

PUBLIC SAFETY COMMITTEE MEETING– AGENDA

Agenda for the Public Safety Committee Meeting scheduled for Thursday, April 11, 2024 at 6:00 p.m. in the Boardroom of the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC



1. **CALL TO ORDER**

2. **APPROVAL OF THE AGENDA**

Recommendation: That the agenda be approved as circulated.

3. **MINUTES**

4. **BUSINESS ARISING FROM THE MINUTES**

5. **UNFINISHED BUSINESS**

6. **NEW BUSINESS**

(a) **Committee Orientation**

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Staff to provide overview of Public Safety Committee roles and responsibilities.
Provided for reference:

- Public Safety Committee Terms of Reference
- Excerpt from Anmore Procedure Bylaw (Procedure Bylaw available at <https://anmore.com/village-hall/bylaws>)

(b) **Meeting Schedule for Current Term**

Recommendation: That the Public Safety Committee set the meeting schedule for the current term ending March 31, 2025 as follows, with additional meetings called by the Chair, as needed:

Thursday, September 12, 2024 at 6pm
Thursday, November 7, 2024 at 6pm
Thursday, February 13, 2025 at 6pm

(c) 2024 Work Plan

Committee members to discuss areas of focus for 2024.

Recommendation: That the Public Safety Committee recommend to Council that the following items be referred to the committee for review: Anmore Emergency Preparedness, FireSmart status, Anmore Tree Bylaws, future traffic issues and emergency access.

7. ADJOURNMENT

PUBLIC SAFETY COMMITTEE TERMS OF REFERENCE

Purpose

To provide Council with advice and recommendations on issues relative to the safety and security of the public in Anmore, as outlined below and as aligned with the Corporate Strategic Plan.

Mandate

The Committee will provide advice and recommendations, on the request of Council, in the following areas.

- Consideration of existing or proposed bylaws and policies related to the enhancement of community safety;
- Policing priorities in Anmore;
- Fire and rescue priorities in Anmore;
- Protection of wildlife and enhancement of community awareness regarding human and wildlife interactions;
- Any other matters referred by Council; and
- Other areas identified by the Committee for approval by Council.

Decisions of the Committee are advisory and are not binding on the Village. Comments or decisions of the Committee must be in a form of a recommendation, and will be referred to Council for consideration after the respective Committee minutes have been adopted, unless otherwise directed by the Chief Administrative Officer. Where Committee members are not in favour of a recommendation, dissenting comments must be noted in the Committee minutes.

Membership

One (1) Council member will be Chair, as appointed by the Mayor. The Committee will consist of up to a maximum of six (6) volunteer members as appointed by Council. Membership is open to all residents and non-resident property owners of Anmore. The membership term is in effect for two (2) years commencing April 1 of each odd numbered year.

Committee Support

When requested by Council or the Committee Chair, Staff or their representative will attend a Committee meeting to provide technical support. Administrative support is provided by Staff.

Meetings

At its first meeting, the Committee will endorse the recommended meeting schedule provided by Staff. The Committee will meet quarterly, or at the call of the Chair.

This Committee is not authorized to hold a meeting In-Camera.

Agendas and Minutes

Meeting agendas, minutes, and other related meeting documents will be distributed to the Committee by Staff in accordance with Anmore Procedure Bylaw regulations.

Governance

All Anmore Committees are governed in accordance with the applicable provisions of the *Local Government Act, Community Charter, Anmore Procedure Bylaw, and Anmore Code of Conduct*.

Excerpt from Anmore Procedure Bylaw 541-2015

Conflict of Interest

105. A member attending a meeting must not participate in discussion and must not vote on a matter, where to do so would be contrary to the *Community Charter*.
106. If a member attending a meeting considers that he or she has a direct or indirect pecuniary interest in a matter, or another interest in a matter that constitutes a conflict of interest, the member must declare this and state in general terms the reason why the member considers this to be the case.
107. After making the declaration, it is the member's responsibility to ensure that they do not:
 - (a) remain at or attend any part of a meeting when the matter is under consideration;
 - (b) participate in any discussion of the matter at such meeting;
 - (c) vote on a question in respect of the matter at such meeting; or
 - (d) attempt in any way, whether before, during or after such meeting, to influence the voting on any question in respect of the matter.
108. When a declaration is made, the Manager of Corporate Services must record the member's declaration or statement, the reasons given, the time of the member's departure from the meeting, and, if applicable, the time of the member's return.

Clauses 105 to 108 are applicable to all members of council and persons appointed by council to committees, commissions and other bodies

PART 10 – STANDING AND SELECT COMMITTEES

Creation of Committees

145. The Mayor may establish standing committees for matters he or she considers would be better regulated and managed by a committee, and he or she may appoint the members of the standing committee, including a Chair and Vice-Chair.
146. Council may, by resolution, establish select committees and may appoint the members, including a Chair and Vice-Chair of those committees.
147. The Mayor is an ex-officio and voting member of all standing and select committees.

Location and Schedule of Regular Committee Meetings

148. The first meeting of a standing committee must be held at the date, time and location specified by the Mayor, after its creation. All regular meetings of a standing committee after its first meeting are to be held at the date, time and location resolved by council.
149. All regular meetings of select committees are to be held at the date, time and location determined by the Manager of Corporate Services in consultation with the Chair of the respective committees.

Notice of Regular Committee Meetings

150. The Manager of Corporate Services will make available to the public a schedule of the date, time and location of regular committee meetings by posting an update to the Village website.
151. Where revisions are necessary to the schedule referred to in clauses 148 and 149 the Manager of Corporate Services will, as soon as possible, revise and repost the schedule, reflecting:
 - (a) any revisions to the date, time and location of a committee meeting; and
 - (b) the cancellation of any committee meetings.

Special Meetings of Committee

152. A Committee may hold a special committee meeting when:
 - (a) its Chair so directs;
 - (b) the Mayor so directs; or
 - (c) directed to meet by a resolution of Council.
153. The Manager of Corporate Services must give at least 24 hours notification of a special committee meeting to the respective committee members.

Quorum

154. Unless otherwise stated in the terms of reference of the committee, a quorum of a committee is a majority of all of its appointed members.
155. The Mayor, when present, shall be counted toward quorum.
156. Where a quorum is not present 15 minutes after the start time established for a committee meeting, the person responsible for taking meeting notes or minutes shall record the names of those members present, and such meeting is deemed to have been cancelled.
157. Should a committee meeting be cancelled for lack of quorum, where there are matters of business declared urgent by the Chair or Chief Administrative Officer, these matters may be placed on the next council meeting agenda by the Manager of Corporate Services without a recommendation by the Committee. Otherwise, the items of business will be considered at the next meeting of the committee.

Attendance at Committee Meetings

158. Council members may attend select committee meetings of which they are not a member and may participate in discussion.
159. Only members or persons appointed to a committee in accordance with this bylaw may move or second Motions or vote at committee meetings.

160. Unless a Meeting or part of a Meeting of a Committee is authorized to be closed by the Manager of Corporate Services, in accordance with *Community Charter* section 90, all committee meetings shall be open to the public.

Agendas for Committee Meetings

161. Prior to each committee meeting, the Manager of Corporate Services must prepare an agenda setting out all items for consideration at that meeting, noting in short form a summary for each item on the agenda.
162. The agenda of committee meetings will generally be made available to the public by posting the agenda at the public notice posting places 72 hours prior to the meeting, or as soon is practical at the discretion of the Manager of Corporate Services. **(Bylaw 619-2020)**
163. Committee members must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item.
164. The Agenda for all Standing Committees and Selects Committees is as follows:
- (a) Call to Order
 - (b) Approval of the Agenda
 - (c) Minutes
 - (d) Business arising from the Minutes
 - (e) Unfinished Business
 - (f) New Business
 - (g) Adjournment

Minutes of Committee Meetings

165. Minutes of the proceedings of a committee meeting must be legibly recorded and, once approved by the committee, approved by the member presiding at the meeting.
166. Subject to clause 167, the minutes of the proceedings of a Committee must be open for public inspection at the Village Hall during regular office hours.
167. Clause 166 does not apply to minutes of a committee meeting, or part of a committee meeting from which persons were excluded pursuant to *Community Charter* section 90.

Delegations to Committees

168. Delegations to committees are permitted by resolution of council or by direction of the Chief Administrative Officer.

Rules of Conduct and Debate for Committees

169. Subject to the specific rules for committees set out in this Part, the rules governing the procedure of Council shall be observed in all committee so far as they are applicable, except that:
- (a) The Chair should be addressed as Chair (followed by their surname);
 - (b) the Chair of a committee may put forward and second motions; and
 - (c) the number of times a committee member may speak on any matter is not limited.

PART 12 – ELECTRONIC MEETING AND ELECTRONIC ATTENDANCE AT MEETINGS (BYLAW 653-2021)

178. A special council or regular council meeting may be conducted by means of electronic or other communication facilities where all members may participate by electronic or other communication facilities under emergency circumstances, as defined by the Mayor or Corporate Officer. Electronic meetings will be conducted in accordance with statutory requirements.
179. A member of council or a council committee who is unable to attend an in-person council meeting or council committee meeting may participate in the meeting by electronic or other communication facilities provided that no more than two members of council or council committee may participate by electronic or other communication facilities at one time. The chair of an in-person meeting may not participate electronically.