



VILLAGE OF ANMORE

COUNCIL AGENDA

Agenda for the Regular Council Meeting scheduled for Tuesday, February 7th, 2012 at 7:00 p.m. at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

1. CALL TO ORDER
2. ADDITIONS AND DELETIONS TO THE AGENDA
3. APPROVAL OF THE AGENDA

RESOLUTION: *"THAT THE AGENDA BE APPROVED."*

4. PETITIONS AND DELEGATIONS

(a) Delegation – Coquitlam RCMP

Constable Colin Kent of the Coquitlam RCMP will make a presentation of the services that were provided in 2011.

5. ADOPTION OF MINUTES

01 (a) Minutes of the Regular Council Meeting held on January 24th, 2012

RESOLUTION: *"THAT THE MINUTES OF THE REGULAR COUNCIL MEETING HELD ON JANUARY 24TH, 2012 BE ADOPTED AS CIRCULATED."*

6. BUSINESS ARISING FROM THE MINUTES
7. BYLAWS
8. CORRESPONDENCE
9. COMMITTEE REPORTS AND RECOMMENDATIONS
10. UNFINISHED BUSINESS

11. NEW BUSINESS

(a) Random Acts of Kindness Week – February 12th-19th 2012

Harriette Chang of Maple Creek Middle School has requested The Village of Anmore to proclaim February 12th – 19th 2012 as “Random Acts of Kindness Week.”

(b) Finance Committee Terms of Reference

07 Report from Sharleen Karamanian, Manager of Finance, to present the Finance Committee Terms of Reference.

(c) Formal request to BC Hydro on behalf of the Village of Anmore to request additional RCMP funding.

Councillor Kerri Palmer Isaak to make a verbal presentation.

12. MAYOR’S REPORT

13. COUNCILLORS’ REPORT

14. CHIEF ADMINISTRATIVE OFFICER’S REPORT

15. PUBLIC QUESTION PERIOD

16. CONCLUSION

**CONDUCT OF THE PUBLIC DURING
COUNCIL MEETINGS AND
PUBLIC QUESTION PERIOD**

The following are the rules that must be followed:

No member of the public attending a Council Meeting may speak to Council unless that person has been recognized by the Mayor or the person presiding.

When recognized by the Mayor or person presiding, the person shall approach the podium and state their name and address for the record. The person may only ask 1 question to Council and will be allowed 2 minutes to speak. After which the person must resume their seat. When all other people have had an opportunity to ask questions, only then can a person return to the podium to ask an additional question.

No member of the public attending a Council Meeting may cause a disturbance, disrupt or in any manner delay the conduct of the business at a meeting.

No member of the public attending a Council Meeting who has been permitted or invited to speak on any matter coming before Council may use any rude or offensive language, or by tone or manner of speaking, express any point of view or opinion or make any allegation which, directly or indirectly, reflects upon the public conduct of private character of any person.

If a member of the public attending a Council Meeting resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Chief Administrative Officer and/or the Manager of Corporate Services or, if necessary by a Peace Officer at the direction of the Mayor or other person presiding.

The purpose of the Public Question Period is to provide the public with an opportunity to ask questions of Council on items that are of concern to them.

Public Question Period will be suspended from the beginning of the nomination period of a General Local Government Election or By-Election, until the meeting of Council following the Election.



VILLAGE OF ANMORE

COUNCIL MINUTES

Minutes for the Regular Council Meeting held on Tuesday, January 24th, 2012 at 7:00 p.m. at the Village Hall, 2697 Sunnyside Road, Anmore, B.C.

ELECTED OFFICIALS PRESENT

Mayor Heather Anderson
Councillor John McEwen
Councillor Kerri Palmer Isaak
Councillor Tim Laidler
Councillor Tracy Green

STAFF PRESENT

Howard Carley, Chief Administrative Officer
Tim Harris, Manager of Public Works

1. CALL TO ORDER

Mayor Anderson called the meeting to order at 7:02 P.M

2. ADDITIONS AND DELETIONS TO THE AGENDA

Nil

3. APPROVAL OF THE AGENDA

It was MOVED and SECONDED:

"THAT THE AGENDA BE APPROVED."

CARRIED UNANIMOUSLY

4. PETITIONS AND DELEGATIONS

(a) Delegation – Real Acts of Caring

Students of Maple Creek Middle School made a presentation about the "Real Acts of Caring Week."

5. **ADOPTION OF MINUTES**

(a) **Minutes of the Regular Council Meeting held on January 10th, 2012**

It was MOVED and SECONDED:

***“THAT THE MINUTES OF THE REGULAR COUNCIL
MEETING HELD ON JANUARY 10TH, 2012 BE
ADOPTED AS CIRCULATED.”***

CARRIED UNANIMOUSLY

6. **BUSINESS ARISING FROM THE MINUTES**

Nil

7. **BYLAWS**

Nil

8. **CORRESPONDENCE**

Nil

9. **COMMITTEE REPORTS AND RECOMMENDATIONS**

Councillor Kerri Palmer Isaak met with Councillor Glumac who is heading up the Joint Recreation Task Force for the City of Port Moody. Councillor Isaak requested that staff look into arranging a meeting for the Joint Recreation Task Force and have a staff member be present to record the minutes.

10. **UNFINISHED BUSINESS**

Nil

11. **NEW BUSINESS**

(a) **Appointment of the Acting Chief Administrative Officer and Approving Officer**

11. NEW BUSINESS (CONTINUED)

(b) Appointment of the Acting Chief Administrative Officer and Approving Officer (Cont'd)

It was MOVED and SECONDED:

“THAT COUNCIL APPOINT PUBLIC WORKS MANAGER, TIM HARRIS AS ACTING CHIEF ADMINISTRATIVE OFFICER AND APPROVING OFFICER EFFECTIVE FEBRUARY 1ST, 2012 UNTIL SUCH TIME THAT THE FORMAL RECRUITMENT PROCESS HAS BEEN COMPLETED AND A PERMANENT CHIEF ADMINISTRATIVE OFFICER HAS BEEN HIRED.”

CARRIED UNANIMOUSLY

12. Honorarium Committee

Bob Devlin spoke about the report from the Honorarium Committee.

Council asked questions and made comments with regards to the report.

Mayor Anderson asked the public for their input. A member of the public, Charles Christie, was asked to sit down due to inappropriate behaviour but he refused.

It was MOVED and SECONDED:

“THAT COUNCIL SUSPEND THE COUNCIL MEETING AT 7:45 P.M.”

CARRIED UNANIMOUSLY

The Coquitlam RCMP was contacted. The RCMP Officer attended and asked Mr.Christie to leave the Council Chambers, and he complied.

It was MOVED and SECONDED:

“THAT COUNCIL RECONVENE THE MEETING AT 8:15 P.M.”

CARRIED UNANIMOUSLY

12. Honorarium Committee (CONTINUED)

It was MOVED and SECONDED:

“THAT THE RECOMMENDED AMOUNT OF A 10% INCREASE BE ADDED TO COUNCIL’S SALARY AND FURTHER THAT;

THE COST OF LIVING INCREASES BE INCLUDED OVER THE NEXT FIVE YEARS”.

CARRIED UNANIMOUSLY

(c) In-Camera Council Meeting

It was MOVED and SECONDED:

“THAT PURSUANT TO SECTION 90(1) (N) OF THE COMMUNITY CHARTER, [THE CONSIDERATION OF WHETHER A COUNCIL MEETING SHOULD BE CLOSED UNDER A PROVISION OF THIS SUBSECTION OR SUBSECTION (2)], COUNCIL CONVENE AN IN-CAMERA COUNCIL MEETING IMMEDIATELY FOLLOWING THE REGULAR COUNCIL MEETING JANUARY 24TH, 2011.”.

CARRIED UNANIMOUSLY

12. MAYOR’S REPORT

Mayor Heather Anderson reported that:

- Council attended an Elected Official’s Seminar.
- She also attended Metro Vancouver Board Meeting which identifies the process of hiring a new C.A.O.
- She attended a TransLink Meeting. TransLink is looking for rate increases for the transit systems. There were also discussions on a TransLink audit to look into finding out where the TransLink money is going.
- Council had an informal planning session. Looked into a new strategic plan for the Village of Anmore. Things discussed were Zoning Bylaws, and Redoing the Village of Anmore’s Official Community Plan.
- Council also met with the City of Port Moody. There are several different members on their Council and it was a chance to meet each other and develop a good relationship between the two municipalities.
- Mayor Anderson will be attending a two day Metro Board workshop.

12. MAYOR'S REPORT (CONTINUED)

- They will be looking at where Metro Vancouver will be going as a regional district.
- The process has started in replacing our C.A.O. position. Interviews will be starting in February.
- Howard Carley is retiring on January 31st, 2012. She thanked him for all of his hard work and impact that he has had on the Village.

13. COUNCILLORS' REPORT

Councillor Kerri Palmer Isaak reported that:

- She appreciated the opportunity to attend the LGLA Elected Official Seminar. She received some guidance from other municipalities on strategic planning for the Village and found it very helpful.
- A mail drop has gone out to ask for volunteers for the Youth, Social, Arts and Culture Committee.

Councillor Tim Laidler reported that:

- He attended the RCMP update on their new contract. It has not been officially passed as of yet. Some negotiations are still being fine tuned.

Councillor Tracy Green reported that:

- She also enjoyed attending the LGLA Elected Officials Seminar.
- Councillor Green met with Tim Harris, Manager of Public Works about Garbage, Recycling, and Green Waste. A Public Information meeting is scheduled to be held on Tuesday, February 21st at 7:30 p.m. located at the Village Hall. A mail drop will be sent out to residents.
- A mail drop also went out to find recruitments for the Environmental Committee. Councillor Green is looking forward to chairing this Committee.
- She also attended a Water Workshop. It was held by the Fraser Basin Council. She will be handing out some information package to staff for their information.
- Councillor Green met Julia from Anmore Elementary School. Julie is working on a project about how to protect animals. Councillor Green provided information to Julia about the Bear Aware Program. Julia had also spoken with some of the volunteers at the Mossom Creek Hatchery.

Councillor John McEwen reported that:

- A mail drop was sent out looking for volunteers for the Parks Committee.

14. CHIEF ADMINISTRATIVE OFFICER'S REPORT

Nil

15. PUBLIC QUESTION PERIOD

Members of the public asked questions of Council, and Council responded.

16. CONCLUSION

It was MOVED and SECONDED:

“THAT THE REGULAR COUNCIL MEETING BE CONCLUDED.”

CARRIED UNANIMOUSLY

THE REGULAR COUNCIL MEETING WAS CONCLUDED AT 8:09 P.M.

Certified Correct:

Approved:

Howard Carley, CAO

Heather Anderson, Mayor

Council Committee Terms of Reference

Type: Standing Committee of Council

Committee Name: Finance Committee

Approvals/Reviews/Amendments

Approval:

Amendment Approved:

1.0 Committee Purpose

Section 141 of the Community Charter provides that the Mayor must establish standing committees of Council for matters considered to be better dealt with by committee and must appoint persons to those committees. Standing committees in the Village of Anmore (the Village) are advisory committees to Council and can have citizen volunteers, all having an equal vote. At least half the members of a standing committee must be Council members.

- A. The primary responsibility for the Village's financial reporting, accounting systems and internal controls is vested in Management and is overseen by the Finance Committee. The Finance Committee establishes the annual operating and capital budget.
- B. The purpose of the Finance Committee is to assist Council in fulfilling its financial fiduciary responsibilities for the Village by reviewing and making recommendations to Council, regarding:
 - operational and capital budgets and amendments;
 - interim and annual financial information;
 - systems of corporate control which Management and Council have established.

2.0 Duties

The Finance Committee reviews all financial matters referred to the Committee including, but not limited to, the Village's operating and capital budgets, the annual report and funding alternatives as well as items referred by other agencies.

Specifically, the ongoing responsibilities of the Committee include but are not limited to the following:

Council Committee Terms of Reference

Type: Standing Committee

Name: Finance Committee

1. To provide advice to Mayor and Council to achieve efficiencies, economies and effectiveness in the overall financial administration of the municipality.
2. To be responsible for all aspects of the budget process, subject to Council approval in bylaw form, including but not limited to the:
 - adequacy of statutory and non-statutory reserves and funds,
 - timeline to develop the budget,
 - setting of taxation (including utilities) rates and targets,
 - setting of fees and charges,
 - distribution of taxation amongst classes,
 - allocation of annual surpluses and reallocation of any accumulated surplus, and
 - scheduling of public input opportunities regarding the budget.
3. To review the annual report, including the financial statements, prior to distribution.
4. To recommend the appointment of external auditors for the Village. Audits are primarily to determine: reliability of accounting records, to ensure that financial information is properly communicated in financial statements; and that proper authority exists under the Community Charter, bylaw or resolution to support transactions.
5. To fulfill fiduciary responsibility by reviewing the performance of the Village's investment portfolio, ensuring maximum yields are achieved while meeting cash flow projections. The Committee ensures that the Investment Policy is current and adheres to sound investment strategies as determined by applicable governing bodies.

3.0 Membership

The composition of the Finance Committee shall be:

1. Voting Members

Voting members shall consist of all members of Council and two (2) citizen volunteers. The Mayor will chair the Committee and appoint two (2) citizen

volunteer members. If for any reason, the Mayor is absent, the Acting Mayor has the authority to call and chair a meeting of the Finance Committee subject to quorum requirements.

The terms of appointments of the chairs and the volunteer members shall be at the discretion of the Mayor.

A quorum of 50% (minimum 4) of the voting members is required to conduct Committee business. In accordance with the Committee System Policy, at least half of quorum (minimum 2) must be members of Council.

2. Non-Voting Members

- Chief Administrative Officer – Alternate staff liaison and advisor to the Finance Committee
- Manager of Finance - Alternate staff liaison and advisor to the Finance Committee
- Recording Secretary

4.0 Operations of the Finance Committee

Procedures

The Finance Committee shall meet at the call of the chair, taking into consideration the significance, urgency, volume and timing of agenda items. It is recognized that during budget deliberations, the chair may increase meeting frequencies, durations, and/or alter meeting times to facilitate anticipated debate and meet deadlines.

Agendas and minutes for each Committee meeting shall be prepared and distributed in a timely manner to all Council members, appointed civic members, and applicable senior staff. The original agenda and signed minutes are to be forwarded to the Manager of Corporate Services. The chair approves the agenda and reviews minutes for submission to the Committee. The staff liaison ensures that the foregoing is carried out.

A list of action items arising from each meeting will be prepared by the committee coordinator, reviewed by the staff liaison and distributed to staff members accordingly.

Referral to Council

All decisions of the Finance Committee will be referred to Council for ratification at the next meeting of Council.