

TERMS OF REFERENCE
Mayor's Citizen Advisory Roundtable
January 2023

The City of Port Coquitlam is committed to obtaining valuable input and feedback from its residents. The Mayor's Citizen Advisory Roundtable (MCAR) relies on Port Coquitlam community members to bring their experience, ideas and share their opinions and perspective and provide feedback in a focused, small group structure.

1. Mayor's Citizen Advisory Roundtable Mandate

The mandate of the Mayor's Citizen Advisory Roundtable ("Roundtable") is to exchange ideas about how to address challenges and provide input on a variety of topics for the City of Port Coquitlam ("the City"). The Roundtable will represent a well-rounded group of individuals representing different ages, interests and experiences and provide advice and feedback to Council.

2. Roles, Responsibilities and Opportunities

- a) Act as a resource to City staff on a variety of topics, issues, projects and initiatives;
- b) Share feedback and provide input to City staff and Council on programs and initiatives that enhance the quality of life in Port Coquitlam and help the City move towards its strategic vision;
- c) Roundtable priorities will be developed each year to align with the City's Action Plan and Council Priorities;
- d) Identify opportunities to educate and inform the City's residents, visitors and businesses on creative ways to make Port Coquitlam a better place for everyone who lives, works, visits and invests here.

3. Membership

MCAR will consist of a minimum of eight to a maximum of eighteen members. Volunteer members are appointed by the Mayor for a term of two (2) year with the possibility of reappointment for additional terms. The following will be considered when appointing members:

- a) Ensuring the diversity of members with respect to neighbourhoods - age, gender, ability, ethnicity and other aspects of diversity.
- b) It is strongly preferred that members are residents, representatives from local service organizations and businesses in Port Coquitlam
- c) Member demonstrate personal and professional experience, such as:
 - Knowledge and understanding of the City as a whole;
 - Commitment as a change-agent in for matters in the community;
 - Experience working in teams, with community groups, boards or organizations.

Reappointment:

- a) Members will have the option to put their name forward to be considered for re-appointment by the Mayor as part of the annual recruitment process for membership. In order to provide continuity, a minimum of 40% of the total number of members will be considered for reappointment;
- b) Near the end of the two-year term the Roundtable members will have the opportunity to provide input on Roundtable composition and numbers based on community issues at the Roundtable. All members can encourage individuals who would be a good fit for the Roundtable to apply.

4. General Terms and Code of Conduct

- a) Attend and actively participate in Mayor's Citizen Advisory Roundtable meetings and any working group meetings as required. Members who are absent from three consecutive meetings, without reasonable cause or leave of absence, may be dismissed from membership to the Roundtable and not eligible for re-appointment;
- b) Members are not permitted to designate alternate representation at meetings. Notice is given to members at the beginning of the meeting if a guest is attending a meeting;
- c) Contribute time, knowledge, skill and expertise to the fulfillment of the Roundtable's roles and responsibilities;
- d) Understand, respect and follow the mandate, roles and responsibilities of the Roundtable;
- e) Communication with the City is through the Mayor's EA;
- f) Abide by and subject to Federal, Provincial and Municipal laws and policies, including the City's Respectful Workplace Policy and Freedom of Information.
- g) All media or public communication requests must be directed to City staff to be passed on to the City's Communications Department for approval. Members of the Roundtable are not permitted to speak on behalf of the City;
- h) Adhere to the Roundtable Community Agreement:
 - RESPECT: that everyone in the group has different experiences and backgrounds. Avoid making generalizations and be clear on whether you are speaking as 'I' or 'We';
 - CONFIDENTIALITY: Create and respect boundaries, accept and respect non-disclosure;
 - ACCOUNTABILITY: Be responsible for what you say. Be aware of opinion versus fact and assume best intentions from one another while being accountable to acknowledge impact;
 - TAKE SPACE, MAKE SPACE: Small groups will allow each person the opportunity and safe space to contribute. Be respectful of those who choose not to contribute if that is their wish. Be mindful of the length of your shares/contribution and the agenda;
 - PRESENCE: Listen and be present in conversation without interruption;
 - WE ARE ALL LEARNING: Be patient and kind with each other. Make space for mistakes and be open/willing to be gently corrected;
 - WE ARE HERE TO WORK TOGETHER – we want to understand barriers but look to solutions, and what's possible. We are all on the same team. Remember that everyone is here because they want to learn and take action.

5. Meetings and Procedures

- a) The Roundtable will meet six (6) to eight (8) times a year;
- b) Working groups and sub-committees, established on a project-by-project basis, shall meet as required;
- c) Minutes will be circulated after each meeting by the staff liaison;
- d) Records are in the custody and control of the City and they are subject to the Freedom of Information and Protection of Privacy Act;
- e) The Roundtable's Terms of Reference will be reviewed, at minimum, every two years by City staff representatives, the Mayor and Roundtable members.

6. Reimbursement:

- a) Members of the Mayor's Citizen Advisory Roundtable are volunteers and will serve without remuneration;
- b) The City acknowledges the emotional and intellectual labour the members contribute and will recognize member's civic leadership and engagement as part of the City's volunteer recognition.

7. Staff Assistance

- a) The Chief Administrative Officer or their designate will appoint staff assistance from:
 - Staff of the various City departments; and
 - Other staff as required.
- b) City staff provide administrative, and technical support, act as staff liaison and support as chair or co-chair;
- c) City Staff will act as liaison to the Mayor and Chief Administrative Office, including providing an update following each Roundtable meeting, and bringing points for discussion or decision-making, as required;
- d) Mayor, Council, City managers and directors may attend upon invitation from the chair or co-chair.