

**COUNCIL-IN-COMMITTEE MEETING**  
**Tuesday, September 8, 2020**

A Regular Meeting of the Council-in-Committee convened on Tuesday, September 8, 2020 at 2:03 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  
Jim Ogloff, Fire Chief  
Jaime Boan, 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  
Andrew Merrill, Director Developmental Services  
Andre Isakov, Park Planning and Design Manager  
Jay Gilbert, City Clerk  
Sean O'Melinn, Legislative Services Manager  
Ashland Selby-Brown, Information Clerk  
Hibby Bartlett, Committee Clerk

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Council-in-Committee Meeting held on Monday, July 27, 2020**

The Minutes of the Council-in-Committee Meeting held on Monday, July 27, 2020 were approved.

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| <b>DELEGATIONS</b> |
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**2. Gaetan Royer, CityState Consulting – Subdivision of RS-1 Properties**

Gaetan Royer and Randy Weir appeared before the Committee to provide information on the challenges homeowners face with respect to subdivision application approval on large lots.

Mr. Royer provided a presentation entitled “Subdivision of RS Properties” and referred to slides titled as follows:

- Subdividing Big Lots
- The Issue
- 22,000 SF Single Family Lot in Context of Housing Choices
- Big Houses on Big Lots – Not for Everyone
- Several Fully Compliant Subdivision Applications Were Denied in Past Years
- 3100 Starlight – 2 Lots Proposed
- 3108 Starlight – 2 Lots Proposed
- Our Request: Allow Subdivision Applications That Meet Zoning Bylaw Requirements
- Applications Get Denied on Basis of Public Interest / Our Request: Define Public Interest
- Will This Cause a Deluge of Subdivision Applications? / Short Answer: No

Discussion ensued relative to the following:

- The desire to set interim policies in advance of the full review
- The desire to determine the volume of requests regarding subdivision applications
- The desire to determine the current public support for alternative housing options
- The desire to support current rules regarding the housing choices program
- The desire to explore current subdivision considerations
- The desire to determine the supports and direction necessary to facilitate the proposed type of subdivision
- The desire to ensure that the neighbourhood community feedback is current
- The desire to ensure reasonable access to lots which could accommodate subdivision
- The desire to examine housing choices in Southwest Coquitlam and bring to broader community input into the discussion
- The desire to allow future generations to remain in Coquitlam
- The desire to have a discussion with community regarding affordable housing options
- The desire to define the concept of public interest in relation to the character of Southwest Coquitlam homes

**REPORTS OF STAFF**

**PARKS, RECREATION AND CULTURE SERVICES**

**3. Report of the General Manager Parks, Recreation and Culture Services and the General Manager Civic Lands and Facilities – Cottonwood Park Phase 1B and 1C Design**

The General Manager Parks, Recreation and Culture Services provided introductory comments regarding the Cottonwood Park Phase 1B and 1C Design and the implementation of park and community recreation objectives.

The Park Planning and Design Manager provided a presentation entitled “Cottonwood Park – Phase 1B and 1C Design” and referred to slides titled as follows:

- Concept Plan (2017)
- Phase 1A – Concept Plan (2017)
- Phase 1B – Concept Plan (2017)
- Phase 1C – Concept Plan (2017)
- Cottonwood Park - Phase 1 Design
- Cottonwood Park - Phase 1B Design
- Cottonwood Park – Activity Hub

Discussion ensued relative to the following:

- The desire to incorporate two pickleball courts within the sport court
- The desire to implement a dedicated pickleball court
- The desire to acknowledge staff for their maximization of different amenities within the space
- The desire for accessible sport court nets
- The desire to explore the noise impact to surrounding homes with the inclusion of the multi-sport park court
- The desire to discuss synergies between tennis court usage and pickleball court usage
- The pros and cons of multi-functional amenities
- The desire to align parking availability with the amenities provided in the park
- The desire to support the access point to the park adjacent to tennis courts
- The desire to provide park space based on the expected housing density of the area

Councillor Towner left the meeting at this time (3:06 p.m.).

- The recognition of residents from other communities using Coquitlam park spaces
- The desire to have staff keep track of comments received from the community regarding safety of park

Councillor Towner returned to the meeting at this time (3:08 p.m.).

- Concern regarding the proximity of the baseball diamond to the playground park amenities
- The desire for a walking loop surrounding the park
- The desire for flat, open, green space for multi-use

Councillor Marsden left the meeting at this time (3:12 p.m.).

Councillor Marsden returned to the meeting at this time (3:12 p.m.).

- The desire for accessible walking paths to the park
- The desire to utilize the cement space to encourage play
- The desire for undercover picnic to support outdoor gathering with all weather conditions
- The desire to ensure all residents in the surrounding area are informed of the expected noise contributions of the multi-use sport courts
- The desire to explore unstructured and un-organized play rather than providing a baseball diamond
- The desire to inventory baseball diamonds in the surrounding areas and park requirements to what is needed and not included
- The desire to explore time limitations on certain sport activities to reduce noise
- The desire to implement space for table tennis, foosball, chess, or backgammon
- The desire to explore canine off-leash opportunities

Councillor Asmundson left the meeting at this time (3:33 p.m.).

- The desire to dedicate pads to food trucks with allowance for electric charging

Councillor Asmundson returned to the meeting at this time (3:34 p.m.).

- The desire to implement changing sport court lines via lights
- The desire to widen the mail-out further to 250 meters when informing the public of the park development
- The desire to implement a social media survey regarding the amenities in the park

The Committee received the report of the General Manager Parks, Recreation and Culture Services and of the General Manager Civic Lands and Facilities dated August 27, 2020 and entitled "Cottonwood Park Phase 1B and 1C Design" for information.

**CITY MANAGER**

**4. Report of the City Clerk – 2020 Council Procedure Bylaw Review**

The City Clerk provided introductory comments regarding the proposed amendments to the Council Procedure Bylaw No. 4042, 2009, with respect to the Ministerial Order and remote access capabilities for members of Council.

The City Clerk provided a presentation entitled “Council Procedure Bylaw Review Presentation” and referred to slide titles as follows:

- Feedback and Comments
- Parts 1-3 Name Bylaw, Repeal of Existing Bylaws and Interpretation
- Part 4 – Acting Mayor Designation
- Part 5 – Council Meetings
- Electronic Participation Provisions Q1

Discussion ensued relative to the following:

- The desire to define the term convenience
- The understanding that a pandemic environment is an extraordinary circumstance
- The desire to consider the definition of convenience versus an extenuating circumstance beyond control of a member of Council
- Examples of circumstances beyond the control of a member of Council
- The desire to encourage approachable public engagement
- The desire for electronic participation options which are meeting item specific
- Council etiquette, traditions and understandings which contribute to a successful Council Meetings
- The desire to consider when extraordinary circumstances may result in the need for limits on electronic participation
- The desire to continue to have a procedure bylaw that allows for varying circumstances

The City Clerk continued to provide the presentation entitled “Council Procedure Bylaw Review Presentation” and referred to slide titles as follows:

- Electronic Participation Provisions Q2
- Electronic Participation Provisions Q3

Discussion ensued relative to the following:

- The desire to consider whether the electronic quorum provision is required
- The desire not to politicize attendance at Council meetings
- The desire to demonstrate accountability to the public through in-person attendance
- The desire to acknowledge the staffs’ work in transiting to Council meetings held through electronic participation and back to in-person attendance



The City Clerk continued to provide the presentation entitled "Council Procedure Bylaw Review Presentation" and referred to slide titles as follows:

- Electronic Participation Provisions Q4
- Part 6 – Special Council Meetings
- Part 7 – Inaugural Meetings

Discussion ensued relative to the following:

- The desire to allow all members of Council to have an opportunity to speak at the Inaugural Council Meeting
- The pros and cons of allowing all Council members to have the opportunity to speak
- The desire to implement a time limit on Council members speaking time at the Inaugural meeting
- The desire to have flexibility with respect to when the meeting can be held after the election

The City Clerk continued to provide the presentation entitled "Council Procedure Bylaw Review Presentation" and referred to slide titles as follows:

- Part 8 – Council Meeting Agendas
- Part 9 – Council Meeting Proceedings

Discussion ensued relative to the following:

- The desire to further public engagement and to allow the public more speaking opportunities
- The desire to include public question period prior to adjournment of the meeting

Councillor Hodge left the meeting at this time (4:53 p.m.).

- The desire to ensure all speakers feel comfortable and heard at meeting

Councillor Hodge returned to the meeting at this time (4:55 p.m.).

The City Clerk continued to provide the presentation entitled "Council Procedure Bylaw Review Presentation" and referred to slide titles as follows:

- Part 10 – Minutes of Council Meetings
- Part 11 – Rules of Debate for Council Meetings

Discussion ensued relative to the following:

- The desire to reiterate that members of Council are limited to a maximum of five minutes per permitted speaking time
- The flexibility surrounding the provision of resident addresses and the impact of sharing that information
- The desire to implement more inclusive language when addressing members of Council

The City Clerk continued to provide the presentation entitled "Council Procedure Bylaw Review Presentation" and referred to slide titles as follows:

- Part 12 – Points of Privilege and Order

Discussion ensued relative to the following:

- The desire to clarify the use of points of order and the role of the chair at meetings

The City Clerk continued to provide the presentation entitled "Council Procedure Bylaw Review Presentation" and referred to slide titles as follows:

- Part 13 – Motions

Discussion ensued relative to the following:

- The desire to clarify the rules for Committee Meetings versus Council Meetings
- The administrative advantage of staff direction during Committee Meetings

The City Clerk continued to provide the presentation entitled "Council Procedure Bylaw Review Presentation" and referred to slide titles as follows:

- Part 14 – Adoption of Bylaws
- Part 15 – Standing and Select Committees
- Part 16 – Other Provisions

The Committee received the report of the City Clerk dated August 31, 2020 and entitled "2020 Council Procedure Bylaw Review" for information.

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| <b>OTHER BUSINESS</b> |
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**OB-1 – Not the Wild West for Construction**

Discussion ensued relative to the following:

- The desire to respect residents of Coquitlam and provide a quieter neighbourhood through the Good Neighbour Construction Policy

Councillor Mandewo left the meeting at this time (5:13 p.m.).

- The prioritization of the public's safety when in proximity to construction vehicles

Councillor Mandewo returned to the meeting at this time (5:17 p.m.).

Councillor Wilson left the meeting at this time (5:19 p.m.).

- The desire to further enforce the Good Neighbour Construction Policy

Councillor Wilson returned to the meeting at this time (5:22 p.m.).

- The desire for staff to follow-up with construction companies to abide by policies of the City of Coquitlam

#### **OB-2 – Property Tax Deferment and Commercial Property Tax Adjustment**

Discussion ensued relative to the following:

- The desire to support businesses in Coquitlam
- The response of the ministry to the proposed avenue for commercial property tax relief
- The interim permissive tax exemption program which was implemented in February of 2020
- The desire to reinforce previous request to the Ministry of Finance
- The desire to follow-up with the intergovernmental working group and ask for new information

The Committee agreed that the Mayor, on behalf of the Council, should write a letter to the Ministry of Finance reiterating concerns regarding the property tax deferment program and including concerns regarding the Province's commercial property tax regime.

The Committee directed staff to liaise with the intergovernmental working group regarding the Province's permissive tax exemption program.

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| <b>NEXT MEETING DATE – September 14, 2020</b> |
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| <b>ADJOURNMENT</b> |
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The meeting adjourned at 5:31 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 Tuesday, September 8, 2020 as instructed, subject to amendment and adoption.

  
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Hibby Bartlett  
Committee Clerk