

Committee of Council Agenda

Tuesday, November 24, 2020

2:00 p.m.

Meeting will be conducted virtually

Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

That the Tuesday, November 24, 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:

- *October 20, 2020*
- *October 27, 2020*
- *November 3, 2020.*

4. REPORTS

4.1. Zoning Amendment Bylaw - 1611 Manning Avenue - Request for Extension

19

Recommendation:

That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4107 to February 12, 2021.

4.2. 2020 Q3 Operating Variance and Action Plan Update

21

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, November 24, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:

Item 5.1

c. labour relations or other employee relations;

Item 5.2

g. litigation or potential litigation affecting the municipality;

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

Item 5.3

a. personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

c. labour relations or other employee relations.

Item 5.4

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

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

9. ADJOURNMENT

9.1. Adjournment of the Meeting

Recommendation:

That the Tuesday, November 24, 2020, Committee of Council Meeting be adjourned.

10. MEETING NOTES



Committee of Council Minutes

Tuesday, October 20, 2020

Port Coquitlam Community Centre - Wilson Lounge

2150 Wilson Avenue, Port Coquitlam, BC

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

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, 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

Moved-Seconded:

That Committee of Council recommend that an additional \$40,600 be approved in 2021 for Public Safety Building Upgrades, funded by the General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$167,600 be approved in 2022 for 2022 Public Safety Building Upgrades funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$65,500 be approved in 2021 for a Bylaw Enforcement Vehicle, funded by the General Capital Reserve.

Secondary Motion:

Moved-Seconded:

That the motion on the floor be postponed pending additional information from staff.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$75,000 be approved in 2021, \$575,000 in 2022, and \$250,000 in 2023 for the City Hall Building Envelope, funded by the General Capital Reserve (\$710,000) and the Building Maintenance Reserve (\$190,000).

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$15,000 be approved in 2021 for the Salt Shed Roof Replacement, funded by the General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that an additional \$575,000 be approved in 2021 for the Fleet Replacement Program, funded by the Vehicle and Equipment Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that an additional \$15,000 be approved in 2021 for the Coquitlam River Sanitary Siphon, funded by the Sewer Infrastructure Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that an additional \$15,000 be approved in each of 2022, 2023 and 2024 for Court Resurfacing, funded by the General Capital Reserve (\$15,000) and Parks DCC Interest (\$30,000).

Carried

Moved-Seconded:

That Committee of Council recommend that \$1,290,000 be approved in 2022 for the 2022 Fleet Replacement Program funded by Vehicle and Equipment Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$450,000 be approved in 2022 for 2022 Information Technology Hardware funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$120,000 be approved in 2022 for 2022 Information Technology Software funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$100,000 be approved in 2022 for 2022 Solid Waste Carts & Locks funded by Cart Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$50,000 be approved in each of 2022, 2023, 2024, 2025 and 2026 for Athletic Field Upgrades funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$25,000 be approved in 2022 for Automated External Defibrillator Replacement funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$50,000 be approved in 2022 for the Cemetery Driveway funded by Cemetery Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$10,000 be approved in 2022 for Fire Hall #1 LED Lighting funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$370,000 be approved in 2022 for design of the Fire Hall #2 Replacement funded by General Capital Reserve.

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

Opposed (1): Councillor Washington

Carried

Moved-Seconded:

That Committee of Council recommend that \$1,400,000 be approved in 2022 for Gates Park Field #2 Turf Replacement funded by General Capital Reserve (\$750,000) and Artificial Turf Reserve (\$650,000).

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$225,000 be approved in 2022 for Gates Park Tennis Court –LED Lighting funded by General Capital Reserve.

Secondary Motion:

Moved-Seconded:

That the motion on the floor be postponed pending additional information from staff.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$150,000 be approved in 2022 for McAllister Pedestrian Bridge Rehabilitation funded by General Capital Reserve (\$130,000) and Water Infrastructure Reserve (\$20,000).

Secondary Motion:

Moved-Seconded:

That the motion on the floor be postponed pending additional information from staff.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$20,000 be approved in 2022 for Plotter Replacement funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$60,000 be approved in 2022 and \$140,000 in 2023 for Skate Bowl Resurfacing funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$30,000 be approved in each of 2022, 2023 and 2024 for Sport Court Component Replacement funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$60,000 be approved in 2022 for Thermal Imaging Camera Replacement funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$60,000 be approved in 2022, \$140,000 in 2023, and \$105,000 in 2024 for Trail Signage & Network Upgrades (2022-2024) funded by General Capital Reserve.

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

Carried

Moved-Seconded:

That Committee of Council recommend that \$185,000 be approved in 2022 and \$2,750,000 in 2023 for Veterans Park & Leigh Square funded by General Capital Reserve.

Amendment:

Moved-Seconded:

That funding for 2023 be deleted from the motion.

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

Carried

Amended Motion:

That Committee of Council recommend that \$185,000 be approved in 2022 for Veterans Park & Leigh Square funded by General Capital Reserve.

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

Carried

5. COUNCILLORS' UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

Mayor West provided an update on City business.

7. CAO UPDATE

CAO provided an update on City business.

8. RESOLUTION TO CLOSE

8.1 Resolution to Close

Moved-Seconded:

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].

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, October 20, 2020, Committee of Council Meeting be adjourned at 6:40 p.m.

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

Carried

10. MEETING NOTES

The meeting recesses at 3:20 p.m. and reconvened at 3:40 p.m. for closed session.

The meeting recesses at 3:56 p.m. and reconvened at 4:10 p.m. for closed session.

The meeting recesses at 4:20 p.m. and reconvened at 4:30 p.m. for closed session.

The meeting recessed at 5:15 p.m. and reconvened at 5:35 p.m.

The meeting recesses at 6:30 p.m. and reconvened at 6:35 p.m. for closed session.

Mayor

Corporate Officer



Committee of Council Minutes

Tuesday, October 27, 2020

Port Coquitlam Community Centre - Wilson Lounge
2150 Wilson Avenue, Port Coquitlam, BC

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

Absent: Councillor Washington

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, October 27, 2020, Committee of Council Meeting Agenda be adopted with the following changes:

- *Deletion item 4.4*

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

Absent (1): Councillor Washington

Carried

3. CONFIRMATION OF MINUTES

3.1 Minutes of Committee of Council

Moved-Seconded:

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

- *October 13, 2020.*

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

Absent (1): Councillor Washington

Carried

4. REPORTS

4.1 Coach House Development Permit Application – 1197 Fraserview Street

Moved-Seconded:

That Committee of Council approve Development Permit DP000426 to regulate a coach house development at 1197 Fraserview street.

Subsequent Motion:

Moved-Seconded:

That the motion on the floor (approval of Development Permit DP000426) be postponed pending further information from staff on building shadowing.

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

Absent (1): Councillor Washington

Carried

4.2 Community Centre Update July - September 2020

Staff provided an update and answered questions from Council.

4.3 RCMP 2020 - T2 Trimester Report

RCMP presented the 2020-T2 Trimester report and answered questions from Council.

4.4 2021 - 2022 Capital Plan & One-Time Enhancements (continued from October 20th)

This item was deleted from the agenda.

5. COUNCILLORS' UPDATE

Council provided updates on City business.

Moved-Seconded:

That Council direct staff to provide a report exploring options to ban the use of rodenticide on City properties.

Subsequent Motion:

Moved-Seconded:

That the motion on the floor (staff report on rodenticide) be postponed pending further information from staff.

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

Carried

Moved-Seconded:

That Council appoint a staff representative to serve on the Tri-Cities Food Security Committee.

Subsequent Motion:

Moved-Seconded:

That the motion on the floor (staff representative on the Tri-Cities Food Security Committee) be postponed pending further information about committee requirements, e.g. attendance expectations, terms of reference.

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

Opposed (1): Councillor Darling

Carried

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, October 27, 2020, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the

Community Charter:

Item 5.1

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

Item 5.2

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].

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

Absent (1): Councillor Washington

Carried

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, October 27, 2020, Committee of Council Meeting be adjourned at 9:55 p.m.

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

Absent (1): Councillor Washington

Carried

10. MEETING NOTES

None.

Mayor

Corporate Officer



Committee of Council Minutes

Tuesday, November 3, 2020

Port Coquitlam Community Centre - Wilson Lounge
2150 Wilson Avenue, Port Coquitlam, BC

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

1. CALL TO ORDER

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

2. ADOPTION OF THE AGENDA

2.1 Adoption of the Agenda

Moved-Seconded:

That the Tuesday, November 3, 2020, Committee of Council Meeting Agenda be adopted with the following changes:

- *Addition of item 4.5*

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

Carried

3. CONFIRMATION OF MINUTES

None.

4. REPORTS

4.1 Rezoning Application - 1300 Dominion Avenue

Moved-Seconded:

That Committee of Council recommend to Council that:

1. *The zoning of 1300 Dominion Avenue be amended from A (Agricultural) to DC (District Commercial); and,*

2. *Prior to adoption of the amending bylaws, the following conditions be met to the satisfaction of the Director of Development Services:*

- a. *Demolition of existing structures.*
- b. *Submission of plans, securities and fees for off-site works and services.*

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

Opposed (1): Councillor McCurrach

Carried

4.2 Zoning Amendment Bylaw Extension - 1752 and 1758 Salisbury Avenue

Moved-Seconded:

That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4154 to January 14, 2022.

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 - 1021 Prairie Avenue

Moved-Seconded:

That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4145 to October 8, 2021.

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

Carried

4.4 Tree Bylaw Amendment

Moved-Seconded:

That Committee of Council direct staff to prepare amended bylaws to incorporate the changes outlined in the report.

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

Carried

Moved-Seconded:

Amendment:

That "Table 1 - Recommended Amendments to Tree Bylaw No. 4108", Issue 7, be amended to replace the words "two weeks" in the phrase "Add a required posting period of two weeks following tree removal to the bylaw." with the words "one week".

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

Carried

4.5 2020 - 2021 Snow and Ice Response Process

Staff presented the 2020-2021 Snow and Ice Response Process and answered questions from Committee.

5. COUNCILLORS' UPDATE

Council provided updates on City business.

6. MAYOR'S UPDATE

No update.

7. CAO UPDATE

No update.

8. RESOLUTION TO CLOSE

This item was deleted from the agenda.

9. ADJOURNMENT

9.1 Adjournment of the Meeting

Moved-Seconded:

That the Tuesday, November 3, 2020, Committee of Council Meeting be adjourned at 3:23 p.m.

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

Carried

10. MEETING NOTES

None.

Mayor

Corporate Officer

Zoning Amendment Bylaw for 1611 Manning Avenue – Extension

RECOMMENDATION:

That Committee of Council extend the date of expiry for adoption of Zoning Amendment Bylaw No. 4107 to February 12, 2021.

PREVIOUS COUNCIL/COMMITTEE ACTION

At the Council meeting on February 12th, 2019, the following motion was passed:

- 1) That Council give Zoning Amendment Bylaw No. 4107 for 1611 Manning Avenue third reading.

At the Committee of Council meeting January 8, 2019, the Committee recommended to Council that:

- 1) The zoning of 1611 Manning Avenue be amended from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4); and
- 2) Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:
 - (a) Completion of design and submission of fees and securities for off-site works and services.

REPORT SUMMARY

This report describes a request to extend the expiry date of Zoning Amendment Bylaw No. 4107. There are no issues identified in the report with respect to extending the one year deadline for bylaw adoption and approval is recommended.

BACKGROUND

On February 12, 2019, Council gave third reading to a zoning bylaw amendment to rezone the property at 1611 Manning Avenue from RD (Residential Duplex) to RS4 (Residential Single Dwelling 4).

The Development Procedures Bylaw requires adoption of an amending bylaw within one year; the Delegation of Authority Bylaw provides the Committee of Council with authority to issue time extensions for Council consideration of adoption of a Zoning Bylaw amendment for a period of up to one year from the initial one-year period. The applicant was unable to complete the required conditions of bylaw adoption by February 12, 2020 and has requested a one-year extension.

DISCUSSION

The applicant advised that there were unanticipated delays with the completion of design for off-site works and services that impacted their ability to meet the required conditions prior to the

1611 Manning Avenue – Request for Extension


expiry. However, they have been working with staff to address the outstanding conditions and they are now close to being completed. As the bylaw expired in the spring of this year, it needs to be renewed prior to finalizing these conditions and the applicant providing their fees and securities.

The site remains occupied and well-kept as it awaits redevelopment and there has not been any security issues or concerns noted to the City. There have been no changes in policy or regulations that would impact the site and staff recommend approval of the requested extension.

FINANCIAL IMPLICATIONS

None.

OPTIONS (✓ = Staff Recommendation)

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

Lead author(s): Graeme Muir

RECOMMENDATION:

None.

REPORT SUMMARY

This report summarizes the City's ongoing operating revenues and expenses up to the end of October 2020 and provides an update to the year end forecast provided in the Q2 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 were prepared with the assumption that approved levels of service as of the end of October would continue until year end, including the gradual reopening of some facilities and services planned for the late fall and winter. The impact of the November 7, 2020 Provincial Health Order is not included in this report. In the coming weeks, staff will continue to monitor what this impact may be. 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.

The issues surrounding COVID-19 have been prominent around the world since earlier this year. Through 2020, the financial impacts of COVID-19 have largely been mitigated and managed by closing facilities and reducing expenses. 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 approved at the end of October would continue until yearend. The November 7 Provincial Health Order required some programs and activities to be cancelled and to help prevent the spread of COVID-19, some facilities were closed. 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.

On November 2, 2020, the provincial government advised that the City would be receiving a \$5,622,000 grant under the COVID-19 Safe Restart Grant for Local Governments. This funding is intended to be used to ensure local governments can continue to deliver the services people depend on in their communities. The grant funds are not included in this report as the potential uses for the funds have not yet been fully assessed. Over the coming months staff will be reviewing potential

2020 Q3 Ongoing Operating Variance and Action Plan Update Report

uses of these funds for Council to consider. It is anticipated that the funds will be utilized over time as required for things such as lost revenue, increased expenses, enhancements related to technology (moving online or e-services) or touchless facility infrastructure.

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 Q3 forecast suggests year-end revenues will be lower than budget by \$2.37 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 lower 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 (\$3.74 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 \$1.38M based on the assumption that operational activities approved as of November 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	\$108,252,200	\$(2,365,600)	97.86%	\$105,012,623	94.93%
Operating Expenses	90,131,671	86,389,827	(3,741,844)	95.85%	65,292,595	72.44%
Excess of Revenue Over Expenses¹	\$20,486,129	\$21,862,373	\$1,376,244	106.72%	\$39,720,028	193.89%

The forecasted positive net result largely relates to investment income and contributions that must be transferred to reserves, rather than accumulated surplus revenue. This includes direct contributions of \$350,000 to the Social Housing Reserve, \$218,000 to the Amenities Reserve, \$150,000 to the Parking Reserve and \$111,000 to the General Capital Reserve. The positive net budget variance will also likely include a portion related to the unrestricted general fund however the amount is expected to be small in relation to the operating budget.

Revenues by Source

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

2020 Q3 Ongoing Operating Variance and Action Plan Update Report

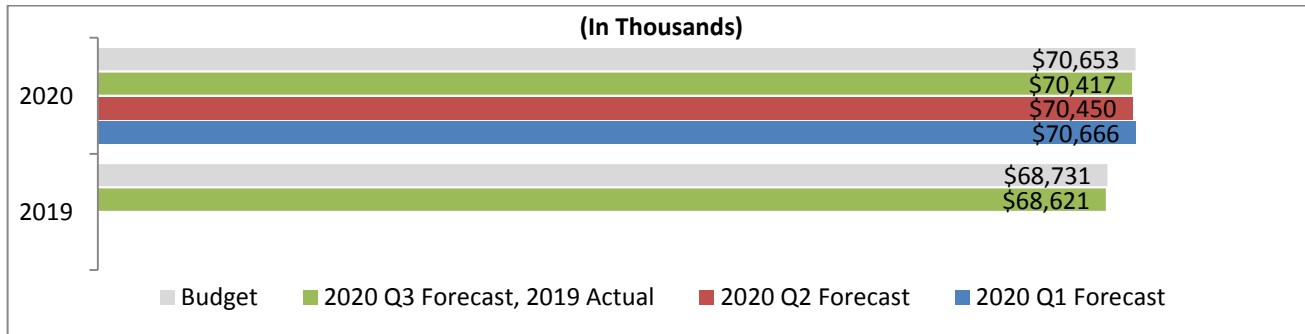
Total operating revenues for 2020 are forecasted at \$108.25 million and are estimated to result in a \$2.37 million or 2.14% unfavourable variance from budget at year-end, largely the result of COVID-19's impact on Recreation revenues. Additionally Translink's reduction of its 2020 major road network funding to the City and the elimination of certain penalties for late property tax and utility payments will reduce revenues compared to budget. These reductions are offset primarily by investment income as the City's property tax and utility collection rate in September was strong as well as other revenue as a result of certain direct reserve contributions received during the year.

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.

	2020 Budget	2020 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2020 YTD	YTD % of Budget
Taxation and Other Levies	\$70,652,950	\$70,417,297	\$(235,653)	99.67%	\$70,036,794	99.13%
Utility Charges	24,860,500	24,755,949	(104,551)	99.58%	23,088,757	92.87%
Sale of Services	7,181,050	4,412,041	(2,769,009)	61.44%	3,087,547	43.00%
Contributions	2,022,100	1,276,115	(745,985)	63.11%	1,217,856	60.23%
Permits and Licenses	2,672,500	2,859,560	187,060	107.00%	2,761,179	103.32%
Investment Income	2,578,300	3,178,932	600,632	123.30%	3,713,188	144.02%
Penalties and Fines	494,000	273,534	(220,466)	55.37%	259,568	52.54%
Other Revenue	156,400	1,078,772	922,372	689.75%	847,734	542.03%
Total Operating Revenue	\$110,617,800	\$108,252,200	\$(2,365,600)	97.86%	\$105,012,623	94.93%

Taxation and Other Levies

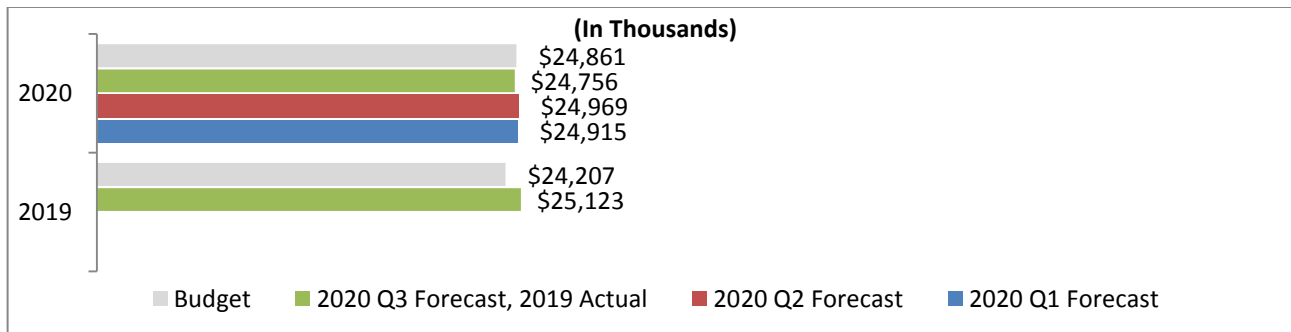
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The unfavourable variance is due to a property supplementary assessment decision received in 2020 that will result in a reduction compared to 2020 budgeted taxation revenue of \$236,000.

As of September 30, 2020, 96.83% of property tax had been collected and as of November 6, 2020, 98.23% of property tax has been collected. Despite COVID-19, the City is on track to collect taxation revenues at a similar rate compared to previous years.

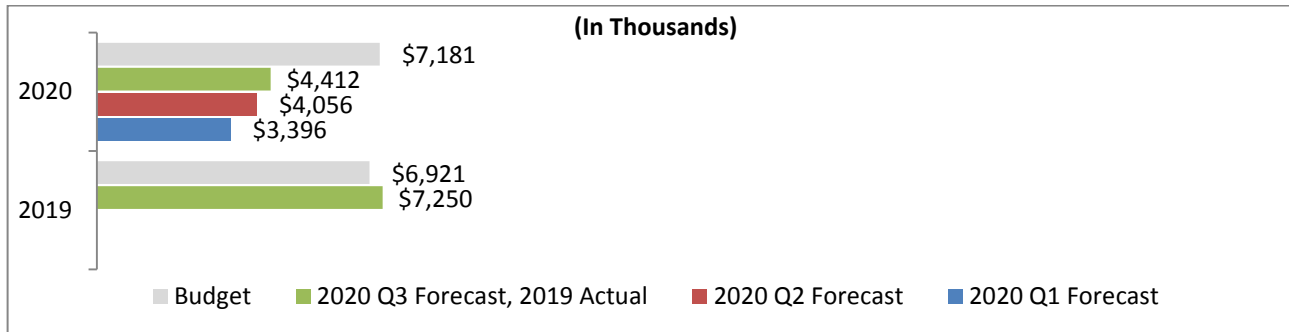
Utility Charges



The unfavourable variance of \$105,000 is due to lower water and sewer metered revenue as a result of reduced usage of the systems. As of September 30, 2020, 95.07% of utility charges billed to date had been collected and as of November 6, 2020, 96.15% of utility charges billed to date have been collected. Similar to taxation, the City is on track to collect its utility charges consistent with previous years.

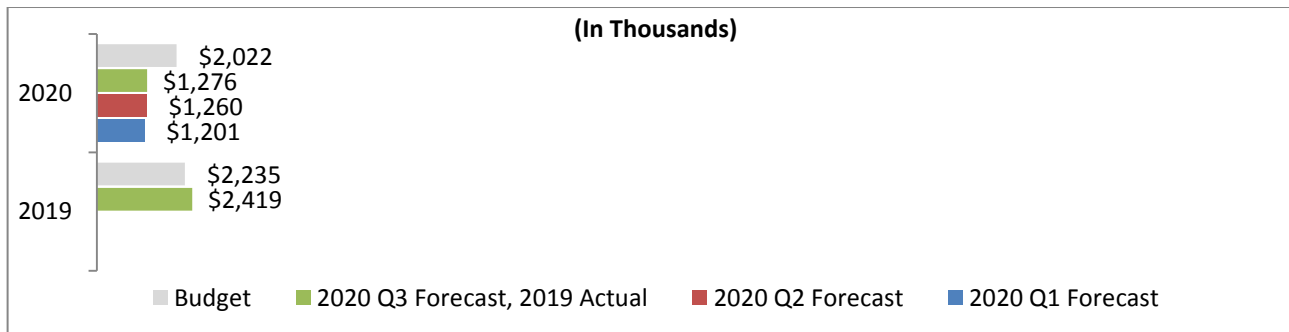
Sales of Services

2020 Q3 Ongoing Operating Variance and Action Plan Update Report



The unfavourable variance is primarily due to the closure and subsequent reduction in pre-COVID-19 programming at the City's recreation facilities in 2020. The Recreation department's 2020 revenue budget is \$4.33 million, however, the forecasted Recreation revenue for 2020 is \$1.75 million taking into account certain targeted reopening activities during the second part of 2020, including outdoor pools during the summer as well as the arenas more recently. The recent Provincial Health Order will impact this forecast, with the closures resulting in an additional reduction to revenue. The extent of the reduction will depend on the length of the closures and the ability to safely restart some of the programs once again.

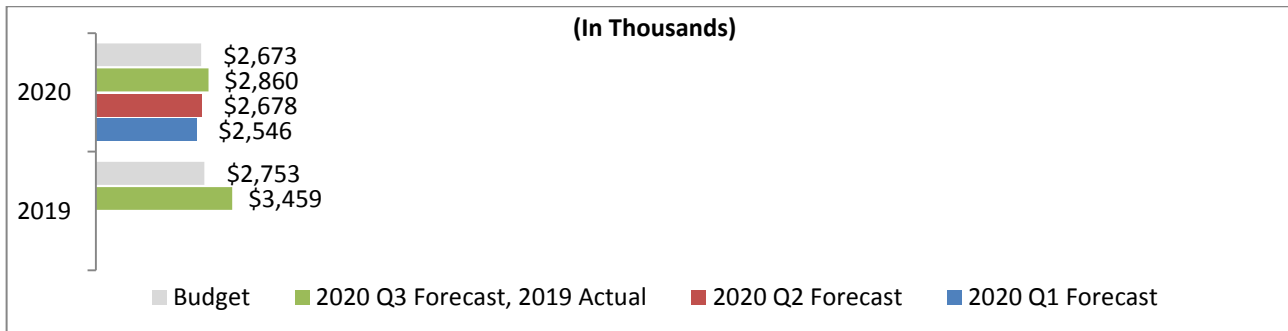
Contributions



The unfavourable variance is due to Translink's elimination of its Q2-Q4 2020 major road network payments to the City. The Q1 contribution was received from Translink and currently forms the total of the 2020 major road network funding revenue, which represents a decrease of \$864,000 compared to budget. In years where MRN operating costs exceed the annual TransLink contribution, the City can draw from the MRN reserve to fund these excess costs. There is sufficient room in the reserve to meet the City's current needs which reduces the impact of this one time revenue reduction, however if the contribution reduction is maintained going forward it may become an issue to be addressed.

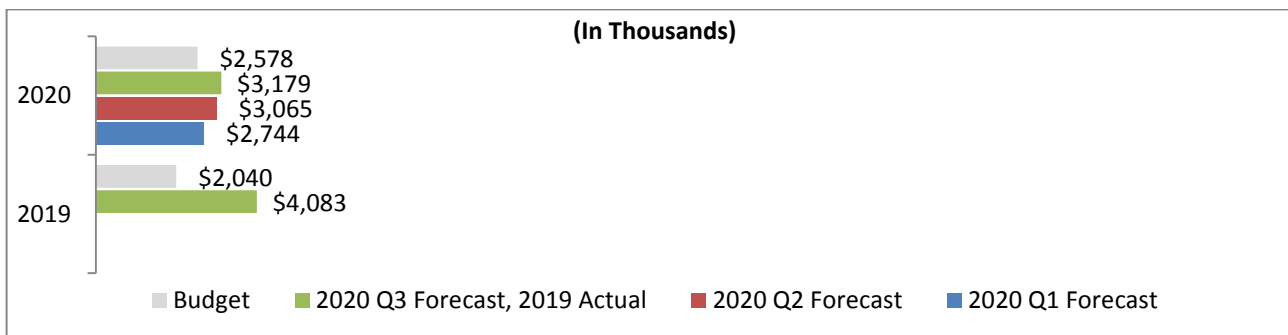
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Permits and Licenses



Positive variance of \$187,000 is due to higher than expected building inspection activity and greater business license revenue compared to budget and Q2 forecast.

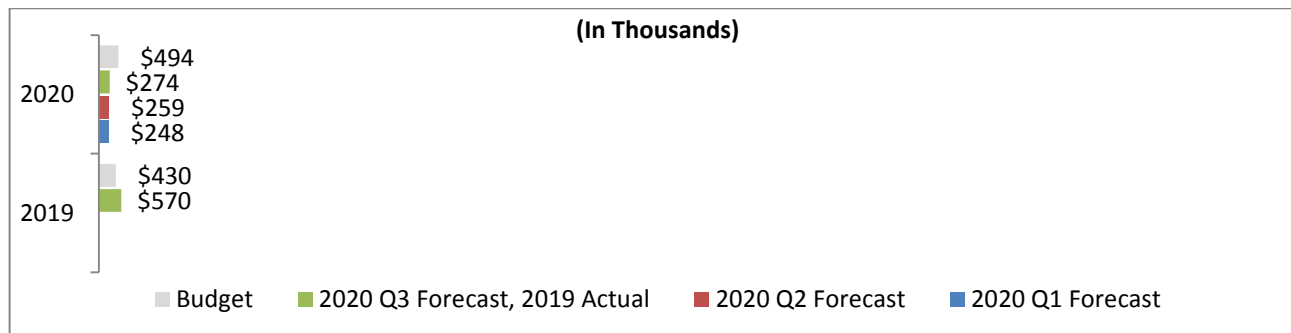
Investment Income



The projected favourable variance of \$601,000 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 asset balance as the City continues to fund a large capital program. As nearly all 2020 property tax and utility charges were collected by the end of September, the City has been able to maintain more funds in its investments than projected in Q2.

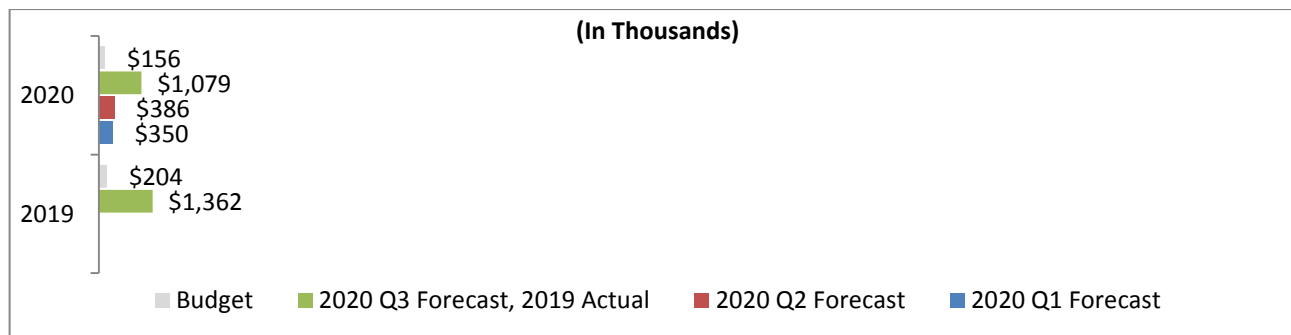
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Penalties and Fines



The unfavourable variance of \$220,000 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



The favourable variance of \$922,000 is due to receipt of restricted funds received into the Social Housing, Amenities and Parking Reserves as a result of development applications. As these funds are transferred to reserves for specified purposes, they do not contribute to the available surplus.

2020 Q3 Ongoing Operating Variance and Action Plan Update Report

Expenses by Function

Overall, operating expenses are expected to be \$3.74 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 Water and Sanitary Sewer utilities, Common Services and Development Services. These positive variances are offset by forecasted unfavourable variances in Police Services, largely the result of \$1.3M in earned retirement benefit settlement, and Engineering and Public Works due to early year snow and ice removal costs being greater than budget as well as increased Parks and Fleet costs compared to budget.

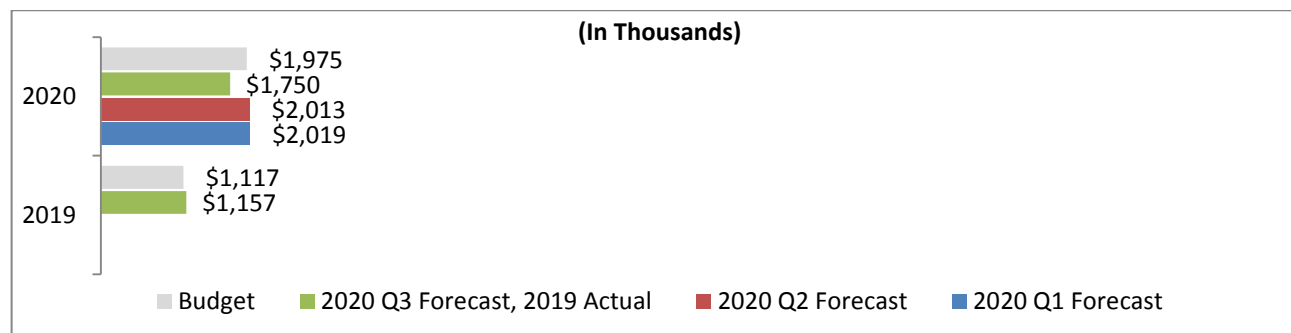
Explanations have been provided on forecasted annual variances that vary from the budget by \$75,000 or 5%. These summaries also include supporting graphs which show 2020 budget and forecasts and 2019 budget and actuals for comparative purposes.

As this is the Q3 report, there remains a 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 for November and December 2020).

	2020 Budget	2020 Annual Forecast	Annual Forecast Variance	Forecast % of Budget	2020 YTD	YTD % of Budget
Common Services	\$1,974,550	\$1,750,208	\$(224,342)	88.64%	\$1,593,024	80.68%
Office of the CAO	415,150	351,980	(63,170)	84.78%	278,004	66.96%
Corporate Support	4,241,071	4,115,652	(125,419)	97.04%	3,126,932	73.73%
Finance	2,336,900	2,198,483	(138,417)	94.08%	1,778,965	76.12%
Human Resources	1,178,750	1,347,800	169,050	114.34%	906,144	76.87%
Engineering & Public Works	9,931,200	10,411,210	480,010	104.83%	8,258,518	83.16%
Recreation	15,489,650	10,632,513	(4,857,137)	68.64%	8,833,991	57.03%
Police Services	16,179,700	17,568,881	1,389,181	108.59%	9,096,347	56.22%
Fire & Emergency Services	13,049,300	13,160,860	111,560	100.85%	10,645,877	81.58%
Development Services	3,553,900	3,439,390	(114,510)	96.78%	2,715,823	76.42%
Solid Waste Operations	4,261,000	4,291,950	30,950	100.73%	3,309,365	77.67%
Water Operations	9,741,700	9,525,200	(216,500)	97.78%	7,683,066	78.87%
Sanitary Sewer Operations	7,778,800	7,595,700	(183,100)	97.65%	7,066,539	90.84%
Total Operating Expenses	\$90,131,671	\$86,389,827	\$(3,741,844)	95.85%	\$65,292,595	72.44%

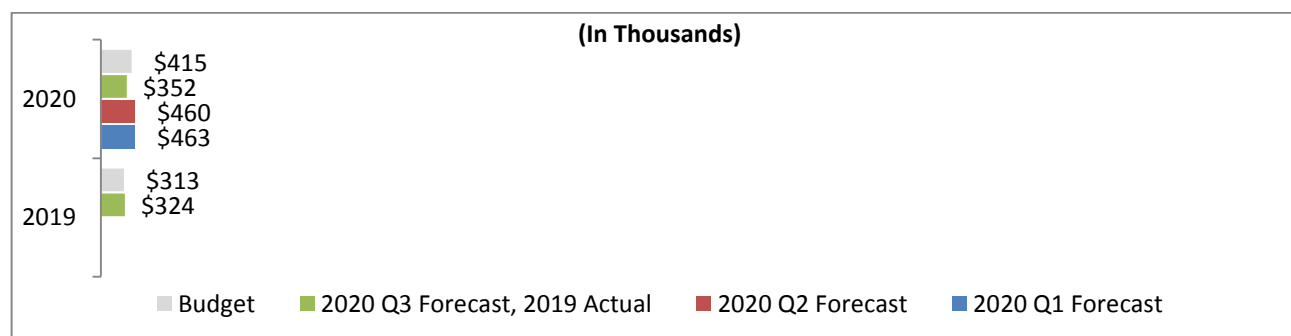
2020 Q3 Ongoing Operating Variance and Action Plan Update Report

Common Services



The favourable variance of \$224,000 is due to the 2020 earnings on the principle payments the City has made on its debt which offset the annual interest expense. The reduced total debt interest costs are offset partially by insurance claims tracking above budget as well as additional COVID-19 related materials and supplies costs. Additionally, the vacancy and contracted services offset budget is still in Common Services rather than being allocated out to departments prior to year end. The offset budgets will be assessed at year end to determine if allocations are appropriate. 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.

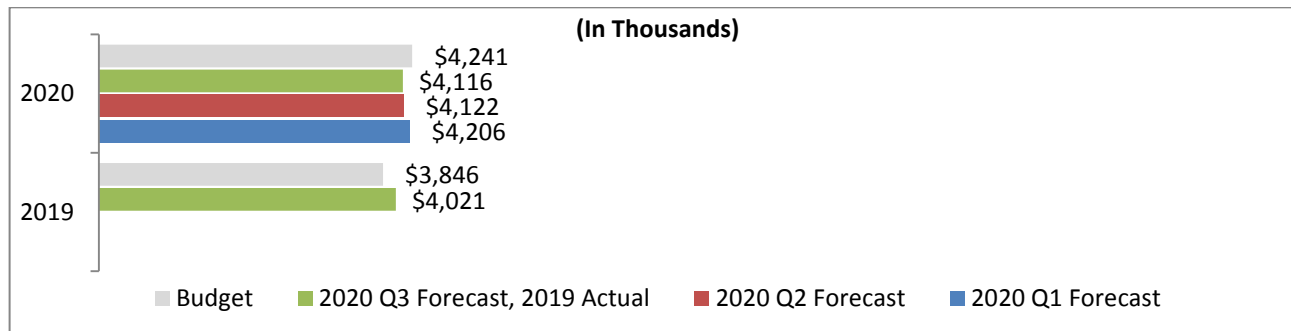
Office of the CAO



The favourable variance of \$63,000 is due to the Strategic Projects Manager position not being filled in 2020. Offsetting these lower costs is 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 in the city hall entrance both during the closure and during property tax payment time. Costs for this program were tracked through the CAO's office. The ambassadors were City staff redeployed from other departments, namely Recreation, that have had reduced staffing as a result of COVID 19. As a result, these were not 'new' costs, but rather costs transferred from elsewhere in the City's operations.

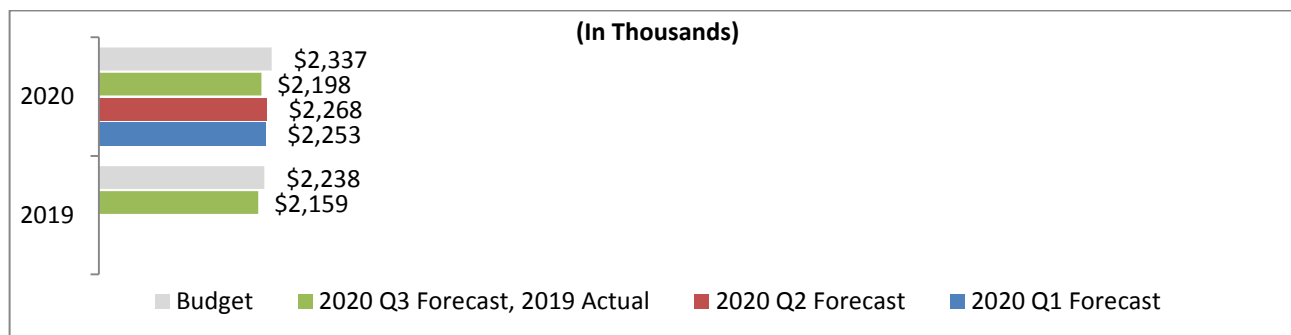
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Corporate Support



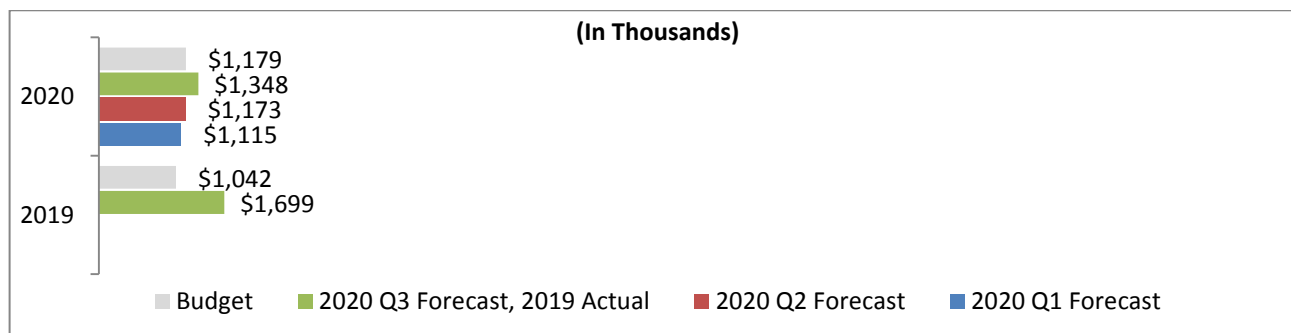
The favourable variance of \$125,000 is due primarily to lower Bylaw Services payroll costs due to a later start for the new additional bylaw officers compared to budget.

Finance



The favourable variance of \$138,000 is due to short term vacancies that have now been filled, less contracted and consulting work compared to budget and the impact of the Director of Finance acting as CAO for December 2020.

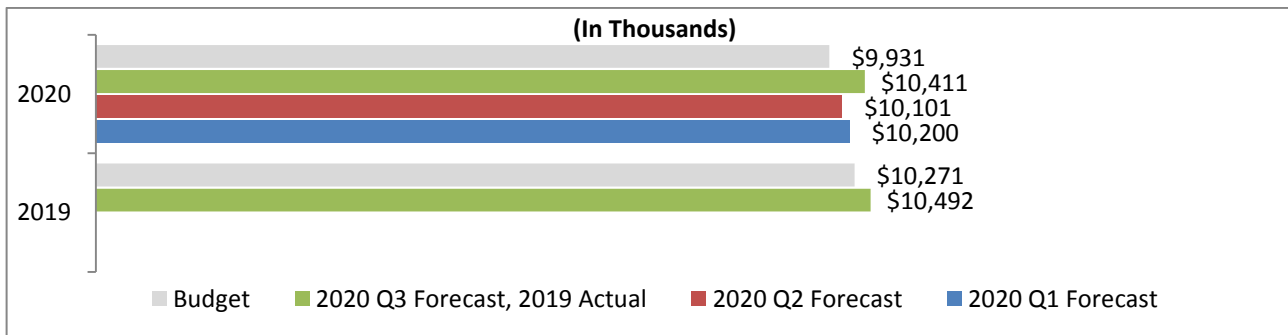
Human Resources



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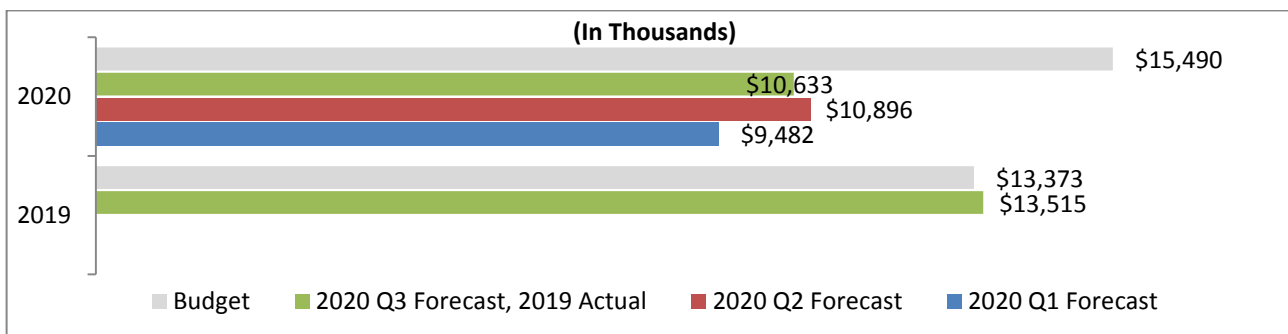
The unfavourable variance of \$169,000 is primarily the result of the final 2020 legal costs relating to arbitrations. These have been partially offset by the cancellation of the BCIT and Supervisory Skills training for 2020 as a result of COVID-19 (which are scheduled to resume in early 2021).

Engineering and Public Works



The unfavourable variance of \$480,000 is mainly attributed to higher than anticipated interments at the Cemetery (\$208,000). Increased Cemetery interment costs are offset by increased revenue. Additionally, there are forecasted costs greater than budget due to increased snow removal costs stemming from extended weather conditions early in the year (\$159,000) and increased vegetation maintenance costs (inspections, pruning and removals) to sustain the health of our urban forest (\$143,000). These unfavourable variances are offset by a number of smaller favourable variances within the department. A number of service level changes have been approved by Council for 2021 for these areas.

Recreation

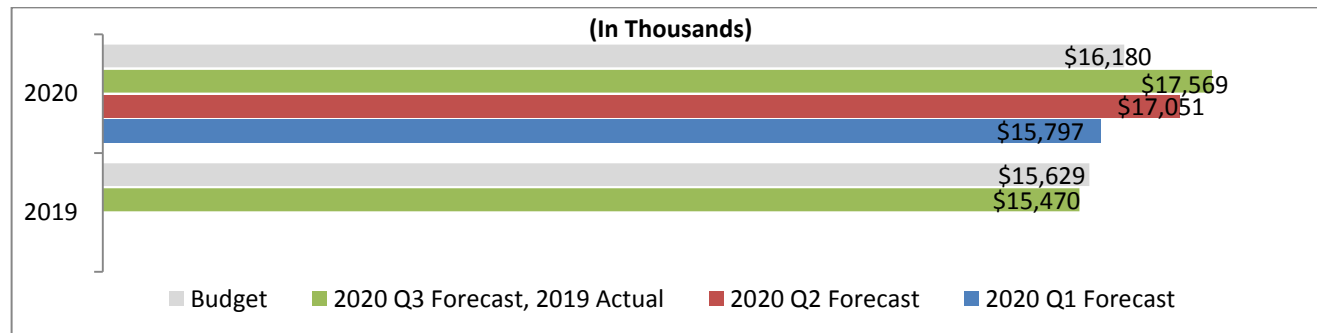


The significant favourable variance of \$4.86 million is due to the impact of closing the City's recreation facilities in the early spring of 2020 as a result of COVID-19. These closures resulted in significant reductions in costs as the majority of Recreation programming was put on hold. Additionally, the City's events related spending has decreased from budget due to public health orders. As public health guidelines and orders were updated, a limited selection of recreation services were reintroduced to provide programming and activities to the community, including the

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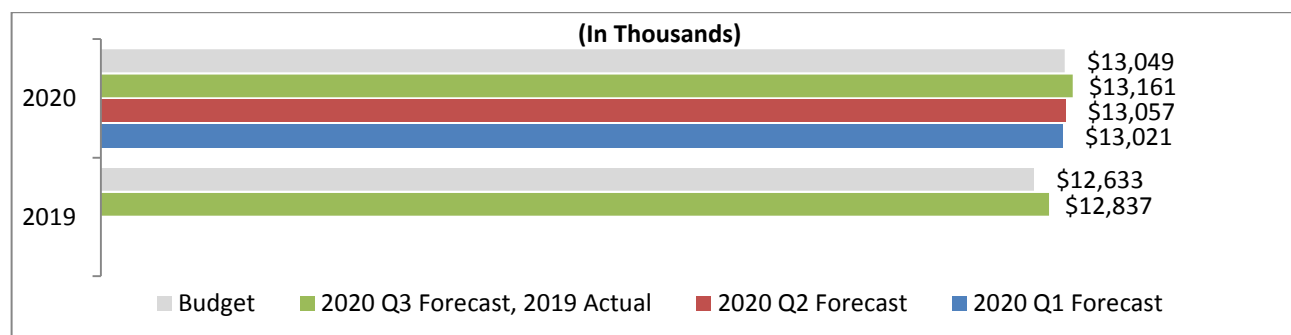
reopening of two of the City's outdoor pools and a limited offering of outdoor summer camp programs. The forecasted expenditure level noted in this report is based upon the assumption that activity levels approved as of November 1, 2020 and planned for the late fall and winter will continue through to the end of the year, however, actual activity levels will continue to vary based on public health orders.

Police Services



The \$1.39 million unfavourable variance is due to a \$1.3M in earned retirement benefit settlement as well as a \$420,000 public safety building cost increase due to an increase in Port Coquitlam police activities, 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 depending on the final 2020 Police Services expenses.

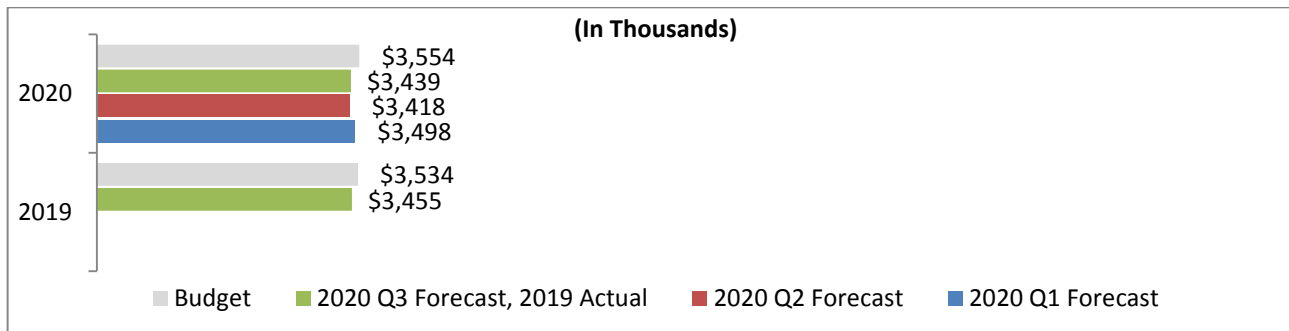
Fire & Emergency Services



The \$112,000 unfavourable variance is primarily the result of more members accessing the Firefighter Early Retirement Incentive Program compared to budget.

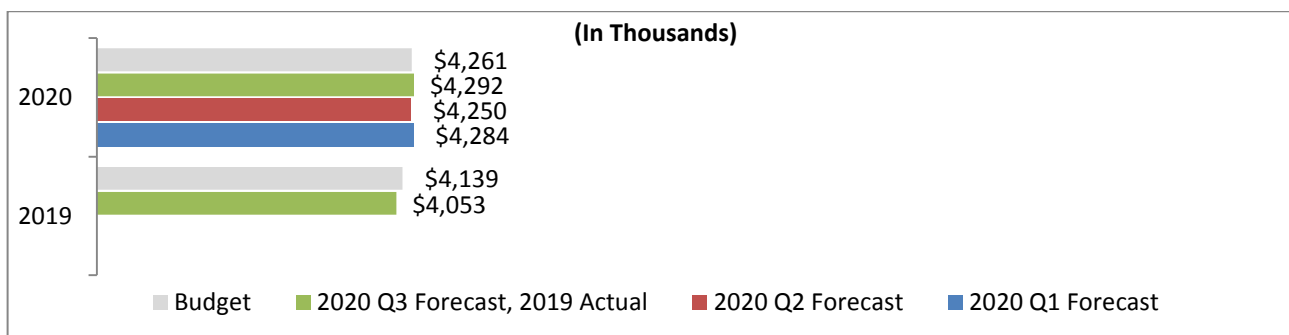
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Development Services



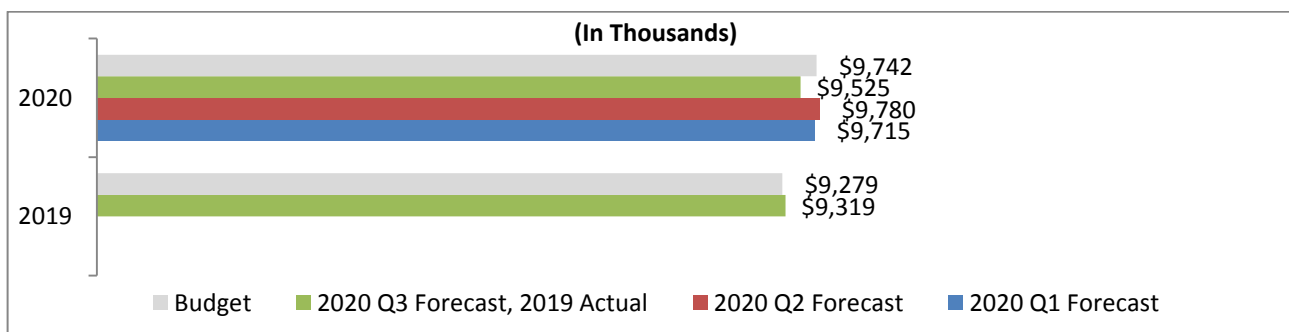
The favourable variance of \$115,000 is due to lower Development Engineering contracted service costs and a staff vacancy due to an extended parental leave in the Planning section for a portion of the year.

Solid Waste Operations



No significant variances forecasted.

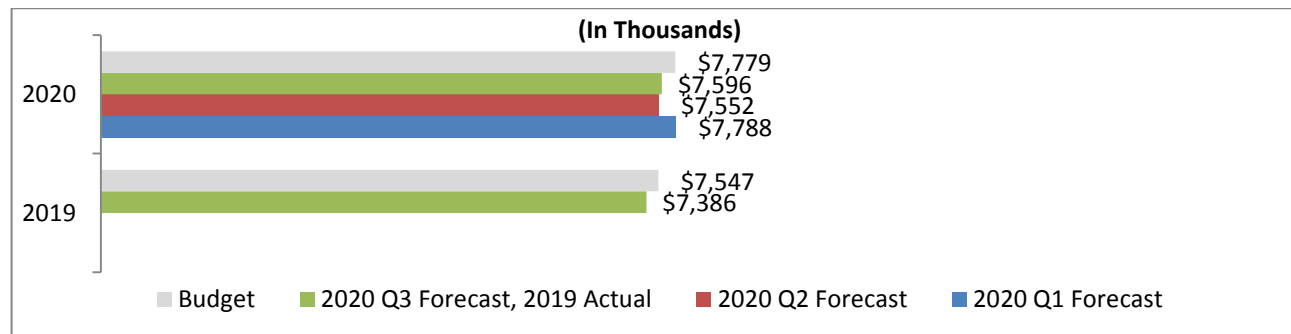
Water Operations



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Favourable variance of \$217,000 due to less water forecasted to be purchased from Metro Vancouver. This is consistent with the lower metered water revenue forecast.

Sewer Operations



Positive variance of \$183,000 is due to reduced reactive maintenance undertaken in the year.

FINANCIAL IMPLICATIONS

COVID-19 has had a significant impact on City operations, with the greatest financial impacts experienced in the Recreation department. Staff will 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 assumed that operational activities approved as of November 1, 2020 would 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 \$1.38M is mostly the result of unbudgeted direct reserve contributions of \$916,000. The general fund annual surplus is forecasted to be close to budget as a result of the COVID-19 cost mitigation measures the City has engaged in since March.

Lead author: Chris Adams-Brush