

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE

Please note that this meeting is scant free

DATE: Tuesday, April 4, 2023

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

PLACE: Council Committee Room, Coquitlam City Hall

CALL TO ORDER

1. Welcome and Roundtable of Introductions

7:00–7:15 p.m. (15 minutes)

ADOPTION OF MINUTES

2. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 20, 2022

Recommendation:

That the Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 20, 2022 be approved.

NEW BUSINESS

3. Committee Orientation (Presentation by the Committee Clerk)

7:15–7:30 p.m. (15 minutes)

4. Review and Adoption of the 2023 Universal Access-Ability Advisory Committee Work Plan

7:30–7:45 p.m. (15 minutes)

Recommendation:

That the Committee recommend to Council to approve the 2023 Universal Access-Ability Advisory Committee Work Plan.

5. 2023 Event Planning Discussion / Potential Establishment of UAAC Working Groups – Volunteer Opportunities (Introductory Comments by the Transportation Planning Specialist)

7:45–8:15 p.m. (30 minutes)

- BC Access Awareness Day/Canada Day participation
- 2023 Biennial Education Event
- Welcome to Coquitlam – UAAC participation



6. **Transportation and Other Department Updates – Standing Agenda Item (Introductory Comments by the Transportation Planning Manager)**
8:15–8:30 p.m. (15 minutes)

7. **Committee Members’ Roundtable / Emerging Accessibility Issues & COVID-19 Updates (Standing Agenda Item)**
8:30–8:45 p.m. (15 minutes)
** Opportunity for Committee members to share emerging universal accessibility issues/updates from their communities*

OTHER BUSINESS

NEXT MEETING DATE – Tuesday, June 6, 2023

ADJOURNMENT

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE
Tuesday, September 20, 2022

A Regular Meeting of the Universal Access-Ability Advisory Committee convened on Tuesday, September 20, 2022 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
Councillor Teri Towner, Vice Chair
Robert Bottos
Kiyo Breiting
Alex Kwan
Heather Lawson
Pete Stone, Community Ventures Society
Susan Williamson, Tri-Cities Seniors Action Society

REGRETS: Barbara Oliver
Ross Renaud, SHARE Family and Community Services
Pat Roy, Canadian Council for the Blind – BC-Yukon Division

STAFF: Dragana Mitic, Manager Transportation
Glen Chua, Major Project Planner
Jeri Hohn, Committee Clerk

CALL TO ORDER

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

ADOPTION OF MINUTES

1. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, July 5, 2022

The Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, July 5, 2022 were approved.

NEW BUSINESS

2. Working Group Updates – 2023 Biennial Education Event Pre-Planning

Working Group: Heather Lawson (Group Leader), Kiyo Breiting, Ross Renaud, and Pete Stone

The Group Leader provided a brief verbal update regarding 2023 Biennial Education Event pre-planning. She noted that the Sub-Committee's work would continue relative to the

information shared with the Committee during the July 5th meeting, and her expectation that the Sub-committee's work would recommence in the 2023 Committee year.

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

The Major Project Planner provided the Committee with an update, utilizing on-screen slides titled as follows:

- Transportation, TransLink, Other Departments Update – September 20, 2022
- July Follow-up
- Housing Partnerships for People with Disabilities
- TransLink Community Transit Volunteer Program

Discussion ensued relative to the following:

- The number of accessible housing units currently under construction (building permit issued) at four different developments in Coquitlam, including 35 accessible units at 3100 Ozada Avenue
- Accessible standards and the definition of “accessible residential” under the City's Zoning Bylaw
- The understanding that new accessible residential units built in Coquitlam must be consistent with standards set by the Canadian Mortgage and Housing Corporation
- Whether CMHC's universal design for new housing units provide specific standards or are only suggestions, i.e. are CMHC's standards equivalent to a high Universal Design standard?

The Major Project Planner undertook to liaise with Planning and Development staff and report back regarding the City's accessible housing unit standards at a future meeting.

4. 2022 Year-end Review/Identify Potential Items for the Draft 2023 Work Plan

The Manager Transportation reviewed the work plan items undertaken by the Committee during 2022 and shared some potential items for the 2023 work plan, utilizing on-screen slides titled as follows:

- 2022 Year-end Review / Potential Items for 2023 Work Plan
- 2022 UAAC Meetings Recap
- Pending Items – Work in Progress
- 2023 Work Planning

The Manager Transportation invited the Committee to provide feedback regarding the 2022 year and potential items for the draft 2023 work plan.

The Committee members shared the reasons that they felt it was important to prioritize and/or include the following items on the draft 2023 work plan:

- Equity, Diversity and Inclusion Update
- Housing for people with disabilities
- Advancing meaningful employment in Coquitlam for those with disabilities
- Northeast Community Centre on Burke Mountain – update
- Implementation of 2018-2028 Seniors Services Strategy – update

The Vice Chair spoke to the City's Business Plan process. She noted that she had recently

attended an informative UBCM session regarding seniors' services and would be sharing what she had learned (at a future date).

The Chair spoke to his experiences while volunteering to deliver meals to seniors in the community, combating self-isolation amongst seniors, the negative impacts of extreme weather events upon seniors, and the importance of an overarching Seniors Services Strategy.

Further to the Committee's input, the Manager Transportation suggested that the items noted above could be added to the draft 2023 work plan, as well as other rollover items identified by staff, such as: Strategic Transportation Plan, Climate Change Mitigation and Adaptation, Welcome to Coquitlam presentation, Hazel-Coy Neighbourhood Draft Plan, and Opportunity to Establish Sub-Committees for Event Planning (BC Access Awareness/Canada Day participation, Biennial Education Event, and Welcome to Coquitlam). The Committee concurred.

The Chair noted that should the Committee members have any further proposed work plan items to suggest following the meeting, to please email staff.

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

The Chair invited the Committee members to share information regarding happenings and events occurring in their communities. The following was shared:

- Concerns regarding a decline in TransLink's HandyDART services, as reported by visually impaired members of the White Cane Society – Dogwood Chapter, and the inability of Dogwood Pavilion volunteers to transport members to/from meetings. It was noted that the decline in HandyDART service could be due to an ongoing and serious shortage of available bus drivers (labour).

The Manager Transportation undertook to contact TransLink regarding the HandyDART service, as well as to seek clarification from Parks staff regarding the potential for Dogwood Pavilion volunteers to drive White Cane Society members to/from Chapter meetings, and report back at a future meeting.

- That Special Olympics Coquitlam was urgently searching for a large gymnasium to support their basketball program (60 athletes) because it had recently lost its venue. The Committee members suggested potential gymnasium leads.
- That a Healthy Living Wellness Expo would be hosted by the Tri-Cities Seniors Action Society on Friday, September 23rd at the Continuing Education Centre (on Montgomery Street) from 9:30 a.m. to 3 p.m.
- That details regarding the Annual General Meeting of Access Youth Outreach Services would be emailed to the Committee following the meeting
- That recruitment for TransLink's HandyDART Users Advisory Committee and Access Transit Users' Advisory Committee was underway and application information would be emailed following the meeting
- Details regarding the City's 2023 advisory committee recruitment process
- Information regarding a local "Blind Beginnings Limitless Beauty Fashion Show" and how to obtain tickets.

The Chair and Vice Chair praised and thanked the members for their engagement and volunteerism during the year, and spoke to their hope that the members would reapply to serve in 2023.

OTHER BUSINESS

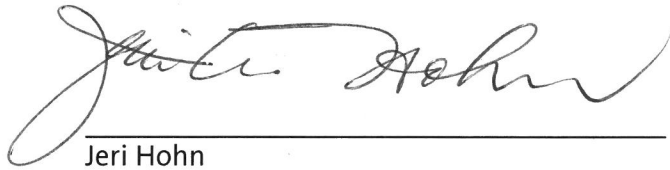
NEXT MEETING DATE – TBA (2023)

ADJOURNMENT

The meeting adjourned at 8:10 p.m.

MINUTES CERTIFIED CORRECT

CHAIR



Jeri Hohn
Committee Clerk

2023 Committee Orientation Manual

An Overview of the Advisory Committee Process

City Clerk's Office – City of Coquitlam

Updated: March 2023

Reference Contacts:

Rachel Cormack
Legislative Services Coordinator

&

Caley Amundsen
Committee Clerk

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Council and Committees

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 in October 2026.

Members of the 2022-2026 term of Council include:

Mayor:	Richard Stewart
Councillors:	Brent Asmundson Matt Djonlic Craig Hodge Steve Kim Trish Mandewo Dennis Marsden Robert Mazzarolo Teri Towner

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* authorizes Council to establish and appoint an advisory 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 advisory committee which include its mandate, term, composition and procedures.

For 2023 Council has established the following advisory committees:

- Community Safety Advisory Committee

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports and Recreation Advisory Committee
- Sustainability and Environmental Advisory Committee
- Universal Access-Ability Advisory Committee

Information regarding each of these committees, including meeting schedule, committee membership, mandates, Terms of Reference, and work plans, can be found on the City's website at www.coquitlam.ca/committees.

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*); and
- The Board of Variance (established pursuant to the *Local Government Act* (s. 536)).

Composition and Expectations of Advisory Committees

The Role of the 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. 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

- Maintains the meeting length to 2 hours
- Enforces the rules of decorum
- Respects members' views
- Seeks agreement and builds consensus
- Assists committee members to state motions clearly and succinctly and calls for vote on each motion
- 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 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 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 as soon as possible in advance of the meeting should the member not be able to attend a meeting.**

The Advisory Committee Meeting Schedule is set on an annual basis and available at www.coquitlam.ca/committees.

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 have their appointment rescinded by Council.

Committee members are reminded that attendance is vital. Quorum, or the majority of appointed members present, must be in place throughout the duration of each meeting. Without quorum, the committee is unable to hold an official meeting and make recommendations to Council.

In-Person / Electronic Attendance. Members may participate in advisory committee meetings remotely via electronic or other communication facilities if the City Clerk has determined that electronic participation should be made available to members and is appropriate to the circumstance at the time the meeting is called. At present time hybrid meetings (in-person and electronic participation) are available.

Electronic Participation. Members joining electronically are encouraged to join from a quiet space with good internet connectivity, and to participate actively 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.

Conduct for Committee Members

All committee members should adhere to the following:

- 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
- Actively participate in discussion whether attending the meeting in person or electronically
- 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 rescind appointment of 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 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 existing term.

The regulations regarding statutory committee vacancies are determined by the enabling statute or establishing bylaw.

At the Meetings

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 in accordance with Council Procedure Bylaw provisions.

The majority of advisory committee meetings commence at 7 p.m.; however, meetings may be held during the day if required. 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. Meeting dates and times are also provided on the City's website at www.coquitlam.ca/committees.

Quorum

Quorum of committee members for an advisory committee meeting is outlined in each committee's Terms of Reference, and typically consists of 50% plus 1 of the members in attendance. In some cases, the Terms of Reference stipulates that one of the appointed Council members must also be present for a quorum to be achieved.

Pursuant to the *Council Procedure Bylaw*, the Mayor is an ex-officio and voting member of all advisory committees, however the Mayor's attendance does not count towards quorum.

Quorum for statutory committee meetings is determined by the enabling statute or establishing bylaw for the committee.

Where a quorum is not present 15 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. In this situation, while formal minutes will be taken for the portion of the meeting where quorum is upheld, only informal notes will be taken for the remainder of the time where quorum is not met.

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 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. 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, or another interest in the matter that constitutes a conflict of interest.

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 before 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 made up of a limited number of

committee 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. Schedule meeting dates
3. Meet in person, or use electronic meeting platforms such as Zoom to hold 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 verbal or written 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.

Further clarification on sub-committees and working groups are outlined in Appendix "B" to this document.

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, establishing bylaw or where the committee is considering an item where, in accordance with applicable legislation, the public interest requires the exclusion of the public (section 90 of the *Community Charter*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in Section 11.4 of the *Council Procedure Bylaw*.

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.

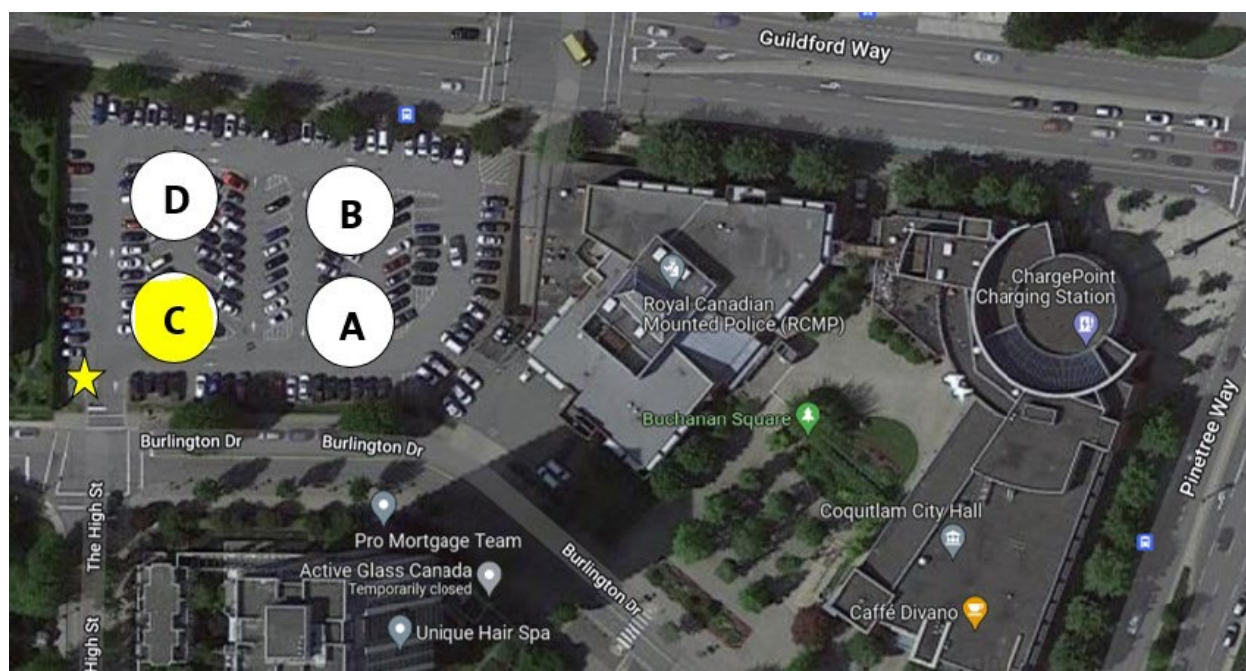
Special Committee Meetings

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.

Evacuating During a Meeting

The Committee Clerk or the person serving as recording secretary for the meeting is the designated Floor Warden during the meetings. Please follow their directions for evacuating the meeting room, should it be necessary, in a safe and orderly manner.

If the nature of the emergency requires that committee members leave the City Hall, emergency assembly point “C” depicted in the image below will be the gathering place to ensure all members are accounted for.



Additional Information

Reporting to Council

Advisory committees report to Council through recommendations in staff reports or recommendations in the minutes recorded at the meeting. Recommendations should be worded in a concise, action-oriented manner.

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.

Further Information

Committee members can obtain further information from the Chair 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
- Active 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 adopted by majority of 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 states the motion:

“It is moved and seconded that...”

4. The Chair opens the floor to debate:

“Is there any discussion?”

5. The committee members debate the motion – members must indicate their desire to speak and be recognized by the Chair prior to providing comments

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 amending motion is a motion to change the wording of the main/original motion before voting on it. An amendment is always dealt with before the main motion. In effect, the amendment temporarily sets aside the main motion which it proposes to modify. A motion to amend is debatable and requires the same steps as a main motion. An amendment cannot in the Chair's opinion negate the intent of the 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 motion be amended by deleting the words And inserting the words in their place.”

In the event an amendment is perceived by all members present as an enhancement to the original motion, often only as clarification or intent, it may be considered a “friendly amendment” and may be accepted by unanimous consent.

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 main 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

Point of Order is 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. The Chair must not vote on the resolution for their decision to be sustained. The resolution to sustain the Chair's decision passes in affirmative if the votes are equal.

Recess

Recess is 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 out loud. Sometimes the Committee Clerk will ask to read a motion if they are unsure what it is or if they feel 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 except to raise a point of order
- Motions should be phrased concisely and clearly

Appendix “B”

Additional Information on Sub-Committees and Working Groups

Sub-Committees and Working Groups

Some important points 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 (principal committee) and, therefore, operate under its guidelines
- Sub-committees and working groups, when struck, should be delegated with a specific task by the principal 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 assist a principal committee. 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 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 committee members, i.e. must be less than the 50% majority of principal members needed for quorum
 - For example, a committee with 12 principal members (organization and citizen representatives, excluding the Chair/Vice Chair), 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

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.

City of Coquitlam

2023 Advisory Committee Orientation Session



Coquitlam



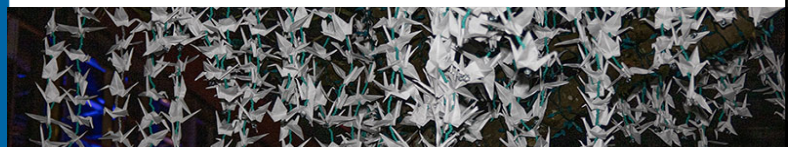
2023 Advisory & Statutory Committees

- Community Safety Advisory Committee (COSAC)
- Culture Services Advisory Committee (CSAC)
- Economic Development Advisory Committee (EDAC)
- Multiculturalism Advisory Committee (MAC)
- Sports and Recreation Advisory Committee (SRAC)
- Sustainability & Environmental Advisory Committee (SEAC)
- Universal Access-Ability Advisory Committee (UAAC)

- Library Board (LB)
- Board of Variance (BOV)



Coquitlam



Coquitlam City Council



Left to Right: Councillor Dennis Marsden, Councillor Robert Mazzarolo, Councillor Trish Mandewo, Councillor Steve Kim, Mayor Richard Stewart, Councillor Craig Hodge, Councillor Teri Towner, Councillor Brent Asmundson, Councillor Matt Djonlic

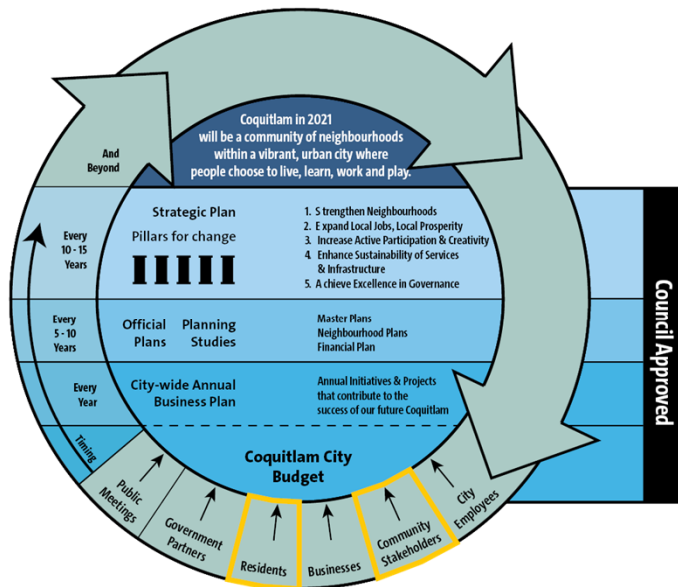


Coquitlam



The City's Planning Process & You

Advisory committee volunteers are typically residents and community stakeholders.



Coquitlam

Committee Mandate

As directed and approved by Council, the foundation of all advisory committee mandates is to provide advice in the form of input/feedback, within the context of the Committee's area of responsibility, as it relates to the City's strategic goals, directions and priorities.

For more details, please refer to the Terms of Reference for the committee that you are serving on.



Coquitlam

Provide advice to Council on significant specific cultural related issues that may arise from the community, staff or from Council;

Provide advice on how to advance implementation strategies and to work in collaboration with the City to move forward cultural services in Coquitlam;

Support and connect cultural groups with the exploration of opportunities and hosting of major events and festivals;

Advocate and promote the value and benefit of cultural activities for people of all ages and abilities;

Provide input on other municipal priorities as requested by Council.

Role of the Committee

Provide input and advice to Council and City staff.

Work within the Committee mandate.

Regularly attend and participate in Committee meetings.

Endorse the annual work plan and approve the meeting minutes.

Make recommendations when warranted.

Volunteer for sub-committees and working groups, as the opportunity arises.



Coquitlam

Role of the Committee *Cont'd.*



Coquitlam

Committee perspectives, advice, and recommendations are officially provided to Council through the Committee's minutes.

Meetings are open to the public unless Closed under the *Community Charter* and require a minimum of 24 hours posted public notice.

Sub-committees & Working Groups are formed to address specific work plan topics that require investigation. They may support the Committee and staff in planning for and/or carrying out events.

The Chair, Vice Chair and staff can provide assistance to draft the Committee recommendations.

See Appendix A of the Committee Orientation Manual for details.

Role of Chair & Vice Chair



Coquitlam

Set the agenda, ensure quorum and adherence to the agenda and work plan.

Open, close meetings and keep within 2-hour time frame.

Build consensus and seek agreement.

Assist Committee member with putting forward succinct motions.

Role of Staff Lead(s)

- Provide information and professional advice
- Support the Chair & Vice Chair to develop agenda and meeting materials
- Coordinate presentations
- Ensure there are opportunities for Committee input
- Draft Committee reports and memos
- Provide updates relative to the approved Work Plan
- Help coordinate Committee events (if any)



Coquitlam



Role of Committee Clerk

- Prepare meeting schedule and finalize work plan
- Prepare and distribute meeting agenda package
- Track attendance and ensure quorum
- Coordinate and execute meeting logistics
- Prepare minutes for Council receipt and Committee approval
- Act as information channel between Committee, City staff and Council
- Provide procedural and legislative advice



Coquitlam



Term of Appointment & Conduct

- Term is usually one year, and outgoing members may reapply
- Regular attendance and active participation are expected
- Notify Committee Clerk via email if you will be late or absent
- Review the agenda package in advance so you are prepared
- Arrive to the meeting 5-15 minutes early
- **Electronic Participation:** Please mute your mic unless it's your turn to speak. When you wish to speak, raise your electronic hand. The Chair maintains the order of speakers and will call upon you to speak in turn.
- **In Person:** Raise your hand to speak
- In general, listen, try not to interrupt, and always treat other participants with respect



Coquitlam

CULTURAL SUMMIT

: Creative engagement for the 21st century

Friday, Nov. 8 + Saturday, Nov. 9, 2019

Conflict of Interest

Check with Committee Clerk or Chair if you think you may have a conflict of interest on a particular topic.



You must declare a Conflict of Interest and withdraw from meeting for that item and can return once that discussion has completed.



Coquitlam

Housekeeping Items



Coquitlam

Lots of accessible parking.

We have refreshments - coffee and cold drinks.

We have unisex and gender-specific washrooms.

Emergency exit is the stairwell to Guildford Way and the muster station is in the parking lot west of City Hall.

In case of an earthquake drop, cover & hold on.



Committee Meetings Administrative Information



Coquitlam

Agenda packages will be distributed one week in advance of the meeting via email

When you receive your agenda package, you will be asked to confirm your attendance to ensure quorum

You are responsible to respond to the Committee Clerk's email noting whether you will be in attendance prior to the meeting

The Committee Clerk is your primary liaison, please email them if you have any questions, comments or concerns

Electronic Meeting Participation



Coquitlam

In the spirit of transparency, in-progress meetings will be accessible via Zoom Webinar registration through a link on the City's website.

Pursuant to the *Council Procedure Bylaw*, a member may participate remotely if the City Clerk determines electronic participation should be made available.

Electronic participation is a tool to be utilized when in person attendance is not an option. This is to be used as an emergency option only.

The City uses Zoom to electronically conduct advisory committee meetings when electronic participation is required.

To ensure a great Zoom meeting experience for all participants, please wear a headset with mic and join the meeting from a quiet space.

In some cases, members of the public may also participate in committee meetings remotely

Connect with Us

Many ways to stay informed on City services and consultations, and to share your perspectives.

coquitlam.ca/committees



Coquitlam

Notify Me®: Sign up to receive direct emails about City of Coquitlam Council and Committee news and current projects. Visit coquitlam.ca/list for a list and to subscribe.

Join our Viewpoint community to provide your opinion on City issues, plans and services. Sign up at coquitlam.ca/viewpoint and you may receive up to two online surveys a month.

Follow us on our social media channels Facebook, Twitter, Instagram, YouTube and LinkedIn!



You can choose to respond to all topics or just those that interest you - your responses are anonymous!



Questions?

Rachel Cormack
Legislative Services
Coordinator

&

Caley Amundsen
Committee Clerk

committeeclerk@coquitlam.ca

City Clerk's Office
604-927-3010



Coquitlam



CITY OF COQUITLAM

Policy and Procedure Manual

UNIVERSAL ACCESS-ABILITY

ADVISORY COMMITTEE

TERMS OF REFERENCE

Chapter: 5

Section:

Issue Date: May 2006

Revision Date: January 2023

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 and preventing 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, including an organizational accessibility plan and mechanism for public feedback in accordance with the *Accessible British Columbia Act*, 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. To the extent possible, at least half of the Committee members are persons with disabilities or individuals who support or are from organizations that support persons with disabilities; the members reflect the diversity of persons with disabilities in British Columbia; and the Committee reflects the diversity of persons in British Columbia. 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), including an Indigenous person

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 their designate, will prepare the agenda and notice of meeting and will serve as Secretary.

The General Manager of Engineering and Public Works or their 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 their 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.



2023 Universal Access-Ability Advisory Committee Meeting Schedule

Meetings are generally scheduled bi-monthly on the first Tuesday of the month from 7:00 p.m. – 9:00 p.m.

DATE	TIME	LOCATION
April 4, 2023 (Tuesday)	7:00 – 9:00pm	Council Committee Room
June 6, 2023 (Tuesday)	7:00 – 9:00pm	Council Committee Room
No meetings in August		
September 5, 2023 (Tuesday)	7:00 – 9:00pm	Council Committee Room
November 7, 2023 (Tuesday)	7:00 – 9:00pm	Council Committee Room
No meetings in December		

Notes:

- All meetings are **scent free**
- Meeting dates are subject to change, as needed.

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 and preventing 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, including an organizational accessibility plan and mechanism for public feedback in accordance with the Accessible British Columbia Act, 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 2023 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
2023 Event Planning – Re-establish Working Groups and provide updates, as needed, for: - BC Access Awareness Day/Canada Day participation - 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
Accessibility Plan (multi-year process)	CS/E&PW with input from various departments	Staff

DRAFT 2023 Universal Access-Ability Advisory Committee Work Plan

WORK PLAN ITEMS	DEPARTMENT AND/OR PRESENTER	COMMENTS (i.e. Initiated by, Priority Assignment A, B, C)
E&PW initiatives – Opportunity for Committee input, as needed, including: <ul style="list-style-type: none"> - Strategic Transportation Plan Update - E-Mobility Strategy - Road Safety Strategy - Climate Action Plan 	E&PW	Staff Priority A Priority C Priority C Priority B
Corporate Services initiatives – Opportunity for Committee input, including: <ul style="list-style-type: none"> - 2023 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: <ul style="list-style-type: none"> - Welcome to Coquitlam presentation - Hazel-Coy Neighbourhood Draft Plan - Housing partnerships for people with disabilities 	P&D/Community Planning	Staff Committee Priority C Committee
Parks Planning and Facilities initiatives – Opportunity for Committee input, as needed, including: <ul style="list-style-type: none"> - Accessibility Initiatives for Older Adult Population (50+) - North East Community Centre - Blue Mountain Park Master Plan 	PRCF	Staff Committee Committee/Priority A Priority B
2023 Year-end Review/Identify potential items for the 2024 Work Plan – Committee feedback/ input	E&PW (Staff Lead) /Committee	Staff