

Youth Focus Committee Meeting September 8, 2021

On-Table Item(s)

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Presentation	September 8, 2021	4.1	2021 Committee Orientation	Received after agenda distribution

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City of Port Moody

2021 Committee Orientation

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Outline

- Introduction
- Legislative framework
- What are committees?
- What are your roles?
- What happens in committees?
- More information
- Questions

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Legislative Framework

- S. 92(8) of the *Constitution Act* gives provinces jurisdiction over municipal institutions.
- The province delegates authority to local governments via the legislation.
- In BC, the *Local Government Act* and the *Community Charter* sets out the purposes and powers of municipal governments.

The Community Charter

- The *Community Charter* gives municipalities broad powers to provide services including public safety, parks, recreation facilities, land use control, and provision of streets and sidewalks, etc.
- The *Community Charter* sets out the rules around Council proceedings and procedures.
- Sections 141-145 pertain to committees, commissions, and other bodies.

Community Charter – Section 142

- (1) A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council
- (2) At least one member of a select committee must be a council member
- (3) Subject to subsection (2), persons who are not council members may be appointed to a select committee.

What is a Civic Committee?

- A committee is an advisory body, established by Council to provide well-considered advice.
- What types of committees are there?
 - Standing Committees (e.g. Finance Committee)
 - Statutory Committees (established by bylaw, such as the Parks and Rec Commission and the Heritage Commission)
 - Select Committees
- What do committees do?
 - ✓ Review issues within the scope of the Terms of Reference or Bylaws.
 - ✓ Review issues as requested by Council.

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Examples of Current Committees

- Advisory Design Panel
- Arts and Culture Committee
- Board of Variance
- Climate Action Committee
- Economic Development Committee
- Environmental Protection Committee
- Finance Committee
- Heritage Commission
- Land Use Committee
- Parks and Recreation Commission
- Seniors Focus Committee
- Tourism Committee
- Transportation Committee
- Youth Focus Committee

Role of Participants

- Committee Members
- Committee Chair and Vice-Chair
- Staff Liaisons
- Committee Coordinator

Role of Committee Members

- Read the agenda package before the meeting and be prepared
- RSVP to say you will attend the meeting or send regrets
- Request for leave when required
 - If you need to miss two or more consecutive meetings, you are required to request a leave of absence, which must be approved by the committee.
 - If you miss two consecutive meetings without a leave of absence, you may be removed from the committee.
- Participate in discussions
- Make and vote on resolutions
- Act as an ambassador in the community

Role of Chair and Vice-Chair

(To be elected in October)

- Set the agenda with the help of the staff liaison.
- Keep order at the meeting.
- Adjourn the meeting after two hours.
- Encourage every member to participate.
- Both are voting members and count towards quorum.

Role of Staff Liaisons

**Corina Lefebvre, Recreation Coordinator,
and Jim LaCroix, Manager of Recreation**

- Provide information and professional advice in their area of expertise during meetings
- Provide support for agenda setting

Role of Council Representatives

Mayor Robert Vagramov and Councillor Steven Milani

- provide information and professional advice in their area of expertise during meetings
- are not required at the meeting in order to proceed
- are not voting members and are not counted toward quorum.

Role of Committee Coordinator

Jennifer Mills and Esin Gozukara

- Organize the meetings
- Compile and distribute meeting agenda packages
- Record minutes
- Meeting follow-up
- Maintain committee information posted on the City's website
- Other administrative tasks as necessary

Before the meeting...

- Agenda packages are distributed directly via email one week before each scheduled meeting.
- Committee members must respond to the email indicating whether they will attend or not.
- Quorum is required to hold a meeting:
Quorum is 50% +1 members.
- *It is important to confirm your attendance as soon as possible.* If quorum is not met, the meeting will be cancelled and a cancellation notice will be sent out.

What happens in a committee?

- Developing a work plan for the year
- Discussing and providing input on work plan items
- Formulating and voting on motions
- Reporting to Council
- Receive updates on Council decisions
- Participate in Closed Meetings

Formulating Motions

Motions are formal Committee decisions.

1. A member makes a motion
("I move that...")
2. Another member seconds the motion for discussion on the motion to occur
("I second the motion", or simply "seconded")
3. The Chair states the motion and facilitates the ensuing discussion

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Formulating Motions

4. There may be amendments to the motion, which are also voted on. A motion to amend a motion is debatable and requires the same steps as the main motion.

- A motion can be amended by: adding words, striking out words, or replacing words.

5. When there are no more speakers to the motion, the Chair puts the motion to a vote.

6. The Chair announces the result.

The Committee Coordinator can assist with the wording of motions.

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Voting

- Only Committee members may vote.
- Tie votes are considered defeated.
- Abstentions are not allowed; those who do not vote against a motion are deemed to have voted in favour of it.

Reporting to Council and Receiving Updates

- The Committee Coordinator will write Reports to Council based on committee motions.
- Adopted committee minutes are forwarded to Council for information on a regular basis.
- The staff liaisons may provide updates on Council decisions.
- Committee members may obtain regular updates on Council decisions through the City's website.

Open and Closed Meetings

- Open Meetings
 - All committee meetings must be open to the public, except as permitted under section 90 of the *Community Charter*.
- Closed Meetings
 - Part of a meeting may be closed to the public (*in camera*), but the subject matter is limited to what is prescribed in Section 90 of the *Charter*.
The proceedings and minutes of closed meetings may be withheld from public disclosure.
 - **Members must keep Closed materials and discussions confidential**

Contact

If you have questions or concerns about any committee related issues, please contact:

- Esin Gozukara, Committee Coordinator
- Jenny Mills, Committee Coordinator

committees@portmoody.ca