

Tuesday, November 12, 2019, 6:00 p.m.

Council Chambers

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

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, November 12, 2019, Council Meeting Agenda be adopted as circulated.

3. PUBLIC HEARINGS

3.1 Zoning Amendment for 985 Nicola Avenue

See Item 7.1 for information.

3.2 Zoning Amendment for 2156 Salisbury Avenue

See Item 7.2 for information.

4. CONFIRMATION OF MINUTES

4.1 Minutes of Council Meetings

1

Recommendation:

That the minutes of the following Council Meetings be adopted:

- *September 10, 2019*
- *September 17, 2019*
- *October 8, 2019*
- *October 22, 2019.*

5. PROCLAMATIONS

None.

6. DELEGATIONS

6.1 BC People First

6.2 PoCo Heritage Museum and Archives

7. BYLAWS

7.1 Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue – Third Reading & Adoption 14

Recommendation:

That Council give Zoning Amendment Bylaw No. 4141 third reading and adoption.

7.2 Zoning Amendment Bylaw No. 4148 for 2156 Salisbury Avenue - Third Reading 32

Recommendation:

That Council give Zoning Amendment Bylaw No. 4148 third reading.

7.3 Zoning Amendment Bylaw No. 4150 for Cannabis Product Manufacturing - First Two Readings 41

Recommendation:

That Council give Zoning Amendment Bylaw No. 4150 first two readings.

7.4 Zoning Amendment Bylaw No. 4151 for Minor Amendments and Housekeeping Changes – First Two Readings 45

Recommendation:

That Council give Zoning Amendment Bylaw No. 4151 first two readings.

7.5 Building and Plumbing Amendment Bylaw No. 4152 – First Three Readings 55

Recommendation:

That Council give Building and Plumbing Amendment Bylaw No. 4152 first three readings.

7.6 Parking and Development Management Amendment Bylaw No. 4153 – First Three Readings 57

Recommendation:

That Council give Parking and Development Management Amendment Bylaw No. 4153 first three readings.

7.7 Fees & Charges Amendment Bylaw No. 4149 - Adoption

59

Recommendation:

That Council adopt Fees & Charges Amendment Bylaw No. 4149.

8. REPORTS

8.1 Adoption of Facility Allocation Policy

83

Recommendation:

That Council:

- *Approve Facility Allocation Policy No. 11.16, effective January 1, 2020; and*
- *Rescind Ice Allocation Policy No. 11.04 and Outdoor Athletic Field Allocation Policy No. 11.07.*

8.2 Advertising Policy for Healthy Community

111

Recommendation:

That Council approve the revised Advertising Policy 10.29.

9. NEW BUSINESS

10. OPEN QUESTION PERIOD

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, November 12, 2019, Council Meeting be adjourned.

12. MEETING NOTES

Present:

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

Absent:

1. CALL TO ORDER

The meeting was called to order at 6:05 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the September 10, 2019, Regular Council Meeting Agenda be adopted with the following changes:

- *Deletion of Item 5.1 MP McKinnon; and*
- *Addition of Item 6.2 Zoning Amendment Bylaw No. 4093 for 2850 Shaughnessy Street - Adoption.*

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Council Meetings

Moved - Seconded:

That the minutes of the following Council Meetings be adopted:

- *July 16, 2019, Special Council Meeting; and*
- *July 23, 2019, Regular Council Meeting.*

Carried

4. PROCLAMATIONS

4.1 Terry Fox Week – September 9-16, 2019

Mayor West proclaimed September 9-16, 2019, Terry Fox Week and presented the proclamation to Dave Teixeira.

5. DELEGATIONS

5.1 MP McKinnon

This item was deleted from the agenda.

5.2 Dutch Liberation Canadian Society 2020

Ms. Adriana Zylmans, President, and Mr. Erik van der Ven, Vice-President of the 75th Anniversary of the Liberation of the Netherlands Committee, provided an overview of the Dutch Liberation 2020 Celebration.

6. BYLAWS**6.1 Zoning Amendment Bylaw No. 4143 (RV Storage) - Third Reading and Adoption**

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4143 (RV Storage) third reading and adoption.

Carried

6.2 Zoning Amendment Bylaw No. 4093 for 2850 Shaughnessy Street - Adoption

Moved - Seconded:

That Council adopt Zoning Amendment Bylaw No. 4093 for 2850 Shaughnessy Street.

Carried

7. REPORTS**7.1 Banking Resolution Update**

Moved - Seconded:

That Council appoint the following positions and employees as signing officers on account with the Toronto Dominion Bank and any other financial institutions that the City may do business with for banking and investment purposes.

Position	Incumbent
Chief Administrative Officer	Kristen Dixon
Director of Finance	Karen Grommada
Manager of Accounting Services	Chris Adams Brush
Manager of Revenue & Collections	Brian North
Manager of Financial Planning & Systems	Farouk Zaba

That two signing officers continue to be required for bank signing authorization on behalf of the City.

Carried

8. NEW BUSINESS

8.1 Council provided updates related to community events.

8.2 Councillor Dupont gave the following Notice of Motion:

That staff prepare flood maps showing current flood risk to Port Coquitlam from the Fraser Basin and provide a report in the fall 2019 with information about the risks facing the community from rising sea levels that align with projections in the most recent Intergovernmental Panel on Climate Change report.

9. OPEN QUESTION PERIOD

One member of the public asked questions.

10. ADJOURNMENT

10.1 Adjournment of the Meeting

Moved - Seconded:

That the September 10, 2019, Regular Council Meeting be adjourned at 6:55 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

Present:

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

Absent:

Councillor Penner
Councillor Washington

Meeting Notes:

- The meeting recessed at 6:09 p.m. and reconvened at 7:07 p.m.

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved - Seconded:

That the September 17, 2019, Regular Council Meeting Agenda be adopted with the following changes:

- *Addition of Notice of Motion as item 5 & renumber all items accordingly.*

Carried

3. PROCLAMATIONS

3.1 Fire Prevention Week – October 6 - 12, 2019

Mayor West proclaimed October 6 - 12, 2019 Fire Prevention Week and presented the proclamation to Chad Evans, Public Education Officer for Fire & Emergency Service.

4. BYLAWS

4.1 Zoning Amendment Bylaw No. 4145 for 1021 Prairie Avenue - First Two Readings

Moved - Seconded:

That Council give Zoning Amendment Bylaw No. 4145 for 1021 Prairie Avenue first two readings.

Carried

5. NOTICES OF MOTION

5.1 Councillor Dupont

Moved – Seconded:

That staff prepare flood maps showing current flood risk to Port Coquitlam from the Fraser Basin and provide a report in the fall 2019 with information about the risks facing the community from rising seas levels that align with projections in the most recent Intergovernmental Panel on Climate Change report.

Carried

Motions From Committee of Council

Moved – Seconded:

That the item, Zoning Bylaw Amendment direction for 3500/3600 Westwood Street be added as a late item to the September 17, 2019, Regular Council Meeting Agenda.

Carried

Moved – Seconded:

That pursuant to s.463 of the Local Government Act, that staff be directed to bring forward area-specific amendments to the Zoning Bylaw for the 3500/3600 Westwood Street area to achieve the following intent:

- (1) that permitted uses within properties zoned Community Commercial be restricted to community commercial uses and the maximum height of a building be restricted to one storey, and;*
- (2) that the number of dwelling units permitted for properties zoned Residential Single Family RS1 be restricted to one and the maximum height of a building be restricted to one storey unless the following conditions are met:*
 - a) Provision of vehicle access between the street and the lane with a minimum width of 20m and in direct alignment with Anson Avenue;*
 - b) A mix of community commercial and residential uses with a minimum building height of six storeys; and*
 - c) If the floor area ratio exceeds 1.5, provision of a contribution in the amount of \$50 per square foot of additional floor area to City reserve funds for community amenities and social housing amenities.*

Carried

6. NEW BUSINESS

6.1 Council provided updates related to community events.

7. OPEN QUESTION PERIOD

No public comments.

8. ADJOURNMENT

8.1 Adjournment of the Meeting

Moved - Seconded:

That the September 17, 2019, Regular Council Meeting be adjourned at 7:15 p.m.

Carried

Certified Correct,

Mayor

Corporate Officer

4. PROCLAMATIONS

4.1 Community Living Month – October 2019

Mayor West proclaimed October as Community Living Month and presented the proclamation to Kathy Dudley, Daniel Bahng and Conrad Tyrkin, council members of the Community Integration Services Society.

4.2 Veterans' Week – November 5-11, 2019

Mayor West proclaimed November 5-11, 2019, Veterans' Week and presented the proclamation to the Port Coquitlam Legion President, George Dixon, and Poppy Chairperson, Janet Brito.

5. DELEGATIONS

None.

6. BYLAWS

6.1 Zoning Amendment Bylaw No. 4145 for 1021 Prairie Avenue - Third Reading

Moved-Seconded:

That Council give Zoning Amendment Bylaw No. 4145 for 1021 Prairie Avenue third reading; and

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

- a. Demolition of the building;*
- b. Submission of a security to ensure tree retention in the amount of \$1,000;*
- c. Completion of design and submission of securities and fees for off-site works and services, including construction of the lane from Finley Street;*
- d. Registration of a legal agreement to provide a 6m x 6m right-of-way for vehicles to turn around on the site; and,*
- e. Registration of a legal agreement to restrict secondary suites.*

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Carried

6.2 Tree Bylaw & Bylaw Notice Enforcement Bylaw Amendments (Housekeeping) - First Three Readings

Moved-Seconded:

That Council give first three readings to Tree Amendment Bylaw No. 4146 and Bylaw Notice Enforcement Amendment Bylaw No. 4147.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Carried

7. NEW BUSINESS

7.1 Council provided updates related to community events.

7.2 Notices of Motion

Councillor McCurrach:

That staff provide a report regarding providing free menstrual products at city facilities (in the Spring of 2020), including:

- *A list of City facilities and the cost and feasibility to provide barrier-free menstrual product distribution at each location; and*
- *Outline how the lessons learned from the pilot projects currently being undertaken by the cities of Coquitlam and Port Moody (in their civic facilities) can benefit a (similar) program in Port Coquitlam and evaluate a partnership opportunities such as with the United Way's "Period Promise" campaign and provide future recommendations to Council as part of on-going program sustainment.*

Councillor Darling:

That staff prepare bylaw amendments to increase fines for unsecured garbage and green waste to \$300.

8. OPEN QUESTION PERIOD

Three members of the public asked questions.

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, October 8, 2019, Regular Council Meeting be adjourned at 7:20 p.m.

In Favour (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, and Councillor Pollock

Carried

Mayor

Corporate Officer

Tuesday, October 22, 2019

Council Chambers

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

Present:	Chair - Mayor West	Councillor Penner
	Councillor Darling	Councillor Pollock
	Councillor Dupont	Councillor Washington
	Councillor McCurrach	

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, October 22, 2019, Council Meeting Agenda be adopted with the following changes:

- *Update to the Recommendation for item 7.3.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

3. PUBLIC HEARINGS

None.

4. CONFIRMATION OF MINUTES

None.

5. PROCLAMATIONS

None.

6. DELEGATIONS

None.

7. BYLAWS

7.1 Fees and Charges Amendment Bylaw No. 4149 - First Three Readings

Moved-Seconded:

That Council:

1. *Give first three readings to Bylaw 4149; and*
2. *Direct staff to implement a One City pass; and*
3. *Direct staff to implement an expanded youth/young-adult category for passes and admission fees, effective November 1, 2019.*

In Favour (6): Mayor West, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

7.2 Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue - Rescind and Re-read Second Reading

Moved-Seconded:

That Council rescind Second Reading of Zoning Amendment Bylaw No. 4141.

In Favour (5): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Pollock, and Councillor Washington

Opposed (2): Councillor Dupont, and Councillor Penner

Carried

Moved-Seconded:

That Council amend Zoning Amendment Bylaw No. 4141 by adding the following clause after "625 m²"

- *"and one retail sales and display area not to exceed "247 m² within that floor area"; and*

That Council give Second Reading to Bylaw No. 4141 as amended.

In Favour (5): Mayor West, Councillor Darling, Councillor McCurrach, Councillor Pollock, and Councillor Washington

Opposed (2): Councillor Dupont, and Councillor Penner

Carried

7.3 Zoning Amendment Bylaw No. 4148 for 2156 Salisbury Avenue - First Two Readings

Moved-Seconded:

**That Council give Zoning Amendment Bylaw No. 4148 for 2156 Salisbury Avenue first two readings; and*

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

- a. Completion of design and submission of fees and securities for off-site works and services, including reconstruction of the lane to connect with the north/south lane to the west;*
- b. Registration of an access easement allowing for future vehicle access to 2162 Salisbury Avenue;*
- c. Registration of a legal agreement to require the project to achieve a minimum Built Green® Gold construction standard.*

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

7.4 Tree Amendment Bylaw No. 4146 & Bylaw Notice Enforcement Amendment Bylaw No. 4147 - Adoption

Moved-Seconded:

That Council adopt Tree Amendment Bylaw No. 4146 & Bylaw Notice Enforcement Amendment Bylaw No. 4147.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

8. NOTICES OF MOTION

Moved-Seconded:

That staff provide a report regarding providing free menstrual products at city facilities (in the Spring of 2020), including:

- A list of City facilities and the cost and feasibility to provide barrier-free menstrual product distribution at each location; and*
- Outline how the lessons learned from the pilot projects currently being under taken by the cities of Coquitlam and Port Moody (in their civic facilities) can benefit a*

(similar) program in Port Coquitlam and evaluate a partnership opportunities such as with the United Way's "Period Promise" campaign and provide future recommendations to Council as part of on-going program sustainment.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

Moved-Seconded:

That staff prepare bylaw amendments to increase fines for unsecured garbage and green waste to \$300.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

9. NEW BUSINESS

Council provided updates related to community events.

10. OPEN QUESTION PERIOD

One member of the public asked questions.

11. ADJOURNMENT

11.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, October 22, 2019, Council Meeting be adjourned at 7:20 p.m.

In Favour (7): Mayor West, Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner, Councillor Pollock, and Councillor Washington

Carried

12. Meeting Notes

Councillor Darling left the meeting during Item 7.1 (6:20 p.m.) and returned during Item 7.2 (6:24 p.m.)

Mayor


Corporate Officer

Zoning Amendment Bylaw No. 4141 for 985 Nicola – Third Reading & Adoption

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4141 third reading and adoption.

OPTIONS (✓ = Staff Recommendation)

#	Description
1 	Give third reading and adoption to the bylaw.
2	Delay third reading and request staff to provide additional information.
3	Deny third reading of the bylaw.

Attachment #1 – Bylaw 4141

Attachment #2 – Report History

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019
Bylaw No. 4141

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. 4141".

2. ADMINISTRATION

2.1 That "Zoning Bylaw, 2008, No. 3630" be amended in Table 3.3: Commercial Zones Permitted Uses, by adding the following location in numerical order to Note 34:

"Lot 38 Section 8 Block 6 North Range 1 East New Westminster District Plan 27244 (985 Nicola Avenue), not to exceed an interior floor area of 625 m² and one retail sales and display area not to exceed 247m² within that floor area".

READ A FIRST TIME this	9 th day of	July, 2019
READ A SECOND TIME this	9 th day of	July, 2019
PUBLIC HEARING HELD this	23 rd day of	July, 2019
RESCINDED SECOND READING this	22 nd day of	October, 2019
RE-READ SECOND READING this	22 nd day of	October, 2019
PUBLIC HEARING HELD this	12 th day of	November, 2019

Mayor

Corporate Officer

Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue – Rescind & Re-read Second Reading

RECOMMENDATIONS: (Motions to be given separately)

1. *That Council rescind Second Reading of Zoning Amendment Bylaw No. 4141.*
2. *That Council amend Zoning Amendment Bylaw No. 4141 by adding the following clause after “625 m²”:*
 - *“and one retail sales and display area not to exceed “247 m² within that floor area”; and**That Council give Second Reading to Bylaw 4141 as amended.*


PREVIOUS COUNCIL / COMMITTEE ACTION

At the October 8, 2019, Committee of Council meeting, Committee adopted the following resolution:

That Committee of Council recommend that Council:

- *Rescind second reading of Bylaw 4141;*
- *Amend Bylaw 4141 to limit retail area to 247 metre² and re-read second reading.*

OPTIONS (✓ = Committee Recommendation)

#	Description
1 	Rescind second reading of Bylaw 4141. Then amend Bylaw 4141 to include a maximum floor area for cannabis retail sales use and re-read second reading. (A new Public Hearing will then be scheduled)
2	Take no action. (A Public Hearing will be scheduled for Zoning Amendment Bylaw 4141 without amendments)

Attachment 1: Zoning Amendment Bylaw No. 4141 including recommended amendment shown in track changes

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4141

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. 4141".

2. ADMINISTRATION

2.1 That "Zoning Bylaw, 2008, No. 3630" be amended in Table 3.3: Commercial Zones Permitted Uses, by adding the following location in numerical order to Note 34:

"Lot 38 Section 8 Block 6 North Range 1 East New Westminster District Plan 27244 (985 Nicola Avenue), not to exceed an interior floor area of 625 m² and one retail sales and display area not to exceed 247m² within that floor area".

READ A FIRST TIME this	9 th day of	July, 2019
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READ A SECOND TIME this	9 th day of	July, 2019
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PUBLIC HEARING HELD this	23 rd day of	July, 2019
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RESCINDED SECOND READING this

RE-READ SECOND READING this

Mayor

Corporate Officer

Rezoning Application – 985 Nicola Avenue (Additional Information)

RECOMMENDATIONS:

That Committee of Council direct staff to schedule a new Public Hearing for Zoning Amendment Bylaw 4141.

PREVIOUS COUNCIL/COMMITTEE ACTION

On July 23rd, 2019, following a Public Hearing held to consider Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue, Council referred the application back to staff to provide additional information on the size of the proposed retail outlet.

On June 25th, 2019, Committee of Council had passed the following motion:

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.*

REPORT SUMMARY

At the Council meeting held July 23rd, 2019, Council considered the application to rezone 985 Nicola Avenue to permit a cannabis retail sales use and referred the application back to staff to address its concern with the size of the proposed outlet. The applicant has provided an interior layout to indicate how the space would be used for the sales operation. In addition, the report further explains why retail spaces in the Dominion Triangle are typically larger than other areas.

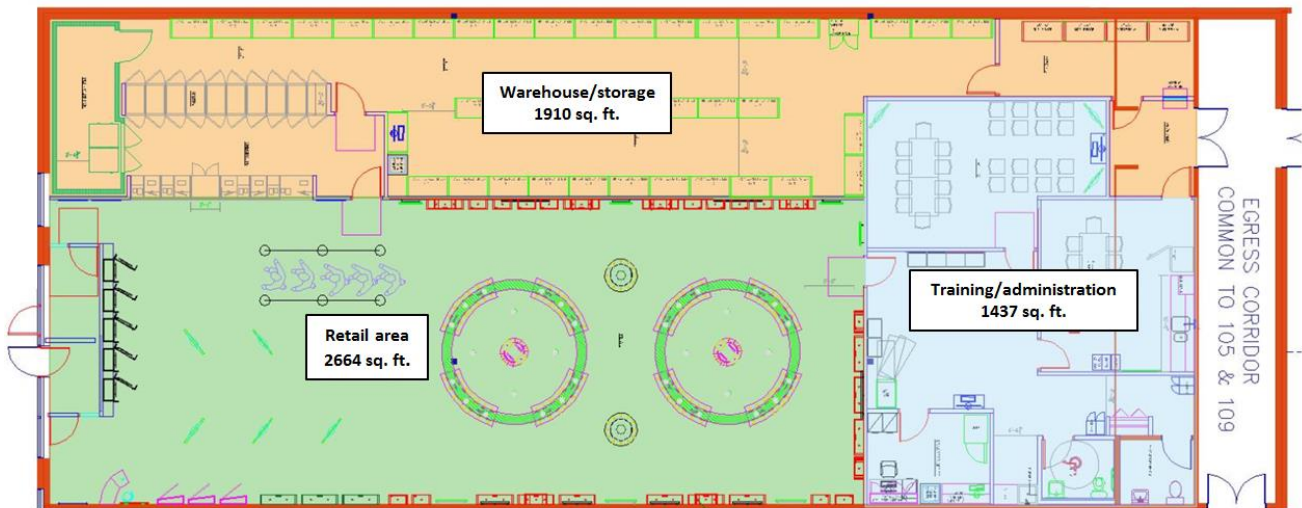
BACKGROUND

At the Public Hearing held in consideration of the proposal from the Liquor Distribution Branch to offer cannabis retail sales within an existing commercial complex at 985 Nicola Avenue, a concern was raised about the large size of the proposed outlet.

DISCUSSION

The total size of the commercial unit to be leased by the applicant is approximately 6,000 sq.ft. However, the retail floor area at the front of this unit is only 2,664 sq. ft., as shown by the floor plan. This space is designed to be large enough to accommodate the retail sales as well as future expansion for the sale of products such as edibles, beverages and topicals once permitted. The applicant advises that the back portion of the unit is intended to be used as a training centre to provide education to BC Cannabis Store employees across the province and office space for regional managers.

Rezoning Application – 985 Nicola Avenue (Additional Information)



Preliminary floor plan for the proposed cannabis retail outlet at 985 Nicola Avenue

For further information, the proposed size of this retail area compares to the size of the three sites approved by Council last month as follows:

- 2755 Lougheed Highway (Burb Cannabis) – retail area is approximately 500 sq. ft.
- 1502 Broadway Street (Burb Cannabis) – retail area is approximately 2000 sq. ft.
- 1971 Lougheed Highway (BC Cannabis Store) – retail area is approximately 1750 sq. ft.

The larger size of retail units within the PoCo Power Centre at 985 Nicola Avenue is in accordance with policies of the Official Community Plan which promote large commercial spaces with an automobile orientation to be located in the Dominion Triangle area. This policy and the site's Highway Commercial land use designation in the Plan reflect the City's intent that smaller community commercial uses would be concentrated in the Downtown and Northside Centre and that larger, automobile-oriented premises would be located within the Dominion Triangle. To implement the policy, the site's zoning is District Commercial, a zone which is specifically intended "to accommodate and regulate auto-oriented commercial uses and a range of commercial uses located in large premises".


In summary, the additional information provided by the applicant indicates that the size for the retail space would not utilize the full size of the unit or result in a "big box cannabis store". Proceeding with further consideration of the Bylaw 4141 as given first two readings is recommended.

FINANCIAL IMPLICATIONS

None.

Rezoning Application – 985 Nicola Avenue (Additional Information)

OPTIONS

	Description
1 	Direct staff to schedule a new Public Hearing for Zoning Bylaw 4141. If this recommendation is approved, a new public hearing would be held in November.
2	Request an amendment to Zoning Bylaw 4141. For example, Committee may wish to set a maximum floor area that may be used for a retail sales use within the unit.
3	Determine that Committee wishes to change its former recommendation to Council and refuse the rezoning application.

ATTACHMENTS

Attachment #1: Report to Committee of Council June 25th, 2019

Attachment #2: Bylaw 4141

Rezoning Application RZ000190 – 985 Nicola Avenue – Further Information

RECOMMENDATIONS:

That Committee of Council recommend to Council that Zoning Amendment Bylaw 4141 be further considered.

PREVIOUS COUNCIL/COMMITTEE ACTION

On July 23rd, 2019, Council passed the following motion:

That Bylaw 4141 be referred back to staff to provide additional information on the size of the proposed retail outlet.

On July 9th, 2019, Council had passed the following motion:

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

On June 25th, 2019, Committee of Council had passed the following motion:

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.*

REPORT SUMMARY

At the Council meeting held July 23rd, 2019, Council considered the application to rezone 985 Nicola Avenue to permit a cannabis retail sales use and referred the application back to staff to address its concern with the size of the proposed outlet. The applicant has provided an interior layout to indicate how the space would be used for the sales operation. In addition, the report further explains why retail spaces in the Dominion Triangle are typically larger than other areas.

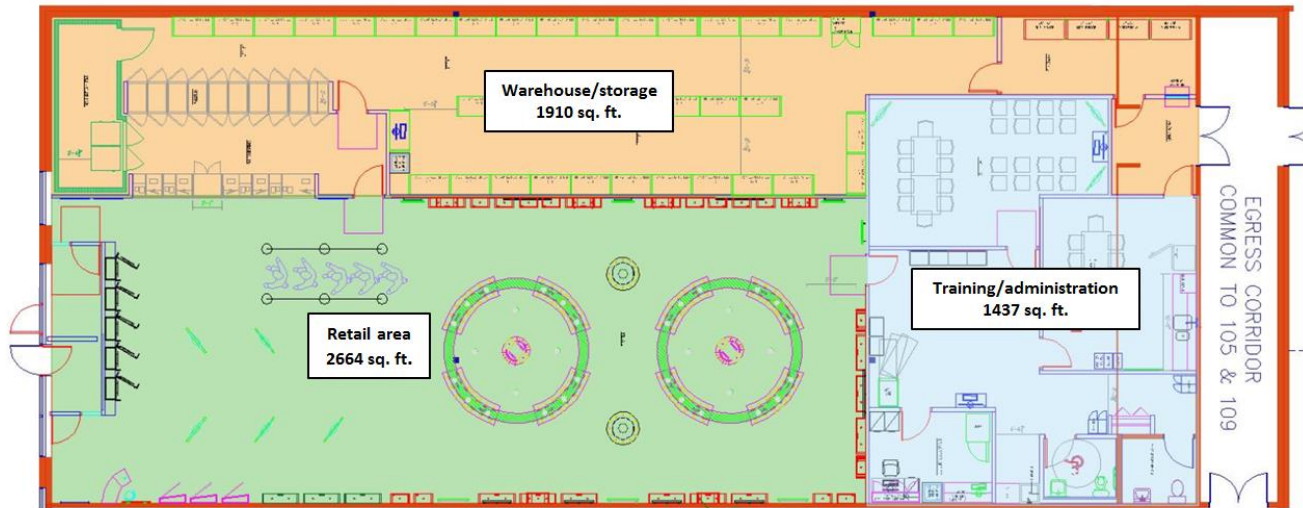
BACKGROUND

At the Public Hearing held in consideration of the proposal from the Liquor Distribution Branch to offer cannabis retail sales within an existing commercial complex at 985 Nicola Avenue, a concern was raised about the large size of the proposed outlet.

DISCUSSION

The total size of the commercial unit to be leased by the applicant is approximately 6,000 sq.ft. However, the retail floor area at the front of this space is only 2,664 sq. ft., as shown by the floor plan. This space is designed to be large enough to accommodate future expansion for the sale of products such as edibles, beverages and topicals. The applicant advises that the back portion of the unit is intended to be used as a training centre to provide education to BC Cannabis Store employees across the province and office space for regional managers.

Rezoning Application RZ000190 – 985 Nicola Avenue – Further Information



Preliminary floor plan for the proposed cannabis retail outlet at 985 Nicola Avenue

For further information, the proposed size of this retail area compares to the size of the three sites approved by Council last month as follows:


- 2755 Lougheed Highway (Burb Cannabis) – retail area is approximately 500 sq. ft.
- 1502 Broadway Street (Burb Cannabis) – retail area is approximately 2000 sq. ft.
- 1971 Lougheed Highway (BC Cannabis Store) – retail area is approximately 1750 sq. ft.

The larger size of retail units within the PoCo Power Centre at 985 Nicola Avenue is in accordance with policies of the Official Community Plan which promote large commercial spaces with an automobile orientation to be located in the Dominion Triangle area. This policy and the site's Highway Commercial land use designation in the Plan reflect the City's intent that smaller community commercial uses would be concentrated in the Downtown and Northside Centre and that larger, automobile-oriented premises would be located within the Dominion Triangle. To implement the policy, the site's zoning is District Commercial, a zone which is specifically intended "to accommodate and regulate auto-oriented commercial uses and a range of commercial uses located in large premises".

In summary, the additional information provided by the applicant indicates that the size for the retail space would not utilize the full size of the unit or result in a "big box cannabis store". Proceeding with further consideration of the Bylaw 4141 as given first two readings is recommended.

Rezoning Application RZ000190 – 985 Nicola Avenue – Further Information

OPTIONS

	Description
1 	Recommend to Council that further consideration be given to Zoning Bylaw 4141. If this recommendation is approved, a new public hearing must be held and the earliest date would be October 10 th , 2019.
2	Request an amendment to Zoning Bylaw 4141, if Committee wishes to set a defined amount of space that may be used for a retail sales outlet purposes by bylaw.
3	Determine that Committee wishes to change its former recommendation to Council and recommend that the rezoning application be refused.

ATTACHMENTS

Attachment #1: Report to Committee of Council June 25th, 2019

Attachment #2: Bylaw 4141

Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue - Third Reading and Adoption

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue third reading and adoption.


REPORT SUMMARY

Upon conclusion of a public hearing scheduled for July 23, 2019, Zoning Amendment Bylaw No. 4141 for 985 Nicola Avenue will be available for Council to give third reading and adoption.

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

OPTIONS

(Check = Staff Recommendation)

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

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.

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

Evaluation of 985 Nicola Avenue Rezoning Application RZ000190	
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 ²
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
Additional Information relevant to the proposed Cannabis Retail Sales Use	
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

Bylaw No. 4141

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CITY OF PORT COQUITLAM
REZONING APPLICATION LOCATION

PROJECT ADDRESS: 985 Nicola Avenue

FILE NO: RZ000190




Zoning Amendment Bylaw No. 4148 for 2156 Salisbury – Third Reading

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4148 third reading.

OPTIONS (✓ = Staff Recommendation)

#	Description
1 	Give third reading to the bylaw.
2	Delay third reading and request staff to provide additional information.
3	Deny third reading of the bylaw.

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4148

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. 4148".

2. ADMINISTRATION

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

Civic: 2156 Salisbury Avenue

Legal: Lot 32, District Lot 465, New Westminster District, Plan NWP1189, Group 1

From: RS1 (Residential Dwelling Zone 1)

To: RTh3 (Residential Townhouse 3)

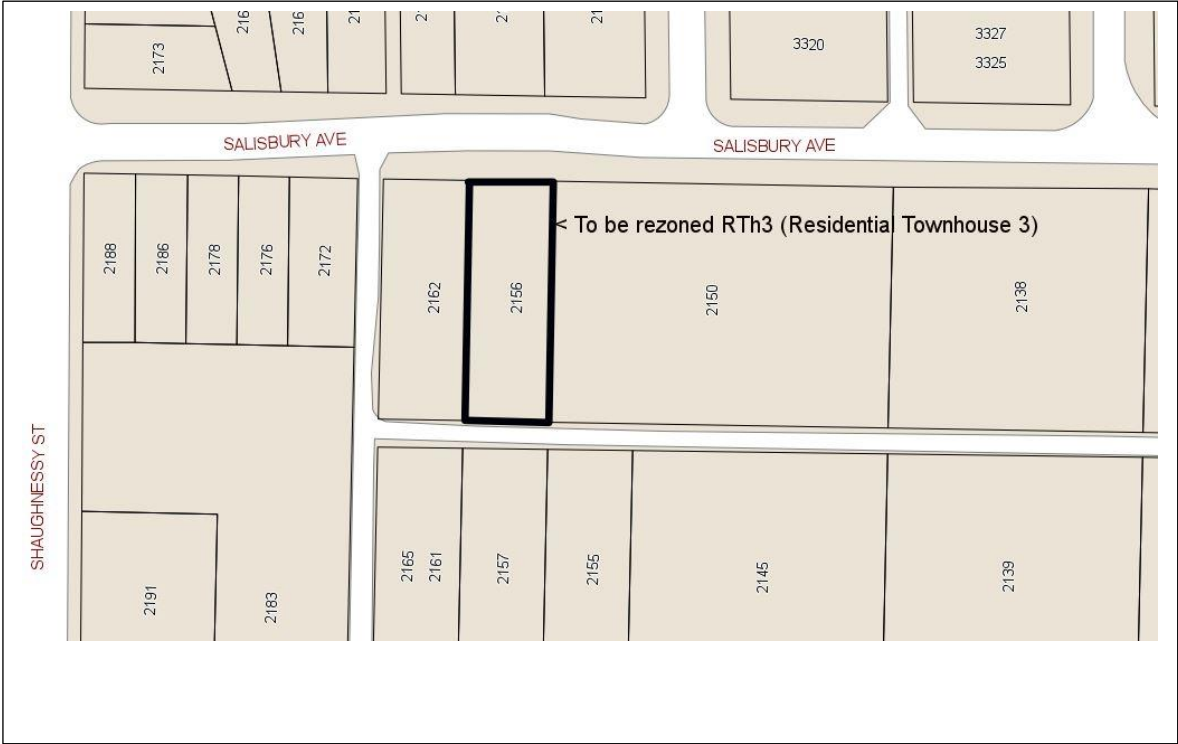
as shown on Schedule 1 attached to and forming part of this Bylaw.

READ A FIRST TIME this	22 nd day of	October, 2019
READ A SECOND TIME this	22 nd day of	October, 2019
PUBLIC HEARING HELD this	12 th day of	November, 2019

Mayor

Corporate Officer

SCHEDULE 1



Zoning Amendment Bylaw No. 4148 for 2156 Salisbury Avenue - First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4148 for 2156 Salisbury Avenue first two readings; and

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


- a. Completion of design and submission of fees and securities for off-site works and services, including reconstruction of the lane to connect with the north/south lane to the west;*
- b. Registration of an access easement allowing for future vehicle access to 2162 Salisbury Avenue;*
- c. Registration of a legal agreement to require the project to achieve a minimum Built Green® Gold construction standard.*

PREVIOUS COUNCIL / COMMITTEE ACTION

At the October 8, 2019, Committee of Council meeting, Committee recommended to Council that:

- 1. The zoning of 2156 Salisbury Avenue be amended from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3); and that,*
- 2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
 - a. Completion of design and submission of fees and securities for off-site works and services, including reconstruction of the lane to connect with the north/south lane to the west;*
 - b. Registration of an access easement allowing for future vehicle access to 2162 Salisbury Avenue;*
 - c. Registration of a legal agreement to require the project to achieve a minimum Built Green® Gold construction standard.*

OPTIONS (✓ = Staff Recommendation)

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

Rezoning Application – 2156 Salisbury Avenue

RECOMMENDATION:

That Committee of Council recommend to Council that:

1. The zoning of 2156 Salisbury Avenue be amended from RS1 (Residential Single Dwelling 1) to RTh3 (Residential Townhouse 3); and that,
2. Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a. Completion of design and submission of fees and securities for off-site works and services, including reconstruction of the lane to connect with the north/south lane to the west;
 - b. Registration of an access easement allowing for future vehicle access to 2162 Salisbury Avenue;
 - c. Registration of a legal agreement to require the project to achieve a minimum Built Green® Gold construction standard.

REPORT SUMMARY

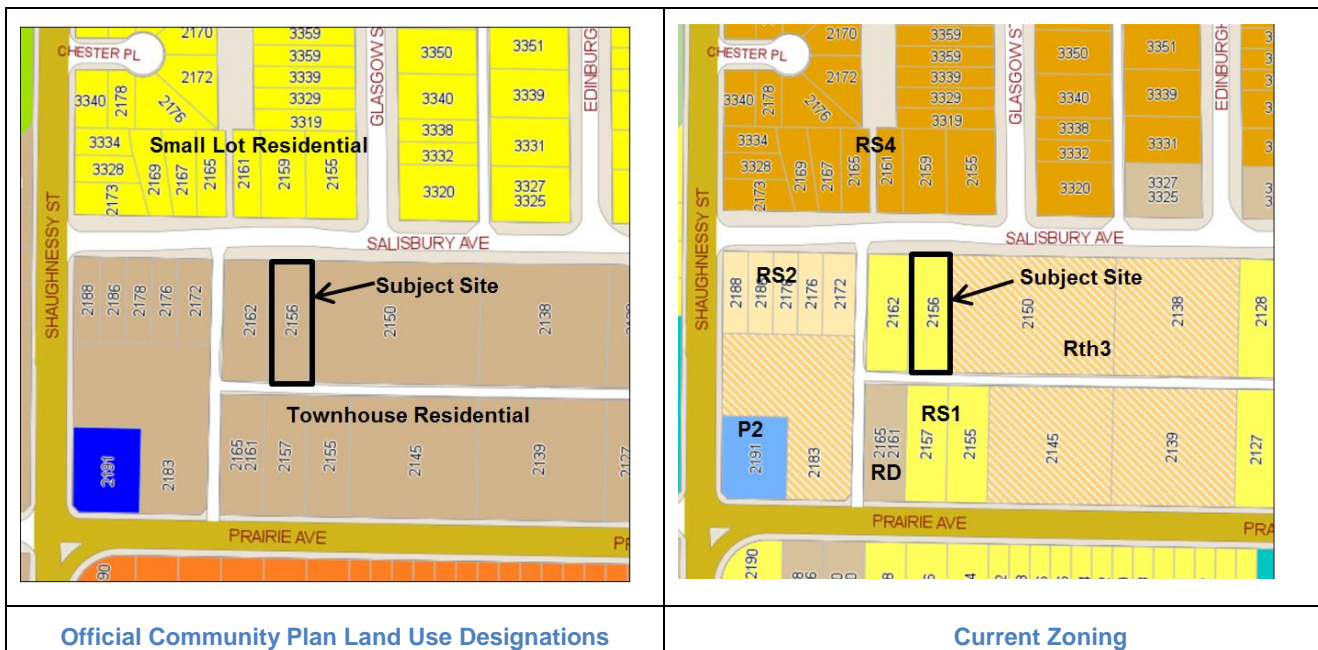
This report describes an application to provide for a 5-unit infill townhouse development at 2156 Salisbury Avenue. The proposed change in use is in keeping with the townhouse designation and development policies of the Official Community Plan and the development is designed to comply with the regulations of the Residential Townhouse RTh3 zone. The proposed unit layout would be similar to other townhouse developments currently under construction within the area, with three units fronting the street, two units oriented to the lane and an internal driveway. The project is designed to facilitate future development of the single lot to the west and the report recommends the rezoning be approved.

BACKGROUND

The site is located in an area transitioning to townhouses, as indicated in the image submitted by the applicant:



Rezoning Application – 2156 Salisbury Avenue



The site is located within an area designated Townhouse Residential in the Official Community Plan. Housing policies within this designation encourage housing variety in attached residential buildings to accommodate the needs of Port Coquitlam’s population and demand for multi-family housing. The current zoning is RS1 – Residential Single Dwelling 1; the proposed zoning is RTh3 – Residential Townhouse 3.

If rezoned, the design of the development would also be regulated by a development permit to ensure compliance with the objectives and guidelines of the Intensive Residential and Environmental Conservation development permit area designations of the Official Community Plan as well as specific design guidelines set for the Aggie Park area. These guidelines promote coordinated siting and building design; use of high quality cladding materials; consideration of the relationship between buildings and open areas; and, the overall visual impact of buildings and landscaping. The environmental conservation objectives and guidelines encourage sustainable development and building design; efficient use of energy, water and other resources; and, reduction of waste and pollution. Issuance of the development permit would be considered by Committee of Council after the Zoning Bylaw amendment is adopted.

The 1,147m² (0.28 acre) site is located in a mid-block location on the south side of Salisbury Avenue, between Shaughnessy and Flint Streets. The development site is composed of one, 66’ wide lot that is currently occupied by an older house (a demolition permit is pending). The neighbourhood is transitioning from older single family residential buildings to townhouse developments, including the 22-unit townhouse development under construction immediately to the east of the subject site.

The applicant advises that the owners and their realtor made numerous attempts to purchase the adjacent property to the west to facilitate a comprehensive development but were unsuccessful.

Rezoning Application – 2156 Salisbury Avenue

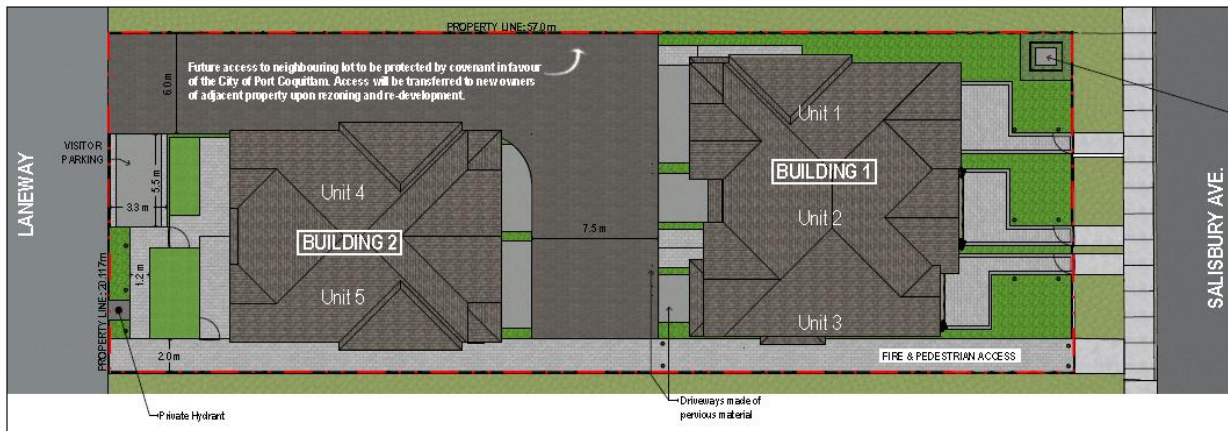


Street Front (Salisbury) Perspective



Rear Lane Perspective

The proposed townhouses are being designed to include two 3-bedroom units and three 4-bedroom units, each with an attached private outdoor area and parking within an individual garage. The required visitor parking space is located next to the lane. The units are relatively large, ranging in size from 180m² (1,937 ft²) to 246m² (2,648 ft²). As shown in the sketch below, vehicle access would be from the lane with an on-site driveway connecting with each of the garages. As a recommended condition of rezoning approval, this driveway is to be required to provide access to the lot to the west to facilitate its future development.



The applicant has also committed to construct the townhouses to a high environmental standard of Built Green Gold. It is recommended this commitment be ensured by requiring a registered legal agreement as a condition of rezoning approval.

The project is being designed to fully conform to the regulations of the proposed RTh3 zone, as indicated in the following project profile.

Rezoning Application – 2156 Salisbury Avenue

Project Profile

	RTh3 Bylaw Regulations ¹	Proposed ²
Site area	1,000m ²	1,147m ²
Dwelling units - total	5 units (1 unit per 220m ²)	5 units
Building lot coverage	40%	32.4%
Setbacks:		
Front (Salisbury Avenue)	7.5m	7.5m
Rear (lane)	7.5m	8.1m
Interior side (west)	1.8m	1.95m
Interior side (east)	1.8m	1.8m
Building Height	10.49m	10.18m
Parking: Total	9	9
Resident	8	8
Visitor	1 (1 per 5 d.u.)	1
Small Car	2 (25% max)	2
Useable Outdoor Space	Min 30m ² per unit	Min 30m ² per unit

This development will be required to provide for off-site improvements in accordance with the standards of the Subdivision Servicing Bylaw, including reconstructing Salisbury Avenue along the site's frontage with a sidewalk, curb and gutter, street lighting, and street trees; upgrades to the watermain and storm sewer; and, reconstruction of the lane along the site's rear property line. In addition to these requirements, it is recommended that the applicant be required to pave the lane to connect with the north/south lane intersection to the west as a condition of rezoning approval to avoid a short section of unimproved lane remaining until the adjoining property redevelops.

DISCUSSION

The rezoning application adheres to the land use and environmental policies of the Official Community Plan and the design of the project and its landscaping is expected to result in an attractive addition to the area as it transitions to townhouses. As the project also facilitates the future development of the adjoining property for a townhouse use, approval is recommended.

FINANCIAL IMPLICATIONS

None.

PUBLIC CONSULTATION

The applicant informed area property owners and residents of the application in mid-May and advises that, for the most part, respondents indicated their satisfaction with the neighbourhood's emerging townhouse character, but some expressed concern about the potential loss of views, lane traffic and vermin. A development notice sign is posted fronting Salisbury Avenue


¹ Refer to the Zoning and Parking and Development Management Bylaws for specific regulations

² Information provided by applicant

Rezoning Application – 2156 Salisbury Avenue

advising the community of the rezoning and development permit applications for the site. To date, no further comments have been received.

OPTIONS (✓ = Staff Recommendation)


#	Description
1 	Recommend to Council that the zoning of 2156 Salisbury Avenue be amended from RS1 to RTh3 and set the recommended conditions to be met prior to adoption of the rezoning.
2	Obtain additional information prior to making a decision on the application, such as by hosting an opportunity for the neighbourhood to comment on the application or requiring the applicant to provide such an opportunity.
3	Advise Council that Committee does not recommend approval of the application to rezone 2156 Salisbury Avenue for a townhouse development.

Zoning Amendment Bylaw No. 4150 for Cannabis Product Manufacturing – First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4150 first two readings.

OPTIONS (✓ = 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. 4150

Production of Goods made with Cannabis Extracts

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to allow for the production of goods made with cannabis in an extracted form.

REPORT SUMMARY

The Government of Canada will be allowing for three new classes of cannabis that could be legally sold by federal licence holders: edible cannabis, cannabis extracts and cannabis topicals. This report recommends Council introduce an amendment to the Zoning Bylaw that would allow for the production and manufacturing of products made with cannabis in an extracted form as a permitted use. This amendment would result in the opportunity for industrial manufacturing businesses producing products containing cannabis extract such as a topical ointment, or commercial kitchens producing baked or packaged food products containing cannabis extract for a wholesale market, in zones which permit production uses, if the business also has the required federal licence to use a cannabis extract product. The City would continue to restrict the production of cannabis and the retail sale of any product containing cannabis to sites with site-specific zoning in place allowing for such production or sale.

BACKGROUND

Cannabis edibles, extracts and topicals are products made with oils and concentrates which have been extracted from the cannabis plant through specific processing techniques. These products in their extracted form do not have any odour and would be similar to other extract products used in the manufacturing of edible and topical goods.

The *Cannabis Act*, which authorizes the legal sale of edibles containing cannabis and cannabis concentrate, comes into force on October 17th, 2019. The Government of Canada has recently announced amendments to its Cannabis Regulations to set out the rules governing the production and sale of the three new classes of cannabis that could be legally sold by federal licence holders as of October 17th: edible cannabis, cannabis extracts and cannabis topicals (lotions, balms, and oils that are absorbed through the skin). The BC Liquor Distribution Branch, which is the sole wholesale distributor of non-medical cannabis for the Province, has advised it will be working with producers licenced to use cannabis to secure access to their products for retailers licenced to sell cannabis. It is expected that the sale of products will commence in December.

In Port Coquitlam, sites must have site-specific zoning in place to be permitted to produce, distribute, or sell any product containing cannabis and the *Cannabis Establishment Policy* guides Council in its decisions with respect to where a business may be permitted to produce or sell cannabis. The intent of this regulatory framework is to ensure Council is able to make informed decisions on the right location for cannabis-related uses and mitigate potential impacts, such as to ensure retail sales outlets are not in close proximity to spaces frequented by children and to avoid odour associated with the production (cultivation and processing) of cannabis. This framework was established before the Government of Canada announced its intent to allow for the production and

Production of Goods made with Cannabis Extracts

sale of edible, extract and topical products and therefore did not contemplate regulations for this use.

DISCUSSION

Cannabis edibles, extracts and topicals are made with oils and concentrates which have been extracted from the cannabis plant through specific processing techniques. In their extracted form, these products do not have any odour and are similar to other extract products used in the manufacturing of edible and topical goods. As a result, the production of goods made with an extracted cannabis concentrate or oil is not anticipated to be associated with the types of significant negative impacts associated with the production of cannabis.

The retail sale of any product containing cannabis oil or concentrate would be permitted where a site has been zoned on a site-specific basis to permit the sale and no changes to the Zoning Bylaw or Cannabis Establishment Policy are required to accommodate such sales.


In summary, it is recommended that the Zoning Bylaw be amended to permit the use of extracted cannabis oils and concentrates in the production of products containing cannabis oil or concentrate, when a site is zoned to permit this production use and the producer has been licenced by Health Canada for this activity. For clarity, the amendment would not permit the extraction process, just use of the extracted product.

FINANCIAL IMPLICATIONS

None

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend that Council amend the Zoning Bylaw to amend restrictions on cannabis uses to allow the production of goods made with cannabis in an extracted form, as permitted by Health Canada.
2	Request amendment of the draft bylaw amendments prior to their consideration.
3	Determine that no changes will be made to existing regulations at this time.


Lead author(s): Jennifer Little

Zoning Amendment Bylaw No. 4151 for Minor Amendments and Housekeeping Changes – First Two Readings

RECOMMENDATION:

That Council give Zoning Amendment Bylaw No. 4151 first two readings.

OPTIONS (✓ = 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. 4151

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. 4151”.

2. ADMINISTRATION

2.1 In Section II Zones and Zone Regulations, Subsection 2 Residential Zones, Regulation 2.4, by replacing Notes 2 and 3 to Table 2.4 with the following new notes:

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

- a. 46m² of floor area for an attached garage or carport, and, in the case of a property with a coach house, an additional 23m² of floor area for an attached garage or carport;
- b. Floor area below the habitable floor elevation, except for a bathroom, utility or mechanical room, entry foyer or similar space intended to support a coach house use
- c. Any floor area comprising a basement;
- d. Balconies and decks, except any area of a balcony or deck for a coach house that exceeds an area of 7.5m²; and
- e. Area within an underground structure.

Note 3: In the single, duplex and rowhouse residential zones, setbacks are measured to the principal building only.”

2.2 In Section II Zones and Zone Regulations, Subsection 2 Residential Zones, Subsubsection 2.5, Additional Regulations, by replacing the Indoor Amenity Area regulation with the following:

INDOOR AMENITY AREA

- “6. Apartment uses in excess of 10 dwelling units in RA1 and RA2 zones must provide indoor amenity space in the amount of 2m² per dwelling unit, and for this purpose “indoor amenity space” is a common area within a building designed to accommodate meetings, fitness or recreational activities and available for use by occupants of the building and, in the case of a strata-titled building, the common area must be either common

property or a strata lot that is a common asset of the strata corporation; except:

- a. on Lots 2, 5, 7 and 10 of the Dominion Riverfront Neighbourhood, the indoor amenity space requirement for an apartment building may be provided in a common amenity building located on Lot 1 of the neighbourhood and available for use by occupants of the lot containing the apartment building.”

- 2.3 In Section II Zones and Zone Regulations, Subsection 3 Commercial Zones, Sub-subsection 3.4, Regulations, in Note 6 by replacing exclusion 6.c with the following:

“c. Floor area at ground level or within a basement or underground structure;”

- 2.4 In Section II Zones and Zone Regulations, Subsection 3 Commercial Zones, Sub-subsection 3.5, Additional Regulations, by replacing the Indoor Amenity Area Regulation with the following:

INDOOR AMENITY AREA

“9. Apartment uses in excess of 10 dwelling units in CC zones must provide indoor amenity space in the amount of 2m² per dwelling unit, and for this purpose “indoor amenity space” is a common area within a building designed to accommodate meetings, fitness or recreational activities and available for use by occupants of the building and, in the case of a strata-titled building, the common area must be either common property or a strata lot that is a common asset of the strata corporation.”

- 2.5 In Section II Zones and Zone Regulations, Subsection 4 Industrial Zones, Sub-subsection 4.3, Permitted Uses, in Note 14 by replacing the sentence “Accessory child minding within the facility for the patrons of the facility is permitted.” with the sentence, “Accessory child minding and accessory personal services with a floor area not exceeding 10m² for patrons of the facility are permitted uses within the commercial indoor recreation facility.”

- 2.6 In Section III Supplementary Regulations, Subsection 2, Accessory Buildings and Structures, by replacing Regulations 2-3, 2-4 and 2-7 with the following new regulations:

“2-3 No part of an accessory building shall be used for human habitation or be connected to a coach house.

2-4 The combined floor areas of garages and carports attached to a coach house and accessory buildings and structures in A, RS and RD zones, including detached carports and garages, must not exceed the lesser of 12% of the lot area and 90m².

2-7 No part of an accessory building or structure, other than a special event facility in a residential zone shall be sited within

- a. 1.2m of any lane or rear property line excluding projections, eaves and gutters which may project an additional 0.6m;

- b. A triangular area measured 5m each way from the point of intersection of any lane with any street or other lane;
 - c. A front setback area specified for the zone;
 - d. An interior or exterior side yard specified for the zone, excluding projections, eaves and gutters which may project an additional 0.6m; or
 - e. In the case of an accessory building or structure with a floor area exceeding 10m², within 1.5m of a principal building.”
- 2.7 In Section III Supplementary Regulations, Subsection 9, Licensed Establishments, by replacing Regulations 9-1 and 9-2 with the following Regulation 9-1:

“9-1 Any dance floor provided in a liquor primary or a food-primary establishment must not exceed the lesser of 30m² and 20% of the floor area of the premises.”
- 2.8 In Section III Supplementary Regulations, Subsection 15, Coach Houses, by replacing Regulations 15-6 through 15-10 with the following new Regulations 15-6 through 15-11:
 - “15.6 A coach house shall not include a basement.
 - 15.7 The maximum crawl space height of a coach house shall be 1.5m.
 - 15.8 The minimum horizontal distance between any exterior wall of a coach house and the nearest point of any exterior wall
 - a. of a principal dwelling located on the same lot is 6m; and
 - b. of an accessory building or structure located on the same lot is 2.4m.
 - 15.9 If a coach house is attached to a garage or carport,
 - a. there shall be no interior doorway between the dwelling unit and the garage;
 - b. the connected garage or carport may only be for vehicle storage and shall not contain sanitary facilities or a mechanical room; and
 - c. for clarification, the floor area of an garage or carport connected to a coach house counts towards the maximum floor area of accessory buildings and structures permitted on a lot by Section 2 of this Bylaw.
 - 15.10 No part of a coach house shall be sited within:
 - a. 1.2m of any lane or rear property line excluding projections, eaves and gutters which may project an additional 0.6m;
 - b. A triangular area measured 5m each way from the point of intersection of any lane with any street or other lane;
 - c. A front setback area specified for the zone;

- 15.11 The maximum building depth of a building containing a coach house is 11.5m.”

READ A SECOND TIME this _____ day of _____, 2019

Corporate Officer

Zoning Bylaw Minor Updates & Housekeeping Changes

RECOMMENDATIONS:

That Committee recommend to Council:

A. That the Zoning Bylaw be amended to:

- (1) confirm commercial floor area is excluded from the floor area ratio calculation in the Community Commercial Zone,
- (2) permit personal services as a use accessory to indoor commercial recreation uses in industrial zones,
- (3) make the following housekeeping amendments:
 - a. deleting the maximum patron capacity of a liquor primary licensed establishment
 - b. confirming the indoor amenity areas must be common property in strata buildings, and
 - c. making coach house and detached garage regulations consistent when combined as one building; and,

B. That the Building & Plumbing Bylaw be amended to correct the Step Code implementation date.

PREVIOUS COUNCIL/COMMITTEE ACTIONS

- (1) For the Community Commercial zone amendment: on October 9, 2018 Council amended the Zoning Bylaw to apply a floor area ratio in the Community Commercial zone as part of implementing the new affordable and family-friendly housing policy.
- (2) For the indoor commercial recreation amendment: on July 16, 2015 Smart Growth Committee determined it would defer amending the Zoning Bylaw to allow accessory personal services in commercial indoor recreation uses, pending further review.
- (3) Council's most recent adoption of a housekeeping bylaw was November 14th, 2017.

REPORT SUMMARY

This report outlines a number of recommended changes to the Zoning Bylaw that, for the most part, are minor or of a housekeeping nature. These amendments are recommended for adoption to address identified inconsistencies, remove redundant regulations, and clarify the intent of regulations. A housekeeping amendment to the Building & Plumbing Bylaw is also recommended.

BACKGROUND & DISCUSSION

(1) Proposed Community Commercial Zone Amendment:

In 2018, Council adopted a new policy to achieve housing affordability objectives and it approved a number of regulatory changes to implement these objectives. One of these changes was to introduce a floor area ratio calculation in the Community Commercial zone to facilitate application of density bonus and housing affordability policies to larger mixed-use

projects. The Community Commercial zone allows for a wide range of general commercial and personal service uses in pedestrian-orientated commercial centres and permits residential uses above the ground floor and, prior to the amendment, the amount of achievable floor area could only be determined through a site-specific analysis of the siting, parking and other regulations applicable to these uses. The amendment to the Community Commercial zone to apply a floor area ratio of 1.5 facilitated the calculation of the amount of affordable housing required to meet the new policy with the added benefit of providing greater certainty to property owners and developers as to a site's development potential.

In review of several mixed-use projects proposed since adoption of the amendment, the floor area ratio is being found to restrict the potential development of commercial space, contrary to the intent of the zoning. As the purpose of the amendment relates to residential uses within the zone, it is recommended that the bylaw be amended to restrict application of the maximum floor area ratio to only the residential portion of the building.

(2) Proposed Commercial Indoor Recreation Amendment:

In 2015, the Smart Growth Committee considered a report recommending changes to allow for accessory personal services to be associated with commercial indoor recreation uses located in industrial areas. This recommendation arose from its consideration of a staff report titled, *The Industrial and Commercial Lands Review*, that had identified a need to support existing businesses by allowing for additional services to be offered such as health services (e.g., physiotherapists, chiropractors, occupational therapists) and personal services (e.g., personal trainers, nutritionists). At the time, Committee determined that it would defer making a decision pending receipt of additional information on industrial areas. One of the concerns informally raised included the potential that supporting indoor recreation businesses by allowing for additional uses would reduce the attractiveness of the City's industrial areas for industrial uses.

A number of businesses have since indicated to staff that they continue to wish to be permitted to include health and personal services to complement their recreational activity. Over the past five years, it is evident that the City's industrial areas continue to be highly attractive for industrial uses and policies in support of industrial uses have been strengthened. It is unlikely that allowing for this accessory use would have a significant impact given the strength of industrial uses and it is recommended that Committee support amending the bylaw to respond to the requests from businesses.

(3) Proposed Housekeeping Amendments:

- a. The regulations section of the Zoning Bylaw includes a clause that limits the patron capacity of a liquor primary licensed establishment to 125. As patron capacity is set on a site-specific basis, this clause is not required and can be deleted.
- b. Apartment buildings and mixed use buildings with residential uses must provide an indoor amenity space to accommodate activities such as meetings, socializing, fitness and recreation. The intent of this regulation is that this area will be available for use by all occupants of the building. However, in some instances the registered strata plan has not

Zoning Bylaw Minor Updates & Housekeeping Changes

confirmed this intent and residents have informed the City that they do not have access to the required common area. To confirm the bylaw requirement it is recommended that the wording be amended to specify that in the case of a strata-titled building, the common area must be either common property or a strata lot that is a common asset of the strata corporation.


- c. In implementing the new coach house regulations, it has proved to be challenging for staff to reconcile bylaw requirements for coach houses with requirements for detached garages. Housekeeping amendments are proposed to clarify the floor area ratio calculation and ensure appropriate separation between structures on a property, harmonize siting requirements for projects that combine a detached garage with a coach house, and confirm that the floor area below the habitable floor elevation that is used as a foyer, bathroom or utility closet is included in the floor area of the coach house. These proposed changes are shown in Attachment 1.

- (4) An error was made in the recent amendment to the Building & Plumbing Bylaw with respect to Step Code implementation dates. A housekeeping correction is required to change the date from 2020 to 2021.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend to Council that the zoning and building bylaws be amended per this report.
	2	Recommend to Council that the bylaws only be amended for selected changes.
	3	Determine that no changes should be made at this time pending receipt of further information.

Attachment 1: Proposed housekeeping changes to coach house regulations in the Zoning Bylaw

Attachment 1: Housekeeping Amendments for Coach House & Accessory Building Regulations

In Section II Zones and Zone Regulations, Notes to Table 2.4:

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

- a. 46m² of floor area for an attached garage or carport, and, in the case of a property with a coach house, an additional 23m² of floor area for an attached garage or carport;
- b. Floor area below the habitable floor elevation, except for a bathroom, utility or mechanical room, entry foyer or similar space intended to support a coach house use
- c. Any floor area comprising a basement;
- d. Balconies and decks, except any area of a balcony or deck for a coach house in excess of 7.5m²; and
- e. areas within underground structures.

Note 3: In the single, duplex and rowhouse residential zones, setbacks are measured to the principal building only, ~~except that all setbacks other than rear setback are also measured to any coach house, and the rear setback for a coach house is 1.2 m.~~

In Section III Supplementary Regulations, Section 2, Accessory Buildings and Structures:

- 2-3 No part of an accessory building shall be used for human habitation or be connected to a coach house.
- 2-4 The combined floor areas of garages and carports attached to a coach house and accessory buildings and structures in A, RS and RD zones, including detached carports and garages, must not exceed the lesser of 12% of the lot area and 90m².
- 2-7 No part of an accessory building or structure, other than a special event facility ~~including projections, eaves and gutters,~~ in a residential zone shall be sited within:
 - a. 1.2m of any lane or rear property line excluding projections, eaves and gutters which may project an additional 0.6 m;
 - ~~d. 0.6 m (2 ft.) of an interior side lot line;~~
 - ~~d.~~ An interior or exterior side yard specified for the zone, excluding projections, eaves and gutters which may project an additional 0.6 m
 - ~~e. An exterior side yard specified for the zone; or~~

15. COACH HOUSES

- 15.6 ~~A building containing Aa~~ coach house shall not include a basement.

15.7 ~~The maximum height of crawl space in a building containing a coach house shall be 1.5 m.~~

15.8 The minimum horizontal distance between any exterior wall of a coach house and the nearest point of any exterior wall

- a. of a principal dwelling located on the same lot is 6 m; and
- b. of an accessory building or structure located on the same lot is 2.4 m.

15.9 If a coach house ~~contains a~~ is attached to a garage or carport,

- a. there shall be no interior doorway between the dwelling unit and the garage;
- b. the connected garage or carport may only be for vehicle storage and shall not contain sanitary facilities or a mechanical room;

~~c. the floor area of the connected garage or carport shall not exceed 46 m²;~~

~~d.~~ c. for clarification, the floor area of an garage or carport connected to a coach house counts towards the maximum floor area of accessory buildings and structures permitted on a lot by Section 2-4 of this Bylaw.

15.10 No part of a ~~building containing~~ a coach house shall be sited within:

- a. 1.2 m (3.9 ft.) of any lane or rear property line excluding projections, eaves and gutters which may project an additional 0.6 m;
- b. A triangular area measured 5 m (16.4 ft.) each way from the point of intersection of any lane with any street or other lane;
- c. A front setback area specified for the zone;
- d. An interior or exterior side yard specified for the zone, excluding projections, eaves and gutters which may project an additional 0.6.


15.11 The maximum building depth of a building containing a coach house is 11.5 m.

Building and Plumbing Amendment Bylaw No. 4152 – First Three Readings

RECOMMENDATION:

That Council give Building and Plumbing Amendment Bylaw No. 4152 first three readings.

OPTIONS (✓ = 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.

Bylaw No. 4152


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Parking and Development Management Amendment Bylaw No. 4153 – First Three Readings

RECOMMENDATION:

That Council give Parking and Development Management Amendment Bylaw No. 4153 first three readings.

OPTIONS (✓ = 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

PARKING AND DEVELOPMENT MANAGEMENT AMENDMENT BYLAW

Bylaw No. 4153

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

1. CITATION

This Bylaw is cited as “Parking and Development Management Bylaw, 2018, No. 4078, Amendment Bylaw, 2019, No. 4153”.

2. ADMINISTRATION

The Parking and Development Management Bylaw, Section 9.1 (b) is amended by inserting a paragraph marker after the phrase “who applies for a building permit to construct secured market rental housing” and editing “Section 7” to read “Section 9”.

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

CITY OF PORT COQUITLAM
FEES AND CHARGES AMENDMENT BYLAW

Bylaw No. 4149

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

1. CITATION

This Bylaw is cited as “Fees and Charges Bylaw, 2015, No. 3892, Amendment Bylaw No. 4149, 2019”.

2. ADMINISTRATION

That Fees and Charges Bylaw, 2015, No. 3892 be amended by removing Schedule “C” attached to the Bylaw and replace it with the Schedule “C”, attached hereto and forming part of this amendment bylaw.

READ A FIRST TIME this	22 nd day of	October, 2019
READ A SECOND TIME this	22 nd day of	October, 2019
READ A THIRD TIME this	22 nd day of	October, 2019

Mayor

Corporate Officer

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

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CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

FACILITY RENTAL PRICING

Customer Types

General Public - Residents: Individuals residing in Port Coquitlam.

General Public - Non-Residents: Individuals residing outside of Port Coquitlam.

Local Non-Profit Group - Youth/Schools: Registered non-profit groups or charitable status organizations that are primarily youth and at least 75% Port Coquitlam residents. This customer type includes School District #43 schools or any school with a Port Coquitlam address. Sport groups must be a member of Port Coquitlam Sports Alliance Society (PCSA).

Local Non-Profit Group - Adult: Registered non-profit groups or charitable status organizations that are primarily adult and at least 75% Port Coquitlam residents. Sport groups must be a member of PCSA.

Local Private Group: Organizations that do not have non-profit or charitable status documentation but are at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

Commercial/Non-Resident/Political: Organizations that do not have at least 75% Port Coquitlam residents. Includes sport groups that are not members of PCSA.

Special Incentives

Community Serving: Local non-profit or charitable status organizations can book a small meeting room at “no charge” for a maximum of two hours, once a week.

Special Event Discount: Facilities reserved for the purpose of tournaments, championships, or City supported events, are eligible to receive a 15% discount from the regular hourly rate for full day rentals (8+ hours). This discount will not be applicable to extra/miscellaneous fees.

General Notes

Damage Deposit: Any rentals may be subject to a damage deposit up to \$500.

Extra Charge: Rentals requiring staffing (wages as specified in the Collective Agreement with CUPE Local 498) and/or waste or resource management are subject to additional charges.

Taxes: All listed prices include relevant taxes.

Rental Duration: All rentals are reserved for at least 1-hour.

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Multi-Purpose Rooms - Small (1-50 Capacity)

Facilities:

Aggie Park: Meeting Room. **Gates Park:** Meeting Room. **Gathering Place:** Community Room. **Hyde Creek Recreation Centre:** Community Room 2, Community Room 3, Conference Room, Lecture Room, Lobby, Sports Hall, Youth Centre. **Leigh Square:** Bandshell. **Outlet:** Artist in Residence. **Port Coquitlam Community Centre:** Fitness Studio, Games Room, Small Multi-Purpose Room, Spin Studio, Main Lobby Arena Lobby, Concession Landing, Corridor West, Corridor Middle, Corridor East.

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$20.80/hour	\$21.30/hour
General Public - Non-Residents	\$24.90/hour	\$25.60/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$8.25/hour	\$8.55/hour
Local Non-Profit - Adult	\$16.70/hour	\$17.05/hour
Local Private	\$20.80/hour	\$21.30/hour
Commercial/Non-Resident/Political	\$24.90/hour	\$25.60/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Multi-Purpose Rooms - Medium (51-100 Capacity)

Facilities:

- **City Hall:** Council Chambers. **Gathering Place:** Michael Wright Art Gallery. **Hyde Creek Recreation Centre:** Aerobics Studio. **Outlet:** Work Room. **Port Coquitlam Community Centre:** Laking Room, J.B. Young Room, Wilson Lounge.

Note:

- *After hours rentals may be subject to additional charges for facility supervision.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$56.70/hour	\$57.75/hour
General Public - Non-Residents	\$68.00/hour	\$69.30/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$22.70/hour	\$23.10/hour
Local Non-Profit - Adult	\$45.30/hour	\$46.20/hour
Local Private	\$56.70/hour	\$57.75/hour
Commercial/Non-Resident/Political	\$68.00/hour	\$69.30/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Multi-Purpose Rooms - Large (101+ Capacity)

Facilities:

- **Hyde Creek Recreation Centre: Gymnasium.**

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$69.60/hour	\$70.90/hour
General Public - Non-Residents	\$83.40/hour	\$85.05/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$27.80/hour	\$28.35/hour
Local Non-Profit - Adult	\$55.60/hour	\$56.70/hour
Local Private	\$69.60/hour	\$70.90/hour
Commercial/Non-Resident/Political	\$83.40/hour	\$85.05/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Park Shelters

Facilities:

- **Castle Park:** Park Shelter. **Lions Park:** Park Shelter. **Peace Park:** Gazebo. **Settlers Park:** Park Shelter.

Note:

- *Park shelters and gazebos were previously rented in 4-hour blocks. New for 2020, they are rented out in 12-hour rental blocks per day per customer (exceptions may be made for department supported/approved special events).*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$60/event	\$70/event
General Public - Non-Residents	\$60/event	\$85/event

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$60/event	\$70/event
Local Non-Profit - Adult	\$60/event	\$70/event
Local Private	\$60/event	\$70/event
Commercial/Non-Resident/Political	\$60/event	\$85/event

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Arenas - Ice

Facilities:

- **Port Coquitlam Community Centre: Arena 2, Arena 3**

Notes:

- *In August, ice rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups.*
- *In addition to the base rental rate, Arena Attendants and/or Skating Instructors are billable for required rentals.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$290.00/hour	\$275.00/hour
General Public - Non-Residents	\$314.00/hour	\$330.00/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$110.00/hour	\$110.00/hour
Local Non-Profit - Adult	\$237.00/hour	\$220.00/hour
Local Private	\$290.00/hour	\$275.00/hour
Commercial/Non-Resident/Political	\$314.00/hour	\$330.00/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Arenas - Dry Floor

Facilities:

- **Port Coquitlam Community Centre: Arena 2, Arena 3**

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$102.40/hour	\$104.55/hour
General Public - Non-Residents	\$123.00/hour	\$125.50/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$41.00/hour	\$41.85/hour
Local Non-Profit - Adult	\$82.00/hour	\$83.65/hour
Local Private	\$102.40/hour	\$104.55/hour
Commercial/Non-Resident/Political	\$123.00/hour	\$125.50/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Fields - Artificial Turf

Facilities:

- **Gates Park:** Artificial Turf 1, Artificial Turf 2

Notes:

- *In July/August, turf rentals are lowered to the Local Non-Profit - Youth/Schools rate for all user groups*
- *Turf fields may be divided into halves; each side is rented out at half the price of an entire turf field.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$57.70/hour	\$58.75/hour
General Public - Non-Residents	\$69.20/hour	\$70.50/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$23.10/hour	\$23.50/hour
Local Non-Profit - Adult	\$46.10/hour	\$47.00/hour
Local Private	\$57.70/hour	\$58.75/hour
Commercial/Non-Resident/Political	\$69.20/hour	\$70.50/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Fields - Artificial Turf Warm-up

Facility:

- **Gates Park:** Artificial Turf Warm-up.

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$16.70/hour	\$17.05/hour
General Public - Non-Residents	\$20.20/hour	\$20.50/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$6.60/hour	\$6.85/hour
Local Non-Profit - Adult	\$13.40/hour	\$13.65/hour
Local Private	\$16.70/hour	\$17.05/hour
Commercial/Non-Resident/Political	\$20.20/hour	\$20.50/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Fields - A-Level Grass

Facilities:

- **Aggie Park:** 1 Softball Diamond, 1 Soccer Field. **Cedar Park:** 1 Softball Diamond, 1 Baseball Diamond, 1 Soccer Field. **Citadel Middle School:** 1 Baseball Diamond, 1 Softball Diamond, 1 Soccer Field. **E'cole des Pionniers:** 1 Soccer Field. **Evergreen Park:** 1 Softball Diamond, 1 Soccer Field. **Gates Park:** 1 Baseball Diamond, 3 Softball Diamonds, 3 Soccer Fields. **McLean Park:** 4 Softball Diamonds, 1 Soccer Field. **Minnekhada Middle School:** 1 Soccer Field. **Terry Fox Park:** 1 Softball Diamond, 1 Soccer Field. **Thompson Park:** 3 Baseball Diamonds.

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$21.20/hour	\$21.45/hour
General Public - Non-Residents	\$25.30/hour	\$25.70/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$8.40/hour	\$8.55/hour
Local Non-Profit - Adult	\$19.90/hour	\$17.15/hour
Local Private	\$21.20/hour	\$21.45/hour
Commercial/Non-Resident/Political	\$25.30/hour	\$25.70/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Fields - B-Level Grass

Facility:

- ***Pitt River Middle School: 1 Soccer Field.***

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$15.70/hour	\$16.05/hour
General Public - Non-Residents	\$18.70/hour	\$19.30/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$6.40/hour	\$6.45/hour
Local Non-Profit - Adult	\$12.60/hour	\$12.85/hour
Local Private	\$15.70/hour	\$16.05/hour
Commercial/Non-Resident/Political	\$18.70/hour	\$19.30/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Fields - C-Level Grass

Facilities:

- **Central Elementary School:** 2 Baseball Diamonds. **Central Park:** 1 Baseball Diamond. **Sun Valley Park:** 1 Baseball Diamond.

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$9.10/hour	\$9.20/hour
General Public - Non-Residents	\$10.70/hour	\$11.05/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$3.70/hour	\$3.70/hour
Local Non-Profit - Adult	\$7.20/hour	\$7.35/hour
Local Private	\$9.10/hour	\$9.20/hour
Commercial/Non-Resident/Political	\$10.70/hour	\$11.05/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Indoor Pools - Lap

Facility:

- **Hyde Creek Recreation Centre: Lap Pool.**

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *The Lap Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire pool.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$107.40/hour	\$109.40/hour
General Public - Non-Residents	\$129.00/hour	\$131.25/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$42.50/hour	\$43.75/hour
Local Non-Profit - Adult	\$85.80/hour	\$87.50/hour
Local Private	\$107.40/hour	\$109.40/hour
Commercial/Non-Resident/Political	\$129.00/hour	\$131.25/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Indoor Pools - Leisure

Facilities:

Hyde Creek Recreation Centre: Leisure Pool. Port Coquitlam Community Centre: Leisure Pool.

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*

- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$93.00/hour	\$94.90/hour
General Public - Non-Residents	\$112.10/hour	\$113.85/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$36.80/hour	\$37.95/hour
Local Non-Profit - Adult	\$74.40/hour	\$75.90/hour
Local Private	\$93.00/hour	\$94.90/hour
Commercial/Non-Resident/Political	\$112.10/hour	\$113.85/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Outdoor Pools

Facilities:

- **Aggie Park:** Centennial Pool. **Robert Hope Park:** Outdoor Pool.

Notes:

- *In addition to the base rental rate:*
 - *two Aquatic Leaders are required for attendance levels of 1-40*
 - *three Aquatic Leaders are required for attendance levels of 41-80*
 - *four Aquatic Leaders are required for attendance levels of 81-120*
 - *five Aquatic Leaders are required for attendance levels of 121-300.*
- *Swim clubs that provide National Lifeguard certified supervision may not require Aquatic Leaders.*
- *Rentals outside of regular hours may be subject to extra fees for opening/closing the outdoor pool.*
- *Centennial Pool can be divided into six lanes during operating hours; each lane may be rented out at 1/6 the price of the entire pool.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$44.80/hour	\$45.50/hour
General Public - Non-Residents	\$53.80/hour	\$54.60/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$17.60/hour	\$18.20/hour
Local Non-Profit - Adult	\$35.70/hour	\$36.40/hour
Local Private	\$44.80/hour	\$45.50/hour
Commercial/Non-Resident/Political	\$53.80/hour	\$54.60/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Outdoor Pools - Wading

Facilities:

- **Routley Pool:** Wading Pool. **Sun Valley Park:** Wading Pool.

Note:

- *In addition to the base rental rate, one Aquatic Leader is billable.*

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$43.50/hour	\$44.25/hour
General Public - Non-Residents	\$52.20/hour	\$53.10/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$17.20/hour	\$17.70/hour
Local Non-Profit - Adult	\$34.70/hour	\$35.40/hour
Local Private	\$43.50/hour	\$44.25/hour
Commercial/Non-Resident/Political	\$52.20/hour	\$53.10/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Outdoor Lacrosse Boxes

Facilities:

- **Minnekhada School:** Lacrosse Box. **Rowland Park:** Lacrosse Box. **Terry Fox Park:** Lacrosse Box.

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$19.40/hour	\$19.75/hour
General Public - Non-Residents	\$23.10/hour	\$23.70/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$7.80/hour	\$7.90/hour
Local Non-Profit - Adult	\$15.50/hour	\$15.80/hour
Local Private	\$19.40/hour	\$19.75/hour
Commercial/Non-Resident/Political	\$23.10/hour	\$23.70/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Tennis Courts

Facilities:

- **Gates Park:** Tennis Courts 1-6. **Terry Fox Park:** Tennis Courts 1-4.

Individuals	2019 Rate	2020 Rate
General Public - Residents	\$6.25/hour	\$6.40/hour
General Public - Non-Residents	\$7.50/hour	\$7.65/hour

Organizations	2019 Rate	2020 Rate
Local Non-Profit - Youth/Schools	\$2.50/hour	\$2.55/hour
Local Non-Profit - Adult	\$5.00/hour	\$5.10/hour
Local Private	\$6.25/hour	\$6.40/hour
Commercial/Non-Resident/Political	\$7.50/hour	\$7.65/hour

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

Miscellaneous Items

Extra Fees	2019 Rate	2020 Rate
Outdoor Event with Alcohol	\$156.60/day	\$157.75/day
Banners on Underpass - Local Non-Profit Groups	\$56.70/week	\$57.85/week
Banners on Underpass - Other Customer Types	\$111.20/week	\$113.40/week
Kitchen Rental (Gathering Place)	\$34.00/event	\$34.70/event
Commercial Kitchen Rental (Port Coquitlam Community Centre) <i>* Pre-Approval Required</i>	N/A	\$90.85/event
Clean-up Charge	\$58.20/event	\$68.15/event
Damage Deposit	\$500.00/event	\$500.00/event
Set-Up Charge - Tables & Chairs for 1-100 people	\$66.00/event	\$68.15/event
Set-Up Charge - Tables & Chairs for 101-199 people	\$123.00/event	\$136.30/event
Set-Up Charge - Tables & Chairs for 200-300 people	\$163.00/event	\$181.70/event
Set-Up Charge - City Owned Stage <i>* Pre-Approval Required</i>	N/A	\$90.85/event

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

ADMISSIONS PRICING

ONE CITY PASS: includes access to drop-in programs, indoor and outdoor swimming pools, fitness areas, and arenas. Registered programs are excluded.

VISIT PASS: 10 and 20 visit passes are redeemed as one admission per scan (e.g. if a customer scans a pass at Hyde Creek Recreation Centre to swim and then visits the Port Coquitlam Community Centre to skate, the member would redeem two visits).

- 10-visit pass is based on the cost of 9 single admissions (10% discount).
- 20-visit pass is based on the cost of 16 single admissions (20% discount).

MONTHLY PASS: monthly commitment, optional auto-renewal until deactivation is requested.

- Based on the cost of 9 single admissions (10% discount).

ANNUAL PASS: commitment of one year.

- Price is calculated at 9x the monthly rate (25% discount).

FAMILY: Price is calculated at the rate of one adult and two children, with the exception of the Family Outdoor Summer Pool Pass, which is calculated as one adult and one child.

Passes & Admissions

Child (4-12)	2019 Rate	2020 Rate
Single Admission - HC, PCCC	\$3.05	\$3.10
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Outdoor Summer Pool Pass	\$19.05	\$19.05
10-Visit Pass	\$27.43	\$27.90
20-Visit Pass	\$48.76	\$49.60
One City Monthly Pass	\$27.43	\$27.90
One City Annual Pass	\$253.56	\$251.10

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
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Effective: January 1, 2020

Youth/Young Adult (13-24)	2019 Rate	2020 Rate
Single Admission - HC, PCCC	\$4.48	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Outdoor Summer Pool Pass	\$19.05	\$19.05
Youth Access Annual Membership	\$15.00	\$15.30
10-Visit Pass	\$40.29	\$41.85
20-Visit Pass	\$71.62	\$74.40
One City Monthly Pass	\$40.29	\$41.85
One City Annual Pass	\$372.42	\$376.65

Adult (25-59)	2019 Rate	2020 Rate
Single Admission - HC, PCCC	\$6.10	\$6.20
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
10-Visit Pass	\$54.86	\$55.80
20-Visit Pass	\$97.52	\$99.20
One City Monthly Pass	\$54.86	\$55.80
One City Annual Pass	\$507.12	\$502.20

Senior (60-84)	2019 Rate	2020 Rate
Single Admission - HC, PCCC	\$4.48	\$4.65
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Wilson Centre Annual Membership	\$18.75	\$19.15
10-Visit Pass	\$40.29	\$41.85
20-Visit Pass	\$71.62	\$74.40
One City Monthly Pass	\$40.29	\$41.85

CITY OF PORT COQUITLAM
FEES & CHARGES BYLAW, 2019

BYLAW NO. 3892
Schedule C

Effective: January 1, 2020

One City Annual Pass	\$372.42	\$376.65
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Super Senior (85+)	2019 Rate	2020 Rate
Single Admission - HC, PCCC	\$3.05	\$3.10
Single Admission - Outdoor Pools (CE, RH)	\$1.90	\$1.90
Wilson Centre Annual Membership	\$18.75	\$19.15
10-Visit Pass	\$27.43	\$27.90
20-Visit Pass	\$48.76	\$49.60
One City Monthly Pass	\$27.43	\$27.90
One City Annual Pass	\$253.56	\$251.10

Family	2019 Rate	2020 Rate
Single Admission - HC, PCCC	\$12.19	\$12.40
Single Admission - Outdoor Pools (CE, RH)	\$5.71	\$5.70
Outdoor Summer Pool Pass	\$38.10	\$38.10
10-Visit Pass	\$109.71	\$111.60
20-Visit Pass	\$195.05	\$198.40
One City Monthly Pass	\$109.71	\$111.60
One City Annual Pass	\$1,014.25	\$1,004.40

RECOMMENDATION:

That Council:

- Approve Facility Allocation Policy No. 11.16, effective January 1, 2020; and
- Rescind Ice Allocation Policy No. 11.04 and Outdoor Athletic Field Allocation Policy No. 11.07.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the November 26, 2015, Council meeting a Memorandum of Understanding with the Port Coquitlam Sports Alliance Society (PCSA) was approved.

At the April 11, 2018, Healthy Community Committee meeting staff were asked to review the Department's allocation policies to ensure their relevance to the current practice.

REPORT SUMMARY

This report recommends that Council approve a new Facility Allocation Policy (Attachment 1) addressing allocation of parks, sport fields and recreation facilities with the implementation of the policy to be effective January 1, 2020. The report also provides an overview of the process followed by staff to consult community groups and incorporate their feedback.

BACKGROUND

The City has operated under separate Ice and Outdoor Athletic Field Allocation policies since 1998 and 2000, respectively (Attachments 3 and 4). Since the two current policies were adopted, there has been a steady increase in the diversity of individuals and organizations looking to reserve City parks, sport fields and facilities. In addition, since the inception of the PCSA, the organization has been advocating for their members, in good standing, to have a higher allocation priority over sport organizations that choose not to join the PCSA. In 2015, a Memorandum of Understanding with PCSA (Attachment 2) was signed to endorse this priority.

DISCUSSION

The City owns, operates and schedules a variety of facilities (parks, sports fields, arenas, pools and other civic buildings) used for recreation, sport and cultural activities. These facilities are public assets; therefore it is vital that the City provide clear allocation guidelines and promote access for the benefit of the entire community. Staff continually monitor user trends and assess community needs in order to determine existing, and forecast future allocation requirements. Over the past 20 years demands have consistently exceeded capacity for some facilities, such as

Adoption of Facility Allocation Policy

arenas and artificial turf fields; there is also increasing pressure to meet the demands for access to public facilities during prime times (primarily afterschool hours and weekends).

The intent of the proposed Facility Allocation Policy No.11.16 is to provide a clearly defined, systematic allocation process to effectively resolve any conflicting requests when a consensus among the specific users impacted cannot be achieved. The key challenge this policy will address is the increased demand for facility space during prime time hours, while continuing to recognize the overall importance of City sponsored programs, services and events in the allocation priority list. To this end, user group priority is redefined and guiding principles are outlined, as the defined set of criteria used to establish equitable and transparent priorities for each user group category booking public facilities.

The proposed policy incorporates both a review of evolving best practices from surrounding communities and the feedback obtained through an iterative user group consultation process. Through the consultative revision process key user groups and partners reviewed several drafts of the new policy, and staff gained a greater understanding of key issues and considerations for the policy effectiveness from a user perspective. Some diversity of opinion about how users should be prioritized and what the best approach to facility allocation would be, was expressed. Participating in the process enabled user groups, partners and staff to better understand and acknowledge the challenge of reconciling different perspectives and balancing the diverse needs of the various user groups, established recreation programs and general community access. The proposed policy incorporates user feedback, redefines the user group priority and outlines sequential guiding allocation principles used to establish equitable and transparent priorities of users. The recommendation that this policy take effect on January 1, 2020 will ensure user groups and partners are notified of changes prior to booking facilities for their 2020-21 seasons.

The following list itemizes what is different in the proposed policy, as compared to the two prior policies to be replaced:

- Includes all City parks, sports fields and facilities under one policy;
- Clearly defines user groups (Section 2);
- Adds clarification that a maximum 15% of prime time is allocated to City programs for ice programs (Subsection 3.1);
- Recognizes the user group, Port Coquitlam Sports Alliance Society members in good standing, as the 2nd priority in allocations (Subsection 3.1);
- Moves local user groups hosting major special events to 4th priority from previous 3rd priority (Subsection 3.1);
- Redefines the Allocation Guidelines (Subsection 3.2);
- Adds conditions to allocation (Subsection 3.3);
- Adjusts the application and completion dates for allocation of fields and outdoor playing surfaces (Subsection 4.3);
- Establishes a seasonal schedule for ice and dry floor (Subsection 4.6); and

Adoption of Facility Allocation Policy


- Clearly defines the process to appeal a decision (Section 5).

Staff appreciate the contributions from all partners, user group representatives and the PCSA through the consultation process. Furthermore, staff believe that this proposed policy will effectively resolve conflicting user group requests, in the unusual occurrence that a consensus between the groups involved cannot be achieved. Council approval of Facility Allocation Policy No.11.16 with the effective date of the policy to be January 1, 2020, is recommended.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the Facility Allocation Policy No.11.16 with the effective date of January 1, 2020.
	2	Refer the proposed policy back to staff for further information (e.g., additional consultation) or request that the policy be amended to address specified concerns.
	3	Continue with the existing policy.

ATTACHMENTS

- Attachment #1: Proposed Facility Allocation Policy No. 11.16
Attachment #2: Memorandum of Understanding with PCSA
Attachment #3: Ice Allocation Policy No. 11.04
Attachment #4: Outdoor Athletic Field Allocation Policy No. 11.07

Subject Area:	Recreation Department	Policy #	11.16
Policy Title:	Facility Allocation Policy		
Authority:	Legislative	X	Effective Date: 2020-01-01
	Administrative	<input type="checkbox"/>	Review Date: 2025-01-01
Issued By:	Lori Bowie Director of Recreation	Issue Date:	2019-11-13
		Distributed By:	Email Copy to User Groups

Purpose:

The purpose of this policy is to provide a framework for the allocation of the City of Port Coquitlam's parks, sports fields and facilities including, but not limited to: parks, park shelters, arenas, tennis courts, pools, athletic fields, community and recreation centres, multi-purpose rooms and gymnasiums. The priority of users and allocation guidelines outlined in this policy are intended to enable City staff to conduct a fair and equitable allocation process to ensure a variety of activities and opportunities are available to all Port Coquitlam residents.

Policy:

1. Introduction

As parks, sports fields and facilities continue to be developed, the inventory available for allocation to individuals, groups, organizations and businesses increases. This policy consolidates previous policies for outdoor athletic field and ice allocations to consistently govern the use of all City-managed parks, sports fields and facilities, and provides a framework for consistent, fair and equitable allocation decisions. Further, it is intended to serve as a guide to a consensus decision-making process with key stakeholders around priority allocations. The City, as the owner and operator of the parks, sports fields and facilities, must carefully evaluate and prioritize all demands to maximize the public good; this policy provides direction to that end.

2. User Groups

The following user groups are identified as eligible to reserve parks, sports fields and facilities in accordance with this policy.

City of Port Coquitlam: The City for its events, maintenance purposes and for use by the general public on a “first-come, first-served” basis

Port Coquitlam Sports Alliance Society (PCSA) Member: A youth or adult sport group which is a member in good standing with the PCSA

Local School Group: A public or private school recognized as an education institution and located within the City of Port Coquitlam or part of School District #43

Local Not-for-Profit Group: A non-sporting group or organization with either registered not-for-profit or charitable society status with at least 75% of active members being residents of Port Coquitlam

Local Private Group: A group or organization other than a Local Not-For-Profit Group with at least 75% of active members being residents of Port Coquitlam

Regional Sport Group: A sporting group or organization having a registered not-for-profit or charitable status if fewer than 75% of active members are Port Coquitlam residents

Port Coquitlam Individual: A person with a permanent residence or owning a business located in Port Coquitlam

Other Individual: A person with a permanent residence not located in Port Coquitlam

Other Group: A commercial, political, institutional or other organization not defined as a User Group by this policy.

3. Priority Allocation of Parks, Sports Fields and Facilities

3.1. Priority of User Groups: Allocations will be in accordance with Table 3.1.

Table 3.1: Priority of User Groups

1 st Priority	Programs, services and events sponsored by the City of Port Coquitlam. City sponsored ice programs are subject to a maximum allocation of 15% of prime time hours ¹ .
2 nd Priority	PCSA Members in the following priority order: <ul style="list-style-type: none"> Youth have higher priority than adults for allocation of artificial turf fields (including the turf warm-up box) Youth have prioritized use until 8:00 p.m. weekdays and 4:00 p.m. weekends Adults have higher priority after 8:00 p.m. weekdays and 4:00 p.m. weekends
3 rd Priority	Local School Group, weekdays during the school year between 8:00 a.m. and 5:00 p.m.
4 th Priority	Local User Group hosting a major special event such as a tournament, championship, ceremony or trade show
5 th Priority	Local Not-for-Profit Group
6 th Priority	Local Private Group
7 th Priority	Port Coquitlam Individual
8 th Priority	Regional Sport Group

9 th Priority	User Group offering a sport skill development program during prime time hours ¹ for which participants pay a fee additional to their sport registration fee
10 th Priority	Other Group or Other Individual

¹ Prime time hours are defined as the hours between 4:00 p.m. and 10:00 p.m. Monday to Friday and 8:00 a.m. to 10:00 p.m. Saturday and Sunday

3.2. Allocation Guidelines:

(1) Overlapping Requests: When an overlapping request for use of a facility occurs between User Groups, the following criteria will guide the allocation decision:

- Higher number of Port Coquitlam residents registered as players or athletes in the organization (excludes coaches/volunteers/executives)
- Higher number of players or athletes to use the facility during the allocated time (density of use)
- Achieving a balance in number of hours allocated to the User Groups (percentage of prime time and non-prime hours used historically and requested for current season)
- Retention of historical allocations
- Activity is consistent with maximizing public good by ensuring a variety of sport options for residents, aligning with current trends and community demands and promoting active living for all ages and abilities.
- Activity does not duplicate or conflict with City programs or with another User Group's offerings (what is the facility being used for).
- Achieving the minimal allotment hours required to keep the User Group viable per the recommendations of a relevant governing body (e.g., Pacific Coast Amateur Hockey Association, Skate Canada).
- If other formal agreements exist outside the allocation process for the use group or activity and for which there is Council approval.

(2) Port Coquitlam Residency

- Evaluation of a request from a Local Not-for-Profit or a Local Private User Group which advises that it is unable to attain 75% of its members as Port Coquitlam residents will be made on a case-by-case basis if the group advises it is unable to achieve this percentage.

3.3. Conditions of Allocation: The City reserves the right to deny approval of a rental permit or rescind a rental permit if the following circumstances apply to the User Group:

- Not in good financial standing with the City of Port Coquitlam
- Participants or spectators not observing posted guidelines (Code of Conduct)
- Damage or poor condition of parks, sports fields or facilities after use
- Failure to use and or report unneeded or unused time
- Membership has significantly decreased from previous seasons
- Membership data is not made available, is inaccurate or indicates User Group qualifications are not met
- Lack of adherence to the terms and conditions listed on the rental permit.

3.4. Major Special Events:

- (1) An application to use parks, sports fields or facilities for a major special event will be evaluated individually. A User Group shall provide one year's advance notice for consideration of an application for a major special event.
- (2) Consideration of approval for a major special event will be based on an assessment of the following factors:
 - a) Duration and frequency of disruption to current park, sports fields or facility users
 - b) Level of competition (e.g., regional, provincial, western, national)
 - c) Hosted or supported by a local organization (City, sport or community group)
 - d) Value to the community
- (3) Given the nature of the bid process for major special events, applications for major special events are exempt from the application deadlines set by this policy.

4. Allocation Procedures

- 4.1. All applicants must submit a completed allocation request form in the form provided by the Recreation Department. The form must be filled in with all information such as participant enrollment numbers, residency status of participants, organizational contacts, etc.
- 4.2. Allocation requests for facilities other than the seasonally allocated facilities identified in Table 4.3 (e.g., rooms, gymnasiums) will be considered upon receipt of the request. Allocations will be determined based on availability, generally on a first come, first served basis.
- 4.3. Allocation requests for seasonally allocated facilities must be submitted prior to the application deadline outlined in Table 4.3. Should a User Group miss the deadline, the group will forfeit their priority order and be considered on a first-come, first-served basis after all of the other applications have been addressed.

Table 4.3 – Application Deadlines

Seasonally Allocated Facilities	Requests in for Spring/Summer	Permits Issued	Requests in for Fall/Winter	Permits Issued
Fields & Outdoor Playing Surfaces	January 1 st	March 1 st	May 1 st	July 1 st
Outdoor Pool	January 15 th	March 15 th	N/A	N/A
Indoor Pool	January 15 th	March 15 th	June 15 th	August 15 th
Arena Ice	April 1 st	June 1 st	May 15 th	August 15 th
Arena Floor	November 1 st	March 15 th	N/A	N/A

- 4.4. **User Group Allocation Meeting:** Staff will consult with User Groups in making the final allocation decision. The allocation process will include a User Group meeting at which User Groups meeting the requirements of this policy will be invited to attend.

-
- 4.5. Decision:** If there is a conflict in allocations and a consensus on allocation cannot be achieved during the User Group allocation meeting, a review panel including a Recreation Area Manager, a representative of the User Groups and the Executive Director of PCSA will make the allocation decision.
- 4.6.** The typical seasonal schedule for ice will be September 1st – Spring Break. There will be a transition period between ice and dry floor (approximately two weeks depending on required maintenance work). When the third arena is operating, staff will work with user group schedules to transition one arena earlier between ice and dry floor seasons.
- 5. Appeals:** A User Group wishing to appeal an allocation decision must do so within two weeks of notification of the decision. The appeal in writing should be submitted to:
- Director of Recreation
Recreation Department
City of Port Coquitlam
2150 Wilson Avenue
Port Coquitlam, BC V3C 6J5

A decision on the appeal will be made by the Director of Recreation.

Associated Regulations, Policy Documents and Agreements

- Fees and Charges Bylaw
- Park and Facilities Bylaw
- Inappropriate User Conduct Policy
- Refund Policy
- Joint Use Maintenance Agreement for Outdoor Facilities and the Terry Fox Theatre
- Memorandum of Understanding with the Port Coquitlam Sports Alliance

Responsibility:

The Director of Recreation shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") made this day 3 of Dec, 2015.

BETWEEN: THE CITY OF PORT COQUITLAM
(the "City")

AND: THE PORT COQUITLAM SPORTS ALLIANCE SOCIETY
(the "Society")

WHEREAS: the City recognizes the role of the Society to act as an independent body to serve as the representative of the interests, goals and objectives of the Port Coquitlam community sports, organizations or clubs who maintain full participatory membership in the Society; and to advise the City on all matters affecting sport in the community;

AND WHEREAS: the Society desires to facilitate programs and provide services that will maximize the development of sports in the community and further the goals and objectives of the Society, including fair play and transparency.

AND WHEREAS: the MOU between the City and the Society has been developed outlining the deliverables, commitment and expected performance of each party.

1. STATEMENT OF INTENT

This secondary Agreement is the mechanism to position the Society within applicable City policies fees and bylaws.

It is the intention of both parties to this MOU, in the spirit of cooperation and mutual support, to maximize the development of community sport in Port Coquitlam and to further the goals and objectives of the Society.

The commitments made in this MOU shall be as mutually agreed upon by both parties without infringement on the autonomy of either party to plan and utilize their individual resources. It is further agreed to make all efforts to provide the support services referenced in the Agreement in a reasonable, timely and professional manner.

2. COMMITMENTS

Each of the parties to this MOU acknowledges that it shares in common with the other party a number of challenges, as well as many opportunities in carrying out its activities in connection with coordinating, developing and advancing sport. Each of the parties commits individually and collectively to collaborate, share information (as appropriate) and coordinate its respective activities and responsibilities in accordance with what is set out in this MOU.

Each of the parties acknowledges that this MOU recognizes the deliverables as stated in the Agreement which are to be completed, as scheduled. Each of the parties to this MOU will continue to work together to explore and develop further opportunities in the future through regular communication.

3. ACTIVITIES DELIVERABLES AND INITIATIVES

The Society will:

- a) Develop and complete a 1-2 year action plan to accomplish the deliverables below and present an annual progress summary to the Healthy Community Committee.
- b) Work and provide guidance with all member community sport associations to ensure they have a multi-year strategic plan of action for their association/club providing guidance.
- c) Increase participation in community sport, at all levels, by providing guidance and support to community sport associations, teams and programs.
- d) Ensure each member association has a fair-play policy (i.e. inclusiveness).
- e) Ensure each member association will develop a code-of-ethics that includes a transparent player selection process.
- f) Dedicate time to creating a community sport system, with its partners, that includes the opportunity for the pursuit of excellence by fair and ethical means.
- g) Work with local sport deliverers to avoid gaps and overlaps and to help develop an efficient and effective community sport system.
- h) Participate in the review of policies and bylaws related to sport delivery and facility development within the City.
- i) Provide the City with a current list of members in good standing, on a quarterly basis.

The City Will:

- a) Update Ice and Outdoor Field Allocation Policies to clarify a priority for the Society and its membership in good standing.
- b) Update the Fees and Charges Policy and any other related documents recognizing the Society and its membership in good standing as the sport benefactors of City subsidized facility and field rental rates.
- c) Direct community sport related inquiries and proposals to the Society, where appropriate, to establish the fit within the Port Coquitlam Community Sport Strategy. This could include feedback in terms of proposal validity, priority and/or level of need.

4. AMENDMENTS

This MOU may be amended, at any time, with the written mutual consent of the parties.

5. CANCELLATION AND/OR RENEWALS

This MOU may be cancelled or revised by either party by giving written notice to cancel or renew at least (90) ninety days in advance.

WHEREAS evidence of their Agreement to be bound by the terms and conditions of this Agreement, the parties have executed this Agreement below on the dates written below.

PORT COQUITLAM SPORTS ALLIANCE SOCIETY
by its authorized signatories:

Mike Bowen
President

Ryan Clark
Executive Director

Date: DEC 2, 2015

CITY OF PORT COQUITLAM by its authorized
signatories:

Lori Bowie
Director of Recreation

Brayden Hutchins
Manager of Corporate Office and Lands

Date: Dec 7th, 2015



POLICY

Subject Area:	Parks and Recreation Department		Policy #	11.04
Policy Title:	Ice Allocation Policy			
Authority:	Legislative	<input checked="" type="checkbox"/>	Effective Date:	1997-09-01
	Administrative	<input type="checkbox"/>	Review Date:	2009-07-15
Issued By:	B. Becker Director of Parks and Recreation	Parks and Recreation Department	Issue Date:	1998-01-12
			Distributed By:	Email

Purpose:

The purpose of this Policy is to determine the priority and procedure of allocating "ice" time slots at the Port Coquitlam Recreation Complex.

Policy:

Policy Statement:

1. Introduction

In Port Coquitlam, as in most communities in Western Canada, ice time is a scarce resource. Demand exceeds supply. Therefore, the City of Port Coquitlam, which is the owner and operator of the two sheets of skating ice at the Port Coquitlam Recreation Centre, must carefully evaluate and prioritize all demands for ice to ensure the public "good" is maximized. This policy provides direction to that end.

It begins with a framework for discussion complete with definitions. It proceeds to set priorities and outline a procedure for allocating ice. It ends with some notes on the impact of the recommended approach.

There are about 1,500 intensive users of ice in Port Coquitlam, organized into user groups. Each of these users skate once or more per week. Although usage varies significantly, the average user gets about 2 hours of ice time per week. These users are allocated about 80% of the 288 hours of ice time available each week.

There are also many members of the public who attend public skating sessions and Parks and Recreation Department programs, and many school children using the Recreation Centre as part of the school curriculum. They get about 20% of the available ice time.

These above organized and casual uses and users of ice can be categorized under the following headings.

2. Users

2.1 Sport Associations:

Minor

- ☐ A non-profit organization incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam for not less than one year and at least 75% of the active members (i.e. registered players) are residents of Port Coquitlam.
- ☐ Organization's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- ☐ Seventy-five percent of the participants must be 17 years of age or under prior to December 31 of that year's season and/or the age categories as outlined in existing provincial or national governing bodies. If complete teams within an organization consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritized separately.
- ☐ Must be a member in good standing with an affiliated or governing body.

Adult

- ☐ A non-profit organization incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam for not less than one year and at least 75% of the (active) members are residents of Port Coquitlam.
- ☐ Organization's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- ☐ The age of the participants is above the qualifications for minor sport associations as above.
- ☐ Must be a member in good standing with affiliated or governing body.

2.2 Independent Recreational Users

- ☐ A group or individual that is not affiliated or associated with any recognized provincial or national sport governing body.
- ☐ May or may not have Society status.
- ☐ Has, as its main focus, recreational, athletic or social activity for its members.

2.3 Schools

- ☐ That is, a public school or a "non-profit" school recognized by province of BC as an education institution, which lies within the boundaries of Port Coquitlam or is located within School District 43 and has an enrollment of 75% Port Coquitlam residents.

2.4 Commercial Users

- ☐ Private sector groups or individuals whose main purpose is to make a profit.

2.5 The City of Port Coquitlam

- ☐ The city may sponsor some activities on ice.

2.6 Exceptions to Requirement for Seventy-five Percent Local Residents

- ☐ In isolated circumstances, the 75% residency role may be waived by the Department if it can be convinced that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit more than 25% of its participants from outside Port Coquitlam in order to make the activity viable for the local participants.

The above categories of users have more demand for ice than there is supply to accommodate it. Therefore, any potential user or user group that does not comply with the above definitions will not be allowed to rent ice at the Recreation Centre.

3. Uses

3.1 Special Events

Major Events

- ☐ Those which bring recognition to or increase the public profile of the community.
- ☐ Specifically International, National, Western Canadian, Provincial gatherings for individuals or multi-sport/recreational events which are sanctioned by the appropriate governing body.

Minor Events

- ☐ Non-recurring (not weekly) recreational activities initiated by the Parks and Recreation Department or a specific user group for the purpose of enhancement, promotion, expression of sport, culture or social needs for the residents of Port Coquitlam.

3.2 Municipally Sponsored Activities

Public Skating

- ☐ Drop-in (no registration) skating or ice-related activities open to the general public (although, in some cases, may be targeted at subsets of the general public).

Parks and Recreation Department Programs

- ☐ Programs initiated by and directly or indirectly operated by the Parks and Recreation Department and open to the general public (although, in some cases, may be targeted at subsets of the general public).

3.3 Regular Ice Rental

- ☐ A seasonal booking of a weekly ice slot for a regularly scheduled sport, culture, social, or recreational use by the members of the group making the booking.

3.4 Casual Ice Rental

- ☐ As above in *Regular Ice Rental* but booking made on a week-by-week basis.

3.5 Fund Raising Events

- ☐ Any use by a group or individual where the main interest is to generate funds which will be put to a “public good” in the community. The public good may be within the group or an external public project.

3.6 Commercial Use

- ☐ Any use by a group or individual making the booking where the objective of the facility use is to make a profit.

4. Some Examples of Uses and Users

4.1 Special Events

Major Events

- Ringette Provincial Tournament
- Female Hockey Provincial Tournament
- Bantam Hockey Tournament

Minor Events

- Figure Skating Carnival
- 25th Anniversary Special
- Old Timer’s 25 Year Re-Union Game
- Old Timer’s Tournament
- Speed Skate Meet
- Molson’s Tournament
- Minor Hockey Christmas Tournament
- Elk’s Skate
- Christmas on Ice

4.2 Municipal Sponsored Activities

Public Skating

- Adult Hockey
- Parent and Tot Hockey
- Youth Hockey
- Parent and Tot Fun Skate
- Family Skate
- Public Skate

Parks and Recreation Department Programs

- Learn to Skate Lessons
- Hockey Fun Just for Tots
- Hockey Fun for Children
- Power Skating

4.3 Minor Sport Regular Ice Rental

- Minor hockey weekly practices and games
- Ringette weekly practices or games
- Figure skating weekly training and skill development sessions

- Speed skating weekly training and skill development sessions

Adult Sport Regular Ice Rental

- Old Timer's hockey league weekly games
- Junior B Hockey (Buckeroos) games and practices
- Men's Senior "AA" Hockey (Blues) games and practices
- Female Senior "AA" Hockey (Renegades and Phantom) games

Independent Users Regular Ice Rentals

- Renegades Old-timer's hockey weekly games
- Coachmen Hockey Club weekly games
- Poco Orphan's Hockey Club weekly games
- Nighthawks weekly games
- Thompson weekly games

4.4 School Casual Ice Rentals

- Free skate

4.5 Commercial Events

- A private events company wishing to rent the arena for a car sale, a circus, a trade show, or an auction

5. Ice Availability

- ☐ A total of 288 hours of ice is available each week as follows:

7 days @ 21 hours per day x 2 arenas - 6 hours maintenance time.

- ☐ Fifty percent or 144 hours of this time is designated as prime time as follows:

Monday to Friday 4 pm - 12 midnight
Saturday & Sunday 8 am - 12 midnight
(in each of two arenas)

- ☐ The ice clean at the beginning of a block booking will be included in the calculation of a group's allocated time.

- ☐ The regular ice season will last from the first week of September to the beginning of the "spring break" in the school year.

6. Priority for Ice Allocation

The prioritization of various uses/users of ice will influence both the amount of ice allocated and the timing (i.e. prime vs. non-prime) of ice allocated.

The priority assignment is as follows:

1. All municipally sponsored activities (i.e. public skating, programs and special events) up to 15% of capacity.
2. School activities during regular school hours.
3. Major special events up to 10% of time (5% prime time and 5% non prime time).
4. Local minor sport group regular ice rental.
5. Local adult sport group regular ice rental.
6. Local independent group regular ice rental.
7. Local group minor special events.
8. Local group fund raising events.
9. Local group casual ice rental.
10. Local commercial groups.
11. All non-local groups.

It should be noted that a specific use in any of the above categories can, at the Department's discretion in response to a specific application, be moved up one level. For example, an adult sport group regular ice rental (like PoCo Blues games) could be moved up to have the same priority as the next highest category (local minor sport group regular ice rental) if a case could successfully be made to the Department that the "public goods" were equal.

Summary of Priority Assignment

Users	Uses						
	Special Events		Municipal Activities	Regular Rental	Casual Rental	Commercial Rental	Fund Raising
	Major ¹	Minor					
Sport Associations							
- Minor	3	7		4	9		8
- Adult	3	7		5	9		8
Independent Users		7		6	9		8
Schools	3	7		2 ²	9		8
Commercial Users						10	
City	3	7	1 ³		9		8

Note: 1 is highest priority, 10 is lowest

- ¹ - (Up to 10% of time - 5% of prime time)
- ² - (During school hours, otherwise, as independent user)
- ³ - (Up to 15% of time)

7. Ice Allocation Procedure

- 7.1** By May of each year, the Department will determine the ice time required under the public skating and Department sponsored program categories for the subsequent fall and slot them into the draft schedule. This total will not exceed 15% of available capacity.
- 7.2** By May of each year, school users will be required to submit their requirements for regular ice rentals during school hours for the subsequent fall. These will be slotted into the ice schedule. During each ice season, schools will request additional ice on a casual basis and it will be allocated during school hours if space is available.
- 7.3** All ice users, including the Department, will be required to submit by May of each year, all requests for major special events. The Department will allocate up to 5% of available prime time capacity (not more than 10% of available total capacity) for such events in the draft schedule (net of City-sponsored special events which are included within the City's 15% above). If requests exceed 5% of prime time capacity, the Department will prioritize the requests on the basis of the value to the community (see definition of major special event) of the event and reject those that exceed 5% of capacity in aggregate.

-
- 7.4 By June of each year, all other categories of uses/users will be asked to submit their requests for the subsequent fall under the headings numbered 4 through 8 on the priorities list. The Department will attempt to slot these requests into a draft schedule and list any that cannot be accommodated.
- 7.5 An ice users meeting will be hosted in late May or early June of each year to attempt to achieve consensus on the draft schedule for the subsequent fall.
- 7.6 If consensus is achieved, the final ice allocation schedule shall be published. Changes will occur on a week-by-week basis as some users cancel their use and others need more time.
- 7.7 If such consensus cannot be achieved during the ice users meeting, the Department will finalize the ice allocation schedule on the basis of the priority list above and the attached guidelines. Once finalized, the ice allocation schedule will be published.
- 7.8 Any group wishing to disagree with the published ice schedule shall present its case first to the Parks and Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Committee of Council, and failing resolution of the issue can present its case to Council, which will provide a final ruling on the matter.

If any group needs additional tournament or special event time over and above the process set in 7.3 above (i.e. 5% of capacity), they will host these special events within their regular ice allocation.

8. Impact of this Policy

This policy should provide some clarity and continuity in decision making for ice uses and users. Its application may alter the current ice allocation practice but it is likely any short term changes to amounts and times of regularly scheduled ice will be minimal. Once approved, one year notice should be given to ice users before it is applied.

Guidelines for Ice Allocation

These guidelines will be used by the Department to allocate ice **only** where consensus by ice user groups **cannot** be reached.

In addition to the priorities list, additional factors should influence the amount and timing of ice allocation to a group. They are:

☐ **Age**

Minor sport groups will have higher priority than adult sports during prime time each day before 10:00 pm start time.

☐ **Density of Usage**

All other things being equal, groups and activities that have more users on the ice during each hour will be assigned higher priority.

☐ **New Activities**

Groups and activities which meet a need for ice which is not currently being met (i.e. some new users) will be at least minimally accommodated at the expense of other users.

☐ **Use of Non Prime Ice Increases Priority for Prime Time Use in the Same Category**

All other things being equal, groups who use lots of non prime time ice in relation to prime time ice will be considered higher priority than other groups in the same category which do not use non prime time ice.

☐ **Credibility of User**

All other things being equal, groups with a long standing reputation for responsible use of the facility should be assigned higher priority.

Where guidelines conflict with each other, the above list of guidelines shall be considered to be in priority order with an item higher in the list taking precedence over lower priority criteria.

Where guidelines conflict with the priority list, the priority list shall first be applied and then the guidelines shall be used to adjust the application within categories on the priority list.

Responsibility:

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

END OF POLICY**Record of Amendments:**

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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POLICY

Subject Area:	Parks and Recreation Department			Policy #	11.07
Policy Title:	Outdoor Athletic Field Allocation				
Authority:	Legislative	<input checked="" type="checkbox"/>	Effective Date:	2002-09-23	
	Administrative	<input type="checkbox"/>	Review Date:	2009-08-01	
Issued By:	B. Becker Director of Parks and Recreation	Parks & Recreation Department	Issue Date:	2002-09-23	
			Distributed By:	Email	

Purpose:

The purpose of this Policy is to establish a priority booking and procedure to allocate outdoor athletic fields within the City of Port Coquitlam.

Policy:

Policy statement:

1. Introduction

In Port Coquitlam, as in most communities in Western Canada, public outdoor sport facilities, including ball diamonds courts and athletic fields are a scarce resource. Demand exceeds supply. Therefore, the City of Port Coquitlam, which is the owner and operator of many outdoor public sports facilities, must carefully evaluate and prioritize all demands for space to ensure the public “good” is maximized. This policy provides direction to that end.

It begins with a framework for discussion including definitions. It proceeds to set priorities and outline a procedure for allocating fields. It ends with some notes on the impact of the recommended approach.

The general public will have some demand for field use. The remainder of the available time will be allocated, by agreement, to user groups. These two categories of users (general public and user groups) can be categorized under the following headings.

2. Users

2.1 Sport Associations:

Minor

- ☐ A non-profit organisation incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam, for not less than one year. In addition, at least 75% of the active members (i.e. registered players) are residents of Port Coquitlam.
- ☐ Organisation's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- ☐ Seventy-five percent of the participants must be 17 years of age or under prior to December 31 of that year's season and/or the age categories as outlined in existing provincial or national governing bodies. If complete teams within an organisation consist of players over the age of 20 years, those teams will be considered separately as an adult division of the organization and prioritised separately.
- ☐ Must be a member in good standing with an affiliated or governing body.

Adult

- ☐ A non-profit organisation incorporated under the Societies Act of the Province of BC and/or the Canada Business Corporations Act, Part II and has been in existence in Port Coquitlam, for not less than one year. In addition, at least 75% of the (active) members are residents of Port Coquitlam.
- ☐ Organisation's main purpose/objective is to offer and involve individuals in recreational athletic or social activities.
- ☐ The age of the participants is above the qualifications for minor sport associations as above.
- ☐ Must be a member in good standing with affiliated or governing body.

2.2 Independent Recreational Users

- ☐ A group or individual that is not affiliated or associated with any recognised provincial or national sport governing body.
- ☐ May or may not have Society status.
- ☐ Has, as its main focus, recreational, athletic or social activity for its members.

2.3 Schools

- ☐ That is, a public school or a "non-profit" school recognised by province of BC as an education institution, which lies within the boundaries of Port Coquitlam, or is located within School District 43 and has an enrolment of 75% Port Coquitlam residents.

2.4 Commercial Users

- ☐ Private sector groups or individuals whose main purpose is to make a profit.

2.5 The City of Port Coquitlam

- ☐ The city, on behalf of the general public, may reserve some time at sports facilities to be left available for the public use on a “first come first served” basis. It may also reserve time for maintenance or for City sponsored events.

2.6 Exceptions to Requirement for 75 Percent Local Residents

- ☐ In isolated circumstances, the 75% residency role may be waived by the Department if it can be convinced that there are insufficient local residents to make a worthwhile activity viable and a locally based group has had to recruit more than 25% of its participants from outside Port Coquitlam, in order to make the activity viable for the local participants.

The above categories of users have more demand for sports fields than there is supply to accommodate it. Therefore, any potential user or user group that does not comply with the above definitions will not be allowed to have any level of priority in the field allocation system.

The City of Port Coquitlam is committed to allocating fields in a way that is fair and equitable to both genders. User groups that have a gender equity policy should provide a copy to the City. All user groups should provide a breakdown of field users by gender. Gender equity will be an important consideration in section 5 of this document.

3. Uses

3.1 Special Events

Major Events

- ☐ Those events which bring recognition to or increase the public profile of the community.
- ☐ Specifically International, National, Western Canadian, Provincial gatherings for individuals or multi-sport/recreational events which are sanctioned by the appropriate governing body.

Minor Events

- ☐ Non-recurring (not weekly) recreational activities initiated by the Parks and Recreation Department or a specific user group for the purpose of enhancement, promotion, and expression of sport, culture or social needs for the residents of Port Coquitlam.

3.2 Municipally Sponsored Activities

Public Use

- ☐ Drop-in (no registration or reservation required – these activities are open to the general public).

☐ **Parks and Recreation Department Programs**

- ☐ Programs initiated by and directly or indirectly operated by the Parks and Recreation Department and open to the general public (although, in some cases,

may be targeted at subsets of the general public) or programs not sponsored by the City but considered by the City to contribute significantly to the “public good” in Port Coquitlam.

Maintenance Time

- Sometimes fields will be maintained or “rested” and this time will be included within the municipality’s overall time allotment.

3.3 Regular Field Rental

- A seasonal booking of a weekly time slot at a specific facility for regularly scheduled sport, culture, social, or recreational use by the members of the group making the booking.

3.4 Casual Field Rental

- As above in *Regular Field Rental* but booking made on a week-by-week basis.

3.5 Fund Raising Events

- Any use by a group or individual where the main interest is to generate funds which will be put to a “public good” in the community. The public good may be within the group or an external public project. An example of an internal public good would be an event to raise funds, which would be used to ensure no child is turned away from the sport for lack of ability to pay. An example of an external public good might be an event to raise money, which would be donated to help build or improve another public facility.

3.6 Commercial Use

- Any use by a group or individual making the booking where the objective of the facility use is to make a profit.

4. Field Availability

Fields will be available, when not closed to use by the City due to inclement weather or because of damage through use.

Field use times will be divided into prime time and non-prime. Prime time will generally be defined as the time of the week when school is not in session. Non prime time will generally be defined as times when the public school is in session.

Fields will be allocated in two seasons; namely fall/winter (from April 1st to Aug. 31st) and spring/summer (from Sept. 1st to March 31st) of each year.

5. Priority for Field Allocation

The prioritisation of various uses/users of fields will influence both the amount of field allocated and the timing (i.e. prime vs. non-prime) of space allocated.

The priority assignment is as follows:

1. All municipally reserved time.
2. School activities during regular school hours.
3. Major special events up to 10% of time (5% prime time and 5% non prime time).
4. Local minor sport group regular rental.
5. Local adult sport group regular rental.
6. Local independent group regular rental.
7. Local group minor special events, including league tournaments.
8. Local group fund raising events.
9. Local commercial groups.
10. All non-local groups.

It should be noted that a specific use in any of the above categories could, at the department's discretion in response to a specific application, be moved up one level. For example, an adult sport group regular rental could be moved up to have the same priority as the next highest category (local minor sport group regular rental) if a case could successfully be made to the Department that the "public goods" were equal.

It should also be noted that the above priority hierarchy should apply on a system wide basis. This is, specific facilities which cannot accommodate adults will obviously have a higher priority for children, and vice versa. However, overall, on all City fields, the needs of each level will take precedence over the level below it.

The City may include, in its own allocation of time (i.e. the first priority above), groups which are just starting up and need some "seed" time and which the Dept. feels may meet a specific need not already met by other groups.

Although all user groups will be required to show how both genders are equitably served, the City may also use its own allocation to schedule groups representing a specific demographic group (e.g. females) which are not fairly represented by other lower priority user groups.

Summary of Priority Assignment

Users	Uses						
	Special Events		Municipal Activities	Regular Rental	Casual Rental	Commercial Rental	Fund Raising
	Major ¹	Minor					
Sport Associations							
- Minor	3	7		4	9		8
- Adult	3	7		5	9		8
Independent Users		7		6	9		8
Schools	3	7		2 ²	9		8
Commercial Users						10	
City	3	7	1		9		8

Note: 1 is highest priority, 10 is lowest

¹ - (Up to 10% of time - 5% of prime time)

² - (During school hours, otherwise, as independent user)

5.1 The following exceptions refer to the artificial turf field:

- Local minor sport teams will have the highest priority until 7:00 pm on weekdays and 3:00 pm on weekends and holidays followed by local adult sport teams.
- Local adult sport teams will have the highest priority after 7:00 pm on weekdays and after 3:00 pm on weekends and holidays followed by local minor sport teams.
- School District #43 school activities take the highest priority until 5:00 pm on weekdays to a maximum of 12 hours per week.

6. Field Allocation Procedure

6.1 The Department will determine the fields and times required to be reserved for public use (item 1 above) and slot them in to the draft field use schedule.

6.2 By May of each year, school users will be required to submit their requirements for regular field rentals (item 2 above) during school hours of the subsequent fall/winter. These will be slotted into the field schedule. During December of each year the school users will be required to submit their requirements for field use for the subsequent

spring/summer season. They will be slotted into the draft spring/summer schedule. Schools may request additional fields on a casual basis at any time and they will be allocated during school hours if space is available.

- 6.3** All field users, including the Department, will be required to submit a minimum of 4 months in advance of the season, all requests for major special events (item 3 above). So that an organization is able to ensure that they will be able to meet the facility requirements for a major event, it is recommended that they request a letter of support from the city at the time of making application for the event. The Department will allocate up to 10% of total available capacity (not more than 5 % of prime time) for such events in the draft schedule.
- 6.4** Fourteen weeks in advance of each season, all other categories of uses/users will have submitted their requests for the subsequent season under the headings numbered 4 through 8 on the priorities list. The Department will attempt to slot these requests into a draft schedule and list any that cannot be accommodated.
- 6.5** Field users meeting will be hosted three months in advance of the season to attempt to achieve consensus on the draft schedule for the subsequent season.
- 6.6** If consensus is achieved, the final field allocation schedule shall be published. Changes will occur on a week-by-week basis as some users cancel their use and others need more time.
- 6.7** If such consensus cannot be achieved during the field users meeting, the Department will finalize the field allocation schedule on the basis of the priority list above and the attached guidelines. Once finalized, the field allocation schedule will be published. This will happen no later than 8 weeks before the start of the season.
- 6.8** Any group wishing to disagree with the published field allocation schedule shall present its case first to the Parks and Recreation Department, and failing resolution of the issue, may present its case to the Parks and Recreation Committee, and failing resolution of the issue can present its case to Council, which will provide a final ruling on the matter. The final field allocation schedule will be published no later than 4 weeks before the start of the season.
- 6.9** Contracts will be formalized no later than 2 weeks before the start of the season.

If any group needs additional tournament or special event time over and above the process set in 6.3 above (i.e. 10% of capacity), they will host these special events within their regular weekly field allocation.

7. Impact of this Policy

This policy should provide some clarity and continuity in decision making for field uses and users. Its application may alter the current field allocation practice but it is likely any short

term changes to amounts and times of regularly scheduled field will be minimal. Once approved, one-year notice should be given to field users before it is applied.

GUIDELINES FOR FIELD ALLOCATION

These guidelines will be used by the Department to allocate fields only where consensus by user groups cannot be reached.

In addition to the priority list, additional factors should influence the amount and timing of field allocation to a group. They are:

New Activities

Groups and activities, which meet a need for field, which is not currently being, met (i.e. some new user), will be at least minimally accommodated at the expense of other users. For example, if users of a field are predominantly of one gender, a new activity would be fostered which would serve the other gender; it could qualify under the “new activities” heading.

Credibility of User

All other things being equal, groups with a long-standing reputation for responsible use of the facility should be assigned higher priority.

Where guidelines conflict with each other, the above list of guidelines shall be considered to be in priority order with an item higher in the list taking precedence over lower priority criteria.

Where guidelines conflict with the priority list, the priority list shall first be applied and then the guidelines shall be used to adjust the application within categories on the priority list.

Responsibility:

The Director of Parks and Recreation or designate(s) as assigned shall have the authority to administer this Policy.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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Advertising Policy for Healthy Community

RECOMMENDATION:

That Council approve the revised Advertising Policy 10.29.

REPORT SUMMARY

The report recommends a change to the City's advertising policy language that aligns advertising with the City's objective of being a healthy community.

DISCUSSION


The City's Advertising Policy 10.29 (attached) provides guidelines for advertising in City-owned publications and on City property. This policy is guided by the Canadian Code of Advertising Standards.

Recently, concerns have been raised in the community that some advertising is incongruent with the City's desire to create a healthy community. The proposed policy amendment inserts language to provide clarity regarding the advertising the City supports in City-owned publications and on City property.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the revised advertising policy.
	2	Take no action (leave the current Advertising Policy in effect).

ATTACHMENTS

Attachment 1 - Revised Advertising Policy (with tracked changes)

Attachment 2 - Current Advertising Policy

POLICY MANUAL

Subject Area:	Corporate – City Wide		Policy #	10.29
Policy Title:	Advertising Policy			
Authority:	Legislative	X	Effective Date:	2015-07-13
	Administrative		Review Date:	2018-07
Issued By:	John Leeburn, Chief Administrative Officer	Office of the CAO	Issue Date:	
			Manner Issued:	Email all staff

Purpose:

The City of Port Coquitlam recognizes there are opportunities and benefits to be gained from providing advertising in City owned publications and properties. The City encourages local business to promote and market themselves through City channels in such a way that reflects the City's vision, mission and values; without compromising the corporation's bylaws, policies or public image. To meet these objectives, a policy framework and guidelines are provided for staff involved with providing advertising opportunities.

Policy:

This Policy applies to advertising agreements between the City and businesses, organizations or individuals that contribute to the City, either financially or in-kind, in return for promotional space on/in City property.

The policy applies to the following:

- a. Paid advertising on City property, at City events, and in City publications.

Exclusions to this policy:

- a. Sponsorship: A mutually agreed upon, marketing-orientated formal agreement between the City and an external company, organization, enterprise, association or individual, whereby the external party (sponsor) contributes money, goods or services to the City in return for recognition, promotion, acknowledgement or other defined promotional considerations and benefits.
- b. Sports Club Sponsorships: Agreement(s) between a sports club and a third-party that contribute to the sports club, either financially or in-kind, where the third-party receives recognition or promotion on club owned property (i.e. Uniforms).

- c. Special Event Sponsorship: Agreement(s) between an organization that is hosting an event on City property and a third-party that contribute to the event, either financially or in-kind, where the third-party receives recognition or promotion on organization owned property (i.e. Event signage).
- d. Third parties who lease City property or hold permits with the City for activities or events.

DEFINITIONS:

1. Advertising

A commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the advertising opportunity.

An external company, organization, enterprise, association or individual purchases advertising space on City printed materials or property, at City events, or in conjunction with a City program. Advertising involves the simple purchase of space sold at rates determined by the City, considered revenues received under agreement. The purchaser of this space is not entitled to any additional benefits other than those accruing from access to the space purchased. Each advertising agreement shall cover: exclusivity, term/duration, signage display, and the sale of products/distribution of promotional items.

2. City-initiated Program or Event

Any program, service, or event, which is conceived, initiated, and managed by the City. This does not include programs, services, or events organized by outside organizations in which the City of Port Coquitlam participates, sponsors, or permits to use City property.

General:

1. Conditions

Advertising agreements must comply with federal and provincial statutes, municipal bylaws, City policies and requirements set out by the Canadian Advertising Standards Council.

The City will consider all advertising proposals but has no obligation to accept them. The City reserves the right to refuse any proposal, including, but not limited to, those submitted by third parties whose activities are perceived to be incompatible with the City's goals, values, or mission.

The following conditions apply when establishing advertising relationships:

- a. Advertisements accepted for display on City owned property or publications shall conform to the standards and limitations adopted by Council.
- b. Agreements shall not in any way invoke future consideration, influence or be perceived to influence the day-to-day business of the City.

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- c. A City employee shall not accept or receive any products or services for personal gain related to any advertising agreement.
 - d. Unless authorized by policy, staff should not endorse any product, service or proposition.
 - e. The advertising should be appropriate to the target audience.
 - f. The term of all agreements shall not exceed three (3) years unless authorized by the CAO.
 - g. The advertising agreement must not interfere with existing contractual obligations.
 - h. To protect the privacy of Port Coquitlam's residents, advertisers are not to have access to any personal information held by the City.
 - i. Advertisers are prohibited from implying that their products, services or ideas are sanctioned by the City.
 - j. Any registered trademarks and/or official marks of the City are not to be authorized for use in any manner other than to identify the City without prior written approval from the CAO.
 - k. Any advertising with reference to the City must be approved by the Manager of Communications prior to production of advertising materials.
 - l. There shall be no actual or implied obligation to purchase the product or services of the advertiser.
 - m. Advertising agreements are non-transferable, without the written consent of the City, which may be withheld for any reason in the City's sole discretion.
 - n. Advertising may be solicited by a third-party company on behalf of the City. In cases of disagreement between the third-party company and a potential advertiser, potential advertisers will deal with the third-party company directly. If there is disagreement between the third-party company and a potential advertiser on policy interpretation, the matter may be referred to City staff.
 - o. City staff responsible for interpreting and implementing this Advertising Policy may overrule decisions made by the third-party.
 - p. Advertising shall, in the sole opinion of the City of Port Coquitlam, support the City's initiatives for a healthy community and the safety of its residents.

City staff and third party contractors responsible for soliciting, negotiating, preparing and administering agreements including contract management and/or approving advertising agreements must ensure that all relevant bylaws and policies are adhered to, appropriate consultation and approval authorities are respected, and where applicable that insurance indemnification and permits have been obtained.

2. Restrictions for Sponsorship and related Advertising

The City will not limit a potential advertiser's freedom of expression by refusing advertisements which promote products and/or services, except as permitted pursuant to *Section 1 of the Canadian Charter of Rights and Freedoms*, which includes Charter rights subject to "such reasonable limits prescribed by law as can be demonstrably justified in a free and democratic society".

The standards and limitations to advertising content derived from a sponsorship shall be reviewed in the context of a public agency's limited legal ability to deny advertisements under the Charter.

Guidelines for application acceptability or rejection are attached in Appendix "A".

Departments are responsible for ensuring that third party advertising relationships abide by the restrictions noted in this policy.

Administration:

This Policy applies to all City employees. This Policy does not apply to members of City Council.

REPORTING:

Departments entering into advertising agreements pursuant to this Policy are required to report each agreement to the Director of Finance who will provide a year-end report to Council.

END OF POLICY

Record of Amendments:

Policy	Issue date	Reviewed	Replaced	Re-issue Date
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Appendix “A”

The City will be guided by the Canadian Code of Advertising Standards.

In addition:

1. Advertising must comply with all City bylaws, laws, statutes and regulations in force in British Columbia;
2. No advertisement will be accepted which the City of Port Coquitlam, in the exercise of its sole discretion, considers to be of questionable taste or in any way offensive in the style, content or method of presentation;
3. All advertisements shall be of a moral and reputable character;
4. All advertisements shall be free of any demeaning, derogatory, exploitative or unfair comment or representation of any person or group of persons, or any such comment or representation based on race, colour, ancestry, ethnic origin, creed, religious affiliation, sex, sexual orientation, disability, age, marital or family status.
5. Advertisements, otherwise acceptable under this policy, which convey information about a meeting, gathering or event must contain the name of the sponsoring group, the name of the persons participating in the event, and the location, date and time of the event.
6. Advertisements, otherwise acceptable under this policy, which (a) promotes or opposes a specific theology or religious ethnic, point of view, policy or action, (b) advocates or opposes any ideology or political philosophy, point of view, policy or action, or (c) conveys information about a political party or candidacy of any person for a political opposition or public office, must visibly display the name of the sponsoring group.

These advertisements must also display the following disclaimer: “The opinions expressed in this advertisement, do not in any way represent the opinions of, and are not endorsed by the City of Port Coquitlam.”

This endorsement disclaimer extends to and includes content that may be found via internet addresses, quick responses (QR) codes, and telephone numbers that may appear in the posted ads and direct-viewers to external sources of information.

7. No advertisements will be accepted which promotes any tobacco company, tobacco product or tobacco brand promotions, including sponsorship or promotion of cultural or sporting events.
8. No advertisement which promotes any adult entertainment businesses, escort services, massage parlours, marijuana dispensary, liquor companies, and related products or brand promotions will be accepted at City facilities or in City publications.
9. [Advertising shall, in the sole opinion of the City of Port Coquitlam, support the City’s initiatives for a healthy community and the safety of its residents.](#)

Complaint Process:

Any individual or advertiser who wishes to appeal a decision regarding the application of the Canadian Code of Advertising Standards regarding advertising on City property or other assets, may file a complaint with the City of Port Coquitlam and Advertising Standards Canada.

POLICY MANUAL

Subject Area:	Corporate – City Wide		Policy #	10.29
Policy Title:	Advertising Policy			
Authority:	Legislative	X	Effective Date:	2015-07-13
	Administrative		Review Date:	2018-07
Issued By:	John Leeburn, Chief Administrative Officer	Office of the CAO	Issue Date:	
			Manner Issued:	Email all staff

Purpose:

The City of Port Coquitlam recognizes there are opportunities and benefits to be gained from providing advertising in City owned publications and properties. The City encourages local business to promote and market themselves through City channels in such a way that reflects the City's vision, mission and values; without compromising the corporation's bylaws, policies or public image. To meet these objectives, a policy framework and guidelines are provided for staff involved with providing advertising opportunities.

Policy:

This Policy applies to advertising agreements between the City and businesses, organizations or individuals that contribute to the City, either financially or in-kind, in return for promotional space on/in City property.

The policy applies to the following:

- a. Paid advertising on City property, at City events, and in City publications.

Exclusions to this policy:

- a. Sponsorship: A mutually agreed upon, marketing-orientated formal agreement between the City and an external company, organization, enterprise, association or individual, whereby the external party (sponsor) contributes money, goods or services to the City in return for recognition, promotion, acknowledgement or other defined promotional considerations and benefits.
- b. Sports Club Sponsorships: Agreement(s) between a sports club and a third-party that contribute to the sports club, either financially or in-kind, where the third-party receives recognition or promotion on club owned property (i.e. Uniforms).

- c. Special Event Sponsorship: Agreement(s) between an organization that is hosting an event on City property and a third-party that contribute to the event, either financially or in-kind, where the third-party receives recognition or promotion on organization owned property (i.e. Event signage).
- d. Third parties who lease City property or hold permits with the City for activities or events.

DEFINITIONS:

1. Advertising

A commercial message directed at a specific audience, usually paid for by the advertiser and with no implied association between the advertiser and the organization offering the advertising opportunity.

An external company, organization, enterprise, association or individual purchases advertising space on City printed materials or property, at City events, or in conjunction with a City program. Advertising involves the simple purchase of space sold at rates determined by the City, considered revenues received under agreement. The purchaser of this space is not entitled to any additional benefits other than those accruing from access to the space purchased. Each advertising agreement shall cover: exclusivity, term/duration, signage display, and the sale of products/distribution of promotional items.

2. City-initiated Program or Event

Any program, service, or event, which is conceived, initiated, and managed by the City. This does not include programs, services, or events organized by outside organizations in which the City of Port Coquitlam participates, sponsors, or permits to use City property.

General:

1. Conditions

Advertising agreements must comply with federal and provincial statutes, municipal bylaws, City policies and requirements set out by the Canadian Advertising Standards Council.

The City will consider all advertising proposals but has no obligation to accept them. The City reserves the right to refuse any proposal, including, but not limited to, those submitted by third parties whose activities are perceived to be incompatible with the City's goals, values, or mission.

The following conditions apply when establishing advertising relationships:

- a. Advertisements accepted for display on City owned property or publications shall conform to the standards and limitations adopted by Council.
- b. Agreements shall not in any way invoke future consideration, influence or be perceived to influence the day-to-day business of the City.

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- c. A City employee shall not accept or receive any products or services for personal gain related to any advertising agreement.
 - d. Unless authorized by policy, staff should not endorse any product, service or proposition.
 - e. The advertising should be appropriate to the target audience.
 - f. The term of all agreements shall not exceed three (3) years unless authorized by the CAO.
 - g. The advertising agreement must not interfere with existing contractual obligations.
 - h. To protect the privacy of Port Coquitlam's residents, advertisers are not to have access to any personal information held by the City.
 - i. Advertisers are prohibited from implying that their products, services or ideas are sanctioned by the City.
 - j. Any registered trademarks and/or official marks of the City are not to be authorized for use in any manner other than to identify the City without prior written approval from the CAO.
 - k. Any advertising with reference to the City must be approved by the Manager of Communications prior to production of advertising materials.
 - l. There shall be no actual or implied obligation to purchase the product or services of the advertiser.
 - m. Advertising agreements are non-transferable, without the written consent of the City, which may be withheld for any reason in the City's sole discretion.
 - n. Advertising may be solicited by a third-party company on behalf of the City. In cases of disagreement between the third-party company and a potential advertiser, potential advertisers will deal with the third-party company directly. If there is disagreement between the third-party company and a potential advertiser on policy interpretation, the matter may be referred to City staff.
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