

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Note: This meeting will be live-streamed online at coquitlam.ca/webcasts

DATE: Wednesday, February 23, 2022

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

PLACE: **Council Chambers via Zoom**

CALL TO ORDER

1. **Welcome and Introductions**

ADOPTION OF MINUTES

2. **Minutes of the Economic Development Advisory Committee Meeting held on Wednesday, November 24, 2021**

NEW BUSINESS

3. **Committee Orientation** (10 min)
Chair / Staff
4. **Visitor Economy (Tourism) Update** (30 min)
Eric Kalnins, Tourism Manager
5. **Film Office Update** (10 min)
Eric Kalnins, Tourism Manager
6. **Economic Development Strategy Update** (20 min)
Andre Isakov, Manager Economic Development
7. **Emerging Issues** (20 min)
8. **2022 Work Plan Development and Approval** (20 minutes)
Chair / Staff / Committee

OTHER BUSINESS

NEXT MEETING DATE – Wednesday, March 30, 2022

ADJOURNMENT

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
Wednesday, November 24, 2021

A Regular Meeting of the Economic Development Advisory Committee convened on Wednesday, November 24, 2021 at 7:04 p.m. in the Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Steve Kim, Chair
Councillor Trish Mandewo, Vice Chair
Kathy Banner
Leslie Courchesne, Tri-Cities Chamber of Commerce
Marko Dekovic
Emma Friess
J. Brad Marko
Cody Muhle
Njeri Watkins
Catherine Williams, Douglas College Coquitlam Campus

REGRETS: Lilian Kan
Mladen Plecko
Araz Rismani
Georgiy Sekretaryuk
Kevin Volz

STAFF: Andre Isakov, Manager Economic Development
Eric Kalnins, Tourism Manager
Erin Desautels, Environmental Sustainability Manager
Raj Singh, Parks Planner
Julie Hunter, Committee Clerk

CALL TO ORDER

ADOPTION OF MINUTES

1. Minutes of the Economic Development Advisory Committee Meeting held on Wednesday, July 28, 2021

The Minutes of the Economic Development Advisory Committee Meeting held on Wednesday, July 28, 2021 were approved.

NEW BUSINESS**2. Blue Mountain Park Master Plan – Presentation and Committee Feedback**

The Parks Planner utilized an on-screen presentation entitled “Blue Mountain Park Master Plan” and referred to slides titled as follows:

- Agenda
- Location
- Master Plan Process
- Project Timeline
- Existing Park Amenities
- Three Zones
- The Field
- The Core
- The Grove
- Economic Benefits of Parks
- Questions and Feedback
- Committee Engagement Opportunities
- Thank You!

Discussion ensued relative to the following:

- The demand for outdoor fitness classes
- Safety improvements to the park
- Shared resources with School District 43
- The desire to encourage active transportation through infrastructure such as multi-use pathways, bike parking, etc
- Connectivity with the businesses in Austin Heights
- Parking and the desire for a drop-off zone
- The desire for park amenities that would support special events such as a food truck festival
- The understanding that rapidly increasing density in the area has driven the demand for an upgrade to the park
- Funding sources including development cost charges
- The high value given to green spaces and outdoor amenities in making Coquitlam an attractive place to live and work
- The history of the project

Members of the Committee were invited to provide further feedback via the public consultation link on the City website.

3. Economic Development Strategy

The Manager Economic Development utilized an on-screen presentation entitled “Economic Development Strategy: Terms of Reference” and referred to slides titled as follows:

- Presentation Objectives
- Background
- Goals
- Planning Principles
- Strategy Deliverables
- Timeline
- Public Engagement
- Next Steps

Discussion ensued relative to the following:

- Sources of investment and the direct foreign investment plan
- The Request for Proposals process
- The impacts of the COVID-19 pandemic and the need to reassess strategic directions
- The desire to focus on maximizing assets and community capacity
- Community engagement in the planning process
- The desire to target desirable business types and to maintain a balance of business types
- The engagement process with First Nations
- The timing of the upcoming municipal election and whether it will impact the project timelines
- Potential funding from the federal government for the planning process
- The desire to identify key community assets
- The importance of optimizing the climate for existing businesses
- The importance of creating an environment that is attractive to talent
- The understanding that employers and workers are seeking opportunities close to cultural amenities, lively streetscapes, recreation, trees and natural green spaces
- The alignment with Invest Vancouver for foreign investment
- The potential to enter a partnership with Coquitlam’s sister City in Korea
- The growing trend of stacked industrial land use and the desire to explore related opportunities
- The desire to retain culture, nature, art, and a family and people-friendly environment in business development
- The potential use of incentives such as tax credits
- The importance of supporting currently existing businesses and the belief that certain businesses need the support of other nearby businesses to be successful
- The project timelines and the next steps.

Committee members were invited to provide further feedback to the Manager Economic Development.

4. Environmental Sustainability Plan – Presentation and Committee Feedback

The Environmental Sustainability Manager utilized an on-screen presentation entitled “Environmental Sustainability Plan Highlights” and referred to slides titled as follows:

- Outline
- Purpose
- Background
- Progress to Date
- What we heard from the community
- What we heard from you
- Themes
- ESP Structure
- Climate Action

There was no discussion with respect to this item. Members of the Committee were invited to provide feedback via the public consultation link on the City website.

5. Project Greenlight

The Manager Economic Development utilized an on-screen presentation entitled “Project Greenlight” and referred to slides titled as follows:

- Presentation Objectives
- Project Greenlight
- Cities as Platforms for Innovation
- Asset-Owner Network
- Application Intake Streams
- For Innovators
- 2021 Updates
- Questions?

Discussion ensued relative to the following:

- The desire to grow the technology sector in Coquitlam
- Business retention and expansion
- The development of new strategic partnerships
- Procurement process
- Opportunities related to virtual business incubation
- The importance of addressing the lack of office space and commercial space in the city

K. Banner, E. Friess, C. Muhl and C. Williams left the meeting at this time (9:00 p.m.).

The Chair noted that the Committee no longer had quorum and the meeting would continue as an informal meeting.

ADJOURNMENT

The meeting adjourned at 9:00 p.m.

MINUTES CERTIFIED CORRECT

CHAIR

Julie Hunter
Committee Clerk

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE
Wednesday, November 24, 2021

In the absence of quorum, an Informal Meeting of the Economic Development Advisory Committee convened on Wednesday, November 24, 2021 at 9:00 p.m. in the Council Chambers, City Hall, 3000 Guildford Way, Coquitlam, BC with the following persons present:

COMMITTEE MEMBERS: Councillor Steve Kim, Chair
 Councillor Trish Mandewo, Vice Chair
 Leslie Courchesne, Tri-Cities Chamber of Commerce
 Marko Dekovic
 J. Brad Marko
 Njeri Watkins

REGRETS: Kathy Banner
 Emma Friess
 Lilian Kan
 Cody Muhle
 Mladen Plecko
 Araz Rismani
 Georgiy Sekretaryuk
 Kevin Volz
 Catherine Williams, Douglas College Coquitlam Campus

STAFF: Andre Isakov, Manager Economic Development
 Eric Kalnins, Tourism Manager
 Julie Hunter, Committee Clerk

CALL TO ORDER

The Chair noted that in the absence of quorum, the meeting would continue as an informal meeting.

NEW BUSINESS (CONTINUED)**6. Creative Industries - Presentation**

The Manager Economic Development utilized an on-screen presentation entitled “Creative Industries” and referred to slides titled as follows:

- Leveraging Coquitlam’s Creative Industries to Support Economic Growth
- Creative Industries – Beyond the Arts
- Sectors
- Value Proposition
- Direct Value
- Impacts
- Assets
- Local Assets
- Cultural Assets
- Creative Industries & Placemaking
- Opportunities
- Growth
- Questions?

M. Dekovic left the meeting at this time (9:30 p.m.).

7. 2021 Year End Review / Identify Potential Items for the Draft 2022 Work Plan

The Manager Economic Development provided an overview of the Committee’s achievements in 2021. He noted potential items for the 2022 Work Plan noting that the focus would mainly be on the Economic Development Strategy. Discussion ensued relative to potentially scheduling more meetings in 2022 particularly at the beginning of the year.

The Chair and the Vice Chair thanked the Committee for their contributions in 2021.

OTHER BUSINESS**NEXT MEETING DATE – TBD (2022)**

ADJOURNMENT

The informal meeting adjourned at 9:43 p.m.

INFORMAL MEETING NOTES CERTIFIED CORRECT

CHAIR

Julie Hunter
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 next General Local Election will be held on October 15, 2022.

Following are the names of the current Mayor and Councillors:

Mayor:	Richard Stewart
Councillors:	Brent Asmundson Craig Hodge Steve Kim Trish Mandewo Dennis Marsden Teri Towner Chris Wilson

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 2022 Council has established the following Advisory Committees:

- Culture Services Advisory Committee
- Community Safety Advisory Committee
- Economic Development Advisory Committee
- Multiculturalism Advisory Committee
- Sports and Recreation 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 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
- 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 meeting minutes, 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
- Coordinates and provides presentations and engagement activities to the Committee
- 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 the staff lead 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, committee meetings will wind up in the month of September; however, appointments remain in place until December 31.

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.

Electronic Attendance. Members joining electronically are encouraged to join from a quiet space with good internet connectivity, and to participate fully in the meeting without interruptions as if physically sitting at the meeting table. The Chair may make the decision to remove a member from the electronic meeting if the loss of their audio/video connection (i.e. repeated comings and goings) is deemed disruptive to the meeting process.

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 be given access to or use details of 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 Meetings

Advisory Committee meetings are generally held in either the Council Chamber or the Council Committee Room located at City Hall, Main Floor, 3000 Guildford Way, Coquitlam, BC, and can be held electronically for reasons of public health and safety or to comply with other City policies and/or procedures.

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.

Should quorum be lost due to a disruptive internet connection (e.g. a member's audio visual is lost or they repeatedly drop in and out of the meeting), the person responsible for recording the minutes shall note that quorum was lost, and add a notation to the minutes that states: *"Due to technical difficulties with internet access, a member could not vote/fully participate electronically and, therefore, could not be included as part of quorum."*

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 and/or Vice 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.

Sub-Committees and Working Groups

There are many ways in which Committees may provide feedback to Council, although it is typically via the Committee minutes. In some cases, there may be specific topics that require further investigation and research, or event planning to provide input to. In these instances,

Committees may establish sub-committees or working groups of their members. Their purpose is to conduct research, gather information and/or brainstorm event planning so that the Committee can discuss the findings and events. These groups may work on their own (or in partnership with staff leads) and report back to the Committee. In general, these groups are meant to undertake their work without regular support from staff or the City Clerk's Office. Sub-committees and working groups should *not* bring forward recommendations or directions to the Committee, as that is a discussion that needs to take place within the Committee as a whole. Sub-committees and working groups may only have a limited number of members; the number of group members cannot equal quorum (the majority) of the whole Committee. Council is advised of the establishment of these sub-committees and working groups and their work through the committee meeting minutes.

Following are some suggestions to help guide the organization and work planning of sub-committees and working groups:

1. Select a group leader and choose a name for your sub-committee
2. Use emails, texts, or Doodle Polls to schedule meeting dates
3. Use Zoom to hold virtual meetings
4. Prepare a discussion outline for each meeting
5. Assign a note taker and capture key information/findings
6. Provide information updates to the Committee during regularly scheduled advisory committee meetings
7. Prepare a final report with findings for the Committee's consideration

Any questions for staff regarding the purpose or work of sub-committees and working groups should be directed by email to the Committee Clerk at committeeclerk@coquitlam.ca.

Reporting to Council

Advisory Committees report to Council through recommendations from staff reports or recommendations in the minutes 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 each advisory committee is the Committee's 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*.

Members of the public are observers and may not participate in the discussion unless they are 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 at 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 and Recreation 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



2022 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
Wednesday, February 23, 2022	7:00 – 9:00 pm	Zoom conference
*Wednesday, March 30, 2022	7:00 – 9:00 pm	Zoom conference
Wednesday, May 25, 2022	7:00 – 9:00 pm	Zoom conference
Wednesday, July 27, 2022	7:00 – 9:00 pm	Zoom conference
No meetings in August		
Wednesday, September 28, 2022	7:00 – 9:00 pm	Zoom conference
Advisory Committees conclude in September due to the General Local Election		

Note:

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.

2022 Economic Development Advisory Committee Work Plan

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.

2022 Work Plan Items

Item	Department / Presenter	Comments (i.e. Initiated by, Council Priority Assignment A, B, C)
Committee Welcome & Orientation	Chair / Clerks	
2022 Work Plan Approval	Committee / Staff	
Economic Development Strategy (Standing Item)	Economic Development Staff	“B”
Visitor Economy (Tourism) Update	Economic Development Staff	
Film Update	Economic Development Staff	
Business Improvement Area Update <ul style="list-style-type: none"> • Austin Heights BIA Delegation • AHBIA in Coquitlam Hosting BIABC & IDA Pacific Northwest Regional Conference 	Economic Development Staff	
Emerging Issues (Standing Item)	Committee	
2022 Committee Review and Feedback	Committee	
2023 Work Plan Development	Economic Development/Clerks	