

Public Hearing

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

Tuesday, June 25, 2019

Time: 6:00 p.m.

- 1. PUBLIC HEARING - CALL TO ORDER**
- 2. PUBLIC HEARING ITEMS**
 - 2.1 Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue**
See Item 5.1 on Council Agenda for information.
 - 2.2 Zoning Amendment Bylaw No. 4132 (Floor Area Ratio Exemptions)**
See Item 5.2 on Council Agenda for information.
- 3. CLOSE PUBLIC HEARING**



Date: June 17, 2019

Carolyn Deakin
Assistant Corporate Officer
2580 Shaughnessy St.
Port Coquitlam, BC

Dear Madam:

RE: NOTICE OF PUBLIC HEARING - ZONING BYLAW NO. 4131

I am writing in regards to the new Embalming Facility to be located at 2645 Kingsway Street and my written submission.

I am opposed to this location for such a facility for the following reasons.


Too close to residential area.

How will the chemicals or smoke from this facility be disposed of?

Facility is in very close proximity to a fish bearing stream, rivers, and waterways.

Once established they may do cementations or would they need to go through another process to do this?

Would cause parking concerns.

I feel the value of my property  would be devalued and the facility would be better suited in an Industrial area.

Sincerely,



Council Regular Agenda

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

Tuesday, June 25, 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 June 25, 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:

- *June 11, 2019, Regular Council Meeting.*

4. DELEGATIONS

4.1 Canada Day Task Force

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue - Third Reading

Recommendation:

That Council give Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue third reading.

5.2 Zoning Amendment Bylaw No. 4132 (Floor Area Ratio Exemptions) - Third Reading and Adoption

Recommendation:

That Council give Zoning Amendment Bylaw No. 4132 (Floor Area Ratio Exemptions) third reading and adoption.

5.3 OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue - First Two Readings

Recommendation:

That Council:

1. *Give first two readings to Bylaw 4133 and Bylaw 4134; and*
2. *That prior to adoption of the amending bylaws, the following conditions be met:*
 - a) *Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:*
 - i. *an extension of Seaborne Avenue including a cul-de-sac, and*
 - ii. *widening of Nicola Avenue; and,*
 - b) *Completion of the following to the satisfaction of the Director of Development Services:*
 - i. *submission of securities and fees for the off-site works;*
 - ii. *registration of a legal agreement to apply specific building, parking, loading and landscape design requirements for appropriate treatment between non-industrial sites to the east and north of Dominion Avenue and the industrial site;*
 - iii. *submission of \$850,000 cash-in-lieu for watercourse compensation to be transferred to the General Capital Reserve for future use; and,*

- iv. *submission of design and securities to provide for construction of bio-swale riparian enhancements along the north and west property lines.*

5.4 Zoning Amendment Bylaw No. 4062 for 2160 Grant Avenue (formerly 2152-2166 Grant Avenue) - Adoption

Recommendation:

That Council adopt Zoning Amendment Bylaw No. 4062 for 2160 Grant Avenue.

5.5 Parking & Development Management Amendment Bylaw No. 4129 (Cash-in-Lieu) - Adoption

Recommendation:

That Council adopt Parking & Development Management Amendment Bylaw No. 4129 (Cash-in-Lieu).

5.6 Parking & Development Management Amendment Bylaw No. 4135 (Accessible Parking) - Adoption

Recommendation:

That Council adopt Parking & Development Management Amendment Bylaw No. 4135 (Accessible Parking).

6. REPORTS

6.1 2018 Statement of Financial Information and Annual Report

Recommendation:

That the city's 2018 Statement of Financial Information be approved by Council.

6.2 Municipal Security Issuing Resolution

Recommendation:

That Council approve borrowing of \$16 million from the Municipal Finance Authority of British Columbia, as part of the 2019 Fall Borrowing Session, as authorized through "Port Coquitlam Community Recreation Complex Loan Authorization Bylaw, 2017, No. 4004", and that the Metro Vancouver Regional District be requested to consent to the city's borrowing over a thirty (30)-year term and include the borrowing in their Security Issuing Bylaw.

7. NEW BUSINESS

8. OPEN QUESTION PERIOD

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the June 25, 2019, Regular Council Meeting be adjourned.

Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
June 11, 2019

Present:

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

Absent:

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the June 11, 2019, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of item 4.2 Legion Week – June 24 - 30, 2019.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *May 28, 2019, Regular Council Meeting.*

Carried

4. PROCLAMATIONS

4.1 Amateur Radio Week – June 17 - 23, 2019

Mayor West proclaimed June 17 – 23, 2019, Amateur Radio Week and presented the proclamation to Tyler Cristiano.

4.2 Legion Week – June 24 – 30, 2019

Mayor West proclaimed June 24 – 30, 2019, Legion Week and presented the proclamation to George Dixon and Deb Fournier.

5. BYLAWS

5.1 Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue - First Two Readings

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4131 first two readings.

Carried

5.2 Zoning Amendment Bylaw No. 4132 for Floor Area Ratio Exemptions - First Two Readings

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4132 for Floor Area Ratio Exemptions first two readings.

Carried

5.3 Parking & Development Management Amendment Bylaw No. 4129 for Cash- in- Lieu - First Three Readings

Moved - Seconded:

That Council give Parking & Development Management Amendment Bylaw No. 4129 for Cash-in-Lieu first three readings.

Carried

5.4 Parking & Development Management Amendment Bylaw No. 4135 for Accessible Parking - First Three Readings

Moved - Seconded:

That Council give Parking & Development Management Amendment Bylaw No. 4135 for Accessible Parking first three readings.

Carried

6. NEW BUSINESS

6.1 Council provided updates related to community events.

7. OPEN QUESTION PERIOD

One member of the public asked questions.

8. ADJOURNMENT

8.1 Adjournment of the Meeting

Moved - Seconded:

That the June 11, 2019, Regular Council Meeting be adjourned at 6:55 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue - Third Reading

RECOMMENDATION:


That Council give Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue third reading.

REPORT SUMMARY

Upon conclusion of a public hearing scheduled for June 25, 2019, Zoning Amendment Bylaw No. 4131 will be available for Council to give third reading.

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.

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4131

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, 2019, No. 4131".

2. ADMINISTRATION

- 2.1 That "Zoning Bylaw, 2008, No. 3630" be amended in Table 4.3: Industrial Zones Permitted Uses, by adding the following new accessory use in alphabetical order:

Use	Zone		
	M1	M2	M3
Accessory embalming services	S Note 24		

Note 24. An embalming service use accessory to a storage use is permitted at 2645 Kingsway Avenue.

READ A FIRST TIME this	11 th day of	June, 2019
READ A SECOND TIME this	11 th day of	June, 2019
PUBLIC HEARING HELD this	25 th day of	June, 2019

Mayor

Corporate Officer

Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue - First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4131 for 2645 Kingsway Avenue first two readings.

REPORT SUMMARY

At the May 28, 2019, Committee of Council meeting, Committee recommended to Council:


That the Zoning Bylaw be amended to allow for embalming services at 2645 Kingsway Avenue; and,

That prior to adoption of the amending bylaw, the following condition be met to the satisfaction of the Director of Development Services:

- submission of a security for fencing, invasive species removal and planting within the protected watercourse setback area.

OPTIONS

(Check = Staff Recommendation)

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

Rezoning Application RZ000170 – 2645 Kingsway Avenue

RECOMMENDATIONS:

That Committee of Council recommend to Council that:

1. The Zoning Bylaw be amended to allow for embalming services at 2645 Kingsway Avenue; and,
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. completion of design and submission of fees and securities for the specified off-site works and services; and,
 - b. submission of a security for fencing, invasive species removal and planting within the protected watercourse setback area.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report recommends that a site-specific Zoning Bylaw amendment be approved to permit embalming services in a vacant industrial building located on the north side of Kingsway Avenue. The owner is in the process of altering the building for its use as a morgue, which is a permitted use, and wishes to include the embalming service use. An assessment of the onsite circulation, parking and other potential impacts of this proposal indicates it is unlikely to have any significant impacts at this location as it would occupy a stand-alone building and be located within an area where there is a mix of light industrial and highway uses. The rezoning provides Council with an opportunity to obtain improvements to the Maple Creek riparian area which flows through the front of the property. It also recommends to Council that off-site works and services required to comply with the regulations of the subdivision servicing bylaw be modified to ensure these works would not impact the watercourse.

BACKGROUND

Burquitlam Funeral Home is in the process of acquiring an industrial property at 2645 Kingsway Avenue and renovating the existing building for the purposes of establishing a morgue. The applicant also wishes to provide embalming services but the industrial zoning does not permit an embalming service use.

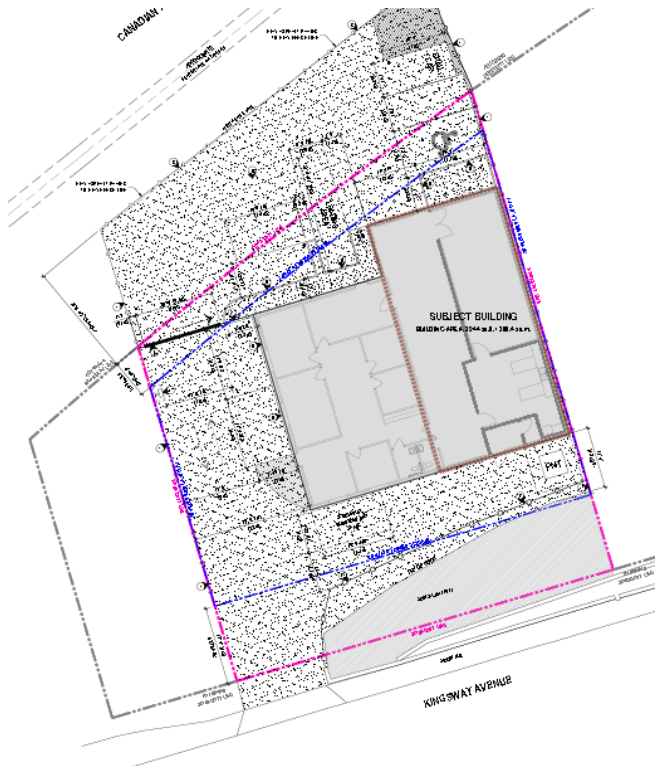
	Site Zoning: M1 General Industrial. Context of District Commercial (highway) and neighbourhood commercial uses		Notes: <ul style="list-style-type: none">• Parking is located on CP Rail lands to the north• Maple Creek flows through the front of the site.
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Rezoning Application RZ000170 – 2645 Kingsway Avenue

A building permit has been approved to permit modifications to the interior of the building for the permitted storage use. The design indicates that all loading and unloading activity will be at the rear of the building, away from public viewing.

The property owner has obtained an agreement from CP Rail that permits use of the CP Rail property for parking and storage purposes, and a chain link fence has been installed around the leased area. The proposed plan indicates that, with this agreement in place, the development would comply with parking regulations. The applicant is proposing to include one electric vehicle parking space at the front of the building.

In the front yard, a new fence is proposed at the top of the creek bank to enhance protection of the watercourse setback area. In addition, removal of invasive species and replanting with native species within the watercourse setback area is proposed. The proposal is in general accordance with the recommendations of the draft Maple Creek Integrated Watershed Management Plan to stabilize banks and create a small riparian buffer zone along this portion of the creek.



DISCUSSION

The embalming use would expand the scope of services offered by Burquitlam Funeral Home. Staff support allowing for this use on a site specific basis, rather than amending the General Industrial zone to permit embalming services as a permitted use, to ensure that Council would be in a position to address any issues associated with this service. For this proposal, the inclusion of the use as part of a morgue and its location a stand-alone industrial building support the change.

The proposal provides the City with an opportunity to better protect a portion of the Maple Creek watercourse which flows through the front of the property. A review of the draft Maple Creek Integrated Management Plan indicated that this portion of the watercourse would benefit from removal of invasive species and replanting with native species, and limiting intrusions into the riparian area by locating a fence at the top of the bank. Providing for these modest improvements is recommended as a condition to be met by the applicant prior to adoption of the rezoning.

The rezoning application also provides the City with an opportunity to obtain upgrades to the works and services along a property's frontage. In accordance with established practice, staff normally recommend that applicants be required to meet the standards of the Subdivision Servicing Bylaw

Rezoning Application RZ000170 – 2645 Kingsway Avenue

along the property's frontage as a condition of rezoning approval. It is proposed that the works to be required as a condition of rezoning be limited to improving Kingsway Avenue (½ road plus one metre) and replacing a sidewalk letdown that is not associated with a driveway. It is not recommended that the sidewalk be widened to meet bylaw standards or that the site be required to provide for underground services, as these works would significantly impact the watercourse.

In summary, the proposed rezoning would be in keeping with the policies and land use designations of the Official Community Plan and the design of the loading activity for an embalming service use at the rear of the building addresses potential neighbourhood concerns. Approval is recommended.


FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

A rezoning sign is posted on the property. To date, staff have not received any comments.

OPTIONS

	Description
1 	Recommend to Council that the City's Zoning Bylaw be amended to allow for embalming services at 2645 Kingsway Avenue and that limited off-site improvements and provision to improve Maple Creek be required as a condition of approval prior to adoption.
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

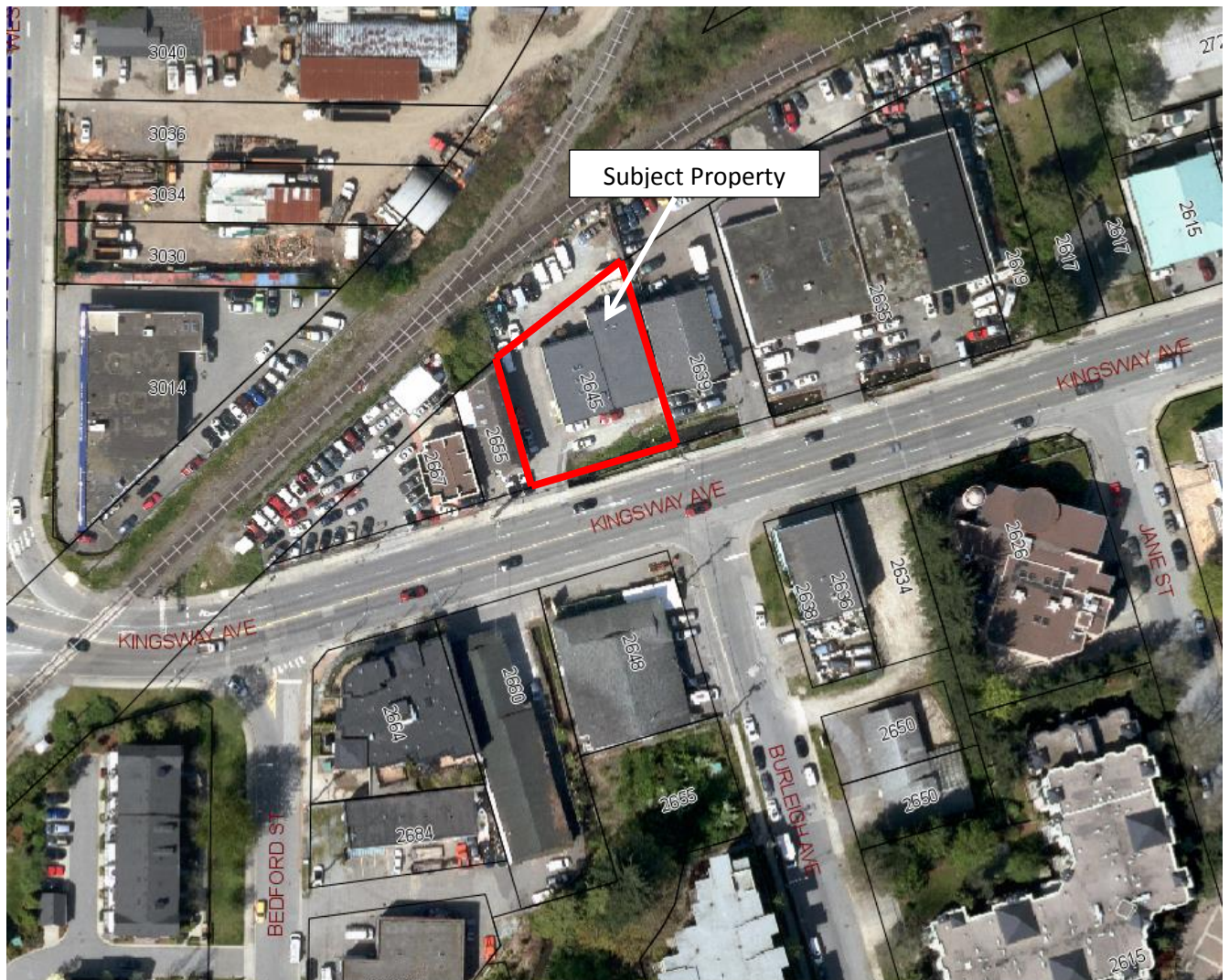
Attachment #1: Location Map

Attachment #2: Submission Letter

CITY OF PORT COQUITLAM
REZONING APPLICATION LOCATION

PROJECT ADDRESS: 2645 Kingsway Avenue

FILE NO: RZ000170





APLIN MARTIN

ENGINEERING ARCHITECTURE PLANNING SURVEYING

September 18, 2018

Our File No. 18-2021

City of Port Coquitlam
200-2564 Shaughnessy St.
Port Coquitlam, BC V3C 3G4

Attention: Graeme Muir

Dear Sir,

Re: Letter of Intent for Zoning Text Amendment for the property at 2645 Kingsway Avenue, Port Coquitlam, BC

CITY OF PORT COQUITLAM
RECEIVED - PLANNING

SEP 26 2018

FILE: _____

Aplin Martin is pleased to submit the enclosed development application to amend the General Industrial (M-1) Zone to allow for embalming services amendment at the above-noted property.

Ownership and Operation

Burquitlam Funeral Home is a family-owned, full-service funeral home company that has served families of the tri-cities area for over fifty years. The Company is led by a team of professionals that work with their clients to provide a high standard of professionalism and care.

Burquitlam Funeral Home is in the process of acquiring 2645 Kingsway Avenue to establish a morgue from that location. Burquitlam Funeral Home is seeking a text amendment to the land-uses permitted in the M-1 Zone, so they may offer embalming services, which are not permitted within the current zone.

The proposed morgue will operate from Monday to Friday from 9:00 am to 5:00 pm. 10 staff are present during working hours: eight in the office and two working as prep staff. Remains can be brought in at any time of the day, seven days a week via coroner or retirement home service by pre-arranging access or by contacting the on-call staff.

The existing building can accommodate between 60-80 stored remains and approximately eight remains arrive per day and typically an equal number depart the facility. There will be no memorial, funeral or gatherings occurring at this location. Operations are functionally similar to warehousing operations permitted in the M-1 Zone.

Site Details and Zoning

The subject site is 989 m² and fronts Kingsway Avenue in the Davies Industrial Area. The site has neighbours on two sides, Kingswood Builders Group Ltd. to the West and 4th Utility Inc. to the East. and backs onto a rail line. The subject site is flat in slope and minimally treed. Maple Creek, a Class A watercourse, flows along the site's frontage.

A Tenant Improvement application has been made to modify the interior of the existing 1-storey warehouse building. The existing building envelope is not proposed to be altered in any way.

Lot parameters are as follows:

M1 Zone Comparison

	M1 Zone (Minimums)	Existing Conditions
Lot Area	1,200 m ²	989 m ²
Lot Width	15 m	30 m
Lot Frontage	9 m	30 m
Lot Depth	30 m	33 m
Front Setback	6 m	10.98 m
Interior Side Setback	0 m	0.28 m / 9.16 m
Rear Setback	3 m	3.68 m
Impervious Surface	80%	88% (approx.)

The existing lot area is less than allowed within the M-1 Zone. Currently, the impervious surface looks to exceed the allowable 80% coverage. These items will be reviewed with Staff through the application process.

Compliance with Port Coquitlam OCP

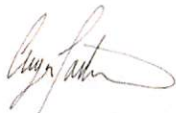
The proposed zoning amendment complies with Port Coquitlam OCP policies. Burquitlam Funeral Home provides an essential service to the residents of Port Coquitlam. When a loved one passes away there are many emotions and stresses on family, friends and community. The intention of this facility is to combine multiple funeral services in order to make this process logistically and financially feasible. The embalming services proposed are a vital part of many culture's funeral tradition and a facility where a loved one can be prepared, embalmed and stored with dignity is a huge relief to a grieving family.

Combining the preparation, embalming and storage of remains is common practice. Many beliefs and traditions prefer remains to be handled a little as possible, therefore moving from storage to embalment can put great strain on the grieving process. Additional transportation requirements would not only be felt on the roads, but the financial costs would be borne by the family. The efficiencies in funeral practices has beneficial ripple effects.

Thank you for reviewing the development application submission. We look forward to working with the City of Port Coquitlam on this application.

Sincerely,

APLIN & MARTIN CONSULTANTS LTD.



Anya Paskovic, MCIP, RPP
Planner

AP:CC
Enclosures
2018-08-24 18-2021 Letter of Intent

Zoning Amendment Bylaw No. 4132 (Floor Area Ratio Exemptions) - Third Reading and Adoption

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4132 (Floor Area Ratio Exemptions) third reading and adoption.


REPORT SUMMARY

Upon conclusion of a public hearing scheduled for June 25, 2019, Zoning Amendment Bylaw No. 4132 will be available for Council to give third reading and adoption.

Note: Section 480 of the Local Government Act permits Council to adopt a zoning bylaw at the same meeting at which the bylaw received third reading.

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 (and defer adoption) of the bylaw.

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4132

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. 4132”.

2. ADMINISTRATION

2.1 Section I Definitions is amended as follows:

2.1.1 by adding the following new defined terms in alphabetical order:

Crawl space means the space between the floor slab on the ground surface and the underside of the joists of the floor next above having a floor to ceiling height of not more than 1.5 m.

Kitchen facility means a food preparation area including or intending to include a sink, refrigerator and an appliance for the cooking of food.

Kitchen facility, ancillary means a secondary food preparation area including or intended to include an appliance for the cooking of food which can only be accessed from a kitchen facility.

Laundry facility means an area including or intended to include appliances for cleaning or drying of textiles.

Sanitary facility means an area including or intended to include a sink, toilet and shower or bath within a room or connecting rooms.

2.1.2 in the definition for **Dwelling unit**, by replacing “cooking” with “kitchen”; and,

2.1.3 by deleting the defined term, **Kitchenette**.

2.2 Section II Zones and Zone Regulations is amended as follows:

2.2.1 In Table 1.4: Agricultural Zones Regulations, by adding the following Note 5 to the maximum floor area of a farm residence:

Note 5. In the calculation of floor area for a farm residence, the following may be excluded as floor area:

- a. Crawl space; and
- b. Unenclosed balconies and decks.

2.2.2 After the section, "SITING AND HEIGHT", by adding a new heading, "FARM RESIDENCES" and inserting the following:

- "5. A farm residence shall not include more than:
 - a. one kitchen;
 - b. one ancillary kitchen; and,
 - c. one laundry facility.
6. A secondary suite within a farm residence shall not include more than:
 - a. one kitchen;
 - b. one ancillary kitchen; and,
 - c. one laundry facility.
7. A basement shall not include more than one sanitary facility.
8. A crawl space shall not include any windows or external door openings."

2.2.3 By replacing Note 2 to Table 2.4: Residential Zones Regulations, with the following:

Note 2. In the calculation of floor area ratio in RS and RD and RRh zones the following may be excluded as floor area:

- a. 46 m² (495 sq.ft.) of floor area for a garage or carport, and, in the case of a property with a coach house, an additional 23m² of floor area for a garage or carport;
- b. Any floor area comprising a basement that is not below the flood construction level to a maximum floor area ratio of 0.15;
- c. Crawl space; and,
- d. Unenclosed balconies and decks.

2.2.4 In section 2.5, Additional Regulations, by inserting the following:

"DWELLING UNIT

12. A dwelling unit shall not include more than:
 - a. one kitchen;
 - b. one ancillary kitchen; and,
 - c. one laundry facility.

BASEMENT & CRAWL SPACE

13. A basement shall not include more than one sanitary facility.
14. A crawl space shall not include any windows or external door openings.”

2.3 Section III Supplementary Regulations is amended as follows:

2.3.1 In Subsection 3.1, Flood Plain, by adding the following new clause 1-3:

“1-3 A dwelling unit within the flood plain shall not include more than:

- a. one entry foyer with a maximum size of 10 m²;
- b. one laundry or mechanical room with a maximum size of 7 m² ;
and,
- c. one garage with a maximum size of 46 m²
located below the flood construction level.

2.3.2 In section 15, Coach Houses, by deleting subsection 15-7.

READ A FIRST TIME this	11 th day of	June, 2019
READ A SECOND TIME this	11 th day of	June, 2019
PUBLIC HEARING HELD this	25 th day of	June, 2019

Mayor

Corporate Officer

Zoning Amendment Bylaw No. 4132 for Floor Area Ratio Exemptions - First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4132 for Floor Area Ratio Exemptions first two readings.


PREVIOUS COUNCIL/COMMITTEE ACTION

At the May 28, 2019, Committee of Council meeting, Committee recommended to Council:

That the Zoning Bylaw be amended to limit exempt floor area in a basement; restrict development below the flood construction level; and further regulate cooking, laundry and bathroom facilities in dwelling units.

OPTIONS

(Check = Staff Recommendation)

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

Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to limit exempt floor area in a basement; restrict development below the flood construction level; and further regulate cooking, laundry and bathroom facilities in dwelling units.

PREVIOUS COUNCIL/COMMITTEE ACTION

March 26th, 2019 Council:

That Council direct staff to prepare a bylaw that would:

- Restrict exclusions for basements and areas below the floodplain in Floor Area Ratio calculations for single residential and duplex uses; and
- Limit the number and locations of kitchens, three-piece bathrooms and laundry facilities in single residential and duplex homes.

REPORT SUMMARY

This report brings forward recommendations responding to Council's motion directing staff to bring forward bylaw amendments pursuant to s.463 of the *Local Government Act* to address immediate concerns related to new single residential and two-family (duplex) buildings. The following amendments to current zoning regulations are recommended:

- (1) that the current exclusion of any area within a basement from the floor area ratio calculation be amended to impose a maximum exemption of a 0.15. This amendment is intended to address concerns related to multiple suites within basements as well as the greater bulk of buildings resulting from home builders maximizing exempt square footage;
- (2) that permitted areas within a dwelling located within the flood plain and below the habitable floor elevation be restricted to address two major concerns:
 - a. areas below the habitable flood elevation being converted to habitable uses despite the area being identified as vulnerable to potential flooding, and
 - b. the increased impact of large buildings due to the floor area ratio exemption applying to all space below the flood construction level; and,
- (3) that new definitions be added to define and restrict kitchens, accessory kitchens, bathrooms and laundry facilities to help avoid easy conversion of dwellings to include unauthorized suites that are additional to the permitted principal dwelling unit and secondary suite.

BACKGROUND

The policies of the Official Community Plan promote the design and construction of new buildings and landscaping within established neighbourhoods to fit with the established neighbourhood context. As changes occur to the nature of new homes being built in these neighbourhoods, from

Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

time to time the City needs to amend its regulations to ensure the overall policy continues to be met.

Initially, neighbourhoods were comprised of relatively modest homes on relatively large lots and few homes included secondary suites. However, when this began to change in the late 1990s with larger homes being constructed the City introduced a floor area ratio restriction to relate the size of the home to the size of the lot and limit house size to 50% of the lot area. At that time, the City also amended its bylaws to permit secondary suites within single residential dwellings, recognizing the increasing value of this use as a “mortgage helper” as well as providing for rental accommodation within established neighbourhoods.

The current situation is that homes are now being constructed to the maximum square footage allowed by the Zoning Bylaw's floor area ratio and builders are maximizing the spaces that are exempt from being included in this calculation. Many homes are also being designed for easy conversion to include not only a permitted secondary suite (in single residential buildings) but also an additional unauthorized suite (in both single residential buildings with a secondary suite and in duplex buildings), after the building permit and inspection processes are complete. This situation contravenes both the City's zoning regulations and the BC Building Code. It is resulting in significant neighbourhood impacts including very large new homes incompatible within the established context, substantial on-street parking demand, and extensive paving of front and rear yards and boulevards to accommodate additional vehicles. The higher density is not supported by amenities such as sidewalks and street lighting, which are not required for local streets in established residential areas intended for single and two family homes. There are also safety concerns related to the unauthorized construction.



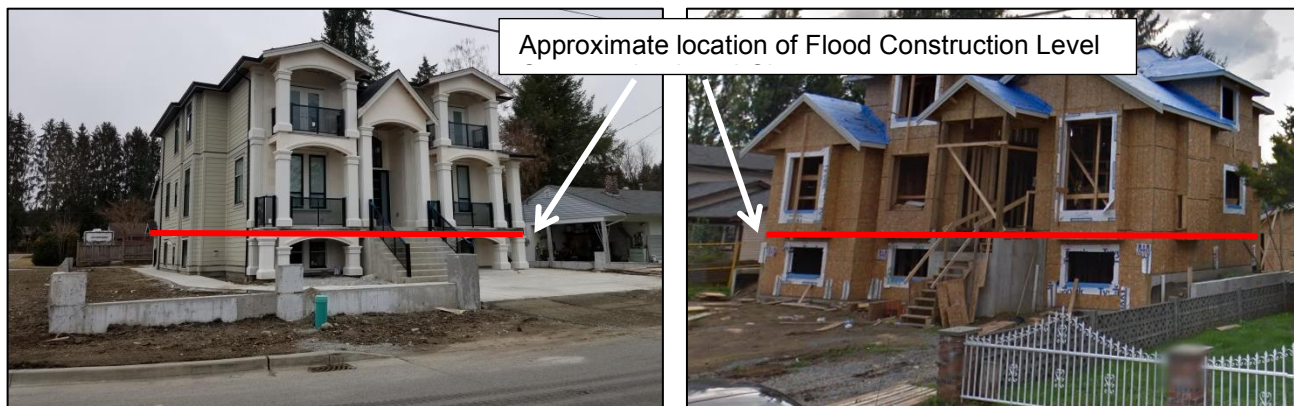
Example of new houses in an established neighbourhood

Two of the three new homes shown on the above image are designed to include an authorized secondary suite conforming to current regulations. In addition, the homes have a separate recreation room within the basement that includes a bar sink and additional outdoor access. These

Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

features could easily facilitate conversion to an unauthorized suite if an owner adds a fridge and stove once inspection processes are complete.

The Zoning Bylaw restricts homes in the flood plain to having habitable floor space located above the flood construction level, which can be as much as 7 or 8 feet above a site's natural grade, and only includes habitable space in its calculation of the floor area ratio. The bylaw further defines habitable floor areas to include bedrooms, kitchens and living rooms. The space below the habitable construction level may include bathrooms, garages, utility rooms, mechanical rooms and entry foyers and there are no restrictions on building elements such as windows and doors to this non-habitable and exempt space. Over time, many (if not most) property owners convert this non-habitable space to include habitable rooms and, often, unauthorized suites.



The BC Building Code sets specific regulations for secondary suites in single residential dwelling but it does not allow for any more than one suite. Under the Code, a building must be built to a higher standard if it includes more than the two permitted dwelling units (i.e., the principal residence and one suite). There is no consideration currently being given by the Province to allow for any more than one suite in a single residential unit without meeting the higher Code standard due to safety concerns. The National Building Code sets regulations for secondary suites within a duplex and several municipalities are now allowing for this use within their duplex areas, some on a pilot basis. To date, allowing for secondary suites has not been proposed for Port Coquitlam but it is anticipated consideration will be given to this option in the upcoming review of townhouse-designated areas.

The City currently has 9,980 properties zoned to permit single-residential development and 273 for duplex development. Of these properties, 21% (2,198) are located in the flood plain. 2,986 of the single residential homes are estimated to have one secondary suite, a use which is permitted by the Zoning Bylaw and BC Building Code. It is not known how many single residential homes have been altered to include two or more secondary suites or how many duplexes contain suites, neither of which are permitted by the City or the Code. An analysis of the building permits indicated that of 36 building permit applications received in 2018, 89% (32 of the 36 applications, including one

Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

duplex) were designed to easily facilitate conversion to include unauthorized additional suites. Of the four building permit applications for dwellings in the floodplain processed in 2018, three were designed to easily facilitate conversion of the non-habitable space to one or more additional suites.

PROPOSED BYLAW AMENDMENTS

(1) Limit the Floor Area Ratio Exemption for areas within a basement:

The maximum size of a house is currently determined by carrying out a calculation of the permitted floor area ratio. The Zoning Bylaw sets a maximum floor area ratio in residential areas of 0.5, which means the dwelling can have a floor area which is 50% of the lot area. It further allows for the following exemptions:

- 46 m² (495 sq.ft.) of floor area for a garage or carport, and, in the case of a property with a coach house, an additional 23m² of floor area for a garage or carport;
- Floor area below the habitable floor elevation;
- Any floor area comprising a basement; and
- Balconies, decks, and areas within underground structures.

A basement is defined as a floor level that is more than 50% below the finished grade, resulting in the main floor of the house approximately 4' above the finished grade. A crawl space is also not included in a floor area ratio calculation.

It is proposed that the amount of basement floor area that can be excluded from the floor area calculation be amended to limit this exemption to 0.15 times the lot area. This amendment would still allow a builder to construct a sizable basement, but any additional space in the basement would be included as part of the total permitted floor area. This amendment will continue to relate house size to lot size, continue to accommodate a secondary suite, and better distribute floor area (reducing building massing) while not limiting design options.

The rationale for the proposed amendment, compared to other potential changes to current regulations, is that it best addresses the concern related to multiple illegal suites in basements, where most unauthorized suites are located. The amendment does not restrict basements from being constructed, but requires that any floor area which exceeds the exemption of 0.15 times the lot area must be counted. For comparison, this approach is similar to that taken for a garage. An owner may build as large of a garage as desired but any floor area which exceeds the exemption must be counted. It also avoids penalizing residents who may not wish to include a basement if, for example, the selected option to address the concern was to reduce the permissible floor area ratio.

The following table illustrates the potential impact of the proposed amendment:

Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

Example of Homes with basements	Lot area and dimensions	Current and proposed total floor area ¹	Current exempt basement area (example) ²	Proposed exempt basement area
Small lot	4,026 sq. ft. lot (33 ft x 122 ft)	2,013 sq. ft.	1,007 sq. ft.	604 sq. ft.
Large lot	7,808 sq. ft. lot (64 ft x 122 ft)	3,904 sq. ft.	1,952 sq. ft.	1,171 sq. ft.
Duplex	7,198 sq. ft. lot (59 ft x 122 ft)	3,959 sq. ft.	1,980 sq. ft. (990 sq.ft./unit ³)	1,080 sq. ft. (540 sq.ft./unit)

(2) Limit spaces within the building that are below the flood plain elevation:

The Zoning Bylaw defines a habitable room as a room whose ordinary use involves the presence of people other than a bathroom, garage, utility or mechanical room, and entry foyer. No habitable room may be located below the habitable floor elevation, which is defined to mean the flood construction level set by a Schedule to the Zoning Bylaw. The habitable floor elevation can be as much as 7 or 8' above natural grade.

The primary issue associated with buildings in the flood plain occurs when owners convert non-habitable space below the flood construction level to a secondary suite or other habitable space. This increases the potential damage which could occur should the City experience a flood as well as creates a level of vulnerability for persons who may be living in space below the flood plain elevation.

The amendments proposed to address this concern are:

- to restrict the number and size of non-habitable rooms located below the flood construction level to:
 - one entry foyer up to 10m² (107 ft²) in size and
 - one mechanical and/or utility room with no more than one set of laundry facilities of up to 7m² (75 ft²) in size
 and to include these spaces in the floor area ratio calculation (remove the current exemption);
- to allow for one garage up to 46m² (495 ft²) in size, which would continue to be exempt from the floor area ratio calculation;

¹ Based on a maximum floor area ratio of 0.50 for single family homes and 0.55 for duplexes; not including exempt space for a garage.

² This calculation assumes that the size of the basement would be the same as the size of the main floor and that the main floor and second floor would be of equal sizes, for illustrative purposes. The total amount of exempt basement space could be larger than illustrated if, for example, a building had a large main floor and small second floor.

³ Assumes equal distribution between units

Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

3. to restrict all other spaces within the building below the flood construction level to that of a crawl space with a floor to ceiling height of no more than 1.5m (5 ft.); and,
4. to not permit windows or external door openings in a crawl space area.

(3) Limit ancillary kitchens, bathrooms and laundry facilities:

The Zoning Bylaw defines a dwelling unit as “a self-contained suite of rooms used or intended to be used as a residence by one family and containing both cooking and sanitary facilities”. The Bylaw does not define or limit what constitutes cooking and sanitary facilities. The review of building permit applications has revealed that some developers are proposing to include multiple facilities, a proposal that facilitates future conversion of the dwelling unit to include multiple suites.

To address this situation, the following changes are recommended:

1. Define cooking facilities as including a food preparation area with a sink and appliance for the heating and cooking of food (stove) and ancillary cooking facilities as including a food preparation area with an appliance for the heating and cooking of food which can only be accessed from a cooking facility.
2. Limit the number of permitted cooking facilities to one per dwelling unit (i.e., one in a principal residence and one in a secondary suite) and limit ancillary cooking facilities to one per cooking facility.
3. Define sanitary facilities as including a sink, toilet and shower or bath within a room or connecting rooms and limit in a basement to one sanitary facility.
4. Define laundry facilities as including appliances for cleaning, rinsing or drying of textiles which is principally designed for use within a domestic environment and limit laundry facilities to one per dwelling unit.

FINANCIAL IMPLICATIONS

The proposed bylaw changes would not impact the City's current practice of billing for secondary suites. The City currently bills water, sewer and solid waste fees for any secondary suites that exist including dwelling units that are not permitted under, or do not comply with, the Building Code or a City bylaw (such as the Zoning Bylaw or Building and Plumbing Bylaw). The charge imposed on a property reflects the actual use of the property from a utility consumption standpoint only. The City's inclusion of unlawful dwelling units in the calculation of such charges does not constitute City approval of such a dwelling unit, nor does it affect or limit the City's powers to enforce its bylaws with respect to such a dwelling unit.


Amendment of Floor Area Ratio Exemptions, Development below the Flood Construction Level, and Facilities in Dwelling Units

PUBLIC CONSULTATION


The public would be formally consulted through the public hearing process for the bylaw amendments. Associated with the bylaw amendment process, staff intend to provide public information and focused information for builders that will help create an enhanced understanding of secondary suite and flood plain regulations as well as the information on the proposed bylaw amendments.

OPTIONS


Basement exemption

#	Description
1 	Introduce the recommended floor area exemption of 0.15
2	Request staff bring forward a different proposal to address concerns related to large basements
3	Determine that no change is required to the current exemption

Area below the Flood Construction Level

#	Description
1 	Restrict to crawl space with no windows or doors plus garage, utility room and entry foyer and include utility rooms and the entry in the floor area ratio
2	Request staff bring forward a different proposal to address concerns related to habitable areas being located below the flood construction level
3	Determine that no change is required to the current regulations

Facilities

#	Description
1 	Introduce the recommended definitions for kitchens, accessory kitchens, bathrooms and laundries
2	Request staff bring forward a different proposal to address concerns related to easy conversion of units to multiple suites due to multiple facilities
3	Determine that no change is required to the current regulations

Lead author(s): Bryan Sherrell, Jennifer Little

Contributing author(s): Shawn Hagan

Committee Report to Council

930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

Committee Action:

At the June 18, 2019, Committee of Council Meeting, the staff report, *930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application* was considered and the following motion was passed:

1. That Committee of Council confirm the consultation required for an amendment to the Official Community Plan is met by the posting of a sign at 930 Dominion Avenue and the consideration of the proposed revision to Map 22 at an open Committee meeting; and,
2. That as described in the report dated June 18, 2019, Committee of Council recommend to Council that:
 - a. Map 22 of the Official Community Plan be amended to remove its identification of watercourses from 930 Dominion Avenue;
 - b. The zoning of 930 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
 - c. Prior to adoption of the amending bylaws, the following conditions be met:
 - i. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
 - ii. an extension of Seaborne Avenue including a cul-de-sac, and
 - iii. widening of Nicola Avenue; and,
 - d. Completion of the following to the satisfaction of the Director of Development Services:
 - i. submission of securities and fees for the off-site works;
 - ii. registration of a legal agreement to apply specific building, parking, loading and landscape design requirements for appropriate treatment between non-industrial sites to the east and north of Dominion Avenue and the industrial site;
 - iii. submission of \$850,000 cash-in-lieu for watercourse compensation to be transferred to the General Capital Reserve for future use; and,
 - iv. submission of design and securities to provide for construction of bio-swale riparian enhancements along the north and west property lines.
3. That Committee of Council direct staff to identify options to use the compensation funds for watercourse and riparian projects for its future capital works plan approval.

The following motion is now before Council for decision:

That Council:

1. *Give first two readings to Bylaw 4133 and Bylaw 4134; and*
2. *That prior to adoption of the amending bylaws, the following conditions be met:*

- a) *Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:*
 - i. *an extension of Seaborne Avenue including a cul-de-sac, and*
 - ii. *widening of Nicola Avenue; and,*
- b) *Completion of the following to the satisfaction of the Director of Development Services:*
 - i. *submission of securities and fees for the off-site works;*
 - ii. *registration of a legal agreement to apply specific building, parking, loading and landscape design requirements for appropriate treatment between non-industrial sites to the east and north of Dominion Avenue and the industrial site;*
 - iii. *submission of \$850,000 cash-in-lieu for watercourse compensation to be transferred to the General Capital Reserve for future use; and,*
 - iv. *submission of design and securities to provide for construction of bio-swale riparian enhancements along the north and west property lines.*

CITY OF PORT COQUITLAM

OFFICIAL COMMUNITY PLAN AMENDMENT BYLAW, 2019

Bylaw No. 4133

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

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

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

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

1. Citation

This Bylaw may be cited as "Official Community Plan Bylaw, 2013, No. 3838, Amendment Bylaw, 2019, No. 4133.

2. Administration

That Map 22 of the "Official Community Plan Bylaw, 2013, No. 3838" be amended by removing the identification of watercourses on the area of land as shown on Schedule 1, attached to and forming part of this Bylaw.

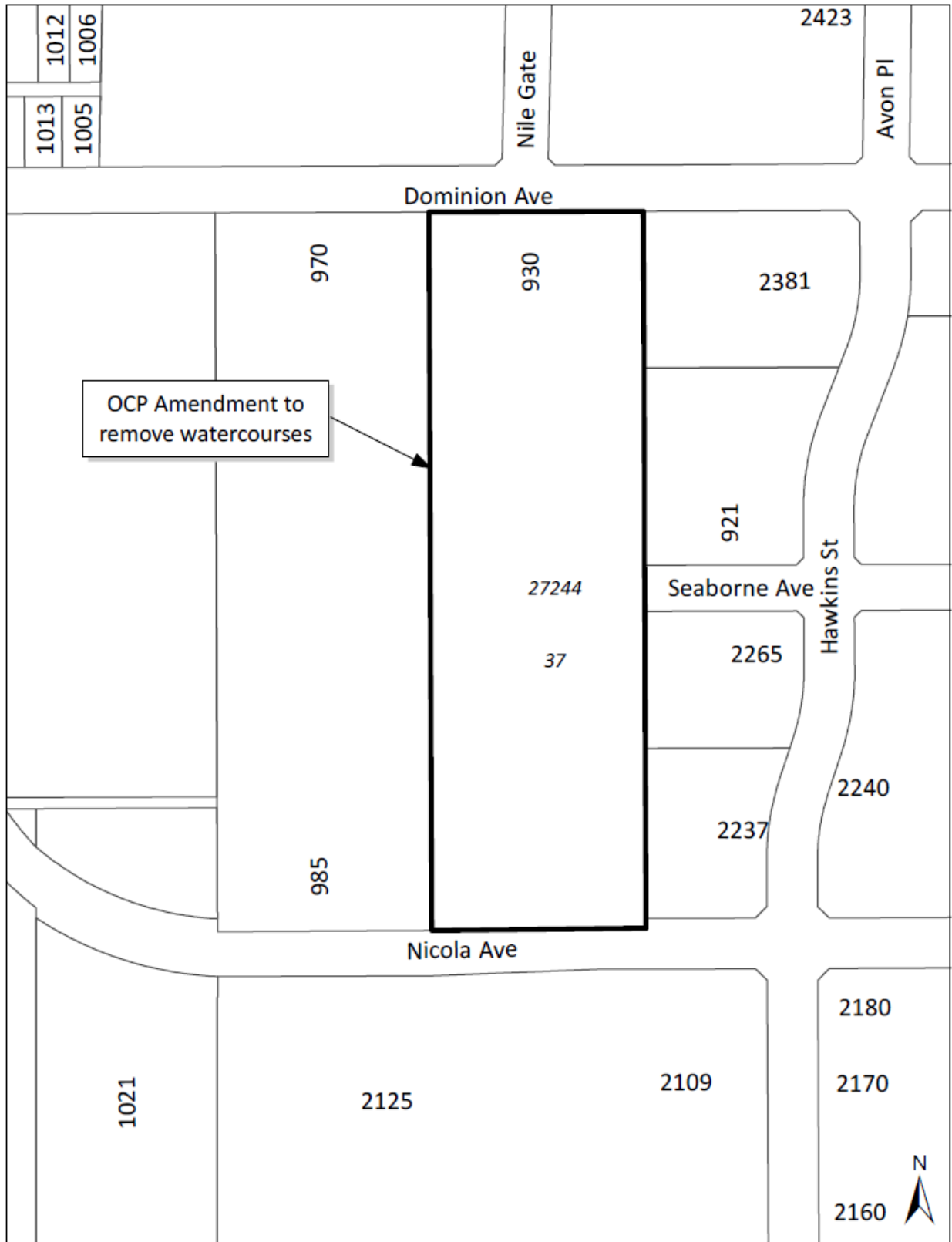
READ A FIRST TIME this day of , 2019

READ A SECOND TIME this day of , 2019

Mayor

Corporate Officer

SCHEDULE 1



CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4134

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, 2019, No. 4134.

2. Administration

That Schedule A - Zoning Map of "Zoning Bylaw, 2008, No. 3630" be amended by applying the zoning Light Industrial (M3) to the area of land as shown on Schedule 1, attached to and forming part of this Bylaw.

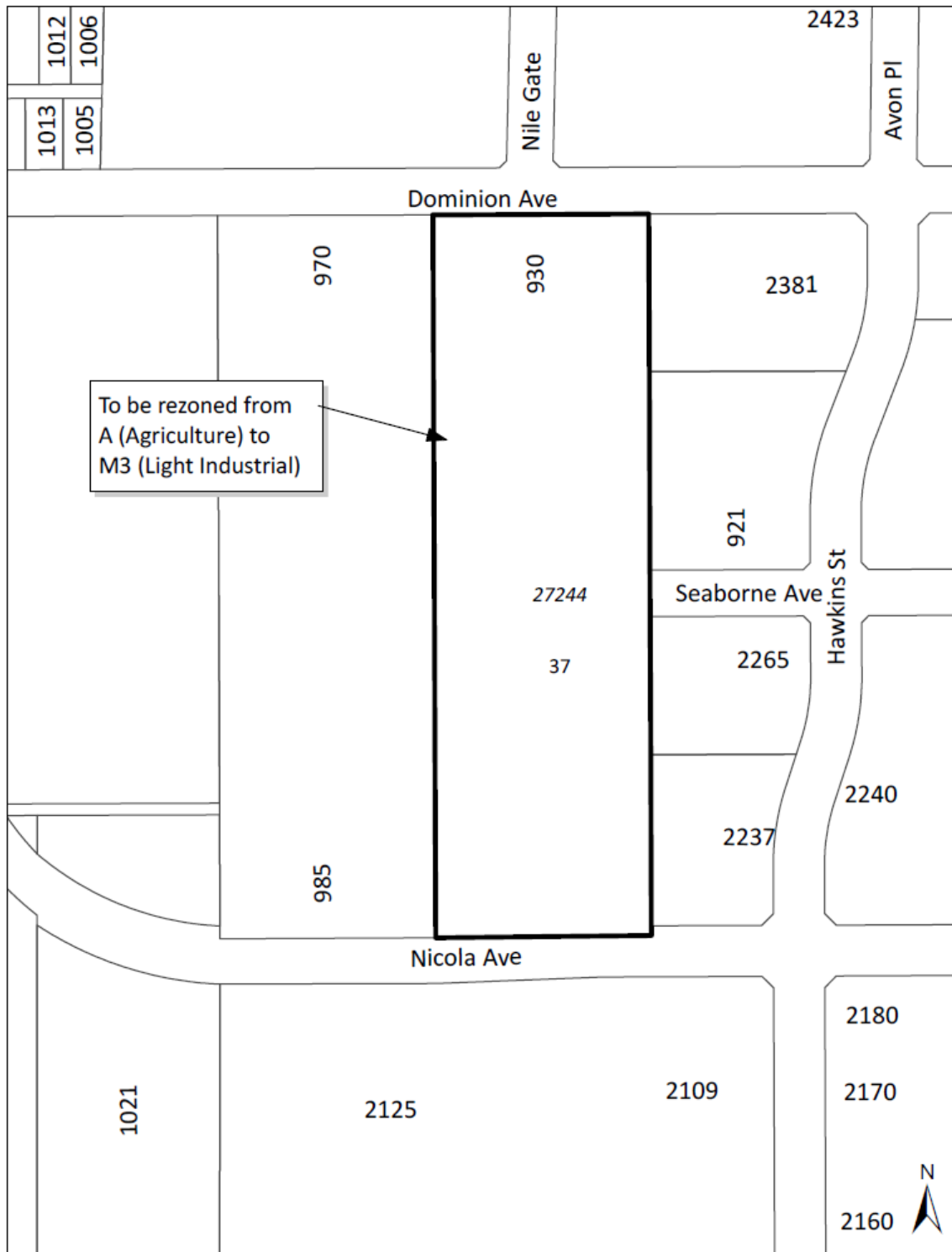
READ A FIRST TIME this day of , 2019

READ A SECOND TIME this day of , 2019

Mayor

Corporate Officer

SCHEDULE 1



930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

RECOMMENDATIONS:

Committee of Council recommends to Council that:

1. Map 22 of the Official Community Plan be amended to remove its identification of watercourses from 930 Dominion Avenue;
2. The zoning of 930 Dominion Avenue be amended from Agriculture (A) to Light Industrial (M3); and,
3. Prior to adoption of the amending bylaws, the following conditions be met:
 - a. Completion of a subdivision plan to the satisfaction of the Approving Officer to achieve:
 - i. an extension of Seaborne Avenue including a cul-de-sac, and
 - ii. widening of Nicola Avenue; and,
 - b. Completion of the following to the satisfaction of the Director of Development Services:
 - i. submission of securities and fees for the off-site works;
 - ii. registration of a legal agreement to apply specific building, parking, loading and landscape design requirements for appropriate treatment between non-industrial sites to the east and north of Dominion Avenue and the industrial site;
 - iii. submission of \$1,052,306 cash-in-lieu for watercourse compensation to be transferred to the General Capital Reserve for future use; and,
 - iv. submission of design and securities to provide for construction of bio-swale riparian enhancements along the north and west property lines.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the May 28, 2019, Committee of Council meeting, Committee directed staff to prepare a report with additional options for cash-in-lieu for watercourse compensation.

REPORT SUMMARY

This report updates information provided in the staff report considered by Committee at its May 28th Committee meeting and is intended to be forwarded to Council for its consideration of the Official Community Plan and Zoning Bylaw amendment applications. The report recommends that: (1) the Official Community Plan be amended to delete its current designation of two watercourses and obtain \$1,052,306 as cash-in-lieu of compensation; and, (2) the Zoning Bylaw be amended to rezone the site to the M3 Light Industrial zone in accordance with the Official Community Plan's land use designation for the site. The recommended conditions of approval are intended to provide for completion of required roads and services at the time of subdivision and mitigate potential impacts of future industrial uses, in addition to requiring on-site environmental enhancements and the cash-in-lieu payment.

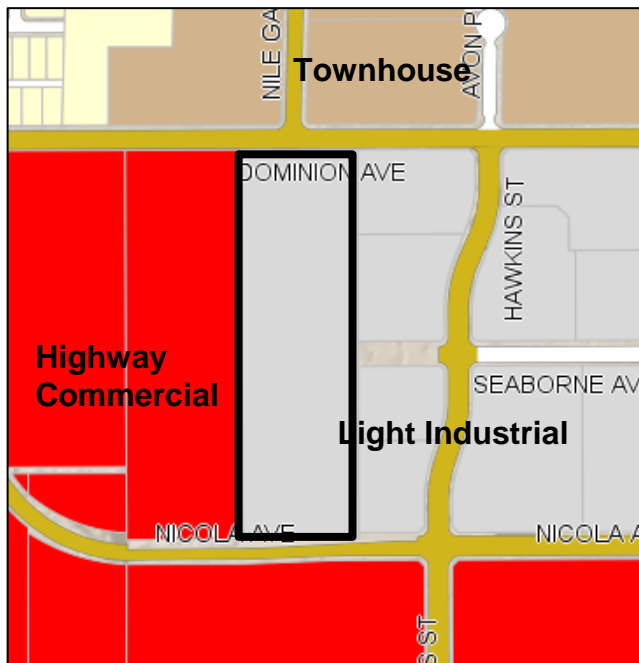
BACKGROUND

Proposed Development:

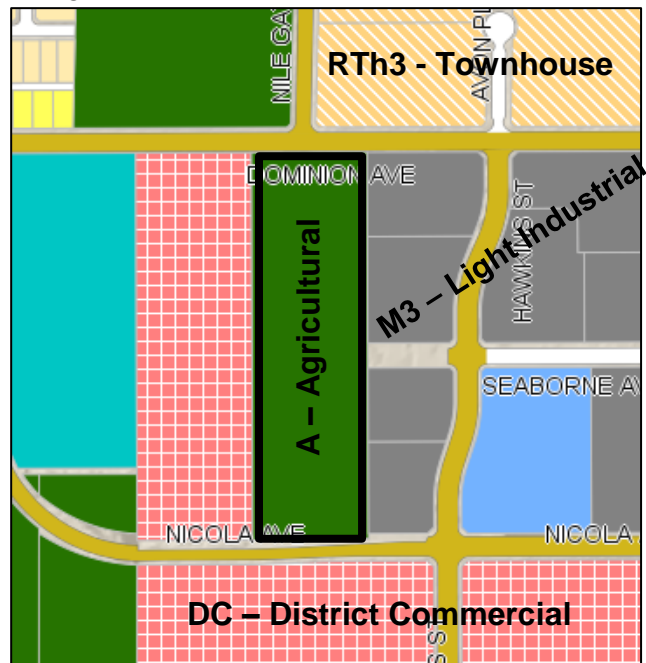
The Conwest Group of Companies proposes to rezone a 7-acre site west of Hawkins Street between Nicola Avenue and Dominion Avenue for a light industrial development. The site's land

930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

use designation in the Official Community Plan is Light Industrial and its current zoning is Agriculture. The proposed M3 Light Industrial zone would permit light industrial uses such as warehousing, trade contractors, manufacturers and producers and indoor commercial recreation; it would also require businesses to operate fully within a building, not produce excessive noise, odour or other disturbances and not have outdoor storage.

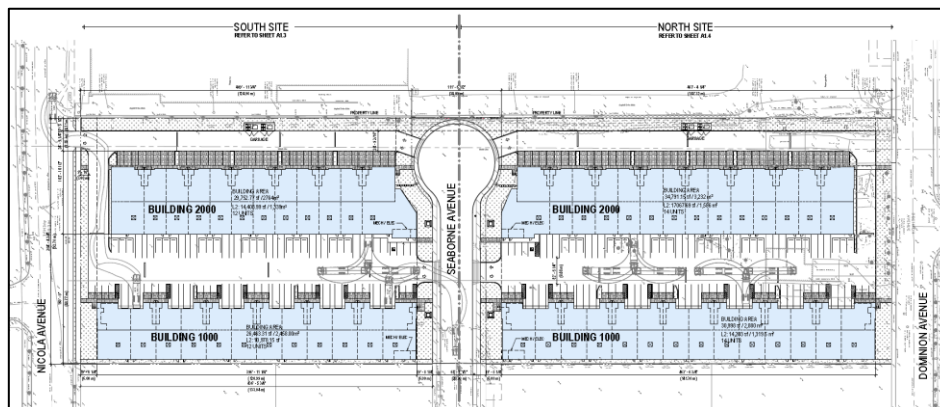


Official Community Plan Designations



Current Zoning

The applicant has also submitted a subdivision application to subdivide the parcel to create a 3-acre lot to the south and 3.5-acre lot to the north as well as a development permit application to regulate a proposed development consisting of four multi-tenant industrial buildings. The project is expected to be similar to other industrial developments recently constructed within the Dominion Triangle.



930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

The tilt-up concrete buildings would have a total floor area of 16,138m² (173,708 ft²) and a contemporary architectural design. Landscaping is to be located along the street frontages and western property line and interspersed in parking and loading areas.



Building Façade

Further details and an analysis of the proposal's compliance with zoning and parking regulations, development permit area designation and design requirements would be provided in a separate report in consideration of the development permit application.

Official Community Plan Amendment to the Watercourse Designation:

Two class B watercourses formerly flowed through the site as part of a network of watercourses in the eastern portion of Dominion Triangle. Historical documents show that the edges of the watercourses contained shrubs or trees and the area between the watercourses was vegetated.

About a decade ago, the previous property owner substantially filled these watercourses without obtaining authorization or permission. As the Official Community Plan continues to establish 15m setbacks measured from top of bank, the Plan must be amended in order for the proposed development to proceed. The total area subject to the City's watercourse protection area requirements is 14,889 m².

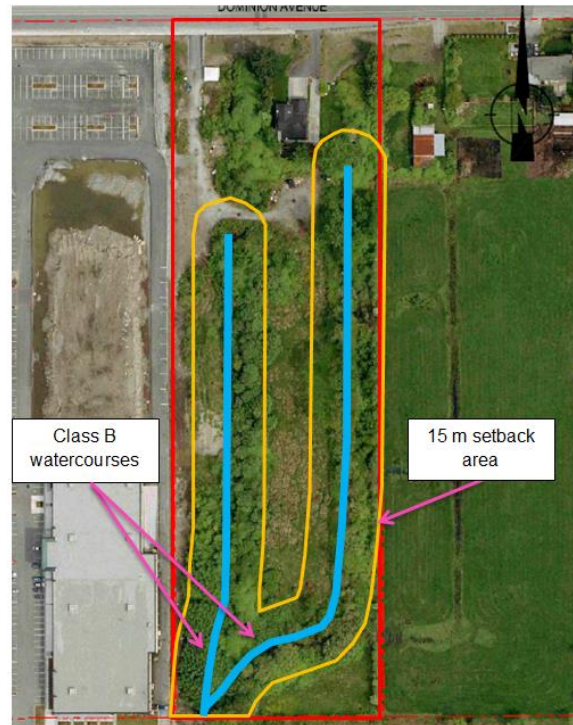
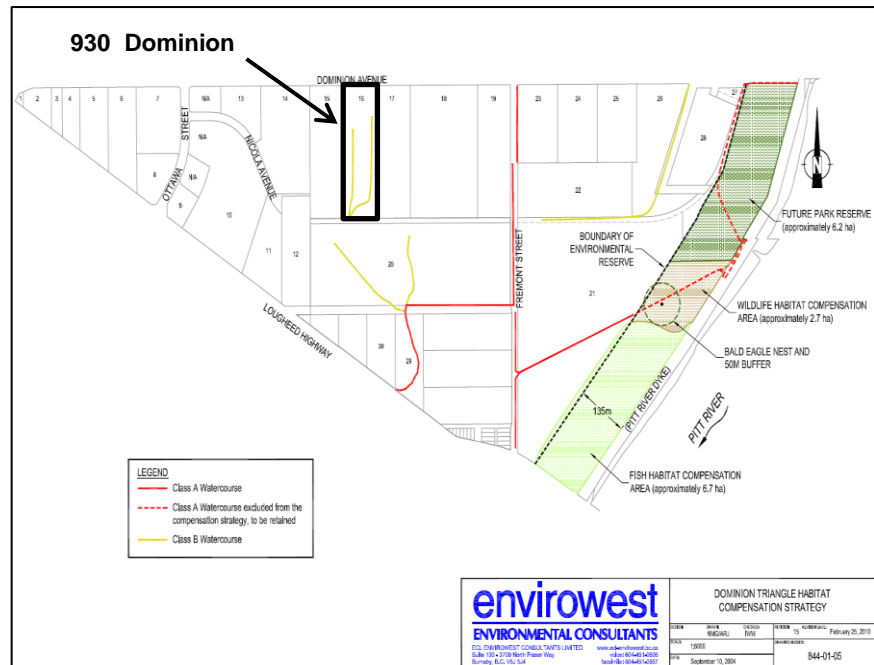


Figure 1: Approximate location of watercourses

930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

In 2010, the previous property owners were offered an opportunity to be included in the Pitt River Intertidal Habitat project, comprehensive habitat compensation proposal being proposed to provide for future development of the properties located in the Dominion Triangle. This project, designed and constructed in partnership by the City and Conwest, facilitated the future development of properties in the Dominion Triangle by compensating for the loss of watercourses and associated habitat area. Each participating owner was to contribute a



proportionate amount of the project costs, including design, construction and land purchase. The cost for the previous owners of 930 Dominion Avenue to participate in the project was determined to be \$1,113,379. However, the owners opted out of participating in this project and did not provide any funding for the compensation proposal, although the design work had incorporated their site and the compensation works were constructed in accordance with that design. Consequently, the inter-tidal compensation project does not compensate for the removal of the watercourses at 930 Dominion Avenue and the Official Community Plan was not amended at that time for this property.

Conwest, the new owner of the property, proposes to compensate for removal of the watercourses by creating an onsite riparian habitat area of approximately 1,656m² and paying cash-in-lieu for the remainder area of approximately 12,833m². The proposed onsite improvements include developing a bio-swale along the north and west property lines of the site to be planted with native plants and shrubs and protected by a post and rail fencing. While the bio-swales are unlikely to meet the characteristics of a class B watercourse due to their distance from downstream open channels, they would be in keeping with environmental objectives to retain stormwater.

The remaining compensation is proposed to be in the form of cash that would provide sufficient funding to the City for a project such as to increase the habitat value of one of the City's watercourses. The City does not generally consider proposals to eliminate watercourses in lieu of riparian compensation but staff are recommending this option due to exceptional circumstances, i.e. the limited connectivity of this property to a fish-bearing channel and the limited options to otherwise develop the property for its intended industrial uses.

930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

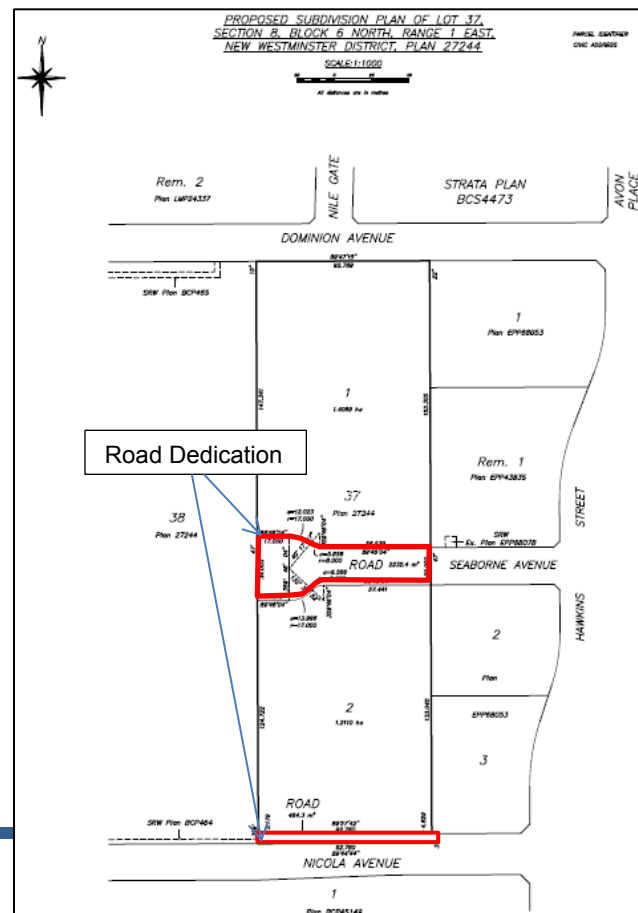
For the purposes of determining an appropriate amount of funding, a high level assessment of enhancing a portion of Fox Creek was provided by the applicant's environmental consultant. This work, identified as a possible project by the draft Maple Creek Integrated Watershed Plan would involve the enhancement of 5,645 m² of a class A(O) watercourse and adjacent habitat area. The consultant's construction cost estimates ranged from \$98 to \$150 per m², depending on the extent of fish passage improvements included in the scope of work. The estimates did not include land acquisition costs due to the assumption that riparian enhancements would be on public lands. The applicant's consultant further noted that a project to construct a base class B drainage channel on farmland would cost approximately \$63 per sq.m². A compensation value of \$1,052,306, based on a construction cost of \$82 per m², has been proposed by the applicant in the attached letter and is supported by staff. This value represents a balance between the subject property's context of a class B watercourse and the anticipated construction costs for a municipal riparian enhancement project on public lands within our existing watersheds. Staff note the potential for enhancement works within the Maple Creek watershed to be identified during review of the draft Maple Creek Integrated Watershed Plan that is scheduled for completion this fall. These potential projects would then be brought forward for Council's consideration through future capital budget planning processes.

Proposed Conditions of Rezoning Approval:

The Approving Officer advises that conditions of subdivision approval would include road dedication to extend Seaborne Avenue through the site, including provision for a cul-de-sac to allow for future access to the site to the west and dedication of sufficient road width along Nicola Avenue to meet future requirements. The associated offsite infrastructure to be required includes curb and gutters, sidewalks, street lights, street trees and boulevard landscaping. The recommendation to require the submission of fees and securities as conditions of rezoning will ensure completion of these works to the City's satisfaction.

The applicant submitted a transportation impact assessment which confirms that the Seaborne Avenue extension and road network would have the capacity to support the additional traffic from this development. No additional traffic measures are proposed as conditions of approval.

A covenant to require specific design requirements is recommended as a condition of rezoning to ensure that the future industrial developments are compatible with the residential



930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

uses to the north and commercial uses to the west, similar to other developments on the south side of Dominion Avenue. These requirements include:

- a 6m wide landscape strip along the north property line adjacent to Dominion Avenue to soften the appearance of industrial building façades and screen any open parking spaces;
- a restriction to prohibit fencing or walls with an industrial character, such as chain link, barbed wire, or lock-block walls;
- a restriction to not allow loading bays or access in yards that face Dominion Avenue;
- a requirement that garbage and recycling storage areas be included within a building and a restriction that access to these area not be allowed in yards that face Dominion Avenue;
- a restriction on the illumination of yards along Dominion Avenue to ensure lighting does not shine directly into residences, control glare and that the lighting adheres to dark sky principles;
- a restriction that all roof top units and equipment must be screened and consistent with the overall design vocabulary and materials of the building;
- a requirement that buildings on corner lots be designed to face the adjoining streets; and,
- a design requirement for building articulation, glazing, varied roofline heights and architectural details to mitigate the box-like massing typical of industrial buildings by adding visual interest.

DISCUSSION

The proposed rezoning adheres to policy objectives of the Official Community Plan for industrial areas and the proposed development reflects the Plan's design guidelines and contribute to substantial completion of the ultimate road network for the Dominion Triangle. The recommended cash payment would address watercourse compensation requirements for this site and provide funding future watercourse and riparian enhancement works, as would be determined by Council through future processes. Approval is recommended.

FINANCIAL IMPLICATIONS

A cash-in-lieu payment for on-site environmental compensation would allow for the site's development and provide general funding which may be used for works such as a future watercourse compensation project. It is recommended that the funds be transferred to the General Capital Reserve for a project to be determined by Council in the future. The City would obtain the benefits associated with the site's industrial development, including one-time payments of DCCs and offsite improvements as well as ongoing industrial property taxes.


PUBLIC CONSULTATION

Development signs have been posted to face both Nicola Avenue and Dominion Avenue and provide notification of the applications. To date no comments from the public have been received. The public hearing would provide a formal opportunity for Council to hear comment on the amendments.

930 Dominion Avenue – Amendment to the Official Community Plan (Watercourse) and Rezoning Application

OPTIONS:

(1) Official Community Plan (watercourse designation removal)

#	Description
1 	Recommend to Council that the Official Community Plan and Zoning Bylaw be amended, including the recommended conditions of approval for offsite improvements and design requirements be amended, including the recommended conditions of approval for onsite enhancements and payment of a cash-in-lieu amount of \$1,052,306.
2	Request additional information, amendments to either application, changes to recommended conditions of approval or a different cash-in-lieu amount prior to forwarding the application to Council.
3	Recommend to Council that the application be refused.

ATTACHMENTS

Attachment #1: Location Map

Attachment #2: Applicant letter & Environmental Report

Lead author(s): Bryan Sherrell, Jennifer Little

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4062

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

1. CITATION

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

2. ADMINISTRATION

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

Civic: 2152-2166 Grant Avenue

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

From: RS1 (Residential Single Dwelling 1)

To: RA1 (Residential Apartment 1)

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

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

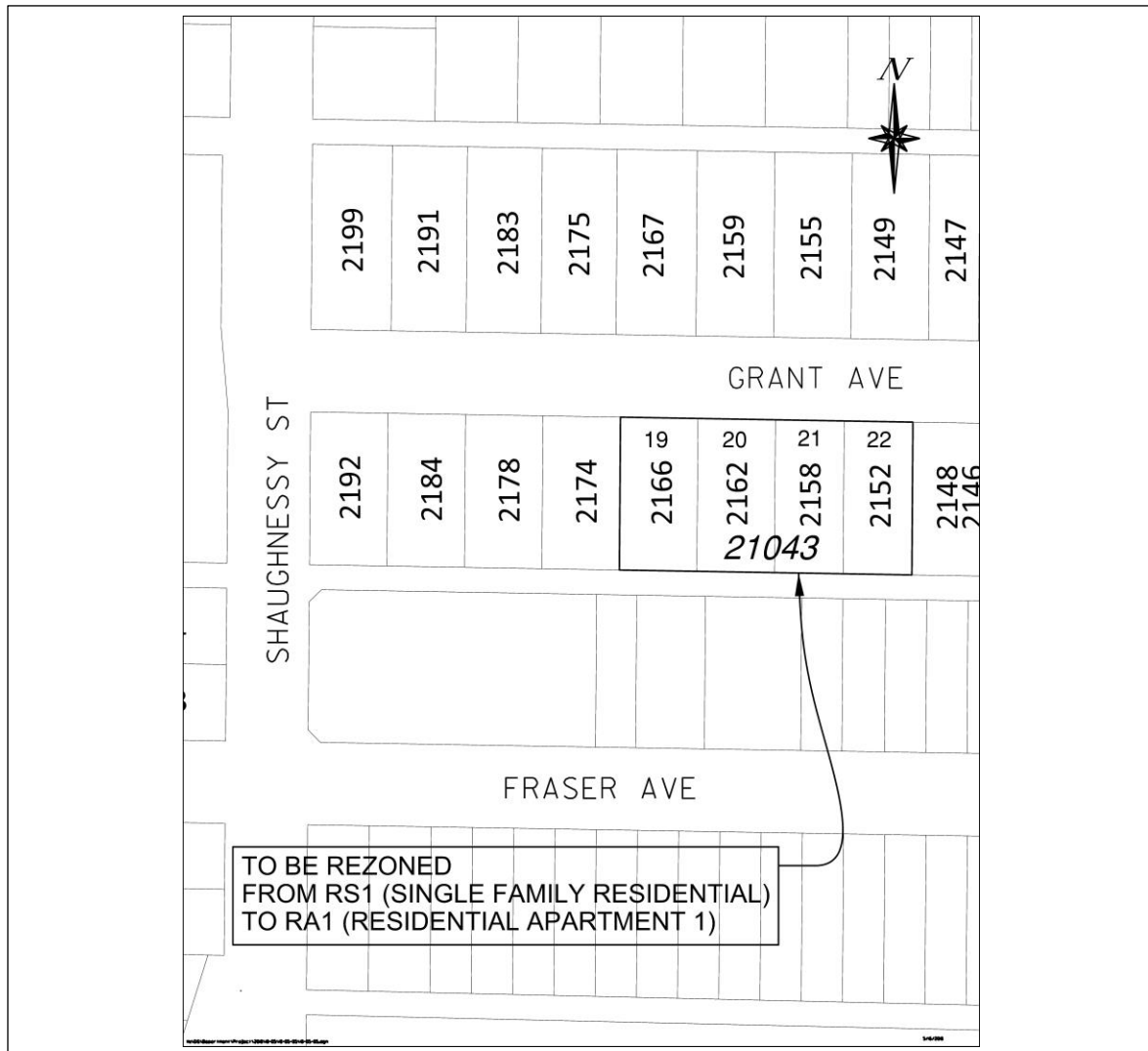
10. An owner of a parcel of land situated at Lots 19, 20, 21 and 22 District Lot 64, New West District, Plan NWP21043 (2152-2166 Grant Avenue) who applies for a Building Permit for an apartment used may, subject to this Section 10, opt to pay the City a sum of \$15,000 per parking space in lieu of providing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

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

Mayor

Corporate Officer

Schedule 1



CITY OF PORT COQUITLAM
PARKING AND DEVELOPMENT MANAGEMENT AMENDMENT BYLAW
Bylaw No. 4129

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

1. CITATION

This Bylaw is cited as “Parking and Development Management Bylaw, 2018, No. 4078, Amendment Bylaw, 2019, No. 4129”.

2. ADMINISTRATION

The Parking and Development Management Bylaw, 2018, No. 4078, is amended as follows:

In section 9, Payment in Lieu of Parking Spaces, subsection 9.1(b) by replacing “\$15,000” with “\$40,000”.

READ A FIRST TIME this	11 th day of	June, 2019
READ A SECOND TIME this	11 th day of	June, 2019
READ A THIRD TIME this	11 th day of	June, 2019
ADOPTED this		

Mayor

Corporate Officer

CITY OF PORT COQUITLAM

PARKING AND DEVELOPMENT MANAGEMENT AMENDMENT BYLAW

Bylaw No. 4135

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

1. CITATION

This Bylaw is cited as “Parking and Development Management Bylaw, 2018, No. 4078, Amendment Bylaw, 2019, No. 4135”.

2. ADMINISTRATION

The Parking and Development Management Bylaw, 2018, No. 4078, is amended as follows:

- 2.1 In section 8, Required Off-Street Parking Spaces, by inserting “At least 2 visitor spaces in a building with 10 or more dwelling units” in the column, “Additional Parking Space Requirement” for an apartment building use and an apartment building with a height greater than 6 storeys use;
- 2.2 In section 12, Parking Space Standards, subsection 12.2 by deleting clause d); and
- 2.3 By adding the following new section 13, and renumbering subsequent sections accordingly:

“13. ACCESSIBLE PARKING SPACE STANDARDS FOR PERSONS WITH DISABILITIES

- 13.1 Where off-street parking is provided for the building or use classes listed under section 8, accessible parking spaces must be provided for persons with disabilities as follows:
 - a) where more than 50 off-street parking stalls are required to be provided, parking spaces shall be provided in the ratio of 1 accessible parking space for every 100 stalls or part thereof, and
 - b) a minimum of one accessible parking space shall be provided for each designated wheelchair space or accessible sleeping room required by the BC Building Code.
- 13.2 Parking spaces for use by persons with disabilities shall:
 - a) be not less than 2.5 metres wide,
 - b) be provided with an access aisle not less than 1.5 metres width on one side and that may be shared between two adjacent parking spaces for persons with a disability,
 - c) have a firm, slip-resistant and level surface,

- d) be located close to an accessible entrance to the building,
- e) be clearly marked on the parking surface with the International Symbol of Access shown below as being for the use of persons with disabilities, and
- f) be identified by a sign located not less than 1.5 metres above ground level as being for the use of persons with disabilities, with the International Symbol of Access.

13.3 The following regulations shall apply to any building containing 10 or more dwelling units:

- a) At least one accessible parking space shall be provided as part of the visitor parking space requirements, and
- b) The accessible parking space shall be included within the common property if the building is stratified.”

READ A FIRST TIME this	11 th day of	June, 2019
READ A SECOND TIME this	11 th day of	June, 2019
READ A THIRD TIME this	11 th day of	June, 2019
ADOPTED this		

Mayor

Corporate Officer

RECOMMENDATION:

That the city's 2018 Statement of Financial Information be approved by Council.

REPORT SUMMARY

Legislation requires the city to annually prepare both a Statement of Financial Information (SOFI) (Attachment 1) and an Annual Report (portcoquitlam.ca/annualreport) The SOFI contains the city's financial statements, as well as additional disclosure on payments to suppliers, remuneration, benefits and expenses paid to employees and members of Council. The Annual Report includes the city's accomplishments, activities and financial results for the past year and goals for the upcoming year. Council is required to approve the SOFI by June 30.

BACKGROUND

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

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

DISCUSSION

Statement of Financial Information and Report on Council Remuneration

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

For the year ended December 31, 2018 there were no contracts between any members of Council and the city. Council remuneration, expenses and benefits have been reported as part of the city's 2018 SOFI. The main contributing factor affecting the 2018 employee remuneration is collective agreement and contract pay increases.

Annual Report

The City of Port Coquitlam's 2018 Annual Report has been available on the city's website (portcoquitlam.ca/annualreport) since June 10 for viewing and download. Copies will also be

mailed to community stakeholders, community groups and neighbouring municipalities. Advertisements have been placed in the local newspaper and shared on social media advising the public of the city's annual reporting and opportunity to convey concerns, comments or questions to Council concerning the Annual Report before 4:30 p.m. Friday, June 21, 2019.

Entitled *Getting the Basics Right*, the report reflects on the work being undertaken to meet the basic core services of the City – from upgraded roads to make it safer to get around and parks where kids can play, while reporting on 2018 departmental achievements, plans for 2019, and the 2018 audited financial statements and statistical data.

Highlights of 2018 featured in the report include:

- Significant progress on the construction of the 205,000 square foot Port Coquitlam Community Centre that will bring much needed services to the community.
- Rolled out a \$60-million capital program that included eight kilometres of road rehabilitation, seven kilometres of utility infrastructure, a major upgrade to Centennial pool and improvements to pedestrian safety, traffic calming, street lighting and parks.
- Opening of the award winning Blakeburn Lagoons Park, the largest addition to the parks network in decades.
- Extension of the Donald Street Pathway, an important connector to the downtown and part of the City's active transportation network that encourages walking and cycling.
- Adopted the strongest smoking bylaw in the region at the time, banning smoking and vaping of any kind at parks, trails and other public spaces.
- Endorsed a new Concept Plan for the downtown for planning purposes and took other steps towards maximizing the potential of the area.
- Held a municipal election Oct. 20 at which voters elected a new Council and two school trustees with a voter turnout of 28 per cent – two per cent higher than in 2014.
- Issued \$138 million in total for building permits, many of which were for new housing.
- Expanded lounge seating capacity for craft liquor establishments to support this up and coming industry.
- Attracted 150,000 people to major events and festivals and continue to expand opportunities for the community to gather and celebrate.

The 2018 Annual Report has three main sections:

- **Introductory Section** – This section includes a variety of information including messages from the Mayor and Chief Administrative Officer, a synopsis of the Corporate Strategic Plan, recognition of the volunteer and city staff contributions to the community, an economic snapshot, service highlights and key accomplishments for each city department and the RCMP.

The Introductory Section also includes a 2018 Letter of Transmittal from the city's Director of Finance, which verifies that the financial statements and related information in the 2018 Annual Report were prepared in accordance with Canadian Public Sector Accounting Standards.

2018 Statement of Financial Information and Annual Report

- Financial Section – This section includes a letter from the city's auditors that verifies that they have audited the Consolidated Financial Statements of the City of Port Coquitlam for the year ending December 31, 2018 and that these financial statements present fairly the consolidated financial position of the city in accordance with Canadian public sector accounting standards, and the audited financial statements.
- Statistical Section – This section provides comparative information on the city's finances, primarily in graphical form.


For thirteen consecutive years, Port Coquitlam's comprehensive, easy-to-read annual reports have won awards from the Government Finance Officers Association (GFOA) of the United States and Canada. The 2018 report will be submitted to the GFOA for consideration for the Canadian Financial Reporting Award.

FINANCIAL IMPLICATIONS

None

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	That the city's 2018 Statement of Financial Information be approved by Council and; That the city's 2018 Annual Report be considered by Council.
2	That Council not approve the city's 2018 Statement of Financial Information.

ATTACHMENTS

Attachment #1: 2018 Statement of Financial Information

Lead author: Karen Grommada

2018

C I T Y O F
PORT
COQUITLAM

STATEMENT OF FINANCIAL INFORMATION



**THE CORPORATION OF THE CITY OF PORT COQUITLAM
STATEMENTS AND SCHEDULES OF FINANCIAL INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2018**

Financial Information Regulation

Schedule 1

	Page
Section 9	1
Section 9 (3)	2
Sections 2 & 3	3
Section 4	23
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Section 6 (2)(a)	25
Section 6 (2)(b) & (c) & (d)	26
Section 6 (7)	29
Section 7	32
Section 7 (2)	35

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
STATEMENT OF FINANCIAL INFORMATION APPROVAL
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 9

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

Mayor Brad West

**Karen Grommada, CPA, CMA
Director of Finance**

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
STATEMENT OF FINANCIAL INFORMATION MANAGEMENT REPORT
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 9(3)

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by management in accordance with Canadian Public Sector Accounting Standards. Management is also responsible for all of the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

City Council and the Committee of Council ensures management fulfills its responsibilities for financial reporting, budgeting and internal controls by approving bylaws and policies, reviewing variance reports and financial statements with management, and having discussions with the City's auditors in a closed meeting of the Committee of Council.

The City's external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Financial Information Act. Their examination included a review and evaluation of the City's system of internal controls and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have unrestricted access to Council and the Committee of Council.

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
STATEMENT OF FINANCIAL INFORMATION AUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Sections 2 & 3



KPMG LLP
PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada
Telephone (604) 691-3000
Fax (604) 691-3031

INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of the Corporation of the City of Port Coquitlam

Opinion

We have audited the consolidated financial statements of the Corporation of the City of Port Coquitlam (the "City"), which comprise:

- the consolidated statement of financial position as at December 31, 2018
- the consolidated statement of operations for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position of the City as at December 31, 2018, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the City in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the City's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the City or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the City's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on City's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause City to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities with the group entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.



Chartered Professional Accountants

Vancouver, Canada


May 14, 2019

THE CORPORATION OF THE CITY OF PORT COQUITLAM
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31

	2018	2017
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 4,439,646	\$ 3,889,049
Investments (Note 3)	169,256,299	174,146,606
Accounts and other receivables (Note 4)	27,147,529	23,551,707
Due from other governments (Note 5)	704,233	626,471
	<u>201,547,707</u>	<u>202,213,833</u>
LIABILITIES		
Accounts payable and accrued liabilities (Note 6)	22,261,073	12,303,997
Deferred revenue (Note 7)	12,784,199	11,775,416
Deposits (Note 8)	12,505,059	9,730,147
Development cost charges (Note 9)	35,978,928	32,884,604
Post-employment future benefits and compensated absences (Note 10)	2,813,000	2,743,000
Debt (Note 11)	20,465,325	21,080,650
	<u>106,807,584</u>	<u>90,517,814</u>
NET FINANCIAL ASSETS	94,740,123	111,696,019
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 12)	690,006,511	645,103,796
Inventories	372,431	294,471
Prepaid expenses	233,987	157,556
	<u>690,612,929</u>	<u>645,555,823</u>
ACCUMULATED SURPLUS (Note 13)	<u>\$ 785,353,052</u>	<u>\$ 757,251,842</u>

Commitments and contingencies (Note 17)

See accompanying notes to consolidated financial statements


KRISTEN DIXON
Chief Administrative Officer


KAREN GROMMADA
Director of Finance

THE CORPORATION OF THE CITY OF PORT COQUITLAM
CONSOLIDATED STATEMENT OF OPERATIONS
For the Year Ended December 31

	2018 Budget (Notes 2(c) and 22)	2018	2017
REVENUE			
Taxation (Note 20)	\$ 66,161,800	\$ 66,347,197	\$ 64,792,961
Utility charges	22,791,200	23,148,835	22,591,213
Sale of services	5,275,700	6,864,438	6,696,583
Contributions (Note 21)	16,343,400	15,508,028	7,958,722
Permits and licenses	2,718,900	3,219,649	2,893,560
Investment income	2,039,900	3,618,483	2,991,687
Penalties and fines	406,400	473,984	449,722
Other revenue	715,700	1,048,282	1,166,590
Gain on disposals of tangible capital assets	-	-	16,922,586
	\$ 116,453,000	\$ 120,228,896	\$ 126,463,624
EXPENSES			
General government	\$ 9,416,392	\$ 9,042,904	\$ 9,176,563
Engineering and public works	17,408,747	17,401,245	16,670,762
Recreation	13,828,025	13,104,051	12,807,567
Police services	15,329,142	14,680,603	14,537,292
Fire and emergency services	12,484,966	12,226,040	11,637,604
Development services	3,779,970	3,201,571	3,116,819
Solid waste operations	3,781,200	3,710,344	3,546,218
Water operations	10,429,113	10,837,877	10,255,407
Sanitary sewer operations	8,208,345	7,923,051	7,664,057
	\$ 94,665,900	\$ 92,127,686	\$ 89,412,289
ANNUAL SURPLUS	\$ 21,787,100	\$ 28,101,210	\$ 37,051,335
ACCUMULATED SURPLUS, beginning of year	757,251,842	757,251,842	720,200,507
ACCUMULATED SURPLUS, end of year	\$ 779,038,942	\$ 785,353,052	\$ 757,251,842

See accompanying notes to consolidated financial statements

THE CORPORATION OF THE CITY OF PORT COQUITLAM
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
For the Year Ended December 31

	2018 Budget (Notes 2(c) and 22)	2018	2017
Annual surplus	\$ 21,787,100	\$ 28,101,210	\$ 37,051,335
Acquisition of tangible capital assets	(104,047,700)	(55,692,870)	(31,817,718)
Developer contributions of tangible capital assets	(1,000,000)	(1,412,331)	(716,211)
Amortization of tangible capital assets	12,000,000	11,194,146	11,449,554
Loss (gain) on disposal of tangible capital assets	-	596,419	(16,922,586)
Proceeds on disposal of tangible capital assets	-	411,921	17,539,656
Use (increase) of inventories	-	(77,960)	35,527
Increase of prepaid expenses	-	(76,431)	(63,201)
Change in net financial assets	(71,260,600)	(16,955,896)	16,556,356
NET FINANCIAL ASSETS, beginning of year	111,696,019	111,696,019	95,139,663
NET FINANCIAL ASSETS, end of year	\$ 40,435,419	\$ 94,740,123	\$ 111,696,019

See accompanying notes to consolidated financial statements

THE CORPORATION OF THE CITY OF PORT COQUITLAM
CONSOLIDATED STATEMENT OF CASH FLOWS
For the Year Ended December 31

	2018	2017
CASH PROVIDED (USED) BY:		
OPERATING ACTIVITIES		
Annual surplus	\$ 28,101,210	\$ 37,051,335
Items not involving cash:		
Developer contributions of tangible capital assets	(1,412,331)	(716,211)
Amortization of tangible capital assets	11,194,146	11,449,554
Loss (gain) on disposal of tangible capital assets	596,419	(772,586)
Change in non-cash operating assets and liabilities:		
Accounts and other receivables	(3,595,822)	(15,563,652)
Due from other governments	(77,762)	(338,646)
Accounts payable and accrued liabilities	9,957,076	(446,324)
Deferred revenue	1,008,783	1,198,833
Deposits	2,774,912	3,173,150
Development cost charges	3,094,324	566,923
Post employment future benefits and compensated absences	70,000	6,000
Inventories	(77,960)	35,527
Prepaid expenses	(76,431)	(63,201)
Cash provided by operating activities	51,556,564	35,580,702
FINANCING ACTIVITIES		
Debt repayment	(615,325)	(591,658)
Cash used in financing activities	(615,325)	(591,658)
CAPITAL ACTIVITIES		
Cash used to acquire tangible capital assets	(55,692,870)	(31,817,718)
Proceeds on disposals of tangible capital assets	411,921	1,389,656
Cash used in capital activities	(55,280,949)	(30,428,062)
INVESTING ACTIVITIES		
Purchase of investments	(159,000,000)	(125,056,500)
Redemption of investments	163,890,307	116,848,677
Cash provided by (used in) investing activities	4,890,307	(8,207,823)
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	550,597	(3,646,841)
CASH AND CASH EQUIVALENTS, beginning of year	3,889,049	7,535,890
CASH AND CASH EQUIVALENTS, end of year	\$ 4,439,646	\$ 3,889,049
Non-cash transactions		
Non-cash gain on land sale	\$ -	\$ 16,150,000

See accompanying notes to consolidated financial statements

THE CORPORATION OF THE CITY OF PORT COQUITLAM
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018

1 OPERATIONS

The Corporation of the City of Port Coquitlam (the "City") is incorporated under the Local Government Act of British Columbia. The City's principal activities include the provision of local government services to residents of the incorporated area. These include administrative, protective, transportation, environmental, recreational, water and sanitary sewer services.

2 SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the City are prepared in accordance with Canadian Public Sector Accounting Standards as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada.

(a) Basis of Presentation

The consolidated financial statements comprise the City's General, Water, Sewer and Reserve funds and the Port Coquitlam Community Foundation. All inter-fund and inter-entity balances and transactions have been eliminated on consolidated.

Under the Community Charter, City Council may, by bylaw, establish reserve funds for specified purposes:

(i) Internally restricted reserves are in accordance with City policy and with bylaws adopted by City Council pursuant to the Community Charter. The policy and bylaws define the funding source for each reserve and their usage.

(ii) Statutorily restricted reserves are reserves restricted by the provincial government in accordance with the Community Charter. The legislation defines the funding source for each reserve and their usage.

Trust funds are those that are administered for certain beneficiaries. In accordance with PSAB recommendations, trust funds are not included in the City's consolidated financial statements. Trust funds administered by the City are presented in Note 19.

(b) Basis of Accounting

The City follows the accrual method of accounting for revenue and expenses. Revenue are recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of the receipt of goods and services and/or the creation of a legal obligation to pay.

(c) Budget Information

The budget information reported in the consolidated statement of operations and the consolidated statement of change in net financial assets reflects the 2018 Financial Plan Bylaw adopted by City Council on April 10, 2018.

(d) Cash and Cash Equivalents

Cash and cash equivalents consist of cash, highly liquid money market investments, and investments with maturities of less than 90 days at acquisition.

(e) Investments

Investments are recorded at cost, adjusted for amortization of premiums or discounts. Provisions for losses are recorded when they are considered to be other than temporary.

(f) Revenue Recognition

Taxes are recorded at estimated amounts when they meet the definition of an asset, they are authorized and the taxable event occurs. Levies imposed by other taxing authorities are not included as taxes for municipal purposes. British Columbia Assessment Authority's appeal process may adjust taxes by way of supplementary roll adjustments. These adjustments are recognized in the year they are adjusted.

2 SIGNIFICANT ACCOUNTING POLICIES - Continued

(g) Deferred Revenue

The City defers a portion of the revenue collected from permits, licenses and recreation and other fees and recognizes this revenue in the year in which related services are performed or other related expenditures are incurred. The City also defers a portion of property taxes which is recognized in the taxation year to which it relates.

(h) Deposits

Deposits represent cash collected by the City as security against work performed by property developers. The security is returned to the developer upon satisfactory completion of the work, or recognized into revenue if the work is not performed in accordance with the applicable bylaws.

(i) Development Cost Charges

Development cost charges, collected to pay for capital projects due to be developed, are deferred upon receipt and are recognized as revenue when the capital costs for which they were collected are incurred.

(j) Post-employment Future Benefits and Compensated Absences

The City and its employees make contributions to the Municipal Pension Plan. As this plan is a multi-employer plan, contributions are expensed as incurred.

Post-employment future benefits and compensated absences also accrue to City employees. Liabilities related to these benefits are actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. Liabilities under these benefits plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits.

(k) Debt

Debt is recorded in the consolidated financial statements net of sinking fund credits.

(l) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They are not intended for sale in the ordinary course of operations.

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, is amortized on a straight line basis over the asset's useful life as follows:

Major Asset Category	Useful Life
Land	Not amortized
Parks infrastructure	3 to 100 years
Vehicles, machinery and equipment	5 to 25 years
Transportation infrastructure	10 to 100 years
Buildings	20 to 70 years
Drainage	25 to 100 years
Land improvements	45 to 100 years
Water	25 to 80 years
Sanitary sewer	25 to 100 years

Amortization begins once the asset is in use and ends when the asset is disposed or decommissioned. Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and are also recorded as revenue.

Interest is capitalized whenever external debt is issued to finance the construction of tangible capital assets.

2 SIGNIFICANT ACCOUNTING POLICIES - Continued

(l) Non-Financial Assets-Continued

Leases, which transfer substantially all of the benefits and risks incidental to ownership of property, are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Natural resources, works of art and historic assets are not recorded as assets in these consolidated financial statements.

Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(m) Government Transfers

Restricted transfers from governments are deferred and recognized as revenue as the related expenditures are incurred and eligibility terms are met or the stipulations in the related agreement are met. Unrestricted transfers are recognized as revenue when received or if the amount to be received can be reasonably estimated and collection is reasonably assured.

(n) Liabilities for Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic, radioactive material or live organism that exceeds an environmental standard. Liabilities are recorded net of any expected recoveries.

A liability for remediation of contaminated sites is recognized when a site is not in productive use and the following criteria are met:

- (i) An environmental standard exists;
- (ii) Contamination exceeds the environmental standards;
- (iii) The City is directly responsible or accepts responsibility;
- (iv) It is expected that future economic benefits will be given up and
- (v) A reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of the cost of post-remediation including operation, maintenance, and monitoring that are an integral part of the remediation strategy for a contaminated site.

(o) Use of Estimates

The preparation of consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenue and expenses during the reporting period. Significant areas requiring the use of management estimates relate to the determination of post-employment future benefits and compensated absences, allowance for doubtful accounts receivable, provision for contingencies and liability for contaminated sites, valuation of contributed tangible capital assets, and useful lives of tangible capital assets. Actual results may differ from management's estimates as additional information becomes available. Adjustments, if any, will be reflected in the consolidated financial statements in the period that the change in estimate is made, as well as in the period of settlement if the amount is different.

(p) Segment Disclosure

A segment is defined as a distinguishable activity or group of activities of a government for which it is appropriate to separately report financial information to achieve the objectives of the standard. Financial information is presented in segmented format in Note 23.

3 INVESTMENTS

Investments have maturity dates of more than 90 days at acquisition and include term deposits in credit unions and deposits with the Municipal Finance Authority. Deposits include term deposits in credit unions guaranteed by the Province of British Columbia with varying maturity dates from January, 2019 to December, 2020 and have rates of return ranging from 2.10% to 4.00% (2017 - 1.60% to 2.31%). The carrying value of the Municipal Finance Authority Intermediate Fund at December 31, 2018 was \$6,256,299 (2017 - \$6,088,106) and the market value at December 31, 2018 was \$6,060,859 (2017 - \$5,947,656).

	2018	2017
Deposits	\$ 163,000,000	\$ 168,058,500
Municipal Finance Authority Intermediate Fund	6,256,299	6,088,106
	<u>\$ 169,256,299</u>	<u>\$ 174,146,606</u>

4 ACCOUNTS AND OTHER RECEIVABLES

	2018	2017
Land sale receivable (a)	\$ 8,150,000	\$ 12,245,162
Accounts receivable	12,246,850	4,663,174
Property tax and utility receivable	2,501,061	2,161,474
Development cost charges receivable	1,289,180	2,074,508
Other	2,960,438	2,407,389
	<u>\$ 27,147,529</u>	<u>\$ 23,551,707</u>

(a) Land sale receivable

In 2017, the City sold land to a developer for \$17,275,000. The City also entered into an agreement with a contractor to construct the community centre situated on adjacent land. As per the land purchase and sale agreement, the payments remitted by the developer for the land sale are to be offset against progress payments payable by the City to the contractor for the community centre construction. In 2017, the City received a total of \$5,029,838 of the land sale proceeds in the form of cash in the amount of \$1,125,000 and offsets against progress payments in the amount of \$3,904,838. In 2018, the City received offsets from progress payments payable in the amount of \$4,095,162. The remaining land sale receivable will be offset by progress payments in installments as follows:

July 29, 2019	\$ 6,000,000
July 29, 2020	2,150,000
	<u>\$ 8,150,000</u>

The land sale receivable is non-interest bearing.

5 DUE FROM OTHER GOVERNMENTS

	2018	2017
Government of Canada	\$ 643,383	\$ 545,596
Province of British Columbia	60,850	80,875
	<u>\$ 704,233</u>	<u>\$ 626,471</u>

6 ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2018	2017
Accounts payable and accrued liabilities	\$ 14,152,507	\$ 7,997,496
Wages and benefits payable	2,161,195	2,065,554
Statutory holdbacks	5,935,513	2,046,933
Due to other governments	11,858	194,014
	<u>\$ 22,261,073</u>	<u>\$ 12,303,997</u>

7 DEFERRED REVENUE

	December 31, 2017	Additions	Revenue earned	December 31, 2018
Property taxes and utilities	\$ 7,520,953	\$ 14,494,798	\$ (13,560,194)	\$ 8,455,557
Program and services	2,224,398	2,433,806	(2,472,532)	2,185,672
Other	2,030,065	1,907,554	(1,794,649)	2,142,970
	<u>\$ 11,775,416</u>	<u>\$ 18,836,158</u>	<u>\$ (17,827,375)</u>	<u>\$ 12,784,199</u>

8 DEPOSITS

Deposits represent cash collected as security under the following bylaws: Port Coquitlam Highway Bylaw, 1984 No. 2011; Subdivision Servicing Bylaw 1987 No. 2241; and City of Port Coquitlam Soil Removal and Deposit Bylaw 2002 No. 3331.

9 DEVELOPMENT COST CHARGES

	December 31, 2017	Third Party Contributions	Interest Allocation	Capital Expenditures	December 31, 2018
<u>Area 1</u>					
Drainage	\$ 4,275,560	\$ 183,659	\$ 91,715	\$ -	\$ 4,550,934
Transportation	9,462,409	1,074,968	209,805	(18,372)	10,728,810
Parks	3,992,902	697,664	90,843	(31,759)	4,749,650
Water	4,664,636	84,709	98,387	(43,775)	4,803,957
Sanitary	1,522,440	41,950	32,412	-	1,596,802
<u>Area 2</u>					
Drainage	158,260	166,080	5,067	-	329,407
Transportation	4,367,724	192,104	93,739	-	4,653,567
Parks	1,127,477	16,475	23,850	-	1,167,802
Water	1,433,919	36,059	30,491	-	1,500,469
Sanitary	880,418	9,512	18,589	-	908,519
Parks Interest	998,859	-	20,656	(30,504)	989,011
	<u>\$ 32,884,604</u>	<u>\$ 2,503,180</u>	<u>\$ 715,554</u>	<u>\$ (124,410)</u>	<u>\$ 35,978,928</u>

10 POST-EMPLOYMENT FUTURE BENEFITS AND COMPENSATED ABSENCES

The City provides sick leave and retirement benefits to its employees. Eligible employees accumulate sick leave entitlement on a monthly basis and can only use this entitlement for paid time off under certain circumstances. Retirement benefits represent the City's share of the cost to provide eligible employees with severance pay upon retirement.

The amount recorded for these benefits is based on an actuarial valuation done by an independent firm of actuaries using a projected benefit actuarial valuation method pro-rated on services. The most recent actuarial valuation of the City's future benefits was completed as at December 31, 2018.

Information regarding the City's obligations for these benefits is as follows:

	Non-Vested Sick			2017
	Leave	Severance	2018	
Accrued benefit obligation, beginning of year	\$ 687,000	\$ 2,745,000	\$ 3,432,000	\$ 3,422,000
Service cost	49,000	141,000	190,000	203,000
Interest cost	20,000	78,000	98,000	110,000
Benefit payments	(78,000)	(229,000)	(307,000)	(414,000)
Amortization of net actuarial loss	(17,000)	(206,000)	(223,000)	111,000
Accrued benefit obligation, end of year	661,000	2,529,000	3,190,000	3,432,000
Unamortized actuarial loss	(278,000)	(99,000)	(377,000)	(689,000)
Accrued benefit liability	\$ 383,000	\$ 2,430,000	\$ 2,813,000	\$ 2,743,000

The unamortized actuarial loss is amortized over a period equal to the employees' average remaining service lifetime. The significant actuarial assumptions adopted in measuring the City's accrued benefit obligation are as follows:

	2018	2017
Discount rate	3.20%	2.90%
Expected future inflation rate	2.50%	2.50%
Expected compensation increase	2.58% - 4.63%	2.58% - 4.63%
Expected average remaining service lifetime	10 years	10 years

11 DEBT

The City incurs debt through the Municipal Finance Authority ("MFA") in accordance with the Community Charter to finance certain capital expenditures. Sinking fund credits managed by the MFA are netted against related debt. The gross amount of debt and the amount of sinking fund credits available to retire the debt are as follows:

	2018			2017
	Gross Debt	Sinking Fund Credits	Net Debt	Net Debt
Coast Meridian Overpass, Bylaw 3611, 4.13% due 2039	\$ 25,000,000	\$ 4,534,675	\$ 20,465,325	\$ 21,080,650

Future payments on net outstanding debt over the next five years and thereafter are paid from the General Fund and are as follows:

2019	\$ 1,478,252
2020	1,478,252
2021	1,478,252
2022	1,478,252
2023	1,478,254
Thereafter	23,652,040
Principal and interest payments	31,043,302
Amount representing interest	(10,577,977)
Debt principal repayments	\$ 20,465,325

The City paid \$862,928, net of earnings on the debt reserve deposit, in interest on debt during the year (2017 - \$886,594).

The City has available a revolving facility up to a maximum of \$5,000,000 which bears interest at an annual rate of bank prime per annum. The City provided security for the facility by way of a general security agreement. No amounts are outstanding under the banking facility.

12 TANGIBLE CAPITAL ASSETS

- (a) Assets Under Construction: Assets under construction with a value of \$71,055,436 (2017 - \$28,658,444) have not been amortized. Amortization of these assets will commence when the assets are put into service.
- (b) Contributed Tangible Capital Assets: Contributed tangible capital assets (including transportation infrastructure, drainage, water and sanitary sewer assets) have been recognized at fair value at the date of contribution. The value of contributed assets received during the year is \$1,412,331 (2017 - \$716,211).
- (c) Works of art and historical treasures: The City manages and controls some works of art and non-operational historical assets located at City sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.
- (d) Write-down of tangible capital assets: The write-down of tangible capital assets during the year was nil (2017-nil).

As at December 31, 2018

	Land	Parks Infrastructure	Vehicles, Machinery, Equipment	Transportation Infrastructure	Buildings	Drainage	Land Improvements	Water	Sanitary Sewer	Assets Under Construction ("AUC")	2018 Total
COST											
Opening Balance	\$ 224,772,948	\$ 20,322,845	\$ 25,268,899	\$ 264,076,475	\$ 37,821,683	\$ 89,130,189	\$ 20,567,438	\$ 77,511,397	\$ 59,396,054	\$ 28,658,444	\$ 847,526,372
Add: Additions	1,340,635	12,179	2,509,864	1,347,127	87,339	245,503	-	710,139	87,209	50,765,206	57,105,201
Add/(Deduct): Transfers from AUC	60,239	-	-	6,788,737	-	-	25,563	931,281	-	(7,805,820)	-
Less: Disposals	(20,083)	-	(750,974)	(448,444)	-	(170,566)	-	(208,483)	(7,151)	(562,394)	(2,168,095)
Closing Balance	226,153,739	20,335,024	27,027,789	271,763,895	37,909,022	89,205,126	20,593,001	78,944,334	59,476,112	71,055,436	902,463,478
ACCUMULATED AMORTIZATION											
Opening Balance	-	11,244,298	15,460,921	62,239,773	19,358,403	31,896,420	6,268,768	34,041,086	21,912,907	-	202,422,576
Add: Amortization	-	715,198	1,200,994	4,383,151	795,174	1,335,166	290,909	1,580,138	893,416	-	11,194,146
Less: Disposals	-	-	(603,417)	(325,866)	-	(113,509)	-	(114,553)	(2,410)	-	(1,159,755)
Closing Balance	-	11,959,496	16,058,498	66,297,058	20,153,577	33,118,077	6,559,677	35,506,671	22,803,913	-	212,456,967
Net Book Value as at December 31, 2018	\$ 226,153,739	\$ 8,375,528	\$ 10,969,291	\$ 205,466,837	\$ 17,755,445	\$ 56,087,049	\$ 14,033,324	\$ 43,437,663	\$ 36,672,199	\$ 71,055,436	\$ 690,006,511

As at December 31, 2017

	Land	Parks Infrastructure	Vehicles, Machinery, Equipment	Transportation Infrastructure	Buildings	Drainage	Land Improvements	Water	Sanitary Sewer	Assets Under Construction (AUC)	2017 Total
COST											
Opening Balance	\$ 223,312,159	\$ 20,876,065	\$ 24,685,739	\$ 262,268,294	\$ 37,624,341	\$ 88,406,863	\$ 20,524,274	\$ 75,903,737	\$ 58,778,882	\$ 4,646,266	\$ 817,026,620
Add: Additions	1,654,519	93,090	507,297	122,598	197,342	257,540	-	286,006	105,637	29,309,900	32,533,929
Add/(Deduct): Transfers from AUC	26,108	43,957	184,863	2,380,775	-	528,327	43,164	1,568,904	521,624	(5,297,722)	-
Less: Disposals	(219,838)	(690,267)	(109,000)	(695,192)	-	(62,541)	-	(247,250)	(10,089)	-	(2,034,177)
Closing Balance	224,772,948	20,322,845	25,268,899	264,076,475	37,821,683	89,130,189	20,567,438	77,511,397	59,396,054	28,658,444	847,526,372
ACCUMULATED AMORTIZATION											
Opening Balance	-	11,207,620	14,072,621	58,395,136	18,551,047	30,603,456	5,977,859	32,549,953	21,032,437	-	192,390,129
Add: Amortization	-	725,374	1,497,300	4,341,042	807,356	1,317,354	290,909	1,586,528	883,691	-	11,449,554
Less: Disposals	-	(688,696)	(109,000)	(496,405)	-	(24,390)	-	(95,395)	(3,221)	-	(1,417,107)
Closing Balance	-	11,244,298	15,460,921	62,239,773	19,358,403	31,896,420	6,268,768	34,041,086	21,912,907	-	202,422,576
Net Book Value as at December 31, 2017	\$ 224,772,948	\$ 9,078,547	\$ 9,807,978	\$ 201,836,702	\$ 18,463,280	\$ 57,233,769	\$ 14,298,670	\$ 43,470,311	\$ 37,483,147	\$ 28,658,444	\$ 645,103,796

13 ACCUMULATED SURPLUS

	2018	2017
Unrestricted Reserves		
General	\$ 11,955,479	\$ 11,310,469
Water	1,059,499	6,819,427
Sewer	1,480,379	2,913,505
	14,495,357	21,043,401
Restricted reserves (Note 14)	100,710,091	111,733,268
Investment in tangible capital assets (Note 15)	669,541,186	624,023,146
Investment in inventories and prepaids	606,418	452,027
	670,147,604	624,475,173
	<u>\$ 785,353,052</u>	<u>\$ 757,251,842</u>

14 RESTRICTED RESERVES

	December 31, 2017	Contributions / Transfers	Interest Allocation	Use of Reserves	December 31, 2018
Building maintenance	\$ 650,302	\$ -	\$ 13,641	\$ (1,468)	\$ 662,475
Cemetery expansion	120,418	51,515	3,069	-	175,002
Community amenities	355,186	38,750	7,867	-	401,803
Environmental	490,279	-	10,296	-	500,575
Equipment	12,140,670	1,575,869	249,737	(2,072,869)	11,893,407
Gas tax	907,794	232,048	9,987	(1,096,500)	53,329
Land sale	32,801,046	401,063	582,625	(10,515,106)	23,269,628
Long term infrastructure	18,410,129	-	306,783	(7,602,724)	11,114,188
Operating	2,700,758	487,360	55,475	(114,636)	3,128,957
Parking	3,077,623	220,691	66,947	-	3,365,261
Parks and recreation	792,001	-	16,154	(45,411)	762,744
Parkland acquisition	2,192,532	140,418	47,517	-	2,380,467
Public safety building	192,882	-	3,821	(21,994)	174,709
Public works special capital	2,352,640	(2,352,640)	24,703	-	24,703
Recreation complex	6,012,570	6,578,165	195,335	-	12,786,070
RCMP	1,708,134	472,000	40,827	-	2,220,961
Roads and drainage infrastructure	6,568,973	513,225	95,986	(4,509,510)	2,668,674
Sewer	3,083,682	3,299,900	89,804	(1,405,288)	5,068,098
Social housing	427,551	38,750	9,385	-	475,686
Unallocated capital	12,172,762	9,146,616	233,159	(11,286,711)	10,265,826
Water	4,575,336	8,322,800	144,359	(3,724,967)	9,317,528
	<u>\$ 111,733,268</u>	<u>\$ 29,166,530</u>	<u>\$ 2,207,477</u>	<u>\$ (42,397,184)</u>	<u>\$100,710,091</u>

15 INVESTMENT IN TANGIBLE CAPITAL ASSETS

	2018	2017
Cost of tangible capital assets (Note 12)	\$ 902,463,478	\$ 847,526,372
Accumulated amortization (Note 12)	(212,456,967)	(202,422,576)
Debt incurred to purchase tangible capital assets (Note 11)	(20,465,325)	(21,080,650)
	<u>\$ 669,541,186</u>	<u>\$ 624,023,146</u>

16 PENSION PLAN

The City and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2017, the plan has about 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as at December 31, 2015, indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remained unchanged.

The City paid \$2,951,515 (2017 - \$2,916,139) for employer contributions while employees contributed \$2,393,133 (2017 - \$2,351,874) to the plan in 2018.

The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

17 COMMITMENTS AND CONTINGENCIES

- (a) The loan agreements with the Metro Vancouver Regional District and the MFA provide that, if at any time the scheduled payments provided for in the agreements are not sufficient to meet the authorities' obligations in respect of such borrowing, the resulting deficiency becomes a joint and several liability of the City and the other participants.
- (b) A number of legal claims have been initiated against the City in varying or unspecified amounts. The outcome of these claims cannot reasonably be determined at this time. The amount of loss, if any, arising from these claims will be recorded in the period in which the loss is realized. Liability insurance is carried by the City, subject to a deductible of \$250,000. The City self insures claims under \$250,000.
- (c) The City is a shareholder and member of E-Comm Emergency Communications for Southwest British Columbia Incorporated ("E-Comm") whose services provided include: regional 9-1-1 call centre for the Greater Vancouver Regional District; Wide Area Radio network; dispatch operations; and records management. The City has 1 Class A share and 2 Class B share (of a total of 32 Class A and 21 Class B shares issued and outstanding as at December 31, 2018).

As a Class A shareholder, the City shares in both funding the future operations and capital obligations of E-Comm (in accordance with a cost sharing formula), including any lease obligations committed to by E-Comm up to the shareholder's withdrawal date.

17 COMMITMENTS AND CONTINGENCIES - Continued

- (d) The City provides a share of both the ongoing operations and any additional costs relating to tangible capital assets (in accordance with a negotiated agreement) for the RCMP building located at 2986 Guildford Way, Coquitlam, BC.
- (e) The City has entered into an agreement for construction of a recreation complex for \$122,552,850 with a term of 5 years. The City will offset \$16,150,000 of the progress payments against the proceeds from a related land sale (Note 4(a)).

18 CONTRACTUAL RIGHTS

The City's contractual rights arise from rights to receive payments under cost sharing agreements for infrastructure projects, grant, rentals, advertising and sponsorships. The City is scheduled to receive the following amounts in the next five years and thereafter:

2019	\$ 2,277,848
2020	639,967
2021	1,884,354
2022	642,120
2023	652,494
Thereafter	1,103,946
Total	<u>\$ 7,200,729</u>

19 TRUST FUND

Certain assets have been conveyed or assigned to the City to be administered as directed by an agreement or statute. The City holds the assets for the benefit of, and stands in a fiduciary relationship, to the beneficiary. The following trust fund is excluded from the City's consolidated financial statements.

Cemetery Perpetual Care Fund	2018	2017
Cash balance, beginning of the year	\$ 1,584,487	\$ 1,486,858
Net contributions received	67,056	68,123
Interest earned	33,978	29,506
Cash balance, end of the year	<u>\$ 1,685,521</u>	<u>\$ 1,584,487</u>

20 TAXATION AND OTHER LEVIES

In addition to levying and collecting real property tax for municipal purposes, the City is required to levy and collect taxes on behalf of other jurisdictions as noted below:

	2018	2017
Gross taxes levied on property	\$ 104,052,389	\$ 100,790,770
Taxes levied and collected on behalf of other jurisdictions		
Province of British Columbia - School Taxes	29,672,279	28,482,539
Metro Vancouver Regional District	1,010,407	866,483
BC Assessment Authority	975,298	929,274
South Coast British Columbia Transportation Authority	6,042,632	5,715,499
MFA	4,576	4,014
	<u>37,705,192</u>	<u>35,997,809</u>
Taxation	<u>\$ 66,347,197</u>	<u>\$ 64,792,961</u>

21 GOVERNMENT TRANSFERS

Included in contributions are the following government transfers:

	2018	2017
Federal	\$ 10,758,607	\$ 2,794,794
Provincial & Regional	2,956,645	3,269,910
	<u>\$ 13,715,252</u>	<u>\$ 6,064,704</u>

22 BUDGET INFORMATION

The budget information presented in these consolidated financial statements is based upon the 2018 Financial Plan Bylaw approved by City Council on April 10, 2018. The chart below reconciles the approved budget to the budget figure reported in these consolidated financial statements.

	Budget Amount
Revenue	116,453,000
Expenses	(94,665,900)
Annual surplus per consolidated statement of operations	21,787,100
Add:	
Amortization	12,000,000
Transfers from reserves	55,706,400
Cash from external borrowing	16,000,000
Less:	
Capital expenditures	(104,047,700)
Capital contributed by developers	(1,000,000)
Debt principal repayments	(445,800)
Approved budget	<u>\$ -</u>

23 OPERATIONS BY SEGMENT

The City provides a wide range of municipal services to its residents, businesses, industries, farms and other properties within its boundaries. The City's operations and activities are organized and reported by segments broadly based on departmental business units. The departments disclosed in the segmented information, along with the services they provide, are as follows:

General government:

General: Includes activities that are attributable to multiple segments.

Corporate support: These support services include: communications and administrative services, corporate office and lands, bylaw services and information services.

Finance: Provides financial services to citizens, City departments and City Council including financial planning and systems, accounting services, revenue and collections, payroll, purchasing and risk management.

Human resources: Provides specialized advice and assistance in all facets of people management including recruitment, labour relations, occupational health and safety, staff training and development, benefit administration, wage and salary administration.

Office of the CAO: Oversees the implementation of the vision, plans and priorities by ensuring effective policies are in place and adhered to and by providing leadership that enables an engaged and productive municipal workforce.

Engineering and public works: Provides and maintains a number of essential municipal services and infrastructure including transportation, parks, trails, athletic fields, roads and drainage, environmental protection, management of the City's fleet and related engineering services.

Recreation: Delivery of recreation, sport, community and cultural programs, events and services, and the operation of recreation facilities.

Police services: Is a shared service with the City of Coquitlam that protects the community from criminal activity and ensures public safety.

Fire and emergency services: Protects life, property and the environment through the provision of emergency response, inspections, code enforcement and public education.

Development services: Ensures orderly and safe development within the City, including Planning, Building and Development Engineering services.

Solid waste operations: Includes curbside garbage, recycling and organics collection and glass collection from depot locations across the City.

Water operations: The water utility is an essential service delivered by the City to its residents and businesses for the supply of high quality, potable water at flows and pressures suitable for fire protection.

Sanitary sewer operations: The sanitary sewer utility is an essential service provided by the City to its residents and businesses for the collection and disposal of liquid wastes.

	General government													2018	2017
	General	Corporate support	Finance	Human resources	Office of the CAO	Engineering and public works	Recreation	Police services	Fire and emergency services	Development services	Solid waste operations	Water operations	Sanitary sewer operations		
REVENUE															
Taxation	\$ 66,182,981	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,216	-	\$ -	\$ -	\$ 66,347,197	\$ 64,792,961
Utility charges	(111,017)	-	-	-	-	-	-	-	-	-	2,739,808	11,711,931	8,808,113	23,148,835	22,591,213
Sale of services	487,673	22,308	180,647	-	-	1,583,310	3,672,196	42,195	66,333	222,482	587,294	-	-	6,864,438	6,696,583
Contributions	496,727	14,816	683	-	-	12,846,830	108,618	616,523	11,500	1,412,331	-	-	-	15,508,028	7,958,722
Permits and licenses	23,079	1,121,432	32,754	-	-	51,510	175	-	1,690	1,946,158	-	23,800	19,051	3,219,649	2,893,560
Investment income	3,618,483	-	-	-	-	-	-	-	-	-	-	-	-	3,618,483	2,991,687
Penalties and fines	298,824	22,455	-	-	-	-	-	-	-	-	-	87,317	65,388	473,984	449,722
Other revenue	470,053	177,584	62,466	-	-	252,343	11,974	20,857	31,852	13,078	7,675	400	-	1,048,282	1,166,590
Gain on disposals of tangible capital assets	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16,922,586
	\$ 71,466,803	\$ 1,358,595	\$ 276,550	\$ -	\$ -	\$ 14,733,993	\$ 3,792,963	\$ 679,575	\$ 111,375	\$ 3,758,265	\$ 3,334,777	\$ 11,823,448	\$ 8,892,552	\$ 120,228,896	\$ 126,463,624
EXPENSES															
Personnel	\$ 3,979	\$ 3,051,069	\$ 2,233,009	\$ 857,556	\$ 371,732	\$ 7,428,969	\$ 7,604,325	\$ -	\$ 10,952,273	\$ 2,793,167	\$ 975,097	\$ 633,201	\$ 268,815	\$ 37,173,192	\$ 36,314,960
Contracted and other Services	254,217	1,147,613	174,495	264,468	-	1,767,038	3,202,642	14,615,764	423,197	341,786	1,190,552	7,042,465	5,397,934	35,822,171	34,207,422
Telephone, utilities and rent	60,606	21,815	-	349	-	689,276	725,242	-	55,241	223	1,191	38,201	83,422	1,675,566	1,689,127
Materials and supplies	122,299	92,765	18,727	5,717	263	1,959,290	728,726	-	191,949	7,816	35,299	145,604	44,100	3,352,555	3,346,630
Internal charges (recoveries)	(766,200)	(518,146)	(247,809)	19	193	(2,700,876)	(69,051)	-	197,064	43,990	1,508,205	1,321,105	1,231,506	-	-
Insurance and claims	732,571	-	-	-	-	218,658	2,551	-	-	-	-	-	-	953,780	1,123,119
Interest and bank charges	881,022	15,356	189	-	-	6,014	146,077	-	-	14,589	-	-	-	1,063,247	1,065,111
Grants and financial assistance	70,237	4,100	-	-	-	-	222,273	-	-	-	-	-	-	296,610	216,366
Amortization	96,117	365,493	-	-	-	7,264,210	541,266	64,839	406,316	-	-	1,563,372	892,533	11,194,146	11,449,554
Loss on disposals of tangible capital assets	-	(270,917)	-	-	-	768,666	-	-	-	-	-	93,929	4,741	596,419	-
	\$ 1,454,848	\$ 3,909,148	\$ 2,178,611	\$ 1,128,109	\$ 372,188	\$ 17,401,245	\$ 13,104,051	\$ 14,680,603	\$ 12,226,040	\$ 3,201,571	\$ 3,710,344	\$ 10,837,877	\$ 7,923,051	\$ 92,127,686	\$ 89,412,289
ANNUAL SURPLUS (DEFICIT)	\$ 70,011,955	\$ (2,550,553)	\$ (1,902,061)	\$ (1,128,109)	\$ (372,188)	\$ (2,667,252)	\$ (9,311,088)	\$ (14,001,028)	\$ (12,114,665)	\$ 556,694	\$ (375,567)	\$ 985,571	\$ 969,501	\$ 28,101,210	\$ 37,051,335

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF DEBTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 4

The Schedule of Debts is provided in Note 11 of the Audited Financial Statements.

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 5

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

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF ELECTED OFFICIALS REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)(a)

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

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

Name	Position	Base	Benefits & Other			Total
			Compensation	Expenses		
Moore, Greg	Mayor	84,791	60,672	6,023	\$ 151,486	
West, Brad	Mayor	44,141	3,284	4,159	\$ 51,585	
Forrest, Michael	Councillor	32,180	3,837	2,331	\$ 38,348	
Penner, Darrell	Councillor	37,859	5,513	3,165	\$ 46,537	
Pollock, Glenn	Councillor	37,859	3,890	5,421	\$ 47,171	
Washington, Dean	Councillor	37,859	7,642	1,387	\$ 46,888	
Dupont, Laura	Councillor	37,859	2,268	7,802	\$ 47,929	
McCurrach, Nancy	Councillor	5,679	231	547	\$ 6,457	
Darling, Steve	Councillor	5,679	54	322	\$ 6,055	
Total Section 6(2)(a)		\$ 323,907	\$ 87,391	\$ 31,158	\$ 442,456	

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)(b)&©

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

Benefits and other compensation includes items such as maternity top-up, msp premiums, group life insurance premiums, overtime premiums, standby and callout premiums, acting pay, payment of retroactive rate increases on overtime premiums, payout of vacation and overtime banks, and payment for severance/early retirement for employees covered under the City's various collective agreements.

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

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

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

Name	Position	Base	Benefits & Other Compensation	Expenses	Total
Alderliesten, Nicolas	Firefighter - 4th Year	96,105	9,147	54	105,305
Allan, Sean	Firefighter - 10th Year	103,349	3,461	858	107,668
Allegretto, Rod	Firefighter - 10th Year	112,583	3,839	65	116,487
Anderson, Bret	Firefighter - 10th Year	115,130	7,375		122,505
Battle, Sandra	Recreation Program Coordinator	70,342	6,303	1,064	77,708
Bell, Robert	Mgr, Section Utilities	116,140	2,325	3,739	122,204
Benson, Eric	Firefighter - 4th Year	94,872	7,398	453	102,722
Biggar, Robyn	Records & FOIPPA Administrator	89,248	1,561	5,831	96,639
Bobick, James	Horticulture Supervisor	75,924	2,131	1,028	79,082
Bonas, Robert	Captain	119,880	9,784	307	129,971
Bourne, Ryan	Firefighter - 4th Year	95,048	9,226		104,274
Bowie, Loretta Lori	Dir, Recreation	153,914	8,457	5,195	167,566
Brennan, Clarissa	Engineering Technologist - Projects	73,952	8,377	4,328	86,657
Brodie, William	Firefighter - 3rd Year	77,412	3,421		80,833
Bruchet, Brad	Firefighter - 10th Year	98,843	12,349	425	111,617
Burns, David	Plumbing Inspector II	86,862	2,732	1,699	91,292
Burton, Melony	Mgr, Infrastructure Planning	124,032	11,141	2,362	137,536
Cappelletti, Craig	Trades III - Mechanic Welder	80,706	1,557	189	82,452
Cerqueira, Tony	Engineering Technologist - Operations	86,282	7,585	2,313	96,180
Chee, Stephen	Building Inspector III	90,813	6,543	1,714	99,070
Chen, Yi (Angel)	Business Analyst	73,598	415	6,012	80,025
Claridge, Matthew	Firefighter - 4th Year	95,576	7,437	174	103,187
Clarkson, Blake	Fire Prevention Officer	113,931	6,438	3,089	123,458
Code, Daniel	Equipment Operator IV	63,460	4,930	8,222	76,613
Comfort, Yvonne	Mgr, Recreation Area	88,512	1,846	971	91,328
Conkin, Stephen	Firefighter - 10th Year	102,973	6,831	357	110,161
Couper, Ryan	Firefighter - 2nd Year	71,448	5,126	186	76,760
Crump, Shaun	Firefighter - 10th Year	99,779	6,697		106,476
Crump, Steven	Firefighter - 10th Year	108,026	8,022	411	116,460
Curley, Patrick	Captain	121,376	4,310	59	125,744
Cutayne, Matthew	Firefighter - 4th Year	95,576	3,785		99,361
Dancs, Janis	Recreation Program Coordinator - Children Services	72,608	1,439	1,251	75,298
Daviduk, Jason	Mgr, Capital Projects	96,810	1,995	1,296	100,101
Davison, Tyrel	Firefighter - 4th Year	94,344	3,455		97,799
Deakin, Carolyn	Assistant Corporate Officer	86,989	9,743	1,483	98,215
DeCicco, Robert	Firefighter - 10th Year	117,871	11,081	120	129,072
Delmonico, Matthew	Firefighter - 4th Year	91,884	6,665		98,549
Delmonico, Nick	Fire Chief	175,955	12,189	10,074	198,218
Deppiesse, Dwayne	Foreman II - Asphalt	78,522	8,494	995	88,011
Dimsdale, Rod	Captain	119,867	5,274	293	125,434
Dixon, Kristen	Chief Administrative Officer	154,315	50,558	7,242	212,114
Dougan, Brandon	Firefighter - 4th Year	96,172	5,413	911	102,495
Dove, Stephen	Firefighter - 4th Year	95,761	11,494	892	108,147
Duke, Frederic	Urban Forestry Tree Technician	76,893	1,634	4,118	82,646
Dykstra, Mike	Foreman III - Public Works	84,458	16,429	2,469	103,355
Earle, Sean	Firefighter - 4th Year	91,574	7,459	125	99,158
Eastman, Chris	Recreation Program Coordinator - Adult & Access Services	72,608	4,271	1,547	78,426
Evans, Chad	Public Education Officer	102,241	2,964	3,088	108,292
Ewing, Craig	Firefighter - 4th Year	95,099	4,301		99,400
Fahlman, Andrew	Firefighter - 10th Year	101,177	5,879	357	107,413
Fares, Jean	Supervisor Design & Tech.	87,394	5,373	392	93,159
Foxon, Jason	Trades III - Carpenter	76,287	1,372	76	77,735
Gable, Davin	Bylaw Enforcement/Animal Control Officer	72,608	1,301	2,601	76,511
Gallagher, Conrad	Firefighter - 3rd Year	77,888	3,653		81,541
Garrett, Axel	Trades III - Carpenter	77,784	1,319	76	79,178
Gladue, Elaine	Information Coordinator	79,015	960	2,242	82,216
Goff, Gary	Foreman III - Utilities	72,790	13,926	523	87,238
Grasby, Mark	Information Systems Coordinator	78,794	7,239	2,147	88,180

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)(b)&©

Grommada, Karen	Chief Administrative Officer (Acting)	182,584	12,215	4,727	199,526
Gross, Todd	Mgr, Parks & Services	88,553	31,350	(4,853)	115,049
Guest, Mitchell	Superintendent - Parks	63,031	35,530	5,485	104,046
Hagan, Shawn	Mgr, Building	127,402	7,172	1,980	136,554
Hall, Deanna	Recreation Program Coordinator - Customer & Volunteer Services	72,608	2,230	1,431	76,269
Hamilton, Jaydon	Firefighter - 3rd Year	77,042	2,920	15	79,977
Hamilton, Joel	Firefighter - 3rd Year	77,888	4,824		82,712
Harcus, James	Firefighter - 4th Year	96,105	7,976	925	105,006
Hartle, Stephen	Captain	119,866	9,525	100	129,492
Hochstetter, Kevin	Firefighter - 4th Year	96,105	6,642	3,032	105,778
Horacek, Robert	Mgr, Payroll	87,202	5,310	1,836	94,348
Hoult, Kendall	Captain	120,790	10,333	2,734	133,858
Hoy, Jamie	Acting Training Officer	118,249	8,181	307	126,736
Jaswal, P.Jyoti	Information Systems Coordinator	83,053	997	851	84,901
Jensen, Ryan	Firefighter - 4th Year	90,933	7,127	141	98,200
Johannesen, Rod	Captain	121,516	13,841	50	135,408
Johnston, Elizabeth	Firefighter - 4th Year	93,111	4,929	1,590	99,630
Jones, Paula	Mgr, Bylaw Services	119,351	6,607	2,800	128,759
Jorgenson, Shane	Information Systems Coordinator	83,087	1,090	974	85,151
Joseph, Gabryel	Mgr, Corporate Office & Lands	123,458	6,430	7,582	137,469
Kan, Andrew	GIS Analyst	79,424	1,283	921	81,628
Kapil, Pardeep	Trades III - Mechanic	76,483	1,466	1,255	79,204
Karamanian, Sharleen	Mgr, Accounting Services	116,140	1,842	5,145	123,127
Kidd, David	Mgr, Public Works	142,055	8,232	1,378	151,666
Kipps, Robert	Dep. F/C Facilities & Training	146,601	21,504	4,775	172,880
Kulhanek, Colby	Firefighter - 4th Year	95,400	7,399	425	103,224
Kulhanek, Dieter	Captain	120,765	8,442	165	129,372
Labbe, Matthew	Foreman III - Traffic & Electrical	84,346	19,132	4,025	107,503
Lam, Erik	Transportation Technologist	86,456	1,010	642	88,108
Le, Elaine	HR Business Analyst	82,930	1,776	7,449	92,155
Leeburn, John	Chief Administrative Officer	182,532	10,733	2,681	195,946
Little, Jennifer	Mgr, Planning	126,754	11,930	3,315	141,999
Lorette, Larry	Building Inspector II	86,862	5,540	2,100	94,502
Loss, Thomas	Firefighter - 4th Year	96,105	12,323	658	109,086
Macdonell, A. Rod	Captain	119,438	3,496	65	122,999
MacEachern, Neil	Environmental Coordinator	88,845	540	2,224	91,609
Madigan, John Thomas	Mgr, Section Fleet, Trade & Solid Waste	116,140	5,766	3,788	125,694
Maki, Ross	Mgr, Section Streets	116,140	3,056	1,655	120,851
Marshall, Jason	Firefighter - 2nd Year	71,448	3,930	208	75,585
Masi, Ryan	Firefighter - 10th Year	107,821	8,388		116,209
Mayfield, Melvin	Civil Engineer	110,027	8,999	3,446	122,472
McLean, Rana	Mgr, Facility Services	112,950	2,238	1,557	116,746
McLean, Sean	Firefighter - 4th Year	96,105	4,464	197	100,766
Medic, Tony	Building Inspector II	86,631	2,389	2,038	91,058
Minaker, Randy	Dep. F/C Protect.Sev.&Public Ed	154,190	10,393	1,936	166,519
Mitzel, Glenn	Mgr, Recreation Area (Hyde Creek)	103,262	10,783	2,650	116,695
Muir, Graeme	Planning Analyst	74,705	1,266	348	76,319
Muir, Greg	Trades III	78,115	4,606	1,214	83,935
Myles, Adam	Firefighter - 4th Year	95,752	8,414	3,060	107,227
Nadeau, Brenda	Foreman III - Support Services	79,582	14,029	2,558	96,170
Neighbour, Shaun	Captain. F.P.O.	72,392	17,510	227	90,129
Nelson, Jeff	Firefighter - 10th Year	114,642	5,579	28	120,249
Nerdahl, Les	Foreman III - Trades & Sanitation	77,938	15,213	4,387	97,538
Nicholson, Christopher	Firefighter - 4th Year	96,105	9,740	3,032	108,876
Nightingale, Jared	Parks Maintenance Supervisor	75,891	2,556	1,726	80,173
Nimmo, Carrie	Mgr, Cultural Development & Community Services	107,826	2,326	8,953	119,106
Nogueira, Catherine	Senior Accountant	79,435	805	2,057	82,297
North, Brian	Mgr, Revenue & Collections	116,140	5,567	3,876	125,583
Novak, Stewart	Captain. F.P.O.	120,705	5,580	2,218	128,503
O'Neal, Hayden	Irrigation Systems Worker	72,265	1,878	1,861	76,004
Oishi, Steve	Firefighter - 2nd Year	71,448	3,718	186	75,352
Olson, Keith	Firefighter - 10th Year	106,078	9,860		115,938
Paine, Heather	Inspector - Fire Protective Services	55,893	28,057	609	84,559
Pardek, Chris	Urban Forestry, Grass Cutting & Special Events Supervisor	82,030	3,283	3,903	89,217
Park, Hanna	Senior HR Advisor	95,950	9,106	4,852	109,908
Paterson, Brent	Captain	118,995	15,539	539	135,073
Paterson, Kirk	Firefighter - 10th Year	100,415	3,901	371	104,687
Patrick, Michael	Firefighter - 10th Year	117,431	10,306	248	127,985
Pigott, Andrew	Captain	119,792	9,751	135	129,678
Pontes, Gary	Trades III - Mechanic Welder	79,378	2,047	181	81,606
Prefontaine, Michelle	Business Analyst	79,435	2,283	4,751	86,469
Purewal, Pardeep	Mgr, Communications & Administrative Services	125,432	2,050	2,175	129,657
Pynenburg, Anne	Roads and Transportation Technician	75,931	936	200	77,067
Richard, Laura Lee	Dir, Development Services	175,978	8,556	10,684	195,219
Riley, Darren	Firefighter - 10th Year	116,464	6,123	15	122,601

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF EMPLOYEE REMUNERATION AND EXPENSES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)(b)&©

Rimek, Cole	Cemetery, Turf Management, Playgrounds & Projects Supervisor	79,749	2,387	1,295	83,431
Roberts, Andrea	Plan Checking Clerk/Building Inspector I	83,087	798	2,597	86,482
Ronan, Stephen	Trades III - Mechanic	79,759	2,541	698	82,998
Rudnisky, Michael	Firefighter - 4th Year	95,048	4,512	15	99,575
Sadgrove, Jeff	Firefighter - 4th Year	91,179	7,087	432	98,699
Savage, Roy	Foreman II - Public Works	75,069	24,146	3,677	102,893
Sherrell, Bryan	Planner 2	91,233	4,787	656	96,676
Smejkal, Robert	Technical Maintenance Coordinator	84,480	15,120	1,490	101,090
Spies, Tony	Firefighter - 10th Year	109,873	4,091	50	114,014
Spindor, Donald	Plumbing Inspector II	80,825	8,097	2,590	91,513
Stevens, Marco	Superintendent - Utilities	78,705	4,776	2,086	85,567
Stonehouse, Matthew	Firefighter - 10th Year	110,382	6,842	385	117,608
Striha, David	Sign Maker	76,806	7,271	465	84,542
Striha, Donald	Storekeeper-Buyer	80,426	6,290	2,116	88,833
Stroup, Tara	Emergency Preparedness Officer	91,874	2,020	5,172	99,067
Sweet, Jeffrey	Assist. Chief Training & Development	91,909	49,146	2,632	143,687
Taylor, Nathan	Recreation Program Coordinator - Active Living & Sport	43,991	39,768	1,008	84,767
Tiemstra, Caren	HR Advisor	84,182	5,271	2,530	91,983
Traviss, Stephen	Dir, Human Resources	154,210	2,310	2,506	159,026
Trousdell, Lorne	Firefighter - 4th Year	95,441	7,463		102,904
Truscott, Dale	Captain	116,116	23,076	325	139,517
Tse, Siu	Dep. Dir, Engineering & Operations	154,210	2,683	3,768	160,662
Von Hausen, Athena	Planner 1	80,945	803	868	82,615
Walmsley, Scott	Urban Forestry Trails Technician	74,115	1,282	3,394	78,791
Wang, Lionel	GIS Coordinator	90,813	3,254	1,571	95,639
Webster, Teresa	GIS Analyst	79,435	2,251	2,491	84,178
Williams, Jane	Executive Assistant	79,081	1,860	20	80,960
Williamson, Patrick	Foreman III - Shops	81,959	8,033	1,351	91,342
Wilson, Ian	Equipment Operator IV(a)	48,366	59,127	381	107,874
Wind, Ian	Mgr, Purchasing	116,140	6,691	1,940	124,771
Wishart, Robin	Dir, Corporate Support	154,210	9,430	2,687	166,327
Wright, Stephen	Dep. F/C Operations & Training	146,640	12,301	4,878	163,819
Zaba, Ahmad (Farouk)	Dir, Finance (Acting)	122,621	10,631	7,977	141,228
Zubrecki, Shawn	Truck Driver III	68,896	16,423	1,750	87,069
Zupan, Nicholas	Captain	119,454	9,531	204	129,189
Total Section 6(2)(b) Employees that exceed \$75,000		\$ 16,464,556	\$ 1,331,392	\$ 312,222	\$ 18,108,170
Section 6 (2b) Employees under \$75,000		11,599,300	1,227,118	177,189	13,003,607
Total Section 6(2)(b)&(c)		\$ 28,063,856	\$ 2,558,510	\$ 489,411	\$ 31,111,777

Prepared under the Financial Information Regulation, Schedule 1, Section 6(2)(d)

Remuneration and benefit costs reported in the schedules of remuneration and expenses differ from personnel expenses per note 23 of the consolidated financial statements for the following reasons:

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

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

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

Prepared under the Financial Information Regulation, Schedule 1, Section 6(6)

2018 Employer portion of Canada Pension Plan	\$ 965,273.74
2018 Employer portion of Employment Insurance	\$ 413,613.57

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
STATEMENT OF SEVERANCE AGREEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 6(7)(a)&(b)

There were no severance agreements under which payment commenced between the City of Port Coquitlam and its nonunionized employees during the 2018 fiscal year.

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 7(1)(a)(b)

Supplier Name	Amount
1-800-GOT-JUNK?	61,789
633634 BC LTD. DBA ALBANO & ASSOCIATES	52,498
AIR-TEMP ENERGY SYSTEMS INC.	46,598
ALL ROADS CONSTRUCTION LTD.	473,882
ALLARD CONTRACTORS LTD	60,040
APLIN & MARTIN CONSULTANTS LTD	105,418
ASSOCIATED ENGINEERING BC LTD	112,888
B & J PARTS LTD	145,150
B.C. ASSESSMENT AUTHORITY	975,425
BC HYDRO	1,534,828
BENTLEY SYSTEMS, INC.	31,073
BLACK PRESS GROUP LTD	29,941
BRITCO BOXX LIMITED PARTNERSHIP	69,564
BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY	41,775
BROWN PROPERTIES CORP.	73,798
BTY CONSULTANCY GROUP INC.	68,451
CANADA POST CORPORATION	76,742
CITY OF COQUITLAM	3,657,097
CITY OF SURREY	163,269
COBOTIX MANUFACTURING INC	125,650
COBRA ELECTRIC	28,983
COMMERCIAL TRUCK EQUIPMENT	1,322,631
COMMUNITY FIRE PREVENTION LTD	50,139
CONWEST CONTRACTING LTD.	4,027,404
COUNTRYSIDE KENNELS	88,902
CREATIVE TRANSPORTATION SOLUTIONS	27,390
CROCKER EQUIPMENT CO. LTD	26,189
DEL EQUIPMENT INC	39,185
DELOITTE LLP	30,969
DENIZA HOLDINGS	25,710
DIRECT ENERGY BUSINESS	77,473
DUECK CHEVROLET BUICK CADILLAC GMC LIMITED	40,677
E.B. HORSMAN & SON	124,771
EBB ENVIRONMENTAL CONSULTING	25,708
E-COMM 911	154,619
EDIFICE CONSTRUCTION INC	2,123,884
ELECTION SYSTEMS & SOFTWARE CANADA, ULC	27,425
ENKEL BACKOFFICE SOLUTIONS INC.	89,574
FARM-TEK TURF SERVICES INC.	35,769
FITNESS TOWN COMMERCIAL	26,311
FORTISBC-NATURAL GAS	109,945
FRASER VALLEY REFRIGERATION	28,921
FRASER VALLEY REGIONAL LIBRARY	1,749,076
FRONTIER POWER PRODUCTS LTD.	25,234
GARDA CANADA SECURITY CORP.	58,173
GIBSON WATERWORKS SUPPLY INC.	35,444
GLOBAL RENTAL CANADA, ULC	152,940
GREATER VAN. REG. DISTRICT	2,044,667

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 7(1)(a)(b)

Supplier Name	Amount
GREATER VANCOUVER WATER DIST.	6,831,114
GRIMCO CANADA INC	50,067
GUILLEVIN INTERNATIONAL CO.	235,401
GVS&DD	5,662,675
HARVEST FRASER RICHMOND ORGANICS LTD.	403,297
HORSESHOE PRESS INC.	34,978
IDRS LTD	37,234
INFINITE ROAD MARKING LTD	221,079
INTERCONTINENTAL TRUCK BODY (B.C.) INC.	130,545
INTERPROVINCIAL TRAFFIC SERVICES LTD.	29,188
ISL ENGINEERING AND LAND SERV	256,416
JACK CEWE CONSTRUCTION LTD.	3,944,482
KAL TIRE	89,421
KARIN MARK WRITING & COMM.	40,568
KERR WOOD LEIDAL ASSOC.LTD	127,551
KONICA MINOLTA BUSINESS SOLUTIONS (CANADA) LTD.	68,764
KORE	41,827
KPMG LLP	29,500
LAFARGE CANADA INC.	113,692
LIDSTONE & COMPANY BARRISTERS AND SOLICITORS	82,270
MAINROAD MAINTENANCE PRODUCTS	69,755
MAPLE LEAF DISPOSAL LTD.	52,273
MAR-TECH UNDERGROUND SERVICES	58,068
MCELHANNEY LTD.	516,569
MCRAE'S ENVIRONMENTAL SERVICES	67,138
METRO MOTORS LTD	73,374
MICROSOFT LICENSING, GP	52,869
MINISTER OF FINANCE	38,446
MUNICIPAL INSURANCE ASSOC. BC	687,338
NETGENETIX.COM MEDIA INC.	42,506
OAKCREEK GOLF & TURF LP	53,176
OPTINET SYSTEMS INC.	37,950
P.S. TRAFFIC PRO SERVICES (2012) INC.	67,847
PACIFIC ACE PLUMBING INC	47,918
PACIFIC COAST HEAVY TRUCK GROUP	47,127
PACIFIC FLOW CONTROL LTD	26,339
PARSONS INC	340,210
PEDRE CONTRACTORS LTD	8,391,075
POCO BUILDING SUPPLIES	29,147
POCO SAND & GRAVEL LTD	246,490
PORT COQUITLAM BUSINESS IMPROVEMENT ASSOCIATION	182,440
PORT COQUITLAM HERITAGE & CULTURAL SOCIETY	50,000
PORT COQUITLAM SPORTS ALLIANCE SOCIETY	55,000
PULVER CRAWFORD MUNROE LLP	85,433
R.F. BINNIE & ASSOCIATES LTD	326,469
READY ENGINEERING (BC) CORP.	54,422
RECEIVER GENERAL	10,589,865
RENEWI CANADA LTD.	103,623

**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF SUPPLIERS OF GOODS AND SERVICES
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 7(1)(a)(b)

Supplier Name	Amount
RICOH CANADA INC.	73,189
ROCKY MOUNTAIN PHOENIX	52,139
ROLLINS MACHINERY LTD	112,900
SCOTTISH LINE PAINTING LTD	35,298
SCP DISTRIBUTORS INC., CANADA	33,967
SEAL TEC INDUSTRIES LTD	128,428
SMALL PAUSE COACHING AND CONSULTING	35,910
SOUND WAVES ENTERTAINMENT NETWORK LTD	33,319
SOUTH COAST BC TRANSPORTATION AUTHORITY	6,043,699
SPECIALIZED TREE CARE	47,285
SPECTRATEC SERVICES GROUP	40,719
STANDARD ELECTRIC BC LTD	33,737
STAR ILLUMINATIONS	59,986
STONHARD	59,943
SUPERIOR CITY SERVICES LTD	81,755
SYSCO FOOD SERVICES OF CANADA, INC.	56,666
TANGO MANAGEMENT GROUP LTD.	308,047
TEMPEST DEVELOPMENT GROUP	71,823
TERRALINK HORTICULTURE INC.	63,577
TRANS-WESTERN ELECTRIC LTD.	38,787
TRIPLE X CONTRACTING LTD	66,007
UNIT4 BUSINESS SOFTWARE	318,766
UPKEEP SOLUTIONS LTD.	36,290
VANCOUVER AXLE & FRAME LIMITED	36,808
VANPORT ENTERPRISES LTD	25,459
VENTANA CONSTRUCTION CORPORATION	28,643,312
VOLPE, HEATHER	27,200
WEB ENGINEERING LTD	35,470
WESTERN WATERSHED DESIGNS INC.	298,872
WESTERRA EQUIPMENT LP	208,931
WESTPORT CONSTRUCTION GROUP INC.	814,410
WILCO CIVIL INC.	671,614
WILLIAMS MACHINERY	32,487
WINVAN PAVING	226,524
WISHBONE INDUSTRIES LIMITED	34,854
WOOD WYANT INC.	92,677
XEROX CANADA LTD	43,207
XPERA RISK MITIGATION & INVESTIGATION	93,625
XYLEM CANADA COMPANY	57,373
YOUNG ANDERSON	135,624
ZONE WEST ENTERPRISES	33,289

Total Section 7(1)(a) Payments Over \$25,000	\$ 100,670,895
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Section 7(1)(b) Payments Under \$25,000	\$ 3,848,792
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Total Section 7(1)(a)&(b)	\$ 104,519,687
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**THE CORPORATION OF THE CITY OF PORT COQUITLAM
SCHEDULE OF GRANTS AND CONTRIBUTIONS
FOR THE YEAR ENDED DECEMBER 31, 2018**

Prepared under the Financial Information Regulation, Schedule 1, Section 7(2)(b)

Recipient	Amount
Port Coquitlam Heritage & Cultural Society	\$ 50,000
Port Coquitlam Sports Alliance	55,000
Total Section 7(2)(b) Payments Over \$25,000	\$ 105,000
 Section 7(2)(b) Payments Under \$25,000	 90,006
 Total Section 7(2)(b)	 \$ 195,006

Committee of Council Report

Municipal Security Issuing Resolution

Committee Recommendation

At the June 18, 2019, Committee of Council Meeting, the Finance Report, *Municipal Security Issuing Resolution* was considered, and the following motion was passed:

That Committee of Council recommend Council approves borrowing of \$16 million from the Municipal Finance Authority of British Columbia, as part of the 2019 Fall Borrowing Session, as authorized through "Port Coquitlam Community Recreation Complex Loan Authorization Bylaw, 2017, No. 4004", and that the Metro Vancouver Regional District be requested to consent to the city's borrowing over a thirty (30) year term and include the borrowing in their Security Issuing Bylaw.

The following motion is now before Council for decision:

That Council approve the borrowing of \$16 million from the Municipal Finance Authority of British Columbia, as part of the 2019 Fall Borrowing Session, as authorized through "Port Coquitlam Community Recreation Complex Loan Authorization Bylaw, 2017, No. 4004", and that the Metro Vancouver Regional District be requested to consent to the city's borrowing over a thirty (30)-year term and include the borrowing in their Security Issuing Bylaw.

ATTACHMENTS

Attachment#1: June 18, 2019, Finance Report, *Municipal Security Issuing Resolution*

Municipal Security Issuing Resolution

RECOMMENDATION:

That Committee of Council recommend Council approves borrowing of \$16 million from the Municipal Finance Authority of British Columbia, as part of the 2019 Fall Borrowing Session, as authorized through "Port Coquitlam Community Recreation Complex Loan Authorization Bylaw, 2017, No. 4004", and that the Metro Vancouver Regional District be requested to consent to the city's borrowing over a thirty (30) year term and include the borrowing in their Security Issuing Bylaw.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the July 11th, 2017, meeting Council adopted the Port Coquitlam Community Recreation Complex Loan Authorization Bylaw, 2017, No. 4004.

At the May 14, 2019, meeting Council adopted the 2019-2023 Financial Plan Bylaw No. 4124.

REPORT SUMMARY

In accordance with its 2019-2023 financial plan, the City is requesting to borrow \$16 million through the Municipal Finance Authority. This amount is part of the \$52 million of long term debt authorized under Loan Authorization Bylaw No 4004 and forms part of the funding for the Port Coquitlam Community Centre project construction budget.

BACKGROUND

The \$132 million construction budget for the Port Coquitlam Community Centre is funded through a balance of reserves, grants and borrowing. The approved mix of funding sources provides the City with flexibility by ensuring that no one source of funds is depleted to the extent that the City is no longer able to pursue future opportunities. The approved budget for the project includes \$52 million in long term debt to be amortized over a thirty year term. Based on the most recent cash flow projections, staff estimate \$16 million in borrowed funds will be required for 2019.

Under the Community Charter, municipal borrowing requests for long term debt must be approved by the respective council by way of Loan Authorization Bylaw and Security Issuing Resolution. The Loan Authorization Bylaw was approved in 2017 at the time of the project approval. The Security Issuing Resolution is required at the time the borrowing is required. Once the City approves the Security Issuing Resolution the borrowing must then be approved by the Metro Vancouver Board and included in a Metro Vancouver Security Issuing Bylaw. Upon approval by the Metro Vancouver Board, the request is then considered by the Municipal Finance Authority (MFA). Metro Vancouver has outlined that the required paperwork must be submitted before the end of June in order to meet their agenda deadlines to participate in the MFA's fall 2019 Debt Issue.

Municipal Security Issuing Resolution

FINANCIAL IMPLICATIONS

Debt servicing (repayment) costs include principle and interest payments and are based on a combination of the amount borrowed (impacts principal repayments), interest rates in place at the time the debt is issued (impacts interest payments), and the term over which the debt is repaid (impacts principal). From the point the debt is issued until its maturity, interest is payable every six months and principal is payable every year.


As of June 6, 2019 the MFA indicative rate is 2.48%, which is less than the 3.75% originally forecasted when the project budget was approved. Current forecasts also suggest the rate for the fall issuance will remain below 3.75%. However, as rates are based on market conditions at the time the debt is issued, until the debt is issued, there continues to be the risk that interest rates could rise higher than the original forecast of 3.75% translating in to higher interest payments over the term of the loan or the possibility of lower rates which would result in a savings.

The financial plan calls for borrowing of \$16 million in 2019 and additional borrowing of \$36 million for the spring of 2020. Staff are continuously monitoring cash flow requirements, and interest rates to determine the optimal time and amounts to borrow. Accordingly, the amount to be borrowed in the fall ensures that:

- 1) The overall amount borrowed and the related tax impact don't exceed the amounts previously approved; and
- 2) That the amount and timing of borrowing is structured to minimize the tax impact.

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Request borrowing of \$16 million in long term debt through MFA.

Lead author(s): Farouk Zaba