

THIS IS A SCENT FREE MEETING

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE

DATE: Tuesday, February 6, 2018

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

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

CALL TO ORDER

ADOPTION OF MINUTES

1. **Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, November 7, 2017**

BUSINESS ARISING FROM PREVIOUS MINUTES

NEW BUSINESS

2. **Roundtable of Introductions (10 min.)**
Presenters: Chair / Committee Members
3. **Committee Orientation (10 min.)**
Presenter: Committee Clerk
4. **Review and Adoption of the 2018 Work Plan (10 min.)**
Presenters: Chair / Staff Lead
5. **Draft Event, Festival and Tournament Policy Presentation (25 min.)**
Presenters: Mary Morrison-Clark, Manager Community Recreation and Culture Services, and Karen Basi, Cultural Services Manager
6. **Establish Working Groups for 2018 Event Planning (30 min.)**
Presenters: Chair / Staff Lead
 - Accessibility Event (June 2nd)
 - Education Event – An Evening of Inspiration (June - *actual date TBD*)
 - Welcome to Coquitlam (October 3rd)
7. **Accessibility of City Events Mini Checklist - Update (5 min.)**
Presenter: Staff Lead
8. **Transportation Update – Evergreen Line (10 min.)**
Presenter: Staff Lead

OTHER BUSINESS

NEXT MEETING DATE - Tuesday, April 3, 2018

ADJOURNMENT

UNIVERSAL ACCESS-ABILITY ADVISORY COMMITTEE
Tuesday, November 7, 2017

A Regular Meeting of the Universal Access-Ability Advisory Committee convened on Tuesday, November 7, 2017 at 7:00 p.m. in the Council Committee Room, City Hall, 3000 Guildford Way, Coquitlam, BC, with the following persons present:

COMMITTEE MEMBERS: Councillor Bonita Zarrillo, Chair (arrived at 8:16 p.m.)
Councillor Mae Reid, Vice Chair
Kiyō Breiting
Angelo Lam
Kevin Lusignan (arrived at 7:05 p.m.)
Ross Renaud
Matthew Sebastiani (arrived at 7:10 p.m.)
Elaine Willis

REGRETS: Sally Comin
Steve Leung
Natalie Lisik
Martin Schikora

ABSENT: Paul Jarvie

STAFF: Carlos Perez, Manager Transportation Planning
Wai-Sue Louie, Park Planner
Raj Singh, Park Planner
Jeri Hohn, Committee Clerk
Rachel Cormack, Committee Clerk

Councillor Reid assumed the role of Chair.

CALL TO ORDER

At this time, the Committee agreed to consider agenda item 3 prior to items 1 and 2.

NEW BUSINESS

3. Update on Park Initiatives

The Chair welcomed Rajinder Singh and Wai-Sue Louie, Park Planners. Mr. Singh provided introductory remarks, noting that he and Ms. Louie would give two separate presentations.

Mr. Singh provided an on-screen presentation, utilizing slides titled as follows:

- Riley Park – UAAC Presentation – November 7, 2017
- Existing and Future Parks in North East Coquitlam

Kevin Lusignan arrived at this time (7:05 p.m.).

- Riley Park (Original Concept) – Rest, Play, Move
- Riley Park (Revised Park Design) – Rest, Play, Move
- Riley Park Development Schedule
- Questions and Feedback – Thank You!

Matthew Sebastiani arrived at this time (7:10 p.m.).

Discussion ensued relative to the following:

- The location of parking in the Park
- The final design of the Park and the most adequate location for accessible parking
- The grade of the road/trail slopes in the Park
- The location of rest/landing spots in the Park
- That onsite landscaping would not impede sightlines
- That Parks staff are considering the installation of a sensory apparatus onsite, i.e. a vertical musical chime
- The possible installation of signage in the southern part of the Park to ensure the safety of children on wheels, e.g. those riding bicycles
- The importance of the handicapped symbol and the desire for pathway signage to highlight that non-handicapped users yield to handicapped users

Ms. Louie provided an on-screen presentation, utilizing slides titled as follows:

- Cottonwood Park Plan – UAAC Meeting – November 7, 2017
- 2002 Park Improvements – 1.35 Acres
- YMCA Footprint at Burquitlam Park
- 2016 Cottonwood Park Expansion – Programming Priorities
- Cottonwood Park Concept – July 2017
- Cottonwood Park Phase 1A
- Cottonwood Park Phase 1B
- Cottonwood Park Future Phase 2
- Cottonwood Park Future Phase 3
- Master Plan – Sept. 2017
- Park Accessibility – Sept. 2017
- Park Accessibility – Youth Area, Play Area, Water Play
- Questions and Comments

Discussion ensued relative to the following:

- The belief that the City's acquisition of properties in the area of the Park has allowed its expansion/development and improved accessibility
- The possibility of covering the City tennis courts located in the Park
- Circulation within the park relative to accessibility, youth and water play areas
- The number of permanent parking spots in the Park
- Positive feedback relative to the Park's size the desirability of its green space for local

- residents
- Whether the Park will be fenced
- The location of temporary parking

At this time, the Committee agreed to consider agenda items 1 and 2.

ADOPTION OF MINUTES

1. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, June 6, 2017

The Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, June 6, 2017 were approved.

2. Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 5, 2017

The Minutes of the Universal Access-Ability Advisory Committee Meeting held on Tuesday, September 5, 2017 were approved.

NEW BUSINESS CONT.

4. Transportation Update – Evergreen Line and HandyDART

The Manager Transportation Planning provided the Committee with a transportation update relative to the use of the Evergreen Line and HandyDART services in the City, utilizing on-screen slides titled as follows:

- UAAC – Evergreen Line/HandyDART Update – November 7, 2017
- Agenda
- Introduction
- General Trends
- EGL and Canada Line Comparison
- Ridership Summaries
- Ridership Summary (Jan-May)
- Station Bike Locker Rentals
- HandyDART
- Stakeholder Update Meeting December 1, 2017

Discussion ensued relative to the following:

- The number and popularity of bike locker stations at Lafarge/Douglas and whether additional lockers will be provided in future
- The possibility of adding bike rooms at Coquitlam SkyTrain Stations
- The process to rent bike lockers at Coquitlam SkyTrain Stations
- Whether the lockers are accessible to hand-cycles

- The frequency of current TransLink feeder services to Coquitlam SkyTrain Stations

The Manager Transportation Planning undertook to provide the Committee with a copy of TransLink's invitation to attend the HandyDART stakeholder update meeting to be held on December 1, 2017 in Surrey, BC. He noted staff's intention to contact TransLink to determine whether they would be amenable to holding a stakeholders meeting in the Tri-Cities area (northeast sector).

At this time, Elaine Willis presented the Committee with copies of a document prepared by Ecopath Planning titled "Metro Vancouver's Aging Population and the need for Quality HandyDART Service – October, 2017". She spoke to the "HandyDART crisis" detailed on page 10 of the report, and proposed that the Committee make a recommendation in support of the recommendation made by the City of Vancouver's Persons with Disabilities Advisory Committee, as referenced on page 11 of the report.

Discussion ensued relative to the following:

- The TransLink public consultation process relative to the HandyDART service
- The desire for TransLink to increase HandyDART funding and improve its services to meet the needs of the increasing population of people with disabilities, and eliminate the process to screen HandyDART applicants as detailed in the above-noted report
- Whether Committee members wished to make a Committee Recommendation and what the text of the recommendation could be
- The authorship of the report
- The suggestion that Committee members read the report in full prior to making or voting upon a recommendation
- Whether staff could review the report prior to the December 1, 2017 TransLink HandyDART stakeholder update meeting
- The belief that there is an increased demand for taxi services locally and the possibility that the demand is linked to a decrease in local HandyDART services
- The purpose of the TransLink stakeholder update meeting and the desire for TransLink to hold a stakeholder update meeting in the Tri-Cities area (northeast sector)
- Additional concerns with the HandyDART service, including scheduled pickup and wait times

Following the Committee's discussion, at the Chair's suggestion, the Manager Transportation Planning undertook to review the above-noted report and provide information to the Committee members via email. The Committee members agreed to respond to the email, if possible, prior to TransLink's HandyDART stakeholder update meeting. The Chair undertook to apprise Council of the Committee's concerns regarding the current HandyDART service.

5. 2017 Review and Committee Feedback

The Chair introduced the agenda topic and invited the Manager Transportation Planning to lead the Committee through a review of the items on the Committee's 2017 Work Plan. The

Manager Transportation Planning referred the Committee to a copy of a memo dated November 7, 2017 and titled “Universal Access-Ability Advisory Committee’s 2017 Work Plan Review” (as provided on-table), outlined each of the items dealt with by the Committee during the year.

The Manager Transportation Planning provided an on-screen presentation, with slides titled as follows:

- UAAC – 2017 Work Plan Review / 2018 Work Plan Discussion – 7 November 2017
- Committee’s 2017 Work Plan Review
- Initiatives Reviewed
- Item/Initiative by Department and Month Discussed
- Questions/Comments
- 2018 Work Plan Discussion

Councillor Zarrillo arrived at this time (8:16 p.m.) and assumed the role of Chair.

Discussion ensued relative to the following:

- The possibility of including a link to the Event Accessibility Checklist, as recently provided by the Accessibility of City Events Working Group, on the Committee’s webpage.

Kiyo Breiting undertook to email staff a copy of the above-referenced Checklist in Word document format.

- The Committee’s desire to be an advocate for all persons with disabilities in Coquitlam, including those with mental health disabilities
- The challenges inherent in the complex issue of mental health and that many mental health issues are outside of the City’s authority and are the purview of the Province
- Information regarding some of the changes made and underway by the Province/BC Housing on the Riverview Lands
- The options as outlined in the handout titled “Mental Health Working Group Proposal” put forward by the Exploration of Mental Health Awareness Working Group during the September 5, 2017 Committee meeting
- The Working Group’s hopes relative to the possible implementation of the options outlined in the above-noted proposal, i.e. that the options act as a starting point for the City’s consideration, and the desire to receive staff feedback
- Past discussions by Council regarding the City’s constraints with respect to the scope, range and purview of mental health issues
- Details of the City’s comprehensive vision relative to the Riverview Lands as submitted to BC Housing
- The pros and cons of institutionalization and de-institutionalization for persons with mental health needs, including congregate care compared to community care
- The importance of encouraging engagement of all people with disabilities, including those with cognitive, movement or speech disorders
- The mandate of the Committee and the possibility of Council revising or expanding the Committee’s advisory role

- The desire that a representative of mental health disabilities be added to the composition of the Committee, without reducing the current number of community and organization representatives

The Committee recommended:

COMMITTEE RECOMMENDATION

That Council add one Community or Organization representative of mental health disabilities in Coquitlam to the composition of the Universal Access-Ability Advisory Committee, to allow the Committee to better advocate for those residents with mental health disabilities.

Discussion continued relative to the following:

- The desire for the City of Coquitlam to develop an inclusive hiring policy
- The belief that sophisticated employers adopt inclusive hiring policies and that such policies are progressive and the norm
- Some examples of local employers who have adopted inclusive hiring policies including the Coquitlam Public Library, the City of Port Moody and VanCity
- Appreciation for past Human Resources staff presentations to the Committee, however, the belief that being an ‘equal opportunity employer’ does not necessarily equate to the promotion of an inclusive hiring policy
- The suggestion that the issue could be explored via the Committee’s 2018 Evening of Inspiration event

The Committee recommended:

COMMITTEE RECOMMENDATION

That Council approve the development of an inclusive hiring policy for the City of Coquitlam as the first item of business for consideration on the 2018 Universal Access-Ability Advisory Committee Work Plan.

Discussion continued relative to the following:

- The desire for the City to further explore the possibility of offering adaptive sports and whether the data collected thus far could be provided to the Committee by staff
- The Committee’s 2017 Meeting Schedule and the desire to meet on a monthly basis
- The desire for future presentations to be “targeted” for optimal Committee input
- The desire for the Youth Strategy presentation to be made in early 2018, if possible
- The belief that it is important to make Committee Recommendations to Council, whether they are adopted or not

At this time, the Committee's discussion segued into Item 6.

6. 2018 Work Plan Development – Roundtable Discussion

The Chair and Committee members continued to speak to a number of items from the 2017 Work Plan that could be carried forward to the draft 2018 Work Plan, and these were noted by staff. In the interests of time, the Chair invited the Committee to email additional proposed items for the draft 2018 Work Plan to staff.

OTHER BUSINESS

OB-1 Welcome to Coquitlam Event Recap – Roundtable Discussion

The Chair invited the Committee to provide feedback regarding its participation in the 2017 Welcome to Coquitlam event. Committee members shared some positive feedback, and the Committee agreed that it would like to participate in the 2018 event.

OB-2 Working Group Proposals – Next Steps

In the interests of time, the Committee agreed that the discussion be deferred to a future meeting (2018).

The Chair thanked the Committee members for their input and service in 2017.

Elaine Willis noted that she had not reapplied to serve on the Committee in 2018, and offered her thanks to the Committee members for their camaraderie and support during the time they had spent serving together. The Committee thanked Ms. Willis for her enthusiasm and contributions to the Committee.


NEXT MEETING DATE – TBA (2018)

ADJOURNMENT

The meeting adjourned at 9:11 p.m.

MINUTES CERTIFIED CORRECT

CHAIR



Jeri Hohn
Committee Clerk

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 November 15, 2014 and the next Election will be held on October 20, 2018.

Following are the names of the current Mayor and Councillors:

Mayor:	Richard Stewart
Councillors:	Brent Asmundson
	Craig Hodge
	Dennis Marsden
	Terry O'Neill
	Mae Reid
	Teri Towner
	Chris Wilson
	Bonita Zarrillo

Council is a Legislative (law making) 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 2018 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Riverview Lands Advisory Committee
- Sports Advisory Committee
- Strategic Investment Advisory Panel
- 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, 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 local election month, e.g. October 31st.

The terms and conditions of appointment for Statutory Committee members is determined by the enabling statute or establishing bylaw.

Attendance of Committee Members

Appointed members to an Advisory Committee or Statutory Committee are required to attend regularly scheduled meetings. **The Committee Clerk should be notified in advance of the meeting should the member not be able to attend a meeting.**

Any member who is absent from three consecutive regular meetings without notifying the Committee Clerk or the Chair in advance, or without a leave of absence, may be asked to resign or may be removed from the Committee by Council.

Committee members are reminded that attendance is vital. Without quorum, the Committee is unable to hold an official meeting and cannot pass recommendations onto Council. If you are unable to attend meetings or cannot dedicate the necessary time, there are others on a waiting list who would like the opportunity to volunteer on a civic Committee.

Code of Conduct for Committee Members

The following is a *'Code of Conduct'* which should be adhered to by all Committee members:

- Regularly attend meetings
- Prepare for meetings by reading agenda material in advance
- Listen to others and observe the rule of one speaker at a time
- Speak when acknowledged by the Chair and through the Chair
- Participate fully
- Observe rules of decorum and debate
- Do not misrepresent yourself as having any authority beyond that delegated by Council
- Put public interest above individual, group or social interests and consider this position as an opportunity to serve society
- Treat other Committee members, elected officials, and municipal staff with respect and courtesy
- Never offer, give or accept gifts, favors, or services that might tend to influence the discharge of duties
- Never use position to secure advantage
- Never disclose confidential information
- Declare a conflict of interest and withdraw from Committee participation on any matter that involves a direct or indirect personal financial interest

***Committee members shall not use the committee member contact list for personal or non-Committee related business.**

Removal of a Member from a Committee

Council may remove or ask that a Committee member resign at the request of the Committee or on its own initiative.

Resignation of a Member

Any member of a Committee wishing to resign from the Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Committee Clerk.

Committee Vacancy Replacement Term

In the event that there is a vacancy on an Advisory Committee, Council may, at its discretion,

appoint a new member to fill the vacancy. The newly appointed Committee member holds that position for the remainder of the term.

The regulations regarding Statutory Committee vacancies are determined by the enabling statute or establishing bylaw.

Time and Location of Advisory Committee/Task Force Meetings

Advisory Committee meetings are generally held in the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC.

The start time for Advisory Committee meetings may vary as some meetings are held during the day and others in the evening. The date of the next meeting is identified on the current meeting agenda. Meetings are typically not held in August and December.

The Committee Clerk assigned to your Committee will advise you of the meeting dates and times of your meetings. Typically, meeting dates and times are also provided on the City's website.

Quorum

A quorum of Committee Members for an Advisory Committee meeting is outlined in the Terms of Reference for the Committee. Typically, a Council member must be present for a quorum to be achieved. Therefore, quorum is achieved when a majority of the members and a Council member are present (50% +1). The Mayor, when present, shall be counted in achieving quorum.

Quorum for Statutory Committee meetings is determined by the enabling statute or establishing bylaw for the Committee.

Where a quorum is not present fifteen minutes after the time established for a Committee meeting to start, the person responsible for recording the minutes shall record the names of those members present and the meeting will be deemed to be cancelled. If quorum is not achieved or is lost during the meeting, the Chair may choose to continue the meeting on an informal basis. Should this occur, the Committee cannot vote on any issue or make any recommendations to Council. The meeting minutes are forwarded to Council as informal notes.

Rules of Procedure

The Rules of Procedure are outlined in Appendix "A" to this document. Advisory Committees and Statutory Committees follow these guidelines, provided the guidelines are not inconsistent with the Committee's enabling statute, establishing bylaw, the *Local Government Act*, the *Community Charter*, Council policy, or Council's Procedure Bylaw. The Committee may also rely upon the advice of the Committee Clerk (or another representative from the City Clerk's Office) or the staff liaison for guidance.

Voting

All members of a Committee, including the Chair, (unless otherwise stated in a Committee's Terms of Reference) may vote on any question before it and in the event of a tie vote, the motion is considered defeated. In accordance with the *Community Charter*, any member who abstains from voting, without having first declared a conflict of interest and leaving the meeting, is deemed to have voted in the affirmative. Proxy votes are not permitted.

Conflict of Interest

Committee members are subject to sections 100 to 104 of the *Community Charter*. A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed, must declare that they have a conflict of interest, describe the nature of the conflict and leave the room during any discussions and voting thereon.

A conflict of interest does not exist if the pecuniary (financial) interest of the Committee member is in common with members of the general municipality or the pecuniary (financial) interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

The Committee Clerk notes in the minutes, the Committee member's declaration of a conflict of interest and the Committee member's exit from, and return to, the meeting.

Remuneration

Committee members are volunteers and as such, serve without remuneration.

Working Groups

There are many ways in which Committees may provide feedback to Council. In some cases there are specific topics which require further investigation. In these instances Committees may establish working groups of their members. These working groups may work on their own or in partnership with staff and report back to the Committee. Council is advised of the establishment of these working groups and their purpose through the meeting minutes.

Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or

recommendations that have been crafted at the meeting. Recommendations should be worded in a concise, action-oriented manner.

The Advisory Committee's recommendation will be forwarded to Council for consideration. In some instances, the Committee does not require a recommendation to go forward to Council. For example, should the Committee want to establish a working group, it is not necessary for this request to be handled through a recommendation, but can be identified through the Committee minutes. Council is kept apprised of all Committee activities through the regular distribution of Committee minutes.

Authority

Advisory Committees do not have the authority to communicate on behalf of the City, to pledge the credit of the City or authorize any expenditure on behalf of the City except as expressed in the Advisory Committee's Terms of Reference.

The authorized spokesperson for Advisory Committees is the Chair.

Budget

Advisory Committees and Statutory Committees do not typically have a budget allocated to them. They may request budget funds from Council in accordance with the City's budget preparation schedule and procedures. Any solicitation of funds from other organizations requires prior approval of Council. All Committees have reasonable use of City services such as photocopying, paper supplies and meeting areas. Committee members may contact the Committee Clerk for more information on budgets or the use of City services.

Personal Liability

No member of a Committee is liable for any debt or liability of the Committee. It is the responsibility of the City to ensure that members of Committees are insured against all liabilities related to fulfilling their responsibilities and duties as members of a civic Committee.

Meetings Open to the Public

All regular meetings of Advisory Committees and Statutory Committees are open to the public. The public may not be excluded from a meeting unless it is specified in the Committee's enabling statute or establishing bylaw or where the Committee is considering an item where, in accordance with applicable legislative requirements or Council procedure, the public interest requires the exclusion of the public (*Council Procedure Bylaw No. 4042, 2009*). Any member of the public may be asked to leave a meeting due to improper conduct as identified in *Council Procedure Bylaw No. 4042, 2009*.

At any time, a member of the public may be invited by the Chair to speak or appear as a delegation to the Advisory Committee or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a discussion. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

Members of the public will be asked to take a seat in the chairs designated for the audience.

Special Committee Meetings

Special Committee meetings may be held outside of the regular schedule at the call of the Chair, by the Mayor or by resolution of Council.

Further Information

Committee members can obtain further information from the Chair of the Committee or the Committee Clerk (committeeclerk@coquitlam.ca).

APPENDIX “A”

COMMITTEE MEETING GUIDELINES

The Agenda

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

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

Handling the Business of the Meeting

Good decision making requires:

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

Voting and Debating Rights

Each member of a Committee, including the Chair, may make or second motions, may debate motions and may vote (with the exception of the Culture Services Advisory Committee, Sports Advisory Committee, and the Sustainability and Environmental Advisory Committee as Council members appointed to these bodies are non-voting members). Proxy votes are not permitted.

Other Procedures

Council receives input from Committee members through the Committee’s minutes. Members may establish sub-committees or working groups to conduct further research and prepare information for Council.

Making Motions - Committee Recommendation

A Committee recommendation is a motion made by the Committee to ask for a formal action by Council. These motions or recommendations are recorded in the minutes and forwarded to Council.

The steps of handling a main motion are:

1. A Committee Member makes a motion:

“I move that...”

2. Another Committee member seconds the motion:

“I second the motion”

3. The Chair of the Committee then states the motion:

“It is moved and seconded that...”

4. The Chair then opens the floor to debate:

“Is there any discussion?”

5. The Committee members debate the motion

6. Once the debate is completed, the Chair puts the motion to a vote (also known as “calling the question”):

“We are now voting on the motion to..... Those in favour?” [those voting in favour raise their hands] “Those opposed?” [Those voting against indicate by raising their hands.]

7. The Chair announces the result:

“Motion passes.”; “Motion defeated”; or “Tie vote – motion defeated.”

Amending Motions

An amendment is a motion to change the wording of another motion before voting on it. An amendment is always dealt with before the original motion. In effect, the amendment temporarily sets aside the motion which it proposes to modify. A motion to amend a debatable motion is debatable and requires the same steps as a main motion.

Three Methods of Amending a motion:

1. By inserting or adding words

“I move that the motion be amended by inserting the word[s]... between the word ... and the word...”

OR

“I move that the motion be amended by adding the word[s].....”

2. By striking out words

“I move that the motion be amended by deleting the words ...”

3. By striking out words and inserting replacement words

“I move that the foregoing motion be amended by deleting the words And inserting the words in their place.”

Only two levels of amendments are allowed. A main motion can be amended (primary amendment) and an amendment can be amended only once (sub-amendment). No amendment is permitted to a sub-amendment.

Debating Motions and Amendments

When an amendment is made, discussion is allowed on the amendment only, not on the main motion. Once the vote on the amendment is taken, discussion proceeds on the motion (as amended if the amendment passed).

Motion to Withdraw a Motion

A motion may be withdrawn by the mover and seconder of a Motion, with the consent of all Members present. A motion may not be withdrawn after it has been voted on.

Point of Order

A statement that a rule of the Committee is being violated. It is ruled on by the Chair whose decision may be appealed to Committee and decided by Committee resolution.

Recess

A motion to take a break in the meeting. A motion or call for a recess should specify the amount of time to be taken for the recess.

Reading of Motions

A member may require the motion under consideration to be read. The Committee Clerk would then read the motion. Sometimes the Committee Clerk will ask to read a motion if she/he is unsure what it is or if she/he feels others may not understand the exact motion being considered.

Rules of Decorum and Debate

Committee meetings tend to be more informal than a City Council meeting, however, here are some meeting rules which are helpful and should be used by the Committee:

- The maker of a motion has the right to speak first to their motion
- In order to speak a second time, a member should wait until all those who wish to speak have done so for the first time
- Members must remain courteous and avoid personal attacks on each other and staff
- Remarks must be confined to the motion before the Committee
- Remarks are always directed “through the Chair”
- Member should not interrupt another speaker
- Motions should be phrased concisely and to the point

COMMITTEE MANDATE:

The mandate of the Committee is to provide a local and universal accessibility perspective and advice to Council with respect to achieving the City of Coquitlam’s strategic goals and accompanying strategic directions toward universal accessibility:

- To continue to make the City more inclusive for existing and future residents with disabilities by addressing the physical, social and attitudinal barriers which impede their full participation in all aspects of City life;
- To provide advice to Council about the development of City policies and programs to educate and inform on matters affecting residents with disabilities and/or physical or mental challenges and universal accessibility;
- To review design plans for civic buildings and public spaces and provide advice to Council to ensure the needs of persons with disabilities are considered with the goal of universal access;
- To provide advice to Council about the development of City policies and programs to ensure the needs of existing and future residents living with disabilities are considered (e.g., transportation, housing, capital programs, leisure and parks services, environment).

Work Plan Items	Department / Presenters	Comments (Council, Staff or Committee initiated)
Committee Orientation/Review Terms of Reference	City Clerk’s Office / Committee Clerk	Staff
Review and Adoption of the 2018 UAAC Work Plan	Engineering & Public Works (E&PW) / Staff Lead	Staff
Establish Working Groups for 2018 Event Planning: 1. Accessibility Event (Sat., June 2 nd) 2. An Evening of Inspiration Event – Theme: BC Disability Employment (June, date TBD) 3. Welcome to Coquitlam (Wed., Oct. 3 rd)	E&PW / Chair	Committee
Accessibility of City Events Mini Checklist – Update	E&PW / Staff Lead	Staff/Committee
Draft Event, Festival and Tournament Policy Presentation – Opportunity for Committee input	Parks, Recreation and Culture Services (PRCS)	Staff
Youth Strategy Presentation – Opportunity for Committee input	PRCS	Staff
2018 Working Groups - Event Planning Updates (Standing Agenda Item)	E&PW / Working Groups	Committee

Work Plan Items	Department / Presenters	Comments (Council, Staff or Committee initiated)
City Centre Area Plan Update Presentation – Opportunity for Committee input	Planning and Development (P&D) / Senior Planner	Staff
Updates on Major Parks Projects at Key Milestones	PRCS	Staff
Transportation Updates, e.g. Evergreen Line/ HandyDART/Accessible bus stops and intersections	E&PW / Staff Lead	Staff
Accessible Communities Emerging Issues & Updates (Standing Agenda Item)	E&PW / Staff Lead and/or Committee Members	Staff
2018 Committee Review and Feedback / Potential Items for the 2019 Work Plan	E&PW / Staff Lead	Staff