

**Public Safety Advisory Committee Meeting**  
**to be held via Zoom and in person in Council Chambers**  
**Wednesday, February 26, 2025**  
**at 3:00 p.m.**

1. **Call Committee Meeting to Order**  
*We acknowledge that Penticton, where we live and work, is on the traditional lands of the Syilx People in the Okanagan Nation.*
  
2. **Adoption of Agenda**
  
3. **New Business**
  - 3.1 Welcome and Introductions
  
  - Anderson 3.2 Committee Orientation Presentation 1-18
  
  - Czeck/  
Haddad 3.3 Public Safety Advisory Committee Overview
  
  - Anderson 3.4 Appointment of Chair and Vice-Chair  
Recommendation:  
*THAT the Public Safety Advisory Committee appoint \_\_\_\_\_ as the Committee Chair and \_\_\_\_\_ as Vice-Chair.*
  
  - Anderson 3.5 2025-2026 Meeting Schedule  
Staff Recommendation:  
*THAT the Committee set the 2025 meeting schedule and time as follows; May 21, Augst 20, and November 19, 2025 at 9:30 a.m.;*  
*AND THAT the Committee set the 2025 meeting schedule and time as follows; February 18, May 20, and August 19, 2026 at 9:30 a.m.*
  
4. **Next Meeting**
  
5. **Adjournment**



# Welcome

## Public Safety Advisory Committee Members

February 26, 2025

Hayley Anderson, Legislative Assistant



# Select Committees <sup>-2-</sup>

Select Committees are created under the *Community Charter* to provide an opportunity for members of the public to work collaboratively and provide advice on matters referred to them by Council through their Terms of Reference.

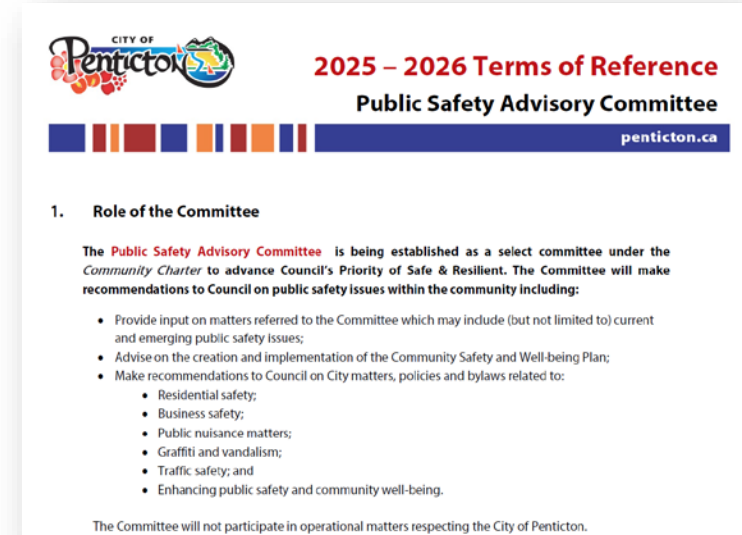
Safe & Resilient	Livable & Accessible	Vibrant & Connected	Organizational Excellence
Enhance and protect the safety of all residents and visitors to Penticton.	Proactively plan for deliberate growth; focused on an inclusive, healthy, safe and desirable place to live.	Support vibrant and diverse activities creating opportunities for connection in community.	Support a culture of service excellence built on good governance, leadership and sound financial decisions.

2023-2026 COUNCIL PRIORITIES | CITY OF PENTICTON



# Terms of Reference <sup>- 3 -</sup>

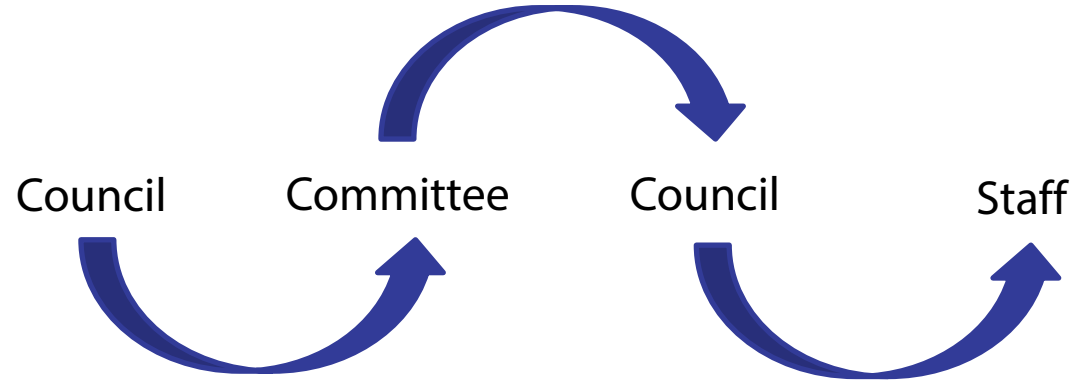
- Outline important information, including:
  - Role of the Committee
  - Membership
  - Qualifications
  - Appointment and Term
  - Meeting Procedures
  - Conflict of Interest
  - Removal of Committee Member
  - Resignation
  - Confidentiality and Closed Meetings





# Role of Committee <sup>- 4 -</sup>

Provide input on matters referred to the Committee by Council.



The Committee will not participate in operational matters respecting the City of Penticton.



# Rules of Procedure<sup>5</sup>

Select Committees have the same rules and procedures as Council, these can be found in the Council Procedure Bylaw No. 2018-35.

## The Corporation of the City of Penticton

### Bylaw No. 2018-35

*A Bylaw to regulate the proceedings of Council, Council Meetings and other Council reporting bodies*

WHEREAS pursuant to the *Community Charter*, Council must, by bylaw, establish general procedures to be followed by Council and committees in conducting their business;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the City of Penticton, in open meeting assembled ENACTS AS FOLLOWS:

#### PART 1 – INTRODUCTION

##### Title

1. This Bylaw may be cited as the "Council Procedure Bylaw No. 2018-35".

##### Definitions

2. In this Bylaw,

"City" means the City of Penticton;

"City Hall" means Penticton City Hall located at 171 Main Street, Penticton, British Columbia;



# Quorum<sup>-6-</sup>

- The Terms of Reference notes how many members are needed for quorum.
- Once members have arrived, the Chair calls the meeting to order, if after 30 minutes quorum has not been reached, the meeting is adjourned, and no business can take place.

Half + 1



# Open Meetings

- Committee meetings are open to the public.
- Meetings can be closed under section 90 of the *Community Charter*.









# Reports and Presentations

- It is important that Committee members have these in advance so they can review and be prepared to speak to the issue and vote on a motion.
- Reports should include a motion (recommendation) if staff is looking for the Committee to make a decision.

Committees make recommendations to Council by making a motion.

Example:

*THAT the Public Safety Advisory Committee recommend that Council...*





# Roles and Responsibilities – Chair

- Responsible for controlling the flow and the conduct of the meeting in accordance with the Council Procedure Bylaw, Terms of Reference and when appropriate, Roberts Rules of Order.
- Responsible for following up with a Committee member who has missed three or more consecutive meetings.





# Roles and Responsibilities – Committee Member

- Responsible to meet with the group on a regular basis (frequency set out in the Terms of Reference) and participate in discussions involving matter that require community perspective and directive.
- Provide a “voice” for the general community by offering their opinion and directive in a recommendation to Council.





# Roles and Responsibilities – **Council Liaison**

Represent Council at the Committee table and communicate back to Council on the Committee progress.





# Roles and Responsibilities – **Staff Liaison**

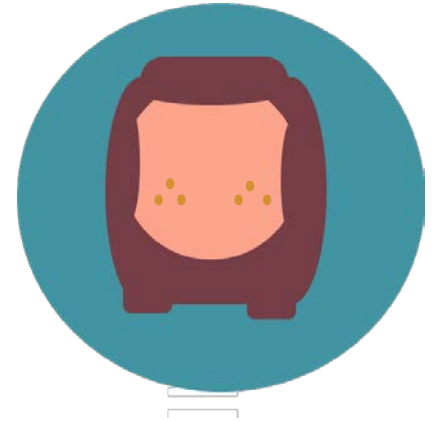
- Provides oversight of activities and technical expertise support and ensure that supporting material is included in the agenda.
- Responsible for providing financial background and analysis of the monetary impacts on the potential decision or a clear indication of the amount of budget involved that would assist the Committee in formulating workable recommendations.
- Will report back on items that the Committee recommended to Council.





# Roles and Responsibilities – Legislative Assistant

- Works with the Staff Liaison to compile the agenda to be circulated to Committee members.
- Assists the Chair with meeting management and parliamentary procedure.
- Responsible for taking minutes and circulate as required for approval, before being forwarded to Council.
- When a motion is raised on the floor that was not prepared, they will work with the Chair to create an applicable motion to be voted on.







# Electronic Participation Expectation

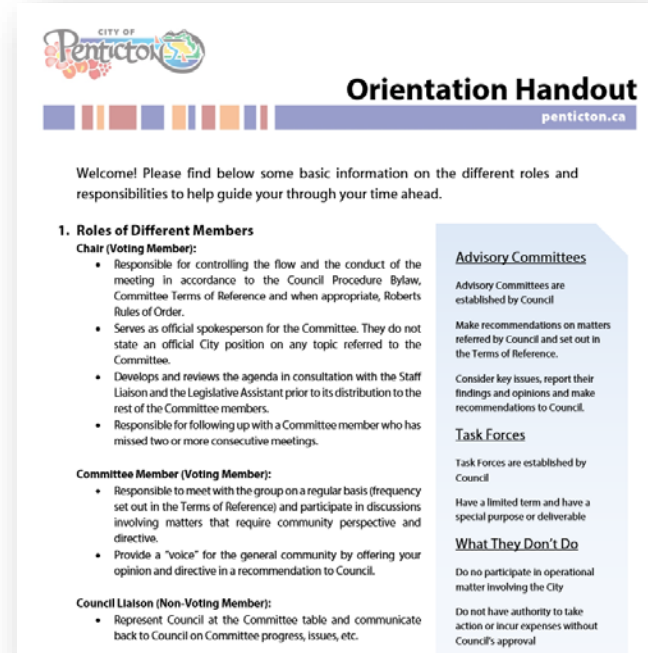
- Meetings to be taken place electronically via Zoom or in person.
- When electronically, so the Chair can determine if there is quorum, please keep camera on during meeting and mute yourself unless you are speaking.





# Orientation Handout<sup>17 -</sup>

- Provides basic information on the different roles and responsibilities.
- Covers similar information provided today – use it as a reference in the future!
- Attached in an email with the first Agenda package.





# Questions?

Hayley Anderson, Legislative Assistant

[committees@penticton.ca](mailto:committees@penticton.ca)

250-490-2473