

DISTRICT OF SEHELDT
MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
held at 5797 Cowrie Street, Sechelt, BC
Wednesday, February 7, 2018

PRESENT Mayor B. Milne; Councillors D. Inkster; A. Lutes; N. Muller; and D. Siegers

REGRETS Councillors M. Shanks; and D. Wright

STAFF Chief Administrative Officer A. Yeates; Director of Financial and Corporate Services D. Stewart, Corporate Officer J. Frank; Acting Human Resources Advisor B. Ostrosky; and Recording Secretary S. Tyne

1. CALL TO ORDER

The Mayor called the Committee of the Whole Meeting to order at 1:00 p.m.

The Mayor opened the meeting by welcoming those in the gallery and noting that this Committee of the Whole meeting was scheduled to discuss updates to the Council Procedure Bylaw.

2. ADOPTION OF AGENDA

Recommendation No. 1

Moved/Seconded

That the agenda be adopted.

CARRIED

3. DELEGATIONS

None.

4. BUSINESS ITEMS

4.1 Council Procedure Bylaw

Moved/Seconded

That the report from the Corporate Officer dated January 31, 2018 regarding proposed amendments to Council Procedure Bylaw No. 521, 2012, be received.

CARRIED

The Corporate Officer presented her report, proposed revised draft Procedure Bylaw and other attachments. She noted that Council Procedure Bylaw No. 521, 2012 was previously considered at a Committee of the Whole (COW) meeting held on April 6, 2016. She further noted that the draft Bylaw presented includes revisions that staff were directed to prepare at the April 6, 2016 COW meeting and other proposed amendments that have been identified over the past months by Council or staff.

The following summarizes discussion and the direction given on amendments to the draft Bylaw presented:

Section 2- Definitions:

- Discussion from the April 2016 COW meeting noted that some current definitions may be superfluous as they are covered elsewhere. It was therefore proposed that this section be revised by deleting some definitions.
- There was general consensus that the “Closed Meeting” and “Commission” definitions should be deleted from the Bylaw.

Section 3 - Application of Rules and Procedures:

- The Corporate Officer recommended that Robert’s Rules of Order apply to Council proceedings, rather than Bourinot’s Rules of Order.
- There was general consensus that that the word “Bourinot’s” be deleted in section 3(2), and replaced with “Robert’s”.

Section 4 - Inaugural Meeting:

- The Community Charter requires that Council establish the date of the inaugural meeting “as a day in the first 10 days of November following a general local election”. The draft bylaw has been amended to reflect this.
- There was general agreement with this proposed amendment.

Section 5 - Time and Location of Meetings:

- There was general consensus that the proposed amendments under section 5 of the Bylaw be approved as presented.
- Direction was given that Committees should also be included under section 20 – Conduct and Debate.
- Any changes to Council and Council Committee meeting annual schedules may be made by resolution per section 5(4).
- Every Council Standing Committee has its own Terms of Reference which may require updating as well

(old) Section 6 – Annual Meeting

- It was agreed by consensus that this section be deleted.

(new) Section 6 – Notice of Council and Special Council Meetings:

- The proposed amendments were accepted by the Committee

Section 8 – Electronic Meetings and Participation by Members:

- A type-o was noted. Committee accepted this section as presented.

Section 9 - Meeting etiquette:

- Similar specific statements could be added here from the “Conduct and Debate” section
- Respectful language and conduct should be addressed in this section. Ensure that it is clear that all opinions are welcome, but must be respectful.
- Staff were directed to amend this section to cross reference section 20 (Conduct and Debate); to confirm this applies to public also; that all in attendance shall conduct themselves so as not to disrupt or interrupt business; and confirming that those in the gallery may display signs in a non-disruptive way.
- Section should also clarify when and what type of electronic communication devices are allowed during the meeting.

Section 10 - Designation of Member to Act in Place of Mayor:

- This is a mandatory section for the Procedure Bylaw as per the Community Charter
- By consensus, staff were directed to delete reference to a month.

Section 12 – Minutes and Digital Recording of Meetings:

- Staff will look into the retention period for recordings of Public meetings on YouTube
- Section 12 (6): Remove both references to “Youtube” to allow for more flexibility in streaming options
- Add a disclaimer to this section confirming that Minutes are official records of meetings and recordings are made available as a courtesy only.

Public Question and Answer Periods:

- Committee reviewed a Notice of Motion that was previously referred to Procedure Bylaw deliberations regarding the possibility of recording and streaming on YouTube the public question and answer periods that occur after adjournment of Council and Committee meetings.
- Other local governments in BC include public question and answer periods before, during or after meetings per their own preference and policies
- It needs to be made clear for Council, Committees and the public whether public interruptions and input will be permitted during meetings or if it is at the Chair’s discretion
- Comments made from the gallery are not always pertinent to the meeting’s business, and are not always questions but statements
- Section 16(2) of the current Procedure Bylaw allows individuals to speak to any municipal issue during the question and answer period

- Section 16(3) suspends question and answer period during the campaign period
- Consensus was reached that recording and streaming of public question and answer periods after adjournment of Council and Council Committee meetings will not be added

Recess: The meeting was recessed at 2:09 pm.

Reconvene: The meeting was reconvened at 2:12 pm.

Section 15 - Agenda:

- It was agreed that the amendments presented be included

Section 16 – Order of Proceedings and Business:

- Direction was given that this section should be amended to clarify that it applies to both Council and Council's Committees. The suggested amendments to this section were agreed to as presented.

Section 18 – Delegations:

- A clause is required to eliminate repetitive delegations on the same items of business by the same applicants, or mis-use of the delegation process
- Criteria is required to clarify the process for delegation selection and the approval process and that presiding members may approve or deny submissions based on such pre-approved criteria
- Add a clause that all Council and Committee agendas will be reviewed by the presiding member; and that the presiding member has final discretionary approval on items placed on the Agenda

Section 20 - Conduct and Debate:

- Any Council member may call a Point of Order at any time.
- Conduct standards must refer to any individual participating in DOS Council or committee meetings, not just Council members
- Wording be added to ensure that Section 9 and Section 20 cross reference each other
- Some of the items noted in this discussion held would be better covered within the Council Code of Conduct
- A draft Council Code of Conduct policy will be brought forward by staff for Council to review soon

Section 21 - Motions Generally:

- Staff were directed to provide clarification regarding which motions may be debated and amended and which may not.

Section 23 – Motion for the Main Question

- Staff to review this section as there may be some duplication with other sections.
- There is no procedure in Robert's Rules regarding "friendly amendments". This is an informal practice used by local governments to maintain a productive flow of business in meetings.

Section 26 - Notice of Motion:

- That 26 (b) be corrected to state "no later than nine (9) calendar days"

Section 33 – Reading and Adopting Bylaws

- This section was approved as presented. It was noted however, that a separate report from staff is required to clarify the particulars of bylaw readings under legislation depending on the type of bylaw

It was agreed by consensus that based on the direction given, a draft Council Procedure Bylaw may be brought forward for Council's consideration.

Adjournment

The Committee of the Whole meeting adjourned at 2:59 pm.

Certified Correct:



Bruce Milne, Mayor



Jo-Anne Frank, Corporate Officer