

COUNCIL-IN-COMMITTEE MEETING
Monday, September 28, 2020

A Regular Meeting of the Council-in-Committee convened on Monday, September 28, 2020 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
Councillor Bonita Zarrillo

STAFF: Peter Steblin, City Manager
Raul Allueva, Deputy City Manager
Jaime 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 Parks, Recreation, Culture and Facilities
Jim McIntyre, General Manager Planning and Development
Julie Drotar, Acting Officer-in-Charge RCMP
Jim Ogloff, Fire Chief
Stephanie James, Director Legal and Bylaw Enforcement
Andrew Merrill, Director Development Services
Nav Hothi, Community Programs / Administration Officer RCMP
Jennifer Keefe, Manager Community Recreation and Culture Services
Kathleen Vincent, Manager Corporate Communications
Zoe Mlcoch, Business Services Manager
Jim Bontempo, Building Permits Manager - Approvals
Doug Vance, Building Permits Manager - Inspections
Kevin Hebert, System Analyst 1
Sean O'Melinn, Business Services and Licences Manager
Rachel Cormack, Legislative Services Clerk

Councillor Zarrillo, 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, September 14, 2020

The Minutes of the Council-in-Committee Meeting held on Monday, September 14, 2020 were approved.

REPORTS OF STAFF

PLANNING AND DEVELOPMENT

2. Report of the General Manager Planning and Development – Development Application Process Review – Process Improvement Update 2020

The General Manager Planning and Development provided an overview of the work staff have undertaken to continue the Development Application Review Process (DAPR) as well as the intention of an annual report of the work. He noted the changes to the timeline of the program due to COVID-19 and the shifting priorities of the Planning and Development department work plan. He further stated the projected next steps for DAPR.

Discussion ensued relative to the understanding that work programs have been altered due to the COVID-19 pandemic and that expectations should be tempered as a result.

The Business Services Manager provided a presentation entitled “Development Application Process Review – 2020 Update” with slides titled as follows:

- Purpose
- Background
- Collaborative Approach
- Operational Efficiencies

Mayor Stewart left the meeting at this time (2:11 p.m.).

- Automation
- Customer Service
- E-Plans Outcomes
- Covid-19 Response
- Temporary Space Permits

Mayor Stewart returned to the meeting at this time (2:17 p.m.).

- Virtual Inspections
- DocuSign Pilot
- What's Next
- Questions & Feedback

Discussion ensued relative to the following:

- Appreciation for the work staff have undertaken to advance this program
- Clarification regarding the types of applications that are available for e-plan submission

In response to a question from the Committee, the General Manager Planning and Development provided an overview of the software the department utilizes to electronically process permits and building plans, and noted the size constraints that software has due to large application files.

In response to a question from the Committee, the Business Services Manager noted the timeline of the roll out of the 'chess clock' feature as part of application processing.

Discussion continued relative to the following:

- Appreciation for the programs included as part of DAPR
- Clarification regarding the composition of the Municipal Innovators Community – West and the work that they have undertaken to improve current processes
- The desire for Council to receive baseline data regarding application processing times per type

In response to a question from the Committee, the General Manager Planning and Development noted the integration of AMANDA 7 and the potential to establish timelines for application processing to better manage expectations.

Discussion continued relative to the following:

- Clarification as to the City's participation in a Simon Fraser University study of development processing timeliness
- Clarification regarding the roll out timeline and process of AMANDA 7 and the delay due to COVID-19
- The potential to integrate Artificial Intelligence software with automated processes
- Clarification relative to the work the City has undertaken to engage developers to enhance DAPR

In response to a question from the Committee, the General Manager Planning and Development noted the cooperation between various City departments to facilitate the continued work on DAPR.

The Business Services Manager agreed to provide further information relative to the responses of businesses of the Enhanced Temporary Permit Application for outdoor spaces. The General Manager Planning and Development noted that the requested information would be included in a future report to Council.

In response to a question from the Committee, the Business Services Manager noted which programs were fast-tracked due to COVID-19.

Discussion continued relative to the following:

- Clarification regarding the quantitative data of DAPR in relation to electronic processes
- Clarification regarding the proposed improvements to public development notifications
- An update of the provincial-level DAPR

The Committee received the report of the General Manager Planning and Development dated September 21, 2020 and entitled “Development Application Process Review – Process Improvement Update 2020” for information.

DEPUTY CITY MANAGER

3. Report of the Deputy City Manager – COVID-19 Response Update: Looking Ahead to Fall 2020

Councillor Towner left the meeting at this time (2:55 p.m.).

The Deputy City Manager provided an overview of the work staff have undertaken to continue to actively respond to the COVID-19 pandemic and the impacts on the community. He further noted the considerations taken to establish or continue programs to best cater to community needs.

Councillor Towner returned to the meeting at this time (2:57 p.m.).

Discussion ensued relative to the following:

- Appreciation for staff with respect to their handling of the work required due to the COVID-19 pandemic
- The desire to ensure that City street works programs are staggered throughout the City to not create pressure points of ‘construction fatigue’

The Committee received the report of the Deputy City Manager dated September 22, 2020 and entitled “COVID-19 Response Update: Looking Ahead to Fall 2020” for information.

OTHER BUSINESS

OB-1 Traffic Safety in School Zones and Crosswalks

A member of the Committee noted concern regarding potential dangerous driving in school zones as schools re-open to in-person attendance.

Councillor Mandewo left the meeting at this time (3:03 p.m.).

The General Manager Engineering and Public Works outlined the work that the City and the Coquitlam RCMP have undertaken to enhance safety in school zones. He further noted the installation of flashing pedestrian crossing signalization throughout Coquitlam to help control crosswalks and the future budget considerations to allow further technological solutions to be rolled out. He also noted that future technology deployed for crosswalks may be no-touch to better assist pedestrians throughout COVID-19.

Councillor Mandewo returned to the meeting at this time (3:06 p.m.).

Discussion ensued relative to the understanding that speeding happens throughout different zones in the City of Coquitlam.

In response to a question from the Committee, the RCMP Acting Officer-in-Charge provided an overview of the work the Coquitlam RCMP undertook to manage traffic safety in school zones.

Discussion continued relative to the following:

- The desire for the Coquitlam RCMP to share information regarding speed ticketing with the public
- The belief that speeding in school zones has been a long-standing issue
- Appreciation for the current anti-speeding tools being utilized by the Coquitlam RCMP and the City's Engineering and Public Works department
- The understanding that speeding enforcement cannot be deployed at every school zone consistently
- The desire to find solutions to rat-running through suburban streets to avoid construction zones

In response to a question from the Committee, the General Manager Engineering and Public Works provided an overview of the utilization of speed reader boards in the community to deter speeding.

Discussion continued relative to the following:

- The desire for speed reader boards to be programmed to shut off after school hours and on weekends
- Clarification regarding the associated costs with additional lighted pedestrian control units

In response to a question from the Committee, the General Manager Engineering and Public Works provided a rough estimate of the cost requirements per one crosswalk control unit.

The Committee agreed to support the consideration of a package of additional crosswalk control units as part of the Engineering and Public Works budget presentation at an upcoming Finance Standing Committee Meeting.

Discussion continued relative to the understanding that speeding is a behaviour that can be difficult to correct.

In response to a question from the Committee, the RCMP Acting Officer-in-Charge noted the utilization of the black cat speeding monitoring units by the department and the belief that the RCMP currently have enough for traffic monitoring.

Discussion continued relative to the concern that, in the evening, lights on traffic control units may impact residents in suburban neighbourhoods.

OB-2 Hazel Coy Neighbourhood Update

A member of the Committee requested an update from staff regarding the Hazel Coy Neighbourhood Plan (HCNP).

The General Manager Planning and Development provided an update on the timeline of the HCNP and noted the work that has been completed as part of the development of Burke Mountain. He further noted that Council would receive a formal update at a future Council meeting and that staff are working to complete the City Centre Area Plan prior to scaling up the work on the HCNP.

OB-3 Permitted Uses of Lost Lake

A member of the Committee stated that there has been increased use of Mundy Park due to COVID-19. She noted her belief that there has been an increase in inappropriate uses of Lost Lake and other sensitive areas of the park.

The General Manager Parks, Recreation, Culture and Facilities noted the permitted uses of Lost Lake and provided an overview of the work the department will undertake to better enforce the division of sensitive areas from public use areas in Mundy Park, including increased signage and fencing.

Discussion ensued relative to the following:

- Appreciation for informational signs on local animal habitats in Lost Lake
- The belief that the sensitivity of Lost Lake is not properly communicated through the current signage
- Concern that COVID-19 signage superseded unpermitted use signs around Mundy Park and the desire to re-instate those signs
- The potential for messaging regarding permitted use and species at risk through the City's social media platforms

NEXT MEETING DATE – October 5, 2020

The Mayor, on behalf of Council, thanked Inspector Nav Hothi for her work with the Coquitlam RCMP and provided an overview of her career with the RCMP.

Inspector Hothi thanked Council and City staff for their support of the Coquitlam RCMP's engagement with the community.


ADJOURNMENT

The meeting adjourned at 3:47 p.m.

MINUTES CERTIFIED CORRECT

CHAIR

I hereby certify that I have recorded the Minutes of the Council-in-Committee Meeting held Monday, September 28, 2020 as instructed, subject to amendment and adoption.



Rachel Cormack
Legislative Services Clerk