

CITY OF COQUITLAM

Policy and Procedure Manual

RIVERVIEW LANDS

ADVISORY

COMMITTEE

TERMS OF REFERENCE

Chapter: 5

Section:

Issue Date: January 2005

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The Riverview Lands Advisory Committee is a group of stakeholders and community leaders interested in the future of the Riverview Lands, which provide advice to City Council.

Committee Mandate:

The mandate of the Riverview Lands Advisory Committee is to provide a local and knowledgeable perspective, including advice to Council, with respect to achieving the City of Coquitlam's strategic goals and accompanying strategic directions:

- To provide advice to Council with regards to the Riverview Lands on a wide range of areas including mental health, the environment, land use and planning, heritage, education, business interests and tenant user groups.

Composition:

The Riverview Lands Advisory Committee is an advisory body composed of two (2) Council members, representatives of stakeholder organizations, and citizen representatives.

Representatives of stakeholder organizations are appointed by the leadership of their organization.

Citizen Representatives are residents of Coquitlam and reflect a diverse range of interests pertaining to the future of the Riverview Lands. Citizen Representatives will put forward an application of interest for review and appointment by Council.

The Committee will have four (4) Representatives of Stakeholder Organizations, nine (9) Citizen Representatives, and two (2) Council Members.

Detailed Composition:

Stakeholders and Citizens - (13) Voting Members

- 1 Member (Vote) from the Riverview Horticultural Centre Society
- 1 Member (Vote) from the Burke Mountain Naturalists
- 1 Member (Vote) from the Coquitlam Heritage Society
- 1 Member (Vote) from an on-site tenant of the Riverview Lands

- 9 Members at large (9 Votes) (Citizen Representatives) with backgrounds in mental health, heritage, the environment, education, land use, and business.

Council Members - (2) Voting Members

- 2 Council Members (2 Votes)

Chair, Secretary and Staff Support:

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

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

The Deputy City Manager, 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, or as needed 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 [Name of 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 Riverview Lands Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Riverview Lands Advisory Committee represents one collective voice.

The role of staff is to provide support to the Riverview Lands 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 Riverview Lands 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 Riverview Lands 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 Riverview Lands Advisory Committee members.

Committee Member Terms:

Term of Duty for the Riverview Lands 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 Riverview Lands Advisory Committee exists at the pleasure of City Council.