



Agenda

penticton.ca

Economic Prosperity and Development Services Advisory Committee Meeting

to be held at
City of Penticton, Council Chambers
171 Main Street, Penticton, BC

Thursday, April 18, 2019
at 9:00 a.m.

1. **Call Regular Committee Meeting to Order**
2. **Adoption of Agenda**
3. **Adoption of Minutes**
4. **Business Arising from Prior Meetings**
5. **New Business**
 - 5.1 Committee Orientation and Election of Chair – Paula McKinnon, Legislative Assistant
 - 5.2 Development Services & Economic Development 2019 Work Plan Update – Anthony Haddad, Director of Development Services
 - 5.3 Official Community Plan Update – Ben Johnson, Manager of Special Projects
6. **Council Outcome**
7. **Next Meeting**
8. **Adjournment**

Council Committee Liaison Training Outline:

Roles and Responsibilities:

Staff Liaison – oversight of activities and technical expertise support

Ensure that supporting material is included with the distribution of the agenda

Prepare potential motions on agenda items for consideration by the committee

Providing financial background and analysis of the monetary impacts on the potential decision or a clear indication of the amount of budget involved would assist the committee in formulating workable recommendations.

Provide details on how other local governments have approached certain issues in terms of structure, budgets and goals.

Report back on items forwarded to Council for decision.

Support the Chair and Committee Clerk.

Council Liaison – Represent Council at the table and ensure that the decision or opinion of the majority of Council is communicated. Communicate back to Council on Committee progress, issues, etc.

Chair – The chair is responsible for controlling the flow and the conduct of the meeting in accordance with the Council Procedure Bylaw, the Committee Terms of Reference and when appropriate, Roberts Rules of Order

The chair serves as official spokesperson for the committee.

The chair does not state an official City position on any topic referred to the committee.

The chair develops and reviews the agenda in consultation with the Committee Clerk and Staff Liaison prior to its distribution to the rest of the committee and allows for adequate time to conduct this review by members.

The chair provides effective communications to the members between meetings.

Follow up with a committee member who has missed two or more consecutive meetings

Committee Clerk – see full description in Appendix 1

Work with the Staff Liaison and the Chair to prepare agendas and circulate to committee members

Assist the chair with meeting management and parliamentary procedure

Take minutes and circulate as required for approval, to be finally forwarded to Council

Work with the Staff Liaison and the Chair to prepare motions related to agenda items for consideration and voting at Committee Meetings

When a motion is raised on the floor that was not pre-prepared, work with the chair to create an applicable motion to be voted on – the members providing the time and support to the Committee Clerk to formulate a proper motion

Generally:

Agendas

Committee Clerk will work with staff liaison and chair to set agenda

One week in advance, items to committee clerk (reports, presentations)

Reports and Presentations

Make sure the Committee members have these in advance so they can review and be prepared to speak to the issue, vote on a motion. These reports and presentations can be the basis for Council reports and presentations, so the work does not have to be completely redone. Include a motion if you are looking for the committee to make a decision. If you want to encourage discussion, add a couple of questions at the end of the presentation to start the communication at the meeting.

Rules of Order

Committees have the same rules as Council, and these can be found in the Council Procedure Bylaw.

Quorum. Your terms of reference will note how many members are needed for quorum. Once members have arrived, the Chair calls the meeting to order, if there is not enough for quorum, the meeting is adjourned and no business can take place. Rather than have the whole group feel like they have wasted their time, you can chat quickly about what will be covered at the next meeting, but no direction can be given.

Decisions are made by motions. If the committee is simply looking for staff to bring back information that is already available, this is just a note in the minutes. Any 'new' staff projects or work being proposed by the committee need to be approved by Council, so have the committee make a motion and vote on it.

To keep order, it is best if people raise their hands and are addressed by the chair to speak.

Help the chair if you can. If one or two members of the committee are doing all the talking, when you have a chance ask one of the other members what they are thinking.

Corporate Services can do some training with Chairs and co-chairs to help with effective meetings, just ask.

Appendix 1 – Responsibilities for Administrative Support Staff Person (from L Zwarn report)

General Responsibilities

- a) Keeps an official list of members of the group and papers and instructions pertaining to it
- b) Notifies members of their appointments to the group
- c) Deals with all correspondence sent to committee and carry on all official correspondence for the group
- d) Maintains and stores minutes and all related materials
- e) Is familiar with parliamentary procedures used by the group and offer advice on such

Before the Meeting

- a) Arranges logistics of the meetings
- b) Prepares agendas in consultation with chair
- c) Informs chair of activities that have been referred to upcoming meetings
- d) Ensures agenda is prepared and circulated
- e) Ensures necessary material and staff resources are available
- f) Sends out notices and notifies delegations
- g) Brings a copy of all governing documents and legislation of the committee to every meeting
- h) Brings additional copies of the agenda package, in case the members have forgotten to bring their copies
- i) Prepares the minutes in advance to the degree that is possible

During the Meeting

- a) Keeps track of attendance at meetings
- b) Ensures that the adopted minutes are signed
- c) Offers information which members do not appear to have
- d) Finds previous mention of an issue in earlier minutes, if requested
- e) Cautions if members' actions appear to be inappropriate
- f) Helps phrase motions and amendments
- g) Requests that chair temporarily halt the meeting if comments are flowing so fast that it is impossible to make an accurate summation

After the Meeting

- a) Posts the adopted minutes to the website
- b) Updates the electronic versions of the documents and files the signed minutes
- c) Sorts out comments, suggested actions and decisions expressed at meeting and produces an accurate summation within a reasonable time period
- d) Finishes the preparation of the draft minutes and circulates those draft minutes to the staff liaison and the chair for comments
- e) Deals with all correspondences sent to the group and carries out all official correspondence for the group
- f) Authenticates all records and documents associated with the meeting by having the chair add his or her signature
- g) Finalizes the draft minutes, once has received the comments from circulation.
- h) Prints final version of the minutes for signature.



Council Committees - Overview

Council may establish and appoint committees to consider or inquire into any matter and to report its findings and opinion to Council.

Council Committees do not have the authority to take action or incur expenses without Council's approval. Council provides approval by way of a resolution passed at a meeting of Council.

Committees proceedings are outlined in "Council Procedure Bylaw 2018-35" which is available on our website or on request. Committee Members shall appoint a Chair at the first meeting.

Sections of the Procedure Bylaw which will be particularly applicable to your committee meetings are:

Section 62 - Quorum

A quorum must be present as outline in the Terms of Reference.

Section 21 - No Quorum

Committee members and staff are expected to remain at the meeting and wait for late members to arrive for up to 30 minutes. If there is still no quorum after 30 minutes, the meeting will have to be rescheduled.

Section 26 - Delegations

Delegations or persons wishing to appear before the Committee to present briefs or submissions may be received provided that written notice of the subject matter is delivered to the Recording Secretary in advance of the preparation of the agenda. The Chair shall have the authority to determine if the said subject matter warrants the delegation to come before the Committee at that particular meeting and may determine at which meeting such delegation may appear and be heard. Each address must be limited to five (5) minutes unless a longer period is agreed to by the Chair.

Delegations must be advised of the time limit and, if necessary, encouraged to conclude their presentation. Delegations are able to make suggestions to the committee, however, they are not able to make motions and they are not free to contribute to the discussion after their presentation has concluded. If a committee member has a specific question of the delegation, a question is asked through the Chair.

General Provisions

Committee meetings are open to the public. The public are welcome and encouraged to attend meetings to observe but unless they are a delegation on the agenda, they are not to participate in the meeting.

There may be exceptions when a committee meeting may be 'closed'; however, this will be predetermined in consultation with the Corporate Officer and in accordance with the *Community Charter*.

The Chair will liaise with the Recording Secretary to prepare the agenda and review the minutes. All correspondence is distributed through e-mail so please ensure that the Recording Secretary has your current e-mail address. The Recording Secretary will prepare and distribute any correspondence on behalf of your committee. Committee members are not permitted to sign correspondence on behalf of the Committee or the City.

The Recording Secretary attends meetings to record the minutes and to ensure that proper procedure is followed. The Recording Secretary may interject to correct process.

Prior to debate on agenda items, a motion must be on the floor. Clarification is permitted prior to making a motion, however, the Recording Secretary will remind you if the discussion is proceeding and no motion has been made.

Pursuant to City practice, minutes are a record of what has been decided by the Committee, not what was said by each member.

City staff are in attendance at the meetings to provide assistance and expertise.

ROLE OF A COMMITTEE CHAIR

PART 1 – INTRODUCTION

Definitions

1. "Chair" means presiding officer who is chairing a meeting;
2. "Community Charter" means *Community Charter S.B.C. c. 26* and any amendments thereto;
3. "Committee" means a standing, select, advisory or other committee of Council;
4. "Open meeting" except where the provisions of section 90 of the *Community Charter* apply, all committee meetings must be open to the public;
5. "Closed meeting" means an in-camera meeting to consider subject matter that is included in section 90 of the *Community Charter*;
6. "Motion" means a formal proposal made by a member at a committee meeting that directs an approval or a specified course of action;
7. "Quorum" a majority of the voting members appointed. In the case of a committee – half plus one;
8. "Resolution" means a formal determination made by a Committee that approves or orders a specified course of action.

PART 2 - DUTIES OF THE CHAIR

The Chair shall provide leadership in maintaining the committee's focus on the mandate in accordance with the Terms of Reference and preserve an orderly process and pace the meeting to ensure it runs to time. Key points to remember are:

- The Chair will liaise with the Committee Secretary and Staff to prepare the agenda with items referred to the committee from Council and any staff initiatives that require comment prior to moving to Council;
- The Chair will review the minutes for approval by Committee at the next meeting;
- Meetings follow Robert's Rules of Order;
- The Chair maintains order of the meeting;
- The Chair shall at all times conduct the manner and order of speaking to ensure that each member is allowed equal opportunity to speak;
- No member must interrupt another member who is speaking except to raise a point of order;
- If more than one member speaks the Chair must call on the member who, in the Chair's opinion, first spoke;
- When discussion is underway, it is the Chairperson's responsibility to ensure that it continues to flow smoothly by involving all members present and by not permitting one or two people to dominate the meeting;
- If a member has missed three consecutive meetings without notice to the Chair and the committee, it is the Chair's responsibility to contact the member to enquire as to the reason for their absence and to determine if the committee should request a new member to replace them;

- If a motion is made and a vote is taken, the majority wins the vote;
- All members must accept the majority decision;
- Minutes are NOT a record of discussions and personal opinions and ARE a record of actions and resolutions. The Committee Secretary will include a general overview of the topic being discussed.

During meetings the Chairperson can:

- Indicate progress, or lack of;
- Refocus discussion that has wandered off point;
- Conclude one point and lead into the next;
- Highlight the important points;
- Assist the secretary, if necessary; and
- Clarify any misunderstanding.

PART 3 – ORDER OF PROCEEDINGS

The agenda for all regular committee meetings shall include the following:

1. Call to Order;
2. Introduction of Late Items;
3. Adoption of Agenda;
4. Adoption of Minutes;
5. Delegations (if any)
6. Business Arising from Prior Meetings;
7. New Business;
8. Next Meeting
9. Adjournment

PART 4 – HANDLING A MOTION

When a motion is made, do not recognize any member or allow anyone to speak until the motion is seconded. The Committee Secretary will assist with the correct wording of the motion and will then read the motion to be seconded and considered. Once the motion has been seconded by another member, the motion is open for discussion. For example:

1st Member: "I move to recommend that Council"

Chair: "The motion has been made that (repeat motion) "Is there a second?"

2nd Member: "I second the motion."

Chair: "It has been moved and seconded that (repeat motion)." "Is there any discussion?"
If no discussion, Chair will call for a vote asking members who are in favor to raise their hands and say "Aye" and then call for those not in favor to raise their hands and say "No".

Example of a motion:

It was **MOVED** and **SECONDED** that the Penticton Arena Task Force recommends:
THAT Council direct staff to investigate the cost to engage a consultant.

CARRIED UNANIMOUSLY

If a motion is not seconded, the motion is defeated. In the case of a tie vote, that means that the required majority was not achieved and the motion is defeated. All members including the Chair vote. You cannot abstain from voting. Silence means you are in agreement. Councillors and staff are non-voting members;