

Committee of Council Agenda

Tuesday, July 28, 2020

2:00 p.m.

Council Chambers

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

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

That the Tuesday, July 28, 2020, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Recommendation:

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

- *July 14, 2020*

4. REPORTS

4.1 Public Works Update (Verbal)

Recommendation:

None.

4.2 OCP Amendment Consultation - 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 and 2450 Ticehurst Lane

1

Recommendation:

That in consideration of s.475 of the Local Government Act, Committee of Council direct the following consultation be undertaken for the proposed Official Community Plan amendment:

1. *On site signage and an advertised on-line public input process led by*

the applicant, with notification provided to residents, businesses and community services within the area;

2. *Information posted on the City's website and considered in an open Committee of Council meeting; and*

Staff communication with School District 43.

4.3 Development Variance Permit - 2156 Salisbury Avenue 22

Recommendation:

That Committee of Council approve Development Permit DP000362 to regulate a townhouse development at 2156 Salisbury Avenue.

4.4 1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment 52

Recommendation:

That Committee of Council deny the application to amend Watercourse Development Permit DP000003 at 1380 and 1388 Dominion Avenue as it does not comply with the policies of the Official Community Plan Watercourse Protection Development Permit area guidelines.

4.5 2020 Midyear One-time and Capital Projects Update 69

Recommendation:

None.

4.6 Off-leash Dog Areas - Pilot Project Final Update 86

Recommendation:

That Committee of Council direct staff to transition the Off-Leash Pilot Project at Chelsea and Skyline Parks to a permanent service level; and

Direct staff to proceed with implementation of off-leash dog parks within the western portion of Castle Park and the eastern edge of Evergreen Park.

4.7 Cemetery Bylaw Amendment 91

Recommendation:

That Committee of Council recommend that Council adopt amendments to the Cemetery Bylaw as outlined in the July 28, 2020 report, "Cemetery Bylaw Amendment".

4.8 June 2020 Community Centre Update 96

Recommendation:

None.

4.9 Proposed Reopening Plan - Facilities, Programs and Services

Recommendation:

That Committee direct staff to proceed with the proposed reopening plan as outlined in the July 28, 2020 report.

4.10 COVID-19: Opening and Longer Term Budget Implications

139

Recommendation:

None.

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, July 28, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 4.1

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 4.2

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

Item 4.3

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, July 28, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES

OCP Amendment Consultation – 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

RECOMMENDATION:

That in consideration of s.475 of the *Local Government Act*, Committee of Council direct the following consultation be undertaken for the proposed Official Community Plan amendment:

1. On site signage and an advertised on-line public input process led by the applicant, with notification provided to residents, businesses and community services within the area;
2. Information posted on the City's website and considered in an open Committee of Council meeting; and
3. Staff communication with School District 43.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

Peak Towers Development Ltd. has submitted applications to develop a large non-market residential apartment complex with a childcare facility at 2455, 2473 and 2475 Gately Avenue, 2428, 2456 and 2492 Kingsway Avenue and 2420 and 2450 Ticehurst Lane. The proposed development requires an amendment to land use designation of the Official Community Plan (OCP) to allow for the proposed redevelopment of the site; *Section 475 of the Local Government Act* requires early and ongoing community consultation when amending an OCP.

This report provides a brief description of the proposed development and seeks Committee's confirmation of the process it will require to comply with requirements of the *Local Government Act* for early and ongoing consultation. The recommended early consultation process provides a non-contact means to engage with the community about the proposed change in land use while ensuring COVID 19 public health restrictions are being adhered to.

The project is seen to offer an important opportunity to address affordable housing needs within the community and review of this application is being expedited in accordance with the City's policy for applications deemed to be in the public interest. Staff recommend Committee support the proposed consultation process.

BACKGROUND

Proposal: The developer, Peak Towers Development Ltd., has proposed the development of a non-market housing complex consisting of three 6-storey buildings with 302 apartment units and a 400m² (4,305 ft²) daycare facility built over a common one-level parkade. The application indicates the residential portion of the development will consist of five studio, 124 one-bedroom, 124 two-bedroom and 49 three-bedroom apartment units ranging in size from 38m² (409 ft²) to 80m² (861 ft²). The developer proposes a contemporary architectural style that includes quality materials in

OCP Amendment Consultation – 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

keeping with other recent development in Port Coquitlam. The developer advises the housing is to be operated by the Affordable Housing Societies who also owns and operates the adjacent River Woods housing development.



Development concept renderings

This is a complex development and includes submission of a rezoning, watercourse development permit and standard development permit applications in addition to an OCP amendment. The subject lands are located in proximity to Coquitlam River and Canadian Pacific Rail's main rail line. The Port Authority has identified the Kingsway and Westwood intersection as a potential location for grade separation project.

Staff are currently reviewing the associated application materials submitted in support of the development including; architectural and landscape architectural drawings, transportation impact assessment, environmental report assessing the watercourse protection, arbourist report, Building Code analysis, site servicing drawings and geotechnical reports and intend to provide comprehensive comments to the applicant before the end of July. In addition to the supporting materials, staff will request additional information related to railway impacts including an acoustics

OCP Amendment Consultation – 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

study and consideration of FCM's Guidelines for New Development in Proximity to Railway Operations.

Section 475 of the *Local Government Act* requires a local government to provide one or more opportunities it considers appropriate for consultation with persons, organizations, and authorities it considers will be affected and, for the purposes of this requirements, the local government must specifically consider whether the opportunities for consultation should be early and on-going.

Site Context: The proposed development site is approximately 2.4 acres in size and consists of eight properties bound by Kingsway Avenue, Gately Avenue, Ticehurst Lane and the Coquitlam River. Uses on the site currently include four houses, one duplex and two small scale industrial properties (one single tenant building and one two-storey multi-tenant building) and a vacant City owner parcel.



Location map

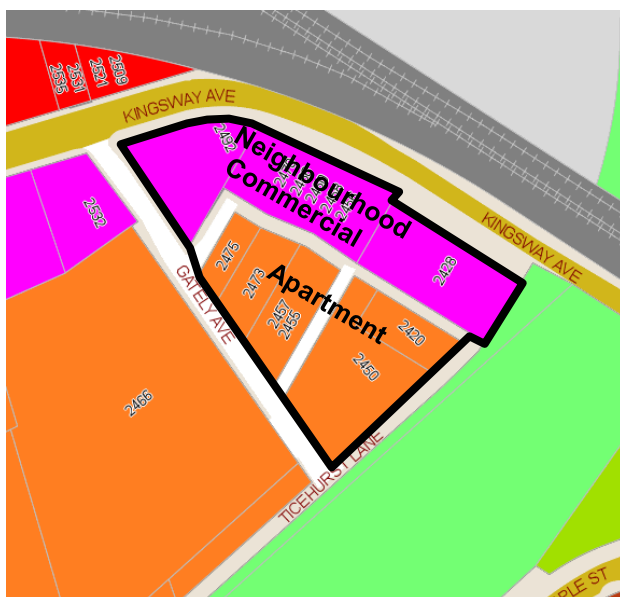
Surrounding land uses include the Canadian Pacific Railway corridor and small scale industrial uses north of Kingsway Avenue, a large multi-family residential complex and a small scale light industrial building west of Gately Avenue and the Coquitlam River to the east. The downtown and Lions Park are directly east of the Coquitlam River and in walking distance.

Official Community Plan Policies: The policies of the Official Community Plan supports provision of housing that will meet a variety of needs, including affordable and non-market rental housing. The policies support new multifamily housing in areas close to the downtown, and encourage the creation of new childcare facilities. The policies also provide for the City to protect areas of environmental sensitivity through development and support improved pedestrian connections and trail networks.

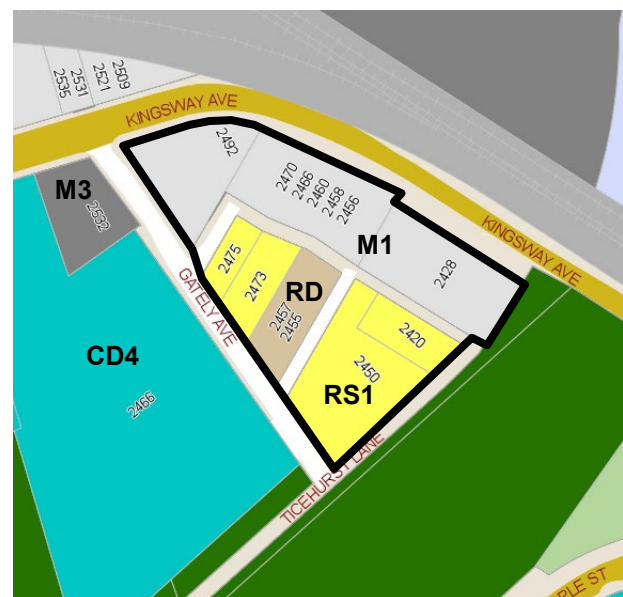
OCP Amendment Consultation – 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

Official Community Plan Designation: The Official Community Plan designation for the properties along Kingsway Avenue is currently Neighbourhood Commercial (N) which would provide for consideration of a development with commercial uses at grade and the potential for apartment uses on the upper floors. The OCP designation for the properties along Gately Avenue is Apartment (A) which would support low profile apartment uses to a maximum of 4 storeys.

An amendment to the Comprehensive Residential (RC) OCP designation would best support the mix of uses within the proposed development as it provides for developments having a mix of multi-family residential dwelling units and complementary community commercial uses such as child care facilities.



Current OCP designations



Current Zoning

Zoning Bylaw: The site is currently zoned a mixture RS1 (Residential Single Dwelling 1), RD (Residential Duplex) and M1 (General Industrial). It is anticipated that a site specific Comprehensive Development (CD) zone would be required to accommodate the proposed development.

Development Permits: This site will be subject to form and character, environmental conservation and watercourse protection development permit objectives and design guidelines. These applications would be considered after adoption of the Official Community Plan amendment and rezoning (all applications can be processed concurrently).

Land Purchase and Road Closure: To facilitate the consolidation with adjacent properties, the applicant has requested to purchase a portion of a city owned parcel at 2428 Kingsway Avenue and the lanes within the 2400 block of Gately and Kingsway Avenue.

OCP Amendment Consultation – 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

Expedited Processing: This application qualifies as a “Public Interest Application” as it will be operated by a social housing provider. The policy allows for the amendment applications and development permits to be eligible for a fast-tracked review process, at the City’s cost. Registration of a housing agreement would be recommended as a condition of approval to ensure the continued social benefits of the project

Proposed Consultation: The applicant has proposed a consultation process consisting of:

- Advertisement in the Tricity News and direct mailout to surrounding property owners and residents providing notification of the opportunity to provide input.
- Posting a website providing information (basic description of the proposed development, site plan, building elevations/renderings and landscape plan) with a portal to allow submission of electronic comments, an address for comments by mail and a phone number for verbal comments.
- The consultation period is proposed to last approximately 3 weeks, beginning in August and end September 13th.
- Upon completion of the consultation period, submission of a report summarizing the input received and how the applicant will look to address community input.

Given the large size of this development and expectation for family oriented units, staff have already undertaken early consultation with School District 43, who have advised there is capacity within this catchment area.

DISCUSSION

This proposal responds to a community need for affordable housing. The site is ideally located for this use as it is within walking distance from the downtown, transit, services, amenities and schools. This development also provides the City an opportunity to protect and enhance the riparian area along the Coquitlam River and enhance pedestrian connections within the area.

Proceeding with public consultation is recommended to ensure any issues associated with the proposal may be brought to the attention of the applicant and the City as early as possible. Given the current COVID-19 pandemic and direction of the Provincial Health Officer limiting public gatherings, the applicant has proposed a non-contact consultation process with the opportunity for online, written and verbal (phone) comments.


Staff believe the proposed consultation process provides a reasonable opportunity for early public input on the proposed development and associated amendments to the Official Community Plan and recommend Committee confirm the proposed Official Community Plan consultation process meets the City’s expectation for early consultation. A public hearing would be required at a later stage in consideration of any bylaw amendments.

OCP Amendment Consultation – 2455-2475 Gately Avenue, 2428-2492 Kingsway Avenue and 2420 & 2450 Ticehurst Lane

FINANCIAL IMPLICATIONS

None associated with the proposed consultation.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve the recommended early consultation requirements for amendment of the Official Community Plan.
	2	Determine that the Committee wishes to obtain additional information or amendments to the proposed consultation prior to confirming requirements.
	3	Determine that it does not support amending the Official Community Plan to allow for the proposed affordable housing development and recommend to Council that the application be refused.

ATTACHMENTS

Attachment 1: Development concept drawings

Lead author(s): Bryan Sherrell



NORTH ARROW.



OWNER/CLIENT:

[illegible]

01	DP/REZONING SUBMISSION	04/28/20
NO.	ISSUE	MD/Y
SEAL		

CONSULTANT:

IWA
ARCHITECTS

VAN 301 - 1444 Alberni Street Vancouver, V6C 2Z4
VIC 104 - 3212 Jacklin Road Victoria, V9B 0J5
604.685.3529 | office@wa-arch.ca | wa-arch.ca

PROJECT NAME:

PROJECT ADDRESS:

**GATELY + KINGSWAY AVENUE
PORT COQUITLAM, BC**

DRAWING TITLE:

SITE PLAN

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: 1/32"=1'-0" REVIEW BY: BW
UWG NO: A0102 APRIL 2020

NOTE:
FLOODPLAIN ELEVATION = 30.84' [9.40m]

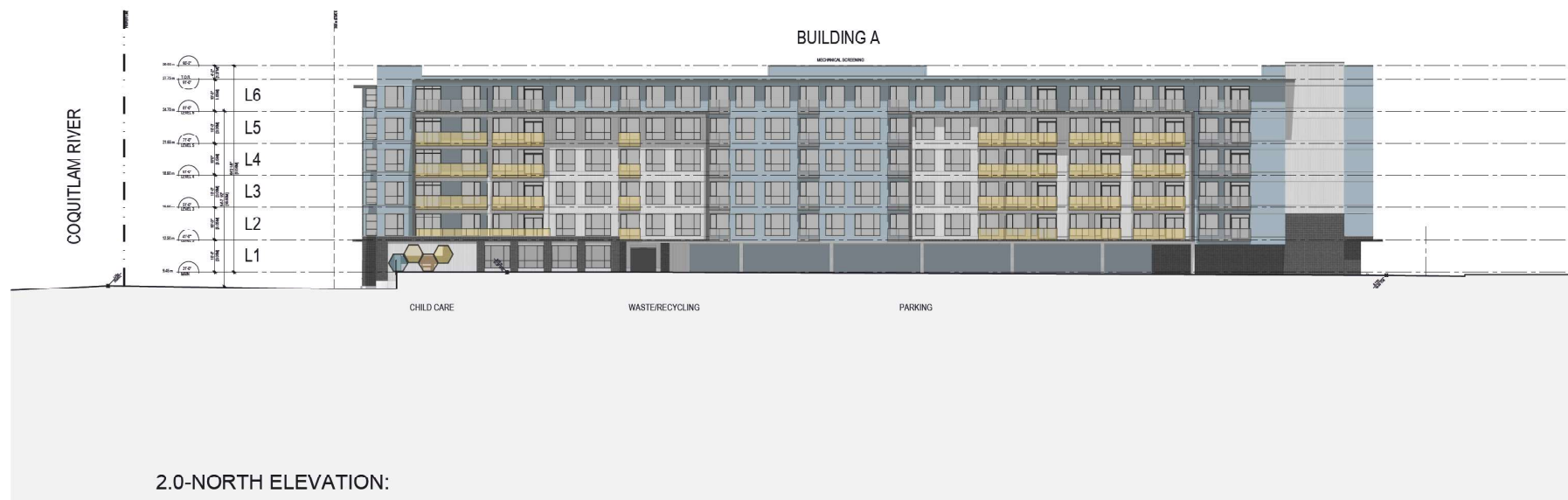
KEY PLAN:

**IWA
ARCHITECTS**

PROJECT NAME

DRAWING TITLE:
**BUILDING A
ELEVATIONS**

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: 1/8"=1'-0" REVIEW BY: BW
DATE: MAY 1, 2020 APRIL 2020



KEY PLAN:



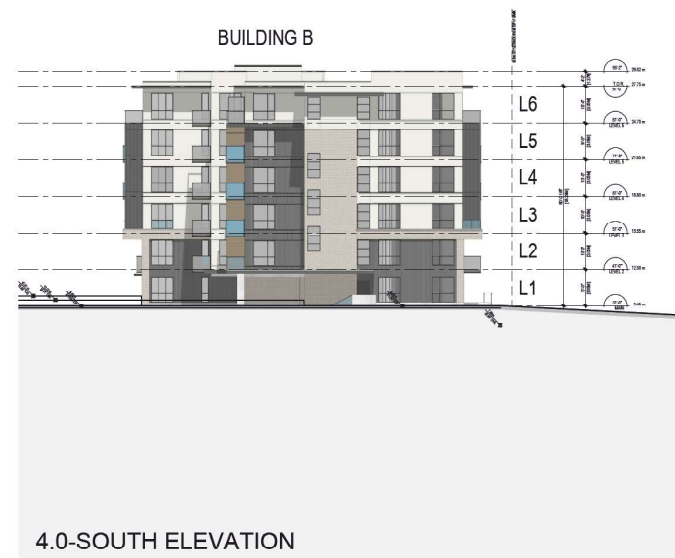
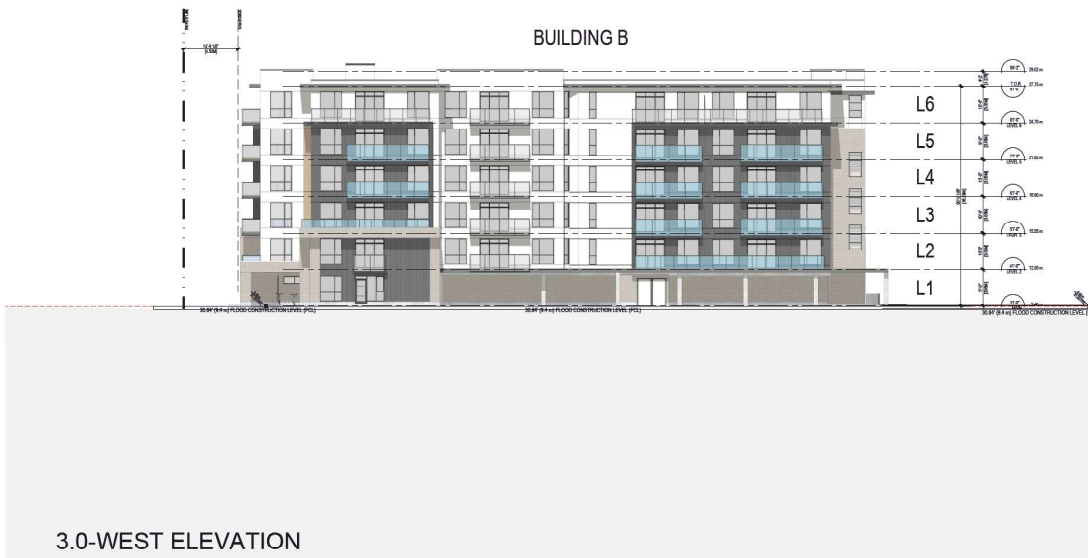
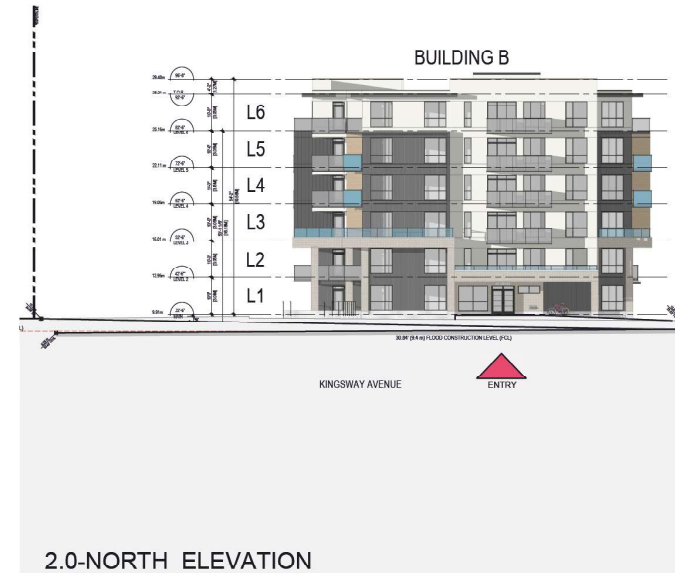
IWA ARCHITECTS

PROJECT NAME

DRAWING TITLE: BUILDING A ELEVATIONS

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: 1/16"=1'-0" REVIEW BY: BW
UWG NO: A0301 APRIL 2020



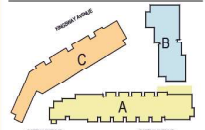


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OWNER/CLIENT:

KEY PLAN:



BY: [Signature] DATE: 04/20/20
NO. ISSUE: [Blank] PROJECT NAME: [Blank]



CONSULTANT:

IWA ARCHITECTS

VAN 301 - 1444 Alberni Street Vancouver, V6G 2Z4
VICT 104 - 3212 Jaxxville Road Victoria, V8B 6J6
804.983.3529 / office@iwa-arch.ca / iwa-arch.ca

PROJECT NAME:

PROJECT ADDRESS:
GATELY + KINGSWAY AVENUE
PORT COQUITLAM, BC

DRAWING TITLE:
**BUILDING B
ELEVATIONS**

PROJECT NO: 1909 DRAWN BY: CSH
SCALE: 1/8"=1'-0" REVIEW BY: BW
DATE: APRIL 2020

KEY PLAN:

**IWA
ARCHITECTS**

PROJECT NAME

DRAWING TITLE:
**BUILDING C
ELEVATIONS**

PROJECT NO: 19029
SCALE: 1/8"=1'-0"
DRAWN BY: CSH
REVIEW BY: BW
DATE: APRIL 2020
A0303



KEY PLAN:



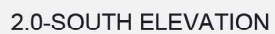
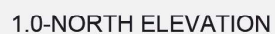
A circular red seal for a professional engineer. The outer ring contains the text "REGISTERED ARCHITECT" at the top and "STATE OF OREGON" at the bottom. In the center, there is a signature "B. Smith" over the number "10786".

IWA
| ARCHITECTS

PROJECT NAME

DRAWING TITLE:
**BUILDING C
ELEVATIONS**

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: 1/8"=1'-0" REVIEW BY: BW
DATE: MAY 1, 2020 APRIL 2020



KEY PLAN:



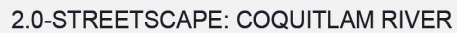
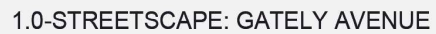
CONSULTANT:

LWA ARCHITECTS

PROJECT NAME:

DRAWING TITLE:

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: 1/16"=1'-0" REVIEW BY: BW
DWG NO: A0305 APRIL 2020



KEY PLAN:



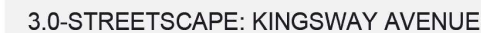
**IWA
ARCHITECTS**

PROJECT NAME

DRAWING TITLE

STREETSCAPE

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: 1/8"=1'-0" REVIEW BY: BW
DATE: 04/20/2020



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NORTH ARROW:

OWNER/CLIENT:

OF NO. OF PREZONING SUBMISSION 04/2020
ISSUE: (MAY)



CONSULTANT:

IWA ARCHITECTS

VAN 301 - 1444 Alberni Street Vancouver, V6G 2Z4
VICT 104 - 3212 Jaxxton Road Victoria, V8B 6S6
604.682.3529 / office@iwa-arch.ca / iwa-arch.ca

PROJECT NAME:

PROJECT ADDRESS:
**GATELY + KINGSWAY AVENUE
PORT COQUITLAM, BC**

DRAWING TITLE:

3D IMAGE 02

PROJECT NO: 1909 DRAWN BY: CSH
SCALE: REVIEW BY: BW
DWG NO: A0501 APRIL 2020



2.0-3D IMAGE: BUILDING C, KINGSWAY AVENUE ENTRY LOBBY

NORTH ARROW:

[illegible]**LWA ARCHITECTS**

PROJECT NAME: _____

DRAWING TITLE:

GROWING TREE:

3D IMAGE 04

10

18

10



18

NORTH ARROW:

01	DP/REZONING SUBMISSION	04/28/20
NO.	ISSUE	MD/Y
SEAL		



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VIC 104 - 3212 Jacklin Road Victoria, V9B 6J5
 604.685.3529 | office@wa-arch.ca | wa-arch.ca

PROJECT NAME:

DRAWING TITLE:

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: REVIEW BY: BW
DWG NO: **A0504** APRIL 2020

5.0-3D IMAGE: BUILDINGS A + B , COQUITLAM RIVER R.O.W.

NORTH ARROW:

[illegible]

LWA ARCHITECTS

PROJECT NAME:

DRAWING TITLE:

PROJECT NO: 19029 DRAWN BY: CSH
SCALE: REVIEW BY: BW
APRIL 2020



6.0-3D IMAGE: COURTYARD



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NORTH ARROW:

OWNER/CLIENT:

OF 01
NO. 124 - 3212 JACOBIN ROAD VICTORIA, V8B 0A5
ISSUE: 04/2020
SEAL: (MCC)



CONSULTANT:

IWA ARCHITECTS

VAN 301 - 1444 Alberni Street Vancouver, V6G 2Z4
VICT 124 - 3212 Jacobin Road Victoria, V8B 0A5
804.682.3529 / office@iwa-arch.ca / iwa-arch.ca

PROJECT NAME:

PROJECT ADDRESS:

GATELY + KINGSWAY AVENUE
PORT COQUITLAM, BC

DRAWING TITLE:

3D IMAGE 07

PROJECT NO: 19029

SCALE:

UWG NLI: A0506

DRAWN BY: CSH

REVIEW BY: BW

APRIL 2020

Development Permit Application – 2156 Salisbury Avenue

RECOMMENDATION:

That Committee of Council approve Development Permit DP000362 to regulate a townhouse development at 2156 Salisbury Avenue.

PREVIOUS COUNCIL/COMMITTEE ACTION

June 23, 2020 – Council amended the Zoning Bylaw to permit an RTh3 (Residential Townhouse 3) use at 2156 Salisbury Avenue.

REPORT SUMMARY

This report describes an application for a development permit to regulate the form and character of a 5-unit townhouse development at 2156 Salisbury Avenue. The property was recently rezoned to permit a townhouse use and the buildings and landscaping are designed to comply with the new zoning as well as the objectives and guidelines of development permit area designations.

BACKGROUND

Proposal: The applicants were recently granted rezoning after completing the required conditions, which included submitting the design and securities for off-site works and services, and registering an access agreement to allow vehicle access to the neighbouring lot to the west and an agreement to build to a BuiltGreen® Gold standard. They are now seeking approval for the building and landscaping design.



Location Map

Development Permit Application – 2156 Salisbury Avenue

The applicants propose to construct a 5-unit, 3-storey townhouse development on the south side of Salisbury Avenue between Shaughnessy and Flint Streets with vehicular access from the rear lane. The subject property is relatively flat with little vegetation. The house previously on the property was recently demolished in anticipation of development.

Surrounding land uses consist of houses, townhouses, a few duplexes and the proposed non-market housing development at 2117 Prairie Avenue. The site is within walking distance to schools, places of worship, parks, the Traboulay PoCo trail and commercial uses.

Policy and Regulations: The site is designated Townhouse Residential in the Official Community Plan (OCP) and recently zoned RTh3 (Residential Townhouse 3) to permit a townhouse use.

The site is subject to the Intensive Residential and Environmental Conservation development permit area designations of the OCP as well as specific design guidelines set for the Aggie Park area. The intensive residential design guidelines promote coordination of siting and building design; use of high quality cladding materials; consideration of the relationship between buildings and open areas; and the overall visual impact of buildings and landscaping. The environmental conservation objectives and guidelines encourage sustainable development and building design; efficient use of energy, water and other resources; and reduction of waste and pollution.

Project Profile:

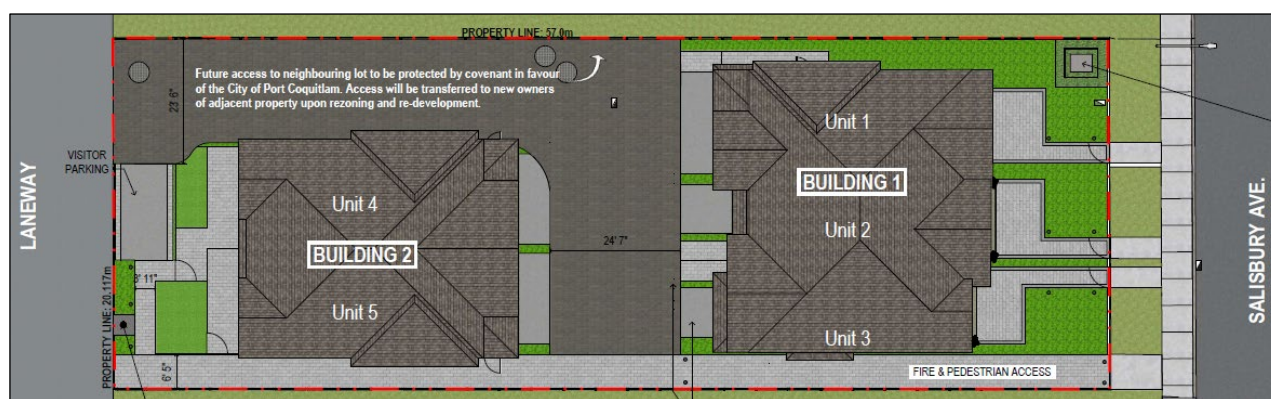
	RTh3 Bylaw Regulations ¹	Proposed ²
Site area minimum	1,000 m ²	1,147 m ²
Density (dwelling units)	5 units (1 unit / 220 m ²)	5 units
Building lot coverage	40%	32.4%
Building setbacks:		
Front (Salisbury Ave)	7.5 m	7.5 m
Rear (lane)	7.5 m	8.1 m
Interior side (west)	1.8 m	1.95 m
Interior side (east)	1.8 m	1.8 m
Building height	10.5 m	10.18 m
Parking : Total	9	9
Resident	8	8
Visitor	1 (1 space / 5 d.u.)	1
Small car	2 (25% max)	2
Useable outdoor space	Min 30 m ² / unit	30 to 35 m ²

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

² Information provided by applicant

Development Permit Application – 2156 Salisbury Avenue

Project Description: The proposed 3-storey townhouse development includes two 3-bedroom and three 4-bedroom units ranging in size from 143 m² (1,539 ft²) to 214 m² (2,300 ft²) plus garage. The proposed site plan includes one building with three units facing Salisbury Avenue and a second building to the rear of the site with units oriented towards the lane. The units fronting Salisbury Avenue have individual walkways from the sidewalk to their units with landscaped front yards and balconies on the upper floors. A common walkway from the sidewalk will provide pedestrian access to the units at the back of the site; these units also have private yard space and balconies. The vehicular access to the site is from the lane with a common driveway to the middle of the site and access to individual garages. The driveway also provides future access to the neighbouring lot if ever redeveloped.



Site Plan

The building design utilizes a modern craftsman architectural style with articulated façades and strong vertical elements. Cladding materials include a combination of light gray and chestnut horizontal fibre cement board with white trims and gray metal balcony railings with slate coloured roof shingles.



Building 1 facing Salisbury Avenue



Building 2 facing the lane

Development Permit Application – 2156 Salisbury Avenue

Each townhouse unit will have two parking spaces in a garage, in either a double-wide (3 units) or tandem (2 units) configuration. Each garage will have rough-in electrical infrastructure for EV charging. The visitor parking space is located to the rear of the site and accessed off the internal driveway. Garbage, organic waste and recycling storage will be accommodated within each individual unit's garage.

The site currently has little vegetation with no trees or shrubs. The proposed landscaping plan includes six new trees on site (2 Princess Diana serviceberries, 2 pink dogwoods, and 2 cascaras) as well as a variety of shrubs, grasses and perennials delineating pathways and private outdoor spaces. In addition, three street trees are proposed to be planted within the boulevard of Salisbury Avenue. All pathways, patios and driveway aprons are proposed to be permeable pavers to increase permeability of the site.

The development must meet a green building standard of BuiltGreen® Gold as a condition of rezoning. This standard will exceed the requirements of the environment conservation development permit designation.

Off-site Improvements: Off-site improvement were determined and secured through the rezoning and include repaving, new curb and gutter, sidewalks, street lighting, street trees, watermain and storm sewer upgrades on Salisbury Avenue as well as the reconstruction of the lane abutting the property. The applicant will also pave the portion of the lane to the west to connect with the north/south lane intersection.

DISCUSSION

The proposed buildings and landscaping complies with the regulations of the zoning and parking bylaws and provides a quality of character consistent with other townhouse development along Salisbury Avenue. Application of the BuiltGreen® green building program to a Gold standard include building practices and products to reduce energy and water consumption, promote stormwater management, and reduce greenhouse gas emissions.

The applicant has proposed an attractive townhouse development that would enhance the streetscape and meet the intent of the City's policies for land use, environmental conservation and design. Staff recommend approval.

FINANCIAL IMPLICATIONS


None.

Development Permit Application – 2156 Salisbury Avenue

PUBLIC CONSULTATION

This application was subject to public input through the rezoning process in which concerns about potential loss of views, lane traffic and vermin were expressed. A sign has been posted on site to inform area residents of the application and, to date, no comments about the design have been received.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Approve Development Permit DP000362.
	2	Request additional information or amendments if the Committee is of opinion that such information or amendment would assist in its evaluation of how the design complies with the development permit area designations.
	3	Recommend rejection of the application if the Committee is of the opinion the application does not conform to the design guidelines. Pursuant to the delegated authority, the applicant may then request the application be forwarded to Council for consideration.

ATTACHMENTS

Attachment#1: Draft Development Permit

Lead author(s): Natalie Coburn

Contributing author(s): Bryan Sherrell

THE CORPORATION OF THE CITY OF PORT COQUITLAM

“DEVELOPMENT PROCEDURES BYLAW, 2013, NO. 3849”

DEVELOPMENT PERMIT

NO. DP000362

Issued to: Crystal Drywall Ltd and HSM Custom Homes
(Owner as defined in the Local Government Act,
hereinafter referred to as the Permittee)

Address: 1275 East 62 Avenue
Vancouver, BC
V5X 2H2

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

Address: 2156 Salisbury Avenue

Legal Description: LOT 32, DISTRICT LOT 465, GROUP 1, NEW WESTMINSTER
DISTRICT PLAN 1189

P.I.D.: 012-022-136

3. The above property has been designated as a Development Permit Area under Section 9.0 – Development Permit Area in the “Official Community Plan Bylaw, 2013, No. 3838”.
4. “Port Coquitlam Zoning Bylaw, 2008, No. 3630” and “Parking and Development Management Bylaw, 2018, No.4078” are varied, supplemented or both in accordance with the following:
 - a. The form and character of the building, including the siting, height and general design, shall be as shown on drawings numbered DP000362(1) to DP000362(18) which are attached hereto and form part of this permit.
 - b. The form and character of on-site landscaping shall be as shown on drawings numbered DP000362(19) and DP000362(22) and the following standards for landscaping are imposed:
 - (i) All landscaping works and planting materials shall be provided in accordance with the landscaping plan and specifications thereon, which form part of this permit and is attached hereto.
 - (ii) All planting materials shall be able to survive for a period of one year from the date of the site landscape approval by the Municipality.

- c. The building and landscaping shall provide the energy conservation, water conservation and GHG emission reduction elements through the application of the Built Green® Gold standard as administered by Built Green Canada.

5. Landscape Security

- (a) As a condition of the issuance of this permit, the security set out below will be held by the Municipality prior to the issuance of a building permit to ensure satisfactory provision of landscaping in accordance with the terms and conditions as set forth in Clause 4 above. There is filed accordingly an irrevocable Letter of Credit or cash security in the amount **\$23,700.00** for the purpose of landscaping.
- (b) Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posting of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
- (c) The Permittee shall complete the landscaping works required by this permit within six months of the final inspection for the final phase of the development. Within the six month period, the required landscaping must be installed by the Permittee, and inspected and approved by the Municipality.

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

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

APPROVED BY THE COMMITTEE OF COUNCIL THE ____ DAY OF JULY, 2020.

SIGNED THIS ____ DAY OF _____, 2020.

Mayor

Corporate Officer

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

Applicant (or Authorized Agent or
Representative of Applicant)



Unit 1	FLOOR AREA	QTY	Units 4/5	FLOOR AREA	QTY
1st Floor	81.89 sm		1st Floor	83.37 sm	
2nd Floor	81.31 sm		2nd Floor	81.31 sm	
3rd Floor	81.31 sm		3rd Floor	81.31 sm	
Total	244.51 sm	1	Total	245.99 sm	2
			Total	1,102.00 sm	5
Unit 2			Required	Proposed	
1st Floor	60.69 sm		Building Height	10.49 m	10.18 m
2nd Floor	58.33 sm		Lot Coverage	40.00%	32.40%
3rd Floor	60.68 sm		Building 1 (Salisbury)		204.70 sm
Total	179.70 sm	1	Building 2 (Lane)		166.74 sm
Unit 3			Floor Area Ratio		0.96
1st Floor	62.69 sm		Front Setback	7.50 m	7.50 m
2nd Floor	61.01 sm		Interior Setback East	1.80 m	1.80 m
3rd Floor	62.10 sm		Interior Setback West	1.80 m	1.95 m
Total	185.81 sm	1	Rear Setback	7.50 m	8.10 m
			Courtyard width		12.06 m
			Density allowed	5.00 units	5.00 units
			Minimum Open Space allocated	30.01 sm	35.47 sm
			Ratio of tandem parking	40.00%	40.00%



Victoria Ridge Holdings is committed to build greener communities. This application is for buildings to be constructed to meet specified green building performance standards.

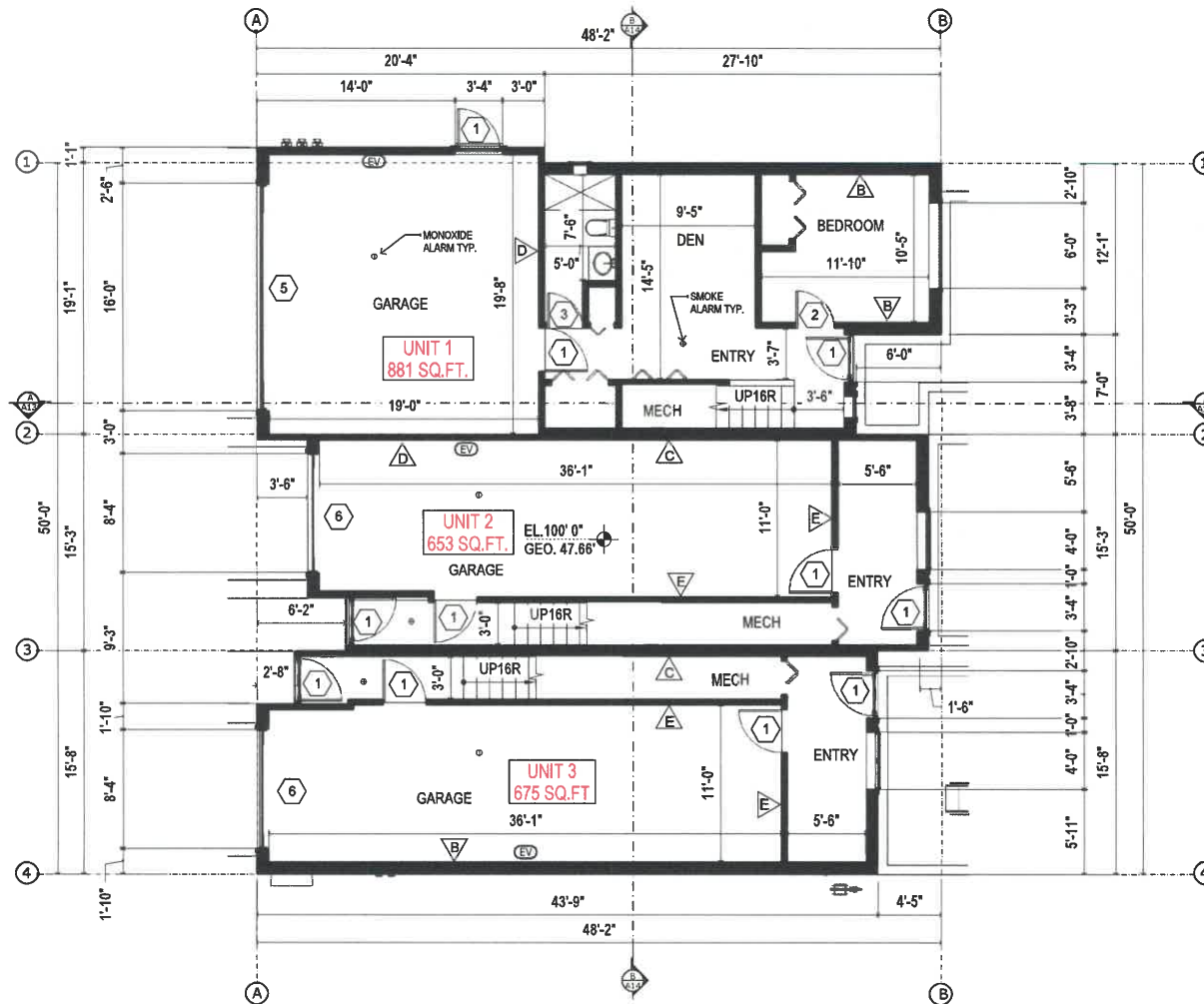
The applicant hereby makes a commitment to meet Built Green Gold standard, this making this application eligible for an expedited process.

UNIT STATISTICS

PROJECT STATISTICS

CITYSTATE	Gaelan Royer - CityState Consulting 2419 Clarke Street, Port Moody, BC V3H 1Z2 gaelan@citystate.ca	Project 2156 Salisbury Drive Port Coquitlam	Sheet A002	Description: SITE PLAN AND STATISTICS	Scale: 1/8" = 1' 1mm = 96mm	Date: 15 JAN 2018 Revised: 14 SEP 2018 Revised: 23 JAN 2019 Revised: 28 FEB 2019 Revised: 24 MAY 2019
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DP000362 (1)30



Gaëtan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project:
2156 Salisbury Avenue
Port Coquitlam

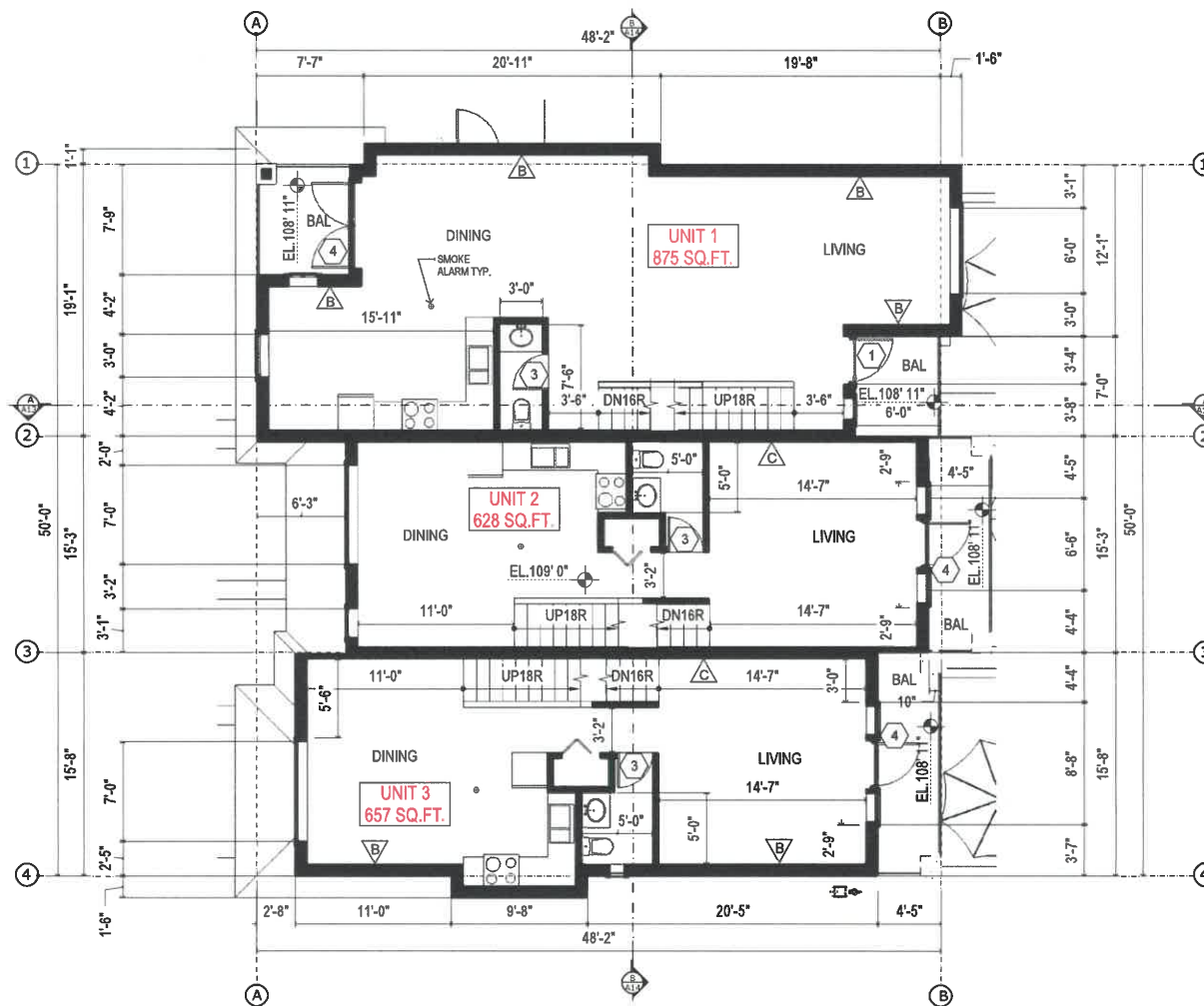
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A05

Description:
UNITS 1 - 2 - 3 GROUND FLOOR PLANS

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 05 JAN 2020

DP000362 (3)₃₂



DP000362 (4)
(33)



Gaetan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project
2156 Salisbury Avenue
Port Coquitlam

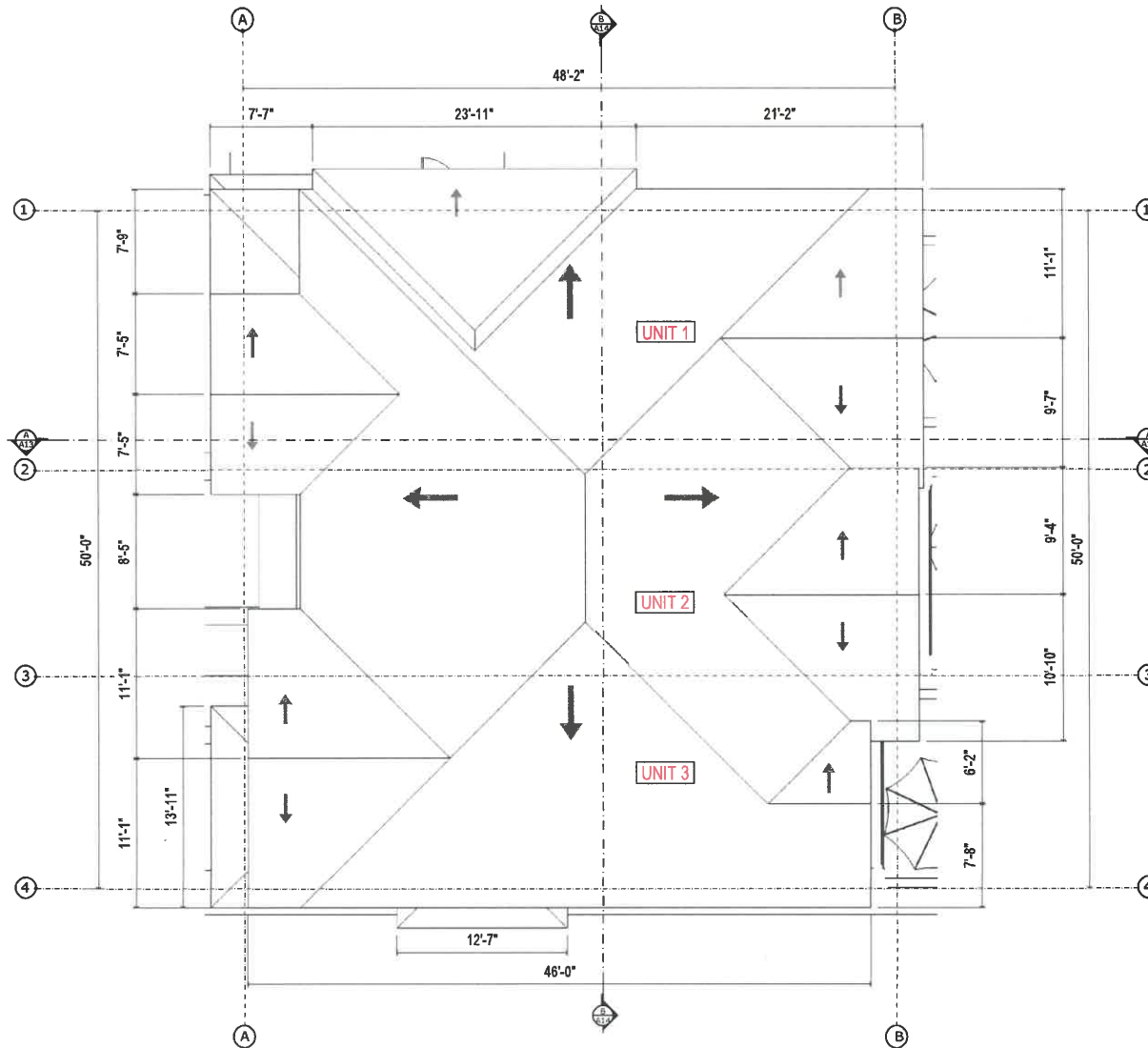
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A07

Description:
UNITS 1 - 2 - 3 3rd FLOOR PLANS

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020
24 MAY 2020

DP000362 (5)



Gaëtan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project
2156 Salisbury Avenue
Port Coquitlam

Sheet
A08






Description:
UNITS 1 - 2 - 3 ROOF PLANS

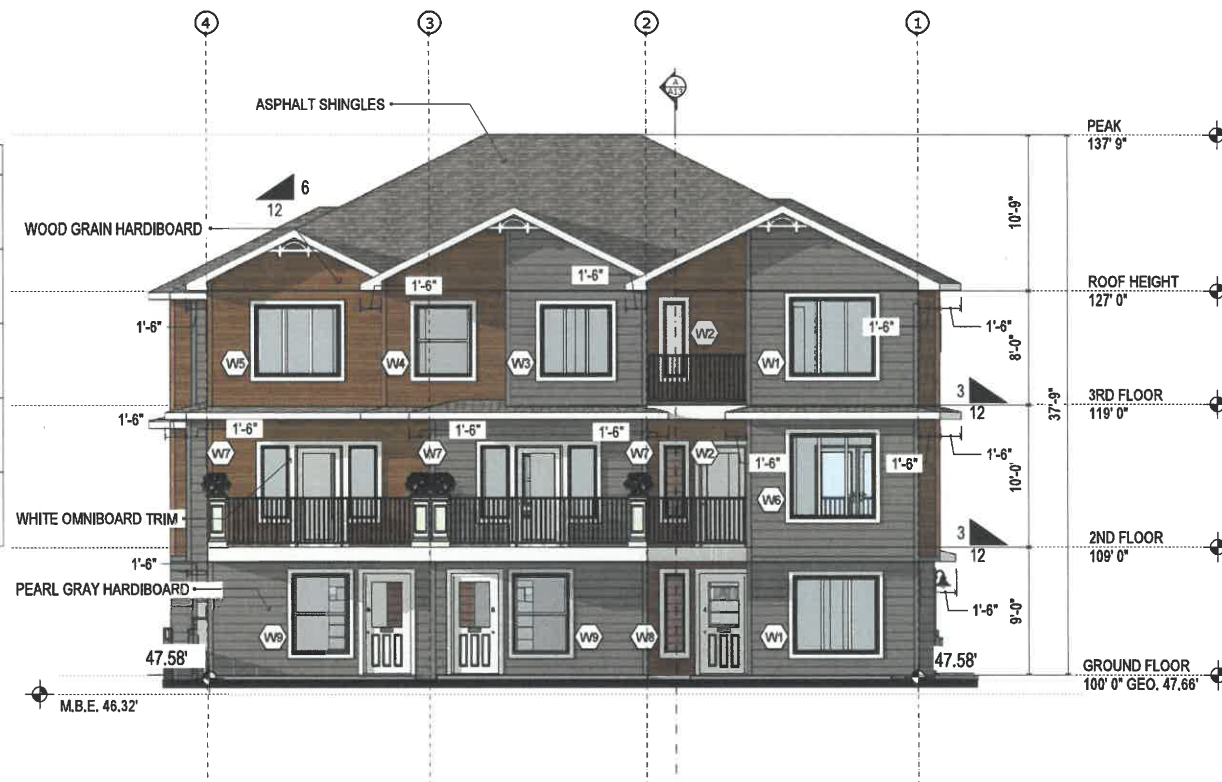
Scale:
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1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020

DP000362 (65)

MATERIALS TABLE

ELEMENT	TYPE & COLOUR	SAMPLE
SHINGLES	GAF TIMBERLINE HD SLATE ARCHITECTURAL ROOF SHINGLES OR EQUIVALENT	
CLADDING	HARDIEPLANK LAP SIDING IN NIGHT GRAY	
CLADDING	HARDIEPLANK LAP SIDING IN CHESTNUT BROWN	
WINDOW & DOOR TRIM, BARGEBOARD, FASCIA BOARD, OTHER TRIM	WHITE OMNIBOARD TRIM	
SOFFIT	HARDIESOFFIT PANELS IN CHESTNUT BROWN	



Gaetan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project
2156 Salisbury Avenue
Port Coquitlam

Sheet:
A09

Description:
UNITS 1 - 2 - 3 NORTH ELEVATION

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020

DP000362 (7)₃₆



BUILDING TO BE SPRINKLERED AS PER PORT COQUITLAM BUILDING BYLAW
UNITS SEPARATED BY FIRE PROTECTION AND FIRE RESISTANCE RATING
UNPROTECTED OPENING EXPOSURE ALLOWANCE PER TABLE 9.10.14.4.A AND
9.10.14.4.(7), BCBC 2018

UNITS 1 - 2 - 3						
Unprotected Opening Exposure	Exposed Building Face (m²)	Unprotected Opening Total (m²)	(Unprotected Opening Total m² x100)/Exposed Building face m²	Unprotected Opening Exposure %	Limiting Distance (m)	Allowed UPO %
North (Unit 1)	50.52	16.14	(16.14)/(50.52)	31.94%	7.50	57
North (Unit 2)	41.11	14.75	(14.75)/(41.11)	35.87%	7.50	69
North (Unit 3)	37.83	13.36	(13.36)/(37.83)	35.31%	7.50	69
South (Unit 1)	52.22	18.87	(18.87)/(52.22)	36.13%	6.00	55
South (Unit 2)	34.85	14.97	(14.97)/(34.85)	42.95%	6.00	69
South (Unit 3)	44.08	16.92	(16.92)/(44.08)	38.38%	6.00	57
East	106.79	0.56	(0.56)/(106.79)	0.52%	1.52	4
West	123.54	3.16	(3.16)/(123.54)	2.55%	2.90	4
	Lowest Finished Grade	Building Height	Max Building Height			
	14.5m / 47.58'	9.9m / 32.5'	10.5m / 34.44'			



Gaëtan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project
2156 Salisbury Avenue
Port Coquitlam

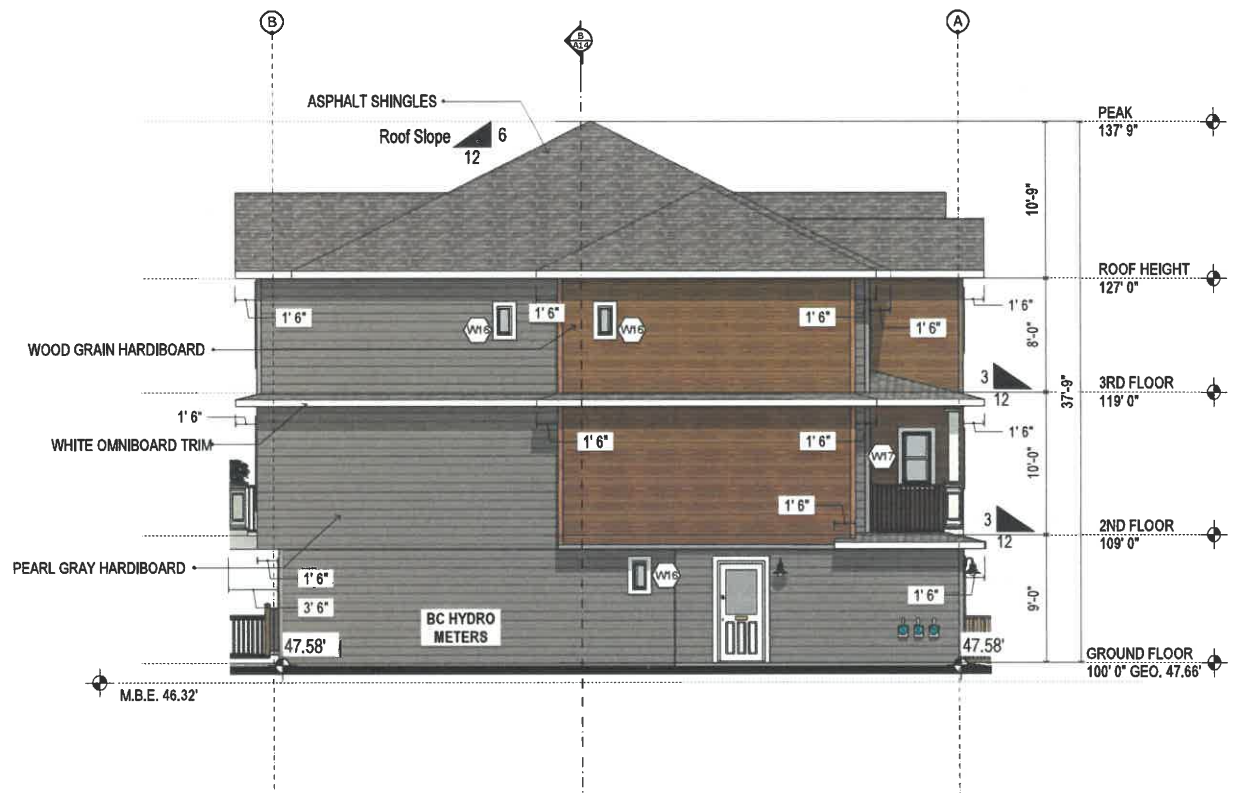
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Description:
UNITS 1 - 2 - 3 SOUTH ELEVATION

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020

DP000362 (8)
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LENGTH OF BUILDING (m)	48.14 + 49.64 + 49.64	147.42
LENGTH PROJECTIONS (m)	20.9 + 20.9	41.80
	$(41.80 / 147.42)(100) = 28\%$	

PROJECTION PERCENTAGE: 28%



Gaetan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project:
2156 Salisbury Avenue
Port Coquitlam

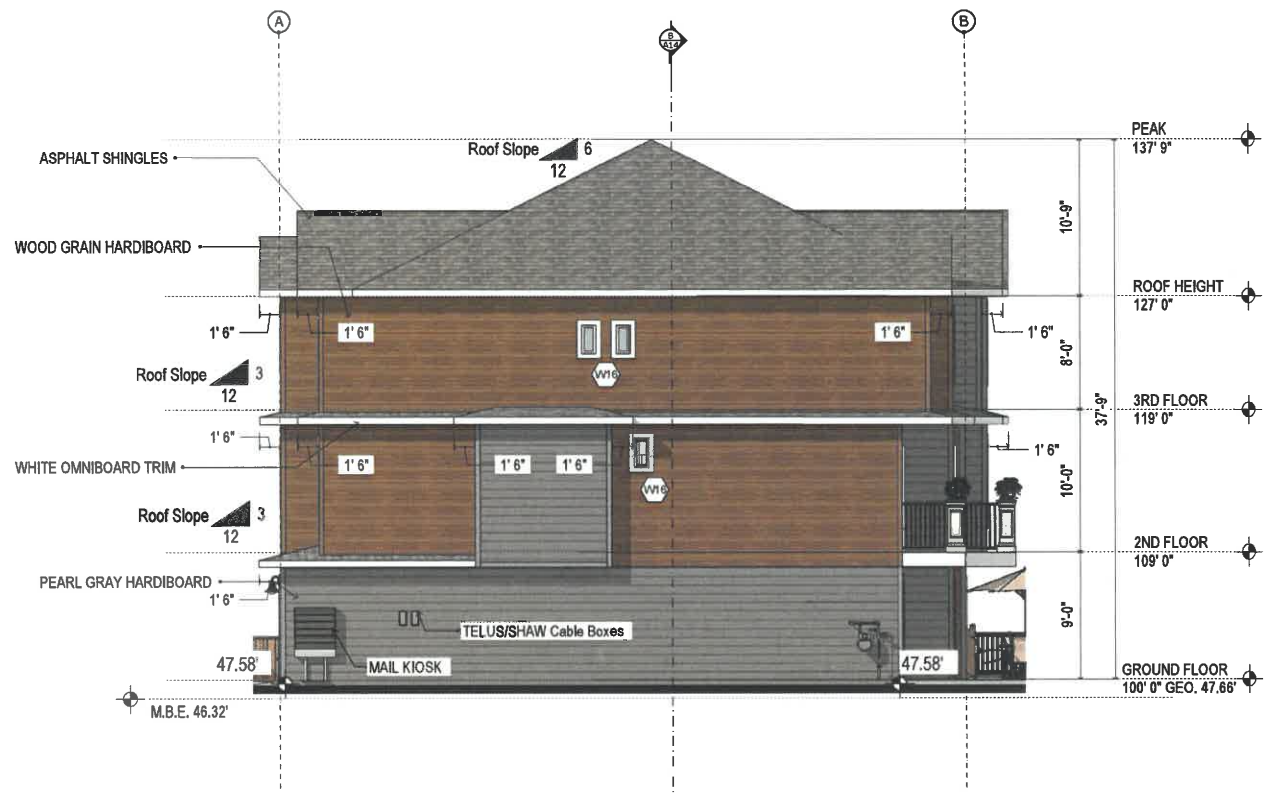
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Description:
UNITS 1 - 2 - 3 WEST ELEVATION

Scale:
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1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 05 JAN 2020

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38



LENGTH OF BUILDING (m)	48.14 + 49.64 + 49.64	147.42
LENGTH PROJECTIONS (m)	9.59	9.59
	$(9.59 / 147.42)(100) = 7\%$	

PROJECTION PERCENTAGE: 7%



Geetan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 geetan@citystate.ca

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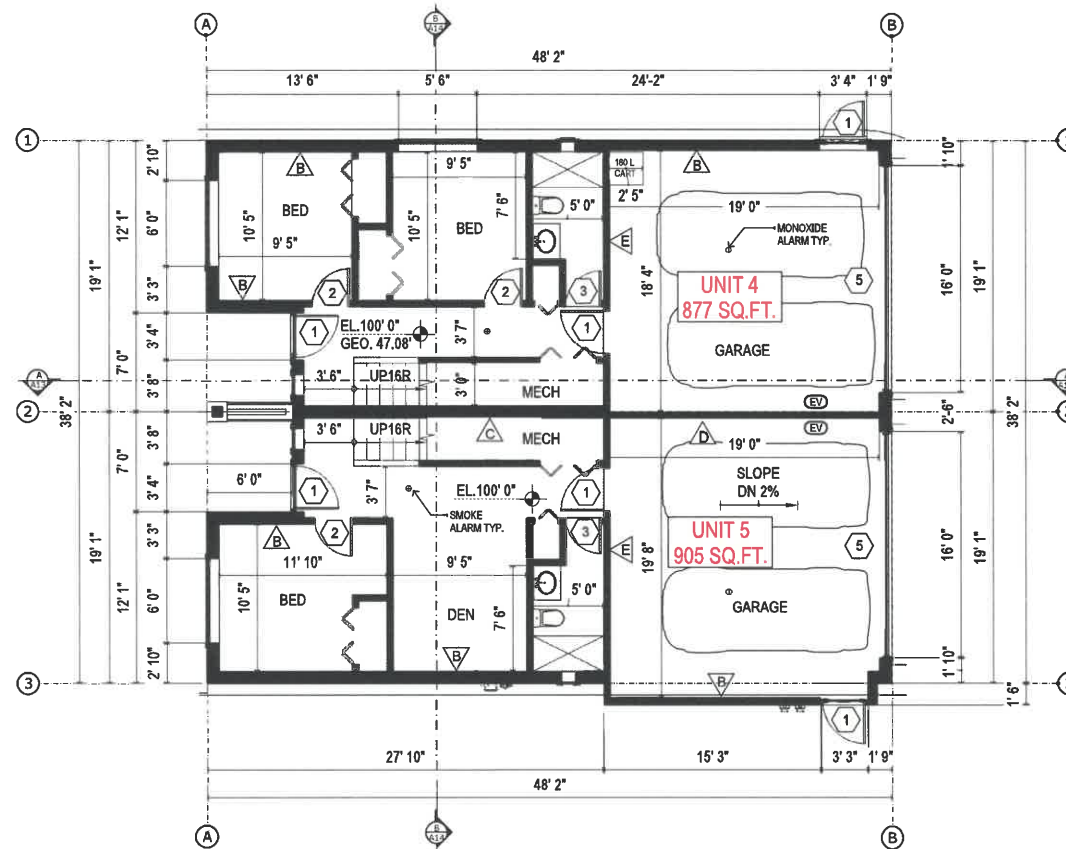
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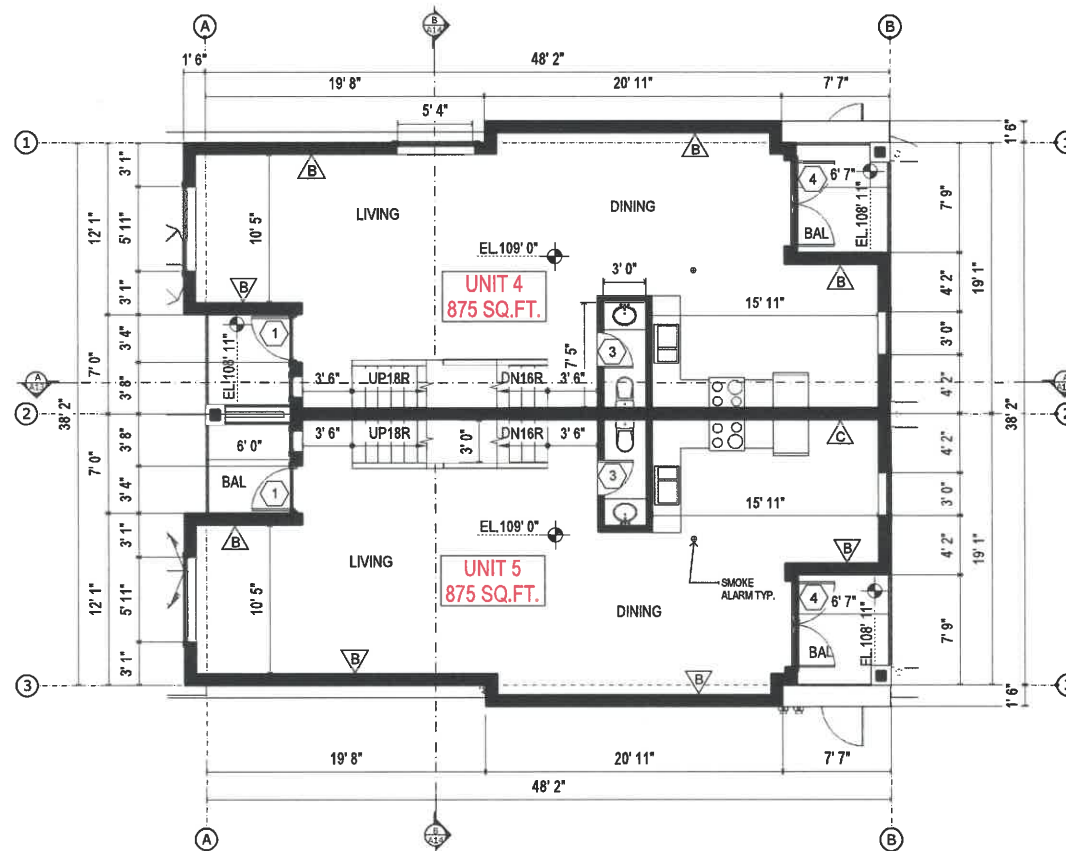
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UNITS 1 - 2 - 3 EAST ELEVATION

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020

DP000362 (18)





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BC V3H 1Z2 gaetan@citystate.ca

Project:
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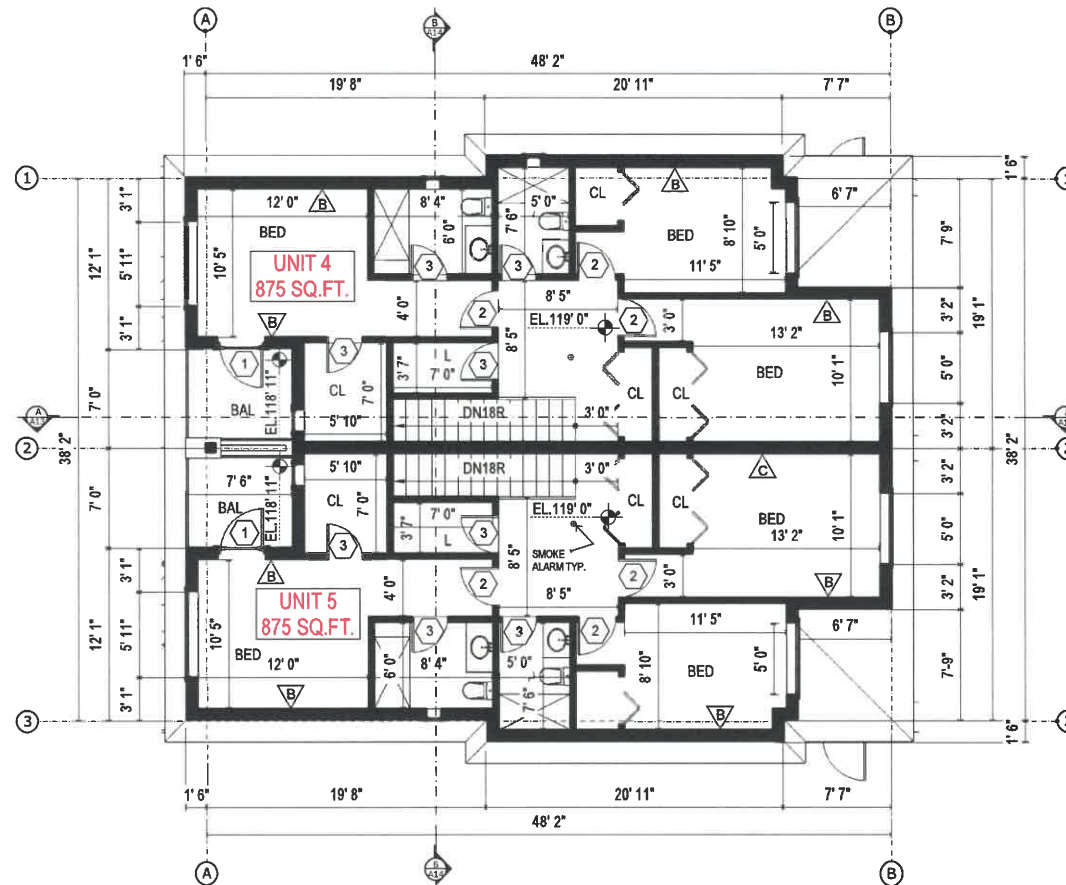
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Description:
UNITS 4 - 5 2nd FLOOR PLANS

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020

DP000362 (12)₄₁



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2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

Project
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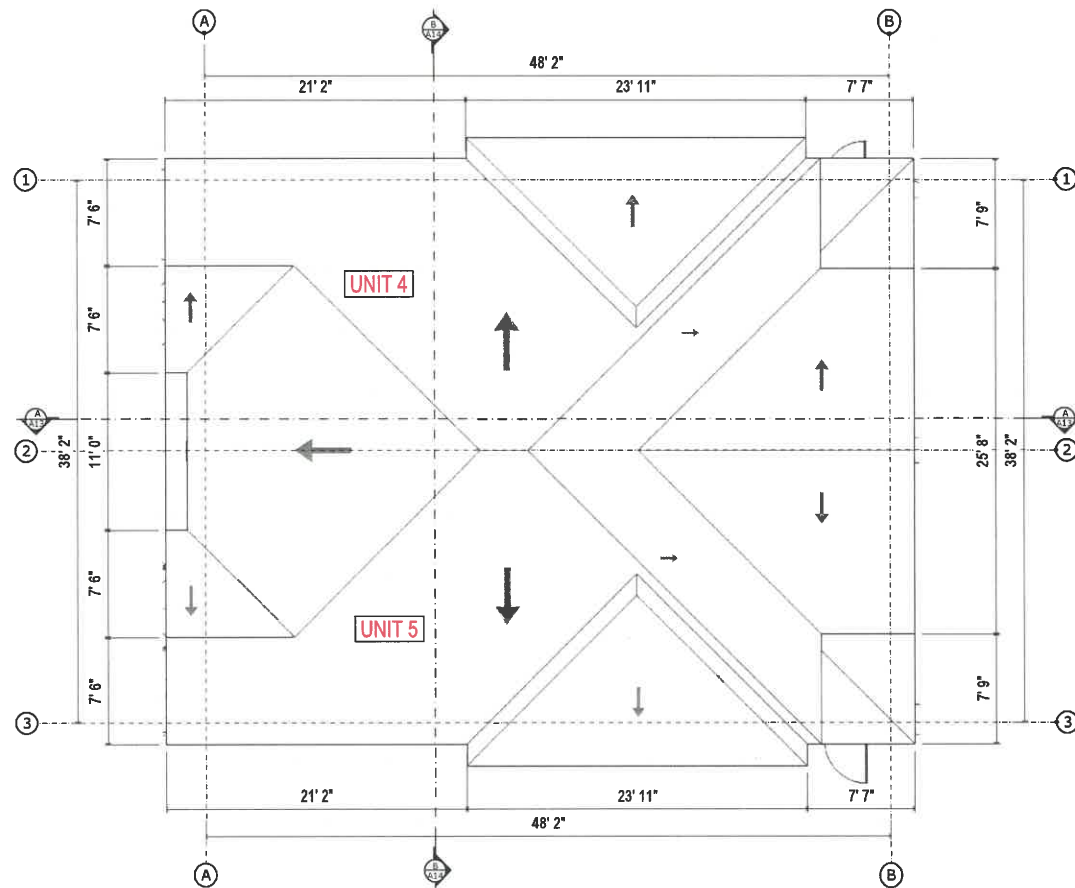
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Description:
UNITS 4 - 5 3rd FLOOR PLANS






Scale:
1/4" = 1'
1mm = 48mm

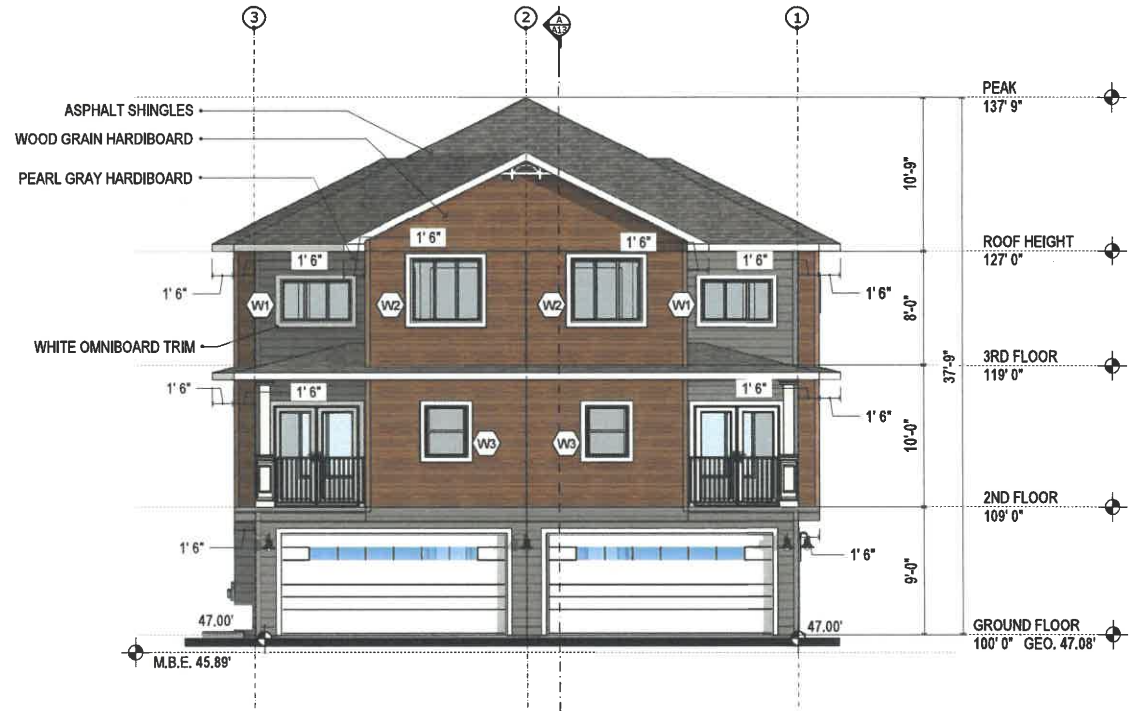
Date: 15 JAN 2018
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JUN 2020

DP000362 (13/42)



MATERIALS TABLE

ELEMENT	TYPE & COLOUR	SAMPLE
SHINGLES	GAF TIMBERLINE HD SLATE ARCHITECTURAL ROOF SHINGLES OR EQUIVALENT	
CLADDING	HARDIEPLANK LAP SIDING IN NIGHT GRAY	
CLADDING	HARDIEPLANK LAP SIDING IN CHESTNUT BROWN	
WINDOW & DOOR TRIM, BARGEBOARD, FASCIA BOARD, OTHER TRIM	WHITE OMNIBOARD TRIM	
SOFFIT	HARDIESOFFIT PANELS IN CHESTNUT BROWN	



Gaelan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaelan@citystate.ca

Project:
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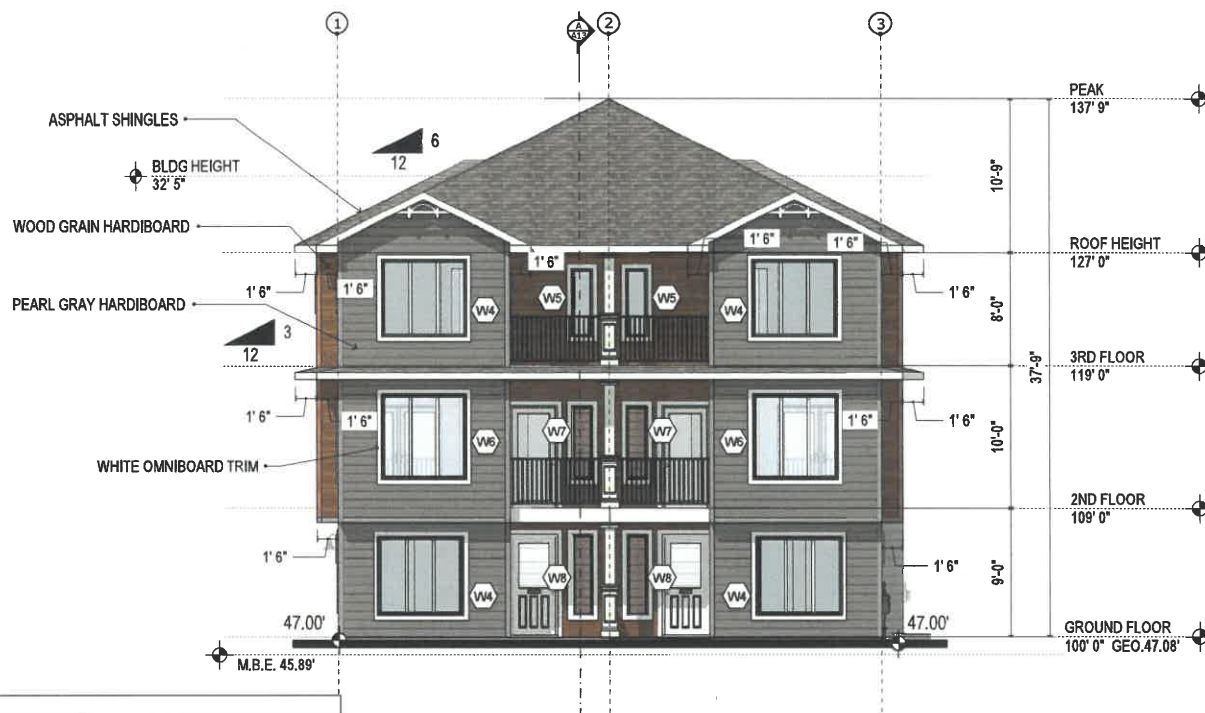
Description:
UNITS 4 - 5 NORTH ELEVATION

Scale:
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1mm = 48mm

Date: 15 JAN 2018
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 06 JAN 2020

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44

BUILDING TO BE SPRINKLERED AS PER PORT COQUITLAM BUILDING BYLAW
 UNITS SEPARATED BY FIRE PROTECTION AND FIRE RESISTANCE RATING
 UNPROTECTED OPENING EXPOSURE ALLOWANCE DETERMINED AS PER TABLE
 9.10.14.4.A AND 9.10.14.4.(7), BCBC 2018



UNITS 4 - 5

Unprotected Opening Exposure	Exposed Building Face (m²)	Unprotected Opening Total (m²)	(Unprotected Opening Total m² x 100) / Exposed Building face m²	Unprotected Opening Exposure %	Limiting Distance (m)	Allowed UPO %
North (Unit 4)	51.69	19.1	(19.1) / (51.69)	36.95%	6.00	56
North (Unit 5)	51.69	19.1	(19.1) / (51.69)	36.95%	6.00	56
South (Unit 4)	51.63	16.05	(16.05) / (51.63)	31.08%	7.5	56
South (Unit 5)	51.63	16.05	(16.05) / (51.63)	31.08%	7.5	56
East	126.48	3.16	(3.16) / (126.48)	2.49%	1.20	4
West	123.73	7.95	(7.95) / (123.73)	6.42%	6.07	10
	Lowest Finished Grade	Building Height	Max Building Height			
	14.32m / 47.00'	9.9m / 32.5'	10.5m / 34.44'			



Gaelan Royer - CityState Consulting
 2419 Clarke Street, Port Moody,
 BC V3H 1Z2 gaelan@citystate.ca

Project:
 2156 Salisbury Avenue
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Sheet:
 A10

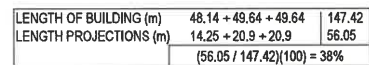
Description:
 UNITS 4 - 5 SOUTH ELEVATION

Scale:
 1/4" = 1'
 1mm = 48mm

Date: 15 JAN 2018
 Revised: 14 SEP 2018
 Revised: 23 JAN 2019
 Revised: 28 FEB 2019
 Revised: 24 MAY 2019
 Revised: 06 JAN 2020

24 MAY 2020

DP000362 (16)
 45



LENGTH OF BUILDING (m)	48.14 + 49.64 + 49.64	147.42
LENGTH PROJECTIONS (m)	14.25 + 20.9 + 20.9	56.05
	$(56.05 / 147.42)(100) = 38\%$	

DP000362 (17)₄₆



LENGTH OF BUILDING (m)	48.14 + 49.64 + 49.64	147.42
LENGTH PROJECTIONS (m)	14.25 + 20.9 + 20.9	56.05
	(56.05 / 147.42)(100) = 38%	

PROJECTION PERCENTAGE: 38%



Gaelan Royer - CityState Consulting
2419 Clarke Street, Port Moody,
BC V3H 1Z2 gaetan@citystate.ca

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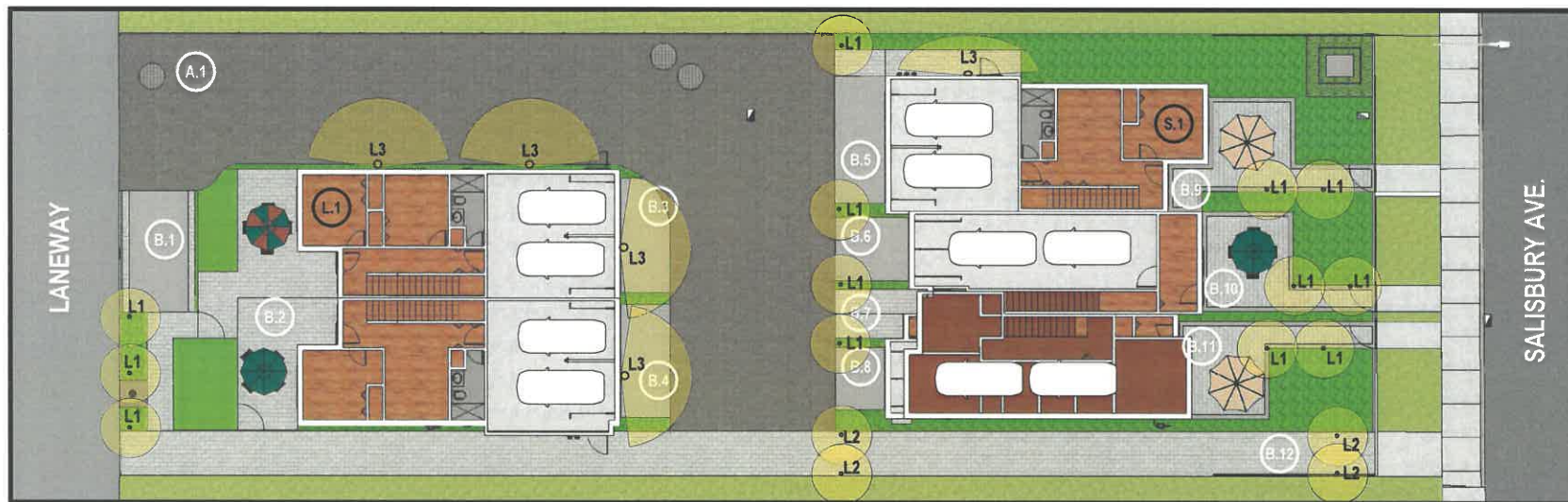
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Description:
UNITS 4 - 5 EAST ELEVATION

Scale:
1/4" = 1'
1mm = 48mm

Date: 15 JAN 2018 24 MAY 2020
Revised: 14 SEP 2018
Revised: 23 JAN 2019
Revised: 28 FEB 2019
Revised: 24 MAY 2019
Revised: 09 JAN 2020

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Landscape & hardscape areas				
ON-SITE WORKS	ON-SITE LOCATION	CODE	Pervious Area (SqFt)	Impervious Area (SqFt)
ASHPHALT	Drive Access	A.1		2549.9
CONCRETE	PMT	C.1		15.3
BRICK PAVERS	Drive Access Contour	B.0	323.9	
	Visitor Parking	B.1	163.9	
	Laneway Patios	B.2	735.6	
	Driveway	B.3	140.5	
	Driveway	B.4	140.5	
	Driveway	B.5	139.7	
	Driveway	B.6	102.5	
	Entrance Path	B.7	99.3	
	Driveway	B.8	75.1	
	Salisbury Patio	B.9	269.7	
	Salisbury Patio	B.10	249.7	
	Salisbury Patio	B.11	260.8	
BUILDINGS	Pedestrian Access	B.12	245.2	
	Fire Access Lane	GC	575.6	
	Laneway Building	L.1		1753.1
GRASS	Salisbury Building	S.1		2208.0
	Throughout Site		2292.5	
TOTAL PERVIOUS			5815.3	47.1%
TOTAL IMPERVIOUS			6526.6	52.8%
TOTAL SQFT			12341.9	100.00%

Subtotals (SqFt)	
Asphalt	2549.9
Brick Pavers	3125.5
Buildings	3961.2
Concrete	15.3
Grass Cover	2292.5
Total Area	12341.9

LIGHTING PLAN



LIGHTING TO CONSIST OF BOLLARD AND WALL MOUNTED LIGHTS.

LIGHTING TO INCLUDE MULTI-DIRECTIONAL (CIRCULAR) BOLLARD-MOUNTED LAMPS AND DOWNWARD FOCUSED WALL LAMPS

BEGA - LED SYSTEM BOLLARDS - LED + BOLLARD TUBE

L1 **L2**

LED LIGHT DIMENSIONS:
 Height: 180mm
 Width: 140mm (L1)
 190mm (L2)
 L1 Product no. 84682 K4
 L2 Product no. 84683 K4

BOLLARD TUBE DIMENSIONS:
 Height: 350mm (L1)
 815mm (L2)
 Width: 140mm (L1)
 190mm (L2)
 L1 Product no. 99614
 L2 Product no. 99622

UNSHIELDED 7.1W & 20W
 LED WITH SAFETY
 GUARD

EXTRUDED
 ALUMINUM
 CONSTRUCTION

INTEGRAL 120V - 277V ELECTRONIC
 LED DRIVER, 0-10V DIMMING.

BEGA - WALL MOUNTED, SHIELDED LUMINAIRE.

L3

OVERALL DIMENSIONS:
 Depth: 140mm
 Height: 375mm
 Width: 215mm
 L3 Product no. 31430
 60W LED WITH SAFETY GUARD

INTEGRAL 120V-277 ELECTRONIC
 LED DRIVER, 0-10V DIMMING.

NRTL listed to North American
 Standards.

IRRIGATION PLAN TO BE COMPLETED BY A REGISTERED PROFESSIONAL



Gaetan Royer - CityState Consulting
 2419 Clarke Street, Port Moody,
 BC V3H 1Z2 gaetan@citystate.ca

Project:
 2156 Salisbury Avenue
 Port Coquitlam

Sheet:
 A18

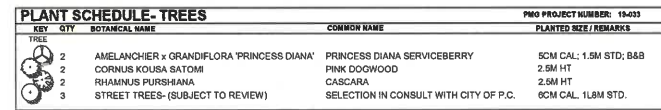
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SITE LIGHTING PLAN

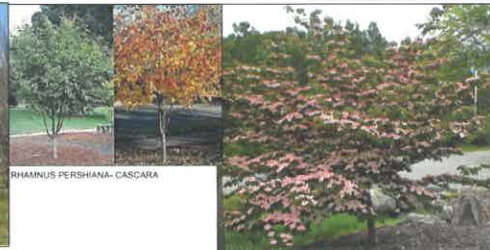
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Date: 15 JAN 2018
 Revised: 14 SEP 2018
 Revised: 23 JAN 2019
 Revised: 28 FEB 2019
 Revised: 26 MAY 2019
 Revised: 09 JAN 2020

DP000362 (19)

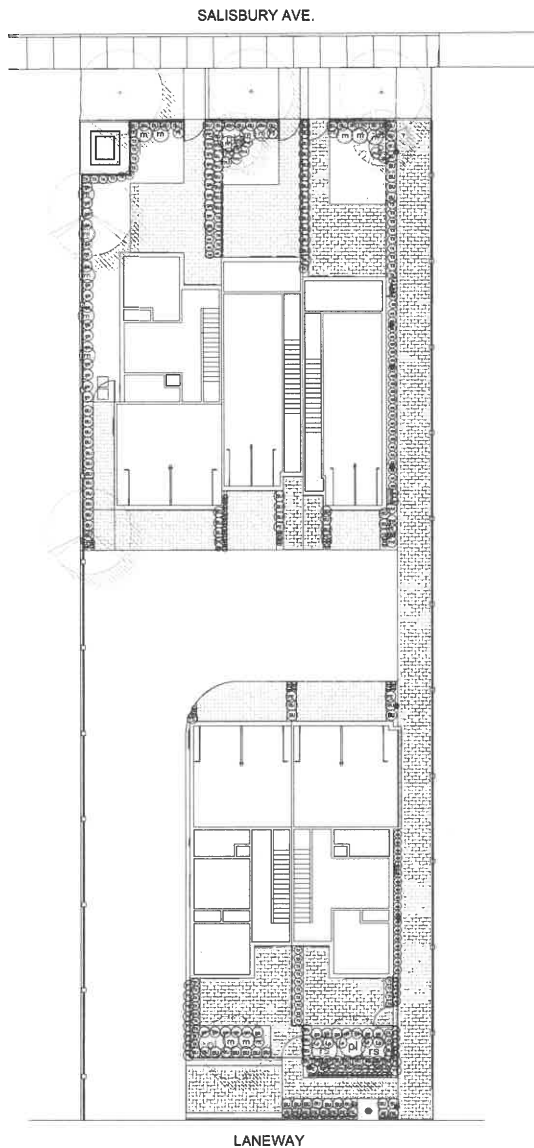


AMELANCHIER-PRINCESS DIANA SERVICEBERRY



CORNUS KOUSA- PINK DOGWOOD





PLANT SCHEDULE- SHRUBS & GROUNDCOVERS				PMG PROJECT NUMBER: 19-033
SY	QTY	BOTANICAL NAME	COMMON NAME	PLANTED SIZE / REMARKS
S	106	BUXUS SEMPERVIRENS 'GREEN VELVET'	BOXWOOD	#3 POT; 40CM
	41	GAULTHERIA SHALLOON	SALAL	#1 POT
	9	MAHONIA NERVOSEA	LONGLEAF OREGON GRAPE	#1 POT
	4	PHILADELPHUS LEWISII	MOCK ORANGE 'WATERTON'	#2 POT
	15	RHODODENDRON 'SCARLET WONDER'	RHODODENDRON: SCARLET; E. APRIL	#3 POT
	2	RIBES SANGUINEUM	RED FLOWERING CURRANT	#3 POT
G	50	TAXUS X MEDIA 'HICKSII'	HICK'S YEW	1.2M
	60	CAREX OSHIMENSIS 'EVERGOLD'	EVERGOLD JAPANESE SEDGE	#1 POT
P	36	PENNISETUM ALOPECUROIDES	FOUNTAIN GRASS	#1 POT
	9	ACHILLEA 'PAPRIKA'	RED YARROW	15 CM POT
L	68	ARMERIA MARITIMA	SEA THRIFT	9 CM POT
	7	LUPINUS POLYPHYLLUS	LUPIN	15 CM POT

NOTES: * PLANT SIZES ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CMA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT PRIOR TO MAKING ANY SUBSTITUTIONS TO THE SPECIFIED MATERIAL. UNAPPROVED SUBSTITUTIONS WILL BE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.

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pmg
LANDSCAPE
ARCHITECTS
Suite C100 - 4185 58th Creek Drive
Burnaby, British Columbia, V5C 6G9
p: 604 294-0311 ; f: 604 294-0022

SEAL:

NO. DATE REVISION DESCRIPTION DR.

CLIENT:

PROJECT:

5-UNIT TOWNHOUSE DEV.

**2156 SALISBURY DRIVE
PORT COQUITLAM**

DRAWING TITLE:

**LANDSCAPE
SHRUB PLAN**

DATE: 19 FEB 22 DRAWING NUMBER:

SCALE: 3/32"=1'-0"

DRAWN: RJ

DESIGN: RJ

CHKD: PC

L2

OF 3



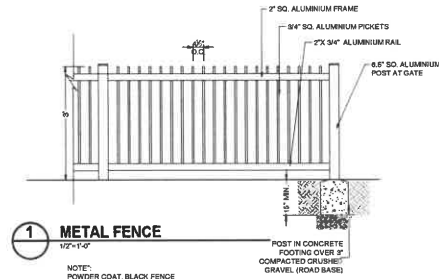
19033-2.2P

PMG PROJECT NUMBER:

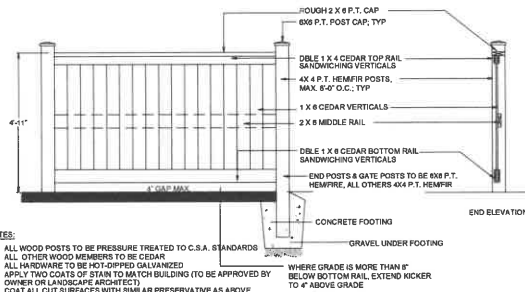
19-033

DP000362 (250)

SEAL:

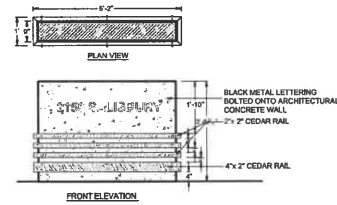


NOTE:
POWDER COAT, BLACK FENCE
SEE ARCHITECTURAL FOR DATE
PROVIDE SHOP DRAWINGS FOR REVIEW



- NOTES:
1. ALL WOOD POSTS TO BE PRESSURE TREATED TO C.S.A. STANDARDS
 2. ALL OTHER WOOD MEMBERS TO BE CEDAR
 3. ALL HARDWARE TO BE HOT-DIPPED GALVANIZED
 4. APPLY TWO COATS OF STAIN TO MATCH BUILDING (TO BE APPROVED BY OWNER OR LANDSCAPE ARCHITECT)
 5. COAT ALL CUT SURFACES WITH SIMILAR PRESERVATIVE AS ABOVE
 6. LENGTH AND PLACEMENT AS PER LANDSCAPE PLAN

2 PERIMETER WOOD FENCE
1/2" x 1'-0"



3 ADDRESS SIGNAGE
1/2" x 1'-0"



4 BOLLARD LIGHT
HADDON LIGHTING PRODUCT

NO. DATE REVISION DESCRIPTION DR.
CLIENT:

PROJECT:
5-UNIT TOWNHOUSE DEV.
2156 SALISBURY DRIVE
PORT COQUITLAM

DRAWING TITLE:
**LANDSCAPE
DETAILS**

DATE: 19-MAR-13 DRAWING NUMBER:
SCALE: 1/2"=1'-0"
DRAWN: RJ
DESIGN: RJ
CHKD: PC

L3
OF 3

19033-2-2P PMG PROJECT NUMBER: 19-033

DP000362 (22) 51

1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment

RECOMMENDATION:

That Committee of Council deny the application to amend Watercourse Development Permit DP000003 at 1380 and 1388 Dominion Avenue as it does not comply with the policies of the Official Community Plan Watercourse Protection Development Permit area guidelines.

PREVIOUS COUNCIL/COMMITTEE ACTION

May 30, 2007, Community and Economic Development Committee approved watercourse development permit DP000003 for 1380 and 1388 Dominion Avenue which provided for watercourse protection and riparian planting adjacent to a Class A(O) watercourse which runs along Loughheed Highway.

December 10, 2007, Council approved rezoning of the properties from agricultural to permit commercial uses.

January 31, 2008, Community and Economic Development Committee approved development permit DP000011 which regulated the form and character of the developments.

March 11, 2010, Smart Growth Committee approved an amendment to DP000011 for 1388 Dominion Avenue to allow for changes to the approved carwash building and non-riparian landscape design.

REPORT SUMMARY

The owner of the properties at 1380 and 1388 Dominion Avenue has applied to amend Watercourse Development Permit DP000003 to reduce the previously established watercourse protection area to a total width of 10 meters across both properties, a reduction of approximately 485m² (5,220 ft²) of riparian area. Staff provided a review letter providing preliminary comments on the application and advising of additional information and/or amendments necessary to demonstrate compliance with the policies and guidelines in the Official Community Plan for the application to proceed. The applicant has advised staff they wish the application to move forward to Committee as proposed and without the provision of further information or review.

Based on the information provided to date, it is staff's assessment that the proposal is inconsistent with the objectives and guidelines of the Watercourse Protection Development Permit Area and the request to reduce the watercourse protection area cannot be supported. Staff recommend the application be denied.

BACKGROUND



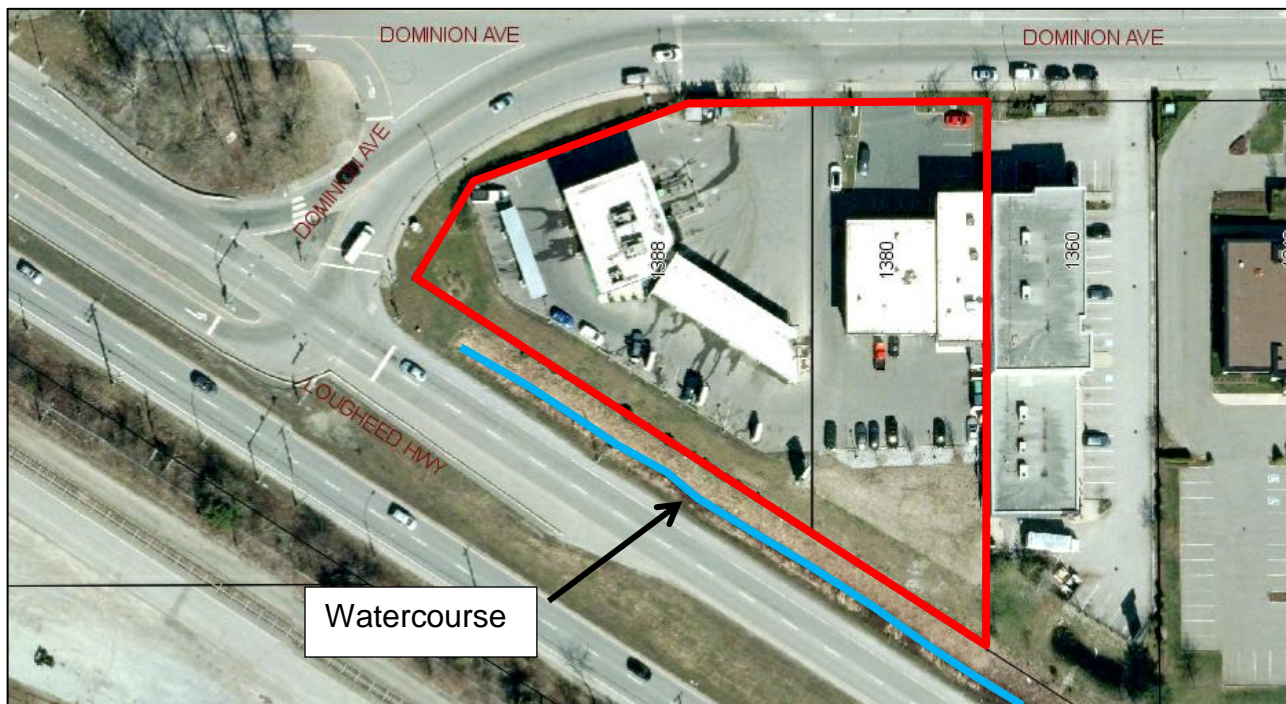
Report To: Committee of Council
Department: Development Services
Approved by: L. Grant
Meeting Date: July 28, 2020

1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment

Proposal: The owner of 1380 and 1388 Dominion Avenue has applied to amend the approved watercourse development permit (DP000003) to reduce the riparian setback and enhancement area. The applicant has advised they wish more room on the lots to enable expansion of the buildings and provide additional onsite parking.

Site Context: 1380 and 1388 Dominion Avenue are located near the intersection of Dominion Avenue and Lougheed Highway. The properties were developed for auto oriented commercial uses in 2007 and 2008 under the approval of a rezoning, watercourse protection development permit and development permit for form and character of the buildings and non-riparian landscaping.

The properties are subject to the Watercourse Protection Development Permit Area objectives and guidelines due to their proximity to a Class A(O) watercourse that is located along the northern edge of the Lougheed Highway corridor. A Class A(O) watercourse is defined as “a watercourse in which fish are present or potentially present if introduced barriers or obstructions are either removed or made passable for fish”. This watercourse was identified and designated as a Class A(O) watercourse in 2003 when the City first adopted the Watercourse Protection Development Permit Area guidelines into the OCP.



Site map and Class A(O) watercourse location

Watercourse Protection Development Permit Guidelines: In accordance with the OCP, the prescribed watercourse protection area (WPA) for 1380 and 1388 Dominion Avenue is 30 meters measured from the top-of-bank of the Class A(O) watercourse.

1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment

Section 4B of these guidelines allows the city to consider variations to the prescribed watercourse protection area under specific conditions:

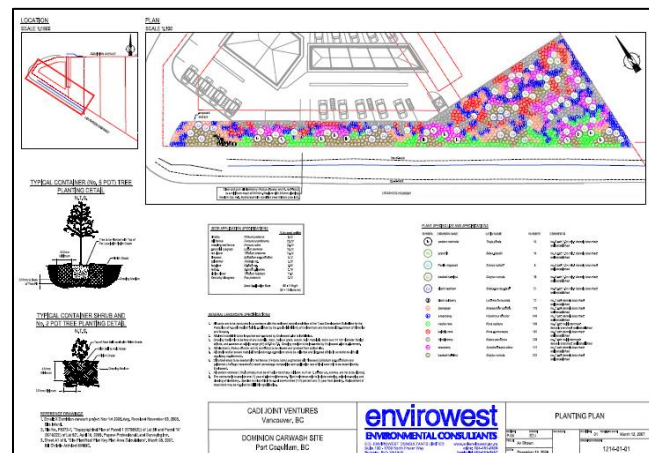
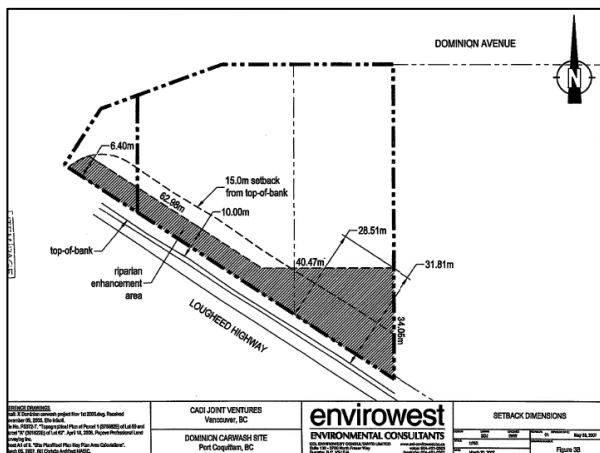
- The potential for greater protection than would be achieved under the prescribe WPA
- The existence of obstacles (parcel size, roads) which the applicant has demonstrated impede the ability for the site to achieve the prescribed WPA

This section further specifies two options for considerations of a variance:

- the required watercourse protection area width is averaged across the lot or lots to achieve the required area of protection
- the protection, restoration, or enhancement of the watercourse environment on the development site if possible, or if this is not possible, elsewhere within the watershed area of the watercourse or river.

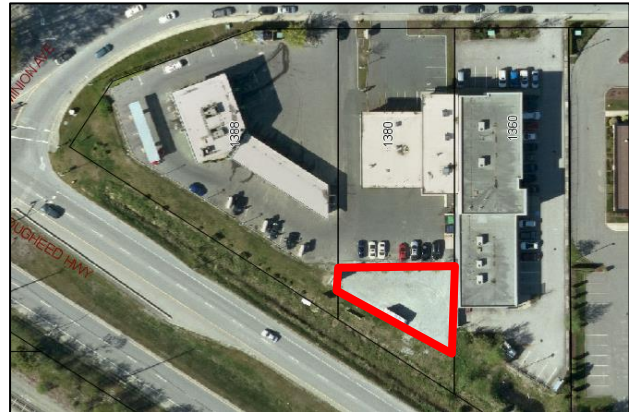
Watercourse Development Permit DP000003: In 2007, Committee approved Watercourse Development Permit DP000003 for the combined site which provided for a significant variation to the prescribed 30 meter WPA. The properties were later subdivided to form 1380 and 1388 Dominion Avenue.

The approved WPA is irregular in shape and provides a 10 meter setback for the western portion of the site (primarily 1388 Dominion Avenue) to a maximum of 31.8 meter setback for the eastern portion of the site (primarily 1380 Dominion Avenue) as shown below. The intent of this configuration was to provide an average 15 meter setback, which is half of the prescribed 30 meter WPA. This application proposed extensive riparian planting throughout the WPA intended to enhance the watercourse environment as compensation for the reduced setback. This variance was supported due to the irregular shape of the property, the ability to achieve a 15 meter average across the two properties and the proposed quality of the watercourse riparian planting shown below.



1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment

The approved riparian planting in the WPA has not been maintained over the years and most of the riparian planting have been removed. The owners have been reminded to remove encroachments into the WPA several times, most recently in 2017 when staff brought to the owner's attention that a portion of the WPA, as shown in the inset photo, was covered in gravel and used for parking. This gravel and parking was removed in 2019. Staff have further requested the riparian planting be replanted in accordance with the approved plans.



In February, the City received an application to amend the approved development permit DP000003 to reduce the previously approved 15 meter average WPA to a straight 10 meter WPA across both properties which results in a 485m² (5,220 ft²) reduction to the overall area of the WPA. In support of this request, the City received a letter from the owner describing their business interest and desire for additional parking and noting their opinion that the City has been inconsistent in its application of watercourse protection along Lougheed Highway (Attachment 1). The applicant also provided a letter from Envirowest Consultants Inc. (Attachment 2) which describes the requested reduction to the WPA and replanting plan.

In review of the submission, staff identified concerns with the ability for the application as submitted to meet application requirements and comply with the Watercourse Protection Development Permit Area policies and guidelines in the Official Community Plan. In May, staff advised the owners that additional information from an environmental consultant on the characteristics and classification of the watercourse, an assessment on how the proposal meets the Watercourse Protection Development Permit area guidelines, prescribed variance provisions and environmental objectives and/or amendments to the proposal would be necessary to meet application requirements, demonstrate compliance and support the proposal (Attachment 3). The applicant has advised staff they wish Committee consideration of the proposal as submitted.

DISCUSSION

The policies and guidelines of the Watercourse Protection Development Permit Area in the Official Community Plan prescribe a 30 meter setback for these properties. In keeping with the provisions of these guidelines, the approved Watercourse Development Permit was able to demonstrate compliance with the policies and objectives for watercourse protection through provision of an averaged 15 meter setback. A narrower (10 meter) setback on the portion of the site now addressed as 1388 Dominion Avenue was supported due to the irregular shape of this lot which impacted the building placement and circulation. The larger setback for 1380 Dominion Avenue

1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment

was intended to mitigate the impact of the reduced setback elsewhere on the site and provide compensation. The approved Watercourse Protection Development Permit (DP000003) also included a substantial riparian landscape planting plan.

The proposed amendment does not demonstrate compliance with policies and guidelines of the Watercourse Protection Development Permit Area objectives and guidelines. Specifically, the application is not in compliance with the prescribed conditions for consideration of a variance to the WPA boundaries as it does not demonstrate that the proposal would result in greater protection than would be achieved under the prescribed WPA nor that there are obstacles that impede the ability for the site to meet the required setback. The previously approved averaging which met the intent of the guidelines would be lost, as would the additional compensation/enhancement of the watercourse environment.

The submitted materials are not in keeping with the requirements in the Development Procedures Bylaw, which require submission of an Environmental Report which confirms the proposal is in compliance with the OCP and senior government legislation and recommends approval. The letter from Envirowest does not provide an ecological assessment or justification for the proposal, confirm how the proposed change meets the objectives and guidelines of the Watercourse Protection Development Permit Area designation, propose a riparian planting plan or include a recommendation as to if the proposal is supported from an environmental perspective. The letter advises the characteristics of the watercourse are compromised, but does not confirm that a different classification would be recommended. The letter further notes compliance with Provincial Riparian Area Regulations (RAR) is expected, but advises a detailed assessment has not been completed. In consideration of watercourse development permits the City must confirm compliance with the Provincial RAR setback.

Staff have reviewed concerns by the applicant that the City has approved narrower setbacks elsewhere along Lougheed Highway and can confirm that a minimum setback of 15 meters and/or provision of substantial on/off-site planting has been consistently applied for properties adjacent to this watercourse since the City enacted its Watercourse Protection Development Permit Area guidelines in 2003.


The application does not meet the watercourse development permit application requirements as established by the Development Procedures Bylaw, does not demonstrate compliance with the watercourse protection policies and guidelines of the Official Community Plan, and does not confirm approval by the Province of the RAR setback. Under these conditions, Staff cannot endorse Committee approval of the proposal and recommend the application be denied.

FINANCIAL IMPLICATIONS

None

1380 & 1388 Dominion Avenue – Watercourse Development Permit Amendment

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Reject the application to amend DP00003 if the Committee is of the opinion that it does not conform to the watercourse protection development permit area objectives and guidelines. The applicant may then request the application be forwarded to Council for reconsideration.
	2	Require additional information or amendments necessary to assist Committee in its evaluation of how the proposed amendment may comply with the watercourse protection development permit area objectives and guidelines.

ATTACHMENTS

Attachment 1: Letter from environmental consultant

Attachment 2: Letter from the applicant

Attachment 3: Staff review letter to the applicant

Lead author(s): Bryan Sherrell



envirowest consultants inc.

Suite 101 - 1515 Broadway Street
Port Coquitlam, British Columbia
Canada V3C 6M2

604-944-0502

February 13, 2020

City of Port Coquitlam
Planning and Economic Development Department
2580 Shaughnessy Street
Port Coquitlam, B.C.
V3C 2A8

Attention: Ms. Jennifer Little
Senior Planner

Dear Ms. Little,

RE: PROPOSED MODIFICATION OF RIPARIAN AREA
1380 AND 1388 DOMINION AVENUE, PORT COQUITLAM, BC

In 2007 Envirowest submitted an application for a Watercourse Development Permit (WDP) in support of the consolidation/subdivision of two former civic lots, to create the two new civic lots that presently occur at 1380 and 1388 Dominion Avenue. In conjunction with the WDP, a riparian area was defined for the watercourse that flows eastward along the north shoulder of the Lougheed Highway. The setback was established at 10 metres from top-of-bank, or between 6 and 7 metres from the property boundary (since the top-of-bank is about 3 to 4 metres onto the highway dedication) over most of its length. The setback widened by following an east-west alignment over its eastern end, primarily on the eastern lot. The setback was protected by a restrictive covenant in favour of the City of Port Coquitlam. Some landscape enhancements were completed. Commercial development proceeded on both lots.

Redevelopment of both lots is currently proposed. In conjunction with the redevelopment the owners are seeking reconsideration of the riparian boundary on the eastern lot (1380 Dominion Avenue). In particular, they are proposing to extend the same riparian boundary that was applied to the western lot (1388 Dominion Avenue) across the eastern lot. This would result in a reduction in riparian area of approximately 485 m². Landscaping as generally depicted by the original plan (Envirowest Drawing No. 1214-01-01) would be undertaken. In support of the proposed amendment to the riparian boundary, the following are proposed:

1. completion of landscaping per the original plan, with all trees revised from No. 5 pot size to minimum 2.5 metre height. The use of taller stock trees would be thoughtfully planned to maintain view corridors to the buildings and signage;
2. 100 mm of composted mulch to be applied to the entire planting area;
3. an irrigation system is to be installed to serve the entire landscape area; and
4. the maintenance period is to be extended to three years, with annual reports provided to the by December 31 of each year.

The riparian area as depicted by the Envirowest landscape plan would provide a relatively short section of natural habitat within a larger area that is generally void of such features. As a watercourse feature, the Lougheed Highway adjacent to the subject properties is located at the upstream end of the drainage system. The only source of water to the Lougheed Highway ditch at this location is runoff from the highway itself. The developed lots drain away from the Lougheed Highway ditch to the storm sewer at Dominion Avenue, and all Dominion Avenue road surface runoff flows eastward. Flows in the ditch are, therefore, quite limited and, given the proportion of runoff from the highway, likely to be of low quality. Fish that occur in this ditch have previously been shown to include only threespine stickleback; more significant species such as salmonids (salmon and trout), gamefish and species-at-risk do not inhabit the Lougheed Highway ditch owing to water quality constraints (high summertime water temperatures and low oxygen) and a lack of connectivity to downstream habitats that may be inhabited by such species. The fish habitat functions provided by riparian habitat are of limited value at these properties. Provision of bank stability (by riparian vegetation) is of negligible value as the ditch is manmade and regularly maintained, woody debris for instream complexity is irrelevant as such woody debris would be removed to maintain drainage, and leaf litter for food/nutrients are of very limited value as drainage is discharged to the Pitt River which is not limited by a lack of food/nutrients. The shade that would be created by the riparian vegetation is of no value to the waterbody as it does not extend over the water (since the riparian zone is located to the north of the ditch).

As a wildlife habitat feature, the landscaped area would provide some habitat for small birds. However, that use would be limited by the lack of connectivity to other naturally vegetated areas. Other features in proximity include a very narrow band of vegetation aligned between the south side of the highway and the CP railway yard, a small wooded area within the “traffic island” west of the properties, and two (presently) undeveloped private lots north of the properties. Collectively, these habitat features would not support a notable wildlife community.

In regards to setbacks, the City of Port Coquitlam may consider requested variances and apply discretion in approving streamside areas with widths less than prescribed by its Official

Community Plan. However, the City cannot approve any setback that does not meet the minimum setback prescribed by the Provincial Riparian Areas Protection Regulation (RAPR). While a detailed assessment has not been completed, the Lougheed Highway ditch would be deemed to be either a stream or a ditch. If it was deemed to be a stream, the setback would be 10 metres from high water mark (encompassed within the proposed 10 metres setback from top-of-bank). If it was deemed to be a ditch, the setback would be 2 metres from top-of-bank as it is non-fish-inhabited (RAPR does not consider threespine stickleback to be fish). In either case, compliance with RAPR is assured.

In summary, there would be little ecological consequence of the proposed/reduced riparian area at the subject site.

Please consider this proposed amendment and advise us of its acceptability.

Sincerely,
ENVIROWEST CONSULTANTS INC.



Ian W. Whyte, P.Ag
Senior Project Manager

IWW

cc: D. Infanti

CADI Holdings Corp.
1388 Dominion Avenue
Port Coquitlam, BC V3B 8G7

February 10, 2020

City of Port Coquitlam
Planning and Economic Development Department
2580 Shaughnessy Street
Port Coquitlam, BC V3C 2A8

Attention: Ms. Jennifer Little, Senior Planner

Dear Ms. Little:

**Re: Proposed Modification of Riparian Area
1380 and 1388 Dominion Avenue, Port Coquitlam**

We are writing in regards to our recent discussions pertaining to the renegotiation of the proposed modification to the riparian area for the properties located at 1380 and 1388 Dominion Avenue. The purpose of our request is to better utilize the properties for additional parking and to achieve consistency along the 1200 and 1300 blocks of the Dominion/Lougheed and Ottawa Street corridors.

History

In early 2007, the City of Port Coquitlam (the "City") approved the watercourse, subdivision and rezoning for 1380 and 1388 Dominion Avenue, Port Coquitlam from A-1 Agriculture to CS-1 and CS-2 respectively. In addition, the City issued a development and building permit for the construction of a self-serve car wash at 1388 Dominion. The occupancy permit was granted in 2009, and the self-serve car wash business (Go Wash Car Wash) was operational.

In November 2011, the City approved the building permit for the construction of a 10,750 square foot single tenanted building at 1380 Dominion for Westcoast Lube & Oil Ltd. (the "Tenant") that was designed solely for their use as a head office facility and a quick lube and oil operation. The building was substantially completed in 2012. The Tenant commenced their business operations in November 2012, and in June 2013, the Tenant defaulted on the lease and abandoned the premises.

Evolution of the Property at 1380 Dominion

Given the situation our Tenant put us in, we were forced to change the use of the building from a single tenanted 10,750 square foot building that was designed for a quick lube and oil/head office operation to a multi-tenanted arrangement. This required us to carve-up the building to create separate commercial retail units that the rental market was interested in.

The second floor of the building was demised to create two units, the ground floor former office area was demised to create a separate unit, and the lube bays were demised into two units. Currently the building is occupied by: a pilates studio, massage, martial arts, Mobil 1 quick lube, and an automotive mechanic shop.

The evolution of the building at 1380 Dominion from the initial plan of a single tenanted 10,750 square foot building to a multi-tenanted building has brought more traffic to the property and the need for greater parking. The ability to utilize the reduced riparian area abutting 1380 Dominion will allow for more onsite parking, and will help alleviate the parking congestion on Dominion Avenue.

Evolution of the Property at 1388 Dominion

In 2009, Go Wash Car Wash was one of the first state of the art eco-friendly car wash operations in the Dominion triangle. The business was designed to meet the customer's needs to wash their vehicles in the self-serve bays by hand or through the automatic touchless bays.

Over the last several years technology in the car wash business has evolved to wash more cars per cycle, faster service time, better cleaning, and overall better customer satisfaction. With these benefits, the customers have shifted from wanting a clean car through a touchless automatic to being comfortable with a friction conveyor tunnel wash. This is evidenced by the number of car washes in the Lower Mainland that have entered the market over the last several years with only friction conveyor tunnel washes.

In order for Go Wash Car Wash to stay relevant and survive in the car wash business, it needs to invest additional capital to convert the touchless automatic bays to a friction conveyor tunnel. The tunnel model is where a customer pays at an automated teller station and drives onto a conveyor with the assistance of an attendant.

Based on initial consultations with car wash equipment suppliers, the conversion of the touchless automatic bays which are situated at the corner of Lougheed and Dominion will require the four vacuum bays and metal canopy structure facing Lougheed to be dismantled and removed to create sufficient turning radius for vehicles exiting the friction conveyor tunnel.

The required expansion of Go Wash Car Wash to convert the touchless automatic bays to a friction conveyor tunnel will have a need for greater parking. Therefore, the ability to utilize the reduced riparian area will allow for more onsite parking, and will help alleviate the parking congestion on Dominion Avenue.

Landscape Requirements

The current riparian area agreement for 1380 and 1388 Dominion requires a robust landscape plan as depicted in the Envirowest Consultants Inc. drawing No 1214-01-01. The requirements of this landscape plan in our view is excessive.

The tenant's on the property are small business owners and have a difficult time to make ends meet to be able to survive. Any impediment in operating their business is the difference between success of the tenant's business and bankruptcy. The current landscape plan results in the buildings at 1380 and 1388 Dominion to be shielded from drive-by traffic which the tenants rely heavily on.

We request that the current landscape plan requirements be relaxed with low level planting that is visually appealing.

Neighboring Properties

The neighboring properties along the 1200 and 1300 blocks of the Dominion/Lougheed and Ottawa Street corridors do not have setbacks or conversely are not adhering to them, nor do they have a required robust landscaping plan. For example, comparing the properties going east from 1380 Dominion:

Long and McQuade

- The neighboring building to the east of 1380 Dominion
- Their building is approximately 100' longer towards Lougheed Highway than the building at 1380
- They have a paved parking lot that extends even further past their building
- They do not have a robust landscaping plan – they have minimal landscaping

Burkeview Chapel

- The property to the east of Long and McQuade
- They have a paved parking lot that matches up with Long and McQuade's parking lot
- They have manicured grass to the top of bank, and do not have a robust landscaping plan

Art Knapp's

- The property to the east of Burkeview Chapel
- They have a building structure and plants for resale that extend to the top of bank
- They do not have a robust landscaping plan – they have minimal landscaping

Volvo Dealership

- The property to the east of Art Knapp's
- They have a paved parking lot and vehicles held for resale right to the top of bank
- They do not have a robust landscaping plan – they have no landscaping

Shopping Plaza (where Boston Pizza is situated)

- The property to the east of the Volvo Dealership
- They have a paved parking lot right to the corner of Lougheed and Ottawa
- They do not have a robust landscaping plan – they have minimal landscaping

Shopping Plaza (where White Spot is situated)

- The property on the eastern side of Ottawa

- They have building structures right to the corner of Lougheed and Ottawa
- They do not have a robust landscaping plan – they have minimal landscaping

Coscto

- The property to the east of the shopping plaza where White Spot is situated
- They have a building structure and a parking lot right to the top of bank
- They do not have a robust landscaping plan – they have minimal landscaping

The purpose of this comparison is to provide you with context to achieve fairness and equity with the neighboring properties that do not have setbacks nor robust landscaping plans. All of the comparisons provided do not have setbacks or conversely are not adhering to them. They are all using the riparian area for their business operations. Furthermore, none of the comparisons are required to have a robust landscaping plan, and have minimal landscaping if any.

Lastly, we also understand the City has future plans to expand Lougheed highway to accommodate the rapid tandem bus system from Maple Ridge to Coquitlam with stops on the North side of the highway, which will also further support this request.

We have engaged Envirowest Consultants Inc. to provide technical support for the proposed modification. Please refer to their technical recommendations in the attached report.

Yours truly,

CADI Holdings Corp.

Per:

Alfonso Centanni



May 8, 2020

Dino Infanti
Cadi Holdings Corp.
1388 Dominion Avenue
Port Coquitlam, BC V3B 8G7
Email: dinoi@gowash.ca

VIA EMAIL

Dear Mr. Infanti

Re: 1380 and 1388 Dominion Avenue – Application to amend Development Permit DP000003

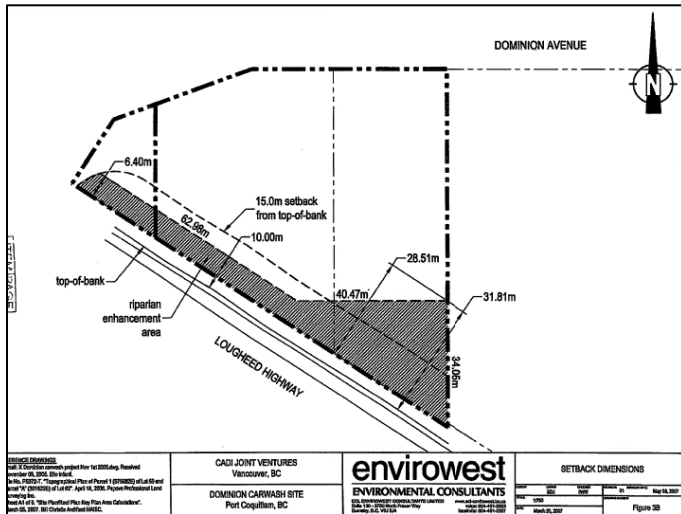
The City received information in support of an application to amend watercourse development permit DP000003 in February 2020. We have reviewed the application and corresponding material to determine how the proposal responds to City Bylaws and Official Community Plan (OCP) objectives and guidelines. Our detailed comments and requests for further information are noted below.

Background: The Official Community Plan (OCP) designates 1380 and 1388 Dominion Avenue as being subject to the Watercourse Protection Development Permit Area objectives and guidelines due to its proximity to a watercourse designated as Class A(O) located along the northern edge of the Lougheed Highway corridor. A Class A(O) watercourse is described as “a watercourse in which fish are present or potentially present if introduced barriers or obstructions are either removed or made passable for fish”. In accordance with the OCP, the prescribed watercourse protection area (WPA) for 1380 and 1388 Dominion Avenue is 30 meters.

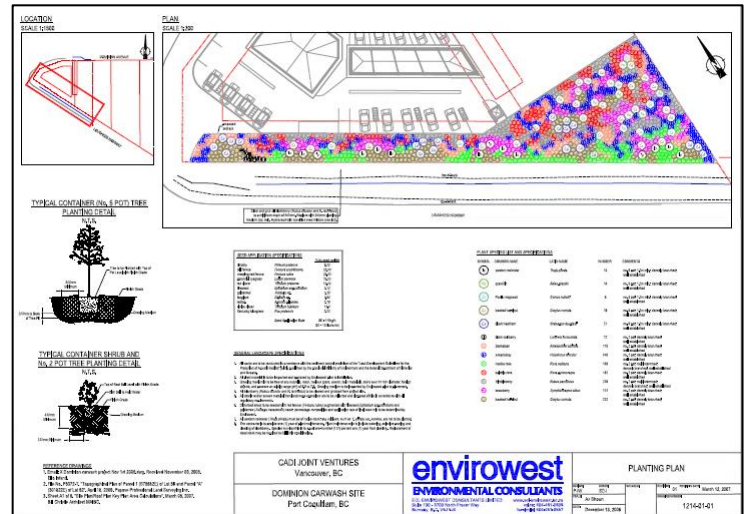
OCP Sec.9.8.4B *Variations in Watercourse Protection Area Boundaries* allows the city to consider variations to the prescribed watercourse protection area where the required watercourse protection area width is averaged across the lot or lots to achieve the required area of protection and/or where provisions be included within a the Development Permit (DP) requiring protection, restoration, or enhancement of the watercourse environment on the development site if possible, or if this is not possible, elsewhere within the watershed area of the watercourse or river.

Watercourse development permit DP000003 was approved May 30, 2007 providing for significant variation to the prescribed 30m watercourse protection area (WPA). The approved WPA was irregular in shape, 10m for the western portion to a maximum of 31.8m for the eastern portion as shown below. The intent of this

configuration was to provide an average 15m setback (half of the prescribed 30m WPA) and was supported due to the irregular shape of the property and the proposed quality of the watercourse riparian planting shown below. This planting was intended to enhance the watercourse environment as compensation for the reduced WPA.



DP000003 – WPA dimensions



DP000003 - Riparian planting plan

Since the site was developed, the riparian area has not been maintained and the majority of riparian planting no longer exists. In 2017, staff brought to the owner's attention that a portion of the WPA was covered in gravel and used for parking in contravention of the DP000003. This gravel and parking were removed in 2019 however the riparian planting has not yet been restored.

Requested amendment: The letter submitted from Envirowest Consultants Inc., dated February 13, 2020 indicates you are requesting a reduction of the previously approved 15m average WPA to a 10m. This would result in a further 485m² (5,220 ft²) reduction to the overall area of the WPA.

While the letter from Envirowest includes a description of the requested reduction and proposed replanting, it does not provide a rational for the requested variance from the established WPA that demonstrates adherence with OCP Sec.9.8.4B *Variations in Watercourse Protection Area Boundaries*.

The Envirowest letter, however, describes the Lougheed Highway watercourse as having "limited value" as riparian habitat. This sentiment is similar to that provided in their May 28, 2007 Watercourse assessment report that insinuated this watercourse has the characteristics of a Class B watercourse. You may want to have your environmental professional reassess the watercourse to determine if is properly classified. If Envirowest is able to confirm the Lougheed Highway watercourse should be classified as a Class B watercourse the prescribed setback would be 15m, which will reduce the amount of requested relaxation.

Proposed landscaping: The description of the proposed riparian planting appears to be substantially similar to that required by DP000003 in a smaller area with the addition of irrigation and some larger trees. Staff do not

believe this in itself would provide a significant enhancement of the watercourse environment. If you are able to provide a rationale for the variation to WPA as noted in the section above, we would recommend you submit a new landscape plan specific to the proposed new WPA which clearly shows an enhancement to the riparian area and includes a maintenance plan. You may also want to consider selective placement of the larger tree species to allow view corridors for business signage.

Watercourse protection along Loughheed Highway: The written submission describes the watercourse protection along the Loughheed Highway watercourse as being inconsistent. Prior to 2003, watercourse protection was managed by senior levels of government and we cannot comment on their decision and approval process for required setbacks. However, we have reviewed our records and can advise that since the City adopted its watercourse protection guidelines in 2003 we have not approved WPA (with riparian enhancements) along the Loughheed Highway that was less than 15 meters without the addition of significant offsite habitat compensation.

These are summarized as follows:

- 1360 Dominion Avenue provides a 15m WPA with riparian enhancements including a rain garden.
- 1340 Dominion Avenue was developed prior to 2003 but provides in excess of 15m average WPA.
- 1300 Dominion Avenue is zoned agricultural, used as a nursery and developed prior to 2003. Any new development of this site would need to comply with Watercourse Development Permit guidelines and minimum requirements for a WPA.
- 2385 Ottawa Street was developed in 2003 and provided a 15m setback and landscaping. As noted in your email the car dealership appears to have cars encroaching in the WPA. This matter has been forwarded to our Bylaw Division for enforcement.
- 2325 Ottawa Street was developed prior to 2003.
- 2310 Ottawa Street was developed prior to 2003.
- 2370 Ottawa Street was developed prior to 2003.
- 1021 and 1032 Nicola Avenue are undeveloped and would be subject to watercourse development permit requirements at time of development.
- 815 Village Drive provided a 7.5m WPA that was approved with onsite riparian enhancements and the provision of significant offsite habitat compensation as part of the Dominion Triangle Intertidal Habitat compensation project.

I believe the City has been consistent in its consideration of the watercourse development permits and associated WPAs since the protection of watercourses has been under municipal jurisdiction.

In summary, the information provided to date does not provide a rationale under Sec.9.8.4B *Variations in Watercourse Protection Area Boundaries* for staff to consider support of the request to further reduce the WPA. We strongly recommend you consider our comments above and provide additional information to address the objectives and guidelines of the watercourse development permit area.

Be advised that staff comments in this letter are based on the information provided to date and are subject to revision upon receipt of further information. Should you have any questions, please do not hesitate to contact me at 604-927-5244 or sherrellb@portcoquitlam.ca.

Sincerely,

Bryan Sherrell, Planner
Development Services

2020 Midyear One-time and Capital Projects Update

RECOMMENDATION

None.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the November 5 and 12, 2019 Committee of Council Meetings, the 2020-2021 capital projects were approved for design and construction.

Council approved the 2020-2024 Financial Plan Bylaw on April 28, 2020.

REPORT SUMMARY

This report provides an update on the progress of the City's 2020 one-time and capital projects, up to May 31, 2020. Commentary has been provided on some of the City's more noteworthy projects and those which have higher community interest. Overall the City expects to deliver the 2020 capital program approximately \$6,000,000 under budget, as can be seen from the 2020 Midyear Capital Summary table attached.

BACKGROUND

The capital plan for 2020-2021 was approved in November 2019. The plan includes a variety of design assignments with construction intended for 2021, as well as 2020 construction work and equipment replacement. The 2020-2021 plan is the City's fourth consecutive plan which involves a two year budget, allowing the City to design one year and construct the next. Outcomes of the 2020-2021 capital plan demonstrate that this model allows the City to maximize rehabilitation of existing and construct new infrastructure whilst minimizing cost and delivering on schedule in a highly competitive industry of municipal infrastructure construction.

One time projects and funding were approved in the 2020-2024 Financial Plan and includes a variety of planning, grants and other one time projects and activities.

CAPITAL PROJECTS DISCUSSION

COVID-19

Whilst not slowing the capital program down, Covid-19 has caused challenges to capital construction. The Engineering team strives to keep residents informed of work being performed throughout the City during capital construction, and through the pandemic additional efforts were implemented including additional signage, social media, and by posting notices rather than direct mail outs to further reduce the risk of transmission. This has been challenging, however the team

is extremely thankful for how understanding and appreciative residents have been during this challenging time.

Thompson Park

Upgrades to Thompson Park ball fields #2 and #3 were completed in late Winter 2019. These upgrades included: a new irrigation system, levelling of fields #2 and #3, additional soil and sod, an updated backstop for field #2, including netting and dugouts, and repair to the bleachers. Additionally, the entire outfield fencing was replaced on fields #2 and #3 which included a safety topper as can be seen from the photograph below:



Playground Replacement at Settlers and Fortress Parks

The outdated playgrounds have been replaced at both Settlers and Fortress Parks including new inclusive play elements and safety surfacing. At Settlers Park, staff elected to install engineered wood fibre in order to maximize our investment in play structures, while at Fortress Park a rubberized surface was included within budget.



New Playground at Settlers Park



New Playground Fortress Park

2020 Midyear One-time and Capital Projects Update

Centralized Irrigation Management System

The first phase of a centralized irrigation management system was implemented, including software and a weather station to better manage water usage on sports fields throughout the City. The weather station is strictly utilized to recognize and turn the irrigation system off in the event of a rainfall. This is a multi year project that will eventually include all sports fields with an option for expansion to all irrigation at City Facilities.

Lions Park Whimsical Garden

Based on a non-traditional garden style of the past, the Lions Park Whimsical Garden will be developed to include accessible trails, naturalized plantings, garden follies and a public art piece currently out for proposals. The site preparation, pathways, land forming and some planting has been completed. All work on the project to date has been completed in house by City crews. It is expected that the public art piece will be commissioned by Q4 2020 with an overall project completion target of end of 2020.

Neighborhood Rehabilitation

All 2020 neighborhood rehabilitation projects were tendered on time. The NR projects include rehabilitation of existing City infrastructure including: storm, water and sanitary mains, existing pump stations, curb and gutter and road reconstruction. The following list details the 2020 neighborhood rehabilitation projects:

Street	Budget	Tender	Total to Date	Projected
Routley Avenue	\$ 1,038,000	\$ 833,567	\$ 317,496	\$ 828,000
Rodger Avenue	\$ 474,600	\$ 936,410	\$ 623,353	\$ 900,764
Knappen Street	\$ 477,300	\$ 678,615	\$ 199,701	\$ 707,177
McDonald Place	\$ 217,000	\$ 188,718	\$ 77,141	\$ 187,280
Stewart Place	\$ 211,600	\$ 189,444	\$ 66,968	\$ 187,172
Sinclair Place	\$ 151,300	\$ 185,100	\$ 61,502	\$ 225,350
Morrison Street	\$ 646,700	\$ 493,176	\$ 186,968	\$ 496,312
Yarmouth Street	\$ 175,400	\$ 62,111	\$ 45,862	\$ 64,928
Prairie Avenue	\$ 1,880,000	\$ 538,314	\$ -	\$ 650,000
Shaughnessy Street	\$ 3,100,000	\$ 2,501,505	\$ -	\$ 2,501,505
Langan Avenue	\$ 2,200,000	\$ 2,021,812	\$ 539,515	\$ 2,462,200
Coast Meridian Road	\$ 1,210,000	\$ 609,888	\$ -	\$ 694,000
Total	\$ 11,781,900			\$ 9,904,688

The total approved budget for the 2020 neighborhood rehabilitation program was \$11,781,900, approximately \$2,500,000 under budget. As part of the detailed design process, staff request that consultants review the City's existing models and during survey, investigate the existing systems. Unfortunately, Rodger Avenue required additional drainage from what was originally planned,

resulting in an increased cost as can be seen from the table above. Investigations along Prairie Avenue resulted in a significant decrease of required rehabilitation as upon further investigation, the pipe network was deemed more adequate than originally suspected. On Coast Meridian Road, based on geotechnical assessment, it was originally anticipated that much of the road gravels would need to be removed and replaced due to the condition of the existing pavement. Subsequently during construction, it was determined that the subgrade and road gravels throughout the majority of the road are in an acceptable condition, hence the significant savings in cost compared to the budget originally allocated to Coast Meridian Road.

The following photos illustrate some of the neighbourhood rehabilitation occurring around the City:



Road Construction on Coast Meridian Road



Watermain installation on Langan Avenue



Knappen Street Sidewalk and Road Construction

2020 Sidewalk and Pedestrian Safety Improvements

The 2020 Sidewalk and Pedestrian Safety Improvements program included 10 locations throughout the City as illustrated below:

Location	Description
Oxford Street: Lincoln Avenue to Galer Way	New Sidewalk & curb & gutter on east side, street lighting retaining wall & boulevard improvement
Dixon Street at 2606 Kingsway Avenue	New Sidewalk
Kelly Avenue & Mary Hill Road	New Sidewalk & curb & gutter, street lighting & Rectangular Rapid Flashing Beacons (RRFBs)
Hastings Street: McRae Crescent to Lincoln Pathway	New Sidewalk & curb & gutter & street lighting
Broadway Street & Mary Hill Bypass	New Sidewalk & curb & gutter
Pitt River Road & Yukon Avenue	New Sidewalk, curb & gutter & RRFB
Pitt River Road & Langan Avenue	New RRFB
Riverside Drive & Yangtze Place	New RRFB and letdown
Fremont Connector & Seaborne Avenue	Pedestrian Activated Signal
Cedar Drive	Raised Crosswalks: Pinemont, Lincoln & Essex

2020 Midyear One-time and Capital Projects Update

The program scope was approved June 11, 2019 as part of the annual traffic count program and subsequently construction commenced early 2020. The sidewalk work on Oxford Street is nearly complete and involved construction of a small retaining wall to ensure constructability and safety adjacent to a relatively steep slope. The work performed on Kelly Avenue filled an existing sidewalk gap in the network and also added lighting and an RRFB, significantly improving safety in this area. Work on Hastings Avenue north of McRae Crescent is also nearly complete with only minor restoration work remaining; this sidewalk closes the gap between McRae Crescent and the path to the north, improving safety for the community and the two schools in the area.

The sidewalk on Broadway Street also finalizes the network, closing the gap between the existing sidewalk and the Mary Hill Bypass. This construction has also commenced and will be completed in July 2020.



Broadway Street & Mary Hill Bypass Sidewalk

The new pedestrian activated traffic signal was recently installed at the Fremont Connector and Seaborne Avenue and has generally been well received by the community, allowing a controlled phase to allow residents to cross the road at this intersection. Additional traffic calming measures are being installed along Cedar Drive as well. Select photos of the 2020 Sidewalk and Pedestrian Safety Improvements program are found below:



New Signal at Fremont Connector and Seaborne Avenue



Oxford Street Sidewalk

2020 Midyear One-time and Capital Projects Update



Kelly Avenue Before



Kelly Avenue After



New sidewalk on Hastings Street north of McRae Crescent



RRFB at Riverside Drive and Yangtze Place

Barberry & Ellis Storm Pump Station

The Barberry and Ellis Storm Pump Station required upgrades due to the age of the pumps and the station. The station is south of Ellis Drive, alongside a gravel maintenance road adjacent to Cascara Park.

The project is proceeding well with a majority of the new pump station completed.

The project has remained on schedule and within budget. The contract is anticipated to be complete by mid August 2020.



Barberry & Ellis Pump Station Infrastructure

2020 Midyear One-time and Capital Projects Update

Complete financial reporting on the Capital Plan to date is included as Attachment 1. Overall, the capital plan is scheduled to be delivered on time and within budget.

ONE-TIME PROJECTS DISCUSSION

Attached to this report are summaries for one-time project activity in 2020. For example, for projects which have been carried forward from previous years, only the 2020 carry forward budget and 2020 costs are included. The summaries include 2020 project budget, actual expenditures in 2020 to the end of May, variance between budget and actual to date costs, expected or actual completion date and notes regarding the status and project outcome where appropriate.

The 2020 Mid-Year One-Time Variance Summary (Attachment 2) details the 2020 actual one-time project expenses through to the end of May compared to the 2020 budgeted amounts. A number of projects are expected to be completed in 2020, including the Fraud Risk Assessment, the Pitt River weir assessment, and the sports fields' needs assessment. The Review of Alternative Models for the Delivery of Police Services has been initiated during the second quarter of 2020 as has the OCP Review.

The Asset Management Program continues and is on track to inform budgeting for 2022 and for total completion in the early part of 2021 and the Microfilm Record Digitization is expected to be complete by the end of 2021. Organizational support has been provided consistent with budget to the Heritage Society.

FINANCIAL IMPLICATIONS

As per the Financial Management Policy, Department Heads have the authority to transfer funds between approved projects and any excess funding remains in the reserves for future use. Minor and relatively insignificant adjustments have been made between the various current projects, however, nothing requiring any additional funding at this time.

The 2020 Mid-Year One-Time projects are generally on track and are not forecasted over budget, as can be seen from the attachment. Overall, the capital program is anticipated to be completed \$6,000,000 under budget; this amount would remain in reserve accounts for future approved capital projects.

ATTACHMENTS

Att#1: 2020 Midyear Capital Summary

Att#2: 2020 Midyear One-time Operating Summary

Lead author(s): Jason Daviduk

Contributing author(s): Chris Adams-Brush

2020 Midyear Capital Update - Projects > \$75,000

Line	Grouping	Description	Original Budget	Budget Adjustments	Revised Budget	Costs To Date	Forecasted Total Cost	Variance From Revised	Status
1	Facilities R&R	2019 Public Safety Building Upgrades	\$ 856,750	\$ -	\$ 856,750	\$ 19,225	\$ 856,750	\$ -	Work managed by Coquitlam detachment.
2	Facilities R&R	City Hall Boiler Replacement	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	Pending RFP issuance, anticipated completion Q4 2020.
3	Facilities R&R	Hyde Creek Pool Tile	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	Pending RFP award, anticipated completion Q3 2020.
4	Facilities R&R	McLean Park Washroom Renovations	\$ 315,000	\$ -	\$ 315,000	\$ 2,271	\$ 315,000	\$ -	Pending RFP award, anticipated completion Q4 2020.
5	Facilities R&R	Water Slide Stairs	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ 175,000	\$ -	Pending RFP issuance, anticipated completion Q3 2020.
6	Fleet Replacemer	2017 Fleet Replacement	\$ 211,994	\$ -	\$ 219,994	\$ 251,970	\$ 251,970	\$ (31,976)	Project Complete.
7	Fleet Replacemer	2019 Fleet Replacement Program	\$ 1,193,200	\$ (27,216)	\$ 1,165,984	\$ 173,687	\$ 1,165,984	\$ -	Project ongoing, majority of units have been ordered, awaiting delivery and outfitting.
8	Fleet Replacemer	2020 Fleet Replacement Program	\$ 4,400,000	\$ -	\$ 4,400,000	\$ 47,683	\$ 4,400,865	\$ (865)	Project ongoing, majority of units have been ordered, awaiting delivery and outfitting.
9	Infrastructure	2017 Waste Cart Locks	\$ 149,994	\$ 4,661	\$ 154,655	\$ 179,314	\$ 179,314	\$ (24,659)	Project Complete.
10	Infrastructure	2018 Neighbourhood Rehabilitation	\$ 14,116,463	\$ (293,959)	\$ 13,822,504	\$ 11,990,157	\$ 12,090,157	\$ 1,732,347	Project Complete approximately 14% under budget.
11	Infrastructure	2019 Neighbourhood Rehabilitation	\$ 8,690,700	\$ (2,779,388)	\$ 5,911,312	\$ 5,064,133	\$ 5,064,133	\$ 847,179	Project Complete, significant budget transfer to 2020 NR for one section of program
12	Infrastructure	2020 Neighbourhood Rehabilitation	\$ 9,064,998	\$ 2,716,902	\$ 11,781,900	\$ 317,629	\$ 9,819,338	\$ 1,962,562	Project ongoing, anticipate substantial completion Q3 2020.and to be completed approximately 16% under budget.
13	Infrastructure	2020 Sidewalk Program	\$ 805,000	\$ 400,499	\$ 1,205,499	\$ 457,394	\$ 1,255,000	\$ (49,501)	Project ongoing, anticipate substantial completion Q3 2020.
14	Infrastructure	2021 Neighbourhood Rehab Detailed Design - Road	\$ 725,000	\$ -	\$ 725,000	\$ -	\$ 325,000	\$ 400,000	Project ongoing, anticipate completion Q4 2020.
15	Infrastructure	2021 Safety Improvements - Design	\$ 157,500	\$ -	\$ 157,500	\$ 13,484	\$ 157,500	\$ -	Project ongoing, anticipate completion Q4 2020.
16	Infrastructure	Athletic Field Upgrades	\$ 165,000	\$ -	\$ 165,000	\$ 147,619	\$ 150,000	\$ 15,000	Project Complete (Evergreen, Aggie, McLean).
17	Infrastructure	Barberry and Ellis Storm Pumpstation Upgrades	\$ 1,269,997	\$ -	\$ 1,269,997	\$ 429,884	\$ 1,125,000	\$ 144,997	Project ongoing, anticipate substantial completion Q3 2020.
18	Infrastructure	Barrier Fencing Replacement 2016 (replaces PA-0076)	\$ 50,000	\$ 37,592	\$ 87,592	\$ 56,263	\$ 87,592	\$ -	Project ongoing, approximately 50% complete (Blakeburn at Elbow Street, Cedar Park south, Minnekhada, Lions Park).
19	Infrastructure	Bear-Proof Waste Cart Locks Equipment Purchase	\$ 779,000	\$ (282,164)	\$ 496,836	\$ 1,125	\$ 496,836	\$ -	Locks have been purchased; however have been delayed due to COVID. Anticipated August 2020 delivery.
20	Infrastructure	Bus Shelters	\$ 200,000	\$ -	\$ 200,000	\$ -	\$ 200,000	\$ -	Three locations identified. Contract awarded, anticipated completion Q3 2020. 3 additional locations scheduled for 2021.
21	Infrastructure	Castle Park Spray Park	\$ 375,000	\$ -	\$ 375,000	\$ 373,122	\$ 373,122	\$ 1,878	Project Complete.
22	Infrastructure	Development Gaps	\$ 100,000	\$ 11,925	\$ 111,925	\$ 139,823	\$ 139,823	\$ (27,898)	2 projects completed. Lane adjacent to Prairie(extents) Citadel Road paving (2020).

2020 Midyear Capital Update - Projects > \$75,000

Line	Grouping	Description	Original Budget		Budget Adjustments	Revised Budget	Costs To Date	Forecasted Total Cost	Variance From Revised	Status					
23	Infrastructure	Donald Pathway Continuation from Central Avenue to Welcher Avenue	\$	1,240,300	\$	(106,829)	\$	1,133,471	\$	755,349	\$	755,349	\$	378,122	Project Complete.
24	Infrastructure	Donald St Path (Wilson Ave to McAllister Ave) & McAllister Ave Improvements - Detailed Design	\$	190,000	\$	-	\$	190,000	\$	-	\$	225,000	\$	(35,000)	Project awarded, anticipated completion Q4 2020.
25	Infrastructure	Drinking Fountains	\$	100,000	\$	-	\$	100,000	\$	42,367	\$	57,367	\$	42,633	Project ongoing. Installation complete at Gates park & Castle Park. Installation at City Hall to be completed imminently.
26	Infrastructure	Fortress Park Playground Renewal	\$	95,000	\$	-	\$	95,000	\$	81,448	\$	86,448	\$	8,552	Project Complete.
27	Infrastructure	Fox Park Playground	\$	180,000	\$	4,980	\$	184,980	\$	184,980	\$	184,980	\$	-	Project Complete.
28	Infrastructure	Intersection Camera Replacements	\$	135,000	\$	-	\$	135,000	\$	114,272	\$	135,000	\$	-	Majority of project complete, SCADA installation anticipated completion Q3 2020.
29	Infrastructure	Kingsway Avenue Conceptual & Detailed Design	\$	150,000	\$	-	\$	150,000	\$	38,203	\$	163,203	\$	(13,203)	Design in progress. Anticipated completion Q4 2020.
30	Infrastructure	LED Streetlight Conversion	\$	825,000	\$	-	\$	825,000	\$	566,975	\$	825,000	\$	-	Project ongoing. 50% through 2020 replacements. One more year of the program remaining.
31	Infrastructure	Mary Hill & Kelly Utility Upgrades	\$	1,300,000	\$	1,178,329	\$	2,478,329	\$	31,096	\$	2,478,329	\$	-	Project ongoing. Council approved budget increase of \$1,178,329. Costs currently expensed to PCCC will be reallocated to this account.
32	Infrastructure	Mary Hill Bypass Improvements	\$	150,000	\$	37,900	\$	187,900	\$	19,261	\$	187,900	\$	-	Conceptual design complete. Advocating to MoTI to include these improvements in their corridor review or move to detailed design in partnership.
33	Infrastructure	MRN Road Maintenance	\$	250,000	\$	-	\$	250,000	\$	203,215	\$	203,215	\$	46,785	Project Complete.
34	Infrastructure	Prairie Ave MUP - Fremont to Burns	\$	700,000	\$	-	\$	700,000	\$	-	\$	900,000	\$	(200,000)	Increased forecasted cost is to account for envrionmental compensation proposed in DFO/MOE applications. Deferred to 2021 for permitting.
35	Infrastructure	Settlers Park Playground Renewal	\$	100,000	\$	-	\$	100,000	\$	95,778	\$	100,000	\$	-	Project Complete.
36	Infrastructure	Solid Waste Carts	\$	100,000	\$	26,688	\$	126,688	\$	135,308	\$	135,308	\$	(8,620)	Project Complete.
37	Infrastructure	Community Recreation Complex	\$	132,100,000	\$	-	\$	132,100,000	\$	86,901,249	\$	132,100,000	\$	-	Project ongoing, anticipated substatntial completion Q3 2021
38	IT Projects	Information Services - ERP - Laserfiche Update	\$	261,472	\$	-	\$	261,472	\$	79,448	\$	110,000	\$	151,472	Project ongoing.
39	IT Projects	Information Services - Hardware - Network Equipment	\$	100,000	\$	64,699	\$	164,699	\$	72,156	\$	100,000	\$	64,699	Project ongoing.
40	IT Projects	Information Services - Hardware - PCs and Misc Equipment	\$	447,998	\$	1,481	\$	449,479	\$	211,134	\$	250,000	\$	199,479	Project ongoing.
41	IT Projects	Information Services - Hardware - Servers	\$	679,997	\$	(86,239)	\$	593,758	\$	126,056	\$	190,000	\$	403,758	Project ongoing.

2020 Midyear Capital Update - Projects > \$75,000

Lin e	Grouping	Description	Original Budget		Budget Adjustments	Revised Budget	Costs To Date	Forecasted Total Cost	Variance From Revised	Status					
42	IT Projects	Information Services - Microsoft Office Upgrades	\$	200,000	\$	-	\$	200,000	\$	-	\$	238,000	\$	(38,000)	Project ongoing.
43	IT Projects	Information Services - PoCoMAP 2.0	\$	125,000	\$	5,671	\$	130,671	\$	78,919	\$	125,000	\$	5,671	Project ongoing.
44	IT Projects	Information Services - Property Systems	\$	229,693	\$	(112,450)	\$	117,243	\$	33,785	\$	69,000	\$	48,243	Project ongoing.
Total			\$	183,810,056	\$	803,081.29	\$	184,621,137	\$	109,435,781	\$	178,597,482	\$	6,023,655	

2020 Midyear One-Time Operating Update

PROJECT	Budget	Cost to Date	Actual / Projected Completion	Forecasted Total Cost	Variance from Budget	%Variance	COMMENTS ON VARIANCE
Review of Alternative Models for the Delivery of Police Services	100,000	-	Q4 2020	\$ 100,000	-	0.0%	Project in progress, estimated completion of review is October 2020
Land and Development Facilitator Contract	217,065	10,926	2021	\$ 217,065	-	0.0%	Project continues consistent with budget plan
Fraud Risk Assessment	95,000	45,000	Q4 2020	\$ 95,000	-	0.0%	Project in progress. First draft anticipated for management review by end of August
DCC Bylaw	100,000	-	2021	\$ 100,000	-	0.0%	Q4 2020 start.
OCP Review 2014	34,381	-	2021	\$ 34,381	-	0.0%	Project in progress
North Side Development	49,998	-	2021/2022	\$ 49,998	-	0.0%	Project start date deferred
Subdivision Bylaw	84,998	-	Q4 2020	\$ 84,998	-	0.0%	Completing engineering specification review in-house. Will proceed to RFP for bylaw revision in Q3 2020.
Underground Utilities in Greater Downtown	50,000	-	Q4 2020	\$ 50,000	-	0.0%	Project not yet started
Downtown Wayfinding Strategy and Implementation	13,500	859	Q3 2020	\$ 13,500	-	0.0%	Project in progress
Microfilm Record Digitization	33,705	11,745	2021	\$ 33,705	-	0.0%	Project in progress
Corporate Office Microfilm Scanning	15,000	-		\$ 15,000	-	0.0%	Delayed one year due to COVID
Arts and Culture - Mural Program	8,344	-	Q4 2020	\$ 8,344	-	0.0%	Repairs to murals in Lions Parks and European Bakery will be complete by Q4.
Arts and Culture - PoCo Sports Hall of Fame	15,231	-	Q4 2020	\$ 15,231	-	0.0%	Project in progress; planning and design of permanent display will be begin in 2020 (approx. \$4K); remainder deferred to 2021 due to COVID-19 cancellation of sport games, events and awards
Grand Prix	206,900	1,631	NA	\$ 6,631	200,269	96.8%	2020 Grand Prix cancelled, but Q1 planning expenses incurred. Funds will be carried forward for future year's if there is a contract renewal
Festival Development	34,659	615	Q4 2020	\$ 34,659	-	0.0%	Project in progress; upgraded event application and process will be implemented in 2020. Remainder of the project deferred to 2021 due to COVID-19 due to event cancellations.
Lions Park Artist-In-Residence	7,000	-	Q4 2020	\$ 7,000	-	0.0%	Project in progress. Completion and final payment in October.
Leigh Square - Public Art Repairs	15,399	-	Q4 2020	\$ 15,399	-	0.0%	Refinishing circular benches in LS; relocation of salmon benches; other projects on hold pending McAllister redevelopment
Energy Manager Projects	15,927	-	Q4 2020	\$ 15,927	-	0.0%	Project in progress
Asset Management	276,612	56,440	2021	\$ 276,612	-	0.0%	Project in progress with data collection and management underway
Cemetery - Chafer Beetle Control	49,904	17,410	Q3 2020	\$ 34,820	15,084	30.2%	Project in progress
Field Needs Assessment	17,754	17,085	Q2 2020	\$ 17,085	669	3.8%	Project in progress; targeting a Q3 report to Council.
Community Sharing Garden	15,387	22,847	Q2 2020	\$ 22,847	(7,460)	-48.5%	Project complete.
Cart Lock Direct Mail Out	13,600	125	Q2 2020	\$ 13,600	-	0.0%	Mail out complete. Awaiting cost.
Master Transportation Plan	150,000	-	2021	\$ 150,000	-	0.0%	Project in progress. Consultant awarded.
Pitt River Weir Assessment	25,000	-	Q3 2020	\$ 25,000	-	0.0%	Project in progress; targeting a Q3 report to Council.
Skytrain Feasibility Study	75,000	-	2021	\$ 75,000	-	0.0%	Targeting Q3 RFP issuance.

2020 Midyear One-Time Operating Update

PROJECT	Budget	Cost to Date	Actual / Projected Completion	Forecasted Total Cost	Variance from Budget	%Variance	COMMENTS ON VARIANCE
PoCo Senior Citizens' Housing Society Dogwood Mews Grant	41,000	41,000	Q2 2020	\$ 41,000	-	0.0%	Grant paid
Heritage Society Organizational Support	35,000	17,500	2020	\$ 35,000	-	0.0%	Final installment to be paid in July 2020
Coquitlam River Watershed Roundtable Organizational Support	15,000	15,000	2020	\$ 15,000	-	0.0%	Grant paid
Total	1,811,364	258,183		1,602,802	208,562		

Off-leash Dog Areas - Pilot Project Final Update

RECOMMENDATION:

That Committee of Council direct staff to transition the Off-Leash Pilot Project at Chelsea and Skyline Parks to a permanent service level, and,

Direct staff to proceed with implementation of off-leash dog parks within the western portion of Castle Park and the eastern edge of Evergreen Park.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the June 19, 2018, Community & Intergovernmental Committee, the following motion was passed:

That Community & Intergovernmental Committee direct staff to:

- *Conduct public consultation for potential off-leash dog hours and areas, and*
- *Report back with results and recommendations in the fall of 2018.*

At the December 4, 2018, Committee of Council, the following motion was passed:

That Committee direct staff to proceed with a shared (non-fenced) off-leash dog area 1-year pilot project at the following locations:

- I. *Skyline Park (between Western Drive and Eastern Drive); and*
- II. *Chelsea Park (North side, away from playground)*

That Committee authorize the addition of two part-time bylaw officers to work a 16-week period from May 21 to Sept 1, 2019, covering both evening and weekend shifts, at a total cost of \$35,000, and that the cost be included in the 2019 financial plan.

At the November 19, 2019, Committee of Council, staff brought forward a mid-term update on the shared (non-fenced) off-leash dog areas at Chelsea Park and Skyline Park.

REPORT SUMMARY

This report summarises and evaluates the off-leash dog area pilot project which has been running since April 2019 at Chelsea and Skyline parks. Overall, the pilot project has been successful with only minor issues and concerns identified, and the report recommends the continuation of the off-leash areas at these two parks, with some adjustments that have been made based on feedback received throughout the pilot. Finally, the report recommends implementation of two additional locations, one at Castle park, and one at Evergreen park.

BACKGROUND

In 2018, the City initiated a four-week public consultation campaign to determine the public's interest in designating shared off-leash dog areas in current park or trail locations. The consultation solicited 1,603 responses with approximately 70% in favour of expanding the off-leash dog park network across the city. Prior to the pilot project, the City operated two fenced off-leash dog areas at the following locations:

- Maple Street Off-Leash Dog Park
- Shaughnessy Street Off-Leash Dog Park located opposite Chester Place on Shaughnessy Street

On December 4, 2018, Committee of Council authorized a one-year pilot project for a shared (non-fenced) off-leash dog area, and additional bylaw resources to support the enforcement.

DISCUSSION

The pilot project went live on April 1, 2019 with staff soliciting feedback through an online survey that has been open to the public over the past year. This survey was promoted through social media on a number of occasions throughout the pilot project. Additionally, residents were directed to the survey if they called in with questions about dog park infrastructure or had concerns with the pilot project.

In response, the City received a total of 76 online survey responses since the pilot was launched. These responses are summarised below:

- 70 out of 76 were dog owners
- 47 out of 76 were in response to Skyline Park, while 26 responses were regarding Chelsea Park and 3 were regarding both locations
- The responses generally indicated support for the pilot, but some issues/concerns were raised including:
 - Request to fence the off-leash dog area [noted 22 times]
 - Would like to see additional off-leash areas in the City [noted 19 times, Castle park requested 9 times, Routley Park requested 1 time, remaining requests were general]
 - Pilot Project has attracted additional dogs and therefore additional dog waste [noted 17 times]
 - Parking concerns [noted 12 times]
 - Proximity concerns to the playground (Chelsea Park) [noted 7 times]
 - Request for improved signage [noted 1 time]

Off-leash Dog Areas - Pilot Project Final Update

In addition to the survey, over the past 12 months the City has received 11 calls for service pertaining to the off-leash areas at Chelsea and Skyline Parks. The calls also reference similar concerns which included proximity to the playground, waste and cleanliness, noise pollution and a concern regarding the lack of fencing. It is likely that the residents which submitted these calls for service were also survey respondents given the close alignment of issues/concerns. Given that the interim survey response rates were significantly lower than initial survey response rates, it can be construed that the pilot project was generally supported with minimal opposition. If there was community concern related to the implementation of the pilot project, staff would have anticipated increased survey response rates and calls for service.

In regards to enforcement, two part-time officers were hired between May 30 to September 15, 2019, to support the pilot project, covering both evening and weekend shifts. Over this period the officers made 141 visits and observed 122 dogs. There were no warnings or violations cited as officers were primarily patrolling to see if the parks were being used appropriately and to make sure owners were in control of their dogs at all times. During the visits, park users were found to be in compliance and there were no complaints regarding dog behaviour at either off-leash site.

Aside from a few small operational adjustments required at the pilot project locations in response to user feedback, the off-leash dog parks are functioning well and supported by the majority of survey respondents. Staff are recommending transitioning the off-leash pilot project at Chelsea and Skyline Parks to a permanent service level.

Given the success of the pilot project, staff are also recommending two additional locations be implemented. Recognizing the majority of respondents of the 2018 survey (77%) were supportive of additional off-leash dog facilities; with 83% of dog owners preferring to exercise their dogs within walking distance of their home, staff recommend including the western portion of Castle Park (Figure 1) and the eastern edge of Evergreen Park (Figure 2) as opportunities to expand off-leash amenities. These locations support the criteria established through community consultation where: 62% preferred natural areas, 61% favoured a location near a trail network and 49% preferred their neighbourhood park. As with any service level, should any unforeseen challenges arise, modifications can be considered to resolve the concerns and the service level adjusted accordingly.

Off-leash Dog Areas - Pilot Project Final Update



Figure 1: Castle Park




Figure 2: Evergreen Park

Off-leash Dog Areas - Pilot Project Final Update

FINANCIAL IMPLICATIONS

No financial impacts anticipated. Dog waste stations, including bag dispensers and waste receptacles are included at Chelsea and Skyline Parks and can be installed at Evergreen and Castle Park within the current budgets.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Transition the off-leash pilot project at Chelsea and Skyline Parks to a permanent service level and expand to include off-leash locations at Castle Park and Evergreen Park.
	2	Transition the off-leash pilot project at Chelsea and Skyline Parks to a permanent service level but do not expand to additional locations.
	3	Terminate the pilot project at Chelsea and Skyline Parks.

ATTACHMENTS

None.

Lead author(s): Mitchell Guest

Contributing author(s): Paula Jones

Cemetery Bylaw Amendment

RECOMMENDATION:

That Committee of Council recommend that Council adopt amendments to the Cemetery Bylaw as outlined in the July 28, 2020 report, "Cemetery Bylaw Amendment".

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report recommends several changes to the Cemetery Bylaw. These changes include language revisions to permit the "No Stone Left Alone" tribute to the late veterans that have been laid to rest in the Port Coquitlam Cemetery, allowing decorations and adornments to be placed adjacent to the individual gravesites for two weeks prior to and one week after Remembrance day. They also include housekeeping revisions to the refund section of the bylaw which align with recommendations from Consumer Protection BC, and updated protocols to identify when internment markers are relocated to avoid sustaining damage from adjacent operations.

BACKGROUND

In 2019, an initiative was brought forward by Councillor McCurrach for staff's consideration. The request was to allow for longer durations for adornments to be placed at veterans' internment sites in advance of Remembrance Day. This program is referred to as "No Stone Left Alone", which honors and recognizes the sacrifices veterans have made serving Canada by placing poppies on military headstones. In 2019, the "No Stone Left Alone" program saw more than 12,000 students participate in the initiative at 121 cemeteries across Canada, honouring over 64,000 Canadian Armed Forces members. 2020 marks the 10th annual commemoration ceremonies for No Stone Left Alone memorial tribute.

Currently, the Cemetery Bylaw only permits the placement of decorations and adornments on the day of the event which may be left in place for up to one week after. The recommended changes will permit community members, students, cadets and local groups to be a part of this important ceremony.

In addition, staff are recommending two housekeeping revisions. These include revisions to the language in the refund section to align with recommendations from Consumer Protection BC, as well as updated protocols to identify when internment markers are relocated to avoid sustaining damage from adjacent operations.

Council will also recall service level changes approved earlier in the year to increase the grass cutting frequency from bi-weekly to weekly.

Cemetery Bylaw Amendment

DISCUSSION

Staff recommend the following change to support the "No Stone Left Alone" tribute to the veterans that have been laid to rest in the Port Coquitlam Cemetery as follows:

Current Bylaw:

14) Additional decorations and adornments (placed adjacent to the individual gravesite) for the following recognized events will be allowed for seven (7) days commencing the day of the event:

- a. Valentine's Day*
- b. Easter*
- c. Mother's Day*
- d. Father's Day*
- e. Thanksgiving*
- f. Remembrance Day*

Proposed change:

*14) Additional decorations and adornments (placed adjacent to the individual gravesite) for the following recognized events will be allowed for seven (7) days commencing the day of the event. **With the exception of Remembrance Day commencing two weeks prior and ending (7) days after the day of the event:***

- a. Valentine's Day*
- b. Easter*
- c. Mother's Day*
- d. Father's Day*
- e. Thanksgiving*
- ~~f. Remembrance Day~~*

Staff also recommend the following changes pertaining to refund amounts in order to clarify our process as suggested by Consumer Protection BC as follows:

Current bylaw language relating to this section, with proposed changes (to clarify the refundable amount and removing reference to Schedule H) is proposed in red, and reads as follows:

3) AFTER 30 DAYS: Subject only to Section 3. 8), no License may be sold, assigned, or transferred. A License may be surrendered to the City at any time. When a written request of cancellation is provided by the Purchaser or a Legal Representative of a deceased Purchaser requesting to cancel this contract 31 days or more after the date of this contract any refund provided shall be subject to the following conditions:

Cemetery Bylaw Amendment

- i) INTERMENT RIGHTS FOR IN-GROUND LOTS: Refund payable shall be the original purchase price of the space identified LESS the amount of the Care Fund contribution for the lot or space collected at the time of purchase and LESS 25% of the *remaining purchase price as set out in the Schedule of Fees.* ~~original License fees and the current License Fee as set out in Schedule "H" of the Fees and Charges Bylaw.~~
- ii) INTERMENT RIGHTS FOR NICHES, CRYPTS AND CREMATION PLOTS: Refund payable shall be the original purchase price of the space identified LESS the amount of the Care Fund contribution for the lot or space collected at the time of purchase and less 10% of the *remaining purchase price as set out in the Schedule of Fees.* ~~original License fees and the current License Fee as set out in the Schedule "H" of the Fees and Charges Bylaw.~~


Lastly, the following addition is recommended for Section (11). These updated protocols will identify that internment markers will be relocated from time to time, to avoid sustaining damage from adjacent operations such as nearby burials. This will ensure families are aware of the city's current practices to protect all markers and supplement the signage posted during burials to inform visitors that a burial is in progress and that adjacent markers may have been temporarily relocated.

- 7) When there is a burial taking place, adjacent markers are temporarily relocated by cemetery staff as deemed necessary to provide access and avoid unnecessary damage to markers.

FINANCIAL IMPLICATIONS

No financial impacts anticipated.

OPTIONS (✓ = Staff Recommendation)

	#	Description
	1	Recommend the proposed amendments to the Cemetery Bylaw to Council
	2	Refer back to staff to review additional items identified by Committee
	3	Other

ATTACHMENTS

Att#1: CEMETERY AMENDMENT BYLAW, 2020 Bylaw No. 4169

Lead author(s): Mitchell Guest, Brian North

CITY OF PORT COQUITLAM
CEMETERY AMENDMENT BYLAW, 2020

Bylaw No. 4169

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

1. CITATION

This Bylaw is cited as “Cemetery Bylaw, 2015, No. 3920, Amendment Bylaw, 2020, No. 4169”.

2. ADMINISTRATION

2.1 That “Cemetery Bylaw, 2015, No. 3920” be amended in the “Cancellations and Refunds” section, clause 4. 3) i) and ii) by deleting the words “original License fees and the current License Fee as set out in Schedule “H” of the Fees and Charges Bylaw” and replacing them with the words “remaining purchase price as set out in the City’s Fees and Charges Bylaw (Schedule H)”.

2.2 That “Cemetery Bylaw, 2015, No. 3920” be further amended by removing Section 14 and replacing it with the following:

“14) Additional decorations (placed adjacent to the individual gravesite) for the following recognized events will be allowed for seven (7) days after the day of the event; with the exception of Remembrance Day commencing two weeks prior and ending seven (7) days after the day of the event:

- a) Valentine’s Day
- b) Easter
- c) Mother’s Day
- d) Father’s Day
- e) Thanksgiving”

READ A FIRST TIME this

READ A SECOND TIME this

READ A THIRD TIME this

Mayor

Corporate Officer

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 June 2020.

BACKGROUND

For this period, the following report is attached:

Owner's Representative Progress Report #39 – Tango, June 2020.

DISCUSSION

Through June a variety of co-ordination, procurement, design and construction activities took place. Tango completed three detailed site inspections in June.

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

Phase 1ABC: Minor deficiencies and warranty administration is ongoing.

Phase 2ABC:

Spectator Arena

- Slab-on-grade and vertical concrete is ongoing; and
- Structural steel has commenced.

Parkade

- Concrete structure is ongoing;
- Waterproofing membrane has commenced; and
- Mechanical and electrical rough-in is ongoing.

Large MP / Gymnasium / Childcare

- Structural steel and glulam installation is complete; and
- Metal decking and roofing have commenced.

NW Main Entrance Plaza

- Curb construction has commenced.

Ventana provided an updated schedule dated July 17, 2020. There is no change to the schedule provided in the prior month's report - Rink 1, the large multipurpose room, gymnasium and children's areas are forecasted to be available in the summer of 2021 (approximately six (6) weeks earlier than initially scheduled), followed by the parkade and external sports courts in late fall 2021.

The critical path activity runs through the parkade structure and waterproof membrane, 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.

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

Phase 1ABC:

- Close out remaining construction deficiencies and administer warranty items.

Phase 2:

- Parkade: slab-on-grade, vertical concrete, suspended slabs, waterproofing membrane and mechanical and electrical rough in;
- Rink 1: structural steel, slab-on-grade and vertical concrete; and
- Multipurpose, gymnasium and children's areas: metal decking and roofing.

Site inspections during this reporting period confirm that the Design-Builder continues to implement a robust and disciplined safety program in compliance with provincial and federal advice and standards, relating to COVID-19. There is a potential future risk that the COVID-19 pandemic may impact the project schedule, labour and/or supply chain availability. As of the date of this report, the project has not suffered as a result.

Monthly Owner's meetings with Ventana, City and Tango representatives are being conducted remotely. Owner's Meeting #29 was held on June 16, 2020 and the meeting minutes are included as Attachment 1 – Appendix 7 of this report.

The updated project dashboard is included as Appendix 5 in Tango's June report (Attachment1). Based on the information contained in the Monthly Progress Report #39 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved. As mentioned above, the impact of COVID19 is unpredictable at this time and will continue to be monitored closely.

FINANCIAL IMPLICATIONS

A summary of the total project costs expensed as of June 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*	\$93,479,729	\$116,717,000	\$122,722,388
Project Management and Legal	\$1,574,570	\$1,500,000	\$2,222,620
Furniture, Fixtures and Equipment	\$1,881,159	\$3,900,000	\$3,770,140
Off-Site Improvements	\$415,618	\$3,000,000	\$2,195,851
Onsite works (service fees, etc.)	\$87,823	Incl. in other	\$150,000
Communications/Signage	\$54,856	Incl. in other	\$55,000
Total Project	\$98,476,755	\$132,100,000	\$132,100,000

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

ATTACHMENT

Attachment #1: Owner's Representative Progress Report #39 – Tango, June 2020.



PORT COQUITLAM COMMUNITY CENTRE

Owner's Representative Progress Report #39

June 2020

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APPENDICES

Appendix 1 – Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: July 17th 2020
 - Update

Appendix 2 – Progress Photographs: June 2020

Appendix 3 - Site Inspection Reports: June 2020

Appendix 4 – Certificate of Payment No.42: July 14, 2020

Appendix 5 – Project Dashboard: June 30, 2020

Appendix 6 – Architecture 49 Letter of Construction Conformance – July 14, 2020

Appendix 7 – Owners Meeting Minutes #29: June 16, 2020

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 #39 to the Owner. This report represents a summary of key project activities and issues that occurred up to June 30, 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.

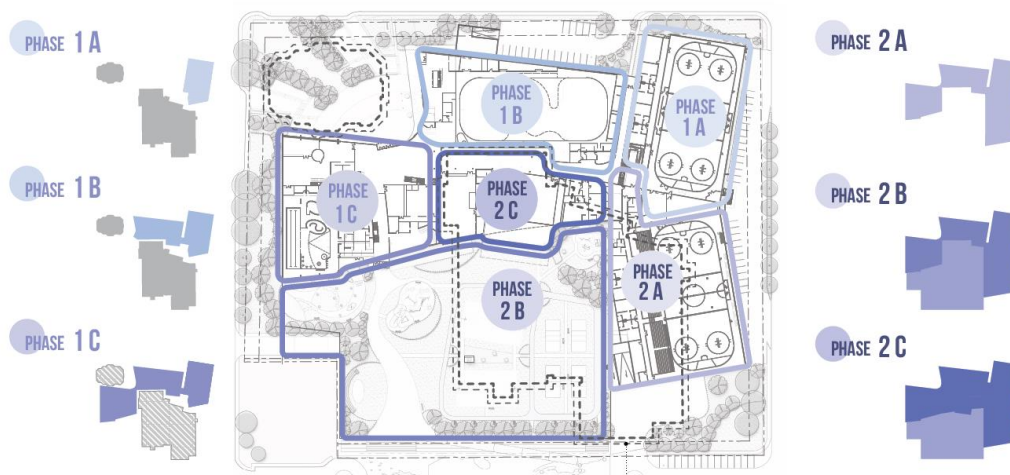
Any advice, opinions or recommendations within this report should be read and relied upon only in the context of this report as a whole. The contents of this report do not provide legal, insurance or tax advice or opinion.

2.0 EXECUTIVE SUMMARY

During June 2020 numerous meetings, co-ordination, procurement, design and construction activities have taken place. The parkade and Rink 1 concrete structure is ongoing. Structural steel, metal deck and glulam's are ongoing on the Large Multipurpose Room, Gymnasium and Child Care areas. Based on the information contained in this Monthly Progress Report #39 and during this reporting period, Tango believes the Project can be completed by the Substantial Performance Date of October 31, 2021 for the Project Budget of \$132,100,000, provided the current critical path milestone dates can be achieved as per schedule.

3.0 PROJECT SCOPE

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

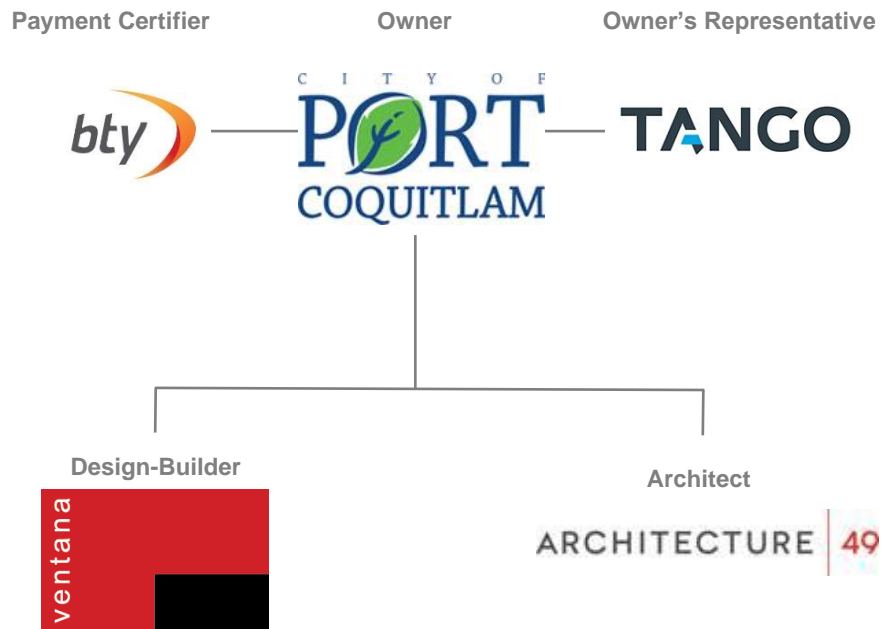


4.0 PROJECT TEAM

The following team members have been appointed to the Project:

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

City of Port Coquitlam Community Recreation Complex Project Team



5.0 DESIGN AND APPROVALS STATUS

Conceptual Design

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

Schematic Design

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

Design Development & Working Drawings and Construction Documents

Design Development, Working Drawings and Construction Documents are complete. Final design revisions are being managed via post tender addendums.

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 July 17, 2020:

Phase 2:

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

Formwork;
Structural Steel;
Metal Deck;
Sprayed Thermal Insulation;
Glulam's;
Metal Wall Panels;
Rubber Roofing;
Tiling; 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

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 #29 was held on June 16, 2020.

Please refer to Appendix 7 of this Monthly Progress Report for a copy of the Owner's Meeting Minutes #29.

Owner Request for Information (RFI)

- Number of RFI's issued – 175
- Number of RFI's Closed – 171
- Number of RFI's Open – 4

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	\$9,426,221
Current (Revised) Contract Price	\$126,143,221
Work Certified as Completed (Base Contract)	\$101,900,263
Current Cost to Complete (Base Contract)	\$24,242,958
Lien Holdback (Base Contract)	\$9,690,026
Lien Holdback Released	-\$7,162,604
Non-Contract Costs	\$8,394,674
Total Project Budget	\$135,520,895

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. 42 dated July 14, 2020, which certifies the current payment due to the Design-Builder, under the terms of the Design-Build Contract ("DBC") for the period ending June 30, 2020.

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

Item	Dollar Value
Current Net	\$3,220,472
Current GST (5.0%)	\$161,024
Total Current Payable to the Design-Builder	\$3,381,496
Total Current Builders Lien Holdback	\$2,527,422

Please refer to Appendix 4 of this report for a copy of Certificate of Payment No. 42.

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 June 30, 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
43	Removal of Asbestos Concrete Pipe	\$14,070	Project Contingency
44	Deletion of Rink 1 West Roof Credit	-\$93,914	Project Contingency
45	Exterior low level lighting	\$47,448	Project Contingency
SUB-TOTAL		\$3,925,233	
15	Scoreboard Credit	-\$42,760	FF&E
SUB-TOTAL		-\$42,760	
4	Off Site Design Services	\$269,998	Off Sites / Capital Utility Budget
6	Additional Off Site Design Services	\$55,875	Off Sites / Capital Utility Budget
13	Offsite Scope of Work (Phase 1A)	\$1,698,500	Off Sites / Capital Utility Budget
16	Offsite Isolation Valves	\$37,711	Off Sites / Capital Utility Budget
18	Offsite Scope of Work (Phase 1B)	\$2,900,900	Off Sites / Capital Utility Budget
19	Hydro conduit relation at Kingsway	\$110,674	Off Sites / Capital Utility Budget
22	Offsite Storm Change @ Kingsway and Kelly	\$49,500	Off Sites / Capital Utility Budget
23	Bonding and Insurance Scope for Offsite Awarded	\$161,936	Off Sites / Capital Utility Budget
26	Offsite Telus and Shaw Redline IFCs	\$53,162	Off Sites / Capital Utility Budget
27	Manhole Extension	\$73,801	Off Sites / Capital Utility Budget
28	Kelly Sanitary	\$26,985	Off Sites / Capital Utility Budget
29	Kingsway Sanitary Conflict	\$60,745	Off Sites / Capital Utility Budget
30	Watermain Kelly and Mary Hill	\$17,954	Off Sites / Capital Utility Budget
31	Kelly Watermain extension	\$11,249	Off Sites / Capital Utility Budget
35	Offsite Extra Service Box	\$14,758	Off Sites / Capital Utility Budget
SUB-TOTAL		\$5,543,748	
TOTAL CHANGE ORDERS		\$9,426,221	

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 (June End 2020)

We conducted detailed site inspections on June 2, 11 & 19, 2020. At the time of the inspections the status of work can be summarized as follows:

- **Phase 1ABC:** Minor deficiencies and warranty administration is ongoing.
- **Phase 2A - Spectator Arena**
 - Slab-on-grade and vertical concrete is ongoing; and
 - Structural steel has commenced.
- **Phase 2B – Parkade**
 - Concrete structure is ongoing;
 - Waterproofing membrane had commenced; and
 - M&E rough-in is ongoing.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Structural steel and glulam installation is complete;
 - Metal decking has commenced; and
 - Roofing has commenced.
- **NW Main Entrance Plaza –** Curb construction has commenced.

We received a copy of the Design-Builder's updated schedule – ***“Port Coquitlam Community Recreation Complex – Owner's Schedule: July 17th2020 - Update”***.

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

This schedule forecasts that Rink 1, the large multipurpose room, gymnasium and daycare will be available in the summer of 2021, followed by the parkade and external sports courts in late fall 2021, in line with Substantial Performance.

The Design-Builder is still forecasting Rink 1, Large Multi-Purpose Room, Gymnasium and Daycare could be completed approx. six (6) weeks 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.

8.0 Project Schedule (continued)

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 June 2020.

Monthly Look Ahead

During July 2020, the following key construction activities are scheduled (based on ***“Port Coquitlam Community Recreation Complex – Owner’s Schedule: July 17th 2020 - Update”***).

- **Phase 1ABC** - Close out construction deficiencies and administer warranty items.
- **Phase 2A - Spectator Arena**
 - Continue slab-on-grade and vertical concrete; and
 - Continue with structural steel.
- **Phase 2B – Parkade**
 - Continue with concrete slab-on-grade;
 - Continue with vertical concrete and suspended slab;
 - Continue waterproofing membrane; and
 - Continue with M&E rough-in.
- **Phase 2C – Large MP / Gymnasium / Childcare**
 - Continue with metal decking; and
 - Continue with roofing.

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 July 14, 2020. The Lead Consultant has confirmed that the works on site are progressing generally in accordance with the IFC drawings, specifications and building permits issued to date. A copy of the Letter of Assurance is included in Appendix 6 of this report.

We did not receive any copies of Architecture 49’s Site Reports during this reporting period.

We received copies of BMZ’s Construction Review Memos, dated June 1, 3, 4, 8, 12, 16, 17, 19, 22, 24, 25, 16 & 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.

9.0 *Quality Assurance & Quality Control (continued)*

We did not receive any copies of WSP's Mechanical and Plumbing Field Reports during this reporting period from the Design-Builder.

We did not receive any copies of Thurber Engineering's Field Reports during this reporting period.

We performed detailed site inspections on June 2, 11 & 19, 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 June 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 foundations, parkade structure and landscaping 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.

From our communications and site inspections during this reporting period we confirm that the Design-Builder continues to implement a robust and disciplined safety program in compliance with provincial and federal advice and standards, relating to COVID-19.

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.

We note the facility continues to be 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

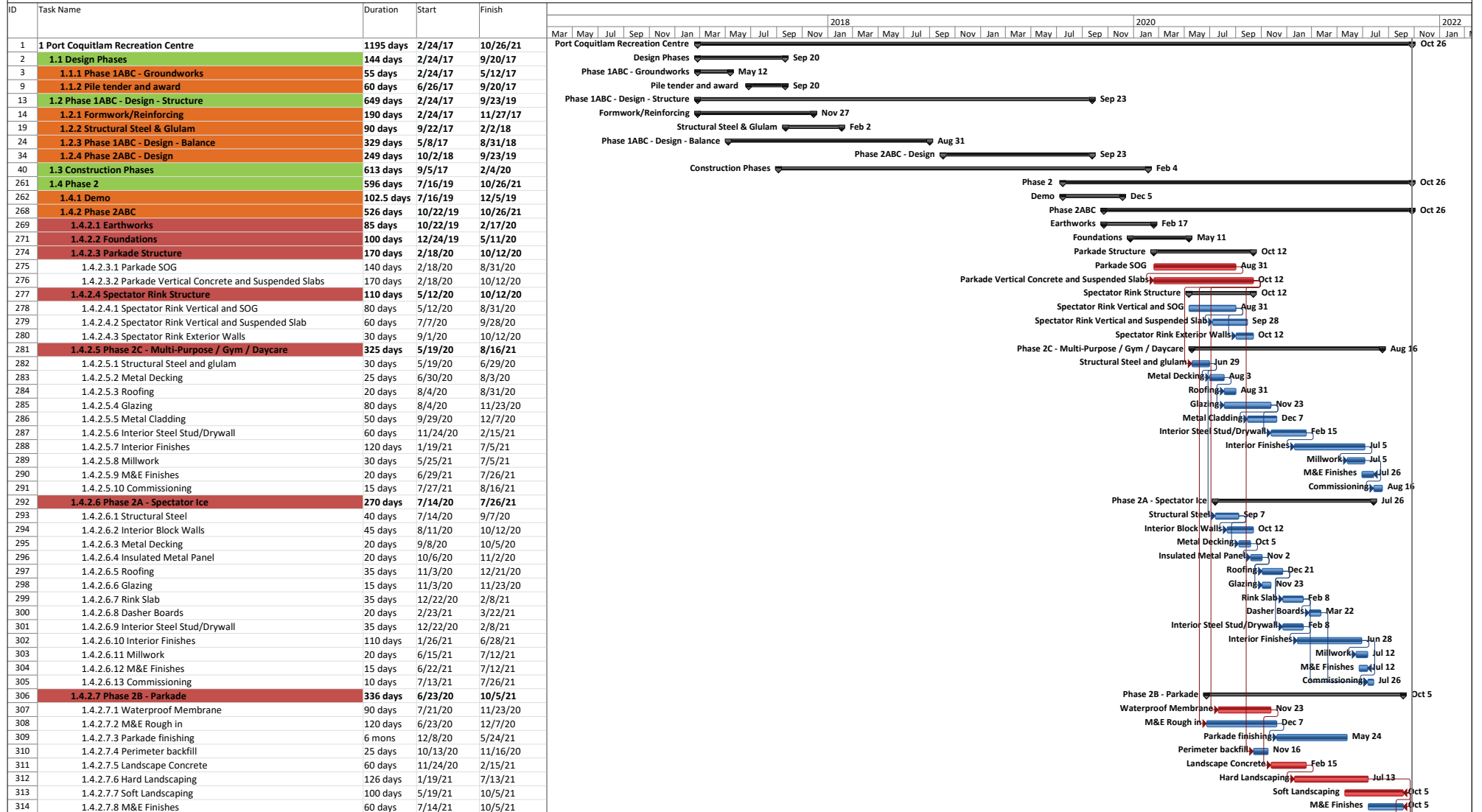
Port Coquitlam Community Recreation Centre Complex – Owner's Schedule: July 17th 2020 - Update

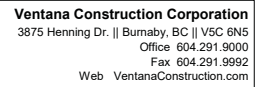


PORT COQUITLAM COMMUNITY RECREATION COMPLEX - OWNER'S SCHEDULE

July 17, 2020 - Update

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



Page 2 of 2

APPENDIX 2

Progress Photographs – June 2020



Phase 2A – Rink slab progress



Phase 2A – Rink bleacher and storage progress



Phase 2B – East side of parkade structure progress



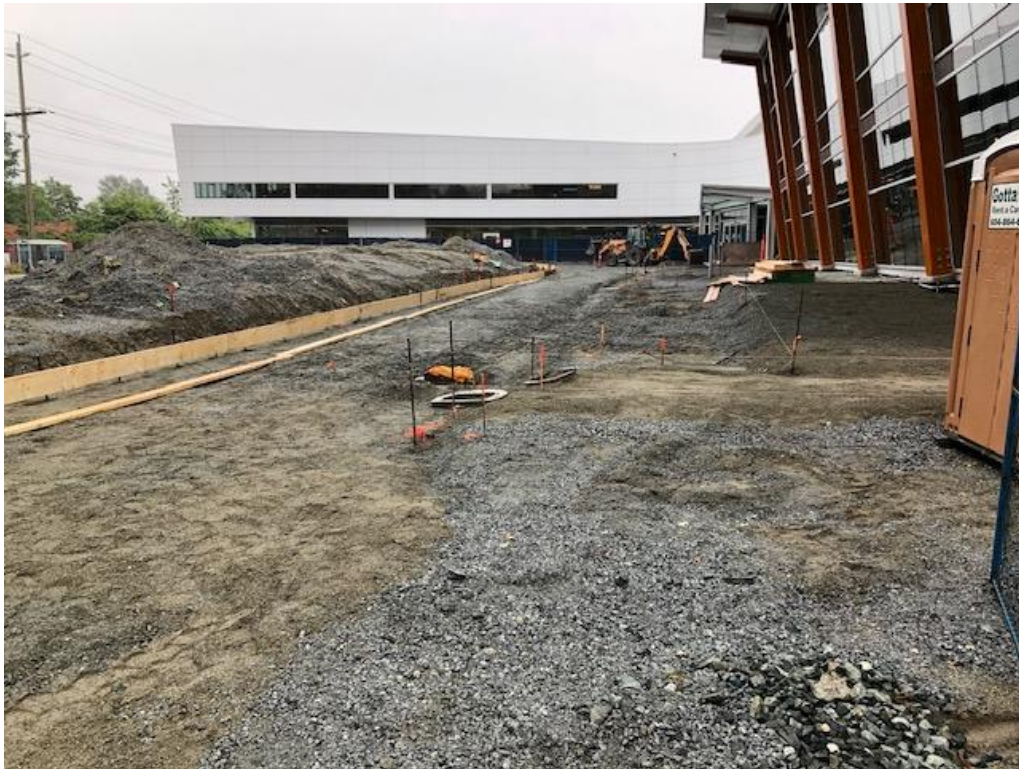
Phase 2B – West side of parkade structure progress



Phase 2C – Large MP Room structure progress



Phase 2C – Large MP Room roof progress



Phase 2B – Main entrance plaza progress

APPENDIX 3

Site Inspection Reports: June 2020

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-06-02

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: x

Rain: x
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 19
Low of: 15

General Contractor - VCC

Trade Contractor's

Superintendents		Piling		Waterproofing		Painting	
Engineers		Site Work		Scaffolding		Misc. Specialties	4
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	
Carpenters		Concrete Formwork	45	Roofing		Mechanical	2
Labourers	12	Rink prep / conc		Doors & Hardware		Refrigeration	
Operators		Reinforcing Steel	14	Windows/Glazing		Sprinklers	
		Structural Steel	7	Exterior Cladding		Electrical	4
SITE TOTAL	12	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	76
						SITE TOTAL	76

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

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

	Comments
Site work	2A - Slab prep and backfill to underground mechanical.
	2B - Backfill and grading around perimeter foundations
	2B - Prepare subbase and mechanical rough-in for NW main entrance plaza development
Formwork	2A - Place and strip formwork for vertical walls between 2A and 2B.
	2B - Strip formwork for pile caps and slab on grade. Place and strip vertical parkade walls formwork.
	2C - Prepare suspended slab falsework.
Concrete placement	2A - Pour arena change rooms slab-on-grade.
	2A - Perimeter to rink slab poured along east elevation
	2B - Place & finish concrete to slab on grade and vertical columns. Finish access ramp @ Mary Hill.
Rebar	2B - Place rebar to parking lot vertical columns and walks. Prefab pile & pile cap cages
	2A - Place rebar to slab-on-grade.
Plumbing	2A - Place under slab drainage & refrigeration pipework
	2B - Place under slab drainage
Electrical	2C - Place conduit in slab-on-grade
Structural Steel	2C - Placement of structural steel and Large MP Room and Gym. Glulam installation to Gym.

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-06-11

Prepared By: Lewis Reilly

Weather: Sunny: _____
Cloudy: x

Rain: x
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 10
Low of: 14

General Contractor - VCC				Trade Contractor's			
Superintendents	1	Piling		Waterproofing		Painting	
Engineers		Site Work		Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	
Carpenters		Concrete Formwork	45	Roofing		Mechanical	3
Labourers	12	Rink prep / conc		Doors & Hardware		Refrigeration	
Operators	4	Reinforcing Steel	12	Windows/Glazing		Sprinklers	
		Structural Steel	7	Exterior Cladding		Electrical	4
SITE TOTAL	17	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	71
						SITE TOTAL	71

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

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

	Comments
Site work	2A - Slab prep and backfill to underground mechanical.
	2B - Backfill and grading around perimeter foundations
	2B - Prepare subbase and mechanical rough-in for NW main entrance plaza development
Formwork	2A - Place and strip formwork for rink slab vertical walls between 2A and 2B.
	2B - Place and strip vertical parkade walls formwork.
	2C - Prepare suspended slab falsework.
Concrete placement	2A - Pour arena change rooms slab-on-grade and bleacher walls.
	2A - Perimeter to rink slab poured along east elevation
	2B - Place & finish concrete to slab on grade and vertical columns and walls.
Rebar	2B - Place rebar to parking lot vertical columns and walls.
	2A - Place rebar to perimeter walls
Plumbing	2A - Place under slab drainage & refrigeration pipework
	2B - Place under slab drainage
Electrical	2C - Place conduit in slab-on-grade
Structural Steel	2C - Placement of structural steel and Large MP Room, gym and childcare. Glulam installation to Gym.

Field Review Report



Project: Port Coquitlam Community Centre

Reporting Date: 2020-06-19

Prepared By: Lewis Reilly

Weather: Sunny: X
Cloudy: _____

Rain: _____
Snow: _____

Wind: _____
Other: _____

Temperature: High of: 26
Low of: 12

General Contractor - VCC				Trade Contractor's			
Superintendents	1	Piling		Waterproofing	2	Painting	
Engineers		Site Work		Scaffolding		Misc. Specialties	
Office Staff		Landscaping		Spray Insul/Fire Proof		Cleaners	
CSO / First Aid		Paving		Caulking/Firestopping		Plumbing	
Carpenters		Concrete Formwork	40	Roofing		Mechanical	3
Labourers	13	Rink prep / conc		Doors & Hardware		Refrigeration	1
Operators	10	Reinforcing Steel	9	Windows/Glazing		Sprinklers	
		Structural Steel	2	Exterior Cladding		Electrical	4
SITE TOTAL	24	Metal Decking	3	SS/Drywall		Controls	
		Masonry		Drywall Taper		Pool Piping	
		Rough Carpentry		Resilient Tile			
		Finish Carpentry		Ceramic Tile		Tango's Subtotal	
		Millwork		Elevator		Trade's Subtotal	64
						SITE TOTAL	64

JOB DELAYS OR POSSIBLE DELAYS:

Site progress trending ahead of current schedule

QAQC

As previously noted and discussed with Ventana, A49 and Consultants

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

	Comments
Site work	2A - Slab prep and backfill to underground mechanical. 2B - Backfill and grading around perimeter foundations 2B - Prepare subbase and mechanical rough-in for NW main entrance plaza development
Formwork	2A - Place and strip formwork for rink slab vertical perimeter walls and bleachers 2B - Place and strip vertical parkade walls formwork. 2C - Prepare suspended slab falsework.
Concrete placement	2A - Pour arena change rooms slab-on-grade, perimeter and bleacher walls. 2A - Perimeter to rink slab poured along east elevation 2B - Place & finish concrete to slab on grade, suspended slabs and vertical columns and walls.
Rebar	2B - Place rebar to parking lot vertical columns and walls. 2A - Place rebar to perimeter walls
Plumbing	2A - Place under slab drainage & refrigeration pipework 2B - Place under slab drainage
Electrical	2C - Place conduit in slab-on-grade
Structural Steel	2C - Progress to structural steel and Large MP Room, gym and childcare. Glulam installation to Gym.
Roof Deck	2C - Placement of roof deck to Large MP Room and gym,
Waterproofing	2B - Waterproofing to parkade vertical walls.



APPENDIX 4

Certificate of Payment No.42: July 14, 2020

CERTIFICATE OF PAYMENT : No. 42 (Progress Claim 43)



PROJECT:	City of Port Coquitlam Community Centre	FILE:	3 - 9308
LOCATION:	2150 Wilson Ave, Port Coquitlam, BC	INSPECTION DATE:	30-Jun-20
		CERTIFICATE DATE:	14-Jul-20

Owner	Design-Builder
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
Total Contract Amount		\$ 116,717,000	\$ 9,426,220	\$ 126,143,220

PAYMENT CALCULATION	Gross Amount to Date	Previous Period	Gross Amount This Period	Holdback	Net Payment This Period
Total Work Completed	\$ 101,900,263	\$ 98,321,961	\$ 3,578,302	\$ 357,830	\$ 3,220,472
Total Work Completed	\$ 101,900,263	\$ 98,321,961	\$ 3,578,302	\$ 357,830	\$ 3,220,472
Add: Holdback Released	\$ 7,162,604	(7,162,604)		\$ 0	\$ 0
Current Net Payable			\$ 3,578,302	\$ 357,830	\$ 3,220,472
Plus GST (5.0%) on Net Payable					\$ 161,024
Total Current Payable Amount					\$ 3,381,495
Holdback Retained to Date (incl. this Certificate)					\$ 2,527,423
Total GST Paid to Date (incl. this Certificate)					\$ 4,718,642
PROJECT COST TO COMPLETE					\$ 24,242,957

This is to Certify that, for the Port Coquitlam Community Centre, a payment of \$3,381,495 (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 June 30, 2020. As per the Builder's Lien Act, a 10% holdback has been deducted amounting to \$357,830. The total holdback retained to date is \$2,527,423 and the total GST paid to date is \$4,718,642 (not including the pre-payment costs). The Adjusted Project Cost to Complete is \$24,242,957 (Not incl. GST & holdback).

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



APPENDIX 5

Project Dashboard – June 30, 2020

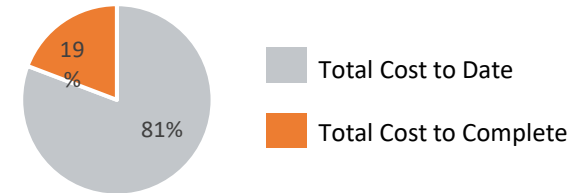
PROJECT DASH BOARD

Updated: 2020-6-30

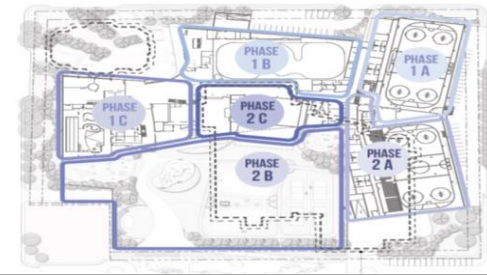
PROJECT SCHEDULE

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: July 14, 2020



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

July 14, 2020

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

Attention: Lewis Reilly, Director

email: ltreilly@tangomanagment.ca

Reference: Port Coquitlam Community Centre, Port Coquitlam, BC

To Whom It May Concern:

Site reviews were carried out during the month of June 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 the June reports received to date and previous reports that may not have been previously submitted:

- 80058-01-BMZ (Structural) Field Reviews
 - 2020-05-01
 - 2020-05-05
 - 2020-05-06
 - 2020-05-07
 - 2020-05-13
 - 2020-05-14
 - 2020-05-19
 - 2020-05-21
 - 2020-05-25
 - 2020-05-27
 - 2020-05-29
 - 2020-06-01
 - 2020-06-03
 - 2020-06-04
 - 2020-06-08
 - 2020-06-12
 - 2020-06-16
 - 2020-06-17
 - 2020-06-19
 - 2020-06-22
 - 2020-06-24

- 2020-06-25
 - 2020-06-26
 - 2020-06-30
- 2020-06-30 – WSP Mechanical Field Report 31

Please note: some site visit reports are yet to be completed for submission with the June monthly report and will be forwarded in the next few days.

Sincerely,
ARCHITECTURE49 INC.

A handwritten signature in black ink, reading "Stella Nicolet". The signature is written in a cursive, flowing style with a large initial 'S'.

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

APPENDIX 7

Owner's Meeting Minutes #29: June 16, 2020

Date Issued 2020-07-06
Project Port Coquitlam Community Recreation Complex, 2150 Wilson Ave, Port Coquitlam
Meeting Owners Meeting Minutes #29
Meeting Held On 2020-06-16

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
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
1.01 SAFETY			
28.1	VCC advised WorkSafe BC visited site and wrote an order to CWL as a result of a ladder use infraction.	Closed	-
	<u>2020-06-16 (Meeting 29): Updated procedures are now in place.</u>		
28.2	Concrete pump was also struck by a crane, however, all equipment was re-certified.	Closed	-
	<u>2020-06-16 (Meeting 29): Updated procedures are now in place.</u>		
28.3	WorkSafe BC noted COVID measures will continue to be monitored.	Info	-
29.1	VCC (JB) advised a single pump-hose had burst, however this did not cause a problem.	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><u>2019-12-17 (Meeting 23)</u> : 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><u>2020-01-21 (Meeting 24)</u>: Tango provided a response to usergroup feedback. VCC to action.</p> <p><u>2020-01-18 (Meeting 25)</u>: Tango is meeting with POCO today. VCC to look into adding bottle fillers to phase 2 change rooms.</p> <p><u>2020-03-17 (Meeting 26)</u>: User group comments have been provided to A49. VCC to advise on consultant response once received.</p> <p><u>2020-04-21 (Meeting 27)</u>: Pending A49 response. VCC noted they are expecting the response by the end of this week and will provide by Friday April 24/20.</p> <p><u>2020-05-19 (Meeting 28)</u>: VCC provided revised user groups comments May 8/20. POCO is performing final review for Friday May 22/20.</p> <p><u>2020-06-16 (Meeting 29)</u>: Drawing revision is in progress. An SI is forthcoming, VCC will provide POCO/Tango upon receipt. VCC noted that Cascadia has advised against the white netting for Rink 1, and that the black Kevlar at the spectator side is more ideal.</p> | POCO | 2020-05-22 |
| 24.2 | <p>POCO has requested a review of the Landscape drawings. VCC to respond.</p> <p><u>2020-01-18 (Meeting 25)</u>: PMG is reviewing the requested revisions.</p> <p><u>2020-03-17 (Meeting 26)</u>: PMG is currently revising landscape drawings.</p> <p><u>2020-04-21 (Meeting 27)</u>: Revisions complete. VCC advised this will be issued as a post tender addendum and will provide comments to Poco if required.</p> <p><u>2020-05-19 (Meeting 28)</u>: Post-Tender-Addendum results to be communicated by VCC to PoCo in 2 weeks.</p> <p><u>2020-06-16 (Meeting 29)</u>: Drawings sent out for pricing. VCC will provide an update upon tender close.</p> | VCC | 2020-06-02 |
| 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> <p><u>2020-04-21 (Meeting 27)</u>: Poco advised instrall before end of May would be ideal.</p> <p><u>2020-05-19 (Meeting 28)</u>: VCC advised phase 1 guardrail drawings to be revised and resubmitted which are in progress. VCC advised priority is phase 2 shop drawings. VCC noted that the guardrail installation is to be</p> | VCC | 2020-05-29 |

(1) day of after hours work.

26.1	<p>Sunlight transmittance into pool is impacting guards visibility. VCC to review in conjunction with A49 sun study.</p> <p><u>2020-04-21 (Meeting 27):</u> VCC received yesterday, however the document seemed incomplete. VCC to forward upon completion.</p> <p><u>2020-05-19 (Meeting 28):</u> Tango advised their opinion is the RFI is still outstanding. Final light transmittance response pending Montrose and Plaza coordination.</p> <p><u>2020-06-16 (Meeting 29):</u> *post meeting note* Tango confirmed light transmittance response is accepted and RFI can be closed out.</p>	Info	-
27.1	<p>Rick Hansen landscape photometric comments are with NEL for review.</p> <p><u>2020-05-19 (Meeting 28):</u> Tango advised final decision is imminent. VCC advised the plaza suspended slab work is well underway, so if walking track bollard lighting is desired, decision is required in the next two days to keep pace with construction.</p> <p><u>2020-06-16 (Meeting 29):</u> Signed PCN has been received. VCC will forward change order.</p>	Closed	-
28.1	<p>VCC inquired on roadworks design and if VCC will be moving forward with construction or if PoCo will re-tender. Tango will review with PoCo and try to advise this Friday, May 22/20. VCC will coordinate with Quantum and advise when construction is to commence.</p> <p><u>2020-06-16 (Meeting 29):</u> VCC will re-tender this scope of work.</p>	VCC	2020-06-24
28.2	<p>Tango asked if A49 has raised any preemptive COVID design measures for phase 2. VCC noted in some regards this is an operational topic, but can request Consultant input regarding touch-less design (operators, hand sanitizer stations, open spaces etc).</p> <p><u>2020-06-16 (Meeting 29):</u> VCC and A49 will provide feedback next week.</p>	VCC	2020-06-26
28.3	<p>Playpark Design; VCC noted they will be providing a design update shortly. Tango noted Sport Court surfacing is pending City confirmation of use of space, i.e. parkour, or playground. VCC responded noting surfacing unit rate can be provided to aid final material selection.</p> <p><u>2020-06-16 (Meeting 29):</u> VCC to review parkour/cross fit options with PMG Landscaping consultant for their input.</p>	VCC	2020-06-23

1.04 SCHEDULE

29.1	Activity happening on site:	Info	-
	<ul style="list-style-type: none"> • Zone E S.E parkade suspended slab is being poured today June 16/20. • Rink suspended slab decking is in progress. • Steel stud mobilizes onsite June 22/20. • Daycare steel is in progress • Metal roof deck should be complete end of next week (June 26/20) • Rink steel is trending for the 1st week of July. 		

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	2020-09-15
	<u>2020-05-19 (Meeting 28):</u> Next meeting to tentatively be in September.		

1.07 OFFSITE WORK

22.1	Phase 2 off-sites design requires a meeting. VCC to coordinate.	VCC, TM	2020-06-15
	<u>2019-12-17 (Meeting 23):</u> The meeting took place, POCO (Kristen) comments are pending.		
	<u>2020-01-21 (Meeting 24):</u> 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.		
	<u>2020-02-18 (Meeting 25):</u> VCC advised mid April for Terry Fox Design development.		
	<u>2020-03-17 (Meeting 26):</u> VCC to propose Terry Fox milestones within the plaza. POCO to confirm with Terry Fox Foundation.		
	<u>2020-04-21 (Meeting 27):</u> Poco advised the Terry Fox conceptual design is with the Terry fox Foundation.		
	<u>2020-05-19 (Meeting 28):</u> VCC noted Terry Fox plaza conceptual design is included with Landscape and Offsite design comments. Terry Fox route milestones is pending from the Terry Fox Foundation. VCC / Tango agreed date for milestones to be provided by June 15/20. VCC to forward email outlining scope information.		
	<u>2020-06-16 (Meeting 29):</u> Tango to review with Terry Fox family to confirm extension of Terry's route from Thunder bay to West-Coast, and request input on informational "Points of Interest" at medallions along route.		

10.02 TREE REMOVAL

- 23.1 It was noted that one tree left behind is obstructing construction design. VCC -
VCC to RFI.
- 2020-01-21 (Meeting 24): Potential tree removal will be reviewed with HUB and PMG.
- 2020-02-18 (Meeting 25): HUB and PMG to review and finalize.
- 2020-03-17 (Meeting 26): VCC is in discussion with PMG/Hub. Tree may be removed and 2 additional small trees planted in its place. VCC to provide proposed solution prior to removing.
- 2020-04-21 (Meeting 27): VCC to advise Poco in advance of tree removal.

21.01 DEFICIENCIES PHASE 1

- 26.4 Powered vents are being reviewed for cash room and level 1 fitness. Info -
2020-04-21 (Meeting 27): Mechanical trade is currently reviewing.
- 2020-05-19 (Meeting 28): Powered vent will likely be implemented for level 1 fitness. Cash room is posing to be more difficult, as AV contractor installed their rack in the electrical room, which has increase heat load. VCC to review with MF. Tango to review with Patcon / PJS.
- 2020-06-16 (Meeting 29): A dehumidifier in the spin room is slated to be installed by the end of the June.**
- 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. 2020-05-22
2020-04-21 (Meeting 27): Jerry to review with VCC door and hardware specialist Pierro or an alternate technician.
- 2020-05-19 (Meeting 28): Complete. Rana to review and confirm acceptable.
- 2020-06-16 (Meeting 29): Rana has reviewed and accepted, this item is now complete.**
- 26.6 Wallet lockers in P1A and games room are on hold pending City review of transient use of lockers. POCO -
2020-04-21 (Meeting 27): Lori to review with Rana and advise.
- 2020-05-19 (Meeting 28): POCO to review with the trade Coronation and advise.
- 26.7 Blinds - VCC to advise after receipt of trade feedback (manual/warranty) and review user group comments. Info -
2020-04-21 (Meeting 27): VCC is reviewing with Glastech. Attachment detail to be finalized.
- 2020-05-19 (Meeting 28): This has been addressed in the user group comments. PoCo to provide response post review regarding powered blinds.

2020-06-16 (Meeting 29): VCC proposed splitting the automatic shades, provided this mode of shading is desired. It was agreed with POCO/Tango/VCC that manual blinds will be installed.

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	-
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27.1	Control Joints - VCC advised they intend on addressing the control joints when the steel stud contractor mobilizes on site for phase 2.	Closed	-
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2020-05-19 (Meeting 28): Work is almost complete. Paint to be coordinated by VCC.

2020-06-16 (Meeting 29): Control joints have been installed and paint is complete.

29.1	Rink 2 Lighting - The lighting deficiencies for rink two will take place this week.	Info	2020-06-19
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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.	POCO, TM	-
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2020-02-18 (Meeting 25): Comments have been forwarded by VCC.

2020-03-17 (Meeting 26): Tango to forward response from Geopacific. VCC to finalize and send claim amount within a week.

2020-04-21 (Meeting 27): VCC provided technical responses to Tango, which are now with Geopacific for review.

2020-05-19 (Meeting 28): VCC Ownership is in conversation with POCO. VCC to provide response shortly.

2020-06-16 (Meeting 29): Tango forwarded VCC response to Geopacific who is providing Geotechnical support. Tango/POCO will provide their comments once they hear back from Geopacific.

24.02 OUTSTANDING CLAIMS

25.1	Additional pipe has been found requiring removal, VCC to forward PCN.	Closed	-
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2020-06-16 (Meeting 29): PCN has been issued and approved.

24.03 OWNER RFI'S

24.3	RFI 165 Gym and Multipurpose Curtain: POCO/Tango reviewing. <u>2020-04-21 (Meeting 27):</u> VCC advised of a non issue for gym. Multipurpose require spec in 1.5 months. Poco/Tango to provide. <u>2020-05-19 (Meeting 28):</u> Gym divider is nearly coordinated. Multipurpose is with Nathan, and pending scope award. <u>2020-06-16 (Meeting 29):</u> Tango confirmed RFI will be closed and that the steel support for multipurpose divider is proprietary to divider. VCC will provide anticipated date required for rough-in.	POCO, TM	2020-06-11
26.1	RFI 170 Court Layout and Socket Locations : POCO has developed a sketch for VCC consideration. <u>2020-04-21 (Meeting 27):</u> Revised layout provided to POCO for review. Comments are expected by end of next week May 1/20. <u>2020-05-19 (Meeting 28):</u> Updated and with A49 for formal SI; this will be issued in a post-tender-addendum. <u>2020-06-16 (Meeting 29):</u> SI has been priced by sports specialty contractors. VCC advised that the bidders had noted the layout is not what is normally installed. VCC to review with POCO post award.	VCC, POCO	-
28.1	RFI 171 - Deck drain sheen appears to be different in some locations. No one is aware of the cause. VCC to review tile photos in an effort to determine when sheen changed. <u>2020-06-16 (Meeting 29):</u> VCC continues to monitor the situation.	Closed	-

24.06 PILING SOUND VIBRATION LEVELS

24.1	VCC to review current piling sound levels. <u>2020-03-17 (Meeting 26):</u> VCC to review and advise and provide to Tango. <u>2020-04-21 (Meeting 27):</u> VCC to extract vibration values from report relative to P3 piles; specifically that resultant vibration is not significant enough to cause slab cracking. <u>2020-05-19 (Meeting 28):</u> VCC advised they will elaborate on the response by end of week May 22/20 in collaboration with Kontour and BMZ. <u>2020-06-16 (Meeting 29):</u> Tango responded confirming the information provided was sufficient.	Closed	-
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25.03 SPIN ROOM

25.1	POCO noted that there are dents on the floor due to the stationary bikes. VCC to review.	VCC	2020-06-23
	<u>2020-03-17 (Meeting 26):</u> VCC proposed continuing sports flooring into fitness room.		
	<u>2020-04-21 (Meeting 27):</u> VCC advised issue has been raised with flooring manufacturer. VCC to advise if deemed a warranty issue. Lori to provide flooring spec preference.		
	<u>2020-05-19 (Meeting 28):</u> VCC advised the trade response has been received and will review and advise. Potentially propose in-situ solution at bike feet.		
	<u>2020-06-16 (Meeting 29):</u> Spin bike "feet" spec and proposed alternate floor specs to be provided by VCC.		

27.01 ADDITIONAL SHOWER

27.1	Lewis advised they would like an additional shower in room 1B114. VCC to review and create PCN.	VCC	2020-06-30
	<u>2020-05-19 (Meeting 28):</u> VCC has procured pricing and will forward to PoCo for review.		
	<u>2020-06-16 (Meeting 29):</u> VCC will endeavor to provide pricing by the end of June.		

28.01 SITE FOOTAGE

28.1	Lori (PoCo) inquired about the video A49 took of Phase 1 spaces. VCC will look into this today and advise if it's available. Joseph (VCC) asked Tango / PoCo if providing regular drone footage of Phase 2 construction was acceptable in lieu of providing delayed camera feed. Tango will review with Kristen (PoCo) on Friday May 22/20 and advise.	VCC	2020-06-23
	<u>2020-06-16 (Meeting 29):</u> VCC to forward drone video to POCO.		

New Business

	DESCRIPTION	ACTION BY	REQUIRED BY
29.01 ACOUSTICAL IMPROVEMENTS			
29.1	Tango noted that POCO is considering acoustical improvements for Phase 1 and rink 1.	Info	-
29.02 NEXT MEETING			
29.1	The next meeting will be held July 21, 2020 at 10:00am.	All	2020-07-21

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

RECOMMENDATION:

None.

PREVIOUS COUNCIL/COMMITTEE ACTION

None.

REPORT SUMMARY

This report summarizes at a high level the reopening plan for City facilities, programs and services, the potential longer term financial impacts, and potential funding strategies for the longer term depending on the duration of the pandemic and recovery from it.

BACKGROUND

The issues surrounding COVID-19 have been prominent around the world since earlier this year. The Provincial Health Officer, Dr Bonnie Henry, has been providing advice and direction on how to control the spread, and the City has been following this advice closely.

Operationally, the first of the significant measures the City took was on March 13, which included postponing large events (including May Day), opening the City's emergency operation centre (EOC) to level 1, and implementing strict protocols for staff returning from travel and those experiencing flu-like symptoms.

Shortly after, BC's Provincial Health Officer ("PHO") announced a host of restrictions intended to limit the amount of contact citizens have with others, including a ban on gatherings of more than 50 people, and in response to this, the City closed all facilities, including PCCC, Hyde Creek, the Outlet, the Gathering Place, City Hall, Annex, Public Works and Fire Halls, to the public. Towards the end of March, on an abundance of caution, the City took further measures including closing all playgrounds, sport courts, fields, and skate/bike parks.

On May 6, 2020, the Province announced the re-opening plans in a four-phased approach, with phase 2 commencing after the May long weekend. Shortly after this announcement, the City re-opened all sport courts, skate/bike parks, and dog parks, with limitations (maintaining social distancing). In July, the City opened its two large outdoor pools, as well as spray parks, and began offering a variety of outdoor camps and services.

Financially, the City has taken many measures to support residents and businesses through this challenging time, by approving a 0% tax increase in 2020 for the average home, deferring the due date of property taxes and utility fees to September 30, reducing the property tax late payment fee from 10% to 5%, waiving the Not Sufficient Funds charge, as well as supporting businesses to

expand outdoors via patios. The City has also taken many steps to support the overall morale and mental health of the community in a variety of different ways (7pm cheer, positive signage featuring children's artwork, virtual programs and events, etc).

DISCUSSION

The City's EOC has been carefully monitoring and evaluating the information being provided by the health officer and the province, and using this to guide decision making about various City facilities amenities, and services. Using the BC Restart plan as the starting point, there are four main criteria that staff are using to evaluate re-opening facilities and services, as follows:

1. Ability to comply with the health orders
2. Reasonable public demand for services
3. Financial viability
4. Public and employee safety measures are in place

It is important to note, that although facilities have been closed, many of the services continue to be provided in other ways. It is anticipated that much of this will continue through to Phase 3 of the Provincial Restart Plan, and possibly permanently where it makes sense to do so.

The City's approach to re-opening has been slow and gradual, and focused on outdoor spaces where risk of transmission remains lowest. Reopening of Robert Hope and Centennial Outdoor Pools (with plans to remain open into the fall, weather dependent) and the introduction of some summer camps and fitness classes has been successful. Earlier this summer, our staff successfully delivered May Day and Canada Day virtually, and the Port Coquitlam Farmers Market has expanded outdoors again.

Staff are actively working on further re-opening plans for the fall which include:

- **PCCC** - Limited opening is being considered for mid-September for ice, fitness, and limited programs. Timing for opening of some of these offerings will depend on user readiness. The pool and food services will likely remain closed for the remainder of the year and the extent of programming for our most vulnerable population (seniors) is still being determined in consultation with the Wilson Advisory Board.
- **Hyde Creek** - Limited opening is being considered for later in the fall for the pool, gymnasium, fitness, and limited programs. This will occur later than PCCC, once planned maintenance work (including significant tiling of the pool) is completed.

COVID-19: Opening and Longer Term Budget Implications

- **City Hall** - Customers continue to receive service over the phone and on-line, by appointment and through a dedicated staff person at the front door. Minor changes will be completed over the summer to improve the safety and efficiency of our first floor customer service counter, and it is expected that City Hall will re-open to take tax payments before the due date of September 30.
- **Annex** - Customers continue to receive service over the phone, on-line, or by appointment, however it is expected that the Annex will re-open around the same time as City Hall.
- **Gathering Place and Outlet** - There are no plans to open either building to the public at this time.
- **Community Police Offices** – the City is working with the RCMP to establish a time frame and re-opening plans that meet both the City and RCMP requirements for volunteer programs such as Bike and Foot Patrols, Speed watch and Cell watch, as well as volunteer counter service to the general public.

Through 2020, the financial impacts of COVID-19 have largely been mitigated and managed by closing facilities and through staff layoffs. To provide the financial relief to businesses and residents, due dates for taxes and utilities were deferred to the fall, and interim steps were taken to ensure the City could meet its cash flow obligations through 2020. Staff continues to closely monitor the impact of reduced revenues and expenditures on the city's bottom line for 2020.

However, there will be longer term impacts to the City's budget if the COVID-19 pandemic (or recovery from it) continues through to 2021, or longer. Throughout the City, there will be increased costs for cleaning and to a lesser extent, personal protective equipment. The pre-COVID budget for janitorial services is approximately \$1.5M and it is expected to increase to just over \$2 M based on enhanced cleaning requirements to meet required safety protocols.

In terms of impact to revenues, the largest impact will of course be to recreation revenues. The current protocols limit recreation participation, resulting in significantly reduced attendance, and lower ratios of staff to participants in programs. Aside from recreation revenues, there are no large impacts anticipated to other department revenues, other than development services, which will be monitored closely.

COVID-19: Opening and Longer Term Budget Implications

From a high-level perspective, the total 2020 recreation budget is shown below:

	Recreation Administration	Recreation Services	Cultural Development & Community Services	Facility Services	Total
Revenue	(\$6,000)	(\$4,122,600)	(\$148,500)	(\$56,400)	(\$4,333,500)
Expenses	746,300	6,247,250	3,514,300	4,967,800	15,475,650
Net	\$740,300	\$2,124,650	3,365,800	\$4,911,400	\$11,142,150

As shown above, if the City's expenses were to remain static, and the City were to receive no revenue (worst case scenario) for an entire year, there would be a funding shortfall of approximately \$4.3M in 2021 (not including the additional janitorial costs).

Breaking this down slightly further, the annual expenses and revenues associated with some of the larger elements are as follows:

	Pre COVID Expenses	Pre COVID Revenue	Net Pre COVID	COVID Revenues	Net COVID
Two Ice Rinks	\$1.2M	\$0.6M	\$0.6M	\$0.3M	\$0.9M
Outdoor Pools and Spray Parks	\$0.5M	\$0.1M	\$0.4M	\$0.05M	\$.45M
Hyde Creek Pool	\$2M	\$1.2M	\$0.8M	\$0.6M	\$1.4M
PCCC Pool	\$1M	\$0.25M	\$0.75M	\$0.125	\$.875M
Total			\$2.55M		\$3.63M

While staff do not anticipate any increased expenses for operating these large amenities under COVID protocols, aside from janitorial as noted above, revenues are expected to drop significantly. Generally, cost recovery for recreation programs and services are typically between 40-60%, except for the fitness facilities, which are the City's highest cost recovery rate and almost break even. Under COVID protocols with reduced occupancy, we anticipate that revenues may drop by as much as 50%. It is difficult to predict to some extent, as attendance will also be based on the public's comfort with the risk of COVID-19 transmission, reintroduction of COVID-19 control measures and period of time before a vaccine is found or herd immunity is reached.

Looking again at the higher level recreation budget, if all recreation revenues are reduced by approximately 50%, and COVID-19 (or recovery from it) continues through all of 2021, the net impact to the annual recreation department budget (and therefore funding shortfall) would be approximately \$2.2M annually.

COVID-19: Opening and Longer Term Budget Implications

Therefore the total anticipated impact to the City's 2021 budget for both increased janitorial expenses and reduced recreation revenues for 2021 would be expected to be approximately \$2.7M.

FINANCIAL IMPLICATIONS

For 2020, staff continues to closely monitor the impact of reduced revenues and expenditures on the city's bottom line, and the second quarter variance report and forecast will be presented to Committee in the early fall. While an announcement was made about support for municipalities by the Federal and Provincial governments, staff have not received specific details that would indicate if Port Coquitlam will benefit from these recently announced measures.

For 2021, it is anticipated that the City may need to use accumulated surplus to balance the budget. Utilizing accumulated surplus to balance the budget may result in the city not maintaining the stipulated minimum balance, but this unforeseen situation is what these funds are set aside for.

As it will not be sustainable to continue to use accumulated surplus for multiple years if the pandemic (or recovery from it) continues beyond even 2021, other options may need to be explored for future years.

The accumulated surplus balance is shown in the table below:

	General Fund	Water Fund	Sewer Fund
Balance after Commitments	\$9,302,390	\$1,431,220	\$1,910,934
Minimum Balance Required	(8,234,534)	(1,535,607)	(1,120,865)
Balance Available	\$1,067,856	\$(104,387)	\$790,069