

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the June 26, 2018, Regular Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Regular Council

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *June 5, 2018, Special Council Meeting*
- *June 11, 2018, Special Council Meeting*
- *June 12, 2018, Regular Council Meeting.*

4. PUBLIC HEARINGS

4.1 Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue

See Item 5.1 for information.

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue

Recommendation:

That Council give Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue third reading.

5.2 Council Procedure Amendment Bylaw No. 4061 – First Three Readings

Recommendation:

That Council give Council Procedure Amendment Bylaw No. 4061 first three readings.

5.3 Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw No. 4060 - Final Reading

Recommendation:

That Council give Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw No. 4060 final reading.

5.4 OCP Bylaw Amendment No. 4031 for Shaftsbury Road Allowance - Final Reading

Recommendation:

That Council give OCP Bylaw Amendment No. 4031 for Shaftsbury Road Allowance final reading.

5.5 Zoning Bylaw Amendment No. 4032 for Shaftsbury Road Allowance - Final Reading

Recommendation:

That Council give Zoning Bylaw Amendment No. 4032 for Shaftsbury Road Allowance final reading.

6. REPORTS

6.1 2017 Statement of Financial Information and Annual Report

Recommendation:

That the city's 2017 Statement of Financial Information be approved by Council.

7. STANDING COMMITTEE VERBAL UPDATES

7.1 Community & Intergovernmental Committee

7.2 Finance & Budget Committee

8. NEW BUSINESS

9. OPEN QUESTION PERIOD

10. CLOSED ITEMS RELEASED TO PUBLIC

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

May 8, 2018, Closed Council

That Council approve awarding the contract for a Land and Development Facilitator, dated May 8, 2018, to Brown Properties Corp.

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Recommendation:

That the June 26, 2018, Regular Council Meeting be adjourned.

Present:

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

Absent:

Councillor Pollock
Councillor West

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the June 5, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the May 8, 2018, Special Council Meeting

Moved - Seconded:

That the May 8, 2018, Special Council Meeting Minutes be adopted.

Carried

3.2 Minutes of the May 15, 2018, Special Council Meeting

Moved - Seconded:

That the May 15, 2018, Special Council Meeting Minutes be adopted.

Carried

3.3 Minutes of the May 23, 2018, Special Council Meeting

Moved - Seconded:

That the May 23, 2018, Special Council Meeting Minutes be adopted.

Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the June 5, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of June 5, 2018, be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:

Item 4.1

- (1) a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality and,
- g) litigation or potential litigation affecting the municipality;

Carried

Certified Correct,

Mayor

Corporate Officer

Council Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
June 11, 2018

Present:

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

Absent:

Councillor Pollock

1. CALL TO ORDER

The meeting was called to order at 3:06 p.m.

Moved - Seconded:

That Mayor Moore take minutes of the Special Council Meeting of June 11, 2018, in the absence of staff.

Carried

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the June 11, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. RESOLUTION TO CLOSE

3.1 Resolution to Close the June 11, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of June 11, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

Carried

Certified Correct,

Mayor

Corporate Officer

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
June 12, 2018

Present:

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

Absent:

Councillor Pollock
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 7:06 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the June 12, 2018, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of Item 6.11 – Zoning Amendment Bylaw No. 4055 for 577 Nicola Avenue – Final Reading; and*
- *Addition of Item 11. – Resolution to Close.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Regular Council

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *April 24, 2018, Regular Council Meeting*
- *May 8, 2018, Regular Council Meeting*
- *May 22, 2018, Regular Council Meeting.*

Carried

4. PROCLAMATIONS

4.1 Legion Week – June 22-29, 2018

5. DELEGATIONS

5.1 Canada Day Task Force

Council heard a presentation about the planned activities for the upcoming Canada Day celebration.

6. BYLAWS**6.1 Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue - Rescind and Re-read
Second Reading**

Moved - Seconded:

That Council rescind Second Reading of Zoning Amendment Bylaw, 2018, No. 4062.

Carried

Moved - Seconded:

That Council give Second Reading of Zoning Amendment Bylaw, 2018, No. 4062, with the following changes:

- *Reduce the maximum number of payment in lieu parking spaces from six to four spaces.*
- *Add a new condition, "(g) Registration of a legal agreement to ensure the building is developed with a minimum of 18 two-bedroom and 1 three-bedroom units."*

Carried

**6.2 Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw No. 4060 -
First Three Readings**

Moved - Seconded:

That Council give Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw No. 4060 first three readings.

Carried

6.3 Zoning Amendment Bylaw No. 3954 for 1526 Grant Avenue - Final Reading

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 3954 for 1526 Grant Avenue final reading.

Carried

6.4 Boulevard Maintenance Bylaw No. 3965 - Final Reading

Moved - Seconded:

That Council give Boulevard Maintenance Bylaw No. 3965 final reading.

Carried

6.5 Highway Use Bylaw No. 4033 - Final Reading

Moved - Seconded:

That Council give Highway Use Bylaw No. 4033 final reading.

Carried

**6.6 Bylaw Notice Enforcement Amendment Bylaw No. 4064 (Boulevard Maintenance) - Final
Reading**

Moved - Seconded:

That Council give Bylaw Notice Enforcement Amendment Bylaw No. 4064 (Boulevard Maintenance) final reading.

Carried

6.7 Bylaw Notice Enforcement Amendment Bylaw No. 4065 (Highway Use) - Final Reading

Moved - Seconded:

That Council give Bylaw Notice Enforcement Amendment Bylaw No. 4065 (Highway Use) final reading.

Carried

6.8 Ticket Information Utilization Amendment Bylaw No. 4066 (Boulevard Maintenance) - Final Reading

Moved - Seconded:

That Council give Ticket Information Utilization Amendment Bylaw No. 4066 (Boulevard Maintenance) final reading.

Carried

6.9 Ticket Information Utilization Amendment Bylaw No. 4067 (Highway Use) - Final Reading

Moved - Seconded:

That Council give Ticket Information Utilization Amendment Bylaw No. 4067 (Highway Use) final reading.

Carried

6.10 Fees and Charges Amendment Bylaw No. 4063 (Parks/Recreation) - Final Reading

Moved - Seconded:

That Council give Fees and Charges Amendment Bylaw No. 4063 (Parks/Recreation) final reading.

Carried

6.11 Zoning Amendment Bylaw No. 4055 for 577 Nicola Avenue – Final Reading

Mayor Moore declared a conflict of interest that his spouse works for the property owner, and left the meeting for the duration of Item 6.11.

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4055 for 577 Nicola Avenue final reading.

Carried

7. STANDING COMMITTEE VERBAL UPDATES

7.1 Finance & Budget Committee

Councillor Dupont provided an update.

7.2 Smart Growth Committee

Councillor West provided an update.

8. NEW BUSINESS

8.1 Council provided updates related to community events.

9. OPEN QUESTION PERIOD

No public comments.

10. CLOSED ITEMS RELEASED TO PUBLIC

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

May 15, 2018, Closed Smart Growth Committee

That the Smart Growth Committee recommend to Finance and Budget Committee that the 2018-2019 Financial Plan be amended to include an additional \$60,000 in labour costs for 2018 and \$125,00 in labour costs for 2019 to upgrade a Planner 1 position to a Planner 2, and add an additional Planner 2, to be funded by additional development services revenues.

11. RESOLUTION TO CLOSE

11.1 Resolution to Close the June 12, 2018, Regular Council Meeting to the Public

Moved - Seconded:

That the Regular Council Meeting of June 12, 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.

Carried

Certified Correct,

Mayor

Corporate Officer

Zoning Amendment Bylaw No. 4062 - Available for Third Reading

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue third reading.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the June 12, 2018, Council Meeting, Zoning Amendment Bylaw No. 4062 for 2152-2166 Grant Avenue received first two readings.

The bylaw was considered at the Public Hearing held earlier this evening, and is now available for third reading.

DISCUSSION

Council policy requires that the Corporate Office bring the availability of this bylaw for third reading to the attention of Council at this time. Council may now decide whether it wishes to give third reading immediately or delay it until the next meeting, so that any representations made at the Public Hearing can be further considered.

OPTIONS

(Check = Staff Recommendation)

#	Description
1	<input checked="" type="checkbox"/> Give third reading to the Bylaw.
2	Request that additional information be received and determine next steps after receipt of that information.
3	Fail third reading.

ATTACHMENTS

Attachment #1: Draft Bylaw No. 4062 for 2152-2166 Grant Avenue

CITY OF PORT COQUITLAM

ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4062

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

1. Citation

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4062.

2. Administration

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

Civic: 2152-2166 Grant Avenue

Legal: Lot 22, District Lot 464, New West District, Plan NWP21043
 Lot 21, District Lot 464, New West District, Plan NWP21043
 Lot 20, District Lot 464, New West District, Plan NWP21043
 Lot 19, District Lot 464, New West District, Plan NWP21043

From: RS1 (Residential Single Dwelling 1)

To: RA1 (Residential Apartment 1)

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

- 2.2 That the Zoning Bylaw be amended in Section 2.5 Residential Zones – Additional Regulations by adding the following subsection 10:

10. An owner of a parcel of land situated at Lots 19, 20, 21 and 22 District Lot 64, New West District, Plan NWP21043 (2152-2166 Grant Avenue) who applies for a Building Permit for an apartment used may, subject to this Section 10, opt to pay the City a sum of \$15,000 per parking space in lieu of providing the off-street parking spaces. The maximum number of spaces in relations to which cash may be proved under this section is four spaces.

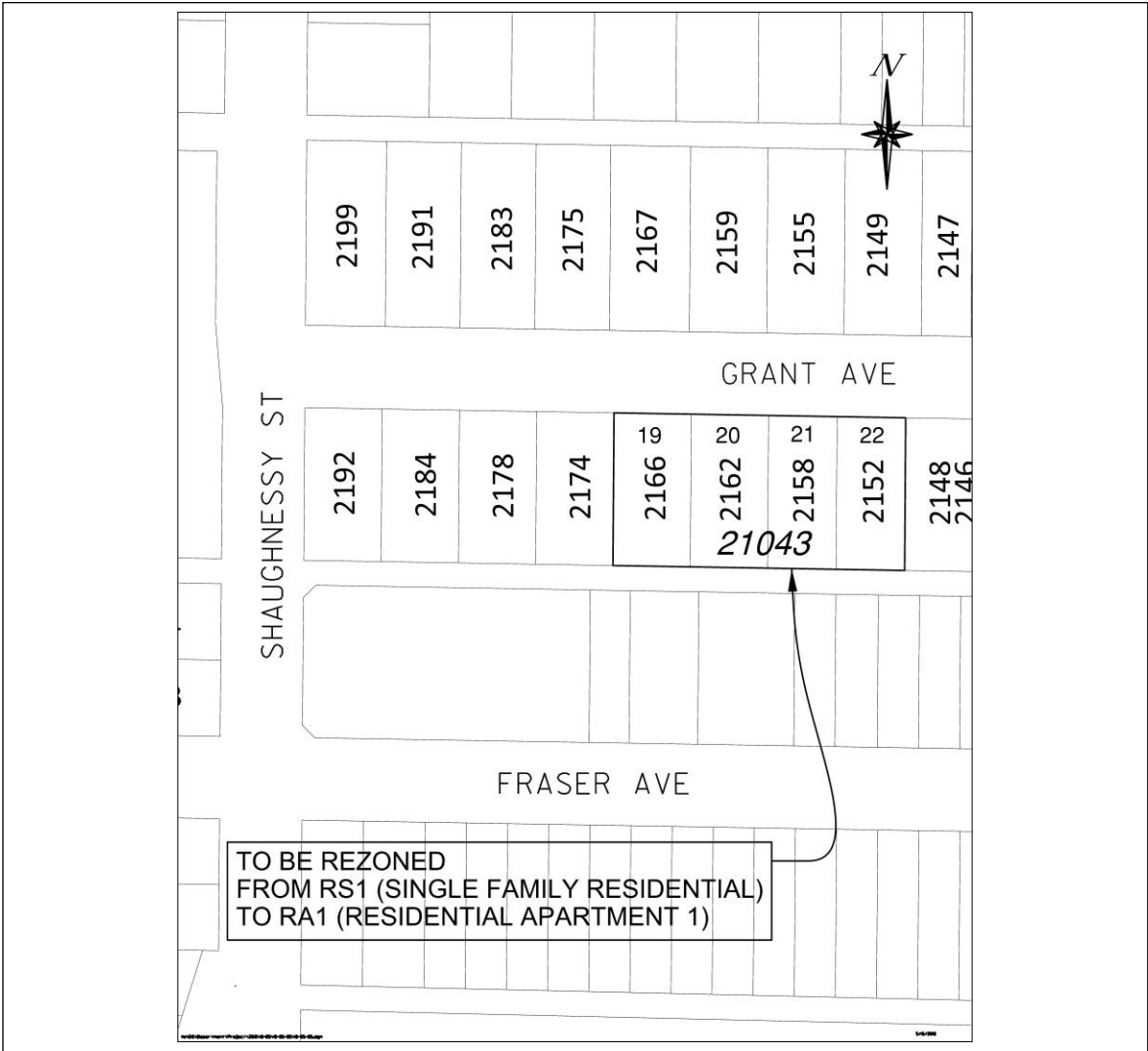
READ A FIRST TIME this	22 nd day of	May, 2018
READ A SECOND TIME this	22 nd day of	May, 2018
RESCIND SECOND READING this	12 th day of	June, 2018
RE-READ SECOND READING this	12 th day of	June, 2018
PUBLIC HEARING this	26 th day of	June, 2018

 Mayor

 Corporate Officer

BYLAW 4062

Schedule 1



Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue

RECOMMENDATIONS:

1. That Council rescind Second Reading of Zoning Amendment Bylaw, 2018, No. 4062.
2. That Council give Second Reading of Zoning Amendment Bylaw, 2018, No. 4062, with the following changes:
 - Reduce the maximum number of payment in lieu parking spaces from six to four spaces.
 - Add a new condition, "(g) Registration of a legal agreement to ensure the building is developed with a minimum of 18 two-bedroom and 1 three-bedroom units."

PREVIOUS COUNCIL ACTION

At the May 22, 2018, Council meeting, the Council gave 1st and 2nd Reading to Zoning Amendment Bylaw, 2018, Bylaw No. 4062.

REPORT SUMMARY

The applicant McLean Homes has proposed a change to the mix of unit types for the proposed apartment development at 2152-2166 Grant Avenue. This report summarizes the proposed changes and recommends revisions to the amending bylaw to reduce the maximum amount of payment in lieu of parking spaces from six to four and add an additional requirement to ensure a minimum of 18 two-bedroom and 1 three-bedroom units are provided.

BACKGROUND

The May 22, 2018 Smart Growth Committee report is attached for reference (Attachment 3).

DISCUSSION

Mix of Unit Types: As described in the attached letter, the applicant has proposed a revision to the proposed development that would reduce the number of one bedroom and add four larger two bedroom plus den units ranging in size from 93m² (1,002 ft²) to 97m² (1,048 ft²). This change would also reduce the requested payment in lieu of parking from six spaces to four.


Unit type	Original Proposal	New Proposal
Studio units	4	4
One-bedroom (plus den) units	41	35
Two-bedroom units	14	14
Two-bedroom (plus den) units	0	4
Three-bedroom units	1	1
Total	60	58

Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue

Staff support the revised proposal and recommend a legal agreement be required to ensure the proposed unit mix is provided.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Amend the Bylaw and recommended conditions prior to proceeding to Public Hearing.
2	Not amend the Bylaw and recommended conditions. The existing bylaw would proceed for consideration at Public Hearing.

ATTACHMENTS

Attachment #1: Zoning Amendment Bylaw No. 4062 (revised)

Attachment #2: Letter from McLean Homes

Attachment #3: Report from Smart Growth Committee to Council dated May 22, 2018 (excluding Transportation report).

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4062

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

1. CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4062.

2. ADMINISTRATION

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

Civic: 2152-2166 Grant Avenue

Legal: Lot 22, District Lot 464, New West District, Plan NWP21043
Lot 21, District Lot 464, New West District, Plan NWP21043
Lot 20, District Lot 464, New West District, Plan NWP21043
Lot 19, District Lot 464, New West District, Plan NWP21043

From: RS1 (Residential Single Dwelling 1)

To: RA1 (Residential Apartment 1)

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

- 2.2 That the Zoning Bylaw be amended in Section 2.5 Residential Zones – Additional Regulations by adding the following subsection 10:

10. An owner of a parcel of land situated at Lots 19, 20, 21 and 22 District Lot 64, New West District, Plan NWP21043 (2152-2166 Grant Avenue) who applies for a Building Permit for an apartment used may, subject to this Section 10, opt to pay the City a sum of \$15,000 per parking space in lieu of providing the off-street parking spaces. The maximum number of spaces in relations to which cash may be proved under this section is ~~six~~ four spaces.

READ A FIRST TIME this	22 nd day of	May, 2018
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READ A SECOND TIME this	22 nd day of	May, 2018
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<u>RESCIND SECOND READING</u> this	12 th day of	June, 2018
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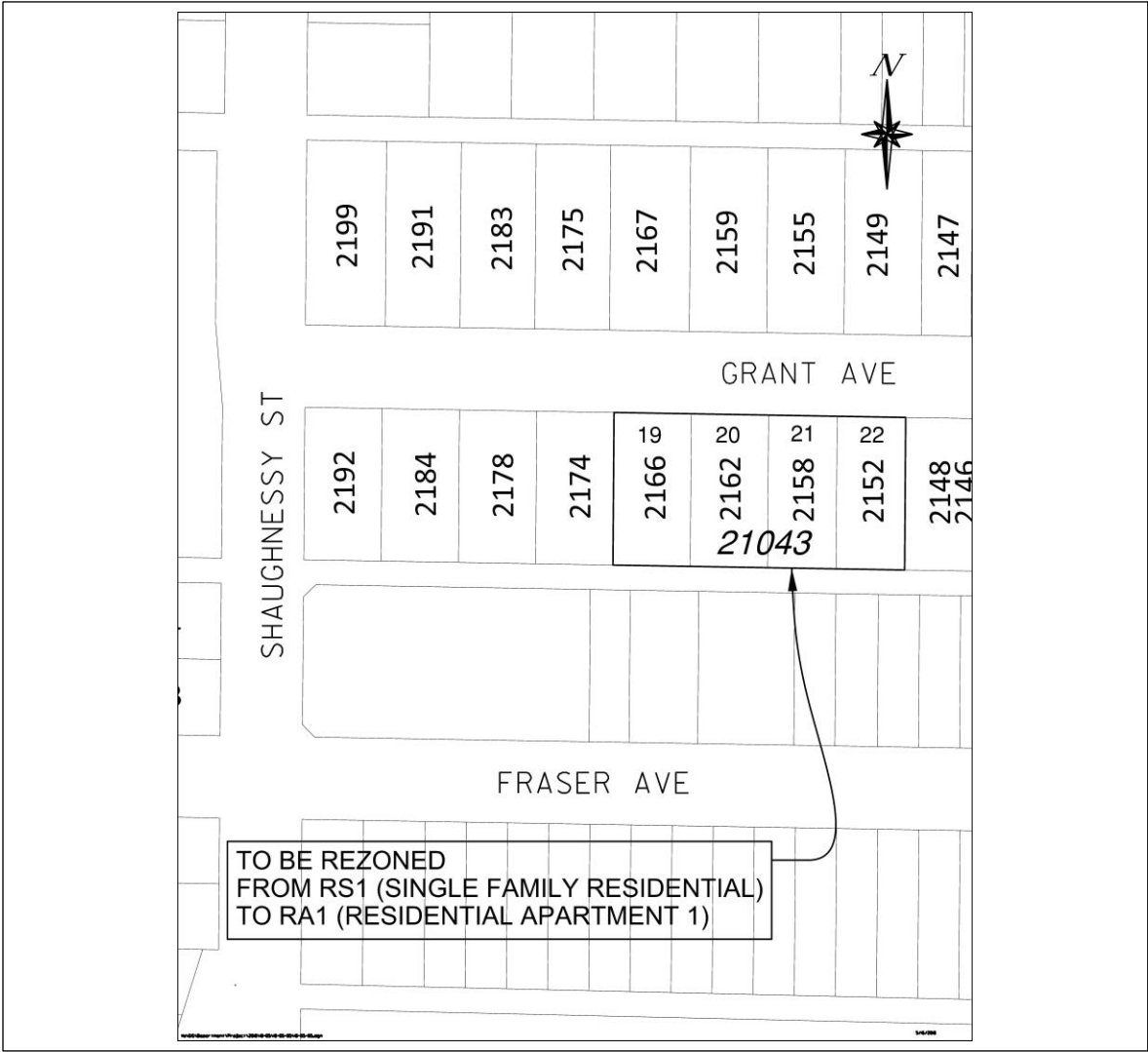
<u>RE-READ SECOND READING</u> this	<u>12th day of</u>	<u>June, 2018</u>
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Mayor

Corporate Officer

BYLAW 4062

Schedule 1





MacLEAN HOMES
2415 MARINE DRIVE
WEST VANCOUVER, BC
CANADA V7V 1L3
T 604.922.1622 F 604.922.3584

Grant Avenue Port Coquitlam

We have decided to revise our application prior to public hearing in order to address various concerns brought forth by council at both the Smart Growth and Council meetings respectfully. We pride ourselves on creating comfortable, livable well-designed units that meet the needs and demands of the marketplace. Although this project, in its current form, hits those points, we respect council's comments and have modified the building to reflect those concerns. We have created 4 additional 2 bedroom and dens while reducing the number of 1-bedroom units by 6. The net loss of 2 units reduces the required amount of parking stalls and provides a more balanced mix of suites. Council indicated that they wanted to see more family sized units and I believe that we have delivered on that point without jeopardizing the affordability and marketability of the building. Further adjustments would require a complete overhaul of the project.

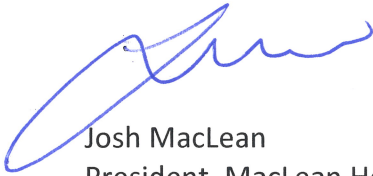
With that said, we remain steadfast in that affordability is what is driving the market and is the primary focus of purchasers in today's housing market. Our most popular layout comes from our 1 bedroom and den homes of approximately 680sqft. These homes provide functional spaces with open kitchens and living areas and generous sized master bed and bathrooms. These homes provide a den area large enough for a small office or a kitchen pantry.

We are currently building a 17 unit townhouse project only a few blocks away, featuring both 3 and 4-bedroom units with ground orientated access, two car garages and fenced yards ideal for children and dogs. This is one of 3 townhouse projects we have done in recent years of similar size and quality. The townhouses range in size from 1360-1750 square feet with the majority of buyers being young families and a large number coming from outside the Port Coquitlam catchment. In our experience, the smaller homes have always sold quite quickly with the larger units taking considerably longer to sell. This is purely a function of affordability. In a recent development that we just completed, we were able to provide 34, 1 bedroom and den homes that were marketed to 6 young couples and 12 young singles purchasing their first homes. Many of these young people were from outside of the local area and are now calling Maple Ridge their home. There were 5 mature singles and 3 mature couples downsizing that

found these homes comfortable and to be in their price range. In addition there were 8 investors that purchased the one bedroom and den homes as long term rental properties and will assist to provide additional rental supply.

Within the same development MacLean Homes included a range of 2-bedroom homes. The majority of our smaller 2 bedroom homes of approximately 850 sq ft show a similar purchaser profile. The larger 1000 sq ft plus homes had very little interest from buyers and are the most difficult and take the longest to locate a buyer.

Sincerely,



Josh MacLean
President, MacLean Homes (Grant) Ltd
JM/ag

Smart Growth Committee Report

Rezoning Application RZ000156 – 2152-2166 Grant Avenue

RECOMMENDATION:

That Council give Zoning Amendment Bylaw, 2018, No. 4062 1st and 2nd Reading.

Committee Recommendation

At the May 15, 2018, Smart Growth Committee meeting, the Development Services Report, *Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue* was considered, and the following motion was passed:

That the Smart Growth Committee recommend to Council:

1. *That the zoning of 2152-2166 Grant Avenue be amended from RS1 (Residential Single Dwelling 1) to RA1 (Residential Apartment 1);*
2. *That the amending bylaw provide that the required number of residential and visitor parking spaces may be reduced for this site by up to six spaces if a contribution of \$15,000 in lieu of each space is submitted to the City prior to building permit issuance.*
3. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Installation of fencing to protect a hedge;*
 - b. *Demolition of existing buildings;*
 - c. *Consolidation of the lots;*
 - d. *Completion of design and submission of securities and fees for off-site works and services including installation of a storm sewer and paving of the lane to Flint Street;*
 - e. *Registration of a legal agreement to ensure design and construction of the apartment building is to a LEED® Silver standard or an equivalent per the Step Code and provide for a vehicle car wash station at a visitor stall;*
 - f. *Payment of \$7500 for the installation of traffic delineators to address impacts of traffic from the lane at Shaughnessy Street.*

ATTACHMENTS

Attachment 1: Zoning Amendment Bylaw No. 4062

Attachment 2: Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4062

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

1. CITATION

This Bylaw may be cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018, No. 4062.

2. ADMINISTRATION

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

Civic: 2152-2166 Grant Avenue

Legal: Lot 22, District Lot 464, New West District, Plan NWP21043
Lot 21, District Lot 464, New West District, Plan NWP21043
Lot 20, District Lot 464, New West District, Plan NWP21043
Lot 19, District Lot 464, New West District, Plan NWP21043

From: RS1 (Residential Single Dwelling 1)

To: RA1 (Residential Apartment 1)

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

- 2.2 That the Zoning Bylaw be amended in Section 2.5 Residential Zones – Additional Regulations by adding the following subsection 10:

10. An owner of a parcel of land situated at Lots 19, 20, 21 and 22 District Lot 64, New West District, Plan NWP21043 (2152-2166 Grant Avenue) who applies for a Building Permit for an apartment used may, subject to this Section 10, opt to pay the City a sum of \$15,000 per parking space in lieu of providing the off-street parking spaces. The maximum number of spaces in relations to which cash may be proved under this section is six spaces.

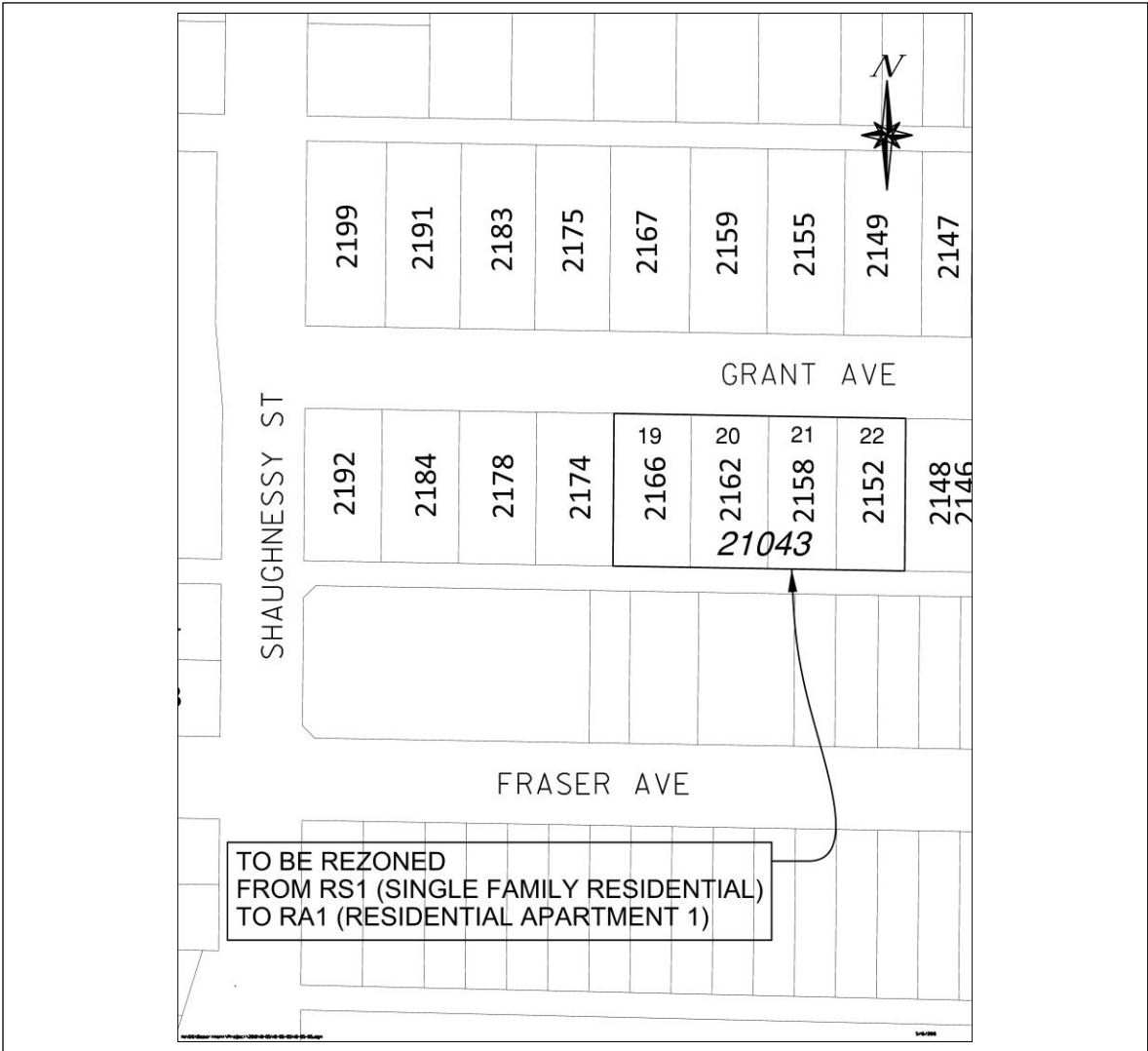
READ A FIRST TIME this	22 nd day of	May, 2018
READ A SECOND TIME this	22 nd day of	May, 2018
PUBLIC HEARING HELD this	12 th day of	June, 2018

Mayor

Corporate Officer

BYLAW 4062

Schedule 1



Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue

RECOMMENDATIONS:

That the Smart Growth Committee amend the motion on the floor as follows:

- In 3, condition (d), add “including installation of a storm sewer and paving of the lane to Flint Street”;
- In 3, condition (e), add “and provide for a vehicle car wash station at a visitor stall”; and,
- In 3, add a new condition, “(f) Submission of \$7,500 for future measures as may be required by the Director of Engineering and Public Works to address impacts of traffic from the lane at Shaughnessy Street, such as the installation of delineators.”

PREVIOUS COUNCIL/COMMITTEE ACTION

At the May 1, 2018, Smart Growth Committee meeting, the Smart Growth Committee moved the following motion:

That the Smart Growth Committee recommend to Council:

1. *That the zoning of 2152-2166 Grant Avenue be amended from RS1 (Residential Single Dwelling 1) to RA1 (Residential Apartment 1);*
2. *That the amending bylaw provide that the required number of residential and visitor parking spaces may be reduced for this site by up to six spaces if a contribution of \$15,000 in lieu of each space is submitted to the City prior to building permit issuance.*
3. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. *Installation of fencing to protect a hedge;*
 - b. *Demolition of existing buildings;*
 - c. *Consolidation of the lots;*
 - d. *Completion of design and submission of securities and fees for off-site works and services;*
 - e. *Registration of a legal agreement to ensure design and construction of the apartment building is to a LEED® Silver standard or an equivalent per the Step Code.*

Committee then passed the following motion:

That the motion on the floor be postponed subject to committee receiving a staff report addressing questions related to the transportation impacts and the parking variance for the 2152-2166 Grant Avenue rezoning application.

REPORT SUMMARY

This report responds to the questions raised by the Smart Growth Committee at its meeting held on May 1st, 2018. It recommends that the conditions to be met prior to adoption of the zoning bylaw amendment be augmented to increase off-site requirements to encourage vehicles to exit from the site via Flint Street by extending the lane paving to Flint and to address the potential impacts of traffic from the lane by providing funding for future improvements. It also provides further information related to the requested variance to parking regulations.

Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue

BACKGROUND

The May 1, 2018 staff report considered is attached for reference (Attachment 1).

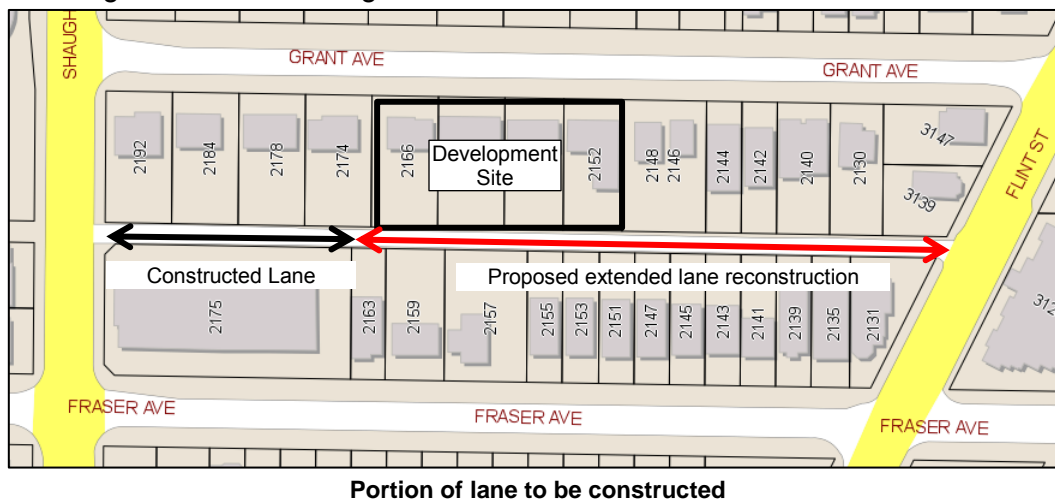
DISCUSSION

Transportation impacts: The applicant was requested to provide a transportation impact assessment report to the Engineering and Public Works Department as part of the application submission requirements. The 189-page report, Attachment 2, confirms the transportation network has the capacity to accommodate the future traffic volumes associated with this proposal without creating significant requirements for infrastructure improvements. Its assessment of the capacity of the rear lane for projected 2025 traffic volumes is summarized as follows:

The location where development traffic has the highest impact is the Shaughnessy Street and laneway intersection. It will be most difficult for vehicles to exit the laneway during the weekday PM peak hour when the average delay for left and right turning vehicles will reach 28 seconds (LOS¹ D) during the 2025 total traffic scenario which is still considered reasonable. The queue is not anticipated to exceed one vehicle.

The applicant has offered to provide a contribution of \$7500 to offset the potential traffic impacts on Shaughnessy Street and this action is recommended. This amount would be sufficient to pay for the installation of delineators along a segment of Shaughnessy Street that would restrict lane access to and from Shaughnessy Street to right-in/right-out movements should that be required to address traffic impacts in the future.

The applicant has also offered to improve the lane from the subject property to Flint Street. This work would include the installation of a storm sewer and repaving, to provide for better vehicular access for both existing and new residents. In particular, it would promote use of the lane for residents wishing to make left turning movements at a controlled intersection and is recommended.



¹ LOS = Level of Service

Further Information Rezoning Application RZ000156 2152-2166 Grant Avenue


Parking Impacts: Smart Growth Committee members expressed concern that the requested 6-stall variance may be insufficient to accommodate the number of vehicles associated with the apartment development and pointed to on-street parking problems within the downtown. It is expected that the proposed number of vehicles will be in keeping with the demand for parking for a number of reasons. As explained by the applicant, this site is well located to serve residents who wish to have good accessibility to shops and services as it is walking distance to the downtown, schools, places of worship and parks and close to a number of bus routes. It is also located in relatively close proximity to the B-Line rapid bus route set to begin operation in 2019. Staff observation is that areas with known on-street parking issues generally have higher numbers of family-oriented townhouse units where garages within these units are repurposed for storage or living purposes or older apartment buildings with inadequate onsite parking. Furthermore, there have been no complaints with respect to on-street parking related to the existing apartment building. With the increased cost of housing and the proposed unit mix, it is unlikely that the requested variance will create a significant issue and staff continue to support the variance.

Committee members also questioned the staff recommendation that \$15,000 per stall be collected. As explained at the meeting, this amount is that currently set in the parking bylaw to apply to cash-in-lieu of parking in the downtown. Staff also pointed out that legislation allowing for a cash-in-lieu program has been amended since the program was adopted, and it could be amended to allow for options to use the funds for purposes other than parking spaces such as sidewalks connecting to bus stops. Informal discussion with Council members has indicated a desire to review the cash-in-lieu program but this work is not part of the 2018 work program.

Car wash space: The applicant has offered to provide water and drainage to one of the visitor's parking stalls to provide for on-site car washing. It is recommended the covenant to ensure the building environmental standard is met also ensure this amenity is provided.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Amend the recommended conditions to be met to require the extended lane improvements, provide for future Shaughnessy Street works at the lane, and on-site car washing
2	Not amend the recommended conditions to be met or request other amendments.

ATTACHMENTS

Attachment #1: May 1, 2018 Report to Smart Growth Committee

Attachment #2: Transportation Impact Assessment

RECOMMENDATIONS:

That the Smart Growth Committee recommend to Council:

1. That the zoning of 2152-2166 Grant Avenue be amended from RS1 (Residential Single Dwelling 1) to RA1 (Residential Apartment 1);
2. That the amending bylaw provide that the required number of residential and visitor parking spaces may be reduced for this site by up to six spaces if a contribution of \$15,000 in lieu of each space is submitted to the City prior to building permit issuance.
3. That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - (a) Installation of fencing to protect a hedge;
 - (b) Demolition of existing buildings;
 - (c) Consolidation of the lots;
 - (d) Completion of design and submission of securities and fees for off-site works and services; and,
 - (e) Registration of a legal agreement to ensure design and construction of the apartment building is to a LEED® Silver standard or an equivalent per the Step Code.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

MacLean Homes proposes to redevelop four lots with a 60-unit apartment building, underground parking and landscaping on a mid-block site located east of Shaughnessy Street on Grant Avenue. This proposal is in keeping with the Official Community Plan's land use designation for the area as Apartment, and it would be the first apartment building to be located within the 2100 block of Grant Avenue. The report describes how the design and landscaping of the proposed project would be expected to comply with design and environmental objectives and guidelines established for this area. The report further describes the applicant's request to apply a cash-in-lieu provision to vary parking requirements and recommends approval of the request due to the site's accessibility to transit and services.

BACKGROUND

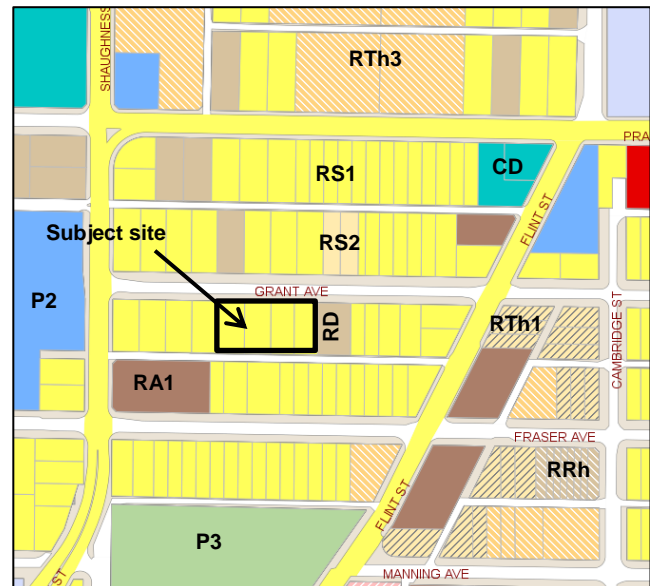
Official Community Plan Policy: As shown by the figure below, the site is located within an area designed A – Apartment Residential. Housing policies within this designation encourage housing variety in low to mid-rise buildings to accommodate the needs of Port Coquitlam's population and demand for multi-family housing.

Zoning Bylaw: The current zoning is RS1 – Residential Single Dwelling 1; the proposed zoning is RA1 - Residential Apartment 1.

Rezoning Application RZ000156 - 2152-2166 Grant Avenue



Official Community Plan Land Use Designations



Current Zoning

Development Permit Area Designation: If rezoned, the site would be subject to complying with the objectives and guidelines of the Intensive Residential and Environmental Conservation development permit area designations of the Official Community Plan as well as specific design guidelines set for the Aggie Park area. These guidelines promote coordinated siting and building design; use of high quality cladding materials; consideration of the relationship between buildings and open areas; and, the overall visual impact of buildings and landscaping. The environmental conservation objectives and guidelines encourage sustainable development and building design; efficient use of energy, water and other resources; and, reduction of waste and pollution.

Site Characteristics and Context: The 2,660m² (0.66 acre) site is located in a mid-block location on the south side of Grant Avenue between Shaughnessy and Flint Streets. It includes four relatively flat lots which are currently occupied by older houses. There are 11 trees on the combined lots and three on the boulevard in front of one of the lots. The area remains primarily developed with detached homes and duplexes with the exception of a 44-unit apartment development directly south of the adjacent lane. The Our Lady of the Assumption School and Parish are located to the west of Shaughnessy Street.

Proposed Development: The proposed four-storey building is to be comprised of 4 studio, 41 one-bedroom plus den, 14 two-bedroom and 1 three-bedroom apartment; units vary in size from 39m² (422 ft²) to 105m² (1131 ft²). Parking is to be located below the building with the exception that three at-grade visitors' parking spaces accessed from the lane.

Rezoning Application RZ000156 - 2152-2166 Grant Avenue



Project Profile

	Bylaw Regulations ¹	Proposed ²	Requested Variances
Site area	1,000 m ²	2,660 m ²	n/a
Floor area ratio	2.0	1.58	-
Dwelling units - total		60	n/a
Adaptable units	30%	32% (19 units)	
Building lot coverage	50%	54.1%	4.1%
Setbacks:			
Front (Grant Avenue)	4 m	4.2 m	-
Rear (south lane)	7.5 m	6.1 to 10 m	1.4 m
Interior side (west)	3 m	4.4 m	-
Interior side (east)	3 m	3 m	-
Building Height	15 m	14.7 m	-
Parking: Total	92	86	Variance
Resident	80	77	3
Visitor	12 (1 per 5 d.u.)	9	3
Small Car	23 (25% max)	22	-
Indoor Recreation Area	120 m ²	122 m ²	-
Outdoor Recreation Area	210 m ²	250 m ²	-
Bicycle Storage			
Long term (bike room)	60 (@1 per unit)	61	-
Short term (bike rack)	6	6	-

The building design meets the intent of the design guidelines by featuring a prominent front entrance along Grant Avenue and utilizing a generous amount of glazing with dark brick and warm coloured earth toned siding with red accents. Building articulation is to be achieved through varied setbacks and roof lines and through the use of cladding materials and colour. The building will be clad in a generous amount of brick, and high-quality fibre-cement board and panels in either a

¹ Refer to the Zoning, Parking and Development Management and Building and Plumbing bylaws for specific regulations

² Information provided by applicant

Rezoning Application RZ000156 - 2152-2166 Grant Avenue

lapped or board and baton arrangement. Decorative elements include a combination of heavy timber trellises and brackets as well as wood-toned soffits and aluminum picket guardrails.



Grant Avenue Facade

Street-fronting units on the ground floor will have direct access to the street via walkways; every unit will have a private balcony or patio. An indoor amenity room is to be located at the south side of the main floor with access to a common patio. The landscape plan includes a mixture of trees, shrubs, perennials and groundcover plants.

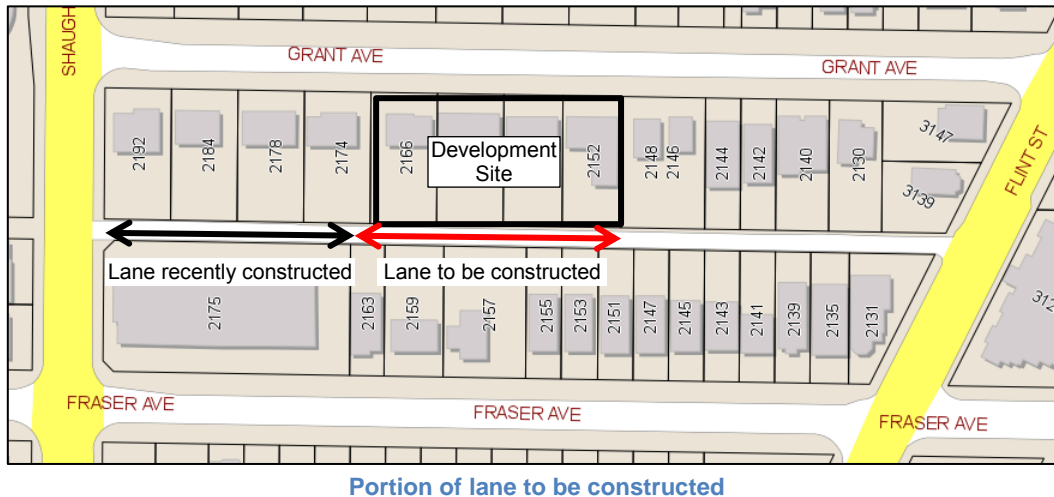
An arborist's report was submitted that identifies measures to protect a cedar hedge at 2174 Grant Avenue but the existing on-site trees must be cut due to either their poor condition or their location in the proposed building area. Efforts were made to explore retention of the boulevard trees but due to required works which include road widening and a low crown height (the trees would have been a hazard to vehicles and pedestrians), none were found to be suitable for retention. A total of 50 trees are proposed to replace the existing trees, including 2 large Serbian Spruce and 3 Weeping Nootka False Cypress, each to be more than 3 metres in height at time of planting. Installation of fencing to protect the hedge is recommended as a condition of rezoning.



Boulevard Character

Rezoning Application RZ000156 - 2152-2166 Grant Avenue

Transportation and Infrastructure: This development involves extensive off-site upgrades to meet the standards of the Subdivision Servicing Bylaw, including reconstructing portions of Grant Avenue abutting the site with curb and gutter, street lighting, street trees and a sidewalk. The watermain and storm sewer on Grant Avenue will also require upgrading.



A transportation impact assessment report was submitted for review by Engineering and Public Works staff. The report confirms the transportation network has the capacity to accommodate additional the future traffic volumes associated with this proposal without creating significant requirements for infrastructure improvements.

Compliance with the environmental conservation designation would be achieved by a requirement for the project to be designed to meet or exceed a green building standard of Leadership in Energy and Environmental Design (LEED®) to a Silver level. This program requires buildings to be energy and water efficient, promotes indoor air quality and efficient use of resources. The applicant is also exploring the provisions of the new Step Code and may utilize it as a means to achieve the equivalent environmental standard.

DISCUSSION

The application adheres to the land use and environmental policies of the Official Community Plan. Three variances to regulations are proposed:

- Rear yard setback:** A minor relaxation to the rear yard setback allows for a larger bicycle storage room on the ground floor. The rest of the building is set back 10 metres, well in excess of the 7.5 metre requirement.
- Lot coverage:** The minor variance to lot coverage is primarily due to the bicycle parking room and not expected to have a significant impact.
- Parking:** The proposal is to reduce the 80 spaces required for residents to 77 and reduce the 12 spaces required for visitors to 9, and to pay \$15,000 per parking space that is not provided within the project.

The parking required for this building is calculated as follows:

Rezoning Application RZ000156 - 2152-2166 Grant Avenue

Unit type	Number in project	Bylaw Requirement	Proposed
Studio units	4	1 per unit = 4	Allocate 1 per unit (60), offer the remaining 17 spaces for purchase
One-bedroom units	41	1.3 per unit = 53	
Two-bedroom units	14	1.5 per unit = 21	
Three-bedroom units	1	2.0 per unit = 2	
Visitor in building less than 6 storeys	1 per 5 units	12	9 (3 accessed from the lane; 6 secured space in the parking level)
Total	60	92	86

The applicant determined that the maximum number of spaces which could fit on the site is 86. A proposal conforming to the current parking bylaw with the same number of dwelling units could be achieved by increasing the number of studio and one-bedroom units and eliminating the 2 and 3-bedroom units. Alternatively, the total number of units could be reduced with the unit square footages increased (not bedrooms, as that would further impact parking) or the overall building massing could be decreased.

The applicant's traffic consultant supported the request for variance on the basis that the site is located in close proximity to transit as well as noted the City has a relatively high parking ratio.

The number of parking spaces being proposed would be permitted outright if the site was located in the Downtown but properties outside of the downtown are not eligible for the cash-in-lieu option. This site is walking distance to the downtown, schools, places of worship and parks and close to a number of bus routes. It is also located in relatively close proximity to the B-Line rapid bus route set to begin operation in 2019 (stop locations are not yet confirmed, but a stop at Shaughnessy is anticipated).

FINANCIAL IMPLICATIONS

The proposed redevelopment would provide for frontage and off-site improvements to Grant Avenue and the lane; if the requested parking variance is approved, it would also increase the amount of funds in the Parking Reserve by \$90,000.


PUBLIC CONSULTATION

A development notice sign is posted fronting Grant Avenue advising the community of the rezoning and development permit applications for the site. To date, no comments have been received.

Rezoning Application RZ000156 - 2152-2166 Grant Avenue

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that the zoning of 2152-2166 Grant Avenue be amended from RS1 to RA1 and that the specified conditions be met prior to adoption of the rezoning.
2	Obtain additional information prior to making a decision on the application, such as by hosting an opportunity for the neighbourhood to comment on the application or requiring the applicant to provide such an opportunity.
3	Request that the project be amended such as to conform to zoning and/or parking regulations prior to making a decision on the application
4	Advise Council that Committee does not recommend the application to rezone 2152-2166 Grant Avenue for an apartment building be approved.

ATTACHMENTS

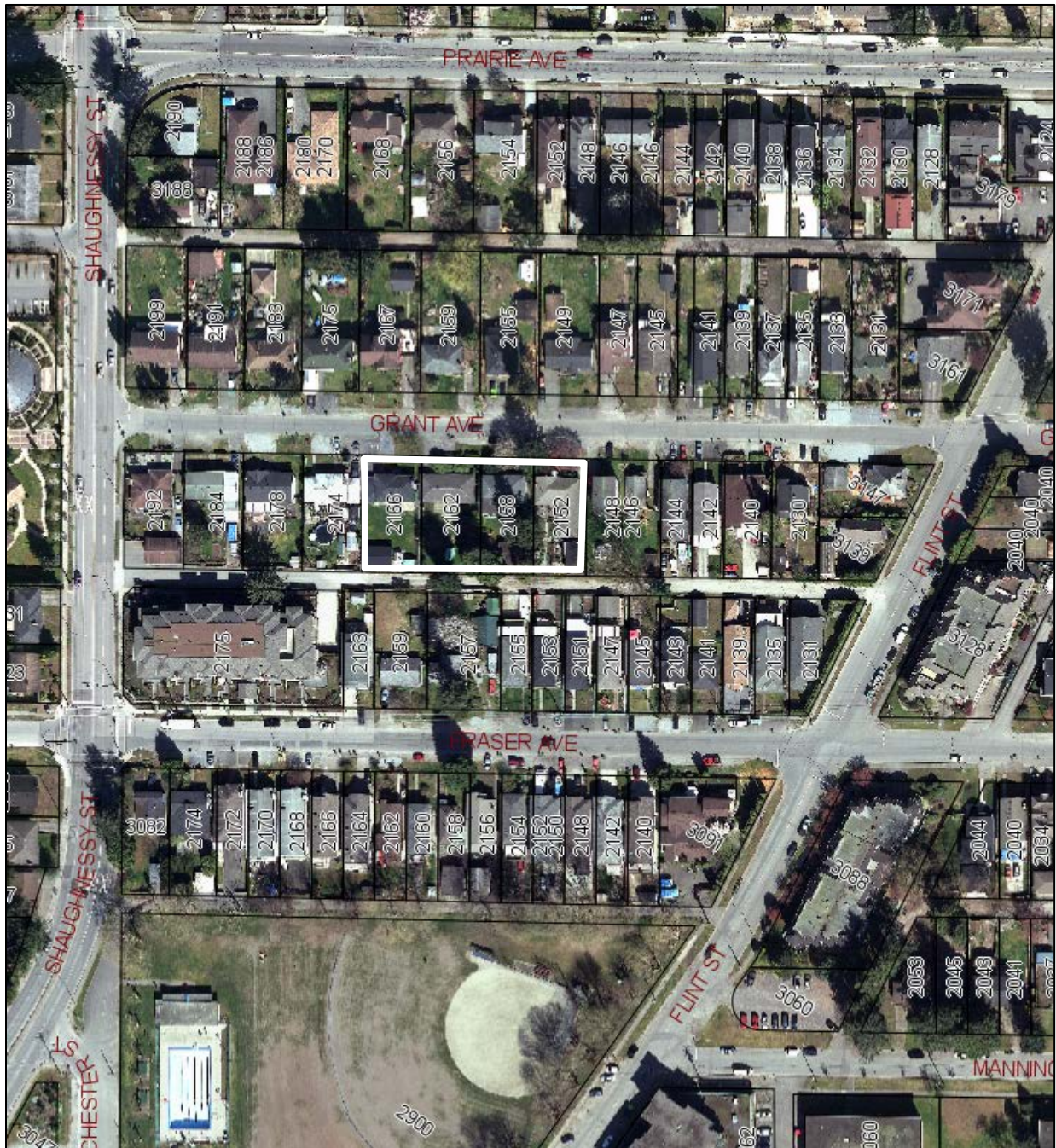
Attachment #1: Location Map

Attachment #2: Development Concept Drawings

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 2152 – 2166 Grant Avenue

FILE NO: RZ000156



Issues:	
2017-10-24	Issued for Rezoning/DP
2018-03-15	Reissued for Rezoning/DP



Grant Avenue
PROPOSED APARTMENT PROJECT
MACLEAN
Port Coquitlam, BC

2002

shoot title:
Perspective Views

short way:
A0.05
plotter 72

Issues:
2017-10-24 Issued for Reasoning/DIP
2018-03-15 Released for Reasoning/DIP



project:
Grant Avenue
PROPOSED APARTMENT PROJECT
MACLEAN
Port Coquitlam, BC

cont.

sheet title:
Perspective Views

A0.04



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2 Grant Street Site Plan / Aerial
Scale: 1:500



1 Grant Street Elevation
Scale: 1:250

revisions:		
no.	date	description

issues:
2017-10-24 Issued for Reporting/DP
2018-03-15 Reissued for Reporting/DP

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project:
Grant Avenue
PROPOSED 3-UNIT RESIDENTIAL PROJECT
MACLEAN
Port Moody, BC

consultant:

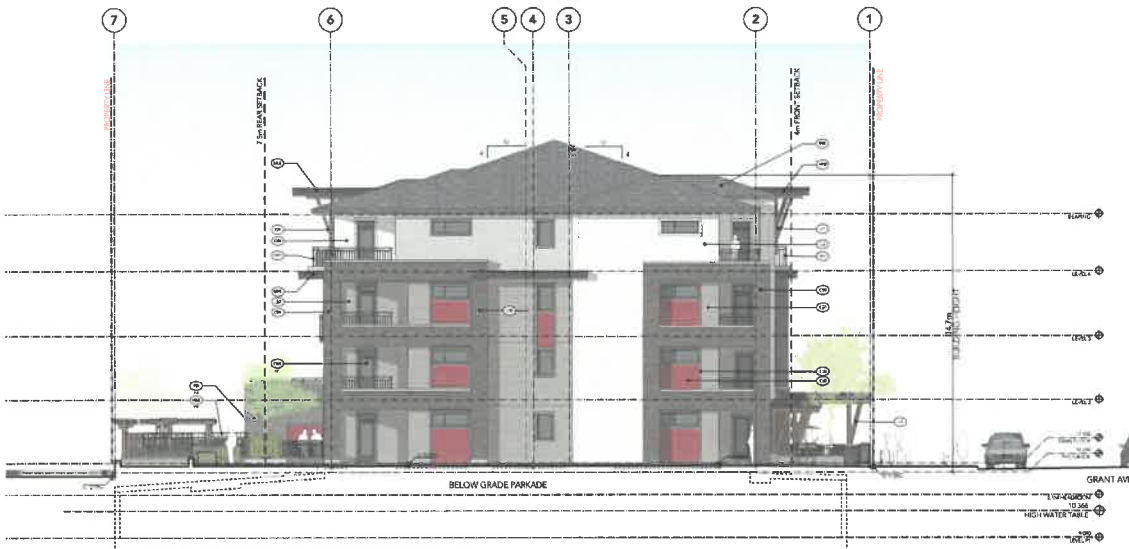
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scale	As Noted	project no.	P-435
sheet title:	Street Elevation - Grant Ave		

sheet no.:
A5.03



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1 EAST ELEVATION
Scale: 1/80

EXTERIOR MATERIAL/ COLOUR SCHEDULE

ITEM NO.	ELEMENT	FINISH	COLOUR (AS APPROVED BY CDP)
ROOF	SHINGLES	PREPARED	CHARCOAL GREY
CLADDING			
1	VERTICAL CLADDING	PREPARED	STAINLESS STEEL
2	HORIZONTAL CLADDING	PREPARED	STAINLESS STEEL
3	CLADDING	PREPARED	STAINLESS STEEL
4	CLADDING	PREPARED	STAINLESS STEEL
5	CLADDING	PREPARED	STAINLESS STEEL
6	CLADDING	PREPARED	STAINLESS STEEL
7	CLADDING	PREPARED	STAINLESS STEEL
8	CLADDING	PREPARED	STAINLESS STEEL
9	CLADDING	PREPARED	STAINLESS STEEL
10	CLADDING	PREPARED	STAINLESS STEEL
DOORS / WINDOWS			
11	IDENTICAL DOORS	PREPARED	STAINLESS STEEL
12	IDENTICAL DOORS	PREPARED	STAINLESS STEEL
13	IDENTICAL DOORS	PREPARED	STAINLESS STEEL
14	IDENTICAL DOORS	PREPARED	STAINLESS STEEL
METALS			
15	ALUMINUM CLADDING	PREPARED	STAINLESS STEEL
16	STEEL CLADDING	PREPARED	STAINLESS STEEL
17	STEEL CLADDING	PREPARED	STAINLESS STEEL
WOODS			
18	DOOR / WINDOW	PREPARED	STAINLESS STEEL
MISC.			
19	CLADDING	PREPARED	STAINLESS STEEL

GENERAL MATERIAL NOTES:
1. MATERIAL INDICATORS ARE SHOWN FOR CLARITY OF TYPICAL AREAS OF THE ELEVATIONS. AREAS NOT NOTED ARE TO FOLLOW AS PER THE TYPICAL LOCATIONS.
2. CHANGES IN MATERIALS TO ALWAYS OCCUR AT INSIDE CORNERS UNLESS OTHERWISE NOTED OR SHOWN.

revisions:	no.	date	description

ISSUED:
2017-02-04
2017-02-15
Issued for Review/CDP
Revised for Review/CDP



2 NORTH ELEVATION
Scale: 1/80

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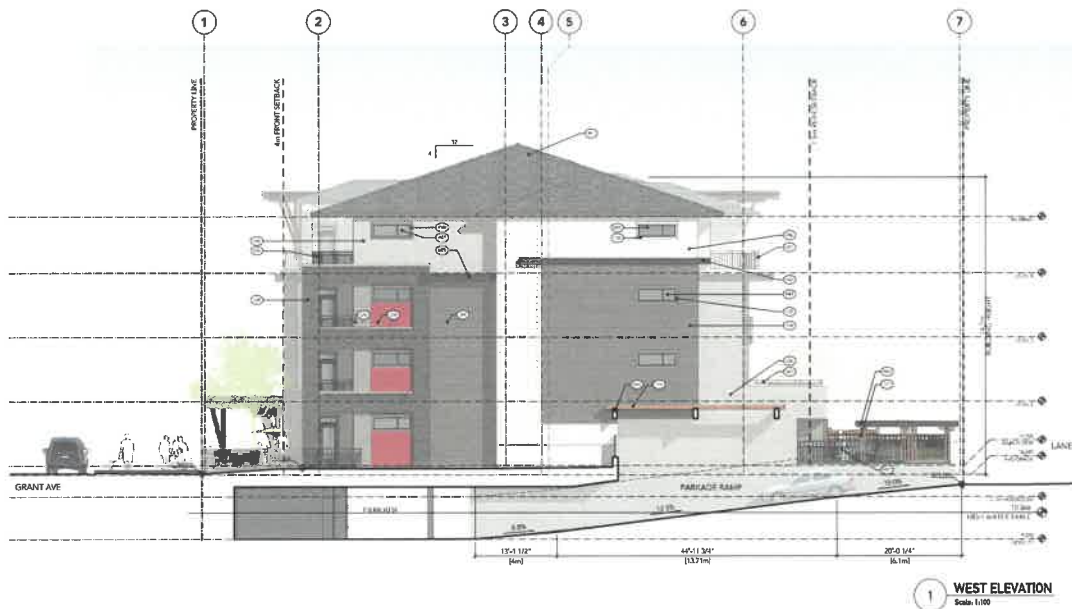
project:
Grant Avenue
REDEVELOPMENT PROJECT
MAQLEAN
Park Corporation, BC

consultant:

note:

drawn:	AKS	date:	August 2017
checked:			
scale:	1/100	project no.:	P-435
sheet title: East Elevation North Elevation			

sheet no.:
A5.01
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1 WEST ELEVATION
Scale: 1/100

EXTERIOR MATERIAL/ COLOUR SCHEDULE

ITEM NO. (ELEVATION)	FINISH	COLOUR (OR APPROVED EQUAL)
ROOFING		
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CLADDING		
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GENERAL MATERIAL NOTES:
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2 SOUTH ELEVATION
Scale: 1/100

no.	date	description
1	2017-03-04	Issued for Review/OP
2	2018-03-15	Revised for Review/OP

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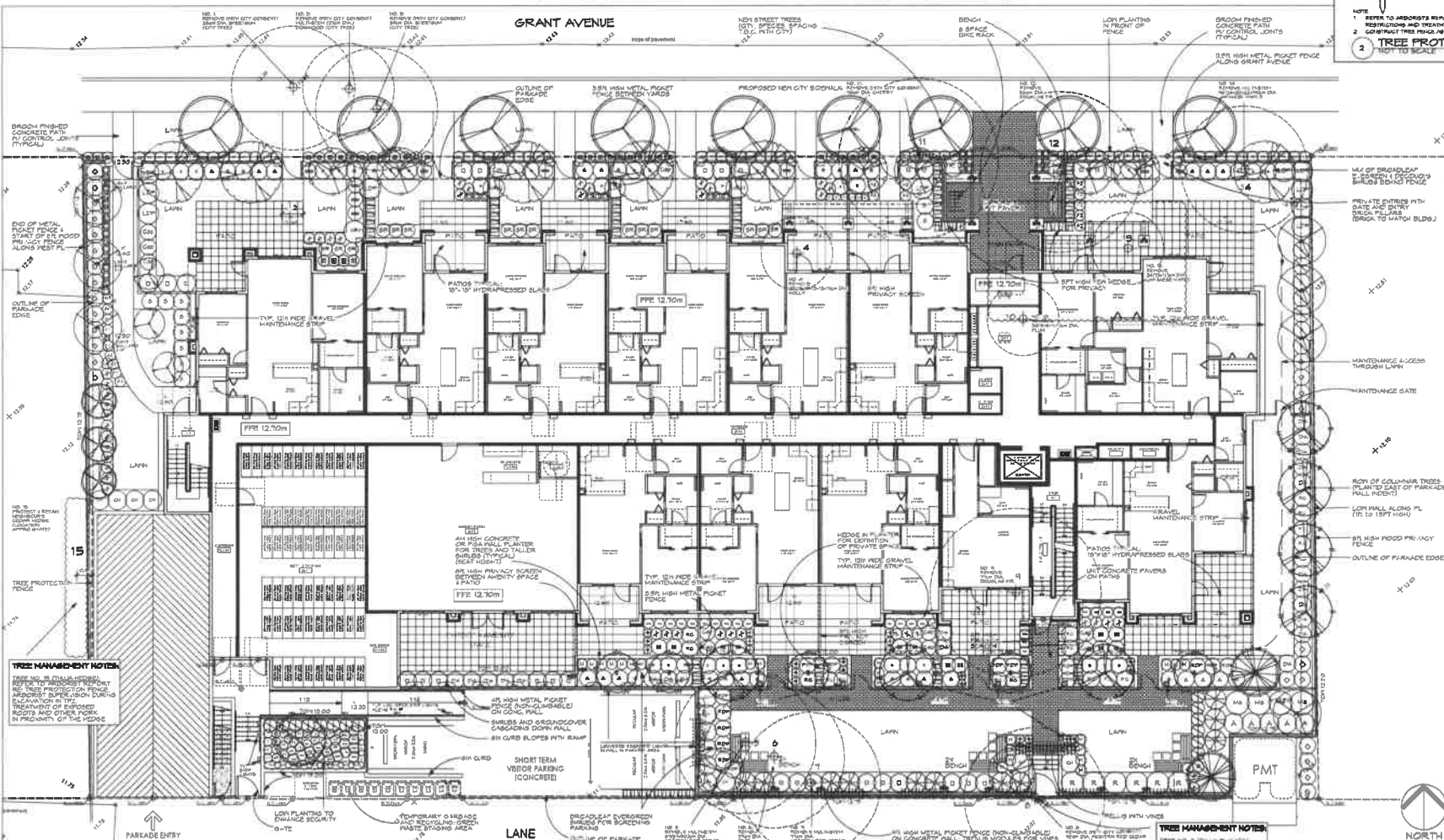
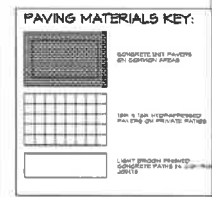
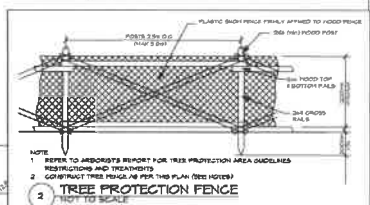
project:
Grant Avenue
PROPOSED APARTMENT PROJECT
MACLEAN
Port Corporation, BC

consultant:

drawn	KJ	date	August 2017
checked			
scale	1/100	project no.	P-425
sheet title	West Elevation South Elevation		

sheet no. **A5.02**

plot no. 10-11-13-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100

[illegible][illegible]

Bylaw 4061 – Audio & Video Recording in Open Meetings

RECOMMENDATION:

That Council give Bylaw No. 4061 first three readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the April 10, 2018, Council meeting, the following motion was passed:

That Council direct staff to prepare amendments to the Council and Committee Procedures Bylaw to permit the recording of public meetings without notification.

REPORT SUMMARY

Bylaw 4061 removes required notice for a member of the public to record an open meeting of Council or Committee.

DISCUSSION

The current Council and Committee Procedures Bylaw contains language that does not facilitate easy audio and video recording of open meetings by the public, as it requires prior notice before recording. Amendment Bylaw 4061 removes any required notice.

FINANCIAL IMPLICATIONS

None

OPTIONS

(Check = Staff Recommendation)

#	Description
1	Give Bylaw 4061 first three readings
2	Amend the bylaw prior to giving it first three readings.
3	Refer the bylaw back to staff for further development.

ATTACHMENTS

Attachment #1: Bylaw 4061

Attachment #2: Procedures Bylaw 3898 with amendments

CITY OF PORT COQUITLAM

COUNCIL AND COMMITTEE PROCEDURES AMENDMENT BYLAW, 2018

Bylaw No. 4061

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

1. Citation

This Bylaw is cited as "Council and Committee Procedures Bylaw, 2015, No. 3898, Amendment Bylaw, 2018, No. 4061".

2. Administration

That the "Council and Committee Procedures Bylaw, 2015, No. 3898", be amended by replacing the existing Section 10 "Use of Audio and Video Recording Devices" as follows:

Use of Audio and Video Recording Devices

10. Any person may use or operate devices to record audio and/or video at an open Council or committee meeting, provided that:

- a) No recording device may emit an audible sound, so as to disturb or distract any person in the meeting room;
- b) No photography or video recording device may emit a flash or other artificial light, except when meeting business has been temporarily stopped for official presentations or recognition ceremonies;
- c) No person may use a recording device in such a way that blocks or interferes with the ability of another person to view the meeting proceedings;
- d) All members of the public or media who desire to use shoulder-mounted or tripod-mounted recording devices must do so in an area designated by the Corporate Officer.

READ A FIRST TIME this 26th day of June, 2018

READ A SECOND TIME this 26th day of June, 2018

READ A THIRD TIME this 26th day of June, 2018

Mayor

Corporate Officer



**COUNCIL AND COMMITTEE PROCEDURES BYLAW
NO. 3898**

**A Bylaw to Regulate the Procedure of Council and Committee Meetings
for the City of Port Coquitlam**

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

Citation

1. This Bylaw may be cited for all purposes as “Council and Committee Procedures Bylaw, 2015, No. 3898”.

Definitions

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

CHAIR means the Presiding Member of a committee;

CITY means the Corporation of the City of Port Coquitlam;

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

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

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

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

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

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

MAYOR means the Mayor of the Corporation of the City of Port Coquitlam;

MEMBER means a member of Council;

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

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

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

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

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

Inaugural Meeting

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

Time and Location of Meetings

4. 1) Subject to Section 5(2), regular Council meetings must:
 - a) be held on the second and fourth Tuesday of each month;
 - b) begin at 7:00 pm in Council Chambers located at City Hall unless Council has resolved to hold the meeting elsewhere; and
 - d) when the Council meeting falls on a statutory holiday, be re-scheduled for the next day City Hall is open to the public.
- 2) All committee meetings must be held in accordance with the annual committee meeting schedule published at the beginning of each year unless a special

meeting notice or cancellation notice is produced in accordance with Section 5(2) below.

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

Notice of Council Meetings

5.
 - 1) In accordance with Section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public annually by posting it at the Public Notice Posting Place and advertising in accordance with section 94 of the *Community Charter*.
 - 2) Where revisions are necessary to the annual schedule of regular Council or committee meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council or committee meeting.

Notice of Special Meetings

6.
 - 1) Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council or committee meeting must be given at least 24 hours before the time of meeting, by:
 - a) posting a copy of the notice at the regular Council or committee meeting place;
 - b) posting a copy of the notice at the Public Notice Posting Place; and
 - c) leaving one copy of the notice for each Council member in the member's mailbox at City Hall or emailing details of the special meeting to each member.
 - 2) The notice under subsection 1) must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

Designation of a Member to Act in Place of the Presiding Member

7.
 - 1) At the beginning of each year, Council must adopt an acting Mayor schedule which appoints Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.
 - 2) Each Councillor designated under subsection 1) must fulfill the responsibilities of the Mayor in that person's absence.
 - 3) If the member designated in the Acting Mayor Schedule under subsection 1) is unable to act in place of the Mayor, the Acting Mayor from the preceding month as identified on the Acting Mayor Schedule will be the Acting Mayor. If that Member is also unable to act in place of the Mayor, Council members present must choose by way of resolution a member to fulfill the duties of Acting Mayor.
 - 4) The member designated under subsection 1) or chosen under subsection 3) has the same powers and duties as the Mayor in relation to the applicable matter.
 - 5) If the Presiding Member of a committee is absent, the Vice-Chair will fulfill the responsibilities of the Presiding Member. If the Vice-Chair is also absent, another committee member will be chosen by resolution to act as the Presiding Member.

Public Attendance at Meetings

8.
 - 1) Except where the provisions of Section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council and committee meetings must be open to the public.
 - 2) Before closing a Council or committee meeting or part of a Council or committee meeting to the public, Council must pass a resolution in a public meeting in accordance with Sections 90-92 of the *Community Charter [requirements before meeting is closed]*.
 - 3) Despite subsection 1), the Presiding Member may expel or exclude a person from a Council or committee meeting for disrespectful or disruptive behaviour.

Electronic Meetings

9. 1) Subject to the conditions set out in the *Community Charter*:
- a) a special meeting of Council may be conducted by means of electronic or other communications facilities; or
 - b) a member of Council or a Council Committee who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of electronic or facilities, due to physical incapacity as a result of illness, injury, or disability.
- 2) At a meeting conducted under section 9 b), the Presiding Member must not participate electronically.
- 3) Members of a Council or a Council Committee who are participating under section 9 b) in a meeting conducted in accordance with this Bylaw are deemed to be present at the meeting.
- 4) No more than two members at one time may participate at a Council or Council Committee meeting under section 9 b) unless authorized by the Presiding Member.

Use of Audio and Video Recording Devices

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

Any person may use or operate devices to record audio and/or video at an open Council or committee meeting, provided that:

- a) No recording device may emit an audible sound, so as to disturb or distract any person in the meeting room;
- b) No photography or video recording device may emit a flash or other artificial light, except when meeting business has been temporarily stopped for official presentations or recognition ceremonies;
- c) No person may use a recording device in such a way that blocks or interferes with the ability of another person to view the meeting proceedings;
- d) All members of the public or media who desire to use shoulder-mounted or tripod-mounted recording devices must do so in an area designated by the Corporate Officer.

Order of Business

- 11.** Unless otherwise resolved, the Order of Business for agendas for all Council and committee meetings must be in the following order:

- | | |
|-------------------------------|------------------------------------|
| a) Call to Order | m) Resolutions |
| b) Adoption of the Agenda | m) Reports |
| c) Confirmation of Minutes | n) Information Reports |
| d) Proclamations | o) Action Table |
| e) Introductions | p) Verbal Updates |
| f) Presentations | q) New Business |
| g) Delegations | r) Open Question Period |
| h) Public Hearings | s) Resolution to Close |
| i) Public Input Opportunities | t) Reconvene Regular Meeting |
| j) Intergovernmental Reports | u) Closed Items Released to Public |
| k) Correspondence | v) Adjournment |
| l) Bylaws | |

Call Meeting to Order

- 12.** 1) As soon as the time specified for a Council or committee meeting to start has passed and there is a quorum present, the Presiding Member must take their seat and call the meeting to order.
- 2) If a quorum of Council or committee is present, but the Presiding Member does not attend within 15 minutes of the scheduled time for the meeting:
- a) the Corporate Officer or Staff Designate must call to order the members present; and
 - b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where No Quorum

- 13.** 1) If there is no quorum of Council or committee present within 20 minutes of the scheduled time for a meeting, the Corporate Officer or Staff designate must:
- a) record the names of the members present and those absent; and
 - b) adjourn the meeting until the next scheduled meeting.

Agenda

- 14.**
- 1) Prior to each Council and committee meeting, the Corporate Officer or Staff Designate must prepare an agenda setting out all the items for consideration at that meeting.
 - 2) The deadline for submissions of items for inclusion on the agenda by staff and the public to either the Corporate Officer for the Council agenda or Staff Designate for the committee agenda must be no later than 12 noon one week prior to the meeting.
 - 3) The Corporate Officer or Staff Designate who is responsible for the agenda must make the agenda available to members of Council or committee and the public at least three days prior to the meeting.
 - 4) Council or committee must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 15.

Late Items

- 15.** 1) An item of business not included on the agenda must not be considered at a Council or committee meeting unless introduction of the late item is approved by Council or committee at the time allocated on the Agenda for such matters (Adoption of the Agenda).
- 2) If the Council or committee makes a resolution under subsection 1), information pertaining to the late item(s) must be distributed to the members and the public.

Conduct

- 16.** 1) Members speaking at a Council or committee meeting must:
- a) use respectful language;
 - b) not use offensive gestures or signs;
 - c) speak only in connection with the matter being debated;
 - d) adhere to the rules of procedure established under this Bylaw.
- 2) If a member does not adhere to subsection 1), the Presiding Member may order the member to leave the member's seat, and:
- a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer; and
 - b) if the member apologizes to Council or committee, the member may be allowed to remain if a resolution is adopted by the remainder of the members present.

Debate and Voting

- 17.** 1) A Council or committee member may speak to a question or motion at a meeting only if that member first addresses the Presiding Member.
- 2) No member may interrupt another member who is speaking except to raise a point of order.
- 3) Members who are called to order by the Presiding Member:
- a) must immediately stop speaking;

- b) may explain their position on the point of order; and
 - c) may appeal to Council or committee for its decision on the point of order in accordance with Section 132 of the *Community Charter [authority of presiding member]*.
- 4) If more than one member speaks the Presiding Member must call on the member who, in the Presiding Member's opinion, spoke first.
 - 5) Council or committee may debate and vote on a motion only if it is first moved by one member and then seconded by another.
 - 6) A member may require the question being debated at a Council or committee meeting to be read at any time during the debate, if that does not interrupt another member speaking.
 - 7) Members must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a Council or committee member.
 - 8) A Council or committee member may, without notice, move to amend a motion that is being considered at a Council or committee meeting.
 - 9) An amendment may propose removing, substituting for, or adding to the words of an original motion.
 - 10) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
 - 11) An amendment may be amended once only; however a Council or committee member may propose an amendment to an adopted amendment.
 - 12) An amendment that has been negated by a vote cannot be proposed again.
 - 13) The following procedures apply to limit speech on matters being considered at a Council or committee meeting:
 - a) a member may speak more than once in connection with the same question, only with the permission of the Presiding Member and if new material is being presented;
 - b) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of the Presiding Member.

- 14) The following procedures apply to voting at Council and committee meetings:
- a) when debate on a matter is closed, the Presiding Member must put the matter to a vote;
 - b) when the Council or committee is ready to vote, the Presiding Member must put the matter to a vote by stating:

“Those in favour?” and then “Those opposed?”;
 - c) when the Presiding Member is putting the matter to a vote a member must not:
 - i) cross or leave the room; or
 - ii) make a noise or other disturbance;
 - d) whenever a vote of Council or committee on a matter is taken, each voting member present should signify their vote by raising their hand or indicating their vote verbally;
 - e) the Presiding Member should declare the result of the voting by stating that the question is decided as either ‘carried’ or ‘defeated’ and note the members in contrast of the vote;
 - f) if a member does not indicate their vote, they are considered to have voted in the affirmative;
 - g) in all cases where the votes of the members present are equal for and against a question (tie vote), the question shall be declared in the negative; and
 - h) the Presiding Member’s decision about whether a question has been finally put is conclusive.

Reconsideration

- 18.** 1) A member may, at the next Council or committee meeting:
- a) move to reconsider a matter on which a vote has been taken other than:
 - i) to postpone indefinitely; or
 - ii) to reconsider at vote that has already been reconsidered; and

- b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.
- 2) A Council or committee member who voted affirmatively for a resolution adopted by Council or committee may at any time move to rescind that resolution unless subsection 4) applies.
- 3) A Council or committee member must not discuss the main matter referred to in subsection 1) unless a motion to reconsider that matter is adopted in the affirmative.
- 4) Council or committee may only reconsider a matter that has not:
 - a) had the approval or assent of the electors and been adopted;
 - b) been reconsidered under subsection 1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; and
 - c) been acted on by an officer, employee, or agent of the City.
- 5) A Bylaw, resolution, or proceeding that is reaffirmed under subsection 1) or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

Notice of Motion

- 19.**
- 1) Any member who during a meeting wishes to bring before Council or committee any new matter, other than a point of order or of privilege, may do so by way of a notice of motion. A notice of motion announced during a meeting must be:
 - a) presented in writing;
 - b) read aloud by the member, Corporate Officer or committee clerk; and
 - c) recorded in the minutes of the meeting.
 - 2) A member may also submit a written notice of motion directly to the Corporate Officer or committee clerk. A notice of motion submitted directly to the Corporate Officer or committee clerk must:
 - a) specify the desired meeting date where the motion will be announced; and

- b) be submitted no later than seven days prior to the meeting where the notice of motion will be announced.
- 3) After a notice of motion has been announced at a meeting, it must be included for consideration on the agenda of the next Council or committee meeting.
- 4) No notice of motion shall be moved in the absence of the member who announced the notice of motion, unless that member has authorized another member in writing to do so.
- 5) Consideration of a notice of motion is governed by the following procedures:
 - a) only the member making the motion may make introductory remarks;
 - b) the notice of motion must be moved and seconded; and
 - c) after a motion is moved and seconded, the motion is open for consideration and is deemed to be in the possession of Council or committee and may be withdrawn only by resolution.

Appearances before Council or Committee

- 20.**
- 1) The following procedure shall apply for all requests to appear before Council or committee:
 - a) requests to appear as a delegation must be received by the Corporate Officer by noon, no less than one week prior to the Council or committee meeting;
 - b) requests must be submitted via the current Official Delegation Application form and process, as may change from time to time, or by email, on the condition that all information requested on the Official Delegation Application has been clearly provided.
 - c) Delegation applications submitted with unclear, incomplete, or missing information will not be considered as officially received and will not be processed until all required information has been provided.
 - 2) The Corporate Officer shall approve and schedule delegation requests based on the following parameters:

- a) no more than three delegations or intergovernmental reports will appear per meeting, unless resolved by majority consent of Council or committee;
- b) the delegation may not appear for the sole purpose of promoting an individual business;
- c) Any non-profit organization that is locally-based or that provides a service to Port Coquitlam residents will be permitted to appear as a delegation to Council. Non-profit organizations may appear to provide information updates or make requests to Council. Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
- d) Delegations from organizations or individual members of the public, other than non-profit organizations as identified in section c), will be heard in the following manner:
 - i) Information updates regarding a topic of municipal jurisdiction or service delivery will be addressed by Council;
 - ii) Requests regarding a topic of municipal jurisdiction or service delivery will be addressed by the relevant Council Committee; and
 - iii) Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.
- e) After a delegation has been made to Committee or Council, no individual or organization may appear as a delegation regarding that topic:
 - i) for a period of one year, in the absence of substantial new information regarding the topic; and
 - ii) for a period of six months, in the event of substantial new information becoming available regarding the topic.
- f) When a delegation applicant is of the opinion that new information regarding a topic has become available for the purpose of a subsequent presentation, as identified in section e) ii), it is the responsibility of the applicant to prove to the Corporate Officer's satisfaction that any new

- information is sufficiently substantive to warrant another delegation on the matter.
- g) Delegations from any individual or organization are limited to one delegation every six months, regardless of topic.
 - h) the delegation may not speak about a bylaw where a public hearing or public input opportunity has been held, or where a Public Hearing or Public Input Opportunity is scheduled to be held; and
 - i) the delegation may not speak about a matter dealing with a grievance under a collective agreement.
- 3) When a delegation request is approved, the Corporate Officer will notify the applicant as soon as possible of the date, time, and place of the meeting where the appearance is scheduled.
 - 4) If a delegation request is not approved, the Corporate Officer shall inform the applicant as soon as possible and provide the reasons why the applicant was denied. A written response regarding denial of the application will be provided upon request by the applicant. The Corporate Officer will inform members of Council or committee when a delegation application is denied, including reasons for the denial.
 - 5) Requests to appear before Council or committee that are denied shall be:
 - a) offered the opportunity to provide written information for distribution to Council or committee; and
 - b) informed of their right to appeal the decision in writing to Council.
 - 6) Upon approval, all delegations ~~must~~ agree to the following requirements:
 - a) every delegation is limited to a maximum of five minutes, unless additional time is agreed to by unanimous consent of the Council or committee;
 - b) every delegation will use respectful behavior and language, follow direction from the Chair, and abide by all procedural rules of Council;
 - c) if the delegation wishes to include presentation slides, there must not be more than six slides; and

- d) All presentation materials, paper and electronic, must be submitted to the Corporate Officer by 9:00 a.m. on the day of the meeting for approval. Unapproved presentation materials are not permitted for use by a delegation.
- 7) Presenters who are invited by the City do not have to request to be a delegation and are not subject to the requirements in Section 20.

Petitions

- 21.**
 - 1) A petition being presented to Council or committee shall include the spokesperson's contact information, the resolution and/or pertinent information on the top of each page of the petition, and the names and addresses of the petitioners all legibly printed and then a signature.
 - 2) In the case of a society or corporation signing a petition, the authority given by the society or corporation to sign the petition shall also be produced.
 - 3) All petitions shall be given to the Corporate Officer to be valid.

Bylaws

- 22.**
 - 1) A Bylaw introduced at a Council meeting must:
 - a) be printed;
 - b) have a distinguishing name;
 - a) have a distinguishing number;
 - b) contain an introductory statement of purpose;
 - e) be divided into sections; and
 - f) have a place for the Presiding Member and Corporate Officer to sign.

- 2) Council must consider a proposed Bylaw at a Council meeting either:
 - a) separately when directed by the presiding member or requested by another Council member; or
 - b) jointly with other proposed bylaws in the sequence determined by the presiding member.
- 3) The readings of the bylaw may be given by stating its title and bylaw number.
- 4) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- 5) Subject to Section 882 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- 6) In accordance with Section 135 of the *Community Charter [requirements for passing Bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- 7) Despite Section 135(3) of the *Community Charter [requirements for passing Bylaws]*, and in accordance with Section 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed text amendment to the Official Community Plan or Zoning Bylaw at the same meeting at which the Plan or bylaw passed third reading.
- 8) After a bylaw is adopted and signed by the Presiding Member and Corporate Officer, the Corporate Officer must have it placed in the City's records for safekeeping.

Resolutions from Closed Meetings

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

Open Question Period

- 24.**
- 1) Subject to curtailment at the discretion of the Presiding Member if other business necessitates, a maximum time of 20 minutes for questions from the media and public will be permitted.
 - 2) Questions may be asked of any member, but directed through the Presiding Member.
 - 3) Questions must truly be questions and not statements or opinions by the questioner.
 - 4) Not more than three separate questions per questioner will be allowed unless permitted by the Presiding Member.
 - 5) Questions from each representative of the attending media will be allowed preference prior to proceeding to questions from the public.
 - 6) The Presiding Member will recognize the questioner and will direct questions to the member or staff representative whom the Presiding Member feels is best able to reply.
 - 7) More than one member or staff representative may reply, through the Presiding Member, if that person has something more to contribute.
 - 8) The open question period will not be held during the 6 week period immediately preceding a municipal election or by-election.

Minutes

- 25.**
- 1) Minutes of the proceedings of Council or committee must be:
 - a) legibly recorded;
 - b) brought forward for adoption at a subsequent Council or Committee meeting; and
 - c) certified as correct by the Corporate Officer or staff designate and the Presiding Member.
 - 2) For closed meetings where staff are not included as per Section 91 of the *Community Charter*, the minutes must be signed by the Presiding Member and another Council member in attendance at the meeting.

- 3) In accordance with Section 97 of the *Community Charter [other records to which public access must be provided]*, minutes of the proceedings of Council and committee must be available for public inspection at City Hall during its regular office hours and will be placed on the City's website once adopted.
- 4) Subsection 3) does not apply to minutes of a Council or committee meeting or that part of a Council or committee meeting from which persons were excluded under Section 90 of the *Community Charter [meetings that may be closed to the public]*.

Attendance and Voting at Committee Meetings

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

Severability

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

Administration

28. This Bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter [public notice]*.
29. If this Bylaw does not address a specific issue, Robert's Rules of Order, Edition 11, Revised 2011, authored by Henry M. III Robert and Daniel H. Honemann will be used as the over-arching reference for Council and committee procedures and processes.
30. Where there is a discrepancy between this Bylaw and current provincial legislation, the latter will prevail as the official document.
31. Except where expressly stated, the provisions of this Bylaw govern the proceedings of Council, all Committees and all Commissions, as applicable.

Repeal

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

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

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

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

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

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

Approved:

GREG MOORE

Mayor

CAROLYN DEAKIN

Assistant Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	SECTION(S):	DATE:
3968	Section 9	October 5, 2016
3989	Sections 7 & 19	February 14, 2017
4027	Sect 3 and 4	October 10, 2017
4038	Sect 11 and 20	January 23, 2018

CITY OF PORT COQUITLAM

SHAFTSBURY AVENUE ROAD CLOSURE AND REMOVAL OF HIGHWAY DEDICATION

Bylaw No. 4060

1. **Citation**

This Bylaw may be cited for all purposes as the "Shaftsbury Avenue Road Closure and Removal of Highway Dedication Bylaw, 2018, No. 4060".

2. **Administration**

The portion of road shown in heavy outlined areas on Reference Plan EPP73367, which was prepared on the 15th day of September, 2017 by Tyson Cotnam, a certified British Columbia Land Surveyor, and is included in Schedule 1 of this Bylaw, is permanently closed to traffic.

3. The dedication of 'Highway' is now removed from the said portion of road included within the heavy outlined area shown on Reference Plan EPP73367.

READ A FIRST TIME this 12th day of June, 2018

READ A SECOND TIME this 12th day of June, 2018

READ A THIRD TIME this 12th day of June, 2018

ADOPTED this 26th day of June, 2018

Mayor

Corporate Officer

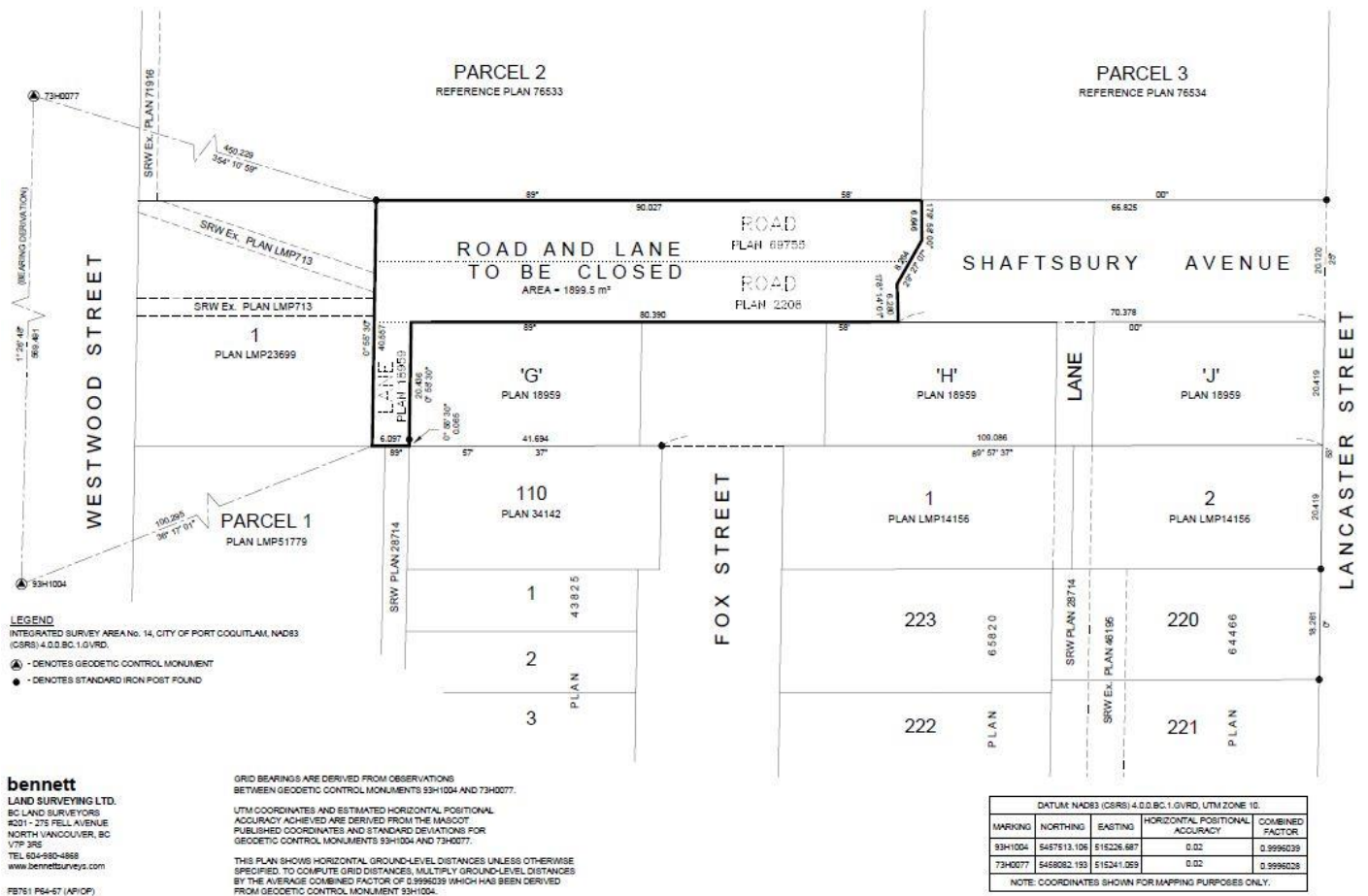
SCHEDULE 1

Bylaw 4060

REFERENCE PLAN TO ACCOMPANY BYLAW NO. _____, CITY OF PORT COQUITLAM TO CLOSE PART OF ROAD DEDICATED ON PLAN 2208, PART OF ROAD DEDICATED ON PLAN 69755 AND PART OF LANE DEDICATED ON PLAN 18959, DISTRICT LOT 380, G1, NEW WESTMINSTER DISTRICT.

PURSUANT TO SECTION 120 OF THE LAND TITLE ACT AND SECTION 40 OF THE COMMUNITY CHARTER
CITY OF PORT COQUITLAM
BCGS 925.027

ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF.
THE INTENDED PLOT SIZE OF THIS PLAN IS 560mm IN WIDTH BY 432mm IN HEIGHT (C SIZE) WHEN PLOTTED AT A SCALE OF 1:500



A Bylaw to amend "Official Community Plan Bylaw, 2013, No. 3838" to facilitate an expansion of a commercial property for parking.

Whereas an Official Community Plan was adopted by the "Official Community Plan Bylaw, 2013, No. 3838"

And whereas an amendment to the Official Community Plan has been prepared and after First Reading of this Bylaw the Council has:

- (a) considered the amendment to the plan in conjunction with the City's financial plan;***
- (b) determined that no applicable waste management plan exists for consideration;***
- (c) determined that sufficient opportunities for consultation on the amendment to the plan have been provided;***
- (d) determined that the amendment to the plan does not affect the City of Coquitlam, District of Pitt Meadows, School District No. 43, the Metro Vancouver Regional District, Translink, the Kwikwetlem First Nation or the provincial or federal government or their agencies***

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 "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2017, No. 4031".

Administration

- 2.** That Map 16 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by applying the land use designation Neighbourhood Commercial (NC) to the area of land as shown on Schedule 1, attached to and forming part of this Bylaw.

Read a first time by the Municipal Council this 24th day of October, 2017.

Read a second time by the Municipal Council this 24th day of October, 2017.

Public Hearing held this 14th day of November, 2017.

Read a third time by the Municipal Council this 14th day of November, 2017.

Certified in accordance with the Bylaw authorizing the revision.

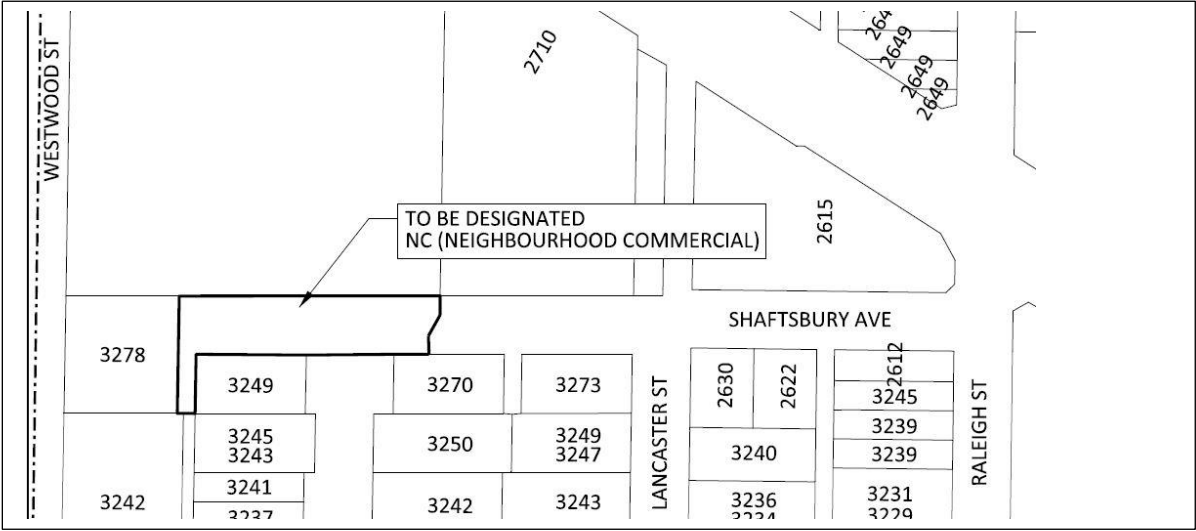
Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 26th day of June, 2018.

Mayor

Corporate Officer

BYLAW 4031

Schedule 1



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, 2017, No. 4032".

Administration

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

Civic: portion of the unopened Shaftsbury Road allowance

Proposed Zone: Community Commercial (CC);

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

Read a first time by the Municipal Council this 24th day of October, 2017.

Read a second time by the Municipal Council this 24th day of October, 2017.

Public Hearing held this 14th day of November, 2017.

Read a third time by the Municipal Council this 14th day of November, 2017.

Certified in accordance with the Bylaw authorizing the revision.

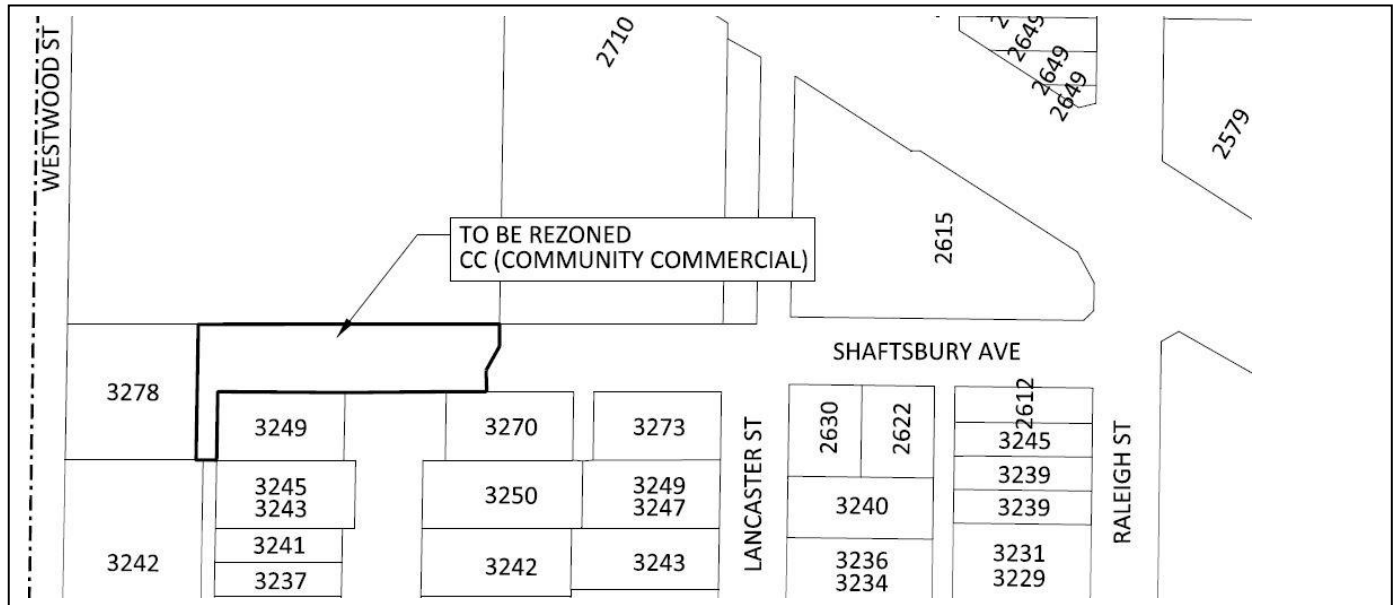
Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 26th day of June, 2018.

Mayor

Corporate Officer

BYLAW 4032

Schedule 1



RECOMMENDATIONS:

That the city's 2017 Statement of Financial Information be approved by Council.

REPORT SUMMARY

Legislation requires the city to annually prepare both a Statement of Financial Information (SOFI) (Attachment 1) and an Annual Report (portcoquitlam.ca/annual-report) The SOFI contains the city's financial statements, as well as additional disclosure on payments to suppliers, remuneration, benefits and expenses paid to employees and members of Council, and exempt employees. The Annual Report includes the city's accomplishments, activities and financial results for the past year and goals for the upcoming year.

BACKGROUND

Section 168 of the *Community Charter* stipulates at least once a year a report must be prepared that separately lists Council remuneration, expenses, benefits and contracts. Under the *Financial Information Act* and corresponding regulations the city is required to prepare a SOFI and have it approved by Council no later than June 30.

Section 98 of the *Community Charter* requires the city to publish an annual report detailing the city's accomplishments, activities and financial results for the past year and goals for the upcoming year, and for Council to consider the report and any public submissions or questions at a public meeting.

DISCUSSION

Statement of Financial Information and Report on Council Remuneration

The SOFI captures key elements from the audited financial statements such as the statement of assets and liabilities, and the statement of operations. The SOFI also provides additional disclosure on payments to suppliers, remuneration, benefits and expenses paid to employees and members of Council, and severances for exempt employees.

For the year ended December 31, 2017 there were no contracts between any members of Council and the city. Council remuneration, expenses and benefits have been reported as part of the city's 2017 SOFI.

Factors affecting the 2017 employee remuneration include:

- Collective agreement and contract pay increases, including a CUPE retroactive payment in 2017.

- A number of exempt management positions were filled late in 2016 and full year salaries were reported in 2017.
- Fire staff retirements have resulted in new hires at a lower salary reducing fire remuneration.

Annual Report

The City of Port Coquitlam's 2017 Annual Report has been available on the city's website (portcoquitlam.ca/annualreport) since June 12 for viewing and download. Copies will also be mailed to community stakeholders, community groups and neighbouring municipalities. Advertisements have been placed in the local newspaper advising the public of the city's annual reporting and opportunity to convey concerns, comments or questions to Council concerning the Annual Report before 4:30 p.m. Friday, June 22, 2018.

Entitled *Building our Community*, the report reflects on the record \$219 million in building permit values in 2017 and the long-term planning activities undertaken to build a more livable and prosperous community, while reporting on 2017 departmental achievements, plans for 2018, and the 2017 audited financial statements and statistical data.

Highlights of 2017 featured in the report include:

- Began construction of the new Community Recreation Complex including construction fencing, demolition of part of Wilson Centre and soil preparation work.
- Upgraded a 1.1 km stretch of Pitt River Road and McLean Avenue.
- Improved active transportation with bike lanes, sidewalks and 25 new bike racks.
- Expanded and upgraded the Sun Valley Spray Park.
- Held a successful year two of PoCo Grand Prix event featuring sport, family and entertainment and attracting more than 7500 spectators.
- Celebrated Canada's 150th birthday with a day-long arts, music and nature festival attracting 9000 people and worked with the community to paint a mural mosaic consisting of 600 tiles.
- Completed research and recommendations identifying opportunities to further develop the potential of the downtown.
- Introduced a two-year budget cycle in 2017.
- Updated the City website with a new modern look, improved navigation and security and more mobile friendly.
- Won a Community Excellence Award from the Union of BC Municipalities for work helping the community and local businesses plan ahead to recover after a major disaster.

The 2017 Annual Report has three main sections:

- Introductory Section – This section includes a variety of information including messages from the Mayor and Chief Administrative Officer, a synopsis of the Corporate Strategic

2017 Statement of Financial Information and Annual Report

Plan, recognition of the volunteer and city staff contributions to the community, an economic snapshot, service highlights and key accomplishments for each city department and the RCMP.

The Introductory Section also includes a 2017 Letter of Transmittal from the city's Director of Finance, which verifies that the financial statements and related information in the 2017 Annual Report were prepared in accordance with Canadian Public Sector Accounting Standards.

- Financial Section – This section includes a letter from the city's auditors that verifies that they have audited the Consolidated Financial Statements of the City of Port Coquitlam for the year ending December 31, 2017 and that these financial statements present fairly the consolidated financial position of the city in accordance with Canadian public sector accounting standards, and the audited financial statements.
- Statistical Section – This section provides comparative information on the city's finances, primarily in graphical form.


For twelve consecutive years, Port Coquitlam's comprehensive, easy-to-read annual reports have won awards from the Government Finance Officers Association (GFOA) of the United States and Canada. The 2017 report will be submitted to the GFOA for consideration for the Canadian Financial Reporting Award.

FINANCIAL IMPLICATIONS

None.

OPTIONS

(Check = Staff Recommendation)

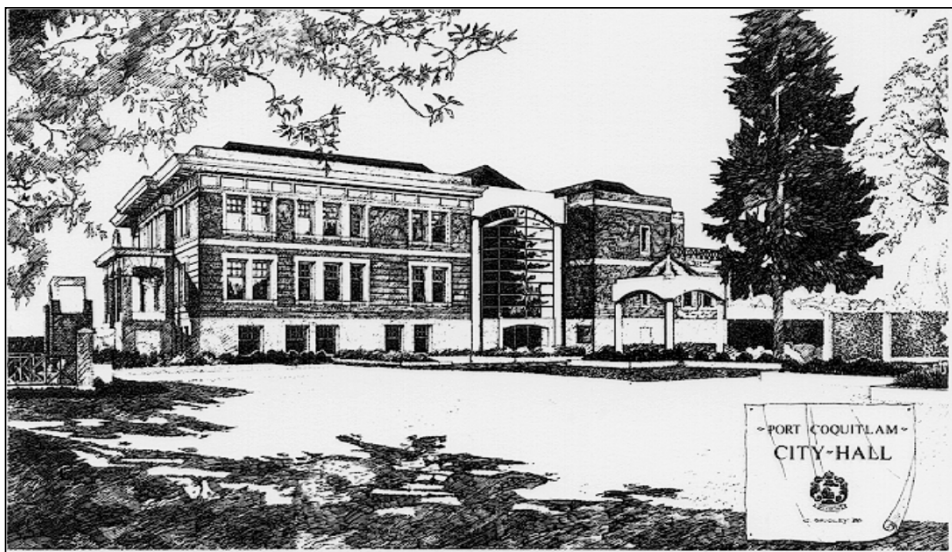
#	Description
1 	That the city's 2017 Statement of Financial Information be approved by Council and; That the city's 2017 Annual Report be considered by Council.
2	That Council not approve the city's 2017 Statement of Financial Information.

ATTACHMENTS

Attachment #1: 2017 Statement of Financial Information

Lead author(s): Karen Grommada

2017 STATEMENT OF FINANCIAL INFORMATION



Port Coquitlam City Hall

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9 (2), approves all the statements and schedules included in this Statement of Financial Information produced under the Financial Information Act.

Mayor Greg Moore

Karen Grommada
Director of Finance

THE CORPORATION OF THE CITY OF PORT COQUITLAM
2017 STATEMENT OF FINANCIAL INFORMATION
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**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 5(4)**

This organization has not given any guarantees of indemnities under the Guarantees and Indemnities Regulation.

THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF ELECTED OFFICIALS REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(2)(a)

Benefits and other compensation includes acting pay, msp premiums, accidental death and disability premiums, extended health premiums, dental premiums, and group life insurance premiums.

Expenses includes travel expenses, memberships, registration fees and similar amounts paid directly to an elected official, or to a third party on behalf of the elected official, and which has not been included in Base Pay or Benefits and Other

Name	Position	Base	Benefits & Other Compensation	Expenses	Total
Moore, Greg	Mayor	94,484	14,310	6,706	\$ 115,500
Dupont, Laura	Councillor	36,972	3,752	8,015	48,738
Forrest, Michael	Councillor	36,972	3,752	3,057	43,780
Penner, Darrell	Councillor	36,972	3,752	7,726	48,450
Pollock, Glenn	Councillor	36,972	3,752	6,736	47,460
Washington, Dean	Councillor	36,972	5,880	1,357	44,209
West, Brad	Councillor	36,972	3,752	3,021	43,745
Total Section 6(2)(a)		\$ 316,315	\$ 38,948	\$ 36,617	\$ 391,881

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(2)(b)&(c)**

Base pay includes regular salaries or wages, vacation taken, sick time taken, banked regular time off taken, and payment of retroactive rate increases on regular salaries or wages.

Benefits and other compensation includes items such as maternity top-up, msp premiums, group life insurance premiums, overtime premiums, standby and callout

Benefits paid on behalf of employees that are neither taxable to the employee nor paid directly to the employee are excluded from this schedule.

Expenses includes travel expenses, memberships, tuition, registration fees and similar amounts paid directly to an employee, or to a third party on behalf of the employee, and which has not been included in Base Pay or Benefits and Other Compensation.

Section 6 (2)(b) Employees that exceed \$75,000

Name	Position	Base	Benefits & Other Compensation	Expenses	Total
Alderliesten, Nicolas	Firefighter - 4th Year	93,768	6,743	874	101,386
Allan, Sean	Firefighter - 10th Year	95,343	9,706	2,460	107,509
Allegretto, Rod	Firefighter - 10th Year	100,776	4,090	1,841	106,708
Anderson, Bret	Firefighter - 10th Year	105,972	6,820	2,026	114,818
Beckett, Stephen	Foreman II - Sewer	75,510	10,311	1,467	87,288
Bell, Robert	Mgr, Section Utilities	110,926	2,981	3,836	117,743
Benson, Eric	Firefighter - 4th Year	93,779	6,141	550	100,470
Biggar, Robyn	Records & FOIPPA Administrator	88,661	1,081	8,243	97,985
Bobick, James	Horticulture Supervisor	75,406	1,758	800	77,964
Bonas, Robert	Captain	117,814	4,285	1,200	123,299
Bourne, Ryan	Firefighter - 4th Year	93,625	6,222	414	100,261
Bowie, Loretta Lori	Dir, Recreation	150,596	3,115	2,911	156,622
Brennan, Clarissa	Engineering Technologist - Projects	78,499	11,372	3,863	93,734
Brown, Steven	Mgr, Section Streets	107,272	4,173	2,371	113,815
Bruchet, Brad	Firefighter - 10th Year	94,590	5,823	2,002	102,415
Buizer, Travis	Foreman II - Construction	79,791	8,276	2,628	90,695
Burns, David	Plumbing Inspector II	86,284	1,866	1,058	89,208
Burton, Melony	Mgr, Infrastructure Planning	87,132	1,967	4,464	93,564
Cappelletti, Craig	Trades III - Mechanic Welder	80,895	2,231	392	83,518
Cerqueira, Tony	Development Engineering Technologist	82,098	6,586	5,537	94,221
Chee, Stephen	Building Inspector III	88,821	5,680	2,006	96,507
Chen, Yi (Angel)	Senior Accountant	78,877	2,905	3,347	85,129
Claridge, Matthew	Firefighter - 4th Year	91,035	7,062	456	98,553
Clarkson, Blake	Fire Prevention Officer	102,608	7,538	3,413	113,560
Conkin, Stephen	Firefighter - 10th Year	97,410	8,419	3,010	108,839
Coplin, Allen	Captain	109,841	4,509	-	114,350
Crump, Shaun	Firefighter - 10th Year	94,758	10,240	2,596	107,594
Crump, Steven	Firefighter - 10th Year	96,826	6,246	2,129	105,201
Curley, Patrick	Captain	119,040	4,985	3,026	127,051
Cutayne, Matthew	Firefighter - 4th Year	93,425	4,234	554	98,212
Dancs, Janis	Recreation Program Coordinator - Children Services	72,119	2,252	828	75,198
Davison, Tyrel	Firefighter - 4th Year	92,566	3,460	594	96,620
Deakin, Carolyn	Assistant Corporate Officer	84,950	11,380	3,606	99,936
DeCicco, Robert	Firefighter - 10th Year	107,410	8,398	547	116,355
Delmonico, Matthew	Firefighter - 3rd Year	79,835	2,577	493	82,905
Delmonico, Nick	Fire Chief	171,842	3,313	12,596	187,751
Deppiesse, Dwayne	Foreman II - Asphalt	78,668	13,623	568	92,860
Dimsdale, Rod	Captain	109,579	7,003	429	117,010
Dixon, Kristen	Dir, Engineering & Public Works	171,853	2,848	7,782	182,483
Dougan, Brandon	Firefighter - 4th Year	93,081	6,344	1,796	101,222
Dove, Stephen	Firefighter - 4th Year	92,409	3,539	445	96,393
Duke, Frederic	Urban Forestry Tree Technician	73,535	1,099	2,388	77,022
Dykstra, Mike	Foreman III - Public Works	83,290	25,958	1,536	110,784
Earle, Sean	Firefighter - 3rd Year	80,299	2,805	-	83,103
Eastman, Chris	Recreation Program Coordinator - Youth Services	72,252	1,867	2,384	76,503

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(2)(b)&(c)**

Evans, Chad	Public Education Officer	96,270	9,420	1,684	107,375
Ewing, Craig	Firefighter - 4th Year	92,571	4,118	513	97,202
Fahlman, Andrew	Firefighter - 10th Year	94,942	11,625	2,543	109,110
Fares, Jean	Supervisor Design & Tech.	90,334	3,488	433	94,255
Foxon, Jason	Trades III - Carpenter	76,499	2,067	375	78,941
Gable, Davin	Bylaw Enforcement/Animal Control Officer	72,212	1,874	3,073	77,159
Garrett, Axel	Trades III - Carpenter	77,370	1,788	346	79,505
Gladue, Elaine	Information Coordinator	76,931	873	85	77,889
Goff, Gary	Foreman III - Utilities	66,071	18,171	5,922	90,164
Grasby, Mark	Information Systems Coordinator	79,597	5,637	4,973	90,207
Grommada, Karen	Dir, Finance	171,853	13,270	4,886	190,008
Gross, Todd	Mgr, Parks & Services	132,291	3,260	7,359	142,911
Guest, Mitchell	Parks Maintenance, Cemetery, Turf Management, Playgr	80,698	8,317	4,148	93,164
Hagan, Shawn	Mgr, Building	121,423	3,759	2,179	127,361
Hall, Deanna	Recreation Program Coordinator - Customer Service & N	72,231	3,953	400	76,583
Harcus, James	Firefighter - 4th Year	93,768	5,420	470	99,658
Hartle, Stephen	Captain	113,512	9,151	394	123,057
Hochstetter, Kevin	Firefighter - 4th Year	92,394	6,012	-	98,406
Hochstetter, Terry	Dep. F/C Operations & Training	13,995	130,082	7	144,084
Horacek, Robert	Mgr, Payroll	85,159	2,711	7,626	95,496
Hoult, Kendall	Captain	98,534	18,057	693	117,284
Hoy, Jamie	Firefighter - 10th Year	100,442	5,806	1,031	107,278
Jaswal, P.Jyoti	Information Systems Coordinator	83,237	869	998	85,104
Jensen, Ryan	Firefighter - 3rd Year	80,299	3,641	-	83,940
Johannesen, Rod	Captain	113,347	5,564	554	119,465
Johannson, Gary	Captain	98,237	4,129	28	102,394
Johnston, Elizabeth	Firefighter - 4th Year	92,925	5,828	1,859	100,612
Jollimore, Marilyn	Mgr, Recreation Area (Arena)	91,237	19,951	1,158	112,346
Jones, Paula	Mgr, Bylaw Services	110,869	6,390	1,621	118,880
Jorgenson, Shane	Information Systems Coordinator	83,250	2,602	1,914	87,766
Joseph, Gabryel	Mgr, Corporate Office & Lands	78,556	4,792	12,853	96,200
Kan, Andrew	GIS Analyst	79,002	2,014	1,293	82,309
Kapil, Pardeep	Trades III - Mechanic	77,372	2,535	339	80,246
Karamanian, Sharleen	Mgr, Accounting Services	113,647	1,246	7,448	122,342
Kidd, David	Mgr, Public Works	138,726	7,748	2,310	148,784
Kim, Kyungmi	Building Inspector II	85,255	2,313	2,006	89,574
Kipps, Robert	Dep. F/C Facilities & Training	150,586	14,320	13,843	178,750
Kulhanek, Colby	Firefighter - 4th Year	92,738	6,377	584	99,698
Kulhanek, Dieter	Captain	116,966	7,262	-	124,228
Labbe, Matthew	Foreman II - Electrical	77,290	16,981	688	94,960
Lam, Erik	Transportation Technologist	86,388	1,428	1,423	89,240
Landucci, Rob	Hort, Urb Fort, Grass Spec Ev Coord	83,371	5,437	3,150	91,958
Leeburn, John	Chief Administrative Officer	224,123	5,622	6,418	236,163
Lewis, Harold	Water Operator	72,963	20,219	1,103	94,285
Little, Jennifer	Mgr, Planning	132,291	3,624	1,412	137,328
Lore, Aurora	Bylaw Enforcement Officer	71,800	3,115	419	75,334
Lorette, Larry	Building Inspector II	86,405	1,821	1,896	90,122
Loss, Thomas	Firefighter - 4th Year	93,253	4,767	735	98,755
Ma, Carven	Engineering Technologist - Projects	79,013	1,571	2,322	82,906
Macdonell, A. Rod	Captain	117,398	4,139	494	122,031
MacEachern, Neil	Environmental Coordinator	78,610	2,946	3,963	85,519
Madigan, John Thomas	Mgr, Section Fleet, Trade & Solid Waste	113,417	3,021	8,672	125,110
Maki, Ross	Mgr, Section Streets	108,944	1,209	2,241	112,394
Masi, Ryan	Firefighter - 10th Year	97,351	7,934	3,110	108,396
McAnerin, Patrick	Water / Sewer Maintenance Person	66,613	7,515	1,988	76,117
McLean, Rana	Mgr, Facility Services	103,150	2,308	7,426	112,884
McLean, Sean	Firefighter - 4th Year	91,540	4,990	413	96,942

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(2)(b)&(c)**

Medic, Tony	Building Inspector II	78,773	4,376	1,566	84,716
Minaker, Randy	Dep. F/C Protect.Sev.&Public Ed	150,587	11,090	4,296	165,973
Mitzel, Glenn	Mgr, Recreation Area (Hyde Creek)	105,299	8,672	2,108	116,079
Myles, Adam	Firefighter - 4th Year	92,738	6,712	-	99,449
Nadeau, Brenda	Foreman III - Support Services	81,287	4,897	922	87,106
Narayan, Ron	Trades III - Mechanic	67,817	5,138	3,353	76,307
Neighbour, Shaun	Captain. F.P.O.	69,895	18,379	2,616	90,890
Nelson, Jeff	Firefighter - 10th Year	100,231	6,540	1,640	108,412
Nerdahl, Les	Foreman III - Trades & Sanitation	79,934	18,213	4,420	102,568
Nicholson, Christopher	Firefighter - 4th Year	93,768	5,480	-	99,249
Nightingale, Jared	Parks Maintenance Supervisor	78,856	2,643	833	82,333
Niminiken, Ronald	Instrument person II	74,505	2,252	189	76,946
Nimmo, Carrie	Mgr, Cultural Development & Community Services	102,098	3,071	3,078	108,248
Nogueira, Catherine	Senior Accountant	79,134	5,360	1,604	86,098
North, Brian	Mgr, Revenue & Collections	113,417	5,942	1,736	121,095
Novak, Stewart	Captain. F.P.O.	118,968	7,315	2,529	128,813
Olson, Keith	Firefighter - 10th Year	97,354	4,912	1,154	103,420
Paine, Heather	Inspector - Fire Protective Services	91,775	3,482	438	95,694
Pardek, Chris	Urban Forestry, Grass Cutting & Special Events Supervi	79,183	2,247	1,880	83,310
Park, Hanna	Senior HR Advisor	72,112	3,350	4,630	80,091
Paterson, Brent	Captain	117,846	7,805	128	125,778
Paterson, Kirk	Firefighter - 10th Year	97,103	4,806	3,410	105,319
Patrick, Michael	Firefighter - 10th Year	110,910	5,576	561	117,047
Pearson, John	Captain	59,963	17,085	7	77,054
Pigott, Andrew	Captain	114,778	5,842	394	121,014
Pontes, Gary	Trades III - Mechanic Welder	77,446	2,532	3,828	83,807
Prefontaine, Michelle	Business Analyst	79,114	6,305	3,604	89,022
Purewal, Pardeep	Mgr, Communications & Administrative Services	122,491	2,022	2,149	126,662
Pynenburg, Anne	Roads and Transportation Technician	75,520	1,043	822	77,384
Richard, Laura Lee	Dir, Development Services	171,853	4,986	8,215	185,054
Riley, Darren	Firefighter - 10th Year	108,063	3,827	-	111,889
Rimek, Cole	Cemetery, Turf Management, Playgrounds & Projects St	79,007	3,458	2,845	85,310
Roberts, Andrea	Plan Checking Clerk/Building Inspector I	79,257	1,109	1,482	81,848
Ronan, Stephen	Trades III - Mechanic	79,361	5,460	409	85,230
Rudnisky, Michael	Firefighter - 4th Year	92,976	5,124	458	98,557
Sadgrove, Jeff	Firefighter - 3rd Year	80,299	3,199	463	83,960
Savage, Roy	Foreman II - Public Works	77,001	26,218	6,297	109,517
Sherrell, Bryan	Planner 2	94,373	1,134	612	96,119
Smejkal, Robert	Technical Maintenance Coordinator	84,016	14,030	389	98,435
Spiess, Tony	Firefighter - 10th Year	97,503	4,453	1,207	103,163
Spindor, Donald	Plumbing Inspector II	86,398	3,678	1,582	91,657
Steele, Coral	Foreman II - Water	80,314	28,282	1,883	110,479
Stonehouse, Matthew	Firefighter - 10th Year	102,581	5,273	1,822	109,676
Storey, Claude	Facility Maintenance Supervisor	71,464	4,106	747	76,318
Striha, David	Sign Maker	75,626	3,855	795	80,275
Striha, Donald	Storekeeper-Buyer	82,637	4,611	5,183	92,431
Stroup, Tara	Emergency Preparedness Officer	90,556	1,866	9,941	102,363
Sullivan, Robert	Recreation Program Coordinator - Adult & Access Servi	72,452	13,021	1,225	86,698
Sweet, Jeffrey	Assist. Chief Training & Development	121,292	11,264	3,653	136,209
Taylor, Nathan	Recreation Program Coordinator - Active Living & Spor	72,213	3,248	780	76,241
Tiemstra, Caren	HR Advisor	85,159	2,755	407	88,321
Traviss, Stephen	Dir, Human Resources	150,192	3,115	3,820	157,127
Trousdell, Lorne	Firefighter - 4th Year	93,768	4,242	-	98,011
Trousdell, Robert	Asst.Chief Training & Development	127,488	4,939	3,326	135,753
Truong, Lee-Anne	Mgr, Capital Projects	119,840	2,491	4,539	126,870
Tse, Siu	Dep. Dir, Engineering & Operations	150,596	3,115	2,646	156,357
Vasquez, Edward	Project Implementation Specialist	89,939	767	1,884	92,590

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(2)(b)&(c)**

Waddell, Sasha	Engineering Technologist - Public Works	76,213	890	1,599	78,702
Walmsley, Scott	Urban Forestry Trails Technician	73,152	1,760	920	75,833
Wang, Lionel	GIS Coordinator	90,345	3,983	832	95,161
Webster, Teresa	GIS Analyst	79,002	2,737	162	81,901
Williams, Jane	Executive Assistant	77,227	2,704	-	79,931
Williamson, Patrick	Foreman III - Shops	81,638	6,417	1,114	89,169
Wilson, Ian	Equipment Operator Iva	67,859	24,795	1,083	93,737
Wind, Ian	Mgr, Purchasing	113,417	3,484	3,176	120,077
Winter, James	Captain	117,182	8,670	439	126,290
Wishart, Robin	Dir, Corporate Support	150,596	11,807	1,383	163,786
Wright, Stephen	Dep. F/C Operations & Training	137,203	28,544	2,338	168,085
Zaba, Ahmad (Farouk)	Mgr, Financial Systems & Processes	113,417	3,424	11,081	127,923
Zubrecki, Shawn	Truck Driver III	66,940	8,366	1,049	76,354
Zupan, Nicholas	Captain	117,957	9,771	698	128,426
Total Section 6(2)(b) Employees that exceed \$75,000		\$ 16,565,609	\$ 1,202,987	\$ 397,664	\$ 18,166,260
Section 6 (2b) Employees under \$75,000		11,097,485	981,037	140,644	12,219,166
Total Section 6(2)(b)&(c)		\$ 27,663,094	\$ 2,184,024	\$ 538,308	\$ 30,385,426

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(2)(d)**

Remuneration and benefit costs reported in the schedules of remuneration and expenses differ from salaries and benefits per note 24 of the consolidated financial statements for the following reasons:

Salaries and benefits per the consolidated financial statements include an amount to provide for severance benefits on retirement or termination.

Salaries and benefits per the consolidated financial statements include expenses for benefits of a general nature applicable to all employees pursuant to employment agreements including medical, dental, counselling, insurance and similar plans.

Salaries and benefits per the consolidated financial statements are prepared on an accrual basis whereas the schedules of remuneration and expenses are prepared on a cash basis.

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
STATEMENT OF SEVERANCE AGREEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 6(7)(a)&(b)**

There were 4 severance agreements under which payment commenced between the City of Port Coquitlam and its nonunionized employees during the 2017 fiscal year. These agreements represent from 0.32 month to 4.64 months of compensation.*

* "Compensation" is based on a combination of salary and benefits.

THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 7(1)(a)(b)

Supplier Name	Amount
1-800-GOT-JUNK?	46,578
ASSA ABLOY ENTRANCE SYSTEMS CANADA INC.	53,700
ASSOCIATED ENGINEERING BC LTD	88,698
B & J PARTS LTD	98,064
B.C. ASSESSMENT AUTHORITY	929,147
BC HYDRO	1,109,674
BENTLEY SYSTEMS, INC.	28,248
BLACK PRESS GROUP LTD	28,289
BROADWAY REFRIGERATION	28,487
BTY CONSULTANCY GROUP INC.	61,849
CANADA POST CORPORATION	25,612
CITY OF COQUITLAM	4,249,591
CITY OF SURREY	153,374
COUNTRYSIDE KENNELS	87,939
CUMMINS CANADA ULC	27,496
CUSHING TERRELL ARCHITECTURE INC.	33,575
DELOITTE LLP	32,565
DENIZA HOLDINGS	36,305
DIRECT ENERGY BUSINESS	59,084
E.P. ENGINEERED PUMP SYSTEMS LTD	25,417
EARTHCO UNDERGROUND LTD.	359,965
EAST - WEST BLDG MAINTENANCE	59,960
ECONOLITE CANADA, INC.	94,701
EDIFICE CONSTRUCTION INC	56,638
ESC AUTOMATION	89,246
FITNESS TOWN COMMERCIAL	25,388
FRASER VALLEY REFRIGERATION	38,658
FRASER VALLEY REGIONAL LIBRARY	1,708,504
FRASERWAY PRECAST LTD.	26,496
GARDA CANADA SECURITY CORP.	64,394
GLOBAL RENTAL CANADA, ULC	25,808
GREAT NORTHERN ENGINEERING CONSULTANTS INC	27,740
GREATER VAN. REG. DISTRICT	1,380,895
GREATER VANCOUVER WATER DIST.	6,318,442
GVS&DD	5,369,525
HARVEST FRASER RICHMOND ORGANICS LTD.	416,800
HORSESHOE PRESS INC.	25,084
IDRS LTD	66,424
ISL ENGINEERING AND LAND SERV	470,574
JACK CEWE LTD	4,457,041
K9 COMMUNITY CLEAN LIMITED	28,876

THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 7(1)(a)(b)

Supplier Name	Amount
KINGSTON CONSTRUCTION LTD.	139,203
KPMG LLP	139,201
LAFARGE CANADA INC.	127,564
LIDSTONE & COMPANY BARRISTERS AND SOLICITORS	56,996
MAINROAD MAINTENANCE PRODUCTS	36,378
MAR-TECH UNDERGROUND SERVICES	43,921
MCELHANNEY CONSULTING SERVICES	54,522
METRO MOTORS LTD	105,505
MICROSERVE, V8205	51,348
MICROSOFT LICENSING, GP	62,124
MINISTER OF FINANCE	26,693
MUNICIPAL INSURANCE ASSOC. BC	478,114
NATS NURSERY LTD	235,631
NATURAL ART CONCRETE FENCE LTD.	69,290
NETGENETIX.COM MEDIA INC.	33,638
OUTFRONT MEDIA CANADA LP	671,720
PIRBRIGHT CLEANERS LTD	25,615
POCO SAND & GRAVEL LTD	76,962
PORT COQUITLAM BUSINESS IMPROVEMENT ASSOCIATION	182,440
PORT COQUITLAM HERITAGE & CULTURAL SOCIETY	40,000
PORT COQUITLAM SPORTS ALLIANCE SOCIETY	55,000
PULVER CRAWFORD MUNROE LLP	153,604
PW TRENCHLESS CONSTRUCTION INC	166,656
R.F. BINNIE & ASSOCIATES LTD	25,563
RECEIVER GENERAL	11,217,387
ROCKY MOUNTAIN PHOENIX	58,234
ROLLINS MACHINERY LTD	87,740
SHANAHAN'S	142,439
SOUND WAVES ENTERTAINMENT NETWORK LTD	31,334
SOUTH COAST BC TRANSPORTATION AUTHORITY	5,714,432
STAR ILLUMINATIONS	45,266
STONHARD	65,601
SUPERIOR CITY SERVICES LTD	57,405
SWING TIME DISTRIBUTORS	53,703
SYSCO FOOD SERVICES OF CANADA, INC.	29,501
TANGO MANAGEMENT GROUP LTD.	217,229
TEMPEST DEVELOPMENT GROUP	88,118
TERRALINK HORTICULTURE INC.	44,961
TRANS-WESTERN ELECTRIC LTD.	165,266
UNIT4 BUSINESS SOFTWARE	246,556
UNIVERSITY SPRINKLERS	38,805

THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 7(1)(a)(b)

Supplier Name	Amount
UNIWELD SERVICES LTD	42,105
VENTANA CONSTRUCTION CORPORATION	14,167,440
VOLPE, HEATHER	27,620
WEB ENGINEERING LTD	149,823
WESTERN WATERSHED DESIGNS INC.	2,238,013
WOOD WYANT INC.	65,068
XEROX CANADA LTD	226,180
YOUNG ANDERSON	83,690
ZONE WEST ENTERPRISES	40,975
Total Section 7(1)(a) Payments Over \$25,000	\$ 66,717,433
Section 7(1)(b) Payments Under \$25,000	6,609,162
Total Section 7(1)(a)&(b)	\$ 73,326,595

THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 7(1)(c)

Amounts reported on the operational statements will differ from this schedule. This schedule shows payments during the year while the operational statement reports expenditures during the year. Amounts are accrued at year end for goods and services received, but paid in January of the new year.

THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF GRANTS AND CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2017
FIR SCHEDULE 1, Section 7(2)(b)

Recipient	Amount
Port Coquitlam Heritage & Cultural Society	\$ 50,000
Port Coquitlam Sports Alliance	55,000
Total Section 7(2)(b) Payments Over \$25,000	\$ 105,000
Section 7(2)(b) Payments Under \$25,000	26,046
Total Section 7(2)(b)	\$ 131,046