

**COUNCIL-IN-COMMITTEE MEETING**  
**Monday, October 5, 2020**

A Regular Meeting of the Council-in-Committee convened on Monday, October 5, 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 (arrived at 2:04 p.m.)  
Councillor Dennis Marsden  
Councillor Teri Towner  
Councillor Chris Wilson  
Councillor Bonita Zarrillo

**STAFF:** Peter Steblin, City Manager  
Raul Allueva, Deputy City Manager  
Julie Drotar, Acting Officer-in-Charge RCMP  
Jim Ogloff, Fire Chief  
Jaime Boan, General Manager Engineering and Public Works  
Nikki Caulfield, General Manager Corporate Services  
Michelle Hunt, General Manager Finance, Technology and Police  
Don Luymes, General Manager Parks, Recreation, Culture and Facilities  
Jim McIntyre, General Manager Planning and Development  
Scott Groves, Director Strategic and Capital Projects  
Lanny Englund, Manager Parks Planning and Forestry  
Darryl Lal, Manager Police Services  
Graham Stuart, Manager Corporate Planning  
Kathleen Vincent, Manager Corporate Communications  
Heather Escaravage, Project Team Leader  
Jay Gilbert, City Clerk  
Rachel Cormack, Legislative Services Clerk  
Julie Hunter, Committee Clerk

**ALSO IN ATTENDANCE:** Hugh Wallace

Councillor Marsden, 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 28, 2020**

The Minutes of the Council-in-Committee Meeting held on Monday, September 28, 2020 were approved.

## **REPORTS OF STAFF**

### **PARKS, RECREATION, CULTURE AND FACILITIES**

#### **2. Report of the General Manager Parks, Recreation, Culture and Facilities – Town Centre Park – Updated Lake Loop Improvements Concept Plan**

The General Manager Parks, Recreation, Culture and Facilities provided introductory comments relative to the Updated Lake Loop Improvements Concept Plan. He referred to an on-screen slide entitled “Lake Loop Site Plan”.

Councillor Mandewo arrived at the meeting at this time (2:04 p.m.).

Discussion ensued relative to the following:

- Appreciation for staff’s response to public feedback in relation to updating the concept plan
- The popularity of the Lights at Lafarge event
- Potential operating costs associated with the proposed improvements
- The understanding that there are no expected significant service delivery impacts
- Appreciation for the horticultural improvements
- Timelines related to the completion of the new washroom next to the Evergreen Cultural Centre and the washroom attached to the servery
- The understanding that existing informal trails in the forest walk section of the loop would be improved
- Plans for enhanced lighting
- The location of the new trails

The General Manager Parks, Recreation, Culture and Facilities noted that the Committee’s feedback would be incorporated into the detailed design phase and that an operating tied to capital estimate would come forward as part of the capital budgeting process.

The Committee received the report of the General Manager Parks, Recreation, Culture and Facilities dated September 24, 2020 and entitled “Town Centre Park – Updated Lake Loop Improvements Concept Plan” for information.

**CORPORATE SERVICES**

**3. Report of the General Manager Corporate Services – 2021 Draft Business Plan**

The General Manager Corporate Services provided introductory comments relative to the 2021 Draft Business Plan.

The Manager Corporate Planning utilized an on-screen presentation entitled “City of Coquitlam 2021 Draft Business Plan” and referred to slides titled:

- Presentation Purpose
- How Our Plans Work
- The Business Plan
- Approval and Reporting
- Draft 2021 Business Plan
- City-Wide ‘A’ Priority
- Next Steps
- Process for Today’s Session

On behalf of Council, the Chair commended staff across the organization for their dedication and exemplary response to the COVID-19 pandemic.

Discussion ensued relative to the following:

- Support for the priority given to the Community Support and Recovery Plan and the Workforce Support elements of the 2021 Business Plan
- The understanding that the Pipeline Road Improvements project has been moved to 2022 in order to align with the timing of Metro Vancouver’s Water Main project
- The desire to incorporate an inclusion and diversity program in the Business Plan
- The belief that the City has diversity across its workforce as well as in its various programs and initiatives
- The understanding that the subject of inclusivity has many dimensions and can be a very broad topic
- Support for assigning top priority to managing the operational impacts of COVID-19
- The understanding that a report was forthcoming to update Council regarding a bylaw to address Food Sector Liquid Waste
- The impact of the coronavirus pandemic on City services, amenities and the workforce during the current year and its impacts on the 2021 Business Plan
- The City of Vancouver’s Equity, Diversity, and Inclusion Strategy as a model that could be considered in the future when the City has greater capacity
- Items from the 2020 Business Plan that have been deferred due to COVID-19
- The importance of leaving flexibility in the 2021 Business Plan to account for uncertainty related to the impacts of the coronavirus in the coming year
- The understanding that work related to Community Social Development initiatives, such as the Childcare Strategy, Supportive Housing, and Multiculturalism, is ongoing

- The understanding that certain items have been removed from the Business Plan due to staff capacity or the capacity of City partners
- The desire to prioritize items on the Business Plan in a way that does not exceed staff capacity
- The desire to communicate to the public that items that have been deferred from the 2021 Business Plan due to COVID-19 will not be forgotten and will be dealt with as staff capacity increases
- Recognition of the exemplary work of staff in response to the COVID-19 pandemic
- Appreciation for the clear and easily-read nature of the 2021 Business Plan graphic (Attachment 1)
- Support for the priority given the Roadway and Streetscape Enhancement program
- Positive feedback related to the PRC Management System replacement project
- The scheduled operational review of City departments as it relates to the Corporate Communications Division
- The impact of COVID-19 on small businesses and the desire to facilitate public patronage of local businesses during the winter months
- Appreciation for how the proposed COVID-19 Response and Recovery Plan feeds into the 2021 Business Plan objectives
- The opportunity to utilize park hosts and ambassadors in enhancing public outreach
- The suggestion that the graphics contained in communications pieces could be more inclusive
- The desire for the City to take a wider approach to mental health support beyond the RCMP Mental Health Mobile Units
- The desire to consider inclusion in relation to the City's Advisory Committees and the suggestion that the City should consider removing potential barriers to the membership of these committees
- The value of trimester reporting to Council
- The evolutionary nature of the terms of reference of Advisory Committees and the relationship of their work plans to the City Business Plan
- Recognition of inclusivity and diversity as a lens through which Advisory Committees consider their work as opposed to setting inclusivity and diversity as an outcome
- The Advisory Committee work planning process
- The importance of planning for uncertainty
- Organizational staffing issues related to the uncertainty of the COVID-19 pandemic
- The desire to examine the issue of inclusivity from a wider perspective
- The desire to review the Committee mandates from an inclusivity point of view
- Various options related to proceeding with the prioritization and development of an inclusivity and diversity strategy in 2021
- The understanding that staff capacity levels vary across the organization

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Staff were directed to report back with options for proceeding with the development of an inclusion/diversity strategy and for incorporating this process into the 2021 Business Plan.

- Whether or not the Housing Affordability Strategy Update should be moved from a 'B' priority to an 'A' priority in the 2021 Business Plan
- The belief that the issue of affordable housing is a top priority
- The belief that progress has been and will continue to be made on the Housing Affordability Strategy (HAS) Update regardless of whether it is an 'A' or 'B' priority
- The desire to broaden the City's HAS progress by facilitating the development of more below-market and non-market housing
- The desire to update the Strategy in order that the City can adapt quickly to rapidly changing market forces
- The process undertaken by staff to assign priority rankings to each of the items in the Business Plan
- A concern related to the optics of assigning the HAS Update as a 'B' priority
- The large number of major projects on the Planning and Development Department's work plan, capacity in that department, and the necessity of prioritizing projects

The Committee, with the exception of Councillor Zarrillo, agreed that the Housing Affordability Strategy Update would remain a 'B' priority on the 2021 Business Plan.

The Committee received the report of the General Manager Corporate Services dated September 29, 2020 and entitled, "2021 Draft Business Plan" for information.

#### **4. Report of the Manager Corporate Communications – City Website Update Project – Completion and Public Launch**

The Manager Corporate Communications provided introductory comments relative to the City Website Update Project.

The Project Team Leader utilized an on-screen presentation entitled "City Website Update Project" and referred to slides titled:

- Purpose
- Project Objective
- Testing Results
- Results
- Timeline
- Next Steps

Discussion ensued relative to the following:

- Enthusiasm for improvements in the search function
- The ability for residents to subscribe to multiple news lists via Notify Me
- Appreciation for the efforts of the project team and how they managed the project

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- Timelines related to the post-launch user survey
- Appreciation for the work undertaken to ensure an exceptional user experience

On behalf of Council and the community, the Mayor thanked the City Website Update project team.

The Committee received the report of the Manager Corporate Communications dated September 29, 2020 and entitled "City Website Update Project – Completion and Public Launch" for information.

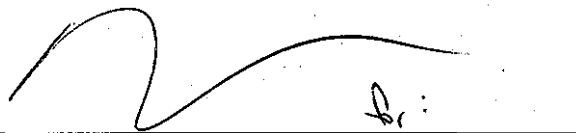
**OTHER BUSINESS****NEXT MEETING DATE – October 19, 2020****ADJOURNMENT**

The meeting adjourned at 4:17 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, October 5, 2020 as instructed, subject to amendment and adoption.



Julie Hunter  
Committee Clerk