

# ***Council Regular Agenda***

Council Chambers, 3<sup>rd</sup> Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC

**Tuesday, September 18, 2018**

Time: 7:00 p.m.

---

**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Recommendation:

*That the September 18, 2018, Regular Council Meeting Agenda be adopted as circulated.*

**3. CONFIRMATION OF MINUTES**

**3.1 Minutes of Council Meetings**

Recommendation:

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

- *July 17, 2018, Special Council Meeting*
- *July 24, 2018, Regular Council Meeting*
- *September 4, 2018, Special Council Meeting.*

**4. PROCLAMATIONS**

**4.1 Community Living Month – October 2018**

**5. PRESENTATIONS**

**5.1 PoCo EFC U15 Girls Soccer**

**5.2 PoCo EFC U17 Girls Soccer**

**5.3 Rivers & Trails Festival**

**6. DELEGATIONS**

**6.1 Riverside Secondary – Ban Single-Use Plastic Bags**

**7. PUBLIC INPUT OPPORTUNITIES**

**7.1 Development Variance Permit DVP00051 for 1889 & 1845 Kingsway Avenue**

See Item 9.1 for information.

**8. BYLAWS**

**8.1 Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue**

Recommendation:

*That Council:*

1. *Confirm the following consultation for the proposed Official Community Plan amendment:*
  - a) *the applicant's consultation with the community,*
  - b) *staff communication with School District 43,*
  - c) *on-site signage, and*

- d) *consideration of the application by Smart Growth Committee in an open meeting;*
- 2. *Require the following conditions be met prior to adoption of the bylaw amendments:*
  - a) *adoption of a Housing Agreement Bylaw,*
  - b) *lot consolidation, submission of a plan providing for dedication of corner cut-offs and any additional right-of-way required at the Flint Street/Prairie Avenue intersection, and provision for off-site servicing to the satisfaction of the Director of Development Services; and,*
  - c) *completion of a review of the geometry of the intersection of Prairie Avenue and Flint Street within the Traffic Impact Assessment, including a conceptual intersection design, with a commitment to implement road infrastructure that may include geometry improvements and full signalization of the intersection to the satisfaction of the Director of Engineering and Public Works; and,*
- 3. *Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to:*
  - a) *Official Community Plan Amendment Bylaw 4075, and*
  - b) *Zoning Bylaw Amendment Bylaw 4076.*

## 9. REPORTS

### 9.1 Development Variance Permit DVP00051 for 1889 & 1845 Kingsway Avenue

#### Recommendation:

*That Council approve Development Variance Permit DVP00051 for 1889 & 1845 Kingsway Avenue.*

### 9.2 Self-Help Matching Grant Program, 2018

#### Recommendation:

*That Council approve funding for the following grant applications from the Self-Help Matching Grant Program for the following amounts:*

- 1. *\$5,650 to Port Coquitlam Euro-Rite FC for permanent soccer nets;*
- 2. *\$10,000 to Castle Park Parent Advisory Council for a Learning Garden; and*
- 3. *\$5,500 to Westwood Parent Advisory Committee for additional playground amenities.*

## 10. STANDING COMMITTEE VERBAL UPDATES

### 10.1 Finance & Budget Committee

### 10.2 Healthy Community Committee

## 11. NEW BUSINESS

## 12. CLOSED ITEMS RELEASED TO PUBLIC

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

#### June 19, 2018, Closed Finance & Budget Committee

*That Committee approve the conversion of Recreation Program Assistant - Volunteer Services from regular part time to regular full time.*

July 10, 2018, Closed Council

*That Council direct the Corporate Officer to suspend all delegation & speaking request approvals related to cannabis until the City has developed its desired regulatory framework for cannabis-related businesses.*

**13. RESOLUTION TO CLOSE**

**13.1 Resolution to Close the September 18, 2018, Regular Council Meeting to the Public**  
**Recommendation:**

*That the Regular Council Meeting of September 18, 2018, be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:*

**Item 4.1**

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

**Present:**

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

**Absent:**

Mayor Moore

---

**1. CALL TO ORDER**

The meeting was called to order at 5:37 p.m.

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Moved - Seconded:

*That the July 17, 2018, Special Council Meeting Agenda be adopted with the following changes:*

- *Addition of Sec 90 - 1(a) as a reason for Closed Item 4.3.*

Carried

**3. RESOLUTION TO CLOSE**

**3.1 Resolution to Close the July 17, 2018, Special Council Meeting to the Public**

Moved - Seconded:

*That the Special Council Meeting of July 17, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:*

Items 4.1 & 4.2

*g) litigation or potential litigation affecting the municipality.*

Item 4.3

*a) labour relations or employee negotiations.*

Carried

Certified Correct,

---

Mayor

---

Corporate Officer

# **Council Regular Minutes**

Council Chambers, 3<sup>rd</sup> Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC  
July 24, 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 7:00 p.m.

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Moved - Seconded:

*That the July 24, 2018, Regular Council Meeting Agenda be adopted with the following changes:*

- *Deletion of Items 8.1 and 8.3.*

Carried

**3. CONFIRMATION OF MINUTES**

**3.1 Minutes of Council Meetings**

Moved - Seconded:

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

- *June 19, 2018, Special Council Meeting*
- *June 26, 2018, Regular Council Meeting*
- *July 3, 2018, Special Council Meeting*
- *July 10, 2018, Regular Council Meeting.*

Carried

**4. PROCLAMATIONS**

**4.1 Terry Fox Week - September 10 – 16, 2018**

**5. DELEGATIONS**

**5.1 Poco Heritage Museum**

*The PoCo Heritage Museum coordinator made a presentation and announced the upcoming Carol Hubbard Memorial Natural History Exhibit will be opening August 7, 2018.*

**5.2 Poco Car Show**

*Council heard a presentation regarding the upcoming PoCo Car Show.*

**6. PUBLIC HEARINGS**

**6.1 Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072 for 803 & 850 Village Drive**

No public comments.

The public hearing was adjourned.

**6.2 Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue**

Four residents came forward with comments.

The public hearing was adjourned.

**7. BYLAWS**

**7.1 Official Community Plan Amendment Bylaw No. 4071 and Zoning Amendment Bylaw No. 4072 for 803 & 850 Village Drive - Third Reading**

Moved - Seconded:

*That Council give the following bylaws third reading:*

- 1) *Official Community Plan Amendment Bylaw No. 4071; and*
- 2) *Zoning Amendment Bylaw No. 4072.*

Carried

**7.2 Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue - Third Reading**

Moved - Seconded:

*That Council give Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue third reading.*

Carried

**8. REPORTS**

**8.1 Zoning Amendment for 2850 Shaughnessy Street**

*This item was deleted from the Agenda.*

**8.2 Revised Permissive Property Tax Exemption Policy**

Moved - Seconded:

*That Council approve Permissive Property Tax Exemption Policy 7.02.04.*

Carried

**8.3 Section 57 Hearing – Art Knapp**

*This item was deleted from the Agenda.*

**9. STANDING COMMITTEE VERBAL UPDATES**

**9.1 Community & Intergovernmental Committee**

Mayor Moore provided an update.

**9.2 Finance & Budget Committee**

Councillor Washington provided an update.

**9.3 Smart Growth Committee**

Councillor West provided an update.

**9.4 Sustainability & Environment Committee**

Councillor Dupont provided an update.

**9.5 Transportation Solutions & Public Works Committee**

Councillor Penner provided an update.

**10. NEW BUSINESS**

**10.1 Council provided updates related to community events.**

**11. OPEN QUESTION PERIOD**

Three members of the public asked questions.

**12. CLOSED ITEMS RELEASED TO PUBLIC**

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

June 12, 2018, Closed Council

*That Ms. Kristen Dixon be appointed as the City's Chief Administrative Officer.*

**13. RESOLUTION TO CLOSE**

**13.1 Resolution to Close the July 24, 2018, Regular Council Meeting to the Public**

Moved - Seconded:

*That the Regular Council Meeting of July 24, 2018, be closed to the public pursuant to the following subsection(s) of Section 90 of the Community Charter:*

Item 4.1

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

Item 4.2

- 1) c) *labour relations or employee negotiations.*

Item 4.3

- 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.*

Item 4.4

- 1) g) *litigation or potential litigation affecting the municipality.*

Carried

Certified Correct,

---

Mayor

---

Corporate Officer

## **Council Special Minutes**

Heritage Room, 3<sup>rd</sup> Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC  
**September 4, 2018**

---

**Present:**

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

**Absent:**

Councillor Washington

---

**1. CALL TO ORDER**

The meeting was called to order at 5:11 p.m.

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Moved - Seconded:

*That the September 4, 2018, Special Council Meeting Agenda be adopted as circulated.*

Carried

**3. RESOLUTION TO CLOSE**

**3.1 Resolution to Close the September 4, 2018, Special Council Meeting to the Public**

Moved - Seconded:

*That the Special Council Meeting of September 4, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:*

Item 4.1

*g) litigation or potential litigation affecting the municipality.*

Carried

Certified Correct,

---

Mayor

---

Corporate Officer

# PROCLAMATION

**WHEREAS:** The Provincial Government proclaims October as Community Living Month every year; and

**WHEREAS:** Community Living Month is a celebration of community inclusion throughout the Province of British Columbia; and

**WHEREAS:** Canada ratified the United Nations' historic Convention on the Rights of Persons with Disabilities in 2010; and

**WHEREAS:** a thriving community requires the inclusion and participation of all its members; and

**WHEREAS:** the inclusion of individuals with developmental disabilities in all aspects of community enables all people to contribute their gifts, talents and abilities, and to secure their rightful place at home, at school, at work, and in the community; and

**WHEREAS:** Community Living BC, a provincial Crown corporation, will be celebrating Community Living Month in partnership with the City of Port Coquitlam to raise public awareness about inclusion and support persons with diverse abilities to participate fully in societal life.

**NOW THEREFORE:** I, Greg B. Moore, Mayor of the Corporation of the City of Port Coquitlam,

**DO HEREBY PROCLAIM**

**October 2018 as**

**"COMMUNITY LIVING MONTH  
IN PORT COQUITLAM"**

---

Greg B. Moore  
Mayor



## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

### RECOMMENDATIONS:

That Council:

1. Confirm the following consultation for the proposed Official Community Plan amendment:
  - a) the applicant's consultation with the community,
  - b) staff communication with School District 43,
  - c) on-site signage, and
  - d) consideration of the application by Smart Growth Committee in an open meeting;
2. Require the following conditions be met prior to adoption of the bylaw amendments:
  - a) adoption of a Housing Agreement Bylaw,
  - b) lot consolidation, submission of a plan providing for dedication of corner cut-offs and any additional right-of-way required at the Flint Street/Prairie Avenue intersection, and provision for off-site servicing to the satisfaction of the Director of Development Services; and,
  - c) completion of a review of the geometry of the intersection of Prairie Avenue and Flint Street within the Traffic Impact Assessment, including a conceptual intersection design, with a commitment to implement road infrastructure that may include geometry improvements and full signalization of the intersection to the satisfaction of the Director of Engineering and Public Works; and,
3. Give 1<sup>st</sup> & 2<sup>nd</sup> Readings to
  - a) Official Community Plan Amendment Bylaw 4075, and
  - b) Zoning Bylaw Amendment Bylaw 4076.

### PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 24, 2018 Smart Growth Committee meeting, the following motions were passed:

- 1) *That Council, at its next Council meeting, give first two readings to amending the Official Community Plan and Zoning Bylaw to provide for a mixed-use, non-market housing development at 2115-2127 Prairie Avenue; and*
- 2) *That prior to adoption of the amending bylaws, staff review and comment on the traffic plan and other identified issues.*

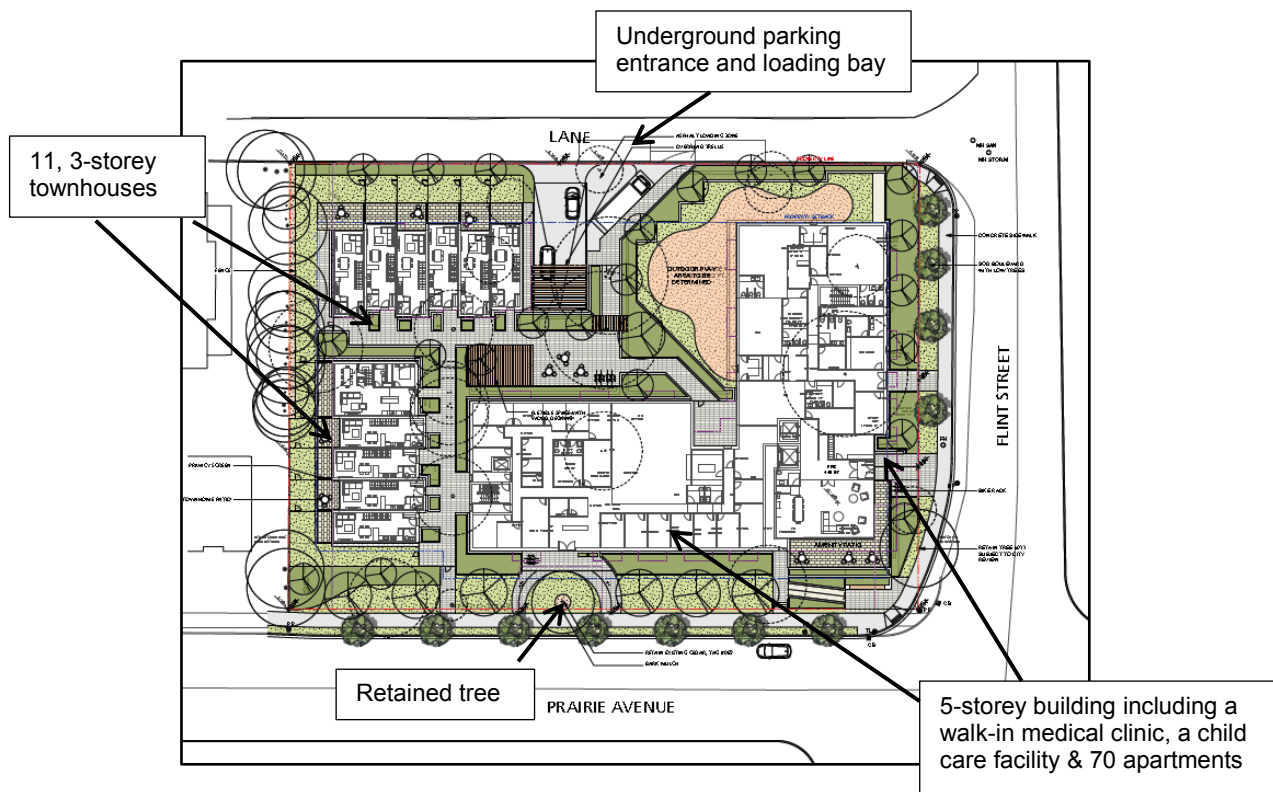
### REPORT SUMMARY

In accordance with direction set by the Smart Growth Committee at its meeting held July 24, 2018, this report brings forward amending bylaws to facilitate the mixed-use, non-market project proposed by the Atira Women's Resource Society for 2115-2127 Prairie Avenue. It further explains each the conditions recommended to be met prior to bylaw adoption.

# 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

## BACKGROUND

Metro Vancouver, which owns the vacant site at the corner of Prairie Avenue and Flint Street, intends to lease the site to the Atira Women's Resource Society on a long-term basis for a comprehensive affordable housing development. Atira has partnered with a developer, TL Housing, for the project and also proposes to include a childcare facility accommodating 40 children and a medical clinic serving 8 physicians in the development.



The initial report describing the proposal to the Smart Growth Committee identified a number of issues and questions related to requirements of various components of the project and their potential impacts. Further to Committee's direction to expedite the application, staff met with the applicant and the following response to these concerns is provided for Council's information:

- The medical clinic is to be used primarily as office space for an estimated 8 physicians to work out of at a subsidized rental rate. Hours of operation have not been established.
- Between 37 and 45 children would be accommodated by the childcare facility. The age ratio will range between three age groups (0-3 years old; 3-5 years old; multi-age); Atira will be the operator of the facility.
- The first floor of the building is designed to be non-combustible; the upper floors would be wood frame.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

- As the project will cater to residents on limited incomes, the applicant does not expect residential parking demand to be high and advises that any deficit in commercial and visitor parking spaces can be compensated for by utilizing spaces provided for residents.
- Designation of a passenger loading area on Flint Street near the building entrance is supported by the applicant's traffic and parking consultant. Engineering & Public Works staff advise this loading area could be identified by signage and its use monitored so that if it is not required for loading purposes then it could be repurposed to meet on-street parking demands.
- The largest vehicle anticipated to use the loading bay would be a medium single unit truck. Loading activity is anticipated to be minimal and primarily when residents are moving and weekly transport of supplies and equipment for the clinic and daycare uses.
- The applicant considered staff's concern about the massing and design of the apartment building by exploring the possibility of recessing the upper floors and advises that this design solution would be inefficient.
- The landscape plan is expected to provide for a 1:1 tree replacement and space for onsite gardening in raised planters.

### **DISCUSSION OF RECOMMENDATIONS**

#### Recommendation 1 (*Early consultation for an Official Community Plan amendment*):

To comply with s.475 of the *Local Government Act*, it is recommended that Council confirm its consultation requirements by adoption of the recommended motion. Staff contacted the School District to ensure it was informed of the application and, in response, the School District has requested that the City provide information on construction timing so that it may appropriately include the additional development in its planning and enrolment projections.

#### Recommendation 2 (*Conditions precedent related to development*):

- (a) The recommendation that Council require adoption of a housing agreement bylaw implements Council's policy to exempt application fees and expedite processing for an affordable housing development to be operated by a non-profit society. A housing agreement must be adopted by bylaw and is required to ensure that the site can only be developed and used by a non-profit society providing affordable rental accommodation, medical services and a child care facility.
- (b) The recommendation that Council require land dedicated at intersections at the time the lots are consolidated ensures visibility and promotes safer traffic movements at intersections. A 3x3m triangle will be required at the intersection of the lane and Flint Street; however, as the intersection of Prairie Avenue and Flint Street has an atypical road geometry the required area to be dedicated is currently under review and would be determined in further evaluation of the requirements for the intersection as noted in the discussion below. The condition that off-site servicing be in accordance with the

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

requirements of the Subdivision Servicing Bylaw is in accordance with the City's established practice for rezoning applications and ensures the bylaw's requirements will be met. While these requirements have yet to be defined in detail, it is expected they will include upgrading Prairie Avenue and Flint Street to  $\frac{1}{2}$  the road width plus a metre, constructing a 1.8m wide sidewalk along both frontages, planting street trees within a landscaped boulevard separating the sidewalk from the street, street lighting, and resurfacing of the lane.

- (c) Staff reviewed and provided comment on the applicant's Traffic Impact Assessment. Thus far, the majority of staff's comments have been addressed by the applicant, however, the improvements to be required at the adjacent intersection of Prairie Avenue and Flint Street have not yet been finalized. Accordingly and in keeping with the expedited application review process, this report recommends the applicant be required to update the Traffic Impact Assessment to include analysis of this intersection's geometry and propose a conceptual design as well as commit to implementing road infrastructure that may include geometry improvements and full signalization of the intersection to the satisfaction of the Director of Engineering and Public Works.

### Recommendation #3 (*1<sup>st</sup> and 2<sup>nd</sup> readings*)

#### a) Official Community Plan Amendment Bylaw No. 4075, 2018:

- changes the site's land use designation from Townhouse to Comprehensive Residential;
- changes the Comprehensive Residential land use designation to allow inclusion of complementary community commercial uses; and
- adds a site-specific design guideline for the future development. This guideline would be referenced in the future consideration of the development permit that regulates the form and character of buildings and on-site landscaping.

#### b) Zoning Bylaw Amendment Bylaw No. 4076, 2018:

- changes the site's zoning from Residential Single Family RS1 and Residential Duplex RD to a new comprehensive development zone, CD36;
- utilizes new *Local Government Act* provisions allowing the City to specify that apartment and townhouse uses are restricted to residential rental tenure;
- allows a commercial office use and limits this use to a medical clinic and housing administration uses
- allows a commercial child care use accommodating up to 45 children
- generally sets building height, siting, and residential amenity space requirements as proposed by the applicant;
- sets a site-specific parking requirement.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 and Rezoning Application RZ000162 (Non-market housing and commercial development proposal)

### **FINANCIAL IMPLICATIONS**


The processing of the Official Community Plan amendment, rezoning and development permit applications has been at the City's cost, in keeping with Council's policy for processing development applications deemed to be in the public interest. Although the site will have more dwelling units than if developed for townhouses, the City's density bonus policy is not applicable as the site is to be restricted to affordable rental housing and complementary commercial uses by a registered housing agreement.

### **PUBLIC CONSULTATION**

A development sign is posted on site and, to date, staff have not received any comments from the public additional to those made in the applicant's consultation prior to submission of the application. The sign will be updated with the public hearing date (anticipated to be October 9<sup>th</sup>, 2018).

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Council may approve setting the conditions to be met prior to bylaw adoption as recommended and proceed with giving 1 <sup>st</sup> and 2 <sup>nd</sup> reading to the bylaw amendments. If this option is selected, it is anticipated that a Public Hearing would be scheduled for Tuesday, October 9 <sup>th</sup> , 2018.
2	Council may determine that it wishes to defer giving 1 <sup>st</sup> and 2 <sup>nd</sup> reading to the amending bylaws pending its receipt of additional information or it may request the draft bylaws be amended to address specified concerns.
3	Council may refuse the applications.

### **ATTACHMENTS**

Attachment 1: Official Community Plan Amendment Bylaw 4075

Attachment 2: Zoning Amendment Bylaw 4076

Attachment 3: 2018-07-24 Report to Smart Growth Committee

## CITY OF PORT COQUITLAM

## OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2018

Bylaw No. 4075

---

*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, 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:

1. CITATION

This Bylaw may be cited as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2018, No. 4075"

2. ADMINISTRATION

- 2.1 That Section 8.2 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by replacing the description for the Comprehensive Residential land use designation with the following description:

**"Comprehensive Residential** – The Comprehensive Residential designation allows for truly sustainable community developments having a mix of attached ground-oriented residential and apartment dwelling units and may include complementary community commercial uses such as child care facilities and medical services."

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

- 2.3 That subsection 9.5 (e)(iii) *Intensive Residential Location Specific Guidelines for Aggie Park* be augmented with the following clause:

"A comprehensive development restricted to affordable rental housing and ground-level commercial uses may be located at 2117 Prairie Avenue (north-west corner of Prairie Avenue and Flint Street). A mixed-use building with a height of up to 5 storeys may be located on the east part of the site and

townhouse buildings having a height of up to 3 storeys located within the west part of the site, subject to all required on-site parking being located under the buildings and accessed from the lane. The mixed-use building should be articulated but recessed upper floors and increased building setbacks from the corner are not required. Ground floor commercial uses shall be designed to minimize potential impacts on adjacent residential areas by providing a high level of pedestrian accessibility connecting the commercial entries to the streets, being oriented to the street, and limiting exterior lighting and signage. Substantial landscaping and screening along the west and north (lane) property lines shall be provided to maximize privacy. Free standing signs and neon signage are discouraged.”

2.4 That subsection 9.6 (h)(ii), *Commercial Location Specific Guidelines for Aggie Park*, be augmented with the following clause:

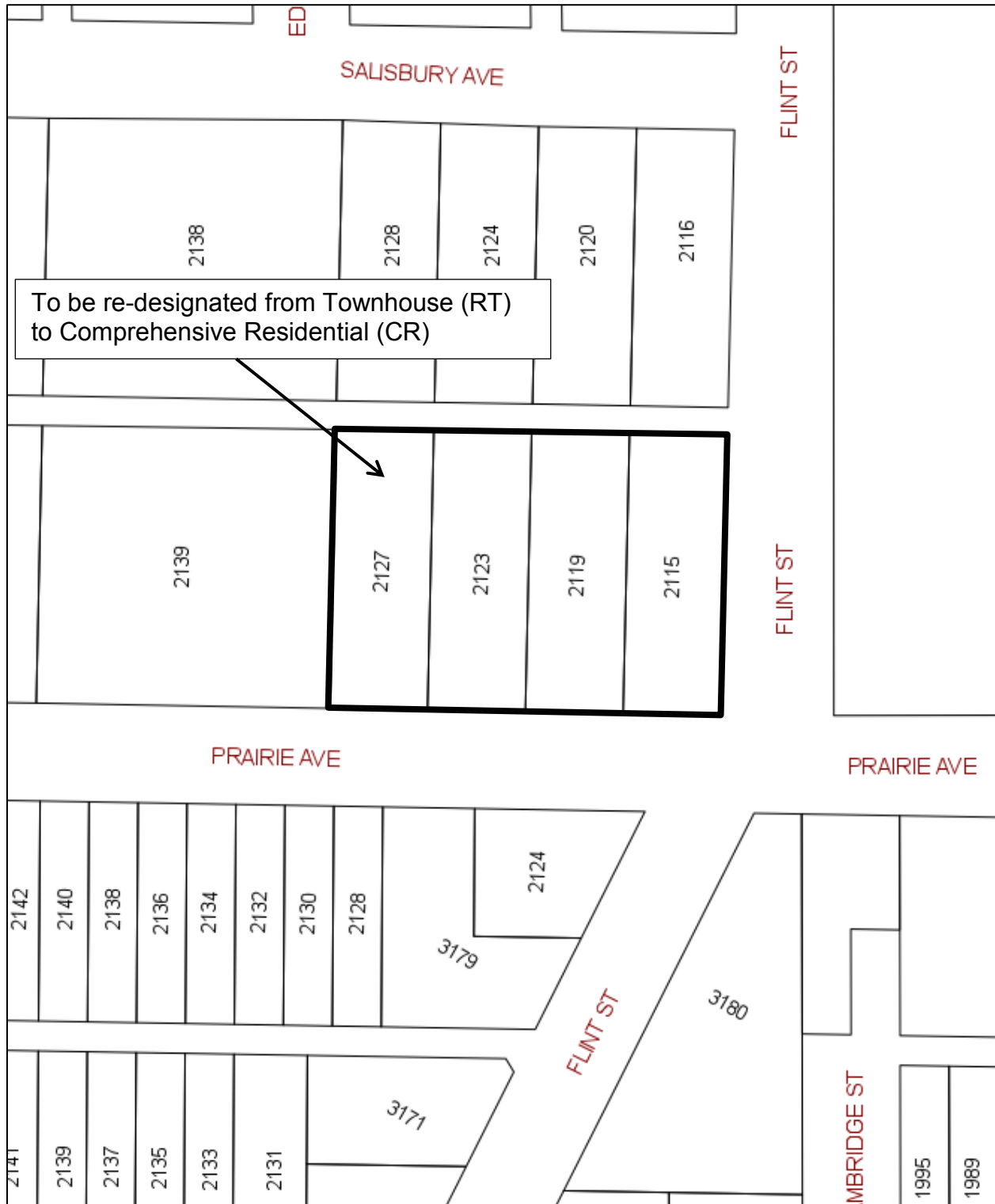
“The Intensive Residential Location Specific Guidelines for Aggie Park shall apply to commercial uses at 2117 Prairie Avenue (north-west corner of Prairie Avenue and Flint Street)”.

READ A FIRST TIME this	18 <sup>th</sup> day of	September, 2018
READ A SECOND TIME this	18 <sup>th</sup> day of	September, 2018
PUBLIC HEARING HELD this		
READ A THIRD TIME this		
ADOPTED this		

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

# SCHEDULE 1



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4076

---

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. 4076.

2. ADMINISTRATION

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

Civic: 2115, 2119, 2123 and 2127 Prairie Avenue

Legal: LOT 17, 18, 19 and 20, Block 1, District Lot 465, New West District, Plan NWP1189

From: RS1 (Residential Single Dwelling 1) and RD (Residential Duplex)

To: CD36 (Comprehensive Development Zone 36)

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

- 2.2 That Section 2, Definitions, of "Zoning Bylaw, 2008, No. 3630" be amended by including the following definition:

**Residential rental tenure** means the occupancy of a housing unit pursuant to a residential tenancy agreement under the *Residential Tenancy Act* and in the event of repeal of the *Residential Tenancy Act* without replacement, occupancy of a housing unit that would have constituted a residential tenancy under that *Act* prior to its repeal.

- 2.3 Inserting a new zone, 6.36 – CD36 Comprehensive Development Zone 36 with the following:

**CD36 Comprehensive Development Zone 36 (The Alex at 2117 Prairie Avenue)**

**6.36.1 Property Description**

Lots 17-20, Block 1, District Lot 465, New West District, Plan NWP1189

All to be consolidated.

**6.36.2 Permitted Uses**

**Table 6.36.1: Permitted Uses in CD36**

Permitted Use	
Apartments restricted to residential rental tenure	
Townhouses restricted to residential rental tenure	
Child care facilities	Note 1
Health services	Note 2 Note 3
Offices restricted to caretaker services, management of rental accommodation within this zone	
Accessory home businesses	

#### Notes to Table 6.36.1

- Note 1. A child care facility shall be restricted to the ground floor of building containing rental apartment uses, must comply with the requirements of the B.C. Building Code for assembly uses, and must provide a separate entrance at ground level connecting directly to the street. A maximum of 45 children may be cared for at one time in a child care facility;
- Note 2. Health services shall be restricted to the ground floor of a building containing rental apartment uses and must provide a separate entrance at ground level connecting directly to the street.
- Note 3. Health services shall not include in-patient detox services, needle exchange or safe injection services or on-site methadone dispensing.

#### **6.36.3 Comprehensive Zone 36 Regulations**

Apartment and townhouse uses within this zone shall be subject to the following regulations:

- a) a maximum of 83 dwelling units;
- b) a maximum height of a building containing apartment uses of 5 storeys;
- c) a maximum height of townhouses of 3 storeys;
- d) a minimum setback for a building containing apartment uses of 7.5 metres from a property line along Prairie Avenue and 4.0 metres from a property line along Flint Street;
- e) a minimum setback for a building containing townhouse uses of 6.0 metres from a property line abutting a street or lane, 1.8 metres from an interior side property line and 3.5 metres from an interior side property line in the case of a building wall having a window to a habitable room
- f) provision of one loading bay accessed from the lane;
- g) health services and office uses may occupy an interior floor area of up to 700 m<sup>2</sup>;

- h) apartment uses shall have a combined minimum amount of indoor amenity space and outdoor amenity space of 90 m<sup>2</sup>;
- i) parking for all uses must be provided within the building or underground;
- j) a minimum of 29 shared parking spaces shall be provided for commercial uses and residential visitors;
- k) a minimum of 112 parking spaces shall be provided for all uses;
- l) despite s.13 of this bylaw, the required minimum garbage and recycling space is of 29 m<sup>2</sup>.

2.4 That "Zoning Bylaw, 2008, No. 3630" be further amended as follows:

In s.8.5 of Section 8, Child Care Regulations, by inserting "other than a child care facility in CD36" after, "Child care facilities in a CD zone".

READ A FIRST TIME this	18 <sup>th</sup> day of	September, 2018
READ A SECOND TIME this	18 <sup>th</sup> day of	September, 2018
PUBLIC HEARING HELD this		
READ A THIRD TIME this		
ADOPTED this		

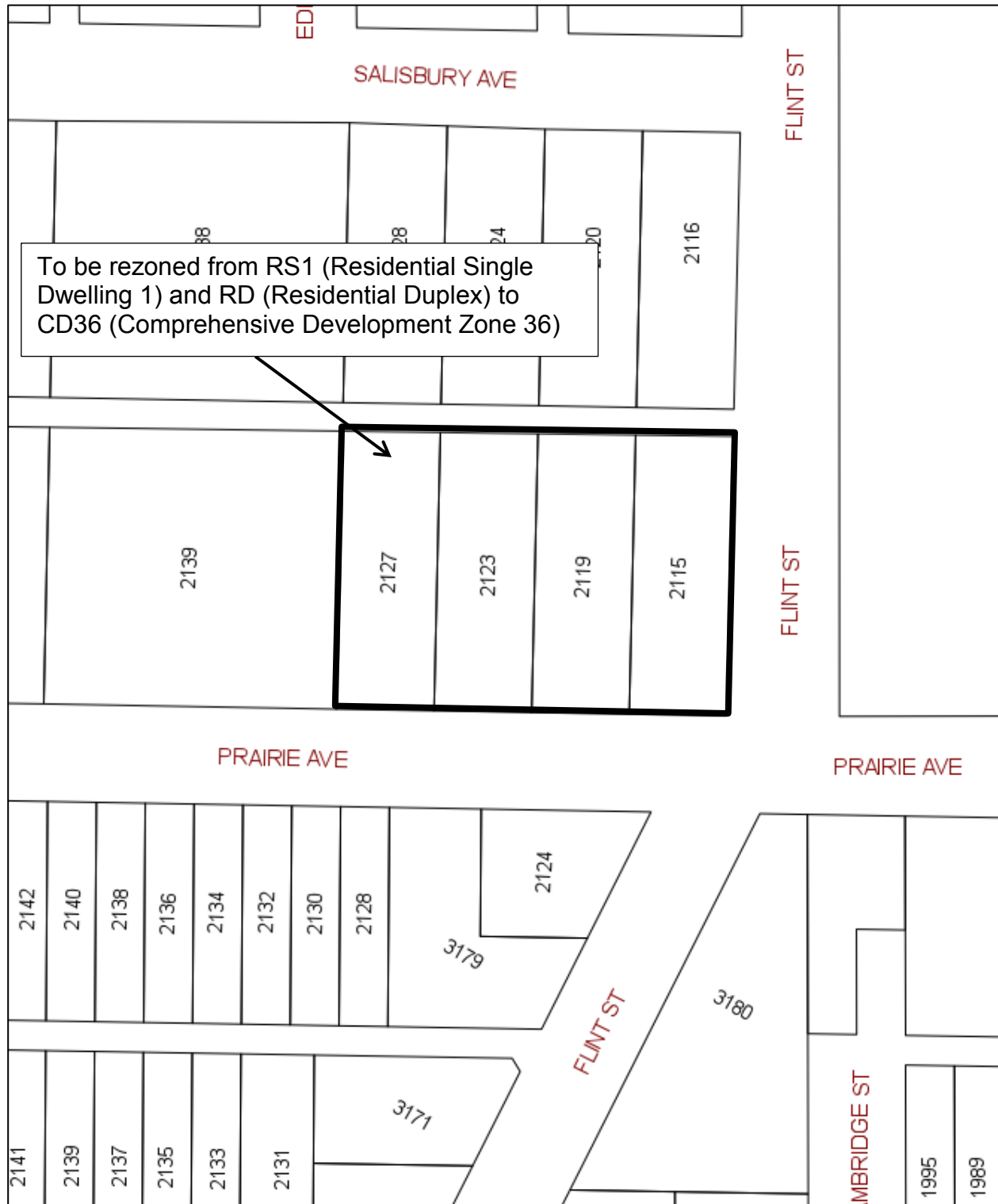
---

Mayor

---

Corporate Officer

# SCHEDULE 1



## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

### RECOMMENDATION:

That in consideration of s.475 of the *Local Government Act*, Smart Growth Committee direct the following consultation be undertaken for the proposed Official Community Plan amendment:

- i) information posted on the City's website,
- ii) staff communication with School District 43, Fraser Health Authority, Tri-Cities Housing and Homelessness Task Force, and the Tri-Cities Healthier Communities Partnership to obtain their feedback on the application; and,
- iii) an advertised public information meeting to be convened in early September by the applicant and held in the neighbourhood with notification provided to residents, businesses and community services within the area as well as the Downtown Business Improvement Association.

### PREVIOUS COUNCIL/COMMITTEE ACTION

None.

### REPORT SUMMARY

The purpose of this report is to obtain Committee direction to proceed with early consultation in consideration of an application to amend the City's Official Community Plan to allow for the development of non-profit secured rental housing complex for women, women and children and for women-headed families. Metro Vancouver, which owns the vacant site at the corner of Prairie Avenue and Flint Street, intends to lease the site to the Atira Women's Resource Society on a long-term basis. Atira has partnered with a developer, TL Housing, to bring forward a proposal for a comprehensive development including a 5-storey building with 72 apartment units located above a childcare facility accommodating 40 children facing Flint Street and a medical clinic facing Prairie Avenue; 11, 3-storey townhouse units on the west part of the site, and one level of underground parking accessed from the lane.

PROJECT PERSPECTIVES



This report seeks Committee confirmation of the process it will require to comply with requirements of the *Local Government Act* for early and ongoing consultation. The recommended early consultation process offers a means to address questions related to potential impacts of the proposal with input from the public as early as possible. This project is seen to offer a significant

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

opportunity to address affordable housing needs within the community and review of this application is being expedited in accordance with the City's policy for applications deemed to be in the public interest.

### **BACKGROUND**

**Proposal:** TL Housing in partnership with the Atira Women's Resource Society has proposed the development of an affordable rental housing complex consisting of a 5-storey building with 72 apartment units and 3-storey townhouses with 11 units as illustrated below.

As described on Atira's website<sup>1</sup>,

*"Our proposed development will provide 89 units of housing for women, women and children and for women-headed families, 100 per cent of which will be nonmarket and affordable. Priority will be given to women and children who currently live in the Port Coquitlam and Tri-Cities area and to those who were forced to leave the Tri-Cities area in search of safe, affordable housing, but who may still have family and support networks in the Tri-Cities communities. Women and children from the Kwikwetlem [First] Nation will also have priority access."*

The proposal responds to a 2013 report published by the Tri-Cities Homelessness & Housing Task Force that identified a shortage of housing meeting the needs of women and children. This report had recommended that more permanent affordable housing would be needed to meet the needs of this group and it should be made a priority to address within the Tri-Cities. The application submission describes rental targets as, "20% shelter, 30% CMHC average, and 50% at Housing Income Limits (HIL's) rates<sup>2</sup>". Further, it indicates rents will range between \$375 for a studio to \$1,712 for a 4-bedroom to address the critical shortage of safe and affordable housing for women and children in the Tri-Cities.

**Expedited Processing:** This application qualifies as a "Public Interest Application" as it has been submitted by a social housing provider and proposes affordable housing for women and their children. The policy allows for the amendment applications and development permit to be eligible for a fast-tracked review process, at the City's cost. Registration of a housing agreement would be recommended as a condition of approval to ensure the continued social benefits of the project.

**Official Community Plan Policies:** The policies of the Official Community Plan promote changes to land uses to meet community needs while creating a level of certainty about the nature of these changes.

Relevant policies of the Plan are:

*Housing Policy 9: Explore opportunities to support and encourage the development of rental housing, where appropriate, to ensure that this option is available to households that do not want to or cannot afford to own their home.*

*Neighbourhood Policy 5: Require the design of multiple family housing to complement the area's existing character.*

<sup>1</sup> <http://www.atira.bc.ca/thealex#program>

<sup>2</sup> The applicant will be requested to provide additional information as to how these terms are defined.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

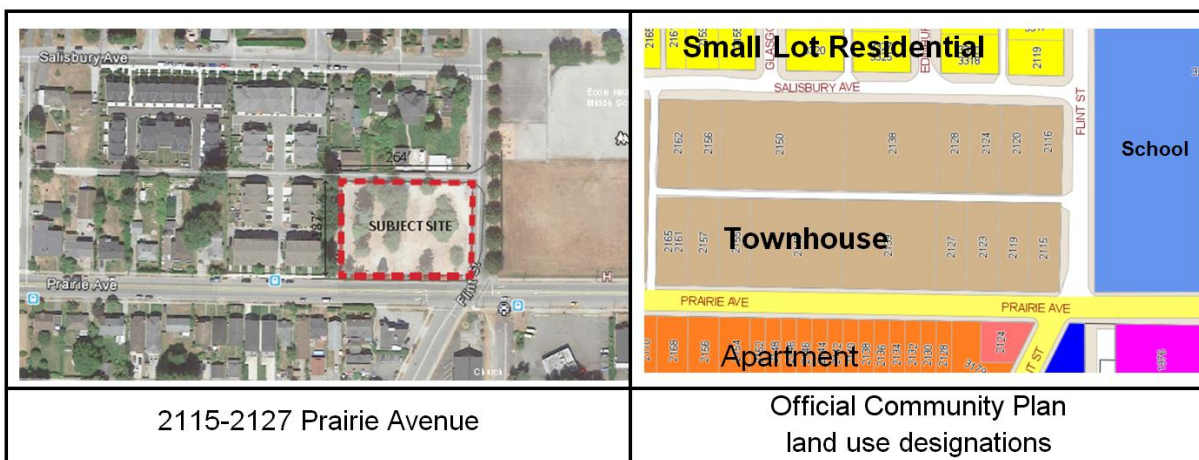
*Commercial Policy 3: Contain future commercial development to established commercial centres.*

*Community Facilities Policy 5: Encourage a sufficient number of childcare facilities throughout the community, including residential areas when appropriate.*

*Public Health Policy 1: Work with Fraser Health to ensure sufficient private and public health services are available for residents.*

The Plan gives special consideration to achieving housing objectives that will meet a variety of needs, including affordable and non-market rental housing and the proposal complies with this intent. However, amendment of the Plan's policies respecting design complementing existing character and siting of commercial uses would be required for this application.

**Official Community Plan Land Use Designation:** As shown on the following excerpt from the Plan, the land use designation for the site is Townhouse, a designation which limits uses to attached, ground-oriented housing. The proposed apartment building use and the medical clinic use are not consistent with this land use designation and an amendment is required.

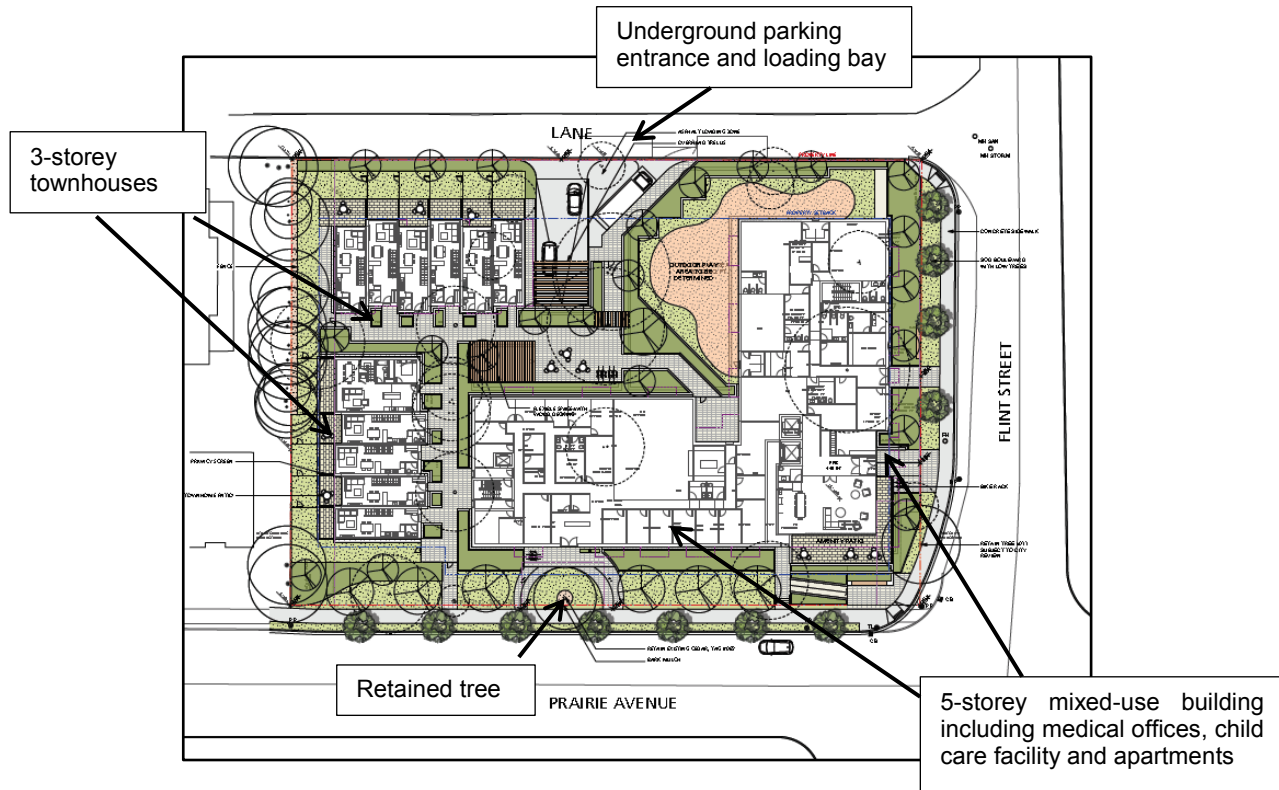


**Zoning:** Three of the four lots within the site are currently zoned Residential Single Family, RS1 and the fourth lot is zoned Residential Duplex. The applicable zoning would be determined after the scope of the project is finalized. For example, a comprehensive development zoning may be proposed if the project continues to include a medical clinic whereas a residential apartment zoning may be appropriate for a combination of apartment, townhouse and child care facility uses.

**Development Permit:** The project would be required to comply with design guidelines for the form and character of the building and landscaping as well as environmental conservation guidelines. As the design guidelines of the Official Community Plan for this site are currently applicable only to townhouses, an amendment would be required to set out appropriate objectives and guidelines for the proposed change in use. A development permit for the project would be considered after adoption of the Official Community Plan amendment and rezoning (all three applications can be processed concurrently).

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

**Housing Types:** The design calls for 72 apartment units including 12 studio, 16 one-bedroom, 24 two-bedroom, 12 three-bedroom and 8 four-bedroom apartment units; plus 11 townhouse units including 6 three-bedroom, 4 four-bedroom and 1 five-bedroom units. They range in size from 41m<sup>2</sup> (445 ft<sup>2</sup>) to 139m<sup>2</sup> (1,500 ft<sup>2</sup>). This range of housing units is intended to meet a variety of needs.



**Trees:** The proposed development would result in the removal of 20 trees from the site, primarily due to construction of underground parking, and retention of a large False Cypress tree adjacent to Prairie Avenue and a row of mature trees on the adjacent townhouse development at 2139 Prairie Avenue. The applicant proposes to set the underground structure 5.3 m from the western property line to facilitate this protection.

### DISCUSSION

This proposal responds to a community need for affordable housing and specifically, to housing needed by women. The site is ideally located for this use and complements the direction being taken by Committee to increase housing opportunities within the community.

The recommended early consultation process will provide an opportunity for the applicant to work with staff and the community to ensure that the proposal addresses identified concerns prior to finalizing the project uses and building design. Based on a preliminary review of the submission as well as input from the two informal open houses held by the applicant, a number of questions have

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

been identified for consideration during this process, each of which is discussed in the following section.

- (1) *Can the introduction of apartment and commercial uses to a site within an area designated for townhouse uses be sufficiently mitigated?*

The submission provided by the applicant acknowledges that the proposed five-storey height may be considered a significant variance from a predominantly three-storey height of the adjoining townhouses. It suggests the impact of this height is mitigated by a corner location and the siting of the 3-storey townhomes on the west part of the development site. It further notes the south side of Prairie Avenue is designated for apartment uses in the Official Community Plan.

Prior to its issuance of a call for proposals for development of the site, Metro Vancouver consulted with staff, who advised that a previous proposal for a residential project including a mix of townhouses and apartments in a 3-storey building (also located on the corner) had been supported by Council.

- (2) *Is this site the best location for a community medical clinic?*

The rationale for the medical clinic space has been informally explained to staff as a means to address a critical community need. However, other than the design drawings and statement of intent, the submission does not provide any additional information on the clinic. Atira's information posted on the website assures residents that it would "absolutely not" be operated for uses such as a methadone clinic, counteracting a concern raised by residents.

There are two impacts associated with the clinic. The first is that it results in a larger building on a site where the structure's size is already a concern. The second is that the use creates more traffic and a higher demand for parking than the residential use. The parking study provided by the applicant indicates the clinic would generate a demand for some 27 to 36 parking spaces, approximately 1/3 of the total being provided. It further suggests clients would be able to find on-street parking as a supply of on-street parking within the vicinity of the site was identified.

Further information is required to evaluate this proposal, including exploration of options with Fraser Health to determine if the medical clinic could be located in a location which would comply with policies to site this use in established neighbourhood centres with compatible commercial uses and services.

- (3) *Can the site layout be redesigned to provide sunlight to the childcare facility's play area? A drop off and pick up area on the street for parents?*

The application submission has included shading diagrams which confirm that the play area would have sunshine at very limited times (not at all in March and only for a short period in the afternoon in September). In early 2017, staff had provided comments on a preliminary design and indicated significant concern with this location. The applicant had developed

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

concepts to relocate the play area to the west side yard and integrated it with the outdoor amenity area for the residents, but this concept has not been included in the submission. This issue may be addressed if the schools and parks close to the site could meet outdoor play requirements.

The proposal indicates priority would be given to children within the development and neighbourhood children, which will help reduce the amount of traffic compared to that experienced at some child care facilities. Consideration will need to be given on options to create a grade-level area for drop-off and pick-up activity as parents typically prefer this choice rather than being required to park in underground parking.

*(4) Does the landscape plan compensate for the loss of trees and provide appropriate screening?*

Recent review of the City's regulations and policies for trees has indicated a desire to ensure loss of trees is mitigated through replanting and replacement. Staff are also aware that the residents to the west may not support retention of the existing row of trees along the property line. Detailed review will also evaluate the proposal to retain two trees, one adjacent to Prairie Avenue and one within the Flint Street boulevard, as only one looks to be feasible.

*(5) What impact will the City's servicing requirements have, including "corner cut-offs"?*

The City normally requires dedication of land at intersections to ensure visibility and promote safe traffic movements. Detailed review will be required to determine the required dedications for this site, including both the intersection of Prairie Avenue and Flint Street (this is an irregular intersection) plus the intersection of the lane and Flint Street (expected to be dedication of a 3m x 3m triangle). These requirements are likely to impact the current design and layout of the parking level and, potentially, building setbacks.

*(6) Will the proposal have an impact on the transportation network and will the proposed parking meet the sites residential and commercial needs?*

Residents attending the applicant's open house expressed a number of concerns about the potential traffic impacts of the proposal. While staff have not completed their review of the attached traffic and parking studies, the traffic study identifies a number of options to mitigate impacts such as coordinating traffic signals to reduce queueing, upgrading the existing half-signal at Flint Street and Prairie Avenue to a full signal, adding an additional left-turn lane for westbound movement on Prairie Avenue, moving the location of the bus stop on the south side of Prairie, and changing traffic signal lengths. These options will be assessed.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

### **FINANCIAL IMPLICATIONS**

The processing of the Official Community Plan amendment, rezoning and development permit applications is at the City's cost, in keeping with Council's policy for processing development applications deemed to be in the public interest.

The applicant is seeking an exemption from application of the City's Density Bonus Policy (#5.01), which would otherwise capture increased land value due to the increased density as compared to a townhouse project. However, a significant gain in land value may not be realized for a secured market rental housing project. An evaluation of this request would be undertaken prior to making a recommendation on the applications.

### **PUBLIC CONSULTATION**

To date, two informal meetings have been held. At the first meeting held in the neighbourhood, a number of residents expressed significant concern with the proposed height and potential impacts of the proposal. The second meeting held at the Gathering Place was attended by a number of persons indicating their support for the project due to the increasing need to provide affordable housing units oriented to women and children.

Council is required to consider who could be affected by the proposed Official Community Plan amendment. In consideration of an amendment to the Plan, s.475 of the *Local Government Act* requires the City to provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities and must specifically consider whether the opportunities for consultation should be early and on-going.<sup>3</sup> It requires that Council specifically consider whether consultation is required with the groups listed below. Staff has provided a recommendation for Council's consideration for each of the identified groups:

- a) The board of the Regional District in which the area covered by the Plan is located - as Metro Vancouver has authorized this application as owner, further consultation is not seen to be required. However, as owner it will also be kept informed of the application.
- b) Greater boards or improvement districts - the proposed Official Community Plan amendment would not affect adjacent regional districts.
- c) The Council of any municipality that is adjacent to the area covered by the plan. Referral to Coquitlam or Pitt Meadows is not proposed given the site's location within Port Coquitlam.

<sup>3</sup> During the development of an official community plan, or the repeal or amendment of an official community plan, the proposing local government must provide one or more opportunities it considers appropriate for consultation with persons, organizations and authorities it considers will be affected. The local government must consider whether the opportunities for consultation with one or more of the persons, organizations and authorities should be early and ongoing, and specifically consider whether consultation is required with agencies including the council of any municipality that is adjacent to the area covered by the plan, first nations, boards of education, greater boards and improvement districts, and provincial and federal governments and their agencies.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)


- d) First Nations - the City is currently in the process of developing a protocol agreement that may assist the City in responding to this provision of the *Local Government Act*. As this site is not in close proximity to Kwikwetlem First Nation lands, referral is not proposed.
- e) Boards of Education – referral to School District #43 is recommended because the project is targeted to women and their children and it is located across the street from Ecole Kwayhquitlum Middle School.
- f) Fraser Health Authority – referral is recommended to seek input on the proposed child care facility and the medical clinic.
- g) Tri-Cities Housing and Homelessness Task Force; Tri-Cities Healthier Communities Partnership - referral is recommended to these groups for review and comment on how the proposal meets identified needs.

A notice sign has recently been erected on the property to inform residents of the application. In addition, the City would post information about the application on the City's web site. It is recommended that an advertised public information meeting be convened by the applicant in early September with notification provided to residents, businesses and community services within the area as well as the Downtown Business Improvement Association to obtain their feedback.

If the Official Community Plan amendment proceeds, a public hearing in consideration of the amendment would be timed to coincide with consideration of the applicant's rezoning application. A development permit to regulate the form and character of the building and landscaping and housing agreement bylaw may also be processed concurrently with these applications.

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Approve proceeding with the early public consultation on the application to amend the Official Community Plan to permit apartment and medical clinic uses and, concurrently, addressing questions associated with this application and the application to amend the Zoning Bylaw.
2	Determine that it wishes to see amendments to the proposal prior to proceeding with early public consultation. This option could include direction that the applicant work with staff to address the questions identified in this report and any other questions as may be determined applicable by Committee.
3	Determine that Committee recommends to Council that the application be rejected, if it does not wish to support an amendment to the Official Community Plan that would allow for apartment and medical clinic uses.

## 2115-2127 Prairie Avenue Official Community Plan Amendment Application OCP000027 (Non-market housing proposal)

### **ATTACHMENTS**

Attachment #1: Location Map

Attachment #2: Plan showing proposed layout of ground floor including medical clinic, child care facility, and amenity room for residents.

Attachment #3: Transportation Impact Study

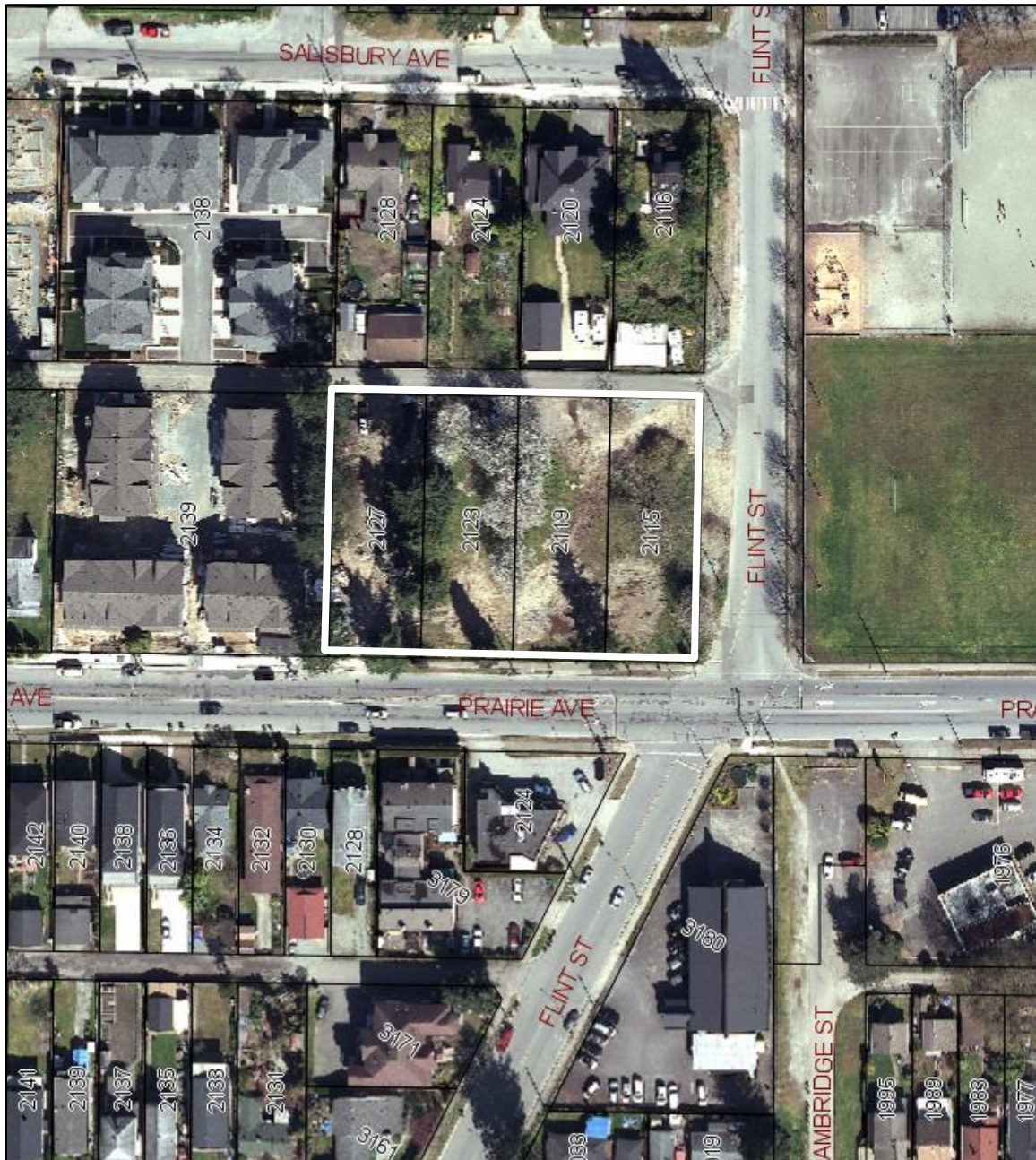
Attachment #4: Parking Study

**Lead author(s):** Bryan Sherrell

CITY OF PORT COQUITLAM  
DEVELOPMENT APPLICATION LOCATION MAP

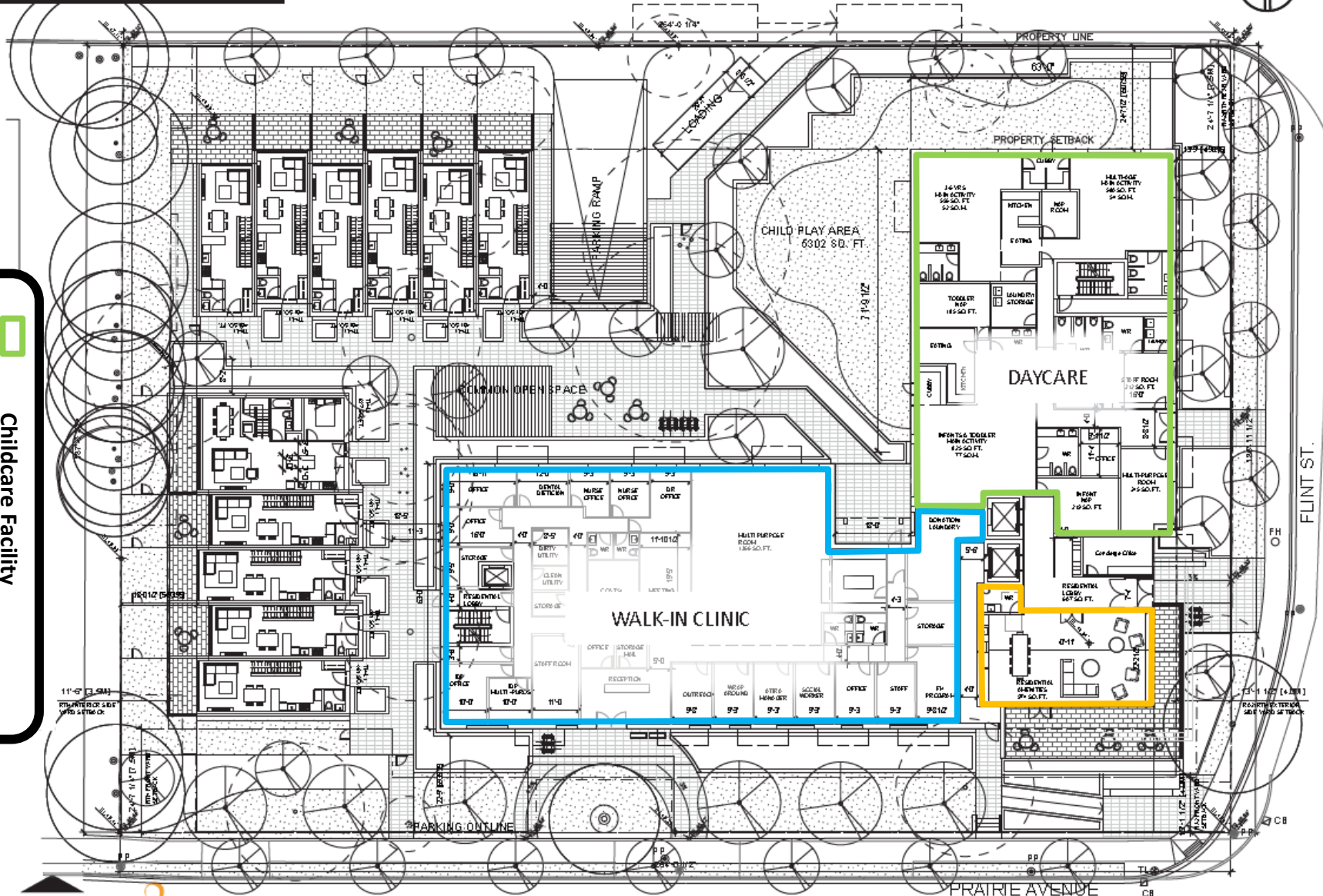
PROJECT ADDRESS: 2115-2127 Prairie Avenue

FILE NO: OCP00027



LEVEL 1 PLAN

- Resident Indoor Amenity
- Medical Clinic
- Childcare Facility



THE ALEX | 2115-2127 Prairie Avenue June 25, 2018



## **2115-2127 PRAIRIE AVENUE, PORT COQUITLAM**

### **Part 1: Traffic Impact Study – Final Report**

Prepared for: **TL Housing Solutions**

Prepared by: **Watt Consulting Group**

Our File: **2298.B01**

Date: **February 27, 2018**

## TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	Study Purpose .....	3
1.2	Study Objectives .....	3
1.3	Study Area .....	3
1.3.1	Subject Site .....	3
1.3.2	Road Network .....	5
1.3.3	Study Intersections .....	5
<b>2.0</b>	<b>TRAFFIC IMPACT ASSESSMENT .....</b>	<b>7</b>
2.1	Data Collection .....	7
2.2	Traffic Model .....	8
<b>3.0</b>	<b>EXISTING CONDITIONS .....</b>	<b>10</b>
3.1	Land Use .....	10
3.2	Existing Traffic Conditions .....	10
<b>4.0</b>	<b>FUTURE CONDITIONS .....</b>	<b>13</b>
4.1	Proposed Land Use .....	13
4.2	Traffic Forecasts .....	15
4.2.1	Background Traffic .....	15
4.2.2	Site Traffic – Trip Generation .....	15
4.2.3	Site Traffic – Trip Distribution and Assignment .....	16
4.2.4	Total Traffic .....	16
4.3	Background Traffic Conditions .....	18
4.3.1	2020 Background Conditions .....	18
4.3.2	2025 Background Conditions .....	20
4.4	Post-Development Traffic Conditions .....	22
4.4.1	2020 Post-Development Conditions .....	22
4.4.2	2025 Post-Development Conditions .....	25
4.5	Mitigation Options .....	27
<b>5.0</b>	<b>SAFETY AND GEOMETRIC REVIEW .....</b>	<b>29</b>
5.1	Site Access and Loading .....	29
5.1.1	Truck Loading .....	29
5.1.2	Pick-up and Drop-off Area .....	29
5.2	Site Circulation .....	30
5.3	Collisions .....	31
<b>6.0</b>	<b>SUSTAINABLE TRANSPORTATION REVIEW .....</b>	<b>33</b>
6.1	Pedestrian Network .....	33
6.2	Bicycle Network .....	33
6.3	Transit Network .....	33
<b>7.0</b>	<b>CONCLUSION .....</b>	<b>34</b>
7.1	Recommendations .....	34

## APPENDICES ..... 35

### LIST OF FIGURES

Figure 1: Study Area .....	4
Figure 2: Laning and Traffic Control .....	6
Figure 3: Existing 2017 Traffic Volumes .....	12
Figure 4: Proposed Site Plan .....	14
Figure 5: Site Traffic Volumes .....	17
Figure 6: Background 2020 Traffic Volumes .....	19
Figure 7: Background 2025 Traffic Volumes .....	21
Figure 8: Post-Development 2020 Traffic Volumes .....	24
Figure 9: Post-Development 2025 Traffic Volumes .....	26

### LIST OF TABLES

Table 1: Level of Service (LOS) Thresholds .....	8
Table 2: Existing 2017 Traffic Conditions .....	11
Table 3: Development Site Statistics .....	13
Table 4: ITE Vehicle Trip Generation Rates .....	15
Table 5: Estimated Site Vehicle Trips .....	15
Table 6: Background 2020 Traffic Conditions .....	18
Table 7: Background 2025 Traffic Conditions .....	20
Table 8: Post-Development 2020 Traffic Conditions .....	22
Table 9: Post-Development 2025 Traffic Conditions .....	25
Table 10: Summary of Collision Analysis .....	31

## 1.0 INTRODUCTION

### 1.1 Study Purpose

Watt Consulting Group was retained by TL Housing Solutions to provide a Traffic Impact Study and Parking Study for a proposed mixed-use development at 2115-2127 Prairie Avenue (The Alex) in the City of Port Coquitlam. The proposed development will consist of affordable non-market apartment and townhomes, a health clinic, and a daycare.

This report (**Part 1: Traffic Impact Study**) summarizes the work conducted to fulfill the traffic and transportation component of the scope of work as agreed to with the City and Applicant in the Terms of Reference. The findings from this study can be used as part of the rezoning application submission to the City.

### 1.2 Study Objectives

The purpose of the Traffic Impact Study is to:

1. Estimate future site traffic generation, distribution, and assignment on the adjacent street network for the Weekday AM, PM, and Saturday Peak Periods;
2. Evaluate potential off-site transportation impacts on the adjacent street network, including traffic operations and safety;
3. Identify mitigation measures to offset the potential off-site transportation impacts on the adjacent street network; and
4. Evaluate the proposed on-site circulation and design.

### 1.3 Study Area

#### 1.3.1 Subject Site

The proposed development is located at 2115-2127 Prairie Avenue in the Glenwood neighbourhood. The subject site is at the intersection of Prairie Avenue and Flint Street, and is adjacent to the Kwayquitlam Public Middle School immediately to the east.

**Figure 1** shows the study area, subject site location, and the immediate surrounding context.



**Figure 1: Study Area**

### 1.3.2 Road Network

There are five roadways within the study area, described below.

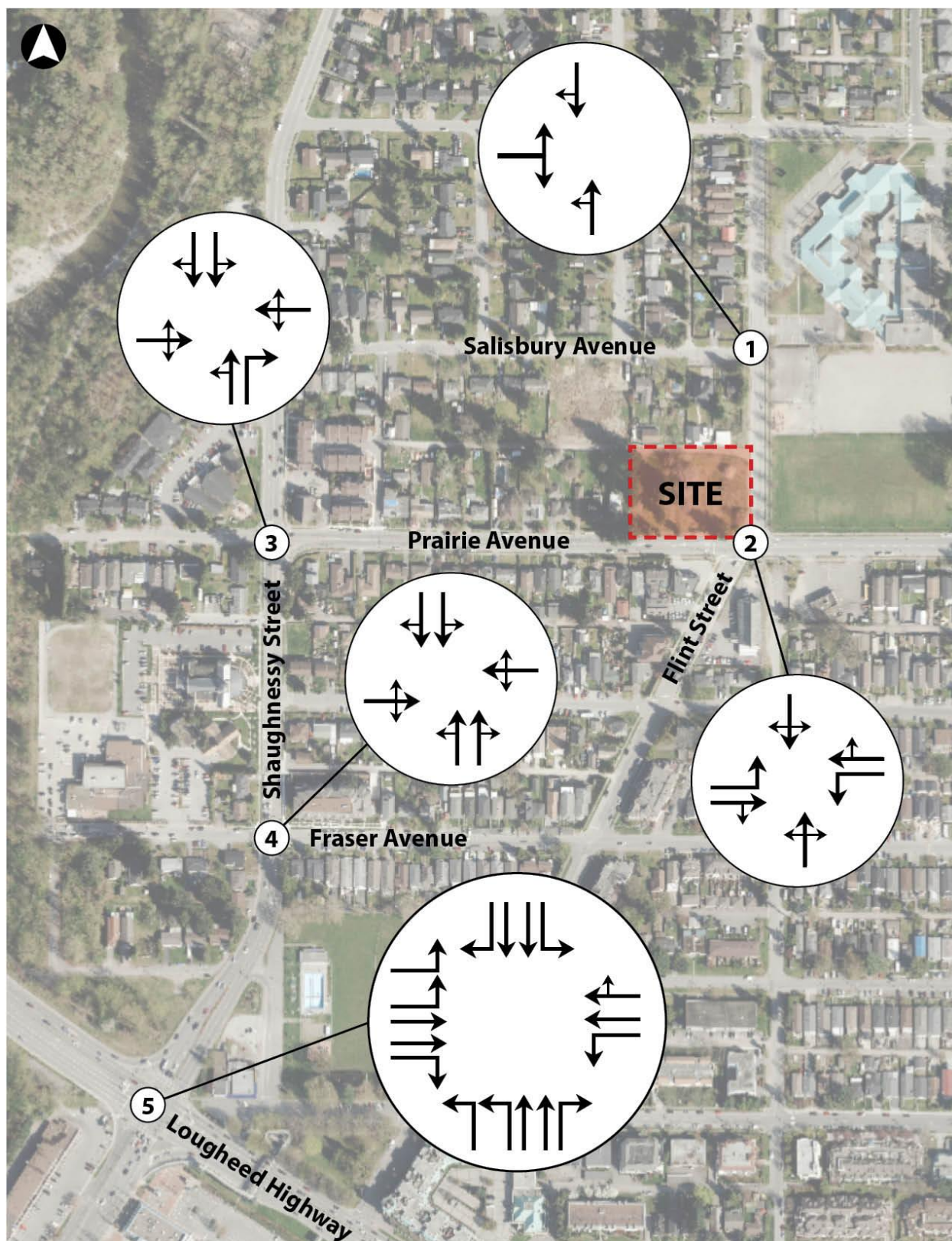
- **Flint Street** is a two-lane two-way collector road.
- **Salisbury Avenue** is a two-lane two-way local road.
- **Prairie Avenue** is a two-lane two-way arterial road. This route is a direct connection to a neighbourhood retail centre by Prairie Avenue and Coast Meridian Road.
- **Shaughnessy Street** is a four-lane two-way arterial road. This route is a direct connection south to downtown Port Coquitlam and to Lougheed Highway.
- **Lougheed Highway (Highway 7)** is a four-lane two-way road that is part of TransLink's Major Road Network (MRN). It is a key route for inter-city commuters traveling to other destinations within the Lower Mainland.

The speed limit on Lougheed Highway is 60 km/h, and the speed limit on all other roads in the study area is 50 km/h. On-street parking is available on both sides of all roads, with the exception of Shaughnessy Street and Lougheed Highway.

### 1.3.3 Study Intersections

There are five intersections within the study area, described below. **Figure 2** shows the existing laning and the traffic control configuration is listed below:

- **Intersection 1: Flint Street & Salisbury Avenue** is unsignalized, with free movement allowed on Flint Street and stop control on Salisbury Avenue.
- **Intersection 2: Flint Street & Prairie Avenue** is pedestrian signal (half-signal) with the stop control located on Flint Street.
- **Intersection 3: Shaughnessy Street & Prairie Avenue** is signalized, with a split phase for the eastbound and westbound movements.
- **Intersection 4: Shaughnessy Street & Fraser Avenue** is signalized with no protected phasing.
- **Intersection 5: Shaughnessy Street & Lougheed Highway** is signalized, and has protected left-turns on all approaches.



**Figure 2: Laning and Traffic Control**

## 2.0 TRAFFIC IMPACT ASSESSMENT

### 2.1 Data Collection

To document existing traffic conditions in the study area as of 2017, intersection traffic count data was collected for passenger vehicle, heavy vehicle, bicycle, and pedestrian volumes to capture the Weekday AM, Weekday PM, and Saturday Peak Hour periods. Turning movement counts were undertaken at the following intersections for the following dates and times.

- **Intersection 1: Flint Street & Salisbury Avenue**
  - Tuesday, December 6, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM.
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM.
- **Intersection 2: Flint Street & Prairie Avenue**
  - Tuesday, December 6, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM
- **Intersection 3: Shaughnessy Street & Prairie Avenue**
  - Thursday, December 7, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM
- **Intersection 4: Shaughnessy Street & Fraser Avenue**
  - Thursday, December 7, 2017 from 8:00 - 9:00 AM; 4:30 - 5:30 PM
  - Saturday, December 9, 2017 from 2:00 - 3:00 PM
- **Intersection 5: Shaughnessy Street & Lougheed Highway**
  - Tuesday, October 17, 2017 from 7:00 - 9:00 AM; 3:00 - 6:00 PM
  - Saturday, December 9, 2017 from 12:30 - 3:30 PM<sup>1</sup>

Based on the collected data, the Peak Hour traffic analysis used the following time periods.<sup>2</sup>

- Weekday AM Peak Hour: 8:00 - 9:00 AM
- Weekday PM Peak Hour: 4:30 - 5:30 PM

As the Weekday AM and PM Peak Hours suggested poorer traffic conditions relative to Saturday, the subsequent analysis excluded the Saturday Peak Hour period. The AM and PM Peak Hours were chosen as the Saturday Peak Hour traffic conditions are similar to the PM Peak Hour traffic conditions; however, the Saturday Peak Hour volumes are lower, which makes the PM Peak Hour the worst case scenario.

<sup>1</sup> The Saturday volume for Intersection 5 (the intersection with the heaviest traffic volumes) was estimated for the 12:00 - 1:00 PM period using the collected 15-minute interval data at 12:30 PM and 12:45 PM.

<sup>2</sup> To account for the difference in the Saturday data collection time period for Intersection 1 to 4 (2:00 - 3:00 PM instead of 12:00 - 1:00 PM), an adjustment factor was calculated using the estimated Saturday 12:00 - 1:00 PM volume for Intersection 5; the difference between 12:00 - 1:00 PM and 2:00 - 3:00 PM volumes was negligible (0.1% greater during the 2:00 - 3:00 PM period). For this reason, the Saturday Peak Hour volumes for Intersection 1 to 4 were not adjusted, and assumed to reflect 12:00 - 1:00 PM traffic conditions.

## 2.2 Traffic Model

Traffic operational analysis was conducted using Synchro 9 following the Highway Capacity Manual (HCM) 2010 methodology. Four Measures of Effectiveness were used to characterize and evaluate the intersection traffic operations:

- Level of Service (LOS);
- Volume-to-capacity (V/C) ratio;
- Total delay; and
- 95<sup>th</sup> percentile queue length.

**LOS** is a qualitative measure used to describe a roadway's operational condition based on factors such as speed, travel time, delay, and type of traffic control. LOS is a stratification based on six letter grades, ranging from the LOS A (excellent conditions with minimal or no delay) to LOS F (extensive delay with the roadway at failure). LOS D is generally considered to be the threshold between acceptable and unacceptable operations. **Table 1** summarizes the LOS thresholds for both signalized and unsignalized intersections. Intersection LOS is only reported for fully signalized intersections, and not unsignalized intersections.

**Table 1: Level of Service (LOS) Thresholds**

Level of Service (LOS)	Average Delay (seconds per vehicle)	
	Signalized	Unsignalized
A	0-10	0-10
B	>15-20	>10-15
C	>20-35	>15-25
D	>35-55	>25-35
E	>55-80	>35-50
F	>80	>50

**V/C ratio** is the ratio between the demand volume and the capacity of the roadway. A V/C ratio that exceeds 1.00 indicates that more vehicles are using the roadway than can be accommodated, resulting in very congested intersection with significant delays. A ratio of less than 0.90 is desirable in urban settings.

**Total delay** is defined as the total additional travel time experienced by a vehicle due to all delay components including control devices, queuing, et cetera. **95<sup>th</sup> percentile queue length** is defined as the queue length that has only a five percent probability of being exceeded during the analysis time period.

The simulation settings for the Synchro analysis used the following parameters.

- Saturation flow rate of 1,750 vehicles/hour/lane.
- Passenger vehicle length of 7.5 metres (TAC PSU design vehicle).
- Heavy vehicle length of 22.7 metres (TAC WB-20 design vehicle).
- Peak Hour Factors (PHF) will use count data and not exceed 0.95.
- Minimum rate of 2% heavy vehicles, with the exception of Lougheed Highway, which will use a rate of 6%.

The study analyzed three different time horizons.

- Existing conditions (2017).
- Full build-out opening day (2020).
- Five-year post-opening day (2025).

**Appendix C** provides the output from the Synchro analysis.

## 3.0 EXISTING CONDITIONS

### 3.1 Land Use

The subject site is located on four vacant parcels (about 1,150 square metres or 12,379 square feet each). It is currently zoned for RS1 (Residential Single Dwelling 1) under the City of Port Coquitlam's Zoning Bylaw. The surrounding land use is predominately single-family detached housing with some multi-family housing. Nearby amenities include multiple churches and an elementary school.

### 3.2 Existing Traffic Conditions

Under the existing conditions, the following intersections and movements were found to operate above the acceptable performance thresholds:

- Intersection 1: Flint Street & Salisbury Avenue;
- Intersection 2: Flint Street & Prairie Avenue (AM Peak Hour only); and

The northbound movement at Flint Street & Prairie Avenue operates at LOS F during the PM Peak Hour due to the high through east-west volume. Although there are delays for movements on Flint Street, the volumes are relatively low with an average of one vehicle entering the intersection every three minutes from the north side, and every minute-and-a-half from the south side. There is also a low volume of pedestrians crossing Prairie Avenue during the PM Peak Hour, which reduces the crossing opportunities for side street traffic that take advantage of the pedestrian signal to turn left onto Prairie or travel straight through.

The analysis indicates that the Shaughnessy Street & Prairie Avenue intersection is operating at or near capacity for several movements, and has an intersection LOS rating of F. The westbound movement blocks access to a laneway in the AM Peak Hour, and the northbound movement blocks access to Grant Avenue in the PM Peak Hour.

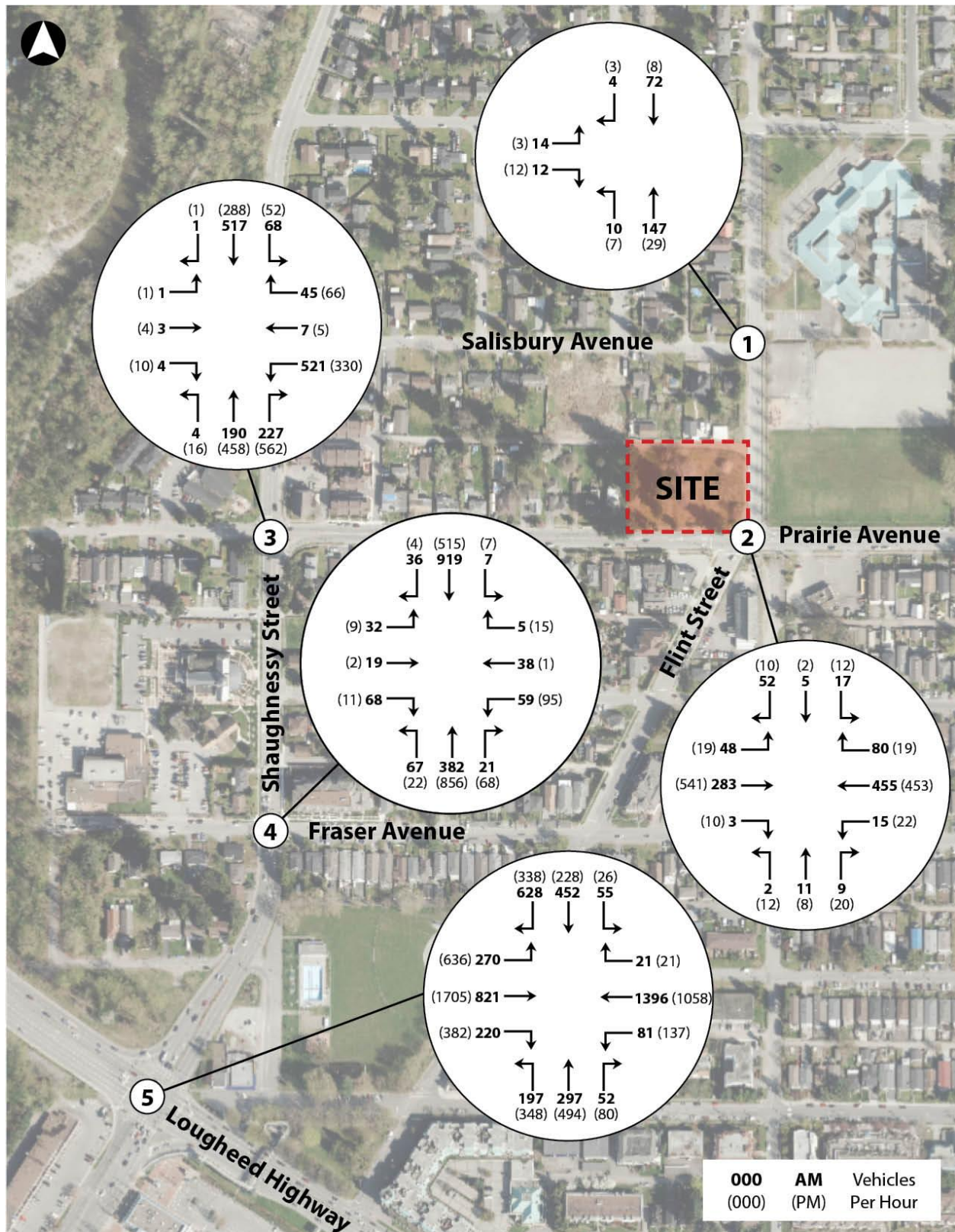
The northbound queue at Shaughnessy Street & Fraser Avenue blocks access to Chester Avenue in the PM Peak Hour.

The Shaughnessy Street & Lougheed Highway intersection is over capacity, with several movements at the intersection facing delays of up to ten minutes. The southbound queue on Shaughnessy Street spills back into the Shaughnessy Street & Fraser Avenue intersection in the AM Peak Hour. The northbound queue on Shaughnessy Street spills back into the next intersection to the south.

**Table 2** provides a summary of the existing traffic operations, and **Figure 3** shows the existing traffic volumes for the Weekday AM and PM Peak Hours.

**Table 2: Existing 2017 Traffic Conditions**

	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
<b>Intersection 1: Flint Street &amp; Salisbury Avenue</b>	EB LR	B	-	12	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
<b>Intersection 2: Flint Street &amp; Prairie Avenue</b>	EB L	B	0.45	11	7	A	0.12	3	2
	EB TR	A	0.45	5	29	A	0.64	7	90
	WBL	A	0.07	3	2	A	0.12	3	3
	WB TR	B	0.79	13	94	A	0.71	8	61
	NBLTR	C	0.38	29	5	F	0.88	150	23
	SBLTR	C	0.66	22	7	F	0.81	140	16
<b>Intersection 3: Shaughnessy Street &amp; Prairie Avenue</b>	EB LTR	C	0.14	23	4	C	0.24	22	3
	WB LTR	F	1.59	292	82	F	1.08	85	25
	NB LT	C	0.62	25	51	F	1.47	246	172
	NB R	A	0.49	5	13	D	1.04	54	113
	SB LTR	F	1.13	98	100	D	1.24	54	60
	Overall	F				F			
<b>Intersection 4: Shaughnessy Street &amp; Fraser Avenue</b>	EB LTR	C	0.73	28	17	A	0.22	9	3
	WB LTR	C	0.76	33	17	C	0.68	29	5
	NB LTR	D	1.31	41	74	D	1.05	53	120
	SB LTR	D	1.03	49	129	B	0.57	11	42
	Overall	D				D			
<b>Intersection 5: Shaughnessy Street &amp; Lougheed Highway</b>	EB L	F	1.10	132	82	F	1.79	396	200
	EB T	F	1.18	131	219	F	2.02	485	525
	EB R	B	0.56	15	40	D	0.93	40	114
	WB L	F	0.78	92	45	F	2.33	652	114
	WB T	F	1.97	467	443	F	1.66	332	315
	NB L	F	1.73	388	78	F	2.28	616	126
	NB T	E	0.62	56	64	F	1.11	117	144
	NB R	A	0.26	7	2	A	0.42	9	0
	SB L	F	0.76	103	39	F	0.50	82	17
	SB T	F	1.09	110	111	E	0.59	58	52
	SB R	F	2.11	528	364	F	1.17	124	140
	Overall	F				F			



**Figure 3: Existing 2017 Traffic Volumes**

## 4.0 FUTURE CONDITIONS

### 4.1 Proposed Land Use

The proposed development is a mixed-use residential and institutional development consisting of 91,219 square feet of floor area (floor space ratio of 1.64) with the following uses:

- Affordable non-market apartments (76 units);
- Affordable non-market townhomes (11 units);
- Health clinic (7,453 sq. ft.); and
- Daycare (5,360 sq. ft.).

**Table 3** shows the breakdown of residential and institutional floor space, and residential unit type, and **Figure 4** shows the proposed site plan and site access.

**Table 3: Development Site Statistics**

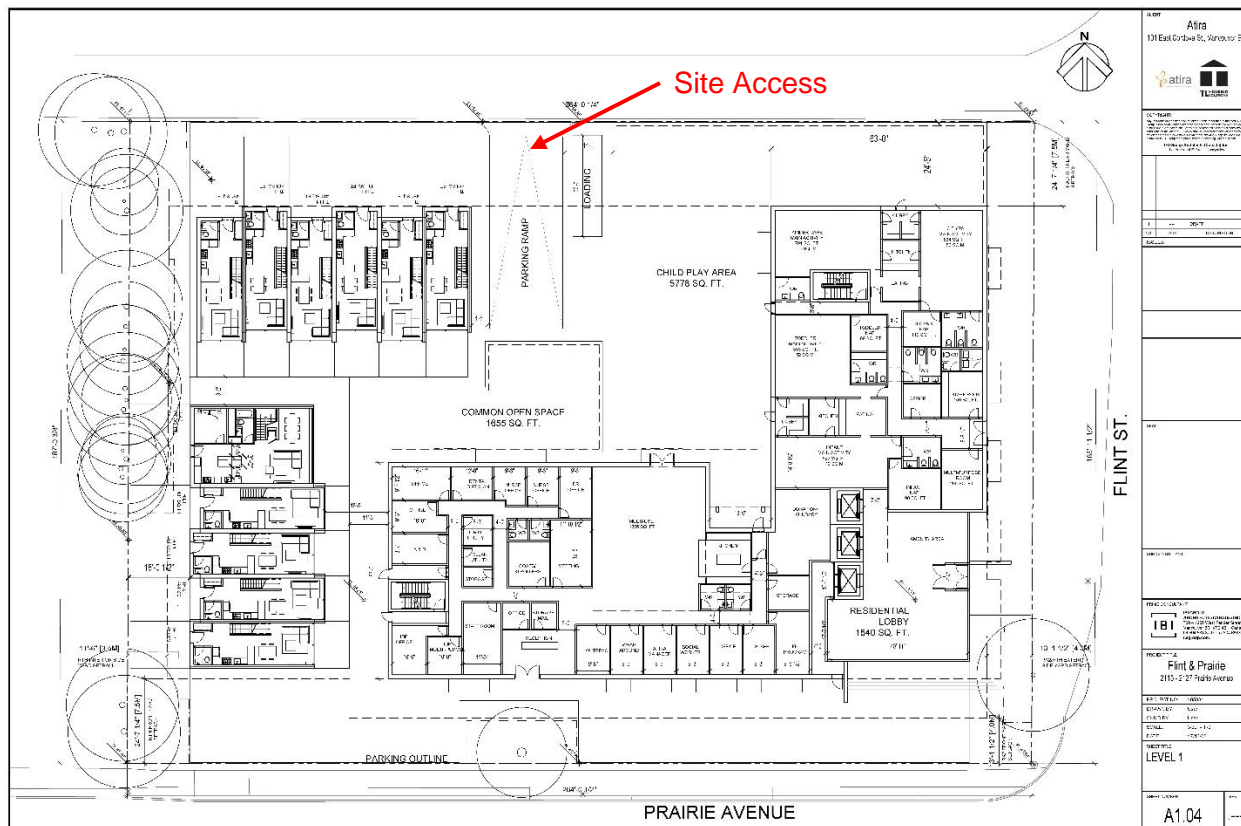
Proposed Use	Total Area (sq. ft.)	Unit Type	No. Units	Unit Mix
<b>Residential</b>				
Apartment	70,527	Studio	16	units 21%
		1-Bedroom	16	units 21%
		2-Bedroom	24	units 32%
		3-Bedroom	12	units 16%
		4-Bedroom	8	units 11%
Townhouse	7,879	3-Bedroom	6	units 55%
		4-Bedroom	4	units 36%
		5-Bedroom	1	units 9%
<b>Subtotal</b>	<b>78,406</b>		<b>87</b>	<b>units</b>
<b>Institutional</b>				
Health Clinic	7,453			
Daycare	5,360			
<b>Subtotal</b>	<b>12,813</b>			
<b>Total</b>	<b>91,219</b>			

The site will be owned by Metro Vancouver and leased to Atira Women's Resource Society on a long-term basis to operate. The target tenant population will be women and their families, with a focus on young women, older women, single mothers with children, and single mothers with children and partners. Priority will be given to the following groups:<sup>3</sup>

<sup>3</sup> Atira Women's Resource Society. (n.d.). "The Alex." Retrieved from: <http://www.atira.bc.ca/thealex>

- Women who currently live in Port Coquitlam who are homeless (e.g. living in a transition house) or precariously housed (e.g. paying more rent than they can afford, living in a small or poorly maintained basement suite, etc.);
- Women currently living in the Tri-Cities communities;
- Women from the Kwikwetlem Nation; and
- Women whose children already attend school in the area.

Full build-out opening year of the development is expected to be 2020.



**Figure 4: Proposed Site Plan**

## 4.2 Traffic Forecasts

### 4.2.1 Background Traffic

Background traffic volumes were forecasted using a 1.5% growth rate applied to the observed traffic volumes from 2017. All forecasted volumes were rounded. Traffic volumes were unbalanced (i.e., vehicles leaving one intersection do not all show up at the other intersection), as some vehicles accessed the laneway and/or the intermediate driveways.

### 4.2.2 Site Traffic – Trip Generation

The number of vehicle trips expected to be generated from the proposed development were estimated using the Institute of Transportation Engineers' (ITE) *Trip Generation Manual*, 10<sup>th</sup> Edition. The *Trip Generation Manual* provides trip rates for a wide variety of land uses gathered from actual sites across North America. Trip generation rates for the Weekday AM and PM Peak Hours are shown in **Table 4**, and the estimated number of generated site trips are shown in **Table 5**.

**Table 4: ITE Vehicle Trip Generation Rates**

ITE Land Use			Unit	Weekday AM			Weekday PM		
Land Use	Code	Type		Rate	In	Out	Rate	In	Out
Apartment	221	Multifamily Housing (Mid-Rise)	sq. ft.	0.36	26%	74%	0.44	61%	39%
Townhouse	220	Multifamily Housing (Low-Rise)	sq. ft.	0.46	23%	77%	0.56	63%	37%
Daycare	565	Day Care Center	Students	0.78	53%	47%	0.79	47%	53%
Health Clinic	720	Medical Office	sq. ft.	2.78	78%	22%	3.46	28%	72%

**Table 5: Estimated Site Vehicle Trips**

ITE Land Use			Quantity	Weekday AM Trips				Weekday PM Trips			
Land Use	Code	Type		Rate	In	Out	Total	Rate	In	Out	Total
Apartment	221	Multifamily Housing (Mid-Rise)	76	0.36	7	20	27	0.44	20	13	33
Townhouse	220	Multifamily Housing (Low-Rise)	11	0.46	1	4	5	0.56	4	2	6
<b>Subtotal</b>			<b>87</b>		<b>8</b>	<b>24</b>	<b>32</b>		<b>24</b>	<b>15</b>	<b>39</b>
Daycare	565	Day Care Center	40	0.78	16	15	31	0.79	15	17	32
Health Clinic	720	Medical Office	7.5	2.78	16	5	21	3.46	7	19	26
<b>Subtotal</b>			<b>47</b>		<b>32</b>	<b>20</b>	<b>52</b>		<b>22</b>	<b>36</b>	<b>58</b>
<b>Total</b>					<b>40</b>	<b>44</b>	<b>84</b>		<b>46</b>	<b>51</b>	<b>97</b>

A reduction of 75% was applied to the forecasted number of vehicle trips generated from the proposed Daycare use. In other words, only 25% of the generated trips were realized.

Under the parking demand component of the study (see the report for **Part 2: Parking Study**), data was collected for a similar facility to the proposed development at Maxxine Wright Place in Surrey. The proposed Daycare and the expected tenant demographic for the residential component of the proposed development will be similar to Maxxine Wright Place. Staff indicated that 75% of the daycare users lived on-site.<sup>4</sup> For this reason, the number of vehicle trips for the proposed Daycare is expected to be lower, as many of the residents will be able to substitute the vehicle trips with walking trips on-site.

During the AM Peak Hour, the development is expected to generate 84 vehicle trips — 40 trips into the site, and 44 trips out of the site. During the PM Peak Hour, the development is expected to generate 97 vehicle trips — 46 trips into the site, and 51 trips out of the site.

#### 4.2.3 Site Traffic – Trip Distribution and Assignment

Trip distribution and assignment was determined by a combination of the observed directional splits in the adjacent street network and the local and regional trip generators. The following summarizes the assumed site traffic distribution for the Weekday AM and PM Peak Hours.

- 20% of traffic to/from the east (Riverwood neighbourhood).
- 45% of traffic to/from the west (Coquitlam, Burnaby, and Vancouver).
- 5% of traffic to/from the north (Glenwood neighbourhood).
- 30% of traffic to/from the south (central Port Coquitlam and south of the Fraser).

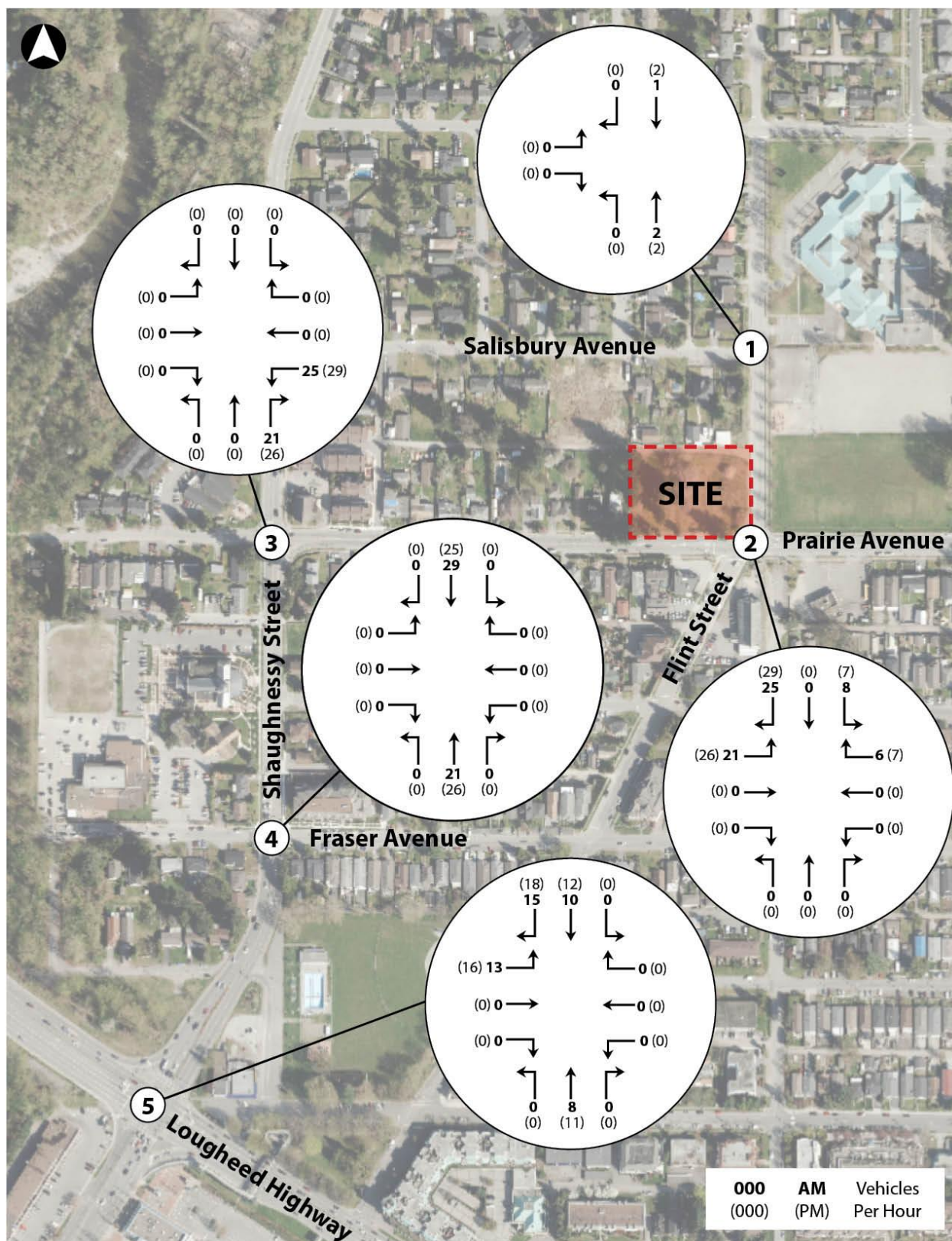
**Figure 5** shows the estimated site traffic volumes assigned to the study area street network.

#### 4.2.4 Total Traffic

The development site traffic was summed with the forecasted background 2020 (build-out opening day) and 2025 (five-year horizon of the opening day) to estimate the total traffic for the analysis time horizons.

---

<sup>4</sup> Telephone interview with daycare staff member on December 20, 2017.



**Figure 5: Site Traffic Volumes**

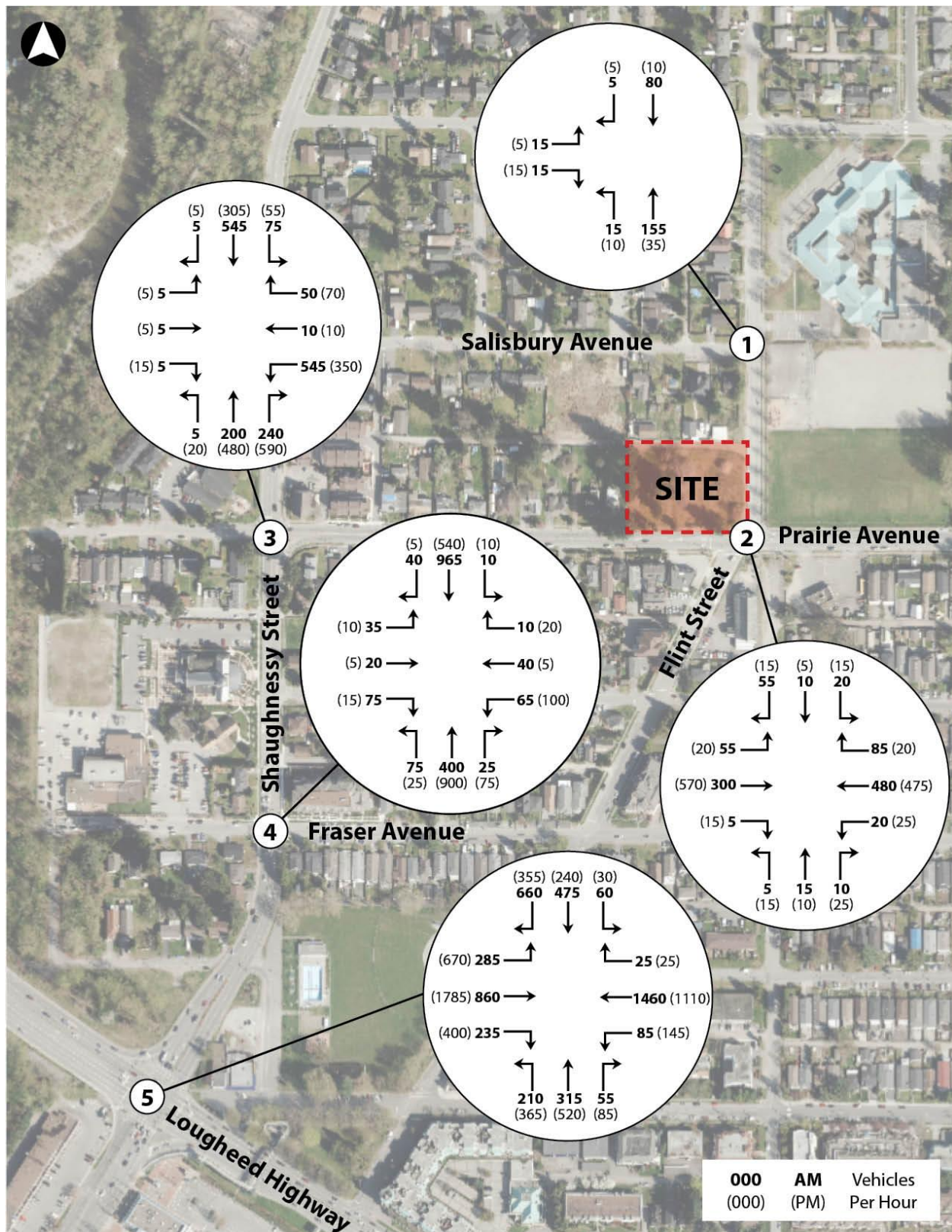
## 4.3 Background Traffic Conditions

### 4.3.1 2020 Background Conditions

Under the 2020 background condition scenario, the only intersection that operates better than the acceptable performance threshold is the Flint & Salisbury Avenue intersection. The Shaughnessy Street & Fraser Street overall intersection LOS drops from D (during 2017 existing) to E. Movements at this intersection are reaching capacity or are at over-capacity in 2020. **Table 6** provides a summary of the forecast operations and **Figure 6** shows the forecast volumes.

**Table 6: Background 2020 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	13	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	C	0.68	30	14	A	0.13	3	3
	EB TR	A	0.50	7	40	A	0.69	7	105
	WBL	A	0.10	5	3	A	0.15	3	3
	WB TR	B	0.87	19	156	A	0.74	9	67
	NBLTR	C	0.45	31	7	F	1.14	207	30
	SBLTR	C	0.72	29	12	F	1.15	216	25
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.22	28	7	C	0.34	23	4
	WB LTR	F	1.75	363	92	F	1.18	123	28
	NB LT	D	0.83	43	71	F	1.59	297	187
	NB R	A	0.52	5	14	E	1.10	74	128
	SB LTR	F	1.33	181	115	F	1.26	82	69
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.75	29	19	A	0.26	9	4
	WB LTR	D	0.81	36	19	C	0.70	28	6
	NB LTR	E	1.50	62	82	F	1.19	112	142
	SB LTR	F	1.14	91	146	B	0.74	18	66
	Overall	E				E			
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.16	152	88	F	1.89	438	212
	EB T	F	1.25	157	234	F	2.11	526	555
	EB R	B	0.61	18	49	D	0.97	51	143
	WB L	F	0.80	94	48	F	2.47	713	121
	WB T	F	2.07	511	470	F	1.74	369	337
	NB L	F	1.84	434	83	F	2.40	665	133
	NB T	E	0.66	58	68	F	1.19	144	154
	NB R	A	0.28	8	4	B	0.45	10	0
	SB L	F	0.80	109	44	F	0.55	85	20
	SB T	F	1.14	128	121	E	0.63	59	55
	SB R	F	2.22	575	388	F	1.23	147	154
	Overall	F				F			



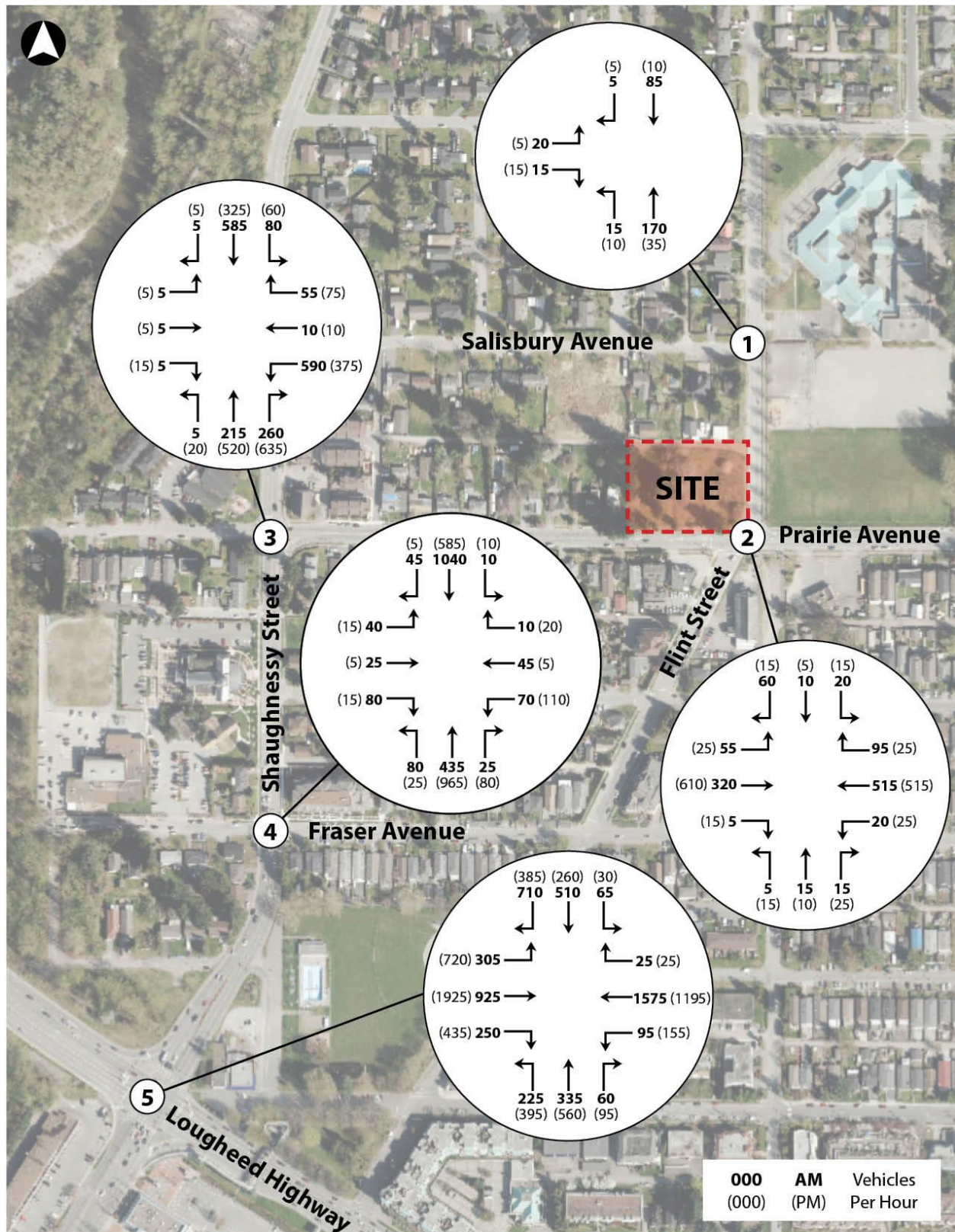
**Figure 6: Background 2020 Traffic Volumes**

### 4.3.2 2025 Background Conditions

Under the 2025 background condition scenario, the Flint Street & Salisbury Avenue intersection continues to operate under the acceptable performance thresholds. All other intersections in the study network operate at or over-capacity during the AM and PM Peak Hours for several movements. The northbound movement at Shaughnessy Street & Prairie Avenue spills back into the Shaughnessy Street & Fraser Avenue intersection in the PM Peak Hour. **Table 7** provides a summary of the forecasted traffic operations, and **Figure 7** shows the forecasted traffic volumes for the 2025 Weekday AM and PM Peak Hours.

**Table 7: Background 2025 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	14	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	E	0.93	77	24	A	0.20	4	3
	EB TR	A	0.53	7	43	B	0.74	10	125
	WBL	A	0.11	5	3	A	0.16	3	3
	WB TR	C	0.94	28	188	B	0.81	12	80
	NBLTR	C	0.50	31	7	F	1.14	207	30
	SBLTR	C	0.74	29	13	F	1.15	216	25
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.23	30	7	C	0.34	23	4
	WB LTR	F	1.89	426	104	F	1.26	155	30
	NB LT	E	1.01	75	83	F	1.76	372	206
	NB R	A	0.55	6	15	F	1.19	109	147
	SB LTR	F	1.47	243	127	F	1.38	104	75
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.80	32	22	B	0.30	12	5
	WB LTR	D	0.84	39	21	C	0.71	17	7
	NB LTR	F	1.66	103	90	F	1.32	168	161
	SB LTR	F	1.28	152	161	C	0.92	31	83
	Overall	F				F			
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.24	180	97	F	2.03	498	231
	EB T	F	1.37	208	260	F	2.28	600	608
	EB R	C	0.67	23	61	E	1.07	77	173
	WB L	F	0.84	97	57	F	2.64	786	129
	WB T	F	2.23	580	514	F	1.87	426	369
	NB L	F	1.97	490	89	F	2.59	71	145
	NB T	E	0.71	60	73	F	1.28	179	170
	NB R	A	0.31	9	5	B	0.50	13	0
	SB L	F	0.85	116	48	F	0.55	85	20
	SB T	F	1.23	160	135	E	0.68	60	59
	SB R	F	2.39	649	427	F	1.33	190	178
	Overall	F				F			



**Figure 7: Background 2025 Traffic Volumes**

## 4.4 Post-Development Traffic Conditions

### 4.4.1 2020 Post-Development Conditions

Traffic operations in the 2020 post-development scenario are similar to the 2020 background scenario. The eastbound left movement at Flint Street & Prairie Avenue drops to LOS F during the AM Peak Hour with the increase of through traffic on Prairie Avenue and the addition of development traffic. The volume of traffic added to the left-turn movement is not significant — the heavy through volumes are the main contributor to this delay.

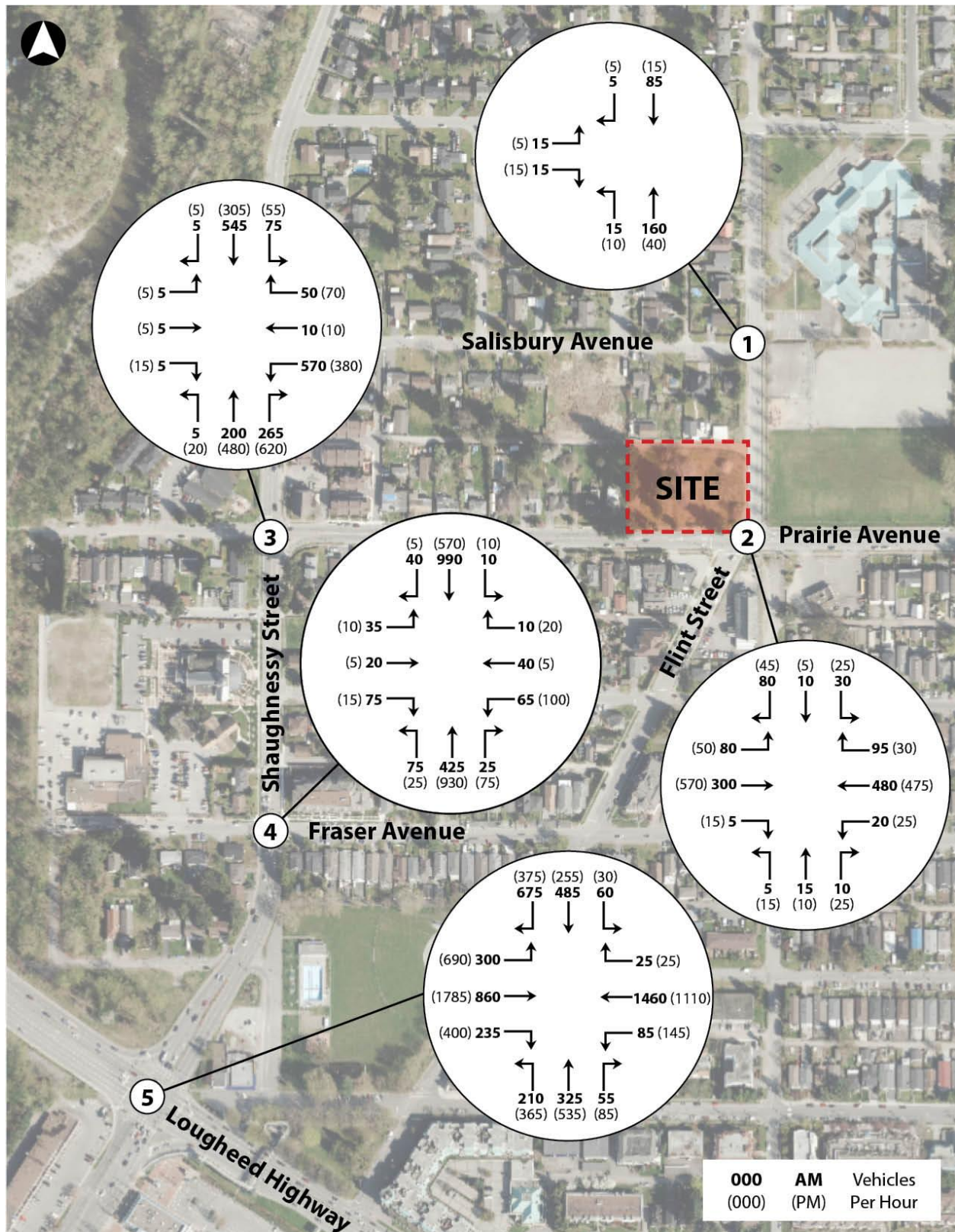
The queue for the eastbound left movement at Shaughnessy Street & Flint Avenue exceeds the storage length by one car length in the AM Peak Hour, but this is not a significant change from the background scenario in which the 25-metre storage length was fully utilized. The northbound movement at Shaughnessy Street & Prairie Avenue spills back into the Shaughnessy Street & Fraser Avenue intersection. The queue length is only two to three car lengths longer than the background scenario, indicating that queues were on the verge of spilling back into the intersection.

**Table 8** provides a summary of the forecasted traffic operations, and **Figure 8** shows the forecast traffic volumes.

**Table 8: Post-Development 2020 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	14	7.5*	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	F	2.33	644	35	A	0.46	9	8
	EB TR	A	0.56	9	43	B	0.74	10	125
	WBL	A	0.12	6	3	A	0.16	3	3
	WB TR	D	1.01	45	184	B	0.83	13	82
	NBLTR	C	0.40	26	7	F	1.39	291	34
	SBLTR	D	0.86	42	22	F	2.11	564	66
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.22	30	7	C	0.34	23	4
	WB LTR	F	1.96	457	110	F	1.34	188	33
	NB LT	E	1.01	78	83	F	1.76	372	206
	NB R	A	0.58	6	15	F	1.21	121	155
	SB LTR	F	1.47	243	127	F	1.37	104	75
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.80	32	22	B	0.31	13	6
	WB LTR	D	0.84	39	21	C	0.72	29	7
	NB LTR	F	1.67	125	96	F	1.37	189	168
	SB LTR	F	1.31	165	166	D	0.96	37	89
	Overall	F				F			

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.30	202	103	F	2.08	522	238
	EB T	F	1.37	208	260	F	2.28	600	608
	EB R	C	0.67	23	61	E	1.07	79	174
	WB L	F	0.84	97	57	F	12.59	5239	586
	WB T	F	2.23	580	514	F	4.12	1421	882
	NB L	F	1.97	490	89	F	2.59	751	145
	NB T	E	0.73	61	75	F	1.31	193	176
	NB R	A	0.31	9	5	B	0.50	13	0
	SB L	F	0.85	116	48	F	0.55	85	20
	SB T	F	1.25	169	139	E	0.72	62	63
	SB R	F	2.44	672	439	F	1.40	219	194
	Overall	F				F			



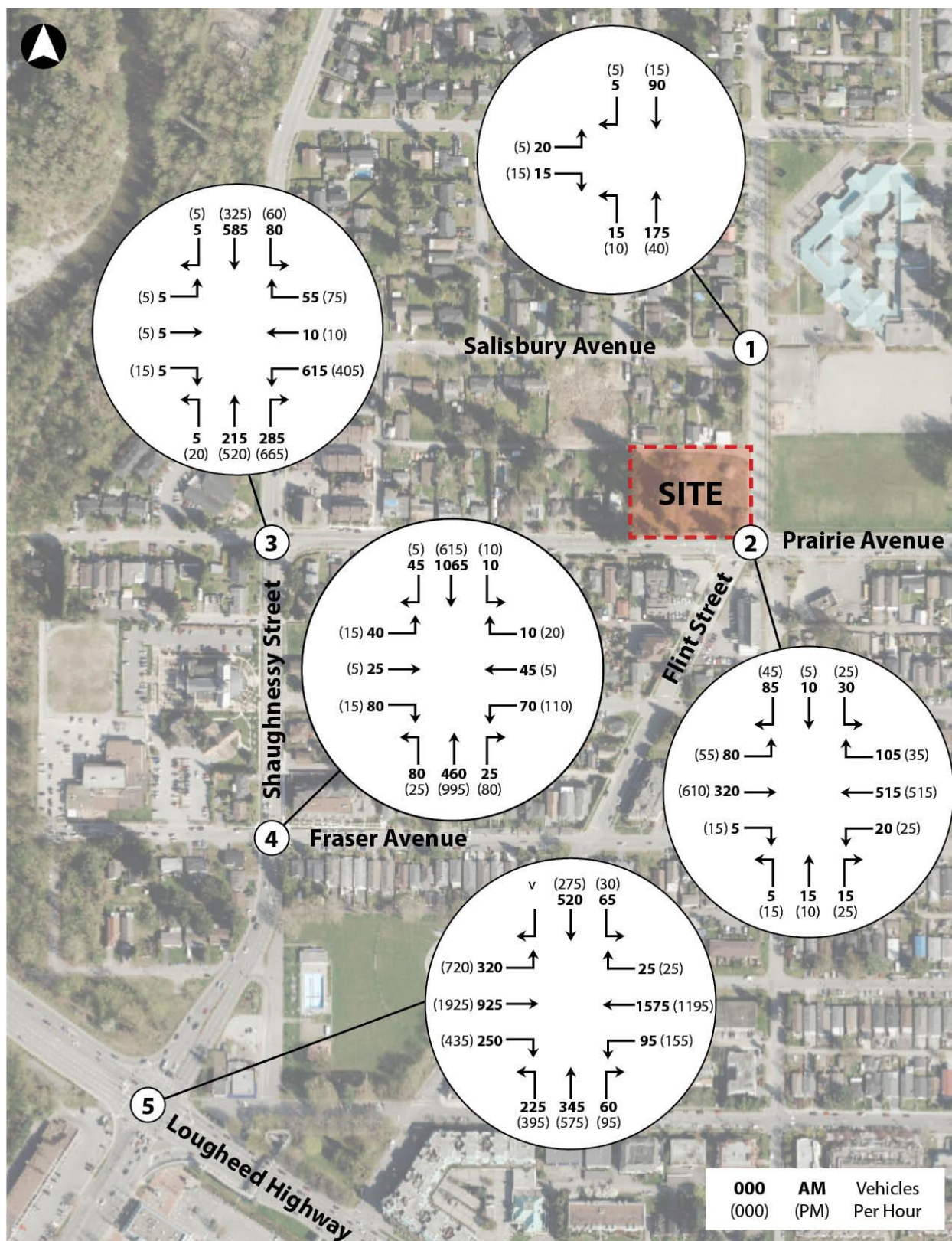
**Figure 8: Post-Development 2020 Traffic Volumes**

#### 4.4.2 2025 Post-Development Conditions

The issues and challenges faced in the 2025 background are mainly the same as in the 2025 post-development scenario, as the site traffic volume is relatively small when compared to the forecasted background volumes in the network (1% to 6%). **Table 9** provides a summary of the forecasted traffic operations, and **Figure 9** shows the forecasted traffic volumes for the 2025 Weekday AM and PM Peak Hour.

**Table 9: Post-Development 2025 Traffic Conditions**

Intersection	Movement	AM Peak Hour				PM Peak Hour			
		LOS	V/C Ratio	Delay (s)	Queue (m)	LOS	V/C Ratio	Delay (s)	Queue (m)
Intersection 1: Flint Street & Salisbury Avenue	EB LR	B	-	14	6	A	-	9	0
	NB L	A	-	8	0	A	-	7	0
	NB T	A	-	0	0	A	-	0	0
	SB TR	-	-	0	0	-	-	0	0
Intersection 2: Flint Street & Prairie Avenue	EB L	F	2.33	644	35	A	0.46	9	8
	EB TR	A	0.56	9	43	B	0.74	10	125
	WBL	A	0.12	6	3	A	0.16	3	3
	WB TR	D	1.01	45	184	B	0.83	13	82
	NBLTR	C	0.40	26	7	F	1.39	291	34
	SBLTR	D	0.86	42	22	F	2.11	564	66
Intersection 3: Shaughnessy Street & Prairie Avenue	EB LTR	C	0.22	30	7	C	0.34	23	4
	WB LTR	F	1.96	457	110	F	1.34	188	33
	NB LT	E	1.01	78	83	F	1.76	372	206
	NB R	A	0.58	6	15	F	1.21	121	155
	SB LTR	F	1.47	243	127	F	1.37	104	75
	Overall	F				F			
Intersection 4: Shaughnessy Street & Fraser Avenue	EB LTR	C	0.80	32	22	B	0.31	13	6
	WB LTR	D	0.84	39	21	C	0.72	29	7
	NB LTR	F	1.67	125	96	F	1.37	189	168
	SB LTR	F	1.31	165	166	D	0.96	37	89
	Overall	F				F			
Intersection 5: Shaughnessy Street & Lougheed Highway	EB L	F	1.30	202	103	F	2.08	522	238
	EB T	F	1.37	208	260	F	2.28	600	608
	EB R	C	0.67	23	61	E	1.07	79	174
	WB L	F	0.84	97	57	F	2.64	786	129
	WB T	F	2.23	580	514	F	1.87	426	369
	NB L	F	1.97	490	89	F	2.59	751	145
	NB T	E	0.73	61	75	F	1.31	193	176
	NB R	A	0.31	9	5	B	0.50	13	0
	SB L	F	0.85	116	48	F	0.55	85	20
	SB T	F	1.25	169	139	E	0.72	62	63
	SB R	F	2.44	672	439	F	1.40	219	194
	Overall	F				F			



**Figure 9: Post-Development 2025 Traffic Volumes**

## 4.5 Mitigation Options

Intersection improvements were reviewed at each intersection that were operating below the allowable performance thresholds. Intersection improvements to be considered are listed below.

### **All Intersections (Existing 2017):**

Traffic signals should be coordinated along Shaughnessy Street and Prairie Avenue to reduce queueing throughout the network.

### **Intersection 2: Flint Street & Prairie Avenue (Post-Development 2020)**

According to TAC (see **Appendix A**), an upgrade from the existing half-signal to a full signal is warranted at the intersection in the post-development phase. The site traffic added to the street movement was not significant, indicating that the signal was already close to being triggered. It should be noted that this signal has the potential of creating larger queues due to the traffic volumes moving through the area travelling from Lougheed Highway, Shaughnessy Street, and finally to Prairie Street. It should be noted the analysis assumed conservative background volume increase and trip generation rates. The City of Port Coquitlam may wish to monitor the intersection; if region-wide trends hold with a continued reduction in vehicle trips and a greater increase in sustainable trips (walking, biking, and transit), the performance at this intersection may be acceptable in the future. In addition, future signal coordination may reduce delay at this intersection by platooning traffic volumes.

### **Intersection 3: Shaughnessy Avenue & Prairie Avenue (Background 2020)**

Adding an additional left-turn lane for the westbound movement on Prairie Avenue in conjunction with adjusting the existing signal timing was considered as it improved the intersection performance to LOS E or better in 2020. This improvement only provides a short-term benefit as the intersection movements is forecast to drop to LOS F by 2025. The additional turn lane would remove on-street parking and would require the intersection geometry to be reconfigured to align the westbound through movement.

Removing the south parking lane on Prairie Avenue would significantly improve the performance of the northbound right-turn lane from LOS E to LOS A in 2020. A detailed study would be required to review potential safety conflicts with the driveways fronting on Prairie Avenue. In addition, the placement of the bus stop on the south side of Prairie Avenue closest to the intersection may require review.

### **Intersection 4: Shaughnessy Street & Fraser Avenue (Background 2020)**

Increasing the traffic signal cycle length to 90 seconds from 70 seconds and prioritizing the northbound and southbound movements will improve the northbound and southbound performance to LOS C or better, while maintaining LOS E or better on the side streets.

### **Intersection 5: Shaughnessy Street & Lougheed Highway (Existing 2017)**

Providing additional lane capacity at Shaughnessy Avenue & Lougheed Highway are not indicated as a result of this development. As the intersection operates at capacity, any improvements would require adding multiple lanes which would only move the congestion elsewhere in the network. Intersections this large are typically at capacity for most of the day. Grade separation and/or major network changes may need to be considered to accommodate the high volume of traffic at this intersection. The possible Lincoln Avenue connection is a potential option to provide another crossing along the Coquitlam Route (as noted in the City of Port Coquitlam's Master Transportation Plan) and may provide an alternate route for neighbourhood traffic. Should this connection be built, it is anticipated that this route will reduce demand at the Shaughnessy Avenue & Lougheed Highway intersection.

## 5.0 SAFETY AND GEOMETRIC REVIEW

### 5.1 Site Access and Loading

The proposed vehicular site access will be through an underground parkade entrance located off the east-west laneway between Salisbury Avenue and Prairie Avenue.

#### 5.1.1 Truck Loading

The current plan proposes that truck access and loading be provided at the laneway adjacent to the proposed ramp. The loading bay would be separated from the ramp with a short wall and handrails.

The proposed loading configuration will require refinement, Truck swept analysis was conducted using a standard delivery truck (TAC Medium Single-Unit design vehicle of 10 metres). The analysis showed that the truck would require additional space and/or a revised loading bay alignment to complete a turn and successfully park. A possible solution would push the at-grade portion of the parkade ramp further back to allow enough space for a truck to park. In addition, the proposed short wall separating the ramp and the loading bay must be sufficiently pushed back to allow enough space. Alternatively, the loading bay could be put at an angle.

Truck swept analysis was also conducted using a tractor trailer (TAC WB-20 design vehicle of 22.7 metres). The current configuration would not be able to support this vehicle. If truck of this size is expected for the site, it will need to park on the adjacent street. **Appendix A** shows the truck swept paths.

#### 5.1.2 Pick-up and Drop-off Area

The proposed pick-up and drop-off area will be through the use of designated vehicle parking spaces in the underground parkade. It is recommended to provide an additional designated parking bay along Flint Street to function as a pick-up and drop-off area.

It is expected that visitors may choose to use Flint Street as opposed to designated spaces in the parkade due to proximity and ease of access, particularly given that the proposed Daycare will front Flint Street. If there is no designated area to support this activity, potential safety conflicts may occur, as pedestrians may be crossing from the west side of Flint Street to the site.

Potential options to mitigate this conflict may be for frontage reconfiguration with a potential modification to the boulevard and/or sidewalk, or implementation of short-term parking restrictions or have a barrier along the road centreline to prevent crossings.

## 5.2 Site Circulation

The proposed underground parkade should consider the following design principles:

- Provisions of walkways and crossings to channel pedestrians safely away from circulating vehicle traffic and to enhance their visibility and security;
- Drive aisles should be parallel to pedestrian desire lines;
- Provide raised parking islands when possible to facilitate sight distances and turning movements;
- Provide adequate road geometry, stall sizes, and aisle dimensions;
- Separate circulating vehicles from parking vehicles; and
- Provide clear traffic control (e.g. stop signs, stop bars) and wayfinding signage.

In addition, considerations should be made for security, including the following:

- Passive security (visibility of parking users);
- Good lighting for parking lots and pathways;
- Clear signage to direct users to exits;
- Plans for security such as video surveillance, alarms, etc.; and
- Access control (e.g. gates locked at night).

### 5.3 Collisions

A desktop safety analysis was conducted for the period of 2011 to 2015. Results for ICBC (sourced from the online ICBC Crash Maps) is summarized in **Table 10**.

**Table 10: Summary of Collision Analysis**

Intersection	Property Damage Only	Casualty (Injury or Fatality)	Total	% Casualty	Average Annual Collision Frequency	Collision Rate (per Million entering vehicles)	Comparable Collision Rate
Intersection 1: Flint Street & Salisbury Avenue	1	0	1	0%	0.2	0.88	0.62
Intersection 2: Flint Street & Prairie Avenue	2	10	12	83%	2.4	0.58	0.40
Intersection 3: Shaughnessy Street & Prairie Avenue	28	26	54	48%	10.8	1.65	1.17
Intersection 4: Shaughnessy Street & Fraser Avenue	20	13	33	39%	6.6	1.13	1.17
Intersection 5: Shaughnessy & Lougheed Highway	306	280	586	48%	117.2	5.89	3.36

Collision rates for the intersection were calculated in units of collisions per million entering vehicles based on the PM Peak Hour traffic counts, factored by 10 to represent the average daily traffic entering the intersection. Comparable collision rates were acquired from the Road Safety Benchmark Statistics for British Columbia (2017) report. Data collected from ICBC Crash Maps does not indicate what type of collisions occurred at the intersections.

According to the ICBC data, the highest number of collisions at an intersection was at Shaughnessy Street & Lougheed Highway with an average collision frequency of 117.2 collisions/year. The Flint Street & Prairie Avenue intersection had the highest percentage of casualty (injury and fatal collisions) rates at 83%. In general, all the intersections have collisions higher than average with the exception of Shaughnessy Street & Fraser Avenue.

In particular, Flint Street & Prairie Avenue may require further study. It is important to understand the type of collisions given the anticipated higher number of pedestrian volumes

from the proposed development. If a detailed review of finds that the collisions at the Flint Street & Prairie Avenue intersection typically involve pedestrians, then it is even-more important to provide safety upgrades to the intersection to safely accommodate pedestrians. The City of Port Coquitlam may consider providing a detailed safety review at the intersections in the study that have collision rates higher than expected, possibly in co-operation with ICBC.

## 6.0 SUSTAINABLE TRANSPORTATION REVIEW

A sustainable transportation review was conducted to determine how the proposed development can support the City of Port Coquitlam's Official Community Plan and Master Transportation Plan.

### 6.1 Pedestrian Network

The development proposal includes sidewalk improvements along the west side of Flint Street, completing a gap in the area's pedestrian network. This will support sidewalk improvements as identified by the City of Port Coquitlam for Flint Street.

The proposed development is expected to increase pedestrian volumes entering and exiting the site, particularly on the northeast corner of the intersection of Flint Street and Prairie Avenue, where the proposed residential lobby will be located. Currently, the intersection is a two-way stop control with a pedestrian-actuated signal located on the west side of Flint Street to accommodate pedestrians accessing the nearby school.

An opportunity exists to provide a designated pedestrian crossing on the east side of Flint Street to accommodate residents, employees, and visitors from the proposed development. In addition, the development is expected to generate additional vehicle trips that will travel along Flint Street from the north and the south as a neighbourhood infiltration route. A pedestrian crossing on the east side will minimize unprotected pedestrian crossings across Flint Street and potential pedestrian-vehicle conflicts for pedestrians wishing to cross Prairie Avenue. In general, this will help support safety improvements as identified by the City of Port Coquitlam for this intersection.

No other pedestrian impacts are expected as a result of this development.

### 6.2 Bicycle Network

The City of Port Coquitlam has identified Flint Street as a future designated signed bicycle route, with the intersection of Flint Street & Prairie Avenue has a candidate for a bicycle activated signal. Sightlines exiting the laneway should be adequate to minimize potential conflicts with cyclists travelling along Flint Street. No other cycling impacts are expected as a result of this development.

### 6.3 Transit Network

The closest bus stops are to the east (260 metres away; three-minute walk) at Oxford Street and Prairie Avenue, and to the west (350 metres away; four-minute walk) at Shaughnessy Street and Prairie Avenue. No transit impacts are expected as a result of this development. Reconfiguration of the #172 (Coquitlam Centre Station/Riverside) route may better serve this particular development through a new bus stop, but a full transit review would be required.

## 7.0 CONCLUSION

The proposed development at 2115-2127 Prairie Avenue is expected to generate 84 vehicle trips during the AM Peak Hour, and 97 vehicle trips during the PM Peak Hour.

Existing traffic conditions are currently above the allowable performance thresholds at Flint Street & Salisbury Avenue, Flint Street & Prairie Avenue (AM Peak Hour only), and Shaughnessy Street & Prairie Avenue. At least one movement at Shaughnessy Street & Fraser Avenue, and Shaughnessy Street & Lougheed Highway is at or over capacity. In the 2020 and 2025 background scenarios, the Flint Street & Salisbury Avenue intersection continues to perform well with the exception of all the other intersections which are forecast to reach capacity.

The 2020 and 2025 post-development traffic conditions scenarios are similar to the background scenario; development traffic does not significantly impact the intersections in the study network as the development volume relative to the background is minimal (1% to 6%). A signal is warranted in the 2020 and 2025 scenario with the addition of development traffic on Flint Street. Traffic volumes on Flint Street are just below the threshold for a signal in the background, and the addition of site traffic tips it slightly over the threshold.

### 7.1 Recommendations

#### **City of Port Coquitlam may consider**

- Providing a designated pedestrian crossing along the west side of Flint Street at the Flint Street & Prairie Avenue intersection.
- Monitoring the Flint Street & Prairie Avenue intersection to see whether forecast volumes are realized and the traffic signal warrant is met.

#### **Applicant may consider**

- Refining the proposed loading bay layout, possibly by adjusting the underground parkade ramp to accommodate a Medium Single-Unit design vehicle.
- The provision of a supplementary pick-up and drop-off area along Flint Street in addition to the designated parking spaces in the parkade.

## APPENDICES



## **2115-2127 PRAIRIE AVENUE, PORT COQUITLAM**

### **Part 2: Parking Study – Final Report**

Prepared for: **TL Housing Solutions**

Prepared by: **Watt Consulting Group**

Our File: **2298.B01**

Date: **February 27, 2018**

## TABLE OF CONTENTS

<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>3</b>
1.1	Study Purpose .....	3
1.2	Study Objectives .....	3
1.3	Subject Site.....	3
<b>2.0</b>	<b>DEVELOPMENT OVERVIEW.....</b>	<b>4</b>
2.1	Proposed Land Use .....	4
2.2	Proposed Parking Supply.....	5
<b>3.0</b>	<b>PARKING REQUIREMENT .....</b>	<b>6</b>
3.1	Vehicle Parking Requirement.....	6
3.2	Bicycle Parking Requirement .....	7
<b>4.0</b>	<b>PARKING DEMAND .....</b>	<b>8</b>
4.1	Methodology .....	8
4.2	Off-Street Parking Utilization .....	9
4.2.1	Background.....	9
4.2.2	Methodology .....	9
4.2.3	Parking Utilization .....	10
4.3	Estimated Residential Parking Demand .....	12
4.3.1	Non-Market Apartment and Townhouse .....	12
4.4	Estimated Institutional Parking Demand.....	14
4.4.1	Health Clinic.....	14
4.4.2	Daycare.....	16
4.5	Summary of Estimated Site Parking Demand .....	18
4.6	On-Street Parking Utilization .....	19
4.6.1	Methodology .....	19
4.6.2	Parking Utilization .....	19
4.6.3	Sensitivity Analysis.....	21
<b>5.0</b>	<b>ON-SITE PARKING MANAGEMENT .....</b>	<b>21</b>
<b>6.0</b>	<b>CONCLUSION .....</b>	<b>22</b>
6.1	Recommendations .....	22

## LIST OF TABLES

Table 1: Development Site Statistics.....	4
Table 2: Bylaw Required Vehicle Supply Rates.....	6
Table 3: Bylaw Required Bicycle Supply Rates.....	7
Table 4: Actual Peak Parking Demand.....	11
Table 5: Estimated Apartment and Townhouse Parking Demand .....	13
Table 6: Estimated Health Clinic Parking Demand .....	15
Table 7: Estimated Daycare Parking Demand.....	17
Table 8: Summary of Estimated Site Parking Demand.....	18
Table 9: Summary of On-Street Parking Utilization .....	20

## 1.0 INTRODUCTION

### 1.1 Study Purpose

Watt Consulting Group was retained by TL Housing Solutions to provide a Traffic Impact Study and Parking Study for a proposed mixed-use development at 2115-2127 Prairie Avenue (The Alex) in the City of Port Coquitlam. The proposed development will consist of affordable non-market apartment and townhomes, a health clinic, and a daycare.

This report (**Part 2: Parking Study**) summarizes the work conducted to fulfill the parking component of the scope of work as agreed to with the City and Applicant in the Terms of Reference. The findings from this study can be used as part of the rezoning application submission to the City.

### 1.2 Study Objectives

The purpose of the Parking Study is to:

1. Compare the bylaw required vehicle and bicycle parking supply with the proposed parking supply;
2. Estimate the vehicle parking demand for the proposed development to justify a parking variance; and
3. Recommend appropriate vehicle parking supply rates for the proposed development as part of the rezoning application in consideration of on-site parking management and transportation demand management options.

### 1.3 Subject Site

The proposed development is located at 2115-2127 Prairie Avenue in the Glenwood neighbourhood. The subject site is at the intersection of Prairie Avenue and Flint Street and is adjacent to the Kwayquitlam Public Middle School immediately to the east.

## 2.0 DEVELOPMENT OVERVIEW

### 2.1 Proposed Land Use

The subject site will be located on a consolidated 4,587 m<sup>2</sup> (49,371 sq. ft.) parcel, and is proposed to be rezoned from the current RS1 (Residential Single Dwelling 1) zoning under the City of Port Coquitlam's Zoning Bylaw. The proposed development is a mixed-use residential and institutional development consisting of 91,219 square feet of floor area (floor space ratio of 1.64) with the following uses:

- Affordable non-market apartments (76 units);
- Affordable non-market townhomes (11 units);
- Health clinic (7,453 sq. ft.); and
- Daycare (5,360 sq. ft.).

**Table 1** shows the breakdown of residential and institutional floor space, and residential unit type.

**Table 1: Development Site Statistics**

Proposed Use	Total Area (sq. ft.)	Unit Type	No. Units	Unit Mix
<b>Residential</b>				
Apartment	70,527	Studio	16	units 21%
		1-Bedroom	16	units 21%
		2-Bedroom	24	units 32%
		3-Bedroom	12	units 16%
		4-Bedroom	8	units 11%
Townhouse	7,879	3-Bedroom	6	units 55%
		4-Bedroom	4	units 36%
		5-Bedroom	1	units 9%
<b>Subtotal</b>	<b>78,406</b>		<b>87</b>	<b>units</b>
<b>Institutional</b>				
Health Clinic	7,453			
Daycare	5,360			
<b>Subtotal</b>	<b>12,813</b>			
<b>Total</b>	<b>91,219</b>			

The site will be owned by Metro Vancouver and leased to Atira Women's Resource Society on a long-term basis to operate. The target tenant population will be women and their families, with a focus on young women, older women, single mothers with children, and single mothers with children and partners. Priority will be given to the following groups:<sup>1</sup>

<sup>1</sup> Atira Women's Resource Society. (n.d.). "The Alex." Retrieved from: <http://www.atira.bc.ca/thealex>

- Women who currently live in Port Coquitlam who are homeless (e.g. living in a transition house) or precariously housed (e.g. paying more rent than they can afford, living in a small or poorly maintained basement suite, etc.);
- Women currently living in the Tri-Cities communities;
- Women from the Kwikwetlem Nation; and
- Women whose children already attend school in the area.

Full build-out opening year of the development is expected to be 2020.

## 2.2 Proposed Parking Supply

The proposed parking supply will be a total of 114 vehicle parking spaces and 93 bicycle parking spaces, allocated as follows:

- 85 vehicle parking spaces for residents;
- 29 vehicle parking spaces for employees and visitors; and
- 93 bicycle parking spaces (87 long-term Class A and six short-term Class B spaces).

### 3.0 PARKING REQUIREMENT

This section summarizes the parking requirements for the development proposal. The City of Port Coquitlam's vehicle parking requirements are found in the Parking and Development Management Bylaw (No. 3225) and the bicycle parking requirements are found in the Zoning Bylaw (No. 3630).

#### 3.1 Vehicle Parking Requirement

Based on the current development proposal and latest assumptions as of January 5, 2018, a total of 181 vehicle parking spaces are required if the bylaw is applied directly (excluding accessible spaces) for the subject site. Based on the 114 proposed parking spaces, a parking variance of 67 spaces would be required. See **Table 2** for a summary of the City's bylaw vehicle parking supply rates.

**Table 2: Bylaw Required Vehicle Supply Rates**

Proposed Use	Type	Quantity	Supply Rate	Spaces
<b>Residential</b>				
Apartment	Studio	16 units	1.0 space / unit	16
	1 BR	16 units	1.3 spaces / unit	21
	2 BR	24 units	1.5 spaces / unit	36
	3 BR+	20 units	2.0 spaces / unit	40
Townhouse	3 BR+	11 units	2.0 spaces / unit	22
Residential Visitor		87 units	1.0 space / 5 units	18
<b>Subtotal</b>				<b>153</b>
<b>Institutional</b>				
Health Clinic		7,453 sq. ft.	1.0 space / 322.91 sq. ft. GFA	24
Daycare		40 children	1.0 space / 10 children	4
<b>Subtotal</b>				<b>28</b>
<b>Total</b>				<b>181</b>

### 3.2 Bicycle Parking Requirement

A total of 95 bicycle parking spaces are required if the bylaw is applied directly, including 89 Class A spaces and 6 Class B spaces. The current proposal meets the City of Port Coquitlam's bicycle parking requirements. See **Table 3** for a summary of the City's required bicycle parking supply rates.

Class A spaces are secure parking spaces intended to serve long-term residents and employees, and Class B spaces are intended to serve short-term visitors.

**Table 3: Bylaw Required Bicycle Supply Rates**

Proposed Use	Bylaw Parking Requirement		
	Quantity	Supply Rate	Spaces
<b>Class A</b>			
Apartment and Townhouse	87 units	1.0 space / unit	87
<b>Subtotal</b>			<b>87</b>
<b>Class B</b>	-	Minimum 6	6
<b>Subtotal</b>			<b>6</b>
<b>Total</b>			<b>93</b>

## 4.0 PARKING DEMAND

This section provides a summary of local data and secondary research to estimate the expected parking demand for the residential and institutional uses of the subject site.

### 4.1 Methodology

To estimate the parking demand for the current development proposal, the following tasks were undertaken.

1. Conduct an **off-street parking utilization survey** of a comparison site to determine comparable parking demand for the proposed Apartment, Townhouse, Health Clinic, and Daycare uses.
2. Review **secondary research** of parking demand data for non-market housing sites from the Metro Vancouver region to determine parking demand for the proposed Apartment and Townhouse uses.
3. Review **primary parking demand data** of daycare sites to determine parking demand for the proposed Daycare use.
4. Synthesize the data and **estimate parking demand rates** for the proposed development.
5. Conduct an **on-street parking utilization survey** to determine available on-street parking supply in the event of any possible parking spillover from the subject site, and determine any potential impacts to the surrounding neighbourhood.

## 4.2 Off-Street Parking Utilization

### 4.2.1 Background

An off-street parking utilization survey was conducted at Maxxine Wright Place (“Maxxine”), a comparable women-oriented facility at 13733 92 Avenue, Surrey, operated by Atira Women’s Resource Society. Maxxine is a four-storey building with 47,426 sq. ft. of floor area, consisting of:

- Supported affordable non-market housing (24 units);<sup>2</sup>
- Women’s shelter (12 units);
- Community health centre (6,717 sq. ft.); and
- Daycare (4,950 sq. ft.).<sup>3</sup>

The survey was conducted at the site’s side and rear parking lot. Maxxine has a similar tenant demographic as the proposed Apartment and Townhouse uses, and the Daycare will operate similarly to the daycare at Maxxine. For this reason, the comparable parking demand at Maxxine will be used to forecast future parking demand for these uses at the subject site.

The community health centre at Maxxine is a dedicated women’s health and support hub, operated jointly by Atira Women’s Resource Society and Fraser Health. While the proposed Health Clinic at the subject site in Port Coquitlam will have a different function compared to the Maxxine community health centre, it will help to inform parking demand at the subject site.

Maxxine has 27 formal on-site vehicle parking spaces (including two accessible parking spaces). There are no designated employee or resident spaces.<sup>4</sup> However, a site survey and interview with the site’s operations manager and other staff indicated an additional seven informal parking spaces in the emergency access lane are utilized.<sup>5</sup> As a result, total parking supply (including formal and informal usage) at the site is estimated to be at 34 spaces.

### 4.2.2 Methodology

A 12-hour parking survey at one-hour intervals was conducted on Tuesday, December 14, 2017 between 9:00 am and 9:00 pm to determine parking demand characteristics throughout the day, and to estimate the period(s) of peak parking demand. This date was chosen as Tuesdays and Thursdays reflect the highest peak demand due to the availability of drop-in clinic hours for the community health centre between 11:30 am and 3:30 pm.

<sup>2</sup> Only 23 out of the 24 supported housing units were occupied as of December 2017.

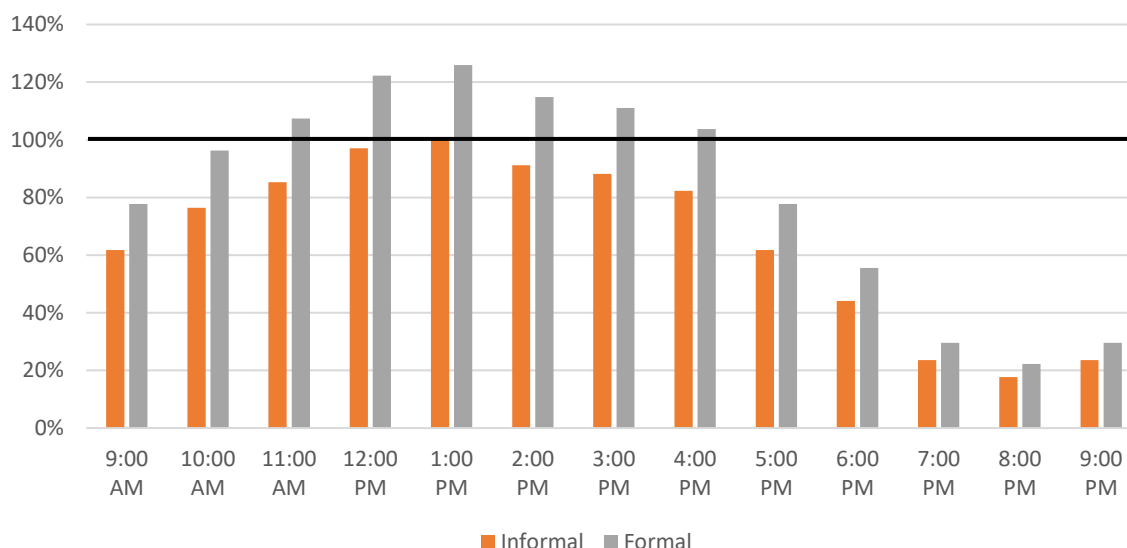
<sup>3</sup> 35 out of 49 full-time daycare spots were occupied as of January 2018.

<sup>4</sup> The site plan provides two reserved spaces, but the operations manager indicated that there is a policy in place that currently allows all parking at Maxxine Wright Place to be unreserved and accessible to all residents, employees, and visitors.

<sup>5</sup> Telephone interview with operations manager on December 1, 2017; in-person interview with staff member on December 6, 2017.

### 4.2.3 Parking Utilization

Peak parking demand occurred at 1:00 pm with 34 vehicles on-site for a parking occupancy of 126% (based on total formal spaces only) and 100% (based on total formal and informal spaces). As a result, current demand for the comparison site exceeds available formal parking supply. **Figure 1** provides a summary of the parking demand throughout the day.



**Figure 1: Observed Off-Street Parking Utilization**

To determine parking demand by use (residential and shelter, community health centre, daycare) and by type (residents, employees, visitors), the collected demand information was reconciled with actual known vehicle ownership rates among residents and employees during the estimated peak period. This was based on information provided by the operations manager and other staff.<sup>6</sup>

In total, there is a maximum peak of 46 vehicles attributed to Maxxine based on the parking survey and collected vehicle ownership rates (see **Table 4**). In order to estimate the number of residential visitor vehicles during the peak period, a visitor parking demand of 0.1 vehicles per residential unit<sup>7</sup> was applied to the number of known visitor vehicles and adjusted for daytime visitor demand of 20% at 1:00pm.<sup>8</sup> The remaining number of visitor vehicles were allocated to the community health centre use, which had a special event in addition to the regular drop-in clinic hours during the day of the survey. It was assumed none of the visitor demand was from the daycare use, as

<sup>6</sup> Telephone interview with operations manager on December 1, 2017, in-person interview with staff member A on December 5, 2017; email correspondence with staff member B on December 13 and 20, 2017; telephone interview with staff member C on December 20, 2017; email correspondence with staff member C on December 21, 2017.

<sup>7</sup> Metro Vancouver. (2012). *The Metro Vancouver Apartment Parking Study: Revised Technical Report*. Retrieved from: <http://www.metrovancouver.org/services/regional-planning/transportation/resources/Pages/default.aspx>

<sup>8</sup> Smith, M. (2005). *Shared Parking, 2nd Edition*. Washington, DC: Urban Land Institute.

the peak hour for the daycare occurs later during the day between 3:30 pm and 5:00 pm. Moreover, 75% of the daycare users live on-site at Maxxine.<sup>9</sup>

**Table 4: Actual Peak Parking Demand**

Existing Use	Operating Hours	Quantity	Number of Vehicles	Peak Demand Rate (veh/unit)
<b>Resident</b>				
Supportive Housing	N/A	23 units (out of 24)	10	0.43 per unit
Shelter	N/A	12 units	0	0.00 per unit
<b>Subtotal</b>			<b>1</b>	
<b>Employee</b>				
Community Health Centre	Monday – Friday 8:30 am – 5:00 pm	15 employees	15	1.00 per employee
Daycare	Monday – Friday 7:30 am – 6:00 pm	12 employees	6	0.50 per employee
Shelter	24/7 7:30 am – 4:00 pm 3:30 pm – 12:00 am 11:30 pm – 8:30 pm	2 employees (out of 6)	2	1.00 per employee
<b>Subtotal</b>			<b>23</b>	
<b>Visitor</b>				
Residents	N/A	35 units	1	0.03 per unit
Community Health Centre	Monday – Friday 8:30 am – 5:00 pm	11,667 sq. ft. GFA	12	1.83 per sq. ft. GFA
<b>Subtotal</b>			<b>13</b>	
<b>Total</b>			<b>46</b>	

<sup>9</sup> Telephone interview with staff member C on December 20, 2017.

### 4.3 Estimated Residential Parking Demand

Expected residential parking demand is estimated in the following section to determine whether the proposed parking supply will accommodate residential parking needs. Expected parking demand is based on actual parking demand from the comparison site, and secondary data from the Metro Vancouver region.

#### 4.3.1 Non-Market Apartment and Townhouse

The proposed Non-Market Apartment and Townhouse will have three rent targets based on a one-third, one-third, one-third mix.

- Maximum shelter allowance for women and families in receipt of income assistance or those eligible for a Shelter Aid for Elderly Renters (SAFER) subsidy.<sup>10</sup>
- Rent-geared-to-income using Housing Income Limits (HILs) to establish rent based on 30% of gross annual household income.
- Below local-area market rent.

#### Residents

To estimate resident parking demand, the actual peak demand rate for the supported women's housing at the comparison site was used to represent a low scenario (see **Section 4.2.3**), and the average demand rate for non-market housing in Metro Vancouver was used, representing a high scenario. Estimated (non-adjusted) resident parking demand rates for the proposed Non-Market Apartment and Townhouse will be from 0.43 vehicles per residential unit (low scenario) to 0.73 vehicles per residential unit (high scenario).

Research suggests that parking demand varies based on the size of unit—the higher the number of bedrooms, the higher the parking demand. For this reason, the parking demand rates were adjusted to account for the unit type mix and assumed “ratio differences” between each unit type. The “ratio differences” are based on the 2012 Metro Vancouver Apartment Parking Study, which suggest that one-bedroom units have a 32% higher parking demand than studio units, two-bedroom units have a 67% higher parking demand than studio units, and three-bedroom units have an 88% higher parking demand than studio units.

When adjusted for unit type mix, the estimated resident parking demand rates for the proposed Non-Market Apartment and Townhouse will be the following.

- Studio: 0.25 vehicles per residential unit (low scenario); 0.27 vehicles per residential unit (high scenario).
- One-Bedroom: 0.32 vehicles per unit (low); 0.36 vehicles per unit (high).
- Two-Bedroom: 0.39 vehicles per unit (low); 0.46 vehicles per unit (high).

<sup>10</sup> The Shelter Aid for Elderly Renters (SAFER) program provides monthly cash payments to subsidize rents for eligible BC residents who are age 60 or over and who pay rent for their homes.

- Three-Bedroom+: 0.50 vehicles per unit (low); 0.51 vehicles per unit (high).

Given the characteristics of the expected tenant demographic, vehicle ownership (and thus parking demand) is expected to be relatively low. For example, Atira Women's Resource Society noted that across their affordable women housing portfolio, vehicle ownership is relatively low. Only Maxxine Wright Place in Surrey was an outlier in terms of vehicle ownerships (10 of the 23 occupied units own a vehicle). Both the Maxxine operations manager and staff indicated that based on their professional experience working with the tenant demographic, they do not expect vehicle ownership will be as high relative to Maxxine Wright Place at the Port Coquitlam subject site.<sup>11</sup>

### Visitors

To estimate visitor parking demand, demand rates were obtained from the Metro Vancouver Apartment Parking Study which suggests typical visitor parking demand rates of 0.1 vehicles per unit. This demand rate is appropriate for the Non-Market Apartment and Townhouse uses at the subject site.

### Summary of Parking Demand

**Table 5** provides a summary of the estimated Apartment and Townhouse parking demand.

**Table 5: Estimated Apartment and Townhouse Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Non-Market Apartment					
Studio	16 units	0.25 per unit	0.27 per unit	4	4
1 BR	16 units	0.32 per unit	0.36 per unit	5	6
2 BR	24 units	0.39 per unit	0.46 per unit	9	11
3 BR+	20 units	0.50 per unit	0.51 per unit	10	10
Non-Market Townhouse					
3 BR+	11 units	0.50 per unit	0.51 per unit	5	6
Visitor	89 units	0.10 per unit	0.10 per unit	9	9
<b>Total</b>				<b>43</b>	<b>46</b>

An estimated total parking demand of 43 vehicles (low scenario) to 46 vehicles (high scenario) is anticipated for the **Non-Market Apartment and Townhouse** component of the subject site, based on the current proposal of 76 apartment units and 11 townhouse units.

<sup>11</sup> Telephone interview with operations manager on December 1, 2017, in-person interview with staff member A on December 5, 2017.

## 4.4 Estimated Institutional Parking Demand

Expected institutional parking demand is estimated in the following section to determine whether the proposed parking supply will accommodate institutional parking needs. Expected parking demand is based on actual parking demand from the comparison site, and primary data from the Metro Vancouver region.

### 4.4.1 Health Clinic

The Health Clinic will function as a family practitioner space serving the general community (i.e., not necessarily the women who live on-site), and will be able to accept patients on a walk-in basis. The facility will consist of full-time family practitioners with outreach nurses and other support staff.

#### Employees

To estimate employee parking demand, the actual peak demand rate for the community health centre at the comparison site was used (see **Section 4.2.3**). Estimated employee parking demand for the proposed Health Clinic will be 1.00 vehicles per employee.

To ensure our employee demand estimate was supportable, the estimated rate of 1.00 vehicles per employee was converted to a building floor area rate based on the current proposal assumptions, for a demand rate of 1.63 vehicles per 1,000 sq. ft. This rate is supported by the employee rate for “Medical/Dental Office” found in the Urban Land Institute (ULI)’s *Shared Parking* manual of 1.5 vehicles per 1,000 sq. ft.<sup>12</sup>

#### Visitors

To estimate visitor parking demand, the actual peak demand rate for the community health centre at the comparison site was used to represent a low scenario (see **Section 4.2.3**). As the proposed Health Clinic will serve a wider demographic, a higher parking demand is expected. To estimate the high scenario, the demand rate for “Medical/Dental Office” was sourced from the ULI *Shared Parking* manual.<sup>13</sup>

Estimated visitor parking demand rate for the proposed Health Clinic is 1.83 vehicles per 1,000 sq. ft. to 3.00 vehicles per 1,000 sq. ft.

<sup>12</sup> Smith, M. (2005). *Shared Parking, 2nd Edition*. Washington, DC: Urban Land Institute.

<sup>13</sup> Smith, M. (2005). *Shared Parking, 2nd Edition*. Washington, DC: Urban Land Institute.

## Summary of Parking Demand

**Table 6** provides a summary of the estimated Health Clinic parking demand.

**Table 6: Estimated Health Clinic Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Health Clinic	13 employees	1.00 per employee	1.00 per employee	13	13
Health Clinic Visitor	7,453 sq. ft.	1.83 per 1,000 sq. ft.	3.00 per 1,000 sq. ft.	14	23
<b>Total</b>				<b>27</b>	<b>36</b>

An estimated total parking demand of 27 vehicles (low scenario) to 36 vehicles (high scenario) is anticipated for the **Health Clinic** component of the subject site, based on the current proposal of 7,453 sq. ft. of floor area and assumption of 13 peak on-site employees.

#### 4.4.2 Daycare

The Daycare will offer a care facility for infants, toddlers, and young children. Both full-time and part-time care will be available on a two- to five-day per week schedule.

##### Employees

To estimate employee parking demand, the actual peak demand rate for the daycare at the comparison site was used to represent a low scenario (see **Section 4.2.3**), and the actual peak demand rate for the community health centre at the comparison site was used to represent a high scenario. Estimated employee parking demand rate for the proposed Daycare is 0.50 vehicles per employee (low scenario) to 1.00 vehicles per employee (high scenario).

##### Visitors

To estimate visitor parking demand, the actual peak demand rate from a comparison site located at 3755 Banff Avenue, Burnaby (Burnaby Association for Community Inclusion) was used. Estimated visitor demand for the proposed Daycare is 0.10 vehicles per child.

Visitor parking demand from the daycare at the Maxxine Wright Place comparison site was unable to be used as visitor parking could not be formally estimated due to the lack of reserved parking on-site. As a result, it was not possible to distinguish between the type of visitors. Furthermore, the peak period for the Maxxine daycare occurs from 3:00 pm and 5:00 pm, outside the peak period of 1:00 pm observed for the entire site.

Because the peak period for the proposed Daycare is expected to fall outside the peak period for the entire subject site, the parking impact is expected to be minimal; visitor vehicles will only be parked for a short period to facilitate pick-up and drop-off activity. Moreover, staff from Maxxine Wright Place indicated that approximately 75% of the daycare users were on-site residents, and the remainder were from outside in the general community. As a result, the majority of parking demand would already be accommodated by the proposed residential parking.<sup>14</sup>

---

<sup>14</sup> Telephone interview with staff member C on December 20, 2017.

## Summary of Parking Demand

**Table 7** provides a summary of the estimated Daycare parking demand.

**Table 7: Estimated Daycare Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Daycare	10 employees	0.50 per employee	1.00 per employee	5	10
Daycare Visitor	40 children	0.10 per child	0.10 per child	4	4
<b>Total</b>				<b>9</b>	<b>14</b>

### Daycare

An estimated total parking demand of 9 vehicles (low scenario) to 14 vehicles (high scenario) is anticipated for the **Daycare** component of the subject site based on the current proposal and assumption of 40 occupied daycare spaces and 10 peak on-site employees.

## 4.5 Summary of Estimated Site Parking Demand

Based on the analysis of each proposed land use, total estimated parking demand for the subject site is 79 vehicles under the low scenario, and 96 vehicles under the high scenario (see **Table 8**). As a result, the analysis suggests that parking demand will be accommodated under the current proposal of 114 parking spaces, a 59% reduction from the 181 bylaw required spaces.

**Table 8: Summary of Estimated Site Parking Demand**

Proposed Use	Quantity	Vehicle Demand Rate		Vehicle Parking Space Demand	
		Low Scenario	High Scenario	Low	High
Residential					
Non-Market Apartment					
Studio	16 units	0.25 per unit	0.27 per unit	4	4
1 BR	16 units	0.32 per unit	0.36 per unit	5	6
2 BR	24 units	0.39 per unit	0.46 per unit	9	11
3 BR+	20 units	0.50 per unit	0.51 per unit	10	10
Non-Market Townhouse					
3 BR+	11 units	0.50 per unit	0.51 per unit	5	6
Visitor	89 units	0.10 per unit	0.10 per unit	9	9
Subtotal				43	46
Non-Residential					
Health Clinic	13 employees	1.00 per employee	1.00 per employee	13	13
Health Clinic Visitor	7,453 sq. ft.	1.83 per 1,000 sq. ft.	3.00 per 1,000 sq. ft.	14	23
Daycare	10 employees	0.50 per employee	1.00 per employee	5	10
Daycare Visitor	40 children	0.10 per child	0.10 per child	4	4
Subtotal				36	50
Total Parking Demand				79	96

## 4.6 On-Street Parking Utilization

### 4.6.1 Methodology

On-street parking conditions were assessed for the following street segments within the immediate vicinity of the site to determine potential overflow parking supply.

- Prairie Avenue (from Shaughnessy Street to Oxford Street).
- Flint Street (from Dorset Avenue to Grant Avenue).
- Oxford Street (from Dorset Avenue to Prairie Avenue).
- Salisbury Avenue (from Edinburgh Street to Flint Street).
- Dorset Avenue (from Edinburgh Street to Oxford Street).

The extent of the survey area was determined by the City of Port Coquitlam. Surveys were conducted during the following times to determine on-street parking occupancy during peak periods for a typical weekday, including the morning school rush.

- Tuesday, December 19, 2017 from 8:30 am – 9:30 am (morning).
- Tuesday, December 19, 2017 from 9:15 pm – 10:00 pm (afternoon).

### 4.6.2 Parking Utilization

There are an estimated total of 148 parking spaces (including three restricted spaces during school periods) in the survey area (see **Table 9**).<sup>15</sup> Based on observed parking occupancy, total occupancy for all parking spaces was approximately 41% for both morning and afternoon periods, resulting in 87 to 88 available parking spaces. As a result, any spillover from the subject site could be readily accommodated; little or no impact to the neighbourhood is anticipated. This analysis would need to be updated should future development occur in the study area.

In addition, we conducted an additional assessment for parking on Prairie Avenue, Flint Street, and Salisbury Avenue to account for the most direct walking distance from a parked vehicle to the site, with an upper threshold of 300 metres (four-minute walk). For this limited area, there are a total of 85 parking spaces; occupancy rates were 47% in the morning and 51% in the evening, resulting in 42 to 45 available parking spaces. As a result, any spillover from the subject can still be readily accommodated in this limited area.

---

<sup>15</sup> Visual estimation on-site based on available space and the actual number of vehicles parked.

**Table 9: Summary of On-Street Parking Utilization**

On Street	Dir.	Cross Streets	Restriction	Estimated Parking Spaces	Occupancy Rate	
					Afternoon	Evening
Sussex Avenue	W	Shaughnessy Street to Flint Street		14	44%	52%
	W	Flint Street to Oxford Street	No Parking	0		
	E	Shaughnessy Street to Flint Street		16		
	E	Flint Street to Oxford Street		20		
Flint Street	E	Grant Avenue to Prairie Avenue		7	50%	35%
	E	Prairie Avenue to Dorset Avenue		2		
	W	Grant Avenue to Prairie Avenue		3		
	W	Prairie Avenue to Dorset Avenue		8		
Salisbury Avenue	N	Edinburgh Street to Flint Street		5	53%	67%
	S	Edinburgh Street to Flint Street		10		
Dorset Avenue	N	Edinburgh Street to Flint Street		6	48%	29%
	N	Flint Street to Oxford Street	3 Spaces = No Parking; 8-9 am, 2-4 pm (School Days)	9		
	S	Edinburgh Street to Flint Street		2		
	S	Flint Street to Oxford Street	No Parking (School Frontage)	4		
Oxford Street	E	Prairie Avenue to Dorset Avenue		28	24%	29%
	W	Prairie Avenue to Dorset Avenue		14		
<b>Total</b>				<b>148</b>	<b>41%</b>	<b>41%</b>
<b>Total (Immediate Walking Area of 300 metres)</b>				<b>85</b>	<b>47%</b>	<b>51%</b>

### 4.6.3 Sensitivity Analysis

Based on our analysis, no to minimal impacts to the neighbourhood are anticipated. In the event that parking demand should exceed the proposed amount of parking supply (114 spaces), the impact to the adjacent on-street parking supply was estimated using the total survey area. For the morning and evening peak, 87 to 88 available on-street spaces are available.

- 10% of 114 spaces—demand of 11 additional vehicles: morning occupancy rate of 48% (77 available spaces remaining); evening occupancy rate of 49% (76 spaces remaining).
- 20%—demand of 23 additional vehicles: morning occupancy rate of 56% (65 spaces); evening occupancy rate of 57% (64 spaces).
- 30%—demand of 34 additional vehicles: morning occupancy rate of 64% (54 spaces); evening occupancy rate of (53 spaces).

Even with an additional spillover of 30% from the subject site to the neighbourhood, parking demand will continue to be accommodated with the available on-street parking supply. Parking demand would have to be underestimated by more than 70% before the available on-street supply is exhausted, which is not a scenario supported by the analysis.

If this higher-than-anticipated demand is realized, visitors to the subject site and residents in the surrounding neighbourhood will most likely be affected (assuming on-site employees will have reserved parking, see **Section 5.0**). School users are not expected to be impacted by any of the potential additional demand, as the peak hour from the comparison site (Maxxine Wright Place) occurred at 1:00 pm, which would fall outside the peak hour for the school.

Potential mitigation strategies available to the City of Port Coquitlam would include implementing on-street parking restrictions in the surrounding neighbourhood (e.g., maximum of 2 hours from Monday to Saturday, 8 am to 5 pm). Currently, there are minimal parking restrictions for the area, with the exception of school day parking restriction along Dorset Avenue (see **Table 6**).

## 5.0 ON-SITE PARKING MANAGEMENT

At the Maxxine Wright Place comparison site, there is currently no reserved parking available for employees associated with the community health centre and daycare. This has resulted in issues with employees unable to find parking on-site, particularly problematic in cases where medical practitioners had to access the site urgently.

Parking for full-time employees at the proposed Health Clinic and Daycare should be reserved. All other parking should be unassigned and available to residents and visitors.

## 6.0 CONCLUSION

The proposed The Alex development at 2115-2127 Prairie Avenue in the City of Port Coquitlam will include affordable non-market apartments (76 units) and townhomes (11 units), a health clinic (7,453 sq. ft.), and a daycare (5,360 sq. ft.). The proposed parking supply for the site is 114 spaces. Based on the City of Port Coquitlam's current parking supply requirements, a total of 181 vehicle parking spaces are required, 67 spaces more than proposed parking supply.

Expected parking demand was estimated for the subject site based on primary data collected from observations at a similar facility (Maxxine Wright Place in Surrey), and primary and secondary data from the Metro Vancouver region.

Under a low scenario, total parking demand for the site was estimated to be 78 vehicles:

- 34 residential vehicles;
- 9 residential visitor vehicles;
- 18 institutional employee vehicles; and
- 17 institutional visitor vehicles.

Under a high scenario, total parking demand for the site was estimated to be 90 vehicles:

- 37 residential vehicles;
- 9 residential visitor vehicles;
- 18 institutional employee vehicles; and
- 26 institutional visitor vehicles.

As a result, site parking demand is expected to be accommodated within the proposed off-street parking supply without impacting the surrounding neighbourhood. While not expected, in the event of spillover from the site, there is sufficient on-street parking supply during the afternoon and evening peak periods. Based on the estimated parking demand, the proposed parking supply of 114 spaces is adequate (a reduction of 59% from the bylaw requirement), and a parking variance of 67 spaces for the site is justified;

### 6.1 Recommendations

Is it recommended that the City of Port Coquitlam grant the requested parking variance of 67 spaces to allow for the provision of 114 vehicle spaces.

# Smart Growth Committee Report

## Development Variance Permit DVP00051 – 1889 & 1845 Kingsway Avenue

---

### **Committee Recommendation**

At the July 24, 2018, Smart Growth Committee Meeting, the following motion was passed:

*That Smart Growth Committee:*

- 1) *Pursuant to s. 498 of the Local Government Act, authorize staff to provide notice of an application to vary off-site servicing requirements, and*
- 2) *Advise Council it supports approval of Development Variance Permit DVP00051.*

### **REPORT SUMMARY**

Development Variance Permit DVP0051 is described in the attached July 24, 2018 staff report. This report includes the location map and the proposed Development Variance Permit.

A public input opportunity has been scheduled for Council's consideration of the development variance application, after which the proposed development variance permit may be considered for approval.

### **ATTACHMENTS**

Attachment#1: July 24, 2018, Development Services Report, *Development Variance Permit DVP00051 – 1889 & 1845 Kingsway Avenue*

## Development Variance Permit DVP00051 – 1889 & 1845 Kingsway Avenue

### RECOMMENDATION:

That Smart Growth Committee:

- 1) Pursuant to s. 498 of the *Local Government Act*, authorize staff to provide notice of an application to vary off-site servicing requirements, and
- 2) Advise Council it supports approval of Development Variance Permit DVP00051.

### PREVIOUS COUNCIL/COMMITTEE ACTION

June 19, 2018 meeting of the Smart Growth Committee:

*That Smart Growth Committee approve Development Permit DP000338 to regulate an industrial development at 1889 Kingsway Avenue.*

### REPORT SUMMARY

The Beedie Group has proposed varying off-site servicing requirements to allow for a new sanitary sewer line to be located on its property rather than along the frontage route, Kingsway Avenue. Beedie has agreed to extend the Kingsway multi-use pathway in front of its properties as a condition of the variance permit to provide a public benefit. Approval is recommended.

### BACKGROUND

The Parking and Development Management Bylaw requires, as a condition of building permit issuance, that a land owner provide works and services on the site being developed and the highway immediately adjacent to the site being developed to ensure the development site is adequately serviced to support the proposed use. This Bylaw further specifies that the required works and services are those highway, water, sewage disposal, storm drainage, street lighting, sidewalk, underground utility and other works and services required in Sections 401 through 408 of the Subdivision Servicing Bylaw.

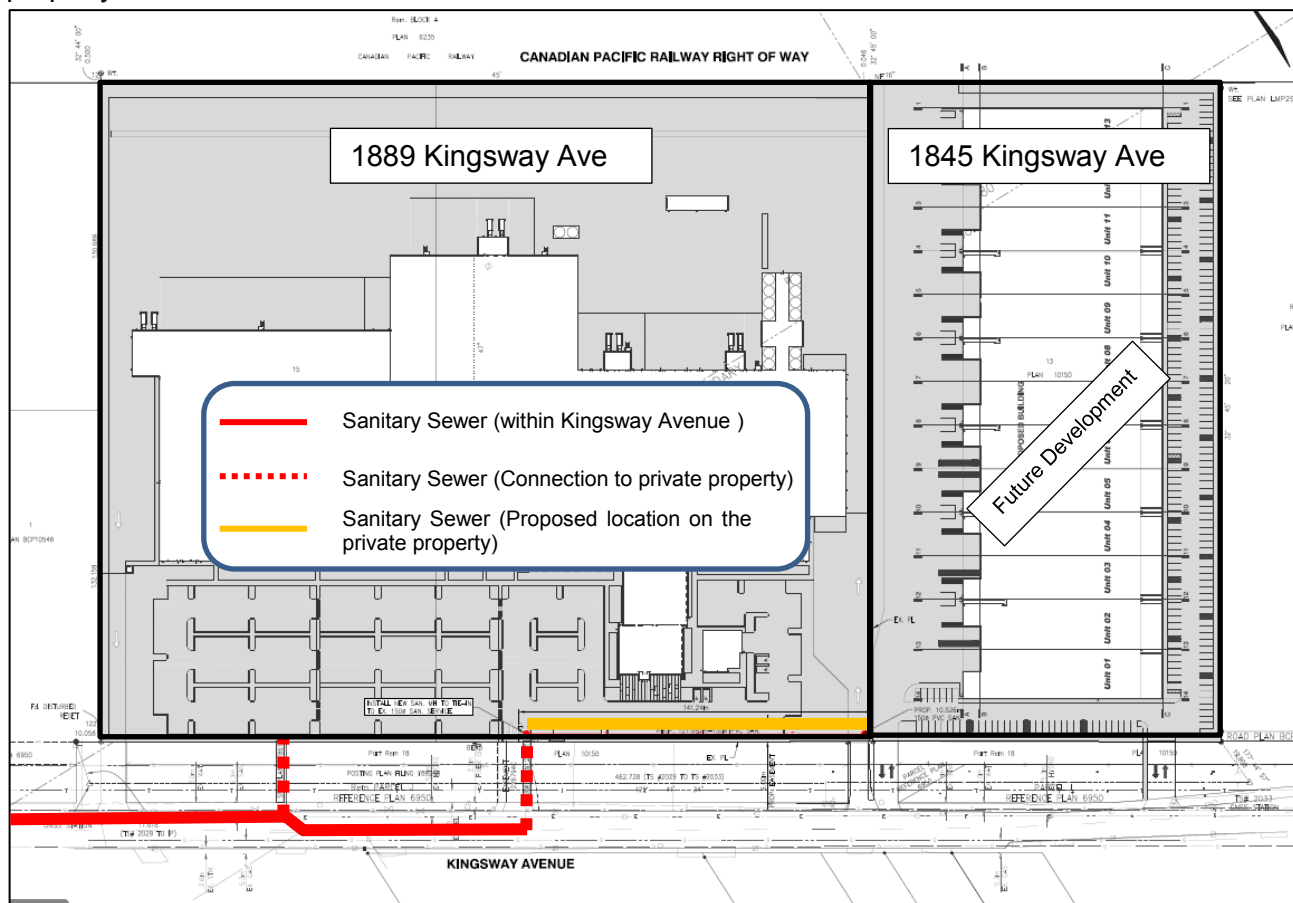
The property at 1845 Kingsway Avenue was never connected to the City's sewer service and extension of the sewer line in front of 1915 Kingsway Avenue to service this property is required prior to a building permit being issued for either property.

### DISCUSSION

The installation of a sewer line within Kingsway Avenue, an arterial road and truck route, would create significant disruption to vehicle traffic and would be costly, due to the need for nighttime work. As an alternative, the applicant has proposed to locate the sanitary sewer within a utility easement on the property to the west, 1889 Kingsway Avenue, connecting to the property on the east, 1845 Kingsway Avenue, as generally shown on the diagram below. Engineering staff confirm the proposed alignment would adequately service the property and that further extension of this

## Development Variance Permit DVP00051 – 1889 & 1845 Kingsway Avenue

line is not required to service neighbouring parcels to the east or south of this site. Registration of a private utility easement, including a provision that the easement could not be amended without the City's approval, is included as a condition of the attached development variance permit. The property owner(s) would be responsible to maintain the sewer where located on the private property.



Beedie Group has agreed to provide for the installation of a 3m wide mixed-use pathway with pedestrian lighting to extend along the portion of Kingsway Avenue in front of its properties. This is a significant portion, approximately 450 meters, of the pathway. The attached draft development variance permit requires submission of design, securities and fees for offsite works and services and the pathway prior to issuance of a building permit in order to ensure this work is completed.

### **FINANCIAL IMPLICATIONS**

The construction of the pathway by the developer provides a financial benefit to the City.


### **PUBLIC CONSULTATION**

A public input opportunity is required prior to consideration of a development variance permit.

## Development Variance Permit DVP00051 – 1889 & 1845 Kingsway Avenue

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Authorize notification of the development variance permit application and recommend Council approve the development variance permit.
2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the variance application
3	Not authorize notification of the development variance permit if Committee does not support the requested variance. The applicant may then request the application be forwarded to Council for consideration.

### **ATTACHMENTS**

Attachment #1: Location Map

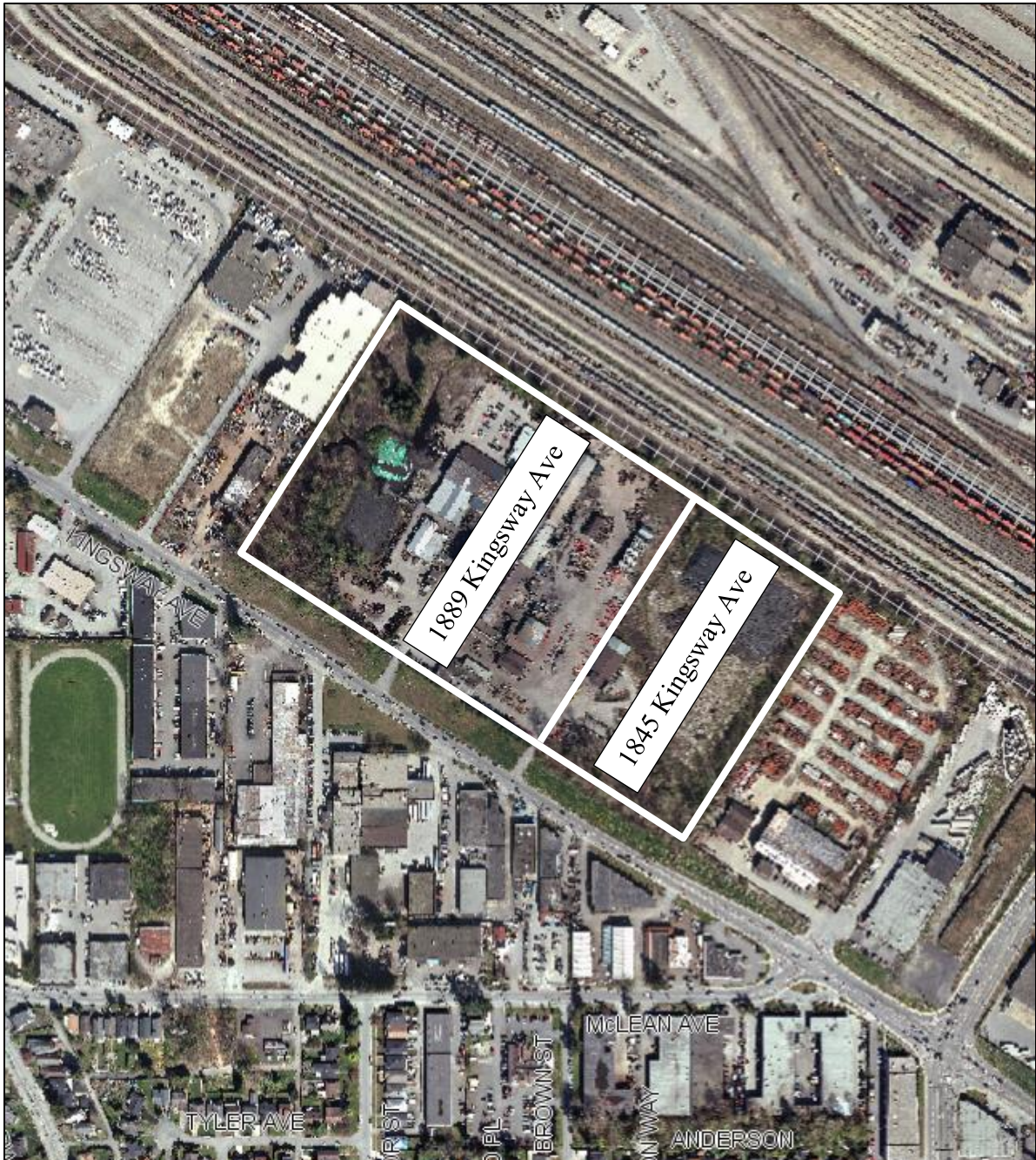
Attachment #2: Draft Development Variance Permit DVP00051

**Lead author(s):** Bryan Sherrell

**CITY OF PORT COQUITLAM  
DEVELOPMENT APPLICATION LOCATION MAP**

**PROJECT ADDRESS: 1845 & 1889 Kingsway Ave**

**FILE NO: DVP00051**



THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

**DEVELOPMENT VARIANCE PERMIT**

NO. DVP00051

Issued to: BEEDIE (KINGSWAY AVE) HOLDINGS II LTD  
(Owner as defined in the Local Government Act, hereinafter referred to as the Permittee)

Address: BEEDIE DEVELOPMENT GROUP 3030 GILMORE DIVERSION  
BURNABY BC V5G 3B4

1. This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this permit.
2. This Development Variance Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structure and other development thereon:

Address: 1845 and 1889 Kingsway Avenue

Legal Description: LOT 13, DISTRICT LOT 382, NEW WEST DISTRICT,  
PLAN NWP10150 & DL 463 & 480.  
LOT A DISTRICT LOTS 382, 463 AND 480 GROUP 1  
NEW WESTMINSTER DISTRICT PLAN EPP78095

P.I.D.: 009-237-836 and 030-332-362

3. The Parking and Development Management Bylaw, 2005, No.3525 and Subdivision Servicing Bylaw, 1987, No. 2241 are varied to relax the requirement to construct a sanitary sewer along Kingsway Avenue.
4. Prior to issuance of a building permit, the following conditions must be met:
  - Submission of design, securities and fees for offsite works and services, including a mixed-use pathway with a minimum width of 3 metres, landscaping and pedestrian scale lighting located on the BC Hydro lands fronting 1845 and 1889 Kingsway Avenue.
  - Registration of a utility easement including the provision that the easement cannot be amended unless approved by the Director of Engineering and Public Works.

5. This permit is not a building permit.

APPROVED BY COUNCIL THE \_\_\_\_\_ DAY OF [MONTH], 2018.

SIGNED THIS \_\_\_\_\_ DAY OF [CLICK [HERE](#) - ENTER THE MONTH, YEAR].

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

\_\_\_\_\_  
Applicant (or Authorized Agent or Representative  
of Applicant)

# Healthy Community Committee Report

## Self-Help Matching Grant Program, 2018

---

### **Committee Recommendation**

At the July 25, 2018, Healthy Community Committee Meeting, the staff report, Self-Help Matching Grant Program, 2018 was considered.

The following motion is now before Council for decision:

*That Council approve funding for the following grant applications from the Self-Help Matching Grant Program for the following amounts:*

1. \$5,650 to Port Coquitlam Euro-Rite FC for permanent soccer nets;
2. \$10,000 to Castle Park Parent Advisory Council for a Learning Garden; and
3. \$5,500 to Westwood Parent Advisory Committee for additional playground amenities.

### **ATTACHMENT**

Attachment #1: Self-Help Matching Grant Program, 2018

## Self-Help Matching Grant Program, 2018

### **RECOMMENDATION:**

That the Healthy Community Committee recommend to Council that the City fund the following Self-Help Matching Grant Program applications:

1. \$5,650 to Port Coquitlam Euro-Rite FC for permanent soccer nets;
2. \$10,000 to Castle Park Parent Advisory Council for a Learning Garden; and,
3. \$5,500 to Westwood Parent Advisory Committee for additional playground amenities.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

The City's Self-Help Matching Grant Program was established in 2002. The maximum total grant amount for each year is approved during the annual budget process. The total amount approved by Council during the 2017 budget deliberations for 2018 was \$40,000.

### **REPORT SUMMARY**

Since the implementation of this Program in 2002, 36 different groups have been approved for grants covering a wide scope of projects with more than \$1,591,000 value of community work being completed (not including the \$45,148 value of 2018 recommended projects). For 2018, staff are recommending three organizations be awarded grants.

### **BACKGROUND**

The Self-Help Matching Grant Program (see Attachment #1) is designed to encourage projects, which will result in direct benefits back to the community. This Grant Program contributes up to 50% of the total cost of a project to a maximum of \$10,000, subject to the budgeted amount approved by Council on an annual basis. A thorough review process is consistently applied toward all project submissions to ensure the best value/community need is considered for the available funding. In 2014, Council increased the total budget available from \$20,000 to \$40,000 for this Program.

The process for approval of the applications is as follows:

1. All eligible applications are reviewed by the Review Committee based on set criteria.
2. Recommendations of the Review Committee are forwarded to the Healthy Community Committee for endorsement.
3. The recommendations of the Healthy Community Committee are forwarded to Council for approval.

A Review Committee, consisting of two Recreation Department staff and one person from the Parks Division of the Public Works Department, evaluated the submissions based on criteria

## Self-Help Matching Grant Program, 2018

documented in the application form criteria (shown in Attachment #2). The criteria is designed to ensure projects submitted demonstrate they have matching funds, community support, are cost effective and have a realistic budget, fundraising plan and timeline.

The recommendations of the Review Committee are:

**Port Coquitlam Euro-Rite FC – Approve**  
*\$5,650 Request (Value of Project - \$11,300)*

This application is for permanent soccer nets to be installed at Gates Park Grass Field #3. The U9/10 Program reaches over 400 families in Port Coquitlam and the Association schedules up to 16 games each weekend during their regular season. The current nets are worn out and due for replacement. Permanent nets will allow for easier set up and tear down, since the nets will stay up for the entire regular season. The wider community will benefit by having the nets available for use during their regular season. The original application included the nets being installed at the Terry Fox Park grass soccer field but the Club was allocated Gates Park Grass Field #3 during the Winter Field Allocation Meeting held on June 20, 2018. The Review Committee recommends funding this request of \$5,650.

This is the third year this organization would be awarded a Self-Help Matching Grant. The first award was in 2008 for \$5,000 toward goal nets and audio/visual equipment and the second was in 2011 for \$3,000 toward a spectator cover at the Gates Park Artificial Turf Field.

**Castle Park Elementary School Parent Advisory Council - Approve**  
*\$10,000 Request (Value of Project - \$22,848 for Phase One)*

The Castle Park Parent Elementary School's Parent Advisory Council is applying for funds to build a Learning Garden, which is an outdoor space designed for both student and community enjoyment. It will include a sheltered gathering space, several sitting areas, a community garden, play mounds, logs, stumps and an asphalt path. School District No. 43 has committed approximately \$7,500 this year to prepare the site. The Learning Garden has widespread support from both the school and the community. The community benefits include connecting children to their neighbourhood, the natural environment as well as participating in stewardship activities. Community involvement includes the Port Coquitlam Garden Club, local daycares and volunteers. Research has demonstrated that children connecting with nature leads to improved cognitive development, reduced stress and increased imagination and sense of wonder, all motivators for lifelong learning and inspiration. This project includes multi-year phases. Phase one consists of building a number of pathways with a centre gathering circle. The Parent Advisory Council has also received an education grant and raised money through student fundraising. Fundraisers for the second phase are underway including performances by Will Stroet, a children's entertainer, on November 23, 2018. If funding is approved, construction will begin this summer. The Review Committee recommends funding this request of \$10,000 for the first phase of this project.

## Self-Help Matching Grant Program, 2018

This is the fourth year this organization would be awarded a Self-Help Matching Grant. The first award was in 2012 for \$5,000 toward an upgraded playground with wheelchair accessibility; in 2013 for \$8,500 toward accessible playground equipment and in 2014 for \$10,000 toward a universally accessible playground.

### **Westwood Elementary School Parent Advisory Committee - Approve** *\$5,500 Request (Value of Project - \$11,000)*

This application is for additional playground items and outdoor seating areas to engage the community and give opportunities for outdoor play. Amenities include two basketball hoops, three benches, three tables and chairs. The goal is to make this a welcoming space for the community to play, socialize and connect with others. The Review Committee recommends funding this request of \$5,500.

This is the third year this organization would be awarded a Self-Help Matching Grant. The first award was in 2005 for \$5,000 toward a new playground and the second was in 2007 for \$5,000 toward the second phase of their playground project.

The Review Committee does not recommend funding the following projects:

### **Port Coquitlam Lions Club – Not Approve** *\$600 Request (Value of Project - \$1,200)*

This request is for purchasing five signs to promote the Port Coquitlam Lions Club to be installed on lamp standards throughout Port Coquitlam. The intended goal of this initiative is to inform new residents that their Club provides services to those in need. This application was not recommended by the Review Committee as it is not keeping with the Sign Bylaw. The City has already turned down other service organization requests for signs on municipal property. The City's approach to signage on City-owned property is for wayfinding as opposed to promoting individual organizations. A more thorough review will need to be done to see how the City can support the advertising of all service organizations (eg. the Benevolent and Protective Order of the Elks, the Royal Canadian Legion and the Kinsmen Club). Existing opportunities include installing a banner on the Shaughnessy Street underpass. Staff will contact the Port Coquitlam Lions Club to inform them that they are eligible for a not-for-profit organization rate for banner placement on the underpass. The Review Committee does not recommend funding this request for signs.

This is the first year this organization has applied for a Self-Help Matching Grant.

### **Simply Ballet Performing Arts Society – Not Approve** *\$10,000 Request (Value of Project - \$41,750)*

This request is for funding the production of Cinderella at the Terry Fox Theatre. Since this is not a capital request, this application is not eligible for Self-Help Matching Grant funding. The Review

## Self-Help Matching Grant Program, 2018

Committee redirected the application to the Community Cultural Development Investment Fund - Project Category.

This is the first application received from Simply Ballet Performing Arts Society.

Please reference Attachment #3 which provides an overview of each eligible project's cumulative scores as ranked by the Review Committee.


Staff will contact the applicants to advise them which projects Council approves. A staff liaison person will be appointed to work with the successful applicants. Further, in accordance with the Program's guidelines, 75% of the grant amount will be paid at the beginning of the project. Upon submission of a final report, the remaining 25% of the grant will be paid out.

### **FINANCIAL IMPLICATIONS**

For an investment of \$21,150 this year, the City (community) would receive a total of approximately \$45,100 in value of work. Since the inception of this Program, the City has invested \$295,000 and there has been a total of \$1,591,000 in value of work completed in the community by 36 different organizations (not including the 2018 applicants).

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Fund each organization as recommended by the Review Committee.
2	Fund an alternative combination of applications.
3	Deny funding for all organizations that requested financial support.

### **ATTACHMENTS**

Attachment #1: 2018 Self Help Matching Grant Program

Attachment #2: Assessment Criteria

Attachment #3: Summary of 2018 Applications

Contributing author(s): Carrie Nimmo



C I T Y O F  
**PORT**  
COQUITLAM

# ***SELF - HELP MATCHING GRANT PROGRAM***

*“Working Together to Make PoCo Better”*



---

## **PROGRAM PURPOSE**

The Program is designed to encourage projects, which will be in concurrence with the vision and objective areas in the City's Strategic Plan. The Program allows individuals and organizations to request funding for projects which involve new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental habitat, community recreation, indoor sports area, arts and culture, streetscapes, etc.

## **DEFINITIONS**

- |                       |   |
|-----------------------|---|
| <b>Public Benefit</b> | Socially worthwhile projects that primarily provide a mixed benefit(s)/access to the community.                     |
| <b>Mixed Benefit</b>  | These are projects whereby both the organization and the community as a whole receive direct identifiable benefits. |

## **PROGRAM OVERVIEW**

- The Program will contribute up to 50% of the total cost of a project to a maximum of \$10,000 subject to the budgeted allocation amount approved by City Council on an annual basis.
- The minimum acceptable request will be \$1,000 (50% of a \$2,000 project).
- Approved funds will be forwarded in two phases – 75% at the start of the project and 25% when the project is completed and a final report submitted.
- Only Port Coquitlam based organizations are eligible to apply for funding.
- Organizations that are applying for design, construction of new and renovated play spaces in Port Coquitlam must adhere to the City's Corporate Accessible Play Spaces Policy No. 11.15.
- All projects must occur within Port Coquitlam and the benefiting parties must be more than 50% Port Coquitlam residents.
- Organizations requesting funding must have sufficient funds in place to proceed with the project.
- Projects will not be funded retroactively.
- A Review Committee will evaluate all applications on the basis of the Program's eligibility criteria. The Committee will consist of four staff members from the City of Port Coquitlam, depending on the nature of applications being submitted.
- The Healthy Community Committee will review funding as submitted by the Review Committee and will forward endorsed projects for allocation of funds to City Council for approval.
- The City will designate a staff person as project liaison for each project that is approved for a Grant.
- All approved projects must be completed within eighteen (18) months from the date of approval and as required, on a per project basis upon completion will be inspected by the City for any deficiencies. A final report must be submitted by all project organizers within two months following the final inspection. If a project is not completed, the project organizers will not be eligible for additional Self-Help Matching Grant funds and will not be forwarded the final 25% of funding support.
- **Project submission deadline: April 30<sup>th</sup>**



---

## **PROGRAM ELIGIBILITY**

The Self-Help Matching Grant Program is available to Port Coquitlam based organizations including but not restricted to community/social groups, service clubs, parent/teacher groups, sport groups, cultural organizations, environmental groups and school councils.

Projects which involve construction, renovation and/or expansion of facilities for social, environmental, heritage, recreation, sports, beautification and art or culture purposes, etc. and which occur on public property within the City of Port Coquitlam for public benefit are eligible for funding through this Program.

Unless otherwise stated and mutually agreed to for the purpose of this Program, if the project is conducted on City land, within a City facility or facility/land leased to a non-profit organization (eg. Kinsmen Hall, Women's Centre at the dissolvent) the assets will revert back to the City of Port Coquitlam.

## **SELECTION CRITERIA / APPROVAL PROCESS**

Recommended projects will be submitted to the Healthy Community Committee for endorsement and onto Council for final approval.

All applications will be reviewed for eligibility by a City Staff Review Committee according to the requirements listed above. Each eligible application will then be assessed according to the following criteria:

### **Matching Dollar Value** (up to 10 points):

Points are awarded if the total project value exceeds the minimum required (eg. double the amount of the grant request). If the total project value meets but does not exceed, the minimum zero points are awarded (eg. \$1,000 grant submission for a \$2,000 project value). For each 20% of the total project value that is in excess of the minimum amount, two points are awarded.

Example: A community group submits a \$1,000 grant application for a project. If the proposed project total value is \$2,400, this is \$400 more than the minimum matching dollar value of \$2,000 – 20% of \$2,000 is \$400; therefore, two points would be awarded.

### **Participation and Collaboration** (up to 30 points):

The project involves broad community participation (up to 20 points):

- The maximum 20 points would be awarded to projects that demonstrate broad active community participation in selection, planning and implementation of the project. The level of participation required will be directly related to the scope of the project selected. Zero points should be awarded to projects which show little evidence of community support or involvement in the planning and proposed implementation of the project.



The application is supported by and is a collaboration of several organizations (up to 10 points):

- Applications that involve commitments from several organizations (a minimum of two or more) such as other community organizations, schools, churches and businesses would receive 10 points. Applications without involvement of additional partners receive zero points.

**Project Impact/Need** (up to 20 points):

Projects addressing a community need or problem that identifiable public benefit(s) would receive the maximum points. Applications that do not address a documented need or clearly indicate a public benefit would receive zero points. Points may be scored according to how well the need for the project is documented.

**Project Design** (up to 40 points):

The proposed project is cost effective, well planned and ready for implementation (up to 25 points):

- Maximum points would be awarded to projects, which are carefully planned and ready for implementation once a grant is awarded. Such projects have clearly articulated goals, a specified timeframe for accomplishment of tasks, and show evidence that the application organization has the capacity to follow through. Fewer points will be awarded to projects whose goals and timetables are vague and fail to demonstrate the capacity to complete the project.

The project's budget is a reasonable projection of the expenses and revenues (up to 15 points):

- Maximum points would be awarded to projects with budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source (contractor's estimate, price quotes, etc.). Fewer points would be awarded to projects with non-specific, incomplete or undocumented budgets.

**Other Program Criteria Considerations**

Projects that duplicate existing facilities or services presently available to members of the community must indicate how it will compliment or be of added benefit to the community.

Applications may be submitted for projects which are phased in over a number of years; however, an organization may only have one approved Self-Help Matching Grant at a time.

If a project from a previously approved Self-Help Matching Grant has not been completed, the organization is not eligible to apply for a second grant until the outstanding project is completed and a final report has been submitted.

Organizations, which have the ability to complete the project without the grant, will be assigned a lower priority. For example, if an organization has an unallocated surplus of approximately \$10,000 or more, the financial need of the organization is considered to be low.

Program funds may not be used to purchase consumable program supplies or equipment (eg. balls, uniforms, costumes, volleyball nets or food).



Projects that do not conform to zoning or City regulations will not be approved.

## **FINANCIAL REQUIREMENTS**

The applicant's financial contribution must be in place prior to applying for the Grant. A certified bank statement must be attached to the application to verify that the applicant has sufficient funds in place to fulfill their portion of the total project value.

The applicant's contributions cannot include funds from any other City source.

Donations or gift in-kind may be included as part of the applicant's contribution to the project. Written confirmation and verification of the value of these donations must be included with the application.

A value assigned to the volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution. For the 2014 grant submissions, volunteer labour costs should be calculated at \$26.00 per hour (based on the 2014 City of Port Coquitlam's labourer rate).

## **EVALUATION PROCESS**

All applications must be post marked on or before **April 30<sup>th</sup>**.

Late applications will not be accepted.

Applications will be assessed in detail on the basis of the Program's eligibility criteria previously outlined in this document.

Technical aspects of the applications will be reviewed by appropriate City Departments to ensure that the development plan is in accordance with City policies and regulations.

The Review Committee will assess all eligible applications and make recommendations to the Healthy Community Committee regarding which projects should be endorsed.

Applicants may attend a Healthy Community Committee meeting to speak in support of their application. Eligible projects endorsed by the Healthy Community Committee will be forwarded to City Council for approval.

The decision of Council is final. Applicants will be notified in writing of Council's decision by the end of June each year.



## **SUBMISSION OF APPLICATION**

Submit **one (1) colour PDF** to: [recreation@portcoquitlam.ca](mailto:recreation@portcoquitlam.ca) or **three (3) colour hard copies** to:

*Self-Help Matching Grant Program, c/o City of Port Coquitlam  
#200 – 2253 Leigh Square, Port Coquitlam, B.C. V3C 3B8*

Applications **must** be received in the Recreation Department, #200 – 2253 Leigh Square, Port Coquitlam **by April 30th.**

## **REQUIRED DOCUMENTATION**

Each application must include all of the following information:

- A detailed written description of the project. Please answer all of the questions on pages 8-10.
- Applications must include letters of support from the groups and area residents who will be affected by the project. This may include the School District, Parent Teacher Associations, neighbourhood residents, etc.
- Depending on the project, each applicant may be required to organize an information campaign or host a public meeting to provide information to area residents, collect public input and document community reaction to the project.
- Applicants must provide all of the required financial information.
- Applications must include a letter of approval from the property owner (also required for projects on City of Port Coquitlam or school property).
- The costs associated with ongoing maintenance of a proposed project must be identified within each organization. The organization or agency responsible for the ongoing maintenance of the project must also be identified.
- As applicable, applicants are responsible for providing a site plan/design services as part of the original submission, as required. The City of Port Coquitlam recommends that professional design services be secured for complex projects.
- The costs associated with the design work may be included as part of the organization's contribution to the project. The City of Port Coquitlam does not provide design services.
- All play equipment and site materials must meet CSA approved standards and the manufacturer's warranty must be attached to the application.
- Please include a copy of the "design detail drawing (or shop drawings) and specifications" for all site furnishings including benches, garbage cans, light standards, etc.



## **PROJECT IMPLEMENTATION**

The Recreation Department will designate a Liaison Coordinator. The role of the Liaison staff person will be to assist the project organizers by facilitating, as required, the program/project process.

### **Major Project Detail Requirements**

For major projects only and to ensure that construction/installation work is undertaken in a timely fashion, a project schedule listing dates and type of work to be completed must be forwarded to the Liaison Coordinator at least two weeks in advance of construction. If required, an on-site visit will be arranged which will include the applicant's representative and appropriate technical staff from the City. The project funds will not be released until this initial site inspection has occurred and the construction schedule has been approved by the City. All projects will be required to obtain all necessary permits and to comply with City/Provincial/Federal regulations.

In those cases where the project is located on school property, a representative from School District #43 should also be in attendance. The Liaison Coordinator should be contacted directly if any problems arise during the project.

Upon completion of the project, each organization will be required to contact the Liaison Coordinator to request a final inspection. The Liaison Coordinator person will arrange a site review with the applicant, the appropriate City technical staff and if required, a representative from any other stakeholder in the project. A list of deficiencies to be corrected will be documented at this meeting, and distributed to all parties.

### **FOLLOW-UP REPORT**

The final report is due two (2) months after the project has been completed. The final report **must** include financial documentation (cancelled cheques, invoices, etc.) to verify the expenditures supported by the Program. For your convenience, a sample budget sheet has been included on page 10.



---

---

**Self-Help Matching Grant Application Form**

Please submit **one (1) colour PDF** or **three (3) colour hard copies** of the completed application package. Pages 8 to 10 plus applicable supporting documentation as outlined on page 10.

Please print or type the following information:

1. Name of organization: \_\_\_\_\_
2. Contact person: \_\_\_\_\_ Position: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (day) \_\_\_\_\_ (fax) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Alternate Contact: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (day) \_\_\_\_\_ (fax) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
3. Is your organization a registered non-profit or charitable community organization?  
\_\_\_\_\_
4. What is the name of the project? \_\_\_\_\_
5. Total (estimated) cost of the proposed project? \$ \_\_\_\_\_
6. Funding request: (50% of the total cost of the project to \$10,000 max.) \$ \_\_\_\_\_
7. Location of project: \_\_\_\_\_
8. Total of all bank accounts, term deposits, etc. \$ \_\_\_\_\_

Please provide an explanation if your organization has over \$10,000 in unallocated funds:

---

---

---




---



---

**SAMPLE BUDGET SHEET**

Name of Organization: \_\_\_\_\_

<b>REVENUE</b>	
Organization's Financial Contribution	
Volunteer Labour (____ hours x \$24.91/hour)	
Financial Contribution of Other Partners (please list)	
Donations of Material or Supplies (please specify)	
School Board Contribution (if applicable)	
Total Contribution of Applicant	
<b>Sub-total</b>	
Self-Help Matching Grant Program Request	
Other Revenue Sources	
<b>TOTAL REVENUE</b>	
<b>EXPENSES</b>	
Purchased Materials and Supplies	
Equipment Rentals	
Professional Fees and Costs	
Cost of pea stone and pressure treated timber for border, as per City's specification where a resilient surface is required (eg. under a play structure).	
Transportation Costs and Shipping	
Other Purchases (provide details)	
<b>TOTAL ESTIMATED EXPENSES</b>	



---

---

## DOCUMENTATION CHECKLIST

- Have you provided a detailed description of the project budget? \_\_\_\_\_
- Have you enclosed a copy of the bank statement/financial statement to verify funds are in place to match the amount requested through the Program and/or total unallocated surplus funds of \$10,000 or more? \_\_\_\_\_
- Have you attached a detailed description of the project including specific technical information on the construction? \_\_\_\_\_
  - Are there other partners involved in the project collaboration? \_\_\_\_\_
  - What are the objectives of this project? \_\_\_\_\_
  - Who will use this project? \_\_\_\_\_
  - How does this project benefit/impact the community? \_\_\_\_\_
  - How many people will be affected by this project? Why is it necessary? What community need is being met? \_\_\_\_\_
  - When completed, will the project require funding for on-going operating for maintenance costs? If so, who will provide these funds? \_\_\_\_\_
- If required, have you included the detailed design or shop specifications for the item or piece of equipment included in your project proposal? \_\_\_\_\_
- If required, have you included playground equipment warranties and indicated that it meets with C.S.A. standards? \_\_\_\_\_
- If required, do you have a detailed site plan, which provides of all the information requested? \_\_\_\_\_
- Did you attach a written confirmation of gifts in-kind? \_\_\_\_\_
- Do you have a letter from the property owner approving the project? \_\_\_\_\_
- Do you have letters of support from the citizens or area residents affected by the project? \_\_\_\_\_
- Did you attach any other applicable or required documents/permits? \_\_\_\_\_

If your application package does not include **all** of the applicable information required to your specific project request, it may be denied.

We hereby certify that we are the authorized signing official(s) of the applying organization and that this application is accurate to the best of our knowledge.

---

Signature	Title/Position	Date
-----------	----------------	------

---

Signature	Title/Position	Date
-----------	----------------	------

***Please submit one (1) colour PDF or three (3) colour hard copies of your completed application package.***

**SELF-HELP MATCHING GRANT PROGRAM  
ASSESSMENT CRITERIA**

<b><u>Assessment Area</u></b>	<b><u>Value</u></b>
1. Matching Dollar Value (the total project value exceeds the minimum required)	10
2. Broad Community Participation (broad and active neighbourhood/community participation in selection, planning and implementation of the project)	20
3. Collaboration of Several Organizations (commitments from several organizations, such as other community organizations, schools, churches and businesses)	10
4. Addresses a Documented Need/Problem (addresses a need or problem that has been identified in a City report, strategy, master plan or other publicly defined way)	20
5. Cost Effective (carefully planned and ready for implementation once a grant is awarded)	25
6. Reasonable Budget (budgets that provide a detailed, line-by-line breakdown of projected expenses and revenues and have obtained the information from a reliable source)	10
7. Innovative Response to a Problem (a new or creative approach to a problem or issue)	5
<b>Total</b>	<b>100</b>

**CITY OF PORT COQUITLAM**  
**Self-Help Matching Grant Application Recommended Summary Form**  
**Year 2018**

<b><i>Name of Organization</i></b>	<b><i>Project</i></b>	<b><i>Grant Amount Requested</i></b>	<b><i>Total Value of the Project (rounded)</i></b>	<b><i>Cumulative Staff Ranking / Score (out of 100)</i></b>	<b><i>Recommended Grant Value</i></b>
Port Coquitlam Euro-Rite FC	Permanent soccer nets	\$5,650	\$11,300	66	<b>\$5,650</b>
Castle Park Elementary Parent Advisory Council	Learning Garden	\$10,000	\$22,800	62.33	<b>\$10,000</b>
Westwood Elementary Parent Advisory Council	Additional Playground Amenities	\$5,500	\$11,000	62.67	<b>\$5,500</b>
Port Coquitlam Lions Club	Street Signs	\$600	\$1,200	58.33	<b>\$0</b>
Simply Ballet Performing Arts Society	Production of Cinderella	\$10,000	\$41,800	Not a capital project; therefore, not eligible for Self-Help Matching Grant funding	Redirected to Community Cultural Development Investment Grant Program
<b>TOTAL Of RECOMMENDED FUNDED APPLICATIONS</b>		<b>\$31,750</b>	<b>\$88,100</b>	N/A	<b>\$21,150</b>