

COUNCIL-IN-COMMITTEE MEETING
Tuesday, September 7, 2021

A Regular Meeting of the Council-in-Committee convened on Tuesday, September 7, 2021 at 2:02 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

ABSENT: Councillor Bonita Zarrillo (Requested leave of absence)

STAFF: Peter Steblin, City Manager
Raul Allueva, Deputy City Manager
Jaime Boan, General Manager Engineering and Public Works
Michelle Hunt, General Manager Finance, Lands and Police
Jim McIntyre, General Manager Planning and Development
Don Luymes, General Manager Parks, Recreation, Culture and Facilities
Andrew Merrill, Director Development Services
Chris McBeath, Planner 3
Jenna Dallmeyer, Planner 1
Jay Gilbert, Director Intergovernmental Relations and Legislative Services
Stephanie Lam, Legislative Services Manager
Adam Shroff, Committee Clerk

Councillor Asmundson, 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, July 26, 2021

The Committee, with the exception of Councillor Wilson, approved the Minutes of the Council-in-Committee Meeting held on Monday, July 26, 2021.

Delegations**2. Carol Cahoon, Coquitlam Foundation – Foundation's role in supporting non-profits, charities and students in our community**

The delegation from the Coquitlam Foundation provided an on-screen presentation entitled "Coquitlam Foundation; invest. enrich. inspire" with slides titled as follows:

- About Us
- Our Process
- Funds Management
- Fund Balance Growth
- Grants, Awards & Scholarships
- Other Initiatives
- Our Call for Action:
- Thank You!

Discussion ensued relative to the following:

- The knowledge that there are additional draws that can be found on the calendar of events
- The appreciation for the work performed by the Coquitlam Foundation
- The acknowledgement of the accomplishments of the board members and staff of the foundation
- The desire to support the efforts of the foundation

REPORTS OF STAFF**3. Report of the General Manager Planning and Development – Developer Forum - Consultation Summary**

The General Manager Planning and Development provided introductory comments relative to the following:

- The belief that Coquitlam is a leader in the development process
- The desire to make rules of development clear, consistent, and balanced
- The plan to put forward ideas to streamline the development process while still allowing for careful review of applications

The Director Development Services provided an on-screen presentation entitled "Developer Forum – Feedback Summary" with slides titled as follows:

- Engagement Program
- Complementary Reviews
- 2019-2021 Number of Development Projects Submitted by Month
- Development = Balancing Interests
- What we heard
- Top 6 Categories and Major Themes

- Of the six major categories listed which do you feel will have the biggest impact to improve housing affordability?
- Of all the themes identified what should the City focus on addressing first?
- Proposed Actions
- Next Steps
- Thank you

Discussion ensued relative to the following:

- The appreciation of the work of staff on this effort
- The concern that housing affordability and availability continues to be a challenge
- The desire to put timelines to discussion of housing affordability
- The knowledge that the city has processes in place to assist in addressing housing needs and affordability within the bounds of matters the city can control
- The desire to include information in reports relevant to efforts, strategy, and projections regarding housing affordability
- The desire to address efficiency and procedure in order to eliminate it as an impediment to housing development
- The desire to examine the specific verbatim feedback comments received
- The appreciation for specific designation of use of the UBCM grant funds
- The acknowledgement that municipalities are not the main obstacles in housing development
- The recognition that transportation is a key factor to consider in these efforts
- The challenge in balancing flexibility with the expectation to set standards for developers
- The possibility of setting guidelines for developers by offering them options that fit the community's needs and desires
- The clarification that housing is a regional issue
- The importance of all municipalities to do their part to produce sufficient housing in order to prevent housing prices from being unaffordable

Mayor Stewart left the meeting at 3:02 p.m. and returned at this time (3:05 p.m.).

Councillor Marsden left the meeting at 3:04 p.m. and returned at this time (3:05 p.m.).

Discussion continued relative to the following:

- The desire to use the feedback from this report to improve city policies
- The acknowledgement that consistency is clearly important

Councillor Hodge left the meeting at 3:07 p.m. and returned at this time (3:08 p.m.).

Discussion continued relative to the following:

- The need to find ways to assist with improving consistency
- The understanding that the same project manager initially assigned to a development application remains on that same application from start to finish throughout their employment with the City of Coquitlam planning department

- The possibility of specifically assigning different types of projects to different groups in order to better structure the process in order to ensure consistency
- The struggle for staff in trying to manage every aspect of projects as well as identify and correct basic challenges with applicant submissions
- The knowledge that there is additional work ongoing to assist with the division, streamlining, and consistency of the development review process

The Committee received the report of the General Manager Planning and Development dated August 25, 2021, and entitled “Developer Forum – Consultation Summary” for information.

4. Report of the General Manager Planning and Development – Cannabis Regulatory Framework – Consultation Summary and Preliminary Framework

The Director Development Services provided introductory comments relative to the current state of Cannabis regulation in Coquitlam and the desire to examine this and learn from other municipalities.

The Planner 3 and the Planner 1 provided an on-screen presentation entitled “Cannabis Regulatory Framework – Consultation Summary and Preliminary Framework” with slides titled as follows:

- Background
- Online Survey
- Survey Results
- Survey Results
- Production / Processing
- Preliminary Framework: Production / Processing
- Preliminary Framework: Retail Stores
- Retail Stores: Review Process
- Retail Stores
- Retail Stores
- Next Steps
- Comments / Questions – Key Considerations
- Retail Stores: Municipal Scan
- Retail Stores: Municipal Scan
- Burquitlam Lougheed
- Maillardville Austin Heights
- City Centre

Councillor Towner left the meeting at 3:21 p.m. and returned at this time (3:23 p.m.).

Mayor Stewart left the meeting at 3:23 p.m. and returned at this time (3:25 p.m.).

Discussion ensued relative to the following:

- The appreciation for the work on the report

- The clarification that the transparent window stipulation does not need to conflict with the Province's regulations on this matter
- The suggestion that the approval process be examined as to whether the approvals should be split into multiple public hearings

In response to a question from the Committee, the Planner 3 clarified that including all 10 business areas in a single public hearing follows the examples set by other municipalities.

Discussion continued relative to the following:

- The desire to examine additional areas for approval, including in the Austin heights/ corridor area
- The concern that an initial opening of 10 businesses simultaneously not be viable

In response to a question from the Committee, the Planner 3 clarified that the City has criteria including distance and location requirements for liquor stores; the Province provides such a requirement, but provides none for cannabis stores. The distance requirements set out in the report were devised considering limitations within the identified geographical areas.

In response to a question from the Committee, the Planner 3 noted that the decision to allow 10 initial stores was made by following the population ratio example set by other municipalities and that there is potential, down the road, to open more businesses

Discussion continued relative to the following:

- The concern that it may be difficult to maintain distance regulations within the given areas if there are too many cannabis businesses
- The desire to be successful in the initial rollout in terms of addressing applications, managing the volume of applicants, and selecting the correct applicants
- The possibility of weighting neighbourhoods such as City Center and Burquitlam-Lougheed more heavily for business needs than smaller or more insular areas

Councillor Hodge left the meeting at 3:52 p.m. and returned at this time (3:53 p.m.).

Discussion continued relative to the following:

- The consideration of farm-gate sales
- The clarification that production and retail are to be kept separate
- The concern that two stores per area may be more than these areas need, that areas should be assessed based on their specific needs

In response to a question from the Committee, the Planner 3 clarified that there was an open-ended question section on the surveys through which some feedback was received.

Councillor Wilson left the meeting at 3:59 PM and returned at this time (4:00 p.m.).

In response to a question from the Committee, the Planner 3 explained that the overlapping proposed and excluded areas on maps included in the report will still be governed by the criteria set out by the evaluation and that these are only an initial mapping of the zoning areas, and not a final map of go and no-go zones

Discussion continued relative to the knowledge that the evaluation took into account daycares as well as school and other sensitive areas.

In response to a question from the Committee, the Planner 3 responded that the evaluation has not specifically taken into account places of religious worship, but that some have been incidentally included due to the fact that they include daycare facilities.

Discussion continued relative to the following:

- The desire to consider places of religious worship due to some of these groups' opposition to the consumption of cannabis
- The understanding that farm-gate would not currently be a consideration due to its prohibition under the current regulations
- The possibility of the Province revisiting farm-gate option in the future

In response to a question from the Committee, the Planner 3 responded that in consultation with Port Coquitlam and New Westminster, as well as the Port Moody police and RCMP, there has not been an increase in issues as a result of the presence of cannabis businesses in other municipalities.

Discussion continued relative to the following:

- The desire not be an obstacle to business operations, regardless of their industry
- The reality that cannabis is a legal and regulated product

The Committee received the report of the General Manager Planning and Development dated August 26, 2021 and entitled "Cannabis Regulatory Framework – Consultation Summary and Preliminary Framework" for information.

Recess and Reconvene

The Committee recessed at 4:10 p.m. and reconvened at 4:14 p.m.

5. Report of the Director Intergovernmental Relations and Legislative Services – 2022 General Local Election Preparation and Bylaw Updates

The Director Intergovernmental Relations and Legislative Services provided introductory comments relative to the following:

- The desire to provide a positive voting experience
- The robust nature of the City's election bylaws
- The understanding that there is an immense undertaking involved in conducting an election
- The knowledge that the City staffs, supports, and provides 72 collective hours of election time

- The understanding that votes can be cast at any voting facility location throughout the City
- The plan to continue to provide access to plentiful voting opportunity
- The desire to receive feedback from council in relation to the City's election process

Discussion ensued relative to the following:

- The appreciation for staff's work on the report
- The desire to go forward with use of schools as voting locations with the stipulation that there is end date set in order to re-evaluate this measure
- The desire to set numerical threshold for surplus campaign funds at which point the city gets council involved
- The support for redirection of excess funds to the Coquitlam foundation if a candidate does not run again
- The support for the requirements recommended for campaign nominations,
- Support for sign height restrictions as provided in the report
- The desire to avoid unnecessary and expensive by-elections
- The understanding that nomination fees don't always have much impact as opposed to nominators
- The desire to re-examine the nominee campaign deposit amounts in order to offset or discourage single-time campaigners who do not pay bylaw fines
- The exploration of special voting options for those who are unable to vote within the provided voting opportunities
- The consideration of mail-in ballot voting
- The examples of neighbouring municipalities' experiences with mail-in-voting
- The desire to maintain flexibility regarding mail-in voting bylaws in response to a possible escalation of the pandemic
- The acknowledgement that, although there is a strong desire to provide voting opportunity to all residents, that it is highly complex to have digital or mail-in voting options
- The importance of the credibility of and confidence in election results
- The support for mail-in-ballots and internet voting when the time is right
- The possible reasons for election worker drop-out rates
- The knowledge that election workers have long hours and are not paid a large sum for their work
- The knowledge that election workers are vetted and asked to declare any potential conflict-of-interests

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The Committee received the report of the Director Intergovernmental Relations and Legislative Services dated August 30, 2021 and entitled “2022 General Local Election Preparation and Bylaw Updates” for information.

OTHER BUSINESS

NEXT MEETING DATE – September 20, 2021

ADJOURNMENT

The meeting adjourned at 4:48 p.m.

MINUTES CERTIFIED CORRECT

CHAIR

I hereby certify that I have recorded the Minutes of the Council-in-Committee Meeting held Monday, September 7, 2021 as instructed, subject to amendment and adoption.



Adam Shroff

Committee Clerk