

**COUNCIL-IN-COMMITTEE MEETING**  
**Monday, March 2, 2020**

A Regular Meeting of the Council-in-Committee convened on Monday, March 2, 2020 at 2:02 p.m. in the Council Committee Room of City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Mayor Richard Stewart (arrived at 2:02 p.m.)  
Councillor Craig Hodge  
Councillor Steve Kim  
Councillor Trish Mandewo  
Councillor Dennis Marsden  
Councillor Chris Wilson  
Councillor Bonita Zarrillo (arrived at 2:13 p.m.)

REGRETS: Councillor Brent Asmundson  
Councillor Teri Towner

OTHERS PRESENT: Polly J Krier, Coordinator, Tri-Cities Homelessness and Housing Task Group

STAFF: Peter Steblin, City Manager  
Raul Allueva, Deputy City Manager  
Jozsef Dioszeghy, General Manager Engineering and Public Works  
Michelle Hunt, General Manager Finance, Technology and Police Services  
Don Luymes, General Manager Civic Lands and Facilities  
Jim McIntyre, General Manager Planning and Development  
Donnie Rosa, General Manager Parks, Recreation and Culture Services  
Stephanie James, Director Legal and Bylaw Enforcement  
Andrew Merrill, Director Development Services  
Danny Bandiera, Manager Information and Communication Technology  
Genevieve Bucher, Manager Community Planning  
Dragana Mitic, Manager Transportation  
Tiana Solares, Manager Policy and Business Services  
Kathleen Vincent, Manager Corporate Communications  
Gorana Cabral, Financial Planning Manager  
Rhonda Anderson, Revenue Services Manager  
Andre Isakov, Park Planning and Design Manager  
Chris Siddaway, Acting Community Partnerships and Policy Manager  
Jeremy Arbuthnot, Coordinator – Plans and Policies  
Shawn Davidson, Deputy Fire Chief – Operation Support  
Lynn le Nobel, Assistant City Solicitor  
Darren Browett, Technical Services Manager  
Brent Galpin, Telecom Services Manager

Jeff Denny, Major Project Planner, TODAT  
Ehab Taha, Intermediate Transportation Engineer, TODAT  
David Lee, Planner 2, TODAT  
Jonathan Jackson, Planner 2, TODAT  
Sean O'Melinn, Legislative Services Manager  
Rachel Cormack, Legislative Services Clerk

Councillor Mandewo, as per the Acting Mayor schedule, assumed the role of Chair.

#### **CALL TO ORDER**

#### **ADOPTION OF MINUTES**

**1. Minutes of the Council-in-Committee Meeting held on Monday, February 24, 2020**

The Minutes of the Council-in-Committee Meeting held on Monday, February 24, 2020 were approved.

#### **DELEGATIONS**

**2. Polly J Krier, Coordinator, Tri-Cities Homelessness and Housing Task Group – Update Mayor and Council on the Current Focus of the Task Group**

Mayor Stewart arrived to the meeting at this time (2:02 p.m.).

Ms. Krier introduced the leadership of the Tri-Cities Homelessness and Housing Task Group, and thanked Council and Coquitlam staff for their support for the Tri-Cities Homelessness and Housing Task Group. She noted her belief that additional work to create supportive housing within the Tri-Cities needs to take place to address the growing concern of homelessness in the Tri-Cities.

Discussion ensued relative to the following:

- The desire for further work to be undertaken by the various levels of government to provide more supportive housing in the Tri-Cities
- The need for additional support and services to address mental health and addiction issues as well as housing concerns

Councillor Zarrillo arrived to the meeting at this time (2:13 p.m.).

- Appreciation for the work that the Tri-Cities Homelessness and Housing Task Group undertakes

The Chair, on behalf of the Committee, thanked Ms. Krier for her presentation.

**REPORTS OF STAFF**

**PARKS, RECREATION AND CULTURE SERVICES**

**3. Report of the General Manager Parks, Recreation and Culture Services – Spirit Grant Review Phase II – Criteria Updates**

The General Manager Parks, Recreation and Culture Services introduced the Manager Policy and Business Services to the Parks, Recreation and Culture Services team. She further noted the purpose and scope of the Spirit Grant review.

The Manager Policy and Businesses Services provided a presentation entitled “Spirit Grant Review – Phase II” with slides titled as follows:

- Introduction
- Purpose of this Report
- Spirit Grant Review – Phase II Recap
- Spirit Grant Modernization
- Changes to Categories and Eligibility Criteria
- Highlights of Updates – Categories & Criteria
- Highlights of Updates – Local Benefits
- Highlights of Updates – Playgrounds
- Highlights of Updates – Diversified Funding
- Conclusion
- Thank You

Discussion ensued relative to the following:

- Clarification of the criteria with respect to Provincial Gaming Grants under the Spirit Grant
- Clarification regarding the scope of funding allotted through the Spirit Grant
- The potential to identify schools in Coquitlam most in need of equipment and increase possible Spirit Grant funding appropriately

In response to a question from the Committee, the Manager Policy and Business Services provided an overview of the Spirit Grant funding cap for eligible festivals and events.

Discussion continued relative to the following:

- Appreciation for the development of a more robust Spirit Grant eligibility criteria
- Clarification relative to the proposed funding limits for certain Spirit Grant categories
- Appreciation for a transparent selection process for the Spirit Grant Program
- The understanding that local organizations expressed appreciation for Spirit Grant funding caps throughout the consultation process

In response to a question from the Committee, the General Manager Finance, Technology and Police Services provided an overview of the funding source for Festival du Bois and the Highland Games.

Discussion continued relative to the following:

- The desire for the Spirit Grant language to be inclusive towards arts and culture applications
- The desire for the Economic Development division to be consulted, particularly regarding sport hosting
- Concern relative to the potential overlap of Provincial Gaming Grants and the Spirit Grants for local organizations
- The desire to encourage applicants to apply for Provincial Gaming Grants when appropriate

The Committee received the report of the General Manager Parks, Recreation and Culture Services dated February 18, 2020 and entitled “Spirit Grant Review Phase II – Criteria Updates” for information.

#### **PLANNING AND DEVELOPMENT**

#### **4. Report of the General Manager Planning and Development – Transit-Oriented Development Application Team (TODAT) 2019 Update**

The General Manager Planning and Development provided an overview of the creation of TODAT and the utilization of the streamlined development processing within the City.

The City Manager provided an overview of the successes of TODAT and the benefits to having a development processing team.

The Transit-Oriented Development Application Team provided a presentation entitled “Transit-Oriented Development Application Team (TODAT) Update” with slides titled as follows:

- Presentation Overview
- No. of citywide towers with an in-stream DP Application
- No. of TODAT towers with an in-stream DP Application
- Ehab Taha – TODAT Transportation Engineer
- Role & Workflow
- Process Improvements
- David Lee – TODAT Urban Designer
- Intergulf – Clarke/Como (Pre Council)
- Onni – 1175 Pinetree (Third Reading)
- Jonathan Jackson – Parks, Recreation & Culture TODAT Planner
- Role and Workflow
- City Centre Area Plan PRC Policy Coordination

- Ellen Ripley – TODAT Lawyer
- Jeff Denney – TODAT Major Project Planner
- Development Notification Postcards
- Thank You

Discussion ensued relative to the following:

- Clarification relative to the proposed parking layouts of future TODAT developments
- An overview of the proposed loading zone bylaw amendment to address delivery concerns in high density urban developments
- The desire for regular updates from TODAT to the Committee
- Concern relative to the operation of delivery and ride-hailing services in dense urban developments

In response to a question from the Committee, the Intermediate Transportation Engineer provided an overview of the proposed layouts of underground parking structures, particularly regarding delivery bays.

Discussion continued relative to the following:

- Potential options for safety securing parcel deliveries at high density apartment buildings
- Clarification relative to previous art installations utilized to address large blank walls in developments and the potential for flexible public art features
- Appreciation for the design of the development notification postcard and potential additional text inclusions to better engage residents

In response to a question from the Committee, the General Manager Planning and Development provided an overview of the overall philosophical approach of TODAT and the understanding that Coquitlam is re-developing with the intention of being a transportation based, sustainable city.

Discussion continued relative to the following:

- The desire to expand the scope of TODAT to address social equity and resident wellbeing
- The desire for the demographic information supporting future TODAT applications
- Clarification relative to the work undertaken to develop a cohesive neighbourhood design between TODAT buildings
- The desire to ensure that urban design balances densification and green park spaces
- The understanding that high density apartment buildings will be required to serve many different demographic groups, including families

In response to a question from the Committee, the General Manager Planning and Development provided an overview of forthcoming commercial zones and loading zones



reviews.

The Director Development Services provided an overview of the work staff have begun to undertake to develop family friendly design guidelines for high density developments.

Discussion continued relative to the following:

- The potential to add language to the development notification postcards that addresses the subject properties Official Community Plan designation and land use designation history
- The desire for an online development database to be available for residents
- The desire to develop complete and livable communities with dynamic designs
- The desire to design parkades to allow for future re-purposing if residents move away from car ownership
- The desire to maximize the amount of greenspace in high development neighbourhoods
- The potential to develop underground walkways between land parcels

In response to a question from the Committee, the Major Project Planner provided an overview of the work staff have undertaken to review the potential for underground walkways within the City.

In response to a question from the Committee, the General Manager Planning and Development noted that a forthcoming parking review would address the potential to develop no-parking or minimum parking residential towers.

Discussion continued relative to the desire to expand TODAT to include an environmental perspective.

In response to a question from the Committee, the City Manager provided an update regarding the Environmental Strategic Plan and how the Environmental Services division integrates into pre-existing City processes.

Discussion continued relative to the following:

- Clarification relative to the work undertaken to request Privately-Owned Publicly Accessible Spaces (POPS) in TODAT developments
- The desire to ensure that first responders are consulted in regards to high-rise TODAT developments

In response to a question from the Committee, the General Manager Planning and Development noted the consideration of housing affordability, social inclusion and equality undertaken by the Planning and Development Department.

Discussion continued relative to the desire to ensure that development is being driven by the needs of residents rather than developers.

The Committee received the report of the General Manager Planning and Development dated February 25, 2020 and entitled "Transit-Oriented Development Application Team (TODAT) 2019 Update" for information.

**FINANCE, TECHNOLOGY AND POLICE SERVICES**

**5. Report of the General Manager Finance, Technology and Police Services – Provincial Legislation – Interim Business Property Tax Exemption Program**

The General Manager Finance, Technology and Police Services provided an onscreen presentation entitled "Provincial Legislation for Interim Business Property Tax Relief" with slides titled as follows:

- Commercial Property Tax Issue

Councillor Mandewo left the meeting at 4:18 p.m.

- Intergovernmental Working Group Split Assessment Solution
- Interim Business Property Tax Relief Provincial Legislation

Councillor Mandewo returned to the meeting at this time (4:21 p.m.).

- Tax Exemption Illustrative Example
- Significant Implementation Challenges
- Potential Unintended Consequences of Interim Provincial Legislation
- Overview of Class 5 & 6 Folios
- Next Steps
- Questions?

Discussion ensued relative to the following:

- Appreciation of the General Manager Finance, Technology and Police Service's leadership throughout the consultation process
- Concerns regarding the scope of the legislation
- The understanding that the City does not have access to the data required to implement the Interim Business Property Tax Exemption Program
- The understanding that, should the City be able to receive the required data, there is not enough time for staff to implement a bylaw and develop the framework prior to the tax notice deadline
- Concern relative to the legislative requirement that individual municipalities create their own property assessments
- The desire for a review of the BC Assessment Mandate
- Concern regarding the potential ways property owners could manipulate the

- proposed system to become eligible for the program
- Concern relative to the perceived lack of benefit for small business owners
- The understanding that there is no language within the legislation to protect residential taxpayers should a business challenge the tax transfer payments through the program

In response to a question from the Committee, the General Manager Finance, Technology and Police Services provided an overview of the discussions at the Intergovernmental Working Group and their discussions regarding split-assessments and permissive tax exemptions prior to the announcement of the legislation.

Discussion continued relative to the following:

- Clarification of the function of the interim tax exemption policy
- The understanding that the interim legislation is temporary until a more fulsome policy can be enacted

In response to a question from the Committee, the General Manager Finance, Technology and Police Services agreed to review the data and bring options to Council relative to implementing the Interim Business Property Tax Exemption Program.

Discussion continued relative to the following:

- The desire to send letters to the Tri-Cities Chamber of Commerce and the BC Chamber of Commerce relative to the potential impacts of the legislation on businesses
- The desire to ensure that businesses in the community are able to continue to operate

The General Manager Finance, Technology and Police Services agreed to forward any letters of support or disapproval from various Chambers of Commerce regarding the legislation to Council for their information.

Discussion continued relative to the following:

- The desire for the community to write to the City if they know of a business that is struggling with a triple-net lease
- The understanding that BC Assessment has the data necessary to properly enact the legislation

The Committee directed staff to produce a letter, for the Mayor's signature, to the Tri-Cities Chambers of Commerce, the BC Chamber of Commerce and other agencies regarding issues identified in previous letters to the Provincial Government regarding the Interim Business Property Tax Exemption Program including the impacts of triple-net leases on businesses in Coquitlam.



The Committee received the report of the General Manager Finance, Technology and Police Services dated February 25, 2020 and entitled “Provincial Legislation – Interim Business Property Tax Exemption Program” for information.

**6. Report of the General Manager Finance, Technology and Police Services – Technology Roadmap 2019 Update**

The General Manager Finance and Technology provided a brief overview of the work staff have undertaken on the Technology Roadmap Strategy and noted that PerfectMind would be launched to the public in the following week.

The Manager Information and Communications Technology provided an onscreen presentation entitled “Technology Roadmap 2019 Update” with slides titled as follows:

- 2019 Accomplishments
- 2020 Workplan
- Questions?

Discussion ensued relative to the following:

- Clarification relative to the cybersecurity and personal information privacy policies at the City
- The implementation of PerfectMind
- Clarification regarding the destruction or donation of replaced equipment in the City
- Appreciation for the virtual reality tools utilized by the City
- The scope of free Wi-Fi offerings in City parks, particularly in Mundy Park

In response to a question from the Committee, the General Manager Finance, Technology and Police Services provided an overview of the preliminary work staff have undertaken regarding the scope of the open data policy.

Discussion continued relative to the desire to ensure that Artificial Intelligence does not have an algorithmic bias when it is potentially implemented in the future.

The Committee received the report of the General Manager Finance, Technology and Police Services dated February 14, 2020 and entitled “Technology Roadmap 2019 Update” for information.

**OTHER BUSINESS**

**NEXT MEETING DATE – March 9, 2020**

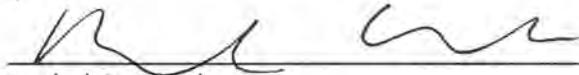
**ADJOURNMENT**

The meeting adjourned at 5:30 p.m.

MINUTES CERTIFIED CORRECT

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CHAIR

I hereby certify that I have recorded the Minutes of the  
Council-in-Committee Meeting held Monday, March 2, 2020  
as instructed, subject to amendment and adoption.



Rachel Cormack  
Legislative Services Clerk