

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE

DATE: Tuesday, March 1, 2022

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

PLACE: **Council Chambers via Zoom – Preregistration Required**

SENSORY: Meetings are Scent-Free

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 Universal Access-Ability Advisory Committee Meeting held on Tuesday, November 9, 2021**

NEW BUSINESS

- 3. TransLink Presentation**
Introduction: Canisius Chan, Transportation Planning Manager/Presentation: Chris Chan, Manager Travel Training, TransLink; 7:15-8:00 p.m. (45 minutes)
- 4. Committee Orientation Presentation**
Committee Clerk; 8:00-8:15 p.m. (15 minutes)
- 5. Review and Approve 2022 Work Plan – opportunity for Committee input**
Canisius Chan, Transportation Planning Manager/Committee; 8:15-8:25 p.m. (10 minutes)
- 6. 2022-23 Event Planning Discussion / Potential establishment of UAAC Working Groups – volunteer opportunity**
Canisius Chan, Transportation Planning Manager; 8:25-8:35 p.m. (10 minutes)
 - 2022 BC Access Awareness Day
 - 2023 Biennial Education Event
 - 2022 Welcome to Coquitlam
- 7. Transportation and Other Departmental Updates (Standing Agenda Item)**
Canisius Chan, Transportation Planning Manager; 8:35-8:45 p.m. (10 minutes)



8. **UAAC Members' Roundtable / Emerging Accessibility Issues & COVID-19 Updates**
(Standing Agenda Item)
Committee Members; 8:45-8:55 p.m. (10 minutes)

OTHER BUSINESS

NEXT MEETING DATE – Tuesday, May 10, 2022

ADJOURNMENT

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE
Tuesday, November 9, 2021

A Regular Meeting of the Universal Access-Ability Advisory Committee convened on Tuesday, November 9, 2021 at 7:00 p.m. in Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Councillor Steve Kim, Chair
Robert Bottos
Kiyo Breiting
Alex Kwan
Heather Lawson
Georgette Reyes
Matthew Sebastiani
Pete Stone, Community Ventures Society
Iris Thompson, Canadian Council for the Blind – BC-Yukon Division
Susan Williamson, Tri-Cities Seniors Action Society

ABSENT: Ross Renaud, SHARE Family and Community Services

STAFF: Tiina Mack, Manager Recreation and Culture Facilities Planning
Canisius Chan, Transportation Planning Manager
Ted Urich, Project Manager
Narita Ico, Research Assistant
Jeri Hohn, Committee Clerk

CALL TO ORDER

The Chair acknowledged that the City operates on the traditional, ancestral and unceded territory of the kwikwəłəm (Kwikwetlem First Nation).

The Chair welcomed the representatives of the Canadian Council for the Blind (BC-Yukon Division) and the Tri-Cities Seniors Action Society to the meeting and the Committee participated in a roundtable of introductions.

ADOPTION OF MINUTES

1. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 21, 2021

The Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 21, 2021 were approved.

NEW BUSINESS**2. Spani Outdoor Pool Renewal Presentation**

The Project Manager introduced himself and provided a Spani Outdoor Pool Renewal project update and presentation, utilizing on-screen slides titled as follows:

- Spani Outdoor Pool Renewal Study
- Presentation Outline
- Context Plan – Mundy Park
- Process
- Program – Outdoor
- Program – Indoor
- Concept Plan – Key Features
- Accessibility
- Rick Hansen Foundation Gold Certification
- Next Steps
- Questions and Comments

Discussion ensued relative to the following:

- Whether some shade cover for spectators' seating could be incorporated into the project design
- How large the covered outdoor space would be
- Appreciation for the involvement of the Rick Hansen Foundation in the design process
- Whether the City had engaged other organizations to provide perspectives regarding potential sensory challenges on-site, including features such as tactile braille signage for the visually impaired
- The special sensory features considered as part of the project's scope, including tactile surfaces and accessible signage

In response to a question from the Chair, the Project Manager noted that he would provide an update to the Committee in the spring of 2022, Committee members could find complete project information at Letstalkcoquitlam.ca/spani, and he could be contacted directly with any further comments.

3. Northeast Community Centre Presentation

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

- Northeast Community Centre – Recommended Program and Site Fit Concept
- Agenda
- Chronology
- Context
- Engagement Results
- Engagement Survey Results
- Expanded Engagement Results
- Vision
- Guiding Principles
- Site Fit

- Proposed Program and Costs
- Potential Civic Facilities – Not Included in Program
- Financials – Operating Budget Impacts
- Major Recreation and Cultural Facilities Roadmap
- Next Steps
- Questions?

Discussion ensued relative to the following:

- Whether the City had considered reducing the amount of on-site parking and increasing bike storage and repair amenities at the NECC to encourage and allow the public to use other modes of transportation to travel to/from the facility
- Whether the NECC is on a dedicated transit route and whether TransLink is planning to increase transit service into the NECC area
- Concern about ongoing climate change impacts to Coquitlam residents (i.e. winter sub-zero temperatures and summer heat domes)
- Whether the City's plans for community centres included activating them as public shelters during emergencies and/or unprecedented climate events
- Whether the NECC could have public access dedicated to sensory-friendly days or times of the day to support people who experience sensory challenges
- Whether the facility could include an elevator with an audio system and Gateway Navigation (inclusive, audio-based wayfinding) for the visually impaired and seniors
- That the City would be pursuing Rick Hansen Foundation Gold Certification, similar to that granted for the Spani Pool Renewal
- The steepness of the terrain surrounding the facility and concern regarding whether users would be able to traverse sloped parking lots during inclement weather
- The aquatic component of the NECC and whether best practices from other aquatic facilities, such as the new YMCA Burquitlam, could be implemented
- Support for earlier comments regarding the importance of viable public transportation links that would connect the NECC to the rest of Coquitlam, and the desire to ensure easy public access to the facility for those who do not drive
- Appreciation for the proposed multi-purpose gymnasium and belief in the value of gymnasiums that offer flexible spaces
- Whether the proposed walking track would be inclusive and accessible to everyone, no matter their age, or level of mobility or disability
- Some of the ideas that staff had considered with the architect relative to the walking track
- The possibility of an on-site community (rooftop) garden and community kitchen as part of the new facility's programming

The Manager Recreation and Culture Facilities Planning spoke to the discussion points raised by the Committee members, including the City's community centres providing refuge from exceptional weather events, Transportation staff's ongoing communications with TransLink to ensure transit routes into northeast Coquitlam, and recreational e-bike and mountain biking opportunities and amenities that could evolve in the area surrounding the NECC. She noted that some of the NECC's features would be decided during the detailed design stage, and undertook to take the suggestion regarding a dedicated sensory-friendly space back to the Recreation team for consideration. Relative to the aquatic component, she undertook to present a detailed draft plan of the aquatic centre to the Committee sometime in 2022-2023, once it was ready for input.

The Transportation Planning Manager spoke to upcoming opportunities for the City to collaborate with TransLink, transit funding, and the City's desire that improved transit service into northeast Coquitlam include service to the front door of the NECC by its opening day. The Chair noted that Council and staff continued to advocate to TransLink regarding the importance of increased and active transit routes into northeast Coquitlam.

In response to a question from the Chair, the Manager Recreation and Culture Facilities Planning noted that a survey regarding the NECC would be available on the letstalkcoquitlam.ca website at the end of the month, and encouraged the Committee members to complete the survey and/or to email staff with any further feedback during the month of December.

The Chair spoke to the Temporary Cold Wet Weather Emergency Shelter Program and the Temporary Use Permits (TUPs) approved by Council to allow local churches to assist homeless people in need of shelter from sub-zero temperatures/severe winter weather. He further noted that although the TUP had been approved, thus far, a service provider to manage the Program had not been found. He invited the Committee members to forward any suggestions and/or the names of potential organizations that would be willing to take on managing the Program to staff.

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

The Transportation Planning Manager reviewed the work plan items undertaken by the Committee during 2021 and shared some potential 2022 Work Plan items, utilizing on-screen slides titled as follows:

- 2021 Year-end Review / Potential Items for 2022 Work Plan
- 2021 Work Plan
- Discussion Topic: Inclusive Engagement
- Question #1
- Question #2
- 2022 Work Plan Ideas

The Committee members and the Chair spoke to the success of the 2021 Biennial Education Event, noting that they looked forward to planning and participating in future events.

The Transportation Planning Manager invited the Committee to provide input to the 2021 Work Plan item titled "Committee Discussion: Identifying gaps and/or inclusive ways to engage with people in the accessibility community who may not be able to attend virtual events/meetings".

The Committee considered focus questions, as follows:

- What has the City done well to engage with the public during the pandemic?
- What could be improved?
- How can we best incorporate lessons learned to improve post-pandemic community engagement?

Discussion ensued relative to the following:

- Support for the idea that, going forward and post-pandemic, the City maintain the option for the public to attend meetings and City happenings and events both in-

- person and by Zoom or similar electronic means, i.e. “hybrid model”
- The belief that the pandemic highlighted the City’s and the public’s capacity to use technology to their advantage
 - Support for the City transitioning so quickly to Zoom technology
 - The belief that giving people the option to engage virtually supports accessibility
 - Kudos to the 2021 Biennial Education Event Sub-committee for organizing and exceptional line-up of speakers and a successful and well-received online event
 - The belief that there are many seniors who are not adept at using technology, however, they would like to be given an opportunity to watch events like the Education Event and to somehow better engage with the City
 - Whether, presuming that COVID-19 safety protocols and vaccine card requirements could be met, group screenings of events like the Education Event could be organized for seniors and other interested members of the public at local City facilities
 - Concern that, as helpful as engagement technologies like Zoom can be, attendance at Public Hearings throughout the pandemic may have been negatively impacted by the limited seating available in Council Chambers for in-person attendance
 - Whether statistics were available regarding in-person and Zoom attendance at Public Hearings during the COVID-19 pandemic
 - Whether the City could consider using larger venues, like community centres, for Public Hearings to allow greater numbers of the public to attend in-person at one time
 - Belief in the importance of people attending Public Hearings in person, so that Council is able to fully gauge and understand what public speakers are communicating both via spoken word and body language
 - The belief that the City was very good about providing a lot of good, accessible information in the Tri-City News throughout the COVID-19 pandemic
 - Whether language could be a barrier to those with limited English language skills relative to accessing City information via the Tri-City News
 - Appreciation that the City’s public surveys were being provided in different languages and the desire that the Committee and the City brainstorm how to better engage non-English speaking residents
 - The lessons learned during the June 2021 heat dome about the vulnerability of seniors
 - The belief that the number of deaths by seniors in BC during the June 2021 heat dome were the result of accessibility issues
 - The belief that, moving forward, improved and greater modes of communication between the City, local service providers, and seniors need to be instituted
 - Whether the City could establish a registry for vulnerable seniors who would like to be shuttled to emergency centres during unprecedented weather events
 - The challenges experienced by visually impaired people relative to not being able to see on-screen presentations
 - Whether the City planned to gradually expand its open internet hotspots in Coquitlam
 - The belief that the City has done a good job of reaching out to and communicating with residents throughout the pandemic
 - The suggestion that the City leverage its relationships with local service delivery organizations to expand its ability to communicate with harder to reach residents
 - How the City planned to deal with members of the public drinking liquor or carrying open alcoholic beverages within or proximal to Coquitlam parks, and whether an update on how that could impact City infrastructure could be provided
 - The belief that the City should legalize drinking alcohol in parks so that people are not penalized for something that they are already doing

The Canadian Council for the Blind BC/Yukon Division representative spoke regarding the availability of software capable of reading PowerPoint presentations for those who are visually impaired, and undertook to forward that information to staff.

The Transportation Planning Manager undertook to investigate and report back to the Committee regarding whether in-person and remote attendance statistics were available for Public Hearings held during the pandemic, whether group screenings of events like the Education Event could be organized for seniors at City facilities, if an update on how public drinking of alcohol in parks could impact City infrastructure could be provided to the Committee, and if there was a specific plan in place relative to expanding open internet hotspots in the City.

The Transportation Planning Manager spoke to the following:

- The desire to determine how to better address and accommodate language barriers should the City make the decision to continue the “hybrid model” of meetings/events
- Details of the City’s Climate Adaptation Strategic Plan, including the identification of key climate risk factors for the City and building resiliency and human capital to manage unprecedented climate events like heat domes
- Details of the City’s Technology Roadmap and expanding technology services.

The Transportation Planning Manager noted two items for the Committee’s 2022 Work Plan, as follows:

- Equity, Diversity and Inclusion (EDI) initiative update
- Strategic Transportation Plan (STP) update

(The members suggested some potential items for the Committee’s draft 2022 Work Plan during discussion of Item 6.)

5. Transportation, TransLink and Other Departmental Updates (Standing Agenda Item)

The Transportation Planning Manager provided the Committee with an update, utilizing on-screen slides titled as follows:

- Transportation, TransLink, Other Departments Update – November 9, 2021
- COVID-19 Mobility Trends
- Transportation Initiatives
- Data-driven Decision Making
- Low Barrier Infrastructure
- Equality vs. Equity

Discussion ensued relative to the following:

- Support for the City utilizing the advanced techniques identified on the last three presentation slides
- That school travel planning is a key pillar of Transportation Demand Management (Community) and would be a component of the City’s Strategic Transportation Plan update
- That local elementary school travel plans need updating and in concert with that, the City is teaming with HUB to deliver some “learn to ride” bicycle courses

6. Accessible Communities Emerging Issues and Updates (Standing Agenda Item)

At this time, the Transportation Planning Manager proposed that the Committee members use the remaining time to identify potential items for the draft 2022 UAAC Work Plan.

The Chair and the Transportation Planning Manager noted their hope that the Committee members had reapplied to serve the Committee in 2022.

The Chair invited the Committee members to share emerging issues, updates, and potential 2022 priorities in a roundtable format.

Discussion ensued relative to the following:

- The status of the Equity, Diversity and Inclusion (EDI) initiative as an “A” priority on the City’s 2021 Business Plan
- The desire to address LGBTQ issues (including the status of transgender washrooms) in the City, whether it could be possible to establish a LGBTQ advisory committee or include LGBTQ community representatives as members of the City’s advisory committees, and whether the Chair could speak to progress or provide an update in that regard
- The desire that meaningful employment for those with disabilities be discussed by the Committee and advanced in the city during 2022
- The desire that the City support and/or participate in housing partnerships for people with disabilities, such as those on the autism-spectrum
- The desire that positive models and ways to address seniors’ isolation be reviewed and implemented by the City, possibly as an update to the 2018-2028 Seniors Services Strategy
- Whether an update regarding the current status of the Seniors Services Strategy could be provided
- The belief that the Hey Neighbour Project (City of Vancouver) provided an excellent example of ways to reduce social isolation, and the suggestion that the City could consider undertaking a similar project to address local social isolation issues
- The desire for Welcome to Coquitlam to be held outdoors in 2022 and for a presentation regarding the event to be provided to the Committee
- The desire for the Committee to be provided with a Hazel-Coy Neighbourhood presentation/update
- Whether the City had plans to consider or implement a dedicated mental health strategy for its residents
- That as the City does not have mental health experts (it is the purview of the Province) it relies on advocating for residents to, and working with, Fraser Health and the Province in that regard
- The suggestion that Committee could have a future discussion about how to engage residents and provide information access points relative to mental health resources
- Whether TransLink staff could be invited to provide an update to the Committee as it had been some years since they had done so
- The desire that traffic changes at the intersection of Pinetree/Lougheed (northwest corner) be addressed to ensure the safety of pedestrians and drivers
- That the City’s Corporate Services department was leading the EDI initiative

The Chair spoke to the annual review undertaken by Council relative to its advisory

committees. He noted that when Council considers the potential establishment of a new advisory committee, such decisions are weighed against the re-establishment of current advisory committees and other types of committees as well. He assured the Committee that LGBTQ issues are a part of such discussions, although he noted that he had no further specific update to share in that regard.

The Transportation Planning Manager and the Chair noted that Planning staff had recently provided Council with an update regarding the Hazel-Coy Neighbourhood Plan. The Transportation Planning Manager further noted his understanding that Planning staff would continue public engagement relative to the Plan into 2022 and would provide an update to the Committee as part of that engagement. The Chair thanked the Committee member for her feedback regarding public concerns about the trees that could be taken down as part of the neighborhood’s proposed development, and noted that the concerns would be relayed to the project team.

The Transportation Planning Manager acknowledged the City’s awareness of the concerns regarding traffic changes and pedestrian safety at the Pinetree/Lougheed intersection, and noted that work was being undertaken to resolve those concerns.

The Chair thanked the members for their passion, insight, and feedback during the past year.

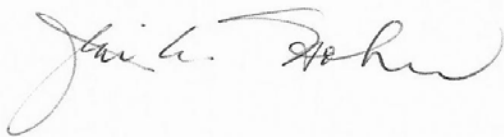
OTHER BUSINESS

NEXT MEETING DATE – Tuesday, March 1, 2022

ADJOURNMENT

The meeting adjourned at 9:14 p.m.

MINUTES CERTIFIED CORRECT



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 next General Local Election will be held on October 15, 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

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.

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.

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.

Dated: February 9, 2022

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

CITY OF COQUITLAM

Policy and Procedure Manual

UNIVERSAL ACCESS-ABILITY

ADVISORY COMMITTEE

TERMS OF REFERENCE

Chapter: 5

Section:

Issue Date: May 2006

Revision Date: December 2021

Committee Mandate:

The mandate of the Committee is to provide a local and universal accessibility perspective and advice to Council with respect to achieving the City of Coquitlam's strategic goals and accompanying strategic directions toward universal accessibility:

- To continue to make the City more inclusive for existing and future residents with disabilities by addressing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- To provide advice to Council about the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges and universal accessibility;
- To review design plans for civic buildings and public spaces and provide advice to Council to ensure the needs of persons with disabilities are considered with the goal of universal access; and
- To provide advice to Council about the development of City policies and programs to ensure the needs of existing and future residents living with disabilities are considered (e.g., transportation, housing, capital programs, leisure and parks services, environment).

Composition:

The Universal Access-Ability Advisory Committee (UAAC) is an advisory body composed of organization and citizen representatives and two Council members. A representative from each of the following shall be invited to serve on the Committee:

- SHARE Society (1)
- Community Ventures (1)
- Canadian Council of the Blind – BC-Yukon Division (1)
- Tri-Cities Seniors Action Society (1)
- Citizen representatives from the community (7)

Chair, Secretary and Staff Support:

Two Members of Council will be appointed by Council to serve as the Chair and Vice-Chair of the Universal Access-Ability Advisory Committee.

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

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 (1) of the Council members appointed.

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

Where 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 rescheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Secretary.

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

The UAAC represents one collective voice.

The role of staff is to provide support to the UAAC 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 UAAC.

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

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

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

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

Communication:

All official representation of the UAAC 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 UAAC members.

Committee Member Terms:

The Term of Duty for the 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 UAAC exists at the pleasure of City Council.

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2022 Universal Access-Ability Advisory Committee Work Plan

Committee Mandate:

The mandate of the Committee is to provide a local and universal accessibility perspective and advice to Council with respect to achieving the City of Coquitlam’s strategic goals and accompanying strategic directions toward universal accessibility:

- To continue to make the City more inclusive for existing and future residents with disabilities by addressing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- To provide advice to Council about the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges and universal accessibility;
- To review design plans for civic buildings and public spaces and provide advice to Council to ensure the needs of persons with disabilities are considered with the goal of universal access;
- To provide advice to Council about the development of City policies and programs to ensure the needs of existing and future residents living with disabilities are considered (e.g., transportation, housing, capital programs, leisure and parks services, environment).

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
Review and Approval of the 2022 Work Plan	Chair / E&PW	Staff
Transportation, TransLink and Other Departmental Updates (Standing Agenda Item)	E&PW / TransLink / Various departments	Staff/TransLink
UAAC Members’ Roundtable / Emerging Accessibility Issues & COVID-19 Updates (Standing Agenda Item)	Roundtable	Committee
2022 Event Planning – Re-establish Working Groups and provide updates, as needed, for: - BC Access Awareness Day/Canada Day - Brainstorming and advance planning for the 2023 Biennial Education Event - Welcome to Coquitlam – UAAC participation	E&PW/Committee E&PW/Committee P&D/E&PW/Committee	Staff / Committee
Transportation initiatives – Opportunity for Committee input, as needed, including: - Strategic Transportation Plan Update - Climate Change Mitigation and Adaptation (including E-Mobility)	E&PW	Staff Priority C Priority B

2022 Universal Access-Ability Advisory Committee Work Plan

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
Corporate Services initiatives – Opportunity for Committee input, including: - Equity, Diversity and Inclusion (EDI) update - Advancing meaningful employment in Coquitlam for those with disabilities	CS	Staff Priority A Committee
Community Planning initiatives – Opportunity for Committee input, as needed, including: - Welcome to Coquitlam presentation - Hazel-Coy presentation/update - Housing partnerships to provide for people with disabilities, including those on the autism-spectrum	P&D/Community Planning	Staff Committee Priority B Committee
Parks Planning and Facilities initiatives – Opportunity for Committee input, as needed, including: - Update on the 2018-2028 Seniors Services Strategy	PRCF	Staff Committee
2022 Year-end Review/Identify potential items for the 2023 Work Plan – Committee feedback/ input	E&PW (Staff Lead) /Committee	Staff



2022 Meeting Schedule Universal Access-Ability Advisory Committee

Meetings are generally scheduled bi-monthly (every two months) on the first Tuesday of the month from 7:00 pm – 9:00 pm.

Exceptions are noted with an asterisk (*) below.

Meetings are SCENT FREE.

DATE	TIME	LOCATION
March 1, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers via Zoom
*May 10, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers via Zoom
July 5, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers via Zoom
No meetings in August		
**September 20, 2022 (Tuesday)	7:00 – 9:00pm	Council Chambers via Zoom
No meetings in December		

Notes:

- *Scheduled to avoid conflict with the LMLGA Meeting
- **Scheduled to avoid conflict with the September 6th Council meeting and the UBCM (Sept 12 – 16).
- Advisory committee meetings will wrap up in September this year due to the General Local Election to be held on October 15, 2022.
- Meeting dates are subject to change, as needed.