

**COUNCIL-IN-COMMITTEE MEETING**  
**Monday, July 12, 2021**

A Regular Meeting of the Council-in-Committee convened on Monday, July 12, 2021 at 2:01 p.m. in the Council Chambers of City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

**COMMITTEE MEMBERS:** Mayor Richard Stewart  
Councillor Brent Asmundson  
Councillor Craig Hodge  
Councillor Steve Kim  
Councillor Trish Mandewo  
Councillor Dennis Marsden  
Councillor Teri Towner  
Councillor Chris Wilson  
Councillor Bonita Zarrillo

**STAFF:** Peter Steblin, City Manager  
Raul Allueva, Deputy City Manager  
Shawn Davidson, Deputy Fire Chief  
Jamie Boan, General Manager Engineering and Public Works  
Nikki Caulfield, General Manager Corporate Services  
Michelle Hunt, General Manager Finance, Lands and Police  
Don Luymes, General Manager, City of Coquitlam  
Jim McIntyre, General Manager Planning and development  
Kathleen Reinheimer, Acting General Manager Parks, Recreation, Culture and Facilities  
Andrew Merrill, Director Development Services  
Erin Desautels, Manager Environmental Sustainability  
Caresse Selk, Manager Environment  
Kathleen Vincent, Manager Corporate Communications  
Zoe Mlcoch, Business Services Manager  
Kim Davelaar Development Facilitator  
Stephanie Lam, Legislative Services Manager  
Rachel Cormack, Legislative Services Clerk  
Adam Shroff, Legislative Services Clerk

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

## **CALL TO ORDER**

On behalf of the committee, the Chair offered a land acknowledgement of the traditional ancestral territories of the Coast Salish People.

The Legislative Services Manager noted that one additional item was identified for discussion and this was accepted under Other Business.

## **ADOPTION OF MINUTES**

### **1. Minutes of the Council-in-Committee Meeting held on Monday, July 5, 2021**

The Committee, with the exception of Councillors Wilson and Zarrillo, approved the Minutes of the Council-in-Committee Meeting held on Monday, July 5, 2021.

## **REPORTS OF STAFF**

### **PLANNING AND DEVELOPMENT**

### **2. Report of the Director Development Services – Development Facilitator and Development and Building Application Support (DBAS) Program - Update 2021**

The Director Development Services provided introductory comments relative to the report.

The Development Facilitator gave a presentation entitled “Development and Building Application Support (DBAS) Program - Update 2021” with slides titled as follows:

- Development Facilitator and DBAS Update
- Purpose and Background
- Overview
- Completed: Website Guide
- Development Permit FAQs
- On-going: Standard Triplex and Fourplex Plans
- Stock Plans
- Stock Plans
- Stock Plans
- Stock Plans
- Stock Plans
- Future Work
- Timeline
- Questions

Discussion ensued relative to the following:

- The appreciation for the work performed by staff
- The appreciation for the electronic plans submission system
- The desire to include some of the design elements included here in all future developments
- The concern that surface street parking may cause neighbour conflicts
- The desire to include underground parking recognizing the increased cost to having this available and to investigate use of the area above to create green space
- The knowledge that underground parking is implemented in areas that lend themselves to it and that it will likely become more common as land values increase
- The desire to include electric vehicle charging stations in construction of new developments
- The desire to include options for variation in exterior designs in order to avoid too many duplicated, similar, uniform dwellings
- The desire to strike a balance of affordable housing with new developments
- The knowledge that Kelowna, Seattle, Oklahoma, and Los Angeles, as well as some other American cities have experimented with creating stock house plans
- The knowledge that there have been successful implementations in other cities in which the inclusion of exterior variables have not caused the homes to all look the same
- The desire to adapt transferrable portions and lessons from this project to other types of development
- The understanding that inclusion of a roof-top patio could significantly increase the height of the building which can cause issues related to impact on neighbours and conflicts with bylaw limitations
- The desire to see further exploration of use of stock home designs and their use in other housing styles

Mayor Stewart left the meeting at this time (2:43 p.m.) and returned at 2:46 p.m.

Discussion continued relative to the following:

- The knowledge that residents can be referred to city staff in order to navigate the development process
- The knowledge that there will eventually be 4 sets of plans
- The understanding that applicants will need to work with their designer or architect to modify the plans to fit specifics such as slope or lot size
- The possibility of having shared communal or strata amenity spaces in multiplex developments
- The knowledge that the plans are highly adaptable to include a variety of innovations and options
- The understanding that there is space to install air conditioner units if needed but that there is consideration for other utilities that may need to also be included
- The desire to see future data on uptake and use of the stock plans

- The knowledge that ease of use, economic viability, and use of space have been some main drivers in the use of stock homes
- The knowledge that the majority of applicants are owners of newly purchased lots that are being re-built by a developer rather than the original owner
- The desire to avoid misuse of the increased height allowance of flat roofs to simply expand ceiling heights and build more valuable homes
- The clarification that wildlife-resistant garbage storage could be attached to a detached garage, not just the principal building
- The desire to investigate the inclusion of a crawlspace for storage

The Committee received the report of the Director Development Services dated July 6, 2021 and entitled “Development Facilitator and Development and Building Application Support (DBAS) Program - Update 2021” for information.

Councillor Mandewo left the meeting at 3:12 p.m. and returned at this time (3:14 p.m.)

### **ENGINEERING AND PUBLIC WORKS**

#### **3. Report of the General Manager Engineering and Public Works – Draft Environmental Sustainability Plan**

The General Manager Engineering and Public Works provided introductory comments relative to the report

The Manager Environment and Environmental Sustainability gave a presentation entitled “Environmental Stability Plan Update” with slides titled as follows:

- Purpose
- Background
- Progress to Date
- Themes
- ESP Structure
- Theme: Climate Action
- Theme: Built Environment
- Theme: Waste Management
- Theme: Water management
- Theme: Natural Areas, Wildlife and Habitat
- ESP Actions
- Top 10 priority actions
- Implementation and Monitoring
- Highlights of Key Performance Indicators
- New Climate Targets
- Financial Implications
- Next Steps
- Working Together
- Questions?

Councillor Towner left the meeting at this time and Councillor Asmundson assumed the role of Chair (3:29 p.m.).

Discussion ensued relative to the following:

- The strong appreciation for the work by staff

Councillor Towner returned to the meeting and resumed the role of Chair at this time (3:30 p.m.).

- The appreciation for the specificity of the report and the plan
- The desire to use stronger, more decisive language to replace use of words such as “consider” and “encourage”

Councillor Zarrillo left the meeting at 3:42 p.m. returned at this time (3:48 p.m.).

Discussion continued relative to the following:

- The desire to require electric vehicle charging in the construction of all new single-family homes
- The desire to include a repair café in the plan
- The desire to bridge gaps in cycling plans and infrastructure
- The appreciation for measures to curb vehicle idling
- The desire to include environmental sustainability considerations in all city initiatives across all departments
- The knowledge that climate change will incur immense costs which only grow as addressing environmental concerns is delayed
- The understanding that a previous revision of the report did include stronger language and strict targets that caused issues which resulted in the more use of more generous language found in this report
- The consideration that population growth of the region is exceeding some reports and data previously estimated
- The desire to have the dependency upon decisions and cooperation from the province noted in the report

Councillor Mandewo left the meeting at 4:08 p.m. and returned at this time (4:12 p.m.).

Discussion continued relative to the following:

- The desire to see the percent of electric vehicle sales in relation to overall vehicles sales across the province included in the report
- The contingency upon all stakeholders globally to also do their part to address and tackle climate change
- The desire to find ways to help encourage or incentivise tree planting and inclusion of trees in residents’ properties as opposed to simply focusing on preventing the removal of already-existent trees

Councillor Asmundson left the meeting at this time (4:20 p.m.) and returned at 4:22 p.m.

Discussion continued relative to the following:

- The desire to change not only the technologies used, but also behaviours when implementing sustainable transportation initiatives
- The importance of safe transport for women and diverse groups
- The concern that materials used in sustainable technologies should be sourced and chosen in a way that supports ethical mining practices rather than unsustainable mining practices
- The clarification regarding baselines in relation to IPCC guidelines
- The understanding that, with a goal of net zero by 2050, the eventual outcome of the recommended actions remains the same regarding emissions goals regardless of initial baseline numbers
- The importance to commit to this plan while recognizing the unprecedented growth of the City of Coquitlam
- The understanding that the report aligns the organization under a set of principles for progress forward together and that how that will look in practice will adjust accordingly
- The understanding that demolition practices are being examined in order to reduce their negative impact
- The desire to include notes on return on investment in the report to illustrate the benefits of following the included guidelines and recommendations

The Committee received the report of the General Manager Engineering and Public Works dated July 6, 2021 and entitled "Draft Environmental Sustainability Plan" for information.

**4. Report of the General Manager Engineering and Public Works – 2020 Urban Wildlife Program Update and 2021 Early Cart Set Out Audit Results**

In response to a question from the Committee, the General Manager Engineering and Public Works provided clarification advising that a reorganization of responsibilities/roles is taking place to enhance the compliment of staffing.

The Committee received the report of the General Manager Engineering and Public Works dated July 5, 2021 and entitled "2020 Urban Wildlife Program Update and 2021 Early Cart Set Out Audit Results" for information.

**DEPUTY CITY MANAGER**

**5. Report of the Deputy City Manager – Community Support and Recovery Plan (CSRP) Update – July 2021**

The Deputy City Manager provided introductory comments relative to the report and noted that there will be a larger update on this plan later in the year

- The appreciation for the work of the city team to be adaptable
- The use of existing resources to tackle challenges

Discussion ensued relative to the following:

- The appreciation for the work of staff to adapt and take on new roles and support the community
- The understanding that this project used funds specifically for a pilot project providing seasonal lighting in Maillardville and that the infrastructure present in Maillardville was conducive to this type of beautification
- The desire to explore executing a similar program in the park and Pinetree Way as well as Austin Heights in the future
- The knowledge that there is a project to examine beautification and seasonal lighting to other areas in the future
- The appreciation for the food program
- The desire to explore the feasibility of a takeaway program
- The desire of staff to take suggestions from council and include them in the final update
- The concern around safety in parks and the measures taken in response to anti-social behaviour
- The knowledge that some of the activities, such as *Neighbourhood Night*, that previously occurred may still be delayed until next year as the focus is put upon the specific initiatives implemented for this year

Councillor Kim left at this time (5:08 p.m.) and returned at 5:10 p.m.

The Committee received the report of the Deputy City Manager dated July 6, 2021 and entitled "Community Support and Recovery Plan (CSRP) Update – July 2021" for information.

#### **OTHER BUSINESS**

##### **OB1. Fire Protection in the Mountains above Coquitlam**

The Mayor raised the topic of fire protection to fight and prevent fires in outlying areas of the community where a fire could easily spread to wooded areas.

Discussion ensued relative to the following:

- The concern for this matter and the potential for catastrophic consequences
- The recognition that this matter needs attention and should be examined by staff
- The belief that the topic needs careful re-examination to sufficiently avert danger
- The knowledge that the city has been approved for a grant and is in a good position to examine and put in place preventative and responsive measures
- The importance of collaborating with other municipalities to detect and resolve gaps in the existent fire plans
- The belief that this can be looked at in time for the next council in committee meeting

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- The knowledge that there are already some measures and capability in place to address the matters relevant to these concerns and that more details can be contributed to a report
- The understanding that a report on this matter would not delve too deeply into analysis, but would instead identify the issue, provide an overview of the situation, and provide a platform to raise the priority of the matter so it can be addressed properly
- The importance of drawing attention to the issue at a provincial level

**NEXT MEETING DATE – July 26, 2021**

**ADJOURNMENT**

The meeting adjourned 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, July 12, 2021 as instructed, subject to amendment and adoption.

  
Adam Shroff  
Legislative Services Clerk