



“To deliver effective and efficient, local government services that benefit our citizens, our businesses, our environment and our future”

THE CORPORATION OF THE CITY OF VERNON

A G E N D A

COMMITTEE OF THE WHOLE

CITY HALL COUNCIL CHAMBER

TUESDAY, OCTOBER 13, 2020

AT 8:40 AM

AGENDA

1. CALL TO ORDER

A. THAT the Agenda for the October 13, 2020, Committee of the Whole meeting be adopted as presented.

2. ADOPTION OF MINUTES

A. THAT the minutes of the Committee of the Whole meeting of Council held September 28, 2020, be adopted. **(P. 2)**

MINUTES

3. BUSINESS ARISING FROM THE MINUTES

4. GENERAL MATTERS

5. UNFINISHED BUSINESS

6. NEW BUSINESS

**AMENDMENT TO
COUNCIL COMMITTEE
STRUCTURE POLICY
(0110-40)
(P. 4)**

A. THAT Council adopts the amendments to the Council Committee Structure Policy as provided in Attachment 1 of the memorandum dated October 2, 2020, titled *Amendment to Council Committee Structure Policy*, respectfully submitted by the Deputy CAO.

7. LEGISLATIVE MATTERS

8. COUNCIL INFORMATION UPDATES

9. G.V.A.C. / R.D.N.O REGULAR MEETINGS

10. INFORMATION ITEMS

11. CLOSE OF MEETING

THE CORPORATION OF THE CITY OF VERNON

**MINUTES OF A COMMITTEE OF THE WHOLE MEETING
HELD MONDAY, SEPTEMBER 28, 2020**

PRESENT: Mayor V. Cumming

Councillors: S. Anderson, K. Fehr, K. Gares
A. Mund, B. Quiring, D. Nahal

Staff: W. Pearce, Chief Administrative Officer
P. Bridal, DCAO, Director, Corporate Services
K. Austin, Manager, Legislative Services
C. Poirier, Manager, Communications & Grants
C. Ovens, Acting Director, Operations
D. Ross, Director, Recreation Services
A. Stuart, Manager, Financial Reporting
K. Flick, Director, Community Infrastructure and Development
S. Wright, Manager, Recreation Programs
K. Poole, Manager, Economic Development & Tourism
D. Law, Director, Financial Services
B. Bandy, Manager, Real Estate
A. Watson, Manager, Transportation*
S. Melenko, Information Technician I*

**Attended as required*

Others: Media and members of the public

CALL TO ORDER Mayor Victor Cumming called the meeting to order at 8:40 am.

AGENDA ADOPTION Moved by Councillor Mund, seconded by Councillor Gares:

THAT the Agenda for the September 28, 2020 Committee of the Whole meeting be adopted, as presented.

CARRIED

ADOPTION OF THE MINUTES Moved by Councillor Mund, seconded by Councillor Fehr:

THAT the minutes of the Committee of the Whole meeting of Council held September 14, 2020, be adopted, as presented.

CARRIED

BUSINESS ARISING FROM THE MINUTES

GENERAL MATTERS

UNFINISHED BUSINESS

NEW BUSINESS

LEGISLATIVE MATTERS

COUNCIL INFORMATION UPDATES

G.V.A.C./R.D.N.O. REGULAR MEETINGS

INFORMATION ITEMS

CLOSE OF MEETING

CLOSE

Mayor Victor Cumming closed the meeting at 8:41 am.

CERTIFIED CORRECT:

Mayor

Corporate Officer



THE CORPORATION OF THE CITY OF VERNON

INTERNAL M E M O R A N D U M

TO: Will Pearce, CAO

FILE: 0110 - 40

PC:

DATE: October 2, 2020

FROM: Patti Bridal, Deputy CAO, Dir Corporate Services

SUBJECT: AMENDMENT TO COUNCIL COMMITTEE STRUCTURE POLICY

Following up on the restructure of the Legislative Services Department and the Committee Clerk responsibilities, it was identified that minor amendments to the Council Committee Structure Policy are required.

Please see Attachment 1 which indicates in red the minor amendments to Section 3.2 , for Councils consideration.

RECOMMENDATION:

That Council adopts the amendments to the Council Committee Structure Policy as provided in Attachment 1 of the memorandum dated October 2, 2020, titled "Amendment to Council Committee Structure Policy", respectfully submitted by the Deputy CAO.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'P. Bridal'.

attachment

member of a *standing* or *select* committee (unless otherwise noted in the Terms of Reference), should the assigned Council representative or the Alternate Member not be available to attend a Committee meeting, and the ex officio voting Member is counted in determining if a quorum is present.

- 2.7 The Mayor is an ex-officio member of every *standing* and *select committee* and as such has the same rights as other Committee members, but is not obligated to attend meetings and is not counted in determining if a quorum is present. However, in situations wherein a quorum is not met, the Mayor may attend as a voting member.

3.0 Staff Support

- 3.1 A *Staff Liaison* may be appointed to each *standing committee* or *select committee* by the Chief Administrative Officer at the request of Council. The *Staff Liaison* is not a member of the committee and therefore is not entitled to vote. The role of the *Staff Liaison* includes:

- 3.1.1 Providing information and professional advice;
- 3.1.2 supporting the Chair in developing agendas, arranging meetings, and promoting effective committee functioning;
- 3.1.3 Writing covering memorandums to Council, which will include background information attached, as required, for all Committee recommendations;
- 3.1.4 Providing an annual orientation to the work of the Committee, the structure of the City, and Council's annual goal setting and budgeting processes; and
- 3.1.5 Performing other projects or tasks related to the function of the Committee only with the approval of the Direct Supervisor.

- 3.2 The *Committee Clerks* will provide support to each Committee as follows:

- 3.2.1 Preparing and circulating the Committee's agenda at the direction of the *Staff Liaison* as prescribed in Section 7.0 – Agendas.
- 3.2.2 Attending ~~all~~ Committee meetings to record the minutes as outlined in Section 8.0 – Minutes.
- 3.2.3 Ensuring appropriate arrangements for committee meetings, including room bookings in accordance with City procedure.
- 3.2.4 ~~Maintaining and distributing the~~ Providing the Corporate Officer the Calendar of Committee meetings, as required, ~~and posts for posting~~ on the identified notice boards and City website; and,
- 3.2.5 Performing other administrative duties or tasks related to the function of the Committee as assigned only by the Committee Clerk's direct supervisor.

POSTED TO CITY OF VERNON WEBSITE

3.3 Any other projects or tasks requested of the ~~Staff Liaison or Committee Clerk~~, require the approval of the ~~Chief Administrative Officer or Corporate Officer, respectively.~~ Clerk's direct supervisor.

4.0 Meeting Schedule

4.1 *Standing and Select committees* will meet as required. All meetings will be held weekdays, Monday to Friday, and Committees are encouraged to meet between 8:00 am and 6:00 pm, when possible, in order for the *Staff Liaison and Committee Clerk* to attend.

4.2 *Statutory committees* meet as provided 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. For *Standing Committees* the quorum must include a member of Council. Quorum shall be based on the number of occupied voting positions on the Committee. A staff liaison or alternate must be present in order for the meeting to proceed. If a quorum is not met, no meeting shall take place.

6.0 Chair

Each committee shall, at its first regular meeting in January or as soon thereafter as possible, or as provided in its enabling statute or establishment bylaw, elect a Chair and Vice-Chair if the Mayor and/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, to coordinate, with the Committee Chair, the preparation of committee agenda items, which are then provided to the *Committee Clerk* for preparation of the agenda and made available to all members, as required. The Committee Chair shall approve all agendas prior to distribution. Agenda items and all background material shall be provided to the Committee Clerk at least one week prior to the scheduled meeting date wherever possible. Late agenda items are strongly discouraged, and in order to be added to the agenda, the item must be time sensitive, and approved by the Chair and the Staff Liaison, prior to introduction at the meeting.

Agendas, shall be posted on the City of Vernon website.

POSTED TO CITY OF VERNON WEBSITE