

# Committee of Council Agenda

Tuesday, May 26, 2020

2:10 p.m.

Council Chambers

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

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

*That the Tuesday, May 26, 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:*

- *April 28, 2020.*

4. REPORTS

4.1 Phase 1 PCCC Participation & Financial Summary

5

Recommendation:

None.

4.2 Review of Grant & Funding Programs

23

Recommendation:

*That Committee of Council direct staff to prepare a revised Community Grant Policy as outlined in this report, and*

*That Committee of Council approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund*

*budgets.*

**4.3 March 2020 Community Centre Update**

48

Recommendation:

None.

**4.4 Outdoor Gas Appliances**

104

Recommendation:

*That Committee of Council recommend that Council:*

*Adopt amendments to the Fire & Emergency Services Bylaw No. 3880 to permit the use of outdoor gas appliances, such as gas fire pits, portable heaters and decorative gas fire tables.*

**5. COUNCILLORS' 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, May 26, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

*Item 5.1*

*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 5.2*

*c. labour relations or other employee relations;*

*Item 5.3*

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

*Item 5.4*

*i. the receipt of advice that is subject to solicitor-client privilege, including*

*communications necessary for that purpose;*

*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 5.5*

*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, May 26, 2020, Committee of Council Meeting be adjourned.*

**10. MEETING NOTES**



## Committee of Council Minutes

Tuesday, April 28, 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

Absent: Councillor Washington

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### 1. CALL TO ORDER

The meeting was called to order at 2:06 p.m.

### 2. ADOPTION OF THE AGENDA

#### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, April 28, 2020, Committee of Council Meeting Agenda be adopted with the following changes:*

- *Deletion of item 4.3.*

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

Absent (1): 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:*

- *April 7, 2020*
- *April 14, 2020.*

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

Absent (1): Councillor Washington

Carried

#### **4. REPORTS**

##### **4.1 Cultural Development and Community Services - Division Update (verbal report)**

Staff provided an update.

##### **4.2 Rezoning Application - 2951 Coast Meridian Road**

Moved-Seconded:

*That Committee of Council recommend to Council:*

1. *That the zoning of 2951 Coast Meridian Road be amended from RS1 (Residential Single Dwelling 1) to RD (Residential Duplex).*
2. *That prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
  - a. *Installation of tree protection prior to issuance of a demolition permit;*
  - b. *Demolition of the existing building(s);*
  - c. *Submission of a security to ensure tree retention in the amount of \$1,500;*
  - d. *Completion of design and submission of securities and fees for off-site works and services, including construction of the lane adjacent to 2959 Coast Meridian Road; and,*
  - e. *Registration of a legal agreement to restrict secondary suites and the height of the main floor to no greater than 8.13m geodetic.*

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

Absent (1): Councillor Washington

Carried

##### **4.3 Coach House Development Permit Application - 3771 Somerset Street**

This item was deleted from the agenda.

#### **5. COUNCILLORS' UPDATE**

Council provided updates on City business.

#### **6. MAYOR'S UPDATE**

No update.

#### **7. CAO UPDATE**

No update.

## **8. RESOLUTION TO CLOSE**

### **8.1 Resolution to Close**

Moved-Seconded:

*That the Committee of Council Meeting of Tuesday, April 28, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

Item 5.1

*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 5.2

*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

*c. labour relations or other employee relations.*

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

Absent (1): Councillor Washington

Carried

## **9. ADJOURNMENT**

### **9.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, April 28, 2020, Committee of Council Meeting be adjourned at 5:26 p.m.*

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

Absent (1): Councillor Washington

Carried

## **10. MEETING NOTES**

Councillor Darling, Councillor Dupont, Councillor McCurrach, Councillor Penner and Councillor Pollock joined the meeting virtually.

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Mayor

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Corporate Officer

## Phase 1 PCCC Participation and Financial Summary

### **RECOMMENDATION:**

*None.*

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

None.

### **REPORT SUMMARY**

This report provides Committee with an overview of the programs and services, participation and budget performance of the new Port Coquitlam Community Centre (PCCC). Staff closely monitored trends throughout Phase 1ABC operations from the grand opening of the Port Coquitlam Community Centre on August 27, 2019 to the COVID 19 related facility closure on March 16, 2020. Highlights include strong participation in a number of programs including family skating lessons and seniors' fitness, a regrowth in Wilson Senior memberships, varied use of the all-ages games room and very positive feedback upon opening the fitness areas. This report also includes an assessment of the impact opening PCCC has had on the Hyde Creek Recreation Centre (HC), during the first six months of operation, and indicates that the overall impact on participation and revenues at HC has not been significant.

### **BACKGROUND**

This report builds on information shared in two reports brought to Committee in 2019; the first outlining the proposed programs and services (PCCC Phase 1 Programs & Services, May 28, 2019) that would be phased in through to the completion of the PCCC construction and the second outlining the provisional operating budget (PCCC Proposed Operating Budget, June 18, 2019).

Phase 1AB of the new Community Centre opened on August 27, 2019. This was followed by the opening of the fitness areas on December 12, 2019 and the opening of the leisure pool on March 7, 2020. Programs and services were phased in as new amenities were completed and opened to the public - arenas, Wilson Lounge and Terry Fox Library, followed by the fitness areas, and lastly the leisure pool. With each expansion, the scope of programs and services increased, as did overall participation at the PCCC.

The initial service levels and scope of programs provided were guided by participation, services and programs previously offered at the Port Coquitlam Recreation Complex, Wilson Seniors Centre and Hyde Creek Recreation Centre. The selection of programs and services offered was further informed by a thorough analysis completed in 2017 resulting in two detailed reports: Aquatic Service Level Review and CIA (Continuous Improvement Assessment) - Registered Recreation Programs. Participation trends, and popular core programs and services, as well as perceived barriers to participation, were considered when determining which programs and services to introduce initially, which to phase in, and which to re-establish or introduce once the underground parking is complete and the facility is fully operational.



## Phase 1 PCCC Participation and Financial Summary

### DISCUSSION

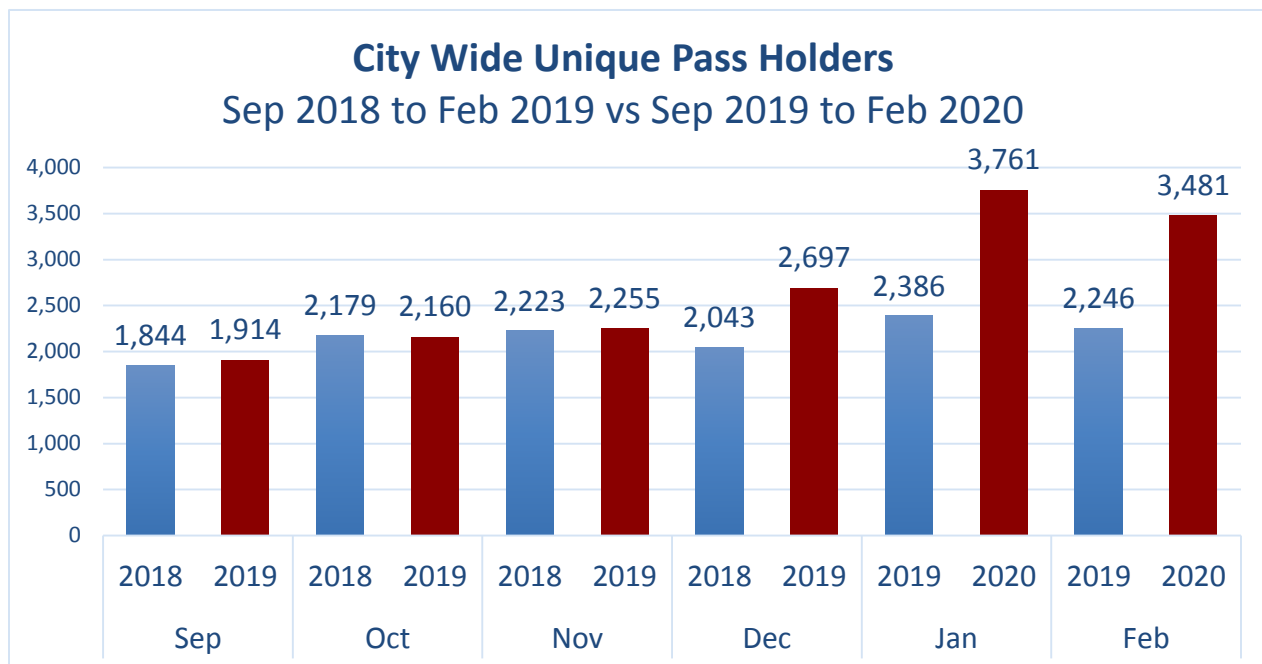
This report provides a summary of the programs and services currently offered (pre COVID-19) and an overview of how Phase 1 amenities are being used, as well as a summary of how actual revenues and expenses compare to the proposed budget for PCCC operations. An analysis of revenues and participation at HC is also included to review the impact that opening the new facility has had there. The services and programs recommended for each phase of operation build on the success of the previous facilities, prioritize “core” program and service delivery, and reflect the recommendations of the CIA – Registered Recreation Programs and Aquatic Service Level Review. The data presented is a good indicator of the overall success of the facility, and staff believed it was important to communicate this information as it will help determine what the City can expect when it resumes operations post pandemic.

### **I. PARTICIPATION**

#### **A. City Wide Recreation Centre Participation**

The City offers a variety of recreation pass options as well as drop-in admissions. Image 1 below shows the significant increase in the total number of passes purchased at HC and PCCC, in December 2019, January and February 2020, compared to the prior year. The increase aligns with the introduction of the all-inclusive One City Pass and the extended age range for youth passes, as well as the opening of the fitness areas at PCCC on December 12, 2020.

Image 1: City Wide Unique Pass Holders

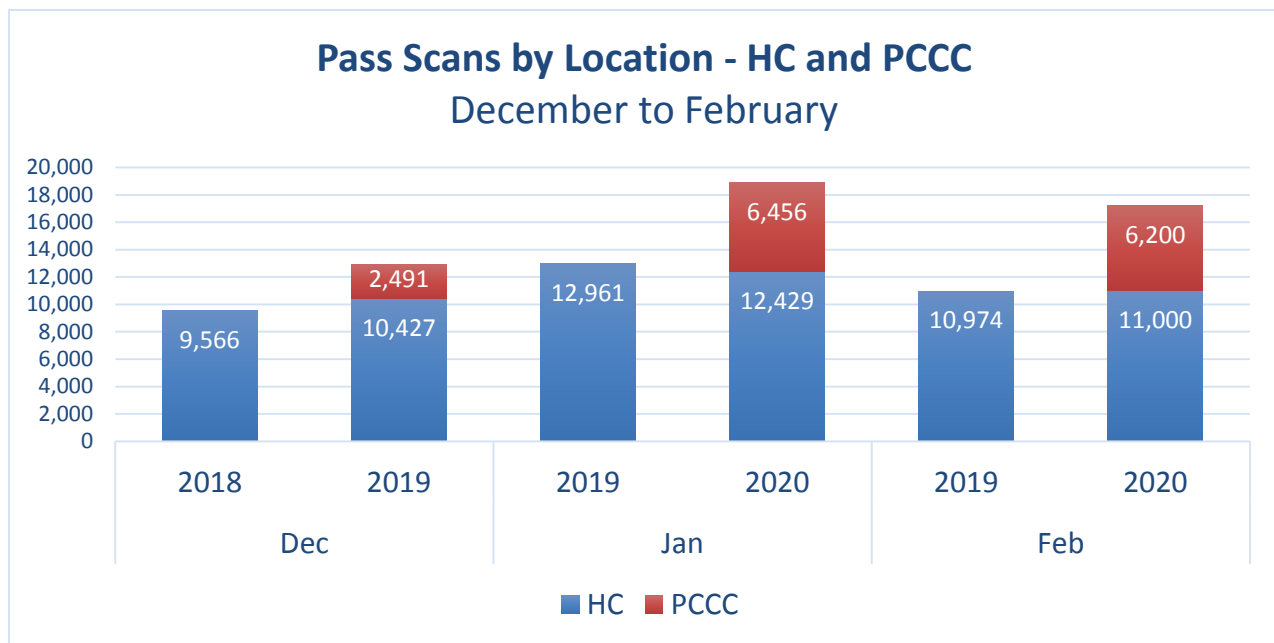


## Phase 1 PCCC Participation and Financial Summary

The new all-inclusive One City Pass was introduced on November 15, 2019, to encourage pass purchases prior to opening the fitness areas at PCCC. As of March 15th, 905 more passes were sold; a 23% increase over the six month period.

From the introduction of the One City pass in November, the total number of pass scans continued to increase. Pass scans in January and February reflect the increased use of the PCCC fitness areas as well as the typical increase in participation seen as people start the new year off with more active lifestyles. The slight decline in scans at HC in December aligns with the opening of the PCCC fitness areas and is also a typical trend each year as shown by the year to year comparison provided in Image 2 below.

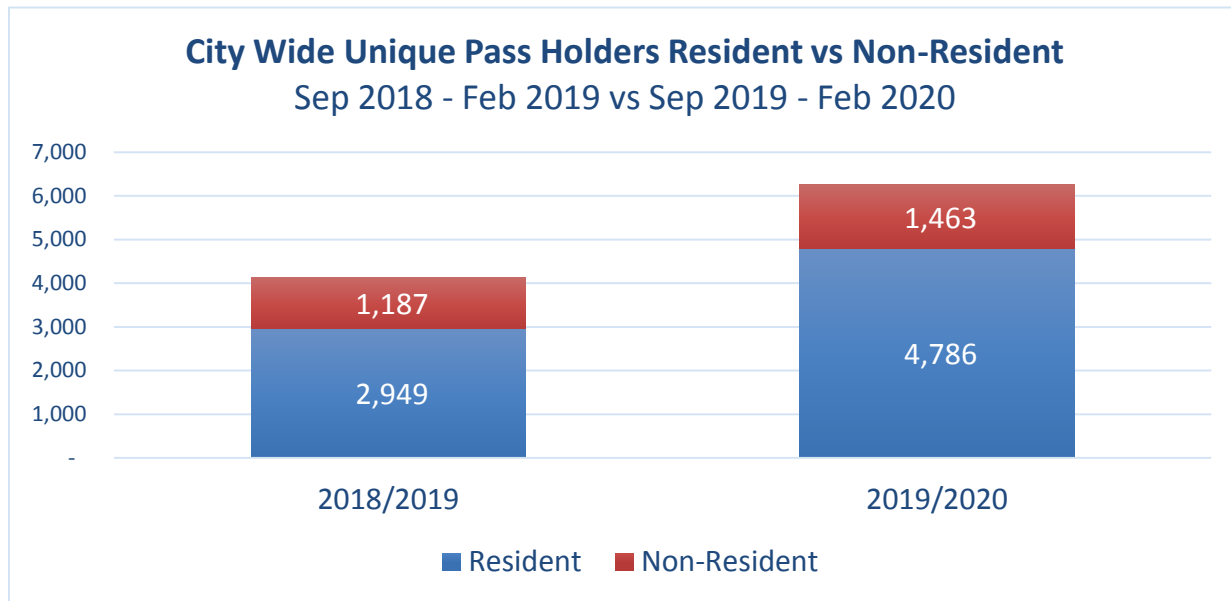
Image 2: Pass scans at HC and PCCC



When compared to the same six month period in the prior year the number of Port Coquitlam residents scanning passes has also increased. Image 3 below shows the proportion of unique pass holders visiting Port Coquitlam facilities was 71% residents (blue bar) and 29% non-residents (red bar) prior to opening PCCC. This shifts to 77% residents and 23% non-residents during the initial six months of PCCC programs and services. With the overall growth in pass scans, this reflects a 62% increase in pass scans by residents and a 23% increase by non-residents.

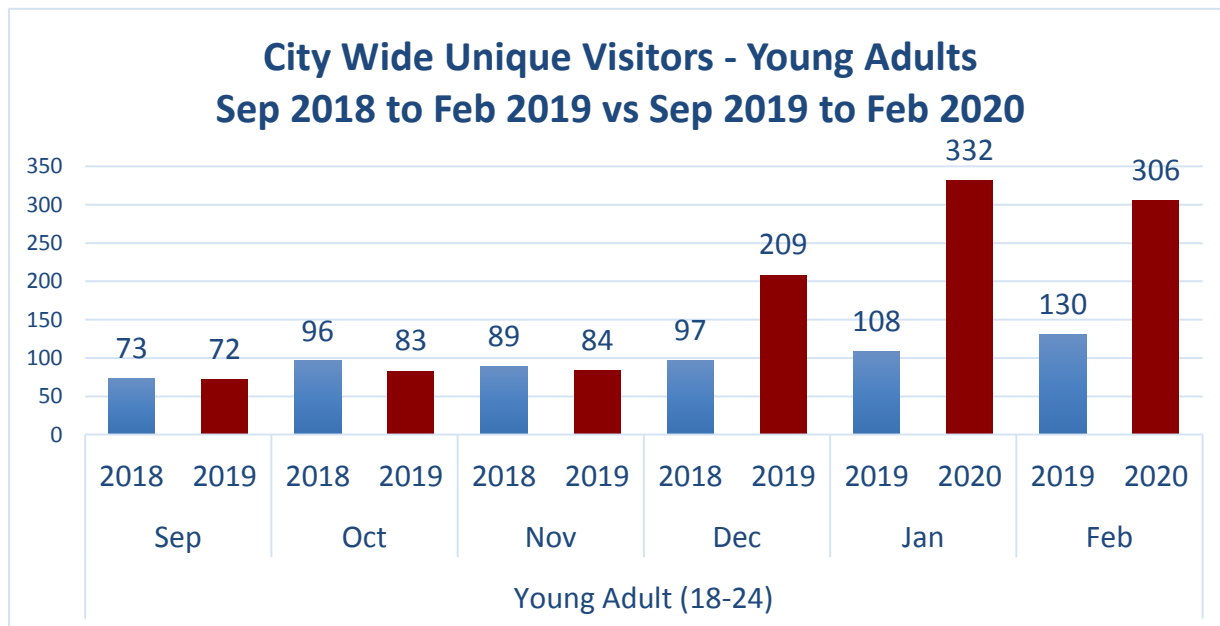
## Phase 1 PCCC Participation and Financial Summary

Image 3: Unique Pass Scans Resident vs Non-resident



Along with the implementation of the One City Pass, the age range for youth drop-in admissions and passes (75% of the adult fee) was expanded to include young adults up to the age of 24. Image 4 below illustrates the increase in the number of young adults purchasing a pass in response to the reduced fee structure and the opening of the PCCC fitness areas. From the introduction of the extended age range for youth rates on November 15, 2019, 507 passes were purchased.

Image 4: City Wide Unique Pass Holders – Young Adults



## Phase 1 PCCC Participation and Financial Summary

### Participation at PCCC

Following the opening of PCCC on August 27, 2019 a selection of core programs and services was gradually introduced. The regular ice season started on September 3 and the initial selection of registered programs began the third week of September, which is consistent with prior years and other program areas. The most popular drop-in activities were re-introduced as the construction of more spaces in Phase 1 was completed. Additional registered and drop-in programs were added gradually, as determined following an assessment of community needs and interests, space availability at PCCC, current programs at HC and elsewhere in the community, and upon careful consideration of projected participation given the limited parking available.

Image 5 below reflects the success of registered programs introduced in Phase 1 and participants by age category. In particular, learn to skate programs for children and families offered through the fall and winter season were well attended, and seniors programming continues to be popular. As more registered fitness programs are introduced, the number of youth and adults participating in registered programs will increase. With new programs such as learn to swim and gentle aquafit offered at the PCCC leisure pool, continued growth in participation by children and seniors is also anticipated.

Image 5: PCCC Registered Program Enrolment

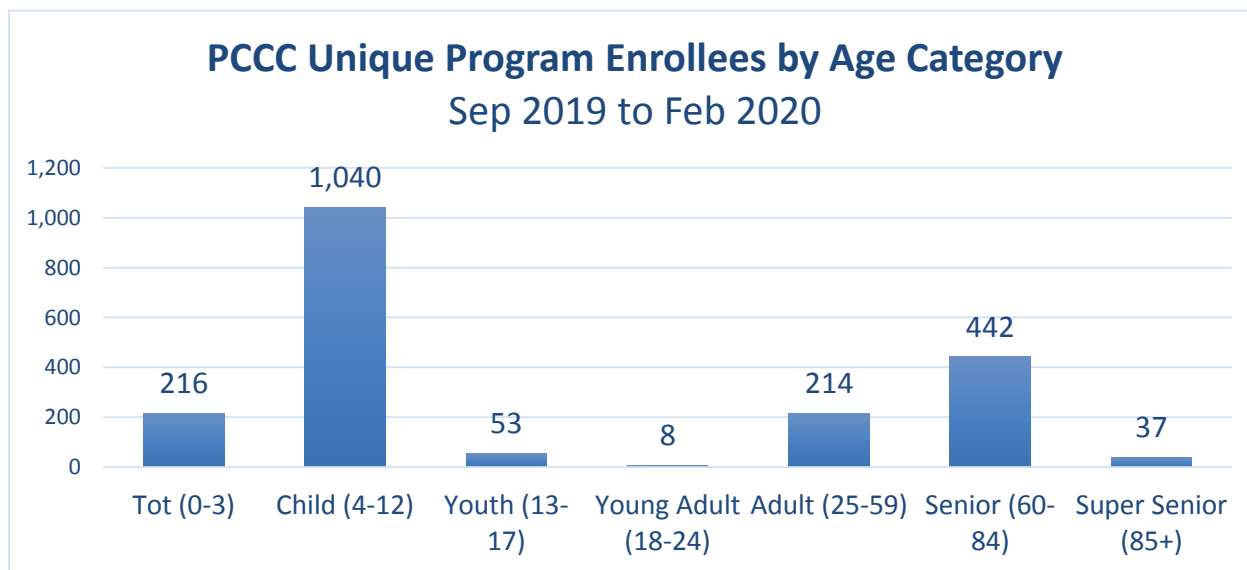
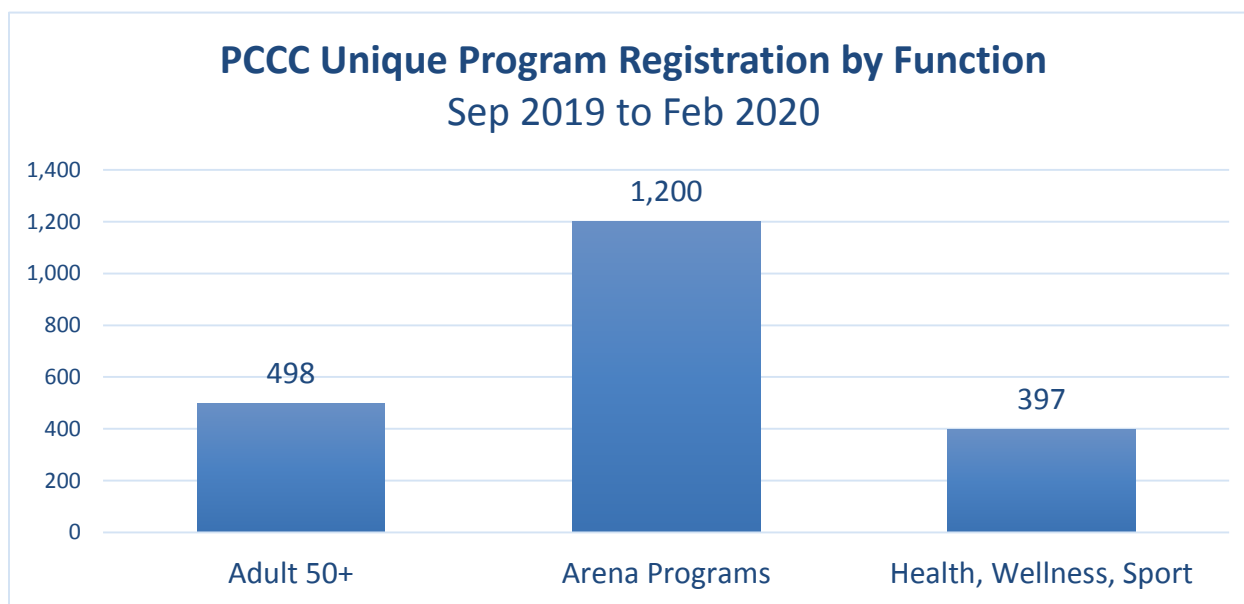


Image 6 below shows the distribution of program registration by function and highlights the steady growth in the number of people participating in arena programs since opening PCCC. The graph also reflects restructuring of seniors fitness programs into the Health and Wellness category in preparation for the opening of the PCCC fitness areas in December.

Image 6: Unique Program Registration by Function



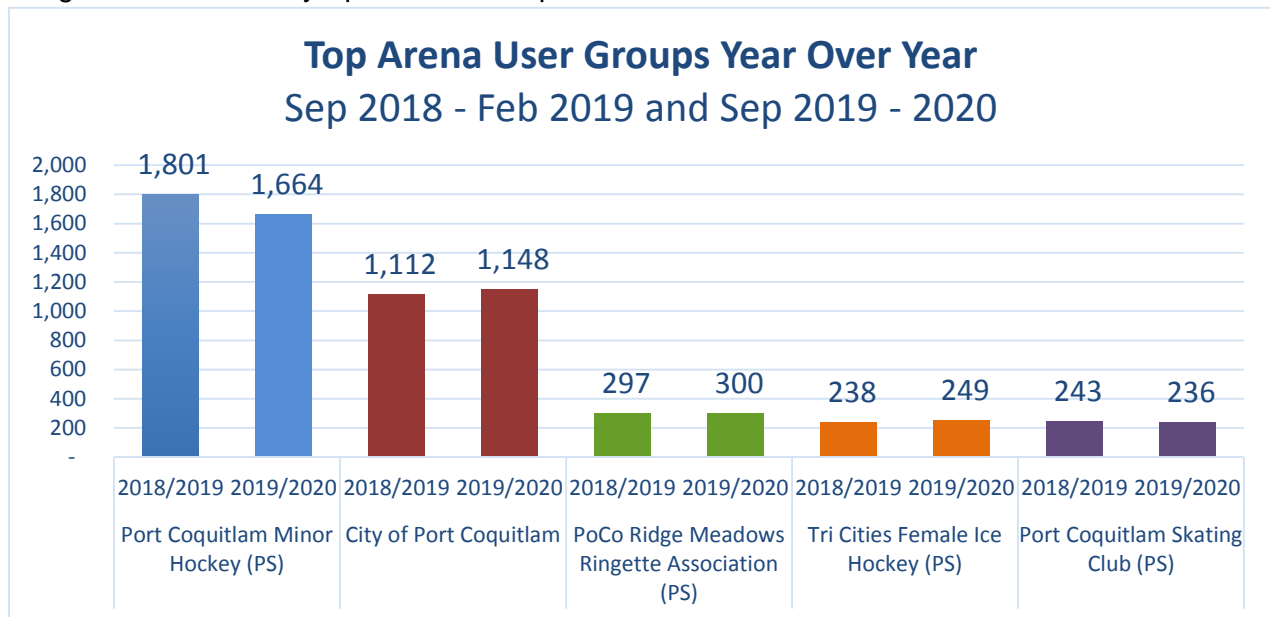
### *Arenas 2 and 3*

The ice arena bookings were scheduled in collaboration with sport user groups, following the allocation policy and process. With two rinks available until completion of the entire project, there were minimal changes from the 2018-19 ice season for user group rentals, City offered recreation programs, and drop-in public skate sessions. Similar to previous seasons, the majority of prime time ice hours were rented by PoCo Minor Hockey. The same number of hours per week were allocated for City registered and drop-in ice programs for the 2019/20 season as 2018/19; the increase in total hours used for City programs reflects the demand for individual learn to skate lessons which were accommodated during unused non-prime time hours.

The external bookings for arena rentals show similar fluctuations to the previous season as ice rentals were returned and schedules adjusted upon request from the sport user groups. In December, PoCo Minor Hockey reduced their Christmas Holiday tournament by two days. Overall there was a decline of 202 hours in total hours rented by all external user groups from September to February primarily due to PoCo Minor Hockey returning booked times and renting 137 less hours for the 2019/20 season than the year before, this makes up 67% of the total decline in arena use for the last season. The final distribution of ice rentals among ice arena sport user groups is shown in Image 7 below.

## Phase 1 PCCC Participation and Financial Summary

Image 7: Arena Use by Sport User Group

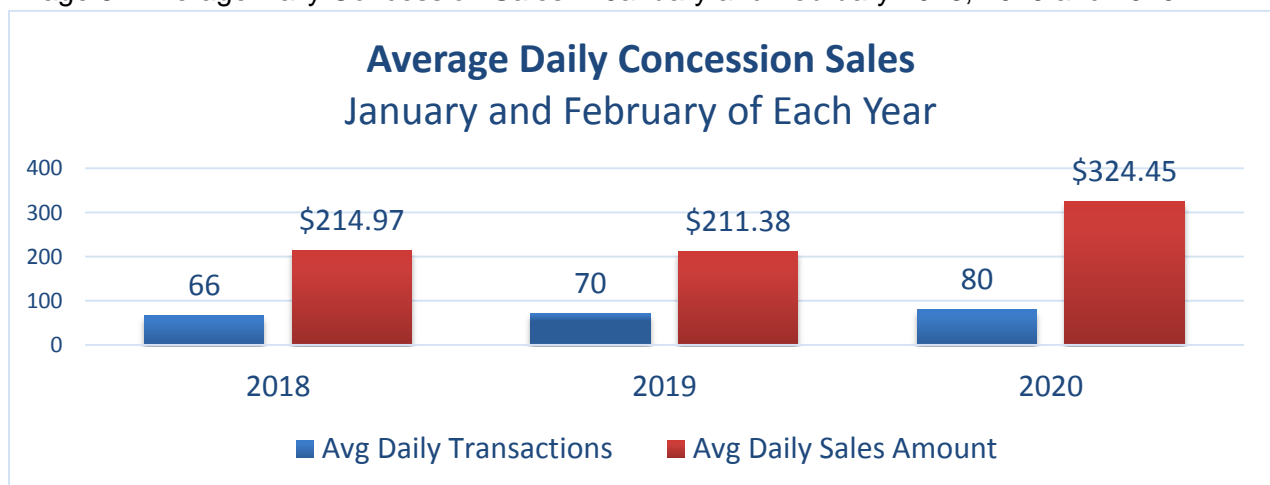


(PS) = PoCo Sport Alliance Members

### Arena Concession

The arena concession operated evenings and weekends in alignment with ice use schedules. Staff worked closely with user groups to ensure services were provided during peak periods, events and tournaments. A modest selection of beverages, snacks and light meals was available, and as sales increased, new items were added to the menu. An application for the sale of licensed beverages is in progress, and will be accompanied by an enhanced menu. Image 8 below shows that the number of customers served and sales in January and February 2020 is above prior years.

Image 8: Average Daily Concession Sales in January and February 2018, 2019 and 2020



## Phase 1 PCCC Participation and Financial Summary

### *Multipurpose Rooms*

The medium multipurpose rooms and the games room opened on August 27, 2019. The small multipurpose room and upper level washrooms were completed in October. Compared to the Recreation Complex, fewer program spaces were initially available in Phase 1. As a result, rooms and other spaces such as the upper level arena 2 viewing area, were used very creatively in order to offer the most popular seniors programs during the day, along with a selection of preschool, afterschool and evening activities. Although some adjustments to programs such as carpet bowling, bingo and Playmania were required to suit the available space, users quickly adjusted and programs were well attended. Additional programs were re-introduced upon opening of the small multipurpose room and fitness studios.

### *Games Room and Wilson Lounge*

The games room has proven to be a key animator of the main lobby. It was designed and outfitted to enable flexible use. In addition to snooker and table tennis, this space was well used for seniors activities attended by smaller groups during the day, such as card games. Afterschool and in the evenings, the games room hosts a variety of drop-in times including specific times for youth, all-ages and families. Table tennis in the main lobby has been well used by a wide variety of patrons, particularly at times when the games room was programmed or busy with drop in use.

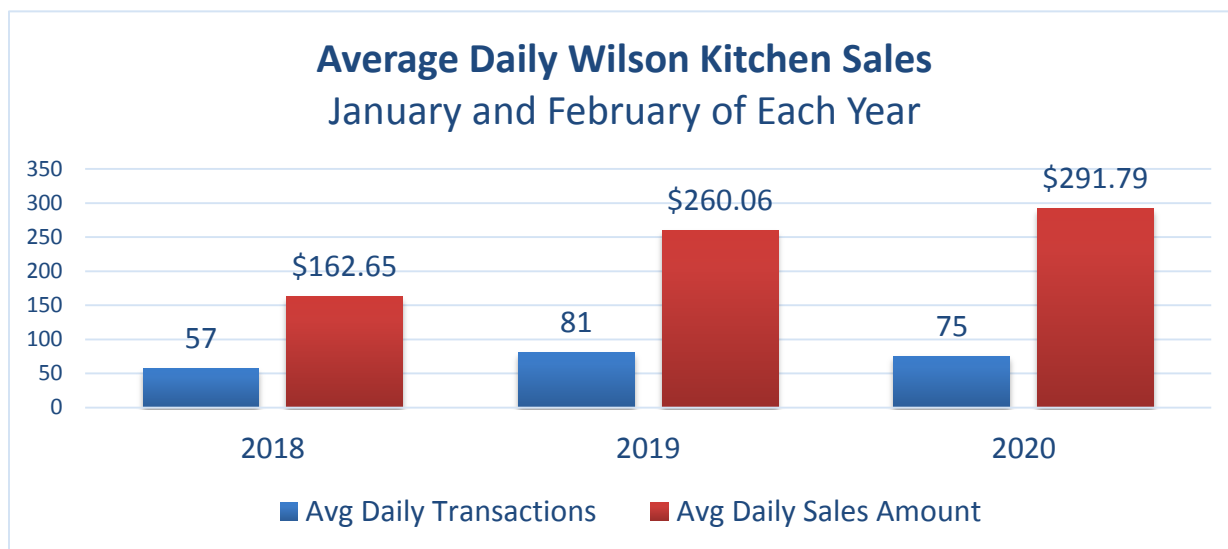
Attendance in drop-in youth programs offered in the Games Room and Wilson Lounge at PCCC has increased since opening. Previously, at the Recreation Complex, an average of five youth participated daily. At PCCC 15-20 youth participate per evening. Many youth visit the library, the arenas and the Lounge on a daily basis. Recreation staff have been working with library staff to offer collaborative programs such as the virtual reality sessions which were well received by youth.

The lounge is primarily a non-programmed, casual social space where people visit friends and participate in informal passive games and activities, enjoy snacks and lunches, and attend special events such as the monthly seniors' socials. On weekdays the focus is on engaging and providing beverages, snacks and lunches for seniors with the support of the popular kitchen services volunteer program. Afterschool, evenings and weekend afternoons, the space is scheduled for a variety of drop-in times for children, youth and families. The program staff offices for youth and seniors are located within the lounge, ensuring patrons enjoy easy access to staff, the areas are well supervised, and strong customer relationships are developed.

Food services from the Wilson Kitchen are well received. Services vary with program schedules, such as special luncheon events, and also adapt to drops in the number of seniors visiting the lounge during inclement weather. The special lunches and birthday parties offered in the Wilson Lounge have been very popular, with demand exceeding capacity, requiring staff to be very creative in accommodating those waitlisted (for example, two sittings of the well-received Christmas luncheon). Image 9 below shows average daily transactions and sales.

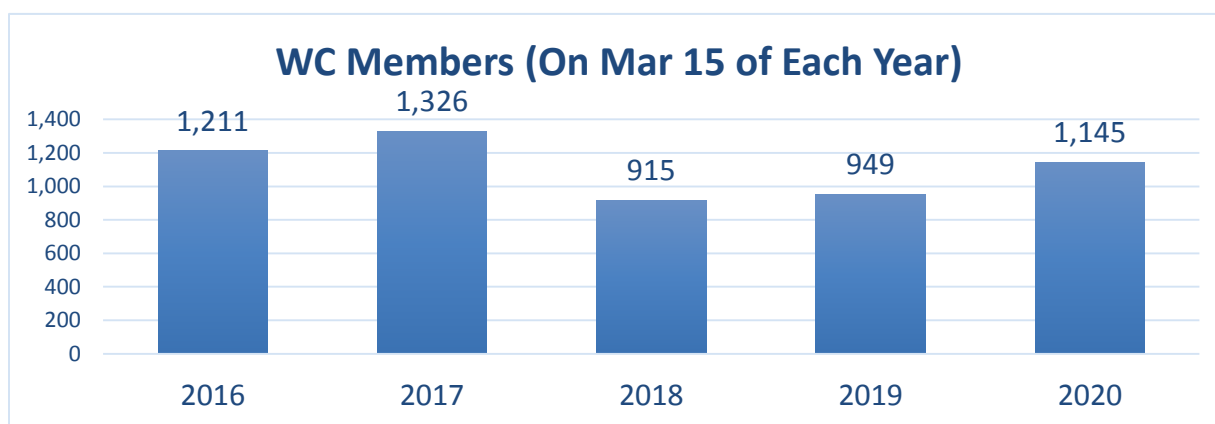
## Phase 1 PCCC Participation and Financial Summary

Image 9: Average Daily Wilson Kitchen Sales in January and February 2018, 2019 and 2020



The Wilson Seniors Memberships have continued to grow since opening the PCCC in August. Prior to partial demolition of the Wilson Seniors Centre in March 2017, the number of Wilson Seniors Members peaked at 1326. As of March 15<sup>th</sup> 2020, there were 1145 Wilson Senior members (Image 10 below); an increase of 196 members since opening the PCCC. This demographic was heavily impacted by the closure and construction, and it is encouraging to see returning and new seniors participating at PCCC. In addition to working closely with the Wilson Seniors Advisory Board, staff collaborate and partner with senior serving community groups and organizations to promote opportunities, share resources and offer programs and services.

Image 10: Active Wilson Seniors Memberships by Year





## Phase 1 PCCC Participation and Financial Summary

### *Terry Fox Library*

Since opening in the new PCCC, overall library use, both as experienced by the library staff and as captured statistically, has increased significantly. The meeting rooms and greatly expanded study spaces are very well used throughout the day; especially after school and into the evenings, when the study carrels and tables are usually at or near full capacity. Staff regularly notice people using multiple amenities within the PCCC such as pre teen boys reading beside their hockey bags, families stopping in for books on their way to skating lessons, and seniors visiting the library before or after their recreation activities. Storytimes have proven to be so popular that staff are piloting a second storytime on Wednesday mornings to meet the increased demand. Many collaborative activities have been delivered by City and Library staff, such as the Virtual Reality experience offered at the PCCC Youth Drop-in in December. Staff continue to seek opportunities to work together and reap the benefits of having the library located within the PCCC.

The following data (Table 1) is from the new (purchased in 2019) FVRL automated people counters and shows the number of library visitors each month. As this is a newly introduced system, there is no data available for 2018 or prior years. The counters capture people leaving the library, so some repeats are captured, including cases when a person leaves one floor, enters the other floor and then leaves again. People who travel between floors using the internal stairwell are not counted twice.

Table 1: Monthly Visits to Terry Fox Library

Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar 2020*
21,392	22,665	21,831	20,630	22,211	22,115	10,711

*\*The library was open to the public March 1 to March 15, 2020 before closing in support of efforts to help limit the spread of COVID-19.*

### *Fitness and Spin Studios*

The fitness areas opened on December 12, 2019. Fitness classes are offered in spin and fitness studios for all levels. All fitness programs are offered in the fitness studios with the exception of yoga, seniors chair-based activities such as chair yoga and chair fitness which are offered in the small multipurpose room. Attendance in fitness classes increased quickly and required sign up procedures to be implemented right away. Spin classes, Yoga classes and the senior's Total Body Fitness classes have been very well attended and are regularly full. Staff monitor attendance and will gradually add classes that complement the selection offered at HC, as growth in participation requires. As shown previously, pass scans have increased upon opening the fitness areas at PCCC.

## Phase 1 PCCC Participation and Financial Summary

With the opening of the fitness centre all Wilson Seniors fitness programs were moved to the fitness portfolio from the seniors portfolio. This was done to provide expertise and oversight by the certified fitness specialist and enhance the quality of programs, instructor support and development of fitness programs. The seniors staff worked closely with the fitness team to support the transition, ensuring that fitness class participants adjusted well and encouraging all seniors to explore the many options offered in the weight room and fitness studios. There has been steady growth in class participation including individuals from nearby businesses, West Coast Express riders and City staff.

### *Weight Room*

The weight room opened December 12, 2019 and participation has steadily increased. The facility features a large selection of equipment, including a variety of accessible strength and cardio equipment on two levels. Staff will continue to monitor weight room participation and user flow to identify peak times and assess user trends (i.e. at what times of the day are most popular with seniors and youth). Certified weight room attendants supervise the fitness areas and provide patron orientations and instruction on the use of specific equipment. Program staff offices are located within the weight room to ensure these areas are well supervised and patrons can request assistance at times when a weight room attendant is not scheduled.

No registered programs, such as instructor led strength circuit classes, have been offered to date. To ensure that programs will be successful when introduced, and that isolating specific areas for registered program use will not disrupt users during peak busy periods, usage patterns will be monitored for a period of time upon reopening.

### *Leisure Pool*

The pool opened for drop-in leisure swimming and a selection of AquaFit classes on Saturday March 7 and was closed due to COVID-19 on March 16, 2020. Registered programs such as swimming lessons or AquaFit programs were planned to start in April, during lessons, the pool would still be available for leisure swimming for all ages. Upon reopening and at a time when regular operations are resumed, participation will be monitored closely and popular times for various user groups such as seniors and families with young children will be identified. Staff will monitor the use of the aquatic area at PCCC, as well as Hyde Creek, and assess community needs and interests prior to phasing in any specialized program times, such as late night youth swim or seniors swim, or adding registered programs beyond a variety of lower level swimming lessons. Aquatic programming for the City is guided by the recommendations in the Aquatic Service Level Review, to ensure all pools are used optimally and access to lane swimming is prioritized at the Hyde Creek and Centennial Pools.

## Phase 1 PCCC Participation and Financial Summary

### B. Participation at Hyde Creek Recreation Centre

#### *Hide Away Youth Lounge*

Drop-in visits at the Hyde Away Lounge have not fluctuated with the opening of the intergenerational programming spaces - Wilson Lounge and Games Room, at PCCC.

#### *Gymnasium*

Drop-in Gym programs at HC have not fluctuated with the opening of PCCC. Attendance for youth gym programs continues to consistently exceed capacity, and participation is strong in adult drop-in badminton, pickle ball and basketball leagues. Current attendance demonstrates the need for more gym access, particularly for youth as individuals are turned away when maximum participation limits are reached.

#### *Children's Programs*

The Playschool Program was moved to the Hyde Creek Facility upon closing the Recreation Complex resulting in additional day and time options as well as increased participation in preschool program participation at HC.

#### *HC Fitness Classes*

The total fitness and wellness class participation in January and February was not significantly impacted by the opening of PCCC fitness areas, as shown in Table 2 below. The selection of registered and drop-in fitness program options at HC continue to attract steady participation.

Table 2: HC Fitness Class Participation

<b>Fitness Class Participation</b>	<b>2019</b>	<b>2020</b>
January	2,082	1,860
February	1,691	1,868
<b>Total</b>	<b>3,773</b>	<b>3,728</b>

#### *Hyde Creek Weight Room*

As shown in Table 3 below, HC Weight Room attendance in January and February did decrease in 2020 compared to 2019 based on head counts done by weight room attendants during scheduled hours. With the space and selection of new equipment available at the PCCC weight room, a fluctuation in participation was anticipated. Slightly lower attendance at HC may in fact improve the customer experience, particularly during peak times as waits for cardio machines will

## Phase 1 PCCC Participation and Financial Summary

be less and overall crowding in the facility reduced. Unfortunately, with the COVID closure, not enough data has been collected to assess the trends in weight room participation at both facilities. HC does allow outside trainers and with the additional one-city pass fees collected in January and February 2020 revenues from other sources recover any loss from a decrease in weight room participation.

Table 3: HC Weight Room Participation January and February, 2019 and 2020

Weight Room Participation	2019	2020
January	5,164	4,820
February	5,327	4,452
<b>Total</b>	<b>10,491</b>	<b>9,272</b>

### *Lap and Leisure Pools*

Due to the unanticipated COVID closure, a comparison of pool participation before and after the opening of the PCCC Leisure Pool is not available. There was no noted impact on HC lesson registration when PCCC opened for registration.

## II. BUDGET OVERVIEW

### Port Coquitlam Community Centre Operating Budget

#### Overview

This section provides the comparison of the actual expenses and revenues for the six months of operation leading up to the COVID closure, to the proposed operating budget for Phase 1 presented in the PCCC Proposed Budget report (June 18, 2019). Any significant differences between the projections and actuals are explained. Table 4 below shows the proposed net budget increase by year for PCCC that was included in the previous report. For the phase 1 operation of PCCC in Fall 2019, a net increase of \$290,000 was projected. Given the uncertainty with forecasted expenses and revenues for the start up of a new building, no adjustments were made to the 2019 budget, and any additional expenses were planned to be covered by accumulated surplus.

Table 4 : Proposed Net Budget Increase By Year

Estimated Budget Increase 2019 (Fall) (from accumulated surplus, if required)	Estimated Budget Increase 2020 (included in 2020 budget)	Estimated Budget Increase by 2021	Estimated Budget Increase by 2022
\$290,000	\$1,460,000	\$1,282,000	\$1,267,000

## Phase 1 PCCC Participation and Financial Summary

### Fall 2019

In preparing the budget for PCCC, staff noted the potential for participation to be negatively impacted by the lack of parking and ongoing construction. The impact of additional barriers such as the possible disruption caused by the demolition of the Recreation Complex and the Terry Fox Library, and the noise and vibration of the pile driving at the south end of the site, were also considered. Due to the unpredictable impact of these factors on facility use, no increase in revenue was projected for the initial opening phase, and a modest increase in revenue was forecasted upon opening the new amenities (pool and fitness).

The estimated net increase for the start-up operating costs for PCCC in 2019 was \$290k which was based on opening the fitness and aquatic areas in January 2020. The actual net cost for the fall operation of PCCC was \$364k (\$74k higher than expected) and is further explained below. Significant cost savings were realized earlier in the year while operating the old Recreation Complex and previous Terry Fox Library, and through the transition to the new building, which resulted in the final year end variance for these facilities combined of \$57k. Despite this variance, no accumulated surplus was required since overall the city was within budget as noted in the 2019 year end variance report presented to Committee on May 5.

Table 5 below provides a detailed breakdown of revenues and expenses for Fall 2019 and compares the budget projections to the actuals. Overall fall revenues were \$33,576 higher than projected, reflecting increased pass sales and drop in admissions. Program revenues were lower than anticipated due to the gradual introduction of registered programs through fall. As shown earlier, the selection of registered programs that were offered were well attended. The budget for rental revenue was not adjusted from prior years; the actual revenue of \$222,760 for fall 2019 is lower than the 2018 fall revenue of \$247,702, as anticipated due to the reduction in rental spaces available in Phase 1. With no facility space comparable to the size of the Wilson Hall or Mabbett room a number of larger rentals such as the church group could not be accommodated.

A primary contributing factor to the \$107,553 variance in expenses was the additional staff time required to support arena user groups, supervise the well-used lobby areas and respond to issues related to unattended children and homeless individuals. Staffing costs were also increased due to the need for additional customer service and cleaning resulting from the higher than anticipated facility use, as illustrated by the pass scan data discussed earlier. Maintenance staff hours were increased to perform the required 24 hour monitoring of the refrigeration plant and utility costs were higher than estimated. This variance also includes the reduced costs realized through lower staffing and supply costs than projected at the Terry Fox Library.

## Phase 1 PCCC Participation and Financial Summary

Table 5: Revenue and Expense Summary, Fall 2019

Budget Summary	2019 Fall Proposed Budget	2019 Fall Actuals	Variance
<b>Revenues</b>			
Admissions & memberships	(\$44,666)	(\$70,533)	(\$25,867)
Programs	(\$116,633)	(\$89,306)	\$27,327
Rentals	(\$171,333)	(\$222,760)	(\$51,427)
Other (Grants/Food Sales)	(\$57,233)	(\$40,842)	\$16,391
<b>Total Revenues</b>	<b>(\$389,865)</b>	<b>(\$423,441)</b>	<b>(\$33,576)</b>
<b>Expenses</b>			
Supplies & Materials	\$92,667	\$97,097	\$4,430
Utilities	\$116,533	\$142,003	\$25,470
Staff	\$810,233	\$957,783	\$147,550
Contracted services	\$80,325	\$45,069	(\$35,256)
Other (Advertising, bank fees, WCB premiums)	\$16,867	\$20,737	\$3,870
TFL Expenses	\$650,325	\$611,814	(\$38,511)
<b>Total Expenses</b>	<b>\$1,766,950</b>	<b>\$1,874,503</b>	<b>\$107,553</b>
<b>Net</b>	<b>\$1,377,085</b>	<b>\$1,451,062</b>	<b>\$73,977</b>

### January and February 2020

The January and February actual revenues were higher than forecasted and expenses were lower, resulting in a positive net budget variance of \$372,293. Table 6 below provides a detailed breakdown of revenues and expenses for January and February, and compares the 2020 budget to the actuals. The most significant revenue source contributing to the variance of \$85,094 was admissions and pass sales, reflecting the steady climb in fitness and weight room participation. The savings of \$287,199 in expenses is attributed to the delay in opening the leisure pool until March (originally planned for January), resulting in lower staff costs, utilities, and supplies and materials. Contracted services are also under budget due to the PCCC warranty period covering several areas typically completed by contractors.

## Phase 1 PCCC Participation and Financial Summary

Table 6: Projected vs Actual Revenues 2019 and 2020 for Jan-Feb

	2020 Jan - Feb Budget	2020 Jan-Feb Actuals	Variance
<b>Revenues</b>			
Admissions & Passes	(\$79,267)	(\$159,687)	(\$80,420)
Programs	(\$72,083)	(\$74,292)	(\$2,209)
Rentals	(\$72,000)	(\$86,309)	(\$14,309)
Other (Grants/Food Sales)	(\$31,883)	(\$20,039)	\$11,844
<b>Total Revenues</b>	<b>(\$255,233)</b>	<b>(\$340,327)</b>	<b>(\$85,094)</b>
<b>Expenses</b>			
Supplies & Materials	\$58,033	\$44,950	(\$13,083)
Utilities	\$79,316	\$59,571	(\$19,745)
Staff	\$532,433	\$395,120	(\$137,313)
Contracted services	\$145,350	\$26,669	(\$118,681)
Other (Advertising, bank fees, WCB premiums)	\$7,583	\$9,206	\$1,623
TFL Expenses	\$339,350	\$339,350	\$0
<b>Total Expenses</b>	<b>\$1,162,065</b>	<b>\$874,866</b>	<b>(\$287,199)</b>
<b>Net</b>	<b>\$906,832</b>	<b>\$534,539</b>	<b>(\$372,293)</b>

Due to the very limited period of operating the fitness areas and the leisure pool at PCCC prior to closing, no net budget adjustments are recommended at this time.

### Impact on Hyde Creek Recreation Centre Revenue

Revenues from admission and pass sales in January and February are higher in 2020 than 2019, as shown in table 7 below. This includes all admissions and pass types processed to HC revenue accounts and suggests that there has been no overall negative impact upon opening PCCC.



## Phase 1 PCCC Participation and Financial Summary

Table 7: Hyde Creek Admissions and Passes Revenue January and February 2019 vs 2020

Revenue	2019 Jan/Feb Actuals	2020 Jan/Feb Actuals	Variance Actuals 2019 vs 2020
Admissions & Passes	\$307,442	\$340,500	(\$33,058)

Further analysis of admission and pass revenues from health and wellness activities only, shows an increase in January and February 2020 when compared to 2019, as illustrated in table 8 below. Typically there is a seasonal trend for increased participation at the beginning of the year so it will be essential to complete a full analysis following a full year of PCCC operations, to ensure participation trends and the resulting revenues generated at each facility are better understood.

As shown in Table 8, registered program revenue was slightly lower in 2020. This change is due to more participants choosing drop in options as well as a shift to try the PCCC facility and classes.

Table 8: Health and Wellness Revenue – Jan/Feb 2019 and 2020

Revenue	2019 Jan/Feb Actuals	2020 Jan/Feb Actuals	Variance 2019 vs 2020 Actuals
Admissions & Passes	\$110,449	\$121,244	(\$10,795)
Registered	\$15,135	\$12,781	\$2,354

### III. WHAT TO EXPECT IN 2021

Phase 2 is currently scheduled for completion in October 2021. The new amenities added upon final completion include the underground parking, playrooms, gymnasium, spectator arena, large multipurpose room, spray park and additional plaza features. Staff will provide a report to Committee in early 2021, proposing plans for programming and services in the newly added amenities. Requests for proposals for the lobby café and sports clinic leased spaces will be issued in early 2021 to facilitate lease holder improvements of these spaces and opening of these services in alignment with opening of Phase 2, currently targeted for Fall 2021.

The current construction schedule identifies Fall 2021 for full operation of the facility including the underground parking. Once open, staff will closely monitor increases in patronage and will gradually expand the variety and number of services and programs initially offered, based on an assessment of participation, community needs and patron requests.



## Phase 1 PCCC Participation and Financial Summary

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### **FINANCIAL IMPLICATIONS**

None related to this report. Any adjustments to future operating budgets will be recommended through the City's budget process.

### **ATTACHMENTS**

None.

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## Review of Grant and Funding Programs

### **RECOMMENDATION:**

That Committee of Council direct staff to prepare a revised Community Grant Policy as outlined in this report, and

That Committee of Council approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

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

None.

### **REPORT SUMMARY**

This report provides an overview of the existing grant and funding programs for community organizations, groups and individuals, summarizes the usage of the various programs, and recommends revising the City's grant policy. The proposed changes will ensure City funding is used to support initiatives that benefit the residents of Port Coquitlam by:

1. streamlining the funding applications currently available from the City;
2. clarifying the eligibility criteria with respect to who can apply and what can be funded for each option, and;
3. enhancing accountability and transparency through a standardized application process and final report requirement.

### **BACKGROUND**

In 2019, the City provided a total of \$940,558 through various funding programs, and in response to requests from community organizations for one-time and on-going funding. The City has a Grant Policy 7.06.02 (Attachment 1), which provides a framework for the distribution of funds. The policy outlines several City funding programs that non-profit organizations and registered charities can apply to for support with projects, operating costs and community service delivery in Port Coquitlam.

Council has also approved requests from community groups and non-profit organizations for one-time and on-going funding that are not currently covered under existing policies. The process for applying for funding and the requirements for reporting back to the City on how the funding has benefitted the community in these circumstances, are not clearly outlined.

## Review of Grant and Funding Programs

Staff propose directing all future funding requests through a consistent application and reporting process to ensure clear expectations are communicated to all applicants. This process would make it possible for the City to track benefits to the community stemming from the grants, and to account for the money invested.

In addition to grant funds, the City provides in-kind assistance to various groups and organizations in the form of space (e.g. PoCo Museum and Archives), production supplies, site preparation and clean up for festivals and events, and subsidies within the City's fees and charges policy. In-kind assistance is not addressed in this report. In-kind support to festivals and events will be addressed in the Festivals and Special Events Service Level Review Report, which will be brought forward to Committee later this spring. Staff are also conducting research for a report to Committee to propose updates to the Recreation Financial Assistance Program, in order to provide equitable access to recreation programs and services for families and individuals; the report is scheduled for fall of 2020.

### Current Funding Programs

#### 1. *Community Grant Programs*

Community grants are investments that contribute to a vibrant, safe and healthy city. This funding supports individuals, groups and non-profit community-based organizations that provide services, projects and programs to facilitate the physical, spiritual, mental, and emotional well-being of Port Coquitlam residents in response to dynamic community needs and Council priorities. Supporting these initiatives recognizes the contributions residents make to the city and helps build a sustainable and strong community. The following grant programs provide funding assistance to residents and organizations:

- **Community Cultural Development (CCD) Investment Program** supports the development of arts, culture and heritage within Port Coquitlam. This program awards \$45,000 annually, with \$20,000 being allocated towards Operating Grants and \$25,000 towards Development and Project Grants. The amount distributed varies each year depending on the number of eligible applicants. In 2018, an additional \$20,000 was distributed as part of the Festival Development Plan. In 2019, the program was oversubscribed and Council approved transferring \$20,000 from Self-Help Matching Grants (which has been consistently undersubscribed for the past six years) to the CCD Investment Program. The total awarded in 2019 was \$64,888. A list of the awards are included as Attachment 2.
- **Self-Help Matching Grants** support individuals, groups and organizations with funding for capital projects which involve asset development, new construction, renovation or expansion of community facilities or spaces such as sports fields, parks, environmental

habitat, community recreation facilities, indoor sports areas, streetscapes and arts and culture infrastructure. Eligible projects provide benefits to the community as a whole. \$40,000/year is allocated to Self-Help Matching Grants. This program awards up to a maximum of \$10,000 annually per applicant, with the applicant contributing matching funds. The amount distributed varies each year depending on the number of eligible applicants. As noted above, in 2019, Council approved transferring \$20,000 from this program to the CCD program due to the higher number of applicants in the CCD program. In 2019, the City distributed \$12,050 in Self-Help Matching Grants. Staff propose changing the name of this grant to Community Capital Projects Matching Grant to more clearly describe the type of projects funded.

- **Neighbourhood Development Initiatives** provide support to communities through the Little Free Library and Block Party programs. In 2019, the \$2,000 budget for the Little Free Library program supported sixteen Little Free Libraries. The 2019 budget for Block Parties was \$1,000, which supported twelve block parties.
- **Youth Firefighter Mentorship Grants** enable young women 16 to 18 years of age to attend Camp Ignite. Camp Ignite, in partnership with local fire departments, provides a venue for young women to challenge themselves and learn new skills in a unique team environment that focuses on the firefighting profession. High school counsellors advertise this program to their grade 11 and 12 female students as part of their work experience programs. Counsellors then forward interested names to the Fire Department. The Department registers and pays the “camper fee” of \$500 directly to Camp Ignite, fits the applicant with firefighter Turn Out gear and connects the applicant to Camp Ignite, which then manages all aspects of the camp logistics.

## 2. Operating Funds for Community Groups and Organizations

In addition to the above programs identified in the City's Grant Policy, Council has supported the following organizations:

- **PoCo Sport Alliance Society (PCSA)** acts as an independent body representing the interests, goals and objectives of Port Coquitlam community sport organizations and clubs. PCSA advises the City on all matters related to the delivery of sport in the community. Member organizations and clubs pay an annual fee to the Sport Alliance. The Alliance membership currently includes 16 local sport clubs and organizations. Council provides \$55,000 annually to support their initiatives. An additional \$14,000 has been approved starting in 2019, for annual ongoing funding of \$69,000.

## Review of Grant and Funding Programs

- **Port Coquitlam Heritage and Cultural Society** is a volunteer-driven non-profit organization that operates Port Coquitlam's only museum and archives. The Society is dedicated to celebrating and preserving Port Coquitlam's diverse heritage and culture. Council approved \$35,000 in annual funding for 2019 and 2020. In addition, the Society was awarded a \$20,000 CCD operating grant in 2018, renewed for two additional years (2019 and 2020). City funding has provided the Society with the necessary financial stability to hire one full time staff person and leverage additional support from other levels of government. The City provides in-kind facility space for the PoCo Museum and Archives.
- **Port Coquitlam Community Foundation (PCCF)** was established by Mayor and Council in 2012 to raise, manage, and distribute funds for initiatives and programs that benefit Port Coquitlam citizens but are beyond the scope of local government. Mayor and Council are members of the Society and elect a Board of Directors. As a City-controlled entity, the City maintains responsibility of PCCF and consolidates the Society's financial statements with the City's. In addition to the general fund, PCCF has five donor advised funds that individual donors contribute to for specified purposes. These funds include the Theatre Society Legacy Fund, Wesbild LIFT Fund, Live then Give Fund, Moore Family Community Fund and Wilson Family Community Fund. Since 2014, PCCF has distributed 114 grants and scholarships in the amount of \$230,000 to 21 organizations and 42 individuals; the majority of recipients have been funded two or more times within the six year period, with many of the same applicants receiving funds annually.

The strength of the Foundation is that its board is comprised of a cross-section of elected community members who are able to fundraise and assist the community by accepting donations and legacy/estate gifts that can be directed to specific needs and organizations in the community. The disadvantage is that as a charitable society it can only grant funds to organizations that are registered charities with the Canada Revenue Agency. This requirement means many community organizations do not qualify to receive grants. The City provides \$35,000 per year in ongoing funding to PCCF. Council approved an additional \$20,000 in Accumulated Surplus funding for 2019 and 2020 to hire an Executive Director to reduce the workload on City staff. Finance administration for PCCF is performed by the City's Finance Department. The PCCF Board will be reporting back to Council on sustainable funding models in Q3 of 2020.

- **Tri-Cities Chamber of Commerce** delivers a wide range of economic development and tourism services for the Tri-Cities. It promotes the Tri-Cities as the best place to live, work and play. The City's annual contribution (\$14,108 in 2019) is funded through the Development Services budget. The Chamber currently has a total of 950 members; 250 are Port Coquitlam residents or business owners. During the pandemic their focus has

## Review of Grant and Funding Programs

been to provide information to all businesses, member or not, as well as running a Support Local Campaign.

- **POCOMO Meals on Wheels Society** provides home delivery of nutritional meals throughout the Tri-City area using a network of volunteer drivers. The City has supported this program since 1981. The cost is \$5.75 for each meal and the City is billed monthly for \$1.25 per meal delivered in Port Coquitlam. In 2019, the City paid \$3,701 to the Society from the Development Services budget.

### 3. One-time Funding Requests

The following one-time requests were approved by Council in 2019:

- **Port Coquitlam Events Society** is a dedicated group of volunteers committed to expanding and supporting events in Port Coquitlam by:
  - Conducting activities and producing events for the people of Port Coquitlam,
  - Encouraging community involvement in events and activities, and
  - Supporting community groups and other not-for-profit organizations in delivering community events or other activities.

Council approved \$120,000 in funding from the Arts and Culture Reserve for 2019. No request for funding has been received for 2020.

- **Coquitlam River Watershed Roundtable** is a multi-stakeholder initiative that coordinates and implements activities that promote the health and sustainability of the Coquitlam River watershed. Council approved \$15,000 from Accumulated Surplus for three years (2019-2021).
- **Tri-Cities Homelessness and Housing Task Group's** mission is to make homelessness rare, brief, and one-time. The inter-agency Task Group counts amongst its accomplishments starting a Tri-Cities cold and wet weather mat program, as well as an extreme weather response shelter. The Task Group was a key player in attracting funding for a permanent shelter and transitional housing facility in Coquitlam. City funding provides support to pay a part-time Task Group Coordinator, cost-shared between Coquitlam, Port Coquitlam and Port Moody. Council reviews and approves funding on an annual basis: \$4,100 was approved in 2018 and \$4,100 in 2019, from Accumulated Surplus. No request for funding has been received for 2020.

#### 4. Funding Programs with Policies

The City has clear application processes for Permissive Tax Exemptions, Special Needs Housing Grants and for the Downtown Port Coquitlam Business Improvement Association. Staff do not propose changes to these processes, but they are summarized below for Committee's information.

- **Permissive Tax Exemptions** - Policy 7.02.04 (Attachment 3) provides guidelines for exempting property taxes. Permissive Tax Exemptions provide tax relief to non-profit property owners and non-profit occupiers of City property (i.e. Heritage Society and Kinsmen Club), including churches, private schools, and other non-profit organizations that meet the criteria identified in the Community Charter, and the City's Policy. Other non-profit organizations that may qualify include registered charities who provide services to the community and are able to demonstrate that at least 75% of the services of their organization are open to and used by residents of Port Coquitlam. In 2019, these exemptions saved property owners a total of \$525,967 in City of Port Coquitlam property taxes. Through this process, recipients receive further exemptions from School, TransLink, Metro Vancouver, BC Assessment and Municipal Finance Authority levies. Attachment 4 lists the 2019 permissive exemptions granted. This policy was recently updated to include reporting requirements and has specific legislation in the Community Charter.
- **Special Needs Housing Grants** provide funding to organizations from the Special Needs Housing Reserve for the purpose of constructing or altering housing to meet the needs of this vulnerable demographic. The Density Bonus Policy defines special needs housing as meeting the needs of people with disabilities or health-related needs; shelters, refuges, and secured non-market rental housing; or other housing restricted to meeting affordability criteria. Funding for this reserve is obtained from density bonus payments which are split between community amenities and special needs housing reserves. The only grant that has been awarded from this fund is \$41,000 disbursed to the Port Coquitlam Seniors Society in April 2020.
- **Downtown Port Coquitlam Business Improvement Association** - Section 215 of the Community Charter allows local governments to grant money to organizations that plan and implement business promotion schemes. This money must be recovered by means of a local service tax (as per Section 216). Downtown Business Improvement Area Bylaw, 2015, No. 3922 provides funding to the Downtown Port Coquitlam Business Improvement Association (Downtown PoCo BIA) for the period 2016 to 2020. In 2020, the bylaw provides funding of \$186,089 to the Downtown PoCo BIA, with \$167,480 being recovered from commercial properties in the Downtown as a levy on their property tax bills. The remaining \$18,609 (intended to represent the value of the levy on City owned properties in



## Review of Grant and Funding Programs

the downtown) is funded from the Development Services budget. The Downtown Port Coquitlam Business Improvement Area includes 85 properties. As there is specific legislation in the Community Charter for Business Improvement Areas, staff recommend that it be excluded from the new process.

### Processes for Applying for Funding

Given the wide range of funding mechanisms available through the City, there are many different processes for individuals, groups and organizations to apply for or request funds for projects, services and initiatives, including:

- 1) Applying for a Community Grant through an application and juried process with final approval from Council (CCD and Self-Help Matching Grants);
- 2) Applying for small grants for Camp Ignite, Little Free Libraries and Block Parties through staff;
- 3) Requesting operating support directly through Council; and
- 4) Requesting one-time funding directly through Council.

There are no processes for other requests such as the Tri-City Chamber of Commerce, PoCoMo Meals on Wheels or residents planning small community initiatives, except those related to arts, culture and heritage.

### **DISCUSSION**

To implement clear, consistent and transparent processes, staff recommend that all individuals, groups and organizations submit an application for funding, and indicate/demonstrate community benefit. Staff recommend that Permissive Tax Exemptions, Special Needs Housing and Downtown PoCo BIA be exempt from this process since bylaws and policies cover these areas.

Clear guidelines and consistent reporting requirements will be provided for applicants to ensure that grant recipients account for the use of City funds and submit informative final reports. To streamline and standardize the application process and reporting requirements for financial assistance, staff recommend three funding categories:

1. Community Initiatives Category: provides funding to individuals and community groups whose initiatives benefit the residents of Port Coquitlam.
2. Project Category: provides funding for community groups and organizations implementing projects and events within Port Coquitlam, and;
3. Operating Investment Category: provides funding for not-for-profit organizations to provide ongoing programs and services that serve the residents of Port Coquitlam.



## Review of Grant and Funding Programs

These categories are modeled after best practices in other municipalities, align with all levels of public service funding and have become familiar with Port Coquitlam residents through the CCD Investment Program. These three categories also allow for individuals, groups and organizations to find a category that works for them. Three different categories also allows for greater support as groups and organizations evolve. For example, if an individual has an idea for a community initiative, they are eligible for a small community grant. If that initiative is successful, a group may form to develop a not-for-profit organization and be eligible for a larger project grant. If the not-for-profit organization successfully delivers three years of community initiatives and/or projects and develop an annual operating plan to deliver their programs or services, they are eligible for a larger operating grant. This three step grant program supports the development of organizations in our community and programs and services delivered to our residents. Each category will be discussed in further detail below.

Staff have developed guidelines, criteria, online applications, budget templates, evaluation scoring templates and performance reports for the distribution of CCD Investment Funds. The process has been successful and can be adapted to provide a consistent process for all grant programs.

To qualify for funding, all applicants must demonstrate community benefit. General eligibility criteria required for all three funding categories are:

- Organizations and groups are located in Port Coquitlam and provide services to Port Coquitlam residents;
- Region-serving groups providing services to Port Coquitlam residents that can demonstrate relevance, need and/or non-duplication of services provided by Port Coquitlam-based organizations; and
- Individuals who are Port Coquitlam residents and/or are proposing a project or service that benefits the residents of Port Coquitlam.
- All applicants must adhere to a standard of excellence with respect to ethical behaviour when involving the public (i.e. safety training, insurance for public events, policies and/or processes for the safety of participating young and vulnerable people, necessary protocols when working with First Nations).

Staff recommend that a three-member evaluation committee, representing various departments depending on the funding category, review and score the funding applications based on the criteria for each specific funding stream, and bring forward recommendations to Council for approval. Staff recommend an exception to this process for the following:

## Review of Grant and Funding Programs

- Neighbourhood Development initiatives (Little Free Libraries and Block Parties) are grants less than \$250, typically require a quick response to community needs and staff have expertise in these specific areas.
- Youth Firefighter Mentorship Grants are grants vetted and recommended by School Counsellors for the Camp Ignite program.

It is recommended that staff approve these small grant programs.

### 1) Community Initiatives Category

Proposed Eligibility for the Community Initiatives Category: Groups, collectives and individuals who do not have not-for-profit status, as long as the initiative is demonstrated to benefit the community.

Proposed Assessment Criteria for the Community Initiatives Category: Applicants may submit more than one application per year, provided the funding request is not for the same initiative and that any outstanding initiatives have been completed and final reports submitted. Proposals are assessed based on community impact, evidence of sound planning, and capacity to deliver the project as outlined.

1. Community Impact:
  - Community engagement, participation and accessibility; and
  - Positive anticipated outcomes and benefits for participants, audiences, and community.
2. Capacity for Project Delivery
  - Clear project description and objectives;
  - Appropriate expertise, financial and human resources (staff and volunteers) to successfully undertake the proposed project or activities;
  - Project evaluation plan;
  - Plan to raise awareness of the project/activity in the community including outreach, marketing or communication strategies (i.e. advertising, marketing/promotion materials, social media, artist/expert talks or educational aspects, and/or other demographic outreach); and
  - Complete budget and, if applicable, provide evidence that in-kind revenue and diverse revenue sources are secured.

## Review of Grant and Funding Programs

### Grant Streams:

- Community Cultural Development Initiative Grants support strategic development, professional development and community arts, culture and heritage initiatives that are not eligible for CCD Project and Operating Grants (new arts, culture and heritage groups, collectives or individuals who do not have not-for-profit status but who serve the community);
- Neighbourhood Development Initiatives includes the Little Free Library Program that provides funding to stewards creating neighbourhood book exchanges and the Block Party Program that supports hosting a block party;
- Youth Firefighter Mentorship Grants provides funding for young women to attend Camp Ignite;
- Neighbourhood Connections Grants (NEW) – staff propose a new program be established to offer small grants (up to \$2,500) to support community-led initiatives such as community gardening events, neighbourhood walking tours, and programs for mental wellness, which would be evaluated by staff and Council approved. Funding for this grant would be provided through a reallocation of funds budgeted in undersubscribed grant programs;
- Community Sport Initiatives Grants (NEW) - staff propose a new program be established to offer small grants (up to \$2,500) to support initiatives proposed by local community sport groups, which would be evaluated by staff and Council approved. Funding for this grant would be provided through a reallocation of funds budgeted in undersubscribed grant programs.

## 2) Project Category

### Proposed Eligibility for the Project Category:

Funding is provided for projects, initiatives, programs, events and festivals that take place in, or are primarily focused on, the City of Port Coquitlam and its residents. Only projects that support the provision of services and/or demonstrate a direct benefit to Port Coquitlam residents are considered. Proposals from organizations and groups located in Port Coquitlam and mandated to serve the community will be considered. Applications from region-serving groups which are so mandated and can demonstrate relevance, need and/or non-duplication of services provided by Port Coquitlam-based organizations may also be considered.

The proposed eligibility criteria includes: not-for-profit organizations and groups who demonstrate adequate expertise to carry out the project (whenever possible, schools are encouraged to partner with a non-profit group as a joint initiative).

## Review of Grant and Funding Programs

### Examples of grant types include:

- Community Capital Projects Matching Grant (previously Self-Help Matching Grants) for capital projects and asset development including new specialized equipment, new construction or upgrades of community facilities, sports fields, parks, playgrounds, environmental habitat, and indoor sports areas;
- CCD Project Grants including art projects, festivals and events; and,
- Capacity building projects.

### Proposed Assessment Criteria for Project Grants

Applicants may submit more than one application per year, provided the funding request is not for the same project or initiative and that any outstanding projects or initiatives have been completed, with the final report submitted. Project proposals are assessed based on community impact and evidence of sound planning and capacity to deliver the project as outlined.

1. Community Impact:
  - Community engagement, participation and accessibility; and
  - Positive anticipated outcomes and benefits for participants, audiences, community.
2. Capacity for Project Delivery
  - Clear project description and objectives;
  - Appropriate expertise, financial and human resources (staff and volunteers) to successfully undertake the proposed project or activities;
  - Project evaluation plan;
  - Plan to raise awareness of the project/activity in the community including outreach, marketing or communication strategies (i.e. advertising, marketing/promotion materials, social media, artist/expert talks or educational aspects, and/or other demographic outreach); and
  - Complete budget and, if applicable, provide evidence that in-kind revenue and diverse revenue sources are secured.

All approved projects must be completed within eighteen (18) months from the date of approval. As required, on a per project basis, completed projects will be inspected by the City for any deficiencies. Projects will not be funded retroactively.

### **3) Operating Category**

In order to promote organizational stability and long range planning for established not-for-profit organizations, staff recommend funding be made available through the Operating Category. This

## Review of Grant and Funding Programs

funding would be renewed annually at the same level through the City's base budget process. A review process would be scheduled every three years to assess ongoing need, benefit to the community and potential future investments by the City. An annual report would be required to maintain operating funding status, due no later than three months after the organization's fiscal year end. Organizations awarded funding over \$50,000 would be required to provide a presentation to Council in addition to their annual report.

### Proposed Eligibility for Operating Category:

Organizations applying for operating funds must demonstrate their organizational capacity, development and stability to be eligible. In addition to groups mandated to produce and present on-going programs or operate non-profit facilities, organizations which operate, manage and program facilities on behalf of the City, as well as societies, are eligible to be considered within this category. The proposed criteria includes:

- Registered as a non-profit organization under the BC Society Act with a Board of Directors;
- In operation for a minimum of three years with a proven track record of relevant community service or programming; and
- Experienced personnel (paid staff or volunteers) with the expertise required to successfully manage the organization and achieve the organization's goals and objectives.

### Examples of community organizations that could satisfy this criteria and have previously received funds include:

- Port Coquitlam Events Society
- PoCo Cultural and Heritage Society
- PoCo Sport Alliance
- Port Coquitlam Community Foundation
- Tri-Cities Chamber of Commerce
- POCOMO Meals on Wheels Society
- Coquitlam River Watershed Roundtable
- Tri-Cities Homelessness & Housing Task group

### Proposed Assessment Criteria for Operating Grant Applications:

Successful applications would be based on a detailed assessment of the organization's practices including financial performance and demonstration of sound management practices, standards of excellence in programming and meaningful community impact. The proposed assessment criteria includes:

## Review of Grant and Funding Programs

1. Financial Need and Management Practices:
  - Demonstrated financial need (i.e. services that cannot be provided without financial assistance);
  - Demonstrated standard accounting and financial reporting processes including but not limited to a practice of balanced budgets; and
  - Evidence of other sources of funding.
2. Programming Excellence:
  - Demonstrated ability to deliver quality services/programs in alignment with the organization's mission/mandate including, but not limited to: past performance reviews and achievements, and internal assessments (program evaluations, statistics, etc.).
3. Community Impact:
  - Demonstrated added value to community as a result of the City's investment;
  - Demonstrated community participation in Port Coquitlam (audiences, community membership and involvement, program partners, etc.); and
  - Extent to which an organization addresses the specific goals of the City's key priorities, and/or strategic plans, i.e. Cultural Plan, Council Action Plan.

### Consolidated Grant Funding Budget

Staff propose that the existing CCD and Self-Help Matching Grant budgets be consolidated for a total annual funding of \$85,000 to be awarded to applicants requesting CCD, Self-Help Matching Grants as well as the new Neighbourhood Connections Grants and Community Sport Initiatives Grants with all awards based on application merit.

### Exclusions

As stated, all applicants must demonstrate community benefit to qualify for funding. The following list includes examples of applicants that may not be funded due to an inability to demonstrate benefit to the community:

- Groups and organizations that discriminate by race, religion, color, creed, sex, age or national origin;
- Religious or sectarian groups and organizations unless engaged in a project benefiting the entire community, not just members of the religious or sectarian group; and
- For profit ventures/companies. An exception may be made with respect to art, music and theatre schools operating as private businesses in the event that a project is proposed which clearly demonstrates benefit to the community and the need for subsidy (i.e. links students or facility to the community in meaningful ways, such as outreach programs for at-risk youth).

The City directly funds individuals, groups and organizations who deliver programs, services and events. At this time, the City does not have a sponsorship program to sponsor fundraisers, events

## Review of Grant and Funding Programs

and conferences. Should the City decide to develop a sponsorship program in the future, staff recommend that this be a separate program.

### **Agreements and Reporting Process**

Staff recommend that all funding recipients be required to submit a funding application that outlines their mission, goals, plans/programs and organizational structure (if applicable), including how the work will benefit the community, and how the grant will be an effective use of City funds. Once approved, the recipient must sign an agreement acknowledging the funds awarded and the requirement to submit an annual performance report (final report). The annual performance report will include audited financial statements, details on the deliverables as per the funding agreement, and for ongoing funding, a budget for the next year. A simpler final report will be required for organizations, groups and individuals receiving less than \$5,000. Staff recommend that those organizations granted annual financial assistance over \$50,000, accompany their written year end report with a presentation to Council.

### **Guidance and Support for Applicants**

To enhance access to grant information and promote funding opportunities, staff recommend creating one grant home page on the City website where organizations, community groups and individuals will find clear eligibility criteria, grant guidelines, application forms, deadlines and reporting expectations.

Staff recommend expanding the grant information session offered for CCD applicants to include information for all grant categories. During these sessions, staff could guide potential applicants through the criteria and each step of the process. This opportunity has been very well received for residents applying for CCD grants and has resulted in strengthening applications and increasing the number of eligible applications. Should an application not be successful, staff could review the application with the applicant, on request, similar to the process for CCD Grants, to identify how their application could be improved in order to satisfy eligibility criteria and/or enhance their application content during the next granting period. There are no appeals of granting decisions.

For organizations currently receiving City funding, staff propose connecting with each to review the criteria, application and reporting requirements, to ensure a successful transition and address any questions regarding new process. For those with approved ongoing funding, the focus of the discussion with staff will be a review of the reporting requirements.

### **FINANCIAL IMPLICATIONS**

There are no additional financial implications related to the recommendations in this report. Financial assistance will be granted through the budget process and included in the City's Financial Plan.




Report To: Committee of Council  
Department: Finance  
Approved by: K. Grommada  
Meeting Date: May 26, 2020



## Review of Grant and Funding Programs

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Prepare a new Grant Policy based on the proposal in the report, and approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.
	2	Direct staff to consider other options for inclusion in a new Grant Policy, and do not approve the consolidation of the Community Cultural Development Investment Program and Self-Help Matching Fund budgets.

### **ATTACHMENTS**

Att#1: Grant Policy 7.06.02

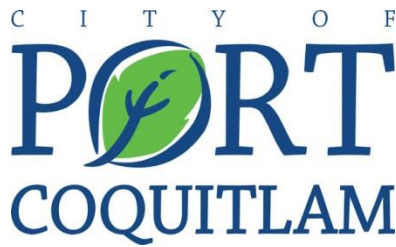
Att#2: 2019 Community Grants and Support

Att#3: Permissive Property Tax Exemption Policy 7.02.04

Att#4: 2019 Permissive Property Tax Exemptions

**Lead authors:** Karen Grommada, Lori Bowie, Carrie Nimmo





# POLICY

<b>Subject Area:</b> Finance			<b>Policy #</b> 7.06.02
<b>Policy Title:</b> Grant Policy			
<b>Authority:</b>	Legislative	X	<b>Effective Date:</b> 2019-03-26
	Administrative		<b>Review Date:</b> 2024-04-01
<b>Issued By:</b>	Farouk Zaba, Acting Director of Finance		<b>Issue Date:</b> 2019-04-02
			<b>Manner Issued:</b> E-mail to Department Heads

## **Purpose:**

To provide a framework for the distribution of funds from the City's financial assistance programs.

## **Associated Policy Documents:**

- Processing of Development Applications #5.02.02
- Affordable and Family Friendly Housing #5.05
- Permissive Property Tax Exemption #7.02.04

## **Scope:**

This policy applies to:

- Payments in return for a service provided by a local group which, in the opinion of Council, would otherwise be provided by the City.
- Funding to support arts, culture and heritage activities, paid in the form of grants.
- Funding from the Special Needs Housing Reserve for the purpose of constructing or altering housing meeting special needs.

This policy does not apply to:

- Subsidies to users of facilities in Port Coquitlam's parks, community centers, or other municipal facilities.
- In-kind services provided by Recreation and Engineering and Public Works Departments to various organizations.

**Policy:****1. General Principles**

The following are general guidelines. It is anticipated that there may be occasions when City Council may decide to apply different principles to the disbursement of grants.

- 1.1. Where practicable, changes to grant program amounts will be timed to align with the City's financial planning process.
- 1.2. Approval of grants will be subject to the availability of funding.
- 1.3. Applicants should demonstrate:
  - The community benefit they provide to Port Coquitlam residents;
  - A financial need;
  - Proof of financial responsibility and accountability;
  - An attempt to seek monies from other funding sources, or contribution of their own funds.
- 1.4. Organizations applying for funding should be a non-profit organization or a registered charity in good standing with the Canada Revenue Agency.
- 1.5. The following may make an applicant ineligible for a grant:
  - Applicant is currently in financial arrears with the City;
  - Applicant has one or more instances of non-compliance with the City's regulations or policies.

**2. Program Specific Guidelines**

- 2.1. Arts, Heritage and Culture grant programs:
  - Support may be provided to groups with a minimum of 75% of their membership having residence in Port Coquitlam;
  - The maximum financial support which may be paid to any single group in any one year is \$2,500;
  - The maximum financial support which can be paid for any single event/item in a year is \$1,000;
  - Funding will not be made available for regular school curriculum such as school plays and band concerts.
  - Any funds which remain unspent at the end of the year will be transferred into a reserve fund for the same purpose.
- 2.2. Special Needs Housing programs:
  - A maximum of \$1,000 per new dwelling unit may be allocated to a maximum of \$75,000 per project; and
  - A maximum of \$1,000 per dwelling unit to be altered may be allocated to a maximum of 50% of the project cost.

**Responsibility:**

The Director of Finance shall be responsible for overall administration of this policy.

**END OF POLICY****Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
7.06.01	2002-01-17	2008-01	Yes	2005-01
7.06.01	2005-01	2010-03	No	

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## Community Grant Programs

### Community Cultural Development (CCD) Investment Grant

Art Focus Artists Association	\$	2,500.00
Dinh, Kim	\$	1,600.00
Felice Choir	\$	1,500.00
Foolish Operations Society	\$	5,000.00
Hope Lutheran School	\$	5,000.00
Hyde Creek Watershed Society	\$	1,500.00
Nelson, Jessica Anne	\$	1,000.00
Polonez - Polish Canadian Dance Society	\$	2,000.00
Polonez Tri-City Polish Assoc.	\$	5,000.00
Port Coquitlam Heritage & Cultural Society	\$	24,788.00
Theatrix Youth Theatre Society	\$	9,800.00
Tri-City School of Music	\$	5,200.00
	<b>\$</b>	<b>64,888.00</b>

### Self-Help Matching Grants

Castle Park Elementary PAC	\$	2,500.00
Ducks Volleyball Club	\$	2,016.00
Kinsmen Club of Port Coquitlam	\$	4,500.00
PoCo Euro-Rite FC	\$	1,412.00
Port Coquitlam Heritage & Cultural Society	\$	1,622.25
	<b>\$</b>	<b>12,050.25</b>

### Neighbourhood Development Initiatives

Little Free Libraries	\$	2,000.00
Misc Support for 12 Block Parties	\$	1,000.00
	<b>\$</b>	<b>3,000.00</b>

### Youth Firefighter Mentorship Grants

Camp Ignite Mentorship Program - 1 camper	\$	500.00
	<b>\$</b>	<b>500.00</b>

<b>Total Community Grant Programs</b>	<b>\$</b>	<b>80,438.25</b>
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### Operating Funds for Community Groups and Organizations

PoCo Sport Alliance Society	\$	69,000.00
Port Coquitlam Heritage and Cultural Society	\$	35,000.00
Port Coquitlam Community Foundation	\$	55,000.00
Tri-Cities Chamber of Commerce	\$	14,107.78
POCOMO Meals on Wheels Society	\$	3,701.25
<b>Total 2019 Operating Funds for Community Groups and Organizations</b>	<b>\$</b>	<b>176,809.03</b>

### One-time Funding Requests

Port Coquitlam Events Society	\$	120,000.00
Coquitlam River Watershed Roundtable	\$	15,000.00
Tri-Cities Homelessness and Housing Task Group	\$	4,100.00
<b>Total 2019 One-time Funding Requests</b>	<b>\$</b>	<b>139,100.00</b>

### Funding Programs with Policies

Permissive Tax Exemptions (see Attachment 4)	\$	525,967.00
Special Needs Housing Grants	\$	-
Downtown Port Coquitlam Business Improvement Association	\$	18,244.00
<b>Total 2019 Funding Programs with Policies</b>	<b>\$</b>	<b>544,211.00</b>

<b>TOTAL 2019 COMMUNITY GRANTS AND SUPPORT</b>	<b>\$</b>	<b>940,558.28</b>
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<b>Subject Area: Finance</b>			<b>Policy # 7.02.04</b>
<b>Policy Title: Permissive Property Tax Exemption</b>			
<b>Authority:</b>	<b>Legislative</b>	<b>X</b>	<b>Effective Date:</b> 2018-07-24
	<b>Administrative</b>		<b>Review Date:</b> 2020-07-24
<b>Issued By:</b>	K. Grommada, Director of Finance	Finance	<b>Issue Date:</b> 2018-07-27
			<b>Manner Issued:</b> E-mail to Department Heads

## **Purpose:**

The Community Charter Sections 224, 225 and 226 grants Council the discretion to provide exemptions from property taxes for churches, private schools, charitable and non-profit organizations in accordance with regulations set out in those sections.

The purpose of this policy is to set the parameters under which Council will consider applications for permissive exemptions from property taxes from organizations which are eligible for such exemptions under Community Charter Sections 224, 225 and 226. The parameters will provide fair, consistent treatment and consideration for all applicants providing charitable and non-profit services for the benefit of Port Coquitlam Residents.

## **Policy:**

The City recognizes the significant value that volunteers, volunteer groups and agencies contribute to the spiritual, educational, social, cultural, and physical well-being of the community. A permissive tax exemption is a means for Council to support organizations within the community and deems it appropriate that they be assisted through reductions in property taxation. Once granted, property tax exemptions, exempt properties from municipal taxes and all other taxing authority levies (provincial school taxes, Metro Vancouver, TransLink, BC Assessment and Municipal Finance Authority levies).

1. The City further limits the exemptions possible through the Community Charter to the following properties:
  - i. 100% property tax exemption for non-profit occupiers of City property for the duration of their occupancy. The bylaw exempting these occupiers shall

- be for a term of no more than 10 years, the maximum permissible under the Community Charter. The exemption may be renewed as required.
- ii. 100% ongoing property tax exemption for land and improvements surrounding a statutorily exempt building for public worship.
  - iii. 100% ongoing property tax exemption for land surrounding a statutorily exempt building owned by an incorporated institution of learning (private school) that is regularly giving children instruction accepted as equivalent to that given in a public school.
  - iv. 100% property tax exemption for properties on which a building for public worship or private school is to be built. In order to qualify for exemption under this section the owner must have applied for either a rezoning or a building permit by September 1st in the year preceding the year of tax exemption. The bylaw exempting these properties would be for the following two calendar years.
  - v. 100% or partial property tax exemption for properties that are to be awarded a grant under an existing City grant program and would qualify for property tax exemption under the Community Charter. Property tax exemption would be provided instead of a cash grant to the organization. The proportion of the property to be exempted will be determined to provide the equivalent benefit of a cash grant to the organization. The bylaw exempting these properties would be for a one-year period, unless otherwise exempted by Council.
  - vi. 100% property tax exemption for non-profit occupiers of school premises. The bylaw exempting these occupiers shall be for a term of no more than 10 years, the maximum permissible under the Community Charter. The exemption may be renewed as required.
  - vii. 100% property tax exemption for registered charities who provide services to the community. To qualify for an exemption under this section, the applicant must demonstrate that at least 75% of the services of their organization are open to and used by residents of Port Coquitlam. The bylaw exempting these properties shall be for a term of no more than 10 years, the maximum permissible under the Community Charter.
2. Council may grant a partial property tax exemption where the following circumstances exist:
- i. A portion of the land/improvements is used by private sector and/or organization not meeting Council's exemption criteria.
  - ii. The applicant already receives a grant from the municipality, provincial or federal government.
  - iii. The applicant meets all eligibility criteria, however Council may at its discretion grant a partial exemption.

Exemptions may only be granted to the portion of a property that meets all the requirements of this policy. The exemption may apply to the whole or part of the taxable assessed value of land, improvements or both.

3. The following guidelines will be considered when determining whether to grant a permissive tax exemption:

Guideline 1 - The use of the property must be consistent with and in compliance with all applicable municipal policies, bylaws and legislation.

Guideline 2 - The non-profit or charity must provide evidence of financial need. Property tax exemption will not be granted for organizations that operate with a profit motive.

Guideline 3 - The services or programs provided must be complementary extension to City services and programs

Guideline 4 - Permissive tax exemptions will be based on the principal use of the property, not on the non-profit or charitable service of the organization.

Guideline 5 - The services provided are primarily for the residents of Port Coquitlam.

4. The following information will be considered when determining whether to grant a permissive tax exemption:

- i. The need for the services.
- ii. The availability of the services.
- iii. Other funding sources.
- iv. Services provided are accessible and equally available to the general public.

5. Applications must be received by June 30th in each applicable year for exemptions that begin in the subsequent year. Applications received after the deadline or applications which do not include all required information may not be considered.

6. The applicant must own or lease the subject property; and in the case of a lease, the lease requires payment of property taxes by the applicant.

7. Tax exemptions will only be granted to a registered charity as defined by Canada Revenue Agency:

- i. Registered charities

Registered charities are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories:

- the relief of poverty
- the advancement of education
- the advancement of religion
- other purposes that benefit the community

8. Permissive tax exemptions granted by Council are subject to an annual review to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review:

- i. copy of last Registered Charity Information Return or Non-Profit Organization Information Return submitted to the Canada Revenue Agency;
  - ii. copy of most current Financial Statements;
  - iii. financial budget (pro-forma balance sheet and income statement) for the current year;
  - iv. A statement to justify the need for the services, the benefit provided to the residents of Port Coquitlam and statistical or other quantifiable measure demonstrating use and effectiveness of the services provided.
9. Council will impose penalties on an exempted organization for knowingly breaching conditions of exemption:
  - i. Revoking exemption with notice.
  - ii. Requiring repayment of monies equal to the foregone tax revenue.
  - iii. Disqualifying any future application for a specified time period.

## Process

### 1. Administration

- (i) Applications will only be considered from:
  - a. Places of Worship and Independent Schools, for a period of up to ten (10) years and are subject to an annual Renewal Application:
  - b. Registered Charities or Non-Profit Organizations and Athletic or Service Clubs for a period of up to ten (10) years and subject to an annual Renewal Application.
- (ii) The Finance Department will process only complete applications; and will contact the applicant where additional information is required. An interdepartmental review will be conducted to determine if the organization is in compliance with all applicable municipal policies, bylaws and legislation, after which the Finance Department will prepare a report and bylaw for presentation to Council for approval and adoption on or before October 31st annually to meet BC Assessment's deadline.
- (iii) Late Applications will not be accepted. It is the Applicant's responsibility to monitor the City's website for Application due dates and any changes to this Policy.
- (iv) Public notice, in accordance with the *Community Charter*, will be placed in the local newspaper of the proposed bylaw.



- (v) The Finance Department will review all permissive exemptions annually. The review is to ensure that they continue to qualify for an exemption based on the most current available information at the time of the review.

2. Annual timeline

January 31	Letter sent to all recipients to request required documents for annual review by June 30th
June 30	Applications due
July - August	Internal review of Applications and all current permissive exemptions
September - October	Council review & public notice
October 31 or earlier	Bylaw adoption

**END OF POLICY**

**Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
7.02	2004-09-28	2005-01-10	Yes	2005-01-11
7.02.01	2005-01-11	2006-10-10	Yes	2006-10-11
7.02.02	2006-10-11	2008-09-17	Yes	2008-09-18
7.02.03	2008-09-18	2018-07-24	Yes	2018-07-27
7.02.04	2018-07-24	-		

Name	Bylaw #	Expiry Date	2019 Tax Exemption	Community Charter Permissive Exemption	City Policy
Cheshire Homes Society of BC	4080	2028	\$ 2,987	S.224(2)(a)	7. Registered charities who provide services to the community
New Chelsea Society	4090	2028	\$ 11,222	S.224(2)(a)	7. Registered charities who provide services to the community
Community Integration Services Society	4081	2028	\$ 5,591	S.224(2)(a)	7. Registered charities who provide services to the community
Southside Baptist Church	1022	Ongoing	\$ 15,739	S.224(2)(g)	2. Public Worship
Northview Community Church	3521	Ongoing	\$ 26,586	S.224(2)(g)	2. Public Worship
Port Coquitlam Pentecostal Assembly	2203	Ongoing	\$ 15,530	S.224(2)(g)	2. Public Worship
Tri-City Islamic Centre	3374	Ongoing	\$ 13,781	S.224(2)(g)	2. Public Worship
Coquitlam Chinese Evangelical Bible Church	3712	Ongoing	\$ 15,015	S.224(2)(g)	2. Public Worship
New View Society	4091	2028	\$ 2,918	S.224(2)(a)	7. Registered charities who provide services to the community
Royal Canadian Legion Port Coquitlam (British Columbia/Yukon Command No 133)	3886	2027	\$ 25,026	S.224(2) (a)	
Port Coquitlam Heritage and Cultural Society	3455	2024	\$ 6,180	S.224(2)(a)	1. Non-for-profit occupiers of city property
Port Coquitlam Seniors Housing	3188	Ongoing	\$ 21,652	S.224(2)(h)	
Our Lady of Assumption Roman Catholic Church & Elementary	2202	Ongoing	\$ 59,284	S.224(2)(f) and (h)	2. Public Worship 3. Private School
Coquitlam Chinese Evangelical Free Church	2049	Ongoing	\$ 12,771	S.224(2)(g)	2. Public Worship
Hope for Freedom Society	4083	2028	\$ -	S.224(2)(a)	7. Registered charities who provide services to the community
Port Coquitlam Kinsmen Club	3455	2024	\$ 12,652	S.224(2)(a) and (d)	1. Non-for-profit occupiers of city property
Trustees of Trinity Congregation of the United Church of Canada	1025	Ongoing	\$ 21,399	S.224(2)(g)	2. Public Worship
Victory Baptist Church	2204	Ongoing	\$ 7,626	S.224(2)(g)	2. Public Worship
Innervisions Recovery Society of BC	4084	2028	\$ 2,231	S.224(2)(a)	7. Registered charities who provide services to the community
Innervisions Recovery Society of BC	4085	2028	\$ 2,323	S.224(2)(a)	7. Registered charities who provide services to the community
Hope Lutheran Church	1559	Ongoing	\$ 9,125	S.224(2)(g)	2. Public Worship
Affordable Housing Charitable Association	4079	2028	\$ 21,044	S.224(2)(a)	7. Registered charities who provide services to the community
Kinsight Community Society	4087	2028	\$ 2,600	S.224(2)(a)	7. Registered charities who provide services to the community
Fellowship Deaconry Association of British Columbia	3521	Ongoing	\$ 22,080	S.224(2)(g)	2. Public Worship
Kinsight Community Society	4089	2028	\$ 25,004	S.224(2)(a)	7. Registered charities who provide services to the community
Hope for Freedom Society	4082	2028	\$ -	S.224(2)(a)	7. Registered charities who provide services to the community
Vancouver Bible Presbyterian	3186	Ongoing	\$ 19,348	S.224(2)(g)	2. Public Worship
The Church in Coquitlam	2205	Ongoing	\$ 32,925	S.224(2)(g)	2. Public Worship
Foursquare Gospel Church of Canada	3927	Ongoing	\$ 97,770	S.224(2)(g)	2. Public Worship
Hyde Creek Streamkeepers	3455	\$2,024.00	\$ 11,048	S.224(2)(a) and (d)	1. Non-for-profit occupiers of city property
Kinsight Community Society	4086	2028	\$ 2,258	S.224(2)(a)	7. Registered charities who provide services to the community
Kinsight Community Society	4088	2028	\$ 2,252	S.224(2)(a)	7. Registered charities who provide services to the community
<b>Total</b>			<b>\$ 525,967</b>		

**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 March 2020.

**BACKGROUND**

For this period, the following reports are attached:

Owner's Representative Progress Report #36 – Tango, March 2020.

**DISCUSSION**

In March 2020 a variety of co-ordination, procurement, design and construction activities took place. Tango completed four detailed site inspections.

The status of work completed in March can be summarized as follows:

- Phase 1AB: Arena 2, Arena 3 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: Pile caps and parkade slab-on-grade is ongoing.

Ventana provided an updated schedule dated April 14<sup>th</sup> 2020. This schedule forecasts that the spectator rink 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 updated schedule still forecasts that the spectator rink, large multi-purpose room, gymnasium and playrooms could be completed eleven (11) days earlier than previously scheduled, as stated in the February report. The critical path activity runs through the foundations, piling and parkade structure, followed by hard and soft landscaping activities, and phase 2ABC occupancy. No changes to the critical path activities were conveyed during this reporting period. Tango continues to monitor the schedule very closely, focusing on the critical path activities and any associated risks that may impact substantial performance.

## March 2020 Community Centre Update

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

### Phase 1ABC:

- Close out construction deficiencies.

### Phase 2:

- Continue pile caps;
- Continue with parkade slab-on-grade; and
- Continue parkade vertical concrete and suspended slabs.

All required safe work procedures to reduce the spread of COVID19 are in place to ensure social distancing and proper hygiene practices. On March 19, 2020, the Design-Builder issued a corporate message that confirmed the actions and measures being implemented to manage business operations during the pandemic (Attachment 1 - Appendix 8). Tango noted that there is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. As of the end of March 2020, the project has not suffered as a result; no disruption in site progress due to supply of materials or availability of trade labour has been reported by the Design-Builder. The facility closed due to COVID-19 restrictions on March 16. Under control and following health authority guidelines, the Design-Builder is utilizing this time to complete outstanding warranty work in coordination with City staff.

Monthly Owner's meetings with Ventana, City and Tango representatives are being conducted remotely; Owner's Meeting 26 was held on March 17, 2020. As noted in the meeting minutes (Attachment 1 – Appendix 7), the landscape architect is revising the drawings in response to feedback from the City for the south plaza. Revised drawings will be reviewed with Terry Fox family representatives in April to ensure they support the proposed commemorative design elements in the south plaza and location of the statue. The bulk of the remaining landscaping plans have now been finalized, and are attached to this report for Committee's information. Two areas remain outstanding, the playground areas and the sport court area, both of which are anticipated to be finalized over the next few months. Overall the landscaping design has been softened to include more green space and less hard surfacing. The originally contemplated small amphitheater has been replaced with community garden space, and the front corner redesigned to incorporate more passive landscaping, rather than the hard surfaced program area. Throughout, provisions for future events and activities have been incorporated and considered, and outdoor areas have been adjusted to complement adjacent program areas inside the building (for example, with the large multi-purpose room).

The updated project dashboard is included as Appendix 5 in Tango's March report (Attachment 1). Based on the information contained in the Monthly Progress Report #36 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

## March 2020 Community Centre Update

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 March 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*	\$82,079,043	\$116,717,000	\$122,673,336
Project Management and Legal	\$1,475,332	\$1,500,000	\$2,222,620
Furniture, Fixtures and Equipment	\$1,873,743	\$3,900,000	\$3,770,140
Off-Site Improvements	\$348,423	\$3,000,000	\$2,245,904
Onsite works (service fees, etc.)	\$87,822	Incl. in other	\$150,000
Communications/Signage	\$53,886	Incl. in other	\$55,000
<b>Total Project</b>	<b>\$86,901,249</b>	<b>\$132,100,000</b>	<b>\$132,100,000</b>

\*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 #36 – Tango, March 2020.

Attachment #2: Final Landscape Drawings



## **PORT COQUITLAM COMMUNITY CENTRE**

### **Owner's Representative Progress Report #36**

**March 2020**

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## APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: April 14<sup>th</sup>  
 2020 - Update

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Appendix 8 – Ventana Construction Corporation Business Continuity Message



## 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 #36 to the Owner. This report represents a summary of key project activities and issues that occurred up to March 31, 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.

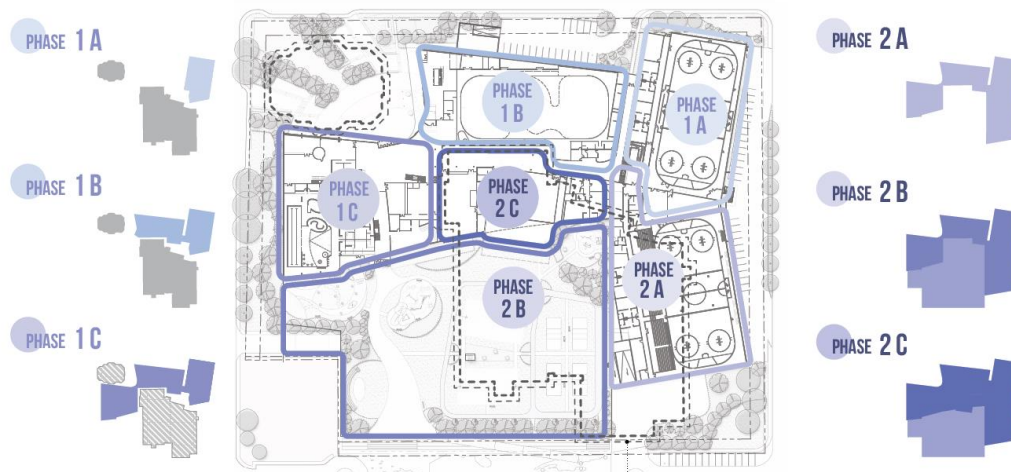
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

## 2.0 EXECUTIVE SUMMARY

During March 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. Phase 2 piling and parkade structure is ongoing. Based on the information contained in this Monthly Progress Report #36 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.



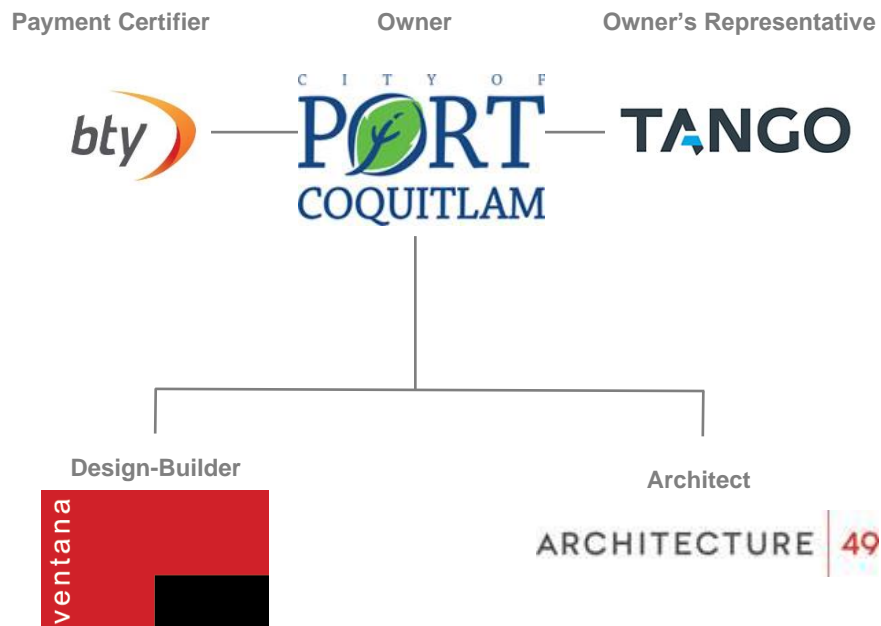


#### 4.0 PROJECT TEAM

The following team members have been appointed to the Project:

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

#### 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 April 14, 2020:

Drawing Package	Planned Date	Actual Date	Status	Comments
<b>Ground Works / Piling (1ABC)</b>				
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
<b>Phase 1ABC - Structure</b>				
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
<b>Phase 1ABC Balance of Design</b>				
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
<b>Phase 2ABC - Design</b>				
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 1ABC:

- Health Permit: Concessions, Lounge Food Services and Aquatics;
- 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 April 14, 2020:

#### Phase 2:

Bulk Ex and Excavation;  
Concrete Reinforcing;  
Concrete Polishing;  
Waterproofing;  
Roof Anchors;  
Masonry;  
Glazing.

Formwork;  
Structural Steel;  
Metal Deck;  
Sprayed Thermal Insulation;  
Glulam's;  
Metal Wall Panels; and

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 #26 was held on March 17, 2020.

Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #26.

## 6.0 Procurement & Contract Administration (continued)

### Owner Request for Information (RFI)

- Number of RFI's issued – 171
- Number of RFI's Closed – 165
- Number of RFI's Open – 6

## 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	\$9,458,617
Current (Revised) Contract Price	\$126,175,617
Work Certified as Completed (Base Contract)	\$90,499,578
Current Cost to Complete (Base Contract)	\$35,676,039
Lien Holdback (Base Contract)	\$8,653,479
Lien Holdback Released	-\$6,883,132
<b>Non-Contract Costs</b>	<b>\$8,362,278</b>
<b>Total Project Budget</b>	<b>\$135,520,895</b>
Capital Utility Budget	\$3,420,895
<b>Total Project Budget (Revised)</b>	<b>\$132,100,000</b>

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. 39 dated April 15, 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending March 31, 2020.

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

Item	Dollar Value
Current Net	\$2,475,427
Current GST (5.0%)	\$123,771
<b>Total Current Payable to the Design-Builder</b>	<b>\$2,599,199</b>
Total Current Builders Lien Holdback	\$1,770,347

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 March 31, 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
40	Removal of Asbestos Concrete Pipe	\$18,480	Project Contingency
41	Feature Dressing Room	\$62,968	Project Contingency
42	Additional Landscape Design Fees	\$5,225	Project Contingency
	<b>SUB-TOTAL</b>	<b>\$3,957,629</b>	
15	Scoreboard Credit	-\$42,760	FF&E
	<b>SUB-TOTAL</b>	<b>-\$42,760</b>	
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
	<b>SUB-TOTAL</b>	<b>\$5,543,748</b>	
	<b>TOTAL CHANGE ORDERS</b>	<b>\$9,458,617</b>	

## 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 (March End 2020)**

We conducted detailed site inspections on March 2, 20, 18 & 24, 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:** 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: April 14<sup>th</sup> 2020 - 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 is still 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 March 2020.

## 8.0 Project Schedule (continued)

### Monthly Look Ahead

During April 2020, the following key construction activities are scheduled (based on **“Port Coquitlam Community Recreation Complex – Owner’s Schedule: April 14<sup>th</sup> 2020 - 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**
  - Continue pile caps;
  - Continue with parkade slab-on-grade; and
  - Continue 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 April 3, 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 received a copy of Architecture 49’s Site Report #63, dated March 6, 2020 and Site Report #64, dated April 1, 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 received copies of BMZ’s Construction Review Memos, dated March 3, 4, 6, 9 10, 11, 12, 17, 18, 19, 23, 25, 27 & 30, 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 a copy of WSP’s Mechanical and Plumbing Field Report, dated March 26, 2020 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 a copy of Thurber Engineering's Field Review Report No. 65, dated March 5, 2020. 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 March 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 major 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 March 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.

There is a potential future risk that the COVID-19 pandemic may have an impact to the project schedule, labour and supply chain availability. As of the date of this report, the project has not suffered as a result.

On March 19, 2020, the Design-Builder issued a corporate message that confirmed the actions and measures that were being implemented to manage their business operations during the pandemic.

Please refer to Appendix 8 of this report for a copy of their message.

We note the facility has been closed due to COVID-19 restrictions. Under control and following Government guidelines, the Design-Builder is utilizing this time to complete outstanding warranty work, in strict coordination with the Owners staff.

## APPENDIX 1

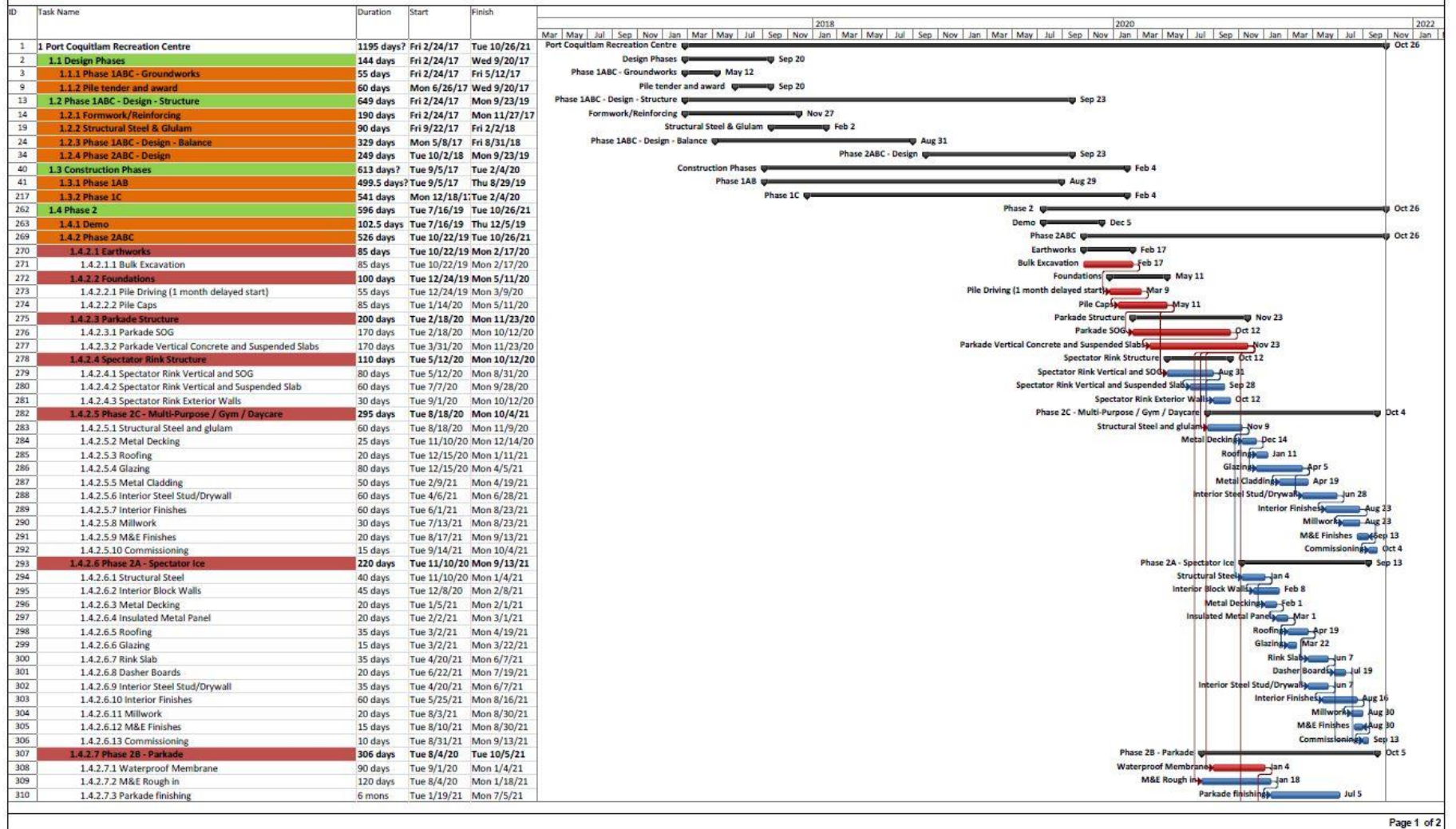
### Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: April 14<sup>th</sup> 2020 - Update



# PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

April 14th 2020 - Update

Ventana Construction Corporation  
3875 Henning Dr. || Burnaby, BC || V5C 6N8  
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PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE  
April 14th 2020 - Update

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

ID	Task Name	Duration	Start	Finish	2018																																				2020																																				2022																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
					Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May	Jul	Sep	Nov	Jan	Mar	May



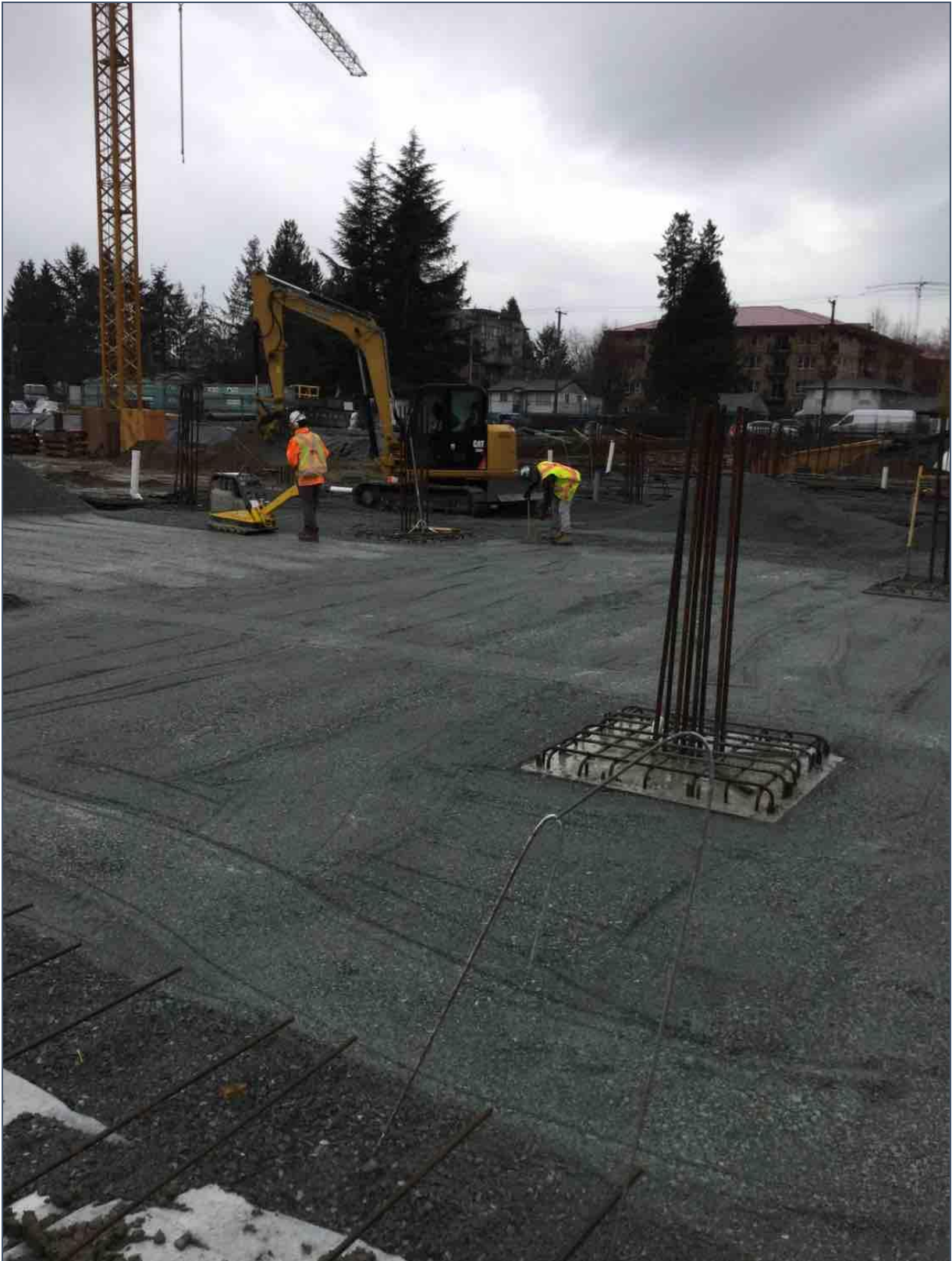
## APPENDIX 2

### Progress Photographs – March 2020

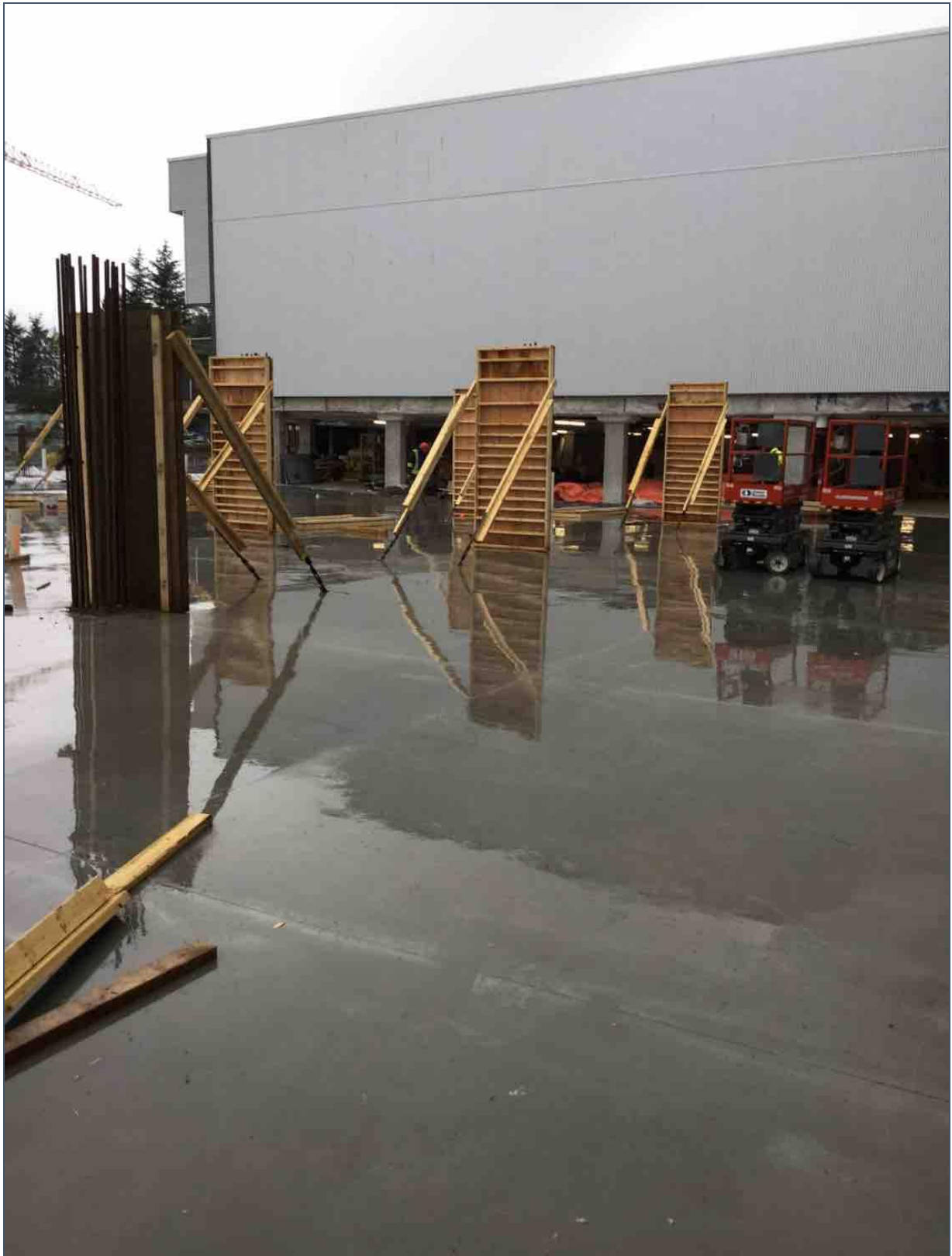


Phase 2A – Grade beams to event storage area





Phase 2B – Grading and compacting base gravels to grade for parkade



Phase 2C – West end of parkade slab cast and column forms being placed



## APPENDIX 3

### Site Inspection Reports: March 2020

# Field Review Report



Project: PCCC  
 Reporting Date: 2020-03-02  
 Prepared By: Alun Lewis

Weather: Sunny: \_\_\_\_\_ Rain: x Wind: \_\_\_\_\_ Temperature: High of: 6  
 Cloudy: x Snow: \_\_\_\_\_ Other: \_\_\_\_\_ Low of: 3

## Trade Contractor's

Superintendents	1	Piling	9	Waterproofing		Painting	
Engineers		Site Work	6	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	
Carpenters		Concrete Formwork	15	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	9	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	39
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:

Piling expected to be completed by end of the day, with piles cut to grade and off site by end of week, ahead of schedule (end day April 03 '20) by four weeks

## QAQC

As previously noted and discussed with Ventana  
 Requested pile log info, provided by Keller to VCC but VCC have confirmed they will not provide

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

		Comments
Piling	9	2B - Piling to S parkade ramp. Cut down piles to grade
Site work	6	2B - Excavate pilecaps.
		2A - Excavate pilecaps
		2C - Backfill around poured pilecaps
Formwork	15	2B - Place formwork to pilecaps
Rebar	9	2B - Offload rebar for pilecaps. Prefab pilecages and pilecaps

# Field Review Report



Project: PCCC  
 Reporting Date: 2020-03-10  
 Prepared By: Alun Lewis

Weather: Sunny: \_\_\_\_\_ Rain: x Wind: \_\_\_\_\_ Temperature: High of: 5  
 Cloudy: x Snow: \_\_\_\_\_ Other: \_\_\_\_\_ Low of: 2

Trade Contractor's							
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	5	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	3
Carpenters		Concrete Formwork	15	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	6	Windows/Glazing		Sprinklers	
		Structural Steel		Exterior Cladding		Electrical	2
		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	31
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:


## QAQC

As previously noted and discussed with Ventana  
 All piling completed ahead of schedule


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

		Comments
Site work	5	2B - Excavate pilecaps.
		2A - Place filter cloth & drain rock
Formwork	15	2A - Forwork for pilecaps and gradebeams to NW corner
		2B - Formwok to pilecaps
Rebar	6	2A - Rebar to pilecaps
		2B - Rebar to pilecaps
Plumbing	3	2A - Install underslab drainage
Electrical	2	2A - Install electrical conduit under slab

# Field Review Report



Project: PCCC  
 Reporting Date: 2020-03-18  
 Prepared By: Alun Lewis

Weather: Sunny: ☒ Rain: ☐ Wind: ☐ Temperature: High of: 11  
 Cloudy: ☒ Snow: ☐ Other: ☐ Low of: 1

Trade Contractor's							
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	8	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	2
Carpenters		Concrete Formwork	20	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	15	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	45
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:


## QAQC

As previously noted and discussed with Ventana  
 AC pipe located to SE corner of phase 2A


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

		Comments
Site work	8	2B - Grading base material to falls for parkade
		2A - Excavate for drainage under gradebeams
Formwork	20	2A - Stripping formwork to NW corner of rink / changerooms
		2B - Formwok to pilecaps & gradebeams to E side of parking lot
Rebar	15	2A - Rebar to pilecaps & gradebeams
		2B - Prep rebar pile cages
		2C - Commence parkade rebar mat
Plumbing	2	2A - Install underslab drainage under gradebeams
		2B - Install underslab main drainage

# Field Review Report



Project: PCCC  
 Reporting Date: 2020-03-24  
 Prepared By: Alun Lewis

Weather: Sunny:   x   Rain:   x   Wind:        Temperature: High of:   8    
 Cloudy:   x   Snow:        Other:        Low of:   4  

## Trade Contractor's

Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work	5	Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	
Carpenters		Concrete Formwork	16	Roofing		Mechanical	
Labourers		Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	17	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	38
						<b>SITE TOTAL</b>	

## JOB DELAYS OR POSSIBLE DELAYS:


## QAQC

As previously noted and discussed with Ventana


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

		Comments
Site work	5	2A - Excavate for pilecaps and gradebeams to SW corner @ ramp entrance to parkade
		2B - Grade base gravels to falls for parkade and compact
Formwork	16	2B - Set formwork to gradebeams along E elevation of parkade.
		2C - Set column forms to NW corner of parkade. Set forms to pilecaps and grade beams along
		E elevation of parkade
Rebar	17	2C - Lay rebar to parkade slab
		2B - Pre fabricate columns

## APPENDIX 4

Certificate of Payment No.39: April 15, 2020

# CERTIFICATE OF PAYMENT : No. 39 (Progress Claim 40)



<b>PROJECT:</b>	City of Port Coquitlam Community Centre	<b>FILE:</b>	3 - 9308
<b>LOCATION:</b>	2150 Wilson Ave, Port Coquitlam, BC	<b>INSPECTION DATE:</b>	01-Apr-20
		<b>CERTIFICATE DATE:</b>	15-Apr-20

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

		Contract Price	Change orders	Revised Contract Price
<b>Total Contract Amount</b>		\$ 116,717,000	\$ 9,458,616	\$ 126,175,616

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 90,499,578	\$ 87,634,079	\$ 2,865,498	\$ 286,550	\$ 2,578,949
<b>Total Work Completed</b>	<b>\$ 90,499,578</b>	<b>\$ 87,634,079</b>	<b>\$ 2,865,498</b>	<b>\$ 286,550</b>	<b>\$ 2,578,949</b>
Add: Holdback Released	\$ 6,883,132	(6,986,653)		\$ (103,521)	\$ (103,521)
<b>Current Net Payable</b>			<b>\$ 2,865,498</b>	<b>\$ 390,071</b>	<b>\$ 2,475,427</b>
Plus GST (5.0%) on Net Payable					\$ 123,771
<b>Total Current Payable Amount</b>					<b>\$ 2,599,199</b>
Holdback Retained to Date (incl. this Certificate)					\$ 1,666,826
Total GST Paid to Date (incl. this Certificate)					\$ 4,191,638
<b>PROJECT COST TO COMPLETE</b>					<b>\$ 35,676,038</b>

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$2,599,199 (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 March 31, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$390,070 (note that this is not 10% of the current claim amount to account for an error in a previous claim certificate, refer to Section 20.0 of our report). The total holdback retained to date is \$1,666,826 and the total GST paid to date is \$4,191,638 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$35,676,038 (Not incl. GST & holdback).

<b>CERTIFIED BY:</b>	<b>REVIEWED BY:</b>
	
Per: Neil Murray, MRICS Associate Director	Per: Rob Wilson, MRICS, PQS Director

## APPENDIX 5

### Project Dashboard – March 31, 2020

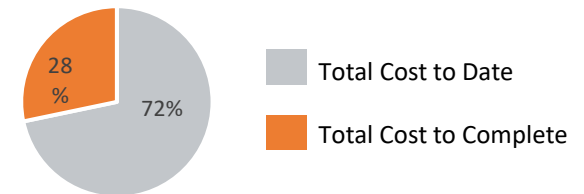


# PROJECT DASH BOARD

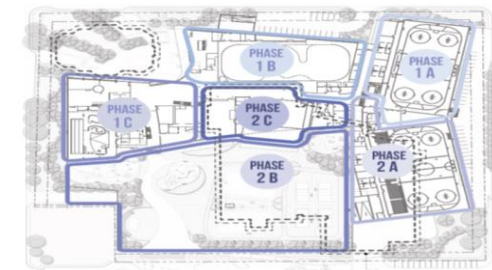
Updated: 2020-3-31

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 2A - Overview



### PHASE 2B - Overview



### PHASE 2C - Overview



## APPENDIX 6

Architecture 49 Letter of Construction Conformance: April 3, 2020

Architecture49 Inc.  
270 - 1075 West Georgia  
Vancouver BC  
V6E 3C9

T 1.604.736.5329  
architecture49.com

April 3, 2020

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

Attention: Lewis Reilly, Director  
[lreilly@tangomanagment.ca](mailto: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 March 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:

- 2020-03-25 - A49\_Site Report 64
- 2020-02-28 - 80058-01-BMZ Field Reviews
- 2020-03-31 – WSP Mechanical Field Report 28

Sincerely,  
**ARCHITECTURE49 INC.**



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

## APPENDIX 7

### Owner's Meeting Minutes #26

<b>Date Issued</b>	2020-03-30
<b>Project</b>	Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
<b>Meeting</b>	Owners Meeting Minutes #26
<b>Meeting Held On</b>	2020-03-17

**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
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
Alun Lewis	Tango Managment	TM	604.734.6416	alewis@tangomanagement.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

**Old Business**

	DESCRIPTION	ACTION BY	REQUIRED BY
<b>1.01 SAFETY</b>			
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.  <b>Meeting 26 - POCO confirmed the Counsel did not have any comments on the Worksafe reports.</b>	Closed	-
26.1	<b>One workers leg fell into a pile and bruised their shin and have returned to work. One worker went missing onsite, and since has been found and is not back on site.</b>	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> <p><b>Meeting 26 - User group comments have been provided to A49. VCC to advise on consultant response once received.</b></p>	VCC	-
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> <p><b>Meeting 26 - VCC received IFC drawings and distributed to POCO/Tango. Structural IFC to be re-issued and uploaded once received. Revision to Landscape drawings will be about 2 weeks and will be uploaded once received.</b></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> <p><b>Meeting 26 - PMG is currently revising landscape drawings.</b></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	-
26.1	<p><b>Sunlight transmittance into pool is impacting guards visibility. VCC to review in conjunction with A49 sun study.</b></p>	VCC	-

## 1.04 SCHEDULE

26.1	<p><b>P2:</b></p> <ul style="list-style-type: none"> <li>• Bulk Ex is complete and backfilled except for minimal fill/compaction required at SE parkade.</li> <li>• Detail ex, foundation work in progress in the parkade and rink areas.</li> <li>• Zone A slab on grade to be poured March 19/20.</li> </ul>	Info	-
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## 1.05 CITY/STAKE HOLDERS MEETING

26.1 **May 2020 Stakeholder meeting to be cancelled . POCO advised the next meeting will be held in the fall.**

Info

-

## 1.07 OFFSITE WORK

- 22.1 Phase 2 off-sites design requires a meeting. VCC to coordinate. VCC, POCO -
- 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.
- Meeting 26 - VCC to propose Terry Fox milestones within the plaza. POCO to confirm with Terry Fox Foundation.**

## 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. Closed -
- 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.
- Meeting 26 - Change order approved.**

## 10.02 TREE REMOVAL

- 23.1 It was noted that one tree left behind is obstructing construction design. VCC to RFI. VCC -
- Meeting 24 - Potential tree removal will be reviewed with HUB and PMG.
- Meeting 25 - HUB and PMG to review and finalize.
- Meeting 26 - VCC is in discussion with PMG/Hub. Tree may be removed and 2 additional small trees planted in it's place. VCC to provide proposed solution prior to removing.**



## 21.01 DEFICIENCIES PHASE 1

26.2	Reception heat – WSP has proposed radiant ceiling panels but VCC and Omega are reviewing electric baseboard heat as an alternative.	VCC	-
26.3	Skate shop , reception radiant heat was increased and provides adequate heat.	Closed	-
26.4	Powered vents are being reviewed for cash room and level 1 fitness.		-
26.5	Fitness mirror doors: VCC advised Level 2 fitness mirror doors are installed. Level 1 doors are on-hold until covid-passes, as this work demands (2) installers to work within 2m.	Info	-
26.6	Wallet lockers in P1A and games room are on hold pending City review of transient use of lockers.	POCO	-
26.7	Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments.	VCC	-
26.8	Concession slab discolouration;VCC updated PoCo at the meeting. Applied was scheduled to review the deficiency but did not. VCC will reschedule with them and advise.	VCC	2020-03-20
26.9	Sauna Controls - VCC advised that the sauna controls were to be reinstalled in the P1C mechanical room. Post meeting note: VCC advised PoCo reinstallation was completed, Wed, Mar.25 <sup>th</sup> .	Info	-
26.10	DH-4 Temp/Humidity - DH-4 password information was provided to PoCo in order for them to modify DH-4 output.	Closed	-
26.11	Guard, Steam and Sauna doors have been adjusted.	Closed	-
26.12	VCC and PoCo discussed the potential to complete deficiencies during the Community Centre closure. VCC will coordinate with Rana and facility staff to obtain access.	VCC	-

## 22.04 RINK 1 GLAZING

26.1	VCC noted previously that the curtainwall glazing on the West side of Rink 1 may allow unwanted sunlight and headlights from vehicles into the arena despite blackout blinds being installed. Lewis of Tango suggested clerestory glazing in lieu of the lower glazing currently shown. VCC advised that relocating the glazing at this time would be a difficult design change to incorporate due to progression of structural steel shop drawings. PoCo to advise if glazing as shown and supplemented with blackout blinds will suffice.	POCO, TM	-
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## 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.  Meeting 25 - Comments have been forwarded by VCC.  <b>Meeting 26 - Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.</b>	VCC, TM	2020-03-24
<b>24.02 OUTSTANDING CLAIMS</b>			
25.1	Additional pipe has been found requiring removal, VCC to forward PCN.	VCC	-
<b>24.03 OWNER RFI'S</b>			
24.1	RFI 161 Phase 1 Service Point Temperatures : Under review by consultant team  <b>Meeting 26 - Coordinated solution to be forwarded.</b>	Info	-
24.3	RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing.	Carried	2020-02-04
26.1	<b>RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration.</b>		-
<b>24.06 PILING SOUND VIBRATION LEVELS</b>			
24.1	VCC to review current piling sound levels.  <b>Meeting 26 - VCC to review and advise and provide to Tango.</b>	VCC	-
<b>25.01 SOUTH EXIT PATH SLIPPING COMPLAINT</b>			
25.1	There has been a complaint with the south exit path slippage. VCC (JB) to meet with POCO and discuss.  <b>Meeting 26 - Signage has been posted and no further comments.</b>	Closed	-
<b>25.02 PUBLIC ADDRESS SYSTEM</b>			
25.1	Speakers are not in rec admin or small multipurpose. VCC to review.  <b>Meeting 26 - Request cancelled.</b>	Closed	-
<b>25.03 SPIN ROOM</b>			
25.1	POCO noted that there are dents on the floor due to the stationary bikes. VCC to review.  <b>Meeting 26 - VCC proposed continuing sports flooring into fitness room.</b>		-

**DESCRIPTION****ACTION BY****REQUIRED BY****26.01 NEXT MEETING**

26.1    **The next meeting will be held April 21,2020 at 10:00 am**

-

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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.

Tallon O'Neill

## APPENDIX 8

### Ventana Construction Corporation Business Continuity Message



## Ventana Construction Corporation Business Continuity Message

Dear valued clients,

We want to assure you that Ventana is paying very close attention to the continued evolution of the COVID-19 situation and its impacts to our customers, trade partners, employees, friends, and families.

Over the last several weeks we have kept our people apprised of the official announcements made by Government and BC Health Officials and have worked diligently to keep our people and our trade contractors healthy and safe.

It has been our intent to keep our office and jobsites open and operating at maximum capacity, given the increasing health regulations that have been suggested and/or mandated. We have implemented company-wide protocols to increase our levels of sanitation and social distancing, and ensured that those feeling sick, experiencing any symptoms, having travelled recently, or living with someone who has recently traveled have undergone self-quarantine for the required period. We have been in constant discussion with our trade partners to ensure that these same guidelines are being followed throughout our job sites by everyone involved. We have reached out to key trades and suppliers for each of our projects to inquire what impacts we are currently seeing on labour workforce and supply chains. We are doing our best to continue to push our projects forward and will notify you as soon as possible should any impact to schedule arise.

Until such time that our office and/or jobsites are mandated to close by Government or Health Officials we will continue to operate to the best of our ability. We will be scheduling our office-based employees to work in alternating shifts so only half of the office is occupied at any given time.

To best manage the changing environment, we would appreciate any information or feedback from you with regards to any specific practices required of us due to your project location and/or sensitivity. If this applies to you, and you have not already done so, please communicate any required protocols you may require of us at your earliest opportunity.

Looking forward, given the current environmental conditions in Vancouver and level of uncertainty across the globe, we want all to be aware that project productivity will likely be compromised, despite our best efforts. Please keep in mind our level of service relies on keeping our employees and trade partners safe and healthy. It may mean limiting the number of people on our sites at any given time and having project team members work limited hours and/or from home in the days to come.

We greatly appreciate the relationships we have with each of our clients and ask that you please bear with us as we try to navigate this unprecedented event. We believe communication will be key, more now than ever, for our mutual success and ask that all project team members are forthcoming with known or perceived risks, whether they are health or financially related.

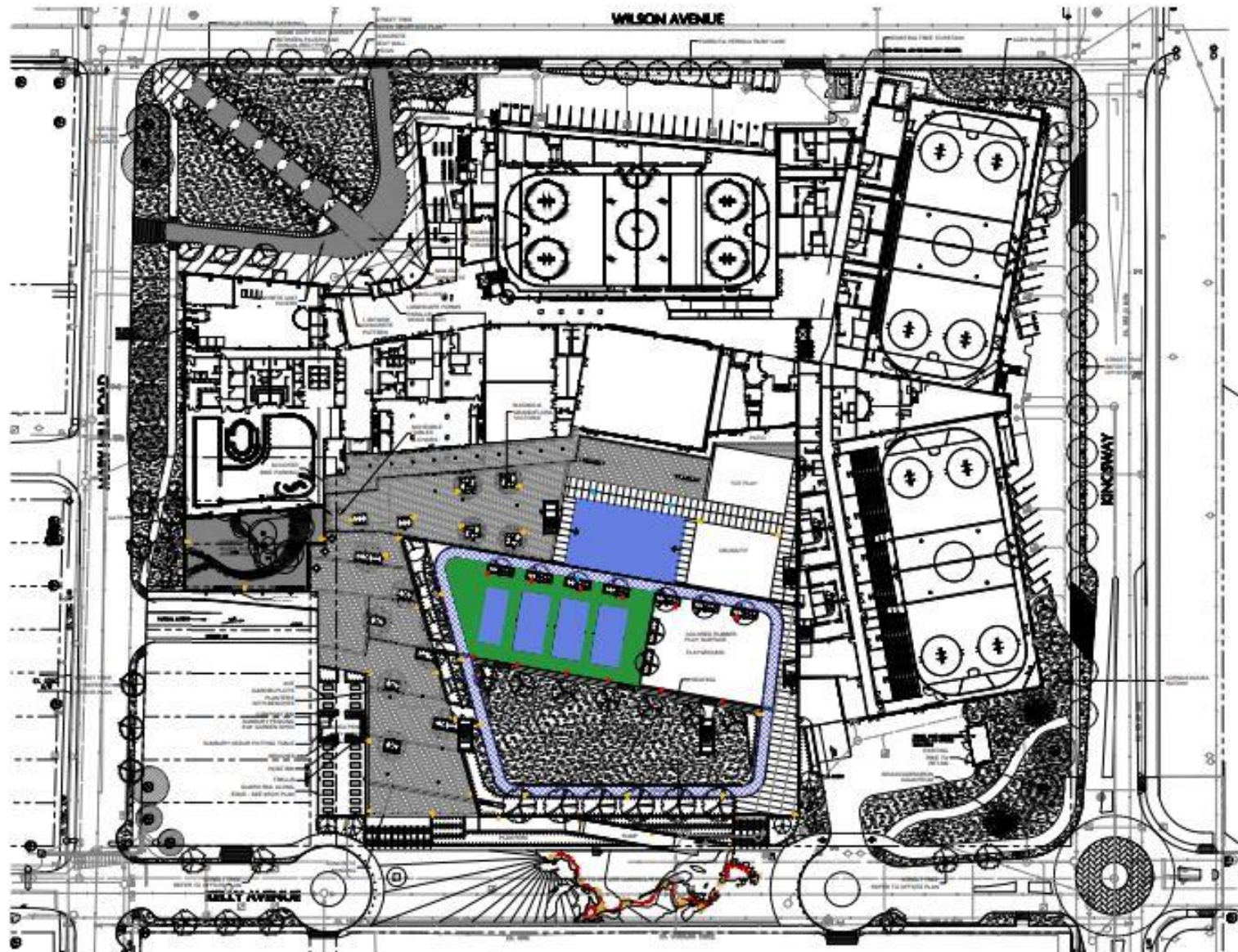
We send our best wishes to all of you and your families.

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**Our mailing address is:**

3875 Henning Drive  
Burnaby, BC V5C 6N5  
Canada



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**pmg**  
LANDSCAPE  
ARCHITECTS  
Suite 2100 - 1480 West Broadway  
Vancouver, British Columbia, V6G 1A5  
P: 604.266.0221 F: 604.266.0222

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Client:

Project:

**PORT COQUITLAM  
COMMUNITY RECREATION  
COMPLEX**  
MARY HILL RD & WILSON AVE  
PORT COQUITLAM, BC

Drawing Title:

**LANDSCAPE  
PLAN**

DATE: 10/04/17 DRAWING NUMBER:  
SCALE: 1:500  
DESIGNER: BJA  
CHECKER: BJA  
DWG NO: 001

**L1**

OF 30

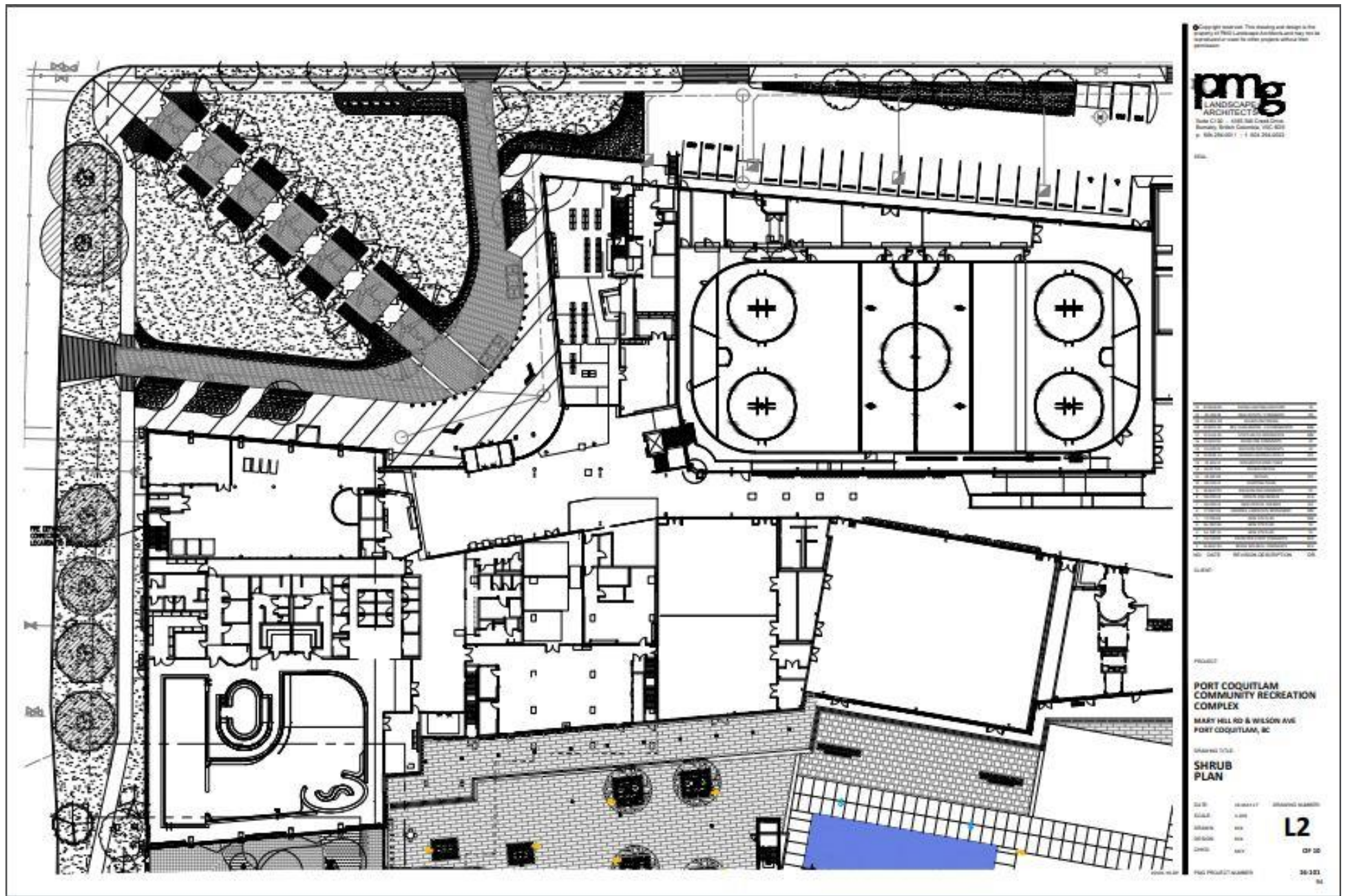
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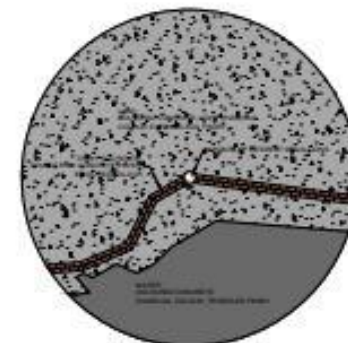
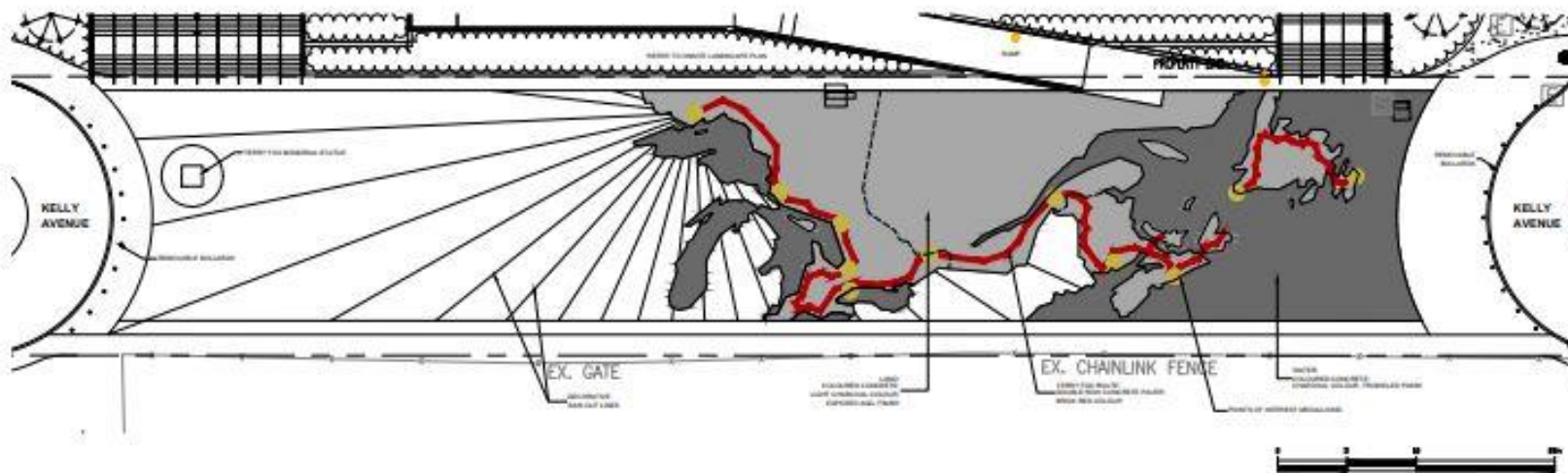
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pmg  
PORT COQUITLAM COMMUNITY RECREATION COMPLEX  
10000 100th Ave, Port Coquitlam, BC V3C 2K1  
Tel: 604-291-1111 Fax: 604-291-1112

DATE:

REV.	DATE	REVISION DESCRIPTION	BY

PROJECT:

PORT COQUITLAM COMMUNITY RECREATION COMPLEX  
MARY HILL RD & WILSON AVE  
PORT COQUITLAM, BC

DATE:

REVISION TITLE:

OFFSITE  
PLAZA DESIGN

DATE:	2014.04.04
SCALE:	1:100
DESIGNER:	AK
DRAWN:	AK
CHECK:	AK

REVISION NUMBER:

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FINAL PROJECT NUMBER:

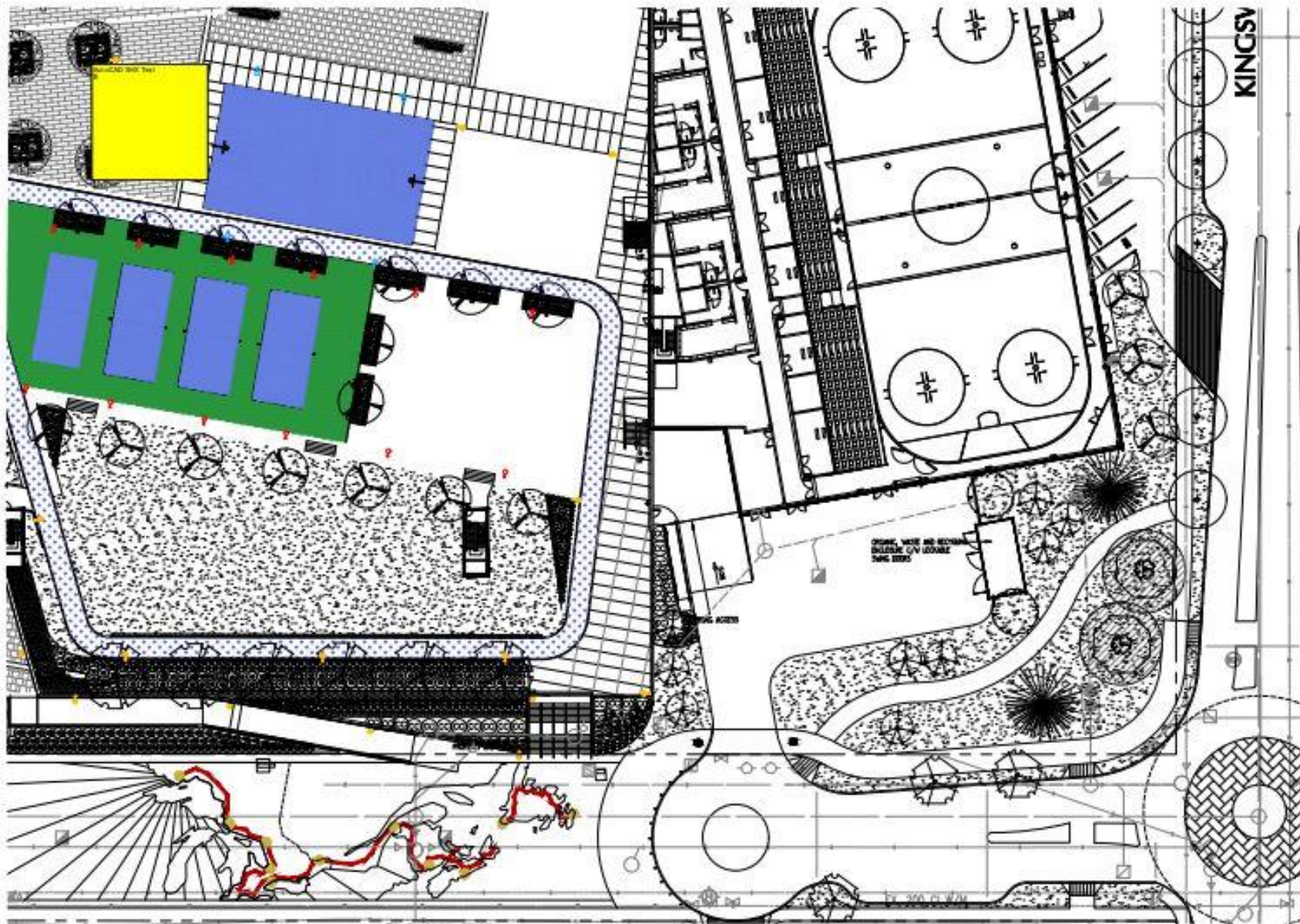
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**pmg**  
LANDSCAPE  
ARCHITECTS

Suite C1-30 4380 Glen Cove Court  
Burnaby, British Columbia, V5C 5Z9  
p: 604-296-0011 f: 604-296-0022

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PORT COQUITLAM  
COMMUNITY RECREATION  
COMPLEX  
MARY HILL RD & WILSON AVE  
PORT COQUITLAM, BC

DRAWING TITLE:

SHRUB  
PLAN

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DESIGNED BY: L4  
CHECKED BY: L4  
DATE: 10-09-11

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1990	Germany	62	-0.1
1990	France	59	0.1
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1990	South Africa	25	1.2
1990	South Korea	40	1.2
1990	Japan	125	-0.2
1990	Germany	62	-0.1
1990	France	59	0.1
1990	UK	56	0.1
1990	Italy	56	0.1
1990	Spain	40	0.2
1990	Sweden	8	0.1
1990	Canada	32	0.7
1990	Australia	18	1.2
1990	New Zealand	3	1.2
1990	South Africa	25	1.2
1990	South Korea	40	1.2
1990	Japan	125	-0.2
1990	Germany	62	-0.1
1990	France	59	0.1
1990	UK	56	0.1
1990	Italy	56	0.1
1990	Spain	40	0.2
1990	Sweden	8	0.1
1990	Canada	32	0.7
1990	Australia	18	1.2
1990	New Zealand	3	1.2
1990	South Africa	25	1.2
1990	South Korea	40	1.2
1990	Japan	125	-0.2
1990	Germany	62	-0.1
1990	France	59	0.1
1990	UK	56	0.1
1990	Italy	56	0.1
1990	Spain	40	0.2
1990	Sweden	8	0.1
1990	Canada	32	0.7
1990	Australia	18	1.2
1990	New Zealand	3	1.2
1990	South Africa	25	1.2
1990	South Korea	40	1.2
1990	Japan	125	-0.2
1990	Germany	62	-0.1
1990	France	59	0.1
1990	UK	56	0.1
1990	Italy	56	0.1
1990	Spain	40	0.2
1990	Sweden	8	0.1
1990	Canada	32	0.7
1990	Australia	18	1.2
1990	New Zealand	3	1.2
1990	South Africa	25	1.2
19			

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2007

## PROJECT

PORT COQUITLAM  
COMMUNITY RECREATION  
COMPLEX

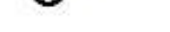
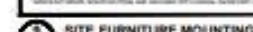
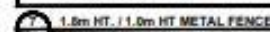
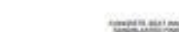
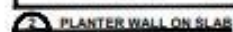
MARY HILL RD & WILSON AVE  
PORT COQUITLAM, BC

2000-2001

LANDSCAPE  
SECTIONS[illegible]

doi:10.1017/S0022292412001511 Printed in the United Kingdom 383





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### **RECOMMENDATION:**

That Committee of Council recommend that Council:

Adopt amendments to the Fire & Emergency Services Bylaw No. 3880 to permit the use of outdoor gas appliances, such as gas fire pits, portable heaters and decorative gas fire tables.

### **PREVIOUS HISTORY**

On March 9, 2015, Council approved an amendment to the municipal Bylaw No. 3880: Fire and Emergency Services, Section 5, limiting open air burning throughout the city.

### **REPORT SUMMARY**

This report proposes amendments to the Fire and Emergency Services Bylaw No. 3880 to allow for the safe use of outdoor gas appliances.

### **BACKGROUND**

In 2015, the Fire and Emergency Services Bylaw No.3880 was updated to include section 5, which provided clarity on open-air burning. This section detailed what fuel (wood vs gas) could be used for outdoor cooking. It also aligned with the regional objective to improve local air quality by eliminating open air burning of solid fuel, specifically wood for cooking. Further, it banned all outdoor gas appliances, other than approved B-B-Q's, and limited the ability to classify these appliance(s) for cooking.

### **DISCUSSION**

Outdoor gas appliances including fire pits, portable heaters and decorative fire tables, have gained popularity in our community due to their ease of use, affordability and the fact that they are readily available at local suppliers. Fire Department and Bylaw compliance officers regularly receive resident inquiries as to their use in backyards and on patios as homeowners look to install personal features that provide warmth and atmosphere to their outdoor living spaces.

In response to growing resident inquiries for these appliances, Fire Department prevention officers have reviewed the current regulations, conducted a survey of surrounding municipalities, and reviewed burning complaints in Port Coquitlam over the last 5 years to assess if changes were warranted to this bylaw.



## Outdoor Gas Appliances

Listed below are the municipalities in the lower mainland that currently permit the use of gas fire pits, portable heaters and decorative fire tables.

Municipalities Permitting Gas Appliances	
Burnaby	Port Moody
Pitt Meadows	Surrey
Vancouver	Richmond
District of North Vancouver	North Van City
City of Langley	Township of Langley


The intent of the original 2015 bylaw was to limit the impact of nuisance smoke from open air burning and reduce the fire risk to citizens and property. After reviewing fire response stats, it has been confirmed that over the last five years the City has had no reported fire damage due to these types of gas appliances. In addition, these appliances also burn clean fuel and produce no visible smoke which limits the impact of their use in the community.

Given the ease of accessibility, the desire of residents to use clean fuel outdoor appliances and the fact that there is no data supporting an increase in fire damage due to these appliances, staff are recommending that the Fire and Emergency Services Bylaw No.3880 be amended to permit the use of gas fire pits, gas portable heaters and gas decorative fire tables on private property.

### **FINANCIAL IMPLICATIONS**

None.

### **OPTIONS** (✓ = Staff Recommendation)

	#	Description
	1	Approve bylaw amendments for outdoor gas appliances
	2	Reject the Bylaw amendments
	3	Provide staff alternative direction

### **ATTACHMENTS**

Att#1: Amendment to Bylaw No.3880 section 5.1 and 5.2.1

Lead author(s): Robert Kipps and Randy Minaker

Contributing author(s): Blake Clarkson, Chad Evans, Paula Jones

## ATTACHMENT #1- Proposed amendments to Bylaw No. 3880

### OPEN AIR BURNING

#### 5.1 OPEN AIR BURNING PROHIBITION

##### New Revision

Except as specifically allowed under this Bylaw by permit, no person shall light, ignite, start or burn any fire in the open air or in any portable appliance or device in the open air for any purpose.

If this Section is not complied with, the owner of the premises must pay immediately, upon receipt of an invoice from the City, all fees for any attendance by the Department at the premises as calculated under Schedule G in the Fees & Charges Bylaw.

#### 5.2 EXEMPTIONS TO OPEN AIR BURNING PROHIBITION

##### New- 5.2.1 OUTDOOR GAS APPLIANCE:

Propane fire pits, portable heaters and decorative fire tables are permitted provided that all of the following conditions are met:

- a. fueled by natural gas or propane.
- b. CSA/ULC approved.
- c. used in accordance with listed manufacturer's instructions.
- d. in the absence of listed manufacture clearances, a minimum of 3 metres from combustibles shall be used.
- e. used on private property only.

##### 5.2.2 FIRE DEPARTMENT

Notwithstanding any other provision of this Bylaw, the Department may burn buildings, structures, or other materials for the purpose of training its personnel or for the purpose of elimination of hazards or any other purpose.

##### 5.2.3 OUTDOOR COOKING

Notwithstanding Section 5.1, outdoor cooking of foods in approved barbecues or grills using propane, natural gas or charcoal is permitted.

##### 5.2.4 A1 AGRICULTURAL

Notwithstanding Section 5.1, outdoor burning by lighting, igniting, starting or maintaining any outdoor fire of any kind within the City, during daylight hours, to allow orchard, berry, and vineyard pruning generated on site on properties zoned A1

Agricultural to be burnt is permitted, provided that a Burning Permit is obtained under Section 5.3.

### 5.2.5 **CAMPFIRES**

Notwithstanding Section 5.1, burning wood for ceremonial campfires is permitted if a Burning Permit is issued under Section 5.3.