

Committee of Council Agenda

Tuesday, April 7, 2020

2:10 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, April 7, 2020, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

1

Recommendation:

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

- *March 17, 2020*
- *March 24, 2020.*

4. REPORTS

4.1 Accessory Automobile Sales in General Industrial Zone

8

Recommendation:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to permit the accessory retail sales of rebuilt automobiles and light trucks in the M1 General Industrial zone.

4.2 Request for Extension - 3346 Finley Street

12

Recommendation:

That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4125 to May 28, 2021.

4.3 UBCM Housing Needs Report Program 16

Recommendation:

That Committee of Council recommends that Council authorize staff to apply to the 2020 UBCM Housing Needs Report intake program for funding to develop housing needs report.

4.4 Liquor Establishment Policy Amendment 36

Recommendation:

That Committee of Council recommend Council approve an amendment to the Liquor Establishment Policy to provide for later closing times for liquor manufacturing establishments with a lounge endorsement area.

4.5 Coach House Development Permit Application – 3766 Somerset Street 43

Recommendation:

That Committee of Council approve Development Permit DP000408 to regulate a coach house development at 3766 Somerset Street.

4.6 Coach House Development Permit Application – 3176 Kilmer Street 58

Recommendation:

That Committee of Council approve Development Permit DP000391 to regulate a coach house development at 3176 Kilmer Street.

4.7 February 2020 Community Centre Update 69

Recommendation:

None.

4.8 Prairie Avenue – Design Recommendations Update 109

Recommendation:

That Committee of Council approve the Prairie Avenue road design option as presented in the April 7, 2020 staff report, "Prairie Avenue - Design Recommendations Update" and direct staff to proceed with detailed design.

4.9 2020 Draft Budget - Public Input 134

Attachment 1 - Budget Survey Comments - to be distributed separately.

Recommendation:

None.

5. COUNCILLOR'S UPDATE
6. MAYOR'S UPDATE
7. CAO UPDATE
8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Recommendation:

That the Committee of Council Meeting of Tuesday, April 7, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

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

Item 5.2

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

Item 5.3

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report];

Item 5.4

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

Item 5.5

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

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Recommendation:

That the Tuesday, April 7, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES



Committee of Council Minutes

Tuesday, March 17, 2020

Council Chambers

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

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

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, March 17, 2020, Committee of Council Meeting Agenda be adopted as circulated.

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

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved-Seconded:

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

- *December 17, 2019*
- *March 3, 2020.*

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

Carried

4. REPORTS

4.1 Tyner Street/Kingsway Avenue Intersection Review

Moved-Seconded:

That Committee of Council direct staff to remove the intersection improvements at Tyner Street/Kingsway Avenue from the scope of work for the PCCC off-site works, and include the work as part of the Kingsway Avenue corridor improvements.

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

Opposed (1): Councillor Washington

Carried

4.2 Q4 2019 Workplan Updates

Staff provided an update and answered questions from Council.

4.3 Parks Bylaw Signage - Follow Up

Moved-Seconded:

That Committee of Council direct staff to proceed with parks bylaw sign installation as per the template included within the March 17, 2020 report with the following change:

- *Update wording on signs from "FINES MAY APPLY" to "FINES WILL APPLY".*

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

Carried

5. COUNCILLORS' UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

Mayor West provided an update on City business and the steps the City has taken, and will continue to take to deal with the COVID-19 pandemic.

7. CAO UPDATE

CAO provided an update on City business and the City's response to COVID-19 related issues.

The Corporate Officer provided an update regarding legislative requirements for upcoming Committee of Council and Council meetings. During the period that City Hall

is closed to the public, alternate methods of communication for the public to maintain access to Council for public input and questions will be available. Detailed information will be posted on the website in the next few days. All Committee of Council and Council meetings will be webcast and any related questions can be directed to the Corporate Office.

Moved-Seconded:

That Committee of Council direct staff to waive late payment fees normally collected as of March 31st on outstanding utility balances per Schedule A, Section E of Sewer Regulation Bylaw No. 3936 and Section 12 of Waterworks Regulation Bylaw No. 3935.

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

Carried

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

That the Committee of Council Meeting of Tuesday, March 17, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

c. labour relations or other employee relations.

Item 5.2

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

Item 5.3

l. discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].

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

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, March 17, 2020, Committee of Council Meeting be adjourned at 3:45 p.m.

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

Carried

10. MEETING NOTES

None.

Mayor

Corporate Officer



Committee of Council Minutes

Tuesday, March 24, 2020

Council Chambers

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

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

1. CALL TO ORDER

The meeting was called to order at 5:30 p.m.

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, March 24, 2020, Committee of Council Meeting Agenda be adopted with the following changes:

- *Deletion of Item 4.1 - RCMP 2019 Year in Review.*

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

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved-Seconded:

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

- *March 10 , 2020.*

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

Carried

4. REPORTS

4.1 RCMP 2019 Year in Review

This item was deleted from the agenda.

4.2 Development Permit Application - 577 Nicola Avenue

Moved-Seconded:

That Committee of Council approve Development Permit DP000405 to regulate an industrial development at 577 Nicola Avenue.

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

Opposed (1): Councillor Dupont

Carried

4.3 Animal Control Bylaw Amendment - Emotional Support Animals

Moved-Seconded:

That Committee of Council recommend that Council:

1. Adopt Bylaw No. 4168 to allow for the provision of emotional support animals; and

2. Adopt amendments to Bylaw Notice Enforcement Bylaw No. 3814 and Ticket Information Bylaw No. 2743 to add ticketing provisions for:

- *S 10 (12) Aggressive Dog no muzzle - \$500.00*
- *S 11 (9) Dangerous Dog no muzzle - \$500.00; and*

That Committee of Council direct staff to provide a report on criteria to be considered for an emotional support animal application.

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

Opposed (1): Councillor Washington

Carried

5. COUNCILLORS' UPDATE

None.

6. MAYOR'S UPDATE

None.

7. CAO UPDATE

None.

8. ADJOURNMENT

8.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, March 24, 2020, Committee of Council Meeting be adjourned at 6:59 p.m.

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

Carried

9. MEETING NOTES

The meeting recessed at 5:59 p.m. and reconvened at 6:29 p.m.

Mayor

Corporate Officer

Accessory Automobile Sales in General Industrial Zone

RECOMMENDATION:

That Committee of Council recommend to Council that the Zoning Bylaw be amended to permit the accessory retail sales of rebuilt automobiles and light trucks in the M1 General Industrial zone.

REPORT SUMMARY

This report recommends the Zoning Bylaw be amended to include the retail sale of rebuilt automobiles as an accessory use to an automobile repair, salvage or servicing use in the M1 General Industrial zone.

BACKGROUND

The City has received a number of requests over the last few years from automobile-related businesses to allow accessory retail sales of passenger automobile and light trucks in the M1 (General Industrial) zone. These requests generally came from three types of automobile-related businesses:

1. **Automobile salvage and parts sales:** These businesses generally purchase salvage vehicles from the Insurance Corporation of British Columbia (ICBC) for disassembly and part sales through a Salvage Buyers licence from ICBC. The Salvage Buyer licence includes several categories that enable varied ability to buy vehicles from ICBC; businesses wishing to purchase better quality wrecks from ICBC businesses must qualify as a “rebuilder/dealer”, which requires confirmation from the municipality the business has a valid business licence which permits both sale and general repairs of vehicles.
2. **Automobile service and repair:** These businesses provide general automobile repair and service to private customers and wish to purchase, repair and resell automobiles on an occasional basis to supplement income.
3. **Specialty automobile restoration/repair:** These businesses generally specialize in the repair and restoration of classic or high performance automobiles. This can include work for private individuals, but also include purchase, restoration, modification and sale of automobiles to individuals, car dealerships or brokers.

Zoning Bylaw: The Industrial zones accommodate a wide range of primary industrial uses and some limited accessory commercial uses, where those uses complement the industrial function. These include a variety of automobile-related service, repair, and salvage uses within the M1 (General Industrial) zone. Vehicle sales in the M1 zone are limited to sale of trucks, machinery and equipment for commercial or industrial purposes. The retail sales of passenger automobiles such as cars and light trucks are considered a commercial use and, in accordance with the policies of the Official Community Plan, are currently restricted to the City’s commercial zones.

Accessory Automobile Sales in General Industrial Zone

Official Community Plan (OCP): OCP policies for industrial lands encourage retention of industrial lands for industrial purposes and discourage commercial retail uses in all industrial areas. OCP policies however also encourage support of local businesses and a balanced local economy including a mix of uses to provide employment and contribute to the municipal tax base. These policies are consistent with the direction of Metro Vancouver's Regional Growth Strategy, which allows for complimentary accessory commercial uses in industrial zones where appropriate.

Proposal: In order to meet the evolving needs of the automobile-related service, repair, and salvage businesses, staff propose the Zoning Bylaw be amended to include the retail sale of automobiles and light trucks in the M1 General Industrial zone as an accessory use and subject to the following limitations:

- retail sales must be accessory to an automobile and light truck repair, servicing or salvage use
- vehicles for sale must be rebuilt on site
- vehicles must be stored indoors and are not to be kept in an accessory display area

These restrictions are intended to ensure the intent of the retail sales as being ancillary to repair, servicing or salvage is adhered to, discourage the appearance of a car dealership and associated showrooms and ensure required parking spaces are not used for vehicle storage or display.

DISCUSSION

The inclusion of accessory retail sales of automobiles and light trucks in the General Industrial zone will allow automobile related businesses to acquire better quality wrecks from ICBC and provide flexibility to auto-related service, repair and salvage businesses as they evolve. The proposed additional accessory use is seen to support the primary uses in keeping with the intent of the industrial nature of the site and is expected to have little impact to neighbouring businesses under the proposed limitations.

Staff recommend that the Zoning Bylaw be amended to permit the sale of automobiles and light trucks as an additional accessory use in the M1 General Industrial zone.


FINANCIAL IMPLICATIONS

None.

Accessory Automobile Sales in General Industrial Zone

OPTIONS

(Check = Staff Recommendation)

#	Description
1 	Recommend that Council amend the Zoning Bylaw to allow accessory automobile and light truck sales in the General Industrial M-1zone.
2	Request additional information or amendments to the requested amendments prior to their consideration.
3	Determine that no changes will be made to existing regulations at this time.

ATTACHMENTS

Att#1: Draft bylaw amendment to the Zoning Bylaw

Lead author(s): Natalie Coburn. Bryan Sherrell

Zoning Bylaw Amendment for Accessory Car Sales in M1 Zones

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

Use	Zone		
	M1	M2	M3
Accessory retail sales of automobiles and light trucks	■ Note 25		

Note 25. Automobile and light truck sales use in the M1 zone is only permitted where accessory to an automobile and light truck repair, servicing or salvage use and is limited to automobiles and light trucks which have been rebuilt or modified on site. Automobile and light trucks must be stored indoors and may not be located in an accessory display area.

RECOMMENDATION:

That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4125 to May 28, 2021.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the Council meeting on May 28, 2019, the following motion was passed:

- 1) That Council give Zoning Amendment Bylaw No. 4125 for 3346 Finley Street third reading.

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

- 1) The zoning of 3346 Finley Street be amended from RS1 (Residential Single Dwelling 1) to RS2 (Residential Single Dwelling 2); and
- 2) Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - a) Demolition of existing structures;
 - b) Completion of design and submission of fees and securities for off-site works and services;
 - c) Submission of a \$2000 security for tree replanting;
 - d) Registration of a legal agreement to implement design objectives and confirm number of units within a dwelling.

REPORT SUMMARY

This report describes a request to extend the expiry date of Zoning Amendment Bylaw No. 4125. There are no issues identified in the report with respect to extending the one year deadline for bylaw adoption and approval is recommended.

BACKGROUND

On May 28, 2019 Council gave 3rd reading to a zoning bylaw amendment to rezone the property at 3346 Finley Street from RS1 (Residential Single Dwelling 1) to RS2 (Single Residential Dwelling 2) to facilitate subdivision into two lots.

The Development Procedures Bylaw requires adoption of an amending bylaw within one year; the Delegation of Authority Bylaw provides the Committee of Council with authority to issue time extensions for Council consideration of adoption of a Zoning Bylaw amendment for a period of up to one year from the initial one-year period. The applicant is unable to complete the required conditions of bylaw adoption by May 28, 2020 and has requested a one-year extension.


DISCUSSION

The applicant advises an unexpected personal matter has impacted their ability to meet the required conditions prior to the May 28, 2020 expiry. To date, they have submitted the legal agreement to implement design objectives, but have been unable to progress on the other conditions. The site remains occupied and well-kept as it awaits redevelopment. There have been no changes in policy or regulations that would impact the site and staff recommend approval of the requested extension.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the requested time extension.
	2	Not approve the extension. If this decision is made, then the applicant may request that Council consider the requested extension.

Lead author(s): Bryan Sherrell

CITY OF PORT COQUITLAM
ZONING AMENDMENT BYLAW, 2019

Bylaw No. 4125

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. 4125".

2. ADMINISTRATION

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

Civic: 3346 Finley Street

Legal: Lot 11, Section 6, Township 40, New West District, Plan NWP21492

From: RS1 (Residential Dwelling Zone 1)

To: RS2 (Residential Dwelling Zone 2)

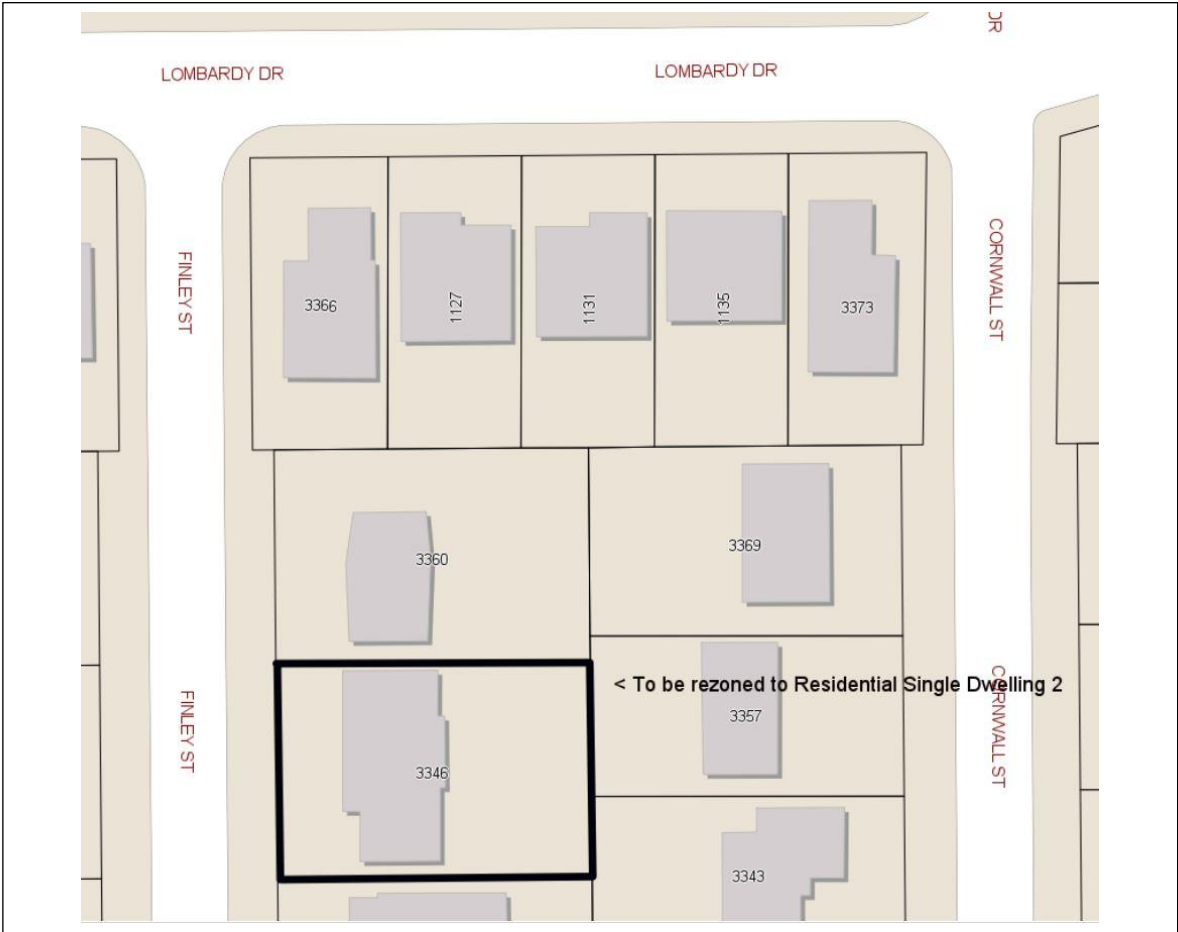
as shown on Schedule 1 attached to and forming part of this Bylaw.

READ A FIRST TIME this	14 th day of	May, 2019
READ A SECOND TIME this	14 th day of	May, 2019
PUBLIC HEARING HELD this	28 th day of	May, 2019
READ A THIRD TIME this	28 th day of	May, 2019
ADOPTED this		

Mayor

Corporate Officer

SCHEDULE 1



UBCM Housing Needs Report Program

RECOMMENDATION:

That Committee of Council recommends that Council authorize staff to apply to the 2020 UBCM Housing Needs Report intake program for funding to develop housing needs report.

REPORT SUMMARY

This report recommends that staff be directed to apply to the Union of British Columbia Municipalities (UBCM) for funding to prepare a housing needs report. Development of a housing needs report is mandated by the Province and is intended to help municipalities determine current and future housing needs, and to identify housing policies, regulations and programs to address these needs.

BACKGROUND

The Province of BC has passed the *Local Government Statutes (Housing Needs Reports) Amendment Act, 2018*, S.B.C. 2018, c. 20 which requires local governments to collect data, analyze trends and present a comprehensive report that details current and future housing needs for each respective municipality. In accordance with this legislation, municipalities and regional districts in B.C. are required to complete housing needs reports by April 2022 and every five years thereafter.

The Province has allocated \$5 million dollars in funding to help municipalities produce their first housing needs reports. The Union of BC Municipalities (UBCM) has been tasked with administering the funding and has structured a Housing Needs Report intake program with funding scaled on the net population of the planning area; for municipalities with populations of 50,000 to 99,999 (which includes Port Coquitlam) the maximum funding that may be provided is \$50,000.

The UBCM program intake deadline for 2020 is May 1st, 2020. Staff is requesting Council's authorization to apply for this program in order to complete the assessment.

SCOPE OF WORK

The Province expects the reports to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and to help inform local plans, policies, and development decisions. Work to complete the report is expected to include two phases:

1) Data Collection: Municipalities are required to collect statistical information on current and projected population, household income, significant economic sectors, current available housing units and anticipated housing units and housing typology. Approximately, 50 distinct kinds of data is anticipated to provide the basis for determining current and projected housing needs – some of this information is available through the Ministry of Municipal Affairs or through Metro Vancouver.

UBCM Housing Needs Report Program

This phase is also expected to include community engagement, including collaboration with neighboring local and regional governments, partner organizations, community surveys, and engagement activities.

Assessment and Action Plan: This phase will include a comprehensive analysis of the data collected in the first phase, including the number of housing units required for each type of housing to meet current and anticipated housing needs for at least the next 5 years. The intent is to provide more refined information on housing trends within the city that is updated more frequently than the OCP. Key areas include affordable housing, rental housing, special needs housing, seniors housing and shelters for individuals experiencing homelessness.

Under the UBCM Housing Needs Reports program, eligible costs and activities must be cost-effective and can include data collection, research, assessment, community engagement, drafting and publication of the report, and presentation of the findings. Eligible expenses also include project management and coordination staff costs, consultant costs and capacity building for staff to undertake subsequent updates to the housing needs report.

All applications will be assessed and scored based on criteria that include:

- Demonstrated need for an updated housing assessment;
- Adherence to the data collection, assessment and reporting expectations for the report;
- Broad community consultation with stakeholders and sectors;
- Strategies to building capacity for municipal staff to undertake future assessments; and,
- Cost-effective and provision of in-kind or monetary contributions.

DISCUSSION

The City's Official Community Plan policies and objectives support the provision of housing within the community that meets a wide variety of needs, including form, location, tenure and price. The 2015 Housing Action Plan described the City's current housing conditions and proposed six broad directions to address gaps and meet future needs. The Affordable and Family Friendly Housing policy, adopted in 2018, is intended to boost the City's supply of affordable and family-oriented housing.

Creation of a housing needs assessment will provide an opportunity for the City to carefully analyze existing housing stock and supply, understand the potential gaps, over and undersupply, and identify clear actions to address housing needs for the community. The UBCM funding program is unique in that it allows the City to utilize a portion of the funding to train staff on the data model and how to undertake the assessment, so the capacity for future assessments can be retained in-house. Staff expect that the project would be managed and administered by staff, but also include external consultants to provide technical expertise and training on statistical modelling and population forecasting, and to provide report graphics and

UBCM Housing Needs Report Program

formatting, communication, and engagement services. If the City is not successful in receiving the UBCM Grant funds, we will bring forward a budget request to complete the work in 2021.


FINANCIAL IMPLICATIONS

All monetary costs are proposed to be funded through the UBCM grant program. Staff expect a budget of \$50,000 would be adequate to undertake this assessment and could off-set both consultant costs, staff training and project management costs. Staff recommend the housing needs report application include the provision of in-kind costs including administration, use of software and mapping programs. If UBCM approves the \$50,000 grant, an amendment to the financial plan would be required.

CONSULTATION

Consultation with the community and stakeholders including non-profits, development community, health authorities, vulnerable populations and First Nations is required in order to meet the UBCM criteria. Staffs anticipate the need to work closely with Metro Vancouver to ensure report consistency with municipalities in the region and will collaborate with surrounding municipalities, particularly Coquitlam, Port Moody, Pitt Meadows and Maple Ridge.

OPTIONS

	#	Description
	1	Recommend to Council that staff be directed to apply to the 2020 UBCM Housing Needs Report program for fund the development of a housing needs report.
	2	Request additional information prior to making a decision on the recommendation of this report
	3	Determine that consideration not be given to using provincial funding to facilitate the development of a housing needs report.

Attachments: Housing Needs Report Program

Housing Needs Reports Program

2020 Program & Application Guide

1. Introduction

Since April 2019, local governments have been required to develop housing needs reports on a regular basis. The reports are intended to strengthen the ability of local governments to understand what kinds of housing are most needed in their communities, and help inform local plans, policies, and development decisions.

Housing Needs Reports Program

The Housing Needs Reports program supports local governments in undertaking housing needs reports in order to meet the provincial requirements. The Ministry of Municipal Affairs & Housing (MMAH) has provided \$5 million for this program. Prospective applicants should be advised that based on available funding, this will likely be the final intake of this funding program.

The program is structured to reflect the planning areas for which local governments are required to complete housing needs reports: municipalities, electoral areas, and local trust areas (within the Islands Trust). Funding is scaled based on the net population of each planning area.

Refer to Section 6 and Appendix 1 for eligible funding amounts.

2. Eligible Applicants

All local governments in BC (municipalities, regional districts, and the Islands Trust) are eligible to apply. Local Trust Committees must apply through the Islands Trust.

Each planning area (municipality, electoral area, and local trust area) can only be funded once over the full span of the program.

Funding permitting, the Islands Trust and regional districts can submit one application per intake to undertake separate housing needs reports for different trust areas/electoral areas, including regional applications and participation as a partnering applicant in a regional application.

Planning areas that were funded in the previous intakes are not eligible for subsequent intakes. Refer to Appendix 1 for eligible planning areas.

3. Eligible Projects

To qualify for funding, a project must:

- Be a new project or an update to an existing, eligible housing needs report. Retroactive funding is not available.

- Result in a housing needs report for at least one entire planning area: municipality, electoral area, or local trust area.
- Be capable of completion by the applicant within one year from the date of funding approval.

Regional Projects

Funding requests for a combination of planning areas (municipalities, electoral areas, and/or local trust areas) may be submitted as a single application for eligible, collaborative projects. In this case, the maximum funding available would be based on the number of eligible planning areas included in the application and the funding maximums for each as identified in Appendix 1. It is expected that regional projects will demonstrate cost-efficiencies in the total grant request.

The primary applicant submitting the application for a regional project is required to submit a Council, Board, or Local Trust Committee resolution as outlined in Section 7 of this guide. If the additional planning areas are outside of the primary applicant's jurisdiction, each partnering local government is required to submit a Council, Board, or Local Trust Committee resolution that clearly states their approval for the primary applicant to apply for, receive, and manage the funding on their behalf.

The total funding request for regional projects cannot exceed \$150,000.

4. Requirements for Funding

To qualify for funding, housing needs reports must:

- Meet the requirements of the *Local Government Act* (or *Vancouver Charter*) in relation to the development of a new or updated housing needs report;
- Result in a housing needs report for at least one entire planning area: municipality, electoral area, or local trust area;
- Be received by the local government Council, Board, or Local Trust Committee in a meeting open to the public. In the case of regional projects, the report must be received by the Council, Board, or Local Trust Committee responsible for each planning area that is included in the project; and
- Be published online for free public access.

5. Eligible & Ineligible Costs & Activities

Eligible Costs & Activities

Eligible costs are direct costs that are approved by the Evaluation Committee, properly and reasonably incurred, and paid by the applicant to carry out eligible activities. Eligible costs can only be incurred from the date of application submission until the final report is submitted (unless specified below).

Under the Housing Needs Reports program, eligible costs and activities must be cost-effective and include:

- Development of new or updated housing needs reports (as required by the *Local Government Act* and *Vancouver Charter*), including:

- Project management and coordination;
 - Data collection (from public agencies and/or other data sources), compilation and analysis, not including the collection and compilation of [data made available at no cost via the Ministry of Municipal Affairs & Housing](#) for the purpose of developing housing needs reports;
 - Research specific to the development of housing needs reports;
 - Community engagement, such as collaboration with neighbouring local governments and partner organizations, community surveys, and engagement activities.
- Publication of housing needs reports including editing, proofing, graphic design, etc.
 - Presentation of housing needs reports to Council, Board, or Local Trust Committee.

The following expenditures are also eligible, provided they relate directly to the eligible activities identified above:

- Consultant costs;
- Incremental staff and administration costs;
- Public information costs;
- Training and capacity building for local government staff specific to developing housing needs reports.

Ineligible Costs & Activities

Any activity that is not outlined above or is not directly connected to activities approved in the application by the Evaluation Committee is not eligible for funding. This includes:

- Collection of data similar to that made available at no cost [via the Ministry of Municipal Affairs & Housing](#) for the purpose of housing needs reports;
- Routine or ongoing operating and/or planning costs or activities (e.g. tracking and reporting of development and building permits);
- Capital costs (including computer hardware);
- Purchase of software, software licences, service subscriptions, or membership fees;
- Preparation of maps and spatial data.

6. Grant Maximum

Funding maximums are based on the population of the planning area (using the 2016 Census data).

The Program can contribute a maximum of 100% of the cost of eligible activities – to a maximum of the amounts identified in Table 1. For certainty, Appendix 1 outlines the net population and eligible funding for each planning area (municipality, electoral area, and local trust area) in BC.

Table 1: Funding Maximums

Population	Funding Maximum
Under 5,000	\$15,000
5,000 to 14,999	\$20,000
15,000 to 49,999	\$30,000
50,000 to 99,999	\$50,000
100,000 or greater	\$70,000

As noted in Section 3, the funding maximum for all regional projects is \$150,000.

In order to ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding.

7. Application Requirements & Process

Application Deadline

Applicants will be advised of the status of their application within 60 days of the following application deadline: May 1, 2020.

Prospective applicants should be advised that based on available funding, this will likely be the final intake of this funding program.

Required Application Contents

- Completed Application Form;
- Detailed project budget;
- Council, Board, or Local Trust Committee resolution, indicating support for the current proposed activities and willingness to provide overall grant management;
- For regional projects only: Each partnering local government must submit a Council, Board, or Local Trust Committee resolution indicating support for the primary applicant to apply for, receive, and manage the grant funding on their behalf;

Resolutions from partnering applicants must include the language above.

- Optional: Up to five letters of support as evidence of partnership or collaboration with community organizations and/or other local stakeholders.

Submission of Applications

Applications should be submitted as Word or PDF files. If you choose to submit your application by e-mail, hard copies do not need to follow.

All applications should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lgps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

Review of Applications

UBCM will perform a preliminary review of applications to ensure the required application contents have been submitted and to ensure that eligibility criteria have been met. Only complete application packages will be reviewed.

Following this, all eligible applications will be reviewed and scored by the Evaluation Committee. Higher application review scores will be given to projects that:

- Are for planning areas that are required under the *Local Government Statutes (Housing Needs Reports) Amendment Act* to complete a housing needs report;
- Are from communities that do not currently have a housing needs report, or have a report that is more than five (5) years old;
- Demonstrate community consultation and public engagement, including:
 - Neighbouring local governments
 - First Nations and local Indigenous organizations
 - Non-profit service providers, health authorities, and/or post-secondary institutions
 - Non-profit and for-profit development sector
 - Vulnerable populations (e.g. individuals experiencing homelessness, those at risk of experiencing homelessness, youth, seniors, new immigrants or refugees, etc.)
- Include strategies for training and capacity building for local government staff to undertake housing needs reports and subsequent updates;
- Are cost-effective;
- Include in-kind or cash contributions to the project from the eligible applicant, regional partners, or other grant funding.

Point values and weighting have been established within each of these scoring criteria. Only those applications that meet a minimum threshold point value will be considered for funding.

The Evaluation Committee will consider the population and provincial, regional, and urban/rural distribution of proposed projects. Funding decisions will be made on a provincial priority basis.

8. Grant Management & Applicant Responsibilities

The applicant is responsible for completion of the project as approved and for meeting reporting requirements.

Applicants are also responsible for proper fiscal management, including maintaining acceptable accounting records for the project. UBCM reserves the right to audit these records.

Notice of Funding Decision

All applicants will receive written notice of funding decisions. Approved applicants will receive an Approval Agreement, which will include the terms and conditions of any grant that is awarded, and that is required to be signed and returned to UBCM.

Grants under the Housing Needs Report program will be awarded in two payments: 50% at the approval of the project and when the signed Approval Agreement has been returned to UBCM and 50% when the project is complete and the final reporting requirements have been met.

Please note that in cases where revisions are required to an application, or an application has been approved in principle only, the applicant has 30 days from the date of the written notice of the status of the application to complete the application requirements. Applications that are not completed within 30 days may be closed.

Progress Payments

In exceptional circumstances, to request a progress payment, approved applicants are required to submit:

- Written rationale for receiving a progress payment;
- Description of activities completed to date; and
- Description of funds expended to date.

Changes to Approved Projects

Approved funds are specific to the project as identified in the application, and not transferable to other projects. Approval from the Evaluation Committee will be required for any significant variation from the approved project.

To propose changes to an approved project, approved applicants are required to submit:

- Revised application package, including updated, signed application form, revised budget, and updated Council, Board, or Local Trust Committee resolution(s); and
- Written rationale for proposed changes to activities and/or expenditures.

The revised application package will then be reviewed by the Evaluation Committee.

Applicants are responsible for any costs above the approved funds unless a revised application is submitted and approved prior to work being undertaken.

Extensions to Project End Date

All approved activities are required to be completed within one year of approval and all extensions beyond this date must be requested in writing and be approved by UBCM. Extensions will not exceed one year.

9. Final Report Requirements & Process

Applicants are required to submit an electronic copy of the complete final report, including the following:

- Completed Final Report Form;
- Financial summary;
- Completed Housing Needs Report(s).

Submission of Final Reports

All final reports should be submitted to:

Local Government Program Services, Union of BC Municipalities

E-mail: lqps@ubcm.ca

Mail: 525 Government Street, Victoria, BC, V8V 0A8

All final reports will be shared with the Province of BC

10. Additional Information

For enquiries about the application process or program, please contact:

Union of BC Municipalities
525 Government Street
Victoria, BC, V8V 0A8

Email: lqps@ubcm.ca
Phone: (250) 952-9177

For more on the Housing Needs Reports requirements, supporting data, and guidance, please visit the Ministry of Municipal Affairs & Housing [website](#).

Appendix 1: Funding Maximums by Planning Areas

As outlined in Section 6, funding maximums are based on net population of the planning area (using the 2016 Census data).

The following tables outline the net population and eligible funding for each municipality, electoral area, and Local Trust Area in BC, and is organized by Regional District and Islands Trust.

Please note that, where applicable, the populations of Local Trust Areas have been removed from the electoral area in which the island(s) are located. In these cases, funding maximums for the electoral areas are based on net populations.

Alberni-Clayoquot Regional District

Planning Area	Net Population	Funding Maximum
Alberni-Clayoquot A	243	Funded
Alberni-Clayoquot B	443	Funded
Alberni-Clayoquot C	677	Funded
Alberni-Clayoquot D	1,616	Funded
Alberni-Clayoquot E	2,754	Funded
Alberni-Clayoquot F	1,935	Funded
Port Alberni, City of	17,678	Funded
Tofino, District of	1,932	\$15,000
Ucluelet, District of	1,717	\$15,000

Regional District of Bulkley-Nechako

Planning Area	Net Population	Funding Maximum
Bulkley-Nechako A	5,256	\$20,000
Bulkley-Nechako B	1,938	\$15,000
Bulkley-Nechako C	1,415	\$15,000
Bulkley-Nechako D	1,472	\$15,000
Bulkley-Nechako E	1,593	\$15,000
Bulkley-Nechako F	3,665	\$15,000
Bulkley-Nechako G	903	\$15,000
Burns Lake, Village of	1,779	\$15,000
Fort St. James, District of	1,598	\$15,000
Fraser Lake, Village of	988	\$15,000
Granisle, Village of	303	Funded
Houston, District of	2,993	\$15,000
Smithers, Town of	5,401	Funded
Telkwa, Village of	1,327	Funded
Vanderhoof, District of	4,439	\$15,000

Capital Regional District

Planning Area	Net Population	Funding Maximum
Juan de Fuca EA	4,860	Funded

Salt Spring Island EA	0	\$0
Southern Gulf Islands EA	0	\$0
Central Saanich, District of	16,814	Funded
Colwood, City of	16,859	Funded
Esquimalt, Township of	17,655	Funded
Highlands, District of	2,225	Funded
Langford, City of	35,342	Funded
Metchosin, District of	4,708	Funded
North Saanich, District of	11,249	Funded
Oak Bay, District of	18,094	Funded
Saanich, District of	114,148	Funded
Sidney, Town of	11,672	Funded
Sooke, District of	13,001	Funded
Victoria, City of	85,792	Funded
View Royal, Town of	10,408	Funded

Cariboo Regional District

Planning Area	Net Population	Funding Maximum
Cariboo A	6,265	\$20,000
Cariboo B	3,842	\$15,000
Cariboo C	1,225	\$15,000
Cariboo D	2,929	\$15,000
Cariboo E	4,064	\$15,000
Cariboo F	4,554	\$15,000
Cariboo G	5,156	\$20,000
Cariboo H	1,784	\$15,000
Cariboo I	1,440	\$15,000
Cariboo J	642	\$15,000
Cariboo K	398	\$15,000
Cariboo L	4,204	\$15,000
100 Mile House, District of	1,980	\$15,000
Quesnel, City of	9,879	\$20,000
Wells, District of	217	\$15,000
Williams Lake, City of	10,753	\$20,000

Central Coast Regional District

Planning Area	Net Population	Funding Maximum
Central Coast A	203	Funded
Central Coast C	653	Funded
Central Coast D	399	Funded
Central Coast E	148	Funded

Regional District of Central Kootenay

Planning Area	Net Population	Funding Maximum
Central Kootenay A	1,930	Funded
Central Kootenay B	4,657	Funded
Central Kootenay C	1,482	Funded
Central Kootenay D	1,343	Funded
Central Kootenay E	3,772	Funded
Central Kootenay F	3,963	Funded
Central Kootenay G	1,623	Funded
Central Kootenay H	4,667	Funded
Central Kootenay I	2,534	Funded
Central Kootenay J	3,137	Funded
Central Kootenay K	1,681	Funded
Castlegar, City of	8,039	\$20,000
Creston, Town of	5,351	Funded
Kaslo, Village of	968	Funded
Nakusp, Village of	1,605	Funded
Nelson, City of	10,572	Funded
New Denver, Village of	473	Funded
Salmo, Village of	1,141	Funded
Silverton, Village	195	Funded
Slocan, Village of	272	Funded

Regional District of Central Okanagan

Planning Area	Net Population	Funding Maximum
Central Okanagan	3,824	\$15,000
Central Okanagan J	1,981	\$15,000
Kelowna, City of	127,380	\$70,000
Lake Country, District of	12,922	\$20,000
Peachland, District of	5,428	\$20,000
West Kelowna, City of	32,655	\$30,000

Columbia Shuswap Regional District

Planning Area	Net Population	Funding Maximum
Columbia-Shuswap A	3,148	\$15,000
Columbia-Shuswap B	598	\$15,000
Columbia-Shuswap C	7,921	Funded
Columbia-Shuswap D	4,044	\$15,000
Columbia-Shuswap E	1,185	Funded
Columbia-Shuswap F	2,454	\$15,000
Golden, Town of	3,708	Funded
Revelstoke, City of	7,547	\$20,000
Salmon Arm, City of	17,706	\$30,000

Sicamous, District of	2,429	\$15,000
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Comox Valley Regional District

Planning Area	Net Population	Funding Maximum
Comox Valley A	5,032	Funded
Comox Valley B	7,095	Funded
Comox Valley C	8,617	Funded
Comox, Town of	14,028	Funded
Courtenay, City of	25,599	Funded
Cumberland, Village of	3,753	Funded

Cowichan Valley Regional District

Planning Area	Net Population	Funding Maximum
Cowichan Valley A	4,733	Funded
Cowichan Valley B	8,558	Funded
Cowichan Valley C	5,019	Funded
Cowichan Valley D	3,243	Funded
Cowichan Valley E	4,121	Funded
Cowichan Valley F	1,629	Funded
Cowichan Valley G	1,936	Funded
Cowichan Valley H	2,446	Funded
Cowichan Valley I	1,206	Funded
Duncan, City of	4,944	Funded
Ladysmith, Town of	8,537	Funded
Lake Cowichan, Town of	3,226	Funded
North Cowichan, District of	29,676	Funded

Regional District of East Kootenay

Planning Area	Net Population	Funding Maximum
East Kootenay A	1,943	\$15,000
East Kootenay B	1,976	\$15,000
East Kootenay C	6,036	\$20,000
East Kootenay E	1,753	\$15,000
East Kootenay F	2,726	\$15,000
East Kootenay G	1,462	\$15,000
Canal Flats, Village of	668	Funded
Cranbrook, City of	20,047	Funded
Elkford, District	2,499	Funded
Fernie, City of	5,249	Funded
Invermere, District	3,391	Funded
Jumbo Glacier Mtn Resort Municipality	0	\$0
Kimberley, City of	7,425	Funded
Radium Hot Springs, Village of	776	\$15,000
Sparwood, District of	3,784	Funded

Fraser Valley Regional District

Planning Area	Net Population	Funding Maximum
Fraser Valley A	405	Funded
Fraser Valley B	915	Funded
Fraser Valley C	1,023	Funded
Fraser Valley D	1,529	Funded
Fraser Valley E	1,540	Funded
Fraser Valley F	1,293	Funded
Fraser Valley G	1,776	Funded
Fraser Valley H	1,847	Funded
Abbotsford, City of	141,397	Funded
Chilliwack, City of	83,788	Funded
Harrison Hot Springs, Village of	1,468	Funded
Hope, District of	6,181	Funded
Kent, District of	6,067	Funded
Mission, District of	38,883	Funded

Regional District of Fraser-Fort George

Planning Area	Net Population	Funding Maximum
Fraser-Fort George A	3,463	\$15,000
Fraser-Fort George C	3,527	\$15,000
Fraser-Fort George D	4,278	\$15,000
Fraser-Fort George E	526	\$15,000
Fraser-Fort George F	1,246	\$15,000
Fraser-Fort George G	334	\$15,000
Fraser-Fort George H	1,586	\$15,000
Mackenzie, District of	3,714	Funded
McBride, Village of	616	\$15,000
Prince George, City of	74,003	\$50,000
Valemount, Village of	1,021	\$15,000

Greater Vancouver Regional District (Metro)

Planning Area	Net Population	Funding Maximum
Greater Vancouver A	16,133	\$30,000
Anmore, Village of	2,210	\$15,000
Belcarra, Village of	643	\$15,000
Bowen Island Municipality	3,680	Funded
Burnaby, City of	232,755	Funded
Coquitlam, City of	139,284	\$70,000
Delta, City of	102,238	Funded
Langley, City of	25,888	Funded
Langley, Township of	117,285	Funded
Lions Bay, Village of	1,334	\$15,000

Maple Ridge, City of	82,256	Funded
New Westminster, City of	70,996	Funded
North Vancouver, City of	52,898	\$50,000
North Vancouver, District of	85,935	\$50,000
Pitt Meadows, City of	18,573	\$30,000
Port Coquitlam, City of	58,612	\$50,000
Port Moody, City of	33,551	Funded
Richmond, City of	198,309	\$70,000
Surrey, City of	517,887	Funded
Vancouver, City of	631,486	\$70,000
West Vancouver, District of	42,473	Funded
White Rock, City of	19,952	\$30,000

Regional District of Kitimat-Stikine

Planning Area	Net Population	Funding Maximum
Kitimat-Stikine A	20	\$0
Kitimat-Stikine B	1,473	Funded
Kitimat-Stikine C	2,839	Funded
Kitimat-Stikine D	99	\$0
Kitimat-Stikine E	3,993	Funded
Kitimat-Stikine F	360	\$15,000
Hazelton, Village of	313	Funded
Kitimat, District of	8,131	\$20,000
New Hazelton, District of	580	Funded
Stewart, District of	401	Funded
Terrace, City of	11,643	Funded

Regional District of Kootenay Boundary

Planning Area	Net Population	Funding Maximum
Kootenay Boundary A	1,891	Funded
Kootenay Boundary B	1,442	Funded
Kootenay Boundary C	1,337	Funded
Kootenay Boundary D	3,225	Funded
Kootenay Boundary E	2,155	Funded
Fruitvale, Village of	1,920	Funded
Grand Forks, City of	4,049	Funded
Greenwood, City of	665	Funded
Midway, Village of	649	Funded
Montrose, Village of	996	Funded
Rossland, City of	3,729	Funded
Trail, City of	7,709	Funded
Warfield, Village of	1,680	Funded

Regional District of Mount Waddington

Planning Area	Net Population	Funding Maximum
Mount Waddington A	885	Funded
Mount Waddington B	60	Funded
Mount Waddington C	750	Funded
Mount Waddington D	228	Funded
Alert Bay, Village of	489	Funded
Port Alice, Village of	664	Funded
Port Hardy, District of	4,132	Funded
Port McNeill, Town of	2,337	Funded

Regional District of Nanaimo

Planning Area	Net Population	Funding Maximum
Nanaimo A	7,058	\$20,000
Nanaimo B	0	\$0
Nanaimo C	2,808	\$15,000
Nanaimo E	6,125	\$20,000
Nanaimo F	7,724	\$20,000
Nanaimo G	7,465	\$20,000
Nanaimo H	3,884	\$15,000
Nanaimo, City of	90,504	\$50,000
Lantzville, District of	3,605	\$15,000
Parksville, City of	12,514	\$20,000
Qualicum Beach, Town of	8,943	\$20,000

North Coast Regional District

Planning Area	Net Population	Funding Maximum
North Coast A	41	\$0
North Coast C	68	\$0
North Coast D	539	\$15,000
North Coast E	340	\$15,000
Masset, Village of	793	Funded
Port Clements, Village of	282	Funded
Port Edward, District of	467	\$15,000
Prince Rupert, City of	12,220	\$20,000
Queen Charlotte, Village of	852	\$15,000

Regional District of North Okanagan

Planning Area	Net Population	Funding Maximum
North Okanagan B	3,203	Funded
North Okanagan C	3,870	Funded
North Okanagan D	2,672	Funded
North Okanagan E	1,010	Funded

North Okanagan F	4,000	Funded
Armstrong, City of	5,114	Funded
Coldstream, District of	10,648	Funded
Enderby, City of	2,964	Funded
Lumby, Village of	1,833	Funded
Spallumcheen, Township of	5,106	Funded
Vernon, City of	40,116	Funded

Northern Rockies Regional Municipality

Northern Rockies Regional Municipality	4,831	\$15,000
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Regional District of Okanagan-Similkameen

Planning Area	Net Population	Funding Maximum
Okanagan-Similkameen A	1,858	Funded
Okanagan-Similkameen B	1,047	Funded
Okanagan-Similkameen C	3,557	Funded
Okanagan-Similkameen D	2660	Funded
Okanagan-Similkameen E	1,903	Funded
Okanagan-Similkameen F	2,014	Funded
Okanagan-Similkameen G	2,236	Funded
Okanagan-Similkameen H	1,953	Funded
Okanagan-Similkameen I	3329	Funded
Keremeos, Village of	1,502	Funded
Oliver, Town of	4,928	\$15,000
Osoyoos, Town of	5,085	\$20,000
Penticton, City of	33,761	Funded
Princeton, Town of	2,828	Funded
Summerland, District of	11,615	Funded

Peace River Regional District

Planning Area	Net Population	Funding Maximum
Peace River B	5,628	Funded
Peace River C	6,772	Funded
Peace River D	5,920	Funded
Peace River E	2,949	Funded
Chetwynd, District of	2,503	Funded
Dawson Creek, City of	12,178	Funded
Fort St. John, City of	20,155	\$30,000
Hudson's Hope, District of	1,015	Funded
Pouce Coupe, Village of	792	Funded
Taylor, District of	1,469	Funded
Tumbler Ridge, District of	1,987	\$15,000

qathet Regional District

Planning Area	Net Population	Funding Maximum
qathet A	1,105	Funded
qathet B	1,541	Funded
qathet C	2,064	Funded
qathet D	1,076	Funded
qathet E	0	\$0
Powell River, City of	13,157	Funded

Squamish-Lillooet Regional District

Planning Area	Net Population	Funding Maximum
Squamish-Lillooet A	187	\$15,000
Squamish-Lillooet B	363	\$15,000
Squamish-Lillooet C	1,663	\$15,000
Squamish-Lillooet D	1,057	\$15,000
Lillooet, District of	2,275	\$15,000
Pemberton, Village of	2,574	\$15,000
Squamish, District of	19,512	\$30,000
Whistler, Resort Municipality of	11,854	\$20,000

Strathcona Regional District

Planning Area	Net Population	Funding Maximum
Strathcona A	764	\$15,000
Strathcona B	1,035	\$15,000
Strathcona C	2,431	\$15,000
Strathcona D	4,396	\$15,000
Campbell River, City of	32,588	Funded
Gold River, Village of	1,212	\$15,000
Sayward, Village of	311	\$15,000
Tahsis, Village of	248	Funded
Zeballos, Village of	107	Funded

Sunshine Coast Regional District

Planning Area	Net Population	Funding Maximum
Sunshine Coast A	2,624	Funded
Sunshine Coast B	2,726	Funded
Sunshine Coast D	3,421	Funded
Sunshine Coast E	3,664	Funded
Sunshine Coast F	1,796	Funded
Gibsons, Town of	4,605	Funded
Sechelt, District of	10,216	Funded
Sechelt Indian Government District	692	\$15,000

Thompson Nicola Regional District

Planning Area	Net Population	Funding Maximum
Thompson-Nicola A	1,493	Funded
Thompson-Nicola B	233	Funded
Thompson-Nicola E	1,094	Funded
Thompson-Nicola I	1,262	Funded
Thompson-Nicola J	1,580	Funded
Thompson-Nicola L	2,955	Funded
Thompson-Nicola M	1,598	Funded
Thompson-Nicola N	762	Funded
Thompson-Nicola O	1,323	Funded
Thompson-Nicola P	3,672	Funded
Ashcroft, Village of	1,558	Funded
Barriere, District of	1,713	Funded
Cache Creek, Village of	963	Funded
Chase, Village of	2,286	Funded
Clearwater, District of	2,324	Funded
Clinton, Village of	641	Funded
Kamloops, City of	90,280	Funded
Logan Lake, District of	1,993	Funded
Lytton, Village of	249	\$15,000
Merritt, City of	7,139	Funded
Sun Peaks Mountain Resort Municipality	616	Funded

Islands Trust

Denman Island Local Trust Area	1,165	\$15,000
Gabriola Island Local Trust Area	4,033	\$15,000
Galiano Island Local Trust Area	1,044	\$15,000
Gambier Island Local Trust Area	247	\$15,000
Hornby Island Local Trust Area	1,016	\$15,000
Lasqueti Island Local Trust Area	399	\$15,000
Mayne Island Local Trust Area	949	\$15,000
North Pender Island Local Trust Area	2,067	\$15,000
Salt Spring Island Local Trust Area	10,640	Funded
Saturna Island Local Trust Area	354	\$15,000
South Pender Island Local Trust Area	235	\$15,000
Thetis Island Local Trust Area	389	\$15,000

Liquor Establishment Policy Amendment – Extension of Hours for Liquor Manufacturing Establishments with Lounge Endorsement Areas

RECOMMENDATION:

That Committee of Council recommend Council approve an amendment to the Liquor Establishment Policy to provide for later closing times for liquor manufacturing establishments with a lounge endorsement area.

REPORT SUMMARY

This report recommends that the City's Liquor Establishment Policy be amended to extend the hours of operation for craft liquor manufacturers with lounges to be no later than 11:00pm Monday-Thursday, 12:00am Friday & Saturday, and 10:00pm on Sunday.

BACKGROUND

In 2016, the City amended its regulations to allow for the establishment of liquor manufacturing businesses with accessory lounge endorsement areas and accessory liquor sales in the M1 General Industrial and M3 Light Industrial zones. The City's Liquor Establishment Policy provides a framework for factors to be considered when providing comment to the Liquor Control and Cannabis Regulation Branch (LCRB) on provincial liquor applications. The policy was amended to establish closing hours for lounge endorsement areas to be not later than 9:00pm Monday to Thursday, 10:00pm Friday and Saturday, and 8:00pm on Sunday.

In 2018, the City further amended its regulations and policies to provide for an increase to the seating capacity of lounge endorsement areas attached to liquor manufacturing businesses; and to provide guidance for variance requests to reduce parking stall requirements of the Parking and Development Management for these establishments.

There is now five craft liquor manufacturers in operation in the City of Port Coquitlam, with an additional two expected to open this year. Business owners are reporting that there is a demand for more flexible hours by their customers and has requested the City consider amending the Liquor Establishment Policy to allow for their establishments to have later closing times.

The requested times would provide for lounge endorsement areas to be open until 11:00pm Monday to Thursday, 12:00am Friday and Saturday, and 10:00pm on Sunday. The business owners note they expect actual hours to fluctuate depending on season and demand, and they are unlikely to be open to the maximum permitted hours on a consistent basis.

DISCUSSION

An updated survey of liquor manufacturers with lounge endorsement areas in neighboring municipalities revealed there is a wide range of closing times; from Monday to Thursday,

Liquor Establishment Policy Amendment – Extension of Hours for Liquor Manufacturing Establishments with Lounge Endorsement Areas

businesses are often open until 10:00 or 11:00pm, although some currently close as early as 8:00pm. Friday and Saturday also varied, with the majority open until 11:00pm or later and Sunday closing was typically between 9:00pm to 10:00pm. Several establishments advised that they are currently on “winter hours” and will stay open later during the summer season, holidays and for special events. A summary of this data has been provided in the table attachment to this report


The OCP objectives and guidelines promote a diverse local economy by supporting a range of industrial business and employment opportunities. Craft liquor manufacturers in Port Coquitlam have been very well received and supported by the community and are an important economic and employment generator.

Staff note the requested change does not appear to be inconsistent with operating hours of liquor manufacturers around the TriCities and Lower Mainland and would meet customer demand and provide support to local business. The City has not been apprised of any negative impacts associated with the existing liquor manufacturers and lounge endorsement areas and do not anticipate this would change with the amended hours. Support for the requested amendment to the hours of operation for lounge endorsement areas in the Liquor Establishment Policy is recommended.

FINANCIAL IMPLICATIONS

None

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend Council amend the Liquor Establishment Policy to allow liquor manufacturing establishments with a lounge endorsement area to close two hours later than currently permitted.
	2	Request that staff bring forward additional information or a Policy amendment that would allow for different closing hours
	3	Determine that an amendment to the Liquor Establishment Policy should not proceed at this time.

ATTACHMENTS

Attachment 1: Summary of closing hours for neighboring craft liquor manufacturers

Attachment 2: Letter from Liquor Manufacturing Establishments

Attachment 3: Amended Liquor Establishment Policy

Lead author(s): Jennifer Little and Graeme Muir

Attachment 1

Brewery	Mon-Thurs¹	Friday & Saturday¹	Sunday¹
Brassneck Brewing (Vancouver)	2pm-11pm	12pm-11pm	2pm-11pm
Bridge Brewing Company (North Vancouver)	11am-11pm	11am-11pm	11am-11pm
Moody Ales Brewery (Port Moody)	1pm-10pm	11am/12pm-11pm	12pm-9pm
Twin Sails Brewing (Port Moody)	12am-8pm	11am-9pm	11am-7pm
Mariner Brewing (Coquitlam)	2pm-10; Thurs: 2pm-11pm	12pm-11pm	12pm-9pm
Steel & Oak Brewing (New Westminster)	12pm-8pm; Thurs: 12pm-10pm	12pm-10pm	12pm-8pm
Dead Frog Brewery (Langley)	11am-10pm	11am-12am	12pm-8pm
Foamers' Folly Brewing (Pitt Meadows)	11am-11pm	11am-12:30am	11am-11pm
Ridge Brewing Company (Maple Ridge)	2pm-7pm/8pm	11:30am/12pm-10pm	12pm-6pm

¹ Brewery hours may vary by season (summer hours vs. winter hours). The hours of operation provided above are from March 2020.

Dear Jennifer Little,

Following up on our initial conversation in October, I would like to explore the opportunity of increasing the operating hours for Provincial Spirits and our fellow breweries. The support we have received from the City has been fantastic and I can speak for us all when I say we are proud to have our respective establishments located in Port Coquitlam.

We have experienced tremendous support over the past year from the community. Their continued patronage and positive feedback have been incredible, exceeding all of our expectations. Many of our fellow neighbours have welcomed us into the community and are some of our biggest supporters. Public safety is always a top priority. I am proud to say that there has been no issues or complaints received from our establishments. We hope to build on what was a successful 2019 as we lead into the new year.

In light of this, it is our collective request to seek a 2-hour increase of our current operating hours. The purpose of the extension wouldn't be to increase hours on all days. Rather, it would be to have the flexibility of increasing hours when situations deem it necessary and beneficial (such as group bookings or special events).

If there is any additional information you require, please do not hesitate to reach out to myself or anyone below.

Thank you for your support and consideration,

Chris Skelly, Provincial Spirits
chris@provincialspirits.co

CSkelly

Geordie Anderson, Taylight Brewing
geordie@taylightbrewing.com

Geordie Anderson

Courtney Brown, Northpaw Brew Co.
courtney@northpawbrewco.com

Courtney Brown

Andrea MacIntosh, Tinhouse Brewing Co.
amac@tinhousebrewing.ca

Andrea MacIntosh

Twin Sails Brewing
2821 Murray Street, Port Moody
Contact: Clay Allmin

The past 4.5 years, Twin Sails has been a prominent brewery in Port Moody. The bylaws have allowed them to be open until 12am, however, they made the decision to close at 11pm (similar to our plan). When speaking with Clay Allmin (Owner), he found that there is a gradual exit of patrons starting at 10:15pm and by 10:45pm the vast majority of customers have left on their own accord, knowing that the Tasting Room is closed at 11pm. In the 4.5 years of being open, Twin Sails has not had 1 police-related incident. Their fellow neighbours speak highly of Twin Sails and have welcomed them into the community. Their tasting room capacity consists of 50 seats inside and 30 seats on their patio.

Foamers Folly
19221 122a Ave, Pitt Meadows
Contact: Samantha Luniw

Foamers Folly has been Pitt Meadows' first and only brewery since opening up 4 years ago. They were initially allocated 60 seats which has since grown to 100. As years passed and seating capacity increased, Foamers has had no police incidents and have a very positive relationship with both the commercial and residential neighbours that surround them. They are currently licensed to stay open until 1am on Friday and Saturday and 11pm on all other days. They close the tasting room at 1230am as they found no financial benefit between 1230am-1am. They find that between 9pm-11pm draws a terrific crowd that begins to filter out slowly from 11:30pm-12:30am



POLICY

Subject Area:	Community Planning	Policy #5.04
Policy Title:	Liquor Establishment Policy	
Authority:	Legislative X Administrative	Effective Date: 2020-10-24 Review Date: 2021-10
Issued By:	Laura Lee Richard Director of Development Services	Issue Date: 2020-04-14 Distributed by: Department Heads

Purpose

To provide a framework for the factors Port Coquitlam will consider when reviewing a liquor establishment application as referred to the City for review and comment by the BC Liquor Licensing and Control Branch (LCLB) and applications to amend the Zoning Bylaw to permit new establishments that will be subject to liquor licences. The policy will be used to evaluate merits of an application in conjunction with application of the City's Development Procedures Bylaw, Parking and Development Management Bylaw and any other relevant bylaws or policies. This policy is intended to provide information upfront to prospective applicants about the City's procedures in processing their applications for reasons of clarity and consistency. It applies to those who are applying for, or hold, licences for liquor primary establishments, food primary establishments, liquor retailers, and liquor manufacturers with endorsements.

Policy

1. Analysis of Applications

1.1 **New liquor primary licence applications** including applications for neighbourhood pubs and licensed manufacturing establishments seeking a lounge endorsement area; and amendments to liquor primary licences, food primary licences, and manufacturing licences with endorsements – included but not limited to, increasing or changing hours of operation during which liquor is served, increasing patron capacity, expanding an outside patio, adding a lounge or allowing patron participation entertainment.

The following factors will be considered in evaluation of an application:

- a. The location(s) of other establishments with liquor licences
- b. The distance to schools and any other uses that may be relevant to a specific application

- c. Traffic and parking impacts
- d. Access for pedestrians and cyclists and to public transit
- e. Impacts to residents or businesses
- f. Comments by the RCMP and Manager, Bylaw Services Division with respect to any public safety, security or business licence concerns

1.2 New and relocation of liquor retail stores – includes private liquor stores, BC liquor stores, private wine stores (VQA), stores within grocery stores, and wine on shelves in grocery stores.

In addition to the factors identified in Section 1.1, the following factors will be considered in evaluating an application:

- a. Confirmation that the proposed location is a minimum of 1 km from other liquor retail establishments, including liquor stores in a grocery store, wine on shelves in a grocery store, wine stores, and liquor retail stores. For clarification, this provision does not apply to a farmers market.

2. Opening Times

The City will evaluate the appropriate opening time for a liquor primary licence establishment application on a case-by-case basis.

3. Closing Times

The City's closing times for liquor manufacturing establishments with a lounge endorsement area will be no later than 119 pm Monday to Thursday, no later than 120 ~~ap~~ pm Friday to Saturday, and no later than 108 pm on Sunday.

All operating and liquor service hours are subject to LCLB licensing regulations and approval, as appropriate.

4. Public Consultation

- Application for new and relocated liquor retail stores and endorsements to manufacturing licences should include documented input gathered from neighbouring residents and businesses.
- For a liquor establishment application that does not require a rezoning process, Committee or Council may determine that a Public Hearing be held in accordance with the procedures identified in the Development Procedures Bylaw where concerns about a proposed location are identified during the review and early consultation process.

Responsibility:

Director of Development Services

END OF POLICY

Coach House Development Permit Application – 3766 Somerset Street

RECOMMENDATION:

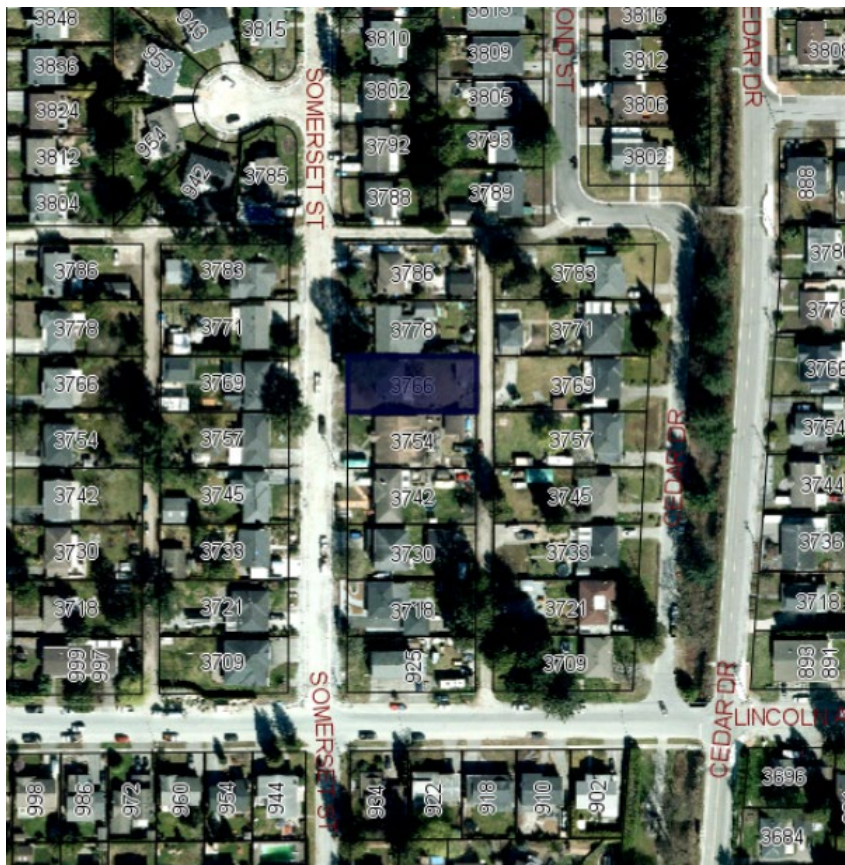
That Committee of Council approve Development Permit DP000408 to regulate a coach house development at 3766 Somerset Street.

REPORT SUMMARY

This report describes a proposed coach house to be located at 3766 Somerset Street. The application complies with the City's guidelines and regulations and is recommended for approval.

BACKGROUND

A two-bedroom two-storey, coach house is proposed to be developed on a large lot with an existing single residential house in a predominately single residential neighbourhood. The coach house is located at the rear of the lot and is accessed via the rear lane. Parking for the principal dwelling will be provided within the two car garage on the first floor of the building, while the coach house parking will be provided within an attached carport.



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

DISCUSSION

The floor area of the second floor is integrated within a sloping roof and articulated with a shed-style dormer. Also incorporated into the upper roof is a recessed balcony which is oriented to overlook onto the lane, and is designed to maximize the visual privacy between the principal residence, the adjacent neighbours and the suite itself. This also promotes more natural light to the living areas within the coach house.

The existing principal dwelling is a 1970's basement entry, 2-storey home and the coach house design is a more modern architectural style. To ensure compatibility between the two dwellings, the applicants will be coordinating building colours as well as siding orientation and shingle colour and style.

Proposed landscaping includes two planters containing various shrubs/plants that will serve to buffer the neighbouring property from the coach house and outdoor area; two existing trees will be retained and two additional trees will be planted on site between the house and the coach house. The coach house is further separated from the adjacent property to the north by a 6' high cedar fence.


The proposal conforms to Zoning Bylaw regulations and meets Development Permit guidelines; staff recommend approval.

PUBLIC CONSULTATION

A development sign was posted on site at the time of application, and the owners/residents of adjoining properties have been notified of their opportunity to comment on the application at the Committee of Council meeting.

The applicants advise that, prior to applying for the Development Permit, they consulted with their immediate neighbours and no concerns were raised regarding their proposed coach house development. To date, staff have not received any feedback from surrounding residents.

OPTIONS

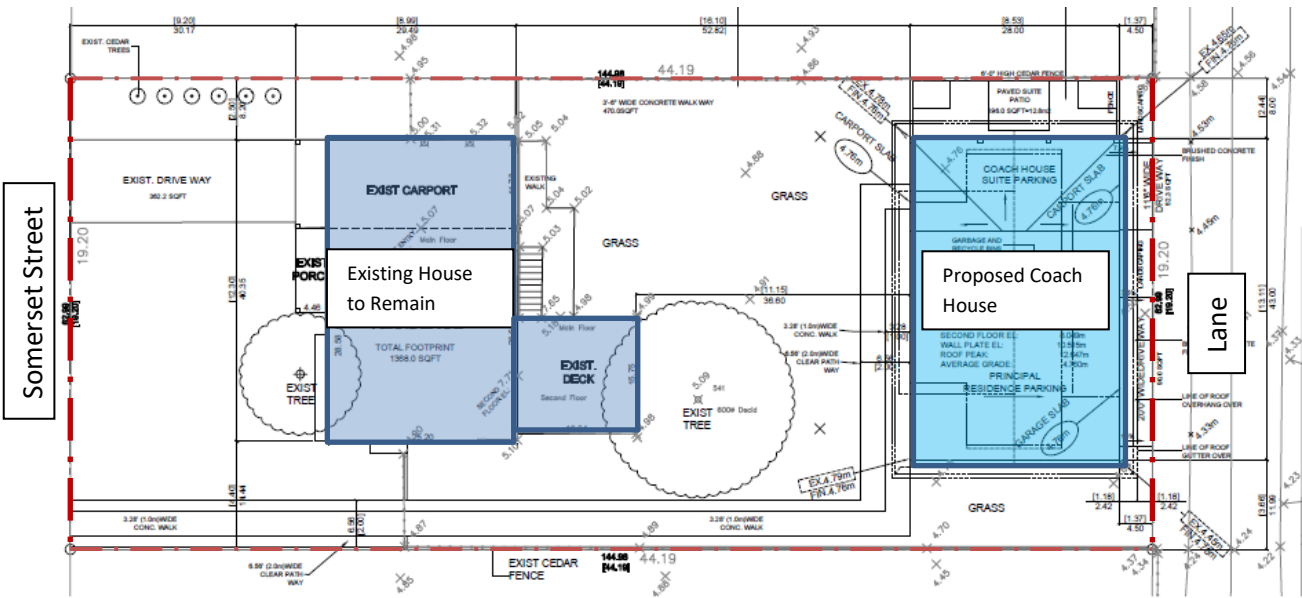
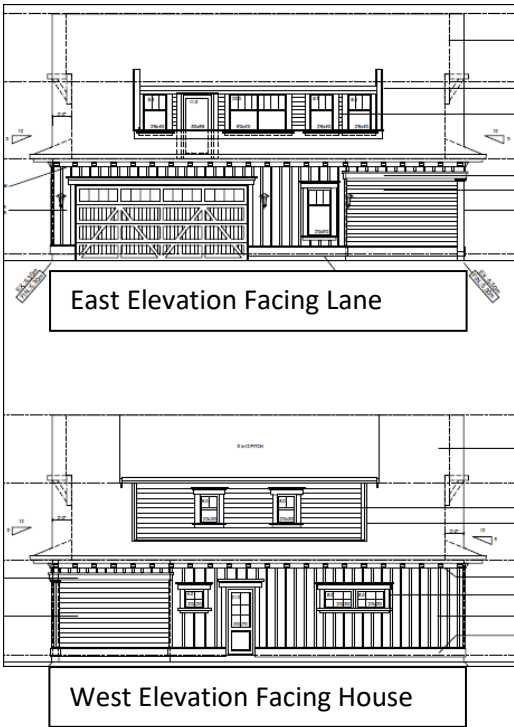
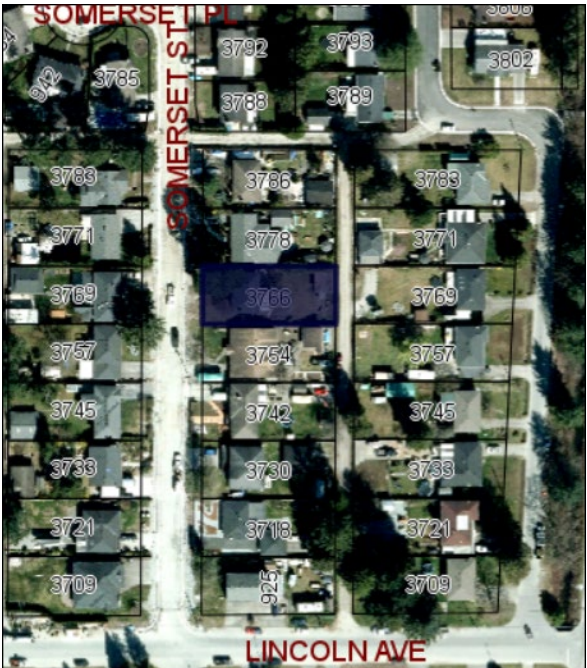
#	Description
1 	Approve issuance of Development Permit DP000408
2	Request amendments to the application or additional information prior to a decision
3	Refuse to approve Development Permit DP000408, if Committee is of the opinion that the proposal does not comply with the OCP objectives and design guidelines. Pursuant to the Delegation Bylaw, the applicant may appeal the decision to Council

ATTACHMENTS

Attachment #1: Coach House Summary Sheet

Attachment #2: Draft Development Permit with Drawings Appended and Schedule A

Coach House Summary Sheet – 3766 Somerset Street



Summary of Compliance with OCP Objectives & Guidelines

Guideline ¹	Evaluation
Scale secondary or accessory to principal dwelling	The smaller design makes the building accessory and the appearance of the coach house unit is minimised by incorporating the dwelling unit into the slope of the roof.
Design compatibility with principal dwelling	The existing house is a 2 level 70's design while the coach house is designed in the west coast craftsman style. The existing house will be revised to match the colours of the new coach house, thereby updating the exterior of the existing house.
Design promotes natural lighting and visual privacy between adjoining properties	Overlook is minimized through orientation of windows to face the lane and into the subject property.
Landscaped path to connect to street	Path connects from the coach house to the street
There are at least two trees on the lot	There are two existing trees on the site as well as cedar shrubs and trees between this property and the property to the north. An additional two trees will be planted in the rear yard between the coach house and the existing house. Two additional landscape planters and a 6' high cedar fence are being provided between the coach house car port/patio area and the adjacent property to the north.
Garbage/recycling space is provided	Enclosed within the garage
Environmental conservation components	High efficiency appliances, low-flow toilets, Energy Star rated windows, and drought tolerant landscaping

Summary of Compliance with Zoning Bylaw Regulations

	Regulation ²	Proposed ³	Comments/Variations
Maximum coach house size	70 m ² (753.5ft ²)	70 m ² (753ft ²)	The lot is sufficiently large to allow for a conforming coach house.
Minimum lot size for secondary suite and coach house	740 m ² (7965.3 ft ²)	848.4m ² (9132 ft ²)	
Building height	Up to 8.5 m	7.91 m (25.9ft)	
Coach house siting:			
Distance between coach house and principal dwelling	6 m	11.15 m	
Setback from rear	1.2 m	1.37 m	
Setback from interior property line (south)	1.8 m	3.66 m	
Setback from interior property line (north)	1.8 m	2.44 m	
Private open space area	15 m ²	18.2 m ² (196ft ²)	Patio provided outside of main entry to coach house
Lot coverage	40%	40%	
Impervious surface area	65%	42%	
On-site parking	1 space	1 space in single car carport	Parking is provided within a single car carport. The garage under the coach house provides 2 parking stalls for the main house.

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

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

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

THE CORPORATION OF THE CITY OF PORT COQUITLAM

"DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849"

DEVELOPMENT PERMIT

NO. DP000408

Issued to: Michael Forsberg and Michelle Forsberg
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 19860 114B Avenue Pitt Meadows BC V3Y 1N6

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

Address: 3766 Somerset Street, Port Coquitlam, BC

Legal
Description: LOT 4, SECTION 7, TOWNSHIP 40, NEW WEST
DISTRICT, PLAN 20776

P.I.D.: 009-528-024

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the "Official Community Plan Bylaw, 2013, No. 3838".
4. "Port Coquitlam Zoning Bylaw, 2008, No. 3630" is varied or supplemented as follows:
 - a. The form and character of the coach house building, including the siting, height and general design, and landscaping shall be as shown on drawings numbered DP000408(1) to DP000408(7) which are attached hereto and form part of this permit.
 - b. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.
5. The following standards for landscaping are imposed:

- (a) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which forms part of this permit and is attached hereto as Drawing Number DP000408(7).

6. Landscape Security

- (a) As a condition of the issuance of this permit, the security set out below is held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 5 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount \$2,500.00 for the purpose of landscaping.
- (b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posing of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
- (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the coach house. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within the six month period, the Municipality has the option of continuing to hold the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

- (d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee. Should the Permittee fail to remedy any aspect of the landscaping not in accordance with the approved plan, the Municipality may deduct the cost of remedying the defect from the said deposit and recoup additional costs from the Permittee if necessary.

- 7. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.
- 8. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.

9. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
10. This permit is not a building permit.

ISSUED BY THE COMMITTEE OF COUNCIL THE ____ DAY OF _____, 2020.

SIGNED THIS ____ DAY _____, 2020.

Mayor

Corporate Officer

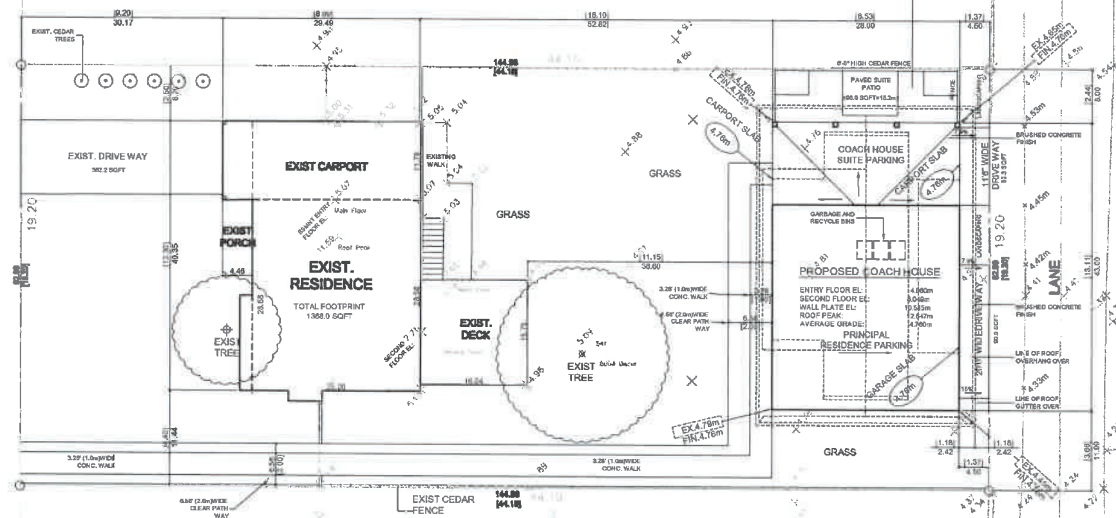
I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

Applicant (or Authorized Agent or
Representative of Applicant)

[illegible][illegible]

Legend for Figure 10-10:

- 100.005m EXIST. GRADE EL.
- FIN GRADE EL.
- TOP OF CONC. SLAB
- TOP OF CONC. FOUNDATION WALL EL.
- TOP OF FLOOR EL.
- DIRECTION OF DRAINAGE



oscar woodman design
1782 view street, port moody.
british columbia . V3H3Y2
604-937-7640

3766 SOMERSET AVE,
PORT COQUITLAM, B.C.

Site Plan

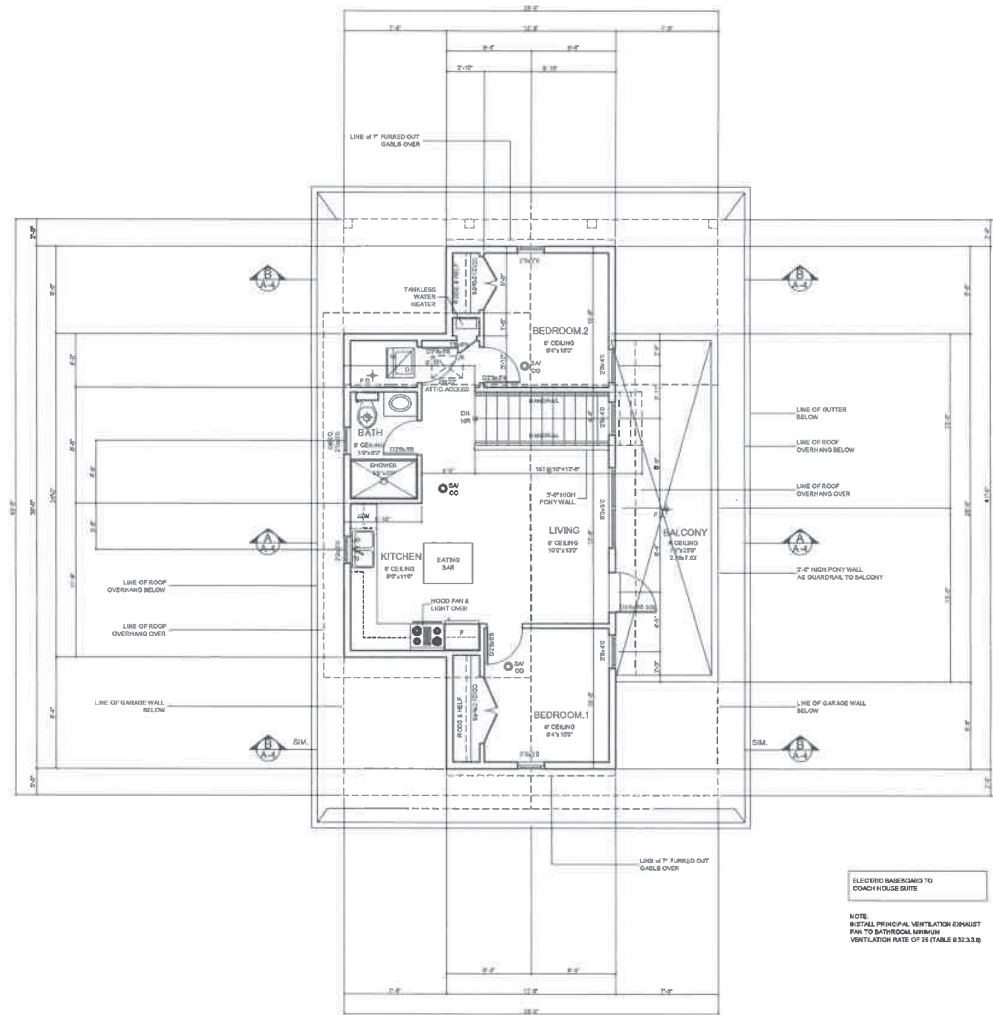
scale 1/8" = 1'-0"

sheet no.

A1

of 7

50



SECOND FLOOR PLAN
AREA: 667.0 SQFT



oscar woodman design
1782 view street, port moody.
british columbia . V3H3Y2
604-937-7640

project title
**RESIDENCE-
FORSBERG**
Proposed Coach House
3766 SOMERSET AVE,
PORT COQUITLAM, B.C.
sheet title

Second Floor Plan
Second floor Area: 667.0 SQFT

Date: 17 Jun 2019 issue-revision:
job no.
drawn: Tamas chkd.
scale 1/4" = 1'-0"
sheet no.



A3

of 7

DP000408(3)

NOTES:
ALL DIMENSIONS PERFORMED
AND APPROVED BY THE ARCHITECT

① ROOF: NORMAL SHINGLES

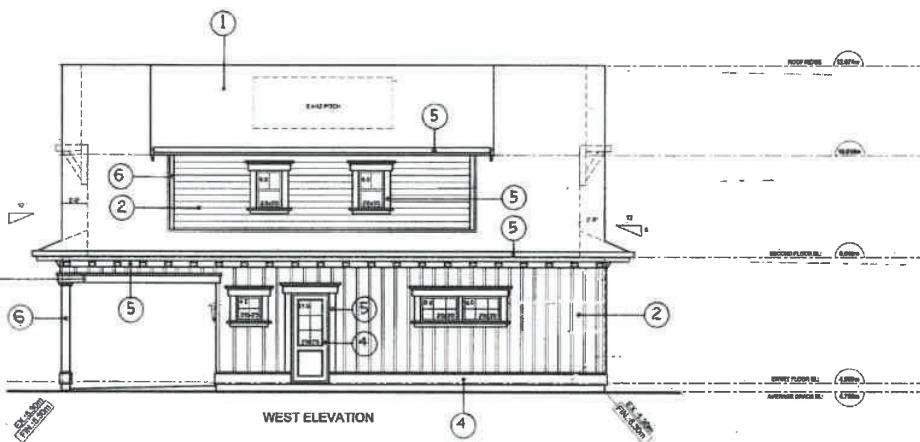
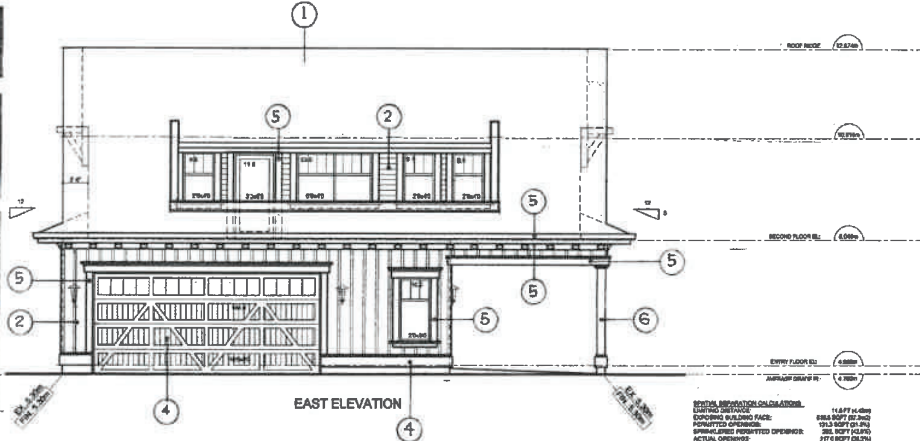
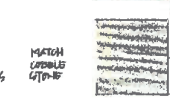
② HARDIE WALL SIDING
HORIZONTAL & VERTICAL

③ HARDIE WALL SHINGLE

④ GARAGE DOOR
EXTERIOR SHINGLE DOORS
BASE TRIM TO EXTERIOR WALLS

⑤ WINDOWS,
WINDOW TRIM
DOOR TRIM
SOFFIT DENTIL CROWN
PASCIA BOARDS
GUTTER

⑥ CORNER TRIM
POSTS.



SPRINKLER SEPARATION CALCULATIONS
EXISTING DISTANCE: 11.877 ft (3.61m)
EXISTING BUILDING SPACE: 658.5 SQFT (61.2m²)
PROPOSED OPENINGS: 133.3 SQFT (12.4m²)
SEPARATED PROPOSED OPENINGS: 527.2 SQFT (48.8m²)
ACTUAL OPENINGS: 527.2 SQFT

SPRINKLER SEPARATION CALCULATIONS
EXISTING DISTANCE: 11.877 ft (3.61m)
EXISTING BUILDING SPACE: 658.5 SQFT (61.2m²)
PROPOSED OPENINGS: 133.3 SQFT (12.4m²)
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ACTUAL OPENINGS: 527.2 SQFT

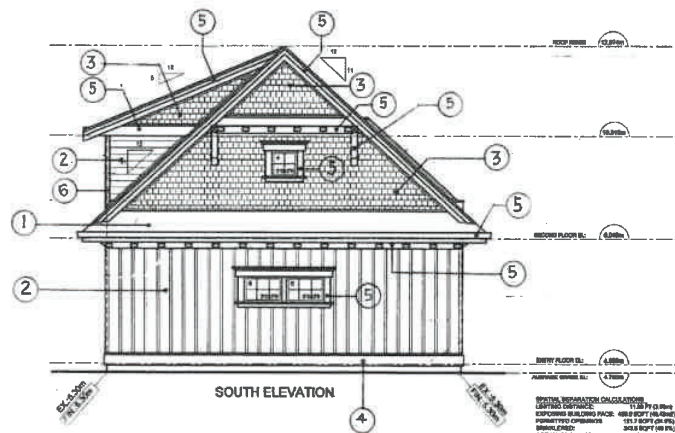
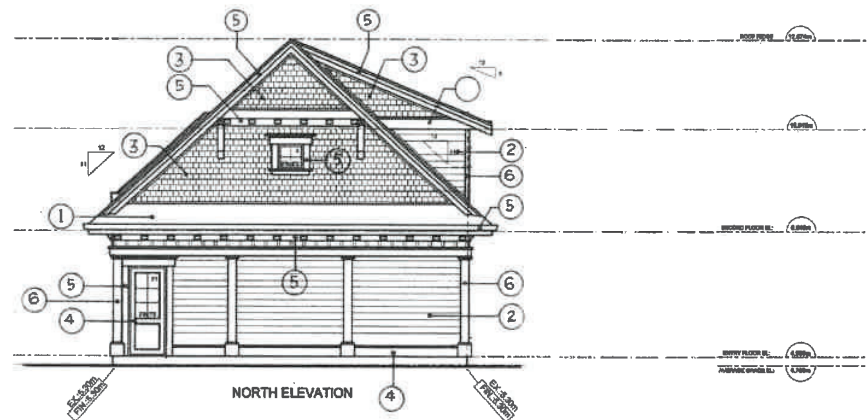


oscar woodman design
1782 view street, port moody.
british columbia . V3H5Y2
604-637-7840

project title
**RESIDENCE-
FORSBERG**
Proposed Coach House
3708 SOMERSET AVE
PORT COQUITLAM, B.C.
sheet title
Elevations
North Elevation
South Elevation

Date: 17 Jun 2019 issue-revision:
job no.
drawn: Tarnas chkd.
scale 1/4" = 1'-0"
sheet no. **A5**

D000408(4)



oscar woodman design
1782 view street, port moody,
british columbia . V3H3Y2
604-937-7840

project title
**RESIDENCE-
FORSBERG**
Proposed Coach House
3780 SOMERSET AVE
PORT COQUITLAM, B.C.
sheet title
Elevations
East Elevation
West Elevation

Date: 17 Jun 2019 issue-revision:
job no.
drawn: Tamas chkd.
scale 1/4" = 1'-0"
sheet no.

A6

of 7

DP000408(5)

① ROOF: ASPHALT SHINGLES
EXISTING.



② CEDAR WALL SIDING.
STUCCO.



④ EXTERIOR SINGLE DOORS.
WINDOW SHUTTERS.



⑤ EXISTING WINDOWS,
EXISTING GUTTER/FASCIA.
EXISTING POSTS.



oscar woodman design
1762 view street, port moody.
british columbia . V3H3Y2
604-937-7840

project title
**RESIDENCE-
FORSBERG**
Proposed Coach House

3786 SOMERSET AVE
PORT COQUITLAM, B.C.

sheet title
FRONT VIEW OF EXISTING
PRINCIPAL RESIDENCE.

Date:	issue-revision:
job no.	
drawn:	chtd.
scale	
sheet no.	

of 7

DP000403(6)

PLANTER BOXS (1-2)
 V - Roseg low
 R - Rhododendron

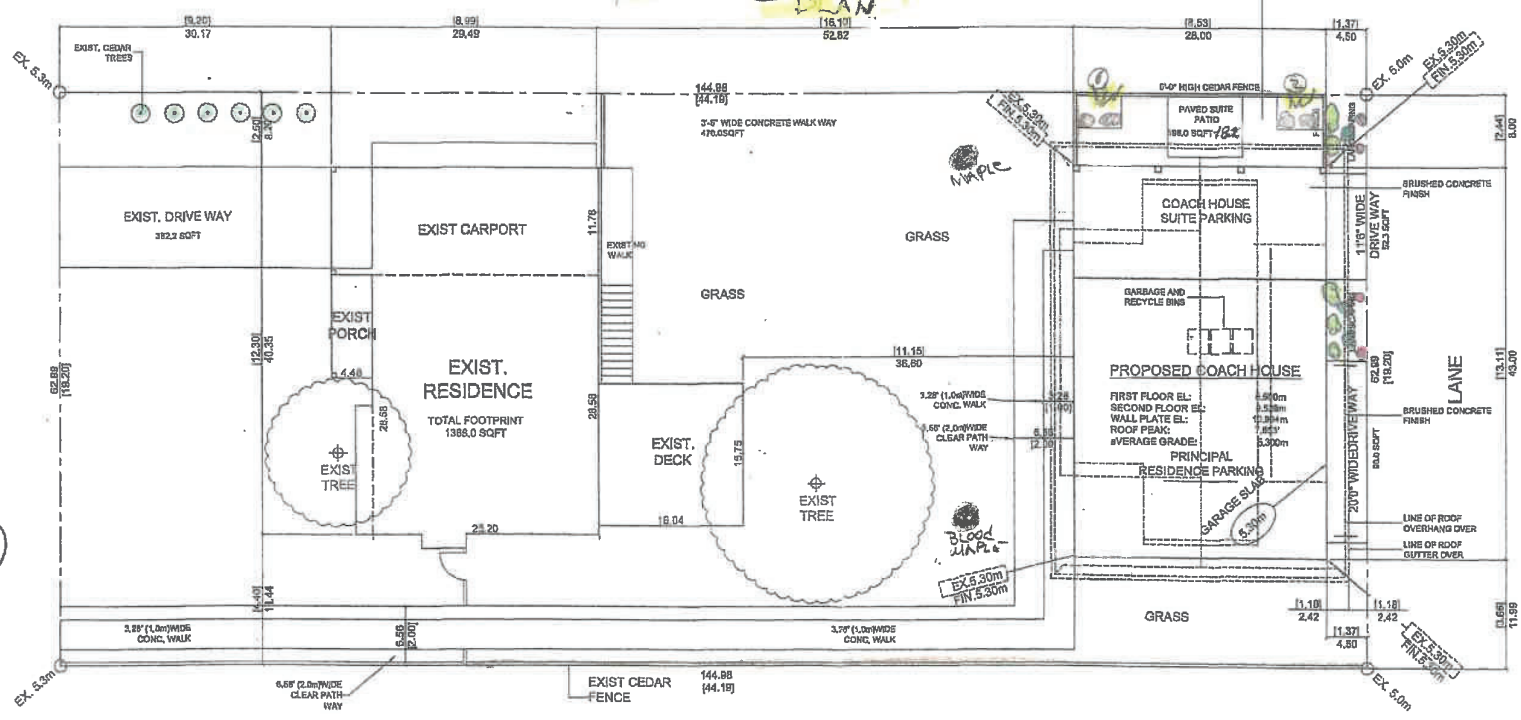
- ✿ - AZALEZ
- ✿ - Concord
- ✿ - Midgit Cedar
- ✿ - NEW TREES X2

— FENCE

- LEGEND**
- 188.885m EXIST. GRADE EL.
 - FIN GRADE EL.
 - TOP OF CONC. SLAB
 - TOP OF CONC. FOUNDATION WALL EL.
 - TOP OF FLOOR EL.
 - DIRECTION OF DRAINAGE

NEW PROPOSED LANDSCAPING PLAN

NOTE:
 - ADDRESS OF THE COACH HOUSE TO BE DISPLAYED FROM THE LANE AND THE STREET
 - PROVIDE ROOF LIGHTING TO THE PARADE FACING THE LANE ONLY



oscar woodman design
 1782 view street, port moody.
 british columbia . V3H3Y2
 604-937-7640

project title
**RESIDENCE-
 FORSBERG**
 Proposed Coach H

3766 SOMERSET AVE,
 PORT COQUITLAM, B.C.

sheet title
Site Plan

Date: 17 Jun 2019 Issue-revisi
 Job no.
 drawn: Tamas chkd.
 scale 1/8"= 1'-0"
 sheet no. **A1**

D 9382.8
 EFFECT
 ED AND II

3766 SOMERSET STREET



18000.908(7)

Schedule A

Energy Conservation:

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

Water conservation:

Conservation Measure	Verification Method
Low flow toilets	BP stage; written confirmation by consultant along with staff review of BP submission

GHG Reduction:

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

per OCP Sec. 9.11 Environmental Conservation DPA designation

Coach House Development Permit Application – 3176 Kilmer Street

RECOMMENDATION:

That Committee of Council approve Development Permit DP000391 to regulate a coach house development at 3176 Kilmer Street.

REPORT SUMMARY

This report describes a proposed coach house to be located mid-block at 3176 Kilmer Street. The application complies with the City's guidelines and regulations and is recommended for approval.

BACKGROUND

A two-bedroom single-storey coach house is proposed to be developed at the rear of a large lot with an existing single residential house that contains a secondary suite. Parking will be provided through a single car garage attached to the coach house. The main dwelling will continue to provide three parking stalls: an attached single car carport with two spaces in front on the driveway.



Location Map

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

DISCUSSION

The design of the coach house is consistent with the west coast architectural style and colour of the existing principal residence and its scale is secondary to the residence. Potential overlook on neighbouring properties is addressed through the building's single-storey design and landscaping.

Coach House Development Permit Application – 3176 Kilmer Street


The façade facing the lane is articulated and has two large windows and a door leading to a verandah which provides a high quality design. The coach house is to be clad with Hardie board siding and shingles and both the coach house and principal dwelling will be painted to match. Proposed landscaping includes the planting of two species of maple trees on the southeast side of the property in addition to various hedges and shrubs that provide screening around the coach house and its patio.

The proposal conforms to Zoning Bylaw regulations and meets Development Permit guidelines; staff recommend approval.

PUBLIC CONSULTATION

A development sign has been posted on the property fronting Kilmer Street. Owners/residents of adjoining properties have also been notified of their opportunity to comment on the application at the Committee of Council meeting. To date, staff have not received any feedback from surrounding residents.

OPTIONS

#	Description
1 	Approve issuance of Development Permit DP000391
2	Request amendments to the application or additional information prior to making a decision
3	Refuse to approve Development Permit DP000391, if Committee is of the opinion that the proposal does not comply with the OCP objectives and design guidelines. Pursuant to the Delegation Bylaw, the applicant may appeal the decision to Council

ATTACHMENTS

Att#1: Coach House Summary Sheet

Att#2: Draft Development Permit with Drawings Appended and Schedule A

Coach House Summary Sheet – 3176 Kilmer Street



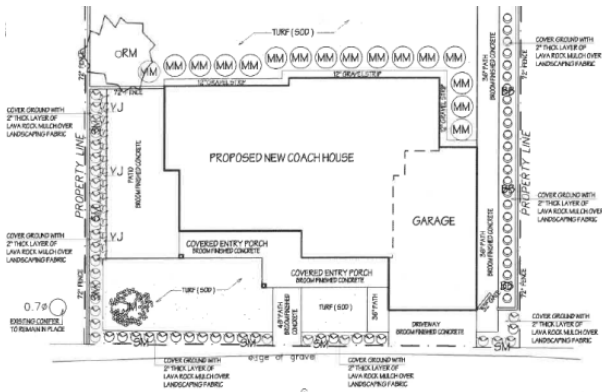
Aerial view of development site



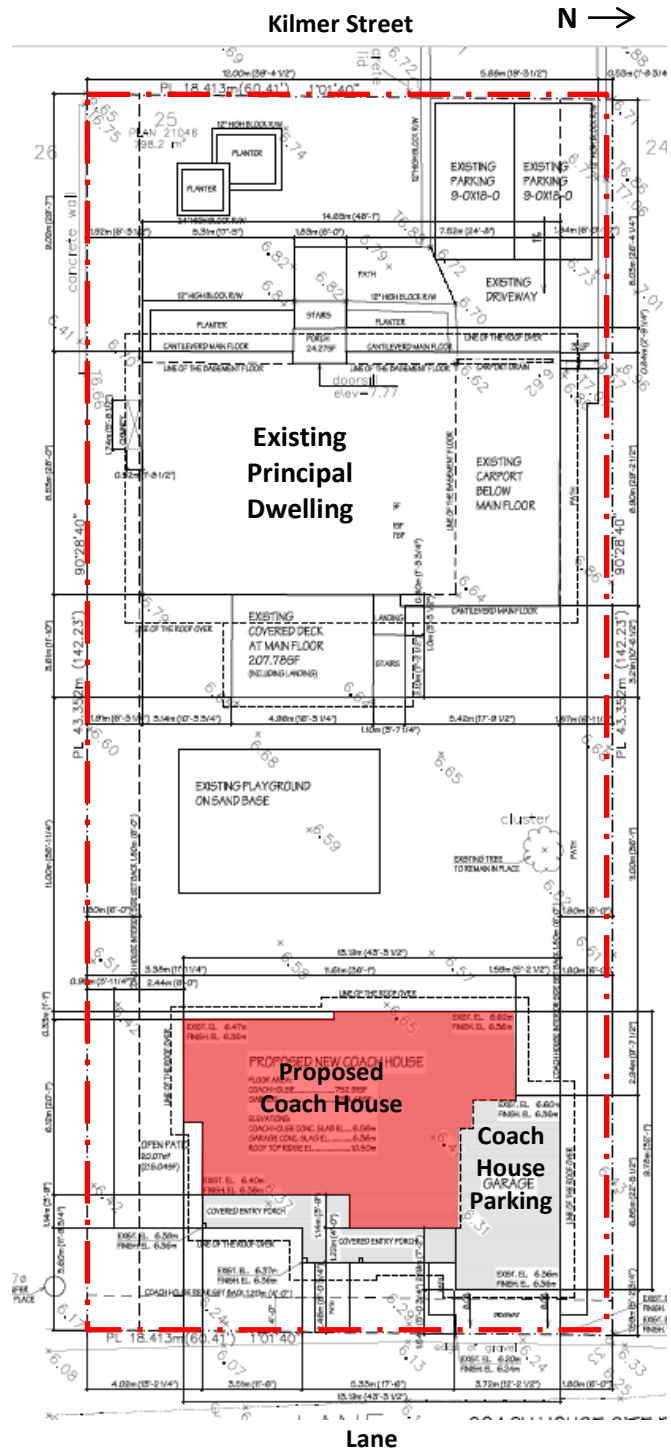
View of proposed coach house looking west (lane)



View of proposed coach house looking north



Proposed landscaping plan



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

Guideline¹	Evaluation
Scale secondary or accessory to principal dwelling	The single storey design ensures the coach house scale appears accessory
Design compatibility with principal dwelling	Coach house has similar west coast design and materials as the principal dwelling. Both buildings will be painted to match.
Design promotes natural lighting and visual privacy between adjoining properties	Overlook is minimized by the building's single storey design
Landscaped path to connect to street	Path connects from the coach house to Kilmer Street
There are at least two trees on the lot	Two trees are to be planted near the coach house in addition to an existing tree in rear yard
Garbage/recycling space is provided	Enclosed within the garage
Environmental conservation components	High efficiency appliances, low-flow toilets, Low E2 windows, LED lighting, rain barrel, accessible garbage storage, and drought tolerant landscaping

Summary of Compliance with Zoning Bylaw Regulations

	Regulation²	Proposed³	Comments
Maximum coach house size	70 m ² (753.5 ft ²)	69.9 m ² (752.9 ft ²)	The lot is sufficiently large to allow for a conforming coach house and a potential new house with a combined floor area of up to 399 m ² (4,295 ft ²).
Minimum lot size for secondary suite and coach house	740 m ² (7965.3 ft ²)	798 m ² (8590 ft ²)	
Building height	Up to 8.5 m	4.14 m (13.6 ft)	
Coach house siting:			
Distance between coach house and principal dwelling exterior walls	6 m	14.2 m	
Setback from rear	1.2 m	1.59 m	
Setback from interior property line (north)	1.8 m	1.8 m	
Setback from interior property line (south)	1.8 m	3.38 m	
Private open space area	15 m ²	20 m ² (216 ft ²)	Patio provided on the south side and accessed by the secondary entry to coach house.
Lot coverage	40%	30%	
Impervious surface area	65%	53.2%	
On-site parking	1 space	1 space	Garage attached to coach house with no internal access. Existing parking for the principal dwelling remains the same.

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

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

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

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT PERMIT

NO. DP000391

Issued to: KAYLA BABYACZUK and GUSTAVO BABYACZUK
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 3176 Kilmer Street, Port Coquitlam, BC V3B 3K1

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

Address: 3176 Kilmer Street

Legal Description: LOT 25 SECTION 6 TOWNSHIP 40 NEW WESTMINSTER
DISTRICT PLAN 21046

P.I.D.: 002-823-675

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the “Official Community Plan Bylaw, 2013, No. 3838”.
4. “Port Coquitlam Zoning Bylaw, 2008, No. 3630” and “Parking and Development Management Bylaw, 2018, No.4078” are varied, supplemented or both in accordance with the following:
 - a. The form and character of the building, including the siting, height and general design, shall be as shown on drawings numbered DP000391 (1) to DP000391 (3) which are attached hereto and form part of this permit.
 - b. The form and character of on-site landscaping shall be as shown on drawings numbered DP000391 (3) and the following standards for landscaping are imposed:
 - (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto.
 - (ii) All planting materials shall be able to survive for a period of one year from the date of the site landscape approval by the Municipality.
 - c. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements as shown on Schedule A to the drawings which are attached hereto and form part of this permit.

5. **Landscape Security**

- (a) As a condition of the issuance of this permit, the security set out below will be held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 4 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount **\$2,500** for the purpose of landscaping.
- (b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
- (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the final phase of the development. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

If the landscaping is not approved within the six month period, the Municipality has the option of continuing to hold the security until the required landscaping is completed or has the option of drawing the security and using the funds to complete the required landscaping, and recoup additional costs from the Permittee if necessary. In such a case, the Municipality or its agents have the irrevocable right to enter into the property to undertake the required landscaping for which the security was submitted.

- (d) Should the Permittee carry out the works and services permitted by this permit within the time set out above, the security shall be returned to the Permittee.
6. The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.
7. This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.
8. The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
9. This permit is not a building permit.

APPROVED BY THE COMMITTEE OF COUNCIL THE
[CLICK **HERE** - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK **HERE** - ENTER THE MONTH, YEAR].

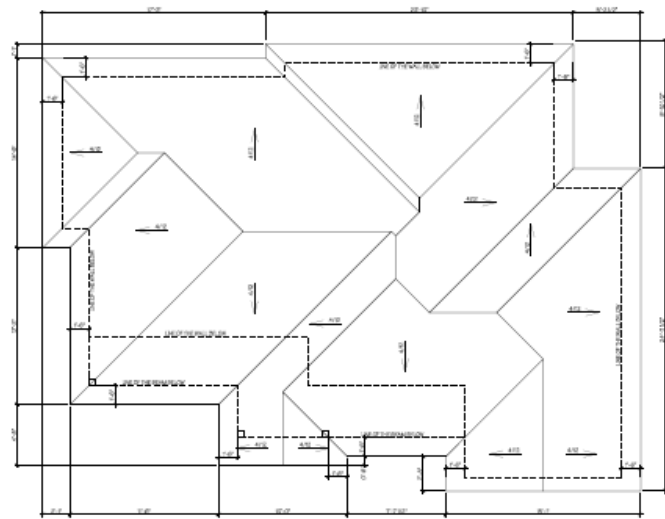
SIGNED THIS [CLICK **HERE** - ENTER THE DAY (IE 12TH)] DAY OF
[CLICK **HERE** - ENTER THE MONTH, YEAR].

Mayor

Corporate Officer

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

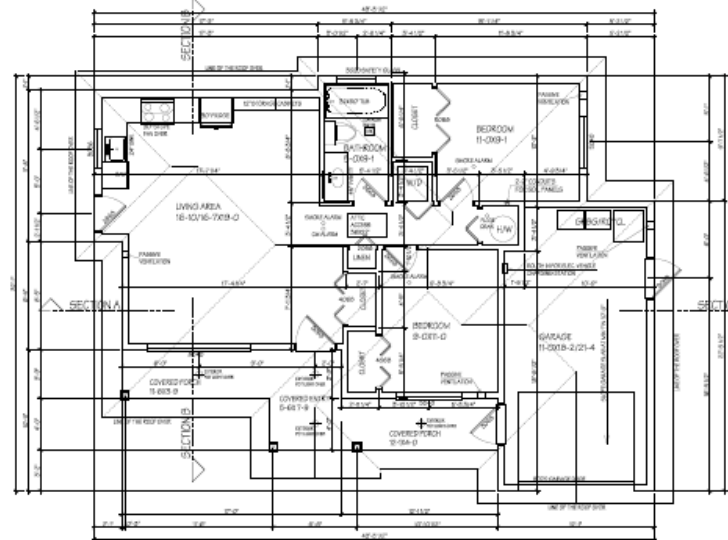
Applicant (or Authorized Agent or
Representative of Applicant)



COACH HOUSE ROOF LAYOUT
SCALE 1/4" = 1'-0"



NOTES:
1. ALL LIGHT FIXTURES TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
2. ALL LIGHT FIXTURES TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL LIGHT FIXTURES TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.



COACH HOUSE FLOOR PLAN 752.91SF
SCALE 1/4" = 1'-0"



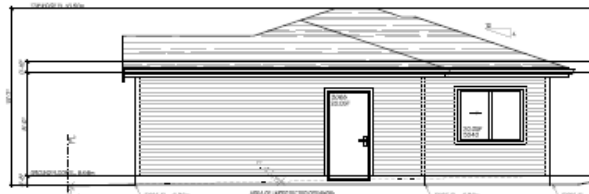
NOTES:
1. ALL LIGHT FIXTURES TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
2. ALL LIGHT FIXTURES TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL LIGHT FIXTURES TO BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.



COACH HOUSE SOUTH (LEFT SIDE) ELEVATION
SCALE 1/4" = 1'-0"



COACH HOUSE EAST (FRONT) ELEVATION
SCALE 1/4" = 1'-0"



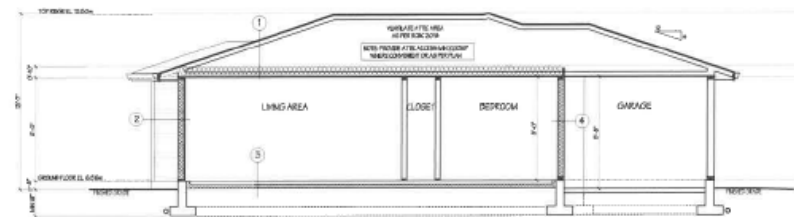
COACH HOUSE NORTH (RIGHT SIDE) ELEVATION
SCALE 1/4" = 1'-0"



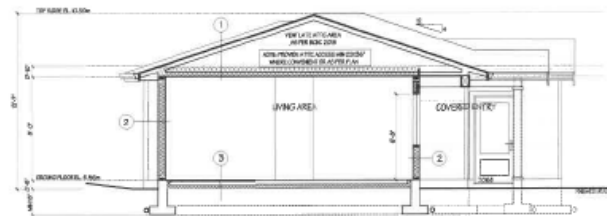
COACH HOUSE WEST (REAR) ELEVATION
SCALE 1/4" = 1'-0"

CR commercial - residential design & drafting	201-2555 MELCHER AVE PORT COQUITLAM, BC V3C 1Y5 778 899 0091
PROJECT: COACH HOUSE DESIGNED FOR: 01/08/2019 REVISED FOR: 01/08/2019	PROJECT LOCATION: 3176 KILMER STREET PORT COQUITLAM, BC
PROJECT NUMBER: 752.91SF	PROJECT NAME: COACH HOUSE
PROJECT DATE: 01/08/2019 PROJECT REVISION: 01/08/2019 PROJECT DRAWING: FLOOR PLAN, ROOF LAYOUT, ELEVATIONS	PROJECT SHEET: A-2

DP000391 (2)



COACH HOUSE SECTION A-A
SCALE 1/4" = 1'-0"



COACH HOUSE SECTION B-B
SCALE 1/4" = 1'-0"

SPECIFICATIONS:

ROOF:

PROPOSED UNFINISHED ROOF/SHINGLED
ROOFING AS PER CODE 2018
12" TYPICAL SHINGLES
BAG BRAGGERS AND 2" POLY
BAG BRAGGERS AND 2" POLY
BAG BRAGGERS AND 2" POLY
BAG BRAGGERS AND 2" POLY

EAVES:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

ROOF AND ATTIC VENTILATION:

ATTIC VENTILATION
12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

INSULATION:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

HOT WATER EQUIPMENT:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

EXTERIOR WALLS:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

INTERIOR WALLS:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

EXTERIOR OPENINGS:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

INSULATION:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

HOT WATER EQUIPMENT:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

FLOOR:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

FOUNDATION DRAINAGE:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

INTERIOR FOUNDATION:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

EXTERIOR FOUNDATION:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

BEARING:

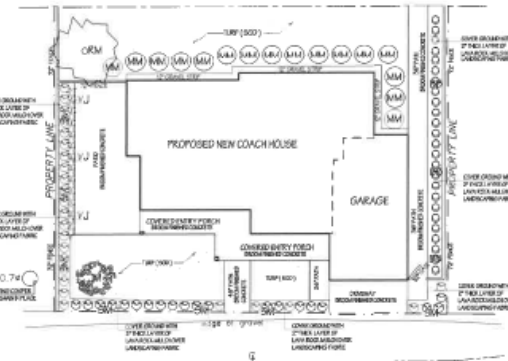
12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

NOTE:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING

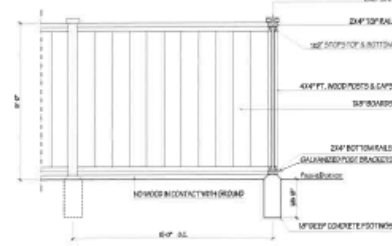
AIR TIGHTNESS:

12" TYPICAL ALUMINUM CUTTER ON
2" TYPICAL ROOFING



LANE
COACH HOUSE LANDSCAPE PLAN
SCALE 1/8" = 1'-0"

COMMON NAME	SCIENTIFIC NAME	SIZE	QTY
1. BARKED CEDAR	CHENOPODIUM	12x12x12	10
2. LANTANA	LANTANA	12x12x12	10
3. LANTANA	LANTANA	12x12x12	10
4. LANTANA	LANTANA	12x12x12	10
5. LANTANA	LANTANA	12x12x12	10
6. LANTANA	LANTANA	12x12x12	10
7. LANTANA	LANTANA	12x12x12	10
8. LANTANA	LANTANA	12x12x12	10
9. LANTANA	LANTANA	12x12x12	10
10. LANTANA	LANTANA	12x12x12	10



6'-0" HIGH SOLID WOOD FENCE
SCALE 1/2" = 1'-0"

CR
commercial - residential
design & drafting
201-2388 WELCHER AVE
PORT COQUITLAM, BC V3C 9Y5
778 899 0091

DATE
6/26/2018 09:18 FEBRUARY 2018

PROJECT
COACH HOUSE

3176 KILMER STREET
PORT COQUITLAM, BC

DATE
FEBRUARY 2018

SECTION A-A
SECTION B-B
LANDSCAPING PLAN

A-3

Schedule A

Energy Conservation:

Conservation Measure	Verification Method
Energy Star rated appliances to be used	BP stage; written confirmation by applicant along with staff review of BP submission
Installation of Energy Star rated windows and doors	BP stage; written confirmation by applicant along with staff review of BP submission
LED lighting to be used	BP stage; written confirmation by applicant along with staff review of BP submission
Location and size of windows will increase natural ventilation and natural daylight	DP and BP stage; staff review of BP submission
Light Charcoal Grey roof membrane to be used to reduce heat absorption and build-up	DP and BP stage; staff review of BP submission

Water conservation:

Conservation Measure	Verification Method
Low flow plumbing fixtures	BP stage; written confirmation by applicant along with staff review of BP submission
Drought-tolerate shrub species to be planted	BP stage; written confirmation by applicant
All plants to have sufficient soil depth to promote water retention	BP stage; written confirmation by applicant

GHG Reduction:

Conservation Measure	Verification Method
Locally sourced products and materials with low organic compounds and VOC materials to be used	BP stage; written confirmation by applicant along with staff review of BP submission
Waste materials to be separated and recycled, including separation of wood and concrete	BP stage; written confirmation by applicant

per OCP Sec. 9.11 Environmental Conservation DPA designation

RECOMMENDATION:

None.

REPORT SUMMARY

Reports are provided from the Community Centre Project Team to ensure Committee is updated regularly on the status of the construction project. This report will cover the project status up to the end of February 2020.

BACKGROUND

For this period, the following reports are attached:

Owner's Representative Progress Report #35 – Tango, February 2020.

DISCUSSION

In February 2020 a variety of co-ordination, procurement, design and construction activities took place. Phase 2 groundworks and commencement of pile driving.

The status of work can be summarized as follows:

- Phase 1A: Arena 2: Minor deficiencies and warranty administration is ongoing.
- Phase 1B: Arena 3 and Library: Minor deficiencies and warranty administration is ongoing.
- Phase 1C Aquatic and Fitness Centre, All Ages and Admin Areas: Minor deficiencies and staff training are ongoing.
- Phase 2ABC: Bulk excavation, piling, pile caps and slab-on-grade are ongoing.

Ventana provided an updated schedule dated March 12, 2020. This schedule forecasts that Rink 1 will be available late summer / early fall 2021; the large multipurpose room, gymnasium and playrooms will be available early fall 2021, followed by the parkade and external sports courts in late fall 2021. The critical path activity runs through the foundations, piling and parkade structure, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy.

Ventana previously reported a one (1) month delay to the start of the piling, caused by geotechnical issues encountered during bulk excavation. The piling is now forecasted to be complete one month earlier than previously scheduled; as a result, the Spectator Arena (Arena 1), Large Multipurpose Room Gymnasium and Children's areas could be completed 11 days earlier

than previously scheduled. Tango continues to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact substantial performance.

During March 2020, the following key construction activities are scheduled:

- Phase 1ABC – Rinks 2&3, Library, Admin and All Ages
 - Close out construction deficiencies.
- Phase 1C – Aquatics and Fitness Area
 - Close out construction deficiencies.
- Phase 2
 - Complete piling;
 - Continue pile caps;
 - Continue parkade slab-on-grade; and
 - Commence parkade vertical concrete and suspended slabs.

With the spread of COVID19, safe work procedures have been introduced to ensure government mandated protocols are in place for continued operation of construction sites including social distancing and proper hygiene practices. As the work currently being done is very spread out and in an open air environment, Ventana is intending to continue working unless a revised mandate is issued from the Health Authorities requiring closure or modified operations. Some fluctuation in the number of workers attending the site has been noted. Ventana is redirecting workers from other sites not operating currently. At this point there have been no interruptions in the provision of site supplies. Monthly Owner's meetings with Ventana, City and Tango representatives are being conducted remotely.

The updated project dashboard is included as Appendix 5 in Tango's December report (Attachment #1). Based on the information contained in the Monthly Progress Report #35 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved. As mentioned above, the impact of COVID19 is unpredictable at this time and will continue to be monitored closely.

FINANCIAL IMPLICATIONS

A summary of the total project costs expensed as of February 2020 is as follows:

Item	Total Expenses to Date	Original Budget	Revised Budget
Ventana Pre-Contract Work	\$983,000	\$983,000	\$983,000
Ventana Design-Build Contract*	\$79,213,545	\$116,717,000	\$122,673,336
Project Management and Legal	\$1,441,949	\$1,500,000	\$2,222,620
Furniture, Fixtures and Equipment	\$1,844,016	\$3,900,000	\$3,770,140
Off-Site Improvements	\$348,348	\$3,000,000	\$2,245,904
Onsite works (service fees, etc.)	\$85,327	Incl. in other	\$150,000
Communications/Signage	\$50,249	Incl. in other	\$55,000
Total Project	\$83,966,434	\$132,100,000	\$132,100,000

*Prepayment amount of \$5M has been paid as per the contract and is not included in above totals.

ATTACHMENT

Attachment #1: Owner's Representative Progress Report #35 – Tango, February 2020.



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #35

February 2020

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6.0	PROCUREMENT & CONTRACT ADMINISTRATION	5
7.0	PROJECT BUDGET	6
8.0	PROJECT SCHEDULE	8
9.0	QUALITY ASSURANCE AND QUALITY CONTROL	9
10.0	SAFETY AND ENVIRONMENTAL	10
11.0	AREAS OF CONCERN AND OUTSTANDING ISSUES	10

APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: March 12th 2020 - Update

Appendix 2 – Progress Photographs: February 2020

Appendix 3 - Site Inspection Reports: February 2020

Appendix 4 – Certificate of Payment No.38: March 10, 2020

Appendix 5 – Project Dashboard: February 29, 2020

Appendix 6 – Architecture 49 Letter of Construction Conformance – March 9, 2020

Appendix 7 – Owners Meeting Minutes #25

1.0 INTRODUCTION

Tango Management ("Tango") has been engaged by the City of Port Coquitlam ("Owner") to provide Owner's Representative Services for the design and construction of a new Community Centre in Port Coquitlam, BC ("Project").

Tango is pleased to submit its Monthly Progress Report #35 to the Owner. This report represents a summary of key project activities and issues that occurred up to February 29, 2020.

This report is for the sole and confidential use and reliance of the Owner. Tango, its directors, staff, sub-consultants or agents do not make any representation or warranty as to the factual accuracy of the information provided to us on behalf of the Owner, their Contractors, their sub-contractors or agents, upon which this report is based. This report shall not be reproduced or distributed to any party other than the recipients outlined above, without the express permission of Tango. Any use of this report which a third party makes, or any reliance on or decisions made based on it, are the responsibility of such third parties. Tango accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions based on this report.

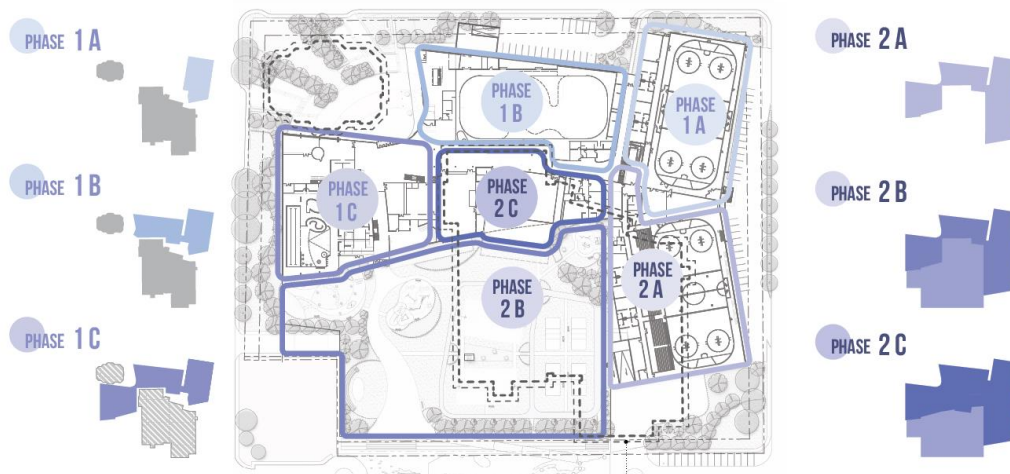
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During February 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. Phase 2 bulk excavation, piling and parkade structure is ongoing. Based on the information contained in this Monthly Progress Report #35 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved as per schedule.

3.0 PROJECT SCOPE

The project scope involves a phased replacement and addition to the Port Coquitlam Recreation Complex, Wilson Centre and Terry Fox Library. This scope will provide a vibrant community hub with three sheets of ice, an indoor leisure pool, new fitness facilities, a new library, a spacious outdoor plaza, and underground parking. The size of the new facility will be 205,000 SQF.

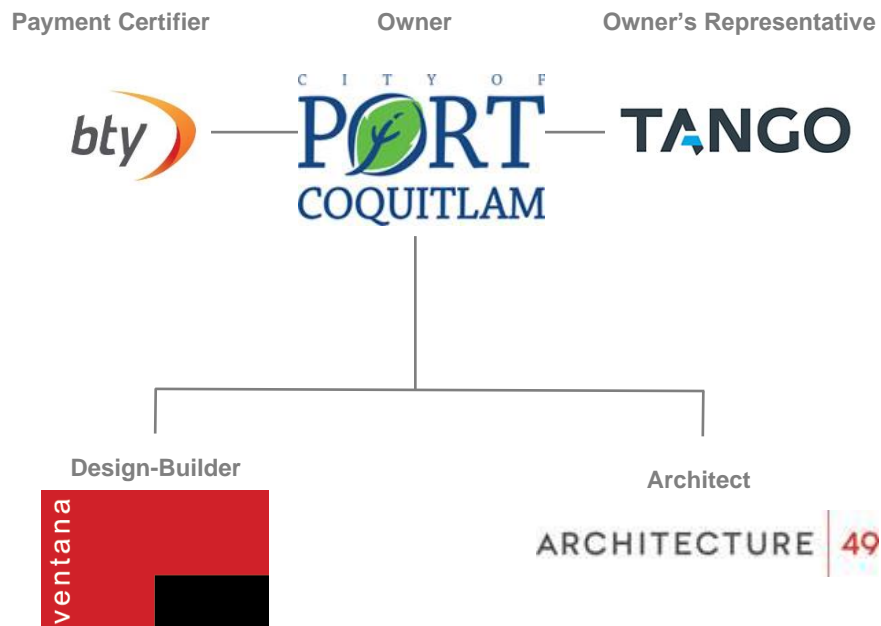


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

Owner	City of Port Coquitlam
Owner's Representative	Tango Management
Design-Builder	Ventana Construction (POCO) Corp
Architect	Architecture 49
Civil Engineer	Hub Engineering
Structural Engineer	BMZ
Mechanical Engineer	WSP Canada
Electrical Engineer	Smith & Anderson
Payment Certifier	BTY Group

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

Conceptual design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Conceptual Design.

Schematic Design

Schematic design is complete. Please refer to our Pre-Construction Due Diligence Report (v1.2), dated October 24, 2016 for comments on the Schematic Design.

Design Development & Working Drawings and Construction Documents

The Design-Builder is developing design packages in phases. These include design packages for Building Permits, Tendering and Issued for Construction.

Below is an updated summary of the key design milestone submissions, as per the revised project schedule - updated March 12, 2020:

Drawing Package	Planned Date	Actual Date	Status	Comments
Ground Works / Piling (1ABC)				
BP Submission	24-Feb-17	13-Apr-17	Complete	Construction Ongoing
IFT Drawings	24-Feb-17	6-Apr-17	Complete	Construction Ongoing
IFC Drawings	10-Apr-17	18-Aug-17	Complete	Construction Ongoing
Phase 1ABC - Structure				
IFT Drawings (F/R/C)	31-Aug-17	6-Oct-17	Complete	Construction Ongoing
IFC Drawings (F/R/C)	26-Oct-17	12-Dec-17	Complete	Construction Ongoing
IFT Drawings (S/Steel)	19-Oct-17	19-Dec-17	Complete	Construction Ongoing
IFC Drawings (S/Steel)	30-Nov-17	10-Jan-18	Complete	Construction Ongoing
Phase 1ABC Balance of Design				
BP Submission	14-Jul-17	28-Sep-17	Complete	Construction Ongoing
IFT Drawings	5-Oct-17	3-Oct-17	Complete	Construction Ongoing
IFC Drawings	16-Nov-17	31-Jan-18	Complete	Construction Ongoing
Phase 2ABC - Design				
BP Submission	19-Jan-18	1-Jul-19	Complete	Construction Ongoing
IFT Drawings	18-Mar-18	23-Sep-19	Complete	Construction Ongoing
IFC Drawings	12-Jul-18	19-Sep-19	Complete	Construction Ongoing

5.0 Design and Approval Status (continued)

Permits / Regulatory Approvals

The following Building Permits have been issued for the construction works:

Regulatory Approval	Planned Date	Award Date	Status	Comments
Conservation Permit	1-Mar-17		Awarded	
Phase 1ABC Ground Works	24-Feb-17	19-Apr-17	Awarded	BP011873
Phase 1ABC Full BP	28-Sep-17	11-Oct-17	Awarded	BP011897
Phase 2ABC Full BP	18-Mar-18	11-Oct-17	Awarded	BP011897

A Development Permit was issued on August 18, 2017.

An Environmental Conservation Development Permit was scheduled to be issued to the Design-Builder on March 1, 2017. We understand this has now been issued.

A Building Permit (BP011822) was issued to the Design-Builder on October 17, 2017. This Building Permit covers all phases of the Project. The Design-Builder will continue to submit design submissions in phases to the Owner, as per the design schedule.

The following permits were issued to the Owner during the Occupancy process for Phase 1AB:

- Health Permit: Concessions and Lounge Food Services;
- Refrigeration Plant Permit;
- Electrical Permit; and
- Elevator Permits.

An Interim Occupancy Permit was issued by the City's Building Department on August 19, 2019 for the first phase of the Project.

An Interim Occupancy Permit was issued by the City's Building Department on October 16, 2019 for Phase 1C (excluding the Aquatic Centre).

An Interim Occupancy Permit was issued by the City's Building Department on January 30, 2020 for the Phase 1C Aquatic Centre.

6.0 PROCUREMENT & CONTRACT ADMINISTRATION

Procurement Summary

We understand that procurement and tendering is ongoing. The Design-Builder has confirmed that we will not be receiving a detailed procurement schedule, as part of their monthly reporting. The Design-Builder has included a summary of the trades awarded to date in their monthly progress report, dated March 11, 2020:

Phase 2:

Bulk Ex and Excavation;
Concrete Reinforcing;
Concrete Polishing;
Waterproofing;
Roof Anchors; and

Formwork;
Structural Steel;
Metal Deck;
Sprayed Thermal Insulation;
Glulams.

Please refer to our monthly progress report #33 and earlier for confirmation of the Phase 1 trade awards.

Furniture, Fixtures and Equipment (FF&E) Procurement

A Master Procurement Schedule has been developed that identifies all items with vendors, lead-in times, delivery and installation details. We are coordinating with the Design-Builder to ensure all enabling works and infrastructure requirements get incorporated into the design. An FF&E Coordination follow up meeting was held on August 10, 2017, that finalized the draft list. We submitted a revised FF&E list to the Design-Builder on October 18, 2017 for review and coordination. Final feedback was received on October 12, 2018.

Final points of clarification have been worked through and coordinated in-line with the Design-Builder's schedule.

We are finalizing the procurement of the FFE packages with the Owner. The following packages have been awarded:

- AV Systems – PJS Systems Inc.
- Video Wall System – Sapphire Sound Inc.
- Library Shelving & Furniture – Jonathan Morgan and Company Ltd.
- Furniture – Staples Business Advantage.
- Fitness Equipment – Life Fitness, Fitness Town Commercial & Johnson Health Tech. Canada.

FFE installation has commenced and is ongoing in line with the Project Schedule and Budget.

Project Coordination / Meeting

The Owner's Meeting #25 was held on February 18, 2020.

Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #25.

6.0 Procurement & Contract Administration (continued)

Owner Request for Information (RFI)

- Number of RFI's issued – 170
- Number of RFI's Closed – 165
- Number of RFI's Open – 5

7.0 PROJECT BUDGET

Project Budget Summary

The Project Budget is summarized below:

Design and Construction	Dollar Value
Design-Builder Pre Contract Costs	\$983,000
Design-Builder Contract Price	\$116,717,000
Approved Changes	\$9,371,944
Current (Revised) Contract Price	\$126,088,944
Work Certified as Completed (Base Contract)	\$87,634,079
Current Cost to Complete (Base Contract)	\$38,454,865
Lien Holdback (Base Contract)	\$8,263,408
Lien Holdback Released	-\$5,259,719
Non-Contract Costs	\$8,448,951
Total Project Budget	\$135,520,895
Capital Utility Budget	\$3,420,895
Total Project Budget (Revised)	\$132,100,000

The Design and Construction Budget was prepared by the Design-Builder and forms part of their CCDC14 Design - Build Stipulated Price Contract (2013).

Payment Certification

BTY Group, the Payment Certifier has issued Certificate of Payment No. 38 dated March 10, 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending February 29, 2020.

In summary, the current payment liabilities of the Owner are:

Item	Dollar Value
Current Net	\$1,005,284
Current GST (5.0%)	\$50,264
Total Current Payable to the Design-Builder	\$1,055,548
Total Current Builders Lien Holdback	\$3,003,689

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 38.

7.0 Project Budget (continued)

Change Order Management

A summary of the approved Change Orders relative to the Project Budget between the Owner and the Design-Builder up to February 29, 2020 is as follows:

CO#	Description	Dollar Value	Contingency Allocation
1	Bonding Requirements	\$1,800,000	Project Contingency
2	Temporary Power to Site	\$34,751	Project Contingency
3	Floor Area Changes	\$1,003,236	Project Contingency
5	Additional Back-Up Power	\$90,713	Project Contingency
7	Card Readers and Key Pads	\$16,698	Project Contingency
8	Library User Group Changes	\$86,287	Project Contingency
9	Accessible Washroom Emergency Alert	\$28,204	Project Contingency
10	Auto Door Openers	\$55,440	Project Contingency
11	Daycare - Card Readers & Alarms	\$9,834	Project Contingency
12	Additional CCTV	\$24,024	Project Contingency
14	Added Door Security	\$88,364	Project Contingency
17	Terry Fox Display Cases	\$4,950	Project Contingency
20	Exterior Building Signage	\$57,618	Project Contingency
21	Phase 1 Millwork Re-Design Services	\$7,975	Project Contingency
24	RCMP Panic Buttons	\$8,375	Project Contingency
25	Splash Park Recirc Design	\$13,640	Project Contingency
32	Temporary Referee Change Rooms	\$15,525	Project Contingency
33	Roof Screens South Elevation	\$76,347	Project Contingency
34	Wilson Centre Add Abatement	\$101,446	Project Contingency
36	TRX Steel Supports	\$13,532	Project Contingency
37	Additional WAP	\$11,283	Project Contingency
38	Rink 2 Video Wall Structure	\$21,182	Project Contingency
39	Splash Park Recirculation System	\$301,532	Project Contingency
SUB-TOTAL		\$3,870,956	
15	Scoreboard Credit	-\$42,760	FF&E
SUB-TOTAL		-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
35	Offsite Extra Service Box	\$14,758	Off Sites / Capital Utility Budget
SUB-TOTAL		\$5,543,748	
TOTAL CHANGE ORDERS		\$9,371,944	

7.0 *Project Budget (continued)*

Project Contingency

Design and Construction Contingency – The design and construction contingency is being managed by the Design-Builder and forms part of the DBC. Any changes to the Design and Construction Budget will have been a result of an Owner originated Change Order.

Claims Management

There were no formal claims that we are aware of during this reporting period.

8.0 **PROJECT SCHEDULE**

Construction Progress (February End 2020)

We conducted detailed site inspections on February 3, 11, 18 & 25, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1A: Participant Ice:** Minor deficiencies and warranty administration is ongoing.
- **Phase 1B: Leisure Ice and Library:** Minor deficiencies and warranty administration is ongoing.
- **Phase 1C Aquatic and Fitness Centre, All Age and Admin Areas:** Minor deficiencies and staff training are ongoing.
- **Phase 2ABC:** Bulk excavation, piling, pile caps and parkade slab-on-grade is ongoing.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: March 12th2020 - Update”***.

The critical path activity runs through the foundations, piling and parkade structure, followed by hard and soft landscaping activities, and Phase 2ABC Occupancy.

This schedule forecasts that Rink 1 will be available late summer / early fall 2021; the large multipurpose room, gymnasium and daycare will be available early fall 2021, followed by the parkade and external sports courts in late fall 2021.

The Design-Builder previously reported a one (1) month delay to the start of the piling, caused by geotechnical issues encountered during bulk excavation. The piling is now scheduled to be complete one (1) month earlier than previously scheduled. The Design-Builder is now forecasting the Spectator Rink, Large Multi-Purpose Room, Gymnasium and Daycare could be completed eleven (11) days earlier than previously scheduled.

We will continue to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact Substantial Performance.

The Design-Builder is reporting that there has been no change to the critical path activities during this reporting period.

Please refer to Appendix 2 of this report for progress photographs recording construction activities during February 2020.

8.0 Project Schedule (continued)

Monthly Look Ahead

During March 2020, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: March 12th2020 - Update”***).

- **Phase 1ABC – Rinks 2&3, Library and Div 9**
 - Close out construction deficiencies.
- **Phase 1C – Aquatics and Fitness Area**
 - Close out construction deficiencies.
- **Phase 2**
 - Complete piling;
 - Continue pile caps;
 - Continue with parkade slab-on-grade; and
 - Commence parkade vertical concrete and suspended slabs.

9.0 QUALITY ASSURANCE & QUALITY CONTROL

Construction Inspection & Monitoring

The Design-Builder is implementing a Quality Assurance and Quality Control (QAQC) program through the design and construction of the project. We are working closely with the Design-Builder and provide random audits of that program, review and opine on independent testing, physically review the quality of the construction activities, identify key inspections and tests that are completed, witness critical construction activities and collaborate with the Design-Builder to ensure optimum quality is achieved and maintained at all stages of the project.

We received a copy of Architecture 49’s Letter of Construction Conformance, dated March 9, 2020. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Letter of Assurance is included in Appendix 6 of this report.

We did not receive any copies of Architecture 49’s Site Reports during this reporting period from the Design-Builder.

We received copies of BMZ’s Construction Review Memos, dated February 13, 19, 20, 21, 24, 26, 27 & 28, 2020. Items have been identified for the Design-Builder to review and action. We understand the Design-Builder is addressing these in a timely manner.

We did not receive a copy of Smith and Anderson’s Job Report during this reporting period from the Design-Builder.

We received numerous copies of WSP’s Mechanical Memos during this reporting period from the Design-Builder. Items have been identified for the Design-Builder to review and action. We understand the Design-Builder is addressing these in a timely manner.

9.0 *Quality Assurance & Quality Control (continued)*

We received numerous copies of Thurber Engineering's Field Review Reports, during this reporting period from the Design-Builder. The Geotechnical Engineer has identified actions to be remedied by the Design-Builder. We understand the Design-Builder is addressing these items in a timely manner.

We performed multiple site inspections during February 2020 to witness and monitor the progress of the works. Please refer to Appendix 3 of this report for copies of the Site Inspection Reports for this reporting period. Please refer to historic monthly progress reports for commentary on various QAQC inspection and monitoring activities, relative to specific reporting periods.

10.0 **SAFETY AND ENVIRONMENTAL**

No incidents were reported during this reporting period.

11.0 **AREAS OF CONCERN & OUTSTANDING ISSUES**

In general, all issues and actions raised within meetings and communications during February 2020 have been addressed or remain ongoing as part of the forthcoming design, procurement and construction phases.

The Design-Builder has re-scheduled the Phase 2 scope of work. The timely completion of the earthworks, foundations and package structure is critical in order for the Substantial Performance date of October 31, 2021 to be achieved.

APPENDIX 1

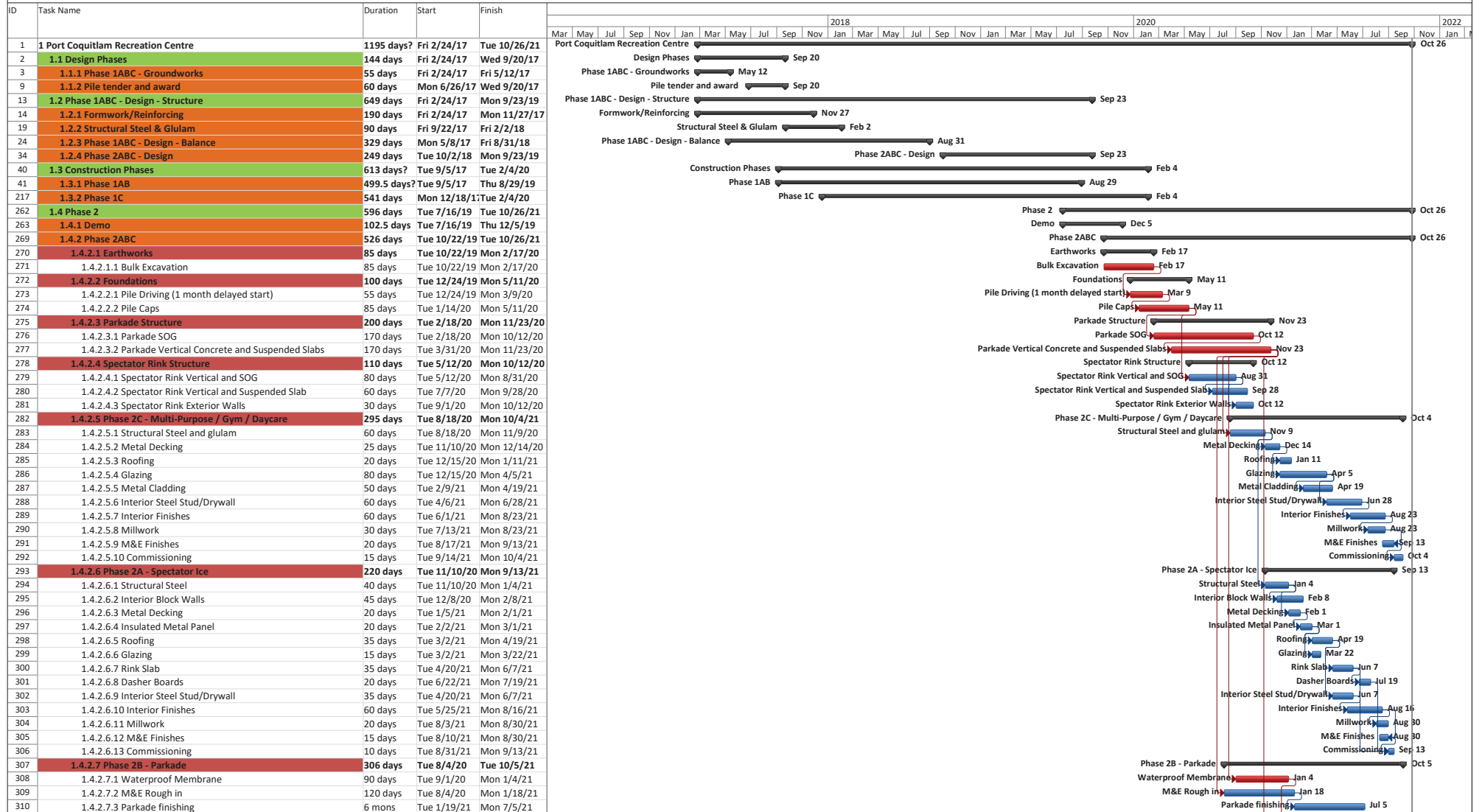
Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: March 12th 2020 - Update



PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

March 12th 2020 - Update

Ventana Construction Corporation
3875 Henning Dr. || Burnaby, BC || V5C 6N5
Office 604.291.9000
Fax 604.291.9992
Web VentanaConstruction.com



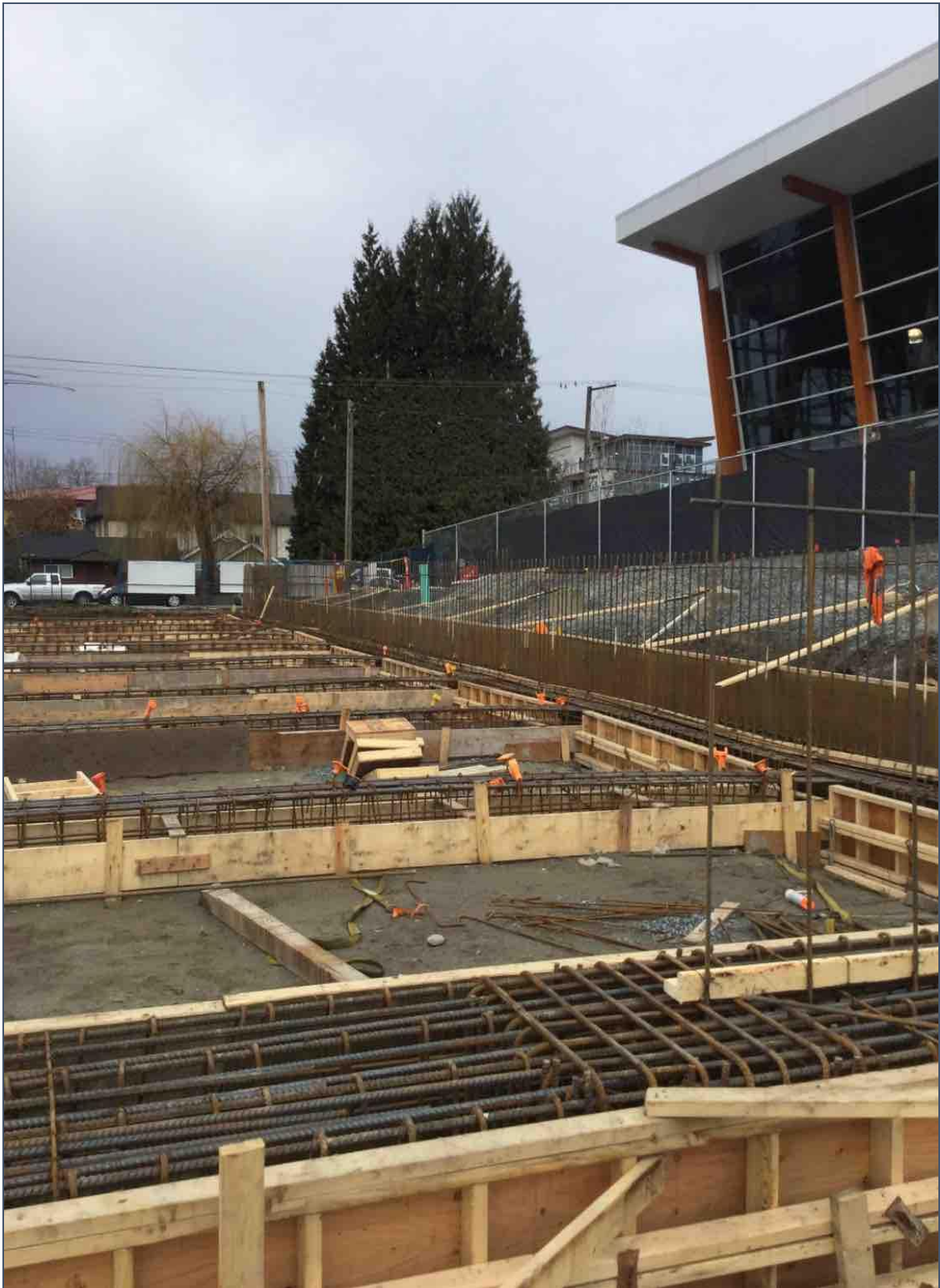
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APPENDIX 2

Progress Photographs – February 2020



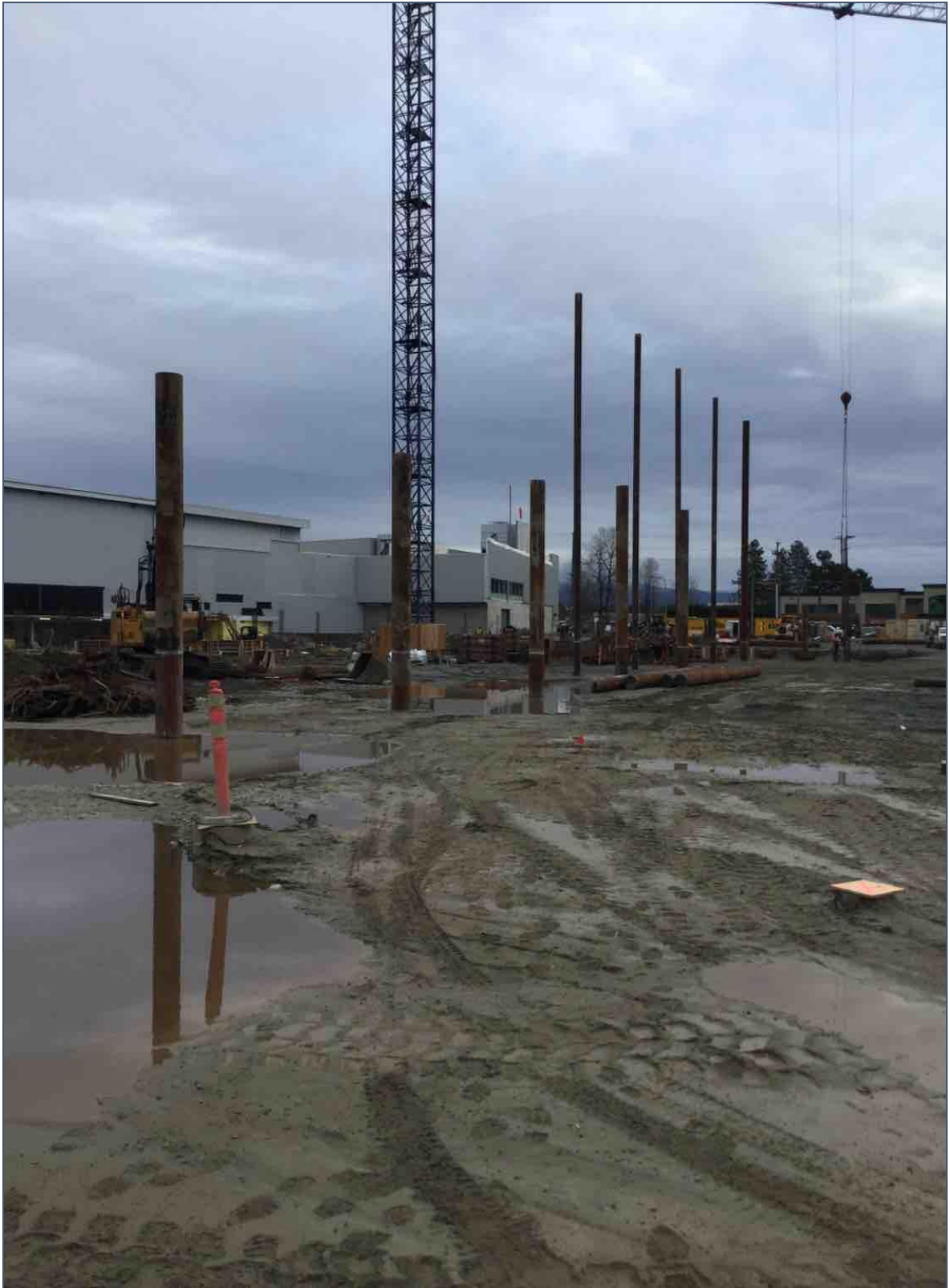
Phase 1C – Pool complete



Phase 2 – Parkade ramp formwork



Phase 2 – Under slab drainage



Phase 2 – Piling

APPENDIX 3

Site Inspection Reports: February 2020

Field Review Report



Project: PCCC

Reporting Date: 2020-02-03

Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy: x

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 4
Low of: 1

Trade Contractor's

Superintendents	1	Piling	15	Waterproofing		Painting	
Engineers		Site Work	9	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	2
Carpenters		Concrete Formwork	6	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel		Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	32
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against VCC Jan 20th Schedule

271 - Bulk Ex (2ABC) - Schedule was increased by 24 days from the Oct 17 sched end date was Jan 06, now Feb 07. May extend past this date, with over excavation works that are progressing along S elevation of parkade.

273 - Pile driving (2ABC) - Schdeule change from Oct 17 schedule of Nov 12 to March 02, to revised dates of Dec 16 to April 03. Note on schedule of 1 month delayed start (caused by overexcavation works and extended Bulk Ex schedule). At present appear on schedule without the additional rig

274 - Pice Caps (2ABC) - Commenced early

QAQC

As previously noted and discussed with Ventana

Thurber on site reiewing over excavation and backfill of parkade

Requested vibration monitoring logs, due to cracking of suspended slabs throughout phase 1ABC

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Piling	15	2B - Grinding welds of pile splices. Welding caps to ends of piles
		2A - Piling to rink perimeters
Excavation	7	2C - Excavation for underground drainage
		2B - Grading ramp for formwork install. Over excavation works and pumping to along S elevation of parkade (GL 2B-7 to 2B-10)
	2	Plaza - Grading curb lurb lines to drive aisle
Formwork	6	2B - Placing and securing forms to parkade ramp
Plumbing	2	2C - Install undergorund plumbing

Field Review Report



Project: PCCC
 Reporting Date: 2020-02-11
 Prepared By: Alun Lewis

Weather: Sunny: x
 Cloudy: x

Rain: x
 Snow:

Wind:
 Other:

Temperature: High of: 9
 Low of: 5

Trade Contractor's

Superintendents	1	Piling	13	Waterproofing		Painting	
Engineers		Site Work	7	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	2
Carpenters		Concrete Formwork	6	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	6	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	34
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against VCC Jan 20th Schedule

271 - Bulk Ex (2ABC) - Schedule was increased by 24 days from the Oct 17 sched end date was Jan 06, now Feb 07. Over excavation and backfill ongoing to S/SE corner of parkade

273 - Pile driving (2ABC) - Schdeule change from Oct 17 schedule of Nov 12 to March 02, to revised dates of Dec 16 to April 03. Note on schedule of 1 month delayed start (caused by overexcavation works and extended Bulk Ex schedule). At present appear on schedule without the additional rig

274 - Pice Caps (2ABC) - Commenced last week

QAQC

As previously noted and discussed with Ventana

Thurber on site reiewing over excavation and backfill of parkade

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Piling	13	2A - Piling to rink slab area. Welding pile splices
		2C - Cut down piles to final elevation
Excavation	7	2B - Fill & compaction of over excavation area to S/SE corner of parkade
		2C - Excavate for pilce caps
Formwork	6	2C - Place pile cap formwork
		2B - Place forms to exit corridor @ NE of parkade ramp
Rebar	6	2B - Place rebar to ramp pile caps and beams
Plumbing	2	1C - Working on jets to hot tub / bubbler / lazy river

Field Review Report



Project: PCCC

Reporting Date: 2020-02-18

Prepared By: Alun Lewis

Weather: Sunny: x
Cloudy:

Rain:
Snow:

Wind:
Other:

Temperature: High of: 8
Low of: 0

Trade Contractor's

Superintendents	1	Piling	13	Waterproofing		Painting	
Engineers		Site Work	5	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	2
Carpenters		Concrete Formwork	8	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	7	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	35
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against VCC Jan 20th Schedule

271 - Bulk Ex (2ABC) - Schedule was increased by 24 days from the Oct 17 sched end date was Jan 06, now Feb 07. Backfill ongoing to S/SE corner of parkade

273 - Pile driving (2ABC) - Schdeule change from Oct 17 schedule of Nov 12 to March 02, to revised dates of Dec 16 to April 03. Note on schedule of 1 month delayed start (caused by overexcavation works and extended Bulk Ex schedule). At present appear on schedule without the additional rig

QAQC

As previously noted and discussed with Ventana

Thurber on site reiewing over excavation and backfill of parkade

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Piling	13	2A - Driving piles to set depth
		2B - Cutting piles to length. Splicing and welding piles to be set to depth
Excavation	5	2B - Backfill to SE corner of parkade
Formwork	8	2A - Excavate for pile caps to SE corner of this phase
		2C - Strip forms to NW corner of this phase. Layout for parkade columns from pile caps
Rebar	7	2B - Place rebar to grade beams of parkade ramp
Plumbing	2	1C - Trouble shoot bubblers. Shut down pool mechanical room, for another 24 hour pool test.

Field Review Report



Project: PCCC

Reporting Date: 2020-02-25

Prepared By: Alun Lewis

Weather: Sunny: _____
Cloudy: x

Rain: x
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 6
Low of: 4

Trade Contractor's

Superintendents	1	Piling	13	Waterproofing		Painting	
Engineers		Site Work	7	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	4
Carpenters		Concrete Formwork	15	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	14	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	
		Metal Decking		SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	53
						SITE TOTAL	

JOB DELAYS OR POSSIBLE DELAYS:

Reporting against VCC Feb 19th Schedule

273 - Pile driving (2ABC) - No change on scheduled dates, from Dec schedule. Pile progress should result in piling finishing ahead of schedule(current schedule end if April 03)

QAQC

As previously noted and discussed with Ventana

Requested pile log info, provided by Keller to VCC

GENERAL COMMENTS: (Job progress-schedule items started, not started etc.)

		Comments
Piling	13	2B - Piling to SE corner of parkade
		2A - Cut down piles to grade
Excavation	7	2C - Backfill around pile caps that have been cast & stripped
		2B - Excavate and backfill underslab drainage
Formwork	15	2C - Place forms to pile caps & strip already poured pile caps
Rebar	14	2C - Place pile cap cages and pile cages ahead of today's scheduled concrete pour
		2B - Prefab pile cap cages
Plumbing	4	2B - Place underslab drainage pipe
		1C - Work on fitness room drink fountain to provide solid fix to wall

APPENDIX 4

Certificate of Payment No.38: March 10, 2020

CERTIFICATE OF PAYMENT : No. 38 (Progress Claim 39)





PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	04-Mar-20
		CERTIFICATE DATE:	10-Mar-20

Owner	Design-Builder
The City of Port Coquitlam 2580 Shaughnessy St Port Coquitlam, BC V3C 3G3	Ventana Construction (Poco) Corp. 3875 Henning Dr. Burnaby, BC V5C 6N5
Attention: Ms. Kristen Dixon	Attention: Mr. Andrew Cameron

		Contract Price	Change orders	Revised Contract Price
Total Contract Amount		\$ 116,717,000	\$ 9,371,943	\$ 126,088,943

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 87,634,079	\$ 86,517,097	\$ 1,116,982	\$ 111,698	\$ 1,005,284
Total Work Completed	\$ 87,634,079	\$ 86,517,097	\$ 1,116,982	\$ 111,698	\$ 1,005,284
Add: Holdback Released	\$ 5,259,719	(5,259,719)	\$ (0)	\$ 0	\$ (0)
Current Net Payable			\$ 1,116,982	\$ 111,698	\$ 1,005,284
Plus GST (5.0%) on Net Payable					\$ 50,264
Total Current Payable Amount					\$ 1,055,548
Holdback Retained to Date (incl. this Certificate)					\$ 3,003,689
Total GST Paid to Date (incl. this Certificate)					\$ 3,981,520
PROJECT COST TO COMPLETE					\$ 38,454,863

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$1,055,548 (incl. GST) will be due to the Design Builder after the City of Port Coquitlam's Representative has given approval for payment for work completed during the period ending February 29, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$111,698. The total holdback retained to date is \$3,003,689 and the total GST paid to date is \$3,981,520 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$38,454,863 (Not incl. GST & holdback).

CERTIFIED BY:	REVIEWED BY:
	
Per: Neil Murray, MRICS Associate Director	Per: Rob Wilson, MRICS, PQS Director

APPENDIX 5

Project Dashboard – February 29, 2020

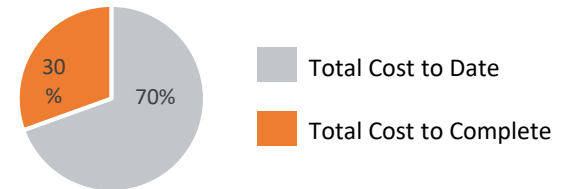
PROJECT DASH BOARD

Updated: 2020-2-29

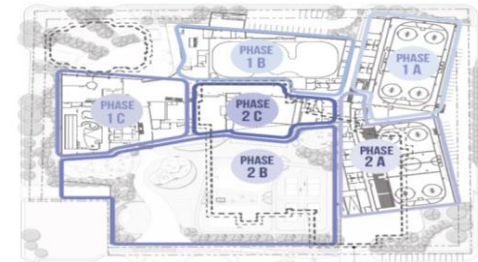
PROJECT SCHEDULE

Task / Activity	Start	Finish	2017	2018	2019	2020	2021
Design	Dec-16	Apr-19					
Permits	Feb-17	Jul-19					
Procurement	Feb-17	May-19					
Phase 1A - Participant Ice	Mar-17	Jul-19					
Phase 1B - Leisure Ice & Library	Apr-17	Jul-19					
Phase 1C - Aquatics, Fitness, All Age & Admin	Aug-17	Mar-20					
Phase 2A - Spectator Ice	Oct-19	Sep-21					
Phase 2B - Underground Parking	Oct-20	Oct-21					
Phase 2C - MP, Flex Hall & Child Care	Jan-20	Sep-21					

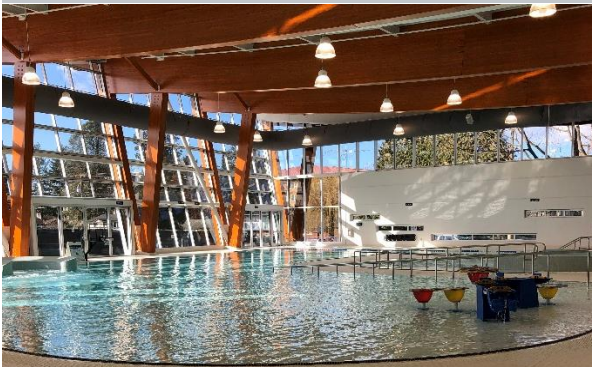
CONSTRUCTION BUDGET



PHASING PLAN



PHASE 1C - Overview



PHASE 2ABC - Overview



PHASE 2ABC - Overview



APPENDIX 6

Architecture 49 Letter of Construction Conformance: March 9, 2020

Architecture49 Inc.
270 - 1075 West Georgia
Vancouver BC
V6E 3C9
T 1.604.736.5329
architecture49.com

March 9, 2020

Tango Management Group
2288 Manitoba Street
Vancouver, BC V5Y 4B5

Attention: Lewis Reilly, Director
lreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To Whom It May Concern:

Site reviews were carried out during the month of February 2020. Via photographs, site visits, consultant site/field observation reports, contractor/sub-contractor inspection reports (if provided) and, ongoing correspondence with the site supervisor to date, to the best of our knowledge, the work is progressing generally in conformance with the project IFC drawings, specifications and building permits issued to date.

Attached are reports received to date:

- 2020-02-26 - A49_Site Report 63
- 2020-01-31 - 80058-01-BMZ Field Reviews
- 2020-02-20 - WSP Mechanical Field Report 26

Sincerely,
ARCHITECTURE49 INC.



Stella Nicolet, Architect AIBC, AAA, AIA, LEED AP BD+C, CCCA, CCA
Managing Principal



APPENDIX 7

Owner's Meeting Minutes #25

Date Issued	2020-02-21
Project	Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
Meeting	Owners Meeting Minutes #25
Meeting Held On	2020-02-18

Present:

Lewis Reilly	City of Port Coquitlam	POCO	604.927.5411	lreilly@tangomanagement.ca
Lori Bowie	City of Port Coquitlam	POCO	604.927.5411	bowiel@portcoquitlam.ca
Alun Lewis	Tango Managment	TM	604.734.6416	alewis@tangomanagement.ca
Jerry Brouwer	Ventana Construction (Poco) Corporation	VCC	604.291.9000	jbrouwer@ventanaconstruction.com
Joseph Lenz	Ventana Construction (Poco) Corporation	VCC	604.291.9000	jlenz@ventanaconstruction.com
Tallon O'Neill	Ventana Construction (Poco) Corporation	VCC	604.291.9000	TONeill@ventanaconstruction.com

Copies To:

Kristen Dixon	City of Port Coquitlam	POCO	604.927.5411	dixonk@portcoquitlam.ca
John Bowser	Tango Managment	TM	604.734.6416	bowser@tangomanagement.ca
Andrew Cameron	Ventana Construction (Poco) Corporation	VCC	604.291.9000	acameron@ventanaconstruction.com
Haley Hartley	Ventana Construction (Poco) Corporation	VCC	604.291.9000	hhartley@ventanaconstruction.com
Matt Fraser	Ventana Construction (Poco) Corporation	VCC	604.291.9000	mfraser@ventanaconstruction.com
Marco Bordignon	Ventana Construction Corporation	VCC	604.291.9000	mbordignon@ventanaconstruction.com

Old Business

	DESCRIPTION	ACTION BY	REQUIRED BY
1.01 SAFETY			
23.1	VCC received Worksafe reports and distributed to POCO. Meeting 24 - Tango/POCO will forward to City Counsel and advise if further action is required.	POCO, TM	-
25.1	There was a minor burn from welding splices to piles. Worker has been treated and returned to work.	Info	-

1.02 DESIGN

22.1	<p>Revised landscape, play structure, cross-fit, amphitheater, and community garden drawings were issued to POCO/Tango. POCO is still reviewing cross-fit. VCC to forward cross-fit court dimensions.</p> <p>Meeting 23 - Cross fit dimensions were provided by VCC. Parks has been reviewing the landscape drawings and have further comments. VCC to review these comments. The user group feedback response was provided by VCC. POCO/Tango to review and advise.</p> <p>Meeting 24 - Tango provided a response to usergroup feedback. VCC to action.</p> <p>Meeting 25 - Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.</p>	VCC	2020-01-24
24.1	<p>VCC advised concrete IFC drawings were issued and Architectural IFC drawings are pending.</p> <p>Meeting 25 - VCC advised that a complete IFC package is expected in two weeks.</p>	Info	-
24.2	<p>POCO has requested a review of the Landscape drawings. VCC to respond.</p> <p>Meeting 25 - PMG is reviewing the requested revisions.</p>	Info	-
25.1	<p>Guardrail : VCC has forward the proposed guardrail addition to phase 1 corridor to Larry. VCC has requested a 3rd party review of phase 1 guardrails.</p>	Info	-

1.04 SCHEDULE

25.1	<p>P1C:</p> <ul style="list-style-type: none"> • Aquatics occupancy was achieved on January 28th. Pool is scheduled to open March 5/20. <p>P2:</p> <ul style="list-style-type: none"> • PDA testing is complete. • Piling is 70% complete • NW Plaza drive aisle is on hold pending latest City comments which is expected at the end of March. • Bulk Ex is complete and backfilled. • Pile caps underway. 	Info	-
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1.05 CITY/STAKE HOLDERS MEETING

24.1	<p>The next stake holder meeting will take place February 26, 2020 from 5pm to 7:30pm.</p> <p>Meeting 25 - A brief walkthrough of the pool will take place.</p>	Info	-
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1.07 OFFSITE WORK

22.1 Phase 2 off-sites design requires a meeting. VCC to coordinate. Info -

Meeting 23 - The meeting took place, POCO (Kristen) comments are pending.

Meeting 24 - Kristen has forwarded the final comments. Landscape design of offsite work and Terry Fox plaza has been requested by VCC. Estimated 2 weeks for offsite design.

Meeting 25- VCC advised mid April for Terry Fox Design development.

8.03 FT. DRESSING RM.

22.1 VCC to refine M&E rough-in cost; such that it is inclusive to slab elevation only. VCC noted CO cost would reduce in value. VCC -

Meeting 23 - VCC noted they may have an alternate Mechanical contractor provide slab rough-in as described above. A change order is to be issued inclusive of electrical rough in only.

Meeting 24 - No progress has been made on this. VCC to advise.

Meeting 25 - VCC to send updated pricing options.

10.02 TREE REMOVAL

23.1 It was noted that one tree left behind is obstructing construction design. VCC to RFI. Info -

Meeting 24 - Potential tree removal will be reviewed with HUB and PMG.

Meeting 25 - HUB and PMG to review and finalize.

21.01 DEFICIENCIES PHASE 1

25.1 Deficiency items were discuss: Info -

- Wallet lockers in P1A to be reviewed - Games room in progress.
- MP room and lounge; lino is bubbling and flooring is cracking. This item to be removed from Deficiency list and moved to warranty item.
- Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments.
- Lounge storage doors - Will be lockable, locks are onsite now.
- Concession slab discolouration; VCC to review this week.
- Lifeguard window opens in way of walking path, Aquatics deficiency items to be formalized on VCC owner inspection document. VCC to review and advise.

22.02 RECEPTION HEAT

24.1	WSP suggested radiant panels. Tango proposed re-direct duct from cash room. VCC to review.	VCC	-
	Meeting 25 - Solutions have been received by WSP. VCC to advise when they are in place.		
22.03 FACILITY FUNCTIONALITY			
22.1	Fitness Mirror doors to be reviewed.	VCC	-
	Meeting 23 - Mirrors were supplied, and fit-out is in progress.		
	Meeting 24 - Rana and Matt are scheduling this work.		
	Meeting 25 - VCC to advise when resolved.		
22.04 RINK 1 & 2 GLAZING			
23.1	VCC advised they can provide manual blinds, but fit-out of blinds on mullions would void warranty.	Closed	-
24.1	VCC (JL) to review POCO response and advise.	Closed	-
25.1	VCC will add blinds to rink 2.	Closed	-
24.01 OVER - EX CLAIM			
24.1	VCC to forward consultant comments regarding unsuitable material found below where expected. The issued claim is currently outstanding. Schedule impact is approximately 2 months lost due to over-ex backfill and compaction.	Info	-
	Meeting 25 - Comments have been forwarded by VCC.		
24.02 OUTSTANDING CLAIMS			
24.1	Removal of asbestos pipe has not yet been approved. VCC advised Tango that this claim is not related to the over - ex claim. Tango to review.	Closed	-
	Meeting 25 - PCN has been approved.		
25.1	Additional pipe has been found requiring removal, VCC to forward PCN.	VCC	-
24.03 OWNER RFI'S			
24.1	RFI 161 Phase 1 Service Point Temperatures : Under review by consultant team	Info	-
24.3	RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing.	Carried	2020-02-04
24.4	RFI 166 Gymnasium Sprung Floor Specification : VCC to forward spec during contract award.	Closed	-

24.04 VIDEO WALL STRUC STEEL AND SUPPORT SYSTEM

- | | | | |
|------|---|--------|---|
| 24.1 | VCC (TO) to review the incorporation of the video wall structural steel and support system into steel drawings. | Closed | - |
|------|---|--------|---|

24.05 AQUATICS CHANGE ROOM SIGNAGE

- | | | | |
|------|--|--------|---|
| 24.1 | VCC is reviewing fit/finish and will advise. | Closed | - |
|------|--|--------|---|

Meeting 25 - VCC will provide signage per due diligence.

24.06 PILING SOUND LEVELS

- | | | | |
|------|--|-----|---|
| 24.1 | VCC to review current piling sound levels. | VCC | - |
|------|--|-----|---|

24.07 NEXT MEETING

- | | | | |
|------|--|--|------------|
| 24.1 | The next meeting will be held February 18,2020 at 10:00 am | | 2020-02-18 |
|------|--|--|------------|

New Business

DESCRIPTION

ACTION BY

REQUIRED BY

25.01 SOUTH EXIT PATH SLIPPING COMPLAINT

- | | | | |
|------|---|-----------|---|
| 25.1 | There has been a complaint with the south exit path slippage. VCC (JB) to meet with POCO and discuss. | VCC, POCO | - |
|------|---|-----------|---|

25.02 PUBLIC ADDRESS SYSTEM

- | | | | |
|------|---|-----|---|
| 25.1 | Speakers are not in rec admin or small multipurpose. VCC to review. | VCC | - |
|------|---|-----|---|

25.03 SPIN ROOM

- | | | | |
|------|--|-----|---|
| 25.1 | POCO noted that there are dents on the floor due to the stationary bikes. VCC to review. | VCC | - |
|------|--|-----|---|

25.04 NEXT MEETING

- | | | | |
|------|---|------|---|
| 25.1 | The next meeting will be held March 17,2020 at 10:00 am | Info | - |
|------|---|------|---|

These minutes are believed to be a true and accurate record of all items discussed. Any errors and/or omissions should be reported, in writing, to Ventana Construction (POCO) Corp. as soon as possible.

Recorded by:

Ventana Construction (POCO) Corp.

Joseph Lenz

Prairie Avenue – Design Recommendations Update

RECOMMENDATION:

That Committee of Council approve the Prairie Avenue road design option as presented in the April 7, 2020 staff report, “Prairie Avenue - Design Recommendations Update” and direct staff to proceed with detailed design.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the June 11, 2019 Committee of Council meeting, the following motion was passed:

That Committee of Council approve the Prairie Avenue road design options as presented in the June 4, 2019 staff report, “Prairie Avenue Improvements – Public Consultation – Shaughnessy to Fremont” for public consultation to inform the detailed design.

At the November 19, 2019 Committee of Council meeting, staff presented a report detailing the feedback received from the community during the public consultation and further recommended an option to proceed with detailed design. Committee of Council requested updated concept drawings and passed the following motion:

That staff provide a report outlining high-level design options for the entire Prairie Avenue corridor.

REPORT SUMMARY

This report brings forward concept drawings which show the recommended improvements to the corridor, as recommended in the November 19, 2019 report, with the feedback provided by the public consultation. The report also provides additional information relating to roundabouts at intersections throughout the corridor. Furthermore, it provides an update on the proposed multiuse path (MUP) between Fremont Street and Burns Road.

BACKGROUND

The 2017-2018 draft capital plan included a proposed project to rehabilitate Prairie Avenue, from Coast Meridian Road (CMR) to Fremont Street. The decision to include Prairie Avenue in the plan was driven by the substandard and exacerbating condition of the existing asphalt. The project included rehabilitation within the existing roadway only and did not include replacement of any pedestrian facilities or site improvements such as sidewalk, curb and gutter, utility replacement or boulevard improvements. The Budget and Infrastructure Committee directed staff to prepare options for additional scope, which were presented at the May 1, 2017 committee meeting.

The first option proposed replacing the curb, gutter and sidewalk along the entire project limits, planting new grassed and treed boulevards where right-of-way was available, reviewing street

lighting, and introduction of bicycle lanes on both sides of the road, at a total estimated cost of \$4.3M. The second option proposed relocating only the curb, gutter and sidewalk between Toronto and Newberry (the hydro poles in this area are located in the travel lane and are a safety hazard), spot repairs to existing sidewalk panels which pose tripping hazards, and introduced bicycle lanes on both sides of the road at a total estimated cost of \$3M. Each of these options is accommodated by the existing asphalt width to align with the goal of the MTP to include marked bike lanes, which resulted in the loss of significant on-street parking.

Committee did not endorse either option, and instead approved \$50,000 in the 2018 budget to develop a strategy for the corridor, from Fremont to CMR, which would determine the appropriate cross section and a financially feasible approach to implementation. Staff are aware that this is a major corridor through the City that Council wishes to improve aesthetics and functionality, and that Council has specified by resolution that Prairie Avenue shall remain 2 lanes of traffic, requiring a minimum of 7.0m road surface for travelling vehicles.

At the May 1, 2018 Finance and Budget Committee meeting, two additional options were proposed, which included two travel lanes (one in each direction), dedicated parking on both sides (matching the existing parking available), a sidewalk on one side of the road and a multi-use path (MUP) on the other, and grass boulevards with street trees where possible. Option one achieved all of these elements with no impact to parking whereas option two included curb extensions which aid in delineation of parking and improved sight lines and pedestrian safety at intersections, however, have a minor impact on parking at the curb extension locations. Following discussion of the two proposed options, Committee confirmed their interest in a third cross section that would include vegetated median islands and directed staff to provide a subsequent report including this third option, prior to going to public consultation.

At the March 12, 2019 Committee of Council meeting staff presented 3 cross sections and optional roundabouts for Prairie Avenue east of Coast Meridian as per Committee's request. After further review, Committee of Council requested the scope of public consultation be expanded to include Prairie Avenue west of Coast Meridian as well, resulting in project extents of Shaughnessy St to the West and Fremont St to the east. Staff were directed to revise the concepts and provide a subsequent report prior to going to public consultation.

At the June 11, 2019 Committee of Council meeting staff presented the revised concepts from Shaughnessy St. to Fremont St. and were approved to initiate public consultation on the three options.

At the November 19, 2019 Committee of Council meeting, staff presented a report detailing the feedback received from the community during the public consultation and made a recommendation to proceed to detailed design. Committee of Council requested updated concept drawings which

Prairie Avenue – Design Recommendations Update

reflected the recommendations, including the public feedback, and directed staff to return with a report outlining these changes.

As per the November 19, 2019 Committee of Council report the recommended option (Option 4) was as follows:

Two Travel lanes	6.7m
Parking pockets (curb extensions) located strategically on both sides of the road in high pedestrian traffic areas and at crosswalk locations	4.8m
Rectangular rapid flashing beacon at Vincent crosswalk	
Boulevard on north side without trees	1.0m
Sidewalk on south side	1.8m
Boulevard on south side with trees	2.0m
Off Street MUP on north side	3.0m
Roundabouts at Newberry and Fremont Streets	
	19.3m

This cross section was developed utilizing individual elements of the public feedback, combined with staff's recommendations. This design, like others before it, utilizes the entire minimum corridor width. Should Committee of Council wish to see alternative design features incorporated, other design features would need to be forfeited.

Regarding the roundabouts, residents were asked to comment on the inclusion of roundabouts at various intersections throughout the corridor as part of the public consultation. The results were varied; however, the majority of the commentary alluded that due to lack of education and understanding on how to use roundabouts, their addition would result in increased congestion and delays along Prairie Avenue (which impacts traffic flow, residents' number one concern). The remainder of the commentary received suggested that roundabouts at busy intersections, such as Cedar Drive, would not be appropriate due to perception of reduced pedestrian safety, and volume/frequency of pedestrians. Taking this in to consideration, staff recommended proceeding with roundabouts at Newberry and Fremont Streets.

During the November 19, 2019 Committee of Council meeting, there was significant dialogue and debate regarding the inclusion of roundabouts as part of the design at multiple intersections throughout the corridor, not just the two (Newberry and Fremont Streets) being recommended as part of the detailed design. There was also discussion about how the design interacts with the north side business area and concerns with visualizing the multi-use path and street tree locations. This report brings forward revised concept drawings showing the recommended improvements, as well as additional information about the roundabout analysis for each location.

DISCUSSION

Concept refinement

As discussed in the November 19, 2019 report, the concept drawings have been revised to show the multi-use path on the north side of Prairie Ave and the street trees on the south.

Interaction with North Side Business Area

The road design provides a signature corridor from Shaughnessy Street to Fremont Street including a multi-use path, wider sidewalks, street trees and consistent street lighting throughout the corridor. As well, a planted median on the east leg of Prairie Avenue and Coast Meridian Road has been proposed. The only traffic maneuvers which have been restricted for safety reasons are at the intersection of Prairie Avenue and Ulster Street (including the left turn from the shopping center opposite Ulster St.). Accordingly, staff believes this design, while independent of development, will support the beautification and future re-development of the north side business area.

Roundabouts

Transportation analyses were performed at six intersections along the corridor to assess the impact of roundabouts on the level of service of the intersections. The intersections studied include: Shaughnessy Street, Oxford Street, Wellington Street, Newberry Street, Cedar Drive and Fremont Street.

Roundabouts reduce the frequency and severity of vehicle on vehicle collisions when compared to stop or signal controlled intersections for a variety of reasons:

- Travel speeds are reduced as vehicles approach to enter roundabouts;
- Travel is one way, reducing contact points with other vehicles;
- Flow of traffic is continuous and thus drivers are not encouraged to speed as they may at a stale green light; and
- When used along a busy corridor, they can act as “choke points” slowing the overall movement of vehicles along a corridor

However, roundabouts are not as friendly for pedestrians compared to signalized intersections, as they are yield controlled which results in lower compliance rates from motorists. At signalized intersections, vehicles are required to stop completely at red lights and can even be programmed to provide fully advanced phases for pedestrians, whereby vehicles are stopped completely and pedestrians can cross. Furthermore, crosswalks at roundabouts are usually set back, outside of the vehicle path, which can be unsettling to pedestrians, especially those who are visually impaired and not familiar with the unique geometry which differs from a typical intersection.

From an operational perspective, roundabouts will not have an adverse impact on traffic operations, and will continue to provide a high level of service; however, signalization for some of these locations will better serve our pedestrians. A summary of the analysis for each intersection is as follows (full assessments can be found in attachments 5 and 6):

- **Shaughnessy** – This intersection has high vehicle volumes and is already signalized, providing a higher level of service than a roundabout. Collision data does not indicate high crash frequencies. The current intersection accommodates approximately 25 pedestrian movements in the morning peak hour and 40 pedestrians in the afternoon peak hour. Given the higher level of service already provided, a roundabout is not recommended.
- **Oxford** – This intersection has high vehicle volumes and is already signalized, providing a higher level of service than a roundabout. Collision data does not indicate high crash frequencies. The current intersection accommodates approximately 57 pedestrian movements in the morning peak hour and 73 pedestrians in the afternoon peak hour. Given the higher level of service already provided, a roundabout is not recommended.
- **Newberry and York** – Are situated at the midpoint of each section of the corridors. These are opportune locations to choke the traffic mid-way along the corridor. Also, both intersections are currently stop controlled and therefore roundabouts would provide an improved level of control and safety. Furthermore, the inclusion of roundabouts would serve these neighborhoods by providing easier access in and out.

The current Newberry intersection accommodates approximately 39 pedestrian movements in the morning peak hour and 69 pedestrians in the afternoon peak hour. Pedestrian counts are not available for York, however are estimated to be similar. As they would provide a higher level of service, roundabouts are recommended at these intersections.

- **Cedar** – This intersection has high vehicle volumes, as well as pedestrian volumes. The intersection is already signalized, providing a higher level of service than a roundabout. A roundabout provides on demand pedestrian crossing opportunities. Infrequent pedestrian patterns such as school start/stop would directly conflict with motorists demands and would impact the level of service of the intersection during that period. The current intersection accommodates approximately 118 pedestrian movements in the morning peak hour and 114 pedestrians in the afternoon peak hour.
- **Wellington** – This intersection has high vehicle volumes, as well as pedestrian volumes. The intersection already has a pedestrian signal. Collision data does not indicate high crash frequencies. The current intersection accommodates approximately 58 pedestrian movements in the morning peak hour and 122 pedestrians in the afternoon peak hour. A roundabout is not recommended at this intersection.

- Fremont - A roundabout is recommended at this location, improving the current stop controlled intersection, reducing congestion and improving safety. East/west traffic flows are significantly higher than north/south movements, therefore, competing movements and capacity issues will not result, and the level of service will not be compromised. There are limited pedestrian movements at this intersection as well. The current intersection accommodates approximately 5 pedestrian movements in the morning peak hour and 16 pedestrians in the afternoon peak hour.

MUP – Fremont to Burns

In an effort to minimize environmental impact or conflict with potential routing for the future Fremont Connector, it was proposed to construct the MUP on the north side of Prairie Avenue, north of the existing open ditch (“AO” stream classification). Upon initial site reconnaissance and comparing property lines to the ditch bank from online mapping, it appeared there was adequate width to build a three meter path without impacting the stream. Upon further investigation with survey equipment, now that the approved design work has commenced, it was determined that a portion of the stream at the east end meanders towards the property lines and that the path cannot be constructed without culverting this portion. Therefore, the City’s consultant is in the process of securing the required permits through the Provincial Waster Sustainability Act and anticipates an approval process of approximately 7 to 12 months.

Furthermore, environmental compensation for impacts to the stream will be required as part of the application process which will increase the overall cost of the project. It should be noted that if this alignment is preferred for the future Fremont Connector, the stream will be impacted along that entire alignment and that this untimely exercise would need to be carried out again at that time for the remainder.


This limits the City’s ability to tender the work for construction in 2020. However if approvals are received within the anticipated timeframe, the work will be able to proceed with the Prairie Avenue road works project between CMR and Fremont Street in the 2021 construction year.

FINANCIAL IMPLICATIONS

The additional cost for environmental compensation in order to construct the MUP will be determined as the design is advanced and staff will bring forward during the 2021 budget deliberations should additional funding be required.

Prairie Avenue – Design Recommendations Update

OPTIONS (✓ = Staff Recommendation)

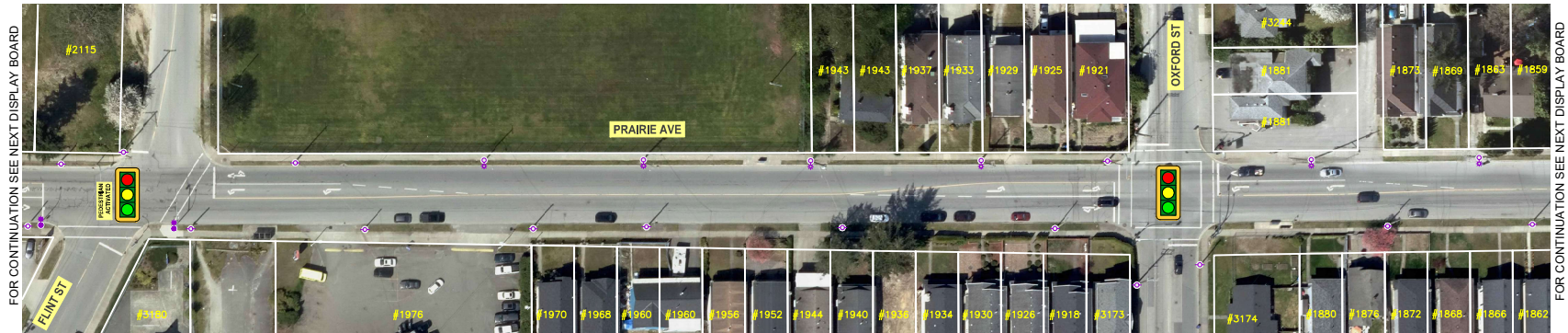
	#	Description
	1	Approve the design recommendations as presented in this report for detailed design, the cross section proposed in the November 19, 2019 report with an additional roundabout at York Street.
	2	Provide direction for an amended scope.

ATTACHMENTS

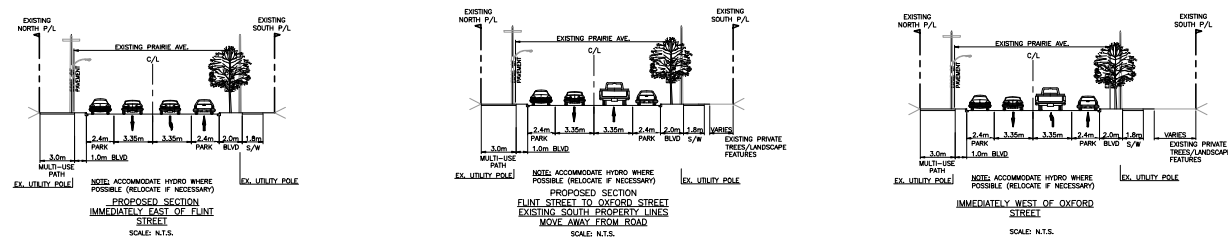
Att#1: Option 4 concept west of CMR
Att#2: Option 4 concept east of CMR
Att#3: Roundabout concepts west of CMR
Att#4: Roundabout concepts east of CMR
Att#5: Roundabout Analysis east of CMR
Att#6: Roundabout Analysis west of CMR

Lead author(s): Jason Daviduk

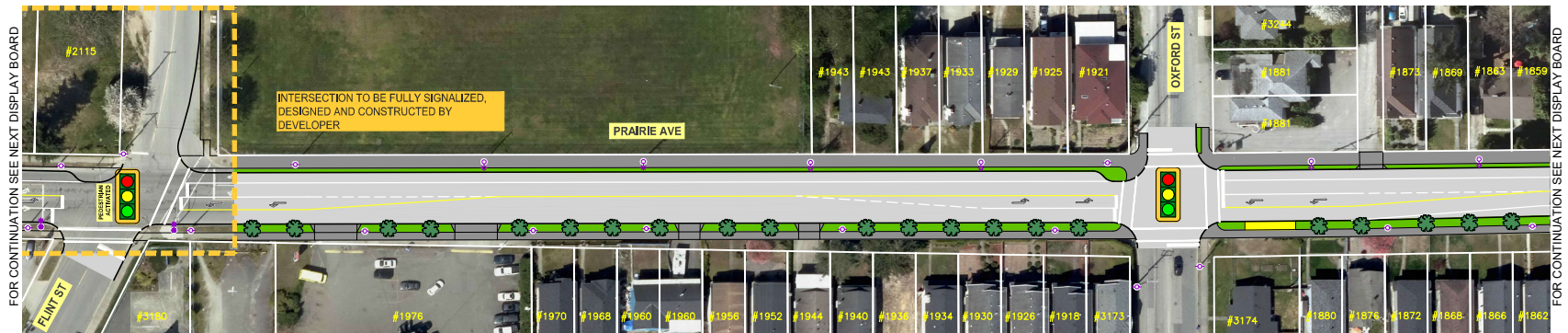
2020 CAPITAL WORKS - Option 4



EXISTING



PROPOSED



LEGEND

- PROPOSED SIDEWALK / MULTI-USE PATH
- PROPOSED CURB
- PROPOSED BOULEVARD

- PROPOSED TREE (approx. location and number only)
- PROPOSED ROADWAY
- PLANTED MEDIAN
- HARD MEDIAN
- EXISTING LEASED STREET LIGHT
- EXISTING DAVIT STREET LIGHT
- EXISTING UTILITY POLE

- EXISTING TRAFFIC SIGNAL
- EXISTING BUS STOP

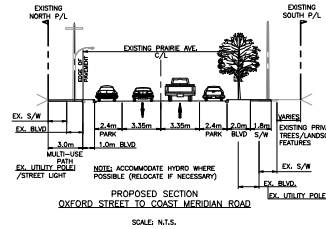
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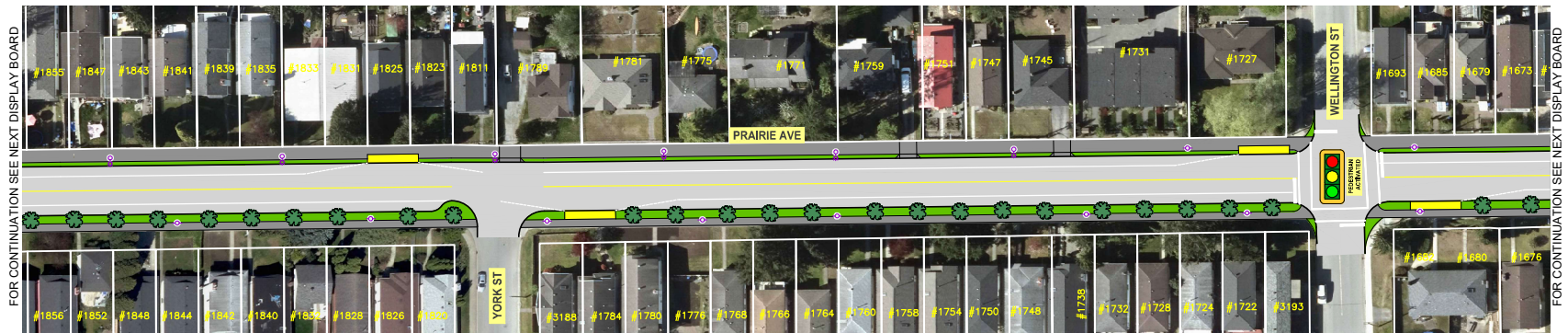
2020 CAPITAL WORKS - Option 4



EXISTING



PROPOSED



LEGEND

- PROPOSED SIDEWALK / MULTI-USE PATH
- PROPOSED CURB
- PROPOSED BOULEVARD

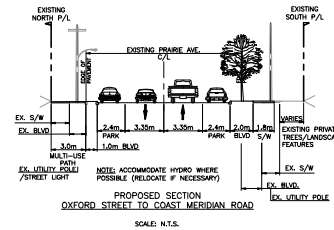
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- EXISTING DAVIT STREET LIGHT
- EXISTING UTILITY POLE

- EXISTING TRAFFIC SIGNAL
- EXISTING BUS STOP

0 5 10 20 40m
SCALE 1:500



NORTH ↑



FOR CONTINUATION SEE NEXT DISPLAY BOARD

15th Avenue

LIVERPOOL ST

VINCENT ST

SEFTON ST

COAST MERIDIAN RD

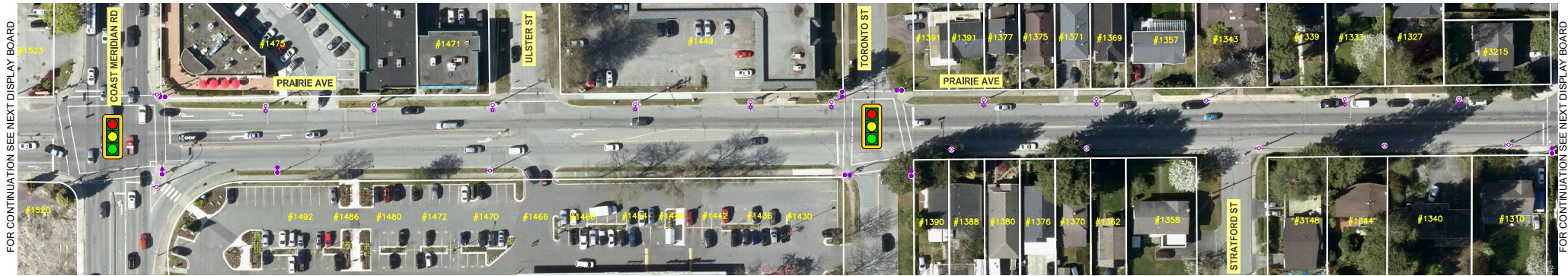
Proposed Residential Development

Existing Residential Development

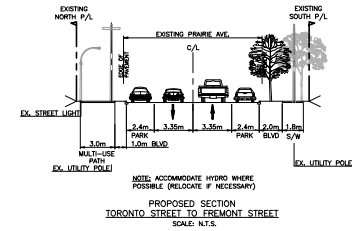
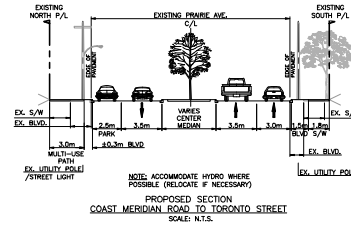
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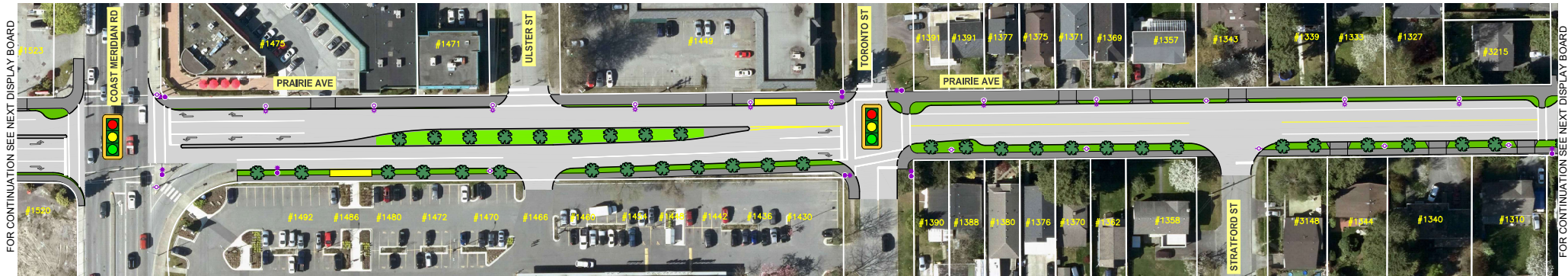
2020 CAPITAL WORKS - Option 4



EXISTING



PROPOSED



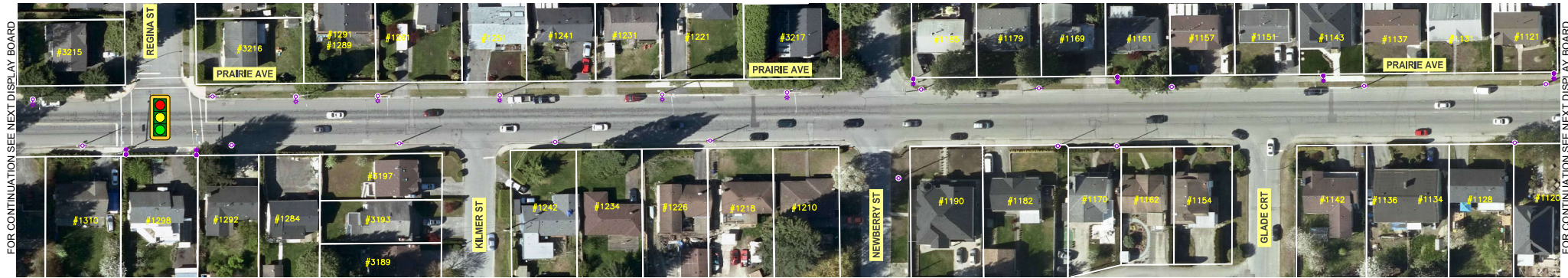
- LEGEND**
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- EXISTING BUS STOP

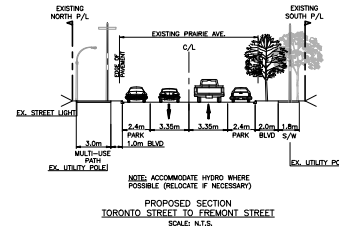
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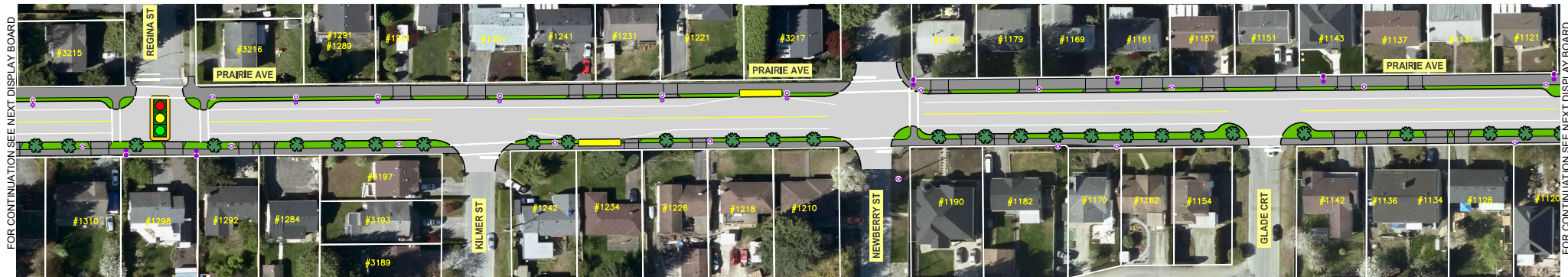
2020 CAPITAL WORKS - Option 4



EXISTING



PROPOSED



LEGEND

- PROPOSED SIDEWALK /MULTI-USE PATH
- PROPOSED CURB
- PROPOSED BOULEVARD



- PROPOSED TREE (approx. location and number only)
- PROPOSED ROADWAY
- PLANTED MEDIAN
- HARD MEDIAN

- EXISTING LEASED STREET LIGHT
- EXISTING DAVIT STREET LIGHT
- EXISTING UTILITY POLE

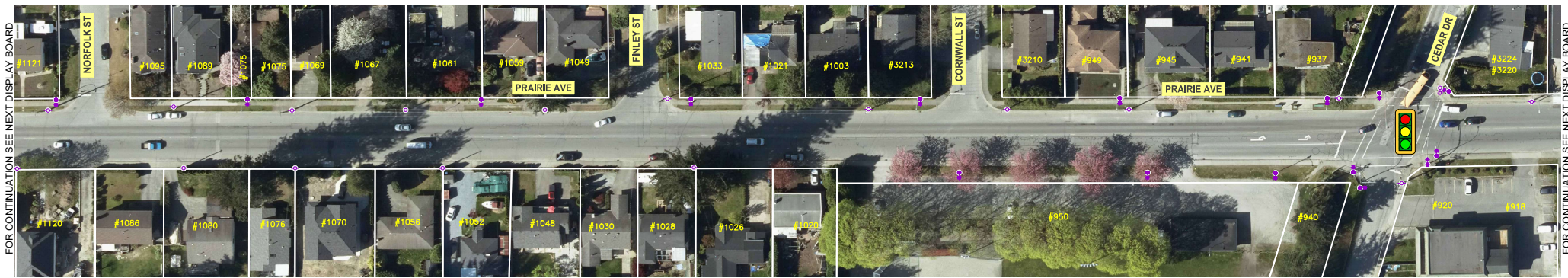


- EXISTING TRAFFIC SIGNAL
- EXISTING BUS STOP

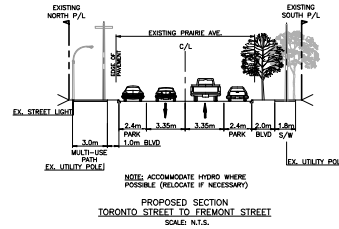
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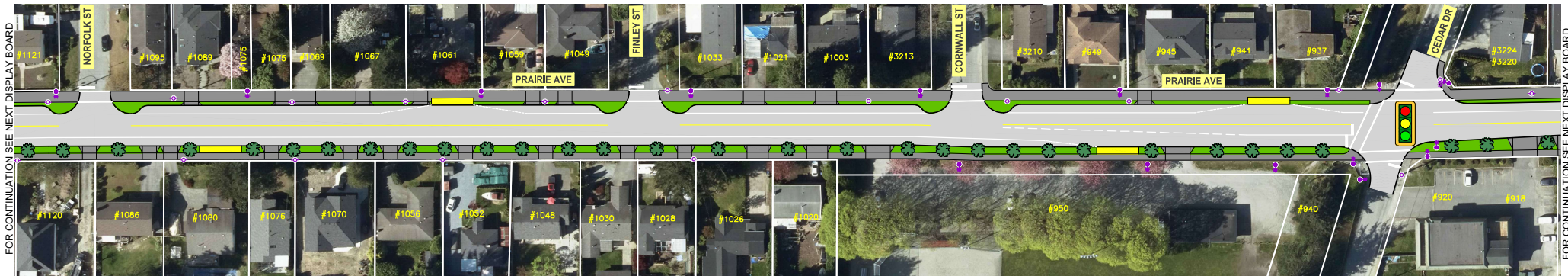
2020 CAPITAL WORKS - Option 4



EXISTING



PROPOSED



LEGEND

- PROPOSED SIDEWALK /MULTI-USE PATH
- PROPOSED ROADWAY
- PROPOSED CURB
- PROPOSED BOULEVARD

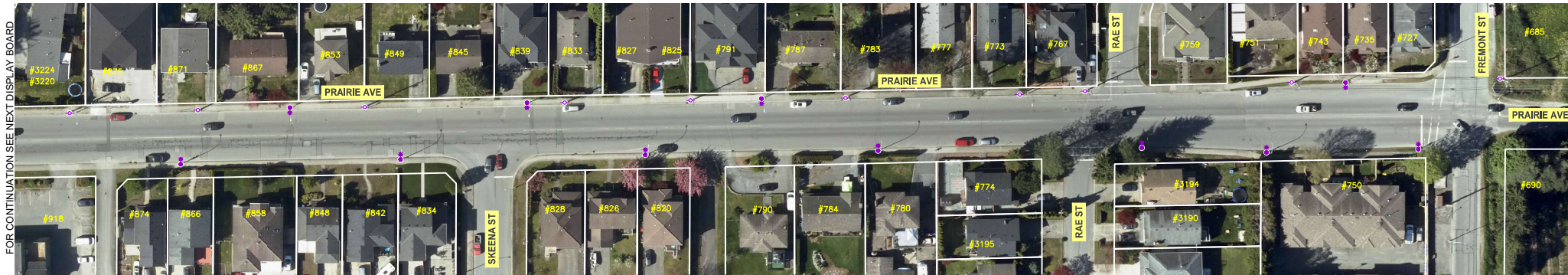
- PROPOSED TREE (approx. location and number only)
- PROPOSED ROADWAY
- PLANTED MEDIAN
- HARD MEDIAN
- EXISTING LEASED STREET LIGHT
- EXISTING DAVIT STREET LIGHT
- EXISTING UTILITY POLE

- EXISTING TRAFFIC SIGNAL
- EXISTING BUS STOP

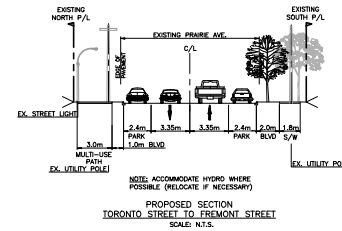
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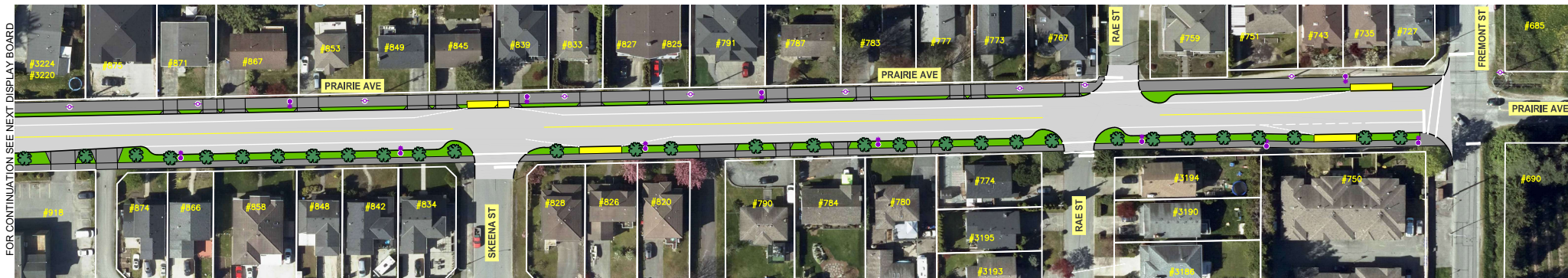
2020 CAPITAL WORKS - Option 4



EXISTING



PROPOSED



LEGEND

- PROPOSED SIDEWALK / MULTI-USE PATH
- PROPOSED CURB
- PROPOSED BOULEVARD

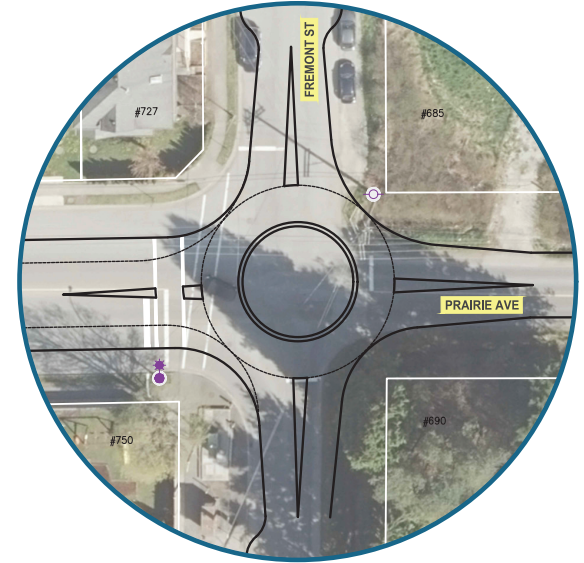
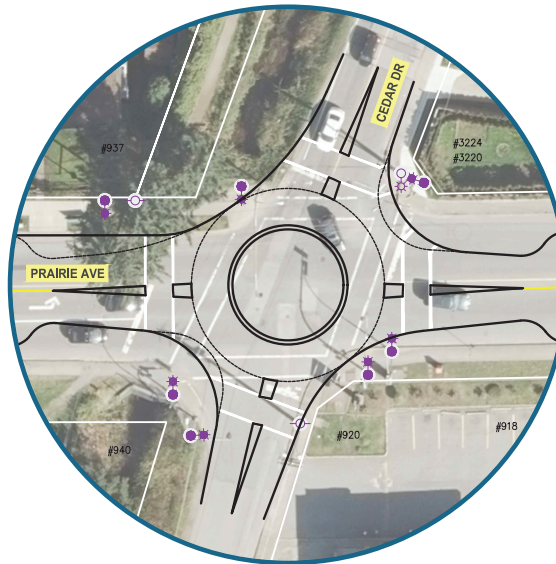
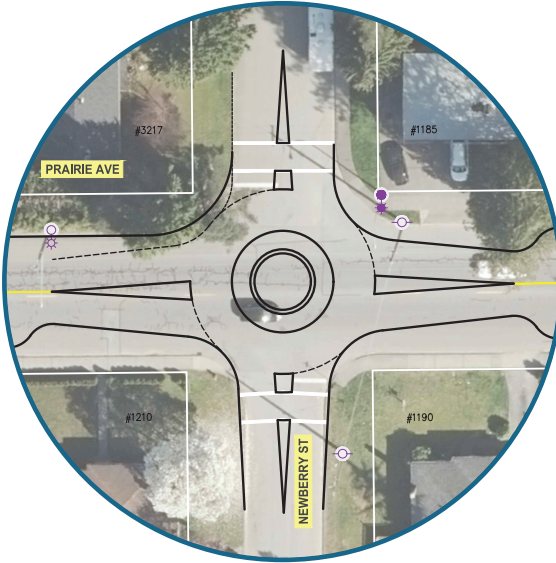
- PROPOSED TREE (approx. location and number only)
- PROPOSED ROADWAY
- PLANTED MEDIAN
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- EXISTING LEASED STREET LIGHT
- EXISTING DAVIT STREET LIGHT
- EXISTING UTILITY POLE

- EXISTING TRAFFIC SIGNAL
- EXISTING BUS STOP

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SCALE 1:500



ALTERNATE INTERSECTION CONFIGURATIONS



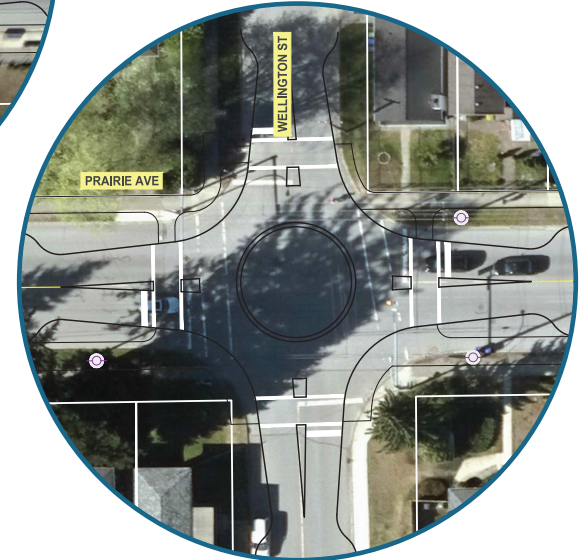
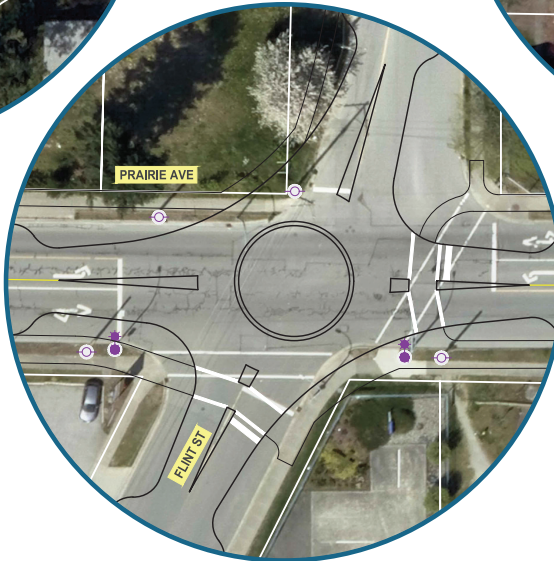
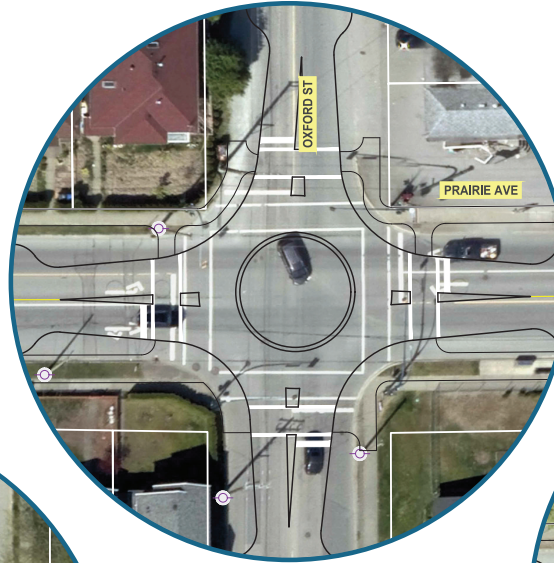
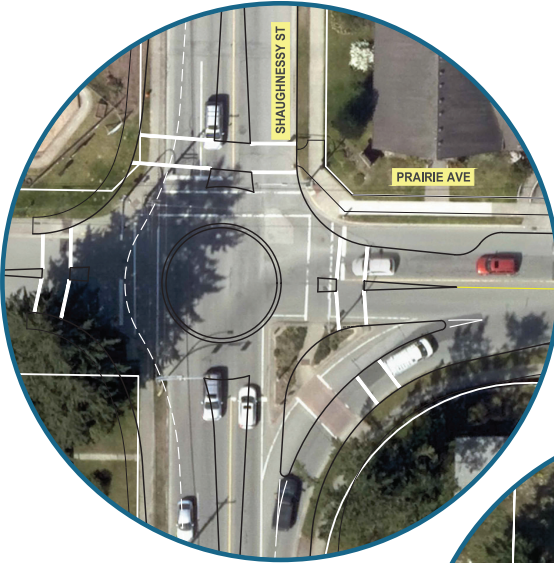
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2019 CAPITAL WORKS



ALTERNATE INTERSECTION CONFIGURATIONS



0 5 10 20m
SCALE 1:250



To:	Brent Niehaus	From:	Ahmad Puri
	Stantec Consulting Ltd., Surrey		Stantec Consulting Ltd., Burnaby
File:		Date:	February 1, 2019

Reference: Traffic Analysis - Prairie Avenue Intersections at Newberry Street, Cedar Drive and Fremont Street, Port Coquitlam, BC

Background

The City of Port Coquitlam has retained Stantec Consulting Ltd to design roadway upgrades along Prairie Avenue between Coast Meridian Road and Fremont Street. Prairie Avenue is a local arterial east-west road linking Shaughnessy St to the Trans Canada Trail on the Pitt River dike. Traffic circles are proposed in the preferred Option (Option 3) as a traffic calming measure at three intersections, i.e., Prairie Avenue at Newberry Street, Cedar Drive and Fremont Street.

Prairie / Newberry is an unsignalized two-way intersection with free flow along Prairie Avenue. Prairie / Cedar is a signalized intersection. Cedar provides an alternate access to the Northeast Coquitlam area via Victoria Drive, as well as to Minnekhada Regional Park. Prairie / Fremont is an all way stop controlled intersection. Fremont is the border between urban and rural developments.

The proposed traffic circles would operate with a single entry and exit lane on all four approaches. A traffic analysis was performed by Stantec to evaluate the traffic performance of the three proposed traffic circles under existing AM, Mid-day and PM peak hour conditions. This memo summarizes the traffic analysis results.

Traffic Volumes

Turning movement counts at the three study intersections were provided by City of Port Coquitlam. As the counts were conducted in 2013/2014 a traffic growth factor was applied to bring them to 2019 level. The growth factor was derived from the city's transportation master plan 2013, which states that "the peak period traffic volumes in Port Coquitlam are expected to increase by anywhere from 20% to 50% on various corridors by 2031". This translates to a growth of between 1.11% to 2.78% per year. Hence an average 2% per year linear growth was assumed for this analysis.

Figure 1 shows the 2019 turning movement volumes at the three study intersections for the 2019 AM, MIDDAY and PM peak periods.

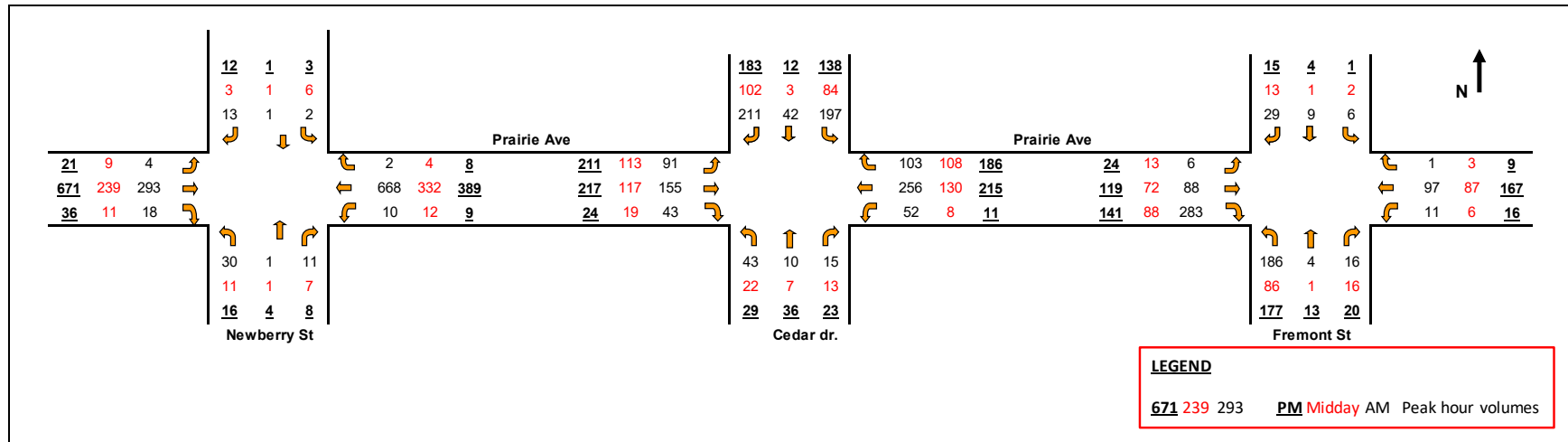
February 1, 2019

Brent Niehaus

Page 2 of 4

Reference: Traffic Analysis - Prairie Avenue Intersections at Newberry Street, Cedar Drive and Fremont Street, Port Coquitlam, BC

Figure 1: 2019 Peak Hour Turning Movement Counts



Reference: Traffic Analysis - Prairie Avenue Intersections at Newberry Street, Cedar Drive and Fremont Street, Port Coquitlam, BC

Traffic Analysis

The traffic performance of the study intersections was evaluated with a one entry and exit lanes on all approaches and a single circulatory lane. Sidra software which is based on Highway Capacity Manual (HCM) methodologies was used to model the intersections.

Traffic performance results in terms of Level of Service (LOS), average vehicular delay (seconds/vehicle), 95th percentile queue lengths (meters) and volume to capacity (v/c) ratios are summarized in Table 1.

Table 1: Peak Period Intersection Performance with Traffic Circle configuration

Scenario	Peak	MOE	EB	WB	NB	SB
Prairie Avenue at Newberry Street	AM	LOS	A	A	A	A
		Delay (s)	4.3	4.5	9.2	9.7
		v/c ratio	0.26	0.52	0.05	0.03
		95% Queue(m)	12	33	2	2
	Mid-day	LOS	A	A	A	A
		Delay (s)	4.5	4.4	8.2	9.1
		v/c ratio	0.20	0.27	0.03	0.03
		95% Queue(m)	9	12	1	1
	PM	LOS	A	A	B	A
		Delay (s)	4.4	4.6	11.0	7.1
		v/c ratio	0.51	0.32	0.06	0.04
		95% Queue(m)	31	15	3	2
Prairie Avenue at Cedar Drive	AM	LOS	A	A	A	B
		Delay (s)	8.0	6.4	9.8	12.5
		v/c ratio	0.40	0.44	0.19	0.66
		95% Queue(m)	21	22	9	51
	Mid-day	LOS	A	A	A	A
		Delay (s)	6.6	5.3	8.7	7.3
		v/c ratio	0.26	0.26	0.07	0.19
		95% Queue(m)	12	12	3	8
	PM	LOS	A	A	B	A
		Delay (s)	7.9	6.7	10.3	7.9
		v/c ratio	0.47	0.44	0.21	0.45
		95% Queue(m)	26	22	10	24
Prairie Avenue at Fremont Street	AM	LOS	A	A	A	A
		Delay (s)	4.3	6.4	8.8	6.9
		v/c ratio	0.37	0.15	0.26	0.07
		95% Queue(m)	19	6	11	3
	Mid-day	LOS	A	A	A	A
		Delay (s)	4.6	5.2	7.9	5.6
		v/c ratio	0.14	0.10	0.11	0.02
		95% Queue(m)	6	4	4	1
	PM	LOS	A	A	A	A

February 1, 2019

Brent Niehaus

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Reference: Traffic Analysis - Prairie Avenue Intersections at Newberry Street, Cedar Drive and Fremont Street, Port Coquitlam, BC

		Delay (s)	4.2	5.7	8.8	5.9
		v/c ratio	0.29	0.11	0.18	0.07
		95% Queue(m)	14	5	7	3

Sidra results show that all approaches at the study intersections are expected to operate at acceptable LOS A/B for all peak periods. There are no capacity issues for the traffic circle option. The traffic queues are expected to be minimal. The maximum 95th percentile queue of 51m is expected at Cedar Avenue SB approach in the AM peak hour which is about 6 cars. All other queues are expected to remain under 35m.

CLOSURE

We trust the information documented herein will help choose the right upgrade option. Please do not hesitate to contact the undersigned should you have any questions

Regards,

Ahmad Puri PEng., MEng.
Traffic Engineer

Phone: (604) 696 8416
ahmad.puri@stantec.com

To:	Brent Niehaus	From:	Ahmad Puri
	Stantec Consulting Ltd., Surrey		Stantec Consulting Ltd., Burnaby
File:	111700574	Date:	May 17, 2019

Reference: Traffic Analysis - Prairie Avenue Intersections at Shaughnessy Street, Flint Street, Oxford Street and Wellington Street, Port Coquitlam, BC

Background

The City of Port Coquitlam has retained Stantec Consulting Ltd to design roadway upgrades along Prairie Avenue. Prairie Avenue is a local arterial east-west road linking Shaughnessy St to the Trans Canada Trail on the Pitt River dike. Traffic circles are proposed as a traffic calming measure at four signalized intersections, (i.e. Prairie Avenue Intersections at Shaughnessy Street, Flint Street, Oxford Street and Wellington Street).

All four intersections are signalized; however, Prairie/ Flint and Prairie/ Wellington are pedestrian activated signals for crossings across Prairie Avenue.

The proposed traffic circles would operate with a single entry and exit lane on all four approaches. A traffic analysis was performed by Stantec to evaluate the traffic performance of the three proposed traffic circles under existing AM, Mid-day and PM peak hour conditions. This memo summarizes the traffic analysis results.

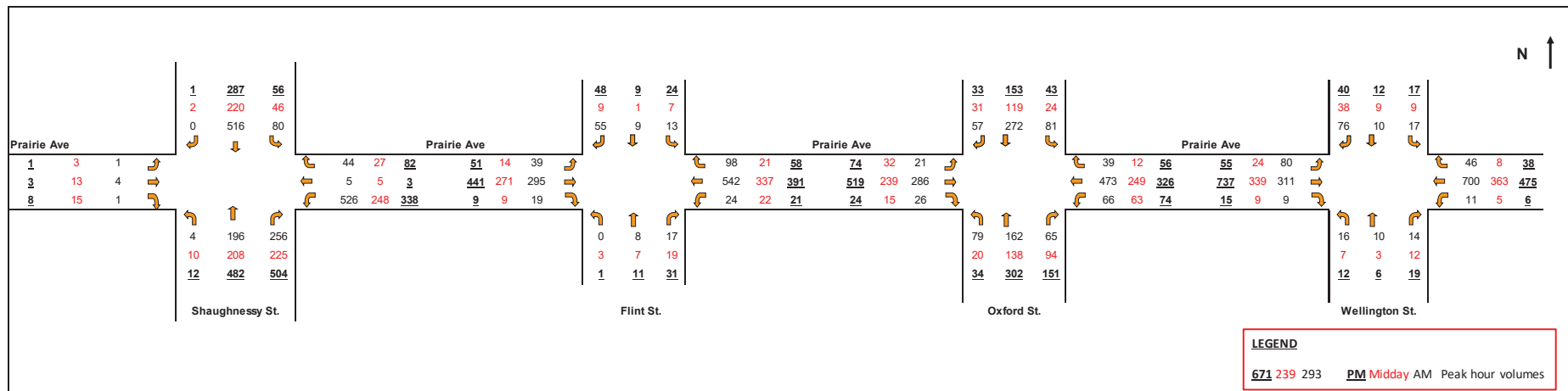
Traffic Volumes

Turning movement counts at the three study intersections were provided by City of Port Coquitlam. As the counts were conducted in the past (from 2007 to 2018) a traffic growth factor was applied to bring them to 2019 level. The growth factor was derived from the city's transportation master plan 2013, which states that "the peak period traffic volumes in Port Coquitlam are expected to increase by anywhere from 20% to 50% on various corridors by 2031". This translates to a growth of between 1.11% to 2.78% per year. Hence an average 2% per year linear growth was assumed for this analysis.

Figure 1 shows the 2019 turning movement volumes at the study intersections for the 2019 AM, Midday and PM peak periods.

Reference: Traffic Analysis - Prairie Avenue Intersections at Shaughnessy Street, Flint Street, Oxford Street and Wellington Street, Port Coquitlam, BC

Figure 1: 2019 Peak Hour Turning Movement Counts



Reference: Traffic Analysis - Prairie Avenue Intersections at Shaughnessy Street, Flint Street, Oxford Street and Wellington Street, Port Coquitlam, BC

Traffic Analysis

The traffic performance of the study intersections was evaluated with a one entry and exit lanes on all approaches and a single circulatory lane. Sidra software which is based on Highway Capacity Manual (HCM) methodologies was used to model the intersections.

Traffic performance results in terms of Level of Service (LOS), average vehicular delay (seconds/vehicle), 95th percentile queue lengths (meters) and volume to capacity (v/c) ratios are summarized in Table 1.

Table 1: Peak Period Intersection Performance with Traffic Circle configuration

Scenario	Peak	MOE	EB	WB	NB	SB
Prairie Avenue at Shaughnessy Street	AM	LOS	A	B	A	A
		Delay (s)	9.2	11.5	4.1	8.8
		v/c ratio	0.02	0.68	0.35	0.01
		95% Queue(m)	1	49	20	1
	Mid-day	LOS	A	A	A	A
		Delay (s)	7.4	9.6	4.4	6.0
		v/c ratio	0.07	0.27	0.34	0.40
		95% Queue(m)	3	12	18	20
	PM	LOS	A	B	A	A
		Delay (s)	9.2	14.0	5.0	7.6
		v/c ratio	0.03	0.58	0.75	0.42
		95% Queue(m)	2	40	76	22
Prairie Avenue at Flint Street	AM	LOS	A	A	A	B
		Delay (s)	5.2	5.0	6.3	8.4
		v/c ratio	0.35	0.56	0.04	0.16
		95% Queue(m)	17	35	2	7
	Mid-day	LOS	A	A	A	A
		Delay (s)	4.6	4.8	6.4	7.6
		v/c ratio	0.24	0.31	0.06	0.03
		95% Queue(m)	10	15	3	1
	PM	LOS	A	A	B	A
		Delay (s)	5.4	5.0	7.7	8.5
		v/c ratio	0.44	0.9	0.09	0.22
		95% Queue(m)	25	28	4	10
Prairie Avenue at Oxford Street	AM	LOS	A	A	A	B
		Delay (s)	9.3	7.7	8.8	18.7
		v/c ratio	0.50	0.60	0.45	0.75
		95% Queue(m)	31	41	24	71
	Mid-day	LOS	A	A	A	A
		Delay (s)	6.0	6.3	6.3	6.9
		v/c ratio	0.27	0.32	0.27	0.22
		95% Queue(m)	12	15	12	10

May 17, 2019

Brent Niehaus

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Reference: Traffic Analysis - Prairie Avenue Intersections at Shaughnessy Street, Flint Street, Oxford Street and Wellington Street, Port Coquitlam, BC

	PM	LOS	A	A	B	A
		Delay (s)	7.7	10.0	17.3	8.0
		v/c ratio	0.61	0.61	0.75	0.31
		95% Queue(m)	41	43	71	15
Prairie Avenue at Wellington Street	AM	LOS	A	A	A	B
		Delay (s)	5.5	5.8	8.5	12.0
		v/c ratio	0.37	0.72	0.07	0.27
		95% Queue(m)	20	57	3	14
	Mid-day	LOS	A	A	A	A
		Delay (s)	4.7	4.4	7.2	6.9
		v/c ratio	0.27	0.30	0.04	0.08
		95% Queue(m)	13	13	2	3
	PM	LOS	A	A	B	A
		Delay (s)	4.9	4.9	11.6	8.3
		v/c ratio	0.59	0.45	0.10	0.11
		95% Queue(m)	45	24	5	5

Sidra results show that all approaches at the study intersections are expected to operate at acceptable LOS A/B for all peak periods. There are no capacity issues for the traffic circle options. The traffic queues are expected to be minimal. The maximum 95th percentile queue of 76m is expected at Shaughnessy Street NB approach in the PM peak hour which is about 11 cars. During PM peak period this intersection carries heavy volumes of northbound to eastbound traffic, which are channelized through a dedicated right turn lane with a right turn island. Maintaining the channelization is recommended by implementing a slip lane to the proposed traffic circle at this intersection.

CLOSURE

We trust the information documented herein will help choose the right upgrade option. Please do not hesitate to contact the undersigned should you have any questions

Regards,

Ahmad Puri PEng., MEng.
Senior Transportation Engineer

Phone: (604) 696 8416
ahmad.puri@stantec.com

RECOMMENDATION:

None.

PREVIOUS COUNCIL/COMMITTEE ACTION

January 7, 2020 – Committee of Council

That Committee of Council:

1. *Approve the corporate workplans for 2020; and*
2. *Authorize staff to issue to draft operating budget for public consultation.*

REPORT SUMMARY

This report describes the community's response to the 2020 Budget at a Glance brochure, which was mailed to every home and business to obtain feedback on the draft budget. The general themes of the 971 responses received were consistent with the past few years with respondents most satisfied with fire services and parks and least satisfied with traffic control and road conditions.

A lot has changed in the environment since the end of the survey period on March 2, 2020. The emergence of the COVID-19 pandemic has resulted in emergent priorities that were not contemplated at the time the survey was prepared. As such, this report captures information historically and does not speak to the impact of the City's COVID-19 response. The public input is being presented to Committee for consideration, but staff are not recommending any changes to the draft budget flowing from the public survey.

BACKGROUND

In early February, the City mailed the 2020 Budget at a Glance brochure to every home and business to obtain feedback on the draft operating budget. The draft budget, which was approved on January 7, 2020 by Committee of Council, has the following impact for the average residential home.

2020 Draft Budget - Public Input

	2019	2020	\$ Change	% Change
Property Tax	\$1,932.43	\$1,941.76	\$9.33	0.48%
Parcel Tax	25.00	25	-	0.00%
Solid Waste	215.89	222.54	6.65	3.08%
Water	448.05	464.99	16.94	3.78%
Sewer	332.43	339.08	6.65	2.00%
Total	\$ 2,854.35	\$ 2,953.47	\$39.57	1.39%

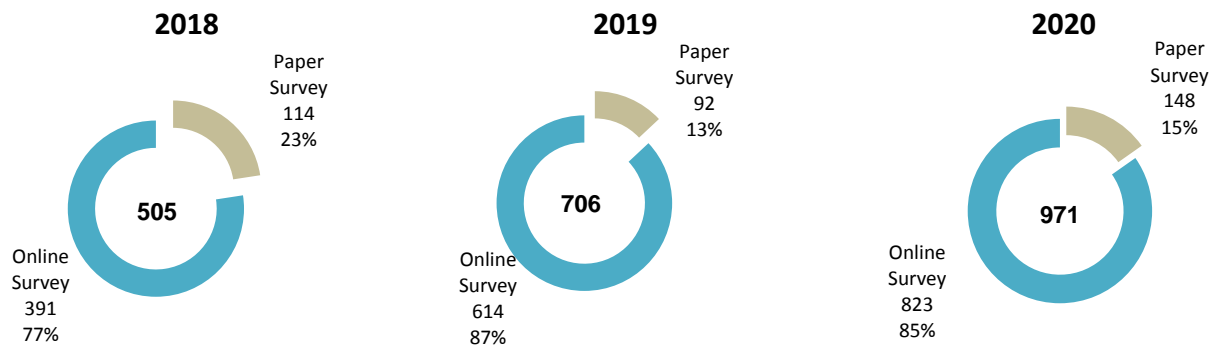
The budget public consultation period ended on March 2, 2020, with the City receiving 971 responses. Residents were asked for their input on a number of issues including:

- Satisfaction with service levels
- Service enhancements
- Service reductions
- Satisfaction with communication relating to the budget

Not everyone who responded answered each question or provided comments. However, all responses received have been provided to each department for further analysis and review.

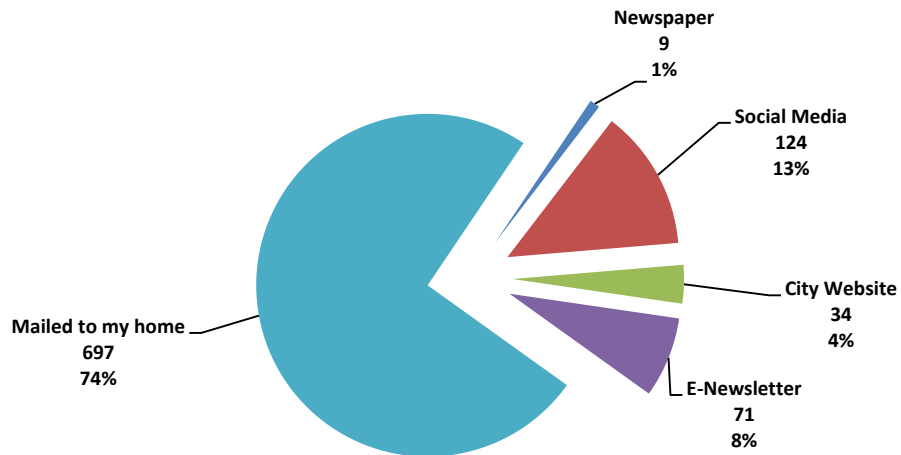
DISCUSSION

1. How Many Responses?



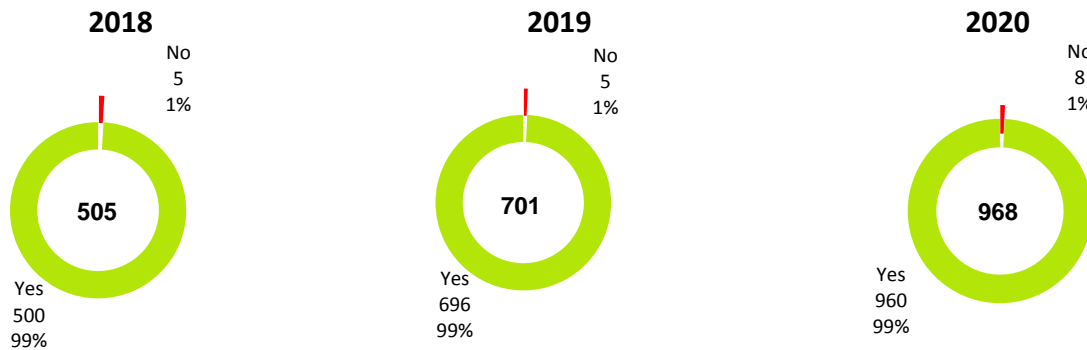
The City received 971 responses in 2020 out of 25,601 mailed out, up from the 2019 total of 706. Consistent with previous years, most respondents completed the survey electronically as opposed to the paper survey.

2. How Did Respondents Learn About The Survey?



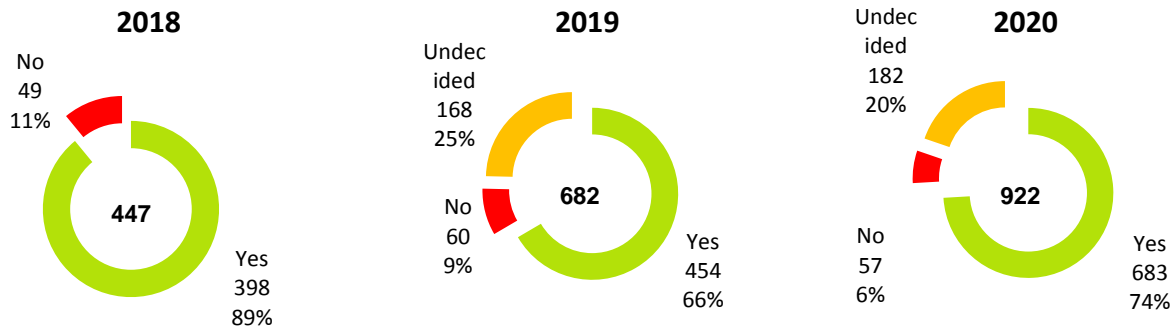
The City's practice of mailing the "Budget at a Glance" brochure to each home continues to be the primary channel by which respondents learned about the survey.

3. Are Respondents Port Coquitlam Tax Payers?



Consistent with prior years, nearly all feedback was received from Port Coquitlam residents and taxpayers.

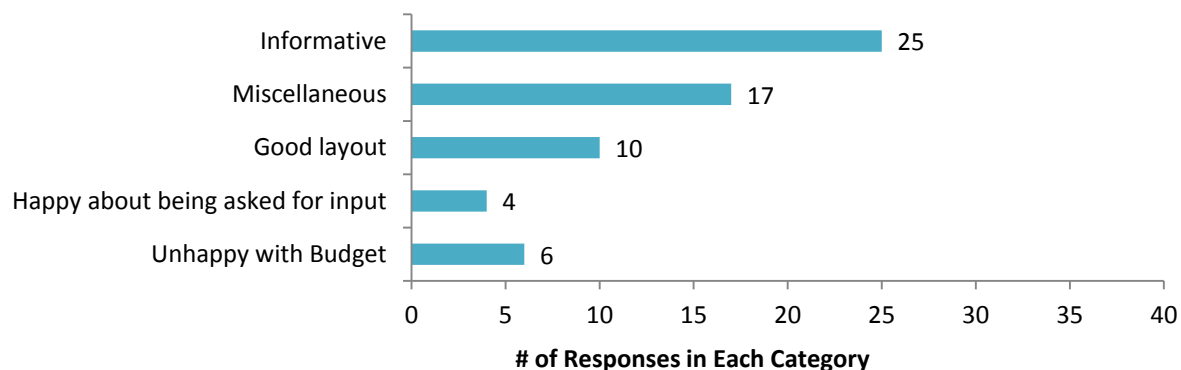
4. Are Respondents Satisfied With Budget Information?



Overall, the community continues to be satisfied with the effort the City is making to provide budget information, with 74% of respondents indicating they are satisfied with the budget information available to them. This represents an increase of 8% from the prior year. The budget information presented to the public was in the same format as prior years so it is difficult to assess what is causing the increase. In 2019 “undecided” was added as an option in response to resident feedback on previous surveys.

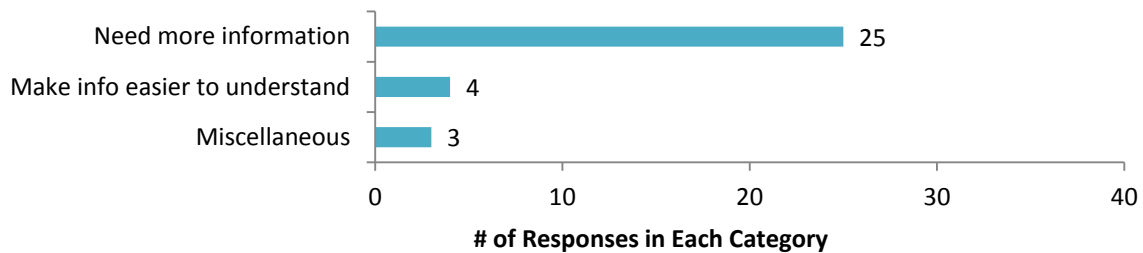
Of the 922 who answered this question, 144 provided comments broken down as follows:

Comments From People Who Are Satisfied With the Budget Information

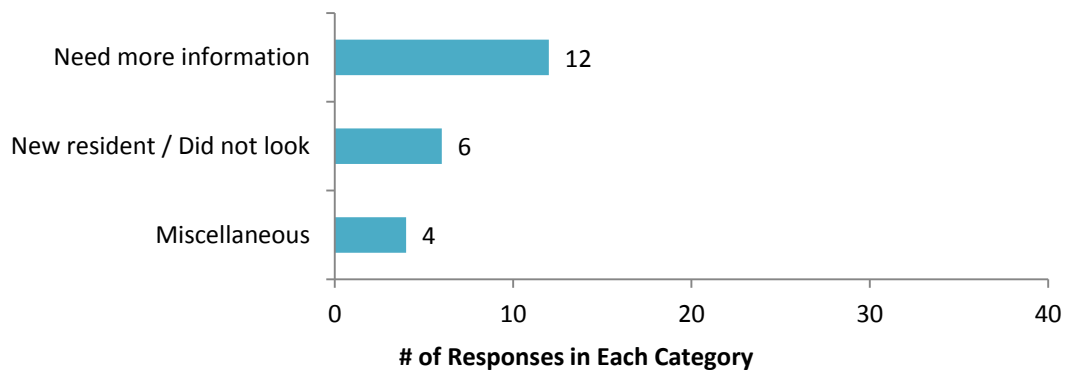


2020 Draft Budget - Public Input

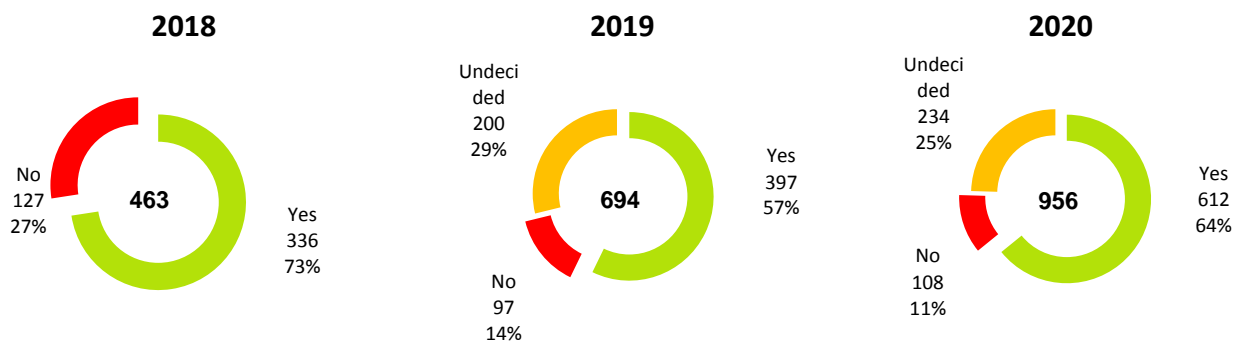
Comments From People Who Are Not Satisfied With the Budget Information



Comments From People Who Are Undecided



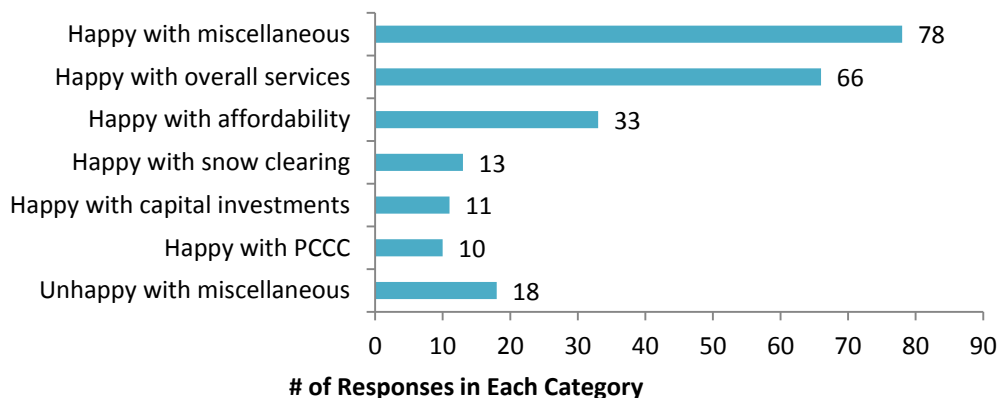
5. Do respondents feel they get value for their tax dollars?



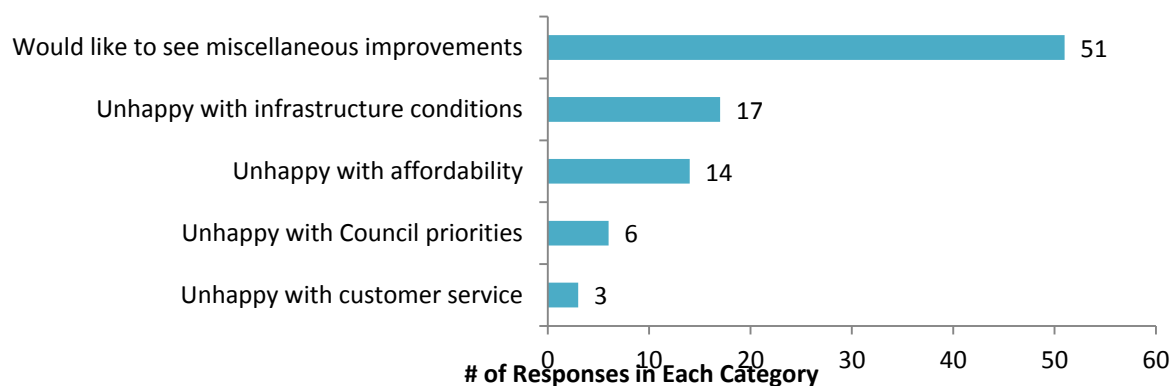
The City's focus on keeping things affordable with a tax rate of 0.48% seems to resonate with respondents; with 64% indicating they feel they get good value for their tax dollars. This represents an increase of 7% from the previous year. In 2019 "undecided" was added as an option in response to resident feedback on previous surveys. Of the 956 who answered this question, 336 provided comments broken down as follows:

2020 Draft Budget - Public Input

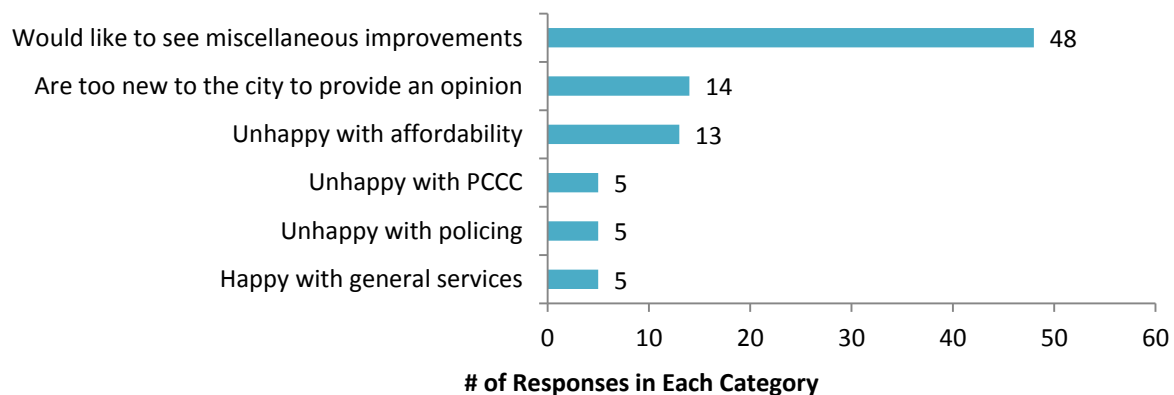
Comments From People Who Answered Yes



Comments From People Who Answered No



Comments From People Who Answered Undecided



6. What Is the Overall Level of Satisfaction with City Services?

Respondents were asked to rate their satisfaction with nine City services (listed in the table below). Available rating options were: “Needs Improvement”, “Meets Expectation”, “Exceeds Expectation”, and “Did Not Use”. The inclusion of “Did Not Use” is intended to be able to better filter the data, as historically people who have not used the service have still filled out a satisfaction level thereby skewing the results.

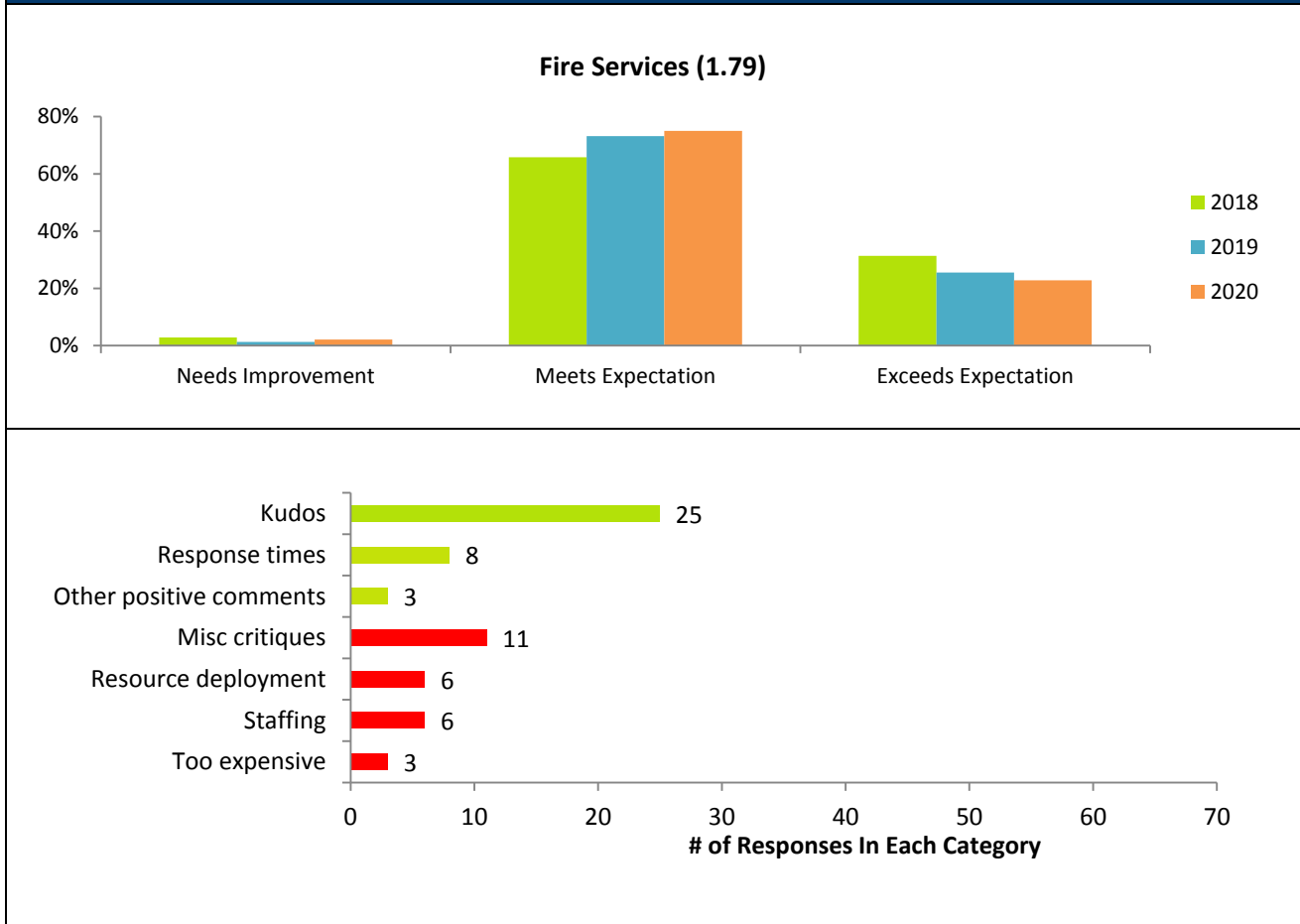
As with previous years, the options of “Needs Improvement”, “Meets Expectation”, and “Exceeds Expectation” were assigned a score from 3 to 1 respectively. Those that indicated “did not use” were not included in the calculation. The closer a service is to a score of 1, the more satisfied the respondent is with the service. The weighted average of each category response was calculated as shown in the table below.

	2020 Ranking	2020 Score	2019 Ranking	2019 Score	Comparison to 2019
Fire Services	1	1.79	1	1.76	Worse
Parks and Trails	2	1.93	2	1.88	Worse
Garbage, Recycling and Green Cart	3	1.97	3	1.98	Better
Recreation and Culture	4	1.99	5	2.09	Better
Police Services	5	2.09	4	2.03	Worse
City Cleanliness and Attractiveness	6	2.13	6	2.18	Better
Business and Development	7	2.20	7	2.21	Better
Traffic Control	8	2.27	8	2.33	Better
Road Conditions	9	2.39	9	2.44	Better

All services, on average, met or exceeded expectations with Fire Services and Parks and Trails in the top two positions and Traffic Control and Road Conditions in the bottom two positions. With the exception of Recreation and Police which switched places, all other services retained their rankings from the previous year. It’s likely that the opening of the PCCC helped contribute to the improvement in satisfaction with Recreation. Five out of nine services showed a marginal increase in satisfaction when compared to 2019, with Fire, Parks and Trails and Police Services being the only ones to decrease.

Where respondents provided comments, some did not pertain to the question at hand and were excluded from the analysis of results. Additionally, in other cases a comment could touch on a number of items within a service category. In these instances, each distinct item mentioned in the comment was counted separately for the purpose of summarizing the number of responses.

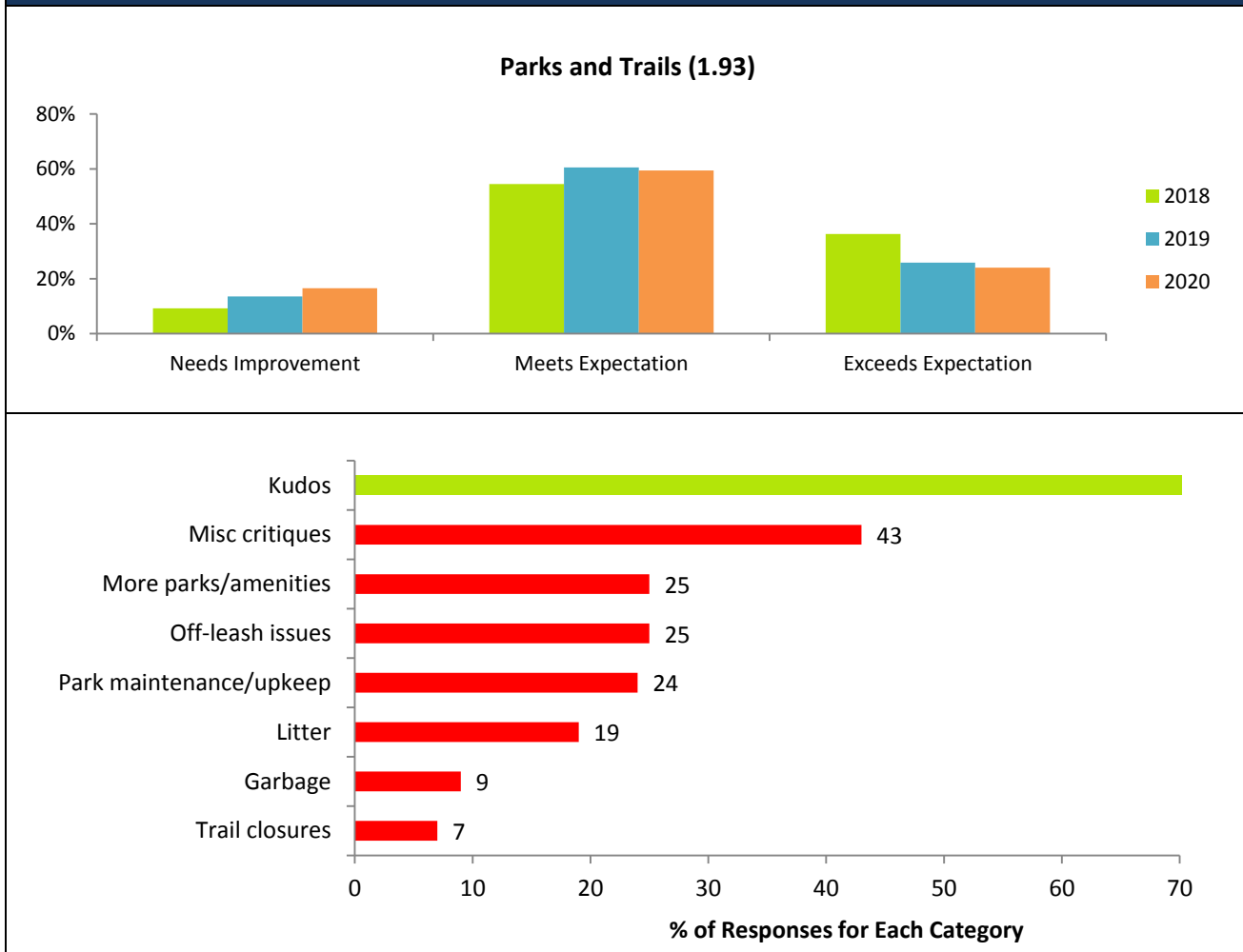
Fire Services



907 people answered this question, with 60 providing comments. Respondent satisfaction with Fire Services ranked highest out of the nine categories. Positive comments focused primarily on general appreciation for the work that fire personnel do, with specific positive feedback on responsiveness.

At 6 comments each, the areas most specifically cited for improvement were a desire for increased staffing, and looking at how resources are deployed (e.g. attendance at medical calls).

Parks and Trails

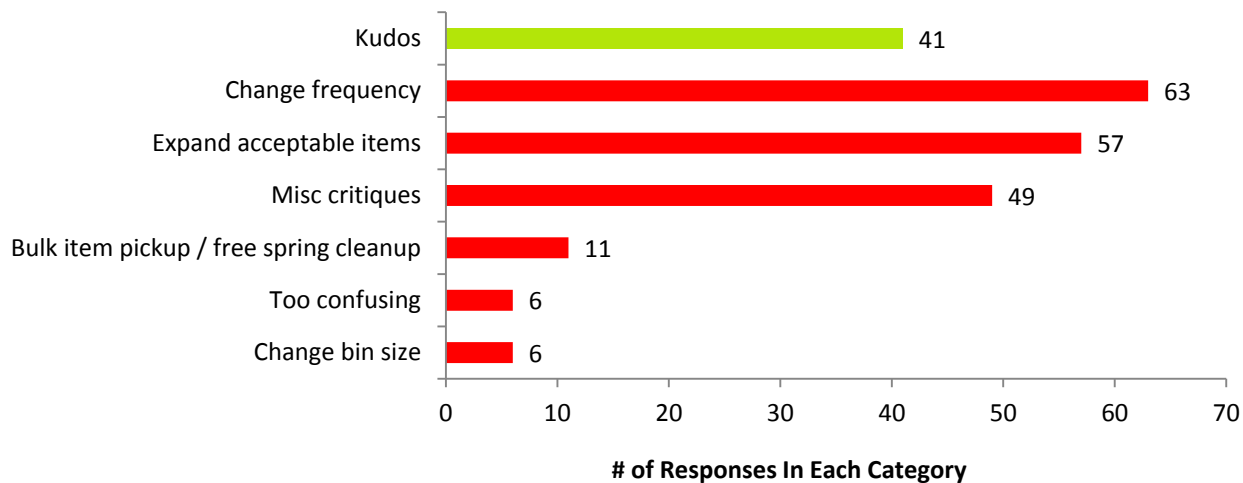
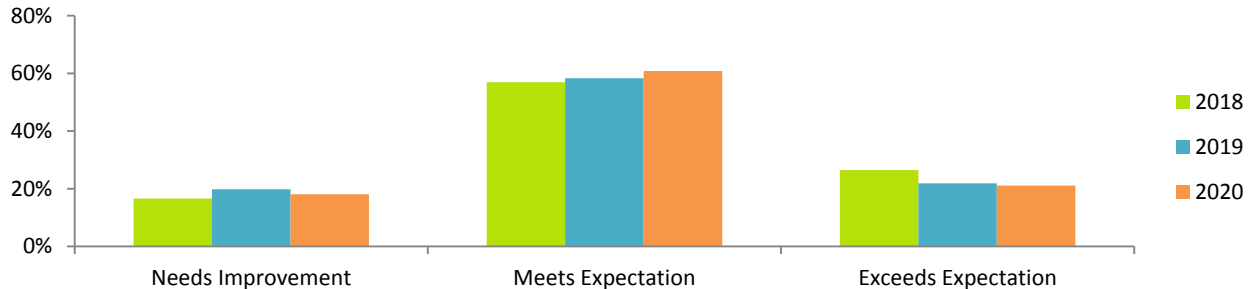


897 people answered this question, with 215 providing comments. Respondent satisfaction with Parks and Trails ranked second highest out of the nine categories with many positive comments about the beauty of our parks/trails and the benefit of being so close to nature.

At 25 comments, the areas most specifically cited for improvement were a desire for more parks or upgrades to existing amenities and concerns about off-leash dogs.

Garbage, Recycling and Green Cart

Garbage, Recycling & Green Cart (1.97)



A total of 899 people answered this question, with 95 providing comments. Respondent satisfaction with garbage, recycling & green cart service ranked third highest out of the nine categories. Positive comments reflected feedback such as the timeliness of service and the ease of using the smart phone application.

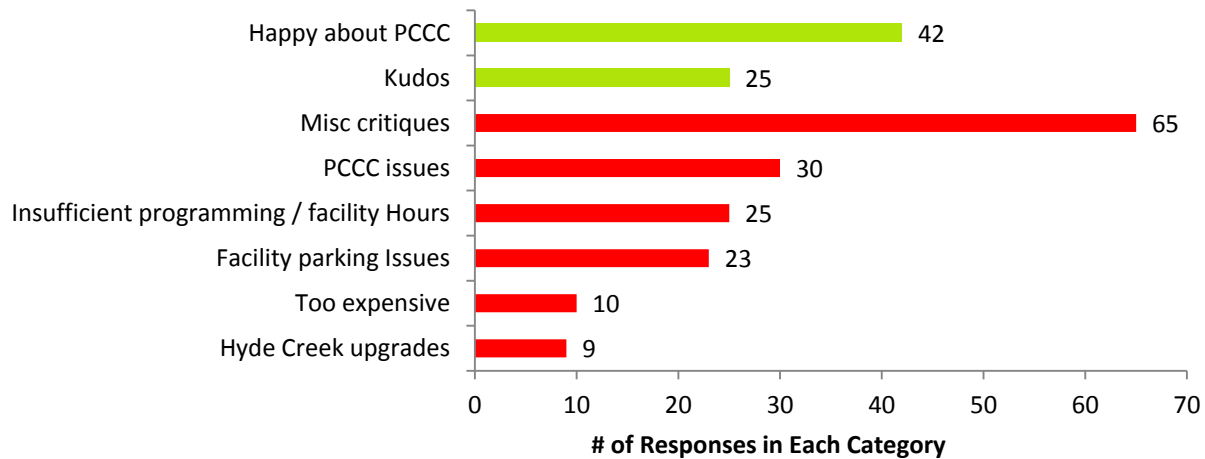
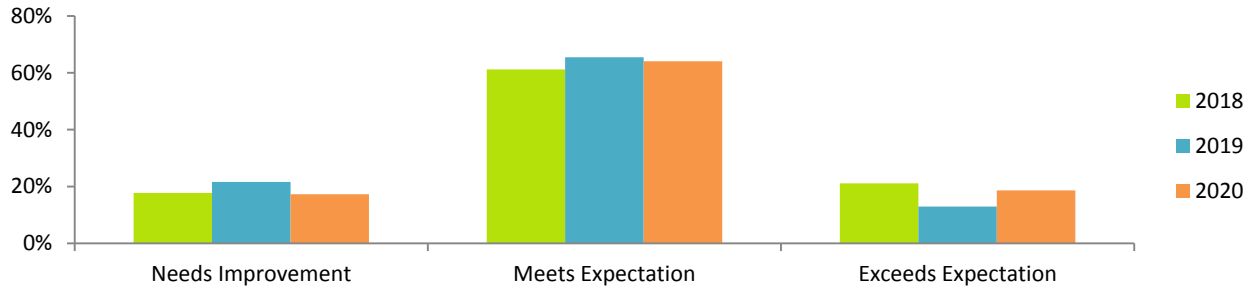
At 63 responses, the most frequently cited comment was to change the frequency of pickup (primarily increase green waste to year round weekly). At 57 responses, the second most cited comment was to increase the types of items accepted by recycling (e.g. glass, plastics, Styrofoam).

On March 24, 2020, Council approved the immediate implementation of weekly green waste pick up, prior to adoption of the 2020-2024 Financial Plan which addresses the feedback on this issue.

In response to the types of materials accepted in the curbside recycling program, this program is regulated by the province via a third party (Recycle BC) and the City unfortunately does not have the jurisdiction as to what materials are included in the program.

Recreation Services

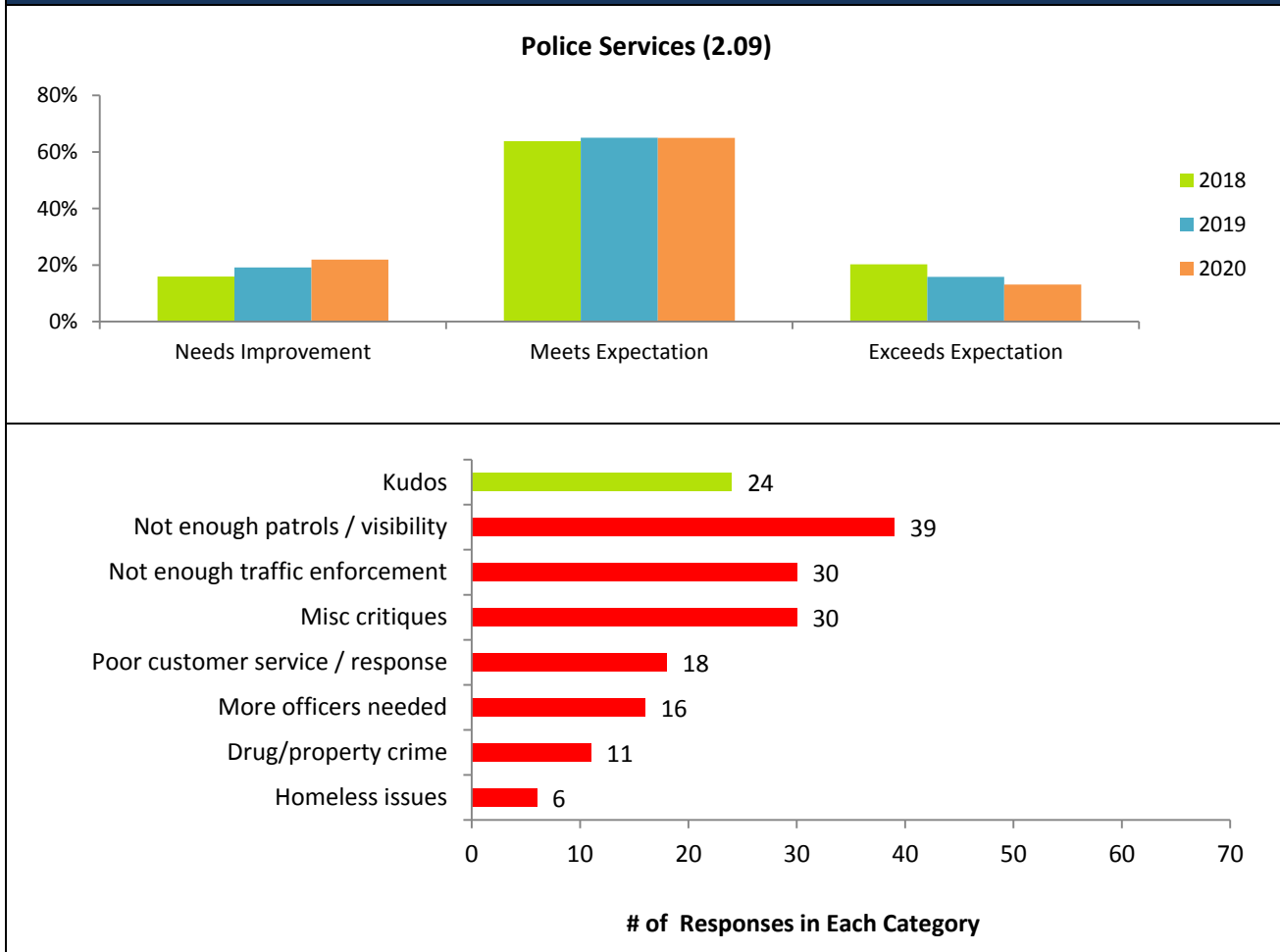
Recreation Services (1.99)



A total of 896 people answered this question, with 209 providing comments. Respondent satisfaction with recreation services ranked fourth highest out of the nine categories, up one spot from the previous year. 42 respondents expressed positive comments about the new Community Centre, 25 expressed positive comments about recreation services and facilities.

At 31 comments, the most cited specific area for improvement was PCCC (pool size, arena seating, etc.)

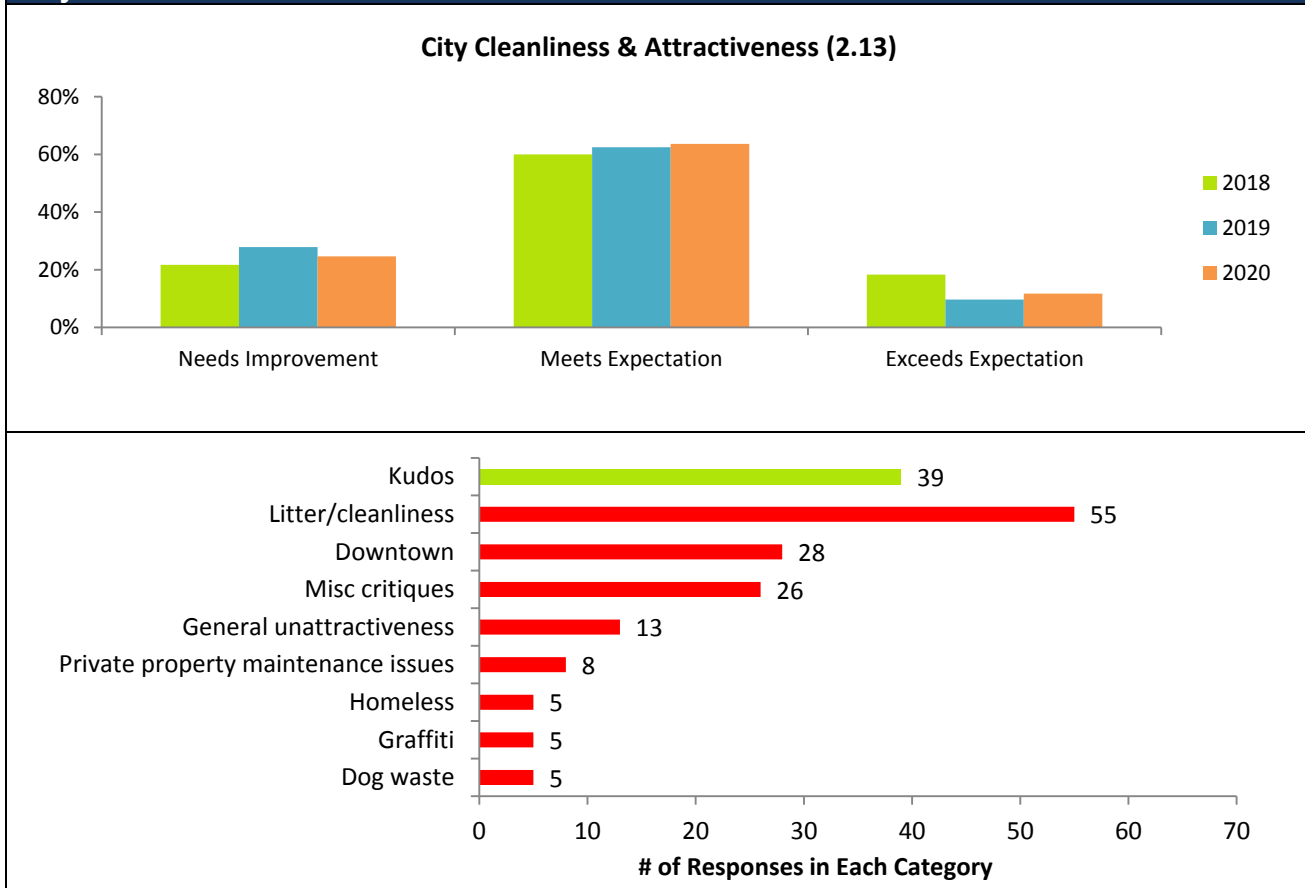
Police Services



A total of 927 people answered this question, with 158 providing comments. Respondent satisfaction with police services ranked fifth highest out of the nine categories, down one spot from the prior year. Positive comments generally related to overall responsiveness when issues are reported as well as appreciation for a job well done.

At 39 comments, the most frequently cited complaint related to a desire for increased police presence (patrols) throughout the community. At 30 comments, the second most cited issue was insufficient traffic enforcement at major intersections, school zones and parks.

City Cleanliness & Attractiveness

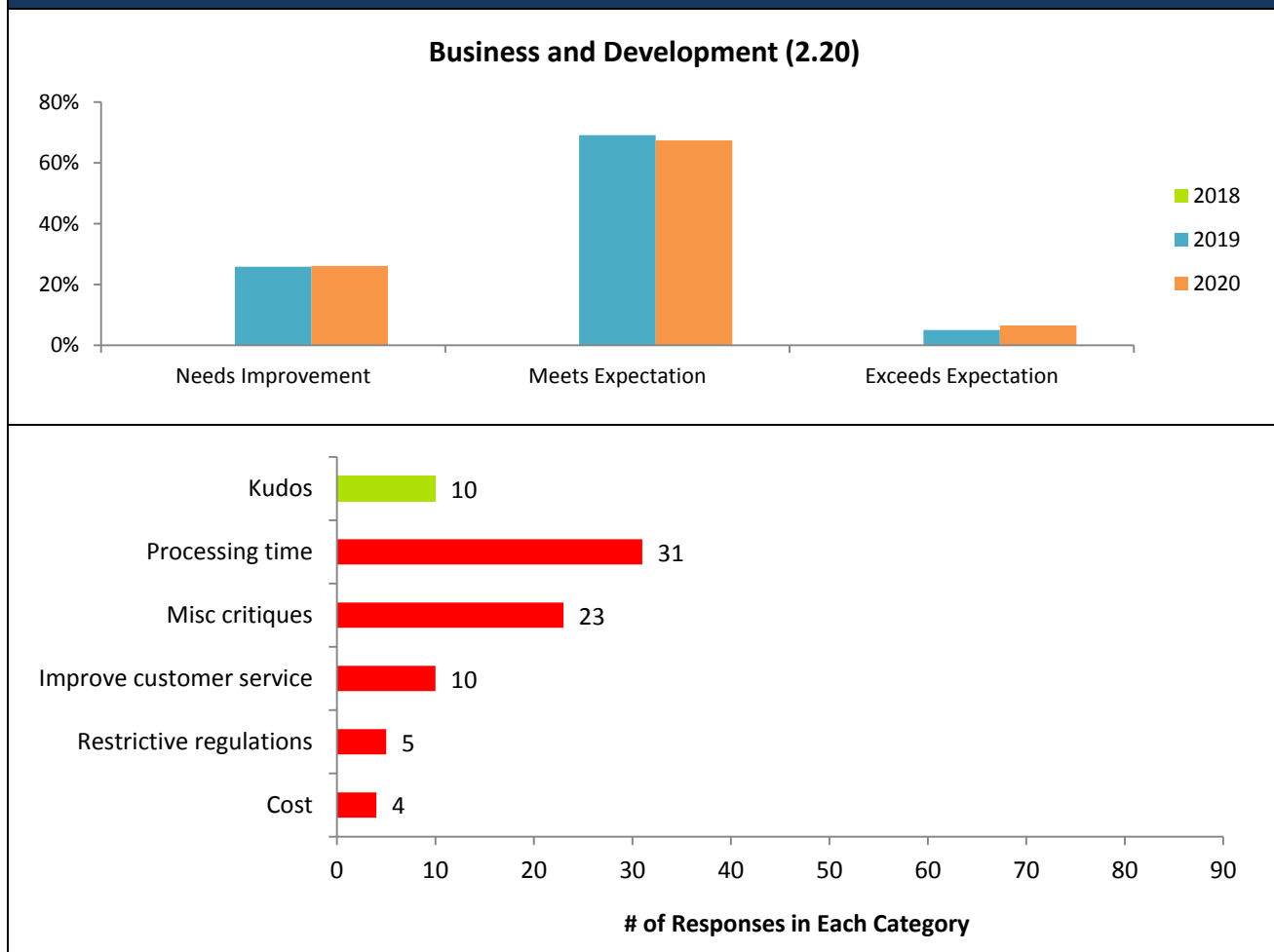


A total of 904 people answered this question, with 218 providing comments. Respondent satisfaction with City cleanliness & attractiveness ranked sixth out of the nine categories. Positive comments typically focused on landscaping (gardens and flowers).

At 55 comments, the most often cited area for improvement related to cleanliness (e.g. too much trash/litter, general untidiness). The second most cited category, at 28 comments, related specifically to downtown (need for redevelopment, need to increase attractiveness, etc.).

The litter collection trial period was a big success and was well received by the community. The trial project ran 99 working days, over which time 186kg of material was collected. This equates to twenty eight 240L carts worth of candy wrappers, chip bags, papers, coffee cups and containers, 85% of which was recycled.

Business Licensing, Building Permit, and Development Services

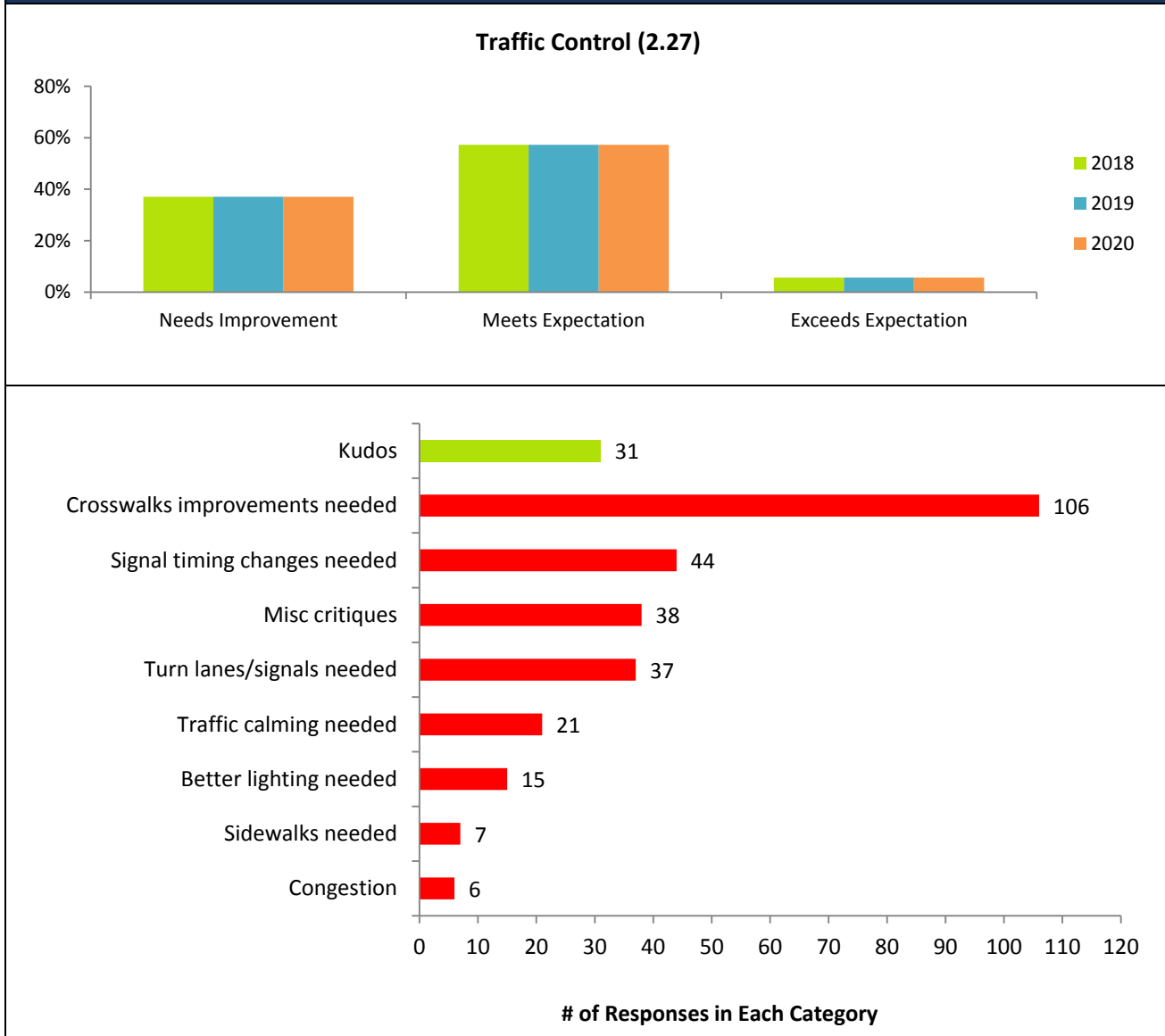


A total of 900 people answered this question, with 80 providing comments. Respondent satisfaction with business and development services ranked seventh out of the nine categories. Positive comments focused primarily on good customer service.

The addition of this category was new for 2019, and was changed slightly in 2020 to provide additional clarity by adding business licensing and building permits as part of the question. At 31 comments, the most cited area for improvement was the City's slow processing times.

Development Services processes are currently being reviewed for improvements in processing time to address this ongoing concern.

Traffic Control



A total of 944 people answered this question, with 302 providing comments. Respondent satisfaction with traffic control ranked second worst out of the eight categories. Positive comments related to recognition of some of the City's recent pedestrian safety improvements.

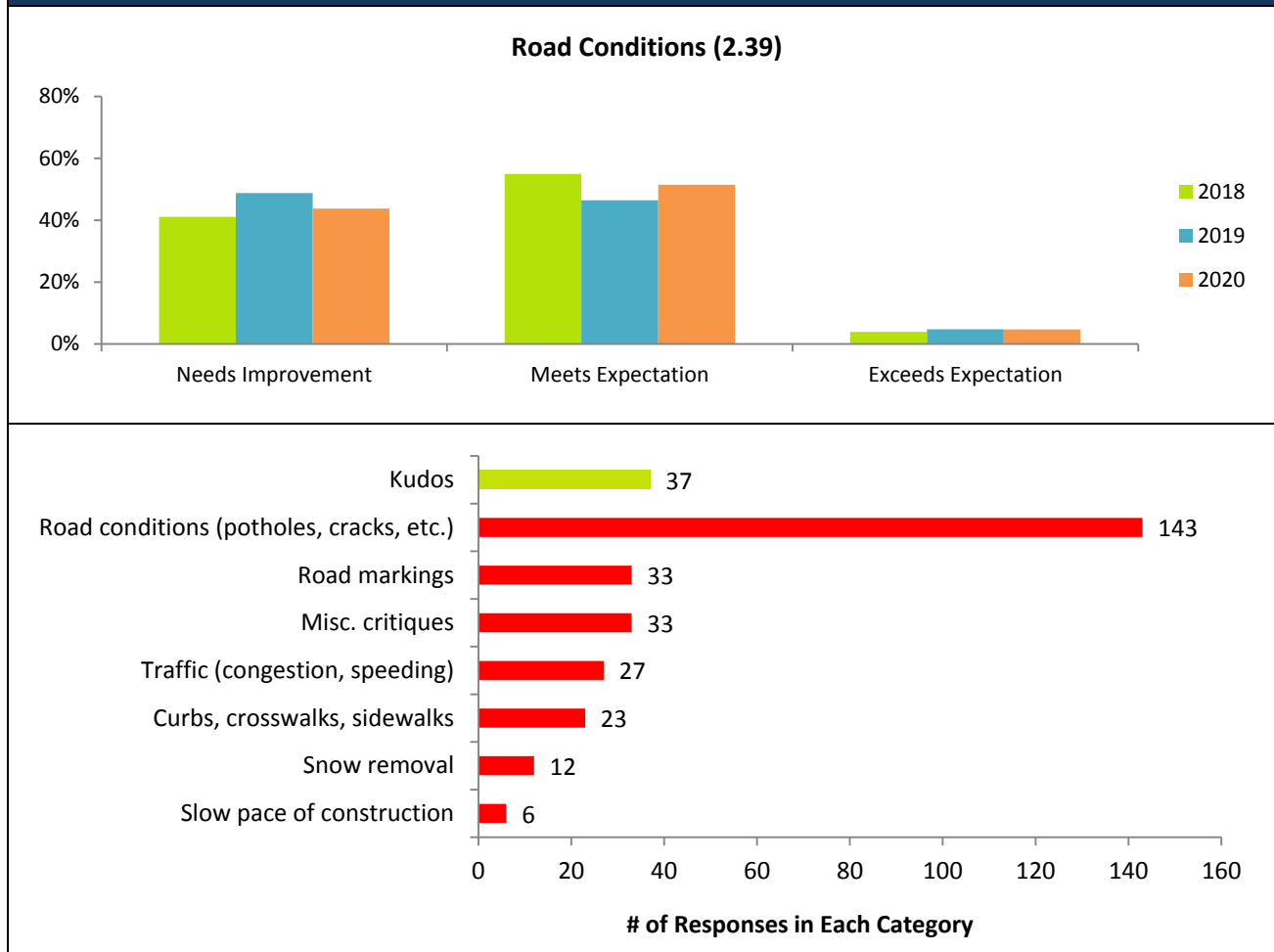
At 106 comments, the most often cited area for improvement related to insufficient pedestrian crossings and the need for lit pedestrian-controlled crossings. The second most specific category mentioned was timing of traffic signals at 40 comments.

The 2020 to 2022 capital plan addresses a number of these comments through the following programs:

- Sidewalks and Pedestrian Safety:
 - 2020:
 - 5 pedestrian flashing beacons
 - 6 sidewalk projects (560m)
 - 2021:
 - 3 sidewalk projects (580m)
 - 3 pedestrian flashing beacons
- School & Park Road Safety Improvements
 - 2021:
 - 4 flashing pedestrian beacons
 - 20 raised crosswalks
 - 2022:
 - 8 flashing pedestrian beacons
 - 7 raised crosswalks
- Various neighbourhood traffic calming projects

In addition, traffic operations staff review signal timing on an annual basis following the collection of updated traffic volume data.

Road Conditions



A total of 945 people answered this question, with 329 providing comments. Positive comments generally expressed appreciation for snow clearing efforts over the winter.

At 143 comments, poor road conditions was the most cited area for improvement. At 33 comments, the second most cited area for improvement related to the desire to see improved street lighting and lane markings.

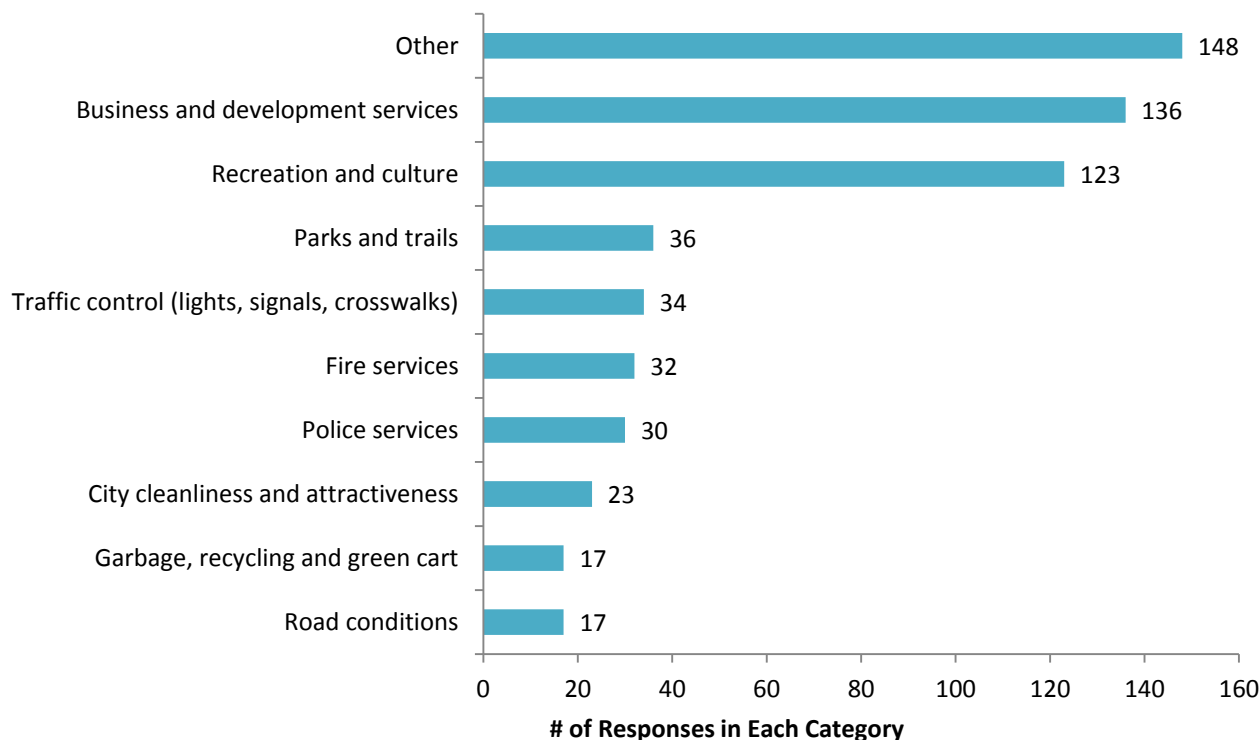
The timing of the budget survey, during the winter freeze/thaw cycle, will always lead to more comments about potholes and cracks than at other times in the year. Timing notwithstanding, the 2020/2021 capital plan includes unprecedented spending on road infrastructure rehabilitation. This \$52.7-million 2020-2021 capital plan represents Port Coquitlam's largest one-time investment to date in upgrades to neighbourhood infrastructure such as streets and utilities. Neighbourhood rehabilitation projects account for approximately half of this with over 10 lane-kilometers of improvements scheduled for 2020.

Projects next year will include the final year of LED streetlight replacement along with new streetlight locations and a new lane paving program.

In addition the City applies approximately 55km of road markings per year. This ensures all painted road markings are refreshed annually; and all thermoplastic markings are refreshed every eight years.

7. What Service Would Respondents Trade for Lower Taxes?

Residents were asked about their interest in decreasing one of the nine services listed above if it would result in lower taxes/rates. They were also given the option of selecting “other”.



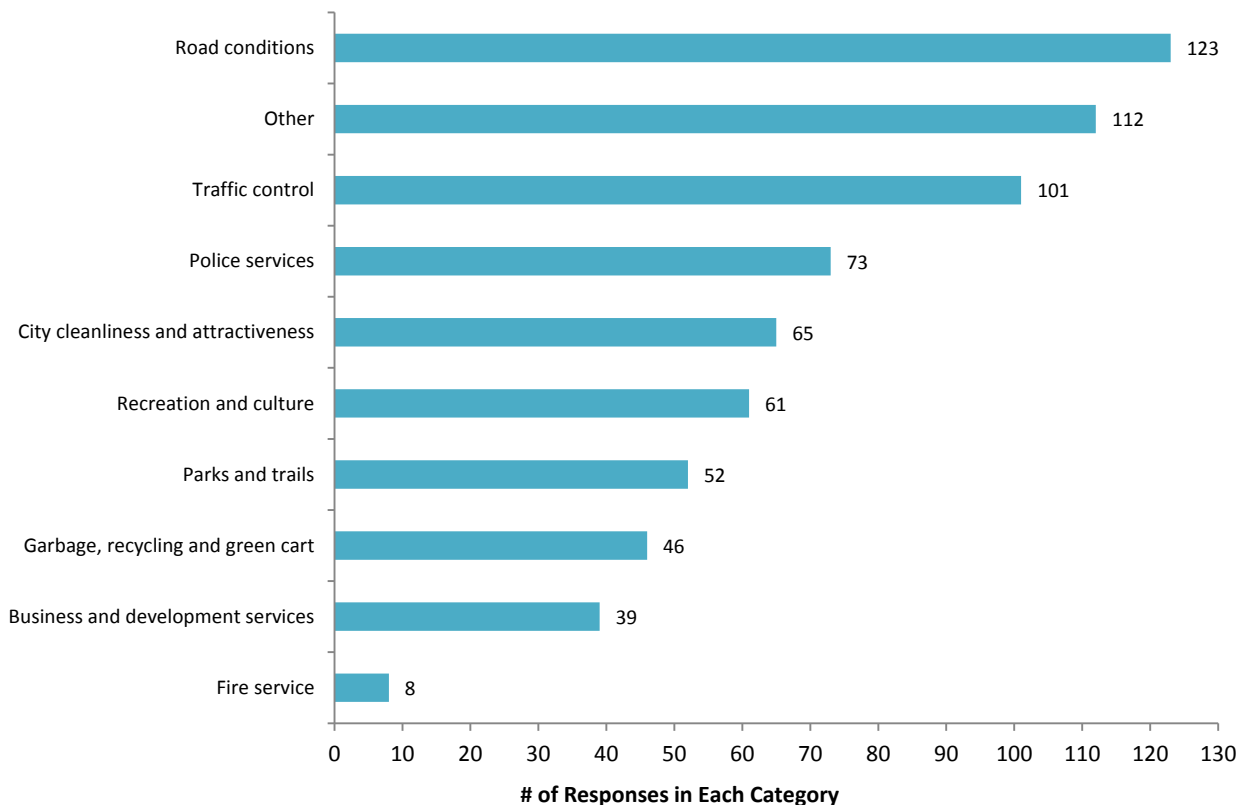
Of the 148 that marked “Other”, 70 provided comments with 29 stating they are comfortable with the level of taxation for the services provided, 8 did not want to reduce any services but instead wanted the City to reduce wages or find efficiencies, the remaining 34 provided a broad range of suggestions or did not know what to cut.

136 respondents selected “Business and Development Services” but of those, 92 answered “have not used” when previously asked about their level of satisfaction with the service. It is evident that

additional clarification of this service is required in future surveys in order to obtain better feedback from respondents.

8. What Service Would Respondents Pay to Improve?

Residents were asked about their interest in increasing or improving a service even if it may result in higher taxes. 680 respondents answered the question.

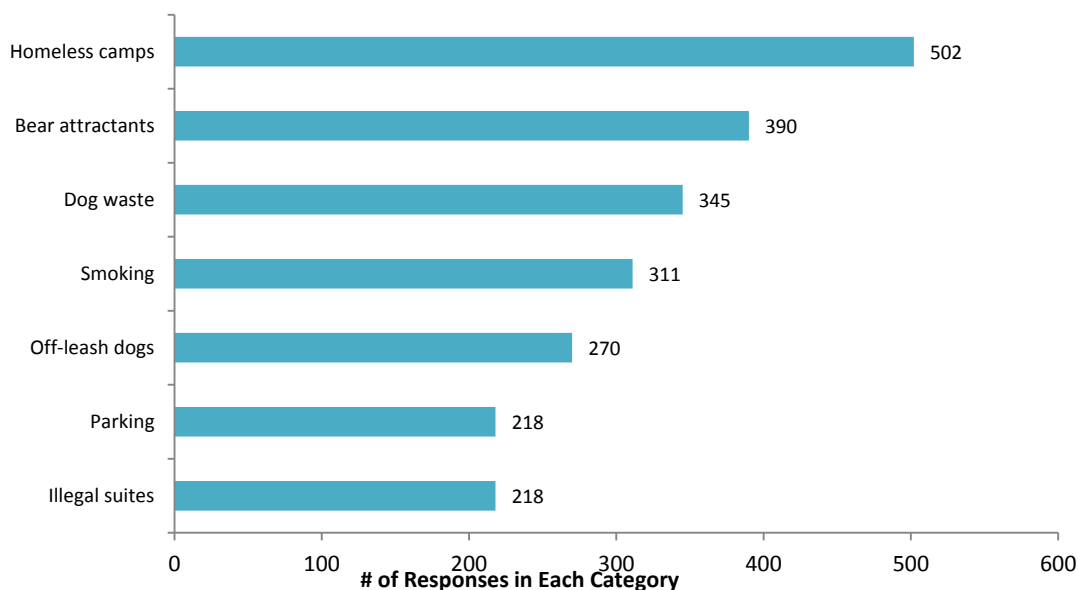


Consistent with comments seen in the section covering satisfaction with City services, the areas residents would be most comfortable spending money to enhance correspond to the areas most frequently cited as needing improvement (road conditions and traffic control).

Of the 112 that marked “Other”, 17 provided comments indicating they do not want an increase with the remainder providing an assortment of suggestions or did not know what to cut.

9. In What Areas Would Respondents Like to See More Bylaw Enforcement?

To help inform possible service levels for bylaw, residents were asked what areas they would like to see more enforcement. Respondents could select more than one category for their answer. 947 respondents answered the question, with 321 providing comments.



Of the comments, policing related issues (theft, drug use, traffic enforcement) was the most frequently commented on topic, followed closely by parking and then homeless issues. Staff are bringing forward a separate follow-up report specifically addressing the proposed bylaw services levels.

Analysis of Input

The combination of quantitative and qualitative data from the survey reveals the following themes:

Positive themes:

- 64% of respondents believe they are getting good value for their tax dollars
- 74% of respondents are pleased with the level and type of budget information provided to them
- Respondents are most satisfied with the city's Fire, and Parks & Trails services

Areas for improvement:

- Condition of City roads: The 2020 survey included a number of positive comments about the impact of the neighbourhood rehabilitation program. However, overall road conditions continue to be a concern for residents.

2020 Draft Budget - Public Input

- Pedestrian safety: While residents have started to notice the impact of the pedestrian safety program, there is still a strong desire to see more done in this area.

The earlier section of the report notes the initiatives currently underway addressing these areas of improvement.


Conclusion

The public input is presented to the Committee for consideration in finalizing the 2020-2024 Financial Plan Bylaw and to help guide the work of the Committee in establishing infrastructure policies and capital program priorities. Specific comments have been provided to the impacted departments for further action. The public input will also be considered as part of the 2021 financial planning process. Should Committee choose to make amendments to the 2020 draft budget in response to public feedback, these amendments may require further analysis to determine impact to budgets and/or workplans. Follow-up budget meetings are tentatively scheduled for April 14 and 21 if required.

FINANCIAL IMPLICATIONS

No changes are recommended to the budget as a result of the public budget survey.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	None.
	2	Direct staff to bring forward an adjusted service level based on budget feedback.

ATTACHMENTS

Attachment #1: Budget survey comments

Attachment #2: Emailed budget feedback

Lead author: Farouk Zaba

Contributing author(s): Karen Grommada, Kristen Dixon, Forrest Smith

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Sat 3/14/2020 12:42 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	- none: doing a good job maintain parks and services
To cover the cost of these services, what services would you be willing to give up?	<ul style="list-style-type: none">- perhaps we need less bylaw enforcement and safety spending?- 30% of taxes (highest percentage) already goes to fire and police yet there is always proposed changes for more signs/safety etc. It will never be enough and the public should be encouraged to use vigilance and common sense in addition to the large amount of funding and resources already put into "being safe".- \$140 000 for ADDITIONAL bylaw reinforcement - I'm interested to know what specific additional enforcement is needed and what proposed positive impact this will have on the public (? savings in other areas, cleaner parks)- \$180 000 for project management of strategic initiatives: this is vague, what does this mean?
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No
Other comments	<ul style="list-style-type: none">- perhaps we need less bylaw enforcement and safety spending?- 30% of taxes (highest percentage) already goes to fire and police yet there is always proposed changes for more signs/safety etc. It will never be enough and the public should be encouraged to use vigilance and common sense in addition to the large amount of funding and resources already put into "being safe".- \$140 000 for ADDITIONAL bylaw reinforcement - I'm interested to know what specific additional enforcement is needed and what proposed positive impact this will have on the public (? savings in other areas, cleaner parks)

- \$180 000 for project management of strategic initiatives: this is vague, what does this mean?

- thank you for a fun city with nice parks, schools and relatively low taxes.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Mon 3/9/2020 6:38 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	We need to add green infrastructure to all new developments, particularly in the high density areas of downtown. For a comparison, see the green infrastructure features included in the City of Vancouver's Olympic village area.
To cover the cost of these services, what services would you be willing to give up?	We don't need to give anything up. The City should be requiring these features as part of development or re-development. The proponents or developers should be required to implement them and maintain them for a reasonable period of time. It could be financed through DCCs, density bonuses, etc. There is a whole range of tools available. The City needs to commit to using them. Perhaps we should implement a green infrastructure fund. A portion of every development cost charge would go into the fund that would be used to fund green infrastructure projects in the city.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No
Other comments	I recently downsized from a house to a condo within the city. I cannot understand why utility bills are not based on size of dwelling. I have a condo that is one sixth the size of my previous home and yet the utility bill is only marginally less. The City needs to make this much more equitable. Many people on fixed incomes are living in condos and yet are having to pay almost as much for sewer and water as someone living in a large home. This is unfair.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Wed 3/4/2020 5:48 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	
Email Address	
What additional services would you like to see added for the current year?	I would like to see more money put into positive community growth and development. Specifically, we have begun to allow a few breweries to operate in Poco, but we are holding them back with unnecessary red tape. These people are wanting to get some returns on their investments, so they can grow more, but feel its hard with the city's restrictions on them. Also, we need to put more into community fairs, festivals and concerts, that drive people from outside Poco's boundaries to spend time and money within our community. This also makes the purchasing of homes in Poco more attractive to new investors, families, and professionals. We spent a fortune on a new community centre, and made the pool to short for swim meets, forgot referee dressing rooms, and didn't include a liquor license so parents can enjoy a glass of wine or beer, while watching their children play sports? Lastly, we need to improve our sporting fields for soccer, baseball etc, as we are pretty lacking in those depts by comparison to almost everywhere else. We need to do more than fix sidewalks, and install nice flowers in planters to make this city better and drive a community to participate together.
To cover the cost of these services, what services would you be willing to give up?	I don't want to give any services up. I would just like more.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes

**Other
comments**

My household is perhaps fortunate, but I would be happy with a small increase in my taxes to improve these areas.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Thu 2/27/2020 9:30 AM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	<div></div>
Email Address	<div></div>
What additional services would you like to see added for the current year?	Restrict or regulate single-use, disposable items.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Wed 2/12/2020 2:52 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	<div></div>
What additional services would you like to see added for the current year?	<p>Please add white reflectors on the roads for all main streets. It is very VERY difficult to see the white lines while driving in the rain, especially when it is dark. Lougheed Highway is particularly dangerous.</p> <p>There is a crosswalk between curbs at Shaughnessy and Lougheed which needs better lighting. After pedestrians cross the light, they cross a crosswalk to reach the sidewalk.</p>
To cover the cost of these services, what services would you be willing to give up?	<p>This should not be a large expense and should be part of basic road safety protocol as it prevents motor vehicle incidents.</p>
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	<p>No</p>

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Tue 2/11/2020 12:47 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	<p>1. Recycle old underwear and unusable clothing items. There is no doubt that a lot of it lands up in the landfill.</p> <p>2. Clarification is required on recycling containers lined with a plastic coating. Some coffee and ice cream containers have a plastic coating and they are collected in our blue bins. Yet the information in the booklet we received from the City states that items lined with a coating goes into the garbage. This contradiction needs to be clarified too enable us to recycle responsibly. Also no mention is made of the frozen food entrée containers.</p>
To cover the cost of these services, what services would you be willing to give up?	none
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No
Other comments	Do we know if agencies collecting household items will collect unusable clothing? Although my feedback does not directly impact the budget, I feel that the recycling component is equally important. Thank you.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Wed 2/26/2020 6:45 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	police
To cover the cost of these services, what services would you be willing to give up?	bylaw enforcement
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No
Other comments	More police decrease fees at recreation centre or make lower rate for residents more police

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Wed 2/26/2020 2:39 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	More education on climate change, cleaning up community i.e. graffiti and tagging on fences and utility boxes. When it snows, clear the roads and prevention in the short term by salting/sanding roads. Pot holes in roads are an issue.
To cover the cost of these services, what services would you be willing to give up?	Education of impact of graffiti and tagging to youth will reduce the impact and thus, save in the long term.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No
Other comments	<p>More community awareness. Have a reduced rate for community centres for residents, especially, since we are paying in the property tax. If community has affordable, accessible access to exercise and social activities, will be healthier, mentally and physically, and will not need emergency services as much.</p> <p>Fees are too high at Hyde Creek and new Port Coquitlam recreation centre and people are not going there because of the high cost. Particularly annoying because the cost for new rec centre has been burdened on property tax payers. Used to go regularly to Hyde Creek but fees are too high.</p> <p>The key is education and prevention instead of after the fact.</p> <p>Also, would prefer to not receive the budget in the mail as I can see the</p>

information online. Saving in printing and postage for city if there is an election to view items online.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Mon 2/24/2020 12:38 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	We were so happy to see the new recreation centre built and it looks fantastic! However, a huge disappointment is that there was NOT a lap pool added and only a leisure pool. Our daughter has been taking swimming lessons for the past 8 years at the only Port Coquitlam facility at Hyde Creek recreation centre. The pool is constantly over crowded and we often suffer waiting lists for lessons through the years. It is also impossible to park there on the weekends. Dozens of people we have spoken with also voice there diapointment. THE CITIZENS OF POCO DESPERATELY NEED ANOTHER LAP POOL FOR LESSONS!!!
To cover the cost of these services, what services would you be willing to give up?	You are adding 3 skating rinks at the new recreation centre. We would suggest that you add 2 skating rinks in order to make room for the much needed lap pool so the kids can take swimming lessons there!
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Thu 2/6/2020 1:04 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	Satisfied with services in place.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Sat 2/1/2020 2:13 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	crosswalk button
To cover the cost of these services, what services would you be willing to give up?	none
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes
Other comments	<p>The crosswalk button at the corner of Shaughnessy St and McAllister Ave has been out of commission for a couple years, when there is a snow storm or heavy rains. The beeping on that button goes on all day and night long. [REDACTED]</p> <p>[REDACTED] I reported this last year but it is not yet fixed. Thank you.</p>

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Thu 1/30/2020 3:01 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	I would like to have the City consider having a 4 large item pickup for disposal as does Coquitlam. Four items once, 1 item 4 times, or a combination. I am convinced that this service would be well used, even if there was a charge for it.
To cover the cost of these services, what services would you be willing to give up?	Well, our street gets swept several times a year and it is really not necessary. And, there are always cars everywhere, so without prior warning, it does not accomplish much. (I realize there would be some cost involved in letting people know). Maybe once a year on a quiet residential crescent would suffice.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes
Other comments	Either an increase or a fee paid for the service if it is used.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Thu 1/30/2020 8:13 AM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	More community police, the Riverwood area is seeing constant break ins and theft. More traffic calming as traffic speeds along Riverside Drive it often feels like a freeway as people head to Costco. More green spaces for off leash areas.
To cover the cost of these services, what services would you be willing to give up?	Less spend on bylaws enforcement and more focus on real crime. Increase business taxes so corporations like Costco and Walmart pay more, they are creating the traffic demands in our neighborhoods along with residents of Coquitlam who drive down Coast Meridian to do everything.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No
Other comments	Perhaps a slight increase, but only after other options are exhausted first.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Sat 1/11/2020 2:01 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	More tree planting in parks. Erosion mitigation at castle park as it occurs frequently costing expensive repair each time. A one or twice a year collection of large items individuals throw out so that additional revenue can be collected for picking up these items and prevent throwing in open spaces. Patrols of areas used as camps to prevent the accumulation of materials that cause the need for a large clean up.
To cover the cost of these services, what services would you be willing to give up?	Reduce grass cutting and some additional areas of park space. I see tractors on grass that is too wet and this causes damage and additional expenses.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Wed 1/8/2020 10:12 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;


Name	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	I would like to see more proactive Bylaw Enforcement, with additional bylaw officers being hired.
To cover the cost of these services, what services would you be willing to give up?	The Bylaw Officers would pay for themselves by issuing fines.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes
Other comments	More Bylaw Officers means a safer place to live.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Mon 9/30/2019 8:12 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	
What additional services would you like to see added for the current year?	We need more places to play pickleball in central and east Coquitlam. Our pickleball group, Mariner Pickleball Club, has over 70 members with more on the waiting list, but we are being pushed away from Mariner Park because of inadequate parking (apparently locals are complaining), no bathroom facilities and only 3 lined courts. We are loving the 6 courts at Blue Mountain Park (thank you!) but would love to see the courts at Eagle Ridge lined for pickleball. They are only for tennis (having just been refinished) and are only 2.5km from the dedicated 8 courts at Town Centre Park. Eagle Ridge could easily be painted to have 6 or even 8 pickleball courts (Westridge courts in Burnaby: 2 tennis courts lined with 8 pickleball courts). We would love to have lock boxes with nets at the currently lined venues. When playing at Blue Mountain Park, we are carrying in 180lbs of nets (6 at 30 lbs. each) plus other equipment.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Mon 9/30/2019 6:15 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	We need more places to play pickleball outside in central and east Coquitlam, Port Coquitlam, and Eagle Ridge. Our pickleball group, Mariner Pickleball Club, has over 70 members with more on the waiting list, but we are being pushed away from Mariner Park because of inadequate parking (apparently locals are complaining), no bathroom facilities and only 3 lined courts. Half of our members play at Hyde Creek in the winter, but in the summer outdoor courts are almost non existant. All outdoor tennis courts should have Pickleball lines painted as well. Tennis is being played less and less, while Pickleball is exploding in popularity, especially amongst seniors who are trying to remain active and healthy.
To cover the cost of these services, what services would you be willing to give up?	The cost of painting Pickleball lines is minimal. No other services need be 'given up' to paint lines once every 5 years.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	No

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Mon 9/30/2019 5:19 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	As a Port Coquitlam citizen and residential tax payer for many years, and now retired, Im finding the access and courts to play the sport of "Pickle Ball" is very limited. Many neighbors of mine are also Pickleball players and we find ourselves going to other cities like Burnaby, Coquitlam, and Surrey to play this sport since we cannot get or the limited Pickle Ball courts in the City of Port Coquitlam. This is one of the fastest growing sports out there.
To cover the cost of these services, what services would you be willing to give up?	The new Port Coquitlam Rec Centre was designed with limited indoor Pickle Ball Courts (3) from which I believe wont be ready for over a year a year from now.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes
Other comments	Need the accelerate the implementation of more indor and outdoor Picle Ball Courts within the City of Port Coquitlam asap.

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Mon 9/30/2019 5:07 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	I would like more outdoor pickleball lines in tennis courts. For example Patrica tennis courts are perfect for that as they are rarely used . Also needed is more times for pickleball in the rec Center's as it sells out in 2 -3 minutes. It is an up and coming sport for older and young people.
To cover the cost of these services, what services would you be willing to give up?	Use pop up nets that we put together instead of staff.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Thu 9/5/2019 4:08 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	Improve access to water front (Fraser river and coquitlam river) from the walking trails. Build a walking trail across Fraser to access Douglas Island. Plant more trees and better utilize the space in Castle park. Set up community garden in Castle Park empty space
To cover the cost of these services, what services would you be willing to give up?	Let me know what the options are so that I can decide
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes
Other comments	Get public input via online survey for future development projects. 3 ice rinks in the new community center is an overkill. More space should have been allocated for the swimming pool and other sports activities (like indoor tennis court).

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Sun 8/18/2019 10:14 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Phone Number	[REDACTED]
Email Address	[REDACTED]
Other comments	my comment is the would like to thank ,mr brad west for his approach in the media about poco he is doing a great Job keep up the good work ,but would like to see some Senior housing in Poco also more up grade to the maple and whyte and maple ,better crossing because almost get run over by fast moving Cars that don't stop at he crossing ,we need speed bumps or better crossing sign ,it is hard for me to cross just to get on the trail for my walk ,thank you [REDACTED]

Budget Suggestion Box Form submitted on City of Port Coquitlam

no-reply@portcoquitlam.ca on behalf of Poco Web Admins

Fri 8/16/2019 3:17 PM

To:Port Coquitlam Budget <budget@portcoquitlam.ca>;

Name	[REDACTED]
Email Address	[REDACTED]
What additional services would you like to see added for the current year?	More road paving. Why does Mary Hill Road outside the new Rec Center feel like a BMX track. Who in the City decided that was acceptable.
To cover the cost of these services, what services would you be willing to give up?	This question is biased and leading. Raise taxes. Why do we have to have the lowest taxes anywhere. Low taxes mean less services and now we have terrible roads but based on this questions wording you seem to have already made up your mind.
If you are not willing to give up any services, are you willing to accept a tax increase to cover the additional costs?	Yes

Feedback on budget survey

[REDACTED]

Sat 3/7/2020 10:30 AM

To: Port Coquitlam Budget <budget@portcoquitlam.ca>;

Good morning:

Unfortunately I didn't take the opportunity prior to March 1st to submit my feedback on the online form. In reviewing the printed copy of the survey, I have a suggestion regarding your proposed increase in bylaw enforcement around the area of smoking. I would appreciate enforcement on smoking/vaping and cannabis because they all stink and are unhealthy but increase that enforcement to littering as well. It has been my observation that a great deal of littering comes from people discarding their cigarette butts on the ground. When I've participated in green space and neighbourhood cleanups, the butts are the items that seem to cause the most littering. You can also extend this to litter in general - I notice general littering happens everywhere but particularly around high schools. Students discard their food wrappers and drink containers on the ground rather than carry to a waste bin. Ottawa Street is a prime example of this.

Our family enjoys living in PoCo and we appreciate all that you do to make our city a desirable place to live while keeping household tax increases to a minimum.

Respectfully,

[REDACTED]

New curbs and pavement on Mars Street

[REDACTED]

Mon 2/10/2020 11:08 AM

To: Port Coquitlam Budget <budget@portcoquitlam.ca>;

Dear Finance Department

Our neighbourhood area that consists of Mars, Huber, Ayling and Lynwood Avenue request that funding be allocated to remove the old deteriorated pavement from Mars Street down to and including its Intersection with Huber Ave. New curbs are also needed. We do not want further patching that has gone on for 41 years but rather complete new paving. Some of us have lived in this neighbourhood for over 40 years only to see patch after patch being done on this street only to have it eroded out a few days later.

Thank you

[REDACTED]

Sent from my iPad

Snow removal

[REDACTED]

Sat 2/29/2020 10:56 PM

To: Port Coquitlam Budget <budget@portcoquitlam.ca>;

Hi, we'd just like to let the City know that we really appreciate the snow clearing done on the sidewalks in the Citadel area, making it so much easier to get around. Thank you for maintaining that as a priority.

Regards,

[REDACTED]
[REDACTED]