

SUSTAINABILITY & ENVIRONMENTAL ADVISORY COMMITTEE

DATE: Tuesday, February 25, 2020

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

PLACE: Council Committee Room, Main Floor, Coquitlam City Hall

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 Sustainability and Environmental Advisory Committee Meeting held on Tuesday, November 26, 2020

NEW BUSINESS

3. Committee Orientation

Committee Clerk; 7:15–7:30 p.m. (15 minutes)

4. Review and Approve Draft 2020 Work Plan

Chair / Manager Environmental Services; 7:30–7:45 p.m. (15 minutes)

5. Waste Management and Recycling – Update

Manager Environmental Services; 7:45–8:00 p.m. (15 minutes)

6. 2020 Environmental Volunteers Celebration and Awards – Establish Event Planning Sub-committee

Environmental Programs Manager and Environmental Programs Specialist; 8:00–8:20 p.m. (20 minutes)

7. SEAC Members' Roundtable/Emerging Issues (Standing Agenda Item)

Opportunity for Committee members to share items of interest from their communities; 8:20–8:30 p.m. (10 minutes)

OTHER BUSINESS

NEXT MEETING DATE – Tuesday, April 28, 2020

ADJOURNMENT

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE
Tuesday, November 26, 2019

A Regular Meeting of the Sustainability and Environmental Advisory Committee convened on Tuesday, November 26, 2019 at 7:02 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Councillor Craig Hodge, Chair
Councillor Brent Asmundson, Vice Chair
Mark Ashton
Lori Austin
Grayson Barke
Ineke Kalwij
Cheryl Katnick
Bonnie Razzaghi
Ivana Smolic
Michael Wilson
Pamela Zevit

REGRETS: Jay Ashworth

GUESTS: Benjamin Perry, Force of Nature Alliance Tri-Cities Team
Jessica Liu, Force of Nature Alliance Tri-Cities Team

STAFF: Andrew Merrill, Manager Community Planning
Steffanie Warriner, Manager Environmental Services
James Taylor, Planner 2
Julie Kanya, Environmental Services Specialist
Jeri Hohn, Committee Clerk

CALL TO ORDER**ADOPTION OF MINUTES****1. Minutes of the Sustainability and Environmental Advisory Committee Meeting held on Tuesday, October 1, 2019**

The Committee agreed to amend bullets 3 and 4 on page 4 so that input regarding Como Lake would be reflected.

The Minutes of the Sustainability and Environmental Advisory Committee Meeting held on Tuesday, October 1, 2019 were approved, as revised.

NEW BUSINESS**2. Force of Nature Presentation – Reducing Community GHG Emissions Targets**

The Chair welcomed the Force of Nature Alliance Tri-Cities Team presenters to the meeting.

Mr. Benjamin Perry and Ms. Jessica Liu provided a joint presentation, utilizing on-screen slides titled as follows:

- It's A Climate Crisis
- Greta Thunberg Re: IPCC Climate Targets
- Where We Are vs. Where We Need To Be
- Who Has Declared a Climate Emergency and/or Adopted the IPCC Climate Targets
- Adopting the IPCC Climate Targets is a First Step
- This is a Climate Emergency
- Our Asks to City Councils

Discussion ensued relative to the following:

- The source of the statistics included within the presentation
- How the IPCC targets compared to the current community and corporate GHG emission reduction targets adopted by the City
- Whether the resolutions passed in other municipalities included enforcement suggestions
- The desirability of enforcement powers and the belief that mandatory measuring and reporting creates accountability and provides some level of transparency
- Proposed language for a Committee Recommendation
- The commitments and actions currently being undertaken by the City relative to the presentation slide titled "Our Asks to City Councils"
- That current GHG emissions data is not available from the Province
- The belief that the City undertaking to provide "annual transparent measuring and reporting on the municipality's community emissions beginning no later than 2020" would be problematic given the lack of current GHG emissions data
- The possibility that a future update to the Strategic Transportation Plan could report on annual community GHG emissions data, once it was available
- The ongoing initiatives undertaken by the City to reduce community and corporate GHG emissions, and the public information available on the City's website

The Vice Chair spoke to the challenges of Coquitlam's growth and the City's successful actions to reduce GHG emissions regardless of that growth. He noted his belief that regional GHG emissions could be significantly reduced by ensuring that, per Metro Vancouver's regional growth strategy, the majority of office jobs are directed to urban centres located outside of Vancouver.

Discussion continued relative to the following:

- Whether increasing Coquitlam's commercial zones could achieve the same outcome, i.e. to reduce regional GHG emissions
- The complex challenges of regional planning relative to developing a community so that people do not have to commute

- Concerns regarding rising sea levels and the potential loss of Colony Farm and industrial lands along the Fraser River

The Chair spoke to the need to address both climate adaptation and mitigation. He noted sustainable mode-share increases and other sustainability targets provided in the recent staff report titled "Strategic Transportation Plan Report Card – 2019 Update" and encouraged the presenters to read the report and watch the discussion that occurred at the November 25th Council-in-Committee Meeting.

Discussion continued relative to the following:

- The belief that local efforts would not slow rising sea levels due to pollution and ongoing increases to GHG emissions occurring elsewhere globally
- The belief that the community could take important steps to reduce local GHG emissions
- The desire that Council endorse a climate change recommendation like that recently adopted by the City of New Westminster
- The detrimental impacts of global and local population increases on environmental sustainability
- The desire that, relative to the climate emergency issue, a distinction between contributing to a global solution versus solving a global problem be recognized
- The pros and cons of declaring a climate emergency
- The belief that taking action at a grass roots level gives people greater hope
- Support for the City's GHG reduction efforts to date
- The belief that it is the responsibility of everyone, everywhere to contribute to stopping the climate emergency
- Whether the presenters had any suggestions regarding how best to share the climate emergency message with the community
- Belief in the power of social media platforms to share important messaging and engage communities
- The belief that people wish to be led and are inspired by the positive actions taken by their community leaders

The Chair provided closing comments, noting the ongoing challenges resulting from local and regional population growth and two of the main areas the City could impact relative to GHG emissions and climate change (transportation and buildings). He further noted the opportunity for public input regarding sustainability issues via the public surveys for the draft City Centre Area Plan and the draft Strategic Environmental Sustainability Plan.

The Manager Environmental Services noted that the points raised by the presenters could be considered as part of the climate action theme of the City's Strategic Environmental Sustainability Plan. She noted that the public survey for the draft Plan would close on Saturday, November 30th, encouraged those present to complete the survey, and spoke to the opportunities it provided.

The Chair thanked the Force of Nature Alliance Tri-Cities Team for their presentation. The Force of Nature Alliance Tri-Cities Team presented the Committee with a petition regarding residents' desire for action on climate.

The Chair responded to a question from a Committee member, and the Committee considered language for a recommendation proposed earlier in the discussion.

The Committee recommended:

COMMITTEE RECOMMENDATION

That Council declare we are in the midst of a climate emergency and commit to adopting the latest Intergovernmental Panel on Climate Change (IPCC) recommended targets to reduce greenhouse gas emissions.

3. Draft City Centre Area Plan

The Chair welcomed Community Planning staff to the meeting. The Manager Community Planning introduced the Planner 2 and provided introductory remarks and an overview of the draft City Centre Area Plan, including the Plan's phases and the public consultation completed to date.

Copies of documents titled "A Plan for City Centre – Draft City Centre Area Plan Overview" and "City Centre Community Profile 2018", and a postcard titled "A Plan for City Centre" were circulated on-table, and Committee members were encouraged to participate in the online public survey.

The Manager Community Planning and the Planner 2 provided a joint presentation, utilizing on-screen slides titled as follows:

- Draft City Centre Area Plan – November 26, 2019
- Relationship to Other Plans and Projects
- What is an Area Plan?
- Planning Process
- Consultation
- What We Heard (July 2018)
- Guiding Principles
- Guiding Principles – Environment and Sustainability
- Guiding Principles – Live, Learn and Play
- City Centre Area Plan Boundary
- Big Moves
- 5 Big Moves – Creating a Vibrant Downtown Core
- 5 Big Moves – Establishing a Strong Employment Base
- 5 Big Moves – Building a Family-Friendly Downtown
- 5 Big Moves – Enhancing Recreation and Cultural Opportunities
- Enhancing Recreation and Cultural Opportunities – Parks and Natural Areas
- Enhancing Recreation and Cultural Opportunities – Privately Owned Publicly-Accessible Open Spaces (POPS)
- 5 Big Moves – Integrating and Connecting Downtown
- Proposed Environment Policies
- Citywide: Urban Design and Development Permit Areas

- Proposed Servicing Policies
- Land Use Concept: Sustainability Features
- Realizing the Plan
- Next Steps

Discussion ensued relative to the following:

- Appreciation for staff's acknowledgement of the Committee's past feedback
- Whether staff could articulate how the City's natural areas (assets) would be protected from being "loved to death"
- The extreme popularity of the four SkyTrain lines and information regarding the recent and future expansion of the Millennium line
- The belief that redistributing office jobs to urban centres outside of Vancouver could improve transportation efficiencies within the region
- Whether the City could consider Fraser Basin Council's Salmon Safe Certification for some of its new developments
- Whether the City Centre Area Plan would include detailed environmental control standards and specifications for high rises
- Details regarding the BC Energy Step Code
- The shared energy system between City Hall and the City Centre Aquatic Centre
- The draft Plan's relationship to other City plans
- The belief that part of the draft Plan could be that its adjacent plans "put more teeth in sustainable measures"
- Concerns about the use of certain words within the draft Plan and the desire for stronger "Guiding Principles" language so that the Principles could attract developers committed to upholding sustainable measures
- The desire that the draft Plan include a walkable, destination water feature and the understanding that such features have been highly successful in other jurisdictions
- The distance of creek setbacks (30 metres) within Coquitlam
- Whether staff could investigate whether there are any covered watercourses within the City Centre Area that could be "daylighted"
- Whether a recommendation could be made to propose that environmental and sustainability issues be more explicitly recognized within the draft Plan
- The dichotomy between the future growth of the Area and the desire to reduce GHG emissions
- The desire that the natural, riparian drainages with the Area be interconnected so that wildlife could move unimpeded between drainages
- The desire that the draft Plan be taken a step further so that its managed landscape could offer an instructional component about sustainability
- Some of the challenges of green roofs and whether the draft Plan could include blue-green roofs
- The blue-green roof pilot project underway at Vancouver City Hall
- The seasonal walkability of the Area and whether the City could consider sun/shade options to allow comfortable year-round walking
- Whether future demographic projections for Coquitlam had been considered by staff when preparing the draft Plan, and whether those projections supported sustainability targets
- The monitoring undertaken by Metro Vancouver relative to regional demographics,

transportation patterns and air quality, and the available dashboard of Coquitlam's performance compared to other regional jurisdictions

- The belief that the draft Plan could offer the City an opportunity to take a "greener stand" by making contributions to greener spaces in addition to offering building density to developers
- Information regarding the work undertaken by Metro Vancouver and the City relative to increased drinking water and conservation needs resulting from growth

In response to a question from the Chair, a Committee member spoke to proposed language for a recommendation. The Chair noted the Committee's opportunity to provide staff with feedback or to make a formal recommendation, should it wish to do so. The Committee indicated support for the proposal that the City Centre Area Plan explicitly recognize environmental and sustainability issues, including as relates to climate change, but did not make a formal recommendation.

4. Strategic Environmental Sustainability Plan

The Manager Environmental Services provided brief introductory remarks, noting the Committee's familiarity with the draft Strategic Environmental Sustainability Plan (ESP) and the work undertaken to date relative to the public survey component of the Plan.

The Committee participated in a dotmocracy exercise to provide input to the following focused questions:

- To you, how important are each of the topic areas?
- If you had to choose only 3 topic areas for the City to focus on, what 3 would you choose?
- How can the City help you to live or work more sustainably in Coquitlam?

In response to a question from the Manager Environmental Services regarding the potential success of the public survey, discussion ensued relative to the following:

- The challenge of competing values and choosing only 3 topic areas
- The climate action theme as an overarching umbrella for environmental action
- Belief in the Plan and its ability to align with the City's future strategies and plans
- The rankings within, and the improved clarity of, the public survey
- That the public survey is open for completion by all ages, including children/youth

In response to a question from a Committee member, the Manager Environmental Services described the next steps to be taken by the City relative to the ESP, and noted staff's intention to add the item to the draft 2020 SEAC Work Plan.

A postcard titled "Help Inform Our Environmental Sustainability Plan" was circulated on-table, and the Manager Environmental Services encouraged the Committee members to complete the online public survey available through the dedicated "enviroplan" webpage and to share its URL with their contacts and networks.

5. 2019 Year-end Committee Review / Proposed Items for the 2020 Work Plan

The Chair thanked the Committee members for their volunteerism during the 2019 year and thanked those who had reapplied to serve in 2020. He noted that the 2020 advisory committee selections would likely be made within the next few weeks.

A copy of the 2019 SEAC Work Plan was provided on-table for the Committee's reference, and the Chair invited the members to provide input regarding potential work plan topics or items for consideration as part of the draft 2020 Work Plan. He noted that items could also be provided to staff by email before the end of the year.

Discussion ensued relative to the following:

- The desire to discuss light pollution
- The desire to discuss retail packaging and the use of single-use plastics
- The desire to discuss bird- and bat-friendly (building) design guidelines
- The desire for a status report on the use of pesticides, herbicides, and rodenticides within Coquitlam
- The desire to educate the public regarding the personal actions that could be taken to help reduce GHG emissions, and the suggestion that a poster could be developed
- The desire that the City consider banning the use of residential artificial turf, and the understanding that the City of Vancouver has banned its residential use
- The desire for information regarding invasive plant management efforts undertaken by the City
- The possibility of the Committee providing input to the Strategic Transportation Plan and the City's residential rainwater and tree management initiatives

The Chair thanked the Committee members for their input and spoke to the need to manage expectations relative to the work that could reasonably be undertaken by the Committee during the 2020 year.

6. SEAC Members' Roundtable/Emerging Issues (Standing Agenda Item)

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

A Committee member spoke to recent and upcoming volunteer efforts to remove invasive blackberry canes from the wetland areas surrounding Como Lake, and invited the members to contact her should they wish to join future remediation efforts.

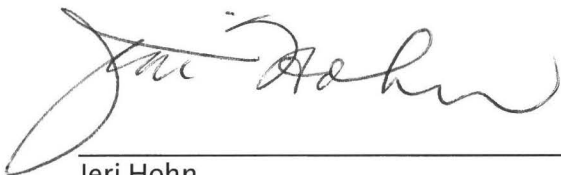
The Chair thanked the Vice Chair and the Committee members and staff for their volunteerism and supports provided during the year.

OTHER BUSINESS**NEXT MEETING DATE – TBA (2020)**

ADJOURNMENT

The meeting adjourned at 9:15 p.m.

MINUTES CERTIFIED CORRECT

A handwritten signature in cursive script, appearing to read "Jeri Hohn", is written over a horizontal line.

Jeri Hohn
Committee Clerk

CHAIR

Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected for a four-year term. The last General Local Election was held on October 20, 2018 and the next election will be held in the fall of 2022.

Following are the names of the current Mayor and Councillors:

- Mayor:** Richard Stewart
- Councillors:** Brent Asmundson
Craig Hodge
Steve Kim
Trish Mandewo
Dennis Marsden
Teri Towner
Chris Wilson
Bonita Zarrillo

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 2020 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports 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 Parcel Tax Review Panel (established pursuant to the *Community Charter* (s. 204)).

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 if possible
- Enforces the rules of decorum
- Respects members' views
- Seeks agreement and builds consensus
- Assists Committee Members to word motions clearly and succinctly
- Declares the meeting adjourned

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

The Role of Committees

Committees are established to:

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

The Terms of Reference sets out the Committee's mandate and duties. Committees can only consider issues within those areas specified in the Terms of Reference.

Once a Committee has submitted its recommendation to Council, it is Council's decision on how to proceed with the recommendation i.e. receive, approve, amend, defer, refer or decline the recommendation.

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

The Role of the Staff Liaison

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

The staff liaison:

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

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

The Role of the 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 other City staff members and the Committee Chair
- Distributes agenda once approved by the Chair
- Attends meetings and records minutes
- Assists with process and procedural issues
- Prepares minutes and forwards them to Council for consideration

- Handles meeting logistics such as providing a 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, members' appointments expire on the last day of the local election month, e.g. October 31st.

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

Attendance of Committee Members

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

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

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

Code of Conduct for Committee Members

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

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, 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 use the committee member contact list for personal or non-Committee related business.

Removal of a Member from a Committee

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

Resignation of a Member

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

Committee Vacancy Replacement Term

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion,

appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

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

Time and Location of Advisory Committee/Task Force Meetings

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

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

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

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, (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.

Working Groups

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

Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or

recommendations that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

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

Budget

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

Personal Liability

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

Meetings Open to the Public

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee's enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (*Council Procedure Bylaw No. 4042, 2009*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in *Council Procedure Bylaw No. 4042, 2009*.

At any time, a member of the public may be invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat 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 (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 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

CITY OF COQUITLAM

Policy and Procedure Manual

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY COMMITTEE

Chapter: 5

Section:

Issue Date: February 2011

TERMS OF REFERENCE

Revision Date: December 16, 2019

Council Res.: 625

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.

2020 Work Plan

Sustainability & Environmental Advisory Committee

Committee Mandate

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Work Plan Items	Department (Presenters)	Comments (i.e. Initiated by, Priority assignment A, B, C)
Committee Orientation	City Clerk's Office (Committee Clerk)	Staff
Review and Approve Draft 2020 Work Plan	Chair/Staff Lead/Committee	Staff
Environmental Services (City) initiatives, as needed, including: - Climate Adaptation Strategy – Update - Strategic Environmental Sustainability Plan – Update - Electric Vehicle Public Charging Strategy – Update - Waste Management and Recycling (including retail packaging and use of single-use plastics)	E&PW (Enviro. Services)	Staff
Environmental Volunteers and Awards Celebration - Event Planning – Brainstorming - Event Review – Committee feedback	E&PW (Enviro. Services)	Staff

Work Plan Items	Department (Presenters)	Comments (i.e. Initiated by, Priority assignment A, B, C)
Parks Planning and Facilities initiatives, as needed – opportunity for Committee input, including: - Invasive plant management efforts by the City – Update	PRCS	Staff
Community Planning initiatives, as needed – opportunity for Committee input	P&D (Community Planning)	Staff
SEAC Members' Roundtable / Emerging Issues (Standing Agenda Item)	E&PW (Staff Lead)/ Committee	Staff
2020 Year-end Review/Identify potential items for the draft 2021 Work Plan – Committee feedback/input	E&PW (Staff Lead)/ Committee	Staff



2020 Sustainability & Environmental Advisory Committee Meeting Schedule

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

DATE	TIME	LOCATION
February 25, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
April 28, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
June 23, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
No meetings in August		
*September 29, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
November 24, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
No meetings in December		

Note:

- *Scheduled to avoid a conflict with UBCM meetings the week of September 21, 2020.
- Meeting dates are subject to change.