

## ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

DATE: Wednesday, March 4, 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 Introductions**  
Chair / Committee Members

### ADOPTION OF MINUTES

- 2. Minutes of the Economic Development Advisory Committee Meeting held on Wednesday, October 23, 2019**

### NEW BUSINESS

- 3. Committee Orientation**  
Committee Clerk
- 4. Commercial Zones Review**  
Planning and Development Staff – seeking Committee input
- 5. Economic Development Program Overview**  
Manager Economic Development
- 6. 2020 Work Plan Approval**  
Chair / Manager Economic Development / Committee – seeking Committee input
- 7. Sub-Committee Background / Next Steps**  
Manager Economic Development / Committee

### OTHER BUSINESS

**NEXT MEETING DATE – Wednesday, May 13, 2020**

### ADJOURNMENT

**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
Wednesday, October 23, 2019**

A Regular Meeting of the Economic Development Advisory Committee convened on Wednesday, October 23, 2019 at 7:05 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Brent Asmundson, Chair  
Michael Hind, Tri-Cities Chamber of Commerce  
J. Brad Marko  
Mladen Plecko  
Araz Rismani  
Georgiy Sekretaryuk  
Guyle Tippe  
Cynthia Tran (arrived at 7:25 p.m.)  
Kevin Volz  
Catherine Williams, Douglas College Coquitlam Campus

REGRETS: Jason Jakubec  
Justin Kim  
Kirsten Wilson  
Ken Woodward

STAFF: David Munro, Manager Economic Development  
Eric Kalnins, Tourism Manager  
Steffanie Warriner, Manager Environmental Services  
Julie Kanya, Environmental Programs Specialist  
Julie Hunter, Committee Clerk

**CALL TO ORDER**

**ADOPTION OF MINUTES**

**1. Minutes of the Economic Development Advisory Committee Meeting held on Wednesday, July 24, 2019**

The Minutes of the Economic Development Advisory Committee Meeting held on Wednesday, July 24, 2019 were approved.

**NEW BUSINESS****2. Draft Environmental Strategic Plan**

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

The Committee participated in a 'dotmocracy' exercise to provide input regarding 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:

- The understanding that there are tourism opportunities related to Coquitlam's natural environment
- The belief that there are economic development opportunities related to environmental sustainability
- The desire to leverage the Environmental Strategic Plan to differentiate Coquitlam from other municipalities and attract businesses to the City
- The City's integrated planning framework and how the Environmental Strategic Plan will complement the other plans in that framework and support the Strategic Goals set out in the City Business Plan
- Climate change and the desire to take long term steps to mitigate the reduction in the water supply over time
- The desire to minimize the impact of development on wildlife

The Manager Environmental Services thanked the Committee for its input and described the next steps to be taken by the City relative to the ESP. She circulated a postcard titled "Help Inform Our Environmental Sustainability Plan" on-table, and encouraged the Committee members to complete the online public survey available through the City's dedicated "enviroplan" webpage and to share its URL with their contacts and networks.

**3. Sub-Committee Next Steps**

The Manager Economic Development provided an update relative to the Committee's recommendation that a Sub-Committee be formed to investigate how best to implement the City's technology strategy. He noted that Council had supported the Committee's recommendation and that the establishment of the Sub-Committee would be deferred until the members of the 2020 Economic Development Advisory Committee had been appointed.

The Chair reminded Committee members of the 2020 Advisory Committee recruitment process. He encouraged members to apply for the 2020 Committee and to share information pertaining to the City's recruitment for 2020 Advisory Committees through their individual contacts and networks.

#### **4. Minimizing Impacts of Development on Business**

A document entitled "City of Coquitlam Good Neighbour Development" was circulated on-table. The Manager Economic Development highlighted that the Good Neighbour Development Policy outlines expectations of developers in Coquitlam during the design and construction as well as through the occupancy phases of a development project to minimize the disruption to businesses and residents in the City. He further noted other things that staff are able to do to help support businesses during construction.

The Chair invited input from the Committee relative to means by which the City could assist businesses during development and construction.

Discussion ensued relative to the following:

- Working with the Chamber of Commerce to help promote businesses that are impacted during construction
- The desire to mitigate the impacts of construction on wildlife
- Lessons learned during construction of the Cambie Street Skytrain line regarding the need to support local businesses
- The desire for signage to direct people to nearby parking in the event that construction is impacting storefronts and on-street parking
- The importance of traffic management plans to focus both on access to businesses and residences as well as traffic flow
- The distinction between large infrastructure projects versus single development projects
- The use of temporary parking and temporary signage to promote businesses
- The impact of construction parking in proximity to development projects and the desire that alternate parking arrangements be made
- The desire for maps or an app illustrating alternate traffic routes during construction
- The desire that traffic lanes be kept open during rush hour to minimize the impacts on traffic
- The feasibility of compensating businesses for interruption during construction
- The best practices undertaken by the film sector to minimize disruption to businesses and residents

#### **5. 2019 Committee Review and Feedback / 2020 Work Plan Development**

The Chair introduced the subject of the Committee's year-end review and invited feedback from Committee members.

Discussion ensued relative to the following:

- The Fraser Mills project and the delay in completion of the project
- The desire to assist those businesses currently operating in the Fraser Mills precinct before and during construction of the project
- Appreciation for the support and contributions from staff related to economic development in the City

Committee members were invited to submit their feedback via e-mail to the Committee Clerk or the Manager Economic Development.

## **6. 2020 Work Plan Development**

The Manager Economic Development led the Committee through a review of the draft 2020 Work Plan briefly highlighting those items that would be carried over from 2019. He also highlighted the timing of work undertaken by staff to complete the policy work related to the Office Market Development Strategy, the City Centre Area Plan, and the Commercial Zone Review. He noted that it was necessary to complete certain policy work prior to embarking on the Office Market Development Strategy.

Discussion ensued relative to the following:

- Employee retention
- The need for childcare
- The desire to proactively attract businesses to Coquitlam
- The importance of work-life balance
- The desire to continue to reduce red tape and enhance development permitting processes
- The desire for the Tri-Cities communities to continue to work with the Tri-Cities Chamber of Commerce on initiatives that enhance the business environment
- The desire to attract and grow the entertainment business sector in Coquitlam
- Factors contributing to the success of micro-breweries in other municipalities and the understanding that Coquitlam does not currently have space that would be feasible for this type of business

Discussion ensued and the following additional potential Work Plan items were identified for consideration by the 2020 Economic Development Advisory Committee:

- Douglas College 50<sup>th</sup> Anniversary
- The economic impact of businesses providing child care

## **OTHER BUSINESS**

### **OB-1 Upcoming Events and Initiatives**

The following events and initiatives were noted:

Minutes – Economic Development Advisory Committee Meeting  
Wednesday, October 23, 2019

- 2019 Tri-Cities Chamber of Commerce Business Showcase, October 24, 2019, at the Hard Rock Casino
- TransLink - The 160 Bus initiative to increase ridership and TransLink's partnership with local businesses on the initiative

**NEXT MEETING DATE - TBA, 2020**

**ADJOURNMENT**

The meeting adjourned at 8:54 p.m.

MINUTES CERTIFIED CORRECT

\_\_\_\_\_  
CHAIR

  
\_\_\_\_\_  
Julie Hunter  
Committee Clerk



# 2020 Economic Development Advisory Committee Meeting Schedule

Meetings are generally scheduled quarterly, or as needed, on the fourth Wednesday of the month from 7:00 p.m. – 9:00 p.m.

(\*Exceptions are marked with an asterisk below)

DATE	TIME	LOCATION
*March 4, 2020 (Wednesday)	7:00 – 9:00 pm	Council Committee Room
*May 13, 2020 (Wednesday)	7:00 – 9:00 pm	Council Committee Room
July 22, 2020 (Wednesday)	7:00 – 9:00 pm	Council Committee Room
No meetings in August		
November 25, 2019 (Wednesday)	7:00 – 9:00 pm	Council Committee Room
No meetings in December		

Meeting dates are subject to change.

**CITY OF COQUITLAM  
Policy and Procedure Manual**

**ECONOMIC DEVELOPMENT  
ADVISORY COMMITTEE**

**Chapter: 5  
Section:  
Issue Date: March 2015  
Revision Date: February 2019**

**TERMS OF REFERENCE**

**Committee Mandate:**

The mandate of the Committee is to advise Council and staff on economic development and investment related issues and opportunities. It is anticipated that advice would be sought for items such as:

- Providing a business perspective on economic development priorities which should be addressed;
- Identifying the pillars of economic development in the City;
- Identifying economic development impediments and opportunities for the City;
- Advising on business attraction and business retention and expansion activities;
- Advising on ways to provide information about business to the general public; and
- Attending to economic development matters which may be referred to the Committee by Council or other standing committees of Council.

**Composition:**

The Economic Development Advisory Committee (EDAC) is an advisory body composed of two (2) Council members, one (1) organizational representative from the Tri-Cities Chamber of Commerce, one (1) organizational representative from Douglas College – Coquitlam Campus, and eleven (11) citizen representatives. Committee members are appointed for a one year term expiring in December of the year served. Members can be re-appointed to serve subsequent terms.

**Chair, Secretary and Staff Support:**

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

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

The Manager of Economic 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 quarterly 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 Economic Development 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 Economic Development Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Economic Development Advisory Committee represents one collective voice.

The role of staff is to provide support to the Economic Development 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 Economic Development 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 Economic Development 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 Economic Development Advisory Committee members.

**Committee Member Terms:**

Term of Duty for the Economic Development 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 Economic Development Advisory Committee exists at the pleasure of City Council.

### 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

## Economic Development Advisory Committee Mandate

The mandate of the Committee is to advise Council and staff on economic development and investment related issues and opportunities. It is anticipated that advice would be sought for items such as:

- Providing a business perspective on economic development priorities which should be addressed;
- Identifying the pillars of economic development in the City;
- Identifying economic development impediments and opportunities for the City;
- Advising on business attraction and business retention and expansion activities;
- Advising on ways to provide information about business to the general public; and
- Attending to economic development matters which may be referred to the Committee by Council or other standing committees of Council.

## 2020 Work Plan Items

Item	Department	Comments
Committee Orientation	Committee Clerk	
2020 Work Plan Approval	Economic Development/Clerks	
Commercial Zones Review	Planning and Development	"A" Priority
City Centre Area Plan	Planning and Development	"A" Priority
Office Market Development Strategy and Incentives	Planning and Development /Economic Development	"A" Priority
Developing the Environment for Entrepreneurship and the Technology Sector <i>(Includes Sub-Committee Work)</i> <ul style="list-style-type: none"> <li>• Economic Impact of Childcare</li> <li>• Value of Post-Secondary Institutions to the Local Economy</li> </ul>	Economic Development	"B" Priority
Economic Development Strategy – Final Phase	Economic Development	"B" Priority
Economic Data and Statistics	Economic Development	"B" Priority
Metro Vancouver Competitive Advantage Comparison	Economic Development	"B" Priority
2020 Committee Review and Feedback	Committee	
2021 Work Plan Development	Economic Development/Clerks	