Welcome to your role as a City of Coquitlam Advisory Committee and/or Task Force Member. We hope that you will find the experience to be a rewarding and exciting one.

This package provides important information to assist committee members in carrying out their volunteer role as an Advisory Committee/Task Force member. You will find information on meeting and procedural regulations along with reporting and committee structure guidelines.

We hope that you will find this package useful and your feedback is always welcome.

City Clerks Office
CommitteeClerk@coquitlam.ca
Coquitlam City Council

Coquitlam City Council is comprised of one Mayor and eight Councillors who are elected every three years for a three year term. The last general municipal election was held on November 15, 2008 and the next general municipal election will be held in November 2011.

Following are the names of the current Mayor and Councillors:

**Mayor:** Richard Stewart

**Councillors:** Brent Asmundson  
Barrie Lynch  
Doug Macdonell  
Neal Nicholson  
Mae Reid  
Linda Reimer  
Selina Robinson  
Lou Sekora

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. The Diagram on page 3 shows the current Committee structure.

Coquitlam Standing Committees

Section 141 (1) of the Community Charter states that “The Mayor must establish standing Committees for matters the Mayor considers would be better dealt with by Committee.”

In Coquitlam, the Mayor has established the following four Standing Committees, which are comprised of Council members only:

- Recreation, Sports and Culture Standing Committee
- Land Use and Economic Development Standing Committee
- Engineering, Utilities and Environment Standing Committee
- Strategic Priorities, Administration and Protective Services Standing Committee
Coquitlam Advisory Committees and Task Forces

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 2011 Council has established the following Advisory Committees and Task Forces:

- Arts and Culture Advisory Committee
- Coquitlam River Aggregate Committee
- Economic Development & Investment Advisory Panel
- Maillardville Commercial and Cultural Revitalization Task Force
- Multiculturalism Advisory Committee
- Riverview Advisory Committee
- Sport Council
- 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 Joint Family Court and Youth Justice Committee (established pursuant to the Provincial Court 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 and Task Forces 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 and/or Task Force 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 via the appropriate Standing Committee, it is Council's decision on how to proceed with the recommendation i.e. 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 Clerk's Office

A Committee Clerk is assigned by the 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 the appropriate Standing Committee for consideration
Coquitlam 2011 Committee Orientation Package

- Posts agendas and minutes to the City's website
- Handles meeting logistics such as providing a calendar of meeting dates, times and location, booking a meeting room, 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 the appropriate Standing Committee.

Committee Terms of Appointment

The term of appointment for Advisory Committee members is 18 months, 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 November 30th. Committee members are appointed to a Committee until a successor is appointed by Council.

The term of appointment for a Task Force is concurrent with the timeframe specified in the Terms of Reference. In general, the term of appointment would expire after submission of the final report of the Task Force. Council may extend the timeframe for a Task Force to complete its work.

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, Task Force 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.
Coquitlam

2011 Committee Orientation Package

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
- Not misrepresent themselves 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, favours, 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

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 or Task Force, the 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 and Task Force meetings are generally held in the Council Committee Room located at City Hall, 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 agenda for the current meeting. 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.

Quorum

A quorum of Committee Members for an Advisory Committee or Task Force 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 the appropriate Standing Committee as informal notes.
Rules of Procedure

The Rules of Procedure are outlined in Appendix “A” to this document. Advisory Committees, Task Forces 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 Clerks Office) or 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 Local Government Act, 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.

Conflict of Interest

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.

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.
Advisory Committees report to Council through the appropriate Standing Committee 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 Standing Committee will consider the Advisory Committee's recommendation and either forward it on to Council for formal approval, amend the recommendation or decline the recommendation. In some instances, the Committee does not require a recommendation to go forward to a Standing Committee or 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 regular distribution of Committee minutes.

Committees are required to submit an annual report to the appropriate Standing Committee/Council in November of each year summarizing its activities during the year.

Advisory Committees and Task Forces 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 or Task Force's Terms of Reference.

The authorized spokesperson for Advisory Committees and Task Forces is the Chair.

Advisory Committees, Task Forces 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.

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, Task Forces 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 or Task Force 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, Task Force or Statutory Committee. A member of the public may also be permitted, by the Chair and the Committee, to participate in a debate. However, only members or persons appointed to Committees by Council may move, second or vote on motions.

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, the Committee Clerk (committeeclerk@coquitlam.ca), or:

Jay Gilbert
City Clerk
604-927-3013
jgilbert@coquitlam.ca

Kerri Lore
Deputy City Clerk
604-927-3016
klore@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
- 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 Sport Council and Cultural Advisory Committee as Council members appointed to these bodies are non-voting members).

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 through the appropriate Standing Committee.

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 may be helpful and may 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