

COMMITTEE OF THE WHOLE MEETING – MINUTES

Minutes for the Committee of the Whole Meeting scheduled for Tuesday, October 22, 2024 at 6:00 p.m. in the Boardroom at the Anmore Community Hub, 2697 Sunnyside Road, Anmore, BC.



ELECTED OFFICIALS PRESENT

Mayor John McEwen
Councillor Doug Richardson
Councillor Kim Trowbridge
Councillor Paul Weverink
Councillor Polly Krier

ABSENT

OTHERS PRESENT

Karen Elrick, CAO
Rhonda Schell, Manager of Corporate Services
Jas Rattan, Corporate Administration Clerk

1. Call to Order

Mayor McEwen called the meeting to order at 6:00 p.m.

2. Approval of the Agenda

It was MOVED and SECONDED:

THAT the Agenda be approved as circulated.

Carried Unanimously

3. Adoption of Minutes

(a) Minutes of the Committee of the Whole Meeting held on September 25, 2024

It was MOVED and SECONDED:

THAT the Minutes of the Committee of the Whole Meeting held on September 25, 2024 be adopted, as circulated.

Carried Unanimously

4. Business Arising from Minutes

None.

5. New Business

(a) **Anmore Procedure Bylaw Review**

The Manager of Corporate Services provided an overview of the report dated October 18, 2024.

Discussion points included:

- Legislative requirements in the Community Charter for Procedure Bylaws
- Referencing policies in the revised bylaw.
- Suggestions to limit preamble before questions during Question Period and rules around questions being directed at Council and not of an administrative or operational nature.
- Suggestions to prevent the public from providing input that goes against provincial legislation regarding public hearings by implementing a disclaimer on the agenda.
- Methods of contacting Council and staff outside of council and committee meetings.
- Opportunity for the public to provide their comments if attending in person.
- The need for clearly defined rules during question period and instituting a time limit that may be extended by Council resolution.
- Clarification was sought regarding how the Chair formally recognizes a member to respond to questions.
- Keeping meeting start time at 7:00pm to maintain consistency and convenience for the public to attend, with a possibility for a survey in the future.
- It was noted that public input should generally not be a standing agenda item for COTW meetings, as these meetings function as workshops and allow for Council to have roundtable discussions. However, it was acknowledged that there may be instances where public input could enhance the meeting, depending on the subject matter and be allowed by resolution.
- The need to develop guidelines outlining best practices for providing notice of motion.
- Continuing to allow electronic participation without change to the current practice.
- The need for a staff report clarifying the function of committee's and procedure for committee recommendations to come to Council.

It was MOVED and SECONDED:

THAT the Committee recommend to Council that staff bring forward a report to Council with recommendations from the October 22, 2024 Committee of the Whole Meeting.

Carried Unanimously

6. Public Comments

To allow for sufficient time for the Council round-table discussion, public input was not offered at this meeting (Anmore Procedure Bylaw 541-2016, s.57).

7. Adjournment

It was MOVED and SECONDED:

THAT the meeting be adjourned at 7:39 pm.

Carried Unanimously

“Rhonda Schell”

Rhonda Schell
Corporate Officer

“John McEwen”

John McEwen
Mayor