

## MULTICULTURALISM ADVISORY COMMITTEE

DATE: Wednesday, February 16, 2022

TIME: 7:00 p.m. to 9:00 p.m.

PLACE: Council Chambers **via Zoom – Pre-registration Required**

### CALL TO ORDER

1. **Welcome and Roundtable of Introductions**  
Chair / Committee Members; 7:00–7:15 p.m. (15 minutes)

### ADOPTION OF MINUTES

2. **Minutes of the Multiculturalism Advisory Committee Meeting held on Wednesday, November 17, 2021**

### NEW BUSINESS

3. **Committee Orientation**  
Jeri Hohn, Committee Clerk; 7:20–7:35 p.m. (15 minutes)
4. **Review and Approval of Draft 2022 Work Plan – Opportunity for Committee input**  
Demian Rueter, Manager Community Planning/Committee; 7:35–7:55 p.m. (20 minutes)
5. **Coquitlam Public Library Presentation**  
Ann Johannes, Coquitlam Public Library, Community Development Liaison; 7:55–8:25 p.m. (30 minutes)
6. **Multicultural Communities and Emerging Issues Updates (Standing Agenda Item)**  
Committee Members; 8:25–8:40 p.m. (15 minutes)

### OTHER BUSINESS

**NEXT MEETING DATE – Wednesday, March 9, 2022**

### ADJOURNMENT



This page left intentionally blank

**MULTICULTURALISM ADVISORY COMMITTEE**  
**Wednesday, November 17, 2021**

A Regular Meeting of the Multiculturalism Advisory Committee convened on Wednesday, November 17, 2021 at 7:03 p.m. in Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

- COMMITTEE MEMBERS: Councillor Brent Asmundson, Chair  
Simin Ahmadian  
Adrienne Ahn  
Carolina Echeverri  
Leticia Pamela (Pam) Garcia  
Honore Gbedze  
Andrea Kwasnicki  
Iris Sun  
Zahra Zaker
- REGRETS: Ann Johannes
- ABSENT: Jessica Liu  
Priti Shah
- ALSO PRESENT: Abigail Cameron and Thabata da Costa, Managers, Tri-Cities Local Immigration Partnership
- STAFF: Genevieve Bucher, Director Community Planning  
Tiina Mack, Manager Recreation and Culture Facilities Planning  
Demian Rueter, Community Social Development Manager  
Torill Gillespie, Social Planner  
Narita Ico, Research Assistant  
Jeri Hohn, Committee Clerk

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Multiculturalism Advisory Committee Meeting held on Wednesday, October 13, 2021**

The Minutes of the Multiculturalism Advisory Committee meeting held on Wednesday, October 13, 2021 were approved.

**NEW BUSINESS****2. Tri-Cities Local Immigration Partnership (TCLIP) Presentation**

The Chair invited the Director Community Planning to make introductions.

The Director Community Planning introduced the Community Social Development Manager, noting that he would assume the role of staff lead to the Committee staff in 2022. The Community Social Development Manager spoke to his pleasure at working with the Committee in future, and the Chair welcomed him to the Committee.

The Director Community Planning welcomed and introduced the current Manager TCLIP, Abigail Cameron, to the meeting. The current Manager TCLIP introduced herself and the new Manager TCLIP, Thabata da Costa.

Ms. Cameron previewed a video for the Committee titled “TCLIP Tri-Cities Local Immigration Partnership”.

The TCLIP Managers provided a joint on-screen presentation, utilizing slides titled as follows:

- Tri-Cities Local Immigration Partnership
- About Us
- Mandate
- Our Partners
- Roles and Responsibilities
- 2020 Research on Community Priorities
- TCLIP Strategic Priorities 2020 - 2025
- Immigrant Labour Market Integration
- Other Upcoming Initiatives
- Opportunities for Collaboration
- Questions?
- Thank You!

The new Manager TCLIP invited the Committee members to share information regarding upcoming collaborative events titled “Diverse Leaders Tri-Cities for Organizations” and “Service Provider Forum” with their contacts and networks. The Chair requested that she provide event information and registration links to the Committee Clerk for circulation to the Committee, and she undertook to do so.

Discussion ensued relative to the following:

- The length of time it takes newcomers to be settled in affordable housing, once they apply for assistance
- The structural barriers that newcomers can experience when applying for affordable housing, including references and credit checks, and identifying how service providers could support newcomers relative to structural barriers
- The general Tri-Cities unemployment percentage rate noted in the previewed video and whether more detailed information was available
- That the unemployment statistics provided in the video were taken from Census Canada’s 2016 census data

- That some employment statistics are being collected by TCLIP relative to employment

In response to the Committee member's question, the Director Community Planning undertook to check with staff and report back regarding the City's available census information (data sets) relative to the desire for a breakdown of unemployment percentages by job type and Tri-Cities communities.

Discussion continued relative to the following:

- The belief that a network of referrals and good quality information is important for newcomers and immigrants to have access to
- How TCLIP creates its network of referrals, whether it provides newcomers and immigrants with legal-based information, and the best way to share such information or resources with TCLIP
- That TCLIP has been working to identify gaps to determine the best way to create and support a more effective and fluid referral system amongst service providers
- The belief that competition amongst countries for immigrants would become tougher over the next five years
- How TCLIP was planning/preparing to attract more skilled immigrants to the city in order to avoid future unemployment and, perhaps, homelessness
- The belief that one of the biggest challenges skilled immigrants face is one of language, i.e. that they come from non-English speaking countries
- The belief that offering English-language integration programs to immigrants, rather than the typical English-as-a-second-language (ESL) programs, are necessary to effectively combat language gaps
- The belief that offering English-language integration programs would offer skilled immigrants real job opportunities by allowing them to comfortably express themselves in English
- The belief that immigrants' skills should be assessed very early on so that skilled individuals can be integrated and placed in employment positions within their own fields of expertise

In response to a Committee member's question regarding how the TCLIP planned to go about helping to solve immigration and employment issues (in the Tri-Cities) over the next five years, the current TCLIP Manager noted the challenge of answering such a question. She spoke to the following:

- The importance of collaboration between municipalities and service providers, including the need to collectively understand and raise awareness around (local) issues and trends
- The hope that, through collaboration, important information such as where immigrants will settle in (Tri-Cities) communities could be projected and communities informed so that they know what to expect
- The understanding that the federal government had committed to increase immigration by a substantial amount over the next 5 years
- That, of the immigrants coming to Tri-Cities, a significant amount (over 60%) are economic immigrants (i.e. they have good skills that they are bringing into the community)
- That underemployment is recognized and many local service providers offer programs to support all levels of language skills

- That many new residents are international students who have been studying locally and the understanding that the government is expediting their immigration
- The desire to consider how best to address English-language gaps to ensure that students who are new immigrants are comfortable enough with their skill sets to access meaningful jobs
- The provision of a program offered by service providers titled “Career paths for skilled immigrants” that creates accreditation and bridging programs so that newcomers can move into the job sectors and/or jobs that they had in their home countries
- The challenge of trying to answer a question like “How fast will the process to share and find a solution be?”
- The hope that the “Tri-Cities based community planning model” would help provide solutions revolving around data sharing and understanding trends so that those municipalities and services providers involved are able to address gaps in the community.

The Chair spoke to his desire that the provincial and federal governments would provide the funding necessary to address the increased amount of immigration to come, and thanked the TCLIP Managers for their presentation.

### **3. Northeast Community Centre Update Presentation**

The Manager Recreation and Culture Facilities Planning introduced herself and provided a presentation, referring to on-screen slides titled as follows:

- Northeast Community Centre – Recommended Program and Site Fit Concept
- Agenda
- Chronology
- Location
- Population Growth
- Context
- Engagement Results
- Engagement Survey Results
- Expanded Engagement Results
- Vision
- Guiding Principles
- Site Fit
- Aquatics
- Gymnasiums
- Fitness Centre and Active Studio
- Multi-Purpose Rooms
- Community Kitchen
- Indoor Walking Track
- Library
- Support Spaces
- Covered Outdoor Space
- Proposed Program and Costs
- Potential Civic Facilities – Not Included in Program
- Financials – Operating Budget Impacts
- Major Recreation and Cultural Facilities Roadmap

- Next Steps
- Questions?
- Thank You

Discussion ensued relative to the following:

- The value of the presentation and the belief that it is important to share presentations of this kind with the community

The Manager Recreation and Culture Facilities Planning noted that staff would be pleased to provide the presentation to community organizations and groups. She shared that an in-person Open House would be held on December 9<sup>th</sup> and 11<sup>th</sup> at the Discovery Centre and that an invitation would be emailed to the Committee at a later date.

The Chair noted that the facility's programming would be similar to that offered in other City community centres and, once open, it would relieve pressure from other City facilities currently nearing capacity.

Discussion continued relative to the following:

- Whether the City was continuing to conduct public engagement online or whether in-person engagement opportunities were now being offered
- Whether the City could offer workshops where (unemployed) newcomers could engage and share their experiences and skills with others in the community
- Whether the new facility could offer a device-free, "mindfulness" space
- That the facility would have a quiet, sensory space
- The potential for the facility's plaza to act as a peaceful, green-space
- The cycling activities that could occur in/around the facility in future
- That the facility would be open to all residents

The Manager Recreation and Culture Facilities Planning thanked the Committee for its feedback and the opportunity to present.

#### **4. 2021 Year-end Review/Identify Potential Items for the 2022 Work Plan**

The Director Community Planning introduced the item and invited the Social Planner to provide a presentation.

The Social Planner thanked the Committee and the Disaggregated Demographic Data Sub-Committee for its hard work during the year. She provided a presentation with slides titled as follows:

- Multiculturalism Advisory Committee – 2021 Year in Review
- 2021 Summary
- Hazel-Coy Neighbourhood Plan
- Update – Get Connected, Get Active
- Disaggregated Demographic Data
- MAC Mandate
- 2022 Work Plan

The Chair invited suggestions from the Committee relative to potential items for the 2022

Work Plan.

A Committee member suggested that, going forward, initiatives relative to Anti-Racism Day (International Day for the Elimination of Racial Discrimination, March 21<sup>st</sup>) be celebrated and recognized by the Committee and the City in some way. There were no other suggestions.

The Chair noted that, following the meeting, Committee members could share suggested Work Plan items, if any, with the Committee Clerk via email for the staff leads.

#### 5. **Multicultural Communities and Emerging Issues Updates (Standing Agenda Item)**

The Chair invited the Committee members to share items of information and emerging issues from their communities. The following was shared:

- That an event for immigrants titled “Family Law and Violence in BC” would be hosted by the Justice Education Society and Immigrant Services Society of BC (ISSofBC) on November 19<sup>th</sup>
- That local food banks and community organizations are greatly in need of assistance at this time of year, and anyone looking to help the community to please volunteer or reach out to the City’s volunteer programs
- That ISSofBC’s English language online classes would continue and it was excited to announce that physical classes were reopening
- The benefits of offering newcomers online English-language programming

The Chair thanked a Committee member for her past service to the Committee and she noted that she hoped to reconnect with the Committee in future years. The Chair thanked the rest of the Committee and staff for their hard work during the year.

#### **OTHER BUSINESS**

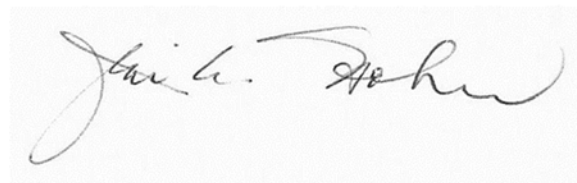
#### **NEXT MEETING – TBD (2022)**

#### **ADJOURNMENT**

The meeting adjourned at 8:29 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_  
CHAIR



\_\_\_\_\_  
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 next General Local Election will be held on October 15, 2022.

Following are the names of the current Mayor and Councillors:

<b>Mayor:</b>	Richard Stewart
<b>Councillors:</b>	Brent Asmundson Craig Hodge Steve Kim Trish Mandewo Dennis Marsden Teri Towner Chris Wilson

Council is a Legislative (lawmaking) 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 2022 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Community Safety Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports and Recreation Advisory Committee
- 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 Role of Committee Chair, Vice 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
- 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 via the meeting minutes, 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
- Coordinates and provides presentations and engagement activities to the Committee
- 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 City Clerk's Office**

A Committee Clerk is assigned by the City 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 the staff lead 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 schedule of meeting dates, times and locations, booking meeting rooms, 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 for consideration.

### Committee Terms of Appointment

The terms of appointment 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, committee meetings will wind up in the month of September; however, appointments remain in place until December 31.

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.

**Electronic Attendance.** Members joining electronically are encouraged to join from a quiet space with good internet connectivity, and to participate fully in the meeting without interruptions as if physically sitting at the meeting table. The Chair may make the decision to remove a member from the electronic meeting if the loss of their audio/video connection (i.e. repeated comings and goings) is deemed disruptive to the meeting process.

### 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, favors, 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 may not be given access to or use details of 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 Meetings

Advisory Committee meetings are generally held in either the Council Chamber or the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC, and can be held electronically for reasons of public health and safety or to comply with other City policies and/or procedures.

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. Typically, meeting dates and times are also provided on the City's website.

### 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.

Should quorum be lost due to a disruptive internet connection (e.g. a member's audio visual is lost or they repeatedly drop in and out of the meeting), the person responsible for recording the minutes shall note that quorum was lost, and add a notation to the minutes that states: *"Due to technical difficulties with internet access, a member could not vote/fully participate electronically and, therefore, could not be included as part of quorum."*

### 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 the staff liaison for guidance.

### Voting

All members of a Committee, including the Chair and/or Vice 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 *Community Charter*, 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.

### Sub-Committees and Working Groups

There are many ways in which Committees may provide feedback to Council, although it is typically via the Committee minutes. In some cases, there may be specific topics that require further investigation and research, or event planning to provide input to. In these instances,



Committees may establish sub-committees or working groups of their members. Their purpose is to conduct research, gather information and/or brainstorm event planning so that the Committee can discuss the findings and events. These groups may work on their own (or in partnership with staff leads) and report back to the Committee. In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office. Sub-committees and working groups should *not* bring forward recommendations or directions to the Committee, as that is a discussion that needs to take place within the Committee as a whole. Sub-committees and working groups may only have a limited number of members; the number of group members cannot equal quorum (the majority) of the whole Committee. Council is advised of the establishment of these sub-committees and working groups and their work through the committee meeting minutes.

Following are some suggestions to help guide the organization and work planning of sub-committees and working groups:

1. Select a group leader and choose a name for your sub-committee
2. Use emails, texts, or Doodle Polls to schedule meeting dates
3. Use Zoom to hold virtual meetings
4. Prepare a discussion outline for each meeting
5. Assign a note taker and capture key information/findings
6. Provide information updates to the Committee during regularly scheduled advisory committee meetings
7. Prepare a final report with findings for the Committee's consideration

Any questions for staff regarding the purpose or work of sub-committees and working groups should be directed by email to the Committee Clerk at [committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca).

### Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or recommendations in the minutes 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 the 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 each advisory committee is the Committee's 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*.

Members of the public are observers and may not participate in the discussion unless they are 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 in the chairs designated for the audience.

### **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 at [committeeclerk@coquitlam.ca](mailto: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 Culture Services Advisory Committee, Sports and Recreation Advisory Committee, and the Sustainability and Environmental 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 are helpful and should 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

This page left intentionally blank



### Sub-Committees and Working Groups

There are many ways in which advisory committees may provide feedback to Council, although it is typically via the meeting minutes. In some cases, there may be specific work plan items that require further investigation and research, or event planning to provide input to. In these instances, advisory committees may establish sub-committees or working groups made up of a limited number of principal committee members. Their purpose is to conduct research, gather information and/or brainstorm event planning so that the principal advisory committee can discuss findings and/or event information during regularly scheduled committee meetings.

Some points that are important to note:

- Council is advised of the establishment of sub-committees and working groups and their purpose through receipt of advisory committee meeting minutes.
- If the establishment of either a sub-committee or working group would likely require the commitment of significant City resources and/or staff time, Council would want to consider a Committee recommendation and/or a staff report (scope and process) prior to any work being undertaken by the proposed sub-committee or working group.
- Sub-committees (and working groups) should not have a Terms of Reference because they are a product of the principal advisory committee and, therefore, operate under its guidelines.
- Sub-Committees and working groups, when struck, should be delegated with a specific task by the principal advisory committee. That task (purpose) should be clearly understood by all the advisory committee members, and outlined in the meeting minutes of the advisory committee so that the direction and purpose of the sub-committee/working group is documented.
- Sub-Committees and working groups as a whole may not bring forward written or verbal recommendations (a.k.a. considerations or suggestions) to the principal committee, because sub-committees exist for research/investigative purposes only.
- If a sub-committee or working group, as a “collective”, were to bring forward recommendations (considerations or suggestions) to a principal committee for discussion, then the sub-committee or working group would essentially be “pointing the needle”, which is work that should be done in a public meeting and, therefore, the sub-committee (or working group) would need to have an agenda, minutes, and a record of how those recommendations (or considerations or suggestions) came to be.
- In a nutshell, sub-committees and working groups are a tool to help keep a principal advisory committee’s business moving. Of course, when a sub-committee’s or a working group’s written or verbal report is presented during a principal committee meeting, members of the sub-committee or working group – as individual members of the principal committee – can state their individual suggestions during discussion of the item. **Recommendations to Council, however, must be that of the majority of the principal advisory committee, and not that of a few, select sub-committee or working group members.**
- Sub-committees and working groups may only have a limited number of members. The number of group members must not equal a quorum of the principal advisory committee members, i.e. must be less than the 50% majority of principal members needed for quorum (excluding the Chair and Vice Chair). For example, a committee with 12 principal members (organization and citizen reps, excluding the Chair/VC), could establish a sub-committee of 5 members or less.

- Sub-committees and working groups may work on their own or in partnership with the staff lead(s) and report back about their investigative research and findings to the principal committee for discussion.
- In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office.

Following are some suggestions to help guide the organization and work of sub-committees and working groups:

1. Select a group leader and choose a name for your sub-committee
2. Use emails, texts, or Doodle Polls to schedule meeting dates
3. Use Zoom to hold virtual meetings
4. Prepare a discussion outline for each meeting
5. Assign a note taker and capture key information/findings
6. Provide information updates to the principal committee during regularly scheduled advisory committee meetings
7. Prepare a final report with findings for the principal committee's consideration

Any questions for staff regarding the purpose or work of sub-committees and working groups should be directed by email to the Committee Clerk at [committeeclerk@coquitlam.ca](mailto:committeeclerk@coquitlam.ca).

Dated: February 9, 2022

Reference: 2022 Committee Orientation Manual (doc #4313323).

**CITY OF COQUITLAM**  
**Policy and Procedure Manual**

<b>MULTICULTURALISM</b>	
<b>ADVISORY</b>	<b>Chapter: 5</b>
<b>COMMITTEE</b>	<b>Section:</b>
	<b>Issue Date: Nov. 2006</b>
<b>TERMS OF REFERENCE</b>	<b>Revision Date: Feb. 2019</b>

**Committee Mandate:**

The mandate of the Committee is to provide a local perspective and advice to Council with respect to achieving the City’s strategic goals and accompanying strategic directions. The Committee’s objectives are as follows:

- Foster awareness and understanding of the City’s multicultural population and diversity
- Initiate and facilitate discussion around existing and emerging multiculturalism issues
- Identify barriers relative to citizen involvement in the community
- Review and provide input to Council regarding the City of Coquitlam’s Multiculturalism policy
- Assist in the development of a multiculturalism policy implementation strategy for the City of Coquitlam
- Identify opportunities for public education and discussion regarding multiculturalism in the City
- Provide input into the development and implementation of programs and services that enhance the culture of the community and create educational opportunities; and
- Review and provide input on other items and matters as directed by Council.

**Composition:**

The Multiculturalism Advisory Committee is an advisory body composed of 11 citizen representatives and two Council members. Citizen representatives will reflect interests in multiculturalism.

**Chair, Secretary and Staff Support:**

Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Multiculturalism Advisory Committee.

The City Clerk or designate will prepare the agenda and notice of meeting and will serve as Secretary.

The General Manager Planning and Development 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 Secretary 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 or as required 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 Secretary.

Working Groups or sub-committees may be established by the Multicultural 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 Multiculturalism Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Multiculturalism Advisory Committee represents one collective voice.

The role of staff is to provide support to the Multiculturalism 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 Multiculturalism 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 Secretary 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 Secretary.

**Communication:**

All official representation of the Multiculturalism 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 Multiculturalism Advisory Committee] members.

**Committee Member Terms:**

Term of Duty for the Multiculturalism 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 Multiculturalism Advisory Committee exists at the pleasure of City Council.

This page left intentionally blank

# 2022 Work Plan

## Multiculturalism Advisory Committee

### Committee Mandate

The mandate of the Multiculturalism Advisory Committee is to provide a local perspective and advice to Council in support of achieving the City’s strategic goals and accompanying strategic directions. The Committee’s objectives are as follows:

- Foster awareness and understanding of the City’s multicultural population and diversity
- Initiate and facilitate discussion around existing and emerging multiculturalism issues
- Identify barriers relative to citizen involvement in the community
- Review and provide input to Council regarding the City of Coquitlam’s Multiculturalism policy
- Assist in the development of a multiculturalism policy implementation strategy for the City of Coquitlam
- Identify opportunities for public education and discussion regarding multiculturalism in the City
- Provide input into the development and implementation of programs and services that enhance the culture of the community and create educational opportunities; and
- Review and provide input on other items and matters as directed by Council.

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority assignment A, B, C)
1) Review and approval of 2022 Work Plan	Chair/Committee/ Staff Lead	Staff
2) Multicultural Communities and Emerging Issues <b>(Standing Agenda Item)</b>	Roundtable	Committee
3) Planning and Development initiatives – Committee input, as needed, including: <ul style="list-style-type: none"> <li>• Hazel/Coy Neighbourhood Plan</li> <li>• Housing Affordability Initiatives</li> <li>• s̓əmiqʷəʔelə Comprehensive Planning Process</li> <li>• Heritage Management Strategy</li> </ul>	P&D	Staff  Priority B Priority B Priority B Priority C
4) Parks, Recreation, Culture and Facilities initiatives – Committee input, as needed, including: <ul style="list-style-type: none"> <li>• Blue Mountain Park Master Plan</li> <li>• Major Recreation and Cultural Facilities Roadmap</li> <li>• Glen Park Phase 3 Planning</li> <li>• Coquitlam River Park Master Plan</li> </ul>	PRCF	Staff  Priority B Priority A Priority C Priority C

## 2022 Work Plan Multiculturalism Advisory Committee

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority assignment A, B, C)
<ul style="list-style-type: none"> <li>• Town Centre Park Gateway Planning</li> </ul>		Priority C
5) Finance, Lands and Police Service initiatives – Committee input, as needed	FLP	Staff
6) Corporate Services initiatives – Committee input, as needed, including: <ul style="list-style-type: none"> <li>• Equity, Diversity and Inclusion</li> <li>• Community Engagement Framework</li> </ul>	CS	Staff  Priority A Priority C
7) City Manager/Deputy City Manager – Committee input, as needed, including: <ul style="list-style-type: none"> <li>• Economic Development Strategy</li> <li>• Reconciliation</li> </ul>	CM/DCM	Staff  Priority B Priority A
8) Canada Day 2022 event planning and review – ideas/involvement to tie-into PRCF event planning	Staff Lead/PRCF/ Committee	Staff
9) 10 <sup>th</sup> Anniversary of Welcome to Coquitlam - 2022 discussion, event planning and review	P&D	Staff/Committee
10) Engineering & Public Works initiatives for Committee input, as needed, including: <ul style="list-style-type: none"> <li>• Climate Action Plan</li> <li>• E-Mobility Strategy</li> </ul>	E&PW	Staff  Priority A Priority B
11) Tri-Cities Local Immigration Partnership presentation	TCLIP Manager	Committee
12) Coquitlam Public Library presentation	CPL Community Development Liaison	Committee
13) Census/Demographic presentations	P&D	Committee
14) Cultural Understanding Project	Committee	Committee
15) 2022 Year-end Review/Identify potential items for the draft 2023 Work Plan – Committee feedback/input	Chair, Staff Lead and Committee	Staff





## 2022 Multiculturalism Advisory Committee Meeting Schedule

Meetings are generally scheduled monthly on the third Wednesday of the month from 7:00 p.m. – 9:00 p.m. Exceptions to this schedule are noted with an asterisk (\*) below.

DATE	TIME	LOCATION
February 16, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
*March 9, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
April 20, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
May 18, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
June 15, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
July 20, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
No meeting in August		
September 21, 2022 (Wednesday)	7:00 – 9:00pm	Council Chambers via Zoom
No meeting in December		

Notes:

- \*Scheduled to avoid conflict with Spring Break (March 14 – 25)
- Advisory committee meetings will wrap up in September this year due to the General Local Election to be held on October 15, 2022.
- Meeting dates are subject to change, as needed.