

THIS IS A SCENT FREE MEETING

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE

DATE: Tuesday, March 3, 2020

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

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

CALL TO ORDER

- Welcome and Roundtable of Introductions**
Chair / Committee Members; 7:00-7:10 p.m. (10 minutes)

ADOPTION OF MINUTES

- Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, November 5, 2019**

NEW BUSINESS

- Northeast Community Recreation Centre Concept Design – Presentation**
Manager Recreation and Culture Facilities Planning / Acting Community Partnerships and Policy Manager; 7:10-7:35 p.m. (25 minutes)
- Emergency Preparedness**
Staff Lead; 7:35-7:45 p.m. (10 minutes)
- Committee Orientation**
Committee Clerk; 7:45-7:55 p.m. (10 minutes)
- Review and Approval of the Draft 2020 UAAC Work Plan**
Chair / Staff Lead; 7:55-8:10 p.m. (15 minutes)
- Establish Working Groups for 2020 Event Planning**
Staff Lead; 8:10-8:30 p.m. (20 minutes)
 - BC Access Awareness Day (June 6, 2020)
 - Biennial Education Event (TBD - Fall 2020)
 - 10th Anniversary of Welcome to Coquitlam (October 6, 2020)
- Transportation, TransLink and Other Departmental Updates (Standing Agenda Item)**
Staff Lead; 8:30-8:40 p.m. (10 minutes)

9. **Accessible Communities Emerging Issues & Updates (Standing Agenda Item)**
Chair / Committee Members; 8:40-8:50 p.m. (10 minutes)

OTHER BUSINESS

NEXT MEETING DATE – Tuesday, May 12, 2020

ADJOURNMENT

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE
Tuesday, November 5, 2019

A Regular Meeting of the Universal Access-Ability Advisory Committee convened on Tuesday, November 5, 2019 at 7:00 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

- COMMITTEE MEMBERS: Mayor Richard Stewart (arrived at 8:20 p.m.)
Councillor Trish Mandewo, Vice Chair
Robert Bottos
Kiyo Breiting
Alex Kwan
Mary Ong, Tri-Cities Seniors Planning Network
Ross Renaud, SHARE Family and Community Services
Pat Roy, Canadian Council of the Blind – Dogwood Chapter
Ravinder Safaya
Matthew Sebastiani
Pete Stone, Community Ventures Society
- REGRETS: Councillor Chris Wilson, Chair
- ABSENT: Andy Balser
James Johnston
- OTHERS PRESENT: Debra Abraham, Chief Executive Officer, Unique Get Together Society
Ann Johannes, Community Development Liaison, Coquitlam Public Library
- STAFF: Donnie Rosa, General Manager Parks, Recreation and Culture Services
Steffanie Warriner, Manager Environmental Services
Canisius Chan, Senior Transportation Planning Engineer
Steve Gauley, Planner 3
Allison Pickrell, Planner 2
Julie Kanya, Environmental Programs Specialist
Jeri Hohn, Committee Clerk

CALL TO ORDER

Councillor Mandewo noted that Councillor Wilson had provided his meeting regrets, and assumed the role of Chair.

ADOPTION OF MINUTES

1. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 10, 2019

The Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 10, 2019 were approved.

The Chair noted that one additional item was identified for discussion and it was accepted under Other Business.

The Chair introduced the General Manager Parks, Recreation and Culture Services. Ms. Rosa briefly shared her history and spoke to her pleasure to be working for the City, the value that volunteers bring to the community, and her passion to ensure that the City's parks, recreation and culture services are fully accessible to everyone.

NEW BUSINESS

2. Strategic Environmental Sustainability Plan

The Manager Environmental Services provided introductory remarks regarding the draft Strategic Environmental Sustainability Plan, including the work undertaken by staff and the public consultation completed to date.

Regarding the purpose of the plan, discussion ensued relative to the following:

- Whether the City had conducted a scan of other municipalities and jurisdictions prior to undertaking the draft Plan
- Whether the City's other departments and divisions supported and would share in the objectives and initiatives of the Plan
- The overarching framework of the Plan and its ties to the City's other strategic and master plans
- How the City would ensure accessibility to the survey by residents without access to the internet
- How often the Plan would be reviewed and/or revised once it was developed

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?

Discussion ensued relative to the following:

- Residential rainwater harvesting and the challenge of home-based collection systems
- The City's water conservation program
- The potential to install a citywide rainwater conservation system
- Some information regarding expansion to the City's electric vehicle charging program

The Manager Environmental Services thanked the Committee for its input and spoke to next steps to be undertaken by the City. A postcard titled "Help Inform our Environmental Sustainability Plan" was circulated on-table, and the members were encouraged to complete the online public survey.

3. Draft City Centre Area Plan

The Planner 3 introduced himself and the Planner 2 and provided introductory remarks relative to the technical studies and the public consultation completed to date for the draft City Centre Area Plan.

The Planner 2 provided an on-screen presentation, referring to slides titled as follows:

- Draft City Centre Area Plan – November 5, 2019
- Relationship to Other Plans and Projects
- Draft City Centre Area Plan – coquitlam.ca/ccap
- Planning Process
- Guiding Principles
- Consultation
- Focus Area
- Big Moves
- 5 Big Moves - Creating a Vibrant Downtown Core
- Creating a Vibrant Downtown Core – Precincts
- Creating a Vibrant Downtown Core – Districts
- 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
- Integrating and Connecting Downtown – Future Streets
- Integrating and Connecting Downtown – Block Pattern Guidelines
- Integrating and Connecting Downtown – Improved Transportation Network
- Integrating and Connecting Downtown – Character Streets
- Integrating and Connecting Downtown – Updated City Centre Streetscape Guidelines
- Land Use Concept
- Realizing the Plan
- Next Steps

Discussion ensued relative to the following:

- Whether the Evergreen Cultural Centre was considered an anchor to the Entertainment District described in the presentation
- The City's definition of "entertainment" relative to the draft Plan
- The desire for the (currently) unlit sections of the City Centre Area to be illuminated at night
- Concern regarding the impacts of escalating housing affordability and gentrification on residents of lesser economic means living in areas proximal to SkyTrain hubs
- Details regarding the City's Housing Affordability Strategy
- Concerns regarding the traffic bottlenecks and commute times residents experience when travelling to and from the City's hillside residential areas
- Whether ring roads and/or roundabouts could be installed on municipal roads to reduce congestion
- The desire that Coquitlam develop outward, rather than densify its core
- The desire that vehicle-free, walkable, "European-style" plazas be provided within the

City Centre Area

- The desire for the vision of the draft City Centre Area Plan to align with the lessons learned in other jurisdictions
- The belief that to attract people to work, live and play in Coquitlam, a greater inventory of multi-use buildings and live/work spaces are needed
- The belief that areas like Burke Mountain could have their own urban centres
- The City's neighbourhood planning efforts and details of some of the City's Neighbourhood Plans and areas identified as employment districts
- The observation that it can take time for neighbourhood centres to come to life
- The components of Transit-Oriented Development
- That people with vision-impairment can experience accessibility challenges when infrastructure is changed, and the desire that implementation of the Plan provide continuity between former and future access points
- Staff's intention to seek future input from the Committee regarding accessibility during the planning phase of the Plan
- Information regarding the ways that other cities in the world create office space to attract businesses, i.e. income tax cities

The Chair thanked Community Planning staff for their presentation, and encouraged the Committee to participate in the upcoming public consultation process. The Planner 2 circulated a postcard titled "A Plan for City Centre" on-table and noted the opening and closing dates of the public survey.

4. Work Plan Topics – Sub-committee Updates

Further to discussions held by the Committee throughout the year, the following updates were provided by the Sub-committees.

Adaptive Sports Program for Children with Autism - Presentation

The Chair welcomed the Chief Executive Officer (CEO) of Unique Get Together Society to the meeting. The CEO provided an on-screen presentation, referring to slides titled as follows:

- Try It On Sports
- Physical Literacy Three Components
- It's a Behavior and It's For Life
- Good Programs Are
- Good People Who Are Caring and Knowledgeable Are
- Good Places That Create Good Feelings Are
- Inclusion Means Every Child

A video produced by the Unique Get Together Society titled "Spring Break Camp 2019 for Kids with Special Needs" was previewed for the Committee.

Discussion ensued relative to the following:

- Whether the Society supports children by ability
- The negative connotation that the term "behaviour" can sometimes have and the suggestion that "alternate form of communication" be used in its place
- The importance of listening to people who communicate in alternate ways

The Chair thanked the Chief Executive Officer (CEO) of Unique Get Together Society for her presentation.

The Chair introduced Mayor Stewart and welcomed him to the meeting.

Social Inclusion for Residents with Disabilities – Follow-up

The Sub-committee Chair referred to a document circulated by email titled “Briefing Note – For Decision” and provided a recap of the discussion held during the Committee’s September 10th meeting.

The Sub-committee members spoke to the Briefing Note and the reasons why the Sub-committee was proposing that the Committee consider a recommendation to Council regarding the development of a citywide Social Equity and Inclusion (SEI) Policy.

The Chair thanked the Sub-committee for its update.

Employment Opportunities for People with Disabilities – Follow-up

The Sub-committee Chair referred to an on-table briefing note titled “Employment Opportunities for Persons with Disabilities – November 1, 2019” and a City of Richmond document titled “Employment Program for People with Disabilities”, and recapped the information provided in the briefing note. The Sub-committee Chair and members spoke to the reasons why the Sub-committee was proposing that the Committee consider a 3-part recommendation to Council regarding breaking down the barriers that people with disabilities can face relative to employment.

The Chair invited discussion regarding the Sub-committees’ updates, and there was none.

The Chair expressed appreciation for the work undertaken by the Sub-committees, including the examples of best practices from other municipalities and jurisdictions. She invited the Committee to consider the Sub-committees’ findings and proposals during the discussion of the next agenda item (Item 5).

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

A copy of the 2019 UAAC Work Plan was circulated on-table for the Committee’s reference. The Senior Transportation Planning Engineer spoke to the items completed during the year. The Committee was invited to provide feedback regarding the 2019 year and to put forward potential items for inclusion in the draft 2020 UAAC Work Plan.

Discussion ensued relative to the following:

- Details regarding how the proposed Adaptive Sports Program for Children with Autism could segue into a program for children with special needs
- The possibility of the Unique Get Together Society supporting the proposed Adaptive Sports Program event
- Concerns regarding the costs associated with the training updates stipulated by community organizations and the City for program leaders and volunteers who provide supports to those with autism and other special needs

- The desire to raise awareness in the community regarding the needs of disabled people and vulnerable populations
- The possibility of a phased approach to increase employment opportunities for disabled people in Coquitlam
- The desire for the City to champion the issues researched by the Sub-committees
- How Council is kept apprised of the Committee's work
- The Sub-committees' purpose to research and identify key items that could be considered for the draft 2020 UAAC Work Plan
- The Work Plan approval process
- Whether the 2020 Committee could be apprised of the current Committee's work
- How the Committee could best advance the Sub-committees' proposed recommendations
- The belief that the concerns and issues raised by the Sub-committees could be encompassed under the proposed Social Equity and Inclusion (SEI) Policy
- Expressions of support for putting forward a Committee recommendation

The Committee recommended:

COMMITTEE RECOMMENDATION:

That Council and staff review the briefing note titled "Recommendation to develop a citywide Social Equity and Inclusion Policy", report back regarding the feasibility of such a policy for Coquitlam, and include it as part of the 2020 Universal Access-Ability Advisory Committee Work Plan.

A Committee member expressed disappointment that a recommendation regarding the proposed Adaptive Sports Program for Children with Autism was not being considered. The Chair acknowledged the work undertaken by the Sub-committee to date and noted her belief that there could be other opportunities to advance the proposal within the community.

At this time (9:05 p.m.), the Committee considered item OB-1 prior to items 6 and 7.

OTHER BUSINESS

OB-1 Accessibility Regulations Consultation Session – Ann Johannes, Coquitlam Public Library

The Chair invited the Community Development Liaison, Coquitlam Public Library, to address the Committee. The Community Development Liaison invited the Committee to participate in a community meeting to provide input to a new Provincial framework for accessibility legislation and to explore ways to build a better BC for people with disabilities. Staff undertook to provide a copy of the meeting notice to the Committee via email.

NEW BUSINESS CONTINUED

6. Transportation Update (Standing Agenda Item)

In the interests of time, this item was not discussed.

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

The Chair opened the floor and the following information was shared:

- The details of a mural painted on the exterior of The Royal Canadian Legion (Chapter 263) building, and that members of the public were welcome to participate in the Legion's Remembrance Day services.
- Information regarding a letter writing campaign being undertaken by Crohn's and Colitis Canada relative to the Provincial government's implementation of a forced switch from biologics to biosimilars (medication) and concerns revolving around treatment decisions and patient-doctor choice. At the request of a Committee member, staff undertook to circulate a link to further information via email.

The Chair thanked the Committee for its engagement and hard work during the past year. She noted the deadline for the City's 2020 advisory recruitment call, and encouraged the members to reapply to serve the Committee in 2020.

The Committee members expressed their appreciation to the Chair, Vice Chair and staff for their support during the year.

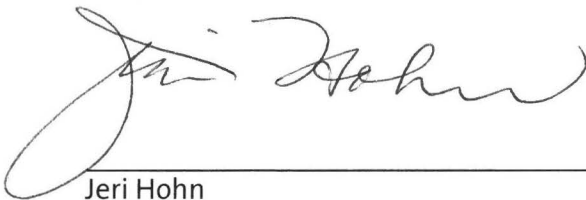
NEXT MEETING DATE – TBA (2020)

ADJOURNMENT

The meeting adjourned at 9:24 p.m.

MINUTES CERTIFIED CORRECT

CHAIR



Jeri Hohn
Committee Clerk

NE Community Centre Presentation and Discussion

Universal Access-Ability Advisory Committee

In preparation for staff's upcoming presentation to the Universal Access-Ability Advisory Committee staff have prepared the following basic information on the NE Community Centre project, as well as three questions for committee members to consider in advance of the meeting.

Context:

Coquitlam's Parks Recreation and Culture Master Plan identified the future need for a comprehensive multi-use community centre to be placed in the Burke Mountain Village neighbourhood area. This community centre is anticipated to be open by 2026, and is expected to include a variety of programs and uses.

Facility Location:

The NE Community Centre will be located in the heart of the [Burke Mountain Village](#), which will include a mixture of retail and residential buildings. The site is identified on the map located [HERE](#).

Facility Details:

The facility is currently in the concept design phase, and staff are working to identify needs in the community. There are no confirmed amenities at this time.

Community Demographics:

As of the 2016 Census, there were approximately 12,000 residents on Burke Mountain. When completed, the neighbourhood area is envisioned to have up to 50,000 residents. There demographic make-up of the community is relatively consistent with the City's other neighbourhood areas, with slightly more children, and slightly fewer older adults and seniors.

More Information: For more information on the above topics, feel free to review staff's report to [Council in Committee on February 10](#).

Questions:

1. What do you think are the current challenges facing NE community members with regard to accessing sport, wellness and culture needs?
2. What innovative ideas for community centres have you seen elsewhere to support access and inclusion, that could be included here?
3. What steps should we take in the planning and design process to help ensure universal access and inclusion in this centre?

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

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE

TERMS OF REFERENCE

Chapter: 5

Section:

Issue Date: May 2006

Revision Date: February 2019

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)
- Dogwood Chapter of the Canadian Council of the Blind (1)
- Tri-Cities Seniors Planning Network (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.

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:

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- 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 / Presenters	Comments (i.e. Initiated by, Priority assignment A, B, C)
Committee Orientation	City Clerk's Office / Committee Clerk	Staff
Review and Approval of the 2020 UAAC Work Plan	Chair / E&PW	Staff
Transportation, TransLink and Other Departmental Updates (Standing Agenda Item)	E&PW / TransLink / Various departments	Staff/Committee
Accessible Communities Emerging Issues & Updates (Standing Agenda Item)	Committee	Staff
2020 Event Planning – Establish Working Groups for: - BC Access Awareness Day - Biennial Education Event - Welcome to Coquitlam 2020 - 10th Anniversary	E&PW Various departments Community Planning	Committee Committee Staff
Community Planning initiatives – Opportunity for Committee input, as needed • City Centre Streetscape Guidelines - Presentation	P&D/Community Planning	Staff
Parks Planning and Facilities initiatives – Opportunity for Committee input, as needed • Northeast Community Recreation Centre Concept Design – Presentation	PRCS	Staff

Work Plan Items	Department / Presenters	Comments (i.e. Initiated by, Priority assignment A, B, C)
2020 Year-end Review/Identify potential items for the 2021 Work Plan – Committee feedback / input	E&PW (Staff Lead) /Committee	Staff

2020 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 3, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
*May 12, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
July 7, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
No meetings in August		
**September 15, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
November 3, 2020 (Tuesday)	7:00 – 9:00pm	Council Committee Room
No meetings in December		

Notes:

*Scheduled to avoid conflict with LMLGA meetings to be held the week of May 4th.

**Scheduled to avoid conflict with Council meetings to be held September 8th.

Meeting dates are subject to change.