CITY OF PORT COQUITLAM

Council Regular Agenda

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Tuesday, November 13, 2018
Time: 7:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:
That the November 13, 2018, Regular Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council and Committee Meetings

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

- *April 5, 2018, Regular Community Safety Committee*
- *July 16, 2018, Regular Downtown Oversight Committee*
- *July 25, 2018, Regular Sustainability & Environment Committee*
- *September 19, 2018, Regular Healthy Community Committee*
- *September 19, 2018, Regular Transportation & Public Works Solutions Committee*
- *October 2, 2018, Special Community & Intergovernmental Committee*
- *October 2, 2018, Special Council Meeting*
- *October 9, 2018, Regular Community & Intergovernmental Committee*
- *October 9, 2018, Regular Council Meeting*
- *October 9, 2018, Regular Finance & Budget Committee*
- *October 9, 2018, Special Smart Growth Committee.*

4. PRESENTATIONS

4.1 PoCo Marlins Swimming Club

4.2 Tri-City Thunder (PoCo Minor Baseball)

5. DELEGATIONS

5.1 PoCo Heritage - 6th Annual Christmas Tree Festival (November 24 - December 31)

6. PUBLIC HEARINGS

6.1 Zoning Amendment Bylaw No. 4092 for 1940 Brown Street

See Item 7.1 for information.

7. BYLAWS

7.1 Zoning Amendment Bylaw No. 4092 for 1940 Brown Street - Third Reading

Recommendation:
That Council give Zoning Amendment Bylaw No. 4092 for 1940 Brown Street third reading.

7.2 Zoning Amendment Bylaw No. 4093 for #3190 - 2850 Shaughnessy Street (Shaughnessy Station Childcare) - First Two Readings

Recommendation:
October 9, 2018 – That Council give 1st & 2nd Readings to Zoning Bylaw Amendment Bylaw 4093 to permit a child care facility having a capacity of 136 children at #3190 – 2850 Shaughnessy Street and allow a 2.4m fence height surrounding the outdoor play space.

2. That the following conditions be met prior to adoption of the bylaw amendments:
a. Receipt of information from Fraser Health as to its licence requirements for a large child care facility at this location;
b. Receipt of information regarding fencing impacts, including the Shaughnessy Street streetscape and sunlight within the outdoor play space;
c. Receipt of a building code analysis and identification of building design changes as may be required to comply with daycare guidelines.
November 13, 2018: Staff recommend to Council the following additional conditions:
a. Renewal of an encroachment agreement for the encroachments within the Shaughnessy Street right of way; and,
b. Completion of design and submission of fees and securities for required off-site works and services to the satisfaction of the Director of Development Services.

7.3 Delegation of Authority Amendment Bylaw No. 4094 and Council & Committee Procedural Amendment Bylaw No. 4095- First Three Readings
Recommendation:
That Council give Delegation of Authority Amendment Bylaw No. 4094 and Council & Committee Procedural Amendment Bylaw No. 4095 first three readings.

8. REPORTS

8.1 2018 Local Government & School Trustee Election Results
Recommendation:
None.

8.2 Acting Mayor Draft Resolution for the Month of December 2018
Recommendation:
That Councillor D. Penner be appointed as Acting Mayor for the month of December, 2018.

8.3 2019 Council Meeting Schedule and 2019 Acting Mayor Schedule
Recommendation:
That the 2019 Council Meeting Schedule and 2019 Acting Mayor Schedule be adopted.

8.4 Metro Vancouver Regional District – Appointment of Municipal Directors
Recommendation:
That _____ be appointed as the City's municipal Director to the Metro Vancouver Regional District (MVRD) Board and that the Director be distributed 3 votes.

9. NEW BUSINESS

10. OPEN QUESTION PERIOD

11. RESOLUTION TO CLOSE

11.1 Resolution to Close the November 13, 2018, Regular Council Meeting to the Public
Recommendation:
That the Regular Council Meeting of November 13, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:
Item 3.1

g) litigation or potential litigation affecting the municipality;

Community Safety Committee Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
April 5, 2018

Present:
Chair – Councillor Forrest
Councillor Penner
Citizen Advisor – B. Leavold

Absent:
Councillor Washington
Citizen Advisor – A. Carroll

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved – Seconded:

That the April 5, 2018, Community Safety Committee Meeting Agenda be adopted with the following changes:

- *Delete Item 4.1 Delegation – CP Rail.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the February 1, 2018, Committee Meeting

Moved – Seconded:

That the February 1, 2018, Committee Meeting Minutes be adopted.

Carried

4. DELEGATION

4.1 Delegation – CP Rail

This item was deleted from the agenda.

5. REPORTS

5.1 2430 Ottawa Street

Moved – Seconded:

- That the Community Safety Committee forward the report to Council for Council's consideration of the issuance of a remedial order.

Carried

5.2 Bylaw Division (Verbal Report)

- Fox Park continues to be monitored for discarded needles. The number of needles being found appears to be decreasing, however with better weather the number of needles may increase.
- 35 homeless camps were dismantled compared with 17 last year, during the same period.
- Two massage parlours have had their business licenses cancelled because of prohibitive uses.

DRAFT

- Judy Dillabough has retired after 33 years with the City.

5.3 Community Police (Verbal Report)

- Volunteers received training on Crime Stoppers, Conflict Resolution, Basic First Aid Review, Mental Health RCMP Liaisons and RCMP Career Info.
- Crime Prevention through Environmental design was completed at Riverside Community Church.
- Blakeburn Elementary school had a tour at the Community Police Office .
- The first presentation on Fraud Awareness was held with 54 people in attendance.
- A Graffiti Audit will be conducted on April 15.
- Seniors' Driver Re-Examination tests will be held at Wilson Centre on April 24.
- A volunteer recruitment event is happening on April 26.
- The RCMP Junior Mountie Camp is up for applications for youth aged 9-15.

5.4 Fire Department (Verbal Report)

- The new medic unit for the North Side will be up and running at the end of this month.
- Four new recruits are starting on April 9 .
- The Emergency Program received a grant for $25,000 for Emergency Operations Centre Training.
- New E-Comm radios have proved to be highly effective during the recent fire at the marina.

4.6 RCMP (Verbal Report)

- The RCMP Superintendent introduced the new RCMP Inspector, Nav Hothi.
- A new traffic camera has been introduced for areas that receive significant traffic complaints; this installation will reduce demand on staffing in these areas.
- An arrest has been made in the stabbing of a woman in downtown Port Coquitlam.
- The RCMP is continuing with patrols in Lions Park, which has reduced the number of people loitering and using drugs and alcohol in the park.
- A drug trafficking complaint near Terry Fox School was received and is being investigated.
- April 5 is graduation day from the Police Academy in Chilliwack.

5. NEW BUSINESS

5.1 Committee member verbal updates

There were no Committee member verbal updates.

DRAFT

6. RESOLUTION TO CLOSE

6.1 **Resolution to Close the April 5, 2018, Committee Meeting to the Public**

Moved – Seconded:

That the Regular Community Safety Committee Meeting of April 5, 2018 be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

(g)litigation or potential litigation affecting the municipality;

(f)law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Downtown Oversight Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Monday, July 16, 2018

Present:	**Absent:**
Chair – Mayor Moore Councillor West	Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the July 16, 2018, Regular Downtown Oversight Committee Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Downtown Oversight Committee

Moved - Seconded:

That the minutes of the following Downtown Oversight Committee Meetings be adopted:

- *June 21, 2018, Regular Meeting.*

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the July 16, 2018, Regular Downtown Oversight Committee Meeting to the Public

Moved - Seconded:

That the Regular Downtown Oversight Committee Meeting of July 16, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

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

Item 4.2

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Sustainability & Environment Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
July 25, 2018

Present:	**Absent:**
Chair – Councillor Dupont	Councillor Pollock
Councillor West	Shiv Balram
BIA Representative – B. Fenton	
Citizen Advisor – N. Powers	

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the July 25, 2018, Regular Sustainability & Environment Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Sustainability & Environment Committee

Moved - Seconded:

That the minutes of the following Sustainability & Environment Committee Meetings be adopted:

- *April 25, 2018, Regular Meeting*

Carried

4. DELEGATIONS

4.1 Waste reduction

Committee received a presentation from a resident providing information on measures being taken to reduce waste in other communities with specific reference to styrofoam coffee cups, straws, balloons and plastic bags.

5. REPORTS

5.1 Proposed Tree Bylaw and Related Policy and Regulatory Amendments

Moved - Seconded:

1) That the Sustainability and Environment Committee direct staff to make the following amendments for review by the Committee:

a) Replace Tree Bylaw, 2005, No. 3474 with a new tree bylaw;
b) Amend the Official Community Plan policy pertaining to trees;
c) Amend the Fees and Charges Bylaw to include a new schedule to set permit fees;
d) Amend the Delegation Bylaw to implement tree permit appeals; and,
e) Amend the Ticket and Notice Enforcement Bylaws to enforce tree regulations.

DRAFT

2) That the report to Committee with the proposed amendments include:

a) a canopy coverage target; and,

b) a proposed implementation program that will take reflect the approach that the City's first priority is education, then awareness and incentives and then penalties and enforcement.

Carried

5.2 Sustainability Environmental Work Program update

An overview of the program was provided.

6. NEW BUSINESS

7. ADJOURNMENT

7.1 Adjournment of the Meeting

Moved - Seconded:

That the July 25, 2018, Regular Sustainability & Environment Committee Meeting be adjourned at 4:30 p.m.

Certified Correct,

Mayor

Corporate Officer

DRAFT

Healthy Community Committee Minutes

Community Room, Gathering Place, #200 – 2253 Leigh Square, Port Coquitlam, BC
September 19, 2018

Present:
Chair - Councillor Pollock
Councillor Dupont
Councillor West
Citizen Advisor - B. Greenland
Citizen Advisor - B. Hansen

Absent:
Citizen Advisor – M. Bowen
Citizen Advisor – Y. Cheng
Citizen Advisor – K. Johnson

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the September 19, 2018, Regular Healthy Community Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the July 25, 2018, Regular Healthy Community Committee Meeting

Moved - Seconded:

That July 25, 2018, Regular Healthy Community Committee Meeting Minutes be adopted.

Carried

4. DELEGATION

4.1 PoCo Active

- PoCo Active initiative aims to implement a multi-sectoral Physical Literacy strategy. Partners include the Port Coquitlam Sports Alliance, City of Port Coquitlam Recreation Department, Fraser Health Authority, and School District No. 43. The five pillars of the strategy are Sport, Health, Education, Recreation and Media. Port Coquitlam was one of nine communities to be selected this year for the Physical Literacy for Communities – a grant provided by the BC Provincial Government and British Columbia Alliance for Healthy Living.
- The delegation requested an opportunity to provide a briefing to Council to share an overview of the PoCo Active Grant project.
- The delegation also shared some highlights from the PoCo Sport Alliance, including:
    - Port Coquitlam has had many provincial champions this year.
    - The Flicka International Gymnastics Tournament will be moving to Riverside High School in Port Coquitlam on December 1st and 2nd, 2018. It is anticipated that up to 600 athletes will be participating in the event.

DRAFT

5. REPORTS

5.1 Riverside Secondary School After Grad, 2019

Moved - Seconded:

That Healthy Community Committee recommend to Council that the Riverside After Grad Committee be granted free rental of designated facilities at the Hyde Creek Recreation Centre from June 8-9, 2019, for their after grad celebrations, provided that the Riverside Secondary School Parent Advisory Committee pay for any extra staff costs incurred as a result of this event being hosted at the Hyde Creek Recreation Centre.

Carried

5.2 May Day Final Report, 2018

Moved - Seconded:

That the recommendations brought forward by City staff and volunteers be used in the planning of the 2019 May Day celebrations.

Carried

5.3 Canada Day Final Report, 2018

Moved - Seconded:

That the recommendations brought forward by City staff and volunteers be used in the planning of the 2019 Canada Day celebrations.

Carried

5.4 Fees and Charges for Tennis Clubs

Moved - Seconded:

That Healthy Community Committee direct staff to prepare an Amendment Bylaw for Fees and Charges Bylaw No. 4063 for Council's consideration that will permit a 50% reduction for tennis court rentals until December 31, 2019.

Carried

6. NEW BUSINESS

6.1 Tennis Club Court Bookings

City staff will update the Port Coquitlam Tennis Club after the proposed Amendment for the Fees and Charges Bylaw No. 4063 has been considered by Council. Staff will also schedule an allocation meeting later this fall with both tennis clubs using Port Coquitlam facilities. The Port Coquitlam Sports Alliance Society will act as an advisor, if required.

DRAFT

6.2 Heritage Society Citizen Advisor

The Society brought forward a request to have an Advisor sit on the Healthy Community Committee. Staff will confirm the process and timeline for adding committee members following the October 20 election.

6.3 Ice Allocation Information

Staff will be meeting with Port Coquitlam Minor Hockey Association regarding changes to their previously requested additional prime time ice allocation, which resulted in ice reduction for public skating and recreation programs. The Minor Hockey Association has returned non-prime time ice times, resulting in a revenue loss for the City.

Rehabilitation of Centennial Pool Project

The Area Recreation Manager provided an update on the renovation of Centennial Pool. The Committee requested that Council be invited for a walk-through of the renovated facility later this fall.

6.4 Community Events

- Cultural Round Table is scheduled for September 20, 2018, at 5:00 p.m. in the Michael Wright Art Gallery.
- Grant Writing Workshop is scheduled for Saturday, September 22, 2018, in the Michael Wright Art Gallery from 1:00 to 4:00 p.m.
- Rivers & Trails Festival will be on Sunday, September 23, 2018, in Lions Park from 12:00 to 4:00 p.m.

7. ADJOURNMENT

7.1 Adjournment of the Meeting

Moved - Seconded:

That the September 19, 2018, Regular Healthy Community Committee Meeting be adjourned at 4:47 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Transportation Solutions & Public Works Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
September 19, 2018

Present:	**Absent:**
Chair – Councillor Penner	Councillor Washington
Councillor Forrest	
Citizen Advisor – D. Becker	
Citizen Advisor – N. McCurrach	
Citizen Advisor – C. Polonio	

1. CALL TO ORDER

The meeting was called to order at 4:37 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the September 19, 2018, Regular Transportation Solutions & Public Works Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Transportation Solutions & Public Works Committee

Moved - Seconded:

That the minutes of the following Transportation Solutions & Public Works Committee Meeting be adopted:

- *July 18, 2018, Regular Meeting*

Carried

4. REPORTS

4.1 2018-19 Traffic Calming

- Staff summarized the report supporting allocation of funds to initiate a traffic calming project on Western and Eastern drives.
- Committee discussed scope of work and timeline and directed staff to proceed as recommended.

Moved - Seconded:

That the Transportation Solutions and Public Works Committee approve the use of $20,000 from the 2018 Traffic Calming funds for the assessment, consultation, and conceptual design of traffic calming measures on Western and Eastern Drives.

Carried

DRAFT

4.2 Mary Hill Bypass Improvements

- Staff provided Committee with a brief history and provided clarification of the accounts for funding the assessment.
- Committee discussed funding sources and future cost sharing. Committee also discussed conceptual lane design and watercourse impacts.

Moved - Seconded:

That the Transportation and Public Works Solutions (TSPW) Committee:

Approve the use of $35,000 of 2018 TSPW funds and $20,000 of 2019 TSPW funds for the assessment and conceptual design of acceleration and turning lanes on the Mary Hill Bypass.

Carried

4.3 Lane Paving Program

- Staff summarized the report and recommends prioritization strategy for consideration in future capital programs.
- Committee discussed definition of primary access lanes and directed staff to proceed as recommended.

Moved - Seconded:

That the Transportation Solutions and Public Works Committee:

- *Provide feedback to staff on the prioritization criteria presented in the 'Lane Paving Program' report on September 19, 2018, and;*
- *Direct staff to apply the prioritization criteria to the City's lane inventory and bring back recommended lane paving projects in 2019 for their consideration for implementation in 2020.*

Carried

4.4 Transportation Solutions & Public Works Committee Tracking Sheet

Item 4 - Traffic Signal - Cedar & Prairie

- Staff provided Committee with an update on the intersection review and informed Committee that this intersection will be included in the Prairie Avenue design. In the short term, staff will review signal timing and line painting.

Item 5 - Transit Shelter Program

- Committee discussed options for shelter designs.

5. NEW BUSINESS

5.1 Committee inquired about the status of line painting on southbound Shaughnessy Street to westbound Lougheed Highway. Staff advised that following finalization of the line painting contract all major roads are to be addressed.

5.2 Committee inquired about status of project at Pooley Avenue and Pitt River Road. Staff to follow up.

5.3 Committee inquired about curb and gutter construction on Nicola Avenue between Hawkins Street and Fremont Connector. Staff advised that this construction is development related and will follow up with development services and report back to Committee.

DRAFT

6. ADJOURNMENT

6.1 Adjournment of the Meeting

Moved - Seconded:

That the September 19, 2018, Regular Transportation Solutions & Public Works Committee Meeting be adjourned at 5:14 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Community & Intergovernmental Committee Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 2, 2018

Present:	**Absent:**
Chair – Mayor Moore	Councillor Washington
Councillor Dupont	Councillor West
Councillor Forrest	
Councillor Penner	
Councillor Pollock	

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the October 2, 2018, Special Community & Intergovernmental Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Community & Intergovernmental Committee

Moved - Seconded:

That the minutes of the following Community & Intergovernmental Committee Meetings be adopted:

- July 24, 2018, Regular Meeting.

Carried

4. REPORTS

4.1 Recreational Vehicle Parking Memo

Moved - Seconded:

That Community & Intergovernmental Committee direct staff to stay enforcement until March 1, 2019, for recreational vehicle parking:

- On the Agricultural Land Reserve; and
- On private property, provided that such parking does not create any public safety issues.

Carried

DRAFT

5. ADJOURNMENT

5.1 Adjournment of the Meeting

Moved - Seconded:

That the October 2, 2018, Special Community & Intergovernmental Committee Meeting be adjourned at 7:00 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 2, 2018

Present:	**Absent:**
Chair – Mayor Moore	Councillor Washington
Councillor Dupont	Councillor West
Councillor Forrest	
Councillor Penner	
Councillor Pollock	

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the October 2, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. RESOLUTION TO CLOSE

3.1 Resolution to Close the October 2, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of October 2, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

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

Item 3.2

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Community & Intergovernmental Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

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

Absent:

1. CALL TO ORDER

The meeting was called to order at 4:52 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:
That the October 9, 2018, Regular Community & Intergovernmental Committee Meeting Agenda be adopted as circulated.
Carried

3. REPORTS

3.1 3030 Gordon Emergency Shelter Task Force

Moved - Seconded:
That staff review the business licence for the Tri Cities Clinic located at #107-3200 Westwood Street and bring back options to revoke the business license.
Carried

Moved - Seconded:
That Community & Intergovernmental Committee direct staff to review the use of methadone clinics as a land use and provide a report with options for limiting this use.
Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the October 9, 2018, Regular Community & Intergovernmental Committee Meeting to the Public

Moved - Seconded:
That the Regular Community & Intergovernmental Committee Meeting of October 9, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:
Item 4.1

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

DRAFT

Item 4.2

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

Present:

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

Absent:

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 October 9, 2018, Regular Council Meeting Agenda be adopted as circulated.
Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Regular Council

Moved - Seconded:
That the minutes of the following Council Meetings be adopted:

- *September 18, 2018, Regular Council Meeting*
- *September 25, 2018, Regular Council Meeting.*

Carried

4. PROCLAMATIONS

4.1 Waste Reduction Week – October 15-21, 2018

4.2 Veteran's Week – November 5-11, 2018

5. PRESENTATIONS

5.1 PoCo EFC U14 Boys Soccer

5.2 PoCo Saints Pee Wee C Boys Lacrosse

6. PUBLIC HEARING

6.1 Zoning Amendment Bylaw No. 4077 (Housing Affordability)

No public comments.

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

Fourteen speakers came forward with comments.

Mayor Moore concluded the public hearing.

DRAFT

7. BYLAWS

7.1 Zoning Amendment Bylaw No. 4077 (Housing Affordability) – Third Reading and Adoption

Moved - Seconded:
That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) third reading.
Carried

Moved - Seconded:
That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) final reading.
Carried

7.2 Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue – Third Reading

Moved - Seconded:
That Council give Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue third reading.
Carried

7.3 Zoning Amendment Bylaw No. 4092 for 1940 Brown Street - First Two Readings

Moved - Seconded:
That Council:

1. *Give 1st & 2nd Readings to Zoning Bylaw Amendment Bylaw 4092 to amend the zoning of 1940 Brown Street from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);*
2. *Require that prior to adoption of the amending bylaw:*
   a. *the subdivision plan be completed to the satisfaction of the Approving Officer;*
   b. *the following conditions be met to the satisfaction of the Director of Development Services:*
      i. *Installation of tree protection barriers for the two Douglas Firs;*
      ii. *Submission of a $2,500.00 security for relocation of the monkey puzzle tree;*
      iii. *Demolition of the building at 1940 Brown Street; and,*
      iv. *Completion of design and submission of fees and securities for off-site works and services.*

Carried

7.4 Parking and Development Management Bylaw No. 4078 – Final Reading

Moved - Seconded:
That Council give Parking and Development Management Bylaw No. 4078 final reading.
Carried

7.5 2019 Permissive Property Tax Exemption Bylaw - Final Reading

Moved - Seconded:
That Council give Permissive Property Tax Exemption Bylaws 4079, 4080, 4081, 4082, 4083, 4084, 4085, 4086, 4087, 4088, 4089, 4090 and 4091 final reading.
Carried

8. REPORTS

8.1 Affordable and Family Friendly Housing Policy 5.05

Moved - Seconded:
That Council approve Affordable and Family Friendly Housing Policy 5.05 and Density Bonus Policy 5.01.
Carried
*This motion was carried prior to adoption of Bylaw No. 4077 (Item 7.1).

DRAFT

8.2 Density Bonus Policy 5.01
*See Item 8.1 for the carried motion.

8.3 2019-2020 Capital Plan
Moved - Seconded:
That staff be directed to proceed with award of the 2019 and 2020 capital projects, as per the recommendation of Finance and Budget Committee at its September 17, 2018, meeting.
Carried

8.4 2018 Emergency Social Services (ESS) Community Emergency Preparedness Fund (CEPF) Application
Moved - Seconded:
That Council approve staff to submit an application for $25,000 of funding for Emergency Social Services equipment to the UBCM Community Emergency Preparedness Fund.
Carried

8.5 Recreational Vehicle Motion (Previous Postponement)
Motion on the Floor (from May 8th, 2018):
That Council endorse the following directions:

1. *That requests for on-site parking of recreational vehicles that are larger than the size permitted by current regulations be considered on a site-by-site basis through processes such as issuance of a development variance permit; and,*
2. *That owners of underutilized commercial or industrial properties be encouraged to develop on-site storage space for recreation vehicle parking use and apply for consideration of rezoning or a temporary use permit as may be applicable, for this purpose.*

Defeated
Opposed: Mayor Moore, Councillors Dupont, Forrest, Penner, Pollock, Washington and West

Moved - Seconded:
That Council direct staff to review enforcement policies and land use regulations related to recreational vehicle parking in Port Coquitlam and provide a report to Council in February 2019.
Carried

9. STANDING COMMITTEE VERBAL UPDATES

9.1 Downtown Oversight Committee
Mayor Moore provided an update.

9.2 Smart Growth Committee
Councillor West provided an update.

10. NEW BUSINESS

10.1 Council provided updates related to community events; the Councillors and staff thanked the Mayor for his 10 years of leadership.

DRAFT

11. CLOSED ITEMS RELEASED TO PUBLIC

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

July 24, 2018, Closed Council

That Karen Grommada be appointed as Acting Chief Administrative Officer for the duration of time the Chief Administrative Officer is on maternity leave.

12. ADJOURNMENT

12.1 Adjournment of the Meeting

Moved - Seconded:
That the October 9, 2018, Regular Council Meeting be adjourned at 9:14 p.m.
Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Finance & Budget Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

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

Absent:
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 4:08 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:
That the October 9, 2018, Regular Finance & Budget Committee Meeting Agenda be adopted as circulated.
Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Finance & Budget Committee

Moved - Seconded:
That the minutes of the following Finance & Budget Committee Meetings be adopted:

- *September 17, 2018, Regular Meeting*
- *September 18, 2018, Regular Meeting*
- *October 2, 2018, Regular Meeting.*

Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the October 9, 2018, Regular Finance & Budget Committee Meeting to the Public

Moved - Seconded:
That the Regular Finance & Budget Committee Meeting of October 9, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:
Item 3.1

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Smart Growth Committee Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

Present:	**Absent:**
Chair – Councillor West	Councillor Washington
Councillor Dupont	
Councillor Forrest	
Councillor Penner	
Councillor Pollock	
Mayor Moore	

1. CALL TO ORDER

The meeting was called to order at 4:10 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the October 9, 2018, Special Smart Growth Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Smart Growth Committee

Moved - Seconded:

That the minutes of the following Smart Growth Committee Meetings be adopted:

- *September 18, 2018, Regular Meeting*
- *September 25, 2018, Regular Meeting.*

Carried

4. REPORTS

4.1 2337 Rindall Avenue – Development Permit Application DP000354

Moved - Seconded:

That Smart Growth Committee approve Development Permit DP000354, which regulates an apartment development at 2337 Rindall Avenue.

Carried

4.2 3190 – 2850 Shaughnessy Street – Rezoning Application RZ000148

Councillor Washington arrived at 4:23 p.m.

Moved - Seconded:

That Smart Growth Committee recommend to Council that RZ000148 be approved subject to the following:

- *Information from Fraser Health as to its licence requirements for a large child care facility at this location;*
- *Fencing impacts, including the Shaughnessy Street streetscape and sunlight within the outdoor play space;*
- *A building code analysis and identification of building design changes as may be required to comply with daycare guidelines.*

And that this application be forwarded to the next Council meeting for 1st and 2nd reading.

Carried

Opposed: Councillor Forrest

DRAFT

5. NEW BUSINESS

6. ADJOURNMENT

6.1 Adjournment of the Meeting

Moved - Seconded:

That the October 9, 2018, Special Smart Growth Committee Meeting be adjourned at 4:50 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Downtown Oversight Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Monday, July 16, 2018

Present:	**Absent:**
Chair – Mayor Moore Councillor West	Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 8:30 a.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the July 16, 2018, Regular Downtown Oversight Committee Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Downtown Oversight Committee

Moved - Seconded:

That the minutes of the following Downtown Oversight Committee Meetings be adopted:

- *June 21, 2018, Regular Meeting.*

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the July 16, 2018, Regular Downtown Oversight Committee Meeting to the Public

Moved - Seconded:

That the Regular Downtown Oversight Committee Meeting of July 16, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

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

Item 4.2

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Sustainability & Environment Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
July 25, 2018

Present:	**Absent:**
Chair – Councillor Dupont	Councillor Pollock
Councillor West	Shiv Balram
BIA Representative – B. Fenton	
Citizen Advisor – N. Powers	

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the July 25, 2018, Regular Sustainability & Environment Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Sustainability & Environment Committee

Moved - Seconded:

That the minutes of the following Sustainability & Environment Committee Meetings be adopted:

- *April 25, 2018, Regular Meeting*

Carried

4. DELEGATIONS

4.1 Waste reduction

Committee received a presentation from a resident providing information on measures being taken to reduce waste in other communities with specific reference to styrofoam coffee cups, straws, balloons and plastic bags.

5. REPORTS

5.1 Proposed Tree Bylaw and Related Policy and Regulatory Amendments

Moved - Seconded:

1) That the Sustainability and Environment Committee direct staff to make the following amendments for review by the Committee:

a) Replace Tree Bylaw, 2005, No. 3474 with a new tree bylaw;
b) Amend the Official Community Plan policy pertaining to trees;
c) Amend the Fees and Charges Bylaw to include a new schedule to set permit fees;
d) Amend the Delegation Bylaw to implement tree permit appeals; and,
e) Amend the Ticket and Notice Enforcement Bylaws to enforce tree regulations.

DRAFT

2) That the report to Committee with the proposed amendments include:

a) a canopy coverage target; and,

b) a proposed implementation program that will take reflect the approach that the City's first priority is education, then awareness and incentives and then penalties and enforcement.

Carried

5.2 Sustainability Environmental Work Program update
An overview of the program was provided.

6. NEW BUSINESS

7. ADJOURNMENT

7.1 Adjournment of the Meeting
Moved - Seconded:

That the July 25, 2018, Regular Sustainability & Environment Committee Meeting be adjourned at 4:30 p.m.

Certified Correct,

Mayor

Corporate Officer

DRAFT

Healthy Community Committee Minutes

Community Room, Gathering Place, #200 – 2253 Leigh Square, Port Coquitlam, BC
September 19, 2018

Present:
Chair - Councillor Pollock
Councillor Dupont
Councillor West
Citizen Advisor - B. Greenland
Citizen Advisor - B. Hansen

Absent:
Citizen Advisor – M. Bowen
Citizen Advisor – Y. Cheng
Citizen Advisor – K. Johnson

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the September 19, 2018, Regular Healthy Community Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of the July 25, 2018, Regular Healthy Community Committee Meeting

Moved - Seconded:

That July 25, 2018, Regular Healthy Community Committee Meeting Minutes be adopted.

Carried

4. DELEGATION

4.1 PoCo Active

- PoCo Active initiative aims to implement a multi-sectoral Physical Literacy strategy. Partners include the Port Coquitlam Sports Alliance, City of Port Coquitlam Recreation Department, Fraser Health Authority, and School District No. 43. The five pillars of the strategy are Sport, Health, Education, Recreation and Media. Port Coquitlam was one of nine communities to be selected this year for the Physical Literacy for Communities – a grant provided by the BC Provincial Government and British Columbia Alliance for Healthy Living.
- The delegation requested an opportunity to provide a briefing to Council to share an overview of the PoCo Active Grant project.
- The delegation also shared some highlights from the PoCo Sport Alliance, including:
    - Port Coquitlam has had many provincial champions this year.
    - The Flicka International Gymnastics Tournament will be moving to Riverside High School in Port Coquitlam on December 1st and 2nd, 2018. It is anticipated that up to 600 athletes will be participating in the event.

DRAFT

5. REPORTS

5.1 Riverside Secondary School After Grad, 2019

Moved - Seconded:

That Healthy Community Committee recommend to Council that the Riverside After Grad Committee be granted free rental of designated facilities at the Hyde Creek Recreation Centre from June 8-9, 2019, for their after grad celebrations, provided that the Riverside Secondary School Parent Advisory Committee pay for any extra staff costs incurred as a result of this event being hosted at the Hyde Creek Recreation Centre.

Carried

5.2 May Day Final Report, 2018

Moved - Seconded:

That the recommendations brought forward by City staff and volunteers be used in the planning of the 2019 May Day celebrations.

Carried

5.3 Canada Day Final Report, 2018

Moved - Seconded:

That the recommendations brought forward by City staff and volunteers be used in the planning of the 2019 Canada Day celebrations.

Carried

5.4 Fees and Charges for Tennis Clubs

Moved - Seconded:

That Healthy Community Committee direct staff to prepare an Amendment Bylaw for Fees and Charges Bylaw No. 4063 for Council's consideration that will permit a 50% reduction for tennis court rentals until December 31, 2019.

Carried

6. NEW BUSINESS

6.1 Tennis Club Court Bookings

City staff will update the Port Coquitlam Tennis Club after the proposed Amendment for the Fees and Charges Bylaw No. 4063 has been considered by Council. Staff will also schedule an allocation meeting later this fall with both tennis clubs using Port Coquitlam facilities. The Port Coquitlam Sports Alliance Society will act as an advisor, if required.

DRAFT

6.2 Heritage Society Citizen Advisor

The Society brought forward a request to have an Advisor sit on the Healthy Community Committee. Staff will confirm the process and timeline for adding committee members following the October 20 election.

6.3 Ice Allocation Information

Staff will be meeting with Port Coquitlam Minor Hockey Association regarding changes to their previously requested additional prime time ice allocation, which resulted in ice reduction for public skating and recreation programs. The Minor Hockey Association has returned non-prime time ice times, resulting in a revenue loss for the City.

Rehabilitation of Centennial Pool Project

The Area Recreation Manager provided an update on the renovation of Centennial Pool. The Committee requested that Council be invited for a walk-through of the renovated facility later this fall.

6.4 Community Events

- Cultural Round Table is scheduled for September 20, 2018, at 5:00 p.m. in the Michael Wright Art Gallery.
- Grant Writing Workshop is scheduled for Saturday, September 22, 2018, in the Michael Wright Art Gallery from 1:00 to 4:00 p.m.
- Rivers & Trails Festival will be on Sunday, September 23, 2018, in Lions Park from 12:00 to 4:00 p.m.

7. ADJOURNMENT

7.1 Adjournment of the Meeting

Moved - Seconded:

That the September 19, 2018, Regular Healthy Community Committee Meeting be adjourned at 4:47 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Transportation Solutions & Public Works Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
September 19, 2018

Present:	**Absent:**
Chair – Councillor Penner	Councillor Washington
Councillor Forrest	
Citizen Advisor – D. Becker	
Citizen Advisor – N. McCurrach	
Citizen Advisor – C. Polonio	

1. CALL TO ORDER

The meeting was called to order at 4:37 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the September 19, 2018, Regular Transportation Solutions & Public Works Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Transportation Solutions & Public Works Committee

Moved - Seconded:

That the minutes of the following Transportation Solutions & Public Works Committee Meeting be adopted:

- *July 18, 2018, Regular Meeting*

Carried

4. REPORTS

4.1 2018-19 Traffic Calming

- Staff summarized the report supporting allocation of funds to initiate a traffic calming project on Western and Eastern drives.
- Committee discussed scope of work and timeline and directed staff to proceed as recommended.

Moved - Seconded:

That the Transportation Solutions and Public Works Committee approve the use of $20,000 from the 2018 Traffic Calming funds for the assessment, consultation, and conceptual design of traffic calming measures on Western and Eastern Drives.

Carried

DRAFT

4.2 Mary Hill Bypass Improvements

- Staff provided Committee with a brief history and provided clarification of the accounts for funding the assessment.
- Committee discussed funding sources and future cost sharing. Committee also discussed conceptual lane design and watercourse impacts.

Moved - Seconded:

That the Transportation and Public Works Solutions (TSPW) Committee:

Approve the use of $35,000 of 2018 TSPW funds and $20,000 of 2019 TSPW funds for the assessment and conceptual design of acceleration and turning lanes on the Mary Hill Bypass.

Carried

4.3 Lane Paving Program

- Staff summarized the report and recommends prioritization strategy for consideration in future capital programs.
- Committee discussed definition of primary access lanes and directed staff to proceed as recommended.

Moved - Seconded:

That the Transportation Solutions and Public Works Committee:

- *Provide feedback to staff on the prioritization criteria presented in the 'Lane Paving Program' report on September 19, 2018, and;*
- *Direct staff to apply the prioritization criteria to the City's lane inventory and bring back recommended lane paving projects in 2019 for their consideration for implementation in 2020.*

Carried

4.4 Transportation Solutions & Public Works Committee Tracking Sheet

Item 4 - Traffic Signal - Cedar & Prairie

- Staff provided Committee with an update on the intersection review and informed Committee that this intersection will be included in the Prairie Avenue design. In the short term, staff will review signal timing and line painting.

Item 5 - Transit Shelter Program

- Committee discussed options for shelter designs.

5. NEW BUSINESS

5.1 Committee inquired about the status of line painting on southbound Shaughnessy Street to westbound Lougheed Highway. Staff advised that following finalization of the line painting contract all major roads are to be addressed.

5.2 Committee inquired about status of project at Pooley Avenue and Pitt River Road. Staff to follow up.

5.3 Committee inquired about curb and gutter construction on Nicola Avenue between Hawkins Street and Fremont Connector. Staff advised that this construction is development related and will follow up with development services and report back to Committee.

6. ADJOURNMENT

6.1 Adjournment of the Meeting

Moved - Seconded:

That the September 19, 2018, Regular Transportation Solutions & Public Works Committee Meeting be adjourned at 5:14 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Community & Intergovernmental Committee Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 2, 2018

Present:	**Absent:**
Chair – Mayor Moore	Councillor Washington
Councillor Dupont	Councillor West
Councillor Forrest	
Councillor Penner	
Councillor Pollock	

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the October 2, 2018, Special Community & Intergovernmental Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Community & Intergovernmental Committee

Moved - Seconded:

That the minutes of the following Community & Intergovernmental Committee Meetings be adopted:

- July 24, 2018, Regular Meeting.

Carried

4. REPORTS

4.1 Recreational Vehicle Parking Memo

Moved - Seconded:

That Community & Intergovernmental Committee direct staff to stay enforcement until March 1, 2019, for recreational vehicle parking:

- On the Agricultural Land Reserve; and
- On private property, provided that such parking does not create any public safety issues.

Carried

DRAFT

5. ADJOURNMENT

5.1 Adjournment of the Meeting

Moved - Seconded:

That the October 2, 2018, Special Community & Intergovernmental Committee Meeting be adjourned at 7:00 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 2, 2018

Present:
Chair – Mayor Moore
Councillor Dupont
Councillor Forrest
Councillor Penner
Councillor Pollock

Absent:
Councillor Washington
Councillor West

1. CALL TO ORDER

The meeting was called to order at 5:15 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the October 2, 2018, Special Council Meeting Agenda be adopted as circulated.

Carried

3. RESOLUTION TO CLOSE

3.1 Resolution to Close the October 2, 2018, Special Council Meeting to the Public

Moved - Seconded:

That the Special Council Meeting of October 2, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

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

Item 3.2

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Community & Intergovernmental Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

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

Absent:

1. CALL TO ORDER

The meeting was called to order at 4:52 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:
That the October 9, 2018, Regular Community & Intergovernmental Committee Meeting Agenda be adopted as circulated.
Carried

3. REPORTS

3.1 3030 Gordon Emergency Shelter Task Force

Moved - Seconded:
That staff review the business licence for the Tri Cities Clinic located at #107-3200 Westwood Street and bring back options to revoke the business license.
Carried

Moved - Seconded:
That Community & Intergovernmental Committee direct staff to review the use of methadone clinics as a land use and provide a report with options for limiting this use.
Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the October 9, 2018, Regular Community & Intergovernmental Committee Meeting to the Public

Moved - Seconded:
That the Regular Community & Intergovernmental Committee Meeting of October 9, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:
Item 4.1

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

DRAFT

Item 4.2

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

Present:

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

Absent:

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 October 9, 2018, Regular Council Meeting Agenda be adopted as circulated.
Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Regular Council

Moved - Seconded:
That the minutes of the following Council Meetings be adopted:

- *September 18, 2018, Regular Council Meeting*
- *September 25, 2018, Regular Council Meeting.*

Carried

4. PROCLAMATIONS

4.1 Waste Reduction Week – October 15-21, 2018

4.2 Veteran's Week – November 5-11, 2018

5. PRESENTATIONS

5.1 PoCo EFC U14 Boys Soccer

5.2 PoCo Saints Pee Wee C Boys Lacrosse

6. PUBLIC HEARING

6.1 Zoning Amendment Bylaw No. 4077 (Housing Affordability)

No public comments.

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

Fourteen speakers came forward with comments.

Mayor Moore concluded the public hearing.

DRAFT

7. BYLAWS

7.1 Zoning Amendment Bylaw No. 4077 (Housing Affordability) – Third Reading and Adoption

Moved - Seconded:
That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) third reading.
Carried

Moved - Seconded:
That Council give Zoning Amendment Bylaw No. 4077 (Housing Affordability) final reading.
Carried

7.2 Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue – Third Reading

Moved - Seconded:
That Council give Official Community Plan Amendment Bylaw No. 4075 and Zoning Amendment Bylaw No. 4076 for 2115-2127 Prairie Avenue third reading.
Carried

7.3 Zoning Amendment Bylaw No. 4092 for 1940 Brown Street - First Two Readings

Moved - Seconded:
That Council:

1. *Give 1st & 2nd Readings to Zoning Bylaw Amendment Bylaw 4092 to amend the zoning of 1940 Brown Street from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);*
2. *Require that prior to adoption of the amending bylaw:*
   a. *the subdivision plan be completed to the satisfaction of the Approving Officer;*
   b. *the following conditions be met to the satisfaction of the Director of Development Services:*
      i. *Installation of tree protection barriers for the two Douglas Firs;*
      ii. *Submission of a $2,500.00 security for relocation of the monkey puzzle tree;*
      iii. *Demolition of the building at 1940 Brown Street; and,*
      iv. *Completion of design and submission of fees and securities for off-site works and services.*

Carried

7.4 Parking and Development Management Bylaw No. 4078 – Final Reading

Moved - Seconded:
That Council give Parking and Development Management Bylaw No. 4078 final reading.
Carried

7.5 2019 Permissive Property Tax Exemption Bylaw - Final Reading

Moved - Seconded:
That Council give Permissive Property Tax Exemption Bylaws 4079, 4080, 4081, 4082, 4083, 4084, 4085, 4086, 4087, 4088, 4089, 4090 and 4091 final reading.
Carried

8. REPORTS

8.1 Affordable and Family Friendly Housing Policy 5.05

Moved - Seconded:
That Council approve Affordable and Family Friendly Housing Policy 5.05 and Density Bonus Policy 5.01.
Carried
*This motion was carried prior to adoption of Bylaw No. 4077 (Item 7.1).

DRAFT

8.2 Density Bonus Policy 5.01
*See Item 8.1 for the carried motion.

8.3 2019-2020 Capital Plan
Moved - Seconded:
That staff be directed to proceed with award of the 2019 and 2020 capital projects, as per the recommendation of Finance and Budget Committee at its September 17, 2018, meeting.
Carried

8.4 2018 Emergency Social Services (ESS) Community Emergency Preparedness Fund (CEPF) Application
Moved - Seconded:
That Council approve staff to submit an application for $25,000 of funding for Emergency Social Services equipment to the UBCM Community Emergency Preparedness Fund.
Carried

8.5 Recreational Vehicle Motion (Previous Postponement)
Motion on the Floor (from May 8th, 2018):
That Council endorse the following directions:

1. *That requests for on-site parking of recreational vehicles that are larger than the size permitted by current regulations be considered on a site-by-site basis through processes such as issuance of a development variance permit; and,*
2. *That owners of underutilized commercial or industrial properties be encouraged to develop on-site storage space for recreation vehicle parking use and apply for consideration of rezoning or a temporary use permit as may be applicable, for this purpose.*

Defeated
Opposed: Mayor Moore, Councillors Dupont, Forrest, Penner, Pollock, Washington and West

Moved - Seconded:
That Council direct staff to review enforcement policies and land use regulations related to recreational vehicle parking in Port Coquitlam and provide a report to Council in February 2019.
Carried

9. STANDING COMMITTEE VERBAL UPDATES

9.1 Downtown Oversight Committee
Mayor Moore provided an update.

9.2 Smart Growth Committee
Councillor West provided an update.

10. NEW BUSINESS

10.1 Council provided updates related to community events; the Councillors and staff thanked the Mayor for his 10 years of leadership.

DRAFT

11. CLOSED ITEMS RELEASED TO PUBLIC

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

July 24, 2018, Closed Council

That Karen Grommada be appointed as Acting Chief Administrative Officer for the duration of time the Chief Administrative Officer is on maternity leave.

12. ADJOURNMENT

12.1 Adjournment of the Meeting

Moved - Seconded:
That the October 9, 2018, Regular Council Meeting be adjourned at 9:14 p.m.
Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Finance & Budget Committee Regular Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

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

Absent:
Councillor Washington

1. CALL TO ORDER

The meeting was called to order at 4:08 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:
That the October 9, 2018, Regular Finance & Budget Committee Meeting Agenda be adopted as circulated.
Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Finance & Budget Committee

Moved - Seconded:
That the minutes of the following Finance & Budget Committee Meetings be adopted:

- *September 17, 2018, Regular Meeting*
- *September 18, 2018, Regular Meeting*
- *October 2, 2018, Regular Meeting.*

Carried

4. RESOLUTION TO CLOSE

4.1 Resolution to Close the October 9, 2018, Regular Finance & Budget Committee Meeting to the Public

Moved - Seconded:
That the Regular Finance & Budget Committee Meeting of October 9, 2018, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:
Item 3.1

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

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Smart Growth Committee Special Minutes

Heritage Room, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
October 9, 2018

Present:	**Absent:**
Chair – Councillor West	Councillor Washington
Councillor Dupont	
Councillor Forrest	
Councillor Penner	
Councillor Pollock	
Mayor Moore	

1. CALL TO ORDER

The meeting was called to order at 4:10 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the October 9, 2018, Special Smart Growth Committee Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Smart Growth Committee

Moved - Seconded:

That the minutes of the following Smart Growth Committee Meetings be adopted:

- *September 18, 2018, Regular Meeting*
- *September 25, 2018, Regular Meeting.*

Carried

4. REPORTS

4.1 2337 Rindall Avenue – Development Permit Application DP000354

Moved - Seconded:

That Smart Growth Committee approve Development Permit DP000354, which regulates an apartment development at 2337 Rindall Avenue.

Carried

4.2 3190 – 2850 Shaughnessy Street – Rezoning Application RZ000148

Councillor Washington arrived at 4:23 p.m.

Moved - Seconded:

That Smart Growth Committee recommend to Council that RZ000148 be approved subject to the following:

- *Information from Fraser Health as to its licence requirements for a large child care facility at this location;*
- *Fencing impacts, including the Shaughnessy Street streetscape and sunlight within the outdoor play space;*
- *A building code analysis and identification of building design changes as may be required to comply with daycare guidelines.*

And that this application be forwarded to the next Council meeting for 1st and 2nd reading.

Carried

Opposed: Councillor Forrest

DRAFT

5. NEW BUSINESS

6. ADJOURNMENT

6.1 Adjournment of the Meeting

Moved - Seconded:

That the October 9, 2018, Special Smart Growth Committee Meeting be adjourned at 4:50 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

DRAFT

Zoning Amendment Bylaw No. 4092 for 1940 Brown Street - Available for Third Reading

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4092 for 1940 Brown Street third reading.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the October 9, 2018, Council Meeting, the following motion was passed:
That Council:

1. *Give 1st & 2nd Readings to Zoning Bylaw Amendment Bylaw 4092 to amend the zoning of 1940 Brown Street from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);*
2. *Require that prior to adoption of the amending bylaw:*
   a. *the subdivision plan be completed to the satisfaction of the Approving Officer;*
   b. *the following conditions be met to the satisfaction of the Director of Development Services:*
      i. *Installation of tree protection barriers for the two Douglas Firs;*
      ii. *Submission of a $2,500.00 security for relocation of the monkey puzzle tree;*
      iii. *Demolition of the building at 1940 Brown Street; and,*
      iv. *Completion of design and submission of fees and securities for off-site works and services.*

REPORT SUMMARY

Zoning Amendment Bylaw 4092 will be considered at a Public Hearing on November 13, 2018, after which Council may decide whether it wishes to proceed with third reading.

FINANCIAL IMPLICATIONS

None.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 ☑	Give third reading to the Bylaw.
2	Request that additional information be received and determine next steps after receipt of that information.
3	Fail third reading.

ATTACHMENTS

Attachment #1: Draft Bylaw 4092 for 1940 Brown Street

Attachment #2: 2018-10-09 – Report to Council

CITY OF PORT COQUITLAM

ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4092

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. 4092.

2. ADMINISTRATION

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

Civic: 1940 Brown Street

Legal: Lot "A" Block "D" District Lot 255 Group 1 New Westminster District Plan 2106

From: RD (Residential Duplex)

To: RS4 (Residential Single Dwelling 4)

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

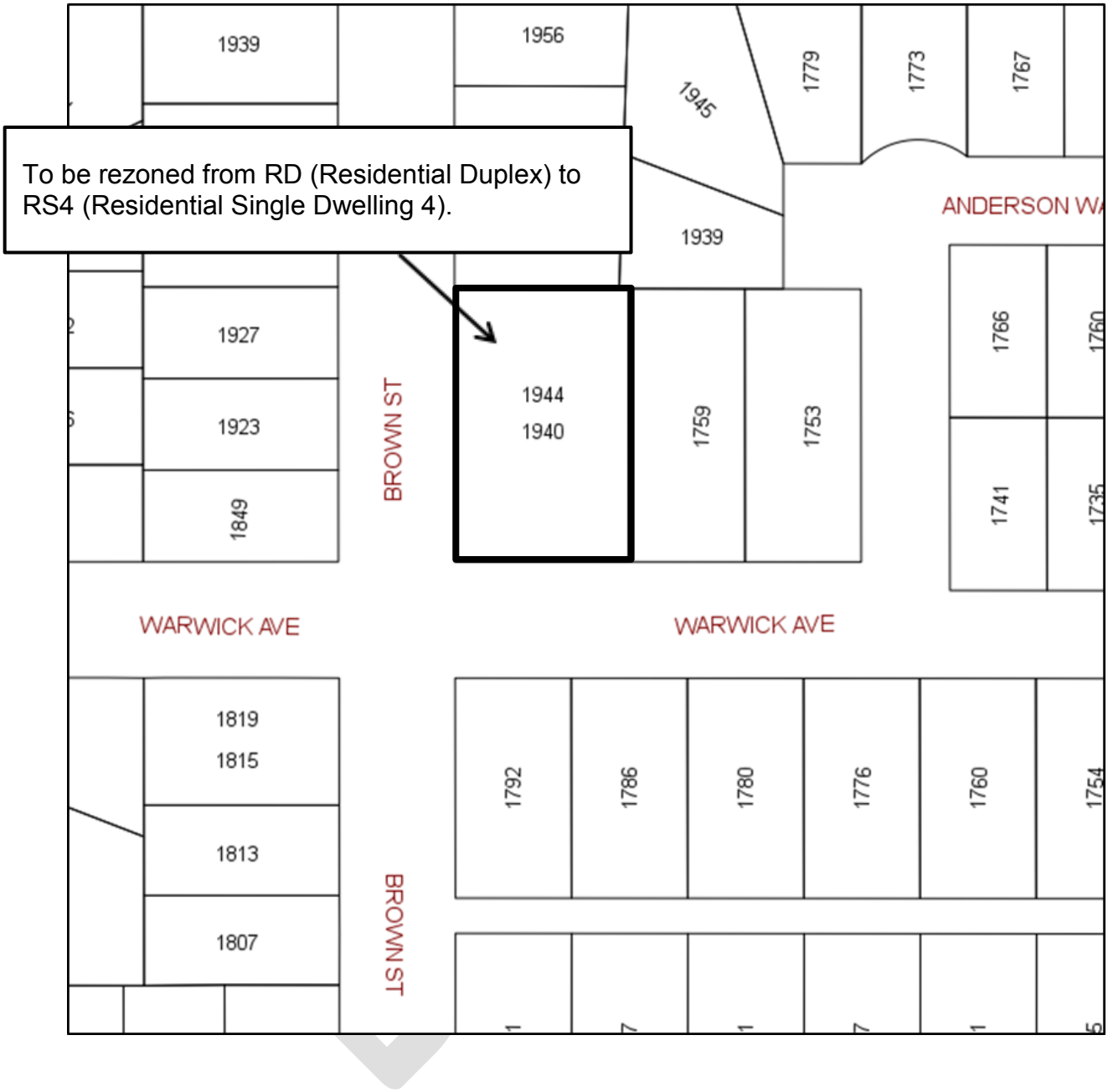
READ A FIRST TIME this	9th day of	October, 2018
READ A SECOND TIME this	9th day of	October, 2018
PUBLIC HEARING HELD this	13th day of	November, 2018
READ A THIRD TIME this		
ADOPTED this		

Mayor

Corporate Officer

DRAFT

SCHEDULE 1


To be rezoned from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4).
1939
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ANDERSON WA
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WARWICK AVE
WARWICK AVE
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BROWN ST
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1754

Smart Growth Committee Report

Rezoning Application RZ000153 – 1940 Brown Street

RECOMMENDATION:

That Council:

1. Give 1st & 2nd Readings to Zoning Bylaw Amendment Bylaw 4092 to amend the zoning of 1940 Brown Street from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);
2. Require that prior to adoption of the amending bylaw:
    a. the subdivision plan be completed to the satisfaction of the Approving Officer;
    b. the following conditions be met to the satisfaction of the Director of Development Services:
        i. Installation of tree protection barriers for the two Douglas Firs;
        ii. Submission of a $2,500.00 security for relocation of the monkey puzzle tree;
        iii. Demolition of the building at 1940 Brown Street; and,
        iv. Completion of design and submission of fees and securities for off-site works and services.

Committee Recommendation

At the September 18, 2018, Smart Growth Committee Meeting, Development Services Report, *Rezoning Application RZ000153 – 1940 Brown Street* was considered. The rezoning bylaw to implement Committee's direction has been prepared and the above motion is recommended for approval.

ATTACHMENTS

Attachment 1: Development Services Report dated September 18, 2018, *Rezoning Application RZ000153 – 1940 Brown Street.*

Attachment 2: Zoning Bylaw Amendment Bylaw 4092

Rezoning Application RZ000153 – 1940 Brown Street

RECOMMENDATION:

That Smart Growth Committee recommend to Council that:

1. The zoning of 1940 Brown Street be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4);
2. Prior to adoption of the amending bylaw, completion of the subdivision plan to the satisfaction of the Approving Officer;
3. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
   a. Installation of tree protection barriers for the two Douglas Firs;
   b. Submission of a $2,500.00 security for relocation of the monkey puzzle tree;
   c. Demolition of the building at 1940 Brown Street; and,
   d. Completion of design and submission of fees and securities for off-site works and services.

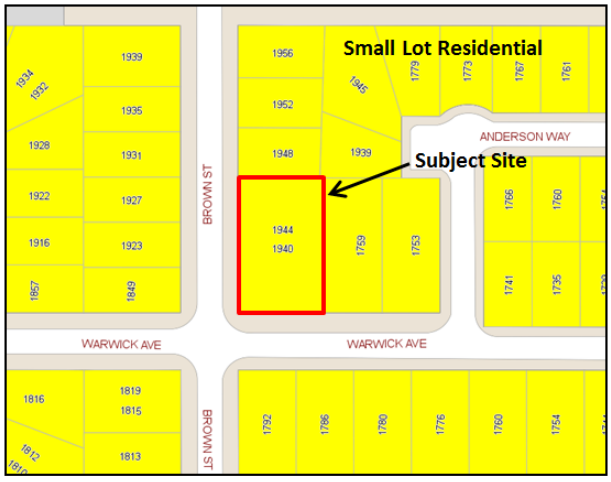
PREVIOUS COUNCIL/COMMITTEE ACTION

None

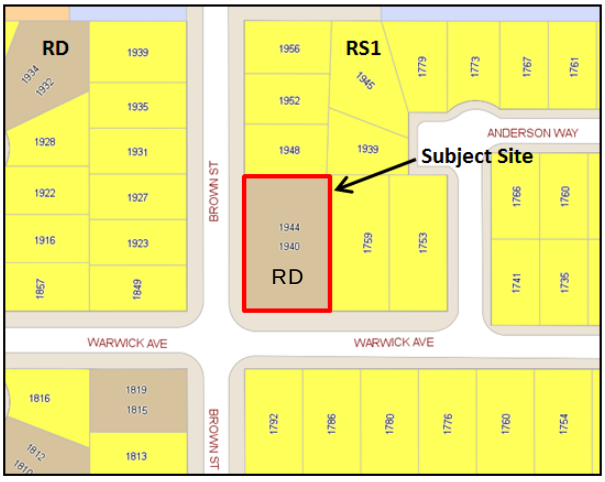
REPORT SUMMARY

This report describes a rezoning application intended to provide for the creation of four lots by rezoning and subdividing a large, duplex-zoned lot located at 1940 Brown Street. The proposed development is in keeping with housing policies of the Official Community Plan (OCP) and the site's land use designation, Small Lot Residential. It also reflects policies to retain existing trees where feasible. As the lots would conform to the regulations of the proposed RS4 zone and future homes would be required to comply with building and landscaping design guidelines, the report recommends approval.

BACKGROUND



Current OCP Land Designation

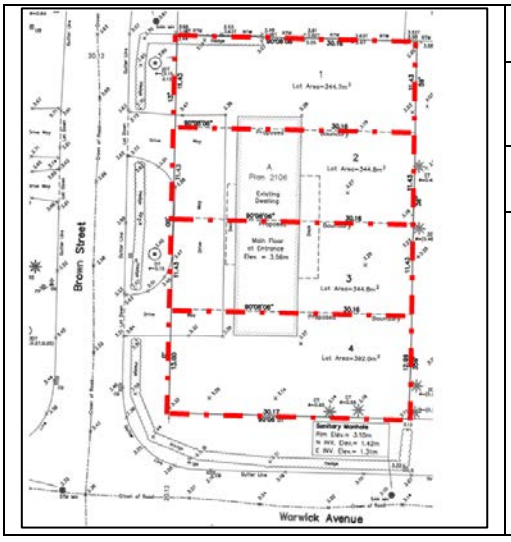


Current Zoning

The subject property is comprised of a single lot developed with an older two-storey duplex located on the northeast corner of Brown Street and Warwick Avenue. The site includes two, fifty-foot tall Douglas Fir trees along Warwick Avenue and there is a small monkey puzzle tree in the Brown Street boulevard.

In 2015, the owner of the site applied to rezone the subject properties to RS2 and proposed to acquire a portion of Warwick Avenue to facilitate a 4-lot subdivision. However, a number of conditions required to be met prior to bylaw adoption were not completed and the application expired. This application is to rezone the site to the RS4 zone, a zone now permitted since Council has amended the area's land use designation in the OCP to include the lot within the Small Lot Residential designation. Accordingly, the previous condition that a portion of the road allowance would need to be acquired to achieve sufficient lot width is not required for the current proposal.

The proposed lot configuration is shown in the proposed subdivision plan and summarized as follows:



	RS4 Zone Regulation	Proposed Lots 1, 2 and 3	Proposed Lot 4
Minimum Lot Area	300m^2 (3,230 sq.ft.)	344m^2 (3,702.7 sq.ft.)	392m^2 (4,219.4 sq.ft.)
Lot Width	9.5m (31.2ft)	11.43m (37.5ft)	13m (42.6ft)
Lot Depth	28m (91.9ft)	30.16m (98.9ft)	30.17m (98.9ft)

DISCUSSION

The proposed subdivision would assist in meeting increasing demand for housing in the community and is in keeping with OCP policy. The RS4 zone is a development permit area and the associated design guidelines encourage a high quality of design by discouraging the construction of identical adjacent dwelling units and promoting a street-friendly design. The guidelines also require the planting of a minimum of one tree in the front yard of each of the proposed lots.

The applicant has offered to relocate the monkey puzzle tree to the site to facilitate offsite works. A security of $2,500 is recommended to ensure this tree is appropriately protected and relocated to the site.

Monkey Puzzle Tree

To ensure retention of the Douglas Firs, installation of tree protection barriers prior to issuance of a demolition permit would be required.

The development will require extensive off-site upgrades to meet the standards of the Subdivision Servicing Bylaw including reconstruction of both roads fronting the site (½ road plus one meter), curb and gutter, sidewalk, street lighting and street trees. The subdivision will also require a sanitary sewer extension to service the new lots. Submission of civil engineering design, fees and securities for off-site works and services is a recommended condition of approval prior to adoption of the amending bylaw.

FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

A development sign has been posted on the property fronting Brown Street. Planning staff have not received any comments in association with the current rezoning application.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 ✓	Recommend to Council that the zoning of 1940 Brown Street be amended from RD to RS4 and that the specified conditions be met prior to adoption of the rezoning bylaw.
2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application
3	Recommend to Council that the rezoning application be refused.

ATTACHMENT

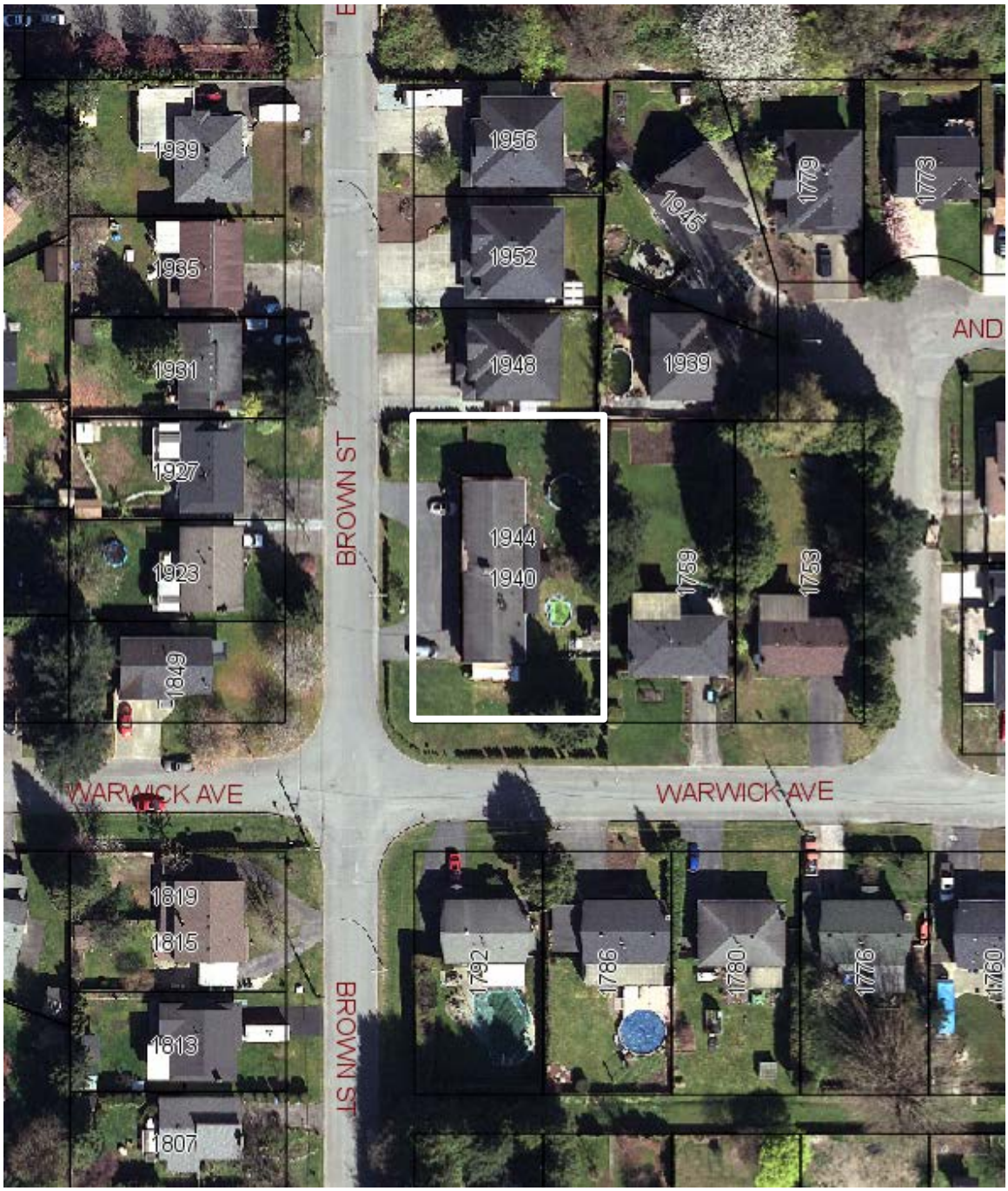
Attachment #1: Location Map

ATTACHMENT 1

CITY OF PORT COQUITLAM

DEVELOPMENT APPLICATION LOCATION

PROJECT ADDRESS: 1940 Brown Street **FILE NO: RZ000153**



CITY OF PORT COQUITLAM

ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4092

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. 4092.

2. ADMINISTRATION

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

Civic: 1940 Brown Street

Legal: Lot "A" Block "D" District Lot 255 Group 1 New Westminster District Plan 2106

From: RD (Residential Duplex)

To: RS4 (Residential Single Dwelling 4)

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

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

PUBLIC HEARING HELD this

READ A THIRD TIME this

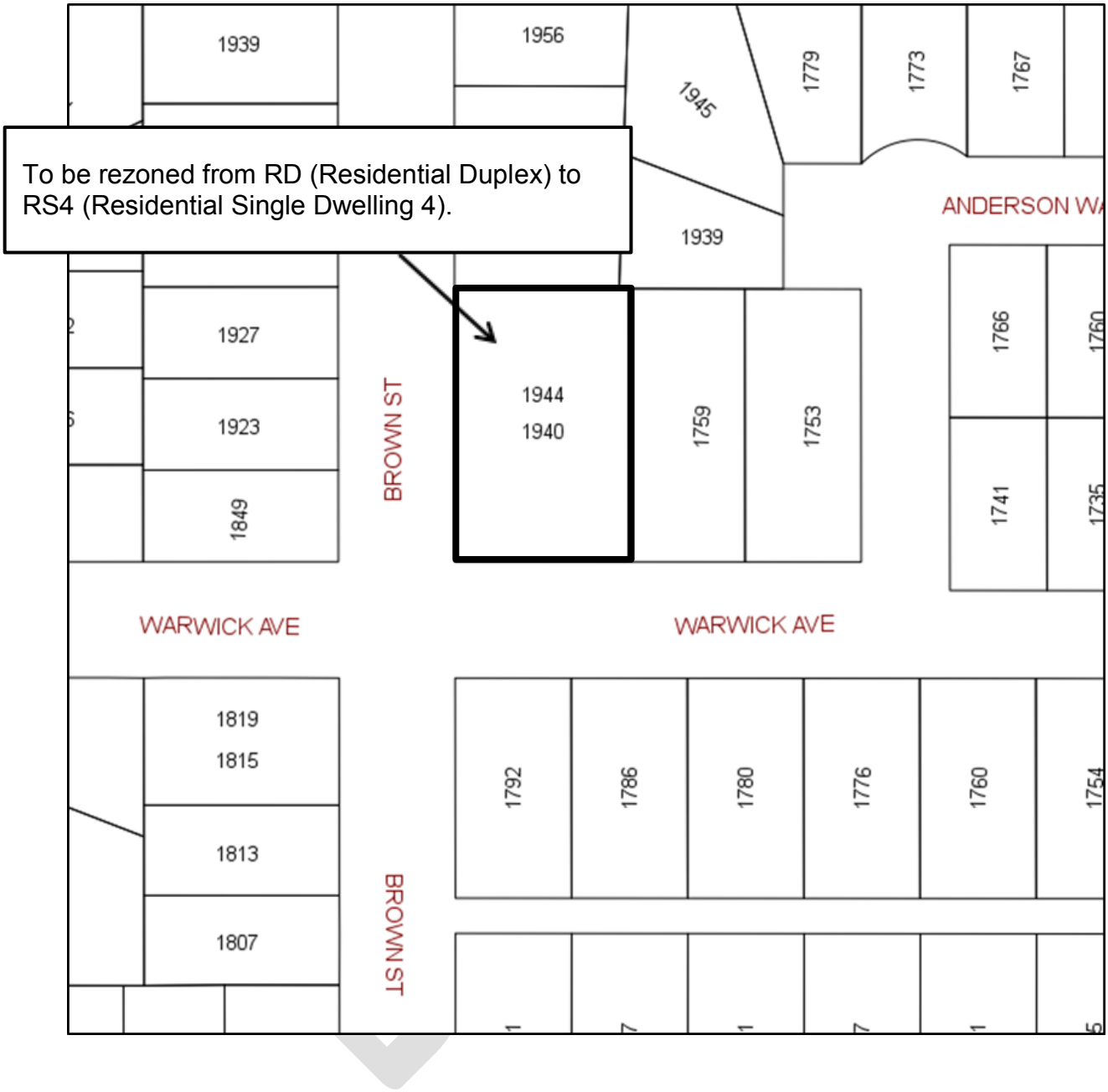
ADOPTED this

Mayor

Corporate Officer

DRAFT

SCHEDULE 1


To be rezoned from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4).
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WARWICK AVE
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#3190 – 2850 Shaughnessy Street (Shaughnessy Station Mall) Rezoning Application RZ000148 for a Large Child Care Facility

RECOMMENDATIONS:

October 9, 2018 - Smart Growth Committee recommended to Council:

1. That 1st & 2nd Readings to Zoning Bylaw Amendment Bylaw 4093 be given to permit a child care facility having a capacity of 136 children at #3190 – 2850 Shaughnessy Street and allow a 2.4m fence height surrounding the outdoor play space.
2. That the following conditions be met prior to adoption of the bylaw amendments:
    a. Receipt of information from Fraser Health as to its licence requirements for a large child care facility at this location;
    b. Receipt of information regarding fencing impacts, including the Shaughnessy Street streetscape and sunlight within the outdoor play space;
    c. Receipt of a building code analysis and identification of building design changes as may be required to comply with daycare guidelines.

November 13, 2018: Staff recommend to Council the following additional conditions:

a. Renewal of an encroachment agreement for the encroachments within the Shaughnessy Street right of way; and,
b. Completion of design and submission of fees and securities for required off-site works and services to the satisfaction of the Director of Development Services.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the October 9, 2018, Smart Growth Committee meeting, the following motion was passed:

That Smart Growth Committee recommend to Council that it approve RZ000148 subject to the following:

- *Information from Fraser Health as to its licence requirements for a large child care facility at this location;*
- *Fencing impacts, including the Shaughnessy Street streetscape and sunlight within the outdoor play space;*
- *A building code analysis and identification of building design changes as may be required to comply with daycare guidelines.*

And that this application be forwarded to the next Council meeting for 1st and 2nd reading.

Please refer to the Attachment 2 for prior resolutions related to this application.

REPORT SUMMARY

In accordance with the direction set by the Smart Growth Committee at its meeting held October 9, 2018, this report brings forward a zoning bylaw amendment that would allow for a child care facility accommodating 136 children in the Shaughnessy Station Shopping Centre. It includes a summary and discussion of the additional information that was submitted at the committee meeting by the applicant as well as information the applicant has subsequently submitted to staff. In addition to conditions identified by the Smart Growth Committee, this report recommends two additional conditions of approval to ensure the applicant provides off-site services are provided in accordance with the City's normal requirements and to obtain an agreement for existing encroachments.

#3190 – 2850 Shaughnessy Street (Shaughnessy Station Mall) Rezoning Application RZ000148 for a Large Child Care Facility

BACKGROUND

The attached staff report to the Smart Growth Committee dated October 9th, 2018 includes the history of previous Committee and Council review of the initial proposal for a large child care facility at #3190 – 2850 Shaughnessy Street and amendments to that proposal.

At the October 9th Smart Growth Committee meeting, the applicant submitted the following additional information:

(1) Interim ambient air quality study
(2) An outdoor schedule for infant toddler and 3-5 years children suggesting rotating access to the outdoor play areas.

The applicant subsequently submitted the following additional information:

(1) Final ambient air quality study
(2) A Building Code analysis
(3) A sunlight study
(4) Clarification related to the proposed fence height and material.

DISCUSSION

The proposed size of the outdoor play space does not meet Fraser Health's minimum requirements based on the total number of children. However, the applicant has proposed that a schedule for class groups rotating through the outdoor play area and advises that the maximum number of children outside at any one time could meet Fraser Health's required minimum space requirements. The schedule further indicates that there would be sufficient access to space for children to have the opportunity for a minimum of 60 minutes of outdoor play per day.

The air quality study analyses five potential contaminants. While there are no specific standards for children's outdoor play areas, the report concludes that the levels of nitrogen dioxide, particulate matter, carbon monoxide, ozone and sulphur dioxide would be below the general exposure guidelines set by Metro Vancouver. Staff submitted the report to Metro Vancouver staff who are involved in monitoring regional air quality. They noted concerns about how the study was conducted, its short time frame (since air quality varies substantially over time) and the unique locational aspects of the proposed play area. They advised that the information on carbon monoxide and nitrogen dioxide levels could not be substantiated as meeting a level of acceptability. Metro staff's opinion was that the proposed play area is likely to be subject to very site specific air quality impacts due to its proximity to emissions associated with train traffic in the CP Rail yard and vehicle traffic emerging from the Shaughnessy Street tunnel and that the study was insufficient to make a conclusion regarding air quality in the vicinity of the playground. While they also noted that children are known to be more susceptible to the impacts of poor air quality, there are no standards which have been developed that would determine a level of acceptability.

With respect to the fence surrounding the outdoor play space, the applicant has proposed a minimum fence height of 2.4m in height and materials comprising a combination of noise barrier panels and semitransparent panels. As the Zoning Bylaw does not permit a fence of this height abutting a street, the proposed bylaw amendment includes a site-specific regulation that would allow for the height of a fence enclosing a children's play area to be 2.4m in height. Future review of a development permit could evaluate how the impacts of this fence on the pedestrian realm and streetscape may be mitigated by landscaping.

The sunlight study shows when the outdoor play areas would have access to sunlight. While the area is predominantly shaded, the analysis indicates there would be some light within the play areas during most playtime hours.

The high level building code analysis indicates the building can be adapted for a child care occupancy. Confirmation would be required at the time of building permit approval for tenant improvements, but compliance is not expected to be a significant issue.

The Development Engineering Division has identified the following off-site improvements which would be needed to bring the property and adjacent works into compliance with City standards:

a. Shaughnessy Street to be constructed as required including a multi-purpose trail (widened sidewalk);
b. Street lighting on Shaughnessy Street must be upgraded to meet City standards;
c. Existing encroachments (retaining wall, lighting and landscaping) along Shaughnessy Street must be removed or a new encroachment agreement approved; and
d. Servicing must be in compliance with the Subdivision Servicing Bylaw.

Staff recommend these offsite improvements be required in accordance with the City's normal requirements for a rezoning application in addition to those conditions recommended by the Smart Growth Committee.

FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

An updated sign is in place on the site. To date, no additional comments have been provided to staff.

OPTIONS

(Check = Staff Recommendation)

#	Description
1	Council may set the conditions to be met prior to bylaw adoption as recommended by the Smart Growth Committee and staff and proceed with giving the bylaw amendment 1st and 2nd reading.
2	Council may determine that it wishes to receive additional information and defer giving 1st and 2nd reading to the amending bylaw. If this option is selected, the additional information to be provided should be specified.
3	Council may determine that does not wish to give 1st and 2nd readings to the application at this time and either reject the application or request additional information.

ATTACHMENTS

Attachment #1: Zoning Bylaw Amendment Bylaw 4093
Attachment #2: Staff report to Smart Growth Committee October 9, 2018
Attachment #3: Ambient Air Quality Study (Final)
Attachment #4: Classroom Outdoor Schedule
Attachment #5: Fencing Sunlight Study

CITY OF PORT COQUITLAM

ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4093

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

1. CITATION

This Bylaw is cited as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2018 No. 4093".

2. ADMINISTRATION

Comprehensive Development Zone CD10 is amended as follows:

2.1 In Table 6.10.2, by adding the following Note 5 to each of the columns within the row, 'Uses permitted in the Community Commercial (CC) zone:

"Note 5. One child care facility is permitted within this zone at Unit 3190-2850 Shaughnessy Street and it may accommodate up to 136 children. The facility must comply with the requirements of the B.C. Building Code for assembly uses."

2.2 In section 6.10.3 Regulations, by adding the following subsection 5:

"5. A sound attenuating fence with a maximum height of 2.4 m is permitted to surround an outdoor recreation space associated with a child care facility. An outdoor recreation space shall not be located at the rear of the building."

READ A FIRST TIME this 13th day of November, 2018

READ A SECOND TIME this 13th day of November, 2018

PUBLIC HEARING HELD this

READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

#3190 - 2850 Shaughnessy Street (Shaughnessy Station Mall) Rezoning Application RZ000148 for a Large Child Care Facility

RECOMMENDATION:

That the Smart Growth Committee recommend to Council that the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at #3190 – 2850 Shaughnessy Street, as amended, be refused.

PREVIOUS COUNCIL/COMMITTEE ACTION

Smart Growth Committee resolution July 27, 2016:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at 3190 – 2850 Shaughnessy Street be refused.

Council resolution November 14, 2016:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at #3190 – 2850 Shaughnessy Street be refused.

Smart Growth Committee resolution July 3, 2018:

That the Smart Growth Committee recommend to Council that the application to amend the Zoning Bylaw to allow for a child care facility accommodating 136 children at #3190 – 2850 Shaughnessy Street be refused.

REPORT SUMMARY

Terracap, owner of the Shaughnessy Station Shopping Centre at the corner of Lougheed Highway and Shaughnessy Street, has submitted an amendment to its rezoning application for a child care facility within a commercial zone to accommodate 136 children. The location of the outdoor play space has been amended to replace the previously-proposed space next to the railway tracks with the narrow side yard space between Shaughnessy Street and the building wall, similar to the 2016 proposal. The amended application includes an acoustic study which concludes noise levels within the proposed play area would exceed recommended thresholds for children, and does not include information that would address concerns related to air quality or impacts of the proposed acoustic fence. This report recommends the amended proposal also be refused.

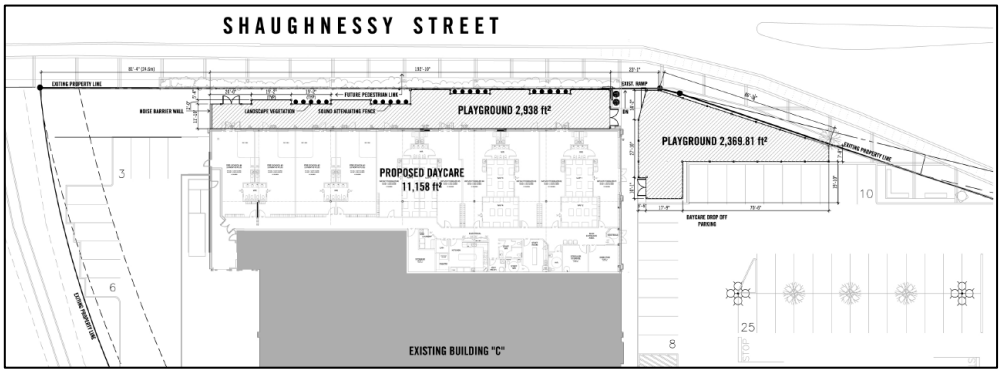
BACKGROUND

This application is described in the attached July 3, 2018 staff report. Following Committee's recommendation to refuse this application, the applicant requested it not proceed to Council and subsequently submitted a revised application.

The revised application includes the following:

- Relocation of the outdoor play space to the side and front of the building with a location and configuration that is similar to that refused by Council in 2016. It has split the play area to retain the pedestrian walkway between the sidewalk along Shaughnessy Street and the retail frontage. However, the new proposed area is smaller and would not meet the minimum area as set by provincial regulations. To address this shortfall, the applicant proposes to rotate times

when children would have access to the outdoors. Fraser Health would determine if this solution would be permitted upon receipt of a licence application.



- An acoustic study. The study recommends a 1.8m high noise barrier around the play space in front of the building and a 2.4m noise barrier separating the linear play space along the side of the building from Shaughnessy Street. It concludes noise levels would exceed the maximum 55dBA threshold recommended by the World Health Organization as well as the City of Vancouver's technical guidelines even with a barrier of this height.

- A rendering for a fence with acoustic properties:

- A report by the Canadian Centre for Policy Alternatives titled "Child Care Deserts in Canada". The report does not identify any areas within Port Coquitlam where the number of child care spaces is low enough to qualify as a desert.

DISCUSSION

Staff continue to recommend refusal of the application. While the revised outdoor play area location addresses safety concerns associated with the former siting next to the CP Rail tracks, it does not resolve the concerns identified previously with respect to noise, air quality, and impact of the fence. The resubmission includes an acoustic report which indicates the noise levels would be unacceptable within this space, even with a fence designed to absorb noise and constructed to a height of 2.4m (8'). No information on air quality has been submitted, but staff previously identified this to be a potential concern due to the close proximity of outdoor play spaces to traffic on Shaughnessy Street and the CP Rail line.

The proposed location for the required outdoor play area could be impacted by Council's direction to enhance pedestrian and cyclist connectivity between the south and north sides of the Downtown. Any use which requires the space between the building and Shaughnessy Street should not be permitted until detailed information on the potential impacts of an underpass or overpass are known.

For Committee's further information, staff will be reviewing how the City can support new child care facilities in accordance with the Planning Division's 2018 work program. Staff continue to encourage potential day care operators to seek suitable space with Port Coquitlam and work closely with proponents to support them in the application review and approval processes. Additional child care spaces are currently under consideration for the site at Flint Street and Prairie Avenue (45 spaces) and expansion of a facility in the downtown (approximately 45 spaces).

FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

A sign remains in place on the site. A public hearing would be required if the rezoning application were to proceed to a public hearing.

OPTIONS

(Check = staff recommendation)

#	Description
1 ☑	Recommend to Council that the application be refused.
2	Advise the applicant that the following information would be required prior to making a determination including: (1) An air quality assessment for the proposed outdoor play areas; (2) A concise written submission describing the proposal and identifying any requested variances (compliance with municipal regulations); (3) Information from Fraser Health as to its licence requirements for a large child care facility at this location including the deficienct play space area; (4) Comment from CP Rail; (5) Fencing impacts, including the Shaughnessy Street streetscape and sunlight within the outdoor play space; (6) A building code analysis and identification of building design changes as may be required to comply with daycare guidelines.

3	Determine that it wishes to proceed directly with consideration of the application at a Public Hearing and specify the conditions it would require be met prior to bylaw adoption.

ATTACHMENTS

Attachment #1: Amended application including drawings and acoustic study

Attachment #2: Staff report to Smart Growth Committee July 3, 2018

Attachment #3: Staff report to Smart Growth Committee July 27, 2016

ABBARCH

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505 Burrard Street, Box 79
Vancouver, BC
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604.669.4041 **T**
abbarch.com **W**

August 28, 2018

Members of
The Architectural Institute of British Columbia
The Alberta Association of Architects
The Saskatchewan Association of Architects
The Manitoba Association of Architects
The Ontario Association of Architects
The Nova Scotia Association of Architects
The Newfoundland and Labrador Association of Architects

INTRODUCTION

Since making the previous submission, circumstances have changed through a number of events occurring in Court Decisions and Policy.

The recent Supreme Court decision on Daycare within schools has resulted in a well-publicised "daycare crisis" with governments at all levels recognizing that more daycare facilities are required to fill the void created.

We believe that the Shaughnessy Station / Willowbrae Proposal will respond to this need very well. We have made a significant change to the arrangement and location of the outdoor play area in response to the concerns which were issued by staff and Council and it is now along the Shaughnessy Street frontage and the front of the building away from the railway tracks at the rear. The play areas are required to be as follows:

- There are 6 infant toddler groups of 12 that will need to rotate out of min. of 2500 sq. ft.
- There are 4 preschool 3-5 years group in a separate area that will need to rotate of an area minimum 2200 sq. ft. These sq. ft. calculations are usable space.

It features a bold and colourful screen fence with some acoustic properties.

The retail landscape is changing with the growth of "on-line" sales and the impact of this on well-established retailers are on shopping centres.

Many shopping centres are now seen as ideal locations for Daycare centres with parking available and vacant retail spaces which can be re-purposed as Daycares, with the activity bringing customers and vitality back, assisting such existing tenants as Bosley's and Doctor's etc.

Willowbrae Academy will greatly assist the local community in creating local jobs for early childhood professionals and in having a fully inclusive quality childcare programs that supports all families and children.

We have obtained an acoustic consultant study to supplement our earlier submissions, and provided more support documentation from the operator – "Willowbrae".

We hope that these changes and the supporting documentation will enable staff and Council to support our application.

,,,2

"Mission Statement"

"Willowbrae Academy provides programs of excellence in Early Childhood Education. We recognize that not every family has access to quality childcare programs and providing these services to families within their community is important to us in meeting their needs. Fully inclusive quality childcare programs support all families and children. Our programs are delivered by a team of trained professionals who are passionate about their role as Early Childhood Educators and respectful of the diversity and uniqueness of the facilities, children and communities that they serve. Every program and practice within Willowbrae Academy is based on our values of honesty, integrity and respect. Our commitment to quality early childhood education programs for the families and children that we serve is truly rooted in excellence!"

Yours truly,

ABBARCH Architecture Inc.

Michael Burton-Brown, Principal
Architect AIBC AAA SAA MAA OAA NSAA FRAIC

MBB/cl.

AC2579 - MLG
July 31st, 2018
By email: CNguyen@abbarch.com

Cu Nguyen
Abbarch
Suite 500, One Bentall Centre
505 Burrard St.,
Vancouver, BC V7X 1M4

Dear Cu,

RE: 2594 180703 Shaughnessy Station Daycare - Acoustical Study

Following your instruction, BAP Acoustics has undertaken an acoustic survey at the proposed daycare playground for Terracap Ventures at Shaughnessy Station.

1. DESIGN GUIDELINES

There are no City of Port Coquitlam requirements for the control of transportation related noise in daycare playgrounds or outdoor amenity spaces in general.

1.1 CoV Childcare Technical Guidelines

However, the City of Vancouver (CoV) has produced a document for Daycare Technical Guidelines (Facility Planning and Development, 2016), that includes a requirement to control exterior noise levels in outdoor play areas to a maximum sound level of 55dBA from road traffic noise when measured over a 24-hour period. It suggests that if a noise assessment shows that this level is likely to be exceeded, then noise mitigation measures should be considered.

1.2 WHO Guidelines for Community Noise

The Guidelines for Community Noise (World Health Organisation, 1999), proposes 55dBA as a value for daytime noise exposure of between 12 (07:00 to 19:00) hours and 16 (07:00 to 23:00) hours in school outdoor playgrounds.

2. NOISE MEASUREMENT

A noise monitor was set-up to measure and record noise data over a 24-hour period at a selected location on the proposed playground area between July 10th and July 11th, 2018. Figure 1 shows the measurement position on an aerial view of the proposed playground.

Figure 1: 24-hour Noise Measurement Location

The measurements were made using a Larson Davis LxT sound level meter, which has been laboratory calibrated within the last year. The LxT was field calibrated using a Larson Davis CAL200 calibrator before, and checked after, measurement.

The recorded noise data is presented in graphical form in Figure 2. The equivalent continuous sound pressure level (LAeq) over the time periods referenced in 1.2 is 69dBA in all cases.

3. NOISE MITIGATION

Clearly, the measured noise level exceeds the maximum recommended by both the City of Vancouver and WHO. Therefore, we have explored the benefit of a perimeter noise wall by simulating noise propagation from the rail lines to the surrounding environment using DataKustik CadnaA noise prediction software.

The simulation takes into account geometric divergences, atmospheric absorption, refraction, ground effects and screening effects (i.e. obstacles to sound such as barrier and buildings) in accordance with ISO 9613-2.

We reviewed the benefits of a 1.8m and a 2.4m high noise barrier around the playground areas proposed. Noise maps showing the impact of the rail noise on the two playground areas are shown in Figure 3 and 4. Figure 3 illustrates the effect of a 1.8m high barrier. Figure 4 shows the benefit of a 2.4m high barrier. The barrier around the playground area to the top of the images (irregular shaped playground) is 1.8m high in both cases.

A 1.8m high noise barrier around the irregular shaped playground will result in noise levels below 55dBA.

A 1.8m high noise barrier around the long thin shaped playground area will result in a significant portion of the playground subject to noise levels in the range 55dBA to 60dBA. The area subject to higher noise levels can be reduced by increasing the barrier height to 2.4m - compare Figures 3 and 4.

4. RECOMMENDATIONS

We recommend the installation of a 2.4m high noise barrier around the long thin playground area and a 1.8m high noise barrier around the irregular shaped playground area.

Noise barrier materials must have a surface mass density of at least 10kg/m^2. Materials meeting this requirement include 18-gauge corrugated steel sheets and ¾" thick plywood or OSB.

However, heavier materials, such as concrete may also be used, and can be beneficial to overcome wind loads and/or minimize repair and maintenance. It is important to ensure that there are no airgaps between adjoining barrier panels, between panels and posts, and between the bottom edge of barrier with the ground or roof.

There are number of proprietary noise barrier products available. Several example are listed below:

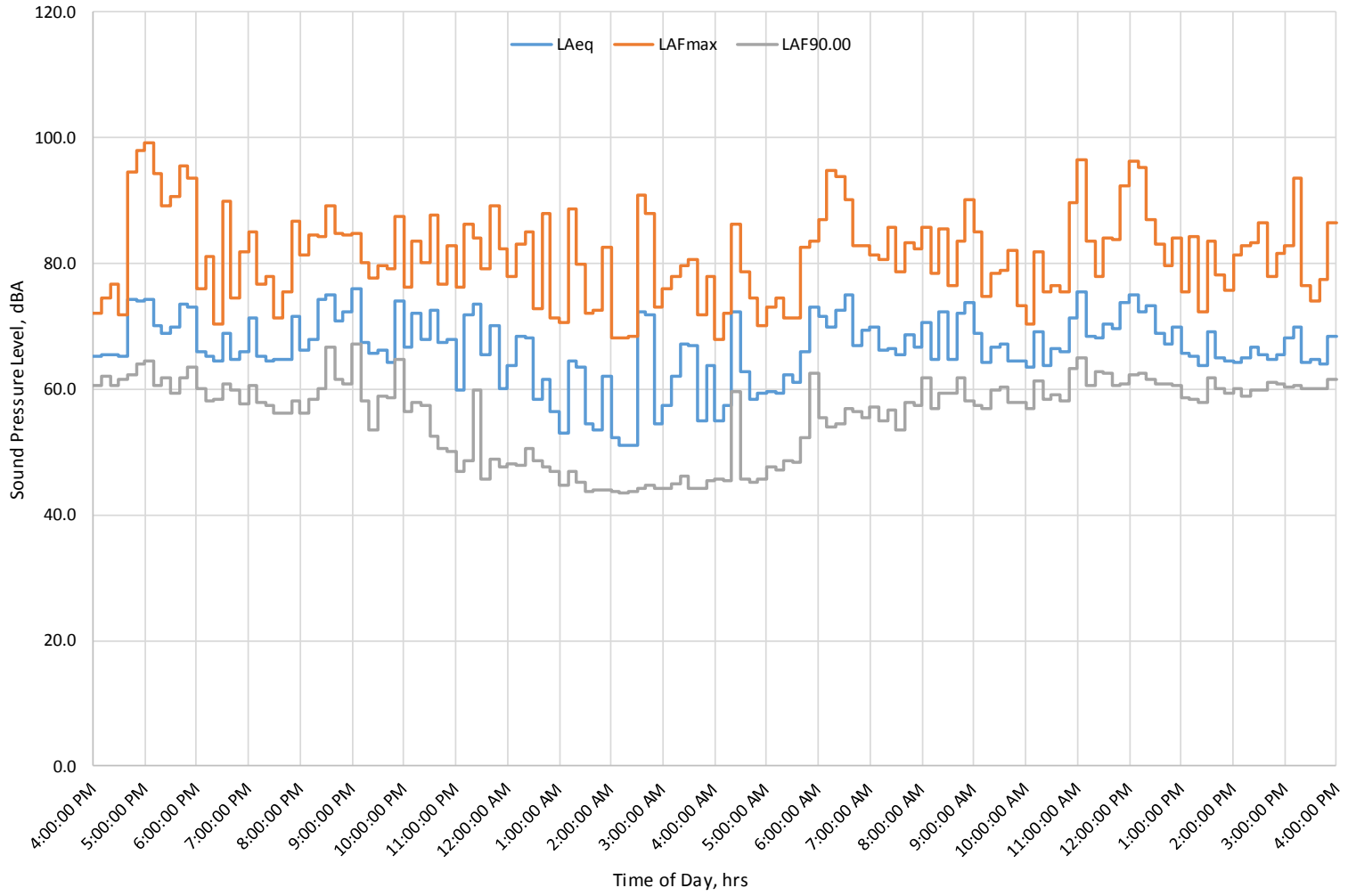
1. Armtec Durisol Sound Walls (sound absorptive faces on either side of a concrete core). Supplied locally by Armtec.
2. AIL Sound Walls (PVC absorptive or reflective barriers). Supplied direct by AIL Soundwalls.

If you have any questions, please let me know.

Sincerely,

Mark Gaudet, P. Eng.
Principal

Figure 2: 24-hour Noise Measurement Data



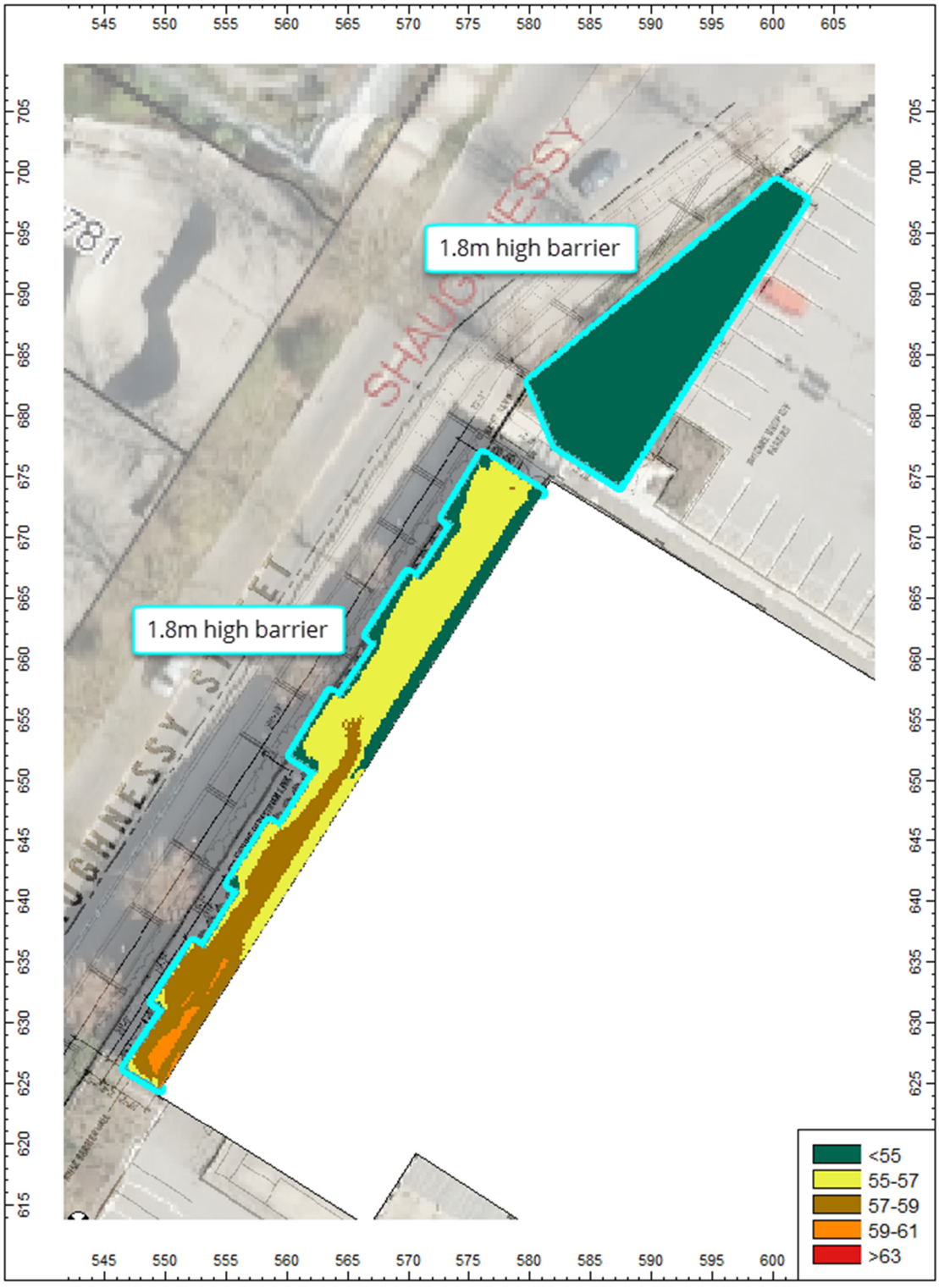


Figure 3: Predicted Noise Environment within Playground Areas enclosed by 1.8m high Noise Barriers

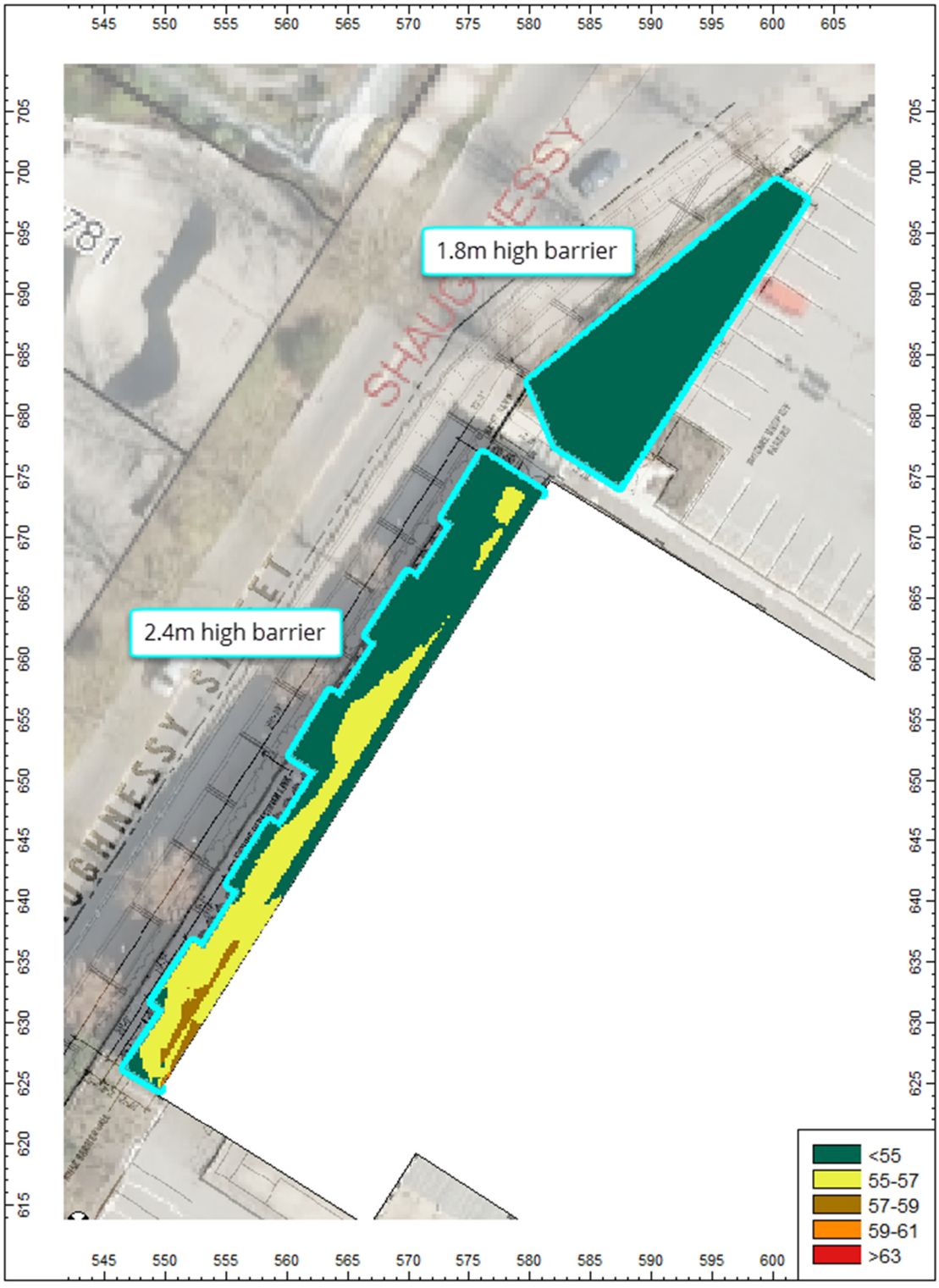


Figure 4: Predicted Noise Environment within Playground Areas enclosed by 1.8m & 2.4m high Noise Barriers

2594 SHAUGHNESSY DAYCARE

PORT COQUITLAM, BRITISH COLUMBIA

ISSUED FOR RE-ZONING
AUGUST 13, 2018

ABBARCH

Engaging Design™

VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441

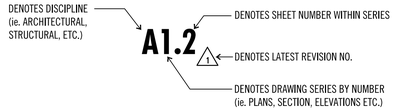
PROJECT INFORMATION

CIVIC ADDRESS:
2850 SHAUGHNESSY ST., SUITE 3190
PORT COQUITLAM, BC V3C 6K5

LEGAL DESCRIPTION:
LOT 1, NEW WEST DISTRICT,
PLAN LMP21954 DISTRICT
LOT 379 & 464, GROUP 1

APPLICABLE CODE:
BRITISH COLUMBIA BUILDING CODE (2012)

DRAWING SHEET STANDARDS:



DIRECTORY:

CLIENT/OWNER:
TERRACAP MANAGEMENT INC.
100 SHEPPARD AVENUE EAST, SUITE 502
TORONTO, ON
M2N 6N5
CONTACT: JASON McCAULLEY
TEL: (416) 222-9345
FAX: -
E-MAIL: JMcCauley@terracap.ca

ARCHITECT:
ABBARCH ARCHITECTURE INC
Suite 500, One Bentall Centre, 505 Burrard ST. Box 79
VANCOUVER, B.C.
V7X 1M4
CONTACT: MICHAEL BURTON-BROWN - PRINCIPAL
DAVID TOO - PROJECT MANAGER
TEL: (604) 669-4041
FAX: (604) 683-5338
E-MAIL: mbb@abbarch.com
E-MAIL: dtoo@abbarch.com

LANDSCAPE ARCHITECT:
PMG LANDSCAPE ARCHITECTS
Suite C100-4185, STILL CREEK DRIVE
BURNABY, B.C.
V5C 6G9
CONTACT: MARY CHAN-YIP, PRINCIPAL
TEL: (604) 294-0011
TEL: (604) 294-0022
E-MAIL: mary@pmglandscape.com

DRAWING LIST:

ARCHITECTURAL:

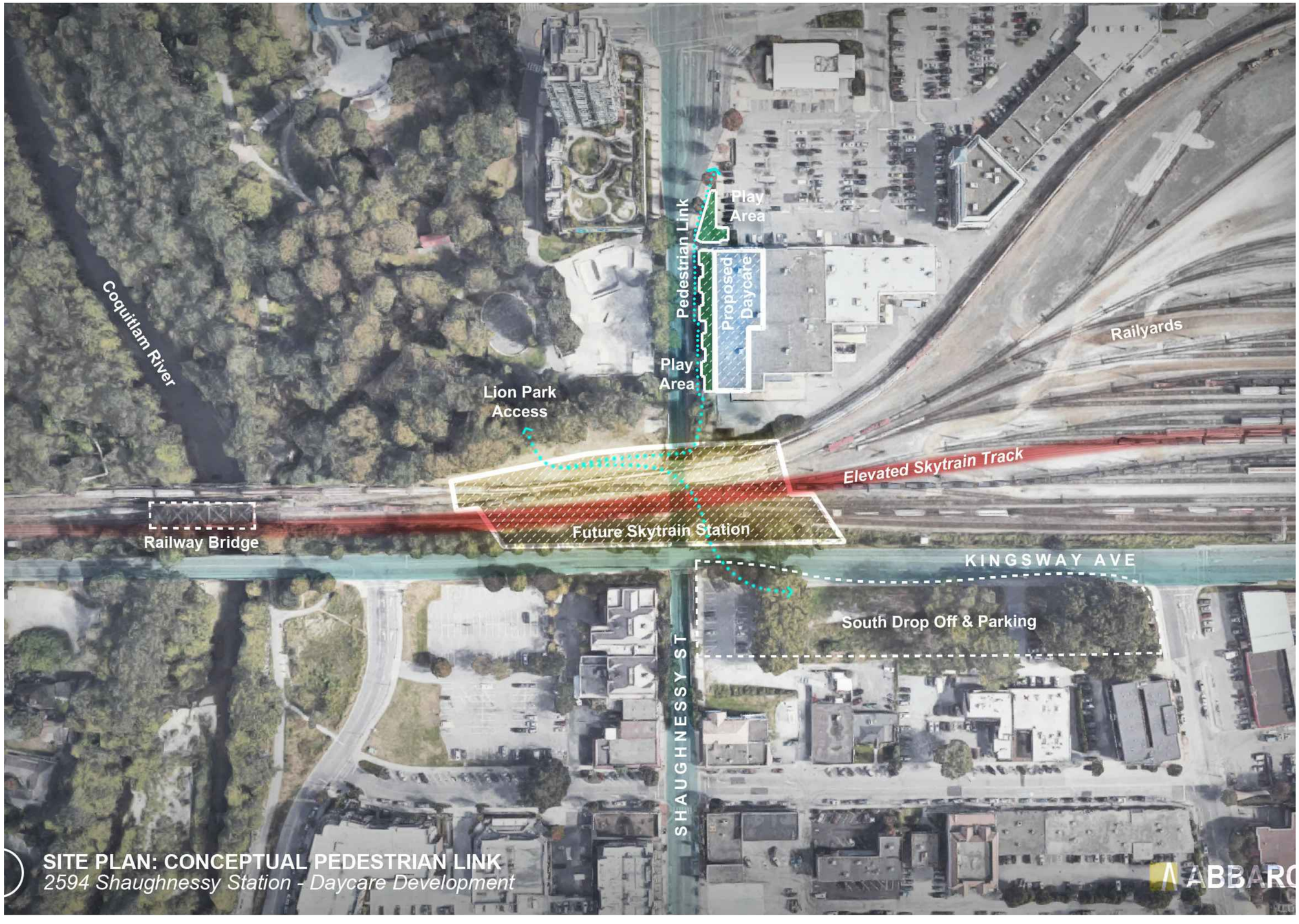
A0.0	COVER SHEET
A1.0	SITE PLAN - CONTEXT
A1.1	SITE PLAN - EXISTING
A1.2	SITE PLAN - DEMOLITION
A1.3	SITE PLAN - PROPOSED
	SURVEY PLAN (FOR REF.)

LANSCAPE:

L1	- OVERALL LANDSCAPE PLAN
L2	- LANDSCAPE PLAN
L3	- LANDSCAPE DETAILS

ABBREVIATIONS:

ALUM.	ALUMINUM	F.D.	FLOOR DRAIN	MAX.	MAXIMUM	REV.	REVISION
ANOD.	ANODIZED	FTG.	FOOTING	MET.	METAL	R.D.	ROOF DRAIN
A.F.F.	ABOVE FINISHED FLOOR	FDTN.	FOUNDATION	MIN.	MINIMUM	R.O.	ROUGH OPENING
BLKG.	BLOCKING	F.S.	FULL SIZE	MISC.	MISCELLANEOUS	STRUCT.	STRUCTURAL
B.G.	BUILDING GRADE	FIN.	FINISH	N.I.C.	NOT IN CONTRACT	SPEC.	SPECIFICATION
BLDG.	BUILDING	F.O.	FINISHED OPENING	N.T.S.	NOT TO SCALE	S.S.	STAINLESS STEEL
BOL.	BOLLARD	GALV.	GALVANIZED	NO.	NUMBER	ST.	STAIR
CLG.	CEILING	GA.	GAUGE	O.C.	ON CENTRE	S.F., SQ. FT.	SQUARE FEET
C/W	COMPLETE WITH	GL.	GLASS	O.D.	OUTSIDE DIAMETER	STL.	STEEL
CONC.	CONCRETE	G.1.S.	GOOD ONE SIDE	O/O	OUT TO OUT	TR.	TREAD
C.M.U.	CONCRETE MASONRY UNITS	G.W.B.	GYPSUM WALL BOARD	O/A	OVERALL	TYP.	TYPICAL
CORR.	CORRUGATED	H.C.	HANDICAP	P.C.	PRECAST	T/O	TOP OF
CG	CORNER GUARD	HR.	HOUR	P.C. CONC.	PRECAST CONCRETE	T.O.W.	TOP OF WALL
C.J.	CONTROL JOINT	HDW.	HARDWARE	PREFAB.	PREFABRICATED	U/G	UNDERGROUND
DIA.	DIAMETER	H.C.W.	HOLLOW CORE WOOD	PREFIN.	PREFINISHED	U/S	UNDER SIDE
DCJ	DRYWALL CONTROL JOINT	HDWD.	HARDWOOD	PL, PROP.	PROPERTY LINE	UNFIN.	UNFINISHED
DWG	DRAWING	HT.	HEIGHT	PTD.	PAINTED	V.B.	VAPOUR BARRIER
ELEV.	ELEVATION	HORIZ.	HORIZONTAL	P. LAM.	PLASTIC LAMINATE	V.C.T.	VINYL COMPOSITE TILE
EQ.	EQUAL	H.M.	HOLLOW METAL	PLY.	PLYWOOD	V.I.F.	VERIFY IN FIELD
EXT.	EXTERIOR	H.B.	HOSE BIB	P.T.	PRESSURE TREATED	V. WC.	VINYL WALL COVERING
ELEC.	ELECTRICAL	I.D.	INSIDE DIAMETER	R/W	RIGHT OF WAY	VERT.	VERTICAL
EXIST.	EXISTING	JT.	JOINT	RWL.	RAIN WATER LEADER	W.C.	WATER CLOSET
F.R.P.	FIBERGLASS REINFORCED PANEL	L.	LENGTH	R, RAD.	RADIUS	W.P.	WATERPROOFING
FHC	FIRE HOSE CABINET	L.S.	LANDSCAPE	R.T.	RESILIENT TILE	WD.	WOOD
F. EXT.	FIRE EXTINGUISHER	MECH.	MECHANICAL	REQ'D.	REQUIRED		



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SHEET NOTES

NO	DATE	ISSUE / ADDENDUM / REVISION
02	2018/08/13	ISSUED FOR RE-ZONING
01	2018/03/13	ISSUED FOR RE-ZONING

TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

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SITE PLAN - CONTEXT

PROJECT NO:	2594
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SCALE:	N.T.S.
SHEET:	A1.0

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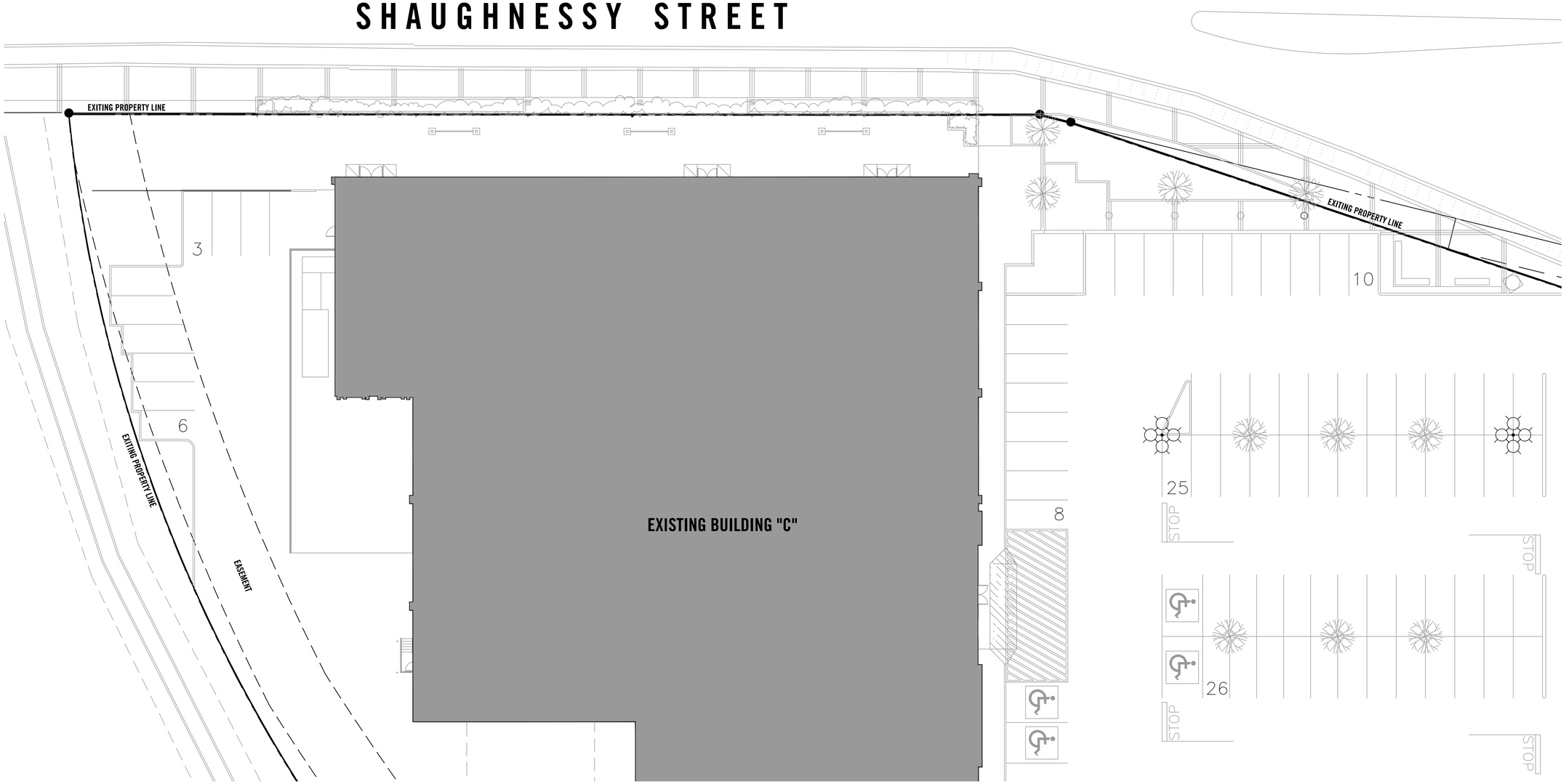
SHAUGHNESSY STREET



SITE LEGEND:

ELEVATIONS ARE IN METRIC UNITS

- C.B. — CATCH BASIN
- 100.00 — EXISTING TOPO ELEVATION IN METERS BASED ON CITY RECORD AS-BUILT DWGS DATED: 1992-03-20
- + 100.00 — PROPOSED NEW FIN. GRADE (METERS)
- F.H. — FIRE HYDRANT
- Y — SIAMESE CONNECTION
- M.H. — MANHOLE OR RIM
- TOC — TOP OF CONCRETE
- STOP — STOP SIGN
- H/C — ACCESSIBLE PARKING SIGN
- B — BOLLARD
- LAMP STANDARD
- CAR PLUG-IN STATION
- MAIN BUILDING ENTRANCE
- SECONDARY BUILDING ENTRANCE
- CONCRETE LETDOWN
- BIKE RACK
- PAINTED ACCESSIBLE PARKING SIGN
- SC — PAINTED "SMALL CAR ONLY"
- L.S. — LANDSCAPING
- C — CONCRETE
- T — TRANSFORMER VAULT (SEE ELECT. DWGS.)
- PAINTED TRAFFIC ARROWS
- STOP — PAINTED STOP LINE
- PAINTED CROSSING
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- FIRE TRUCK ROUTE & HEAVY DUTY ASPHALT

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Shaughnessy Station, Port Coquitlam, BC

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SITE PLAN - EXISTING

PROJECT NO:	2594
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DATE:	-
SCALE:	1/16" = 1'-0"
SHEET:	A1.1

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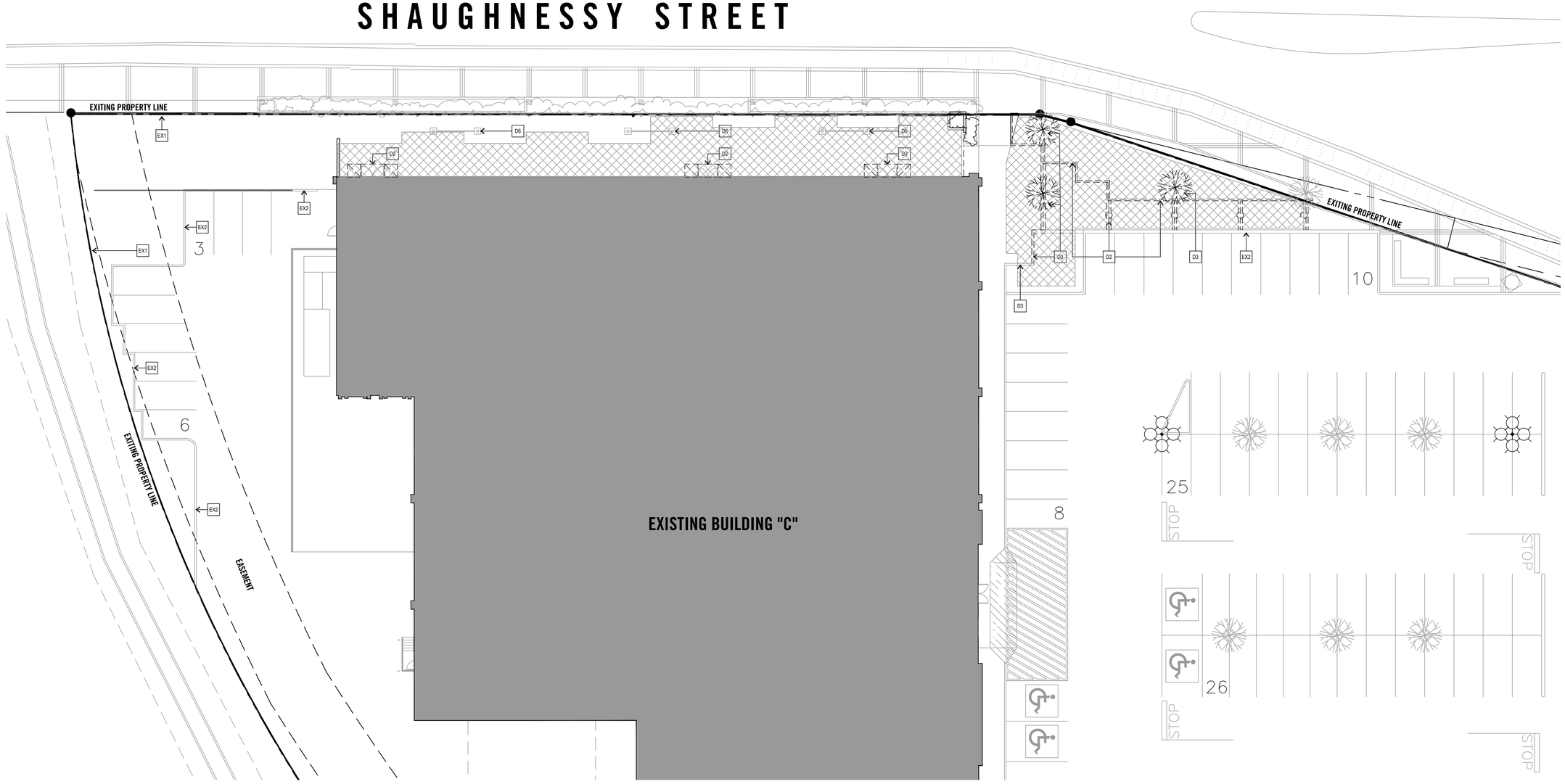

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DEMOLITION NOTES:

- D2 — DEMOLISH EXISTING CONCRETE LANDING AND SUB-BASE. PATCH, PREP & MAKE GOOD FOR NEW GROUND TREATMENT. RE: LANDSCAPE DWGS.
- D3 — DEMOLISH EXISTING LANDSCAPE, PATIO STONE WALKWAY, AND SUB-BASE. PATCH, PREP & MAKE GOOD FOR NEW GROUND TREATMENT. RE: LANDSCAPE DWGS.
- D4 — DEMOLISH EXISTING LAMP POST, SONO-TUBE FOUNDATION, AND ELECTRICAL CONNECTION. PATCH AND MAKE GOOD AS REQUIRED TO CONNECT ELECTRICAL FEEDS IN UNDERGROUND CONDUITS TO PATCH THROUGH CIRCUIT TO OTHER FIXTURES.
- D5 — REMOVE AND SALVAGE EXISTING BIKE RACK. PATCH, PREP & MAKE GOOD EXISTING SURFACES. PREPARE TO RE-INSTALL IN LOCATION INDICATED ON SITE PLAN.
- D6 — DEMOLISH EXISTING TRELLIS FEATURE. PATCH & MAKE GOOD.
- D7 — DEMOLISH EXISTING HANDRAILS. PATCH, PREP & MAKE GOOD EXISTING SURFACES.
- D8 — REMOVE EXISTING PLANTER CONCRETE WALLS, LANDCAPE, VEGETATION, SOIL, AND SUB-BASE. PATCH, PREP & MAKE GOOD FOR NEW GROUND TREATMENT. RE: LANDSCAPE DWGS.
- D9 — REMOVE EXISTING CONCRETE CURB/ PARKING ISLAND. PATCH & MAKE GOOD.

- EX1 — EXISTING PROPERTY LINE TO REMAIN.
- EX2 — EXISTING CONCRETE CURB TO REMAIN.
- EX3 — EXISTING SIDEWALK TO REMAIN.
- EX4 — EXISTING HEDGES, TREES, LANDSCAPE TO REMAIN.
- EX5 — EXISTING OVERHEAD GLASS/METAL CANOPY TO REMAIN.
- EX6 — EXISTING PARKING LOT LIGHT STANDARDS AND SITE LIGHT FIXTURES TO REMAIN.
- EX7 — EXISTING LANDSCAPE CONCRETE PLANTERS TO REMAIN.
- CROSS-HATCHED AREA INDICATES EXTENT OF ASPHALT PARKING LOT, CONCRETE SIDEWALK/ IN-SET INTERLOCKING STONE, SOIL AND SUB-BASE TO BE REMOVED. PATCH, PREP & MAKE GOOD FOR NEW FINISHES.

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SITE PLAN - DEMOLITION

PROJECT NO:	2594
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DATE:	-
SCALE:	1/16" = 1'-0"

SHEET: A1.2

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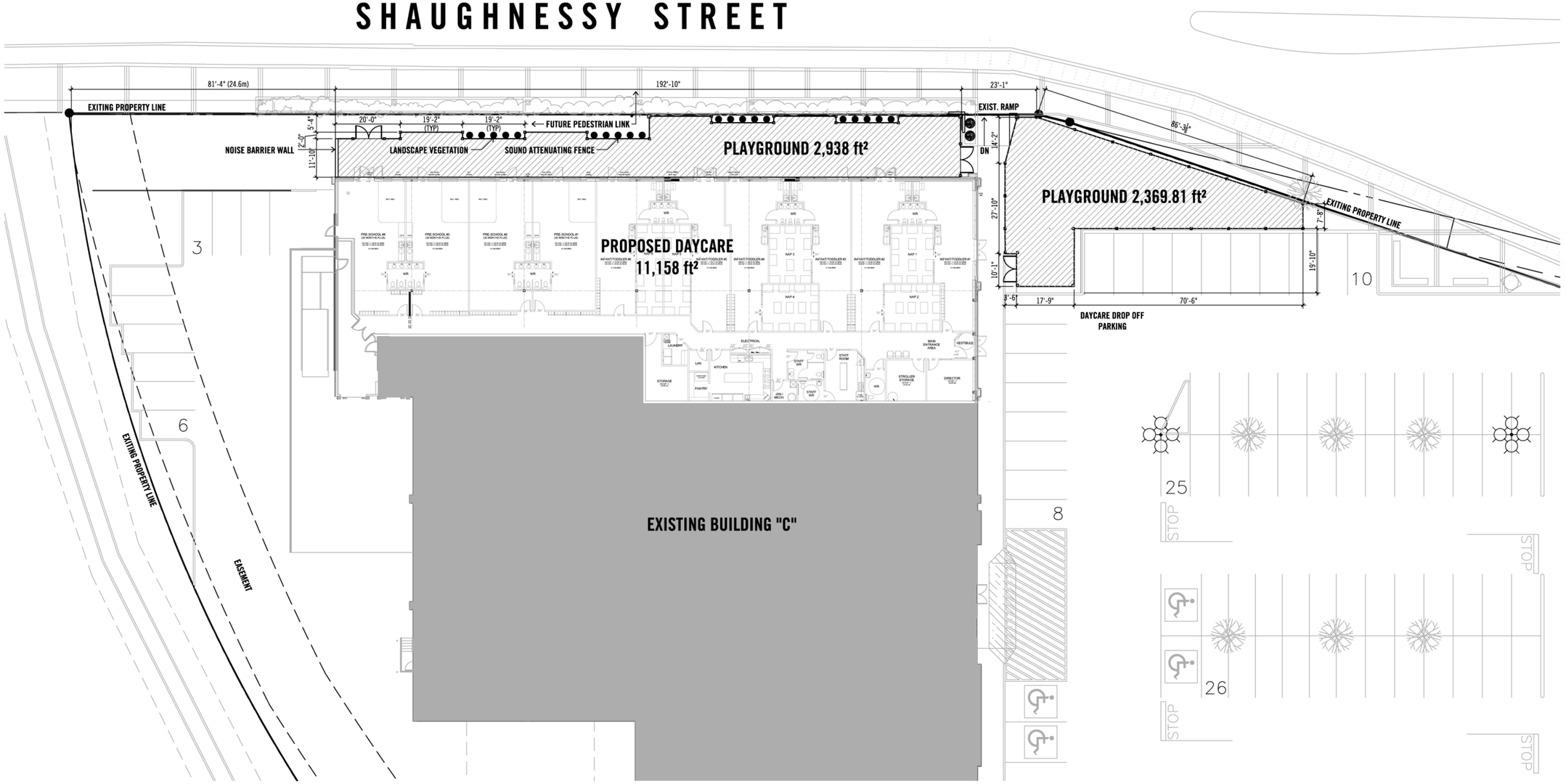
SHAUGHNESSY STREET



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THE PROFESSIONAL STRUCTURAL ENGINEER SHALL PREPARE SIGNED AND SEALED DRAWINGS AND CERTIFY THE COMPLETED INSTALLATION, UTILISING SCHEDULES S-B AND S-C OF THE BRITISH COLUMBIA BUILDING CODE.
THE DESIGNS ARE ALSO SUBJECT TO THE APPROVAL OF THE OWNER AND ARCHITECT WITH REGARD TO SUITABILITY OF APPEARANCE AND COMPATIBILITY WITH ADJACENT WORK.

SHEET NOTES

NO	DATE	ISSUE / ADDENDUM / REVISION
02	2018/08/13	ISSUED FOR RE-ZONING
01	2018/03/13	ISSUED FOR RE-ZONING

TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

ABBARCH
Engaging Design™
VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441

SEAL:

SHEET TITLE:

SITE PLAN - PROPOSED

PROJECT NO:	2594
DRAWN BY:	CN
CHECKED BY:	DT
DATE:	-
SCALE:	1/16" = 1'-0"
SHEET:	A1.3

Aug 28, 2018 - 11:33am - USER lancoo
P:\2594 Shaughnessy Station Daycare Rezoning\Drawings\7 Sheets\2594 A1.3 Site Plan - Proposed (rev Aug28).dwg

TOPOGRAPHICAL PLAN OF LOT 1
DISTRICT LOTS 379 AND 464, GROUP 1,
NEW WESTMINSTER DISTRICT, PLAN LMP21954

SCALE:1:250

All distances are in metres

PARCEL IDENTIFIER 019-183-721
CIVIC ADDRESS 2850 Shaughnessy Street
Port Coquitlam, B.C.

N

N

CHARGES ON TITLE		
CHARGE NO.	NATURE	PLAN
AB97007	SRW	77958
BJ59680	COVENANT	
BJ59681	SRW	LMP21955
BJ59682	EASEMENT	LMP21956
BJ59683	EASEMENT	LMP21958
BJ59684	RESTRICTIVE COVENANT	
BJ59703	RESTRICTIVE COVENANT	LMP21957
BJ59704	RESTRICTIVE COVENANT	LMP21956
BJ59711	RESTRICTIVE COVENANT	LMP21958
BJ59712	RESTRICTIVE COVENANT	
BJ117638	EASEMENT	LMP21956
BJ117642	EASEMENT	
BJ117643	EASEMENT	
BJ208354	SRW	
BJ208355	SRW	LMP21955
BJ237787	SRW	LMP21955
BK72140	LEASE	LMP27105
BK72141	ASSIGNMENT OF	
BK210534	SRW	LMP21955
BK210535	SRW	
BL265569	LEASE	LMP53569
BL265570	LEASE	LMP54400
BL265571	RESTRICTIVE COVENANT	LMP54400
BL265572	RESTRICTIVE COVENANT	
BL265573	LEASE	LMP54678
BP72739	RESTRICTIVE COVENANT	
BP72740	LEASE	LMP53291
BS1238	EASEMENT	LMP53291

LEGEND :

- Spot Elevation
- Elevation of Top of Wall
- Bollard
- Parking Stall
- Fire Hydrant
- Lamp Standard
- Catch Basin
- Cleanout Lid
- Gas Meter
- Service Box
- Power Pole
- Sign
- Water Valve
- Speed Bump
- Coniferous Tree
- Deciduous Tree

Lot dimensions are based on Plan LMP21721.

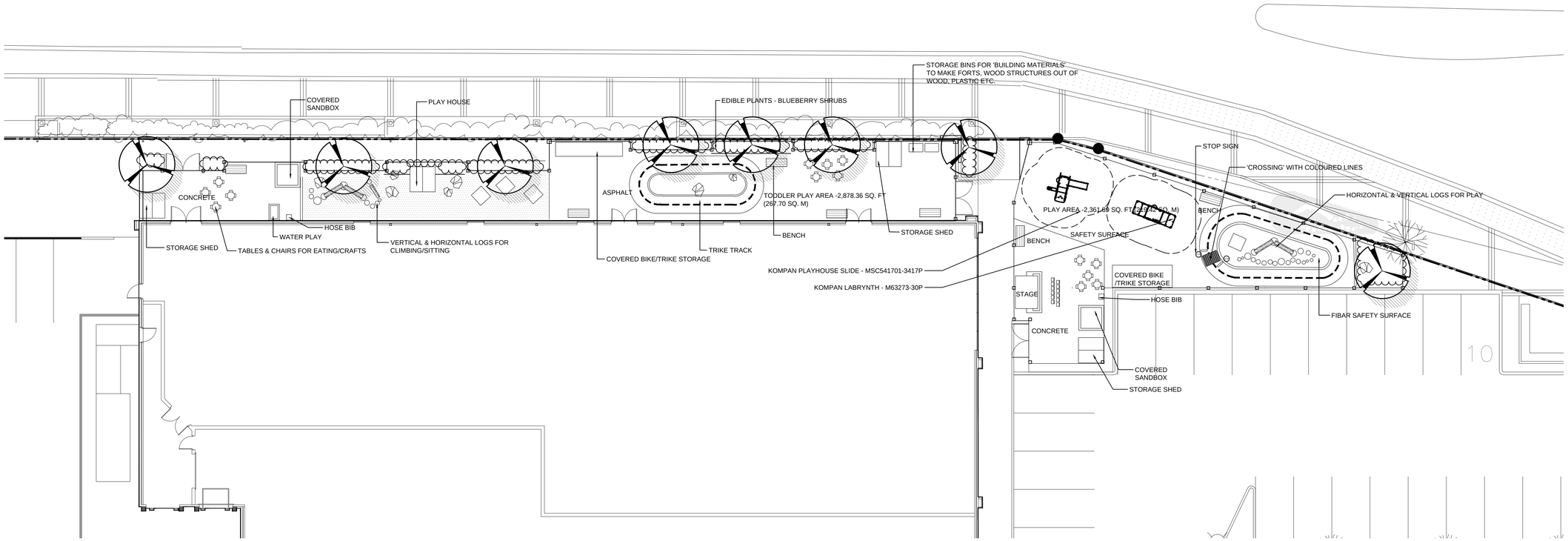
Elevations are Geodetic, shown in metres.

CERTIFIED CORRECT
this 8th day of January, 2016.

W. PAPOVE BCLS

PAPOVE
PROFESSIONAL LAND SURVEYING INC.
#201 - 1200 PACIFIC STREET
COQUITLAM, B.C. V3B 7N8
TEL : (604) 464-3189
FAX : (604) 464-0509

FILE NUMBER : 6256C



15196-4.ZIP

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pmg LANDSCAPE ARCHITECTS
Suite C100 - 4185 Still Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
3	18.AUG.30	NEW SITE PLAN	MM
2	18.AUG.28	NEW SITE PLAN	MM
1	17.JULY.05	NEW SITE PLAN & LAYOUT	MM

CLIENT:

PROJECT:

SHAUGHNESSY DAYCARE

2850 SHAUGHNESSY
PORT COQUITLAM, B.C.

DRAWING TITLE:

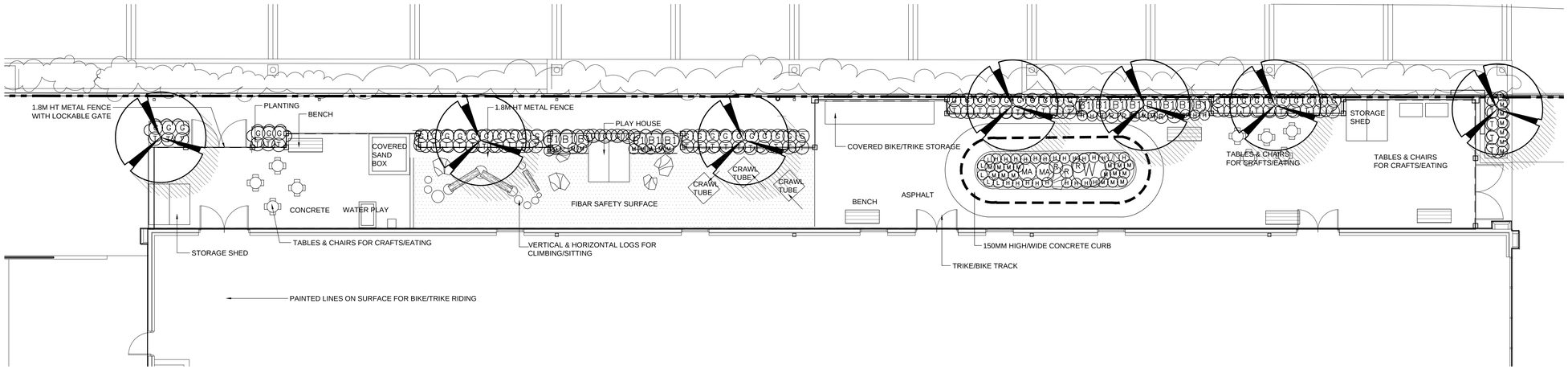
OVERALL LANDSCAPE PLAN

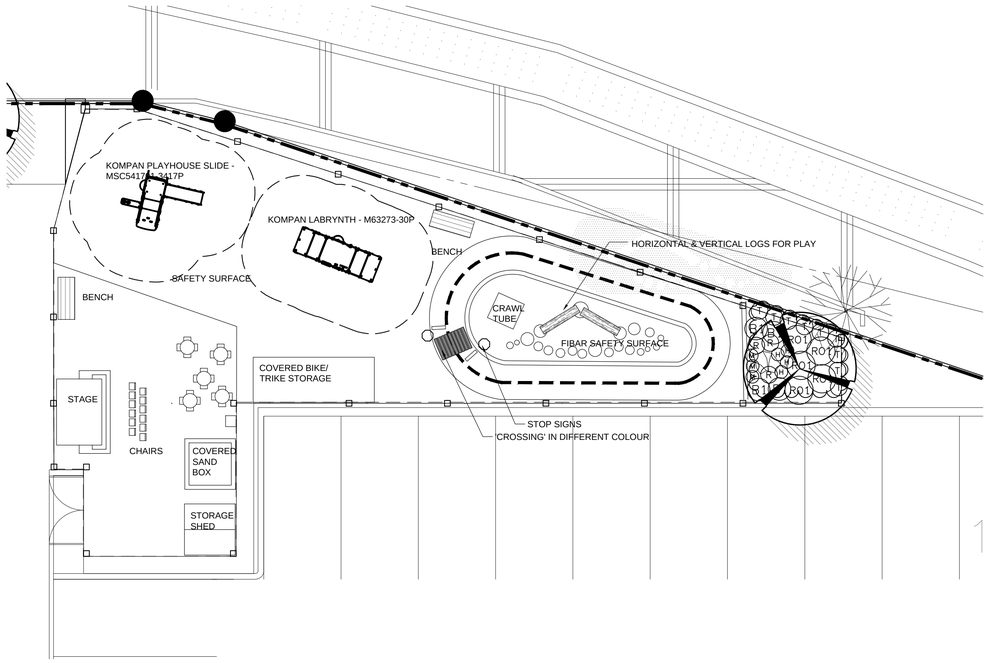
DATE:	15.DEC.15	DRAWING NUMBER:
SCALE:	1:150	**L1**
DRAWN:	MM	
DESIGN:	MM	
CHK'D:	MCY	**OF 3**

PMG PROJECT NUMBER: **15-196**

KOMPAN LABRYNTH - M63273-30P

KOMPAN PLAYHOUSE SLIDE - MSC541701-3417P





PLANT SCHEDULE

PMG PROJECT NUMBER: 15-186

KEY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
TREE				
CC	8	ACER RUBRUM 'ARMSTRONG'	COLUMNAR ARMSTRONG MAPLE	6CM CAL; 2M STD; B&B
SHRUB				
W	1	CORYLUS AVELLANA 'CONTORTA'	CORKSCREW WITCHHAZEL	#3 POT; 60CM
RO	5	ROSA MEIDELAND 'BONICA'	MEIDILAND ROSE; PINK	#3 POT; 60CM
T	60	THUJA OCCIDENTALIS 'SMARAGD'	EMERALD GREEN CEDAR	1.8M HT; B&B
B	18	VACCINIUM 'CHIPPEWA'	BLUEBERRY	#3 POT; 60CM
GRASS				
H	32	HELICTOTRICHON SEMPERVIRENS	BLUE OAT GRASS	#1 POT
MA	2	MISCANTHUS SINENSIS 'ADAGIO'	MAIDEN GRASS	#1 POT
M	38	STIPA TENUISSIMA	MEXICAN FEATHER GRASS	#1 POT
PERENNIAL				
L	5	LAVENDULA ANGUSTIFOLIA	ENGLISH LAVENDER	#1 POT
R	10	RUDBECKIA FULGIDA VAR SULLIVANTII `GOLDSTURM'	RUDBECKIA; YELLOW	15CM POT
G	50	GAULTHERIA SHALLON	SALAL	#1 POT; 20CM

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW. MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

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p: 604 294-0011 ; f: 604 294-0022

SEAL:

NO.	DATE	REVISION DESCRIPTION	DR.
1	17.JULY.05	NEW SITE PLAN & LAYOUT	MM

CLIENT:

PROJECT:

SHAUGHNESSY DAYCARE

2850 SHAUGHNESSY
PORT COQUITLAM, B.C.

DRAWING TITLE:

LANDSCAPE PLAN

DATE: 15.DEC.15
SCALE: 1:100
DRAWN: MM
DESIGN: MM
CHK'D: MCY

DRAWING NUMBER: **L2**

OF 3

PMG PROJECT NUMBER: **15-196**

15196-4.ZIP

#3190 - 2850 Shaughnessy Street (Shaughnessy Station Mall) Rezoning Application RZ000149 for a Large Child Care Facility

RECOMMENDATION:

That the Smart Growth Committee recommend to Council that the application to amend the Zoning Bylaw to allow for a child care facility accommodating 136 children at #3190 – 2850 Shaughnessy Street be refused.

PREVIOUS COUNCIL/COMMITTEE ACTION

Smart Growth Committee resolution July 27, 2016:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at 3190 – 2850 Shaughnessy Street be refused.

Smart Growth Committee resolution October 27, 2016:

That Council be advised that the additional information [provided by the applicant to Council] *be received for information.*

Council resolution November 14, 2016:

That the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at #3190 – 2850 Shaughnessy Street be refused.

REPORT SUMMARY

Terracap Corp., owner of the Shaughnessy Station Shopping Centre at the corner of Lougheed Highway and Shaughnessy Street, resubmitted its application to rezone a vacant commercial unit within the centre to allow a child care facility accommodating 136 children. The application is similar to that refused by Council in late 2016 with the exception of the two outdoor play space locations. The July 2017 submission relocated the one of the required outdoor play spaces from the north side of the building to the south side; a revised March 2018 submission removed the outdoor play space from the west side of the building and proposed it be located on its north side along with an expansion to the space on the south. The locations of these play areas is a significant concern due to their exposure to fumes and noise associated the CP Rail operations and Shaughnessy Street traffic and the report recommends the rezoning application be refused.

The applicant has not presented information that could address staff's concerns. Information to assist in a determination of whether or not the proposal would be acceptable would be expected include provision of a site-specific air quality analysis, an assessment of the visual impact of the noise-attenuating fence, comment from CP Rail on the application, and input from Fraser Health. If Committee wishes to further consider the application, the report presents an option that the applicant be requested to provide specified information prior to Committee making a decision on the application.

BACKGROUND

The following events and actions are relevant in consideration of the proposed child care facility and child care within the City:

- February 16, 2016. An initial rezoning application to allow for a child care facility accommodating 107 children (later increased to 136 children) to occupy a vacant commercial space in the former Canadian Tire building was received.
- July 27, 2016: Smart Growth Committee considered the attached staff report on the proposed large child care facility and recommended Council refuse the application.
- September 19, 2016: The Smart Growth Committee's report to Council recommending refusal was scheduled for Council's consideration. However, the applicant provided Council members with a large package of information immediately prior to its consideration of Committee's report and Council referred this material to Committee for review.
- October 27, 2016: Smart Growth Committee assessed the additional information and determined it would uphold its original recommendation to refuse the application.
- November 14, 2016: Council considered the initial and further information reports from the Smart Growth Committee. Prior to its decision, Council also heard from two delegates who raised concern about the appropriateness of the location as well as heard from the potential operator of the facility and the architect in support of the application. Council determined it would refuse the application.
- May 11, 2017: Smart Growth Committee heard from child care operators as part of its consideration of amending the City's child care regulations. Amended regulations were subsequently adopted by Council. In addition, the Sustainability and Environment Committee charged was with considering ways to enhance and assist the development of child care facilities in the City.
- July 18, 2017: The architect, Michael Burton Brown, submitted a new rezoning application for the large child care facility (similar to the one previously proposed) on behalf of the owner, Terracap. Following an initial review, the applicant was advised that staff would be seeking the following information:
  - A response from Fraser Health to determine if it would be prepared to issue a licence for a child care facility at this location or if it would have any specific requests that could be met through the rezoning process that would support a licence;
  - An assessment of anticipated information from an in-process study on child care needs within the Tri-Cities being undertaken on behalf of the United Way, in order to determine if the information would inform the rezoning process.

  In the fall, the applicant was informed that the City was considering a pedestrian/cycle connection between Shaughnessy Station and the Downtown and it would be necessary to determine if the desired connection would impact the application.
- February 13, 2018: The Finance and Intergovernmental Committee approved a recommendation from the Downtown Oversight Committee to include funding in the 2018 Financial Plan to provide for an assessment of options for a pedestrian connection (overpass or

underpass) and its impacts. Proceeding with this work is pending direction from the Downtown Oversight Committee.

- March 13, 2018: Abbarch Architects submitted a revised submission package which relocated the outdoor play space from the west side yard to occupy a larger portion of the parking area at the back of the property on the south and added back a play area adjoining Shaughnessy Street in the front of the building. The narrow west side yard was shown as "pedestrian link".

Shaughnessy Station context	March 2018 Submission (play area on the north not identified)

DISCUSSION

A. 2016 Application: In reporting on the original application, staff raised a number of significant concerns about the appropriateness of the proposed location for a daycare as well as demand for a facility of this size at this location. Identified concerns included:

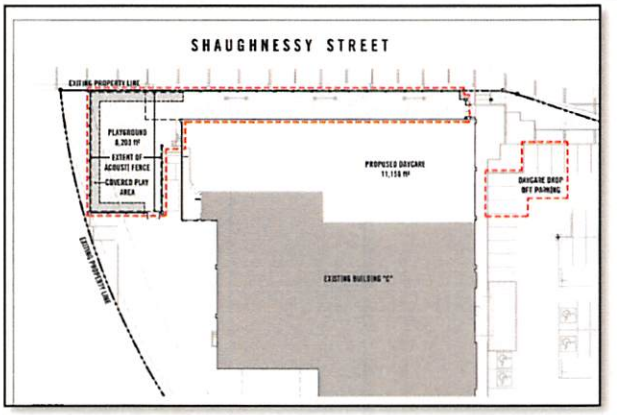
- proximity of the proposed outdoor play area along the west side of the building to Shaughnessy Street and the CP Rail tracks, including the visual impact of a sound-attenuating fence adjacent to the sidewalk and shading of the play area by this fence
- traffic impacts from vehicles at peak pick-up and drop-off times (the requested capacity of 136 children is similar to a small school)
- traffic impacts as well as safety issues related to small children regularly crossing Shaughnessy Street to get to Lions Park
- if commercial site remediation standards would be sufficient for a day care use, and
- compliance with Official Community Plan policies and land use designation.

Council was advised that the type of facility being proposed by the potential operator, Willowbrae, would be supported in locations elsewhere within the community, such as at Fremont Village. Staff further indicated their expectation that in the future, a larger child care

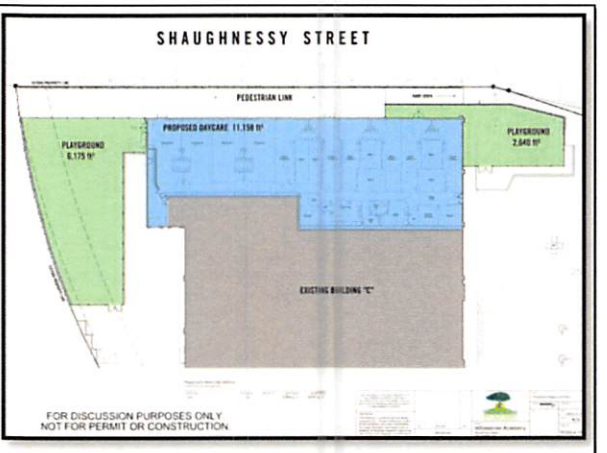
facility at Shaughnessy Station could be supported if integrated within a comprehensive redevelopment as a transit-oriented, mixed use development including residential uses.

A variety of reasons explaining the vote to either refuse or support the application were cited by members of Council, prior to the 5-2 vote. The development procedures bylaw allows for a refused application to be resubmitted six months after the date of Council's refusal.

B. **July 2017/March 2018 Application:** The application resubmitted in July maintained the original proposal to locate an outdoor play space in the west side yard and added a play area to the south, removing the play area formerly proposed in front of the building. The proposal was changed in March 2108 to remove the proposed play area along the west side of the building and put it back on the north side.



Proposed child care facility, including outdoor play space proposed in July 2017



Proposed child care facility, including outdoor play space proposed in March 2018

Issues associated with the current application include the following:

Application: The applicant's 2017 submission, as amended in 2018, comprises a mix of 2015/2016 information, excerpts from various staff and consultant reports through out that period and various responses to these reports, along with submissions from the potential daycare operator and parents seeking daycare (Council has received most of this material from the applicant and it was reviewed by Committee prior to a decision on the former application). Consequently, a number of aspects of the current proposal are unclear and, if the application is to be given further consideration, the staff file manager requests the applicant be required to provide an updated, comprehensive and concise application.

Site remediation: Additional information was provided confirming the applicant's position that remediation has been completed to a commercial standard. While staff continue to question if that standard would be appropriate for a child care facility, this report does not identify a need for further information.

Fraser Health Licence: A child care facility requires a licence from Fraser Health to ensure facilities are designed and operated in accordance with its requirements. Prior to issuing a

business licence for a daycare, the Bylaw Services Division will contact Fraser Health to determine if the business has obtained the necessary licence; Fire Protective Services also provides comment as part of this process. Following receipt of the current application, in late 2017 staff contacted Fraser Health by letter to ask if it had any specific concerns with the application or conditions it would wish to see met through the City's rezoning process. Fraser Health responded it would only provide comments following review of a complete application.

Proximity to CP Rail: The Federation of Canadian Municipalities and Railway Association of Canada's *Guidelines for New Development in Proximity to Railway Operations* (2013) outlines standard mitigation measures for new development. The guidelines emphasize the importance of early consultation with the railway but to date, the applicant has not provided the City with any comments.

The buildings within the Shaughnessy Station shopping centre pre-date the guidelines and the buildings along the south property line are closer than the recommended minimum setbacks. For example, the recommended residential building setback from a principle rail line with more than 5 trains per day is 30m and the minimum noise barrier height to a residential use is 5.5m (18'); there are no guidelines contemplating outdoor play space within this area. One of the multiple rail lines with the CP Rail property is only 6m from the play area on the south.

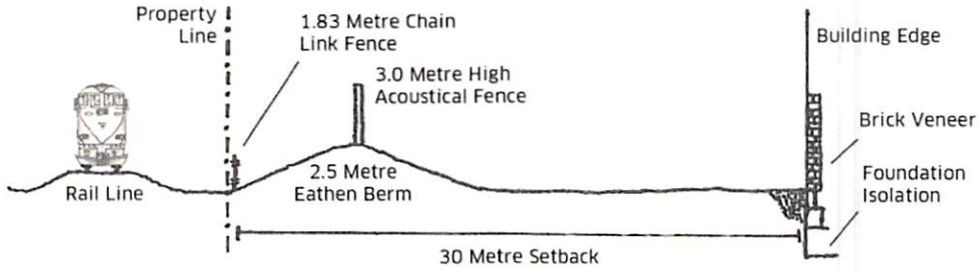


Figure 1: Example of Standard Mitigation Measures (Image Source: Figure 2: Standard mitigation for new residential development in proximity to a main line railway, pg. 19).

In an attempt to better understand potential safety concerns, staff viewed information posted by the Transportation Safety Board of Canada, which is an independent agency that advances transportation safety by investigating occurrences in the marine, pipeline, rail and air modes of transportation. Its website includes data such as the number of derailments by month and province, identifies concerns with respect to issues such as the risk posed by the transportation of large quantities of dangerous goods, and makes recommendations on safety issues.

The Fire and Emergency Services Department has expressed its concern about locating a playground in the proposed location, including the potential for safety issues associated with a playground so close to not only the rail yard but also the loading dock at the rear of the building. It recommends that infants and children not be put at risk and requests that the applicant be advised to seek a safer site for this type of assembly occupancy.

Noise Attenuation & Fencing: The location of the outdoor play areas immediately adjoining CP Rail's property and Shaughnessy Street means they would be noisy locations. To address this, the applicant proposes to surround the south play area with a specialized acoustic fence. A portion of the fence would be alongside an existing loading bay, similar to the image on the supplier's website below. The website for the proposed fencing also shows how a visual impact can be mitigated by planting hedges or climbing plant material. The current application does not include sufficient information on the design, height, location, or landscaping of the fence or the loss of existing vegetation to determine its impacts or compliance with Zoning Bylaw siting and height regulations.

Example of the proposed acoustic fence

Air Quality: The air quality where the outdoor play areas are proposed is a major concern. Staff research indicates there is increasing public health concern where small children are being exposed to poor quality air due to inappropriate play area locations. Health Canada's publication, *Human Health Risk Assessment for Diesel Exhaust*, notes diesel emissions are estimated to contribute significantly to ambient concentrations of NO_2, $PM_{2.5}$ and ground level ozone (O_3) particularly where close to major transportation routes. Children can be at greater risk for adverse effects as they inhale proportionally more air than adults. A University of Washington study found residents living near rail lines faced increased exposure to harmful microscopic particles from diesel emissions. As staff observed a detectable diesel smell from train activity at the proposed playground site, it would be critical to obtain information on the specific air quality (if this application is to be further considered) as the potential operator proposes to restrict children the on-site outdoor play areas rather than allowing for them to walk across Shaughnessy Street to get to Lion's Park.

Traffic Impacts: The applicant's submission had included the following information from Bunt & Associates:

"From traffic and parking standpoints, the synergies realized in locating child care within a shopping centre precinct are compelling, and include:

- *Shopping centres are typically located on well-travelled, commuter traffic routes. With much of the morning drop-off and afternoon pick-up activity for child care centres tied in with the morning and afternoon commute, the linkage couldn't be more direct. Moreover, the proximity of other stores, shops and services within the shopping centre enables a linking of trip purposes, i.e., picking up children and grocery shopping after work, i.e., two trip purposes, one trip.*

- *The peak traffic and parking period for shopping centres, with the most significant impact on the area transportation system, is typically the Saturday afternoon period. Child care facilities are typically not in operation at this time; conversion of retail space to child care therefore serves to reduce the overall shopping centre traffic and parking activity during the Saturday afternoon period.*
- *The morning peak traffic and parking period for child care centres is typically early in the morning before many of the stores open. The shopping centre parking lots and driveways are typically only lightly used at these times.*
- *The weekday afternoon period for pick-up from child care is generally not as peaked as the morning period. While shopping centre traffic and parking can be considerable in the weekday afternoon period, the difference between the traffic and parking activity of retail space versus child care space during the weekday afternoon period is not significant."*

This assessment indicates that shopping centres can be suitable locations for child care facilities from the perspective of vehicular access and on-site traffic management.

Pedestrian and Visual Impacts: The proposed play area on the north side of the building would eliminate a popular pedestrian short-cut connecting between the Shaughnessy Street sidewalk and the shopping centre. Acoustic fencing around the play area, if required, could also reduce the amenity of this pedestrian realm. A previous design scheme had also showed that a play space in this location could reduce the visibility of an adjoining commercial business.

Interior renovations: The Building Division advises that a change of use to an assembly A2 occupancy is not as per the original building design and it requires a building code analysis from an architectural registered professional to show changes required to comply with the BC Building Code. Staff would also wish to ensure that there would be sufficient windows added to the building to meet guidelines for a child care facility. While this information can be provided in consideration of future development permit and building permit applications, it is important to bring it to the applicant's attention in the rezoning process.

United Way Child Care Needs Assessment: The assessment, completed in fall 2017, identified concerns of parents in the Tri-Cities with respect to their child care arrangements. The applicant has not identified a response to key findings of this study, which include:

- insufficient time scheduled for children to play outdoors
- high cost
- hours of operation, with an identified need for extended hours due to time to commute to work and a preference for child care to be close to homes and local schools
- lack of access to parks and the outdoors for children in care
- need for more before and after school care close to school, especially in Port Coquitlam
- more licensed child care spaces in the Tri-Cities (39%) compared to province (22%).

Off-Sites and Encroachments: This report has not identified the potential off-site improvements that may be required of the development and would need to be determined if this application proceeds to further consideration. Staff previously noted that there is an existing encroachment agreement related to lighting along the Shaughnessy Street sidewalk would need to be assessed if this application is to be further considered.

FINANCIAL IMPLICATIONS

None associated with consideration of a change in use as proposed.

PUBLIC CONSULTATION

A sign has been posted on the site and several enquiries have been received by staff regarding the status of the application.

OPTIONS

(Check = staff recommendation)

Smart Growth Committee may:

#	Description
1 ✓	Recommend to Council that the application be refused.
2	Request the applicant provide information prior to making a determination such as: (1) A concise written submission describing the proposal and identification of any requested variances (compliance with municipal regulations); (2) Information from Fraser Health as to its licence requirements for a large child care facility at this location; (3) Comment from CP Rail; (4) An air quality assessment for the proposed outdoor play areas in sufficient detail to assess if proximity to rail yard and tracks (for the south play area) and Shaughnessy Street (north play area) would be a concern; (5) Design and siting information regarding the fencing, including impacts on Shaughnessy Street and landscaping; (6) A building code analysis and identification of design changes to comply with daycare guidelines; and, (7) Off site requirements.
3	Determine the conditions it wishes to have the applicant meet prior to bylaw adoption and recommend to Council taht the identified conditions be set and the application proceed to a Public Hearing.

ATTACHMENTS

Attachment #1: Drawings submitted March 13, 2018

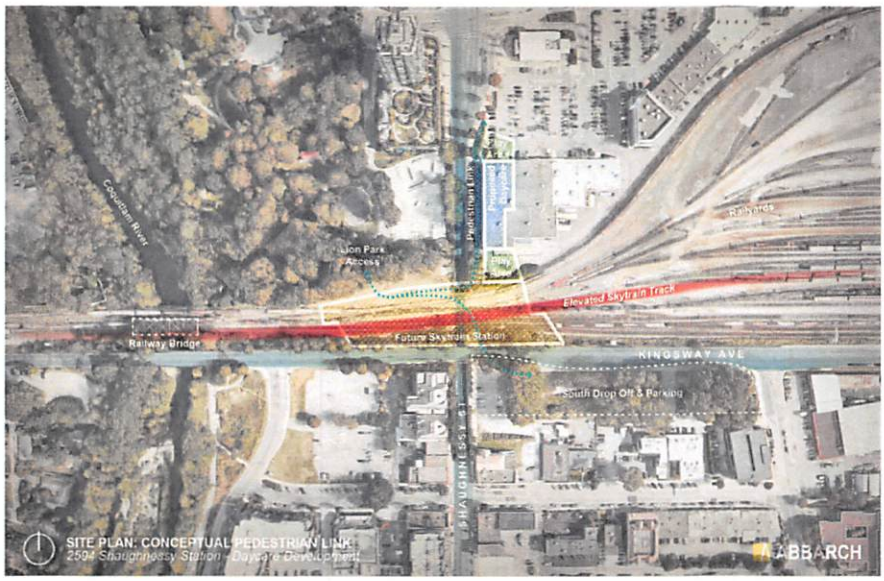
Attachment #2: Staff report to Smart Growth Committee July 27, 2016

TERRACAP VENTURES

2594 SHAUGHNESSY DAYCARE

PORT COQUITLAM, BRITISH COLUMBIA

ISSUED FOR RE-ZONING
MARCH 13, 2018



ABBARCH
Engaging Design™

VANCOUVER, BC 604.669.4041
TORONTO, ON 416.340.8441

PROJECT INFORMATION

CIVIC ADDRESS:
2850 SHAUGHNESSY ST., SUITE 3190
PORT COQUITLAM, BC V3C 6K5

LEGAL DESCRIPTION:
LOT 1, NEW WEST DISTRICT,
PLAN LMP21954 DISTRICT
LOT 379 & 464, GROUP 1

APPLICABLE CODE:
BRITISH COLUMBIA BUILDING CODE (2012)

DRAWING SHEET STANDARDS:

DIRECTORY:

CLIENT/OWNER: TERRACAP MANAGEMENT INC.

ARCHITECT: ABBARCH ARCHITECTURE INC

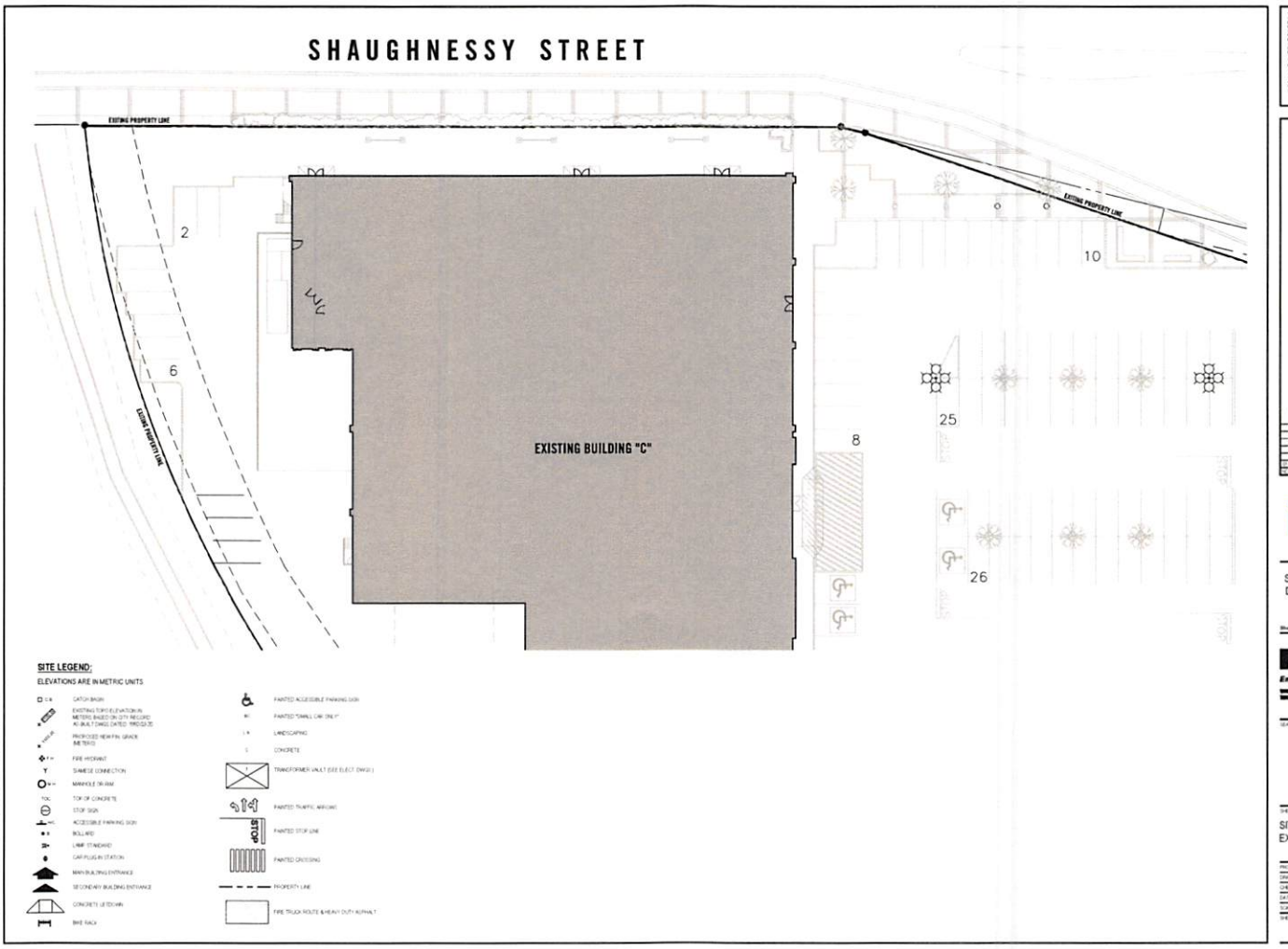
DRAWING LIST:

ARCHITECTURAL:

A0.0	COVER SHEET
A1.1	SITE PLAN - EXISTING
A1.2	SITE PLAN - DEMOLITION
A1.3	SITE PLAN - PROPOSED

ABBREVIATIONS:

ALUM.	ALUMINUM	GL.	GLASS	PTD.	PAINTED
ANOD.	ANODIZED	G.I.S.	GOOD ONE SIDE	P. LAM.	PLASTIC LAMINATE
A.F.F.	ABOVE FINISHED FLOOR	G.W.B.	GYPSUM WALL BOARD	PLY.	PLYWOOD
BLKG.	BLOCKING	H.C.	HANDICAP	P.T.	PRESSURE TREATED
B.G.	BUILDING GRADE	HR.	HOUR	R/W	RIGHT OF WAY
BLDG.	BUILDING	HDW.	HARDWARE	RWL	RAIN WATER LEADER
BOL.	BOLLARD	H.C.W.	HOLLOW CORE WOOD	R. RAD.	RADIUS
CLG.	CEILING	HDWD.	HARDWOOD	R.E.	RESILIENT TILE
C/W	CONCRETE WITH	HT.	HEIGHT	REQ'D.	REQUIRED
CONC.	CONCRETE	HORIZ.	HORIZONTAL	REV.	REVISION
C.M.U.	CONCRETE MASONRY UNITS	H.M.	HOLLOW METAL	R.D.	ROOF DRAIN
CORR.	CORRUGATED	H.B.	HOSE BIB	R.O.	ROUGH OPENING
CG	CORNER GUARD	I.D.	INSIDE DIAMETER	STRUCT.	STRUCTURAL
C.J.	CONTROL JOINT	JT.	JOINT	SPEC.	SPECIFICATION
DIA.	DIAMETER	L.	LENGTH	S.S.	STAINLESS STEEL
DCJ	DRYWALL CONTROL JOINT	LS.	LANDSCAPE	ST.	STAIR
DWG	DRAWING	MECH.	MECHANICAL	S.F., SQ. FT.	SQUARE FEET
ELEV.	ELEVATION	MAX.	MAXIMUM	STL.	STEEL
EQ.	EQUAL	MET.	METAL	TR.	TREAD
EXT.	EXTERIOR	MIN.	MINIMUM	TYP.	TYPICAL
ELEC.	ELECTRICAL	MISC.	MISCELLANEOUS	T/O	TOP OF
EXIST.	EXISTING	N.I.C.	NOT IN CONTRACT	T.O.W.	TOP OF WALL
F.R.P.	FIBREGLASS REINFORCED PANEL	N.T.S.	NOT TO SCALE	U/G	UNDERGROUND
FHC	FIRE HOSE CABINET	NO.	NUMBER	U/S	UNDERSIDE
F. EXT.	FIRE EXTINGUISHER	O.C.	ON CENTRE	UNFIN.	UNFINISHED
F.D.	FLOOR DRAIN	O.D.	OUTSIDE DIAMETER	V.B.	VAPOUR BARRIER
FTG.	FOOTING	O/O	OUT TO OUT	V.C.T.	VINYL COMPOSITE TILE
FDTN.	FOUNDATION	O/A	OVERALL	V.I.F.	VERIFY IN FIELD
F.S.	FULL SIZE	P.C.	PRECAST	V. WC.	VINYL WALL COVERING
FIN.	FINISH	P.C. CONC.	PRECAST CONCRETE	VERT.	VERTICAL
F.O.	FINISHED OPENING	PREFAB.	PREFABRICATED	W.C.	WATER CLOSET
GALV.	GALVANIZED	PREFIN.	PREFINISHED	W.P.	WATERPROOFING
GA.	GAUGE	PL PROP.	PROPERTY LINE	WD.	WOOD



SHEET NOTES

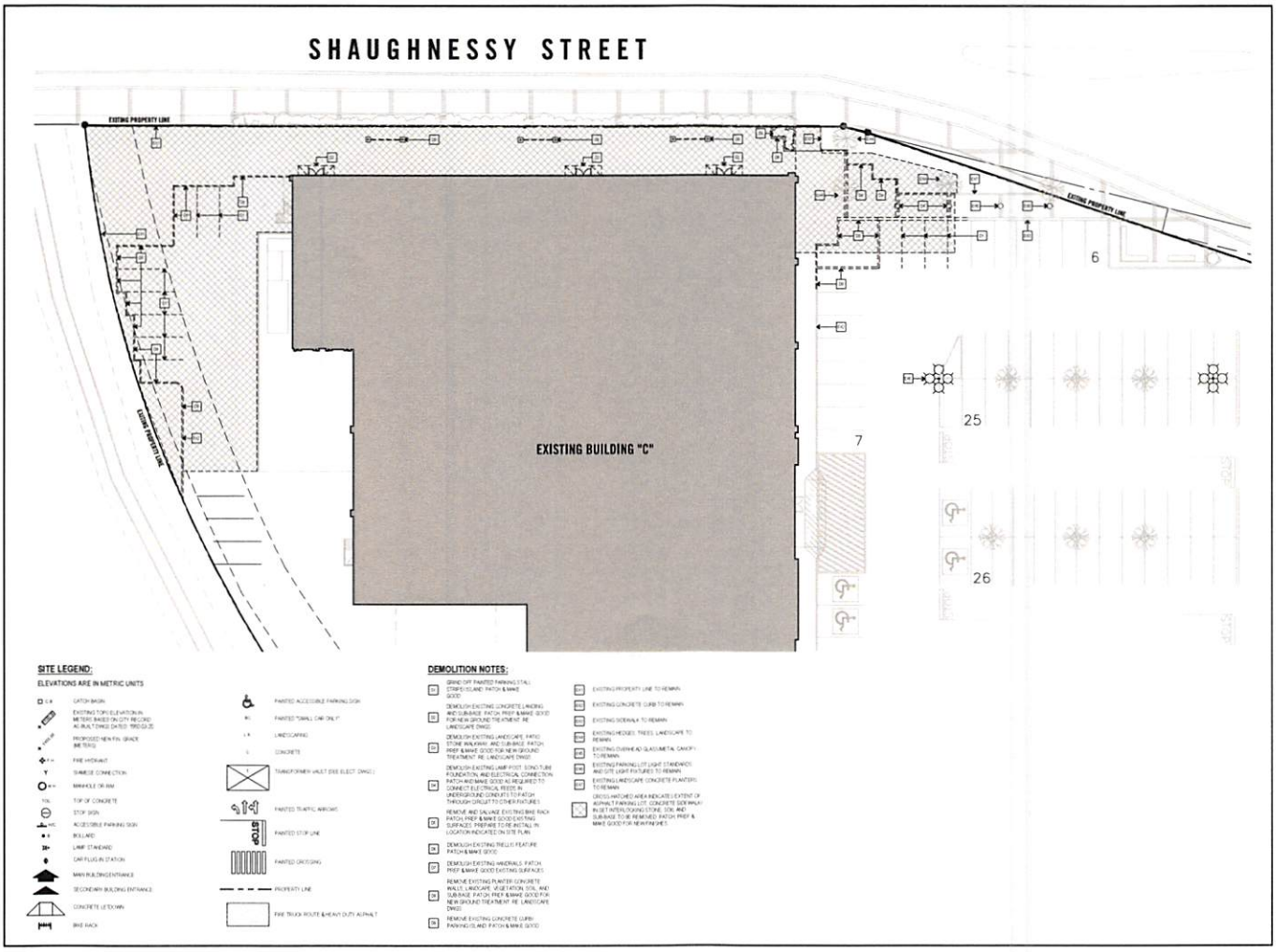
TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

ABBARCH
Engaging Design™

SITE PLAN - EXISTING

A1.1



SHEET NOTES

TERRACAP VENTURES

SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

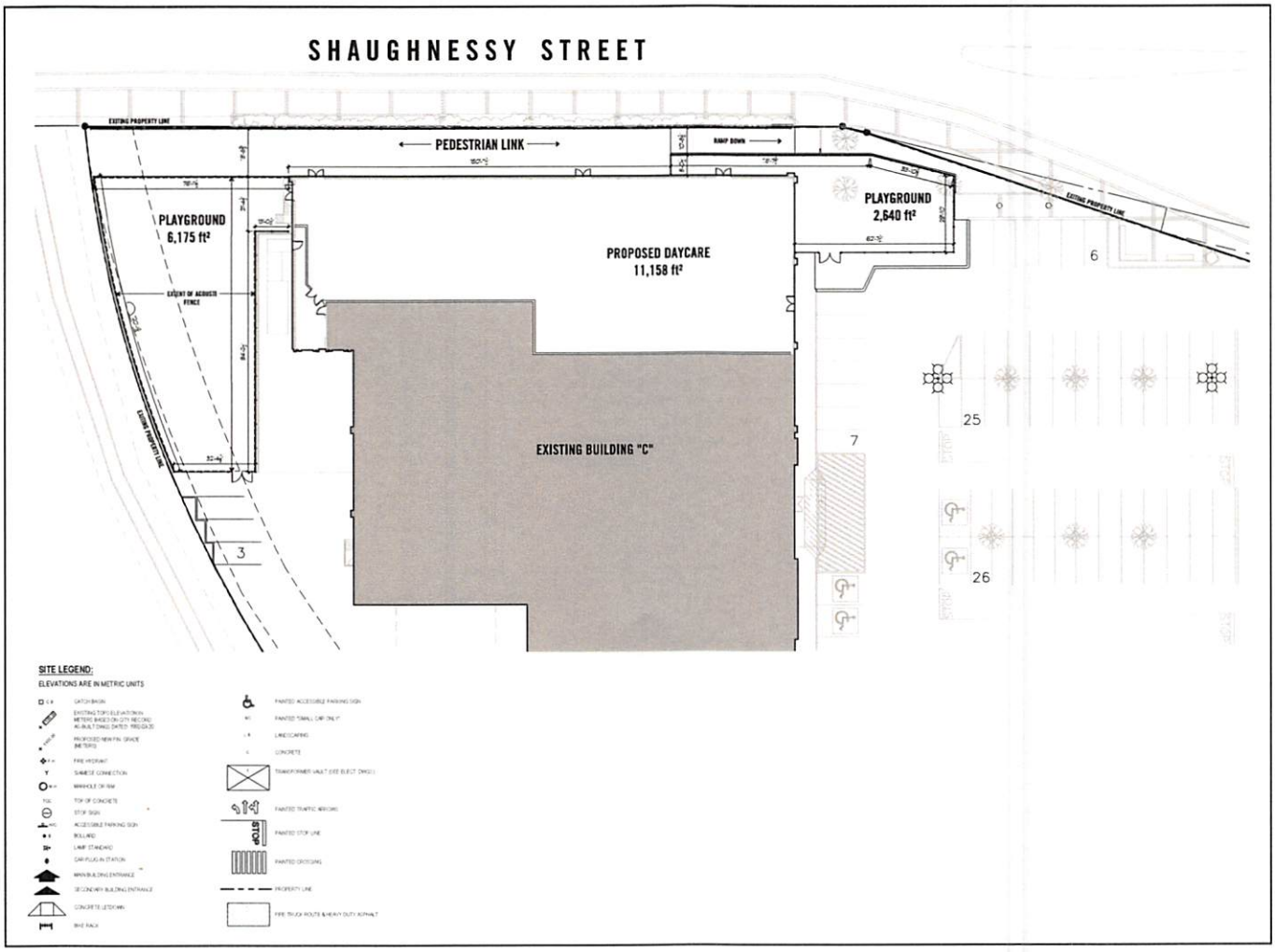
ABBARCH
Engaging Design™

SEAL

SHEET TITLE
SITE PLAN - DEMOLITION

PROJECT NO. 2504
DRAWN BY CN
CHECKED BY CT
DATE
SCALE 1/50" = 1'-0"

SHEET
A1.2



SHEET NOTES

TERRACAP VENTURES

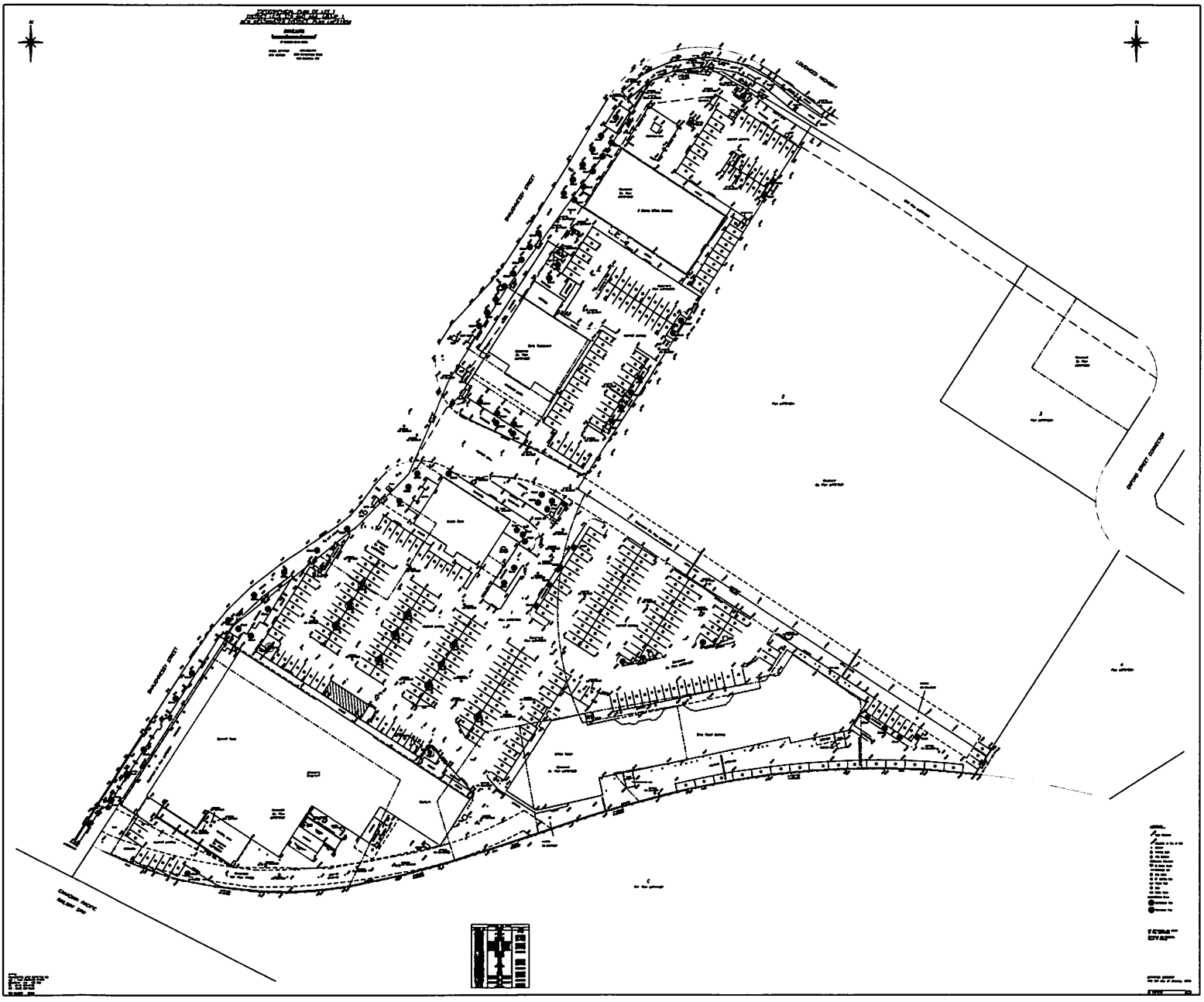
SHAUGHNESSY STATION - DAYCARE DEVELOPMENT

Shaughnessy Station, Port Coquitlam, BC

ABBARCH
Engaging Design™

SHEET TITLE
SITE PLAN - PROPOSED

PROJECT NO. 2154
DRAWN BY CG
CHECKED BY CT
DATE
SCALE 1/16" = 1'-0"
SHEET A1.3



CITY OF PORT COQUITLAM

Report to Committee

DATE: July 19, 2016

TO: Smart Growth Committee

FROM: Laura Lee Richard, Director of Development Services

SUBJECT: **#3190 - 2850 SHAUGHNESSY ST**
REZONING APPLICATION RZ000126 (PROPOSED CHILD CARE FACILITY)

EXECUTIVE SUMMARY

The owner of the vacant store front located in the Shaughnessy Station commercial development (the former Canadian Tire building) has submitted a rezoning application to allow for a child care facility that would accommodate up to 136 children.

This application raises a number of significant concerns about the appropriateness of the proposed location for a daycare and the demand for a facility of this size at this location. In particular, staff's concerns include the proximity of an outdoor play area located along the west side of the building to Shaughnessy Street and the CP Rail tracks, traffic impacts from vehicles at peak pick-up and drop-off times and traffic impacts as well as safety issues related to children regularly crossing Shaughnessy Street to get to Lions Park, site contamination, institutional use of an area designated to promote retail commercial development, and the existing supply of child care spaces in the area.

Based on information provided by the applicant to date and staff's analysis of the site's constraints for a child care use, it is recommended that SGC resolve to not support the application. If this recommendation is approved by the Committee, then the applicant may appeal the rejection and the application must be considered at a Council meeting.

Should Committee determine that it wishes to further consider the application, then staff would work with the applicant to obtain additional information during the summer recess with the intent that a report would be brought forward to SGC that identifies recommended conditions of the rezoning.

RECOMMENDATION

That SGC recommend to Council that the application to amend the Zoning Bylaw to allow for a child care facility accommodating up to 136 children at #3190 - 2850 Shaughnessy Street be refused.

1. BACKGROUND

1.1. Application: This application originated as a proposal to rezone a vacant commercial unit to allow a child care facility that would accommodate 107 children. The application was subsequently amended to replace the original applicant (a planning firm) with an architectural firm, Abbarch Architecture, and to increase the number of children to be accommodated at the facility to 136.

1.2. History: The site was originally part of CP Rail lands. In 1996, it was rezoned and subdivided for the development of the Shaughnessy Station as a highway-oriented shopping centre. There have been a number of changes to this centre over the years with the most recent being in 2012, when SGC issued a DP amendment to allow for alteration of the former Canadian Tire building into smaller units with work including façade improvements and landscape enhancements in the parking lot.

1.3. The Proposal: The applicant wishes to redevelop the vacant commercial unit for a child care facility with an outdoor play area along the west side of the building. The facility would be leased to an independent operator and building alterations would be made to accommodate the change in use. There would be six groups of infants and toddlers, with 12 children in each of these groups, and four groups of preschoolers, with 16 children in each of these groups; care would be offered between the hours of 7 am and 6 pm Monday through Friday.

2. POLICY & REGULATIONS

2.1. OCP Policies: The OCP's policies promote having a sufficient number of child care spaces located throughout the community, including in residential areas, close to educational facilities (schools) and at business centres. OCP policies also promote commercial and mixed-use development of sites in the downtown and, where appropriate, of sites with a highway orientation. The land use designation is Downtown Commercial.

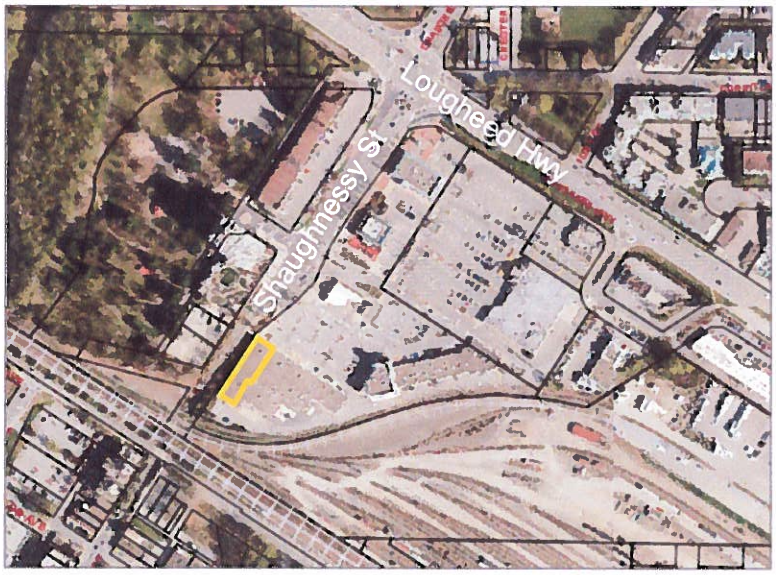
2.2. Zoning Bylaw: The property is zoned Comprehensive Development Zone 10 (CD10), which allows for the uses permitted in the Community Commercial (CC) zone well as automobile sales and rentals, accessory automobile servicing and auditoriums. The CC zone allows for child care facilities with a maximum of 25 children in a facility at any one time. A child care facility in a CD zone is further subject to a regulation that it is to serve residents or persons residing in adjacent apartments or apartment residential zones.

2.3. Child Care Licenses: Child care facilities are regulated under the Child Care Licensing Regulation and Standards of Practice of the *Community Care and Assisted Living Act* and require a child care license from Fraser Health. Licenses are not required for facilities with 1 or 2 children.

2.4. Development Procedures Bylaw: All applications to amend the Zoning Bylaw are considered by Council and only Council has the authority to refuse an application for a bylaw amendment.

3. COMMENTS AND ANALYSIS

3.1. Site Characteristics and Context: Shaughnessy Station is located on the eastern side of Shaughnessy Street just north of the underpass and contains multi-tenant buildings, a large grocery store, restaurants, banks, offices and other commercial uses. The property backs onto the CP Rail railway.



The proposed site for the daycare is located adjacent to Shaughnessy Street in a multi-tenant building that was formerly occupied by the Canadian Tire business. A landscape strip located along the side of the building encroaches into the City road right-of-way and a retaining wall supports the back part of this area.

3.2. Project Description: The proposal is to renovate the vacant 1036.6 m^2 (11,158 ft^2) commercial unit to create a facility with 10 classrooms, 6 napping rooms, and supporting office and kitchen rooms. The landscaping along the western side and 9 parking spaces in front of the building would be replaced with a fenced outdoor play area for the children that would be accessed from a new entry along the façade. The operator also intends to take advantage of the close proximity of this site to Lions Park.

The applicant has provided the following to date:

- a transportation letter by Bunt & Associates providing an analysis of the potential impacts of a child care facility with 107 children: the study determined that there would be sufficient parking to accommodate the proposed use. The study also identified that the frequency of arrivals and departures would be appreciably higher compared to the previous commercial use but did not comment on the potential impact on existing transportation network.
- an air quality and noise study that recommended use of acoustic materials in the building's renovation, but did not address the impact of noise on the outdoor play area. It also used office building standards for assessing air quality.
- an incomplete site profile that would need to be completed to meet the requirements of the Ministry of Environment.

Significant offsite improvements would be recommended as conditions of the rezoning in accordance with normal practice and could include reconstruction of the adjacent portions of Shaughnessy Street and Lougheed Highway, upgrading services and street lighting, and construction of a portion of a multi-purpose pathway. Another recommended condition of a rezoning would be renewal of an expired encroachment agreement for the retaining wall within the City right-of-way.

3.3. Existing Supply of Child Care Spaces: There are 176 licenced child care spaces located within approximately 400m of the proposed site (a 5-minute walk). 36 of these spaces are for infants and toddlers and 140 for children aged 3 to 5. There is also an active licence application for an additional 8 infant and toddler spaces and 16 spaces for children aged 3 to 5 within the same radius.

3.4. Discussion & Analysis

A number of issues have been identified as follows:

- The site was formerly used by CP Rail and was remediated to meet standards required for office and commercial uses. Further remediation of the site may be necessary for this proposed change of use to meet the standards required for a child care facility.
- The on-site outdoor play area meets the minimum size required for a large child care facility, but its location is immediately adjacent to heavy traffic on Shaughnessy Street as it emerges from the underpass and an active railway line.

- The potential use of the popular children's play area in Lions Park leads to two issues: one, that a large number of children would be crossing the busy intersection at Lions Way and Shaughnessy Street to get to the play area and secondly, that the public park could become a substitute for the facility's required on-site play area if it is determined to be too noisy or its air quality is too poor for frequent use.
- An increase in both pedestrian and vehicle traffic may adversely impact the signal operation and traffic flow at Shaughnessy Street and Lions Way.
- High community need for additional child care spaces serving this neighbourhood and, in particular, residents of adjoining residential developments, has not been demonstrated.

3.5. Consultation: The original applicant contacted 29 of the 32 Shaughnessy Station businesses and advised that most did not have any concerns. Questions related to pick-up and drop-off activities were raised, and one business was concerned about the use in close proximity of the railway with respect to noise, pollutants, and hazardous materials.

A sign providing information on the rezoning application is posted on the site. Two nearby child care facilities have each provided comment that they struggle to fill spaces in their facilities and question allowing for additional spaces at this time.

4. OPTIONS

The Smart Growth Committee may:

(1) Recommend to Council that Council refuse the application; or,

(2) Determine that it wishes to further consider the application before making a decision on a recommendation. If this option is selected, staff would work with the applicant to bring forward additional information addressing site contamination, further traffic information, and clarify air quality and noise concerns. In accordance with our normal practice for a rezoning application that is expected to proceed to a Public Hearing, staff would also put forward recommended conditions of approval.

Laura Lee Richard, MCIP
Director of Development Services

ITEM | PAGE

AMBIENT AIR QUALITY STUDY
3190 SHAUGHNESSY STREET
PORT COQUITLAM

for

ABBARCH Architecture Inc
Suite 500, One Bentall Centre
505 Burrard Street
Vancouver, BC
V7X 1M4

Project No. 2018.038

October 11th, 2018

REPORT PREPARED BY:

October 11th, 2018
Project #: 2018.038

ABBARCH Architecture Inc
Suite 500, One Bentall Centre
505 Burrard Street
Vancouver, BC
V7X 1M4

Attn: Michael Burton-Brown, Principal

To Whom It May Concern,

Re: Ambient Air Quality Study Report for 3190 Shaughnessy Street, Port Coquitlam, BC.

We are pleased to submit the results of our ambient air quality study report for 3190 Shaughnessy Street, Port Coquitlam, BC.

The information compiled represents the most accurate information available at the time of our investigation.

Thank you for the opportunity to be of service, and should you have any questions, please contact us through any of the avenues noted below.

Respectfully submitted,
ENTECH ENVIRONMENTAL CONSULTANTS LTD.

S.F. Sverre, M.Sc., R.P. Bio.
President

Encl.

AMBIENT AIR QUALITY STUDY
3190 SHAUGHNESSY STREET
PORT COQUITLAM

for

ABBARCH Architecture Inc
Suite 500, One Bentall Centre
505 Burrard Street
Vancouver, BC
V7X 1M4

Project No. 2018.038

October 11th, 2018

REPORT PREPARED BY:

Entech Environmental Consultants Ltd.

Phone 604 921 1932 • *fax* 604 921 1934 • *email* info@entechconsultants.com
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ENTECH CONSULTANTS
Know Your Environment

TABLE OF CONTENTS

2.0 EXECUTIVE SUMMARY 4

3.0 INTRODUCTION AND BACKGROUND INFORMATION 6

4.0 POTENTIAL CONTAMINANTS OF CONCERN 8

4.01. NITROGEN OXIDES 9
4.02. PARTICULATE MATTER 9
4.03. CARBON MONOXIDE (CO) 10
4.04. OZONE 11
4.05. SULPHUR DIOXIDE (SO_2) 11

5.0 REGULATORY FRAMEWORK 12

6.0 AIR PROFILE AND BACKGROUND INFORMATION 13

7.0 METHODOLOGY 14

8.0 FIELD OBSERVATIONS 16

9.0 RESULTS 16

9.01. WEATHER DATA ENVIRONMENT CANADA 17
9.02. NITROGEN DIOXIDE (NO_2) 17
9.03. PARTICULATE MATTER ($PM_{2.5}$ & PM_{10}) 19
9.04. CARBON MONOXIDE (CO) 21
9.05. OZONE (O_3) 21
9.06. SULPHUR DIOXIDE (SO_2) 22

10.0 SUMMARY AND CONCLUSION 23

11.0 DISCLAIMER 25

12.0 QUALIFICATIONS OF ASSESSOR 25

13.0 INSURANCE COVERAGE 25

TABLES

Table 1
Meteorological Data from Environment Canada's Pitt Meadows Weather Station

FIGURES

Figure 1: Location Map 6
Figure 2: Proposed Play Area 7
Figure 3: Air Quality Health Index Components 8
Figure 4: Nitrogen Oxide Sources. 9
Figure 5: Particulate Matter Sources 10
Figure 6: Carbon Monoxide Sources 10
Figure 7: Volatile Organic Compound Sources 11
Figure 8: Sulphur Dioxide Sources 12
Figure 9: NO_2 Site Specific 18
Figure 10: NO_2 Pitt Meadows Air Quality Monitoring Station 19
Figure 11: Particulate Matter $PM_{2.5}$ 20
Figure 12: Particulate Matter PM_{10} 20
Figure 13: CO Site Specific 21
Figure 14: Ozone Pitt Meadows Air Quality Monitoring Station 22
Figure 15: SO_2 Pitt Meadows Air Quality Monitoring Station 23

APPENDICES

APPENDIX A Photographs 27
APPENDIX B Laboratory Data 30

2.0 EXECUTIVE SUMMARY

Entech Environmental Consultants Ltd. (ENTECH) was retained by Michael Burton-Brown of ABBARCH Architecture Inc. to conduct an ambient air quality study (AAQS) and consequent report for a property located at Shaughnessy Station Mall, Port Coquitlam, BC (the Property). It is proposed that part of 3190 Shaughnessy Street building will be used for a daycare facility and a narrow strip of land directly to the north east of the building will be used as a children's playground area. Entech was retained to provide an Air Quality assessment of the outdoor facility.

The applicable Air Quality Objectives set out by Metro Vancouver were used as a basis for determining the potential contaminants of concern. This assessment focuses on 5 potential air contaminants; Nitrogen Dioxide (NO_2), Carbon Monoxide (CO), Particulate Matter ($PM_{2.5}$ and PM_{10}), Ozone (O_3) and Sulphur Dioxide (SO_2).

To assess these potential contaminants of concern Entech used three data collection techniques over a sampling period of one week. A passive collection system was used to measure NO_2, O_3 and SO_2. The Particulate Matter was measured using a TSI DustTrak Drx (DustTrak). A MultiRAE Model 6228 was used to analyse CO and additional gases.

Data from the Active monitoring instruments (DustTrak and MultiRAE) was recorded throughout the duration of the week-long program and downloaded at the conclusion. Maxxam's passive samplers were shipped to Maxxam's Laboratory to be analyzed at the conclusion of the program.

In order to comply with Metro Vancouver's and Fraser Health Authority objectives and requirements for Air Quality, a number of guidelines and regulations were consulted. These include *Community Care and Assisted Living Act, Environmental Assessment Act*, *Environmental Management Act,* and *Waste Discharge Regulation.* Furthermore, the *Canadian Council of Ministers of the Environment Ambient Air Monitoring Protocol* was consulted for best practices and guidelines.

The information gathered from the MultiRAE instrument included data for CO and NO_2. Both parameters are known to cause respiratory issues in humans if exposed to prolonged periods along with NO_2's ability to react with sunlight and produce ground-level ozone. With respect to the Property, analytical results for the above parameters met applicable Metro Vancouver Air Quality Objectives.

$PM_{2.5}$ is known informally as respirable particulate matter and therefore has the ability to penetrate deep into the lungs once inhaled. PM_{10} is known as

inhalable particulate matter and while it can be inhaled its diameter is slightly too large to penetrate the lung cavity. Together these two particulate matters can have a negative impact with respect to air quality. If exposed for a long period of time they can lead to asthmatic conditions, lung cancer, and other various respiratory issues. Both potential contaminants of concern ($PM_{2.5}$ and PM_{10}) met Metro Vancouver's Air Quality Objectives. The data obtained during this monitoring event met compliance for the 3 days each the DustTrak instrument was operating and logging data.

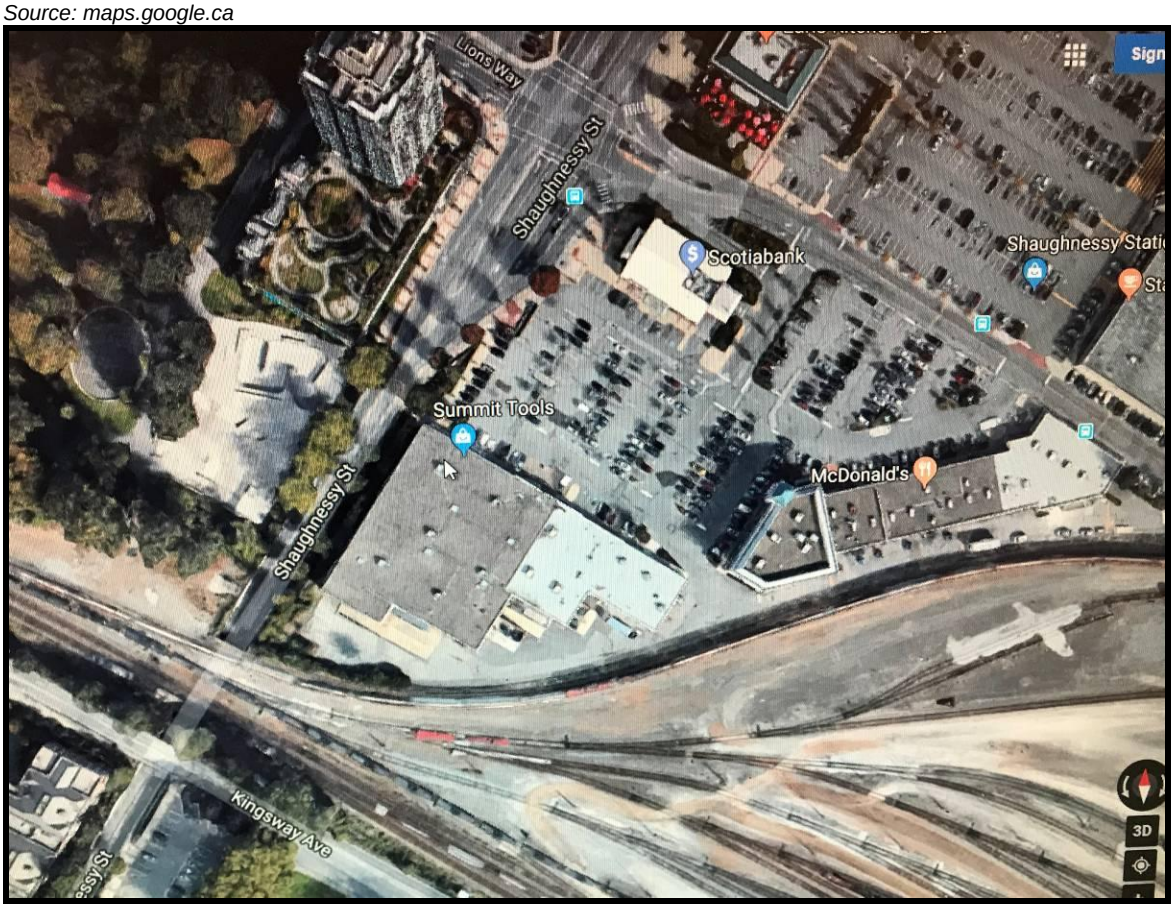
Data from the closest Metro Vancouver Air Quality monitoring station was also reviewed during the monitoring period. The station was located in Pitt Meadows approximately 9.5 km to the east southeast of the Property. The data for, NO_2 O_3 and SO_2 was reviewed and indicated that each analyte was less than their respective guideline objective. This was used as a general review of the local air quality. The PASS samplers analyzed by the laboratory for NO_2, O_3 and SO_2 also contained concentrations that met the Metro Vancouver Air Quality Objectives.

The information compiled represents the most accurate information available at the time of our investigation.

3.0 INTRODUCTION AND BACKGROUND INFORMATION

Entech Environmental Consultants Ltd. (ENTECH) was retained by Michael Burton-Brown ABBARCH Architecture Inc., to provide an air quality assessment. The assessment was required for an outside playground area for a proposed child care facility at Shaughnessy Station Mall in Port Coquitlam, BC. The proposed facility is located at 3190 Shaughnessy Street in Port Coquiltam (also referred to as Building 'C' in Figure 2). The location of the Property is illustrated in Figure 1.

Figure 1: Location Map
Proposed Childcare Facility Building and Summit Tools, Shaughnessy Station Mall and Surrounding Area, Port Coquitlam, BC.
Source: maps.google.ca

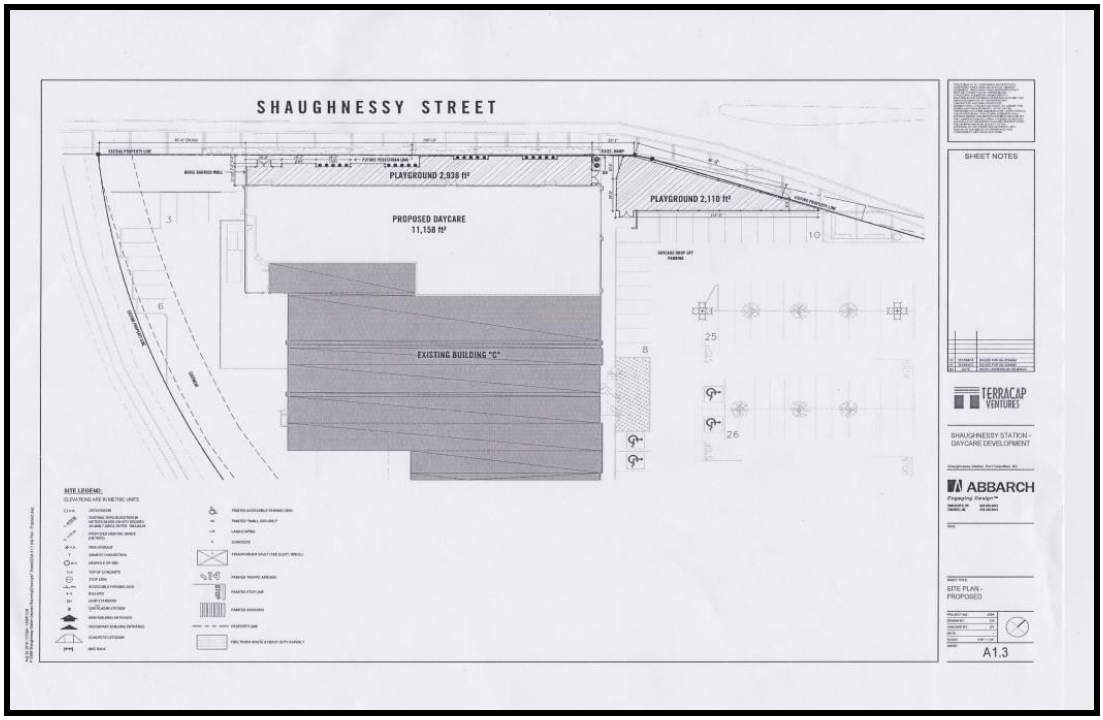


The Property is bounded to the northwest by Shaughnessy Street and across the street is a mixture of residential use which includes a Park, Railside Skate Park and a residential condominium tower. To the northeast and east of the Property is the Shaughnessy Station Mall which comprises of a variety of commercial units. These include Summit Tools, Shoppers Drug Mart and Bosley's Pet Supplies. The unit next to the proposed childcare facility is

Summit Tools. To the southeast, south and southwest of the Property is a large Canadian Pacific rail switching yard.

The outdoor play area consists of a strip of land between the existing building and Shaughnessy Street. The playground area is approximately 10 m wide and runs along the length of the existing building. It also includes a narrow triangular shaped section of vegetation covered space to the northwest of the existing parking spaces

Figure 2
The Proposed Play Ground Facility
Situated next to 3190 Shaughnessy Street Building 'C' as illustrated below.



The City of Port Coquitlam is located near the geographical centre of Metro Vancouver. It is on the north bank of the Pitt River, which flows from Pitt Lake into the Fraser River to the southwest. The City of Port Coquiltam is located to the south of Eagle Mountain which makes up part of the north shore mountain range. To the south is the estuary of the Fraser River. Metro Vancouver is located in a temperate coastal climate and on average has a temperate range between 7ºC in winter and 22ºC in the summer months. Metro Vancouver on average receives 1,150 mm per year of precipitation, with the majority in the winter months. The prevailing wind direction is typically from the east-southeast however, seasonal fluctuations can frequently occur.

4.0 POTENTIAL CONTAMINANTS OF CONCERN

When assessing air quality and its effects on human health, it is important to note which components have a more detrimental effects. Below is a figure of the structure Metro Vancouver uses to determine the air quality health index (AQHI).

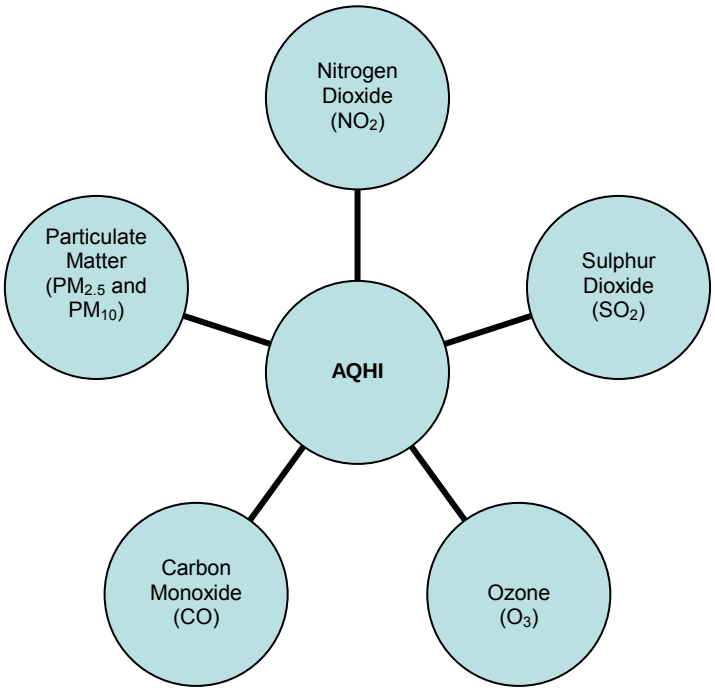


Figure 3: Air Quality Health Index Components
Source: Metrovancouver.org/services/air-quality

In order to determine the above AQHI, Metro Vancouver measures each of these components at 27 stations around the lower mainland and determines a regional number to represent the current air quality.

Entech has designated a potential contaminant of concern (PCOC) number for each of the below contaminants.

Below are explanations of each contaminant of concern, their respective sources, and their importance with respect to measuring ambient air quality.

4.01. NITROGEN OXIDES

Nitrogen oxides can be divided into two separate compounds, nitric oxide (NO) and nitrogen dioxide (NO_2). Nitric oxide converts rapidly in the air into nitrogen dioxide after it has been emitted. Nitrogen dioxide is a highly-reactive, coloured gas with a potential pungent and irritating odour. On hot and sunny days, nitrogen dioxide readily reacts with the sunlight to produce ground level ozone. Below is a chart of sources of nitrogen oxides as produced by Metro Vancouver's public fact sheets.

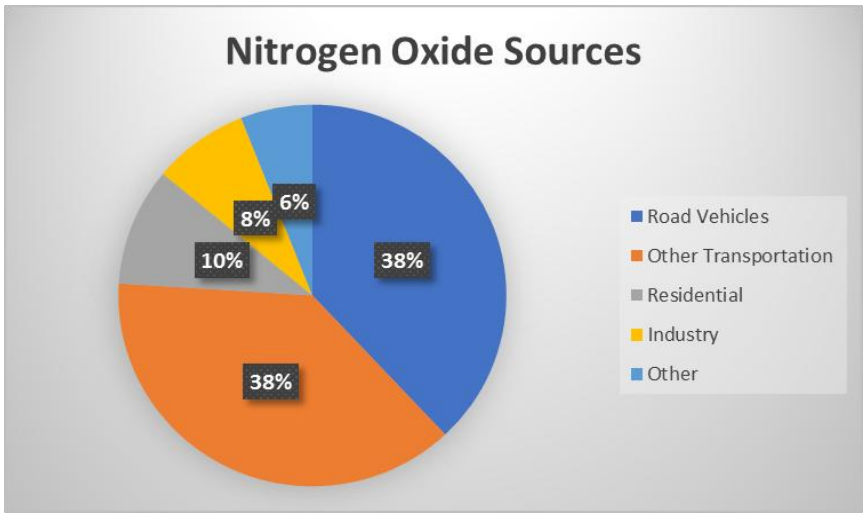


Figure 4: Nitrogen oxide Sources
Source: metrovancouver.org/services/air-quality

4.02. PARTICULATE MATTER

Particulate matter with respect to air quality can be sub-divided into two separate categories, $PM_{2.5}$ or respirable particulate matter which is 2.5 microns or smaller and PM_{10} or inhalable particulate matter measuring 10 microns or smaller. Due to their extremely small size, especially $PM_{2.5}$, their ability to penetrate deep into our lungs makes them a significant potential air contaminant. Below is a chart of sources of particulate matter as produced by Metro Vancouver's public fact sheets.

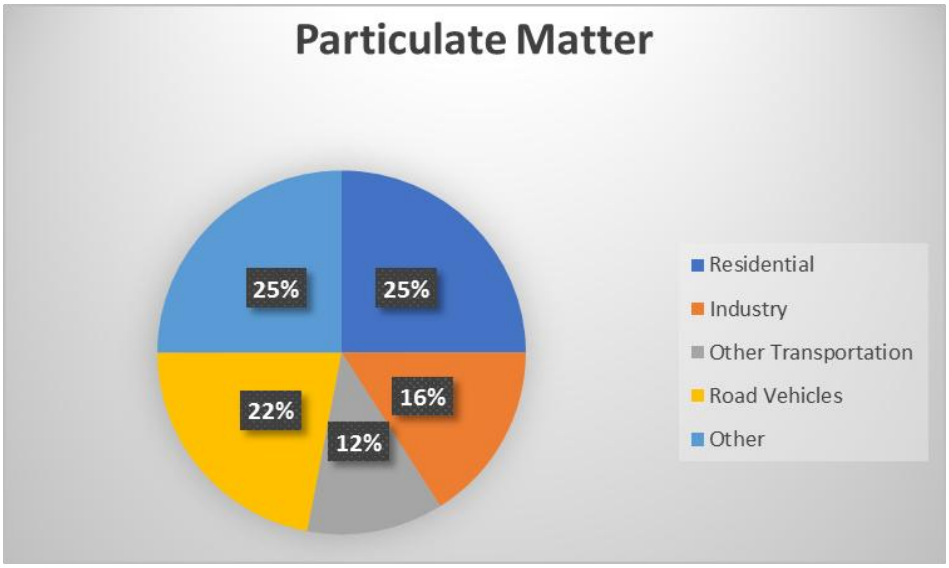


Figure 5: Particulate Matter Sources
Source: metrovancouver.org/services/air-quality

4.03. CARBON MONOXIDE (CO)

Carbon monoxide is a colourless and odourless gas produced primarily by incomplete burning of fossil fuels. Ontario's Ministry of the Environment estimates that approximately 87% of all CO emitted comes from transportation sources. Below is a chart of sources of CO from Ontario's Ministry of the Environment and Climate Change.

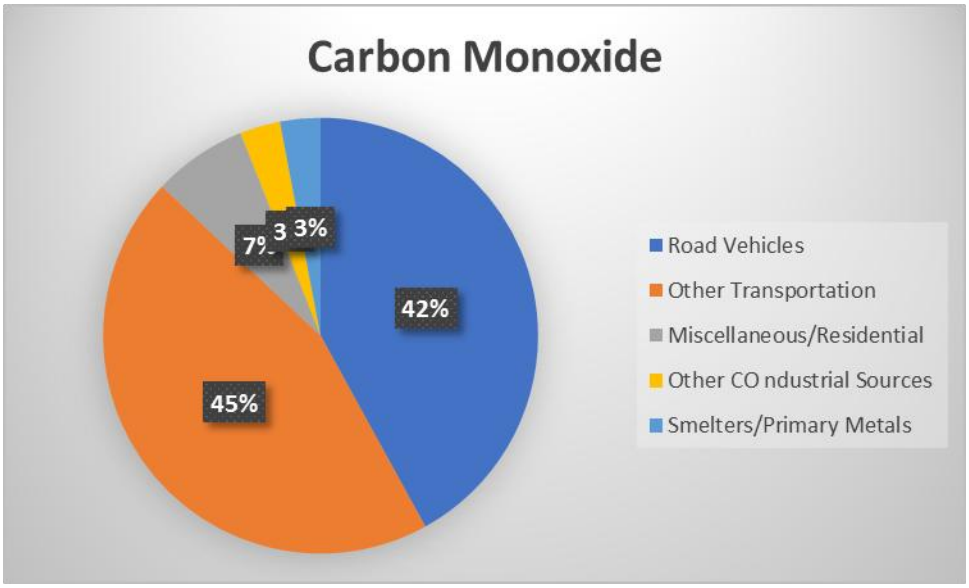


Figure 6: Carbon Monoxide Sources
Source: airqualityontario.com/science/pollutants/carbon.php

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4.04. OZONE

Ozone is a gas made up of three oxygen atoms, when assessing ozone; it can be divided into either atmospheric or ground-level ozone. The ozone for our purposes is ground-level ozone which is formed when nitrogen oxides and volatile organic compounds react with sunlight. Below is a chart of sources of volatile organic compounds as produced by Metro Vancouver's public fact sheets. In order to ascertain sources of ozone directly, it is necessary to take into account both sources of volatile organic compounds and nitrogen oxides and amount of sunlight present.

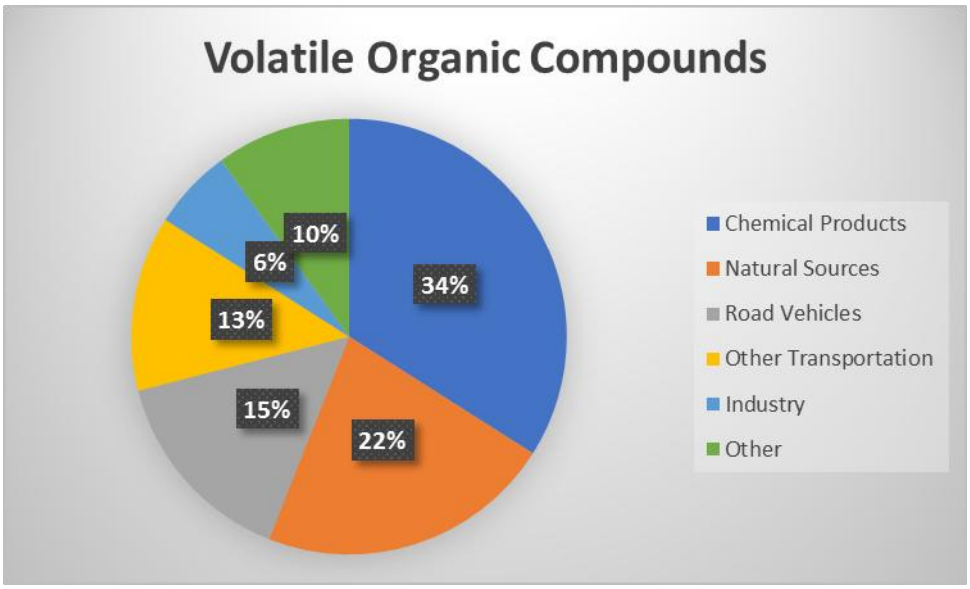


Figure 7: Volatile Organic Compound Sources
Source: metrovancouver.org/services/air-quality

4.05. SULPHUR DIOXIDE (SO_2)

Sulphur dioxide is a gas produced when fossil fuels containing Sulphur are burned. Sulphur dioxides can react with other substances in air to form particulate matter. Below is a chart of sources of Sulphur dioxide as produced by Metro Vancouver's public fact sheets.

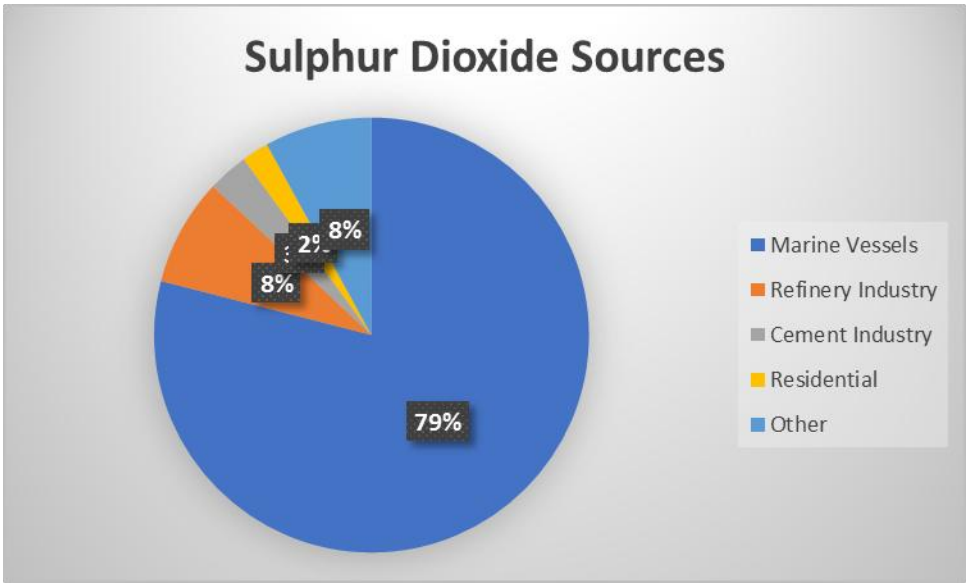


Figure 8: Sulphur Dioxide Sources
Source: metrovancouver.org/services/air-quality

5.0 REGULATORY FRAMEWORK

The *Environmental Management Act* (EMA) and the *Waste Discharge Regulation* are the fundamental pieces of legislation for air quality in British Columbia. The EMA was enacted in July 2004; it replaced the *Waste Management Act* and the EMA and brings provisions from both of those acts into one statute.

The EMA provides a more flexible authorization framework, increases enforcement options and uses modern environmental-management tools. It also enables the use of administrative penalties, informational orders and economic instruments to assist in achieving compliance. Along with the enactment of the EMA, several new regulations and regulatory amendments have been made.

Furthermore, air quality management involves other processes and legislation. This includes the environmental assessment process under EMA. Proposed projects may need to undergo a formal environmental assessment, if required by criteria in federal or provincial legislation. This process identifies and assesses the potential impacts of a proposed project and develops measures to eliminate, minimize or manage those impacts.

Pertaining specifically to childcare facilities and the regulations that govern them, the *Community Care and Assisted Living Act* defines a set of terms and definitions under which conditions a facility may be operated.

The *Canadian Council of Ministers of the Environment (CCME)* guidelines for ambient air quality monitoring was consulted in order to ensure best practices were used for the measuring of the potential contaminants of concern.

The Shaughnessy Station Mall, City of Port Coquitlam is situated within the Fraser Health Authority Region that is overseeing the approval of the child care facility and playground area.

6.0 AIR PROFILE AND BACKGROUND INFORMATION

The potential issues that surround the Property with respect to ambient air quality are two-fold. Primarily, there is Shaughnessy Street which runs parallel to the proposed outdoor play area. The second potential concern is the CP Rail yard located to the south of the Property.

The building located at 3190 Shaughnessy Street, is situated adjacent and to the north of CP rail yard. It is within the 'Shaughnessy Station Mall' that has the civic address of 2850 Shaughnessy Street, City of Port Coquitlam .This civic address encompasses all the Mall buildings. The proposed plan is to create a childcare facility for 156 children in the west part of the 3190 Shaughnessy Street unit with an exterior toddler play area between Shaughnessy St. and the building. There were concerns associated with the ambient air quality (A.Q.) in this commercial / industrial area of the City that required assessment.

The proposed childcare facility and the adjacent Submit Tools retail outlet occupy approximately 1115 m^2 (12,000 ft^2) each and are separated by a wall. The interior height of the building is approximately 6 m (20 ft), and can facilitate a mezzanine floor. The Property is situated within the Fraser Health Authority region.

The outdoor playground area is an approximately 10 m (30 ft) wide, and is landscaped with rose bushes and contains a concrete pathway, situated between the building and Shaughnessy St. The proposed play area extends from the southwest corner along the length of the building, and a triangular shaped area to the north of the building currently occupied by approximately 10 parking spaces. The site specifics are detailed on the Overall Landscape Plan by PMG and dated December 15th, 2015 and illustrated in Figure 2.

7.0 METHODOLOGY

The proposed playground area along the building is unfenced at this time. The security of the monitoring equipment that would be on site 24 hrs a day for 5 days of the week was a concern. Suggestions were made that the Mall security would monitor the equipment during the day, and during night time the mobile security detail might periodically look in on the equipment.

Typically a 3 m high pedestal tower normally houses the monitoring equipment and is connected to an electrical outlet to provide power to the equipment. However, due to the lack of perimeter fencing alternatives locations to position the equipment were discussed. Jason Thievin, Site Supervisor, with Terracap Management Inc. suggested that we could leverage or suspend the monitoring equipment from the roof, where an electrical cord could be utilised. A site visit was made up to the roof via an interior restricted access ladder by representatives from Terracap, Entech and ABBARCH, and it appeared to represent an accessible, secure solution for the location of the monitoring equipment.

This required the construction of an extension platform from the roof extending two meters from the building wall where the equipment box would be suspended to comply with the normal monitoring recommendations of the CCME (the Canadian Council of Ministers of the Environment). ABBARCH prepared a structural sketch/drawing to accommodate this temporary installation of the monitoring equipment.

An additional option could be considered by relocating the play area to the roof of the building should the air quality data at ground level not meet compliance. If the play area would be relocated to the roof space a separate monitoring event would be required.

The CP Rail yard is situated south of the Property, and the rail overpass across Shaughnessy St. is located near the southwest corner of the Property. The trains using this overpass slow down in the line switch area when going into or coming out of the Port Coquitlam rail yard and when crossing the overpass. It is therefore expected that the fully loaded or empty coal train cars that pass through the rail yard may not create much particulate dust that exceed the CCME standards. The two (2) lane underpass of the Shaughnessy St. situated approximately 10 m (30 ft) west of the warehouse building may not appear to represent a major truck transportation corridor. However, smaller delivery truck/vans and busses use this corridor.

A 3 m (10 ft) high fence may be considered along the western edge of the

property, along Shaughnessy St. to improve the air quality in the exterior play area. This may be constructed with concave shaped panels to allow the sound to be reflected back into the traffic. Therefore, reducing the noise concentration entering the playground area from Shaughnessy St., if it should considered to be of concern. We understand that there has already been a noise assessment conducted of the underpass area that was not reviewed by the authors.

Two (2) Instruments were rented from Pine Environmental for the purpose of conducting the study, a DustTraK Drx and a MultiRAE Model 6228. Both instruments were placed within an environmental enclosure box and connected to a power cable to provide an adequate run time. The equipment was recording data on a 24 hour basis for six days. Due to unrestricted access to the potential outdoor play area, the enclosure box was suspended from the roof of the neighbouring building. This was to prevent any potential external interference during the investigation. The enclosure was suspended approximately 3 m from ground level in accordance with the CCME's guidelines for ambient air monitoring.

The Dustrak DRX was used to monitoring for particulate matter and the sampling period was divided equally to record data for $PM_{2.5}$ and PM_{10}. The $PM_{2.5}$ data was collected from September 25th till September 28th. The PM_{10} data was recorded from September 28th till October 2nd 2018.

The MultiRAE 6228 was calibrated by Pine Environmental prior to being transported to the Property. The MultiRAE was programmed to record NO, NO_2, CO, CO_2 and H_2S. The data was collected from September 25th till October 2nd 2018. However, the data collected after 08:00 AM on October 1st has been excluded due to potentially excessive moisture causing a data recording failure alarm. The main purpose of the MultiRAE was to collect data on CO as this is part of Metro Vancouver's air quality guidelines. The additional gasses provided further information on the general air quality of the Property.

A Passive Air Sampling System (PASS) was supplied by Maxxam laboratories to analyse the NO_2, O_3 and SO_2. The PASS system consists of a sampler for each analyte which is attached to a rain guard and left on the Property for the duration of the monitoring event. The samplers are then shipped to the laboratory and analysed for their exposure content. A total of three samplers were used during this investigation.

8.0 FIELD OBSERVATIONS

On September 17 2018, Entech attended the Property in order to gauge a suitable location for the placement of the environmental enclosure containing the recording instruments and the PASS.

Due to the unrestricted access to the proposed play area it was concluded that the enclosed should be suspended from the roof of the neighbouring building to prevent any external interruption of the data recording. In discussion with Entech, Terracap Management and ABBARCH a design was formulated to allow the enclosure to be suspended from the roof. On September 24th Entech fabricated a structure and installed it in place. On September 25th the instruments and the PASS system were positioned in place.

The play area consists of a narrow strip of land between the existing building and Shaughnessy Street. The playground area is approximately 10 m wide and runs along the length of the existing building. It also includes a narrow triangular shaped section of vegetation covered space to the north of the existing parking spaces.

During the site visit Entech did observe the traffic volumes on Shaughnessy Street and from the roof of the building the operation of the CP Rail yard. The Rail yard is located directly to the south of the mall and extends approximately 3 km to the southeast where it is terminated by the Pitt River Bridge. The facility appears to be switching yard.

9.0 RESULTS

This section of the report documents the results of the analysis and a review of Environment Canada's weather data. The results are segregated into each PCOC with respect to BC's Ambient Air Quality Objectives. The data from the MultiRAE and DustTraK have been included within this report. The laboratory data for NO_2, Ozone and SO_2 have also been reviewed and the calculated exposure per hour has been compared to their respective guidelines. Regional data for NO_2, Ozone and SO_2 has been review from the closest Metro Vancouver Air Quality monitoring station in Pitt Meadows. This data is used as an indication of the regional air quality. The monitoring station is located approximately 9.5 km to the East Southeast of the Property.

9.01. WEATHER DATA ENVIRONMENT CANADA

Historical weather data was collected reviewed from Environments Canada's Pitt Meadows facility located at Latitude 49°12'29.964" N Longitude 122 41'24.076" W. The data indicated that average daily temperature was between 10.8 ºC and 18.2 ºC. The total precipitation was 51.3 mm with approximately 5 of the eight days having no precipitation. Wind gusts were only recorded on two of the days with a maximum gust speeds of 39 kph and 36 kph, both were recorded from the North.

Table 1
Meteorological Data from Environment Canada's Pitt Meadows Weather Station

Date (DD/MM/YY)	Max Temp (ºC)	Min Temp (ºC)	Mean Temp (ºC)	Total Precip (mm)	Direction max gust (degs)	Speed of max gust (Kph)
25/09/18	20.3	6.7	13.5	0.0		
26/09/18	20.6	7.0	13.8	0.0		
27/09/18	22.9	9.1	16.0	0.0		
28/09/18	25.9	10.4	18.2	0.0		
29/09/18	20.2	9.2	14.7	0.2	8	39
30/09/18	16.6	11.4	14.0	30.2		
01/10/18	17.0	12.2	14.6	14.6		
02/10/18	15.1	6.5	10.8	6.3	25	36

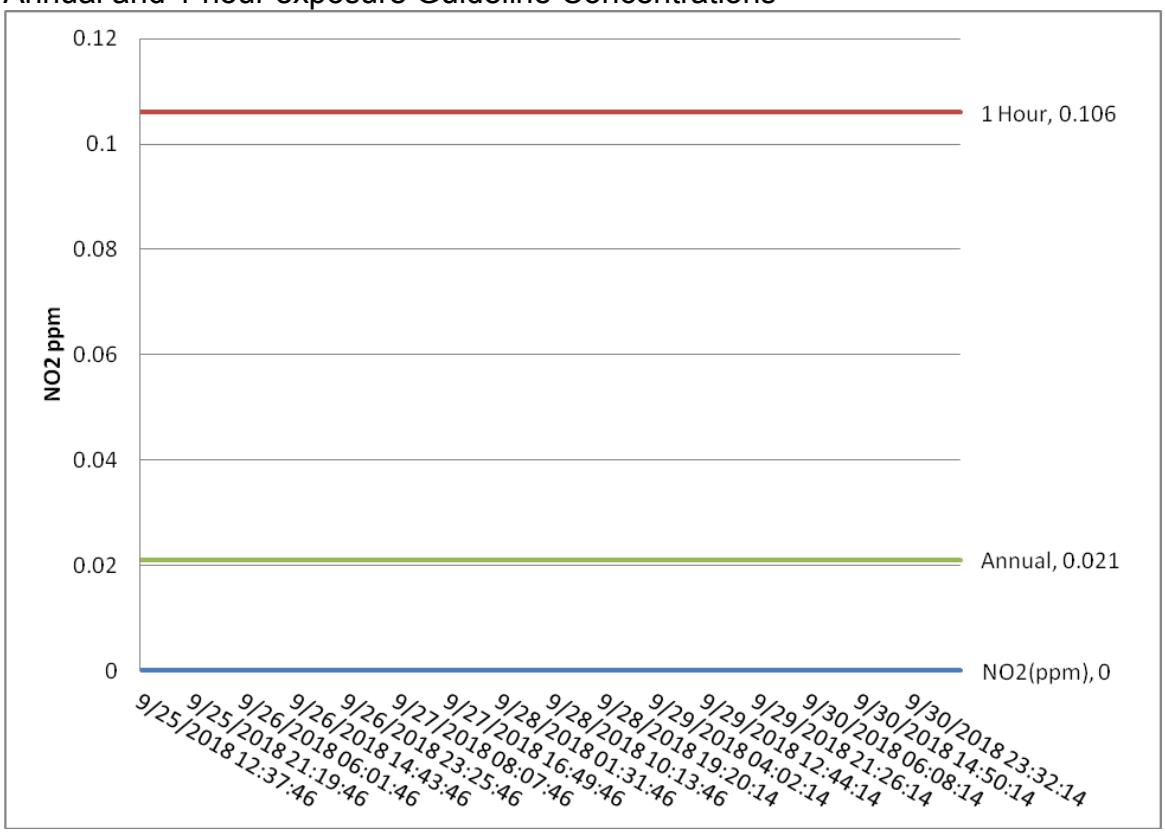
9.02. NITROGEN DIOXIDE (NO_2)

Results for nitrogen dioxide, designated by Entech as a potential contaminant of concern due to its high emissions from transportation sources and the potential of reacting with sunlight to produce ground-level ozone are detailed below.

Active data was compiled using the raw data logged over the course of the monitoring event using the MulitRAE 6228 on a 1 minute intervals. This was conducted to identify any significant peaks or spikes in concentrations. The PASS system was utilized to provide data on the typical exposure over the total monitoring period. The PASS samplers submitted to the laboratory for chemical analysis and have a significantly increased minimum detection limit.

The active system conducted a total of 8,338 readings on a 1 minute interval over the monitoring period the results did not detect any spikes in the data or elevated readings.

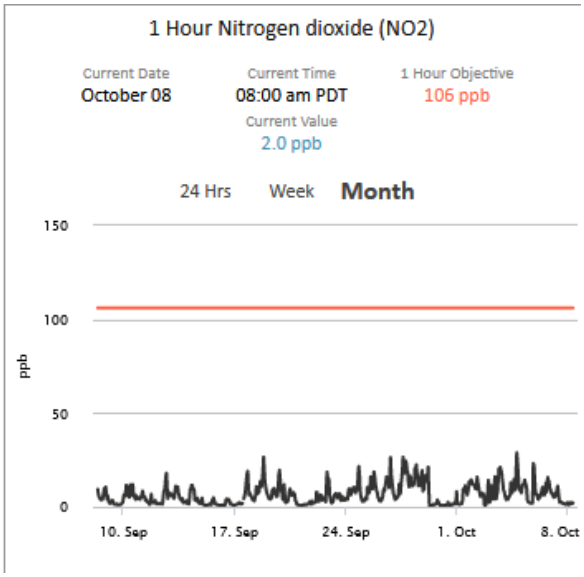
Figure 9
NO_2 (ppm) concentrations from September 25th to October 1st 2018 with Annual and 1 hour exposure Guideline Concentrations



The data analyzed from the PASS sampler contained a NO_2 concentration of 9.4 ppb. The sampler was exposed to ambient air for a total of 141.5 hours over the monitoring period. Therefore, the sampler was exposed to a NO_2 concentration of 0.066 ppb/hour, which is significantly less than the Guideline Objective of 0.106 per hour.

The data reviewed from the Pitt Meadows Air Quality Monitoring Station indicated that the majority of the readings over the investigation period were less than 25 ppb (<0.025 ppm). The hourly 1 hour objective for NO_2 is 106 ppb (<0.106 ppm).

Figure 10
NO_2 Data from the Pitt Meadows Air Quality Monitoring Station



9.03. PARTICULATE MATTER ($PM_{2.5}$ & PM_{10})

The data for the $PM_{2.5}$ was collected between September 25th and September 28th 2018. The DustTraK was initiated at 12:24:10 with analysis at 2 minute intervals. A total of 2,130 readings were collected and have been displayed in Figure 11. The average reading over the monitoring period was 0.001 mg/m^3. The raw data has been plotted on an hourly average to allow for comparison to the air quality objectives. The exposure objectives for a 24 hour period (0.025 mg/m^3) and annual period (0.008 m/m^3) have been include on the chart. The data indicates that during the monitoring event the mass per cubic meter of $PM_{2.5}$ were always less than both Guidelines.

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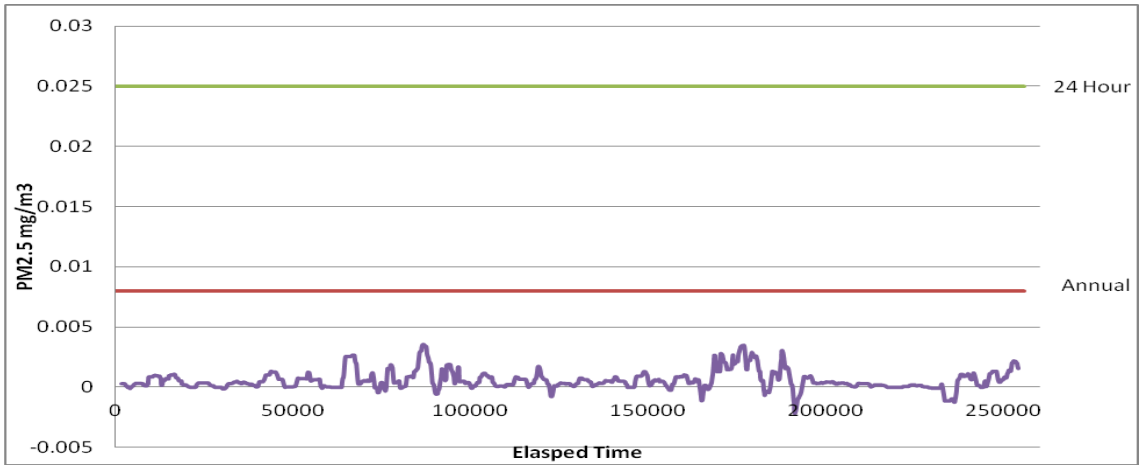
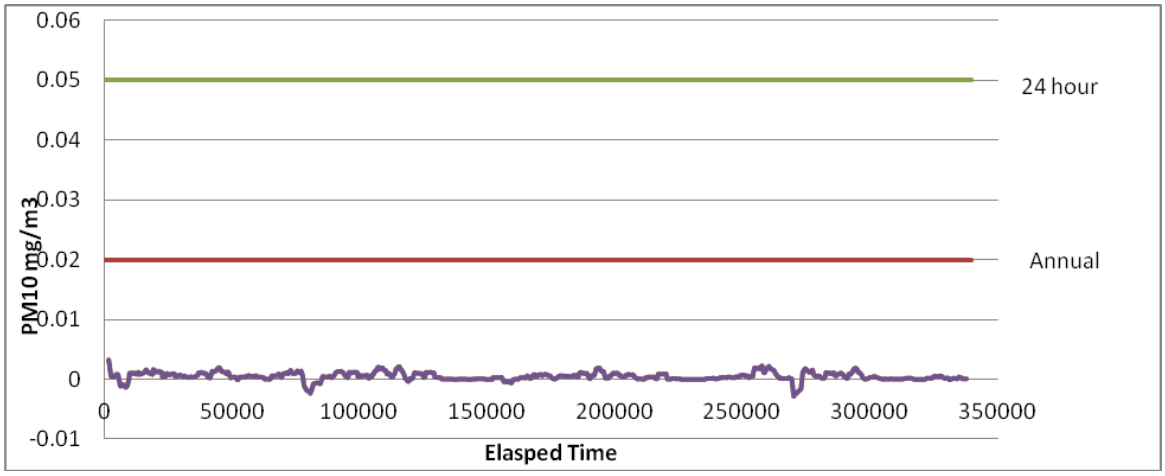
Figure 11
$PM_{2.5}$ Data collected from September 25th to September 28th 2018 with Annual and 24 hour Exposure Guidelines



The data for the PM_{10} was collected between September 28th and October 2nd 2018. The DustTraK was initiated at 12:19:07 with analysis at 2 minute interals. A total of 2,130 readings were collected and have been displayed in Figure 12. The average reading over the monitoring period was 0.001 mg/m^3.The raw data has been plotted on an hourly average to allow for comparison to the air quality objectives. The exposure objectives for a 24 hour period (0.05 mg/m^3) and annual period (0.02 mg/m^3) have been include on the chart. The data indicates that during the monitoring event the mass per cubic meter of $PM_{2.5}$ were always less than both guidelines.

Figure 12
PM_{10} concentrations (mg/m^3) from September 28th to October 2nd 2018 with Annual and 24 hour exposure Guideline Concentrations.



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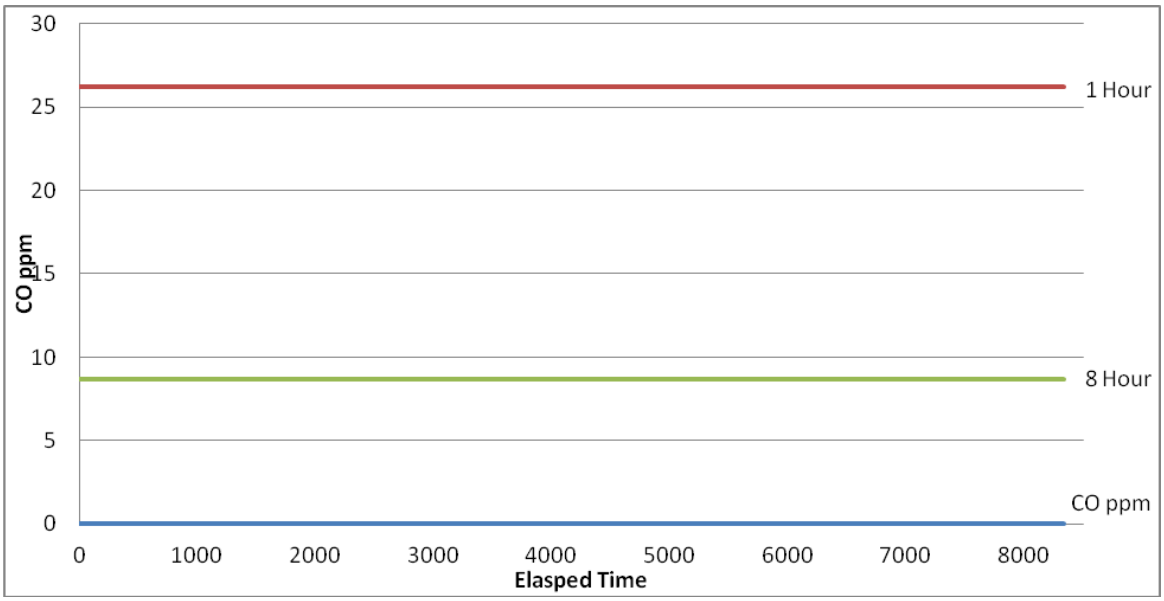
9.04. CARBON MONOXIDE (CO)

Active data was compiled using the raw data logged over the course of the monitoring event using the MulitRAE 6228 on a 1 minute interval. This was conducted to identify any significant peaks or spikes in concentrations. The active system conducted a total of 8,338 readings. The results did not detect any spikes in the data or elevated readings. All of the readings were 0 ppm. The air quality Objective Guidelines for 1 hour exposure is 26.2 ppm and for an 8 hour exposure is 8.7 ppm. The data indicates that during the monitoring event the CO concentrations were less than both Objectives.

Figure 13
CO (ppm) concentrations from September 25th to October 1st 2018 with 1 and 8 hour Exposure Guideline Concentrations



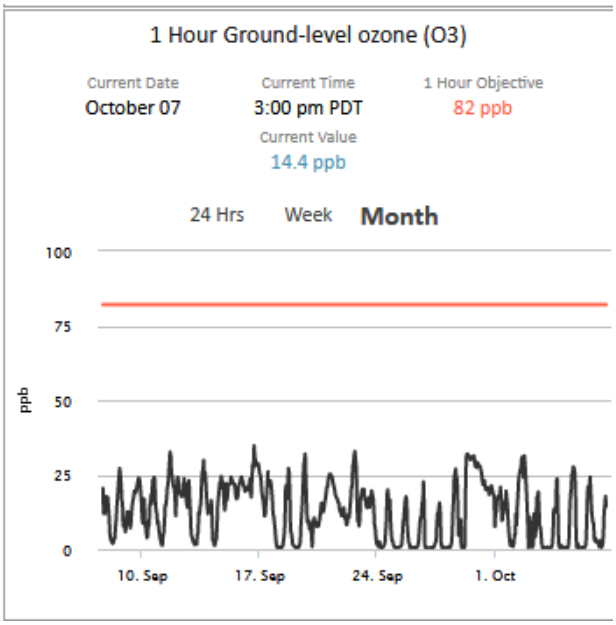
9.05. OZONE (O_3)

The PASS data collection method was used to measure the O_3 concentration during the monitoring event. The sampler was exposed during the entire monitoring event and the data provides information on the potential cumulative exposure at the Property. The data from the laboratory indicated that the sampler contained an Ozone concentration of 4.2 ppb. The sampler was exposed for a total of 141.5 hours, therefore the concentration per hour was 0.03 ppb/hour. This is significantly less than the 82 ppb hourly Guideline Objective.

The data from the Pitt Meadows Air Quality Monitoring Station was also

reviewed. The data indicates that the majority of the readings during the investigative period were less than 30 ppb. The 1 hour Objective for ozone exposure is 82 ppb.

Figure 14
Ozone Data from the Pitt Meadows Air Quality Monitoring Station

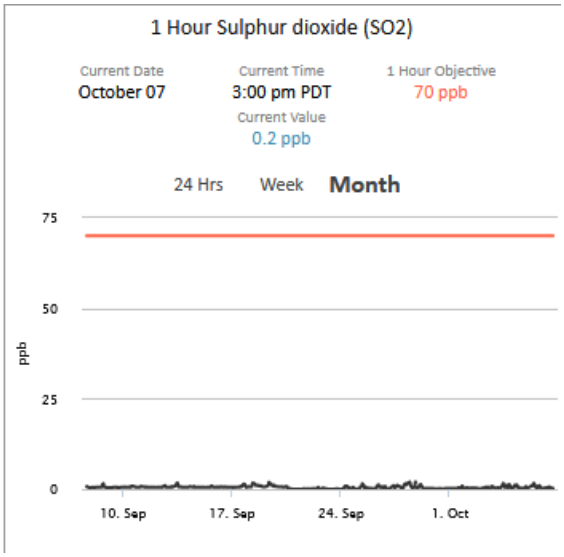


9.06. SULPHUR DIOXIDE (SO_2)

The PASS data collection method was used to measure the SO_2 concentration during the monitoring event. The relative detection limit for the analysis is 0.4 ppb. The laboratory data indicated a concentration of <0.4 ppb. Therefore, if the sampler did absorb any SO_2 during the monitoring event it was at concentrations less than the relative detection limit of the analysis. This indicates that any SO_2 on the Property during the monitoring event was less than 0.4 ppb and therefore less than the hourly objective guideline of 82 ppb.

The data from the nearest Metro Vancouver Air Quality Sampling Station was used as a guide to assess the regional air quality near the Property.

Figure 15
Sulphur Dioxide Data from the Pitt Meadows Air Quality Monitoring Station



The data reviewed from the Monitoring Station indicated that the majority of the readings during the investigation period were less than 1 ppb (<0.001ppm). The 1 hour exposure objective for SO_2 is 70 ppb (<0.07 ppm).

10.0 SUMMARY AND CONCLUSION

Entech was retained by ABBARCH to conduct an ambient air quality study (AAQS) and prepare a report for a proposed outdoor playground facility at Shaughnessy Station Mall, Port Coquitlam, BC. The Property is currently a vacant area with landscaped vegetation and an access pathway from the mall parking lot to the rear of the facility. The baseline study was conducted to verify that the proposed play area will comply with the applicable Air Quality Objectives as established by Metro Vancouver.

The applicable Air Quality Objectives set out by Metro Vancouver were used as a basis for determining the potential contaminants of concern. As such this report focuses on 5 potential air contaminants; Nitrogen Dioxide (NO_2), Carbon Monoxide (CO), Particulate Matter (Fine $PM_{2.5}$ and Inhalable PM_{10}) Ozone (O_3) and Sulphur Dioxide (SO_2)

Entech personnel attended the Property between September 17th and October 2nd 2018. A DustTrak and MultiRAE Model 6228 (MultiRAE) instruments (Active) were used to quantify the potential air contaminants continuously while a passive air system (Passive) was utilized to measure

NO_2 O_3 and SO_2. The DustTRak collected data for $PM_{2.5}$ from September 25th to September 28th. Data for PM_{10} was collected from September 28th to October 2nd 2018. The data was collected on 2 minute intervals. The MultiRAE was run continuously from September 25th to October 1st and collected data on 1 minute intervals. The Passive system was used to collected NO_2, O_3 and SO_2 average exposure concentrations from September 25th to October 2nd.

Data from Active monitoring instruments (DustTrak and MultiRAE) was recorded throughout the duration of the week-long program and downloaded at the conclusion. Maxxam's passive samplers were shipped to Maxxam's Laboratory to be analyzed at the conclusion of the program.

In order to comply with Metro Vancouver's and Fraser Health Authority objectives and requirements for Air Quality, a number of guidelines and regulations were consulted. These include *Community Care and Assisted Living Act, Environmental Assessment Act*, *Environmental Management Act,* and *Waste Discharge Regulation.* Furthermore, the *Canadian Council of Ministers of the Environment Ambient Air Monitoring Protocol* was consulted for best practices and guidelines.

The information gathered from the MultiRAE instrument included data for CO and NO_2. Both parameters are known to cause respiratory issues in humans if exposed to prolonged periods along with NO_2's ability to react with sunlight and produce ground-level ozone. With respect to the Property, analytical results for the above parameters met applicable Metro Vancouver Air Quality Objectives.

$PM_{2.5}$ is known informally as respirable particulate matter and therefore has the ability to penetrate deep into the lungs once inhaled. PM_{10} is known as inhalable particulate matter and while it can be inhaled its diameter is slightly larger and unable to penetrate the lung cavity. Together these two particulate matters can be a concern with respect to air quality. If exposed to them for long periods of time, they can lead to asthmatic conditions, lung cancer, and other various respiratory issues. Both potential contaminants of concern ($PM_{2.5}$ and PM_{10}) met Metro Vancouver's Air Quality Objectives. The data obtained during this monitoring event met compliance for the 3 days each the DustTrak instrument was operating and logging data.

Data from the closest Metro Vancouver Air Quality monitoring station was also reviewed during the monitoring period. The station was located in Pitt Meadows approximately 9.5 km to the east southeast of the Property. The data for, NO_2 O_3 and SO_2 was reviewed and indicated that each analyte was less than their respective guideline objective. This was used as a general review of the local air. The PASS samplers analyzed by the laboratory for NO_2, O_3 and SO_2 also contained concentrations that met the Metro

Vancouver Air Quality Objectives.

The information compiled represents the most accurate information available at the time of our investigation.

11.0 DISCLAIMER

This project report was prepared for the exclusive use of ABBARCH for the subject property at 3190 Shaughnessy Street, within Shaughnessy Station Mall, Port Coquitlam, BC, and was conducted and reported on in accordance with BC Ministry of Environment regulations using generally accepted Air Quality Monitoring and environmental consulting practices. In completing this study Entech Environmental Consultants Ltd. has related in good faith on information provided by sources noted in the report. All reasonable attempts were made to complete this project in a professional manner, but Entech cannot be held responsible for errors and omissions resulting from unknown field conditions or unavailable data.

Should new information be discovered in the future, Entech Environmental Consultants Ltd. should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented.

This report is subject to copyright law and is the sole property of ABBARCH any third party use of this report is at the sole risk of that party or person as Entech Environmental Consultants Ltd. and the authors of this report assume no liability whatsoever. The Ministry of Environment, the City of Port Coquitlam, and Fraser Health Authority may rely on this report.

12.0 QUALIFICATIONS OF ASSESSOR

Entech Environmental Consultants Ltd. has been conducting environmental investigations since 1973, and is one of the oldest companies in the business in BC. The investigator for this project was S. Fredrik Sverre, M.Sc., R.P.Bio., who has more than 30 years of environmental investigative experience.

13.0 INSURANCE COVERAGE

Entech carries Professional Liability Insurance for Consultants from ENCON. The coverage is for annual claim aggregates up to $5,000,000. The insurance agent is HUB International Insurance Brokers of Burnaby.

Commercial General Liability Insurance in the amount of $3,000,000 is also provided through our insurance agent HUB.

Thank you for allowing Entech to be of service.
Entech Environmental Consultants Limited.

_____
S. Fredrik Sverre, M.Sc. R.P. Bio
President

APPENDIX A

SITE PHOTOS

Photo 1: View of the Proposal Child Care Facility

Photo 2: View of Proposed Outdoor Play Area.

Photo 3: Environmental Enclosure Box with Air Monitoring Equipment Exposed at 3190 Shaughnessy Street, Port Coquitlam, BC. Photo was taken on September 25, 2018.

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Photo 4: Environmental Enclosure Box with Air Monitoring Equipment Exposed at 3190 Shaughnessy Street, Port Coquitlam, BC. Photo taken on September 28, 2018.

APPENDIX B

LABORATORY DATA

Maxxam
A Bureau Veritas Group Company

Success Through Science®

Your Project #: 2018/09/25 - 2018/10/02
Site Location: BURNABY BC

Attention: Paul Scott

Entech Environmental Consultants Ltd.
3187 Thompson Place
West Vancouver, BC
Canada V7V 3E3

Report Date: 2018/10/11
Report #: R2632930
Version: 1 - Final

CERTIFICATE OF ANALYSIS

MAXXAM JOB #: B888071
Received: 2018/10/10, 09:18

Sample Matrix: Air
Samples Received: 1

Analyses	Quantity	Date Extracted	Date Analyzed	Laboratory Method	Analytical Method
NO2 Passive Analysis	1	2018/10/10	2018/10/11	PTC SOP-00148	Passive NO2 in ATM
O3 Passive Analysis	1	2018/10/10	2018/10/11	PTC SOP-00197	EPA 300 R2.1
SO2 Passive Analysis	1	2018/10/10	2018/10/11	PTC SOP-00149	Passive SO2 in ATM

This report shall not be reproduced except in full, without the written approval of the laboratory.
Results relate only to the items tested.
* RPDs calculated using raw data. The rounding of final results may result in the apparent difference.

Encryption Key

Please direct all questions regarding this Certificate of Analysis to your Project Manager.
Levi Manchak, Project Manager SR
Email: LManchak@maxxam.ca
Phone# (780)468-3536
==========
Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 6744 - 50th Street T6B 3M9 Telephone(780) 378-8500 FAX(780) 378-8699

Maxxam Job #: B888071
Report Date: 2018/10/11

Entech Environmental Consultants Ltd.
Client Project #: 2018/09/25 - 2018/10/02
Site Location: BURNABY BC
Sampler Initials: PS

RESULTS OF CHEMICAL ANALYSES OF AIR

Maxxam ID		UM9560		
Sampling Date		2018/09/25 13:00		
	UNITS	**1**	**RDL**	**QC Batch**
Passive Monitoring				
Calculated NO2	ppb	9.4	0.4	9178401
Calculated O3	ppb	4.2	0.4	9178403
Calculated SO2	ppb	<0.4	0.4	9178423
RDL = Reportable Detection Limit				

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 6744 - 50th Street T6B 3M9 Telephone(780) 378-8500 FAX(780) 378-8699

Maxxam Job #: B888071
Report Date: 2018/10/11

Entech Environmental Consultants Ltd.
Client Project #: 2018/09/25 - 2018/10/02
Site Location: BURNABY BC
Sampler Initials: PS

GENERAL COMMENTS

Travel blank result for SO2 exceeded acceptance criteria of >RDL. Possible contamination may have occurred. Sample results have been blank subtracted.

Results relate only to the items tested.

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 6744 - 50th Street T6B 3M9 Telephone(780) 378-8500 FAX(780) 378-8699

Maxxam Job #: B888071
Report Date: 2018/10/11

Entech Environmental Consultants Ltd.
Client Project #: 2018/09/25 - 2018/10/02
Site Location: BURNABY BC
Sampler Initials: PS

QUALITY ASSURANCE REPORT

QA/QC Batch	Init	QC Type	Parameter	Date Analyzed	Value	Recovery	UNITS	QC Limits
9178401	YL6	Spiked Blank	Calculated NO2			100	%	90 - 110
9178401	YL6	Method Blank	Calculated NO2		<0.1		ppb	
9178403	YL6	Spiked Blank	Calculated O3			99	%	90 - 110
9178403	YL6	Method Blank	Calculated O3		<0.1		ppb	
9178423	OZ	Spiked Blank	Calculated SO2			102	%	90 - 110
9178423	OZ	Method Blank	Calculated SO2		<0.1		ppb	

Spiked Blank: A blank matrix sample to which a known amount of the analyte, usually from a second source, has been added. Used to evaluate method accuracy.

Method Blank: A blank matrix containing all reagents used in the analytical procedure. Used to identify laboratory contamination.

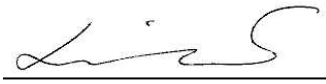
Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 6744 - 50th Street T6B 3M9 Telephone(780) 378-8500 FAX(780) 378-8699

Maxxam Job #: B888071
Report Date: 2018/10/11

Entech Environmental Consultants Ltd.
Client Project #: 2018/09/25 - 2018/10/02
Site Location: BURNABY BC
Sampler Initials: PS

VALIDATION SIGNATURE PAGE

The analytical data and all QC contained in this report were reviewed and validated by the following individual(s).



Linda Lin, Supervisor, Centre for Passive Sampling Technology

Maxxam has procedures in place to guard against improper use of the electronic signature and have the required "signatories", as per section 5.10.2 of ISO/IEC 17025:2005(E), signing the reports. For Service Group specific validation please refer to the Validation Signature Page.

Maxxam Analytics International Corporation o/a Maxxam Analytics Edmonton: 6744 - 50th Street T6B 3M9 Telephone(780) 378-8500 FAX(780) 378-8699

Outdoor schedule infant toddler classes.
A total play area of 2900 useable sq ft divided into 3 separate developmental area of 966 sq ft. Each area will allow for a rotational schedule of 2 groups of 12 children per below. This will allow for 80 sq ft per child and follows the guidelines
Of the Director of Licensing Standard of Practice - Active Play ensuring a minimum of 60 minutes per day of outdoor active play.

I/T room 3&4 (share)	I/T Room 1&2 (share)
8:30-10am / 10am-11:30am	8:30-10am / 10am-11:30am
1:30pm - 3:00pm / 3pm – 6pm season dependent	1:30pm - 3:00pm / 3pm – 6pm season dependent

I/T Room 5&6 (share)	
8:30-10am / 10am-11:30am	
1:30pm - 3:00pm / 3pm – 6pm season dependent	

This schedule is only a guideline; the setup of the playground areas is extremely flexible to allow the children to access a different area morning and afternoon depending on the needs, program and nap times of the group.

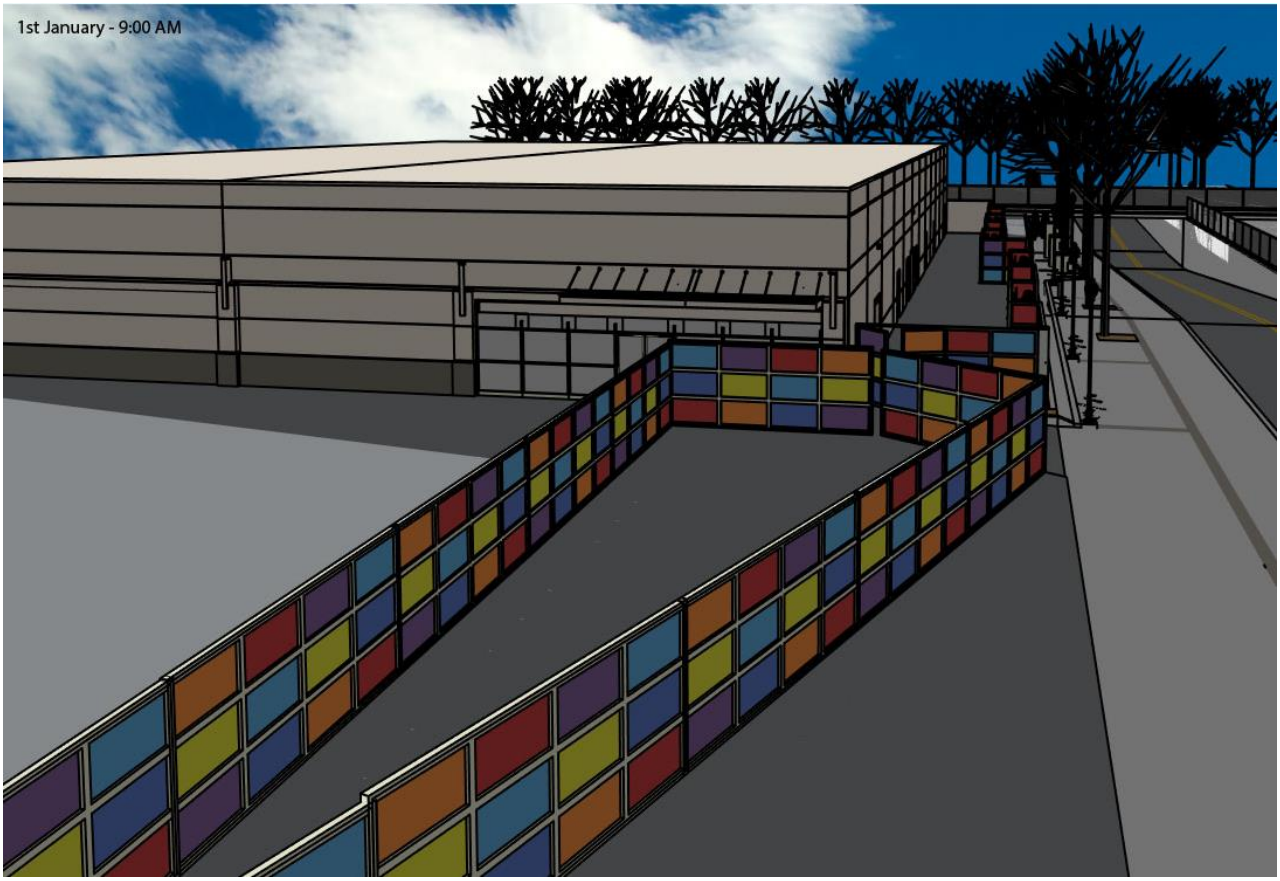
Outdoor schedule infant toddler classes A total play area of 2100 useable sq ft divided into 2 separate developmental area of 1050 sq ft. Each area will allow for a rotational schedule of 2 groups of 16 children per below. This will allow for 66 sq ft per child and follows the guidelines
Of the Director of Licensing Standard of Practice - Active Play ensuring a minimum of 60 minutes per day of outdoor active play.

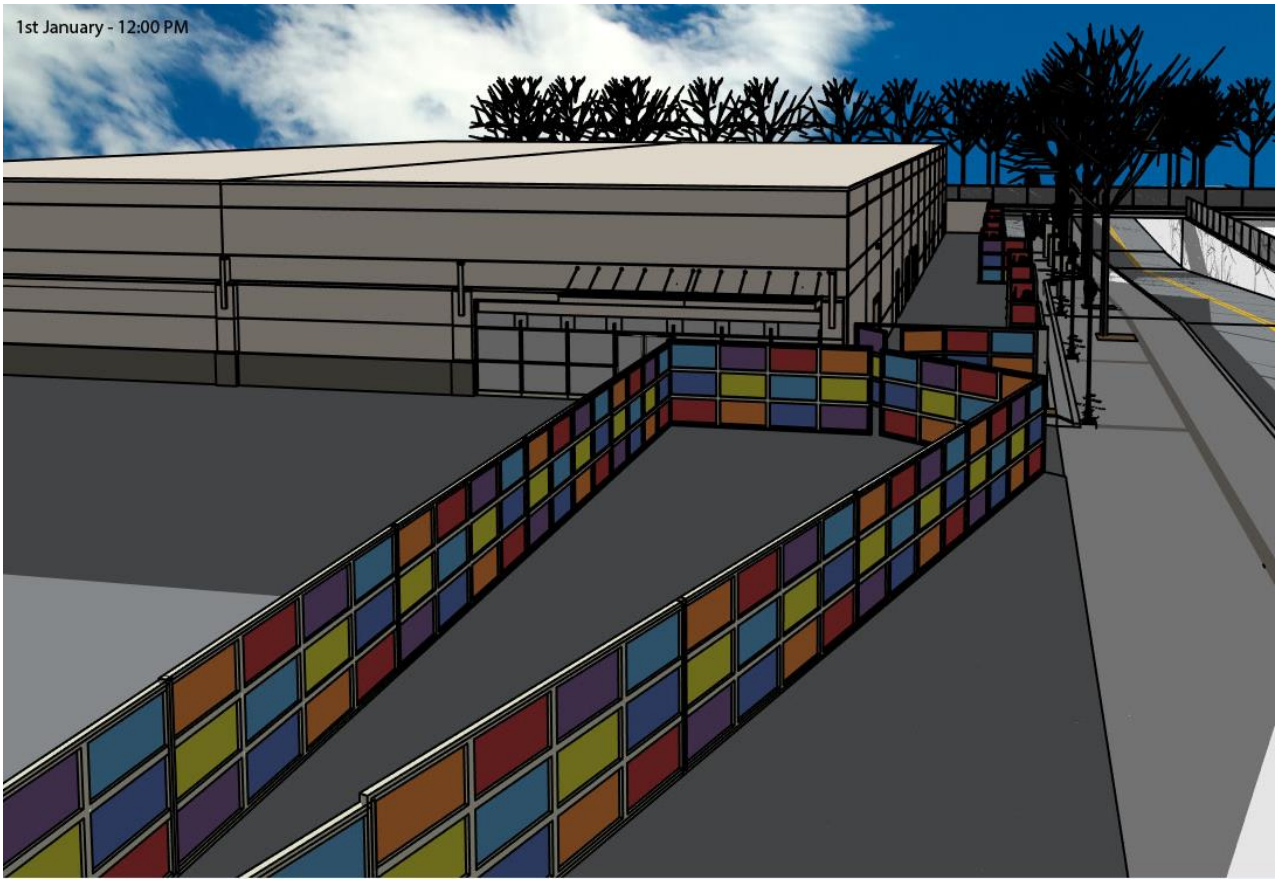
Outdoor schedule 3-5 yrs 16 children

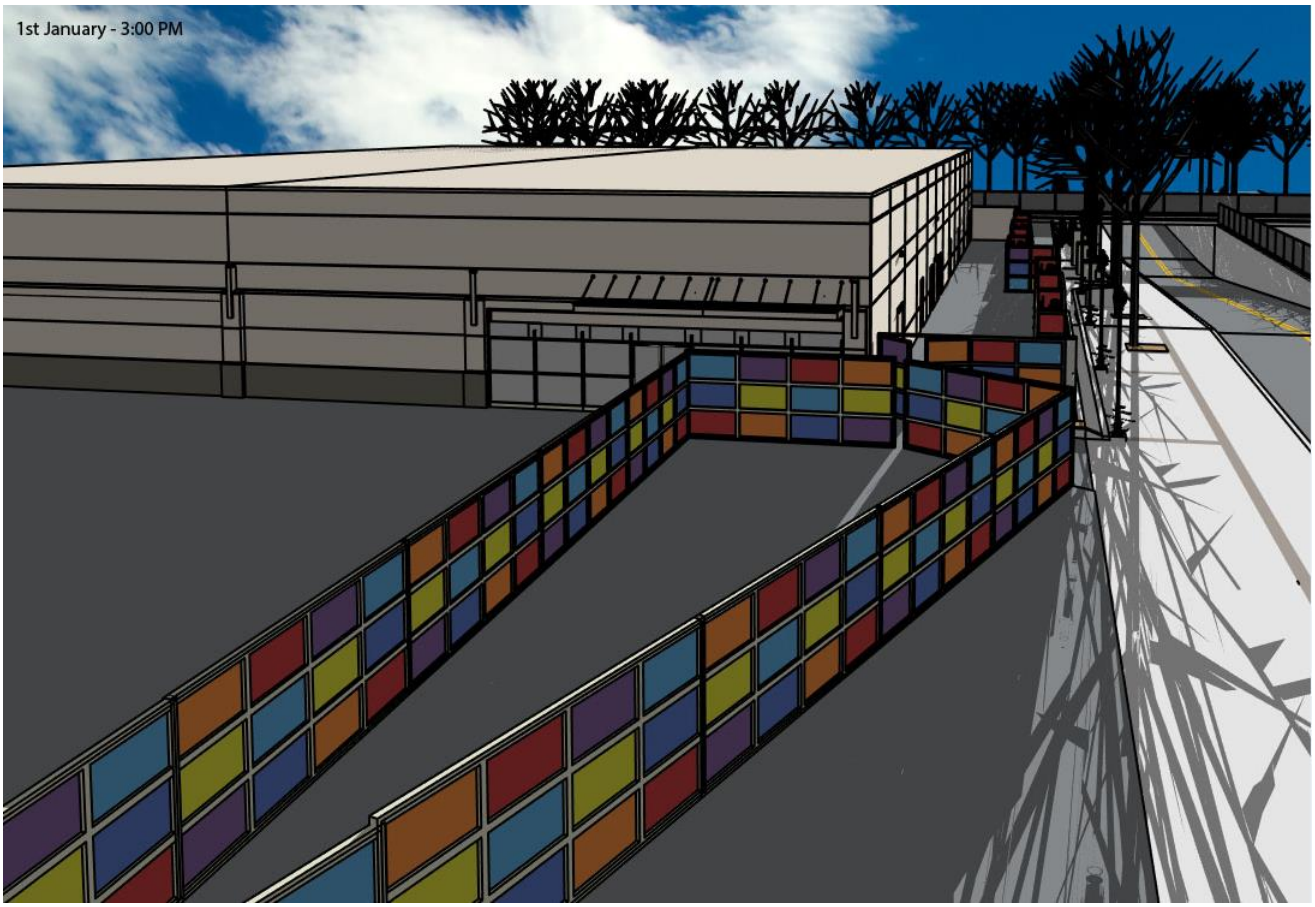
Room 1 & 2 (share)	Room 3 &4 (share)		
8:00-10am / 10am-12pm	8:00-10am / 10am-12pm		
1-3pm / 3-6pm season dependent	1-3pm / 3-6pm season dependent		

This schedule is only a guideline; the setup of the playground areas is extremely flexible to allow the children to access a different area morning and afternoon depending on the needs, program and quiet times of the group. The children will rotate through the different sections of the playground during the day.

Sunlight Study – Submitted by Abbarch Architecture Oct 31 2018



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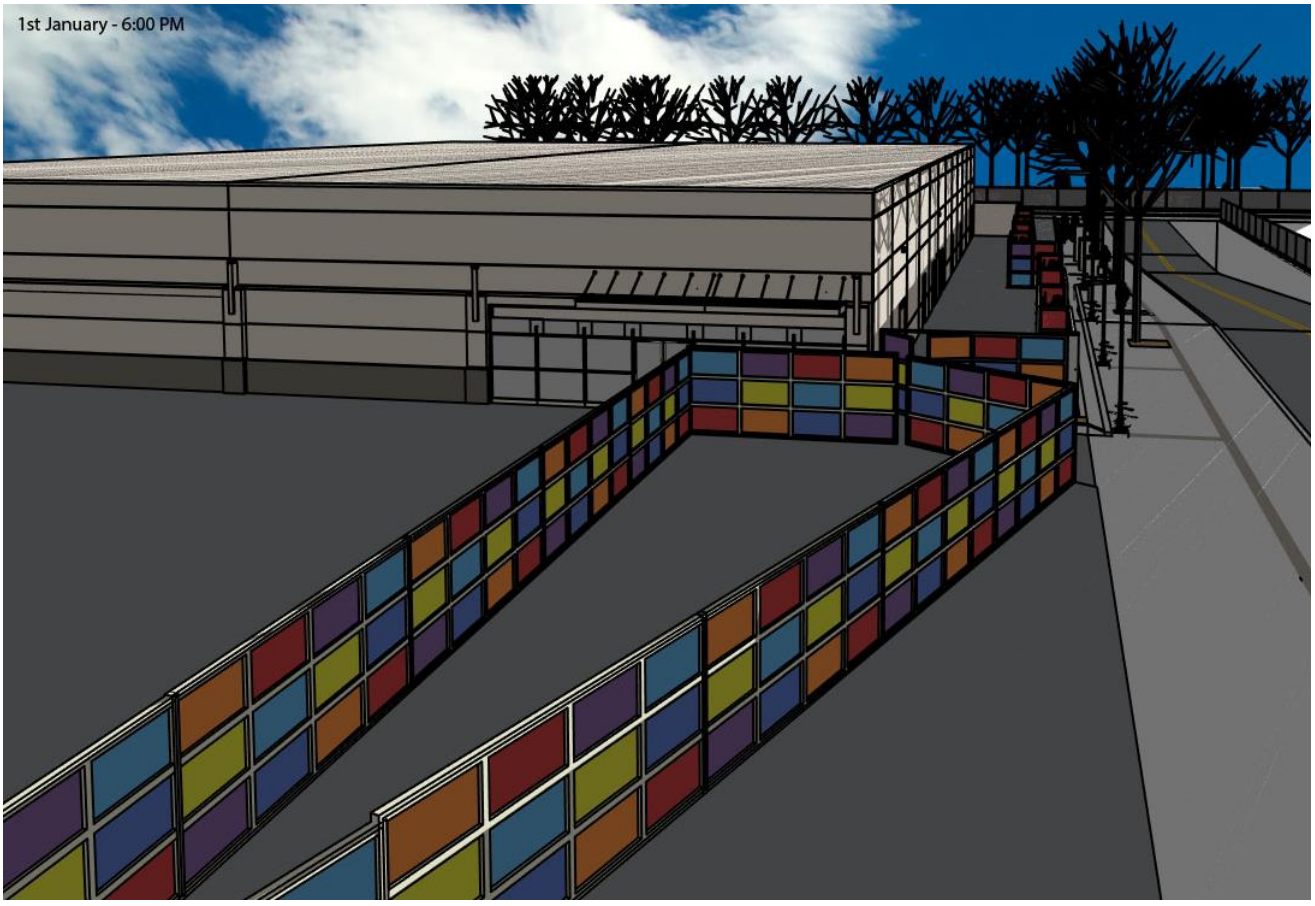
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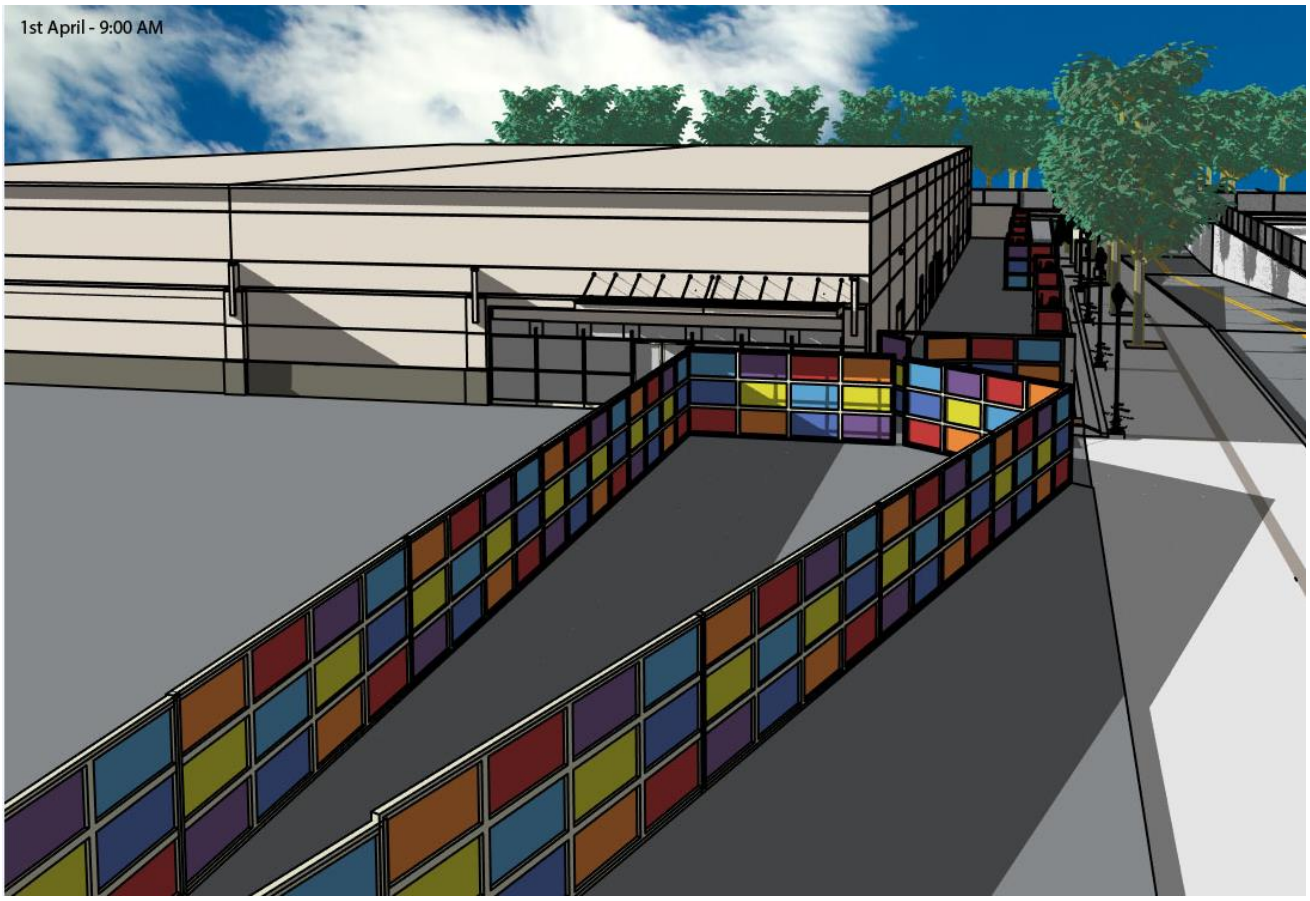
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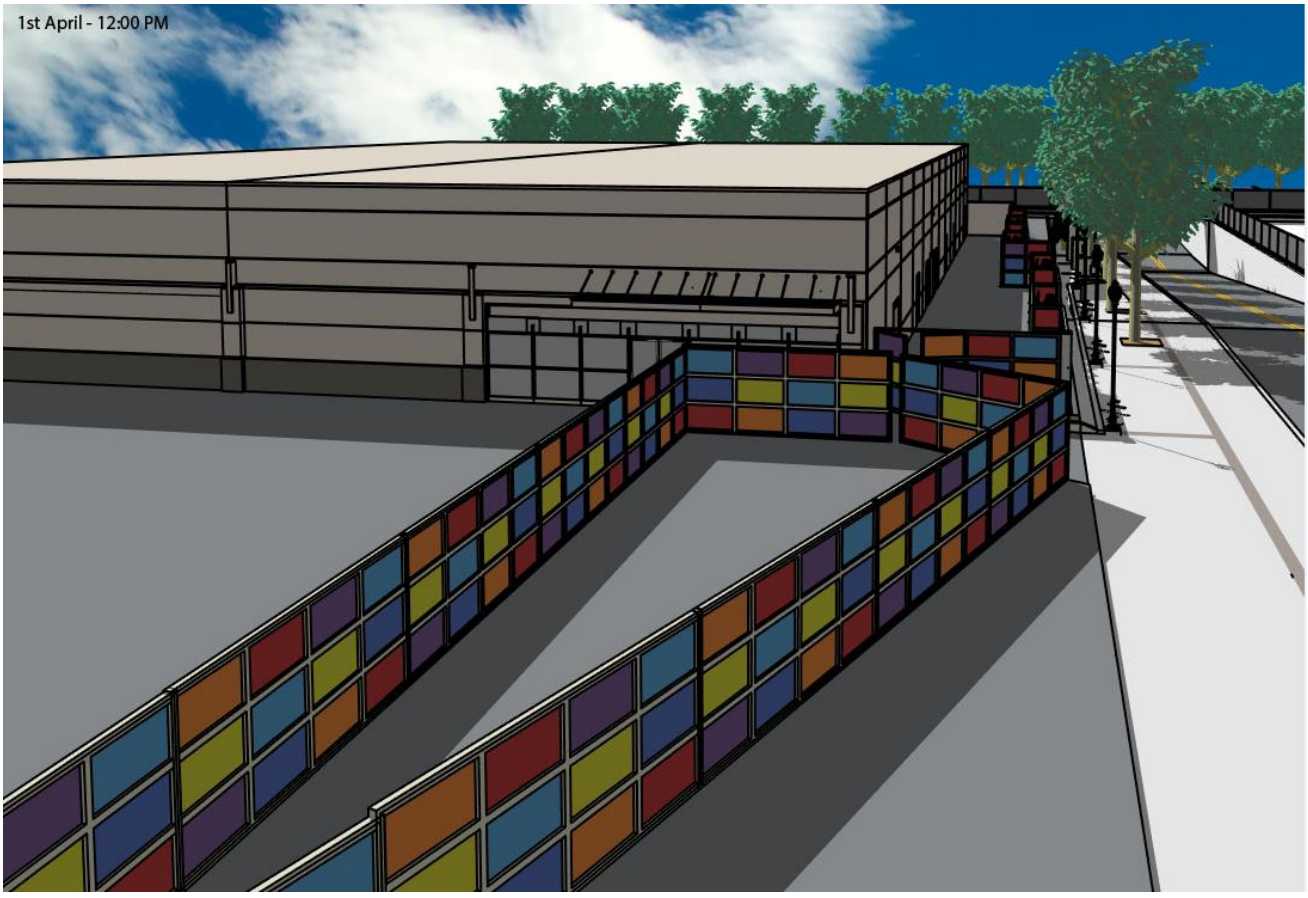
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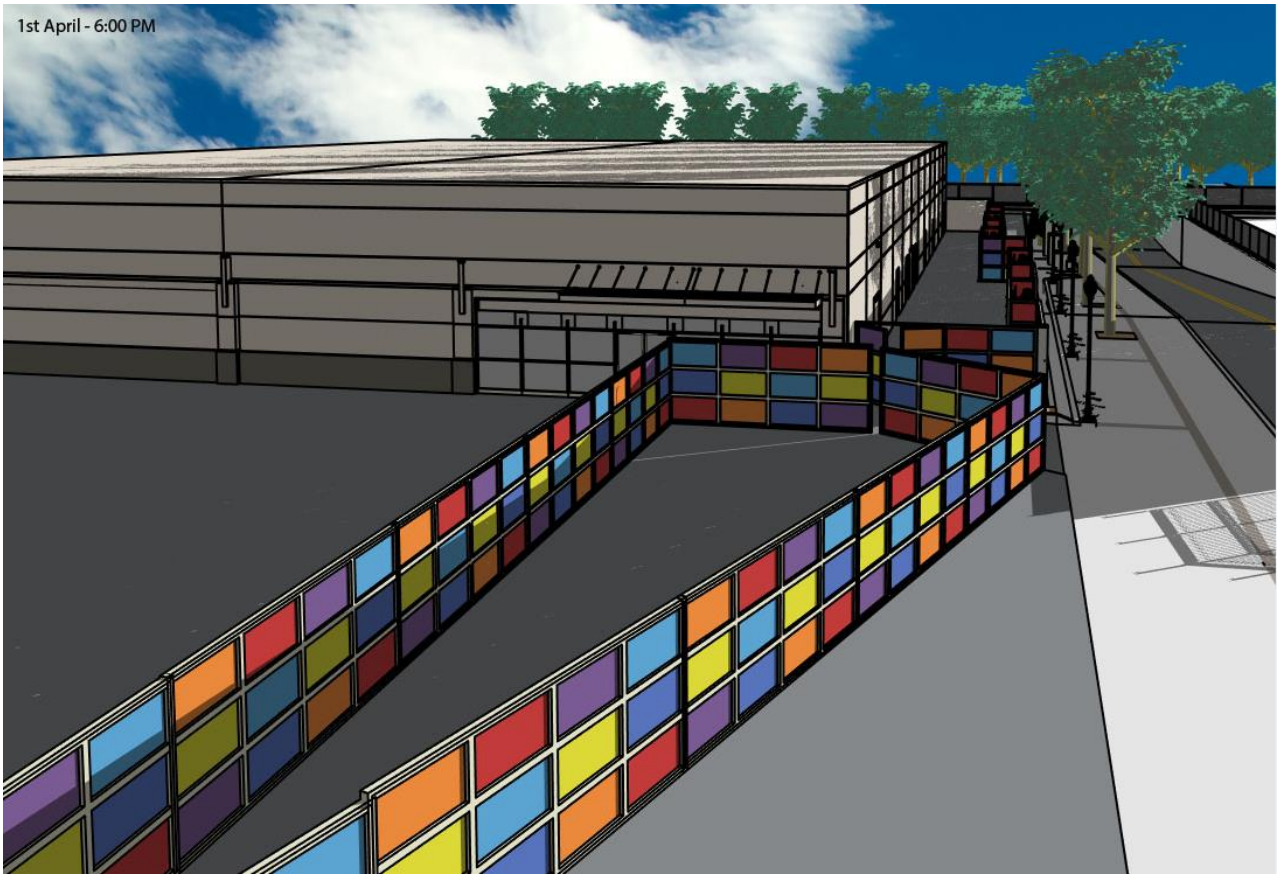
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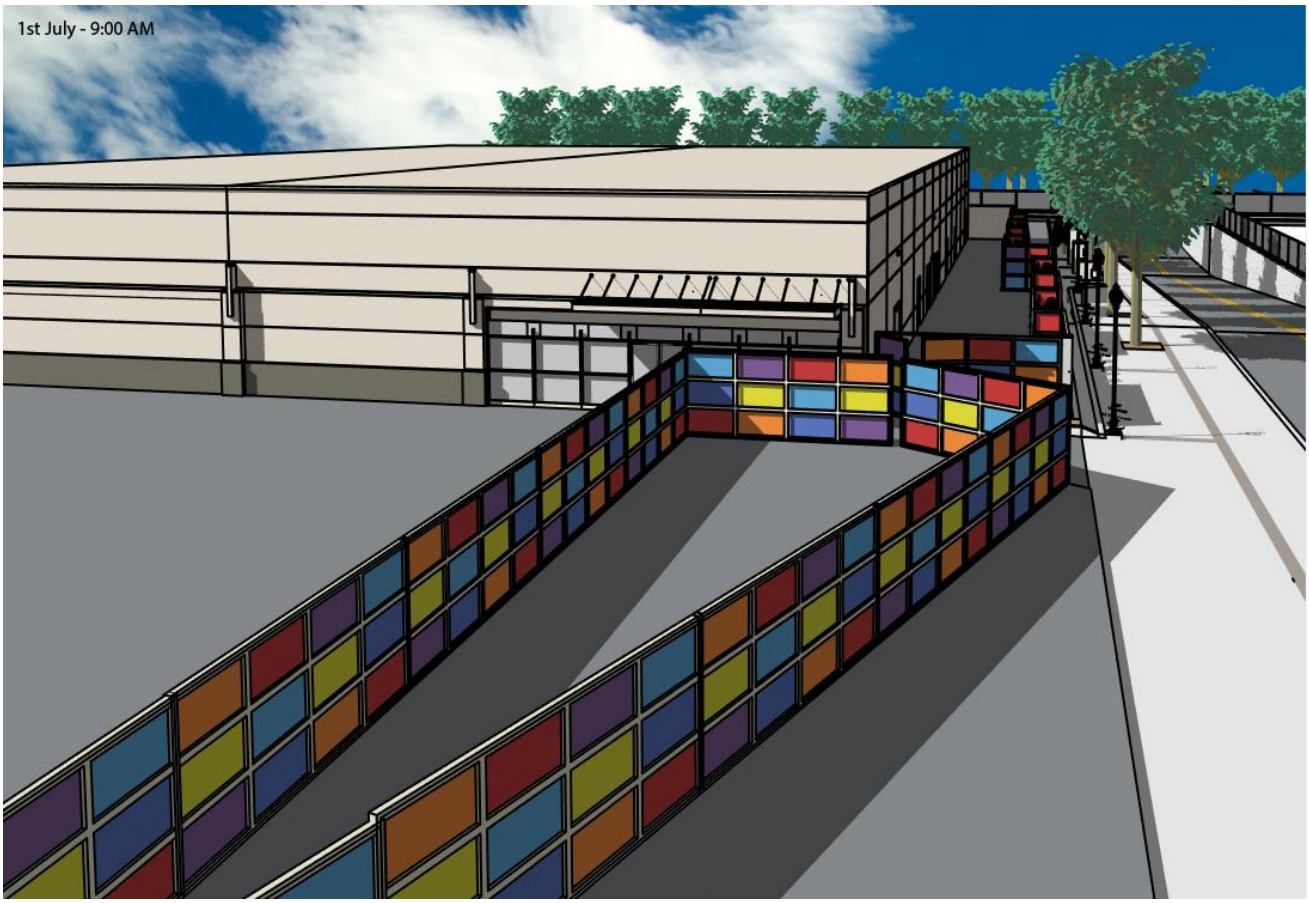
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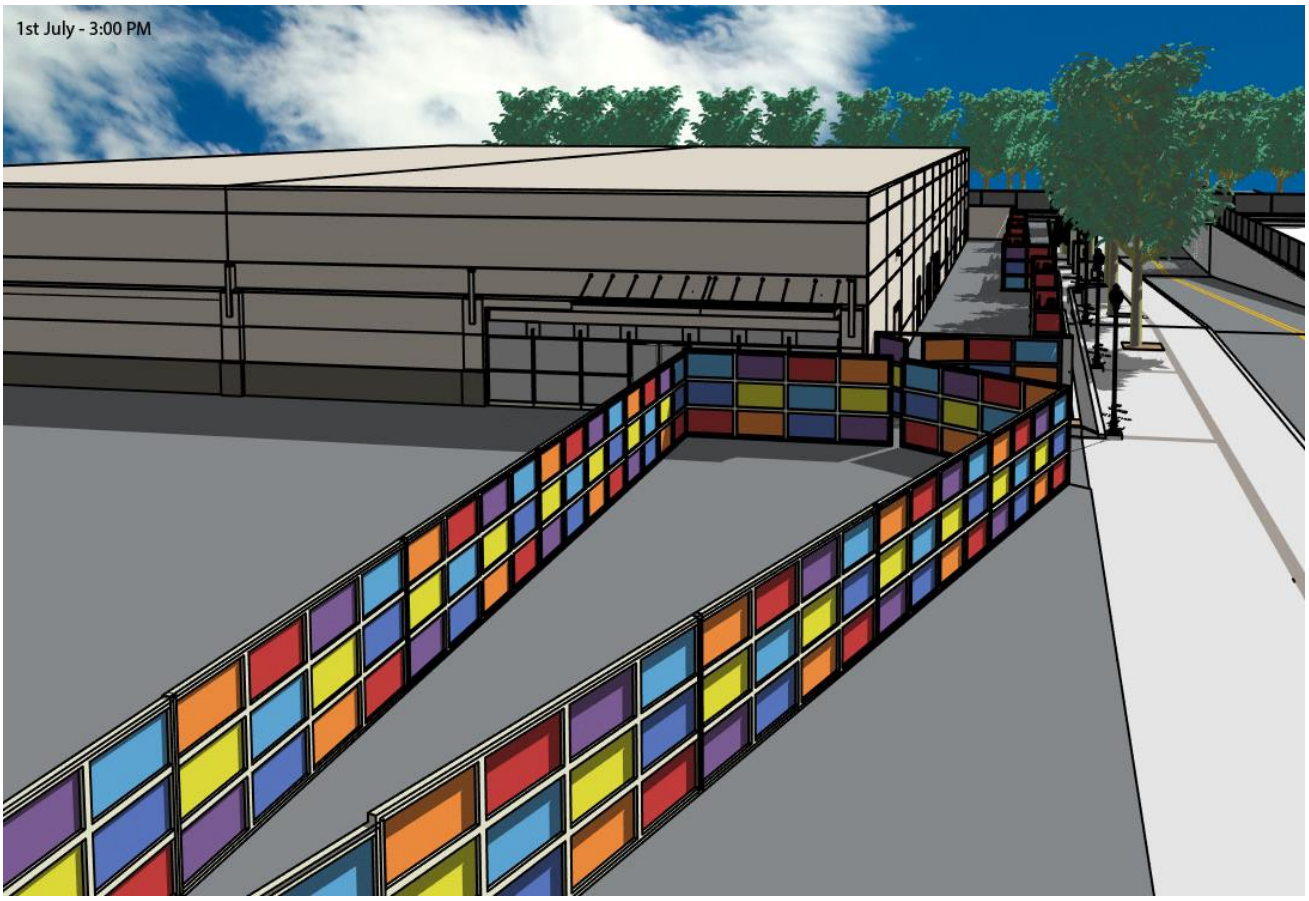
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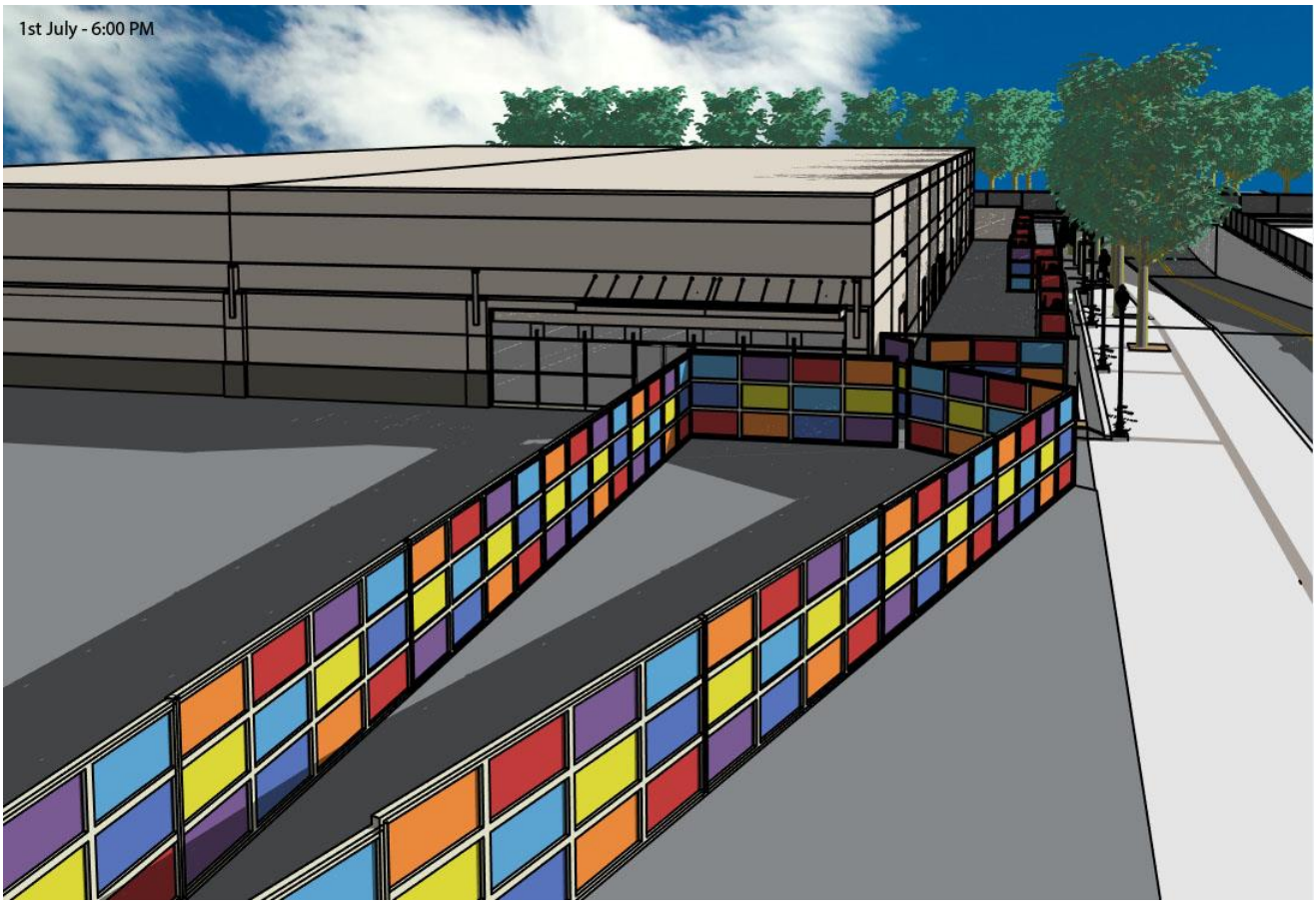
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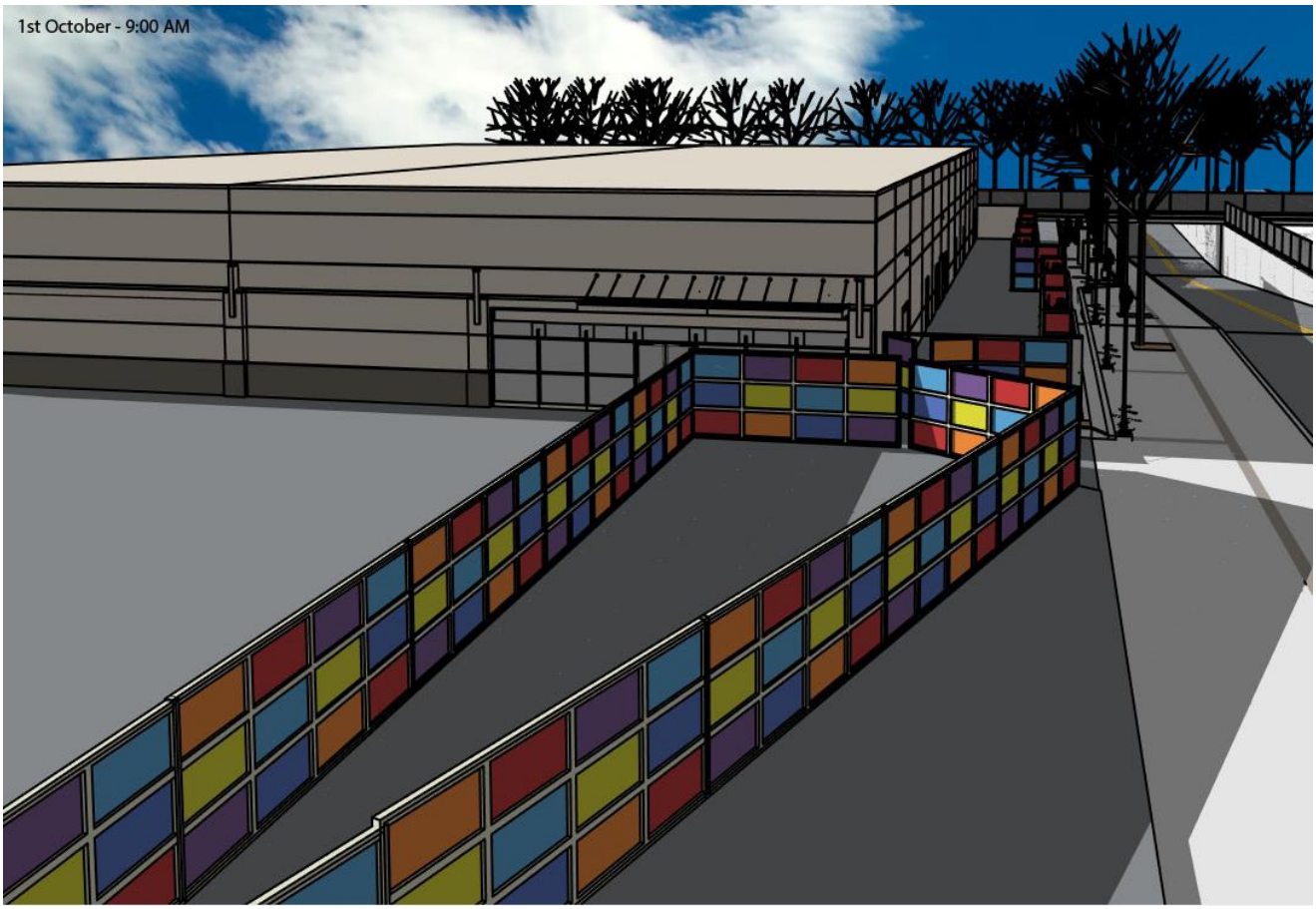
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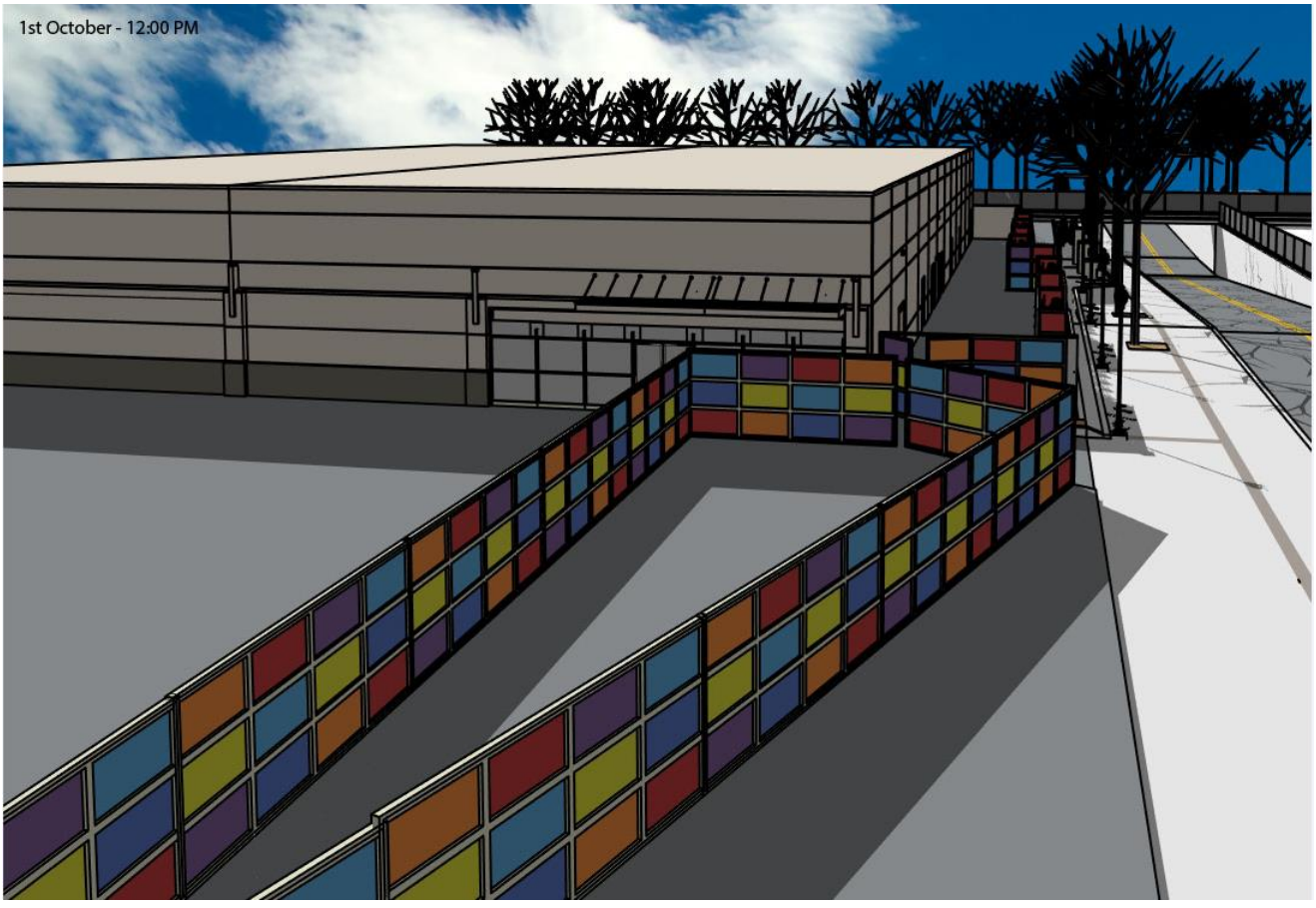
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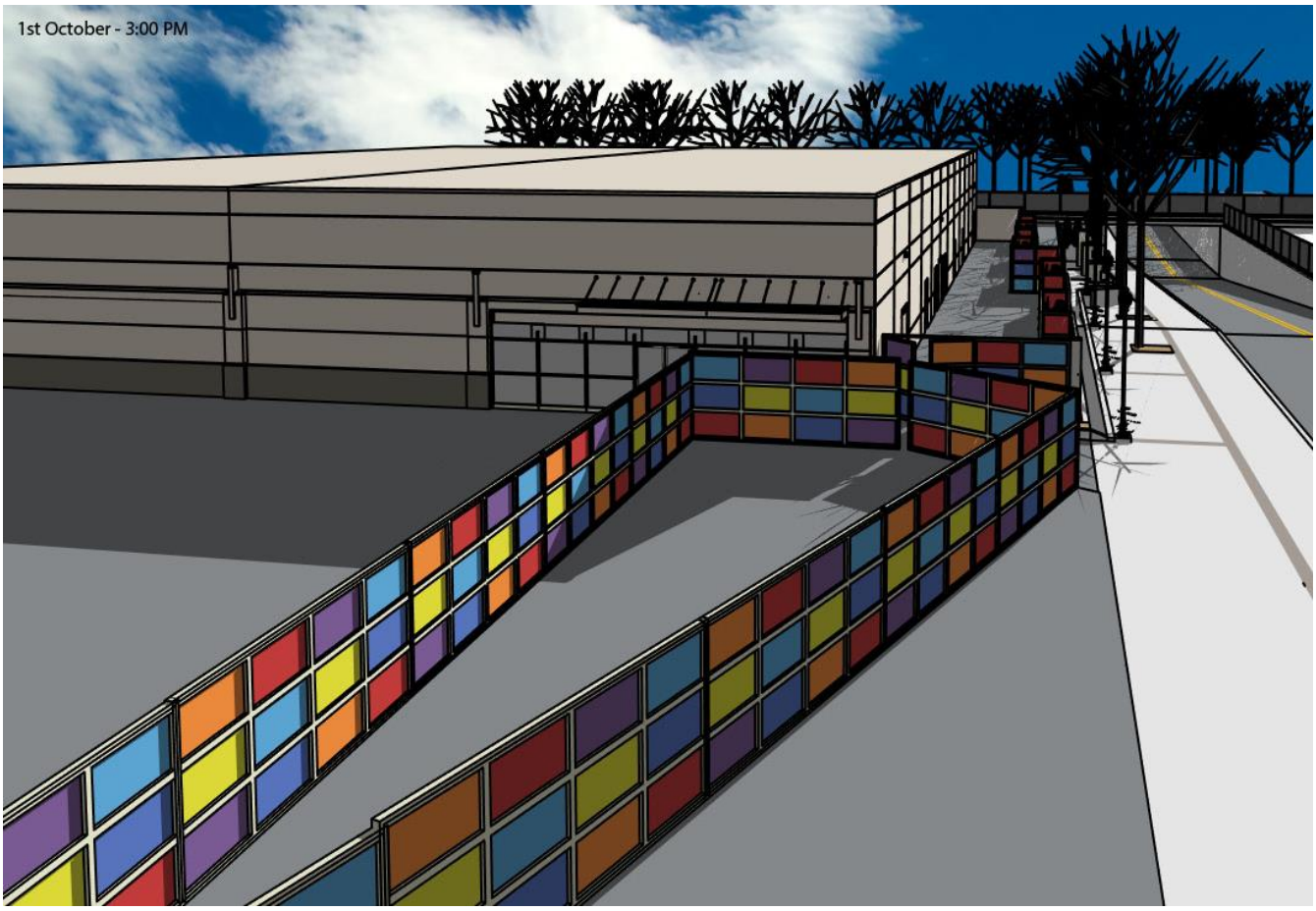
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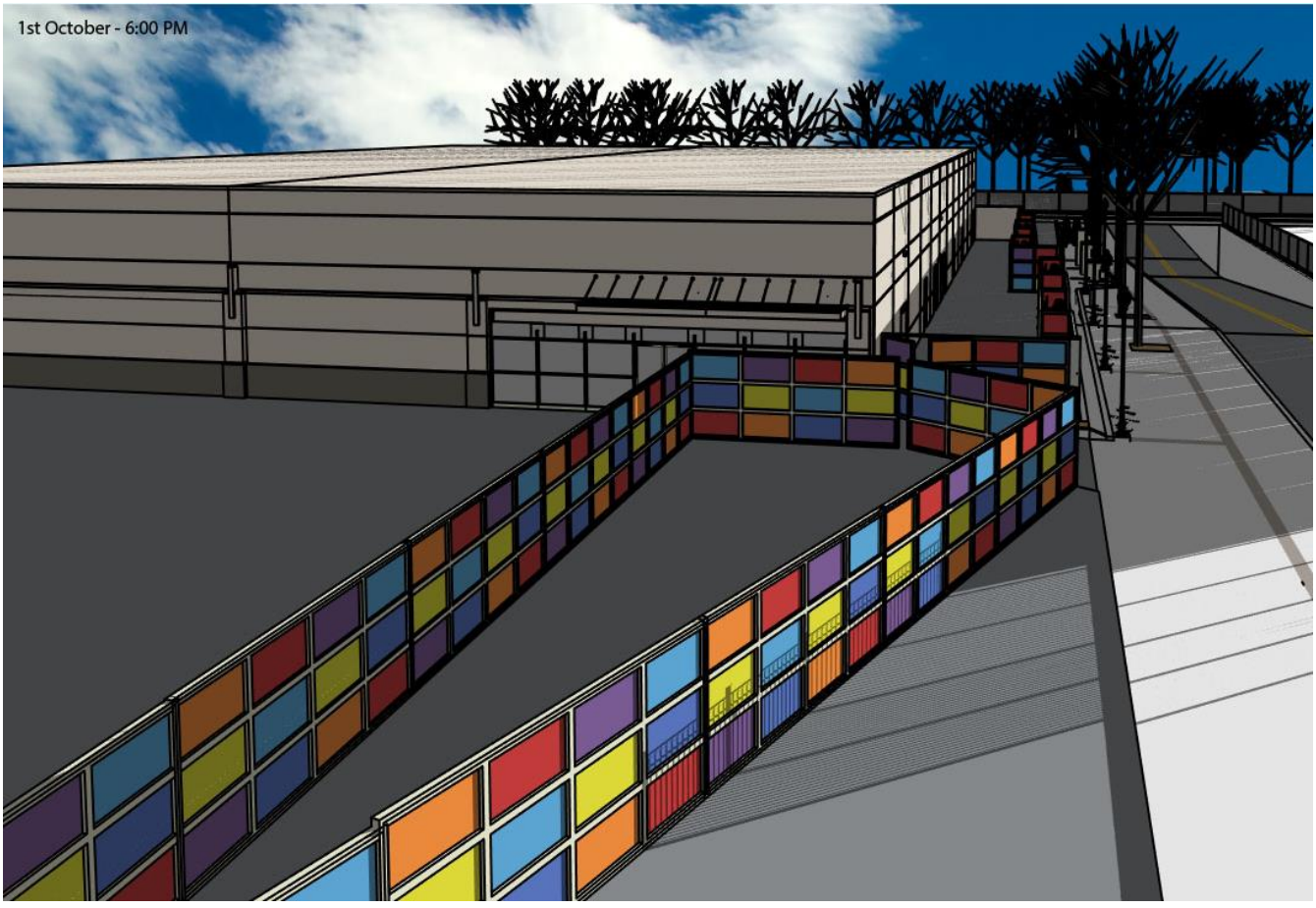
1st October - 6:00 PM

From: Derek Jennejohn [mailto:Derek.Jennejohn@metrovancouver.org]
Sent: Thursday, November 08, 2018 12:17 PM
To: Meredith Seeton
Cc: Geoff Doerksen; Conor Reynolds
Subject: RE: Air quality report for a child care outdoor play space

Hi Meredith,

As per our discussion yesterday morning, please see below for comments on the report. Hopefully these are helpful. Let us know if you have questions or would like to discuss further.

Monitoring Equipment and Data
The consultant used two portable handheld monitors, DustTrak and MiniRAE, designed for industrial settings and/or emergency response. The MiniRAE instrument is designed for measuring unsafe air quality concentrations and alerting an individual when life threating levels are present. This instrument is not appropriate for measuring ambient air quality at the levels typically experienced in an outdoor environment and is not comparable to our standard air quality monitoring equipment. It is suggested that NO2 (nitrogen dioxide), O3 (ozone) and CO (carbon monoxide) measurements presented in this study be disregarded.

The consultant used the DustTrak monitor for measuring both fine particulate matter (PM2.5) and inhalable particulate matter (PM10). This instrument can be used as a screening level tool, but the duration of measurement used is not long enough to support any conclusions about air quality at this site. Typically, up to one year of air quality data is needed to be able to comment on air quality at any particular site. PM levels vary throughout the year; less than four days of sampling is not even enough to be able to comment on one season of the year. In our view, the data collected during this study does not provide sufficient meaningful insight into air quality at this location.

Air Emissions and Other Issues
Air emissions of concern at this location include diesel particulate matter emissions from trucks and locomotives, dust emissions from the rail yard, as well as possible heavy metals and PM emissions from passing and shunting trains. This location will also be particularly sensitive to micro-meteorology, which should be factored into any analysis. There will be a unique wind flow around the large building and potential channeling of winds through the traffic tunnel. Given the rail yard is adjacent to this large building and the rail overpass, there could be a mechanism that increases dust and rail emissions at the play area, which is within 100 metres of these emission sources.

Unless there are known local emission sources, it is unlikely there will be concern with CO, SO2 (sulphur dioxide) and/or O3 at this location. Given the size of the adjacent roadway, NO2 likely would not be any higher at this location compared with other roadways and is it not expected that NO2 at this location would be below air quality objectives.

Recommendations
Use of this location for an outdoor play area for a sensitive population such as young children is not recommended, without further study. Alternatively, a location away from the railway, parking lot and traffic would be ideal and would not need such a detailed air quality study. If this location is still desired, it is recommended that it not move forward without a more suitable air quality monitoring study that includes continuous measurement of PM2.5, PM10 and black carbon (with standard equipment) for a minimum of 6 months, ensuring that each season is captured including extended periods of dry conditions and heavy train activity. Sampling of heavy metals and coal dust at this site is also recommended. Wind speed and direction should also be measured at the sampling location and the study should include an analysis demonstrating the air quality impact that winds blowing from the railyard have on the play area.

Regards,
Derek

Derek Jennejohn, P.Eng.
Lead Senior Engineer, Air Quality and Climate Change
Parks, Planning and Environment
t. 604.436.6744

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Delegation of Authority Bylaw Amendment

RECOMMENDATION:

That Council give first three readings to Delegation of Authority Bylaw, 2014, No. 3876, Amendment Bylaw 2018, No. 4094.

PREVIOUS COUNCIL/COMMITTEE ACTION

None

REPORT SUMMARY

The proposed amending bylaw updates the Delegation of Authority Bylaw to reflect the change in Committee governance from several Council Committees to one Committee of Council.

DISCUSSION

Given that all Council Committees have been concluded in favour of one Committee of Council, previously delegated authority needs to be transferred to the new Committee of Council.

The current Delegation of Authority Bylaw 3876 establishes delegated authority for the Finance and Intergovernmental Committee, Community Safety Committee, Smart Growth Committee and the Healthy Community Committee. Amending Bylaw 4094 transfers all previously delegated authority to the new Committee of Council.

FINANCIAL IMPLICATIONS

None

OPTIONS

(Check = Staff Recommendation)

#	Description
1 ✓	Give the amending bylaw first three readings as distributed.
2	Amend the bylaw prior to giving it first three readings.
3	Take no action (do not give the bylaw readings).

ATTACHMENTS

Attachment #1: Bylaw 4094 (Delegation of Authority Amendment Bylaw)

Attachment #2: Bylaw 3876 (with amendments)

CITY OF PORT COQUITLAM

Delegation of Authority Amending Bylaw

Bylaw No. 4094

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

1. CITATION

This Bylaw is cited as "Delegation of Authority Bylaw, 2014, No. 3876, Amendment Bylaw, 2018, No. 4094".

2. ADMINISTRATION

2.1 That all occurrences of the words, "Finance and Intergovernmental Committee", "Community Safety Committee", "Smart Growth Committee" and "Healthy Community Committee", be replaced with the words, "Committee of Council".

READ A FIRST TIME this day of , 2018

READ A SECOND TIME this day of , 2018

READ A THIRD TIME this day of , 2018

ADOPTED this

Mayor

Corporate Officer

THE CORPORATION OF THE CITY OF PORT COQUITLAM

BYLAW NO. 3876

A Bylaw to Delegate Authority and Establish Procedures for Delegated Authorities

WHEREAS the Community Charter empowers Council, by bylaw, to delegate certain powers, duties and functions, including those specifically established by an enactment, to its members, committees, officers, employees or another body established by the Council;

NOW THEREFORE the Council of the City of Port Coquitlam, in open meeting assembled, enacts as follows:

CITATION

1. This Bylaw may be cited for all purposes as the "Delegation of Authority Bylaw, 2014, No. 3876".

PART I: DELEGATED AUTHORITIES & PROCEDURES

ANIMAL CONTROL

2. The Manager of Bylaw Services is delegated the authority to enter into, and deliver on behalf of the City, partnership and service agreements relating to animal control. Signing authority for these agreements is delegated to the Manager of Bylaw Services.

BYLAW ENFORCEMENT

3. A Bylaw Enforcement Officer may exercise the following powers on behalf of the City:

a) enforcement of the City's regulatory bylaws and related policies;
b) entry onto or into private premises to verify compliance with the Council's regulations, prohibitions or requirements pursuant to Section 16 of the *Community Charter*;
c) the service of summons pursuant to Section 28 of the *Offence Act;*
d) for certainty, the issuance of Municipal Ticket Information as provided by the Ticket Information Utilization Bylaw, 1992, No. 2743.

BUSINESS LICENSING

4. The Manager of Bylaw Services is delegated the authority to suspend or cancel a business licence for reasonable cause pursuant to Section 32 of the Business Bylaw, No. 3725.

5. The Manager of Bylaw Services is delegated the authority to attach conditions to a business licence pursuant to Section 5.1 of the Business Bylaw, No. 3725.

6. An applicant for a business licencse who is denied the licencse by a decision of the Manager of Bylaw Services is entitled to reconsideration. The applicant may submit a request for reconsideration in writing to the ~~Community Safety Committee~~ Committee of Council and this request will be placed on the next reasonably convenient meeting of the ~~Community Safety Committee~~ Committee of Council. If the issue is not resolved at this meeting, the applicant may request that the matter be considered by Council, who will provide a final ruling on the matter.

FINANCE

7. The ~~Financial and Intergovernmental~~ Committee of Council is delegated the authority to accept the annual municipal financial statements pursuant to Section 167(1)(b) of the *Community Charter.*

8. The ~~Financial and Intergovernmental~~ Committee of Council is delegated the duties and functions pursuant to Part 6 - Division 2 Audit of the *Community Charter.*

LAND USE AND DEVELOPMENT APPROVALS

9. The ~~Smart Growth Committee~~ Committee of Council is delegated the authority:

a) to issue development permits under Section 920 of the *Local Government Act;*
b) to issue and renew temporary use permits under Section 921 of the *Local Government Act* in areas of the City designated under Section 920.2 for such temporary uses;
c) to issue and renew heritage alteration permits under Section 972 of the *Local Government Act;*
d) to issue time extensions for Council consideration of adoption of a Zoning Bylaw amendment for a period of up to one year from the initial one-year period; and,
e) to authorize notice of a proposal for a development variance permit under Section 922 of the *Local Government Act*.

10. The Director of Development Services is delegated the authority to issue development permits (small lot) under Section 920 of the *Local Government Act* where the developments are:

a) for new single residential buildings in the RS4 zone;
b) designed in accordance with the Intensive Residential Guidelines for Small Lots of the Official Community Plan; and,
c) in compliance with the regulations of the Zoning Bylaw.

11. The Director of Development Services is delegated the authority to issue watercourse development permits under Section 920 of the *Local Government Act* where the works are:

a) located in an agricultural, single residential or duplex zone;
b) in compliance with the watercourse protection guidelines of the Official Community Plan; and,
c) in compliance with the regulations of the Zoning Bylaw.

12. The Director of Development Services is delegated the authority to issue an amendment to a permit providing for a minor alteration or change which:

a) would not change the intent of the design, and

b) would not vary any bylaw with the exception of the following:

i. Zoning Bylaw bicycle facilities regulations,
ii. Zoning Bylaw recycling facilities regulations, and
iii. Parking and Development Management Bylaw regulations for parking space, loading space and aisle dimensions.

13. The Director of Development Services is delegated the authority to extend the date of expiry of a permit other than a Temporary Use Permit where, in the sole opinion of the Director of Development Services, no circumstances have arisen to require an amendment or reconsideration of the permit.

14. In exercising the authority delegated by this Bylaw, the ~~Smart Growth Committee~~ Committee of Council and Director of Development Services shall do so in accordance with the relevant policies, guidelines and regulations of the Official Community Plan and Zoning Bylaw.

15. An applicant for a permit who is denied the permit by a decision by the Director of Development Services is entitled to reconsideration. The applicant may submit a request for reconsideration in writing to the ~~Smart Growth Committee~~ Committee of Council and this request will be placed on the next reasonably convenient meeting of the ~~Smart Growth Committee~~ Committee of Council. If the issue is not resolved at this meeting, the applicant may request that the matter be considered by Council, who will provide a final ruling on the matter.

16. The ~~Smart Growth Committee~~ Committee of Council and Director of Development Services are delegated not only the authority to issue certain permits, but also to amend and cancel permits and to take such action as would be within the authority of Council if an owner fails to comply with a term or condition of a permit.

17. Signing authority for land use and development permits issued pursuant to this section is delegated to the Director of Development Services.

18. For clarification, the delegation to the ~~Smart Growth Committee~~ Committee of Council of the authority to issue permits includes all the authorities of Council in relation to those development permits, including the authority to vary or supplement a bylaw under Division 7 or 11 of Part 26 of the *Local Government Act* and the authority to impose conditions and requirements and set standards on the issuance of a permit.

19. For clarification, the delegation to the ~~Smart Growth Committee~~ Committee of Council of the authority to issue development permits, temporary use permits and heritage alteration permits includes the authority to establish a permit expiry date, impose conditions, require undertakings, determine if an undertaking has been breached and enter on the land and carry out the demolition, removal or restoration at the expense of the owner, give and publish notices, and hear objections.

LANDSCAPE SECURITIES

20. The ~~Smart Growth Committee~~ Committee of Council is delegated the authority to require landscape securities in relation to development permits and temporary use permits.

21. The Director of Development Services is delegated the authority to require landscape securities in relation to development permits (small lot) and watercourse development permits located in an Agricultural A, Single Residential RS or Duplex RT zone.

22. The ~~Smart Growth Committee~~ Committee of Council is delegated the authority to determine if a condition in a permit respecting landscaping in relation to development permits and temporary use permits has not been satisfied and the ~~Smart Growth Committee~~ Committee of Council may then undertake the work, apply the security and otherwise administer the security pursuant to Section 925 of the *Local Government Act*.

23. The Director of Development Services is delegated the authority to determine if a condition in a permit respecting landscaping in relation to watercourse development permits located in an Agricultural A, Single Residential RS or Duplex RT zone has not been satisfied and the Director may then undertake the work, apply the security and otherwise administer the security pursuant to Section 925 of the *Local Government Act*.

LIQUOR LICENCES

24. The ~~Smart Growth Committee~~ Committee of Council is delegated the authority to adopt a resolution on a liquor license application submitted in accordance with the *Liquor Control and Licensing Act* (LCLA) to the *Liquor Control and Licensing Branch* or to make a decision to opt out of providing comment on the application.

25. The Director of Development Services is delegated the authority to provide comment to the *Liquor Control and Licensing Branch* on a special occasion liquor license application submitted in accordance with the *Liquor Control and Licensing Act* (LCLA).

NOISE CONTROL BYLAW EXEMPTIONS

26. The Director of Engineering and Operations, the Manager of Transportation, the Manager of Building, and the Manager of Bylaw Services are delegated the authority to grant exemptions to the Noise Control Bylaw No. 2891.

NOTIFICATION

27. The Corporate Officer and Assistant Corporate Officer are delegated the authority to publish newspaper notices required under the *Local Government Act* and the *Community Charter*.

OFFICERS

28. Pursuant to Section 154(3) of the *Community Charter,* the Chief Administrative Officer is delegated the authority to appoint a person to fill an officer position and to hire or to suspend an officer of the City. The Chief Administrative Officer must report such decisions to Council at its next meeting.

PARKS AND RECREATION AGREEMENTS

29. The ~~Smart Growth Committee~~ Committee of Council is delegated the authority to enter into, and deliver on behalf of the City, partnership and service agreements relating to recreation, parks, cultural, special events, and library services. In exercising this delegated authority, the Committee shall do so in accordance with the relevant

purchasing policies, guidelines and regulations of the City. Signing authority for these agreements is delegated to the Director of Parks and Recreation.

PURCHASING

30. The Departmental Directors are delegated the authority to enter into contracts for the purchase of goods and services. In exercising this delegated authority, the Directors shall do so in accordance with the relevant purchasing policies, guidelines and regulations of the City.

RENTAL FEE WAIVERS

31. The ~~Financial and Intergovernmental~~ Committee of Council is delegated the authority to waive rental fees for City-owned facilities.

STRATA LOT OWNERSHIP

32. The Corporate Officer is delegated the authority to exercise the powers of the City at any annual general meeting or a special general meeting of the strata corporation on behalf of the City as an owner of one or more strata lots within a strata development.

33. The authority delegated by this Bylaw is not limited, but is general and the Corporate Officer may vote, propose and second motions, participate in discussions, and do any and all other things that the City as the owner of the strata lot is entitled to do at strata corporation meetings.

34. The Corporate Officer may consent to the waiver of the holding of an annual or special general meeting of the strata corporation and may consent in writing to its resolutions.

PART II: ADMINISTRATIVE AUTHORITIES

35. The Director of Engineering and Operations, Director of Development Services, Corporate Officer, Manager of Development Engineering, Manager of Engineering Projects and Budgets and Supervisor of Design and Technical Services are delegated the authority to enter into and deliver on behalf of the City, the following:

a) statutory rights of way for municipal services
b) easements for the benefit of or burdening City property
c) encroachment agreements
d) highway reservation agreements
e) Section 219 covenants *Land Title Act*,
f) subdivision and development servicing agreements
g) latecomer charge waiver agreements
h) releases and modifications of the agreements listed in this section.

36. The Director of Development Services and Corporate Officer are delegated the authority to file notices of permits issued pursuant to this Bylaw in the Land Title Office.

37. Except for specific provisions in this Bylaw, any contract, agreement, debenture, plan or other document or instrument to be executed or approved on behalf of the City shall be executed by the Mayor and the Corporate Officer.

PART III: EXERCISE OF DELEGATED AUTHORITY

38. Where a committee, officer, or employee holding a position with delegated authority pursuant to this Bylaw decides not to exercise their delegated authority under this Bylaw, in their sole discretion and for reasons of complexity, visibility or any other circumstance, the matter will be considered by Council. These decisions are not open for reconsideration by Council.

39. If two members of Council provide a written request to the Corporate Officer that they wish to have all members of Council consider a matter that has been delegated to a committee, officer or employee at least 24 hours prior to the decision being made, the matter must not be considered by the delegated authority and shall be considered by Council.

40. For clarity, unless a power, duty or function of Council has been expressly delegated by this Bylaw, all of the powers, duties and functions of Council remain with Council.

41. A committee, officer or employee holding a position with delegated authority may not further delegate the delegated authority.

42. In the absence of an officer with delegated authority or an employee holding a position with delegated authority, the person named to act in the capacity of the officer or the position is delegated the applicable authority delegated by this Bylaw.

43. If the title of a committee is changed by the Mayor or the title of a position is changed by the Chief Administrative Officer, the delegated authority of this Bylaw shall continue to apply to the applicable committee or position.

REPEAL

44. The "Delegation Bylaw No. 3820" and all amendments thereto, are hereby repealed.

Read a first time for the Municipal Council this 8th day of September, 2014.

Read a second time for the Municipal Council this 8th day of September, 2014.

Read a third time for the Municipal Council this 8th day of September, 2014.

Certified in accordance with the Bylaw authorizing the revision.

Adopted by the Municipal Council of the Corporation of the City of Port Coquitlam this 15th day of September, 2014.

GREG MOORE	**CAROLYN DEAKIN**
Mayor	**Acting Corporate Officer**

Council & Committees Procedural Bylaw Amendment

RECOMMENDATION:

That Council give first three readings to Council and Committee Procedures Bylaw, 2015, No. 3898, Amendment Bylaw 2018, No. 4095.

PREVIOUS COUNCIL/COMMITTEE ACTION

None

REPORT SUMMARY

The proposed amending bylaw updates the Council and Committee Procedures Bylaw to reflect the new meeting schedule of Council and Committee of Council, and to allow for easier determination of an alternate Acting Mayor, in the absence of a scheduled Acting Mayor.

DISCUSSION

The proposed amending bylaw updates the Council and Committee Procedures Bylaw in the following ways:

Change of Meeting Time

Regular Council meetings are being changed to start at 6:00 p.m. going forward.

Meeting Duration

The amending bylaw removes the requirement for meetings to automatically end after four hours, except through resolution. Given that there is only one Committee of Council, meetings could extend past four hours when taking breaks into consideration.

Determination of an Alternate Acting Mayor

Currently, if the member of Council designated to be Acting Mayor is unable to act in place of the Mayor, the Acting Mayor from the preceding month fills that role. If that member is also unable to act in place of the Mayor, then Council must choose a member via resolution to fulfill the duties of Acting Mayor.

From time to time, when this conflict occurs, there is no scheduled meeting to choose an alternative Acting Mayor. The amending bylaw changes the language to allow the Acting Mayor duties to fall to the Acting Mayor of each previous month until a replacement is found.

FINANCIAL IMPLICATIONS

None

OPTIONS

(Check = Staff Recommendation)

#	Description
1 ☑	Give the amending bylaw first three readings as distributed.
2	Amend the bylaw prior to giving it first three readings.
3	Take no action (do not give the bylaw readings).

ATTACHMENTS

Attachment #1: Bylaw 4095 (Council and Committee Procedures Amendment Bylaw)

Attachment #2: Bylaw 3898 (with amendments)

CITY OF PORT COQUITLAM

Council and Committee Procedures Amending Bylaw

Bylaw No. 4095

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

1. CITATION

This Bylaw is cited as "Council and Committee Procedures Bylaw, 2015, No. 3898, Amendment Bylaw, 2018, No. 4095".

2. ADMINISTRATION

2.1 That in Section 4.1 b), the words, "7:00 pm" be changed to "6:00 p.m.";

2.2 That Section 4.3 be deleted; and

2.3 That in Section 7.3, the words, "Council members present must choose by way of resolution a member to fulfill the duties of Acting Mayor", be replaced with the words, "the Acting Mayor duties will fall to the Acting Mayor of each preceding month until a replacement is identified".

READ A FIRST TIME this	day of	, 2018
READ A SECOND TIME this	day of	, 2018
READ A THIRD TIME this	day of	, 2018

ADOPTED this

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

COUNCIL AND COMMITTEE PROCEDURES BYLAW

Bylaw No. 3898

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

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

1. Citation

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

2. Definitions

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

CHAIR means the Presiding Member of a committee;

CITY means the Corporation of the City of Port Coquitlam;

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

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

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

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

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

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

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

MEMBER means a member of Council;

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

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

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

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

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

3. Inaugural Meeting

3.1 Following a general local election, the first Council meeting must be held on the first Tuesday of November in the year of the election.

3.2 If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in Section 3.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

4. Time and Location of Meetings

4.1 Subject to Section 5.2, regular Council meetings must:

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

b) begin at ~~7:00 pm~~ 6:00 p.m. in Council Chambers located at City Hall unless Council has resolved to hold the meeting elsewhere; and

c) when the Council meeting falls on a statutory holiday, be re-scheduled for the next day City Hall is open to the public.

4.2 All committee meetings must be held in accordance with the annual committee meeting schedule published at the beginning of each year unless a special meeting notice or cancellation notice is produced in accordance with Section 5.2 below.

~~4.3 A meeting which has been in session for four hours from the time the meeting was convened is deemed to be adjourned unless Council or committee unanimously resolves to extend the meeting.~~

5. Notice of Council Meetings

5.1 In accordance with Section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before December 31, a schedule of the dates, times and places of regular Council meetings and must make the schedule available to the public annually by posting it at the Public Notice Posting Place and advertising in accordance with Section 94 of the Community Charter.

5.2 Where revisions are necessary to the annual schedule of regular Council or committee meetings, the Corporate Officer must, as soon as possible, post a

notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a regular Council or committee meeting.

6. Notice of Special Meetings

6.1 Except where notice of a special meeting is waived by unanimous vote of all Council members under Section 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council or committee meeting must be given at least 24 hours before the time of meeting, by:

a) posting a copy of the notice at the regular Council or committee meeting place;

b) posting a copy of the notice at the Public Notice Posting Place; and

c) leaving one copy of the notice for each Council member in the member's mailbox at City Hall or emailing details of the special meeting to each member.

6.2 The notice under Section 6.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

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

7.1 At the beginning of each year, Council must adopt an acting Mayor schedule which appoints Councillors to serve on a rotating basis as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of the Mayor is vacant.

7.2 Each Councillor designated under Section 7.1 must fulfill the responsibilities of the Mayor in that person's absence.

7.3 If the member designated in the Acting Mayor Schedule under Section 7.1 is unable to act in place of the Mayor, the Acting Mayor from the preceding month as identified on the Acting Mayor Schedule will be the Acting Mayor. If that member is also unable to act in place of the Mayor, ~~Council members present must choose by way of resolution a member to fulfill the duties of Acting Mayor~~, the Acting Mayor duties will fall to the Acting Mayor of each preceding month until a replacement is identified.

7.4 The member designated under Section 7.1 or chosen under Section 7.3 has the same powers and duties as the Mayor in relation to the applicable matter.

7.5 If the Presiding Member of a committee is absent, the Vice-Chair will fulfill the responsibilities of the Presiding Member. If the Vice-Chair is also absent, another committee member will be chosen by resolution to act as the Presiding Member.

8. Public Attendance at Meetings

8.1 Except where the provisions of Section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council and committee meetings must be open to the public.

8.2 Before closing a Council or committee meeting or part of a Council or committee meeting to the public, Council must pass a resolution in a public meeting in accordance with Sections 90-92 of the *Community Charter [requirements before meeting is closed]*.

8.3 Despite Section 8.1, the Presiding Member may expel or exclude a person from a Council or committee meeting for disrespectful or disruptive behaviour.

9. Electronic Meetings

9.1 Subject to the conditions set out in the Community Charter:

a) a special meeting of Council may be conducted by means of electronic or other communications facilities; or

b) a member of Council or a Council Committee who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of electronic or facilities, due to physical incapacity as a result of illness, injury, or disability.

9.2 At a meeting conducted under Section 9.1 b), the Presiding Member must not participate electronically.

9.3 Members of a Council or a Council Committee who are participating under Section 9.1 b) in a meeting conducted in accordance with this Bylaw are deemed to be present at the meeting.

9.4 No more than two members at one time may participate at a Council or Council Committee meeting under Section 9.1 b) unless authorized by the Presiding Member.

10. Use of Audio and Video Recording Devices

10.1 No recording device may emit an audible sound, so as to disturb or distract any person in the meeting room;

10.2 No photography or video recording device may emit a flash or other artificial light, except when meeting business has been temporarily stopped for official presentations or recognition ceremonies;

10.3 No person may use a recording device in such a way that blocks or interferes with the ability of another person to view the meeting proceedings;

10.4 All members of the public or media who desire to use shoulder-mounted or tripod-mounted recording devices must do so in an area designated by the Corporate Officer.

11. Order of Business

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

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

12. Call Meeting to Order

12.1 As soon as the time specified for a Council or committee meeting to start has passed and there is a quorum present, the Presiding Member must take their seat and call the meeting to order.

12.2 If a quorum of Council or committee is present, but the Presiding Member does not attend within 15 minutes of the scheduled time for the meeting:

a) the Corporate Officer or Staff Designate must call to order the members present; and
b) the members present must choose a member to preside at the meeting.

13. Adjourning Meeting Where No Quorum

13.1 If there is no quorum of Council or committee present within 20 minutes of the scheduled time for a meeting, the Corporate Officer or Staff designate must:

a) record the names of the members present and those absent; and
b) adjourn the meeting until the next scheduled meeting.

14. Agenda

14.1 Prior to each Council and committee meeting, the Corporate Officer or Staff Designate must prepare an agenda setting out all the items for consideration at that meeting.

14.2 The deadline for submissions of items for inclusion on the agenda by staff and the public to either the Corporate Officer for the Council agenda or Staff Designate for the committee agenda must be no later than 12 noon one week prior to the meeting.

14.3 The Corporate Officer or Staff Designate who is responsible for the agenda must make the agenda available to members of Council or committee and the public at least three days prior to the meeting.

14.4 Council or committee must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to Section 15.

15. Late Items

15.1 An item of business not included on the agenda must not be considered at a Council or committee meeting unless introduction of the late item is approved by Council or committee at the time allocated on the Agenda for such matters (Adoption of the Agenda).

15.2 If the Council or committee makes a resolution under Section 15.1, information pertaining to the late item(s) must be distributed to the members and the public.

16. Conduct

16.1 Members speaking at a Council or committee meeting must:

a) use respectful language;
b) not use offensive gestures or signs;
c) speak only in connection with the matter being debated;
d) adhere to the rules of procedure established under this Bylaw.

16.2 If a member does not adhere to Section 16.1, the Presiding Member may order the member to leave the member's seat, and:

a) if the member refuses to leave, the presiding member may cause the member to be removed by a peace officer; and
b) if the member apologizes to Council or committee, the member may be allowed to remain if a resolution is adopted by the remainder of the members present.

17. Debate and Voting

17.1 A Council or committee member may speak to a question or motion at a meeting only if that member first addresses the Presiding Member.

17.2 No member may interrupt another member who is speaking except to raise a point of order.

17.3 Members who are called to order by the Presiding Member:

a) must immediately stop speaking;
b) may explain their position on the point of order; and

c) may appeal to Council or committee for its decision on the point of order in accordance with Section 132 of the *Community Charter [authority of presiding member]*.

17.4 If more than one member speaks the Presiding Member must call on the member who, in the Presiding Member's opinion, spoke first.

17.5 Council or committee may debate and vote on a motion only if it is first moved by one member and then seconded by another.

17.6 A member may require the question being debated at a Council or committee meeting to be read at any time during the debate, if that does not interrupt another member speaking.

17.7 Members must vote separately on each distinct part of a question that is under consideration at a meeting if requested by a Council or committee member.

17.8 A Council or committee member may, without notice, move to amend a motion that is being considered at a Council or committee meeting.

17.9 An amendment may propose removing, substituting for, or adding to the words of an original motion.

17.10 A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

17.11 An amendment may be amended once only; however a Council or committee member may propose an amendment to an adopted amendment.

17.12 An amendment that has been negated by a vote cannot be proposed again.

17.13 The following procedures apply to limit speech on matters being considered at a Council or committee meeting:

a) a member may speak more than once in connection with the same question, only with the permission of the Presiding Member and if new material is being presented;

b) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission of the Presiding Member.

17.14 The following procedures apply to voting at Council and committee meetings:

a) when debate on a matter is closed, the Presiding Member must put the matter to a vote;

b) when the Council or committee is ready to vote, the Presiding Member must put the matter to a vote by stating:

"Those in favour?" and then "Those opposed?";

c) when the Presiding Member is putting the matter to a vote a member must not:

i) cross or leave the room; or

ii) make a noise or other disturbance.

d) whenever a vote of Council or committee on a matter is taken, each voting member present should signify their vote by raising their hand or indicating their vote verbally;

e) the Presiding Member should declare the result of the voting by stating that the question is decided as either 'carried' or 'defeated' and note the members in contrast of the vote;

f) if a member does not indicate their vote, they are considered to have voted in the affirmative;

g) in all cases where the votes of the members present are equal for and against a question (tie vote), the question shall be declared in the negative; and

h) the Presiding Member's decision about whether a question has been finally put is conclusive.

18. Reconsideration

18.1 A member may, at the next Council or committee meeting:

a) move to reconsider a matter on which a vote has been taken other than:

i) to postpone indefinitely; or

ii) to reconsider at vote that has already been reconsidered; and

b) move to reconsider an adopted Bylaw after an interval of at least 24 hours following its adoption.

18.2 A Council or committee member who voted affirmatively for a resolution adopted by Council or committee may at any time move to rescind that resolution unless Section 18.4 applies.

18.3 A Council or committee member must not discuss the main matter referred to in Section 18.1 unless a motion to reconsider that matter is adopted in the affirmative.

18.4 Council or committee may only reconsider a matter that has not:

a) had the approval or assent of the electors and been adopted;

b) been reconsidered under Section 18.1 or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]*; and

c) been acted on by an officer, employee, or agent of the City.

18.5 A Bylaw, resolution, or proceeding that is reaffirmed under Section 18.1 or Section 131 of the *Community Charter [mayor may require Council reconsideration of a matter]* is as valid and has the same effect as it had before reconsideration.

19. Notice of Motion

19.1 Any member who during a meeting wishes to bring before Council or committee any new matter, other than a point of order or of privilege, may do so by way of a notice of motion. A notice of motion announced during a meeting must be:

a) presented in writing;
b) read aloud by the member, Corporate Officer or committee clerk; and
c) recorded in the minutes of the meeting.

19.2 A member may also submit a written notice of motion directly to the Corporate Officer or committee clerk. A notice of motion submitted directly to the Corporate Officer or committee clerk must:

a) specify the desired meeting date where the motion will be announced; and
b) be submitted no later than seven days prior to the meeting where the notice of motion will be announced.

19.3 After a notice of motion has been announced at a meeting, it must be included for consideration on the agenda of the next Council or committee meeting.

19.4 No notice of motion shall be moved in the absence of the member who announced the notice of motion, unless that member has authorized another member in writing to do so.

19.5 Consideration of a notice of motion is governed by the following procedures:

a) only the member making the motion may make introductory remarks;
b) the notice of motion must be moved and seconded; and
c) after a motion is moved and seconded, the motion is open for consideration and is deemed to be in the possession of Council or committee and may be withdrawn only by resolution.

20. Appearances before Council or Committee

20.1 The following procedure shall apply for all requests to appear before Council or committee:

a) requests to appear as a delegation must be received by the Corporate Officer by noon, no less than one week prior to the Council or committee meeting;
b) requests must be submitted via the current Official Delegation Application form and process, as may change from time to time, or by email, on the condition that all information requested on the Official Delegation Application has been clearly provided.
c) Delegation applications submitted with unclear, incomplete, or missing information will not be considered as officially received and will not be processed until all required information has been provided.

20.2 The Corporate Officer shall approve and schedule delegation requests based on the following parameters:

a) no more than three delegations or intergovernmental reports will appear per meeting, unless resolved by majority consent of Council or committee;

b) the delegation may not appear for the sole purpose of promoting an individual business;

c) Any non-profit organization that is locally-based or that provides a service to Port Coquitlam residents will be permitted to appear as a delegation to Council. Non-profit organizations may appear to provide information updates or make requests to Council. Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.

d) Delegations from organizations or individual members of the public, other than non-profit organizations as identified in Section 20.1 c), will be heard in the following manner:

   i) Information updates regarding a topic of municipal jurisdiction or service delivery will be addressed by Council;

   ii) Requests regarding a topic of municipal jurisdiction or service delivery will be addressed by the relevant Council Committee; and

   iii) Information updates or requests regarding a topic outside of municipal jurisdiction or municipal service delivery will be declined.

e) After a delegation has been made to Committee or Council, no individual or organization may appear as a delegation regarding that topic:

   i) for a period of one year, in the absence of substantial new information regarding the topic; and

   ii) for a period of six months, in the event of substantial new information becoming available regarding the topic.

f) When a delegation applicant is of the opinion that new information regarding a topic has become available for the purpose of a subsequent presentation, as identified in Section 20.2 e) ii), it is the responsibility of the applicant to prove to the Corporate Officer's satisfaction that any new information is sufficiently substantive to warrant another delegation on the matter.

g) Delegations from any individual or organization are limited to one delegation every six months, regardless of topic.

h) the delegation may not speak about a bylaw where a public hearing or public input opportunity has been held, or where a Public Hearing or Public Input Opportunity is scheduled to be held; and

i) the delegation may not speak about a matter dealing with a grievance under a collective agreement.

20.3 When a delegation request is approved, the Corporate Officer will notify the applicant as soon as possible of the date, time, and place of the meeting where the appearance is scheduled.

20.4 If a delegation request is not approved, the Corporate Officer shall inform the applicant as soon as possible and provide the reasons why the applicant was denied. A written response regarding denial of the application will be provided upon request by the applicant. The Corporate Officer will inform members of Council or committee when a delegation application is denied, including reasons for the denial.

20.5 Requests to appear before Council or committee that are denied shall be:

a) offered the opportunity to provide written information for distribution to Council or committee; and

b) informed of their right to appeal the decision in writing to Council.

20.6 Upon approval, all delegations must agree to the following requirements:

a) every delegation is limited to a maximum of five minutes, unless additional time is agreed to by unanimous consent of the Council or committee;

b) every delegation will use respectful behavior and language, follow direction from the Chair, and abide by all procedural rules of Council;

c) if the delegation wishes to include presentation slides, there must not be more than six slides; and

d) all presentation materials, paper and electronic, must be submitted to the Corporate Officer by 9:00 a.m. on the day of the meeting for approval. Unapproved presentation materials are not permitted for use by a delegation.

20.7 Presenters who are invited by the City do not have to request to be a delegation and are not subject to the requirements in Section 20.

21. Petitions

21.1 A petition being presented to Council or committee shall include the spokesperson's contact information, the resolution and/or pertinent information on the top of each page of the petition, and the names and addresses of the petitioners all legibly printed and then a signature.

21.2 In the case of a society or corporation signing a petition, the authority given by the society or corporation to sign the petition shall also be produced.

21.3 All petitions shall be given to the Corporate Officer to be valid.

22. Bylaws

22.1 A Bylaw introduced at a Council meeting must:

a) be printed;

b) have a distinguishing name;

c) have a distinguishing number;

d) contain an introductory statement of purpose;

e) be divided into sections; and

f) have a place for the Presiding Member and Corporate Officer to sign.

22.2 Council must consider a proposed Bylaw at a Council meeting either:

a) separately when directed by the presiding member or requested by another Council member; or

b) jointly with other proposed bylaws in the sequence determined by the presiding member.

22.3 The readings of the bylaw may be given by stating its title and bylaw number.

22.4 A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.

22.5 Subject to Section 882 of the *Local Government Act [OCP adoption procedures]*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.

22.6 In accordance with Section 135 of the *Community Charter [requirements for passing Bylaws]*, Council may give two or three readings to a proposed bylaw at the same Council meeting.

22.7 Despite Section 135(3) of the *Community Charter [requirements for passing Bylaws]*, and in accordance with Section 890(9) of the *Local Government Act [public hearings]*, Council may adopt a proposed text amendment to the Official Community Plan or Zoning Bylaw at the same meeting at which the Plan or bylaw passed third reading.

22.8 After a bylaw is adopted and signed by the Presiding Member and Corporate Officer, the Corporate Officer must have it placed in the City's records for safekeeping.

23. Resolutions from Closed Meetings

23.1 As per Section 117 of the *Community Charter [duty to respect confidentiality]*, information that is resolved to be released from a closed meeting of Council or committee will be:

a) confirmed in an open meeting; or
b) released to the public at an alternative time, as resolved by Council or Committee.

24. Open Question Period

24.1 Subject to curtailment at the discretion of the Presiding Member if other business necessitates, a maximum time of 20 minutes for questions from the media and public will be permitted.

24.2 Questions may be asked of any member, but directed through the Presiding Member.

24.3 Questions must truly be questions and not statements or opinions by the questioner.

24.4 Not more than three separate questions per questioner will be allowed unless permitted by the Presiding Member.

24.5 Questions from each representative of the attending media will be allowed preference prior to proceeding to questions from the public.

24.6 The Presiding Member will recognize the questioner and will direct questions to the member or staff representative whom the Presiding Member feels is best able to reply.

24.7 More than one member or staff representative may reply, through the Presiding Member, if that person has something more to contribute.

24.8 The open question period will not be held during the 6 week period immediately preceding a municipal election or by-election.

25. Minutes

25.1 Minutes of the proceedings of Council or committee must be:

a) legibly recorded;

b) brought forward for adoption at a subsequent Council or Committee meeting; and

c) certified as correct by the Corporate Officer or staff designate and the Presiding Member.

25.2 For closed meetings where staff are not included as per Section 91 of the *Community Charter*, the minutes must be signed by the Presiding Member and another Council member in attendance at the meeting.

25.3 In accordance with Section 97 of the *Community Charter [other records to which public access must be provided]*, minutes of the proceedings of Council and committee must be available for public inspection at City Hall during its regular office hours and will be placed on the City's website once adopted.

25.4 Section 25.3 does not apply to minutes of a Council or committee meeting or that part of a Council or committee meeting from which persons were excluded under Section 90 of the *Community Charter [meetings that may be closed to the public]*.

26. Attendance and Voting at Committee Meetings

26.1 Members attending a meeting of a committee of which they are not a committee member may participate in the discussion only with the permission of the committee members present.

26.2 Members attending a meeting of a committee of which they are not a committee member must not vote on a question.

27. Severability

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

28. Administration

28.1 This Bylaw may not be amended, repealed or substituted unless Council first gives notice in accordance with Section 94 of the *Community Charter [public notice]*.

28.2 If this Bylaw does not address a specific issue, Robert's Rules of Order, Edition 11, Revised 2011, authored by Henry M. III Robert and Daniel H. Honemann will be used as the over-arching reference for Council and committee procedures and processes.

28.3 Where there is a discrepancy between this Bylaw and current provincial legislation, the latter will prevail as the official document.

28.4 Except where expressly stated, the provisions of this Bylaw govern the proceedings of Council, all Committees and all Commissions, as applicable.

29. Repeal

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

READ A FIRST TIME this 13th day of July, 2015

READ A SECOND TIME this 13th day of July, 2015

READ A THIRD TIME this 13th day of July, 2015

ADOPTED this 27th day of July 2015

Greg Moore
Mayor

Carolyn Deakin
Assistant Corporate Officer

RECORD OF AMENDMENTS

BYLAW NO.	AMENDED SECTION(S)	DATE
3968	Section 9	2016-10-05
3989	Sections 7 & 19	2017-02-14
4027	Sections 3 & 4	2017-10-10
4038	Sections 11 & 20	2018-01-23
4061	Section 10	2018-07-10

2018 Local Government and School Trustee Election Results

RECOMMENDATION:

None.

REPORT SUMMARY

The 2018 Local Government and School Trustee Election took place on Saturday, October 20, 2018, to elect one Mayor, six Councillors and two School Trustees for the City of Port Coquitlam. A total number of 11,904 eligible electors turned out to vote, with 587 being new registrations.

The following official declarations were made on October 22, 2018 for the City's 2018 Local Government and School Trustee Election results:

Brad West for the Office of Mayor.

Steve Darling, Laura Dupont, Nancy McCurrach, Darrell Penner, Glenn Pollock and Dean Washington for the Office of Councillor.

Christine Pollock and Michael Thomas for the Office of School Trustee.

The Inaugural Council Meeting took place on November 6, 2018, at the Terry Fox Theatre, 1260 Riverwood Gate, where members took their Oath of Office, marking the first meeting of the new Council.

Lead author(s): Carolyn Deakin

THE CORPORATION OF THE CITY OF PORT COQUITLAM

DRAFT RESOLUTION

"That Councillor D. Penner be appointed as Acting Mayor for the month of December 2018."

2019 Council Meeting Schedule

Tuesday January 8 and 22
Tuesday February 12 and 26
Tuesday March 12 and 26
Tuesday April 9 and 23
Tuesday May 14 and 28
Tuesday June 11 and 25
Tuesday July 9 and 23
No Scheduled Meetings in August – Only as Required
Tuesday September 10 and 17
Tuesday October 8 and 22
Tuesday November 12 and 26
Tuesday December 10

All meetings commence at 6:00 pm and are held in the:
Council Chambers – Third Floor, Port Coquitlam City Hall
2580 Shaughnessy Street, Port Coquitlam, BC V3C2A8

The above schedule is subject to revision should circumstances so require, and the right is reserved to schedule additional meetings as necessary.

For further information or questions regarding Council Meetings, please contact Corporate Office at 604.927.5421 or email corporateoffice@portcoquitlam.ca.

Council Meeting web stream is available 'live' and 'archived' at:

portcoquitlam.ca/council

2019 ACTING MAYOR SCHEDULE

January	Councillor G. Pollock
February	Councillor D. Washington
March	Councillor D. Penner
April	Councillor D. Penner
May	Councillor S. Darling
June	Councillor L. Dupont
July	Councillor G. Pollock
August	Councillor D. Washington
September	Councillor N. McCurrach
October	Councillor L. Dupont
November	Councillor S. Darling
December	Councillor N. McCurrach

Director Appointment to Metro Vancouver Board of Directors

RECOMMENDATION:

That _____ be appointed as the City's municipal Director to the Metro Vancouver Regional District (MVRD) Board and that the Director be distributed 3 votes.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

The City has received a request from the Metro Vancouver Regional District (MVRD) for Council to appoint a municipal Director to the Board of Directors for the MVRD.

BACKGROUND

As indicated in the MVRD's letter (Attachment #1), appointments are made at the pleasure of Council. The term of office of a municipal Director begins when the person takes the oath of office and continues until the earliest of another director taking office in the original director's place, the director ceasing to be a member of the council before the next general local election, or November 30 in the year of a general local election.

FINANCIAL IMPLICATIONS

Any costs associated with attending meetings would be part of the monthly transportation allowance provided for in the Drivers and Operators Policy 10.15.03.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 ✓	Choose a council member to represent the City of Port Coquitlam as a municipal director on the Board of Directors for the Metro Vancouver Regional District (MVRD).
2	Inform the Metro Vancouver Regional District that the City does not wish to have a representative at this time.

ATTACHMENTS

Attachment #1: 2018-10-22 Letter from Metro Vancouver

Lead author(s): Carolyn Deakin

metrovancouver
SERVICES AND SOLUTIONS FOR A LIVABLE REGION

Board and Information Services, Legal and Legislative Services
Tel. 604 432-6250 Fax 604 451-6686

OCT 2 2 2018

File: CR-12-02-BAP
Ref: RD 2018 Nov 16

Gabryel Joseph, Manager of Corporate Office
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8
VIA EMAIL: josephG@portcoquitlam.ca

Dear Mr. Joseph:

Re: Appointment of Municipal Directors to the Metro Vancouver Regional District Board of Directors and Distribution of Votes

The Inaugural Meeting of the Metro Vancouver Regional District Board of Directors will be held at 9:00 a.m. on Friday, November 16, 2018 in the 28th Floor Boardroom, 4730 Kingsway, Burnaby BC.

Pursuant to the *Local Government Act,* Council:

i. Must appoint from among the members, 1 municipal director to the Metro Vancouver Regional District (MVRD) Board.

ii. Must distribute 3 votes to the appointed municipal director. Votes are to be equally distributed among directors, as directed by Council, with no director having more than 5 votes, and any difference in votes not being greater than one.

iii. May appoint from among the members, alternate municipal directors to take the place of an absent municipal director. If there is only one director appointed to the Board, only one alternate director may be appointed. If there is more than one director appointed to the Board, more than one alternate director may be appointed either
   a) by specifying for each director, the alternate director for each director, or
   b) by appointing a number of alternate directors and establishing a system to determine which alternate director is to act in the place of any absent director.

Please notify me in writing of Council's resolution making the appointments and allocating votes by no later than Tuesday, November 13, 2018. In addition, please include contact information for each appointee, including phone and email. The information may be emailed to chris.plagnol@metrovancouver.org. and kelly.hardy@metrovancouver.org

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Appointments are made at the pleasure of council. The term of office of a municipal director begins when the person takes the oath of office and continues until the earliest of another director taking office in the original director's place, the director ceasing to be a member of the council before the next general local election, and November 30 in the year of a general local election. Please also notify me in writing, of council's resolution, for any future changes to appointments and vote distribution.

As always, thank you for your prompt cooperation.

Sincerely,

Chris Plagnol
Corporate Officer

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