

## Accessibility Task Force Meeting to be held via Zoom

Wednesday, May 3, 2023  
at 9:30 a.m.

1. **Call Regular Committee Meeting to Order**  
*We acknowledge that Penticton, where we live and work, is on the traditional lands of the Syilx People in the Okanagan Nation.*
2. **Adoption of Agenda**
3. **Adoption of Minutes**
4. **New Business**
  - 4.1 Committee Orientation – Hayley Anderson, Legislative Assistant 1-17
  - 4.2 Appointment of Committee Chair and Vice Chair – Hayley Anderson, Legislative Assistant
  - 4.3 Adoption of Meeting Schedule – Hayley Anderson, Legislative Assistant
  - 4.4 What to Expect – Sarah Desrosiers, Social Development Coordinator and Blake Laven, Director of Development Services
5. **Next Meeting**
6. **Public Question Period**
7. **Adjournment**

# Welcome

## Accessibility Task Force Members

May 3, 2023

Hayley Anderson, Legislative Assistant



# Select Committees<sup>2</sup>

Select Committees are created under the *Community Charter* to provide an opportunity for members of the public to work collaboratively and provide advice on matters referred to them by Council through their Terms of Reference.



# Terms of Reference<sup>3</sup>

- Outline important information, including:
  - Role of the Committee
  - Membership
  - Qualifications
  - Appointment and Term
  - Meeting Procedures
  - Conflict of Interest
  - Removal of Committee Member
  - Resignation
  - Confidentiality and Closed Meetings





# Rules of Procedure<sup>4</sup>

Select Committees have the same rules and procedures as Council, these can be found in the Council Procedure Bylaw No. 2018-35.

## The Corporation of the City of Penticton

### Bylaw No. 2018-35

*A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies*

WHEREAS pursuant to the *Community Charter*, Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of Penticton, in open meeting assembled ENACTS AS FOLLOWS:

#### PART 1 – INTRODUCTION

##### Title

1. This Bylaw may be cited as the "Council Procedure Bylaw No. 2018-35".

##### Definitions

2. In this Bylaw,

"City" means the City of Penticton;

"City Hall" means Penticton City Hall located at 171 Main Street, Penticton, British Columbia;

- The Terms of Reference notes how many members are needed for quorum.
- Once members have arrived, the Chair calls the meeting to order, if after 30 minutes there is no quorum, the meeting is adjourned and no business can take place.

Half + 1

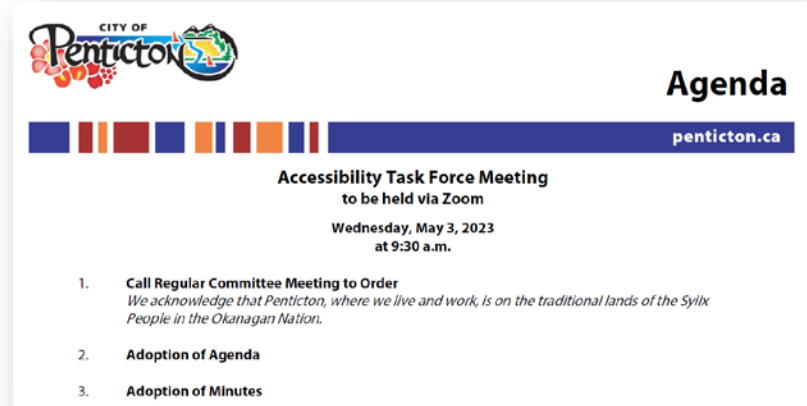


# Open Meetings<sup>6</sup>

- Committee meetings are open to the public.
- Meetings can be closed under section 90 of the *Community Charter*.



- The Legislative Assistant will work with the Staff Liaison and the Committee Chair to set the agenda.
- The agenda is shared with the committee members and posted on the website prior to the meeting date.







# Reports and Presentations<sup>8</sup>

- It is important that Committee members have these in advance so they can review and be prepared to speak to the issue and vote on a motion.
- Reports should include a motion (recommendation) if staff is looking for the Committee to make a decision.

# Decision Making

Committees make recommendations to Council by making a motion. Example: *THAT the Accessibility Task Force recommend that Council...*

- Any 'new' staff projects or work being proposed by the Committee needs to be approved by Council.





# Roles and Responsibilities – Chair

- Responsible for controlling the flow and the conduct of the meeting in accordance with the Council Procedure Bylaw, Terms of Reference and when appropriate, Roberts Rules of Order.
- Serves as official spokesperson for the Committee. They do not state an official City position on any topic referred to the Committee.
- Develops and reviews the agenda in consultation with the Staff Liaison and Legislative Assistant prior to its distribution to the rest of the Committee members.
- Responsible for following up with a Committee member who has missed three or more consecutive meetings.





# Roles and Responsibilities – **Committee Member**

- Responsible to meet with the group on a regular basis (frequency set out in the Terms of Reference) and participate in discussions involving matter that require community perspective and directive.
- Provide a “voice” for the general community by offering their opinion and directive in a recommendation to Council.





# Roles and Responsibilities – **Council Liaison**

Represent Council at the Committee table and communicate back to Council on the Committee progress, issues, etc.





# Roles and Responsibilities – **Staff Liaison**

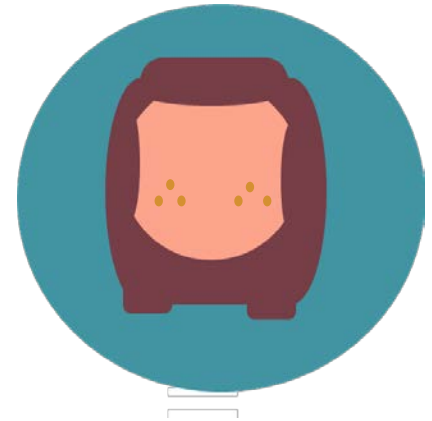
- Provides oversight of activities and technical expertise support and ensure that supporting material is included in the agenda.
- Responsible for providing financial background and analysis of the monetary impacts on the potential decision or a clear indication of the amount of budget involved that would assist the Committee in formulating workable recommendations.
- Will report back on items that the Committee recommended to Council.





# Roles and Responsibilities – **Legislative Assistant**

- Works with the Staff Liaison and the Chair to compile the agenda to be circulated to Committee members.
- Assists the Chair with meeting management and parliamentary procedure.
- Responsible for taking minutes and circulate as required for approval, before being forwarded to Council.
- When a motion is raised on the floor that was not pre-prepared, they will work with the Chair to create an applicable motion to be voted on.





# Electronic Participation<sup>1</sup> Expectation

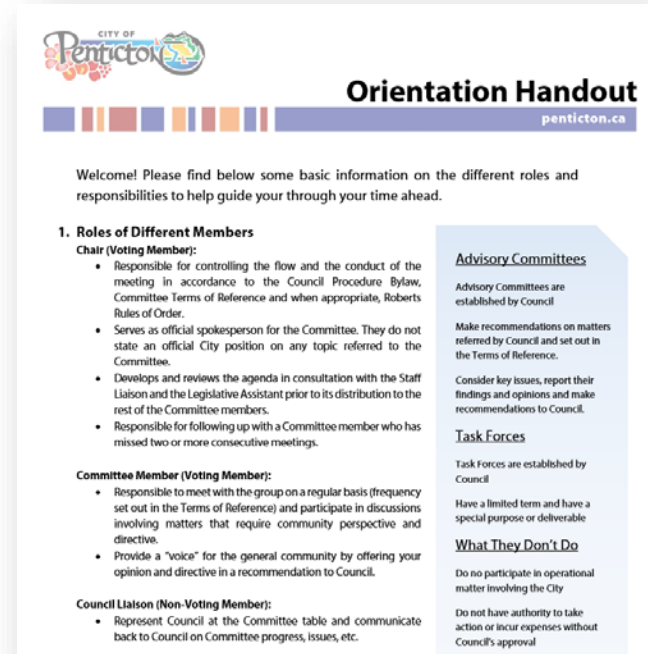
- Meetings to be taken place electronically via Zoom or in person.
- When electronically, so the Chair can determine if there is quorum, please keep camera on during meeting and mute yourself unless you are speaking.





# Orientation Handout<sup>16</sup>

- Provides basic information on the different roles and responsibilities.
- Covers similar information provided today – use it as a reference in the future!
- Attached in an email with the first Agenda package.



# Questions?

Hayley Anderson, Legislative Assistant

[committees@penticton.ca](mailto:committees@penticton.ca)

250-490-2473