

1. **PUBLIC HEARING - CALL TO ORDER**
2. **PUBLIC HEARING ITEMS**
 - 2.1 **Zoning Amendment Bylaw No. 4115 (Opioid Therapy)**
See Item 5.1 on Council Agenda for information.
3. **CLOSE PUBLIC HEARING**
4. **PUBLIC INPUT OPPORTUNITY - CALL TO ORDER**
5. **PUBLIC INPUT OPPORTUNITY ITEMS**
 - 5.1 **Business Amendment Bylaw No. 4116 (Suite Rental Businesses)**
See Item 5.2 on Council Agenda for information.
6. **CLOSE PUBLIC INPUT OPPORTUNITY**

Council Regular Agenda

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

Tuesday, March 26, 2019

Time: 6:00 p.m. (following Public Hearing)

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the March 26, 2019, Regular Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *February 12, 2019, Regular Council Meeting*
- *March 12, 2019, Regular Council Meeting.*

4. PROCLAMATIONS

4.1 Green Shirt Day – April 7, 2019

National Organ and Tissue Donation Awareness Week - April 21-27, 2019

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4115 (Opioid Therapy) - Third Reading and Adoption

Recommendation:

That Council give Zoning Amendment Bylaw No. 4115 (Opioid Therapy) third reading and adoption.

5.2 Business Amendment Bylaw No. 4116 (Suite Rental Businesses) - Adoption

Recommendation:

That Council adopt Business Amendment Bylaw No. 4116 (Suite Rental Businesses).

5.3 Zoning Amendment Bylaw No. 4118 for 2255 Wilson Avenue - First Two Readings

Recommendation:

That Council:

1. *Give Zoning Amendment Bylaw No. 4118 first two readings; and,*
2. *Prior to adoption of the rezoning provision be made to upgrade drainage adjacent to the property to the satisfaction of the Director of Development Services.*

5.4 Zoning Amendment Bylaw No. 3961 for 1244-1248 Pitt River Road – Adoption

This item will be dealt concurrently with Item 6.1.

Recommendation:

- 1) *That Development Variance Permit DVP00031 for 1244-1248 Pitt River Road be approved for issuance.*
- 2) *That Council adopt Zoning Amendment Bylaw No. 3961 for 1244/48 Pitt River Road.*

6. REPORTS

6.1 Development Variance Permit - 1244-1248 Pitt River Road – Issuance

This item will be dealt concurrently with Item 5.4.

6.2 Grant Policy Update

Recommendation:

That Grant Policy #7.06.02 be approved and that Grant Policy 7.18 "Support of Arts, Heritage and Culture" be rescinded.

6.3 Riverside Secondary After Grad

Recommendation:

That Council grant the Riverside After Grad Committee 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.

7. NEW BUSINESS

8. OPEN QUESTION PERIOD

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the March 26, 2019, Regular Council Meeting be adjourned.

Present:

Chair – Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Pollock
Councillor Washington

Absent:

Councillor Penner

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the February 12, 2019, Regular Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *January 22, 2019, Regular Council Meeting.*

Carried

4. PROCLAMATIONS

4.1 Heritage Week - February 18–24, 2019

5. DELEGATIONS

5.1 PoCo Heritage Trees Society

Nancy Furness and James Bobick provided an overview of the potential for increased canopy coverage.

6. BYLAWS

6.1 Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue - Third Reading

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue third reading.

Carried

6.2 Tree Bylaw No. 4108 - First Three Readings

Moved - Seconded:

That Council give Tree Bylaw No. 4108 first three readings.

Carried

6.3 Delegation of Authority Amendment Bylaw No. 4109 - First Three Readings

Moved - Seconded:

That Council give Delegation of Authority Amendment Bylaw No. 4109 first three readings.

Carried

6.4 Bylaw Notice Enforcement Amendment Bylaw No. 4110 - First Three Readings

Moved - Seconded:

That Council give Bylaw Notice Enforcement Amendment Bylaw No. 4110 first three readings.

Carried

6.5 Fees and Charges Amendment Bylaw No. 4111- First Three Readings

Moved - Seconded:

That Council give Fees and Charges Amendment Bylaw No. 4111 first three readings.

Carried

6.6 Ticket Information Utilization Amendment Bylaw No. 4112 - First Three Readings

Moved - Seconded:

That Council give Ticket Information Utilization Amendment Bylaw No. 4112 first three readings.

Carried

7. NEW BUSINESS

7.1 Council provided updates related to community events.

8. OPEN QUESTION PERIOD

No public comments.

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the February 12, 2019, Regular Council Meeting be adjourned at 7:03 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Tuesday, March 12, 2019

Present:

Chair – Mayor West
Councillor Darling
Councillor Dupont
Councillor McCurrach
Councillor Penner
Councillor Pollock
Councillor Washington

Absent:

Meeting Notes:

- A public hearing and public input opportunity were held prior to the meeting at 6:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 7:27 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the March 12, 2019, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of Item 4.4 Business Amendment Bylaw No. 4116 – First Three Readings.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *February 19, 2019, Special Council Meeting*
- *February 26, 2019, Special Council Meeting*
- *February 26, 2019, Regular Council Meeting.*

Carried

4. BYLAWS

4.1 Zoning Amendment Bylaw No. 4113 for 2332 Marpole Avenue (Brewery) - Third Reading

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4113 for 2332 Marpole Avenue (Brewery) third reading.

Carried

4.2 Zoning Amendment Bylaw No. 4114 for Liquor Vendors - Third Reading and Adoption

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4114 for Liquor Vendors third reading and adoption.

Carried

4.3 Zoning Amendment Bylaw No. 4115 for Opioid Therapy - First Two Readings

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4115 for Opioid Therapy first two readings.

Carried

4.4 Business Amendment Bylaw No. 4116 – First Three Readings

Moved - Seconded:

That Council give Business Amendment Bylaw No. 4116 first three readings.

Carried

5. REPORTS

5.1 Development Variance Permit for 1539 Angelo Avenue - Issuance

Moved - Seconded:

That Development Variance Permit DVP00058 for 1539 Angelo Avenue be approved for issuance.

Carried

6. NEW BUSINESS

6.1 Council provided updates related to community events.

Moved - Seconded:

That Councillor Dupont be permitted to make a motion without notice.

Carried

Moved - Seconded:

WHEREAS it is important that BC Communities have a local food system to enable access to affordable and healthy food options and improve community sustainability and BC Communities should encourage awareness about and the expansion of a regional food system;

AND WHEREAS the provincial government is committed to promoting healthful living and making B.C. a healthy place to be;

THEREFORE BE IT RESOLVED THAT the BC Ministry of Health be requested to initiate programs and partnerships to increase community awareness of the benefits of nutritious and affordable food and support regional initiatives to enhance community food security.

Carried

7. OPEN QUESTION PERIOD

No public comments.

8. CLOSED ITEMS RELEASED TO PUBLIC

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

February 26, 2019, Closed Committee of Council

That Committee of Council direct staff to restrict north and south turns from Elgin Avenue onto Shaughnessy Street, using delineators and provide a dedicated left-turn signal at Shaughnessy Street and McAllister Avenue in 2019; and amend the Financial Plan Bylaw to include this project in 2019.

That Committee of Council direct staff to report back to Committee of Council with solutions for Whyte Avenue and Elgin Avenue pedestrian crossings.

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved - Seconded:

That the March 12, 2019, Regular Council Meeting be adjourned at 8:23 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

PROCLAMATION

- WHEREAS** Over 4,400 Canadians need an organ transplant and, every year, an average of 250 patients die waiting;
- WHEREAS** Over 90 percent of Canadians support organ and tissue donation; yet fewer than 23% have registered their decision to donate; and
- WHEREAS** Bill C-202 enacted National Organ Donor Week in Canada in 1997; and
- WHEREAS** Only through education and increased public awareness can individuals be encouraged and inspired to join Canada's Lifeline and register to donate their organs and tissues; and
- WHEREAS** Logan Boulet's decision to become a registered organ donor just prior to his tragic passing in the Humboldt Broncos bus crash in April 2018 inspired many Canadians from across the country through the Logan Boulet Effect to register their decision; and
- WHEREAS** Green Shirt Day extends the possibilities of raising awareness for organ and tissue donation;
- NOW THEREFORE:** I, Brad West, Mayor of the Corporation of the City of Port Coquitlam,

DO HEREBY PROCLAIM

April 7, 2019

as

"Green Shirt Day"

and

April 21 to 27, 2019

as

**"National Organ and Tissue Donation Awareness Week"
in the City of Port Coquitlam**

Brad West
Mayor



Zoning Amendment Bylaw No. 4115 (Opioid Therapy) - Third Reading and Adoption

RECOMMENDATION:


That Council give Zoning Amendment Bylaw No. 4115 (Opioid Therapy) third reading and adoption.

REPORT SUMMARY

Upon conclusion of a public hearing scheduled for March 26, 2019, Zoning Amendment Bylaw No. 4115 will be available for Council to give third reading and adoption.

OPTIONS

(Check = Staff Recommendation)

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

CITY OF PORT COQUITLAM
ZONING BYLAW AMENDMENT 2019
Bylaw No. 4115

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, 2019, No. 4115".

2. ADMINISTRATION

That Zoning Bylaw, 2008, No. 3630, Section II, Zones and Zone Regulations be amended by adding the following as a new subsection:

"6 (g) premises used entirely or principally for prescribing, or for the sale or dispensing, of methadone, suboxone, other opioid substitutes, or opioids."

READ A FIRST TIME this	12 th day of	March, 2019
READ A SECOND TIME this	12 th day of	March, 2019
PUBLIC HEARING HELD this	26 th day of	March, 2019

Mayor

Corporate Officer

Zoning Amendment Bylaw No. 4115 - First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4115 first two readings.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the February 5, 2019, Committee of Council meeting, the following resolution was adopted:


That Committee of Council direct staff to prepare a draft amendment to the Zoning Bylaw that would restrict methadone clinics as a permitted use and provide that methadone clinics may be approved on a site-specific basis for Council consideration.

DISCUSSION

The attached amending bylaw includes premises used for prescribing sale or dispensing of methadone, suboxone, other opioid substitutes, or opioids as another use that would be prohibited in all zones. Any sites where this use is currently permitted would continue ("grand-fathered") but any expansion or new proposal for this use would need to be approved by Council in its consideration of an application to amend the Zoning Bylaw.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Give first two readings to the Bylaw.
2	Defer first two readings and request staff to provide additional information.
3	Deny first two readings of the bylaw.

ATTACHMENTS

Attachment #1: Proposed Bylaw No. 4115

Attachment #2: 2019-02-05 Report: Opioid Substitution Therapy Clinics and Dispensaries

CITY OF PORT COQUITLAM
ZONING BYLAW AMENDMENT 2019
Bylaw No. 4115

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, 2019, No. 4115”.

2. ADMINISTRATION

That Zoning Bylaw, 2008, No. 3630, Section II, Zones and Zone Regulations be amended by adding the following as a new subsection:

“6 (g) premises used entirely or principally for prescribing, or for the sale or dispensing, of methadone, suboxone, other opioid substitutes, or opioids.”

READ A FIRST TIME this

READ A SECOND TIME this

PUBLIC HEARING HELD this

Mayor

Corporate Officer

Opioid Substitution Therapy Clinics and Dispensaries

RECOMMENDATIONS:

That Committee of Council direct staff to prepare a draft amendment to the Zoning Bylaw that would restrict methadone clinics as a permitted use and provide that methadone clinics may be approved on a site-specific basis for Council consideration.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the October 9, 2018, Community and Intergovernmental Committee meeting, the following motion was passed:

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.

REPORT SUMMARY

This report responds to a request for information about restricting methadone clinics and presents options that the City could consider taking if it wished to amend regulations. It identifies the value of existing programs and implementation processes and support for this use by Fraser Health. Staff recommend that the potential impacts of this use be addressed by a bylaw amendment in line with actions being taken by other local governments, but not to prohibit the use.

BACKGROUND

Methadone clinics or dispensaries are premises where individuals in an outpatient opioid treatment program may obtain prescription drugs to help manage an opioid addiction and reduce potential harm from overdose and hospitalization. In an opioid substitution therapy program, a patient is prescribed an opioid substitution drug (in BC, this is usually methadone) by a doctor and a pharmacist dispenses and witnesses ingestion of the daily dose. These services can be prescribed by a patient's regular doctor and dispensed by a pharmacist, or they can be delivered together in one location at a clinic.

Health Link B.C. identifies one agency offering opioid treatment in Port Coquitlam, the Tri Cities Clinic located at 3200 Westwood Street. The Opiate Addiction Treatment and Resource website's directory does not identify any sites in Port Coquitlam. Fraser Health operates a clinic in Port Moody. Some private operators may have also have medical practices or pharmacies primarily devoted to treating clients in a program.

The City's regulations would allow for a business offering opioid substitution therapy as a portion or focus of its business to be located as follows:

- Clinics would be permitted as a health service use in the Community Commercial zone and at specific locations where a health service use is permitted in the District Commercial zone;

Opioid Substitution Therapy Clinics and Dispensaries

- Pharmacies dispensing methadone would be permitted as a retail sales use in the Community Commercial zone and, if in a larger premises (minimum 279 m²), within the District Commercial zone.

The presence of an opioid substitution therapy clinic or dispensary can cause concern for surrounding businesses and residents related to the presence of individuals with an addiction disability who are seeking treatment. Issues may also arise if a facility does not have sufficient space to accommodate clients, is mismanaged or there is congestion with line-ups at peak times. To avoid these types of potential impacts, some municipalities in the Lower Mainland have introduced specific regulations for opioid substitution therapy. These include:

- The City of Coquitlam prohibits methadone clinics in all zones. It permits methadone dispensaries but requires that businesses be at least 1 kilometre apart from each other. The report, “3030 Gordon Emergency Shelter Task Force Summary Report & Action Plan” recommends that these restrictions be reconsidered to allow for greater accessibility to treatment programs.
- Surrey requires methadone clinics to be accessory to a hospital; it requires methadone dispensaries to be separated by at least 400m.
- New Westminster limits the number of persons registered in the BC Methadone Maintenance Program that may be served at pharmacies to 30 persons; it requires site-specific zoning for methadone clinics or dispensaries.
- Vancouver utilizes its conditional approval power to regulate small-scale pharmacies to impose good neighbour conditions related to issues such as lineups and maintenance. It also requires small-scale pharmacies include a minimum 25m² of publicly accessible space to accommodate clients waiting to be served and that these businesses be at least 400m from each other.

Legal concerns have been raised with respect to prohibitions and overly restrictive regulation of methadone clinics as these actions may not only be discriminatory but also violate the Canadian Charter of Rights and Freedoms to reasonable access to medical treatment. Several municipalities, including Abbotsford, have repealed their bylaws prohibiting harm reduction services in the face of impending litigation.

DISCUSSION:

In order to address impacts related to opioid substitution therapy clinics and dispensaries, staff suggest two changes.

The first is to consider including a policy in the Official Community Plan (OCP) that will guide land use decisions with respect to clinics and dispensaries siting, similar to the approach now being taken for both liquor sales and cannabis retail outlets. Such a policy could indicate Council support to allowing for clinics as they assist those endeavouring to manage or overcome addictions while ensuring they would not be located close to another clinic and away from sensitive uses such as

Opioid Substitution Therapy Clinics and Dispensaries

schools, playgrounds and child care facilities. It is further suggested that this consideration be given as part of the larger discussion of social issues when the OCP is updated, rather than seeking an amendment at this time.


The second suggestion is to require site-specific zoning for any new methadone clinic (defined as something such as a “clinic offering pharmaceutical uses whereby the majority of clientele are seeking treatment for opioid addictions”). If this suggestion is endorsed by Committee, staff would work with the municipal solicitor in drafting a bylaw amendment. Similar to the approach taken by New Westminster, it is also suggested that the bylaw amendment would set a maximum number of clients who could be accommodated at any one time within a clinic. If a clinic is considered for approval, Council may also set conditions of approval such as registration of a good neighbour agreement on title or specific design requirements. It is expected that the existing clinic would be permitted to continue operation as a legally non-conforming use, but the amendment would ensure consideration is given to the siting of future clinics.

PUBLIC CONSULTATION

There has been no public consultation in preparation of this report; the zoning bylaw amendment would require a public hearing.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Direct staff to bring forward an amending bylaw to restrict methadone clinics as a permitted use and provide that methadone clinics may be approved on a site-specific basis.
2	Direct staff to proceed with a consultation process which would include Fraser Health and others to develop a policy and proposed bylaw amendment that would guide the siting and design of opioid substitution therapy (methadone) clinics and dispensaries, prior to making any changes.
3	Determine that it does not wish to restrict methadone clinics and dispensaries at this time.

Regulations for Rental Apartment Businesses

RECOMMENDATION:

That Council adopt Business Bylaw Amendment Bylaw 4116.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the Council meeting held March 12, 2019, Council gave first three readings to Business Bylaw Amendment Bylaw 4116.

REPORT SUMMARY

This report describes the Business Bylaw amendment under consideration by Council. If adopted, the amendment will regulate accommodation of tenants in purpose-built rental apartment buildings when suites are renovated. The proposed regulations specify that if landlords plan to make renovations to purpose-built rental units that require the units to be vacant, they must provide temporary accommodation for the tenants as well as allow them to move back in without a rent increase. Alternatively, landlords may relocate displaced tenants to a comparable unit.

This bylaw relates to the City's regulation of rental apartment building businesses and is distinct from provincial legislation which governs relationships between a landlord and a tenant and is administered through the Residential Tenancy Branch.

BACKGROUND

The *Residential Tenancy Act* provides for tenant evictions in situations where the landlord intends to renovate or repair the unit in a manner that requires the rental unit to be vacant. The Act requires that landlords provide a minimum of 4 months' notice to the tenant and one month's rent and that the notice can only be given after all necessary permits and approvals have been obtained. The tenant must also be given a right of first refusal to move back into the unit, albeit at the new rental rate as set by the landlord. The Residential Tenancy Branch has the authority to review situations where residents are issued evictions by owners through an appeal process and it determines if termination of tenancy is required for the work (it advises that landlords cannot end tenancies for cosmetic or routine maintenance such as painting, changing flooring, or installing new fixtures).

The City of New Westminster recently used its business licensing powers to regulate the manner in which rental apartment businesses must accommodate tenants when a building is repaired or renovated. The City of Port Coquitlam reviewed this approach and has brought forward an amending bylaw that is also based on the City's business licensing powers.

Staff will be responding to Council's additional direction to bring forward recommendations for measures intended to ensure the City's rental housing stock continues to be constructed, maintained and improved once the initial priority to amend the Business Bylaw is completed and steps have been taken to provide for its implementation.

DISCUSSION

In accordance with the *Community Charter*, a municipality is empowered to enact regulations that impose terms and conditions on a business. The City's Business Bylaw 2010, No. 3725, requires that all building owners renting five or more suites within a building must obtain a licence for the rental business. The amendment to the Business Bylaw imposes conditions on how rental apartment building businesses must accommodate their tenants during the renovation or repair of the tenants' dwelling units. It includes the following provisions:

- The business owner must relocate the tenant to a unit of similar size within the building and at the same (or less) rent if the repairs or renovations require the unit to be vacant for a period of time. When the work is completed, the tenant must be provided the opportunity to either stay in the new unit or return to the repaired or renovated unit.
- If there isn't a unit available within the building, the business owner must make arrangements to temporarily accommodate the tenant elsewhere while the unit is being repaired or renovated. When the work is completed, the tenant would return to the repaired/renovated unit.
- The business owners would not be permitted to increase rental rates for tenants moving back into their units beyond what is permitted annually under the *Rental Tenancy Act*.
- Council may consider exemptions from the bylaw if an owner is able to demonstrate to Council's satisfaction that the building needs to be vacant in whole or part to ensure tenants' safety and health during a repair or renovation. This evaluation would require a report from a registered professional such as an architect or building inspector and may entail the City's review of such a report prior to a decision. If a building requires units be vacated, Council may set provisions pertaining to temporary relocation of tenants and rent increases in granting an exemption.
- The regulations would not apply to a building or units within a building that are damaged to the point of being unsafe through disaster such as fire, flood, or structural failure.

The intent of the amending bylaw is to reduce the occurrence of tenants being evicted from affordable rental housing units for the purpose of increasing rents. The new regulations do not restrict repairs or renovations to rental units, but ensure owners would be required to approach repair and renovations in a considerate manner, such as conducting repairs in a manner that does not require the tenant to vacate the premises and performing significant renovations as suites become vacant. The regulations further provide that significant repairs or renovations may require multiple suites to be vacant for a period of time in order to ensure health and safety of occupants, in which case the owner may still be required to temporarily accommodate tenants and provide for their return without an increase to the rent (any changes to the amount of rent charged by the business owner would require a decision by the Residential Tenancy Branch).

The 65-unit rental apartment building located at 1955 Western Drive would be impacted by the proposed amendment to the Business Bylaw, as long as there are tenancies in place. Building and

Regulations for Rental Apartment Businesses

plumbing permits have been issued to allow for renovation of this building and tenants advise that they have received eviction notices which require their units to be vacated and tenancies ended by June 30, 2019. Both the business owners and the tenants of the building have been informed of Council's direction to bring forward the amending bylaw as well as the opportunity for public input.


FINANCIAL IMPLICATIONS

Additional staff resources may be required to implement and enforce the new regulations.

PUBLIC CONSULTATION

An opportunity for public input will be held March 26, 2019.

OPTIONS

#	Description
1 	Adopt Business Bylaw Amendment Bylaw 4116.
2	Defer adoption of Business Bylaw Amendment Bylaw 4116 pending consideration of amendments to address identified concerns.
3	Fail adoption of Business Bylaw Amendment Bylaw 4116.

CITY OF PORT COQUITLAM
BUSINESS AMENDMENT BYLAW, 2019
Bylaw No. 4116

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

1. CITATION

This Bylaw is cited as “Business Bylaw, 2010, No. 3725, Amendment Bylaw, 2019, No. 4116.

2. ADMINISTRATION

Business Bylaw, 2010, No. 3725 is amended as follows:

2.1 By adding the following definition to Section 2. Definitions:

“*Residential Tenancy Act*” means Chapter 78 of the Statutes of British Columbia 2002 and any successor legislation dealing with the relationship between residential landlords and their tenants.

2.2 Adding the following as Section 42. SUITE RENTAL BUSINESSES:

42.1 No owner of a **Suite Rental Business** in an apartment building shall deliver to any tenant a notice of termination of the tenant’s tenancy of a suite in the apartment building in order to renovate or repair the suite, or having delivered such a notice prior to the adoption of this Bylaw, require the tenant to vacate their suite pursuant to the notice, unless the owner has obtained every building permit, plumbing permit, development permit or heritage alteration permit required by any City bylaw and any other permit or approval required to authorize the renovation or repair, and has either:

- (a) entered into a new tenancy agreement with the tenant in respect of a comparable suite in the same building, on the same terms, including rent, as the tenancy agreement pertaining to the suite being renovated or repaired, or terms that are more favourable to the tenant, and provided a copy of the agreement to the Licence Inspector, or
- (b) made other arrangements in writing for the tenant’s temporary accommodation during the course of the renovation or repair, and for their return to their original suite following completion of the renovation or repair, with no increase in rent other than any additional rent increase allowed under Part 3 of the *Residential*

Tenancy Act, and provided to the Licence Inspector satisfactory documentation of the arrangements including evidence of the tenant's consent to the arrangement.

42.2 For the purposes of Section 42.1,

- (a) a suite is comparable to a suite that is being renovated or repaired if it has the same or a greater number of bedrooms and complies with the maintenance standards in Section 32 of the *Residential Tenancy Act*, and the rent for the suite is equal to or less than the rent for the suite that is being renovated or repaired; and
- (b) the new tenancy agreement may either transfer the tenant's tenancy permanently to the other suite or entitle the tenant to occupy the other suite temporarily during the course of the renovation or repair and return to their original suite following completion of the renovation or repair with no rent increase other than any "additional rent increase" approved under Part 3 of the *Residential Tenancy Act*.

42.3 An owner who is subject to Section 42.1 may apply to the Council for:

- (a) an exemption from that section in respect of the owner's building, on the grounds that the owner's renovation or repair plans cannot be safely implemented unless the building is vacated, or
- (b) an exemption from that section in respect of a portion of the owner's building, on the grounds that the owner's renovation or repair cannot be safely implemented unless that portion of the building is vacated and there are insufficient vacant suites in the building to which the owner could relocate tenants.

42.4 An application under Section 42.3 must be accompanied by the written opinion of a suitably qualified person that, after due consideration of all practical alternative approaches to the work, the safe implementation of the owner's renovation or repair plans requires that the owner's building be vacated or that a portion of the owner's building be vacated.

42.5 The Council may require an owner who has made an application under Section 42.3 to pay the City's cost in obtaining a second opinion from a suitably qualified person on whether the safe implementation of the owner's plans requires that the owner's building or portion of the owner's building be vacated.

42.6 The Council may, in approving an exemption, impose conditions pertaining to the relocation of tenants, including conditions relating to the accommodation of tenants during and following the renovation or repair and the rent that may be charged for the suites following the completion of the work.

- 42.7 Section 42.1 does not apply to any suite in a building that has been determined by an architect, engineer or building code consultant or any governmental authority having jurisdiction, including the local assistant to the fire commissioner, to have been damaged by natural disaster, fire, water, smoke, insect infestation or structural failure to the point that it is unsafe for any person to occupy the building, if the determination is made in writing and a copy has been delivered to a Licence Inspector before any notice of termination of a tenant's tenancy is delivered to any tenant in the building.
- 42.8 The Licence Inspector may require an owner of a suite rental business to provide, prior to obtaining a business licence or business licence renewal under this Bylaw, a statutory declaration that states the rent payable in respect of any suite prior to and following renovation or repair work for which the owner required a tenant to vacate their suite and, if the rent was increased, a copy of the director's approval of the rent increase under Part 3 of the *Residential Tenancy Act*.
- 42.9 The Licence Inspector may issue or renew a business licence under this bylaw to an owner who has applied for an additional rent increase related to renovation or repair under Part 3 of the *Residential Tenancy Act* if the director has not yet decided the rent increase application, if in doing so the Inspector indicates on the licence that a surcharge may become payable under Section 42.10 if the additional rent increase is not allowed, but the rent for the suite in question exceeds the rent that is allowed without the increase.
- 42.10 The Licence Inspector may levy a monthly business licence surcharge on any owner who increases rent contrary to this Bylaw, in the amount that is the difference between the rent permitted by this Bylaw and the rent that the owner's tenant is paying in respect of the suite that has been renovated or repaired, and may refuse to renew the business licence of any owner who, being subject to such a surcharge, has not paid the surcharge by the date on which the licence renewal is required.
- 42.11 For certainty, Sections 42.1 to 42.10 apply in respect of the renovation or repair of any suite in an apartment building regardless of whether a building permit authorizing the renovation or repair had been applied for or issued prior to the date of adoption of Business Amendment Bylaw No. 4116, 2019, and regardless of whether a notice to terminate a tenancy had been delivered prior to that date.
- 42.12 In Sections 42.1 to 42.11, "owner" means the owner of any apartment building who operates a **Suite Rental Business** in the building and includes the person who holds a Licence under this Bylaw to carry on that business."

2.3 Sections 42 - 46 are renumbered accordingly.

READ A FIRST TIME this	12 th day of	March, 2019
READ A SECOND TIME this	12 th day of	March, 2019
READ A THIRD TIME this	12 th day of	March, 2019
ADOPTED this	day of	, 2019

Mayor

Corporate Officer

Committee Report to Council

Zoning Amendment Bylaw No. 4118 - First Two Readings

Committee Action:

At the March 12, 2019, Committee of Council Meeting, the staff report, 2255 Wilson Avenue - Rezoning Application to Increase Child Care Capacity was considered and the following motion was passed:

That Committee of Council recommend that Council:

1. The Zoning Bylaw be amended to permit a child care facility at 2255 Wilson Avenue to increase its capacity to 122 children; and,
2. That prior to adoption of the rezoning, provision be made to upgrade drainage adjacent to the property to the satisfaction of the Director of Development Services.

The following motion is now before Council for decision:

That Council:

1. ***Give Zoning Amendment Bylaw No. 4118 first two readings; and,***
2. ***Prior to adoption of the rezoning provision be made to upgrade drainage adjacent to the property to the satisfaction of the Director of Development Services.***

CITY OF PORT COQUITLAM
Zoning Amendment Bylaw, 2019

Bylaw No. 4118

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

1. CITATION

This Bylaw may be cited as the "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2019, No. 4118".

2. ADMINISTRATION

2.1 That Note 22 to Table 3.3 Commercial Zones Permitted Uses be amended by replacing "74" with "122".

READ A FIRST TIME this

READ A SECOND TIME this

PUBLIC HEARING HELD this

READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

2255 Wilson Avenue - Rezoning Application to Increase Child Care Capacity

RECOMMENDATION:

That Committee of Council recommend to Council that:

1. The Zoning Bylaw be amended to permit a child care facility at 2255 Wilson Avenue to increase its capacity to 122 children; and,
2. That prior to adoption of the rezoning, provision be made to upgrade drainage adjacent to the property to the satisfaction of the Director of Development Services.

PREVIOUS COUNCIL/COMMITTEE ACTION

July 23, 2012: Council gave final Reading to Zoning Amendment Bylaw, 2012, No. 3806 for 2247 and 2253 Wilson Avenue to allow for a child care facility with a capacity of 74 children.

July 9, 2012: Council approved Development Variance Permit No. DVP00020 to vary infrastructure requirements.

REPORT SUMMARY

This report describes an application to amend the Zoning Bylaw to allow for the number of children in care at an existing child care facility to be increased from 74 children to 122 children. The expansion to offer 24 before and after school care spaces and 24 infant and toddler care spaces, would significantly contribute to meeting an identified gap in Port Coquitlam's child care needs. The report notes that the additional number of children would be accommodated by expanding the child care use to the ground floor of the existing building. As the site has an ample pick-up and drop-off area, an on-site outdoor play space and good access to parks, approval is recommended. In addition, the report recommends that an outstanding matter related to drainage be addressed prior to bylaw adoption.

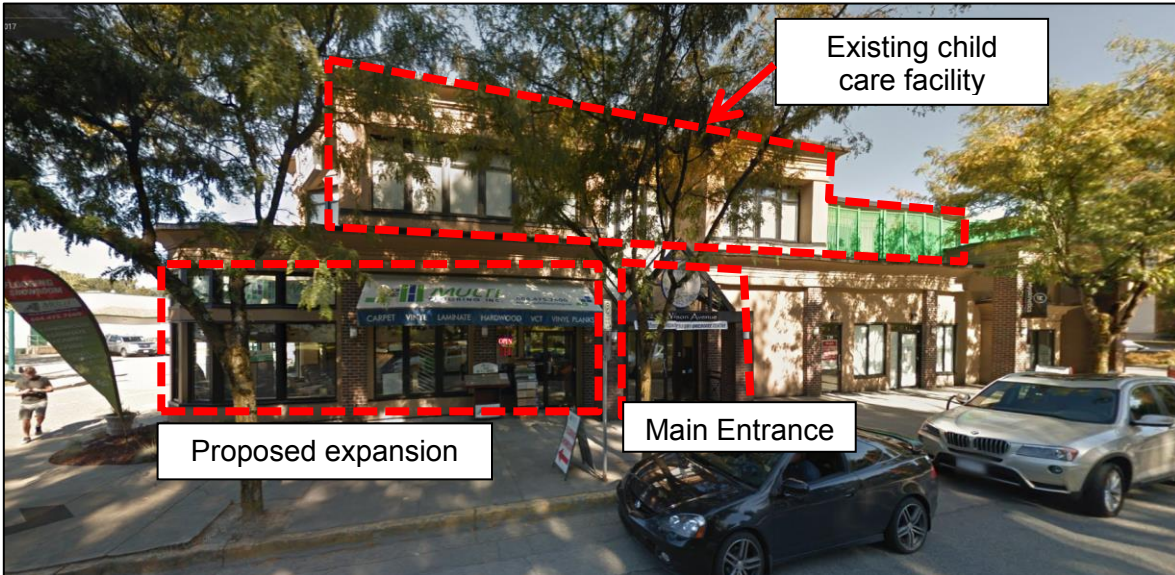
BACKGROUND

The applicants, Ashok and Bhavna Badiani, have owned and operated Bramblewood Montessori, located on the upper floor of a 2-storey building at the corner of Wilson Avenue and Donald Street, since completing renovations of the building and site in April of 2013. The ground floor of the building currently includes a take-out pizza establishment and a registered massage therapist clinic but the remainder of the commercial space is vacant and the owners have not been successful in finding viable commercial tenants. The applicants propose to repurpose this commercial space to accommodate an additional 48 children including two additional infant and toddler child care classrooms of 12 children and 24 children in a before and after school program.

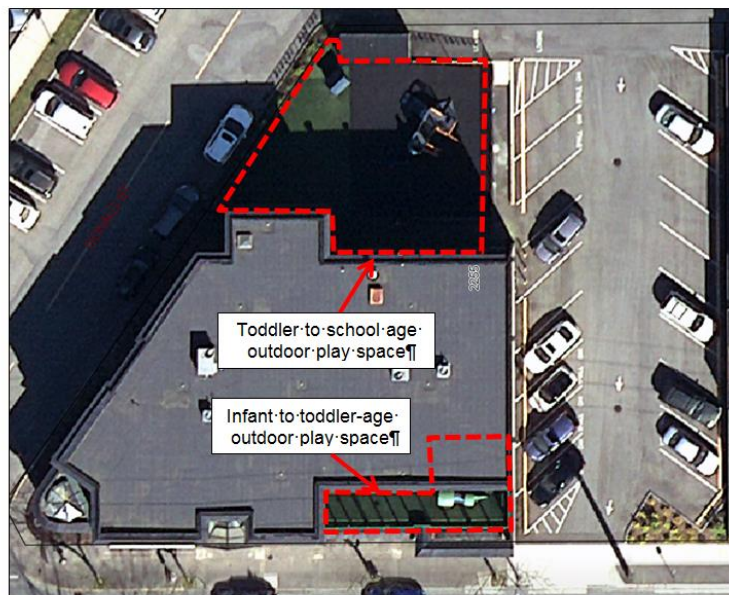
The site is located at the edge of the Downtown core area and, similar to most properties in the downtown, is zoned Community Commercial. A site-specific Zoning Bylaw amendment was approved in 2012 to allow for a child care facility with up to 74 children. At that time, the property was developed to meet Fraser Health outdoor play space requirements by including a 183m² area

2255 Wilson Avenue - Rezoning Application to Increase Child Care Capacity

at the rear of the building, which is used by pre-school age children, and a 48m² play area on a south-facing balcony, which is used by infants and toddlers.



2255 Wilson Avenue Frontage



On-site Outdoor Play Space and Parking

The applicants proposed to meet Fraser Health's outdoor play area requirements by scheduling groups of children to have rotating access to the outdoor areas (similar to Terracap's proposal for use of its outdoor play area at Shaughnessy Station). They further advise that their child care programming incorporates daily walks and visits to nearby parks such as Elks Park, Leigh Square,

2255 Wilson Avenue - Rezoning Application to Increase Child Care Capacity

Gates Park, and for the older children, Lions Park. Children also attend programming at the Terry Fox Library, a block away.

21 parking spaces would be required for the expanded child care facility and the commercial uses. There are 19 surface parking spaces plus one loading space located to the east of the building and the applicants lease an additional 15 parking spaces from the City through the City's parking lease program, resulting in the total parking supply exceeding the required supply. The site is well served by transit and in a walkable location; several of the staff arrive by transit or on foot, and families that live nearby usually walk their children to the facility. Children attending the proposed out-of-school program will be walked to the facility from Central Elementary.

Off-site improvements required at the time of the 2012 rezoning included reconstruction of the rear lane, construction of a sidewalk and driveway fronting the parking area to the east and addressing drainage problems on the sidewalk in front of the building. The drainage issues have been challenging for the owner to fix due to the existing grading of the sidewalk and adjacent roads and the elevation of the building and this condition remains outstanding. Staff and the owner recently identified a solution to resolve the drainage issue and it is recommended this resolution be confirmed as a condition of bylaw adoption.

DISCUSSION

No significant issues related to the operation of a child care facility have been identified since this use commenced in 2013. The increase in capacity would help address a community need for more infant and toddler spaces and before and after-school care, both significant needs identified by the 2017 Tri-Cities Child Care Needs Assessment.

It would not be possible to expand the outdoor play area at this location without impacting parking and classroom spaces. However, the proposal to rotate times for groups of children to play outdoors combined with the site's excellent accessibility to nearby parks and play areas support the proposed expansion.

The site enjoys good accessibility to an increasing number of children living in nearby apartment buildings. This factor, along with the site's good access to transit, further contributes to the location being seen as highly suitable for an expanded child care facility use. Allowing for this use to occupy street frontage on the periphery of the core area is considered to be in keeping with policies for the pedestrian-oriented downtown and contributes to overall vibrancy. Approval is recommended.

FINANCIAL IMPLICATIONS

None.


2255 Wilson Avenue - Rezoning Application to Increase Child Care Capacity

PUBLIC CONSULTATION

A development sign is erected on the site. To date, no comments have been received. The applicants advise that Fraser Health licencing officers have provided initial feedback on the proposed expansion.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that the Zoning Bylaw be amended to allow for the child care facility at 2255 Wilson Avenue to increase its capacity to 122 children.
2	Request additional information prior to making a decision on the proposed Zoning Bylaw amendment.
3	Recommend rejection of the proposed Zoning Bylaw amendment.

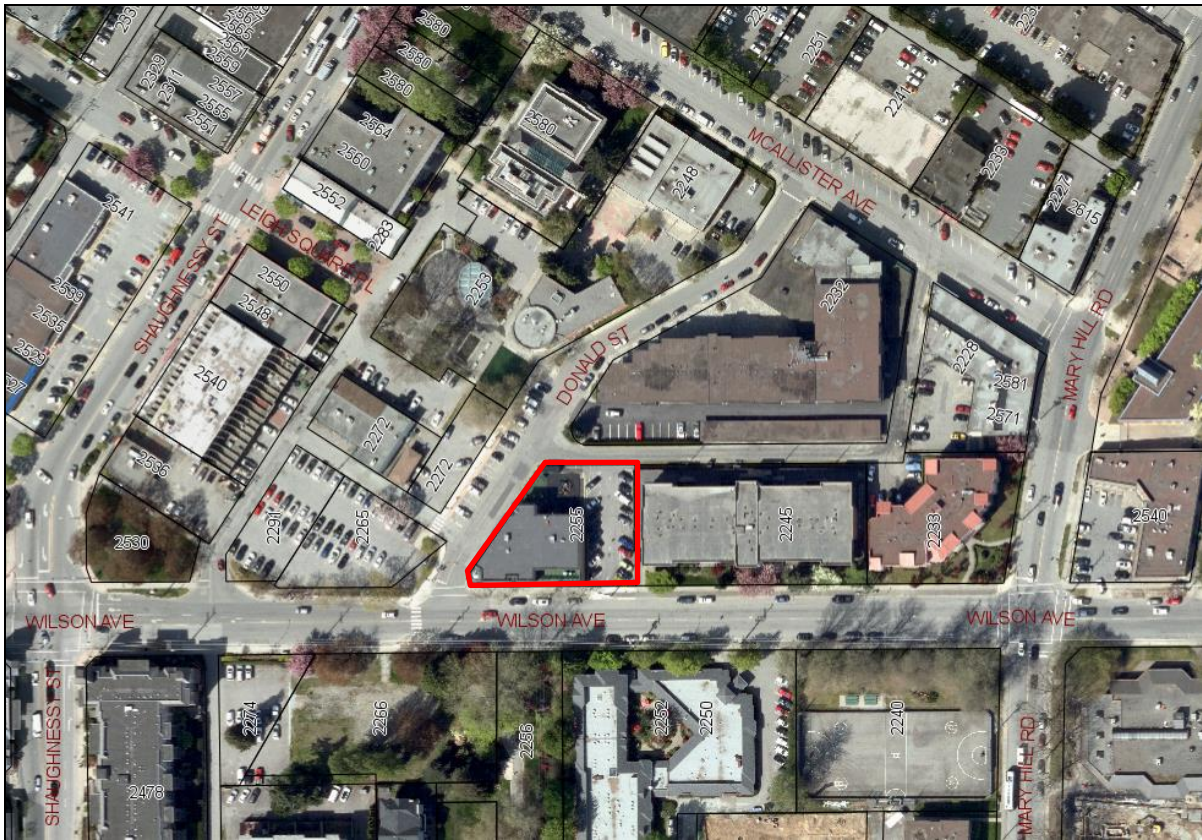
ATTACHMENTS

Attachment #1: Location Map

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 2255 Wilson Ave

FILE NO: RZ000176



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

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

Citation

1. This Bylaw may be cited for all purposes as "Zoning Bylaw, 2008, No. 3630, Amendment Bylaw, 2016, No. 3961".

Administration

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

Civic: 1244 & 1248 Pitt River Road

Legal: Lot 3, District Lot 232, New Westminster District, Plan NWP 78538
Lot 177, District Lot 232, New Westminster District, Plan 25347

From: RS1 (Residential Single Dwelling 1)

To: RS2 (Residential Single Dwelling 2)

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

Read a first time by the Municipal Council this 25th day of July, 2016.

Read a second time by the Municipal Council this 25th day of July, 2016.

Public Hearing held this 12th day of September, 2016.

2nd Public Hearing held this 28th day of March, 2017.

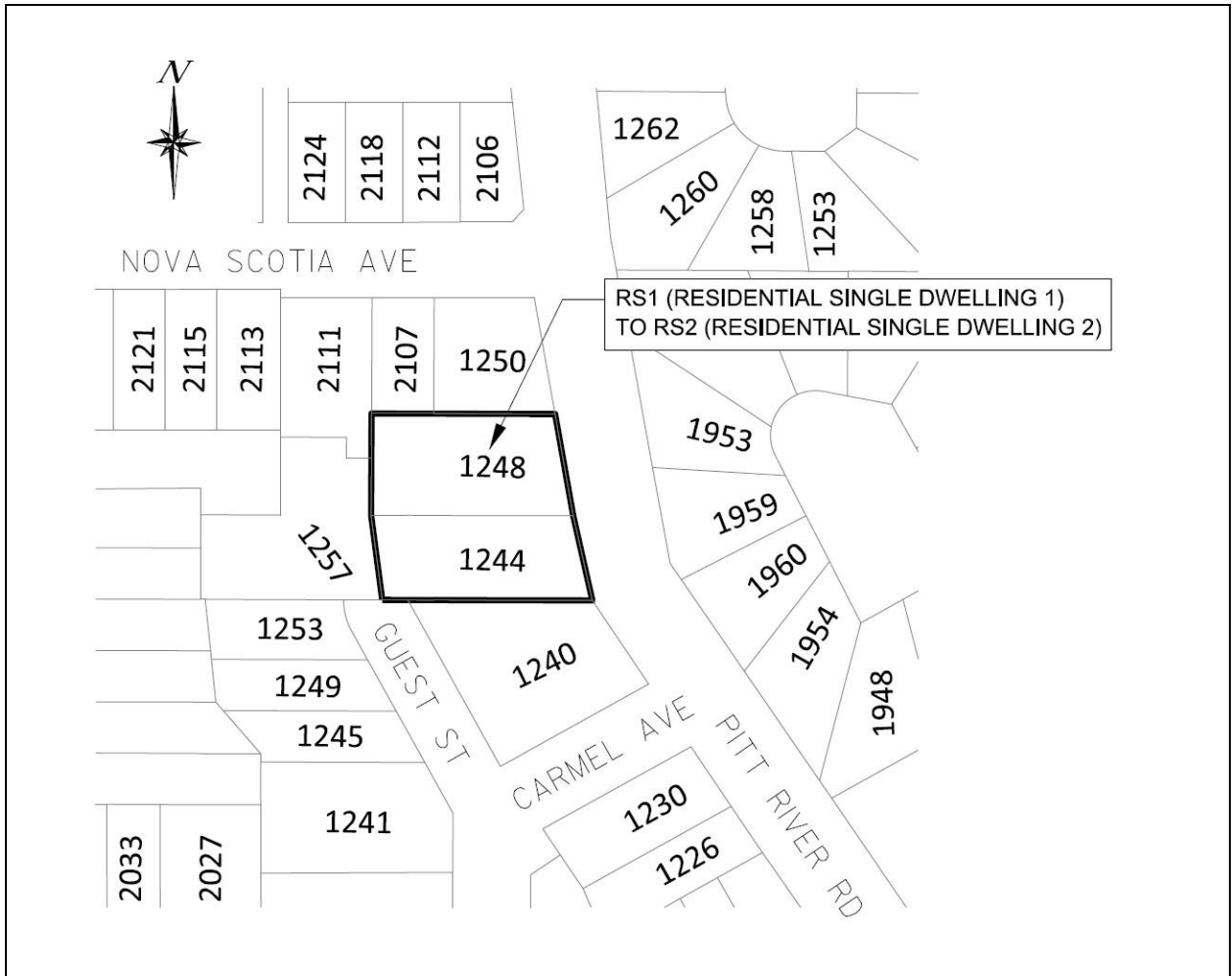
Read a third time by the Municipal Council this 28th day of March, 2017.

Mayor

Corporate Officer

BYLAW 3961

Schedule 1



Development Variance Permit - 1244-1248 Pitt River Road – Issuance

RECOMMENDATION:


That Development Variance Permit DVP00031 for 1244-1248 Pitt River Road be approved for issuance.

REPORT SUMMARY

A public input opportunity was held March 28, 2017, for a Development Variance Permit for 1244-1248 Pitt River Road and is now available for Council to give approval for issuance.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	That Development Variance Permit DVP00031 for 1244-1248 Pitt River Road be approved for issuance.
2	Request that additional information be received prior to the issuance of the Development Variance Permit.
3	Deny the approval of the Development Variance Permit.

RECOMMENDATION:


That Grant Policy #7.06.02 be approved and that Grant Policy 7.18 “Support of Arts, Heritage and Culture” be rescinded.

REPORT SUMMARY

At the March 12, 2019, Committee of Council meeting, Committee recommended to Council that:

1. Grant Policy #7.06.02 be approved, and;
2. Policy 7.18 “Support of Arts, Heritage and Culture”, be rescinded.

OPTIONS

1 	Approve Grant Policy #7.06.02 and rescind Policy 7.18.
2	Delay approval of the Grant Policy and request staff to provide additional information.
3	Deny approval of Grant Policy #7.06.02.

RECOMMENDATION:

That Committee of Council recommend to Council that

1. Grant Policy #7.06.02 be approved, and;
2. Policy 7.18 “Support of Arts, Heritage and Culture”, be rescinded

PREVIOUS COUNCIL/COMMITTEE ACTION

On September 25th, 2018, Council amended its density bonus policy to include the following provisions:

The expenditure of funds in the Special Needs Housing Reserve Fund to support building construction, alterations or additions for a special needs housing development may be determined by Council from time to time in response to application from an eligible proponent. For clarification, the term “special needs housing” includes housing meeting the needs of people with disabilities or health-related needs, shelters, refuges, and secured non-market rental housing or other housing restricted to meeting affordability criteria.

REPORT SUMMARY

This report proposes Grant Policy #7.06.01 be amended to provide for the allocation of grants from the Special Needs Housing Reserve to non-profit or charitable housing organizations for the purpose of supporting their construction or alteration of low-cost, special needs housing. Further, it proposes combining Policy #7.18, Support of Arts, Heritage and Culture, to make one consolidated policy on grants.

BACKGROUND

The current Grant Policy #7.06 stipulates that the City will not provide cash grants to organizations, with the exception that it allows for payments in return for a service provided by a local group which, in the opinion of Council, would otherwise be provided by the City. However, the policy is outdated and doesn’t reflect funding being provided by the City to a number of organizations such as the Port Coquitlam Heritage Society, Port Coquitlam Events Society, Port Coquitlam Foundation, Tri-City River and Watershed Roundtable. The policy also pre-dates the establishment of the Special Needs Housing Reserve and is now contradictory to the intent of the Density Bonus Policy for the City to provide grants in support of housing meeting special needs. Policy #7.18 provides that funding for the promotion of arts, heritage and culture may be paid in the form of grants as provided in the financial plan. It is proposed that the Grant Policy be amended to create a consolidated policy addressing all grants and to expand this policy to allow for funding of special needs housing.

The City has received two enquiries from non-profit organizations seeking information about how they may apply for grants from the City to offset their development costs. These organizations are:

- (1) Atira, for its project at Flint and Prairie, and
- (2) Port Coquitlam Senior Citizens Housing Society, for its addition to Dogwood Manor.

Both organizations have been advised that the City does not have procedures in place to consider their requests. However, with the recent amendment of the Density Bonus Policy and approval of the Affordable and Family Friendly Housing Policy, it is timely to establish procedures for the expenditure of funds from the Special Needs Housing Reserve and staff informed the organizations we would be seeking Council direction for this purpose. Staff have also tempered their expectations by advising the amount of funding accumulated by the City to date is relatively low.

There are two housing reserves:

- (1) The initial Social Housing Capital Reserve, which is restricted to supporting city capital projects and has a balance of \$97,356; and,
- (2) The Special Needs Housing Reserve, which was subsequently put in place and allows for the City to use the funds to support eligible housing projects as it deems appropriate, with a balance of \$368,945.

Many communities are now providing some level of funding to others in support of affordable housing objectives and, in developing the proposed policy amendment, staff reviewed policies in municipalities such as Coquitlam, Port Moody, Burnaby, North Vancouver and New Westminster. A number of municipalities will consider providing grants to offset charges such as building and other permit fees, development cost charges, and off-site servicing costs, although the grant amount is rarely tied to exact costs. Some set maximum amounts as, for example, Port Moody which allows grants of up to \$10,000 per dwelling unit and limits total spending from its reserve to 50% of the fund balance. Coquitlam has adopted a policy which favours proponents seen to have the potential to repay their grant. North Vancouver has a housing initiatives grant program providing up to \$10,000 for policy work as well as linking of programs or services with affordable housing to meet housing-related social objectives.

DISCUSSION

The City's relatively small amount of funding within its special needs housing reserves and the high level of demand anticipated for this funding results in staff's proposal that Committee take a conservative approach to funding developments at this time.

The proposed amendment to the grant policy would allow Council to consider allocating a maximum amount of \$1,000 per dwelling unit up to a maximum of \$75,000 per project. It also would provide that organizations looking to alter units within a building to meet tenants' requirements as, for example, a wheelchair ramp or modification of a unit to accommodate a tenant with special needs, may request up to 50% of the project cost to a maximum of \$1,000 per dwelling unit being altered. Overall, the proposed approach would allow Council to consider each project on its own merits while providing funding proportional to the amount of housing being

Grant Policy Update

developed or altered, ensuring the City will be able to support more than one project. Further, the policy would only support tangible improvements as it does not contemplate funding being made available for operations or programs. To complement the policy, a more detailed “information sheet” has been prepared that includes a list of criteria to be considered in the assessment of an application (draft copy attached for information).


Because the City’s granting programs follow similar principles in their application, rather than having a series of separate policies, it is proposed to combine them all into one consolidated policy.

FINANCIAL IMPLICATIONS

The Special Needs Housing Reserve is funded by new developments utilizing bonus density. The proposed policy reflects the City’s expectation for limited growth in available funding.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend to Council that Policy #7.06.02, Grant Policy be approved.
2	Ask staff to bring forward a proposed amendment to the Grant Policy for further consideration by Committee that would address identified concerns.

Contributing authors: Laura Lee Richard, Brian North, Meredith Seeton

ATTACHMENTS

Attachment #1: Proposed Policy #7.06.02, Grant Policy

Attachment #2: Current Policy #7.06.01, Grant Policy

Attachment #3: Current Policy #7.18, Support of Arts, Heritage and Culture

Attachment #4: Draft Information Sheet that would be provided to organizations requesting funding from the City of Port Coquitlam for their Special Needs Housing Projects

Policy Title:	Grant Policy	Policy #	7.06.02
Subject Area:	Finance		
Authority:	Legislative	X	Effective Date:
	Administrative		Review Date:
Issued By:	Director of Finance	Issue Date:	
		Manner Issued:	Municipal resources and website posting

Purpose:

To provide a framework for the distribution of funds from the City's financial assistance programs.

Associated Policy Documents:

- Processing of Development Applications #5.02.02
- Affordable and Family Friendly Housing #5.05
- Permissive Property Tax Exemption #7.02.04

Scope:

This policy applies to:

- Payments in return for a service provided by a local group which, in the opinion of Council, would otherwise be provided by the City.
- Funding to support arts, culture and heritage activities, paid in the form of grants.
- Funding from the Special Needs Housing Reserve for the purpose of constructing or altering housing meeting special needs.

This policy does not apply to:

- Subsidies to users of facilities in Port Coquitlam's parks, community centers or other municipal facilities, and
- In-kind services provided by Recreation and Engineering and Public Works Departments to various organizations.

Policy:

1. General Principles

The following are general guidelines. It is anticipated that there may be occasions when City Council may decide to apply different principles to the disbursement of grants.

- 1.1. Where practicable, changes to grant program amounts will be timed to align with the City's financial planning process.
- 1.2. Approval of grants will be subject to the availability of funding.
- 1.3. Applicants should demonstrate:
 - The community benefit they provide to Port Coquitlam residents;
 - A financial need;
 - Proof of financial responsibility and accountability;
 - An attempt to seek monies from other funding sources, or contribution of their own funds.
- 1.4. Organizations applying for funding should be a non-profit organization or a registered charity in good standing with the Canada Revenue Agency.
- 1.5. The following may make an applicant ineligible for a grant:
 - Applicant is currently in financial arrears with the City;
 - Applicant has one or more instances of non-compliance with the City's regulations or policies.

2. Program Specific Guidelines

- 2.1. Arts, Heritage and Culture grant programs:
 - Support may be provided to groups with a minimum of 75% of their membership having residence in Port Coquitlam;
 - The maximum financial support which may be paid to any single group in any one year is \$2,500;
 - The maximum financial support which can be paid for any single event/item in a year is \$1,000;
 - Funding will not be made available for regular school curriculum such as school plays and band concerts.
 - Any funds which remain unspent at the end of the year will be transferred into a reserve fund for the same purpose.
- 2.2. Special Needs Housing programs:
 - A maximum of \$1,000 per new dwelling unit may be allocated to a maximum of \$75,000 per project, and
 - A maximum of \$1,000 per dwelling unit to be altered may be allocated to a maximum of 50% of the project cost.

Responsibility:

The Director of Finance shall be responsible for overall administration of this policy.

END OF POLICY**Record of Amendments:**

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.06.01	2002-01-17	2008-01	Yes	2005-01
7.06.01	2005-01	2010-03	No	

Subject Area:	Finance	Policy #	7.06.01
Policy Title:	Grant Policy		
Authority:	Legislative	<input checked="" type="checkbox"/>	Effective Date: 2002-01-17
	Administrative	<input type="checkbox"/>	Review Date: 2015-01
Issued By:	J. Maitland Financial Officer	Corporate Services - Finance Division	Issue Date: 2005-01-01 Manner Issued: Email – DH, Managers, Admin. Support and, RM Group

Purpose:

To formalize the City’s policy in regards to providing grants.

Policy:

The City’s policy is that NO *CASH* GRANTS be given.

Port Coquitlam had a long standing “no grants” policy that dates back to the 1970’s.

Port Coquitlam does make some payments that could be categorized as grants. Council considers these payments to be in return for services provided by the local group that were they not available Council may have considered providing the service as a City service. Payments under this category include annual payments to:

- PCAA
- Chamber of Commerce
- Youth restorative justice
- Meals on Wheels

As well funding is provided in the financial plan for promotion of arts, heritage and culture (see policy # 7.18) most of which is paid in the form of grants.

Note –

1. Subsidies to users of Port Coquitlam Parks and Recreation facilities are not covered under this policy; and
2. In-kind services provided by Parks and Recreation to various organizations are not covered under this policy.

Responsibility:

[Click **here** and enter Responsibility Info]

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
7.06.01	2002-01-17	2008-01	Yes	2005-01
7.06.01	2005-01	2010-03	No	

Department: Treasury		Reference # 7-18
Policy title: Support of Arts, Heritage and Culture		
Authority:	Legislative (Council) <input checked="" type="checkbox"/>	Effective date: April 27, 1998
	Administrative <input type="checkbox"/>	Date for review:
Issued by: Jim Maitland		Issue date: April 28, 1998

Policy statement:

City Council will provide an annual budget allocation to support arts, heritage and culture.

The purpose of the funds is to:

1. provide financial assistance and such other measures necessary to support a broad range of art, heritage and cultural activities in the community.
2. increase the profile of performing/visual arts, heritage and cultural activity in the City.

Funds would be used at the discretion of the City Council with the following general guidelines:

- that support only be provided to groups with a minimum of 75% of their membership having residence in Port Coquitlam;
- the maximum financial support which can be paid to any single group in any one year is \$2,500.
- the maximum financial support which can be paid for any single event/item in a year be set at \$1,000.
- That funding will not be available from the City for regular school curriculum such as school plays and band concerts.
- that any funds which remain unspent at the end of the year be transferred into a reserve fund for the same purposes.

The above are general guidelines for use of the funds. It is anticipated that there may be occasions when City Council may decide to approve either more funds to a specific group or provide funding assistance to a group not meeting the above mentioned membership criteria.

Information Sheet for non-profit organizations requesting funding from the City of Port Coquitlam for special needs housing projects

The City of Port Coquitlam has established a Special Needs Housing Reserve Fund that may be used to support low-cost housing meeting the needs of seniors, people with disabilities or other health-related needs, and people with low incomes. Funding from the Reserve may be made available to support the construction of new buildings as well as for alterations and additions to existing developments, in amounts as determined appropriate by Council.

Application Process

Non-profit or charitable organizations interested in accessing funds from the Special Needs Housing Reserve may submit a request when seeking a development permit or a building permit for their intended construction. The request should include the following information:

- Purpose and history of the organization, and its presence in Port Coquitlam;
- Proposed development: location, number and types of dwelling units, adaptable or accessible features, and on-site services or amenities;
- Target population and degree of proposed affordability;
- Description of local community need;
- Description of anticipated occupancy by residents of Port Coquitlam;
- Anticipated project costs;
- Funding from senior levels of government;
- Leveraged contributions secured or pledged by other organizations;
- Amount of funds being requested and rationale for this amount; and
- Any other information helpful to a funding decision.

Applicants will be required to submit a copy of their financial statements from the previous year and records providing evidence of having experience in development and management of special needs housing. This information will remain confidential.

Staff will provide an assessment of the application in a report to the Committee of Council or directly to Council for consideration of approval. A resolution to amend the financial plan to provide for a disbursement from the Reserve will also be recommended at the time Council considers funding approval.

Eligibility and Decision Criteria

The following eligibility criteria must be met:

- the proponent must be a registered charity in good standing with the Canada Revenue Agency or a non-profit organization; and
- for new dwelling units, the development must be subject to a Housing Agreement registered on title pursuant to a Council decision related to the proposed development.

The following criteria will be assessed to inform Council's funding decisions:

- housing meets a demonstrated local need
- housing is proposed that addresses overall affordability for vulnerable households or housing alterations are proposed that would address tenants' special needs
- applicant can leverage the City's contribution
- applicant has demonstrated capability and experience
- project has confirmed sources of primary capital and operating funding
- amount of funds in the Reserve
- demand for funds in the Reserve.

Funding Requests

Subject to sufficient funding within the Reserve, applicants constructing new units may request up to \$1000 per new dwelling unit to a maximum of \$75,000 per project. Applicants looking to upgrade an existing building providing special needs housing or alter units within a building to meet tenants' requirements may request up to \$1000 per dwelling unit(s) being altered to a maximum of 50% of the project cost. Examples of eligible works could include the construction of a wheelchair ramp or the modification of a unit to accommodate a tenant with special needs.

The City reserves the right to accept or reject any application for funding or provide partial funding without limitation.

Disbursement Process

Funding will be committed in principle through a resolution of Council prior to issuance of a Building Permit, and disbursed upon issuance of the Building Permit or at an alternate time as may be defined by Council in its decision.

Prior to disbursement of funds, the Director of Finance may require the proponent to register a covenant pursuant to Section 219 of the *Land Title Act* to confirm:

- the project is in receipt of the Special Needs Housing Reserve funds from the City
- all funds received shall be repaid to the City with applicable accrued interest if the project fails to advance to completion within a five-year period.

Commitment of funds will expire within one year of the date of Council's approval, if a Building Permit is not issued within this time frame. The Director of Development Services may extend this date based on extenuating circumstances.

Committee Report to Council

Riverside Secondary School After Grad, 2019

Committee Action:

At the September 19, 2018, Healthy Community Committee Meeting, the staff report, Riverside Secondary School After Grad, 2019 was considered and the following motion was passed:

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.

The following motion is now before Council for decision:

That Council grant the Riverside After Grad Committee 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.

RECOMMENDATION:

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.

REPORT SUMMARY

A request has been received from the Riverside After Grad Committee for the use of Hyde Creek Recreation Centre on June 8-9, 2019 for their after grad celebration. They have also requested that the rental fees be waived. Staff are recommending that Committee endorse waiving the rental fees for this event, provided they pay for any additional costs incurred.

All requests for waiving or reducing rental fees are forwarded to City Council via the Healthy Community Committee, for their consideration/approval.

BACKGROUND

A letter (see Attachment #1) has been received from the Riverside After Grad Committee. They are requesting use of designated amenities at the Hyde Creek Recreation Centre from 6:00 p.m. on June 8, 2019 to 6:00 a.m. on June 9, 2019 for the purpose of hosting planned activities for their after grad celebration. They have also requested that rental fees be waived.

This will be the 22nd year that the Riverside After Grad Committee has submitted a similar request to the City. All previous events have been very successful. In fact, hosting this type of event in a City recreation facility has proven to be very popular in other communities.

It is our understanding that events, such as this, have had a dramatic effect in reducing the problems that may occur at “normal” after grad parties. The RCMP are in support of this type of supervised dry grad function.

This event will also provide an excellent opportunity to expose youth to the Hyde Creek Recreation Centre and for the City to demonstrate and reinforce that the facility is here for their use.

This event has tentatively been booked at the Hyde Creek Recreation Centre. Recreation Department staff will work with organizers to confirm the rental times and which areas of the building will be available. In addition, City staff will limit access to certain areas of the building where there are security concerns or risk of damage to equipment.

FINANCIAL IMPLICATIONS


If, as in the past, the Healthy Community Committee endorses waiving the rental fees, it is estimated that there would be potential revenue loss of \$350 (2018 rate). This decrease in revenue is anticipated only in the gym facility, as it is typically the only area which would be booked this late on a Saturday night. The gym is currently not booked after 10:00 p.m. Consistent with previous years, and in an effort to minimize loss of revenue, City staff have advised that (with the exception of the set-up time) the event will not be permitted in the building until after 10:00 p.m.

If the Riverside After Grad Committee wishes to use the leisure pool, lifeguards would be scheduled past the building's regular operating hours. It is estimated that four lifeguards would be required. This cost is estimated at \$500 (2018 rate) as we are required to schedule staff in a four-hour block. It is recommended that these additional staffing costs be passed onto the Riverside After Grad Committee.

In the past, the Riverside After Grad Committee has made every effort to keep the facility clean. Therefore, it is anticipated that the regular scheduled custodial shift would be adequate for this event. However, should it be necessary to call in additional staff to clean up, provide security or if the facility or equipment incurs any damages, these costs would be passed on to the Riverside After Grad Committee.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend that Council waive the rental fees of designated facilities at Hyde Creek Recreation Centre for the Riverside After Grad Committee's event on June 8-9, 2019.
2	Recommend that Council reduce rental fees at the Hyde Creek Recreation Centre by 50% for the Riverside After Grad Committee's event on June 8-9, 2019.
3	Take no action (no waiver or reduction in fees).

ATTACHMENTS

Attachment #1: Letter of Request from Riverside After Grad Committee

Lead Author: Glenn Mitzel



RIVERSIDE SECONDARY SCHOOL

2215 Reeve Street, Port Coquitlam, B.C. V3C 6K8 • Phone: (604) 941-6053 • Fax: (604) 937-8058

Friday, September 7th, 2018

Ms. Lori Bowie
Director of Port Coquitlam Recreation
#200-2253 Leigh Square
Port Coquitlam, B.C.
V3C 3B8

Re: Riverside Secondary After-Grad 2019 Hyde Creek Venue Request

Dear Ms. Bowie,

The After-Grad committee at Riverside Secondary is a committee run by parents and volunteers with the goal of providing a safe and substance-free After-Grad event for our graduates each year.

The 2019 Riverside After-Grad Committee would like to thank you and the city council for use of the Hyde Creek Recreation Center on June 9th, 2018 as the venue for the 2018 After-Grad, where graduates were able to celebrate their accomplishments in a safe and fun environment. In attendance were approximately 250 students and guests, as well as over 50 parent volunteers and school staff. Coquitlam RCMP liaison officers and Hyde Creek Recreation staff assisted our parent volunteers to keep the graduates safe and drug- and alcohol-free. The event was a huge success and provided a fun-filled evening for all in attendance.

The 2019 Riverside Grad will be held on June 8th, 2019. The After-Grad Committee is very hopeful that we can book the Hyde Creek Recreation Center for this special night and have the facility rental fee again waived, as it has been in previous years.

The set up would commence on June 8th around 6:00 p.m., with the After-Grad officially starting just before midnight. We would expect the After-Grad Committee and parent volunteers to have the facility emptied and clean again by approximately 6:00 a.m. on the morning of June 9th.

Your support and generosity are very much appreciated and will help guarantee the success of Grad Night 2019 for our Riverside graduates.

Thank you & Warmest Regards,

Deborah McNicol
After-Grad Committee representative
Cell: 604-780-9632
Email: canyoufeelthelovetonight@shaw.ca