

VILLAGE OF PORT ALICE
COMMITTEE OF THE WHOLE COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY MARCH 4, 2020 AT 4:00 PM
IN THE PORT ALICE COUNCIL CHAMBERS

CALL TO ORDER

ADOPTION OF AGENDA:

Committee of the Whole is a meeting to consider an issue, but not to decide upon any action.

- *Motions may be made, but do not need to be seconded*
- *Voting is undertaken in the same manner as in a regular council meeting*
- *Members of Council may speak on an issue an unlimited number of times, but may not speak longer than ten minutes on any one issue*
- *A motion to adjourn is not required*

MINUTES:

THAT the minutes of the February 5, 2020 Committee of the Whole meeting be approved.

ITEMS FOR DISCUSSION

1. Tourism Committee
Tourism Advisory Committee Terms of Reference.
Council Committee System Policy
2. Welcome to Port Alice Sign
3. Marina Float Damage

ADJOURNMENT

VILLAGE OF PORT ALICE COUNCIL
COMMITTEE OF THE WHOLE MEETING MINUTES
WEDNESDAY FEBRUARY 5, 2020
IN THE PORT ALICE COUNCIL CHAMBERS



Present Mayor Kevin Cameron
Councillor Holly Aldis
Councillor Sean Watson
Councillor Bruce Lloyd
Councillor Angela Yunker

Staff Bonnie Danyk, CAO / CFO

CALL TO ORDER: 4:00 pm

Mayor Kevin Cameron called the meeting to order at 4:00 pm

ADOPTION OF AGENDA:

COTW 03/20 *It was duly moved that the agenda be adopted.*
CARRIED

MINUTES:

COTW 04/20 ***THAT** the minutes of the January 8, 2020 Committee of the Whole meeting be approved.*
CARRIED

ITEMS FOR DISCUSSION:

1. OCP Amendment

Draft Village of Port Alice Official Community Plan Amendment Bylaw No. 659, 2020
Power Point presentation by Ken Cossey, KWC Planning Services

Next steps: Give OCP Amendment Bylaw # 659, 2020 1st and 2nd reading
Send the Bylaw to organizations and authorities for consultation
Set up public hearing

2. Dog Park

Possible area could be outside of Cemetery
Staff to investigate cost of land clearing, fencing, garbage disposal
Could be funded by grants or proceeds from Park land sale

3. Arena User Fees

Schedule G- Recreation Facilities Rates
January 30, 2020 email from Susan Ackerman, MIABC

Staff to prepare Bylaw to amend Schedule G

ADJOURNMENT: The meeting was adjourned at 4:40 pm
Certified Correct

Mayor

Chief Administrative Officer



Gateway to the Wild West Coast

Tourism Advisory Committee Terms of Reference

AUTHORITY

Select Committees of Council are established under the authority of Section 142 of the Community Charter. Membership must include at least one member from Council. It is the purpose of select committees to consider or inquire into any matter and to report its findings and opinion to the Council. Select Committees terms are typically defined and their purposes focused and task oriented. Village of Port Alice Committees are required to follow the Council Committee System Policy approved by Council on September 13, 2016.

PURPOSE

The Tourism Committee will strive to stimulate and encourage the development of local tourism efforts within the Village of Port Alice. The Committee is responsible for identifying strategic priorities and ensuring that there is an alignment between the tourism related objectives of the Committee with those of various other local partners and between other local and regional initiatives. The Committee is to guide and advise Council in the development and implementation of priorities for tourism in the Village of Port Alice.

The Committee does not have the authority to communicate with other levels of government, to pledge the credit of the Village of Port Alice or to authorize any expenditures to be charged against the Village of Port Alice.

MEMBERSHIP

- One member of council.
- Village appointed tourism representative or their appointed alternate.
- Five (5) persons appointed by council.
- Staff Liaison (non-voting member)

APPOINTMENT & TERM

Appointments will be for a one year term except in a year of a general local election when all Council Committee appointments will expire on November 30 of that year.

Committee members are expected to attend meetings regularly. Any member who is absent from two (2) consecutive regular meetings without leave of absence from the committee or

CONFIDENTIALITY

Committee members may have access to confidential information and as such that information shall remain confidential.

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of the meeting, until such time as the information is released to the public as lawfully authorized or required?

Should the Village suffer loss or damage due to contravention of confidentiality, the Village may recover damages from the person(s) for the loss or damage.

Chief Administrative Officer

Jan Allen,
Mayor

TITLE:	Council Committee System	CODE:	223/16
APPROVED BY:	Council	DATE APPROVED:	September 17, 2016
		AMENDED:	

POLICY

Pursuant to the *Community Charter*, s. 141, the Mayor must establish standing committees for matters the Mayor considers would be better dealt with by committee and pursuant to s. 142 the council may establish and appoint select committees to inquire into any matter and to report its findings and opinions to the Council.

DEFINITIONS

“Ex Officio” means the Mayor who may attend any committee meeting and has a vote, is not obliged to attend meetings, and shall not be counted for purposes of forming quorum.

“Standing Committee” is an advisory body to Council established by the Mayor pursuant to section 141 of the *Community Charter (Charter)* to which the Mayor shall appoint Council representatives and may appoint citizen members. The *Charter* requires that at least half the members be members of Council.

“Select Committees” are established by Council resolution pursuant to section 142 of the *Charter*, and to which Council may appoint citizens. At least one member of a select committee must be a council member. Council may also establish a short term Select Committee to inquire into a specific issue within a bounded time period and report its findings and opinions to Council after which they will have concluded their work and will be disbanded.

“Statutory Committee” means boards, commissions, or committees established pursuant to a specific enabling statute including a Library Board established pursuant to the *Library Act*, a Police Board established pursuant to the *Police Act*, a commission including a Parks Commission, Recreation Commission, and Heritage Commission etc., established pursuant to s. 953 of the *Local Government Act*, a Family Court Committee established pursuant to the *Provincial Court Act* and any other body established pursuant to enabling legislation which serves in an arms-length capacity on behalf of or in cooperation with the municipality.

“Staff Liaison” is the staff member assigned by the Chief Administrative Officer to assist a committee in a non-voting advisory and resource capacity.

PROCEDURE

1.0 Membership

1.1 Diversity

Membership of committees will be diverse, and broadly reflective of the community.

- 1.4.2 An individual can serve for up to four consecutive one year terms on any one committee.
- 1.4.3 When considering re-appointments for a consecutive term, committee stability and membership continuity will be considered.
- 1.4.4 All members remain in office until their respective successors are appointed.
- 1.4.5 Notwithstanding clause 1.4.4, all Council committee appointments expire on November 30 in the year of a general local election.

1.5 Terms of Appointment of Short Term Select Committees

The term of appointment of members to short term select committees is concurrent with the time frame provided to the short term select committee to complete its work; after which the member's terms expire unless extended by Council resolution.

1.6 Terms of Appointment of Statutory Committees

The term and conditions of appointment of members to statutory committees is as provided in the enabling statute or establishment bylaw.

1.7 Committee Vacancy Replacement Term

In the event of a vacancy, the person appointed to fill the vacancy shall hold office for the remainder of the term of the vacated office.

1.8 Attendance of Members at Meetings

Unless otherwise provided in the enabling statute or establishment bylaw, and except the Ex Officio member any member who is absent from two (2) consecutive regular meetings without leave of absence from the committee or without reason satisfactory to the committee shall forthwith cease to be a member of the committee and the appointing authority shall be advised by the committee.

1.9 Removal of Member from Committee

Council may remove or request the resignation at the request of the committee or on its own initiative any of its committee appointees for malfeasance in office, or any other good and sufficient cause.

1.10 Resignation of 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 staff liaison.

3.3 The Chief Administrative Officer may assign a Staff Liaison to assist committees by carrying out the duties specified in the committees Terms of Reference.

3.4 If the Staff Liaison has not been appointed by the Chief Administrative Officer, the committee shall appoint from amongst its members a member to take minutes. The processing of minutes will be as outlined under section 8 of this policy.

4.0 Meeting Schedule

4.1 Standing and Select committees will establish their own meeting schedules, holding meetings as required with a minimum of two (2) meetings per year.

4.2 Statutory committees meet as provided for in their enabling statute or establishment bylaw.

5.0 Quorum

Unless otherwise provided in a committee's enabling statute or establishment bylaw, a majority of the members of a committee constitute a quorum provided that one Council member is in attendance. For Standing Committees at least half of the quorum must be made up of members of Council.

6.0 Chair

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided for in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Mayor or Council has not already done so, each of whom hold office for a period of one year, to carry out the duties normally attributed to such office in conducting the business of the committee.

7.0 Agendas

The Staff Liaison is responsible, in consultation with the committee chair, for the preparation of committee agendas which are typed and distributed to committee members, the Council appointed alternate representative and other members of Council, by the Staff Liaison.

8.0 Minutes

8.1 Committee minutes, setting out the recommendations made of all meetings of committees shall be legibly recorded in a minute book by the Staff Liaison or committee member appointed by the committee.

8.2 Following review by the Committee Chair, the minutes shall be certified as correct by the Staff Liaison and:

8.2.1 be provided in draft form to the Administrative Assistant for circulation to Council on the public agenda for information; and

8.2.2 following adoption of the minutes at the next meeting of the committee, shall be signed by the Chair, or other member presiding at the meeting to which the minutes apply.

When responding on an issue referred by Council standing and select committees with the assistance of the staff liaison will submit reports in the prescribed format (see appendix "C") to Council in accordance with Council policy and the Council Procedure Bylaw. If deemed appropriate by the Chief Administrative Officer, committee reports will be accompanied by a staff report.

Committees shall not reconsider a decision of Council except with a referral from Council.

13.3 Timing of Reports and Minutes to Council

Reports and minutes from committee meetings scheduled in the week prior to a Council meeting will be submitted for the agenda of the following week for the next Council meeting after that, or as soon as reasonably possible.

14.0 Authority

Except as may be provided in their enabling statute or establishment bylaw, committees do not have the authority to communicate with other levels of government, to pledge the credit of Port Alice, or to authorize any expenditures to be charged against Port Alice.

15.0 Budget

15.1 Unless otherwise provided in their enabling statute or establishment bylaw, committees may request budget funds from Council in accordance with Port Alice budget preparation schedule and procedure.

15.2 Any solicitation of funds from other organizations requires the prior approval of Council.

15.3 The Committee shall have reasonable use of Village miscellaneous services such as photocopying, paper supplies, meeting areas, etc. which are primarily provided through the Staff Liaison.

16.0 Personal Liability

No member of a committee shall be liable in his or her personal capacity for any debt or liability of the committee. It is the responsibility of Port Alice to insure the members of committees against all liabilities related to fulfilling their responsibilities as a member of the committee.

17.0 Orientation

17.1 An orientation package for newly appointed members will be provided by Port Alice Administrative Assistant upon their appointment.

17.2 An orientation session will be provided by the staff liaison to each committee at the first meeting after annual committee appointments are made, where such orientation is deemed necessary by the staff liaison or committee.

18.0 New Committees

APPENDIX "A": Staff Liaison Duties

The Staff Liaison is a is a Port Alice staff member appointed by the Chief Administrative Officer who acts as committee Secretary to committees of Port Alice as assigned.

The Staff Liaison will provide the following services to each Committee:

1. Type and arrange circulation of the Committee's agenda.
2. Attend Committee meetings to record the minutes.
3. Prepare draft minutes within 2 working days after the meeting.
4. Print final minutes in prescribed format for appropriate distribution.
5. Prepare in final prescribed form, approved correspondence.
6. Ensure appropriate arrangements for committee meetings, including room bookings in accordance with prescribed Port Alice procedure.
7. Maintain and distribute the calendar of Council and committee meetings.
8. Perform other administrative duties related to the function of the Committees as assigned.

The Chair's duties are:

1. Check if a quorum is present and open the meeting at the prescribed time
2. Announce the business in the proper sequence (as on the agenda)
3. Recognize members entitled to speak, in the order in which they request to speak
4. State and put the questions (resolutions which have been moved and seconded) to a vote
5. Enforce the rules of decorum
6. Expedite business
7. Decide questions of order and respond to parliamentary enquiries (with the assistance of the staff liaison)
8. Declare the meeting adjourned

Decision-making

Committees should strive for consensus in their decision-making. However, final decisions are made by resolution adopted by a majority vote.

Voting and Debating Rights

Each member of a committee, including the Chair, may make or second motions, may debate motions and may vote.

Other Terms and Procedures

Unanimous General Consent is an informal method of resolving a routine and non-controversial procedural issue. For example, the presiding member may seek unanimous general consent as follows:

"Is there any objection to moving item 7 forward on the agenda and considering it now?
Hearing none, we will proceed now with item 7."

Friendly Amendment is an informal method of making a minor change to a motion or amendment. For example, during debate, it may be indicated that a minor change to a motion or amendment would better achieve the intent of the mover. The Chair may then ask:

"Is there any objection to adding the words '....'? Hearing no objection, the words are added and the motion now reads: '....' OR "Hearing no objection, the words are added. Would the Staff Liaison please read the motion. ... Is there any further discussion on the motion?"

Caution: Overuse of this method could result in confusion.

Motions and Amendments

A **main motion** is a proposal to take action or give direction. The steps of handling a main motion are:

A member makes a motion:

"I move that"

secondary amendment. If further amendments are desired, the question on the amendment to the amendment must be called before another amendment to the amendment can be made.

The steps in the process are:

1. A motion is made.
2. An amendment to the motion is made.
3. An amendment to the amendment is made.
4. The question on the amendment to the amendment is called. (a further amendment to the amendment could be made here.)
5. The question on the amendment is called. (a further amendment to the main motion could be made here).
6. The question on the main motion is called.

Debate on 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).

Motions Permitted While Matter Under Debate

During debate on a motion, there are a limited number of other motions which would be considered to be in order. These are: a motion to adjourn or recess the meeting, a motion to withdraw if made by the original mover, to amend, to refer to a sub-committee or to the *staff liaison* for report, or to postpone to a certain day. Questions of Privilege and Points of Order can also interrupt proceedings.

Replacement Motion

A replacement motion is like an amendment in that it sets aside the motion which it proposes to modify. If a replacement motion passes, there is no need to call the question on the original motion - the original motion is in effect gone.

“I move that the foregoing motion be replaced with the following: ...”

Motion to Withdraw a Motion

A motion which has been duly moved and seconded may only be withdrawn with the consent of the original mover and seconder. Once a motion to withdraw a motion has been carried, there is no record made in the minutes of the original motion having existed. It will not appear in the minutes.

Motion to refer:

A motion to send a main motion to a sub-committee or to staff for further study and report back (within the authority of the committee).

“I move that the foregoing motion be referred to staff for review and report back to the committee by”

Reading of Motions

A member may require the motion under consideration to be read. The Staff Liaison would then read the motion. Sometimes the Staff Liaison will ask to read a motion if the Staff Liaison is unsure what it is or feels others may not understand the exact motion being considered.

Rules of Decorum and Debate

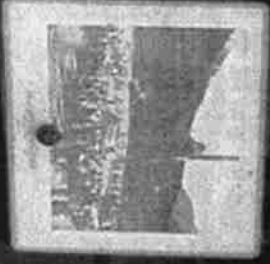
Committee meetings tend to be more informal than would a Council meeting. The Chair of the committee has the duty and authority to allow the level of informality he or she feels would best facilitate the work of the committee.

Here are some meeting rules which may be helpful and may be used by the committee:

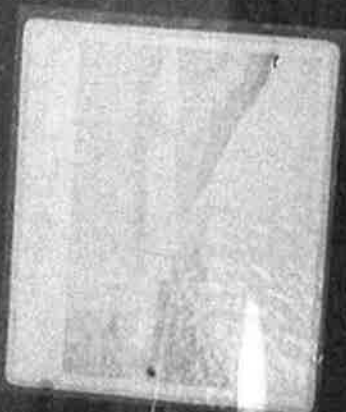
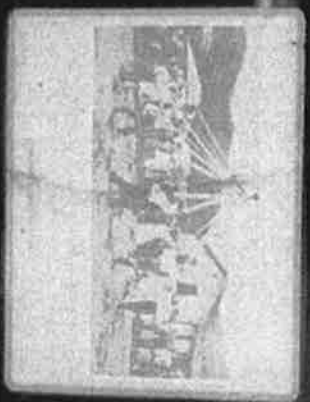
1. The maker of a motion has a right to speak first to their motion
2. To speak a second time, a member should wait until all those who wish to speak have done so for the first time
3. Members must remain courteous and avoid personal attacks of each other and staff
4. Remarks must be confined to the motion before the committee
5. Remarks are always directed "through the chair"
6. Members should not interrupt another speaker
7. There are no limitations on the number of times a member may speak, or the length of speeches unless the Council Procedure Bylaw sets limits.
8. Motions should be phrased concisely and to the point
9. A decision to close debate can be made by unanimous general consent, by resolution or by the chair

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