



# Committee of Council Agenda

Tuesday, September 8, 2020

5:00 p.m.

Michael Wright Art Gallery

1st Floor Gathering Place, 2253 Leigh Square, Port Coquitlam BC

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Recommendation:

*That the Tuesday, September 8, 2020, Committee of Council Meeting Agenda be adopted as circulated.*

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

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Recommendation:

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

- July 14, 2020
- July 28, 2020.

4. REPORTS

4.1 Temporary Use Permit - 1648 Broadway Street

16

Recommendation:

*That Committee of Council authorize staff to provide notice of a Temporary Use application at 1648 Broadway Street.*

4.2 Temporary Use Permit - 955 Seaborne Avenue

23

Recommendation:

*That Committee of Council authorize staff to provide notice of a Temporary Use application at 955 Seaborne Avenue.*

**4.3 2020 Q2 Ongoing Operating Variance & Action Plan Update**

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, September 8, 2020, be closed to the public pursuant to the following subsection(s) of Section 90(1) of the Community Charter:*

*Item 5.1*

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

**9. ADJOURNMENT**

**9.1 Adjournment of the Meeting**

Recommendation:

*That the Tuesday, September 8, 2020, Committee of Council Meeting be adjourned.*

**10. MEETING NOTES**



# Committee of Council Minutes

Tuesday, July 14, 2020

Council Chambers

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

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

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## 1. CALL TO ORDER

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

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, July 14, 2020, Committee of Council Meeting Agenda be adopted with the following changes:*

- *Addition of 5.3 under item 8.1*

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

Carried

## 3. CONFIRMATION OF MINUTES

### 3.1 Minutes of Committee of Council

Moved-Seconded:

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

- *June 23, 2020.*

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

Carried

## 4. REPORTS

### 4.1 Development Permit Application for 2117 Prairie Avenue - Issuance

#### Moved-Seconded:

*That Committee of Council approve Development Permit DP000361, regulating the development of a mixed-use, non-market housing development at 2117 Prairie Avenue.*

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

#### Carried

### 4.2 Development Permit and Development Variance Permit Applications for 2241 and 2251 McAllister Avenue

#### Moved-Seconded:

*That Committee of Council:*

1. *Approve in principle Development Permit DP000413, regulating a mixed-use commercial development at 2241 and 2251 McAllister Avenue.*
2. *Pursuant to s. 498 of the Local Government Act, authorize staff to provide notice of an application to vary parking, floor area regulations and street design, and*
3. *Forward Development Variance Permit DVP00068 to Council with support for consideration, subject to comments from neighbourhood input.*

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

#### Carried

### 4.3 Zoning Amendment Bylaw - Extension - 1840 Broadway Street

#### Moved-Seconded:

*That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4140 to December 31, 2020.*

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

#### Carried

### 4.4 Development Variance Permit Application for 2232 - 2244 Welcher Avenue

#### Moved-Seconded:

*That the Committee of Council:*

1. *Authorize staff to provide notice of an application to vary underground servicing requirements for a proposed 26-unit, five-storey apartment building at 2232-2244 Welcher Avenue and the construction of a portion of road along Donald Street, and*
2. *Advise Council that it supports approval of Development Variance Permit DVP00052.*

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

Opposed (1): Councillor McCurrach

Carried

#### **4.5 Renewal of the Port Coquitlam Business Improvement Association Area Service**

Moved-Seconded:

*That Committee of Council recommend that Council approve:*

1. *The endorsement of the proposed downtown business improvement area boundaries, business promotion scheme and association.*
2. *The endorsement of the following funding terms for Port Coquitlam Business Improvement Association:*
  - *In 2021 \$186,089 of which \$167,480 is recovered from property owners within the Business Improvement Association Area;*
  - *In 2022 \$186,089 of which \$167,480 is recovered from property owners within the Business Improvement Association Area;*
  - *In 2023 \$186,089 of which \$167,480 is recovered from property owners within the Business Improvement Association Area;*
  - *In 2024 \$186,089 of which \$167,480 is recovered from property owners within the Business Improvement Association Area;*
  - *In 2025 \$189,811 of which 170,830 is recovered from property owners within the Business Improvement Association Area.*
3. *A bylaw establishing the Downtown Improvement Area service from January 1, 2021 to December 31, 2025.*

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

Carried

#### **4.6 2022 Capital Plan Methodology**

Moved-Seconded:

*That Committee of Council approve reallocating a portion of the LTR (approximately \$4.45M general, \$890K water, \$670K sanitary) in 2022 to the respective capital reserves for funding the capital plan, and*

*That the 2022 capital plan be prepared consistent with the 2017-2021 capital plans, utilizing the three categories of neighbourhood rehabilitation, other rehabilitation and new projects.*

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

Carried

#### **4.7 RCMP 2020-T1 Trimester Report - City of Port Coquitlam**

RCMP presented the 2020 first trimester report.

#### **4.8 2020 Mid-Year Workplan Updates**

Staff provided an update and answered question from Council.

#### **4.9 2021 Operating Budget**

Moved-Seconded:

*That an additional spray park be added to the 2021 Work Plan and Budget discussion*

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

Carried

Moved-Seconded:

*That an increased Tree Planting Program be added to the 2021 Work Plan and Budget discussion.*

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

Carried

Moved-Seconded:

*That a leased vehicle for additional presence for Community Police be added to the 2021 Work Plan and Budget discussion.*

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

Opposed (1): Councillor Dupont

Carried

Moved-Seconded:

*That a Code of Conduct Policy be added to the 2021 Work Plan and Budget discussion.*

In Favour (1): Councillor Dupont

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

Defeated

Moved-Seconded:

*That a Universal Design Policy be added to the 2021 Work Plan and Budget discussion.*

In Favour (4): Mayor West, Councillor Darling, Councillor Dupont, and Councillor Pollock

Opposed (3): Councillor McCurrach, Councillor Penner, and Councillor Washington

Carried

Moved-Seconded:

*That a Tourism Strategy Report be added to the 2021 Work Plan and Budget discussion.*

In Favour (2): Councillor Dupont, and Councillor McCurrach

Opposed (5): Mayor West, Councillor Darling, Councillor Penner, Councillor Pollock, and Councillor Washington

Defeated

Moved-Seconded:

*That an Election Outreach program be added to the 2021 Work Plan and Budget discussion.*

In Favour (1): Councillor Dupont

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

Defeated

Moved-Seconded:

*That a Mental Health Strategy be added to the 2021 Work Plan and Budget discussion.*

In Favour (1): Councillor Dupont

Opposed (5): Mayor West, Councillor Darling, Councillor Penner, Councillor Pollock, and Councillor Washington

Absent (1): Councillor McCurrach

Defeated

Moved-Seconded:

*That a pump for Blakeburn Lagoons be added to the 2021 Work Plan and Budget discussion.*

In Favour (2): Councillor Dupont, and Councillor McCurrach

Opposed (5): Mayor West, Councillor Darling, Councillor Penner, Councillor Pollock, and Councillor Washington

Defeated

Moved-Seconded:

*That a Blakeburn Lagoons Vegetation Maintenance Plan be added to the 2021 Work Plan and Budget discussion.*

In Favour (2): Councillor Dupont, and Councillor McCurrach

Opposed (5): Mayor West, Councillor Darling, Councillor Penner, Councillor Pollock, and Councillor Washington

Defeated

Moved-Seconded:

*That a boat for vegetation maintenance at Blakeburn Lagoons be added to the 2021 Work Plan and Budget discussion.*

In Favour (1): Councillor McCurrach

Opposed (6): Mayor West, Councillor Darling, Councillor Dupont, Councillor Penner, Councillor Pollock, and Councillor Washington

Defeated

Moved-Seconded:



*That a Blakeburn Lagoons Vegetation and Species Management Plan be added to the 2021 Work Plan and Budget discussion.*

In Favour (2): Councillor Dupont, and Councillor McCurrach

Opposed (5): Mayor West, Councillor Darling, Councillor Penner, Councillor Pollock, and Councillor Washington

Defeated

Moved-Seconded:

*That a plan to restore ecological zones at Blakeburn Lagoons be added to the 2021 Work Plan and Budget discussion.*

In Favour (2): Councillor Dupont, and Councillor McCurrach

Opposed (5): Mayor West, Councillor Darling, Councillor Penner, Councillor Pollock, and Councillor Washington

Defeated

Moved-Seconded:

*That additional Pollinator Gardens be added to the 2021 Work Plan and Budget discussion.*

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

Carried

Moved-Seconded:

*That additional dog poop garbage receptacles be added to the 2021 Work Plan and Budget discussion.*

**Amendment:**

Moved-Seconded:

*That the motion on the floor be postponed until the July 28, 2020, staff report.*

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

Carried

Moved-Seconded:

*That the conversion of the Artist in Residence at Lions Park to ongoing be added to the 2021 Work Plan and Budget discussion.*

**Amendment:**

Moved-Seconded:

*That the motion on the floor be postponed until October 2020.*

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

Carried

Moved-Seconded:

*That the formalization of trails on Mary Hill Bypass between Shaughnessy & Coquitlam River be added to the 2021 Work Plan and Budget discussion.*

**Amendment:**

Moved-Seconded:

*That the motion on the floor be postponed until the Master Transportation Review.*

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

Carried

Moved-Seconded:

*That an Update on Continuous Improvement Assessments Implementations be added to the 2021 Work Plan and Budget discussion.*

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

Carried

**5. COUNCILLORS' UPDATE**

No update.

**6. MAYOR'S UPDATE**

No update.

**7. CAO UPDATE**

No update.

**8. RESOLUTION TO CLOSE**

**8.1 Resolution to Close**

Moved-Seconded:

*That the Committee of Council Meeting of Tuesday, July 14, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

Item 5.1

*c. labour relations or employee negotiations;*

*g. litigation or potential litigation affecting the municipality.*

Item 5.2

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

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

Item 5.3

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

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

Carried

**9. ADJOURNMENT**

**9.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, July 14, 2020, Committee of Council Meeting be adjourned at 7:41 p.m.*

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

Absent (2): Councillor Dupont, and Councillor Pollock

Carried

**10. MEETING NOTES**

Councillor McCurrach left the meeting during Item 4.9 during the Mental Health Strategy discussion and returned during Item 4.9 Blackburn Lagoons discussion.

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Mayor

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Corporate Officer



# Committee of Council Minutes

Tuesday, July 28, 2020

Council Chambers

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

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

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## 1. CALL TO ORDER

The meeting was called to order at 2:04 p.m.

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

#### Moved-Seconded:

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

- *Deletion of item 3.1 - June 23, 2020, Draft Minutes*
- *Change item 4.3 to Development Permit*
- *Change title of item 4.9 to COVID-19 Business Survey Report*

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

#### Carried

## 3. CONFIRMATION OF MINUTES

Item 3.1 was deleted from the Agenda

## 4. REPORTS

### 4.1 Public Works Update (Verbal)

Staff provided an update.

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

Moved-Seconded:

*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.*

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

Absent (1): Councillor Washington

Carried

**4.3 Development Permit - 2156 Salisbury Avenue**

Moved-Seconded:

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

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

Carried

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

Moved-Seconded:

*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.*

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

Opposed (1): Councillor Penner

Carried

**4.5 2020 Midyear One-time and Capital Projects Update**

Staff provided an update.

#### **4.6 Off-leash Dog Areas - Pilot Project Final Update**

##### Moved-Seconded:

*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 an off-leash dog park within the western portion of Castle Park.*

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

Opposed (1): Councillor Pollock

##### Carried

#### **4.7 Cemetery Bylaw Amendment**

##### Moved-Seconded:

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

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

##### Carried

#### **4.8 June 2020 Community Centre Update**

Staff provided an update.

#### **4.9 COVID-19 - BUSINESS SURVEY**

Staff provided an update.

#### **4.10 COVID-19: Opening and Longer Term Budget Implications**

Staff provided an update.

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

No update.

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

No update.

### **7. CAO UPDATE**

No update.

## 8. RESOLUTION TO CLOSE

### 8.1 Resolution to Close

#### Moved-Seconded:

*That the Committee of Council Meeting of Tuesday, 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;*

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

Carried

## 9. ADJOURNMENT

### 9.1 Adjournment of the Meeting

#### Moved-Seconded:

*That the Tuesday, July 28, 2020, Committee of Council Meeting be adjourned at 7:58 p.m.*

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

Carried

## 10. MEETING NOTES

Councillor Washington declared a conflict of owning a property in the proposed area and left the meeting for item. 4.2.



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Mayor

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Corporate Officer

# Temporary Use Permit – 1648 Broadway Street

## RECOMMENDATION:

That Committee of Council authorize staff to provide notice of a temporary use application at 1648 Broadway Street.

## PREVIOUS COUNCIL/COMMITTEE ACTION

None.

## REPORT SUMMARY

Brymark Installations Inc. has applied to allow for temporary mobile office trailers to be placed on-site to accommodate administrative staff due to changing workplace spatial requirements. The mobile trailers would not be connected to municipal services and would be on wheels. This use is not permitted by the site's industrial zoning and issuance of a temporary use permit is required to allow for the proposed use and siting of the trailers. Staff recommend approval.

## BACKGROUND

**Proposal:** Brymark Installations Inc., a general industrial contractor, is seeking a temporary use permit (TUP) for two mobile office trailers to be placed on the site to accommodate the administrative needs of an existing industrial use at 1648 Broadway Street. The health and safety risk associated with COVID-19 has required increased spatial separation between employees and as such, the applicant has advised they do not have space for all of their administrative staff inside the principal building.



Location Map

**Site Context:** The site is approximately 2 acres and is located within an established industrial area. Surrounding uses are primarily industrial in nature. The property is developed with an older,

## Temporary Use Permit – 1648 Broadway Street

metal cladded, industrial building and is completely paved for extensive outdoor storage. The majority of outdoor storage is located along Industrial Avenue and is screened with a metal cladding fence. There is an existing accessory structure at the rear of the property. Parking for the site is located at the front of the building, along Broadway Street.

**Policy and Regulations:** The site's zoning is Heavy Industrial (M2) which provides for more intensive industrial uses and a limited amount of supportive accessory offices, but does not allow for stand-alone mobile office trailers with an existing principal building onsite. The policies of the Official Community Plan encourage opportunities to support existing businesses and new employment ventures.

The authority to issue temporary use permits is set out in S.493 of the *Local Government Act*. A permit may be valid for up to three years, be renewed for an additional three years, and may specify conditions under which the temporary use is carried out. The legislation also requires public notification of the proposed issuance of a permit.

**Project Description:** The stand-alone temporary office trailers will each be 40' x 10' and will be located on a paved area at the southwest corner of the site near the corner of Industrial Avenue and Broadway Street.

The trailers will be mobile (on wheels), will not be connected to municipal services and will not require a building permit. The location of the trailers will be approximately 2 meters within the exterior sideyard, however, they will be screened along from Industrial Avenue by an existing metal cladding fence. The remainder of the site will continue to be used for industrial purposes, including warehousing, manufacturing, and outdoor storage

### **DISCUSSION**

The office trailers are intended to be temporary and will allow Brymark to safely accommodate existing administrative employees while COVID-19 separation restrictions are in place. In keeping with the terms of the TUP, a \$5,000 security would be provided to ensure that the mobile trailers are removed upon expiry of the permit.

Staff do not anticipate any negative impacts associated with this proposal and note it will help support business continuity during challenging times. Approval is recommended.

### **FINANCIAL IMPLICATIONS**

None.

## Temporary Use Permit – 1648 Broadway Street

### **PUBLIC CONSULTATION**

A public input opportunity is required prior to consideration of a temporary use permit. The Committee of Council has the delegated authority to consider the permit and the public input opportunity would be scheduled for September 22, 2020.

### **OPTIONS**

(Check = Staff Recommendation)

#	Description
1 <input checked="" type="checkbox"/>	Authorize notification of the temporary use permit application
2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the application; or
3	Not authorize notification of the temporary use permit if Committee does not support the requested use. The applicant may then request the application be forwarded to Council for consideration.

Attachment 1: Draft Temporary Use Permit

THE CORPORATION OF THE CITY OF PORT COQUITLAM

TEMPORARY USE PERMIT

NO. TU000018

Issued to: Brymark Installations Inc.  
Address: 1648 Broadway Street, Port Coquitlam BC V3C 2M8

1. This Temporary Use Permit is issued to permit two temporary mobile office trailers at 1648 Broadway Street.
2. This Temporary Use Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 1648 Broadway Street  
Legal Description: PARCEL A, BLOCK 21, DISTRICT LOT 231, NEW WEST DISTRICT, PLAN NWP4667, GROUP 1, (EXPL PL 23385)  
P.I.D.: 011-122-145

3. As a condition of the issuance of this permit, the following conditions are imposed:
  - a. The siting and size of the temporary mobile office are to be in general compliance with drawings numbered TU000018(A) - TU000018(B) .
  - b. The trailers are to be removed upon expiry of this permit.
4. As set forth in clause 3(b) above, the Municipality is holding the security set out below to ensure all structures on the subject lands are removed following the expiry of this permit. There is filed accordingly:
  - a. An Irrevocable Letter of Credit in the amount **\$5000** for the purpose of removal.
  - b. Should any interest be earned upon the security, it shall accrue to the Permittee and be paid to the Permittee if the security is returned. A condition of the posing of the security is that should the Permittee fail to carry out the works or services as hereinabove stated, according to the terms and conditions of this permit within the time provided, the Municipality may use the security to complete these works or services by its servants, agents or contractors, and any surplus shall be paid over to the Permittee.
5. The lands described herein shall be used strictly in accordance with the terms and conditions and provisions of this permit.

6. This permit shall expire three years from the issuance date of this permit. The permit may be renewed only once in accordance with Section 497 of the Local Government Act.

7. The terms of this permit are binding on all persons who acquire an interest in the land affected by this permit.

8. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COMMITTEE OF COUNCIL THE  
\_\_\_\_ DAY OF \_\_\_\_, 2020.

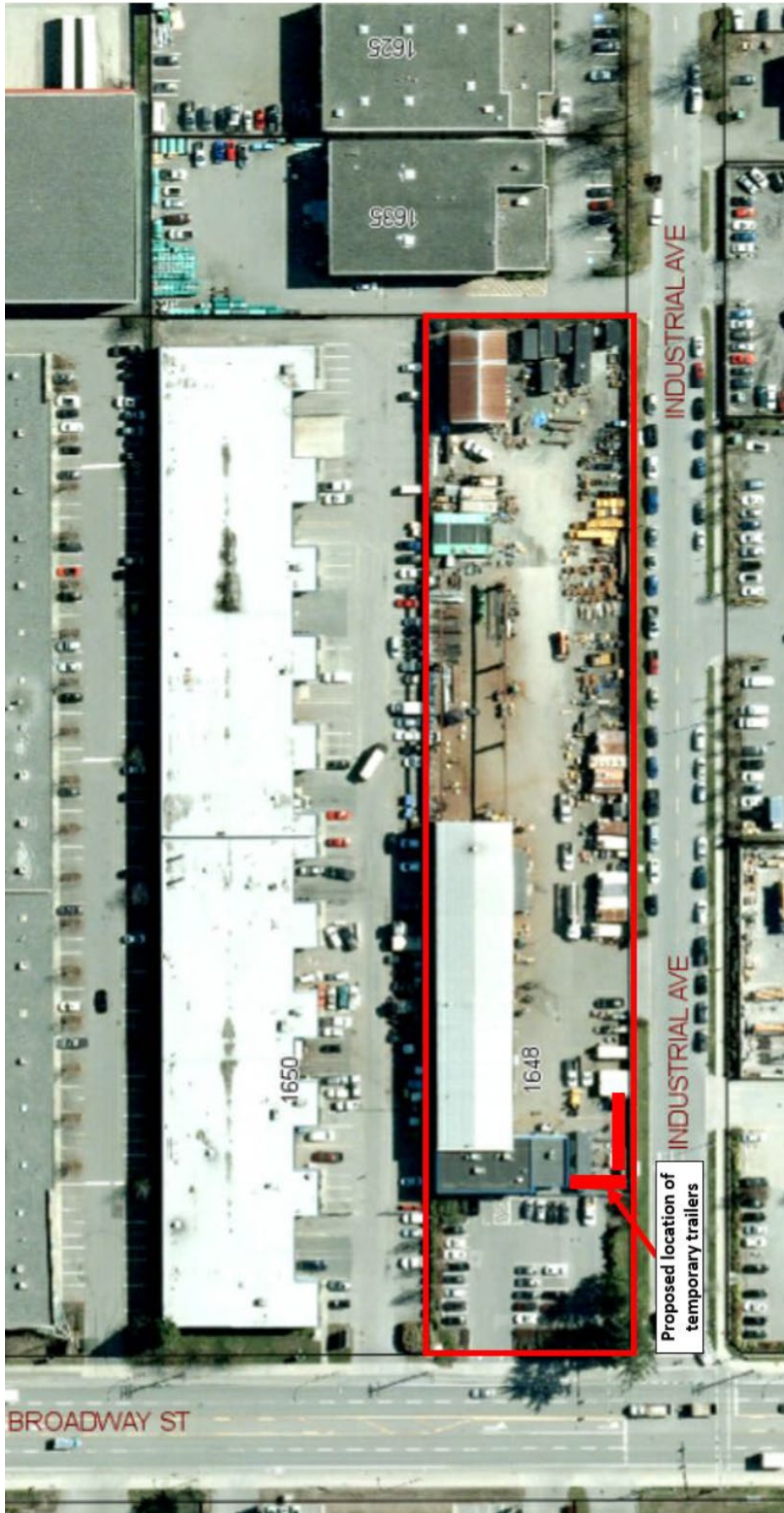
ISSUED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2018.

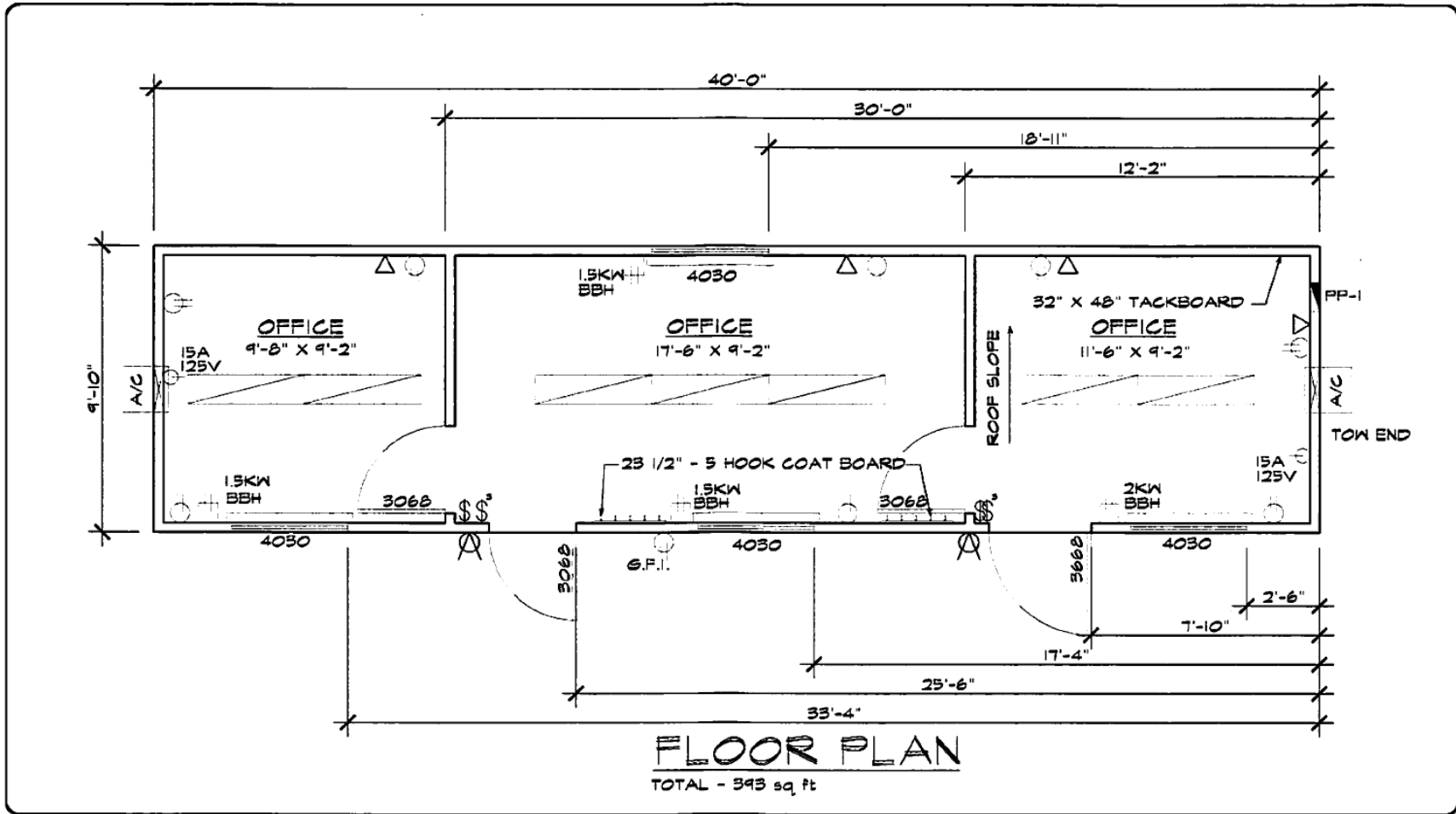
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
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)







# Temporary Use Permit – 955 Seaborne Avenue

## RECOMMENDATION:

That Committee of Council authorize staff to provide notice of a temporary use application at 955 Seaborne Avenue.

## PREVIOUS COUNCIL/COMMITTEE ACTION

July 23<sup>rd</sup>, 2019 – Council adopted Zoning Bylaw Amendment Bylaw No.4134 and issued Development Permit DP000368 to regulate the form, character and landscaping of an industrial development at 930 Dominion Avenue (*subsequently subdivided into 950 and 955 Seaborne Avenue*).

## REPORT SUMMARY

Conwest Group of Companies has advised they intend to delay construction of a light industrial building at 955 Seaborne Avenue due to current market instability and wish to temporarily use the site for outdoor storage uses. The M3 (Light Industrial) zone does not permit outdoor storage uses and a Temporary Use Permit is required in order to permit the use. In order to mitigate visual impact to surrounding properties, Conwest has proposed to install the bioswale and landscaping approved for this property with issuance of the Development Permit and erect a 1.8 M (6 ft) high covered chain link fence.

## BACKGROUND

**Proposal:** The applicant wishes to temporarily use a vacant property at 955 Seaborne Avenue for outdoor storage uses while they wait for the light industrial market to recover from recent fluctuations associated with COVID-19.

**Context:** The 3.5 acre site is located within the Dominion Triangle. To the north of the property is a townhouse development; industrial uses are to the east and south. To the west is the parking area and a vacant building pad for a commercial property.

In 2019, the City rezoned 930 Dominion Avenue to allow for light industrial uses, issued a Development Permit to regulate the form, character and landscaping of two multitenant light industrial buildings, and approved the subdivision of the parent parcel into 955 Seaborne Avenue and 950 Seaborne Avenue.



Location Map: 955 Seaborne Avenue

## Temporary Use Permit – 955 Seaborne Avenue

**Policy and Regulations:** The site is zoned Light Industrial (M3) which permits a range of light industrial uses. As this zone is intended to provide a transition between industry and nearby residential or commercial properties, the zoning provisions require businesses operate fully within a building; outdoor storage or uses which produce excessive noise or odour disturbances are not permitted.

The site is also designated for IL (Light Industrial) in the Official Community Plan. The policies of the OCP encourage industrial development that is compatible with surrounding uses and opportunities to support business and employment development.

The authority to issue temporary use permits is set out in S.493 of the *Local Government Act*. A permit may be valid for up to three years, be renewed for an additional three years, and may specify conditions under which the temporary use is carried out. The legislation also requires public notification of the proposed issuance of a permit.

**Project Description:** Conwest advises they have started construction of the multi-tenant light industrial building at 950 Seaborne Avenue but are delaying construction of the building 955 Seaborne Avenue as they are concerned about bringing additional units onto the market at a time of instability associated with the pandemic. They have requested to temporarily use the property for outdoor storage of material, vehicle and equipment and transshipment activities associated with these storage uses as they wait for market conditions associated with COVID-19 to recover.

Conwest advises they intend to mitigate visual impacts of the storage use to neighbouring properties through construction of 6 meter wide landscaped bioswale approved in the Development Permit on north and west side of the site. The landscaping associated with this bioswale includes a variety of trees and native shrubbery. They also propose to construct a 1.8 M (6ft) black vinyl covered chain link fence and limit all access to Seaborne Avenue. The site would be surfaced with gravel however the driveway will be paved with asphalt in order to eliminate the gravel material being carried offsite.

### **DISCUSSION**

The M3 Light Industrial zone does not permit outdoor uses and storage as a mechanism of reducing adverse visual and noise impacts and provide compatibility to surrounding non-industrial uses. The bioswale landscaping and fence along Dominion Avenue and along the western edge of the site are expected to provide a visual buffer to the adjacent townhouse development and commercial properties; impacts will be further limited by ensuring all access to the site is restricted to Seaborne Avenue. There are no compatibility impacts anticipated to the surrounding light industrial properties.

While the request is to use the entire site for outdoor storage, these uses will be temporary and will help facilitate increased utilization of the site and employment opportunities while market

## Temporary Use Permit – 955 Seaborne Avenue

conditions recover sufficiently to support construction of the permanent building. On balance, staff recommend support for the proposal. In keeping with the intent of the M3 zone, staff recommend the permit provide for outdoor storage uses and associated transshipment activities, except where the storage and transshipment activities produce excessive noise, vibration or odor. Staff further recommend the permit require all uses must be completely screened.


### **FINANCIAL IMPLICATIONS**

None.

### **PUBLIC CONSULTATION**

A public input opportunity is required prior to consideration of a temporary use permit. The Committee of Council has the delegated authority to consider the permit and the public input opportunity would be scheduled for September 22, 2020.

### **OPTIONS**

#	Description
1 	Authorize notification of the temporary use permit application
2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the application; or
3	Not authorize notification of the temporary use permit if Committee does not support the requested use. The applicant may then request the application be forwarded to Council for consideration.

Attachment 1: Draft Temporary Use Permit

THE CORPORATION OF THE CITY OF PORT COQUITLAM

TEMPORARY USE PERMIT

NO. TU000017

Issued to: Conwest (Seaborne) GP LTD., INC. NO. BC1168619  
Address: 401-1930 Pandora Street, Vancouver BC V5L 0C7

1. This Temporary Use Permit is issued to permit for outdoor storage uses and associated transshipment activities, except where prohibited by Zoning Bylaw No 3630 Section 2 (6) and where the storage and transshipment activities produce excessive noise, vibration or odor.
2. This Temporary Use Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 955 Seaborne Avenue  
Legal Description: LOT 1 SECTION 8 BLOCK 6 NORTH RANGE 1 EAST NEW WESTMINSTER DISTRICT PLAN EPP92898  
P.I.D.: 030-881-587

3. As a condition of the issuance of this permit, the following conditions are imposed:
  - a. The uses permitted in accordance with Section 1 must be completely screened.
  - b. The bioswale, landscaping and a 1.8 m (6 ft) screened fence must be constructed as generally depicted in drawings numbered TUP00017(A) prior to the property being used in accordance with Section 1.
  - c. The bioswale, landscaping and fence must remain in place and be maintained while the property is being used in accordance with Section 1.
  - d. Access to the property is limited to Seaborne Avenue, as generally depicted in drawings numbered TUP000017(A).
  - e. The permitted uses referenced in Section 1 must be removed upon expiry of this permit.
5. The lands described herein shall be used strictly in accordance with the terms and conditions and provisions of this permit.
6. This permit shall expire three years from the issuance date of this permit. The permit may be renewed only once in accordance with Section 497 of the Local Government Act.
7. The terms of this permit are binding on all persons who acquire an interest in the land affected by this permit.
8. This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE COMMITTEE OF COUNCIL THE  
\_\_\_\_\_DAY OF \_\_\_\_\_, 2020.

ISSUED THIS \_\_\_\_\_DAY OF \_\_\_\_\_ 2018.

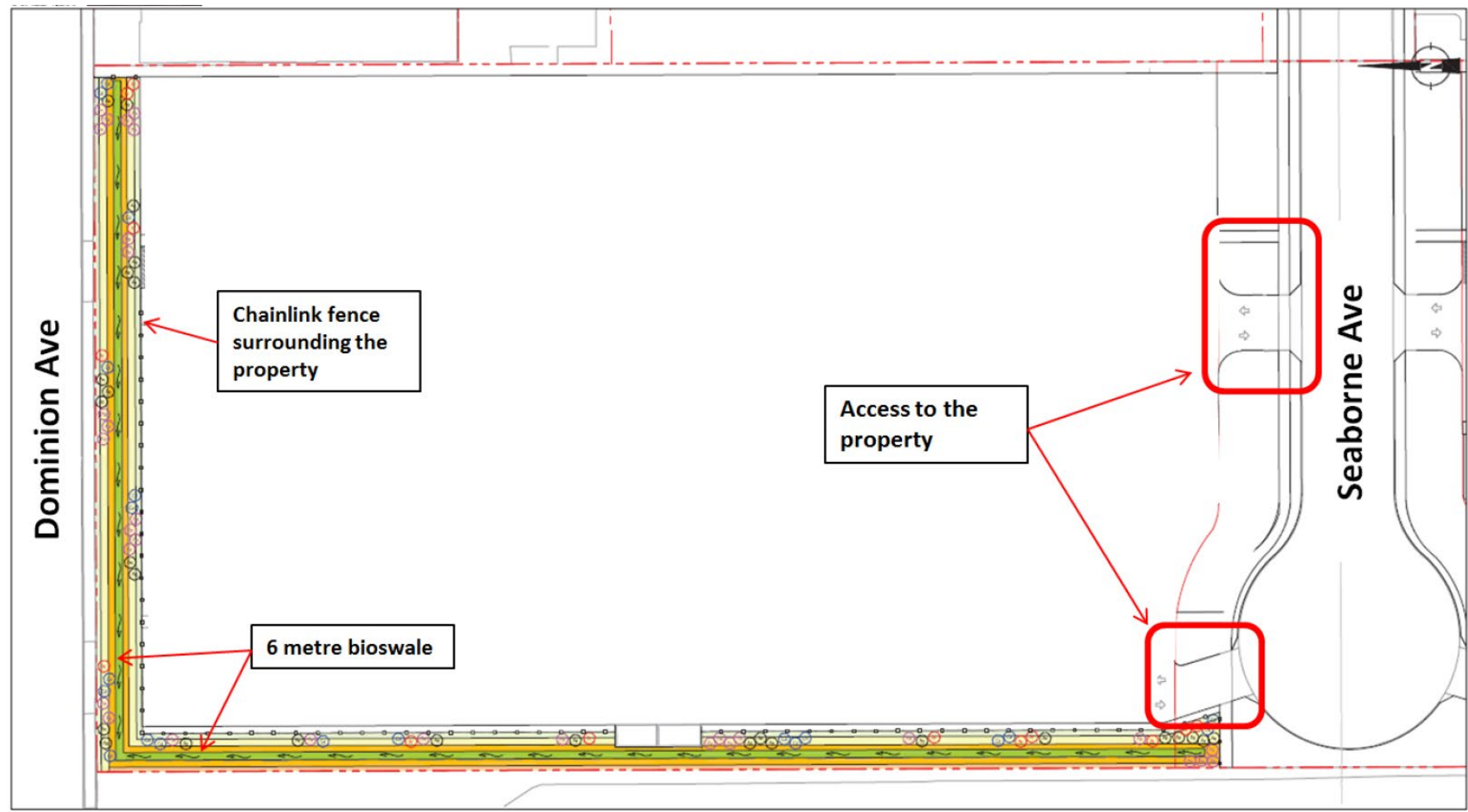
\_\_\_\_\_  
Mayor

\_\_\_\_\_  
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)

TUP000017(A)



**RECOMMENDATION:**

None.

**REPORT SUMMARY**

This report summarizes the City’s ongoing operating revenues and expenses up to the end of July 2020 and provides an update to the year end forecast provided in the Q1 Financial Update Report. Department Managers have reviewed their respective sections to take into account work in progress or any emerging activities and these factors are reflected in the forecast figures. Forecasts have been prepared with the assumption that approved levels of service would continue until year end, including the gradual reopening of some facilities and services planned for the fall and winter. As services are re-introduced, these changes will be reflected in future variance reports. An update on the status of the 2020-2022 Action Plan is also provided in Attachment 1. Projects are mostly on schedule for completion as planned, though some delays have been incurred due to the pandemic and key staff vacancies.

**BACKGROUND**

In order to provide Committee of Council an overview of the ongoing financial activities of the City, staff measure budget to actual revenue and expense performance while also forecasting expected annual operating results. This activity helps provide Committee of Council appropriate oversight of the approved financial plan throughout a given time period.

With the uncertainty around the continuing impact of COVID 19, as well as what and when services may be restarted, the forecasts have been prepared with the assumption that the levels of service currently approved will continue until year end, including the gradual reopening of some facilities and services planned for the fall and winter. In other words, the forecasts assume that the cost mitigation steps to minimize the overall financial impact (including current staff layoffs and elimination of non-essential expenses) will continue for the rest of the budget year. As restart plans are evaluated, their cost impacts will be considered along with the value of the service to the community, and future variance reports will be adjusted accordingly.

**DISCUSSION**

For 2020, budgeted operating revenues less expenditures were expected to generate \$20.49 million in funds which would be transferred to reserve accounts and be used to repay long term debt principle. This Q2 forecast suggests year-end revenues will be less than budget by \$3.49 million, of which the majority relates to the closure of the City’s recreation facilities as a result of the COVID 19 pandemic. Additional revenue reductions are expected in contribution income due to

lower major road network funding from Translink and late penalty revenue due to the reduction of late property tax penalties for 2020.

These reductions in revenue are expected to be offset by significant expense reductions (\$3.99 million) across the City, most notably in the Recreation department. As a result, the City's forecasted net revenues after expenses are expected to exceed budget by \$497,000 based on the assumption that operational activities approved as of August 1, 2020 are maintained for the rest of the budget year.

	2020 Budget	2020 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2020 YTD	YTD % of Budget
Operating Revenues	\$110,617,800	\$107,123,028	\$(3,494,772)	96.84%	\$102,004,256	92.21%
Operating Expenses	90,131,671	86,140,237	3,991,434	95.57%	50,158,036	55.65%
<b>Excess of Revenue Over Expenses<sup>1</sup></b>	<b>\$20,486,129</b>	<b>\$20,982,791</b>	<b>\$496,662</b>	<b>102.42%</b>	<b>51,846,220</b>	<b>253.08%</b>

It is important to consider the forecasted positive net result forecast from budget in the context of the unprecedented social and economic impact of COVID 19. There is a risk that the forecasted revenues and expenses are not realized based on historical trends and expectations. As additional financial and other information is available during the course of the year and restart plans are evaluated, it will be possible to better assess the expected 2020 financial results of the City.

**Revenues by Source**

Total operating revenues for 2020 are forecasted at \$107.12 million and are estimated to result in a \$3.49 million or 3.16% unfavourable variance from budget at year-end, largely the result of COVID 19's impact on Recreation revenues. Additionally Translink's reduction of its 2020 major road network funding to the City and the elimination of certain penalties for late property tax and utility payments will reduce revenues compared to budget.

Explanations have been provided on forecasted annual variances that vary from the budget by \$75,000 or 5%. These summaries also include supporting graphs which show 2020 budget and forecasts and 2019 budget and actuals for comparative purposes.

<sup>1</sup> Excess of revenues over operating expenses relates to funds collected to transfer to reserves and funds collected to pay off debt principle.

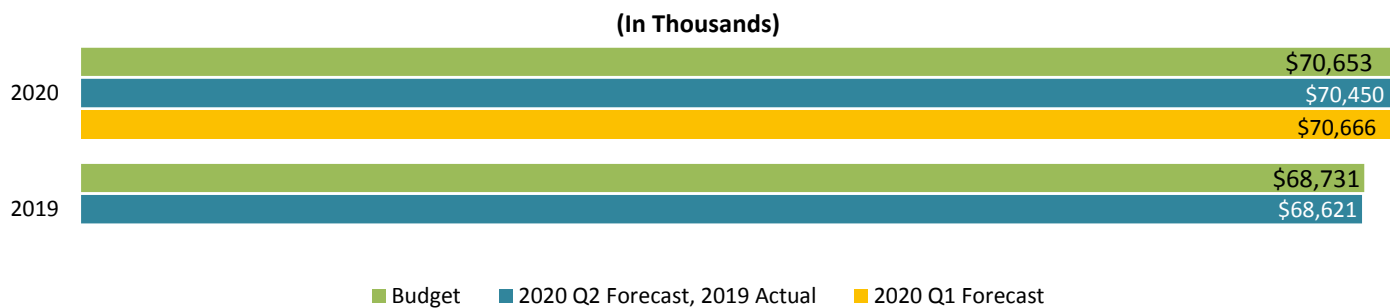




## 2020 Q2 Ongoing Operating Variance and Action Plan Update Report

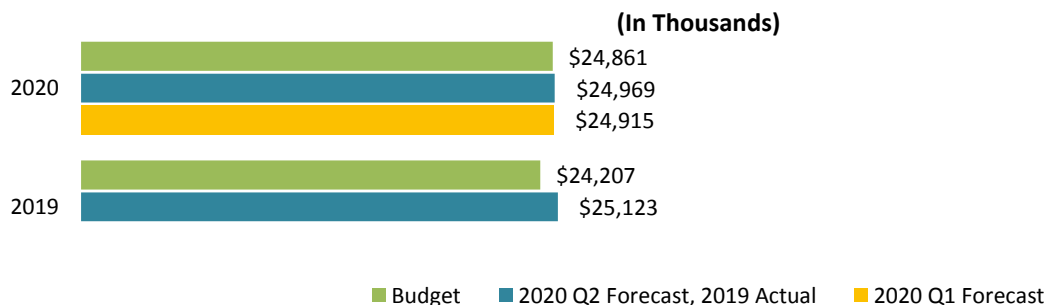
	2020 Budget	2020 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2020 YTD	YTD % of Budget
Taxation and Other Levies	\$70,652,950	\$70,449,874	\$(203,076)	99.71%	\$69,918,844	98.96%
Utility Charges	24,860,500	24,969,470	108,970	100.44%	23,284,708	93.66%
Sale of Services	7,181,050	4,056,287	(3,124,763)	56.49%	2,427,776	33.81%
Contributions	2,022,100	1,260,049	(762,051)	62.31%	1,382,768	68.38%
Permits and Licenses	2,672,500	2,677,880	5,380	100.20%	2,236,103	83.67%
Investment Income	2,578,300	3,064,822	486,522	118.87%	2,673,187	103.68%
Penalties and Fines	494,000	258,600	(235,400)	52.35%	15,662	3.17%
Other Revenue	156,400	386,046	229,646	246.83%	65,208	41.69%
<b>Total Operating Revenue</b>	<b>\$110,617,800</b>	<b>\$107,123,028</b>	<b>\$(3,494,772)</b>	<b>96.84%</b>	<b>\$102,004,256</b>	<b>92.21%</b>

### Taxation and Other Levies



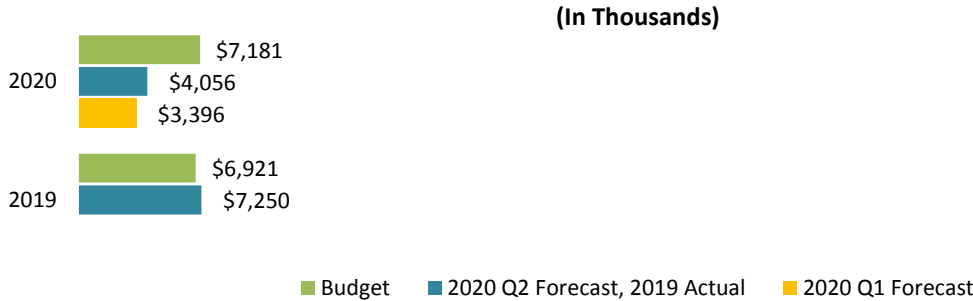
The unfavourable variance is due to a property supplementary assessment decision received in July 2020 that will result in a decrease to 2020 taxation revenue of \$273,000.

### Utility Charges



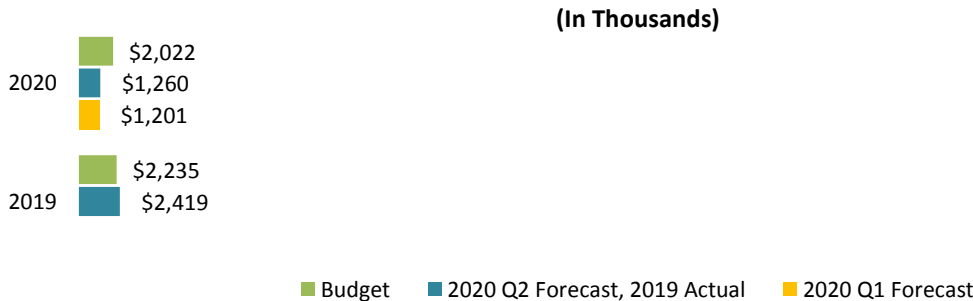
The favourable variance is due to additional flat water billing in excess of budget of \$84,000.

**Sales of Services**



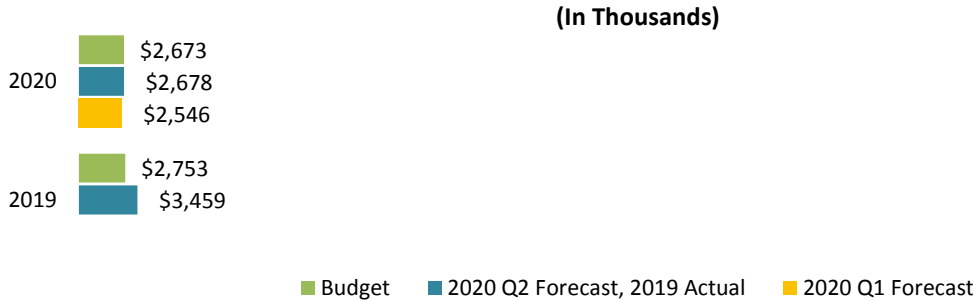
The unfavourable variance is primarily due to the closure of the City’s recreation facilities in March 2020. The Recreation department’s 2020 revenue budget is \$4.33 million however the forecasted Recreation revenue for 2020 is \$1.79 million taking into account the recent reopening of certain services, including the City’s outdoor pools, summer camps and a modest selection of fall programming. The Recreation revenue forecast also includes the impact of arena rentals planned for the rest of 2020.

**Contributions**



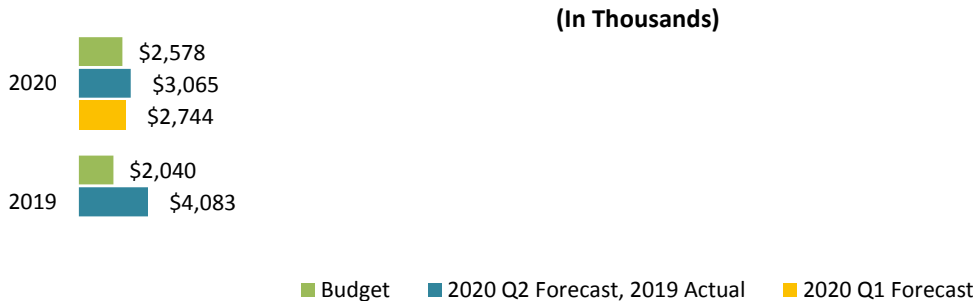
The unfavourable variance is due to Translink’s deferral of its Q2-Q4 2020 major road network payments to the City. The Q1 contribution was received from Translink and currently forms the expected total of the 2020 major road network funding revenue, which represents a decrease of \$864,000 compared to budget. These funds are transferred to the MRN Reserve each year and so the deferral does not impact the City’s operations or capital projects for the current year.

**Permits and Licenses**



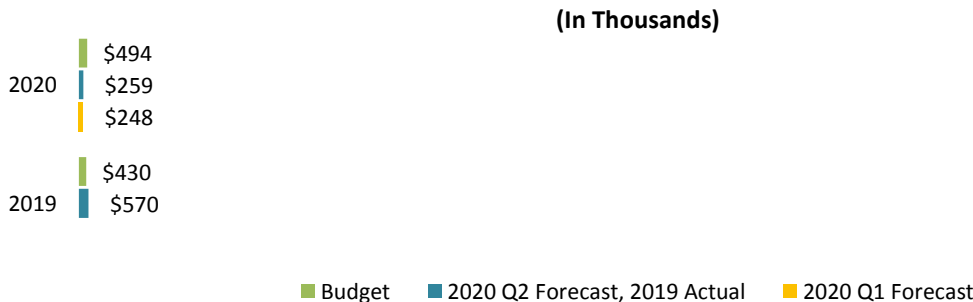
No significant variance forecasted.

**Investment Income**



The projected favourable variance of \$487,000 is due to the City obtaining higher than anticipated investment rates for longer term investments before the impacts of COVID 19 were felt, which have offset a decreasing investment balance as the City continues to fund a large capital program. The current investment income forecast is based on the majority of 2020 property tax revenue being collected in late September and early October 2020.

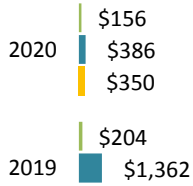
**Penalties and Fines**



The unfavourable variance of \$235,000 is due to elimination of the first 5% penalty on late property tax payments, the elimination of the first 5% penalty on the flat water and sewer and the first two penalties on metered water and sewer for 2020.

**Other Revenue**

(In Thousands)



■ Budget ■ 2020 Q2 Forecast, 2019 Actual ■ 2020 Q1 Forecast

The favourable variance of \$230,000 is due to receipt of restricted funds received into the Parking Reserve and the Social Housing Reserve as a result of development permits. As these funds are transferred to reserve for specified purposes, they do not contribute to the available surplus.

**Expenses by Function**

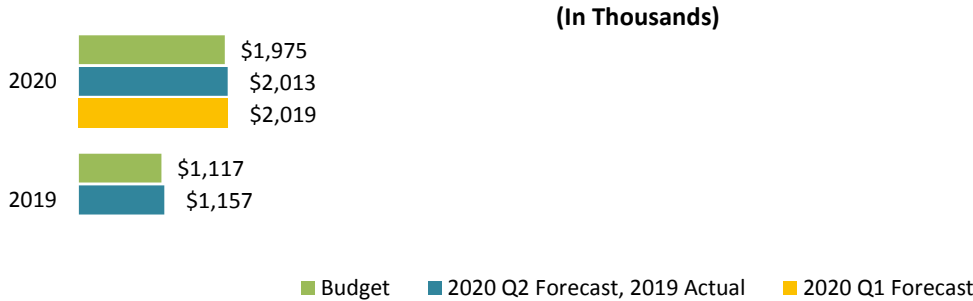
Overall, operating expenses are expected to be \$3.99 million less than budget for the year. The primary driver of the favourable variance is the reduction in Recreation department expenses related to the closure of recreation facilities. Additional positive variances are expected for the City’s utilities and Development Services. These positive variances are offset by Police Services, as a result of \$1.3M in earned retirement benefit settlement and Engineering and Public Works early year snow and ice removal costs being greater than budget as well as increased Parks and Fleet costs compared to budget.

Explanations for any significant variances have been provided in the department summaries below.

As this is the Q2 report, there remains a fair degree of uncertainty in the forecast, especially as it relates to costs that are not directly under the City’s control (for example weather-related costs such as snow clearing and water consumption). Additionally, this report assumes that operational activities approved as of August 1, 2020 that are planned for the fall will be maintained for the remainder of the year. As additional services are provided during the year, for example the future Recreation programming and facility opening, the expense forecast will increase.

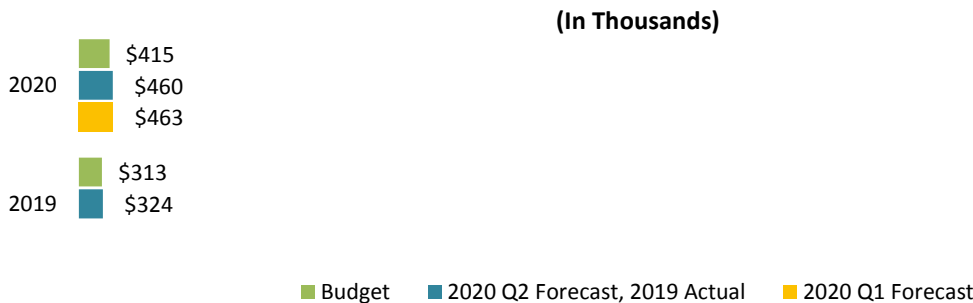
	2020 Budget	2020 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2020 YTD	YTD % of Budget
Common Services	\$1,974,550	\$2,012,800	\$(38,250)	101.94%	\$802,712	40.65%
Office of the CAO	415,150	459,750	(44,600)	110.74%	170,435	41.05%
Corporate Support	4,241,071	4,122,226	118,845	97.20%	2,258,888	53.26%
Finance	2,336,900	2,267,800	69,100	97.04%	1,312,175	56.15%
Human Resources	1,178,750	1,173,010	5,740	99.51%	713,473	60.53%
Engineering & Public Works	9,931,200	10,101,077	(169,877)	101.71%	5,758,307	57.98%
Recreation	15,489,650	10,896,044	4,593,606	70.34%	7,056,613	45.56%
Police Services	16,179,700	17,050,500	(870,800)	105.38%	6,740,556	41.66%
Fire & Emergency Services	13,049,300	13,057,360	(8,060)	100.06%	8,294,343	63.56%
Development Services	3,553,900	3,418,250	135,650	96.18%	2,087,953	58.75%
Solid Waste Operations	4,261,000	4,249,560	11,440	99.73%	2,646,270	62.10%
Water Operations	9,741,700	9,779,810	(38,110)	100.39%	5,162,211	52.99%
Sanitary Sewer Operations	7,778,800	7,552,050	226,750	97.09%	7,154,100	91.97%
<b>Total Operating Expenses</b>	<b>\$90,131,671</b>	<b>\$86,140,237</b>	<b>\$3,991,434</b>	<b>95.57%</b>	<b>\$50,158,036</b>	<b>55.65%</b>

**Common Services**



The slight unfavourable variance of \$38,000 is due to insurance claims tracking above budget for the start of the year as well as additional COVID 19 related materials and supplies costs. The increase in expense from the prior year is due to the new community centre debt interest expense that will be fully realized for the first time in 2020.

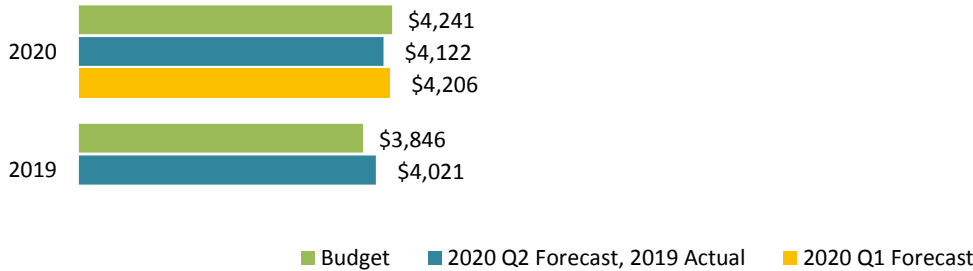
**Office of the CAO**



The unfavourable variance of \$45,000 is due to the Community Ambassador program that was launched in the immediate aftermath of the COVID 19 pandemic to provide information to park and trail users and more recently in the city hall entrance. Costs for this program were tracked through the CAO’s office. The ambassadors are City staff redeployed from other departments, namely Recreation, that have had reduced staffing as a result of COVID 19. As a result, these are not ‘new’ costs, but rather costs transferred from elsewhere in the City’s operations.

**Corporate Support**

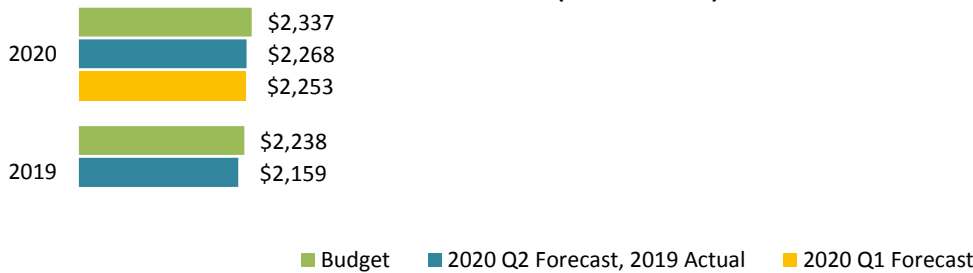
(In Thousands)



The favourable variance of \$119,000 is due primarily to lower Bylaw Services payroll costs due to fewer casual hours and later start for the new additional bylaw officers compared to budget.

**Finance**

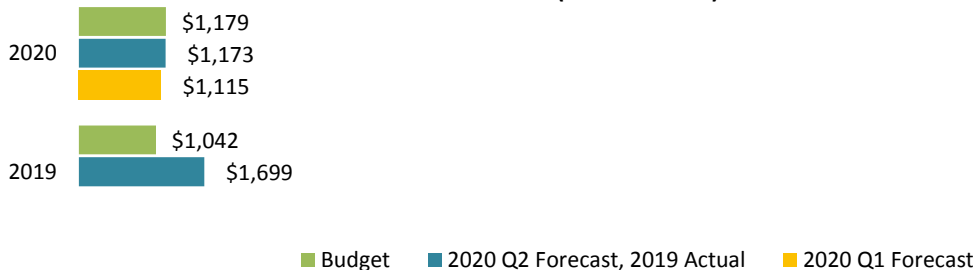
(In Thousands)



No significant variances forecasted.

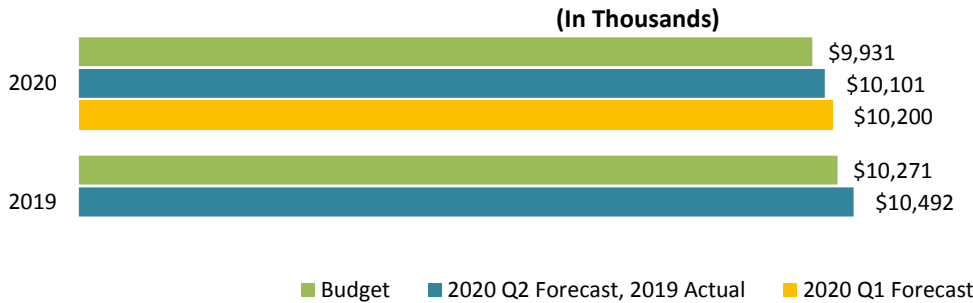
**Human Resources**

(In Thousands)



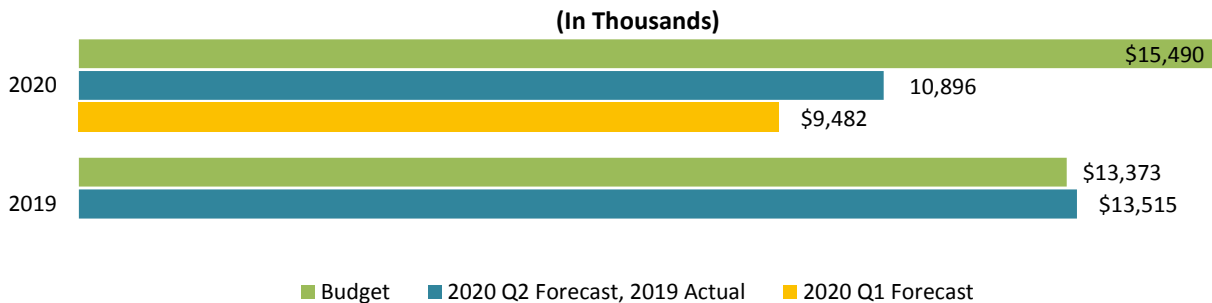
Additional costs for arbitration expenses have been offset by the cancellation of the BCIT and Supervisory Skills training, resulting in no significant variances forecasted.

**Engineering and Public Works**



The unfavourable variance of \$170,000 is mainly attributed to increased snow removal costs due to extended weather conditions early in the year (\$214,000) and increased vegetation maintenance costs (pruning and removals) to sustain the health of our urban forest (\$190,000). Additional factors influencing the unfavourable variance include increased fleet maintenance costs (\$123,000) and higher than anticipated interments at the Cemetery (\$168,000). These unfavourable variances are offset by a number of smaller favourable variances within the department. Increased Cemetery interment costs are offset by increased revenue.

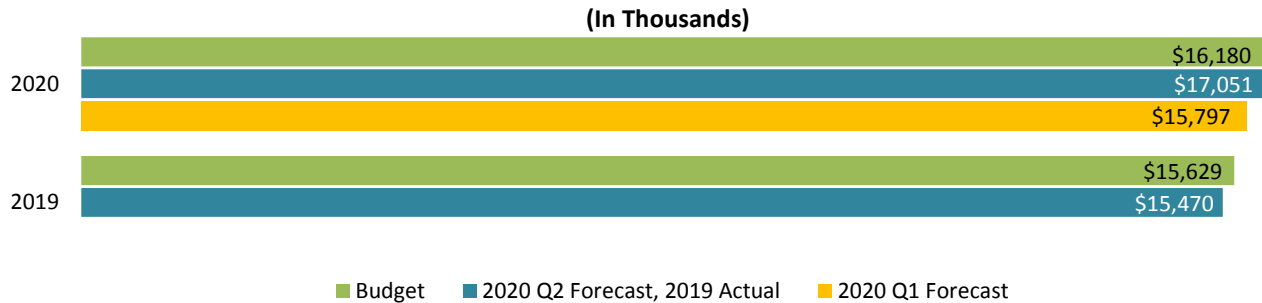
**Recreation**



The significant favourable variance of \$4.59 million is due to the impact of closing the City’s recreation facilities in the early spring of 2020 as a result of COVID 19. The closures resulted in significant reductions in costs as the majority of Recreation programming was put on hold. Additionally, the City’s events related spending has decreased from budget due to public health orders. As public health guidelines and orders have been updated, a limited selection of recreation services have been reintroduced to provide programming and activity to the community, including the reopening of two of the City’s outdoor pools and a limited offering of outdoor summer camp programs. The forecasted expenditure level noted in this report is based upon the assumption that activity levels approved as of August 1, 2020 and planned for the fall will continue through to the end of the year. As changes are made, forecast updates will be reported on in future variance reports.

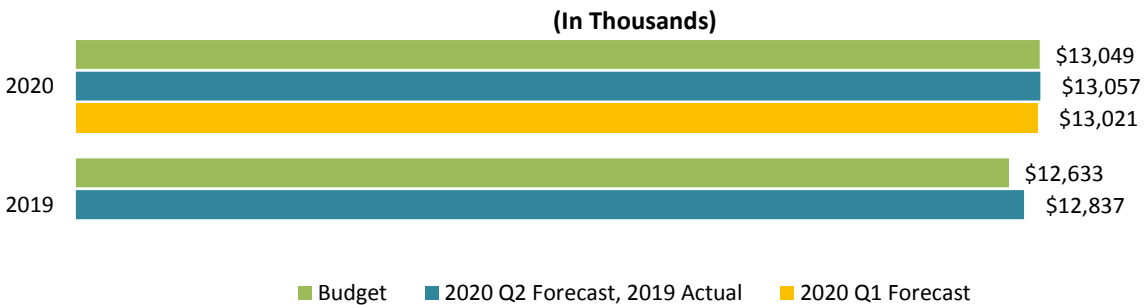


**Police Services**



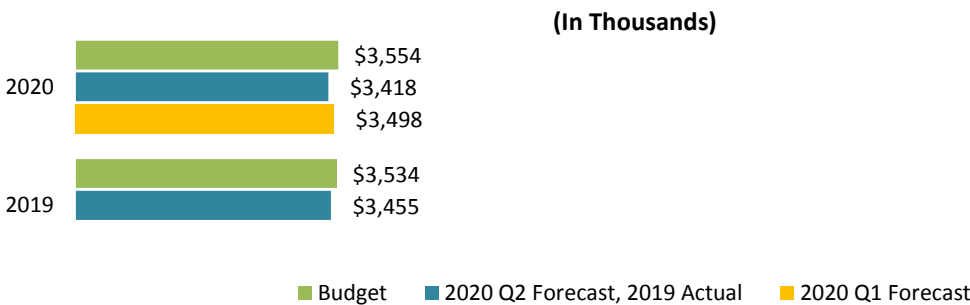
The \$871,000 unfavourable variance is due to \$1.3M in earned retirement benefit settlement identified in July 2020, offset by vacancies in RCMP staffing as a result of COVID 19 related closures of the Depot facility. The settlement is a one-time cost and is the result of a recent Provincial decision to pay RCMP members’ severance for voluntary resignations and retirements as of March 31, 2012. The difference could be covered by a transfer from the RCMP Operations Reserve.

**Fire & Emergency Services**



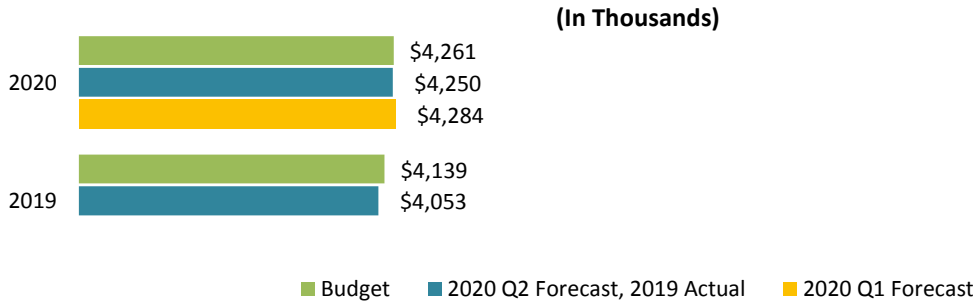
No significant variances forecasted.

**Development Services**



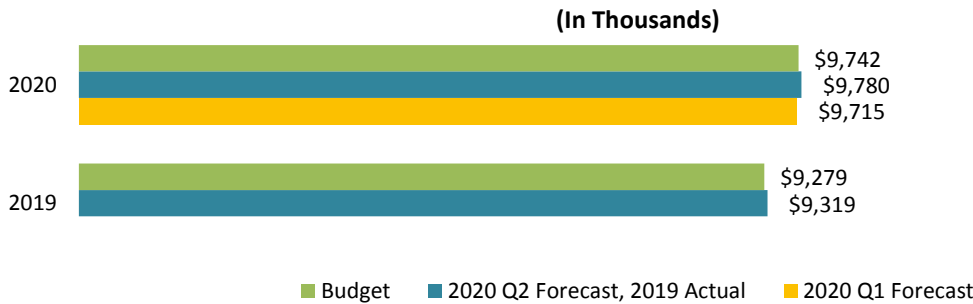
Positive variance of \$136,000 is due to lower Development Engineering contracted service costs and a staff vacancy in the planning section for a significant portion of the year.

**Solid Waste Operations**



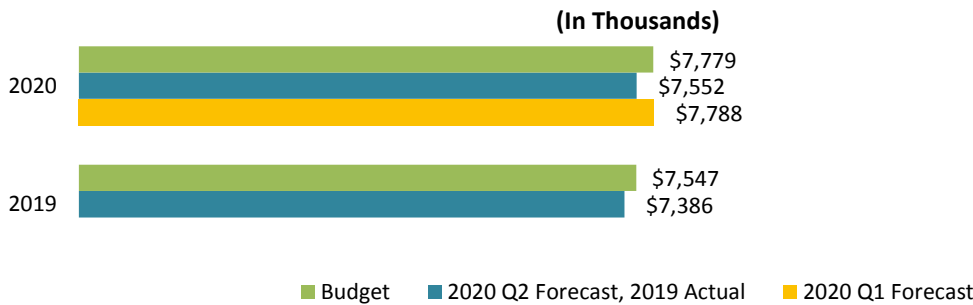
No significant variances forecasted.

**Water Operations**



No significant variances forecasted.

**Sewer Operations**



Positive variance of \$227,000 is due to reduced reactive maintenance.

**FINANCIAL IMPLICATIONS**

COVID 19 has had a significant impact on City operations, with the greatest financial impacts experienced in the Recreation department. Staff continue to work to reduce expenditures where possible while still maintaining service levels currently offered within the limits as required by public health measures.

This report and the forecast information assume that operational activities approved as of August 1, 2020, including the gradual reopening of some facilities and services planned for the fall and winter, will continue for the remainder of 2020. The forecasted financial results project reductions in both revenues and expenses, with a projected net positive forecast to budget variance overall. The estimated positive variance of \$500,000 is still a very small margin compared to the \$100 Million budget, therefore as additional restart plans are evaluated, their cost impacts will be considered along with the value of the service to the community.

Staff will continue to monitor ongoing operating results and revise forecasts as additional information is obtained and the impacts of the pandemic continue to be realized, as well as restart plans are implemented.

**ATTACHMENT**

Att#1: Q2 Action Plan Status Update

**Lead author:** Chris Adams-Brush

# WORKPLAN

This section highlights the planned major activities, above and beyond day-to-day operations, to be undertaken by the organization in the year.

## COUNCIL PRIORITIES

In 2019, Council set three strategic priorities to focus discretionary resources in order to more quickly advance those objectives. Clarity around priorities and commitment to them allow staff and Council to focus on these items and screen out requests that might divert energy and resources from the “plan”. These three priorities are:

- Improving customer service
- Investing in our infrastructure
- Enhancing community safety

## COUNCIL’S ACTION PLAN

In addition, Council adopted an Action Plan, which clearly sets out specific actions they wish to achieve from 2020-2022 (the remainder of the term). These items are categorized in to six key focus areas as follows:

- Managing City Finances and Assets Responsibly
- Planning for the Future
- Creating a Vibrant Downtown
- Focusing on Safety
- Improving Transportation and Mobility
- Enhancing our Environment

Each of the specific projects in these focus areas has been operationalized and will be brought forward to Council, as follows:

Managing City Finances and Assets Responsibly	Start	Finish	Dept. Lead	Status
<ul style="list-style-type: none"> <li>▪ Complete annual review of core service levels as part of operating budget</li> </ul>	Q2 2020	Annually	EPW	2020 Completed
<ul style="list-style-type: none"> <li>▪ Create neighborhood road rehabilitation standards</li> </ul>	Q1 2020	Q2 2020	EPW	Complete – incorporated in to capital project planning process
<ul style="list-style-type: none"> <li>▪ Complete asset management plans</li> </ul>	Q2 2019	Q4 2020	EPW	Ongoing. Anticipated completion Q2 2021
<ul style="list-style-type: none"> <li>▪ Develop 10-year capital and financial plans</li> </ul>	Q3 2020	Q4 2020	EPW/Finance	Ongoing. Anticipated completion Q2 2021
<ul style="list-style-type: none"> <li>▪ Update servicing regulations <ul style="list-style-type: none"> <li>○ Confirmation of design guidelines</li> <li>○ Workshop on subdivision procedure and requirements</li> <li>○ Revised Bylaw</li> </ul> </li> </ul>	Q1 2020	Q1 2020	EPW	Ongoing. Revised dates below. Q4 2020
	Q2 2020	Q3 2020		Q2 2021
	Q3 2020	Q4 2020		Q4 2021
<ul style="list-style-type: none"> <li>▪ Review development cost charges <ul style="list-style-type: none"> <li>○ Project launch</li> <li>○ Review of growth projections and related infrastructure projects</li> <li>○ Consideration of Bylaw</li> <li>○ Minister approval</li> <li>○ Adoption of the Bylaw</li> </ul> </li> </ul>	Q3 2020	Q3 2020	EPW	Ongoing. Revised dates below. Q4 2020
	Q1 2021	Q1 2021		Q2 2021
	Q3 2021	Q3 2021		Q4 2021
	Q4 2021	Q1 2022		Q1 2022
	Q2 2022	Q2 2022		Q2 2022
<ul style="list-style-type: none"> <li>▪ Land management <ul style="list-style-type: none"> <li>○ Report to Council on current and future inventory, and ownership/management models Review existing inventory and centralize management</li> <li>○ Council workshop to determine areas or key parcels to monitor for future acquisition</li> </ul> </li> </ul>	Q2 2020	Q2 2020	CAO	Report scheduled for Q3 2020
	Q2 2020	Q2 2020		
<ul style="list-style-type: none"> <li>▪ Evaluate management of cash, investments, debts, land and use of reserves <ul style="list-style-type: none"> <li>○ Report to Committee on current practices and options</li> <li>○ Implementation plan for any changes to current practices</li> </ul> </li> </ul>	Q3 2020	Q3 2020	Finance	Q2 2021
	Q4 2020	Q4 2020		

Planning for the Future	Start	Finish	Dept. Lead	Status
<ul style="list-style-type: none"> <li>▪ Complete the Port Coquitlam Community Centre               <ul style="list-style-type: none"> <li>○ Aquatic Area update (procurement, staffing, operational systems, marketing &amp; promotion)</li> <li>○ RFP Leased spaces (sports/rehab clinic and lobby café)</li> <li>○ Phase 2 amenity update (procurement, staffing, operational systems, marketing &amp; promotion)</li> </ul> </li> </ul>	Q1 2020	Q2 2020	Recreation	Complete
	Q3 2020	Q4 2020		Q1 2021
	Q1 2021	Q4 2021		On Schedule
<ul style="list-style-type: none"> <li>▪ Invest in parks, field, trail and playground improvements               <ul style="list-style-type: none"> <li>○ 2020 Capital Projects (Fortress &amp; Settlers Park playground improvements)</li> <li>○ 2021 Capital Projects (Chelsea, Elks, Imperial, Pinemont &amp; Wellington playground improvements)</li> </ul> </li> </ul>	Q2 2020	Q3 2020	EPW	Complete
	Q2 2021	Q3 2021		On schedule
<ul style="list-style-type: none"> <li>▪ Update the Official Community Plan               <ul style="list-style-type: none"> <li>○ Scoping Report will identify the focus areas to be updated, engagement and timelines.</li> <li>○ Engagement feedback and workshops – staff will present the results of engagement as it relates to specific topic areas in the OCP update and will conduct workshops with Council on potential policy direction.</li> <li>○ Official Community Plan Amendment Bylaws is the legislative process to incorporate changes into the OCP. This will include a public hearing and Bylaw readings.</li> </ul> </li> </ul>	Q2 2020	Q2 2020	DS	Complete
	Q3 2020	Q4 2021		On schedule
	Q1 2021	Q4 2022		On schedule
<ul style="list-style-type: none"> <li>▪ Improve development application turnaround times               <ul style="list-style-type: none"> <li>○ Report of findings and recommendations on current application wait times, on customer service review, and status of the Province’s review on streamlining development applications.</li> </ul> </li> </ul>	Q4 2020	Q4 2020	DS	On schedule

Creating a Vibrant Downtown	Start	Finish	Dept. Lead	Status
<ul style="list-style-type: none"> <li>▪ Implement actions in the Downtown Concept Plan               <ul style="list-style-type: none"> <li>○ Evaluate and support land development applications as proposed by the Land and Development Facilitator</li> </ul> </li> </ul>	Q1 2020	Q4 2022	CAO	Ongoing – Progress being reported to Council on site by site basis
<ul style="list-style-type: none"> <li>▪ Enhance the delivery of arts and culture activities and festivals               <ul style="list-style-type: none"> <li>○ Council workshop regarding City’s role in event delivery</li> <li>○ Update on work being done in collaboration with the PoCo Events Society to create a three year event calendar and deliver a variety of community events and festivals 2020-2022</li> <li>○ Establish clear guidelines for the various City funding opportunities for community groups which includes application criteria and requirements for final reports</li> </ul> </li> </ul>	Q1 2020	Q2 2020	Recreation	On hold pending COVID-19
	Q1 2020	Q2 2022		On hold pending COVID-19
	Q1 2020	Q1 2020		Complete
<ul style="list-style-type: none"> <li>▪ Construct supporting infrastructure (road, streetscape and pedestrian improvements)               <ul style="list-style-type: none"> <li>○ Review Donald Street Pathway Extension design</li> <li>○ Donald Street Pathway Extension Construction</li> <li>○ Review McAllister Avenue Traffic Analysis</li> <li>○ Review McAllister Avenue Conceptual Design</li> <li>○ McAllister Avenue Construction</li> <li>○ Review Veterans Park re-design</li> <li>○ Veterans Park rehabilitation construction</li> </ul> </li> </ul>	Q1 2020	Q1 2020	EPW	Report scheduled to Council Q3 2020
	Q2 2021	Q4 2021		On schedule
	Q1 2020	Q1 2020		Complete
	Q1 2020	Q1 2020		Complete
	Q2 2021	Q4 2021		On schedule
	Q2 2020	Q4 2020		Report to Council scheduled Q3 2020
	Q2 2021	Q4 2021		On schedule

Focusing on Safety	Start	Finish	Dept. Lead	Status
<ul style="list-style-type: none"> <li>▪ Address speeding and school zone safety               <ul style="list-style-type: none"> <li>○ 2020 Capital Projects</li> <li>○ 2021 Capital Projects</li> </ul> </li> </ul>	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW	Complete On schedule
<ul style="list-style-type: none"> <li>▪ Invest in pedestrian and cycling safety               <ul style="list-style-type: none"> <li>○ 2020 Capital Projects</li> <li>○ 2021 Capital Projects</li> </ul> </li> </ul>	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW	Complete On schedule
<ul style="list-style-type: none"> <li>▪ Review options for delivery of police services               <ul style="list-style-type: none"> <li>○ Approve Scope of study</li> <li>○ Council Workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul> </li> </ul>	Q1 2020 Q3 2020 Q4 2020 Q4 2020	Q1 2020 Q3 2020 Q4 2020 Q4 2020	CAO	Complete Complete Report to Council scheduled Q3 2020 On schedule
<ul style="list-style-type: none"> <li>▪ Evaluate regulations and service levels for bylaw enforcement</li> </ul>	Q4 2019	Q2 2021	Corp Support	Service level review complete



Improving Transportation and Mobility	Start	Finish	Dept. Lead	Status
<ul style="list-style-type: none"> <li>▪ Invest in neighbourhood rehabilitation               <ul style="list-style-type: none"> <li>○ 2020 Capital Projects</li> <li>○ 2021 Capital Projects</li> </ul> </li> </ul>	Q2 2020 Q2 2021	Q3 2020 Q3 2021	EPW	On schedule On schedule
<ul style="list-style-type: none"> <li>▪ Advocate and plan for SkyTrain               <ul style="list-style-type: none"> <li>○ Approve scope of RFP</li> <li>○ Council workshop</li>   <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul> </li> </ul>	Q1 2020 Q2 2020  Q3 2020 Q4 2020	Q1 2020 Q2 2020  Q3 2020 Q4 2020	DS	Complete On hold pending partnerships with Province and Translink
<ul style="list-style-type: none"> <li>▪ Support railway separation projects on Kingsway/Westwood and Pitt River Road</li> </ul>	Q1 2020	Ongoing	EPW	Report scheduled for Q3 2020
<ul style="list-style-type: none"> <li>▪ Update the Master Transportation Plan               <ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul> </li> </ul>	Q2 2020 Q4 2020 Q2 2021	Q2 2020 Q4 2020 Q2 2021		Ongoing. Revised dates below. Q4 2020 Q1 2022 Q2 2022

Enhancing our Environment	Start	Finish	Dept. Lead	Status
<ul style="list-style-type: none"> <li>▪ Create a climate change mitigation/adaptation plan               <ul style="list-style-type: none"> <li>○ Prepare scope of RFP</li> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul> </li> </ul>	Q3 2020	Q4 2020	EPW	On schedule
<ul style="list-style-type: none"> <li>○ Prepare scope of RFP</li> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul>	Q1 2021	Q1 2021		
<ul style="list-style-type: none"> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul>	Q3 2021	Q3 2021		
<ul style="list-style-type: none"> <li>○ Approve Final Report</li> </ul>	Q4 2021	Q4 2021		
<ul style="list-style-type: none"> <li>▪ Develop a forest management plan and tree canopy target and strategy               <ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul> </li> </ul>	Q1 2021	Q1 2021	EPW	On schedule
<ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul>	Q3 2021	Q3 2021		
<ul style="list-style-type: none"> <li>○ Approve Final Report</li> </ul>	Q4 2021	Q4 2021		
<ul style="list-style-type: none"> <li>▪ Assess and improve watercourse health               <ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul> </li> </ul>	Q1 2021	Q1 2021	EPW	On schedule
<ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ Approve Final Report</li> </ul>	Q3 2021	Q3 2021		
<ul style="list-style-type: none"> <li>○ Approve Final Report</li> </ul>	Q4 2021	Q4 2021		
<ul style="list-style-type: none"> <li>▪ Update greenhouse gas targets; reduce emissions               <ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ OCP Update</li> </ul> </li> </ul>	Q2 2020	Q3 2020	DS & EPW	Q3 2020
<ul style="list-style-type: none"> <li>○ Council workshop</li> <li>○ Consider Draft Report</li> <li>○ OCP Update</li> </ul>	Q4 2020	Q4 2020		Q4 2020
<ul style="list-style-type: none"> <li>○ OCP Update</li> </ul>	Q1 2021	Q1 2021		Q1 2021