



# Committee of Council Agenda

Tuesday, June 15, 2021

2:00 p.m.

Virtual Meeting

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Pages

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda

Recommendation:

*That the Tuesday, June 15, 2021, Committee of Council Meeting Agenda be adopted as circulated.*

3. CONFIRMATION OF MINUTES

3.1. Minutes of Committee of Council

1

Recommendation:

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

- *May 25, 2021*
- *June 1, 2021.*

4. REPORTS

4.1. Temporary Use Permit for 2116 Salisbury Avenue

9

Recommendation:

*That the Committee of Council:*

- 1. Authorize staff to provide notice of a temporary use permit application at 2116 Salisbury Avenue; and*
- 2. Advise Council that it supports further consideration of the temporary use.*

4.2. Commemorative Naming Policy

15

Recommendation:

*That Committee of Council recommend to Council that the Commemorative Naming Policy 11.18 be approved.*

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, June 15, 2021, 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;*

*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 5.2

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

Item 5.3

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

Item 5.4

*f. law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;*

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

Item 5.5

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

*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].*

**9. ADJOURNMENT**

**9.1. Adjournment of the Meeting**

Recommendation:

*That the Tuesday, June 15, 2021, Committee of Council Meeting be adjourned.*

**10. MEETING NOTES**

# Committee of Council Minutes

**Tuesday, May 25, 2021**  
**Virtual Meeting**

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

## 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, May 25, 2021, Committee of Council Meeting Agenda be adopted as circulated.*

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:*

- *May 11, 2021.*

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

Carried

#### 4. DELEGATIONS

##### 4.1 School District #43 - RAC & SUPER

School District #43, Random Acts of Caring and Single Use Plastic Elimination Reinforcement Team presented to Committee of Council.

#### 5. REPORTS

##### 5.1 Rezoning Application for 2650 Burleigh Avenue and 2634-2636 Kingsway Avenue

Moved-Seconded:

*That Committee of Council recommend to Council:*

1. *The zoning of 2650 Burleigh Avenue, 2636 Kingsway Avenue, and 2634 Kingsway Avenue be amended from CC (Community Commercial) and RS1 (Residential Single Dwelling 1) to a Comprehensive Development Zone that includes the following provisions:*
  - i. *Ground floor community commercial uses, to a maximum of 170 m<sup>2</sup>;*
  - ii. *Up to 46 residential units;*
  - iii. *Density bonus in the amount of \$50 per square foot for residential floor area proposed in excess of 2,962 m<sup>2</sup> (31,891 ft<sup>2</sup>);*
  - iv. *A minimum of 171m<sup>2</sup> of outdoor amenity area and 94m<sup>2</sup> indoor amenity area.*
2. *Prior to adoption of the amending bylaw, the following conditions be met to the satisfaction of the Director of Development Services:*
  - a. *Demolition of existing structures;*
  - b. *Closure and sale of the lane within the development site;*
  - c. *Consolidation of lots, including dedication of corner cut-offs;*
  - d. *Completion of design and submission of securities and fees for off-site works and services;*
  - e. *Submission of an acoustic study and registration of a legal agreement to ensure for construction in accordance with recommendations of the study; and*
  - f. *Registration of a legal agreement to ensure installation of protective fencing for trees on the adjacent lots prior to any land clearing or demolition activities and that any disturbance of lands identified*

*within the root protection zones are in accordance with the arborist recommendations for these trees.*

- g. *Confirmation of compliance with the Environmental Management Act and Contaminated Sites Regulation for previous commercial uses on-site.*

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

Carried

## **5.2 Development Variance Permit for 2446 Shaughnessy Street**

Moved-Seconded:

*That the Committee of Council:*

- 1. Authorize staff to provide notice of an application to vary the underground servicing requirements for an apartment development at 2446 Shaughnessy Street, and*
- 2. Advise Council that it supports further consideration of Development Variance Permit DVP00080.*

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

Carried

## **5.3 Asset Management Progress Report**

Staff presented the Asset Management Progress Report and answered questions from Committee of Council.

## **5.4 2023 Capital Methodology**

Moved-Seconded:

*That Committee of Council approve reallocating a portion of the Long Term Reserve (LTR) (approximately \$4.53M general, \$892K water, \$669K sanitary) in 2023 to the respective capital reserves for funding the capital plan, and*

*That the 2023 capital plan be prepared consistent with the 2017-2022 capital plans, utilizing the three project categories of neighbourhood rehabilitation, other rehabilitation and new.*

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

Carried

**5.5 Bear Hazard Update**

Moved-Seconded:

*That Staff bring forward an amendment to the Solid Waste Bylaw to have garbage collection companies work with the City to provide bear proof containers for multi-family and business properties.*

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

Carried

Moved-Seconded:

*That staff bring back a report with prioritized options for implementing strategies that address bear hazards.*

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

Carried

**5.6 2021 Q1 Financial Variance and Forecast Report**

Staff presented the 2021 Q1 Financial Variance and Forecast report to Committee of Council.

**6. COUNCILLORS' UPDATE**

No update.

**7. MAYOR'S UPDATE**

Mayor West provided an update on City business.

**8. CAO UPDATE**

No update.

**9. RESOLUTION TO CLOSE**

**9.1 Resolution to Close**

Moved-Seconded:

*That the Committee of Council Meeting of Tuesday, May 25, 2021, be closed to the public pursuant to the following subsections(s) of Section 90(1) of the Community Charter:*

Item 5.1

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

*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].*

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

Carried

## **10. ADJOURNMENT**

### **10.1 Adjournment of the Meeting**

Moved-Seconded:

*That the Tuesday, May 25, 2021, Committee of Council Meeting be adjourned at 5:14 p.m.*

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

Carried

## **11. MEETING NOTES**

None.

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Mayor

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Corporate Officer





# Committee of Council Minutes

Tuesday, June 1, 2021  
Virtual Meeting

Present: Councillor Darling Councillor Penner  
Councillor Dupont Councillor Pollock  
Councillor McCurrach Councillor Washington

Absent: Chair - Mayor West

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## 1. CALL TO ORDER

The meeting was called to order at 2:18 p.m.

## 2. ADOPTION OF THE AGENDA

### 2.1 Adoption of the Agenda

Moved-Seconded:

*That the Tuesday, June 1, 2021, Committee of Council Meeting Agenda be adopted as circulated.*

In Favour (6): 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:*

- May 18, 2021.

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

Carried

**4. REPORTS**

None.

**5. COUNCILLORS' UPDATE**

Council provided updates on City business.

**6. MAYOR'S UPDATE**

No update.

**7. CAO UPDATE**

No update.

**8. RESOLUTION TO CLOSE**

**8.1 Resolution to Close**

Moved-Seconded:

*That the Committee of Council Meeting of Tuesday, June 1, 2021, 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;*

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

*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 5.2

*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 5.3

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

*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;*

*I. 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): 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, June 1, 2021, Committee of Council Meeting be adjourned at 4:31 p.m.*

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

Carried

## **10. MEETING NOTES**

Vice Chair, Councillor Washington chaired the Committee of Council meeting.

Prior to the Call to Order, Vice Chair Washington asked for a moment of silence to honour and remember the lives of the 215 Indigenous children who were tragically taken too soon from their families at a former residential school in Kamloops. Deepest sympathies were sent to the TK'emlús te Secwépemc and surrounding communities.

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Mayor

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Corporate Officer

## Temporary Use Permit – 2116 Salisbury Avenue

### RECOMMENDATION:

That the Committee of Council:

1. Authorize staff to provide notice of a temporary use permit application at 2116 Salisbury Avenue, and
2. Advise Council that it supports further consideration of the temporary use.

### PREVIOUS COUNCIL/COMMITTEE ACTION

July 14, 2020 – Committee of Council approved development permit DP000361 to regulate the development of an affordable housing complex at 2117 Prairie Avenue.

### REPORT SUMMARY

TL Housing wishes to temporarily use a vacant portion of an uninhabited residential property at 2116 Salisbury Avenue for construction office and storage uses to support the construction of the affordable housing complex at 2117 Prairie Avenue. Staff recommend approval.

### BACKGROUND

**Site Context:** The 1,140m<sup>2</sup> (12,270ft<sup>2</sup>) residential property is located on the corner of Salisbury and Flint Street, directly north of Atira's affordable housing development at 2117 Prairie Avenue. The property currently contains an older house which has been unoccupied and boarded up for a number of years. An accessory building at the rear of the property was recently demolished to provide room for the temporary use. Surrounding land use includes single-family, multi-family residential uses and Kwayhquitlum Middle School.

**Policy and Regulations:** The site is zoned RD – Residential Duplex and designated by the Official Community Plan (OCP) as Townhouse.



Location map

The RD zone does not permit commercial construction office and storage uses.

## Temporary Use Permit – 2116 Salisbury Avenue

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 (and 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.

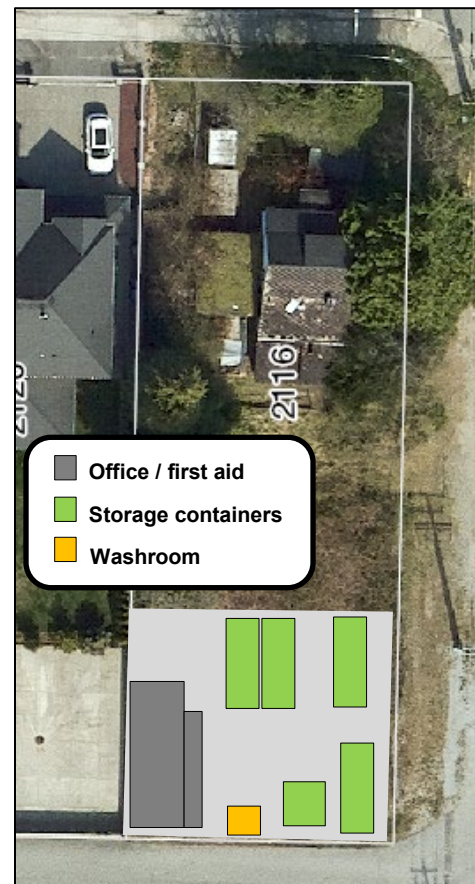
OCP policies provide that the City may consider temporary uses in residential areas such as a presentation center for sales and marketing through issuance of a temporary use permit

**Project Description:** TL Housing wishes to use the rear yard of 2116 Salisbury Avenue for a commercial construction office and storage use to support construction of the Alex affordable housing development at 2117 Prairie Avenue, directly across the lane. The uses include a 480ft<sup>2</sup> modular building containing a site office and first aid room, a washroom building and five storage containers. The combined uses take up approximately 25% of the property, in an area formerly containing a dilapidated garage and an RV.

The applicant advises that they were not able to utilize an area on the development site or enter into encroachment agreements with the City to site these uses on portions of the road or boulevard because of the underground parking and tree preservation areas occupying the majority of the site, the narrow boulevard along Prairie Avenue and the tapered boulevard, power poles and overhead wiring along Flint Street. After exhausting all other options, TL Housing entered into an agreement with the property owner to occupy the rear of the site.

The modular construction office has been sited to back onto the adjacent parcel to limit impact and the entire site has been fenced with a construction fence as shown on the image below.

The applicant has requested the temporary use for up to three years, but anticipates the project will be complete summer of 2022. Once the Alex development is complete, the temporary office and storage containers would be removed and grass replanted.



Site Plan





Photo of site

### **DISCUSSION**

The site has not been occupied by residents for a number of years; future residential use is expected to be through redevelopment as a duplex use.

While the request is to use the site for a commercial use, these uses will be temporary and will help facilitate the development of the adjacent non-market housing development. A building permit has been issued for the construction of the Alex and building is well underway. The uses have been in place for a number of months and neither the City nor TLC Housing has received any complaints.

In keeping with the terms of the Temporary Use Permit, a \$2,500 security would be provided to ensure that the construction office and storage containers are removed upon expiry of the permit and the site restored.

Staff recommend support for the proposal.

## Temporary Use Permit – 2116 Salisbury Avenue


### **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 authorize notification of the public input opportunity that would be scheduled for an upcoming Council meeting.

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

	#	Description
	1	Authorize notification of the temporary use permit application and advise Council that it supports further consideration of the temporary use.
	2	Request staff provide additional information or an amended proposal prior to making a decision on whether or not to proceed with the application.
	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.

### **ATTACHMENTS**

Attachment #1: Draft Temporary Use Permit TU000020

**Lead author:** Bryan Sherrell

THE CORPORATION OF THE CITY OF PORT COQUITLAM

"DEVELOPMENT PROCEDURES BYLAW, 2013, NO.3849"

TEMPORARY USE PERMIT

NO. TU000020

Issued to: DECATHLON INVESTMENTS LTD.  
Address: 1460 APEL DRIVE PORT COQUITLAM BC V3B 2V2

1. This Temporary Use Permit is issued to permit a construction office and storage uses.

For clarity, the temporary use is only permitted for construction activities as permitted by development permit DP000361.

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: 2116 SALISBURY AVENUE  
Legal Description: LOT 21, DISTRICT LOT 465 GROUP 1, NEW WESTMINSTER DISTRICT, PLAN 1189  
P.I.D.: 012-022-021

3. As a condition of the issuance of this permit, the following conditions are imposed:
  - a. The temporary construction office and storage uses shall be restricted to maximum 325m<sup>2</sup> (3,500 ft<sup>2</sup>) area located in the rear yard of 2116 Salisbury Avenue.
  - b. The construction office building, storage containers, and all other structures and equipment associated with the temporary use are to be removed upon on or before the expiry of this permit.
  - c. The temporary use area must be restored to a residential landscape character on or before the expiry of this permit.
4. As set forth in clause 3 above, the Municipality is holding the security set out below to ensure the temporary construction office and storage uses on the subject lands are removed and the landscaping restored following the expiry of this permit. There is filed accordingly:
  - a. An Irrevocable Letter of Credit or cash security in the amount \$2,500 for the purpose of removal and site restoration.
  - 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 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 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.

APPROVED BY THE COUNCIL THE \_\_\_\_ DAY OF \_\_\_\_\_, 2021.

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2021.

\_\_\_\_\_  
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)

# Commemorative Naming Policy

## **RECOMMENDATION:**

*That Committee of Council recommend to Council that the Commemorative Naming Policy 11.18 be approved.*

## **PREVIOUS COUNCIL/COMMITTEE ACTION**

None.

## **REPORT SUMMARY**

This report recommends that a new Commemorative Naming Policy 11.18 (Attachment #1) be implemented. The purpose of the policy is to guide Council when considering a commemorative name for a City park, parts of a park, facility, part of a facility or other civic asset commonly used by the public, on a case by case basis. The policy guidelines will ensure consistency and fairness, and outline key criteria that must be met to determine the appropriateness of a proposed commemorative name.

## **BACKGROUND**

The City's current Naming Parks Policy (see attachment #2) identifies: guidelines for naming park sites in the City according to the type of park, procedures for approval, and requirements for signage. Park names are based on several criteria depending on the type of park, including:

- special features or outstanding geographic significance (eg. Skyline Park)
- historical or cultural significance (eg. First Nation significance)
- geographic location
- school name if park is adjacent to school facilities
- significant or predominate plant or animal native to a park
- adjacent facility
- site theme

The Naming Parks Policy does not address commemorative naming of parks. When the name of an individual, family or organization is being considered for a park or part of a park, the proposed commemorative naming policy will apply.

## **DISCUSSION**

Following discussions with Council regarding consideration of commemorative naming requests, staff have drafted a commemorative naming policy (Attachment # 1). This policy establishes guidelines and criteria to assist Council when considering a commemorative name for a City park,

## Commemorative Naming Policy

parts of a park, facility, part of a facility or other civic asset commonly used by the public, on a case by case basis.

The policy defines commemorative naming of a City park, parts of a park, facility, part of a facility and other civic asset as naming that is established to honour outstanding achievement, distinctive service, or significant community contribution and is not tied to a financial contribution. The policy provides criteria and guiding principles to ensure a consistent and transparent approval process is followed based on key criteria that must be met in order to determine the appropriateness of a proposed commemorative name.


This policy does not apply to:

- City memorial program options, such as park benches, tree dedications, and picnic tables.
- Naming Rights for City properties and facilities (subject to future policy).
- City-owned facilities leased to commercial tenants.
- City core services (City Hall, Fire halls, community police stations).

### **FINANCIAL IMPLICATIONS**

Costs associated with approved Commemorative Names for City parks, parts of parks, facilities, parts of facilities or other civic assets will include the purchase and installation of a dedication plaque and/or related signage which will vary depending on site and scope, and will be determined on a case by case basis.

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

	#	Description
	1	Recommend that Council approve the proposed Commemorative Naming Policy.
	2	Direct staff to make amendments to the draft policy.
	3	Not approve the proposed policy.

### **ATTACHMENTS**

Att#1: Draft Commemorative Naming Policy

Att#2: Park Naming Policy

**Lead author(s):** Lori Bowie

<b>Subject Area:</b>	<b>Recreation and Engineering &amp; Public Works</b>	<b>Policy #</b>	<b>11.18</b>
<b>Policy Title:</b>	<b>Commemorative Naming Policy</b>		
<b>Authority:</b>	<b>Legislative</b>	<b>X</b>	<b>Effective Date:</b> 2021-xx
	<b>Administrative</b>		<b>Review Date:</b> 2026-xx
<b>Issued By:</b>	<b>Lori Bowie, Director of Recreation</b>  <b>Forrest Smith, Director of Engineering &amp; Public Works</b>	<b>Issue Date:</b>	TBD
		<b>Manner Issued:</b>	E-mail to all Department Heads

## Purpose

This policy provides clear guidelines for the commemorative naming of City parks, parts of parks, facilities, parts of facilities and other civic assets commonly used by the public.

## Associated Policy Documents

Naming Parks Policy 11.13

## Scope

This policy applies to:

- Commemorative naming of City parks, parts of parks, facilities, parts of facilities and other civic assets commonly used by the public.

This policy does not apply to:

- City memorial program options, such as park benches, tree dedications and picnic tables.
- Naming Rights for City properties and facilities (subject to future policy).
- City-owned facilities leased to commercial tenants.
- City core services (City Hall, Fire halls, community police stations).

## Policy

A commemorative name for a City park, parts of a park, facility, part of a facility and other civic asset commonly used by the public may be considered and approved by Council, on a case by case basis. To ensure consistency and fairness, the following guidelines must be followed and key criteria must be met to determine the appropriateness of the proposed commemorative name and to ensure a proper and transparent approval process.

### Criteria

In order to have a City park, parts of a park, facility, part of a facility and other civic asset, commemoratively named, one or more of the following criteria shall apply:

- The individual/organization has demonstrated excellence, courage or exceptional dedication to service in ways that brings special credit to the City of Port Coquitlam, the Province of British Columbia and/or Canada;
- The individual is an original inhabitant/family within the City of Port Coquitlam who has historical significance;
- The individual/organization has an extraordinary community service record;
- The individual/organization volunteers and has made a lengthy contribution to community services/organizations. The quality of the contribution shall be considered along with the length of service by the individual/organization;
- Where the individual is a current City employee, the individual will have made an outstanding contribution to the City outside of his/her capacity and duties as an employee or he/she may be recognized for exceptional service once he/she is no longer a City employee; and
- The individual/organization performs a deed or activity in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or honour to the City.

### Guiding Principles

The following principles shall be considered in deciding on a name for a City park, parts of a park, facility, part of a facility or other civic asset:

- Only City assets commonly used by the public, such as parks, parts of parks, facilities, parts of facilities shall be considered specifically for commemorative naming;
- Names shall not be discriminatory, derogatory or political in nature;
- Names shall contribute significantly to historic continuity, community identity and pride, and to creating a sense of place within the community;
- Commemorative naming recognition shall be compatible with the physical attributes of a location;
- Commemorative naming shall not conflict with other City policies; and
- Council shall retain the right to not name certain facilities and assets.

### Commemorative Naming Proposals

Any member of the public, Council or staff may propose a commemorative name for a park, facility or asset as herein defined. Background information and/or biographical information demonstrating that the proposed name is of significance to the community shall be required.

Where the name of an individual or organization is being proposed, approval shall be obtained from the individual, his/her family, or the organization. Documentation verifying that the person/organization being honoured agrees or their family agrees, must be obtained prior to the name being announced.

Generally, the selected facilities, parks or assets shall not be renamed, however, Council reserves the right to designate a new name for a previously named asset. Renaming will be considered if:

- It is found that because of information forthcoming the continued use of the name would not be in the best interests of the community.

### Procedures

1. All discussions of commemorative naming of parks, facilities or assets will be considered initially at a closed meeting, for the purpose of gaining approval in principle by the majority of Council. Final decisions will be made by Council at a closed meeting and reported publicly at the appropriate time.
2. Costs for the production and installation of the commemorative name plaque may be borne by the individuals or organizations who request the designations and/or by the City, where determined by Council on a case by case basis.
3. The approved commemorative name will be implemented through the installation of a commemorative plaque describing the significance of the individual/organization.
4. This policy shall apply to all City of Port Coquitlam parks, facilities and assets as defined herein and may be amended by Council at any time.

## **Responsibility**

The Director of Recreation shall be responsible for administration of this policy.

## **END OF POLICY**

## **Record of Amendments**

Policy	Issue date	Reviewed	Replaced	Re-issue Date
11.13.02				

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Definitions:

***Commemorative Naming:*** means the naming of a City park, parts of a park, facility, part of a facility and other civic asset to honour outstanding achievement, distinctive service, or significant community contribution. Commemorative Naming shall not be tied to a financial contribution.

<b>Subject Area:</b>	<b>Parks and Recreation</b>	<b>Policy #</b>	<b>11.13</b>
<b>Policy Title:</b>	<b>Naming Parks</b>		
<b>Authority:</b>	<b>Legislative</b>	<b>X</b>	<b>Effective Date: 1995-07-26</b>
	<b>Administrative</b>		<b>Review Date: 2014-10-11</b>
<b>Issued By:</b>	<b>B. Becker, Director of Parks and Recreation</b>	<b>Parks &amp; Recreation Department</b>	<b>Issue Date: 2012-01-13</b>
		<b>Distributed By:</b>	<b>Email</b>

## **Purpose:**

The policy will identify guidelines for naming park sites in the City of Port Coquitlam.

## **Policy:**

The Parks, Recreation and Culture Plan identifies major types of parks in the City of Port Coquitlam. These are listed below with naming guidelines, in order of priority. In some instances, examples have been provided for clarity.

1. City-Wide Parks (eg. Lions Park)
  - a) special features or outstanding geographic significance (eg. Skyline Park)
  - b) historical or cultural significance (eg. native word)
  - c) by geographic location
2. City Athletic Parks (eg. Gates Park)
  - a) by geographic location
  - b) by school name if park is adjacent to school facilities
  - c) historical or cultural significance (eg. native word)
3. Trails and Open Spaces (eg. Traboulay PoCo Trail)
  - a) historical or cultural significance (eg. native word - Centennial)
  - b) significant geographic feature of the trail
  - c) the geographic location or destination



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4. Natural Parks (eg. Wellington Park)
    - a) significant or predominate plant or animal indigenous to park
    - b) significant geographic feature
    - c) by geographic location
  5. Neighbourhood Park (eg. Birchland Park)
    - a) historical or cultural significance
    - b) adjacent facility
    - c) site theme

**Other Naming Considerations**

- If the park has had an unofficial name used by community.
- Other unique proposals should be considered in special circumstances that do not necessarily follow these guidelines.
- Smaller areas (eg. tot lots, cul-de-sacs) may not be deemed necessary to be officially named. An unofficial name could be used for maintenance purposes.

**Signage**

- All parks that are formally named under this Policy should display the name in a predominate location.

**Responsibility:**

**Procedure Statement:**

1. When a park is to be officially named, the following steps should be followed:
  - a) Department Head will refer a request to name a park site to staff appointed for this purpose.
  - b) The staff will review the request and, using the policy guidelines, will provide the Healthy Community Committee with a short list of potential names and a recommendation.
  - c) The recommendation of the Healthy Community Committee will be forwarded to City Council for discussion and ratification.

**Practices to be avoided when naming parks:**

- naming a park after the developer or real estate company
- naming a park after a school that is nearby but not adjacent to a park site

**END OF POLICY**

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**Record of Amendments:**

<b>Policy</b>	<b>Issue date</b>	<b>Reviewed</b>	<b>Replaced</b>	<b>Re-issue Date</b>
11.13	1995-07-26	2009-10-11	NO(committee name changes and revised a,b&c)	No