CALL TO ORDER

ADOPTION OF MINUTES

1. Minutes of the Sustainability and Environmental Advisory Committee Meeting held on Wednesday, November 29, 2016

NEW BUSINESS

2. Roundtable of Introductions (10 mins)
   Chair

3. Committee Orientation/Review of Terms of Reference (10 mins)
   Committee Clerk

4. Advisory Committee Webpage - Update (5 mins)
   Chair / Committee Clerk

5. Review and Adoption of 2017 Work Plan (15 mins)
   Steffanie Warriner, Manager Environmental Services

6. Coquitlam River Water Quality Monitoring Data – Summary Results (25 mins)
   Caresse Selk, Environmental Stewardship Coordinator

7. Outreach Material Review (20 mins)
   Steffanie Warriner, Manager Environmental Services

8. Environmental Volunteers Celebration – Establish Sub-committee (10 mins)
   Caresse Selk, Environmental Stewardship Coordinator

OTHER BUSINESS

NEXT MEETING DATE – April 25, 2017

ADJOURNMENT
A Regular Meeting of the Sustainability and Environmental Advisory Committee convened on Tuesday, November 29, 2016 at 7:05 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Councillor Brent Asmundson, Chair
Sandra Baker
Daryoush Hassani
Ineke Kalwij
Kari Pocock
Pamela Zevit
Councillor Chris Wilson, Vice Chair
Karen Smecher
Michael Wilson

ABSENT: Diana Kemp
Kristin Kwon

STAFF: Steffanie Warriner, Manager Environmental Services
Lanny Englund, Urban Forestry and Parks Services Manager
Andrew Merrill, Major Projects Planner
Caresse Selk, Environmental Stewardship Coordinator
Jeri Hohn, Committee Clerk

CALL TO ORDER

ADOPTION OF MINUTES

1. Minutes of the Sustainability and Environmental Advisory Committee Meeting held on Wednesday, September 20, 2016

The Committee approved the Minutes of the Sustainability and Environmental Advisory Committee meeting held on Wednesday, September 20, 2016.

BUSINESS ARISING FROM MINUTES
NEW BUSINESS

2. **Northeast Coquitlam Streamside Protection and Enhancement Areas Windthrow Assessment**

The Chair welcomed Lanny Englund, Urban Forestry and Parks Services Manager. Mr. Englund provided a presentation relative to City initiatives to manage trees within Streamside Protection and Enhancement Areas (SPEAs) in Northeast Coquitlam, referring to on-screen slides entitled as follows:

- Managing Trees in SPEAs in Northeast Coquitlam
- Northeast SPEAs
- Northeast Tree Failures
- Burke Mountain Creek Corridor
- East Smiling Creek Corridor
- Windfirm Assessment
- Results
- Next Steps
- Going Forward

Discussion ensued relative to the following:

- The reasons for Western Hemlock tree failures in Northeast SPEAs
- The rationale for allowing narrow corridors of trees at the time of development
- The outcomes of the Windfirm Assessment including that historical logging created conditions for a high level of Western Hemlock growth
- Details regarding the factors that contribute to less windfirm trees
- The response of trees to dwarf mistletoe infestation
- The total number of trees recommended for removal and that replanting prescriptions will occur on a site-by-site basis
- That, in general, the site-by-site plans will be based on a 'stable stand' concept and include recommendations for species that are more naturally windfirm such as Douglas Fir and Western Red Cedar
- The appropriateness of current zoning setbacks in areas where tree windfall is of higher concern and whether consideration is being given to leveraging SPEAs to match conditions in those areas
- The ongoing challenge of managing living organisms (trees) and changing climate conditions and the possibility of taking forest stand type into consideration in the Riparian Areas Regulation (RAR)
- Whether improving biodiversity and suppressing invasive species will be part of the forest restoration and replanting scheme
3. **Burquitlam-Lougheed Neighbourhood Plan**

The Chair welcomed Andrew Merrill, Major Projects Planner. Mr. Merrill spoke to the Burquitlam-Lougheed Neighbourhood Plan (BLNP) and its preliminary land use directions based on public consultation feedback received thus far, referring to an on-screen presentation with slides entitled as follows:

- Burquitlam-Lougheed Neighbourhood Plan – Preliminary Land Use Directions
- Burquitlam Station: Today
- Burquitlam Station: Future
- BLNP Process
- BLNP Area
- Transit-Oriented Development Strategy
- Plan Vision
- Guiding Principles
- Neighbourhood Based Planning (NBP)
- Consultation on Phase 2 Land Use Options
- High-Level Feedback
- Transportation Feedback
- Parks Feedback
- Sub-Area Feedback Analysis
- How We Got Here
- More Options for Families
- Preliminary Land Use Directions
- Environmental Directions
- Watercourse Protection
- Next Steps

Discussion ensued relative to the following:

- Whether there will be an opportunity to optimize ('daylight') some of the creeks in the area and whether this is a priority for the City
- The belief that there is a lack of affordable single-family housing in Coquitlam and its impact on development within the City
- Council’s desire to support an increasing supply and broad range of affordable housing in the City
- The City’s Housing Affordability Strategy (HAS)
- Whether new and off-street cycling routes are proposed as part of the BLNP
- Whether the City is collaborating with Burnaby and Port Moody during the preparation of the BLNP
- Components of the plan to encourage walking and cycling such as widening of sidewalks, improved lighting, and wayfinding signage
4. **Solid Waste Collection Service / Wildlife Management Update**

Steffanie Warriner, Manager Environmental Services, provided a verbal update regarding the solid waste collection service in the Coquitlam, noting that the City is now diverting seventy-four percent of its waste away from the landfill, a twenty percent increase in the eighteen months since the new solid waste program was implemented.

Ms. Warriner provided an on-screen presentation relative to wildlife (bear) issues in the City in 2016 and referred to slides entitled as follows:

- Bears/Wildlife/Attractant Challenges – Year 2016
- Issues Related to Wildlife in 2016
- 2016 Public Education & Outreach
- Enforcement Strategy
- 2016 Urban Wildlife Statistics
- Focus Areas for Patrols and Enforcement 2016
- Proposed Strategy Moving Forward
- Common Complaints / "Barriers" to Compliance
- SEAC Discussion – Feedback and Recommendations?

Discussion ensued relative to the following:

- Personal observations relative to residents leaving bear attractants (garbage) outside their property lines in laneways and regularly leaving unsecured bins on the street outside of the City’s stipulated days/hours
- Whether the City’s regulations could be amended to specify that new developments include built-in secured areas for solid and green waste
- The details of ongoing residential violations to the recently adopted Solid Waste Management Bylaw and Vector Control Bylaw and the enforcement of infractions in this regard
- Staff’s strategic enforcement strategy shift and an explanation of metrics related to the increase in number of tickets issued

Ms. Warriner noted that Council has directed staff to bring forward, in early 2017, new strategies to address solid and green waste issues and outlined some of the ideas that staff is exploring.

The Chair thanked Ms. Warriner for her presentation.

5. **2016 Committee Review and Feedback**

The Chair noted that this item was the Committee’s opportunity to share observations and feedback relative to the functioning of the Committee during 2016. Staff referred to a copy of the 2016 Work Plan provided on-table and noted that each of the items on the Work Plan had been addressed by the Committee during the year.
Discussion ensued relative to the following:
- Whether there was an opportunity to change the 2017 meeting dates and times
- The belief that the professional expertise of the Committee could be better utilized
- The role of the Committee to provide advice to Council and the possibility of the Committee providing input earlier in the City's processes
- Whether staff could frame Committee presentations and discussions to ensure that they are germane to the Committee and its mandate
- The suggestion that the desired outcome(s) of staff presentations could be enhanced by asking the Committee focused/pointed questions

Staff noted that meeting times and dates are set per the advertised 2017 Advisory and Statutory Committee Meeting Schedule and spoke to the general timing of the City processes followed prior to requesting the Committee's input and feedback. Staff further noted that in advance of future presentations, presenters would be asked to include, where appropriate, focused questions for the Committee's consideration.

6. **2017 Draft Work Plan Items - Discussion**

In the interest of time, the Chair encouraged the Committee to submit proposed items for the draft 2017 Work Plan via email to staff within the next month or sooner.

The following items were identified for possible inclusion on the draft 2017 Work Plan:
- Environmental Volunteers Celebration
- Solid Waste Collection Service/Wildlife Management Update
- Coquitlam River Water Quality Monitoring Data (Standing Agenda Item)

7. **SEAC Members' Roundtable (Standing Agenda Item)**

The Chair thanked the Committee members for their service over the past year and noted that the Committee's Chair for 2017 would be Councillor Terry O'Neill.

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<th>OTHER BUSINESS</th>
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<td>NEXT MEETING DATE – TBC (2017)</td>
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The meeting adjourned at 9:09 p.m.

MINUTES CERTIFIED CORRECT

Jeri Hohn
Committee Clerk
Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four year term. The last General Local Election was held on November 15, 2014 and the next Election will be held in October 2018.

Following are the names of the current Mayor and Councillors:

**Mayor:** Richard Stewart

**Councillors:** Brent Asmundson
Craig Hodge
Dennis Marsden
Terry O’Neill
Mae Reid
Teri Towner
Chris Wilson
Bonita Zarrillo

Council is a Legislative (law making) body with responsibility for exercising all legislative and administrative authority conveyed upon the City of Coquitlam (“the City”) by the Provincial Government, primarily through the Local Government Act and the Community Charter. The Mayor is the head of Council and, as per the Community Charter, is the Executive Officer of the City.

Coquitlam Committee Structure

There are a number of different Committees that exist in the City of Coquitlam. Each one differs based on its function, the members appointed to the Committee and its meeting schedule.

Coquitlam Advisory Committees

Section 142 (1) of the Community Charter states that “A Council may establish and appoint a select Committee to consider or inquire into any matter and to report its findings and opinion to the Council.”

Council adopts Terms of Reference for each select (advisory) Committee which provides the terms and conditions for the Committee including its mandate, term, composition and procedures.
For 2017 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Riverview Lands Advisory Committee
- Sports Advisory Committee
- Strategic Investment Advisory Panel
- Sustainability and Environmental Advisory Committee
- Universal Access-Ability Advisory Committee

**Statutory Committees**

Statutory Committees, also known as boards, commissions or Committees are established pursuant to facilitating legislation and serve at an arms-length capacity to the Council on behalf of, or in cooperation with, the municipality. Examples of such Committees are:

- The Library Board (established pursuant to the *Library Act*);
- The Board of Variance (established pursuant to the *Local Government Act* (s. 899)); and
- The Parcel Tax Review Panel (established pursuant to the *Community Charter* (s. 204)).
The Role of Committee Chair, Members and City Staff

The Role of Chair and Vice-Chair

Advisory Committees are established by Council and are typically comprised of Council members and residents. In most cases the Chair and Vice-Chair of an Advisory Committee are Council members.

The role of the Chair is to lead the meeting and to ensure that all Committee members present have the opportunity to speak. The following identifies more specific duties of the Chair:

- Sets the agenda
- Ensures that a quorum is present and opens the meeting at the prescribed time
- Ensures the Committee adheres to the agenda
- Prevents new issues from side tracking the agenda
- Limits the meeting length to 2 hours if possible
- Enforces the rules of decorum
- Respects members’ views
- Seeks agreement and builds consensus
- Assists Committee Members to word motions clearly and succinctly
- Declares the meeting adjourned

The Vice Chair may attend any or all meetings and in the absence of the Chair, will chair the meetings.

The Role of Committees

Committees are established to:

- Provide information and well considered advice to Council and staff on issues of concern to the public and the City
- Provide recommendations for consideration by Council and staff
- Undertake work referred by Council and work within the direction provided by Council

The Terms of Reference sets out the Committee’s mandate and duties. Committees can only consider issues within those areas specified in the Terms of Reference.
Once a Committee has submitted its recommendation to Council, it is Council’s decision on how to proceed with the recommendation i.e. receive, approve, amend, defer, refer or decline the recommendation.

Committees require approval from Council before initiating projects or requesting the use of staff resources. If a Committee requires staff to undertake work, the staff liaison is obligated to advise the Committee whether or not staff can undertake the work and if authority is required from Council or the City Manager.

The Role of the Staff Liaison

A staff liaison is defined as the staff member assigned to assist a Committee in a non-voting advisory and resource capacity.

The staff liaison:

- Provides information and professional advice
- Supports the Chair in developing agendas and supporting materials
- Drafts Committee reports
- Provides updates to the Committee on Committee work plan items

The staff liaison will advise the Committee if a recommendation to Council is required prior to any staff activity on an issue. For example, Committees will need to seek Council approval for new initiatives and projects requiring a significant amount of staff time or costs to determine if the resources can be allocated to the Committee’s request.

The Role of the Clerk’s Office

A Committee Clerk is assigned by the Clerk’s Office to provide administrative support to a Committee. The Committee Clerk:

- Prepares an agenda, based on the tasks identified in the work plan and in cooperation with other City staff members and the Committee Chair
- Distributes agenda once approved by the Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Prepares minutes and forwards them to Council for consideration
• Handles meeting logistics such as providing a calendar of meeting dates, times and location, booking a meeting room, rescheduling meetings if required, tracking member attendance for reporting to Council, assisting with Committee volunteer recruitment and providing other administrative support as necessary.

Minutes provide a general overview of the meeting and capture any action items (i.e. recommendations) and are not verbatim. The advice and any recommendations made at the meeting are detailed in the minutes and then forwarded to Council.

**Committee Terms of Appointment**

The terms for most Committees expire in December each year, unless otherwise stated in the Committee’s Terms of Reference. Individuals may serve consecutive terms on any Advisory Committee. In the year of a general local election, members’ appointments expire on November 30th.

The terms and conditions of appointment for Statutory Committee members is determined by the enabling statute or establishing bylaw.

**Attendance of Committee Members**

Appointed members to an Advisory Committee or Statutory Committee are required to attend regularly scheduled meetings. **The Committee Clerk should be notified in advance of the meeting should the member not be able to attend a meeting.**

Any member who is absent from three consecutive regular meetings without notifying the Committee Clerk or the Chair in advance, or without a leave of absence, may be asked to resign or may be removed from the Committee by Council.

**Committee Members are reminded that attendance is vital.** Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic Committee.
Code of Conduct for Committee Members

The following is a ‘Code of Conduct’ which should be adhered to by all Committee members:

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, favours, or services that might tend to influence the discharge of duties
- Never use position to secure advantage
- Never disclose confidential information
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

*Committee members shall not use the committee member contact list for personal or non-Committee related business.

Removal of a Member from a Committee

Council may remove or ask that a Committee Member resign at the request of the Committee or on its own initiative.

Resignation of a Member

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

Committee Vacancy Replacement Term

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion,
appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

### Time and Location of Advisory Committee/Task Force Meetings

Advisory Committee meetings are generally held in the Council Committee Room located at City Hall, 3000 Guildford Way, Coquitlam, BC.

The start time for Advisory Committee meetings may vary as some meetings are held during the day and others in the evening. The date of the next meeting is identified on the current meeting agenda. Meetings are typically not held in August and December.

The Committee Clerk assigned to your Committee will advise you of the meeting dates and times of your meetings.

### Quorum

A quorum of Committee Members for an Advisory Committee meeting is outlined in the Terms of Reference for the Committee. Typically, a Council member must be present for a quorum to be achieved. Therefore, quorum is achieved when a majority of the members and a Council member are present (50% +1). The Mayor, when present, shall be counted in achieving quorum.

Quorum for Statutory Committee meetings is determined by the enabling statute or establishing bylaw for the Committee.

Where a quorum is not present fifteen minutes after the time established for a Committee meeting to start, the person responsible for recording the minutes shall record the names of those members present and the meeting will be deemed to be cancelled. If quorum is not achieved or is lost during the meeting, the Chair may choose to continue the meeting on an informal basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The meeting minutes are forwarded to Council as informal notes.

### Rules of Procedure

The Rules of Procedure are outlined in Appendix “A” to this document. Advisory Committees and Statutory Committees follow these guidelines, provided the guidelines are not inconsistent with the Committee’s enabling statute, establishing bylaw, the Local Government Act, the Community Charter, Council policy, or Council’s Procedure Bylaw. The Committee may also rely upon the advice of the Committee Clerk (or another representative from the City Clerk’s Office) or Staff Liaison for guidance.
Voting

All members of a Committee, including the Chair, (unless otherwise stated in a Committee’s Terms of Reference) may vote on any question before it and in the event of a tie vote, the motion is considered defeated. In accordance with the Local Government Act, any member who abstains from voting, without having first declared a conflict of interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.

Conflict of Interest

Committee members are subject to sections 100 to 104 of the Community Charter. A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed, must declare that they have a conflict of interest, describe the nature of the conflict and leave the room during any discussions and voting thereon.

A conflict of interest does not exist if the pecuniary (financial) interest of the Committee member is in common with members of the general municipality or the pecuniary (financial) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

The Committee Clerk notes in the minutes, the Committee member’s declaration of a conflict of interest and the Committee member’s exit from, and return to, the meeting.

Remuneration

Committee members are volunteers and as such, serve without remuneration.

Working Groups

There are many ways in which Committees may provide feedback to Council. In some cases there are specific topics which require further investigation. In these instances Committees may establish working groups of their members. These working groups may work on their own or in partnership with staff and report back to the Committee. Council is advised of the establishment of these working groups and their purpose through the meeting minutes.

Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or
recommendations that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

The Advisory Committee’s recommendation will be forwarded to Council for consideration. In some instances, the Committee does not require a recommendation to go forward to Council. For example, should the Committee want to establish a working group, it is not necessary for this request to be handled through a recommendation, but can be identified through the Committee minutes. Council is kept apprised of all Committee activities through regular distribution of Committee minutes.

Authority

Advisory Committees do not have the authority to communicate on behalf of the City, to pledge the credit of the City or authorize any expenditure on behalf of the City except as expressed in the Advisory Committee’s Terms of Reference.

The authorized spokesperson for Advisory Committees is the Chair.

Budget

Advisory Committees and Statutory Committees do not typically have a budget allocated to them. They may request budget funds from Council in accordance with the City’s budget preparation schedule and procedures. Any solicitation of funds from other organizations requires prior approval of Council. All Committees have reasonable use of City services such as photocopying, paper supplies and meeting areas. Committee members may contact the Committee Clerk for more information on budgets or the use of City services.

Personal Liability

No member of a Committee is liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

Meetings Open to the Public

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee’s enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (Council Procedure Bylaw No. 4042, 2009). Any member of the public may be asked to leave a meeting due to improper conduct as identified in Council Procedure Bylaw No. 4042, 2009.
At any time, a member of the public may be invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat at the table designated for visitors.

**Special Committee Meetings**

Special Committee meetings may be held outside of the regular schedule at the call of the Chair, by the Mayor or by resolution of Council.

**Further Information**

Committee members can obtain further information from the Chair of the Committee or the Committee Clerk (committeeclerk@coquitlam.ca).
APPENDIX “A”
COMMITTEE MEETING GUIDELINES

The Agenda

An agenda is prepared and forwarded to all Committee members approximately one week prior to the date of the meeting. For a meeting to be productive, members should:

- Review the agenda and accompanying reports ahead of time
- Prepare questions

Handling the Business of the Meeting

Good decision making requires:

- Background information
- Options and recommendations through discussion
- Preparation before the meeting
- Full participation in the meeting
- Regular attendance
- Cooperation by all meeting members
- Consideration of others’ ideas and opinions

Voting and Debating Rights

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Sports Advisory Committee and Culture Services Advisory Committee as Council members appointed to these bodies are non-voting members). Proxy votes are not permitted.

Other Procedures

Council receives input from Committee members through the Committee’s minutes. Members may establish sub-committees, or working groups, to conduct further research and prepare information for Council.

Making Motions - Committee Recommendation

A Committee recommendation is a motion made by the Committee to ask for a formal action by Council. These motions or recommendations are recorded in the minutes and forwarded to Council.
The steps of handling a main motion are:

1. A Committee Member makes a motion:
   “I move that...”

2. Another Committee member seconds the motion:
   “I second the motion”

3. The Chair of the Committee then states the motion:
   “It is moved and seconded that...”

4. The Chair then opens the floor to debate:
   “Is there any discussion?”

5. The Committee members debate the motion

6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):
   “We are now voting on the motion to....... Those in favour?” [those voting in favour raise their hands] “Those opposed?” [Those voting against indicate by raising their hands.]

7. The Chair announces the result:
   “Motion passes.”; “Motion defeated’; or “Tie vote – motion defeated.”
Amending Motions

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

Three Methods of Amending a motion:

1. By inserting or adding words

   “I move that the motion be amended by inserting the word[s]... between the word ... and the word...”

   OR

   “I move that the motion be amended by adding the word[s]......”

2. By striking out words

   “I move that the motion be amended by deleting the words ...”

3. By striking out words and inserting replacement words

   “I move that the foregoing motion be amended by deleting the words .... And inserting the words .... in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (sub-amendment). No amendment is permitted to a sub-amendment.

Debating Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

Motion to Withdraw a Motion

A motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present. A motion may not be withdrawn after it has been voted on.
Point of Order

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to Committee and decided by Committee resolution.

Recess

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

Reading of Motions

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes the Committee Clerk will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

Rules of Decorum and Debate

Committee meetings tend to be more informal than a City Council meeting, however, here are some meeting rules which may be helpful and may be used by the Committee:

- The maker of a motion has the right to speak first to their motion
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- Members must remain courteous and avoid personal attacks on each other and staff
- Remarks must be confined to the motion before the Committee
- Remarks are always directed “through the Chair”
- Member should not interrupt another speaker
- Motions should be phrased concisely and to the point
The Sustainability and Environmental Advisory Committee (SEAC) is a group of community leaders interested in the environment who provide advice to City Council on sustainability and key environmental issues and trends while promoting environmental awareness within the community.

Committee Mandate:
The overall mandate of the Sustainability and Environmental Advisory Committee is to provide a local perspective and advice to Council with respect to achieving the City of Coquitlam’s strategic goals and accompanying strategic directions. Specific responsibilities of the Committee include, but are not limited to, the following:

- To provide advice to Council on a wide range of existing and emerging environmental issues and trends including strategic planning initiatives, bylaws, and policy development;

- To provide a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;

- To identify and review opportunities for environmental protection and enhancement within the City and advise Council of the same;

- To advise Council on issues of environmental importance to stakeholder groups and to the community at large;

- To identify and advise on ways to build local environmental awareness, and promote environmental stewardship within the City; and

- To celebrate environmental volunteer involvement and leadership including supporting the annual Environmental Volunteer Celebration (and its biannual Environmental Achievement Awards component).
**Composition:**
The Sustainability and Environmental Advisory Committee is an advisory body composed of citizen representatives and two (2) members of Council. Citizen representatives will be residents of Coquitlam and will reflect the diverse range of community knowledge and expertise. Consideration may also be given to exceptional individuals from outside Coquitlam who meet the recruitment criteria for skills, training, or education, and who have a demonstrated desire and commitment to serve the City of Coquitlam as a member of the SEAC.

Committee members will have demonstrated outstanding leadership and/or commitment within the environmental community and be committed to working in a collaborative manner for the betterment of the environment in the City. Representatives will put forward an application of interest for review and appointment by Council.

The Committee will have a maximum of 9 citizen representatives (Voting) and 2 Council members (Non Voting) for a total of 11 members.

**Detailed Composition:**
*Community Members:* up to (9) Voting Members

*Council Members:* (2) Non Voting Members

**Chair, Secretary and Staff Support:**
Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of Sustainability and Environmental Advisory Committee.

The City Clerk, or his/her designate, will prepare the agenda and notice of meeting and will serve as Secretary (Committee Clerk).

The General Manager of Engineering and Public Works or his/her designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**Quorum and Procedures:**
A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Committee Clerk shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled bi-monthly and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.
When a Committee makes a recommendation for Council Action, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Committee Clerk.

Working Groups or sub-committees may be established by the Sustainability and Environmental Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**
City Council has distinct responsibilities to govern.

The Sustainability and Environmental Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Sustainability and Environmental Advisory Committee represents one collective voice.

The role of staff is to provide support to the Sustainability and Environmental Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Work Plan:**
An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

**Duty of Members:**
Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the Sustainability and Environmental Advisory Committee.

Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Clerk of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent,
without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

**Communication:**
All official representation of the Sustainability and Environmental Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**
There is no financial reimbursement to Sustainability and Environmental Advisory Committee members.

**Committee Member Terms:**
Term of Duty for the Sustainability and Environmental Advisory Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**
The Sustainability and Environmental Advisory Committee exists at the pleasure of City Council.
Committee Mandate

The overall mandate of the Sustainability and Environmental Advisory Committee is to provide a local perspective and advice to Council with respect to achieving the City of Coquitlam’s strategic goals and accompanying strategic directions. Specific responsibilities of the Committee include, but are not limited to, the following:

- To provide advice to Council on a wide range of existing and emerging environmental issues and trends including strategic planning initiatives, bylaws, and policy development;
- To provide a local perspective on the environment while giving due consideration to the balance between social, environmental and economic aspects;
- To identify and review opportunities for environmental protection and enhancement within the City and advise Council of the same;
- To advise Council on issues of environmental importance to stakeholder groups and to the community at large;
- To identify and advise on ways to build local environmental awareness, and promote environmental stewardship within the City; and
- To celebrate environmental volunteer involvement and leadership including supporting the annual Environmental Volunteer Celebration (and its biannual Environmental Achievement Awards component).

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Coquitlam is home to bears, coyotes and other urban wildlife. These animals will often enter into our neighbourhoods looking for food or shelter. It is important that we avoid inviting wildlife to our properties by removing attractants, such as garbage, and preventing access to areas that wildlife may use as a den.

Click [here](http://www.coquitlam.ca/city-services/environment/wildlife-pest-management/wildlife-ma) for information on injured animals, animal cruelty or abuse.

### How to be Bear Smart in Coquitlam

### How to Make Your Home and Property Wildlife-Resistant

- Keep your garbage and food scraps out of reach and inaccessible.
- Ensure food scraps are put in Green Carts for weekly curbside pickup, and not in Garbage Carts, which are collected bi-weekly.
- Do not store your carts outside where they can be accessed by wildlife (unless clean and empty and with the locks secured).
- Freeze meat and strong smelling food scraps until collection day.
- Place your Garbage Cart and Green Cart at the curb no earlier than 5:30 am on your scheduled collection day. Do not put carts out the night before collection. Failure to do so could result in a fine. (The City recommends placing your carts out no later than 7:30 am to ensure collection.)
- Recycling bins should only be put at the curbside on collection morning by 7 a.m. and all recyclables should be well rinsed.
- If you use a backyard composter, do not compost any meat, fat, dairy, oils, fish, unripened egg shell or sweet fruit. Use your Green Cart for these food scraps.
- Remove all attractants from your backyard by feeding pets indoors, cleaning barbecues after each use and keeping freezers indoors.
- Avoid planting fruit-bearing trees and shrubs. Pick fruit and vegetables before or as they ripen and clean up fallen fruit.
- Remove bird feeders or limit access to them by suspending them out of reach.
- Remove or block access to potential denning areas such as under or in sheds or wood piles.

Residents can be fined for not managing their waste correctly; it is your responsibility to not attract wildlife. ([Solid Waste Management Bylaw, No. 4679, 2016](http://www.coquitlam.ca/city-services/environment/wildlife-pest-management/wildlife-ma)), Feeding wildlife is illegal in BC ([Wildlife Protection Act](http://www.coquitlam.ca/city-services/environment/wildlife-pest-management/wildlife-ma) section 33.1 and 88.1).

### If You Encounter Wildlife

- Stop and remain calm. Often the wildlife is just passing through and will simply move on if it finds no food source.
- Do not scream or run.
- Make yourself look big.
- Talk in a low and calm voice while backing away slowly.
- Bring pets and children into the house.

http://www.coquitlam.ca/city-services/environment/wildlife-pest-management/wildlife-ma... 2/21/2017
• When inside, you may use an air horn or loud noise to scare away the animal and let it know it’s not welcome in your yard.

Resources
If you are concerned about wildlife or want to report an attractant in your neighbourhood, please contact Engineering Customer Service at 604-927-3500.

To report wildlife that is aggressive or causing property damage, call the Conservation Officer Service at 1-877-952-7277.

• Urban Wildlife Brochure
• Landscaping Near Sensitive Bear Habitat Brochure
• WildSafe BC

Classroom & Public Presentations
Urban wildlife presentations can be booked by contacting the Urban Wildlife Coordinator at urbanwildlife@coquitlam.ca. Presentations cover the species of wildlife in Coquitlam, wildlife behavior, attractants, safety, and issues in Coquitlam. They are usually 45 minutes - 1 hour long and are available for K - 12 students, ESL groups, summer camps and other groups.

Please do not feed the Ducks and Geese in our Parks
The Canada goose population in Como Lake Park has increased to excessive numbers in recent summers. This is due to a seasonal migration of geese during the moulting season in June and July when they replace their feathers and are flightless. Nearly 200 Canada geese can be counted in the park at this time, which is not healthy for the geese, the lake, park users, or other animals. Feeding the geese and the lack of shoreline vegetation are two major factors that make this park attractive to so many geese. To reduce the impact in the short term the City will be relocating the geese when they are flightless in June. To ensure a smaller and more sustainable population of Canada geese over time the City will be:

• Working with park users to stop all feeding
• Install temporary shoreline fencing May – June to discourage moulting geese

Engineering Customer Service
604-927-3500
eenv@coquitlam.ca

3000 Guildford Way,
Coquitlam, BC Canada V3B 7N2
Map to City Hall

Hours: Monday to Friday, 8am-5pm
Reception: 604-927-3000

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City of Coquitlam Curbside Collection Calendar 2016/17

SEPARATE YOUR WASTE.

You need to get out and stay out!
Coquitlam Residents Are Serious About Separation!

Since changing to bi-weekly garbage collection, the City’s waste diversion rate has jumped from 55% to over 73% in 2015. That means Coquitlam residents separated over 21,000 tonnes of green waste, food scraps and recyclables in 2015 to divert them from going to the landfill.

18% Increase in Waste Diverted!

Metro Vancouver’s Organic Disposal Ban

Organics must be separated from regular garbage. This includes raw food, plate scrappings, leftovers, depackaged food, meat, etc. Some food-soiled paper, such as pizza boxes, paper towels, can also be collected with your food scraps. Refer to the Green Cart tab for further information on acceptable materials.

For more information visit metrovancouver.org/foodscraps

Getting Serious About Separation
**Curbside Collection**

**Take it to the curb.**

**Curbside collection guidelines**

**Where & How**

- Undip the wildlife clips on your Green Cart.

- Set the carts so they face out towards the street, with the cart wheels placed against the curb or edge of the road.

- Place carts 1 metre away from each other or blue boxes, 1.5 metres away from any cars, and with 3 metres of open space above the closed lid.

- Carts with incorrect placement may NOT be collected.

**When**

- Place your Garbage Cart and Green Cart at the curb between 5:30 a.m. and 7:30 a.m. on your scheduled collection day.

- Do not put carts out the night before collection. Doing so may result in a fine.

- Garbage is collected every two weeks while Green Carts and Recycling are collected every week. Check the Zone Map and Collection Calendar tab to ensure you are setting everything out on the correct day.

**Storage**

- Between collection days, store your Garbage Cart and Green Cart in a secure location such as a garage or shed.

- If you don’t have a secure inside location to store your carts, keep any material that might attract wildlife inside and then put it out on collection day.

- Failure to properly store household waste in a secured location may result in a fine.

**Cart Size Options**

Garbage Carts and Green Carts are available in 3 sizes: 120L, 240L, and 360L. A $50 admin fee applies for any exchanges. Your garbage utility fee will be affected by the size of your Garbage Cart. Please call 604-927-3500 for more details.

**Weight Restrictions**

When full, Garbage Carts and Green Carts must not weigh more than: 50kg for a 120L cart, 100kg for a 240L cart, 150kg for a 360L cart. Excessive weight leads to cart damage.

**On the tabs below, you will find more information on using your Green Cart and Garbage Cart, as well as on Recycling and Large Item Pick-Up.**

**Questions?**

For curbside collection information and missed collection please contact Progressive Waste Solutions at 604-636-3520. For Large Item Pick-up please call Progressive Waste Solutions at 604-636-3521.

If your carts are lost or damaged, or if you need to upsize or downsize, please call Engineering Customer Service at 604-927-3500.
Composting and Yard Trimmings

Backyard composting – Turn your kitchen scraps into food for your garden.

You can dispose of kitchen scraps and yard trimmings in your Green Cart. But you can also use a backyard composter to transform this organic waste into nutrient-rich compost that will help your plants and gardens thrive!

Composting tips

- Create alternating layers with equal amounts of green (nitrogen-rich) and brown (carbon-rich) materials.
- Mix the bin contents every week or two to add air, which will help the material decompose faster. Poke holes in the compost pile using a broom handle, ski pole or long stick.
- If you’re concerned about moisture, odour or flies, add brown material.
- Do not compost meat, fat, dairy, oils, fish, unwashed eggshells or sweet fruit. These items will attract wildlife to your compost.

GREEN MATERIAL (NITROGEN-RICH):
- Fruit + vegetables
- Plant trimmings
- Fresh grass clippings
- Coffee grounds + tea leaves

BROWN MATERIAL (CARBON-RICH):
- Leaves (dried)
- Corn cobs + husks
- Straw + dried grass clippings
- Paper towels + napkins
- Newsprint, cardboard + brown paper (shredded)

For information on composting and purchasing a backyard composter, visit coquitlam.ca/composting or call the compost hotline at 604-736-2250.

Yard waste and trimmings

Do you have more yard waste than you can compost or dispose of in your Green Cart?

Yard trimmings can be dropped off at the Coquitlam Construction Recycling and Yard Trimmings Drop-Off Facility until Dec. 1, 2016. After Dec. 1, 2016, take the materials to the Coquitlam Transfer Station at 1200 United Boulevard. Lawn clippings, leaves and small branches less than 10 cm in diameter are accepted, and it’s free for Coquitlam residents. Proof of residency is required.

995 United Boulevard
604-526-6570
Daily, 7 a.m. – 5 p.m.

The facility also accepts other types of wood waste, for a fee. To confirm fees and for more details, visit wastech.ca.

NOTE: Please call 604-927-3500 or visit coquitlam.ca/trash talk for information on how to dispose of excess yard waste.

Seasonal unlimited yard waste collection

In November (Oct. 31 – Nov 25, 2016) and April (April 3 – May 12, 2017) the City offers Seasonal Unlimited Yard Trimmings collection. Place any extra yard trimmings in kraft bags, in bundles (with branches less than 7.5 cm (3") in diameter and no more that 1 m (3’ in length) or in old cans with the Green Can sticker for pick-up at the curb, along with your Green Cart materials.

Composting and Yard Trimmings
Water Conservation and Urban Wildlife

Lawn watering restrictions (May 15 – Oct. 15)

Water is a valuable resource, and we can all take steps to conserve water, particularly during the warm summer months when water use almost doubles.

Lawn watering during Stage 1 is permitted during the days and times below:

- **Even-Numbered Addresses**
  - Monday, Wednesday & Saturday
  - From 4 a.m. to 9 a.m.

- **Odd-Numbered Addresses**
  - Tuesday, Thursday & Sunday
  - From 4 a.m. to 9 a.m.

To find out about changes in water restriction stages, or to apply for a Water Exemption Permit for new lawns or nematode treatments, visit coquitlam.ca/H20. To learn more about managing European Chafer Beetles, visit coquitlam.ca/chaferbeetle or call 604-927-3500.

Please see coquitlam.ca/pesticides for more details and a list of permitted pesticides that are safer alternatives.

Pesticide use at home

In 2012, Coquitlam passed a bylaw to regulate the use of pesticides. Many conventional pesticides can no longer be used for lawn and garden beautification and maintenance on residential and City land, even if they are legally allowed for sale. For example, you are not allowed to use pesticides that have active ingredients such as 2,4-D, Mecoprop, Imidacloprid, Dicamba, Glyphosate, Carbaryl, and Malathion.

For more information, please visit coquitlam.ca/urbanwildlife.

Live Smart with Urban Wildlife

Coquitlam is home to bears and other urban wildlife. These animals sometimes enter our neighbourhoods because they are attracted by garbage.

You are responsible for managing your Garbage Cart and Green Cart so that they do not attract wildlife. Keep wildlife away from your carts and recycling by keeping them clean, storing them indoors, and only putting them out between 5:30 a.m. – 7:30 a.m. (recycling must be out by 7 a.m.) on collection day. Use your Green Cart for all food scraps as it gets collected weekly. Secure the wildlife clips when it’s not collection day.

Do not put carts out the night before collection. Doing so may result in a fine.

Other ways to wildlife-proof your home and property:

- Pick ripe fruit from the trees in your yard and remove any unwanted fruit trees.
- Check your yard for anything that might attract wildlife.
- Remove bird feeders.
- Store pet food indoors.
- Keep your barbecue clean.

If you don’t manage your waste correctly and it attracts wildlife, you could be fined up to $500 under the City’s Solid Waste Bylaw. Also, feeding wildlife—even unintentionally—is against the law in BC.

If you are concerned about wildlife in your yard or on public property, please contact our Engineering and Public Works Customer Service line at 604-927-3500 (24 Hours / 7 Days a Week).

To report a conflict with wildlife where public safety is at risk, call the Conservation Officer Service 1-877-952-7277.

For more information, please visit coquitlam.ca/urbanwildlife.
Some household items are not accepted by the City's waste collection service. However, you can still recycle these items through the Province's Take-Back Programs or dispose of them at the Wastech Transfer Station.

**Take-Back Programs**
The Province's Take-Back Programs allow you to recycle a wide range of items – and keep them out of our landfills. For more information, contact the Recycling Council of BC at 604-RECYCLE (604-732-9253) or rcbc.ca.

**Coquitlam Resource Recovery Plant – Wastech Transfer Station**
The Wastech Transfer Station accepts garbage, green waste, mattresses and other items for a fee. For a detailed list of items and their disposal costs, visit wastech.ca/transfer-station/Coquitlam.

The Wastech Transfer Station also accepts many recyclable items for free in the separate drop off area, ahead of the weigh scale, including: barbeques, batteries, cardboard, cooking oil, electronic waste (computers, cellphones, video game equipment, electronic toys), glass bottles and jars, light bulbs, oil filters, paint cans, paper (office, mixed, newspapers, magazines, cardboard), plastic containers (#1,2,4 and 5) film and bags, propane tanks, scrap metal and metal appliances, smoke alarms, Styrofoam, and thermostats. Visit wastech.ca/transfer-station/Coquitlam for more details.

**Coquitlam Waste Wizard**
Use the City’s Waste Wizard tool to type in the name of a waste item and find out how to recycle, compost, or dispose of it. Visit coquitlam.ca/wastewizard.

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**THESE WASTE PRODUCTS ARE NOT ACCEPTED:**

- Stumps larger than 60 cm in diameter
- Dead animals + animal parts
- Asbestos
- Fiberglass insulation that is not double-bagged
- Loads that can create excessively dusty conditions
- Offensive smelling loads or loads with uncontained liquids
- Explosives + ammunition
- Hazardous materials or dangerous goods
- Filler materials in quantities more than 1/2 a cubic metre
- Loads that are burning or smouldering
- Fill materials in quantities more than 1/2 a cubic metre
- Demolition waste delivered in vehicles over 5 tonnes
- Propane tanks
- Scrap metal and metal appliances
- Smoke alarms
- Styrofoam
- Thermostats

**Location**
1200 United Boulevard (south of Hwy 1)
604-521-3715
wastech.ca

**Hours of Operation**
Monday to Friday: 6 – 30 a.m. – 5 p.m.
Saturday & Sunday: 8 a.m. – 6 p.m.
Statutory Holidays: 8 a.m. – 5 p.m.
Closed Christmas Day and New Year’s Day
Cash, Interac, Visa & MasterCard accepted
Put your food scraps and yard trimmings in your Green Cart is another way to turn them into compost.

By using your Green Cart, you will:

> Produce less garbage. On average, food waste makes up one-third of your garbage.
> Turn food scraps into a resource. We turn your food waste and yard trimmings into nutrient-rich compost.
> Save money. It’s cheaper to compost food than to send it to the landfill.
> Help us reach our waste reduction target. Using your Green Cart will help us meet the region’s goal to divert 80% of waste from landfills by 2020.

How to use your Green Cart

1. Collect your food scraps and food-soiled paper in your Kitchen Catcher. You may wrap your green waste in a paper bag (e.g. Bag to Earth) or wrap it in newspaper, but do not use plastic bags (not even biodegradable, recyclable, or compostable plastic bags).
2. Empty the Kitchen Catcher into your Green Cart.
3. Add in yard trimmings.
4. Once a week on your designated collection day, unlock the wildlife-resistant clips and move your Green Cart to the curb for collection.

No plastic bags. Even if I say I’m biodegradable!

Extra Green Carts

Extra Green Carts can be purchased for a one-time fee from $140-$160. Placing additional Green Carts out for collection will not affect your garbage utility fee. Please call 604-927-3500 for more details.

Can I put it in my Green Cart?

**YES**

- Food Scraps
- Vegetables, salad + fruit
- Paper towels, napkins + plates
- Compostable paper take-out containers
- Egg + dairy products
- Bread, dough, pasta + grains
- Soiled pizza delivery boxes
- Plants + flowers
- Coffee grounds
- Soiled paper
- Coffee filters + tea bags
- Grass clippings, leaves, weeds, brush + branches
- Yard trimmings
- Christmas trees cut in 1 m lengths (no flocking, tinsel, decorations or stands)
- Plant, trees or hedge prunings less than 7.5 cm (3”) in diameter and no more than 1 m (3’) in length
- Causeway, trees or hedge prunings (less than 15 cm (6”) in diameter)
- Pet waste

**NO**

- Coated coffee cups, paper cartons or take-out containers
- Diapers + other personal hygiene items
- Glass, tin or metal (including foil)
- Animal carcasses
- Grease, oil or liquids
- Soil, sod + rocks
- Plastics (including biodegradable, recyclable or compostable plastic bags)
- Cork or Styrofoam (including biodegradable Styrofoam)
- Wire, twist ties, rubber bands or netting

Green Cart Tips

- Keep the wildlife clips secured on your Green Cart, undipping them only on collection day.
- Freeze food scraps, such as those from meat or fish, until collection day.
- Line your Green Cart with newspaper or kraft paper bags.
- Store your Green Cart in a secured and enclosed location.
You can recycle many items – from cans and bottles to glass and milk cartons. Your recycling will be picked up once a week, at your curbside, by Multi-Material BC (MMBC). Learn more at recyclinginbc.ca.

Recycling must be out for collection by 7 a.m.

Questions regarding recycling collection should be directed to Recycling Customer Service (Smithrite) at 604-529-4011 or recycle@smithrite.com

City of Coquitlam Recycling Depots

If you have extra items for recycling, you can take them to our two recycling depots.

Town Centre
North of Guildford Way,
West of Pipeline Road
HOURS:
Monday to Sunday
8 a.m. – 7 p.m.
Closed public holidays.

Service Centre
500 Mariner Way,
North of Austin Avenue
HOURS:
Monday to Sunday
8 a.m. – 7 p.m.
Closed public holidays.

Please note that these recycling depots are for Coquitlam residents only and only accept Blue Box recycling materials (paper, cardboard, household containers). Illegal dumping is strictly prohibited.

Coquitlam Resource Recovery Plant – Wastech Transfer Station

The Wastech Transfer Station also accepts many recyclable items for free in the separate drop off area, ahead of the weigh scale. See the Additional Recycling & Disposal page in this guide, for a list of accepted recyclable items or visit wastech.ca/transfer-station/Coquitlam for more details.

THESE ITEMS CAN BE RECYCLED
CONTAINERS
GLASS
PAPER & CARDBOARD
PLASTIC BAGS & FOAM
BLUE BOX
GLASS BOX
RECYCLING BAGS
MMBC DEPOT ONLY
FOR A FULL LIST OF MATERIALS TO RECYCLE & MORE INFORMATION, VISIT RECYCLINGINBC.CA

REMEMBER TO:
✓ EMPTY AND RINSE CONTAINERS
✓ RETURN DEPOSIT CONTAINERS FOR REFUND
✓ REMOVE LIDS FROM GLASS JARS, AND PLACE LOOSE WITH CONTAINER RECYCLING.
Garbage Carts and Large Item Pick-up

What goes in your Garbage Cart?

**THESE ITEMS GO IN YOUR GARBAGE CART**

- Latex or metals, including foil
- Diapers + other personal hygiene items
- Wire, twist ties, rubber bands or netting
- Non-recyclable plastics and packaging (including biodegradable, recyclable or compostable plastic bags)
- Solidified grease, oil or contained liquids

**THESE ITEMS ARE NOT ALLOWED IN THE GARBAGE CART:**

- Recyclables
- Oil or oil filters
- Rocks, dirt + sed
- Pesticides
- Electronics
- Uncollected liquids
- Pharmaceuticals + medications
- Mattresses + box springs

How to use your Garbage Cart

- Only place items that cannot be recycled or composted into your Garbage Cart.
- Your Garbage Cart is collected once every two weeks. Check your collection calendar for pick-up dates, or sign up for weekly reminders by visiting coquitlam.ca/curbsidecollection or searching "Coquitlam Curbside Collection" in your mobile app store.
- Between collection days, store all garbage in a secure location such as a garage or shed.
- Place your Garbage Cart at your curb between 5:30 a.m. and 7:30 a.m. on your scheduled collection day. Do not place the cart out the night before collection. Doing so may result in a fine.
- Ensure Carts are not overflowing and your Cart lids are fully closed when placed out for collection.
- Placing any compostable or recyclable material in the garbage cart may result in a fine.

Large Item Pick-up

Do you have furniture or other large household items you no longer want? If they can’t be reused or recycled, we can collect them for you.

Residents who receive the City’s curbside collection service can have up to four large household items collected each year (July 1 to June 30) by choosing one of the following options:

1. **Put out 4 items at the same time, once per year,** or;
2. **Put out 1, 2 or 3 items at different times of the year (to a maximum of 4 per year).**

YES! THESE ITEMS ARE ACCEPTED:

- Furniture
- Fidges + freezers
- BBQ grills (propane tanks must be removed)
- Mattresses + box springs (clean & dry covered with a plastic mattress bag)

NO! THESE ITEMS CANNOT BE PICKED UP:

- Vehicle tires
- Propane tanks
- Car parts
- Carpets + rugs
- White goods not containing CFCs (washing machines, clothes dryers, dishwashers, electric + gas stoves, hoilders + drained hot water tanks)
- Tree stumps, rocks, concrete
- High-waste or special wastes
- Glass windows or mirrors
- Toilets + bath tubs
- Air conditioners + dehumidifiers
- Containers with liquids (paint, etc.)

Schedule a Large Item Pick-up

1. **Phone Progressive Waste Solutions at 604-636-3521 to schedule a Large Item Pick-Up.**
2. Tell Progressive Waste Solutions how many items need to be collected (a maximum of 4 items per year) and what the items are.
3. **On the scheduled pick-up date, only place out the items you booked.**
4. Place items within 1 metre (3’) of the curb, leaving a 1 metre space from other objects.
Never miss another collection day.

Use the online Coquitlam Curbside Collection Reminder to:

- View, download and print your personalized Curbside Collection Schedule.
- Upload your Curbside Collection Schedule to your personal calendar of choice: iCal, Google Calendar or Microsoft Outlook.
- Set up a weekly reminder by phone, email, text message or Twitter.

Visit coquitlam.ca/curbsidecollection and type your home address into the search box to view your personalized calendar online.

Use your smartphone to download the Coquitlam Curbside Collection App: visit your app store and search “Coquitlam Curbside Collection”.

Find your curbside collection day:

1. Use the map to identify your collection zone.
2. The colour of the zone indicates what day of the week your Green Cart and Recycling is collected. Your Green Cart and Recycling are collected every week.
3. The light or dark zone indicates which week your Garbage Cart is collected. Your Garbage Cart is collected every 2 weeks.

* In Fall (Oct. 31 – Nov. 25, 2016) and Spring (April 3 – May 12, 2017) the City offers Seasonal Unlimited Yard Trimmings collection. Place any extra yard trimmings in kraft bags, in bundles or in old cans with the Green Can sticker for pickup at the curb, along with your Green Cart materials.
City and Contractor Contact Information

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progressive Waste Solutions</td>
<td></td>
</tr>
<tr>
<td>Customer Service</td>
<td>604-636-3520</td>
</tr>
<tr>
<td>Large Item Pick-Up</td>
<td>604-636-3521</td>
</tr>
<tr>
<td>Engineering Customer Service</td>
<td>604-927-3500</td>
</tr>
<tr>
<td>Recycling Council of BC</td>
<td>604-732-9253, rcbc.ca</td>
</tr>
<tr>
<td>Metro Vancouver Recycles</td>
<td>metrovancouverrecycles.org</td>
</tr>
<tr>
<td>Compost Hotline</td>
<td>604-736-2250</td>
</tr>
<tr>
<td>Wastech Transfer Station Service &amp; Recycling Depot</td>
<td>604-521-1715</td>
</tr>
<tr>
<td>Coquitlam Construction Recycling &amp; Yard Trimmings Facility</td>
<td>604-526-6570</td>
</tr>
<tr>
<td>Paint, Solvent, Pesticides &amp; Gasoline Disposal - ReGeneration</td>
<td>604-592-2972</td>
</tr>
<tr>
<td>Hazardous Waste Disposal - RCBC</td>
<td>604-732-9253</td>
</tr>
</tbody>
</table>

Environmental Benefits Statement

By using paper made with 100% post-consumer recycled content, the following resources have been saved:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trees</td>
<td>66</td>
</tr>
<tr>
<td>Water</td>
<td>117,536 kiloliters</td>
</tr>
<tr>
<td>Energy</td>
<td>30</td>
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<tr>
<td>Solid waste</td>
<td>945</td>
</tr>
<tr>
<td>Greenhouse gas emissions</td>
<td>2,602 kilogram</td>
</tr>
</tbody>
</table>

Environmental Impact estimates were made using the Environmental Paper Network Calculator. For more information visit: http://calculator.environmentalpaper.org

For more information on your curbside recycling, visit recyclinginbc.ca or recycle@smithrite.com 604-529-4011

SEPARATE YOUR WASTE.
Coquitlam's waste collection program
FOR MORE INFORMATION, VISIT COQUITLAM.CA/TRASHTALK OR PHONE 604-927-3500
How to use your waste collection program

SEPARATE YOUR WASTE.

Contact Us
City of Coquitlam
3000 Galbraith Way
Coquitlam, BC, V3B 7N2
wastereduction@coquitlam.ca

Engineering
Customer Service
604 927 3500

About the Program
Separate your waste into one of three waste streams.

- **Green Cart**: Kitchen scraps, food-soiled paper and yard trimmings. Picked up once a week.
- **Recycling**: Containers, newspapers, glass and paper products. Picked up once a week through Multi-Material BC.
- **Garbage**: Waste that can’t be composted or recycled. Picked up every two weeks.

**Cart Size Options**

The City of Coquitlam provides all single-family homes with a 240L wildlife-resistant Green Cart and a 240L Garbage Cart.

Find the cart size that works for your needs.

Upsize for more storage or downsize as necessary. You may also purchase additional Green Carts. Contact Engineering Customer Service at 604 927 3500 or visit City Hall. Note that fees may apply for exchanges or purchases.

**Green Cart**
- Changes to the size of your Green Cart will not impact your annual utility fee.
- To purchase additional Green Carts, please visit Engineering Customer Service at City Hall.

**Garbage Cart**
- Changes to the size of your Garbage Cart will impact your annual utility fee.
- A larger (360L) Garbage Cart will cost more on your annual utility fee, while a smaller (240L) Garbage Cart will save money on your annual utility fee.
- Additional Garbage Carts cannot be purchased.

Follow these simple steps when putting out your carts to ensure your scheduled pickups take place.

1. Unclip the wildlife clips on your Green Cart.
2. Set the carts so they face out towards the street, with the cart wheels placed against the curb or edge of the road.
3. Place carts 1 metre away from each other or blue boxes, 1.5 metres away from any cars, and with 3 metres of open space above the closed lid.

Visit coquitlam.ca/curbsidecollection and type your home address into the search box to view your personalized calendar online.

Use your smartphone to download the Coquitlam Curbside Collection App: visit your app store and search for "Coquitlam Curbside Collection".

Collection Reminders

Never miss another collection day. Use the online Coquitlam Curbside Collection Reminder to:
- View, download and print your personalized Curbside Collection Schedule.
- Set up a weekly reminder by phone, email, text message or Twitter.
- Upload your Curbside Collection Schedule to your personal calendar of choice: ICAL, Google Calendar or Microsoft Outlook.

Follow Coquitlam on Twitter, Facebook and Instagram.

City of Coquitlam
Engineering Customer Service
604 927 3500
How to use your Green Cart:

1. Collect your food scraps and yard trimmings in your Kitchen Catcher. You may wrap your green waste in a paper bag (e.g., Bag to Earth) or wrap it in newspaper but do not use plastic bags (not even biodegradable).

2. Empty the Kitchen Catcher into your Green Cart.

3. Add in yard trimmings.

4. Once a week on your designated collection day, unlock the wildlife-resistant clips and move your Green Cart to the curb for collection.

Tips for keeping it clean:

- Line your Green Cart with newspaper or use paper bags.
- Freeze food scraps such as those from meat or fish until the next collection day.

These Items Go in Your Green Cart:

- Compostable waste
- Biodegradable waste
- Yard waste
- Pet waste
- Grass, leaves, and branches
- Non-recyclable plastic packaging
- Lint and pet hair

These Items Are Not Allowed in Your Green Cart:

- Car parts
- Batteries, tires
- Grease, oil
- Rocks, dirt
- Paint, solvents
- Plastic
- Glass, latex
- Paper cartons or take-out containers
- Metal

With Coquitlam's waste collection system, you no longer have to pay for recycling. Your recycling will still be picked up, once a week, at your curb-side, on the same day as the rest of your collection.

Curbside recycling in Coquitlam is now being managed through Multi-Material BC (MMBC). Learn more about this program, including what items can go into your blue box, by visiting recyclinginbc.ca/Coquitlam.

For recycling customer service, including requests for new blue boxes, please contact Smithrite at 604-529-4011 or recycle@smithrite.com.

For disposal options for non-permitted items, visit coquitlam.ca/curbsidecollection.
WHAT URBAN WILDLIFE LIVE IN COQUITLAM?

- Black bears
- Coyotes
- Bobcats
- Raccoons
- Skunks
- Deer
- Cougar

WHY DO THESE ANIMALS LIVE IN COQUITLAM?

Coquitlam is home to bears, coyotes and other urban wildlife. These animals will often enter our neighborhoods looking for food or shelter. It is important that we avoid inviting wildlife to our properties by removing attractants, such as garbage, and preventing access to areas that wildlife may use as a den.

Garbage is not healthy for bears and wildlife. When bears learn that garbage means food, they return to it again and again.

REMEMBER:

A fed bear is a dead bear. Feeding bears, even unintentionally, is against the law in BC (Dangerous Wildlife Protection Act-section 33.1).

Residents can be fined $500 for not managing their waste correctly. It is a resident's responsibility to make sure their waste doesn't attract wildlife (as outlined in Solid Waste Bylaw).

Be Bear Aware

WHAT TO DO IF:

You see a bear:
- Stop and remain calm. Often, the bear is just passing through and if it finds no food source, will simply move on.
- Don't scream, yell or run.
- Talk in a low and calm voice while backing away slowly.
- Keep away from the bear and warn others to do the same.
- If walking a dog, keep it on leash for better control.
- Bring your children and pets into the house.
- When inside, you may use an air horn or loud noise to let the bear know it is not welcome in your yard.

You encounter threatening bears or other wildlife:
- If you encounter wildlife that is aggressive, breaking into buildings or causing property damage, please call the Conservation Officer Service at 1-877-952-7277.

FOR MORE INFORMATION...

Visit coquitlam.ca/urbanwildlife or contact Coquitlam Engineering Customer Service at 604-927-3500.

Urban Wildlife

Live smart with urban wildlife in Coquitlam

Coquitlam is home to bears and many other urban wildlife. Learn how to live safely with these animals to prevent wildlife-human conflicts.
HOW TO MAKE YOUR HOME AND PROPERTY WILDLIFE RESISTANT:

1. KEEP YOUR CARTS OUT OF REACH
   - Store your Garbage and Green Carts clean and empty or in a secure enclosure (garage, shed, outbuilding).
   - Only put out your Garbage Cart and Green Cart between 5:30 a.m.—7:30 a.m. on your collection day.
   - Recycling bins must be out by 7:00 a.m.
   - Wash cans and jars before placing in recycling.

2. USE GREEN CARTS CORRECTLY
   - Put food scraps in your Green Cart, not your Garbage Cart. The Green Cart is collected first.
   - Clean your Green Cart regularly.
   - Freeze strong smelling food scraps until collection day.

3. DON'T PLANT TASTY TREES
   - Plant non-fruit bearing trees and shrubs.
   - Pick fruit and vegetables before or as it ripens and clean up windfalls.

4. REMOVE BIRD FEEDERS
   - Attract birds using bird baths instead of seed.
   - Remove or suspend bird feeders out of reach.
   - Keep ground clear of seed to deter squirrels, mice and rats.

5. COMPOST RESPONSIBLY
   - Turn compost regularly and cover with leaves, lime and soil to reduce odours.
   - Do not compost any meat, fish, oils, fats, un-rinsed egg shells or cooked foods.
   - Use your Green Cart for sweet smelling fruit and vegetables, meat and dairy.

6. REMOVE ATTRACTANTS FROM YOUR BACKYARD
   - Feed pets indoors.
   - Clean barbecues, burn grease off and store indoors.
   - Keep freezers locked and indoors.

\[\text{BE COYOTE AWARE}\]

Coyotes are common in Coquitlam. They are naturally afraid of people, but may become aggressive and lose their fear of humans if they are being fed. Removing food sources from your backyard will help keep your neighbourhood safe from coyotes. For more information please call the Co-Existing with Coyotes Info Line at 604-681-WILD (9453).

What to do when approached by a coyote?
Raise your arms above your head and speak loudly and firmly. Do not run or turn your back on the animal. If the coyote continues to approach, be LOUD and act AGGRESSIVE to scare it off. Throw rocks, make loud noises or use pepper spray.

\[\text{BE BOBCAT AWARE}\]

Bobcats are commonly sighted in Coquitlam. They present no threat to humans, but small pets should not be unattended outside, especially if close to a natural green space or stream. Bobcats prey on and control pests such as rats and mice and are beneficial in the urban environment.

\[\text{HOW TO KEEP YOUR PETS SAFE:}\]

Animals like coyotes and bobcats prey on smaller pets. Take measures to protect your pets:
- Cats are best kept indoors.
- Walk small dogs on a short-leash.
- Supervise your dog while off-leash.
- Walk dogs in high-pedestrian areas.
- Feed pets indoors.