

## SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE

DATE: Tuesday, February 22, 2022

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

PLACE: Council Committee Room **via Zoom – Preregistration Required**

### CALL TO ORDER

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

### ADOPTION OF MINUTES

- 2. Minutes of the Sustainability and Environmental Advisory Committee Meeting held on Tuesday, November 23, 2021**

### NEW BUSINESS

- 3. Committee Orientation**  
Jeri Hohn, Committee Clerk; 7:15–7:30 p.m. (15 minutes)
- 4. Review and Approve Draft 2022 Work Plan – Opportunity for Committee input**  
Caresse Selk, Manager Environment/Committee; 7:30–7:45 p.m. (15 minutes)
- 5. Educational Awareness Presentation: Environmental Bylaw Updates**  
Caresse Selk, Manager Environment, and Britta Ng, Water Conservation Coordinator; 7:45–8:05 p.m. (20 minutes)
- 6. 2022 Environmental Volunteer Celebration / Proposed Establishment of an Event Planning Sub-committee**  
Caresse Selk, Manager Environment; 8:05–8:20 p.m. (15 minutes)
- 7. SEAC Members' Roundtable/Emerging Issues (Standing Agenda Item)**  
Committee; 8:20–8:45 p.m. (25 minutes)

### OTHER BUSINESS

**NEXT MEETING DATE – Tuesday, April 26, 2022**

### ADJOURNMENT



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**SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE**  
**Wednesday, November 23, 2021**

A Regular Meeting of the Sustainability and Environmental Advisory Committee convened on Tuesday, November 23, 2021 at 7:00 p.m. in Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Councillor Teri Towner, Chair  
Councillor Brent Asmundson, Vice Chair  
Tracy Adole  
Mark Ashton (arrived at 7:07 p.m.)  
Jay Ashworth  
Lori Austin  
Grayson Barke  
Bonnie Razzaghi  
Michelle Rosenquist  
Pamela Zevit

REGRETS: Alice Hale  
Ivana Smolic

ABSENT: Jason Liao

STAFF: Caresse Selk, Manager Environment  
Shannon Hadley, Solid Waste and Special Projects Manager  
Shannon Wagner, Environmental Education and Enforcement Manager  
Jeri Hohn, Committee Clerk

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Sustainability and Environmental Advisory Committee Meeting held on Wednesday, September 29, 2021**

A discussion point on page 2 of the minutes was amended to read “The understanding that LED lights cause light pollution and, at night, red temperature light is better for wildlife and people”.

The Minutes of the Sustainability and Environmental Advisory Committee meeting held on Wednesday, September 29, 2021, were approved as amended.

**NEW BUSINESS****2. Solid Waste Operations Presentation**

The Solid Waste and Special Projects Manager introduced herself and provided a presentation, referring to on-screen slides titled as follows:

- Solid Waste Operations Update
- Outline
- Solid Waste Operations
- Collection Services Overview
- Curbside Recycling Collection
- Coquitlam Updates
- Regional Updates
- Provincial Updates
- What's Next
- Thank You!

Discussion ensued relative to the following:

- What stewardship program services would be offered at the new Metro Vancouver United Boulevard Recycling and Waste Centre
- Congratulations to the City for maintaining its 71% Residential Solid Waste Diversion Rate in 2020
- The belief that the high diversion rate percentage was a reflection of good communications from the City to residents
- The types of soft plastics and other flexible plastic packaging material accepted at all Recycle BC depots, including the new Metro Vancouver facility
- Concern that recyclable plastic continues to be put into the garbage by residents, rather than recycled
- Whether Recycle BC and the City could leverage the opening of the new Metro Vancouver facility as an opportunity to run a campaign to educate residents about the various types of plastic that can be recycled
- That Coquitlam residents could continue to drop off unlimited amounts of green waste at the new Metro Vancouver facility
- The breakdown of materials that made up the City's 2020 71% Residential Solid Waste Diversion Rate
- The belief that the expected 5% annual growth rate of flexible plastic packaging waste would continue to be a challenge for cities
- Whether the City could consider advocating for the sorting and collection of flexible packaging curbside
- The responsibility of Recycle BC to collect and report out on soft and flexible plastic materials, and the belief that local governments would endorse Recycle BC initiatives that supported the collection of those types of materials curbside
- The understanding that Recycle BC would conduct a pilot program for the curbside collection of soft and flexible plastic materials, and the belief that the pilot would be key to determining how such a program could work
- Whether the City could consider providing free backyard compost bins to residents as an incentive to encourage composting/use of the bins

- That the City has a subsidized backyard composter program in place, although the bins are not currently provided at no cost
- Whether the City had considered educational messaging to promote the reuse and recycle mantra, i.e. the circular economy reuse model
- That, in the past, the City gave each household a free kitchen composter as part of the rollout of the Waste Connections Program, and the possibility that a similar incentive could be considered as part of the City's next waste contract renewal
- That staff were not aware of any governments that were considering legislation to stop the use of plastic packaging at its source
- The understanding that the Province of BC, through its Clean BC Action Plan, may be reviewing recycling at source/recycling minimums
- The understanding that construction waste is typically dealt with through private facilities and reported out by Metro Vancouver annually
- The recycling targets within the City's Environmental Strategic Plan
- Whether direct education of residents by staff takes place regarding misuse of green and garbage bins
- The outreach efforts undertaken by City staff with the public relative to solid waste collection and belief in the effectiveness of targeted, face-to-face education and enforcement campaigns relative to misuse of green and garbage bins curbside
- The challenges of recycling paper-based food waste containers that have micro-film or other plastic coatings
- That Recycle BC accepts certain paper containers lined with plastic (including coffee cups and milk cartons) as part of the blue box program, as long as food waste has been rinsed off, i.e. used packaging contamination levels are acceptable
- The desire to drive a change in food packaging design and the waste prevention hierarchy

### 3. **Urban Wildlife Program Update**

The Environmental Education and Enforcement Manager greeted the Committee and provided a presentation, referring to on-screen slides titled as follows:

- Urban Wildlife Program Update & 2021 Early Cart Set Out Audit Results
- Background
- Background: Urban Wildlife Program Goals
- Background: Bylaws for Attractant Management
- Background: Public Education and Outreach Material
- 2020/2021 Urban Wildlife Program Summary
- Bear Smart Video Series
- Urban Wildlife Enforcement Update
- 2020 Enforcement Related Activities
- Urban Wildlife Enforcement – Early Cart Set Out Compliance Audit Update
- 2021 Early Cart Set Out Audit Results
- 2021 (Tickets and Warnings Issued by the Urban Wildlife Team)
- Urban Wildlife – Other
- 2022 Program Goals
- Discussion
- Conservation Officer Statistics – Bears

During the presentation, the Committee viewed a video titled “Be Aware of Bears: Bird Feeder Best Practices”.

Discussion ensued relative to the following:

- Complaints regarding smelly green cans and whether the City provides any educational materials to residents regarding how to properly clean their green cans
- That the City does provide messaging to residents regarding proper care and maintenance of green cans and could explore providing “how to” information to residents
- Whether City staff could explore establishing a program to provide new residents of Coquitlam with a package of information about proper solid waste disposal and recycling
- The suggestion that the City could collaborate with local realtors and invite them to provide information packages about solid waste disposal and recycling to Coquitlam home buyers
- That the City sends out information packages to all new registrants (homeowners) of the City’s Cart Collection Service
- That some Service Requests made to the City and/or calls made to the BC Conservation Service are regarding concern for bears (i.e. injured bears) rather than conflicts with bears
- That the City collaborates with local immigrant services societies and wildlife groups to provide Bear Smart community and solid waste and recycling programming materials to local residents
- The Urban Wildlife statistics presented relative to 2021 cougar sightings in the City and the ways that staff ensure that wildlife sightings are not misidentified
- The suggestion that it could be fun for veteran and new Committee members to be paired in the spring to help support the City Nature Challenge

#### **4. 2021 Environmental Volunteer Celebration Event Review**

The Environmental Education and Enforcement Manager made introductory comments and provided a presentation, referring to on-screen slides titled as follows:

- Environmental Volunteer Celebration – Debrief with SEAC
- Agenda
- 2021 Considerations
- Event Details
- Next Year’s Event
- Feedback

The Committee considered the following focus questions:

- What went well this year? What could be improved?
- What should we keep doing? What are we doing well?
- What should we start doing? What are your suggestions?

The Committee members who attended the event expressed support for the event and there were no further comments.

## 5. **2021 Year-end Review / Identify Potential Items for Draft 2022 Work Plan**

The Manager Environment spoke to the work plan items completed by the Committee during the past year, referring to on-screen slides titled as follows:

- 2021 Year-end Review and 2022 Work Planning
- Date / Agenda Items
- Residential Stormwater Management and Prevention of Watercourse Pollutants
- Stormwater Management / Water Quality Monitoring
- Discussion Questions
- Environmental Achievement Celebration 2021
- 2021 Considerations
- Light Pollution Sub-Committee Formed
- Cedar Drive and Partington Creek Upgrade Project
- Proposed Partington Creek Improvements
- Light Pollution Sub-Committee Update
- Hazel-Coy Neighbourhood Plan
- Community Engagement Strategy
- Blue Mountain Park Master Plan
- Three Zones
- Enhanced Water Conservation
- Summary
- Draft Environmental Sustainability Plan
- Themes
- Top 10 Priority Actions
- 2022 Work Planning

The Committee considered the following focus questions:

- What general topics should be considered as priorities in 2022?
- Do you have any other suggestions to improve the usefulness of SEAC meetings?

The Committee members provided the following input for consideration:

- Support for including the Urban Forest Management Strategy on the work plan, with a caution that the City's tree canopy measurement should not be used as the sole means of assessing the health of the urban forest as a whole
- That regarding the nature of the Committee and its effectiveness and value, that goals be set by the City relative to how the Committee could be beneficial in terms of policy change, i.e. in addition to the Committee being given opportunities to receive information and/or comment on staff presentations
- The value of the collective knowledge and experience of the Committee members and the suggestion that the Committee be given an advance opportunity to collaborate and work on agenda items in conjunction with City staff teams
- That the City's (climate change) adaptation strategy be added as a Standing Agenda Item for discussion twice per year, during the wet and dry seasons
- That the Committee hold/participate in an education workshop to allow greater opportunities for informal dialogue and networking

In response to a question from the Chair, the Committee member who raised the

previous point agreed that, if possible, she would find attending Committee meetings in-person helpful in terms of allowing informal dialogue and networking opportunities.

- That a work plan item be added involving more frequent opportunities for collaboration between local educational institutions, stewardship groups and the City, and the belief that such collaborations could help the City advance the goals of its Environmental Sustainability Plan more quickly
- That the review of flood planning and development of educational materials for residents be added as a work plan item, with the understanding that no such Coquitlam-specific educational material appeared to exist
- That a “Pollinators Corner” presentation be added to the work plan, so that when the City undertakes roadside repairs, street calming, and reworking of streets and designs, there could be a “project first” Pollinators Corner Check List, and the belief that such pollinator projects could offer excellent opportunities for the City to collaborate with local interested groups/volunteers.

The Chair thanked the Committee members for their input and encouraged them to email any other work plan suggestions to staff.

#### **6. SEAC Members’ Roundtable/Emerging Issues (Standing Agenda Item)**

The Chair spoke to the City’s Adopt-a-Catch Basin program. She encouraged interested Committee members and residents to please apply online to adopt-a-catch basin to help keep them clear of debris following heavy precipitation and storm events.

In response to two questions from a Committee member, the Chair spoke to the City’s Toilet Replacement Rebate Program and the safety of low flow toilets, and the Manager Environment provided an update regarding the progression and current status of the City’s draft Environment Sustainability Plan.

The Chair thanked the Committee members for the passion, insight, expertise and contributions that they shared during the year. She also thanked the Committee members who chose not to volunteer to serve as members in 2022, and wished them all the best in the future.

#### **OTHER BUSINESS**

**NEXT MEETING DATE – Tuesday, February 22, 2022**

#### **ADJOURNMENT**

The meeting adjourned at 8:59 p.m.

MINUTES CERTIFIED CORRECT

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CHAIR



A handwritten signature in black ink, appearing to read "Jeri Hohn", written in a cursive style. The signature is positioned above a horizontal line.

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Jeri Hohn  
Committee Clerk

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### 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

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### 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 information

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>SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE</b>	<b>Chapter: 5</b>
	<b>Section:</b>
	<b>Issue Date: February 2011</b>
<b>TERMS OF REFERENCE</b>	<b>Revision Date: December 16, 2019</b>
	<b>Council Res.: 625</b>

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 11 citizen representatives (Voting) and 2 Council members (Non Voting) for a total of 13 members.

**Detailed Composition:**

*Community Members: up to (11) 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.



## Sustainability & Environmental Advisory Committee

### 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:

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WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
1) Review and Approve Draft 2022 Work Plan	Staff Lead/ Committee	Staff
2) SEAC Members’ Roundtable / Emerging Issues (Standing Agenda Item)	Committee	Committee
3) Educational Awareness Presentations: <ul style="list-style-type: none"> <li>- Urban Wildlife Management</li> <li>- Waste Management and Recycling</li> <li>- City Nature Challenge</li> <li>- Environmental Bylaw Updates:               <ul style="list-style-type: none"> <li>• Drinking Water Conservation Plan Bylaw</li> <li>• Vehicle Idling Bylaw</li> </ul> </li> </ul>	E&PW (Utilities)	Committee

## 2022 Work Plan Sustainability and Environmental Advisory Committee

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
4) E&PW/Environment Division initiatives, as needed, including: <ul style="list-style-type: none"> <li>- Environmental Sustainability Plan</li> <li>- Climate Action Plan</li> <li>- Strategic Transportation Plan (including E-Mobility Strategy)</li> <li>- Single Use Item Bylaw</li> <li>- Seasonal Water Pricing</li> </ul>	E&PW (Environment)	Staff  Priority A Priority B Priority C (& B)
5) Environmental Volunteer Awards & Celebration <ul style="list-style-type: none"> <li>- Event Planning – Brainstorming</li> <li>- Establish Sub-Committee</li> <li>- Event Review – Committee feedback</li> </ul>	E&PW (Environment)/ Committee	Staff
6) Parks Planning and Facilities initiatives, as needed, including: <ul style="list-style-type: none"> <li>- Urban Forest Management Plan</li> <li>- Coquitlam Crunch South Extension Planning</li> </ul>	PRCF	Staff  Priority C Priority C
7) Planning and Development initiatives, as needed, including: <ul style="list-style-type: none"> <li>- Hazel-Coy Neighbourhood Plan</li> <li>- Upper Pipeline and Quarry Road Corridors Planning Overview</li> </ul>	P&D (Community Planning)	Staff  Priority B Priority C
8) 2022 Year-end Review / Identify potential items for the draft 2023 Work Plan – Committee feedback/input	E&PW (Staff Lead)/ Committee	Staff



## 2022 Sustainability & Environmental Advisory Committee Meeting Schedule

Meetings are generally scheduled bi-monthly on the fourth or fifth Tuesday of the month from 7:00pm – 9:00pm. Exceptions to this schedule are noted below with an asterisk (\*).

DATE	TIME	LOCATION
February 22, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers or CCR
April 26, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers or CCR
*June 21, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers or CCR
No meetings in August		
September 27, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers or CCR
No meetings in December		

Note:

- Board of Variance Meetings may be held on the same nights in Chambers, therefore, some SEAC Meetings may be held in the Council Committee Room (CCR).
- 2022 advisory committees 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.