

Proposed Anmore Procedure Bylaw Info Sheet



The Anmore Procedure Bylaw regulates the procedures for meetings held by the Village of Anmore. Council is currently considering replacement of the existing bylaw from 2016 with a newly updated procedure bylaw.

Timeline:

March 19, 2024

- Anmore Council directed staff to review the Anmore Procedure Bylaw, which has been in place since 2016 and last updated in 2021. The review aims to ensure alignment with best practices and legislative requirements. It was recommended that the bylaw be discussed at a Committee of the Whole meeting.
- Meeting minutes: [2024-03-19 Regular Council Meeting Minutes](#)

October 22, 2024

- A Committee of the Whole meeting was held where Council considered staff recommendations for updates and provided direction to staff on next steps.
- Meeting minutes: [2024-10-22-COTW-Minutes-Signed.pdf](#)

December 3, 2024

- Staff presented a [report](#) which outlines the changes and proposed Anmore Procedure Bylaw to Council, incorporating recommendations from the Committee of the Whole. Council supported the bylaw and gave the bylaw first 3 readings in advance of adoption. Subsequently, public notices were issued to inform residents of the intent to adopt the new bylaw.
- Meeting minutes: [2024-12-03-RC-Minutes-signed.pdf](#)

January 21, 2025

- During the Council meeting, a further revision was identified to permit questions during question period on any topic related to Village business. A public notice will be issued on January 24 and January 31, 2025, of the new Anmore Procedure Bylaw at the Regular Council Meeting on February 4, 2025. We also have included this info sheet for more context.

Frequently Asked Questions



1. Why did the Village decide to review and update this bylaw?

The Village continuously improves its procedures and processes to support community engagement and provide effective service that aligns with the 2022-2026 Council Strategic Plan. Council adopted the bylaw in 2016, and we have not updated it since 2021. This review ensures that Village processes remain transparent, clear, and compliant with both legislative requirements and best practices. Since March 2024, we have held public discussions about this review, communicating notice of all meetings through various channels, including the Village website, notice board, email notifications, and social media.

2. What type of changes are being proposed?

Key changes include:

- Clarifying language and improving the structure and expectations of meetings.
- Revising or eliminating outdated regulations to simplify or align standards with best practices where appropriate.
- Enhancing adaptability to special circumstances or emergency situations that require quick action.
- Establishing clearer guidelines to facilitate public participation and productive discussions.

3. Why are guidelines being added to Public Input?

Public participation is a priority for the Council. We have established a 15-minute limit for public input and an additional 15 minutes for public questions. Council can extend both timeframes through a vote. This approach sets clear expectations and ensures that engagement is intentional and focused. It also gives the Council discretion to extend participation when necessary.

4. Why is public input being limited at Committee of the Whole meetings?

Committee of the Whole meetings enable Council to explore specific topics in depth. However, no decisions are made at these sessions and any outcomes from discussions must be presented at a future Council meeting. The community can attend as observers and will have opportunities to provide input at later Council meetings or by contacting staff or Council members. The recorded minutes from these meetings are also available for review. Additionally, for larger projects that require community feedback, we will offer extra engagement opportunities.

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5. Why are committee procedures being changed?

Meeting protocols have been established to align with the terms of reference and the Community Charter. These protocols clarify the Committee's role as an advisory body to the Council, outline the meeting processes, and detail the posting of agendas. Additionally, a new provision states that if a Committee meeting lacks a quorum, the Chief Administrative Officer (CAO) may refer urgent business matters directly to the Council instead of waiting for the next scheduled meeting.

6. What prompted the changes to the process for delegations at Council meetings?

Currently, there is no established criteria for delegations. By formalizing this process, we aim to create a clear procedure for scheduling and managing delegations. This will enable staff to exercise discretion in scheduling and ensure timely submission of materials. If staff decline a delegation, the Council can reconsider, ensuring consistent and transparent management of all delegations.

7. How will the proposed changes to the bylaw improve the effectiveness of Village meetings?

The updates include procedural enhancements that will improve meeting effectiveness. Specifically, the updates establish clearer timelines for agenda items, streamline communication processes, and ensure that we provide meeting materials in advance. By implementing these changes, we hope to foster productive discussions and promote community involvement.

8. Why is the option to host meetings outside of the Hub being added?

This option introduces a solution for emergency situations and instances where meetings with other bodies are necessary. All meeting notice requirements will still be in effect, ensuring that the community and interested parties are kept informed. This change enhances emergency business continuity planning.

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9. Why are we allowing electronic participation?

This provision serves as an exception rather than the norm and has remained in the current bylaw since its adoption in 2016. The bylaw limits electronic participation in meetings to two members remotely. We updated the bylaw in 2021 to address COVID needs. The only new proposal mandates that members wishing to participate electronically must give advance notice to our staff. This update will help ensure that the public, council, and staff can hear and see participants, allowing full engagement in the meeting.

10. What changes are being made to record keeping?

The changes aim to align the Village's practices with both current and past standards. By following best practices, we can set clear expectations for documenting meeting minutes to ensure transparency and consistency with record keeping.

11. How can I provide input?

To submit a question or comment for Council, please email your input to the address provided in the agenda by noon on the day of the meeting. We encourage you to attend the Regular Council Meeting and share your thoughts during the public input or question period.

12. What if I can't attend the Council Meeting?

You can view recordings of all Council meetings on the Village website and YouTube. If you want to share your input during a Regular Council Meeting, please email our staff in advance.

Visit <https://anmore.com/village-hall/mayor-council/council-meetings/> to learn more about Council Meeting procedures.

Visit anmore.com for the latest information.