

9.1 Council provided updates related to community events.

10. OPEN QUESTION PERIOD

Mr. B. Nikason asked if Council was aware of the upcoming Friends of Leigh Square art exhibit and extended an invitation for all to join the event on April 6, 2018.

11. CLOSED ITEMS TO RELEASE TO PUBLIC

The following resolutions from closed meetings have been released to the public:

February 13, 2018, Finance and Budget Committee

That Finance and Budget Committee endorse the Staff Directed efficiencies and service level adjustments as outlined in the February 13, 2018, staff report, 2018 Public Works Service Level Adjustments.

February 27, 2018, Finance and Budget Committee

- 1) *That Metro Vancouver be advised that the City of Port Coquitlam will participate in the regional recycling facility to be located at the new Coquitlam Transfer Station based on the cost share formula that weights 50% to usage and 50% population; and*
- 2) *That staff continue to collaborate with private local depots to maximize recycling and diversion opportunities.*

12. RESOLUTION TO CLOSE

12.1 Resolution to Close the March 13, 2018, Regular Council Meeting to the Public

Moved - Seconded:

That the Regular Council Meeting of March 13, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

- b) *personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;*
- c) *labour relations or other employee relations;*

Carried

Certified Correct,

Acting Mayor

Corporate Officer

RECOMMENDATIONS:

That Council approve the following:

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.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 20th, 2018, Smart Growth Committee meeting, Committee received a verbal report providing further information regarding the rezoning application.

At the January 9th, 2018 Council meeting, the following motion was passed:

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

At the December 5th, 2017 Smart Growth Committee meeting held, the following motion was passed:

That 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.*

750 Dominion Avenue Rezoning Application RZ000137

REPORT SUMMARY

This report advises Council that the Smart Growth Committee has considered additional information regarding a proposal to rezone the property at 750 Dominion Avenue and is satisfied that its concerns were addressed.

BACKGROUND

Please refer to the attached report considered by the Smart Growth Committee at its meeting held on December 5, 2017.

DISCUSSION

The Smart Growth Committee received additional information at its meeting held on March 20th, 2018. The Committee determined that the information met the request from Council that the Committee further review the application.

OPTIONS

#	Description
1	Proceed with the Zoning Bylaw amendment
2	Determine that additional information is required prior to considering the bylaw amendment
3	Reject the application

ATTACHMENTS

Attachment #1: 2017-12-06 Smart Growth Committee Report to Council



Report to Council

DATE: December 6, 2017

To: Mayor and Council

FROM: Smart Growth Committee

**SUBJECT: 750 DOMINION AVENUE
REZONING APPLICATION RZ000137
(Smart Growth Committee Meeting – December 5, 2017)**

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



Report to Committee

DATE: November 28, 2017

To: Smart Growth Committee (SGC)

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: 750 DOMINION AVENUE
REZONING APPLICATION RZ000137

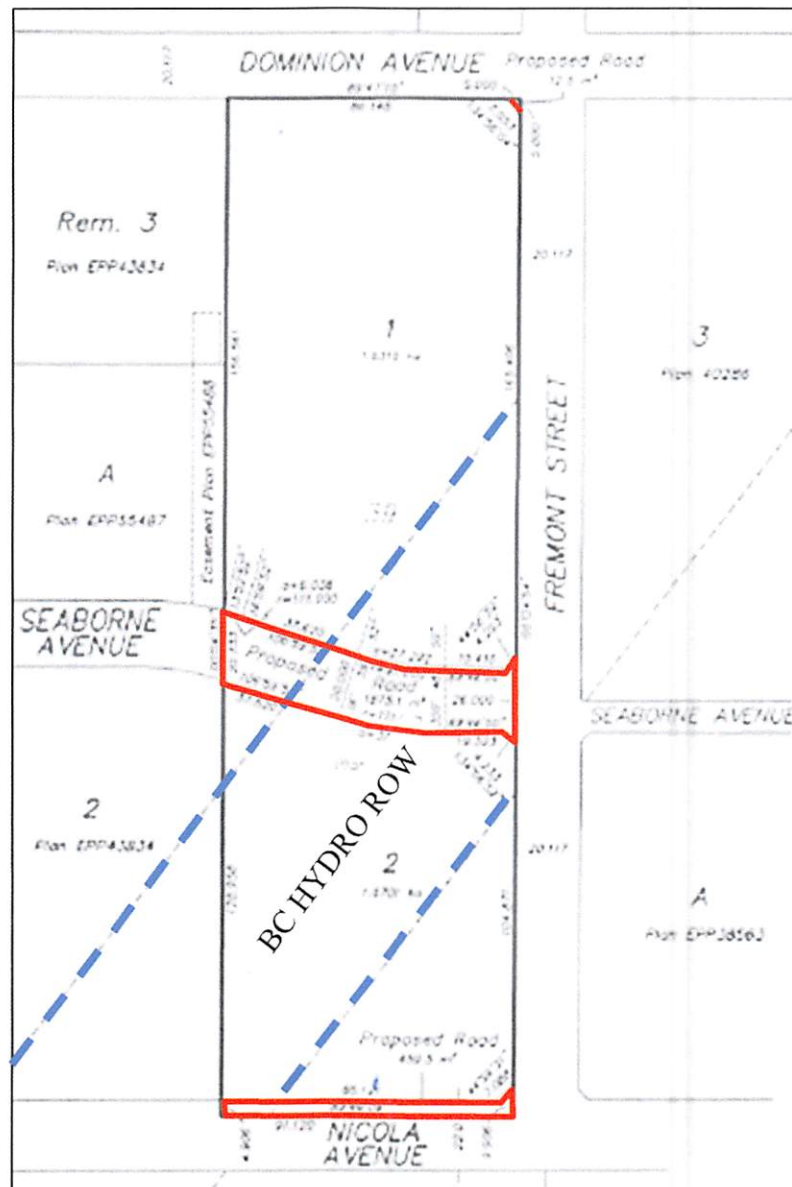
EXECUTIVE SUMMARY: The owner of the large, vacant property located on the west side of Fremont Street between Nicola Avenue and Dominion Avenue has applied to rezone and subdivide the property into two lots for a future light industrial development. Rezoning to the Light Industrial (M3) zone would be 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.

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;

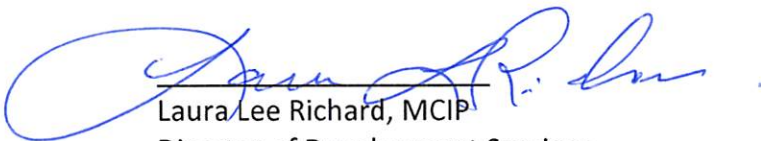
- a restriction that all roof top units and equipment must be screened and consistent with the overall design vocabulary and materials of the building;
- a requirement that buildings on corner lots be designed to face the adjoining streets; and,
- a design requirement for building articulation, glazing, 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.



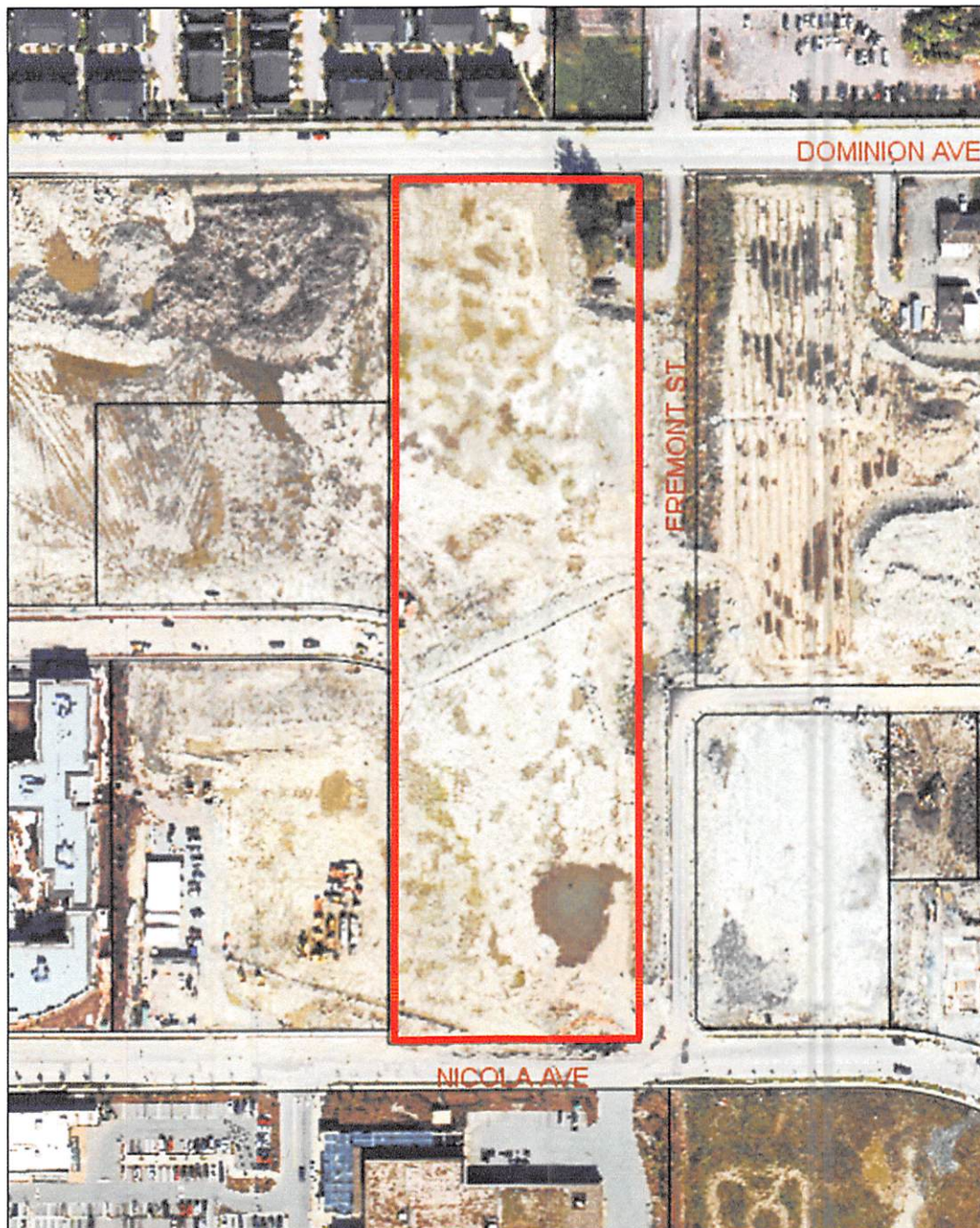
Laura Lee Richard, MCIP

Director of Development Services

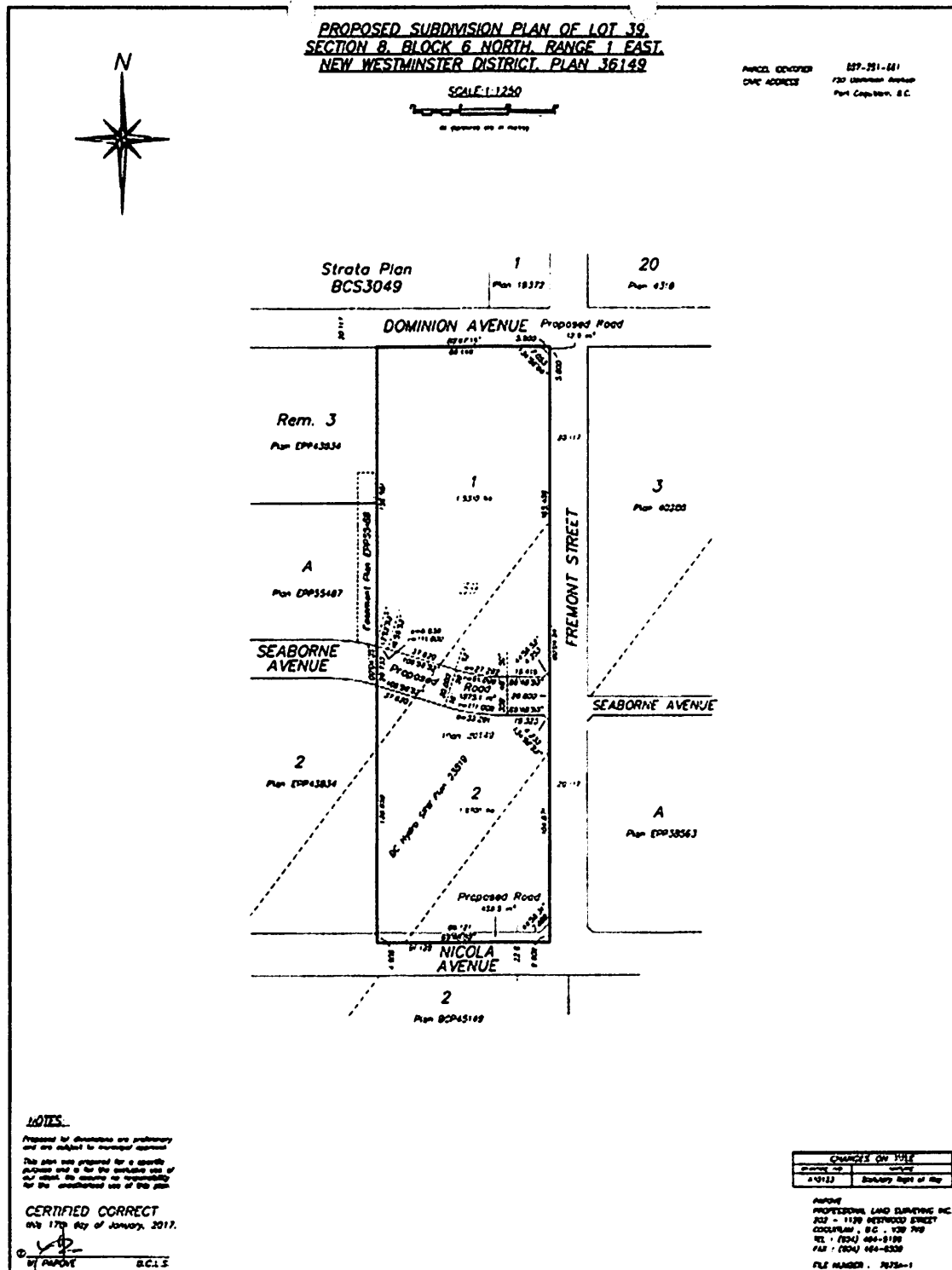
Attachments: 1. Location Map
2. Preliminary Plan of Subdivision

ATTACHMENT 1

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP



ATTACHMENT 2



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

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

Citation

1. This Bylaw may be cited for all purposes as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4039".

Administration

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

Civic: 750 Dominion Avenue

Legal: Lot 39, Block 6 North, Section 8, Range 1 East, NWD, Plan NWP36149

From: Agriculture (A)

To: Light Industrial (M3)

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

Read a first time by the Municipal Council this 27th day of March, 2018.

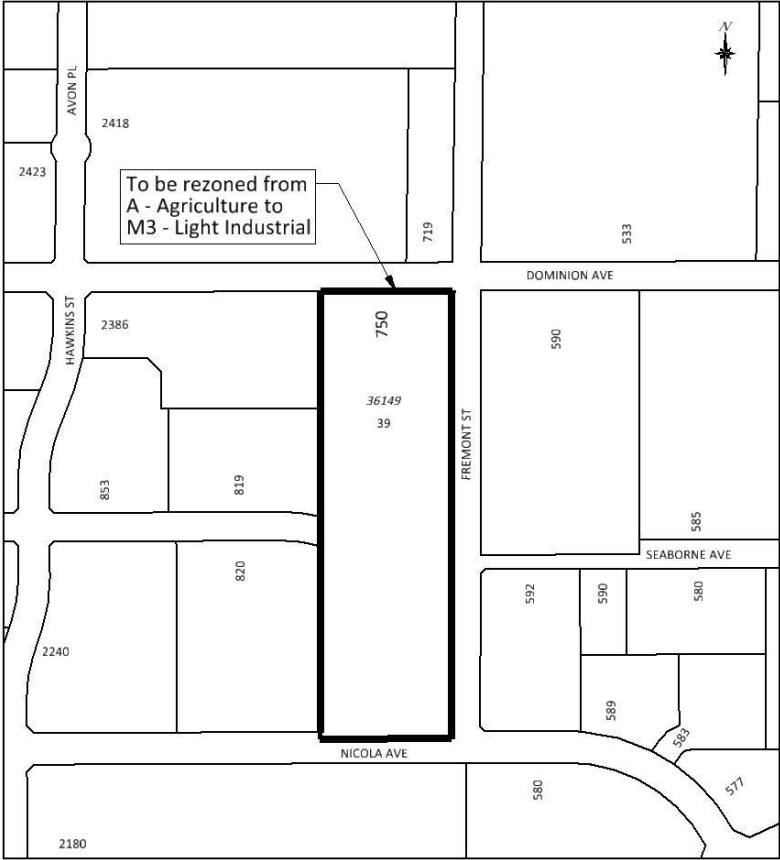
Read a second time by the Municipal Council this 27th day of March, 2018.

Mayor

Corporate Officer

BYLAW 4039

Schedule 1



RECOMMENDATION:

That 2018-2022 Financial Plan Bylaw, 2018, No. 4049 be given first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 6, 2018, Finance & Budget Committee meeting, the following motion was passed:

That Finance & Budget Committee direct staff to prepare the 2018-2022 Financial Plan Bylaw for Council approval, based on the budget presented on December 18, 2017, all subsequent amendments, as presented in the March 6, 2018, staff report, "2018 Draft Budget Update", and including amendments approved at the March 6, 2018, Finance & Budget Committee:

- *\$25,000 annually from taxes for ongoing crack sealing;*
- *\$25,000 annually from taxes for ongoing line painting; and*
- *\$400,000 in one-time funding in 2018 from accumulated surplus for road maintenance.*

REPORT SUMMARY

The financial plan, which includes the current year's budget and taxes, sets out the planned services and initiatives for the next five years and the corresponding funding for those services. The proposed 2018-2022 financial plan contains a number of items to address Council's priorities of infrastructure, the Community Recreation Complex, and community livability. These items result in a 1.23 per cent overall increase, made up of increases to property tax; sewer; and garbage levies, for the average single family home (assessed at \$960,179),

BACKGROUND

The draft budget was approved by the Budget and Infrastructure Committee for public consultation on December 18, 2017. Results of public consultation were presented to the Finance & Budget Committee on March 6, 2018 resulting in the aforementioned motion.

DISCUSSION

The 2018-2022 financial plan has the following tax/levy impact in 2018:

For residential properties

- Average single-family home assessed at \$960,179: 1.23 per cent increase, or \$41.16 (including a \$12.24 increase in the sewer levy and \$3.37 increase for the solid waste levy).
- Average townhome assessed at \$648,887: 1.26 per cent increase, or \$24.35 (including a \$11.48 increase in the sewer levy).
- Average apartment assessed at \$414,331: 1.29 per cent increase, or \$20.62 (including a \$10.88 increase in the sewer levy).

For businesses, total tax and levy increases will also average less than two per cent. Amounts will vary based on property value and use of water, but as examples, proposed increases are 1.73 per cent for large industrial sites, 1.12 per cent for large format retail sites, 1.06 per cent for medium-sized retail sites and 1.29 per cent for small retail sites.


The 2018 budget includes funding for the following:

- Continuing construction of the Community Recreation Complex
- Rehabilitating or replacing approximately 3 kilometres of road, water, sanitary and storm infrastructure
- Investing in sidewalks, pedestrian safety and traffic calming improvements
- Investing in active transportation projects (e.g. cycling improvements)
- Increasing crack sealing, line painting and other road maintenance
- Starting year one of a four-year program to convert city streetlights to LED,
- Funding two new firefighters to keep up with increasing call volumes
- Moving to the regional E-Comm emergency radio communications system for fire calls
- Expanding Terry Fox Library hours to include all Sundays, except for long weekends
- Developing a marketing plan for the city's arts, culture and recreation services
- Hosting the third annual PoCo Grand Prix
- Implementing new software to improve records management
- Providing support for PoCo Sports Alliance service delivery and community sport development
- Developing a new community garden with participation by people of all ages
- Expanding of the Pianos on the Street program
- Updating the Environmental Strategic Plan,
- Developing a Northside Centre plan,
- Completing upgrades to Centennial Pool
- Extending the Donald Street Pathway,
- Upgrading to Fox Park playground,
- Developing an asset management strategy and policy, and a city-wide asset management plan.
- Coordinating the municipal and school board election

2018-2022 Financial Plan Bylaw 4049

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Give 2018-2022 Financial Plan Bylaw 4049 first three readings.
2	Refer 2018-2022 Financial Plan Bylaw 4049 back to staff.

ATTACHMENTS

Attachment #1: Financial Plan Bylaw

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

This Bylaw may be cited as the "2018-2022 Financial Plan Bylaw, 2018, No.4049.

- 2.1 Schedule "A" attached to and forming part of this Bylaw is the proposed funding sources and expenditures for 2018 to 2022.
- 2.2 Schedule "B" forming part of this Bylaw is transfers to and expenditures from the City Reserve and Surplus Funds.
- 2.3 Schedule "C" forming part of this Bylaw is the objectives and policies for revenues, property tax distribution and permissive exemptions.

READ A THIRD TIME this 27th day of March , 2018

Corporate Officer

CITY OF PORT COQUITLAM

2018-2022 FINANCIAL PLAN BYLAW, 2018

Bylaw No. 4049

SCHEDULE "A"

	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget
Revenues					
Taxation and other levies	\$ (66,161,800)	(69,108,400)	(71,665,500)	(73,528,400)	(76,406,900)
Utility charges	(22,791,200)	(23,568,400)	(24,405,500)	(25,283,700)	(26,173,700)
Sale of services	(5,275,700)	(5,021,600)	(5,021,600)	(4,895,600)	(4,895,600)
Contributions	(16,343,400)	(3,355,500)	(3,355,500)	(3,355,500)	(3,355,500)
Permits and licences	(2,718,900)	(2,148,900)	(2,148,900)	(2,148,900)	(2,148,900)
Investment income	(2,039,900)	(1,840,000)	(1,840,000)	(1,840,000)	(1,840,000)
Penalties and fines	(406,400)	(398,400)	(398,400)	(398,400)	(398,400)
Other Revenues	(715,700)	(747,800)	(747,800)	(747,800)	(747,800)
Total Revenues	\$ (116,453,000)	\$ (106,189,000)	\$ (109,583,200)	\$ (112,198,300)	\$ (115,966,800)
Expenditures					
City Operating Expenditures	\$ 81,633,400	81,904,200	83,900,600	85,755,900	88,702,100
External Debt Interest Expense	1,032,500	1,539,500	1,812,500	2,982,500	2,982,500
Amortization	12,000,000	12,000,000	12,000,000	12,000,000	12,000,000
Total Operating Expenses	\$ 94,665,900	\$ 95,443,700	\$ 97,713,100	\$ 100,738,400	\$ 103,684,600
Net (Revenue) Expenditure	\$ (21,787,100)	\$ (10,745,300)	\$ (11,870,100)	\$ (11,459,900)	\$ (12,282,200)
Allocations					
Net Transfers to (from) Reserves	\$ (55,706,400)	(15,326,500)	(4,601,700)	(1,604,900)	(782,600)
Capital Expenditures	104,047,700	54,426,000	45,226,000	22,526,000	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	1,538,800	1,538,800
Total Allocations	\$ 21,787,100	\$ 10,745,300	\$ 11,870,100	\$ 11,459,900	\$ 12,282,200
Financial Plan Balance	\$ -	\$ -	\$ -	\$ -	\$ -

CITY OF PORT COQUITLAM

2018-2022 FINANCIAL PLAN BYLAW, 2018

Bylaw No. 4049

SCHEDULE "B"

	2018	2019	2020	2021	2022
	Budget	Budget	Budget	Budget	Budget
<u>Transfers from Reserve Funds</u>					
General Capital	\$ 19,550,100	19,073,100	15,325,900	15,325,900	15,325,900
Land Sale	13,056,800	8,000,000	4,000,000	2,000,000	2,000,000
Community Recreation Complex	9,353,500	4,352,800	2,500,000	-	-
Long Term General Infrastructure	6,350,400	-	-	-	-
Water Infrastructure	6,166,700	2,252,600	2,252,600	2,252,600	2,252,600
Roads & Drainage	4,893,700	-	-	-	-
Vehicles & Equipment	3,059,400	1,505,000	1,505,000	1,505,000	1,505,000
Sewer Infrastructure	2,480,700	809,100	809,100	809,100	809,100
Public Works Special Capital	2,300,000	-	-	-	-
Federal Gas Tax	1,096,500	-	-	-	-
Parking	1,016,000	16,000	16,000	16,000	16,000
RCMP	600,000	600,000	600,000	600,000	600,000
Information Systems	589,900	60,000	60,000	60,000	60,000
Cart Replacement	432,200	-	-	-	-
Building Maintenance	177,200	-	-	-	-
Parks & Recreation	113,200	-	-	-	-
Election	100,000	-	-	-	100,000
Public Safety Building	71,100	-	-	-	-
Cemetery	61,700	-	-	-	-
Arts & Culture	60,900	-	-	-	-
Roads (MRN)	35,400	-	-	-	-
Allocated Accumulated Surplus - General	4,417,400	77,000	77,000	-	-
Allocated Accumulated Surplus - Water	125,000	-	-	-	-
Allocated Accumulated Surplus - Sewer	56,900	-	-	-	-
Total Transfers from Reserves	\$ 76,164,700	\$ 36,745,600	\$ 27,145,600	\$ 22,568,600	\$ 22,668,600
<u>Transfers to Reserve Funds</u>					
General Capital	\$ (9,269,100)	(9,886,350)	(4,606,800)	(4,606,800)	(4,606,800)
Community Recreation Complex	(4,229,100)	(4,379,050)	(4,613,050)	(2,110,550)	(2,110,550)
Water Infrastructure	(3,002,500)	(3,118,400)	(2,076,300)	(2,076,300)	(2,076,300)
Sewer Infrastructure	(1,444,600)	(1,530,500)	(748,300)	(748,300)	(748,300)
Vehicle & Equipment	(1,311,300)	(1,306,900)	(1,306,900)	(1,306,900)	(1,306,900)
Roads (MRN)	(404,000)	(404,000)	(404,000)	(404,000)	(404,000)
Federal Gas Tax	(213,800)	(213,800)	(213,800)	(213,800)	(213,800)
Cart Replacement	(203,600)	(203,600)	(203,600)	(203,600)	(203,600)
Land Sale	(146,400)	(142,600)	(142,600)	(142,600)	(142,600)
Water Rate Stabilization	(81,500)	(81,500)	(81,500)	(81,500)	(81,500)
Sewer Tax Stabilization	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)
Parking	(72,400)	(72,400)	(72,400)	(72,400)	(72,400)
Long Term General Infrastructure	-	-	(5,960,250)	(6,664,150)	(7,368,050)
Long Term Water Infrastructure	-	-	(1,161,600)	(1,284,600)	(1,407,600)
Long Term Sewer Infrastructure	-	-	(872,800)	(968,200)	(1,063,600)
Total Transfers to Reserve Funds	\$ (20,458,300)	\$ (21,419,100)	\$ (22,543,900)	\$ (20,963,700)	\$ (21,886,000)
Total Transfers from (to) Reserve Funds	\$ 55,706,400	\$ 15,326,500	\$ 4,601,700	\$ 1,604,900	\$ 782,600

CITY OF PORT COQUITLAM

2018-2022 FINANCIAL PLAN BYLAW, 2018

Bylaw No. 4049

SCHEDULE "C"

Revenues, Property Taxes and Exemptions

In accordance with Section 165(3.1) of the Community Charter, The City of Port Coquitlam is required to include in the Five Year Financial Plan Bylaw, objectives and policies regarding each of the following:

- The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
- The distribution of property taxes among the property classes; and
- The use of permissive tax exemptions.

Sources of Revenue

Funding Source 165(7)	Details	% of Total 2018 Revenue
Property Value Taxes	Property Taxes	56.5%
Parcel Tax	Parcel Tax	0.4%
Fees	Utility Levies	19.6%
	Sale of Services	4.5%
	Permits and Licenses	2.3%
Other Sources	Contributions	14.0%
	Investment Income	1.8%
	Penalties and Fines	0.3%
	Other Revenue	0.6%

Objective

Over the next five years, the City will continue to seek new revenue sources to reduce the burden on property taxes.

Policies

The City's Financial Management Policy (7.16.02) states:

- The City will review fees/charges, at a minimum on a biennial basis, to ensure that they keep pace with changes in the cost-of-living, as well as, changes in the methods or levels of service delivery.
- The City will encourage the use of alternate revenue sources instead of property taxes.
- General Revenues will not be dedicated for specific purposes, unless required by law or the Generally Accepted Accounting Principles (GAAP).
- User fees will be set to recover the full cost of services except where Council determines that a subsidy is in the general public interest.

CITY OF PORT COQUITLAM

2018-2022 FINANCIAL PLAN BYLAW, 2018

Bylaw No. 4049

Distribution of Property Tax Rates

In establishing property tax rates Council will take into consideration:

- Property taxes levied per capita as compared with other BC municipalities;
- Tax levies on a representative home compared with other Metro Vancouver municipalities;
- Tax share borne by each property class historically, and
- Taxes generated from new development; and
- Tax ratios of each property classification along with tax ratios of other municipalities within the Metro Vancouver; and
- Tax rate competitiveness compared to the neighboring cities of Port Moody and Coquitlam.

The 2018 distribution of property tax rates amongst all the property classifications is provided below:

Property Class	% of General Property Taxation
Residential	58.005%
Utilities	0.743%
Light Industry	10.130%
Business Other	30.930%
Recreational Property / Non-Profit Organization	0.159%
Farm	0.033%

Objective

The desired result is property taxes that are stable and predictable as well as fair in comparison to others within Metro Vancouver.

Policies

City tax rates (Policy 7.01) will be set to maintain each property classification's tax share, adjusted for property tax growth from new development in the classification, unless Council determines that adjustments are necessary to maintain the City's tax competitiveness within Metro Vancouver or to attain other Council objectives.

Permissive Tax Exemptions

The City has an existing permissive tax exemption policy (7.02.03) which guides the administration and approval of permissive tax exemptions. Some of the eligibility criteria for permissive tax exemptions that are outlined in the policy include the following:

- Not-for-profit occupiers of City property for the duration of their occupancy.
- Land and improvements surrounding a statutorily exempt building for public worship.
- Land and improvements surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is equivalent to that given in a public school.

CITY OF PORT COQUITLAM

2018-2022 FINANCIAL PLAN BYLAW, 2018

Bylaw No. 4049

- Full or partial property tax exemption for properties that are to be awarded a grant under an existing City grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization.

Objective

The purpose of this policy is to:

- Optimize the provision of charitable and not for profit services for the benefit of Port Coquitlam residents.
- Provide property tax exemptions as permitted under the Community Charter in a consistent and fair manner.
- Restrict provision of exemption to those providing an extension to city services
- Reduce impact on city revenues

Policies

Port Coquitlam residents must be primary beneficiaries of the organization's services. The services provided on the property must be accessible to the public. Council may provide a partial exemption.

The intent of this guideline is to ensure Port Coquitlam residents will generally benefit from the municipal support provided, and will not be restricted from accessing the services of the organization.

REQUEST FOR LETTER OF CONCURRENCE FOR MONOPOLE

3209 Coast Meridian Road

RECOMMENDATION:

That a letter of land use concurrence be provided for a proposed 15-metre monopole at 3209 Coast Meridian Road.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 20, 2018, Smart Growth Committee meeting, the following motion was passed:

That Smart Growth Committee recommend to Council that a letter of land use concurrence be provided for a proposed 15-metre monopole at 3209 Coast Meridian Road.

REPORT SUMMARY

The Smart Growth Committee has considered the attached report regarding a proposed 15-metre monopole adjacent to the commercial mall at 3209 Coast Meridian Road. Committee recommends that Council provide a letter of land use concurrence to acknowledge its notification process.


BACKGROUND

The attached report describes the background to the application.

DISCUSSION

The Smart Growth Committee noted the comments provided by the community in response to the consultation.

OPTIONS

#	Description
1	Approve providing the attached letter of land use concurrence.
	
2	Request further information prior to making a decision on the request.
3	Decline to provide the requested letter.

ATTACHMENTS

Attachment #1: 2018-03-20 Smart Growth Committee Report

Attachment #2: Draft letter of concurrence

REQUEST FOR LETTER OF CONCURRENCE FOR MONOPOLE

3209 Coast Meridian Road

RECOMMENDATION:

That Smart Growth Committee recommend to Council that a letter of land use concurrence be provided for a proposed 15-metre monopole at 3209 Coast Meridian Road.

PREVIOUS COUNCIL/COMMITTEE ACTION

None related to this application. However, On November 28, 2013, the Smart Growth Committee considered a proposed 35-metre telecommunications tower at this location and adopted a resolution to advise the applicant, Telus, that it did not concur with the tower as proposed.

REPORT SUMMARY

Freedom Mobile is proposing to install a 15-metre monopole adjacent to the commercial mall at 3209 Coast Meridian Road to improve wireless service in the surrounding area. In accordance with the federal default public consultation process, it is requesting the City provide a letter of land use concurrence to acknowledge its notification process. A review of the information provided by Freedom Mobile indicates that there are no significant concerns and staff recommend the requested letter be provided.

BACKGROUND

Freedom Mobile is requesting a letter of land use concurrence acknowledging that the federal default consultation process has been undertaken to the City's satisfaction. The legislation for this process sets out the following requirements:

- providing written notification to the public, the land use authority and Industry Canada of the proposed antenna system installation or modification (i.e. public notification);
- engaging the public and the land use authority in order to address relevant questions, comments and concerns regarding the proposal (i.e. responding to the public); and
- providing an opportunity to the public and the land use authority to formally respond in writing to the proponent regarding measures taken to address reasonable and relevant concerns (i.e. public reply comment).

DISCUSSION

The proposal is to locate a freestanding monopole at the intersection of Sefton Street and Salisbury Avenue on the northwest corner of the one-storey commercial strip mall. The Zoning Bylaw does not restrict its siting or height, and as there are no structures, it does not require a Development Permit. A Building Permit will be required for electrical works to be stored in the adjacent building. Although a design review is not required, staff will informally suggest that Freedom Mobile reconsider the proposal to have a green monopole in favour of one which would better blend in with its surroundings.

REQUEST FOR LETTER OF CONCURRENCE FOR MONOPOLE 3209 Coast Meridian Road

Freedom Mobile advises that it provided the required notification package to each resident within a 45-metre (three times the tower height) radius of the site. It placed two advertisements in the Tri-City News, dated December 6th and December 8th, 2017. A summary report of the comments and concerns from the public and how they were addressed within the required 60-day time period has also been provided and is attached to this report as an appendix. Three comments were received indicating concern with the proximity of the equipment to residential area; two comments were received indicating support for an enhanced service.




FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

Freedom Mobile advises it has followed the default public consultation process for wireless telecommunications facilities set by the Innovation, Science and Economic Development Department. Its published notification and report summarizing the consultation are attached.

OPTIONS

#	Description
1 	Recommend to Council that a letter of land use concurrence for the proposed monopole at 3209 Coast Meridian be sent.
2	Request additional information prior to making a decision on the request for a letter of land use concurrence.
3	Determine that the City declines to provide a letter of land use concurrence.

REQUEST FOR LETTER OF CONCURRENCE FOR MONOPOLE 3209 Coast Meridian Road

ATTACHMENTS

Attachment #1: Copy of letter dated December 1st, 2017 from Freedom Mobile to residents/landowners

Attachment #2: Copy of notice published in Tri-City News

Attachment #3: Public consultation summary



Dear Resident/Landowner

December 1st, 2017

Re: Proposed 15-meter Freedom Mobile Radiocommunications Tower
3209 Coast Meridian Road
Port Coquitlam, BC V3B 3N3
49.272267, -122.757394
Freedom Mobile File: BVA0094J – 3209 Coast Meridian Road, Port Coquitlam

Wireless technology offers many benefits to Canadians. Millions of individuals rely on wireless communications to enhance their personal security and safety, enjoy more frequent contact with family, friends and business associates, and to make more productive use of their personal and professional time. Additionally, cellular coverage improves public safety, with more than 70 percent of all calls to 9-11 now placed through wireless devices.

FREEDOM MOBILE PROPOSAL

In order to improve wireless service for residents and businesses in Port Coquitlam, Freedom Mobile is proposing to build a 15-meter tall monopole tower at the commercial property located at 3209 Coast Meridian Road. All of the equipment necessary to operate this facility will be housed within a fenced area located at the base of the monopole. The proposed facility is to be located on a large commercial-zoned lot that is setback from adjacent properties.

PUBLIC CONSULTATION

Authority

Although Innovation, Science and Economic Development Canada (ISED) has exclusive jurisdiction over the placement of wireless telecommunications facilities, it requires the carriers to consult with the local municipality and the general public regarding new installations. The public consultation process is intended to provide an opportunity to have property owner questions addressed while respecting federal jurisdiction over the installation and operations of telecommunications systems.

ISED's Default Public Consultation

As the City of Port Coquitlam does not have an established and documented public consultation process applicable to tower siting, Freedom Mobile is required to follow the ISED (formerly Industry Canada) Default Public Consultation Process. ISED has jurisdiction over telecommunications facilities and has set out public and land use authority consultation requirements in the ISED circular, CPC-2-0-03 (CPC) for telecommunication carriers. The CPC requires Freedom Mobile to consult with the local land use authority and the general public. Freedom Mobile is also required to provide notification packages to property owners within a radius of three times the proposed tower height, measured from the tower base or the outside perimeter of the supporting structure. The required notification radius in this instance is 45 meters, however Freedom Mobile has voluntarily extended the notification radius in consultation with the City of Port Coquitlam. Your property falls within the notification radius, and accordingly, Freedom Mobile is consulting you regarding the proposed facility. This process will provide you with an opportunity to engage in reasonable, relevant, and timely communication regarding this proposal. This notification will also be submitted to the City of Port Coquitlam and ISED as part of our application for land use concurrence.

Additionally, the public will be invited to comment on the proposed site in response to a public notice that will be placed in the Tri-City News. The public notice will run for two consecutive issues of the newspaper on December 6th and December 8th, 2017. The public will then have 30 days from the publication date to submit comments and questions to myself on behalf of Freedom Mobile.

I will acknowledge receipt of comments and questions received within 14 days and address all relevant and reasonable concerns within 60 days. The commenting member of the public will then have 21 days to reply to the response. A summary of all comments received and our responses will then be submitted to ISED.

Site Details

1. *Purpose* - The purpose of the proposed tower is to expand Freedom Mobile's wireless coverage in Port Coquitlam. Currently, there are no suitable existing antenna support structures or other feasible infrastructure that can be utilized; as a result, a new antenna support structure is required.

2. *Location* - The proposed facility is to be located at the commercial property at 3209 Coast Meridian Road, Port Coquitlam. The subject property is a large commercial property that is setback from the adjacent commercial and residential properties. The approximate coordinates of the proposed tower are 49.272267, -122.757394.
3. *Safety Code 6* - Industry Canada requires all wireless carriers to operate in accordance with Health Canada's safety standards. Freedom Mobile confirms that the tower described in this notification package will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6 including combined effects with the local radio environment*, as may be amended from time to time.
4. *Site Access* - The site will be accessed via Salisbury Avenue and the existing parking lot on the subject property.
5. *Environment* – Freedom Mobile confirms that the installation is excluded from environmental assessment under the *Canadian Environmental Assessment Act*.
6. *Design* - This proposal is for a 15-meter tall monopole tower. A preliminary design of the tower profile and compound plan is included in this notification for your reference.
7. *Transport Canada* - The tower will be marked in accordance with the Department of Transportation and NAV Canada requirements.
8. *Structural Considerations* - Freedom Mobile confirms that the antenna structure described in this notification package will apply good engineering practices including structural adequacy during construction.
9. *Land Use Authority* – Freedom Mobile will work closely with City of Port Coquitlam to obtain land use concurrence and any applicable permits.
10. *General Information* - General information relating to antenna systems is available on Industry Canada's Spectrum Management and Telecommunications website: http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/h_sf01702e.html.
11. *Contacts:*

Freedom Mobile Corp.

C/O Brian Gregg, SitePath Consulting Ltd.
Real Estate and Government Affairs Consultant
2528 Alberta Street
Vancouver, BC V5Y 3L1
Phone: 778-870-1388
Email: briangregg@sitepathconsulting.com

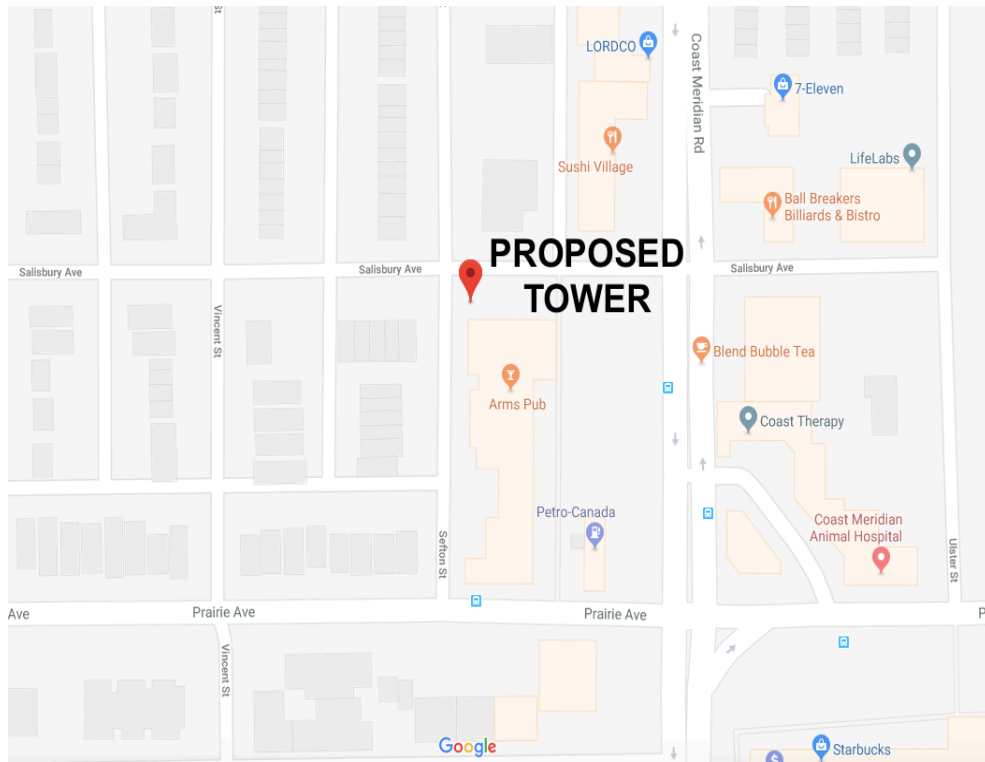
Industry Canada

Industry Canada – Lower Mainland Office
13401 - 108 Avenue, Suite 1700
Surrey, BC V3T 5V6
Phone: 604-586-2521
Fax: 604-586-2528
Email: ic.spectrumsurrey-surreyspectre.ic@canada.ca
Attention: Manager

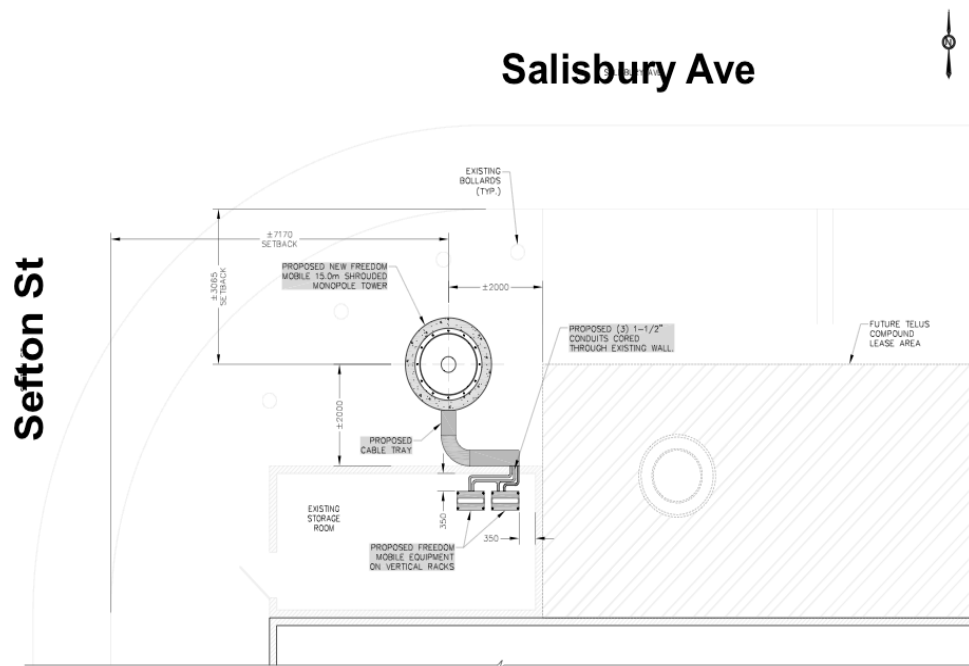
City of Port Coquitlam

Graeme Muir, Planning Analyst
200-2564 Shaughnessy Street
Port Coquitlam, BC V3C 3G4
Phone: 604-927-5249
Email: muirgraeme@portcoquitlam.ca

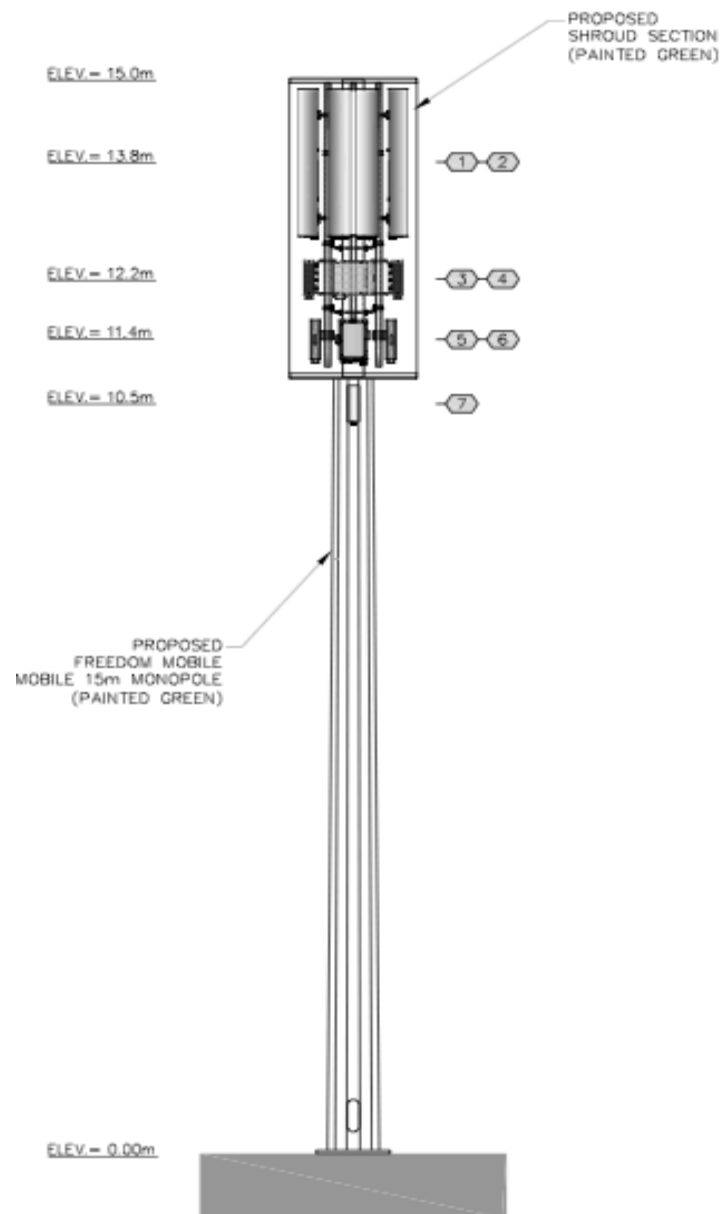
Should you have any specific questions regarding the proposal, please feel welcome to contact the contacts listed herein, or return the comment sheet by mail to Freedom Mobile by **January 15th, 2018**.



Map



Compound Layout (for discussion purposes only)



Tower Profile (for discussion purposes only)

**COMMENT SHEET
PROPOSED TELECOMMUNICATIONS TOWER
49.272267, -122.757394
CITY OF PORT COQUITLAM**

Freedom Mobile File: BVA0094J – Port Coquitlam

1. Are you a cellular phone or wireless device user?
☐ Yes
☐ No
2. Do you feel this is an appropriate location for the proposed facility?
☐ Yes
☐ No

Comments

3. Are you satisfied with the appearance / design of the proposed facility? If not, what changes would you suggest?
☐ Yes
☐ No

Comments

Additional Comments

Please provide your name and full mailing address if you would like to be informed about the status of this proposal. This information will not be used for marketing purposes.

Name _____
(Please print clearly)

Mailing Address _____

Email Address _____

**Please email to briangregg@sitepathconsulting.com
or mail to 2528 Alberta Street, Vancouver, BC V5Y 3L1
ATTENTION: Brian Gregg
by January 15th, 2018.**

Thank you for your input.

PUBLIC NOTICE – PORT COQUITLAM PROPOSED FREEDOM MOBILE TELECOMMUNICATIONS FACILITY - 15-METER MONOPOLE STRUCTURE

PROPOSED STRUCTURE: As part of the public consultation process required by Innovation, Science and Economic Development Canada (ISED), Freedom Mobile is inviting the public to comment on a proposed telecommunications facility consisting of a 15-meter tall monopole structure and ancillary radio equipment situated on private land in Port Coquitlam.

LOCATION: 3209 Coast Meridian Road, Port Coquitlam

COORDINATES: 49.272267, -122.757394

ANY PERSON may comment by close of business day on January 15, 2018 with respect to this matter.

FREEDOM MOBILE CONTACT:

Further information can be obtained by contacting:

Brian Gregg, SitePath Consulting Ltd.

2528 Alberta Street, Vancouver, BC V5Y 3L1

Email: briangregg@sitepathconsulting.com



February 1st, 2018

Public Consultation Summary & Land Use Concurrence Request

SitePath Consulting Ltd. ("SitePath") is representing Freedom Mobile Inc. ("Freedom") in asking for issuance of land use Concurrence from the City of Port Coquitlam in response to a proposed telecommunications installation, given that we have now completed the consultation process

Freedom Site:	BVA0094J – Port Coquitlam North
Prepared For:	City of Port Coquitlam
Prepared By:	SitePath Consulting Ltd., representing Freedom Mobile Inc. Brian Gregg, Real Estate & Government Affairs Consultant
Coordinates:	49.272267, -122.757394
Legal Description and PID	LOT "J", EXCEPT PORTIONS IN: (1) PLAN 25314;(2) PLAN BCP25522; DISTRICT LOT 479 GROUP 1 NEW WESTMINSTER DISTRICT PLAN 6505 PID: 011-197-421
Land Use Authority:	City of Port Coquitlam
Zoning:	CC – Community Commercial

Objective

- Freedom has identified that there is currently not dependable wireless service in the northern portion of Port Coquitlam for its customers. As a result, Freedom is proposing to install a new cell tower on a privately owned commercial-zoned property.
- The proposed facility will provide high-speed, high bandwidth cellular service to the Port Coquitlam community and improve personal safety, as the majority of emergency calls are placed using wireless devices.

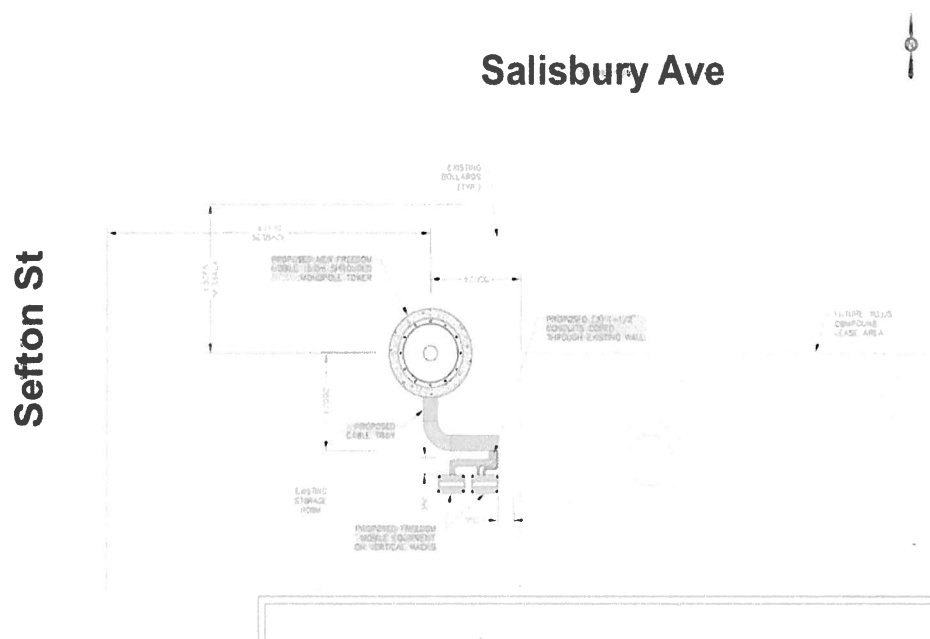
Description of Proposed Site

- Freedom is proposing the construction of a 15-meter tall monopole structure on the privately-owned land at 3209 Coast Meridian Road. The approximate coordinates of the proposed tower are as follows: 49.272267, -122.757394.
- If constructed, all of the equipment necessary to operate this facility will reside within an approximately 4 meter x 4 meter compound located at the base of the tower. All electronics equipment will be contained within the existing storage facility that is located directly adjacent to the proposed monopole.
- Access is achievable via the existing parking lot and driveway.

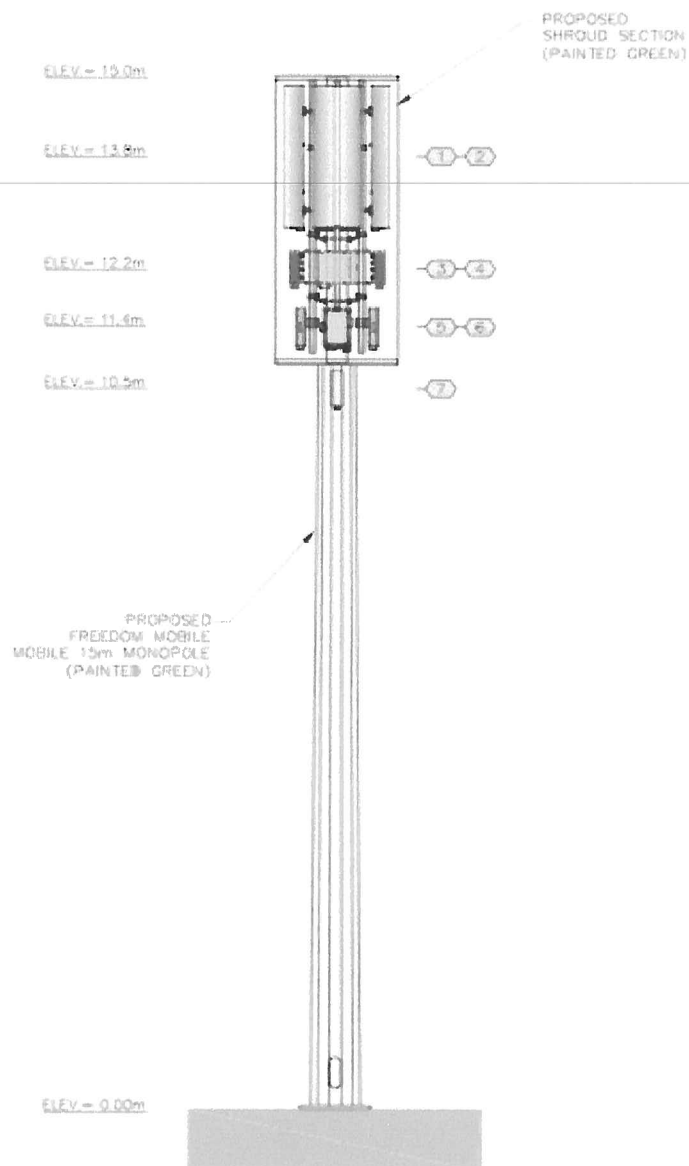
Map (Source: Google Earth)



Site Plan



Tower Profile



Existing Structures

- Freedom has reviewed all existing structures within the search area and has confirmed that there are no existing antenna-support structures of a suitable height or location that would provide dependable network improvements.

Visibility

- Due to the relatively short height of the proposed monopole, the proposed facility will be minimally visible from Salisbury Avenue and Coast Meridian Road.

Innovation, Science and Economic Development (ISED) Canada Default Consultation Process

As the City of Port Coquitlam does not have an established and documented public consultation process applicable to tower siting, Freedom was required to follow the Innovation, Science and Economic Development (ISED) Canada Default Public Consultation Process as follows:

- ***Notify any property owners within three times the proposed tower height:*** All property owners within three times tower height received notification packages by mail, welcoming public input mailed out. The address list was provided by the City of Port Coquitlam. Although the notification radius of three times tower height is typically measured from the outer perimeter of a proposed tower structure per the ISED process, Freedom measured the notification radius from the outer edge of the property line based on municipal feedback. This expanded notification radius resulted in ninety-seven (97) property owners receiving notification packages rather than only approximately twenty-nine (29) property owners as would have typically been required.
- ***Place a notice in a local paper welcoming public comments within the prescribed timelines:*** Freedom placed a notice for two issues in the Tri City News. The newspaper posting dates were December 6th and December 8th, 2017. At the City's request, Freedom posted the newspaper notice even though the ISED Default Consultation process does not require newspaper notifications for proposed towers of less than 30 meters in height.
- ***Request land use concurrence from the relevant land use authority:*** Freedom is now seeking a letter of land use Concurrence from the City of Port Coquitlam.

During the public consultation process, Freedom received comments from five (5) members of the public. Of the five (5) comments received, two (2) were supportive and three (3) were opposed to the proposal. A summary of the comments received and responses provided is included in Appendix A.

Land Use Concurrence Request

Although Freedom is exclusively regulated by the Federal Government, ISED requires Freedom to consult with the relevant land use authority as a commenting body in the siting of antenna support structures. As a form of comment, Freedom is requesting land use concurrence from the City of Port Coquitlam in the form of a letter that addresses the following items:

- *The City of Port Coquitlam is satisfied with Freedom's consultation process, as outlined in ISED's Default Public Consultation Process;*
- *The proposed tower is a permitted use;*
- *The proposed design and location is acceptable;*
- *That the City of Port Coquitlam has been consulted and concurs with the tower location.*

APPENDIX A – PUBLIC CONSULTATION SUMMARY

CONTACT INFORMATION	COMMENT RECEIVED	RESPONSE PROVIDED	SUPPORTIVE (Y/N)?
	Dec 6, 2017 - This commenter expressed concern regarding health and safety of wireless installations.	Dec 6, 2017 - We shared articles from Health Canada and the Vancouver Coastal Health Authority demonstrating that the proposed facility will be safe. We shared an aerial photo showing that there are thousands of similar installations already operating nearby in the Lower Mainland.	NO
	Dec 8, 2017 - This commenter supports cell service improvements.	Dec 8, 2017 - We acknowledged receipt of the comments and welcomed further questions and comments.	YES
	Dec 12, 2017 - This commenter believes that there is a better location for the proposed facility as the proposed location is too congested. The commenter thought that the proposal was already rejected previously.	Dec 12, 2017 - We acknowledged receipt of the comments and expressed our willingness to receive suggestions as to preferred alternative locations. We explained that the prior proposal was for a much taller tower.	NO
	Dec 19, 2017 - This commenter indicates a preference for an alternative location on the subject property setback further from the residences (e.g. fronting on Coast Meridian Road).	Dec 19, 2017 - We thanked the commenter for their feedback. We noted that the location was selected to minimize the visibility of the proposed structure.	NO
	Jan 5, 2018 - This commenter supports the design and location of the facility.	Jan 5, 2018 - We acknowledged receipt of the comments.	YES

March 21, 2018

Brian Gregg
SitePath Consulting Ltd.
2528 Alberta Street,
Vancouver BC V5Y 3L1
By email: brian.gregg@sitepathconsulting.com

Dear Mr. Gregg,

Please be advised that the City of Port Coquitlam has received documentation from Freedom Mobile and concurs that it has followed Industry Canada's default public consultation process.

For further information, please refer to the attached report considered by Council at its meeting held March 27, 2018.

Sincerely,

Laura Lee Richard,
Director of Development Services

Attached: Report from the Smart Growth Committee to Council dated March 27, 2018

Finance and Budget Committee Report

Offset to Address the Elimination of Municipal Officers' Allowance

Corporate Officer Note

This report from Finance & Budget Committee previously appeared on the March 13, 2018, Council Meeting Agenda. At the March 13, 2018, Council Meeting, the following motion was passed:

That Council postpone Item 7.1, "Offset to Address the Elimination of Municipal Officers' Allowance" to the March 27, 2018, Regular Meeting of Council.

Committee Recommendation

At the March 6, 2018, Finance and Budget Committee Meeting, the February 28, 2018, Finance Report, *Offset to Address the Elimination of Municipal Officers' Allowance* was considered, and the following motion was passed:

That Finance and Budget Committee recommend to Council, that the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.

This motion is now before Council for approval.

ATTACHMENTS

Attachment#1: February 28, 2018, Finance Report, *Offset to Address the Elimination of Municipal Officers' Allowance*

Offset to Address the Elimination of Municipal Officers' Allowance

RECOMMENDATION:

That Finance and Budget Committee recommend to Council:

That the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.

REPORT SUMMARY

The 2017 federal budget proposed that the non-accountable Municipal Officers' Allowance would be eliminated in 2019. It is recommended that Mayor and Council's remuneration be increased to compensate for the income tax effect of the elimination of this allowance.

BACKGROUND

Currently, one third of the total remuneration received by the mayor and councillors of Port Coquitlam is not subject to tax or source deductions, i.e. it is treated as a non-accountable allowance that is not included in income.

The 2017 federal budget proposed that the non-accountable allowance paid to municipal officers be included in income, making it subject to tax and source deductions, effective in 2019. The non-accountable allowance was intended to cover the expenses incurred by elected officials in the course of fulfilling their duties as elected officers, and does not require the recipient to substantiate such expenses with receipts or other evidence.

DISCUSSION


The elimination of the Municipal Officers' Allowance in 2019 will decrease the net pay received by the mayor and councillors, as tax and source deductions will be applied to their full remuneration. Increasing the annual remuneration levels starting in 2019 for all of Council (\$25,050 annually for the mayor; \$5,115 for each Councillor), would compensate for the income tax effect of the elimination of the one-third non-accountable Municipal Officers' Allowance. The increase would result in approximately the same net pay all members of Council would have received if the allowance was still applicable. The increase was calculated using 2018 Canada Pension Plan and income tax rates and takes into consideration City income only. The increase does not consider other sources of income that Mayor and Council may receive, which may change the level of taxes payable. The Council remuneration policy #7.14.03 (attached) will continue to apply.

FINANCIAL IMPLICATIONS

The approximate increase to the 2019 budget would be \$60,000, taking into consideration the increase in gross remuneration and additional employer share of benefit costs (CPP, Life Ins).

Offset to Address the Elimination of Municipal Officers' Allowance

OPTIONS

#	Description
1 	Recommend that the remuneration for the mayor and councillors receive an adjustment effective January, 2019 to offset the impact of the elimination of the one-third non-accountable Municipal Officers' Allowance on net pay.
2	Recommend deferral of the decision to make any adjustments to mayor and council's remuneration to the newly elected Council as part of the 2019 budget deliberations.
3	Take no action. Make no adjustment to current remuneration levels.

ATTACHMENTS

Attachment #1: Council Remuneration Policy #7.14.03



POLICY MANUAL

Subject Area:	FINANCE	Policy #	7.14.03
Policy Title:	Council Remuneration		
Authority:	Legislative	X	Effective Date: 2015-11-01
	Administrative		Review Date: 2018-07
Issued By:	Karen Grommada Director of Finance	Issue Date:	2015-11-23
		Distributed By:	Author

Purpose:

To establish a process that is fair and equitable to be used in determining the remuneration and benefits provided to Port Coquitlam Council members.

To promote public interest and opportunity in serving in an elected civic position by providing reasonable compensation for the time commitments demanded of Council members.

Policy:

1. Annual Remuneration Adjustment

The Financial Officer shall, effective January 1, 2016 and January 1st each subsequent year, revise the base compensation for the Mayor and Councillors by applying the Vancouver year –over-year Consumer Price Index to the prior year’s base compensation amount.

This calculation will also apply to the Acting Mayor’s stipend and transportation allowances.

If the application of the Consumer Price Index results in a decrease, there will be no change to the remuneration and allowances.

Effective January 2016, the Mayor’s transportation allowance will be established at \$7,200 per year and be adjusted each January by applying the Vancouver year-over-year Consumer Price Index to the prior year’s transportation allowance.

2. Benefits for Council Members

The City shall provide the Mayor with medical, dental and extended health benefits on the same basis and with the same eligibility criteria as for exempt staff.

Councillors are eligible to participate in the City's exempt staff medical plan at their own expense.

Effective November 1, 2015, Councillors are eligible to participate in the City's exempt staff dental and extended health plan with the City paying 75% of the premium for these benefits.

The City shall provide the Mayor with a transition allowance in the year in which they depart office. The transition allowance will be equivalent to one month pay for every year in the Mayor's Office to a maximum of six months. The allowance is to be paid out at the end of the Mayor's term in office. The allowance is not payable to a Mayor that resigns mid-term other than for health reasons.

The City shall provide Group Life coverage to all Council members equal to 2.5 times their annual remuneration at municipal expense.

3. Incidental Expenses

One-third of the annual remuneration established for each member of Council under section 1 of this policy is paid as an allowance for the expenses incidental to the discharge of the duties of the member, and exempted from taxation in accordance with the *Income Tax Act*.

4. Reimbursement of Expenses Incurred

The City shall reimburse a member of Council for expenditures incurred to attend a convention, orientation, education and training or other function directly related to the duties of the member of Council in accordance with the City's Travel Expenses Bylaw # 3129.

Authority:

Council has the authority to alter or revoke the provisions of this policy at any time.

Responsibility:

The Financial Officer is responsible to review and report to the Finance and Intergovernmental Committee on Council remuneration as outlined in this policy.

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.14	2005-07-01	2009-01	Yes – 7.14.01	2009-03
7.14.01	2009-03-23	2010-06	Yes – 7.14.02	2010-07
7.14.02	2010-07-26			
7.14.03	2015-11-23	2018-07	Yes - 7.14.02	