

## MULTICULTURALISM ADVISORY COMMITTEE

DATE: Wednesday, February 19, 2020

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

PLACE: Council Committee Room, Main Floor, Coquitlam City Hall, 3000 Guildford Way

### CALL TO ORDER

1. **Welcome and Roundtable of Introductions**

Chair / Committee Members; 7:00–7:15 p.m. (15 minutes)

### ADOPTION OF MINUTES

2. **Minutes of the Multiculturalism Advisory Committee Meeting held on Wednesday, November 27, 2019**

### NEW BUSINESS

3. **Northeast Community Recreation Centre Concept Design - Presentation**

Manager Recreation and Culture Facilities Planning / Acting Community Partnerships and Policy Manager; 7:15–7:40 p.m. (25 minutes)

4. **Committee Orientation**

Committee Clerk; 7:40–7:55 p.m. (15 minutes)

5. **Review and Approval of the Draft 2020 MAC Work Plan**

Chair/Staff Lead; 7:55–8:15 p.m. (20 minutes)

6. **Multiculturalism Strategic Plan – Status Update**

Staff Lead; 8:15–8:25 p.m. (10 minutes)

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

Committee Members; 8:25–8:40 p.m. (15 minutes)

### OTHER BUSINESS

### NEXT MEETING DATE – Wednesday, April 28, 2020

### ADJOURNMENT

**MULTICULTURALISM ADVISORY COMMITTEE**  
**Wednesday, November 27, 2019**

A Regular Meeting of the Multiculturalism Advisory Committee convened on Wednesday, November 27, 2019 at 7:04 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

**COMMITTEE MEMBERS:** Councillor Teri Towner, Chair  
Councillor Trish Mandewo, Vice Chair  
Paul Choi (arrived at 7:34 p.m.)  
Leticia Pamela (Pam) Garcia  
Honore Gbedze  
Natasha Knox (arrived at 7:06 p.m.)  
Andrea Kwasnicki  
Mandy Siu  
Iris Sun  
Priti Shah  
Zahra Zaker

**REGRETS:** Mehraban (Maz) Farhoodi

**ABSENT:** Carolina Echeverri

**STAFF:** Andrew Merrill, Manager Community Planning  
Steffanie Warriner, Manager Environmental Services  
Margaret Birch, Environmental Services Coordinator  
Paul Penner, Social Planner  
James Taylor, Planner 2  
Jeri Hohn, Committee Clerk

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Multiculturalism Advisory Committee Meeting held on Wednesday, October 16, 2019**

The Minutes of the Multiculturalism Advisory Committee Meeting held on Wednesday, October 16, 2019 were approved.

**NEW BUSINESS**

**2. Draft City Centre Area Plan**

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

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

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

- Draft City Centre Area Plan – November 27, 2019
- Relationship to Other Plans and Projects
- What is an Area Plan?
- Planning Process
- Consultation
- What We Heard – Multiculturalism Advisory Committee (July 2018)
- Guiding Principles
- City Centre Area Plan Boundary
- 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 – Recreation and Culture
- Enhancing Recreation and Cultural Opportunities – Public Art
- Enhancing Recreation and Cultural Opportunities – Privately Owned Publicly-Accessible Open Spaces (POPS)
- 5 Big Moves – Integrating and Connecting Downtown
- Integrating and Connecting Downtown – Updated City Centre Streetscape Guidelines
- Land Use Concept
- Realizing the Plan
- Next Steps

The Planner 2 noted that the public survey would be open until December 2, 2019 and spoke to the City’s next steps, including bylaw considerations.

Discussion ensued relative to the following:

- Whether the City had plans to expand the number of its university campuses and the belief that doing so could raise the City’s profile
- That education falls within the purview of the Provincial government
- Whether free-of-charge public reflection/gathering spaces could be included within the City Centre Area
- The City’s plans for its own future, and whether rejuvenation and expansion of City Hall was being contemplated
- Whether additional public amenities and parks were planned for the Burquitlam-North Road area
- The affordability of commercial spaces and regulations regarding daycares within

commercial spaces

- Whether Coquitlam Centre Mall would be updated/rejuvenated and the availability of online plans for the new Mall proposal
- The desire for 24-hour coffee shops and restaurants within the City Centre Area
- The City's office development strategy and the work being undertaken by the City to attract new businesses
- The desire for dedicated bike paths within the City Centre Area to improve safety and increase biking enjoyment
- Whether the City could consider offering incentives to family-owned businesses, including newcomers
- Whether the Plan could include space for community artists and residents of all ages
- The City's plan to ensure that developers finalize commercial spaces in a timely way
- Information regarding orphan space programs like "City Studio" that enable community groups to install and activate spaces for community artworks
- Whether the Area could include wayfinding signage in multiple languages
- Whether the City has an Emergency Management Plan

### **3. Strategic Environmental Sustainability Plan**

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

A postcard titled "Help Inform Our Environmental Sustainability Plan" was circulated on-table and Committee members were encouraged to complete the online public survey.

In response to a question from the Manager Environmental Services, discussion ensued relative to the following:

- Whether the City had plans to protect its wetlands and the wetland protections afforded under the City's Zoning Bylaw and the BC Water Sustainability Act
- Whether there was a way to protect black bears in Coquitlam and, at the same time, discourage them from entering the urban areas of the City
- Whether the City had considered placing garbage bins at bus stops located on Burke Mountain
- Waste management challenges and the City's efforts to educate the public regarding the need to secure garbage

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:

- Whether the Committee should consider a specific definition of sustainability during the dotmocracy exercise



- The complexity of the climate change issue and the challenge of considering conflicting priorities
- Whether City departments would work together to implement the City's sustainability goals
- The desire that the City's plans and strategies work as a cohesive whole
- The belief that Coquitlam's growth would generate a greater amount of garbage
- What kinds of waste management policies the City would activate to help residents reduce garbage
- The suggestion that, before responding to the survey, members consider some factors relative to multicultural communities, the jurisdictions of governments, and the needs of youth
- The hope that public survey responses would help the City identify tangible, actionable items for the later phases of the Plan
- The desire that the Committee could help the City engage residents of various cultural backgrounds and languages relative to the public survey

The Manager Environmental Services thanked the Committee for its input.

#### **4. 2019 Year-end Committee Review / Proposed Items for the 2020 Work Plan**

The Manager Community Planning gave introductory comments regarding the purpose of the agenda item, and provided an on-screen presentation with slides titled as follows:

- Multiculturalism Advisory Committee 2019 Year in Review
- March, April, May, June
- July, September, October, November

The Manager Community Planning encouraged the Committee members to share potential topics and work plan items for consideration and possible inclusion within the draft 2020 MAC Work Plan. A copy of the 2019 MAC Work Plan was provided on-table for the Committee's reference.

Discussion ensued relative to the following:

- A recent Tri-Cities job fair and observations regarding the large number of multicultural attendees seeking employment
- How the local business community could engage multicultural communities and provide employment opportunities
- The desire to establish a "Philosophy Café" to address pressing issues related to multiculturalism
- The desire to address multi-generational multiculturalism
- Whether the City could consider how to facilitate and provide spaces for discussions regarding multi-generational multiculturalism
- The desire for presentations regarding multicultural literacy and inclusion/inter-culturalism
- The desire for a discussion regarding cultural integration
- The opportunity to provide feedback to the Seniors Strategy
- The desire to address access to information and accessibility relative to language capabilities
- The desire for a discussion regarding housing affordability
- Whether the Committee could attend a (non-City-based) cultural event

- The desire to hold discussions relative to First Nations issues
- The potential for the Committee to contribute to the Welcome to Coquitlam 10<sup>th</sup> Anniversary event
- The potential for the Committee to undertake work relative to the updated Multiculturalism Strategic Plan

The Manager Community Planning thanked the Committee for its input and noted next steps to be taken by staff relative to the draft 2020 MAC Work Plan.

#### **4. Cultural Communities and Emerging Issues Updates (Standing Agenda Item)**

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

- That a hiring fair would be held at the Holiday Inn in Vancouver
- That the Christmas Glow Vancouver lights display would open soon
- That the City's Lights at Lafarge Kick-off Event and Fire Show would be held at Lafarge Lake in Town Centre Park on the last day of the month
- Details regarding a new organization called "Green Jobs For All" founded by a young Coquitlam resident
- That a public dialogue, "Can't Face It Alone – Climate Action Beyond the Individual", would be held at the SFU Campus in downtown Vancouver
- That a Committee member had recently danced during the City's 2019 Cultural Summit, and appreciation for the beauty of the dance
- That a Committee member had recently received the "Inspirational Wonder Woman Award" from the Women's Collaborative Hub (Coquitlam)
- That a Committee member had recently been celebrated by the City of Maple Ridge as a Community Champion

The Chair and the Vice Chair thanked the Committee members for their volunteerism, and the passion and engagement that they had displayed during the year.

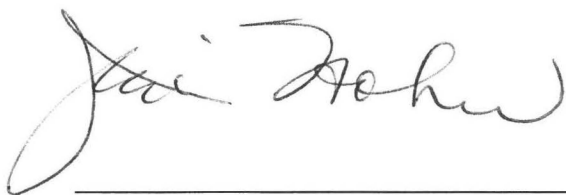
#### **OTHER BUSINESS**

#### **NEXT MEETING – TBD (2020)**

#### **ADJOURNMENT**

The meeting adjourned at 8:52 p.m.

MINUTES CERTIFIED CORRECT



Jeri Hohn  
Committee Clerk

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CHAIR

### Coquitlam City Council

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

Following are the names of the current Mayor and Councillors:

<b>Mayor:</b>	Richard Stewart
<b>Councillors:</b>	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 31<sup>st</sup>.

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](mailto:committeeclerk@coquitlam.ca)).

### **APPENDIX “A”**

### **COMMITTEE MEETING GUIDELINES**

#### **The Agenda**

An agenda is prepared and forwarded to all Committee members approximately one week prior to the date of the meeting. For a meeting to be productive, members should:

- Review the agenda and accompanying reports ahead of time
- Prepare questions

#### **Handling the Business of the Meeting**

Good decision making requires:

- Background information
- Options and recommendations through discussion
- Preparation before the meeting
- Full participation in the meeting
- Regular attendance
- Cooperation by all meeting members
- Consideration of others' ideas and opinions

#### **Voting and Debating Rights**

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Culture Services Advisory Committee, Sports 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**

### **MULTICULTURALISM**

#### **ADVISORY**

#### **COMMITTEE**

#### **TERMS OF REFERENCE**

**Chapter: 5**

**Section:**

**Issue Date: Nov. 2006**

**Revision Date: Feb. 2019**

#### **Committee Mandate:**

The mandate of the Committee is to provide a local perspective and advice to Council with respect to achieving the City's strategic goals and accompanying strategic directions. The Committee's objectives are as follows:

- Foster awareness and understanding of the City's multicultural population and diversity
- Initiate and facilitate discussion around existing and emerging multiculturalism issues
- Identify barriers relative to citizen involvement in the community
- Review and provide input to Council regarding the City of Coquitlam's Multiculturalism policy
- Assist in the development of a multiculturalism policy implementation strategy for the City of Coquitlam
- Identify opportunities for public education and discussion regarding multiculturalism in the City
- Provide input into the development and implementation of programs and services that enhance the culture of the community and create educational opportunities; and
- Review and provide input on other items and matters as directed by Council.

#### **Composition:**

The Multiculturalism Advisory Committee is an advisory body composed of 11 citizen representatives and two Council members. Citizen representatives will reflect interests in multiculturalism.

#### **Chair, Secretary and Staff Support:**

Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of the Multiculturalism Advisory Committee.

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

The General Manager Planning and Development or his/her designate will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

**Quorum and Procedures:**

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

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

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled bi-monthly or as required and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

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

Working Groups or sub-committees may be established by the Multicultural Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

**Governance Model:**

City Council has distinct responsibilities to govern.

The Multiculturalism Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Multiculturalism Advisory Committee represents one collective voice.

The role of staff is to provide support to the Multiculturalism Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

**Work Plan:**

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

**Duty of Members:**

Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the Multiculturalism Advisory Committee.

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

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

Members shall advise the Committee 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 Multiculturalism Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

**Reimbursement:**

There is no financial reimbursement to Multiculturalism Advisory Committee] members.

**Committee Member Terms:**

Term of Duty for the Multiculturalism Advisory Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

**Termination of the Committee**

The Multiculturalism Advisory Committee exists at the pleasure of City Council.

## 2020 Work Plan

### Multiculturalism Advisory Committee

#### Multiculturalism Advisory Committee Mandate

The mandate of the Multiculturalism Advisory Committee is to provide a local perspective and advice to Council in support of achieving the City's strategic goals and accompanying strategic directions. The Committee's objectives are as follows:

- Foster awareness and understanding of the City's multicultural population and diversity
- Initiate and facilitate discussion around existing and emerging multiculturalism issues
- Identify barriers relative to citizen involvement in the community
- Review and provide input to Council regarding the City of Coquitlam's Multiculturalism policy
- Assist in the development of a multiculturalism policy implementation strategy for the City of Coquitlam
- Identify opportunities for public education and discussion regarding multiculturalism in the City
- Provide input into the development and implementation of programs and services that enhance the culture of the community and create educational opportunities; and
- Review and provide input on other items and matters as directed by Council.

WORK PLAN ITEMS	PRESENTER	Comments (i.e. Initiated by, Priority assignment A, B, C)
1) Committee Orientation / Review Terms of Reference (Mandate)	Committee Clerk	Staff
2) Review and approval of 2020 Work Plan	Chair/Committee/ Staff Lead	Staff
3) Multicultural Communities and Emerging Issues (Standing Agenda Item)	Roundtable	Committee
4) Multicultural Literacy presentation	Guest Speaker	Committee
5) Multiculturalism Strategic Plan - Final Report and Implementation (Next Steps)	Staff Lead	Staff/Committee
6) Neighbourhood planning initiatives – Committee input, as needed	P&D	Staff
7) Parks initiatives – Committee input, as needed - Northeast Community Recreation Centre Concept Plan	PRCS	Staff
8) Canada Day 2020 booth planning and review	Staff Lead / Committee	Staff

9) 10 <sup>th</sup> Anniversary of Welcome to Coquitlam - 2020 discussion, event planning and review	P&D	Staff/Committee
10) E&PW initiatives – Committee input, as needed	E&PW	Staff
11) Tri-Cities Local Immigration Partnership presentation	TCLIP Manager	Committee
12) Census/Demographic presentation	P&D	Committee
13) Child Care Strategy update	P&D	Staff
14) 2020 Year-end Review/Identify potential items for the draft 2021 Work Plan – Committee feedback/input	Chair, Staff Lead and Committee	Staff





## 2020 Multiculturalism Advisory Committee Meeting Schedule

Meetings are generally scheduled monthly on the third Wednesday of the month from 7:00 p.m. – 9:00 p.m. Exceptions to this schedule are noted with an asterisk (\*) below.

DATE	TIME	LOCATION
Feb. 19, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
*No meeting in March due to conflict with Spring Break		
April 15, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
May 20, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
June 17, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
July 15, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
No meeting in August		
September 16, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
**October 14, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
November 18, 2020 (Wednesday)	7:00 – 9:00pm	Council Committee Room
No meeting in December		

Notes:

- \*Spring Break is March 16<sup>th</sup> through 27<sup>th</sup> / Easter weekend is April 10<sup>th</sup> thru 13<sup>th</sup>
- \*\*Scheduled to avoid conflict with the October 21<sup>st</sup> Finance Standing Committee Meeting.
- **HOLD THE DATE:** 10<sup>th</sup> Anniversary of Welcome to Coquitlam – Tuesday, October 6<sup>th</sup>
- Meeting dates are subject to change.