



Committee of Council Agenda

Tuesday, October 20, 2020

2:00 p.m.

Port Coquitlam Community Centre - Wilson Lounge

2150 Wilson Avenue, Port Coquitlam, BC

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, October 20, 2020, Committee of Council Meeting Agenda be adopted as circulated.

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1. 2021 - 2022 Capital Plan and One-Time Enhancements

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Recommendation:

That Committee of Council approve the projects as listed in the October 20, 2020 staff report, "2021-2022 Capital Plan & One-Time Enhancements" for inclusion in the 2021-2025 Financial Plan Bylaw.

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, October 20, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter

Item 5.1

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

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

Item 5.2

c. labour relations or other employee relations;

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].

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, October 20, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES

2021-2022 Capital Plan & One-Time Enhancements

RECOMMENDATION:

That Committee of Council approve the projects as listed in the October 20, 2020 staff report, “2021-2022 Capital Plan & One-Time Enhancements” for inclusion in the 2021-2025 Financial Plan Bylaw.

REPORT SUMMARY

This report outlines the 2021-2022 draft capital plan and one-time enhancements for inclusion in the 2021-2025 Financial Plan bylaw.

BACKGROUND

Since 2017, the City has used a two-year budget process. This process has been highly successful in achieving competitive pricing for City projects, as well as ensuring projects are delivered on time. The proposed 2021-2022 capital plan and one-time enhancements continue this strategy.

The development of the projects contained within the 2021-2022 capital plan & one-time enhancements are guided by multiple sources including:

- Council’s Action Plan for 2019-2022
- Council requests
- Resident feedback through the budget survey and other channels
- Staff input
- Plans, programs, studies, assessments, investigations and inspections
- City policies for Financial Management, Operating Costs of Capital.

2021-2022 one-time enhancements fund a range of projects to help the City plan for the future, while the 2021-2022 Capital Plan builds on recent plans through continued investment in the renewal of the city’s core infrastructure. A focus on “Getting the Basics Right” addresses infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, road/lane paving, pedestrian safety, and traffic calming.

The development of this plan required extensive coordination with all City departments. The process to develop the plan started at the end of 2019 with approval of the 2020-2021 capital plan and one-time decision packages. Since approval of the 2020-2021 plan, new information has become available requiring amendments to 2021. Amendments can be the result of new opportunities, risks, or unforeseen costs. In other cases, time-sensitive needs have also arisen requiring new project additions to the 2021 portion of the plan.

To prepare for 2022, council and staff were provided an opportunity to submit budget requests for consideration in the summer. These requests were reviewed and screened by management prior to being incorporated into the draft plan for consideration of Council.

DISCUSSION

Capital Plan Highlights

Infrastructure is one of the City's top priorities which is reflected in the 2021-2022 capital plan. Building on recent plans, the 2021-2022 plan has a continued focus on renewal of our core infrastructure while new expenditures align with "Getting the Basics Right" and address infrastructure gaps with improvements to parks, sidewalks, intersections, streetlights, road/lane paving, pedestrian safety and traffic calming. The plan also includes specific projects which align with the recommendations of the Downtown Action Plan

Capital projects have been consolidated and sorted into three main categories:

1. Neighbourhood Infrastructure Rehabilitation – This category is intended to fund the replacement or renewal of existing civil infrastructure, including roads, water, sewer, storm, and associated pump stations and culverts.
2. Other Rehabilitation – This category is intended to fund all other capital renewal and replacement, prioritized corporately (such as facilities, parks, recreation, software etc.)
3. New – This category is for new assets, and in the long term will include the previously unfunded capital projects.

This format is intended to highlight and draw attention to what the City is doing to maintain existing assets and reduce the city's infrastructure backlog (categories 1 and 2), compared to new initiatives (category 3). Prioritization of categories 1 and 2 is consistent with policies in the City's Official Community Plan.

Proposed amendments to the 2021 capital program are further detailed in Attachment 1, but highlights of the amendments include:

- Accelerated timing for the Coquitlam River sanitary siphon
- Reduced neighbourhood design fees for 2022 because of a modified scope
- Planning for rehabilitation of the building envelope at City Hall

2021-2022 Capital Plan & One-Time Enhancements

The full 2022 capital program is detailed in Attachment 1, but the highlights of the draft 2022 capital program are as follows:

- \$3,905,000 for major utility facility replacements/upgrades (culverts, pump stations, valves)
- \$9,145,000 for road paving and utility replacements (water, sewer, drainage)
- 1.3 km of new sidewalk and 1.2 km of multi-use paths
- \$1,230,000 for sidewalk and pedestrian safety improvements
- \$150,000 for traffic calming
- \$200,000 for new streetlights
- \$400,000 for lane paving
- \$405,000 for school/park road safety improvements
- \$1.74M for park rehabilitation (turf replacement, skate bowl resurfacing, sport court amenities, athletic field upgrades, tennis court lighting)
- \$60,000 for Trail Signage and Network Upgrades
- McAllister Bridge Rehabilitation - Design
- Veterans and Leigh Square - Design
- Kingsway Avenue Road Improvement Construction (Tyner to Coast Meridian)
- Spray Park – Design
- Downtown Public Art

One-Time Enhancements Highlights

One-time enhancements are brought forward in response to Council and staff requests in conjunction with Council priorities and action items. The proposed projects for 2021 and 2022 are intended to address customer service, organizational efficiencies, infrastructure condition assessments, and to facilitate planning for future development. Highlights include:

- Coast Meridian Overpass inspection
- Hyde Creek recreation centre facility assessment
- Integrated stormwater management planning
- Climate Change Adaptation Plan

FINANCIAL IMPLICATIONS

The 2021 proposed amendments would result in a net \$1,370,600 increase to the 2021 capital plan, making the revised total \$28.0 million. The total cost of the proposed 2022 capital plan is \$22.7 million. Attachment 1 provides a listing of the projects and a breakdown of costs between Neighbourhood Rehabilitation, Other Rehabilitation, and New.

2021-2022 Capital Plan & One-Time Enhancements

A further \$193,600 of one-time enhancements are proposed for 2021, bringing the revised total to \$688,000. The total cost of proposed 2022 one-time enhancements is \$74,800. Attachment 2 provides a listing of the projects.

Over the last few years, the amount of funding coming out of the City's reserves to fund the capital program & one-time enhancements has exceeded the annual contributions into these funding sources. As recent capital plans have largely depleted available reserve balances, future plans will need to be scaled down in scope, or additional sources of funds will be required.

The following tables outline the projected reserve balances based on the proposed plan.

	Dec 31, 2020 Estimated Ending Balance	2021 Interest & Contribution	2021 Projects & Transfers	Dec 31, 2021 Estimated Ending Balance	2022 Interest & Contribution	2022 Projects & Transfers	Dec 31, 2022 Estimated Ending Balance
RESERVE:							
Operating Reserves	3,823,491	227,778	-	4,051,269	229,391	(133,000)	4,147,659
Capital Reserves	32,435,609	15,769,916	(21,222,233)	26,983,292	15,479,552	(20,181,600)	22,281,244
Long Term Infrastructure Reserves	12,179,478	1,609,201	(642,000)	13,146,679	1,618,873	(642,000)	14,123,551
Other Reserves	9,459,052	1,145,660	(2,615,000)	7,989,711	1,143,541	(100,000)	9,033,253
Legacy Capital Reserves	2,175,055	16,701	(1,009,900)	1,181,856	7,794	(805,000)	384,650
Total	\$60,072,684	\$18,769,256	\$(25,489,133)	\$53,352,807	\$ 18,479,151	\$(21,861,600)	\$49,970,358

	Dec 31, 2020 Estimated Available Balance	2021 Transfers	2021 Projects	Dec 31, 2021 Estimated Available Balance	2022 Transfers	2022 Projects	Dec 31, 2022 Estimated Available Balance
Accumulated Surplus							
General	\$ 815,689	\$ -	\$ (732,400)	\$ 83,289	\$ -	\$ -	\$ 83,289
Sewer	790,034	-	-	790,034	-	-	790,034
Water	(104,380)	-	-	(104,380)	-	-	(104,380)
Total	\$1,501,343	\$ -	\$(732,400)	\$768,943	\$ -	\$ -	\$768,943

OPTIONS (✓ = Staff Recommendation)

#	Description
✓ 1	Approve the proposed plan
2	Adjust the proposed plan (funding sources and/or projects accordingly)

ATTACHMENTS

Att#1: 2021-2022 capital plan project listing

Att#2: 2021-2022 one-time enhancement project listing

Lead author(s): Farouk Zaba

Attachment #1 2021-2022 Capital Project Listing

Project	2021 Budget
2022 Neighbourhood Rehab Detailed Design	
Burns Rd Culvert	
Coquitlam River Sanitary Siphon	
Maple Creek Drainage Pump Station	
Mary Hill Sanitary Pump Station	
Nacht Sanitary Pump Station	
Trenton Water PRV Replacement	
Britannia Crescent – Suffolk to Coventry	
Cedar – Prairie to Wright	
Chadwick – St Michael to St Catherine	
Coquitlam – Oxford to York	
Coquitlam – Wellington to Coast Meridian	
Coventry – Suffolk to Westminster	
Fraser – Larch to Cedar	
Glade – Storm and Sanitary Upgrades	
Manning – Storm Sewer Extension	
Mary Hill – Thea to Shaughnessy	
Newberry – Fraser to Laburnum	
Prairie Ave – Coast Meridian to Fremont	
Sandlewood – Laburnum to Barberry	
St Albert – Coast Meridian to St James	
St Catherine – St Albert to Chadwick	
St James – St Albert to Chadwick	
St Michael – Robertson to Chadwick	
Tamarack – Sandlewood to east end	
Toronto – Prairie to south end	
Total Neighbourhood Rehabilitation	\$13,285,000
2021 Fleet Replacement Program	
2021 Laptop and Tablet Replacements	
2021 Network Infrastructure Replacement	
2021 PC Replacement	
2021 Public Safety Building Upgrades	
2021 Software Purchases	
2021 Solid Waste Carts and Locks	
Barrier Fence Replacement (2020-2024)	
Centralized Irrigation Systems (2020-2024)	
City Hall Building Envelope	
Court Resurfacing (2020-2024)	
Fire Department Toughbooks	
Fire Hall #2 Replacement	
Intersection Camera Replacement (2020-2024)	
LED Streetlight Conversion (2018-2021)	
Park Playground Improvements	
PoCo Trail Resurfacing (2020-2024)	
Salt Shed Roof Replacement	
Total Other Rehabilitation	\$4,261,800
2021 Development Infrastructure Gaps	
2021 Pedestrian Safety & Sidewalk Improvements	

Attachment #1 2021-2022 Capital Project Listing

Project	2021 Budget
2021 Traffic Calming	
Bylaw Enforcement Vehicles	
Donald St Path – Wilson Ave to McAllister Ave	
Heavy Rescue Stabilization Equipment	
Intersection Control – Oxford St at Coquitlam Ave	
Intersection Improvements – Shaughnessy St At Eastern Dr	
Land Acquisition	
Lane Paving (2021-2025)	
McAllister Ave Improvements	
School and Park Road Safety Improvements	
Streetlight Expansion (2021-2025)	
Transit Shelters (2020-2024)	
Total New	\$10,445,500
Total 2021 Capital Program	\$27,992,300

Project	2022 Budget
2023 Neighbourhood Rehabilitation Detailed Design	
Burns Rd Culvert Replacement	
Coquitlam River Sanitary Siphon	
Dominion Avenue Sanitary Main Replacement	
Eastern Water PRV Replacement	
Handley Sanitary Pump Station	
Lions Park Sanitary Main Replacement	
Lougheed Hwy Culvert Replacement	
Maple Creek Drainage Pump Station Replacement	
Mary Hill Sanitary Pump Station Replacement	
Storm Pump Station Generators Upgrades	
Trenton Water PRV Replacement	
Central Ave – Shaughnessy To Tyner	
Kingsway Avenue	
Maple St – McAllister Ave to Wilson Ave	
Raleigh St Water Main - Gordon Ave to Davies Ave	
Shaughnessy St - Marpole Ave to Welcher Ave	
Shaughnessy St - Pitt River Ave to Stafford Ave	
Total Neighbourhood Rehabilitation	\$14,135,000
2022 Fleet Replacement Program	
2022 Information Technology Hardware	
2022 Information Technology Software	
2022 Public Safety Building Upgrades	
2022 Solid Waste Carts & Locks	
Athletic Field Upgrade Program (2022-2026)	
Automated External Defibrillator	
Barrier Fencing Replacement (2020-2024)	
Cemetery Driveway	
Centralized Irrigation Systems (2020-2024)	
City Hall Building Envelope	
Court Resurfacing (2020-2024)	

Attachment #1 2021-2022 Capital Project Listing

Project	2022 Budget
Fire Hall #1 - LED Lighting	
Fire Hall #2 Replacement	
Gates Parks Field #2 Turf Replacement	
Gates Park Tennis Court - LED Lighting	
Intersection Camera Replacements (2019-2024)	
McAllister Pedestrian Bridge Rehabilitation	
Plotter	
PoCo Trail Resurfacing (2020-2024)	
SCADA System Upgrades (2020-2024)	
Skate Bowl Resurfacing	
Sport Court Components (2022-2024)	
Thermal Imaging Cameras	
Trail Signage & Network Upgrades (2022-2024)	
Veterans Park & Leigh Square	
Total Other Rehab	\$5,720,600
2022 Development Infrastructure Gaps	
2022 Sidewalks & Pedestrian Safety Improvements	
2022 Traffic Calming	
Downtown Public Art	
Fleet Telematics System	
Irrigation Expansion (2022-2026)	
Lane Paving (2021-2025)	
School & Park Road Safety Improvements	
Spray Park	
Streetlight Expansion (2021-2025)	
Transit Shelters (2020-2024)	
Traffic Signal – Nicola Ave At Hawkins St	
Total New	\$2,795,000
Total 2022 Capital Program	\$22,650,600

Attachment #2 2021-2022 One-Time enhancement Project Listing

Project	2021 Budget	2022 Budget
Citadel Heights Water Pump Station Assessment	15,000	-
Climate Change Adaptation Strategy	150,000	-
Coast Meridian Overpass Detailed Inspection	100,000	-
Community Policing Vehicle 18-Month Pilot	33,600	16,800
Corporate Office Microfilm Scanning	30,000	-
Extension of Land and Development Facilitator Contract	100,000	-
Fleet Stores Inventory Count	45,000	-
Hyde Creek Recreation Centre Assessment	-	25,000
Integrated Stormwater Management Plan	200,000	-
Tax and Utility Collection at Recreation Facilities Pilot	14,400	-
Tri Cities Cultural Map	-	33,000
Total	\$688,000	\$74,800