City of Port Moody
Regular Council
Agenda

October 28, 2025
7:00 pm
Council Chambers
100 Newport Drive, Port Moody

Pages

1. Call to Order

You can watch the livestream of this meeting here or join the webinar here.

This meeting is open to the public for in-person attendance in Council Chambers at 100 Newport Drive, Port Moody.

2. Territorial Land Acknowledgement

The City of Port Moody carries out our business on the ancestral and unceded homelands of the kʷikʷəƛ̓əm (Kwikwetlem), səlilwətaɬ (Tsleil-Waututh), xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh (Squamish), qʔic̓əy̓ (Katzie), q'ʷa:n̓ ƛ̓ən̓ (Kwantlen), qiqéyt (Qayqayt), and Stó:lō (Sto:lo) Peoples, and extends appreciation for the opportunity to work on this territory.

3. Adoption of the Agenda

3.1 Agenda

Recommendation(s):

THAT the agenda of the Regular Council meeting of October 28, 2025, be adopted as circulated.

4. General Matters

4.1 Art at Council

Verbal Report: Councillor Samantha Agtarap, Chair, Arts, Culture, and Heritage Committee

4.2 Delegation – Port Moody Legion Branch 119 – First Poppy Presentation

8

Presentation: Brenda Miller, President, and Mal Harkness, Sergeant at Arms

Delegation Request: Brenda Miller

Recommendation(s):

THAT the delegation be received for information and the delegates thanked for their presentation.

4.3 Delegation – PoMoArts – Art Out Side 2025 – Report

9

Presentation: Deanna Kayne, Executive Director

Delegation Request: Deanna Kayne

The following options are available for Council consideration:

1. THAT the delegation be received for information and the delegates thanked for their presentation.

2. THAT the delegation request be placed on a subsequent Council agenda for consideration.

3. THAT the delegation request be considered immediately.

4.4 Presentation – Library Facility Master Plan and Functional Program Reports

10

Presentation: Daphne Herberts, Chair, Port Moody Public Library Board

Memo: Port Moody Public Library Board

Recommendation(s):

THAT the Library Facility Master Plan and Functional Space Program reports be referred to the strategic planning and budgeting process for major capital projects as recommended in the memo dated October 28, 2025, from the Library Board regarding Library Facility Master Plan and Functional Program Reports.

5. Public Input

Please go to the Council Meetings page for information on how to participate.

As a reminder to members of the public, while we encourage civic engagement and welcome your participation in the public portion of our meeting, there are expectations regarding appropriate conduct and decorum at Council meetings. We ask all members of the public to ensure that matters raised with Council are constructively focused on issues and not individuals and that any engagement with or about City staff or Council is addressed in a manner that is consistent with these expectations so that we can all engage in this space in a manner that is respectful and constructive, and abides by the City's Respectful Communications Policy and Respectful Workplace Policy.

5.1 Verbal Submissions:

Members of the public wishing to address Council during the Public Input period will be allowed two minutes to speak.

5.2 Written Submissions:

Written Public Input submissions will be provided on-table in accordance with Corporate Policy – 01-0550-2023-01 – Public Input – Written.

Recommendation(s):

THAT Written Public Input submissions provided in the on-table package dated October 28, 2025, be received for information.

6. Adoption of Minutes

6.1 Minutes 240

Recommendation(s):

THAT the minutes of the following meetings be adopted:

- Special Council – October 7, 2025;
- Special Council (to Close) – October 14, 2025; and
- Regular Council – October 14, 2025.

7. Consent Agenda

Note: Council may adopt in one motion all recommendations appearing on the Consent Agenda or, prior to the vote, request that an item be removed from the Consent Agenda and placed in section 8 for debate or discussion, voting in opposition to a recommendation, or declaring a conflict of interest with an item.

Recommendation(s):

THAT the recommendations contained in the following items on the October 28, 2025, Regular Council Consent Agenda be approved:

- 7.1 – 2026 Permissive Tax Exemption Bylaw, No. 3518 – Adoption;
- 7.2 – Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Adoption;
- 7.3 – Sewerage and Drainage Regulation – Three Readings of Bylaw No. 3519 and Bylaw No. 3520; and
- 7.4 – Coronation Park – Phase A – Adoption of Rezoning Bylaw No. 3515 and Housing Agreement Bylaw No. 3516.

7.1 2026 Permissive Tax Exemption Bylaw, No. 3518 – Adoption

259

Memo: Legislative Services Division

Bylaw No. 3518, a bylaw to provide for permissive exemption from taxation for 2026.

Recommendation(s):

THAT City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518 be now adopted as recommended in the memo dated October 28, 2025, from the Legislative Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Adoption.

7.2 Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Adoption

276

Memo: Legislative Services Division

Bylaw No. 3517, a bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937 to allow for a small lot subdivision at 120 April Road.

Recommendation(s):

THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) be now adopted as recommended in the memo dated October 28, 2025, from the Legislative Services Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Adoption.

7.3 Sewerage and Drainage Regulation – Three Readings of Bylaw No. 3519 and Bylaw No. 3520 295

Memo: Legislative Services Division

Bylaw No. 3519, a bylaw to regulate and ensure the proper function and maintenance of the City of Port Moody Sewerage System and Drainage System.

Bylaw No. 3520, a bylaw to amend City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 by adding fines related to Regulating the Sanitary Sewer System and Storm Drainage System in City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.

Recommendation(s):

THAT City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 be read a first, second, and third time as recommended in the memo dated October 28, 2025, from the Legislative Services Division regarding Sewerage and Drainage Regulation – Three Readings of Bylaw No. 3519 and Bylaw No. 3520;

AND THAT City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage) be read a first, second, and third time.

7.4 Coronation Park – Phase A – Adoption of Rezoning Bylaw No. 3515 and Housing Agreement Bylaw No. 3516 343

Memo: Community Development Department – Development Planning Division

Bylaw No. 3515, a bylaw to authorize Council to enter into a Housing Agreement pursuant to section 483 of the Local Government Act for one parcel in the Coronation Park neighbourhood (Phase 1).

Bylaw No. 3516, a bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937, to further facilitate the rezoning of the properties in the Coronation Park neighbourhood (CD89).

Recommendation(s):

THAT City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) be now adopted as recommended in the memo dated October 28, 2025, from the Community Development Department – Development Planning Division regarding Coronation Park – Phase A – Adoption of Rezoning Bylaw No. 3515 and Housing Agreement Bylaw No. 3516;

AND THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park) be now adopted;

AND THAT the Mayor and Corporate Officer be authorized to execute the necessary legal documents in support of the Development Agreement amendment.

8. Items Removed from the Consent Agenda

9. Legislative Matters

10. Unfinished Business

11. New Business

11.1 Class 2 (Utility) Tax Rate Cap – Motion Served by Councillor Kyla Knowles and Councillor Callan Morrison

433

Memo: Councillor Kyla Knowles and Councillor Callan Morrison

The following motion was served by Councillor Kyla Knowles and Councillor Callan Morrison at the October 14, 2025, Regular Council meeting:

> *THAT, in light of recent and previous revenue losses as a result of Burrard Thermal property tax appeals and plant decommissioning initiatives, staff bring forward the 2026 Tax Policy and 2026 Tax Rate Bylaw setting the Class 2 (Utility) tax rate at the legislated cap of $40 per $1,000 of assessed taxable value to maximize the tax revenues on the Burrard Thermal site.*

The following options are available for Council consideration:

1. receive for information;
2. refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis) [Note: A proposed Notice of Motion may have a referral to staff built into the recommendation]; or
3. refer to the City Manager for consideration and, if required, inclusion in the Strategic Priorities Intake process.

12. Other Business

12.1 Delegation Response – Strong Cities Network – Foundation for a Path Forward

436

Memo: Legislative Services Division

Council direction is requested.

12.2 Committee Appointments

Verbal Report: Mayor Lahti

13. Verbal Reports from Council and Staff

13.1 Council Verbal Reports

13.2 Staff Verbal Reports

14. Information Items

14.1 Committees, Commissions, and Boards – Minutes 439

- Parks and Environment Committee – June 11, 2025
- Arts, Culture, and Heritage Committee – September 11, 2025
- Transportation Committee – September 17, 2025
- IDEA Committee – September 18, 2025
- Library Board – September 18, 2025

14.2 Metro Vancouver Board in Brief 456

Metro Vancouver Board in Brief, dated October 3, 2025

14.3 Items Released from Closed Council 473

The attached memo was released from the October 14, 2025, Closed Council meeting.

15. Public Input

Please go to the Council Meetings page for information on how to participate.

As a reminder to members of the public, while we encourage civic engagement and welcome your participation in the public portion of our meeting, there are expectations regarding appropriate conduct and decorum at Council meetings. We ask all members of the public to ensure that matters raised with Council are constructively focused on issues and not individuals and that any engagement with or about City staff or Council is addressed in a manner that is consistent with these expectations so that we can all engage in this space in a manner that is respectful and constructive, and abides by the City's Respectful Communications Policy and Respectful Workplace Policy.

16. Adjournment

Request to Appear as a Delegation

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

All information provided on this page, as well as any additional pages submitted, will be included in the agenda or on-table package, which are published and form part of the permanent public record.

Name of Delegation: prt Moody Legion Branch 119

Name of Primary Contact Person: Brenda Miller

Who will be making the presentation? (maximum 2 people)

Brenda Miller (President Branch 119) and Mal Harkness (Sergeant at Arms Branch 119)

Purpose of Delegation:

Start of Remembrance Day Poppy Campaign in Port Moody

Presentation Of Poppies to Mayor and Council

Specific Details of Request (if you are requesting something from Council, please include those details:

Each year, the legion presents poppies to mayor and Council before kicking off the poppy tagging campaign in Port Moody.

Volunteer poppy campaigners and many Port Moody Businesses accept voluntary donations for the Legion "poppy Fund"

All of these donations are used for community grants, especially those in support of veterans and first responders, for youth activities , and for bursaries and education.

Normally, it takes two to three minutes to pin poppies on mayor and Council; and to thank them for their support

Additional Information in Support of Request:

Request to Appear as a Delegation

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

All information provided on this page, as well as any additional pages submitted, will be included in the agenda or on-table package, which are published and form part of the permanent public record.

Name of Delegation: PoMoArts - Art Out Side 2025 - Report

Name of Primary Contact Person: Deanna Kayne

Who will be making the presentation? (maximum 2 people)

Deanna Kayne

Purpose of Delegation:

To report on Art Out Side 2025 and request ongoing annual funding for the festival.

Specific Details of Request (if you are requesting something from Council, please include those details:

We received $40,000 from the City for the 2025 initial festival launch and would like the same amount or more annually, depending on our report findings that will be presented.

Additional Information in Support of Request:

Art Out Side is Port Moody's new multidisciplinary arts festival, transforming the city with immersive art experiences everyday for 21 days, July 21-Aug 10 2025. We have delivered vibrant murals, dance, live painting, music, sculpture installations (including an AR tour of the shorline), theatre, and more!
https://www.pomoarts.ca/artoutside

Port Moody Public Library

Memorandum

100 Newport Drive, Port Moody, BC V3H 5C3
t 604-469-4575 f 604-469-4576
portmoodylibrary.ca

Date: October 28, 2025

From: Library Board

Subject: Library Facility Master Plan and Functional Program Reports

---

Purpose

To present the Port Moody Public Library's long-term vision for library services through the Library Facility Master Plan and Functional Space Program Reports, and to request Council's support in advancing next-phase planning for a new Central Library facility and future branches.

Background

Library expansion planning in Port Moody has spanned over two decades. Since 2004, multiple studies have confirmed that the current library facility is significantly undersized. The 2005 Cornerstone Planning Group report and the 2017 Resource Planning Group (RPG) study both identified the need for a larger facility, with the latter recommending a 42,500ft² library to meet community needs.

In 2025, the Library Board engaged RPG to develop a 25-Year Facility Master Plan, funded through the Provincial Library Enhancement Grant. This plan was endorsed by Council in March 2025 and outlines a strategic framework for a three-tier library system:

- Central Library – 49,000ft² flagship facility (targeted for 2030)
- Community Branch – 20,000ft² facility (targeted for 2044)
- Express Service Points – 500-2,000ft² flexible spaces (as needed)

The Library Board also commissioned RPG to prepare Functional Space Program Reports for both the Central Library and Community Branch. These reports translate strategic goals into detailed spatial requirements and design principles, informed by extensive community engagement and updated population projections to 2050.

At the September 2, 2025, Closed Council meeting, Council invited the Library Board to present the Library Facility Master Plan (**Attachment 1**) and Functional Space Program reports (**Attachments 2** and **3**) at an upcoming Regular Council meeting and approved the following resolution for public release:

> *CC25/060*
> THAT City Council endorse the Library Facility Master Plan prepared by Resource Planning Group including the Three-Tier library service model as recommended in the memo dated March 25, 2025, from the Library Board regarding Library Facility Master Plan;

AND THAT Council include the construction of a Central Library as a priority consideration in any future negotiations for redevelopment of the former Fire Hall and current Works Yard sites.

Discussion

The proposed library system is designed to meet the evolving needs of Port Moody's growing and diverse population. Key findings and themes include:

- **Community Demand and Usage:** Port Moody Public Library has one of the highest visitation rates per square metre among peer libraries, despite having one of the smallest facilities per capita (0.32ft²/resident vs. 1.0ft² standard).
- **Community Engagement:** Over 940 residents and 13 community leaders participated in consultations, identifying priorities such as digital inclusion, welcoming spaces, and the library as a community hub.
- **Site Selection:** The Old Firehall Lands were identified as the optimal location for the Central Library due to their centrality, transit access, and alignment with the City's Complete Neighborhood vision.
- **Design Principles:** The Functional Space Program emphasizes flexibility, accessibility, and community connection. It provides a roadmap for architectural design, programming, and future expansion.
- **Future Planning:** The Community Branch is planned for Moody Centre once the population exceeds 60,000. Express Service Points will extend library access into underserved neighborhoods.
- **Collocation Considerations:** While standalone facilities are preferred for flexibility and service delivery, the Library Board acknowledges the potential for collocation with other civic amenities, provided library functionality remains uncompromised.
- **Community Ownership and Fundraising:** The Library Board is pursuing charitable status to support fundraising and deepen community engagement.

The recommended resolution is:

THAT the Library Facility Master Plan and Functional Space Program reports be referred to the strategic planning and budgeting process for major capital projects as recommended in the memo dated October 28, 2025, from the Library Board regarding Library Facility Master Plan and Functional Program Reports.

Attachment(s)

1. PMPL Facility Master Plan.
2. PMPL Functional Space Program Update – Central Library.
3. PMPL Functional Space Program – Community Branch Library.

Port Moody Public Library

Facility Master Plan

2025-02-20

Resource Planning Group Inc.

TABLE OF CONTENTS

TABLE OF CONTENTS 2
LAND ACKNOWLEDGEMENT 3

1.0 INTRODUCTION 4

1.1 EXECUTIVE SUMMARY 5
1.2 PURPOSE 6
1.3 PROCESS 7

2.0 MASTER PLAN 8

2.1 MASTER PLAN RECOMMENDATIONS 9
INDICATIVE DEVELOPMENT PLAN 9
STANDALONE OR COLLOCATION 11
LOCATIONAL CRITERIA BY FACILITY TYPE 13
RECOMMENDED LOCATIONS – OVERVIEW 19
GENERAL DESIGN CRITERIA 20
IMPLEMENTING THE PLAN 21
SUMMARY 21

3.0 APPENDIX 22

3.1 MASTER PLAN DRIVERS 23
LIBRARY SYSTEM VISION 23
PLANNING HORIZON 23
LIBRARY SYSTEM ATTENDANCE 23
CORE USER EXPERIENCE 23
SCOPE OF LIBRARY SERVICES 24
FACILITY SERVICE OPTIONS 24
ACCESS TO LIBRARY SERVICES 26
3.2 PROVISIONING ALLOCATION 27
3.3 COMMUNITY PROFILE 29
INTRODUCTION 29
THE CITY OF PORT MOODY'S VISION, MISSION, AND STRATEGIC PRIORITIES 29
DEMOGRAPHIC PROFILE 29
3.4 EXISTING LIBRARY SYSTEM PROFILE 36
CURRENT SITE 36
LIBRARY MISSION, VISION, AND VALUES 37
STRATEGIC PLAN 37
LIBRARY DESCRIPTION AND SERVICE PROFILE 38
COMMUNITY BENEFITS 44
3.5 FUTURE STRATEGIC CONTEXT 46
CITY PLANS 46
DEVELOPMENT PLANS 49
INFORMATION AND SOCIAL TRENDS 49
3.6 COMMUNITY AND STAKEHOLDER ENGAGEMENT 50
3.7 LIBRARY TRENDS AND FUTURE SERVICES 53
LIBRARY TRENDS 53
PUBLIC LIBRARY BEST PRACTICES 56

LAND ACKNOWLEDGEMENT

The Port Moody Public Library (PMPL) carries out its business on the ancestral and shared traditional territory of the kʷikʷəƛ̓əm (Kwikwetlem), q̓ic̓əy̓ (Katzie), qiqéyt (Qayqayt), q̓ʷa:n̓ƛ̓ən̓ (Kwantlen), Stó:lō (Sto:lo), səlilwətaɬ (Tsleil-Waututh), Sḵwx̱wú7mesh (Squamish) and xʷməθkʷəy̓əm (Musqueam) Peoples, and extends appreciation for the opportunity to work on this territory. PMPL acknowledges the impact of colonialism and commits to build on its learnings to strengthen relationships, adapt its services to reflect historical truth, and supports the path to meaningful reconciliation.

1.0 INTRODUCTION

1.1 EXECUTIVE SUMMARY

The Port Moody Public Library (PMPL) Facility Master Plan provides a high-level vision for expanding and modernizing Port Moody's library system through 2050, responding to projected population growth from the current 36,770 to 65,000-70,000 residents. The Plan proposes a three-tier library system:

1. Central Library (42,500 ft²)

- Will serve as the main hub supporting branch operations
- Proposed for development by 2030
- Recommended location: Old Firehall site
- Estimated 125 parking spaces required (underground preferred)

2. Community Branch Library (20,000-25,000 ft²)

- Planned for development by 2044
- Proposed location between Moody Centre Station and Kyle Centre
- Will serve up to 35,000 people
- Requires approximately 45 parking spaces

3. Express Branch Libraries (250-500 ft²)

- Small, self-service locations
- Phased implementation as opportunity presents itself
- Will serve populations of up to 5,000 people
- Minimal staffing requirements

The Master Plan emphasizes:

- A space provision standard of 1.0 ft² per capita
- Opportunities for collocation with compatible services (retail, cultural facilities, housing)
- Maximum 2.5 km distance to library services for neighborhoods over 10,000 people
- Integration with transit-oriented development
- Sustainable design principles
- Accessibility and community engagement

This document includes detailed siting criteria, design requirements, and implementation steps for each facility type. The total system is projected to reach 62,500 ft² by 2050, supporting an estimated 900,000 annual visits. The plan maintains flexibility to adapt to changing community needs and development opportunities while prioritizing accessibility, sustainability, and community engagement.

The Master Plan outlines one possible development pathway for PMPL through 2050. While this Master Plan represents a well-researched approach, it is not the only option available. The Library Board may wish to pursue alternative service delivery methods, such as storefront locations, to supplement its services, or consider different locations for future branches from what has been proposed.

1.2 PURPOSE

The Port Moody Public Library Facility Master Plan outlines a long-term strategic vision for the next 20 to 30 years. Recognizing the significant population growth anticipated for Port Moody during this period, the Plan provides a roadmap for guiding library service planning and decision-making.

The Plan addresses key considerations such as space requirements for evolving collections, programs, and technologies; staffing needs to meet the demands of a growing community; optimizing library locations to effectively serve the community; building a diverse and relevant collection to meet evolving user needs; offering engaging programs and services for all ages; and effectively integrating technology into library services.

Aligned with the City of Port Moody's vision of complete neighbourhoods, where residents can live, work, and play, and recognizing the ongoing residential development—the Facility Master Plan is crucial for ensuring PMPL's continued ability to serve the evolving needs of the community.

1.3 PROCESS

The development of the Facility Master Plan involved the following steps:

- September 2023: Initial discussion by the Library Board regarding a Library Facility Master Plan
- June 17, 2024: Work session and tour with Library Leadership and Board Chair to understand parameters of the project
- July 2024: Development of a Project Charter which was submitted to the Board for review and comment
- July 18, 2024: Confirmation that the Board supports consideration of a community branch library as part of discussions of future development projects around the Moody Centre station
- July 18, 2024: Visioning Session with the Board including a review of library trends
- August 20, 2024: Library generated information to support the development of the Master Plan
- September 2024: Development and submission of a draft Master Plan document
- September – October 2024: Public consultation process conducted by the library to inform the Master Plan
- December 13, 2024: Submission of the Final Draft
- December 24, 2024: Submission of the Final Master Plan
- January 16, 2025: Consultation with Library Board
- February 20, 2025: Library Board approval

2.0 MASTER PLAN

2.1 MASTER PLAN RECOMMENDATIONS

The Facility Master Plan recommends 1) that a Central Library of 42,500 ft^2 be constructed on the Old Firehall site, 2) a Community Branch Library of 20,000 to 25,000 ft^2 be situated between Moody Centre Station and Kyle Centre, and 3) that small Express Branch Libraries be established in neighbourhoods with significant but smaller populations like College Park and Heritage Mountain.

INDICATIVE DEVELOPMENT PLAN

Port Moody needs to replace its current single-branch library with a new Central Branch of approximately 42,500 ft^2 to meet both current and future population needs. This replacement should be prioritized as the first capital initiative for the following reasons:

- Inadequate Size: The current branch is too small to serve as a distribution hub for a branch system. A larger Central Branch should be established before introducing a Community Branch.
- Rising Space Demand: Constructing a Community Branch first would not sufficiently address the space pressures created by Port Moody's growing population.

The second phase should focus on developing a Community Branch between 20,000 ft^2 and 25,000 ft^2 located west of the Central Branch. This branch would support both existing residents and those in new developments near Moody Centre.

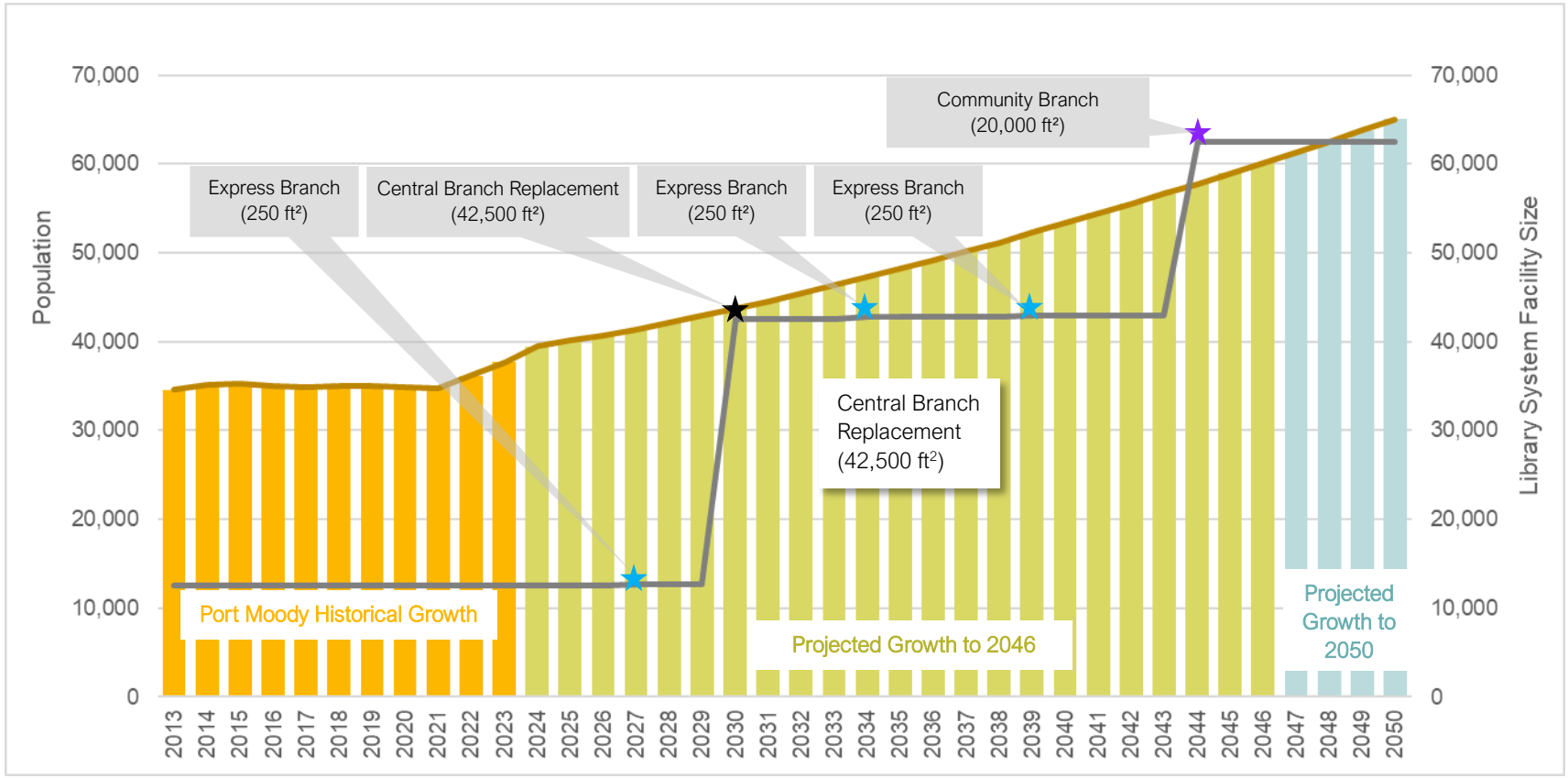
As a third step, Express Library Branches of up to 500 ft^2 should be introduced in neighbourhoods with smaller but significant populations. These compact branches would enhance accessibility, reduce travel distances, and provide a flexible way to expand library services. Express Branches could be developed before or after the Central or Community Branches, depending on community needs.

While this is the recommended approach, adjustments may be needed as new opportunities or demographic shifts emerge. For instance, unforeseen circumstances could warrant reversing the proposed locations of the Central and Community Branches. Additionally, a unique opportunity may arise that justifies developing the Community Branch before the Central Branch.

These recommendations stem from a comprehensive space planning strategy that balances multiple factors. At the core of this strategy is a provision standard of 1.0 ft² per capita, established through research into best practices in library space planning. Additional details on these factors can be found in **3.0 Appendix**.

Graph 1 illustrates how the recommended space expansion aligns with Port Moody's anticipated population growth.

- **Population Growth:** The vertical bars show historical population growth (orange) and projections to 2046 based on BC Stats data (light green). Further projections to 2050 (light blue) assume a 2% annual growth rate, estimating a population between 65,000 and 70,000—nearly double the 2023 population of 36,770.
- **Library Space Planning:**
  - The **gold line** represents the 1.0 ft² per capita library space standard, using the right-side scale. It follows projected population trends.
  - The **grey stepped line** shows the current and planned library space. Starting at **12,500 ft²**, it increases incrementally through capital projects to maintain alignment with the 1.0 ft² per capita target. The plan concludes with **62,500 ft²**, just under the standard if growth meets expectations.



Graph 1. Phasing of New PMPL Service Points Against Port Moody Population and Year
Source: RPG

STANDALONE OR COLLOCATION

The Master Plan centers on developing a three-tier library system in Port Moody. When implementing this system, a crucial decision is whether to build standalone libraries or integrate them within multi-use facilities. Both approaches are viable, but the choice should be guided by three key factors: available funding, how each option affects service delivery, and the potential for compatible partnership opportunities with other community services. This decision requires careful evaluation to ensure the selected model best serves the community's needs.

Standalone libraries naturally serve as civic landmarks, offering a purpose-built environment with greater flexibility for design, programming, and expansion. This approach fosters civic pride and establishes the library as a distinct community destination.

However, collocating libraries within multi-use spaces can also be beneficial. When integrated into the right kind of vibrant, mixed-use environments, libraries serve as central hubs for community life, enhancing public safety, sustainability, and the success of neighboring organizations. Locating libraries near grocery stores, coffee shops, fitness centers, and other commercial spaces increases visibility, encourages spontaneous use, and strengthens both community engagement and local businesses.

Whether standalone or collocated, a Central Library should be highly accessible and well-connected to city services, community organizations, recreational and cultural venues, and nearby residential developments. This integration would create a vibrant, interconnected urban experience, ensuring the library remains an essential part of daily life in Port Moody.

Potential collocation partners include:

- Housing: Cities are safest and most vibrant when people live adjacent to commercial, civic, cultural, and recreational activities, and provide activity and eyes on the street 24 hours a day. Library facilities can be at the centre of residential neighbourhoods.
- Recreation Facilities and Community Centres: These are high-use destinations where patrons frequently combine a visit to the library with visits to recreational facilities or to the activities of a multifunctional community centre.
- Education Facilities: Educational facilities at all levels complement the library's mission of lifelong learning; library resources augment educational resources offered by other agencies.
- Not-for-Profit Organizations: There are significant synergies between social not-for-profit organizations and libraries.
- Cultural Facilities: Activities taking place in community cultural facilities complement cultural resources and programs offered by the public library.
- Healthcare Facilities: Healthcare facilities provide centres of activity in the community, whether they are staff office facilities or public health services, and like libraries, the needs are driven by increases in population.
- Civic and Social Services: Library facilities provide extensive services and resources addressing civic literacy and civic participation; direct access to civic and social services is an invaluable strategic enhancement of those resources.
- Commercial Services: Food services, retail, and professional services will potentially benefit from proximity to significant numbers of library visitors.

With any partnership or collocation, however, the following criteria should be considered:

- The development should offer functional cohesion between the library and partners, but should be formally differentiated.
- The development should create a community destination with civic identity.
- The library should have a separate architectural expression.
- The library should be functionally autonomous. For example, entrances and exits, including elevators, for the library should be separate from the entrances and exits for other partners.
- There should be potential for reconfiguration and expansion of the library.

The following are **six inspirational examples** of libraries which demonstrate these criteria:



***Figure 1. Samling Library** (landmark institution), Nord-Odal NORW, Helen & Hard*
Source: Arch Daily



***Figure 2. Pinggu Rental Housing Community Library,** Beijing CN, Y.ad Studio*
Source: FRAME





***Figure 3. The Promenade** (Senior's housing + Brown County Library) [Ashwaubenon Branch]; in construction – July 2025 completion), Ashwaubenon WI*
Sources: WTAQ (top), The Promenade (bottom)



***Figure 4. nə́c'aʔmat ct Strathcona Library / YWCA Cause We Care House,** Vancouver BC, Dialog*
Source: Dialog



***Figure 5. Albion Library** (landmark institution), Toronto ON, Perkins&Will*
Source: Perkins&Will



***Figure 6. Independence Library and Apartments,** Chicago IL, John Ronan Architects*
Source: John Ronan Architects

LOCATIONAL CRITERIA BY FACILITY TYPE

Central Library

The following siting criteria are typical for central/main libraries:

- Proximity to higher density residential neighborhoods, commercial centres, schools, and seniors housing.
- Adequate lot size to accommodate the building, parking, and other services to be offered, with opportunity for future lateral expansion in the coming decades.
- Availability of utilities such as electrical, high-speed Internet, storm-water and sewer.
- Favourable regulatory context including easements, zoning and dimensional requirements.
- In a high pedestrian traffic area.
- Close to bus routes and public transit crossroads.
- Fully accessible, including access for service vehicles.
- Highly visible from pedestrian and street approaches.
- Opportunity for prominent and visible single entrance.
- Ample natural light, at least on three sides.
- Possibly located as part of civic commons, community recreation or performance centre, gallery, museum, exhibition centre, commercial/retail, city/government services, schools, or college campuses.
- Adjacent to parkland with exterior space to support library programming.

Recommended Site for a Central Library

The Master Plan process involved a thorough evaluation of potential Central Library locations building upon previous site selection work conducted in 2006.[1] Most of the sites evaluated in 2006 are no longer viable because of development. With limited urban space in Port Moody, only a few site options exist for a new Central Library that meet the criteria of being close to population centers, provide ample parking, and ensure accessibility by car and transit.

Potential sites considered (see Figure 7, p. 15):

1. The Old Firehall site
2. The Works Yard site
3. An expansion to the existing Civic Building
4. Pioneer Park

Site elimination process:

- The Civic Building site was ruled out due to insufficient space for meaningful expansion.
- Pioneer Park was removed from consideration to preserve valuable recreational green space.

This left only two viable options: 1) the Old Firehall site, and 2) the Works Yard.

Why the Old Firehall Site Emerges as the Preferred Location:

1. Strategic Positioning
   - Located at a major intersection with exceptional visibility
   - Serves as a potential community landmark and destination
   - Would create a strong visual and symbolic presence by reflecting Port Moody's commitment to literacy and learning
   - Attractive for partners considering community amenity contributions

2. Site Characteristics
   - Adequate size to accommodate the 42,500 ft^2 library facility
   - Potential for underground parking (approximately 125 spaces)
   - Supports future expansion possibilities
   - Strategically aligned with Transit-Oriented Development principles

3. Works Yard Site Disadvantages
   - Close to a rail line (e.g. less appealing visually, potential noise and vibration)
   - Less prominent location

4. Historical Context
   - Old Firehall site originally identified as the top site in a 2006 comprehensive site selection process involving 35 detailed criteria
   - Visibility was a key factor in the 2006 selection

5. Broader Urban Development Potential
   - Potential for developing a cohesive vision that integrates the library as a centerpiece civic facility
   - Supports the city's broader urban development and community connectivity goals

Additional Considerations:

- The site's location within a Transit-Oriented Development area enhances accessibility
- Strong physical connections to existing city services
- Excellent public transit access
- Opportunity to create a signature civic space

[1] Selection for a new library facility was conducted in 2006 by a committee made up of Library Trustees, City Councillors, and City staff. The committee identified 33 potential sites where a new library could be located whether on City or privately-owned land. 35 criteria were used in scoring each site, and the committee concluded the Old Firehall site was the preferred location. Visibility was a significant factor in selecting this location because it stands at a major intersection, and as such would serve to highlight the significance of library services for many years to come. The Public Works Yard ranked second, and the Kyle Street area ranked third. The documentation suggests this committee favoured a stand-alone library facility, but there was an acknowledgement that the library would probably need to be collocated within a larger development.

While alternative sites were explored, the Old Firehall lands consistently emerged as the most suitable location for Port Moody's new Central Library, balancing functional requirements with strategic urban planning objectives.

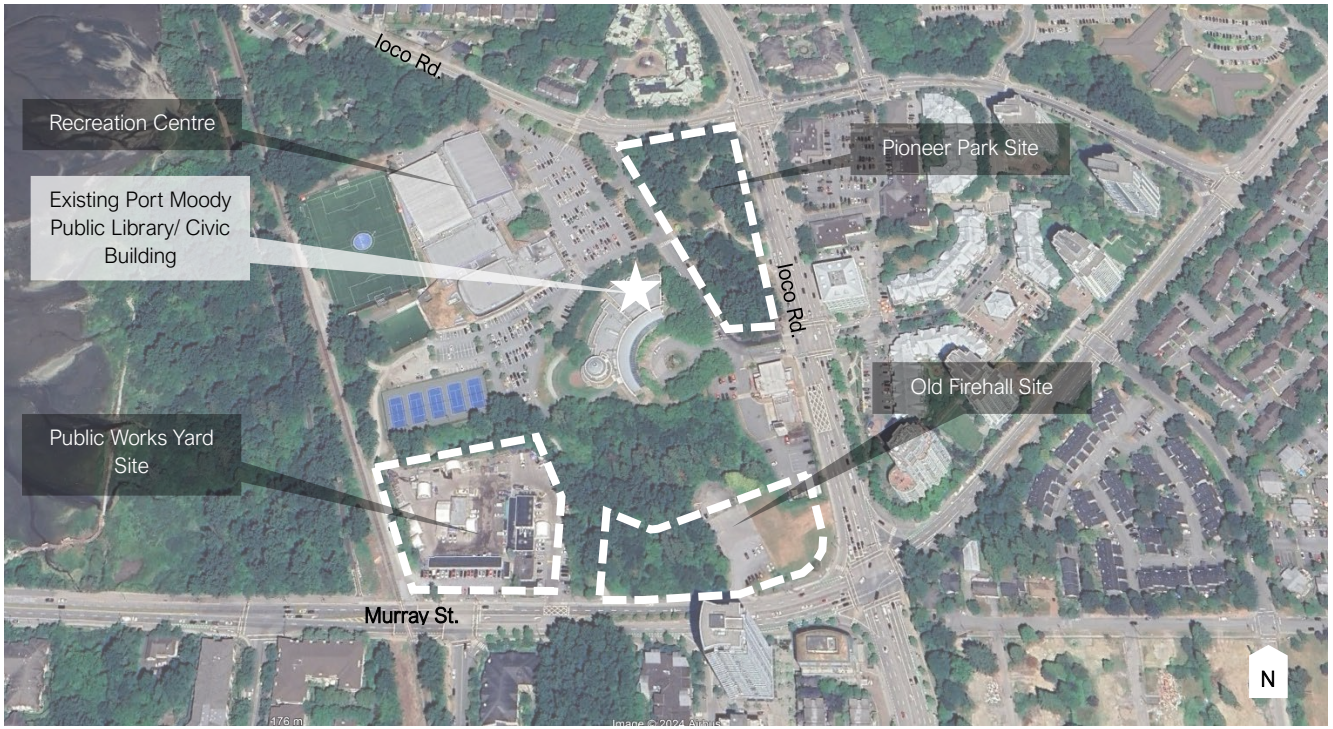


Figure 7. Existing and Possible Future PMPL Sites
Source: Adapted from Google Earth

Community Branch Library

The following siting criteria are typical for community branch libraries:

- Adjacent to established and/or rapidly developing residential areas
- In a higher pedestrian traffic area
- Close to bus routes and public transit crossroads
- Sufficiently large site to accommodate the library and required surface or underground parking
- Favourable regulatory context, including easements, zoning and dimensional requirements
- Availability of utilities such as electrical, high-speed Internet, storm-water and sewer
- Highly visible from vehicular and pedestrian approaches
- Fully accessible with an at-grade orientation, with access for service vehicles
- Opportunity for a prominent and visible entrance
- High levels of natural light, from at least three sides
- Ability to provide access to 24-hours materials drop that connects to the staff work area
- Possibly located as part of a community recreation or performance centre, gallery, museum, exhibition centre, commercial/retail, city/government services, school or college campus
- Adjacent to parkland with exterior space to support library programming

Possible Sites for a Community Branch Library

A new Community Branch Library could be situated at various locations within Moody Centre (see Figure 8, p. 17), depending on development opportunities. However, it should be within easy walking distance of the Moody Centre SkyTrain Station (see Figure 12, p. 19).

While population density in Moody Centre is expected to increase, it remains uncertain whether this growth will be evenly distributed on both sides of St. Johns Street or concentrated to the north or south.

Several potential sites exist within Moody Centre and the Transit-Oriented Development (TOD) area, where amenity contributions could help fund a new branch. Another possibility is the Mill & Timber “Flavelle Oceanfront” development, which could bring the library closer to a high-density, waterfront community near Rocky Point Park and Brewers Row. While this location offers unique advantages, it is less central, situated north of St. Johns Street and across the railway tracks from Port Moody’s existing population hub. As such, it must be carefully compared with other TOD sites in terms of population density, accessibility, and parking availability.

Another potential site is the Kyle Centre redevelopment, which is adjacent to the Port Moody Arts Centre. Collocating a Community Branch Library with the Arts Centre could establish a Cultural District, fostering collaboration between the library and the arts community.

Each option should be evaluated based on long-term population trends, accessibility, and the overall benefit to the community. [2]

[2] The City of Port Moody is currently developing a land management strategy, a park land strategy, and a plan to finish revising the OCP in 2025. The City appears interested in seeing broader community use of Moody Centre and St. Johns Street.



Figure 8. Existing Area by Moody Centre SkyTrain Station
Source: Adapted from Google Earth

Express Branch Libraries

The following siting criteria are typical for Express Branch Libraries:

- Located in a high pedestrian traffic area
- Located close to bus route and public transit crossroads
- Located near nodes of commercial activity
- Favourable regulatory context, including easements, zoning and dimensional requirements
- Availability of required utilities such as electrical, high-speed Internet, storm-water and sewer
- Prominent and visible location
- Located at-grade
- Easily accessible
- Adequate parking

Possible sites: located as part of a community recreation or performance centre, residential/commercial/retail development, city/government service, school, or college campus.



Figure 9. *City of Prague Municipal Library Self-Service Branch (located in shopping centre),* *Prague, CZEC*
Source: The Mayor



Figure 10. Self-Service Library Station, *Hong Kong SAR, ArchSD*
Source: Arch Daily

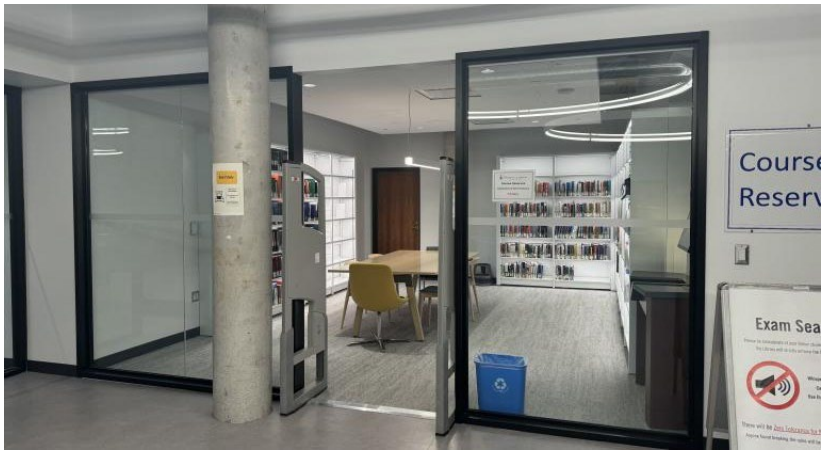


Figure 11. *University of Toronto (Scarborough Campus) Course Reserves and Short-Term Loan Library,* *Scarborough ON, ArchSD*
Source: University of Toronto Library

RECOMMENDED LOCATIONS – OVERVIEW

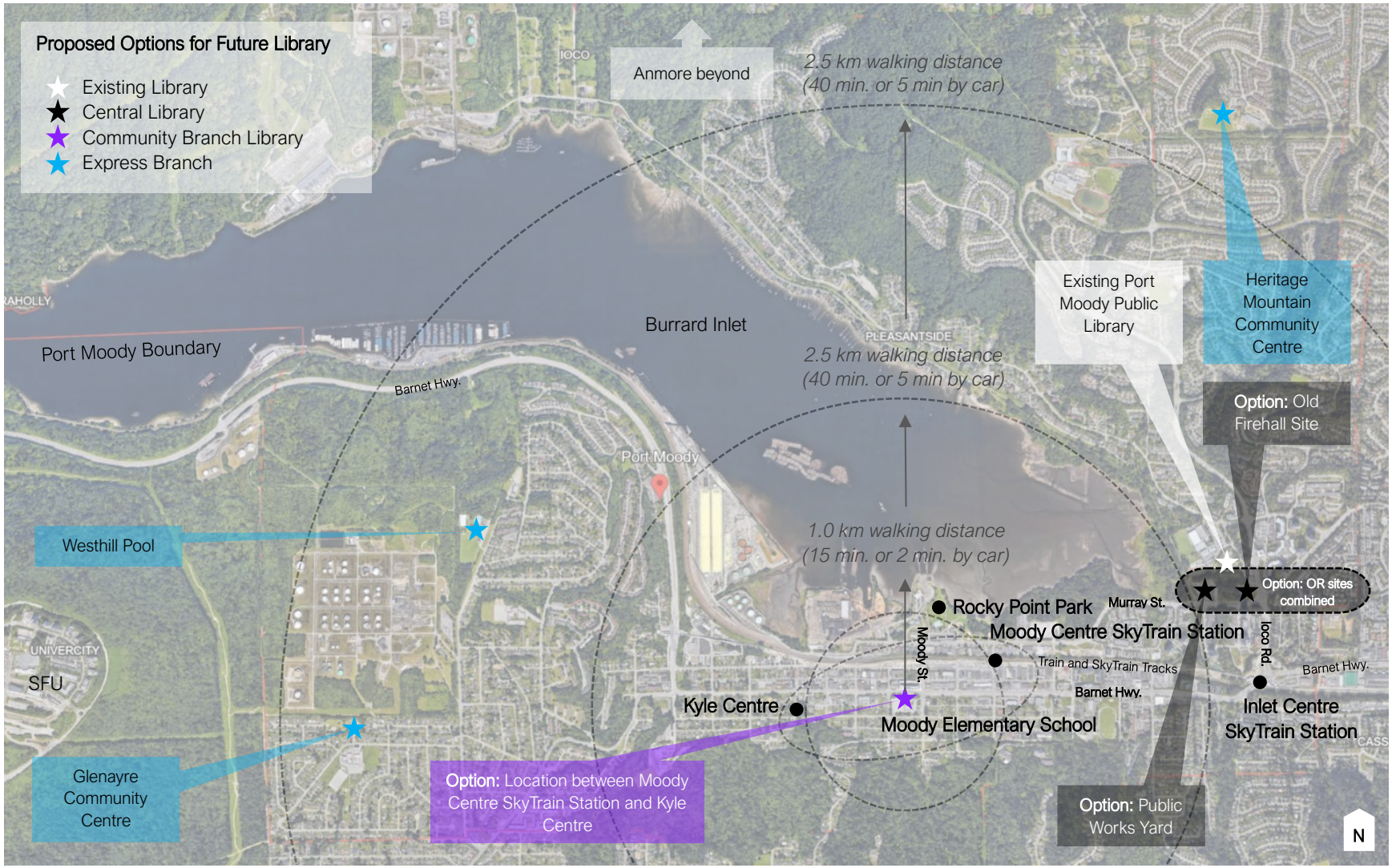


Figure 12. Existing Port Moody Public Library Site and Proposed Options for Future Library Service Points
Source: Adapted from Google Earth

Figure 12 indicates potential locations for the Central Library, the Community Branch Library, as well as Express Branch Libraries.

Options for the Central Library site are located at or near the corner of Ioco Road and Murray Street, on either the Old Firehall site or the Public Works Yard site.

Options for the Community Branch site extend from the Moody Centre SkyTrain station to Kyle Centre, with the midpoint at or near the current site of Moody Elementary School. The actual site will be based on opportunities to work with a partner or developer to identify an appropriate site that meets the criteria listed above.

Express branches serve smaller concentrations of populations that are located away from the town centre with examples of potential locations identified.

GENERAL DESIGN CRITERIA

Urban Design and Architectural Features

- Ensure that libraries have a striking and memorable image, forming local, city, and even regional landmarks
- Visibility should be maximized from surrounding streets. Facades and elevations present opportunities for a symbolic statement about the values of the library and the community
- There should be appropriate siting of library services to create a sense of safety and refuge
- There should be views into the library during the day and night
- Dignified image with pleasing architectural features that may include west coast timber construction
- Signage and wayfinding should be legible from afar, easy to understand, and integrate well with the building design
- Urban design and landscaping should be cohesive, but also well integrated with the design of the building
- Safety and security should be achieved through the principles of Crime Prevention through Environmental Design (CPTED)
- Libraries should also feature:
    - Welcoming entrance and display space
    - Visual contact to and from surrounding urban activities
    - Sheltered approach and entrances
    - Adjacent outdoor space
    - Consistent signage
    - Visual contact to and from surrounding natural features
    - Fireplace and lounge features
    - Diverse range of spaces from central/public/group to periphery/private/individual
    - Various human scales in group settings
    - Various human scales in private settings
    - Staff and public spaces of equal quality

Access

Accessibility will be key to library service success, including that of pedestrians, public transit, bicycles, cars, and service vehicles. As such:

- Libraries should relate strongly to the adjacent streetscape, with easy paved pedestrian access from adjacent streets and sidewalks.
- Libraries should link to existing and proposed bike pathways, with – for larger service delivery options – parking that is easily accessible, weather-protected, and safe. As a result, some surface or structured parking should be considered either as part of or near the library, particularly for the central and community library service options.
- Drop-off points should be provided for patrons, including for buses bringing people to the library.
- Ability to create a 24-hour materials drop that connects to the staff work area and sorting equipment.
- Smaller branches will need to have a delivery bay for materials that are moved throughout the system. This delivery bay should connect to the staff work area.

Sustainability

PMPL will prioritize sustainability. Sustainability is a growing trend for public libraries as evident from it being adopted as a core value of librarianship by American Library Association in 2019. Public libraries are uniquely positioned to

promote community awareness about resilience, climate change, and a sustainable future.

Libraries can contribute in the following ways:

- Provide educational resources
- Host exhibits, events and programs
- Advocate to decision makers
- Lead by example:
    - Design libraries that are environmentally friendly and carbon neutral
    - Reduce the community's carbon footprint by embracing digital resources
    - Adopt equitable and diverse hiring practices
    - Provide services that are healthy and economically viable

Libraries should model sustainable practices by balanced decision making with respect to environmental stewardship, social equity, and economic stability.

IMPLEMENTING THE PLAN

The following steps are required to implement the Master Plan:

Planning

1. Receive and approve the Port Moody Public Library Board's Facility Master Plan.
2. Raise community awareness of a potential building project.
3. Receive and approve the functional space programming reports for a New Central Library and Community Branch in order to: a) define the purpose and scope of the new library, b) consider the services they would offer, c) determine the size of the collections, d) determine the size and types of community spaces, e) technology requirements, and f) describe the accessibility features needed.
4. Receive capital cost estimates to inform decision making.
5. Assess available funding options. This may include government grants, fundraising efforts, private donations, loans, or amenity contribution charges.
6. Receive final approvals for site selection and funding allocations for design as needed.

Design and Construction

1. Assemble a design team or hire a project manager/architect.
2. Initiate a capital fundraising campaign.
3. Initiate the design process.
4. Execute engineering, geotechnical, and archaeological studies.
5. Prepare related documents, including a completed conceptual design and update the capital cost estimate.
6. Construction
7. Grand Opening Celebration

SUMMARY

The Port Moody Public Library Facility Master Plan charts a bold and transformative vision for the future, ensuring a modern, accessible, and sustainable library system that meets the needs of a growing population. By 2050, with the city's population expected to nearly double, the Plan proposes a three-tier library system, including a Central Library, a Community Branch, and Express Branch Libraries, totaling 62,500 ft² of library space to support up to 900,000 annual visits.

Rooted in a space provision standard of 1.0 ft² per capita, the Plan prioritizes accessibility, ensuring library services are within 2.5 km of neighbourhoods with over 10,000 residents. Each facility will integrate with transit-oriented developments, embrace sustainable design principles, and provide opportunities for collocation with complementary services. The phased development of these libraries demonstrates a flexible and community-driven approach, balancing immediate needs with long-term growth.

While this Plan represents a well-researched pathway, it remains adaptable to evolving community priorities and alternative service delivery options. Ultimately, the Facility Master Plan is a commitment to enriching lives, fostering connection, and building a vibrant future for all Port Moody residents.

3.0 APPENDIX

3.1 MASTER PLAN DRIVERS

The Facility Master Plan's recommendations are shaped by seven key drivers. The key drivers are:

1. Library System Vision – The overall goals and strategic direction for Port Moody's library services.
2. Planning Horizon – The timeline and future projections considered during the planning process.
3. Library System Attendance – Current and projected usage patterns.
4. Core User Experience – The essential services, features, and experiences that the library aims to deliver.
5. Scope of Library Services – The breadth and range of services the library will provide to meet community needs.
6. Facility Service Options – The types of library facilities required to support service delivery.
7. Access to Library Services – Ensuring residents can conveniently reach and utilize library resources.

LIBRARY SYSTEM VISION

The Vision for the Port Moody Public Library system is provided in the following statements:

***Community Hub**: Serve as a vibrant, welcoming centre that fosters connection, collaboration, and civic engagement for all members of the community.*

***Explore and Learn**: Inspire curiosity and lifelong learning through diverse programs, resources, and technologies tailored to all ages and interests.*

***Accessible and Inclusive**: Create a space where everyone feels valued and supported, removing barriers to ensure equitable access for all individuals.*

***Multi-Location Services**: Expand and adapt library services across multiple locations to meet the unique needs of each neighbourhood while maintaining a unified mission.*

PLANNING HORIZON

The Facility Master Plan provides long range planning concepts that extend to 2050, with principles that extend beyond that horizon. The Plan maintains flexibility to respond to future changes.

The estimated population of Port Moody in 2050 is 65,000 to 70,000

LIBRARY SYSTEM ATTENDANCE

In 2023, there were 273,522 visits to PMPL, and 314,369 visits in 2024.

By the year 2050, planning should account for an estimated 900,000 visits per year, which is an average of over 2,500 visits per day.

CORE USER EXPERIENCE

Residents and library patrons should experience the following:

- Convenient pedestrian and vehicular approaches
- Adjacent urban, greenspace and natural features
- Adjacent civic, cultural, educational, and commercial community partner spaces, resources, and activities
- A library image clearly distinct from adjacent community partner spaces
- Innovative, but dignified and restrained, architectural imagery and form
- Visible entry and gathering points, services and resources
- An interior characterized by beauty, human scale and comfort
- Ergonomic furnishings and features throughout
- Both multi-person and private reading, discussion, and study spaces

- Spaces dedicated to seniors, small children, school-age children, and young adults
- Multiple opportunities for user self-direction and self-service
- Professional guidance and expertise
- An inclusive experience reflecting the diversity of the community
- A celebration of community identity and sensitive response to reconciliation
- A recognized experience of inclusive safety, comfort, and empowerment
- Leading edge information and communications technology, systems, and associated resources
- Comprehensive multicultural, fiction and nonfiction, print and digital collections
- Manual and digital maker spaces, resources, and activities for multiple ages
- Spaces to participate in programs, to meet and learn about other members of the community

SCOPE OF LIBRARY SERVICES

The future library will respond to the needs of the community by:

- Ensuring services, programs, staff and technical resources support and enrich the urban, social, educational, recreational, and cultural life of the community.
- Offering dedicated services for newcomers, seniors, adults, young adults, school-age children and very young children.
- Enhancing access to universal information in the form of comprehensive print and digital information, while providing tools to build literacies.
- Providing access to object collections such as tools, toys, games and vocational supplies.
- Emphasizing multiculturalism, multiliteracy, and Indigenous and traditional knowledge, while showcasing Canadian identity, history, and culture.
- Providing a range of spaces, from group program and meeting spaces, to individual study and retreat spaces.
- Developing programs and spaces that support and showcase physical and digital maker activities that use leading edge information systems and communications technology.
- Develop scheduled and drop-in topical, educational and vocational programs and community events.
- Providing personal professional expertise and support.
- Providing library system and resources management and service coordination.
- Participating in local, regional and global information networks

FACILITY SERVICE OPTIONS

A number of factors indicate that in the future PMPL will serve the population of Port Moody with a multiple branch model. These factors include:

- Locating service points closer to where people live, resulting in a higher profile and greater use of library services, and creating a walkable city that is more sustainable and that features fewer vehicle trips.
- Provision of a more nuanced suite of services that respond to the varying needs of residents, such as providing more third spaces for those in smaller and higher density residential developments, and providing those who live further from the library with access to collection resources.



Figure A1. Norwell Public Library, *Norwell MA, Oudens Ello Architecture*
Source: Oudens Ello Architecture

Three library service options have been developed as possible vehicles for library service delivery:

Central Library

This is a full-service library that functions as the central service point of the library system, supporting branches and serving the entire Port Moody community.

- Building area of 42,500 ft^2
- Operates 70-75 hours per week
- Accommodates a comprehensive collection that supports the library system
- Staff complement of 35 to 40 FTE (full time equivalent)
- Serves as the system distribution hub for materials
- Provides specialty services and dedicated space for children, youth, adults, and newcomers
- Introduces and showcases new technologies and services, such as virtual reality, media production, and maker spaces
- Provides access to a Program Performance space
- Accommodates library leadership and administration
- Provides parking for approximately 125 vehicles

Functional Components: Components may include the following:

1. Entrance, Welcome, Service Point
2. Program Room(s)
3. Collaborative Zone
4. Children's Library
5. Adult and Teen Collections and Study Spaces
6. Tech Centre and Maker Spaces
7. Staff Workspace and Administration
8. Back of House, including Distribution
9. Exterior Spaces including program spaces and parking

Potential Site Partners: Master planning will identify suitable site partners, which may include:

1. Housing
2. Retail and commercial services
3. Daycare
4. Healthcare
5. Other

Site Options: Master planning considered the following site options for the Central Library:

1. Fire Hall Site
2. Works Yard on Murray Street
3. Both of Above
4. Existing Civic Building Expansion
5. Pioneer Park

Community Branch Library

This is a full-service branch that is intended to support the population of a neighbourhood by providing residents with reasonably convenient access to a library service.

- Building area of 20,000 to 25,000 ft^2 serving a population of up to 35,000 people
- Operates at least 54 hours per week

- Accommodates a collection of 40,000 to 50,000 items
- Staff complement of 10 to 12 FTE
- Includes zones for specific demographic groupings, including children and families, as well as teens
- Includes access to a Program Room for up to 50 people
- Accommodates seating for up to 275 patrons
- Supports parking for approximately 45 vehicles

Functional Components: Functional components in the Community Branch Library include:

1. Entrance and staffed service point
2. Program Room
3. Children's Area
4. Adult and Teen Collections and Reading spaces
5. Collaborative Area
6. Staff work area and back of house functions
7. Exterior spaces including programming space and parking

Potential Site Partners: Suitable site partners may include:

1. Retail and commercial services
2. Professional services
3. Housing
4. School
5. Daycare
6. Parks and recreation facilities
7. Other

Site Options: Ideally, the Community Branch Library would be located somewhere between Kyle Centre and Moody Centre Station.

Express Branch Library

Providing limited services, this is a service option that provides access to collection resources and Internet for residents who are more remote from a fixed branch location.

- Building area of 250 to 500 ft^2, serving a population of up to 5,000 people
- Operates up to 24/7 as a self-serve service point
- Accommodates a collection of 500 to 750 items
- Staff complement of 0 – 1 FTE; may be staffed by 1 to 2 people intermittently
- May include access to a Program Room for up to 20 people
- May accommodate seating for up to 5 patrons
- Supports parking for up to 3 patrons

Functional Components: Master planning will confirm the functional components that comprise Express Branch Libraries, which may include the following components:

1. Book Vending Machines
2. Community Space
3. Meeting/Program Room
4. Staff Support Area
5. Exterior Spaces including parking

Potential Site Partners: Suitable site partners for Express Branch Libraries may include:

1. Retail and commercial centres
2. Residential developments
3. Community and recreation facilities

Site Options: Site options for Express Branch Libraries are focused on concentrations of population that are remote from planned library facilities.

ACCESS TO LIBRARY SERVICES

A strong theme that emerged through the library's recent strategic planning process was convenient access to library services. As such, many systems have in place policies that relate to the distance of populations to library services. As an example, the City of Vancouver has identified that residents should be within 2 km of a library service. This is particularly important as libraries continue to evolve from being primarily places to pick up books, to a third place–a place to meet, study, socialize, and attend programs.

It is recommended that a new library service be provided within 2.5 km once a neighbourhood or community exceeds 10,000 people.

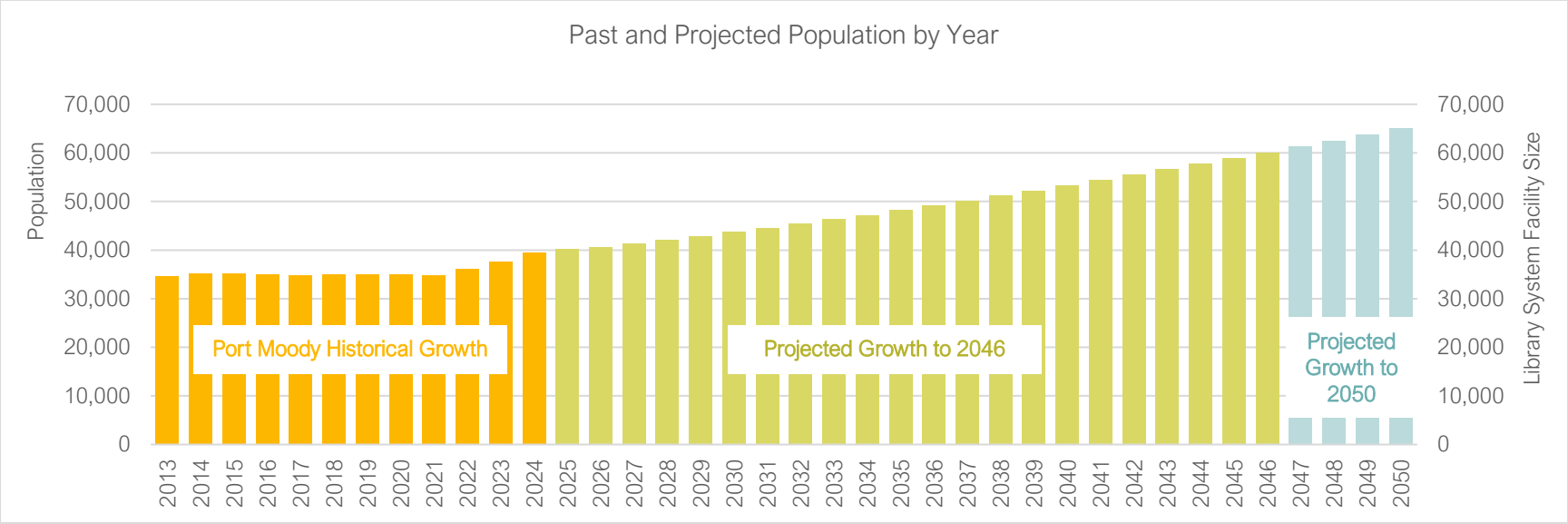
3.2 PROVISIONING ALLOCATION

This section identifies the appropriate size of facilities now and in the future for the PMPL system. The single largest driver of library facility size is the size of the population that the library serves or is projected to serve in the future. The city of Port Moody has seen modest growth in population over the past 20 years; however, population numbers are projected to grow more rapidly in the future.

The following graph illustrates the projected growth of Port Moody over the next 24 years to 2050, based first on BC Stats figures to 2046 and then extrapolating the average growth in the last 10 years of the projection to 2050.

As noted previously, BC Stats figures have, in the past, tended to project higher rates of growth than those realized.

The result is that by 2050, Port Moody's population is expected to be between 65,000 and 70,000 people



Graph A1. Port Moody Population Projections
Source: BC Stats/RPG

Population-Based Planning Standards

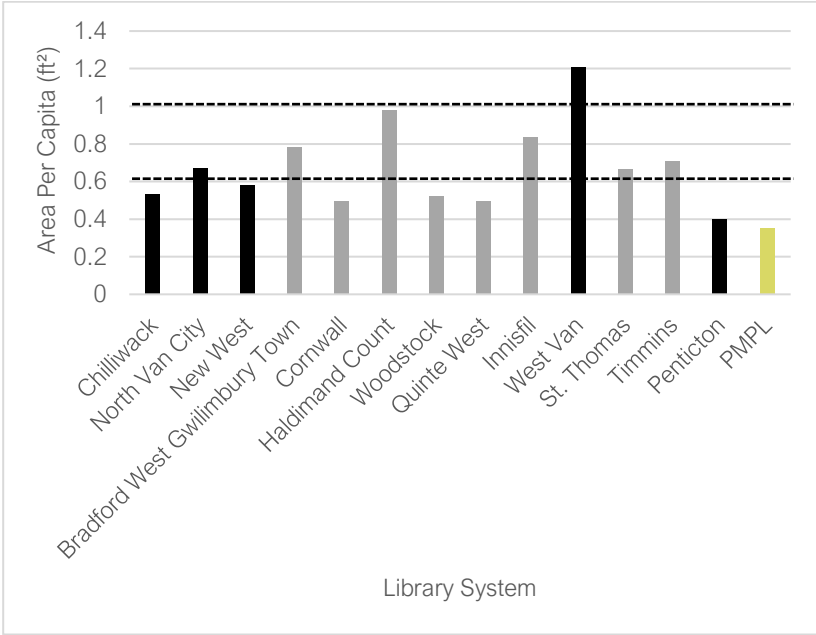
Several jurisdictions have adopted simple population-based standards for libraries which range from 0.6 ft^2 per capita to 1.0 ft^2 per capita.[3] These standards generally acknowledge that each library system is uniquely placed and so offer a range of standard allocations that fit the circumstances of individual libraries. Often standards range from base services at the low end of the scale, enhanced services around midpoint, to exemplary near the top of the size scale. Overall, these standards represent a basic tool, whose primary use is making comparisons with other similarly situated systems and providing a preliminary space target for a library system.

Benchmarking Peer Libraries

Another way to understand how large PMPL should be is to benchmark the library against peer systems. In this case, peer systems are Canadian municipal libraries serving a population of between 35,000 and 75,000 people. Graph A2 compares PMPL's area per capita with that of peer systems and illustrates the lower and upper ranges of the area standards.

The comparison indicates how undersized PMPL currently is, falling far short of both the square foot provisioning standard, as well as having the smallest comparative area per capita.

As illustrated in Graph 1 in Section 2.1 Master Plan Recommendations, libraries generally follow a development trajectory in which service populations steadily increase year-over-year while library capital development takes a pronounced stepped approach as the construction of replacement libraries, additions to existing libraries, and the development of new branch libraries, are initiated to make up the shortfall in space. While this review provides a comparison of other systems as they currently stand, just like PMPL, these other systems may be on their own trajectory and may be underserving residents or they may be getting ready for their own capital initiatives, so the average is necessarily below the ideal.



Graph A2. Area per Capita for Peer Library Systems (2022)
Source: PMPL

Note:

1. Black bars = Municipalities in BC
   Grey bars = Municipalities in ON

Compared to its peers, Port Moody Public Library stands out as a high-functioning library despite limitations on program attendance, collection size, and general use. It boasts high participation in its programs, impressive circulation of its collection, and above-average expenditures on collections. Given these strengths, a target of 1.0 square foot per capita for PMPL facilities is reasonable. This target will also accommodate population growth beyond the 2050 planning horizon.

[3] For two examples, refer to the Administrators of Rural and Urban Public Libraries of Ontario's *Guidelines for Rural/Urban Public Library Systems*, which identifies a range up to 1.0 ft^2 per capita, and the Florida Public Library Association Standards Committee's *Florida Public Library Outcomes & Standards 2015*.

3.3 COMMUNITY PROFILE

INTRODUCTION

Port Moody Public Library currently serves a population of approximately 36,770 through its single branch. The surrounding neighbourhood has changed dramatically over the past 25 years, with library use growing accordingly. Three high density residential/commercial developments – Newport Village, Suter Brook Village and Klahanie – are a short walking distance of the library. The library's location, the range of programs and services offered, and its focus on being responsive to community/customer needs make it a natural hub for the community.

The arrival of the Evergreen Line into Port Moody in 2016 brought a SkyTrain station just three blocks from the library. While a population boom was initially expected following the SkyTrain's introduction, growth has remained relatively flat so far. However, the population is projected to increase in the future, driven in part by new Provincial policies aimed at expanding housing stock across BC.



Figure A2. Port Moody Public Library
Source: NewToBC – The Library Link for Newcomers

THE CITY OF PORT MOODY'S VISION, MISSION, AND STRATEGIC PRIORITIES

Note that italicized text is that which is taken verbatim from the City's documents.

Council's Vision

Embracing nature and the arts; the most livable city in the world!

Council's Mission

To lead bold initiatives and provide our community with exceptional services and a sound financial future.

Council's Strategic Priorities

Sustainable Core Services

Healthy Community Development

Resilient Natural Environment

Vibrant and Prosperous Community

DEMOGRAPHIC PROFILE

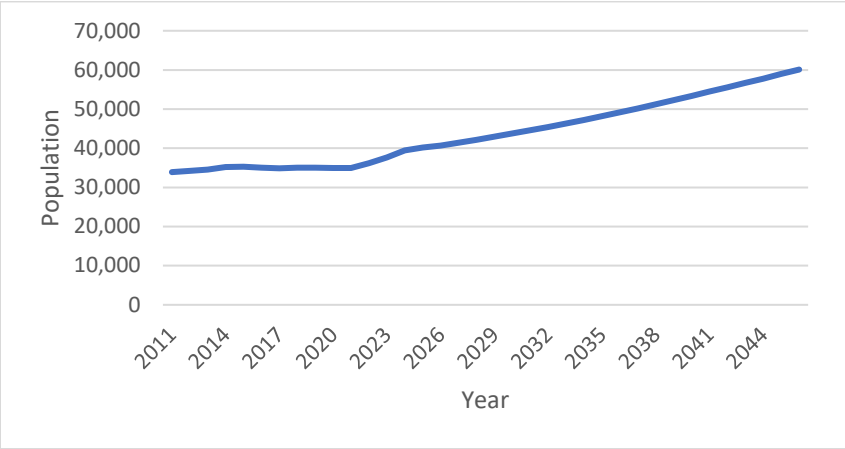
The library's unique contribution must be understood within the context of Port Moody, which itself has a unique position in Metro Vancouver. The following graphs illustrate Port Moody's community characteristics as it relates to population, income, education, and employment.

Overall Population

There has been minimal growth in the population of Port Moody during the 2011 to 2016 census period (1.6% increase or 540 people), and a slight reduction in the last census period of 2017 to 2021 of 16 people.[4] The median age of the population is 41.6 years.

In the 2021 Census, immigrants represented 33% of the population with 5.4% having lived in Canada for less than 5 years. The top four countries for immigrants remain South Korea, China/Hong Kong, the United Kingdom, and Iran. Chinese, Korean and Persian are the top three non-official languages spoken regularly at home.

The graph below illustrates historical population growth and current population projections provided by BC Stats.

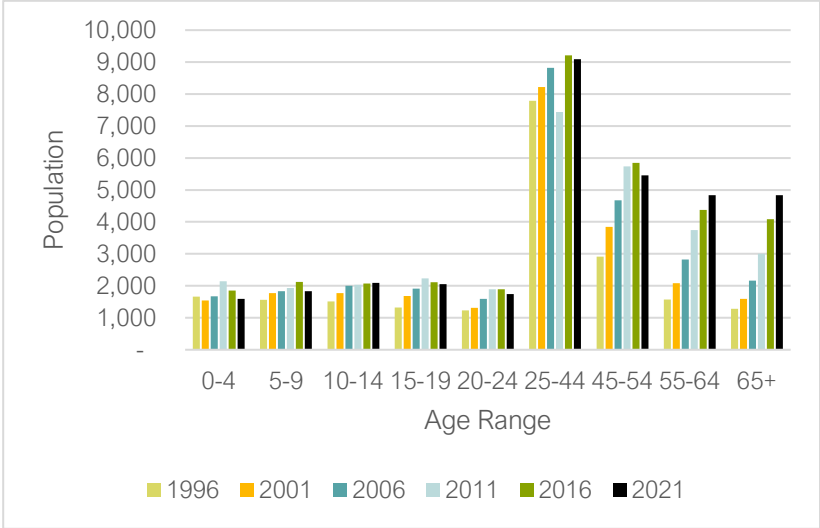


Graph A3. Port Moody Population Projections
Source: BC Stats

The upcoming 2026 census may give a more accurate picture of Port Moody's total population, but caution is warranted to not read too much into the BC Stats numbers other than to acknowledge that, in the past, growth has not met anticipated projections.

Aging Population

The population in British Columbia is aging. This trend has considerable implications for PMPL both in terms of the services to be offered and future staffing as seniors are heavy users of the library. They will require collections, programming, and spaces to be configured to their needs and interests. Many retirees will be looking to the library for volunteer opportunities, and some may even want to work at PMPL. The goal for many seniors is healthy aging, and the library could be a vital resource by promoting healthy eating, physical activity, and social connectedness.

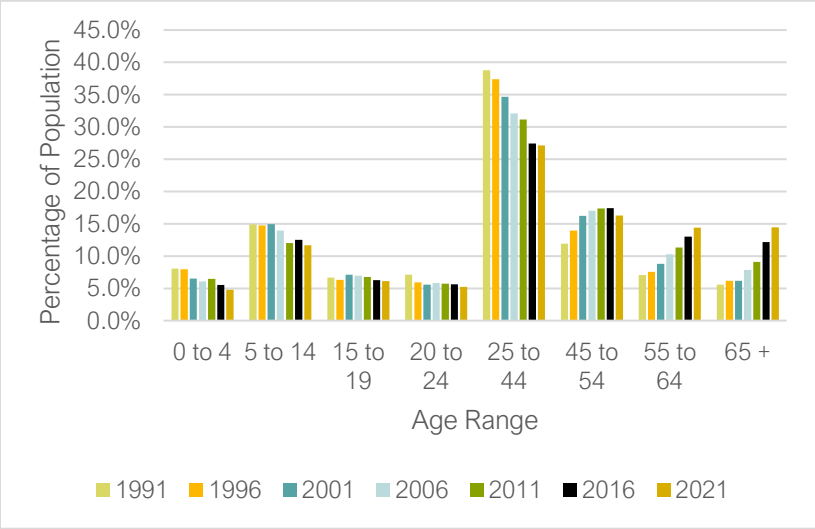


Graph A4. Port Moody Population by Age (1996 – 2021)
Source: Statistics Canada (1996: 1996 Census of Canada: Electronic Area Profiles; 2001: 2001 Community Profiles; 2011: Census Profile; 2016: Census Profile, 2016 Census – Port Moody, City [Census subdivision], British Columbia and Greater Vancouver, Regional district [Census division], British Columbia; 2021: Profile table, Census Profile, 2021 Census of Population – Port Moody, City (CY) [Census subdivision], British Columbia)

As indicated in the following graph, Port Moody has an aging population with proportionately fewer young children and families since the 1990's. There is an

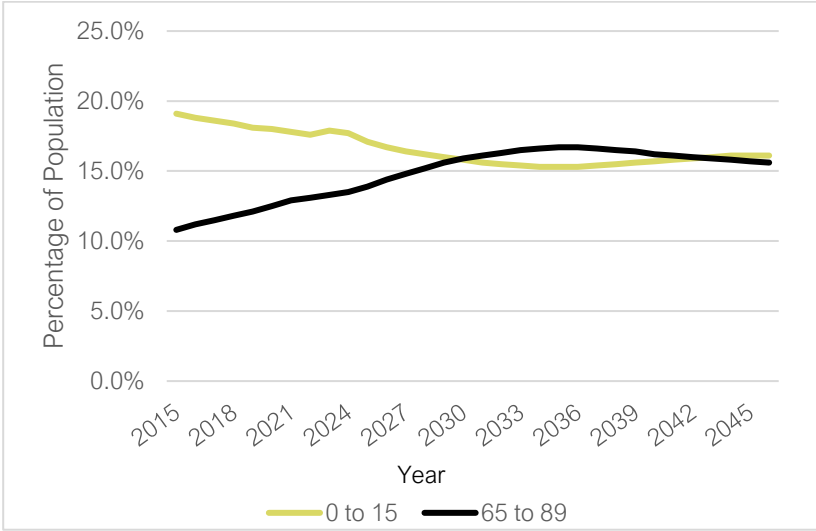
[4] Many believe the 2021 census numbers should be higher.

overall declining percentage of younger children, whereas the number of older adults has steadily increased.



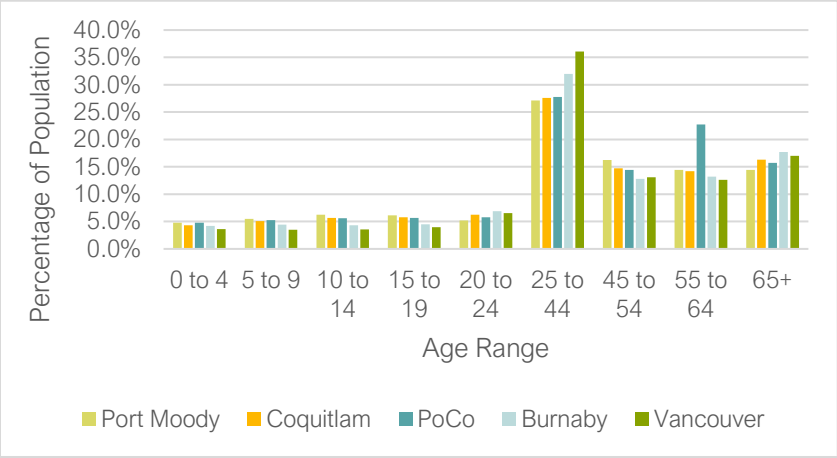
Graph A5. Port Moody Population by Age (%)
Source: Source: Statistics Canada (1996: 1996 Census of Canada: Electronic Area Profiles; 2001: 2001 Community Profiles; 2011: Census Profile; 2016: Census Profile, 2016 Census – Port Moody, City [Census subdivision], British Columbia and Greater Vancouver, Regional district [Census division], British Columbia; 2021: Profile table, Census Profile, 2021 Census of Population – Port Moody, City (CY) [Census subdivision], British Columbia)

As indicated in Graph A6, long-term population projections have seniors and youth aged 0 to 15 years as roughly equivalent as a percentage of the population in 2030. Seniors will take the lead for about a decade until 2043 when youth will again slowly increase as an overall percentage of the population.



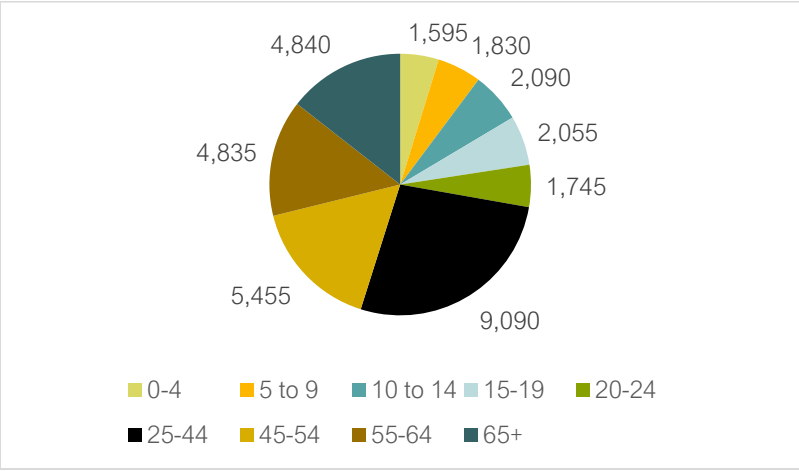
Graph A6. Port Moody Population Projections Comparing Children vs. Seniors
Source: BC Stats

Another way of looking at population distribution by age is to compare Port Moody with other local municipalities. The 2021 Census snapshot demonstrates that young adults aged 20 to 44 comprise a smaller percentage of the overall population compared to Coquitlam, Port Coquitlam, Burnaby and Vancouver.



Graph A7. Population by Age Across Municipalities (2021)
Source: Statistics Canada

Reaffirming the population demographics shown above, there is a smaller population of children and younger adults living in Port Moody compared to a sizeable population of adults and seniors.



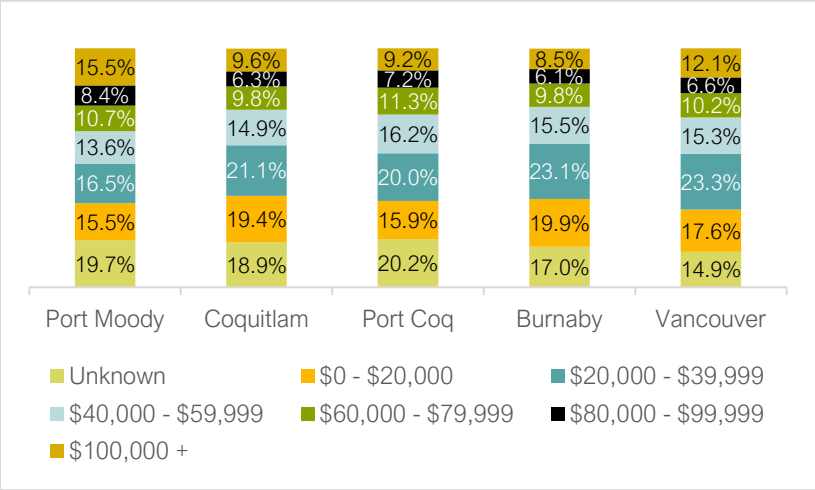
Graph A8. Port Moody Population by Age (2021)
Source: Statistics Canada

Income

Port Moody is a comparatively wealthy community. The graph below demonstrates that it has a greater percentage of household incomes over $100,000 than Coquitlam, Port Coquitlam, Burnaby, and Vancouver.



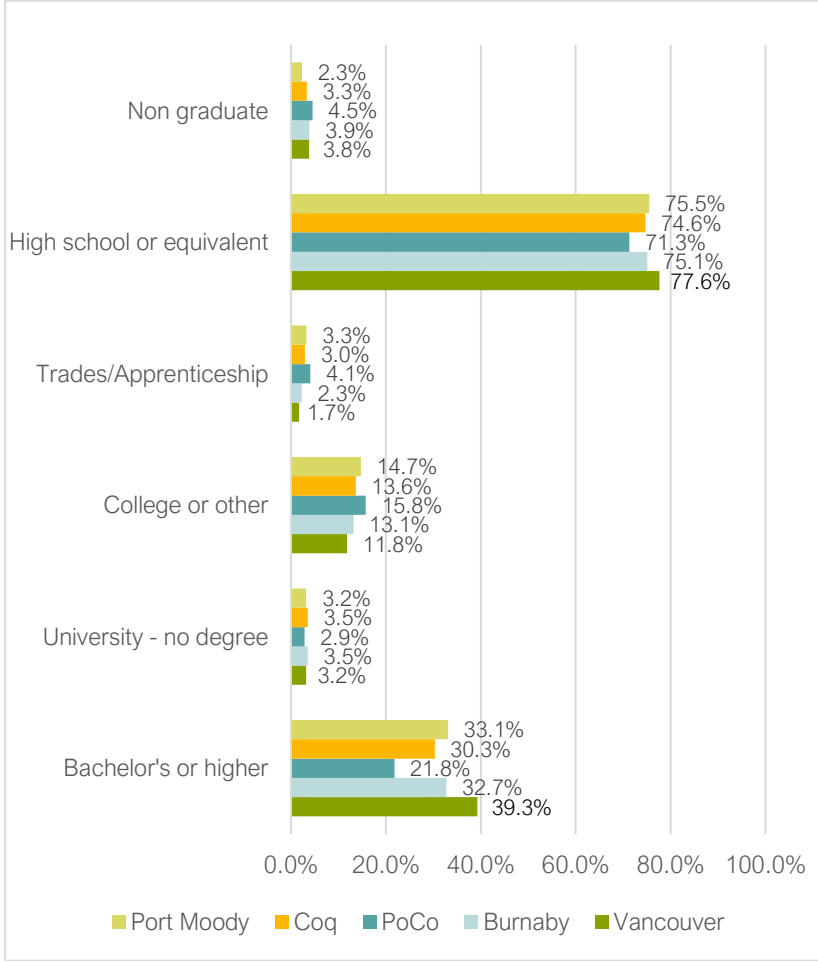
Graph A9. Household Income Across Municipalities (2021)
Source: Statistics Canada



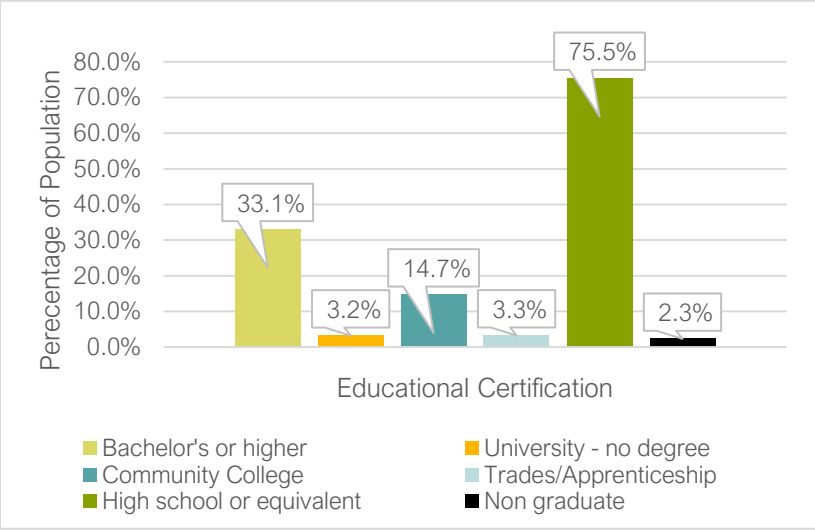
Graph A10. Individual Income Comparison Across Municipalities
Source: Statistics Canada

Education

Education is a good predictor of library use with those having a higher education generally making greater use of libraries. In general, Port Moody residents have a high level of education compared to those in comparator cities.



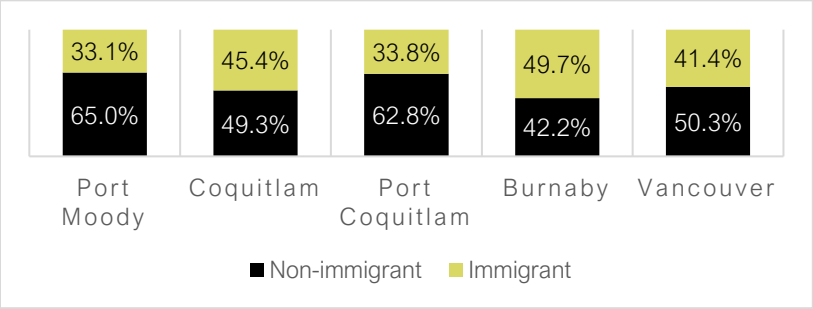
Graph A11. Education Comparison Across Municipalities
Source: Statistics Canada



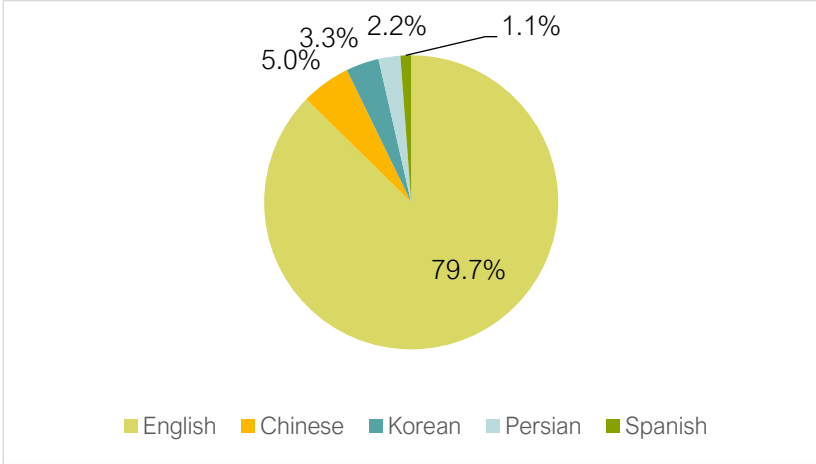
Graph A12. Port Moody Education (2021)
Source: Statistics Canada

Immigration Status

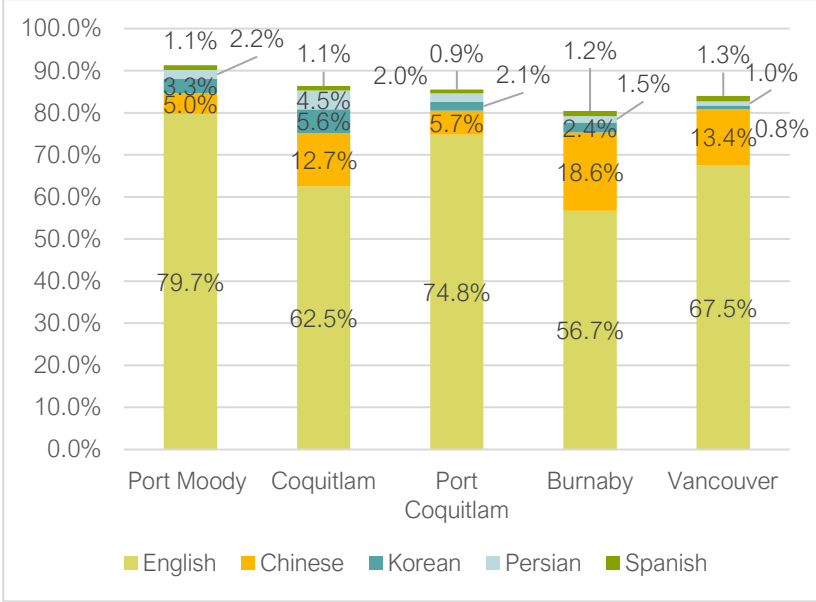
Like all of its surrounding municipalities, there is a significant number of immigrants living in Port Moody. Although substantial, it is striking that Port Moody has fewer immigrants on a percentage basis than in Coquitlam, Burnaby and Vancouver. When taken with the languages spoken at home below, Port Moody appears to be somewhat less diverse than its neighbours.



Graph A13. Immigration Status Across Municipalities (2021)
Source: Statistics Canada



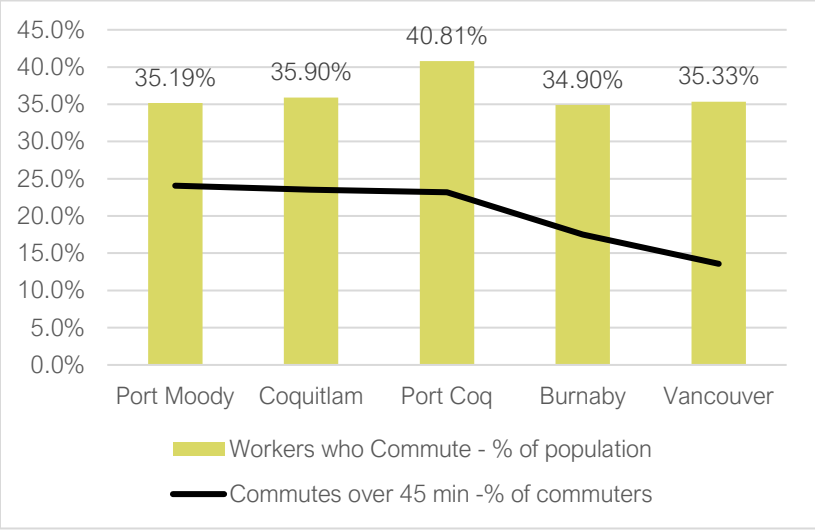
Graph A14. Port Moody Languages Spoken at Home (2021)
Source: Statistics Canada



Graph A15. Languages Spoken at Home Across Municipalities (2021)
Source: Statistics Canada

Employment

Port Moody has a high level of employment, and there is a large number of professionals. As illustrated in the graph below, the number of workers in Port Moody who commute is comparable to those in surrounding municipalities. As a bedroom community, it is notable that a high proportion of working people in Port Moody commute significant distances to other municipalities for work. "Commuter Culture" creates an opportunity for PMPL with respect to library services.



Graph A16. Commuters Across Municipalities (2021)
Source: Statistics Canada

3.4 EXISTING LIBRARY SYSTEM PROFILE

Port Moody Public Library was established in 1942 when Leonard Elsdon first proposed a library for Port Moody to the Port Moody Board of Trade. The first library opened in a small room in 1943 on the second floor of the old City Hall. Soon after, it was moved to the downstairs of the recreation hall on Kyle Street.

In 1968, the library was moved to its own facility on St. John Street where it was known as the Port Moody Centennial Library. The library was then moved on September 6, 1995 to 100 Newport Drive in a collocated facility with City Hall.

CURRENT SITE

The Port Moody Public Library is located in the Inlet Centre neighbourhood of Port Moody, one of the city's two hubs, the other being Moody Centre. The library shares a facility with Port Moody's City Hall within the Civic Centre complex, which also includes the Port Moody Recreation Complex, a new Firehall, and the Public Works Yard. The site is framed by loco Road to the north and east, Murray Street to the south, and Burrard Inlet to the west.

Immediately beyond loco Road and Murray Street, development is primarily multi-family residential mostly comprised of townhomes and condominiums built within the last 45 years.

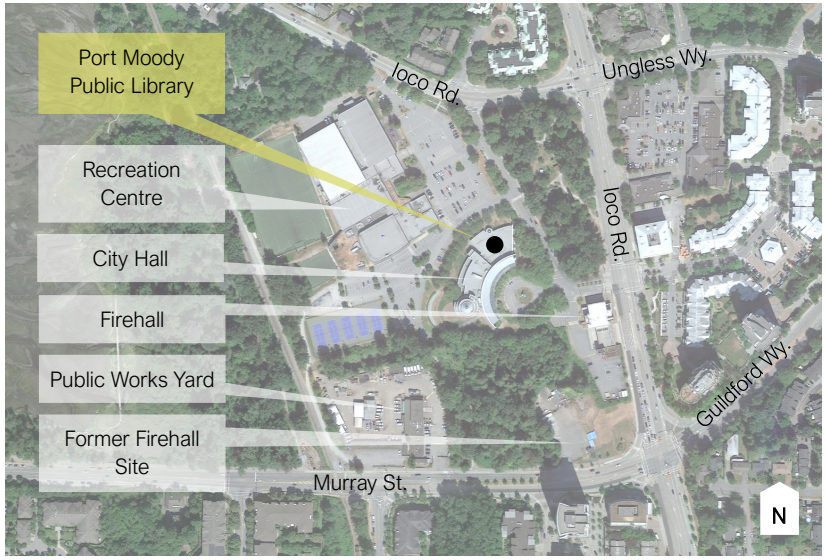


Figure A3. Existing Port Moody Public Library Site
Source: Google Earth

LIBRARY MISSION, VISION, AND VALUES

Mission

To be a welcoming and safe space to access lifelong learning and growth.

Vision

To inspire and open possibilities for all.

Values

Intellectual Freedom
Inclusivity
Service Excellence

STRATEGIC PLAN

Port Moody Public Library recently updated its strategic plan to include five strategic directions, each with goals and performance measures, as well as initiatives that have an impact on current and future facilities.

Strategic Direction 1: Enhance Library Spaces

With the goal to advance library spaces to better serve our growing and diverse community, the library will build support for a new library facility through the development of a Library Facility Master Plan.

Strategic Direction 2: Promote Community Bonds (Patron to Patron)

With the goal to foster connections among citizens to create a more cohesive community, the library will identify and develop programs with community partners and provide more programming supporting multilingual activities and newcomers celebrating local creative activities.

Strategic Direction 3: Embrace Diversity (Staff to Patron)

With the goal to recognize, respect, and celebrate the diversity of people's backgrounds, cultures, and perspectives, the library will expand its collections, information, and services in languages other than English to ensure diverse voices are represented. Additionally, the library will strengthen its commitment to Truth and Reconciliation by showcasing Indigenous artwork and celebrating the works of Indigenous authors.

Strategic Direction 4: Boost Digital Accessibility

With the goal to accelerate the library's digital readiness and ensure equitable access for all, programs and equipment will be enhanced to improve the patron digital experience. This includes upgrading the library's computing services and introducing emerging technology.

Strategic Direction 5: Empower Library Staff

With the goal to support career development opportunities for library staff and with emphasis on diversity and inclusion, the library will invest in individual staff development, health and wellness, and provide staff with the tools required to respond to a variety of workplace scenarios.

LIBRARY DESCRIPTION AND SERVICE PROFILE

PMPL has a long-standing commitment to providing exceptional customer service, diverse popular collections, and extraordinary programming. The library's dedication to customer service is evident from the positive feedback about staff received from patrons over the years.

PMPL is currently a single branch system that performs highly compared to others systems, for circulation of its collection, the number of people accessing the library (gate count), reference questions and program attendance.

Current Use Statistics

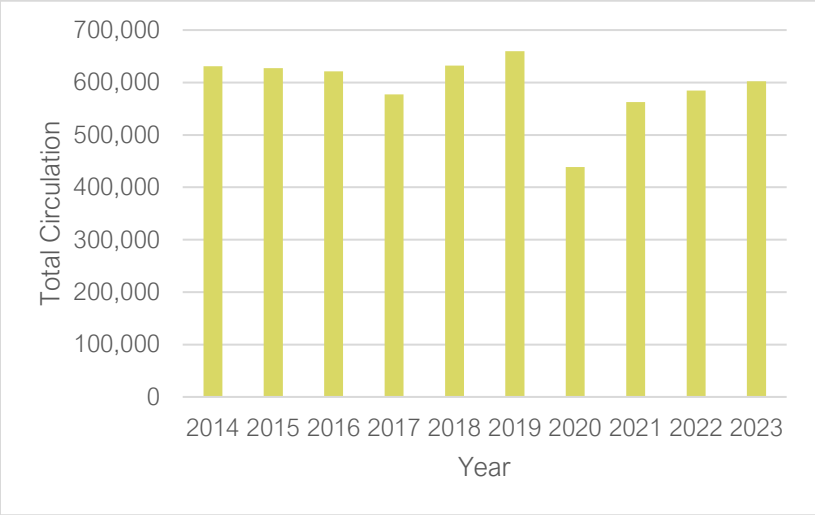
Circulation

PMPL has a high annual total circulation of its physical collections, compared to other libraries serving a population of 35,000 to 50,000, of which there are three in BC, sixteen in Ontario, and three each in Manitoba, Saskatchewan, and Alberta. The table below creates annual averages using data from 2017, 2018, 2019 and 2022 (excluding 2020 and 2021 as anomalous due to COVID).

Library	Estimated Service Population	Total Active Cards	Total Physical Circulation	Circulation per Capita	Circulation Per Active Card Holder
Fort St John Public Library Association	37,349	4,233	88,836	2.37	20.99
Penticton Public Library	37,943	15,485	316,291	8.34	20.43
Port Moody Public Library	**39,316**	**15,718**	**489,667**	**12.45**	**31.15**
West Vancouver Memorial Library	49,590	19,458	743,680	15.0	38.22
15 Ontario Public Libraries (average)	43,435	11,983	192,533	4.47	16.88
3 Manitoba Public Libraries (average)	40,307	16,889	164,885	4.02	11.29
3 Saskatchewan Public Libraries (average)	40,576	N/A	143,188	3.38	N/A

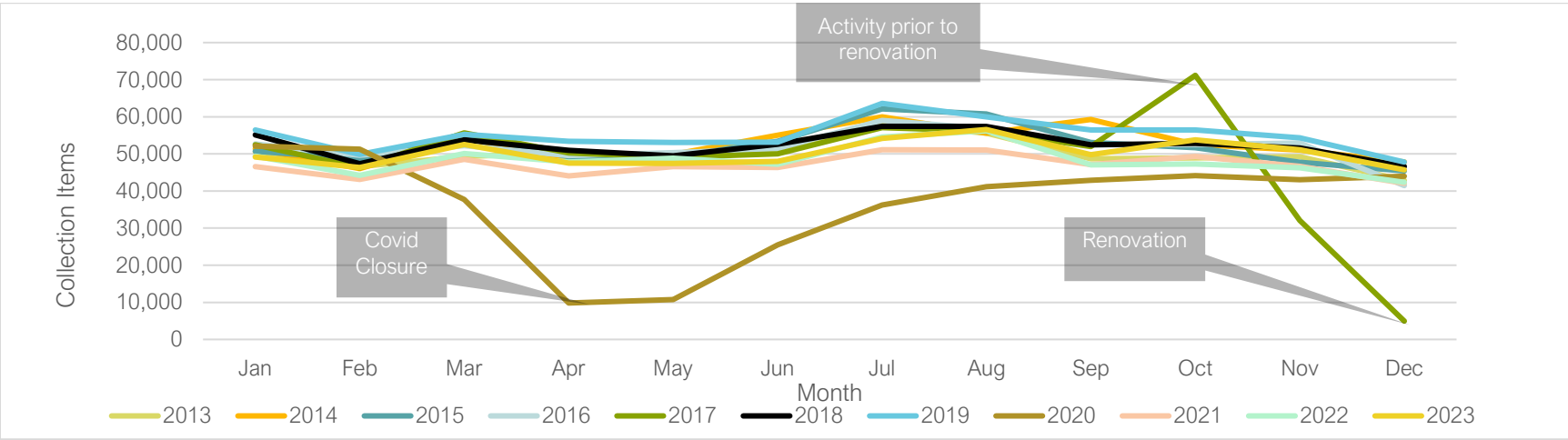
Table A1. Average Total Circulation (2017 – 2019, 2022) for Libraries Serving Populations of 35,0000 to 50,000 People)
Source: PMPL

The only library serving a population between 35,000 and 50,000 that circulates more than PMPL is West Vancouver Memorial Library (WVML).

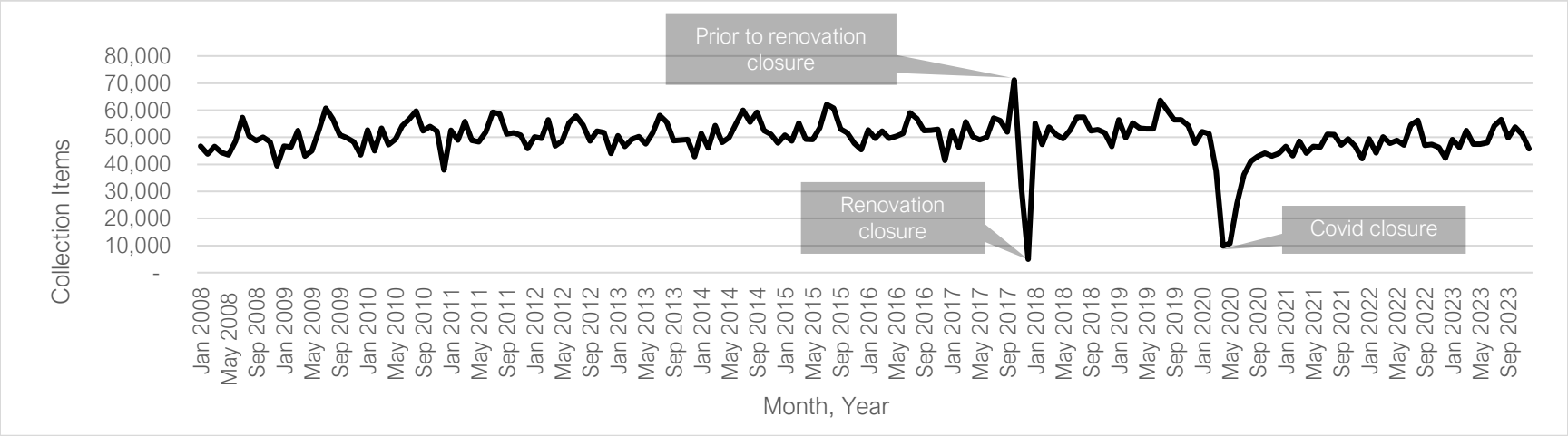


Graph A17. PMPL Total Circulation (2014 – 2023)
Source: PMPL

Another indicator of success has been PMPL's consistent circulation of materials. Graphs A16 and A17 illustrate how month-by-month, year-by-year, circulation is very consistent.



Graph A18. PMPL Monthly Circulation (2013 – 2023)
Source: PMPL



Graph A19. PMPL Monthly Circulation (2008 – 2023)
Source: PMPL

One area that distinguishes PMPL from most other libraries in the province is the high rate of circulation for children's physical materials. The popularity of children's materials dates back to at least 2008 when it comprised 48% of all physical activity and at least 60% of all physical activity since 2018. This high rate of children's circulation is consistently higher than most other libraries in the province with the exception of Richmond and Surrey Public Libraries. For example, in 2022 the provincial average for all libraries was 35.11% children's physical circulation whereas PMPL was 64.76%.

Collection	2019	2020	2021	2022	2023
Adult	208,437 (36.80%)	120,542 (36.27%)	151,614 (32.98%)	160,404 (33.13%)	167,015 (34.07%)
YA	15,220 (2.69%)	9,778 (2.94%)	12,335 (2.68%)	10,228 (2.11%)	9,260 (1.89%)
Children	342,733 (60.51%)	201,996 (60.78%)	295,802 (64.34%)	313,549 (64.76%)	313,912 (64.04%)
Total	566,390	332,316	459,751	484,181	490,187

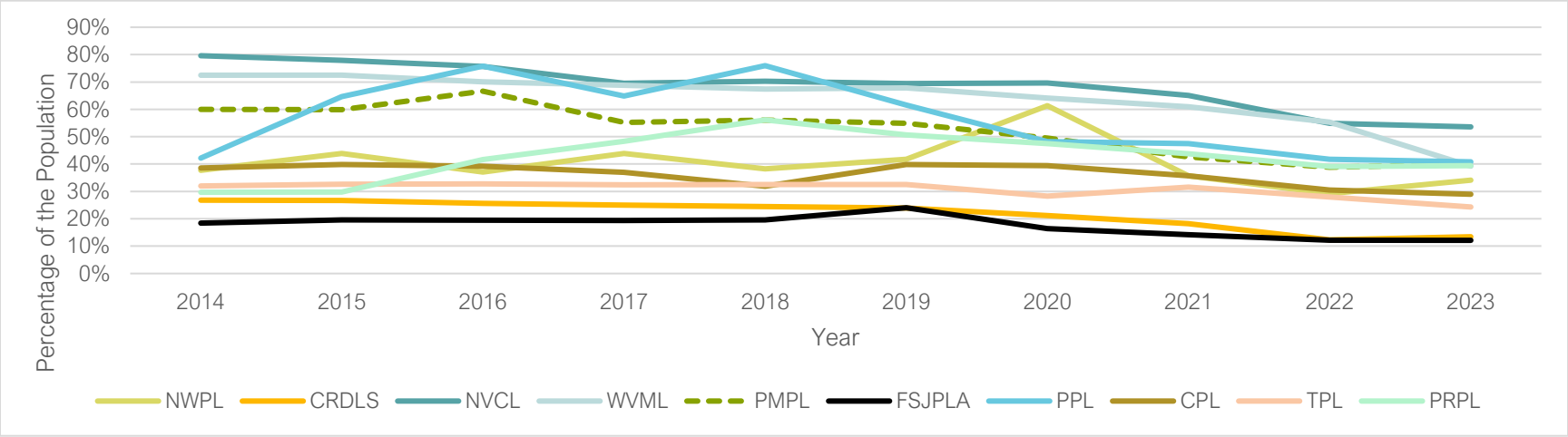
Table A2. Physical Circulation by Item Type (Adult, Young Adult, Children)
Source: PMPL

Active Card Holders

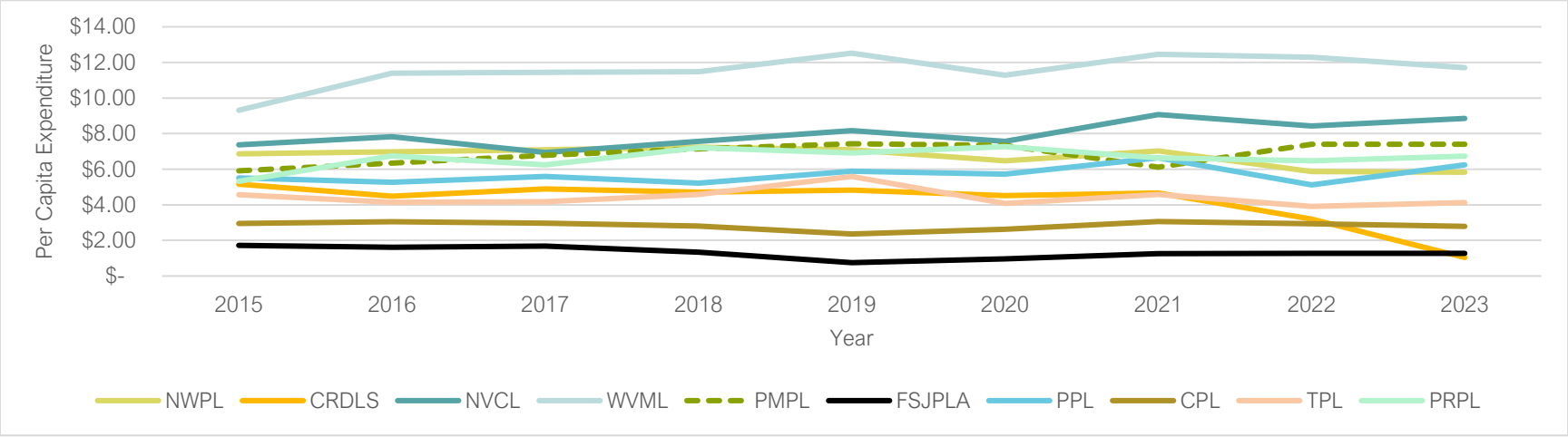
As indicated in Graph A20, the total number of active cardholders has slowly declined over the years, which is a general trend among all library systems. While numbers of active card holders have declined at PMPL, circulation has remained strong and has even increased. One reason for the apparent decline is that libraries are counting "active" cardholders differently now than in the past. Today, an active cardholder is anyone who has used their library card in the past 3 years.

Collection Expenditures

Graph 19 compares PMPL physical collection expenditures with peer libraries on a per capita basis. It indicates that, despite the small size of the Library facility, expenditures per capita are higher than average, with PMPL being third or fourth highest in most years.



Graph A20. Total Active Cardholders as a Percentage of the Population Among Peer Libraries in BC Municipalities with Populations of 19,000 to 72,000 People (2013 – 2022)
Source: PMPL



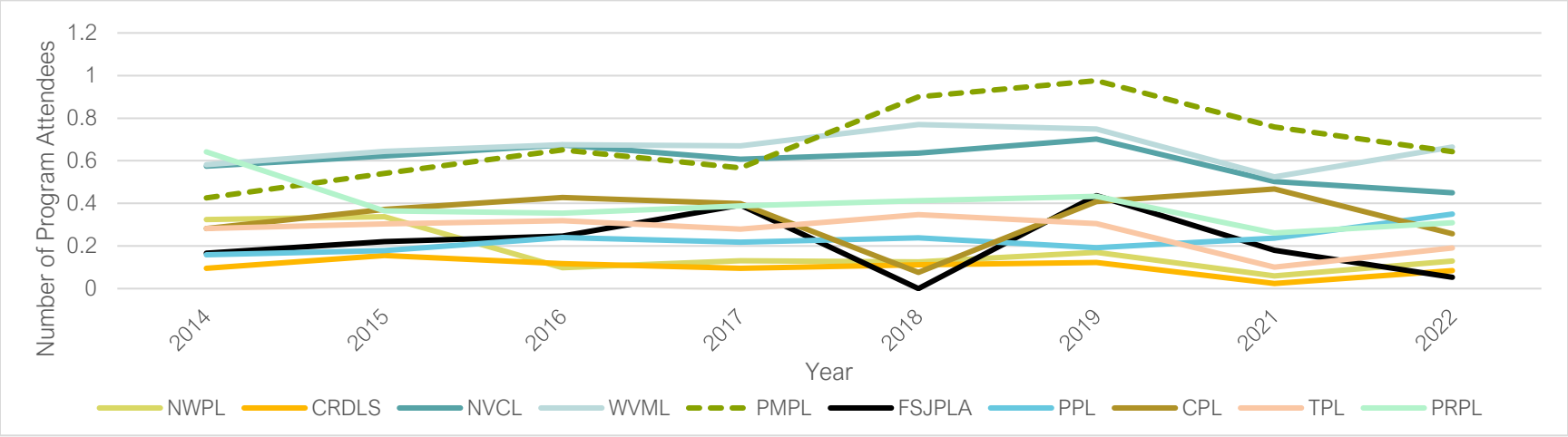
Graph A21. Per Capita Expenditures for Physical Collection Among Peer Libraries in BC Municipalities with Populations of 19,000 to 72,000 People (2014 – 2022)
Source: PMPL

Note:

1. NWPL – New Westminster Public Library
   CRDLS – Cariboo Reginal District Library System
   NVCL – North Vancouver City Library
   WVML – West Vancouver Memorial Library
   PMPL – Port Moody Public Library
   FSJPLA – Fort St. John Public Library Association
   PPL – Penticton Public Library
   CPL – Cranbrook Public Library
   TPL – Terrace Public Library
   PRPL – Powell River Public Library

Program Attendance

PMPL's success in programming is notable in comparison with its peer libraries. Note that because numbers for the year 2020 are considered a one-time distortion due to COVID-19, they have been excluded in the following graph.



Graph A22. Per Capita Number of Program Attendees Among Peer Libraries in BC Municipalities with Populations of 19,000 to 72,000 People (2014 – 2022, Excluding 2020)
Source: BC Public Libraries Branch

Facility Size

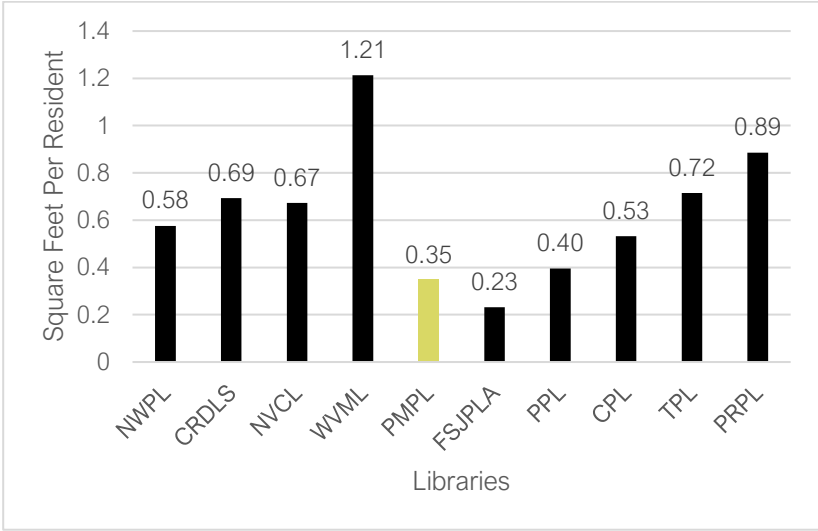
PMPL's greatest struggle has been with its lack of space. The need for more space had been identified as early as 2004 just nine years after the current branch was first opened. It is evident that PMPL is too small because there are several standard services and spaces it cannot offer within the limited library space, including:

- Maker spaces
- Computer training labs
- Bookable meeting rooms of various sizes
- Early literacy activity center for children
- Separate children's Internet stations

PMPL must make difficult choices in several areas because of its small size:

- Library collections are currently 30+% below standards [5] and is not able to adequately display or showcase the various types of collections
- Library programming
  - Complaints about noisy programs due to the proximity and inability to provide adequate separation of activities
  - Limited numbers of people who can attend programs
- Limited Library seating and study space
- Limiting internal promotions to avoid congestion, such as:
  - Book sale items
  - Signage and displays

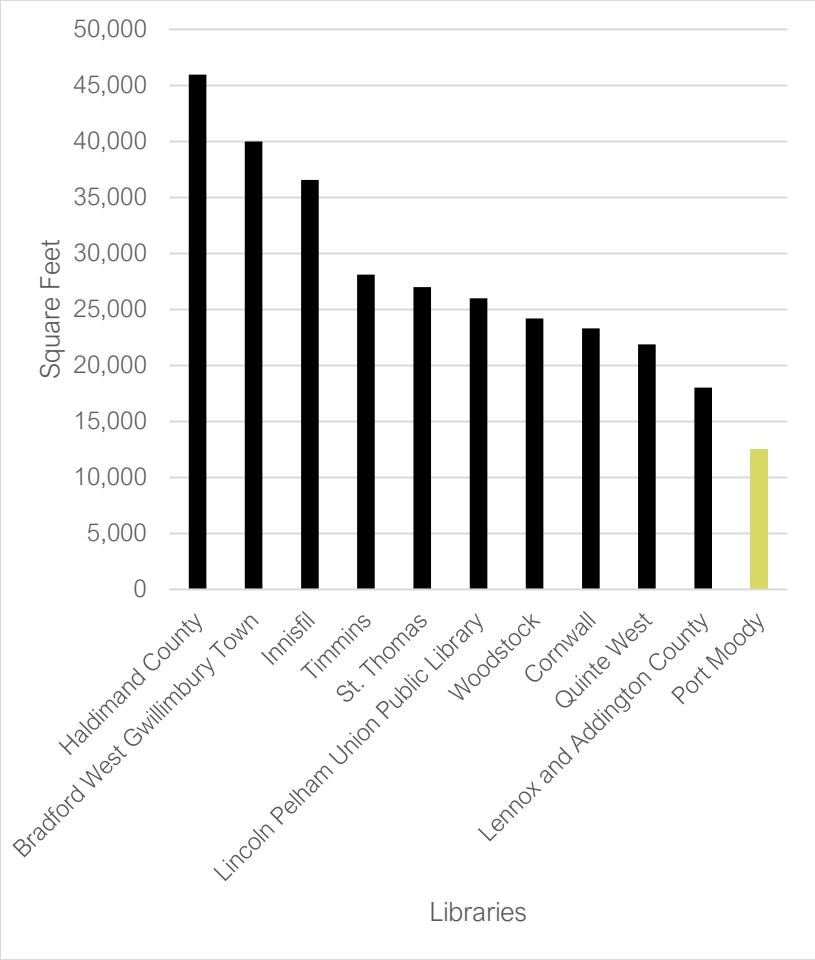
The need for more space is evident because PMPL has fewer square feet on a per capita basis than all but one of its peer libraries in BC.



Graph A23. Per Capita Size of Peer Libraries in BC Municipalities with Populations of 19,000 to 72,000 People (2021)
Source: BC Public Libraries Branch

[5] The number of items in PMPL's physical collection, which is currently 2.7 items per capita, has varied in the past number of years from 36% below the average to 5% below the average of its peers. Library standards, such as Wisconsin Public Library Standards suggests a sliding scale of between 3.1 and 4.3 items per capita, for libraries serving populations between 35,000 to 100,000. As well, library standards adjust collection size based on the level of service that the library system aspires to, with targets of approximately 2 items per capita as a minimum, 3 items per capita as a moderate service level and 4 items per capita as an enhance level. With that in mind, PMPL, with a population served of approximately 40,000 and a collection of approximately 80,000 items is approximately 33% below the "moderate" standard, which would indicate a collection size of 120,000 items for a population of 40,000.

Comparing PMPL with libraries out of province has limitations. However, it is worth noting that PMPL is also undersized compared to libraries in Ontario with populations between 35,000 and 70,000.



Graph A24. Total Square Footage of Peer Libraries in Municipalities with Populations of 35,000 to 50,000 People (2022)
Source: Ontario Public Library Statistics and PMPL

COMMUNITY BENEFITS

Public libraries play a vital role in their community by providing economic, social, educational, and cultural support. Each library is unique and caters to the specific needs and desires of its community by adopting or emphasizing some roles more than others. PMPL roles include:

- **Access to Government Resources:** providing accessible locations from which citizens can fill out forms and receive information and advice. This also means helping residents become engaged citizens.
- **Affordable Leisure Activities:** offering free materials in various formats for people of all ages to meet community needs.
- **Anti-Poverty Strategies:** providing critical support to populations that are economically challenged or unhoused. PMPL bridges the digital divide and provides information and connection to government services.
- **Community Hub:** a space where residents can access various resources and services in one spot. It is the place where everyone can come together to learn, socialize, and engage in civic activities.
- **Cultural Vitality:** assisting society to be healthy and sustainable through shared resources that inform and teach social equity and environmental responsibility. It also helps create a sense of shared identity by preserving local heritage culture while, at the same time, celebrating the diverse cultures of Port Moody residents.
- **Early Literacy Development:** supporting success in life through reading and school readiness by means of pre-school and children's literacy programs.
- **Economic Development:** support for small businesses and entrepreneurs who drive the local economy, growth, and job creation.
- **Employment Support:** providing services and resources for career planning, job search, education, and upgrading skills.
- **Quality Information:** providing residents correct and complete information regardless of their economic status or location, on issues such as health, parenting, life choices, and more.

- **Return on Investment:** providing a substantial return on investment. Studies show that investment in libraries yields measurable and positive returns. This is experienced in a variety of ways including savings to new residents, as well as improved quality of life that attracts residents and businesses.
- **Serving the Whole Community:** ensuring the whole community receives equitable access to resources. The public library may be the only place where people have access to free computing resources, the Internet, peripherals, and training.
- **Support for Formal Education:** providing professional help and collections to support learners of all ages to develop advanced information competencies, do research, and complete projects.
- **Welcoming New Canadians:** helping newcomers to Canada succeed through settlement support, language acquisition, and employment support, while maintaining cultural connections.

Another way of looking at the value PMPL brings is to focus more on the outcomes that PMPL provides, including:

- Strengthening Port Moody communities
- Providing a safe space that is open to all
- Maintaining history and truth
- Supporting formal and informal education
- Sustaining the environment through the sharing of resources
- Contributing to the economy by supporting businesses and helping people to save on the purchase of various informational resources and software typically found in workplaces

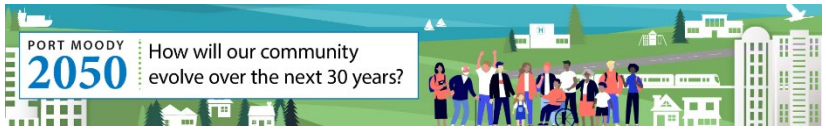
3.5 FUTURE STRATEGIC CONTEXT

Planning the future Library needs to consider and respond to the context in which the Library finds itself. The following are a summary of general trends and larger plans that should be considered.

CITY PLANS

Provided below is an overview of the goals and vision of City Council along with particularly relevant City planning documents. The future development of PMPL should align with this vision. Note that italicized text is that which is taken verbatim from the City's documents.

Official Community Plan



The City of Port Moody is in the process of updating its Official Community Plan (OCP) from 2014, which looks forward to the year 2041; however, this process is currently on hold. The City expects to resume this work in early 2025.

In the interim, the following key trends and issues, as well as the community's vision and goals have been captured from the existing OCP. Please refer to the OCP for the complete narrative.

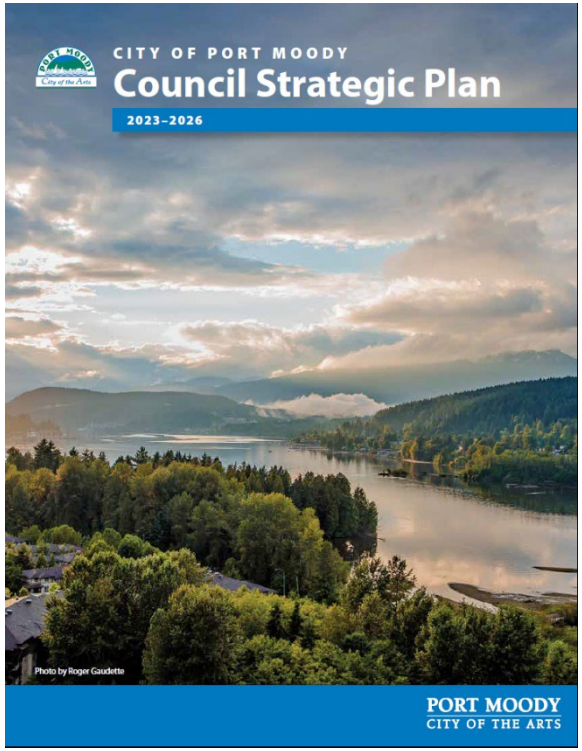
Key Trends and Issues

- ***Environmental trends***
  - *Climate change*
    - *The development of compact, complete communities with a mix of commercial and residential uses near transit services helps to make walking, cycling and transit use more attractive than the use of automobiles.*
    - *Green building strategies, energy efficient infrastructure and the use of renewable energies all contribute to a reduction in fossil fuel consumption and greenhouse gas emissions.*
    - *The protection of natural habitats is also a critical component in reducing vulnerability to climate change.*
    - *Addressing climate change also requires adaptation. Increases in climate variability and extreme weather events could have serious impacts on existing infrastructure. The potential negative implications of climate change underline the need to anticipate and adapt local systems to ensure safety and quality of life, as well as reduce long-term costs.*
  - *Biodiversity*
    - *The City of Port Moody has been successful in preserving large forested areas and protecting environmentally sensitive areas. Ongoing monitoring, maintenance and replanting are necessary to sustain the health and longevity of these areas and the species which inhabit them. The City has also been active in discouraging pesticide use and encouraging the use of native plantings through the Naturescape Program.*
- ***Population trends***
  - *Population changes in Port Moody*
    - *While families with young children still make up a significant proportion of Port Moody households, there continues to be a growing number of seniors and younger single and couple households reflective of broader demographic trends within the region. This trend toward smaller households, coupled with increasing housing costs, has led to increased demand for smaller housing units.*
  - *Aging population*
    - *On a local level, the preference among seniors to age in place will influence the provision of adaptable housing, support services and neighbourhood design that provides for a mix of housing,*

transportation options and uses in proximity. Safety and accessibility will also continue to be of importance as will recreation and community programs to suit the demands of a growing senior population.

- ***Economic trends***
  - *Energy conservation*
    - *To reduce the amount of energy consumed in public buildings, the City of Port Moody has adopted an Energy and Green House Gas Management Corporate Action Plan to retrofit existing facilities to achieve better energy efficiency.*
- ***Social trends***
  - *Housing affordability*
    - *To address the affordability challenge, several municipalities in the region, including Port Moody, have been working on innovative approaches to address this issue including affordable housing reserve funds and support for affordable housing types such as secondary suites, laneway housing and live/work housing types. To adequately address this issue, however, support from both provincial and federal governments is critical.*
  - *Port Moody's resident labour force and local employment opportunities*
    - *Finance and business services as well as educational, health and social services dominate employment among the labour force both locally and regionally. This trend is expected to continue. A large proportion of local residents are also employed in the service sector which is expected to be the source of most new employment in the future.*
    - *One of the goals of this Official Community Plan is the development of a complete community within Port Moody. Among other objectives, a complete community involves achieving a balance between the number of employment opportunities and the number of employed residents within a municipality. In general terms, the ultimate goal is to achieve a 1:1 ratio of jobs to employed residents.*

Strategic Plan (2023-2026)



Vision Statement

Embracing nature and the arts; the most liveable city in the world

Mission Statement

To lead bold initiatives and provide our community with exceptional services and a sound financial future.

Strategic Priority Areas

Four strategic priorities were identified by City Council. Strategic goals and objectives were developed for each strategic priority. The goals and objectives that are particularly pertinent to the Library Master Plan are listed below

Sustainable Core Services

- *Prioritize core services*
  - *Align service levels and financial planning*
  - *Support emergency preparedness and plan for business continuity*
- *Ensure financial sustainability*
  - *Increase and diversify revenues*
  - *Develop a strategy for future uses of City lands*
  - *Plan for asset lifecycle and renewal costs*

Resilient Natural Environment

- *Protect, integrate, and enhance our natural assets*
  - *Protect and enhance natural waterways and the public foreshore*
  - *Expand the City's green infrastructure*
- *Advance climate change mitigation and adaptation*
  - *Prioritize implementation of climate action initiatives*
  - *Plan for extreme weather, coastal flooding, and sea level rise*
  - *Focus on growth of priority business areas*
- *Enhance vibrancy through placemaking, arts, culture, heritage, and tourism*
  - *Develop a vision for the "City of the Arts"*
  - *Facilitate events and festivals in our community*
  - *Strengthen the vibrancy of our waterfront and main thoroughfares*
- *Leverage public spaces*
  - *Determine strategic direction for existing and future civic facilities*
  - *Determine direction for underutilized City lands*
  - *Enhance places where people naturally gather*

Age-Friendly Assessment and Action Plan (2020-2030)



The assessment provided a number of references to the Library, particularly for current age-friendly features related to the Library include:

- The centralization of the City Hall, Recreation Complex, Inlet Theatre and Library in one location
- The Library's Philosopher's Café was noted as an intellectual program available for older adults, but that participants were not aware of this and other programs
- The Library was noted for its welcoming and inclusive environment

- Library information and programs are seen as very good at supporting older adults
- The Library is seen, along with the hospital, home care and cancer care, as offering excellent social services supporting seniors

Almost none of the recommendations from the study mention the library, although the library plays a significant role in the lives of many older adults.

DEVELOPMENT PLANS

There are a number of significant projects in Port Moody, such as the Portwood, Westport Village, and Inlet District developments. However, these projects are not ideally suited to the siting of a full-service library branch, but may be considered for an Express Branch location. The City of Port Moody's development webpage can be referred to for all active applications.

PMPL is receptive to partnering with a developer to enhance the provision of future library services to the Port Moody community.

INFORMATION AND SOCIAL TRENDS

The Library Facility Master Plan must consider the overarching and evolving social trends affecting community expectations, library resources, access, services, and patterns of use. They include:

- Diversification of sources of information, including from social media
- Information technology devices that are increasingly powerful, portable, and more integrated with traditional technologies
- The social and cultural profile of communities is increasingly multicultural, multilingual and diverse
- Exponential growth in information and required literacies: traditional, technological, communication, and applied
- Increased expectation for the practical application of knowledge and transmitting and reconfiguring information
- Increased self-service and self-direction, providing greater user autonomy
- Expectation that data storage, retrieval, display and communication technologies will continue to emerge
- Social media platforms have served to reinforce the views and beliefs of individuals as they interact with those with shared beliefs, resulting in the fragmentation of society
- Spaces to facilitate community understanding by bringing people together from various socioeconomic backgrounds
- Requirement for advanced technical expertise on the part of library staff

3.6 COMMUNITY AND STAKEHOLDER ENGAGEMENT



The following is a report provided by PMPL summarizing in verbatim, the results of their Community and Stakeholder Engagement activities.

Port Moody Public Library conducted two surveys in 2024 to guide its strategic and master planning efforts. The first survey, *with 948 respondents, asked what type of spaces should be prioritized in a future library facility. Notably, it revealed only one clear priority: "Quiet space for study or silent reading." The second survey, aimed at informing the Library Master Plan, sought to provide greater insight into patrons' preferences and needs. With 1,429 respondents, this survey produced the following list of priorities:*



Graph A25. Community and Stakeholder Engagement Survey – What Do You Want in a Future Library? (2024)
Source: PMPL

Written suggestions highlighted the following themes:

***Quiet and Comfortable Spaces**: A strong preference for quiet, soundproof areas for reading, studying, and crafting emerges, with multiple mentions of cozy seating, quiet pods, and isolated zones to minimize noise. Patrons want a tranquil, relaxed atmosphere with spaces free from disturbances.*

***Specialized Activity and Hobby Areas**: Patrons expressed interest in designated spaces for artistic and hobby pursuits, including art studios, music rooms, craft rooms, and exercise facilities. Additionally, interest in a range of activity-specific areas, like a toddler area, social spaces, and rooms for tutoring and group discussions, suggests a desire for both individual and communal engagement options.*

Enhanced Family and Kid-Friendly Spaces: *Requests for family oriented, child-centered areas, including play spaces, craft corners, and sensory-friendly zones. Suggestions also highlight a desire for special resources for children with disabilities and preschool programming.*

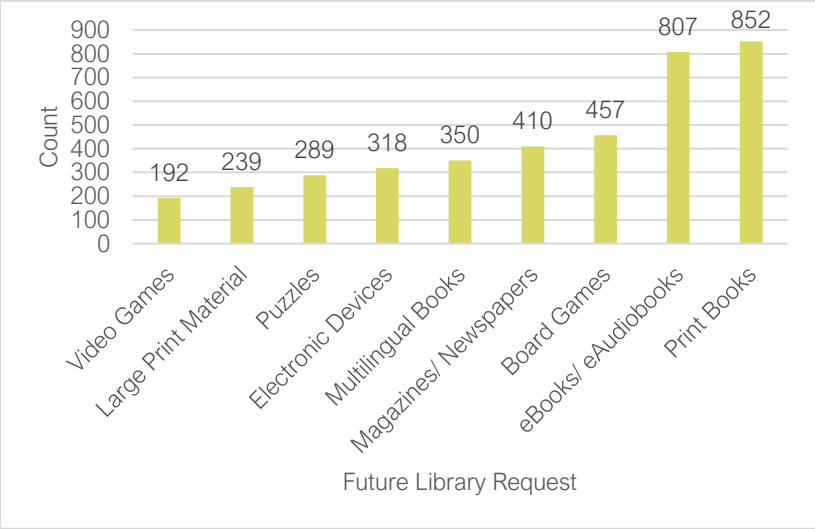
Resource Accessibility and Community Support: *Patrons emphasize practical amenities, such as bike parking, secure pods, more study desks, and facilities open late. Feedback also includes suggestions for community gardens, access to local events, and informational sessions, signaling a desire to connect the library with broader community life.*

Flexible and Modern Infrastructure: *Some patrons favour a single-floor layout for easier access, modular study and seating spaces, and improvements in air quality. Some suggestions also advocate for using digital resources to reduce physical space requirements and maintain a more efficient, cost-effective facility.*

While most respondents embrace the need for a new facility, there were nine (9) residents who argued for preserving the library's current setup without additional spending, voicing the sentiment that the library should retain its existing cozy and resource-focused ambiance without expanding its physical footprint.



When asked what additional/new resources should be included in a future library facility, respondents responded as follows:



Graph A26. Community and Stakeholder Engagement Survey – What Do You Wish We Had More Of? (2024)
Source: PMPL

There were many written suggestions under the "Other" category for what additional/new resources should be included in a future library facility:

***Diverse Media & Resources**: High demand exists for eBooks, audiobooks, print books, and digital magazines. There is interest in expanding the library's DVD collection, including older and classic films, as well as offering streaming movie services and more international and scholarly content.*

***STEM & Creative Tools**: Patrons seek more access to STEM kits, 3D printers, and scientific research materials. Borrowable items include crafting tools, musical instruments, art supplies, and "Library of Things" offerings like gardening tools, telescopes, and digital design equipment.*

***Specialized Spaces & Equipment**: Requests include virtual reality experiences, video production studios, rentable equipment, and designated spaces for social and educational activities. Some also suggested lockable outdoor dog crates and bike-visible reading areas for convenience and security.*

***Learning Support & Educational Programs**: Interest was shown in workshops, art classes, maker activities, language learning materials, and adult programming (e.g., talks, crafts, and art). Specialized software (e.g., video editing) and support for computer skills were also mentioned as beneficial, particularly for students and new community members.*

***Community & Accessibility**: Many patrons desire more multilingual resources, materials for diverse cultural backgrounds, and equipment for inclusive access. There is interest in borrowing passes for local attractions and providing free access to membership resources like the Oxford English Dictionary.*

3.7 LIBRARY TRENDS AND FUTURE SERVICES

LIBRARY TRENDS

The American Library Association's Centre for the Future of Libraries compiles a list of trends relevant to libraries and librarianship. Informed by these trends, PMPL distilled this list into four key themes most relevant to them: collections, space, technology, and staff.

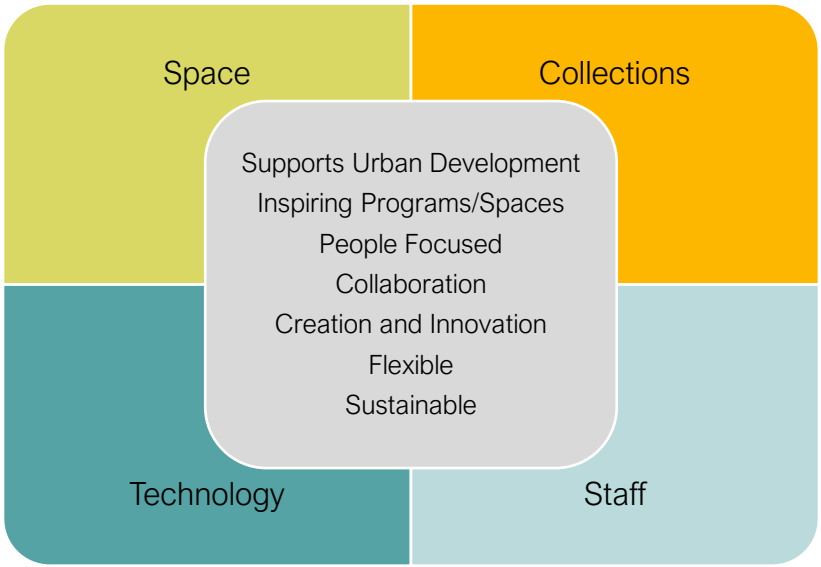


Figure A4. PMPL Key Themes
Source: PMPL

Space

Spaces in libraries are linked closely to the program offerings of libraries. As programs are evolving, so to are the public spaces. The following is a list of spaces that libraries typically have, in addition to space for collections:

- **Traditional Quiet Reading Rooms and Retreat Spaces:** for study, reading and contemplation
- **Spaces for Specific Age Groups:** including very young children, school age children, adolescents, young adults, and seniors
- **Meeting and Program Rooms:** for community meetings and programs of various sizes.
- **Third Space**: public spaces people prefer besides their home, work, or school. These spaces are used for socializing, study, and entertainment.
- **Maker Spaces**: where people can create, often with the assistance of or collaborating with others. Maker spaces provide access to tools, technology, and other resources that people do not have at home.
- **Community Hub**: where multiple affiliated community services are available, and people can connect with each other. Community hubs are designed to be inclusive and welcoming, and they can include services like health care, and social support.
- **Outdoor Program Areas**: where program offerings can be supported, such as reading in nature, screening movies, garden activities.

Public libraries continually innovate to remain responsive to the communities they serve, providing solutions to pressing social issues; as such, programs and services will change. Indeed, public libraries should be designed to provide value to present and future communities. While it is important to create library spaces with flexibility in mind, it is equally important to create spaces that foster a sense of place, of community and belonging and of opportunity, while promoting a perception or feeling of safety and privacy.

Increasingly, public libraries are collocated with other facilities, including civic facilities like recreation centres, schools, or government buildings, in addition to being collocated with commercial or residential developments. Collocation can

create an experience of community synergy. Collocation makes sense when it creates opportunities to reach new audiences and provide more synergistic services to the community. It can also provide innovative approaches to building and maintenance costs.



Figure A5. Taylor Street Apartments and Little Italy Branch Library, Chicago IL, SOM
Source: SOM

PMPL is currently collocated with City Hall. It is most likely a new library facility will be collocated with some other civic service in the future. Even so, there are **hazards** that need to be mitigated during the planning process:

- Public libraries must be welcoming, comfortable, and inspirational spaces. Libraries that are collocated may lose the positive **"qualitative experience"** for the sake of creating "functional" space.
- Libraries typically use the interior and exterior of their facilities to convey something about their role and significance to the community. This could be as simple as signage, or as grandiose as an architectural feature that conveys the importance of the library as a cultural institution.
- Libraries operate best when they can quickly respond to community needs, but this can be challenging when the library is embedded in another facility.
- Libraries are constantly looking at how they can offer different types of services, and collocated facilities often do not allow the flexibility needed to innovate. A future library facility in Port Moody must be reconfigurable so staff can adapt to emerging and innovative services.

Collections

Library collections are constantly evolving to respond to popular demand and the rise and fall of different technologies. In other words, libraries need to be current in terms of **content** and **format**. While it is impossible to predict the future, it is reasonable to expect that:

1. Electronic databases will proliferate, particularly for non-fiction information. As such, printed non-fiction and reference collections will continue to shrink
    - Printed fiction collections will continue to expand
    - eBooks and eAudiobooks will increase in popularity
    - Non-traditional circulating collections, such as musical instruments and tools will increase in number and variety
    - DVDs will disappear from library shelves
    - There will be an increased need to digitize local historical resources like newspapers, photos, and art
    - Generally, most patrons continue to prefer borrowing actual books and other physical items

The growing popularity of electronic materials, coupled with the decline of reference collections and DVDs, has enabled many libraries to repurpose collection spaces into areas designed for people. The key consideration for PMPL is how this shift will impact the amount and type of space needed for future collections in a new facility.

Additionally, libraries have shifted a substantial portion of their collection budget to support the licensing of digital materials. Not only are digital materials

popular, but the cost is steadily increasing because of the need to maintain access to in-demand expiring titles while providing new content. At times this leads to less focus on the renewal of physical collections.

Technology

Ongoing technological developments enhance the community as resources, systems, and services become more powerful and easier to use. Along with educational institutions, the library is now the primary engine of information access, interpretation, analysis and application in the community; it is a vital community tool for the creation and support of personal and economic community initiatives. The list provided below is influenced by the work of Marc Beschler and John Garland:

- User engagement
    - Virtual, mixed and augmented realities that could be used for gamification, exhibits, tours, and training to encourage reading and other experiences
    - Programming like coding clubs to encourage digital literacy
    - Makerspaces that promote educational and creative experiences
    - Robots to promote interest
    - Increasing use and sophistication of digital displays to promote library services
- Artificial intelligence
    - Reference questions answered more efficiently
    - Enhanced security
- Extended library services
    - Apps to bring services wherever patrons are such as eBooks, the library catalogue, interactive guides, virtual tours, online courses, etc.
    - "Open Library" concept (i.e. library space open outside of regular hours without staff)
- Collection management
    - Electronic resource management to determine what is available
    - Libraries to provide a seamless, accessible experience when searching for information, including:
        - Streaming digital content
        - Cloud computing
        - Federated searching
        - Internet-of-Things (IoT)

Staff

Public libraries are undergoing significant changes that are having a direct impact on staffing, most particularly in the following areas:

Programming

One significant trend is the increased emphasis on programming for all age groups. Not only have public libraries become more program oriented, but they are also requiring staff to have a more diverse range of technological skills—skills that are not traditionally acquired through library school programs. Decisions will need to be made about training existing staff and what sort of skills to hire for in the future.

Technological Expertise

The shift to digital services and delivery models is enhancing access but creating new challenges for training library staff. Rapid advancements in technology are changing patron expectations. Patrons want more personalized services that are immediate with no restrictions on content. This can be seen in the desire to connect with patrons by answering reference questions online and by text. It can also be seen in how technology changes, such as the use of AI to answers questions and VR headsets to provide experiences. Libraries will need to focus on digital literacy and staff training to meet the needs of their patrons.

Many of the questions asked a decade ago are still being asked with respect to staffing:

- How specialized do we want staff to be in different roles like program delivery?
- Do we want all staff to be involved in program delivery?
- How important is it for staff to be representative of and conversant with diverse community backgrounds and able to serve diverse groups?
- What does a customer-service orientation mean for PMPL?

- How do we ensure that staff continue to be knowledgeable about current and emerging resources, programs and services?
- Do we want staff to be behind desks or directly accessible and proactively engaged with library users?
- What issues involving current emerging staff competencies must be addressed?

PUBLIC LIBRARY BEST PRACTICES

This overview is a synthesis of a number of reports generated by library communities that address current best practices among public libraries. These practices respond to the general societal trends outlined in the Information and Social Trends section, above. Some of these best practices are operational, some are resource-based, some are service-focussed, and others are directed at the role of library facilities in aiding the delivery of services. While not comprehensive, this section outlines the major challenges affecting the delivery of future library services.

Urban Planning

1. Locate and develop library facilities as focal points of community activity.
2. Locate and develop library facilities that respond to patterns of urban growth and development.

Inclusiveness

3. Respond to the calls to action of the Truth and Reconciliation Commission and the United Nations Declaration of the Rights of Indigenous Peoples through services and spaces.
4. Implement customer service policies that optimize equitable access.
5. Support equity, inclusiveness, and diversity through services, programs, and spaces that ensure all feel welcomed and supported.

People Spaces and Program Activities

6. Provide a greater proportion of interactive space for people and less space for collection storage.
7. Plan for more educational and community programs, including EAL programs for newcomers, local history and genealogy programs, social media and crowdsourcing platforms, and sensory story times for young children.
8. Anticipate the need for extensive programming relevant to the community, specifically in civic and financial literacy, professional development, healthcare, and vocational training, often involving leadership by and collaboration with community partners.
9. Provide technology and spaces for creating and communicating of information.
10. Provide technology and spaces for those who may be working from home or have a hybrid work arrangement.
11. Provide specialized media programs, video recording and editing, computers, recording studios, and programs in graphic design, podcasting and photography to allow users to be content creators.
12. As possible, provide outdoor programmable spaces.
13. Provide functional, flexible multi-purpose meeting spaces useful to the wider community.

Collections

14. Optimize visibility and access to the printed collection through display concepts.
15. Continue to expect more digital collection resources.
16. Plan for more international languages collection resources.
17. Develop community-driven collections identified through requests, demographics, and evaluation of circulation.

Technology

18. Plan for the integration of emerging and innovative technologies, such as:
    - Big data
    - Artificial intelligence
    - The Internet of Things
    - Library bookmark apps
    - User-focused interfaces and applications
    - Virtual and augmented reality

19. Anticipate continued digitization of operational and service processes: collection acquisitions, sorting and distribution of collections, finances, and community access.

Partnerships

20. Develop synergies with public transit, retail, recreational and cultural adjacent partners.



Figure A6. P2 Urban Hybrid | Library, *Innsbruck AUST, LAAC*
Source: Arch Daily

21. Explore potential synergies with government and community services.

Changing Staff Skills

22. Expect evolving staff competency requirements to address ongoing operational change, complex information technologies and applications, community literacy challenges, working with community educational and cultural programs and partners, as well as multicultural and social challenges.

23. Affirm the critical importance of engaged and accessible staff, tasked with event planning, tutoring, teaching basics of information technology, and community-development responsibilities.

Design

24. There is an expectation of the part of the public of continued investment in landmark public libraries accessible by pedestrians, cyclists, public transit, and private vehicles.

25. Provide a striking, attractive, visible urban image and an inviting and visually interesting interior that promotes multifunctional community use.

26. Expect dramatically increased attendance when the new facility opens.

Resource Planning Group Inc.

205-1525 West 8th Ave.,
Vancouver, BC V6J 1T5
T 604-736-6426 / 416-498-5205 **F** 604-736-4079
E info@rpg.ca
www.rpg.ca

The content of this draft document is the product of a collaborative effort of the Consulting Team and requires the formal approval of these parties prior to its use and/or reproduction. The project and information included in this document was directed by PMPL senior leadership and approved by PMPL senior leadership and the PMPL Board. The specifications herein do not absolve the parties providing subsequent design services from their own responsibility to provide fully functional and complete facilities and to satisfy applicable building code requirements.

The documents cannot be published, reproduced, or copied in any form (including electronic sharing), without written permission of the consultant responsible for the material. Should changes be required to any component of the document, the original source/author of that material must make such changes and will retain copyright/intellectual property rights for their work.

Port Moody Public Library

Functional Program Update – Central Library

2025-07-29

Resource Planning Group Inc.

TABLE OF CONTENTS

TABLE OF CONTENTS 2

0.0 INTRODUCTION 3

INTRODUCTION 4

PURPOSE OF A FUNCTIONAL PROGRAM 4
PROJECT OVERVIEW 5
DESCRIPTION OF THE WORK PERFORMED 5
ORGANIZATION OF THIS DOCUMENT 6

1.0 SUMMARIES 7

SUMMARIES 8

INTRODUCTION 8
FUNCTIONAL COMPONENT SUMMARY 8
SUMMARY OF CUSTOMER ACCOMMODATION 10
STAFFING & OCCUPANCY SUMMARY 10
COLLECTION RESOURCES 11
SPACE SUMMARY 12

2.0 GENERAL PLANNING CRITERIA 14

INTRODUCTION 15
PROJECT ASSUMPTIONS 16
SITE DEVELOPMENT AND URBAN PLANNING CONCEPTS 16
ARCHITECTURAL CONCEPTS 19
INTERIOR DESIGN, SIGNAGE, AND DISPLAY CONCEPTS 21
OPERATIONAL CONCEPTS 24
BUILDING SYSTEMS CONCEPTS 26
SUSTAINABILITY FEATURES 28

3.0 COMPONENT PLANNING CRITERIA 29

INTRODUCTION 30

1. ENTRANCE, WELCOME AREA AND PROGRAM ROOM 32
2. COLLABORATION ZONE 41
3. CHILDREN'S LIBRARY 47
4. ADULT AND TEEN COLLECTIONS AND STUDY SPACES 57
5. TECH CENTRE 69
6. STAFF WORKSPACE 74
7. BACK-OF-HOUSE FUNCTIONS 80
8. EXTERIOR SPACES 89

APPENDIX A: ABBREVIATIONS 95

APPENDIX A: ABBREVIATIONS 96

0.0 INTRODUCTION

INTRODUCTION

The Functional Program document includes the following sections:

- This Introduction, which includes:
  - a discussion on the Purpose of a Functional Program and how it should be used,
  - a Project Overview, that relates the development of the Functional Programs to the previously developed Master Plan,
  - a description of the process to develop the Functional Programs, and
  - an overview of the Organization of the Functional Programs themselves;
- Functional Program Update for the Central Library, including Summaries, General Planning Criteria, and Component Planning Criteria;
- Functional Program for the Community Branch Library, including Summaries, General Planning Criteria and Component Planning Criteria; and
- Appendices.

PURPOSE OF A FUNCTIONAL PROGRAM

The Central and Community Branch Library Functional Programs are to be read in conjunction with the Port Moody Public Library Master Plan (2024), which provides high level demographic, site, and strategic planning context for the new Library projects and, in short, a rationale for the size and location of proposed branch development. In contrast, the Functional Programs provide detail relating to proposed design criteria, including site and architectural criteria, and proposed space requirements for each facility.

The information in the Functional Programs is a constructive base of information to be used to assess any of the development opportunities and options that may arise.

The Functional Programs provide the information needed to develop a Class D cost estimate for the facility, as well as serving as a guide for the design team during the subsequent design phase. Once a specific site is selected and a development option has been confirmed, it may be prudent to revisit the Functional Programs to determine what, if any, of the assumptions around service delivery, staffing, collections, and public spaces may have changed and to refresh the Functional Programs in that light.

Depending on the type of development process selected, the Functional Programs may need to be reframed and developed as part of the Output Specifications which become part of the contractual documents with the developer. Alternately, as part of a standard design build process, they simply may need to be revisited, with opportunities for Library staff to be involved in design decisions.

Additionally, these Functional Programs provide:

- Council with a statement of what Port Moody is receiving for the capital investment;
- The Library and the City with criteria and specifications to evaluate emerging designs and design options; and
- The Library and the City with a guide for subsequent operations.

A WORD ABOUT STAFFING

Because of the detailed nature of a Functional Program document, assumptions have been made about the number of staff that will be accommodated in each Library. These numbers are provided for planning purposes only and not an indication of projected future staffing for operational purposes, or as a prescribed staffing model. However, the staffing provided falls in line with the general provision of staff from other systems, which typically vary from 0.6 to 0.7 full-time equivalent (FTE) staff per 1,000 residents.

As each Library project moves forward into development, staffing requirements should be reassessed and updated to reflect service priorities, the desired organizational model, and budgetary constraints.

PROJECT OVERVIEW

A Functional Program was developed in 2017 for a new Central Library for Port Moody; at that time, the population in 2042 was projected to be 50,000 people. This 2025 update of the Functional Program extends the planning horizon to the year 2050 and assumes a population of 70,000 people. This differential has been used in the Master Plan to calculate the space needs for the library system, which includes a new Central Library and a Branch Library.

Libraries continue to evolve, and many of these changes are reflected in the Functional Program, particularly as they relate to the Port Moody context.

Whereas the focus of the previous generation of libraries was the warehousing of books and audiovisual material, current library design focuses on spaces for customers. Libraries are community gathering places. People of all ages come to the library to use it as a place for creation, inspiration, information gathering, collaboration, discussion, meeting, learning, discovery, work and refuge – as well as to borrow materials. They are staying longer. Library design is responding by incorporating a wide range of flexible spaces to support these increasingly diverse community needs.

The proposed Central Library is envisioned to be two or more stories high, with a parking facility below. In the Master Plan, the total Central Library area was anticipated to be 3,950 building gross square metres (42,500 building gross square feet). The result of programming is a Central Library that is 4,524 building gross square metres, (or 48,696 building gross square feet); this is 15% larger than the estimated area identified in the Master Plan for the Central Library. This result is within an acceptable tolerance of the Master Plan's order of magnitude estimated area. Additionally, subsequent to finalizing the Master Plan, the City's population projections have been updated and are larger than the figures used for the Master Plan.

The proposed Community Branch Library is envisioned to be a single storey high building for efficiency of operations and staffing. The Community Branch Library area will be approximately 1,860 building gross square metres, (or 20,000 square feet). Together with a redeveloped Central Library of approximately 4,524 building gross square metres, the two Library developments are required to support residents' high utilization levels, and Port Moody's projected population of 70,000 by the year 2050. Again, it is important to note that the City's population projections have recently been updated and are larger than the figures used for the Master Plan.

Common to many newly constructed libraries, the future Libraries must incorporate:

- Visibility, image and form that celebrates the Libraries as welcoming to all, their openness to dialogue and ideas, their role as supplier of information and space where information is used in creative practices, and as a community gathering space;
- Self-service concepts and technology, such as clear wayfinding through visual connections, digital information displays, and self-check materials handling;
- Services showcased by way of visual transparency from the exterior, particularly focused on areas of high interest and community activity;
- A wide range of spaces for customers that support the full range of activities that customers want to participate in at the Library, such as meeting informally with other people, collaborating with other people, people watching, creating digital and physical projects, reading quietly in a group environment and alone, and studying in a silent environment;
- Easily accessed collections showcased in multiple formats, including print, multimedia and digital, including focus areas with highlighted collections, technology and customer seating;
- A range of adaptable and flexible spaces for delivery of programs led by the Library and/or by partners from other agencies; and
- Robust, flexible and easily reconfigured power and data infrastructures that support the use of digital devices and virtual information.

DESCRIPTION OF THE WORK PERFORMED

The process to complete the development of the Functional Program documents is provided below:

April 3, 2025:	RPG conducted the first of three work session/meetings with personnel from the Library, focused on the Circulation and Information Desk functions.
April 10:	RPG conducted the second of three work session/meetings with personnel from the Library, focused on Technical Services and Collections.

April 17: RPG conducted the last of three work session/meetings with personnel from the Library, focused on Program spaces.

May 13: RPG submitted the draft Functional Programs for review by Library staff and the Library Board.

June 13: RPG provided the final drafts of the Functional Programs to BTY for costing.

June 20: RPG submitted the final drafts of the Functional Programs, based on detailed comments from the Library.

June 30: RPG received final comments from the Library and submitted the final Functional Program to BTY for costing.

ORGANIZATION OF THIS DOCUMENT

The Functional Program reports which follow each include the following subsections:

1. Summaries of the building's functional components, customer accommodation, staffing and occupancy, collections, and space requirements;
2. General Planning Criteria, which includes criteria related to the site and facility in general, including design objectives, criteria for the Library experience, the exterior public realm, interior public realm, operational systems and building systems; and
3. Component Planning Criteria, which includes criteria related to each of the functional components comprising each type of branch.

1.0 SUMMARIES

SUMMARIES

INTRODUCTION

This section summarizes information provided in the Functional Program, including functional components, workloads, staffing, occupancy, and space requirements.

STAFFING summarizes estimated staffing in terms of full-time equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy.

SPACE REQUIREMENTS are tabulated to indicate the number of rooms or spaces (units), the net square metres per unit (nsm/unit), the total net square feet for each room or space (nsf), explanatory or supplementary remarks (Remarks). Each space is given a reference number (Ref) which is used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with or accessed internally from the preceding line item.

FUNCTIONAL COMPONENT SUMMARY

The proposed Central Library includes the following functional components:

1. Entrance, Welcome Area and Program Room, which includes:
    - A welcoming and inspiring Lobby space (the size of which may need to vary depending on overall siting of the Library), which collects customers from various pedestrian and vehicle approaches, including from underground parking, if provided, from adjacent streets and surface parking, and from the connection through the riparian lands to the existing civic precinct,
    - Informal seating for those waiting for others and preparing to enter the Library or go to their destination,
    - A single entrance to the Library itself, with an Information Desk and Accounts/Circulation Desk, check-out stations, Holds storage, and wayfinding tools,
    - Two Fireside Lounges for 15 people each, with views to the exterior,
    - A Coffee Kiosk, which will support activities within the Library (and with consideration given to serving customers outside of the Library for increased viability through a second service counter),
    - The New and Notable collection of high demand items,
    - Public washrooms on all floors accessed by the public,
    - A versatile Program Room that accommodates 150 but which can also be subdivided; it will include a small catering support area and storage space and will be accessible through the Library, but will have independent egress to the Lobby to allow events to extend beyond regular Library operating hours as required. Washrooms will also be accommodated here for associated use after-hours;

2. Collaboration Zone, located on the Ground Floor, which includes:
    - A dynamic and flexible area for groups to work collaboratively on projects, learn together, share information, meet and socialize in an environment that they can arrange themselves to best meet their needs. It accommodates up to 60 customers, and
    - An Idea Lab/Makerspace for up to 25 people that supports a range of creative activities;
3. Children's Library, on the Ground Floor, that includes:
    - Children's collections, and the spaces organized along age and abilities,
    - A flexible Program Nook for 60,
    - A Family Literacy Area that encourages gross motor skill activities,
    - Family room for nursing mothers and tending to infants and toddlers,
    - Spaces for caregivers and children to read and explore information together, as well as spaces for children to read on their own,
    - Spaces for caregiver adults to touchdown and monitor their children who may, because of their different ages, be in different parts of the Children's area, and
    - Adjacent Youth Services staff office area and Workroom;
4. Adult and Teen Collections and Study Spaces, which is organized over at least two floors in a logical transition to encourage cross-use and that includes:

    Ground Floor

    - Teen Collection and associated lounge seating,
    - Large Print Collection and seating for browsing,
    - World Languages Collections,
    - Flexible space for future collections not currently envisioned, and

    Upper Floor(s)

    - Non-Fiction Collections on fixed and movable shelving, including six feature collection areas that include associated customer seating such as computer stations, casual seating or seating at tables that can easily be changed,
    - Fiction Collections on fixed and movable shelving, including two feature collection areas, as described above,
    - An acoustically separated silent study room for 50 customers,
    - A feature quiet reading area for 15 with views to the exterior,
    - Group table and individual table seating,
    - A meeting room for 20 to 30, that will be used for programs, as well as by staff and the Library Board,
    - Public washrooms;
5. Tech Centre, which is on the Second Floor, that includes:
    - The Second Floor service desk that provides both support for technology and for information queries and that will serve customers using the Second Floor Adult Collections and Study Spaces,
    - Ten computer stations,
    - Two special purpose stations, for scanning or other more space intensive activities,
    - An instructional space for 10 people that is open to general customer use when not scheduled for training,
    - Two modular creation rooms for activities that may require acoustic separation, such as audio recordings, and
    - Open demonstration space;
6. Staff Workspace, which is on the Second Floor, that includes:
    - Office and open workstations for staff not located in workspace on the Ground Floor (i.e., Administration, Digital and Information Services, Program Services),
    - Support spaces for staff copying and printing, sorting mail, training and collaboration/planning activities,
    - Staff amenities, such as washrooms, lockers, and lunchroom/lounge;

7. Back-of-House Functions, which will primarily be on the Ground Floor, that includes:
    - A Loading Bay and Storage Area,
    - Collections and Technical Services staff work areas,
    - Circulation Services Workstations, Workroom and automated materials handling machine, with easy access to the Accounts/ Circulation Desk,
    - Staff entrance and end of trip facilities,
    - Long-term storage (which may be below grade); and
8. Exterior Spaces, which includes:
    - Vehicular, pedestrian and service approaches and access,
    - Landscape elements, and
    - Spaces that may be used for Library and City programming, including a larger plaza adjacent to the entrance(s) to the facility.

SUMMARY OF CUSTOMER ACCOMMODATION

The following table identifies total numbers of seats and stations within the Library by component.

Component	Customer Seats/Stations
1. Entrance, Welcome Area and Program Room	195
2. Collaboration Zone	85
3. Children's Library	152
4. Adult and Teen Collections and Study Spaces	270
5. Tech Centre	73
6. Staff Workspace	-
7. Back-of-House Functions	-
8. Exterior Space	-
Total	**775**

STAFFING & OCCUPANCY SUMMARY

The following table identifies overall staffing for the facility, including existing staffing, and future anticipated staffing.

Component	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
1. Entrance, Welcome Area and Program Room	-	-	-	9-10
2. Collaboration Zone	-	-	-	-
3. Children's Library	2.0	3.0	3	3
4. Adult and Teen Collections and Study Spaces	-	-	-	5-6
5. Tech Centre	-	-	-	4
6. Staff Workspace	6.0	14.0	20	18
7. Back-of-House Functions	9.5	15.0	25	17
8. Exterior Space	-	-	-	-
Total	**17.5**	**32.0**	**48**	**56-58**

COLLECTION RESOURCES

Type	Total Collection[1]
Children's	
Board Books	3,298
Picture Books	12,487
Easy Readers	6,048
Comics	8,127
Fiction/First Fiction	19,238
Non-Fiction	14,036
French	2,266
Magazines - Titles	69
Holiday	2,708
Audio Visual (AV)	
Other	700
Subtotal, Children's	68,977
Teen	
Fiction	5,679
AV	
Other	700
Subtotal, Teen	6,379
Adult	
Fiction	34,459
Non-Fiction	28,208
Large Print	2,118
World Languages	3,377
English as a Second Language (ESL)	1,232
Graphic Novels	5,036
Book Club bundles	839
White Pines	353
Magazines	100
Other	700
AV	
DAISY Books	75
DVD's	702
Video Games	1,247
Library of Things	1,200
Subtotal, Adult	79,646
Total	**155,002[2]**

Notes:

1. Number is total collection items, including both items that are shelved and items in circulation.
2. The collection figures provided above provide one snapshot of what the collection could be. The size of each collection may vary as community needs change.

SPACE SUMMARY

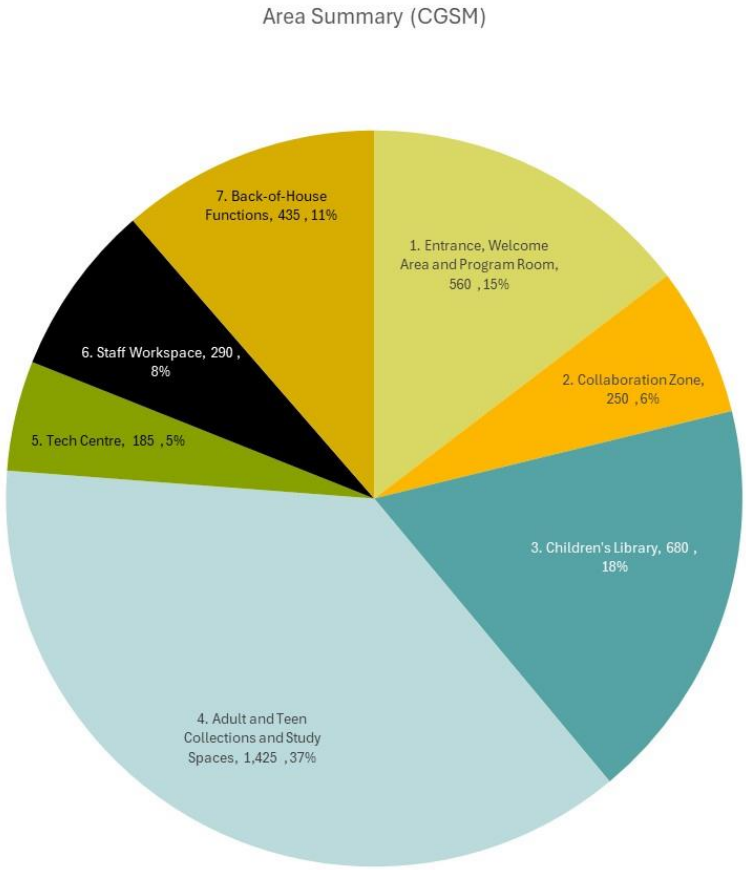
Component	Net Area (NSM)	Net Area (NSF)	*Grossing Factor*	Component Gross Area (CGSM)	Component Gross Area (CGSF)	*Grossing Factor*	Building Gross Area (BGSM)	Building Gross Area (BGSF)
1. Entrance, Welcome Area and Program Room	448.9	4,832	1.25	560	6,028	1.20	670	7,212
2. Collaboration Zone	227.5	2,449	1.10	250	2,691	1.20	300	3,229
3. Children's Library	567.8	6,112	1.20	680	7,319	1.20	815	8,773
4. Adult and Teen Collections and Study Spaces	1,186.5	12,771	1.20	1,425	15,339	1.20	1,710	18,406
5. Tech Centre	153.8	1,655	1.20	185	1,991	1.20	220	2,368
6. Staff Workspace	214.0	2,303	1.35	290	3,122	1.20	350	3,767
7. Back-of-House Functions	347.5	3,740	1.25	435	4,682	1.20	520	5,597
Total	3,146.0	33,863	1.22	3,825	41,172	1.20	4,585	49,353
Net-to-Building Grossing Factor								*1.46*
8. Exterior Space	-	-	-	-	-	-	-	-
Identified Building Area of Master Plan							3,950	42,500

Note:

1. The Total Building Gross Area is 49,353 BGSM, which represents a 16% increase over the area identified in the Master Plan. However, depending on the type of development, the Building Grossing Factor of 1.20 may be reduced depending on building elements that may be shared, such as egress stairs, mechanical rooms, etc.

The area allocation for the Children's Library, at 18% of the total library area, is higher than other libraries, where the typical allocation is 10% to 12%. The increased allocation at PMPL is driven, in part, by the higher circulation of the children's collections at PMPL

The following chart indicates the relative size of each component in terms of Component Gross Area (CGSM):



2.0 GENERAL PLANNING CRITERIA

INTRODUCTION

This section of the document describes General Planning Criteria that should ensure user enjoyment, practical functioning, and efficient building operation.

General Planning Criteria should set the stage for the eventual development of design responses and technical specifications. They assume that any existing municipal, provincial, and/or national building codes and standards will take precedence over concepts suggested below.

More detailed component-specific design criteria are included in each Functional Component description.

General Planning Criteria are described in seven sections as follows:

- Project Assumptions;
- Site Development and Urban Planning Concepts;
- Architectural Concepts;
- Interior Design, Signage, and Display Concepts;
- Operational Concepts;
- Building Systems Concepts; and
- Sustainability Features.

PROJECT ASSUMPTIONS

The following general assumptions guided the project:

1. Planning horizon for the Functional Program: 2050;
2. Projected population of the City of Port Moody in 2050: 70,000;
3. Component Gross Area: 3,825 square metres, or 41,172 square feet and a Building Gross Area of 4,585 square metres, or 49,353 square feet;
4. Future total collection size: 155,000 items;
5. Average collection circulation factor, i.e., that portion of the collection that is borrowed and that does not need to be accommodated in the Library: 24%;
6. Estimated future annual visits: 900,000, based on experience of other systems that sees a doubling of visits when a new library is built;
7. Site location: adjacent to or near the northwest corner of Ioco Road and Murray Street, as noted in the Master Plan;
8. No expansion of the Library facility will be possible at the proposed site;
9. Estimated parking spaces required assuming a Central Library of 49,406 ft² (approximately 4,590 m²): 124 parking spaces, plus an additional three accessible spaces (see City of Port Moody Zoning Bylaw, 2018, No. 2937); and
10. Future staff: ~34 FTE, based on the City of Port Moody's estimated population increase and on a review of peer library systems delivering equivalent services and similar workloads.

SITE DEVELOPMENT AND URBAN PLANNING CONCEPTS

As noted in the Master Plan, it is assumed that the Library may be part of a comprehensive development on the former firehall site at the northwest corner of Ioco Road and Murray Street. As such the following goals have been identified for site development:

Site Utilization

- To maximize the site efficiency for both the Library and potential development, consider locating parking for the Library in structured parking under the Library and associated plaza/landscaping and consider locating the urban plaza or a portion of it on top of the Library;

Visibility

- The Library should introduce a new and exciting public space to the community;
- The Library should be visually distinct, yet complement the important civic spaces and facilities present or partnered with the site and introduce aesthetically pleasing and functional links to them;
- Signage for the Library should be prominently visible from Ioco Road and Murray Street;
- The Library's exterior and interior should be prominently visible from adjacent streets, sidewalks, and buildings, including those yet to be developed;
- The Library should be adjacent to a significant urban plaza. This space should be both visible and sheltered from the noise and bustle of the street;

Views

- Provide significant views of nearby sidewalks, streets and urban features from the interior and possibly the rooftop of the Library;

- Provide significant views of adjacent and nearby natural features, including the adjacent riparian lands from the Library's interior with opportunities to interpret exterior ecological values from within the Library;

Pedestrian and Vehicular Access

- The Library should be an easily approachable and welcoming destination;
- Provide pedestrian access that links the Library to and from the centre of the site and to other planned buildings on the site;
- Provide pedestrian access linking the Library to and from the Civic Centre Complex and the Recreation Centre through the riparian lands, by way of an informal walkway;
- Provide convenient pedestrian access from adjacent sidewalks and streets to the Library;
- Provide vehicular access and surface and/or underground parking on or adjacent to the Library site. Underground parking should be well-lit and feel safe to Library customers and staff;
- Provide barrier-free access for each of the following:
  - pedestrians,
  - customers and staff being picked up or dropped off by car or bus,
  - customer and staff vehicles entering on-site parking areas (including bicycles) or accessing the drive-through book drop, and
  - service vehicles delivering and picking up materials to and from the Library.

Pedestrians: The Library must relate strongly to the adjacent streetscape. Pedestrian traffic must flow easily into the building via wide sidewalks.

Customer/Staff Drop-off Points: The Library will be a focus of activity. Site development may include bus stops, and a drop-off lane for customers (including persons with disabilities) arriving or departing by private car or mini-bus.

Book Drop Access: For the convenience of customers, a book drop should be easily accessible by pedestrians and, if possible, by vehicle.

Parking Access: Surface or structured parking must be provided for customers. Access and egress to parking areas must be fully integrated into the traffic patterns of adjacent streets. Lockable bicycle storage should be located at street level and highly visible to prevent theft.

Collection Service Delivery: Provide for the delivery of materials being transferred between the branches. Provide a dedicated staff/service access connecting directly into the staff work area. Provide a doorbell or other signalling device on the outside of the staff/service entrance for tradespeople, visitors, etc. to alert staff that their attention is required.

Integration with Surroundings

While the Library must have a single controlled entry point, every effort must be made to develop a facility that is identifiable, approachable and accessible from multiple directions. Similarly, the Library should connect—visually and physically—to the streetscape to avoid inactive perimeter spaces.

Building Visibility

The Library should be a visual focal point in the community. The visibility of the Library should be maximized from surrounding streets and from adjacent buildings. Facades and elevations present opportunities for a symbolic statement about the value of the Library to the community.

Not all customers will be familiar with the area or the Central Library. To facilitate access and wayfinding, the Library should be readily identifiable at some distance.

The Library may not be as high as surrounding buildings; therefore, consideration must be given to its appearance from above, particularly the screening of rooftop mechanical equipment and satellite dishes.

Siting and Image

The external image of the Library is a directional and informational device for customers. It should make a symbolic statement about the social values that the Library embodies, and at the same time respect the architectural context in which it resides.

Urban design and architectural features present opportunities to define the customer's relationship with Port Moody Public Library's (PMPL) services. These might include the following:

- The siting of the building, the approach, the sense of safety;
- Views into the building during the day and at night;
- The visibility and configuration of the entrance;
- The presence and visibility of appropriate activity around the building;
- The scale and architectural vocabulary of the entrance, fenestration, and formal details;
- The actual writing/signage on the building; and
- The integration of urban design and landscaping elements with the building.

Parking Facilities

General public and staff parking will be provided on-grade or in structured parking, depending on the siting context and opportunities. Due to such factors as the density of the neighbourhood, the size of the facility, and distance from public transit, the final number of stalls at the Library should be reviewed and confirmed in design.

Exterior Signage

Exterior signage should include the following:

- Formal identification of "Port Moody Public Library", the PMPL logo, and the branch name fixed in an architecturally appropriate location, lit at night, as per PMPL's signage guidelines; and
- Floodlighting of the building, specifically of its architecturally outstanding elements.

Urban Design Elements

Features such as innovatively designed bus shelters, street furniture, lighting systems, kiosks, ornamental paving, bike racks, landscaping, fountains, and artwork should be integrated as required to create a visually active, secure, and dynamic space.

Landscape

Landscape is an integral part of adjacent urban design elements such as wide sidewalks and plazas. The development of public green space and the provision of trees and other vegetation can greatly enhance the civic image and attractiveness of the facility and provide the sense of a quiet refuge in the less active areas of the site. Care should be taken to provide direct routes through landscaping features from parking.

Consideration should be given to the provision of walking trails on the Library site that connect to walking routes in the neighbourhood.

Site Services

All services to the building and other parts of the site should be located underground.

Safety and Security

The safety and security of customers, staff and the building itself should be a major consideration in siting, design, landscaping, lighting, sightlines, and general visibility into and around the building. Crime Prevention Through Environmental Design (CPTED) principles should be integrated in design.

Ample exterior lighting should be provided at all entrances and for outdoor public space to identify secure public gathering places, promote access, and deter vandalism.

ARCHITECTURAL CONCEPTS

Building Image

The Central Library's architecture should reflect the City of Port Moody and the beauty of its natural landscape. The building's design should be warm and inviting, using natural materials and be appropriately scaled to suit the site and surrounding buildings.

The architectural image should reflect contemporary library design that highlights the dynamic, interactive relationship between customers and the Library, between customers themselves, and between people and information.

Images and materials that emphasize monumentality, complex building systems, or elements of anonymous scale will seriously detract from the public spirit and accessibility of the Library service.

Where the Central Library is part of a larger development, it should be recognizable as a Library, with consideration given to separate articulation of the Library within the development. The Library should have its own prominent main entrance accessed at street level. This is also beneficial in the event of future pandemic events.

Building Massing

The Central Library will have at least two levels. Given the size of a Central branch, spatial articulation may be successfully achieved using a range of vertical and horizontal volumes that correspond to levels of activity and the functions therein.

For easy customer access, including the use of strollers, the Children's Collection and any associated program space, should be located on the Ground Floor. While a quieter space, the newspaper/magazine and other quick reads area with soft seating should also be located on the Ground Floor to facilitate easy access for the Library's more senior demographic who may choose to spend time here as well as those using the Library as a third space.

Permanence, Flexibility and Durability

The Library will be a long-term and significant member of the community it serves. Consequently, design should combine an appropriate formal vocabulary with appropriately durable material, and concepts that optimize flexibility, adaptability, and innovation. Design should strive to be timeless and not too tied to current trends that may appear dated in several years.

Architectural concepts and building systems should support building flexibility and adaptation.

Building Entrance

The Library should be accessed by way of the following entry points:

- Street level access to the main entrance for the public; and
- Street level access to the staff/service entrance for materials and staff.

As customers may arrive at the Library before opening hours, the main entrance should be covered to shelter customers from the elements.

Accessibility

The Library provides a free public service; therefore, the design of the building must reflect its universal accessibility, surpassing code requirements as appropriate.

Those outside the Library should be able to see into the building and have a sense of the range of activities taking place (both during the day and at night). Customers and staff inside the building must also have views of the community and its setting.

Interior space must be appropriately scaled for the movement of significant numbers of people. The layout of the building should be transparent and self-explanatory, encouraging customer security, confidence, comfort, and the full utilization of library resources.

Special access conditions are required by a variety of library customers:

- Customers with disabilities, including those using wheelchairs, scooters or crutches, and those who are sight impaired;

- Caregivers with young children in strollers; and
- Seniors unsure of their footing.

Within the Library there should be clearly identifiable traffic "corridors" and generous aisles in the bookshelf areas. An aisle width of 42" (106 cm) in all public collection areas is required. Cross aisles should also be a minimum of 60" (152 cm) wide.

Hierarchy of Spaces

The building must include a logical hierarchy of spaces ranging from the larger volume of the entry area, generous circulation paths, central resource area, collection area, and finally, individual reading/study and work areas.

Space Layout and Flexibility

Generally, the Library should be as open as possible, with walls kept to a minimum. Interior load bearing walls are impractical in all but a few areas. Permanent partitions are not desirable. However, all public areas must be clearly and securely separated from staff work areas and non-public space by partially glazed or solid partitions.

The Library must provide the ultimate in flexibility so that it can accommodate future program changes with no structural modifications. Building elements with the least likelihood of change should be grouped to ensure as much freedom of expansion and change of use in the remaining areas of the building.

Structural module or structural bay spacing will be based on consideration of the standard library shelving module of 3', with consideration given to shelving ranges that are a maximum of 15' or five bays. Columns, where provided, will be as few and as unobtrusive as possible within economic reason.

Strategies for ensuring future adaptability include providing energy saving building systems and features, multipurpose spaces, easily adaptable spaces, flexible and functional systems, such as a raised floor system, a regular structural grid, and use of easily reconfigured modular partitions and other building elements.

Public Amenities

Public amenities should include drinking fountains, water bottle filling stations, public telephones, a family room, and accessible universal and gender-neutral washrooms *(gender-neutral washrooms to be confirmed)* with baby changing facilities. In the case that the Library may be located as part of a larger development, all of these public amenities must be located within the Library itself.

Public Accommodation

Public accommodation will include the following:

- Informal seating comprised of lounge-type chairs and occasional tables;
- Multi-person tables;
- Double-sided and separate tables for individual study;
- Computer and tablet stations in an open library environment; and
- Fireplace features with informal seating.

Service Desks

PMPL prides itself on providing welcoming and helpful customer service. Two service desks will be provided, one of which will be an Information Desk and the other, a Circulation Desk. They should be located within sight of arriving customers. These desks should be permeable, with high and low counters (for service to customers with disabilities and children). Service desks should be designed to minimize clutter from all angles of approach. The Information Desk will have a minimum of two staff stations and the Circulation Desk will have at least three staff stations. One station at each desk will be lower in height to serve those using mobility aids and children.

Fenestration

Windows provide visibility into the public activity areas of the Library and will serve as an attraction to the passing public. They also provide visual relief to those inside the building. The amount of fenestration must be carefully gauged, balancing the advantages of visual continuity with the

need for environmental control and glare-free technical environments in some areas.

Selected windows in each area must be operable, not fixed, for ventilation in the event of mechanical failure. Operable windows must include screening or be situated sufficiently high to ensure collection security.

Window placement and size must take into consideration shelving heights, work counters and standard desk heights to avoid unsightly views from outside. Windows in the Children's area should be lower to allow smaller children to look outside. Wherever possible, windows should be located adjacent to public accommodation and staff work areas. All windows require ultra-violet (UV) filtering capabilities to reduce damage to books and other resources.

Staff Work Area

The staff work area should be partially glazed or fully enclosed with demountable partitions. It will typically include built-in or modular workstations, layout and repair surfaces, a sink, shelving adjacent to desk space, and online access terminals/computer stations.

Provision of an automated sortation unit is dependent on annual circulation volume and material handling; however, for planning purposes, space has been allocated for one. The decision around use of an automated sortation unit should be made in conjunction with PMPL staff in the design stage of the project.

A technical support area should be provided adjacent to staff workstations. Adjacent storage should be provided for stationery supplies, materials, display items, etc.

Staff Amenities

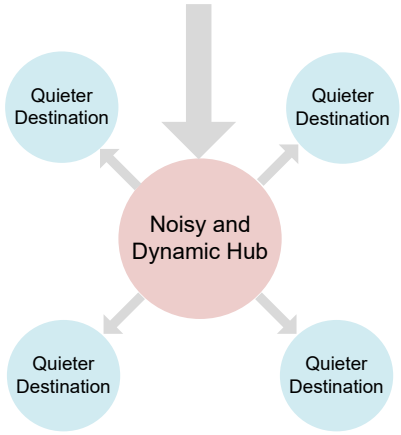
Staff amenities include washrooms, showers, lockers, and a lunchroom with kitchenette. The staff lunchroom should be acoustically treated to minimize noise transmission to and from public areas.

INTERIOR DESIGN, SIGNAGE, AND DISPLAY CONCEPTS

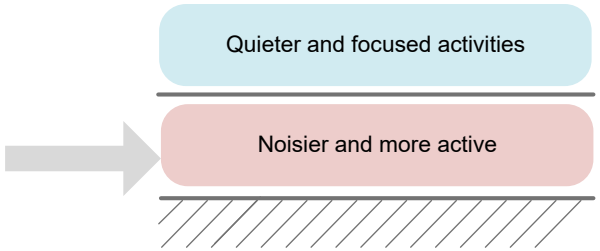
General Features

General features of the interior of the Library facility should include:

- An interior environment that complements the Library's architectural image. It should be approachable in its aesthetic and convey familiarity, comfort, and a serene quality to customers using soft colours, textures, and natural materials;
- A general spatial concept that allows immediate visual contact with the majority of the building and for the layout of the spaces and functions to be easily understood;
- At minimum, a two level interior, with the Ground Floor somewhat larger than the upper floors, allowing for a multi-level atrium space with a balcony overlook;
- A focus on beauty through a concentration on building systems and furnishings forms, colours, and natural materials, all scaled for human comfort and enjoyment, with a focus on attention to small, immediate details throughout;
- Numerous opportunities for viewing and people watching, as well as secure and quiet refuge throughout;
- Highlighted collection feature areas and service destinations along a hub-and-spoke model, with a central arrival space with services, signage, and display features, etc., and specific related functions and spaces clustered around this central space;



- Zoning of public spaces that features higher activity toward the entrance, and quieter activity away from the entrance; higher activity on the Ground Floor, and quieter activity on the Second Floor;



- Generally open and contiguous spaces with enclosed spaces the exception; all enclosed space must be acoustically dampened;
- Program spaces should be located so that any noise generated does not disrupt quieter areas of the Library;
- Program spaces should be located as close to related collection resources as much as possible;
- Ample natural light throughout the interior;
- Exterior walls that feature large expanses of glazing; provide multiple views into and out of building, to and from adjacent buildings, natural features, and public spaces;
- Intuitive wayfinding, visual cues and connections that ensure that building users:
  - have a clear understanding of the overall layout of the building, including the sequence of arrival spaces, and locations of key services and features,
  - have a clear understanding of where stair and elevator/systems are located, and
  - experience secure individual workspaces and private destinations.

Specific Features

The following specific features should be provided:

- Minimum 4.5 metre ceilings in main public spaces, with some multi-level storey spaces with balcony overlooks;
- An open feature staircase strategically placed so as to not obstruct sightlines and functioning of general floor areas;
- Enclosed Meeting and Program Rooms and nooks with modular construction and significant glazing. These rooms should have provisions for audio visual (AV) including connection to the public address (PA) system, and whiteboards;
- Visible and welcoming Fireside Lounges featuring a prominent fireplace and a high, articulated ceiling;
- Ceiling systems and ceiling suspended features that are major design opportunities, with care taken to avoid visual monotony;
- Decorative ceiling features that are suspended from an exposed structure and used to define specific areas and functions below; skylights may admit welcome natural light; and
- Print collections that are laid out to be optimally visible, self-explanatory, and visually interesting, including shelving of variable heights, with many opportunities for face-out displays.

Functional Organization

Design of the Library facility should include the following organizing principles:

- Individual workspaces that are typically located adjacent to surrounding windows; with active learning spaces at the centre, although all spaces should have ample daylight;
- A variety of spatial scales, including large, medium, and individually scaled spaces;
- A multi-storey space that houses staircase and glazed elevator systems, with light and views from above;
- Spaces which may be modified in the future that are designed to allow reconfiguration and expansion with minimal disruption of services and operations; and
- Ideally, librarian and staff workstations should be located close to their dedicated areas in the library.

Lighting

Principles for lighting should include:

- Ample artificial lighting throughout the interior;
- General artificial lighting that is indirect and glare-free;
- Local task lighting that is used to illuminate work surfaces, displays, and special features; and
- Windows that have operable window coverings for shade and glare control.

Acoustic Quality

Principles for acoustics should include:

- Acoustic shielding in all multipurpose learning and study spaces, offices and meeting rooms; and
- Generally, noise from any mechanical system will require acoustic dampening.

Ergonomics and Human Factors

Principles for ergonomics and human factors should include:

- Spatial dimensions and proportions, furnishings and fixtures that respond to the ergonomic and human factors realities of the Library staff and customers, particularly their ability to access, move, lift, adjust, and rearrange collection resources, equipment, furniture, doors, lighting, play equipment, presentation equipment, and storage units; and
- User seating and workspaces that are selected due to their ergonomic design.

Furnishings

Furnishings will be a key design element contributing to the artistic character of the building. Principles should include:

- Simplicity of design and coordination of forms and colours that embraces natural elements of the surrounding riparian ecosystem and that are sustainably sourced;
- As much as possible, furnishings that allow for flexible use over time (i.e., movable and reconfigurable);
- Selecting furnishings for ease of maintenance, high durability and conformance to infection control and general maintenance policies and procedures; and
- Power and cabling access that is integrated with furnishing design and layout.

Fixtures and Equipment

Principles and criteria for fixtures and equipment should include:

- Feature signage and displays, wall/ceiling-mounted projection equipment and integrated whiteboards or screens;
- Presentation equipment that is either movable and/or securely fastened to walls or ceilings;

- Collections stored on shelving units typically three feet wide and of variable height throughout the Library to accommodate flexibility in changing collection sizes and to allow for sightlines with respect to lower height shelving;
- Shelving/display for non-book items should be thoughtfully considered based on item type and ease with which customers can browse these collections;
- Generally, the various collections will be grouped by height, with Non-Fiction having higher shelving than Fiction and Fiction also having more feature face-out shelving for display. Adult Collections could be spread across three to four different shelving heights. The Children's Collection could be spread across at least two different shelving heights;
- Shelving units that are movable (if under 132 cm high) or fixed to the floor structure, (if higher than 132 cm); and
- Display features that are freestanding, suspended, and/or mounted on wall systems.

OPERATIONAL CONCEPTS

Planning and design must consider the following operational concepts and systems:

After-Hours Egress

- A direct means of egress from the Program Room to the Lobby must be provided to facilitate after-hours use;

Room Booking

- Meeting and Program Rooms will be used/booked by Library staff and/or the public for meetings, programs, and other events;

Service Points

- There will be one Information Desk on each floor level plus a Circulation Desk on the main level;

Movement Systems

- Circulation paths must be carefully coordinated to lead to and coincide with key functional destinations, such as feature collection areas, service points and collection displays;
- Pathways to destinations should optimize direct movement by the shortest route;
- Planning should develop circulation paths with simple geometries and clear sightlines; there should be no dead ends or hidden corners;

People Moving Systems

- Many customers will use mobility devices, such as walkers, automated wheelchairs, and, especially, strollers accommodating small children. People moving systems must accommodate this with all systems optimizing ease of movement, orientation, and safety;
- Open staircases will connect the floor levels of the Library. Staircase design should invite frequent use, including the provision of interim landings with a bench seating area for rest and general prospect;
- A public elevator will provide the second key means of vertical public movement; access to it will be supplemented by access to and frequent availability of an adjacent service elevator;

Materials Handling Systems

- Library customers are the primary carriers of Library collection resources into and out of the building. Customers typically carry collection resources and technical devices, as well as other personal effects. As such, all spaces and fixtures must be scaled to allow movement of customers carrying these materials, and should support the need to set them down occasionally on horizontal surfaces;
- The exterior materials drop must connect directly to the materials sorting area;
- Consideration should be given to accommodating an automated materials handling system even though it may not be included at the outset; it should involve no or minimal use of mechanical conveyors. Any necessary conveyor elements should be located inside the building, with minimal lateral distances, no level changes, and no abrupt changes in direction;

- Collections resources will be moved by staff from the sorting room (Circulation Services Workroom) via Book Trucks;
- Other supplies and equipment may be moved via small pallet trolleys;
- A service elevator will be the primary means of the vertical movement of materials and supplies handling. This elevator will supplement and serve as a back-up to the public elevator;

Security Systems

- All materials will have radio-frequency identification (RFID) tags that will be used for identification and security. Unobtrusive security gates at the entrance to the Library facility will be used to monitor the security of the collection utilizing the RFID system;
- Passive surveillance will be provided through the strategic positioning of general occupants and staff, who will be located with direct sightlines to all activity areas;
- There will be a security guard on duty at all times. A desk for the security guard will be provided in the entrance area;
- Keypad or card activated locks (swipe or proximity) will be provided for secured areas;
- Card operated entry systems will be provided for staff-only workspaces;
- Provisions for a multi-camera security system should be installed throughout, allowing for flexibility in deciding to install or not;

Crime Prevention Through (Interior) Environmental Design (CPTED)

General safety and security is a critical objective. The principles of CPTED must be incorporated into all systems and design features, including:

- Public areas that are visible from staff service desks, service points, and staff work areas;
- Safety and security features that are integrated unobtrusively through the use of discreet, intuitive layout and design features, (including interior glazing), rather than through obvious surveillance and/or physical barriers;
- The design, materials, finishing details, fixture installation features, and maintenance activities of finishes that minimize the likelihood of injury due to accidents, falls, etc.;

Communication Systems

Communications systems should include:

- Provision of a climate-controlled server closet within the Library;
- Provision of a flexible network that is easily accessed, managed, and reconfigured;
- Access to IP-based (internet protocol) television service in common gathering areas, program rooms and in meeting rooms;
- Internet access provided throughout common areas, and learning and study areas through a robust and high-capacity Wi-Fi system;
- Display monitors with permanent and/or ephemeral signage provided at critical points and in visitor gathering spaces;
- High speed charging stations;
- Electrical outlets provided in association with casual seats to support use of personal devices; and
- Work tables with data and power but that is not hard wired in order to support the reconfiguration of tables; and

Waste and Recycling Management

Waste and recycling management systems should include:

- Waste and recycling collection points in public and staff areas;
- Building Service Worker Closets on each floor; and
- Sufficient space in non-public areas to store accumulated materials.

BUILDING SYSTEMS CONCEPTS

Overall Building Systems Concept

The overall building systems concept should be comprised of a kit of parts consisting of:

- An efficient and regular structural system;
- A high performance, sustainable building envelope;
- A network of universally distributed, easily accessed Building Services;
- Reconfigurable, non-structural, secondary partitions systems; and
- A family of reconfigurable interior design elements and/or furnishings that are sustainably sourced.

The building systems concept should make it possible to avoid unnecessary cosmetic features and finishes. It should allow optimal flexibility and modifications to the interior character.

Partition Systems

In line with the overall building systems concept described above, the partition systems should include:

- Structural system column and bay spacing that accommodate the installation of non-load-bearing partitions, with all non-loadbearing walls, with the exception of those at the exterior and those surrounding elevator and service chases, etc.;
- Non-structural wall and partition systems that are impact-resistant, acoustically shielded, and easily demountable to allow for possible future reconfiguration of space;
- Movable partitions that are designed to be anchored to adjacent ceilings, walls and/or adjacent partitions systems to preclude the risk of injury;
- Partition systems that accept changing displays of decorative items, and/or the mounting of flat screen monitors, etc.; and
- Wall surfaces that have low reflectivity and that can be cleaned and maintained easily.

Fenestration and Glazing

The criteria related to windows and glazing throughout the facility should include:

- UV and glare shielding exterior glazing including operable blind systems, with preference given to electrically assisted systems;
- Internal glazing as possible for clear orientation, light transmission, spatial continuity, and informal visual surveillance;
- Glazing and windows that are impact-resistant;
- Glazing with high performance thermal properties;
- In areas featuring grouped workstations, minimal internal corridors that incorporate intermittent views and natural light along their length;
- Orientation features and/exterior views at the ends of corridors; and
- Bird-friendly window design, materials and treatments to reduce or eliminate bird strikes.

Floors

Criteria related to flooring should include:

- Flooring that is load bearing throughout to provide flexibility in moving and expanding the collections as needed;
- A raised floor system throughout to allow for universal access to sub-floor conduits and heating, ventilation and air-conditioning (HVAC) plenums;
- Floors that feature a combination of non-skid surfaces, such as rubber, resilient or carpet tile;
- Floor systems that include seamless or flush joints with no raised thresholds at doorways; and
- Floor materials and finishes that are selected for ease of movement, sustainability, and acoustical performance.

Plumbing Requirements

Criteria related to plumbing should include:

- Access panels to plumbing systems located in general circulation/ corridor spaces; and
- Environmentally responsible approaches to water conservation, such as low-flow plumbing fixtures, and collection of grey water.

Materials and Finishes

Criteria related to materials and finishes should include:

- Materials and finishes that contribute to an overall atmosphere of space, clarity, and light, and that do not compete visually with the activities taking place;
- Materials that are aesthetically pleasing, including consideration of wood and glazing for doors and partitions;
- Impact-resistant wall finishes in public spaces and high-volume staff spaces, particularly where Book Trucks and other materials are moved;
- Non-allergenic materials; and
- Materials that are selected for durability and low maintenance.

Lighting and Electrical Systems

Criteria related to lighting and electrical systems should include:

- Introduction of innovative, energy efficient and sustainable lighting systems, with consideration given to light emitting diode (LED) lighting, to create a distinctive image and to address the functional complexity of many activities occurring in the program spaces;
- Decorative focus lighting suspended at an appropriate height in reading areas and in the Fireside Lounge;
- Lighting systems that contribute to an overall atmosphere of space and clarity and that do not compete visually with collection displays or activities taking place;
- A minimal number of lighting systems with system maintenance, anticipated longevity of use and availability, and ease of parts replacement considered in the selection of all systems;
- Localized controls for lighting in open areas, with dimmers, as appropriate, and in each enclosed meeting room space;
- Programmable lighting in most public areas including manual override systems;
- Reading areas should have general lighting that is bright and adjustable;
- Use of controls, access panels, wiring, conduit and fixtures that are not publicly accessible, demountable or breakable;
- Consideration given to accessing lighting fixtures for maintenance;
- Provisions should be provided for the installation of digital signage throughout, allowing for changing signage needs as required; and
- Infrastructure planning should be robust to support future technologies beyond current CAT5/power needs (i.e., additional conduits).

General HVAC Systems

Criteria related to general HVAC systems should include:

- Provision of flexible systems that facilitate future modifications through looped distribution lines, ample branch-isolation valves, and adequate space for new services and maintenance access;
- Thermostats placed away from direct sunlight;
- Use of technology that has been tested;
- Consideration given to a Thermenex type system that makes use of heating and cooling sources within the facility and distributes these as necessary; and
- Individual environmental controls.

Acoustic Systems

Criteria related to acoustic systems should include:

- Wall, movable partition, floor and/or ceiling-mounted acoustic shielding in areas that involve higher noise levels or require lower noise levels, with mitigating insulation features placed as close as possible to the sound source; and
- Acoustic assemblies, such as sound reflectors, acoustic panelling on walls and/or ceilings that are fully secured.

SUSTAINABILITY FEATURES

It is expected that the Library facility will be in use for the next 50 or more years. As such, the strategy around environmental sustainability should take the long view, with strong consideration given to its continued operation in a post-carbon world. The following criteria relate to sustainability features.

Standards

Criteria related to environmental standards should include:

- BC Energy Step Code and Zero Carbon Step Code;
- City of Port Moody Sustainability Report Card;
- Creation of a sustainability profile of the Library facility from typical and innovative sustainability practices and standards that also establish the building as a valuable demonstration project and teaching tool; and
- Consideration of approaches to environmentally responsible materials selection, and energy use that meet or exceed approved sustainability standards.

Energy Consumption Strategies and Targets

Criteria related to energy consumption should include:

- Optimal passive solar orientation as well as strategic envelope apertures and enclosures for passive and active solar gain;
- Opportunities for natural ventilation and cooling; allowing warm and cool air to pass over concrete slab floors; use of solar chimney features to extract air; and
- Exposed mechanical and electrical services to demonstrate the technology used as part of the building's teaching capability.

Water Consumption and Management

Criteria related to water use should include:

- Innovative approaches for the management of groundwater related to building construction and maintenance;
- Recycling and reuse of waste water produced on-site;
- Reuse of treated water in a general grey water system and for local irrigation; and
- Use of solar panels to generate hot water augmented by point of use heating.

Materiality

Criteria related to materials and finishes should include:

- Use sustainable materials in all construction process or construction systems;
- Consideration of polished concrete floors, heated and cooled with in-floor radiant systems;
- Sourcing local materials;
- Sourcing materials with low embodied energy;
- Sourcing reused, recycled and/or recyclable materials;
- Sourcing renewable and sustainably harvested materials;
- Sourcing materials that are non-toxic/non-polluting in manufacture, use and disposal; and
- Use of materials that are chlorofluorocarbon (CFC) and hydro chlorofluorocarbons-free (HCFC).

3.0 COMPONENT PLANNING CRITERIA

INTRODUCTION

The basic "building block" for physically organizing facilities projects is the FUNCTIONAL COMPONENT. A functional component can be defined as a grouping of activities and assigned spaces which are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department, since the term "department" refers to an administrative organizational structure and not a physical planning structure.

Information for each functional component is presented under the following headings:

COMPONENT OVERVIEW provides a high level overview of the component including a brief description, key metrics, key adjacencies, a statement of character, and indicative photos.

KEY ADJACENCIES indicates the priorities of the component for its location relative to other components.

"Direct access by internal or dedicated circulation" refers to components which are horizontally contiguous and linked internally. This form of access avoids movement through the general circulation system of the facility.

"Direct access by general circulation" refers to components linked by a minimal amount of horizontal and/or vertical general circulation.

"Convenient access by general circulation" refers to components linked by substantial horizontal and/or vertical general circulation.

FUNCTIONAL DESCRIPTION provides information on the feature, character, general services or activities of the component.

OPERATIONAL DESCRIPTION provides information on the primary operational concepts or systems which support the functional activity of the component.

WORKLOAD – EXISTING AND PROJECTED ACTIVITY summarizes existing and projected workload in appropriate units. This information is used to estimate the space requirements of the component. Not all components have quantifiable workloads.

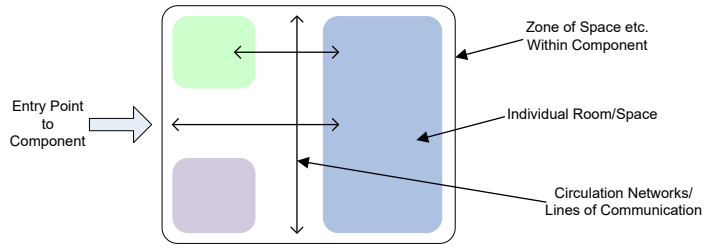
STAFFING & OCCUPANCY ESTIMATES summarizes future estimated staffing in terms of full-time equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy staffing. Staffing estimates are provided to support planning only and should be revisited during the project development process.

DESIGN CRITERIA presents information as follows:

Internal Relationships/Concepts indicates basic criteria and concepts for the organization or environmental design of space. They are organized into Architectural Concepts which includes zoning and organization of space; Interior Design Concepts, which considers interior design concepts, signage, wayfinding and display concepts; Operational Concepts; and Building Systems Concepts, which indicate specialized structural, mechanical, power and information systems requirements. This section also includes a conceptual functional diagram showing organizational principles to be pursued in the design of the component.

The content of the diagrams is generally reflective of the headings used in the narrative and in the space requirements lists referring to "zones" of space, groups of rooms and, in some cases, individual rooms for which important internal relationship need to be emphasized. In general, thin lines terminating in arrows are used to indicate principal circulation networks or lines of communication between zones of space, groups of rooms, or individual rooms. Continuous/unbroken bold lines forming rectangles typically indicate zones or rooms.

Example:



Space Requirements are tabulated to indicate the number of rooms or spaces (units), the net square metre/feet per unit (nsm or nsf/unit), the total nsm/nsf for each room or space, explanatory or supplementary remarks (Remarks), and a reference number (Ref) used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with the preceding line item.

Functional components are as follows:

1. Entrance, Welcome Area and Program Room;
2. Collaboration Zone;
3. Children's Library;
4. Adult and Teen Collections and Study Spaces;
5. Tech Centre;
6. Staff Workspace;
7. Back-of-House Functions; and
8. Exterior Spaces.

1. ENTRANCE, WELCOME AREA AND PROGRAM ROOM

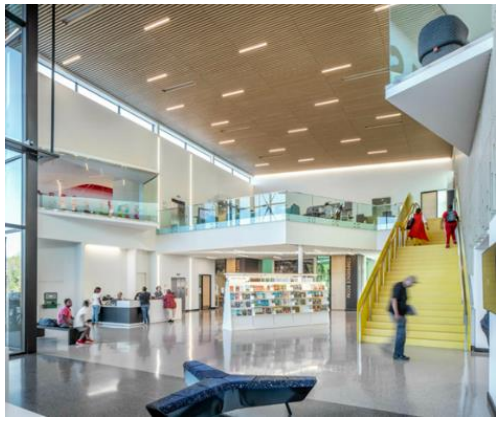
FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates the main Entrances to the building, the building Lobby, a secure entrance to the Library space, the Program Room and other features, services, and functions encountered as one enters and leaves the Library.

KEY ADJACENCIES

1	**1. Exterior Spaces**	Provide direct access by general circulation to adjacent pedestrian and urban spaces for the movement of visitors and Library customers.
2	**Parking Facility**	Provide direct access by general circulation to adjacent Parking Facility for the movement of visitors and Library customers.
3	**2. Collaboration Zone**	Provide direct access by general circulation to the Collaboration Zone for the movement of individuals and groups working on self-directed projects.
4	**3. Children's Library**	Provide direct access by general circulation to Children's Library for the movement of families and children.







Links from parking & exterior space, program room, library entrance features, services, and functions

FUNCTIONAL DESCRIPTION

This component accommodates three zones: the Lobby, the Library Entrance/ Welcome Area, and a Program Room.

The main Lobby for the building is approached through multiple entrances from the Exterior Spaces. Within the building, the Lobby provides access to the Parking Facility, and the secure threshold-Entrance to the Library space and a means of egress from the Program Room/Auditorium.

The Lobby is a transitional, connecting space that should provide multiple visual and physical connections to surrounding sidewalks and urban spaces, a comfortably-scaled indoor public space, and gateway to the secured Library space. The Lobby is also a multipurpose gathering and dispersal space. It is the community front porch and leads to the actual Library Entrance.

The Library Entrance includes unobtrusive security gates. It opens to the Welcome Area that contains spaces and services required to welcome, orient, and distribute large numbers of Library customers.

The Program Room/Auditorium is key to fulfilling the Library's mission, vision, and values in providing welcoming and inspiring space to promote lifelong learning (see the PMPL Master Plan for the full Mission, Vision, and Values, pg. 14). This versatile space accommodates up to 150 people for large group programs or it can be subdivided to run concurrent events and meetings. The room will serve as a community forum, meeting room, small conference space, and host for large active family programs, including those that require stroller parking for sizeable numbers, such as Babytime. The Program Room/ Auditorium is normally accessed via the Library Entrance and Welcome Area. After-hours egress from the room is provided directly to the Lobby.

Features of the Lobby include:

- Weather-protected entrances;
- An appropriately scaled multi-level atrium-type space (or with skylights), accommodating movement and congregation space, seating and signage, and including visibility from adjacent external approaches;
- Dedicated stairs and elevator systems in the Lobby connecting to underground parking;
- Clear sightlines from the Lobby into Library space;
- Egress from the Program Room/Auditorium to the Lobby for programs and events that extend beyond Library operating hours; and
- Significant "green" features, including plantings and/or living walls, as well as optimal daylight, sunlight and views of the sky and changing weather conditions.

Features of the Library Entrance and Welcome Area include:

- Large scale retractable doors separating Lobby space from adjacent secure Ground Floor Library space;
- The Library Security Threshold itself, followed by a sequential arrangement of activities and spaces in the Welcome Area, generally as listed below:
  - exterior materials return with direct connection to the Circulation Services Workroom (see Component 7. Back-of-House Functions),
  - strong visual and spatial connections to the overall Library space and the layout of its features and resources, especially pathways, destinations, stair and elevator access,
  - Security Desk for a security guard,
  - Self-Service Check-Out stations,
  - Information Desk where customers will have access to staff who will provide help using Library resources and equipment, readers advisory recommendations, answers to information requests, and similar services,
  - Circulation Desk with direct connection to the Circulation Services Workroom (see Component 7. Back-of-House Functions) where customers are able to register for a Library card, enquire about their account, pay fines, and obtain general information about the Library,
  - Holds self-pick-up area by the Information and Circulation Desks,
  - Coffee Kiosk with bistro tables and seating,
  - Fireside Lounge,
  - primary access to the Program Room/Auditorium,

  - displays for New and Notable Collections,
  - Newspaper/Magazine and Quick Read Collections,
  - direct views and paths to stair and elevator systems to access upper level services and collections,
  - direct views and paths to upper level services and collections, and
  - access to Public Washrooms.

Features of the Program Room/Auditorium include:

- Space for up to 150 people;
- A folding partition that allows for spatial subdivision into two or more rooms;
- Multiple room entrances allowing simultaneous uses;
- AV equipment; and
- Supporting furniture and equipment storage facilities as well as a small catering support area.

Activities taking place within the general component include:

- Movement of large numbers of building visitors and Library customers in and out of the Lobby;
- Movement of large groups of event and program attendees in and out of the Program Room/Auditorium and Lobby;
- Movement of large numbers of customers in and out of the Library space;
- Movement of collection materials carried in and out of the building by customers;
- Return of collection materials using materials drop(s);
- Scheduled Library and community-led events in the Program Room;
- Providing help using Library resources and answering information queries at the Information Desk on the Ground Floor;
- Answering enquiries about customer accounts and registering at the Circulation Desk on the Ground Floor;
- People watching and socializing;
- Purchasing beverages and snacks at the Coffee Kiosk and consuming them;
- Browsing and reading newspapers/magazines and other quick reads in the Fireside Lounge area;
- Prominent merchandizing of collection to facilitate browsing of new, high demand and featured titles/collection items in the Library Entrance and Welcome Area;
- Self-serve access of Holds collection materials;
- Self-check of materials;
- Displays of topical events; and
- General directional, event and ephemeral signage.

Activities specifically within the Program Room/Auditorium include:

- Library programs and events for all ages including:
  - early literacy programs for large groups of caregivers and children, including Babytimes and story times with stroller parking,
  - author readings, panels and book launches,
  - workshops and classes on a variety of topics including financial literacy, writing, health, digital literacy, job skills (resumé writing, interviews, etc.), and various educational topics,
  - community debates and open houses,
  - job fairs to connect employers and potential employees,
  - mini conferences,
  - book clubs,
  - celebration of international events, such as Science Literacy Week, Scratch Day, Table Top Day, and Free Comic Book Day,
  - sensory story times for families with children with sensory processing disorders,
  - conversation circles and classes for English language learners,
  - day camps and holiday programs,

  - expert panel discussions to encourage community discourse on big issues,
  - active after-school programs for children and teens,
  - maker fairs, and
  - family events, such as children's musicians and entertainers;
- Programs conducted by and with other agencies and community partners;
- Provision of catering support;
- Wi-Fi access and use of personal technology; and
- Storage of equipment and supplies.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for this component will be determined as the operational profile of the new building evolves.

The Lobby and Program Room/Auditorium may occasionally be open when the rest of the Library is closed.

User Profile

The following types of users will access this component. Some users will be coming to this area as a destination (e.g., Fireside Lounge and Program Room/ Auditorium) while others will be quickly passing through:

- People who may be simply passing through the building as they move through the surrounding parks and urban areas;
- Visitors to the building who come to experience its design and unique amenities;
- Community members accessing programs, events or meetings without using other Library services;
- Customers carrying personal effects, including books and other Library resources, clothing, personal devices, and sometimes food and drink;
- Customers who have never been in the Library before, or who are still somewhat unfamiliar with the building and its services, and who will require time and space to orient themselves to the building;
- Customers familiar with the building and its services and who know exactly where they are going, and who will move through the component quickly and into the Library;
- Customers who are waiting for others, people watching and/or standing still, browsing displays, reading signage and adjusting to the building environment;
- Customers in groups, who will typically move more slowly than individuals alone; and
- Many families with children, who will typically move more slowly and be encumbered with strollers and other equipment.

Movement of Building Users and Library Customers

All customers using the Library will move through this component, so it will have the heaviest use of any of the building components. All movement spaces must be scaled accordingly.

There will typically be over 2,500 people a day moving in and out through this component.

Some building visitors will only access functions taking place in the Program Room and may not need to access the remainder of the Library.

The majority of building visitors will access the Library via the Security Threshold in this component in order to access Library components and services.

The main operational goal will be to allow the maximum number of visitors and customers to safely and comfortably move into the building, orienting themselves to their appropriate internal destination, and to move back out into the surrounding community when their visit is completed.

Movement of Materials

Collection resources may be dropped off by customers at materials drops located both outside the building and/or within the Lobby area.

Materials drop-offs should be directly connected to the Circulation Services Workroom located in the Back-of-House Functions component.

All borrowed collection materials will enter and leave this component carried by customers, who pass through the RFID security gates at the Entrance.

Some food and drink may be purchased at the Coffee Kiosk located in the Library Entrance.

Library staff will enter the Library through a separate staff entrance located in Component 7. Back-of-House Functions on the Ground Floor.

Storage of furniture, supplies and materials will be located in Component 7. Back-of-House Functions.

Staff Support

The Circulation Desk will provide general continual surveillance of the Library Entrance and Welcome Area, including the Fireside Lounge.

The Ground Floor Information Desk will also provide surveillance of this area, in addition to the rest of the floor. This desk will be staffed at all times; however staff will also provide roving service throughout the Ground Floor.

Library program coordination staff may be present in the Program Room/ Auditorium and the Lobby.

WORKLOADS

Anticipate movement in and out of over 2,500 customers a day.

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Lobby Public Seating (bench seats)	-	10	10
Fireside Lounge (lounge seats and side tables)	-	15	15
Coffee Kiosk (tables and chairs)	-	14	14
Welcome Area Public Seating (bench/lounge seats)	-	6	6
Program Room/Auditorium (seats)	-	150	150
Total	**-**	**195**	**195**

Collection Resources

Type	Items
New and Notable Collection	200
Books	
Media	
Subtotal, New and Notable Collection	200
Fireside Lounge	
Magazine and Newspaper (titles)	68
Subtotal, Fireside Lounge	68
Holds	
General	1,000
Subtotal, Holds	1,000
Total	**1,268**

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Information Desk (Ground Floor)	-	-	-	2
Circulation Desk	-	-	-	3
Program Room/Auditorium	-	-	-	1-2
Circulation Staff[1]	-	-	-	-
Shelver[1]	-	-	-	-
Librarians/Library Assistants[2]	-	-	-	-
Coffee Kiosk	-	-	-	2
Security Staff	-	-	-	1
Total	**-**	**-**	**-**	**9-10**

Notes:

1. Included in staffing tables in Component 7. Back-of-House Functions.
2. Included in staffing tables in Component 6. Staff Workspace.

DESIGN CRITERIA

Design criteria relevant to this component address unique conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- There are three zones involved: Lobby, Library Entrance and Welcome Area, and Program Room.
- This component is the first that building users encounter in the Library. As such, it is intended to be a spatially and aesthetically notable destination, ideally a multi-level atrium Lobby space, leading to an appropriately scaled and impressive multi-level Entrance and Welcome Area.
- The space should be simple and logically understood; the intuitive layout of space, features and sightlines should facilitate easy self-orientation. Key aspects include:
  - views of parkland/greenery, exposure to daylight, the sky and changing weather patterns;
  - views of activities taking place in adjacent streets;
  - views across the Ground Floor of the Library; and
  - visual connection to upper levels of the Library.
- With respect to after-hours use, the Lobby and Program Room should each have separate access to the exterior as well as access to washrooms.

Interior Design Concepts

- The Lobby and Entrance should make a striking and memorable impression on visitors, through use of spatial volume, vibrant colours, original building systems features, and multiple views into and out of the building, and options for public art (there are currently permanent collections, but to continue to allow for temporary displays as well). As these will be very active areas of the Library and the first spaces customers travel through, they are logical locations for significant design features, including unusual materials and daylight, as well as innovative, attractive, comfortable social spaces and furnishings.
- Signage must be carefully arranged to optimize user self-direction and efficient movement. There may be daily event signage, Library building floor layout and collection organization signage, and donor recognition/ commemoration signage. Signage and wayfinding should be easily read and understood from a distance and incorporate clear graphics and colour.
- There should be expansive sightlines from the Information and Circulation Desks to the Security Threshold and Library Entrance.
- The Fireside Lounge will require a feature fireplace, ideally a high ceiling, decorative ceiling treatment, special lighting, and comfortable lounge furnishings.
- The Fireside Lounge and adjoining areas should have pleasant views of Exterior Spaces as well as walls that are conducive to showcasing artworks.
- The Fireside Lounge must include:
  - a combination of hard and soft flooring materials;
  - data ports and power outlets; and
  - an acoustic control system.
- Being a very high traffic area, all materials and finishes should be durable, easily cleaned and maintained.

Operational Concepts

- This component includes public space with very high customer traffic.
- All spaces used by the public must be suitably scaled, optimally direct, safe, attractive and people-friendly. Good customer service is an important part of PMPL; the Library Entrance should be conducive to staff greeting and assisting customers upon arrival.
- Spaces must be scaled to accommodate the movement back and forth of large numbers of people, as well as the presence of stationary customers accessing services, and stationary services, and resources.

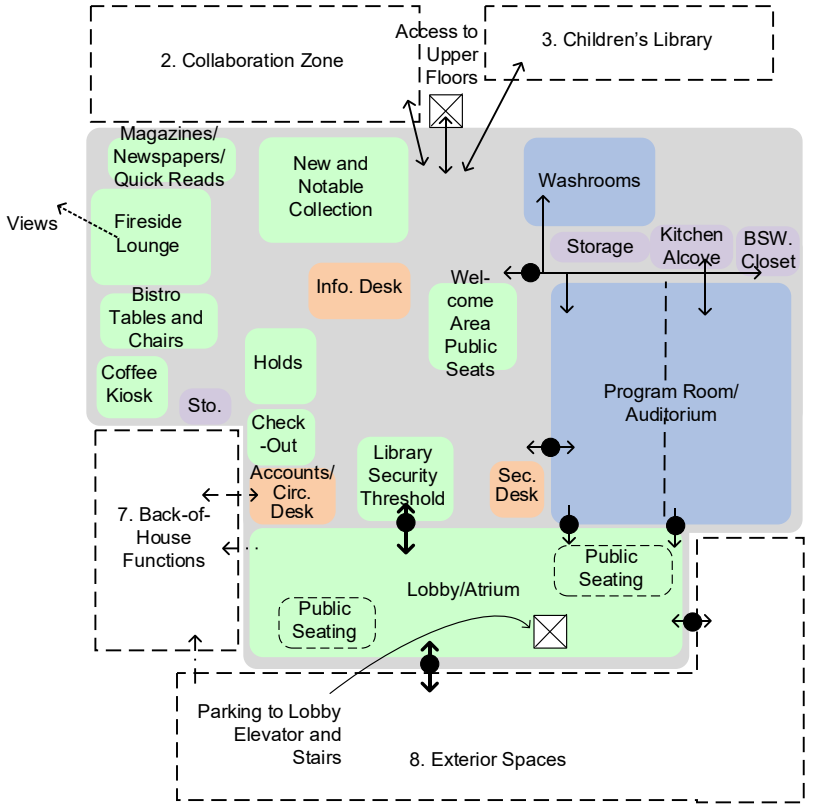
- Seating areas and informal gathering areas should not conflict with major movement paths to and from the Library threshold. Queues should not block circulation paths.
- The following services and spaces should be managed adjacent to the Information and Circulation Desks:
  - Inter-Library loans (see Component 7. Back-of-House Functions);
  - lost and found (see Component 7. Back-of-House Functions);
  - materials sorting (see Component 7. Back-of-House Functions);
  - staff workspace (see Component 7. Back-of-House Functions);
  - minor mends and processing (see Component 7. Back-of-House Functions); and
  - *(Others TBC).*
- Consideration should be given to offering an after-hours Holds pick-up.
- In the event of a pandemic, consideration should be given to offering a drive-through Holds pick-up.
- An unobtrusive Security Threshold will be incorporated into the design at the Library Entrance. The Ground Floor of the secure Library space should be spatially contiguous with the Lobby.
- Non-obtrusive and natural surveillance will be essential. No public area of this component should be hidden from view.

Building Systems Criteria

- A materials return drop located near the Library Security Threshold will connect to the Circulation Services Workroom in Component 7. Back-of-House Functions.
- A PA system should be installed throughout for announcements relating to closing hours, evacuation procedures, etc.
- There should be provisions for the future installation of advanced security technologies.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Lobby				
	Exterior Materials Return	1		0	Connected to bin drop-in Circulation Service Workroom (see Component 7. Back-of-House Functions, Ref. 04)
	Interior Materials Return	1		0	Connected to bin drop-in Circulation Service Workroom (see Component 7. Back-of-House Functions, Ref. 04) adjacent to Ref. 10 Accounts/Circulation Desk
01	Entrance	2	7.4	14.8	
02	Lobby/Atrium	1		40.0	Incl. access to Public Washrooms; incl. access to Program/ Meeting Rooms (after normal operating hours)
03	Public Seating	1		12.0	Incl. bench seats for 10
04	Building Layout, Events and Services Display	1		1.0	Information on Library events, layout and features
	Donor Recognition Feature	1		0	
	Subtotal, Lobby			67.8	
	Library Entrance and Welcome Area				
	Library Security Threshold	1		0.0	Incl. in grossing factor
05	Security Desk	1		3.5	Locate adjacent to entry; accommodates 1 security guard
06	Self-Service Check-Out	6	2.0	12.0	
07	OPAC Station	2	1.0	2.0	
08	Welcome Area Public Seating	1		6.0	Incl. bench/lounge seats for 6
09	Information Desk	1		12.0	Staffed service point/kiosk with computer, access, information materials; accommodates min. of 2 staff; for accessibility, 1 workstation will be lower in height
10	Accounts/Circulation Desk	1		15.0	Modular operational and administrative service desk with computers; accommodates min. of 3 staff; for accessibility, 1 workstation will be lower in height; cash handling at one of the workstations
11	Collection Holds	1		7.2	Incl. 8 bays of shelving accommodating up to 1,000 items

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
12	Coffee Kiosk	1		12.0	Incl. display cabinet, cash register, cappuccino maker, supplies, water supply, data, and power; assumes up to 2 staff
13	Bistro Tables and Chairs	1		15.0	Bistro type table and chairs for 14
14	Storage	1		3.5	Storage for supplies and extra food
15	Fireside Lounge	1		35.0	Accommodates 15; comfortable soft seating
16	New and Notable Collection Display	1		8.0	200 items on display tables and 3-shelf high movable shelving units
17	Magazine/Newspaper and Quick Reads Collection	1		5.5	68 titles/items on 5 4-shelf bays; may be used for additional New and Notable Collections as physical Newspapers and Magazines drop in numbers
18	Public Washroom	2	20.0	40.0	Allowance, to be confirmed
19	Universal Washroom	1		5.6	Incl. baby change table
20	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Library Entrance and Welcome Area			190.3	
	Program Room/Auditorium				
21	Program Room/Auditorium	1		160.0	Accommodates 150; subdividable; egress to Lobby; also functions as Emergency Operations Centre (EOC) - incl. provisions to run 4 monitors, acoustic separation, and folding partitions
22	Storage	2	8.0	16.0	For storage of furniture, equipment, supplies etc.
23	Kitchen Alcove	1		7.4	Incl. counter and sink with cupboards above, small fridge, microwave, other counter/layout space and dishwasher
	Public Washroom	2		0	See Ref. 18; zoned for after-hours access
	Universal Washroom	1		0	See Ref. 19; zoned for after-hours access
24	Building Service Worker Closet	1		7.4	
	Subtotal, Program Room/ Auditorium			190.8	
	Total			**448.9**	**NSM**
				1.25	Grossing Factor
				560	**CGSM**
				6,028	**CGSF**

2. COLLABORATION ZONE

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates a dynamic and flexible Collaboration Zone designed for groups to work on projects, learn, conduct business activities and meetings, share information, study, and socialize in an environment that customers can arrange to best serve their needs. It also includes an Idea Lab/ Makerspace for up to 25 people that supports a variety of creative activities and projects.

KEY ADJACENCIES

1	**1. Entrance, Welcome Area and Program Room**	Provide convenient access by general circulation from the Entrance, Welcome Area & Program Room for the movement of customers and other visitors.
2	**6. Staff Workspace**	Provide convenient access by general circulation to Staff Workspace for the movement of staff, supplies, and equipment.
3	**7. Back-of-House Functions**	Provide convenient access by general circulation to Back-of-House Functions for the movement of staff, supplies and equipment.







Flexible spaces for self-directed projects, individual and group activities, social and recreational activities

FUNCTIONAL DESCRIPTION

This component accommodates multifunctional spaces, including the dynamic and flexible Collaboration Zone designed for groups to work on projects, learn, conduct business activities and meetings, share information, study, and socialize in an environment that they can arrange themselves to best suit their needs.

It also includes an Idea Lab/Makerspace for up to 25 people that supports a variety of messy creative activities and projects in a specially designed room which has robust and utilitarian surfaces.

The Collaboration Zone within this component is typically not programmed by the Library. The activity profile is determined by those using the space, rather than by the staff. The Idea Lab/Makerspace features Library and partner-led programs and activities.

Features within the component include:

- An open, flexible space accommodating a wide range of activities, involving groups of various sizes, which may involve various user-provided technologies and associated resources;
- A smaller scale enclosed Idea Lab/Makerspace for "messy" creative activities that promote content creation and experiential learning for all in the community, and that supports the Library's role as a venue for creative expression and learning; and
- Associated support spaces.

Activities within the component include:

Collaboration Zone

- Group study and projects;
- Presentations;
- Collaborative learning;
- Tutoring;
- Informal business use of space, such as client meetings;
- Socializing;
- Recreation, such as board games;
- Informal meetings;
- Access to Wi-Fi and use of personal technology;
- Printing, scanning and copying, with nearby access to Information Desk for payment;

Idea Lab/Makerspace

- Formal and informal programs conducted by Library staff and community partners focussed on creative activities related to digital and physical projects. This encompasses activities ranging from crafting, sewing and gardening to robotics, coding and circuitry; and
- Storage of equipment and supplies.



OPERATIONAL DESCRIPTION

Hours of Operation

This area should be located within the Library's security zone. As such, hours of operation will be the same as typical Library service hours.

Movement of Customers

Both Library customers and the general public will attend activities and events in this component. Because activities taking place are independent and autonomous, proximity to the Entrance, Welcome Area and Program Room component, as well as some degree of separation from standard Library collections and activities, will be important.

However, Library users will also move to and from this component to access resources and collections in other areas of the Library.

Customers will access this component via the Entrance, Welcome Area and Program Room component. Access should be provided as directly as possible to avoid disruption to functions at the Library Entrance.

Group Discovery, Exploration and Interaction

Generally, the Collaboration Zone is a large open space that will be used for multiple concurrent activities involving groups of various sizes. The range of community activities will be open-ended.

It will not have enclosed meeting or workspaces, but there may be areas that are screened off by movable partitions in order to create a sense of enclosure functions.

Spaces must be easily reconfigurable to accommodate frequent changes in the schedule, profile, and scope of activities.

The Idea Lab/Makerspace will be used for more structure activities that involve extensive use of diverse materials, supplies, and/or technologies.

Movement of Materials

Some types of technology, such as presentation technology, may be supplied by the Library, but the majority of resources will be hand carried by users.

Movement of Staff

Staff will not be stationed in this component. However, sightlines should be provided to this component from the Information and Circulation Desks. Staff may periodically walk through the component, providing assistance as required.

Print and Business Services

Print/photocopy/scanning services will be available in this component.

WORKLOADS

The primary workload associated with this component involves the number of spontaneous programs and activities and the seating capacity of the spaces.

Customer Accommodation

The following table identifies the occupancy of each space within this component.

Type	Number of Spaces	Number of Seats	Total Occupants
Open Collaboration Zone	1	60	60
Idea Lab/Makerspace	1	25	25
Total	**2**	**85**	**85**

Collection Resources

There are no collections present in this component.

STAFFING AND OCCUPANCY ESTIMATES

No Library staff are directly associated with this component. Staff will provide general supervision only.

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- The Collaboration Zone will be open and typically very active. It should be approachable from several directions.
- The Idea Lab/Makerspace will be enclosed and more subdued; however, there should be opportunities to showcase the activities taking place both from inside the Library and from the exterior.

Interior Design Concepts

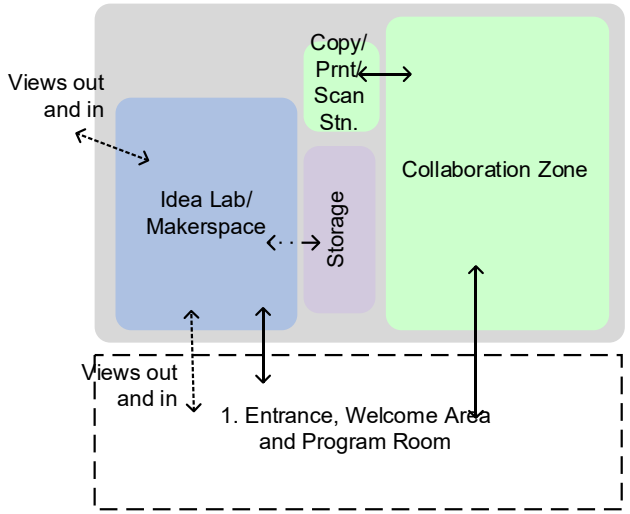
- Indirect daylight is required in the Collaboration Zone.
- The Collaboration Zone will require:
  - a flat floor with durable sound absorbing, easily cleaned surface;
  - acoustical shielding;
  - a variety of easily reconfigurable seating and tables; and
  - nearby furniture and equipment storage space.
- The Idea Lab/Makerspace will require:
  - robust and utilitarian surfaces;
  - a durable floor with durable sound absorbing and easily cleaned surface;
  - a sink, counter and cupboards;
  - acoustic shielding; and
  - nearby furniture and storage space (shared with the Collaboration Zone).

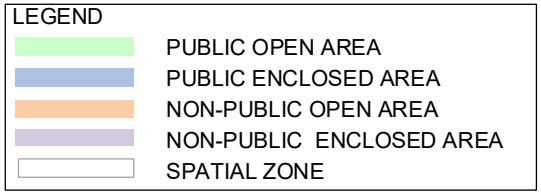
Building Systems Criteria

- The Collaboration Zone must include:
  - technology for hearing impaired;
  - an AV system including large monitors to which customers can easily connect;
  - a lighting grid;
  - multiple data ports and power outlets; and
  - an acoustic control system.
- The Idea Lab/Makerspace must include:
  - multiple data ports and power outlets; and
  - an AV system including large monitors to which customers can easily connect.

Functional Relationship Diagram

The following diagram provides a general spatial organization of the functions described above.





NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Collaboration Zone	1		150.0	Incl. reconfigurable seats and tables for 60
02	Copy/Print/Scanner Station	1		5.0	
03	Idea Lab/Makerspace	1		64.5	Accommodates 25, incl. sink and counter, and cupboards
04	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Total			**227.5**	**NSM**
				1.10	Grossing Factor
				250	**CGSM**
				2,691	**CGSF**

3. CHILDREN'S LIBRARY

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

The Children's Library is a separate, playful environment that stimulates the imagination while also providing learning opportunities for a variety of literacies. It is, in some respects, a library within a library—acoustically separate, containing specialized collections, staff and programming for children from birth to age 12 and their caregivers.

KEY ADJACENCIES

1	**1. Entrance, Welcome Area and Program Room**	Provide direct access by general circulation to and from the Entrance, Welcome Area and Program Room for the movement of children, families and staff.
2	**2. Collaboration Zone**	Provide convenient access by general circulation to and from the Idea Lab/ Makerspace in the Collaboration Zone for the movement of children, families and staff.
3	**4. Adult and Teen Collections and Study Spaces**	Provide convenient access by general circulation to and from Adult and Teen Collections and Study Spaces for the movement of families and staff.
4	**6. Staff Workspace**	Provide convenient access by general circulation to and from Staff Workspace for the movement of staff.
5	**7. Back-of-House Functions**	Provide convenient access by general circulation to the Circulation Services Workroom in Back-of-House Functions for the movement of materials.







Inspiration, scale, imagination, exploration, learning

FUNCTIONAL DESCRIPTION

This component accommodates the Children's Library, a clearly defined space that provides children and families with varying degrees of separateness from the larger Library space, to ensure their safety, security and comfort. This component provides for varying collection and activity needs at different stages of development.

The Children's Library will foster a child's growing independence while welcoming and encouraging caregiver oversight. It will be a space for children to discover their passion for reading, explore their interests to become lifelong learners, and engage in activities independently as well as in social and family groups of varying sizes and ages.

Through a variety of environments it will appeal to children with both quiet temperaments and more exuberant natures. Children of up to 12 years and their caregivers are the focus of this space.

Features of this component include:

- Gateway Feature;
- Topical and thematic display of materials;
- Self-Check-Out stations;
- Online Public Access Catalogues (OPAC);
- Family Literacy Centre, featuring interactive imagination area (e.g., train table and large fun furniture), early years digital literacy station, and early literacy activities;
- Quiet Reading Alcoves for reading with caregivers, and individual reading;
- Children's Collections;
- Variety of tables and informal seating areas;
- Program Nook for informal and non-registered programs of up to 60 children;
- Periodically staffed "Pop-Up" Service Kiosk;
- Family Room; and
- Staff Workroom.

Activities within the component include:

Public Area

- Topical display of materials;
- Group mustering;
- Answering collection and information queries at a Pop-Up Service Kiosk and by roving staff;
- Self-check of materials;
- Family Literacy Centre that includes:
  - early literacy computers/technology,
  - imagination play activities with props that include textures, soundscapes, visual explorations, places in the community,
  - furniture and features that promote fine and gross motor skills development,
  - access to and reading of Board Book and Picture Book Collections, and
  - caregiver and child reading/exploration;
- Group and individual study and homework activities;
- Decompressing and reading in a quiet environment;
- Developmentally appropriate programming, including story and craft activities, reading and homework assistance, coding and digital literacy for large and small groups;
- Storage of personal items during programs;
- Tours or supervised group visits;
- Storage of program materials;
- Research and educational activities at computers including group work on computers;

- Storage, maintenance, display and access of the following collections:
  - Board Books,
  - Picture Books,
  - Easy Readers, beginning chapter books, Fiction and Fiction series,
  - Comics and graphic novels,
  - Non-Fiction Collection,
  - World Languages, and
  - Children's non-print materials: DVDs and kits;
- Reading/project work/computer use in informal areas such the Program Nook (when it is not used for programs), and Group Tables and Casual Seating areas that are associated with and appropriate to collection subjects and to the age of users;
- Supervised visits;
- Art displays;
- Shelf checks and reshelving of materials by staff;
- Accessing virtual collections;
- Storage of program supplies, special collections, and materials; and
- Preparation of program materials.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will be open when the Library is open.

Customer Profile

More than other components, this component will be characterized by customers that arrive typically in groups of two or more. Most groups will have at least one adult and one child. Customers will include:

- Those who have come as part of a large group, from a school, kindergarten, or daycare;
- Caregivers who may have with them children of varying ages, including very young children with whom they will actively attend;
- Child and adult customers with special needs, including physical, sensory, cognitive, and mental challenges and who may be accompanied by a caregiver;
- Customers who arrive simultaneously to be part of a programmed activity;
- Caregivers and educators wanting children's resources or information;
- Children who range widely in behaviours, from those requiring more regular attention to those who can manage themselves more independently; and
- Teen volunteers for programs.

Movement of Customers

People will arrive and depart from a single point of arrival. All areas of the component are expected to be highly active.

Personal Exploration and Discovery

Generally, customers will interact with staff and may require more assistance by staff; staff will be located in this component when it is busy and may be roving. At other times, assistance will be provided by staff located at the Ground Floor Information Desk.

Collections will be accommodated in age-appropriate ways, giving children the opportunity to see, handle and look at materials easily.

Personal exploration may involve a caregiver and child.

Group Discovery, Exploration and Interaction

Informal interaction and collaborative activities will take place in the enclosed and flexible open spaces within this component.

Scheduled program activities involving larger groups will occur in the enclosed Program Nook or in the Program Room in Component 1, as well as in the open areas. Some specialized programs may take place in the Idea Lab/Makerspace located in Component 2. Collaboration Zone.

Types of Services

Types of services include:

- Scheduled program activities, including Storytime, book clubs, maker activities, crafts, reading, and homework and reading assistance;
- Personal and small group assistance as needed including discovery services, such as navigation assistance, readers advisory and assistance with technology; and
- General monitoring of the component to ensure the safety and security of all customers.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Self-Check-Out Station	2	-	2
Computer Station – Early Literacy	3	2	6
Family Literacy Area	31	-	31
Casual Seating/Caregiver and Child	-	36	36
Group Table	-	16	16
Program Nook	-	60	60
OPAC	2	-	2
Total	**38**	**114**	**153**

Collections

Assumptions for collection size are provided below. Collection size is anticipated to increase in the future, however, magazines, CDs and DVDs are not anticipated in the longer term future but will be provided in the shorter term.

Type	Total Items	Circulation Rate	Items on Shelves
Board Books	3,298	54%	1,523
Picture Books	12,487	45%	6,868
Easy Readers	6,048	46%	3,266
Comics	8,127	55%	3,657
Fiction/First Fiction	19,238	27%	14,043
Non-Fiction	14,036	30%	9,825
French	2,266	13%	1,972
Magazines - Titles	69	9%	62
Holiday	2,708	33%	1,814
Other (AV)	700	10%	634
Total	**68,977**		**43,664**

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Program and Youth Services Coordinator	1.0	1.0	1	1
Program and Youth Services Librarian	1.0	1.0	1	1
Library Assistant	-	1.0	1	1
Total	**2.0**	**3.0**	**3**	**3**

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- The Children's Library should be located on the Ground Floor of the Library to allow easy access to young customers and their caregivers who may be carrying coats, bags, and other personal items, as well as pushing strollers. Ground Floor access also facilitates more convenient evacuation in the event of a fire or other life safety event.
- This component primarily includes public space with a small staff office area and Workroom for program development, collection work and general service planning.
- The Children's Library should be visible from Entrance, Welcome Area and Program Room component; a sense of anticipation should be created with invitations that begin outside of the component itself.

- The Entrance to this component should be marked by character and gateway images that reflect the content of the resources and activities.
- Views should be provided into the Children's Library from other components while maintaining the general enclosure of the component. This will create opportunities to market the services and resources of the Children's Library, decrease noise in other components, and will increase the level of visual security.
- Design should consider a higher ceiling, as possible, to support hanging displays that add character and life to the environment.
- Opportunity to create a Pop-Up Service Kiosk is required which, when in place, should be situated within view of and proximate to arriving customers. The Pop-Up Service Kiosk should have visual connections to the entire public area of the Children's Library so activities can be monitored.
- The overall layout of the Children's Library should reflect an organic and informal approach to the organization of space, as reflected in design elements, gateways, and enclosures, etc.
- This component should include natural light and views to landscaped exterior areas.
- The Family Literacy Area should be located away from Program Nook but should be visible from the Pop-Up Service Kiosk. This is an area that will be noisy with exuberant children.
- The Program Nook should be located somewhat near the Entrance and adjacent to the Service Kiosk. Visibility to the Program Room from the Pop-Up Service Kiosk is required, including glazing into the room. However, the room should be located so that general traffic flow is not impeded.
- Wall space for displays of children's artwork should be maximized, including a wall at the Entrance to the component to showcase local children's art, including children's digital art.
- A Family Room is included within this component; it includes both adult and child-sized fixtures, a change table, and chairs for both adults and children for nursing, waiting on family members, etc.

Interior Design Concepts

- Imaginative features should be considered at the entrance to the Literacy Centre and to the Play Space.
- Above all, the environment should be safe. Partitions and furniture should have rounded corners to minimize injuries.
- The character of the Children's Library will differ from that of the rest of the Library. It may have themes in which children become part of the stories that they are reading. It should be an environment of exploration and engagement; this should be translated into the display of collection resources, installations, and program areas. Interior design themes should be rich in the use of colour, language and language elements.
- Notwithstanding the above, design features in the Children's Library should be sympathetic to those of the rest of the Library.
- The Family Literacy Area, in particular, should be a learning environment that stimulates as many senses as possible, including sight, hearing, touch, taste, smell and kinesthesia. It may include a variety of open-ended and interactive play spaces. It should feature letters and words in the design. The environment should stimulate doing, learning and feeling. This is an area where children will explore and learn with their caregivers.
- The space, furnishings, lighting and signage of Children's Library should be flexible to facilitate change, exploration and experimentation by both staff and children. Children should feel empowered to change the environment.
- The scale of space and furnishings are critical factors. Design must reflect "child-sized" environments, with children as a priority, to respond to the specific needs of infants, toddlers and school children (i.e., seating types), in their respective areas, while also providing furnishings appropriate for caregivers and other adults.
- A mix of seating types should be provided, including informal seating, benches and tables for groups of children. Some activity areas will require furniture that allows children to interact with accompanying adults. Furniture should be robust as adults will on occasion use child-sized seats.
- For safety, play areas must not be located near exits, elevators, and/or stairs.

- The various areas of the Children's Library should be organized by level of activity and amount of noise, and not strictly by age. Informal and formal customer program areas, however, should relate to adjacent collection areas, as possible.
- The collection area should feature more intimate environments for reading and associated activities. These may be provided through the use of a lower ceiling, canopy or by creating physically separate but connected area(s).
- There should be minimal use of wall shelving so that wall surfaces can be used for display.
- Furniture and stacks/shelving should be flexible to allow for changes in collections, formats and users.
- The height of stacks should vary according to the collection accommodated: collections for younger children on 2- and 3-shelf units and Non-Fiction on higher 4-shelf units.
- The Pop-Up Service Kiosk requires careful consideration. As it will not be present all of the time, it will need to be stored away or transformed into another function. At the same time, when it is in operation, it must be easily identified, ergonomically designed and should not intimidate young children. It should be configured so that children of all ages and sizes feel comfortable approaching when staffed. Design should consider a lower desk height and lower staff work area.
- Public activity spaces within the Children's Library should be visible to staff when they are at the Pop-Up Service Kiosk and yet should provide a cozy, secure and intimate environment for children.
- In the Family Literacy Area, attention should be paid to activities for crawling children, as well as children who have begun cruising, including mirrors at floor level and low window sills.
- Acoustic treatment and/or separation should be provided between the various activity areas to reduce acoustical interference.
- The Program Nook should be large enough to accommodate 60 children and caregivers. Various flooring options should be reviewed to balance ease of cleaning with use of the floor as a seating area. It should also have sliding glass doors to limit access when needed.
- Visual contact with exterior natural features and elements should be an important feature of the Children's Library.

Operational Concepts

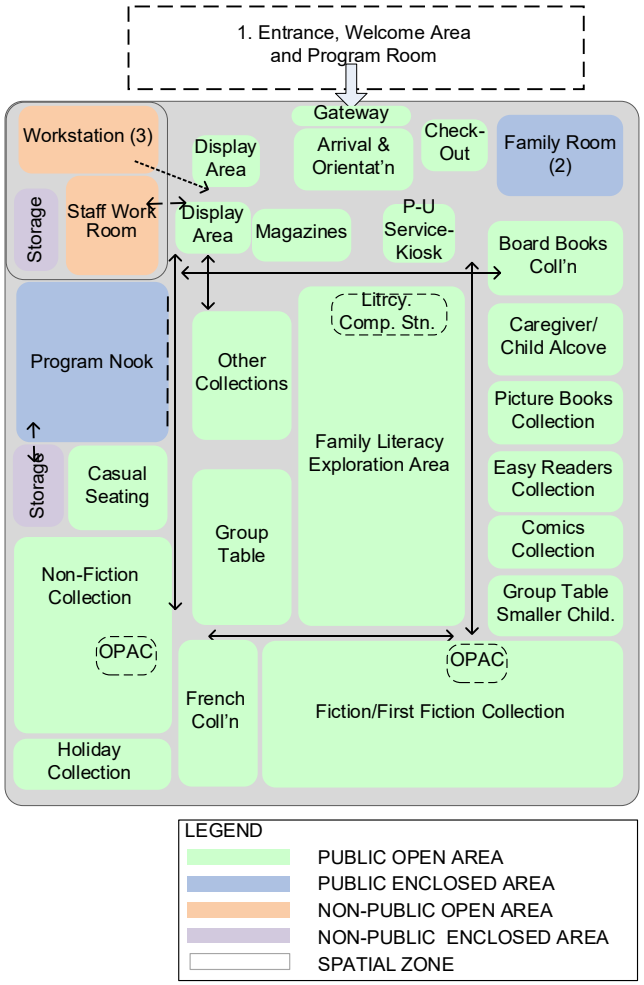
- Although they may base themselves in this component, some of the customers of the Children's Library will also access other collection and service areas in the Library.
- Materials used by customers for casual reading while in the component will be deposited in designated locations and re-shelved by staff.

Building Systems Criteria

- Sound attenuation provisions are required to insulate the remainder of the Library from the sometimes higher level of sound originating in this component.
- Lighting systems should be flexible and highlight the Pop-Up Service Kiosk when it is operating, display areas and component signage.
- The Program Nook should include sound systems and should support wireless assistive listening devices. Built-in projection screens/monitors and/or projectors should be provided.

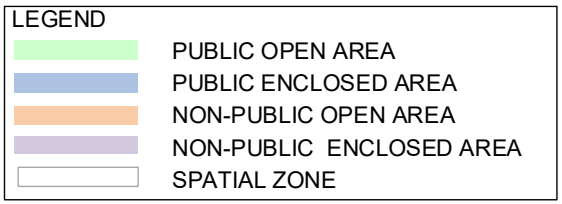
Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Entrance				
01	Gateway Feature	1		4.0	Feature that reflects program activities and content of the collection
02	Arrival and Orientation	1		10.0	Open area to view component
03	Family Room	2	6.4	12.8	Allowance only
04	Pop-Up Service Kiosk	1		7.0	Open area to accommodate 2 staff stations; may be a reconfigurable piece of furniture that is used by customers or may be moved from Workroom
05	Self-Check-Out	2	2.0	4.0	Adjacent to Service Kiosk
06	Thematic Display Area	2	1.0	2.0	Distributed through Library area
07	Literacy Computer Station or iPad	3	2.5	7.5	Each accommodates up to 2 children
08	Family Literacy Area	1		85.0	Accommodates 16 children and caregivers; incl. sensory wall, soft seating area, numerous imagination play environments incl. train table, and manipulate-able toys; also accommodates 15 at activity stations, such as Burgeon large scale interactives
	Subtotal, Entrance			132.3	
	Children's Collections				
09	Board Books Collection	1		13.0	Accommodates 1,523 items on 13 movable 3-shelf bays or equivalent
10	Picture Books Collection	1		39.6	Accommodates 6,868 items on 36 movable 3-shelf bays, with display on top
11	Easy Readers Collection	1		20.9	Accommodates 3,266 items on 19 movable 4-shelf bays, with display on top
12	Comics Collection	1		18.7	Accommodates 3,657 items on 17 movable 4-shelf bays, with display on top
13	Fiction/First Fiction Collection	1		90.0	Accommodates 14,043 items on 90 movable 4- and 5-shelf bays, with display on top
14	Non-Fiction Collection	1		40.0	Accommodates 9,825 items on 40 movable 5-shelf bays, with display on top
15	French Collection	1		7.0	Accommodates 1,972 items on 7 movable 5-shelf bays, with display on top

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
16	Magazines – Titles Collection	1		3.0	Accommodates 62 items on 3 movable 5-shelf bays, with display on top; may be used for other collections as collection is phased out
17	Holiday Collection	1		8.0	Accommodates 1,814 items on 8 movable 5-shelf bays, with display on top
18	Other Collection (AV)	1		3.0	Accommodates 634 items on 3 movable 4-shelf bays, with display on top
19	OPAC Station	2	1.0	2.0	Locate prominently at end of stacks
20	Caregiver and Child Reading Chair/Alcove	1		22.0	Incl. a mix of 8 larger chairs accommodating a caregiver and 1 or 2 children, and 4 individual chairs for caregivers
21	Group Table, Smaller Children	2	4.5	9.0	Each accommodates up to 4 children
22	Casual Seating	10	2.0	20.0	Distributed in collection areas
23	Group Table	4	5.0	20.0	Accommodates 2 each
24	Program Nook	1		72.0	Accommodates up to 60, storage cabinets and coat hook area; should have glazed doors to main Children's area and should be blackout capable; room will be open and available when not in use for programs
25	Storage	1		8.0	Adjacent to Program Nook; storage for a variety of equipment and furnishings
	Subtotal, Children's Collections			396.2	
	Staff Area				
26	Staff Workroom	1		15.0	Accommodates work table or work counter, 8 bays of shelving for storage of program materials and supplies, sink and counter with storage cupboards; integrated with staff areas
27	Workstation, Programs and Youth Services Coordinator	1		5.9	L-shaped desk and chair, filing cabinet, bookcase
28	Workstation, Programs and Youth Services Librarian	1		5.9	L-shaped desk and chair, filing cabinet, bookcase
29	Workstation, Library Assistant	1		4.5	L-shaped desk and chair, filing cabinet

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
30	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Staff Area			39.3	
	Total			**567.8**	**NSM**
				1.20	Grossing Factor
				680	**CGSM**
				7,319	**CGSF**

4. ADULT AND TEEN COLLECTIONS AND STUDY SPACES

FUNCTIONAL DESCRIPTION

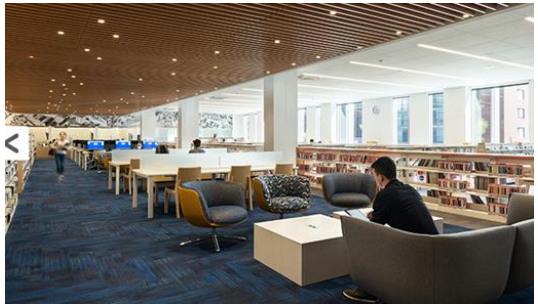
COMPONENT OVERVIEW

This component houses the Adult Fiction and Non-Fiction, Teen, Large Print, World Languages and Multimedia Collections, the accommodations required for related self-directed activities, including quiet reading, studying, discovering, browsing, searching and discussing. It also includes a Meeting Room and Silent Study Room.

KEY ADJACENCIES

1	**5. Tech Centre**	Provide direct access by general circulation to Tech Centre for the movement of Library customers and staff to a shared service desk.
2	**1. Entrance, Welcome Area and Program Room**	Provide direct access by general circulation to Entrance, Welcome Area and Program Room for visibility/ease of access to Collections on the Ground Floor.
3	**6. Staff Workspace**	Provide direct access by general circulation to the Staff Workspace for access to the large Meeting Room for staff meetings and board functions.
4	**7. Back-of-House Functions**	Provide direct access by dedicated circulation to sorting area in Back-of-House Functions for the movement of staff, equipment and collection resources.







Adult and teen collections, focus areas, silent study, quiet reading, general study, reflection, discovery and discussion

FUNCTIONAL DESCRIPTION

This component houses the Adult Fiction and Non-Fiction, Teen, Large Print, World Languages and Multimedia Collections. It provides accommodations for the self-directed activities associated with these collections, including quiet reading, studying, discovering, browsing, searching and discussing. It also includes Meeting Rooms and Silent Study Room.

Collections

All collection resources are circulating resources that will be used extensively by those interested in reading for enjoyment and for lifelong learning, research and study. Paperbacks are interfiled in each respective sub-section of the collection.

Each collection has a unique character and profile of use:

- Non-Fiction Collection

  The Non-Fiction Collection must be flexible to accommodate changing community interests and changing collection organization and display systems, including general organization using Dewey or BISAC (Book Industry Subject and Category), and special focus areas addressing specific topics, where physical materials, virtual materials and associated study spaces are brought together.

- Fiction Collection

  The Fiction Collection comprises well-reviewed, award-wining and popular fiction books. Some of the materials are grouped by genre. This collection will also have special focus areas to highlight featured themes or sub-collections.

- Graphic Novel Collection

  Graphic novels for teens and adults are located together in a single collection. They should also be adjacent to Component 3. Children's Library.

- Teen Collection

  The Teen Collection includes primarily fiction material of interest to teen customers, although it is available for general customer access and use.

- Large Print

  This collection includes materials printed in large font, generally to support older or visually challenged customers.

- DVD Collection

  This collection includes popular DVDs arranged by category.

- DAISY Book Collection (Digital Accessible Information System)

  This collection area includes specialized material for customers who are sight impaired.

- World Languages Collection

  This collection area includes books for customers who seek resources in languages other than English.

- English as a Second Language (ESL) Collection

  This collection includes materials appropriate for learners of English, typically for those for whom English is an additional language.

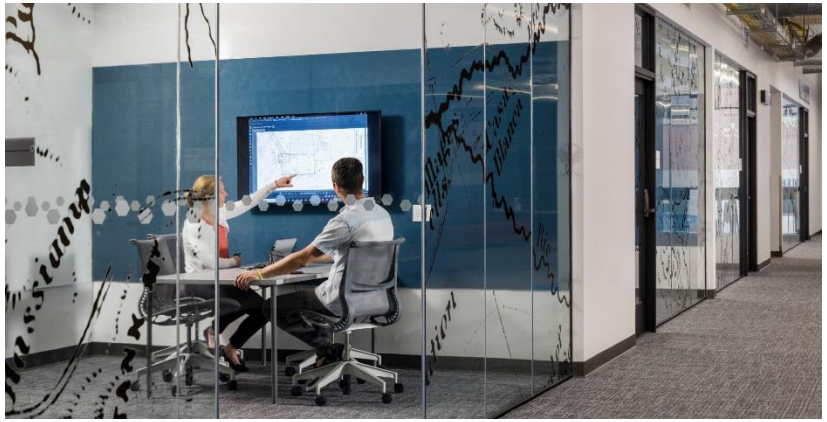
Study and Reading Space



The provision of study and reading space is core to the Library's mission, vision, and values in promoting intellectual freedom and lifelong learning. The study and reading space in this component tends to be more focussed on individual use and quieter group activities. Special features include:

- A Silent Study room (enclosed and acoustically separated);
- Modular Study Rooms;
- Individual study tables/benches;
- A Quiet Reading Area/Fireside Lounge; and
- Meeting Rooms.





Features of the Adult and Teen Collections and Study Spaces component include:

- Arrangement of the collections and associated customer spaces on at least two levels, with specialty collections and the Teen Collection on the Ground Floor, and the majority of the Non-Fiction and Fiction Collections on the Library's upper levels. Collections such as Large Print and Accessible Audiobooks are located on the Ground Floor for ease of access; the Teen Collection is located on the Ground Floor to encourage cross-use by children;
- A Ground Floor arrival area featuring customer resources, and signage introducing users to the scope and arrangement of resources;
- A Second Floor arrival area featuring a service desk that is shared with the Tech Centre, customer resources, and signage introducing users to the scope and arrangement of resources;
- Focus areas, identified by dedicated signage and display features, display of collection and seats and workstations that support access and use of the resources and encourage a love of reading, discovery and lifelong learning. One of the goals of these focus areas is to animate the collection by means of various Library-led and impromptu/informal programs and discussions that take place in the space;
- Visual features that define areas occupied by each sub-section of the collection;
- Informal seating areas for scheduled and/or ad hoc programming;
- An enclosed and acoustically separate Silent Reading Room with 50 individual seats;
- A variety of seating and study alternatives interspersed with collection areas;
  - soft seating in the Teen Collection focused on single seating,
  - the ESL Collection should be proximate to group tables for language learners to chat,
  - the Local Collection (part of the Non-Fiction Collection) should have group tables or be located near study carrells,

  - the Large Print Collection should be proximate to a combination of single seats and group tables, and
  - the Accessible Audiobook Collection could share a seating area with the Large Print Collection.

- Distributed online access (OPAC) stations throughout the collections and near the service desk;
- A Quiet Reading Area/Fireside Lounge with a view of exterior natural features;
- Meeting Rooms of various sizes that can also be rented by the community;
- An Artist-in-Residence Studio; and
- Access to Public Washrooms.





OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the component will be the same as opening hours of the Library facility.

Customer Profile

The Non-Fiction Collection may attract those with a special interest in the entire spectrum of knowledge and information, including:

- Those interested in lifelong learning;
- Those with an interest in health and medicine, fitness, recreation, including outdoor recreation;
- Those who travel and explore;
- People planning a career change or career development;
- Those interested in cooking, food and nutrition;
- Gardeners and do-it-yourself enthusiasts;
- Artists and crafters;
- Students engaged in formal education programs;
- Those interested in science and the environment;
- Entrepreneurs and job seekers; and
- Those exploring the structure and history of human thought, human and social values, and the complexity of human behaviour.

The Fiction Collection may attract:

- Those with expectations of traditional reading environments;
- People who love reading and read for enjoyment;
- People who read and study intensively for extended periods of time, typically alone;
- People who have heard about a new book from the media;
- People for whom the process of reading and writing are very important;
- Those who like to talk about books and listen to others talking about books;
- Those who enjoy the process and products of active imaginations; and
- Authors, poets, and others who deliver oral presentations.

The Teen Collection will typically attract:

- Teens who enjoy reading teen fiction;
- Children who read both children's and teen books; and
- Adults and others who have an interest in teen fiction.

The Large Print and DAISY Books Collections will typically attract:

- Older adults with mobility, vision and hearing challenges; and
- Customers picking up materials for others.

The ESL Collection will typically attract:

- Those learning ESL;
- Those taking English languages tests, such as Teaching English as a Foreign Language (TOEFL);
- Newcomers to the community; and
- Those who may have challenges reading and comprehending general and collection resource signage.

The World Languages Collection will typically attract:

- Those who enjoy reading a non-English language;
- Newcomers to the community;
- Those who may be unfamiliar with the Library, and with Library services;
- Those who may have challenges reading and comprehending general and collection resource signage;
- Those seeking information in foreign languages; and
- Those learning ESL.

The study and reading space will typically attract:

- Those studying for formal education purposes;
- Those reading or studying quietly for informal and lifelong learning purposes;
- Those studying for various tests or exams;
- Those needing quiet individual spaces and lacking access to such space at home or elsewhere; and
- Those reading for pleasure or learning in a social setting rather than isolated at home.

Exploration, Discovery, and Relaxation

People will arrive at and depart from the component arrival area on each level, moving in and out among the collection, with browsing, reading and study activity occurring in seating and other spaces distributed among resources and at the glazed perimeter of the component.

Some customers will be self-directed in both their browsing of the collection, and their subsequent reading/study of materials, occasionally assisted by services provided from staff at a nearby service desk and/or by roving staff. Other customers may require more assistance to navigate the collection.

Customers will often be looking for reading recommendations from staff and opportunities to have conversations with staff about their reading.

Customers will frequently browse and select from collection resources temporarily stored on Book Trucks, and waiting to be re-shelved.

Both scheduled and spontaneous program presentations and interaction may occur in flexible open program spaces located near the centre of this component and in the Meeting Room.

There will be frequent use of portable electronic devices and the Library's Wi-Fi service. Customers may also make use of data access provided in this component to engage in catalogue research, Internet research and general browsing, social media, and e-mail.

Collection Resources Access and Maintenance

This component will include several focus areas, which highlight topical subject matter.

Fiction Collection resources for teens will be highlighted as a focus area. Non-Fiction material for teens will be interfiled with general Adult Non-Fiction Collection resources.

Collection Storage and display will occur on variable, medium-height, typically 4- to 5-shelf bays. Higher shelving may be used along walls. Collections should feature face-out displays.

OPAC computer stations will be dispersed throughout the collection along with conversation areas, and study areas that encourage contact with the resources and impromptu exploration of all information formats.

The vast majority of materials will leave this component carried by Library users. Materials will be returned to this component on Book Trucks from the Back-of-House Functions component after it has been sorted.

Staff Support

On the Ground Floor, staff support and service will be provided from the Information Desk in the Entrance, Welcome Area and Program Room component.

On the Second Floor, staff support and service will be provided from a service desk shared with Tech Centre;

Staff involved with collection maintenance activities may be temporarily located in the component.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Arrival Seats	-	8	8
Large Print Seats	-	2	2
Teen Seats	-	6	6
OPAC Stations	6	-	6
Single Table Seats	-	22	22
Silent Study Room Seats	-	50	50
Modular Study Room	-	3	3
Collection Focus Area	-	48	48
Quiet Reading Area/Fireside Lounge	-	15	15
Artist-in-Residence Studio	-	15	15
Meeting Room, Small	-	15	15
Meeting Room, Medium	-	30	30
Meeting Room, Large	-	50	50
Total	**6**	**264**	**270**

Collection Resources

Type	Total Items	Circulation Rate	Items on Shelves
Teens			
Fiction	5,679	15%	4,827
Other	700	25%	525
Subtotal, Teens	6,379	20%	5,352
Adults			
Fiction	34,459	14%	29,635
Non-Fiction	28,208	12%	24,823
Large Print	2,118	14%	1,821
World Languages	3,377	18%	2,769
ESL	1,232	9%	1,121
Graphic Novels	5,036	32%	3,425
Book Club bundles	839	6%	788
White Pines	353	4%	339
Magazines	100	32%	68
Other	700	25%	525
AV			
DAISY Books	75	8%	69
DVD's	702	20%	562
Video Games	1,247	10%	1,123
Library of Things	1,200	59%	492
Subtotal, Adults	79,646	19%	67,560
Total	**86,025**		**72,912**

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Service Desk Staff[1]	-	-	-	4
Shelvers	-	-	-	1-2
Total	**-**	**-**	**-**	**5-6**

Note:

1. Two of the staff are shared with Component 5. Tech Centre.

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- This component is anticipated to be arranged on at least two floors. The component will have specialty collections on the Ground Floor and the majority of the collection on the Library's upper levels, grouped as follows:

  Ground Floor

  - Teen Collection;
  - Large Print Collection;
  - ESL Collection;
  - DVD and Books-on-CD collections;
  - World Languages Collection; and

- DAISY Book Collection.

Note that the Ground Floor also includes New and Notable Collections, and Newspapers and Magazines as identified in the Entrance, Welcome Area and Program Room component. All subsections of the collection located on the lower level should be grouped together.

Upper Floors

- General Non-Fiction Collection;
- Non-Fiction Special Focus areas;
- Graphic Novel Collection;
- Fiction: including genres; and
- Fiction Special Focus areas.

- The Second Floor should provide an arrival space, signage, and other resources that introduce the layout and distribution of collection resources and associated customer accommodation.
- The Second Floor service desk is shared with the adjacent Tech Centre component.
- A rational and sequential layout of collections resources should allow for optimal customer orientation and access.
- Focus collections will be located strategically throughout the Non-Fiction and Fiction Collections to provide varied customer experiences, visual interest and distinctive smaller quiet reading areas.
- An enclosed, partially glazed Silent Study Room will accommodate quiet individual reading and study. This will be a general resource shared by all customers.

Interior Design Concepts

- Design and location of the Second Floor service desk (in Component 5. Tech Centre) must provide visual access and clear sightlines to all areas of the component and must be multifunctional and informal.
- Clearly visible signage must be provided in all areas to enhance the self-service concept.
- Collection areas must be inviting, comfortable and visually interesting. Within the general collection area, focus areas should be created as interesting destinations, possibly with unique features.



- Shelving should be arranged to avoid creating an experience of visual and/or physical obstruction and should be oriented to maximize sightlines across the component and to the various service and focus destinations within the component.
- There should be opportunities for interesting ceiling-mounted features and focus area destination features.
- Opportunities for strategically placed face-out collection resources should be maximized, with a significantly higher proportion of face-out displays in focus area.
- As the sizes of the collections grow or shrink, more or less of the collection may be organized as face-out display. Ongoing changes in collection size can be expected in the future.
- Space and furniture for browsing, reading and studying will be fully integrated with a casual, user-friendly layout of collection resources.
- Open spontaneous program space may be created periodically by the rearrangement of lightweight furnishings, including some movable collection shelving, particularly associated with collection focus areas.
- Floor surfaces should make use of a durable, easily cleaned, acoustically absorbent material.

Operational Concepts

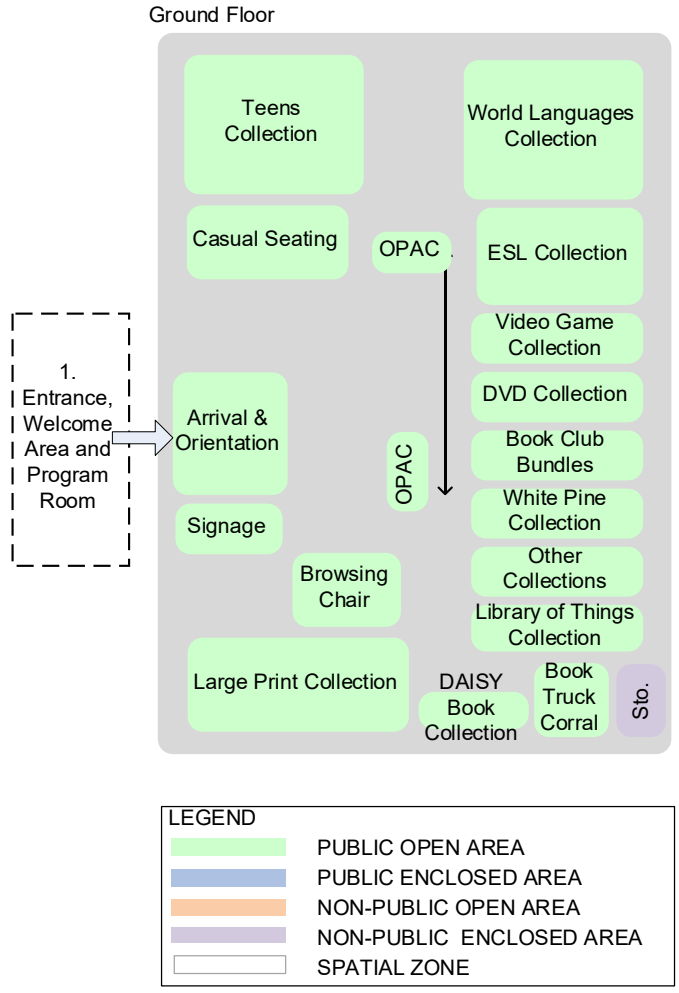
- Shelving in focus areas must be movable and reconfigurable.
- The Second Floor service desk (in Component 5. Tech Centre) does not require direct adjacency to Component 6. Staff Workspace.
- The Meeting Room should be on the Second Floor, and easily accessible from the Staff Workspace.
- Customers will frequently browse and select from collection resources temporarily stored on Book Trucks, and waiting to be re-shelved. Consideration should be given to providing a defined space for this that enables customers to see and examine these resources while reducing visual clutter.
- The Non-Fiction Collection may be arranged in a modified Dewey order with interspersed feature focus areas and displays.
- The Fiction Collection will be arranged alphabetically by author and by genre. With interspersed feature, focus areas and displays.
- Collection resources will typically be stored and displayed on three foot wide bays, each with four to five shelves. Allowances for shelving units include an allowance for the user circulation spaces between storage units.

Building Systems Criteria

- Customer seating will be equipped with task lighting and individual power supply.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Ground Floor				
01	Arrival and Orientation Point	1		10.0	Incl. gateway features, orientation, events notices, and directional signage, bench seating for 4
02	Collection Layout Signage	1		1.0	Incl. print and digital displays conveying content and layout of the collection, associated resources and related programs
03	OPAC Station	2	1.0	2.0	Distributed in collection area
04	Teen Collection (Fiction and AV)	1		42.0	5,352 items on 42 4- and 5-shelf bays
05	Casual Seating	1		15.0	Incl. 6 soft seats
06	Large Print Collection	1		28.0	1,821 items on 28 4-shelf bays
07	Browsing Chair	2	2.5	5.0	Higher upright chair for browsing Large Print Collection
08	World Languages Collection	1		23.0	2,769 books on 23 5-shelf bays
09	ESL Collection	1		7.0	1,121 items on 7 4-shelf bays
10	Book Club Bundles	1		4.0	788 items on 4 4-shelf bays
11	White Pine Collection	1		2.0	339 items on 2 -shelf bays
12	Other Collection	1		4.0	525 items on 4 5-shelf bays
13	DAISY Book Collection	1		1.0	69 items on 1 4-shelf bays
14	DVD Collection	1		2.0	562 items on 2 5-shelf bays
15	Video Game Collection	1		6.0	1,123 items on 6 5-shelf bays
16	Library of Things Collection	1		9.0	492 items on 9 5-shelf bays
17	Book Truck Corral	1		8.0	Convenient location for customers to browse materials prior to reshelving
18	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Ground Floor			177.0	

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Upper Floor(s)				Potentially divided into 2+ floors
19	Arrival and Orientation Point	1		10.0	Incl. gateway features, orientation, events notices, and directional signage, bench seating for 4
	Information Desk (Second Floor)	1		0	See Component 5. Tech Centre
20	Information Desk (Third Floor)	1		12.0	Modular desk for 2 staff
21	Collection Layout Signage	1		1.0	Incl. print and digital displays conveying content and layout of the Collection, associated resources and related programs
22	Public Washroom	2	20.0	40.0	Allowance, to be confirmed
23	Universal Washroom	1		5.6	Incl. baby change table
24	Non-Fiction Collection	1		166.0	24,823 books on 166 5-shelf bays
25	OPAC Station	2	1.0	2.0	Adjacent to collection
26	Silent Study Room	1		125.0	Accommodates 50 at individual tables and carrels; enclosed with silent sliding door; provide views to exterior
27	Modular Study Room	3	2.5	7.5	Such as the Framery office booths; accommodates 1 person
28	Single Table Seating	12	2.5	30.0	Dispersed at component perimeter by Non-Fiction Collection
29	Fiction Collection	1		264.0	29,635 items on 264 4- and 5-shelf bays
30	Graphic Novel Collection	1		16.0	3,425 items on 16 5-shelf bays
31	OPAC Station	2	1.0	2.0	Adjacent to Collection
32	Quiet Reading Area/ Fireside Lounge	1		45.0	Incl. 15 individual lounge seats and/or couches, placed with views to exterior
33	Single Table Seating	10	2.5	25.0	Dispersed at component perimeter
34	Artist-in-Residence Studio	1		37.5	Incl. counter with sink
35	Meeting Room, Small	1		37.5	Accommodates up to 15; can be rented by community
36	Meeting Room, Medium	1		60.0	Accommodates up to 30; can be rented by community; may be located on Ground Level
37	Meeting Room, Large	1		100.0	Accommodates up to 50, with counter and sink; can be rented by community
38	Building Service Worker Closet	1		7.4	
39	Book Truck Corral	1		8.0	Accommodates 8 Book Trucks
	Copy/Print/Scanner Station			0	See Component 5. Tech Centre

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
40	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Upper Floor(s)			1,009.5	
	Total			**1,186.5**	**NSM**
				1.20	Grossing Factor
				1,425	**CGSM**
				15,339	**CGSF**

5. TECH CENTRE

FUNCTIONAL DESCRIPTION

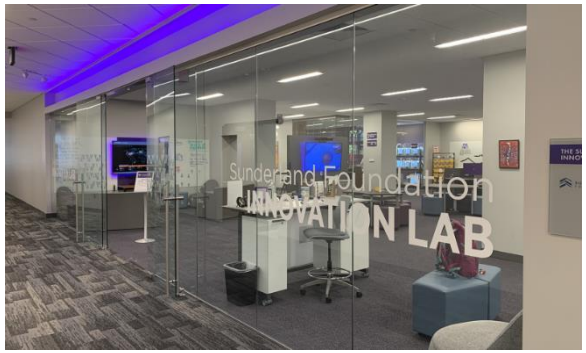
COMPONENT OVERVIEW

The Tech Centre supports the exploration of technology and the teaching and learning of digital skills. It provides highly mediated spaces and services, in which most of the interaction is between customers and technology. It accommodates specialized technologies, and includes staff-facilitated, individual and group instruction in the use of those technologies, and assistance with the creation of content.

KEY ADJACENCIES

1	**4. Adult and Teen Collections and Study Spaces**	Provide direct access by general circulation to Adult and Teen Collections and Study Spaces for the movement of customers and staff.
2	**2. Collaboration Zone**	Provide direct access by general circulation to the Collaboration Zone for the movement of customers and staff.
3	**6. Staff Workspace**	Provide direct access by dedicated circulation to sorting area in Staff Workspace for the movement of staff and collection resources.







Specialized instruction, access to new and innovative technologies and tech help

FUNCTIONAL DESCRIPTION

This component accommodates one-on-one instruction, group instruction, access to specialized technology and software, and showcasing and exploration of new technologies.

Features will include:

- An Arrival and Orientation Point introducing users to the scope of services offered;
- Staff service that focuses on technological equipment and virtual access;
- Customer access to computer stations in open and enclosed spaces; and
- A Makerspace.

Activities will include:

- Staff assistance and peer assistance for customers;
- Small group technology instruction;
- Access to general and specialized technology stations;
- Support for linking personal devices to Library resources;
- Testing new technologies; creating digital content; self-publishing;
- Video and audio projects taking place in modularized digital creation rooms;
- Access to public printing/copying equipment, with nearby access to Information Desk for payment; and
- Access to robust Wi-Fi service.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will generally be open only when main Library components are open.

Customer Profile

The component will attract:

- Those requiring access to special technology and the staff assistance required for that access;
- Customers wishing to print items of general or research interest, or the results of personal projects completed while in the Library;
- Those accessing digital information via computer stations located in this component; additionally, there will be frequent use of portable personal information technology;
- Those learning and/or exploring new technologies and technology applications; and
- Those seeking help with using their own devices. This includes one-on-one tech help appointments.

Learning and Discovery

Customers will use Library computer workstations, and/or will frequently bring their own computers or other devices.

Scheduled and spontaneous teaching presentations and interaction may occur in flexible open Demonstration Space located near the centre of this component as well as in the group instruction room. These interactions may be for individuals and/or small groups.

This component will include a Demonstration Space, which highlights the technologies and services available.

Staff Support

Specialized staff supporting activity via an Information Desk taking place in this component will also support the adjacent Second Floor functions of the Adult and Teen Collections and Study Spaces component.

Roving staff based in this component will be available to provide assistance to customers in this component and Component 4. Adult and Teen Collections and Study Spaces which will be adjacent.

Additional staff involved with equipment maintenance activities may be temporarily located in the component.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Open Demonstration Space	-	10	10
Individual/Group Workspace	2	10	10
Computer Station	10	10	10
Special Technology Station	2	2	2
Copy/Print/Scanner Station	1	-	1
Group Instruction Room	10	10	10
Digital Creation Space	2	4	4
Total	**27**	**46**	**47**

Collection Resources

No collections materials will be displayed or stored in this component.

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Public Service Staff[1]	-	-	-	2
Information Desk[2]	-	-	-	2
Total	**-**	**-**	**-**	**4**

Notes:

1. Staff are listed in the Component 6. Staff Workspace component staffing table.
2. The two staff members are shared with Component 4. Adult and Teen Collections and Study Spaces.

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- The component should provide an Arrival space that allows an immediate understanding of the layout and distribution of services and technologies.
- An enclosed and partially glazed Group Instruction Nook (with easily re-arranged furnishings) will allow for groups activities and programs.
- Semi-private Computer Stations will support a range of activities in which customers may be engaged in research, language learning, interviews, and online courses, etc.

Interior Design Concepts

- Technology resources should be grouped by type. Some resources will attract more activity; some will require minimal distraction and increased focus.
- Open spontaneous demonstration and instructional space may be created periodically by the rearrangement of lightweight furnishings.
- All technology should be arranged to avoid creating an experience of visual and/or physical obstruction and should be oriented to maximize sightlines across the component.
- Floor surfaces should make use of a durable, easily cleaned and acoustically absorbent material.

Operational Concepts

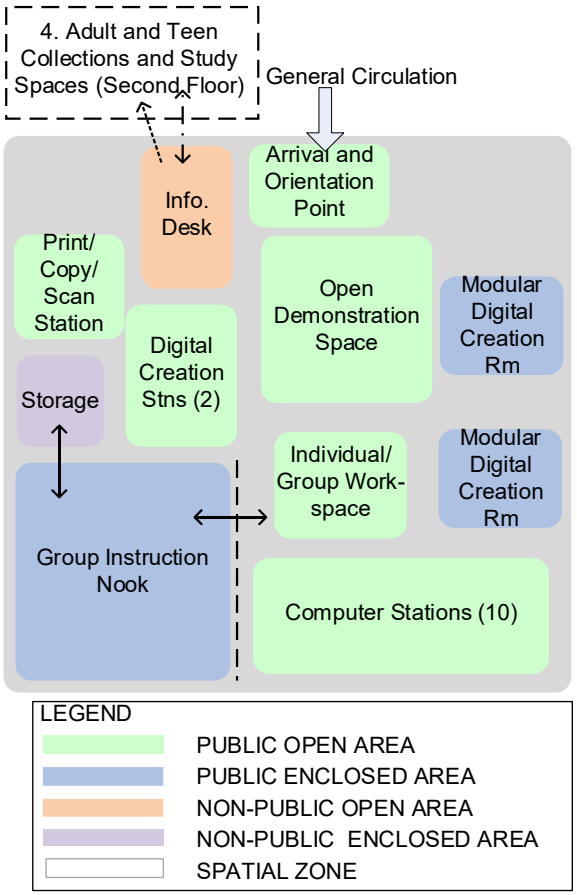
- The Information Desk located in this component is shared with Component 4. Adult and Teen Collections and Study Spaces must have visual contact with all areas of that component.
- The component does not require direct adjacency to non-public staff workspace.

Building Systems Criteria

- Customer technology stations will be semi-private workstations equipped with larger work surfaces and power supply.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Arrival and Orientation Point	1		10.0	Incl. gateway features, orientation, events notices, and directional signage
02	Open Demonstration Space	1		15.0	Incl. 10 movable lounge seats and side tables, green screen
03	Information Desk	1		12.0	Located in proximity to Component 4. Adult and Teen Collections and Study Spaces (supporting Second Floor) as it also supports that component; modular desk for 2 staff
04	Individual/Group Workspace	10	2.0	20.0	
05	Computer Station	10	3.0	30.0	Provide with stations that can accommodate 2 or more people as required
06	Digital Creation Station	2	4.5	9.0	Locate away from activity but close to staff Information Desk; includes Digitization Station
07	Copy/Print/Scanner Station	1		5.0	Incl. high speed printer and scanner with collating area
08	Group Instruction Nook	1		30.0	Accommodates 10 people at computer tables and assumes use of laptops; large opening glazed wall to integrate computers/space into other area
09	Storage	1		8.0	For laptop carts and other equipment
10	Modular Digital Creation Room	2	7.4	14.8	Accommodates 2 people each for activities such as audio recording and editing, video editing and recording, and other similar tasks that require an acoustically isolated environment
	Total			**153.8**	**NSM**
				1.20	Grossing Factor
				185	**CGSM**
				1,991	**CGSF**

6. STAFF WORKSPACE

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

Staff Workspace accommodates the administrative and non-public workspace of Library staff including those who work in customer service areas at the Library. This component also includes the central staff amenities for all staff who work in the Library.

KEY ADJACENCIES

1	**1. Entrance, Welcome Area and Program Room**	Provide convenient access by general circulation to Entrance, Welcome Area and Program Room for the movement of staff providing service & working in Circ. Srvcs.
2	**5. Tech Centre**	Provide convenient access by general circulation to the Tech Centre for the movement of staff providing service.
3	**3. Children's Library**	Provide convenient access by general circulation to the Children's Library for the movement of staff providing service.
4	**7. Back-of-House Functions**	Provide convenient access by general circulation to Back-of-House Functions for the movement of staff receiving shipments of materials, equipment and supplies.







Open and closed office environments, staff break areas

FUNCTIONAL DESCRIPTION

Staff Workspace accommodates the administrative and non-public workspace of administration staff and staff who work in various service areas at the Library. It also includes central staff amenities that support all Library staff. Other staff workspaces within the building include:

- Children's Library: workspaces for some Programs and Youth Services staff; and
- Back-of-House Functions: workspaces for Circulation staff and Collections and Technical Services staff.

Features within the component include:

- Open office space for collaborative service delivery;
- Dedicated and shared workstations depending upon functional requirements;
- Workstations designed and organized for material and information flows; and
- Green principles in design of office configuration, with open offices at the window and enclosed offices inboard.

Activities within the component include:

Staff Office/Workroom

- Administrative functions, including developing service directions, planning, writing reports and departmental budgets;
- A broad range of other desk-oriented activities specific to individual positions;
- Group meetings and other collaborative activity;
- Photocopying, printing, scanning and document production;
- Mail processing and sorting;

Staff Amenities

- Storage and preparation of snacks and light meals;
- Informal socializing;
- Quiet and gregarious staff break activities;
- Charging of personal devices;
- Hosting informal staff recognition events and celebrations;
- Secure storage of staff personal effects; and
- Staff Washroom facilities.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation are as follows, assuming staff may be present one hour before and one hour after regular Library operating hours. Staff amenities will be available at any time that staff are in the facility, which may include any hour of the day and weekends.

	Opens	Closes
Monday to Friday	8:00 am	10:00 pm
Saturday	8:00 am	6:00 pm
Sunday	11:00 am	6:00 pm

Security

Card access will be provided to the general staff zone, after which staff will be able to move to the various spaces without card access.

WORKLOADS

Workloads are dependent on the number of staff required to support the provision of services.

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Administration				
Library Director	1.0	1.0	1	1
Deputy Director	1.0	1.0	1	1
Administrative Assistant	1.0	1.0	1	1
Future support position	-	-	2	2

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Technology & Infrastructure				
Future new librarian position	-	1.0	1	1
Future facilities support position	-	-	2	2
Public Services				
Digital and Information Services Coordinator	1.0	1.0	1	1
Digital & Information Services Librarian	1.0	2.0	2	2
Future Information Services Assistant position	-	4.0	6	4
Community Development & Programs				
Future new senior position	-	1.0	1	1
Programs and Services Advisor	1.0	1.0	1	1
Future Home Services librarian position	-	1.0	1	1
Total	**6.0**	**14.0**	**20**	**18**

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- Staff workspace identified in this component is one of three staff work areas in the building. Ideally it requires a semi-private location on the Second Floor.
- If possible, it should be directly above a corresponding operational staff work area on the Ground Floor.
- The component requires a vestibule entry from public areas. This will allow for a sound lock transitional space, and separate approaches to Administration offices, the open office area, and the Staff Lunchroom and Washroom.
- Offices for the Director and Deputy Director do not need to be visible to or accessible to the public.
- This component should be located near the Meeting Room located in Component 4. Adult and Teen Collections and Study Spaces, in order to facilitate use of that room by staff and the Library Board.
- Natural light and, preferably, views should be provided in all office and workspace areas.
- The Staff Lunchroom would benefit from an irregular or rectangular shape to create zones that support noisier and quieter activity.
- The Staff Lunchroom should have natural light and views with opening windows.
- The Staff Lunchroom should have access to an exterior lounge area, if possible.

Interior Design Concepts

- This component is a non-public space. There should be no views into this area from public spaces.
- Generally, the staff work area will be an open plan environment, with sound reducing partitions, as necessary.
- The staff work area will be organized into groupings (e.g., Administration, Public Services, Technology and Infrastructure, Community Development and Programs) to encourage collaboration and sharing among those doing similar work. Each grouping will consist of open workstations plus a small collaboration space for brainstorming, idea sharing and project work.
- A staff Breakout Room for six is provided that is shared by all areas of this component. It will be used for project work, group planning, private conversations, training, and meetings.
- All workstations, movement spaces and offices must have ample natural light and nearby views to the exterior.

- Consideration should be given to the use of sit/stand desks.
- The atmosphere of the Staff Lunchroom should be inviting and non-institutional, with warm natural materials, comfortable furnishings, and indirect lighting.
- The Staff Lunchroom should accommodate a variety of seating types, with group and individual seating areas providing opportunities for social interaction, but also with areas for quiet solitary activities.
- The Staff Lunchroom kitchen area should include a double sink, refrigerator, dishwasher, microwave, garbage bins, recycling centre, counters for food preparation and cupboards for the storage of dishes and supplies.

Operational Concepts

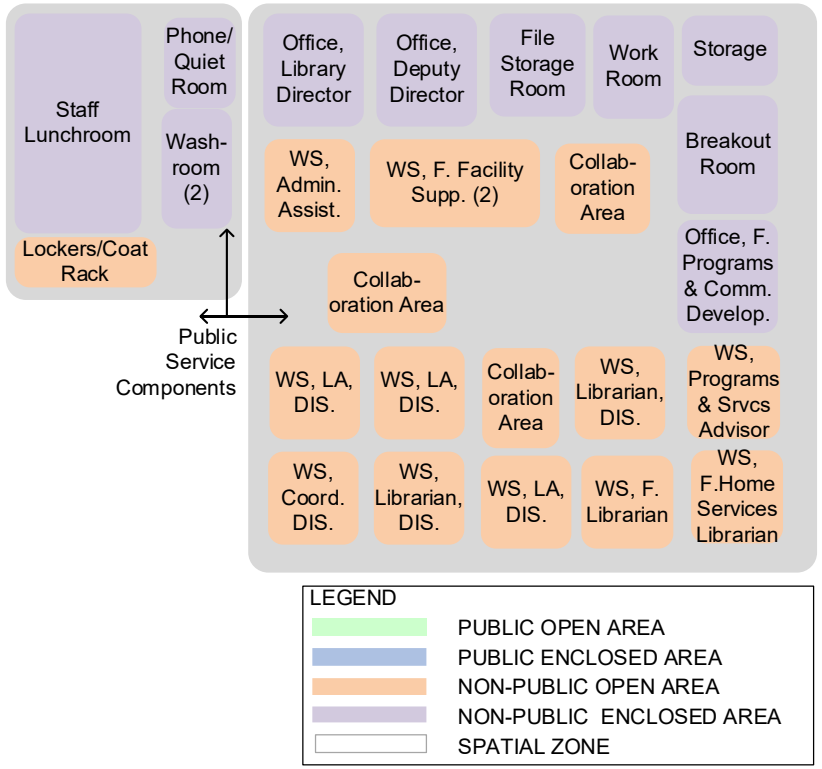
- The model provided may change as planning for the proposed Library matures and through the life of the new facility. It will be important to create as much flexibility as possible around staff space.
- Each staff member who does not have a dedicated workstation will be assigned a locker.
- The Staff Lunchroom must be enclosed, acoustically shielded, provided with opening windows with views to the exterior, and its kitchen area separately ventilated.

Building Systems Criteria

- Each staff workstation must have two data ports and two duplex electrical outlets.
- Staff desks should have task lighting.
- The Staff Lunchroom should have Wi-Fi capability and should include an area to recharge devices.
- Acoustical separation must be provided between the Lunchroom and any adjacent work and public areas.
- The Staff Lunchroom should be plumbed and wired to support vending machines.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Administration Area				
01	Office, Library Director	1		13.0	L-shaped desk and chair, 2 bookcases, 2 filing cabinets, meeting table and 4 side chairs
02	Office, Deputy Director	1		9.2	L-shaped desk and chair, bookcase, filing cabinet, meeting table and 3 side chairs
03	Workstation, Administrative Assistant	1		5.6	L-shaped desk and chair, filing cabinet, bookcase
04	Workstation, Future Support Position	2	5.6	11.2	L-shaped desk and chair, filing cabinet, bookcase
05	File Storage Room	1		7.4	Accommodates 4 lateral filing cabinets and lockable storage cabinet; lockable
	Meeting Room	1		0.0	See Component 4. Adult and Teen Collections and Study Spaces
	Public Services				
	Digital and Information Services				
06	Workstation, Coordinator, Digital and Information Services	1		5.6	
07	Workstation, Digital and Information Services Librarian	2	5.6	11.2	L-shaped desk and chair, filing cabinet, bookcase
08	Workstation, Shared, Library Assistant	3	4.2	12.6	L-shaped desk and chair, storage pedestal; shared by 4 Assistants
10	Collaboration Area	1		5.6	Incl. table, central to above work pod
	Programs and Community Development				
11	Office, Manager, Programs and Community Development	1		9.2	L-shaped desk and chair, bookcase, meeting table and 3 side chairs
12	Workstation, Programs and Services Advisor	1		5.6	L-shaped desk and chair, filing cabinet, bookcase
13	Workstation, Future Home Services Librarian	1		5.6	L-shaped desk and chair, filing cabinet, bookcase; requires storage for collection and equipment

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
14	Collaboration Area	1		5.6	Incl. table, central to above work pod
	Technology and Infrastructure				
15	Workstation, Future New Librarian	1		5.6	L-shaped desk and chair, filing cabinet, bookcase
16	Workstation, Future Facilities Support Position	2	5.6	11.2	L-shaped desk and chair, filing cabinet, bookcase
17	Collaboration Area	1		5.6	Incl. table, central to above work pod
	Office Support				
18	Breakout Room	1		12.0	Shared by all areas; accommodates 4 to 6 people; used for private conversations, training and meetings
19	Workroom	1		14.0	Incl. work counter, high speed multifunctional device with finishing attachment, paper cutter and collating area, paper storage cabinet, stationery supplies storage, mail machine, mail slots and shredder
20	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Administration Area			163.8	
	Staff Amenities				
21	Lockers/Coat Rack	1		6.0	30 assigned full lockers 18” X 18” and coat rack
22	Staff Washroom	2	4.6	9.2	Wheelchair accessible
23	Staff Lunchroom	1		30.0	Accommodates 15; incl. communal spaces, tables and chairs, soft seating, as well as areas of refuge; incl. sink, counter, full sized fridge, microwave; opens to exterior staff-only space
24	Phone/Quiet Room	1		5.0	For confidential calls, small meetings, and wellness
	Subtotal, Staff Amenities			50.2	
	Total			**214.0**	**NSM**
				1.35	Grossing Factor
				290	**CGSM**
				3,122	**CGSF**

7. BACK-OF-HOUSE FUNCTIONS

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This is a very active, non-public component that features receiving, sorting and movement of collection resources, equipment, materials, and supplies into and out of the Library. It includes workspace for Circulation Services staff and for Collections and Technical Services staff, in addition to space to support Building Services staff functions. It also includes general building storage and houses the staff entrance to the Library.

KEY ADJACENCIES

1	**1. Entrance, Welcome Area and Program Room**	Provide direct access by dedicated circulation to the Entrance, Welcome Area and Program Room for the movement of InterLINK and Inter-Library Loan (ILL) materials and supplies.
2	**6. Staff Workspace**	Provide direct access by dedicated circulation to the Staff Workspace, for the movement of staff to the Staff Amenities space there.
3	**4. Adult and Teen Collections and Study Spaces**	Provide convenient access by dedicated circulation to the Adult and Teen Collections and Study Spaces for the movement of materials.







Shipping and receiving, general building storage, other back of house functions

FUNCTIONAL DESCRIPTION

This component accommodates the spaces required to ensure the practical operation of the building and to support the movement of materials, equipment and supplies into and out of the facility.

It also includes staff workspaces for Circulation Services and for Collections and Technical Services in addition to space to support Building Services staff functions. General building storage is also located in the component.

Features within the component include:

- Delivery Bay and Loading Bay and Staging Area;
- Central Stores Area;
- Staff Work Area for Circulation Services in proximity to the Accounts Desk in Component 1. Entrance, Welcome Area and Program Room;
- Workroom for Circulation Services associated with automated materials handling machine and other activities;
- Staff work areas for Collections and Technical Services staff that support collection acquisitions, cataloguing, processing and maintenance tasks including sorting of donations;
- Staff work areas for Collections and Technical Services staff that relate to Systems Support for various Library computer software and equipment (including the integrated library system);
- Storage for Library equipment and furnishings;
- Storage for Book Trucks not currently in use;
- Central housekeeping;
- Facilities and Maintenance Workshop; and
- Garbage and recycling marshalling area.

Activities within the component include:

Shipping and Receiving Area

- Control and management of Loading Bay and Staging Area activities, which include:
  - shipping and receiving of supplies and materials related to the operation and maintenance of the Library, and
  - shipping and receiving of supplies for events in the Program and Meeting Rooms;
- General processing of deliveries, unpacking or boxes, assembly of refuse;
- Sorting of incoming shipments of items and initial distribution to departments in the Library;
- Temporary storage and staging of shipments;
- Storage of recyclables;
- Secure storage of staff bicycles;

Circulation Services Area

- Receiving of materials the Exterior Materials Return connected directly Circulation Service Workroom (see Component 7. Back-of-House Functions, Ref. 04);
- Sorting of returned collection materials using an automated materials handling machine;
- Placing materials onto Book Trucks prior to moving them to Book Truck Corrals in collection areas;
- Storage and retrieval of collections that are not located in the public area, such as story time kits, library of things and technological devices such as tablets, laptops, etc. that are lent to customers while at the Library;
- Counting of cash received and secure storage of cash and valuables;
- Storage and retrieval of lost and found items;
- Shipping and receiving of returns and requests transported via the InterLINK delivery truck;
- Inspection and minor mends of collections as well as some processing of collections;
- Administrative activities associated with Circulation Services;

Collections and Technical Services Area

- Acquisition and receiving of Library collections, including unpacking of materials and entry into system;
- Cataloguing and processing of materials;
- Collection maintenance activities, including updating/revision of catalogue records, re-labelling materials, and withdrawing items from the collection;
- Temporary storage of in-process materials;
- Temporary storage, review and triaging of donated materials;
- Systems support and maintenance activities, including troubleshooting and maintaining various computer software and equipment (including the Integrated Library System [ILS]);
- Access and servicing of information technology (IT) network infrastructure;
- Administrative activities associated with Collections and Technical Services;
- Photocopying, printing and scanning and document production (shared with Circulation Services); and

Storage Area

- Storage of some of the general supplies used throughout the building;
- Storage of surplus furniture and miscellaneous equipment;
- Central storage of housekeeping supplies and coordination of services;
- Building repairs in the Facilities and Maintenance Workshop; and
- End of trip Showers and Lockers.

OPERATIONAL DESCRIPTION

Hours of Operation

Indicative hours of operation for Back-of-House Functions are as follows:

	Opens	Closes
Monday to Friday	8:00 am	9:00 pm
Saturday	8:30 am	6:00 pm
Sunday	12:00 pm	6:00 pm

Movement of Materials

Deliveries to Facility

Outside agencies will contact staff in this component to notify that deliveries are being made, whereupon staff will meet the deliveries at the Loading Bay. New materials will be moved by trolley or hand truck directly to the Collections and Technical Services area. Materials received through InterLINK and ILL materials will be taken directly to the Circulation Services Workroom for processing and distribution. After processing, materials will be placed on Book Trucks and moved to the Holds shelving in Component 1. Entrance, Welcome Area and Program Room.

City staff will have access to the Loading Bay and Staging Area entrance to deliver materials related to building operations or to conduct maintenance activities.

Circulating Library Materials

Returned Library materials will move from materials drops to the automated sorting machine with a minimum of conveyors and with no staff handling requirements.

Material will be automatically sorted into bins by the automated materials handling machine. Staff will fine sort the materials onto Book Trucks and move the Book Trucks to appropriate collection areas of the Library, including: the New and Notable Collection and Holds area in Component 1. Entrance, Welcome Area and Program Room, to Component 3. Children's Library, and to Component 4. Adult and Teen Collections and Study Spaces. Staff will use the designated service elevator.

Consideration should be given to the use of a PMPL van to move materials between the Central and Branch Libraries, but also for outreach activities.

General Shipping and Receiving

Materials and supplies will be received through the Loading Bay and transferred to appropriate locations through the building, including Building Service Worker Closet, the staff workrooms/work areas, and to general storage rooms.

WORKLOADS

The workload of this component is generally a function of the numbers of staff needing accommodation, and the numbers of materials circulating in a library system, and the size of the facility itself.

While this is planned to support a two-branch Library, a single Loading Bay will be provided with support spaces dictated by the size of the facility.

Use of the Library can be expected to increase significantly over existing levels. Maintenance services will be affected.

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Shipping and Receiving	-	-	-	-
Circulation Services				
Supervisor, Circulation Services	1.0	1.0	1	1
Shift Supervisor	1.0	1.0	1	1
Circulation Assistant	2.4	4.0	8	4
Shelver	1.3	2.0	7	3
Collections and Technical Services				
Coordinator, Systems and Technical Services	1.0	1.0	1	1
Systems Support Technician	1.0	2.0	2	2
Cataloguing & Acquisitions Technician	0.8	2.0	2	2
Collection Support Assistant	1.0	1.0	2	2
Stores Area				
Facilities Manager	-	1.0	1	1
Total	**9.5**	**15.0**	**25**	**17**

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- The Back-of-House staff workspace is one of three staff work areas in the building. It requires a Ground Floor location convenient for active materials vehicular access, receiving, and processing.
- If possible, it should be directly below staff workspaces described in Component 6. Staff Workspace. Ideally, a convenience stair(s) should be provided linking the two staff workspaces.
- Design should be driven by the staff environmental needs and the materials handling requirements of the component and the Library.
- There are four separate zones:
  - Shipping and Receiving Area;
  - Staff Work Area;
    - Circulation Workroom;
    - Collections and Technical Services;
  - Stores Area; and
  - Staff Amenities.

  These zones must be separated by appropriately scaled movement aisles.
- This component must include a weather-protected staff entrance, with an entry vestibule adjacent to the Staff Amenities Zone.

- Connections into the interior public space must be sufficiently wide and located close to the service elevator.
- There must be views of the Loading Bay and Staging Area and vehicular approaches from one of the staff work areas.
- This component will require detailed consideration of corridor width and circulation space, equipment clearances, exit widths, door sizes, etc., to allow for the movement of equipment and materials.
- Barriers to the movement of materials should be minimized. The number of right-angle turns should be minimized in all materials movement pathways.

Interior Design Concepts

- There are two main environments: one for active Shipping and Receiving, materials movement, and collection sorting functions; and another for careful technical or clerical work at staff workstations. These two environments should be very carefully delineated to ensure optimal staff working conditions.
- This component will be qualitatively different from others in the type of finishes, materials and flooring used. These must be selected to minimize cleaning and maintenance and to withstand heavy impacts and usage.
- Where staff are in locations in this component for extended periods of time, light and views should be introduced as possible.
- Book disposal should be carried out in an area away from public view.

Operational Concepts

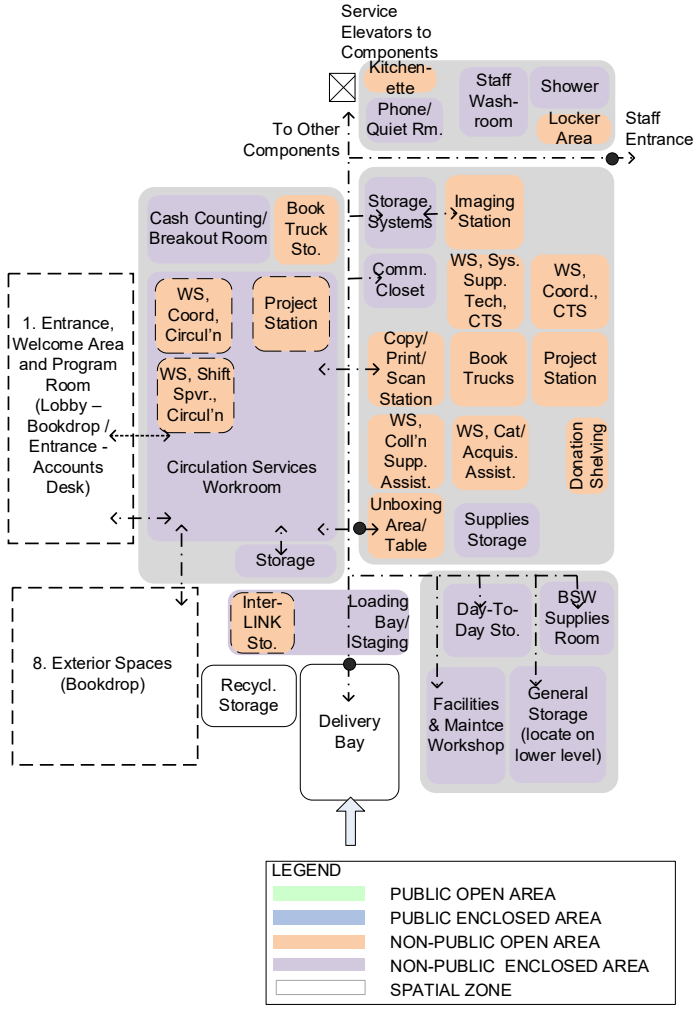
- The Loading Bay must accommodate 3-ton trucks, including any overhead canopies.
- The Loading Bay must be adjustable to match the various heights of delivery truck decks.
- Incoming materials include books and collection resources, supplies, furnishings and equipment will arrive by City or other delivery vehicle at the Loading Bay.
- Materials will be moved by pallet truck to an Unboxing Area before distribution to appropriate storage area or to other Library components. Materials will be distributed to four main areas:
  - ILL and InterLINK materials will be delivered to Circulation Services Workroom for sorting, processing and delivery to the appropriate Library component;
  - circulating collection resources returned via external and/or internal book drops will arrive, (via minimal horizontal conveyor systems), in the Circulation Services Workroom for sorting;
  - new and incoming materials will be delivered to Collections and Technical Services for processing; and
  - supplies, furnishings and equipment will be transported to central storage areas for long-term storage.
- Book Trucks that have been loaded in the Circulation Services Workroom will be moved to Book Truck Corrals in the public area and to appropriate destinations in the collections. Once emptied, Book Trucks will be returned to a Book Truck Storage area adjacent to the sorting room.
- A designated service elevator should connect this component to the upper levels of the building. A marshalling area of 8.0 square metres should be located adjacent to each elevator door.
- Controlled access is required for all areas of this component.
- Recycling includes pop and juice cans and bottles, plastics, glass and paper, and compostables. Materials are collected from boxes on each floor and brought to bins in this component for pick-up.
- Staff of this component will also use the central amenity staff room located on the upper level.

Building Systems Criteria

- Camera surveillance of the Loading Bay and Staging Area and all corridors should be provided. This is an area full of supplies, equipment, books and materials.
- An intercom and buzzer system is required to connect the Loading Bay and Staging Area with the Circulation Services Workroom.
- Card access should be provided to all non-public areas.
- Acoustic shielding must be provided for all mechanical equipment.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Shipping and Receiving Area				
	Delivery Bay/Vehicle Parking	1		0	Exterior; assume 45 square metres required for Loading Bay; plus an additional 35 square metres for parking PMPL van
01	Loading Bay and Staging Area	1		16.0	Should have scissors lift to accommodate various heights of truck decks
02	InterLINK Delivery Storage	1		6.0	Adjacent to Loading Bay and Staging Area
	Staff Bike Storage	1		0	Covered and weather-protected, secure storage for up to 4 staff bikes
	Recycling Storage	1		0	Incl. in Enclosed Delivery Bay/Vehicle Parking
	Subtotal, Shipping and Receiving Area			22.0	
	Staff Work Area				
	Circulation Workroom				
03	Cash Counting/Breakout Room	1		7.4	Accommodates counting of cash, as well as small meetings and training activities
04	Circulation Service Workroom	1		75.0	Incl. automated materials handling machine with 9 trolleys, 4 shared sit-stand workstations, ILL station, Holds processing/minor mends station, 7 bays shelving, printer, safe, bins storage, lost and found storage cabinet, recycling bins, and wider utility shelving (5) for collection of things; provide views to Component 1 - Ref. 12 Circulation Desk
05	Workstation, Circulation Supervisor/Shift Supervisor	2	5.6	11.2	L-shaped desk and chair, filing cabinet, bookcase; locate in alcove at edge of Ref. 04 Circulation Services Workroom; provide visual and acoustic separation from the Circulation Services Workroom
06	Project Station	1		4.2	Desk and chair; locate in alcove with Ref. 05 Circulation Supervisor/Shift Supervisor Workstation
07	Book Truck Storage	1		16.8	Accommodates 21 Book Trucks
08	Storage Room, Circulation	1		7.4	

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Collections and Technical Services				
09	Workstation, Coordinator, Collections and Technical Services	1		5.6	Accommodates workstation with 2 to 3 large monitors
10	Workstation, Systems Support Technician	2	5.6	11.2	Accommodates workstation with 2 to 3 large monitors
11	Copy/Print/Scanner Station	1		5.0	Shared with Circulation Services
12	Imaging Station	1		5.6	For imaging up to 6 computers at a time, as well as repair of computers
13	Storage, Systems	1		7.2	3 – 4 cabinets and utility shelving
14	Workstation, Cataloguing/ Acquisitions Assistant	2	7.4	14.8	Larger workstation for up to 2 Book Trucks
15	Workstation, Collection Support Assistant	2	7.4	14.8	Larger workstation for up to 2 Book Trucks
16	Project Station	1		4.2	
17	Donation Shelving	1		3.6	Accommodates 4 shelving units
18	Unboxing Area/Table	1		8.0	
19	Book Trucks	14	0.8	11.2	
20	Supplies Storage	1		4.0	2 – 3 cabinets/utility shelving units
21	Communications Closet	1		2.0	Air conditioned; plywood walls; accommodates server or other telecommunications equipment
	Subtotal, Staff Work Area			219.2	
	Stores Area				
22	Day-to-Day Storage	1		17.5	For items that require ready access
23	Building Service Worker Supplies Room	1		9.2	As per existing area; lockable with card access; incl. charging station, industrial shelving and open floor area for supplies; incl. sink
24	Storage, General	1		25.0	
25	Facilities and Maintenance Workshop	1		35.0	Incl. 1 workbench; perimeter counter and cabinets; task lighting; table saw, drill press, mitre saw, band saw, flammable materials
	Subtotal, Stores Area			86.7	

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Staff Amenities				
26	Kitchenette	1		3.5	Incl. counter and sink, small fridge
27	Shower	1		3.0	
28	Locker Area	1		3.5	Accommodates 16 half lockers and coat rack
29	Staff Washroom	1		4.6	
30	Phone/Quiet Room	1		5.0	For confidential calls, small meetings, and wellness
	Subtotal, Staff Amenities			19.6	
	Total			**347.5**	**NSM**
				1.25	Grossing Factor
				435	**CGSM**
				4,682	**CGSF**

8. EXTERIOR SPACES

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates the Library Entry, Landscaped Areas, covered bike parking, Connecting Pathways, Parking Facility Access, and Loading Bay Access. This component is conceptual and is provided for consideration in site development.

KEY ADJACENCIES

1	**1. Entrance, Welcome Area and Program Room**	Provide multiple direct connections from site pedestrian pathways and Plaza to the Entrance, Welcome Area and Program Room for movement to & from the building.
2	**1. Entrance, Welcome Area and Program Room**	Provide direct connections to other site facilities to the Entrance, Welcome Area and Program Room to facilitate movement to and from the building.
3	**Street Edges and Pathways**	Provide direct visual connections between Street Edges and Pathways to provide daytime and nighttime views to and from the building.
4	**Parking Facility**	Provide direct access from underground Parking Facility for the movement of arriving and departing building users.
5	**7. Back-of-House Functions**	Provide direct access by Ground Floor vehicular approach to Back-of-House Functions Loading Bay for the movement of equipment, materials and supplies.







Public arrival & departure, parking access, service urban plaza & green space, signage, & program space

FUNCTIONAL DESCRIPTION

This description establishes basic functional concepts relating to the development of the building site and describes aesthetic, practical, and/or symbolic exterior requirements.

Exterior Spaces must provide the outdoor links between the surrounding urban fabric, the inner green space on the site, and the Entrance, Welcome Area and Program Room at the heart of the building interior.

The building will be an active destination, with over 2,500 people moving in and out daily, arriving by private vehicle, pedestrian and cycle paths, and public transportation. More people can be expected to be moving through the site as they access other facilities in the vicinity. Additionally, there will be materials deliveries to and from the building.

This component ensures that space immediately adjacent to the building supports the optimal functional operation of the Library and provides a setting for Library and City-related activities occurring outside.

Together with the Library itself, the Exterior Spaces must provide a symbolic and functionally practical, attractive, and multifunctional civic setting.

All exterior space must be open and welcoming; however, security of the public must be a major consideration in the design of all Exterior Spaces.

Open plaza space directly adjacent to busy traffic arterials and contiguous with moving traffic is not desirable, will not be attractive and useable, and will not be welcomed by the public.

Site Assumptions

- Assume that the edge of the site will continue to be a very active, bounded by busy traffic arterials, with a quieter interior to the site, away from the traffic, and adjacent to the natural riparian wooded areas.
- Assume a combination of pathways allowing pedestrian access to the Library from both the exterior and interior sides of the site.
- Assume that the part of the Library that faces major streets though it may be very visible, will be less active than the parts of the Library that face the interior of the site, from which most visitors, arriving by car, will approach the building.
- Any site development concept must include visual and edge conditions adjacent to the intersection that provide for the building and for any adjacent plaza space, a sense of secure enclosure and safe prospect rather than exposure to busy traffic activity.
- Assume that the Library faces onto a civic Plaza, which should be safely removed from busy traffic areas. No allowance has been made for the size of the Plaza at this time.
- The Back-of-House Functions component will be on-grade and will be accessed by a service vehicle route that is on-grade.
- Structured parking for Library customers is provided below the Library facility, although it is not included as part of the Functional Program.

Features and activities include:

Presence and Visibility

- From adjacent sidewalks and adjacent streets, easily read signage that identifies the Library location and vehicular and pedestrian routes to access the facility;
- An iconic landmark architectural form that gives identity to the site;
- From the site and surroundings – views of features, spaces, and activities in Library spaces;
- From within the building – daytime and nighttime views of adjacent streets, and of buildings adjacent to the site;
- From within the building – daytime and nighttime views of adjacent riparian areas;
- From Plaza and Landscaped Areas – views of people who are entering and leaving the Library;

Public Access Features

- Approaches to one or more entrances to the Library Lobby, with pedestrian paths, public art, banner/flags, and signage. Note: within the building itself, there will be only one main public Entrance to the Library itself (the second public entrance will be through one of the

Program Rooms, but it will only be open for those attending a scheduled program/event);

- Overhead weather protection systems and protected waiting areas at entrances;
- Exterior approaches should be contiguous with interior floor levels in Entrance and Lobby spaces, and involve no stairs and/or minimal ramps;
- A connecting environmentally sensitive pedestrian pathway to existing civic buildings through the riparian area;
- Exterior pedestrian access points to a public underground Parking Facility;
- Covered and secure bicycle parking near an entrance to the Lobby;

Vehicular Access and Materials Handling Features

- Drop-off return chutes in the exterior wall adjacent to the materials handling area for collection materials returned by Library customers;
- Drop-off zone for private vehicles, buses and for customers with mobility challenges;
- Two-lane access ramp to a public underground Parking Facility; and
- Two-lane service vehicle access to the Library's dedicated delivery bay, including recycling and garbage marshalling areas, receiving of shipments and movement of supplies, and parking for service vehicles.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will generally be accessible for extended hours with most areas accessible 24-hours per day.

Customer Profile

Customer profile for this component includes:

- Many children of all ages, in small, medium and large groups;
- Mobility impaired customers and visitors;
- Those accessing the building to use one of the services;
- Those looking to spend time alone or with others in an active public urban environment;
- Those enjoying a break from their activities inside the building;
- Those enjoying a break from activities taking place in the adjacent Program Rooms, and who may be part of a larger group; and
- Those giving planned and/or impromptu outdoor presentations and/or performances.

Movement of the Public

Users accessing the building should be self-directed through intuitive wayfinding, assisted by various types of signage.

Many users will access the building directly from the Parking Facility.

This will be a place to stop and appreciate the visual impact and aesthetics of the building, and the activities occurring around it.

Design should promote after-hours use of Exterior Spaces by creating an active and visible location that is perceived as safe.

Movement of Staff

Staff will enter and leave the building via a dedicated staff entrance associated with the Back-of-House Functions component.

Staff may use the Exterior Spaces throughout the day for organized program support and/or for personal recreational activities.

Movement of Materials

Many customers will be carrying Library materials to and from their vehicles, their bicycles or simply as pedestrians.

Many clients using these spaces will be encumbered by personal effects, by strollers, and their collection materials.

A collection materials drop should be accessible from the exterior in a location that is convenient to the drop-off, adjacent to an entrance, and that empties directly into the Circulation Services Workroom in the Back-of-House Functions

component. The materials drop should not require a vertical below grade connection to horizontal conveyors connecting to the collection sorting room in Building Services.

Frequent materials movement by service vehicles will be a major activity.

WORKLOADS

A working assumption is that over 2,500 people will be arriving per day at the Library site and moving to and from the building.

A small proportion will move by foot across the site with a much larger proportion moving from the Parking Facility directly to the building.

Customer Accommodation

Type	Number of Stations/Seats
Entry Bench Seats	20
Bike Parking, Short-Term	4[1]
Bike Parking, Long-Term	6[1]
Casual Landscape Benches	30
Total	**60**

Note:

1. See City of Port Moody Zoning Bylaw, 2018, No. 2937.

OCCUPANCY ESTIMATES

Estimated occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
General Plaza and Landscaped Areas[1]	NA	NA	-	150
Staff Exterior Space	NA	NA	-	20
Total	**-**	**-**		**170**

Note:

1. These are unstaffed areas.

DESIGN CRITERIA

Design criteria relevant to this component address unique conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Urban Design

- Site zones include:
  - symbolic and commemorative features and artwork, along adjacent streets and sidewalks;
  - smaller less active, paved and landscaped areas connecting to other destinations, features and facilities on the site;
  - sheltered and acoustically separated open Plaza and program area adjacent to the Lobby Entrances (which should be determined by the City of Port Moody);
  - service access route; including shipping/receiving, emergency access, access to secured exterior Building Services spaces, storage for equipment used for exterior maintenance; and
  - Parking Facility access routes.
- By way of views into the building and through the consistent use of materials, public approaches should preview the experience to be found in the inner Lobby and Entrance.
- All features should integrate the principles of CPTED.
- Site design should carefully separate three types of movement:
  - pedestrians arriving via pedestrian pathways;
  - private vehicles arriving/departing via the Parking Facility access ramp; and
  - service delivery vehicles arriving/departing via the dedicated delivery bay access route.

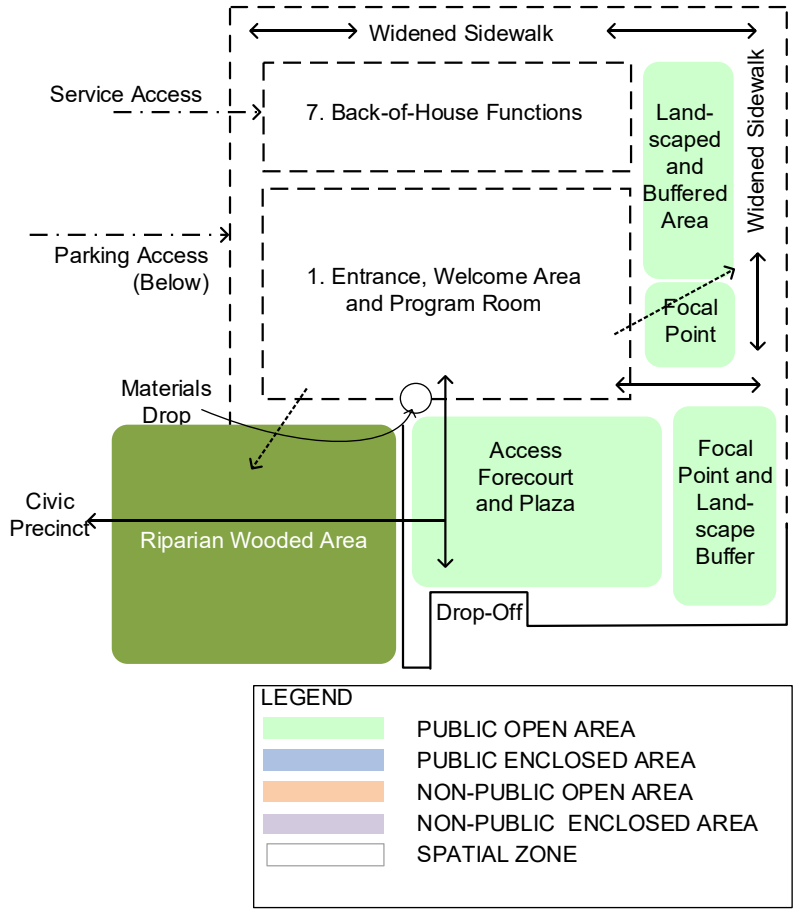
- Wide and safe pedestrian crossings must be provided where sidewalks/pedestrian routes intersect with vehicle ramp access points.

Exterior Services and Systems

- All design features should seek to minimize adverse weather and/or environmental conditions such as wind tunnels, rain exposure, and/or snow accumulation.
- The service route providing access to the Loading Bay should not detract from the formality or dignity of the Library facility or from the surrounding urban fabric and pedestrian pathways.
- Security surveillance may be provided.
- Underground services are required for lighting of pedestrian routes, program areas, building features, landscaped areas, and signage and commemorative features.
- Pedestrian Plaza and access routes will require security bollards/ barricades.
- Vehicular access routes will require closable security barriers at ramp entrances and gates at facility entrances.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Bus and Car Drop-Off			Area not identified	Vehicular access in close proximity to main Entrance; incl. space for 1 bus or 2 cars
02	Focal Point			Area not identified	Strategic locations near street frontage for commemoration, iconic urban features; incl. flagpoles, event signage, artwork
03	Access Forecourt			Area not identified	Approaches to Entrance Lobby from two directions; incl. connections to all adjacent pedestrian paths, glazed main entries, materials drop-off, overhead weather protection, building signage, low and medium level lighting systems, underground services, minimum width 15 m; bike parking
04	Plaza			Area not identified; to be determined by the City of Port Moody	Urban Plaza gathering space for group activities, Library program space for 150 seated and accommodating more for key events, landscape features, lighting, bench seats, arbour features; acoustically isolated from high traffic arterial streets
05	Landscaped Area			Area not identified	Used to delineate active pathway approaches
06	Connecting Pathway			Area not identified	Incl. connections from Entrance to adjacent sidewalks along streets, to the link to the adjacent Civic Complex
07	Staff Exterior Space			Area not identified	Accommodates approximately 20; See Component 6. Staff Workspace
08	Loading Bay Access			Area not identified	Access for maintenance and materials handling
09	Secured Building Service Storage			Area not identified	Secured storage for equipment required for exterior maintenance
10	Parking Facility Access			Area not identified	Access for public parking
	Total			-	**Square Metres**

APPENDIX A: ABBREVIATIONS

APPENDIX A: ABBREVIATIONS

AV – Audio Visual

BISAC – Book Industry Subject and Category

BSW – Building Services Worker

CFC – Chlorofluorocarbon

CPTD – Crime Prevention Through Environmental Design

DAISY – Digital Accessible Information System

EOC – Emergency Operations Centre

ESL – English as a Second Language

FTE – Full-Time Equivalent

HCFC – Hydro Chlorofluorocarbons-free

HVAC – Heating, Ventilation and Air-Conditioning

ILL – Inter-Library Loan

ILS – Integrated Library System

IP – Internet Protocol

IT – Information Technology

LED – Light Emitting Diode

NSF – Net Square Feet

NSM – Net Square Metres

OPAC – Online Public Access Catalogue

PA – Public Address

PMPL – Port Moody Public Library

RFID – Radio-Frequency Identification

TOEFL – Teaching English as a Foreign Language

UV – Ultra-Violet

Attachment 2

Port Moody Public Library

Functional Program – Community Branch Library

2025-07-29

Resource Planning Group Inc.

TABLE OF CONTENTS

TABLE OF CONTENTS 2

0.0 INTRODUCTION 3

INTRODUCTION 4

PURPOSE OF A FUNCTIONAL PROGRAM 4
PROJECT OVERVIEW 5
DESCRIPTION OF THE WORK PERFORMED 5
ORGANIZATION OF THIS DOCUMENT 6

1.0 SUMMARIES 7

SUMMARIES 8

INTRODUCTION 8
FUNCTIONAL COMPONENT summary 8
SUMMARY OF CUSTOMER ACCOMMODATION 9
STAFFING & OCCUPANCY SUMMARY 9
COLLECTION RESOURCES 9
SPACE SUMMARY 10

2.0 GENERAL PLANNING CRITERIA 12

INTRODUCTION 13
PROJECT ASSUMPTIONS 14
SITE DEVELOPMENT AND URBAN PLANNING CONCEPTS 14
ARCHITECTURAL CONCEPTS 16
INTERIOR DESIGN, SIGNAGE, AND DISPLAY CONCEPTS 18
OPERATIONAL CONCEPTS 21
BUILDING SYSTEMS CONCEPTS 22
SUSTAINABILITY FEATURES 24

3.0 COMPONENT PLANNING CRITERIA 26

INTRODUCTION 27

1. WELCOME AREA, COLLABORATION ZONE, AND PROGRAM ROOM 29
2. CHILDREN'S AREA 38
3. ADULT AND TEEN COLLECTIONS AND STUDY SPACES 47
4. BACK-OF-HOUSE FUNCTIONS 57
5. EXTERIOR SPACES 65

APPENDIX A: ABBREVIATIONS 71

APPENDIX A: ABBREVIATIONS 72

0.0 INTRODUCTION

INTRODUCTION

The Functional Program document includes the following sections:

- This Introduction, which includes:
  - a discussion on the Purpose of a Functional Program and how it should be used,
  - a Project Overview, that relates the development of the Functional Programs to the previously developed Master Plan,
  - a description of the process to develop the Functional Programs, and
  - an overview of the Organization of the Functional Programs themselves;
- Functional Program Update for the Central Library, including Summaries, General Planning Criteria, and Component Planning Criteria;
- Functional Program for the Community Branch Library, including Summaries, General Planning Criteria and Component Planning Criteria; and
- Appendices.

PURPOSE OF A FUNCTIONAL PROGRAM

The Central and Community Branch Library Functional Programs are to be read in conjunction with the Port Moody Public Library Master Plan (2024), which provides high level demographic, site, and strategic planning context for the new Library projects and, in short, a rationale for the size and location of proposed Branch development. In contrast, the Functional Programs provide detail relating to proposed design criteria, including site and architectural criteria, and proposed space requirements for each facility.

The information in the Functional Programs is a constructive base of information to be used to assess any of the development opportunities and options that may arise.

The Functional Programs provide the information needed to develop a Class D cost estimate for the facility, as well as serving as a guide for the design team during the subsequent design phase. Once a specific site is selected and a development option has been confirmed, it may be prudent to revisit the Functional Programs to determine what, if any, of the assumptions around service delivery, staffing, collections, and public spaces may have changed and to refresh the Functional Programs in that light.

Depending on the type of development process selected, the Functional Programs may need to be reframed and developed as part of the Output Specifications which become part of the contractual documents with the developer. Alternately, as part of a standard design build process, they simply may need to be revisited, with opportunities for Library staff to be involved in design decisions.

Additionally, these Functional Programs provide:

- Council with a statement of what Port Moody is receiving for the capital investment;
- The Library and the City with criteria and specifications to evaluate emerging designs and design options; and
- The Library and the City with a guide for subsequent operations.

A WORD ABOUT STAFFING

Because of the detailed nature of a Functional Program document, assumptions have been made about the number of staff that will be accommodated in each Library. These numbers are provided for planning purposes only and not an indication of projected future staffing for operational purposes, or as a prescribed staffing model. However, the staffing provided falls in line with the general provision of staff from other systems, which typically vary from 0.6 to 0.7 full-time equivalent (FTE) staff per 1,000 residents.

As each Library project moves forward into development, staffing requirements should be reassessed and updated to reflect service priorities, the desired organizational model, and budgetary constraints.

PROJECT OVERVIEW

A Functional Program was developed in 2017 for a new Central Library for Port Moody; at that time, the population in 2042 was projected to be 50,000 people. This 2025 update of the Functional Program extends the planning horizon to the year 2050 and assumes a population of 70,000 people. This differential has been used in the Master Plan to calculate the space needs for the library system, which includes a new Central Library and a Branch Library.

Libraries continue to evolve, and many of these changes are reflected in the Functional Program, particularly as they relate to the Port Moody context.

Whereas the focus of the previous generation of libraries was the warehousing of books and audiovisual material, current library design focuses on spaces for customers. Libraries are community gathering places. People of all ages come to the library to use it as a place for creation, inspiration, information gathering, collaboration, discussion, meeting, learning, discovery, work and refuge – as well as to borrow materials. They are staying longer. Library design is responding by incorporating a wide range of flexible spaces to support these increasingly diverse community needs.

The proposed **Central Library** is envisioned to be two or more stories high, with a parking facility below. In the Master Plan, the total Central Library area was anticipated to be 3,950 building gross square metres (42,500 building gross square feet). The result of programming is a Central Library that is 4,524 building gross square metres, (or 48,696 building gross square feet); this is 15% larger than the estimated area identified in the Master Plan for the Central Library. This result is within an acceptable tolerance of the Master Plan's order of magnitude estimated area. Additionally, subsequent to finalizing the Master Plan, the City's population projections have been updated and are larger than the figures used for the Master Plan.

The proposed **Community Branch Library** is envisioned to be a single storey high building for efficiency of operations and staffing. The Community Branch Library area will be approximately 1,860 building gross square metres, (or 20,000 square feet). Together with a redeveloped Central Library of approximately 4,524 building gross square metres, the two Library developments are required to support residents' high utilization levels, and Port Moody's projected population of 70,000 by the year 2050. Again, it is important to note that the City's population projections have recently been updated and are larger than the figures used for the Master Plan.

Common to many newly constructed libraries, the future Libraries must incorporate:

- Visibility, image and form that celebrates the Libraries as welcoming to all, their openness to dialogue and ideas, their role as supplier of information and space where information is used in creative practices, and as a community gathering space;
- Self-service concepts and technology, such as clear wayfinding through visual connections, digital information displays, and self-check materials handling;
- Services showcased by way of visual transparency from the exterior, particularly focused on areas of high interest and community activity;
- A wide range of spaces for customers that support the full range of activities that customers want to participate in at the Library, such as meeting informally with other people, collaborating with other people, people watching, creating digital and physical projects, reading quietly in a group environment and alone, and studying in a silent environment;
- Easily accessed collections showcased in multiple formats, including print, multimedia and digital, including focus areas with highlighted collections, technology and customer seating;
- A range of adaptable and flexible spaces for delivery of programs led by the Library and/or by partners from other agencies; and
- Robust, flexible and easily reconfigured power and data infrastructures that support the use of digital devices and virtual information.

DESCRIPTION OF THE WORK PERFORMED

The process to complete the development of the Functional Program documents is provided below:

April 3, 2025:	RPG conducted the first of three work session/meetings with personnel from the Library, focused on the Circulation and Information Desk functions.
April 10:	RPG conducted the second of three work session/meetings with personnel from the Library, focused on Technical Services and Collections.

April 17: RPG conducted the last of three work session/meetings with personnel from the Library, focused on Program spaces.

May 13: RPG submitted the draft Functional Programs for review by Library staff and the Library Board.

June 13: RPG provided the final drafts of the Functional Programs to BTY for costing.

June 20: RPG submitted the final drafts of the Functional Programs, based on detailed comments from the Library.

June 30: RPG received final comments from the Library and submitted the final Functional Program to BTY for costing.

ORGANIZATION OF THIS DOCUMENT

The Functional Program reports which follow each include the following subsections:

1. Summaries of the building's functional components, customer accommodation, staffing and occupancy, collections, and space requirements;
2. General Planning Criteria, which includes criteria related to the site and facility in general, including design objectives, criteria for the Library experience, the exterior public realm, interior public realm, operational systems and building systems; and
3. Component Planning Criteria, which includes criteria related to each of the functional components comprising each type of branch.

1.0 SUMMARIES

SUMMARIES

INTRODUCTION

This section summarizes information provided in the Functional Program, including functional components, workloads, staffing, occupancy, and space requirements.

STAFFING summarizes estimated staffing in terms of full-time equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy.

SPACE REQUIREMENTS are tabulated to indicate the number of rooms or spaces (units), the net square metres per unit (nsm/unit), the total net square feet for each room or space (nsf), explanatory or supplementary remarks (Remarks). Each space is given a reference number (Ref) which is used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with or accessed internally from the preceding line item.

FUNCTIONAL COMPONENT SUMMARY

The proposed Branch Library includes the following functional components:

1. Welcome Area, Collaboration Zone and Program Room, which includes:
    - A single entrance to the Library itself, with an Information Desk and Circulation Desk, check-out stations, Holds storage, and wayfinding tools,
    - A Fireside Lounge for 10 people, with views to the exterior,
    - The New and Notable display of high demand items,
    - Computer stations for quick reference and longer research activities,
    - A flexible area for small groups to work collaboratively on projects, learn together, share information, meet and socialize in an environment that they can arrange themselves to best meet their needs. It accommodates up to 20 customers,
    - A versatile Program Room that accommodates 40 for meetings and for creative activities; it will include a small catering support area and storage space and will be accessible through the Library, but will have independent egress to the exterior to allow events to extend beyond regular Library operating hours as required. Washrooms will also be accommodated here for associated use after-hours, and
    - Public washrooms that supports both general Library customers and the Program Room when used after-hours;
2. Children's Area, that includes:
    - Children's collections, and the spaces organized along age and abilities,
    - A flexible Program Nook,
    - A small Family Literacy Area that encourages gross motor skill activities, and
    - Spaces for caregivers and children to read and explore information together, as well as spaces for children to read on their own;
3. Adult and Teen Collections and Study Spaces, that includes:
    - Teen Collection and associated seating,
    - Large Print Collection and seating for browsing,
    - World Languages Collections,
    - Non-Fiction Collections on fixed and movable shelving, including collection focus areas that include associated customer seating such as computer stations, casual seating or seating at tables that can easily be rearranged,

- Fiction Collections on fixed and movable shelving, including two collection focus areas, as described above,
- Group table and individual table seating, and
- Meeting Rooms for four to six;

4. Back-of-House Functions, that includes:
   - A Loading Bay and Storage Area,
   - Circulation Services Workstations, Workroom, with easy access to the Circulation Desk,
   - Staff entrance and end of trip facilities,
   - Support spaces for staff copying and printing, sorting mail, training and collaboration/planning activities,
   - Staff amenities, such as washrooms, lockers, and lunchroom/lounge; and
5. Exterior Spaces, which includes:
   - Vehicular, pedestrian and service approaches and access,
   - Landscape elements, and
   - Spaces that may be used for Library and City programming, including a plaza adjacent to the entrance to the facility.

SUMMARY OF CUSTOMER ACCOMMODATION

The following table identifies total numbers of seats and stations by component.

Component	Customer Seats/Stations
1. Welcome Area, Collaboration Zone, and Program Room	110
2. Children's Area	102
3. Adult and Teen Collections and Study Spaces	92
4. Back-of-House Functions	-
5. Exterior Space	-
Total	**304**

STAFFING & OCCUPANCY SUMMARY

The following table identifies overall staffing for the facility, including existing staffing, and future anticipated staffing.

Component	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
1. Welcome Area, Collaboration Zone, and Program Room	-	-	-	4-5
2. Children's Area	-	-	-	2
3. Adult and Teen Collections and Study Spaces	-	-	-	2
4. Back-of-House Functions	-	14.0	16	10
5. Exterior Space	-	-	-	-
Total	**-**	**14.0**	**16**	**18-19**

COLLECTION RESOURCES

Type	Total Collection[1]
Children's	
Board Books	2,198
Picture Books	8,324
Easy Readers	4,032
Comics	6,773
Fiction/First Fiction	12,150
Non-Fiction	9,358
French	630
Holiday	1,805
Audio Visual (AV)	
Other	250
Subtotal, Children's	45,520
Teen	
Fiction	3,841
AV	
Other	250
Subtotal, Teen	4,091

Type	Total Collection[1]
Adult	
Fiction	20,270
Non-Fiction	16,593
Large Print	1,589
World Languages	1,876
English as a Second Language (ESL)	739
Graphic Novels	3,358
AV	
Video Games	832
Library of Things	133
Subtotal, Adult	45,390
Total	**95,000[2]**

Notes:

1. Number is total collection items, including both items that are shelved and items in circulation.
2. The collection figures provided above provide one snapshot of what the collection could be. The size of each collection may vary as community needs change.

SPACE SUMMARY

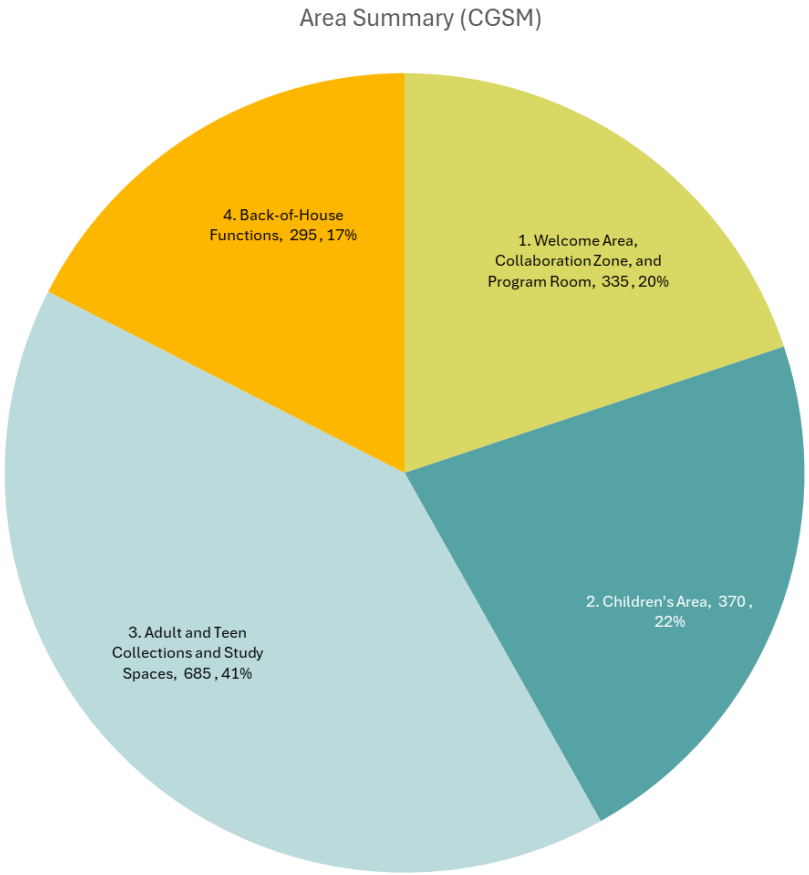
Component	Net Area (NSM)	Net Area (NSF)	*Grossing Factor*	Component Gross Area (CGSM)	Component Gross Area (CGSF)	*Grossing Factor*	Building Gross Area (BGSM)	Building Gross Area (BGSF)
1. Welcome Area, Collaboration Zone, and Program Room	280.3	3,017	1.20	335	3,606	1.17	390	4,198
2. Children's Area	307.3	3,308	1.20	370	3,983	1.17	435	4,682
3. Adult and Teen Collections and Study Spaces	569.5	6,130	1.20	685	7,373	1.17	800	8,611
4. Back-of-House Functions	234.4	2,523	1.25	295	3,175	1.17	345	3,714
Total	**1,391.5**	**14,978**	**1.21**	**1,685**	**18,137**	**1.17**	**1,970**	**21,205**
Net-to-Building Grossing Factor								*1.42*
Identified Building Area of Master Plan							**1,858**	**20,000**

Note:

1. The Functional Program represents an approximately 6% increase from the Branch area identified in the Mater Plan. However, it should be noted that the Component Gross Area to Building Gross Area factor is for a stand-alone facility. If the development is part of a larger building development there may be an opportunity to share some of the building support and mechanical rooms, decreasing the factor, which is estimated at 1.17.

The area allocation for the Children's Area, at 22% of the total library area, is higher than other branch libraries, where the typical allocation is 15% to 18%. The increased allocation at PMPL is driven, in part, by the historically higher circulation of the children's collections at PMPL.

The following chart indicates the relative size of each component in terms of Component Gross Area (CGSM):



2.0 GENERAL PLANNING CRITERIA

INTRODUCTION

This section of the document describes General Planning Criteria that describe strategies to ensure user enjoyment, practical functioning, and efficient building operation.

General Planning Criteria should set the stage for the eventual development of design responses and technical specifications. They assume that any existing municipal, provincial, and/or national building codes and standards will take precedence over concepts suggested below.

More detailed component-specific design criteria are included in each Functional Component description.

General Planning Criteria are described in seven sections as follows:

- Project Assumptions;
- Site Development and Urban Planning Concepts;
- Architectural Concepts;
- Interior Design, Signage, and Display Concepts;
- Operational Concepts;
- Building Systems Concepts; and
- Sustainability Features.

PROJECT ASSUMPTIONS

The following general assumptions guided the project:

1. Planning horizon for the Functional Program: 2050;
2. Projected population of the City of Port Moody in 2050: 70,000;
3. A Building Gross Area of 1,970 square metres, or 21,205 square feet;
4. Future total collection size: 95,000 items;
5. Average collection circulation factor, i.e., that portion of the collection that is borrowed and that does not need to be accommodated in the Library: 26%;
6. Site location: proximate to Moody Centre, as noted in the Master Plan;
7. Estimated parking spaces required assuming a Community Branch of 1,970 square metres (approximately 21,205 square feet): 54 parking spaces, plus an additional two accessible spaces (see City of Port Moody Zoning Bylaw, 2018, No. 2937); and
8. Future staff: ~17, based on a review of peer library systems delivering equivalent services and similar workloads.

SITE DEVELOPMENT AND URBAN PLANNING CONCEPTS

As noted in the Master Plan, it is assumed that the Community Branch may be part of a comprehensive development in the vicinity of the Moody Centre Skytrain station area, and as far as Kyle Park, increasing community access to library services. As such, the following goals have been identified for site development:

Site Utilization

- To maximize the site efficiency for both the Library and potential development, consider locating parking for the Library in structured parking under the Library and associated plaza/landscaping;

Visibility

- The Community Branch Library should introduce a new and exciting public space to the community;
- The Community Branch should complement important facilities near or partnered with on the site and introduce aesthetically pleasing links to them;
- Signage for the Community Branch should be prominently visible from adjacent arterial routes;
- The Branch's exterior and interior should be prominently visible from adjacent streets, sidewalks, and buildings, including those yet to be developed;
- The Community Branch should be adjacent to an urban plaza that is sheltered from the noise and bustle of adjoining streets;

Views

- Provide significant views of nearby sidewalks, streets and urban features from the interior of the Library;

Pedestrian and Vehicular Access

- The Community Branch Library should be an easily approachable and welcoming destination;

- Provide convenient pedestrian access from adjacent sidewalks and streets to the Community Branch;
- Provide vehicular access and surface and/or underground parking on or adjacent to the Community Branch site. Underground parking should be well-lit and feel safe to Library customers and staff;
- Provide barrier-free access for each of the following:
  - pedestrians,
  - customers and staff being picked up or dropped off by car or bus,
  - customer and staff vehicles entering on-site parking areas (including bicycles) or accessing the drive-through book drop, and
  - service vehicles delivering and picking up materials to and from the Library.

Pedestrians: The Community Branch must relate strongly to the adjacent streetscape. Pedestrian traffic must flow easily into the building via wide sidewalks.

Customer/Staff Drop-off Points: The Community Branch will be a focus of activity. Site development may include bus stops, and a drop-off lane for customers (including persons with disabilities) arriving or departing by private car or mini-bus.

Book Drop Access: For the convenience of customers, a book drop should be easily accessible by pedestrians and, if possible, by vehicle.

Parking Access: Surface or structured parking must be provided for customers. Access and egress to parking areas must be fully integrated into the traffic patterns of adjacent streets. Lockable bicycle storage should be located at street level and highly visible to prevent theft.

Collection Service Delivery: Provide for the delivery of materials being transferred between the branches. Provide a dedicated staff/service access connecting directly into the staff work area. Provide a doorbell or other signalling device on the outside of the staff/service entrance for tradespeople, visitors, etc., to alert staff that their attention is required.

Integration with Surroundings

While the Library must have a single controlled entry point, every effort must be made to develop a facility that is identifiable, approachable, and accessible from multiple directions. Similarly, the Library should connect—visually and physically—to the streetscape to avoid inactive perimeter spaces.

Building Visibility

The Community Branch Library should be a visual focal point in the community. The visibility of the Branch should be maximized from surrounding streets and from adjacent buildings. Facades and elevations present opportunities for a symbolic statement about the value of the Branch to the community.

Not all customers will be familiar with the area or siting of the Community Branch Library. To facilitate access and wayfinding, the Library should be readily identifiable at some distance.

The Branch will not be as high as surrounding buildings; therefore, consideration must be given to its appearance from above, particularly the screening of rooftop mechanical equipment and satellite dishes.

Siting and Image

The external image of the Community Branch Library is a directional and informational device for customers. It should make a symbolic statement about the social values that the Library embodies, and at the same time respect the architectural context in which it resides.

Urban design and architectural features present opportunities to define the customer's relationship with Port Moody Public Library's (PMPL) services. These might include the following:

- The siting of the building, the approach, the sense of safety;
- Views into the building during the day and at night;
- The visibility and configuration of the entrance;
- The presence and visibility of appropriate activity around the building;

- The scale and architectural vocabulary of the entrance, fenestration, and formal details;
- The actual writing/signage on the building; and
- The integration of urban design and landscaping elements with the building.

Parking Facilities

General public and staff parking will be provided on-grade or in structured parking, depending on the siting context and opportunities. Due to such factors as the density of the neighbourhood, the size of the facility, and distance from public transit, the final number of stalls at the Library should be reviewed and confirmed in design.

Exterior Signage

Exterior signage should include the following:

- Formal identification of "Port Moody Public Library", the PMPL logo, and the branch name fixed in an architecturally appropriate location, lit at night; and
- Floodlighting of the building, specifically of its architecturally outstanding elements.

Urban Design Elements

Features such as innovatively designed street furniture, lighting systems, ornamental paving, bike racks, landscaping, and artwork should be integrated as required to create a visually active, secure, and dynamic space.

Landscape

Landscape is an integral part of urban design and includes elements such as wide sidewalks and plazas. The development of public green space and the provision of trees and other vegetation can greatly enhance the civic image and attractiveness of the facility and provide the sense of a quiet refuge in less active areas of the site.

Site Services

All services to the building and other parts of the site should be located underground.

Safety and Security

The safety and security of customers, staff and the building itself should be a major consideration in siting, design, landscaping, lighting, sightlines, and general visibility into and around the building. Crime Prevention Through Environmental Design (CPTED) principles should be integrated in design.

Ample exterior lighting should be provided at all entrances and for outdoor public space to identify secure public gathering places, promote access, and deter vandalism.

ARCHITECTURAL CONCEPTS

Building Image

The Community Branch Library should build on the profile, urban design concepts, and design concepts of the new Central Library to create a consistent PMPL experience.

The Community Branch Library's architecture should reference the beauty of Port Moody's natural landscape. The building's design should be warm and inviting, using natural materials and be appropriately scaled to suit the site and surrounding buildings.

The architectural image should reflect contemporary library design that highlights the dynamic, interactive relationship between customers and the Library, between customers themselves, and between people and information.

Where the Community Branch Library is part of a larger development, it should be recognizable as a Library, with consideration given to separate articulation of the Library within the development. The Library should have its own entrance accessed at street level.

Building Massing

The Community Branch Library will, ideally, be accommodated on a single level for efficient staffing. The Branch should also be located on a Ground Floor for easy customer access, including the use of strollers.

Permanence, Flexibility and Durability

The Community Branch Library will be a long-term and significant member of the community it serves. Consequently, design should combine an appropriate formal vocabulary with appropriately durable materials and concepts that optimize flexibility, adaptability, and innovation. Design should strive to be timeless and not too tied to current trends that may appear dated in several years.

Architectural concepts and building systems should support building flexibility and adaptation.

Building Entrance

The Community Branch Library should be accessed by way of the following entry points:

- Street level access to the entrance for the public; and
- Street level access to the staff/service entrance for materials and staff.

Accessibility

The Community Branch Library provides a free public service; therefore, the design of the building must reflect its universal accessibility, surpassing code requirements as appropriate.

Those outside the Branch should be able to see into the building and have a sense of the range of activities taking place (both during the day and at night). Customers and staff inside the building must also have views of the community and its setting.

Interior space must be appropriately scaled for the movement of people. The layout of the building should be transparent and self-explanatory, encouraging customer security, confidence, comfort, and the full utilization of library resources.

Special access conditions are required by a variety of library customers:

- Customers with disabilities, including those using wheelchairs, scooters or crutches, and those who are sight impaired;
- Caregivers with young children in strollers; and
- Seniors unsure of their footing.

Within the Library there should be clearly identifiable traffic "corridors" and generous aisles in the collection areas. An aisle width of 42” (106 cm) in all public collection areas is required. Cross aisles should also be a minimum of 60” (152 cm) wide.

Hierarchy of Spaces

The building must include a logical hierarchy of spaces ranging from the larger volume of the entry area, generous circulation paths, central resource area, collection area, and finally, individual reading/study and work areas.

Space Layout and Flexibility

Generally, the Community Branch Library should be as open as possible, with walls kept to a minimum. Interior load bearing walls are impractical in all but a few areas. Permanent partitions are not desirable. However, all public areas must be clearly and securely separated from staff work areas and non-public space by partially glazed or solid partitions.

The Branch must provide the ultimate in flexibility so that it can accommodate future program changes with no structural modifications. Building elements with the least likelihood of change should be grouped to ensure as much freedom of expansion and change of use in the remaining areas of the building.

Structural module or structural bay spacing will be based on consideration of the standard library shelving module of 3’, with consideration given to shelving ranges that are a maximum of 15’ or five bays. Columns, where provided, will be as few and as unobtrusive as possible within economic reason.

Strategies for ensuring future adaptability include providing energy saving building systems and features, multipurpose spaces, easily adaptable spaces, flexible and functional systems, such as a raised floor system, a regular structural grid, and use of easily reconfigured modular partitions and other building elements.

Public Amenities

Public amenities should include drinking fountains, water bottle filling stations, public telephones, and accessible universal and gender-neutral washrooms *(gender-neutral washrooms to be confirmed)* with baby changing facilities. If the Library is located as part of a larger development, all these public amenities must be located within the Library itself.

Service Desks

PMPL prides itself on providing welcoming and helpful customer service. Two service desks will be provided, one of which will be an Information Desk and the other, an Accounts/Circulation Desk. They should be located within sight of arriving customers. These desks should be permeable, with high and low counters (for service to customers with disabilities and children). Service desks should be designed to minimize clutter from all angles of approach. The Information Desk will accommodate a single staff station, and the Circulation Desk will have at least two staff stations. One station at each desk will be lower in height to serve those using mobility aids and children.

Fenestration

Windows provide visibility into the public activity areas of the Library and will serve as an attraction to the passing public. They also provide visual relief to those inside the building. The amount of fenestration must be carefully gauged, balancing the advantages of visual continuity with the need for environmental control.

Selected windows in each area must be operable, not fixed, for ventilation in the event of mechanical failure. Operable windows must include screening or be situated sufficiently high to ensure collection security.

Window placement and size must take into consideration shelving heights, work counters and standard desk heights to avoid unsightly views from outside. Windows in the Children's Area should be lower to allow smaller children to look outside. Wherever possible, windows should be located adjacent to public accommodation and staff work areas. All windows require ultra-violet (UV) filtering capabilities to reduce damage to books and other resources.

Staff Work Area

The staff work area should be partially glazed or fully enclosed with demountable partitions. It will typically include built-in or modular workstations, layout and repair surfaces, a sink, shelving adjacent to desk space, and online access terminals/computer stations.

Provision of an automated sortation unit is dependent on annual circulation volume and material handling; however, for planning purposes, space has been allocated for one. The decision around use of an automated sortation unit should be made in conjunction with PMPL staff in the design stage of the project.

Adjacent storage should be provided for stationery supplies, materials, display items, etc.

Staff Amenities

Staff amenities include a washroom, lockers, and a lunchroom with kitchenette. The staff lunchroom should be acoustically treated to minimize noise transmission to and from public areas.

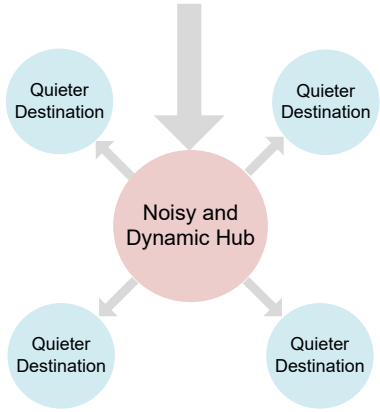
INTERIOR DESIGN, SIGNAGE, AND DISPLAY CONCEPTS

General Features

General features of the interior of the Library facility include:

- An interior environment that complements the Community Branch Library's architectural image as well as that of the Central Library. It should be approachable in its aesthetic and convey familiarity, comfort, and a serene quality to customers using soft colours, textures, and natural materials;

- A general spatial concept that allows immediate visual contact with the layout of the spaces and functions to be easily understood;
- A focus on beauty through a concentration on building systems and furnishings forms, colours, and natural materials, all scaled for human comfort and enjoyment, with a focus on attention to small, immediate details throughout;
- Numerous opportunities for viewing and people watching, as well as secure and quiet refuge throughout;
- Highlighted service destinations along a hub-and-spoke model, with a central arrival space with services, signage, and display features, etc., and specific related functions and spaces clustered around this central space;



- Generally open and contiguous spaces with enclosed spaces the exception; all enclosed space must be acoustically dampened;
- Program spaces should be located so that any noise generated does not disrupt quieter areas of the Library;
- Ample natural light throughout the interior;
- Exterior walls that feature large expanses of glazing; provide multiple views into and out of building, to and from adjacent buildings, natural features, and public spaces;
- Intuitive wayfinding, visual cues and connections that ensure that building users:
  - have a clear understanding of the overall layout of the building, including the sequence of arrival spaces, and locations of key services and features,
  - have a clear understanding of where stair and elevator/ systems are located, and
  - experience secure individual workspaces and private destinations.

Specific Features

The following specific features should be provided:

- Minimum 3.7 metre ceilings in main public spaces;
- Enclosed Meeting/Program Room and nooks with modular construction and significant glazing. These rooms should have provisions for audio visual (AV) including connection to the public address (PA) system, and whiteboards;
- Visible and welcoming Fireside Lounge featuring a prominent fireplace;
- Ceiling systems and ceiling suspended features that are major design opportunities, with care taken to avoid visual monotony;
- Decorative ceiling features that are suspended from an exposed structure and used to define specific areas and functions below; skylights may admit welcome natural light; and
- Print collections that are laid out to be optimally visible, self-explanatory, and visually interesting, including shelving of variable height and with many opportunities for face-out displays.

Functional Organization

Design of the Community Branch Library should include the following organizing principles:

- Individual workspaces that are typically located adjacent to surrounding windows; with active learning spaces at the centre, although all spaces should have ample daylight;
- A variety of spatial scales, including large, medium, and individually scaled spaces; and
- Spaces which may be modified in the future that are designed to allow reconfiguration and expansion with minimal disruption of services and operations.

Lighting

Principles for lighting include:

- Ample artificial lighting throughout the interior;
- General artificial lighting that is indirect and glare-free;
- Local task lighting that is used to illuminate work surfaces, displays, and special features; and
- Windows that have operable window coverings for shade and glare control.

Acoustic Quality

Principles for acoustics include:

- Acoustic shielding in all program rooms, offices and meeting rooms; and
- Generally, noise from any mechanical system will require acoustic dampening.

Ergonomics and Human Factors

Principles for ergonomics and human factors include:

- Spatial dimensions and proportions, furnishings and fixtures that respond to the ergonomic and human factors realities of the Library staff and customers, particularly their ability to access, move, lift, adjust, and rearrange collection resources, equipment, furniture, doors, lighting, play equipment, presentation equipment, and storage units; and
- User seating and workspaces that are selected due to their ergonomic design.

Furnishings

Furnishings will be a key design element contributing to the artistic character of the building. Principles include:

- Simplicity of design and coordination of forms and colours that are sustainably sourced;
- As much as possible, furnishings that allow for flexible use over time (i.e., movable and reconfigurable);
- Selecting furnishings for ease of maintenance, high durability and conformance to infection control and general maintenance policies and procedures; and
- Power and cabling access that is integrated with furnishing design and layout.

Fixtures and Equipment

Principles and criteria for fixtures and equipment include:

- Feature signage and displays, wall/ceiling-mounted projection equipment and integrated whiteboards or screens;
- Presentation equipment that is either movable and/or securely fastened to walls or ceilings;
- Collections stored on shelving units typically three feet wide and of variable height throughout the Library to accommodate flexibility in changing collection sizes and to allow for sightlines with respect to lower height shelving;
- Shelving/display for non-book items should be thoughtfully considered based on item type and ease with which customers can browse these collections;
- Generally, the various collections will be grouped by height, with Non-Fiction having higher shelving than Fiction and Fiction also having more feature face-out shelving for display. Adult Collections could be spread across three to four different shelving heights. The Children's Collection could be spread across at least two different shelving heights;
- Shelving units that are movable (if under 132 cm high) or fixed to the floor structure, (if higher than 132 cm); and
- Display features that are freestanding, suspended, and/or mounted on wall systems.

OPERATIONAL CONCEPTS

Planning and design must consider the following operational concepts and systems:

After-Hours Egress

- A direct means of egress from the Program Room to the exterior must be provided to facilitate after-hours use;

Room Booking

- The Program and Meeting Rooms will be used/booked by Library staff and/or the public for meetings, programs, and other events;

Service Points

- There will be one Information Desk and a Circulation Desk near the entrance;

Movement Systems

- Circulation paths must be carefully coordinated to lead to and coincide with key functional destinations, such as feature collection areas, service points and collection displays;
- Pathways to destinations should optimize direct movement by the shortest route;
- Planning should develop circulation paths with simple geometries and clear sightlines; there should be no dead ends or hidden corners;

People Moving Systems

- Many customers will use mobility devices, such as walkers, automated wheelchairs, and, especially, strollers accommodating small children. People moving systems must accommodate this with all systems optimizing ease of movement, orientation, and safety;

Materials Handling Systems

- Library customers are the primary carriers of Library collection resources into and out of the building. Customers typically carry collection resources and technical devices, as well as other personal effects. As such, all spaces and fixtures must be scaled to allow movement of customers carrying these materials, and should support the need to set them down occasionally on horizontal surfaces;
- The exterior materials drop must connect directly to the materials sorting area;
- Consideration should be given to accommodating an automated materials handling system even though it may not be included at the outset;
- Collections resources will be moved by staff from the sorting room (Circulation Services Workroom) via Book Trucks;
- Other supplies and equipment may be moved via small pallet trolleys;

Security Systems

- All materials will have radio-frequency identification (RFID) tags that will be used for identification and security. Unobtrusive security gates at the entrance to the Library facility will be used to monitor the security of the collection utilizing the RFID system;
- Passive surveillance will be provided through the strategic positioning of general occupants and staff, who will be located with direct sightlines to all activity areas;
- Keypad or card activated locks (swipe or proximity) will be provided for secured areas;
- Card operated entry systems will be provided for staff-only workspaces; and
- Provisions for a multi-camera security system should be installed throughout, allowing for flexibility in deciding to install or not;

Crime Prevention Through (Interior) Environmental Design (CPTED)

General safety and security is a critical objective. The principles of CPTED must be incorporated into all systems and design features, including:

- Public areas that are visible from service points and staff work areas;
- Safety and security features that are integrated unobtrusively through the use of discreet, intuitive layout and design features, (including interior glazing), rather than through obvious surveillance and/or physical barriers;

- The design, materials, finishing details, fixture installation features, and maintenance activities of finishes that minimize the likelihood of injury due to accidents, falls, etc.;

Communication Systems

Communications systems include:

- Provision of a flexible network that is easily accessed, managed, and reconfigured;
- Access to IP-based (internet protocol) television service in common gathering areas, the Program Room and in Meeting Rooms;
- Internet access provided throughout common areas, and learning and study areas through a robust and high-capacity Wi-Fi system;
- Display monitors with permanent and/or ephemeral signage provided at critical points and in visitor gathering spaces;
- High speed charging stations;
- Electrical outlets provided in association with casual seats to support use of personal devices;
- Work tables with data and power but that is not hard wired in order to support the reconfiguration of tables; and

Waste and Recycling Management

Waste and recycling management systems include:

- Waste and recycling collection points in public and staff areas;
- Building Service Worker Closets on each floor; and
- Sufficient space in non-public areas to store accumulated materials.

BUILDING SYSTEMS CONCEPTS

Overall Building Systems Concept

The overall building systems concept should be comprised of a kit of parts consisting of:

- An efficient and regular structural system;
- A high performance, sustainable building envelope;
- A network of universally distributed, easily accessed Building Services;
- Reconfigurable, non-structural, secondary partitions systems; and
- A family of reconfigurable interior design elements and/or furnishings that are sustainably sourced.

The building systems concept should make it possible to avoid unnecessary cosmetic features and finishes. It should allow optimal flexibility and modifications to the interior character.

Partition Systems

In line with the overall building systems concept described above, the partition systems include:

- Structural system column and bay spacing that accommodate the installation of non-load-bearing partitions, with all non-loadbearing walls, with the exception of those at the exterior and those surrounding elevator and service chases, etc.;
- Non-structural wall and partition systems that are impact-resistant, acoustically shielded, and easily demountable to allow for possible future reconfiguration of space;
- Movable partitions that are designed to be anchored to adjacent ceilings, walls and/or adjacent partitions systems to preclude the risk of injury;
- Partition systems that accept changing displays of decorative items, and/or the mounting of flat screen monitors, etc.; and

- Wall surfaces that have low reflectivity and that can be cleaned and maintained easily.

Fenestration and Glazing

The criteria related to windows and glazing throughout the facility include:

- UV and glare shielding exterior glazing including operable blind systems, with preference given to electrically assisted systems;
- Internal glazing as possible for clear orientation, light transmission, spatial continuity, and informal visual surveillance;
- Glazing and windows that are impact-resistant;
- Glazing with high performance thermal properties;
- In areas featuring grouped workstations, minimal internal corridors that incorporate intermittent views and natural light along their length;
- Orientation features and/exterior views at the ends of corridors; and
- Bird-friendly window design, materials and treatments to reduce or eliminate bird strikes.

Floors

Criteria related to flooring include:

- Flooring that is load bearing throughout to provide flexibility in moving and expanding the collections as needed;
- A raised floor system throughout to allow for universal access to sub-floor conduits and heating, ventilation and air-conditioning (HVAC) plenums;
- Floors that feature a combination of non-skid surfaces, such as rubber, resilient or carpet tile;
- Floor systems that include seamless or flush joints with no raised thresholds at doorways; and
- Floor materials and finishes that are selected for ease of movement, sustainability, and acoustical performance.

Plumbing Requirements

Criteria related to plumbing include:

- Access panels to plumbing systems located in general circulation/ corridor spaces; and
- Environmentally responsible approaches to water conservation, such as low-flow plumbing fixtures, and collection of grey water.

Materials and Finishes

Criteria related to materials and finishes include:

- Materials and finishes that contribute to an overall atmosphere of space, clarity, and light, and that do not compete visually with the activities taking place;
- Materials that are aesthetically pleasing, including consideration of wood and glazing for doors and partitions;
- Impact-resistant wall finishes in public spaces and high-volume staff spaces, particularly where Book Trucks and other materials are moved;
- Non-allergenic materials; and
- Materials that are selected for durability and low maintenance.

Lighting and Electrical Systems

Criteria related to lighting and electrical systems include:

- Introduction of innovative, energy efficient and sustainable lighting systems, with consideration given to light emitting diode (LED) lighting, to create a distinctive image and to address the functional complexity of many activities occurring in the program spaces;
- Decorative focus lighting suspended at an appropriate height in reading areas and in the Fireside Lounge;
- Lighting systems that contribute to an overall atmosphere of space and clarity and that do not compete visually with collection displays or activities taking place;
- A minimal number of lighting systems with system maintenance, anticipated longevity of use and availability, and ease of parts replacement considered in the selection of all systems;
- Localized controls for lighting in open areas, with dimmers, as appropriate, and in each enclosed meeting room space;

- Programmable lighting in most public areas including manual override systems;
- Reading areas should have general lighting that is bright and adjustable;
- Use of controls, access panels, wiring, conduit, and fixtures that are not publicly accessible, demountable or breakable;
- Consideration given to accessing lighting fixtures for maintenance;
- Provisions should be provided for the installation of digital signage throughout, allowing for changing signage needs as required; and
- Infrastructure planning should be robust to support future technologies beyond current CAT5/power needs (i.e., additional conduits).

General HVAC Systems

Criteria related to general HVAC systems include:

- Provision of flexible systems that facilitate future modifications through looped distribution lines, ample branch-isolation valves, and adequate space for new services and maintenance access;
- Thermostats placed away from direct sunlight;
- Use of technology that has been tested;
- Consideration given to a Thermenex type system that makes use of heating and cooling sources within the facility and distributes these as necessary; and
- Individual environmental controls.

Acoustic Systems

Criteria related to acoustic systems include:

- Wall, movable partition, floor and/or ceiling-mounted acoustic shielding in areas that involve higher noise levels or require lower noise levels, with mitigating insulation features placed as close as possible to the sound source; and
- Acoustic assemblies, such as sound reflectors, acoustic panelling on walls and/or ceilings that are fully secured.

SUSTAINABILITY FEATURES

It is expected that the Library facility will be in use for the next 50 or more years. As such, the strategy around environmental sustainability should take the long view, with strong consideration given to its continued operation in a post-carbon world. The following criteria relate to sustainability features.

Standards

Criteria related to environmental standards include:

- BC Energy Step Code and Zero Carbon Step Code;
- City of Port Moody Sustainability Report Card;
- Creation of a sustainability profile of the Library facility from typical and innovative sustainability practices and standards that also establish the building as a valuable demonstration project and teaching tool; and
- Consideration of approaches to environmentally responsible materials selection, and energy use that meet or exceed approved sustainability standards.

Energy Consumption Strategies and Targets

Criteria related to energy consumption include:

- Optimal passive solar orientation as well as strategic envelope apertures and enclosures for passive and active solar gain;
- Opportunities for natural ventilation and cooling; allowing warm and cool air to pass over concrete slab floors; use of solar chimney features to extract air; and
- Exposed mechanical and electrical services to demonstrate the technology used as part of the building's teaching capability.

Water Consumption and Management

Criteria related to water use include:

- Innovative approaches for the management of groundwater related to building construction and maintenance;
- Recycling and reuse of waste water produced on-site;
- Reuse of treated water in a general grey water system and for local irrigation; and
- Use of solar panels to generate hot water augmented by point of use heating.

Materiality

Criteria related to materials and finishes include:

- Use sustainable materials in all construction process or construction systems;
- Consideration of polished concrete floors, heated and cooled with in-floor radiant systems;
- Sourcing local materials;
- Sourcing materials with low embodied energy;
- Sourcing reused, recycled and/or recyclable materials;
- Sourcing renewable and sustainably harvested materials;
- Sourcing materials that are non-toxic/non-polluting in manufacture, use and disposal; and
- Use of materials that are chlorofluorocarbon (CFC) and hydro chlorofluorocarbons-free (HCFC).

3.0 COMPONENT PLANNING CRITERIA

INTRODUCTION

The basic "building block" for physically organizing facilities projects is the FUNCTIONAL COMPONENT. A functional component can be defined as a grouping of activities and assigned spaces which are physically related by their common mission to satisfy a specific group of functions or operations. A functional component may or may not be synonymous with a department, since the term "department" refers to an administrative organizational structure and not a physical planning structure.

Information for each functional component is presented under the following headings:

COMPONENT OVERVIEW provides a high level overview of the component including a brief description, key metrics, key adjacencies, a statement of character, and indicative photos.

KEY ADJACENCIES indicates the priorities of the component for its location relative to other components.

"Direct access by internal or dedicated circulation" refers to components which are horizontally contiguous and linked internally. This form of access avoids movement through the general circulation system of the facility.

"Direct access by general circulation" refers to components linked by a minimal amount of horizontal and/or vertical general circulation.

"Convenient access by general circulation" refers to components linked by substantial horizontal and/or vertical general circulation.

FUNCTIONAL DESCRIPTION provides information on the feature, character, general services or activities of the component.

OPERATIONAL DESCRIPTION provides information on the primary operational concepts or systems which support the functional activity of the component.

WORKLOAD – EXISTING AND PROJECTED ACTIVITY summarizes existing and projected workload in appropriate units. This information is used to estimate the space requirements of the component. Not all components have quantifiable workloads.

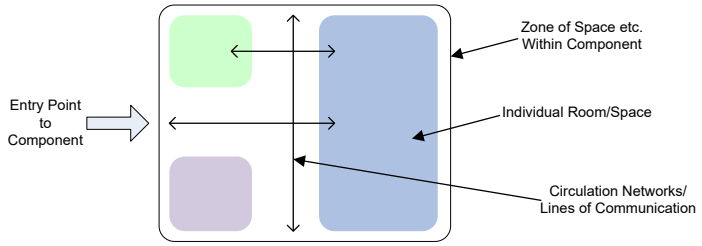
STAFFING & OCCUPANCY ESTIMATES summarizes future estimated staffing in terms of full-time equivalents (FTEs) where relevant, as well as total headcount and maximum occupancy staffing. Staffing estimates are provided to support planning only and should be revisited during the project development process.

DESIGN CRITERIA presents information as follows:

Internal Relationships/Concepts indicates basic criteria and concepts for the organization or environmental design of space. They are organized into Architectural Concepts which includes zoning and organization of space; Interior Design Concepts, which considers interior design concepts, signage, wayfinding and display concepts; Operational Concepts; and Building Systems Concepts, which indicate specialized structural, mechanical, power and information systems requirements. This section also includes a conceptual functional diagram showing organizational principles to be pursued in the design of the component.

The content of the diagrams is generally reflective of the headings used in the narrative and in the space requirements lists referring to "zones" of space, groups of rooms and, in some cases, individual rooms for which important internal relationship need to be emphasized. In general, thin lines terminating in arrows are used to indicate principal circulation networks or lines of communication between zones of space, groups of rooms, or individual rooms. Continuous/unbroken bold lines forming rectangles typically indicate zones or rooms.

Example:



Space Requirements are tabulated to indicate the number of rooms or spaces (units), the net square metre/feet per unit (nsm or nsf/unit), the total nsm/nsf for each room or space (nsm or nsf), explanatory or supplementary remarks (Remarks), and a reference number (Ref) used for cross referencing within this document and which will be available for use in any future supplementary document (e.g., Space Data Sheets and Schematic Design).

Indented line items indicate a close adjacency with the preceding line item.

Functional components are as follows:

1. Welcome Area, Collaboration Zone and Program Room;
2. Children's Area;
3. Adult and Teen Collections and Study Spaces;
4. Back-of-House Functions; and
5. Exterior Spaces.

1. WELCOME AREA, COLLABORATION ZONE, AND PROGRAM ROOM

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates the main Entrance to the building, features, services, and functions encountered as one enters and leaves the Library, a Collaboration Zone, and a secure the Program Room.

KEY ADJACENCIES

1	**5. Exterior Spaces**	Provide direct access by general circulation to adjacent pedestrian and urban spaces for the movement of visitors and customers.
2	**Parking Facility**	Provide direct access by general circulation to adjacent Parking Facility for the movement of visitors and customers.
3	**2. Children's Area**	Provide direct access by general circulation to Children's Area for the movement of families and children.
4	**3. Adult and Teen Collections and Study Spaces**	Provide direct access by general circulation to the Adult and Teen Collections and Study Spaces for the movement of customers.







Links from exterior space, program room, library entrance features, services, and functions

FUNCTIONAL DESCRIPTION

This component accommodates four zones: the Library Entrance, Welcome Area, Collaborative Zone, and a Program Room.

The Library Entrance connects the Community Branch Library to the surrounding pedestrian pathways and sidewalks. Inside the Library, the Library Entrance includes unobtrusive security gates. The Entrance opens to a Welcome Area that contains spaces and services required to welcome, orient, and distribute Library customers.

The Collaboration Zone is a dynamic and flexible space designed for groups to work on projects, learn, conduct business activities, share information, study and socialize in an environment that they can arrange themselves to best suit their needs.

The Program Room is key to fulfilling the Library's mission, vision, and values in providing welcoming and inspiring space to promote lifelong learning (see the PMPL Master Plan for the full Mission, Vision, and Values, pg. 14). This versatile space accommodates up to 40 people for larger group programs. The room will serve as a community forum, meeting room, small conference space, and host for large active family programs, including those that require stroller parking for sizeable numbers, such as Babytime. The Program Room is normally accessed via the Welcome Area. After-hours egress from the room is provided directly to the exterior.

Features of the Entrance and Welcome Area include:

- Weather-protected Entrance;
- Clear sightlines into Library space;
- Significant "green" features, including plantings and/or living walls, as well as optimal daylight, sunlight and views of the sky and changing weather conditions;
- The Library Security Threshold itself, followed by a sequential arrangement of activities and spaces in the Welcome Area, generally as listed below:
  - exterior materials return with direct connection to the Circulation Services Workroom (see Component 4. Back-of-House Functions),
  - Self-Service Check-Out stations,
  - Circulation Desk with direct connection to the Circulation Services Workroom (see Component 4. Back-of-House Functions) where customers are able to register for a Library card, enquire about their account, pay fines, and obtain general information about the Library,
  - Information Desk where customers will have access to staff who will provide help using Library resources and equipment, readers advisory recommendations, answers to information requests, and similar services,
  - Holds self-pick-up area,
  - Fireside Lounge,
  - access to the Program Room,
  - displays for New and Notable Collections,
  - Quick Read Collections, and
  - access to Public Washrooms.



Features of the Collaboration Zone include:

- An open, flexible space accommodating a wide range of activities, involving groups of various sizes, which may involve various user-provided technologies and associated resources.

Features of the Program Room include:

- Space for up to 80 people, with the ability to subdivide the space to accommodate 40 people on each side;
- Multiple room entrances;
- Audio visual (AV) equipment; and
- Support spaces serving both sides.

Activities taking place within the general component include:

- Movement of customers in and out of the Library space;
- Movement of groups of event and program attendees in and out of the Program Room;
- Movement of collection materials carried in and out of the building by customers;
- Return of collection materials using materials drop(s);
- Scheduled Library and community-led events in the Program Room;
- Providing help using Library resources and answering information queries at the Information Desk;
- Answering enquiries about customer accounts and registering at the Circulation Desk;
- People watching and socializing;
- Browsing and reading quick reads in the Fireside Lounge area;
- Prominent merchandizing of collection to facilitate browsing of new, high demand and featured titles/collection items;
- Group study and projects;
- Presentations;
- Collaborative learning, including gaming;
- Tutoring;
- Recreation, such as board games and gaming;
- Access to Wi-Fi and use of personal technology;
- Printing, scanning and copying, with nearby access to Information Desk for payment;
- Self-serve access of Holds;
- Self-check of materials;
- Displays of topical events; and
- General directional, event and ephemeral signage.

Activities specifically within the Program Room include:

- Library programs and events for all ages including:
  - early literacy programs for groups of caregivers and children, including Babytimes and storytimes with stroller parking,
  - author readings, panels and book launches,
  - workshops and classes on a variety of topics including financial literacy, writing, health, digital literacy, job skills (resumé writing, interviews, etc.), and various educational topics,
  - community debates and open houses,
  - book clubs,
  - celebration of international events, such as Science Literacy Week, Scratch Day, Table Top Day, and Free Comic Book Day,
  - sensory story times for families with children with sensory processing disorders,
  - conversation circles and classes for English language learners,
  - day camps and holiday programs,
  - expert panel discussions to encourage community discourse on topical issues,
  - active after-school programs for children and teens,
  - maker fairs, and
  - family events, such as children's musicians and entertainers;
- Programs conducted by and with other agencies and community partners;
- Provision of catering support;

- Wi-Fi access and use of personal technology; and
- Storage of equipment and supplies.

OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for this component will be determined as the operational profile of the new building evolves.

The Program Room may occasionally be occupied when the rest of the Library is closed.

User Profile

The following types of users will access this component. Some users will be coming to this area as a destination (e.g., Fireside Lounge and Program Room) while others will be quickly passing through:

- Community members accessing programs, events or meetings without using other Library services;
- Customers carrying personal effects, including books and other Library resources, clothing, personal devices, and sometimes food and drink;
- Customers who have never been in the Library before, or who are still somewhat unfamiliar with the building and its services, and who will require time and space to orient themselves to the building;
- Customers familiar with the building and its services and who know exactly where they are going, and who will move through the component quickly and into the Library;
- Customers who are waiting for others, people watching and/or standing still, browsing displays, reading signage and adjusting to the building environment;
- Customers in groups, who will typically move more slowly than individuals alone; and
- Many families with children, who will typically move more slowly and be encumbered with strollers and other equipment.

Group Discovery, Exploration and Interaction

- Generally, the Collaboration Zone is an open space that will be used for multiple concurrent activities involving groups of various sizes. The range of community activities will be open-ended.
- It will not have enclosed meeting or workspaces, but there may be areas that are screened off by movable partitions to create a sense of enclosure.
- Spaces must be easily reconfigurable to accommodate frequent changes in the schedule, profile, and scope of activities.

Movement of Building Users and Library Customers

All customers using the Community Branch Library will move through this component, so it will have the heaviest use of any of the building components. All movement spaces must be scaled accordingly.

Some building visitors will only access functions taking place in the Program Room and may not need to access the remainder of the Library.

The main operational goal will be to allow the maximum number of visitors and customers to safely and comfortably move into the building, orienting themselves to their appropriate internal destination, and to move back out into the surrounding community when their visit is completed.

Movement of Materials

Collection resources may be dropped off by customers at materials drops located both outside the building and within the Entrance area.

Materials drop-offs should be directly connected to the Circulation Services Workroom located in the Back-of-House Functions component.

All borrowed collection materials will enter and leave this component carried by customers, who pass through the RFID security gates at the Entrance.

Library staff will enter the Community Branch Library through a separate staff entrance located in Component 4. Back-of-House Functions.

Storage of furniture, supplies and materials will be located in Component 4. Back-of-House Functions.

Staff Support

The Circulation Desk will provide general continual surveillance of the Library.

The Information Desk will also provide surveillance of this area, in addition to the rest of the floor. This desk will be staffed at all times; however staff will also provide roving service.

Library program coordination staff may be present in the Program Room.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Entrance Public Seating (bench seats)	-	10	10
Fireside Lounge (lounge seats)	-	10	10
Collaboration Zone	-	10	10
Program Room (seats)	-	80	80
Total	**-**	**110**	**110**

Collection Resources

Type	Items
New and Notable Collection	100
Books	
Media	
Subtotal, New and Notable Collection	100
Holds	
General	500
Subtotal, Holds	500
Total	**600**

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Information Desk	-	-	-	1
Circulation Desk	-	-	-	2
Program Room	-	-	-	1-2
Circulation Staff[1]	-	-	-	-
Shelver[1]	-	-	-	-
Librarians/Library Assistants[1]	-	-	-	-
Total	**-**	**-**	**-**	**4-5**

Note:

1. Included in staffing tables in Component 4. Back-of-House Functions.

DESIGN CRITERIA

Design criteria relevant to this component address unique conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- There are four zones involved: Entrance, Welcome Area, Collaboration Zone, and Program Room.
- This component is the first that building users encounter in the Library. As such, it is intended to be a spatially and aesthetically notable destination.
- The space should be simple and logically understood; the intuitive layout of space, features and sightlines should facilitate easy self-orientation. Key aspects include:
  - views of parkland/greenery, exposure to daylight, the sky and changing weather patterns;
  - views of activities taking place in adjacent streets; and
  - views across the Library.
- With respect to after-hours use, the Program Room should have separate egress to the exterior as well as access to washrooms.

Interior Design Concepts

- The Library Entrance should make a striking and memorable impression on visitors, through use of spatial volume, vibrant colours, original building systems features, multiple views into and out of the building, and options for public art (there are currently permanent collections, but to continue to allow for temporary displays as well). As these will be very active areas of the Library and the first spaces customers travel through, they are logical locations for significant design features, including unusual materials, daylight, as well as innovative, attractive, comfortable social and seating spaces and furnishings.
- Signage must be carefully arranged to optimize user self-direction and efficient movement. There may be daily event signage, Library building floor layout and collection organization signage, and donor recognition/ commemoration signage. Signage and wayfinding should be easily read and understood from a distance and incorporate clear graphics and colour.
- There should be clear sightlines from the Information and Circulation Desks to the remainder of the Library.
- The Fireside Lounge will require a feature fireplace, ideally a higher ceiling, decorative ceiling treatment, special lighting, and comfortable lounge furnishings.
- The Fireside Lounge and adjoining areas should have pleasant views of Exterior Spaces as well as walls that are conducive to showcasing artworks.
- The Fireside Lounge must include:
  - a combination of hard and soft flooring materials;
  - data ports and power outlets; and
  - an acoustic control system.
- Being a very high traffic area, all materials and finishes should be durable, easily cleaned and maintained.

Operational Concepts

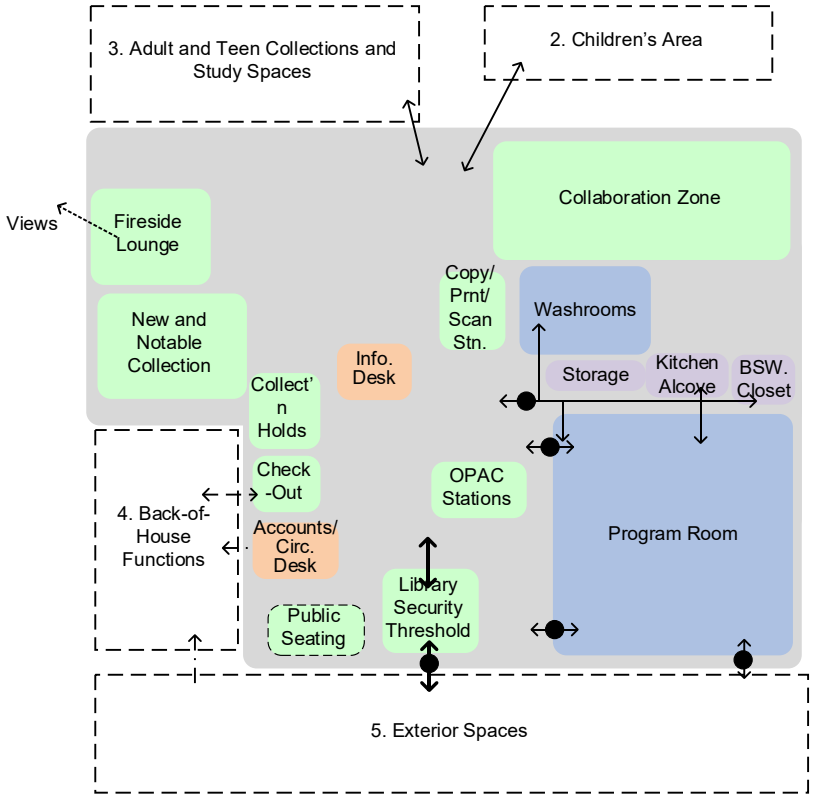
- This component includes public space with high customer traffic.
- All spaces used by the public must be suitably scaled, optimally direct, safe, attractive and people-friendly. Good customer service is an important part of PMPL; the Library Entrance should be conducive to staff greeting and assisting customers upon arrival.
- Spaces must be scaled to accommodate the movement back and forth of large numbers of people, as well as the presence of stationary customers accessing services, and stationary services, and resources.
- Seating areas and informal gathering areas should not conflict with major movement paths to and from the Library threshold. Queues should not block circulation paths.
- The following services and spaces should be located adjacent to the Information and Circulation Desks:
  - Inter-Library Loans (ILL) (see Component 4. Back-of-House Functions);
  - lost and found (see Component 4. Back-of-House Functions);
  - materials sorting (see Component 4. Back-of-House Functions);
  - staff workspace (see Component 4. Back-of-House Functions); and
  - minor mends and processing (see Component 4. Back-of-House Functions).
- Consideration should be given to offering an after-hours Holds pick-up.
- In the event of a pandemic, consideration should be given to offering a drive-through Holds pick-up.
- An unobtrusive Security Threshold will be incorporated into the design at the Library Entrance.
- Non-obtrusive and natural surveillance will be essential. No public area of the Library should be hidden from view.

Building Systems Criteria

- A materials return drop located near the Library Security Threshold will connect to the Circulation Services Workroom in Component 4. Back-of-House Functions.
- A PA system should be installed throughout for announcements relating to closing hours, evacuation procedures, etc.
- There should be provisions for the future installation of advanced security technologies.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Entrance				
	Exterior Materials Return	1		0	Connected to bin drop-in Circulation Service Workroom (see Component 4. Back-of-House Functions, Ref. 10)
	Interior Materials Return	1		0	Connected to bin drop-in Circulation Service Workroom (see Component 4. Back-of-House Functions, Ref. 10) adjacent to Ref. 07 Accounts/Circulation Desk
01	Entrance	1		7.4	
02	Arrival and Orientation	1		10.0	Incl. access to Public Washrooms; incl. access to Program Room
03	Public Seating	1		6.0	Incl. bench seats for 5
04	Building Layout, Events and Services Display	1		0.5	Information on Library events, layout and features
	Donor Recognition Feature	1		0	
	Subtotal, Entrance			23.9	
	Welcome Area				
	Library Security Threshold	1		0	Incl. in grossing factor
05	Self-Service Check-Out	2	2.0	4.0	
06	OPAC Station	2	1.0	2.0	
07	Accounts/Circulation Desk	1		9.0	Modular operational and administrative service desk with computers; accommodates min. of 1 to 2 staff; for accessibility, 1 workstation will be lower in height; cash handling at one of the workstations
08	Information Desk	1		5.0	Staffed service point/kiosk with computer, access, information materials; accommodates 1 staff; for accessibility, workstation will be lower in height
09	Collection Holds	1		4.0	Incl. 4 bays of shelving accommodating up to 500 items
10	Fireside Lounge	1		25.0	Accommodates 10; comfortable soft seating
11	New and Notable Collection Display	1		4.0	100 items on display tables and 3-shelf high movable shelving units
12	Public Washroom	2	10.0	20.0	Allowance, to be confirmed
13	Universal Washroom	1		5.6	Incl. baby change table

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
14	Storage	1		8.0	For storage of furniture, equipment, supplies, etc.
	Subtotal, Welcome Area			86.6	
	Collaboration Zone				
15	Collaboration Zone	1		25.0	Incl. reconfigurable seats and tables for 10
16	Copy/Print/Scanner Station	1		5.0	
	Subtotal, Collaboration Zone			30.0	
	Program Room				
17	Program Room	1		100.0	Accommodates 80, with room subdividable to accommodate 40 on each side; egress to Entrance and to exterior
18	Storage	2	8.0	16.0	Supporting each side of the subdivided Program Room; for storage of furniture, equipment, supplies etc.
19	Kitchen Alcove	2	3.6	7.2	Supporting each side of the subdivided Program Room; incl. counter and sink with cupboards above, small fridge, microwave, other counter/layout space and dishwasher
20	Universal Washroom	2	4.6	9.2	Supports after-hours use of Program Room
21	Building Service Worker Closet	1		7.4	
	Subtotal, Program Room			139.8	
	Total			**280.3**	**NSM**
				1.20	Grossing Factor
				335	**CGSM**
				3,606	**CGSF**

2. CHILDREN'S AREA

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

The Children's Library is a separate, playful environment that stimulates the imagination while also providing learning opportunities for a variety of literacies. It is, in some respects, a library within a library—acoustically separate, containing specialized collections, staff and programming for children from birth to age 12 and their caregivers.

KEY ADJACENCIES

1	**1. Welcome Area, Collaboration Zone, and Program Room**	Provide direct access by general circulation to and from the Welcome Area, Collaboration Zone and Program Room for the movement of customers and staff.
2	**3. Adult and Teen Collections and Study Spaces**	Provide convenient access by general circulation to and from Adult and Teen Collections and Study Spaces for the movement of families and staff.
3	**4. Back-of-House Functions**	Provide convenient access by general circulation to the Circulation Services Workroom in Back-of-House Functions for the movement of staff and materials.







Inspiration, scale, imagination, exploration, learning

FUNCTIONAL DESCRIPTION

This component accommodates the Children's Area, a clearly defined space that provides children and families with a degree of separation from the larger Community Branch space, to ensure their safety, security and comfort. This component provides for varying collection and activity needs at different stages of development.

The Children's Area will foster a child's growing independence while welcoming and encouraging caregiver oversight. It will be a space for children to discover their passion for reading, explore their interests to become lifelong learners, and engage in activities independently as well as in social and family groups of varying sizes and ages.

Through a variety of environments it will appeal to children with both quiet temperaments and more exuberant natures. Children of up to 12 years and their caregivers are the focus of this space.

Features of this component include:

- Gateway Feature;
- Topical and thematic display of materials;
- Self-Check-Out station;
- Online Public Access Catalogue (OPAC) station;
- Family Literacy Centre, featuring interactive imagination area (e.g., train table and large fun furniture), early years digital literacy station, and early literacy activities;
- Quiet Reading Alcoves for reading with caregivers, and individual reading;
- Children's Collections;
- Variety of tables and informal seating areas;
- Program Nook for informal programs;
- Periodically staffed "Pop-Up" Service Kiosk; and
- Family Room.

Activities within the component include:

- Topical display of materials;
- Group mustering;
- Answering collection and information queries at a Pop-Up Service Kiosk and by roving staff;
- Self-Check of materials;
- Family Literacy Centre that includes:
  - early literacy computers/technology,
  - imagination play activities with props that include textures, soundscapes, visual explorations, places in the community,
  - furniture and features that promote fine and gross motor skills development,
  - access to and reading of Board Book and Picture Book Collections, and
  - caregiver and child reading/exploration;
- Group and individual study and homework activities;
- Decompressing and reading in a quiet environment;
- Developmentally appropriate programming, including story and craft activities, reading and homework assistance, coding and digital literacy for large and small groups;
- Storage of personal items during programs;
- Tours or supervised group visits;
- Storage, maintenance, display and access of the following collections:
  - Board Books,
  - Picture Books,
  - Easy Readers, Fiction and Fiction series,
  - Comics,
  - Non-Fiction Collection,

  - French Collection,
  - World Languages Collection, and
  - Holiday Collection;
- Reading/project work/computer use in informal areas such the Program Nook (when it is not used for programs), and Group Tables and Casual Seating areas that are associated with and appropriate to collection subjects and to the age of users;
- Supervised visits;
- Art displays;
- Shelf checks and reshelving of materials by staff; and
- Accessing virtual collections.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will be open when the Library is open.

Customer Profile

More than other components, this component will be characterized by customers that arrive typically in groups of two or more. Most groups will have at least one adult and one child. Customers will include:

- Those who have come as part of a large group, from a school, kindergarten, or daycare;
- Caregivers who may have with them children of varying ages, including very young children with whom they will actively attend;
- Child and adult customers with special needs, including physical, sensory, cognitive, and mental challenges and who may be accompanied by a caregiver;
- Customers who arrive simultaneously to be part of a programmed activity;
- Caregivers and educators wanting children's resources or information;
- Children who range widely in behaviours, from those requiring more regular attention to those who can manage themselves more independently; and
- Teen volunteers for programs.

Movement of Customers

People will arrive and depart from a single point of arrival. All areas of the component are expected to be highly active.

Personal Exploration and Discovery

Generally, customers will interact with staff and may require more assistance by staff; staff will be located in this component when it is busy and may be roving. At other times, assistance will be provided by staff located at the Information Desk.

Collections will be accommodated in age-appropriate ways, giving children the opportunity to see, handle and look at materials easily.

Personal exploration may involve a caregiver and child.

Group Discovery, Exploration and Interaction

Informal interaction and collaborative activities will take place in the enclosed and flexible open spaces within this component.

Scheduled program activities involving larger groups will occur in the enclosed Program Nook or in the Program Room in Component 1, as well as in the open areas.

Types of Services

Types of services include:

- Scheduled program activities, including Storytime, book clubs, maker activities, crafts, reading, and homework and reading assistance;
- Personal and small group assistance as needed including discovery services, such as navigation assistance, readers advisory and assistance with technology; and

- General monitoring of the component to ensure the safety and security of all customers.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
Self-Check-Out Station	1	-	1
Computer Station – Early Literacy	2	2	4
Family Literacy Area	12	-	12
Casual Seating/Caregiver and Child	4	3	12
Group Table	-	12	12
Program Nook	-	60	60
OPAC	1	-	1
Total	**20**	**77**	**102**

Collections

Assumptions for collection size are provided below. Collection size is anticipated to increase in the future, however, magazines, CDs and DVDs are not anticipated in the longer term future but will be provided in the shorter term.

Type	Total Items	Circulation Rate	Items on Shelves
Board Books	2,198	54%	1,016
Picture Books	8,324	45%	4,578
Easy Readers	4,032	46%	2,177
Comics	6,773	55%	3,048
Fiction/ First Fiction	12,150	27%	8,870
Non-Fiction	9,358	30%	6,550
French	630	13%	548
Holiday	1,805	33%	1,209
Other (AV)	250	10%	225
Total	**45,520**		**28,221**

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Librarian	-	-	-	1
Library Assistant	-	-	-	1
Total	**-**	**-**	**-**	**2**

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- The Children's Area should be located with easy access from the Library Entrance/Welcome Area to facilitate the access of young customers and their caregivers who may be carrying coats, bags, and other personal items, as well as pushing strollers. This also facilitates convenient evacuation in the event of a fire or other life safety event.
- This component primarily includes public space.
- The Children's Area should be visible from Library Entrance and Welcome Area; a sense of anticipation should be created with invitations that begin outside of the component itself.
- The Entrance to this component should be marked by character and gateway images that reflect the content of the resources and activities.
- Views should be provided into the Children's Area from other components while maintaining the general enclosure of the component. This will create opportunities to market the services and resources of the Children's Area, decrease noise in other components, and will increase the level of visual security.

- Design should consider a higher ceiling, as possible, to support hanging displays that add character and life to the environment.
- Opportunity to create a Pop-Up Service Kiosk is required which, when in place, should be situated within view of and proximate to arriving customers. The Pop-Up Service Kiosk should have visual connections to the entire Children's Area so activities can be monitored.
- The overall layout of the Children's Area should reflect an organic and informal approach to the organization of space, as reflected in design elements, gateways, and enclosures, etc.
- This component should include natural light and views to landscaped exterior areas.
- The Family Literacy Area should be located away from Program Nook but should be visible from the Pop-Up Service Kiosk. This is an area that will be noisy with exuberant children.
- The Program Nook should be located somewhat near the component Entrance. Visibility to the Program Nook from the Pop-Up Service Kiosk is required, including glazing if separated by a partition. However, the Nook should be located so that general traffic flow is not impeded.
- Wall space for displays of children's artwork should be maximized, including a wall at the Entrance to the component to showcase local children's art, including children's digital art.
- A Family Room should be included within this component; it should include both adult and child-sized fixtures, a change table, and chairs for both adults and children for nursing, waiting on family members, etc.

Interior Design Concepts

- Imaginative features should be considered at the entrance to the Literacy Centre.
- Above all, the environment should be safe. Partitions and furniture should have rounded corners to minimize injuries.
- The character of the Children's Area will differ from that of the rest of the Library. It may have themes in which children become part of the stories that they are reading. It should be an environment of exploration and engagement; this should be translated into the display of collection resources, installations, and program areas. Interior design themes should be rich in the use of colour, language and language elements.
- Notwithstanding the above, design features in the Children's Area should be sympathetic to those of the rest of the Library.
- The Family Literacy Area should be a learning environment that stimulates as many senses as possible, including sight, hearing, touch, taste, smell and kinesthesia. It may include a variety of open-ended and interactive play spaces. It should feature letters and words in the design. The environment should stimulate doing, learning and feeling. This is an area where children will explore and learn with their caregivers.
- The space, furnishings, lighting and signage of Children's Library should be flexible to facilitate change, exploration and experimentation by both staff and children. Children should feel empowered to change the environment.
- The scale of space and furnishings are critical factors. Design must reflect "child-sized" environments, with children as a priority, to respond to the specific needs of infants, toddlers and school children (i.e., seating types), in their respective areas, while also providing furnishings appropriate for caregivers and other adults.
- A mix of seating types should be provided, including informal seating, benches and tables for groups of children. Some activity areas will require furniture that allows children to interact with accompanying adults. Furniture should be robust as adults will on occasion use child-sized seats.
- For safety, play areas must not be located near exits, elevators, and/or stairs.
- The various areas of the Children's Area should be organized by level of activity and amount of noise, and not strictly by age. Informal and formal customer program areas, however, should relate to adjacent collection areas, as possible.
- The collection area should feature more intimate environments for reading and associated activities. These may be provided through the use of a lower ceiling, canopy or by creating physically separate but connected area(s).
- There should be minimal use of wall shelving so that wall surfaces can be used for display.

- Furniture and stacks/shelving should be flexible to allow for changes in collections, formats and users.
- The height of stacks should vary according to the collection accommodated: collections for younger children on 3-shelf units and Non-Fiction on higher 4-shelf units.
- The Pop-Up Service Kiosk requires careful consideration. As it will not be present all of the time, it will need to be stored away or transformed into another function. At the same time, when it is in operation, it must be easily identified, ergonomically designed and should not intimidate young children. It should be configured so that children of all ages and sizes feel comfortable approaching when staffed. Design should consider a lower desk height and lower staff work area.
- Public activity spaces within the Children's Area should be visible to staff when they are at the Pop-Up Service Kiosk and yet should provide a cozy, secure and intimate environment for children.
- In the Family Literacy Area, attention should be paid to activities for crawling children, as well as children who have begun cruising, including mirrors at floor level and low window sills.
- Acoustic treatment and/or separation should be provided between the various activity areas to reduce acoustical interference.
- The Program Nook should be large enough to accommodate 60 children and caregivers. Various flooring options should be reviewed to balance ease of cleaning with use of the floor as a seating area. It should also have sliding glass doors to limit access when needed.
- Visual contact with exterior natural features and elements should be an important feature of the Children's Area.

Operational Concepts

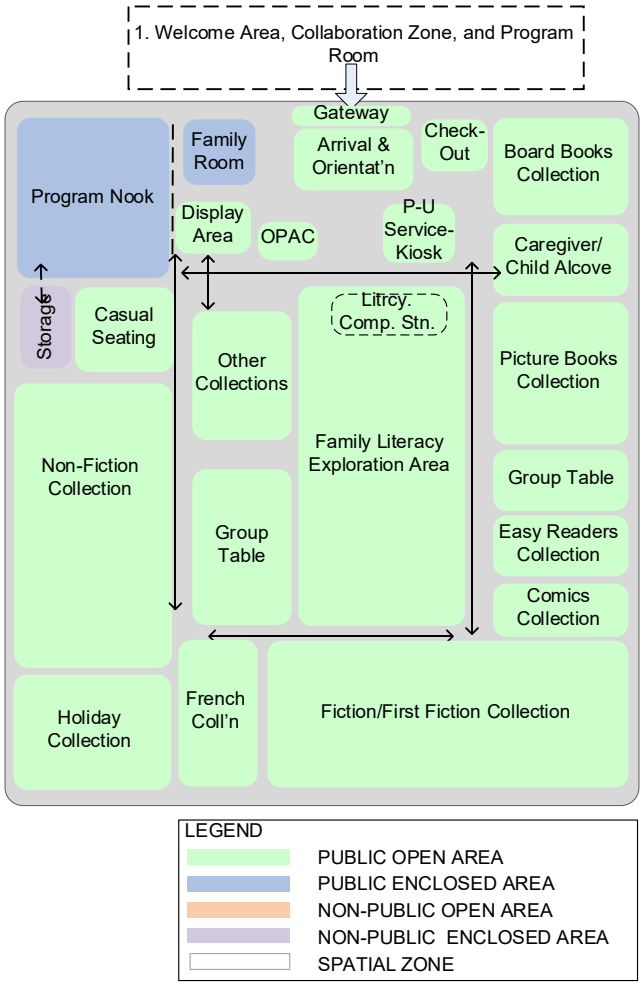
- Although they may base themselves in this component, some of the customers of the Children's Area will also access other collection and service areas in the Community Branch.
- Materials used by customers for casual reading while in the component will be deposited in designated locations and re-shelved by staff.

Building Systems Criteria

- Sound attenuation provisions are required to insulate the remainder of the Library from the sometimes higher level of sound originating in this component.
- Lighting systems should be flexible and highlight the Pop-Up Service Kiosk when it is operating, display areas and component signage.
- The Program Nook should include sound systems, and should support wireless assistive listening devices. Built-in projection screens/monitors and/or projectors should be provided.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Entrance				
01	Gateway Feature	1		1.0	Feature that reflects program activities and content of the collection
02	Arrival and Orientation	1		8.0	Open area to view component
03	Family Room	1		6.4	Allowance only
04	Pop-Up Service Kiosk	1		5.0	Open area to accommodate 1 staff; may be a reconfigurable piece of furniture that is used by customers otherwise
05	Self-Check-Out	1		2.0	Adjacent to Service Kiosk
06	Thematic Display Area	1		1.0	Distributed through Library area
07	Literacy Computer Station or iPad	2	2.5	5.0	Each accommodates up to 2 children
08	Family Literacy Area	1		30.0	Accommodates 15 at activity stations, such as Burgeon large scale interactives
	Subtotal, Entrance			58.4	
	Children's Collections				
09	Board Books Collection	1		9.0	Accommodates 1,016 items on 9 movable 3-shelf bays or equivalent
10	Picture Books Collection	1		26.4	Accommodates 4,578 items on 24 movable 3-shelf bays, with display on top
11	Easy Readers Collection	1		14.3	Accommodates 2,177 items on 13 4-shelf bays, with display on top
12	Comics Collection	1		13.2	Accommodates 3,048 items on 12 4-shelf bays, with display on top
13	Fiction/First Fiction Collection	1		57.0	Accommodates 8,870 items on 57 4- and 5-shelf bays, with display on top
14	Non-Fiction Collection	1		27.0	Accommodates 6,550 items on 27 5-shelf bays, with display on top
15	French Collection	1		2.0	Accommodates 548 items on 2 5-shelf bays, with display on top
16	Holiday Collection	1		5.0	Accommodates 1,209 items on 5 5-shelf bays, with display on top
17	Other Collection (AV)	1		1.0	Accommodates 225 items on 1 4-shelf bays, with display on top

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
18	OPAC Station	1		1.0	Locate prominently at end of stacks
19	Caregiver and Child Reading Chair/Alcove	1		14.0	Incl. a mix of 4 larger chairs accommodating a caregiver and 1 or 2 children
20	Group Table, Smaller Children	2	4.5	9.0	Each accommodates up to 4 children
21	Casual Seating	4	2.0	8.0	Distributed in collection areas
22	Group Table	2	5.0	10.0	Accommodates 2 each
23	Program Nook	1		48.0	Accommodates up to 60, storage cabinets and coat hook area; should have glazed doors to main Children's Area and should be blackout capable; room will be open and available when not in use for programs
24	Storage	1		4.0	Adjacent to Program Nook; storage for a variety of equipment and furnishings
	Subtotal, Children's Collections			248.9	
	Total			**307.3**	**NSM**
				1.20	Grossing Factor
				370	**CGSM**
				3,938	**CGSF**

3. ADULT AND TEEN COLLECTIONS AND STUDY SPACES

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component houses the Adult Fiction and Non-Fiction, Teen, Large Print, World Languages and other collections, the accommodations required for related self-directed activities, including quiet reading, studying, discovering, browsing, searching and discussing. It also includes Meeting Rooms.

KEY ADJACENCIES

1	**1. Welcome Area, Collaboration Zone, and Program Room**	Provide direct access by general circulation to Welcome Area, Collaboration Zone and Program Room for visibility/ease of access to component.
2	**4. Back-of-House Functions**	Provide direct access by dedicated circulation to sorting area in Back-of-House Functions for the movement of staff, equipment and collection resources.







Adult and Teen Collections, focus areas, silent study, quiet reading, general study, reflection, discovery and discussion

FUNCTIONAL DESCRIPTION

This component houses the Adult Fiction and Non-Fiction, Teen, Large Print, World Languages and other collections. It provides accommodations for the self-directed activities associated with these collections, including quiet reading, studying, discovering, browsing, searching and discussing. It also includes Meeting Rooms.

Collections

All collection resources are circulating resources that will be used extensively by those interested in reading for enjoyment and for lifelong learning, research and study. Paperbacks are interfiled in each respective sub-section of the collection.

Each collection has a unique character and profile of use:

- Non-Fiction Collection

  The Non-Fiction Collection must be flexible to accommodate changing community interests and changing collection organization and display systems, including general organization using Dewey or BISAC (Book Industry Subject and Category), and special focus areas addressing specific topics, where physical materials, virtual materials and associated study spaces are brought together.

- Fiction Collection

  The Fiction Collection comprises well-reviewed, award-wining and popular fiction books. Some of the materials are grouped by genre. This collection will also have special focus areas to highlight featured themes or sub-collections.

- Graphic Novel Collection

  Graphic novels for teens and adults are located together in a single collection. They should also be adjacent to Component 2. Children's Area.

- Teen Collection

  The Teen Collection includes primarily fiction material of interest to teen customers, although it is available for general customer access and use.

- Large Print

  This collection includes materials printed in large font, generally to support older or visually challenged customers.

- World Languages Collection

  This collection area includes books for customers who seek resources in languages other than English.

- English as a Second Language (ESL) Collection

  This collection includes materials appropriate for learners of English, typically for those for whom English is an additional language.

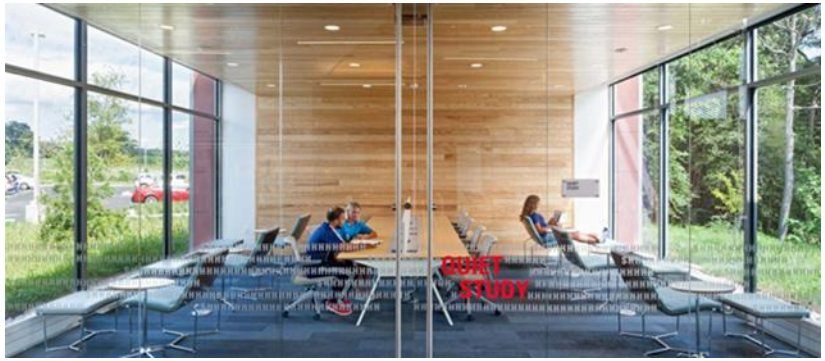
Study and Reading Space



The provision of study and reading space is core to the Library's mission, vision, and values in promoting intellectual freedom and lifelong learning. The study and reading space in this component tends to be more focussed on individual use and quieter group activities. Special features include:

- A Silent Study Room (enclosed and acoustically separated);
- Modular Study Rooms;

- Individual study tables/benches;
- A Quiet Reading Area/Fireside Lounge; and
- Meeting Rooms.





Features of Adult and Teen Collections and Study Spaces include:

- An arrival area featuring customer resources, and signage introducing users to the scope and arrangement of resources;
- Focus areas, identified by dedicated signage and display features, display of collection and seats and workstations that support access and use of the resources and encourage a love of reading, discovery and lifelong learning;
- Visual features that define areas occupied by each sub-section of the collection;
- Informal seating areas for scheduled and/or ad hoc programming;
- A variety of seating and study alternatives interspersed with collection areas;
  - soft seating in the Teen Collection focused on single seating,
  - the ESL Collection should be proximate to group tables for language learners to chat, and
  - the Large Print Collection should be proximate to a combination of single seats and group tables;
- Customer access to computer stations in open and enclosed space;
- Distributed online access (OPAC) stations throughout the collections; desk;
- A Quiet Reading Area/Fireplace Lounge with a view of exterior natural features;
- Small Meeting Rooms.



Activities accommodated in this component will include:

- Arriving and orienting oneself to the spaces;
- Finding materials and resources using the OPACs provided;
- Staff assistance and peer assistance for customers;
- Browsing collections for materials and resources of interest;
- Quiet study and reading at table and soft seating;
- Small group instruction in technology;
- Access and use of provided computer stations and using personal portable computers and tablets;

- Access and use of printing, copying and scanning stations;
- Group meetings and study in Meeting Rooms; and
- Access to robust Wi-Fi service.



OPERATIONAL DESCRIPTION

Hours of Operation

Hours of operation for the component will be the same as opening hours of the Library facility.

Customer Profile

This component will attract the cross section of residents, including:

Non-Fiction Collection

- Those with a special interest in the entire spectrum of knowledge and information, including:
  - those interested in lifelong learning,
  - those with an interest in health and medicine, fitness, recreation, including outdoor recreation,
  - those who travel and explore,
  - people planning a career change or career development,
  - those interested in cooking, food and nutrition,
  - gardeners and do-it-yourself enthusiasts,
  - artists and crafters,
  - students engaged in formal education programs,
  - those interested in science and the environment,
  - entrepreneurs and job seekers, and
  - those exploring the structure and history of human thought, human and social values, and the complexity of human behaviour.

Fiction Collection

- Those with expectations of traditional reading environments;
- People who love reading and read for enjoyment;
- People who read and study intensively for extended periods of time, typically alone;
- People who have heard about a new book from the media;
- People to whom books the process of reading and writing are a highly significant aspect of their lifestyle;
- Those who like to talk about books and listen to others talking about books;
- Those who enjoy the process and products of active imaginations; and
- Authors, poets, and others who deliver oral presentations.

Teen Collection

- Teens who enjoy reading Teen Fiction;
- Children who read both children's and teen books; and
- Adults and others who have an interest in Teen Fiction.

Large Print Collections

- Older adults with mobility, vision and hearing challenges; and
- Customers picking up materials for others.

ESL Collection

- Those learning ESL;
- Those taking English languages tests, such as Teaching English as a Foreign Language (TOEFL);
- Newcomers to the community; and
- Those who may have challenges reading and comprehending general and collection resource signage.

World Languages Collection

- Those who enjoy reading a non-English language;
- Newcomers to the community;
- Those who may be unfamiliar with the Library, and with Library services;
- Those who may have challenges reading and comprehending general and collection resource signage;
- Those seeking information in foreign languages; and
- Those learning ESL.

Study and Reading Space

- Those studying for formal education purposes;
- Those reading or studying quietly for informal and lifelong learning purposes;
- Those studying for various tests or exams;
- Those needing quiet individual spaces and lacking access to such space at home or elsewhere;
- Customers wishing to print items of general or research interest, or the results of personal projects completed while in the Library;
- Those accessing digital information via computer stations located in this component, as well as those using their own portable devices; and
- Those reading for pleasure or learning in a social setting rather than isolated at home.

Exploration, Discovery, and Relaxation

People will arrive at and depart from the component arrival area on each level, moving in and out among the collection, with browsing, reading and study activity occurring in seating and other spaces distributed among resources and at the glazed perimeter of the component.

Some customers will be self-directed in both their browsing of the collection, and their subsequent reading/study of materials, occasionally assisted by services provided from staff at a nearby service desk and/or by roving staff. Other customers may require more assistance to navigate the collection.

Customers will often be looking for reading recommendations from staff and opportunities to have conversations with staff about their reading.

Customers will frequently browse and select from collection resources temporarily stored on Book Trucks, and waiting to be re-shelved.

Both scheduled and spontaneous program presentations and interaction may occur in flexible open program spaces located near the centre of this component and in the Meeting Room.

There will be frequent use of portable electronic devices and the Library's Wi-Fi service. Customers may also make use of data access provided in this component to engage in catalogue research, Internet research and general browsing, social media, and e-mail.

Collection Resources Access and Maintenance

This component will include several focus areas, which highlight topical subject matter.

Fiction collection resources for teens will be highlighted as a focus area. Non-Fiction material for teens will be interfiled with general Adult Non-Fiction Collection resources.

Collection storage and display will occur on variable, medium-height, typically 4- to 5-shelf bays. Higher shelving may be used along walls. Collections should feature face-out displays.

OPAC computer stations will be dispersed throughout the collection along with conversation areas, and study areas that encourage contact with the resources and impromptu exploration of all information formats.

The vast majority of materials will leave this component carried by Library users. Materials will be returned to this component on Book Trucks from the Back-of-House Functions component after it has been sorted.

Staff Support

Staff support and service will be provided from the Information Desk in the Welcome Area, Collaboration Zone, and Program Room component.

Staff involved with collection maintenance activities may be temporarily located in the component.

WORKLOADS

Customer Accommodation

Type	Number of Stations	Number of Seats	Customer Occupants
OPAC Stations	2	-	2
Casual Seat/Gaming - YA	-	6	6
Large Print Seats	-	2	2
Study Area	-	16	16
Modular Study Room	-	2	2
Computer Station	8	2	16
Print/Copy/Scanner Station	1	-	1
Group Instruction Nook	-	10	10
Quiet Reading Area/Fireside Lounge	-	15	15
Single Table Seating	-	10	10
Meeting Room, Small/	-	12	12
Total	**11**	**75**	**92**

Collection Resources

Type	Total Items	Circulation Rate	Items on Shelves
Teens			
Fiction	3,841	15%	3,265
Other	250	25%	188
Subtotal, Teens	4,091		3,453
Adults			
Fiction	20,270	14%	17,432
Non-Fiction	16,593	12%	14,602
Large Print	1,589	14%	1,366
World Languages	1,876	18%	1,538
ESL	739	9%	673
Graphic Novels	3,358	32%	2,283
AV			
Video Games	832	10%	748
Library of Things	133	59%	55
Subtotal, Adults	45,390		38,697
Total	**49,481**		**42,150**

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Roving Staff[1]	-	-	-	1
Shelvers	-	-	-	1
Total	**-**	**-**	**-**	**2**

Note:

1. Staff are accounted for in Component 4. Back-of-House Functions.

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- Their should be an arrival space with signage and other resources that introduce the layout and distribution of collection resources and associated customer accommodation.
- A rational and sequential layout of collections resources should allow for optimal customer orientation and access.

- Focus collections will be located strategically throughout the Non-Fiction and Fiction Collections to provide varied customer experiences, visual interest and distinctive smaller quiet reading areas.
- Customer seating should be located at the perimeter of the component to take advantage of natural light and views to the exterior.
- The computer stations and Group Instruction Nook may be located away from the perimeter areas, as natural light is not critical for use of computers.
- An enclosed and partially glazed Group Instruction Nook (with easily rearranged furnishings) will allow for group activities and programs.
- Semi-private computer workstations will support a range of activities in which customers may be engaged in research, language learning, interviews and online courses.

Interior Design Concepts

- Clearly visible signage must be provided in all areas to enhance the self-service concept.
- Collection areas must be inviting, comfortable and visually interesting. Within the general collection area, focus areas should be created as interesting destinations, possibly with unique features.
- Shelving should be arranged to avoid creating an experience of visual and/or physical obstruction, and should be oriented to maximize sightlines across the component, including the Teens area, and to the various service and focus destinations within the component.
- Opportunities for strategically placed face-out collection resources should be maximized, with a significantly higher proportion of face-out displays in focus area.
- As the sizes of the collections grow or shrink, more or less of the collection may be organized as face-out display. Ongoing changes in collection size can be expected in the future.
- Space and furniture for browsing, reading and studying will be fully integrated with a casual, user-friendly layout of collection resources.
- Open spontaneous program space may be created periodically by the rearrangement of lightweight furnishings, including some movable collection shelving, particularly associated with collection focus areas.
- All technology should be arranged to avoid creating an experience of visual and/or physical obstruction and should be oriented to maximize sightliness across the component.
- Floor surfaces should make use of a durable, easily cleaned, acoustically absorbent material.

Operational Concepts

- Shelving in focus areas must be movable and reconfigurable.
- Customers will frequently browse and select from collection resources temporarily stored on Book Trucks, and waiting to be re-shelved. Consideration should be given to providing a defined space for this that enables customers to see and examine these resources while reducing visual clutter.
- The Non-Fiction Collection may be arranged in a modified Dewey order with interspersed feature focus areas and displays.
- The Fiction Collection will be arranged alphabetically by author and by genre. With interspersed feature, focus areas and displays.
- Collection resources will typically be stored and displayed on three foot wide bays, each with four to five shelves. Allowances for shelving units include an allowance for the user circulation spaces between storage units.

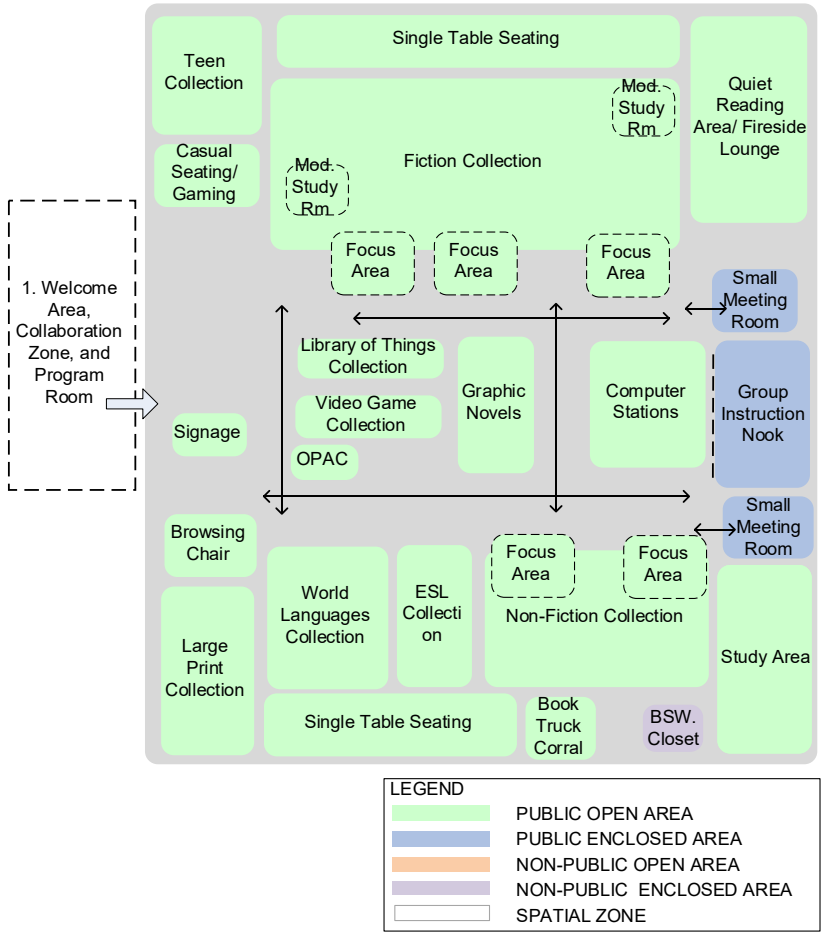
This component does not require direct adjacency to non-public staff workspace.

Building Systems Criteria

- Customer seating will be equipped with task lighting and individual power supply.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Collection Layout Signage	1		1.0	Incl. print and digital displays conveying content and layout of the Collection, associated resources and related programs
02	OPAC Station	2	1.0	2.0	Distributed in Collection area
03	Teen Collection (Fiction and AV)	1		27.0	3,265 items on 27 5-shelf bays
04	Casual Seating/Gaming	1		10.0	Incl. 6 soft seats
05	Large Print Collection	1		23.0	1,366 items on 23 4-shelf bays
06	Browsing Chair	2	2.5	5.0	Higher upright chair for browsing Large Print Collection
07	World Languages Collection	1		13.0	1,538 books on 13 5-shelf bays
08	ESL Collection	1		5.0	673 items on 5 4-shelf bays
09	Video Game Collection	1		5.0	748 items on 5 5-shelf bays
10	Library of Things Collection	1		1.1	55 items on 1 5-shelf bays
11	Book Truck Corral	1		2.0	Convenient location for customers to browse materials prior to reshelving
12	Non-Fiction Collection	1		98.0	14,602 books on 98 5-shelf bays
13	Study Area	1		40.0	Accommodates 16 at individual tables and carrels
14	Modular Study Room	2	2.5	5.0	Such as the Framery office booths; accommodates 1 person
15	Computer Station	8	3.0	24.0	Provide stations that can accommodate 2 or more people, as required
16	Copy/Print/Scanner Station	1		5.0	
17	Group Instruction Nook	1		30.0	Accommodates 10 people at computer tables and assumes use of laptops; large opening glazed wall to integrate computers/ space into other area
18	Fiction Collection	1		155.0	17,432 items on 155 4- and 5-shelf bays
19	Graphic Novel Collection	1		11.0	2,283 items on 11 5-shelf bays
20	Quiet Reading Area/ Fireside Lounge	1		45.0	Incl. 15 individual lounge seats and/or couches, placed with views to exterior
21	Single Table Seating	10	2.5	25.0	Dispersed at component perimeter
22	Meeting Room, Small	2	12.0	24.0	Accommodates up to 15

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
23	Building Service Worker Closet	1		7.4	
24	Book Truck Corral	1		6.0	Accommodates 8 Book Trucks
	Total			**569.5**	**NSM**
				1.20	Grossing Factor
				685	**CGSM**
				7,373	**CGSF**

4. BACK-OF-HOUSE FUNCTIONS

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This is a very active, non-public component that features receiving, sorting and movement of collection resources, equipment, materials, and supplies into and out of the Library. It includes workspace for Circulation Services staff and for Collections and Technical Services staff, in addition to space to support Building Services staff functions. It also includes general building storage and houses the staff entrance to the Library.

KEY ADJACENCIES

1	**1. Welcome Area, Collaboration Zone, and Program Room**	Provide direct access by dedicated circulation to the Welcome Area, Collaboration Zone, and Program Room for the movement of materials and supplies.
2	**3. Adult and Teen Collections and Study Spaces**	Provide convenient access by dedicated circulation to the Adult and Teen Collections and Study Spaces for the movement of materials.







Shipping and receiving, general building storage, other back of house functions

FUNCTIONAL DESCRIPTION

This component accommodates the spaces required to ensure the practical operation of the building and to support the movement of materials, equipment and supplies into and out of the facility.

It also includes staff workspaces for Branch leadership, Public Services staff, Community Development and Programs, and Circulation Services in addition to space to support Building Services staff. General building storage and staff amenities are also located in the component.

Features within the component include:

- Delivery Bay and Loading Bay and Staging Area;
- Central Stores Area;
- Administrative offices, including support for meeting with members of the public;
- Dedicated and shared workstations depending upon functional requirements;
- Workstations designed and organized for material and information flows;
- Green principles in design of office configuration, with open offices at the window and enclosed offices inboard;
- Staff Work Area for Circulation Services in proximity to the Accounts Desk in Component 1. Welcome Area, Collaboration Zone, and Program Room;
- Workroom for Circulation Services associated with automated materials handling machine and other activities;
- Storage for Library equipment and furnishings;
- Storage for Book Trucks not currently in use;
- Central housekeeping; and
- Garbage and recycling marshalling area.

Activities within the component include:

Shipping and Receiving Area

- Control and management of Loading Bay and Staging Area activities, which include:
  - shipping and receiving of supplies and materials related to the operation and maintenance of the Library, and
  - shipping and receiving of supplies for events in the Program and Meeting Rooms;
- General processing of deliveries, unpacking or boxes, assembly of refuse;
- Sorting of incoming shipments of items and initial distribution to departments in the Library;
- Temporary storage and staging of shipments;
- Storage of recyclables;
- Secure storage of staff bicycles;

Staff Zone

- Receiving of materials from the Exterior Materials Return connected directly Circulation Service Workroom (see Ref. 10);
- Sorting of returned collection materials , including possible future use of an automated materials handling machine;
- Placing materials onto Book Trucks prior to moving them to Book Truck Corrals in collection areas;
- Storage and retrieval of collections that are not located in the public area, such as Storytime kits, library of things and technological devices such as tablets, laptops, etc. that are lent to customers while at the Library;
- Counting of cash received and secure storage of cash and valuables;
- Storage and retrieval of lost and found items;
- Shipping and receiving of returns and requests transported via the InterLINK delivery truck;
- Inspection and minor mends of collections as well as some processing of collections;

- Administrative activities associated with Circulation Services;

Stores Area

- Storage of some of the general supplies used throughout the building;
- Storage of surplus furniture and miscellaneous equipment;
- Central storage of housekeeping supplies and coordination of services; and

Staff Amenities

- Storage and preparation of snacks and light meals;
- Informal socializing;
- Quiet and gregarious staff break activities;
- Charging of personal devices;
- Hosting informal staff recognition events and celebrations; and
- Secure storage of staff personal effects.

OPERATIONAL DESCRIPTION

Hours of Operation

Indicative hours of operation for Back-of-House Functions are as follows:

	Opens	Closes
Monday to Friday	8:00 am	9:00 pm
Saturday	8:30 am	6:00 pm
Sunday	12:00 pm	6:00 pm

Movement of Materials

Deliveries to Facility

Library materials that have been borrowed will be placed by customers in material return slots located at both the exterior of the Library (and accessible 24 hours a day) and at the Library interior, which will be accessible during Library Branch hours.

Materials will be sorted manually by staff from the movable bin onto Book Trucks or into bins for delivery to other locations.

Materials requested from the Central Library will arrive by Branch delivery vehicle to the service entrance. Library staff will move deliveries by hand truck into the staff sorting area. Received material (Holds) will be processed and moved onto Book Trucks and taken to the Holds shelving.

Materials destined for the Central Library will be picked up from the Staging Area and taken to the delivery truck to go to its identified destination.

Movement of Staff

Staff will access this component at the beginning of the day through the staff service entrance. Staff can lock up personal effects and proceed to their area of work, either in the Staff Zone or in the public service components. Staff will take breaks within the Staff Lunch Room in this component.

Workstation Allocations

Generally, full-time staff members are allocated a workstation. Part-time staff will generally share workstations. All staff will be provided with a lockable pedestal or cabinet. As well, each staff member will have access to a half locker.

General Shipping and Receiving

Materials and supplies will be received through the Loading Bay and transferred to appropriate locations through the building, including Building Service Worker Closet, the staff workrooms/work areas, and to General Storage Rooms.

WORKLOADS

The workload of this component is generally a function of the numbers of staff needing accommodation, and the numbers of materials circulating in a library system, and the size of the facility itself.

A single Loading Bay will be provided with support spaces dictated by the size of the facility.

Use of the Library can be expected to increase significantly over existing levels. Maintenance services will be affected.

STAFFING AND OCCUPANCY ESTIMATES

Estimated staffing and occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
Branch Manager	-	1.0	1	1
Library Services Coordinator	-	1.0	1	1
Library Assistant	-	4.0	4	3
Circulation Assistant	-	4.0	6	3
Page	-	4.0	4	2
Total	-	**14.0**	**16**	**10**

DESIGN CRITERIA

Design criteria internal to this component are described below. They address unique conditions and design features required in the space.

For planning criteria that apply to the facility generally, see the General Planning Criteria section of the Functional Program.

Internal Relationships

Architectural Concepts

- This component accommodates office space for Branch leadership to meet with the public and staff, administrative space for staff, collection sorting space, and staff break activities. It does not include major mechanical spaces or housekeeping and communications spaces distributed in other locations in the Library.
- The staff Workroom must include space for circulation functions and will need to accommodate Book Truck storage and staging, a possible RFID sortation system and an inside book return if possible. The check-in/sorting area needs to be out of the traffic flow and adjacent to the book return. The goal is to minimize handling of materials, and an ergonomist will be consulted in the layout.
- The Workroom should be organized by function, which includes checking in and sorting library materials for shelving; receiving library materials and sending materials to other branches; planning programs; preparing schedules; etc.
- Offices for the Manager and Circulation Services Coordinator should be located adjacent to public floor areas, so that they are visible to the public and can easily respond to service needs.
- Some glazing should be provided into the Manager, and Circulation Services Coordinator office spaces from the public areas.
- Where staff and volunteers are in locations in this component for extended periods of time, light and views should be provided.
- Design for Back-of-House space should be driven primarily by the materials handling requirements.
- The sorting room should be in proximity to the Library Entrance with a mechanical connection between the self-sorting/self-check-in stations and the sorting machine. In addition, the sorting room should connect to a fire-rated materials drop room that is accessible 24 hours per day.
- This component will require detailed consideration of corridor width and circulation space, equipment clearances, exit widths, door sizes, etc., to allow for the movement of equipment and materials. Corridor widths of 2.6 metres are recommended.
- The Staff Zone should have screened windows that open for increased staff comfort.
- Barriers to the movement of materials should be minimized.
- The number of right-angle turns should be minimized in all circulation pathways.
- Storage areas for donations, bindery materials, supplies, etc. are required.
- A storage closet for staff outerwear is required.
- This component must include a weather-protected staff entrance, with an entry vestibule adjacent to the Staff Amenities Zone.
- There must be views of the Loading Bay and Staging Area and vehicular approaches from one of the staff work areas.
- This component will require detailed consideration of corridor width and circulation space, equipment clearances, exit widths, door sizes, etc., to allow for the movement of equipment and materials.

- Barriers to the movement of materials should be minimized. The number of right-angle turns should be minimized in all materials movement pathways.

Interior Design Concepts

- Each full-time staff member requires space for storing work items and performing off desk duties. Workstations and chairs will be height adjustable and some will have desktop computers and filing space.
- Workstations should be modular and have pull out drawers and breadboard for maximum flexibility. Overhead storage (above desks) should be provided to maximize use of space and diminishes clutter.
- A bulletin board and a staff communications centre with adjustable mail slots for each staff member is required.
- A phone and fax machine (or combined networked fax/printer/copier) will be available for staff use.
- Consideration should be given to the use of stand-up desks.
- Though not specifically identified in the space list, recycling bins and waste receptacles must be provided in each office area.
- Resilient flooring should be provided in the central materials sorting room in any areas that staff will be standing for prolonged periods of time.
- This component will be qualitatively different from others in the type of finishes, materials and flooring used. These must be selected to minimize cleaning and maintenance and to withstand heavy impact and usage.

Operational Concepts

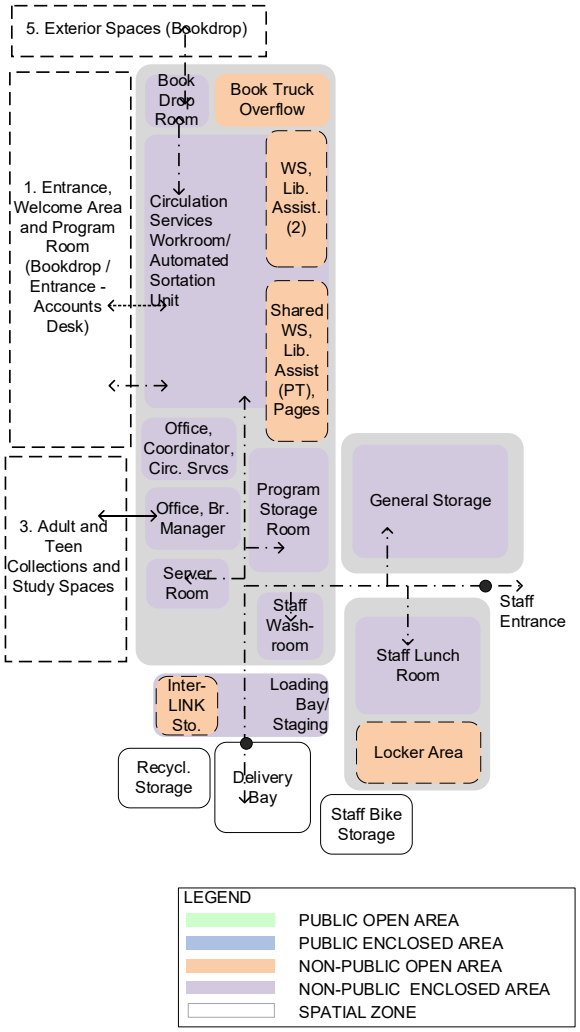
- Library Assistants who work part-time will share workstations. Pages and Circulation Assistants will use hotelling stations.
- Each staff member will be assigned a locker as well as a mobile pedestal/ cabinet.
- Controlled access is required for all areas of this component.
- Recycling includes cans and bottles, plastics, glass and paper. Materials are collected from boxes on the floor of each office area and brought to bins in the back-of-house space for pick-up.

Building Systems Criteria

- Acoustical buffering is required because of the Sortation Unit, and the multiple activities and number of people using the space at one time. Note: Libraries with Automated Sortation Units are adding specific foam to the bins.
- Data and power outlets are required to support networked equipment along with shelving to place equipment on.
- Each staff workstation must have two data ports and two duplex electrical outlets.
- Staff desks should have task lighting.

Functional Relationship Diagram

The diagram below identifies a general spatial organization of the functions described above.



NOTE:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
	Shipping and Receiving Area				
	Delivery Bay/Vehicle Parking	1		0	Exterior; assume 45 square metres required for Loading Bay; plus an additional 35 square metres for parking PMPL van
01	Loading Bay and Staging Area	1		12.0	Should have scissors lift to accommodate various heights of truck decks
02	InterLINK Delivery Storage	1		6.0	Adjacent to Loading Bay and Staging Area
	Staff Bike Storage	1		0	Covered and weather-protected, secure storage for up to 4 staff bikes
	Recycling Storage	1		0	Incl. in Enclosed Delivery Bay/Vehicle Parking
	Subtotal, Shipping and Receiving Area			18.0	
	Staff Zone				
03	Office, Branch Manager	1		9.2	L-shaped desk and chair, bookcase (2), filing cabinet (2), side chair (2); provide access from public area and from staff area
04	Office, Coordinator, Circulation Services	1		9.2	L-shaped desk and chair, bookcase (2), filing cabinet (2), side chair (2); provide access from public area and from staff area
	Open Office Area				
05	Workstation, Library Assistant	2	5.6	11.2	L-shaped desk and chair, bookcase/filing cabinet
06	Shared Workstation, Library Assistant (Part-Time)	2	4.2	8.4	Single surface desk, pedestal
07	Drop-down Workstation, Page	2	3.2	6.4	Single surface desk
08	Circulation Service Workroom	1		32.0	Incl. storage for donations, storage of Book Trucks (12), Book Truck sorting area, photocopier/ printer, safe, sorting Holds, receiving materials from other locations
09	Automated Sortation Unit/ Sorting Room	1		18.0	Accommodates sortation unit and 4 bins
10	Book Drop Room	1		5.0	Firewalls/door; extra large door for moving book carts
11	Program Storage Room	1		20.0	
12	Building Service Worker Closet	1		7.4	Incl. mop sink, utility sink, utility shelving, space for cart and charging capability

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
13	Staff Washroom	1		4.6	
14	Book Truck Overflow Parking	1		13.0	Accommodates 16 Book Trucks
15	Server Room	1		10.0	Air conditioned; plywood walls; accommodates server or other telecommunications equipment
	Subtotal, Staff Zone			154.4	
	Stores Area				
16	Storage, General	1		30.0	
	Subtotal, Stores Area			30.0	
	Staff Amenities				
17	Staff Lunch Room	1		24.0	Incl. counter and sink, microwave, coffee maker, fridge, soft and at table seating for 12
18	Locker Area	1		8.0	Accommodates 24 half lockers and coat rack
	Subtotal, Staff Amenities			32.0	
	Total			**234.4**	**NSM**
				1.25	Grossing Factor
				295	**CGSM**
				3,175	**CGSF**

5. EXTERIOR SPACES

FUNCTIONAL DESCRIPTION

COMPONENT OVERVIEW

This component accommodates the Library Entry, landscaped areas, covered bike parking, connecting walkways, Parking Facility Access, and Loading Bay and Staging Area access. This component is conceptual and is provided for consideration in site development.

KEY ADJACENCIES

1	**1. Welcome Area, Collaboration Zone, and Program Room**	Provide multiple direct connections from pedestrian pathways to the Welcome Area, Collaboration Zone, and Program Room for movement to and from the building.
2	**1. Welcome Area, Collaboration Zone, and Program Room**	Provide direct connections to other site facilities to Welcome Area, Collaboration Zone, and Program Room to facilitate movement to and from the building.
3	**Street Edges and Pathways**	Provide direct visual connections between Street Edges and Pathways to provide daytime and nighttime views to and from the building.
4	**Parking Facility**	Provide direct access from underground Parking Facility for the movement of arriving and departing building users.
5	**4. Back-of-House Functions**	Provide direct access by vehicular approach to Back-of-House Functions Loading Bay and Staging Area for the movement of equipment, materials and supplies.







Arrival & departure, parking access, service urban plaza & green space, signage, & program space

FUNCTIONAL DESCRIPTION

This description establishes basic functional concepts relating to the development of the building site and describes aesthetic, practical, and/or symbolic exterior requirements.

Exterior Spaces must provide the outdoor links between the surrounding urban fabric, the inner green space on the site, and the Welcome Area, Collaboration Zone, and Program Room at the heart of the building interior.

The building will be an active destination, with many people moving in and out daily, arriving by private vehicle, pedestrian and cycle paths, and public transportation. Additionally, there will be materials deliveries to and from the building.

This component ensures that space immediately adjacent to the building supports the optimal functional operation of the Library and provides a setting for Library-related activities occurring outside.

Together with the Library itself, the Exterior Spaces must provide a symbolic and functionally practical, attractive, and multifunctional civic setting.

All exterior space must be open and welcoming; however, security of the public must be a major consideration in the design of all Exterior Spaces.

Site Assumptions

- Assume that the edge of the site will continue to be a very active, bounded by traffic arterials, with a quieter interior to the site, away from the traffic.
- Assume a combination of pathways allowing pedestrian access to the Library.
- Any site development concept must include visual and edge conditions adjacent to the intersection that provide for the building, a sense of secure enclosure and safe prospect rather than exposure to busy traffic activity.
- The Back-of-House Functions component will be on-grade and will be accessed by a service vehicle route that is on-grade.
- Structured parking for Library customers may be provided below the Library facility, although it is not included as part of the Functional Program.

Features and activities include:

Presence and Visibility

- From adjacent sidewalks and adjacent streets, easily read signage that identifies the Library location and vehicular and pedestrian routes to access the facility;
- A landmark architectural form that gives identity to the site;
- From the site and surroundings – views of features, spaces, and activities in Library spaces;
- From within the building – daytime and nighttime views of adjacent streets, and of buildings adjacent to the site;
- From within the building – daytime and nighttime views of adjacent riparian areas;
- From plaza and landscaped areas – views of people who are entering and leaving the Library;

Public Access Features

- Approaches to the Entrance to the Library, with pedestrian paths, public art, banner/flags, and signage;
- Overhead weather protection systems and protected waiting areas at entrances;
- Exterior approaches should be contiguous with interior floor levels in Entrance and Lobby spaces, and involve no stairs and/or minimal ramps;
- Exterior pedestrian access points to a public underground Parking Facility;
- Covered and secure bicycle parking near an entrance to the Lobby;

Vehicular Access and Materials Handling Features

- Drop-off return chutes in the exterior wall adjacent to the materials handling area for collection materials returned by Library customers;

- Drop-off zone for private vehicles for customers with mobility challenges.

OPERATIONAL DESCRIPTION

Hours of Operation

This component will generally be accessible for extended hours with most areas accessible 24-hours per day.

Customer Profile

Customer profile for this component includes:

- Many children of all ages, in small, medium and large groups;
- Mobility impaired customers and visitors;
- Those accessing the building to use one of the services;
- Those looking to spend time alone or with others in an active public urban environment;
- Those enjoying a break from their activities inside the building;
- Those enjoying a break from activities taking place in the adjacent Program Room, and who may be part of a larger group; and
- Those giving planned and/or impromptu outdoor presentations and/or performances.

Movement of the Public

Users accessing the building should be self-directed through intuitive wayfinding, assisted by various types of signage.

Many users will access the building directly from the Parking Facility.

This will be a place to stop and appreciate the visual impact and aesthetics of the building, and the activities occurring around it.

Design should promote after-hours use of Exterior Spaces by creating an active and visible location that is perceived as safe.

Movement of Staff

Staff will enter and leave the building via a dedicated staff entrance associated with the Back-of-House Functions component.

Staff may use the Exterior Spaces throughout the day for organized program support and/or for personal recreational activities.

Movement of Materials

Many customers will be carrying Library materials to and from their vehicles, their bicycles or simply as pedestrians.

Many clients using these spaces will be encumbered by personal effects, by strollers, and their collection materials.

A collection materials drop should be accessible from the exterior in a location that is convenient to the drop-off, adjacent to an entrance, and that empties directly into the Circulation Services Workroom in the Back-of-House Functions component. The materials drop should not require a vertical below grade connection to horizontal conveyors connecting to the collection sorting room in Building Services.

Frequent materials movement by service vehicles will be a major activity.

WORKLOADS

Customer Accommodation

Type	Number of Stations/Seats
Entry Bench Seats	10
Bike Parking, Short-Term	1[1]
Bike Parking, Long-Term	6[1]
Casual Landscape Benches	20
Total	**37**

Note:

1. See City of Port Moody Zoning Bylaw, 2018, No. 2937

OCCUPANCY ESTIMATES

Estimated occupancies for this component are summarized below in full-time equivalents (FTE), headcounts, and maximum occupancy.

Position	Existing FTE	Future FTE	Total Headcount	Maximum Occupancy
General Plaza and Landscaped Areas[1]	-	-	-	30
Total	**-**	**-**	**-**	**30**

Note:

1. These are unstaffed areas.

DESIGN CRITERIA

Design criteria relevant to this component address unique conditions and design features required in the space.

For planning criteria that apply to the exterior generally, see the General Planning Criteria section of the Functional Program.

Design Relationships

Urban Design

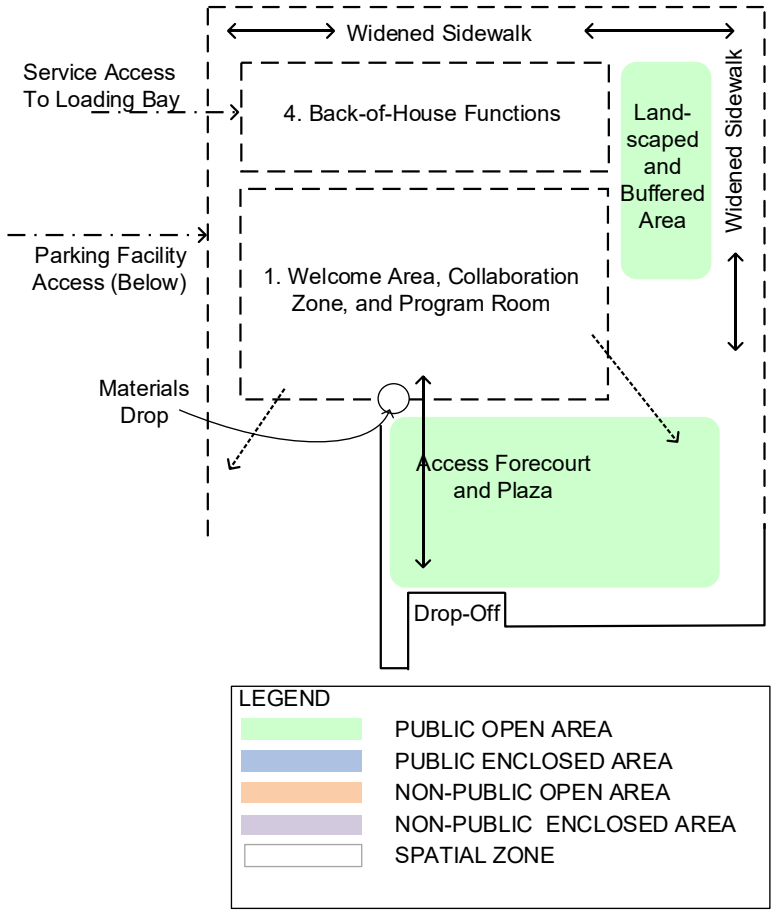
- Site zones include:
  - symbolic and commemorative features and artwork, along adjacent streets and sidewalks;
  - smaller less active, paved and landscaped areas connecting to other destinations, features and facilities on the site;
  - service access route; including shipping/receiving, emergency access, access to secured exterior Building Services spaces, storage for equipment used for exterior maintenance; and
  - Parking Facility access routes.
- By way of views into the building and through the consistent use of materials, public approaches should preview the experience to be found in the inner Lobby and Entrance.
- All features should integrate the principles of CPTED.
- Site design should carefully separate three types of movement:
  - pedestrians arriving via pedestrian pathways;
  - private vehicles arriving/departing via the Parking Facility access ramp; and
  - service delivery vehicles arriving/departing via the dedicated delivery bay access route.
- Wide and safe pedestrian crossings must be provided where sidewalks/ pedestrian routes intersect with vehicle ramp access points.

Exterior Services and Systems

- All design features should seek to minimize adverse weather and/or environmental conditions such as wind tunnels, rain exposure, and/ or snow accumulation.
- The service route providing access to the Loading Bay should not detract from the formality or dignity of the Library or from the surrounding urban fabric and pedestrian pathways.
- Security surveillance may be provided.
- Underground services are required for lighting of pedestrian routes, program areas, building features, landscaped areas, and signage and commemorative features.
- Pedestrian plaza and access routes will require security bollards/ barricades.
- Vehicular access routes will require closable security barriers at ramp entrances and gates at facility entrances.

Functional Relationship Diagram

The spatial organization of this component will be generally as shown in the diagram below.



NOTES:

Component functional diagrams are conceptual only – actual layouts will be explored in schematic design and developed in the detailed design process.

SPACE REQUIREMENTS

Refer to the table below for the details of the projected space allocation.

Ref.	Space	Quantity	Area/Space (nsm)	Total Area (nsm)	Comments
01	Bus and Car Drop-Off			Area not identified	Vehicular access near main Entrance; incl. space for 2 cars
02	Access Forecourt			Area not identified	Approaches to Entrance; incl. connections to adjacent pedestrian paths, glazed main entries, materials drop-off, overhead weather protection, building signage, low and medium level lighting systems, underground services, bike parking
03	Plaza			Area not identified; to be determined by the City of Port Moody	Urban Plaza gathering space for group activities, Library program space for 30 seated and accommodating more for key events, landscape features, lighting, bench seats, arbour features; acoustically isolated from high traffic arterial streets
04	Loading Bay Access			Area not identified	Access for maintenance and materials handling
05	Parking Facility Access			Area not identified	Access for public parking
	Total			-	**Square Metres**

APPENDIX A: ABBREVIATIONS

APPENDIX A: ABBREVIATIONS

AV – Audio Visual

BISAC – Book Industry Subject and Category

BSW – Building Services Worker

CFC – Chlorofluorocarbon

CPTD – Crime Prevention Through Environmental Design

EOC – Emergency Operations Centre

ESL – English as a Second Language

FTE – Full-Time Equivalent

HCFC – Hydro Chlorofluorocarbons-free

HVAC – Heating, Ventilation and Air-Conditioning

ILL – Inter-Library Loan

ILS – Integrated Library System

IP – Internet Protocol

IT – Information Technology

LED – Light Emitting Diode

NSF – Net Square Feet

NSM – Net Square Metres

OPAC – Online Public Access Catalogue

PA – Public Address

PMPL – Port Moody Public Library

RFID – Radio-Frequency Identification

TOEFL – Teaching English as a Foreign Language

UV – Ultra-Violet

Attachment 3

City of Port Moody
Minutes
Special Council Meeting

Council Chambers
Tuesday, October 7, 2025
at 7:00pm

Members Present:	Mayor M. Lahti Councillor S. Agtarap Councillor D. Dilworth Councillor K. Knowles Councillor A. Lubik Councillor H. Lurbiecki Councillor C. Morrison
Staff In Attendance	Anna Mathewson – City Manager Nikki Best – Acting Deputy Corporate Officer Shareen Chin – Social Planner Mary De Paoli – Manager of Policy Planning Riley Dowling – Legislative Services Coordinator Erin Embley – Director of Environment and Parks Stephen Judd – Manager of Infrastructure Engineering Services Joji Kumagai – Manager of Economic Development Liam McLellan – Social Planner II Jeff Moi – General Manager of Engineering and Operations Ellen Molloy – Planning Technician Michael Olubiyi – Manager of Development Planning Darcey O'Riordan – Fire Chief Julie Pavey-Tomlinson – General Manager of Community Services Karen Pighin – Manager of Cultural Services Paul Rockwood – General Manager of Finance and Technology Virgelene Rutherford – Director of Human Resources Suzanne Smith – General Manager of Community Development Tracey Takahashi – Acting City Clerk and Manager of Legislative Services Wesley Woo – Manager of Development Planning

DRAFT

1. Call to Order

Mayor Lahti called the meeting to order at 7:00pm.

2. Territorial Land Acknowledgement

Mayor Lahti provided the territorial land acknowledgement.

3. Adoption of the Agenda

3.1 Agenda

SC25/008
THAT the agenda of the Special Council meeting of Tuesday, October 7, 2025, be adopted as circulated.

Moved, seconded, and CARRIED

4. Public Input

Alex Teixeira (Port Moody) expressed concern regarding the densification outlined in the Official Community Plan (OCP), citing the average population per indoor ice rink in neighbouring municipalities.

Stirling Ward (Port Moody) suggested procedural changes to meetings to allow proponents to speak and provide their vision regarding their proposals, and to include additional historical context to reports.

David Ungless (Port Moody) expressed concern regarding replacing commercially zoned lands with residential zoning, the impact of development on infrastructure, and developments along St. Johns Street.

Mark Kunzli (Port Moody) expressed concern regarding removing height limits, citing the loss of leverage opportunity and the increase to land cost without improving affordability.

Nishka Valdez (Port Moody) expressed concern regarding Rocky Point Park and a desire for Council to expand Rocky Point Park westward and to designate the westerly land as park land.

Frankie Vade (Port Moody) requested that Council remove the south side of Dewdney Trunk Road from the South of St. Johns Street Special Study Area and to include it in the Inlet Centre Station Transit-Oriented Area Core and Development Permit Area 3, citing the closeness to Inlet Centre Station and the opportunity for development.

Juan Carlos Phillipe (Port Moody) expressed concern regarding the number of high-rise proposals being approved, citing infrastructure and over-development.

Jeff Poste (Port Moody) expressed concern regarding the proposed density in the draft OCP, citing the stress it will put on infrastructure, services, and quality of life.

Steve Milani (Port Moody) expressed concern regarding densification and the number of approved developments in Port Moody, citing a lack of infrastructure, services, and park space.

John Grasty (Port Moody) expressed support for the draft OCP, citing positive community support from engagement and development of the draft plan, and thanked Council for advocating for Port Moody at the Union of BC Municipalities Convention.

SC25/009
THAT Written Public Input submissions provided in the on-table package dated October 7, 2025, be received for information.

Moved, seconded, and CARRIED

DRAFT

5. New Business

5.1 Official Community Plan Bylaw, 2026, No. 3522 – First Reading Consideration

Presentation: Manager of Policy Planning

Report: Community Development Department – Policy Planning Division

Staff gave a presentation entitled "Draft Port Moody 2050 – Official Community Plan – First Reading" and referred to slides contained in the on-table package.

The following motion (*CSC25/039*) was moved and seconded at the September 15, 2025, Special Council Standing Committee meeting prior to being referred to the October 7, 2025, Special Council meeting for consideration:

> *CSC25/039*
> *THAT Dewdney Trunk Road be removed from the South of St. Johns Street Special Study Area.*

SC25/010
THAT the foregoing motion (CSC25/039) be replaced with the following:

> *"THAT the properties on the southside of Dewdney Trunk Road between St. Johns and Viewmount Drive located within 200m of the Inlet Centre Station, be removed from the South of St. Johns Street (SOSJ) Special Study Area.".*

Moved and seconded

SC25/011
THAT the foregoing amending motion (SC25/010) be further amended by deleting "located within 200m of the Inlet Centre Station".

Moved, seconded, and CARRIED

The question on the main amending motion (*SC25/010*) as amended (by *SC25/011*) was put to a vote; the following amending motion was CARRIED:

> *THAT the foregoing motion (CSC25/039) be replaced with the following:*
>
> > *"THAT the properties on the southside of Dewdney Trunk Road between St. Johns and Viewmount Drive be removed from the South of St. Johns Street (SOSJ) Special Study Area.".*

The question on the main motion (*CSC25/039*) as amended (by *SC25/010-011*) was put to a vote; the following motion was CARRIED:

> *THAT the properties on the southside of Dewdney Trunk Road between St. Johns and Viewmount Drive be removed from the South of St. Johns Street (SOSJ) Special Study Area.*

SC25/012
THAT the parcel of land at 2717 St. Johns Street currently occupied by the Moody Elementary School remain designated in the Official Community Plan (OCP) as Public and Institutional.

Moved, seconded, and CARRIED
(Voting Against: Councillors Agtarap and Dilworth)

DRAFT

SC25/013
THAT, upon adoption of the new Official Community Plan, staff be directed to work with School District No. 43 (SD43) in good faith to explore temporary uses of the former Moody Elementary School site in the public benefit until such time the land is redeveloped for educational use.

Moved, seconded, and CARRIED

SC25/014
THAT staff be directed to report back before second reading on options related to wording in the OCP such that if the land where Moody Elementary School site is no longer a school, that it be reverted to parkland.

Moved, seconded, and CARRIED

Councillor Agtarap declared a conflict of interest due to location of a family business in the area and left the meeting at this point.

SC25/015
THAT Moody Centre Station Transit-Oriented Area – Core policy for Build Form and Height be changed from allowing tower heights up to 39 storeys to allowing tower heights to a maximum of 20 storeys in alignment with the density allowances in the TOA provincial legislation (20 storeys within 200m, 12 storeys within 400m, 8 storeys within 800m).

Moved, seconded, and DEFEATED
(Voting Against: Councilllors Dilworth, Knowles, Lubik, and Morrison, and Mayor Lahti)

Councillor Agtarap returned to the meeting at this point.

SC25/016
THAT Chapter 14 – "Oceanfront District" be revised as a special study area until a neighbourhood planning process can occur to inform the community's goal of achieving significant expansion westward of Rocky Point Park.

Moved, seconded, and DEFEATED
(Voting Against: Councillors Agtarap, Dilworth, Lubik, Knowles, and Morrison, and Mayor Lahti)

SC25/017
THAT staff be directed to report back on wording to articulate a desire for a large contiguous oceanfront park.

Moved, seconded, and CARRIED

SC25/018
THAT Inlet Centre Station Transit-Oriented Area – Core – Policies be revised by showing the 2400-block of Barnet Highway at a maximum of 20 storeys.

Moved, seconded, and DEFEATED
(Voting Against: Councillors Agtarap, Dilworth, Lubik, Knowles, and Morrison, and Mayor Lahti)

SC25/019
THAT staff be directed to report back to Council before second reading on the current land use designations on the North and South side of St. Johns Street between Dewdney Trunk Road and Moray Street.

Moved, seconded, and CARRIED

DRAFT

SC25/020
THAT Chapter 8, Objective 3, Transit Oriented Communities policies, be revised by removing reference of a third SkyTrain at Queen's Street Plaza.

Moved, seconded, and CARRIED

Councillor Agtarap declared a conflict of interest due to location of a family business in the area and left the meeting at this point.

SC25/021
THAT Appendix 2: Section 3.9 "Mixed-Use Commercial and Residential Buildings for the Moody Centre TOA – Core" be revised by removing the requirement for towers in the Moody Centre TOA-Core to have podium.

Moved, seconded, and CARRIED

SC25/022
THAT staff be directed to report back on best practices for podium requirements to a future meeting.

Moved, seconded, and CARRIED

Councillor Agtarap returned to the meeting at this point.

SC25/023
THAT Chapter 7, Objective 2 – "Create Affordable Housing Opportunities", Affordable Housing Policy No. 7 be revised by replacing "prioritize" with "consider".

Moved, seconded, and CARRIED

SC25/024
THAT Chapter 9, Objective 3 – "Encourage and Support Growth in Arts, Culture, Heritage, Filming and Tourism", add an additional policy statement as No. 8 that states: "Foster support for small businesses to remain in the community and explore opportunities for temporary or permanent relocation during redevelopment initiatives.".

Moved, seconded, and CARRIED

SC25/025
THAT Chapter #7, Objective #1 – "Climate Resilient Housing", be revised to include policies for mitigation of extreme heat, including lessening the urban heat island effect, albedo surfaces, and tree canopy.

Moved, seconded, and CARRIED

SC25/026
THAT the properties on the south side of Dewdney Trunk Road between St. Johns Street and Viewmount Drive be included as part of Inlet Centre Transit-Area Core and Development Permit Area 3.

Moved, seconded, and CARRIED

SC25/027
THAT the Special Council meeting of October 7, 2025, be extended by 30 minutes.

Moved, seconded, and CARRIED

DRAFT

SC25/028
THAT City of Port Moody Official Community Plan Bylaw, 2026, No. 3522 be read a first time as amended at the October 7, 2025, Special Council meeting.

Moved, seconded, and CARRIED

(Voting Against: Councillor Lurbiecki)

SC25/029
THAT staff be directed to invite the Co-operative Housing Federation of BC to present to Council regarding expanding their cooperative housing mission in Port Moody.

Moved, seconded, and CARRIED

6. Adjournment

Mayor Lahti adjourned the meeting at 8:52pm.

Certified correct on the ____ day of _____, 2025, in accordance with section 148(a) of the *Community Charter*.

_____

M. Lahti, Mayor

_____

T. Takahashi, Acting City Clerk

DRAFT

City of Port Moody

Minutes

Special Council (to Close) Meeting

Brovold Room
Tuesday, October 14, 2025
at 4:00pm

Members Present: Mayor M. Lahti
Councillor S. Agtarap
Councillor K. Knowles
Councillor A. Lubik
Councillor H. Lurbiecki
Councillor C. Morrison

Members Absent: Councillor D. Dilworth

Staff In Attendance: Kate Zanon – Acting City Manager
David Fleugel – Chief Constable, Port Moody Police
Stephanie Lam – City Clerk and Manager of Legislative Services
Philip Lo – Legislative Services Advisor
Jeff Moi – General Manager of Engineering and Operations
Darcey O'Riordan – Fire Chief
Julie Pavey-Tomlinson – General Manager of Community Services
Paul Rockwood – General Manager of Finance and Technology
Virgelene Rutherford – Director of Human Resources
Suzanne Smith – General Manager of Community Development

1. Call to Order

Mayor Lahti called the meeting to order at 4:00pm.

2. Territorial Land Acknowledgement

Mayor Lahti provided the territorial land acknowledgement.

3. General Matters

3.1 Adoption of the Agenda

SC(C)25/053
THAT the agenda of the Special Council (to Close) meeting of Tuesday, October 14, 2025, be adopted as circulated.

Moved, seconded, and CARRIED

DRAFT

3.2 Resolution to Exclude the Public

SC(C)25/054
THAT pursuant to section 90 of the Community Charter*, this Special Meeting of Council be closed to the public as the subject matters being considered relate to the following:*

- *90(1)(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;*
- *90(1)(c) – labour relations or other employee relations;*
- *90(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;*
- *90(1)(i) – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;*
- *90(1)(j) – information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the* Freedom of Information and Protection of Privacy Act*;*
- *90(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; and*
- *90(2)(b) – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

4. Adoption of Minutes

5. Unfinished Business

6. New Business

6.1 Proposed Provision of a Municipal Service

Closed to the public pursuant to section 90(1)(k) of the *Community Charter*.

6.2 Solicitor-Client Privilege

Closed to the public pursuant to section 90(1)(i) of the *Community Charter*.

6.3 Land Disposition and Solicitor-Client Privilege

Closed to the public pursuant to sections 90(1)(e) and 90(1)(i) of the *Community Charter*.

6.4 Land Disposition, Solicitor-Client Privilege, and FOIPPA Section 21

Closed to the public pursuant to sections 90(1)(e), 90(1)(i), and 90(1)(j) of the *Community Charter*.

DRAFT

7. Information Items

7.1 Proposed Provision of a Municipal Service and Intergovernmental Negotiations

Closed to the public pursuant to sections 90(1)(k) and 90(2)(b) of the *Community Charter*.

7.2 Personal Information, Employee Relations, and Land Disposition

Closed to the public pursuant to sections 90(1)(a), 90(1)(c), and 90(1)(e) of the *Community Charter*.

8. Release of Closed Items

9. Adjournment

Mayor Lahti adjourned the meeting at 6:24pm.

Certified correct on the ___ day of_____, 2025, in accordance with section 148(a) of the *Community Charter*.

_____

M. Lahti, Mayor

_____

S. Lam, City Clerk

DRAFT

City of Port Moody
Minutes
Regular Council Meeting

Council Chambers
Tuesday, October 14, 2025
at 7:00pm

Members Present:	Mayor M. Lahti Councillor S. Agtarap Councillor K. Knowles Councillor A. Lubik Councillor H. Lurbiecki Councillor C. Morrison
Members Absent:	Councillor D. Dilworth
Staff In Attendance:	Kate Zanon – Deputy City Manager Armita Afsahi – Development Planner Travis Carroll – Inspector, Port Moody Police Riley Dowling – Legislative Services Coordinator Stephen Judd – Manager of Infrastructure Engineering Services Stephanie Lam – City Clerk and Manager of Legislative Services Philip Lo – Legislative Services Advisor Jeff Moi – General Manager of Engineering and Operations Michael Olubiyi – Manager of Development Planning Darcey O'Riordan – Fire Chief Julie Pavey-Tomlinson – General Manager of Community Services Karen Pighin – Manager of Cultural Services Paul Rockwood – General Manager of Finance and Technology Virgelene Rutherford – Director of Human Resources Suzanne Smith – General Manager of Community Development Nathan Taylor – Manager of Recreation Dejan Teodorovic – Senior Planner Wesley Woo – Manager of Development Planning

DRAFT

1. Call to Order

Mayor Lahti called the meeting to order at 7:00pm.

2. Territorial Land Acknowledgement

Mayor Lahti provided the territorial land acknowledgement.

3. Adoption of the Agenda

3.1 Agenda

RC25/168
THAT the agenda of the Regular Council meeting of October 14, 2025, be adopted as circulated.

Moved, seconded, and CARRIED

4. General Matters

4.1 Art at Council

Verbal Report: Councillor Samantha Agtarap, Chair, Arts, Culture, and Heritage Committee

Councillor Agtarap introduced the evening's Art at Council, *Charm of the Inlet*, a canvas piece by Soheila Siari. It was noted that the Artist enjoys exploring diverse materials and mediums and has been experimenting with layering thin washes to echo traditional watercolor techniques. *Charm of the Inlet* captures the beauty of the coastal landscape and was inspired by the Artist's walks along the Inlet shoreline. The Artist expressed a desire to expand their work into textile designs.

In response to questions, Council learned that:

- the Artist is designing scarves and is currently working to find a local producer; and
- colours from fall leaves help to convey the Artist's inner journey.

4.2 Delegation – Strong Cities Network – Foundation for a Path Forward

Presentation: Eric Rosand, Executive Director, Strong Cities Network, and Tariq Tayb, Co-Founder, Foundation for a Path Forward

Delegation Request: Eric Rosand

Eric Rosand, Executive Director at Strong Cities Network, provided a verbal presentation to Council regarding the organization and spoke about the role elected officials can play in preventing threats to social cohesion.

In response to questions, Council learned that:

- it is up to the City to determine the quantity of resources and staffing it allocates to the organization if it is involved; and
- the Global Summit is taking place in Toronto on December 9-11, 2025.

RC25/169
THAT the delegation request from the Strong Cities Network be placed on a subsequent Council agenda for consideration.

Moved, seconded, and CARRIED

5. Public Input

Nishka Valdez (Port Moody) expressed concern regarding the Kyle Park Senior Living proposal, noting that they see the units as luxury and suggesting that Council consider including a component for lower-income individuals.

Mark Isaac (Port Moody) expressed concern regarding the Kyle Park Senior Living proposal, citing loss of leverage in the rezoning, the location not being transit-oriented, and the Sustainability Report Card not being satisfactory.

Erik Hedekar (Port Moody) expressed concern regarding the impact that the proposed FIFA Viewing events would have on the Summer Sundays Concert Series, citing a lack of consultation with the Concert Series organizers.

DRAFT

Fred Soofi (Port Moody) expressed desire for the City to provide affordable housing for artists in Port Moody and for a large piece of art that people see when they enter the City.

Jeffrey Milani (Port Moody) expressed a desire for Council and staff to be frugal, citing the current economic climate.

Steve Marshall (Port Moody) expressed support for the Kyle Park Senior Living proposal, citing the aging population and a need for housing and memory care in Port Moody.

Steve Milani (Port Moody) expressed opposition to the Kyle Park Senior Living proposal, citing the lack of an affordability component and noting that the land is not zoned for a tower in the Official Community Plan.

Thomas Hawkins (Port Moody) expressed concern regarding the proposal for 120 April Road, citing the potential for there to be eight units on the properties after subdivision.

Laura Dick (Port Moody) expressed concern regarding the FIFA Viewing events proposal, noting that it is not in the best interest of the City to cancel other events for this to move forward, and spoke in opposition to the Kyle Park Senior Living proposal, citing the location and distance from transit.

Jeff McLellan (Port Moody) expressed concern regarding the Kyle Park Senior Living proposal, citing community engagement results, and expressed opposition to the FIFA Viewing events proposal, citing the impact it would have on volunteer groups, and expressed support for the Coronation Park housing agreement bylaw and surety bonds proposal, noting that it occurs in other municipalities.

Nishka Valdez (Port Moody) expressed concern regarding the FIFA Viewing events proposal, citing the impact it would have on local businesses, and expressed opposition to the building height in the Kyle Park Senior Living proposal.

RC25/170
THAT Written Public Input submissions provided in the on-table package dated October 14, 2025, be received for information.

Moved, seconded, and CARRIED

6. Adoption of Minutes

6.1 Minutes

RC25/171
THAT the minutes of the following meetings be adopted:

- *Special Council (to Close) – September 16, 2025;*
- *Regular Council – September 16, 2025; and*
- *Special Council (to Close) – September 29, 2025.*

Moved, seconded, and CARRIED

DRAFT

7. Consent Agenda

At the request of Council, the following items were removed from the Consent Agenda for consideration under section 8:

- 7.1 – 2026 Council Meeting Schedule;
- 7.3 – Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings; and
- 7.5 – Recreation Inclusion Services – Enhancement Opportunities.

RC25/172
THAT the recommendations contained in the following items on the October 14, 2025, Regular Council Consent Agenda be approved:

- *7.2 – 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings;*
- *7.4 – Kwikwetlem First Nation – Request for Letter of Support from City of Port Moody;*
- *7.6 – Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds; and*
- *7.7 – 2025-2026 Work Plan – Youth Focus Committee.*

Moved, seconded, and CARRIED

7.2 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings

Report: Finance and Technology Department – Financial Services Division

Recommendation adopted on consent:
THAT City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518 be read a first, second, and third time as recommended in the report dated October 14, 2025, from the Finance and Technology Department – Financial Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings.

7.4 Kwikwetlem First Nation – Request for Letter of Support from City of Port Moody

Memo: Executive Assistant to Mayor and Council

Recommendation adopted on consent:
THAT the Mayor be authorized to sign the Letter of Support for the Kwikwetlem First Nation's Reeve Slough Salmon Habitat Reconnection Project as presented in the memo dated October 14, 2025, from the Executive Assistant to Mayor and Council regarding Kwikwetlem First Nation – Request for Letter of Support from City of Port Moody.

DRAFT

7.6 Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds

Memo: Community Development Department – Development Planning Division

Recommendation adopted on consent:
THAT City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) be read a first, second, and third time as recommended in the memo dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds;

AND THAT City of Port Moody Subdivision and Development Servicing Bylaw, 2010, No. 2831 be varied in Section 6.0 Definitions for Phase A and Sections 13.2 and 13.5 to allow for surety bonds to be used as a Security based on the approach recommended in the memo dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds.

7.7 2025-2026 Work Plan – Youth Focus Committee

Report: Community Services Department – Recreation Services Division

Recommendation adopted on consent:
THAT the 2025-2026 Youth Focus Committee Work Plan be approved as recommended in the report dated October 14, 2025, from the Community Services Department – Recreation Services Division regarding 2025-2026 Work Plan – Youth Focus Committee.

8. Items Removed from the Consent Agenda

8.7.1 2026 Council Meeting Schedule

Report: Legislative Services Division

RC25/173
THAT the 2026 Council Meeting Schedule be approved with the implementation of Spring Break Option 1, "March 10 – Regular Council meeting; March 31 – Standing Committee meetings" as included in Attachment 2 of the report dated October 14, 2025, from the Legislative Services Division regarding 2026 Council Meeting Schedule.

Moved, seconded, and CARRIED

DRAFT

8.7.3 Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings

Report: Community Development Department – Development Planning Division

RC25/174
THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) be read a first, second, and third time as recommended in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 − Three Readings;

AND THAT Bylaw No. 3517 not be referred to a Public Hearing.

Moved, seconded, and CARRIED

8.7.5 Recreation Inclusion Services – Enhancement Opportunities

Report: Community Services Department – Recreation Services Division

RC25/175
THAT an additional $10,000 in funding be approved to enhance Recreation Inclusion Services as recommended in the report dated October 28, 2025, from the Community Services Department – Recreation Services Division regarding Recreation Inclusion Services – Enhancement Opportunities;

AND THAT the $10,000 be included in the Recreation Services Division's 2026 draft budget for consideration during the 2026 budget deliberations.

Moved, seconded, and CARRIED

RC25/176
THAT staff add review of recreational and arts programming into the IDEA Committee and Seniors Focus Committee work plans on an annual basis for identification of opportunities for incorporation of inclusion and diversity.

Moved, seconded, and CARRIED

9. Legislative Matters

10. Unfinished Business

11. New Business

11.1 Second Reading of Bylaw No. 3428 and Bylaw No. 3429 – 2505-2517 St. George Street and 123-129 Mary Street − (Kyle Park Senior Living LP)

Presentation: Senior Development Planner

Report: Community Development Department – Development Planning Division

Councillor Morrison declared a conflict of interest due to a family member having interest in the property and left the meeting at this point.

DRAFT

RC25/177
THAT City of Port Moody Official Community Plan Bylaw, 2014, No. 2955, Amendment Bylaw No. 35, 2024, No. 3428 (2505-2517 St. George Street and 123-129 Mary Street) be read a second time as recommended in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Second Reading of Bylaw No. 3428 and Bylaw No. 3429 – 2505-2517 St. George Street and 123-129 Mary Street − (Kyle Park Senior Living LP);

AND THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 86, 2024, No. 3429 (2505-2517 St. George Street and 123-129 Mary Street) (CD91) be read a second time as amended;

AND THAT Bylaw No. 3428 and Bylaw No. 3429 be referred to a Public Hearing;

AND THAT the document titled "Kyle Senior Living Centre Term Sheet (Draft)" be used as the basis for preparation of a Development Agreement setting out the applicant's obligations as part of the redevelopment of the subject properties.

Moved, seconded, and DEFEATED
(Voting Against: Councillors Agtarap, Lubik, and Lurbiecki, and Mayor Lahti)

Councillor Morrison returned to the meeting at this point.

RC25/178
THAT staff be directed to investigate and report back on potential opportunities for affordable seniors housing, particularly for those at risk of or experiencing homelessness with Tri-Cities MLAs, the Ministry of Housing, Metro Vancouver housing and other partners, including but not limited to:

- *the province renting apartments or subsidizing in Port Moody rental projects such that they are attainable with SAFER or other top-up funding and connecting those in need with those units; and*
- *Metro Vancouver waiving DCC in exchange for affordable rental units they could have access to for clients in need;*

AND THAT staff engage with The Ministry of Infrastructure and Fraser Health on opportunities for Long Term Care in Port Moody on public land and private developments;

AND THAT staff continue to engage with The Ministry of Infrastructure and Fraser Health regarding long term care opportunities in Port Moody with periodic reporting back to Council.

Moved and seconded

Separation was requested.

DRAFT

The question on the first clause of the main motion (*RC25/178a*) was put to a vote; the following motion was CARRIED:

THAT staff be directed to investigate and report back on potential opportunities for affordable seniors housing, particularly for those at risk of or experiencing homelessness with Tri-Cities MLAs, the Ministry of Housing, Metro Vancouver housing and other partners, including but not limited to:

- *the province renting apartments or subsidizing in Port Moody rental projects such that they are attainable with SAFER or other top-up funding and connecting those in need with those units; and*
- *Metro Vancouver waiving DCC in exchange for affordable rental units they could have access to for clients in need.*

RC25/179
THAT the second clause of the main motion (RC25/178b) be amended by replacing "in Port Moody on public land" with "in Port Moody on provincial or federal public lands".

Moved, seconded, and DEFEATED
(Voting Against: Councillors Agtarap, Lubik, and Lurbiecki, and Mayor Lahti)

The question on the second clause of the main motion (*RC25/178b*) was put to a vote; the following motion was CARRIED:

THAT staff engage with The Ministry of Infrastructure and Fraser Health on opportunities for Long Term Care in Port Moody on public land and private developments.
(Voting Against: Councillors Knowles and Morrison)

The question on the third clause of the main motion (*RC25/178c*) was put to a vote; the following motion was CARRIED:

THAT staff continue to engage with The Ministry of Infrastructure and Fraser Health regarding long term care opportunities in Port Moody with periodic reporting back to Council.

11.2 Development Variance Permit – 832 Ballantrae Court (Westridge Engineering and Consulting Ltd)

Presentation: Senior Development Planner
Report: Community Development Department – Development Planning Division

Staff provided a presentation titled "832 Ballantrae Court" and referred to slides contained within the on-table package.

Mayor Lahti called three times for public input. There was no public input.

RC25/180
THAT Development Variance Permit DVP00027 be approved as recommended in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Development Variance Permit − 832 Ballantrae Court (Westridge Engineering & Consulting Ltd.);

AND THAT the Mayor and Corporate Officer be authorized to execute the necessary legal documents required to issue Development Variance Permit DVP00027.

Moved, seconded, and CARRIED

DRAFT

11.3 FIFA Viewing Update

Presentation: Manager of Cultural Services

Report: Community Services Department – Cultural Services Division

Staff provided a presentation titled “FIFA Viewing Update” and referred to slides contained within the on-table package.

RC25/181
THAT the report dated October 14, 2025, from the Community Services Department – Cultural Services Division regarding FIFA Viewing Update be received for information;

AND THAT Council reaffirm the direction provided to staff at the June 10, 2025, Regular Council meeting;

AND THAT staff be directed to explore Option 4, Alternative Budget 2 and collect feedback from the community through Engage Port Moody and user groups to gauge interest in providing viewing opportunities for the 2026 FIFA World Cup, and report back before the end of November.

AND THAT staff be directed to conduct online engagement and report back to Council with the results.

Moved, seconded, and DEFEATED
(Voting Against: Councillors Agtarap, Knowles, Lubik, Lurbiecki, and Morrison)

12. Other Business

13. Verbal Reports from Council and Staff

13.1 Council Verbal Reports

Councillor Morrison reported on:

- attending the Union of BC Municipalities Conference in September and noted the common theme of financial hardship; and
- confirmed with staff that the Holiday Train event will take place on December 20, 2025, at 5:15pm, and that staff are working to ensure safety and that the train stops in the most appropriate location for viewing.

Councillor Knowles reported on:

- noting the City’s appeal to the Property Assessment Appeal Board to retain classification of 109 acres of the Burrard Thermal Lands as Class 2 (Utility) was unsuccessful and that the City will be required to retroactively pay approximately $1.25 million.

Councillor Knowles provided the following Notice of Motion:

> THAT, in light of recent and previous revenue losses as a result of Burrard Thermal property tax appeals and plant decommissioning initiatives, staff bring forward the 2026 Tax Policy and 2026 Tax Rate Bylaw setting the Class 2 (Utility) tax rate at the legislated cap of $40 per $1,000 of assessed taxable values to maximize the tax revenues on the Burrard Thermal site.

DRAFT

13.2 Staff Verbal Reports

There were no staff verbal reports.

14. Information Items

14.1 Committees, Commissions, and Boards – Minutes

- Land Use Committee – March 3, 2025
- Economic Development and Tourism Committee – April 2, 2025
- Climate Action Committee – April 28, 2025
- Seniors Focus Committee – May 8, 2025
- Youth Focus Committee – May 14, 2025
- Parks and Environment Committee – May 14, 2025
- Climate Action Committee – May 26, 2025
- Seniors Focus Committee – June 5, 2025
- IDEA Committee – June 9, 2025
- Youth Focus Committee – June 11, 2025
- Arts, Culture, and Heritage Committee – July 10, 2025
- Transportation Committee – July 16, 2025
- Library Board – July 17, 2025
- Climate Action Committee – July 21, 2025
- Economic Development and Tourism Committee – Sep. 3, 2025
- Land Use Committee – September 8, 2025

14.2 Lighting Requests Added to the Calendar

The following lighting request was approved for addition to the City's lighting schedule:

- October 27 – World Occupational Therapy Day – Blue

15. Public Input

Mark Isaac (Port Moody) expressed a desire for slowing measures on the bike lanes along St. Johns Street near Mary Street and Grant Street.

RC25/182
THAT the October 14, 2025, Regular Council meeting be extended by five minutes.
Moved, seconded, and CARRIED

16. Adjournment

Mayor Lahti adjourned the meeting at 9:59pm.

Certified correct on the ____ day of _____, 2025, in accordance with section 148(a) of the *Community Charter*.

_____

M. Lahti, Mayor

_____

S. Lam, City Clerk

DRAFT

Memorandum

Date: October 28, 2025
Submitted by: Legislative Services Division
Subject: 2026 Permissive Tax Exemption Bylaw, No. 3518 – Adoption

At the Regular Council meeting held on October 14, 2025, Council considered a report from the Finance and Technology Department – Financial Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings (**Attachment 1**) and passed the following resolution:

> *RC25/172 (Consent)*
> THAT City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518 be read a first, second, and third time as recommended in the report dated October 14, 2025, from the Finance and Technology Department – Financial Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings.

Draft City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518 (**Attachment 2**)—a Bylaw to provide for permissive exemption from taxation for 2026—will be before Council at the October 28, 2025, Regular Council meeting for consideration of adoption.

The recommended resolution is:

> **THAT City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518 be now adopted as recommended in the memo dated October 28, 2025, from the Legislative Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Adoption.**

Attachment(s)
1. Report considered at the October 14, 2025, Regular Council meeting – 2026 Permissive Tax Exemption Bylaw.
2. Draft City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518.

Report Approval Details

Document Title:	2026 Permissive Tax Exemption Bylaw, No. 3518 – Adoption.docx
Attachments:	- Attachment 1 - Report considered at the October 14, 2025, Regular Council meeting – 2026 Permissive Tax Exemption Bylaw.pdf - Attachment 2 - Draft City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518.pdf
Final Approval Date:	Oct 16, 2025

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Corporate Services - Oct 16, 2025

Anna Mathewson, City Manager - Oct 16, 2025

City of Port Moody

Report/Recommendation to Council

Date: October 14, 2025
Submitted by: Finance and Technology Department – Financial Services Division
Subject: 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings

Purpose

To present the annual Permissive Taxation Exemption Bylaw for consideration.

Recommended Resolution(s)

THAT City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518 be read a first, second, and third time as recommended in the report dated October 14, 2025, from the Finance and Technology Department – Financial Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings.

Background

Community Charter Section 224 (**Attachment 1**) provides Council with the authority to grant permissive property tax exemptions. The tax exemption bylaw must be adopted before October 31st of any given year for the subject properties to be exempt for the following tax year.

Statutory Tax Exemptions are given to buildings set apart for public worship, and the land on which the building stands; however, the land or improvements that surround the building require consideration by Council for a permissive tax exemption.

Discussion

The Estimated 2026 Tax Exemptions listing (**Attachment 2**) shows all properties that have either been given a statutory tax exemption or are being presented for Council's consideration for a permissive tax exemption.

Per Council direction, all applicants have provided Financial Statements along with their applications. The following discussion is based on the permissive tax exemption applications the City has received for 2026.

The **Inlet United Church** has submitted three applications, two of which will be discussed in "The Springs" section below. Their third application is for their location at 1790 Ioco Road. The place of worship is automatically exempt through a statutory exemption, they are applying for the portion of their property used for parking, and a space leased to a daycare during the day and used by the church on evenings and weekends.

Pacific Grace MB Church has applied for their location at 2622 St. Johns Street. The place of worship is automatically exempt through a statutory exemption, they are applying for the portion of their property used for parking and the remaining building space used for fellowship gatherings, Sunday School, bible studies, and other various programs.

St. John the Apostle Church has applied for their location at 2208 St. Johns Street. The place of worship is automatically exempt through a statutory exemption, they are applying for the portion of their property used for a community garden, parking and the remaining building space used for various community programs such as Alcoholics Anonymous.

St. Joseph's Catholic Church has applied for their location at 148 Moody Street. The place of worship is automatically exempt through a statutory exemption, they are applying for the portion of their property used for a parking and the remaining building space used for various religious and social programs.

Port Moody Arts Society has applied for their location at 2425 St. Johns Street. The society provides art education, exhibitions, community art projects, community events, collaborative art projects, and collaborations with various partners.

Port Moody Ecological Society has applied for their location at 340 Ioco Rd (previously 300 Ioco Rd). The society operates a salmon hatchery and water quality lab, provides school programs and ecological awareness by engaging in community directed education for all ages.

Port Moody Heritage Society has applied for their location at 2734 Murray Street. The location is used as a museum and maintains, preserves and displays artifacts relating to Port Moody's history. They provide education programs and exhibits.

The **Association of Neighbourhood Houses DBA Sasamat Outdoor Centre** has applied for the Port Moody portion of their location at 3302 Senkler Road. In the summer, they provide outdoor camp programming for children and youth ages 4-15, and in the winter, they provide leadership program for high school youth. They provide outdoor education programs for schools across the lower mainland, and an accessible community rental space for events and retreats.

The **Royal Canadian Legion #119** has applied for their property at 2529 Clarke Street. They offer a place to gather for socialization, and provide support, referrals, advocacy, and financial assistance to veterans, currently serving military, RCMP members, and their families.

House of Omeed has applied for their property at 2340 Clarke Street. They provide settlement services to newcomers and refugees to Canada, such as ESL classes, assistance with government paperwork, work acquisition, and run a culturally and religiously appropriate food bank.

Currently, the building is being expanded, and they are temporarily operating out of the Coquitlam Alliance Church. The expansion will provide six (6) units of emergency short-term housing for newcomers and refugees on the newly added third floor, as well as an accessible unit on the ground floor.

Community Ventures Society has submitted three applications. Currently, two of their properties at 307-2502 St. Johns Street and 2322 St. Johns Street are granted an exemption as they provide various programs and administration for people with developmental disabilities and their families. They acquired a third property at 306-2502 St. Johns Street and have submitted a new application for this property with the same principal purposes listed at their other properties.

Kinsight has submitted six applications, two of which will be discussed in “The Springs” section below. Four applications have been received for units 101, 301, and 402 at 3038 St. George Street, and 110-3018 St. George Street. These units are used to provide affordable housing to individuals who have developmental disabilities. These units are deemed “Supportive Housing” from the Province and would qualify for exemption even if a Permissive Tax Exemption was not granted by the City.

City of Port Moody is applying for three properties leased from Canadian Pacific Railway for public access over the tracks, and one property that the City occupies as park/field space that would otherwise be exempt.

The **YMCA** has applied for an exemption for the property leased by the City at 203 Westhill Place. The YMCA is a non-profit organization and is providing not-for-profit daycare services.

“The Springs”, which was one parcel that was previously exempt was subdivided into 15 parcels. Of the 15 parcels, 10 belong to Provincial Rental Housing Corporation (10 parcels with 11 units); however, the province did not apply. There are other means for the province to be exempt from taxes such as supportive housing class on their properties on St. George Street, or Provincial use at Woodland Park.

The remaining five parcels have applied for a permissive tax exemption.

1. Catalyst
Catalyst is applying as they provide below market rental housing. Their parcel contains 30 apartment units, and the rental rates vary from $375.00 to $1,867.74.

2. St. Andrews Port Moody Housing Society
St. Andrews Port Moody Housing Society is applying as they provide non-profit housing to low and moderate-income households. Their parcel contains 15 apartment and townhouse units, and their rental rates vary from $1,451.15 to $2,149.88.

3. Kinsight
Kinsight provides a wide range of support services to individuals and families affected by developmental delays or disabilities. They are applying for an exemption for 95% of their property, up from 55% in 2025, as a result of a reduction in commercial lease space.

4. Inlet United Church
Inlet United Church has applied for their location at 2315 Spring Street. The place of worship is automatically exempt through a statutory exemption. In 2024, the entire unit was deemed a place of worship and received a full statutory exemption.

5. Common Space (within "The Springs")
All four applicants have also submitted application for the common space, which includes the parkade, atrium, and elevator. This space would be used by residents and visitors to the complex, some requiring access to the non-profit organizations, and some to the "for profit" leased areas.

If Council chooses to not grant an exemption for a particular group or assessment class, the associated Bylaw Reference should be struck from the bylaw (**Attachment 3**).

Other Option(s)

THAT the report dated October 14, 2025, from Finance and Technology Department – Financial Services Division regarding 2026 Permissive Tax Exemption Bylaw, No. 3518 – Three Readings be received for information.

Financial Implications

The proposed statutory and permissive property tax exemptions represent an estimated $1,129,498 in exempted tax revenues in 2025. The mandatory statutory component represents $891,674 of the financial impact, and the optional permissive component represents an estimated impact of $237,824 for 2026, $250,905 for 2027, and $263,453 for 2028. The impact of the tax burden would be distributed to the remaining properties on the assessment roll.

Communications and Public Engagement Initiatives

The statutory public notice requirement of Council's intention to adopt a Permissive Tax Exemption Bylaw has been met by electronically posting the notice for two consecutive weeks on the City's official website, distributing via the City's email subscription platform, and by posting a hardcopy notice on the external facing bulletin board located in the lobby of Port Moody City Hall at 100 Newport Drive.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 2.1 – Protect, integrate and enhance our natural assets;
- Strategic Goal 3.3 – Enhance community wellbeing; and
- Strategic Goal 4.2 – Enhance vibrancy through placemaking, arts, culture, heritage, and tourism.

Attachment(s)

1. *Community Charter* Section 224.
2. Estimated 2026 Tax Exemptions Listing.
3. Draft City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518.

Report Author

Tyson Ganske, CPA, CGA
Deputy Chief Financial Officer

Report Approval Details

Document Title:	2026 Permissive Tax Exemption Bylaw, No. 3518 - Three Readings.docx
Attachments:	- Attachment 1 - Community Charter Section 224.pdf - Attachment 2 - Estimated 2026 Tax Exemptions Listing.pdf - Attachment 3 - Draft City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518.pdf
Final Approval Date:	Oct 3, 2025

This report and all of its attachments were approved and signed as outlined below:

Paul Rockwood, General Manager of Finance and Technology - Oct 3, 2025

Anna Mathewson, City Manager - Oct 3, 2025

COMMUNITY CHARTER

Part 7 — Municipal Revenue

Division 7 — Permissive Exemptions

General authority for permissive exemptions

224 (1) A council may, by bylaw in accordance with this section, exempt land or improvements, or both, referred to in subsection (2) from taxation under section 197 (1) (a) *[municipal property taxes]*, to the extent, for the period and subject to the conditions provided in the bylaw.

(2) Tax exemptions may be provided under this section for the following:

(a) land or improvements that

(i) are owned or held by a charitable, philanthropic or other not for profit corporation, and

(ii) the council considers are used for a purpose that is directly related to the purposes of the corporation;

(b) land or improvements that

(i) are owned or held by a municipality, regional district or other local authority, and

(ii) the council considers are used for a purpose of the local authority;

(c) land or improvements that the council considers would otherwise qualify for exemption under section 220 *[general statutory exemptions]* were it not for a secondary use;

(d) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a public authority or local authority, and

(ii) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(e) the interest of a public authority, local authority or any other corporation or organization in land or improvements that are used or occupied by the corporation or organization if

(i) the land or improvements are owned by a person who is providing a municipal service under a partnering agreement,

(ii) an exemption under section 225 *[partnering and other special tax exemption authority]* would be available for the land or improvements in relation to the partnering agreement if they were used in relation to the service,

(iii) the partnering agreement expressly contemplates that the council may provide an exemption under this provision, and

(iv) the land or improvements are used by the corporation or organization for a purpose in relation to which an exemption under this Division or Division 6 of this Part would apply or could be provided if the land or improvements were owned by that corporation or organization;

(f) in relation to property that is exempt under section 220 (1) (h) *[buildings for public worship]*,

(i) an area of land surrounding the exempt building,

(ii) a hall that the council considers is necessary to the exempt building and the land on which the hall stands, and

(iii) an area of land surrounding a hall that is exempt under subparagraph (ii);

(g) land or improvements used or occupied by a religious organization, as tenant or licensee, for the purpose of public worship or for the purposes of a hall that the council considers is necessary to land or improvements so used or occupied;

(h) in relation to property that is exempt under section 220 (1) (i) *[seniors' homes]* or (j) *[hospitals]*, any area of land surrounding the exempt building;

(h.1) in relation to land or improvements, or both, exempt under section 220 (1) (l) *[independent schools]*, any area of land surrounding the exempt land or improvements;

(i) land or improvements owned or held by an athletic or service club or association and used as a public park or recreation ground or for public athletic or recreational purposes;

(j) land or improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act* ;

(k) land or improvements for which a grant has been made, after March 31, 1974, under the *Housing Construction (Elderly Citizens) Act* before its repeal.

(3) The authority under subsection (2) (e) and (g) to (j) is not subject to section 25 (1) *[prohibition against assistance to business]*.

(4) Subject to subsection (5), a bylaw under this section

(a) must establish the term of the exemption, which may not be longer than 10 years,

(b) may only be adopted after notice of the proposed bylaw has been given in accordance with section 227 *[notice of permissive tax exemptions]*, and

(c) does not apply to taxation in a calendar year unless it comes into force on or before October 31 in the preceding year.

(5) Subsection (4) (a) and (b) does not apply in relation to exemptions under subsection (2) (f), (h) and (h.1).

(6) If only a portion of a parcel of land is exempt under this section, the bylaw under this section must include a description of the land that is satisfactory to the British Columbia Assessment Authority.

(7) A bylaw under this section ceases to apply to property, the use or ownership of which no longer conforms to the conditions necessary to qualify for exemption and, after this, the property is liable to taxation.

Attachment 1

Considered at the October 14, 2025, Regular Council meeting

Attachment 2

CITY OF PORT MOODY
ESTIMATED 2026 TAX EXEMPTIONS FOR A ONE YEAR TERM
BYLAW NO. BL 3518

Description	Bylaw Ref	Folio #	PID	Address	Authority to Grant Exemption	Exempt Tax Code	Municipal Assessment Exempted 2025		Class & Rate 2025	Municipal Tax Exemption 2026 (est)	Municipal Tax Exemption 2027 (est)	Municipal Tax Exemption 2028 (est)
STATUTORY EXEMPTIONS												
Mennonite Church (Port Moody Pacific Grace MB Church)	2.1.1	03161-000	029-107-059	2622 St Johns Street	Section 220 (1) (h)	90 - Places of Public Worship	4,241,000	8	2.12663	$ 9,560	$ 10,086	$ 10,590
Catholic Church	2.1.2	03350-002	009-200-487	148 Moody Street	Section 220 (1) (h)	90 - Places of Public Worship	717,000	8	2.12663	$ 1,616	$ 1,705	$ 1,790
United Church (Inlet United Church)	2.1.3	04024-001	031-950-931	2315 Spring Street	Section 220 (1) (h)	90 - Places of Public Worship	2,821,000	8	2.12663	$ 6,359	$ 6,709	$ 7,044
Anglican Church (St John the Apostle Church)	2.1.4	04086-001	023-286-741	2206 St Johns Street	Section 220 (1) (h)	90 - Places of Public Worship	453,000	8	2.12663	$ 1,021	$ 1,077	$ 1,131
United Church (Inlet United Church)	2.1.5	08958-002	031-665-677	1790 Ioco Road	Section 220 (1) (h)	90 - Places of Public Worship	423,900	8	2.12663	$ 956	$ 1,009	$ 1,059
Fraser Health Authority (Note 1)		16476-000		475 Guildford Way	Section 220 (1) (j)	78 - Regional Health Boards	171,234,000	6	4.80509	$ 872,162	$ 920,131	$ 966,138
						Total Statutory Exemptions				$ 891,674	$ 940,717	$ 987,752
PERMISSIVE EXEMPTIONS (Council's Consideration)												
Mennonite Church (Port Moody Pacific Grace MB Church)	2.1.1	03161-000	029-107-059	2622 St Johns Street	Section 224 (2) (f)	97 - Permissive Exemption	2,041,000	8	2.12663	$ 4,601	$ 4,854	$ 5,097
Catholic Church	2.1.2	03350-002	009-200-487	148 Moody Street	Section 224 (2) (f)	97 - Permissive Exemption	1,044,700	8	2.12663	$ 2,355	$ 2,485	$ 2,609
Anglican Church (St John the Apostle Church)	2.1.4	04086-001	023-286-741	2206 St Johns Street	Section 224 (2) (f)	97 - Permissive Exemption	1,926,900	8	2.12663	$ 4,344	$ 4,583	$ 4,812
United Church	2.1.5	08958-002	08958-002	1790 Ioco Road	Section 224 (2) (f)	97 - Permissive Exemption	1,231,400	8	2.12663	$ 2,776	$ 2,929	$ 3,075
						Subtotal Permissive Exemptions				$ 14,076	$ 14,851	$ 15,593
Other:												
Kinsight Community Society	2.1.6	02031-201	031-216-340	101-3038 St George Street	Section 224 (2) (a)	14 - Non Profit Organization	2	3	2.50595	$ -	$ -	$ -
Kinsight Community Society	2.1.7	02031-234	031-216-676	301-3038 St George Street	Section 224 (2) (a)	14 - Non Profit Organization	2	3	2.50595	$ -	$ -	$ -
Kinsight Community Society	2.1.8	02031-252	031-216-854	402-3038 St George Street	Section 224 (2) (a)	14 - Non Profit Organization	2	3	2.50595	$ -	$ -	$ -
Kinsight Community Society	2.1.9	02031-303	031-285-309	110-3018 St George Street	Section 224 (2) (a)	14 - Non Profit Organization	2	3	2.50595	$ -	$ -	$ -
Port Moody Ecological Society	2.1.10	02089-010	026-776-626	340 Ioco Road	Section 224 (2) (a)	14 - Non Profit Organization	5,232,200	6	4.80509	$ 26,650	$ 28,116	$ 29,522
Port Moody Heritage Society	2.1.11	03053-000	005-392-322	2734 Murray Street	Section 224 (2) (a)	14 - Non Profit Organization	3,211,000	6	4.80509	$ 16,355	$ 17,255	$ 18,118
Community Ventures Society	2.1.12	03138-014	025-893-408	306 - 2502 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	663,000	6	4.80509	$ 3,377	$ 3,563	$ 3,741
Community Ventures Society	2.1.13	03138-015	025-893-416	307-2502 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	1,376,000	6	4.80509	$ 7,009	$ 7,394	$ 7,764
Royal Canadian Legion Port Moody Branch No. 119	2.1.14	03152-501	030-494-052	2529 Clarke Street	Section 224 (2) (a)	14 - Non Profit Organization	5,616,000	6	4.80509	$ 28,605	$ 30,178	$ 31,687
Royal Canadian Legion Port Moody Branch No. 119	2.1.14	03152-501	030-494-052	2529 Clarke Street	Section 224 (2) (a)	14 - Non Profit Organization	56,600	8	2.12663	$ 128	$ 135	$ 142
Port Moody Arts Centre Society	2.1.15	03219-001	N/A	2425 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	149,600	6	4.80509	$ 762	$ 804	$ 844
The Trustees of Inlet United Church, The Owners, Strata plan EPS9182, St. Andrews Port Moody Housing Society, Kinsight	2.1.16	04024-000	030-471-532	2312 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	1,245,000	6	4.80509	$ 6,341	$ 6,690	$ 7,025
Kinsight Community Society	2.1.17	04024-002	031-950-949	95% exemption of 101,102 - 2312, 2314, 2316 St John's Street	Section 224 (2) (a)	14 - Non Profit Organization	8,994,000 (95% eligibility for exemption)	6	4.80509	$ 41,056	$ 43,314	$ 45,480
St. Andrew's Port Moody Housing Society	2.1.18	04024-003	031-950-957	(Townhouses) 2312 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	3,409,000	1	2.50595	$ 9,055	$ 9,553	$ 10,031
Catalyst Community Developments Society	2.1.19	04025-106	032-081-677	(Apartments) 2312 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	5,271,000	1	2.50595	$ 14,001	$ 14,771	$ 15,510
Community Ventures Society	2.1.20	04027-000	011-454-016	2322 St Johns Street	Section 224 (2) (a)	14 - Non Profit Organization	2,618,000	6	4.80509	$ 13,335	$ 14,068	$ 14,771
House of Omeed	2.1.21	04063-000	001-009-192	2340 Clarke St	Section 224 (2) (a)	14 - Non Profit Organization	1,331,000	6	4.80509	$ 6,779	$ 7,152	$ 7,510
City of Port Moody	2.1.22	08977-020	001-430-262	115 First St (Ioco Field)	Section 224 (2) (i)	15 - Parks & Recreation	1,146,000	8	2.12663	$ 2,583	$ 2,725	$ 2,861
City of Port Moody (YMCA lease)	2.1.23	09305-004	023-899-565	203 Westhill Place	Section 224 (2) (d)	76 - Third Party Occupier	408,000	6	4.80509	$ 2,078	$ 2,192	$ 2,302
City of Port Moody (YMCA lease)	2.1.23	09305-004	023-899-565	203 Westhill Place	Section 224 (2) (d)	76 - Third Party Occupier	15,699,000	8	2.12663	$ 35,389	$ 37,335	$ 39,202
Association of Neighbourhood Houses of BC DBA Sasamat Outdoor Centre	2.1.24	16712-000	N/A	3302 Senkler Rd (Sasamat Lake)	Section 224 (2) (a)	14 - Non Profit Organization	199,000	6	4.80509	$ 1,014	$ 1,070	$ 1,124
Association of Neighbourhood Houses of BC DBA Sasamat Outdoor Centre	2.1.24	16712-000	N/A	3302 Senkler Rd (Sasamat Lake)	Section 224 (2) (a)	14 - Non Profit Organization	1,092,000	8	2.12663	$ 2,462	$ 2,597	$ 2,727
City of Port Moody	2.1.25	17000-003	N/A	Ioco Road at Alderside Road	Section 224 (2) (d)	76 - Third Party Occupier	291,000	6	4.80509	$ 1,482	$ 1,564	$ 1,642
City of Port Moody	2.1.26	17000-005	N/A	Cascade to Reed Point Marina	Section 224 (2) (d)	76 - Third Party Occupier	372,000	6	4.80509	$ 1,895	$ 1,999	$ 2,099
City of Port Moody	2.1.27	17000-011	N/A	Ioco Road at Barber Street	Section 224 (2) (d)	76 - Third Party Occupier	666,000	6	4.80509	$ 3,392	$ 3,579	$ 3,758
						Subtotal Permissive Exemptions				$ 223,748	$ 236,054	$ 247,860
						Total Permissive Exemptions				**$ 237,824**	**$ 250,905**	**$ 263,453**
						Total Statutory and Permissive Exemptions				**$ 1,129,498**	**$ 1,191,622**	**$ 1,251,205**

Note:
1. Fraser Health Authority has no reference on the permissive exemption bylaw as there is no permissive exemption component related to this organization.

City of Port Moody

Bylaw No. 3518

A Bylaw to provide for permissive exemption from taxation for 2026.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as “City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518”.

2. Lands to be Exempted

2.1 The following described lands and buildings, or portions of buildings situated thereon, will be exempt from taxation for the year 2026 as long as:

- the respective title to the said lands is registered in the name of the religious organization/non-profit organization;
- the property or a portion of the property is occupied by a religious organization/non-profit organization as tenant or licensee for the purposes of public worship; or
- the mandate of the organization in each case named does not change, and the lands, buildings, or portions of buildings thereon, continue to be used for the purpose for which tax exemption has been granted:

Churches exempted under *Community Charter* section 224:

Bylaw Ref	Description	Folio	Civic Address	PID	Legal Description
2.1.1	Mennonite Church	03161-000	2622 St. Johns Street	029-107-059	LT A, BLK 11, PL EPP29530, DL 201, NWD
2.1.2	Catholic Church	03350-002	148 Moody Street	009-200-487	LT 16, BLK 25, PL 24771, DL 201, NWD
2.1.3	United Church	04024-001	2315 Spring Street	031-950-931	PL EPP116858, DL 202, GRP 1, NWD, ARSPCPRCLNMBR 1
2.1.4	Anglican Church	04086-001	2206 St. Johns Street	023-286-741	PL LMP26284, DL 202, NWD
2.1.5	United Church	08958-002	1790 Ioco Road	031-665-667	LT A, PL EPP115863, GRP 1, NWD

DRAFT

Others exempted under *Community Charter* section 224:

Bylaw Ref	Description	Folio	Civic Address	PID	Legal Description
2.1.6	Kinsight Community Society	02031-201	101-3038 St. George Street	031-216-340	LT 1, PL EPS6752, DL 190, GRP 1, NWD
2.1.7	Kinsight Community Society	02031-234	301-3038 St. George Street	031-216-676	LT 34, PL EPS6752, DL 190, GRP 1, NWD
2.1.8	Kinsight Community Society	02031-252	402-3038 St. George Street	031-216-854	LT 52, PL EPS6752, DL 190, GRP 1, NWD
2.1.9	Kinsight Community Society	02031-303	110-3018 St. George Street	031-285-309	LT 103, PL EPS6752, DL 190, GRP 1, NWD
2.1.10	Port Moody Ecological Society	02089-010	340 Ioco Road	026-776-626	PL BCP24977, DL 191, NWD
2.1.11	Port Moody Heritage Society	03053-000	2734 Murray Street	005-392-322	LT 55, PL NWP55698, DL 201, NWD
2.1.12	Community Ventures Society	03138-014	306-2502 St. Johns Street	025-893-408	LT 14, PL BCS618, DL 201, NWD
2.1.13	Community Ventures Society	03138-015	307-2502 St. Johns Street	025-893-416	LT 15, PL BCS618, DL 201, NWD
2.1.14	Royal Canadian Legion Port Moody Branch No. 119	03152-501	2529 Clarke Street	030-494-052	PL EPP79912, DL 201, NWD
2.1.15	Port Moody Arts Centre Society	03219-001	2425 St. Johns Street		BLK 15, PL NWP72, DL 201, NWD
2.1.16	The Trustees of Inlet United Church, The Owners Strata plan EPS9182, St. Andrews Port Moody Housing Society, Kinsight	04024-000	2312 St. Johns Street (Parkade and Common Space)	030-471-532	LT 1, PL EPP82859, DL 202, GRP 1, NWD, EXCPTPLN EPP116858
2.1.17	Kinsight Community Society	04024-002	101,102 - 2312, 2314, 2316 St. Johns Street ***95% exemption only (18,866 square feet)***	031-950-949	PL EPP116858, DL 202, GRP 1, NWD, ARSPCPRCLNMBR 2
2.1.18	St. Andrew's Port Moody Housing Society	04024-003	(Townhouses) 2312 St. Johns Street	031-950-957	PL EPP116858, DL 202, GRP 1, NWD, ARSPCPRCLNMBR 3
2.1.19	Catalyst Community Developments Society	04025-106	(Apartments) 2312 St. Johns Street	032-081-677	LT 6, PL EPS9182, DL 202, GRP 1, NWD
2.1.20	Community Ventures Society	04027-000	2322 St. Johns Street	011-454-016	LT 28, BLK 1, PL NWP55, DL 202, NWD
2.1.21	House of Omeed	04063-000	2340 Clarke Street	001-009-192	LT 52, BLK 1, PL NWP55, DL 202, NWD
2.1.22	City of Port Moody	08977-020	115 First Street (Ioco Field)	001-430-262	NWD, SEC 18, TWP 39
2.1.23	City of Port Moody/YMCA	09305-004	203 Westhill Place	023-899-565	LT 1, PL LMP35161, NWD
2.1.24	Association of Neighbourhood Houses of BC DBA Sasamat Outdoor Centre	16712-000	3302 Senkler Road (Sasamat Lake)	014-358-425	PL NWP81906, NWD, SEC 19, TWP 39
2.1.25	City of Port Moody	17000-003	Ioco Road at Alderside Road		DL 227, NWD
2.1.26	City of Port Moody	17000-005	Cascade to Reed Point Marina		DL 268, NWD
2.1.27	City of Port Moody	17000-011	Ioco Road at Barber Street		DL 226, NWD

DRAFT

3. Severability

3.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3518 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

Attachment 2

City of Port Moody

Bylaw No. 3518

A Bylaw to provide for permissive exemption from taxation for 2026.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as “City of Port Moody Permissive Tax Exemption Bylaw, 2025, No. 3518”.

2. Lands to be Exempted

2.1 The following described lands and buildings, or portions of buildings situated thereon, will be exempt from taxation for the year 2026 as long as:

- the respective title to the said lands is registered in the name of the religious organization/non-profit organization;
- the property or a portion of the property is occupied by a religious organization/non-profit organization as tenant or licensee for the purposes of public worship; or
- the mandate of the organization in each case named does not change, and the lands, buildings, or portions of buildings thereon, continue to be used for the purpose for which tax exemption has been granted:

Churches exempted under *Community Charter* section 224:

Bylaw Ref	Description	Folio	Civic Address	PID	Legal Description
2.1.1	Mennonite Church	03161-000	2622 St. Johns Street	029-107-059	LT A, BLK 11, PL EPP29530, DL 201, NWD
2.1.2	Catholic Church	03350-002	148 Moody Street	009-200-487	LT 16, BLK 25, PL 24771, DL 201, NWD
2.1.3	United Church	04024-001	2315 Spring Street	031-950-931	PL EPP116858, DL 202, GRP 1, NWD, ARSPCPRCLNMBR 1
2.1.4	Anglican Church	04086-001	2206 St. Johns Street	023-286-741	PL LMP26284, DL 202, NWD
2.1.5	United Church	08958-002	1790 Ioco Road	031-665-667	LT A, PL EPP115863, GRP 1, NWD

DRAFT

Attachment 2

Others exempted under *Community Charter* section 224:

Bylaw Ref	Description	Folio	Civic Address	PID	Legal Description
2.1.6	Kinsight Community Society	02031-201	101-3038 St. George Street	031-216-340	LT 1, PL EPS6752, DL 190, GRP 1, NWD
2.1.7	Kinsight Community Society	02031-234	301-3038 St. George Street	031-216-676	LT 34, PL EPS6752, DL 190, GRP 1, NWD
2.1.8	Kinsight Community Society	02031-252	402-3038 St. George Street	031-216-854	LT 52, PL EPS6752, DL 190, GRP 1, NWD
2.1.9	Kinsight Community Society	02031-303	110-3018 St. George Street	031-285-309	LT 103, PL EPS6752, DL 190, GRP 1, NWD
2.1.10	Port Moody Ecological Society	02089-010	340 Ioco Road	026-776-626	PL BCP24977, DL 191, NWD
2.1.11	Port Moody Heritage Society	03053-000	2734 Murray Street	005-392-322	LT 55, PL NWP55698, DL 201, NWD
2.1.12	Community Ventures Society	03138-014	306-2502 St. Johns Street	025-893-408	LT 14, PL BCS618, DL 201, NWD
2.1.13	Community Ventures Society	03138-015	307-2502 St. Johns Street	025-893-416	LT 15, PL BCS618, DL 201, NWD
2.1.14	Royal Canadian Legion Port Moody Branch No. 119	03152-501	2529 Clarke Street	030-494-052	PL EPP79912, DL 201, NWD
2.1.15	Port Moody Arts Centre Society	03219-001	2425 St. Johns Street		BLK 15, PL NWP72, DL 201, NWD
2.1.16	The Trustees of Inlet United Church, The Owners Strata plan EPS9182, St. Andrews Port Moody Housing Society, Kinsight	04024-000	2312 St. Johns Street (Parkade and Common Space)	030-471-532	LT 1, PL EPP82859, DL 202, GRP 1, NWD, EXCPTPLN EPP116858
2.1.17	Kinsight Community Society	04024-002	101,102 - 2312, 2314, 2316 St. Johns Street ***95% exemption only (18,866 square feet)***	031-950-949	PL EPP116858, DL 202, GRP 1, NWD, ARSPCPRCLNMBR 2
2.1.18	St. Andrew's Port Moody Housing Society	04024-003	(Townhouses) 2312 St. Johns Street	031-950-957	PL EPP116858, DL 202, GRP 1, NWD, ARSPCPRCLNMBR 3
2.1.19	Catalyst Community Developments Society	04025-106	(Apartments) 2312 St. Johns Street	032-081-677	LT 6, PL EPS9182, DL 202, GRP 1, NWD
2.1.20	Community Ventures Society	04027-000	2322 St. Johns Street	011-454-016	LT 28, BLK 1, PL NWP55, DL 202, NWD
2.1.21	House of Omeed	04063-000	2340 Clarke Street	001-009-192	LT 52, BLK 1, PL NWP55, DL 202, NWD
2.1.22	City of Port Moody	08977-020	115 First Street (Ioco Field)	001-430-262	NWD, SEC 18, TWP 39
2.1.23	City of Port Moody/YMCA	09305-004	203 Westhill Place	023-899-565	LT 1, PL LMP35161, NWD
2.1.24	Association of Neighbourhood Houses of BC DBA Sasamat Outdoor Centre	16712-000	3302 Senkler Road (Sasamat Lake)	014-358-425	PL NWP81906, NWD, SEC 19, TWP 39
2.1.25	City of Port Moody	17000-003	Ioco Road at Alderside Road		DL 227, NWD
2.1.26	City of Port Moody	17000-005	Cascade to Reed Point Marina		DL 268, NWD
2.1.27	City of Port Moody	17000-011	Ioco Road at Barber Street		DL 226, NWD

DRAFT

3. Severability

3.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this 14th day of October, 2025.

Read a second time this 14th day of October, 2025.

Read a third time this 14th day of October, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3518 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

Memorandum

Date: October 28, 2025
Submitted by: Legislative Services Division
Subject: Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Adoption

At the Regular Council meeting held on October 14, 2025, Council considered a report from the Community Development Department – Development Planning Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings (**Attachment 1**) and passed the following resolution:

> *RC25/174*
> THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) be read a first, second, and third time as recommended in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 − Three Readings;
>
> AND THAT Bylaw No. 3517 not be referred to a Public Hearing

Draft City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) (**Attachment 2**)—a Bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937 to allow for a small lot subdivision at 120 April Road—will be before Council at the October 28, 2025, Regular Council meeting for consideration of adoption.

The recommended resolution is:

> **THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) be now adopted as recommended in the memo dated October 28, 2025, from the Legislative Services Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Adoption.**

Attachment(s)

1. Report considered at the October 14, 2025, Regular Council meeting – 120 April Road.
2. Draft City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S).

Report Approval Details

Document Title:	Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Adoption.docx
Attachments:	- Attachment 1 - Report considered at the October 14, 2025, Regular Council meeting – 120 April Road.pdf - Attachment 2 - Draft Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S).pdf
Final Approval Date:	Oct 16, 2025

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Corporate Services - Oct 16, 2025

Anna Mathewson, City Manager - Oct 16, 2025

City of Port Moody
Report/Recommendation to Council

Date: October 14, 2025
Submitted by: Community Development Department – Development Planning Division
Subject: Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings

Purpose
To present a rezoning application for Council's consideration to facilitate the subdivision of the property at 120 April Road into two lots.

Recommended Resolution(s)

THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) be read a first, second, and third time as recommended in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 − Three Readings;

AND THAT Bylaw No. 3517 not be referred to a Public Hearing.

Background
The City received a rezoning application for the lot at 120 April Road in April 2024, to rezone the existing single-family lot to facilitate a subdivision which would create two new lots. The applicant is proposing to rezone the lot from Single Detached Residential (RS1) zone to Single Detached Residential – Small Lot (RS1-S) zone, as set out in draft City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S) (**Attachment 1**).

Discussion
Subject Property

The subject property is located in the north shore neighbourhood of April Road, with its main frontage along April Road. The lot is approximately 697m^2 (7,502ft^2) in size and is currently developed with a single-family dwelling that would need to be demolished to accommodate the proposed subdivision. A location map is provided as **Attachment 2**.

The site slopes downward from northeast to southwest, with a total grade change of approximately 8.7m (28.5ft), which yields an overall grade change of approximately 20%. Should the rezoning be approved, the applicant will be required to obtain a minor staff delegated

Development Permit (DPA5) for Hazardous Lands (Steep Slopes) prior to final subdivision approval to ensure that the land is safe for the intended use.

Official Community Plan (OCP)

The subject property is designated for Single Family Low Density in the City's OCP (**Attachment 3**), which is consistent with the proposed RS1-S rezoning. Existing OCP policy for this area emphasizes retaining the existing neighbourhood character and residential focus and supports small lot subdivisions to expand the range of housing choices in Port Moody. It is important to note that the property at 120 April Road is also entitled to redevelopment under more recent Small Scale Multi-Unit Housing (SSMUH) zoning changes. Once subdivided and rezoned to RS1-S, however, its redevelopment potential will be limited to three dwelling units on each new lot as noted below. The current draft OCP acknowledges that both single family and SSMUH housing forms are permitted within a proposed new Low Density Residential land use designation that would apply to all single detached and duplex zoned lots.

Zoning

The subject site is currently zoned Single Detached Residential (RS1) (**Attachment 4**), as are almost all other directly adjacent properties to the east, west, and north.

Neighbourhood Context

The surrounding properties to the north, east, and west are developed with single-family homes with the Single-Family Dwelling (RS1) zone. To the south, there are a few RS1-S properties, including the adjacent lot directly to the south of the subject property.

Interim RS1-S Rezoning Policy

Per the Interim RS1-S Rezoning Policy, RS1-S rezoning applications that receive Small-Scale Multi-Unit Housing (SSMUH) unit entitlements are subject to a restrictive covenant limiting development to a maximum of three dwelling units per lot. This covenant will apply to this development and is required to be executed prior to subdivision approval.

Proposed Subdivision

The application to rezone the subject property from RS1 to RS1-S zone will facilitate a future subdivision to create two side-by-side lots. Driveway access to the proposed lots will be from Barber Lane. A site plan is included as **Attachment 5,** and a draft proposed subdivision plan included as **Attachment 6**. As shown in the following table, the proposed lots would comply with the minimum lot width and lot area requirements of the RS1-S zone.

Regulation	RS1-S Minimum	Proposed Lot 1	Proposed Lot 2
Lot Width	9.0m	9.14m	9.14m
Lot Area	325.0m^2	345.07m^2	343.77m^2

Step Code

Currently, the City's Step Code Rezoning Policy requires commitments to achieve Step 4 of the Energy Step Code as well as EI-4 of the Zero Carbon Step Code for such developments. Any future development on the site will be subject to the latest required level of Step Code that applies at the time of associated Building Permit application.

Servicing Improvements
The applicant will be required to complete frontage improvements along both April Road and Barber Lane in accordance with the standards set out in the City of Port Moody Subdivision and Development Servicing Bylaw. Other related requirements will be implemented as part of the subdivision approval.

Tree Protection
The applicant submitted a letter of consent from the neighbouring property owner to the west at 116 April Road regarding the removal of off-site/shared trees (522, 523, 524, 525, and 526). In addition, a protective covenant is required to establish a no-build/no-disturb area to safeguard tree #527 from any development-related activity. The covenant will also identify Tree Protection Zones (TPZs) for trees # os1, os3, os4, and 527 to ensure that root systems extending onto subject property are adequately protected from potential disturbance. The covenant will be executed and registered on land title as part of the legal process prior to subdivision approval.

Implementation
To facilitate the proposed subdivision, draft Zoning Bylaw No. 3517, would rezone the subject property from the RS1 to RS1-S zone. Should Council adopt the bylaw, the Approving Officer will then be in a position to consider the proposed subdivision plan.

Other Option(s)

1. THAT the rezoning application outlined in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings be referred back to staff and the applicant for revisions.
2. THAT the rezoning application outlined in the report dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings be denied.

Financial Implications

In accordance with the City's Community Amenity Contribution (CAC) Program for single-family home lots being created through subdivision, the applicant has volunteered a CAC of $6,000.00 to offset the financial burden that residential development imposes on the City to fund new facilities and/or amenities. Payment of the CAC would be made to the City prior to Council consideration of final adoption of the Zoning Amendment Bylaw, No. 3517.

Communications and Public Engagement Initiatives

A notification sign has been installed at the front of the subject property, with the "Public Hearing meeting information" section being amended to reflect the date and time of Council's consideration of this application. The City of Port Moody Development Approval Procedures (DAP) Bylaw, 2023, No. 3417, exempts RS1-S (Small Lot) rezoning applications from the requirement to seek the Land Use Committee's review and recommendation, and the requirement for a Public Hearing. Therefore, the sign was amended to provide information about no Public Hearing being held in advance of first reading consideration.

Notification cards regarding Proposed Zoning Amendment Bylaw Without Public Hearing were picked up by Canada Post to be mailed to owners and tenants within the 140m notification area of the subject property in advance of first reading consideration in accordance with the *Local Government Act* and DAP Bylaw. However, due to postal service disruptions arising from ongoing Canadian Union of Postal Workers (CUPW) job action, delivery of the notices by the statutory deadline could not be guaranteed. To ensure compliance with the notification requirements, Bylaw staff hand-delivered the notices. Public notice was also provided electronically through the City's email subscription service, and by posting the notice on the City's official website and social media sites. Notices were also posted on notice boards at City Hall as required.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 3.1 – Create complete and connected communities through balanced growth.

Attachment(s)

1. Draft Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S).
2. Location Map.
3. OCP Land Use Designation Map.
4. Zoning Map.
5. Proposed Site Plan.
6. Draft Subdivision Plan.

Report Author

Armita Afsahi
Senior Planner

Report Approval Details

Document Title:	Rezoning (RS1-S) – 120 April Road (Zed Studio Inc.) – Bylaw No. 3517 – Three Readings.docx
Attachments:	- Attachment 1 - Draft Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S).pdf - Attachment 2 - Location Map - 120 April Road.pdf - Attachment 3 - OCP Land Use Designation Map - 120 April Road.pdf - Attachment 4 - Zoning Map - 120 April Road.pdf - Attachment 5 - Proposed Site Plan - 120 April Road.pdf - Attachment 6 - Draft Subdivision Plan - 120 April Road.pdf
Final Approval Date:	Oct 6, 2025

This report and all of its attachments were approved and signed as outlined below:

Suzanne Smith, General Manager of Community Development - Oct 6, 2025

Paul Rockwood, General Manager of Finance and Technology - Oct 6, 2025

Anna Mathewson, City Manager - Oct 6, 2025

City of Port Moody

Bylaw No. 3517

A Bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937 to allow for a small lot subdivision at 120 April Road.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as “City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S)”.

2. Amendments

2.1 City of Port Moody Zoning Bylaw, 2018, No. 2937 is amended by rezoning the following land from Single Detached Residential (RS1) to Single Detached Residential – Small Lot Zone (RS1-S):

Lot 98 District Lot 226 Group 1 New Westminster District Plan 46268
PID: 006-045-481

as shown on the map in Schedule A of this Bylaw.

3. Attachments and Schedules

3.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Location Map.

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

DRAFT

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3517 of the City of Port Moody.

S. Lam
City Clerk

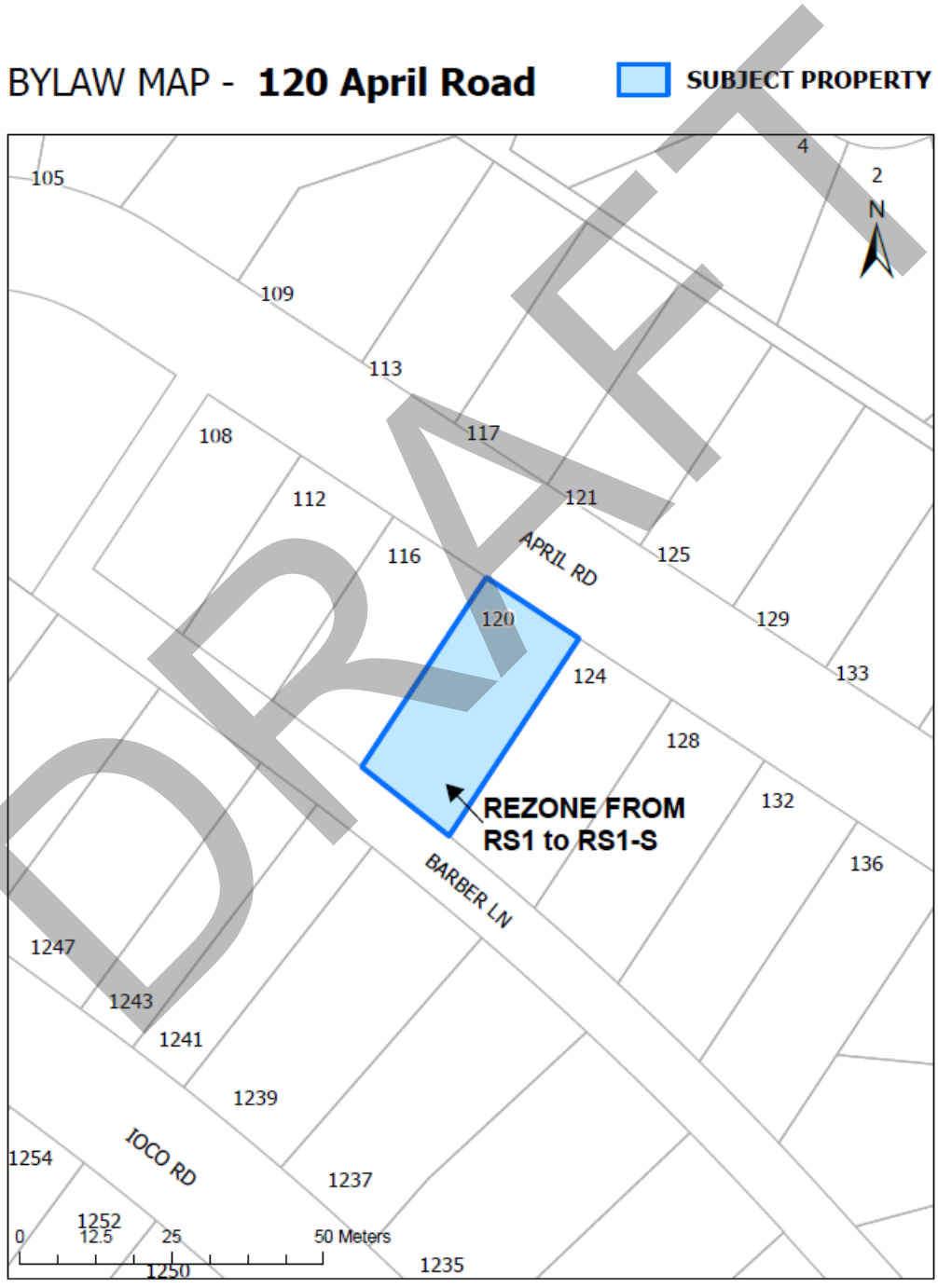
DRAFT

Schedule A – Location Map

This is a certified true copy of the map referred to in section 2 of City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S).

_____

Corporate Officer



DRAFT

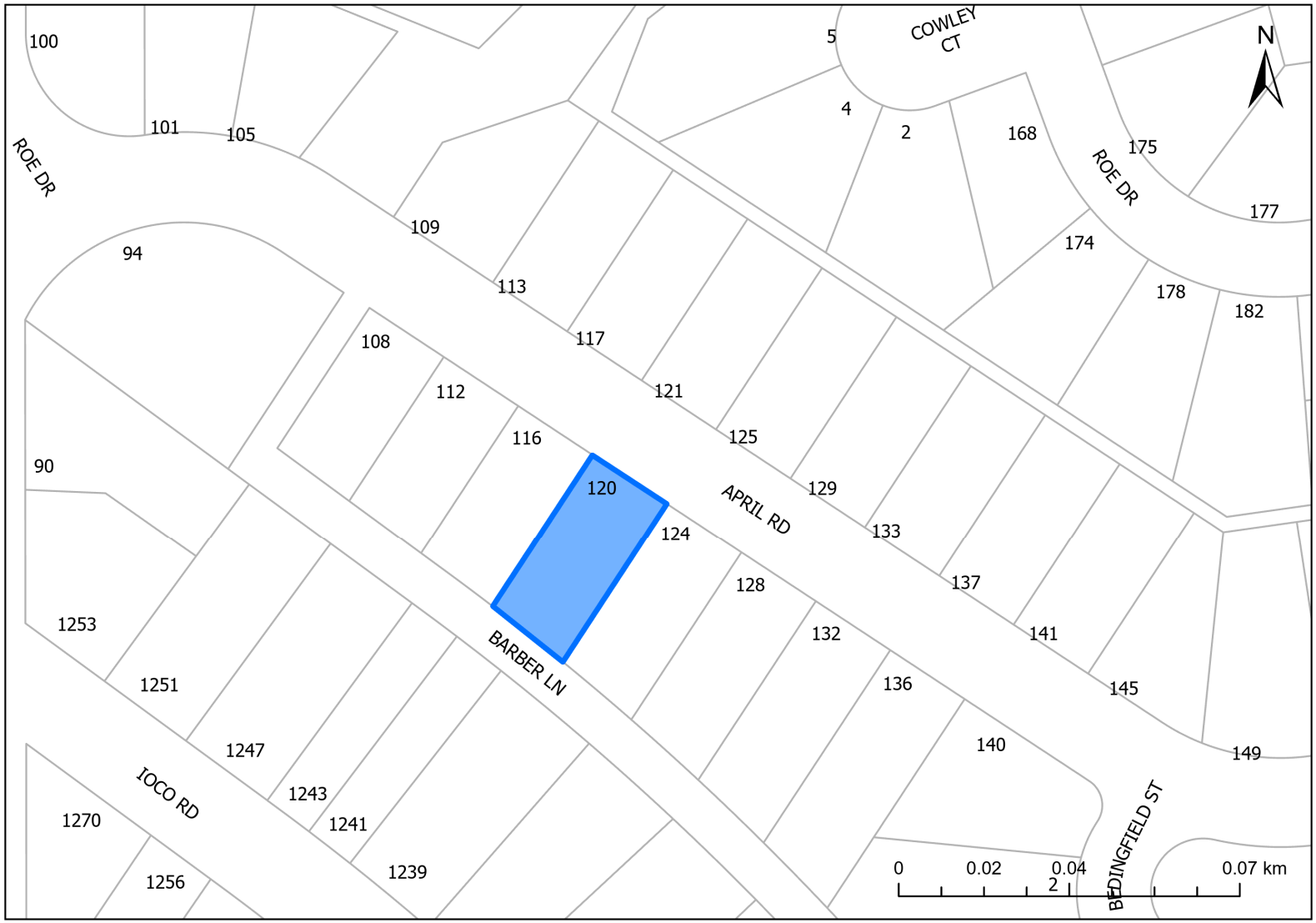
Attachment 1

Considered at the October 14, 2025, Regular Council meeting

Attachment 2

LOCATION MAP - 120 April Road

SUBJECT PROPERTY



File: M:\Mapping Requests - Internal\- LOCATION MAPS -\April Road\120 April Road\120 April Road_Location Map.pdf

Last Modified: 5/3/2024

Attachment 1

Considered at the October 14, 2025, Regular Council meeting

Attachment 3

OCP Land Use Designations- *120 April Road*

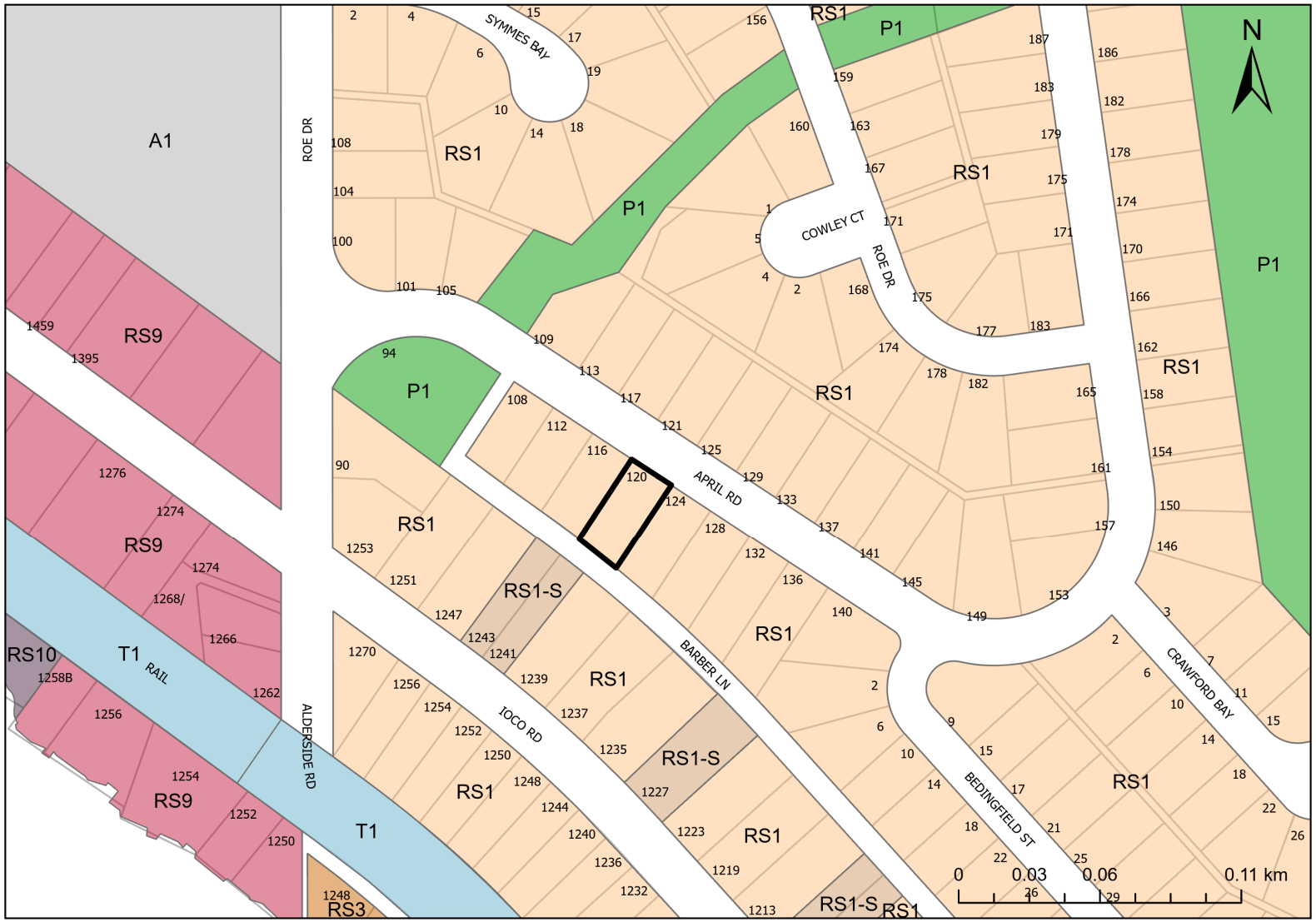
SUBJECT PROPERTY



Considered at the October 14, 2025, Regular Council meeting

Zoning Map - 120 April Road

SUBJECT PROPERTY



File: M:\Mapping Requests - Internal\- LOCATION MAPS -\April Road\120 April Road\120 April Road_Zoning Map.pdf

Last Modified: 5/3/2024

PROJECT INFO:

PROJECT No.: 2323
CIVIC: 120 APRIL ROAD
LEGAL: LOT T - LOT #1
PID: 009-045-481
ZONING: RS1-S
USE: SINGLE FAMILY WITH BASEMENT SUITE

SITE COVERAGE:
LOT AREA = 345,07 SM (3713 SF)
PERMITTED LOT COVERAGE = 45 % (1670,9 SF)
PROPOSED LOT COVERAGE = TO BE DETERMINED

FLOOR AREA RATIO:
LOT AREA = 345,07 SM (3713 SF)
PERMITTED F.A.R. = 0,7 (2599,1 SF)
PROPOSED F.A.R. = TO BE DETERMINED

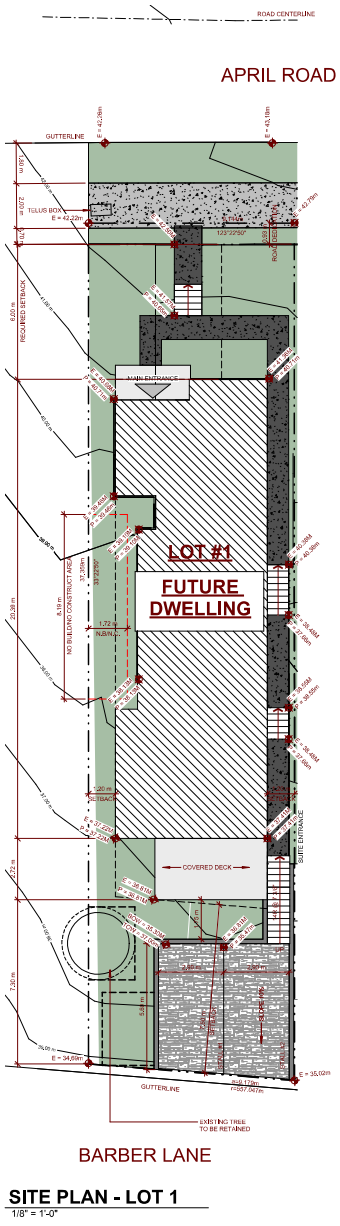
BUILDING HEIGHT:
MAX HEIGHT PEAK = 10,0m = 4:12
PROPOSED = TO BE DETERMINED

BUILDING SETBACKS:
FRONT = 6,00m
REAR = 7,50m
INT. SIDE = 1,20m

SHEATHING & INSULATION CAN REDUCE BY 0.165m
DECKS & PORCHES 1,8m REDUCTION FRONT & REAR

PROJECT INFO - LOT 1

1/4" = 1'-0"



SITE PLAN - LOT 1

1/8" = 1'-0"

PROJECT INFO:

PROJECT No.: 0000
CIVIC: 120 APRIL ROAD
LEGAL: LOT T - LOT #2
PID: 009-045-481
ZONING: RS1-S

SITE COVERAGE:
LOT AREA = 343,77 SM (3699 SF)
PERMITTED LOT COVERAGE = 45 % (1664,55 SF)
PROPOSED LOT COVERAGE = TO BE DETERMINED

FLOOR AREA RATIO:
LOT AREA = 343,77 SM (3699 SF)
PERMITTED F.A.R. = 0,7 (2589,3 SF)
PROPOSED F.A.R. = TO BE DETERMINED

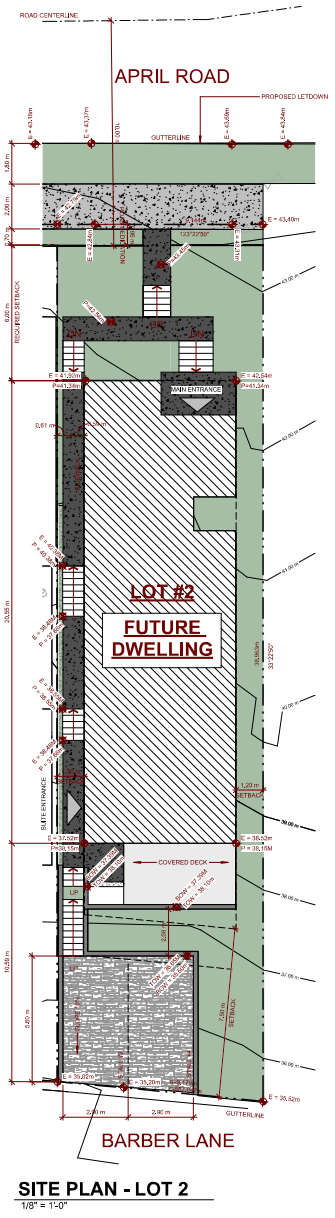
BUILDING HEIGHT:
MAX HEIGHT PEAK = 10,0 m = 4:12

BUILDING SETBACKS:
FRONT = 6,00m
REAR = 7,50m
INT. SIDE = 1,20m

SHEATHING & INSULATION CAN REDUCE BY 0.165m
DECKS & PORCHES 1,8m REDUCTION FRONT & REAR

PROJECT INFO - LOT 2

1/4" = 1'-0"



SITE PLAN - LOT 2

1/8" = 1'-0"

ZED STUDIO

Address: #109 - 2832 PAULINE STREET ABBOTSFORD, BC V2S 3S2
Phone: (604) 355-1899
Email: admin@zedstudio.com
Web: www.zedstudio.com

DATE	REVISIONS

2 LOT SUBDIVISION

120 APRIL ROAD, PORT MOODY, BC

Title
SITEPLAN

Scale: As indicated
Date: MAY 11,2025
Drawn: ZE
Checked: ZE

Job no. 2323
Sheet no. A101

Consultant

2025-09-08 2:36:13 PM

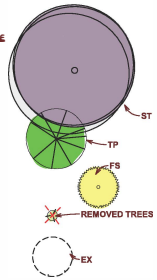
Drawings are to be read in conjunction with each other, any discrepancies found on any drawings are to be reported to the designer before commencing work.
Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.
© COPYRIGHT. ALL RIGHTS RESERVED

PLANT LIST:

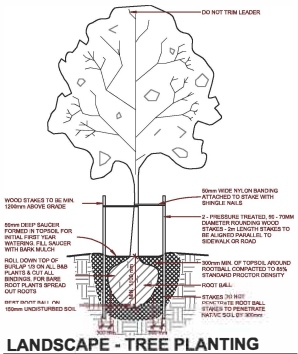
NAME	QTY.	MIN. SIZE	SOIL VOLUME
ST - QUERCUSCOCCINEA 'SCARLET OAK'	9	80M CAL; 2M STD; B&B	35 FT³ MIN
TP - THUJA PLICATA 'WESTERN RED CEDAR'	4	80M CAL; 2M STD; B&B	35 FT³ MIN
FS - STYRAX JAPONICUS 'PINK CHIMES'	6	80M CAL; 1M STD/B&B	35 FT³ MIN
EX - EXISTING TREE, SEE ARBORIST REPORT			

NOTES

NOTES: * PLANT SIZES IN THIS LIST ARE SPECIFIED ACCORDING TO THE BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD, LATEST EDITION. CONTAINER SIZES SPECIFIED AS PER CNLA STANDARD. BOTH PLANT SIZE AND CONTAINER SIZE ARE THE MINIMUM ACCEPTABLE SIZES. * REFER TO SPECIFICATIONS FOR DEFINED CONTAINER MEASUREMENTS AND OTHER PLANT MATERIAL REQUIREMENTS. * SEARCH AND REVIEW: MAKE PLANT MATERIAL AVAILABLE FOR OPTIONAL REVIEW BY LANDSCAPE ARCHITECT AT SOURCE OF SUPPLY. AREA OF SEARCH TO INCLUDE LOWER MAINLAND AND FRASER VALLEY. * SUBSTITUTIONS: OBTAIN WRITTEN APPROVAL FROM THE LANDSCAPE ARCHITECT FOR ANY SUBSTITUTIONS PRIOR TO DELIVERY. NO SUBSTITUTIONS WILL BE ACCEPTED UNLESS SUBSTITUTIONS WERE REJECTED. ALLOW A MINIMUM OF FIVE DAYS PRIOR TO DELIVERY FOR REQUEST TO SUBSTITUTE. SUBSTITUTIONS ARE SUBJECT TO BC LANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD - DEFINITION OF CONDITIONS OF AVAILABILITY. * ALL LANDSCAPE MATERIAL AND WORKMANSHIP MUST MEET OR EXCEED BCLANDSCAPE STANDARD AND CANADIAN LANDSCAPE STANDARD LATEST EDITION. * ALL PLANT MATERIAL MUST BE PROVIDED FROM CERTIFIED DISEASE FREE NURSERY. * BIO-SOLIDS NOT PERMITTED IN GROWING MEDIUM UNLESS AUTHORIZED BY LANDSCAPE ARCHITECT.



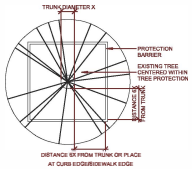
NOTE: ALL LANDSCAPING ON CITY PROPERTY MUST ADHERE TO THE CITY OF PORT MOODY'S LANDSCAPE STANDARDS AND ALL MATERIALS AND WORKMANSHIP SHALL COMPLY WITH THESE STANDARDS



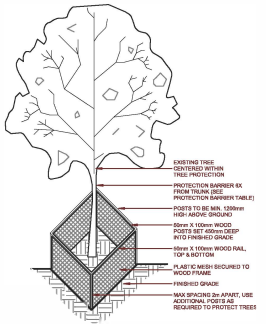
LANDSCAPE - TREE PLANTING
3/16" = 1'-0"

TABLE: PROTECTION BARRIER DISTANCE

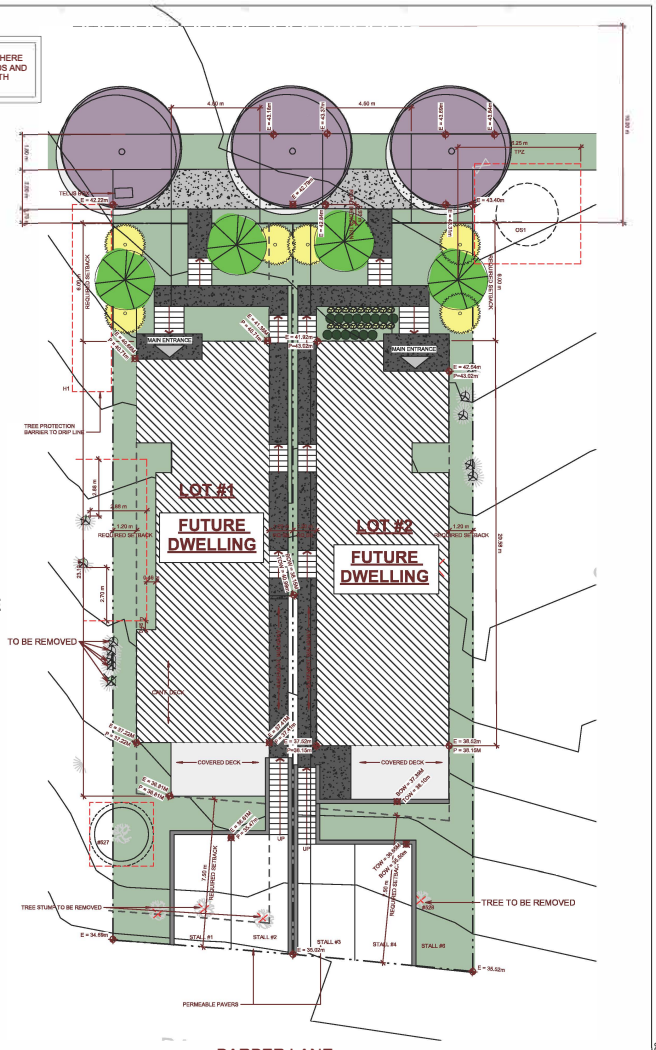
TRUNK DIAMETER (CM)	MIN. PROTECTION DISTANCE (M FROM TRUNK)
10	0.6
20	1.2
30	1.8
35	2.1
40	2.4
45	2.7
50	3.0
55	3.3
60	3.6
70	4.2
80	4.8
90	5.4
100	6.0



LANDSCAPE - TREE PROTECTION BARRIER TABLE
3/16" = 1'-0"



LANDSCAPE - TREE PROTECTION BARRIER
3/16" = 1'-0"



SITE PLAN - REZONE
1/8" = 1'-0"

BARBER LANE

ZED STUDIO

Address: #109 - 2832 PAULINE STREET ABBOTSFORD, BC V2S 3S2
Phone: [redacted]
Email: [redacted]
Web: [redacted]

DATE	REVISIONS

2 LOT SUBDIVISION

120 APRIL ROAD, PORT MOODY, BC

Title
LANDSCAPE PLAN

Scale:	As indicated
Date:	MAY 11,2025
Drawn:	ZE
Checked:	ZE
Job no.	2323
Sheet no.	A102

Consultant

Drawings are to be read in conjunction with each other, any discrepancies found on any drawings are to be reported to the designer before commencing work.
Contractors are responsible to ensure that all work is executed to the requirements of the latest edition of the B.C. Building Code.
© COPYRIGHT. ALL RIGHTSRESERVED

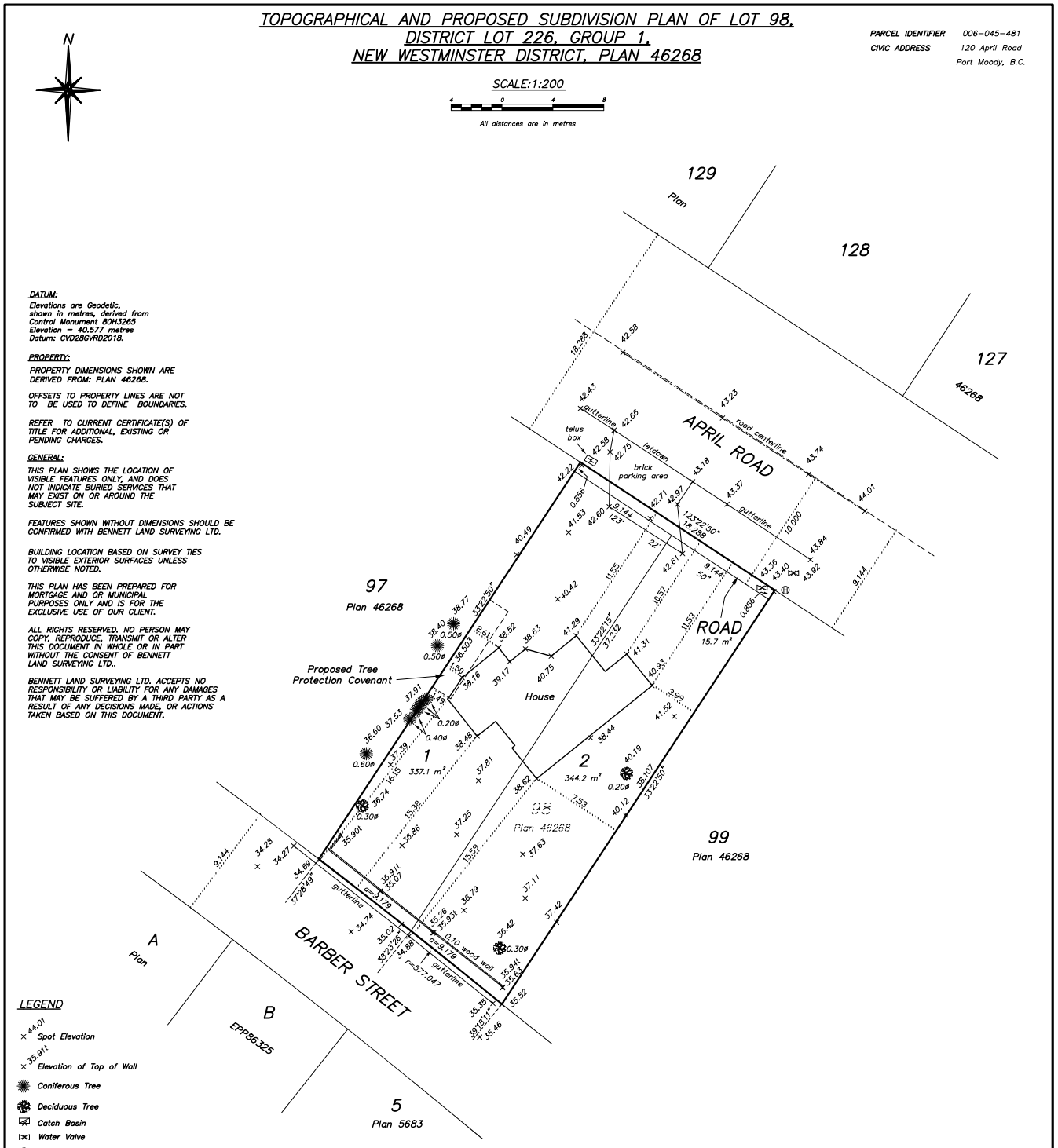
2025-09-08 2:55:14 PM

TOPOGRAPHICAL AND PROPOSED SUBDIVISION PLAN OF LOT 98, DISTRICT LOT 226, GROUP 1, NEW WESTMINSTER DISTRICT, PLAN 46268

PARCEL IDENTIFIER 006-045-481
CIVIC ADDRESS 120 April Road
Port Moody, B.C.

SCALE:1:200

All distances are in metres



DATUM:
Elevations are Geodetic, shown in metres, derived from Control Monument 80H3265 Elevation = 40.577 metres Datum: CVD28GVRD2018.

PROPERTY:
PROPERTY DIMENSIONS SHOWN ARE DERIVED FROM: PLAN 46268.

OFFSETS TO PROPERTY LINES ARE NOT TO BE USED TO DEFINE BOUNDARIES.

REFER TO CURRENT CERTIFICATE(S) OF TITLE FOR ADDITIONAL, EXISTING OR PENDING CHARGES.

GENERAL:
THIS PLAN SHOWS THE LOCATION OF VISIBLE FEATURES ONLY, AND DOES NOT INDICATE BURIED SERVICES THAT MAY EXIST ON OR AROUND THE SUBJECT SITE.

FEATURES SHOWN WITHOUT DIMENSIONS SHOULD BE CONFIRMED WITH BENNETT LAND SURVEYING LTD.

BUILDING LOCATION BASED ON SURVEY TIES TO VISIBLE EXTERIOR SURFACES UNLESS OTHERWISE NOTED.

THIS PLAN HAS BEEN PREPARED FOR MORTGAGE AND OR MUNICIPAL PURPOSES ONLY AND IS FOR THE EXCLUSIVE USE OF OUR CLIENT.

ALL RIGHTS RESERVED. NO PERSON MAY COPY, REPRODUCE, TRANSMIT OR ALTER THIS DOCUMENT IN WHOLE OR IN PART WITHOUT THE CONSENT OF BENNETT LAND SURVEYING LTD..

BENNETT LAND SURVEYING LTD. ACCEPTS NO RESPONSIBILITY OR LIABILITY FOR ANY DAMAGES THAT MAY BE SUFFERED BY A THIRD PARTY AS A RESULT OF ANY DECISIONS MADE, OR ACTIONS TAKEN BASED ON THIS DOCUMENT.

LEGEND

- Spot Elevation
- Elevation of Top of Wall
- Coniferous Tree
- Deciduous Tree
- Catch Basin
- Water Valve
- Fire Hydrant

FIELD SURVEY CERTIFIED CORRECT JANUARY 22ND, 2024.

PROPOSED SUBDIVISION INFORMATION AND PROPOSED COVENANT AREA DERIVED FROM CAD FILE RECEIVED AUGUST 12TH, 2025.

PLAN PREPARED:
this 10th day of September, 2025.

Digitally signed by Robert Peter Adriaensen -- BCLS - ABCLS
Date: 2025.09.10 16:06:31 -07'00'

©

R. ADRIAENSEN B.C.L.S.

THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED OR DIGITALLY CERTIFIED.

BENNETT LAND SURVEYING LTD.
BC LAND SURVEYORS
202 – 1120 WESTWOOD STREET
COQUITLAM , B.C. , V3B 7K8
TEL : (604) 464-5199
FAX : (604) 464-6509
WWW.BENNETTSURVEYS.COM

FILE NUMBER : TOPO-PROPSD-220252

City of Port Moody

Bylaw No. 3517

A Bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937 to allow for a small lot subdivision at 120 April Road.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as "City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S)".

2. Amendments

2.1 City of Port Moody Zoning Bylaw, 2018, No. 2937 is amended by rezoning the following land from Single Detached Residential (RS1) to Single Detached Residential – Small Lot Zone (RS1-S):

> Lot 98 District Lot 226 Group 1 New Westminster District Plan 46268
> PID: 006-045-481

as shown on the map in Schedule A of this Bylaw.

3. Attachments and Schedules

3.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Location Map.

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this 14th day of October, 2025.

Read a second time this 14th day of October, 2025.

Read a third time this 14th day of October, 2025.

Adopted this ___ day of _____, 2025.

DRAFT

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3517 of the City of Port Moody.

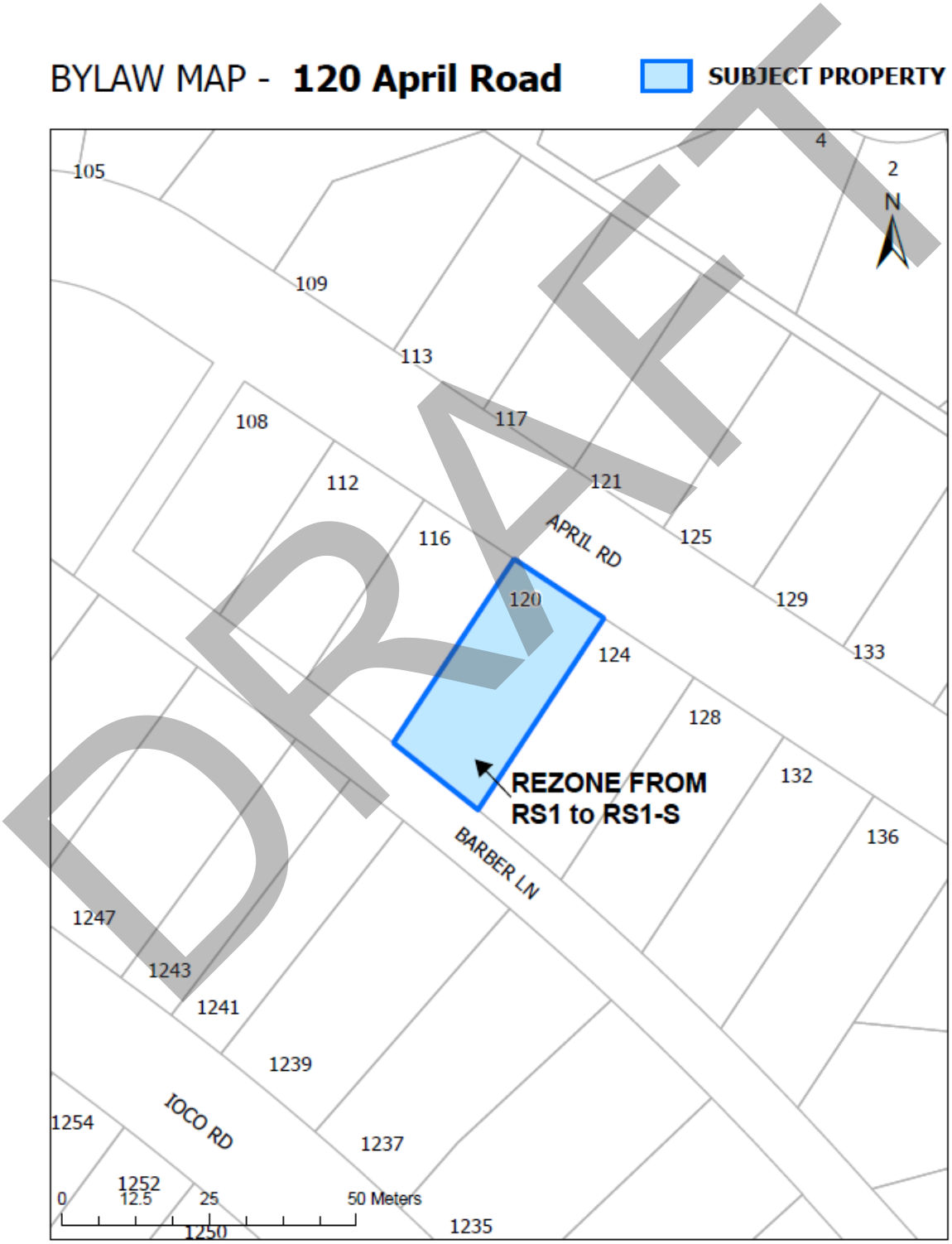
S. Lam
City Clerk

DRAFT

Schedule A – Location Map

This is a certified true copy of the map referred to in section 2 of City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 111, 2025, No. 3517 (120 April Road) (RS1-S).

_____
Corporate Officer



Memorandum

Date: October 28, 2025
Submitted by: Legislative Services Division
Subject: Sewerage and Drainage Regulation – Three Readings of Bylaw No. 3519 and Bylaw No. 3520

At the Governance and Legislation Committee meeting held on October 21, 2025, Council considered a report from the Engineering and Operations Department – Project Delivery Services Division regarding City-Wide Inflow and Infiltration Reduction Strategy, and Sewerage and Drainage Regulation – Bylaw No. 3519 and Bylaw No. 3520 (**Attachment 1**) and passed the following resolution:

> *RC25/041*
> THAT the report dated October 21, 2025, from the Engineering and Operations Department – Project Delivery Services Division regarding City-Wide Inflow and Infiltration Reduction Strategy, and Sewerage and Drainage Regulation – Bylaw No. 3519 and Bylaw No. 3520 be received for information;
>
> AND THAT staff be directed to bring forward City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 to a Regular Council meeting for consideration of first, second, and third readings;
>
> AND THAT staff be directed to bring forward City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage) to a Regular Council Meeting for consideration of first, second, and third readings.

Draft City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 (**Attachment 2**)—a Bylaw to regulate and ensure the proper function and maintenance of the City of Port Moody Sewerage System and Drainage System—and draft City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage) (**Attachment 3**)—a Bylaw to amend City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 by adding fines related to Regulating the Sanitary Sewer System and Storm Drainage System in City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519—will be before Council at the October 28, 2025, Regular Council meeting for consideration of first, second, and third reading.

The recommended resolutions are:

> **THAT City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 be read a first, second, and third time as recommended in the memo dated October 28, 2025, from the Legislative Services Division regarding Sewerage and Drainage Regulation – Three Readings of Bylaw No. 3519 and Bylaw No. 3520;**

AND THAT City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage) be read a first, second, and third time.

Attachment(s)

1. Report considered at the Oct. 21, 2025, GLC meeting – Sewerage and Drainage.
2. Draft City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.
3. Draft City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage).

Report Approval Details

Document Title:	Sewerage and Drainage Regulation – Three Readings of Bylaw No. 3519 and Bylaw No. 3520.docx
Attachments:	- Attachment 1 - Report considered at the Oct. 21, 2025, GLC meeting - Sewerage and Drainage.pdf - Attachment 2 - Draft City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.pdf - Attachment 3 - Draft MTIA Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage).pdf
Final Approval Date:	Oct 22, 2025

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Corporate Services - Oct 22, 2025

Anna Mathewson, City Manager - Oct 22, 2025

City of Port Moody

Governance and Legislation Committee

Date: October 21, 2025
Submitted by: Engineering and Operations Department – Project Delivery Services Division
Subject: City-Wide Inflow and Infiltration Reduction Strategy, and Sewerage and Drainage Regulation – Bylaw No. 3519 and Bylaw No. 3520

Purpose

To provide an update overview of the City's inflow and infiltration (I&I) reduction strategy, and to introduce the new proposed Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 and related Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage).

Recommended Resolution(s)

THAT the report dated October 21, 2025, from the Engineering and Operations Department – Project Delivery Services Division regarding City-Wide Inflow and Infiltration Reduction Strategy, and Sewerage and Drainage Regulation – Bylaw No. 3519 and Bylaw No. 3520 be received for information;

AND THAT staff be directed to bring forward City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 to a Regular Council meeting for consideration of first, second, and third readings;

AND THAT staff be directed to bring forward City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage) to a Regular Council Meeting for consideration of first, second, and third readings.

Background

Inflow and Infiltration (I&I)

Inflow and Infiltration (I&I) occurs when stormwater or groundwater enters the sanitary sewer system through unauthorized direct connections (inflow) or leaks and cracks (infiltration). This additional flow:

- reduces capacity for sewage;
- increases treatment costs;
- can cause public and private sanitary sewer overflows (SSOs) during heavy rainfall; and
- presents environmental risks.

Through its main trunk lines, Metro Vancouver is responsible for transporting and treating the sewage at its treatment plants, and charges each participating municipality for this service. In 2024 Metro Vancouver implemented wet weather pricing, charging municipalities for excess I&I above 11,200 L/Ha/day. This tied system performance directly to financial implications and prompted the City to examine its overall approach for managing I&I and private-side contributions to the system.

Bylaw Limitations

That review showed that the City's existing sanitary sewer regulation (Sanitary Sewer Connections Regulation Bylaw, 1962, No. 803) is very limited and cannot support a modern, city-wide I&I program. Specifically:

- fines are outdated (carry minimal financial implications today) and are not practical (i.e. carry a prison sentence);
- it does not clearly establish a strong legal framework to require homeowners to make or enforce changes to cross-connected sewerage and drainage services, and the private sewerage and private drainage systems;
- it only covers sanitary connections, not drainage connections; and
- it does not give the City authority, as delegated by Council, to properly address cross-connections or regulate grease and fouling issues, and provide strong legal authority to manage major issues affecting the sewerage or drainage system.

Cross-Connections

Cross-connections are a key issue and a major driver for the change in the old sewer bylaw. Cross-connections are when a source of groundwater or stormwater is directly tied into the sanitary system, for instance eaves troughs and foundation drains. These direct large volumes of stormwater or groundwater into sanitary pipes, contributing heavily to I&I.

The reverse situation – sanitary-to-storm cross-connections – is less frequent but more serious, as it can release untreated sewage into the storm system and local waterways. Less commonly, water service lines can also be incorrectly tied into either the storm or sanitary systems, though these cases are rare. Correcting any type of cross-connection often requires re-establishing the correct service tie-ins.

Because the 1962 bylaw only regulated sanitary connections, City staff do not have Council-delegated authority to require or enforce these connections on either side of the system. Cross-connections to the water system, by contrast, are regulated under a separate bylaw.

Drainage System Gaps

The review also made it clear that the City has no comprehensive regulatory framework governing who may use the drainage system and for what purposes. While the existing Stream and Drainage Bylaw is focused on protecting the water quality within the drainage system, it does not establish governance or rules for the proper use of the system.

New Sewerage and Drainage Regulation Bylaw

To address these gaps, the City developed the new Sewerage and Drainage Regulation Bylaw. This bylaw:

- provides Council-delegated authority for the City Engineer to regulate how the sewerage and drainage systems are governed and used;
- requires property owners to connect to City systems where necessary;
- establishes enforceable penalties for non-compliance, modernizing outdated provisions through updated fines in the Municipal Ticket Information Authorization Bylaw;
- strengthens enforcement by allowing the City, where necessary, to enter private property to correct illegal or non-compliant connections; and
- provides the City with a range of tools to solve issues regarding the sewerage system and drainage system.

I&I Reduction Work – Phased Approach

Staff's I&I reduction work is being delivered in two phases:

- **Phase 1** – Bylaw Update: Establishes the legal and enforcement framework to govern the system and address private-side cross-connections. This phase is complete, pending Council authorization.
- **Phase 2** – Strategy Development: Builds out the broader I&I Reduction Strategy through long-term planning framework. This phase is targeted for completion by spring 2026.

Discussion

Sewerage and Drainage Regulation Bylaw, 2025, No. 3519

The new bylaw repeals and replaces City of Port Moody Sanitary Sewer Connections Regulation Bylaw, 1962, No. 803. Key features include:

- regulation of both sewer and storm drainage systems;
- authority, delegated by Council, for the City Engineer to order cross-connections to be repaired at the Owner's cost;
- requirements for property owners to maintain private systems in good working condition;
- regulations controlling fats, oils and greases from food sector businesses;
- updated fines and penalties;
- authority, where authorized by Council, for the City to enter private property and complete repairs if owners do not comply if an emergency exists, with City costs charged back to the Owner as necessary; and
- strengthened requirements that Owners must connect to City systems when services are available;

Draft Sewerage and Drainage Regulation Bylaw, 2025, No. 3519 is included for Council's review as **Attachment 1**.

Municipal Ticket Information Authorization Bylaw Amendment, 2025, No. 3520

To support enforcement of the new Sewerage and Drainage Regulation Bylaw, the City is amending the Municipal Ticket Information Authorization Bylaw, 2020, No. 3484. The updated fine schedule modernizes outdated penalties from the 1962 bylaw and introduces meaningful, scalable consequences for non-compliance. These include fines for:

- unauthorized works;
- illegal discharges;
- failure to maintain private systems;
- cross-connections;
- failure to connect to City services; and
- grease interceptor violations.

Fines range from $100 to $1,000, providing staff with practical tools to compel compliance and protect the City's sewerage and drainage systems under Council-delegated authority. Draft Municipal Ticket Information Authorization Bylaw Amendment, 2025, No. 3520 (Sewerage and Drainage) is included for Council's review as **Attachment 2**.

City-Wide I&I Strategy

The multi-phased Strategy to reduce I&I in the City of Port Moody incorporates several steps including analysis, implementation, and monitoring, including:

- catchment analysis: establish catchment boundaries and collect flow data with an emphasis on areas with highest concern or areas with no data;
- I&I study: CCTV inspections, vapour testing, and dye testing to identify issues;
- repair program: fix issues identified in I&I study and coordinate timing with city utility upgrades and pavement paving program;
- catchment monitoring: assess catchments after I&I repairs have been completed to determine the effectiveness of repairs;
- reporting: map I&I rates and report to Metro Vancouver the results of the City's progress;
- cross-connection program: track cross-connections, send letters to homeowners requiring repair, and record completed work; and
- grant program: investigating the creation of a grant program to help homeowners to cover part of the cost of repairing cross-connections or replacing older private service connections.

This program is intended to both reduce Metro Vancouver wet weather charges and protect environmental and community health by reducing the risk of SSOs and contamination of natural waterways. This plan also supports long-term asset management by targeting repairs to prolong or replace service life of the aging City sewerage network.

Completed/Ongoing/Upcoming I&I Work

The following are current priorities underway in the City's neighbourhoods to help reduce I&I:

- Glenayre:
  - flow monitoring completed in December 2021;
  - CCTV program, vapour testing, and dye testing completed 2025;
  - identified cross connections to be resolved pending the authorization of the Sewerage and Drainage Regulation Bylaw (one resolved to date);
  - sewer repair project underway – construction to start spring 2026; and
  - post-work flow monitoring and analysis following construction.
- North Shore (Heritage Woods, Heritage Mountain, Pleasantside, April Road):
  - CCTV program completed 2025;
  - flow monitoring planned for 2026, followed by vapour and dye testing; and
  - repairs to begin in 2026 or 2027.
- Moody Centre:
  - flow monitoring in place to collect data for analysis;
  - CCTV inspection program planned for 2026; and
  - need for vapour and dye testing and repairs to follow.
- Remaining Areas:
  - more work to be planned in the future.

Other Option(s)

THAT staff report back with changes to the proposed new Sewerage and Drainage Regulation Bylaw prior to first reading as identified by Council.

Financial Implications

By implementing a coordinated strategy and updating City bylaws, including the new Sewerage and Drainage Regulation Bylaw, it is anticipated that reducing I&I will lower Metro Vancouver wet weather charges. Projects identified above are being completed under existing approval capital budgets.

Communications and Public Engagement Initiatives

Any proposed works as part of the I&I strategy would be carried out as part of the City's Capital Works Program, with appropriate communication issued to any affected residents. Information will be shared through typical communications channels such as media release, project web page updates, social media, email, and on-site signage. Metro Vancouver has recently provided Council with a presentation on I&I and maintains a range of educational resources on the subject. Staff will explore opportunities to align with or link to these resources, including updating the City's website to provide residents with information on I&I, cross-connections, and private-side responsibilities.

Council Strategic Plan Goals

The recommendations in this report align with the following Council Strategic Plan Goal(s):

- Strategic Goal 1.2 – Ensure financial sustainability by strengthening asset management by the systematic targeted repair of the City sanitary system, and reducing fees collected by Metro Vancouver for wet weather pricing;

- Strategic Goal 1.3 – Lead with good governance by creating a targeted process to remove I&I and cross-connections in the City;
- Strategic Goal 3.1 – Protect, integrate, and enhance our natural assets by mitigating waste and pollution from entering natural waterways; and
- Strategic Goal 3.2 – Advance climate change mitigation and adaption by reducing the impact of extreme events on the sanitary system.

Attachment(s)

1. Draft City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.
2. Draft City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage).

Report Author

Peter Adams Mansilla, EIT
Project Engineer

Report Approval Details

Document Title:	City-Wide Inflow and Infiltration Reduction Strategy, and Sewerage and Drainage Regulation – Bylaw Nos. 3519 and 3520.docx
Attachments:	- Attachment 1 - Draft City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.pdf - Attachment 2 - Draft MTIA Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage).pdf
Final Approval Date:	Oct 15, 2025

This report and all of its attachments were approved and signed as outlined below:

Jeff Moi, General Manager of Engineering and Operations - Oct 10, 2025

Paul Rockwood, General Manager of Finance and Technology - Oct 12, 2025

Kate Zanon, Deputy City Manager - Oct 15, 2025

City of Port Moody

Bylaw No. 3519

A Bylaw to regulate and ensure the proper function and maintenance of the City of Port Moody Sewerage System and Drainage System.

WHEREAS pursuant to the *Community Charter* and the *Local Government Act*, the City is authorized to regulate, prohibit, and impose requirements related to the design, installation, connection, maintenance, and proper functioning of any Sewerage System and Drainage System, and Sewerage Service and Drainage Service, whether located on City property or private property, and to impose conditions on any Owner undertaking Works and Services to ensure compliance with municipal bylaws;

NOW THEREFORE, the Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw shall be cited as “City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519”.

2. Repeal

2.1 City of Port Moody Sewer Connection Bylaw, 1962, No. 803 including all amendments thereto is hereby repealed.

3. Definitions

3.1 In this Bylaw:

“Approval” means the written approval of the City Engineer for the Works and Services applied for by the Owner and may be in any form deemed acceptable by the City Engineer.

“Building Permit” means a permit issued under City of Port Moody Building Bylaw, 2019, No. 3200, as amended or replaced from time to time, that authorizes the construction, erection, alteration, enlargement, repair, or change in occupancy of a building or structure.

“Bylaw Enforcement Officer” means a person appointed by Council to enforce City bylaws.

“Certificate of Final Performance” means a certificate prepared, signed, and sealed by a Professional Engineer stating that the Works and Services have been completed in accordance with City specifications, standards, and applicable approvals.

DRAFT

"City" means the City of Port Moody.

"City Engineer" means the General Manager of Engineering and Operations or their designate.

"*Community Charter*" means the *Community Charter, S.B.C. 2003, c. 26* and the regulations thereto, as amended or replaced from time to time.

"Connection" means:

a) the physical connection between the Drainage Service and the Private Drainage System*;* or
b) the physical connection between the Sewerage Service and the Private Sewerage System.

"Council" means the elected Council of the City of Port Moody.

"Cross Connection" means any actual or potential Connection between any of the Sewerage System, Drainage System, or Water System that could allow contamination or unauthorized Discharge into the Sewerage System and the Drainage System.

"Discharge" means the direct or indirect release, deposit, draining, or emission of any liquid, substance, or effluent, including Drainage or Sewage, into the Sewerage System or Drainage System.

"Drainage" means water, including but not limited to Run-off and Groundwater that causes Discharge into or otherwise enters the Drainage System.

"Drainage Service" means the cleanouts, wyes, pipes, and all other devices comprising or relating to a Connection between the Drainage System and private property.

"Drainage System" includes all the mains, pipes, cleanouts, controls, devices, fittings, catch basins, inlets, culverts, outlets, ditches, engineered watercourses, and all other items owned, maintained or are the responsibility of the City or the GVS&DD used for the collection, impounding, conveyance, and Discharge of Drainage.

"Emergency" means a present or imminent event, condition, or circumstance that poses a risk to public health, public safety, the environment, or the sewer system or drainage system, and which requires immediate action to prevent, mitigate, or respond to harm.

"Engineering Standards" means the City of Port Moody Subdivision and Development Servicing Bylaw, 2010, No. 2831, as amended or replaced from time to time, and any other engineering requirements, standards, and specifications adopted by the City for the design and construction of Works and Services under this Bylaw, including any manuals, bylaws, regulations, or standards, as amended or replaced from time to time.

"*Environmental Management Act*" means the *Environmental Management Act*, S.B.C. 2003, c. 53 and the regulations thereto, as amended or replaced from time to time.

"Fat, Oils, and Grease" means "fat, oils, and grease" as defined in the Grease Interceptor Bylaw.

DRAFT

"Final Acceptance" means written confirmation issued by the City Engineer that the Works and Services have been completed in accordance with this Bylaw, City standards, and applicable approvals and enactments, and is evidenced by either of the following:

a) a Certificate of Final Performance, where a Professional Engineer has been required; or
b) written confirmation by the City Engineer following inspection and review of the Works and Services, where a Professional Engineer has not been required.

"Food Sector Establishment" means "food sector establishment" as defined in the Grease Interceptor Bylaw.

"Grease Interceptor" means "grease interceptor" as defined in the Grease Interceptor Bylaw.

"Grease Interceptor Bylaw" means the Greater Vancouver Sewerage and Drainage District Food Sector Grease Interceptor Bylaw, No. 365, 2023, as amended or replaced from time to time.

"Groundwater" means water originating from a subsurface source.

"Greater Vancouver Sewer and Drainage District" or "GVS&DD*"* means the Greater Vancouver Sewerage and Drainage District as continued and defined under the *GVS&DD Act*.

"GVS&DD Act" means the *Greater Vancouver Sewer and Drainage District Act, S.B.C. 1956, c. 59*, and the regulations thereto, as amended or replaced from time to time.

"Sewer Use Bylaw" means the Greater Vancouver Sewerage & Drainage District Sewer Use Bylaw, 2007, No. 299 and the regulations thereto, enacted by the GVS&DD pursuant to the *Environmental Management Act* and the *GVS&DD Act*.

"Inspection Chamber" means a vertical pipe located at or near the property line, or at or near the edge of a statutory right-of-way, at the connection between the Drainage Service and the Private Drainage System, or the Sewerage Service and the Private Sewerage System, and extends to the surface, but does not include any other structures or fixtures required to facilitate the installation of or as a part of driveways, sidewalks, landscaping, or other surfaces.

"*Local Government Act*" means the *Local Government Act, R.S.B.C. 2015, c. 1* and the regulations thereto, as amended or replaced from time to time.

"New Service" means the installation of a new Drainage Service or Sewerage Service where one does not exist, or where the existing service must be decommissioned, upgraded, relocated, or otherwise does not meet the size, location, or elevation needs of the property.

"Normal Business Hours" means between the hours of 7:00am and 3:30pm from Monday to Friday, excluding statutory holidays.

DRAFT

"Owner" means an "owner" as defined in the *Community Charter* or a person authorized by them in writing to act on their behalf.

"Permanent Cap" means a disconnection of the existing Drainage Service or Sewerage Service at the main where the existing service is to be abandoned and a New Service to the property provided, if required.

"Private Drainage System" means the pipes valves, wyes, fittings, cleanouts, rock pits, pumps, and other devices providing for the Discharge of Drainage from buildings or other Drainage improvements on private property but does not include any component used to convey Drainage within a statutory right-of-way or other land owned or controlled by the City.

"Private Sewerage System" means the pipes valves, wyes, fittings, cleanouts, septic systems, lift stations, and other devices providing for the Discharge of Sewage from buildings or other Sewage improvements on private property but does not include any component used to convey Sewage within a statutory right-of-way or other land owned or controlled by the City.

"Professional Engineer" means a person registered or licensed as a professional engineer and in good standing with the Engineers and Geoscientists British Columbia under the *Professional Governance Act, S.B.C. 2018, c. 47*, and the regulations thereto, as amended or replaced from time to time.

"Prohibited Waste" means "prohibited waste" as defined in the Sewer Use Bylaw.

"Renewal Service" means the rehabilitated Drainage Service or Sewerage Service constructed to restore or extend the service life of an existing service using trenchless or minimally invasive techniques, such as cured-in-place pipe (CIPP) lining, pipe bursting, or other approved methods.

"Restricted Waste" means "restricted waste" as defined in the Sewer Use Bylaw.

"Run-off" means water on the surface of land resulting from natural precipitation or snowmelt.

"Sewage" means "domestic sewage" as that term is used in the *Environmental Management Act*, including human excreta and waterborne Waste from the preparation and consumption of food and drink, dishwashing, bathing, showering, general household cleaning, and laundry.

"Sewerage Service" means any cleanout, wye, fitting, pipe, valve, meter, Inspection Chamber, and any other device comprising to a Connection between the Sewerage System and the Private Sewerage System.

"Sewerage System" means the network of pipes, utility holes, cleanouts, Inspection Chambers, pump stations, fittings, valves, and other devices owned or controlled by the City or GVS&DD used for the collection, storage, treatment, conveyance, use, Discharge, and disposal of Sewage.

DRAFT

"Temporary Cap" means a cap on the existing Drainage Service or Sewerage Service, at or near the property line or the extent of the statutory right-of-way, which prevents the Discharge of Drainage into the Drainage System or Sewage into the Sewerage System. This will be removed when the Drainage Service or Sewerage Service is reconnected.

"Waste" includes all "waste" as defined in the *Environmental Management Act*.

"Water System" includes all the mains, pipes, taps, valves, control devices, fittings, meters, and other devices owned or controlled by the City or by the Greater Vancouver Water District for the collection, storage, transmission, and distribution of potable water, as continued and defined under the Government of British Columbia *Greater Vancouver Water District Act, R.S.B.C 1996, c. 486*, and the regulations thereto, as amended or replaced from time to time.

"Works and Services" means any alteration to the Sewerage System or Drainage System and includes a New Service, a Renewal Service, a Temporary Cap, a Permanent Cap, the installation of a meter, a Connection to the Sewerage System or Drainage System, a disconnection from the Sewerage System or Drainage System, or any other activity requiring Approval from the City Engineer or the City, and any inspections of the Sewerage System or Drainage System.

4. Establishment and Operation

4.1 The Sewerage System and Drainage System are hereby confirmed as the systems to collect, convey, and dispose of Sewage and Drainage from lands within the City and, where authorized by agreement under applicable legislation, from lands outside the City.

4.2 The City may alter, extend, or upgrade the Sewerage System or Drainage System from time to time in accordance with designs approved by the City Engineer, to meet the needs of the inhabitants of the City and, where applicable, authorized areas outside the City, subject to any required permit, or approval required under applicable legislation.

4.3 Nothing in this Bylaw shall be interpreted to mean that the City gives any assurance to any person with respect to the capacity or continuance of Sewage or Drainage collection, conveyance, or disposal by way of the Sewerage System or Drainage System respectively.

4.4 An Owner shall be deemed to own, and be responsible for the maintenance and repair of:

a) any Inspection Chamber located fully on their private property, but not fully or partially within a statutory right-of-way;

b) any infrastructure that protects the City Inspection Chamber in order to accommodate private use of the boulevard including access or landscaping;

c) their Private Sewerage System; and

d) their Private Drainage System.

DRAFT

4.5 The City owns all pipes, facilities, and equipment that form a part of the Sewerage System or Drainage System, including those located on, in, or under land owned or controlled by the City, including within statutory rights-of-way and on or under private property. The City is responsible for the operation and maintenance of the Sewerage System and Drainage System, except where an alternate agreement approved by the City assigns responsibility for maintenance or operation to another party.

4.6 This Bylaw sets out the terms under which the Sewerage System and Drainage System shall be used.

5. Delegated Authority and Duties of the City Engineer

5.1 The City Engineer is delegated responsibility for the design, operation, maintenance, repair, improvement, and extension of the Sewerage System and the Drainage System, and for ensuring that all Works and Services are carried out in accordance with this Bylaw, the Engineering Standards, and any applicable policies, requirements, and specifications.

5.2 The City Engineer may require that an Owner of real property:

a) connect buildings, fixtures, or other Sewage improvements on their property to the Sewerage System in a manner specified by the City Engineer;

b) connect buildings, fixtures, or other Drainage improvements on their property to the Drainage System in a manner specified by the City Engineer; or

c) undertake any Works and Services that the City Engineer considers necessary pursuant to this Bylaw.

5.3 If the City Engineer determines that an Emergency exists, the City Engineer may issue such directions and take such steps as the City Engineer deems necessary for the protection of the health and safety of the residents of the City, the protection of the environment, or the protection of the Sewerage System or Drainage System. Every person who uses the Sewerage System or Drainage System and the Owner or occupier of every property connected to the Sewerage System or the Drainage System shall comply with any such orders and directions.

5.4 Where authority is given to the City or the City Engineer by this Bylaw to take any action, or to do or cause to be done any work with respect to the Sewerage System or Sewerage Service, or Drainage System or Drainage Service, nothing in this Bylaw shall be interpreted as imposing a duty on the City or the City Engineer to take such action.

6. Works and Services

6.1 No person shall cause, allow, or permit any Works and Services that impact, alter, or interfere with the operation, integrity, capacity, or function of the Sewerage System or Drainage System without first obtaining Approval.

6.2 An Owner must apply for Approval for Works and Services before construction.

DRAFT

6.3 An Owner may apply for Approval for Works and Services by submitting a complete application in the manner prescribed by the City Engineer. All Works and Services, and the criteria for connection applications and Building Permit-related applications relating to Works and Services, must comply with the Engineering Standards, all applicable City bylaws, and all other applicable enactments.

6.4 Without limiting the generality of section 6.3, as a condition of an Approval or in connection with a Building Permit application, the City Engineer may require an Owner, at the Owner's expense, to repair, replace, or upgrade the Sewerage Service or Drainage Service in accordance with the requirements set out in Schedule A.

6.5 The City Engineer may refuse to issue an Approval for Works and Services if:

a) the content or quality of the Sewage or Drainage that will Discharge or expected to Discharge into the Sewerage System or Drainage System is contrary to any City bylaw or other applicable enactment;

b) the Sewerage System or Drainage System has insufficient capacity for the intended or expected Discharge of Sewage or Drainage, or does not meet the applicable requirements under this Bylaw, or the Engineering Standards; or

c) in the opinion of the City Engineer, the Works and Services would:

i) pose a risk to the proper operation or integrity of the Sewerage System or Drainage System;

ii) cause damage to the environment;

iii) pose a risk to public health, safety, or well-being;

iv) be contrary to the public interest; or

v) for any other reason the City Engineer considers warranted.

6.6 All Works and Services that have received Approval from the City Engineer must be undertaken by the Owner, unless the City Engineer determines that the City will complete the work. In all cases, the Works and Services must be carried out in accordance with all terms, conditions, specifications, designs, and requirements provided or approved by the City Engineer.

6.7 Prior to issuing an Approval, the City Engineer may require that specifications and drawings be prepared and sealed by a Professional Engineer at the expense of the Owner and may specify that all Works and Services must be carried out by the City or under the supervision and inspection of the City Engineer or another person designated by the City Engineer. The City may also require as a condition of Approval, the posting of a security deposit to ensure satisfactory completion of the Works and Services, and may also require damage deposits, or any other permits deemed necessary by the City Engineer.

DRAFT

6.8 If the City undertakes, or causes to be undertaken, Works and Services referred to in this Bylaw that are the responsibility of the Owner, the costs of such Works and Services, including all costs of engineering services and supervision, shall be payable by the Owner and in accordance with the City of Port Moody Fees Bylaw, 2024, No. 3492, as amended or replaced from time to time.

6.9 An Owner must apply for Final Acceptance for Works and Services before the Works and Services begin operation by submitting a complete application in the manner prescribed by the City Engineer.

6.10 Final Acceptance of the completed Works and Services shall be subject to:

a) any inspection or tests required by the City Engineer;

b) the submission, where required by the City Engineer, of record drawings sealed by a Professional Engineer, prepared in accordance with the applicable professional practice guidelines, and a Certificate of Final Performance sealed by a Professional Engineer confirming that the Works and Services have been designed and/or reviewed in accordance with this Bylaw, applicable City standards, and all other applicable enactments, codes, and professional guidelines; and

c) compliance with all applicable standards, including the Engineering Standards and this Bylaw.

6.12 Works and Services are not deemed to be accepted by the City until the City Engineer has provided written confirmation of that Final Acceptance has been reached by the Owner.

7. Interruption of Service

7.1 The City Engineer may interrupt or discontinue the collection of Sewage or Drainage from any property, or from any Sewerage Service or Drainage Service:

a) at any time, and from time to time, as the City Engineer determines is required to protect, repair, operate, extend, or maintain the Sewerage System or Drainage System, or to protect the environment, public health, or public safety; or

b) upon providing reasonable written notice to the registered Owner, if:

i) the Sewerage System or Drainage System is being used contrary to this Bylaw, any other applicable City bylaw, or any other applicable enactment;

ii) any portion of the Sewerage Service or Drainage Service is malfunctioning, improperly installed, or causing a nuisance;

iii) any unauthorized Sewerage Service or Drainage Service, or addition or alteration thereto, has been installed without the Approval and/or Final Acceptance of the City Engineer; or

DRAFT

iv) the Sewerage Service or Drainage Service must be discontinued to allow for a transition to a New Service that has the Approval of the City Engineer.

8. Responsibility of User

8.1 No person shall, without prior written Approval interfere in any way with any part of the Sewerage System or Drainage System, including any Inspection Chamber, valve, flap, gate, pipe, culvert, pump station, or any other Sewerage System or Drainage System appliance.

8.2 No person shall, without the prior written Approval cause, allow or permit any change to any Sewerage Service or Drainage Service, the installation or removal of a Sewerage Service or Drainage Service, or alter, install or remove any measuring device related to the Sewerage System or Drainage System.

8.3 Every Owner shall operate and maintain the Private Sewerage System and the Private Drainage System, serving their property in good working condition.

8.4 Every Owner, in relation to a Private Sewerage System on their property, shall prevent:

a) the Discharge of Groundwater or Run-off into the Sewerage System;

b) damage or threat of damage to the Sewerage System or interference or threat of interference with the usual and intended operation of the Sewerage System;

c) the Discharge of Sewage into the environment;

d) any threat to public health arising from the operation, maintenance, or condition of any Sewerage Service, Inspection Chamber, service pipe, valve, fixture, or related device;

e) the continuous or repeated Discharge of potable water or other “clean water” sources, including but not limited to water from leaking fixtures (such as toilets, taps, or valves, foundation drains, or other sources, into the Sewerage System; and

f) any Cross Connection.

8.5 Every Owner, in relation to a Private Drainage System on their property, shall prevent:

a) the Discharge of Waste or Sewage into the Drainage System;

b) damage or threat of damage to the Drainage System or interference or threat of interference with the usual and intended operation of the Drainage System;

c) any threat to public health arising from the operation, maintenance, or condition of any Drainage Service, Inspection Chamber, service pipe, valve, fixture, or related device;

DRAFT

d) any Discharge of potable water or other “clean water: sources, including but not limited to water from leaking fixtures, irrigations systems, swimming pools, or other similar sources, into the Drainage System; and

e) any Cross Connection.

8.6 The Owner is responsible for any repair of a Sewerage Service or Drainage Service where the failure is caused by root intrusion from any tree within their property, or by the accumulation of Fat, Oil, and Grease, or other debris, or by any misuse of the Sewerage System or Drainage System by a user, contrary to this Bylaw. The City is responsible for repair only where, in the opinion of the City Engineer, the failure of the Sewerage System, Drainage System, Sewerage Service, or Drainage Service is due to age-related or structural defects. For clarity, structural defects do not include damage or blockage caused by root intrusion from any tree within private property, the accumulation of Fat, Oil, and Grease, or other debris, or any misuse of the Sewerage System or Drainage System by a person, contrary to this Bylaw

8.7 Where a blockage occurs in a Sewerage Service or Drainage Service, the following responsibilities and procedures apply:

a) the Owner shall take all reasonable steps to determine the nature and location of the blockage;

b) where the blockage is determined, through video evidence or field observation, to be also within the Sewerage System or Drainage System, the Owner shall notify the City immediately;

c) the City will only assume responsibility for investigating or repairing the blockage where, in the opinion of the City Engineer, the City is responsible due to age-related or structural defects pursuant to section 8.6;

d) costs incurred by the Owner for investigation or repair will only be reimbursed if:

i) the City determines it is responsible due to age-related or structural defects under section 8.6;

ii) the Owner provides sufficient evidence that the costs relate solely to identifying and clearing the blockage; and

iii) the costs do not include improvements or repairs to any Private Sewerage System or Private Drainage System; and

e) the City will undertake repairs to blockages within the Sewerage System, Sewerage Service, Drainage System, or Drainage Service during Normal Business Hours, provided that the decision to undertake repairs outside of Normal Business Hours shall be at the sole discretion of the City Engineer and will be based on environmental considerations, public health or safety, or any other factor the City Engineer considers relevant.

DRAFT

8.8 If any Cross Connection is installed or created, the Owner shall, upon notice from the City Engineer, immediately, or within a period as directed by the City Engineer, take all necessary steps to eliminate the Cross Connection.

8.9 Every Owner shall at all times keep the Sewerage Service and Drainage Service devices, including any Inspection Chamber, control devices, valves, and utility holes, accessible for use, inspection, maintenance, and repair.

8.10 If at any time the City Engineer determines that insufficient access is available to any part of the Sewerage System or Drainage System, including any part of a Private Sewerage System or Private Drainage System, then the Owner shall, on reasonable notice, do all necessary work required to provide access.

8.11 If the Owner fails to do the work required under section 8.8 in the time required by the City Engineer, then the City Engineer may enter the Owner's property to do such work or retain others to do the work, and the Owner shall pay for all costs incurred by the City Engineer as a charge under this Bylaw.

8.12 No person shall Discharge or permit to Discharge into the Sewerage System or Drainage System any material that could accumulate in or form a blockage in the Sewerage System or Drainage System or any Sewerage Service or Drainage Service, or damage the Sewerage System or Drainage System, any Sewerage Service or Drainage Service, or the environment.

8.13 No person shall cause, allow, or permit Sewage to drain, Discharge, or dispose of in any manner other than through the Sewerage System in accordance with the requirements of this Bylaw, the *Environmental Management Act*, the Government of British Columbia *Public Health Act, S.B.C. 2008, c. 28* and the regulations thereto, as amended or replaced from time to time, and all other applicable enactments.

8.14 No Owner shall, without the prior written Approval of the City Engineer, make any significant change to the volume, the type(s) of Waste, or the Discharge pattern of Sewage or Drainage that will Discharge through a Sewerage Service or Drainage Service that exceeds the thresholds set out in Engineering Standards.

8.15 Every person who becomes aware of any partial or total loss of Sewerage System or Drainage System service, the existence of any Cross Connection, and any other partial or total Sewerage System or Drainage System failure, shall notify the City Engineer forthwith.

8.16 In the event of any partial or total Sewerage System or Drainage System failure, every person shall take all reasonable steps to mitigate loss and damage, including without limitation reducing or discontinuing use of the Sewerage System or Drainage System to the extent possible and installing reasonable works to mitigate damage and loss.

8.17 In the event of a Discharge of Waste or Sewage on a property, the Owner of the property shall take all reasonable steps to prevent entry of Waste or Sewage into the Drainage System.

DRAFT

8.18 In the event of an escape of Drainage from the Drainage System or a Drainage Service, every Owner of the Drainage System shall take all reasonable steps to mitigate damage and loss.

8.19 In the event of an escape of Sewage from the Sewerage System or a Sewerage Service, every Owner of the Sewerage System shall take all reasonable steps to mitigate damage and loss.

8.20 Every Owner of property served by the Sewerage System or Drainage System, or connected to a Sewerage Service or Drainage Service shall at all times permit the City Engineer and other representatives and agents of the City, including without limitation contractors retained or appointed by the City Engineer, to access the property for the purpose of:

a) inspecting any Sewerage Service or Private Sewerage System, located on, in or under the property;

b) inspecting any Drainage Service or Private Drainage System, located on, in, or under the property;

c) enforcing this Bylaw;

d) preventing the Discharge of any prohibited material, Groundwater, or Waste into the Drainage System or the environment;

e) preventing the escape of Sewage and Waste from the Sewerage System; and

f) undertaking any inspections or other works considered necessary by the City Engineer.

8.21 The City Engineer may require the Owner to connect to a New Service or Renewal Service made available to connect the property to the Sewerage System or Drainage System and shall provide written notice to the Owner specifying the availability of the New Service or Renewal Service and requiring connection within 365 days of the date of notice, unless otherwise directed by the City Engineer.

9. Food Sector Establishment Grease Management

9.1 No Owner or person responsible for a Food Sector Establishment, including any operator, property Owner, tenant, licensee, agent, or contractor, shall Discharge or allow the Discharge of Fat, Oil, and Grease into the Sewerage System or Drainage System.

9.2 Every Owner, operator, or person responsible for a Food Sector Establishment shall ensure that any Grease Interceptor is maintained in good working condition and shall provide access and documentation to the City for inspection as required. The following specific responsibilities apply:

a) the City Engineer or a Bylaw Enforcement Officer may enter on and into a property to inspect, investigate, and determine whether all provisions and regulations under this Bylaw are being met;

DRAFT

b) the Owner, operator, or person responsible for a Food Sector Establishment must maintain and repair every Grease Interceptor, according to established schedules and standards provided by the manufacturer, so that they are fully operational and effective at all times;

c) at least one (1) person among the Owner, operator, or person responsible for the operation of a Food Sector Establishment at any given time is required to have the knowledge, ability, and tools to open and provide access to a Grease Interceptor, upon request, during inspection and investigation by a Bylaw Enforcement Officer or City employee under section 9.2.a) of this Bylaw;

d) the Owner, operator, or person responsible for a Food Sector Establishment must keep and maintain on site, for a minimum period of two (2) years, all maintenance records of Grease Interceptor inspections and maintenance conducted, recording the date of the inspection, the date of cleaning or maintenance, the type and quantity of material removed from the Grease Interceptor, and the disposal location and address, which must be available, upon request, for inspection and investigation by a Bylaw Enforcement Officer or City employee under section 9.2.a) of this Bylaw;

e) the maximum depth of fat, oil, or grease which an operator of a Food Sector Establishment may allow to accumulate in a Grease Interceptor prior to servicing must not exceed the lesser of 15.2cm (six inches) or 25% of the wetted height of the Grease Interceptor;

f) each Grease Interceptor within a Food Sector Establishment must have a visible label that shows its rated flow capacity, or documents from the manufacturer that state its rated flow capacity must be kept at the Food Sector Establishment, and the documentation must be available for viewing, upon request, by a Bylaw Enforcement Officer or City employee during an inspection or investigation under section 9.2.a) of this Bylaw;

g) no person shall use enzymes, solvents, hot water, or other agents in order to facilitate the passage of fat, oil, or grease through a Grease Interceptor; and

h) every Food Sector Establishment shall implement best management practices in its operation to minimize the discharge of fat, oil, or grease into the Sewerage System or Drainage System within the City.

10. Prohibited and Restricted Waste

10.1 Without limiting any other section of this Bylaw, no person shall cause, allow, or permit to Discharge into the Sewerage System:

a) Prohibited Waste;

b) Restricted Waste;

c) water or any other substance for the purpose of diluting any non-domestic Waste that will Discharge into the Sewerage System to meet acceptable tolerance standards within this Bylaw; or

DRAFT

d) anything in a concentration or quantity which may be or may become a health or safety hazard to any person operating or maintaining the Sewerage System or which may cause damage or interfere with the proper operation of the Sewerage System.

10.2 Notwithstanding any other provision of this Bylaw, a person may Discharge Restricted Waste into the Sewerage System if that person has a current and valid permit in writing from the GVS&DD and will Discharge the Restricted Waste in accordance with the terms and conditions of the permit.

11. Offence

11.1 A person commits an offence who:

a) contravenes any provision of this Bylaw or fails to do anything required by this Bylaw; or

b) causes, permits, or allows another person to contravene any provision of this Bylaw or fail to do anything required by this Bylaw in respect of real property of which that person is the Owner, occupant, tenant, or licensee.

11.2 A person who commits an offence under section 11.1 is liable to the penalties and remedies available to the City under this Bylaw and any applicable enactment.

11.3 For the purposes of sections 11.1.a) and 11.1.b), the Owner, occupant, tenant, or licensee of real property or in occupation of a property at the time of the offence is deemed to be a responsible person under that section.

12. Penalties and Remedies

12.1 Any person who commits an offence under this Bylaw, in addition to being subject to any remedies or penalties specifically provided for in this Bylaw, is also subject to prosecution and, upon conviction for such an offence in a court of competent jurisdiction, is subject to a fine of not less than $100.00 and not more than $10,000.00 for each and every offence.

12.2 Notwithstanding section 12.1, the City may elect to pursue any and all other rights and remedies it may have pursuant to the *Local Government Act* with respect to securing compliance with this Bylaw, including, without limitation, the right to commence an action under Part 8 and section 274 of the *Community Charter* against any person who commits an offence under this Bylaw.

12.3 The City Engineer may enter onto any land to enforce the provisions of this Bylaw.

12.4 If an Owner fails to take any action required under this Bylaw, including undertaking any Works and Services required to be done under the provisions of this Bylaw, the City Engineer may enter on to the real property of that Owner and fulfill the requirement.

DRAFT

12.5 If the City Engineer takes action pursuant to section 12.4 of this Bylaw, the City Engineer may fulfill the requirement at the expense of the Owner and recover the costs incurred as a debt owed to the City. The City may collect this debt in the same manner and with the same remedies as property taxes.

12.6 Without limiting the City's other powers and authority under this Bylaw and other enactments, penalties associated with this Bylaw shall be as prescribed in the City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 as amended or replaced from time to time.

13. Schedules and Attachments

13.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Repair, Replacement, or Upgrade of Sewer Service or Drainage Service.

14. Severability

14.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3519 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

SCHEDULE A to Bylaw No. 3519

Repair, Replacement, or Upgrade of Sewer Service or Drainage Service

1. An Owner shall, at the Owner's expense, repair, replace, or upgrade the Sewerage Service or Drainage Service serving the real property of the Owner where:

    a. the existing service is constructed of materials (including, but not limited to, vitrified clay, asbestos cement, or other materials not meeting the requirements set out in the Engineering Standards) or is otherwise non-conforming; or

    b. the existing service is constructed of approved materials, but the Owner must provide to the City a current video inspection (completed within the last two years by a Pipe Assessment Certification Program (PACP) certified contractor) together with a recommendation for review or arrange for the City to complete such an inspection. The Owner shall repair or replace the service if the City Engineer determines that the service contains defects or deficiencies, is not in adequate condition for continued use, or does not meet the requirements of the Engineering Standards.

2. The service must be pressure tested to ensure compliance with the Engineering Standards and shall be upgraded if required to meet those standards.

3. Any shared service shall be separated into individual Sewerage Service or Drainage Service connections for each lot, each complete with an Inspection Chamber.

4. The Owner is responsible for all costs associated with any required repair, replacement, or upgrade under this Schedule.

DRAFT

City of Port Moody

Bylaw No. 3520

A Bylaw to amend City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 by adding fines related to Regulating the Sanitary Sewer System and Storm Drainage System in City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as "City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage)".

2. Amendments

2.1 City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 is amended by adding the following in Schedule 1 – Designation of Bylaws and Bylaw Enforcement:

Sewerage and Drainage Regulation Bylaw	• Bylaw Enforcement Officer • General Manager of Engineering and Operations

2.2 Bylaw No. 3218 is further amended by adding the following section in Schedule 2 – Municipal Ticket Information Fines:

Sanitary Sewer and Storm Drainage Regulation Bylaw	**Section(s)**	**Fine(s)**
Unauthorized Works and Services Impacting Sewer or Drainage Systems	6.1	$1,000.00
Interference with Sewer/Drainage Systems	8.1	$1,000.00
Unauthorized Service Changes, Installations or Removals	8.2	$1,000.00
Failure to Maintain Private Sanitary or Drainage Systems	8.3	$250.00
Illegal Sewer Discharge	8.4a to 8.4e	$1,000.00

DRAFT

Cross Connection Violation – Sanitary Sewer System	8.4f	1st Offence 2nd Offence (1 month after 1st offence) 3rd Offence (Every month thereafter)	$100.00 $500.00 $1,000.00
Waste/Sewage Discharge into Storm Drainage System	8.5a to 8.5d		$1,000.00
Cross Connection Violation – Storm Drainage System	8.5e	1st Offence 2nd Offence (1 month after 1st offence) 3rd Offence (Every month thereafter)	$100.00 $500.00 $1,000.00
Failure to Connect to a New Service	8.21	1st Offence 2nd Offence (1 month after 1st offence) 3rd Offence (Every month thereafter)	$100.00 $500.00 $1,000.00
Discharge of Fat, Oil, or Grease into Sewer or Drainage System	9.1		$1,000.00
Failure to Maintain or Repair Grease Interceptor	9.2b		$250.00
Failure to Provide Access for Inspection	9.2c		$500.00
Failure to Keep Required Maintenance Records	9.2d		$250.00
Excessive Accumulation of FOG in Grease Interceptor	9.2e		$250.00
Unlabeled or Undocumented Grease Interceptor	9.2f		$250.00
Use of Enzymes/Solvents to Bypass Interceptor	9.2g		$1,000.00
Failure to Implement Best Management Practices	9.2h		$500.00

3. Effective Date

3.1 This Bylaw shall come into force and take effect on November 1, 2025.

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

DRAFT

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti Mayor	S. Lam City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3520 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

City of Port Moody

Bylaw No. 3519

A Bylaw to regulate and ensure the proper function and maintenance of the City of Port Moody Sewerage System and Drainage System.

WHEREAS pursuant to the *Community Charter* and the *Local Government Act*, the City is authorized to regulate, prohibit, and impose requirements related to the design, installation, connection, maintenance, and proper functioning of any Sewerage System and Drainage System, and Sewerage Service and Drainage Service, whether located on City property or private property, and to impose conditions on any Owner undertaking Works and Services to ensure compliance with municipal bylaws;

NOW THEREFORE, the Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw shall be cited as “City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519”.

2. Repeal

2.1 City of Port Moody Sewer Connection Bylaw, 1962, No. 803 including all amendments thereto is hereby repealed.

3. Definitions

3.1 In this Bylaw:

“Approval” means the written approval of the City Engineer for the Works and Services applied for by the Owner and may be in any form deemed acceptable by the City Engineer.

“Building Permit” means a permit issued under City of Port Moody Building Bylaw, 2019, No. 3200, as amended or replaced from time to time, that authorizes the construction, erection, alteration, enlargement, repair, or change in occupancy of a building or structure.

“Bylaw Enforcement Officer” means a person appointed by Council to enforce City bylaws.

“Certificate of Final Performance” means a certificate prepared, signed, and sealed by a Professional Engineer stating that the Works and Services have been completed in accordance with City specifications, standards, and applicable approvals.

DRAFT

"City" means the City of Port Moody.

"City Engineer" means the General Manager of Engineering and Operations or their designate.

"*Community Charter*" means the *Community Charter, S.B.C. 2003, c. 26* and the regulations thereto, as amended or replaced from time to time.

"Connection" means:

a) the physical connection between the Drainage Service and the Private Drainage System*;* or
b) the physical connection between the Sewerage Service and the Private Sewerage System.

"Council" means the elected Council of the City of Port Moody.

"Cross Connection" means any actual or potential Connection between any of the Sewerage System, Drainage System, or Water System that could allow contamination or unauthorized Discharge into the Sewerage System and the Drainage System.

"Discharge" means the direct or indirect release, deposit, draining, or emission of any liquid, substance, or effluent, including Drainage or Sewage, into the Sewerage System or Drainage System.

"Drainage" means water, including but not limited to Run-off and Groundwater that causes Discharge into or otherwise enters the Drainage System.

"Drainage Service" means the cleanouts, wyes, pipes, and all other devices comprising or relating to a Connection between the Drainage System and private property.

"Drainage System" includes all the mains, pipes, cleanouts, controls, devices, fittings, catch basins, inlets, culverts, outlets, ditches, engineered watercourses, and all other items owned, maintained or are the responsibility of the City or the GVS&DD used for the collection, impounding, conveyance, and Discharge of Drainage.

"Emergency" means a present or imminent event, condition, or circumstance that poses a risk to public health, public safety, the environment, or the sewer system or drainage system, and which requires immediate action to prevent, mitigate, or respond to harm.

"Engineering Standards" means the City of Port Moody Subdivision and Development Servicing Bylaw, 2010, No. 2831, as amended or replaced from time to time, and any other engineering requirements, standards, and specifications adopted by the City for the design and construction of Works and Services under this Bylaw, including any manuals, bylaws, regulations, or standards, as amended or replaced from time to time.

"*Environmental Management Act*" means the *Environmental Management Act*, S.B.C. 2003, c. 53 and the regulations thereto, as amended or replaced from time to time.

"Fat, Oils, and Grease" means "fat, oils, and grease" as defined in the Grease Interceptor Bylaw.

DRAFT

"Final Acceptance" means written confirmation issued by the City Engineer that the Works and Services have been completed in accordance with this Bylaw, City standards, and applicable approvals and enactments, and is evidenced by either of the following:

a) a Certificate of Final Performance, where a Professional Engineer has been required; or
b) written confirmation by the City Engineer following inspection and review of the Works and Services, where a Professional Engineer has not been required.

"Food Sector Establishment" means "food sector establishment" as defined in the Grease Interceptor Bylaw.

"Grease Interceptor" means "grease interceptor" as defined in the Grease Interceptor Bylaw.

"Grease Interceptor Bylaw" means the Greater Vancouver Sewerage and Drainage District Food Sector Grease Interceptor Bylaw, No. 365, 2023, as amended or replaced from time to time.

"Groundwater" means water originating from a subsurface source.

"Greater Vancouver Sewer and Drainage District" or "GVS&DD*"* means the Greater Vancouver Sewerage and Drainage District as continued and defined under the *GVS&DD Act*.

"GVS&DD Act" means the *Greater Vancouver Sewer and Drainage District Act, S.B.C. 1956, c. 59*, and the regulations thereto, as amended or replaced from time to time.

"Sewer Use Bylaw" means the Greater Vancouver Sewerage & Drainage District Sewer Use Bylaw, 2007, No. 299 and the regulations thereto, enacted by the GVS&DD pursuant to the *Environmental Management Act* and the *GVS&DD Act*.

"Inspection Chamber" means a vertical pipe located at or near the property line, or at or near the edge of a statutory right-of-way, at the connection between the Drainage Service and the Private Drainage System, or the Sewerage Service and the Private Sewerage System, and extends to the surface, but does not include any other structures or fixtures required to facilitate the installation of or as a part of driveways, sidewalks, landscaping, or other surfaces.

"*Local Government Act*" means the *Local Government Act, R.S.B.C. 2015, c. 1* and the regulations thereto, as amended or replaced from time to time.

"New Service" means the installation of a new Drainage Service or Sewerage Service where one does not exist, or where the existing service must be decommissioned, upgraded, relocated, or otherwise does not meet the size, location, or elevation needs of the property.

"Normal Business Hours" means between the hours of 7:00am and 3:30pm from Monday to Friday, excluding statutory holidays.

DRAFT

"Owner" means an "owner" as defined in the *Community Charter* or a person authorized by them in writing to act on their behalf.

"Permanent Cap" means a disconnection of the existing Drainage Service or Sewerage Service at the main where the existing service is to be abandoned and a New Service to the property provided, if required.

"Private Drainage System" means the pipes valves, wyes, fittings, cleanouts, rock pits, pumps, and other devices providing for the Discharge of Drainage from buildings or other Drainage improvements on private property but does not include any component used to convey Drainage within a statutory right-of-way or other land owned or controlled by the City.

"Private Sewerage System" means the pipes valves, wyes, fittings, cleanouts, septic systems, lift stations, and other devices providing for the Discharge of Sewage from buildings or other Sewage improvements on private property but does not include any component used to convey Sewage within a statutory right-of-way or other land owned or controlled by the City.

"Professional Engineer" means a person registered or licensed as a professional engineer and in good standing with the Engineers and Geoscientists British Columbia under the *Professional Governance Act, S.B.C. 2018, c. 47*, and the regulations thereto, as amended or replaced from time to time.

"Prohibited Waste" means "prohibited waste" as defined in the Sewer Use Bylaw.

"Renewal Service" means the rehabilitated Drainage Service or Sewerage Service constructed to restore or extend the service life of an existing service using trenchless or minimally invasive techniques, such as cured-in-place pipe (CIPP) lining, pipe bursting, or other approved methods.

"Restricted Waste" means "restricted waste" as defined in the Sewer Use Bylaw.

"Run-off" means water on the surface of land resulting from natural precipitation or snowmelt.

"Sewage" means "domestic sewage" as that term is used in the *Environmental Management Act*, including human excreta and waterborne Waste from the preparation and consumption of food and drink, dishwashing, bathing, showering, general household cleaning, and laundry.

"Sewerage Service" means any cleanout, wye, fitting, pipe, valve, meter, Inspection Chamber, and any other device comprising to a Connection between the Sewerage System and the Private Sewerage System.

"Sewerage System" means the network of pipes, utility holes, cleanouts, Inspection Chambers, pump stations, fittings, valves, and other devices owned or controlled by the City or GVS&DD used for the collection, storage, treatment, conveyance, use, Discharge, and disposal of Sewage.

DRAFT

"Temporary Cap" means a cap on the existing Drainage Service or Sewerage Service, at or near the property line or the extent of the statutory right-of-way, which prevents the Discharge of Drainage into the Drainage System or Sewage into the Sewerage System. This will be removed when the Drainage Service or Sewerage Service is reconnected.

"Waste" includes all "waste" as defined in the *Environmental Management Act*.

"Water System" includes all the mains, pipes, taps, valves, control devices, fittings, meters, and other devices owned or controlled by the City or by the Greater Vancouver Water District for the collection, storage, transmission, and distribution of potable water, as continued and defined under the Government of British Columbia *Greater Vancouver Water District Act, R.S.B.C 1996, c. 486*, and the regulations thereto, as amended or replaced from time to time.

"Works and Services" means any alteration to the Sewerage System or Drainage System and includes a New Service, a Renewal Service, a Temporary Cap, a Permanent Cap, the installation of a meter, a Connection to the Sewerage System or Drainage System, a disconnection from the Sewerage System or Drainage System, or any other activity requiring Approval from the City Engineer or the City, and any inspections of the Sewerage System or Drainage System.

4. Establishment and Operation

4.1 The Sewerage System and Drainage System are hereby confirmed as the systems to collect, convey, and dispose of Sewage and Drainage from lands within the City and, where authorized by agreement under applicable legislation, from lands outside the City.

4.2 The City may alter, extend, or upgrade the Sewerage System or Drainage System from time to time in accordance with designs approved by the City Engineer, to meet the needs of the inhabitants of the City and, where applicable, authorized areas outside the City, subject to any required permit, or approval required under applicable legislation.

4.3 Nothing in this Bylaw shall be interpreted to mean that the City gives any assurance to any person with respect to the capacity or continuance of Sewage or Drainage collection, conveyance, or disposal by way of the Sewerage System or Drainage System respectively.

4.4 An Owner shall be deemed to own, and be responsible for the maintenance and repair of:

a) any Inspection Chamber located fully on their private property, but not fully or partially within a statutory right-of-way;

b) any infrastructure that protects the City Inspection Chamber in order to accommodate private use of the boulevard including access or landscaping;

c) their Private Sewerage System; and

d) their Private Drainage System.

DRAFT

4.5 The City owns all pipes, facilities, and equipment that form a part of the Sewerage System or Drainage System, including those located on, in, or under land owned or controlled by the City, including within statutory rights-of-way and on or under private property. The City is responsible for the operation and maintenance of the Sewerage System and Drainage System, except where an alternate agreement approved by the City assigns responsibility for maintenance or operation to another party.

4.6 This Bylaw sets out the terms under which the Sewerage System and Drainage System shall be used.

5. Delegated Authority and Duties of the City Engineer

5.1 The City Engineer is delegated responsibility for the design, operation, maintenance, repair, improvement, and extension of the Sewerage System and the Drainage System, and for ensuring that all Works and Services are carried out in accordance with this Bylaw, the Engineering Standards, and any applicable policies, requirements, and specifications.

5.2 The City Engineer may require that an Owner of real property:

a) connect buildings, fixtures, or other Sewage improvements on their property to the Sewerage System in a manner specified by the City Engineer;

b) connect buildings, fixtures, or other Drainage improvements on their property to the Drainage System in a manner specified by the City Engineer; or

c) undertake any Works and Services that the City Engineer considers necessary pursuant to this Bylaw.

5.3 If the City Engineer determines that an Emergency exists, the City Engineer may issue such directions and take such steps as the City Engineer deems necessary for the protection of the health and safety of the residents of the City, the protection of the environment, or the protection of the Sewerage System or Drainage System. Every person who uses the Sewerage System or Drainage System and the Owner or occupier of every property connected to the Sewerage System or the Drainage System shall comply with any such orders and directions.

5.4 Where authority is given to the City or the City Engineer by this Bylaw to take any action, or to do or cause to be done any work with respect to the Sewerage System or Sewerage Service, or Drainage System or Drainage Service, nothing in this Bylaw shall be interpreted as imposing a duty on the City or the City Engineer to take such action.

6. Works and Services

6.1 No person shall cause, allow, or permit any Works and Services that impact, alter, or interfere with the operation, integrity, capacity, or function of the Sewerage System or Drainage System without first obtaining Approval.

6.2 An Owner must apply for Approval for Works and Services before construction.

DRAFT

6.3 An Owner may apply for Approval for Works and Services by submitting a complete application in the manner prescribed by the City Engineer. All Works and Services, and the criteria for connection applications and Building Permit-related applications relating to Works and Services, must comply with the Engineering Standards, all applicable City bylaws, and all other applicable enactments.

6.4 Without limiting the generality of section 6.3, as a condition of an Approval or in connection with a Building Permit application, the City Engineer may require an Owner, at the Owner's expense, to repair, replace, or upgrade the Sewerage Service or Drainage Service in accordance with the requirements set out in Schedule A.

6.5 The City Engineer may refuse to issue an Approval for Works and Services if:

a) the content or quality of the Sewage or Drainage that will Discharge or expected to Discharge into the Sewerage System or Drainage System is contrary to any City bylaw or other applicable enactment;

b) the Sewerage System or Drainage System has insufficient capacity for the intended or expected Discharge of Sewage or Drainage, or does not meet the applicable requirements under this Bylaw, or the Engineering Standards; or

c) in the opinion of the City Engineer, the Works and Services would:

i) pose a risk to the proper operation or integrity of the Sewerage System or Drainage System;

ii) cause damage to the environment;

iii) pose a risk to public health, safety, or well-being;

iv) be contrary to the public interest; or

v) for any other reason the City Engineer considers warranted.

6.6 All Works and Services that have received Approval from the City Engineer must be undertaken by the Owner, unless the City Engineer determines that the City will complete the work. In all cases, the Works and Services must be carried out in accordance with all terms, conditions, specifications, designs, and requirements provided or approved by the City Engineer.

6.7 Prior to issuing an Approval, the City Engineer may require that specifications and drawings be prepared and sealed by a Professional Engineer at the expense of the Owner and may specify that all Works and Services must be carried out by the City or under the supervision and inspection of the City Engineer or another person designated by the City Engineer. The City may also require as a condition of Approval, the posting of a security deposit to ensure satisfactory completion of the Works and Services, and may also require damage deposits, or any other permits deemed necessary by the City Engineer.

DRAFT

6.8 If the City undertakes, or causes to be undertaken, Works and Services referred to in this Bylaw that are the responsibility of the Owner, the costs of such Works and Services, including all costs of engineering services and supervision, shall be payable by the Owner and in accordance with the City of Port Moody Fees Bylaw, 2024, No. 3492, as amended or replaced from time to time.

6.9 An Owner must apply for Final Acceptance for Works and Services before the Works and Services begin operation by submitting a complete application in the manner prescribed by the City Engineer.

6.10 Final Acceptance of the completed Works and Services shall be subject to:

a) any inspection or tests required by the City Engineer;

b) the submission, where required by the City Engineer, of record drawings sealed by a Professional Engineer, prepared in accordance with the applicable professional practice guidelines, and a Certificate of Final Performance sealed by a Professional Engineer confirming that the Works and Services have been designed and/or reviewed in accordance with this Bylaw, applicable City standards, and all other applicable enactments, codes, and professional guidelines; and

c) compliance with all applicable standards, including the Engineering Standards and this Bylaw.

6.12 Works and Services are not deemed to be accepted by the City until the City Engineer has provided written confirmation of that Final Acceptance has been reached by the Owner.

7. Interruption of Service

7.1 The City Engineer may interrupt or discontinue the collection of Sewage or Drainage from any property, or from any Sewerage Service or Drainage Service:

a) at any time, and from time to time, as the City Engineer determines is required to protect, repair, operate, extend, or maintain the Sewerage System or Drainage System, or to protect the environment, public health, or public safety; or

b) upon providing reasonable written notice to the registered Owner, if:

i) the Sewerage System or Drainage System is being used contrary to this Bylaw, any other applicable City bylaw, or any other applicable enactment;

ii) any portion of the Sewerage Service or Drainage Service is malfunctioning, improperly installed, or causing a nuisance;

iii) any unauthorized Sewerage Service or Drainage Service, or addition or alteration thereto, has been installed without the Approval and/or Final Acceptance of the City Engineer; or

DRAFT

iv) the Sewerage Service or Drainage Service must be discontinued to allow for a transition to a New Service that has the Approval of the City Engineer.

8. Responsibility of User

8.1 No person shall, without prior written Approval interfere in any way with any part of the Sewerage System or Drainage System, including any Inspection Chamber, valve, flap, gate, pipe, culvert, pump station, or any other Sewerage System or Drainage System appliance.

8.2 No person shall, without the prior written Approval cause, allow or permit any change to any Sewerage Service or Drainage Service, the installation or removal of a Sewerage Service or Drainage Service, or alter, install or remove any measuring device related to the Sewerage System or Drainage System.

8.3 Every Owner shall operate and maintain the Private Sewerage System and the Private Drainage System, serving their property in good working condition.

8.4 Every Owner, in relation to a Private Sewerage System on their property, shall prevent:

a) the Discharge of Groundwater or Run-off into the Sewerage System;

b) damage or threat of damage to the Sewerage System or interference or threat of interference with the usual and intended operation of the Sewerage System;

c) the Discharge of Sewage into the environment;

d) any threat to public health arising from the operation, maintenance, or condition of any Sewerage Service, Inspection Chamber, service pipe, valve, fixture, or related device;

e) the continuous or repeated Discharge of potable water or other “clean water” sources, including but not limited to water from leaking fixtures (such as toilets, taps, or valves, foundation drains, or other sources, into the Sewerage System; and

f) any Cross Connection.

8.5 Every Owner, in relation to a Private Drainage System on their property, shall prevent:

a) the Discharge of Waste or Sewage into the Drainage System;

b) damage or threat of damage to the Drainage System or interference or threat of interference with the usual and intended operation of the Drainage System;

c) any threat to public health arising from the operation, maintenance, or condition of any Drainage Service, Inspection Chamber, service pipe, valve, fixture, or related device;

DRAFT

d) any Discharge of potable water or other “clean water: sources, including but not limited to water from leaking fixtures, irrigations systems, swimming pools, or other similar sources, into the Drainage System; and

e) any Cross Connection.

8.6 The Owner is responsible for any repair of a Sewerage Service or Drainage Service where the failure is caused by root intrusion from any tree within their property, or by the accumulation of Fat, Oil, and Grease, or other debris, or by any misuse of the Sewerage System or Drainage System by a user, contrary to this Bylaw. The City is responsible for repair only where, in the opinion of the City Engineer, the failure of the Sewerage System, Drainage System, Sewerage Service, or Drainage Service is due to age-related or structural defects. For clarity, structural defects do not include damage or blockage caused by root intrusion from any tree within private property, the accumulation of Fat, Oil, and Grease, or other debris, or any misuse of the Sewerage System or Drainage System by a person, contrary to this Bylaw

8.7 Where a blockage occurs in a Sewerage Service or Drainage Service, the following responsibilities and procedures apply:

a) the Owner shall take all reasonable steps to determine the nature and location of the blockage;

b) where the blockage is determined, through video evidence or field observation, to be also within the Sewerage System or Drainage System, the Owner shall notify the City immediately;

c) the City will only assume responsibility for investigating or repairing the blockage where, in the opinion of the City Engineer, the City is responsible due to age-related or structural defects pursuant to section 8.6;

d) costs incurred by the Owner for investigation or repair will only be reimbursed if:

i) the City determines it is responsible due to age-related or structural defects under section 8.6;

ii) the Owner provides sufficient evidence that the costs relate solely to identifying and clearing the blockage; and

iii) the costs do not include improvements or repairs to any Private Sewerage System or Private Drainage System; and

e) the City will undertake repairs to blockages within the Sewerage System, Sewerage Service, Drainage System, or Drainage Service during Normal Business Hours, provided that the decision to undertake repairs outside of Normal Business Hours shall be at the sole discretion of the City Engineer and will be based on environmental considerations, public health or safety, or any other factor the City Engineer considers relevant.

DRAFT

8.8 If any Cross Connection is installed or created, the Owner shall, upon notice from the City Engineer, immediately, or within a period as directed by the City Engineer, take all necessary steps to eliminate the Cross Connection.

8.9 Every Owner shall at all times keep the Sewerage Service and Drainage Service devices, including any Inspection Chamber, control devices, valves, and utility holes, accessible for use, inspection, maintenance, and repair.

8.10 If at any time the City Engineer determines that insufficient access is available to any part of the Sewerage System or Drainage System, including any part of a Private Sewerage System or Private Drainage System, then the Owner shall, on reasonable notice, do all necessary work required to provide access.

8.11 If the Owner fails to do the work required under section 8.8 in the time required by the City Engineer, then the City Engineer may enter the Owner's property to do such work or retain others to do the work, and the Owner shall pay for all costs incurred by the City Engineer as a charge under this Bylaw.

8.12 No person shall Discharge or permit to Discharge into the Sewerage System or Drainage System any material that could accumulate in or form a blockage in the Sewerage System or Drainage System or any Sewerage Service or Drainage Service, or damage the Sewerage System or Drainage System, any Sewerage Service or Drainage Service, or the environment.

8.13 No person shall cause, allow, or permit Sewage to drain, Discharge, or dispose of in any manner other than through the Sewerage System in accordance with the requirements of this Bylaw, the *Environmental Management Act*, the Government of British Columbia *Public Health Act, S.B.C. 2008, c. 28* and the regulations thereto, as amended or replaced from time to time, and all other applicable enactments.

8.14 No Owner shall, without the prior written Approval of the City Engineer, make any significant change to the volume, the type(s) of Waste, or the Discharge pattern of Sewage or Drainage that will Discharge through a Sewerage Service or Drainage Service that exceeds the thresholds set out in Engineering Standards.

8.15 Every person who becomes aware of any partial or total loss of Sewerage System or Drainage System service, the existence of any Cross Connection, and any other partial or total Sewerage System or Drainage System failure, shall notify the City Engineer forthwith.

8.16 In the event of any partial or total Sewerage System or Drainage System failure, every person shall take all reasonable steps to mitigate loss and damage, including without limitation reducing or discontinuing use of the Sewerage System or Drainage System to the extent possible and installing reasonable works to mitigate damage and loss.

8.17 In the event of a Discharge of Waste or Sewage on a property, the Owner of the property shall take all reasonable steps to prevent entry of Waste or Sewage into the Drainage System.

DRAFT

8.18 In the event of an escape of Drainage from the Drainage System or a Drainage Service, every Owner of the Drainage System shall take all reasonable steps to mitigate damage and loss.

8.19 In the event of an escape of Sewage from the Sewerage System or a Sewerage Service, every Owner of the Sewerage System shall take all reasonable steps to mitigate damage and loss.

8.20 Every Owner of property served by the Sewerage System or Drainage System, or connected to a Sewerage Service or Drainage Service shall at all times permit the City Engineer and other representatives and agents of the City, including without limitation contractors retained or appointed by the City Engineer, to access the property for the purpose of:

a) inspecting any Sewerage Service or Private Sewerage System, located on, in or under the property;

b) inspecting any Drainage Service or Private Drainage System, located on, in, or under the property;

c) enforcing this Bylaw;

d) preventing the Discharge of any prohibited material, Groundwater, or Waste into the Drainage System or the environment;

e) preventing the escape of Sewage and Waste from the Sewerage System; and

f) undertaking any inspections or other works considered necessary by the City Engineer.

8.21 The City Engineer may require the Owner to connect to a New Service or Renewal Service made available to connect the property to the Sewerage System or Drainage System and shall provide written notice to the Owner specifying the availability of the New Service or Renewal Service and requiring connection within 365 days of the date of notice, unless otherwise directed by the City Engineer.

9. Food Sector Establishment Grease Management

9.1 No Owner or person responsible for a Food Sector Establishment, including any operator, property Owner, tenant, licensee, agent, or contractor, shall Discharge or allow the Discharge of Fat, Oil, and Grease into the Sewerage System or Drainage System.

9.2 Every Owner, operator, or person responsible for a Food Sector Establishment shall ensure that any Grease Interceptor is maintained in good working condition and shall provide access and documentation to the City for inspection as required. The following specific responsibilities apply:

a) the City Engineer or a Bylaw Enforcement Officer may enter on and into a property to inspect, investigate, and determine whether all provisions and regulations under this Bylaw are being met;

DRAFT

b) the Owner, operator, or person responsible for a Food Sector Establishment must maintain and repair every Grease Interceptor, according to established schedules and standards provided by the manufacturer, so that they are fully operational and effective at all times;

c) at least one (1) person among the Owner, operator, or person responsible for the operation of a Food Sector Establishment at any given time is required to have the knowledge, ability, and tools to open and provide access to a Grease Interceptor, upon request, during inspection and investigation by a Bylaw Enforcement Officer or City employee under section 9.2.a) of this Bylaw;

d) the Owner, operator, or person responsible for a Food Sector Establishment must keep and maintain on site, for a minimum period of two (2) years, all maintenance records of Grease Interceptor inspections and maintenance conducted, recording the date of the inspection, the date of cleaning or maintenance, the type and quantity of material removed from the Grease Interceptor, and the disposal location and address, which must be available, upon request, for inspection and investigation by a Bylaw Enforcement Officer or City employee under section 9.2.a) of this Bylaw;

e) the maximum depth of fat, oil, or grease which an operator of a Food Sector Establishment may allow to accumulate in a Grease Interceptor prior to servicing must not exceed the lesser of 15.2cm (six inches) or 25% of the wetted height of the Grease Interceptor;

f) each Grease Interceptor within a Food Sector Establishment must have a visible label that shows its rated flow capacity, or documents from the manufacturer that state its rated flow capacity must be kept at the Food Sector Establishment, and the documentation must be available for viewing, upon request, by a Bylaw Enforcement Officer or City employee during an inspection or investigation under section 9.2.a) of this Bylaw;

g) no person shall use enzymes, solvents, hot water, or other agents in order to facilitate the passage of fat, oil, or grease through a Grease Interceptor; and

h) every Food Sector Establishment shall implement best management practices in its operation to minimize the discharge of fat, oil, or grease into the Sewerage System or Drainage System within the City.

10. Prohibited and Restricted Waste

10.1 Without limiting any other section of this Bylaw, no person shall cause, allow, or permit to Discharge into the Sewerage System:

a) Prohibited Waste;

b) Restricted Waste;

c) water or any other substance for the purpose of diluting any non-domestic Waste that will Discharge into the Sewerage System to meet acceptable tolerance standards within this Bylaw; or

DRAFT

d) anything in a concentration or quantity which may be or may become a health or safety hazard to any person operating or maintaining the Sewerage System or which may cause damage or interfere with the proper operation of the Sewerage System.

10.2 Notwithstanding any other provision of this Bylaw, a person may Discharge Restricted Waste into the Sewerage System if that person has a current and valid permit in writing from the GVS&DD and will Discharge the Restricted Waste in accordance with the terms and conditions of the permit.

11. Offence

11.1 A person commits an offence who:

a) contravenes any provision of this Bylaw or fails to do anything required by this Bylaw; or

b) causes, permits, or allows another person to contravene any provision of this Bylaw or fail to do anything required by this Bylaw in respect of real property of which that person is the Owner, occupant, tenant, or licensee.

11.2 A person who commits an offence under section 11.1 is liable to the penalties and remedies available to the City under this Bylaw and any applicable enactment.

11.3 For the purposes of sections 11.1.a) and 11.1.b), the Owner, occupant, tenant, or licensee of real property or in occupation of a property at the time of the offence is deemed to be a responsible person under that section.

12. Penalties and Remedies

12.1 Any person who commits an offence under this Bylaw, in addition to being subject to any remedies or penalties specifically provided for in this Bylaw, is also subject to prosecution and, upon conviction for such an offence in a court of competent jurisdiction, is subject to a fine of not less than $100.00 and not more than $10,000.00 for each and every offence.

12.2 Notwithstanding section 12.1, the City may elect to pursue any and all other rights and remedies it may have pursuant to the *Local Government Act* with respect to securing compliance with this Bylaw, including, without limitation, the right to commence an action under Part 8 and section 274 of the *Community Charter* against any person who commits an offence under this Bylaw.

12.3 The City Engineer may enter onto any land to enforce the provisions of this Bylaw.

12.4 If an Owner fails to take any action required under this Bylaw, including undertaking any Works and Services required to be done under the provisions of this Bylaw, the City Engineer may enter on to the real property of that Owner and fulfill the requirement.

DRAFT

12.5 If the City Engineer takes action pursuant to section 12.4 of this Bylaw, the City Engineer may fulfill the requirement at the expense of the Owner and recover the costs incurred as a debt owed to the City. The City may collect this debt in the same manner and with the same remedies as property taxes.

12.6 Without limiting the City's other powers and authority under this Bylaw and other enactments, penalties associated with this Bylaw shall be as prescribed in the City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 as amended or replaced from time to time.

13. Schedules and Attachments

13.1 The following schedule is attached to and forms part of this Bylaw:

- Schedule A – Repair, Replacement, or Upgrade of Sewer Service or Drainage Service.

14. Severability

14.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3519 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

SCHEDULE A to Bylaw No. 3519

Repair, Replacement, or Upgrade of Sewer Service or Drainage Service

1. An Owner shall, at the Owner's expense, repair, replace, or upgrade the Sewerage Service or Drainage Service serving the real property of the Owner where:

    a. the existing service is constructed of materials (including, but not limited to, vitrified clay, asbestos cement, or other materials not meeting the requirements set out in the Engineering Standards) or is otherwise non-conforming; or

    b. the existing service is constructed of approved materials, but the Owner must provide to the City a current video inspection (completed within the last two years by a Pipe Assessment Certification Program (PACP) certified contractor) together with a recommendation for review or arrange for the City to complete such an inspection. The Owner shall repair or replace the service if the City Engineer determines that the service contains defects or deficiencies, is not in adequate condition for continued use, or does not meet the requirements of the Engineering Standards.

2. The service must be pressure tested to ensure compliance with the Engineering Standards and shall be upgraded if required to meet those standards.

3. Any shared service shall be separated into individual Sewerage Service or Drainage Service connections for each lot, each complete with an Inspection Chamber.

4. The Owner is responsible for all costs associated with any required repair, replacement, or upgrade under this Schedule.

DRAFT

Attachment 3

City of Port Moody

Bylaw No. 3520

A Bylaw to amend City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 by adding fines related to Regulating the Sanitary Sewer System and Storm Drainage System in City of Port Moody Sewerage and Drainage Regulation Bylaw, 2025, No. 3519.

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as "City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218, Amendment Bylaw No. 18, 2025, No. 3520 (Sewerage and Drainage)".

2. Amendments

2.1 City of Port Moody Municipal Ticket Information Authorization Bylaw, 2020, No. 3218 is amended by adding the following in Schedule 1 – Designation of Bylaws and Bylaw Enforcement:

Sewerage and Drainage Regulation Bylaw	• Bylaw Enforcement Officer • General Manager of Engineering and Operations

2.2 Bylaw No. 3218 is further amended by adding the following section in Schedule 2 – Municipal Ticket Information Fines:

Sanitary Sewer and Storm Drainage Regulation Bylaw	**Section(s)**	**Fine(s)**
Unauthorized Works and Services Impacting Sewer or Drainage Systems	6.1	$1,000.00
Interference with Sewer/Drainage Systems	8.1	$1,000.00
Unauthorized Service Changes, Installations or Removals	8.2	$1,000.00
Failure to Maintain Private Sanitary or Drainage Systems	8.3	$250.00
Illegal Sewer Discharge	8.4a to 8.4e	$1,000.00

DRAFT

Cross Connection Violation – Sanitary Sewer System	8.4f	1st Offence 2nd Offence (1 month after 1st offence) 3rd Offence (Every month thereafter)	$100.00 $500.00 $1,000.00
Waste/Sewage Discharge into Storm Drainage System	8.5a to 8.5d		$1,000.00
Cross Connection Violation – Storm Drainage System	8.5e	1st Offence 2nd Offence (1 month after 1st offence) 3rd Offence (Every month thereafter)	$100.00 $500.00 $1,000.00
Failure to Connect to a New Service	8.21	1st Offence 2nd Offence (1 month after 1st offence) 3rd Offence (Every month thereafter)	$100.00 $500.00 $1,000.00
Discharge of Fat, Oil, or Grease into Sewer or Drainage System	9.1		$1,000.00
Failure to Maintain or Repair Grease Interceptor	9.2b		$250.00
Failure to Provide Access for Inspection	9.2c		$500.00
Failure to Keep Required Maintenance Records	9.2d		$250.00
Excessive Accumulation of FOG in Grease Interceptor	9.2e		$250.00
Unlabeled or Undocumented Grease Interceptor	9.2f		$250.00
Use of Enzymes/Solvents to Bypass Interceptor	9.2g		$1,000.00
Failure to Implement Best Management Practices	9.2h		$500.00

3. Effective Date

3.1 This Bylaw shall come into force and take effect on November 1, 2025.

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

DRAFT

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti Mayor	S. Lam City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3520 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

Memorandum

Date: October 28, 2025
Submitted by: Community Development Department – Development Planning Division
Subject: Coronation Park – Phase A – Adoption of Rezoning Bylaw No. 3515 and Housing Agreement Bylaw No. 3516

At the Regular Council meeting held on September 16, 2025, Council considered a report from the Community Development Department – Development Planning Division regarding Proposed Bylaw to Amend the CD89 Zone – Coronation Park (Wesgroup Properties) (**Attachment 1**) and passed the following resolutions:

> *RC25/165*
> THAT Council consider first, second, and third readings of City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park) as recommended in the report dated September 16, 2025, from the Community Development Department – Development Planning Division regarding Proposed Bylaw to Amend the CD89 Zone – Coronation Park (Wesgroup Properties);
>
> AND THAT Council endorse the proposed amendments to the associated Development Agreement and direct that a copy of the Development Agreement executed by Wesgroup Properties be ready for execution by the City as a condition of Council consideration of adoption of Bylaw No. 3515 and Bylaw No. 3516**.**

At the Regular Council meeting held on October 14, 2025, Council considered a memo from the Community Development Department – Development Planning Division regarding Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds and passed the following resolutions:

> *RC25/172*
> THAT City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) be read a first, second, and third time as recommended in the memo dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds;
>
> AND THAT City of Port Moody Subdivision and Development Servicing Bylaw, 2010, No. 2831 be varied in Section 6.0 Definitions for Phase A and Sections 13.2 and 13.5 to allow for surety bonds to be used as a Security based on the approach recommended in the memo dated October 14, 2025, from the Community Development Department – Development Planning Division regarding Housing Agreement Bylaw No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) and Surety Bonds.

The following items are before Council at the October 28, 2025, Regular Council meeting for consideration of adoption:

- Draft City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park) (**Attachment 2**)—a Bylaw to amend Comprehensive Development Zone 89 (CD89) to convert the office building in Phase A of the Coronation Park (Inlet Centre) development to residential rental units including below-market rental units and relocate the required office floorspace to Phase C of the development;
- Draft City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) (**Attachment 3**)—a Bylaw to establish the terms and conditions of market and below-market rental units in Phase A of Coronation Park (Inlet District); and
- Executed amendments to the Development Agreement (**Attachment 4**)—amendments to update the terms of the agreement to include market and below-market rentals in Phase A, update schedules to show the office building in Phase C, and update the Community Amenity Contribution (CAC) schedule to align with the density being transferred from Phase B into Phase A.

The recommended resolutions are:

THAT City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental) be now adopted as recommended in the memo dated October 28, 2025, from the Community Development Department – Development Planning Division regarding Coronation Park – Phase A – Adoption of Rezoning Bylaw No. 3515 and Housing Agreement Bylaw No. 3516;

AND THAT City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park) be now adopted;

AND THAT the Mayor and Corporate Officer be authorized to execute the necessary legal documents in support of the Development Agreement amendment.

Attachment(s)

1. Report considered at the September 16, 2025, Regular Council meeting – Coronation Park Zoning Amendment Bylaw No. 3515.
2. Draft City of Port Moody Zoning Bylaw, 2018, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park).
3. Draft City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental).
4. Executed Amendments to Development Agreement.

Report Approval Details

Document Title:	Coronation Park – Phase A – Adoption of Rezoning Bylaw No. 3515 and Housing Agreement Bylaw No. 3516.docx
Attachments:	- Attachment 1 - Report considered at the Sep. 16, 2025, RC meeting - Coronation Park Zoning Amendment Bylaw No. 3515.pdf - Attachment 2 - Draft Zoning Bylaw 2018 Amendment Bylaw No. 110 2025 No. 3515 (CD89 Text Amendment) (Coronation Park).pdf - Attachment 3 - Draft Housing Agreement Bylaw 2025 No. 3516 (Coronation Park - Phase 1) (Market and Below-Market Rental).pdf - Attachment 4 - Executed Amendments to Development Agreement.pdf
Final Approval Date:	Oct 22, 2025

This report and all of its attachments were approved and signed as outlined below:

Mary De Paoli, Manager of Policy Planning, for Suzanne Smith, General Manager of Community Development - Oct 21, 2025

Paul Rockwood, General Manager of Finance and Technology - Oct 21, 2025

Anna Mathewson, City Manager - Oct 22, 2025

City of Port Moody
Report/Recommendation to Council

Date: September 16, 2025
Submitted by: Community Development Department – Development Planning Division
Subject: Proposed Bylaw to Amend the CD89 Zone – Coronation Park (Wesgroup Properties)

Purpose

To provide Council with a bylaw for consideration of first, second, and third readings to amend Comprehensive Development 89 (CD89) Zone to convert the office building in Phase A of the Coronation Park (Inlet Centre) development to residential rental units including below market rental units and relocate the required office floorspace to Phase C of the development. This would also require consideration of amendments to the approved Development Agreement and subsequent consideration of a Housing Agreement Bylaw.

Recommended Resolution(s)

THAT Council consider first, second, and third readings of City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park) as recommended in the report dated September 16, 2025, from the Community Development Department – Development Planning Division regarding Proposed Bylaw to Amend the CD89 Zone – Coronation Park (Wesgroup Properties);

AND THAT Council endorse the proposed amendments to the associated Development Agreement and direct that a copy of the Development Agreement executed by Wesgroup Properties be ready for execution by the City as a condition of Council consideration of adoption of Bylaw No. 3515 and Bylaw No. 3516.

Executive Summary

During the rezoning of the Coronation Park development site in 2023-2024, Wesgroup Properties (Wesgroup) provided a letter to Council committing to present options for additional density in Coronation Park following adoption of its rezoning application to achieve affordable housing on all new residential density proposed with a goal of achieving the minimum 15% required in the Inclusionary Zoning – Affordable Rental Units Policy, subject to financial viability. On May 20, 2025, Wesgroup presented to Council as a delegation to follow up on this commitment. Although no formal application was made at the time, as part of the delegation, Wesgroup presented a proposal to Council that would add 16.6% (32,163m^2 / 346,200ft^2) more residential floor space to its site, which they advised would be required in exchange for

increasing the number of market rental units and also delivering some more affordable (below-market) rental units. The proposed below market rental units were proposed at a threshold that does not meet City policy with respect to unit mix, rents, income threshold, and term length.

Wesgroup indicated that a small portion of the increased residential density would be in direct support of delivering the below market housing, but the majority would go towards offsetting an approximately $30 million increase in Metro Vancouver Development Cost Charges (DCCs) (as of May 2025) to be implemented over the next several years.

Wesgroup subsequently has held off on proceeding with their full May proposal, which would require amendments to both the Official Community Plan (OCP) and the Comprehensive Development 89 (CD89) zone. Wesgroup returned to Council in July 2025 with a request for an expedited text amendment application only to amend only the CD89 zone. The amendment proposes to convert the office building that is part of Phase A of the development to residential rental units (market rental and below market rental) and to relocate the dedicated office floorspace to Phase C, which is the third of the four phases of the project. The office space is shown in Phase C as occupying the second and third floors of adjoining eight-storey and 31-storey residential buildings.

As part of this proposal, Wesgroup would also make its second 26-storey tower in Phase A all residential rental units rather than market strata units. In total, 342 rental units would be provided in Phase A, of which 86 studio and one-bedroom units (25% of the units in the phase) would be at below-market rents for a period of 20 years, after which they would become market rental units.

Two key areas to consider with this proposal:

- The below-market rental unit mix, rents, income thresholds, and term length do not meet the requirements of the City's Inclusionary Zoning – Affordable Rental Units Policy.
- The proposed relocation of the dedicated office use to Phase C, in a location away from the pedestrian overpass on Ioco Road, instead fronting a local road, and within a residential building is a significant change from a purpose-built standalone office building originally approved for the first phase of development. This office component accounts for an estimated 230 (44%) of the 540 jobs in the Coronation Park development at full build-out, jobs which would then not come online for a period of years. The office use and its original location on Ioco Rd adjacent to transit and the pedestrian overpass was a key consideration at the time of the OCP Amendment for Coronation Park.

If Council gives three readings to the amending bylaw, Bylaw No. 3515 (**Attachment 1**), the conditions for adoption of the bylaw include a Draft Housing Agreement Bylaw No. 3516 (**Attachment 2**) to secure the rental units, including the below-market units. Also included is a draft of the specific amendments to the Development Agreement on title for the development, to facilitate this requested change (**Attachment 3**).

Background

The Bylaw to establish zoning (CD89) for Wesgroup's portion of Coronation Park (Inlet Centre) was adopted on July 23, 2024. Prior to adoption, Wesgroup submitted a letter committing to Council that it would present options for additional density in Coronation Park following enactment of its rezoning application to achieve a minimum of 15% affordable housing on all new residential density proposed, subject to financial viability (**Attachment 4**).

Wesgroup presented to Council as a delegation on May 20, 2025, to follow up on this commitment. As part of the delegation, Wesgroup provided a proposal that would add 16.6% (32,163m^2 / 346,200ft^2) more residential floor space to its site by adding a seventh tower and increasing the heights of three other towers. A high-level diagram showing how the added density would be incorporated into the site is included as **Attachment 5**. This proposed added density was to address increasing the number of market rental units, delivering some below-market rental units, and largely to offset a recent significant increase in Metro Vancouver DCCs, which Wesgroup has stated would add $30 million in costs to the project. The delegation included a request for a letter of support for the proposed addition of additional market rental and some below market rental units in the development.

Wesgroup subsequently has held off on proceeding with their full May delegation proposal, which would require amendments to both the Official Community Plan (OCP) and the Comprehensive Development 89 (CD89) zone. The amendment proposes to convert the office building that is part of Phase A of the development to residential rental units (market rental and below market rental units) and to relocate the dedicated office floorspace to Phase C, which is the third of the four phases of the project. The office space is shown in Phase C as occupying the second and third floors of adjoining eight-storey and 31-storey residential buildings.

In early July, Wesgroup submitted a letter to Council requesting an expedited zoning text amendment process to facilitate changes in order to facilitate an application to the Canada Mortgage and Housing Corporation's (CMHC's) Apartment Construction Loan Program (ACLP). The letter was on the July 15, 2025, City Initiatives and Planning Committee (CIPC) meeting and is included as **Attachment 6**. To facilitate this request, the applicant is requesting to convert the office building that is part of Phase A of the development to residential rental units (market rental and below market rental units) and to relocate the dedicated office floorspace to Phase C, which is the third of the four phases of the project. The office space is requested to move to Phase C and occupying the second and third floors of adjoining eight-storey and 31-storey residential buildings. On July 15, 2025, Council passed the following resolution:

> *CIPC25/056*
> THAT staff be directed to expedite an application for a Zoning Text Amendment to incorporate market and affordable rental units in Phase A and relocate the office space to another phase (B or C) with no overall change in density on the development.

Wesgroup made its application to amend the CD89 zone in August 2025 (**Attachment 7**).

Discussion

CD89 Zone Amendments

The CD89 zone requires a minimum of 2,717m^2 (29,247ft^2) of gross floor area for purpose-built office use. That office space was intended to be included in a six-storey building in Phase A and the development permit that was authorized by Council for all of Phase A on July 22, 2025, includes the standalone office space in that location.

The approved CD89 zone for the development site consists of two 26-storey towers of strata market residential and a six-storey office building in Phase A. The zone requires a minimum of 2,717m^2 (29,247ft^2) of gross floor area for the purpose-built office use and that it be included in the stand alone six-storey building.

The associated Development Permit for Phase A was authorized by Council on July 22, 2025, with the standalone office space in its original location.

Wesgroup is currently proposing that the office space be relocated to Phase C, which is the third of the four phases of development, and that the building in Phase A that was to be an office building be increased in height from six to eight storeys in order to accommodate 54 units of rental housing. At the same time, the middle 26-storey tower in Phase A would become 288 units of rental housing rather than the currently planned strata market housing. In addition to these changes, the dedicated seniors rental housing for ages 55 or older, previously committed to by Wesgroup in Phase B, would be removed. A summary diagram of the currently permitted and proposed land use changes is provided in **Attachment 8**.

With this proposal, a total of 342 rental units would be delivered in Phase A, which is about 241 more units than currently planned (101 rental units) on the site. The following unit mix is proposed for the market and below-market rental units:

Proposed Unit Mix for All Rental Units		
Unit Type	Number of Units	Percentage of Total
Studio	48	14%
One-Bedroom	164	48%
Two-Bedroom	80	23%
Three-Bedroom	50	15%
TOTAL	342	100%

Of the 342 units, 86 studio and one-bedroom units (25%) would be secured at below-market rents with the following unit mix:

Proposed Unit Mix for Below-Market Rental Units		
Unit Type	Number of Units	Percentage of Total
Studio	48	56%
One-Bedroom	38	44%
Two-Bedroom	0	0%
Three-Bedroom	0	0%
TOTAL	86	100%

Based on the CMHC program under which Wesgroup anticipates receiving construction financing, the below-market rental units would be secured for a period of 20 years, after which they would convert to market rental units as the tenants vacate the units. Wesgroup estimates the monthly rent for these below-market units at $1,795.

While the significant increase in rental units is a positive addition to the development, staff have some concerns related to the compliance with established City policy for the rental units and the relocation of the office use to a later phase.
The 86 below-market rental units do not meet the City's Inclusionary Zoning – Affordable Rental Units Policy:

- Period of commitment – The units would be below-market for a period of only 20 years, whereas the City's housing agreements require both non-market and below-market rental housing to be for a period of 60 years or the life of the building, whichever is greater.
- Unit mix – The units are studio and one-bedroom, and do not include any family-friendly units.
- Income threshold – The income threshold for the units follows the median family income levels, which is identified at $107,720 for 2025. City policy follows BC Housing's Housing Income Level (HILs) rates which would currently be $58,000 for studio and one-bedroom units.
- Rent – The below-market rent for a one-bedroom unit in the proposal is $1,795 per month. City policy would be approximately $1,305 per month for a studio or one-bedroom unit, approximately $490 (27%) less.

A summary of the comparison is provided in the table below.

Summary of Proposed Affordable Housing Parameters to City Policy		
	Wesgroup Proposal	**City Policy**
Unit Mix of Below Market Rental Units		
Studio/One-Bedroom	100%	65% max
Two-Bedroom	0%	25% min
Three-Bedroom	0%	10% min
Permitted Rent		
Studio/One-Bedroom	$1,795	$1,305
Two-Bedroom	n/a	$1,720
Three-Bedroom	n/a	$2,280
Eligible Income Levels		
Studio/One-Bedroom	$107,720	$58,000
Two-Bedroom	n/a	$72,000
Three-Bedroom	n/a	$86,000
Duration of Housing Agreement		
	20 years	60 years or life of building

With respect to the relocation of the office space, staff note the following:

- The office space has been planned throughout the OCP amendment and rezoning stages of the application, specifically to be part of Phase A immediately adjacent to the future pedestrian overpass linking Coronation Park and the Inlet Centre SkyTrain station. Relocation to Phase C places it along Balmoral Drive at the back of the site. This is not an ideal location for office space, nor most other commercial uses.

  Currently, only about 209m^2 (2,246ft^2) of general purpose commercial floorspace is planned on Balmoral Drive for the Coronation Park development for local serving uses. On the other side of Balmoral Drive in Polygon's development in Coquitlam, the zoning only requires 335m^2 (3,600ft^2) of floorspace for local serving commercial use, which indicated this area was not envisioned to facilitate any appreciable amount of commercial space.
- Wesgroup has indicated the office floorspace in the proposed amendments to the zone would occupy the second and third floors of adjoining eight-storey and 31-storey residential buildings in Phase C. This is not a typical layout for purpose-built office space which may make the space less desirable and impact the ability to attract businesses.
- This move shifts the delivery of jobs in the development that were anticipated to be delivered in Phase A (44% or 230 jobs) to a later phase. If the office floorspace is not delivered in the later phase, it will reduce the estimated employment generated on the site by about 44% (230 jobs) from the 540 jobs that had been estimated for the Coronation Park development at full build-out. Generating more local employment is one of the key goals of Metro Vancouver's Regional Growth Strategy and Port Moody's OCP identifies Inlet Centre and Moody Centre where much of this future employment will be created.
- With limited sizable new office space proposed in the community at this time, the opportunity for Port Moody businesses to grow, particularly those in technical and professional sectors that typically require above-ground space, is constrained and may lead to local businesses and employers leaving the city in search of larger employment space.
- Staff recommend consideration that the required office space be placed in a stand-alone building in Phase B adjacent to the pedestrian overpass. Staff have discussed this option with Wesgroup however they are requesting it be moved to Phase C. Phase C was one of the options identified in CIPC's July 15, 2025, resolution.
- While the office market remains soft, the overall suburban vacancy rate in Q2 2025 at 9.9% is lower than the pre-COVID period of 2010 to 2016. For the same quarter, the office vacancy rate in the Tri-Cities is under 5% and has one of the highest asking rents for office in suburban markets. Across the region and in suburban markets, Class A office space continues to see positive net absorption compared to Class C, meaning that tenants favour higher-end, newer offices versus older product. With no other dedicated office building planned in Port Moody at this time, there will be limited opportunities for Class A office space for several years, limiting employment opportunities and the development of a complete community.

Draft Housing Agreement Bylaw

Draft Housing Agreement Bylaw No. 3516 sets out the following terms and conditions for the rental housing being delivered in Phase A and includes the following:

- A total of 342 units and 22,350m^2 of rental housing will be provided for 60 years or the life of the buildings, whichever is greater.
- Of these units, 86 units and 3,448m^2, with a minimum floor space will be below-market rental units for a minimum period of 20 years, after which they can be rented at market rates as the units are vacated by the tenants.
- The below-market units will have monthly rents that are defined as 20% of the Median Family Income in the Vancouver CMA (currently $107,720) per the CMHC definition. In 2025 dollars, this equates to a rent of $1,795 per month. As the median family income increases, so too will the rents.
- The mix of rental units will be:
    - 48 studio units;
    - 164 one-bedroom units;
    - 80 two-bedroom units; and
    - 50 three-bedroom units.
- The 86 below-market rental units will be comprised of studio and one-bedroom units and are proposed to be located in both Building 2 and Building 2A. The exact unit mix will vary due to the CMHC terms of the loan, which prevent the operator from evicting a tenant once they exceed the income threshold. It is anticipated that at the start of the program there would be approximately 48 studio units and 38 one-bedroom units.
- Wesgroup will submit to the City annually the same report that it is required to submit to CMHC demonstrating that it is adhering to the terms and conditions of CMHC's program.

It is noted that further refinement of the Draft Housing Agreement has been requested by the applicant in relation to their application to CMHC.

While the CMHC program Wesgroup is pursuing would secure the below market rental units for a 20 year period only, Council could consider requesting a lengthening of the period of commitment for these units for an additional period of time past the CMHC commitment window and more in line with established City policy. Should Council wish to pursue this, the Draft Housing Agreement and bylaw would be revised and brought forward to the next Council meeting.

Development Agreement Amendments

The development agreement between the City and Wesgroup, which was approved by Council on July 23, 2024, at the same time as adoption of the rezoning bylaw, requires the following key amendments:

- requirement to provide market and below-market rentals;
- requirement to enter into a Housing Agreement for market and below-market rentals;
- amendments to the CAC payment schedule to reflect the density transfer from Phase B to Phase A;
- removal of a requirement to provide seniors rental housing, which was to be delivered in Phase B; and
- update to schedules / plans which currently shows an 'Office' use/building in Phase A.

Phase A Development Permit Amendments

As noted, the Development Permit for Phase A was approved by Council on July 22, 2025, and is anticipated to be registered on title by mid-September. If Council supports the amendments proposed by Wesgroup, the office building will need to be redesigned to accommodate the residential use. That includes, for example, adding balconies. The height of the building will also increase from six to eight storeys.

Wesgroup has submitted an application to amend the Phase A Development Permit. This application will be reviewed per the City's standard Development Permit process, including review of the building architecture, prior to bringing the proposed amendment forward to Council for consideration of approval.

Other Option(s)

1. THAT the applicant be advised to consider the following prior to Council consideration to first, second, and third readings of Bylaw No. 3515:

   >insert items<

2. THAT Council not give first, second, and third readings of Bylaw No. 3515.

Financial Implications

There are no immediate financial implications associated with the recommendations in this report. Although the total CACs payable is not impacted by this application, should the bylaws be adopted, the City would receive a larger portion of the CACs in Phase A.

Communications and Public Engagement Initiatives

Notification signs informing the public of the rezoning application have been placed on the subject site in accordance with City of Port Moody Development Approval Procedures Bylaw, 2023, No. 3417.

Per section 464(3) of the *Local Government Act*, a public hearing is prohibited. A notice was sent out to surrounding property owners with information regarding the proposed bylaw, and the date of Council consideration.

Council Strategic Plan Goals

The proposed rezoning aligns with the following Strategic Plan goal and objectives:

- Strategic Goal 3.1 – Create Complete and connected communities through balanced growth:
  - Prioritize transit-oriented development and diverse and equitable housing options; and
  - Implement best practices that result in growth that is consistent with community needs.

Attachment(s)

1. Draft Zoning Amendment Bylaw No. 3515 (CD89 Text Amendment) (Coronation Park).
2. Draft Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental).
3. Amendments to Development Agreement.
4. Letter to City from Wesgroup, April 14, 2023.
5. Alternate Site Plan, May 20, 2025.
6. Letter to City from Wesgroup, July 7, 2025.
7. Letter to City from Wesgroup, August 12, 2025.
8. Summary of Proposed Land Use Changes.

Report Author

Wesley Woo, MCIP, RPP
Manager of Development Planning

Report Approval Details

Document Title:	Proposed Bylaw to Amend the CD89 Zone – Coronation Park (Wesgroup Properties).docx
Attachments:	- Attachment 1 - Draft Zoning Amendment Bylaw No. 3515 (CD89 Text Amendment) (Coronation Park).pdf - Attachment 2 - Draft Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park - Phase 1) (Market and Below-Market Rental).pdf - Attachment 3 - Amendments to Development Agreement.pdf - Attachment 4 - Letter to City from Wesgroup April 14, 2023.pdf - Attachment 5 - Alternate Site Plan, May 20, 2025.pdf - Attachment 6 - Letter to City from Wesgroup July 7, 2025.pdf - Attachment 7 - Letter to City from Wesgroup, August 12, 2025.pdf - Attachment 8 - Summary of Proposed Land Use Changes.pdf
Final Approval Date:	Sep 11, 2025

This report and all of its attachments were approved and signed as outlined below:

Suzanne Smith, General Manager of Community Development - Sep 10, 2025

Stephanie Lam, City Clerk and Manager of Legislative Services - Sep 10, 2025

Lindsay Todd, Manager of Communications and Engagement - Sep 10, 2025

Paul Rockwood, General Manager of Finance and Technology - Sep 10, 2025

Kate Zanon, Deputy City Manager - Sep 10, 2025

Anna Mathewson, City Manager - Sep 11, 2025

City of Port Moody

Bylaw No. 3515

A Bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937, to further facilitate the rezoning of the properties in the Coronation Park neighbourhood (CD89).

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as "City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park)".

2. Amendments

2.1 City of Port Moody Zoning Bylaw, 2018, No. 2937, is amended in section CD89.4 by replacing the following subsection 4.4 in its entirety:

> "4.4 A minimum of 101 units and 7,781 m2 of the Multi-Residential Floor Area shall be for purpose-built rental Dwelling Units."

with the following subsection 4.4:

> "4.4 A minimum of 342 units and 22,350m^2 of the Multi-Residential Floor Area shall be for purpose-built rental Dwelling Units.
>
> 4.4.1 Of the 342 purpose-built rental dwelling units, a minimum of 86 units and 3,448m^2 shall be for below-market rental Dwelling Units for a period of 20 years from the date of occupancy of the last below-market rental Dwelling Unit in accordance with a housing agreement pursuant to s. 483 of the *Local Government Act*, R.S.B.C. 2015, c.1.".

2.2 Bylaw No. 2937 is further amended in section CD89.6 by replacing the following subsection 6.4 in its entirety:

> "6.4 The minimum separation required between Building 2 and the Office Building on the site is 12 m."

with the following subsection 6.4:

> "6.4 The minimum separation required between Building 2 and Building 2A on the site is 12m.".

DRAFT

2.3 Bylaw No. 2937 is further amended by replacing Schedule 'B' of CD89 with Schedule A – Schedule B to CD89 – Land Use Locations attached hereto.

2.4 Bylaw No. 2937 is further amended by replacing Schedule 'C' of CD89 with Schedule B – Schedule C to CD89 – Building Siting, Heights, and Phasing attached hereto.

3. Attachments and Schedules

3.1 The following schedules are attached to and form part of this Bylaw:

- Schedule A – Schedule B to CD89 – Land Use Locations
- Schedule B – Schedule C to CD89 – Building Siting, Heights, and Phasing

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this ___ day of _____, 2025.
Read a second time this ___ day of _____, 2025.
Read a third time this ___ day of _____, 2025.
Adopted this ___ day of _____, 2025.

M. Lahti Mayor	S. Lam City Clerk

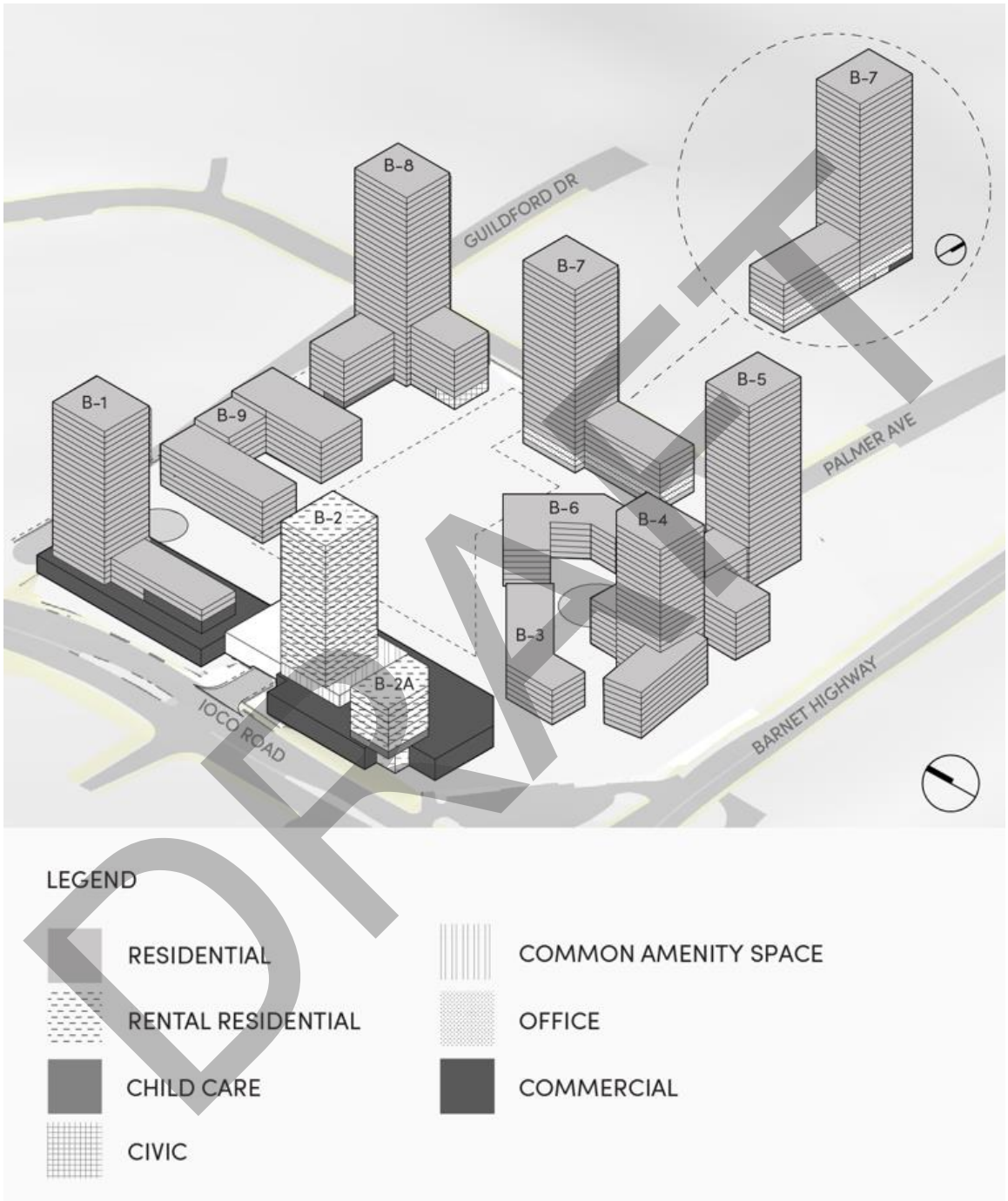
I hereby certify that the above is a true copy of Bylaw No. 3515 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

Schedule A to Bylaw No. 3515

Schedule B to CD89 – Land Use Locations

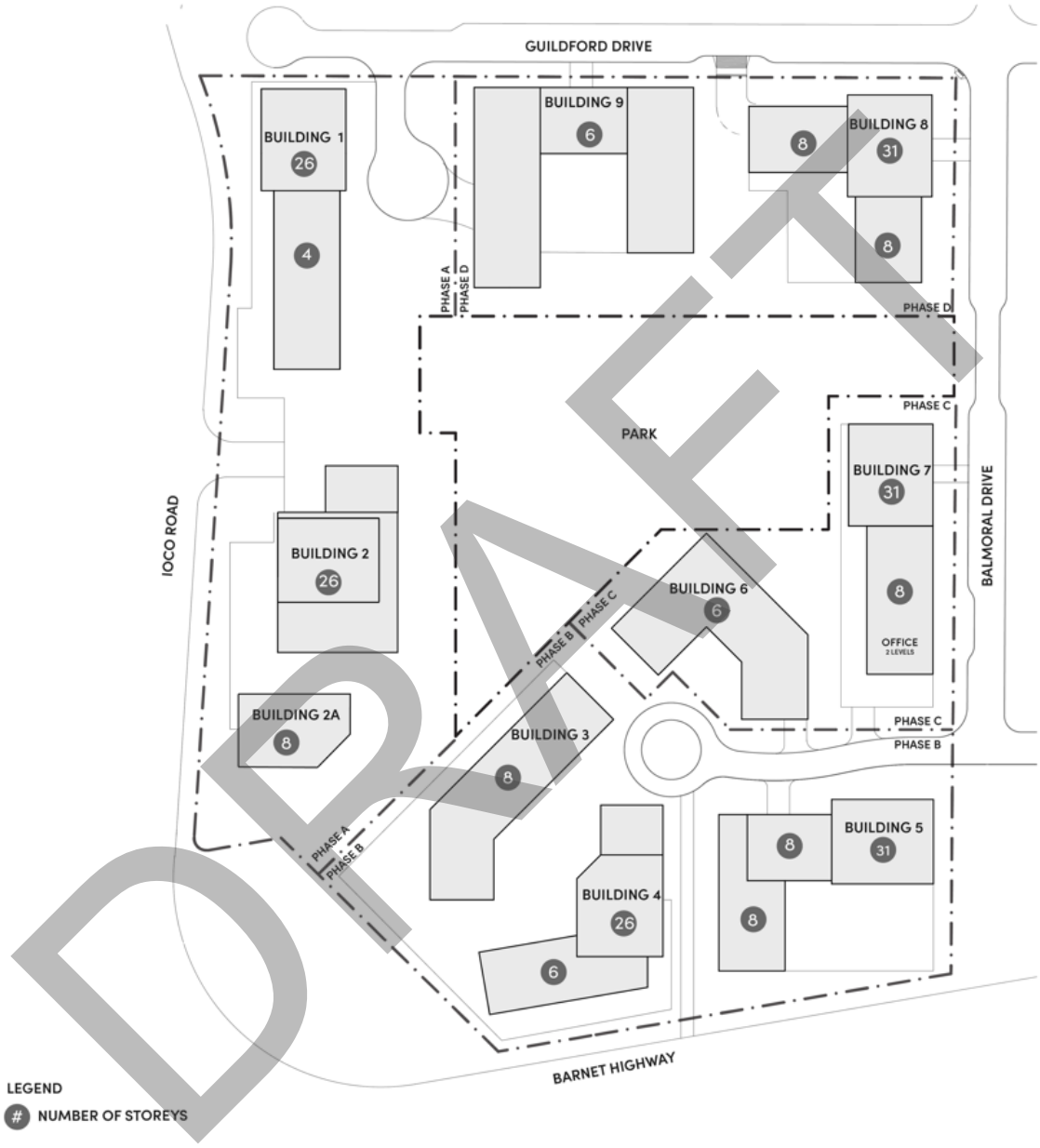


DRAFT

***NOTE: Bylaw text supercedes image in respect of density calculations**

Schedule B to Bylaw No. 3515

Schedule C to CD89 – Building Siting, Heights, and Phasing



DRAFT

City of Port Moody

Bylaw No. 3516

A Bylaw to authorize Council to enter into a Housing Agreement pursuant to section 483 of the *Local Government Act* for one parcel in the Coronation Park neighbourhood (Phase 1).

The Council of the City of Port Moody enacts as follows:

1. Citation

    1.1 This Bylaw may be cited as "City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental)".

2. Authorization

    2.1 Council hereby authorizes the agreement, substantially in the form attached hereto as Schedule "A" between the City of Port Moody and Inlet District Investments Ltd. (INC. NO. BC1218112) with respect to the following lands:

        LOT 7 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT
        PLAN EPP137917
        PID: 032-567-316

3. Execution of Documents

    3.1 The Mayor and Corporate Officer are authorized to execute any documents required to give effect to the Housing Agreement.

4. Attachments and Schedules

    4.1 The following schedule is attached to and forms part of this Bylaw:

    - Schedule A – Section 219 Covenant – Housing Agreement – Market and Below-Market Rental – Inlet District Investments Ltd. (INC. NO. BC1218112).

5. Severability

    5.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

DRAFT

Read a first time this ___ day of _____, 2025.

Read a second time this ___ day of _____, 2025.

Read a third time this ___ day of _____, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti Mayor	S. Lam City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3516 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

Schedule "A" to Bylaw No. 3516

TERMS OF INSTRUMENT – PART 2

HOUSING AGREEMENT

(Pursuant to Section 483 of the *Local Government Act* and Section 219 of the *Land Title Act)*

This Agreement dated for reference the _____ day of _____, 20_____ is:

BETWEEN:

INLET DISTRICT INVESTMENTS LTD. (INC. NO. BC1218112)
2000 - 595 Burrard Street
Vancouver, BC V6C 0E4

(the "**Grantor**")

AND:

CITY OF PORT MOODY, a municipality incorporated under the *Local Government Act*, having its office at 100 Newport Drive, Port Moody, BC V3H 5C3

(the "**City**")

WHEREAS:

A. The Grantor is the registered owner of the Lands (as hereinafter defined);

B. Section 483 of the *Local Government Act* permits the City to enter into and note on title to the lands, housing agreements which may include, without limitation, conditions with respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units, and rent which may be charged for housing units;

C. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the City in respect of the use of land, construction on land or subdivision of land;

D. The Grantor proposes to develop the Lands and construct on the Lands a mixed-use development containing a common amenity facility, a commercial component, a child care component, and a residential component containing purpose built rental units, with associated underground parking (collectively, the "**Development**"), which Development forms a part of "Phase A" of the master planned community to be developed by the Grantor on the Lands and certain adjacent lands;

E. The Grantor is constructing a purpose-built rental project and seeks funding for the project under the Canada Mortgage Housing Corporation's Apartment Construction Loan Program, and in order to be eligible for such financing, the project must meet certain criteria, including providing a number of Dwelling Units at affordable, as opposed to market, rents for a prescribed period of time;

F. The City adopted Housing Agreement Bylaw, 2025, No. No. 3516 (Coronation Park – Phase 1 Market and Below-Market Rental), authorizing the City to enter into this Agreement on the terms and conditions contained herein; and

G. The Grantor and the City wish to enter into this Agreement to provide for the Below Market Rental Units and the Market Rental Units and to restrict the use of, and construction on, the Lands, all on the terms and conditions of this Agreement, to have

DRAFT

effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act.*

NOW THEREFORE in consideration of the mutual promises contained herein and in consideration of the payment of $10.00 by the City to the Grantor (the receipt and sufficiency of which is acknowledged by the Grantor), the parties covenant and agree with each other as follows, as a Housing Agreement under section 483 of the *Local Government Act*, section 219 of the *Land Title Act* and as a contract and a deed under seal between the parties and the parties hereto further covenant and agree that the Lands shall not be used or built on except in accordance with this Agreement as follows:

ARTICLE 1 – DEFINITIONS AND INTERPRETATION

1.1. In this Agreement, the following words have the following meanings:

a) "**Agreement**" means this agreement together with all recitals, schedules, attachments, and priority agreements attached hereto, and all modifications and replacements hereof if executed by the City and the Grantor ;

b) "**Below Market Rental Units**" means a Dwelling Unit that can only be used and occupied as a rental unit pursuant to a Tenancy Agreement and occupied by a Family whose Cumulative Gross Annual Household Income is at or below the Median Household Income;

c) "**Building**" means the 26-storey residential rental high-rise tower labelled as "Building 2" on Schedule "B" and the 8-storey midrise building labelled as "Building 2A" on Schedule "B" with underground parking to be constructed on the Lands, which will contain the Below Market Rental Units and Market Rental Units as contemplated by the Development Permit and this Agreement;

d) "**City**" and "**City of Port Moody**" means the City of Port Moody and is called the "City" when referring to the corporate entity and "City of Port Moody" when referring to the geographic location ;

e) "**City Personnel**" means any and all of the City's elected officials, board members, officers, directors, employees, and agents ;

f) "**CPI**" means the All-Items Consumer Price Index for Canada published from time to time by Statistics Canada, or its successor in function;

g) "**Cumulative Gross Annual Household Income**" means the aggregate annual income of a Family that occupies or wishes to occupy a Below Market Rental Unit that is over 19 years of age;

h) "**Daily Amount**" means $100.00 per day as of January 1, 2025, adjusted annually thereafter by adding thereto an amount calculated by multiplying $100.00 by the percentage change in the CPI since January 1, 2025, to January 1 of the year that a written notice is delivered to the Grantor by the City pursuant to section 18.13 of this Agreement;

i) **"Development**" has the meaning ascribed thereto in Recital D;

j) "**Development Permit**" means the development authorization form issued by the City authorizing development of the Lands, more specifically identified as Development Permit No. DP000062, as the same may be amended from time to time;

k) **"Dwelling Unit**" means a habitable residential unit or units located or to be located on the Lands, occupied or intended for use, including occupancy, by one or more persons as an independent and separate residence in which a facility for cooking, sleeping facilities and a bathroom are provided for the

DRAFT

exclusive use of such person or persons and includes, where the context permits, a Below Market Rental Unit and a Market Rental Unit;

l) "**Effective Date**" means the date as of which this Agreement has been executed by all parties to it;

m) "**Eligible Tenant**" means, immediately prior to the commencement of a Tenancy Agreement for a Below Market Rental Unit, a Family with a Cumulative Gross Annual Household Income for the most recent calendar year of equal to or less than the amount of the relevant Median Household Income for the same period, or, in the absence of such information for the most recent year, the relevant Median Household Income for the most recently published year;

n) "**Family**" means an individual or any combination of two (2) or more persons who are bounded together over time by ties of mutual consent, birth, and/or adoption or placement;

o) "**General Manager of Community Development**" means the individual appointed to be the chief administrator from time to time of the Development Planning Division of the City and his or her designate ;

p) "**Grantor**" means the party described on page 1 of this Agreement as the Grantor and any subsequent owner of the Lands or of any part into which the Lands are Subdivided containing the Below Market Rental Units and Market Rental Units, and includes any person who is registered owner in fee simple of a Below Market Rental Unit or Market Rental Unit from time to time;

q) ***"Interpretation Act***" means the Interpretation Act, R.S.B.C. 1996, c. 238, together with all amendments thereto and replacements thereof ;

r) ***"Land Title Act***" means the *Land Title Act*, R.S.B.C. 1996, c.250, together with all amendments thereto and replacements thereof ;

s) "**Lands**" means the land described in item 2 of the *Land Title Act* Form C to which this Agreement is attached; and including the Building or a portion of the Building, into which said land(s) is or are Subdivided;

t) ***"Local Government Act***" means the *Local Government Act*, RSBC 2015, c.1, together with all amendments thereto and replacements thereof ;

u) "**LTO**" means the New Westminster Land Title Office or its successor ;

v) "**Median Household Income**" means, in Statistics Canada table 11-10-0009-01 titled "Selected income characteristics of census families by family type", the median total income for all families in the geographic region of Vancouver (Vancouver Census Metropolitan Areas), British Columbia, for reference period of the most recently available year. The parties acknowledge and agree that, as of 2023 (being the most recent year for which table 11-10-0009-01 is available as of the reference date of this Agreement), the median total income for all families in the geographic area of Vancouver was $107,720.

If Statistics Canada or is successor in function ceases to publish table 11-10-0009-01 or equivalent data, "Median Household Income" shall be determined by reference to the last published table 11-10-0009-01 by Statistics Canada and thereafter increased annually by an amount equal to the increases, if any, in the CPI for the period of January 1 to December 31 of the previous calendar year;

w) "**Market Rental Unit**" means a Dwelling Unit that can only be used and occupied as a rental unit pursuant to a Tenancy Agreement;

DRAFT

x) **"Occupancy Permit**" means the permit issued by the City for all or any portion of the Development confirming that the Building, or portion thereof, is safe for human occupation;

y) "**Permitted Rent**" means, with respect to a Below Market Rental Unit, a monthly rent equivalent to 20% of the most recently published Median Household Income divided by 12. For clarity, the formula for determining the Permitted Rent is as follows:

(Median Household Income x 0.20)/12 = Permitted Rent

By way of example only, as of the reference date of this Agreement, using the current Median Household Income of $107,720, the Permitted Rent for a Below Market Rental Unit is $1,795.33;

z) "**Principal Residence**" means the place where an individual lives, makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is generally the dwelling unit with the residential address used on documentation related to billing, identification, taxation, and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, drivers licenses, personal identification, vehicle registration, and utility bills;

aa) "***Real Estate Development Marketing Act***" means the *Real Estate Development Marketing Act*, S.B.C. 2004, c. 41, together with all amendments thereto and replacements thereof;

bb) **"Related Person"** means, where the registered or beneficial Grantor of the Rental Housing Units, is:

i. a corporation (as such term is defined in the B*usiness Corporations Act* (British Columbia)), then a Related Person is:

a. an officer, director, or shareholder of such Grantor or of another entity which is a shareholder of such Grantor; or

b. the spouse, parent, child, sibling, niece, or nephew of any such officer, director or shareholder; or

ii. an individual, then a Related Person is the spouse, parent, child, sibling, niece, or nephew of such individual;

cc) "**Rental Housing**" means a residential Dwelling Unit which is not occupied by the Grantor or by a Related Person, but which is made available by the Grantor to the general public, at arm's length, for use as rental housing on a month-to-month or longer basis in accordance with this Agreement, and in accordance with reasonably prudent landlord-tenant practices for rental residential accommodation, and any and all laws applicable thereto, including, without limitation, the *Residential Tenancy Act* and human rights legislation in British Columbia;

dd) "**Rental Housing Units**" means a residential Dwelling Unit or units located on the Lands and includes, collectively, the eighty-six (86) Below Market Rental Units and the two hundred fifty-six (256) Market Housing Units all of which are used solely for the purpose of Rental Housing. For certainty the Lands will contain not less than three hundred forty-two (342) Rental Housing Units;

ee) "***Residential Tenancy Act***" means the *Residential Tenancy Act*, SBC 2002, c.78, together with all amendments thereto and replacements thereof;

DRAFT

ff) "***Strata Property Act***" means *Strata Property Act*, S.B.C. 1998, c. 43, together with all amendments thereto and replacements thereof;

gg) **"Subdivide**" means to divide, apportion, consolidate, or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions, or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization, or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act;*

hh) "**Tenancy Agreement**" means a residential tenancy agreement, lease, licence or other agreement prepared in accordance with the *Residential Tenancy Act*, granting rights to occupy a Rental Housing Unit;

ii) "**Tenant**" means a Family who is a tenant of a Rental Housing Unit by way of a Tenancy Agreement; and

jj) "**Term**" means the term of this Agreement, which will commence on the Effective Date and :

i. in respect of the Below Market Rental Units, ends on the later of the 20-year anniversary of the issuance of the final Occupancy Permit for the Building at which point each Below Market Rental Unit will convert to a Market Rental Unit; and

ii. in respect of the Market Rental Units, ends on the later of the 60-year anniversary of the issuance of the final Occupancy Permit for the Building;

1.2. The Schedules to this Agreement listed below are an integral part of this Agreement:

a) Schedule "A" – Location of Below Market Rental Units

b) Schedule "B" – Location of Buildings

c) Schedule "C" – Statutory Declaration

1.3. In this Agreement:

a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;

b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;

c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;

d) reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment;

e) any reference to any enactment is to the enactment in force on the date the Grantor signs this Agreement, and to subsequent amendments to or replacements of the enactment;

f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;

g) time is of the essence;

h) all provisions are to be interpreted as always speaking;

DRAFT

i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators, and receivers;

j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter, or calendar year, as the case may be, unless otherwise expressly provided; and

k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

ARTICLE 2 – USE OF LANDS AND RESTRICTIONS ON USE OF LANDS AND SUBDIVISION

2.1. The Grantor covenants and agrees with the City, in respect of the use of the Lands and the construction and use of the Building, that throughout the Term, as applicable:

a) the Lands, the Building, the Below Market Rental Units, and the Market Rental Units, will not be used or occupied in any way that is inconsistent with the terms of this Agreement;

b) at its sole cost and expense, it will construct not less than eighty-six (86) Below Market Rental Units in the Building in locations as substantially shown on Schedule "A" to this Agreement, which floor area must collectively be greater than or equal to 3,448m^2, all of which must be to the satisfaction of the City. The Grantor and the City acknowledge and agree that the specific locations of the Below Market Rental Units in the Building may be revised from that shown on Schedule "A" to this Agreement subject to the written approval of the General Manager of Community Development;

c) at all times during the applicable Term, the aggregate floor area for the Below Market Rental Units will be greater than or equal to 3,448m^2;

d) at its sole cost and expense, it will construct not less two hundred fifty-six (256) Market Housing Units in the Building, to the satisfaction of the City;

e) it will not rent, licence to use or sublet, nor will it allow to be rented, licenced to use or sublet, any Rental Housing Unit for a term of less than 30 consecutive days at a time;

f) it will not apply to or stratify or Subdivide the Lands, Building, or the Rental Housing Units such that all the Rental Housing Units are not contained within a single legal parcel, or allow the Rental Housing Units to be sold independently of each other (for certainty, nothing herein shall restrict the subdivision of the Lands (including by way of air space plan) such that the Rental Housing Units are contained in one legal parcel);

g) all of the Below Market Rental Units will be designed and constructed to the same standard, in terms of layout, workmanship, and materials, as the Market Housing Units;

h) it will take all commercially reasonable measures to operate the Rental Housing Units in compliance with the terms, conditions, requirements and restrictions of this Agreement;

i) within thirty (30) days after receiving notice from the City, the Grantor must, in respect of each Rental Housing Unit, provide to the City a statutory declaration, substantially in the form attached hereto as Schedule "C", certified by the Grantor, containing all of the information required to complete the statutory declaration. The City may request such statutory declaration in respect to each Rental Housing Unit no more than once in any calendar year; provided however,

DRAFT

notwithstanding that the Grantor may have already provided such statutory declaration in the particular calendar year, the City may request and the Grantor shall provide to the City as requested by the City in respect to a Rental Housing Unit if, in the City's determination, acting reasonably, the City believes that the Grantor is in breach of any of its obligations under this Agreement;

j) prior to issuance of an Occupancy Permit for each Building, the Grantor shall provide the City with a list of all Below Market Rental Units and floor plans which contain the size and location of the Below Market Rental Units;

k) it hereby authorizes the City to make such inquiries as the City considers necessary, acting reasonably, in order to confirm that the Grantor is complying with this Agreement; and

l) it will keep and maintain the Rental Housing Units and all parts thereof, or cause same to be kept and maintained, in good repair and in a safe, clean, neat, and tidy condition, reasonable wear and tear excepted, and will insure the Rental Housing Units, or cause same to be insured, to the full replacement cost, against perils normally insured against by reasonable and prudent owners of similar residential units, buildings, and lands in the geographical location of the City of Port Moody.

2.2. The Grantor covenants and agrees with the City that the Grantor will not:

a) be issued an Occupancy Permit for the Building unless the application for the Occupancy Permit includes the Rental Housing Units;

b) permit occupancy of the Building unless and until the Rental Housing Units have first been constructed and approved for occupancy, as evidenced by the issuance of an Occupancy Permit by the City;

c) occupy, nor permit any person to occupy, any of the Rental Housing Units, in part or in whole, and the City will not be obligated to permit occupancy of any of the Rental Housing Units constructed in the Building until all of the following conditions are satisfied:

i. the Rental Housing Units and related uses and areas have been constructed in accordance with this Agreement, and to the satisfaction of the City;

ii. the Rental Housing Units have received an Occupancy Permit; and

iii. the Grantor is not otherwise in breach of any of its obligations under this Agreement.

ARTICLE 3 – BELOW MARKET RENTAL UNITS

3.1. The Grantor further covenants and agrees with the City that, during the Term, the Lands shall contain not less than eighty-six (86) Below Market Rental Units and further that despite any sale of the Below Market Rental Units as contemplated under section 3.2 below:

a) at all times the Below Market Rental Units may be only used or occupied by an Eligible Tenant who is occupying such Below Market Rental Unit as their Principal Residence;

b) during the applicable Term, not more than 48 Below Market Rental Units will be studio Dwelling Units;

DRAFT

c) each of the Below Market Rental Units will be used and occupied pursuant to a Tenancy Agreement which Tenancy Agreement shall include clauses providing that:

   i. the Tenant is and remains an Eligible Tenant at all times during the term of the Tenancy Agreement;

   ii. any person not identified in the Tenancy Agreement shall not reside at the Below Market Rental Unit for more than sixty (60) consecutive days or more than ninety (90) days total in any calendar year, unless the Tenant receives prior written consent from the Grantor;

   iii. the Below Market Rental Unit will not be occupied by more than the number of people the City's building inspector determines can reside in the Below Market Rental Unit given the number and size of bedrooms in the Below Market Rental Unit and in light of any relevant standards set by the City in any bylaws of the City;

   iv. the Below Market Rental Unit will not be vacant for three (3) consecutive months or longer, notwithstanding the timely payment of rent;

   v. the Below Market Rental Unit will at all times during the term of the Tenancy Agreement be the Principal Residence of the Tenant and the other occupants in the Tenant's household as specified in the Tenancy Agreement; and

   vi. the Tenant will not assign or sublet the Below Market Rental Unit or assign the Tenancy Agreement in whole or in part, except to an Eligible Tenant and with the consent of the Grantor.

   Subject to any contrary provisions in the *Residential Tenancy Act*, if the Tenant is in breach of any of the terms described above in this Section 3.1(b), the Grantor will take all necessary steps to end the tenancy of the Tenant in the respective Below Market Rental Unit;

d) following the issuance of the Occupancy Permit, subject to the terms of this Agreement, including, without limitation, that not less eighty-six (86) Dwelling Units in the Building will be used only for the purpose of Below Market Rental Units and provided the Grantor has received approval in writing from the General Manager of Community Development, in his or her sole discretion, if a Below Market Rental Unit is occupied by a Tenant who was formerly an Eligible Tenant but no longer meets the eligibility requirements therefor, the Grantor may substitute and re-assign the designation of such Dwelling Unit as a Below Market Rental Unit to another Dwelling Unit in the Building, which is equal to or greater in size to the Dwelling Unit being substituted, on a one-for-one basis, such that the number of Below Market Rental Units in the Building remains unchanged and the initial rent for the newly assigned Below Market Rental Unit will be set in accordance with this Agreement. For clarity, the Grantor may substitute and re-assign a Dwelling Unit of a different unit type as a Below Market Rental Unit under this section 33.1d) so long as not more than 48 Below Market Rental Units are studio Dwelling Units at any time during the applicable Term;

e) if the Grantor is permitted to substitute and re-assign the designation of a Dwelling Unit in accordance with section 33.1d), then the Grantor will use commercially reasonable efforts to distribute the substituted Dwelling Unit evenly throughout the Building;

f) a copy of this Agreement shall be attached to all Tenancy Agreements for the Below Market Rental Units;

DRAFT

g) the Below Market Rental Units shall not be rented for more than the Permitted Rent, provided, however, that the Grantor may charge the Eligible Tenant, if applicable:

i. for parking stalls and/or storage lockers which rates will not exceed rates charged to Market Rental Units;

ii. for cable television, telephone, other telecommunications, gas, water, electricity or other utilities relating to the Eligible Tenant's occupation of the Below Market Rental Unit, to the extent not individually billed to the Eligible Tenant by the applicable provider; and

iii. fines relating to the Eligible Tenant's occupation of the Below Market Rental Unit, as applicable; and

h) no Below Market Rental Unit shall be rented on less than a 30-days rental period, whatsoever.

3.2. The Grantor further covenants and agrees with the City that, during the Term, the Rental Housing Units may be sold or transferred together but shall not be sold individually or otherwise transferred individually.

ARTICLE 4 – DEMOLITION OF RENTAL HOUSING UNITS

4.1. The Grantor will not demolish a Rental Housing Unit during the Term unless:

a) the Grantor has obtained the written opinion of a professional engineer or architect who is at arm's length to the Grantor that it is no longer reasonable or practical to repair or replace any structural component of the Rental Housing Unit, and the Grantor has delivered to the City a copy of the engineer's or architect's report; and

b) the Building in which a Rental Housing Unit is located is damaged or destroyed, to the extent of 75% or more of its value above its foundations, as determined by the City in its sole discretion or the Building's insurer;

and, in each case, a demolition permit for the Rental Housing Unit has been issued by the City and the Rental Housing Unit has been or will be demolished under that permit.

4.2. Should a demolition permit be issued in accordance with section 34.1 within the Term, the Lands shall not be redeveloped during the Term unless such redevelopment includes the provision of not less than four equivalent replacement Rental Housing Units.

ARTICLE 5 – SUBDIVISION

5.1. This Agreement will be binding upon any Subdivided parcel of the Lands provided, however, that if the Lands are Subdivided by air space plan, the City shall, at the Grantor's request, without further City council approval, authorization or bylaw, partially discharge this Agreement from those portions of the Lands that are not intended to contain the Rental Housing Units. The Grantor acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended.

ARTICLE 6 – DEFAULT REMEDIES

6.1. **Notice of Default.** The City may give to the Grantor written notice to cure a default under this Agreement within thirty (30) days of receipt of notice or such longer period as reasonably required if such default cannot be cured by the Grantor within such thirty (30) day period acting diligently. The notice must specify the nature of the default. The Grantor must act diligently to correct the default within the time specified above.

DRAFT

6.2. **Costs.** The Grantor will pay to the City, on demand by the City, all the City's costs of exercising its rights or remedies under this Agreement, on a full indemnity basis.

6.3. **Damages.** The Grantor acknowledges that the City requires Rental Housing Units for housing Eligible Tenants for the benefit of the community. The Grantor therefore agrees that for each day a Below Market Rental Unit is occupied in breach of this Agreement beyond the applicable notice and cure period set out in Section 6.1, the Grantor must pay the City the Daily Amount as liquidated damages, and not as a penalty, due and payable at the offices of the City on the last day of the calendar month in which the breach occurred unless the Grantor is acting with diligence, to the satisfaction of the City, to correct the breach within a reasonable period of time. The Daily Amount is increased on January 1 of each year by the amount calculated by multiplying the Daily Amount as of the previous January 1 by the percentage increase between that previous January 1 and the immediately preceding December 31 in the CPI. The Grantor agrees that payment may be enforced by the City in a court of competent jurisdiction as a contract debt. For clarity, the Grantor will not be subject to a Daily Amount where the Grantor is prevented from remedying any breach of this Agreement in respect of a tenancy of a Below Market Rental Unit due to the provisions in the *Residential Tenancy Act*.

6.4. **Rent Charge.** By this section, the Grantor grants to the City a rent charge under section 219 of the *Land Title Act*, and at common law, securing payment by the Grantor to the City of the Daily Amount as described in section 6.3. The City agrees that enforcement of the rent charge granted by this section is suspended until the date that is thirty (30) days after the date upon which any amount due under section 6.3 is due and payable to the City in accordance with section 6.3. The City may enforce this rent charge by an action for an order for sale or by proceedings for the appointment of a receiver.

6.5. **Specific Performance.** The Grantor agrees that, without affecting any other rights or remedies the City may have in respect of any breach of this Agreement that continues beyond the applicable notice and cure period, the City is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Grantor of this Agreement that continues beyond the applicable notice and cure period. The Grantor agrees that this is reasonable given the public interest in ensuring the provision of Below Market Rental Units to be occupied by Eligible Tenants and restricting occupancy of the Lands in accordance with this Agreement.

6.6. **No Penalty or Forfeiture.** The Grantor acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing Below Market Rental Units for Eligible Tenants, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out, and the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.

6.7. **Cumulative Remedies.** No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit, or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right to remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Grantor acknowledges that specific performance, injunctive relief (mandatory or otherwise), or other equitable relief may be the only adequate remedy for a default by the Grantor under this Agreement.

ARTICLE 7 – LIABILITY

DRAFT

7.1. As an indemnity pursuant to section 219(6) of the *Land Title Act*, the Grantor will indemnify, defend, and save harmless each of the City and the City Personnel and their heirs, executors, administrators, personal representatives, successors, and assigns, from and against all claims, demands, actions, loss, damage, costs, and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of the entering into of this Agreement or from any act or omission by the Grantor or its officers, directors, employees, agents, contractors, or other persons for whom at law the Grantor is responsible or from the Grantor's ownership, operation, management, or financing of the Lands or the Development by the Grantor, its officers, directors, agents, contractors, or other persons for whom at law the Grantor is responsible, except to the extent attributable to the gross negligence or wrongful intentional acts of the City or the City Personnel.

7.2. The Grantor hereby releases and forever discharges the City and the City Personnel and its and their heirs, executors, administrators, personal representatives, successors, and assigns from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of advice or direction respecting the ownership, operation, or management of the Development or any part thereof which has been or hereafter may be given to the Grantor by the City and/or City Personnel, except to the extent attributable to the gross negligence or wrongful intentional acts of the City or the City Personnel.

ARTICLE 8 – MISCELLANEOUS

8.1. Nothing in this Agreement:

a) affects or limits any discretion, rights or powers of the City under any enactment or at common law, including in relation to the use or subdivision of land;

b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or

c) relieves the Grantor from complying with any enactment, including the City's bylaws in relation to the use of the Lands.

8.2. The Grantor and City agree that:

a) this Agreement is entered into only for the benefit of the City;

b) this Agreement is not intended to protect the interests of the Grantor, any Eligible Tenant, or any future owner, lessee, occupier, or user of the Lands or the Building or any portion thereof, including any Rental Housing Unit; and

c) the City may at any time execute a release and discharge of this Agreement in respect of the Development or any Rental Housing Unit therein, without liability to anyone for doing so.

8.3. This Agreement burdens and runs with the Lands. All of the covenants and agreements contained in this Agreement are made by the Grantor for itself, its successors and assigns, and all persons who acquire an interest in the Lands after the date of this Agreement.

8.4. Notwithstanding anything contained in this Agreement, the parties agree that neither the Grantor, nor any successor in title to the Lands, or any portion thereof, will be liable for breaches of or non-observance or non-performance of covenants contained in this Agreement occurring after the date that the Grantor or its successors in title, as the case may be, ceases to be the registered or beneficial owner of the Lands or such portion thereof.

DRAFT

8.5. The covenants and agreements on the part of the Grantor have been made by the Grantor as contractual obligations as well as being made pursuant to section 483 of the *Local Government Act* and as such will be binding on the Grantor.

8.6. This Agreement may only be modified in writing, signed by both parties, in registrable form. The modification will only be effective if it is approved both as a modification of a housing agreement pursuant to section 483 of the *Local Government Act* (which requires a bylaw), and as a modification of a covenant pursuant to section 219 of the *Land Title Act.* Any modification will be filed in the LTO as a modification of a covenant and as a modification of the housing agreement.

8.7. The Grantor will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement is registered against the title to each Rental Housing Unit in the Development in priority to all charges and encumbrances which are registered, or pending registration, against title to the Lands in the LTO, save and except those as have been approved by the City or have been granted in favour of the City.

8.8. The City and the Grantor each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.

8.9. An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.

8.10. Time is of the essence in this Agreement.

8.11. If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

8.12. Every obligation of a party which is set out in this Agreement will extend throughout the Term and, to the extent that any obligation ought to have been observed or performed prior to or upon the expiry or earlier termination of the Term, such obligation will survive the expiry or earlier termination of the Term until it has been observed or performed.

8.13. All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile transmission, or by personal service, to the following address for each party:

a) If to the City:

100 Newport Drive
Port Moody, BC V3H 5C3
Attention: Community Development Department

b) If to the Grantor at the address shown on title in the LTO.

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete only upon actual delivery of the notice, demand or request; if made by facsimile transmission, on the first business day after the date when the facsimile transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.

DRAFT

8.14. Upon request by the City, the Grantor will promptly do such acts and execute such documents as may be reasonably necessary, in the opinion of the City, to give effect to this Agreement.

8.15. This Agreement will enure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.

8.16. The Grantor further acknowledges and agrees that the terms and conditions of this Agreement constitute a covenant in respect of the use of the Lands and any Rental Housing Units on or to be constructed on the Lands and annexed to and running with the Lands and that the Lands shall only be used in accordance with the terms of this Agreement and the City may register this Agreement in the LTO against title to the Lands as a covenant pursuant to section 219 of the *Land Title Act*.

8.17. The Grantor acknowledges and agrees that:

a) this Agreement constitutes a Housing Agreement entered into under section 483 of the *Local Government Act*;

b) the City is required to file a notice of Housing Agreement in the LTO against title to the Lands; and

c) once such a notice is filed, this Agreement binds all persons who acquire an interest in the Lands as a Housing Agreement under section 483 of the *Local Government Act*.

8.18. The Grantor covenants and agrees with the City that, in order to ensure the long-term maintenance of the Rental Housing Units, it will furnish good and efficient management of the Rental Housing Units and will permit representatives of the City to inspect the Rental Housing Units at any reasonable time, subject to the notice provisions in the *Residential Tenancy Act*. The Grantor further covenants and agrees that it will maintain the Rental Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands.

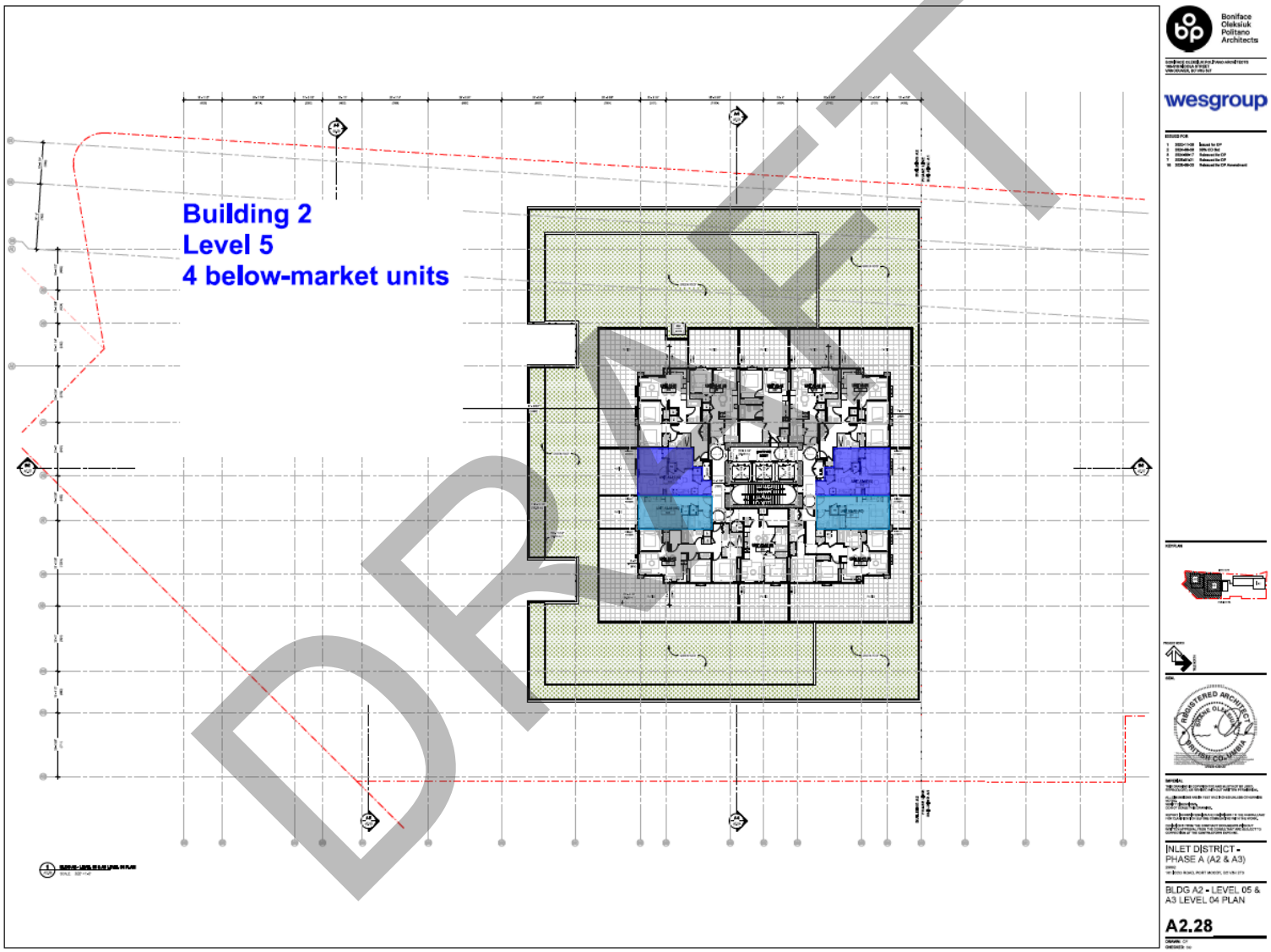
8.19. This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.

IN WITNESS WHEREOF, as evidence of their agreement to be bound by the terms of this instrument, the City and the Grantor hereto have executed the General Instrument – Part 1 that is attached to these Terms of Instrument and forms part of this Agreement.

DRAFT

SCHEDULE "A"

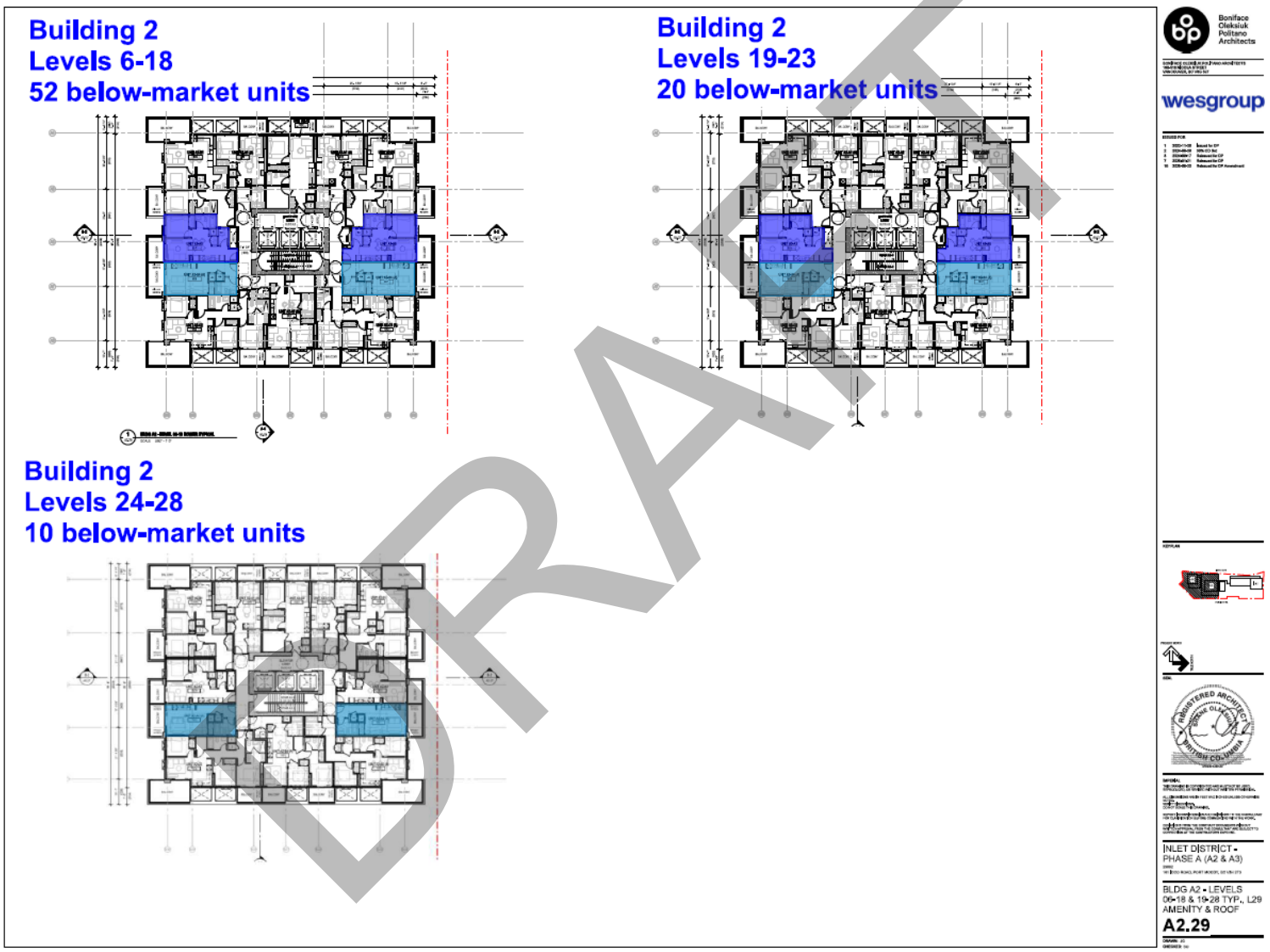
LOCATION OF BELOW MARKET RENTAL UNITS



DRAFT

SCHEDULE "A"

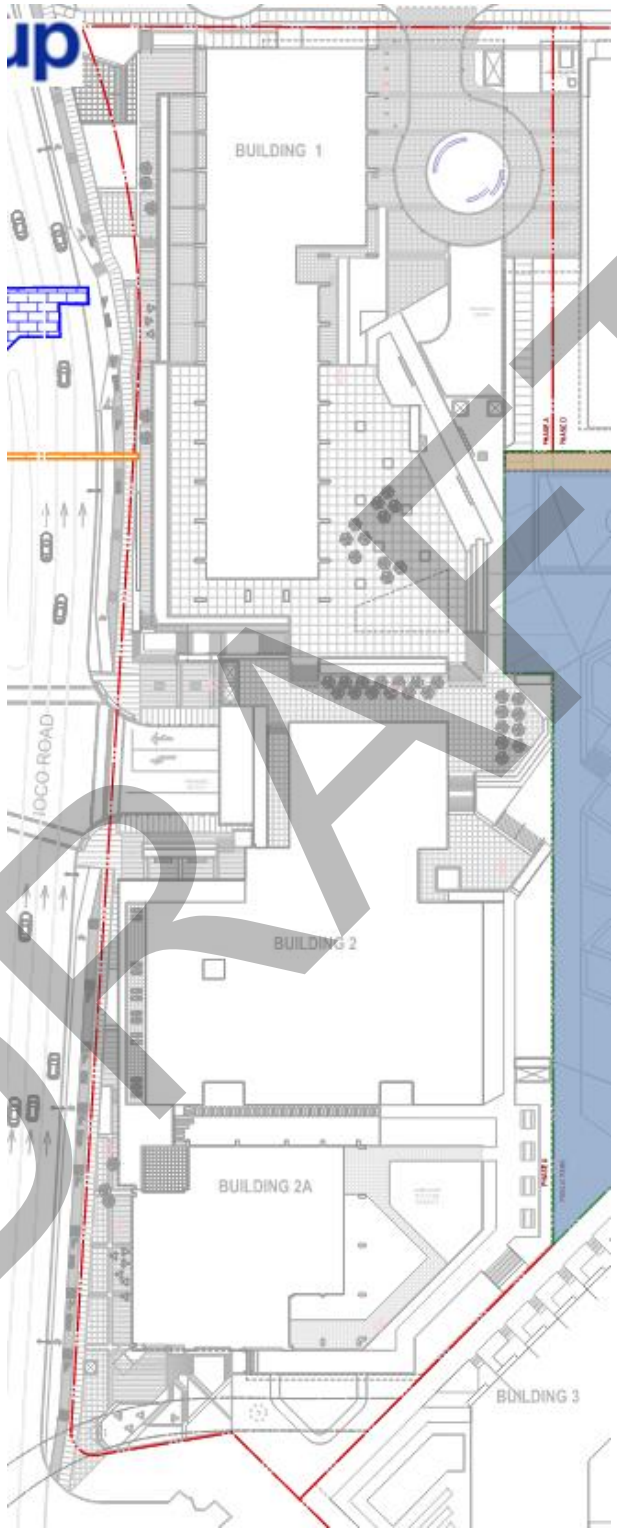
LOCATION OF BELOW MARKET RENTAL UNITS



DRAFT

SCHEDULE "B"

LOCATION OF BUILDINGS



DRAFT

SCHEDULE "C" – FORM OF STATUTORY DECLARATION

I, _____ of _____, British Columbia, [in my capacity as _____ of the Owner and without personal liability (if applicable),] do certify that:

1. I am the owner (the "**Owner**") or authorized signatory of the Owner of _____ (the "**Below Market Rental Unit**"), and make this certificate to the best of my personal knowledge.

2. This certificate is made pursuant to the housing agreement registered as _____ at the Land Title Office (the "**Housing Agreement**") in respect of the Below Market Rental Unit.

3. For the period from _____ to _____, the Below Market Rental Unit was occupied only by the Eligible Tenants (as defined in the Housing Agreement), who continue to meet all Eligible Tenant criteria and whose names and current addresses appear below:

   [Names, addresses and phone numbers of Eligible Tenants and their employer(s)]

4. The rent charged each month for the Below Market Rental Unit is as follows:

   (a) the monthly rent on the date three hundred and sixty-five (365) days before this date of this certificate:

   $_____ per month;

   (b) the rent on the date of this certificate: $_____; and

   (c) the proposed or actual rent that will be payable on the date that is ninety (90) days after the date of this certificate: $_____.

5. I acknowledge and agree to comply with the Owner's obligations under the Housing Agreement, and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

6. I make this Statutory Declaration, conscientiously believing it to be true and knowing that the City of Port Moody will be relying upon the statements made herein.

[Owner]

_____ Signature

_____ Signature

DRAFT

CONSENT AND PRIORITY AGREEMENT

THE BANK OF NOVA SCOTIA (the "**Chargeholder**") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the LTO under numbers CB249768 (extended by CB257043 and CB2117075) and CB249769 (extended by CB257044 and CB2117076), respectively (the "**Charges**").

The Chargeholder, being the holder of the Charges, by signing the Form C General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars ($10.00) and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of this Section 483 Housing Agreement and Section 219 Covenant and hereby covenants that this Section 483 Housing Agreement and Section 219 Covenant shall bind the Charges in the Lands and shall rank in priority upon the Lands over the Charges as if the Section 483 Housing Agreement and Section 219 Covenant had been registered prior to the Charges and prior to the advance of any monies pursuant to the Charges. The grant of priority is irrevocable, unqualified, and without reservation or limitation.

DRAFT

TERMS OF INSTRUMENT – PART 2

MODIFICATION OF COVENANT

(DEVELOPMENT AGREEMENT)
(Section 219 *Land Title Act*)

THIS AGREEMENT dated for reference _____, 2025 is

AMONGST:

CITY OF PORT MOODY
100 Newport Drive
Port Moody, British Columbia, V3H 5C3

(the "**City**")

AND:

INLET DISTRICT INVESTMENTS LTD., Inc. No. BC1218112
Suite 2000 – 595 Burrard Street
Vancouver, British Columbia, V6C 0E4

(the "**Developer**" and together with the City, the "**Parties**" and each a "**Party**")

WHEREAS:

A. The Developer is the registered owner of the lands located in the City of Port Moody, legal described as

PID: 032-567-251
LOT 1 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

PID: 032-567-260
LOT 2 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

PID: 032-567-278
LOT 3 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

PID: 032-567-286
LOT 4 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

PID: 032-567-294
LOT 5 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

PID: 032-567-308
LOT 6 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

PID: 032-567-316
LOT 7 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

(collectively, the "**Lands**").

B. The Lands are subject to a Section 219 covenant and development agreement registered against title to the Lands on August 2, 2024, under Registration No. CA1487160, CA1487162, and CA148164 as extended by CB2117072, CB2117073, and CB2117074, respectively (the "**Development Agreement**").

C. The Parties wish to amend the Development Agreement with respect to the Lands on the terms set out in this amending agreement (the "**Agreement**"); and

D. The Parties have agreed to register this Agreement in the Land Title Office under Section 219 of the *Land Title Act*.

NOW THEREFORE in consideration of the payment of $10.00 from the City to the Developer and other good and valuable consideration (the receipt and sufficiency of which the Developer acknowledges), the Parties agree as follows:

ARTICLE 1 DEFINITIONS, INTERPRETATIONS, AND ACKNOWLEDGMENTS

1.1 Capitalized terms used in this Agreement and not otherwise defined shall have the meaning ascribed to such terms in the Development Agreement.

1.2 The Parties agree that this Agreement applies to the Lands, including any parcel into which the Lands may be consolidated or Subdivided.

1.3 The development agreement is hereby amended as set out in Article 2 below.

1.4 The Parties shall at all times hereafter execute such further assurances in respect of matters contained in this Agreement as may reasonably be required to effectually carry out the purpose and intent of this Agreement.

1.5 This Agreement shall enure to the benefit of and be binding upon the Parties and their respective successors, administrators and permitted assigns and shall run with the land and ensure to the benefit of and be binding upon the Developer's successors in title and their respective successors and permitted assigns.

1.6 This Agreement shall be effective as of and from the date first written above and, as and from that date, this Agreement shall be read and construed together with the Development Agreement and, the Development Agreement as modified herein shall continue to be in full force and effect.

1.7 This Agreement shall be governed by and construed according to the law of the Province of British Columbia.

1.8 The following schedules are annexed to and form part of this Agreement:

(a) Schedule B-2 – Park Phasing Plan

(b) Schedule C – Path and Open Space Plan

(c) Schedule J – CAC Calculation

ARTICLE 2 MODIFICATION OF DEVELOPMENT AGREEMENT

2.1 The Parties agree that the covenants, obligations, and provisions of the Parties under the Development Agreement with respect to the Lands are hereby modified as follows:

(a) Section 1.1 of the Development Agreement is modified by adding the following subsection:

> "(f.1) "**Below Market Rental Units**" means a Dwelling Unit to be constructed in Phase A in Building 2 or Building 2A which are available for rent below market rates subject to a Housing Agreement on terms acceptable to the City;"

(b) Section 1.1 of the Development Agreement is modified by adding the following subsection:

> "(x.1) "**Housing Agreement**" means a housing agreement in connection with the Below Market Rental Units and Market Rental Units, in accordance with Section 483 of the *Local Government Act* and Section 219 of the *Land Title Act*;"

(c) Section 1.1 of the Development Agreement is modified by adding the following subsection:

> "(dd.1) "**Market Rental Units**" means a Dwelling Unit to be constructed in Phase A in Building 2 or Building 2A which are available for rent at market rental rates subject to a Housing Agreement on terms acceptable to the City;"

(d) Section 1.1(ww) is deleted in its entirety and replaced with:

> ""**Rezoning Bylaw**" means City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 79, 2023, No. 3407 (Coronation Park) (CD89) and City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (Coronation Park) (CD89 Text Amendment), being the bylaws to amend the Zoning Bylaw in respect of the Lands to permit the development of the Lands as generally contemplated in this Agreement;"

(e) Section 7.1 is deleted in its entirety and replaced with the following:

> "**Below Market Rental and Market Rental Dwelling Units**. The Developer further covenants and agrees with the City that the Developer will not apply

for, and the City will not be required to issue, any Building Permit unless and until the City has adopted a Housing Agreement to secure not less than two hundred and fifty-six (256) Dwellings Units as Market Rental Units and eighty-six (86) Dwelling Units as Below Market Rental Units."

(f) Schedule B-2 is deleted in its entirety and replaced with Schedule B-2 attached hereto;

(g) Schedule C is deleted in its entirety and replaced with Schedule C attached hereto; and

(h) Schedule J is deleted in its entirety and replaced with Schedule J attached hereto.

IN WITNESS WHEREOF the Parties have executed this Agreement on Forms C to which this Agreement is attached and which form part of this Agreement, effective as of the date first above written.

Attachment 1
Considered at the September 16, 2025, Regular Council meeting

Attachment 3

SCHEDULE B-2

PARK PHASING PLAN

Attachment 1

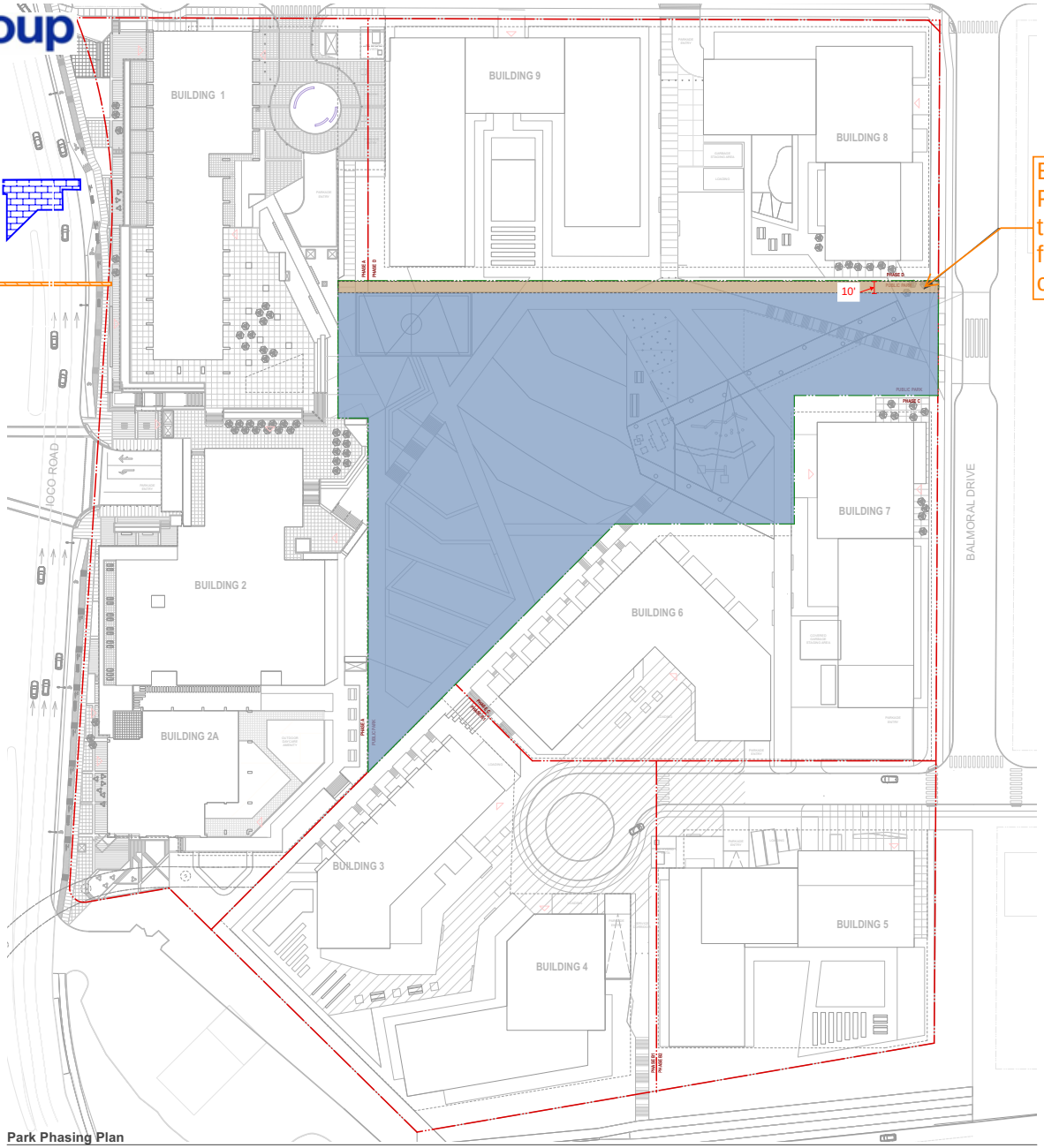
Considered at the September 16, 2025, Regular Council meeting

Attachment 3

wesgroup

Phase 1 =

Phase 2 =



Building 8 & 9 Park Buffer (10' off the property line) for grading coordination.

Park Phasing Plan

Legend
- Public Park Property Line
- Strata Property Line
- Phase 1 (Total: 10138 m² / 2.51 acres)
- Phase 2 (Total: 480 m² / 0.12 acres)

P+A

Perry + Associates
Landscape Architecture
Site Planning
112 East Broadway
Vancouver, BC V5T 1V9
T: 604.738.4118
perryandassociates.ca

Issues

No.	Description	Date
1	Issued for Review	2024-03-07
2	Issued for Review	2024-04-26

COPYRIGHT RESERVED
This drawing is and shall remain the property of Perry and Associates Inc. Perry and Associates Inc. shall retain the copyright thereon. This document shall not be reproduced or used for additions or alterations to the project or for the purpose of any other project without the prior written consent of Perry and Associates Inc.

Client: wesgroup

Project Title: Coronation Park

Drawing Title: Park Phasing Plan

Project North:

Drawn By: JS

Checked By: JM

Scale: 1:750

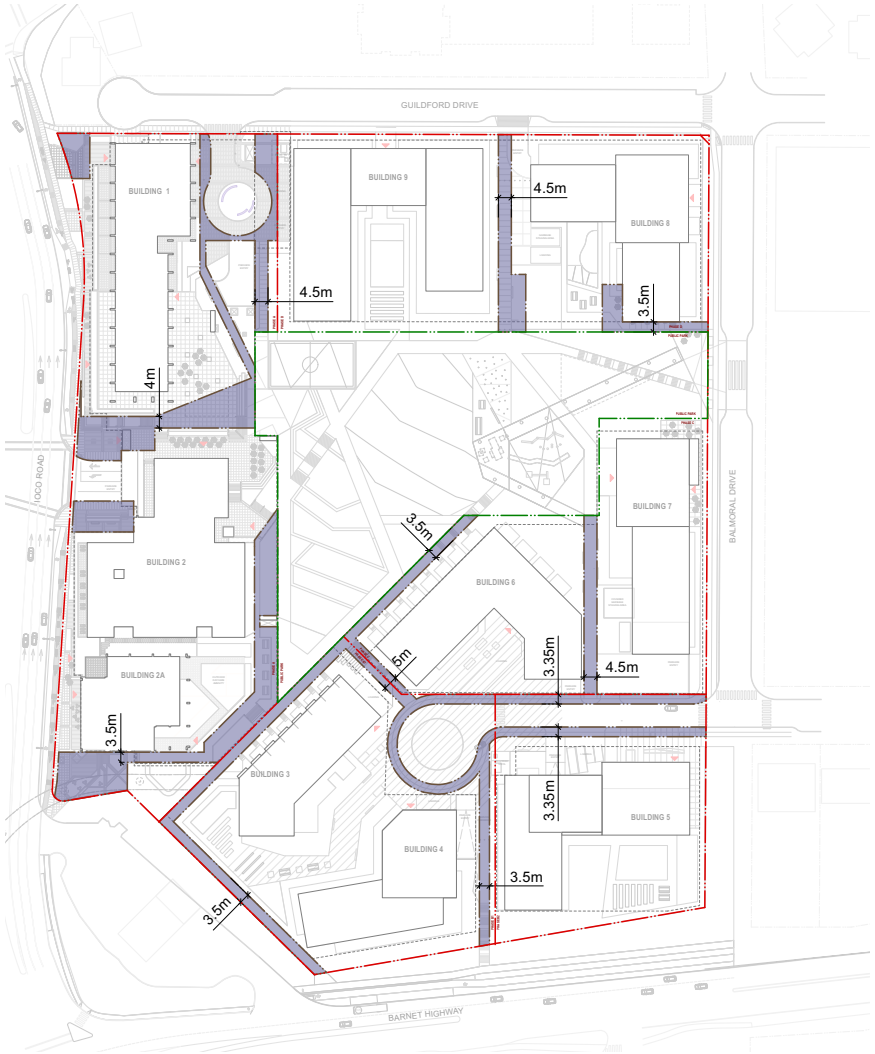
Job No.: 20-017

Sheet No.: L1.0

plot date: 2024-04-26

SCHEDULE C

PATH AND OPEN SPACE PLAN



Pedestrian and Park Access Right-of-Way Plan

Legend

- Public Park Property Line
- Strata Property Line
- Extent of Statutory Right-of-Way (Total SROW: 5818 m² / 1.44 acres)

P+A

Perry + Associates
Landscape Architecture
Site Planning

112 East Broadway
Vancouver, BC V5T 1V9

T: 604.738.4118
perryandassociates.ca

Issues

No.	Description	Date
1	Issued for Review	2024-03-07
2	Issued for Review	2024-04-26

COPYRIGHT RESERVED

This drawing is and shall remain the property of Perry and Associates Inc. Perry and Associates Inc. shall retain the copyright thereon. This document shall not be reproduced or used for additions or alterations to the project or for the purpose of any other project without the prior written consent of Perry and Associates Inc.

Client:

wesgroup

Project Title:

Coronation Park

Drawing Title:

Pedestrian and Park Access Right-of-Way Plan

Project North:

Drawn By: JS

Checked By: JM

Scale: 1:750

Job No.: 20-017

Sheet No.:

L1.0

plot date: 2024-04-26

SCHEDULE J

CAC CALCULATION

wesgroup
Suite 2000, Three Bentall Centre
595 Burrard Street, Box 49287
Vancouver, BC V6C 0E4 Canada

Building	% of Total site FAR	FAR Total	Rate	Total CAC Payment
B1	11.5%	154,830	$6.00	$928,980.00
B2	11.4%	152,538	$6.00	$915,227.20
B3	3.9%	52,652	$6.00	$315,912.00
B4	14.1%	189,764	$6.00	$1,138,584.00
B5	15.3%	205,608	$6.00	$1,233,648.80
B6	4.9%	66,009	$6.00	$396,054.00
B7	14.4%	193,843	$6.00	$1,163,058.00
B8	16.1%	216,564	$6.00	$1,299,384.00
B9	8.3%	111,208	$6.00	$667,248.00
TOTAL	**100%**	**1,343,016**		**$8,058,096**

CONSENT AND PRIORITY AGREEMENT

xxxx (the "**Chargeholder"**) is the holder of Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the Lower Mainland LTO under numbers xxx (extended by xxx) and xxxx (extended by xxxxx), respectively (the "**Charges**").

The Chargeholder, being the holder of the Charges, by signing the Form C General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars ($10.00) and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of this Amended Development Agreement and hereby covenants that this Amended Development Agreement shall bind the Bank Charges in the Lands and shall rank in priority upon the Lands over the Charges as if the Amended Development Agreement had been registered prior to the Charges and prior to the advance of any monies pursuant to the Charges. The grant of priority is irrevocable, unqualified, and without reservation or limitation.

Attachment 1
Considered at the September 16, 2025, Regular Council meeting

Attachment 4

wesgroup

Suite 2000, Three Bentall Centre
595 Burrard Street, Box 49287
Vancouver, BC V6C 0E4 Canada

MEMORANDUM

Date: April 14, 2023

To: Kate Zanon, Jim McIntyre
CC: Brad Jones (Wesgroup), Dean Johnson (Wesgroup)
From: Kaylen Blomkamp

RE: **Coronation Park Master Plan – Letter of Intent**

Dear Kate and Jim,

We at Wesgroup intend to create a vibrant, livable community that meets the needs of all residents at Coronation Park, and we are committed to working collaboratively with the City of Port Moody to achieve this goal. At the request of City Staff and in keeping with this goal, we are pleased to submit this letter of intent outlining our commitment to explore additional density at Coronation Park to facilitate the provision of affordable housing within the Coronation Park community.

Given the interest of City Staff and City Council in seeing this project advance, Wesgroup is committed to continuing the existing rezoning application process and presenting options for additional density at Coronation Park within six months of enactment of our existing rezoning application. Our goal in doing so would be to achieve a minimum of 15% affordable housing on all new density proposed, subject to financial viability. Proceeding in this way would enable the current application to progress, and for significant project benefits to start being delivered within the first phase of development. These benefits include, but are not limited to, significant pedestrian and bicycle upgrades along Ioco Road, the delivery of retail and commercial space, as well as the delivery of daycare space, along with the much needed housing the project delivers as approved.

We believe that this commitment is in line with the City of Port Moody's goal of creating more affordable housing options within the community, and we are excited to work together with City Staff to make this a reality.

We look forward to continuing our work with City of Port Moody Staff and Council as we advance this application to meet the needs of the community.

Sincerely,

Kaylen Blomkamp
Director Development
Wesgroup Properties

OPTION 1 - IMMEDIATE AFFORDABLE HOUSING



TOWER FLOORS ADDED	#
BUILDING - 5	4
BUILDING - 7	4
BUILDING - 8	5
BUILDING - 9	29
TOTAL	**42**

TYPICAL TOWER FLOORPLATE	8,300 SF
B2 RENTAL + AFFORDABLE HOUSING OFFSET	80,600 SF
METRO VANCOUVER DCC OFFSET	265,500 SF

GROSS SITE AREA	645,834 SF
ADDITIONAL FSR	0.53
CURRENT FSR	3.42
TOTAL FSR	**3.95**

LEGEND

- AFFORDABLE HOUSING
- MARKET RENTAL HOUSING
- B2 RENTAL + AFFORDABLE HOUSING OFFSET
- METRO VANCOUVER DCC OFFSET
- # NUMBER OF FLOORS

CORONATION PARK AFFORDABLE HOUSING STUDY | FEB 18, 2025

Attachment 1
Considered at the September 16, 2025, Regular Council meeting

Attachment 6

wesgroup

Suite 2000, Three Bentall Centre
595 Burrard Street, Box 49287
Vancouver, BC V6C 0E4 Canada

July 7, 2025

Mayor and Council
City of Port Moody
100 Newport Drive
Port Moody, BC V3H 5C3

RE: Response to Council's October 3, 2023 Motion to Explore Adding Affordability at Inlet District

Dear Mayor and Council,

On October 3, 2023, Council passed a motion directing Wesgroup to explore opportunities to incorporate affordable housing options at Coronation Park and return with a plan. Due to the annual windows of this program, this is **Council's final opportunity this term** to act on that motion.

As Council is aware, in May 2025, Wesgroup submitted an application to CMHC Apartment Construction Loan Program to convert Building 2 to Secured Market Rental with 25% affordability (as defined by CMHC). This application included the office building which is part of this phase of the project and was required by the previous Council, even though we advised it was not viable and would be unlikely to be built.

CMHC has flagged that the loan cost per unit in our application is too high, due to the office building. To address this, they've proposed increasing the unit count to reduce the per-door cost and align with ACLP budget targets. This means more rental housing and more below-market housing than originally contemplated.

To remain eligible for allocation, and to receive approval for a 2026 construction start, **Wesgroup must submit all materials to CMHC by the end of October 2025**. This means at a minimum, that Wesgroup must confirm to CMHC that a zoning change has been enacted by the end of October 2025.

HOW DO WE DO THIS?

We believe that there is flexibility in the language of the Official Community Plan (OCP) to allow this without amending. The OCP is a policy framework that guides permissible development in the city, but it our position that it does not rigidly define zoning terms.

Wesgroup has proposed a Zoning Bylaw Text Amendment as the fastest, lowest-risk option to meet this deadline. The Text Amendment would propose to redefine the City's definition of "Office" to include "Secured-Market Rental housing" in the zoning bylaw. The amendment would enable us to meet the master plan's requirements while preserving the opportunity to deliver office in a future phase, if and when market conditions support it.

This would enable the following:

- Convert the planned office space in Building 2 to rental housing
- Add 54 additional rental units, bringing the total number of rental units to 342 units (including 85 affordable units as defined by CMHC) – this is more than 3X what is currently required in the zoning
- Deliver over 50% of Phase A as Purpose-Built Rental
- Retain office use as a future option, pending market recovery for later in the masterplan.

This approach supports Council's motion while aligning with the existing master plan. We have done this in the past in the City of Vancouver to facilitate secured-market rental within office zoning.

wesgroup

Suite 2000, Three Bentall Centre
595 Burrard Street, Box 49287
Vancouver, BC V6C 0E4 Canada

Alternatively, Staff have proposed an expedited OCP and Rezoning Amendment process.

We have reviewed both paths and unfortunately determined Staff's proposed OCP and Rezoning Amendment pathway **will not meet the required CMHC deadlines.** This path requires additional steps including mandatory Public Hearing, Committee reviews, and community engagement—all of which introduce delay and risk.

The Text Amendment, while still requiring coordinated effort, provides a faster, lower-risk alternative that meets all policy objectives and delivers tangible community benefits.

Below is a comparison of the two schedules.

MILESTONE	TEXT AMENDMENT	OCP AND RZ AMENDMENT
Wesgroup Application	City Led	July 15, 2025
Land Use Committee	N/A	September 8, 2025
City Initiatives and Planning Committee	N/A	October 21, 2025
First Reading	September 2, 2025	October 28, 2025
2nd Reading	September 2, 2025	November 12, 2025
Public Hearing (if required)	September 16, 2025	December 2, 2025
3rd Reading	September 16, 2025	December 2, 2025
4th/Final Adoption	September 23, 2025	January 13, 2026

PATH COMPARISON

The only way to achieve the timeline to secure CMHC funding is to move forward with the text amendment pathway. Securing this funding provides significant benefits to Port Moody and the Community.

Without this, the completion of Phase A will be delayed by a minimum of 4+ years—pending market recovery, as we will need to initiate a pre-sale program for Building 2. The knock-on effects of this delay are significant. Market conditions may likely still exist to not allow Office to be built in this phase. Therefore, requiring it to be removed at that time regardless.

Below is a summary of the implications if we miss the CMHC window for allocation.

BENEFIT	TEXT AMENDMENT	OCP/RZ AMENDMENT	IMPLICATIONS IF WE MISS CMHC WINDOW
Rental Housing and Affordability	✓	✗	Building 2 remains Condo and Presale Program required (anticipated launch Sept 2027)
Office Optionality Retained	✓	✗	OCP Amendment would remove office requirement entirely – no optionality
Childcare Delivered by 2029	✓	✗	Construction delayed 4+ years
Continuous Retail by 2029	✓	✗	Construction delayed 4+ years
Ioco Improvements and Construction Schedule	✓	✗	Construction along Ioco delayed 4+ years
Overall Project Timeline and delivery	✓	✗	Entire project delayed 4+ years

Attachment 1
Considered at the September 16, 2025, Regular Council meeting

wesgroup

Suite 2000, Three Bentall Centre
595 Burrard Street, Box 49287
Vancouver, BC V6C 0E4 Canada

PRECEDENT

This approach is not new. Municipalities across the region have adopted similar solutions to unlock CMHC funding:

- **River District (Vancouver):** Office redefined to include rental, enabling 178 CMHC-supported rental units, with 250 more in pre-development phase.
- **41st & Oak (Vancouver):** City created a custom Rezoning/DP process to meet CMHC timelines.
- **150 Braid Street (New Westminster):** Rezoning, DP, and Building Permits were completed in 6 months to secure CMHC Allocation.

All of these projects were originally intended as market condos or office but were adapted in response to market conditions. In each case, the municipalities recognized the importance of securing CMHC-supported purpose-built rental housing funding windows and requirements and worked collaboratively with us to make it happen.

Summary

On October 3, 2023, Council adopted a motion to explore incorporating affordable housing at Coronation Park. Several of you expressed support for increasing rental and affordable housing at that meeting—this proposal is a direct step toward achieving that goal. We now have a time-sensitive opportunity to secure federal funding to deliver 342 rental units, including 85 CMHC-designated affordable units. To access this 2026 funding, the proposed Text Amendment must be approved by October 31, 2025. This is the only path to secure a 2025 allocation—and the only opportunity within this Council's current term to make it happen.

With this change, Phase A will deliver 641 homes to Port Moody by 2029—representing 38% of the City's total Provincial Housing Targets. Of these, the 342 rental units would meet 55% of the recommended market rental target (257 of 466 units), and 36% (85/238) of the Province's below-market rental target.

The CMHC program is one of the most impactful housing initiatives in Canada in decades, delivering over 105,000 purpose-built rental units nationwide, including more than 23,500 affordable units. In Metro Vancouver, Port Moody remains one of the few municipalities without a secured CMHC ACLP/RCFI-supported project. We are proposing a path to change that.

We urge Council **to direct Staff** to support our proposed pathway and prioritize this application, in order to bring this much-needed housing, and amenities, to the City of Port Moody.

Sincerely,

Kaylen Blomkamp
Director Development, Wesgroup Properties

CC:

Anna Mathewson, City Manager
Suzanne Smith, General Manager of Community Development
Wesley Woo, Manager of Development Planning

Attachment 1
Considered at the September 16, 2025, Regular Council meeting
Attachment 7

wesgroup

Suite 2000, Three Bentall Centre

595 Burrard Street, Box 49287

August 12, 2025

City of Port Moody
100 Newport Drive
Port Moody, B.C
V3H 5C3

Re: Coronation Park Rezoning Text Amendment – Letter of Intent

Wesgroup is submitting a Rezoning Text Amendment for Inlet District. This amendment proposes relocating the office space originally planned for Phase A to Building 7 in Phase C, with no change to the overall density of the development.

Purpose of the Amendment

On October 3, 2023, Council passed a motion directing Wesgroup to explore opportunities to incorporate affordable housing options at Inlet District (formerly, Coronation Park). In response, Wesgroup submitted an application in May 2025 to CMHC's Apartment Construction Loan Program (ACLP) to convert Building 2 (Phase A) into secured market rental housing with 25% affordability, as defined by CMHC. This application included the planned office space.

The ACLP program provides access to low-cost financing, enabling Wesgroup to deliver Building 1 and 2 concurrently. In June 2025, CMHC advised Wesgroup that the loan amount per residential unit exceeds their funding thresholds. To improve financial viability, CMHC recommended removing the office component to increase rental unit count, thus reducing the cost per door and aligning the project with ACLP criteria.

At the July 15, 2025 CIPC meeting, Council reviewed this issue and directed staff:

To expedite a zoning text amendment to incorporate market and affordable rental units in Phase A, and relocate the office use to another phase (B or C), with no overall change to the development's total density.

This Rezoning Text Amendment is consistent with Council's July 15th motion.

Summary of Changes:

The proposed amendment would:

- Convert the previously planned office space in Building 2 (Phase A) into secured market rental housing, including 25% affordable units as defined by CMHC.
- Add 54 additional rental units, increasing the total in Building 2 to 342 units, including 85 affordable units—exceeding current zoning requirements by more than three times.
- Deliver over 50% of Phase A as purpose-built rental housing.
- Preserve the opportunity to provide office space in future phases, subject to market conditions.

Office Location

The office use has been relocated to the podium of Building 7 in order to:

- Be in the same building as the remaining retail space within the Inlet District;
- Sit across from the Civic Amenity Space in Building 8; and

wesgroup

Suite 2000, Three Bentall Centre

595 Burrard Street, Box 49287

- Occupy a location across Balmoral Drive from approximately 3,600 sq. ft. of retail space within Polygon's Coronation Heights development.

Building 7 is the preferred design location because it is not situated on a dead-end road, offering strong street-level visibility and enabling efficient vehicle access and loading operations. The other potential locations in Phases B and C, including Buildings 3 and 4, are on a private road with minimal street frontage and within a fully private residential street, limiting both access and operational efficiency.

The Public Park, secured through the Development Agreement, is planned for completion concurrent with Building 7. Along with the new Palmer Avenue vehicle access to be delivered in the first phase of the Coronation Heights development, this will ensure both vehicular and pedestrian access to the office is fully established at the time of occupancy.

Housing Agreement & Unit Mix

Wesgroup intends to enter into a Housing Agreement with the City of Port Moody to secure the market rental units for 60 years, and the affordable rental (as defined by CMHC) for a period of 20 years, as defined by CMHC's criteria. The unit mix for the 54 additional units will comply with the requirements of the existing bylaw and be finalized through the forthcoming Development Permit Amendment application. Rental rates and tenure for the affordable units will follow CMHC's Apartment Construction Loan Program (ACLP) criteria. This includes setting rents at 20% of median total income, currently approximately $1,795/month per unit, for a duration of 20 years.

Conclusion

This amendment reflects Wesgroup's continued commitment to delivering affordable housing in line with Council's October 3, 2023 motion. With this change, Phase A will deliver 641 homes to Port Moody by 2029, with over half designated as rental units.

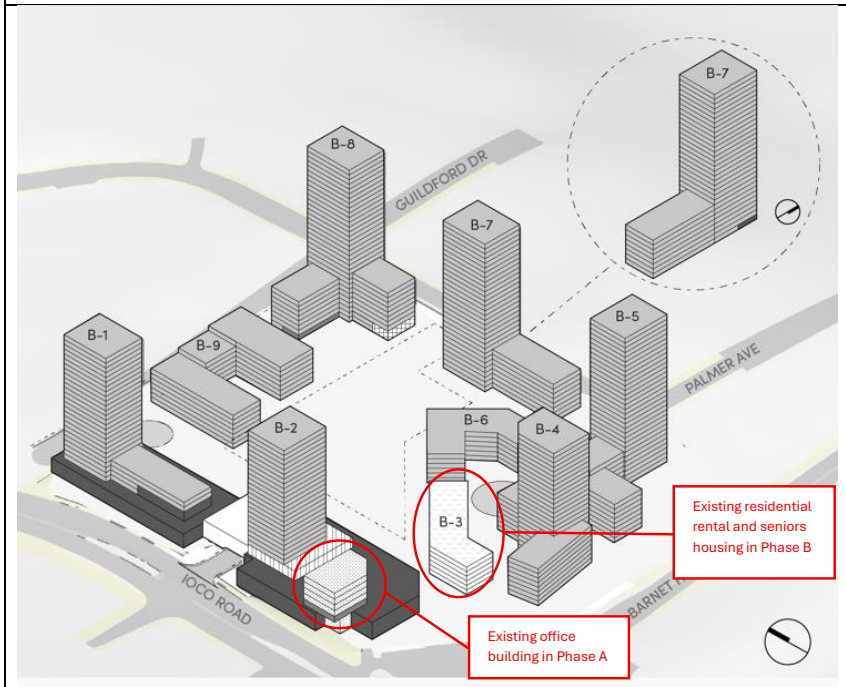
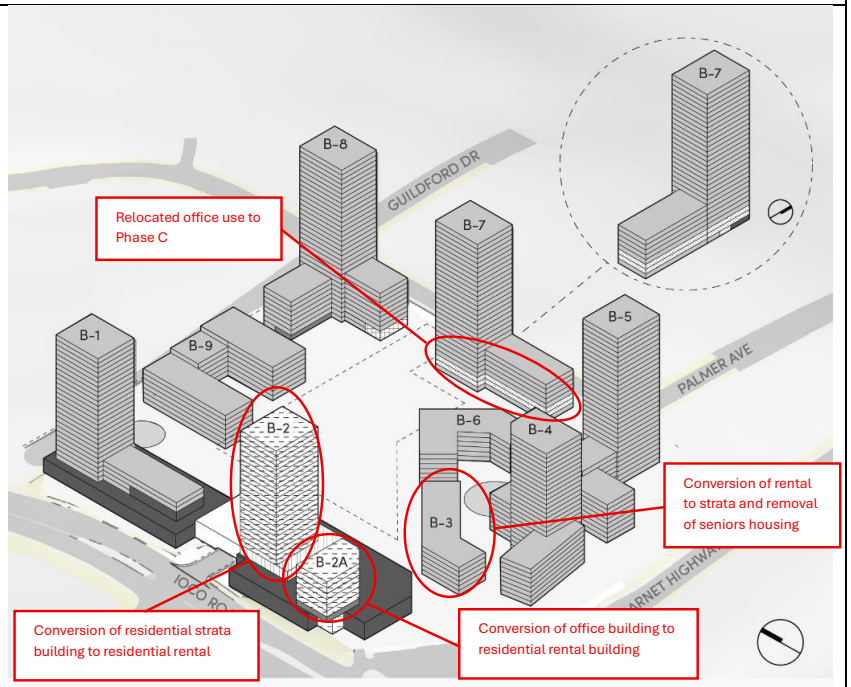
The proposal aligns with the Official Community Plan and enhances the overall public benefit of the master plan. Wesgroup looks forward to continued collaboration with City staff and Council to help deliver much-needed housing in Port Moody.

Thank you,

Louis Landolt
Development Manager
Wesgroup Properties

Considered at the September 16, 2025, Regular Council meeting

Attachment 8

Coronation Park Existing Land Use	Coronation Park Proposed Land Use
	

City of Port Moody

Bylaw No. 3515

A Bylaw to amend City of Port Moody Zoning Bylaw, 2018, No. 2937, to further facilitate the rezoning of the properties in the Coronation Park neighbourhood (CD89).

The Council of the City of Port Moody enacts as follows:

1. Citation

1.1 This Bylaw may be cited as "City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (CD89 Text Amendment) (Coronation Park)".

2. Amendments

2.1 City of Port Moody Zoning Bylaw, 2018, No. 2937, is amended in section CD89.4 by replacing the following subsection 4.4 in its entirety:

> "4.4 A minimum of 101 units and 7,781 m2 of the Multi-Residential Floor Area shall be for purpose-built rental Dwelling Units."

with the following subsection 4.4:

> "4.4 A minimum of 342 units and 22,350m^2 of the Multi-Residential Floor Area shall be for purpose-built rental Dwelling Units.
>
> 4.4.1 Of the 342 purpose-built rental dwelling units, a minimum of 86 units and 3,448m^2 shall be for below-market rental Dwelling Units for a period of 20 years from the date of occupancy of the last below-market rental Dwelling Unit in accordance with a housing agreement pursuant to s. 483 of the *Local Government Act*, R.S.B.C. 2015, c.1.".

2.2 Bylaw No. 2937 is further amended in section CD89.6 by replacing the following subsection 6.4 in its entirety:

> "6.4 The minimum separation required between Building 2 and the Office Building on the site is 12 m."

with the following subsection 6.4:

> "6.4 The minimum separation required between Building 2 and Building 2A on the site is 12m.".

DRAFT

2.3 Bylaw No. 2937 is further amended by replacing Schedule ‘B’ of CD89 with Schedule A – Schedule B to CD89 – Land Use Locations attached hereto.

2.4 Bylaw No. 2937 is further amended by replacing Schedule ‘C’ of CD89 with Schedule B – Schedule C to CD89 – Building Siting, Heights, and Phasing attached hereto.

3. Attachments and Schedules

3.1 The following schedules are attached to and form part of this Bylaw:

- Schedule A – Schedule B to CD89 – Land Use Locations
- Schedule B – Schedule C to CD89 – Building Siting, Heights, and Phasing

4. Severability

4.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

Read a first time this 16th day of September, 2025.
Read a second time this 16th day of September, 2025.
Read a third time this 16th day of September, 2025.
Adopted this ___ day of _____, 2025.

M. Lahti Mayor	S. Lam City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3515 of the City of Port Moody.

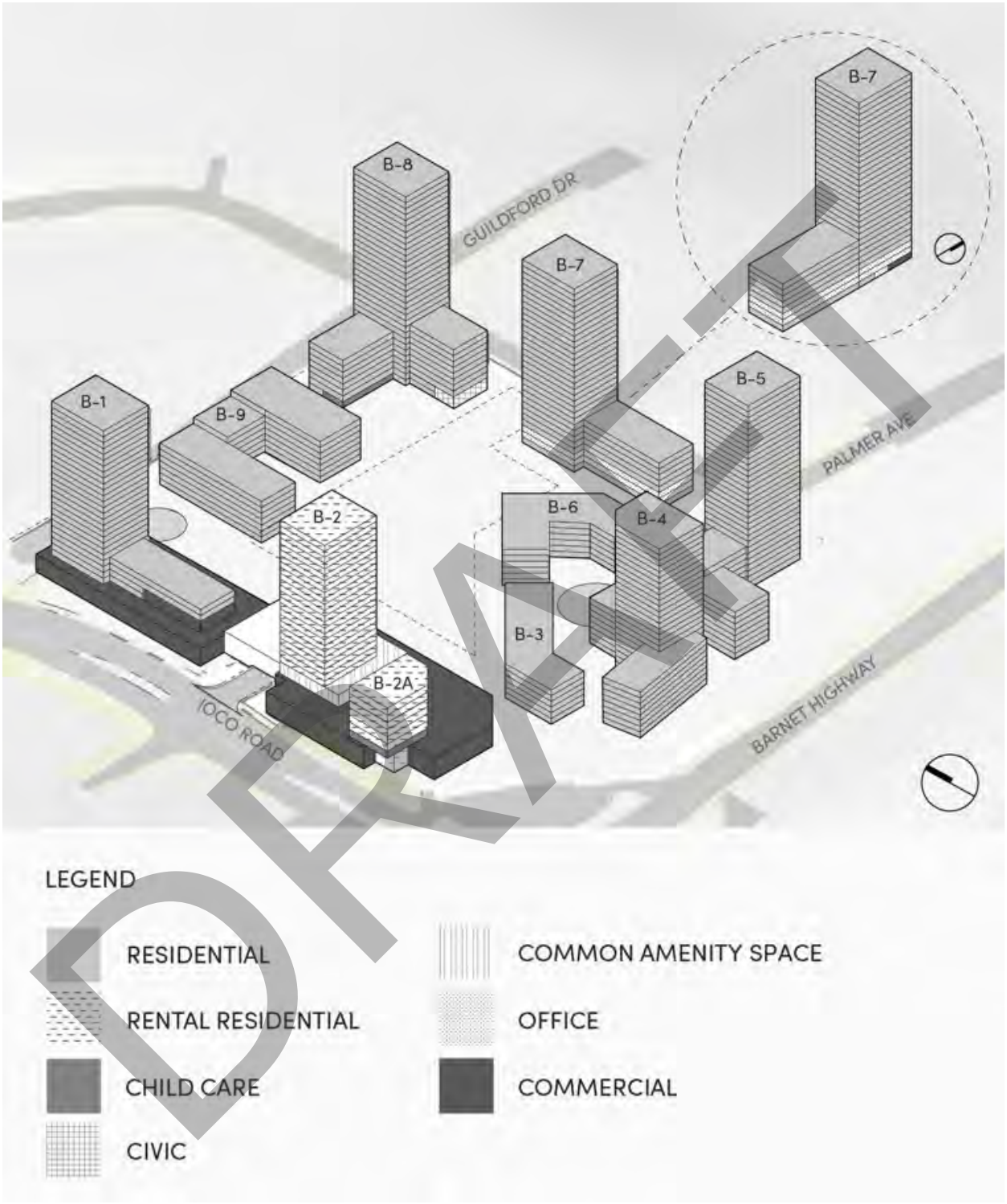
S. Lam
City Clerk

DRAFT

Attachment 2

Schedule A to Bylaw No. 3515

Schedule B to CD89 – Land Use Locations



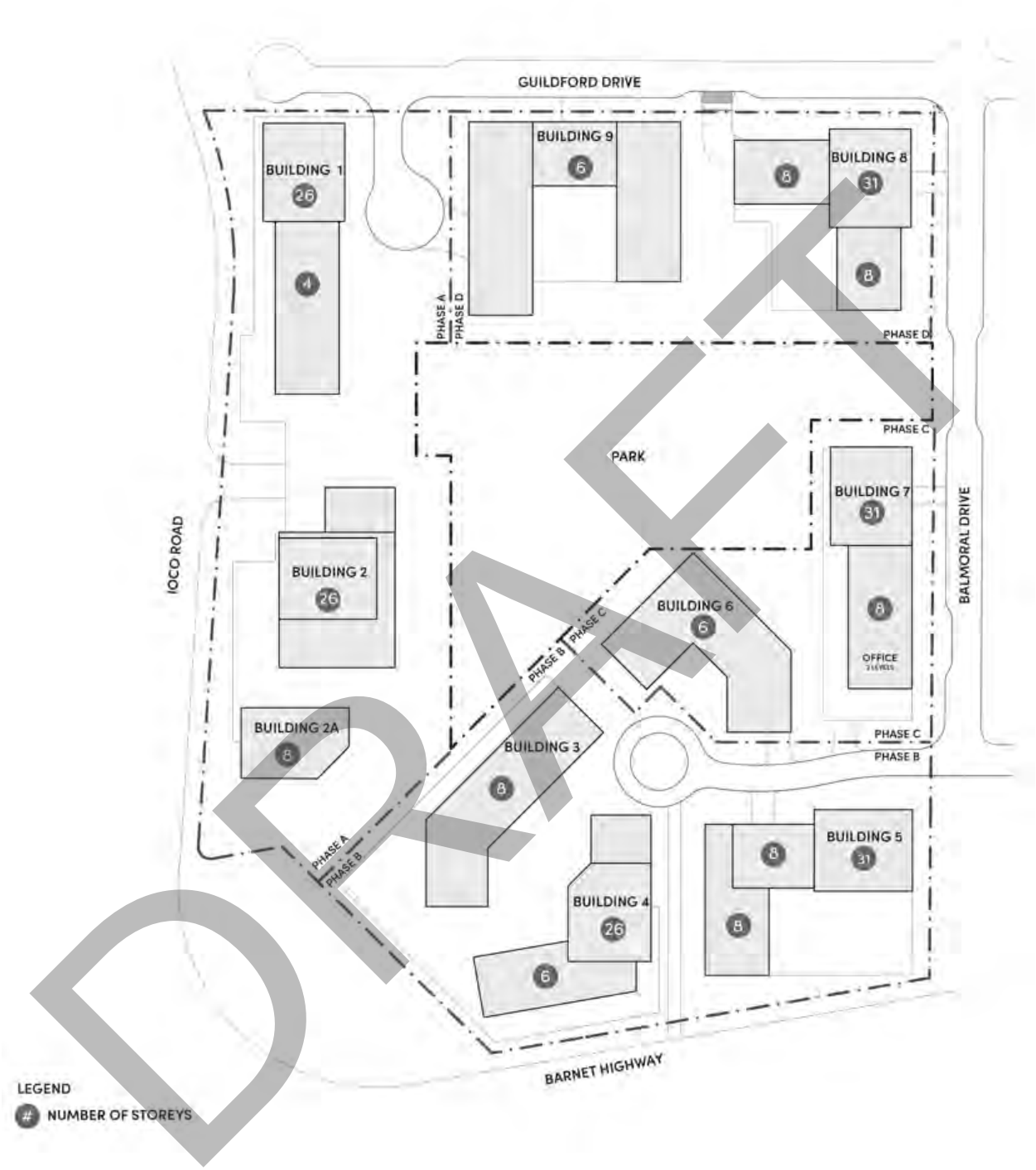
DRAFT

***NOTE: Bylaw text supercedes image in respect of density calculations**

Attachment 2

Schedule B to Bylaw No. 3515

Schedule C to CD89 – Building Siting, Heights, and Phasing



DRAFT

City of Port Moody

Bylaw No. 3516

A Bylaw to authorize Council to enter into a Housing Agreement pursuant to section 483 of the *Local Government Act* for one parcel in the Coronation Park neighbourhood (Phase 1).

The Council of the City of Port Moody enacts as follows:

1. Citation

    1.1 This Bylaw may be cited as "City of Port Moody Housing Agreement Bylaw, 2025, No. 3516 (Coronation Park – Phase 1) (Market and Below-Market Rental)".

2. Authorization

    2.1 Council hereby authorizes the agreement, substantially in the form attached hereto as Schedule "A" between the City of Port Moody and Inlet District Investments Ltd. (INC. NO. BC1218112) with respect to the following lands:

        LOT 7 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT
        PLAN EPP137917
        PID: 032-567-316

3. Execution of Documents

    3.1 The Mayor and Corporate Officer are authorized to execute any documents required to give effect to the Housing Agreement.

4. Attachments and Schedules

    4.1 The following schedule is attached to and forms part of this Bylaw:

    - Schedule A – Section 219 Covenant – Housing Agreement – Market and Below-Market Rental – Inlet District Investments Ltd. (INC. NO. BC1218112).

5. Severability

    5.1 If a portion of this Bylaw is found invalid by a court, it will be severed, and the remainder of the Bylaw will remain in effect.

DRAFT

Read a first time this 14th day of October, 2025.

Read a second time this 14th day of October, 2025.

Read a third time this 14th day of October, 2025.

Adopted this ___ day of _____, 2025.

M. Lahti
Mayor

S. Lam
City Clerk

I hereby certify that the above is a true copy of Bylaw No. 3516 of the City of Port Moody.

S. Lam
City Clerk

DRAFT

Schedule "A" to Bylaw No. 3516

TERMS OF INSTRUMENT – PART 2

HOUSING AGREEMENT

(Pursuant to Section 483 of the *Local Government Act* and Section 219 of the *Land Title Act)*

This Agreement dated for reference the _____ day of _____, 20_____ is:

BETWEEN:

INLET DISTRICT INVESTMENTS LTD. (INC. NO. BC1218112)
2000 - 595 Burrard Street
Vancouver, BC V6C 0E4

(the "**Grantor**")

AND:

CITY OF PORT MOODY, a municipality incorporated under the *Local Government Act*, having its office at 100 Newport Drive, Port Moody, BC V3H 5C3

(the "**City**")

WHEREAS:

A. The Grantor is the registered owner of the Lands (as hereinafter defined);

B. Section 483 of the *Local Government Act* permits the City to enter into and note on title to the lands, housing agreements which may include, without limitation, conditions with respect to the form of tenure of housing units, availability of housing units to classes of persons, administration of housing units, and rent which may be charged for housing units;

C. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the City in respect of the use of land, construction on land or subdivision of land;

D. The Grantor proposes to develop the Lands and construct on the Lands a mixed-use development containing a common amenity facility, a commercial component, a child care component, and a residential component containing purpose built rental units, with associated underground parking (collectively, the "**Development**"), which Development forms a part of "Phase A" of the master planned community to be developed by the Grantor on the Lands and certain adjacent lands;

E. The Grantor is constructing a purpose-built rental project and seeks funding for the project under the Canada Mortgage Housing Corporation's Apartment Construction Loan Program, and in order to be eligible for such financing, the project must meet certain criteria, including providing a number of Dwelling Units at affordable, as opposed to market, rents for a prescribed period of time;

F. The City adopted Housing Agreement Bylaw, 2025, No. No. 3516 (Coronation Park – Phase 1 Market and Below-Market Rental), authorizing the City to enter into this Agreement on the terms and conditions contained herein; and

DRAFT

G. The Grantor and the City wish to enter into this Agreement to provide for the Below Market Rental Units and the Market Rental Units and to restrict the use of, and construction on, the Lands, all on the terms and conditions of this Agreement, to have effect as both a covenant under section 219 of the *Land Title Act* and a housing agreement under section 483 of the *Local Government Act.*

NOW THEREFORE in consideration of the mutual promises contained herein and in consideration of the payment of $10.00 by the City to the Grantor (the receipt and sufficiency of which is acknowledged by the Grantor), the parties covenant and agree with each other as follows, as a Housing Agreement under section 483 of the *Local Government Act*, section 219 of the *Land Title Act* and as a contract and a deed under seal between the parties and the parties hereto further covenant and agree that the Lands shall not be used or built on except in accordance with this Agreement as follows:

ARTICLE 1 – DEFINITIONS AND INTERPRETATION

1.1. In this Agreement, the following words have the following meanings:

a) "**Agreement**" means this agreement together with all recitals, schedules, attachments, and priority agreements attached hereto, and all modifications and replacements hereof if executed by the City and the Grantor;

b) "**Below Market Rental Units**" means a Dwelling Unit that can only be used and occupied as a rental unit pursuant to a Tenancy Agreement and occupied by a Family whose Cumulative Gross Annual Household Income is at or below the Median Household Income;

c) "**Building**" means the 26-storey residential rental high-rise tower labelled as "**Building 2**" on Schedule "A" and the 8-storey midrise building labelled as "**Building 2A**" on Schedule "A" with underground parking to be constructed on the Lands, which will contain the Below Market Rental Units and Market Rental Units as contemplated by the Development Permit and this Agreement;

d) "**Building 2 Parcel**" has the meaning ascribed thereto in Section f);

e) "**Building 2A Parcel**" has the meaning ascribed thereto in Section f);

f) "**City**" and "**City of Port Moody**", means the City of Port Moody and is called the "City" when referring to the corporate entity and "City of Port Moody" when referring to the geographic location;

g) "**City Personnel**" means any and all of the City's elected officials, board members, officers, directors, employees, and agents;

h) "**CPI**" means the All-Items Consumer Price Index for Canada published from time to time by Statistics Canada, or its successor in function;

i) "**Cumulative Gross Annual Household Income**" means the aggregate annual income of a Family that occupies or wishes to occupy a Below Market Rental Unit that is over 19 years of age;

j) "**Daily Amount**" means $100.00 per day as of January 1, 2025, adjusted annually thereafter by adding thereto an amount calculated by multiplying $100.00 by the percentage change in the CPI since January 1, 2025, to January 1 of the year that a written notice is delivered to the Grantor by the City pursuant to section 18.13 of this Agreement;

k) "**Development**" has the meaning ascribed thereto in Recital D;

DRAFT

l) "**Development Permit**" means the development authorization form issued by the City authorizing development of the Lands, more specifically identified as Development Permit No. DP000062, as the same may be amended from time to time;

m) "**Dwelling Unit**" means a habitable residential unit or units located or to be located on the Lands, occupied or intended for use, including occupancy, by one or more persons as an independent and separate residence in which a facility for cooking, sleeping facilities and a bathroom are provided for the exclusive use of such person or persons and includes, where the context permits, a Below Market Rental Unit and a Market Rental Unit;

n) "**Effective Date**" means the date as of which this Agreement has been executed by all parties to it;

o) "**Eligible Tenant**" means, immediately prior to the commencement of a Tenancy Agreement for a Below Market Rental Unit, a Family with a Cumulative Gross Annual Household Income for the most recent calendar year of equal to or less than the amount of the relevant Median Household Income for the same period, or, in the absence of such information for the most recent year, the relevant Median Household Income for the most recently published year;

p) "**Family**" means an individual or any combination of two (2) or more persons who are bounded together over time by ties of mutual consent, birth, and/or adoption or placement;

q) "**General Manager of Community Development**" means the individual appointed to be the chief administrator from time to time of the Development Planning Division of the City and his or her designate;

r) "**Grantor**" means the party described on page 1 of this Agreement as the Grantor and any subsequent owner of the Lands or of any part into which the Lands are Subdivided containing the Below Market Rental Units and Market Rental Units, and includes any person who is registered owner in fee simple of a Below Market Rental Unit or Market Rental Unit from time to time;

s) "***Interpretation Act***" means the Interpretation Act, R.S.B.C. 1996, c. 238, together with all amendments thereto and replacements thereof;

t) *"**Land Title Act***" means the *Land Title Act*, R.S.B.C. 1996, c.250, together with all amendments thereto and replacements thereof;

u) "**Lands**" means the land described in item 2 of the *Land Title Act* Form C to which this Agreement is attached; and including the Building or a portion of the Building, into which said land(s) is or are Subdivided;

v) "***Local Government Act***" means the *Local Government Act*, RSBC 2015, c.1, together with all amendments thereto and replacements thereof;

w) "**LTO**" means the New Westminster Land Title Office or its successor;

x) "**Median Household Income**" means, in Statistics Canada table 11-10-0009-01 titled "Selected income characteristics of census families by family type", the median total income for all families in the geographic region of Vancouver (Vancouver Census Metropolitan Areas), British Columbia, for reference period of the most recently available year. The parties acknowledge and agree that, as of 2023 (being the most recent year for which table 11-10-0009-01 is available as of the reference date of this Agreement), the median total income for all families in the geographic area of Vancouver was $107,720.

DRAFT

If Statistics Canada or is successor in function ceases to publish table 11-10-0009-01 or equivalent data, "Median Household Income" shall be determined by reference to the last published table 11-10-0009-01 by Statistics Canada and thereafter increased annually by an amount equal to the increases, if any, in the CPI for the period of January 1 to December 31 of the previous calendar year;

y) "**Market Rental Unit**" means a Dwelling Unit that can only be used and occupied as a rental unit pursuant to a Tenancy Agreement;

z) "**Occupancy Permit**" means the permit issued by the City for all or any portion of the Development confirming that the Building, or portion thereof, is safe for human occupation;

aa) "**Permitted Rent**" means, with respect to a Below Market Rental Unit, a monthly rent equivalent to 20% of the most recently published Median Household Income divided by 12. For clarity, the formula for determining the Permitted Rent is as follows:

(Median Household Income x 0.20)/12 = Permitted Rent

By way of example only, as of the reference date of this Agreement, using the current Median Household Income of $107,720, the Permitted Rent for a Below Market Rental Unit is $1,795.33;

bb) "**Principal Residence**" means the place where an individual lives, makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving mail, and is typically the dwelling unit with the residential address used on documentation related to billing, identification, taxation, and insurance purposes, including, without limitation, income tax returns, Medical Services Plan documentation, driver's licenses, personal identification, vehicle registration, and utility bills;

cc) "***Real Estate Development Marketing Act***" means the *Real Estate Development Marketing Act*, S.B.C. 2004, c. 41, together with all amendments thereto and replacements thereof;

dd) "**Related Person**" means, where the registered or beneficial Grantor of the Rental Housing Units, is:

i. a corporation (as such term is defined in the B*usiness Corporations Act* (British Columbia)), then a Related Person is:

a. an officer, director, or shareholder of such Grantor or of another entity which is a shareholder of such Grantor; or

b. the spouse, parent, child, sibling, niece, or nephew of any such officer, director or shareholder; or

ii. an individual, then a Related Person is the spouse, parent, child, sibling, niece, or nephew of such individual;

ee) "**Rental Housing**" means a residential Dwelling Unit which is not occupied by the Grantor or by a Related Person, but which is made available by the Grantor to the general public, at arm's length, for use as rental housing on a month-to-month or longer basis in accordance with this Agreement, and in accordance with reasonably prudent landlord-tenant practices for rental residential accommodation, and any and all laws applicable thereto, including, without limitation, the *Residential Tenancy Act* and human rights legislation in British Columbia;

ff) "**Rental Housing Units**" means a residential Dwelling Unit or units located on the Lands and includes, collectively, the eighty-six (86) Below Market Rental

DRAFT

Units and the two hundred fifty-six (256) Market Housing Units all of which are used solely for the purpose of Rental Housing. For certainty the Lands will contain not less than three hundred forty-two (342) Rental Housing Units;

gg) "***Residential Tenancy Act***" means the *Residential Tenancy Act*, SBC 2002, c.78, together with all amendments thereto and replacements thereof;

hh) "***Strata Property Act***" means *Strata Property Act*, S.B.C. 1998, c. 43, together with all amendments thereto and replacements thereof;

ii) "**Subdivide**" means to divide, apportion, consolidate, or subdivide the Lands, or the ownership or right to possession or occupation of the Lands into two or more lots, strata lots, parcels, parts, portions, or shares, whether by plan, descriptive words or otherwise, under the *Land Title Act*, the *Strata Property Act*, or otherwise, and includes the creation, conversion, organization, or development of "cooperative interests" or "shared interest in land" as defined in the *Real Estate Development Marketing Act;*

jj) "**Tenancy Agreement**" means a residential tenancy agreement, lease, licence or other agreement prepared in accordance with the *Residential Tenancy Act*, granting rights to occupy a Rental Housing Unit;

kk) "**Tenant**" means a Family who is a tenant of a Rental Housing Unit by way of a Tenancy Agreement; and

ll) "**Term**" means the term of this Agreement, which will commence on the Effective Date and:

i. in respect of the Below Market Rental Units, ends on the later of the 20-year anniversary of the issuance of the final Occupancy Permit for the Building at which point each Below Market Rental Unit will convert to a Market Rental Unit; and

ii. in respect of the Market Rental Units, ends on the later of the 60-year anniversary of the issuance of the final Occupancy Permit for the Building.

1.2. The Schedules to this Agreement listed below are an integral part of this Agreement:

a) Schedule "A" – Location of Buildings

b) Schedule "B" – Owner's Report

1.3. In this Agreement:

a) reference to the singular includes a reference to the plural, and vice versa, unless the context requires otherwise;

b) article and section headings have been inserted for ease of reference only and are not to be used in interpreting this Agreement;

c) if a word or expression is defined in this Agreement, other parts of speech and grammatical forms of the same word or expression have corresponding meanings;

d) reference to any enactment includes any regulations, orders, or directives made under the authority of that enactment;

e) any reference to any enactment is to the enactment in force on the date the Grantor signs this Agreement, and to subsequent amendments to or replacements of the enactment;

f) the provisions of section 25 of the *Interpretation Act* with respect to the calculation of time apply;

DRAFT

g) time is of the essence;

h) all provisions are to be interpreted as always speaking;

i) reference to a "party" is a reference to a party to this Agreement and to that party's respective successors, assigns, trustees, administrators, and receivers;

j) reference to a "day", "month", "quarter" or "year" is a reference to a calendar day, calendar month, calendar quarter, or calendar year, as the case may be, unless otherwise expressly provided; and

k) where the word "including" is followed by a list, the contents of the list are not intended to circumscribe the generality of the expression preceding the word "including".

ARTICLE 2 – USE OF LANDS AND RESTRICTIONS ON USE OF LANDS AND SUBDIVISION

2.1. The Grantor covenants and agrees with the City, in respect of the use of the Lands and the construction and use of the Building, that throughout the Term, as applicable:

a) the Lands, the Building, the Below Market Rental Units, and the Market Rental Units, will not be used or occupied in any way that is inconsistent with the terms of this Agreement;

b) at its sole cost and expense, it will construct not less than eighty-six (86) Below Market Rental Units in the Building, which floor area must collectively be greater than or equal to 3,448m^2, all of which must be in accordance with the Development Permit and any building permit issued by the City in respect of the Development;

c) at all times during the applicable Term, the aggregate floor area for the Rental Housing Units (including the Market Housing Units and the Below Market Rental Units) will be greater than or equal to 22,350m^2 and the aggregate floor area for the Below Market Rental Units will be greater than or equal to 3,448m^2;

d) at its sole cost and expense, it will construct not less two hundred fifty-six (256) Market Housing Units in the Building in accordance with the Development Permit and any building permit issued by the City in respect of the Development;

e) it will not rent, licence to use or sublet, nor will it allow to be rented, licenced to use or sublet, any Rental Housing Unit for a term of less than 30 consecutive days at a time;

f) it will not apply to or stratify or Subdivide the Lands, the Building, or the Rental Housing Units such that all the Rental Housing Units are not contained within a single legal parcel, or allow the Rental Housing Units to be sold independently of each other. Notwithstanding the foregoing, the Grantor may Subdivide the Lands, whether by air space plan or otherwise, such that the Rental Housing Units are contained within two legal parcels, being a legal parcel containing all the Rental Housing Units in Building 2 (the "**Building 2 Parcel**") and a legal parcel containing all the Rental Housing Units in Building 2A (the "**Building 2A Parcel**"), and may permit the Building 2 Parcel and the Building 2A Parcel to be sold independently of each other;

g) all of the Below Market Rental Units will be designed and constructed to the same standard, in terms of layout, workmanship, and materials, as the Market Housing Units;

h) it will take all commercially reasonable measures to operate the Rental Housing Units in compliance with the terms, conditions, requirements and restrictions of this Agreement;

DRAFT

i) within sixty (60) days after receiving notice from the City, the Grantor must, in respect of the Below Market Rental Units, provide to the City a report, substantially in the form attached hereto as Schedule "B", containing all of the information required to complete the report. The City may request such report in respect of the Below Market Rental Units no more than once in any calendar year and the first such report will be required no earlier than the date that is twelve (12) months following issuance of an Occupancy Permit. In the event that the:

i. Lands are Subdivided under Section 2.1(f);

ii. the Building 2 Parcel and the Building 2A Parcel have different registered owners; and

iii. the Below Market Rental Units are within the Building 2 Parcel and the Building 2A Parcel,

then the owners of the Building 2 Parcel and the Building 2A Parcel shall cooperate to jointly submit a single report to the City regarding the Below Market Rental Units, as required under this section 2.1(i);

j) it hereby authorizes the City to make such inquiries as the City considers necessary, acting reasonably, in order to confirm that the Grantor is complying with this Agreement; and

k) it will keep and maintain the Rental Housing Units and all parts thereof, or cause same to be kept and maintained, in good repair and in a safe, clean, neat, and tidy condition, reasonable wear and tear excepted, and will insure the Rental Housing Units, or cause same to be insured, to the full replacement cost, against perils normally insured against by reasonable and prudent owners of similar residential units, buildings, and lands in the geographical location of the City of Port Moody.

2.2. The Grantor covenants and agrees with the City that the Grantor will not:

a) be issued an Occupancy Permit for the Building unless the application for the Occupancy Permit includes the Rental Housing Units;

b) be issued an Occupancy Permit for the Building or any Dwelling Unit unless and until the Grantor has provided the City with a list of all Below Market Rental Units and floor plans which contain the size and location of the Below Market Rental Units within the respective Building;

c) permit occupancy of the Building unless and until the Rental Housing Units have first been constructed and approved for occupancy, as evidenced by the issuance of an Occupancy Permit by the City;

d) occupy, nor permit any person to occupy, any of the Rental Housing Units, in part or in whole, and the City will not be obligated to permit occupancy of any of the Rental Housing Units constructed in the Building until all of the following conditions are satisfied:

i. the Rental Housing Units and related uses and areas have been constructed in accordance with this Agreement, and in accordance with the Development Permit and any building permit issued by the City in respect of the Development;

ii. the Rental Housing Units have received an Occupancy Permit; and

iii. the Grantor is not otherwise in breach of any of its obligations under this Agreement.

DRAFT

ARTICLE 3 – BELOW MARKET RENTAL UNITS

3.1. The Grantor further covenants and agrees with the City that, during the applicable Term, the Lands shall contain not less than eighty-six (86) Below Market Rental Units and further that despite any sale of the Below Market Rental Units as contemplated under Section 3.2 below, during the applicable Term:

a) the Below Market Rental Units may be only used or occupied by an Eligible Tenant who is occupying such Below Market Rental Unit as their Principal Residence;

b) not more than 48 Below Market Rental Units will be studio Dwelling Units;

c) each of the Below Market Rental Units will be used and occupied pursuant to a Tenancy Agreement which Tenancy Agreement shall include clauses providing that:

i. the Tenant is and will remain an Eligible Tenant at all times during the term of the Tenancy Agreement;

ii. the Below Market Rental Unit will at all times during the term of the Tenancy Agreement be the Principal Residence of the Tenant and the other occupants in the Tenant's household as specified in the Tenancy Agreement; and

iii. the Tenant will not assign or sublet the Below Market Rental Unit or assign the Tenancy Agreement in whole or in part, except to an Eligible Tenant and with the consent of the Grantor,

and, subject to any contrary provisions in the *Residential Tenancy Act*, the *Human Rights Code* (British Columbia) or any other applicable law, if the Tenant is in breach of any of the foregoing terms of the Tenancy Agreement, the Grantor will take all necessary steps to end the tenancy of the Tenant in the respective Below Market Rental Unit or to substitute and re-assign the designation of such Dwelling Unit pursuant to Section 33.1d) below;

d) following the issuance of the Occupancy Permit, subject to the terms of this Agreement, including, without limitation, that not less eighty-six (86) Dwelling Units in the Building will be used only for the purpose of Below Market Rental Units, if a Below Market Rental Unit is occupied by a Tenant who was formerly an Eligible Tenant but no longer meets the eligibility requirements therefor, the Grantor may substitute and re-assign the designation of such Dwelling Unit as a Below Market Rental Unit to another Dwelling Unit in the Building, which is equal to or greater in size to the Dwelling Unit being substituted, on a one-for-one basis, such that the number of Below Market Rental Units in the Building remains unchanged and the initial rent for the newly assigned Below Market Rental Unit will be set in accordance with this Agreement. For clarity, the Grantor may substitute and re-assign a Dwelling Unit of a different unit type as a Below Market Rental Unit under this Section 33.1d) so long as not more than 48 Below Market Rental Units are studio Dwelling Units at any time during the applicable Term;

e) a copy of this Agreement shall be attached to all Tenancy Agreements for the Below Market Rental Units;

f) the Below Market Rental Units shall not be rented for more than the Permitted Rent, provided, however, that the Grantor may charge the Eligible Tenant, if applicable:

i. for parking stalls and/or storage lockers which rates will not exceed rates charged to Market Rental Units;

DRAFT

ii. for cable television, telephone, other telecommunications, gas, water, electricity or other utilities relating to the Eligible Tenant's occupation of the Below Market Rental Unit, to the extent not individually billed to the Eligible Tenant by the applicable provider; and

iii. fines relating to the Eligible Tenant's occupation of the Below Market Rental Unit, as applicable; and

g) no Below Market Rental Unit shall be rented on less than a 30-days rental period, whatsoever.

3.2. The Grantor further covenants and agrees with the City that, during the Term, the Rental Housing Units may be sold or transferred together but shall not be sold individually or otherwise transferred individually. Notwithstanding the foregoing, if the Grantor Subdivides the Lands to create the Building 2 Parcel and the Building 2A Parcel in accordance with section 2.1(f) of this Agreement, the Grantor may permit the Building 2 Parcel and the Building 2A Parcel to be sold independently of each other, provided that: (a) the Rental Housing Units within each of the Building 2 Parcel and the Building 2A Parcel may not be sold individually or otherwise transferred individually, and (b) the registered owners of each of the Building 2 Parcel and the Building 2A Parcel will work cooperatively to ensure compliance with the terms of this Agreement, including, without limitation, the requirements of this Article 3.

ARTICLE 4 – DEMOLITION OF RENTAL HOUSING UNITS

4.1. The Grantor will not demolish a Rental Housing Unit during the Term unless:

a) the Grantor has obtained the written opinion of a professional engineer or architect who is at arm's length to the Grantor that it is no longer reasonable or practical to repair or replace any structural component of the Rental Housing Unit, and the Grantor has delivered to the City a copy of the engineer's or architect's report; and

b) the Building in which a Rental Housing Unit is located is damaged or destroyed, to the extent of 75% or more of its value above its foundations, as determined by the City in its sole discretion or the Building's insurer;

and, in each case, a demolition permit for the Rental Housing Unit has been issued by the City and the Rental Housing Unit has been or will be demolished under that permit.

ARTICLE 5 – SUBDIVISION

5.1. This Agreement will be binding upon any Subdivided parcel of the Lands provided, however, that if the Lands are Subdivided, including, without limitation, by air space plan, the City shall, at the Grantor's request, without further City council approval, authorization or bylaw, partially discharge this Agreement from those portions of the Lands that are not intended to contain the Rental Housing Units. The Grantor acknowledges and agrees that notwithstanding a partial discharge of this Agreement, this Agreement shall be and remain in full force and effect and, but for the partial discharge, otherwise unamended. For certainty, nothing herein shall restrict the subdivision of the Lands (including by way of air space plan) so long as the Rental Housing Units are contained within either (i) one legal parcel, or (ii) two legal parcels, being the Building 2 Parcel and the Building 2A Parcel as contemplated in Section f).

ARTICLE 6 – DEFAULT REMEDIES

6.1. **Notice of Default.** The City may give to the Grantor written notice to cure a default under this Agreement within thirty (30) days of receipt of notice or such longer period as reasonably required if such default cannot be cured by the Grantor within such thirty (30) day period acting diligently. The notice must specify the nature of the default. The Grantor must act diligently to correct the default within the time specified above.

DRAFT

6.2. **Costs of Default.** The Grantor will pay to the City, on demand by the City, all the City's costs of exercising its rights or remedies under this Agreement due to a default of the Grantor, on a full indemnity basis.

6.3. **Damages.** The Grantor acknowledges that the City requires Rental Housing Units for housing Eligible Tenants for the benefit of the community. The Grantor therefore agrees that for each day a Below Market Rental Unit is occupied in breach of this Agreement beyond the applicable notice and cure period set out in Section 6.1, the Grantor must pay the City the Daily Amount as liquidated damages, and not as a penalty, due and payable at the offices of the City on the last day of the calendar month in which the breach occurred unless the Grantor is acting with diligence, to the satisfaction of the City, to correct the breach within a reasonable period of time. The Daily Amount is increased on January 1 of each year by the amount calculated by multiplying the Daily Amount as of the previous January 1 by the percentage increase between that previous January 1 and the immediately preceding December 31 in the CPI. The Grantor agrees that payment may be enforced by the City in a court of competent jurisdiction as a contract debt. For clarity, the Grantor will not be subject to a Daily Amount where the Grantor is prevented from remedying any breach of this Agreement in respect of a tenancy of a Below Market Rental Unit due to the provisions of the *Residential Tenancy Act*, the *Human Rights Code* (British Columbia) or any other applicable law.

6.4. **Rent Charge.** By this section, the Grantor grants to the City a rent charge under section 219 of the *Land Title Act*, and at common law, securing payment by the Grantor to the City of the Daily Amount as described in Section 6.3. The City agrees that enforcement of the rent charge granted by this section is suspended until the date that is thirty (30) days after the date upon which any amount due under Section 6.3 is due and payable to the City in accordance with Section 6.3. The City may enforce this rent charge by an action for an order for sale or by proceedings for the appointment of a receiver.

6.5. **Specific Performance.** The Grantor agrees that, without affecting any other rights or remedies the City may have in respect of any breach of this Agreement that continues beyond the applicable notice and cure period, the City is entitled to obtain an order for specific performance of this Agreement and a prohibitory or mandatory injunction in respect of any breach by the Grantor of this Agreement that continues beyond the applicable notice and cure period. The Grantor agrees that this is reasonable given the public interest in ensuring the provision of Below Market Rental Units to be occupied by Eligible Tenants and restricting occupancy of the Lands in accordance with this Agreement.

6.6. **No Penalty or Forfeiture.** The Grantor acknowledges and agrees that it is entering into this Agreement to benefit the public interest in providing Below Market Rental Units for Eligible Tenants, and that the City's rights and remedies under this Agreement are necessary to ensure that this purpose is carried out, and the City's rights and remedies under this Agreement are fair and reasonable and ought not to be construed as a penalty or forfeiture.

DRAFT

6.7. **Cumulative Remedies.** No reference to nor exercise of any specific right or remedy under this Agreement or at law or at equity by any party will prejudice, limit, or preclude that party from exercising any other right or remedy. No right or remedy will be exclusive or dependent upon any other right to remedy, but any party, from time to time, may exercise any one or more of such rights or remedies independently, successively, or in combination. The Grantor acknowledges that specific performance, injunctive relief (mandatory or otherwise), or other equitable relief may be the only adequate remedy for a default by the Grantor under this Agreement.

ARTICLE 7 – LIABILITY

7.1. As an indemnity pursuant to section 219(6) of the *Land Title Act*, the Grantor will indemnify, defend, and save harmless each of the City and the City Personnel and their heirs, executors, administrators, personal representatives, successors, and assigns, from and against all claims, demands, actions, loss, damage, costs, and liabilities, which all or any of them will or may be liable for or suffer or incur or be put to by reason of or arising out of the entering into of this Agreement or from any act or omission by the Grantor or its officers, directors, employees, agents, contractors, or other persons for whom at law the Grantor is responsible or from the Grantor's ownership, operation, management, or financing of the Lands or the Development by the Grantor, its officers, directors, agents, contractors, or other persons for whom at law the Grantor is responsible, except to the extent attributable to the gross negligence or wrongful intentional acts of the City or the City Personnel.

7.2. The Grantor hereby releases and forever discharges the City and the City Personnel and its and their heirs, executors, administrators, personal representatives, successors, and assigns from and against all claims, demands, damages, actions, or causes of action by reason of or arising out of advice or direction respecting the ownership, operation, or management of the Development or any part thereof which has been or hereafter may be given to the Grantor by the City and/or City Personnel, except to the extent attributable to the gross negligence or wrongful intentional acts of the City or the City Personnel.

ARTICLE 8 – MISCELLANEOUS

8.1. Nothing in this Agreement:

a) affects or limits any discretion, rights or powers of the City under any enactment or at common law, including in relation to the use or subdivision of land;

b) affects or limits any enactment relating to the use of the Lands or any condition contained in any approval including any development permit concerning the development of the Lands; or

c) relieves the Grantor from complying with any enactment, including the City's bylaws in relation to the use of the Lands.

8.2. The Grantor and City agree that:

a) this Agreement is entered into only for the benefit of the City;

b) this Agreement is not intended to protect the interests of the Grantor, any Eligible Tenant, or any future owner, lessee, occupier, or user of the Lands or the Building or any portion thereof, including any Rental Housing Unit; and

c) the City may at any time execute a release and discharge of this Agreement in respect of the Development or any Rental Housing Unit therein, without liability to anyone for doing so.

DRAFT

8.3. This Agreement burdens and runs with the Lands. All of the covenants and agreements contained in this Agreement are made by the Grantor for itself, its successors and assigns, and all persons who acquire an interest in the Lands after the date of this Agreement.

8.4. Notwithstanding anything contained in this Agreement, the parties agree that neither the Grantor, nor any successor in title to the Lands, or any portion thereof, will be liable for breaches of or non-observance or non-performance of covenants contained in this Agreement occurring after the date that the Grantor or its successors in title, as the case may be, ceases to be the registered or beneficial owner of the Lands or such portion thereof.

8.5. The covenants and agreements on the part of the Grantor have been made by the Grantor as contractual obligations as well as being made pursuant to section 483 of the *Local Government Act* and as such will be binding on the Grantor.

8.6. This Agreement may only be modified in writing, signed by both parties, in registrable form. The modification will only be effective if it is approved both as a modification of a housing agreement pursuant to section 483 of the *Local Government Act* (which requires a bylaw), and as a modification of a covenant pursuant to section 219 of the *Land Title Act.* Any modification will be filed in the LTO as a modification of a covenant and as a modification of the housing agreement.

8.7. The Grantor will, at its expense, do or cause to be done all acts reasonably necessary to ensure this Agreement is registered against the title to each Rental Housing Unit in the Development in priority to all charges and encumbrances which are registered, or pending registration, against title to the Lands in the LTO, save and except those as have been approved by the City or have been granted in favour of the City.

8.8. The City and the Grantor each intend by execution and delivery of this Agreement to create both a contract and a deed under seal.

8.9. An alleged waiver by a party of any breach by another party of its obligations under this Agreement will be effective only if it is an express waiver of the breach in writing. No waiver of a breach of this Agreement is deemed or construed to be a consent or waiver of any other breach of this Agreement.

8.10. Time is of the essence in this Agreement.

8.11. If a Court of competent jurisdiction finds that any part of this Agreement is invalid, illegal, or unenforceable, that part is to be considered to have been severed from the rest of this Agreement and the rest of this Agreement remains in force unaffected by that holding or by the severance of that part.

8.12. Every obligation of a party which is set out in this Agreement will extend throughout the Term and, to the extent that any obligation ought to have been observed or performed prior to or upon the expiry or earlier termination of the Term, such obligation will survive the expiry or earlier termination of the Term until it has been observed or performed.

8.13. All notices, demands, or requests of any kind, which a party may be required or permitted to serve on another in connection with this Agreement, must be in writing and may be served on the other parties by registered mail, by facsimile transmission, or by personal service, to the following address for each party:

a) If to the City:

100 Newport Drive
Port Moody, BC V3H 5C3
Attention: Community Development Department

b) If to the Grantor at the address shown on title in the LTO.

DRAFT

Service of any such notice, demand, or request will be deemed complete, if made by registered mail, 72 hours after the date and hour of mailing, except where there is a postal service disruption during such period, in which case service will be deemed to be complete only upon actual delivery of the notice, demand or request; if made by facsimile transmission, on the first business day after the date when the facsimile transmission was transmitted; and if made by personal service, upon personal service being effected. Any party, from time to time, by notice in writing served upon the other parties, may designate a different address or different or additional persons to which all notices, demands, or requests are to be addressed.

8.14. Upon request by the City, the Grantor will promptly do such acts and execute such documents as may be reasonably necessary, in the opinion of the City, to give effect to this Agreement.

8.15. This Agreement will enure to the benefit of and be binding upon each of the parties and their successors and permitted assigns.

8.16. The Grantor further acknowledges and agrees that the terms and conditions of this Agreement constitute a covenant in respect of the use of the Lands and any Rental Housing Units on or to be constructed on the Lands and annexed to and running with the Lands and that the Lands shall only be used in accordance with the terms of this Agreement and the City may register this Agreement in the LTO against title to the Lands as a covenant pursuant to section 219 of the *Land Title Act*.

8.17. The Grantor acknowledges and agrees that:

a) this Agreement constitutes a Housing Agreement entered into under section 483 of the *Local Government Act*;

b) the City is required to file a notice of Housing Agreement in the LTO against title to the Lands; and

c) once such a notice is filed, this Agreement binds all persons who acquire an interest in the Lands as a Housing Agreement under section 483 of the *Local Government Act*.

8.18. The Grantor covenants and agrees with the City that, in order to ensure the long term maintenance of the Rental Housing Units, it will furnish good and efficient management of the Rental Housing Units and will permit representatives of the City to inspect Rental Housing Units at any reasonable time, subject to the notice provisions of the *Residential Tenancy Act*. The Grantor further covenants and agrees that it will maintain the Rental Housing Units in a good state of repair and fit for habitation and will comply with all laws, including health and safety standards applicable to the Lands.

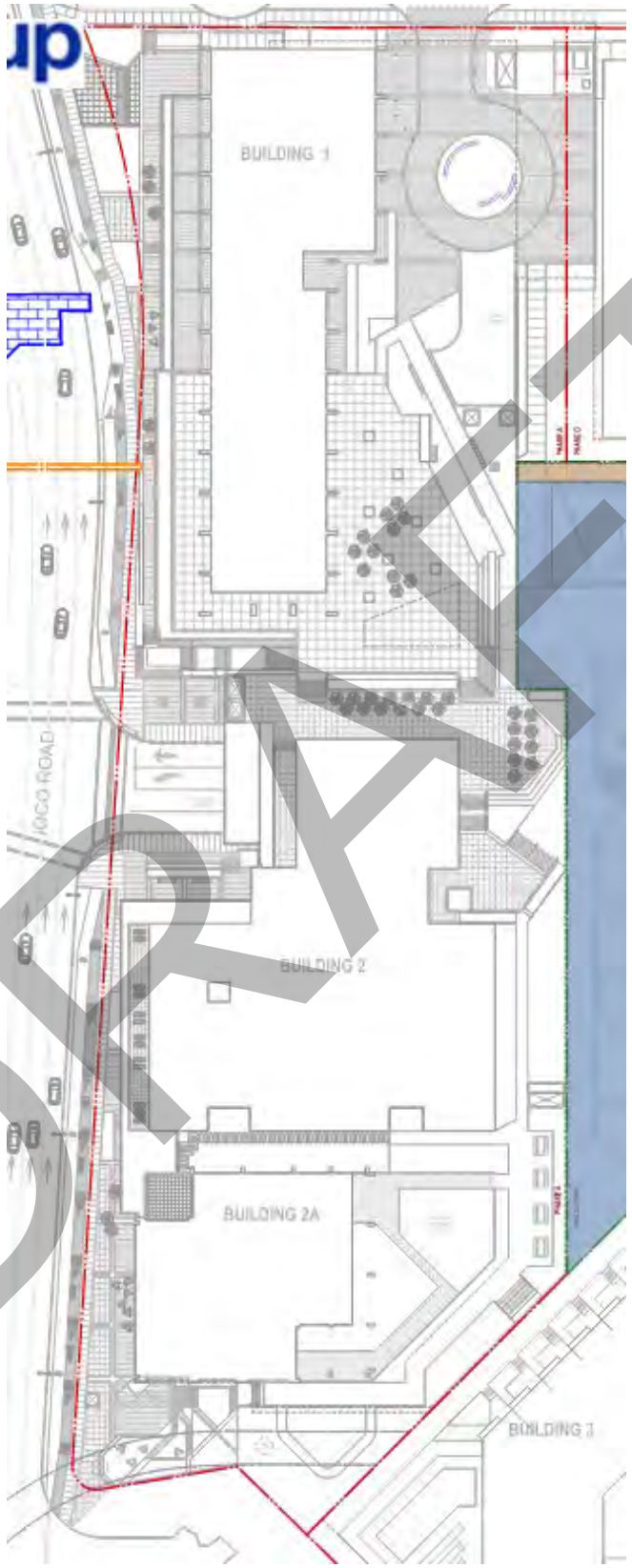
8.19. This Agreement is to be governed by and construed and enforced in accordance with the laws of British Columbia.

IN WITNESS WHEREOF, as evidence of their agreement to be bound by the terms of this instrument, the City and the Grantor hereto have executed the General Instrument – Part 1 that is attached to these Terms of Instrument and forms part of this Agreement.

DRAFT

HOUSING AGREEMENT SCHEDULE "A"

LOCATION OF BUILDINGS



DRAFT

HOUSING AGREEMENT SCHEDULE "B"

OWNER'S CERTIFICATE

I, _____ of _____, British Columbia, [in my capacity as _____ of the Owner and without personal liability (if applicable),] do certify that:

1. I am the owner (the "**Owner**") or authorized signatory of the Owner of the Below Market Rental Units (as defined in the Housing Agreement) and make this certificate to the best of my personal knowledge.

2. This certificate is made pursuant to the housing agreement registered under instrument numbers _____ at the Land Title Office (the "**Housing Agreement**") in respect of the Below Market Rental Units and is made as of _____, 20___.

3. The Below Market Rental Units were occupied pursuant to the Housing Agreement, as more particularly detailed in the attached Rental Report.

4. I acknowledge the Owner's obligations under the Housing Agreement and confirm that the Owner has complied with the Owner's obligations under the Housing Agreement.

5. I make this certificate, conscientiously believing it to be true and knowing that the City of Port Moody will be relying upon the statements made herein.

[Owner]

_____ _____

Signature Signature

DRAFT

HOUSING AGREEMENT SCHEDULE "B"

RENTAL REPORT

Unit Number	Previous Unit Number (if substituted)	Unit Type	Unit Floor Area (sq. ft.)	Tenancy Start or Modified Date (Month, Day, Year)	Length of Occupancy of Current Tenant (Number of Months)	Initial Monthly Rental Rate	Current Monthly Rental Rate	Cumulative Gross Annual Household Income	Number of Occupants	Eligibility Verification Date

DRAFT

CONSENT AND PRIORITY AGREEMENT

THE BANK OF NOVA SCOTIA (the "**Chargeholder**") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the LTO under numbers CB249768 (extended by CB257043 and CB2117075) and CB249769 (extended by CB257044 and CB2117076), respectively (the "**Charges**").

The Chargeholder, being the holder of the Charges, by signing the Form C General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars ($10.00) and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of this Section 483 Housing Agreement and Section 219 Covenant and hereby covenants that this Section 483 Housing Agreement and Section 219 Covenant shall bind the Charges in the Lands and shall rank in priority upon the Lands over the Charges as if the Section 483 Housing Agreement and Section 219 Covenant had been registered prior to the Charges and prior to the advance of any monies pursuant to the Charges. The grant of priority is irrevocable, unqualified, and without reservation or limitation.

DRAFT

Attachment 4

LTSA

Land Title Act

Charge

General Instrument – Part 1

1. Application

Lidstone & Company, Barristers & Solicitors
1300 - 128 Pender Street West
Vancouver BC V6B 1R8
604-899-2269

File No: 10064-152 Coronation Park - Modification Development Agreement

2. Description of Land

PID/Plan Number	Legal Description
032-567-251	LOT 1 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917
032-567-260	LOT 2 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917
032-567-278	LOT 3 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917
032-567-286	LOT 4 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917
032-567-294	LOT 5 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917
032-567-308	LOT 6 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917
032-567-316	LOT 7 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917

3. Nature of Interest

Type	Number	Additional Information
MODIFICATION	CB1487160	As extended by CB2117072
PRIORITY AGREEMENT		As to Mortgage CB249768, extended by CB257043 and CB2117075 and Assignment of Rents CB249769, extended by CB257044 and CB2117076
MODIFICATION	CB1487162	As extended by CB2117073
PRIORITY AGREEMENT		As to Mortgage CB249768, extended by CB257043 and CB2117075 and Assignment of Rents CB249769, extended by CB257044 and CB2117076
MODIFICATION	CB1487164	As extended by CB2117074
PRIORITY AGREEMENT		As to Mortgage CB249768, extended by CB257043 and CB2117075 and Assignment of Rents CB249769, extended by CB257044 and CB2117076

4. Terms

Part 2 of this instrument consists of:

(b) Express Charge Terms Annexed as Part 2

5. Transferor(s)

INLET DISTRICT INVESTMENTS LTD., NO.BC1218112

THE BANK OF NOVA SCOTIA, (AS TO PRIORITY)

© Copyright 2025, Land Title and Survey Authority of BC. All rights reserved.

Attachment 4

LTSA Land Title Act

Charge

General Instrument – Part 1

6. Transferee(s)

CITY OF PORT MOODY
100 NEWPORT DRIVE
PORT MOODY BC V3H 5C3

7. Additional or Modified Terms

8. Execution(s)

This instrument creates, assigns, modifies, enlarges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
Fatema FATEMA DHARIWALA Barrister & Solicitor WESGROUP PROPERTIES SUITE 2000 – 595 BURRARD STREET VANCOUVER, BC V6C 0E4 Tel: 604-724-0644	YYYY-MM-DD 2025-10-20	**Inlet District Investments Ltd.** By their Authorized Signatory **Name:** David Waldref Authorized Signatory **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

© Copyright 2025, Land Title and Survey Authority of BC. All rights reserved.

Attachment 4

LTSA Land Title Act

Charge

General Instrument – Part 1

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
Judy Yu-Hua Korzeniowski A Commissioner for Taking Affidavits for British Columbia 650 West Georgia Street, 34th Floor Vancouver, BC V6B 4N7 Commission Expiry Date: January 31, 2028	YYYY-MM-DD 2025-10-20	**The Bank of Nova Scotia, (as to Priority)** By their Authorized Signatory **Name:** Bradley Thomas Anderson Vice President Real Estate Banking **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature	Execution Date	Transferor / Transferee / Party Signature(s)
	YYYY-MM-DD	**City of Port Moody** By their Authorized Signatory **Name:** **Name:**

Officer Certification

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Electronic Signature

Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the *Land Title Act*, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.

© Copyright 2025, Land Title and Survey Authority of BC. All rights reserved.

TERMS OF INSTRUMENT – PART 2

MODIFICATION OF COVENANT

(DEVELOPMENT AGREEMENT)
(Section 219 *Land Title Act*)

THIS AGREEMENT dated for reference September 16, 2025 is:

AMONGST:

CITY OF PORT MOODY
100 Newport Drive
Port Moody, British Columbia, V3H 5C3

(the "**City**")

AND:

INLET DISTRICT INVESTMENTS LTD., Inc. No. BC1218112
Suite 2000 – 595 Burrard Street
Vancouver, British Columbia, V6C 0E4

(the "**Developer**" and together with the City, the "**Parties**" and each a "**Party**")

WHEREAS:

A. The Developer is the registered owner of the lands located in the City of Port Moody, legally described as:

PID: 032-567-251
LOT 1 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917;

PID: 032-567-260
LOT 2 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917;

PID: 032-567-278
LOT 3 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917;

PID: 032-567-286
LOT 4 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917;

PID: 032-567-294
LOT 5 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917;

PID: 032-567-308
LOT 6 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917; and

PID: 032-567-316
LOT 7 DISTRICT LOT 233 GROUP 1 NEW WESTMINSTER DISTRICT PLAN EPP137917,

(collectively, the "**Lands**").

B. The Lands are subject to a Section 219 covenant and development agreement registered against title to the Lands on August 2, 2024, under Registration No. CB1487160, CB1487162, and CB148164 as extended by CB2117072, CB2117073, and CB2117074, respectively (collectively, the "**Development Agreement**").

C. The Parties wish to modify the Development Agreement with respect to the Lands on the terms set out in this agreement (the "**Agreement**"); and

D. The Parties have agreed to register this Agreement in the Land Title Office under Section 219 of the *Land Title Act*.

NOW THEREFORE in consideration of the payment of $10.00 from the City to the Developer and other good and valuable consideration (the receipt and sufficiency of which the Developer acknowledges), the Parties agree as follows:

ARTICLE 1 DEFINITIONS, INTERPRETATIONS, AND ACKNOWLEDGMENTS

1.1 Capitalized terms used in this Agreement and not otherwise defined shall have the meaning ascribed to such terms in the Development Agreement.

1.2 The Parties agree that this Agreement applies to the Lands, including any parcel into which the Lands may be consolidated or subdivided.

1.3 The Development Agreement is hereby modified as set out in Article 2 below.

1.4 The Parties shall at all times hereafter execute such further assurances in respect of matters contained in this Agreement as may reasonably be required to effectually carry out the purpose and intent of this Agreement.

1.5 This Agreement shall enure to the benefit of and be binding upon the Parties and their respective successors, administrators and permitted assigns and shall run with the land and enure to the benefit of and be binding upon the Developer's successors in title and their respective successors and permitted assigns.

1.6 This Agreement shall be effective as of and from the date first written above and, as and from that date, this Agreement shall be read and construed together with the Development Agreement and, the Development Agreement as modified herein shall continue to be in full force and effect.

1.7 This Agreement shall be governed by and construed according to the law of the Province of British Columbia.

1.8 The following schedules are annexed to and form part of this Agreement:

(a) Schedule B-2 – Park Phasing Plan

(b) Schedule C – Path and Open Space Plan

(c) Schedule J – CAC Calculation

ARTICLE 2 MODIFICATION OF DEVELOPMENT AGREEMENT

2.1 The Parties agree that the covenants, obligations, and provisions under the Development Agreement with respect to the Lands are hereby modified as follows:

(a) Section 1.1 of the Development Agreement is modified by adding the following subsection:

> "(f.1) "**Below Market Rental Units**" means Dwelling Units to be constructed in Phase A in Building 2 or Building 2A which are available for rent at below market rental rates subject to a Housing Agreement on terms acceptable to the City;";

(b) Section 1.1 of the Development Agreement is modified by adding the following subsection:

> "(x.1) "**Housing Agreement**" means a housing agreement in respect of the Below Market Rental Units and Market Rental Units, in accordance with Section 483 of the *Local Government Act* and Section 219 of the *Land Title Act*;";

(c) Section 1.1 of the Development Agreement is modified by adding the following subsection:

> "(dd.1) "**Market Rental Units**" means Dwelling Units to be constructed in Phase A in Building 2 or Building 2A which are available for rent at market rental rates subject to a Housing Agreement on terms acceptable to the City;";

(d) Section 1.1(ww) is deleted in its entirety and replaced with:

> ""**Rezoning Bylaw**" means City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 79, 2023, No. 3407 (Coronation Park) (CD89) and City of Port Moody Zoning Bylaw, 2018, No. 2937, Amendment Bylaw No. 110, 2025, No. 3515 (Coronation Park) (CD89 Text Amendment), being the bylaws to amend the Zoning Bylaw in respect of the Lands to permit the development of the Lands as generally contemplated in this Agreement;";

(e) Section 7.1 is deleted in its entirety and replaced with the following:

> "7.1 **Below Market and Market Rental Dwelling Units**. The Developer covenants and agrees with the City that the Developer will take no action

to compel the issuance of, and the City will not be required to issue, any Building Permit which permits the construction above grade of any building within Phase A unless and until the City has adopted a Housing Agreement to secure not less than two hundred and fifty-six (256) Dwellings Units as Market Rental Units and eighty-six (86) Dwelling Units as Below Market Rental Units in Building 2 or Building 2A of Phase A.";

(f) Schedule B-2 is deleted in its entirety and replaced with Schedule B-2 attached hereto;

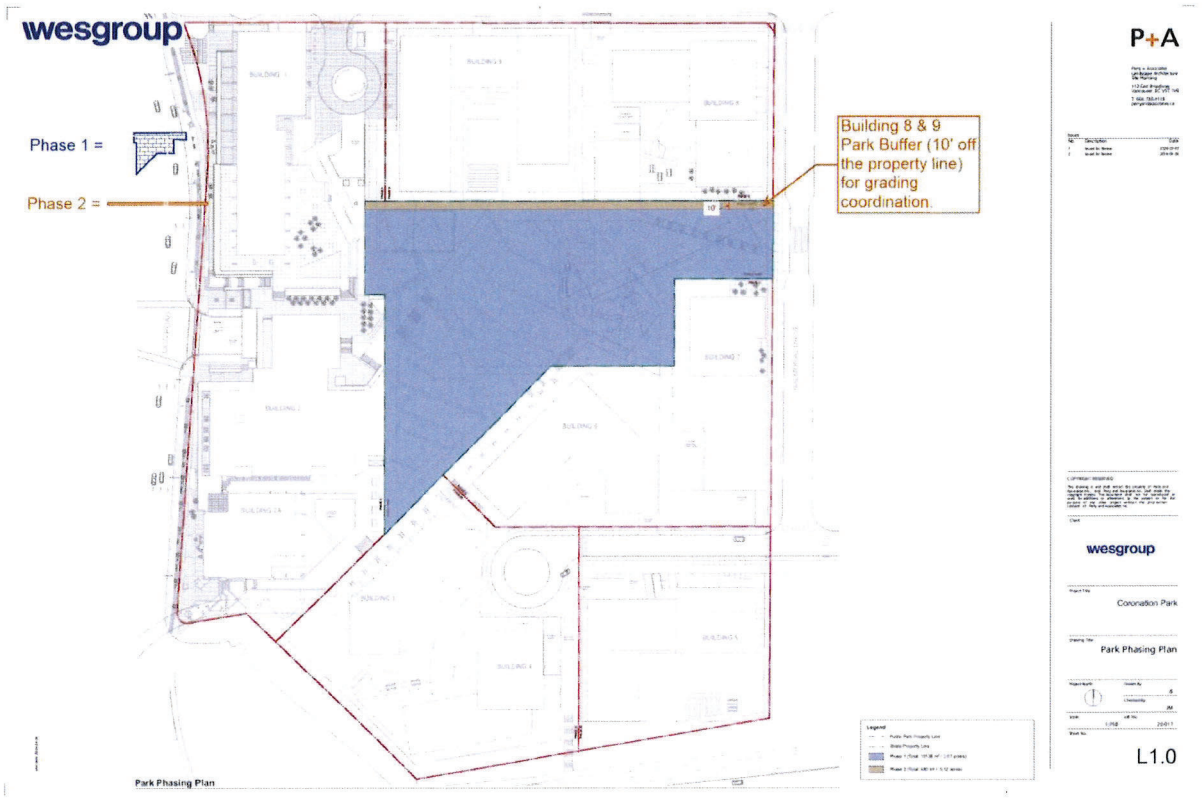
(g) Schedule C is deleted in its entirety and replaced with Schedule C attached hereto; and

(h) Schedule J is deleted in its entirety and replaced with Schedule J attached hereto.

IN WITNESS WHEREOF the Parties have executed this Agreement on Form C to which this Agreement is attached and which form part of this Agreement, effective as of the date first above written.

SCHEDULE B-2

PARK PHASING PLAN



SCHEDULE C

PATH AND OPEN SPACE PLAN



SCHEDULE J

CAC CALCULATION

wesgroup

Suite 2000, Three Bentall Centre
595 Burrard Street, Box 49287
Vancouver, BC V6C 0E4 Canada

Building	% of Total site FAR	FAR Total	Rate	Total CAC Payment
B1	11.5%	154,830	$6.00	$928,980.00
B2	11.4%	152,538	$6.00	$915,227.20
B3	3.9%	52,652	$6.00	$315,912.00
B4	14.1%	189,764	$6.00	$1,138,584.00
B5	15.3%	205,608	$6.00	$1,233,648.80
B6	4.9%	66,009	$6.00	$396,054.00
B7	14.4%	193,843	$6.00	$1,163,058.00
B8	16.1%	216,564	$6.00	$1,299,384.00
B9	8.3%	111,208	$6.00	$667,248.00
TOTAL	**100%**	**1,343,016**		**$8,058,096**

CONSENT AND PRIORITY AGREEMENT

THE BANK OF NOVA SCOTIA (the "**Chargeholder**") is the holder of a Mortgage and Assignment of Rents encumbering the Lands which Mortgage and Assignment of Rents were registered in the LTO under numbers CB249768 (extended by CB257043 and CB2117075) and CB249769 (extended by CB257044 and CB2117076), respectively (the "**Charges**").

The Chargeholder, being the holder of the Charges, by signing the Form C General Instrument attached hereto as Part I, in consideration of the payment of Ten Dollars ($10.00) and other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged and agreed to by the Chargeholder) hereby consents to the granting of this modification to Development Agreement and hereby covenants that this modification to Development Agreement shall bind the Charges in the Lands and shall rank in priority upon the Lands over the Charges as if the modification to Development Agreement had been registered prior to the Charges and prior to the advance of any monies pursuant to the Charges. The grant of priority is irrevocable, unqualified, and without reservation or limitation.

Memo to Council

Date: October 28, 2025
Subject: Class 2 (Utility) Tax Rate Cap – Motion Served by Councillor Kyla Knowles and Councillor Callan Morrison

Motion Served

Notice of the following motion was provided at the October 14, 2025, Regular Council meeting:

> THAT, in light of recent and previous revenue losses as a result of Burrard Thermal property tax appeals and plant decommissioning initiatives, staff bring forward the 2026 Tax Policy and 2026 Tax Rate Bylaw setting the Class 2 (Utility) tax rate at the legislated cap of $40 per $1,000 of assessed taxable value to maximize the tax revenues on the Burrard Thermal site.

Background

In 2016, BC Hydro shut down its Burrard Thermal Generating Plant, which had provided natural gas-fired electricity since 1961. Previous to Burrard Thermal closing, the land added $1.6M per year to our industrial tax base. After it closed in 2016 and the lands were left vacant (the Vacant Lands), the annual property tax (aka grant-in-lieu) dropped to below $400,000 per year. The City also lost at the same time a significant portion of the 1% tax on the natural gas sales in the City as the Burrard Thermal was no longer firing the plant and using natural gas.

In April of 2022, the Province of BC (as BC Hydro) initiated an appeal with the Property Assessment Appeal Board (PAAB) regarding its property in Port Moody. Its appeal centered around requesting a reclassification of 109 acres of the total 184 acre site - they argued that this portion should be designated as Class 6 (Business/Other) rather than Class 2 (Utility).

Beginning in 2023, BC Hydro began issuing its annual tax/grant payments to the City with a disclaimer stating that the amounts were provisional and subject to adjustment and that future grant payments could be reduced pending the outcome of their appeal. In response, our Finance team wisely began setting aside additional funds, on an annual basis, to prepare for a potential repayment to BC Hydro should their appeal be successful (based on a “risk to roll” report provided by BC Assessment).

In early 2025, the PAAB ruled that:
- the Vacant Land was not held for utility purposes and should be classified at a lower class (rate).
- the land was superfluous to the Province’s operational needs.

- the split classification is permitted and the Vacant Land should be reclassified as Class 6 (Business).

Our Finance team was notified in September of 2025 that our appeal of this decision was unsuccessful. As a result, the City is expected to have to repay $1.15 million to BC Hydro next year, assuming they apply the appeal adjustments to their 2026 grant-in-lieu. Further, the City can expect to receive much lower grants-in-lieu/taxes going forward with this new property classification (average expected loss of $383,000 per year).

Following this notice, our finance team advised that we have "tax cap room" to maximize our Class 2 rate to the full $40 of $1,000 of assessed value for the remaining Burrard Thermal lands still classified as Utility (75 acres) to lessen the impact of the PAAB's decision on the City. Given the challenges we have faced with this site, the PAAB ruling and Hydro's notice that it will be at least another 5 years before it will be in a position to make future plans for that land, we believe it is appropriate and in the best interests of our residential taxpayers to cap out our tax rate for this tax class going forward to offset this loss in property tax revenues. The current rate we are charging is $36.75 and we understand increasing this rate to $40 will have only a minor impact on the other Class 2 (Utility) businesses on the City's tax roll.

Requested Timeline

Level	Criteria	Staff Turnaround Time
☒ Urgent	• Regulatory or interjurisdictional requirements • Major and immediate risk and/or financial impact	< 3 months
☐ Time-sensitive	• Significant impact to the community • Significant financial impact	3-6 months
☐ Non-urgent	All other work	< 12 months
☐ Other		

Council Strategic Plan Alignment

This motion aligns with the following Council Strategic Plan Goal(s):

- Strategic Goal 1.1 – Prioritize Core Services;
- Strategic Goal 1.2 – Ensure Financial Sustainability; and
- Strategic Goal 1.3 – Lead with Good Governance.

Corporate Project Plan Alignment

This motion aligns with the following Corporate Project(s):

- Align Service Levels and Financial Planning; and
- Increase and Diversify Revenues.

Council Options

The following responses are available for Council consideration:

1. Receive for information;
2. Refer to staff for a response (staff will determine if the nature of the work warrants a project proposal or a staff report and will include considerations with respect to feasibility, resources, funding source, timeline, strategic plan alignment, and legislative analysis) [Note: A proposed Notice of Motion may have a referral to staff built into the recommendation]; or
3. Refer to the City Manager for consideration and, if required, inclusion in the Strategic Priorities Intake process.

Memorandum

Date: October 28, 2025
Submitted by: Legislative Services Division
Subject: Delegation Response – Strong Cities Network – Foundation for a Path Forward

At the October 14, 2025, Regular Council meeting, Council received a delegation from Strong Cities Network – Foundation for a Path Forward (**Attachment 1**). The delegation provided an overview of their work and introduced opportunities for Port Moody to participate in and benefit from Strong Cities activities in British Columbia and Canada more broadly. The delegation invited Port Moody to become a member of the network and participate in their initiatives. Council passed the following resolution:

> *RC25/169*
> THAT the delegation request from the Strong Cities Network be placed on a subsequent Council agenda for consideration.

The delegation request will be on the table for consideration at the October 28, 2025, Regular Council meeting.

Attachment(s)

1. Delegation Request Received at the October 14, 2025, Regular Council meeting.

Report Approval Details

Document Title:	Delegation Response – Strong Cities Network – Foundation for a Path Forward.docx
Attachments:	- Attachment 1 - Delegation Request Received at the Oct. 14, 2025, Regular Council meeting.pdf
Final Approval Date:	Oct 16, 2025

This report and all of its attachments were approved and signed as outlined below:

Kate Zanon, General Manager of Corporate Services - Oct 16, 2025

Anna Mathewson, City Manager - Oct 16, 2025

Received at the October 14, 2025, Regular Council meeting

Request to Appear as a Delegation

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

All information provided on this page, as well as any additional pages submitted, may be included in the agenda package, which is published in print and forms part of the permanent public record.

Name of Delegation: Strong Cities Network - Foundation for a Path Forward
Name of Primary Contact Person: Eric Rosand
Name(s) of Delegation Member(s) in Attendance: Eric Rosand and Tariq Tayb
Purpose of Delegation: To brief the Council on good practices and lessons learned from cities around the globe in municipal-led efforts to maintain social cohesion in times of global and other crises and, more broadly, to introduce the Council to the work of the Strong Cities Network and opportunities for Port Moody to participate in and benefit from Strong Cities activities in British Columbia and Canada more broadly.
Details of Request: Councillor Amy Lubik has participated in a number of Strong Cities - Foundation for a Path Forward activities over the past year, including in-person workshops in Victoria and Montreal. Building off that engagement, on February 11, 2025, the Council requested that representatives from Foundation for Path Forward/Strong Cities be invited to present on best practices for fostering social cohesion, effective communication during divided times, and addressing misinformation and disinformation. In addition to the above, we would like to use our briefing to invite Port Moody to join New Westminster, Prince George, and Victoria as BC municipalities that are Strong Cities members. In addition, we want to introduce the Port Moody Council to our new initiative focused on supporting municipality-led efforts across BC to address online hate and other online harms and invite the city to actively participate in the two-year project, which we are launching in Vancouver in September.
Additional Information in Support of Request: you can find out more about Strong Cities at www.strongcitiesnetwork.org and about the Foundation for a Path Forward at www.foundation4ward.org

City of Port Moody

Minutes

Parks and Environment Committee

Wednesday, June 11, 2025
Electronic Meeting via Zoom
at 7:00pm

Present:	Councillor K. Knowles, Chair John Callaghan Sterling James Damian Regan Nicki Forster Trevor Kouyoumjian Lydia Mynott Luke Stannard
Absent:	Councillor C. Morrison, Vice-Chair Pedram Moshirfatemi Stuart Doyle Jacquie Boyer, Seniors Focus Committee Representative
Also in Attendance:	Tanya Bettles – Manager of Environment Riley Dowling – Legislative Services Coordinator Erin Embley – Director of Environment and Parks Jan Lee – Environmental Technician Chad Siemens – Project Manager Nathan Taylor – Manager of Recreation

1. Call to Order

The Chair called the meeting to order at 7:02pm.

2. Territorial Land Acknowledgement

The Chair provided the territorial land acknowledgement.

3. Adoption of the Agenda

3.1 Agenda

PEC25/009
THAT the agenda of the June 11, 2025, Parks and Environment Committee meeting be adopted as circulated.

Moved, seconded and CARRIED

4. Adoption of Minutes

4.1 Minutes

PEC25/010
THAT the minutes of the Parks and Environment Committee meeting held on May 14, 2025, be adopted.

Moved, seconded and CARRIED

5. Unfinished Business

6. New Business

6.1 Inlet Park Fieldhouse Update

The Project Manager gave a presentation entitled “Inlet Park Fieldhouse Update” and referred to slides contained within the on-table package.

Committee discussion ensued regarding the following topics:

- sun protection in the viewing areas;
- the size of the changerooms and building as a whole;
- the cost of the project and if the City is receiving grant funding;
- ensuring the entire community has access to the viewing terrace and inquiring about how it will be operationalized;
- the impact of the construction on field usage and where materials will be stored; and
- how often the space on the second floor is expected to be booked.

6.2 Erosion and Sediment Control Permit Process

The Environmental Technician gave a presentation entitled “Erosion and Sediment Control Permit Process” and referred to slides contained within the agenda package.

Committee discussion ensued regarding the following topics:

- the process for categorizing a site as large or small; and
- the process of working with FlowLink and how quickly the technology works.

6.3 Environmental Education and Stewardship Initiatives

The Environmental Technician gave a presentation entitled “Environmental Education and Stewardship Initiatives” and referred to slides contained within the agenda package.

Committee discussion ensued regarding the following topics:

- appreciation for the number of students and volunteers participating in the programs;

- clarifying that if residents or a business wanted to organize a garbage pickup that they can email environment@portmoody.ca; and
- suggesting additional publicizing of the programs and how residents can get involved.

7. Information

7.1 Staff Updates

The Manager of Recreation noted that there are not any meetings in July or August.

7.2 Chair Updates

The Chair provided an update regarding:

- at the June 10, 2025, Strategic Priorities Committee meeting, the Committee reviewed the results from the Mayor's Townhall on Park Expansion and passed the final updated Draft Park Strategy; and
- noted that Mayor Lahti served a Notice of Motion regarding protecting the mud flats in the eastern section of the Burrard Inlet.

7.3 Seniors Focus and Youth Focus Committee Updates

There were no Seniors Focus Committee updates at this time.

There were no Youth Focus Committee updates at this time.

8. Adjournment

The Chair adjourned the meeting at 8:52pm.

Councillor K. Knowles, Chair

R. Dowling, Legislative Services Coordinator

City of Port Moody

Minutes

Arts, Culture, and Heritage Committee

Thursday, September 11, 2025
Brovold Room
at 7:00 pm

Present:	Councillor S. Agtarap, Chair Dianna Brown Jace Byers Erik D'Souza John Grasty Megan Mackenzie (arrived at 7:01pm) Roshni Naik Valerie Simons Janet Zlotnik
Absent:	Councillor D. Dilworth, Vice-Chair Anupma Garg Reenaz Nawar
In Attendance:	Mary De Paoli, Manager of Policy Planning Riley Dowling, Legislative Services Coordinator Karen Pighin, Manager of Cultural Services

1. Call to Order

The Chair called the meeting to order at 7:00pm.

2. Territorial Land Acknowledgement

The Chair provided the territorial land acknowledgement.

3. Adoption of the Agenda

3.1 Agenda

ACHC25/014
THAT the agenda of the September 11, 2025, Arts, Culture, and Heritage Committee meeting be adopted as circulated.

Moved, seconded and CARRIED

4. Adoption of Minutes

4.1 Minutes

Megan Mackenzie joined the meeting at this point.

ACHC25/015
THAT the minutes of the Arts, Culture, and Heritage Committee meeting held on July 10, 2025, be adopted.

Moved, seconded and CARRIED

5. Unfinished Business

6. New Business

6.1 Inspirations

Presentation: Roshni Naik

Roshni Naik, Member at Large, led the Committee through an embodied mindfulness exercise.

Committee discussion ensued regarding the following topics:

- the culture of mindfulness exercises and the history of the activity;
- the inclusion of movement rather than remaining still; and
- a mindfulness pilot project for seniors in the community, taking place on Fridays at 10:00am.

6.2 Car Free Day - Update and Feedback

Verbal Report: Manager, Cultural Services

The Manager of Cultural Services provided a verbal report regarding Car Free Day.

Committee discussion ensued regarding the following topics:

- the success of the event;
- positive reception of additional security and safety measures;
- number of attendees being estimated at 18,000; and
- potential use of cement barricades and the high cost associated with them.

6.3 Tile Project Discussion

Verbal Report: Subcommittee members

Jace Byers, Member at Large, provided a verbal report regarding the Tile Project at Car Free Day.

Committee discussion ensued regarding the following topics:

- the demand exceeding the 300 tiles on-hand;

- desire from the community to know where their tile would end up;
- how the tiles could be used, including: an exhibit at the PoMo Museum, a fountain, or giving them to the artists;
- common themes for the tiles and how the themes change over the years based on what is happening in the City;
- leftover sealant and paint, which could be used for future activities;
- the success of the engagement portion of the event;
- considering additional space and highlighting heritage in future years; and
- considering the Youth Lounge as a future location and introducing environment-related themes for the event.

7. Information

7.1 Port Moody Heritage Society Updates

Verbal Report: Port Moody Heritage Society Representative

The Heritage Society Representative provided a verbal report regarding the following topics:

- summer students have finished their work term and have returned to school;
- the Heritage Society and Museum social media pages have been active;
- an exhibit on communication methods is underway; and
- collaboration is taking place with schools to organize field trips and presentations in schools.

7.2 Port Moody Library Board Updates

Verbal Report: Port Moody Library Board Representative

The Library Board Representative provided a verbal report regarding the following topics:

- inviting members to the White Pines Gala, taking place on September 24, 2025, at 6:30pm in the Inlet Theatre;
- Kanopy streaming service is now available for usage with a Port Moody library card; and
- the Library Board is recruiting new members and an open house will be held at 6:00pm on September 15, 2025.

7.3 Port Moody Arts Centre Updates

Verbal Report: Port Moody Arts Centre Representative

The Arts Centre Representative provided a verbal report regarding the following topics:

- the Blackberry Winter Arts Market will be held November 13 to December 22, 2025, at the Arts Centre; and
- an event titled "Artistry Uncorked: An Evening of Fine Wine, Cheeses and Art with Sommelier Sean Nelson" is being held October 16, 2025, and members can buy tickets online.

7.4 Subcommittee Updates

Verbal Report: Subcommittee Chairs

The Heritage Registry Subcommittee Representative provided a verbal report that the subcommittee has not met recently and is interested in expanding the register of houses in Port Moody. Staff noted they will reach out to community member, Gay Tan, for additional information and bring the information to a future meeting.

7.5 Staff Updates

Verbal Report: Manager, Policy Planning

Staff provided updates regarding the following topics:

- the Heritage Strategic Plan is not being presented yet due to engagement with other interest holders;
- School District 43 offering the City donations of heritage items from the Ioco School site;
- the Shoreline Trail Boardwalk opening ceremony taking place on September 13, 2025, at 10:00am;
- creation of an arts, culture, and heritage legacy project to take place over several Committee terms;
- the 2026 StreetArts Banner Program Call for Designs being open and closing on October 10, 2025;
    - Roshni Naik, Janet Zlotnik, and Jace Byers volunteered to participate on the selection committee; and
- development of the City of the Arts Strategy.

Committee discussion ensued regarding the following topics:

- participating in events focused on Indigenous awareness and engagement;
- inviting the Director of Indigenous Relations to a meeting to discuss the work they are doing;

- the process involved in having projects approved by Council;
- the Tile Project being used as an example project to support the proposal of an arts, culture, and heritage legacy project; and
- the importance of supporting businesses in the community and that arts, culture, and heritage create liability.

ACHC25/016
THAT the Arts, Culture, and Heritage Committee meeting of September 11, 2025, be extended by 10 minutes.

Moved, seconded and CARRIED

8. Adjournment

The Chair adjourned the meeting at 9:05pm.



Councillor S. Agtarap, Chair



R. Dowling, Legislative Services Coordinator

City of Port Moody

Minutes

Transportation Committee

Electronic Meeting via Zoom
September 17, 2025
at 7:02pm

Present:	Councillor A. Lubik, Chair Trevor Dore Mitchell Eve Andrew Hartline Eric Hedekar Carissa Konesky Jeffrey Lynch Rob McCloskey Zee Samnani Sheila van As (arrived at 7:03pm)
Absent:	Councillor D. Dilworth, Vice-Chair Steven Dragicevic
In Attendance:	Stephen Judd - Manager of Infrastructure Engineering Services Janis Knaupp - Legislative Services Coordinator Jeff Moi - General Manager of Engineering and Operations Nobinur Rahman - Transportation Engineer

1. Call to Order

The Chair called the meeting to order at 7:02pm.

2. Territorial Land Acknowledgement

The Chair provided the territorial land acknowledgement.

Sheila van As arrived at the meeting at this point.

3. Adoption of the Agenda

3.1 Agenda

TC25/021
THAT the agenda of the September 17, 2025, Transportation Committee meeting be adopted as circulated.

Moved, seconded, and CARRIED

4. Adoption of Minutes

4.1 Minutes

TC25/022
THAT the minutes of the Transportation Committee meeting held on July 16, 2025, be adopted.

Moved, seconded, and CARRIED

5. Unfinished Business

6. New Business

6.1 Barnet Hwy/Ioco Rd/Dewdney Trunk Rd Intersection - Monitoring Update

Presentation: Transportation Engineer

Staff presented an on-table memo highlighting pilot monitoring for the project.

The Committee commented about:

- monitoring vehicle wait times on Dewdney Trunk Rd. (Dewdney) for west and east-bound traffic onto St. Johns St.;
- safety concerns turning left from Fraser St. onto Dewdney;
- avoiding prohibition of a right-hand turn onto St. Johns St. and exploring traffic calming measures, including closure between Port Moody and Coquitlam;
- addressing traffic blocking left turn lane onto Ioco Rd.;
- developing a long-term plan with other crossing options (not Dewdney);
- improving micro-mobility options in the corridor; and
- public education campaign to reduce intersection blocking.

In response to questions, members were informed that:

- limited traffic calming options for Dewdney as an arterial road;
- similar number of vehicles using east and west-bound routes during pilot;
- plans to install a new signal at Palmer St. east of Ioco Rd.;
- options may include short-term diversion to Falcon St. in Coquitlam until future reconfiguration;
- 60-80% of vehicles turning right from Dewdney are accessing Ioco Rd.;
- infrastructure limiting improvement opportunities to sidewalks and paths;
- differences in seismic bridge construction impacting cycling lane expansion; and
- staff are studying future cycling and walking path upgrades along the Barnet Bridge.

6.2 Barnet Hwy/View St. Intersection Improvements

Presentation: Transportation Engineer

Staff provided the Committee with an on-table presentation titled “Barnet Highway and View Street Intersection Traffic Safety Review”.

The Committee commented about:

- safety concerns where vehicles change lanes to avoid stopping at the pedestrian-crossing;
- flooding in the right laned during wet weather events;
- location of the bus stop contributing to foot-traffic in the area;
- “chevron” road markings cause confusion for vehicle traffic;
- exploring a pedestrian-controlled intersection with flashing green light;
- eliminating the HOV lane to reduce lane width;
- making significant changes to the roadway to reduce speeding; and
- enhancing the corridor to prioritize pedestrians.

In response to questions, staff informed the Committee:

- that the pedestrian crossing is not synchronized due to impact on north and south-bound traffic and time needed to cross; and
- an option may include merging the centre travel lane before View St. intersection (this merge currently occurs after the View intersection) and shift the existing HOV reducing the pedestrian crossing distance by eliminating the existing curbside HOV lane and replacing two unsynchronized traffic signals with a single signal at the intersection.

7. Information

7.1 Staff Updates

The Transportation Engineer provided an update regarding:

- Guildford Way Cycling Project;
- Transportation Demand Management (TDM) requirements for new developments;
- Upper Noons Creek Traffic Calming Project;
- Shared e-bike and e-scooter Program; and
- Noise Sensor Pilot Program.

8. Adjournment

The Chair adjourned the meeting at 8:41pm.

Councillor A. Lubik, Chair

J. Knaupp, Legislative Services Coordinator

City of Port Moody

Minutes

IDEA Committee

Thursday, September 18, 2025
Electronic Meeting via Zoom
at 7:00 pm

Present:	Councillor A. Lubik, Chair Adila Ahmadi Maryam Arshi Nadia Bronk Darquise Desnoyers Robin Matthews-Kanhai Craig MacLean Nadia Olynyk Angeline Parker
Absent:	Councillor H. Lurbiecki, Vice Chair Maria Daza Carlos Alberto Salinas Ruiz Jenny Sidhoo
Also in Attendance:	Philipa Dutt – Manager of Indigenous Relations Janis Knaupp – Legislative Services Coordinator Karen Pighin – Manager of Cultural Services Leah Rambally – YWCA Metro Vancouver Shauna Shortt – YWCA Metro Vancouver

1. Call to Order

The Chair called the meeting to order at 7:10pm.

2. Territorial Land Acknowledgement

The Chair provided the territorial land acknowledgement.

3. Adoption of the Agenda

3.1 Agenda

The Committee was requested to add a discussion on the Committee's Workplan. The Chair indicated it would be considered if time allowed, under Item 7.1 Staff Updates.

IDEA25/013
THAT the agenda of the September 18, 2025, Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee meeting be adopted as circulated.

Moved, seconded, and CARRIED

4. Adoption of Minutes

4.1 Minutes

IDEA25/014
THAT the minutes of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee meeting held on June 9, 2025, be adopted.

Moved, seconded, and CARRIED

5. Unfinished Business

6. New Business

6.1 City of the Arts Strategy

Verbal Update: Manager of Cultural Services

The Manager of Cultural Services informed the Committee that staff are tasked with developing a City of the Arts Strategy noting:

- it is not a branding strategy;
- the vision for the 'City of the Arts' exists in other vision statements and municipal strategies;
- it is not creating festivals or other art projects, but who is not being included and where opportunities exist to engage in art;
- staff are working with the Arts and Business Council through a consultant;
- the aim is to include artists, cultural workers, art appreciation, etc.; and
- scheduling a meeting during the first week of December in the Old Mill Boathouse; invitations will be shared through the Committee.

The Committee offered comments on the following:

- exploring dance groups for all bodies;
- focusing on what art should be in today's society, not historically, and with a global lens (truth to power, belonging, social impact, healing);
- opportunities for "ReconciliAction";
- art creates conversations linking social connection;
- exploring where art is showcased to bring people together; and
- organizing neighbourhood art walks, exhibitions, performances tied to local cultural groups.

6.2 YWCA Municipal Shift Equity Training Session

YWCA Representatives provided a presentation titled Equity 101", as presented in the on-table package.

The Committee was referred to the YWCA "Case Study: Building Equitable Communities GBA+ Community Planning in Burnaby, BC" and participated in an engaging exercise related to equity.

The Committee participated in various interactive activities related to equity, values, and spheres of control, with some members sharing their responses.

The Committee was informed about the YWCA's Rhythms of Resilience: Voices of Warrior Women scheduled for September 25, 2025, from 4:30pm – 8pm at the Japanese Hall, 487 Alexander Street, Vancouver.

7. Information

7.1 Staff Updates

The Committee expressed concerns about outstanding items on the Committee's Work Plan and the need for clarity on the Committee's direction going forward.

Chair Lubik requested staff report back at the next meeting on the status of Work Plan items.

In response to questions, staff informed the Committee:

- the YWCA is providing training for Council and staff to ensure principles are being integrated into everyday work; and
- September 30, 2025, Truth & Reconclitation Day blanket exercise in partnership with Tsleil-Waututh Nation from 1:00-3:30pm at the Old Mill Boathouse. Registration information has been sent to committee members.

8. Adjournment

The Chair adjourned the meeting at 9:02pm.



Councillor A. Lubik, Chair



J. Knaupp, Legislative Services Coordinator

Port Moody Public Library

Minutes

Regular Meeting - Port Moody Public Library Board

Thursday, September 18, 2025
7:00 p.m.
Brovold Room

Minutes of the Regular Meeting of the Port Moody Public Library Board held on Thursday, September 18, 2025 in the Brovold Room.

Present

Daphne Herberts (Chair)
Samantha Agtarap (Council Representative) – arrived at 7:07
Lino Coria
Kasturi Ghosh - via Zoom – arrived at 7:10
Stephanie Lam
Brenda Seraphim
Debbie Shaw
Valerie Simons

Regrets

Jeff Summers

In Attendance

Marc Saunders, Library Director
Heather Hadley, Deputy Director
Ilene Cadette, Administrative Assistant

1. Call to Order

The Chair called the meeting to order at 7:03 p.m.

2. Approval of Agenda

Moved by B. Seraphim and seconded

THAT the September 18, 2025 Library Board meeting agenda be approved.

Carried

3. Consent Agenda

Moved by S. Lam and seconded

THAT all items on the consent agenda be approved or received for information as noted.

3.1 Minutes of regular Library Board meeting of July 17, 2025 (for approval)
3.2 Media Coverage (for information)
3.3 Library Activity Overview (for information)
3.4 Revenue and Expense Report to August 31, 2025 (for information)

3.5 Correspondence
- InterLINK letter re 2025 funding
- InterLINK acknowledgement letter
- Thank you letter to Minister for Provincial Grants
- Reply from Minister

Carried

4. New Business

Director's Report

4.1 Library Director's Report

The Director's report was received for information.

Enhancement Grant

4.2 Enhancement Grant Update – September 2025

The Enhancement Grant update was received for information.

2026 Holiday Closure Schedule

4.3 Library Holiday Closure Schedule

Moved by V. Simons and seconded

THAT the proposed 2026 Holiday Closure Schedule be approved.

Carried

Built-Environment Accessibility Audit

4.4 Built-Environment Accessibility Audit

This report was received for information and discussed.

5. Reports from Board Committees/Representatives

Board Chair

5.1 Update from Library Board Chair
- Thank you to the Trustees who attended the Council Meeting on September 2, 2025.
- The Board Open House on September 15, 2025 went well. Deadline to apply is October 3.
- The White Pines Gala is next Wednesday, September 24, trustees are encouraged to attend if possible.
- The budget presentation to Council will be on October 17.
- Trustees are also asked to attend the Council meeting on October 28, 2025.

Policy Review Committee

5.2 Policy Review Committee

Moved by D. Shaw and seconded

E5 – Police Information Checks

THAT the Library Board approve the revised *Police Information Check* policy previously known as the *Criminal Records Check* policy.

Carried

Fund Development Committee

5.3 Fund Development Committee

The next meeting will be held on September 25 at 8 a.m.

InterLINK

5.4 Public Library InterLINK

The next meeting is October 7 with a Governance and Planning meeting being held on October 15.

Arts, Culture & Heritage Committee

5.5 Arts, Culture & Heritage Committee

- This committee has devised a plan of action to implement some of the ideas.
- Will be seeking public input on the question: What is City of Arts?
- An Indigenous Blanket Ceremony will be held on September 30. Sign up on the City's website to attend.
- The City's Banner Program is active.

BCLTA

5.6 BC Library Trustees Association

All are encouraged to sign up for the October 14 workshop on Advocacy Fundamentals.

6. Roundtable

A brief roundtable was held.

7. In-Camera

The meeting moved in-camera at 7:55 p.m.

8. Adjournment

The regular meeting of the library board adjourned at 7:50 p.m.

metrovancouver

BOARD IN BRIEF

4515 Central Blvd, Burnaby, BC V5H 4J5 | 604-432-6200 | metrovancouver.org

For Metro Vancouver meetings on Friday, October 3, 2025
Please note these are not the official minutes. Board in Brief is an informal summary. Material relating to any of the following items is available on request from Metro Vancouver. For more information, please contact: media@metrovancouver.org.

Metro Vancouver Regional District

E1.1 Global Promotion at Web Summit Vancouver 2026 and 2027 — APPROVED

Web Summit Vancouver 2025 attracted 15,727 attendees from over 100 countries, profiling 1,108 startups and attracting 550+ global media professionals. Invest Vancouver secured a regional presence through the Naturally Innovative Alliance, a government consortium promoting the BC tech ecosystem and driving investment, trade, and job growth.

Through this consortium, Invest Vancouver showcased groundbreaking innovation in applied AI, cleantech, life sciences, and creative tech to global investors. Highlights included sector-specific investor tours and a 200-person investment reception held within the City of Surrey and led by Invest Vancouver. Invest Vancouver collaborated to expand brand and marketing reach and engagements with investors. Over the course of the event, Invest Vancouver conducted over 100 investor meetings, generating a significant number of international leads.

The Province of BC, PacifiCan, City of Vancouver, Innovate BC and Destination Vancouver have committed $17 million for the conference over three years. Invest Vancouver's budget contribution of $150,000 for each year of 2026 and 2027 will complement their investment and secure a regional presence at Web Summit Vancouver. Thus far, Invest Vancouver has contributed $300,000 for Web Summit activation ($150,000 for 2024 and $150,000 for 2025).

The Board directed staff to budget for securing a regional presence at the Web Summit Vancouver through the Naturally Innovative Alliance for 2026 and 2027.

E1.2 Agri-Foodtech Report — RECEIVED

Invest Vancouver has completed research on the Metro Vancouver region's emerging agri-foodtech hub. The *Agri-Foodtech Industry Analysis* report describes the region's value proposition for firms developing solutions to boost efficiency, resilience, and sustainability in food production and processing. These firms benefit from proximity to agricultural producers – both those in the region and the adjacent Fraser Valley – and access to the province's food and beverage processing industry, which is concentrated in the region. They also benefit from the region's rapidly growing tech sector and are supported by the BC Centre for Agritech Innovation at Simon Fraser University in Surrey and the Food and Beverage Innovation Centre at the University of British Columbia. With a culturally diverse population to serve as a test market and connections to global markets, the region is well positioned to attract global investment and take advantage of opportunities in areas such as alternative proteins.

The Board received the report for information and directed staff to send the report to member jurisdictions, the Minister of Agriculture and Food, and the Minister of Jobs and Economic Growth.

4515 Central Blvd, Burnaby, BC V5H 4J5 | 604-432-6200 | metrovancouver.org

E1.3 Invest Vancouver 2025 Annual Plan Deliverables and KPI Mid-Year Update **RECEIVED**

This report provides a summary of results for Invest Vancouver's deliverables and key performance indicators as set out in the 2025 Annual Plan for the first and second quarters of 2025. The identified deliverables and related activities support Invest Vancouver's strategic priorities to attract world-class companies, strengthen key industries, increase regional resilience, and provide regional leadership.

Overall, from January 1 to June 30, 2025, Invest Vancouver is managing 151 active leads in its pipeline representing a value of $4.4 billion in potential investment over three years and 3,048 jobs. So far in 2025, four companies have landed in the region amounting to a value of $68 million in direct investment over the next three years and 120 high-quality jobs. Invest Vancouver has also secured $812,925 in grant funding to support investment attraction strategies, representing a revenue source of 19 per cent of Invest Vancouver's 2025 fiscal budget.

The Board received the report for information and directed staff to send the report to member jurisdictions.

E1.4 Investment Attraction Update Q1-Q2 2025 **RECEIVED**

Despite increasing global economic instability, tariffs, slowing GDP growth, and tightening capital markets, Invest Vancouver continues to attract international investment and promote the Metro Vancouver region to a global audience. As of Q2 2025, Invest Vancouver is managing 151 active investment leads, representing $4.4 billion in potential direct investment over three years and over 3,000 projected jobs. Four companies landed in the region in the first two quarters of 2025, contributing $68.2 million direct investment over three years and 120 high-quality jobs.

Through global events hosted in the region such as Web Summit Vancouver and targeted outbound missions, Invest Vancouver added 63 new leads in Q2, representing $770 million in potential direct investment over three years and 862 projected jobs. In support of business expansion, Invest Vancouver also supported six firms as a designated referral partner for federal immigration programs as of Q2.

In coordination with multiple orders of government, Invest Vancouver has also increased its efforts to support local expansion and attract capital investment in the Metro Vancouver region given the positive impact this has on employment and prosperity. At Web Summit Vancouver, Invest Vancouver staff held over 100 investor meetings, including approximately 20 with venture capital and corporate venture capital firms. From those meetings it is clear there is value in targeted actions to support growth-stage capital investment in the Metro Vancouver region.

The Board received the report for information and directed staff to send the report to member jurisdictions.

4515 Central Blvd, Burnaby, BC V5H 4J5 | 604-432-6200 | metrovancouver.org

E1.5 2025 Future Skills Centre Award to Launch Invest Talent **RECEIVED**

The Metro Vancouver region faces talent shortages in key sectors such as technology, clean tech, and life sciences, posing barriers to innovation and growth. Invest Vancouver secured $480,000 from the Future Skills Centre, funded through the Government of Canada's Future Skills Program to pilot Invest Talent, an industry-driven initiative advancing inclusive workforce development. Originally set to run from April to September 2025, the project has since been extended to December 2025 to support the achievement of project outcomes. Ultimately, Invest Talent will engage 60 employers and 120 learners through two tested approaches: cross-sector (e.g., cybersecurity) and employer-specific applications.

The pilot is responsive, scalable, and equitable, building short-term learning pathways aligned with industry needs. An application to scale Invest Talent as a sustainable program is underway, proposing a hybrid public-private funding model. If successful, recommendations related to longer-term oversight and sustainability will be presented at a future date.

The Board received the report for information.

E2.1 Contribution Agreement - CTS Youth Society (2026-2028) **APPROVED**

The CTS Youth Society (CTS) is a non-profit society that aims to connect youth in Metro Vancouver with their natural environment, their community, and each other through life-changing outdoor experiences. CTS programs are designed and delivered for youth and by youth, providing free and accessible community education through environmental stewardship, leadership programs, and public service.

Metro Vancouver Regional District (MVRD) has a three-year Contribution Agreement with CTS Youth Society totaling $241,000 which will expire at the end of 2025. A new Contribution Agreement between MVRD and CTS Youth Society in or substantially in the form attached is proposed for the next three calendar years, commencing January 1, 2026, and ending December 31, 2028. This agreement includes annual contributions of $84,500 (2026), $86,500 (2027), and $88,500 (2028) for a total funding amount of $259,500. These amounts are similar to the previous agreement and have been adjusted for inflation.

The Board approved the contribution agreement.

E2.2 Natural Asset Management in Regional Parks – Campbell Valley Regional Park Pilot RECEIVED

The final phase of the Natural Asset Management in Regional Parks project was to undertake a pilot study to develop a natural asset management plan for one park - Campbell Valley Regional Park. This report provides a summary of the approach developed by the pilot study, and the results.

The Campbell Valley Regional Park natural asset management plan guides decision-making by integrating inventory assessment, condition evaluation, and risk analysis, developing measurable objectives to track progress, and identifying management strategies for the park. The plan determined that the current levels of effort are sufficient to sustain Campbell Valley's natural assets and mitigate risks to a reasonable degree. Advancing natural asset management is a key focus of continuous improvement within Regional Parks.

The pilot study approach can be applied to developing asset management plans for other regional parks, as time and resources allow.

The Board received the report for information.

E3.1 Housing and Transportation Cost Burden Study Update RECEIVED

This report updates Metro Vancouver's Housing and Transportation ("H+T") Cost Burden Study, analyzing how combined housing and transportation expenses affect household affordability across the region. Combined household H+T costs average $41,000 per year, with wide variation in costs between jurisdictions and in the ratios of housing costs to transportation costs.

Key findings include:

- Transportation costs can rival, and sometimes exceed, housing costs;
- Centres and Corridors, especially those along the SkyTrain network, consistently demonstrate lower combined costs;
- Rental tenure greatly scales the affordability benefits of SkyTrain; and
- Population density alone does not materially affect H+T affordability.

The findings suggest that location and tenure matter; Small-Scale Multi-Unit Housing, for example, is unlikely to contribute to affordability if it does not offer transit proximity, rental tenure, and convenient access to jobs and services. Transit-Oriented Areas around SkyTrain, on the other hand, could enable greater levels of affordability if the housing is purpose-built rental.

These insights support policies that promote transit-oriented development (particularly affordable rental housing), strategic housing growth in affordable areas, investment in improved public transit and job creation in transit-accessible locations, all of which can improve regional affordability and guide future growth management.

The Board received the report for information and requested that the Board Chair send the report to member jurisdictions, TransLink, the BC Minister of Housing and Municipal Affairs, and the Federal Minister of Housing and Infrastructure.

E3.2 Population Projections Update Cover Report **RECEIVED**

Metro Vancouver's average annual net population growth projection has been revised from 50,000 to approximately 42,500 residents per year, reflecting the impact of recent federal policy changes affecting immigration and non-permanent residents. These shifts have introduced increased volatility in population projections, causing both upward and downward swings in regional growth estimates over the past few years. Between 2025 and 2027, growth is expected to temporarily slow due to reduced immigration targets and fewer non-permanent residents, with a modest dip anticipated in 2026 before returning to more stable growth. Until federal policies stabilize, projections will remain more volatile and subject to change. Under the Medium Growth Scenario, Metro Vancouver's population is expected to reach 4 million by 2047 and 4.2 million by 2051.

Metro Vancouver updates population projections for the region annually to support long-range planning for housing, infrastructure, utilities, and transit. These projections are developed in collaboration with member jurisdictions and regional agencies, using the latest demographic data, economic indicators, and government policy inputs. The projections inform capital planning across Metro Vancouver's utilities and guide coordinated regional growth strategies.

The Board received the report for information and requested the Board Chair to send the report to member jurisdictions.

E3.3 Housing 2050: Affordable Housing Gap Analysis **RECEIVED**

There has been a significant increase in support for affordable housing in recent years, however, the scale of the current and projected need for non-market housing in the region far exceeds these efforts. Over the past five years, between 12,500 and 19,500 affordable rental housing units have been initiated across the region through a combination of federal, provincial, and local government programs, including approximately $1.2 billion in contributions from regular federal and provincial funding programs, and significant support from local governments through planning tools, incentives, and land contributions.

The Affordable Housing Gap Analysis identifies a need for between 29,250 and 54,500 affordable rental units over the next five years, requiring a $10.1 billion to $19.3 billion investment, inclusive of all government tools, to both address current underhoused need and to repair historic underinvestment in the sector. While this scale of investment is unattainable in the short term, all efforts to build on recent progress towards closing the gap are critical and will yield meaningful improvements in housing outcomes and community well-being. Taking steps to address this gap requires coordinated action across all orders of government. The primary responsibility for funding rests with senior governments whose sustained and scaled investment is essential to meeting the region's affordable housing needs. And, local governments play a critical enabling role by implementing land use policies, streamlining development approvals, and offering financial and regulatory incentives that improve project viability.

The Board received the report for information and requested that the Board Chair send the report to member jurisdictions, the BC Minister of Housing and Municipal Affairs, and the Federal Minister of Housing and Infrastructure.

E3.4 Metro 2050 – 2024 Annual Performance Monitoring Report **RECEIVED**

The 2024 Annual Performance Monitoring Report provides the annual update on the 29 key performance indicators established in *Metro 2050*, the regional growth strategy. These indicators track progress across a range of policy areas and offer a comprehensive view of how the region is advancing toward its long-term vision. The Metro 2050 Performance Monitoring Dashboard supports this report by offering detailed data, visualizations, and status updates for each measure.

It serves as a transparent and accessible tool for the Metro Vancouver Board, member jurisdictions, TransLink, regional agencies, and the public to monitor implementation, evaluate outcomes, and inform collective decision-making.

Highlights include:

- 41% of dwelling unit growth (2016–2021) occurred in Urban Centres (target is 40%);
- Area inside the Urban Containment Boundary reduced by 391 ha, primarily due to the removal of Lions Bay;
- Vehicle km travelled by auto drivers declined from 43.6M km/day (2017) to 41.4M km/day (2023);
- Walking trips increased from 14.2% to 18.2% of all trips (2017–2023);
- Only 2.3% of newly completed units (2018–2023) in growth areas were affordable rentals (target: 15% by 2050);
- Office space in Urban Centres remained stable at 55M sq ft, despite a regional decline in total office space; and
- Five amendments to *Metro 2050* were approved in 2024, reflecting ongoing implementation and refinement of the regional growth strategy.

The Board received the report for information and directed staff to forward the report to the Ministry of Municipal Affairs and the Ministry of Citizen's Services.

E4.1 Supporting Board Effectiveness: Board Self-Evaluation Tool **APPROVED**

The Governance Committee is positioned to support the Board in developing an annual Board performance self-evaluation to increase Board effectiveness, as recommended by Deloitte Canada in the Metro Vancouver Board Governance Review. It is recommended that Board hire an independent facilitator to undertake an annual process of interviews with targeted performance questions to evaluations and to report the findings to the Board to help clarify expectations, encourage reflection on responsibilities, and promote accountability.

At the September 12, 2025 Governance Committee meeting, members suggested that the recommendation in the report did not provide the flexibility needed and that a hybrid model for Board self-evaluation, incorporating both individual interviews and surveys, may be more appropriate. The Governance Committee passed an amended motion without prescribing the inclusion of individual interviews.

The Board endorsed initiating an annual Board self-evaluation process by an external facilitator starting in 2026.

E4.2 Prioritization of Deloitte's Metro Vancouver Board Governance Review Recommendations **APPROVED**

To maintain high standards of governance, the Governance Committee supports the MVRD Board by ensuring that all governance priorities, policies, and frameworks are compliant and aligned with Metro Vancouver's strategic objectives. At the inaugural Governance Committee meeting on July 16, 2025, the Committee considered its workplan for 2025 and 2026, and requested that all 49 recommendations from the Metro Vancouver Board Governance Review be provided for discussion and prioritization at the September 2025 Governance Committee meeting. In response, the recommendations are attached to this report noting for each recommendation whether it is completed, underway, or a short-, medium- or long-term opportunity or legislative change, whether it is currently in the Governance Committee's workplan, and whether it is in the purview of the Governance Committee. The attachment is meant to support the Committee's discussion on additional Work Plan priorities.

At its meeting on September 12, 2025, the Governance Committee discussed the recommendations and identified the following priorities:

- Review the size and structure of the Board (#2)
- 17 - Review bylaws, policies and procedures to ensure they are current and appropriate, and simplify them for ease of use, understanding and adoption
- 22 - Define & document decision-making processes to improve efficiency & manage conflict
- 26 - Review Board materials to streamline information in a way that enhances the ability of directors to better read, understand and govern.
- 27 - Consider supporting more complex or controversial decisions with staff presentations at the Board with options considered, implications and risks.
- 29 - Board reports to include multiple options for the Board to consider, where practical.
- 30 - Leverage Metro Vancouver staff as the key source of information.
- 31 - Ensure, for large complex and capital-intensive projects, that management continue to provide regular updates to the Board as the project progresses.

The Board added the proposed priorities to the Governance Committee's 2026 and 2027 work plan.

E4.3 Committee Chair Remuneration **APPROVED**

The *Metro Vancouver Regional District Remuneration Bylaw No. 1425, 2025* establishes a structure consisting of a standard meeting fee and a fixed monthly stipend for Committee Chairs. Committee Chairs currently receive a monthly payment equivalent to 0.5% of the Board Chair's annual salary for meetings and other routine committee business, in addition to the Board and committee members' payments of 0.5% of the Board Chair's annual salary for each meeting attended. This framework was designed to provide consistent compensation while acknowledging the time and expertise contributed, in line with other comparative organizations.

Recommendation #40 of the Metro Vancouver Board Governance Review report suggests that the "Board should consider replacing the monthly retainer for Committee Chairs with a double meeting fee for any committee meetings held. This would eliminate payment for committee meetings that do not occur, but still provide Chairs with a preparation and attendance meeting stipend for meetings held." At the May 23, 2025 Board meeting, this recommendation was referred to the Governance Committee for consideration. The amendment would result in minor cost savings.

The Board directed staff to bring forward a bylaw to amend the remuneration bylaw to replace the committee chair monthly stipend with a per-meeting stipend.

E5.1 Climate 2050 Progress Report 2025 **RECEIVED**

Despite regional economic and affordability challenges, Metro Vancouver and its member jurisdictions continue to successfully implement climate policy and initiatives. The Climate 2050 Progress Report highlights a range of impactful projects, such as the implementation of EV-ready bylaws in 15 member jurisdictions, a collaborative project with Vancouver Coastal Health to create a Local Government Policy Toolkit for Thermal Safety in Apartment Buildings, and municipal incentives for homeowners to make clean energy upgrades.

As of 2023, regional greenhouse gas (GHG) emissions were still above 2010 levels, but year over year emissions decreased across several sectors, including personal transportation (due to the uptake of EVs and more active transportation use) and waste management. Per capita emissions have decreased by 16% from 2010. Underlying key performance indicators also signal a potential downward trend in emissions over the next few years. Continued implementation of existing climate policies and additional targeted policies, programs and investments can support progress while improving health, affordability, and economic growth in the region.

The Board received the report for information and directed staff to bring *Climate 2025* back to the Board for review and revision.

E5.2 Corporate Climate and Energy Performance Report **RECEIVED**

Metro Vancouver is on track to meet its 2030 target of reducing corporate energy-related greenhouse gas (GHG) emissions by 45% below 2010 levels. In 2024, Metro Vancouver emitted 24,888 tonnes of carbon dioxide equivalent (CO2e), a 7% reduction from the 2010 baseline, while also decreasing energy purchased and GHG emissions per capita by 2% and 3% respectively from 2023. These improvements were largely driven by increased self-generated renewable energy and the transition to renewable fuels in operations. Metro Vancouver is also implementing projects to proactively manage climate risk, which helps to ensure that infrastructure and facilities remain strong and viable into the future.

At its September 12, 2025 meeting, the Air Quality and Climate Committee considered the report titled "Corporate Climate and Energy Performance Report", dated August 28, 2025. Subsequent to the Air Quality and Climate Committee meeting, staff notified the Committee that the population growth values for 2023-2024 were recently updated and the per capita key performance indicators in the report and attachment would be revised before the report came to Board to reflect this update. Additional information was also added to the Solid Waste Services section of the report.

The Board received the report for information.

E6.1 Recommended Updates to Metro Vancouver Development Cost Charge Categories and Definitions **APPROVED**

Metro Vancouver is reviewing its Development Cost Charge (DCC) program through a series of coordinated projects. As an initial step, a report was presented to the Finance Committee and the MVRD Board in June 2025, outlining best practices, proposed updates to DCC categories and definitions, and a framework for engagement. Throughout July, Metro Vancouver engaged member jurisdictions, industry representatives, and the public. Overall feedback was generally supportive of proposed updates, and specific comments were used to help refine definitions and develop resources to support implementation.

This report summarizes feedback received and presents draft definitions and recommendations for Board review and approval. If the Boards approve the revised categories and definitions, they will be integrated into the planned 2027 DCC Program update, alongside updated population projections and capital plans, to inform new rate structures effective in 2028.

The Board approved the recommended updates to Development Cost Charge categories and definitions.

E6.2 2026 Schedule of Board Meetings **RECEIVED**

The 2026 schedule of board meetings has been prepared in accordance with the provisions of the *MVRD Procedure Bylaw No. 1368, 2023* (Procedure Bylaw). The schedule includes the date, time, and place for thirteen (13) board meetings, mostly to be held on Fridays at the end of most months, which will avoid conflicts with the standing committee schedule, municipal council meetings, and other conflicting events. Additional special board meetings may be scheduled if required. Meetings on the 2026 Schedule of Meetings will be conducted as in-person meetings or hybrid electronic meetings.

The Board received the report for information.

G1.1 Metro Vancouver Regional District Park Dedication Removal of Certain Land in Deas Island Regional Park Bylaw No. 1382, 2025 **APPROVED**

The Ministry of Transportation and Transit (MOTT), through the Transportation Investment Corporation (TI Corp), plans to replace the aging George Massey Tunnel with an eight-lane tunnel (the "Project"). To accommodate the Project, MOTT requires parts of the Deas Island Regional Park (the "Park") being approximately 1,846 square metres for permanent highway expansion (the "Highway Land") and approximately 42,791 square metres for temporary construction laydown and working space during construction of the Project (the "Lease Land", and collectively with the Highway Land the "Park Dedication Removal Lands"). Following the completion of the Project, the Lease Lands will be restored at the cost of MOTT, and rededicated. The Park Dedication Removal Lands are shown on the map in Attachment 2 of the report.

To dispose of the Park Dedication Removal Lands, Metro Vancouver Regional District (MVRD) must first remove park dedication from these lands. Park dedication removal can be achieved by way of the bylaw set out in Attachment 1 of the report. The adoption of the Bylaw requires approval of the electors, which can be obtained by means of an alternative approval process. After the park dedication has been removed, the lands can be disposed of in accordance with the Real Estate Authority Policy.

The Board gave three readings to *Metro Vancouver Regional District Park Dedication Removal of Certain Land in Deas Island Regional Park Bylaw No. 1382, 2025* and directed staff to undertake an alternative approval process to obtain elector approval for the bylaw.

I 1 Committee Information Items and Delegation Summaries

The Board received information items and delegation summaries from standing committees as follows.

Regional Parks Committee – September 10, 2025

Information Items:

E3 Natural Resource Management Restoration Program Update
In 2025, 42 restoration projects are planned across the regional parks system. These planned restoration projects include stream daylighting and maintaining wetland habitats, removal of invasive species, improving forest resilience, improving habitat diversity, restoring disturbed areas, buffer plantings, creating wildflower meadows, as well as restoring forested and riparian areas. This report highlights selected projects for 2025. This work improves the health of regional parks ecosystems contributing to improved regional resilience and provides opportunities for residents to engage in environmental stewardship, deepening their connection with nature.

Regional Planning Committee – September 11, 2025

Information Items:

E4 Housing 2050 Engagement Update
This report provides an update on the engagement for Housing 2050 from January to August 2025. Engagement was focused on individuals and organizations directly involved in non-market housing policy, planning, and delivery, including municipalities, First Nations, senior governments, housing providers, and sectoral organizations. Engagement included 16 facilitated meetings, one workshop, and an online questionnaire with 79 participants. Over 750 comments were received. Participants shared insights on regional priorities, opportunities for alignment, and strategies to advance affordable housing outcomes.

Key themes included:
- Advocacy and funding: Calls for increased senior government investment, flexible financing, and access to land and supports;
- Collaboration and coordination: Emphasis on cross-sector partnerships and regional alignment;
- Policy and implementation: Input on optimizing delivery, protecting tenants, and addressing homelessness;
- Data and engagement: Interest in shared research tools and ongoing, responsive engagement; and
- First Nations priorities: Desire for continued dialogue and stronger relationships around housing policy.

This input will be used in developing potential policy alternatives and advocacy strategies that will be presented to engagement audiences at the next stage.

Governance Committee – September 12, 2025

Information Items:

E1 2026 Board Calendar: Annual Flow of Information to the Boards
The Governance Committee requested that the development of a Board Calendar be part of the committee's 2025 Work Plan. The draft 2026 Board Calendar is being shared with the Governance Committee for input and consideration. Once finalized, it will be provided to the Boards for information at a future meeting. The intent is to offer the MVRD, MVHC, GVWD, and GVS&DD Boards (the Boards) a calendar that identifies expected regular reporting cycles through the year for efficient tracking and clarity. This is best practice for many boards. The calendar includes financial reporting such as the annual budget process, audit, and capital program reviews, in addition to reporting on the capital program, utilities, communication / intergovernment relations and management plans. The draft 2026 Board Calendar reflects a structured cadence with an outline of the flow of information and engagement that the Boards can expect. As recommendations in the report dated May 20, 2025 from Deloitte Canada are implemented, the calendar will evolve to incorporate additional items, such as the annual use of a Board Self-Evaluation Tool.

metrovancouver BOARD IN BRIEF

4515 Central Blvd, Burnaby, BC V5H 4J5 | 604-432-6200 | metrovancouver.org

Greater Vancouver Water District

E1.1 Recommended Updates to Metro Vancouver Development Cost Charge Categories and Definitions **APPROVED**

Metro Vancouver is reviewing its Development Cost Charge (DCC) program through a series of coordinated projects. As an initial step, a report was presented to the Finance Committee and the MVRD Board in June 2025, outlining best practices, proposed updates to DCC categories and definitions, and a framework for engagement. Throughout July, Metro Vancouver engaged member jurisdictions, industry representatives, and the public. Overall feedback was generally supportive of proposed updates, and specific comments were used to help refine definitions and develop resources to support implementation.

This report summarizes feedback received and presents draft definitions and recommendations for Board review and approval. If the Boards approve the revised categories and definitions, they will be integrated into the planned 2027 DCC Program update, alongside updated population projections and capital plans, to inform new rate structures effective in 2028.

The Board approved the recommended updates to Development Cost Charge categories and definitions.

I 1 Committee Information Items and Delegation Summaries

The Board received information items and delegation summaries from standing committees as follows.

Water Committee – September 17, 2025

Information Items:

E1 Current Water Use Metrics and Status of Metering in the Region
With the ongoing significant increase in population forecasted, combined with the impacts of climate change on water supply and amount of rainfall in summer months, the demand for drinking water will increase.

Understanding current and historical water use patterns in the Metro Vancouver region informs effective infrastructure planning, policy development and strategic planning such as the update to the Drinking Water Management Plan (DWMP). Metro Vancouver's water use metrics demonstrate a high total per capita water and residential water consumption together with a relatively low level of universal metering. Unmetered water use (residential unmetered and leakage) accounts for over half the water delivered to the region. Water metering is an effective way of identifying leakage both on the system and on the private side. Proposed strategies in the DWMP update focus on advancing residential water metering to enable accurate, data-driven decision making, address leakage and support reductions in per capita residential water demand.

E2 GVWD Electrical Energy Use, Generation, and Management
The GVWD Electrical Energy Use, Generation, and Management report outlines electrical usage by the water utility, as well as energy generation and energy management projects. A total of $274,000 in cost savings was achieved in 2024; $238,000 by generating electrical energy at four facilities and approximately $36,000 in savings from energy management projects. Overall, of the

total emissions reduced at Metro Vancouver since 2010, 21 per cent of the total reduction is attributed to efforts and implementation within GVWD. Since 2015, a total of 2.6 Gigawatt-hour (GWh) in cumulative electrical energy savings resulted from energy management projects completed by GVWD.

E3 Palisade Lake – Outlet Works Rehabilitation
GVWD's Palisade Lake Facility was built in 1926 and is a critical component of Metro Vancouver's water supply. Following one of the regular inspections in 2021, some components within the facility were identified as nearing the end of their expected service life and the facility required rehabilitation and upgrades to meet current and future operational needs and new seismic design criteria.

Due to the criticality of the water reserves in Palisade Lake, the remote location and limited available work window the Palisade Lake Outlet Works Rehabilitation Project was split into two phases. Phase 1 of the project included undertaking urgent repairs to extend the service life of the facility. This work was completed in 2025 using an innovative approach that limited the loss of the water reserves in Palisade Lake and enhanced worker safety. Phase 2 of the project, which includes seismic upgrades, is planned to commence in mid-2030s and is strategically timed to be implemented following completion of the Coquitlam Lake Water Supply Project.

Greater Vancouver Sewerage and Drainage District

E1.1 Updated Extended Producer Responsibility Five-Year Action Plan **APPROVED**

British Columbia is a leader in extended producer responsibility, and the Province's *Advancing Recycling in B.C. Extended Producer Responsibility Five-Year Action Plan 2021-2026*, identified priority product categories for addition to the program including automotive products, compressed canisters, additional battery categories, medical sharps used at home, and mattresses and foundations. In July 2025, Metro Vancouver was advised that due to consumer affordability challenges, the Ministry of Environment and Parks are not recommending inclusion of mattresses and foundations in the program at this time, but that the other product categories are expected to be added as originally proposed.

If mattresses and foundations are not added to the extended producer responsibility program, municipalities and users of the regional solid waste system will continue to subsidize management of the mattresses and foundations. As part of the 2026 budget, phased increases in the fee charged for mattress and foundations at regional solid waste facilities will be recommended, starting with an increase from $15 to $20 per unit for January 2026.

This report recommends the Board Chair write to the Minister of Environment and Parks reiterating the importance of including mattresses and foundations in the extended producer responsibility program.

The Board authorized the Chair to send a letter to the Minister of Environment and Parks highlighting the benefits that will be achieved through the inclusion of new products in the extended producer responsibility program,

E2.1 Additional Information on Alternative Approach to Deliver the Iona Island Wastewater Treatment Plant Upgrade Projects **APPROVED**

Metro Vancouver is required to upgrade the Iona Island Wastewater Treatment Plant to meet federal and provincial regulatory requirements, which require a minimum of secondary level treatment.

In March 2022, the GVS&DD Board approved the Project Definition Report (PDR) for the Iona Island Wastewater Treatment Plant Upgrade Projects (Iona Projects) with an estimated cost of $9.9 billion and a target of meeting secondary compliance by 2035. Within the PDR, the approach was to build an entirely new treatment plant and complementary environmental projects in a condensed timeline. That anticipated completion date would now be approximately 2040 due to market and population changes, negotiating federal funds, and review of alternate options to deliver the Iona Projects. In July 2024, the contract for preliminary design work was awarded to Fraser Delta Group. A key scope of work for the designer was to explore the phasing options of the Iona Projects components while prioritizing secondary treatment and assessing delivery strategies, cost sustainability, and associated risks.

The resulting recommended approach reflects updated project design information and assessment of market capacity. With the approach recommended in this report, the majority of secondary treatment would be delivered by 2039 with a cost estimate of $6 billion. This would be done by rehabilitating the existing plant and reprioritizing other components not essential for secondary treatment. This approach changes the sequence of the components outlined in the PDR to deliver secondary treatment earlier. Other components would be delivered as future projects. This allows all components to be delivered over time, with the flexibility to adapt to changing environmental conditions, funding availability, population projections, regulatory requirements, and addresses concerns regarding annual costs for ratepayers in the short-term. However, delivery of all components outlined in the PDR will cost more over a longer time frame.

The proposed approach will allow Metro Vancouver to meet all regulatory requirements from the federal government and the majority of requirements set out in the provincial regulations by 2039. The provincial regulations have an additional requirement above what is required by the federal regulations related to the quantity of treated effluent. Metro Vancouver will be able to achieve a portion of this requirement with the recommended approach and the opportunity to request that the Province align provincial wastewater effluent regulations with federal wastewater effluent regulations.

A key risk of this approach is that the Province may not accept aligning with federal regulations and delays will be incurred with associated risks of regulatory non-compliance. Another risk in changing the sequence of delivery and deferring primary plant upgrades post-secondary treatment is increased operability risk of the primary plant in a seismic event.

Additional information requested by the GVS&DD Board at the Special GVS&DD meeting of July 24, 2025 is included in a cover report and its attachments.

The Board directed staff to undertake upgrades to the Iona Island Wastewater Treatment Plant with an approach that: prioritizes secondary treatment as quickly as possible; and changes the sequence of the components outlined in the 2022 Project Definition Report and defers other components. The Board also directed staff to request that the Province align provincial wastewater effluent regulations with federal wastewater effluent regulations.

E2.2 Liquid Waste Management Plan Phase 3 Engagement **RECEIVED**

During the third and final phase of engagement on the *Liquid Waste Management Plan* update, Metro Vancouver engaged councils of member jurisdictions and sought input from First Nations and the public to finalize a plan for submission to the provincial Minister of Environment and Parks. Member councils emphasized the importance of cost fairness, support for wet weather and rainwater management, and opportunities for Metro Vancouver to assist with plan implementation. First Nations expressed strong interest in having co-decision making authority on regional and municipal projects and plans, alongside a desire to see actions that result in measurable water quality improvements resulting in a return to shellfish harvesting. Comments received from the public focused on capital project cost increases, concerns about the impacts of increasing population and urban growth on the region's wastewater infrastructure, and support for enhanced rainwater management and expanded green infrastructure. Broadly, engagement results show support for the plan's focus on conservation and reduction of system demands at the source. Nearly 1,000 comments received through all phases of plan engagement have been considered or incorporated into the plan, with effort to strike a balance between financial sustainability, environmental management, and First Nations' priorities.

The Board received this report for information.

E3.1 Recommended Updates to Metro Vancouver Development Cost Charge Categories and Definitions **APPROVED**

Metro Vancouver is reviewing its Development Cost Charge (DCC) program through a series of coordinated projects. As an initial step, a report was presented to the Finance Committee and the MVRD Board in June 2025, outlining best practices, proposed updates to DCC categories and definitions, and a framework for engagement. Throughout July, Metro Vancouver engaged member jurisdictions, industry representatives, and the public. Overall feedback was generally supportive of proposed updates, and specific comments were used to help refine definitions and develop resources to support implementation.

This report summarizes feedback received and presents draft definitions and recommendations for Board review and approval. If the Boards approve the revised categories and definitions, they will be integrated into the planned 2027 DCC Program update, alongside updated population projections and capital plans, to inform new rate structures effective in 2028.

The Board endorsed the recommended updates to Development Cost Charge categories and definitions.

I 1 Committee Information Items and Delegation Summaries

The Board received information items from standing committees.

Zero Waste Committee – October 3, 2024

Information Items:

E1 Multi-Family Residential Waste Reduction Initiatives Update
A summary of multi-family recycling Metro Vancouver and member jurisdiction initiatives was provided to the Zero Waste Committee at its January 9, 2025, meeting. Zero Waste Committee members had several questions related to the report. This report provides additional information with respect to multi-family recycling specifically comparing disposal quantities for multi-family and single-family sources, providing examples of tenant engagement programs, multi-lingual resources, building design and operations, and innovative programs and technologies within the Metro Vancouver region and other jurisdictions. Multi-family home residents have lower recycling rates and higher per capita disposal rates than single family home residents. This data reflects that organic recycling systems are more convenient for single-family home residents, and single-family homes generate large quantities of yard trimmings that increase recycling rates. Engagement with multi-family building managers and tenants, culturally relevant education, contamination detection technology and updated building design requirements are among the many action options being considered in the updated solid waste management plan to close this performance gap.

E2 Waste-to-Energy Facility District Energy System Project Update
The Waste-to-Energy Facility District Energy System will provide heat and hot water for up to 50,000 homes and reduce greenhouse gas emissions by up to 70,000 tonnes per year. Agreements are now in place with River District Energy and the City of Burnaby for the sale of heat from the District Energy system. A street access agreement is now in place with the City of Burnaby, and a similar agreement is being finalized with the City of Vancouver.

Project procurement initiatives have begun with a contract awarded for the preloading of the energy centre site with work expected to begin in coming weeks. Completion of the construction of the infrastructure to provide heat to River District is expected in mid-2028.

The expected cost of the district energy system is within the approved funding allocation of $217 million, with the cost-recovered over the life of the infrastructure through energy sales. The $2.5 million funding from the Federal Low Carbon Economy Fund will assist with the project's debt financing needs ultimately lowering the cost of energy to the City of Burnaby and River District energy utilities.

E3 Waste-to-Energy Facility 2024 Financial Update
This report provides the annual financial update for the Metro Vancouver Waste-to-Energy Facility. The facility continues to be an environmentally sound, cost-effective disposal option. In 2024 the Waste-to-Energy Facility processed 243,168 tonnes of municipal solid waste at an overall net unit cost of $99 per tonne for operation, maintenance and debt service. Waste-to-Energy Facility electrical revenues in 2024 continued to be impacted by the 2023 generator failure because the generator was not back in service until July 2024. Insurance claims related to the generator failure were resolved in 2024 with the insurance recoveries roughly balancing out the combination of the cost of the generator repair plus lost electrical revenue.

Waste-to-Energy Facility unit costs are consistent with the cost of managing waste at the Vancouver Landfill and roughly half the cost of managing waste through Metro Vancouver's contingency disposal contracts. Waste-to-Energy Facility costs are funded through garbage tipping fees paid by all solid waste system users.

E4 Programs and Policies for Waste Reduction at Public Events
At its April 3, 2025 meeting, the Zero Waste Committee requested information on the work of Metro Vancouver and member jurisdictions to reduce waste at community public events. This report is a summary of Metro Vancouver initiatives, member jurisdiction programs and policies, and emerging trends across Canada that support event organizers in waste prevention and recycling. Metro Vancouver and member jurisdictions support waste reduction at events through a variety of programs, policies and resources, including event planning guidance and support, setting recycling requirements as part of municipal permitting, and supplying zero waste stations and vendor education. Further support for waste reduction at events includes a move towards reusable cups and containers at event venues, and additional actions are being considered as part of an updated solid waste management plan.

E6 2025 Textiles Waste Reduction Campaign Results
The 2025 "Repair and Re-Wear" campaign ran from March 24 to May 18, 2025. The objective was to reduce textiles waste by encouraging people to do small, easy repairs to their clothing so that they last longer. The new creative platform, "Repair and Re-Wear," harnessed the feeling of pride felt from bringing clothes back to life. It ran across the region through paid media placements. The campaign performed strongly, with 22.4 million impressions, 3.7 million video views, and over 22,000 website visits. Compared to the previous version, the updated campaign received a 650% higher volume of click throughs on Facebook/Instagram and website sessions more than doubled.

E7 Single-Use Item Waste Composition Results
Since 2018, the quantity of single-use items disposed in Metro Vancouver including bags, cups, straws, utensils and takeout containers, has been estimated using waste composition studies. Data from 2024 indicated:

- A measured significant increase in single-use items disposal in 2024 compared to 2023 and
- a probable upward trend in single-use item disposal since 2020
- A shift from plastic bags to paper
- Emergence of a new single-use item category - molded fiber utensils
- A decrease in foam takeout containers

In 2024, overall single use items made up approximately 3.0 per cent of the total waste stream compared to 2.1 per cent in 2023. Given the small overall portion of the waste stream, there is more potential for data collection anomalies to significantly affect the relative quantities. On this basis, it will be important to understand to what extent the 2024 data is representative of the overall portion of single use items in the waste stream, by comparing to data from 2025 and subsequent years. Despite various actions to reduce single use items, it is reasonable to expect single use items are increasing in the waste stream given the increased use of food delivery services.

Released from the October 14, 2025, Closed Council meeting

Summary of Council Deliberations Related to Supportive Housing

- In 2019, at Port Moody Council's direction, City staff began exploration of potential locations for shelter, modular, supportive or low-income housing and related discussions with BC Housing.
- In early 2020, following review of potential viable sites for low-income housing, the City-owned property at 3051 St Johns Street, adjacent to the Public Safety Building, was identified by Council for further study.
- Further discussion with BC Housing focused on both Community Housing and Supportive Housing models at a broader level.
- In September 2020, a Memorandum of Understanding (MOU) with BC Housing was initiated for the development of a supportive housing project at 3051 St. Johns Street. This MOU, which sets out the basic terms and conditions upon which BC Housing and the City intend to proceed with discussions and negotiations for the construction and operation of the development of supportive housing at this location, was ratified by BC Housing and the City in June 2021.
- Following ratification of the MOU, staff from BC Housing and the City continued to work together and in September 2022 BC Housing initiated a site feasibility assessment for a supportive housing development on the vacant land adjacent to the Public Safety Building.
- On June 27, 2023, BC Housing presented to Council potential designs for a supportive housing building, including site layout and conceptual plans, as well as an outline for potential next steps in the development and community engagement process for the site chosen. City staff also shared with Council the estimated City costs to provide services to a supportive housing building up to the property line which ranged between $420,000 to $600,000. Feedback from the Port Moody Police Board, the Port Moody Police Department and the Port Moody Police Services Union related to future policing needs for the site were also discussed during the same meeting. Taking into account potential costs to the City, the importance of the site to accommodate future policing needs and limited surplus City-owned land, Council determined that a future supportive housing project at the site at 3051 St Johns Street would not be pursued further. At that same meeting, Council directed that alternative locations within the City should be pursued to provide supportive and very low income housing to serve the needs of unhoused or precariously housed Port Moody residents.

Released from the October 14, 2025, Closed Council meeting

- In June 2024, Council passed a resolution stating its support for supportive housing in Port Moody, though noted that there is limited surplus City-owned land. Council asked BC Housing to investigate the procurement of a site in Port Moody for this use, including consideration of provincially and federally owned lands in Port Moody.