

Committee of Council Regular Agenda

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
Tuesday, March 26, 2019
Time: 3:00 p.m.

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

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

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Recommendation:

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

- *February 12, 2019, Regular Committee of Council Meeting*
- *March 5, 2019, Regular Committee of Council Meeting*
- *March 12, 2019, Regular Committee of Council Meeting.*

4. DELEGATIONS

4.1 Fire Safety in Port Coquitlam Natural Parks

5. PUBLIC INPUT OPPORTUNITY – Time Specific 5:00 p.m.

5.1 Coach House Development Permit for 3512 Flint Street

See Item 6.3 for information.

6. REPORTS

6.1 Asset Management Grant Funding

Recommendation:

That Committee of Council approve receiving grant funding in the amount of \$15,000 from the Union of British Columbia Municipalities to support the City's asset management program and provide overall grant management.

6.2 Gates Park Fencing

Recommendation:

That Committee of Council:

1. *Direct staff to proceed with the construction of a covered walkway comprised of custom netting, as outlined in Option 3 of the March 26, 2019, report, "Gates Park Softball Field Fencing", and*
2. *Approve project funding of \$40,000 from accumulated surplus, and that the cost be included in the 2019 financial plan.*

6.3 Coach House Development Permit for 3512 Flint Street – Issuance

Recommendation:

That Committee of Council approve Development Permit DP000373 to regulate a coach house development at 3512 Flint Street.

7. COUNCILLORS' UPDATE

8. MAYOR'S UPDATE

9. CAO UPDATE

10. RESOLUTION TO CLOSE

10.1 Resolution to Close the March 26, 2019, Regular Committee of Council Meeting to the Public

Recommendation:

That the Regular Committee of Council Meeting of March 26, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

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

Item 4.2

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

Item 4.3

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

Item 4.4

b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

Present:

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

Absent:

Councillor Penner

1. CALL TO ORDER

The meeting was called to order at 2:02 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

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

Carried

3. REPORTS

3.1 Update from Port Coquitlam Community Foundation

The Chair of the Port Coquitlam Community Foundation provided an update to the Committee.

3.2 Q4 2018 Workplan Updates

Staff provided an update to Committee.

Councillor Pollock left the meeting at 2:44 p.m. and returned at 2:45 p.m.

3.3 2019 Budget

Moved - Seconded:

That \$106,660 in 2019 and an additional \$213,200 in 2020 for additional RCMP members be included in the 2019-2023 Financial Plan.

Carried

Mayor West left the meeting at 3:00 p.m. and returned at 3:05 p.m.

Councillor McCurrach left the meeting at 3:22 p.m. and returned at 3:24 p.m.

Councillor Dupont left the meeting at 3:36 p.m. and returned at 3:40 p.m.

Moved - Seconded:

That \$41,500 for wayfinding be included in the 2019-2023 Financial Plan, to be funded \$36,500 from the Downtown Reserve and \$5,000 from accumulated surplus.

Amendment:

Moved - Seconded:

That the amount be reduced to \$13,500, with funding from Downtown Reserve.

Carried

Amended Motion:

That \$13,500 for wayfinding be included in the 2019-2023 Financial Plan, to be funded from Downtown Reserve.

Carried

Moved - Seconded:

That \$60,000 for microfilm record digitization be included in the 2019-2023 Financial Plan for the years 2019, 2020, 2021, to be funded from Permit Revenue.

Carried

Mayor West left the meeting at 3:28 p.m. and returned at 3:50 p.m.

MOTION TO RECESS

Moved – Seconded:

That Committee of Council recess at 3:45 p.m.

Carried

MOTION TO RECONVENE

Moved – Seconded:

That Committee of Council reconvene at 3:50 p.m.

Carried

Councillor Pollock left the meeting at 4:41 p.m. and returned at 4:42 p.m.

Moved - Seconded:

That \$250,000 for asset management be included in the 2019-2023 Financial Plan for the years 2019, 2020, 2021, to be funded from Accumulated Surplus (\$100,000), Water (\$75,000) and Sewer (\$75,000) Reserves and Grants (TBD).

Amendment:

Moved - Seconded:

That the funding be for one year only.

Carried

Amended Motion:

That \$250,000 for asset management be included in the 2019-2023 Financial Plan for one year to be funded from Accumulated Surplus (\$100,000), Water (\$75,000) and Sewer (\$75,000) Reserves and Grants (TBD).

Carried

MOTION TO RECESS

Moved – Seconded:

That Committee of Council recess at 5:17 p.m.

Carried

MOTION TO RECONVENE

Moved – Seconded:

That Committee of Council reconvene at 5:20 p.m.

Carried

Moved - Seconded:

That \$50,000 for event society funding be included in the 2019-2023 Financial Plan to be funded from Arts and Culture Reserve.

Amendment:

Moved - Seconded:

That the amount be increased to \$120,000.

Carried

Amended Motion:

That \$120,000 for event society funding be included in the 2019-2023 Financial Plan to be funded from Arts and Culture Reserve.

Carried

Moved - Seconded:

That \$20,000 for Port Coquitlam Community Foundation funding be included in the 2019-2023 Financial Plan for the years 2019 and 2020, to be funded from Accumulated Surplus.

Carried

Moved - Seconded:

That \$10,000 for Remembrance Day funding be included in the 2019-2023 Financial Plan to be funded from the Arts and Culture Reserve.

Carried

Moved - Seconded:

That \$15,000 for Coquitlam River Watershed Roundtable funding be included in the 2019-2023 Financial Plan for the years 2019, 2020, 2021, to be funded from Accumulated Surplus.

Carried

Moved - Seconded:

That \$79,300 for seasonal lighting enhancements be included in the 2019-2023 Financial Plan to be funded from the Arts and Culture Reserve.

Subsequent motion:

Moved - Seconded:

That seasonal lighting enhancements be referred back to staff to provide a report on lighting options for the downtown for future consideration.

Carried

4. COUNCILLORS' UPDATE

Council provided updates on City business.

5. MAYOR'S UPDATE

Mayor West provided an update on City business.

6. CAO UPDATE

No update.

7. RESOLUTION TO CLOSE

7.1 Resolution to Close the February 12, 2019, Regular Committee of Council Meeting to the Public

Moved - Seconded:

That the Regular Committee of Council Meeting of February 12, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 3.1

- a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;*
- e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.*

Carried

Certified Correct,

Mayor

Corporate Officer

Committee of Council Regular Minutes

Council Chambers, 3rd Floor City Hall, 2580 Shaughnessy Street, Port Coquitlam, BC
March 5, 2019

Present:

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

Absent:

Councillor Dupont

1. CALL TO ORDER

The meeting was called to order at 2:02 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the March 5, 2019, Regular Committee of Council Meeting Agenda be adopted as circulated.

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved - Seconded:

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

- *February 19, 2019, Regular Committee of Council Meeting.*

Carried

4. REPORTS

4.1 1579, 1515 & 1491 Kingsway Avenue: Development Permit Amendment & Watercourse Development Permit Amendment

Moved - Seconded:

That Committee of Council:

1. *Approve amending Watercourse Development Permit DP000332 for 1579, 1515 and 1491 Kingsway Avenue; and,*
2. *Approve amending Development Permit DP000331 for 1579 Kingsway Avenue.*

Carried

4.2 Gates Park Softball Field Fencing

Moved - Seconded:

That Committee of Council refer the fencing at Gates Park back to staff, to provide a report on additional fencing options.

Carried

4.3 January Community Centre Update

Staff provided an update and answered questions of Council.

5. COUNCILLORS' UPDATE

Councillors provided updates on City business.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close the March 5, 2019, Regular Committee of Council Meeting to the Public

Moved - Seconded:

That the Regular Committee of Council Meeting of March 5, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity.

Carried

Certified Correct,

Mayor

Corporate Officer

Committee of Council Regular Minutes

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

Present:

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

Absent:

Meeting Notes:

- Under Section 90 of the Community Charter (see Sec 10), the meeting was closed to the public at 2:22 p.m. and reconvened at 5:00 p.m.
- The meeting recessed at 5:45 p.m. and reconvened at 8:28 p.m.

1. CALL TO ORDER

The meeting was called to order at 2:00 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

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

- *Addition of Section 90(1) i) for Section 10, Item 4.1; and*
- *Section 10 Resolution to Close, to follow Item 6.1.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved - Seconded:

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

- *February 26, 2019, Regular Committee of Council Meeting.*

Carried

4. DELEGATIONS

4.1 Burrard Inlet Marine Enhancement Society

Aniela Guzilowski, a Salmon Enhancement Volunteer, gave a presentation and requested support from the City for a school awareness art project, a pilot project of Tena-Cycle cigarette butt recycling receptacles and social media support for public education campaigns.

5. PUBLIC INPUT OPPORTUNITY

5.1 Coach House Development Permit Application – 1653 Lincoln Avenue

No public comments.

6. REPORTS**6.1 Rezoning Application to Increase Child Care Capacity - 2255 Wilson Avenue**

Moved - Seconded:

That Committee of Council recommend to Council that:

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

Carried

6.2 Grant Policy Update

Moved - Seconded:

That Committee of Council recommend to Council that:

- 1. Grant Policy #7.06.02 be approved, and;*
- 2. Policy 7.18 "Support of Arts, Heritage and Culture", be rescinded.*

Carried

6.3 Prairie Avenue Improvements

Moved - Seconded:

That Committee of Council direct staff to develop designs for Prairie Avenue, including:

- For Shaughnessy Street to Fremont Street;*
- Additional widening from Fremont Street to Burns Road; and*
- That an additional \$50,000 be approved for these designs, with funding to come from existing projects.*

Carried

6.4 Coach House Development Permit Application – 1653 Lincoln Avenue

Moved - Seconded:

That Committee of Council approve Development Permit DP000372 to regulate a coach house development at 1653 Lincoln Avenue.

Carried

7. COUNCILLORS' UPDATE

None.

8. MAYOR'S UPDATE

None.

9. CAO UPDATE

None.

10. RESOLUTION TO CLOSE**10.1 Resolution to Close the March 12, 2019, Regular Committee of Council Meeting to the Public**

Moved - Seconded:

That the Regular Committee of Council Meeting of March 12, 2019, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:

Item 4.1

- g) litigation or potential litigation affecting the municipality;*

- i) *the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*

Item 4.2

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

Item 4.3

- b) *personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;*

Item 4.4

- c) *labour relations or other employee relations.*

Carried

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Moved - Seconded:

That the March 12, 2019, Regular Committee of Council Meeting be adjourned at 8:55 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

Port Coquitlam City Council
2580 Shaughnessy Street
V3C 2A8 Port Coquitlam, BC

February 8, 2019

Proposal to Increase Fire Safety in Port Coquitlam Parks and Trails

Dear Port Coquitlam City Council,

We wish to thank you for your ongoing support of fire safety awareness in the Coquitlam River, Hyde Creek and Pitt River Parks. However, given the recent rise in dry summer weather, combined with daily fire hazard bylaw violations, and frequent irresponsible behaviour in our green spaces, there is an urgent need to significantly increase park fire safety awareness and enforcement. We would like to please meet with you to present and discuss the following proposal to increase park fire safety:

Rationale: In recent years, our summertime climate has become very dry resulting in record-breaking wildfire seasons. Our Coquitlam River and Port Coquitlam Parks have been regularly rated an "Extreme Fire Hazard" by our fire department. Each summer, we have observed that a significant number of park users continue to put the Coquitlam River, Hyde Creek and Pitt River Parks at serious risk of fire with regular use of campfires, barbecues, and daily smoking, as well as drug use in our tinder dry green spaces. With the legalization of cannabis use last October, we have seen an increase in marijuana smoking in our parks. Irresponsible human behaviour caused over 400 BC wildfires this past summer during BC's worst wildfire season.

<https://www.theglobeandmail.com/canada/article-humans-responsible-for-more-than-400-bc-wildfires-so-far-this-season/>

The Port Coquitlam Fire Department has confirmed that our Coquitlam River, Hyde Creek and Pitt River Parks are equally at risk of fire. It would only take one improperly discarded cigarette to cause a serious wildfire that could potentially destroy the Coquitlam River Park Watershed with irreparable damage to its wildlife and fragile eco-system, as well as cause significant loss to homes bordering greenbelt areas. If the wildfire burned north, it could also cause significant damage to Coquitlam Lake seriously disrupting the region's supply of drinking water and hydro-electricity.

Therefore, it is critical that the City of Port Coquitlam significantly increase fire safety awareness and enforcement in these natural parks. We also strongly recommend that the City of Port Coquitlam coordinate the implementation of our proposal with the City of Coquitlam in order to maximize the effectiveness of fire safety throughout the entire regions' greenbelts because a wildfire originating in either municipality could quickly spread through both regions. We have already presented this proposal to Coquitlam City Council with positive interest, and is being studied for implementation.

Background: Steve Sainas has been a homeowner at [REDACTED] since 1992. Because Steve lives directly next to the greenbelt, he enjoys a variety of recreational activities in the Coquitlam River Park on a daily basis, and regularly cycles the Trans Canada Trail to the Pitt River and through Colony Farm. He has also been a School District 43 teacher in Northeast Port Coquitlam since 1986. Steve has been a strong advocate for increased fire safety in the Coquitlam River Park, Hyde Creek, and Pitt River for many years and his daily presence in the park and active vigilance to educate park users to obey smoking bylaws has given him a comprehensive perspective of the fire risk behaviours that are placing our green spaces and community in significant danger throughout each summer.

Jeff Rudd has been a homeowner at [REDACTED] since 2009. He is a member of several environmental groups in the area including Burke Mountain Naturalists, Coquitlam Riverwatch, Maple Creek Streamkeepers and The Friends of DeBoville Slough. He retired from the Physics department at SFU in 2016. Jeff observes and documents data that he collects from Coquitlam River Park on a daily basis in the early mornings and evenings. In 2016, Jeff received a City of Coquitlam Environmental Award and was also nominated for a Port Coquitlam Volunteer Award.

Proposal: We propose the following four-part plan to significantly increase park fire safety:

- 1) **Park Designations:** Redefine the designations of Port Coquitlam Park spaces into two distinct categories: **Natural Parks** or **Developed Parks**. Natural Parks like Coquitlam River Park, Hyde Creek, and Pitt River Parks would have year round bans on barbecue use and environmentally hazardous activities, as well as increased fire awareness and enforcement during the summer months. The year round ban on barbecues would greatly reduce risk of fire and will protect the park wildlife from being attracted to unnatural food sources. As such, Natural Parks are not appropriate picnic locations. We propose that the City of Port Coquitlam issue a media supported public advisory outlining the new restrictions for Natural Parks, and also recommend Developed Parks that have appropriate facilities for picnics and barbecues that also present a minimal negative impact on wildlife. Restricting these activities would also reduce the discarding of cigarette butts, litter, and public alcohol use that have a significant negative impact on our Natural Park eco-system. These detailed studies document harm caused by discarded cigarettes.
<http://www.longwood.edu/cleanva/cigarettelitterhome.html> <http://www.longwood.edu/cleanva/ciglitterarticle.htm>
- 2) **Increased Signage:** Place 6x6 inch permanent **No Smoking/No Vaping** signs on the sides of all existing PoCo Trail Posts throughout the PoCo Trail network. Also, post **No Smoking/No Vaping, No Campfires, No BBQ** signs at all Coquitlam River, Hyde Creek, and Pitt River beaches. During our chats with bylaws violators, the majority of Coquitlam River, Hyde Creek, and Pitt River users claim they are not aware of the fire hazard bylaws posted at the trail entrances. Signs throughout trails, lookout points, and at each beach will significantly reinforce bylaws awareness, and will empower citizens to remind violators to obey fire hazard bylaws. Because most of these signs will be placed on existing structures, they will not cause significant increase in sign pollution and cost.
- 3) **Park Rangers:** This past summer, Bylaws Officers demonstrated a minimal presence in the Coquitlam River and PoCo Trails and were non-existent on river beaches. As a result, we observed multiple fire hazard bylaw violations on a daily basis from June throughout the first week of September. Therefore, we propose that The City of Port Coquitlam implement a Park Ranger program from the beginning of June to the end of September each year to patrol the Traboulay PoCo Trail. Park Rangers could be organized in pairs during two 4-hour shifts from 12-4pm and 4-8pm, 7 days a week. They would provide a daily visible presence to minimize the alcohol fueled party behaviours prevalent during summer months that present a serious fire hazard and a detriment to the river eco-system. In recent years, this hazardous behaviour has significantly increased. Park Rangers would provide public environment education, issue fines, and liaise with Bylaws and RCMP when necessary for further enforcement. For maximum effectiveness, it would be best if both Port Coquitlam and Coquitlam implement this Park Ranger model along with regular media supported public advisories to raise awareness. We recognize that this program will present a significant budget cost, but some of this cost will be offset by an increase in violation fines, and should be viewed as relatively inexpensive insurance that will significantly decrease the risk of a devastating wildfire that would cost millions in firefighting and reparation costs.
- 4) **Ongoing Consultation:** We respectfully request that the City please continue to liaise with us to monitor the progress of this program. Because we live next to and daily frequent these parks, we can continue to provide ongoing information to maximize this program's impact.

We sincerely thank you for your consideration and support in protecting our green spaces.

Steve Sainas



Jeff Rudd



RECOMMENDATION:

That Committee of Council approve receiving grant funding in the amount of \$15,000 from the Union of British Columbia Municipalities to support the City's asset management program and provide overall grant management.

PREVIOUS COUNCIL/COMMITTEE ACTION

Development of a city-wide asset management plan is included in the approved CAO, Engineering and Public Works, Finance, and Recreation department work plans. Funding for asset management was approved in the 2017-18 Financial Plan.

At the May 1, 2018 Finance and Budget Committee, a report was brought forward with information on the Phase 1 asset management work, which includes an asset management assessment, Strategy and Policy.

At the December 11, 2018 Committee of Council meeting, a report was brought forward with information on the 2018 asset management work to date, including an assessment of city assets and asset management practices, and development of an asset management strategy. A draft Asset Management Strategy report, dated November 2018, was provided to Council members.

At the January 15, 2019 Committee of Council meeting, a presentation was provided to Council on the draft Asset Management Strategy and an opportunity to provide feedback on the report was provided.

REPORT SUMMARY

This report brings forward a request for a Council resolution which is required to receive \$15,000 in grant funding from the Union of British Columbia Municipalities (UBCM) for developing the City's asset management program. Information is provided on the work planned in 2019 with the approved capital and grant funding.

BACKGROUND

The city currently meets the requirements for financial reporting of the city's assets; however, a systematic, viable and data driven approach to asset management needs to be developed in order to derive the highest value of the city's assets at the lowest total lifecycle cost.

Phase 1 (2018) of the City's asset management program included an assessment of the City's assets and asset management practices, followed by a strategy to identify the steps and resources required to address gaps and develop asset management plans. The first two items are

complete. After progress with the asset management plans and software development in 2019, staff will facilitate workshops with Council to develop an asset management policy and finalize the Strategy.

DISCUSSION

As part of budget deliberations on February 12, 2019, Council approved funding for continued development of the City's asset management program. The 2019 work focuses on development of asset management plans for each group of assets (water, sewer, drainage, transportation, parks, facilities, fleet/equipment, and information services) along with development of the City's asset management software. Staff are refining the scope of work for external consulting services and procurement is anticipated in the next 1-2 months.

UBCM GRANT RESOLUTION

A grant in the amount of \$15,000 was approved in principle from the Union of British Columbia Municipalities to support development of the City's asset management program (Attachment 1). A resolution from Council is required to confirm support for this work and provide overall grant management. Grant management begins when an applicant signs an agreement with a grantor to accept an award. The grantee commits to the completion of certain activities within a given time frame in order to receive funding.

NEXT STEPS

The scope of work for external consulting services to support the 2019 asset management work is currently being refined, with procurement anticipated in the next 1-2 months. Development of the asset management plans and software will follow.

Staff will be facilitating a workshop with Council to develop an asset management policy and finalize the Strategy after progress with the asset management plans and software in 2019

Future work includes the development of 10-year capital and long term financial plans as part of ongoing asset management program development.

FINANCIAL IMPLICATIONS

If supported by Council, the UBCM grant of \$15,000 will be used to further the development of asset management plans.

An application for grant funding in the amount of \$10,000 has been submitted to the Provincial Infrastructure Grant program to support the City's asset management program; approval is currently pending. The City was awarded this grant funding last year for the LED replacement program.

Asset Management Grant Funding

An application for grant funding in the amount of \$50,000 has been submitted to the Federation of Canadian Municipalities asset management program. The program is currently oversubscribed but may receive additional funding.

OPTIONS

#	Description
1	Receive grant funding in the amount of \$15,000 from the Union of British Columbia Municipalities to support the City's asset management program work and provide overall grant management.
2	Do not receive Union of British Columbia Municipalities grant funding in the amount of \$15,000.

ATTACHMENTS

Attachment #1: UBCM Grant Funding – Letter of Confirmation

Lead author: Melony Burton

November 22, 2018

Melony Burton, Manager of Infrastructure Planning
City of Port Coquitlam
2580 Shaughnessy Street
Port Coquitlam, BC, V3C 2A8

RE: 2018 Asset Management Planning program – Approval in Principle

Dear Ms. Burton,

Thank you for submitting an application under the 2018 Asset Management Planning grant program.

I am pleased to inform you that your project, *Asset Management for Sustainable Infrastructure, Phases 1 & 2*, has been approved in principle for funding.

Pending satisfactory receipt of the following item, your application will be eligible for full approval:

- Current local government resolution indicating support for the proposed project and a willingness to provide overall grant management.

On behalf of the Evaluation Committee, I would like to congratulate you for responding to this opportunity to advance asset management in your local government.

If you have any questions, please contact Local Government Program Services at 250 356-5193 or lgps@ubcm.ca.

Sincerely,

Danyta Welch
Manager, Local Government Program Services

The Asset Management Planning program is funded by the Province of BC

RECOMMENDATION:

That Committee of Council:

1. Direct staff to proceed with the construction of a covered walkway comprised of custom netting, as outlined in Option 3 of the March 26, 2019, report, "Gates Park Softball Field Fencing", and
2. Approve project funding of \$40,000 from accumulated surplus, and that the cost be included in the 2019 financial plan.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the March 5, 2019 Committee of Council meeting. Council referred the Gates Park softball fencing back to staff to provide additional fencing options.

REPORT SUMMARY

This report provides Council with additional safety fencing options for the protection of walkway users between Gates Park fields #1 and #2.

BACKGROUND

At the March 5, 2019 Committee of Council meeting, Council considered the following two options for safety fencing at Gates park including:

Option 1: the addition of safety netting on poles at the outfield fence line mounted on 55' high engineered poles. The cost for this option is estimated at \$625,000.

Option 2: decommission the existing pathway between the fields, adding fencing and landscaping in addition, adding 85 lineal meters of safety netting on 40' high engineered poles along the edge of the parking lot to protect vehicles as well as along the edge of the practise field to protect field users. The cost for this option is estimated at \$200,000.

After discussing these options, Council referred the item back to staff to provide additional safety fencing options.

DISCUSSION

Given Council's direction, staff have reviewed additional options for consideration to protect park users on the pathway between fields 1 and 2, including:

Gates Park Softball Field Fencing

Option 3 (recommended): The creation of a covered walkway incorporating approximately 2,400 square feet (223 square meters) of custom safety netting, protecting the pathway. The estimated cost for this option is \$40,000..

Option 4: The creation of a covered walkway, approximately 240' long, 8' 6" wide, with custom chain link overhangs, essentially establishing a chain link tunnel. The estimated cost for this option is \$52,000. The addition of a custom metal roof (matching the dugout design) in place of the chain link overhangs would be an additional \$48,000 for an estimated total of \$100,000.

In addition, Staff explored an option for chain link overhangs cantilevered from the existing outfield fencing, however this option is not recommended given the structural limitations of the existing chain link fence. In discussions with our fencing contractor it was determined that the cost of structural improvements to accommodate this approach would drive costs greater than the options presented.

Staff is recommending that Option 1 be approved, and that the funding request of \$40,000, as outlined in this report be approved.

FINANCIAL IMPLICATION


The cost of Option 3 is estimated at \$40,000, and could be funded from accumulated surplus.

ENVIRONMENTAL IMPLICATIONS

None

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Direct staff to proceed with the creation of a covered walkway comprised of custom netting and, approve funding of \$40,000 from accumulated surplus.
2	Direct Staff to review alternatives as identified by Council
3	Defer improvements to a future year.

ATTACHMENTS

None.

Lead author(s): Mitchell Guest, Doug Rose

Coach House Development Permit Application – 3512 Flint Street

RECOMMENDATION:

That Committee of Council approve Development Permit DP000373 to regulate a coach house development at 3512 Flint Street.

REPORT SUMMARY

This report describes a proposed coach house to be located mid-block at 3512 Flint Street. The application complies with the City's guidelines and regulations and is recommended for approval.

BACKGROUND

The attached summary sheet describes and illustrates how the application conforms to Zoning Bylaw regulations and Official Community Plan building and landscaping guidelines.

DISCUSSION


The single-storey, one bedroom coach house is to be developed at the same time as a new principal dwelling (which will also contain a secondary suite). Parking will be provided on a parking pad located adjacent to the coach house, double car garage attached main dwelling, and parking pad for the suite. The proposal fully conforms to Zoning Bylaw regulations.

The design of the coach house is consistent with the west coast contemporary architectural quality of the proposed principal residence, with its scale being secondary to the residence. Potential overlook on neighbouring properties is addressed through the building's single-storey design. The façade facing the lane includes one window to break up the appearance of a blank wall. Both buildings are to be clad with hardie board siding and stone detailing. Proposed landscaping includes the planting of three replacement coniferous trees at a minimum height of 3 metres at the front of the property and two new trees between the coach house and principle dwelling. A variety of shrubs and ground covers will buffer the coach house and screen the outdoor area.

PUBLIC CONSULTATION

Owners/residents of adjoining properties have been notified of their opportunity to comment on the application at the Committee of Council meeting. To date, staff have not received any feedback from surrounding residents.

OPTIONS

#	Description
1 	Approve issuance of Development Permit DP000373
2	Request amendments to the application or additional information prior to making a decision
3	Refuse to approve Development Permit DP000373, if Committee is of the opinion that the proposal does not comply with the OCP objectives and design guidelines. Pursuant to the Delegation Bylaw, the applicant may appeal the decision to Council

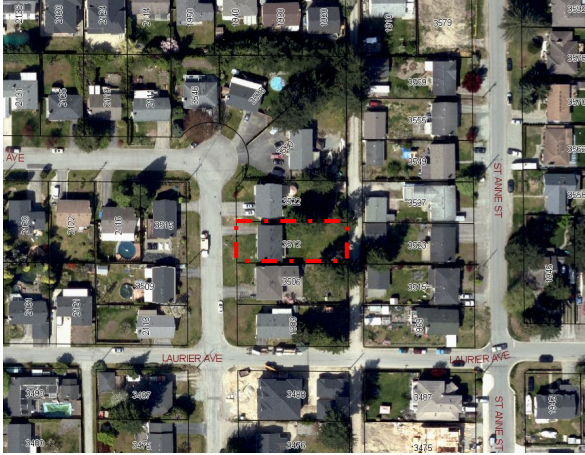
ATTACHMENTS

Attachment #1: Coach House Summary Sheet

Attachment #2: Location Map

Attachment #3: Draft Development Permit with Drawings Appended and Schedule A

Coach House Summary Sheet – 3512 Flint Street



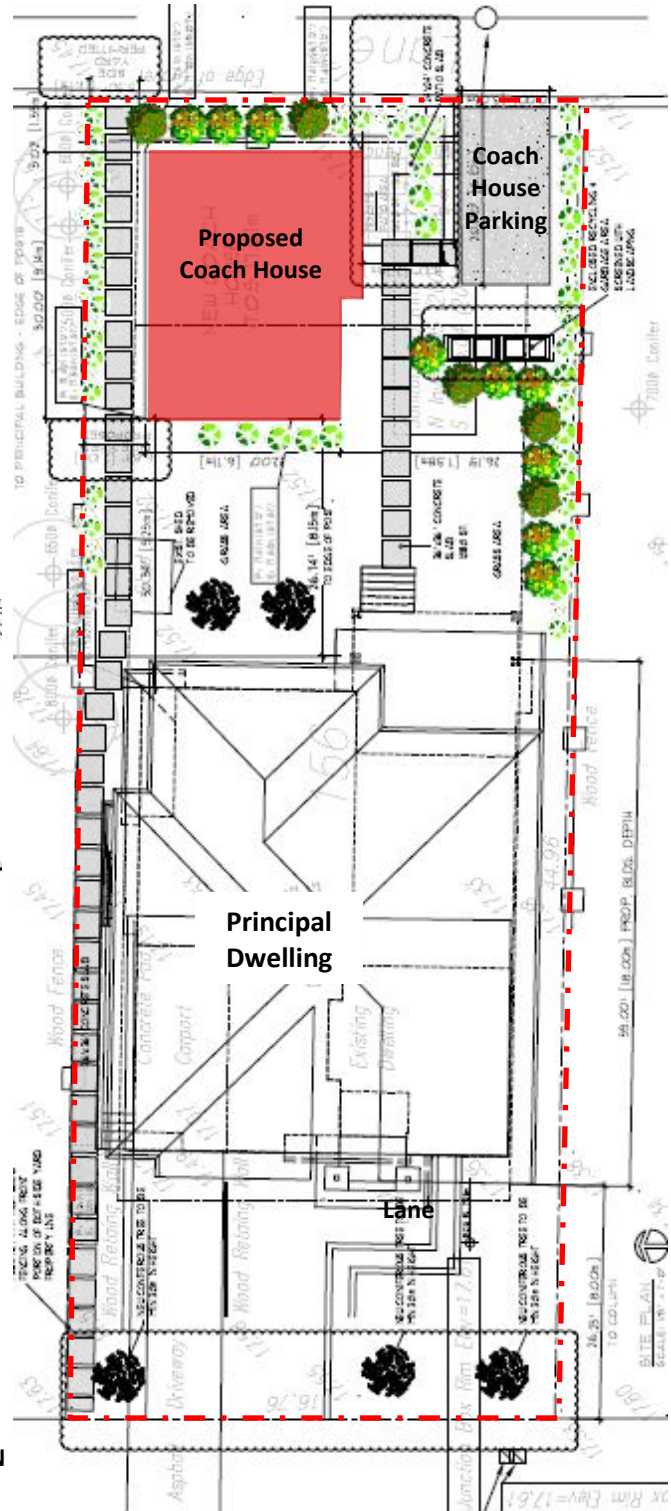
Aerial view of development site



View of proposed coach house looking north



View of proposed coach house looking west (lane)



Flint Street

Official Community Plan Land Use Designation: Residential (R)**Zoning: Residential Single Dwelling 1 (RS1)****Summary of Compliance with OCP Objectives & Guidelines**

Guideline¹	Evaluation
Scale secondary or accessory to principal dwelling	The single storey design makes the coach house accessory
Design compatibility with principal dwelling	Both the principal dwelling and coach house are being built as a comprehensive project
Design promotes natural lighting and visual privacy between adjoining properties	Overlook is minimized by the building's single storey design
Landscaped path to connect to street	Path connects from the coach house to Flint Street
There are at least two trees on the lot	Five trees are to be planted, three within the front yard and two near the coach house
Garbage/recycling space is provided	Enclosed within a designated outdoor garbage area
Environmental conservation components	High efficiency appliances, low-flow toilets, Low E2 windows, LED lighting, rain barrel, accessible garbage storage, and drought tolerant landscaping

Summary of Compliance with Zoning Bylaw Regulations

	Regulation²	Proposed³	Comments/Variations
Maximum coach house size	70 m ² (753.5ft ²)	51 m ² (549.2 ft ²)	The lot is sufficiently large to allow for a conforming coach house and new house with a combined floor area of up to 376m ² (4,055ft ²)
Minimum lot size for secondary suite and coach house	740 m ² (7965.3 ft ²)	753 m ² (8106 ft ²)	
Building height	Up to 8.5 m	4.4 m (14.4ft)	
Coach house siting:			
Distance between coach house and principal dwelling exterior walls	6 m	8.15 m	
Setback from rear	1.2 m	1.53 m	
Setback from interior property line (north)	1.8 m	2.1 m	
Setback from interior property line (south)	1.8 m	7.98 m	
Private open space area	15 m ²	15 m ² (162ft ²)	Patio provided outside of main entry to coach house
Lot coverage	40%	28.6%	
Impervious surface area	65%	52.6%	
On-site parking	1 space	1 space	Parking is provided on a parking pad. Additionally, a parking pad and attached garage provide parking for the secondary suite and main dwelling

¹ Please refer to the Official Community Plan for complete objectives and guidelines applicable to coach houses.

² Please refer to the Zoning Bylaw for complete regulations applicable to a coach house in the RS1 Zone.

³ Information provided by the applicant; this information would be confirmed in issuance of a building permit.

CITY OF PORT COQUITLAM
DEVELOPMENT APPLICATION LOCATION MAP

PROJECT ADDRESS: 3512 Flint Street

FILE NO: DP000373



THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT PERMIT

NO. DP000373

Issued to: Andrew Steven Ma
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 3512 Flint Street, Port Coquitlam, BC, V3B 4J6

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

Address: 3512 Flint Street, Port Coquitlam, BC, V3B 4J6

Legal Description: LOT 156, DISTRICT LOT 465, GROUP 1, NEW WEST DISTRICT PLAN 31528.

P.I.D.: 006-610-595

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the “Official Community Plan Bylaw, 2013, No. 3838”.
4. “Port Coquitlam Zoning Bylaw, 2008, No. 3630” is varied or supplemented as follows:
 - a. The form and character of the coach house building, including the siting, height and general design, and landscaping shall be as shown on drawings numbered DP000373(1) to DP000373(2) which are attached hereto and form part of this permit.
 - b. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.

5. The following standards for landscaping are imposed:
- (a) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which forms part of this permit and is attached hereto as Drawing Number DP000373(1).
6. Landscape Security
- (a) As a condition of the issuance of this permit, the security set out below is held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 5 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount **\$2,500.00** for the purpose of landscaping.
 - (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.
 - (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the coach house. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within the six month period, the Municipality has the option of continuing to hold the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.
 - (d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee. Should the Permittee fail to remedy any aspect of the landscaping not in accordance with the approved plan, the Municipality may deduct the cost of remedying the defect from the said deposit and recoup additional costs from the Permittee if necessary.
7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.

8. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.
9. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
10. This permit is not a building permit.

ISSUED BY THE COMMITTEE OF COUNCIL THE ____ DAY OF _____, 2019.

SIGNED THIS ____ DAY _____, 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)



Schedule A

Energy Conservation:

Conservation Measure	Verification Method
Low E2 Glazing	BP stage; written confirmation by applicant along with staff review of BP submission
Energy Star rated appliances	BP stage; written confirmation by applicant along with staff review of BP submission
LED Light Fixtures	BP stage; written confirmation by applicant along with staff review of BP submission

Water conservation:

Conservation Measure	Verification Method
Low flow toilets	BP stage; written confirmation by consultant along with staff review of BP submission
Drought tolerant landscaping	DP and BP stage; staff review of building plans
Rain Barrel (55 Gallon)	BP stage; written confirmation by consultant along with staff review of BP submission

GHG Reduction:

Conservation Measure	Verification Method
Accessible storage space for garbage, recycling and organic waste will be provided	DP and BP stage; staff review of building plans

per OCP Sec. 9.11 Environmental Conservation DPA designation