

### 1. Role of the Task Force

The **Development Services Division Review Task Force** is established as a Select Committee under the *Community Charter* to advise Council on opportunities to improve the City's development approval processes and other divisional improvements and address the impacts of rising costs of construction on residential and commercial construction activity.

The Task Force will:

- Receive presentations and information on current development-related processes in the City, including an overview of municipal costs and other financial implications associated with development;
- Provide guidance and feedback based on members' personal experiences with development and permitting in the City of Penticton;
- Develop recommendations to inform a broader third-party review of the Development Services Division; and
- Prepare recommendations for Council's consideration regarding potential improvements to development approval processes and the Division overall.

### 2. Membership

The Task Force shall consist of **Eleven (11)** voting members appointed by Council. Preference will be given for:

- Two (2) Representatives from organized development industry group (CHBA, UDI, SICA, etc.);
- Two (2) representatives from local business organizations (Chamber of Commerce, PIDA, DPBIA etc.);
- Two (2) Representatives from the design industry (architect, residential design etc.);
- One (1) Engineering professional (geotechnical, structural or civic);
- Two (2) Members of the Business, Building and Development Community on the basis of their knowledge or interest in the development process;
- Two (2) Representatives from the non-profit housing community.

### 3. Qualifications

The following are considered minimum qualifications to serve on the Task Force:

- Available to attend meetings (electronic or in-person), which begin at 7:30 a.m.
- Access to a computer and an e-mail address in order to participate electronically in meetings and to receive and respond to communications and information including Task Force meeting agenda packages.

## **4. Appointment and Term**

The Task Force will run concurrent with the four-year term of Council, with the current term ending in summer 2026. Members will be appointed by Council. A majority of appointed voting members shall constitute a quorum. Members must make a reasonable effort to notify staff at least two days before the meeting if they are unable to attend.

Council shall appoint one (1) non-voting Council representative to the Task Force. The Council representative will be the liaison to the rest of Council and will report on the work of the Task Force. The Mayor or Deputy Mayor will act as alternate Council representative.

The Task Force members shall appoint a Chair and Vice-Chair.

## **5. Meeting Procedures**

The Task Force shall meet bi-monthly with a minimum of four (4) meetings, ending prior to the end of the Council term. For certainty, the rules and procedures of Council Procedure Bylaw and all amendments thereto shall be observed as far as may be applicable.

The General Manager of Development Services will be the staff liaison and provide technical support for the Task Force, with additional staff attending as needed. The Legislative Services Department will provide meeting management and recording support for the Task Force.

## **6. Conflict of Interest**

All Task Force members are expected to review and sign a Conflict of Interest Declaration and adhere to the requirements set out in the declaration.

If a Task Force member attending a meeting considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any other reason, the member must declare this and state the general nature of why they considers this to be the case and immediately leave the meeting or the part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Task Force member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

## **7. Removal of a Member from Task Force**

Council may remove a member from a Task Force for good and sufficient reason, which may include any of the following, without limitation:

- a) the absence of a Task Force member from three (3) consecutive regularly scheduled Task Force meetings, unless the absence is because of illness or is with leave of the Task Force;
- b) a finding by Council that the Task Force member has engaged in misconduct, such as bullying or harassment of another member or a City employee; or
- c) participation by a Task Force member in circumstances where the member has a conflict of interest.

In any case where Council proposes to remove a member from a Task Force, the member will be provided with notice and an opportunity to be heard by Council prior to Council voting on the matter.

## **8. Resignation**

Any member may resign upon sending written notice to the Corporate Officer. In the event of a vacancy occurring during a regular term, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

## **9. Confidentiality and Closed Meeting**

All Task Force members are expected to review and sign a Confidentiality Declaration and adhere to the requirements set out in the declaration.

No meeting or part thereof shall be closed to the public except in accordance with Section 90 of the *Community Charter*. Should a Closed meeting be held by the Task Force, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.