

**1. PUBLIC HEARING - CALL TO ORDER**

**2. PUBLIC HEARING ITEMS**

**2.1 OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue**

See Item 4.1 on Council Agenda for information.

**3. CLOSE PUBLIC HEARING**

**4. PUBLIC INPUT OPPORTUNITY - CALL TO ORDER**

**5. PUBLIC INPUT OPPORTUNITY ITEMS**

**5.1 Temporary Use Permit No. TU000014 for 1969 McLean Avenue (Modu-Loc)**

See Item 5.1 on Council Agenda for information.

**6. CLOSE PUBLIC INPUT OPPORTUNITY**

## ***Council Regular Agenda***

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

**Tuesday, July 9, 2019**

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

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**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

**2.1 Adoption of the Agenda**

Recommendation:

*That the July 9, 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 25, 2019, Regular Council Meeting.*

**4. BYLAWS**

**4.1 OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue – Third Reading**

Recommendation:

*That Council give OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue third reading.*

**4.2 Zoning Amendment Bylaw No. 4136 (Cannabis in ALR) - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4136 (Cannabis in ALR) first two readings.*

**4.3 Zoning Amendment Bylaw No. 4137 for 1502 Broadway Street - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4137 for 1502 Broadway Street first two readings.*

**4.4 Zoning Amendment Bylaw No. 4138 for 1971 Lougheed Highway - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4138 for 1971 Lougheed Highway first two readings.*

**4.5 Zoning Amendment Bylaw No. 4139 for 2755 Lougheed Highway - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4139 for 2755 Lougheed Highway first two readings.*

**4.6 Zoning Amendment Bylaw No. 4140 for 1840 Broadway Street - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4140 for 1840 Broadway Street first two readings.*

**4.7 Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue first two readings.*

**4.8 Zoning Amendment Bylaw No. 4142 (Cannabis Retail Outlet Definition) - First Two Readings**

Recommendation:

*That Council give Zoning Amendment Bylaw No. 4142 (Cannabis Retail Outlet Definition) first two readings.*

**4.9 Building and Plumbing Amendment Bylaw No. 4126 (BC Energy Step Code) - First Three Readings**

Recommendation:

*That Council give Building and Plumbing Amendment Bylaw No. 4126 (BC Energy Step Code) first three readings.*

**4.10 Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue - Adoption**

Recommendation:

*That Council adopt Zoning Amendment Bylaw No. 4073 for 853 & 867 Prairie Avenue.*

**5. REPORTS**

**5.1 Temporary Use Permit No. TU000014 for 1969 McLean Avenue (Modu-Loc)**

Recommendation:

*That Temporary Use Permit TU000014 for 1969 McLean Avenue be approved for issuance.*

**5.2 Community Cultural Development Investment Program - Spring Intake, 2019**

Recommendation:

*That Council approve the one-time transfer of \$20,000 from the Self-Help Matching Grant budget to the Community Cultural Development Investment Program; and That Council approve the following Community Cultural Development applications:*

*1) Project Category:*

- Art Focus - \$2,500;*
- Polenez Polish-Canadian Dance Society - \$2,000;*
- Theatrix - \$4,800; and,*
- Tri-City School of Music - \$4,000.*

*2) Development Category (Community, Professional Individual and Capacity Building):*

- Jessica Nelson - \$1,000;*
- Felice Choir - \$1,500;*
- Tri-City School of Music - \$1,200; and,*
- Theatrix - \$5,000.*

**5.3 Self-Help Matching Grant Program, 2019**

Recommendation:

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

- 1. \$2,163 to Port Coquitlam Heritage and Cultural Society;*
- 2. \$2,016 to Ducks Volleyball Club; and,*
- 3. \$5,000 to Kinsmen Club of Port Coquitlam.*

**6. NEW BUSINESS**

**7. OPEN QUESTION PERIOD**

**8. ADJOURNMENT**

**8.1 Adjournment of the Meeting**

Recommendation:

*That the July 9, 2019, Regular Council Meeting be adjourned.*

## OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue - Third Reading

### RECOMMENDATION:


*That Council give OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue third reading.*

### REPORT SUMMARY

Upon conclusion of a public hearing scheduled for July 9, 2019, OCP Amendment Bylaw No. 4133 and Zoning Amendment Bylaw No. 4134 for 930 Dominion Avenue will be available for Council to give third reading.

### OPTIONS

(Check = Staff Recommendation)

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



## Bylaw No. 4133

- (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 25<sup>th</sup> day of June, 2019

READ A SECOND TIME this 25<sup>th</sup> day of June, 2019

PUBLIC HEARING HELD this 9<sup>th</sup> day of July, 2019

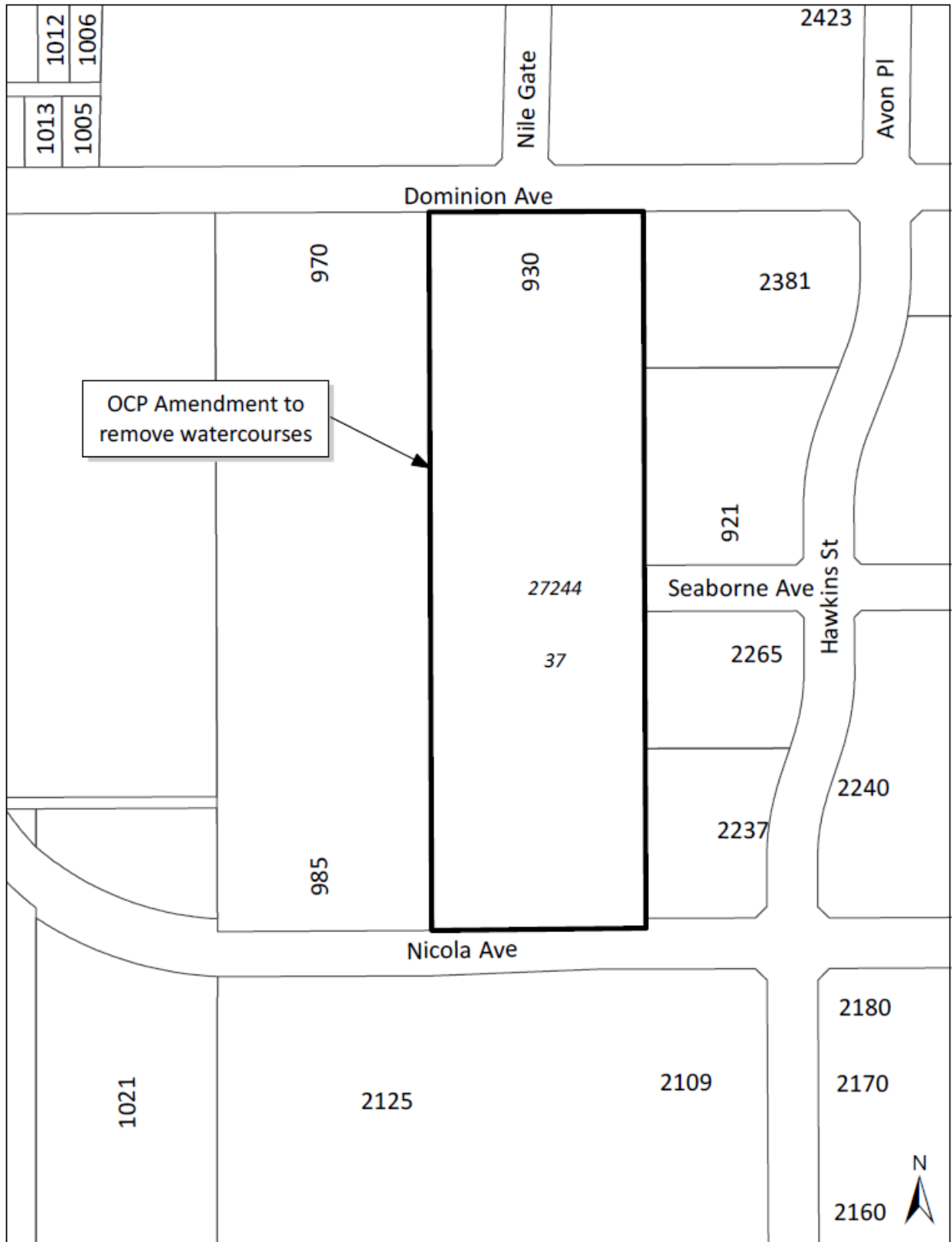
READ A THIRD TIME this

ADOPTED this

Mayor

Corporate Officer

# SCHEDULE 1



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4134

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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	25 <sup>th</sup> day of	June, 2019
READ A SECOND TIME this	25 <sup>th</sup> day of	June, 2019
PUBLIC HEARING HELD this	9 <sup>th</sup> day of	July, 2019
READ A THIRD TIME this		
ADOPTED this		

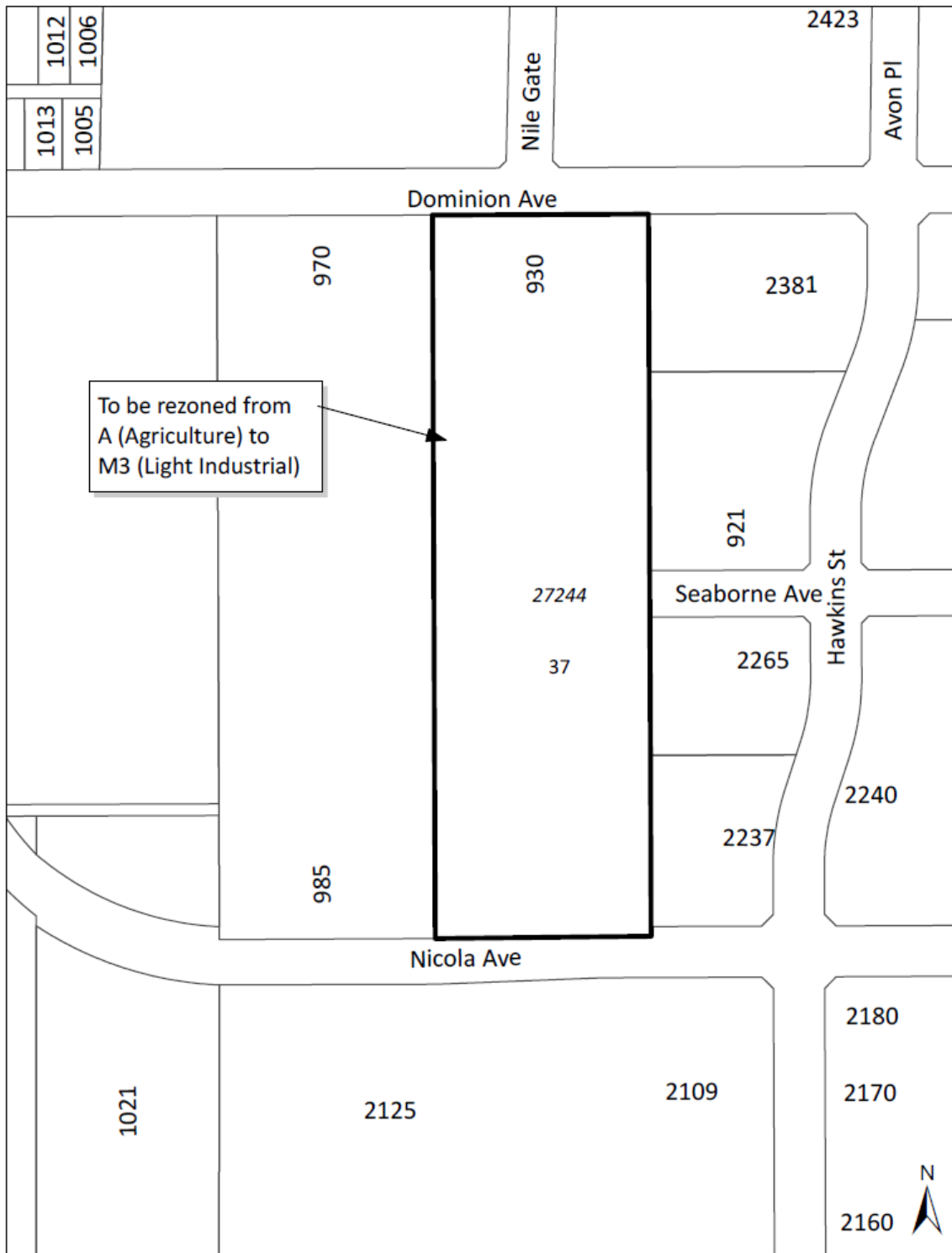
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Mayor

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Corporate Officer

# SCHEDULE 1



## 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.*

## 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 28<sup>th</sup> 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.

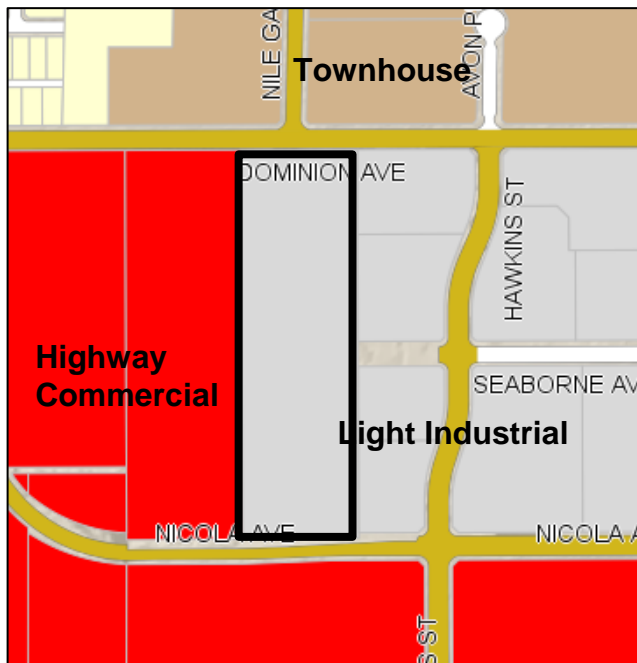
### **BACKGROUND**

#### **Proposed Development:**

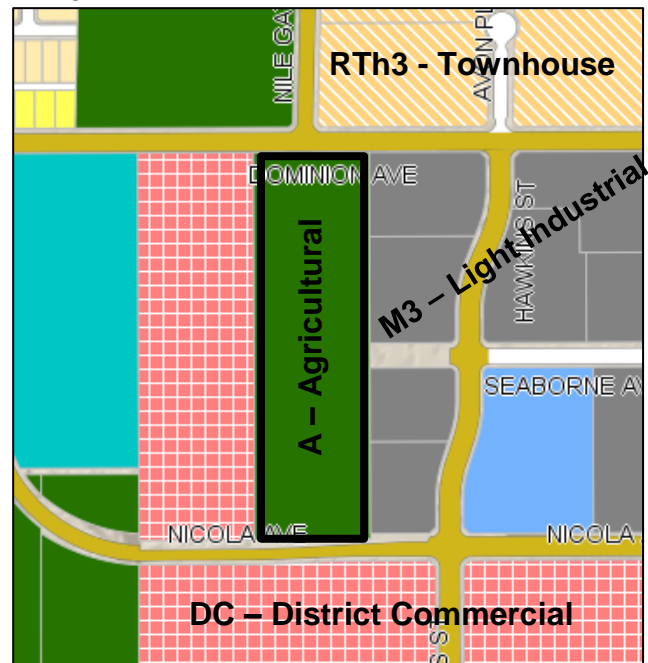
The Conwest Group of Companies proposes to rezone a 7-acre site west of Hawkins Street between Nicola Avenue and Dominion Avenue for a light industrial development. The site's land

## 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.

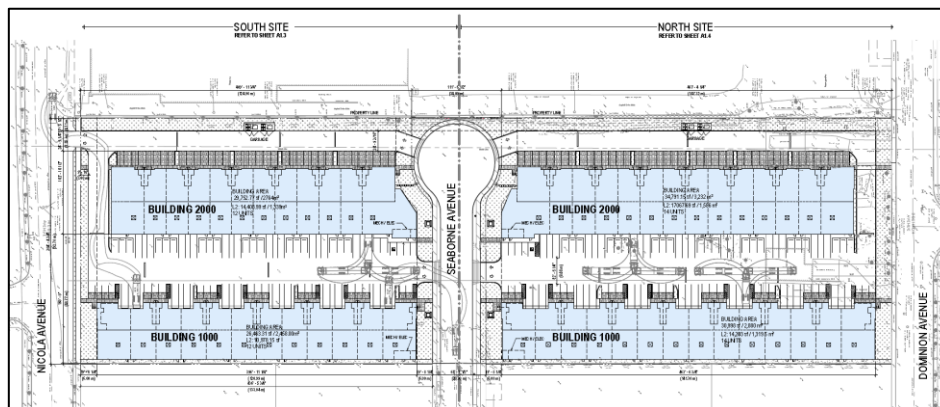


Official Community Plan Designations



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 16,138m<sup>2</sup> (173,708 ft<sup>2</sup>) 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 m<sup>2</sup>.

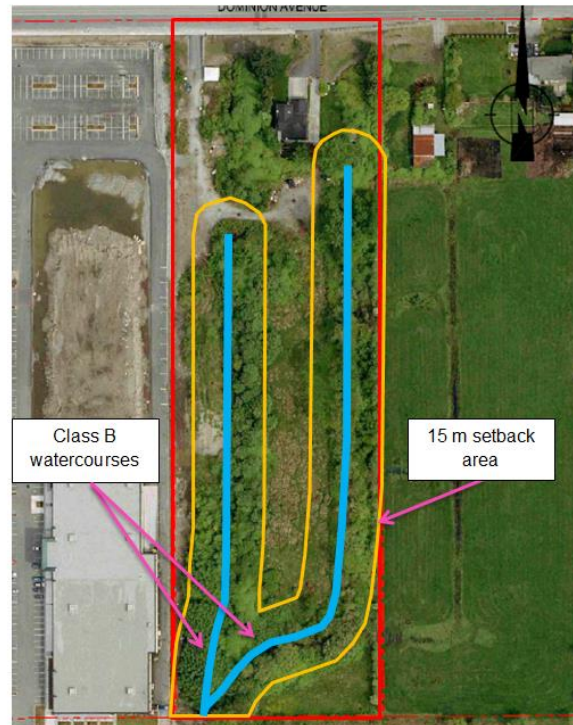
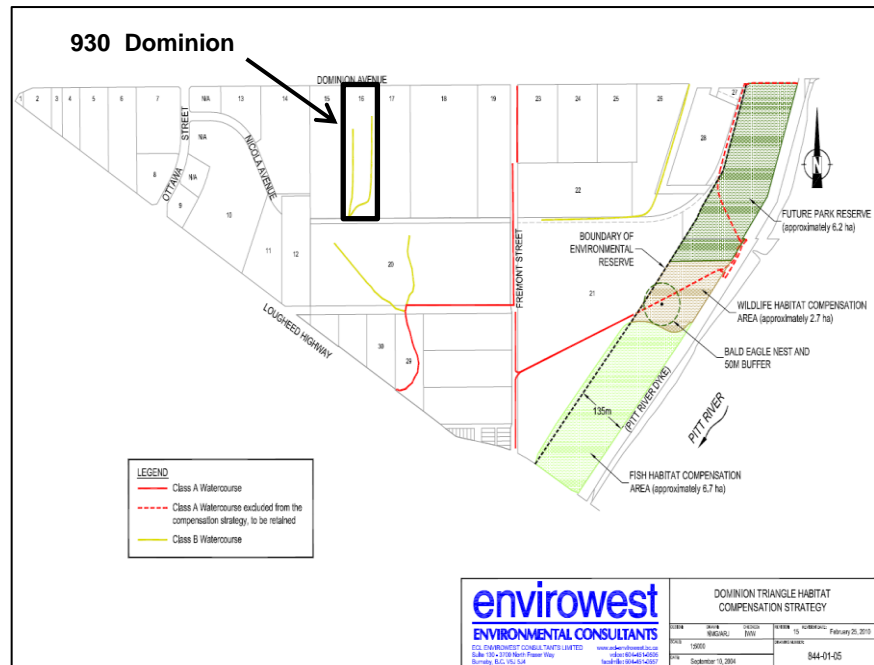


Figure 1: Approximate location of watercourses

## 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 1,656m<sup>2</sup> and paying cash-in-lieu for the remainder area of approximately 12,833m<sup>2</sup>. 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

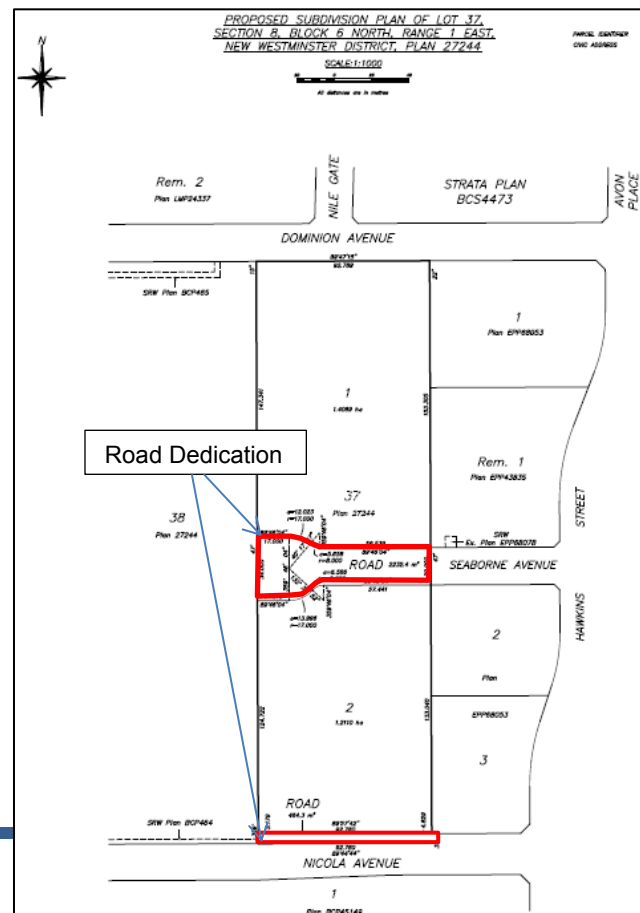
For the purposes of determining an appropriate amount of funding, a high level assessment of enhancing a portion of Fox Creek was provided by the applicant's environmental consultant. This work, identified as a possible project by the draft Maple Creek Integrated Watershed Plan would involve the enhancement of 5,645 m<sup>2</sup> of a class A(O) watercourse and adjacent habitat area. The consultant's construction cost estimates ranged from \$98 to \$150 per m<sup>2</sup>, 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.m<sup>2</sup>. A compensation value of \$1,052,306, based on a construction cost of \$82 per m<sup>2</sup>, 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



## Zoning Amendment Bylaw No. 4136 (Cannabis in ALR) - First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4136 (Cannabis in ALR) first two readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the June 11, 2019, Committee of Council meeting, Committee recommended to Council:

*That the Zoning Bylaw be amended to restrict a cannabis production use to being located outdoors in an agricultural field or inside a farm building that has a soil base and maximum production area of 200m<sup>2</sup>.*

### 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.

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019  
Bylaw No. 4136

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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. 4136”.

2. ADMINISTRATION

2.1 Section I Definitions is amended by replacing the definition of Agriculture with the following:

“**Agriculture** means a use defined as a farm use in the *Agricultural Land Commission Act*, whether in the Agricultural Land Reserve or not, excluding any cannabis production use unless this use takes place outdoors in a field or is located inside a structure that has a base consisting entirely of soil.”

2.2 Table 1.4 in Section II Zones and Zone Regulations is amended by adding the following Note 6 to the maximum floor area of a Type 2 Agricultural structure:  
Agricultural Zones Regulations:

“Note 6. The production surface area in a structure for cannabis production with a base consisting entirely of soil is limited to 200 m<sup>2</sup>.”

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Mayor

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Corporate Officer

## Cannabis Production in the Agriculture Zone

### RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to restrict a cannabis production use to being located outdoors in an agricultural field or inside a farm building that has a soil base and maximum production area of 200m<sup>2</sup>.

### PREVIOUS COUNCIL/COMMITTEE ACTION

None.

### REPORT SUMMARY

This report responds to a recent change to the provincial regulation of cannabis production on agricultural lands which allows for non-soil based production. It recommends the Agriculture zone be amended to limit non soil-based cannabis production and restrict the size of soil-based facilities in farm buildings, in keeping with Council's policies to protect agricultural lands for farming purposes and to locate cannabis manufacturing facilities in the City's general and heavy industrial areas.

### BACKGROUND

In February of this year, the Province amended the *Agricultural Land Commission Act* and its regulations. As part of these amendments, the way that the Province regulates cannabis production on agricultural lands changed. In the past, only soil-based cannabis production had been designated as a farm use in the provincial regulation. Other forms of cannabis production (e.g. in trays or hydroponically in a greenhouse or other farm building) could only be undertaken if approved through a non-farm use application to the Agricultural Land Commission, and the City would have had an opportunity to support or reject any such application.

In May, the Province released the attached Information Bulletin, *Cannabis Production in the ALR*, which clarifies the provincial interpretation of the revised legislation that applications to the Agricultural Land Commission are no longer required for any kind of cannabis production in the Agricultural Land Reserve. This interpretation results in the situation that if a production facility is proposed within the City's Agriculture zone, this use would be considered by the Province to be a permitted use and it would not be restricted by the City's current definition of Agriculture, which is a use designated as a farm use in the provincial *Agricultural Land Reserve Use, Subdivision and Procedure Regulation regulations*.

Local governments have the authority to prohibit non-soil based facilities and regulate the siting and scale of soil-based indoor production facilities but do not have the authority to prohibit growing cannabis (which is also a form of production) outdoors in a field or inside a structure with a soil base.

The policies in the Official Community Plan for the City's agricultural lands support their protection and enhancement, in keeping with policies of Metro Vancouver's Regional Growth Strategy



## Cannabis Production in the Agriculture Zone

discouraging non-farm uses. The City's Cannabis Establishment Policy provides that a site used for cannabis manufacturing (which may include production or processing) is to be located within a Heavy Industrial or General Industrial land use designation of the Official Community Plan.

### **DISCUSSION**

The determination that indoor non-soil based cannabis production is allowed by the Agricultural Land Commission could significantly erode the farming capacity of agricultural lands within the City and increase the demand for services within this area, if this use were to be established. The City's industrial areas have the appropriate access and service for an indoor production use, whereas sites within the agricultural area generally do not have the required infrastructure or road capacity for a more intensive use and are more remote, potentially requiring higher security provisions. For these reasons, this report recommends that non-soil based production facilities be prohibited.

The federal *Cannabis Regulations* provide that cannabis production facilities may obtain a micro-cultivation licence if the cultivation surface area does not exceed 200 m<sup>2</sup> (2150 sq.ft). Accordingly, it is proposed that cannabis production in a structure with a soil base be limited to an area of 200 m<sup>2</sup> to ensure such facilities are appropriately scaled to Port Coquitlam's small agricultural land base and to continue to direct more intensive production to industrial areas.


### **FINANCIAL IMPLICATIONS**

None.

### **PUBLIC CONSULTATION**

The public would be formally consulted through the public hearing process for the bylaw amendment.

### **OPTIONS**

#	Description
1 	That the Zoning Bylaw be amended to restrict the size of soil-based cannabis production in the Agriculture zone and prohibit non-soil based facilities within this zone.
2	Request staff to initiate a public consultation process or bring forward a different proposal to address concerns related to cannabis production in the Agriculture zone.
3	Determine that no Zoning Bylaw amendment is to be made at this time.

**Lead author(s):** Meredith Seeton

**Attachment:** Information Bulletin 04: Cannabis Production in the ALR



## INFORMATION BULLETIN 04

### CANNABIS PRODUCTION IN THE ALR

**Revised: May 8, 2019**

Issued: August 15, 2018

#### 1. SCOPE OF THIS INFORMATION BULLETIN

This information bulletin provides guidance to assist in interpreting the *Agricultural Land Commission Act*, S.B.C. 2002, c. 36 (**ALCA**) and regulations in relation to cannabis production in the Agricultural Land Reserve (**ALR**). The ALCA and regulations will govern if inconsistent with this bulletin.

This information bulletin is directed only to interpretation of the ALCA and regulations. Compliance with the ALCA and regulations in relation to cannabis does not relieve persons from the need to comply with all other applicable laws, regulations and bylaws at the federal, provincial and local government levels.

#### 2. RECENT CHANGES TO STATUTE AND REGULATIONS

Effective February 22, 2019, the ALCA and the Agricultural Land Reserve Use, Subdivision and Procedure Regulation (now the **ALR General Regulation**) were amended and the Agricultural Land Reserve Use Regulation (the **ALR Use Regulation**) was created. Though many concepts contained in the ALCA and regulations remain unchanged, there have been changes related to the use of ALR land for cannabis production. All references in this information bulletin to the ALCA and regulations are as of February 22, 2019, unless otherwise stated.

#### 3. WHETHER CANNABIS PRODUCTION IS A FARM USE

In the past, certain forms of cannabis production, but not others, had been “designated” as farm use by regulation. This was the practice followed when s. 2(2.5) of the former regulation was introduced in July 2018. The fact that certain production required “designation” to be a farm use suggested that non-designated forms of cannabis production:

- were not a farm use; and
- as such, could only be engaged in if the Agricultural Land Commission (the **Commission**) approved a non-farm use application specific to that use.

On February 22, 2019, s. 2(2.5) of the former regulation was repealed and the ALR Use Regulation was created. The ALR Use Regulation addresses cannabis production in s. 8, in a part of the ALR Use Regulation that is entitled “Farm Uses”, and no longer “designates” a

subset of cannabis production as farm use. This regulatory change clarifies that all forms of cannabis production are a “farm use”.

Because all forms of cannabis production are a “farm use”, cannabis production in the ALR does not contravene the ALCA even if engaged in without the Commission’s approval.

**However:**

- the ALR Use Regulation specifically allows local governments to prohibit cannabis production in certain forms (see section A of this bulletin); **AND**
- certain other activities associated with cannabis production, such as fill placement or soil removal, may still require proponents to engage with the Commission (see section B of this bulletin).

**A. Local Government Authority To Prohibit**

Local governments play a significant role in determining what kind of cannabis production occurs in their community.

Local governments may regulate or prohibit certain kinds of cannabis production, though may not prohibit all forms of cannabis production.

Section 8 of the ALR Use Regulation provides:

- (1) The use of agricultural land for producing cannabis lawfully may not be prohibited as described in section 4 if the cannabis is produced
  - (a) outdoors in a field, or
  - (b) inside a structure that, subject to subsection (2), has a base consisting entirely of soil.
- (2) The use of agricultural land for producing cannabis lawfully may not be prohibited as described in section 4 if the cannabis is produced inside a structure that meets both of the following conditions:
  - (a) the structure was, before July 13, 2018,
    - (i) constructed for the purpose of growing crops inside it, including but not limited to producing cannabis lawfully, or
    - (ii) under construction for the purpose referred to in subparagraph (i), if that construction
      - (A) was being conducted in accordance with all applicable authorizations and enactments, and

- (B) continues without interruption from the date it began until the date the structure is completed, other than work stoppages considered reasonable in the building industry;
- (b) the structure has not been altered since July 13, 2018 to increase the size of its base or to change the material used as its base.

Section 4 of the ALR Use Regulation provides:

The farm uses referred to in this Part [which includes s. 8] may not be prohibited

- (a) by a local government enactment except a bylaw under section 552 [*farming area bylaws*] of the *Local Government Act*, or
- (b) by a first nation government law, if the activity is conducted on settlement lands.

## B. Placing Fill In, And Removing Soil From, The ALR

There are strict rules regarding placement of fill in the ALR and removal of soil from the ALR, **even when necessary for a farm use**, unless limited exceptions are met.

*Q. Do the rules on placement of fill in the ALR and removal of soil from the ALR apply to the construction of structures intended to be used for the production of cannabis?*

*A. Yes. These rules are found in ss. 35-36 of the ALR Use Regulation and apply generally, to the construction of structures for the production of cannabis, subject only to the limited exceptions summarized below.*

Typically even where the fill placement or soil removal is for cannabis production, successful completion of a notice of intent and/or use application process is required before the activity can proceed. This is so unless all of the following conditions are met:

- the fill placement or soil removal are for the purpose of constructing a structure for farm use; AND
- the total area from which the soil is removed or on which fill is placed is 1,000 m<sup>2</sup> or less; AND
- if the area from which the soil is removed or on which the fill is placed is in a floodplain, the resulting elevation level is consistent with the minimum elevation level established under all applicable local government enactments and first nation government laws, if any, respecting flood protection in the floodplain; AND
- the fill **is not, and does not contain**, construction or demolition waste (including masonry rubble, concrete, cement, rebar, drywall and wood waste), asphalt, glass,

synthetic polymers, treated wood, or unchipped lumber, as none of these may be used as fill in the ALR: ALR Use Regulation, ss. 35-36.

*See the Commission's Information Bulletin #7 – Soil or Fill Use in the ALR for more information.*

#### **4. CONSTRUCTION, MAINTENANCE AND OPERATION OF STRUCTURES NECESSARY FOR FARM USE**

Subject to any limits and conditions set out in Part 2 of the ALR Use Regulation, the use of land in the ALR to construct, maintain or operate a structure (including a greenhouse), driveway or utility that is necessary for a farm use is designated as a farm use: ALR Use Regulation, s. 5. A designated farm use may be undertaken without making a use application to the Commission.

*Q. What does “subject to any limits and conditions set out in Part 2 of the ALR Use Regulation” mean for the construction of structures intended to be used for cannabis production?*

*A. The construction of structures for cannabis production are limited by the specific limitations for cannabis production set out at s. 8 of the ALR Use Regulation.*

In determining whether an activity is “necessary” for a farm use, consideration must be given to whether the nature and size of the activity is proportionate to the farm use. If a landowner claims that an activity is “necessary” for a farm use that has not yet commenced, issues may arise in respect of whether the proposed use is in fact going to occur, and whether the nature and size of activity characterized as “necessary” will in fact be necessary to that use.

#### **5. STORING, PACKING, PREPARING AND PROCESSING FARM PRODUCTS**

The ALR Use Regulation refers to certain other activities potentially related to cannabis that local governments may not prohibit, but may regulate, as described in s. 4 of the ALR Use Regulation, such as certain storing, packing, preparing and processing uses set out in s. 11.

The use of land in the ALR for storing, packing, preparing and processing farm products is designated as a farm use, and as such may be undertaken without application to the Commission, if at least 50% of the farm product is (a) produced either on that agricultural land or by an association (as that term is used in the *Cooperative Association Act*) to which the owner of the agricultural land belongs, or (b) feed required for farm use on that agricultural land: ALR Use Regulation, s. 11(2).

## Zoning Amendment Bylaw No. 4137 for 1502 Broadway Street - First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4137 for 1502 Broadway Street first two readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the June 25, 2019, Committee of Council meeting, Committee recommended to Council that:

1. *The Zoning Bylaw be amended to allow for cannabis retail sales at 1502 Broadway Street; and,*
2. *Prior to adoption of the amending bylaw, the following charitable benefits be secured to the satisfaction of the Director of Development Services:*
  - a. *Commitment to providing an annual \$2500 scholarship for a secondary student and a \$5000 donation to community organization(s) in Port Coquitlam, and*
  - b. *Posting of signs within the interior and exterior buildings informing public of the Smoking Bylaw.*

### 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.

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019  
Bylaw No. 4137

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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. 4137".

2. ADMINISTRATION

2.1 That Note 34 to "Zoning Bylaw, 2008, No. 3630" be amended by adding the following location in numerical order:

Parcel A District Lot 231 Group 1 New Westminster District Plan  
LMP28305 (1502 Broadway Street), not to exceed an interior floor area of  
350 m<sup>2</sup>.

READ A FIRST TIME this	day of	,2019
READ A SECOND TIME this	day of	,2019

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Mayor

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Corporate Officer

### RECOMMENDATIONS:

That Committee of Council recommend to Council that:

1. The Zoning Bylaw be amended to allow for cannabis retail sales at 1502 Broadway Street; and,
2. Prior to adoption of the amending bylaw, the following charitable benefits be secured to the satisfaction of the Director of Development Services:
  - a. Commitment to providing an annual \$2500 scholarship for a secondary student and a \$5000 donation to community organization(s) in Port Coquitlam,
  - b. Commitment to paying full-time employees a living wage,
  - c. Restoration of the riparian area planting, and
  - d. Posting of signs within the interior and exterior buildings informing public of the Smoking Bylaw.

And that, upon adoption of the amending bylaw, Committee of Council direct staff to advise the Liquor and Cannabis Licensing Branch of the following:

- a. That the City of Port Coquitlam recommends issuance of an application for a non-medical retail cannabis licence at 1502 Broadway Street.
- b. The City of Port Coquitlam's comments on the prescribed considerations are as described in the staff report titled, Rezoning Application RZ000170 – 1502 Broadway Street; and
- c. The views of residents were solicited through posting a sign onsite and conducting a rezoning Public Hearing at a Council meeting.

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

April 16, 2019: *Committee of Council resolved to give further consideration to a rezoning application for 1502 Broadway Street.*

### **REPORT SUMMARY**

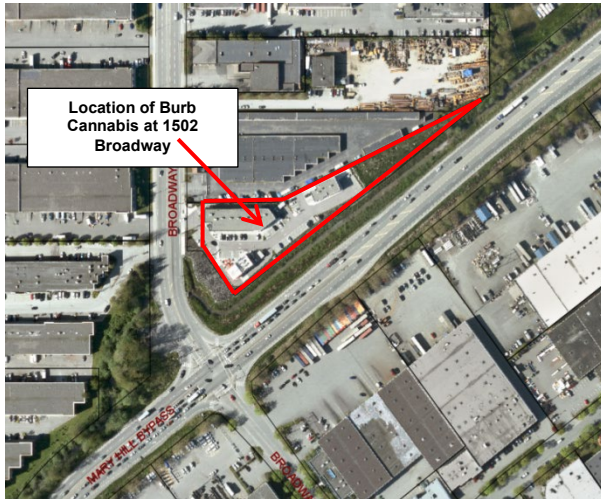
Burb Cannabis Corp., which currently operates a retail clothing and cannabis accessory business at 1502 Broadway Street, has submitted a rezoning application to include cannabis retail sales. This report describes how the proposal complies with the City's Cannabis Establishment Policy and recommends the bylaw be amended, subject to securing the proposed community benefits as a condition of approval.

### **BACKGROUND**

In 2018, the City conducted a comprehensive review process that included consultation with cannabis industry representatives, local businesses and the broader community to determine the appropriate regulations and policies to be applied to land use decisions related to the production and retail sale of cannabis in Port Coquitlam. Following the completion of this review, Council adopted an approach that would allow for its consideration of cannabis retail outlets on a site-specific basis and approved the *Cannabis Establishment Policy* to guide this future consideration through the rezoning process. Anticipating multiple applications, Council further directed that it



## Rezoning Application RZ000170 – 1502 Broadway Street



would provide a 30-day window during which applications would be received in order to provide for their concurrent evaluation. The site at 1502 Broadway is one of four sites selected to be given further consideration at this time.

Burb Cannabis Corp. currently operates a retail store at the corner of Broadway Street and Mary Hill Bypass, selling clothing and cannabis accessories and wishes to provide cannabis retail sales. A building permit (tenant improvements) was approved for the current retail use and no

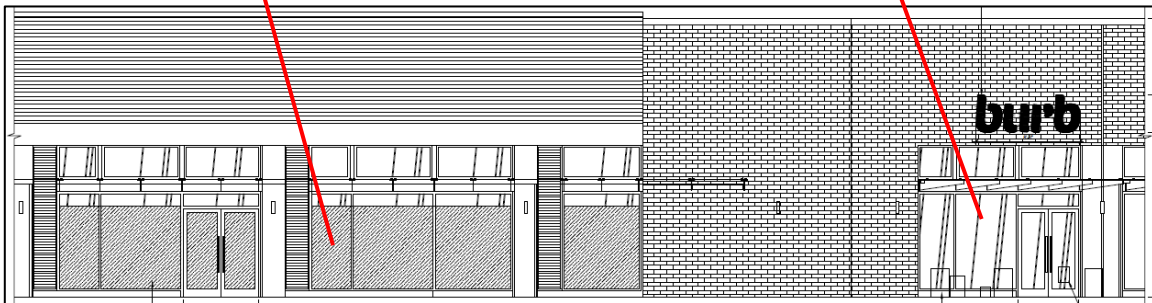
structural changes to the premises would be required for the proposed additional use. The applicant has also applied to the Liquor & Cannabis Regulation Branch to acquire a provincial licence for cannabis retail sales.

### Evaluation of 1502 Broadway Street Rezoning Application RZ000178

<b>Cannabis Establishment Policy - Siting Criteria</b>	
i. Designated as Downtown Commercial, Neighbourhood Commercial, Highway Commercial or Transit Corridor Commercial by Official Community Plan;	Complies – site's land use designation is Highway Commercial
ii. Located at least 1 kilometre from a property zoned to permit a cannabis retail sales use;	No sites are zoned and no proposals are under consideration within 1 km
iii. Located at least 250 metres from a school, playground, community centre or sports field.	Complies
<b>Cannabis Establishment Policy - Evaluation Factors</b>	
i. Distance to other uses, such as child care facilities, community gathering spaces, recovery homes and emergency shelters;	None within the vicinity
ii. Potential impacts to residents, if in a building with a mix of commercial and residential uses;	Not applicable
iii. Access for vehicles, including potential traffic impacts and parking availability;	Appropriate access and egress to the site off of Broadway
iv. Access for pedestrians and cyclists, including proximity to public transit;	Accessible via bicycle and bus along Broadway Street and Mary Hill Bypass
v. The proposed size of the outlet is appropriate to the site's context;	Size is appropriate (344 m <sup>2</sup> / 3700 sq.ft.)
vi. The proposed interior layout does not include space that could accommodate product sampling;	No space identified
vii. The proposed exterior design is sensitive to the design and character of surrounding land uses, location and design of signage is discreet and the overall design character is visually appealing; and	Signage and exterior character is sensitive to the overall design of the site

## Rezoning Application RZ000170 – 1502 Broadway Street

viii. Storefronts do not include opaque window coverings, bars on windows, metal shutters or signage in windows.	Per Provincial regulations, an opaque, pale taupe window cover that varies in shading covers a portion of the storefront windows; remaining windows are transparent
<b>Additional Information relevant to the proposed Cannabis Retail Sales Use</b>	
i. Site Zoning	District Commercial
ii. Proposed hours of operation	9am-11pm
iii. Potential for odour	Charcoal filtration system and vacuum sealed air-tight products
iv. Security considerations	Master security plan provided
v. Staffing	15 employees (10 FT, 5 PT) Living Wage paid to full time employees;
vi. Public Consultation with surrounding residents and businesses	Documentation provided of consultation with adjacent commercial businesses



**Image of the current storefront design**

The applicant has proposed a community benefit to include an annual \$2,500 scholarship for post-secondary education for a student at Port Coquitlam secondary school, a Living Wage for employees, \$5,000 contribution in financial support to community organizations such as the PoCo Community Foundation and quarterly social initiatives that would include citywide events as well as Burb employee leadership events. In keeping with the Cannabis Establishment Policy, the applicant would be required to post signs within the interior and exterior of the building providing information to the public on the City's Smoking Bylaw.

## Rezoning Application RZ000170 – 1502 Broadway Street

The development of this site in 2017 required landscaping improvements within the riparian area of a Class A(O) watercourse which flows between the site and the Mary Hill Bypass. The City approved the planting and released the planting security to the previous owners and now holds a security for the maintenance and monitoring of the riparian area. Some of the required landscaping has been removed by the new owners of the property. The rezoning approval process provides an opportunity for the City to obtain restoration of the riparian area planting and is recommended by staff as an additional community benefit to be associated with the application.

### **DISCUSSION**

The rezoning application meets the criteria set by Council's *Cannabis Establishment Policy*. Further, the proposed conditions of bylaw adoption would include charitable benefit measures including a commitment to provide the yearly scholarship and financial donations, pay full-time employees a living wage and restore the riparian area planting. Approval is recommended.

Local governments must also make a recommendation to the Liquor and Cannabis Regulation Branch for non-medical cannabis retail licence application. This resolution must give specific consideration to the potential location and general impact on the community of the proposal and specify how views of residents have been solicited. Committee of Council has delegated authority to adopt a resolution to provide comment on a cannabis licence application and it is recommended to Committee that the required resolution be endorsed at this time for submission to the Branch after the Zoning Bylaw is amended.


### **FINANCIAL IMPLICATIONS**

None.

### **PUBLIC CONSULTATION**

A rezoning sign is posted on the property. To date, staff have not received any comments pertaining to a cannabis retail sales use at this location.

### **OPTIONS**

	Description
1 	Recommend to Council that the Zoning Bylaw be amended to allow for cannabis retail sales at 1502 Broadway Street, subject to a commitment to secure the proposed community benefits.
2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application.

## Rezoning Application RZ000170 – 1502 Broadway Street

3

Recommend to Council that the rezoning application be refused.

### **ATTACHMENTS**

#### **Attachment #1: Location Map**

**Lead author(s):** Graeme Muir, Jennifer Little



CITY OF PORT COQUITLAM  
REZONING APPLICATION LOCATION

PROJECT ADDRESS: 1502 Broadway Street

FILE NO: RZ000178



## Zoning Amendment Bylaw No. 4138 for 1971 Lougheed Highway - First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4138 for 1971 Lougheed Highway first two readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the June 25, 2019, Committee of Council meeting, Committee recommended to Council that:

1. *The Zoning Bylaw be amended to allow for a cannabis retail sales use at 1971 Lougheed Highway; and,*
2. *Prior to adoption of the amending bylaw, the applicant commit, to the satisfaction of the Director of Development Services, to posting signs within the interior and exterior buildings informing public of the Smoking Bylaw.*

### 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.

## Bylaw No. 4138

Page 1 of 1 112

### RECOMMENDATIONS:

That Committee of Council recommend to Council that:

1. The Zoning Bylaw be amended to allow for a cannabis retail sales use at 1971 Lougheed Highway; and,
2. Prior to adoption of the amending bylaw, the applicant commit, to the satisfaction of the Director of Development Services, to posting signs within the interior and exterior buildings informing public of the Smoking Bylaw.

### PREVIOUS COUNCIL/COMMITTEE ACTION

*April 16, 2019: Committee of Council resolved to give further consideration to a rezoning application for a cannabis retail sales use at 1971 Lougheed Highway.*

### REPORT SUMMARY

The Liquor Distribution Branch is currently proposing to construct a new building as part of an existing commercial development at 1971 Lougheed Highway to accommodate a cannabis retail sales use. This report describes how the proposal complies with the City's *Cannabis Establishment Policy* and recommends the bylaw amendment.

### BACKGROUND

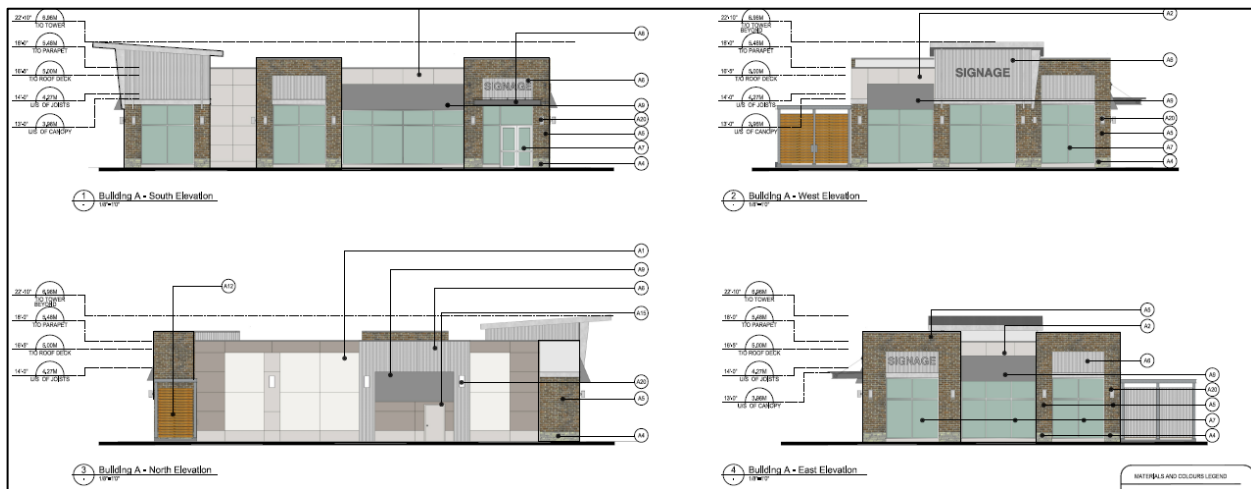
In 2018, the City conducted a comprehensive review process that included consultation with cannabis industry representatives, local businesses and the broader community to determine the appropriate regulations and policies to be applied to land use decisions related to the production and retail sale of cannabis in Port Coquitlam. Following the completion of this review, Council adopted an approach that would allow for its consideration of cannabis retail outlets on a site-specific basis and approved the *Cannabis Establishment Policy* to guide this future consideration through the rezoning process. Anticipating multiple applications, Council further directed that it would provide a 30-day window during which applications would be received in order to provide for their concurrent evaluation. The site at 1971 Lougheed Highway is one of four sites selected to be given further consideration at this time.

The Liquor Distribution Branch is proposing to offer cannabis retail sales in a building to be constructed at the north east corner of the Oxford Crossing Shopping Centre. A development permit regulating the design, form and character of a new building is in place for the proposed building. A building permit would be required.

The Liquor Distribution Branch has confirmed that, as a Provincial agency, a cannabis retail sales licence from the Liquor and Cannabis Licensing Branch would not be required.



## Rezoning Application RZ000188 – 1971 Lougheed Highway



Rendering and elevation drawings of the proposed BC Cannabis Store located at Oxford Crossing Shopping Centre.

Evaluation of 1971 Lougheed Hwy Rezoning Application RZ000188	
Cannabis Establishment Policy - Siting Criteria	
i. Designated as Downtown Commercial, Neighbourhood Commercial, Highway Commercial or Transit Corridor Commercial by the Official Community Plan;	Complies – site's land use designation is Highway Commercial
ii. Located at least 1 kilometre from a property zoned to permit a cannabis retail sales use;	No sites are zoned for this use and no proposals under consideration within 1 km
iii. Located at least 250 metres from a school, playground, community centre or sports field.	Complies
Cannabis Establishment Policy - Evaluation Factors	
i. Distance to other uses, such as child care facilities, community gathering spaces, recovery homes and emergency shelters;	None within the vicinity
ii. Potential impacts to residents, if in a building with a mix of commercial and residential uses;	Not applicable
iii. Access for vehicles, including potential traffic impacts and parking availability;	Appropriate access and egress to the site via Lougheed Highway, Oxford Street and lane.
iv. Access for pedestrians and cyclists, including	Accessible via bicycle and bus routes

## Rezoning Application RZ000188 – 1971 Lougheed Highway

<b>Evaluation of 1971 Lougheed Hwy Rezoning Application RZ000188</b>	
proximity to public transit;	
v. The proposed size of the outlet is appropriate to the site's context;	Proposal is appropriate at 328 m <sup>2</sup>
vi. The proposed interior layout does not include space that could accommodate product sampling;	No space identified
vii. The proposed exterior design is sensitive to the design and character of surrounding land uses, location and design of signage is discreet and the overall design character is visually appealing; and	Signage and exterior character is sensitive to the overall design of the site
viii. Storefronts do not include opaque window coverings, bars on windows, metal shutters or signage in windows.	In accordance with Provincial regulations, the storefront uses a light grey, opaque window cover, with a layered white window graphic depicting trees
<b>Additional Information relevant to the proposed Cannabis Retail Sales Use</b>	
i. Site Zoning	District Commercial (DC)
ii. Proposed hours of operation	10am-10pm
iii. Potential for odour	Filtration system and vacuum sealed air-tight products
iv. Security considerations	Security plan provided to satisfy provincial and federal legislative requirements
v. Staffing	Approximately 13 employees, with an additional 4-6 auxiliary staff.
vi. Public Consultation with surrounding residents and businesses	The applicant has provided documentation of consultation with the commercial tenants of the Oxford Crossing Shopping Centre to address any potential concerns

The applicant notes that, as a government store, all revenue would be directed back to the Province to support public services and further that the employees would be unionized. Liquor Distribution Branch employees also undertake fundraising and education campaigns. In keeping with the *Cannabis Establishment Policy*, the applicant would be required to post signs within the interior and exterior of the building providing information to the public on the City's Smoking Bylaw.

### **DISCUSSION**

The rezoning application meets the criteria set by Council's *Cannabis Establishment Policy* and would provide a community benefit through employment, education and revenues. Approval is recommended.

### **FINANCIAL IMPLICATIONS**


## Rezoning Application RZ000188 – 1971 Lougheed Highway

None.

### **PUBLIC CONSULTATION**

A rezoning sign is posted on the property. To date, staff have not received any comments pertaining to a cannabis retail sales use at this location.

### **OPTIONS**

	Description
1 	Recommend to Council that the Zoning Bylaw be amended to allow for cannabis retail sales at 1971 Lougheed Hwy.
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.

### **ATTACHMENTS**

Attachment #1 – Location Map

**Lead author(s):** Graeme Muir, Jennifer Little



CITY OF PORT COQUITLAM  
REZONING APPLICATION LOCATION

PROJECT ADDRESS: 1971 Lougheed Hwy

FILE NO: RZ000188



## Zoning Amendment Bylaw No. 4139 for 2755 Lougheed Highway - First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4139 for 2755 Lougheed Highway first two readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the June 25, 2019, Committee of Council meeting, Committee recommended to Council:

1. *The Zoning Bylaw be amended to allow for a cannabis retail sales use at 2755 Lougheed Highway; and,*
2. *Prior to adoption of the amending bylaw, the following community benefits be secured to the satisfaction of the Director of Development Services:*
  - a. *Commitment to providing an annual \$2500 scholarship for a secondary student and a \$5000 donation to charitable organization(s) in Port Coquitlam, and*
  - b. *Posting of signs within the interior and exterior buildings informing the public of the Smoking Bylaw.*

### 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.

## Bylaw No. 4139

Page 1 of 1 119

### RECOMMENDATIONS:

That Committee of Council recommend to Council that:

1. The Zoning Bylaw be amended to allow for a cannabis retail sales use at 2755 Lougheed Highway; and,
2. Prior to adoption of the amending bylaw, the following community benefits be secured to the satisfaction of the Director of Development Services:
  - a. Commitment to providing an annual \$2500 scholarship for a secondary student and a \$5000 donation to charitable organization(s) in Port Coquitlam,
  - b. Commitment to paying full-time employees a living wage, and
  - c. Posting of signs within the interior and exterior buildings informing the public of the Smoking Bylaw.

And that, upon adoption of the amending bylaw, Committee of Council authorize staff to advise the Liquor and Cannabis Licensing Branch of the following:

- a. That the City of Port Coquitlam recommends issuance of an application for a non-medical retail cannabis licence at 2755 Lougheed Highway.
- b. The City of Port Coquitlam's comments on the prescribed considerations are as described in the staff report titled, Rezoning Application RZ000181 – 2755 Lougheed Highway; and
- c. The views of residents were solicited through posting a sign onsite and a Public Hearing at a Council meeting.

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

April 16, 2019: *Committee of Council resolved to give further consideration to a rezoning application for a cannabis retail sales use at 2755 Lougheed Highway.*

### **REPORT SUMMARY**

Burb Cannabis Corp. is currently renovating a commercial unit at 2755 Lougheed Hwy for the purpose of retail cannabis accessories and clothing sales and has submitted a rezoning application to include cannabis retail sales. This report describes how the proposal complies with the City's Cannabis Establishment Policy and recommends the bylaw be amended, subject to securing the proposed community benefits as a condition of approval.

### **BACKGROUND**

In 2018, the City conducted a comprehensive review process that included consultation with cannabis industry representatives, local businesses and the broader community to determine the appropriate regulations and policies to be applied to land use decisions related to the production and retail sale of cannabis in Port Coquitlam. Following the completion of this review, Council adopted an approach that would allow for its consideration of cannabis retail outlets on a site-specific basis and approved the *Cannabis Establishment Policy* to guide this future consideration through the rezoning process. Anticipating multiple applications, Council further directed that it would provide a 30-day window during which applications would be received in order to provide for



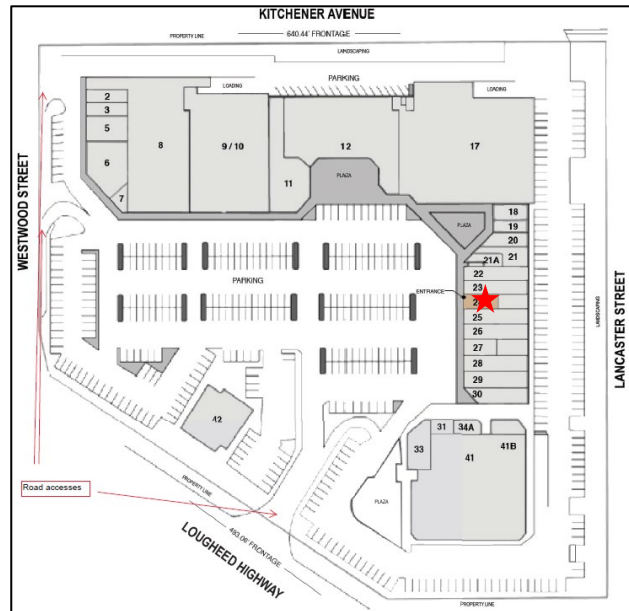
## Rezoning Application RZ000181 – 2755 Lougheed Highway

their concurrent evaluation. The site at 2755 Lougheed Highway is one of four sites selected to be given further consideration at this time.

Burb Cannabis Corp. is currently renovating a commercial unit at PoCo Place Mall with the intention of selling clothing and cannabis accessories and wishes to add cannabis retail sales. A building permit (for tenant improvements) was approved for the permitted retail use and no structural changes to the premises would be required for the proposed additional use. The applicant has also applied to the Liquor & Cannabis Regulation Branch to acquire a provincial licence for cannabis retail sales.



Subject property 2755 Lougheed Hwy



Burb Cannabis Corp. cannabis retail outlet

### Evaluation of 2755 Lougheed Hwy Rezoning Application RZ000181

#### Cannabis Establishment Policy - Siting Criteria

i. Designated Downtown Commercial, Neighbourhood Commercial, Highway Commercial or Transit Corridor Commercial by Official Community Plan;	Complies – site's land use designation is Neighbourhood Commercial
ii. Located at least 1 kilometre from a property zoned to permit a cannabis retail sales use;	No sites are zoned for this use and no proposals under consideration within 1 km
iii. Located at least 250 metres from a school, playground, community centre or sports field.	Complies

#### Cannabis Establishment Policy - Evaluation Factors

i. Distance to other uses, such as child care facilities, community gathering spaces, recovery homes and emergency shelters;	None within the vicinity
ii. Potential impacts to residents, if in a building with a mix of commercial and residential uses;	Not applicable
iii. Access for vehicles, including potential traffic	Appropriate access and egress to the site



## Rezoning Application RZ000181 – 2755 Lougheed Highway

<b>Evaluation of 2755 Lougheed Hwy Rezoning Application RZ000181</b>	
impacts and parking availability;	off of Lougheed Hwy, Westwood St and Kitchener Ave
iv. Access for pedestrians and cyclists, including proximity to public transit;	Accessible via bicycle and bus routes along Lougheed Hwy and Westwood St
v. The proposed size of the outlet is appropriate to the site's context;	Proposal is appropriate at 69 m <sup>2</sup>
vi. The proposed interior layout does not include space that could accommodate product sampling;	No space identified
vii. The proposed exterior design is sensitive to the design and character of surrounding land uses, location and design of signage is discreet and the overall design character is visually appealing; and	Signage and exterior character is sensitive to the overall design of the site
viii. Storefronts do not include opaque window coverings, bars on windows, metal shutters or signage in windows.	In accordance with Provincial regulations a portion of the storefront uses an opaque, pale taupe window cover that varies in shade.
<b>Additional Information relevant to the proposed Cannabis Retail Sales Use</b>	
i. Site Zoning	Comprehensive Development 2 (CD2)
ii. Proposed hours of operation	9am-11pm
iii. Potential for odour	Charcoal filtration system and vacuum sealed air-tight products
iv. Security considerations	Master security plan provided
v. Staffing	10 employees (5 FT, 5 PT) Living Wage paid to full-time employees
vi. Public Consultation with surrounding residents and businesses	The applicant has provided documentation of consulting with adjacent commercial businesses

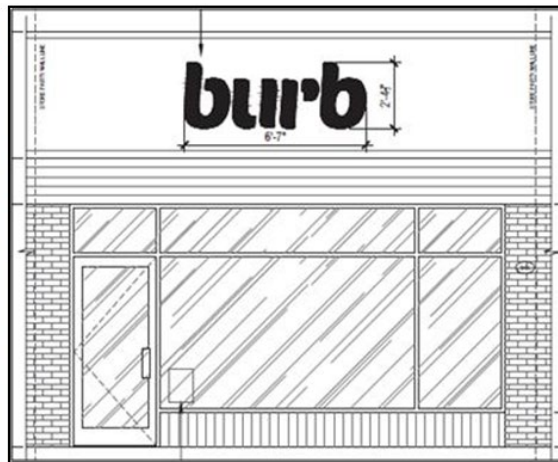


Image of signage (left) and proposed storefront design (right)

## Rezoning Application RZ000181 – 2755 Lougheed Highway

The applicant has proposed a charitable benefit that would include an annual \$2,500 scholarship for post-secondary education for a Port Coquitlam secondary student, a Living Wage for all full-time employees, \$5,000 contribution in financial support to community organizations such as the PoCo Community Foundation and quarterly social initiatives that would include citywide events as well as Burb employee leadership events. In keeping with the *Cannabis Establishment Policy*, the application would also be required to post signs within the interior and exterior of the building providing information to the public on the City's Smoking Bylaw.

### **DISCUSSION**

The rezoning application meets the criteria set by Council's *Cannabis Establishment Policy*. Further, the proposed conditions of bylaw adoption would include charitable benefit measures including a commitment to provide the yearly scholarship and financial donations and pay employees a living wage. Approval is recommended.

Local governments must also make a recommendation to the Liquor and Cannabis Regulation Branch for non-medical cannabis retail licence application. This resolution must give specific consideration to the potential location and general impact on the community of the proposal and specify how views of residents have been solicited. Committee of Council has delegated authority to adopt a resolution to provide comment on a cannabis licence application and it is recommended to Committee that the required resolution be endorsed at this time for submission to the Branch after the Zoning Bylaw is amended.


### **FINANCIAL IMPLICATIONS**

None.

### **PUBLIC CONSULTATION**

A rezoning sign is posted on the property. The City has received one written concern about cannabis sales at this location.

### **OPTIONS**

	Description
1 	Recommend to Council that the Zoning Bylaw be amended to allow for cannabis retail sales at 2755 Lougheed Hwy, subject to a commitment to secure the proposed community benefits.
2	Request additional information or amendments to the application to address specified issues prior to making a decision on the application.

## Rezoning Application RZ000181 – 2755 Lougheed Highway

3

Recommend to Council that the rezoning application be refused.

### **ATTACHMENTS**

Attachment #1 – Location Map

**Lead author(s):** Graeme Muir, Jennifer Little

CITY OF PORT COQUITLAM  
REZONING APPLICATION LOCATION

PROJECT ADDRESS: 24-2755 Lougheed Hwy

FILE NO: RZ000181





## Zoning Amendment Bylaw No. 4140 for 1840 Broadway Street - First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4140 for 1840 Broadway Street first two readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the June 25, 2019, Committee of Council meeting, Committee recommended to Council:

- 1) *That 1<sup>st</sup> and 2<sup>nd</sup> Readings be given to a rezoning bylaw to permit a cannabis production facility use in Building B at 1840 Broadway Street, and*
- 2) *That the following conditions be met prior to the adoption of the rezoning to the satisfaction of the Director of Development Services:*
  - a) *Completion of a detailed building design from a qualified energy professional and mechanical engineer providing for:*
    - i) *elimination of potential odours emanating from the building, and*
    - ii) *reduced energy consumption;*
  - b) *Registration of a legal agreement to ensure installation of equipment specified to eliminate odour and maintenance of the equipment;*
  - c) *Submission of a final landscape plan and securities and fees for on-site landscaping, and;*
  - d) *Completion of detailed design and submission of securities and fees for the following offsite works and services:*
    - i) *dedication of 3m x 3m corner cut-offs at Broadway/Langan and Broadway/lane intersections,*
    - ii) *installation of signage to indicate left turns are not permitted onto Broadway Street,*
    - iii) *construction of a concrete barrier in the road centre median to prevent left turns out of the Broadway Street driveway exit, and*
    - iv) *installation of signage to indicate left turns are not permitted onto Broadway Street, and*
    - v) *construction of a barrier curb to replace the west driveway let down on Langan Avenue.*

### 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.

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019  
Bylaw No. 4140

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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. 4140".

2. ADMINISTRATION

2.1 That "Zoning Bylaw, 2008, No. 3630" be amended in Table 4.3: Industrial Zones Permitted Uses, by replacing Note 19 with the following note:

"19. Cannabis production facilities are limited to one such premises at the following locations:

- a. 1425 Kebet Way, with a maximum floor area in use for cannabis production purposes of 750 m<sup>2</sup>
- b. 1840 Broadway Street, with a maximum floor area in use for cannabis production purposes of 1070 m<sup>2</sup> and in a building that fronts Langan Avenue at the north part of the property;

For clarification, no on-site retail sale of cannabis product is permitted at a cannabis production facility.

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Mayor

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Corporate Officer

# Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

## RECOMMENDATIONS:

That Committee of Council recommend to Council the following:

- 1) That 1<sup>st</sup> and 2<sup>nd</sup> Readings be given to a rezoning bylaw to permit a cannabis production facility use in Building B at 1840 Broadway Street, and
- 2) That the following conditions be met prior to the adoption of the rezoning to the satisfaction of the Director of Development Services:
  - a) Completion of a detailed building design from a qualified energy professional and mechanical engineer providing for:
    - i) elimination of potential odours emanating from the building, and
    - ii) reduced energy consumption;
  - b) Registration of a legal agreement to ensure installation of equipment specified to eliminate odour and maintenance of the equipment;
  - c) Submission of a final landscape plan and securities and fees for on-site landscaping, and;
  - d) Completion of detailed design and submission of securities and fees for the following off-site works and services:
    - i) reconstruction of Langan Avenue to ½ road plus one metre complete with curb and gutter, road drainage, sidewalk, street trees, and street lighting,
    - ii) reconstruction of the lane,
    - iii) dedication of 2m x 3m corner cut-offs at Broadway/Langan and Broadway/lane intersections,
    - iv) installation of signage to indicate left turns are not permitted onto Broadway Street, and
    - v) construction of a concrete barrier in the road centre median to prevent left turns out of the Broadway Street driveway exit.

## PREVIOUS COUNCIL/COMMITTEE ACTION

At the February 5 , 2019, Committee of Council meeting, the following motion was passed:

*That Committee of Council postpone the motion on the floor [to not authorize notification of Development Variance Permit DVP00059] until receipt of a staff report outlining specific requirements that would need to be met to comply with the City's regulations.*

At the June 5, 2018 Smart Growth Committee meeting, the following motion was passed:

*That Smart Growth Committee postpone a decision on the 1840 Broadway rezoning application until the following is provided, in addition to the original report\*:*

- *An outline of the Health Canada approval process for medical marihuana processing facilities, including whether final reading of a rezoning bylaw is needed before Health Canada approval can be given to a facility application; and*
- *Additional information on options to monitor and regulate odour control.*

*Additionally, staff are directed that a traffic study not be required for the application.*

*\*The original report had identified the following conditions (in summary)*

- *Design for upgrading the building to eliminate odour and reduce energy consumption*

# Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

- *Landscaping plan to include upgraded fence design and substantial planting*
- *Building design per development permit area guidelines for industrial development*
- *Site and building plans to confirm compliance with zoning and parking regulations*
- *Confirmation of expected marihuana uses and annual production amounts.*

## **REPORT SUMMARY**

This report brings forward a recommendation to Committee that further consideration be given to rezoning the industrial property at 1840 Broadway Street to permit a cannabis manufacturing facility. The proposal has the potential to be in compliance with Council's *Cannabis Establishment Policy* (Attachment 1), subject to fulfilling recommended conditions of approval. In support of this recommendation, information provided by the applicant, Lucava Farms, indicates an intent to meet recommended conditions of approval including eliminating potential cannabis odours, upgrading the site's landscaping and building design, and providing for appropriate access. The report further recommends that improvements to Langan Avenue and the lane be required as conditions of the rezoning. The applicant objects to this requirement and the report includes options to this recommendation for Committee's consideration.

For clarity and ease of reference, this report consolidates information that had been provided in staff reports for this application that were previously considered by the Smart Growth Committee on June 5<sup>th</sup>, 2018 and by the Committee of Council on February 5th, 2019.

## **BACKGROUND**

The use of cannabis, including the processing of food containing cannabis, is prohibited by the City's Zoning Bylaw unless an amendment to permit this use on a site-specific basis has been approved by Council.

The owner of the property located at the corner of Broadway Street and Langan Avenue, Lucava Farms, wishes to re-use two older industrial buildings which occupy the site to include a cannabis production facility in the larger of the two concrete block buildings (Building B) and a food production facility in the smaller building (Building A), replacing a former metal machinery shop. The remainder of the site is paved for parking and circulation, surrounded by a chain link fence with barbed wire. Access to the site currently includes two driveways on Langan Avenue, one at Broadway Street and one at the lane. Future access to the site will be limited to two driveways: one connecting with Langan and one with Broadway Street. The existing driveway connecting to the lane is to be retained for pedestrian access and access for garbage pickup with a fence and bollards or a no-post barrier to be installed to restrict vehicle access at this point. The intent of this restriction is to reduce traffic conflicts along Broadway Avenue.


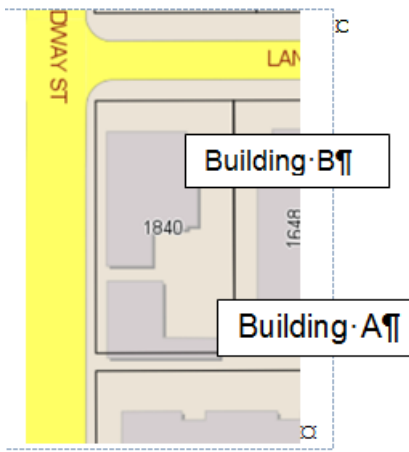
The smaller building is currently being renovated for a food production use. In the future, the applicant advises that she wishes to include the production of cannabis edibles in the food production facility, which would require the *Cannabis Act* to be amended to authorize the legal production and sale of edibles containing cannabis and cannabis concentrates use. This use would require further consideration by the City once the federal legislation has been adopted.



## Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

The applicant has advised that the intent for the larger building is to grow cannabis plants for both medical and non-medical purposes within an onsite operation and to dry and cure the product within the building. The intent is also to look at extracting oil from the plants. The volume of production proposed in February 2018 included a harvest of 1500 kilos of marihuana at maximum capacity (3-4 harvests annually); with changes in federal legislation permit edibles, the applicant advises that this business model could change.

Lucava Farms originally applied for rezoning on June 22, 2017 and, at that time, proposed to use the larger building for a medical marihuana production use (the application was prior to the amendment allowing for non-medical production). This proposal was considered by the Smart Growth Committee on June 5<sup>th</sup>, 2018, after the applicant had responded to initial staff concerns and consulted with area property owners. The Committee determined it would postpone a decision on the application pending receipt of information on Health Canada's approval process and measures to mitigate potential odours, as well as to obtain additional information related to compliance of proposal with the City's guidelines and regulations pertaining to building design, landscape design, production capacity, and site access. The applicant worked with staff to provide the additional information. In addition, a request to vary site landscaping requirements was submitted along with a request that the no offsite improvements be required as a condition of the rezoning. This information was provided to Committee of Council in the staff report considered by February 9<sup>th</sup>, 2019. At that meeting, Committee determined it would postpone making any decision on the requests (or the rezoning application) until it received information clearly indicating how the City's regulations would apply to the proposed development. Staff have since worked with the applicant to clarify the information provided by her consultants and reviewed additional information submitted in response to the resolutions from both Committees.

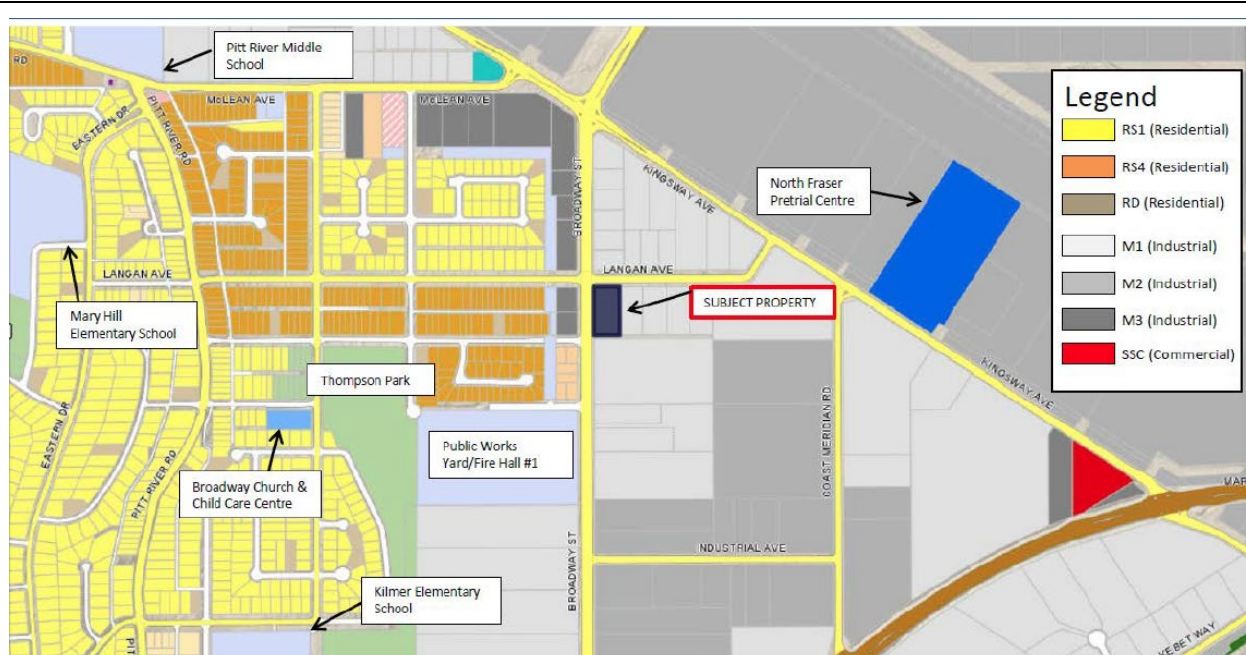
	
1840 Broadway	Site Layout

# Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

## DISCUSSION

### A. Compliance with Policies & Regulations

*Cannabis Establishment Policy* (Attachment 1): This site is considered to generally comply with the adopted policy, as the site is located in an industrial area and not close to sensitive uses such as schools or child care facilities. While residential uses are relatively close, they are separated from the site by a major arterial, Broadway Street as shown by the following Zoning Bylaw excerpt.



**Zoning map of the subject property identifying the surrounding context within the city.**

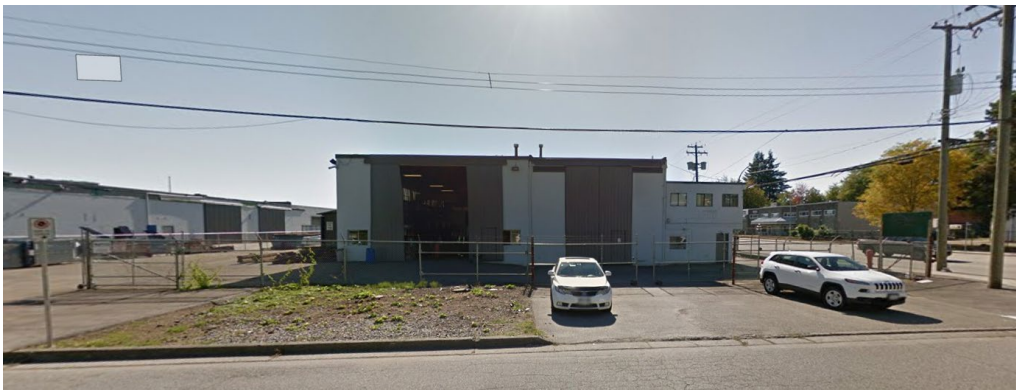
*Official Community Plan:* The Official Community Plan designates the site as General Industrial in support of industrial and employment uses in the Broadway Industrial Area and in accordance with the site's industrial designation in Metro Vancouver's Regional Growth Strategy. The Plan includes measures to ensure industrial developments within this area would be compatible with surrounding uses and not adversely impact nearby residential neighbourhoods. While the Plan does not include any policies specific to a cannabis use, a processing use is compatible with its policies.

The Official Community Plan also includes the site within an industrial development permit area designation. This designation encourages landscape screening along arterial streets and presentation of an orderly image; the environmental conservation designation promotes reduced energy use as well as other measures to reduce environmental impact. As the current development predates these aesthetic objectives and does not comply with community design objectives, the rezoning application provides an opportunity to achieve aesthetic improvements.

## Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street



Broadway Street frontage



Langan Avenue frontage

**Zoning Bylaw:** The site is zoned Heavy Industrial (M2), which allows for manufacturing and processing uses. The Zoning Bylaw requires that a site-specific zoning be approved for any cannabis use. In addition, it specifies the following landscape requirements (in summary):

- a. A 3m wide landscaped strip including 1 tree/10 lineal metres along both frontages;
- b. A 1m wide landscaped adjacent to a building wall facing the streets; and
- c. A 6m<sup>2</sup> landscaped area including 1 tree / 8 parking stalls.

The existing site landscaping does not conform to the above regulations, which were adopted as part of the City's initiative to streamline regulations applicable to industrial properties. As noted above, it also does not comply with the Official Community Plan's objectives and guidelines for landscaping and the rezoning application provides an opportunity to obtain the improvements.

**Licensing:** Cannabis production facilities must obtain a licence from Health Canada and would be required to comply with its standards for security, quality and odour control, health and safety, but provincial approval is not required.

**MOTI:** In accordance with Section 52 of the Transportation Act, approval from the Ministry of Transportation and Infrastructure (MOTI) for the rezoning would be required as the site is within 800m of a controlled access highway (Mary Hill Bypass).



## Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

### B. Recommended Conditions of Rezoning Approval

*Odour / Energy Reduction.* The attached letter from the applicant's mechanical engineer indicates the percentage of mitigated odours will "approach 100%" and includes information on the proposed construction and equipment maintenance. In addition, the proposed upgrades to the building to permit the cannabis production facility are proposed to include measures to reduce energy consumption. If the bylaw amendment proceeds to be given 3<sup>rd</sup> Reading, then staff would retain qualified expertise as required to review the applicant's submission and ensure that the stated objective could be realized by the proposed measures as well as implemented to eliminate the potential for odour. Registration of legal documents is a further recommended condition of approval to ensure implementation of the works and require equipment maintenance.

#### *Building Design and Landscaping:*



The building elevations to the left illustrate the applicant's proposed upgrades to the existing buildings. These improvements would generally meet the intent of the development permit area designation for industrial development of the Official Community Plan, given the proposed retention and renovation of existing site development. As the proposed exterior works to upgrade existing building façades are relatively minor in scope, issuance of a separate development permit would not be required to regulate the form and character of the improvements.

The fencing would be an improvement over the existing situation and appears to be designed to create a secure site, although its impact would be improved if softened by landscaping.

As shown by the landscape plan below, the proposed landscaping is limited to six street trees on Broadway Street, some dwarf rhododendrons and laurels on the boulevard to replace larger bushes, and two landscaped islands with flowering cherry trees within the parking area. This amount of landscaping is minimal. The applicant's advises she wishes to maintain existing paving along the front of the buildings and the minimal landscaping being proposed reflects the current site situation.

# Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

	 <p>Proposed Fence - Broadway Street Metal picket fence, 8' tall with straight top Versai V2 as manufactured by Fortress Fence Products or equivalent</p>
Proposed landscape plan	Fence detail

**Offsite Requirements:** Staff recommend that the following offsite improvements be required:

- i) reconstruction of Langan Avenue to ½ road plus one metre complete with curb and gutter, road drainage, sidewalk, street trees, and street lighting,
- ii) reconstruction of the lane,
- iii) dedication of 2m x 3m corner cut-offs at Broadway/Langan and Broadway/lane intersections,
- iv) installation of signage to indicate left turns are not permitted onto Broadway Street,
- v) construction of a concrete barrier in the road centre median to prevent left turns out of the Broadway Street driveway exit, and
- vi) construction of a barrier restricting vehicular access to the site from the lane for vehicles other than garbage trucks.

Note: it was determined that offsite improvements are not required for Broadway Street.

Lucava Farms has requested that Council not require off-site improvements as a condition of the rezoning approval. The applicant would have been required to provide the recommended offsite improvements by bylaw if a new building was to be constructed or the site subdivided. As neither situation applies, the staff recommendation reflects the City's longstanding practice to require provision of offsite improvements if an owner is proposing rezoning to permit a site-specific use when the use that impact use of the adjoining streets. Council recently requested a review of its practice of requiring offsite improvements as a condition of a zoning bylaw amendment. Also, the City is undertaking a review of its Subdivision Servicing Bylaw regulations. Given this current direction and the request from the owner, staff have proposed an option for Committee to consider that it would not require construction of the lane, but only require reconstruction of Langan Avenue.

## Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

This alternative acknowledges that lane traffic would be limited as a barrier restricting vehicular access to the site from the lane for vehicles other than garbage trucks is to be installed as a condition of approval. Staff recommend maintaining requirements for those improvements to Langan Avenue as a condition of approval for this rezoning application because the proposed amendment facilitates a use which could have significant traffic impacts and a significant renovation of the existing building is involved to accommodate the new use. The offsite improvements, if required, would also provide an opportunity for the improvements to obtain street trees that would help compensate for the limited on-site landscaping being proposed. If Committee determines that it does not wish to require the recommended improvements to Langan Avenue, then at a minimum, the applicant should be required to extend a barrier curb along the Langan Avenue frontage to ensure vehicle access to the site is restricted to a driveway further away from the intersection of Langan with Broadway Street. The current driveway access to the west is too close to the intersection and creates a conflict point.

Requiring the recommended corner cut-off dedications would ensure that the security fencing on the perimeter of the site would be set along the new property line to enhance sightlines and safety. This recommendation is in keeping with the City's longstanding practice to obtain the dedication at the time of rezoning, subdivision or permit approval (as applicable).

Requiring installation of signage to indicate left turns are not permitted onto Broadway Street and the construction of a concrete barrier in the road centre median would help prevent left turns out of the Broadway Street driveway. While staff had initially proposed that this access be eliminated, the applicant advised she wished to retain the existing access and staff support the turn restriction and barrier construction as an alternative solution.

### **FINANCIAL IMPLICATIONS**

None. However, the City's overall funding of offsite infrastructure improvements would be impacted if Committee determines it does not wish to require off-site improvements for this development.

### **ENVIRONMENTAL IMPLICATIONS**

The potential benefits of this application include reduction of greenhouse gas emissions, if the buildings are appropriately improved and the planting of street trees is required.



### **PUBLIC CONSULTATION**

As noted in a previous report to Committee, the applicant sent letters to inform nearby businesses, residents and SD #43 of the application and advised staff that she received numerous phone calls in support, but one neighbouring business expressed concern related to potential odour. The Board of Education for SD43 provided a letter to the City noting its concern with respect to the site's proximity to schools. To date, staff have received a number of phone and counter enquiries about the proposal from neighbouring businesses and residents, many expressing concern about the potential impact for odour emissions.

## Rezoning Application RZ000148 for a Cannabis Production Facility at 1840 Broadway Street

A development sign remains posted on the site. If the rezoning proceeds, the sign would be updated to indicate the date of public hearing, and the hearing would allow for further public comment.

### OPTIONS

#	Description
1 	Recommend to Council proceeding with rezoning to permit a cannabis production facility use at 1840 Broadway Street and to require the recommended conditions to mitigate the potential impacts of this use.
2 	Recommend to Council proceeding with the amending bylaw excluding condition 2(d)(ii), if Committee does not wish to require offsite improvements to the lane (this alternate recommendation reflects elimination of vehicular access between the site and the lane).
3	Recommend to Council proceeding with the amending bylaw excluding conditions 2(d)(i) and 2(d)(ii), if Committee does not wish to require offsite improvements to the lane or Langan Avenue. If this option is selected by Committee, staff recommend that a new condition be added to require the applicant to construct a curb to replace existing driveway letdowns that are too close to Broadway Street and specific consideration be given to requiring street trees and/or a sidewalk along the Langan Avenue frontage.
4	Request further information on the application prior to making a decision, such as an independent review of the applicant's submission to ensure the proposal would not result any odour from the cannabis manufacturing activity.
5	Recommend to Council that the rezoning application be refused.

### ATTACHMENTS

Attachment #1: *Cannabis Establishment Policy*

Attachment #2: *Letter re Odour Control*



# POLICY

<b>Subject Area:</b> Planning			<b>Policy #</b> 5.06
<b>Policy Title:</b> Cannabis Establishment Policy			
<b>Authority:</b>	<b>Legislative</b>	<b>X</b>	<b>Effective Date:</b> 2019-01-08
	<b>Administrative</b>		<b>Review Date:</b> 2024-01-08
<b>Issued By:</b>	Laura Lee Richard, Director of Development Services		<b>Issue Date:</b> 2019-01-18
			<b>Manner Issued:</b> E-mail to Department Heads

## **Purpose:**

The Cannabis Establishment Policy provides a framework for consideration of applications to amend the Zoning Bylaw to permit a cannabis use, including new cannabis retail outlets, cannabis manufacturing, and cannabis distribution facilities.

The policy also informs the City's response to a request for comment on an application for a cannabis retail outlet licence from the Liquor & Cannabis Regulation Branch (LCRB).

## **Associated Regulations and Policy Documents:**

This policy is to be applied in conjunction with:

- Policies and land use designations of the Official Community Plan.
- Regulations of the Development Procedures Bylaw.
- Regulations of the Business Bylaw.
- Regulations of the Smoking Bylaw.
- Regulations of the Sign Bylaw.
- Any other relevant bylaws or policies as may be adopted by Council from time to time.

## **Policy:**

### **1. Site specific rezoning to permit a cannabis retail outlet use**

- a) A site proposed for a cannabis retail outlet should be:



- i. Designated as Downtown Commercial, Neighbourhood Commercial, Highway Commercial or Transit Corridor Commercial by the land use designations map of the Official Community Plan;
  - ii. Located at least 1 kilometre from a property zoned to permit a cannabis retail sales use. For clarity, this distance criterion applies to private cannabis retail outlets and outlets owned or operated by a government agency. It also applies if a site is zoned to permit a cannabis retail sales use but does not include a cannabis retail sales business; and,
  - iii. Located at least 250 metres from a school, playground, community centre or sports field.
- b) In addition to the siting criteria defined in section 1(a), the following factors will be considered in evaluation of a rezoning application for a cannabis retail sales use:
  - i. Distance to other uses, such as child care facilities, community gathering spaces, recovery homes and emergency shelters;
  - ii. Potential impacts to residents, if the proposed use is to be located in a building with a mix of commercial and residential uses;
  - iii. Access for vehicles, including potential traffic impacts and parking availability;
  - iv. Access for pedestrians and cyclists, including proximity to public transit;
  - v. The proposed size of the outlet is appropriate to the site's context;
  - vi. The proposed interior layout does not include space that could accommodate product sampling;
  - vii. The proposed exterior design is sensitive to the design and character of surrounding land uses, location and design of signage is discreet and the overall design character is visually appealing; and
  - viii. Storefronts do not include opaque window coverings, bars on windows, metal shutters or signage in windows.
- c) In evaluating the distance criteria of section 1(a), consideration will be given to potential impacts of geographical and physical barriers such as rail corridors, bridges, rivers and highways.

## **2. Site specific rezoning to permit a cannabis manufacturing or distribution facility use**

- a) A site proposed for a cannabis manufacturing or distribution facility use should be:
  - i. Designated as Heavy Industrial or General Industrial by the land use designations map of the Official Community Plan; and,
  - ii. Located at least 250 metres from a school, playground, community center or sports field, if the proposal includes a manufacturing or processing function. For clarity, this requirement does not apply to a distribution facility.
- b) In addition to the siting criteria defined in section 2(a), the following factors will be considered in the evaluation of a rezoning application for a cannabis manufacturing or distribution facility use:
  - i. Distance to other uses, such as child care facilities, community gathering spaces, recovery homes, emergency shelters and residential uses;
  - ii. Potential impacts to the community, including residents and businesses adjacent to the proposed location;

- iii. Access for vehicles, including potential traffic impacts and parking and loading availability; and
  - iv. The proposed size and scale of the manufacturing or processing uses.
- c) In evaluating the distance criteria of section 2(a), consideration will be given to potential impacts of geographical and physical barriers such as rail corridors, bridges, rivers and highways.

### **3. Licence Amendments**

- a) The siting criteria and factors applicable to evaluation of a rezoning application will also be applied in the evaluation of an application to amend a non-medical cannabis retail licence.

### **4. Public Consultation**

- a) An application for rezoning to permit a cannabis use must include documentation of input gathered from surrounding residents and businesses.
- b) Council or Committee may direct that an applicant hold an advertised public information meeting in its consideration of a rezoning application or request for comment on a cannabis licence.

### **5. Conditions of Rezoning**

- a) Council may require that one or more of the following conditions must be met prior to the adoption of a rezoning bylaw:
- i. The posting of a minimum of two signs within the interior of the building and a minimum of one sign on the exterior of the building, with all signs having dimensions of at least 12" x 18". The signage shall provide the public with information on the Smoking Bylaw;
  - ii. The installation of a filtration system designed to eliminate odor impacts on surrounding lands and a requirement to maintain this system;
  - iii. Funding for off-site improvements (e.g., sidewalks, crosswalks, street lighting, street trees, road works);
  - iv. Specified hours of operation;
  - v. Implementation of measures to create a community benefit; and
  - vi. Any other conditions as may be required by Council.

### **Responsibility:**

The Director of Development Services

### **END OF POLICY**

### **Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
5.06	2019-01-18			

WEC project number: 037759.00

September 13, 2018

**Attention:** Leslie Wallace  
Owner Lucava Farms

**Subject:** Lucava Farms - Grow Operation  
1840 Broadway Street, Port Coquitlam, BC

This letter is to confirm that Lucava Farms has retained Williams Engineering (WEC) for Mechanical and Electrical engineering design services to the North Building for a new industrial Cannabis Growing Operation. It is intended to also answer questions posed by the September 7, 2018 letter from the City of Port Coquitlam.

### Design Intent

Mechanical systems will be designed to meet ASHRAE and NFPA requirements and to be compliant with the BC Building Code and other reference design standards to good engineering practice. Furthermore, the intent is to minimize energy use and the grow operation's impact on the adjacent neighbourhood including equipment noise levels and to provide odour control to the building exhaust air. Odours to the outdoors could occur through two paths: 1. through leakage from the building envelope, and 2. through the building exhaust air. The envelope integrity will be addressed by the project Architect under a separate document. The exhaust air treatment will be addressed by Williams Engineering, to which we have the following design comments:

- Odour control will be provided by two types of filtration. The return air and supply air to the spaces will have approximately 60% of the odour removed by MERV 15 rated air filtration systems from the grow rooms. This will also reduce odour for occupants and dilute the odour to the exhaust air. A second level of odour attenuation will occur in the exhaust air stream with the use of active ceramic carbon matrix systems. Downstream of the air handling unit, the level of odour removal by the carbon filtration system from (all of) the exhaust air leaving the building will approach 100%.
- The use of LED lighting for both growing and normal operations will be employed to reduce cooling (energy) demand.
- An electrical design will be provided which considers energy efficiency strategy, including such systems as lighting controls.
- An ideal indoor climate (air change rates, temperature and humidity levels) will be achieved by installing an intelligent dehumidification & HVAC system for indoor climate control which, will also optimise energy use through automatic 'turn-down' and 'turn-off'.
- With the decision to use LED grow lighting, heat recovery from the exhaust air and the dehumidification system (compressors) will further reduce energy requirements significantly (ie. reduce gas and/or electrical consumption) for conditioning of the growing spaces.
- Variable outdoor air flow and free cooling will be employed where/when appropriate.
- Intelligent design of air delivery systems to reduce fan power and therefore electrical power consumption.

**Answering the questions from the City of Port Coquitlam letter dated September 7, 2018, we have the following comments:**

1. Has Williams Engineering conducted a site visit to 1840 Broadway and inspected Building B, please confirm. *Yes, Williams Engineering has conducted site visits both mechanically and electrically.*
2. Provide a summary of building improvements necessary to seal the existing building envelope. A bulleted list would suffice. *The building envelope will be primarily addressed by the project Architect under separate documents. To minimize contamination infiltration potential, the grow areas need to have a slight positive pressurization to adjacent areas or outside. Therefore, airlocks will be*

*provided and the building envelope will need to be sealed. As noted above, the filtration of the return and supply air to the spaces will reduce the odour potential from minor envelope leakage significantly.*

3. Does sealing the building envelope include insulating the building? Will this reduce energy emissions? *Envelope and insulation requirements are primarily addressed by the project Architect under the requirements of the BC Building Code. WEC will have input to envelope requirements to ensure the temperature and humidity levels can be maintained within the grow and other spaces within the facility. Surface temperatures are as significant consideration to prevent condensation. Insulation will reduce energy consumption/emissions, but reducing envelope leakage has a larger impact on energy reduction.*
4. How will the bay doors opening into the grow rooms be sealed? *It is our understanding that the architect is eliminating the bay doors, or where needed for loading/delivery vehicles, a vestibule/room will be created around the loading area to create an environmental separation to the outdoors.*
5. Confirm what percentage of odours is expected to be mitigated by sealing the building and adding the "active carbon matrix systems". *The percentage of odours mitigated will be high and will approach 100%.*
6. Provide information about standard maintenance necessary to keep the odour mitigation measures optimally functioning. *WEC will provide a maintenance program as part of the design specification. As well, the project maintenance manuals provided by the HVAC contractor (required by our spec) will have equipment manufacturers maintenance information provided. Essentially the air filters will need to be changed out every 2-4 years; the carbon filter change out period will be determined by the ventilation rates/amounts and the manufacturers requirements which will be outlined in the manuals after construction.*
7. Confirm if the proposed LED lighting will be used for growing or only for standard building lighting. *Two sets (actually three sets) of lighting will be provided: LED fixtures specialized for growing operations; and also LED lighting for normal operations (when not growing), emergency lighting for exiting under failure of the normal power supply will also be provided per the requirements of the BCBC.*
8. Will any of the building upgrades impact the building exterior? *Mechanically, a new water entry room will be provided near the exterior stair on the west (Broadway) side of the building. Air handling equipment may be located on the exterior of the building (but not on the roof). Electrically, there will be no changes to the exterior of the building. The current electrical service is likely large enough for the new use. The remainder of the building exterior impacts would be Architectural in nature and are not considered as part of this scope.*
9. Please have the qualified energy professional and mechanical engineer sign and seal the letter. *See seal below.*

Yours truly,

Williams Engineering Canada Inc.



**Collin Cronkhite, P.Eng. CP**  
Branch Manager

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## Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue - First Two Readings

### RECOMMENDATION:

*That Council give Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue first two readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the June 25, 2019, Committee of Council meeting, Committee recommended to Council that:

1. *The Zoning Bylaw be amended to allow for a cannabis retail sales use at 985 Nicola Avenue; and,*
2. *Prior to adoption of the amending bylaw, the following community benefits be secured to the satisfaction of the Director of Development Services:*
  - a. *Dedication of road allowance along the property's Nicola Avenue frontage; and*
  - b. *Posting of signs within the interior and exterior buildings informing the public of the Smoking Bylaw.*

### 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.

## Bylaw No. 4141

Page 1 of 1 143



### RECOMMENDATIONS:

That Committee of Council recommend to Council that:

1. The Zoning Bylaw be amended to allow for a cannabis retail sales use at 985 Nicola Avenue; and,
2. Prior to adoption of the amending bylaw, the following community benefits be secured to the satisfaction of the Director of Development Services:
  - a. Dedication of road allowance along the property's Nicola Avenue frontage; and
  - b. Posting of signs within the interior and exterior buildings informing the public of the Smoking Bylaw.

### PREVIOUS COUNCIL/COMMITTEE ACTION

*April 16, 2019: Committee of Council resolved to give further consideration to a rezoning application for a cannabis retail sales use at 970 Dominion Avenue.*

### REPORT SUMMARY

The Liquor Distribution Branch is proposing to locate a cannabis retail sales use within an existing commercial development at 985 Nicola Avenue (former address 970 Dominion Avenue). This report describes how the proposal complies with the City's *Cannabis Establishment Policy* and recommends the bylaw amendment, subject to securing the proposed community benefit as a condition of approval.

### BACKGROUND

In 2018, the City conducted a comprehensive review process that included consultation with cannabis industry representatives, local businesses and the broader community to determine the appropriate regulations and policies to be applied to land use decisions related to the production and retail sale of cannabis in Port Coquitlam. Following the completion of this review, Council adopted an approach that would allow for its consideration of cannabis retail outlets on a site-specific basis and approved the *Cannabis Establishment Policy* to guide this future consideration through the rezoning process. Anticipating multiple applications, Council further directed that it would provide a 30-day window during which applications would be received in order to provide for their concurrent evaluation. The site at 985 Nicola is one of four sites selected to be given further consideration at this time.

The Liquor Distribution Branch is proposing to offer cannabis retail sales in a large unit within an existing commercial complex, the PoCo Power Centre at 985 Nicola (formerly 970 Dominion Avenue). The unit is located on the north portion of the building, shown in the image below. The Liquor Distribution Branch has confirmed that, as a Provincial agency, a cannabis retail sales licence from the Liquor and Cannabis Licensing Branch would not be required.



## Rezoning Application RZ000190 – 985 Nicola Avenue



Shown above is the subject property (top left), proposed storefront design (top right), and an elevation drawing of the commercial frontage (PoCo Power Centre).

Evaluation of 985 Nicola Avenue Rezoning Application RZ000190		
Cannabis Establishment Policy - Siting Criteria		
i.	Designated as Downtown Commercial, Neighbourhood Commercial, Highway Commercial or Transit Corridor Commercial the Official Community Plan;	Complies with Highway Commercial land use designation
ii.	Located at least 1 kilometre from a property zoned to permit a cannabis retail sales use;	No sites are zoned and no proposals are under consideration for this use within 1km
iii.	Located at least 250 metres from a school, playground, community centre or sports field.	Complies
Cannabis Establishment Policy - Evaluation Factors		
i.	Distance to other uses, such as child care facilities, community gathering spaces, recovery	None within the vicinity

## Rezoning Application RZ000190 – 985 Nicola Avenue

<b>Evaluation of 985 Nicola Avenue Rezoning Application RZ000190</b>	
homes and emergency shelters;	
ii. Potential impacts to residents, if in a building with a mix of commercial and residential uses;	Not applicable
iii. Access for vehicles, including potential traffic impacts and parking availability;	Access through 1069 Nicola Avenue (Home Depot)
iv. Access for pedestrians and cyclists, including proximity to public transit;	Accessible via bicycle and bus route along Dominion Avenue
v. The proposed size of the outlet is appropriate to the site's context;	Proposal is appropriate at 618 m <sup>2</sup>
vi. The proposed interior layout does not include space that could accommodate product sampling;	No space identified
vii. The proposed exterior design is sensitive to the design and character of surrounding land uses, discreet location and design of signage, overall design character is visually appealing; and	Signage and exterior character is sensitive to the overall design of the site
viii. Storefronts do not include opaque window coverings, bars on windows, metal shutters or signage in windows.	In accordance with Provincial regulations, the storefront uses a light grey, opaque window cover, with a layered white window graphic depicting trees
<b>Additional Information relevant to the proposed Cannabis Retail Sales Use</b>	
i. Site Zoning	District Commercial (DC)
ii. Proposed hours of operation	10am-10pm
iii. Potential for odour	Filtration system and vacuum sealed air-tight products
iv. Security considerations	Security plan provided to satisfy provincial and federal legislative requirements
v. Staffing	Estimate 13 employees, with an additional 4-6 auxiliary staff (all union members)
vi. Public Consultation with surrounding residents and businesses	The applicant has provided documentation of consultation with the commercial tenants

The applicant notes that, as a government store, revenues would be directed back to the Province to support public services. Liquor Distribution Branch employees, who would be union members, also undertake fundraising and education campaigns. In keeping with the *Cannabis Establishment Policy*, the applicant would be required to post signs within the interior and exterior of the building providing information to the public on the City's Smoking Bylaw.

Nicola Avenue, to the south of the property, is being developed as a collector route linking the Fremont Connector with Ottawa Street but the road has not been constructed to meet City standards where adjacent to the subject property. It is recommended that, as an additional public benefit, the property owner be required to dedicate approximately 5 metres along the Nicola frontage to allow the City to complete construction of the road and improve traffic flow through the area.

## Rezoning Application RZ000190 – 985 Nicola Avenue

### **DISCUSSION**

The rezoning application meets the criteria set by the *Cannabis Establishment Policy* and would provide community benefit through completion of Nicola Avenue, as well as public employment, education and revenues. Approval is recommended.


### **FINANCIAL IMPLICATIONS**

None.

### **PUBLIC CONSULTATION**

A rezoning sign is posted on the property. To date, staff have not received any comments pertaining to a cannabis retail sales use at this location.

### **OPTIONS**

	Description
1 	Recommend to Council that the Zoning Bylaw be amended to allow for cannabis retail sales at 985 Nicola Ave (formerly 970 Dominion Ave) subject to a commitment to secure the proposed community benefits.
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.

### **ATTACHMENTS**

Attachment #1: Location Map

**Lead author(s):** Graeme Muir, Jennifer Little



CITY OF PORT COQUITLAM  
REZONING APPLICATION LOCATION

PROJECT ADDRESS: 985 Nicola Avenue

FILE NO: RZ000190



## Zoning Amendment Bylaw No. 4142 - First Two Readings


### RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4142 first two readings.

### REPORT SUMMARY

At the June 25, 2019, Committee of Council meeting, Committee recommended to Council that various rezoning applications for cannabis retail be approved to proceed for first two readings. In addition to the specific address zoning amendments, Zoning Amendment Bylaw No. 4142 provides for a required text amendment to add the definition of Cannabis Retail Outlet and allows a Cannabis Retail Outlet as a permitted use in certain locations.

### OPTIONS

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



CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4142

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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. 4142".

2. ADMINISTRATION

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

2.2.1 In Section 1 Definitions by adding the following definition in alphabetical order:

**"Cannabis retail outlet** means premises licensed under the *Cannabis Distribution Act* to provide for the sale of cannabis for off-premises consumption."

2.2.2 In Section II, Zones and Zone Regulations, by amending 6(d) to include "or a cannabis retail outlet" after "a cannabis production facility"; and,

2.2.3 in Table 3.3: Commercial Zones Permitted Uses, by adding the following new use in alphabetical order, and adding a new Note 34:

Use	Zone				
	NC	CC	DC	SSC	RC
Cannabis retail outlet		S Note 34	S Note 34		

Note 34. Cannabis retail outlets are limited to one such premises at the following locations:

READ A FIRST TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2019

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Mayor

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Corporate Officer

## Building & Plumbing Amendment Bylaw No. 4126 (BC Energy Step Code) - First Three Readings

### RECOMMENDATION:

*That Council give Building & Plumbing Amendment Bylaw No. 4126 (BC Energy Step Code) first three readings.*


### PREVIOUS COUNCIL / COMMITTEE ACTION

At the April 23, 2019, Committee of Council meeting, Committee recommended to Council:

*That the Building & Plumbing Bylaw be amended to implement the BC Energy Step Code and that the amendment take effect 3 months after the date of adoption.*

### OPTIONS

(Check = Staff Recommendation)

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

# CITY OF PORT COQUITLAM

## BUILDING & PLUMBING AMENDMENT BYLAW, 2019

### Bylaw No. 4126

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

1. CITATION

This Bylaw may be cited as “Building and Plumbing Bylaw, 2009, No. 3710, Amendment Bylaw, 2019, No. 4126”.

2. ADMINISTRATION

Section 2 “Definitions” of the City of Port Coquitlam Building and Plumbing Bylaw, 2009, No. 3710 (the Bylaw) is amended as follows:

2.1 The heading “Definitions” is replaced with the heading “Definitions and Interpretation”.

2.2 A new subsection number, 2.1, is assigned to the existing definitions listed in section 2 of the Bylaw, by inserting “2.1” immediately after the new “Definitions and Interpretation” heading and immediately before the words “In this Bylaw”.

2.3 The definition for “Health and safety aspects of the work” is replaced with the following new definition”

**“Health, safety and energy efficiency aspects of the work** means design and construction regulated by Part 3, Part 4, Part 5, Part 6, Part 7, Part 8, Part 9 and Part 10 of the BC Building Code of the Building Code”

2.4 The following new definition is added, in the appropriate alphabetical order:

**“Step Code** means the Energy Step Code, as set out in sections 9.36 and 10.2.3 of the Building Code”.

2.5 The following text is added as a new subsection 2.2 immediately after the definition of “Temporary building” and immediately before section 3 “Purpose of Bylaw”:

“Wherever this bylaw requires compliance with the Building Code, that requirement shall, in respect of the type of building listed in column 1 of the table that appears as section 2.2.1 (the “Table”), be deemed to include compliance with the step of the Step Code that appears in column 2 of the Table, and for the purpose of the Table:

- (a) “Small Residential” means buildings intended for residential occupancy, the construction of which is regulated by Part 9 of the building code;
- (b) “Large Residential (combustible)” means buildings intended for residential occupancy, the construction of which is regulated by Part 3 of the building code, and in respect of which the building code authorizes combustible construction;
- (c) “Large Residential (non-combustible)” means buildings intended for residential occupancy, the construction of which is regulated by Part 4 of

the building code and in respect of which the building code requires non-combustible construction; and,

- (d) “Commercial” means buildings intended for commercial occupancies, the construction of which is regulated by Part 3 of the building code.”

- 2.6 The following table is added as a new subsection to be numbered subsection 2.2.1, and assigned the heading “Step Code Requirements”:

<b>Building Type</b>	<b>Required step</b>
Small Residential	1
Large Residential (combustible)	2
Large Residential (non-combustible)	1
Commercial	2

- 2.7 The table that appears in section 2.2.1 is deleted and replaced with the following table: (comes into force on March 1<sup>st</sup>, 2020)

<b>Building Type</b>	<b>Required step</b>
Small Residential	3
Large Residential (combustible)	3
Large Residential (non-combustible)	1
Commercial	2

- 2.8 The table that appears in section 2.2.1 is deleted and replaced with the following table: (comes into force on January 1<sup>st</sup>, 2024)

<b>Building Type</b>	<b>Required step</b>
Small Residential	4
Large Residential (combustible)	4
Large Residential (non-combustible)	1
Commercial	3

3. Every reference in the Bylaw to health and safety aspects of the building code is replaced with a reference to health, safety and energy efficiency aspects of the building code.

4. COMING INTO FORCE

This amendment bylaw comes into force on the date of adoption, except that:

4.1 Section 2.7 comes into force on March 1, 2020; and,

4.2 Section 2.8 comes into force on January 1, 2024.

READ A FIRST TIME this day of 2019

READ A SECOND TIME this day of 2019

READ A THIRD TIME this day of 2019

\_\_\_\_\_  
Mayor

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



## Implementation of the BC Energy Step Code

### **RECOMMENDATION:**

That Committee of Council recommend to Council that the Building & Plumbing Bylaw be amended to implement the BC Energy Step Code and that the amendment take effect 3 months after the date of adoption.

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

None

### **REPORT SUMMARY**

The Province has enacted the BC Energy Step Code, a performance-based series of scheduled code “steps” being added to the British Columbia Building Code and is encouraging local governments to implement these steps in advance of its implementation timeframe. The Step Code sets progressively higher requirements to achieve buildings that will use less energy and thereby contribute to reducing greenhouse gas emissions. This report brings forward a recommendation to amend the Building and Plumbing Bylaw to initiate implementation of the Step Code at this time. The earlier time frame would be in accordance with policies of the Official Community Plan to reduce greenhouse gas emissions by reducing the energy consumption of new buildings in Port Coquitlam, would help prepare the local building industry for upcoming changes and would provide for greater flexibility and the potential for reduced costs in construction of commercial buildings. It further benefits new home owners by ensuring their homes would meet expectations with respect to energy use. As the Province has involved the building industry and other stakeholders in developing the Step Code legislation, proceeding directly with amendment of the City’s building regulations is recommended.

### **BACKGROUND**

The *BC Building Act* governs building construction in the Province, enabling local governments to regulate building construction in their communities through implementation of the BC Building Code. The Code includes provisions that regulate the energy consumption of new buildings. Until recently it regulated this energy consumption of buildings by prescribing the materials and construction methods required in new buildings, which is described as the “Code Minimum”. In 2017 the Code was amended to include an alternative approach to regulating energy consumption by introducing a performance-based approach, described as the Step Code. It establishes a series of measurable and performance-based requirements for new construction and groups them into specific “steps” for different building types: small residential buildings including detached, duplex and row/townhouse dwellings less than 600 m<sup>2</sup> in size (*Part 9* of the Code); large residential buildings including apartments, residential units in mixed-use buildings and larger row/townhouse buildings more than 600 m<sup>2</sup> in size (subject to *Part 3* of the Code); and, commercial buildings (also subject to *Part 3* of the Building Code). Industrial and institutional buildings, due to their design and

## Implementation of the BC Energy Step Code

utilization are not yet included in the Step Code framework, although the Province is exploring the future inclusion of these types of buildings. This approach offers builders with greater flexibility in how they address energy consumption requirements and uses modelled energy performance to guide their construction methods and materials selection. It sets an incremental and consistent approach to achieving more energy-efficient buildings that go beyond the current requirements of the BC Building Code and is being implemented by the Province in a scheduled timeframe of changes to the Code over the next 15 years. The intent is that all new buildings will operate with net zero energy consumption (i.e. be “Net Zero Ready”) by 2032.

The Step Code encourages use of passive building construction principles (i.e. improved building insulation and airtightness), but allows builders to select their preferred energy efficiency measures, as long as modelled energy performance targets are achieved. This approach is intended to provide flexibility in meeting performance levels more cost effectively than if specific design requirements such as complex heating and cooling systems were required. A certified 3<sup>rd</sup> party energy advisor must be contracted by the builder to model the building’s energy performance pre-construction, and test the building’s airtightness after construction. Municipalities will verify that the model results meet the minimum performance required for the step to be achieved and that buildings are constructed in accordance with the modelled design through their building permit processes.

The graduated implementation of the Step Code by the Province is intended to allow builders and developers to become familiar with procedures and technologies to achieve more energy-efficient buildings incrementally as requirements will be increasing through the progressive steps. Step 1 aims to familiarize builders with airtightness and requires builders to report on their airtightness test results (such as a blower door test), but building performance does not need to exceed the base Building Code. As such, it is referred to as the ‘no fail’ step. Step 2 requires buildings to meet airtightness requirements, and demonstrate energy performance at or above a prescribed level such as being 10% more efficient than the Building Code’s minimum. Building envelopes must also not exceed a maximum heat transfer level.

The Step Code was developed by the Province in conjunction with various stakeholders, including the Union of BC Municipalities, the Urban Development Institute, the BC Construction Association, the Canadian Home Builders’ Association, BC Housing, and the Engineers and Geoscientists BC.

## Implementation of the BC Energy Step Code

The Province's scheduled implementation of the Step Code and the energy benefits to be achieved are noted in the following table:

	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Small Residential (BCBC Part 9 residential)**</b>	BCBC minimum + airtightness test	10% more efficient than BCBC	20% more efficient than BCBC 2022*	40% more efficient than BCBC 2027*	<b>Net Zero Ready 2032*</b>
<b>Large Residential (BCBC Part 3 residential)</b>	BCBC minimum + airtightness test	20% to 40% more efficient than BCBC 2022*	50% more efficient than BCBC 2027*	<b>Net Zero Ready 2032*</b>	
<b>Commercial (BCBC Part 3 Commercial)</b>	BCBC minimum + airtightness test	30% to 40% more efficient than BCBC	<b>Net Zero Ready 2032*</b>		

\*Default year of adoption by Province into BC Building Code (BCBC)

\*\* Part 9 of the BC Building Code is applied to small residential buildings such as detached houses and duplexes; its Part 3 standard is applied to complex buildings including apartments, mixed-use buildings, and commercial developments.

The Province is encouraging municipalities to proactively implement the Step Code to ease the building industry's transition to meet an impending legislative requirement, as well as to promote higher energy efficiency in buildings at an earlier date. The Province is offering training and incentives to builders to achieve higher performing buildings.

As the Step Code is performance-based, builders can opt for lower cost methods of achieving required energy performance levels, reducing the cost impact of implementation. Modelling conducted by the Province, and reviewed by the Canadian Home Builders Association of British Columbia assessed multiple combinations of energy efficiency measures to determine the average minimum cost of achieving each step. Incremental costs for construction in the lower mainland area for each step are as follows:

## Implementation of the BC Energy Step Code

Code Section	Building Type	Step 1	Step 2	Step 3	Step 4	Step 5	
Small Residential (BCBC Part 9)	Small Detached	0.4%	0.3%	0.8%	2.2%	6.0%	
	Medium Detached	0.2%	0.4%	0.9%	1.8%	3.6%	
	Large Detached	0.2%	1.2%	1.3%	2.4%	3.6%	
	4-Unit Townhouse	0.2%	1.0%	0.7%	1.5%	6.0%	
	6-Unit Rowhouse	0.2%	0.4%	0.6%	1.8%	3.4%	
	10-Unit Multi-Unit	0.1%	0.5%	0.8%	0.8%	1.9%	
Large Residential (BCBC Part 3)	Low-Rise Multi-Unit	0.0%	0.5%	0.6%	2.6%		
	High-Rise Multi-Unit	0.0%	0.4%	0.8%	2.4%		
Commercial (BCBC Part 3)	Commercial Office	0.0%	-0.2%	0.0%			
	Retail (Big Box)	0.0%	0.8%	2.0%			
	Other Commercial (incl. smaller retail)	0.0%	-0.2%	0.0%			

The additional costs for achieving the lower steps are relatively low but increase as they approach the Net Zero Ready level, particularly for small residential buildings. There is little financial impact for commercial buildings, with some steps showing the overall construction costs could decrease compared to current requirements by providing a level of flexibility for builders to meet energy performance levels.

The additional construction costs for the higher steps are estimated to be offset by energy savings achieved with the more efficient design. For example, the Province has calculated that an average single family home built to Step 3 requirements will have additional construction costs of approximately \$6,600 and corresponding energy cost savings are estimated at approximately \$675 per year (at current gas and electricity prices) or \$16,900 over a 25-year period.

Buildings constructed under the Step Code would also provide better indoor air quality by controlling building air intake, ensure more consistent and comfortable air and floor temperatures, and mitigate noise transmission, resulting in quieter homes. Airtightness requirements in the Step Code also protect homebuyers by ensuring that new homes perform as modelled, preventing the unknown purchase of drafty, underperforming new homes.

In the south coast area, to date Vancouver, Burnaby, Surrey, Richmond, Township of Langley, New Westminster, City of North Vancouver, District of North Vancouver, West Vancouver, Belcarra, Whistler, Squamish and Victoria have adopted bylaws to implement the Step Code that

## Implementation of the BC Energy Step Code

require builders to achieve higher steps at an earlier date than the Provincial default. A number of other municipalities are assessing options to adopt the Code, including Port Moody and Coquitlam. Most municipalities have targeted Step 3 for small residential and Step 2 for large residential buildings by 2021 or sooner. Many municipalities are also targeting accelerated adoption of Step 4 for small residential and Step 3 for larger residential. Although some municipalities have adopted accelerated dates to require Net Zero Ready construction for large residential buildings, to date none have done so for small residential, choosing instead to monitor progress over the next few years.

Port Coquitlam currently promotes higher levels of building energy efficiency in its Official Community Plan policies and development permit area designations and includes a target to reduce community greenhouse gas emissions to 8% below 2007 levels by 2017. The policies are implemented by setting specific requirements as conditions of rezoning and through issuance of development permits that regulate compliance with guidelines for environmental conservation. Through these processes, a variety of energy saving solutions has been achieved, often through the use of green building standards such as LEED, EnerGuide and BuiltGreen.

For information, the Planning Division's 2019 work program includes an update to the greenhouse gas emissions target and work is in process to provide Council with information on the City's progress in meeting this target as well as outline additional measures that may assist the City in achieving an updated target.

### DISCUSSION

It is recommended that the Building Bylaw be amended to implement requirements for new construction to meet the Step Code as indicated in the following timetable. It is further proposed that this requirement apply to all building permits received 3 months after the adoption of the bylaw amendment to ensure applicants would have sufficient time to amend their building permit plans, if required.

Building Type	2019	2021	2022	2023	2024
Small Residential (Part 9)	Step 1	Step 3			Step 4
Large Residential (Part 3) - combustible	Step 2	Step 3			
Large Residential (Part 3) - non-combustible	Step 1				
Commercial (Part 3)	Step 2				Step 3

Requiring Step 1 for small residential buildings would permit home builders to gain experience with airtightness testing and higher performance construction. After a one-year familiarization period, it



## Implementation of the BC Energy Step Code

Step 3 would be required and experience in other municipalities has indicated there is relative ease in achieving this performance level. It is further recommended that the Bylaw require these buildings to be built to Step 4 by 2024, which would give time for builders to adjust to the higher standards required for this step. .

For larger combustible residential construction such as wood-frame apartment buildings, it is proposed that the City introduce a requirement to construct buildings to meet Step 2 in 2019 and Step 3 in 2021 and, for commercial buildings, Step 2 in 2019 and Step 3 in 2024. Step 2 would achieve an energy performance nearly 25% better than the Model National Energy Code for these buildings. Builders of these construction forms are generally familiar with airtightness and high performance construction practices and it is anticipated they will require less time to adapt to the requirements for higher energy efficiency in their design and construction.

For large residential construction which is non-combustible, such as concrete high-rise buildings, a requirement to meet Step 1 in 2019 is proposed, but no further steps are proposed at this time. Experience in neighbouring municipalities indicates the potential for complex construction methodology and substantial changes to the building design can achieve the required results. Also, this type of development is most likely to require rezoning and this process affords the City with an opportunity to work with the developer to achieve higher performance as may be appropriate.

If the bylaw amendment is adopted, progress in achieving these steps would be monitored and, if appropriate, modification of the proposed schedule would be proposed. In addition to the amendment to the Building Bylaw to include the Step Code levels, staff intend to bring forward a separate recommendation to amend the Zoning Bylaw to exclude thick walls from being counted in floor area ratio restrictions.

The amendments proposed for Port Coquitlam are similar to the changes currently being contemplated by Port Moody. Discussions at staff level have indicated there is a potential to explore a coordinated approach in order to enhance outreach and education and harmonize expectations for the building community.

### **FINANCIAL IMPLICATIONS**


Implementing the Step Code within the Building Bylaw is not expected to add quantifiable costs to the City although there will be minor training and resource implications.

### **ENVIRONMENTAL IMPLICATIONS**

Accelerated adoption of the Step Code as proposed would contribute to greenhouse gas emission reductions.

### **OPTIONS**

## Implementation of the BC Energy Step Code

#	Description
1 	Amend the Building & Plumbing Bylaw to implement the Step Code as recommended, with the changes taking effect in 3 months.
2	Direct staff to consult with the development and construction industry on the proposal to amend the Building & Plumbing Bylaw to implement the Step Code.
3	Determine that no changes will be made at this time to implement the Step Code at an earlier date than will be required by the Province.

**Lead author(s):** Neil MacEachern

**Contributing author(s):** Shawn Hagan, Jennifer Little

CITY OF PORT COQUITLAM  
ZONING AMENDMENT BYLAW, 2018

Bylaw No. 4073

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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. 4073".

2. ADMINISTRATION

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

**Civic:** 867 Prairie Avenue and a portion of 853 Prairie Avenue

**Legal:** Lot 80, Section 6, Township 40, New West District, Plan NWP33188 and a 1.524 metre wide portion of Lot 185, Section 6, Township 40, New West District, Plan NWP42167

**From:** RS1 (Residential Single Dwelling 1)

**To:** RS2 (Residential Single Dwelling 2)

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

READ A FIRST TIME this	10 <sup>th</sup> day of	July, 2018
READ A SECOND TIME this	10 <sup>th</sup> day of	July, 2018
PUBLIC HEARING HELD this	24 <sup>th</sup> day of	July, 2018
READ A THIRD TIME this	24 <sup>th</sup> day of	July, 2018
ADOPTED this		

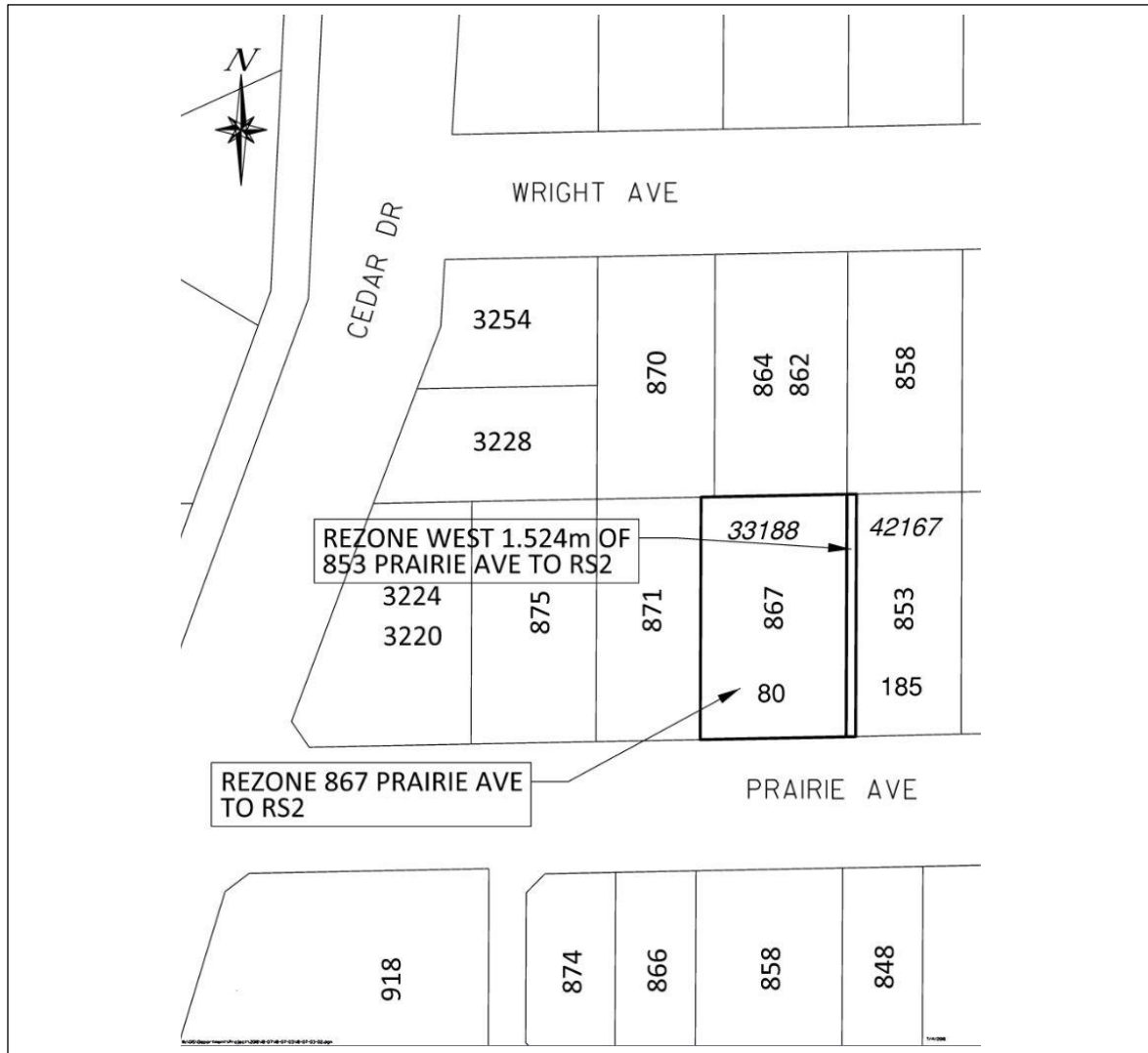
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Mayor

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Corporate Officer

# SCHEDULE 1



## Issuance of Temporary Use Permit - 1969 McLean Avenue

### RECOMMENDATION:


*That Temporary Use Permit TU000014 for 1969 McLean Avenue be approved for issuance.*

### REPORT SUMMARY

Upon conclusion of a public input opportunity scheduled for July 9, 2019, the Temporary Use Permit for 1969 McLean Avenue will be available for Council to give approval for issuance.

### OPTIONS

(Check = Staff Recommendation)

#	Description
1 	That Temporary Use Permit TU000014 for 1969 McLean Avenue be approved for issuance.
2	Request that additional information be received prior to the issuance of the Temporary Use Permit.
3	Deny the approval of the Temporary Use Permit.



THE CORPORATION OF THE CITY OF PORT COQUITLAM

TEMPORARY USE PERMIT

NO. TU000014

Issued to: THE CORPORATION OF THE CITY OF PORT COQUITLAM  
Address: 1969 McLean Avenue PORT COQUITLAM BC

1. This Temporary Use Permit is issued to permit temporary mobile office trailers and associated sanitary facilities at 1969 McLean Avenue
2. This Temporary Use Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 1969 McLean Avenue  
Legal Description: LOT 43, DISTRICT LOT 382, NEW WEST DISTRICT, PLAN NWP44373  
P.I.D.: 007-392-907

3. As a condition of the issuance of this permit, the following conditions are imposed:
  - a. The siting and size of the temporary mobile office and sanitary trailers are to be in general compliance with drawing numbered TU000014.
  - b. The trailers are to be removed upon expiry of this permit.
4. As set forth in clause 3(b) above, the Municipality is holding the security set out below to ensure all structures on the subject lands are removed following the expiry of this permit. There is filed accordingly:
  - a. An Irrevocable Letter of Credit in the amount **\$5000** for the purpose of removal.
  - b. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posing of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
5. The lands described herein shall be used strictly in accordance with the terms and conditions and provisions of this permit.

6. This permit shall expire 18 months from the issuance date of this permit. The permit may be renewed only once in accordance with Section 497 of the *Local Government Act*.
7. The terms of this permit are binding on all persons who acquire an interest in the land affected by this permit.
8. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COUNCIL THE 9TH DAY OF JULY, 2019.

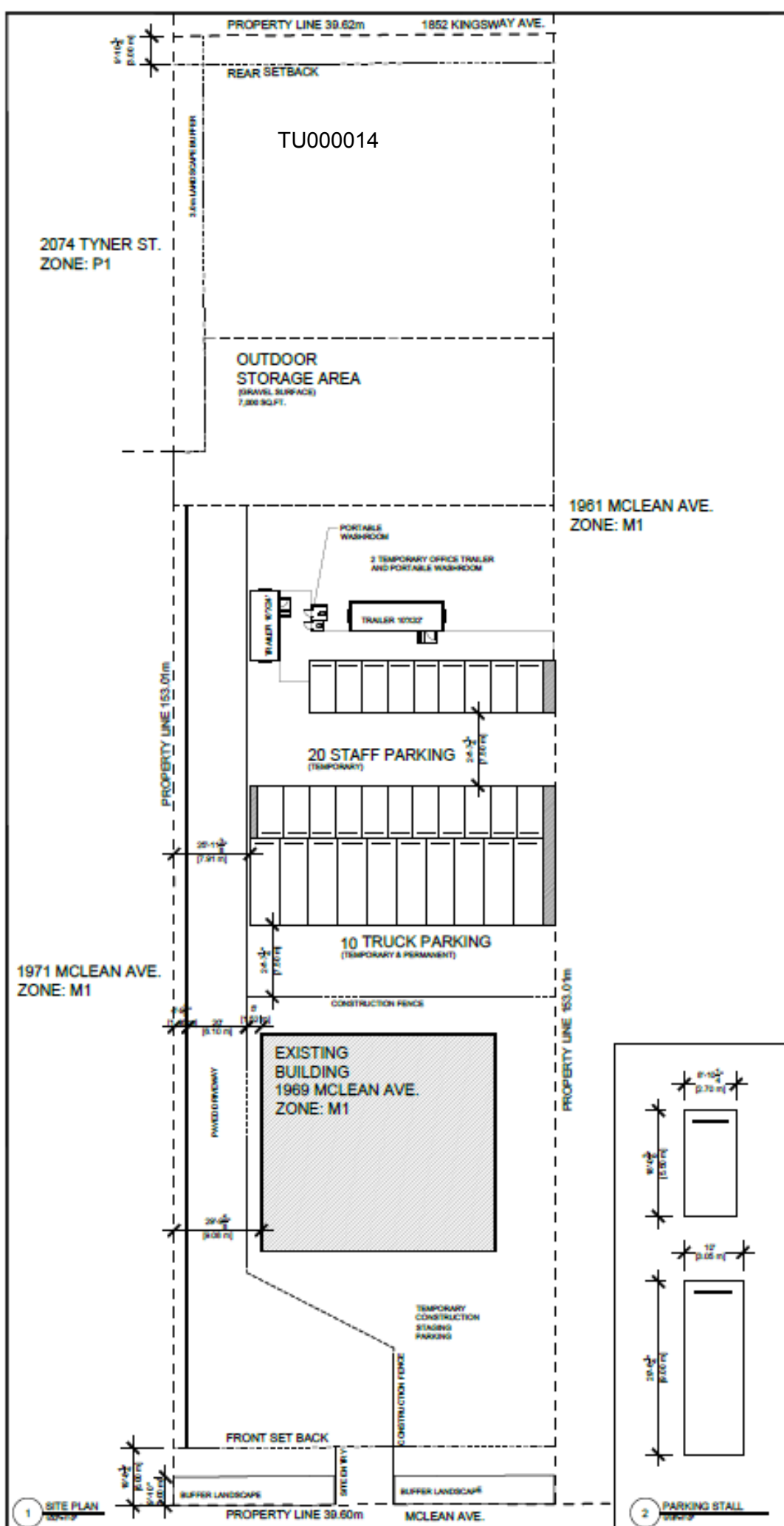
SIGNED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2019.

\_\_\_\_\_  
Mayor

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

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

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



## Temporary Use Permit TUP00014 – 1969 McLean Avenue

### RECOMMENDATION:

That Committee of Council authorize staff to provide notice of a temporary use application at 1969 McLean Avenue

### PREVIOUS COUNCIL/COMMITTEE ACTION

None

### REPORT SUMMARY

Modu-Loc has applied to allow for temporary mobile office trailers to be placed on site to accommodate their office needs during renovation of the principle building on site. The office trailers would be on wheels and would not be connected to municipal services. This use is not permitted by the site's industrial zoning and issuance of a temporary use permit is proposed to allow for the proposed use.

### BACKGROUND

Modu-Loc, a fence rental company, has leased an industrial property at 1969 McLean Avenue. The applicants intent to use the existing 557 sq m (6000 sq ft) warehouse building for indoor storage and accessory offices; the remainder of the site will be used for exterior storage of fencing supplies and parking for fleet vehicles and staff.



The applicant has advised the existing building on the property needs substantial renovations to accommodate the accessory office use. Modu-Loc's existing lease in New Westminster expires in August and they will not be able to complete the renovation work in time for their staff to move into the warehouse building. They have requested a Temporary Use Permit to allow one 25 sq m (260 sq. ft) and one 30 sq m (360 sq ft) stand-alone temporary office trailers to be located to the rear of the building and temporary parking area for use by office staff during the renovation process. The trailers will be mobile (on wheels) and will not be connected to municipal services; a portable washroom will be provided for employee use.

The 1.5 acre property is located within an established industrial area and surrounding uses are primarily industrial in nature. The rear portion of the property is adjacent to the running track and playing field at Pitt River Middle School. The site is largely devoid of landscaping and is surfaced with a combination of gravel and pavement.

## Temporary Use Permit TUP00014 – 1969 McLean Avenue

The authority to issue temporary use permits is set out in S.493 of the *Local Government Act*. A permit may be valid for up to three years, be renewed for an additional three years, and may specify conditions under which the temporary use is carried out. The legislation also requires public notification of the proposed issuance of a permit.

The policies of the Official Community Plan encourage opportunities to support new business opportunities and employment ventures. The site's zoning is General Industrial (M1) which provides for typical industrial uses and a limited amount of supportive accessory offices but does not allow for stand-alone office buildings or mobile office trailers.

### **DISCUSSION**

The mobile office buildings are intended to be temporary and will support the outdoor storage and dispatching uses on the site during the building renovation process. The mobile buildings will be screened from McLean Avenue by the existing warehouse. The applicants will be improving the aesthetics of the site through their site development, including façade improvements to the building and by landscaping along McLean Avenue and adjacent to the school field.

The applicants intend to submit a building permit for the renovation work prior to September 1<sup>st</sup>, 2019 and expect to complete construction within 6-12 months of permit issuance. An 18 month permit reflects a reasonable timeframe and can be extended should renovations be delayed unexpectedly. A \$5000 bond would be a requirement of the permit to ensure the office trailers are removed upon completion of the work.

### **FINANCIAL IMPLICATIONS**


None

### **PUBLIC CONSULTATION**

A public input opportunity is required prior to consideration of a temporary use permit. The Committee of Council has the delegated authority to consider the permit and the public input opportunity would be scheduled for July 9<sup>th</sup>, 2019.

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Authorize notification of the temporary use permit application

## Temporary Use Permit TUP00014 – 1969 McLean Avenue

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



## Committee of Council Report

### Community Cultural Development Investment Program – Spring Intake, 2019

At the July 2, 2019, Committee of Council Meeting, the staff report, Community Cultural Development Investment Program – Spring Intake 2019 was considered. The following motion is now before Council for approval.

#### **Committee Recommendation**

*That Council approve the one-time transfer of \$20,000 from the Self-Help Matching Grant budget to the Community Cultural Development Investment Program; and*

*That Council approve the following Community Cultural Development applications:*

1) *Project Category:*

- *Art Focus - \$2,500;*
- *Polenez Polish-Canadian Dance Society - \$2,000;*
- *Theatrix - \$4,800; and,*
- *Tri-City School of Music - \$4,000.*

2) *Development Category (Community, Professional Individual and Capacity Building):*

- *Jessica Nelson - \$1,000;*
- *Felice Choir - \$1,500;*
- *Tri-City School of Music - \$1,200; and,*
- *Theatrix - \$5,000.*

#### **ATTACHMENT**

Attachment #1: 2019-07-02 Community Cultural Development Investment Program – Spring Intake, 2019

## Community Cultural Development Investment Program – Spring Intake, 2019

### **RECOMMENDATIONS:**

That Committee of Council recommend that Council approve the transfer of \$20,000 from the Self-Help Matching Grant budget to the Community Cultural Development Investment Program; and

That Committee of Council recommend that Council approve the following Community Cultural Development applications:

- 1) Project Category:
  - Art Focus - \$2,500;
  - Polenez Polish-Canadian Dance Society - \$2,000;
  - Theatrix - \$4,800; and,
  - Tri-City School of Music - \$4,000.
- 2) Development Category (Community, Professional Individual and Capacity Building):
  - Jessica Nelson - \$1,000;
  - Felice Choir - \$1,500;
  - Tri-City School of Music - \$1,200; and,
  - Theatrix - \$5,000.

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

Council has awarded Community Cultural Development Investment Program grants annually since 2004.

### **REPORT SUMMARY**

An Evaluation Committee comprised of Recreation, Communications and Finance staff has ranked applications for grants from the Community Cultural Development (CCD) Investment Program based on budget, community support, benefit to the community, ability to deliver the project, and project design. The Evaluation Committee recommends awarding eight grants, including four in the Project Category and four in the Development Category as summarized in this report. This report further recommends that this program's funding be increased by transferring unspent budget from the Self-Help Matching Grant Program to respond to the growing number of deserving applicants requesting grants for qualified arts, culture and heritage projects.

### **BACKGROUND**

The Community Cultural Development (CCD) Investment Program encourages and supports the development of arts, heritage and cultural activities in Port Coquitlam. It was developed in

## Community Cultural Development Investment Program – Spring Intake, 2019

consultation with the community during the creation of the 2001 Cultural Plan and Policy and is designed to provide financial resources for this purpose.

The Community Cultural Development Investment Program includes three categories:

- Project (April 30 and September 30 deadlines): up to \$5,000 for not-for-profit organizations applying for arts, culture, heritage projects and events.
- Development (April 30 and September 30 deadlines):
  - Professional Individual Program – up to \$1,000 for an individual's professional development;
  - Community Initiative Program – up to \$2,500 for new arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status but have projects that serve the community; and,
  - Capacity Building Program – up to \$5,000 for strategic development of not-for-profit organizations.
- Operating (April 30 deadline) – up to \$20,000 per year for a three-year term for overall operating costs of well-established non-profit organizations.

The total annual budget for the CCD Investment Program is \$45,000 with \$25,000 allocated to the Project and Development Categories and \$20,000 allocated to the Operating Category.

The grant program application forms were updated in January 2018 to integrate festivals and align with *Imagine Port Coquitlam*, the City's Cultural Plan, launched in 2016. The City received a total of eight applications in the Project and Development Categories for this intake (2019 spring) but did not receive any applications for the Operating category. Port Coquitlam Heritage and Cultural Society were awarded a \$20,000 Operating grant in 2017 for a three year term.

On April 18, 2017, the Budget and Infrastructure Committee approved the Festival Development Work Plan (one-time funding) and awarded an additional \$20,000 to the CCD Investment Program to encourage and support festivals and events taking place in the City. With the growing number of cultural festivals and projects taking place in the City, this one-time funding was fully dispersed in 2018.

Since 2018, a free grant-writing information session has been offered prior to each application intake to provide an overview of the process for potential applicants and offer tips on completing successful applications. This has contributed to a 50% increase in the number of successful applications.

### **DISCUSSION**

The Evaluation Committee reviewed all of the applications using a checklist and score sheet based on program criteria that is clearly outlined in the application package for each grant category. The eight applications recommended for funding successfully meet all of the criteria.

## Community Cultural Development Investment Program – Spring Intake, 2019

The application summary below provides a brief description of the application, amount requested and recommended grant award. The table includes both the amount that would be recommended if the transfer of unspent funds is approved by Council and the amount if limited to the available funding, as discussed below.

### Project Category

Applicant	Application Description	Request	Recommended Grant with transfer	Recommended Grant without transfer
Art Focus Artist's Association	Art Focus was founded in 1993 and has a mandate of promoting visual arts in Port Coquitlam. Funding would support two art shows, eight free instructional demonstrations by professional artists and community engagement art activities including Hyde Creek Salmon Festival, Port Coquitlam Farmers Market and Rivers & Trails Festival.	\$2,500	\$2,500	\$1,500
Polenez Polish-Canadian Dance Society	The Polish Folk Dance Group, Polonez was founded in 1989 and has showcased their work in Europe, the US and Canada. This application is for their 30 <sup>th</sup> Anniversary Gala, celebrating dance, music and poetry at the Terry Fox Theatre on November 24 <sup>th</sup> , 2019.	\$5000	\$2,500	\$2,000
Theatrix	Theatrix is a not-for-profit youth theatre group based in the lower mainland with popular programming in Port Coquitlam and surrounding areas. Funding would be used to upgrade their website in order to provide high quality customer service, online registration and online presence. If funding is approved, this project will have a positive impact on the organization and community.	\$5,000	\$4,800	0
Tri-City School of Music	Tri-City School of Music has been operating in the City of Port Coquitlam since 2013 offering musical education and performance opportunities. Funding would be used to subsidize and expand the <i>Songbirds Choir</i> , an accessible	\$5,000	\$4,000	\$3,500

## Community Cultural Development Investment Program – Spring Intake, 2019

Applicant	Application Description	Request	Recommended Grant with transfer	Recommended Grant without transfer
	choral program for children that rehearses regularly in the Michael Wright Art Gallery. The expansion would include the addition of an intermediate level performance choir under the direction of accomplished choir director, Risa Takahashi. Without this project grant, the program may not be affordable for many families.			

### Development Category – Professional Individual

Applicant	Professional Development	Request	Recommended Grant with transfer	Recommended Grant without transfer
Jessica Nelson	Jessica Nelson is an award winning theatre professional with a Masters in Fine Arts from UBC. This application is to partially fund Jessica's Artist Residency, September 3 – December 21, 2019 at Leigh Square. The residency will include free theatre workshops, sharing of stories and the development of a script inspired by her Grandmother's story as well as local women's stories. Jessica has also applied for Canada Council and BC Arts Council grants to assist with the development of this initiative.		\$1,000	\$1,000

### Development Category – Community Initiative

Applicant	Community Initiative	Request	Recommended Grant with transfer	Recommended Grant without transfer
Felice Choir	Felice Choir is a culturally diverse choir that has been practicing in the Michael Wright Art Gallery for the past nine years. This application is for their annual	\$2,500	\$1,500	\$1500

## Community Cultural Development Investment Program – Spring Intake, 2019

Applicant	Community Initiative	Request	Recommended Grant with transfer	Recommended Grant without transfer
	concert at the Terry Fox Theatre which took place on May 30, 2019. This project is eligible as the applicant applied for funding prior to the event taking place.			
Tri-City School of Music	This application is to offer a free outdoor performance featuring the <i>Songbirds Choir</i> at Leigh Square Outdoor Performance Stage in June 2020. The funding would provide a grand piano as well as professional sound equipment and sound technician. If funding is available, this project will provide the children with a performing opportunity which will animate Leigh Square.	\$2,500	\$1,200	0

### Development Category – Capacity Building

Applicant	Capacity Building Initiative	Request	Recommended Grant with	Recommended Grant without transfer
Theatrix	Funding to support stage two of a succession plan. Stage one included hiring a new Artistic Director and providing the necessary training on day-to-day operations including programming, marketing and registration systems. Stage two includes operational and financial training to take place between July 2019 and June 2020.	\$5,000	\$5,000	\$3,000

### FUNDING



## Community Cultural Development Investment Program – Spring Intake, 2019

The total annual budget for the CCD Investment Program is \$45,000 with \$25,000 allocated to the Project and Development Categories and \$20,000 allocated to the Operating Category. Port Coquitlam Heritage and Cultural Society were awarded a \$20,000 Operating Category grant in 2017 for a three year term to disperse \$20,000 in 2017, 2018 and 2019. Half of the Project and Development Category, \$12,500, is available for the spring intake. The total amount of funding requested by applicants is \$28,500. The Evaluation Committee recommends funding \$22,500 towards the spring intake which would be possible if Committee approves the transfer of \$20,000 from the Self-Help Matching Grant budget. This budget has a substantial amount of unspent funding, as described below. If Committee approves this transfer, half of the additional budget would be dispersed to fund the current intake and the remaining budget held for the fall intake, resulting in the total amount of \$22,500 to be dispersed in this intake.

A review of awards granted over the past 17 years indicates that the number of applications and awards for the Self-Help Matching Grant Program has declined, and notably so over the past four years, while the number of applications and requests for the Community Cultural Development Investment Program has increased over the past three years.

### Self-Help Matching Grant Program (\*Annual Budget Increased to \$40,000)

Year	# Awarded	\$ Awarded	Year	# Awarded	\$ Awarded
2002	1	\$10,000	2011	4	\$20,000
2003	3	\$10,000	2012	4	\$20,000
2004	5	\$20,000	2013	4	\$20,000
2005	4	\$20,000	*2014	5	\$26,425
2006	2	\$20,000	*2015	3	\$30,000
2007	4	\$20,000	*2016	3	\$6,717
2008	3	\$17,000	*2017	2	\$15,000
2009	5	\$20,000	*2018	3	\$21,150
2010	5	\$20,000			

## Community Cultural Development Investment Program – Spring Intake, 2019

### Community Cultural Development Investment Grant Program


Year	# Awarded	\$ Awarded	Year	# Awarded	\$ Awarded
2004	13	\$27,500	2012	5	\$29,000
2005	10	\$49,997	2013	12	\$31,795
2006	6	\$40,500	2014	1	\$2,500
2007	5	\$30,500	2015	5	\$31,072
2008	2	\$22,500	2016	4	\$35,000
2009	7	\$31,100	2017	8	\$39,000
2010	6	\$31,100	2018	14	\$49,810
2011	9	\$33,900			

As notes, the 2019 approved budget allocation for the Community Cultural Investment Grant Program's Project and Development Categories is \$25,000. If Council approves transferring the \$20,000 from the Self-Help Matching fund to CCD in order to increase the available funding for community initiatives, it would be in position to award the total recommended grants for this spring intake in the amount of \$22,550. This would leave \$22,500 for the fall intake as shown below.

2019 CCD Grant Annual Funding - Project & Development Categories	\$25,000
2019 Self-Help Matching Grant - if Committee Recommends Transferring	\$20,000
<b>Total Funding for 2019</b>	<b>\$45,000</b>
2019 CCD Grant Spring Intake Recommended Funding	-\$22,500
<b>Total Funding Available for the CCD Grant Fall Intake</b>	<b>\$22,500</b>

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 	Approve the transfer of \$20,000 from the Self-Help Matching Grant budget to the Community Cultural Development Investment Program and recommend Council fund each organization for the amount, as recommended by the Evaluation Committee.
2	Not approve the transfer of \$20,000 from the Self-Help Matching Grant budget to the Community Cultural Development Investment Program and recommend Council fund each organization for the amount recommended by the committee without the transfer.

## Community Cultural Development Investment Program – Spring Intake, 2019

3	Fund each or selected organizations an amount as determined by Committee.
3	Do not fund any of the organizations that requested financial support.

**Contributing author(s):** Carrie Nimmo

## Committee of Council Report

### Self-Help Matching Grant Program, 2019

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At the July 2, 2019, Committee of Council Meeting, the staff report, Self-Help Matching Grant Program, 2019 was considered. The following motion is now before Council for approval:

#### **Committee Recommendation**

That Council approve funding for the following Self-Help Matching Grant Program applications:

1. \$2,163 to Port Coquitlam Heritage and Cultural Society;
2. \$2,016 to Ducks Volleyball Club; and,
3. \$5,000 to Kinsmen Club of Port Coquitlam.

#### **ATTACHMENT**

Attachment #1: Self-Help Matching Grant Program, 2019

### **RECOMMENDATION:**

That Committee of Council recommend that Council approve funding for the following Self-Help Matching Grant Program applications:

1. \$2,163 to Port Coquitlam Heritage and Cultural Society;
2. \$2,016 to Ducks Volleyball Club; and,
3. \$5,000 to Kinsmen Club of Port Coquitlam.

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

The City's Self-Help Matching Grant Program was established in 2002. The maximum total grant amount for each year is approved during the annual budget process. The total amount approved by Council during the 2018 budget deliberations for 2019 was \$40,000.

### **REPORT SUMMARY**

Since the implementation of this Program in 2002, 36 different groups have received grants to fund a wide scope of capital projects with more than \$1,679,000 value of community work being completed (not including the \$19,058 value of 2019 recommended projects). For 2019, a total of three applications were received in the annual intake and the Review Committee recommends that all three organizations be awarded grants: The Port Coquitlam Heritage and Cultural Society, Ducks Volleyball Club and the Kinsmen Club of Port Coquitlam.

### **BACKGROUND**

The Self-Help Matching Grant Program (see Attachment #1) is designed to encourage projects which directly benefit the community. This Grant Program contributes up to 50% of the total cost of a project, to a maximum of \$10,000 per applicant per year. A thorough and consistent review process is applied to all project submissions to ensure the best value/community need is considered for the available funding.

The application approval process is as follows:

1. All eligible applications are reviewed by the Review Committee based on set criteria.
2. The Review Committee forward recommendations to the Committee of Council for endorsement. Prior to 2019, recommendations were forwarded to the Healthy Community Committee for endorsement.
3. The Committee of Council forwards its recommendation to Council for approval.

At the December 9, 2013 Finance and Intergovernmental Committee meeting, a recommendation was passed to increase the funding from \$20,000 to \$40,000. This increase was to allow more

## Self-Help Matching Grant Program, 2019

community groups to receive funding which would increase the total value invested in Port Coquitlam communities. After reviewing the grants awarded between 2014 and 2018, staff found that the increased funding has not been fully utilized. Since the Community Cultural Development (CCD) Investment Grant Program was revised in 2018, and marketed to potential applicants, the number of requests to the CCD Investment Program has increased substantially. In the CCD Spring Intake Report, staff are requesting that Committee consider moving the unspent \$20,000 from the Self Help Matching Grant Budget to the CCD Investment Grant Program.

### **DISCUSSION**

There is one annual intake for the Self-Help Matching Grant. In 2019, the Review Committee, consisting of two staff from the Recreation Department and one staff from the Parks Division of the Engineering and Public Works Department, evaluated the three submissions that were received based on criteria documented in the application form (shown in Attachment #2). The criteria is designed to ensure projects submitted demonstrate they have matching funds, community support, are cost effective and have a realistic budget, fundraising plan and timeline.

The recommendations of the Review Committee are:

#### **Port Coquitlam Heritage and Cultural Society - Approve**

*\$2,163 Request (Value of Project - \$4,326)*

This request is for funding to purchase equipment to digitize archival documents. The Society's mandate is to preserve and protect Port Coquitlam's history and archival documents. It aims to accomplish this by scanning and digitizing all archival documents, photos, maps, slides and then making these materials accessible online.

The Society's current flatbed scanner, which is over 10 years old, only accommodates material that is smaller than a standard letter size. The addition of a large scale scanner has the capacity to scan high resolution large scale documents.

The Society was successful in receiving funding for two full-time Canada Summer Job positions and has hired two employees to spend 15 hours per week scanning 300 slides, 100 oversized photos and more than 1,000 documents. Once scanned, the documents can be uploaded to an online database of artifacts, documents, photographs and library books, utilized by over 9,000 museums.

The Review Committee recommends funding this request of \$2,163.

2019 is the first year this organization has applied for a Self-Help Matching Grant.



## Self-Help Matching Grant Program, 2019

### **Ducks Volleyball Club - Approve**

*\$2,016 Request (Value of Project - \$4,032)*

This request is for funding to purchase 50 Mikasa competition volleyballs for the teams that will be competing at the National Volleyball Championships.

The Review Committee recommends funding this request of \$2,016.

This is the second time this organization would be awarded a Self-Help Matching Grant. The first award was in 2016 for \$1,653 toward the purchase of 48 Tachikara competition volleyballs.

### **Kinsmen Club of Port Coquitlam - Approve**

*\$5,000 Request (Value of Project - \$10,700)*

This request is to upgrade the kitchen facilities in the Kinsmen Hall which is in desperate need of replacement as they have not been updated or renovated since the facility was built thirty years ago. Currently, approximately 10,000 residents use this facility each year, including groups such as Alcoholics Anonymous, Soroptimists Club, a church group as well private bookings for socials, and weddings.

The Review Committee recommends funding this request of \$5,000.

This is the fourth time this organization would be awarded a Self-Help Matching Grant. The first award was in 2006 for \$10,000 toward energy efficiency upgrades; the second was in 2011 for \$6,000 in roof repairs and the third was in 2013 for \$3,000 to upgrade their washroom facilities.

In accordance with the Program's guidelines, 75% of the grant amount will be paid at the beginning of the project. Upon completion and submission of a final report, the remaining 25% of the grant will be dispersed.


### **FINANCIAL IMPLICATIONS**

For an investment of \$9,179 this year, the City (community) will receive a total of approximately \$19,058 in value of work. Since the inception of this Program, the City has invested \$316,000 and a total of \$1,679,000 in value of work has been completed in the community by 36 different organizations (not including the 2019 applicants). Staff are making a recommendation in the Community Cultural Development Investment Program – Spring Intake Report that \$20,000 of the unspent budget be transferred to the CCD Investment Program since the later funding stream is oversubscribed.

## Self-Help Matching Grant Program, 2019

### **OPTIONS**

(Check = Staff Recommendation)

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

### **ATTACHMENTS**

Attachment #1: 2019 Self Help Matching Grant Program

Attachment #2: Assessment Criteria

Attachment #3: Summary of 2019 Applicants

Contributing author: Carrie Nimmo



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

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

*“Working Together to Make PoCo Better”*





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## **PROGRAM PURPOSE**

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

## **DEFINITIONS**

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

## **PROGRAM OVERVIEW**

- The Program will contribute up to 50% of the total cost of a project to a maximum of \$10,000 subject to the budgeted allocation amount approved by City Council on an annual basis.
- The minimum acceptable request will be \$1,000 (50% of a \$2,000 project).
- Approved funds will be forwarded in two phases – 75% at the start of the project and 25% when the project is completed and a final report submitted.
- Only Port Coquitlam based organizations are eligible to apply for funding.
- Organizations that are applying for design, construction of new and renovated play spaces in Port Coquitlam must adhere to the City's Corporate Accessible Play Spaces Policy.
- All projects must occur within Port Coquitlam and the benefiting parties must be more than 50% Port Coquitlam residents.
- Organizations requesting funding must have sufficient funds in place to proceed with the project.
- Projects will not be funded retroactively.
- A Review Committee will evaluate all applications on the basis of the Program's eligibility criteria. The Committee will consist of four staff members from the City of Port Coquitlam, depending on the nature of applications being submitted.
- Committee of Council will review funding as submitted by the Review Committee and will forward endorsed projects for allocation of funds to City Council for approval.
- The City will designate a staff person as project liaison for each project that is approved for a Grant.
- All approved projects must be completed within eighteen (18) months from the date of approval and as required, on a per project basis upon completion will be inspected by the City for any deficiencies. A final report must be submitted by all project organizers within two months following the final inspection. If a project is not completed, the project organizers will not be eligible for additional Self-Help Matching Grant funds and will not be forwarded the final 25% of funding support.
- **Project submission deadline: April 1st**



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## **PROGRAM ELIGIBILITY**

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

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

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

## **SELECTION CRITERIA / APPROVAL PROCESS**

Recommended projects will be submitted to Committee of Council for endorsement and onto Council for final approval.

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

**Other Program Criteria Considerations**

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

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

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

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

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





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

## **FINANCIAL REQUIREMENTS**

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

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

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

A value assigned to the volunteer labour utilized during the construction or installation of the project may be used as part of the applicant's financial contribution. For grant submissions, volunteer labour costs should be calculated at \$28 per hour (based on the 2015 City of Port Coquitlam's operations maintenance worker rate).

## **EVALUATION PROCESS**

All applications must be post marked on or before **April 1st**.

Late applications will not be accepted.

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

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

The Review Committee will assess all eligible applications and make recommendations to Committee of Council regarding which projects should be endorsed.

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

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



## **SUBMISSION OF APPLICATION**

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

*Self-Help Matching Grant Program, c/o City of Port Coquitlam  
#1100 – 2253 Leigh Square, Port Coquitlam, BC V3C 3B8*

Applications **must** be received in the Recreation Department by **April 1st**.

## **REQUIRED DOCUMENTATION**

Each application must include all of the following information:

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



## **PROJECT IMPLEMENTATION**

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

### **Major Project Detail Requirements**

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

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

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

### **FOLLOW-UP REPORT**

The final report is due two (2) months after the project has been completed. The final report **must** include financial documentation (cancelled cheques, invoices, pictures of the final project/product, etc.) to verify the expenditures supported by the Program. An organization/individual cannot apply for any other City grant program, with an outstanding final report due for any City grant program. For your convenience, a sample budget sheet has been included in this application package.



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**Self-Help Matching Grant Application Form**

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

Please print or type the following information:

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

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

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**SAMPLE BUDGET SHEET**

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

<b>REVENUE</b>	
Organization's Financial Contribution	
Volunteer Labour ( _____ hours x \$20.62/hour) = <i>2018 Living Wage Rate</i>	
Financial Contribution of Other Partners (please specify)	
Donations of Material or Supplies (please specify)	
School Board Contribution (if applicable)	
Total Contribution of Applicant	
<b>Sub-total</b>	
Self-Help Matching Grant Program Request	
Other Revenue Sources	
<b>TOTAL REVENUE</b>	
<b>EXPENSES</b>	
Purchased Materials and Supplies	
Equipment Rentals	
Professional Fees and Costs	
Cost of pea stone and pressure treated timber for border, as per City's specification where a resilient surface is required (eg. under a play structure).	
Transportation Costs and Shipping	
Other Purchases (provide details)	
<b>TOTAL ESTIMATED EXPENSES</b>	



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## DOCUMENTATION CHECKLIST

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

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

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

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



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

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

**CITY OF PORT COQUITLAM**  
**Self-Help Matching Grant Application Recommended Summary Form**  
**Year 2019**

<b><i>Name of Organization</i></b>	<b><i>Project</i></b>	<b><i>Grant Amount Requested</i></b>	<b><i>Total Value of the Project (rounded)</i></b>	<b><i>Cumulative Staff Ranking / Score (out of 100)</i></b>	<b><i>Recommended Grant Value</i></b>
Port Coquitlam Heritage and Cultural Society	Digitizing Archival Documents	\$2,163	\$4,326	76.00	<b>\$2,163</b>
Ducks Volleyball Club	Competition Volleyballs	\$2,016	\$4,032	71.33	<b>\$2,016</b>
Kinsmen Club of Port Coquitlam	Kitchen Renovations	\$5,000	\$10,700	69.61	<b>\$5,000</b>
<b>TOTAL OF RECOMMENDED FUNDED APPLICATIONS</b>		<b>\$9,179</b>	<b>\$10,058</b>	N/A	<b>\$9,179</b>