



**REGULAR MEETING OF COUNCIL**  
**Tuesday, November 9, 2021 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF THE YUULU?I?ATH Council would like to acknowledge the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.	
4. LATE ITEMS	
5. APPROVAL OF THE AGENDA	
6. UNFINISHED BUSINESS	
7. MAYOR'S ANNOUNCEMENTS	
8. PUBLIC INPUT & DELEGATIONS	
8.1 Public Input	
8.2 Delegations	
• <i>Troy Clifford, Provincial President, Ambulance Paramedics of BC, CUPE Local 873</i> Re: Ambulance Paramedics of British Columbia	
• <i>Denise Stys-Norman, Executive Director, Tourism Ucluelet</i> Re: Tourism Ucluelet's 2022 Tactical Plan <a href="#">2022 One-Year-Tactical-Plan</a>	5 - 21
9. REPORTS	
9.1 Koers Engineering and Associates Ltd. Contract Renewal <i>James Macintosh, Director of Engineering Services</i> <a href="#">R - Koers Contract</a>	23 - 45
9.2 Water Distribution System Improvement Implementation Plan <i>James Macintosh, Director, Engineering Services</i> <a href="#">R - Water Distribution System</a>	47 - 51
9.3 Planning, Building and Bylaw Department Activity Report	53 - 57

*Bruce Greig, Director of Community Planning*

[R - Community Planning Update](#)

9.4	Cheque Listing - Oct 2021 <i>Paula Mason, Administration Clerk</i> <a href="#">R - Cheque Listing</a>	59 - 65
10. LEGISLATION		
10.1	District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021 (Lot 16 Marine Drive) - Adoption <i>Bruce Greig, Director of Community Planning</i> <a href="#">L - Bylaw 1284</a>	67 - 91
10.2	Council Procedure Bylaw No. 1300, 2021 (Readings 1-3) Joseph Rotenberg, Manager of Corporate Services <a href="#">L - Bylaw 1300</a>	93 - 163
11. NOTICES OF MOTION		
12. CORRESPONDENCE		
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12.2	Paid Sick Leave for Workers <i>Lisa Helps, Mayor, City of Victoria</i> <a href="#">2021-10-14 Council Motion - Paid Sick Leave For Workers</a>	167 - 168
12.3	Fireworks and Pets <i>Steph Prewitt</i> <a href="#">2021-10-20 Prewitt</a>	169 - 171
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12.5	VIS 6724, The Moorage, Street Parking Signage and Enforcement <i>Christine Brice, Strata Manager</i> <a href="#">2021-10-19 Ardent Properties Letter - parking and signage</a>	175
13. INFORMATION ITEMS		
13.1	Letter from Cory Heavener and Renaa Bacy, Office of the Provincial Director of Child Welfare <i>Cory Heavener, Assistant Deputy Minister and Provincial Director of Child Welfare, and Renaa Bacy, Provincial Director of Adoption</i> <a href="#">2021-10-29 Office of the Provincial Director of Child Welfare</a>	177 - 178
13.2	Letter from Minister of Tourism, Arts, Culture and Sport <i>Melanie Mark, Minister of Tourism, Arts, Culture and Sport</i> <a href="#">2021-11-01 UBCM follow up letter - Marks, Melanie</a>	179 - 180
13.3	Wildlife Related Page on District Websites? <i>Bob Hansen, Pacific Rim WildSafeBC Coordinator</i> <a href="#">2021-11-02 WildSafe BC - Wildlife related page on District Websites.1</a>	181 - 200
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*Josie Osborne, Minister of Municipal Affairs*

[2121-10-29 Clean BC Roadmap to 2030](#)

- |      |  |           |
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| 13.5 | Introduction of Bill 26 in BC Legislature<br><i>Tara Faganello, Assistant Deputy Minister, Ministry of Municipal Affairs</i><br><a href="#">2021-10-26 Introduction of Bill 26 in B.C. Legislature</a> | 203 - 206 |
| 13.6 | BC Forest Workers are Climate Change Heroes<br><i>Steven F. Kozuki, Executive Director, Forest Enhancement Society of BC</i><br><a href="#">2021-10-27 BC Forest Workers</a>                           | 207 - 209 |
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| 14.2 | Councillor Lara Kemps<br><i>Deputy Mayor April - June 2021</i>   |           |
| 14.3 | Councillor Jennifer Hoar<br><i>Deputy Mayor July - September 2021</i>  |           |
| 14.4 | Councillor Rachelle Cole<br><i>Deputy Mayor October - December 2021</i><br><a href="#">2021-10-28 ACRD - Around our Region Newsletter - October 2021</a>   | 215 - 216 |
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| 17.  | CLOSED SESSION   |           |
| 18.  | RECONVENE FROM CLOSED SESSION  |           |
| 19.  | ADJOURNMENT  |           |



**One-Year Tactical Plan Template**

**Designated Recipient:** DISTRICT OF UCLUELET  
**Designated Accommodation Area:** MUNICIPALITY OF UCLUELET  
**Date Submitted:** NOVEMBER 2021  
**MRDT Repeal Date:** JUNE 2023  
**Five Year Period:** 2018 – 2023

Section 1: Overview and Update to Five-year Strategic Business Plan	
Heading	Description
<b>Strategic Direction</b>	<p><b>Vision</b> - <i>Ucluelet shares our environment, history, culture, and heritage with visitors, while enhancing the lives of community members.</i></p> <p>Our community’s Official Community Plan envisions Ucluelet as: <i>an attractive, safe, healthy, friendly, vibrant, ecologically sound maritime community which is the all-season resort destination of choice for visitors.</i></p> <p><b>Mission</b> - A visitor-tax funded destination marketing organization (DMO) that collectively builds a strong, genuine brand through focused marketing and sales efforts and industry collaborations.</p> <p><i>Tourism Ucluelet has 3 goals:</i></p> <ul style="list-style-type: none"> <li>• Marketing &amp; Promotional Activities</li> <li>• Visitor Services</li> <li>• Stakeholder Engagement &amp; Organizational Governance</li> </ul> <p><b>Marketing &amp; Promotional Activities</b></p> <p>Marketing initiatives will focus on increasing length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Increase in MRDT revenues by 3% annually</li> <li>• Increase occupancy rate in non-peak seasons (September 30 – June 14) as measured by participating accommodations</li> <li>• Increase average length of stay by one day, as measured by participating accommodations</li> <li>• Increase online and social engagement across all monitored channels by 5%.</li> </ul> <p><b>Visitor Services</b></p> <p>Visitor service delivery will focus on increasing visitor touchpoints and encouraging increased length of stay, visitor yield and satisfaction.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Continue to cross support regional partnerships with Tofino and Parks Canada at Junction and downtown Visitor Centres</li> <li>• Generate revenue/pursue grants to ensure cost-recovery for visitor services by 2021</li> <li>• Grow local and regional stakeholder represented at visitor centres</li> <li>• Increase the number of visitor parties by 3% annually</li> </ul>

	<p><b>Stakeholder Engagement &amp; Organizational Governance</b></p> <p>As a Destination Management Organization, maintain strong stakeholder engagement while effectively governing the organization.</p> <p><i>Objectives:</i></p> <ul style="list-style-type: none"> <li>• Leverage funds at a minimum of 5% of the MRDT collected over 5 years (~\$20,000 annually)</li> <li>• Succession planning documentation completed</li> <li>• Annual Stakeholder Survey score of 3.5/5</li> <li>• Increased stakeholder engagement in marketing initiatives and corporate events</li> <li>• Increased collaboration on development of Resort Development Strategy with District of Ucluelet</li> </ul> <p>Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry</p>
<p><b>Key Learnings and Conclusions</b></p>	<p>While 2021 did start out slowly, as restrictions were removed and COVID cases diminished, visitors to Ucluelet increased and remained consistent well into the fall. Midweek travel slowed down after thanksgiving, but weekends continued to be busy into Q4. Summer continued to be exceptionally busy, with some accommodations seeing bookings for Christmas and New Years starting in Q3. There continues to be a desire to come to the west coast even with ease of some travel restriction.</p> <p>Responsible travel, “know before you go” was the primary focus of Tourism Ucluelet’s messaging in the spring and throughout the summer in hopes that reinforcement would assist in the reduction of travellers without reservations and further patience with our restaurants that struggled with staff shortages.</p> <p>Tourism Ucluelet, in partnership with the District of Ucluelet undertook the development of a 5–10-year Tourism Master Plan for Ucluelet. At the time of this the preparation of this document, a draft vision statement and goals had been outlined and shared with stakeholders as well as the community. Overall, the community recognizes the importance of tourism and its benefits to the community. They locals and businesses alike, are keen to see more sustainable and responsible travel messaging as well as actions to ensure the beauty of Ucluelet is not eroded.</p> <p>The Visitor centre was reduced in staff size as well as hours to operate effectively. The seasonal visitor centre never opened for 2021, as Tourism Ucluelet moved out part way through the summer because the Chamber of Commerce is selling the building.</p> <p>Additionally, Tourism Ucluelet built a new website that was launched for the summer. The site not only offered a more practical approach to the design but was developed to have a more photo journalistic digital magazine style to it. One item Tourism Ucluelet was considering was the implementation of a booking system. However, the feedback noted that for such a small community, a current availabilities page for accommodation and activity providers would be adequate. It’s being built this fall (2021).</p> <p>Some events tried to go virtual but learned that in-person is the best avenue for the success of these events. Pacific Rim Whale Festival and the Edge to Edge Marathon</p>

	<p>will both be returning in-person in 2022. Canada Surf Nationals returned in limited form, but new was live televised heats that allowed it to be viewed worldwide. While the event was unable to take place in the Pacific Rim National Park due to COVID restrictions, the event was well received and successfully executed in Tofino. As a sponsor for the event, Tourism Ucluelet continued to receive full exposure over the course of the event through digital and televised channels.</p> <p>Overall, while a busy year seemed positive financially, the strain of limited housing coupled with the continued shortage of staff created additional pressures on business owners. It should be noted that when some businesses did have housing and increased wage to lure staff, positions still went unfilled.</p> <p>Regardless of the highway construction and closures, there was an increase of day-trippers coming from Port Alberni and Nanaimo. Moreover, visitors trying to find refuge away from wildfires and “vanlifters” found their way to the west coast. As sites and rooms were booked, travellers that chose to stay, did so on the backroads and side streets. This presented a serious challenge, not only for the locals but, our first responders, by-law and RCMP. Furthermore, the environmental impacts in the backroads resulted in inadequate disposal of garbage, gray water, parking in ecologically sensitive areas, increased risk of wildfires, as well as the encroachment on local First Nation communities during COVID closures. While most travellers were respectful the severe lack of staff coupled with COVID measures continued to impact visitor experiences at restaurants, creating long waits and impatience. All resources were stretched during the summer.</p> <p>Even though Tourism Ucluelet has not advertised peak season for several years, what this summer indicated is that further responsible travel campaigns are required. While we want to encourage spontaneity, shoulder and off season would be the ideal time for last minute travel. The added volume of travellers during the summer, risks creating an undesirable experience for locals, businesses, and visitors alike. Better visitor dispersion throughout the year is the goal to help reduce the volatile swings between peak season and the rest of the year. Continuity of visitor volume promotes wage and job stability as well as allowing for long term business planning not only for stakeholders, but Tourism Ucluelet and the district.</p> <p>While Ucluelet and the West Coast continue to be a desirable location for travellers, with the implementation of vaccine cards for international travel and the prospect a good snow season, Tourism Ucluelet recognizes that there may be some softer periods throughout the first part of Q1 and Q2. This will not prevent us from trying to reach those travellers still not keen to leave the province or country.</p>
<b>Overall Goals and Objectives</b>	<p>Tourism Ucluelet continues to follow the 5-year plan set out during the renewal process in 2018. With the added creation of the Ucluelet Tourism Plan (UTP), the Board will begin the renewal process in early 2022. The findings from the UTP as well as the recently developed guiding principles and pillars will be foundation for the 2023 renewal document.</p> <p>Guiding principal statement, “By 2023 Tourism Ucluelet will lead Ucluelet’s vibrant and sustainable tourism industry through industry collaboration, responsible and authentic promotion, visitor and community education, support for community priorities and accountability in our operations.”</p> <p>Tourism Ucluelet will make the shift from destination awareness marketing to campaigns</p>

	<p>that resonate with like-minded consumers who will travel to the destination and identify with the values of Ucluelet through inspiring stories, messaging and images. By making these changes, the long-term goal is to ensure our community strives for balance, our surroundings remain as pristine as possible, while still welcoming growth and development.</p> <p>Tourism Ucluelet defined three pillars for success to achieve these goals:</p> <ol style="list-style-type: none"> <li>1. Foundation of Digital Success Seamless connect with consumers and expand the visibility of Ucluelet’s businesses and experiences while demonstrating an ROI.</li> <li>2. Innovate on Responsible and Authentic Promotion Embody Ucluelet’s unique spirit and charm through innovative promotional campaigns that emphasize authentic and responsible experiences</li> <li>3. Visitor and Community Education Tourism Ucluelet will also move forward to create a network of local and guest advocates who will amplify the Ucluelet message.</li> </ol> <p>There will be a heavier focus on responsible travel messaging as well as a continuation of collecting new video assets to use for new feature video including clips for Instagram and story development in Crowdriff. Tourism Ucluelet will further support our stakeholders through our granting program, workshop development and staff training.</p>
<b>Strategies</b>	<p>To build on these goals the sustainable brand and communications plan developed, will assist in facilitating the brand shift and messaging. Digital, social and storytelling will be the primary focus of our new direction. All the while still producing visually appealing material to like-minded consumers that connect with preservation of the area and environmental stewardship. The ads and messaging will target eco-conscious high-yield consumers who are looking for genuine life-affirming experiences immersed in a pristine part of BC, exposed to nature, wildlife, outdoor adventure tours and culinary experiences.</p> <p>Tourism Ucluelet will also collaborate with the Ucluelet Chamber of Commerce to offer an ambassador program that will provide training to front line staff sharing to tools to ensure that the new messaging of responsible consumer behaviour is being disseminated as visitors check in. In addition to this program, Tourism Ucluelet will be creating a stakeholder workshop series focussing on the needs that businesses have to become more sustainable.</p> <p>Tourism Ucluelet will further work with organizations, the District of Ucluelet to ensure that similar messaging is sent to community members through newsletters offering insight to the new practices that the DMO, District and Chamber are aiming to achieve.</p>
<b>Target Markets</b>	<p>Tourism Ucluelet will continue to focus on rubber tire markets within the province and key out of province areas such as Calgary and Edmonton. Further consideration will be given to highly targeted communities in Ontario as well as in Washington state that identify with Ucluelet’s values and show interest in the area. These markets outside of BC will be considered based of engagement data and what the budget allows. Ucluelet currently experiences a peak season between mid-May to mid October and non-peak season from late October to early May. On average visitors to the area stay</p>

longer than three nights. The marketing focus will be on the non-peak season (mid-October to the beginning of May) and extending the number of nights from three to four. The tactics will target the following visitors:

Primary Geographic Target Markets

- Rubber tire markets of the lower mainland, Vancouver Island, Pacific Northwest USA and Calgary/Edmonton

Primary Visitor Demographic – shoulder and off season

- Visitors who are eco-conscious and share the same values as the community
- High yield consumers willing to travel to a remote area
- Couples on weekend getaways – seeking relaxing retreat in nature
- Active travellers, year-round – seeking extended stays and soft adventure
- Young and active – prefer quality of experiences from accommodation, food to activities
- Families, school holidays and summer – currently represents majority of peak season revenue for most Ucluelet operators
- Corporate and incentive, year-round
- Weddings, retreats, small conferences

Secondary Geographic Target Markets

- Areas of Ontario that resonate with our primary visitor demographic descriptions.
- California and longer-haul markets in partnership with Tourism Vancouver Island and Destination BC

Secondary Visitor Demographic

- Hikers
- Mountain bikers
- Surfers
- Food enthusiasts
- Kayakers
- Outdoor enthusiasts

Explorer Quotient (EQ) Segments

Tourism Ucluelet’s target visitors match the following EQ segments:

- *Authentic Experiencers* are typically understated travellers looking for authentic, tangible engagement with destinations they seek, with an interest in understanding the history of the places they visit.
- *Free Spirits* are highly social and open-minded. Their enthusiasm for life extends to their outlook on travel. Experiential and adventurous, they indulge in high-end experiences that are shared with others.
- *Cultural Explorers* are defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the place they visit.

- Ucluelet’s wilderness, scenic beauty, rich history, wildlife viewing, Wild Pacific Trail and outdoor adventure opportunities and the local community’s desire to protect it matches with the Authentic Experiencers concern for the health of the planet and what it means to future generations. Free Spirits sense of sharing their adventures online while enjoying the finer aspects of the community provide ample reasons for these EQ segments to visit. Of the 10 most appealing activities for Canadian Authentic Explorers, Ucluelet offers several either in the destination or very close by: marine and land-based wildlife viewing, visiting small towns, visiting national parks, seeing beautiful coastlines and beaches, dining at restaurants offering local ingredients and visiting aquariums.

#### **Overview of Visitors Experiences in Ucluelet**

- **Touring & Exploring** is identified as BC’s largest trip motivator. Visitors looking to tour and explore will find Ucluelet offers a welcome coastal retreat at the end of a cross-island journey through old-growth forests along a winding mountain highway.
- **Wilderness Comfort** – Ucluelet remains rural but welcomes guests with quality amenities found next to wild nature.
- **Outdoor Adventure** – Ucluelet offers numerous options for those seeking active outdoor pursuits such as hiking on the Wild Pacific Trail, cycling along bike paths, fishing charters, kayaking and surfing, as well as exploring the nearby Pacific Rim National Park Reserve. The new multi-use path connecting Ucluelet to Tofino through the National Park, will provide the opportunity for long distance hikes and bike rides in a safe and beautiful manner. Opening spring 2022. Ucluelet will also be adding mountain biking to its list of activities. Trails began construction in late 2020 with the hope to be market ready for spring of 2022. When this opens, Ucluelet will be on of the only locations in Canada that someone can go mountain biking all year round.
- **Ocean Coastline and Rainforests** – a variety of coastal experiences that create return visitation and ideal images for sharing: Wild Pacific Trail, storm watching, relaxing getaways, pristine and raw natural surroundings.
- **Wildlife viewing** – both marine (whales, marine mammals, and birds) as well as land-based (bears, wolves, shorebirds) wildlife viewing is available. Ucluelet also has the original collect and release aquarium in Canada. This facility allows visitors to get up close and personal with marine life that is normally found off the coast of Ucluelet while learning from the staff through their interpretive programs and touch tanks.
- **Indigenous Culture** – Engage the Yuułuʔiłʔatḥ Government and Ucluelet First Nation as well as Toquart First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked, showcased and future opportunities are collaborated upon.
- **Arts** – are always influenced by the natural surroundings. Painting, carvings, sculpture, crafts, photography; there are multiple galleries in town that offer a host of local one-of-a-kind work.
- **Culinary** – A variety of restaurants; cafes, bakeries, diners, award winning distillery,

	<p>micro brewery (opened Feb 2020), casual and high-end restaurants, food trucks taking inspiration from local ingredients.</p> <ul style="list-style-type: none"><li>• <b>Festivals &amp; Events</b> – Canadian Surf Nationals, Ukee Days, Edge to Edge Marathon, Arts Splash, Pacific Rim Whale Festival, Summer Festival, Cultural Heritage Festival, Canada Day, Sail Past, Midnight Madness (per-Christmas shop local initiative), Van Isle 360 (bi-annually), Soap Box Derby in the fall, monthly beach clean-ups with Surfrider Pacific Rim as well as guided interpretative walks facilitated by the Wild Pacific Trail Society. These festivals and events are unique with a local flare.</li></ul>
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**Section 2: One-Year Tactical Plan with Performance Measures**
**Major Category: Marketing**

**Activity Title:** Measurable promotional initiatives that increase awareness of responsible tourism, length of stay and visitor yield while encouraging return visitation, with a focus on shoulder and off-season.

**Tactics:**

- Digital and social media (*channels all Tourism Ucluelet **not** DiscoverUcluelet **except** for the **website***)
- Expansion of consumer and stakeholder newsletters
- Expansion of stories on the website
- Development of audio files/podcasts
- Curated content
- Travel media with Destination BC/Tourism Vancouver Island
- Feature video
- Ambassador Program

Collaborating with organizations to help promote environmental stewardship

**Implementation Plan:**

**Description:** Conduct marketing initiatives that showcase authentic and life-affirming experiences while increasing consumer awareness of environmental stewardship, length of stay, visitor yield, and encouraging return visitation.

**Quantifiable objectives:**

- Increase in MRDT, Occupancy and Length of stay
- Increase online and social engagement across all monitored channels
- Development and implementation of a sustainable communication plan

**Rationale:** Tourism Ucluelet’s mandate is to promote the destination in partnership with key stakeholders, while providing a seamless connection with consumers and expanding the visibility of Ucluelet’s businesses as well as experiences while demonstrating an ROI. As Tourism Ucluelet moves forward to implement our new sustainable tourism strategy, until otherwise indicated, all messaging for 2022 will be focused on responsible travel and respect for the area. Tourism Ucluelet will additionally take steps to showcase more equitable opportunities for those visitors traveling to the west coast with disabilities. This will ensure that all visitors have barrier-free opportunities to experience what Ucluelet and the West Coast have to offer.

**Action Steps:**

- Marketing agency will begin implementing new brand refresh strategy that will be focused on mindful, responsible, and sustainable travel efforts.
- Engage in Destination BC cooperative program opportunities where available (BC Fishing)
- Expand new website to include more stories and itineraries
- New asset development that is reflective of the new direction and in-line with DBC brand standards
- Digital and social media
- Asset development to include First Nations, updated marine activities and others as needed
- Rich content development for new website, blogs, newsletters
- travel media independent and in collaboration with Tourism Vancouver Island and Destination BC
- familiarization tours
- Stakeholder, consumer, and Local newsletter program

- Curated content for national and provincial print publications with digital exposure
- Support to not-for-profits through marketing granting program and in-kind support for events and festivals that offer the opportunity to enhance the visitors experience while in Ucluelet
- Continue to work with stakeholders to expand plan for weddings, conference, and retreat market
- Coordinate and inventory businesses who already conduct themselves as environmental stewards
- Develop marketing materials for stakeholders with new messaging to share with travelers
- Begin using Environics to gain insight to visitor habits in the area.

**Short Description:**

**Potential partnerships:** Tourism Ucluelet stakeholders, Tourism Ucluelet Board of Directors, District of Ucluelet, Ucluelet Chamber of Commerce, Tourism Tofino, Parks Canada, Tourism Vancouver Island, Surfrider Foundation Pacific Rim, Destination BC, Ucluelet Aquarium, Wild Pacific Trail, Ucluelet Mountain biking association and BC Mountain Biking Association.

**Resources:** Budget and Tourism Ucluelet staff

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:** will roll out over the course of 2021

**Co-op advertising**

- Destination BC cooperative marketing program – BC Fishing (early spring)

**Website**

- Will continue develop content around responsible travel
- Content rich stories
- Continue to monitor and adapt our SEO
- New itineraries and blog posts
- Continual updates with new and pre-existing stakeholders
- Programmatics and Google ad words

**Social Media & Digital advertising**

- Ongoing through social media channels with programmatics (OTT will be new for 2022), google adwords
- Ongoing content creation for Facebook, Instagram, Twitter, YouTube
- Consumer E-Newsletters
- Podcasts will be developed to assist with the visually impaired as well as another method of storytelling

**Media Relations**

- FAM support as requested, in partnership with Destination BC/Tourism Vancouver Island
- Story development, media outreach, itinerary development, hosting and fact checking – ongoing
- Ucluelet is too small on its own to attend Media Trade Shows. Support Tourism Vancouver Island staff to attend Canada's West Market Place and Rendezvous

**Print materials and racking**

- Tear away map with updated membership listing (summer)

**Sustainable Brand & Communications Plan**

- Focus around mindful, authentic, and responsible travel

- Increase word of mouth referrals to Ucluelet
- Strategy to target like minded value-based travelers to the area
- Work with local societies who focus on environmental stewardship to assist with language to educate visitors on how to be a responsible traveler.

**Budget:** \$252,100

**Evaluation mechanism:** Google Analytics, SEO, Later, AirDNA, Facebook manager, community and stakeholder survey, individual predetermined seasonal campaign metric, Environics, STR Report (pending), EV station data collection, waste management reports, Reporting from Wildlife organizations (Pacific Rim Wildlife Network) to determine improvement in visitor behaviour.

**Performance Measures:**

(Stakeholder interests/engagement due to perceived success of campaigns)

Output Measures:

- Types of marketing activities
- Number of event campaigns and results
- Description of social media activities and outcomes
- Stakeholder engagement for campaigns
- Number of media placements
- Webpage visits
- Visitor inquiries/calls
- surveys

Outcome Measures:

- MRDT revenues
- Occupancy rate in shoulder seasons, as measured by participating accommodations
- Average length of stay, as measured by participating accommodations
- Social media engagement
- Email program – number of subscribers
- Ads performance measurements
- Conversion and CTR rates
- Marketing initiative tracking (calls to action) from cooperative marketing activities
- EV station data
- Waste management reports
- Positive behaviour shifts at key attractions

**Major Category:** Visitor Services

**Activity Title:** Increasing visitor touchpoints and encouraging responsible travel while in the area, increased length of stay, visitor yield and satisfaction.

- **Tactics:**

- Maintain primary visitor services at junction – Pacific Rim Visitor Centre, in partnership with Parks Canada, Ucluelet and Tofino stakeholders as well as the downtown seasonal office
- Apply for federal summer employment funding
- Train up to 5 visitor centre summer students and staff
- Collaborate with Ucluelet Chamber of Commerce to deliver an Ambassador Program to deliver community knowledge and customer service training to front line staff in the hospitality industry, eventually rolling it out to community member who would like to volunteer
- Develop a more effective roaming visitor services plan for summer
- Initiate minor leasehold improvements/upgrades at visitor centre(s)
- Continue to improve accessibility options at the Visitor centres and work with the District on the improvement of accessibility throughout Ucluelet
- Install wayfinding maps throughout town
- Move towards a further enhanced digital platform that can help the visitors services staff offer efficient and timely information, especially during peak season
- Revenue plans – increase stakeholder engagement within Ucluelet and surrounding communities with dynamic marketing packages, maintain desirable merchandise on site, continue applying for DBC visitor services and Canada summer jobs grants, engage neighbouring DMO’s to cross promote businesses and activities

**Implementation Plan**

**Description:** Plan for fully operational visitor centre for 2022. If staffing allows, roaming staff at key iconic locations throughout Ucluelet while continuing to deliver existing visitor servicing out of current locations.

- Generate revenue/pursue grants to work toward goal of cost-recovery by 2023
- Grow local and regional stakeholders represented at visitor centres
- Regain volume of visitor parties by 10% in 2022

**Visitor Services Goals**

Tourism Ucluelet’s primary goal is to have visitors stay longer, experience new and exciting products our businesses have to offer and ensure visitors leave having a life-affirming experience while on the west coast. The visitor centre plays a vital role in welcoming visitors to the west coast and providing them with accurate information to enhance their vacation, as well as insight on how to be a responsible traveler.

The downtown seasonal office is no longer available, as Tourism Ucluelet vacated the building, and it is being sold by the Chamber of Commerce. Ucluelet is fortunate to have multiple locations through out town that could warrant a more sophisticated mobile building, trailer, or vehicle to provide, roaming services not only by the Amphitrite lighthouse, but also by the Aquarium and at events. Should this come to fruition with the support of the district, staff will be equipped with digital devices to find information and dressed in branded vests so visitors know that the staff are part of Tourism Ucluelet.

A digital historical walking tour was created by a company called On This Spot to assist with expanding our historical representation of the town.

**Action Steps:**

- Maintain visitor services at junction, in partnership with Parks Canada and develop a new plan for seasonal support throughout the summer. The Junction centre is open all year round except for Christmas and New Years Day. Hours vary depending on season. Parks Canada leaves the junction after Thanksgiving weekend and does not return until the beginning of May annually.
- Apply for federal summer employment
- Train up to 5 visitor centre summer students and staff
- Refine mobile visitor services in partnership with District of Ucluelet
- Update suggested itineraries for guest and have on hand for reference
- Have information on hand for responsible travel
- Ensure historical walking tour is on website and visible at the centres
- Work with stakeholders to better understand what they offer for visitors traveling with disabilities and generate a list for visitor centre and stakeholder staff as well as posting on our website

**Potential partnerships:** Parks Canada, Tourism Ucluelet and Tofino stakeholders, District of Ucluelet, Ucluelet and Tofino Chamber of Commerce, Wild Pacific Trail Society, Ucluelet Historical Society and the George Fraser Society, regional businesses outside of the Pacific Rim region.

**Resources:** Budget and Tourism Ucluelet staff

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:**

Visitor Centres

- Pacific Rim Visitor Centre at the Junction between Ucluelet and Tofino; open all year round
- Mid June roaming program (will be dependent on staffing)
- March – Pacific Rim Whale Festival, Spring Break and Art Splash
- Spring - Surf Nationals, Cultural Heritage Festival
- July – Canada Day Celebrations, Ukee Days, Summer Festival
- October - Edge to Edge Marathon
- December – Aquarium Release Day, Sail Past

Visitor Centre staffing

- 1 FT manager, 1 PT weekday staff, 1 PT weekend staff. All part time staff hours will vary depending on summer support required. Summer staff will be hired in May for peak season support.

**Budget:** \$176,600

**Evaluation mechanism:** Visitor Centre statistics, local/regional partnerships represented at the centres, merchandise sales

**Performance Measures:**
Output Measures:

- Visitor in person inquiries/calls/emails
- Roaming staff
- Itinerary requests
- Website accommodation inquiries

Outcome Measures:

- Monthly Visitor numbers
- Number of engagements by roaming staff
- Number of local/regional partnerships represented at centres
- MRDT revenues
- Increase average length of stay through occupancy rate in

- shoulder seasons as measured by participating accommodations
- CTR on apps and information through the website

**Major Category:** Stakeholder & Community Engagement, as well as Organizational Governance

**Activity Title:** Maintaining strong community and stakeholder engagement while effectively governing the organization.

**Tactics:**

- Participate with organizations who have developed environmental stewardship programs
- Complete MRDT reporting requirements (April & November)
- Participate in Destination BC cooperative programs to leverage marketing dollars (BC Fishing campaign)
- Engage the Yuułuʔiłʔatḥ and Toquart Governments as well as Ucluelet and Toquart First Nation owned and operated businesses ensuring Indigenous tourism products and services are linked, showcased and future opportunities are collaborated upon
- Review and update bylaws to ensure equitable representation from stakeholders
- Maintain regular communications with tourism business stakeholders
- Maintain regular communications with District of Ucluelet
- Maintain regular communications with Ucluelet Chamber of Commerce
- Member of the Ucluelet Emergency Operations Centre (EOC)
- Director on the BCDMOA Board of Directors
- Create open dialog with locals and develop advocates/ambassadors
- Develop Tourism Ucluelet policy documents
- Attend professional development programs to ensure, Board of Directors and staff are up to date on responsibilities to the Organization
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.
- Attend Tourism Vancouver Island Leadership Council meetings

**Implementation Plan**

**Description:** Maintain, enhance and cultivate new relationships with stakeholders, community members and leaders, organizations, First Nations and other industry partners to increase partner engagement, improve the understanding of the DMO role and effectively govern the organization.

**Quantifiable objectives:**

- Leverage funds at a minimum of 10% of the MRDT collected over 5 years (~\$7800)
- Completed Ucluelet Tourism Plan
- Successfully completed renewal document
- Succession planning documentation completed by end of 2022
- Increased community engagement to share the same message to consumers; how to be a responsible traveller while on the west coast (ie the Hatchery and bear interaction)
- Increased stakeholder engagement in marketing initiatives
- Increased collaboration on *Resort Development Strategy* with District of Ucluelet
- Develop Tourism Ucluelet policy statements on key issues affecting local tourism industry
- Participation in the Tourism Master Plan development process

**Rationale:** Tourism Ucluelet will be expanding its staff to assist in the implementation of additional projects and

our new sustainable communication plan. Ucluelet is in a unique position to educate our visitors on best practices when coming to the west coast, but to do this effectively, there needs to be one message shared by the local community members and businesses. Further collaboration with the District of Ucluelet and the Ucluelet Chamber of Commerce ensure this message is reached to all facets of the community.

**Action Steps:**

- Complete MRDT reporting requirements (April & November)
- Participate in Destination BC cooperative programs leverage marketing dollars (Fishing BC)
- Engage the Yuułuꞑiꞑath and Toquart Governments and Ucluelet and Toquart First Nation owned and operated businesses to ensure Indigenous tourism products and services are linked and showcased as well as future opportunities are collaborated upon
- Support stakeholder development through local and provincial workshops/courses
- Hold an open house for community to learn more about Tourism Ucluelet and its goals
  
- Maintain regular communications with tourism business stakeholders:
  - send monthly stakeholder e-update
  - maintain stakeholder section of website ([www.discoverucluelet.com/stakeholders](http://www.discoverucluelet.com/stakeholders))
  - send annual stakeholder survey
  - share best practice resources designed for tourism business
  - encourage stakeholders to promote, share, link to Tourism Ucluelet marketing materials from their marketing platforms
  - send annual report to community
  
- Maintain regular communications with District of Ucluelet:
  - maintain District representation on Tourism Ucluelet board
  - bi-annual Tourism Updates to Mayor and Council
  - attend bi-annual Societies meeting with District, Mayor and Council as well as all other Societies in Ucluelet
  - Continue participating in the EOC and COVID recovery Task force
  
- Maintain regular communications with Ucluelet Chamber of Commerce
  - Maintain Chamber representative on Tourism Ucluelet board
  - Maintain stakeholder support and unification on subjects that impact the tourism business community
  - Provide stakeholder support through workshops aimed at enhancing digital awareness and marketing acumen
  - Support the further development of an on-line version of the Ambassador program
- Maintain active membership with provincial advocacy efforts – Tourism Industry Association of BC (TIABC) and BC Destination Marketing Organization Association (BCDMOA) and attend AGMs, conferences, etc.

**Potential partnerships:** Tourism Ucluelet stakeholders, District of Ucluelet, Ucluelet Chamber of Commerce, Parks Canada, societies in Ucluelet that have like-minded approaches to environmental stewardship, Destination BC Visitor Services Network and Learning Academy

**Resources:** Budget and Tourism Ucluelet staff

**Sources of funding:** MRDT funding, partner funding

**Responsibilities:** Tourism Ucluelet staff

**Timeframe:**

MRDT reporting requirements

- April – annual report
- November – tactical plan

#### Destination BC cooperative programs

Tourism Ucluelet is not the lead on our consortium partnerships. Due to the remoteness of our location and the group Tourism Ucluelet partners with, any new plans are usually discussed via conference call in advance of the application being submitted. Once the application is approved, all work is done via conference call and email.

#### Stakeholder communications

- Monthly stakeholder e-update
- Updates to stakeholder section as required, including copies of monthly e-update
- Annual Stakeholder survey
- Annual Open house for local community members

#### District of Ucluelet communications

- Spring – update to District of Ucluelet council
- Fall – update to District of Ucluelet council
- Monthly board meetings attended by District representative

#### Tourism Industry Association of BC events

- March - [BC Tourism Industry Conference](#) and BCDMOA annual meeting
- Fall – TIABC AGM and BCDMOA meeting

**Budget:** \$183,000

**Evaluation mechanism:** Stakeholder Survey development; stakeholder engagement in Tourism Ucluelet initiatives; open rate of stakeholder e-update, community attendance at annual open house

**BUDGET 2021**

Revenues	2022 budget
Carry-forward from previous calendar year (surplus/reserve)	\$176,100
MRDT	\$355,000
MRDT from online accommodation platforms (estimated)	\$100,000
<b>MRDT Subtotal</b>	<b>\$631,100</b>
Local government contribution	-
Stakeholder contributions (i.e. membership dues)	\$14,600
Co-op funds received (e.g. DBC Coop; DMO-led projects)	\$0
Grants – Federal (pending application approval – Canada Summer Jobs)	\$10,000
Grants – Provincial (visitor Services funding)	\$25,000
Grants/Fee for Service - Municipal	\$0
Retail Sales	\$15,000
Interest	\$1,000
Other – commission revenue – retails agreements	\$15,000
<b>Total Revenues</b>	<b>\$711,700</b>
Expenses	
Marketing	
Marketing staff – wage and benefits (including AOR)	\$65,200
Media advertising and production	\$26,000
Website - hosting, development, maintenance	\$6,000
Social media	\$55,500
Consumer Shows, events	\$0
Collateral production, and distribution	\$7,500
Travel media relations	\$0
Travel trade	\$0
Consumer-focused asset development (imagery, video, written content)	\$70,900
<b>Subtotal</b>	<b>\$231,100</b>
Destination & Product Experience Management	
Destination & Product Experience Management Staff – wage and benefits	\$0
Industry development and training	\$12,000
Product experience enhancement and training	\$10,000
Research, evaluation, and analytics	\$11,000
Other (please describe)	\$0
<b>Subtotal</b>	<b>\$33,000</b>
Visitor Services	
Visitor Services staff and benefits	\$138,900
Visitor Services activities	\$37,700
Other (please describe)	
<b>Subtotal</b>	<b>\$176,600</b>
Meetings Conventions, Events & Sport	
Meetings Staff wages and benefits	\$0
Meetings, conventions, conferences, events, sport, grant programs, etc.	\$21,000
<b>Subtotal</b>	<b>\$21,000</b>
Administration	
Management and staff unrelated to program implementation – wages and benefits	\$78,000
Finance staff – wages and benefits	\$9,000

Human Resources staff – wages and benefits	\$2,000
Board of Directors costs	\$0
Information technology costs – workstation-related costs (i.e. computers, telephone, support, networks)	\$8,000
Office lease/rent	\$17,000
General office expenses	\$23,000
<b>Subtotal</b>	<b>\$137,000</b>
<b>Affordable Housing</b>	
General MRDT revenues	
Revenues from online accommodation platforms (estimated)	\$100,000
<b>Subtotal</b>	<b>\$100,000</b>
<b>Other</b>	
All other wages and benefits not included above	
Other activities not included above (please describe) Professional Development for FT staff and BOD	\$13,000
<b>Subtotal</b>	<b>\$13,000</b>
<b>Total Expenses:</b>	<b>\$711,700</b>
<b>BALANCE</b>	<b>\$0</b>

**Section 3: Projected Spend by Market (*broad estimate*) for LEISURE activities only & projected percentage of spend focused on each season (*broad estimate*)**

(Add more rows as needed)

Geographic Market	Total Marketing Budget by Market	% of Total \$ by Market
BC	176,470	70
Alberta	50,420	20
Ontario*	12,605	5
Washington*	12,605	5
<b>Total</b>	<b>252,100</b>	<b>100%</b>

\*only for highly targeted campaigns or in participation with Tourism Vancouver Island/ Destination BC initiatives, otherwise funds will be divested into BC and Alberta markets.





## REPORT TO COUNCIL

Council Meeting: November 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JAMES MACINTOSH, DIRECTOR, ENGINEERING SERVICES

**FILE NO:** 2240-25

**SUBJECT:** KOERS ENGINEERING AND ASSOCIATES LTD. CONTRACT RENEWAL

**REPORT NO:** 21- 161

**ATTACHMENT(S):** APPENDIX A - TWO (2) YEAR STANDING OFFER AGREEMENT EXTENSION

### **RECOMMENDATION(S):**

That Council approve Option A, to authorize an extension of the fee-for-service contract between the District of Ucluelet and Koers & Associates Ltd. from May 26, 2021, through to May 26, 2023.

### **BACKGROUND:**

The District of Ucluelet issued a Request for Proposals in 2017 for Engineering services and Koers & Associates Ltd. was the successful proponent. At that time, a 5-year Agreement was initiated and has continued until it's expiration in May of 2021.

The contract was good value for money and the relationship beneficial for The District of Ucluelet. The Engineering firm have provided services to the District of Ucluelet since 1993 and have assisted on more than 50 projects, including the Sewage Lagoon Improvement and Cedar Road Altitude Valve projects.

Koers & Associates Ltd. have submitted a proposal to the District of Ucluelet to provide Engineering services under a 2-year extension of the Agreement. The contract extension if authorized would expire in 2023 and initiate a Request for Proposal.

### **ANALYSIS OF OPTIONS**

<b>A</b>	Authorize an extension of the fee-for-service contract for the years 2021 to 2023	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>• Long-standing relationship with the Engineering firm</li> <li>• No change in costs or budget</li> <li>• Positive historical results with the contract and services provided</li> <li>• The firm retains specialized knowledge of The District's infrastructure</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>• The contract opportunity hasn't been open to the market for bidding in five years, seven by the end of the extension</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>• Authorizing an extension saves cost</li> <li>• Authorizing an extension saves staff time</li> </ul>

<b>B</b>	Issue a Request for Proposals for Engineering services	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>Potential to gain market insights on value/cost for Engineering services</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>Loss of local Engineer Subject Matter Experts</li> <li>Disruption to capital infrastructure project work</li> <li>Loss of local systems knowledge</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Loss of staff time issuing a Request for Proposal</li> <li>Loss of project time while onboarding a new firm</li> <li>No guarantee of cost savings</li> </ul>
			<ul style="list-style-type: none"> <li>That Council approve Option B, to direct staff to issue a Request for Proposal for Engineering Services.</li> </ul>
<b>C</b>	Do not proceed with either option	<b><u>Pros</u></b>	<ul style="list-style-type: none"> <li>None</li> </ul>
		<b><u>Cons</u></b>	<ul style="list-style-type: none"> <li>Increased risk to all capital infrastructure projects</li> <li>Increased costs to all capital infrastructure projects</li> <li>Increased delays to all capital infrastructure projects</li> </ul>
		<b><u>Implications</u></b>	<ul style="list-style-type: none"> <li>Increased costs</li> </ul>
		<b><u>Suggested Motion</u></b>	<ul style="list-style-type: none"> <li>No motion required</li> </ul>

**POLICY OR LEGISLATIVE IMPACTS:**

- Procurement and Disposal Policy 3-1200-5 which specifies sole source purchase can occur to ensure the compatibility with existing products, facilities, or services.

**NEXT STEPS**

- District Staff to renew the extension with Koers & Associates Ltd.

**Respectfully submitted:** James Macintosh, Director, Engineering Services



## Proposal for Continued Consulting Services for District of Ucluelet Capital Project Work 2021 – 2023

### Two (2) Year Standing Offer Agreement Extension

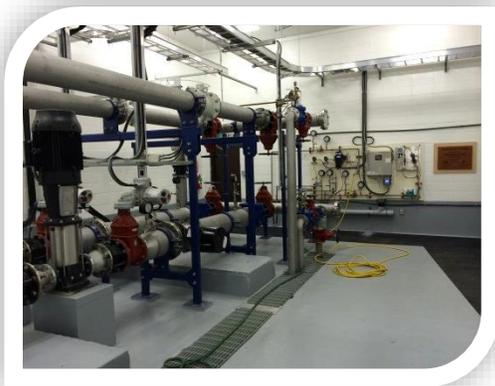
<p>Company:</p> <p>Address:</p> <p>Contact:</p>	<p><b>Koers &amp; Associates Engineering Ltd.</b></p> <p><b>194 Memorial Ave, Parksville BC</b></p> <p><b>Chris Downey, PEng</b></p>
---	--



Peninsula Road Upgrade, 2008



Helen Road Pump Station Upgrade, 2010



Bay Street Water Treatment Upgrade, 2013



Sewage Lagoon Upgrade, 2017



**Parksville, BC**



**KOERS  
& ASSOCIATES  
ENGINEERING LTD.**  
*Consulting Engineers*

P.O. BOX 790  
194 MEMORIAL AVENUE  
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www.koers-eng.com

September 30, 2021  
1561-211-01

District of Ucluelet  
200 Main Street  
Ucluelet, BC  
VOR 3A0

**CONFIDENTIAL**

*This proposal is submitted in confidence as defined under Section 21 of the Freedom of Information and Protection of Privacy Act. It is intended only for use by the recipient in evaluating competitive proposals.*

**Attention: Mr. James MacIntosh  
Director of Engineering**

**Re: Request for Proposal for  
Consulting Services for Capital Project Work, 2021 – 2023  
Two (2) Year Standing Offer Agreement Extension**

---

We are pleased to submit our proposal to the District of Ucluelet (DoU) to provide engineering services under the proposed two (2) year extension of the Standing Offer Agreement, 2021 – 2023 and with provision for an additional 2 years (2024 – 2026) should the DoU so choose. We enclose one electronic copy in pdf format.

Koers & Associates and our proposed team of specialized sub-consultants have the necessary depth of experience, resources and local accessibility to provide quality engineering services to meet the DOU engineering requirements for each of the categories identified in the RFP.

As you are aware, we provide engineering services exclusively on Vancouver Island with a particular focus in the Mid Island from West to East Coast. Our first assignment with the DoU was in 1993 and over the past 28 years we have assisted on more than 50 projects, including the Sewage Lagoon Improvement and Cedar Road Altitude Valve projects. We are honoured to have earned the DoU trust for so many years and are committed to doing so under this Standing Offer Agreement.

On behalf of the company, this proposal is signed by an authorized signatory and legally binds the proponent to the statements made in response to this proposal.

Yours truly,

KOERS & ASSOCIATES ENGINEERING LTD.

Chris Downey, PEng  
Principal



**FOR PROPOSAL FOR  
EXTENSION OF CONSULTING SERVICES FOR THE DISTRICT OF UCLUELET  
CAPITAL PROJECT WORK 2021 – 2023**

**Two (2) Year Standing Offer Agreement**

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**APPENDICIES**

**A** Project Team Key Member Resumes

- Chris Downey, PEng
- Ken Doll, PEng
- Mitchell Brook, PEng
- Ben Cartmell, ASCT
- Richard Cave, ASCT
- Gary Hrenyk, ASCT

**B** Project Data Sheets

## EXECUTIVE SUMMARY

The success of a project hinges on the people involved. Our project team consists of professionals with extensive experience in the design, modelling, assessment, long range capital planning, report writing, operational support, tendering, contract and construction administration and commissioning of, but not limited to:

- Roads, multi-use paths, and trailways;
- Sewage collection, treatment and discharge;
- Water supply, treatment and distribution;
- Storm drainage collection and treatment;
- Low impact development;
- Water and sanitary sewer pump stations;
- SCADA and electronics;
- Subdivision and development application reviews;
- Infrastructure assessment;
- Infrastructure master planning;
- DCC technical reports;
- Capital program development;
- Government funding applications and
- Asset management.

We strive to provide optimum possible engineering services to our clients with a cohesive, versatile and highly qualified team tailored to suit the specific need of each project. The vast majority of our staff has worked together for more than 10 years and some more than 20 years. They have grown together and built the expertise, teamwork, systems, and relationships necessary for successful project delivery. They strive to ensure that their decisions and practices result in projects that respect public health and safety and which measure up to the principle of responsible and sustainable stewardship of our environment.

**We maintain the same project engineer throughout all phases of a project, to ensure continuity, and to avoid wasting time on transferring knowledge between different engineers.** Survey staff, draftspersons, and inspection staff are assigned according to availability and specific project requirements.

**We do not take on assignments outside Vancouver Island which allows us to focus on the needs of our clients.** In general, Koers carries out approximately 80 assignments each year; often multi project for a number of clients.

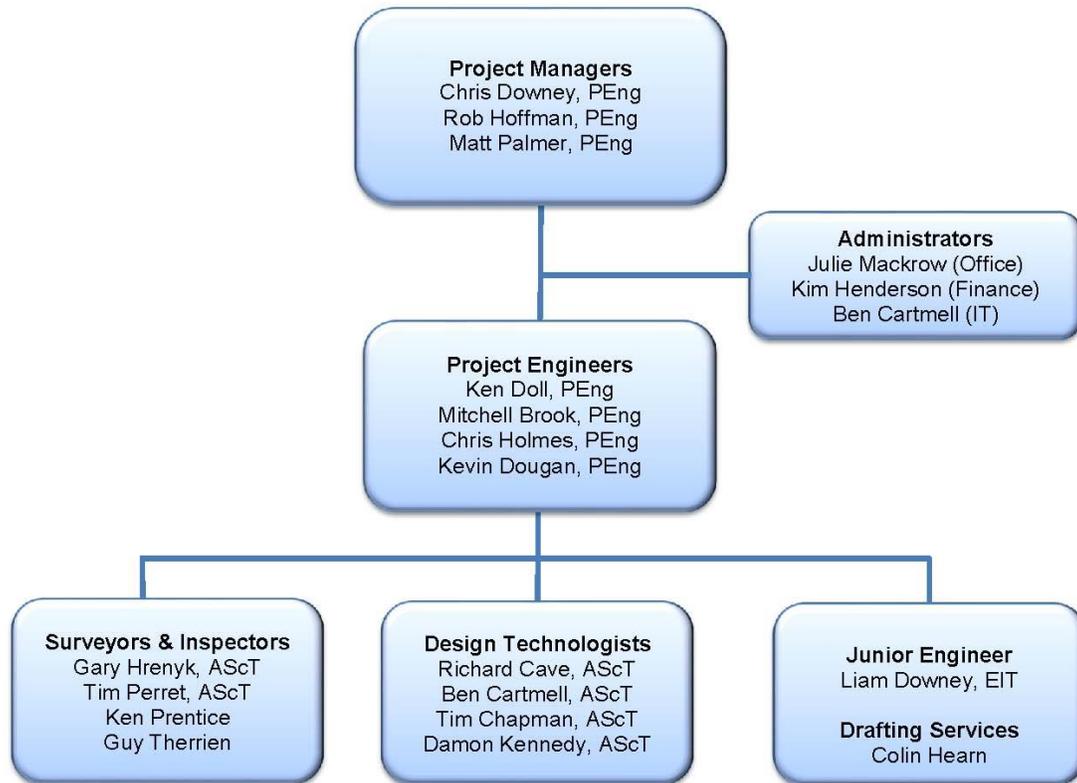
A review of our present committed and projected future workload reveals we are well positioned to perform assignments for the District.

# 1 STAFF QUALIFICATIONS & EXPERIENCE

## 1.1 Company Staff, Roles & Responsibilities

Our staff and their role in the company is summarized **Figure 1** below. Their capabilities are summarized in the attached **Table 1 – Koers & Associates Staff Experience**.

**Figure 1 – Koers & Associates Staff Members**



The role each team member fulfills and the work they perform is summarized below under each heading.

### **Project Manager / Team Leader (PEng)**

The project manager will be one of our three principals. They will manage the project team and be responsible for:

- ✓ Quality Control
- ✓ Presentations to Council
- ✓ Project Budget and Invoicing
- ✓ Project schedule
- ✓ Deliverables



### Project Engineer (PEng)

The project engineer will be responsible for a variety of aspects of a project depending on the scope of work. They will be responsible for:

- ✓ Report writing
- ✓ Computer modelling
- ✓ Preliminary & detail design
- ✓ Tender document preparation
- ✓ Construction payment certificate
- ✓ Liaison with approval authorities
- ✓ Day to day communication with the District staff
- ✓ Co-ordinating activities of the design team and sub-consultants
- ✓ Feasibility studies
- ✓ Presentations to Council
- ✓ Construction cost estimates
- ✓ Construction management
- ✓ Sealing of reports and drawings
- ✓ Co-ordinating meetings and issuing minutes

### Project Technologist (AScT)

The project technologist will be responsible for various design aspects of a project depending on the scope of work. They will be responsible for:

- ✓ Computer modelling (San & Storm)
- ✓ Private utility locates
- ✓ Development of preliminary and detailed design drawings using AutoCAD
- ✓ Construction quantity take-offs
- ✓ Creation of Record Drawings
- ✓ Assisting with report writing
- ✓ Design calculations
- ✓ Preparation of construction layout survey files

### Administrator

Each administrator performs a vital role within the company that ensures the other project team members are able to perform their task. They are responsible for:

- ✓ Reception
- ✓ Invoice preparation & purchasing
- ✓ Mail & courier
- ✓ Electronic file storage
- ✓ Computer network
- ✓ Accounts receivable & payable
- ✓ Payroll
- ✓ Document production and archiving
- ✓ Electronic daily back-up of files
- ✓ Software purchase and licencing

## 1.2 Proposed Key Team Members

Figure 2 presents the team key members that would be involved on assignments for the District. The key team members have been selected based on the expertise required for the specialized municipal systems categories listed in the District’s proposal call.

**Figure 2 – Project Team Key Members**

<b>Project Manager</b> Chris Downey, PEng	<b>Project Engineer</b> Ken Doll, PEng	<b>Project Engineer</b> Mitch Brook, PEng
<b>Design Technologist</b> Ben Cartmell, AScT	<b>Design Technologist</b> Richard Cave, AScT	<b>Construction Inspector</b> Gary Hrenyk, AScT

Resumes for each key team member are presented in [Appendix A](#).

### **Project Manager/Team Leader – Chris Downey, PEng**

Chris will manage the project team and exercise administrative control, monitor progress and costs, oversee organizational quality management, and ensure the project schedule is maintained.

Chris has 28 years of experience in the design and construction services of municipal infrastructure including sanitary sewer, storm drainage collection system and water distribution systems. His experience includes all project phases from feasibility studies, conceptual and preliminary design, detailed design, tendering, construction management and commissioning services. A few of the projects Chris has managed recently are listed below.

- **Mid Town Water Supply Improvement** – City of Nanaimo, (preliminary design)
- **Consolidated Waste Water Treatment Plant** – City of Powell River, (under construction)
- **Sewage Lagoon Improvements** – District of Ucluelet
- **Quathiaski Cove Sanitary Sewer System Extension** - Strathcona Regional District, 2017
- **Development Cost Charge Technical Report** – District of Ucluelet, 2016
- **Water Master Plan** – District of Ucluelet, 2016
- **Coal Creek Storm Drain Upgrades** – City of Port Alberni, 2016
- **Annual Interceptor Manhole Repairs** – Regional District of Nanaimo, 2012 - 2017
- **Bay Street Water Treatment Plant Improvements** – District of Ucluelet, 2014
- **Helen Road Sanitary Pump Station Upgrade** – District of Ucluelet, 2010

### **Project Engineer – Ken Doll, PEng**

Ken has 15 years of civil engineering experience on Vancouver Island. Ken is very familiar with DoU staff and the unique challenges faced by municipalities on the west coast of Vancouver Island, having completed a number of projects with them. A few of the projects Ken has recently been project engineer on include:

- **Bamfield Water Treatment Plant** – Alberni-Clayoquot Regional District, 2017
- **Bayview Park Drive Road Resurfacing** – District of Lantzville, 2016
- **Well No. 6 Replacement** – District of Lantzville, 2016
- **Fire Hall On & Off-Site Servicing** – Town of Qualicum Beach, 2015
- **Bay Street Water Treatment Plant Improvements** – District of Ucluelet, 2014
- **Helen Road Pump Station Upgrade** – District of Ucluelet, 2010

### **Project Engineer – Mitch Brook, PEng**

Mitchell has 15 years of civil design, tendering, construction and computer water modelling experience. Mitch is familiar with the DoU staff and their municipal infrastructure from the projects he has been involved with. A few of the projects Mitch has recently been project engineer in include:

- **Cedar Road Altitude Valve** – District of Ucluelet, 2018
- **Willow Street PRV Replacement** – City of Campbell River, 2017
- **Development Cost Charge Technical Report** – District of Ucluelet, 2016
- **Water Master Plan** – District of Ucluelet, 2016
- **Beaufort Utility Upgrades** – City of Nanaimo, 2015
- **Bruce Avenue Sanitary Sewer Upgrades** – City of Nanaimo, 2014
- **Comox Reservoir Improvements** – Comox Valley Regional District, 2013

### Design Technologist – Ben Cartmell, ASCT

Ben has 32 years of experience in the design and construction of municipal services (water, sewer, storm and roads); all on Vancouver Island. Ben specializes in Civil3D design and has an aptitude for data management, 3D surface modeling, road design, and underground municipal infrastructure expansion and upgrading. Some relevant projects include:

- **Corfield Street Upgrades** – City of Parksville, 2017
- **Temple Street Upgrades, Phases 1 & 2** – City of Parksville, 2011 & 2016
- **Bruce Avenue Sanitary Sewer Upgrades** – City of Nanaimo, 2014
- **E&N Rail-with-Trail, Parkville to Coombs** – Nanaimo Regional District, 2016
- **McMillan Street Upgrades & Beautification** – City of Parksville, 2012
- **Peninsula Road Upgrading, Little Beach to Alder** – District of Ucluelet, 2008

### Design Technologist – Richard Cave, ASCT

With 32 years of civil engineering design and construction experience Richard is one of our senior design technologists. He is also proficient in computer modelling using the program XP-SWMM, 2014, which we will use to carry out modelling work of the District’s sanitary sewer or storm drainage systems, if required. A few of the projects Richard has recently been design technologist on include:

- **Crowne Isle Storm Drainage System Optimization Study** – City of Courtenay, 2017
- **Sanitary & Storm Master Plans** – City of Parksville, 2016
- **Lerwick Road Widening, Phase 1 & 2** – City of Courtenay, 2012 – 2015
- **Ryan Road Widening** – City of Courtenay 2010 – 2012
- **Crown Isle Resort & Golf Community** – Silverado Land Corporation, 1991 – present

## 1.3 Sub-Consultants

For certain design and construction projects, Koers & Associates Engineering Ltd. will retain sub consultants to undertake a portion of the work.

Depending on the type of project and scope, it may be necessary to retain an electrical, marine, wastewater treatment, or other specialized discipline to complete the project. Under these scenarios, the division of work, scope, and responsibilities is clearly defined to eliminate confusion, unnecessary duplication, and gaps in the project work.

**Figure 3** lists key sub-consultants we would retain to complete a multi-disciplinary project considering the type of projects the District may undertake over the next 2 years.

**Figure 3 – Project Specialized Sub-consultants**



Koers have successfully completed a number of projects with each sub-consultant including ones for the District of Ucluelet, including:

- **Cedar Road Altitude Valve**
- **Sewage Lagoon Improvements**

## 2 CORPORATE EXPERIENCE

### 2.1 General

**Koers & Associates Engineering Ltd.** is a civil consulting engineering firm based on Vancouver Island with its office in Parksville. Established in 1987, the company specializes in providing municipal engineering services on an on-going basis to almost all of the municipalities and Regional Districts in the mid-Vancouver Island area.

Koers & Associates provides the complete range of project services from feasibility studies through design to construction and operational assistance. We have completed numerous infrastructure assessment and long range (Master) planning studies for water, sewer and storm drainage systems, in addition to water audits, water conservation plan studies, sanitary sewer inflow & infiltration studies, and Development Cost Charge technical reports.

Below is list of studies and construction projects we have recently completed or presently working on that demonstrate our experience for water, sanitary, transportation and storm drainage works. Examples of some of the projects we have completed are presented in [Appendix B](#). Additional information can be found on our website:

[www.Koers-eng.com](http://www.Koers-eng.com)

### 2.2 Water Supply, Treatment & Distribution

#### Studies

##### *Master Plan Studies*

- **Water Master Plan**, District of Ucluelet, 2016
- **Long Range Water Supply Strategy**, Village of Cumberland, 2016
- **Water Study Update**, City of Port Alberni, 2016
- **Water Supply & Distribution System Study Update**, District of Lantzville, 2015
- **Water System Study Update**, Town of Comox 2013, 2005 & 1997
- **Sandwich Waterworks District System Integration Study**, City of Courtenay 2013

##### *Surface Water Source 4-3-2-1 Treatment Studies*

- **Newcastle Creek Water Treatment Options & Pilot Testing**, Village of Sayward, 2014
- **Langley Lake Treatment Plant Phasing & Pilot Testing**, Union Bay Improvement District, 2014 – 2015
- **Whiskey Creek Water Treatment Options**, Nanaimo Regional District, 2014
- **Holland Lake Water Treatment Pilot Plant**, Town of Ladysmith, 2014

#### Construction

##### *Transmission Mains*

- **Supply Main Twinning**, Village of Cumberland, (detailed design in progress)
- **Upper Cowichan Supply Main Replacement**, City of Port Alberni, (Tender Ready)
- **South Fork Treatment Plant Supply Mains**, City of Nanaimo, 2014
- **Headquarters Road Supply Main Duplication**, Comox Valley Regional District, 2012

##### *Booster Pump Stations*

- **Strick Road Pump Station**, Alberni Clayoquot Regional District, 2014
- **Interzonal Pump Station Upgrade**, District of Tofino, 2012

- **Black Creek Booster Pump Station Upgrade**, Comox Valley Regional District, 2011
- **Marsden Road Booster Pump Station**, Comox Valley Regional District, 2011

#### *Pressure Reducing Valves*

- **Cedar Road Altitude Valve**, District of Ucluelet, (under construction)
- **Garry Oak Drive & Spruce Lane PRV Upgrade**, Regional District of Nanaimo, 2015
- **Pritchard Rd & Skeena DR PRV Replacement**, Town of Comox, 2015
- **Herondale Rd & Island Highway PRV**, Comox Valley Regional District, 2015
- **4<sup>th</sup> & Neill PRV Replacement**, City of Port Alberni, 2015

#### *Water Treatment*

- **Bainbridge UV Facility**, City of Port Alberni, 2015
- **Oyster River UV Treatment**, Comox Valley Regional District, 2015
- **Arbutus Water Treatment Plant, Phase 1 – Chlorination**, Town of Ladysmith, 2014
- **Ginnard Creek Water Treatment Plant**, District of Tofino, 2010
- **Comox Valley Water Treatment Plant Upgrade**, Comox Valley Regional District, 2006

#### *Reservoirs*

- **Reservoir No. 1 Replacement**, City of Nanaimo, 2014
- **Comox Reservoir Inlet/Outlet Upgrade**, Comox Valley Regional District, 2014
- **Kitsuksis Reservoir**, Alberni-Clayoquot Regional District, 2013
- **Berwick Reservoir**, Town of Qualicum Beach, 2011
- **MaCaulay Road Reservoir Upgrade**, Comox Valley Regional District, 2011
- **East Courtenay Twinning**, Comox Valley Regional District, 2010

#### *Distribution Mains*

- **Hemlock Drive Watermain Replacement**, Nanaimo Regional District, 2016
- **Garner Crescent Utility Upgrade & 4<sup>th</sup> St Watermain Replacement**, City of Nanaimo, 2015
- **Dryden Road Watermain Extension**, Town of Comox 2015 (tender ready)
- **Peterson Road Watermain Upgrade**, District of Lantzville, 2013
- **Denman Island Water Main Extension**, Comox Valley Regional District, 2012
- **Universal Metering Program**, Comox Valley Regional District, 2011

## **2.3 Sanitary Sewer Collection, Treatment & Discharge**

Koers has extensive experience in the design, tendering and construction of small and large scale sanitary sewer projects from the extension and upgrading of existing systems to installation of new works for each component of the sewer system:

- Gravity and low pressure sewage collection systems,
- Sewage pump stations and forcemains, and
- Sewage treatment plant and outfall works.

Some of the sanitary sewer system studies and construction projects we have carried out include:

#### Studies

- **Parksville Sanitary Sewer Interceptor Hydraulic Modelling & System Upgrade Strategy** Nanaimo Regional District, 2015
- **Sanitary Sewer Master Plan**, City of Parksville, 2015, 1996 & 1990
- **Sanitary Sewer & Storm Drainage Study**, City of Port Alberni, 2015

- **Comox Valley South Regional Sewer Study**, 2015 & 2011, Associated Engineering

### Construction

#### *Sewer Mains*

- **Quathiaski Cove Sanitary Sewer System Expansion**, Strathcona Regional District, (in progress)
- **Reid Road Sanitary Sewer Extension**, Nanaimo Regional District, 2015
- **Bruce Ave Sanitary Sewer Upgrade**, City of Nanaimo, 2014
- **Foreshore Manhole Repair**, Nanaimo Regional District, 2005 to present

#### *Sewer Main Relining*

- **Qualicum Beach Gravity Interceptor Lining**, Nanaimo Regional District, (design in progress)
- **Sanitary Sewer Forcemain Lining**, Village of Gold River, 2008
- **Gravity Sewer Collection Main Lining**, Town of Comox, 2003/04

#### *Pump Stations & Forcemains*

- **Fairwinds Pump Station No. 1 Upgrade**, Nanaimo Regional District, (design in progress)
- **Hall Road Pump Station Upgrade**, Nanaimo Regional District, 2013
- **Huddlestone Sewage Pump Station**, District of Lantzville, 2010
- **Dogwood Lift Station Replacement**, Village of Gold River, 2010
- **Lee Road Pump Station & Forcemain Upgrade**, Nanaimo Regional District, 2010

#### *Low Pressure Collection Systems*

- **Wentworth Road**, City of Courtenay, 2009
- **Harwood Ocean Estates**, Private Strata, 2009
- **Crown Isle Boulevard & Silverdale Crescent**, Silverado Land Corp, 2007 & 2001

#### *Sewage Treatment Plant & Discharge*

- **Sewage Lagoon Improvements**, District of Ucluelet, 2016
- **French Creek Pollution Control Centre Septage Receiving Station Upgrade**, Nanaimo Regional District, 2015 (preliminary design)
- **French Creek Pollution Control Centre Return Water Re-alignment**, Nanaimo Regional District, 2015

## 2.4 Transportation

### Road Construction

- **Temple Street Upgrades, Phase 1 & 2**, City of Parksville, 2014 to 2016
- **Lerwick Road Widening**, City of Courtenay, 2015
- **Beaufort Ave Utility Upgrades**, City of Nanaimo, 2014
- **Sherwood Forest Utility Upgrades**, City of Nanaimo, 2014
- **Glacier View Drive Upgrade**, Town of Comox, 2014
- **Aulds/Ware Road Reconstruction**, District of Lantzville, 2013

### Multi-Use Path Construction

- **E&N Rail-With-Trail, Coombs, to Parksville to French Creek**, Nanaimo Regional District, 2016
- **E&N Rail-With-Trail, Ware Road to Aulds Road**, District of Lantzville, 2011

- **E&N Rail-With-Trail, Aulds Road to Superior Road (Preliminary Design)**, District of Lantzville, 2011
- **Crown Isle, Idiens Way Phase 3**, Silverado Land Corp, 2012

#### Roundabouts

- **Highway 19A at Village Way**, Town of Qualicum Beach, detail design in progress
- **Comox Avenue at Rodello Street**, Boulevard Transportation Group/Town of Comox, (100% designed)
- **Qualicum Road and Village Way Feasibility Design**, Town of Qualicum Beach, 2014
- **Memorial Avenue at Rupert Road**, Town of Qualicum Beach, 2009

## 2.5 Storm Drainage

#### Studies

- **Storm Drainage Master Plan**, City of Parksville, 2015
- **Beach Creek Culvert Repair Options Review**, Town of Qualicum Beach 2015
- **Sanitary & Storm Drainage Study**, City of Port Alberni, 2015
- **Detention Pond System Long Term Maintenance Plan**, Craig Bay Estates, 2013

#### Construction

- **Coal Creek Storm Drain Improvements**, City of Port Alberni, 2016
- **Dry Creek Flood Improvements**, City of Port Alberni, 2015
- **Phantom Road Culvert Replacement**, District of Lantzville, 2015
- **Hoylake Road Storm Drainage Upgrade**, Town of Qualicum Beach, 2014
- **Superior Road Culvert Upgrading**, District of Lantzville, 2014
- **Woods Avenue Storm Drain**, City of Port Alberni, 2011

## 2.6 SCADA

SCADA systems can vary considerably and are often custom designed to suit the specific need of the municipal staff, which is most often the operational staff that interface with the SCADA system on a daily basis. Some of the recent projects we have completed that use SCADA include:

- **Bainbridge UV Facility**, City of Port Alberni, 2015
- **Oyster River UV Treatment**, Comox Valley Regional District, 2015
- **Bay Street Water Treatment Plant Upgrades**, District of Ucluelet, 2014
- **South Alder St & Rockland Road PRV**, City of Campbell River, 2014
- **Reservoir No. 1 Replacement**, City of Nanaimo, 2014
- **Comox Reservoir Inlet/Outlet Upgrade**, Comox Valley Regional District, 2014
- **Hall Road Pump Station Upgrade**, Nanaimo Regional District, 2013
- **Kitsuksis Reservoir**, Alberni-Clayoquot Regional District, 2013
- **Helen Road Pump Station Upgrade**, District of Ucluelet, 2009

## 2.7 Computer Modelling

### 2.7.1 WaterGems/Infowater

Koers specialize in computer modelling of water distribution systems and manage models for thirteen Island municipalities, including:

City of Nanaimo	Town of Qualicum Beach
City of Parksville	District of Lantzville
City of Port Alberni	District of Tofino
City of Courtenay	District of Ucluelet
City of Campbell River	Alberni-Clayoquot Regional District
Town of Comox	Comox Valley Regional District
Town of Ladysmith	Strathcona Regional District

Modelling water distribution system is carried out using the computer software program Infowater which operates on ArcGIS base and WaterGems, an enhanced version of WaterCAD. These water distribution modelling and management software is in use throughout North America by engineering consultants, municipalities, and utility companies and is used by Koers because of its reliability, versatility, AutoCAD and GIS interface.

### 2.7.2 XP-SWMM (Storm & Sanitary Sewer)

Koers utilizes the computer model software program XP-SWMM developed by XP Solutions. It is comprehensive software package that has been in use for over 25 years for planning, modeling and managing storm drainage and sanitary sewer systems throughout North America. It is a powerful, user friendly graphical computer program that allows the user to easily change data parameter on an individual or global basis and to interact with the modelling input and output data both graphically and in tabular format. The program can interface with AutoCAD and GIS programs.

The program can carry out real time simulations review and present model results through customizable animations. The program can be coupled with a two dimensional surface grid for comprehensive flood modeling and mapping. The program is used for the design and analysis of both synthetic and actual events.

The sanitary sewer program is used for:

- Development of sewer master plans
- Inflow & infiltration studies
- Wet weather flows scenarios
- Pumping and pressure sewers
- Prediction of overflows

Additional information about the software program can be found on the web site:

[www.xpsolutions.com/Software/XPSWMM](http://www.xpsolutions.com/Software/XPSWMM)

### 3 RELEVANT EXPERIENCE

As per the RFP, we offer the following five (5) relevant projects we have recently completed. Koers personnel who were involved in these projects, and would be involved in future projects are listed along with their responsibilities.

#### 3.1 Hall Road Pump Station Improvements

##### PROJECT #1 - Hall Road Pump Station Improvements, 2013



Client: Regional District of Nanaimo  
 Contact: **Maurice Mauch, ASCT, LEED AP** – Project Engineer  
 Phone: (250) 390 – 6560

Project Manager: **Chris Downey, PEng**  
 Project Engineer: **Ken Doll, PEng**  
 Construction Cost: **\$420,000**

In the fall of 2011, Koers was retained to assist the RDN in improving operator safety and carry out upgrading works at this site constrained pump station. The station was original constructed in 1978. Koers carried out preliminary construction cost estimates, detailed design, tendering, and construction management services.

Upgrading works consisted of:

- ✓ Relocation of check and gate valves into a separate chamber outside of the pump station
- ✓ Installation of flow meter on the forcemain in a separate chamber outside of the pump station
- ✓ Replacement and upgrading of the electrical control panel
- ✓ Upgrading of BCHydro electrical services
- ✓ Replacement and upgrading of the standby emergency power generator
- ✓ Site Regrading and landscaping works
- ✓ Storm drainage, privacy and security fencing upgrades
- ✓ Flood protection and beach erosion upgrades

## 3.2 McMillan Street Upgrade

### PROJECT #2 - McMillan Street Upgrade, Hirst Ave to Hwy 19a, 2012



Client: City of Parksville  
Contact: **Vaughn Figueira** – Director of Engineering  
Phone: (250) 248 - 5412

Design Technologist: **Ben Cartmell, ASCT**  
Construction Cost: **\$2,300,000**

In 2008 Koers, was retained by the City of Parksville to carry out preliminary design, detailed design, tender and provide construction management services for the upgrading and street beautification of a 300 m long section of a downtown 3-lane collector ring road.

Upgrading works consisted of:

- ✓ Complete reconstruction of the road structure
- ✓ Replacement of all underground utilities
- ✓ Burying of all overhead utilities (3-phase hydro, telephone and cable TV)
- ✓ Street lighting
- ✓ Intersection signalization
- ✓ Signalized and non-signalized pedestrian crosswalks
- ✓ Concrete island medians for pedestrian safety
- ✓ Left turn lanes
- ✓ Designated bike lanes
- ✓ Concrete curb and gutter
- ✓ 3 m wide coloured concrete sidewalks
- ✓ Boulevard landscaping
- ✓ Street trees

### 3.3 Hemlock Drive Watermain Replacement

#### PROJECT #3 - Hemlock Drive Watermain Replacement, 2016



Client: Regional District of Nanaimo  
Contact: **Gerald St. Pierre PEng** – Project Engineer Water & Utility Services  
Phone: (250) 390 – 6751

Project Manager: **Chris Downey, PEng**  
Project Engineer: **Mitch Brook, PEng**  
Design Technologist: **Ben Cartmell, ASCT**  
Construction Cost: **\$145,000**

In July of 2015 Koers was retained by the Regional District of Nanaimo to oversee the replacement of 290 m of 100 mm diameter Asbestos Cement (AC) watermain. The main was: more than 40 years old; nearing the end of its expected service life; and undersized for the delivery of the recommended fire flows for this residentially developed neighbourhood.

The project was completed within the very tight time frame of less than 7 months, covering the entire project: project award; topographic survey; detailed design; approvals (Ministry of Health, Ministry of Transportation & Infrastructure, Regional District of Nanaimo); tendering; tender review and award recommendation; construction award; construction; pressure and water quality testing; system commissioning; and issuing of record drawings.

Upgrading works consisted of:

- ✓ Installation of 125 m of 200 mm dia. and 165 m of 150 mm dia. PVC watermain
- ✓ Replacement of all tees, gate valves and fire hydrants
- ✓ Maintaining water service to all residents while work was occurring
- ✓ Safe removal and disposal of AC watermain
- ✓ Road, driveway and boulevard restoration

### 3.4 Coal Creek Combined Storm & Sanitary Sewer Separation

#### PROJECT # 4 - Coal Creek Combined Storm & Sanitary Sewer Separation, 2016

Client: City of Port Alberni  
 Contact: **Guy Cicon, PEng** – City Engineer  
 Phone: (250) 720 – 2830

Project Engineer: **Chris Downey, PEng**  
 Design Technologist: **Ben Cartmell, AScT**  
 Construction Cost: **\$360,000**

Older areas of the City have combined sanitary sewer and storm drainage systems and as a result stormwater runoff is pumped and treated at the City’s sewage lagoon. During large storm events, the sanitary sewer collection and pumping system can become overwhelmed, resulting in Combined Sewer Overflows (CSO’s) into the City’s storm drain system.



As part of its Liquid Waste Management Plan (LWMP), the City desired to:

- ✓ Reduce CSO’s,
- ✓ Reduce sewage lift station pumping requirements, and
- ✓ Reduce stormwater being treated at the treatment lagoon.

In 2015 Koers was retained to carry out computer modelling (using XP-SWMM) of the City’s sanitary and storm systems and identify options for separation.

In 2016 Koers was retained to carry out detailed design, tender, and construction management for the separation of storm and sanitary flows on the Coal Creek catchment area between Harbour Road and Avenue. The project entailed the installation of:

- ✓ 300 m of 300 mm diameter main
- ✓ 130 m of 400 mm diameter main
- ✓ Manholes complete with unique concrete anchor blocks for securing the HDPE pipe to the manhole inlets and outlets
- ✓ Trench dams
- ✓ Reconnection of individual service connections

Because of the very confined and challenging construction area, fused HDPE pipe was used. The 20 m deep crossing of 3<sup>rd</sup> Avenue could not be done by traditional open cut trenching, requiring the directional drilling of the 130 m length of 400 mm dia. pipe as shown in the photo above.

### 3.5 Olsen Road Water & Storm Main Upgrading

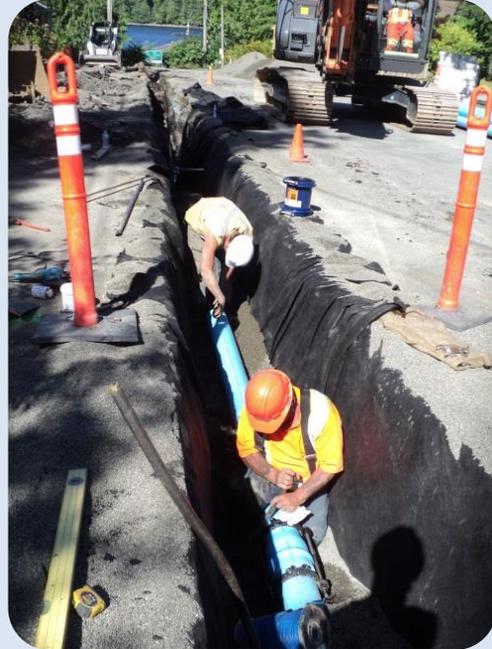
#### PROJECT # 5 - Olsen Road Watermain Upgrade & Storm Drain, 2013

Client: District of Tofino  
 Contact: **Ricardo Araya, PEng** – Manager of  
 Engineering & Public Works  
 Phone: (250) 725 – 3229 ext 801

Project Engineer: **Ken Doll, PEng**  
 Construction Cost: **\$175,000**

In 2012, Koers was retained by the District of Tofino to carry out detailed design, tender and construction management services for the water and storm drain main upgrading on Olsen Road.

The project, beginning at the intersection of Campbell Street (Pacific Rim Hwy) and ending at Government of Canada Tofino Harbour Wharf, had a number of technical challenges for this short (150 m long) dead-ended road.



Ground slopes in excess of 10% and poor (organic and clay) soils required the use the following design solutions to accommodate future differential settlement:

- ✓ joint restrainers on all watermain joints
- ✓ flexible couplings
- ✓ wrapping the watermain pipe and backfill in filter cloth

During construction an undocumented First Nation midden site was encountered. This new archaeological site (DgSL-87) contains scattered and disturbed cultural deposits as well as partially intact deposits. A total of 81 artifacts manufactured from stone, bone, antler and shell were collected. Scattered and disarticulated human remains were also recovered. The excavated midden deposit was taken to the Ty-Histanis Reserve for permanent storage. The storm drain upgrading work was not carried out in response to the new archaeological site and project funding constraints.

The project required approvals from several government agencies and the involvement of a number of registered professional:

- ✓ BC Ministry of Health Waterworks Construction Permit
- ✓ BC Ministry of Transportation & Infrastructure Construction Permit
- ✓ Fisheries & Oceans Canada (storm drain outlet)
- ✓ BC Archaeological Branch

### 3.6 Local Knowledge

Koers & Associates Engineering Ltd. has carried out many municipal infrastructure projects in the central Vancouver Island region since inception. For the past 27 years, the company has carried out many local infrastructure and engineering services specifically for the District of Ucluelet.

**Table 2 – District of Ucluelet Assignments Completed by Koers**

#### Reports & Studies

- **Water Master Plan, 2016**
- **DCC Technical Report Update, 2016**
- **Water Conservation Study, 2014**
- **Sewage Lagoon Sludge Removal Options Study, 2009**
- **Pump Stations Emergency Power Review, 2007**
- **DL 281/282 & Forest Land Reserve Municipal Infrastructure Review, 2007**
- **Water Audit, 2004**
- **Sanitary Sewer Inflow & Infiltration Study, 2002**
- **Storm Drainage Study, 1996**
- **Water & Sewer Study, 1994**

#### Construction Projects

- **Cedar Road Altitude Valve, 2018**
- **Sewage Lagoon Repairs, 2018**
- **Bay Street Water Treatment Plant Upgrades, 2014**
- **Helen Road Pump Station Upgrade, 2010**
- **Peninsula Road Upgrading Phase 2 Preliminary Design, 2009**
- **Peninsula Road Upgrading Phase 1, 2008**
- **Community Centre, 2008**
- **Pine Road Sanitary Sewer & Storm Drain Upgrade, 2007**
- **Pine Road Watermain Upgrade, 2004 & 2007**
- **Multi-Purpose Sports Field, 2005**
- **Matterson Drive Reservoir Repainting, 2000**
- **Fish Plant Processing Waste Forcemain & Outfall, 1999**
- **Ucluelet Highway Multi-Use Path, 1999**
- **Lost Shoe Creek Wellfield, 1998**





## INFORMATION REPORT

Council Meeting: November 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JAMES MACINTOSH, DIRECTOR, ENGINEERING SERVICES

**FILE NO:** 5600-05

**SUBJECT:** WATER DISTRIBUTION SYSTEM IMPROVEMENT IMPLEMENTATION PLAN

**REPORT NO:** 21-159

**ATTACHMENT(S):** APPENDIX A - INFOGRAPHIC UCLUELET'S CLEAN DRINKING WATER ACTION PLAN  
APPENDIX B - RECOMMENDATIONS, COST AND TIME SCHEDULE  
APPENDIX C - DISTRICT OF UCLUELET WATER QUALITY TEST RESULTS SUMMARY

### PURPOSE

To provide Council with an update concerning the operations and maintenance of the District of Ucluelet's water distribution system, specifically the implementation of the Water System Practitioner Review recommendations, which go into effect beginning January 2022.

### BACKGROUND

Council expressed concerns over the appearance of The District's water quality which led to the procurement of a specialized consultant to review the operations and maintenance practices of the drinking water distribution system. The consultant's report provides recommendations that he expects would improve the water quality and reduce the public's concerns over the appearance of water.

In September of 2021, District Staff completed the research and planning necessary to prepare for implementation of the consultant's recommendations. Engineers and contractors were engaged, cost estimates were received for each item, budgets were reviewed, a maintenance schedule was completed and, lastly, a communications strategy to inform citizens of the changes was drafted.

### REPORT

The Engineering and Public Works Department will begin implementing the consultant's recommendations in January 2022 and proceed to complete the items in the years ahead. The recommendations affect the immediate operations and span a 10-year duration of improvements. The most significant recommendations occur in the 2022 and 2023 periods. Staff have completed a Cost and Time Schedule which will be used to monitor and communicate progress through the initiative. The Schedule is attached in the Appendix of this report and summarized below.

### Recommendation Implementation and Reporting

	2022-2023	2024-2025	2026-2032	Total
Recommendations	20	9	7	36
Completed	0	0	0	0

Implementing the recommendations impacts resource requirements both in personnel and operational costs; however, staff do not anticipate an increase to the water budget to implement the recommendations.

The Engineering and Public Works department have created a testing schedule to coincide with significant maintenance activities, particularly before and after system flushing. The data will be used to adjust the maintenance routine to produce the optimum results. There is a summary of previous water quality test results attached in the Appendix of this report and the full tests for all years will be uploaded to the District's website. The success of the initiative will be measured against water test results.

There are some significant recommendations included in the report which will change current operational procedures. These include modifications to the seasonal source of water and operations of the distribution network. Mercantile Creek will become the new primary source of water during the summer months. Significant emphasis is placed on increased flushing of the lines in the winter months on an annual basis.

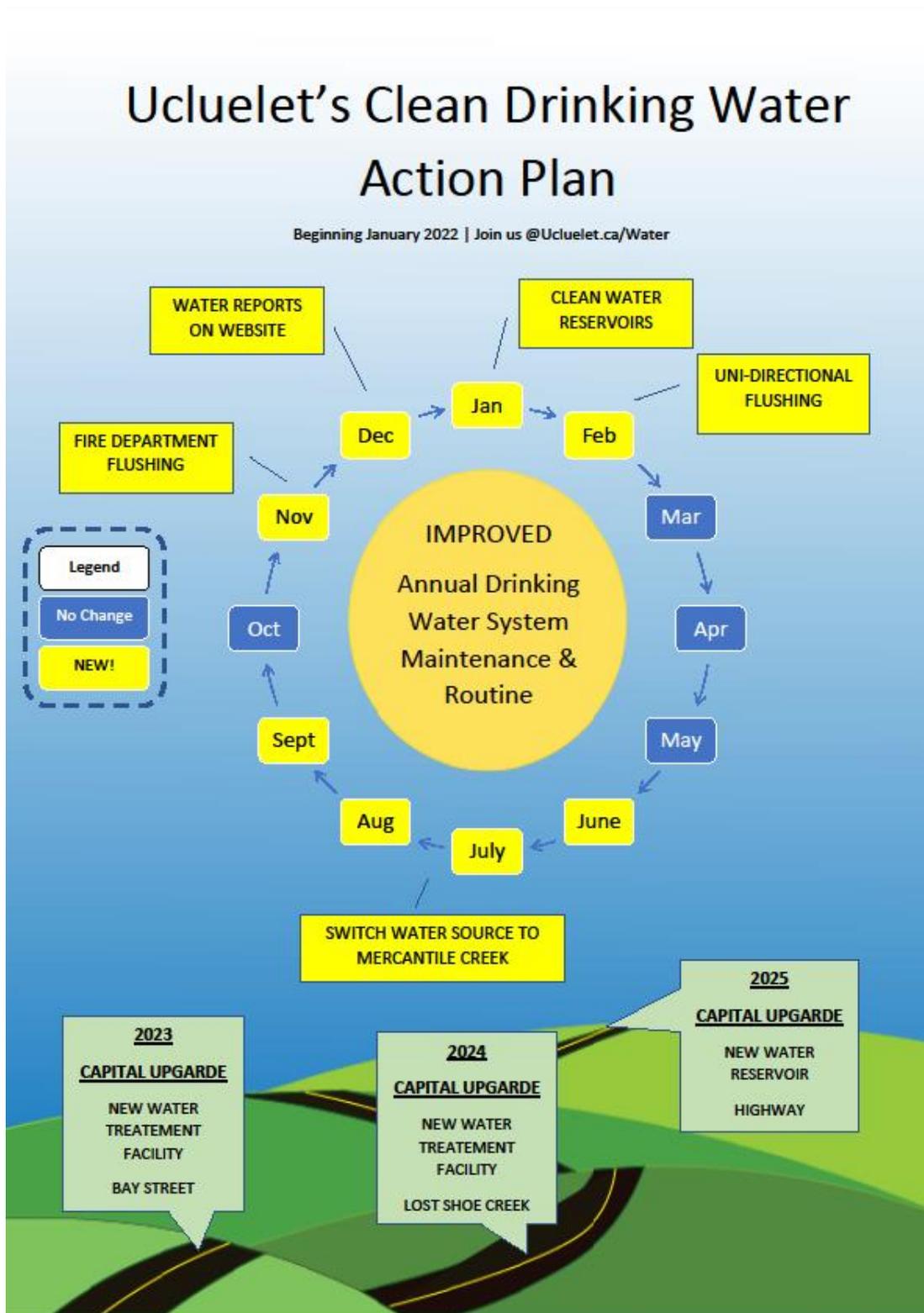
Increased flushing increases the likelihood that Ucluelet citizens will experience brown water during the reservoir and unidirectional flushing periods. These occurrences will decrease over time with the increased flushing schedule.

Staff have developed a communications strategy to inform the community of the changes and potential adverse effects of increased water system flushing. The communications strategy includes an infographic highlighting the maintenance schedule and significant changes, mail-outs to locals advising them of flushing in specific zones, the use of Ukee-Mail, and a new webpage on the District's website dedicated to the Water system. The District's Water page will house important system notices, water system facts, the new water distribution maintenance schedule, water testing results, and The Water Master Plan.

District Staff will return to Council with an update on progress in the summer of 2022.

**Respectfully submitted:**      James Macintosh, Director, Engineering Services  
    Duane Lawrence, Chief Administrative Officer

Appendix A – Infographic: Ucluelet’s Clean Drinking Water Action Plan



Appendix B – Recommendations, Cost and Time Schedule

WATER DISTRIBUTION SYSTEM RECOMMENDATIONS, COSTS AND SCHEDULE																						
Completed Y/N	Time Frame	Recurring Costs	Estimated Cost	Operational Recommendation	Notes	Next Steps / Update	10-Year Costs Estimates Table													Total	check	
							2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032				
							Before Review	After Review	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Total	
	Immediate 2022-2023		5,000	Raise the outlet of the Highway Reservoir.		work to be done when reservoir is being cleaned this is already in the 2021 budget	5,000	5,000	5,000	5,000	-	-	-	-	-	-	-	-	-	-	10,000	-
	Immediate 2022-2023	Yes	60,000	Increase the unit-directional flushing program to once per year prior to the higher demands in the summer.	Feb 50K	increase in budget work to be done in Feb this is already in the 2021 budget adjusted 5 year budget in 2022 to reflect schedule	20,000	60,000	-	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	60,000	660,000	-
	Immediate 2022-2023	Yes	40,000	Increase the frequency of cleaning the Matterson Reservoir to once every 11 months	November / cleaning	this is already in the 2021 budget adjusted 5 year budget in 2022 to reflect schedule	45,000	45,000	45,000	-	-	-	45,000	-	-	-	40,000	-	-	-	130,000	-
	Immediate 2022-2023	Yes	40,000	Increase the frequency of cleaning the Highway Reservoir to once per year.	November / cleaning	this is already in the 2021 budget adjusted 5 year budget in 2022 to reflect schedule	45,000	45,000	45,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	485,000	-
	Immediate 2022-2023	Yes	-	Partner with the local Fire Department to provide additional flushing during summer months	Conversation with Fire Chief. Identify his schedule.		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		125,000	Use the surface water from Mercantile Creek system as the primary source for the Highway Reservoir	Engineer to confirm	SCADA upgrade/check valve install/program system already in the 2021 budget work to be completed 2022	125,000	125,000	125,000	-	-	-	-	-	-	-	-	-	-	-	125,000	-
	Immediate 2022-2023	Yes	17,000	Increase well redevelopment to once in every four years on an alternating basis	Well number 1 is already in the 2021 budget	this is already in the 5 year budget well #1 2021 will need to add \$17000 beyond 2025 to account for next cycle	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	17,000	204,000	-
	Immediate 2022-2023		-	Discontinue overtopping Matterson Reservoir and wasting water by regularly cleaning and adjusting the Cedar Road altitude valve.	This ones confusing.	interconnection station completed 2017 no work required	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023	Yes	83,000	Provide an additional dedicated environmental water supply system operations staff to support the future higher level of service in the water system and provide redundancy.	2022 well plan for a	added in the 2022 budget	-	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	83,000	913,000	-
	Immediate 2022-2023	Yes	-	Defer fire practice hose testing and water training to outside the summer months and complete majority of training in the shouldering seasons prior to and after the busy summer season / water demand.	Conversation with Rick		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		-	Provide budgets for water treatment pilot testing of small-scale water treatment on actual source water from the wells and surface water / water demand. Commence pilot testing in 2022 for all seasons.	Yes, the pilot testing for in the water grant	this is already accounted for	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		50,000	Pilot Sodium Silicate upstream of the addition of sodium hypochlorite at Lost Shoe Creek Wellfield.	Ask this for Chris the Engineer	should get clarification estimated cost	-	50,000	-	50,000	-	-	-	-	-	-	-	-	-	-	50,000	-
	Immediate 2022-2023		-	Prepare annual water quality reports as per Island Health requirements and post on water webpage.	Jan goal to be on the web page		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		14,000	Install meters on the five illegal connections on Port Albion Drive.	A question to be had with the Engineer and a political component	properties are past District infrastructure	-	14,000	-	14,000	-	-	-	-	-	-	-	-	-	-	14,000	-
	Immediate 2022-2023		-	Install flooded suction chlorine dosing at the Lost Shoe Creek Wellfield and	Engineer questions		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		-	Lower chlorine injection dosing at Lost Shoe Creek Wellfield to obtain minimum chlorine residuals	We're as low as we can go	chlorine residuals are already set as low as they can go in order to meet the health criteria for the whole water system	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		69,000	Install chlorine analysers at the Highway Reservoir and Matterson Reservoir and add outputs into the SCADA system.	Already underway target is March > 20K each budget already set aside	already in the 2021 budget SCADA Programming/analyzers	69,000	69,000	69,000	-	-	-	-	-	-	-	-	-	-	-	69,000	-
	Immediate 2022-2023		-	Replace the existing turbidity analyser at Bay Street Pump station with a new one	Engineer question. We already have with a good resolution	have not had operational issues with the existing analyzer not sure why this is needed?	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2023		-	Create a dedicated water supply and distribution webpage to help educate the public with the planned improvements and current water quality challenges. Provide a solution-based plan to address these issues.	Jan goal to be on the web page		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Immediate 2022-2024		10,000	THAT staff develop a water conservation program in 2022		already have water conservation study 2014/ focus has been to complete recommendation already \$10000 set aside to review in 2021 to 2025 budget	10,000	10,000	10,000	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000	-
	Period total						336,000	523,000	306,000	205,000	264,000	200,000	245,000	200,000	200,000	200,000	240,000	200,000	200,000	200,000	2,354,000	306,000
	Intermediate 2024-2025		50,000	Inspect and test the submarine water supply pipes under Ucluelet Inlet. Consider the addition of Sodium Carbonate (Soda Ash) to raise the PH on the well water system (or in conjunction with water treatment pilot testing)		already part of the tasks for the grant	-	-	-	-	-	50,000	-	-	-	-	-	-	-	-	50,000	-
	Intermediate 2024-2025		-	Promote staff cross training and tours with other neighbouring community's water supply systems.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Intermediate 2024-2025	Yes	-	Prepare and maintain an active database of all watermain leaks to assist in prioritising watermain for capital replacement.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Intermediate 2024-2025	Yes	-	The Fire Chief and Director of Engineering Services should work cooperatively on a Fire Hydrant replacement program that would look into prioritizing fire hydrant replacement to meet current Fire Underwriters standards.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Intermediate 2024-2025		-	The Fire Chief and Director of Engineering should work cooperatively together to develop consistent layout of fire hydrants in higher density areas, industrial areas and the downtown core.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Intermediate 2024-2025	Yes	-	Additional operations funding to support training, additional operations and a higher-level operator(s) wages should be in place in the Financial Plan prior to full water treatment.	added in 2022 financial plan		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Intermediate 2024-2025	Yes	-	Meet annually with forest practitioners managing the Mercantile Creek Watershed (Mosaic Forest Management) to discuss harvesting plans and watershed protection.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Intermediate 2024-2025		10,000	Consider adding BC Hydro power at the Mercantile Creek Intake for security cameras and automated intake backwash flushing.			-	-	-	-	10,000	-	-	-	-	-	-	-	-	-	10,000	-
	Period total		60,000				-	-	-	-	60,000	-	-	-	-	-	-	-	-	-	60,000	-
	Long Term 2026-2032		-	Working in conjunction with the Fire Chief, update the District of Ucluelet Water Shortage Response Plan and re-name to a Water Supply Emergency Plan to include wildfire, climate change impacts, boil water advisory and other local emergency tactics.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Long Term 2026-2032		-	Develop an asset management program for all water infrastructure in accordance with PSAB standards	citywide has this information		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Long Term 2026-2032		-	Prioritized Asbestos Cement pipe for replacement and develop a replacement program based on risk.	Asbestos replacement program is set out in Waterworth and part of the peninsula rd. capital project 2022		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Long Term 2026-2032	Yes	-	Develop a proactive leakage detection plan to identify and repair leaking water mains and services.			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Long Term 2026-2032		50,000	Implement a universal watering metering program and phased budget for installing meters on the remainder of all un-metred residential and multi-family water services.			-	-	-	-	-	-	-	50,000	50,000	50,000	50,000	50,000	50,000	50,000	300,000	-
	Long Term 2026-2032		-	Develop a Bylaw for all new residential, commercial and industrial development to provide and install water meters as part of the development.	this is already part of our by-law/program started in 2015 will		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Long Term 2026-2032		-	Continue to look at a regional water system that will support all neighbouring communities and local First Nations. The Kennedy Lake water supply is the best water supply solution for the long term for all communities and will provide the best mitigation for climate change impacts enabling the respective communities to share water in a sustainable way. It is strongly encouraged that the District of Ucluelet proceed with the planning stage development of the Kennedy Lake source.	already accounted for in Waterworth 2017		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Long Term 2026-2032		50,000				-	-	-	-	-	-	-	-	50,000	50,000	50,000	50,000	50,000	50,000	300,000	-
	Grand Total								336,000	264,000	260,000	245,000	200,000	250,000	250,000	290,000	250,000	250,000	250,000	250,000	2,845,000	-

Appendix C – District of Ucluelet Water Quality Tests Summary

**DISTRICT OF UCLUELET WATER QUALITY IMPROVEMENT TEST**

Grey	Exceeds 1 criteria policy/level
Black	Exceeds both criteria/levels

Total Iron (Fe)

Well 1	1.59	363	67.0	23.3	33.0	16.6	578				
Well 3	3.43	1520	546	620	793	18.0	13.2				
Well 4	0.29	153	290	448	202	322	168				
Matterson Drive	41.3	37.7	36.5	59.4	122	10.8	67.0				
Lyche Building	25.9	72.1	36.3	81.4	92.3	23.2	63.0				
	April	July	December	February	April	July	October				
	2020	2020	2020	2021	2021	2021	2021	2022	2022	2022	2022

Total Manganese (Fe)

Well 1	479	407	67.0	575	590	542	592				
Well 3	205	219	546	193	209	161	150				
Well 4	67.5	56.6	290	58.6	54.1	65.0	62.4				
Matterson Drive	26.1	17.4	21.9	49.4	58.7	12.4	48.4				
Lyche Building	17.7	45.1	36.3	88.0	86.5	250	42.7				
	April	July	December	February	April	July	October				
	2020	2020	2020	2021	2021	2021	2021	2022	2022	2022	2022

For information on water test results: <https://www.canada.ca/en/health-canada/services/publications/healthy-living/guidelines-canadian-drinking-water-quality-guideline-technical-document-manganese.html>





## STAFF REPORT TO COUNCIL

Council Meeting, November 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

**FILE NO:** 6410-01

**SUBJECT:** PLANNING, BUILDING AND BYLAW DEPARTMENT ACTIVITY REPORT

**REPORT NO:** 21-158

**ATTACHMENT(S):** NONE

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**RECOMMENDATION(S):**

This report is for information.

**PURPOSE:**

The purpose of this report is to provide an update on departmental activity in the Planning, Building Inspections and Bylaw Enforcement functions. This includes an updated snapshot on permit activity, business licensing and short-term rental (STR) monitoring, investigation and bylaw enforcement.

**BACKGROUND:**

This report provides an updated snapshot of activity within the Community Planning department including results since the last STR compliance report that was provided to Council in March of 2021.

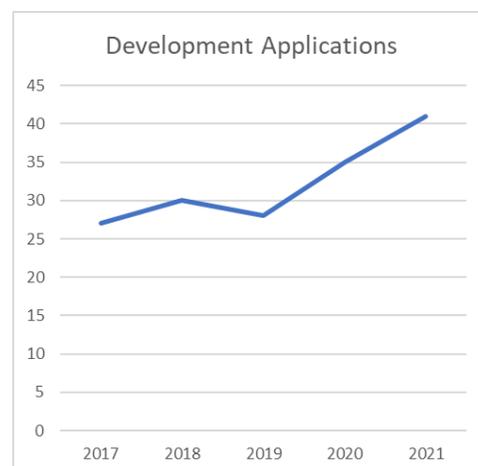
**PLANNING ACTIVITY:**

Long-range planning projects currently underway include:

- OCP update (next going to CoW meeting on November 23<sup>rd</sup>).
- West Coast Housing Needs Assessment (final report this month).
- Tugwell Field master plan (report to Council in Dec/Jan).
- input on Tourism Master Plan and Harbour Master Plan (ongoing).
- Zoning Bylaw amendments on Accessory Dwelling Units and STR's .

The number of Development applications is up as visitation, interest and real estate activity continue to increase in Ucluelet and on the west coast (see table below and **Figure 1**).

Approvals	2017	2018	2019	2020	2021
Development Permits	10	13	5	14	9
Rezoning	10	10	6	10	5
Development Variances	7	5	7	5	7
Temporary Use Permits	n/a	n/a	6	5	19
Board of Variance	n/a	2	4	1	1
<b>Total</b>	<b>27</b>	<b>30</b>	<b>28</b>	<b>35</b>	<b>41</b>



**Figure 1. Trend in Development Applications**

Complex development applications such as the Lot 16 housing development or Cabins at Terrace Beach resort expansion take significant staff time. Despite the already busy activity, the department was able to launch a pilot project this spring for TUPs for staff housing in response to pressures the pandemic is placing on local businesses.

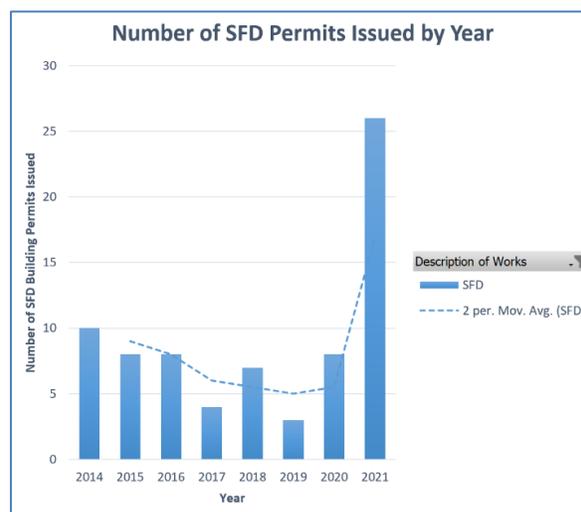
The number of inquiries from existing, prospective and new property owners has likewise seen an increase. In addition, the Community Planning department has taken the lead on some priority capital improvement projects. This has included grant writing, coordination of design and costing, issuing request for proposals, liaison with stakeholders and managing consultants. It is expected that with the new additional resources in the Engineering and Public Works department, as these projects approach the construction phases they will transition to the Director of Engineering:

- Village Green Revitalization phase 1.
- Peninsula Road Streetscape and Active Transportation improvements.

A number of Lands files have also been overseen by the department, including negotiating new statutory rights-of-way for pedestrian access (such as the new path from Main Street to the *humiis* / Cedar Road parking hub).

#### **BUILDING PERMIT AND INSPECTION ACTIVITY:**

Our current Building Inspector is an employee of the District of Tofino and has provided permit review and inspection services to Ucluelet under a servicing agreement for the past four years. As Tofino's need for building inspections has increased this contracted service has been reduced to one day per week, and will continue at that level until the end of June, 2022. Meanwhile the department has, after two postings of the position, succeeded in hiring a new full-time inspector for Ucluelet to add capacity in the new year to building inspections and also to oversee bylaw



**Figure 2. new Single Family building permits**

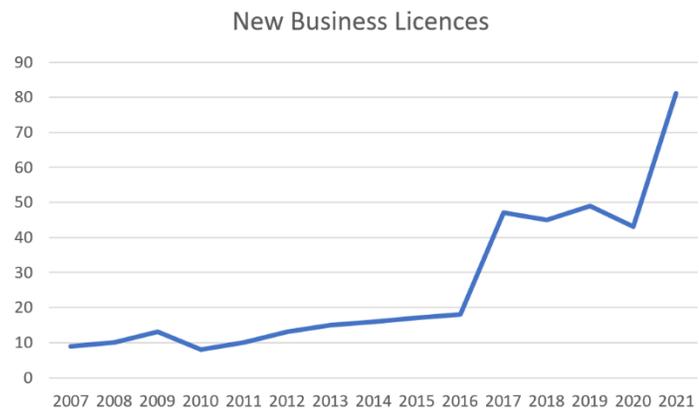
enforcement matters for cases of building health and safety.

Ucluelet is experiencing a building boom. Permit activity has increased substantially. This is illustrated by the permits issued for single family dwellings shown in **Figure 2**, which is more than double the activity in recent years. At the time of writing, we have received 128 building permit applications (this number includes all types including renovations, commercial, multi-family and excavation permits, etc.).

**BYLAW & BUSINESS LICENCE SERVICES:**

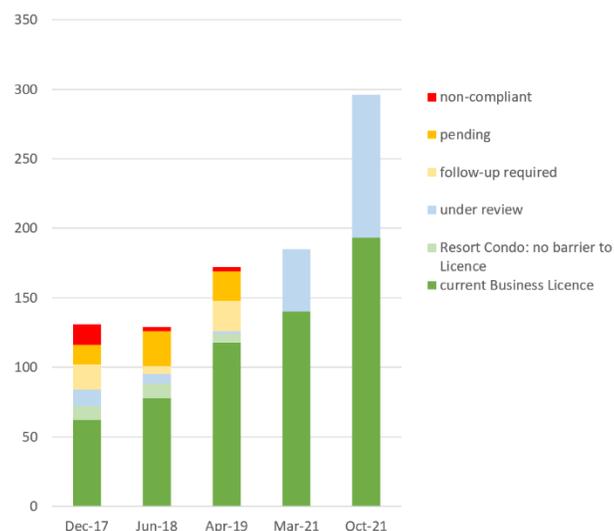
The Bylaw Enforcement and Business Licence review side of the department is currently staffed with two full-time officers: one is a year-round position and one is a 6-month full-time position.

Business licence activity is up. There are a total of 504 active business licences in Ucluelet, with over 80 new businesses established so far this year alone – double the activity seen in recent years (see **Figure 3**). Of these newly licensed businesses, over a third are new short-term rental businesses in single-family dwellings.



**Figure 3. new Business Licences issued**

There are a total of 289 online STR listings in Ucluelet. This number changes weekly as properties are added or removed from the short-term rental market, but for the purposes of this report that number can be considered reasonably accurate and current. The number of listings has increased over last year (note the Covid-19 pandemic impact on travel resulted in some listings being taken down last year, yet the overall trend is clearly one of steady expansion of online bookings and vacation rentals – see **Figure 4**). Many of the online listings in Ucluelet are for commercial resort condo units. Half, however, are in residential properties: 94 licensed B&B's totaling 153 units of tourist accommodation.



**Figure 4. online Short-Term Rental accommodation listings**

The following issues or concerns are sometimes encountered with STR units, and are enforced when they are noted:

- Not a **permitted use in the zoning** bylaw;
- Construction or change of use without the required **building permit**; and/or,
- **Owner not a present, full-time resident** in cases where required by zoning.

The monitoring of STR units is one of the areas of proactive enforcement

established by Council policy. Due to the nature of the short term rental business and online bookings, oversight and monitoring of this class of business licence takes more staff time than others. As the numbers of online listings increases, the web-crawler monitoring service employed by the District rises proportionately.

The ongoing monitoring and enforcement of STR's is important to lessen the impacts on housing and to level the playing field with other forms of tourist accommodation businesses.

The other area of proactive enforcement involves patrolling, educating and enforcing a range of bylaws that largely cover issues of nuisance and conduct in public places. These activities are aimed at improving quality of life for residents as well as improving the visitor experience.

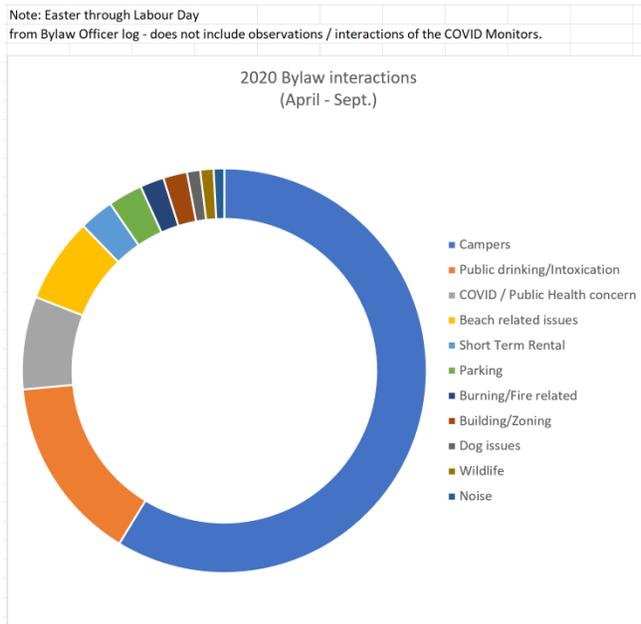


Figure 5. Summer 2020 bylaw interactions

Over the past two summers, the single largest issue has been illegal camping on public roads and other public places.

By comparing the bylaw interactions from the summer periods of 2020 and 2021, the effect of this years' provincial fire ban is evident (see **Figure 5** and **Figure 6**). The beach-related issues and public drinking - which together accounted for a quarter of bylaw interactions in 2020 - were reduced to almost nil this year during the fire ban.

As seen in the lower right chart in **Figure 6**, some 95% of bylaw interactions are dealt with by education and in some cases warnings; only in 5% of cases is the issuance of a ticket deemed necessary.

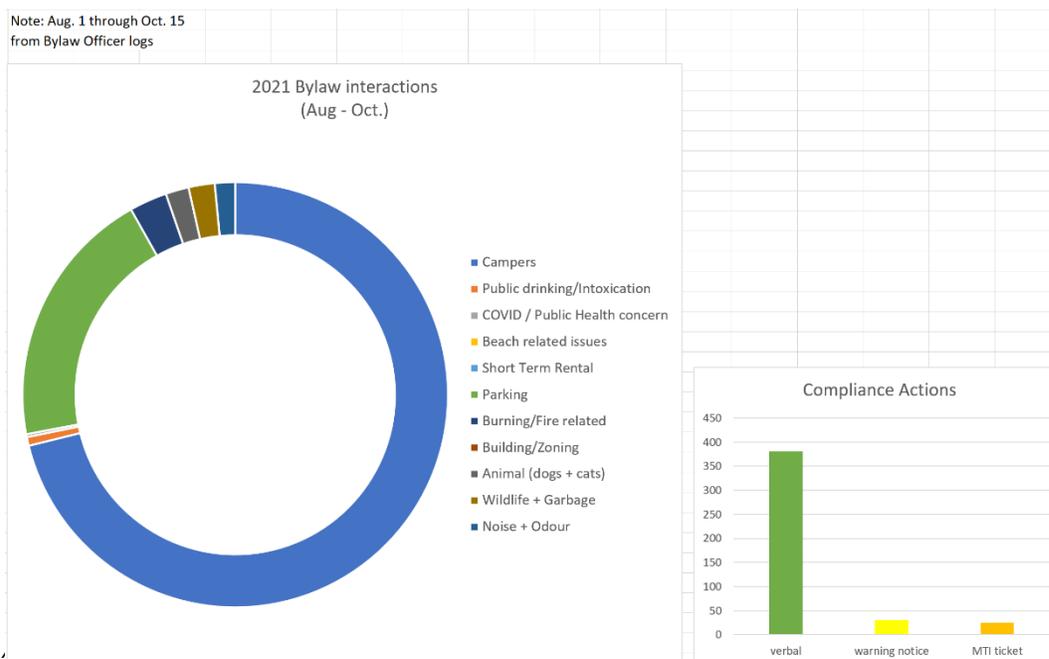


Figure 6. Summer 2021 bylaw interactions

**FINANCIAL IMPACTS:**

The District's cost for online monitoring services increases as the number of STR listings goes up. Billing for this service is a direct reflection on the number of listings, and is also affected by the USD/CDN exchange rate. This year annual costs have increased slightly from \$9,965 USD to \$10,150.

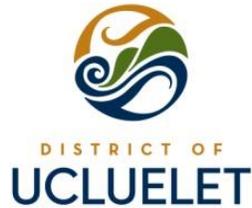
Along with the strong permit activity in 2021, revenues have increased; so far this year the District has collected \$48,000 more in building permit and development application fees than projected.

**Conclusion:**

Overall, a busy year for the Community Planning department. With the increased development and tourism activity - and with the broad range of services covered within the department - at times staff struggle to keep up. We have seen the benefit of additional capacity with the presence of a second Bylaw Officer. Continued resources for this role will allow staff to get on top of the business licensing program and monitoring of STR compliance. The addition of resources in the Engineering and Public Works department has also benefitted, particularly in the areas of development servicing and project management. Balancing the project demands with the need to stay responsive to development inquiries and applications will be key going forward into 2022.

**Respectfully submitted:** Bruce Greig, Director of Community Planning  
Duane Lawrence, Chief Administrative Officer





## STAFF REPORT TO COUNCIL

Council Meeting: Nov 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

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**FROM:** PAULA MASON, ADMINISTRATION CLERK

**FILE NO:** 1630-01

**SUBJECT:** CHEQUE LISTING – OCT 2021

**REPORT NO:** 21-160

**ATTACHMENT(S):** APPENDIX A: DISTRICT OF UCLUELET AP CHEQUE LISTING

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**RECOMMENDATION(S):**

There is no recommendation. This report is provided for information only.

**PURPOSE:**

The purpose of this report is to provide Council with a regular update on disbursed cheques.

**BACKGROUND:**

Finance staff have provided a detailed list of last month's cheque run attached as Appendix A.

**POLICY OR LEGISLATIVE IMPACTS:**

The cheque listing has been reviewed to ensure compliance with the *Freedom of Information and Protection of Privacy Act*. The names of individual's shown on the cheque listing are either employed with the District or contracted for the delivery of goods and services.

**Respectfully submitted:** Paula Mason, Administration Clerk  
Duane Lawrence, Chief Administrative Officer

Appendix A

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
032151	2	2021-10-01	ACE92	ACE COURIER SERVICES	11244174	TRAN SIGN AA0986876	420.2		455.09	
					14309503	PRAIRIE COAST C369890	34.89			
032152	2	2021-10-01	AG495	ALBERNI GLASS & MIRROR 2003 LTD	38296	PLEXI GLASS-	431.2		431.2	
032153	2	2021-10-01	AS877	ANDREW SHERET LIMITED	03-053221	PW MATERIALS	458.55		1017.8	
					03-054057	FRAME/GRATE-CEDAR ROAD	559.25			
032154	2	2021-10-01	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	282195	UCLUELET/MERCANTILE CREEK	4250.55		4250.55	
032155	2	2021-10-01	AFS01	ASSOCIATED FIRE & SAFETY	30097	UFR CLASS A 5GAL X12	2001.3		2001.3	
032156	2	2021-10-01	BP940	BLACK PRESS GROUP LTD.	34128321	AUG/21 ADS	1427.47		1427.47	
032157	2	2021-10-01	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10448238	WATER TESTING C169441	270.9		886.62	
					VA10444372	SEWER TESTING C166189	270.9			
					VA10446214	WATER TESTING C167050	344.82			
032158	2	2021-10-01	CFP22	CALEDONIA FIRE PROTECTION LTD	29011	FIRE EXTINGUISHER SERVICING	866.78		866.78	
032159	2	2021-10-01	CEV16	CANADIAN ELECTRIC VEHICLES LTD	CA21134	E-TRUCK BATTERY	901.55		901.55	
032160	2	2021-10-01	CHE01	CHERNOFF THOMPSON ARCHITECTS	16655	HEALTH CENTRE ARCHIT SERVICES	1008		1008	
032161	2	2021-10-01	CT002	CLEARTECH INDUSTRIES INC	887145	SODIUM HYPOCHLORITE	790.44		790.44	
032162	2	2021-10-01	CE004	CORPORATE EXPRESS CANADA INC	57077150	SCISSORS/FACE MASKS	52.49		1072.2	
					57045245	LAMINATOR	270.13			
					57014388	OFFICE SUPPLIES FIREHALL	445.1			
					57117268	OFFICE SUPPLIES	304.48			
032163	2	2021-10-01	DFC01	DUMAS FREIGHT COMPANY	79972	FROM JACKS TIRE	138.35		944.62	
					76227	FROM JACKS TIRE	138.35			
					79330	FROM CLEARTECH	484.17			
					82840	TO CLEARTECH	183.75			
032164	2	2021-10-01	DE001	DUNCAN ELECTRIC MOTOR LTD.	P4423	ANNUAL LIFT STATION INSPECTION	4950.35		36380.71	
					P4439	HELEN RD LIFTSTATION PUMP	31430.36			
032165	2	2021-10-01	EB295	E.B. HORSMAN & SON	13130631	UCC LIGHTING	211.93		211.93	
032166	2	2021-10-01	ED977	EDWARDS DAVID	1549	SPRING COVE WPT REPAIR	1798.44		1798.44	
032167	2	2021-10-01	EL048	ERIK LARSEN DIESEL CO. LTD.	719461	CAM-LOCK PARTS	114.48		114.48	
032168	2	2021-10-01	FW050	FAR WEST DISTRIBUTORS LTD	F006276	BATHROOM/CLEANING SUPPLIES	447.52		1027.45	
					F006340	PAPER TOWEL	74.67			
					F006396	UCC BATHROOM/CLEANING SUPPLIES	487.65			
					F006397	DISH SOAP	17.61			
032169	2	2021-10-01	FLY01	FLY BY KNIGHT	123447	FIRE CHIEF'S OFFICE	10931.8		10931.8	
032170	2	2021-10-01	FS004	FOUR STAR WATERWORKS	871213001484	RADIO READ METER	505.65		2639.05	
					871213002007	REPAIR CLAMPS-VALVE REPLACEMENT	2133.4			
032171	2	2021-10-01	F9438	[REDACTED]	123446	WORK BOOTS ALLOWANCE	74.5		74.5	
032172	2	2021-10-01	GB059	GIBSON BROS. CONTRACTING LTD.	25714	GRAVEL	280		4526.34	
					25717	MAIN ST REPAIRS	3686.34			
					25742	CRUSH GRAVEL	560			
032173	2	2021-10-01	GPC25	GREATPACIFIC CONSULTING LTD	1308	1005-009 2021 REM	30069.45		30069.45	
032174	2	2021-10-01	HC001	HUB CITY PAVING LTD.	290842937	ODYSSEY LN PAVING	4987.58		4987.58	
032175	2	2021-10-01	IC163	[REDACTED]	123455	DAMAGE DEPOSIT RETURN-	1000		1000	
032176	2	2021-10-01	IB275	ISLAND BUSINESS PRINT GROUP LTD	176887	#10 ENVELOPES	344.96		344.96	
032177	2	2021-10-01	CK608	KASSLYN CONTRACTING	D795	D795	3345.9		4971.13	
					D796	D796	1625.23			
032178	2	2021-10-01	K9286	[REDACTED]	123450	REIMBURSE-WATER FILTER HARDWARE	31.35		239.89	
					123451	KEMPS-WORK BOOTS	178.49			

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
					123452	REIMBURSE FOR STAFF COFFEE	30.05			
032179	2	2021-10-01	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2058-006	2058 WELL NO. 3 VFD	564.85		1054.57	
					0361-092	0361 REVIEW 239 BOARDWALK BLVD	489.72			
032180	2	2021-10-01	L9445		123449	REIMBURSEMENT-MOVING EXPENSES	5000		5000	
032181	2	2021-10-01	M9446		123453	REIMBURSEMENT-MOVING EXPENSES	3732.68		3732.68	
032182	2	2021-10-01	MMP10	MAINROAD MAINTENANCE PRODUCTS	AR1783	COLD MIX	7334.21		7334.21	
032183	2	2021-10-01	MC090	MARSHALL, DR. C	9736	UVFB-APPLICANT MEDICAL EXAM	50		50	
032184	2	2021-10-01	MEC01	MEC PROJECTS LTD	3219	MAINT. ON JUNCTION LIGHTS	527.63		1065.6	
					3216	LED LIGHTING AT JUNCTION	537.97			
032185	2	2021-10-01	MISC	WRENCH COAST PLUMBING	1144	UCC-INSTALLATION OF FLUSH VALVES	1052.02		1052.02	
032186	2	2021-10-01	MISC		123456	RETURN DAMAGE DEPOSIT	1000		1000	
032187	2	2021-10-01	M9412	ICBC	123454	ROAD INSURANCE-LAWN TRACTOR	62		62	
032188	2	2021-10-01	SC003	SHARE CANADA	23164	Degreaser for lift stations	2572.13		2572.13	
032189	2	2021-10-01	SBR01	SONBIRD REFUSE & RECYCLING LTD.	43087	UCC-GARBAGE AUG/21	231.02		3311.77	
					43085	WD-GARBAGE AUG/21	962.86			
					43083	SCH GARBAGE AUG/21	1609.92			
					43084	52 STEPS-GARBAGE AUG/21	507.97			
032190	2	2021-10-01	HI715	TERRAPURE	93272627	WASTE OIL REMOVAL-SCH	83.99		362.76	
					93281590	ABSORBANT PADS/FILTERS	194.78			
					93283067	OIL REMOVAL-SCH	83.99			
032191	2	2021-10-01	DT002	TOFINO DISTRICT OF	20210417	BUILDING INSP. SERVICES 2021	23494.74		23494.74	
032192	2	2021-10-01	UC141	UCLUELET CHAMBER OF COMMERCE	123448	EC DEV FUNDING 2021	25000		25000	
032193	2	2021-10-01	UP459	UCLUELET PETRO-CANADA	13126	FLAT REPAIR	24.93		1465.09	
					12809	OIL	28.36			
					13397	TORO MOWER-REPAIRS	405.56			
					13285	FORD RANGER-REPAIRS/OIL CHANGE	227.43			
					13463	TIRES-FORD RANGER	778.81			
032194	2	2021-10-01	UR849	UCLUELET RENT-IT CENTER LTD	43155	BOAT BASIN CARDBOARD	659.4		659.4	
032195	2	2021-10-01	UKE01	UKEE AUTO SERVICE	753545	BATTERY INSTALL	86.24		86.24	
032196	2	2021-10-01	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	71756A	CREDIT-BOLT/WASHER	-21.28		3296.05	
					71752A	CREDIT-LAG BOLT	-128.3			
					70002A	RED CEDAR	36.91			
					70556A	RED CEDAR/WIRE ROPE CLIP	214.71			
					72998A	MAKITA HANDLE DRILL-WPT	238.28			
					70004A	TUGWELL FIELDS-DUGOUT MATERIALS	811.16			
					70116A	CEMETERY-BURIAL SETUP	421.12			
					70276A	PLASTIC KNOB/FUNNEL	10.43			
					70003A	KEY DUPLICATE/NAIL PULLER/GUAGE	98.33			
					70001A	SKIRTING FOR PW LUNCH ROOM	1337.15			
					72189A	PLYWOOD-PUBLIC HEARING SIGNS	277.54			
032197	2	2021-10-01	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	71685A	BOLT/WASHERS	149.58		968.56	
					71886A	ROLLER PAINT	12.07			
					70630A	MAINTENANCE OF JUNCTION SIGN	49.9			
					71260A	RED CEDAR-WPT	201.38			
					71372A	DRILL	69.91			
					70505A	BOLTS	22.56			
					70510A	BOLTS/DRILL BIT SET/CHAINS	27.84			

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					72379A	SCREWS	4.1			
					70431A	SCREWS/STAINS/ROLLERS/PAINT/TRAYS	191.59			
					71915A	PLYWOOD	191.35			
					72233A	BROWN SHED	48.28			
032198	2	2021-10-01	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	72566A	MAKITA BATTERY-WPT	151.2		279.63	
					72492A	KEYS-CAO/ENGINEER	31.36			
					72513A	KEYS-LYCHE BLDG	88.6			
					72541A	BROOM HANDLE	8.47			
032199	2	2021-10-01	WC345	WURTH CANADA LTD	24504282	DISPOSABLE GLOVES	286.67		286.67	
032243	2	2021-10-15	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	75711A	DUPLICATE KEYS	20.16		268.24	
					75037A	JB WELD	10.07			
					74848A	SHELF BRACKET	11.73			
					74573A	BALLFIELD SUPPLIES	30.85			
					73378A	CABLE TIES	18.28			
					73262A	CEMENT-HELEN ROAD	9.91			
					73752A	DYNAFLEX-	6.18			
					74069A	DUPLICATE KEYS	41.15			
					73548A	TOILET SUPPLIES-AQUARIUM	41.38			
					74844A	DUPLICATE KEYS	22.58			
					75076A	CEMENT	55.95			
032242	2	2021-10-15	WP166	WINDSOR PLYWOOD - UCLUELET DIV.	66799A	CEDAR RD BOARDWALK RETURNED ITEM	-97.39		2750.43	
					67015A	PARKS EQUIPMENT	22.04			
					67978A	FIREHALL DOOR ITEM RETURN	-76.23			
					73593A	MISSING	378.68			
					73194A	PARKS TOOLS/BATTERY EQUIP	429.14			
					73108A	WPT MATERIALS	201.38			
					73121A	WOOD BLADE	43.45			
					74146A	WPT SUPPLIES	201.38			
					73557A	RETURN-FLAPPER	-19.03			
					73355A	52 STEPS-FIRELINE REPAIR	76.61			
					73403A	FIR AND FREIGHT FEES	1590.4			
032241	2	2021-10-15	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2021/3520	GEAR BAGS UFR	553.16		3528.36	
					INV/2021/3475	SUPPLY HOSE UFR	2975.2			
032240	2	2021-10-15	WCS01	WCS ENGAGEMENT & PLANNING	1389	AUG/21 UCLUELET TOURISM PLAN	2058		2058	
032239	2	2021-10-15	us001	URBAN SYSTEMS LTD.	192484	1427.0015.01 WILD PAC TRAIL IMPRVMT	7713.3		7713.3	
032238	2	2021-10-15	UI923	UKEE INFO TECH	12469	IT SUPPORT SEP/21	7215.01		7215.01	
032237	2	2021-10-15	UV146	UCLUELET VOLUNTEER FIRE BRIGADE	Q4/21	Q4/21 CONTRIBUTION	2500		2500	
032236	2	2021-10-15	UR849	UCLUELET RENT-IT CENTER LTD	42687	COMPRESSOR RENTAL	120.96		3031.98	
					43398	SEWER TRUCK	168			
					43445	BOAT BASIN CARDBOARD	417.9			
					43403	SEP/21 PORTABLES SERVICES/CLEANING	2325.12			
032235	2	2021-10-15	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	7217	COOP CARDLOCK/SEP	5510.89		5869.4	
					20SEP2021#1487	BAGS AND FLAGS	21.12			
					71520407	QUAD	14			
					15SEP2021#0618	BATTERIES	45.45			
					03SEP2021#8187	POWER BAR/BATTERY	31.4			
					27SEP2021#3590	CREAMER	4.19			

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					15SEP2021#0186	TEA/SUGAR	30.27			
					20SEP2021#1556	PEPSI	21.46			
					05092021#3333	FIRE DEPT SUPPLIES	104.32			
					13SEP2021#9345	UVFD SNACKS	40.01			
					14SEP2021#6907	SNACKS/DRINKS UVFD	46.29			
032234	2	2021-10-15	TU428	TOURISM UCLUELET	07/21	JUL/21 MRDT	72664.9		72664.9	
032233	2	2021-10-15	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	119489	OCT/21 EAP	124.96		124.96	
032232	2	2021-10-15	NS003	SIGMUND, NORANND	123462	YOGA FALL/21	138.07		138.07	
032231	2	2021-10-15	SD199	SCHRAMM DESIGN	3020	NO CAMPING SIGNS	1029.28		1475.53	
					3027	FIRE RESCUE GRAPHIC	446.25			
032230	2	2021-10-15	CF006	REG'S ROOTS LANDSCAPING LTD.	2280	UCC PATH BUILDING	1537.65		1537.65	
032229	2	2021-10-15	PB104	PIONEER BOAT WORKS	81391	BATTERY FOR SIGNAGE	314.72		314.72	
032227	2	2021-10-15	NF210	NURNDY-FORFIRE EMERGENCY GRAPHICS LTD.	22475	UFR DECALS/TAGS	654.46		654.46	
032226	2	2021-10-15	AGS11	NEXTGEN AUTOMATION	357122	COPIER USAGE 8/29-9/28	1120.67		1120.67	
032225	2	2021-10-15	MISC		TX60066-2021	ROLL#60066 TAX OVERPYMT	770		770	
032224	2	2021-10-15	MISC	INTER-MTN TESTING	T21-0538	LADDER TESTING	1780.8		1780.8	
032223	2	2021-10-15	MISC	MARINE SURVEYOR LTD c/o DON KIMURA	986083	SURVEY FOR TROMSO VESSEL	420		420	
032222	2	2021-10-15	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2058-007	2058 WELL NO. 3 VFD	161.39		161.39	
032221	2	2021-10-15	KL923	KERDMAN LINDSAY	123460	GYMNASTICS FALL/21	7493.89		7493.89	
032220	2	2021-10-15	CK608	KASSLYN CONTRACTING	D797	D797	3291.35		10988.46	
					D798	D798	2309.91			
					D799	D799	5387.2			
032219	2	2021-10-15	IC130	INFOSAT COMMUNICATIONS	484989	OCT/21 SAT PHONE	65.12		65.12	
032218	2	2021-10-15	HOM02	HOMWOOD HEALTH INC.	H420873	EMPLOYEE/FAMILY ASSISTANCE	504		504	
032217	2	2021-10-15	HS002	HOGAN, SARAH	123461	DANCE FIT	86.8		86.8	
032216	2	2021-10-15	GW178	GRAY WHALE DELICATESSEN	178587	COUNCIL BUDGET WORKSHOP	616.04		616.04	
032215	2	2021-10-15	GS361	GODIN SYLVIE	123459	MAKE UP CLASSES	140		140	
032214	2	2021-10-15	GB059	GIBSON BROS. CONTRACTING LTD.	25692	WATER/SEWER TIE IN FEES	10603.67		10603.67	
032213	2	2021-10-15	FYHOL	FYFE WELL & WATER SERVICES	2021-2538	WELL 2 PUMP/MOTOR INSTALL	18845.34		18845.34	
032212	2	2021-10-15	FS004	FOUR STAR WATERWORKS	871217000041	LATE PYMT FEE	10.11		10.11	
032211	2	2021-10-15	FSC10	FOUR STAR COMMUNICATIONS INC	60533	ANSWERING SERVICES OCT/21	162.75		162.75	
032210	2	2021-10-15	FW050	FAR WEST DISTRIBUTORS LTD	F006659	BATHROOM SUPPLIES	279.38		624.65	
					F006714	UCC SNACKS	85.46			
					INV-F006966	TISSUE ROLL/GARBAGE BAGS	259.81			
032209	2	2021-10-15	EB295	E.B. HORSMAN & SON	13149223	FIREHALL MATERIALS	34.62		163.84	
					13130638	FIREHALL MATERIALS	93.38			
					13136658	FIREHALL MATERIALS	35.84			
032208	2	2021-10-15	DH143	DURWARD HEATHER	123458	OUTDOOR YOGA	307.2		307.2	
032207	2	2021-10-15	CUPE1	CUPE LOCAL #118	09/21	SEP/21 DUES	1684.43		1684.43	
032206	2	2021-10-15	ce004	CORPORATE EXPRESS CANADA INC	57229784	GLASSBOARD MARKERS	56.41		672.51	
					57211155	BOOK ENDS	32.89			
					57146937	OFFICE SUPPLIES	266.71			
					57227626	OFFICE SUPPLIES	316.5			
032205	2	2021-10-15	CCL88	CORLAZZOLI CONTRACTING LTD	127	WPT DANGER TREE REMOVAL	367.5		367.5	
032204	2	2021-10-15	CN411	CITY OF NANAIMO	AR011960	UFR TRAINING MANUALS	1606.5		1606.5	
032203	2	2021-10-15	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10452835	WATER TESTING C171646	270.9		812.7	
					VA10464400	WATER TESTING C175202	270.9			

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					VA10463621	WATER TESTING C173890	270.9			
032202	2	2021-10-15	AS311	BUNZL CANADA INC.	7761565	CLEANING PRODUCTS	348.21		348.21	
032201	2	2021-10-15	BP940	BLACK PRESS GROUP LTD.	34144103	SEP/21 ADS	998.87		998.87	
032200	2	2021-10-15	AFS01	ASSOCIATED FIRE & SAFETY	30228	REPAIR/MAINTENANCE	353.39		353.39	
032244	2	2021-10-15	WC345	WURTH CANADA LTD	24520995	DANGER TAPE	21.06		136.07	
					24519679	SAFETY VESTS	115.01			
032245	2	2021-10-15	XC300	XPLORNET COMMUNICATIONS INC	INV39523155	OCT/21 SAT PHONE	76.15		76.15	
032246	2	2021-10-15	ZW172	ZONE WEST ENTERPRISES LTD	65621	UFR SHIRT CRESTS	54.6		54.6	
032247	2	2021-10-29	ACE07	ALBERNI COMMUNICATIONS & ELECTRONICS LTD	30542	PAGER CHARGER W/ ANTENNA	287.84		496.16	
					30566	UVFB PAGER SERVICING	208.32			
032248	2	2021-10-29	AFC01	ALBERTA FIRE CHIEFS ASSOCIATION	IN21-999	FIRE TRAINING TEXTBOOKS	307.07		307.07	
032249	2	2021-10-29	ALL02	ALLOS DANIEL	123467	JIU-JITSU SES A FALL/21	980		980	
032250	2	2021-10-29	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10467908	SEWER TESTING C175218	344.82		886.62	
					VA10474264	WATER TESTING C179725	270.9			
					VA10468895	WATER TESTING C177182	270.9			
032251	2	2021-10-29	BUS01	BUSTON, TONI	123466	YOUTH GRANT OCT/21	984		984	
032252	2	2021-10-29	CN411	CITY OF NANAIMO	AR012029	UFR EXAMS	210		210	
032253	2	2021-10-29	VIC01	CITY OF VICTORIA	SPI-2021-27	2021 SOCIAL PROCUREMENT MEMBERSHIP	260.09		260.09	
032254	2	2021-10-29	COM04	COMOX PACIFIC EXPRESS LTD.	320361369	CLEARTECH SHIPMENT	343.34		343.34	
032255	2	2021-10-29	CS334	CONTROL SOLUTIONS	C004588	Q4/2021 UCC MAINTENANCE CONTRACT	1155		1155	
032256	2	2021-10-29	CCL88	CORLAZZOLI CONTRACTING LTD	128	TREE ASSMNT MAIN ST	735		735	
032257	2	2021-10-29	CE004	CORPORATE EXPRESS CANADA INC	57217047	OFFICE SUPPLY RETURN	-66.4		650.85	
					57273557	OFFICE SUPPLIES	165.05			
					57266627	PRINTER TONER	189.26			
					57227782	LYCHE COPY PAPER	362.94			
032258	2	2021-10-29	DFC01	DUMAS FREIGHT COMPANY	82371	FROM FOUR STAR WATERWORKS	459.9		459.9	
032259	2	2021-10-29	EL048	ERIK LARSEN DIESEL CO. LTD.	719565	EMERGENCY GENERATOR-FIREHALL	1837.32		1837.32	
032260	2	2021-10-29	fw050	FAR WEST DISTRIBUTORS LTD	F007182	BATHROOM/CLEANING SUPPLIES	391.62		754.51	
					F007291	CLEANING SUPPLIES	362.89			
032261	2	2021-10-29	FS004	FOUR STAR WATERWORKS	871213002313	WATER METER	5933.25		8805.47	
					871213002307	LMI PUMP LOST SHOE	2872.22			
032262	2	2021-10-29	HE104	HAUSER EVAN	123465	UVFB TRAINING TRAVEL EXP	562.84		562.84	
032263	2	2021-10-29	JT071	JACK'S TIRE SALES & SERVICE LTD.	195277	RAZORBACK TIRES X2	1890.56		1890.56	
032264	2	2021-10-29	JAL42	JAL DESIGNS AND GRAPHICS INC.	40502980	BYLAW JACKET EMBROIDERY	26.88		26.88	
032265	2	2021-10-29	JDC01	JD CUSTOM FABRICATION	2101001	KIOSK FABRICATION	4550.36		4550.36	
032266	2	2021-10-29	CK608	KASSLYN CONTRACTING	D800	D800	4404.03		4404.03	
032267	2	2021-10-29	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2144-002	2144 PENINSULA/MAIN UTILITY	5253.36		5253.36	
032268	2	2021-10-29	LAN02	LANARC 2015 CONSULTANTS LTD.	UCLUEL-1249	UCLUEL-21-317 VILLGE GRN	19399.84		19399.84	
032269	2	2021-10-29	LB002	LB WOODCHOPPERS LTD.	391953	SAFETY GLASSES-UVFR	35.28		35.28	
032270	2	2021-10-29	F0015	MCAULEY SEAN	123464	UVFB TRAINING TRAVEL EXP	562.84		562.84	
032271	2	2021-10-29	MISC	KENT BRENDA	123468	YIN TO YANG SES A FALL/21	248		248	
032272	2	2021-10-29	MISC	D'ANGELO ANDREA	123469	YOGA FALL/21	528.7		528.7	
032273	2	2021-10-29	MISC		BP19-50	BP19-50 DMG DEP RETURN	1000		1000	
032274	2	2021-10-29	MISC		BP20-41	BP20-41 DMG DEP RETURN	1000		1000	
032275	2	2021-10-29	MISC		BP20-65	BP20-65,66,67,68 DMG DEP RETURN	4000		4000	
032276	2	2021-10-29	MISC		UB2031-2021	UB2031 OVERPYMT RETURN	242.68		242.68	
032277	2	2021-10-29	PAC04	PACIFIC RIM DISTILLING	96	HAND SANITIZER 1L	209.44		209.44	

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032278	2	2021-10-29	PRG01	PACIFIC RIM GYMNASTICS	123457	GYM BC 2021 MEMBERSHIPS	5104		5104	
032279	2	2021-10-29	PBX12	PBX ENGINEERING LTD	12631	21385-03 LIFT STN SCADA	3175.2		8550.15	
					12634	21385-05 SCADA CHLORINE	5080.95			
					12620	17451-04 LOST SHOE WELL 3	294			
032280	2	2021-10-29	PC650	PRAIRIE COAST EQUIPMENT	P36060	CABLE	29.01		29.01	
032281	2	2021-10-29	NS003	SIGMUND, NORANND	123470	YIN YOGA SES A FALL/21	115.2		115.2	
032282	2	2021-10-29	SBR01	SONBIRD REFUSE & RECYCLING LTD.	43363	PW GARBAGE SEP/21	1693.23		1752.68	
					43359	LYCHE RECYCLING FEE SEP/21	59.45			
032283	2	2021-10-29	TDCAN	TD CANADA TRUST	TX60005-2021	TX REFUND MTD 1135650	153.69		153.69	
032285	2	2021-10-29	TUF01	TUFF CITY RADIO	86	JUL7-OCT27/21 BIWEEKLY PROGRAM	840		840	
032286	2	2021-10-29	U0148	UBCM	UBCM-1403	WALL CALENDARS	119.65		119.65	
032287	2	2021-10-29	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	11/21	NOV/21 LEASE	250		250	
032288	2	2021-10-29	UMC10	FOERSTER DR. L., INC.	9828	FIREFIGHTER MEDICAL EXAM	145		145	
032289	2	2021-10-29	UP459	UCLUELET PETRO-CANADA	12977CR	TIRE RETURNED	-131.24		2379.21	
					13398	BYLAW TRUCK REPAIRS	2510.45			
032290	2	2021-10-29	UR849	UCLUELET RENT-IT CENTER LTD	43345	AUG/21 PORTABLES SRVC/CLEANING	2325.12		2689.69	
					43352	FRASER LN LIFT STN PUMPOUT	319.2			
					43344	MS461 REPAIR	45.37			
032291	2	2021-10-29	WCC28	WESTCOAST CONNECT	6508	WB39324 GREGG DISTRIB	48.44		199.88	
					6650	SEP/21 COURIER	151.44			
032292	2	2021-10-29	WC345	WURTH CANADA LTD	24555165	PW SUPPLIES/EQUIPMENT	702.59		1263	
					24554400	GRAFFITI REMOVER	126.17			
					24514763	PARKS SAFETY EQUIPMENT	434.24			





## STAFF REPORT TO COUNCIL

Council Meeting: November 9th, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING

**FILE NO:** 3360-20-RZ19-02

**SUBJECT: DISTRICT OF UCLUELET ZONING AMENDMENT BYLAW  
No. 1284, 2021 (LOT 16 MARINE DRIVE) – ADOPTION**

**REPORT NO:** 21-157

**ATTACHMENTS:** APPENDIX A – ZONING AMENDMENT BYLAW No. 1284, 2021  
APPENDIX B – HOUSING AGREEMENT BYLAW No. 1297, 2021  
APPENDIX C - RESTRICTIVE COVENANT CA9460685

### **RECOMMENDATIONS:**

1. **THAT** Council adopt *District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021*.
2. **THAT** Council give first, second and third readings to *District of Ucluelet Housing Agreement Bylaw No. 1297, 2021*.

### **PURPOSE:**

The purpose of this report is to bring *District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021* (the “Rezoning Bylaw”) back to Council for consideration of adoption, and to introduce the companion *District of Ucluelet Housing Agreement Bylaw No. 1297, 2021*, (the “Housing Agreement Bylaw”) for consideration of first three readings.

### **BACKGROUND:**

At the March 23, 2021, Regular Meeting, Council gave the Rezoning Bylaw first and second reading and referred it to Public Hearing which was conducted on June 8, 2021.

At its June 15, 2021, meeting, Council identified a list of 19 questions arising from the public hearing, and directed staff to prepare a report providing information, analysis, and recommendations on how those items will be addressed, with input from the applicant as necessary. At its July 17, 2021, Regular Meeting, Council referred a staff report addressing those questions to a Committee-of-the-Whole meeting held August 10, 2021.

Subsequent to the Committee-of-the-Whole meeting, the applicant suggested changes to their proposal to address a number of issues discussed in the meeting. At its August 17, 2021, meeting Council rescinded second reading, amended the bylaw to reflect the changes to the development proposal, gave the bylaw second reading as amended and then referred the Rezoning Bylaw to another public hearing. A second public hearing was then held on

September 7, 2021. The Rezoning Bylaw received third reading at the September 21, 2021, Council meeting. The bylaw is attached to this report as **Appendix "A"**.

**DISCUSSION:**

At the March 23, 2021, meeting Council passed a resolution indicating that final adoption of a rezoning bylaw for the proposed development would be subject to registration of a Section 219 restrictive covenant on the title of the subject property to ensure, as a matter of public interest, that the conditions listed by Council and offers from the applicant be satisfied as the property is subdivided and developed.

A restrictive covenant has been drafted, signed and submitted to the Land Title and Survey Authority for registration on the title of Lot 16 (see **Appendix "C"**). The covenant was developed with input from the municipal solicitors. As of the writing of this report, the covenant is pending registration under charge CA9460685.

Also, as noted previously, a Housing Agreement was required by Council to ensure that the apartment building is rental only and never split into separate strata titles. A Housing Agreement Bylaw has been prepared, which would authorize the District to enter into the housing agreement with the owner (see **Appendix "B"**).

**NEXT STEPS AND TIMING:**

By providing the S.219 restrictive covenant, which specifies conditions to be met during the subdivision process, the applicant has met the conditions of approval that had been indicated by Council. Council could now adopt the rezoning bylaw. Once the rezoning is complete, the applicant could then apply for Development Permits and Subdivision.

The Housing Agreement Bylaw could be given three readings at this time with the adoption of the bylaw at a subsequent Council meeting. Execution of the Housing Agreement is a condition guaranteed by the S.219 restrictive covenant, prior to approval of subdivision; therefore a parcel for the apartment building could not be created unless the housing agreement is already in place.

**OPTIONS:**

Staff is recommending that Council consider adoption of the Rezoning Bylaw and give first three readings to the Housing Agreement Bylaw.

Alternatively, Council could provide other directions to staff and/or the applicant.

**Respectfully submitted:** Bruce Greig, Director of Community Planning  
Duane Lawrence, Chief Administrative Officer

## Appendix A

### DISTRICT OF UCLUELET

#### Zoning Bylaw Amendment Bylaw No. 1284, 2021

A bylaw to amend the “District of Ucluelet Zoning Bylaw No. 1160, 2013”.  
(Zoning amendments for the proposed development of Lot 16 Marine Dr).

---

**WHEREAS** Section 479 and other parts of the *Local Government Act* authorize zoning and other development regulations;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows;

#### 1. Text Amendment:

The District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended as follows:

- A. By amending within Division 300 – General Prohibitions and Regulations, Section 306 Buildings & Structures – Setbacks and Siting, such that “R-6” is added to the list of residential zones to which Section 306.3(7) applies.
- B. By adding a new Residential zone, to Schedule B – The Zones that directly follows R-5 Zone – Compact Single Family Residential such that the new section reads as follows:

#### **“R-6 Zone – INFILL SINGLE FAMILY RESIDENTIAL**

*This Zone is intended for single family residential development providing for a mix of compact lots sizes and housing options, with additional accessory residential dwelling unit uses on the larger lots.*

#### **R-6.1 Permitted Uses**

R-6.1.1 The following uses are permitted, but *secondary permitted uses* are only permitted in conjunction with a *principal permitted use*:

- (1) Principal:
  - (a) *Single Family Dwelling*
- (2) Secondary:
  - (a) *Home Occupation*
  - (b) The following additional *secondary permitted uses* are only permitted on lots of 480m<sup>2</sup> area or greater:

- (i) *Secondary Suite; or,*
- (ii) *Accessory Residential Dwelling Unit*

### R-6.2 Lot Regulations

R-6.2.1	Minimum Lot Size:	360 m <sup>2</sup> (3,875 ft <sup>2</sup> )
R-6.2.2	Maximum Average Lot Size	480 m <sup>2</sup> (5,167 ft <sup>2</sup> )
R-6.2.3	Maximum Lot Size:	600 m <sup>2</sup> (6,458 ft <sup>2</sup> )
R-6.2.4	Minimum Lot Frontage:	10 m (33 ft)

### R-6.3 Density:

R-6.3.1	Maximum Floor Area Ratio:	0.35
R-6.3.2	Maximum Floor Area Ratio with <i>secondary suite</i> or <i>accessory residential dwelling unit</i>	0.5
R-6.3.3	Maximum Lot Coverage:	45%

### R-6.4 Maximum Size (Gross Floor Area):

R-6.4.1	Principal Building:	n/a
R-6.4.2	Accessory Buildings:	90 m <sup>2</sup> (968 ft <sup>2</sup> ) combined total

### R-6.5 Maximum Height:

R-6.5.1	Principal Buildings & Structures:	8.5 m (28 ft)
R-6.5.2	Accessory Buildings & Structures:	5.5 m (18 ft)
R-6.5.3	<i>Accessory Residential Dwelling Unit:</i>	7.5m (25 ft)

### R-6.6 Minimum Setbacks:

- R-6.6.1 The following minimum setbacks apply, as measured from the *front lot line*, *rear lot line* and *side lot lines(s)*, respectively:

	(a) Front Yard Setback	(b) Rear Yard Setback	(c) Side Yard - Interior Setback	(d) Side Yard - Exterior Setback
(1) Principal	3 m (9.8 ft)	3 m (9.8 ft)	1.5 m (5 ft)	2.5 m (8.2 ft)
(2) Garage face	6m (19.6 ft)	n/a	n/a	n/a
(3) Accessory		3m (9.8 ft)	1.5 m (5 ft)	2.5 m (8.2 ft)

- R-6.6.2 In addition, no *accessory building* may be located between the front face of the principal building and the street.”

- C. By adding the following subsection to section R-3 in alphanumerical order, as follows:

**“R-3.8 Other Regulations**

R-3.8.1 Notwithstanding other regulations in this bylaw, on the R-3 zoned portions of the lands legally described as Lot 16, District Lot 281, Clayoquot District, Plan VIP76214 except part in plans VIP80735, VIP83067 and VIP86140: PID 025-812-823 (Lot 16 Marine Drive), the following regulations apply:

(1) on proposed Lot ‘A’ (Apartment site) subject to registration of a Housing Agreement to the satisfaction of the District restricting the use of multiple family residential dwelling units to rental tenancy and prohibiting strata conversion;

- a.) the lot is exempt from the minimum useable outdoor recreation space requirement found in the definition of *multiple family residential* in section 103; and,
- b.) the maximum density is 48 units (83 units per hectare).”;

(2) on proposed Lot ‘A’ the minimum setbacks for principal buildings from adjacent lot lines shall be as follows:

- a.) from Matterson Drive: 8m (26ft)
- b.) from Marine Drive: 10m (33 ft)
- c.) from all other lot lines: 6m (20 ft)

(3) on proposed Lot ‘A’ the maximum floor area of an individual multiple family dwelling unit is 77m<sup>2</sup> (825 ft<sup>2</sup>);

(4) on Proposed lot ‘B’ (Townhome site) the maximum density is 28 units (20 units per hectare);

(5) on proposed Lot ‘B’ the minimum setbacks for principal buildings from external lot lines shall be 15m (49ft).”; and,

- D. By deleting subsection CD-2A.1.6 from the regulations under the CD-2 Zone – BIG BEACH.

**2. Map Amendment:**

Schedule A (Zoning Map) of District of Ucluelet Zoning Bylaw No. 1160, 2013, as amended, is hereby further amended by changing the zoning designation of Lot 16, District Lot 281, Clayoquot District, Plan VIP76214 except part in plans VIP80735, VIP83067 and VIP86140 (PID 025-812-823) from CD-2 Zone (Big Beach), Subzone "CD-2A.1.6 Big Beach Estates", to areas designated as "R-1: Single Family Residential", "R-3: High Density Residential" and "R-6: Infill Single-Family Residential" as outlined in black on the map attached to this Bylaw as Appendix "A".

**3. Citation:**

This bylaw may be cited as "District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021".

**READ A FIRST TIME** this **23rd** day of **March**, 2021.

**READ A SECOND TIME** this **23rd** day of **March**, 2021.

**PUBLIC HEARING** held this **8th** day of **June**, 2021.

**SECOND READING RESCINDED** this **17th** day of **August**, 2021.

**AMENDED** this **17th** day of **August**, 2021.

**READ A SECOND TIME AS AMENDED** this **17th** day of **August**, 2021.

**PUBLIC HEARING** held this **7th** day of **September**, 2021.

**READ A THIRD TIME** this **21st** day of **September**, 2021.

**ADOPTED** this      day of      , 2021.

**CERTIFIED A TRUE AND CORRECT COPY** of “District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021.”

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

---

Joseph Rotenberg  
Corporate Officer

**APPENDIX 'A' to District of Ucluelet Zoning Amendment Bylaw No. 1284, 2021**  
(Lot 16 Marine Drive)

**From:** CD-2A.1.6 Big Beach Estates  
**To:** R-1 (Single Family Residential);  
R-3 (High Density Residential); and,  
R-6 (Infill Single-Family Residential) as shown:



## Appendix B

### DISTRICT OF UCLUELET

#### Housing Agreement Bylaw No. 1297, 2021

A Bylaw to Authorize the District of Ucluelet to Enter into a Housing Agreement.

(Lot 16 Marine Drive)

**WHEREAS** the Municipality may, by Bylaw, under Section 483 of the Local Government Act enter into a Housing Agreement which may include terms and conditions agreed to by the Municipality and the Owner regarding the occupancy of the housing units identified in the Agreement;

**AND WHEREAS** the Municipality has rezoned the property at Lot 16 Marine Drive to enable the development of up to 48 rental apartment dwelling units, up to 28 townhouse dwelling units, up to 6 Single-family residential lots and up to 30 small housing lots;

**AND WHEREAS** the Owner has offered that construction of the rental apartment building will be the first phase of the development;

**AND WHEREAS** the Owner has offered to register a Housing Agreement to ensure that the housing units are developed as proposed on the Lands described in this Bylaw, and the Municipality has deemed it expedient to require the Owner to enter into a Housing Agreement with the Municipality pursuant to Section 483 of the Local Government Act;

**NOW THEREFORE** the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

1. The Municipality is authorized to enter into Housing Agreements pursuant to Section 483 of the Local Government Act, in substantially the form attached to this Bylaw as Schedule "A", with respect to the land located in the District of Ucluelet known as Lot 16 Marine drive and being more particularly known and described as:

**Lot 16 District Lot 281 Clayoquot District Plan Vip76214 Except Part in Plans VIP80735, VIP83067 and VIP86140**

as shown shaded on the map attached to this bylaw as Appendix "A".

2. The Mayor and the Chief Administrative Officer of the Municipality are authorized to execute the Housing Agreements on behalf of the Municipality.

#### **CITATION**

3. This bylaw may be known and cited for all purposes as the "**Ucluelet Housing Agreement Bylaw No. 1297, 2021**".

**READ A FIRST TIME** this day of , 2021.

**READ A SECOND TIME** this day of , 2021.

**READ A THIRD TIME** this of , 2021.

**ADOPTED** this day of , 2021.

**CERTIFIED A TRUE AND CORRECT COPY** of “Ucluelet Housing Agreement Bylaw No. 1297, 2021”

---

Mayco Noël  
Mayor

---

Duane Lawrence  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

---

Duane Lawrence  
Corporate Officer

Appendix "A" to Ucluelet Housing Agreement Bylaw No. 1297, 2021

Subject Property: Lot 16 District Lot 281 Clayoquot District Plan Vip76214 Except Part in Plans VIP80735, VIP83067 and VIP86140



**Schedule "A" to Bylaw No. 1297**

**HOUSING AGREEMENT**

**(Section 483, *Local Government Act*)**

This Agreement, dated for reference the \_\_\_ day of \_\_\_\_\_, 2021 is

BETWEEN:

The District of Ucluelet  
200 Main Street (PO Box 999)  
Ucluelet, BC  
V0R 3A0

(the "District")

and:

0985470 B.C. LTD., INC.NO. BC0985470  
2240 JEFFS ROAD  
NANAIMO, BC  
V9S 5P7

(the "Owner")

**WHEREAS:**

A. The Owner is the registered owner of land located on Marine Drive and Matterson Drive in the District of Ucluelet, and is more particularly described as:

PID: 025-812-823

LOT 16 DISTRICT LOT 281 CLAYOQUOT DISTRICT PLAN VIP76214 EXCEPT PART IN PLANS  
VIP80735, VIP83067 AND VIP86140

(the "Land");

B. The Owner has applied to rezone the Land to enable a residential development consisting of single-family lots, multi-family townhomes and a rental apartment building, and has offered to ensure that the use of the apartment building on the proposed Lot "A" (the "Rental Apartment Building") is for rental purposes only;

C. The Owner has offered to enter into this agreement restricting the use of the land and occupancy of the Rental Apartment Building ;

D. The District may, pursuant to Section 483 of the *Local Government Act*, enter into a housing

agreement with an owner of land that includes terms and conditions regarding the occupancy, tenure and availability to specified classes of persons of the housing that is subject to the agreement; and,

- E. The Council of the District has, by *Ucluelet Housing Agreement Bylaw No. 1297, 2021*, authorized the District to enter into this Agreement with the Owner.

**THIS AGREEMENT** is evidence that in consideration of \$2.00 paid by the District to the Owner, the receipt and sufficiency of which are acknowledged by the Owner, and in consideration of the promises exchanged below, the parties agree, as a housing agreement between the Owner and the District under s. 483 of the *Local Government Act*, as follows:

### **RENTAL HOUSING UNITS**

1. **Occupancy Restriction.** The Owner agrees that the multi-family apartment building constructed on the Land shall be used for long-term rental use only and no separate title to any dwelling units may be created under the *BC Strata Property Act*. Any dwelling units constructed within the Rental Apartment Building located on the Land may be occupied only by tenants under rental agreements.

### **DEFAULT AND REMEDIES**

2. The Owner agrees that any breach or default in the performance of this Agreement on its part must be corrected, to the satisfaction of the District, within the time stated in any notice of default provided to the Owner by the District.
3. The Owner acknowledges that an award of damages may be an inadequate remedy for a breach of this Agreement and that the District is entitled in the public interest to an order for specific performance of this Agreement, a prohibitory or mandatory injunction to cure any breach of this Agreement, and a declaration that a residential tenancy agreement or any portion of such an agreement or a strata corporation bylaw constitutes a breach of this Agreement and is unenforceable.

### **GENERAL PROVISIONS**

4. **Housing Agreement.** The Owner acknowledges that this Agreement constitutes a housing agreement under s.483 of the *Local Government Act* and that the District will register a notice of this housing agreement against title to the Land.
5. **Indemnity.** The Owner shall indemnify and save harmless the District and each of its elected officials, officers, directors, employees and agents from and against all claims, demands, actions, loss, damage, costs and liabilities for which any of them may be liable by reason of any act or omission of the Owner or its officers, directors, employees, agents or contractors or any other person for whom the Owner is at law responsible, that constitutes a breach of this Agreement.

6. **Release.** The Owner releases and forever discharges the District and each of its elected officials, officers, directors, employees and agents and each of their heirs, executors, administrators, personal representatives, successors and assigns from all claims, demands, damages, actions or causes of action arising out of the performance by the Owner of its obligations under this Agreement.
7. **Survival.** The obligations of the Owner set out in sections 3 and 4 shall survive any termination of this Agreement.
8. **Municipal Powers Unaffected.** This Agreement does not limit the discretion, rights, duties or powers of the District under any enactment or the common law, impose on the District any duty or obligation, affect or limit any enactment relating to the use or subdivision of the Land, or relieve the Owner from complying with any enactment.
9. **No Public Law Duty.** Where the District is required or permitted by this Agreement to form an opinion, exercise a discretion, express satisfaction, make a determination or give its consent, the District is under no public law duty of fairness or natural justice in that regard and the Owner agrees that the District may do any of those things in the same manner as if it were a private party and not a public body.
10. **Notice.** Notice required or permitted to be served under this Agreement is sufficiently served if delivered in person or mailed to the postal address of the Owner or the District, as the case may be, at the address set out above, and in the case of mailed notice shall be deemed to have been received on the third day following mailing.
11. **Enuring Effect.** This Agreement is binding upon, and enures to the benefit of the parties and their respective successors and permitted assigns.
12. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable, it shall be severed from this Agreement and the remainder shall remain in full force and effect.
13. **Remedies and Waiver.** All remedies of the District under this Agreement are cumulative, and may be exercised in any order or concurrently, any number of times. Waiver of or delay by the District in exercising any remedy shall not prevent the later exercise of any remedy for the same or any similar breach.
14. **Sole Agreement.** This Agreement represents the entire agreement between the parties respecting the tenure, use and occupancy of the housing units to be located on the Land, and there are no representations, conditions or collateral agreements on the part of the District other than those set out in this Agreement.
15. **Further Assurance.** The Owner must forthwith do all acts and execute such instruments as may be reasonably necessary in the opinion of the District to give effect to this Agreement.

16. **Runs with the Land.** This Agreement runs with the Land, including any part into which the land may be subdivided, and is binding on the Owner and all persons who acquire an interest in the Land.

17. **No Joint Venture.** Nothing in this Agreement will constitute the District as the joint venturer, agent or partner of the Owner or give the Owner any authority to bind the District in any way.

0985470 B.C. LTD., by its authorized signatories:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date:

**The Corporation of the District of Ucluelet,**  
by its authorized signatories:

\_\_\_\_\_  
Mayor:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Corporate Officer:

\_\_\_\_\_  
Date:



1. Application

**Michele Buick, Legal Assistant**  
**HEATH LAW LLP**  
**200-1808 Bowen Road**  
**Nanaimo BC V9S 5W4**  
**250-824-2080**

File No. 54508-2  
 Tel: (250) 753-2202  
 Type: Covenant

2. Description of Land

PID/Plan Number	Legal Description
<b>025-812-823</b>	<b>LOT 16 DISTRICT LOT 281 CLAYOQUOT DISTRICT PLAN VIP76214 EXCEPT PART IN PLANS VIP80735, VIP83067 AND VIP86140</b>

3. Nature of Interest

Type	Number	Additional Information
<b>COVENANT</b>		<b>Section 219 Land Title Act</b>

4. Terms

Part 2 of this instrument consists of:  
**(b) Express Charge Terms Annexed as Part 2**

5. Transferor(s)

**0985470 B.C. LTD., NO.BC0985470**

6. Transferee(s)

**DISTRICT OF UCLUELET**  
**200 MAIN STREET**  
**UCLUELET BC V0R 3A0**

7. Additional or Modified Terms



8. Execution(s)

This instrument creates, assigns, modifies, enlarges, discharges or governs the priority of the interest(s) described in Item 3 and the Transferor(s) and every other signatory agree to be bound by this instrument, and acknowledge(s) receipt of a true copy of the filed standard charge terms, if any.

Witnessing Officer Signature

\_\_\_\_\_

**BRIAN J. SENINI**  
**Barrister & Solicitor**  
 200 - 1808 BOWEN ROAD  
 NANAIMO BC V9S 5W4

Execution Date

YYYY-MM-DD

**2021-10-21**

Transferor Signature(s)

**0985470 B.C. LTD.**  
 By their Authorized Signatory

\_\_\_\_\_

**LANCE MCNABB**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

Witnessing Officer Signature

\_\_\_\_\_

**JOSEPH ROTENBERG**  
**Commissioner for Taking Affidavits**  
**for British Columbia**  
 200 MAIN STREET  
 UCLUELET BC V0R 3A0

Execution Date

YYYY-MM-DD

**2021-10-26**

Transferor Signature(s)

**DISTRICT OF UCLUELET**  
 By their Authorized Signatory

\_\_\_\_\_

**Name: MAYCO NOEL**

\_\_\_\_\_

**Name: DUANE LAWRENCE**

**Officer Certification**

Your signature constitutes a representation that you are a solicitor, notary public or other person authorized by the *Evidence Act*, R.S.B.C. 1996, c.124, to take affidavits for use in British Columbia and certifies the matters set out in Part 5 of the *Land Title Act* as they pertain to the execution of this instrument.

<p><b>Electronic Signature</b></p> <p>Your electronic signature is a representation that you are a designate authorized to certify this document under section 168.4 of the <i>Land Title Act</i>, RSBC 1996 c.250, that you certify this document under section 168.41(4) of the act, and that an execution copy, or a true copy of that execution copy, is in your possession.</p>	<p><b>Brian James Senini IAT7J9</b></p> <p>Digitally signed by Brian James Senini IAT7J9        Date: 2021-10-27 09:16:32 -07:00</p>
--	--

**TERMS OF INSTRUMENT – PART 2**

COVENANT (Section 219 *Land Title Act*)

THIS COVENANT dated for reference the 19<sup>th</sup> day of October, 2021 is

BETWEEN:

**0985470 B.C. LTD.**  
2240 JEFFS ROAD  
NANAIMO, BC  
V9S 5P7

(the “Grantor”)

AND:

**DISTRICT OF UCLUELET**  
Box 999  
200 Main Street  
Ucluelet BC V0R 3A0

(the “District”)

**WHEREAS:**

- A. The Grantor is the registered owner of land located at Marine Drive and Matterson Drive in Ucluelet, British Columbia and more particularly described as:

LOT 16 DISTRICT LOT 281 CLAYOQUOT DISTRICT PLAN VIP76214 EXCEPT PART  
IN PLANS VIP80735, VIP83067 AND VIP86140  
PID: 025-812-823

(the “Land”);

- B. Section 219 of the *Land Title Act* permits the registration of a covenant of a negative or positive nature in favour of the District, in respect of the use of land or buildings, or the building on land;
- C. The Grantor has applied to the District for a rezoning of the Land to permit residential development of the Land, and in connection with the Grantor’s application for rezoning the Grantor has offered grant this Covenant to the District; and

- D. The Grantor wishes to grant this Covenant to the District to confirm the proposed development will be generally in accordance with the plans provided in support of the Grantor's rezoning application, and that it will not subdivide or develop the Land except on the terms and conditions agreed to by the parties and set out in this Covenant.

THIS COVENANT is evidence that in consideration of the payment of TWO DOLLARS (\$2.00) by the District to the Grantor, and other good and valuable consideration (the receipt and sufficiency of which are acknowledged by the parties), the Grantor covenants and agrees with the District, in accordance with section 219 of the *Land Title Act*, as follows:

### **Definitions**

2. In this Agreement:
- (a) "Development Plan" means the plan attached to this agreement as Schedule A;
  - (b) "Housing Agreement" means an agreement in the form authorized by the District's Housing Agreement Bylaw No. 1297;
  - (c) "Lot A" means the area labelled "Lot A (Apartment Site)" on the Development Plan, and includes a separate legal parcel created by subdivision of the Land and having boundaries generally in accordance with that area;
  - (d) "Lot B" means the area labelled "Lot B (Townhouse Site)" on the Development Plan, and includes a separate legal parcel created by subdivision of the Land and having boundaries generally in accordance with that area;
  - (e) "Manager" means the Corporate Officer appointed under Section 148 of the Community Charter; and
  - (f) a reference to the Land, as defined in recital "A", includes any lot, block, parcel or other area into which the Land may be subdivided.

### **Restrictions on Subdivision, Use and Development of the Land**

3. The Land must not be altered and the Owner must not start the construction of any buildings or structures on the Land unless the Owner has first:
- (a) Dedicated as Park the following areas of the Land:
    - (i) a 10-metre wide corridor immediately adjacent to the eastern boundary of the Land, generally as shown hatched and labeled "10m Greenbelt Park Dedication" on the Development Plan;

- (ii) at least 1,300 square metres on the Western side of the Land, generally as shown hatched and marked “1300 m<sup>2</sup> park dedication” on the Development Plan, with the final boundaries of the area to be approved by the Manager;
    - (iii) at least 280 square metres for use as a children’s play area, the location and configuration of which shall be to the satisfaction of the Manager; and,
  - (b) Registered as a charge on the title to the Land a covenant under s. 219 of the *Land Title Act* preserving as greenspace a 10-metre wide area of the Land (the “Covenant Area”) immediately adjacent to Marine Drive, the terms of which covenant must ensure retention of existing natural vegetation and, without limiting the requirement to retain vegetation, must prohibit any part of the Covenant Area from being used or developed as a driveway or to provide any other form of vehicle access to the Land.
4. Except to dedicate land as Park under section 2 of this Covenant, the Land must not be subdivided unless:
- (a) the subdivision creates a parcel having boundaries generally in accordance with, and the Housing Agreement is registered as a notice and, if required by the Manager, a charge on title to Lot A, and a covenant prohibiting any further subdivision of or any building on Lot A is registered as a charge on title;
  - (b) before or together with the deposit of a subdivision plan that creates any parcel intended for a single-family dwelling unit, the Owner transfers ownership to the District, in fee simple, of at least one such parcel, and pays \$1,000 to the District for every other such parcel created by the plan;
  - (c) together with the deposit of a subdivision plan that creates any parcel intended for a single-family dwelling unit, the owner registers a covenant on title to every parcel that is not transferred to the District under s. 4(b) of this Agreement:
    - (i) prohibiting the separate sale of those parcels until the Owner of Lot A has received a building permit for the construction of a Rental Apartment Building on Lot A;
    - (ii) prohibiting residential use or occupancy of those parcels until the Owner of Lot A has substantially completed construction of a Rental Apartment Building on Lot A;
  - (d) before or together with the deposit of any subdivision plan that creates a parcel intended for multi-unit residential buildings, the Owner registers a charge on title

to that parcel prohibiting the construction of any such building unless the owner pays \$1,000 to the District for each dwelling unit to be constructed on the parcel; and,

- (e) the subdivision plan dedicates a highway connecting Marine Drive to Victoria Drive, in a location and configuration satisfactory to the Manager in his or her sole discretion, and the Owner constructs a road within that dedicated highway, to the District's standards (unless varied by Development Variance Permit or Development Permit issued by the District).
5. Vehicle access to and from the area of the Land labelled "Lot B (Townhouse Site)" on the Development Plan may only be provided in the location and configuration shown as "Road Connection" on the Development Plan.

#### **Amendments to Development Plan**

6. The Grantor may request, and the Manager may, in his or her sole discretion approve, minor deviations from the Development Plan, provided that any such requests or approvals must be made in writing.

#### **Discharge**

7. If the District does not adopt the bylaw necessary for the rezoning mentioned in recital C by November 30, 2021, this agreement shall be of not further force and effect and the District shall, at the Grantors request, sign a discharge of this Covenant and return it to the Grantor for registration at the Grantor's expense.
8. The District further agrees that if the Grantor:
- (a) completes the development of the land in accordance with the Development Plan, and in accordance with the terms of this Agreement, including without limitation by the registration of the further covenants and notices required by this agreement; and,
  - (b) delivers to the District a registrable discharge of this Covenant (but no others) from the title to the Land,

the District will execute the discharge, and return the executed discharge to the Grantor, and the Grantor may apply to register it in the Victoria Land Title Office.

**Subject to Bylaws**

9. This Covenant does not relieve the Grantor in any way from complying with all applicable bylaws of the District or other enactments applicable to the Land.

**Inspections**

10. The District and any of its officers and employees may enter on the Land at all reasonable times, to inspect the Land for the purpose of ascertaining compliance with this Covenant.

**Amendment**

11. This Covenant may be altered or amended only by an agreement in writing signed by the parties.

**No Public Law Duty**

12. Whenever in this Covenant the District is required or entitled to exercise any discretion in the granting of consent or approval, or is entitled to make any determination, take any action or exercise any contractual right or remedy, the District may do so in accordance with the contractual provisions of this Covenant only and will not be bound by any public law duty, whether arising from the principles of procedural fairness or the rules of natural justice or otherwise.

**No Obligations on District**

13. The rights given to the District by this Covenant are permissive only and nothing in this Covenant:
- (a) imposes any duty of care or other legal duty of any kind on the District to the Grantor or to anyone else;
  - (b) obliges the District to enforce this Covenant, which is a policy matter within the sole discretion of the District; or
  - (c) obliges the District to perform any act, or to incur any expense for any of the purposes set out in this Covenant.

**No Effect on Laws or Powers**

14. This Covenant does not,
- (a) affect or limit the discretion, rights or powers of the District under any enactment or at common law, including in relation to the use or subdivision of the Land;

- (b) affect or limit any law or enactment relating to the use or subdivision of the Land;  
or
- (c) relieve the Grantor from complying with any law or enactment, including in relation to the use or subdivision of the Land.

#### **District's Right to Equitable Relief**

- 15. The Grantor agree that the District is entitled to obtain an order for specific performance or a prohibitory or mandatory injunction in respect of any breach by the Grantor of this Covenant.

#### **Covenant Runs With the Land**

- 16. Every obligation and covenant of the Grantor in this Covenant constitutes both a contractual obligation and a covenant granted under section 219 of the *Land Title Act* in respect of the Land and this Covenant burdens the Land and runs with it and binds the successors in title to the Land. For certainty, unless expressly stated otherwise, the term "Grantor" refers to the current and each future owner of the Land. This Covenant burdens and charges all of the Land and any parcel into which it is subdivided by any means and any parcel into which the Land is consolidated.

#### **Registration**

- 17. The Grantor agrees to do everything necessary, at the Grantor's expense, to ensure that this Covenant is registered against title to the Land with priority over all financial charges, liens and encumbrances registered, or the registration of which is pending, at the time of application for registration of this Covenant.

#### **Waiver**

- 18. An alleged waiver by the District of any breach of this Covenant by the Grantor is effective only if it is an express waiver in writing of the breach in respect of which the waiver is asserted. A waiver by the District of a breach by the Grantor of this Covenant does not operate as a waiver of any other breach of this Covenant.

#### **Notice**

- 19. Any notice to be given pursuant to this Covenant must be in writing and must be delivered personally or sent by prepaid mail. The addresses of the parties for the purpose of notice are the addresses on the first page of this Covenant and in the case of any subsequent owner, the address will be the address shown on the title to the Land in the Land Title Office.

If notice is delivered personally, it may be left at the relevant address in the same manner as ordinary mail is left by Canada Post and is to be deemed given when delivered. If notice is sent by mail, it is to be deemed given 3 days after mailing by deposit at a Canada Post mailing point or office. In the case of any strike or other event causing disruption of ordinary Canada Post operations, a party giving notice for the purposes of this Covenant must do so by delivery as provided in this section.

Either party may at any time give notice in writing to the other of any change of address and from and after the receipt of notice the new address is deemed to be the address of such party for giving notice.

#### **Enurement**

20. This Covenant binds the parties to it and their respective corporate successors, heirs, executors, administrators and personal representatives.

#### **Joint and Several**

21. If at any time more than one person (as defined in the *Interpretation Act* (British Columbia) owns the Land, each of those persons will be jointly and severally liable for all of the obligations of the Grantor under this Covenant.

#### **Further Acts**

22. The Grantor must do everything reasonably necessary to give effect to the intent of this Covenant, including execution of further instruments.

As evidence of their agreement to be bound by the terms of this instrument, the parties hereto have executed the Land Title Office Form C which is attached hereto and forms part of this Covenant.







## STAFF REPORT TO COUNCIL

Council Meeting: November 9, 2021  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES

**FILE NO:** 3900-25 BYLAW 1300

**SUBJECT:** COUNCIL PROCEDURE BYLAW NO. 1300, 2021 (READINGS 1-3)

**REPORT NO:** 21-162

**ATTACHMENT(S):** APPENDIX A – REDLINED VERSION OF BYLAW NO. 1264, 2020  
APPENDIX B – PROPOSED COUNCIL PROCEDURE BYLAW NO. 1300, 2021  
APPENDIX C – 2021 REPORT TEMPLATES

### **RECOMMENDATION(S):**

**THAT** Council give District of Ucluelet Council Procedure Bylaw No. 1300, 2021, first, second and third reading; and further,

**THAT** Staff be authorized to provide notice to the public in accordance with Sections 94 and 124(3) of the Community Charter.

### **PURPOSE:**

The purpose of this report is to introduce:

- changes to Council, Committee of the Whole and Committee meeting procedure as proposed in the District of Ucluelet Council Procedure Bylaw No. 1300, 2021 (the “Draft Bylaw”) for Council consideration;
- new report templates; and
- a new approach to minute taking.

### **BACKGROUND:**

#### *The Draft Bylaw*

In response to the COVID-19 Pandemic, the Provincial Government issued Ministerial Orders including Ministerial Order M192, which allowed all meetings and public hearings to be conducted electronically. Ministerial Order M192 expired on September 28, 2021 and the *Municipal Affairs Statutes Amendment Act* came into force on September 29, 2021. This *Act* includes change to the *Community Charter* to provide permanent authority for municipalities to choose, by bylaw, whether to conduct regular and committee meetings electronically (in addition to special meetings already authorized under the Charter).

When considering how best to integrate this new authority into District of Ucluelet Council Procedure Bylaw No. 1264, 2020 (the “Bylaw 1264”), Staff noted several additional improvements that could be made. As these improvements are numerous, Staff recommend Bylaw 1264, 2020, be replaced rather than amended.

The proposed changes are shown in a redlined version of the Bylaw 1264 attached as Appendix A to this report. The changes are also discussed below.

### Report Templates

Currently there is one template used for all Staff Reports. This report introduces three new templates (See Appendix C):

- Report to Council (used for Staff reports seeking Council motions)
- Information Report (used to provide information to Council)
- Report to Committee of the Whole (used for Staff to obtain informal direction from the Committee or for the Committee to consider adopting a formal recommendation to Council)

Introducing these new templates:

- distinguishes closed meeting reports from open meeting reports
- distinguishes reports provided for information only, from reports seeking direction
- Reports to Council outline pros and cons of all options and identifies next steps
- Reports to Committee of the Whole – may promote Committee discussion on specific issues, seek informal direction, and recommend that the Committee provide recommendations to Council.

### Minutes

Historically Staff have taken minutes in an anecdotal or summary fashion. These minutes record Council resolutions and summarize presentations and Council discussion. Significant Staff time is required to complete these minutes.

Staff recommend moving to a decision-based minute taking model. This common type of minute taking is limited to Council resolutions and does not include a summary of presentations and Council discussion. Adopting this form of minute taking would drastically decrease Staff time allocated to drafting minutes and would eliminate the need for Staff to interpret and summarize Council discussions. This approach is also supported by the District's practice of video recording and streaming Council meetings online.

### **DISCUSSION:**

This section summarizes and discusses the proposed changes to Council, Committee and Committee of the Whole procedure as presented in the Draft Bylaw. It will first identify key changes for Council discussion, and then summarize other administration changes.

### **KEY CHANGES:**

#### *Public Input Period (Section 15.6 and 15.7. and Formerly Part of Section 18)*

According to the Draft Bylaw, the Public Input section of the agenda is not included in usual order of business for Regular Council Meetings. It would therefore not be part of a Council agenda. This change would reduce confusion among the public about the difference between the public input section, public hearings and other legislated opportunities for input. It would also result in one fewer Agenda Item. Risks associated with receiving public input about bylaws that have not been adopted, but were subject to public hearing would also be reduced.

Public input could still be received through the Correspondence and Delegation sections of the Agenda. These avenues of providing input ensures that Council has advanced notice of the subject but may be perceived as too formal.

*Questions Period (Section 21)*

If the Proposed Bylaw were adopted, the question period would be limited to questions about agenda items. Questions about other matters within Council's purview could be submitted to Staff or to Council as correspondence. Similarly to the above, correspondence could be perceived as too formal.

*Committee of the Whole Scheduling (Section 41.1. and 41.2.)*

If the Draft Bylaw were adopted, Council would not be required to schedule Regular Committee of the Whole Meetings in the Annual Meeting Schedule. This change allows Council to decide whether to hold regularly scheduled Committee of the Whole meetings. A regular meeting schedule could be adopted at any time in the year. It also clarifies that notice of Special Committee of the Whole Meetings is provided in the same manner as Special Council Meetings.

*Moving into Committee of the Whole During Council Meetings (Section 41.4 – 41.8)*

If the Draft Bylaw were adopted, Council could, by resolution, move into a Committee of the Whole at any Special or Regular Council Meeting. This allows for extended, less formal discussions. It would also allow for Council to solicit public input, for Staff to answer questions more freely, and would be an opportunity for the Committee to provide direction to the CAO and Staff. This change could also result in Special and Regular Council meetings being longer.

*Electronic Meetings – Regular, Committee and Committee of the Whole (Section 10.1 – 10.3.)*

Bylaw 1264 only allows Special Council meetings to be held entirely electronically. The Draft Bylaw would allow all Council, Committee and Committee of the Whole Committee meetings to be held electronically, provided electronic meetings are authorized by the Mayor/Chair and legislated requirements are met.

Convening Council Meetings of all kinds by electronic means, may address concerns associated with holding in-person gatherings during the COVID-19 Pandemic, and offers a new tool for Council's use during other emergency circumstances. On the other hand, electronic meetings may be perceived as less transparent, and Council may be perceived as less accessible. Electronic meetings also require additional Staff time to both provide IT support and to attend the location provided for members of the public to hear, or watch and hear the electronic meeting.

*Electronic Participation in in-person Closed Meetings (Section 10.6.)*

The Draft Bylaw would prohibit members from attending closed meetings that are held in-person. This change would enhance confidentiality.

*Delegations (Sections 18.2. and 18.4.)*

The Draft Bylaw decreases the number of Delegations allowed at any given meeting from four to two. This change aligns with demand and may result in shorter meetings, which may decrease Staff overtime.

The Draft Bylaw also clarifies that Council may, by resolution, refer requests made by Delegates to Staff or a Committee for a report or letter of support. This new authority reflects Council's current practice of granting letters of support at the same meeting they are requested.

### ADMINISTRATIVE CHANGES

The proposed changes have been tracked in the redlined version of Bylaw 1264, 2020 (Appendix A). The following reviews the changes which were not discussed above.

#### *Scope (Section 3.1.)*

The Draft Bylaw is limited in scope to Council Meetings, Committee Meetings and Committee of the Whole Meetings. This allows other voting bodies, such as the Board of Variance, Harbour Authority and Commissions to establish rules of procedure that reflect their mandates. The rules of the Draft Bylaw could be adopted by these voting bodies by reference.

#### *Order of Business (Sections 15.6., 15.7., 15.10 and 20)*

Under the Draft Bylaw the order of business is set out for Regular Council Meetings and Regular Committee of the Whole Meetings, but not for Special Council meetings. This allows the business on Special Meeting agendas to be limited to the subject matter for which notice has been given.

The order of business for both Council Meetings and Committee of the Whole Meetings has been reordered and the title of “Legislation” was changed to “Bylaw” for clarity. A standing item for Committee of the Whole is introduced to allow for Committee of the Whole reports to be received if and when Council resolves to go into a Committee of the Whole.

The Draft Bylaw clarifies that items may be deleted if there is no business under the heading. Reports for information would now fall under the Information Item heading rather than the Report heading.

#### *Meeting Place and Meeting Duration (Section 6.1. and 6.3.)*

The Draft Bylaw defines the Council meeting place as the Ucluelet Community Centre rather than the George Fraser Room in the Ucluelet Community Centre. This allows for meetings to be held anywhere in that building, without resolution of Council being required to change the location. This section also allows Council to resolve to hold a Council meeting outside of Ucluelet.

The Draft Bylaw eliminates limits on the number of recesses that may be called during a Council meeting and requires a Council motion to extend a meeting beyond 3.5 hours rather than 2.5 hours.

#### *Notice of Regular Council Meetings (Section 8)*

The Draft Bylaw removes reference to the date by which the Annual Meeting Schedule for Regular Council meetings must be adopted. This allows for increased flexibility regarding when this schedule is adopted. The date that the meeting schedule must be advertised remains the same.

This section also removes the requirement that Committee of the Whole Meetings be listed in the Annual Meeting Schedule. This allows Council to decide on an annual basis whether they would like to meet regularly as a Committee of the Whole or schedule them on an as needed basis.

#### *Council by Electronic Means (Section 10.4.)*

In addition to the matters described above related to electronic Council Meetings, the Draft Bylaw allows members to attend in-person meetings of Council, Committees and Committee of the Whole electronically any time they are unable to attend in-person.

*Annual Report (Formally Section 11)*

Reference to the Annual Municipal Meeting and Report are removed. This report, meeting and corresponding notice are a legislative requirement, which a Procedure Bylaw is not required to address.

*Late Items and Notices of Motion (Section 16 and 17)*

The Draft Bylaw allows for a late item to be introduced to the agenda with Council's approval through a motion to amend the agenda to include the late item, rather than requiring both Council and the Corporate Officer approval. This ensures that a matter of importance to Council, which is urgent, can be included with or without the approval of the Corporate Officer.

*Information Items (Section 20)*

According to the Draft Bylaw, Staff reports provided for information only would be housed in this section of the Agenda. This would allow for a clear delineation between information reports and reports provided for Council resolution.

*Motions (Section 23.3, 24 and 26)*

According to the Draft Bylaw, motions would be limited to matters on the Agenda. Additional matters can be added to the agenda as late items and motions can be introduced through the notice of motion procedure. The change would ensure that Council has notice of the matters that they will be considering at any given Council meeting.

Under this Bylaw, the mover and seconder of motions would not be recorded in the minutes.

This bylaw also introduces a section that identifies those motions which have privileged status. This ensures that these matters are dealt with immediately upon being raised.

*Reconsideration (Section 28)*

This section was redrafted to clarify that the Mayor's right to require reconsideration of a motion is in no way limited by bylaw.

*Bylaws (Part 6)*

According to the Draft Bylaw, Council could consider a bylaw provided they received a copy of it before the Council meeting, rather than 24 hours in advance of the Bylaw. This change would allow for drafting errors to be addressed when they are discovered within 24 hours of a meeting.

Several legislative requirements identified in the Bylaw 1264 are deleted from the Draft Bylaw. It is unnecessary to repeat such provisions and the bylaw would have to be updated if these legislative requirements were changed. A provision regarding the force and effect of a bylaw was also deleted as this matter is dealt with in the overarching legislation.

The Draft Bylaw would delete the requirement to deem Zoning and OCP Amendment Bylaws to be abandoned if 18 months elapses between readings/or adoption. This allows for bylaws that are subject to conditions prior to adoption, to be adopted if that condition is met after 18 months.

*Point of Order and Matters Open to Debate (Section 38 and what was formerly Section 41)*

The Draft Bylaw introduces a new section which clarifies how the Chair must address points of order. It then clarifies that the Chair ruling may be appealed to Council in accordance with the

*Community Charter* rather than reiterating the process determined in that legislation. This avoids unnecessary amendments to the procedure bylaw if the *Community Charter* was amended.

The Draft Bylaw also deletes reference to matters which may not be debated. Such a provision is confusing, and uncommon. If this issue arises, Roberts Rules would be determinative.

#### *Public Hearings (Section 39 and 40)*

The Draft Bylaw specifies that public hearings are held in the Ucluelet Community Centre rather than the George Fraser Room unless otherwise advertised and deletes the order of business for any public hearing. This allows some flexibility in location and the items on any given public hearing agenda. The order of business may will be dealt with through a public hearing policy at a later date.

This section of the Draft Bylaw also changes the deadline for delivering public hearing correspondence to the District Office, to noon on the day of the public hearing. This will allow Staff to prepare and distribute the late correspondence and will limit the amount of correspondence either read or distributed to Council and the public at the hearing. Public hearing correspondence practices could be addressed by policy considered by Council at a later date.

Several cross references related to the Chair's powers, general conduct and conduct of speakers are deleted as the Chair is already authorized to establish rules of conduct.

#### *Committees (Section 42)*

This section defines the quorum requirements for select and standing committees and notes that the terms of reference for these committees must be adopted by Council. It also removes the requirement for Committee Agendas to be printed and available at the District Office for pickup by members of the public.

#### **TIME REQUIREMENTS – STAFF & ELECTED OFFICIALS:**

If the recommended motion is adopted, Staff time would be required to draft notice of the proposed bylaw for publishing. Further Staff time would be required for Staff to draft a report for adoption of this Draft Bylaw, which includes feedback received from the public.

Further Council time would be required to consider adoption of the Draft Bylaw at a future Council meeting.

#### **FINANCIAL IMPACTS:**

Adoption of the Draft Bylaw requires that two consecutive advertisements be placed in the Westerly News newspaper. The approximate costs of these advertisement would be about \$350.00 per advertisement.

#### **POLICY OR LEGISLATIVE IMPACTS:**

Municipal Councils are required by the *Community Charter* to adopt a procedure bylaw which addresses specific subject matter. The Draft Bylaw addresses those matters. It also provides additional flexibility for Council proceedings and clarification.

#### **NEXT STEPS:**

If the recommended motion was adopted, Staff would:

1. provide notice of the Draft Bylaw in accordance with the Community Charter;
2. collect any public input received; and
3. present the public input for consideration and the Draft Bylaw for adoption at the Regular meeting in December. Staff also anticipate presenting a public hearing policy at that meeting.

**OPTIONS REVIEW:**

Alternatively, Council could make a motion that amends the Draft Bylaw and give the Amended Draft Bylaw first, second and third reading by making the following motions:

**THAT** District of Ucluelet Council Procedure Bylaw No. 1300, 2021 be amended as follows:

- a. Section \_\_\_\_\_ be deleted and replaced with \_\_\_\_\_;
- b. Section \_\_\_\_\_ be deleted and replaced with \_\_\_\_\_;  
and
- c. Section \_\_\_\_\_ be deleted and replaced with \_\_\_\_\_;

**THAT** District of Ucluelet Council Procedure Bylaw No. 1300, 2021, as amended by given first, second and third reading; and further

**THAT** Staff be authorized to provide notice to the public in accordance with Sections 94 and 124(3) of the Community Charter.

**-OR-**

**THAT** Council direct Staff to redraft District of Ucluelet Council Procedure Bylaw No. 1300, 2021 to achieve:

- a. \_\_\_\_\_;
- b. \_\_\_\_\_;
- c. \_\_\_\_\_, And further,

**THAT** Council direct Staff to present the redrafted bylaw at a future meeting.

**-OR-**

Council could also take no action at this time.

**Respectfully submitted:** Joseph Rotenberg, Manager of Corporate Services  
Duane Lawrence, Chief Administrative Officer

## Appendix A

### DISTRICT OF UCLUELET

#### BYLAW NO. 1264, 2020

A Bylaw to establish procedures for Council ~~and~~ Committees ~~and Commissions~~

\*\*\*\*\*

**WHEREAS** the *Community Charter* requires that Council must, by bylaw, establish the general procedures to be followed by council and council committees;

**AND WHEREAS** the Mayor and Council are further empowered to establish additional procedures and otherwise facilitate the conduct of the District's business;

**AND WHEREAS** this table of contents is inserted for purposes of ease of reference only:

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**NOW THEREFORE** the Council of the District of Ucluelet in open meeting assembled enacts as follows:

**PART 1 – ADMINISTRATION & INTERPRETATION**

**1. TITLE AND REPEAL**

- 1.1. This bylaw may be cited for all purposes as "District of Ucluelet Council Procedures Bylaw No. 1264, 2020" or the "Council Procedures Bylaw".
- 1.2. "District of Ucluelet Council Procedure Bylaw No. 1166, 2014" and all amendments thereto are hereby repealed.

**2. INTERPRETATION AND DEFINITIONS**

- 2.1. In this bylaw, the following terms have the following meanings:
  - (a) **"Acting Mayor"** means the Councillor designated under section 11 of this

bylaw to act in place of the Mayor when the Mayor is absent or otherwise unable to act, or when the Office of the Mayor is vacant;

- (b) **"Acting Mayor Schedule"** means a schedule of when each Councillor is to serve as Acting Mayor on a rotating basis for the period January 1 to December 31; ~~The Acting Mayor Schedule for an upcoming year is approved by Council in accordance with section 12 of this bylaw.~~

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- ~~(c) "Agenda" means a list of items of business to come before a Public Hearing or Meeting;~~

~~(c)~~ **"Agenda Deadline"** means:

- (i) 12:00 P.M. five clear days before ~~the Council Meeting or Committee of the Whole~~ meeting, for all matters other than those submitted by District Staff; and
- (ii) a time at the discretion of the Corporate Officer for matters submitted by District Staff provided advance permission is obtained from the Corporate Officer and the notice requirements of this bylaw are satisfied;

- ~~(c) "Agenda Package" means the Agenda and any other associated reports bylaws or other documents;~~

~~(d)~~ **"Annual Meeting Schedule"** means a schedule of the date, time and place of Regular Council, ~~Regular Committee of the Whole and the Ucluelet Harbour Authority~~ Meetings for the period of January 1 to December 31;

~~(g) "Board of Variance" means the District of Ucluelet's Board of Variance;~~

~~(h)~~ **"Chair"** means a person who has authority to preside over a ~~M~~meeting or public hearing and is also known as the Presiding Member;

~~(i) "Commission" means a municipal commission established in accordance with the Community Charter;~~

~~(f)~~ **"Committee"** means a ~~S~~standing, ~~S~~select, or other committee of Council but does not include a Committee of the Whole. ~~Committees meet to consider, but not decide, matters of District business. Committees sit in a deliberative capacity only and must forwards their recommendations to Council for consideration;~~

~~(k) "Committee of the Whole" means a committee comprised of all Council Members that meets to consider, but not decide, matters of District of Ucluelet business. The Committee of the Whole sits in a deliberative capacity only and must forwards its recommendations to Council for consideration;~~

~~(l) "Committee of the Whole Meeting" means:~~

~~(i) a Regular Committee of the Whole Meeting; and~~

~~(ii)(g) a Special Committee of the Whole Meeting;~~

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~~(m)~~ **"Corporate Officer"** means the District of Ucluelet's appointed Corporate Officer and his or her deputy;

- (f)(i) **"Council"** means District of Ucluelet Council;
- (e) ~~"Council Chambers" means the George Fraser Room in the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia;~~
- (p) **"Council Committee"** means:
- (i) a Standing Committee of Council;
  - (ii) a Select Committee of Council; and
  - (iii) ~~any other body established by Council composed solely of Council members but does not include a Committee of the Whole;~~
- (q)(j) **"Council Meeting"** means:
- (i) an Inaugural Council Meeting;
  - (ii) a Regular Council Meeting; and
  - (iii) a Special Council Meeting;
- (k) **"Council Member"** means Mayor or a Councillor;
- (l) **"Councillor"** means a person who currently holds office as a District of Ucluelet Councillor;
- (m) **"District"** means the District of Ucluelet;
- (n) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
- (o) **"Inaugural Council Meeting"** means the first Regular Council Meeting following a general local election;
- (p) **"Mayor"** means the Mayor for the District of Ucluelet, and includes the Councillor designated to act as Mayor during such periods necessary;
- (x) ~~"Majority Vote" means the majority of the Members present at a duly convened meeting, being a Meeting where Quorum and notice requirements are met;~~
- (y) ~~"Meeting" means a Council Meeting or a meeting of the Committee of the Whole or any Council Committee, Commission, the Board of Variance or Other District Body;~~
- (q) **"Member"** means a Council Member, Committee of the Whole Member or any member of a Council Committee, Commission, the Board of Variance or other District Body;
- (aa)(r) **"Mm Motion"** includes a resolution;
- (bb) **"Other District Body"** means:
- (i) a Committee;

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- (ii) ~~— a Commission;~~
- (iii) ~~— the Board of Variance;~~
- (iv) ~~— the District of Ucluelet Harbour Authority;~~
- (v) ~~— any advisory body established by Council;~~
- (vi) ~~— a Court of Revision~~
- (vii) ~~— a parcel tax roll review panel established under the *Community Charter*; and~~
- (viii) ~~— any body prescribed by regulation;~~
- (ee)(s) **“Presiding Member”** means the Mayor, Acting Mayor or other Member who presides over a Council Meeting, Committee meeting or Committee of the Whole Meeting or a meeting of any Voting Body, and is also known as the Chair;
- (~~dd~~)(t) **“Public Notice Posting Places”** means:
- (i) the notice board at the District Office; ~~and~~
- (ii) the notice board at the Ucluelet Community Centre; and
- (~~tt~~)(iii) the District’s website, except when subject to electronic failures.
- (ee)(u) **“Quorum”** ~~— means a majority of all Members of Council, Committee of the Whole, or Committee, as the case may be; is the number of Members who must be present to conduct business, being a majority of the Voting Body’s members, excepts as otherwise provided for in this bylaw;~~
- (ff)(v) **“Regular Committee of the Whole Meeting”** means a Committee of the Whole meeting listed on the Regular Committee of the Whole Annual Meeting Schedule;
- (gg)(w) **“Regular Council Meeting”** means a Council Meeting listed on the Annual Meeting Schedule;
- (hh)(x) **“Select Committee”** means a committee established and the members appointed by Council in accordance with the *Community Charter* for a specific purpose. At least one member of a Select Committee must be a Council Member. Select Committees consider, inquire into, report and make recommendations to Council on matters referred by Council;
- (ii)(y) **“Standing Committee”** means a committee established and members appointed by the Mayor in accordance with the *Community Charter* for matters the Mayor considers would be better dealt with by committee. At least half the members of a standing committee must be Council Members;
- (jj)(z) **“Special Committee of the Whole Meeting”** means a Committee of the Whole meeting other than a Regular Committee of the Whole Meeting called in accordance with section 46.2 of this bylaw.
- (aa) **“Special Council Meeting”** means a Council meeting other than a Regular Council Mmeeting or an adjourned Council meeting; that is called in accordance with section 9.1. of this bylaw.

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~~(k)(bb)~~ **“Ucluelet Community Centre”** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.

~~(H)~~ **“Voting Body”** means Council, the Committee of the Whole or a Council Committee, Commission, the Board of Variance or Other District Body.

- 2.2. Any legislation or statute referred to in this bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this bylaw is a reference to an enactment of the Council of the District of Ucluelet as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause or phrase of this bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this bylaw without affecting the validity of the remaining portions of this bylaw.

**3. SCOPE AND APPLICATION**

- 3.1. The provisions of this bylaw govern public hearings, Bylaw applies to Public Hearings, Council Meetings, Committee of the Whole Meetings, and Committee meetings, as applicable, Commission meetings, Boards of Variance meetings District of Ucluelet Harbour Authority Meetings and meetings conducted by other bodies established by Council.
- ~~3.2. Nothing contained within this bylaw shall relieve any person from the responsibility to seek and comply with other applicable legislation.~~
- 3.2. The failure of Council or District staff to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by Council otherwise in compliance with statutory requirements.

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~~3.3.~~

**4. ADDITIONAL AND ALTERNATE PROCEDURAL RULES**

- 4.1. In circumstances not provided for under this bylaw or applicable legislation, the most current edition of Robert's Rules of Order, Newly Revised, apply to the extent that those rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this bylaw, the *Community Charter, Local Government Act* or other applicable legislation.
- 4.2. Any one or more of the procedures in this bylaw, except those required by the *Community Charter, Local Government Act* or any other legislation, may be temporarily suspended by ~~M~~majority ~~v~~Vote.

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**PART 2 – MEETINGS & NOTICE**

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**5. INAUGURAL COUNCIL MEETING**

- 5.1. Following a general local election, the Inaugural Council Meeting must be held on the

first Tuesday in November in the year of the election.

- 5.2. If Quorum of the Council Members elected at the general local election has not taken office by the date of the Inaugural Council Meeting referred to in [section subsection 5.1 of this bylaw](#), the first meeting must be called by the Corporate Officer and held as soon as reasonably possible after [Q](#)quorum has taken office.

**6. MEETING PLACE AND TIME**

6.1. All Council Meetings must take place [within the Ucluelet Community Centre Council Chambers](#) unless Council resolves to hold the [meeting Council Meeting](#) elsewhere and [directs](#) the Corporate Officer [to](#) give notice of a different meeting place by posting a notice of the change on the Public Notice Posting Places at least twenty-four ~~(24)~~ hours prior to the time of the [m](#)Council Meeting.

6.1.  

6.2. After the Inaugural Council Meeting, Regular Council Meetings [and Regular Committee of the Whole Meetings](#) must occur on the dates and at the times specified in the Annual Meeting Schedule, except where such a meeting, is cancelled or rescheduled in accordance with section 7 [of this bylaw](#).

6.3. Council Meetings:

- (a) are adjourned no later than [threetwo](#) and a half hours after commencement, unless Council otherwise resolves; [and](#)
- (b) may include [two brief](#) recesses for any reason called by the Mayor [or by resolution of Council. The, who must state the](#) approximate length of time [or the approximate time when the meeting will reconvene of the recess must be stated or the approximate time when the meeting will reconvene; and,](#)
- ~~(c) may include a recess of up to thirty (30) minutes, called by the Mayor or by Council Resolution, in order to review this bylaw, the Community Charter, other applicable legislation, Robert's Rules of Order or to enter in camera.~~

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**7. CANCELLATIONS AND RESCHEDULING**

7.1. Council Meetings [and Committee of the Whole Meetings](#) may be cancelled or rescheduled:

- (a) by Council resolution;
- (b) by the Mayor;
- ~~(c)~~ if the Corporate Officer determines that there is insufficient business to warrant holding the Meeting; or

~~(c)~~

~~(d)~~ if the Corporate Officer has been notified by a majority of members no later than [twenty-fourthirty-six \(24\)](#) hours prior to the meeting that they will not be present for the meeting.

~~(d)~~ provided notice is given in accordance with [subsection 7.2.](#)

7.2. If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at

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least twenty-four ~~(24)~~ hour advanced notice:

- (a) to Council Members, by delivering a copy of the notice to the place that each Council Member designated for receiving notices; and
- (b) to the public, by posting a copy of the notice at the Public Notice Posting Places.

~~7.3. Council Meetings and Committee of the Whole Meetings may be cancelled if:~~

- ~~(a) quorum is not present within fifteen (15) minutes after the time appointed for commencement of the meeting, in which case the names of the members present will be entered in the minutes; or~~
- ~~(b) quorum is lost for the balance of the agenda, in which case the time of conclusion and the names of the members then present shall be entered in the minutes.~~

~~7.4. Where a Meeting is cancelled or rescheduled, the business on the Agenda for that meeting is to be included in the next meeting.~~

7.3.

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## 8. NOTICE OF REGULAR COUNCIL ~~AND REGULAR COMMITTEE OF THE WHOLE MEETINGS~~

8.1. In accordance with the *Community Charter*, Council must annually:

- (a) ~~on or before November 30, prepare, adopt~~ an Annual Meeting Schedule which establishes the date, time and place ~~of that~~ Regular Council Meetings ~~and Regular Committee of the Whole Meetings~~ are to be held in the upcoming year;
- (b) post the Annual Meeting Schedule at the Public Notice Posting Places; and
- (c) give notice of the Annual Meeting Schedule's availability on or before January 31, in accordance with the *Community Charter*.

8.2. Where revisions are necessary to the Annual Meeting Schedule, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Regular Council Meeting ~~or Regular Committee of the Whole Meeting~~.

## 9. SPECIAL COUNCIL MEETINGS

9.1. A Special Council Meeting may be called in accordance with the *Community Charter*.

9.2. Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members, a notice of the date, hour, and place of Special Council Meeting must be given at least twenty-four ~~(24)~~ hours before the time of the meeting, by:

- (a) posting a copy of the notice at the Public Notice Posting Places; and
- (b) by delivering a copy of the notice to the place that each Council Member designated for receiving notices.

— The notice under subsection 9.2. of this bylaw must describe in general terms the

**Commented [JR1]:** Review these provisions – do we need them here?

purpose of the meeting and be signed by the Mayor or Corporate Officer.

~~9.3.~~

~~9.3.~~

**10. COUNCIL MEETINGS BY ELECTRONIC MEANS**

~~10.1. Council, Committee of the Whole, and Committee meetings may be conducted by electronic or other communications facilities provided the conditions set out in the Community Charter are met and the Corporate Officer receives authorization of the Mayor, or Committee Chair, as applicable.~~

~~— a Special Council Meeting may be conducted by electronic or other communication facilities; and~~

~~10.1.~~

~~(a) At least twenty-four hours before a Member who is unable to attend a Council Meeting, Committee of the Whole Meeting or Committee Meeting, may participate in the meeting by electronic or other communication facilities.~~

~~10.2. Participation by a Member in a meeting pursuant to 10.1.(b) is only available:~~

- ~~(i) if the Member is too ill to attend in person or is outside the District's municipal boundaries;~~
- ~~(ii) for up to two (2) Members per Meeting; and~~
- ~~(iii) for up to four (4) Meetings per year, per Member.~~

~~10.3. A Member participating in a meeting by electronic or other communication facilities pursuant to 10.1.(b) may not Chair the meeting.~~

~~10.2. A Member participating by audio means only must indicate his or her name and vote verbally. Committee of the Whole Meeting, Committee meeting, or Regular Council Meeting is conducted by electronic means pursuant to subsection 10.1., notice must be posted to the Public Notice Posting Places which describes:~~

- ~~(a) the way in which the meeting is to be conducted by electronic or other communication facilities; and~~
- ~~(b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that areis open to the public.~~

~~10.4.~~

~~10.3. Notice of a Special Council Meeting to be conducted by electronic means pursuant to subsection 10.1. must describe:~~

- ~~(a) the way in which the meeting is to be conducted by electronic or other communication facilities; and~~
- ~~(b) the place where the public may attend to hear, or watch and hear, the~~

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proceeding of the meeting that are open to the public.

10.4. A Member who is unable to attend an in-person Council Meeting, Committee of the Whole Meeting, or Committee meeting may participate by electronic means.

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10.5. Participation by a Member by electronic means in an in-person meeting pursuant to subsection 10.4. is only available:

- (i) for up to two Members per meeting; and
- (ii) for up to four meetings per year, per Member, unless Council resolves otherwise.

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10.6. A Member that is participating in an in-person meeting electronically pursuant to subsection 10.4. of this bylaw may not:

- (a) Chair the meeting; or
- (b) attend a meeting or any part of a meeting that is closed to the public.

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10.7. A Member participating by audio means only must indicate his or her name and vote verbally.

~~10.5. Notice of a Special Council Meeting conducted under 10.1.(a) must contain information about the way in which the meeting is to be conducted and place where the public may attend to hear, or watch and hear, the proceeding of the meeting that are open to the public.~~

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~~10.8. If communication facilities fail or malfunction during a Meeting, the affected Member will be deemed to have left the meeting.~~

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**11. ANNUAL REPORT**

~~11.1. In accordance with Community Charter, Council must annually consider the Annual Municipal Report.~~

~~11.2. The Corporate Officer must give notice in accordance with the Community Charter of the date, time and place when Council will:~~

- ~~(a) consider the Annual Report; and~~
- ~~(b) receive submissions and questions from the public about the Annual Report.~~

**PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

**2-11. DESIGNATION PROCEDURES**

~~2-11.1. Annually, in December, Council must, from amongst its Members, adopt an Acting Mayor Schedule for the upcoming year, which designates provides for each Councillors to serve as Acting Mayor on a rotating basis when:~~

- ~~(a) the Mayor is absent unable to attend a meeting in person;~~
- ~~(b) the Mayor is otherwise unable to act; or~~
- (c) the office of the Mayor is vacant.

~~(e)11.2. Each Councillor so designated must fulfil the responsibility of the Mayor in his or her absence.~~

~~2.2. The Acting Mayor has the same powers as the Mayor and must fulfil the responsibilities of the Mayor in his or her absence.~~

~~11.3. If both the Mayor and Councillor designated as Acting Mayor are absent from the Council meeting or unable to act, the Council Members present must choose, by an affirmative vote of the Majority of the Council Members present, a Councillor to Chair the Council Meeting. for next in succession on the Acting Mayor Schedule shall be the Acting Mayor.~~

~~2-3.11.4. The Councillor designated under subsection 11.1. or chosen under subsection 11.3. has the same power and duties as the Mayor in relation to the applicable matter.:~~

**PART 4 – COUNCIL PROCEEDINGS**

**~~3-12.~~ OPEN MEETING RULE**

~~3-1.12.1.~~ All Council Meetings must be open to the public, except as provided for under the *Community Charter*.

~~3-2.12.2.~~ Before holding a meeting or part of a meeting that is to be closed to the public, Council must state, by resolution passed in open meeting:

- (a) the fact that the meeting or part is to be closed; and
- (b) the basis under the *Community Charter* on which the meeting or part is to be closed.

~~3-3.12.3.~~ Despite subsection ~~123.~~1.1., the Chair may expel or exclude from a meeting ~~of a Voting Body~~ a person in accordance with the rules set out in the *Community Charter*.

**~~4-13.~~ CALLING TO ORDER**

~~4-1.13.1.~~ As soon as there is a Quorum present, at the time specified for a Council meeting, the Mayor, if present, must take the Chair and call the Council meeting to order.

~~13.2.~~ If the Mayor is absent, the Acting Mayor, must take the Chair and call the meeting to order.

~~13.3.~~ If Quorum of Council is present but the Mayor and Acting Mayor do not attend within fifteen minutes of the scheduled time for a Council meeting:

- (a) the Corporate Officer must call the Council meeting to order; and
- (b) by resolution the Council must appoint a Councillor as Chair for that meeting until the Mayor or Acting Mayor arrives.

~~13.4.~~ If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.

~~13.5.~~ The acting Chair of a meeting has the power and duties of the Mayor in respect of that meeting.

~~4.2-~~

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**5.14. ADJOURNING THE MEETING – NO QUORUM**

~~5.4.14.1.~~ If there is no Quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

- (a) record the names of the Council Members present and those absent; and
- (b) adjourn the meeting until the next scheduled meeting.

~~If Q~~uorum is lost for the balance of the agenda, in which case the time of conclusion and the names of the members then present shall be entered in the minutes.

~~(e)14.2.~~

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**6.15. AGENDA AND ORDER OF BUSINESS**

~~11.3.~~ Prior to each Council Meeting and Committee of the Whole Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at the meeting.

15.1.

~~6.1.15.2.~~ The deadline for submission to the Corporate Officer of items for inclusion on the Council Meeting or ~~and~~ Committee of the Whole Agenda is the Agenda Deadline.

6.2. Items received by the Corporate Officer after the Agenda Deadline must not be placed on the agenda, but instead must be placed on the agenda for ~~the~~ consideration at the following Council Meeting or Committee of the Whole Meeting as applicable, unless the items ~~is~~are introduced as late items pursuant to section ~~167~~ of this bylaw.

15.3.

~~6.3.15.4.~~ The Corporate Officer must make the agenda available to ~~the members~~ of Council Members and ~~and~~ the public:

- (a) ~~forty-eight (48)~~ hours before a Regular Council Meeting;
- (b) ~~forty-eight (48)~~ hours before a Regular Committee of the Whole Meeting;
- ~~(a)(c)~~ (c) twenty-four ~~(24)~~ hours before a Special Council Meeting; ~~and; and~~
- ~~(b)(d)~~ (d) twenty-four ~~(24)~~ hours before a Special Committee of the Whole Meeting.

~~6.4.15.5.~~ Only those matters included on the agenda may be considered or dealt with at the Council or Committee of the Whole Meeting unless a new matter is introduced as a late item pursuant to section ~~167~~ of this bylaw.

~~6.5.15.6.~~ The usual order of business at a Regular Council Meeting ~~and Special Council Meeting~~ is as set out in the agenda for that meeting under the following headings, as appropriate:

- (a) CALL TO ORDER;
- ~~(b)~~ (i) ACKNOWLEDGEMENT OF THE YUULUPIL?ATH FIRST NATIONS;
- ~~(c)~~ (ii) NOTICE OF VIDEO RECORDING;

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- ~~(d)~~(b) LATE ITEMS;
- ~~(e)~~(c) APPROVAL OF THE AGENDA;
- (d) ADOPTION OF MINUTES;
- (e) DELEGATIONS;
- (f) PUBLIC HEARINGS (if required);
- ~~(f)~~—
- ~~(a)~~ UNFINISHED BUSINESS;
- (g) —
- ~~(g)~~ COMMITTEE OF THE WHOLE (if required); ~~MAYOR'S ANNOUNCEMENTS;~~
- (h) PUBLIC INPUT & DELEGATIONS;
- (i) BYLAWS;
- ~~(j)~~(j) REPORTS;
- (j) LEGISLATION;
- (k) NOTICE OF MOTION;
- (l) CORRESPONDENCE;
- (m) INFORMATION ITEMS;
- (n) MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS;
- ~~(o)~~ OTHER BUSINESS;
- ~~(p)~~(o) QUESTION PERIOD;
- ~~(q)~~ PUBLIC AND STATUTORY HEARINGS AND THIRD READING OR ADOPTION OF BYLAWS WHERE APPLICABLE AFTER EACH HEARING;
- ~~(r)~~(p) CLOSED SESSION (if required);
- ~~(s)~~ RECONVENE FROM CLOSED SESSION;
- ~~(t)~~(q) ADJOURNMENT.

~~6-6-15.7.~~ The usual order of business at a Regular Committee of the Whole Meeting ~~and Special Committee of the Whole Meeting are is~~ as set out in the aAgenda for the meeting under the following headings, as appropriate:

- (a) CALL TO ORDER;
  - ~~(b)~~(i) ACKNOWLEDGEMENT OF YUULU?IL?ATH? FIRST NATIONS;
  - ~~(c)~~(ii) NOTICE OF VIDEO RECORDING;
- ~~(d)~~(b) LATE ITEMS;
- ~~(e)~~(c) APPROVAL OF THE AGENDA;
- ~~(f)~~(d) ADOPTION OF MINUTES ~~UNFINISHED BUSINESS;~~
- ~~(g)~~(e) DELEGATIONS; ~~MAYOR'S ANNOUNCEMENTS;~~

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- ~~(h)(f)~~ BYLAWS~~CORRESPONDENCE~~;
- ~~(h)(g)~~ REPORTS~~INFORMATION ITEMS~~;
- ~~(h)(h)~~ NOTICE OF MOTION~~PUBLIC INPUT & DELEGATIONS~~;
- ~~(h)(i)~~ CORRESPONDENCE~~REPORTS~~;
- ~~(h)(j)~~ INFORMATION ITEMS~~OTHER BUSINESS~~;
- ~~(m)(k)~~ QUESTION PERIOD;
- ~~(h)(l)~~ CLOSED SESSION *(if required)*;
- ~~(e)~~ RECONVENE FROM CLOSED SESSION;
- ~~(p)(m)~~ ADJOURNMENT.

15.8. ~~When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may, in their discretion:~~

- ~~(a) vary the order set out in the subsections 15.76. or 15.87.; and~~
- ~~11.4.(b) delete agenda headings if there is no business under those items.~~

~~6-7-15.9.~~ All items on an aAgenda must be taken up in the order in which they appear on the aAgenda unless the Committee of the Whole or Council resolves otherwise by Majority Vote.

~~6-8-15.10.~~ An item of business on a Regular Council, Special Council, Regular Committee of the Whole or Special Committee of the Whole Agenda may by Council resolution Majority Vote, be:

- (a) deleted; or
- (b) postponed to a future meeting of the same body.

15.11. Agendas are adopted by resolution Majority Vote at the designated point in the agenda (ADOPTION OF THE AGENDA) either as presented or as amended.

~~6-9-~~

**7-16. LATE ITEMS~~LATE ITEMS~~**

~~7-1-16.1.A~~ A late item may be approved for addition to an aAgenda by the Corporate Officer and by resolution of Council at the time Council adopts the agenda~~the appropriate time in the Agenda (LATE ITEM)~~, if the subject matter is of an urgent nature such that the item cannot be held to the next Council Meeting.

16.2. The deadline for late items to be included on an Agenda is two ~~(2)~~ hours before the Council or Committee of the Whole Meeting. Late items must be distributed to Council prior to the commencement of the Council Meeting or Committee of the Whole Meeting.

~~7.2.~~

**8. NOTICE OF MOTION**

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~~8-1-17.1~~ A Council Member must give notice of his or her intention to introduce a ~~m~~motion for Council's consideration by:

- (a) verbally stating at the appropriate point in the agenda (NOTICE OF MOTION) that he or she intends to introduce the ~~m~~motion at a subsequent meeting; and
- (b) submitting a written copy of the ~~m~~motion to the Corporate Officer by the Agenda Deadline for the next Council Meeting.

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~~8-2-17.2~~ Notwithstanding ~~subsection 17-21-18-1~~, in the case of urgent business a Council Member may introduce a ~~M~~motion for Council's consideration without prior notice by:

- (a) submitting a written copy of the proposed ~~m~~motion to the Corporate Officer at least ~~twenty-four~~24 hours before the Council Meeting; and
- (b) obtaining Council's approval to introduce the motion as a late item.

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**~~9-18~~ PUBLIC INPUT AND DELEGATIONS**

~~9-1.~~ At each Regular Council meeting and Regular Committee of the Whole, ~~ten (10) minutes will be made available for public input on any matter on the Agenda or within the competence of Council, in accordance with the following procedures:~~

- ~~(a) when recognized by the Mayor, each person will be allowed up to two (2) minutes to address Council; and~~
- ~~(b) if at the end of the ten minute Public Input period there remain any persons who wish to speak, the Members may, by unanimous resolution, agree to extend the length of the Public Input period.~~

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~~9-2-18.1~~ Persons or groups wishing to address Council ~~for longer than two (2) minutes~~, or who have been invited by Council, may be received as a delegation in accordance with the following procedures:

- (a) prospective delegations must be made by prior arrangement through the Corporate Officer before the Agenda Deadline or at the Meeting by resolution of Council;
- (b) prospective delegations must provide to the Corporate Officer information concerning the subject matter, and the name(s), address(es) and contact information of the spokesperson(s);
- (c) prospective delegations must provide to the Corporate Officer any materials that they will present to Council by the Agenda Deadline;
- (d) delegations must limit their presentation to ten minutes, except by prior arrangement through the Corporate Officer before the Agenda Deadline or at the meeting by resolution of Council; and
- (e) at the Chair's discretion, members of Council may query or converse with delegations, notwithstanding the specified time limit.

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~~11.5.~~ The number of delegations on any Council Meeting Agenda will be limited to ~~two~~~~four~~ (4).

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~~9-3-18.3.~~ Council must not consider a submission or act on a request made during Public Input and Delegations, including but not limited to, requests that may affect District bylaws, policies, resources or finances, until at least the next Regular Council Meeting, unless:

- (a) Council resolves unanimously to consider the matter; or
- (b) the matter is elsewhere included on the Agenda.

~~18.4.~~ Notwithstanding subsection 18.3., following a delegation Council may, by resolution:

- (a) refer the issue to staff for a report or refer the issue to a Committee;
- (b) provide a letter of comment or support if requested, where Council determines no additional information is necessary.

~~9.4.~~ The provisions of this section are suspended from the close of nominations preceding a general local election or by election until the meeting of Council following the election, except where Council, by resolution, permits a person or delegation to address Council.

~~9-5-18.5.~~ Delegates and speakers providing Public Input must not be heard by Council on:

- (a) any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
  - (i) adoption of a bylaw; or
  - (ii) passing of a resolution authorizing a permit;
- ~~(b)~~ a reconsideration or appeal of a Council decision held in accordance with an enactment, except for the person entitled to such reconsideration or appeal, or their legal representatives;
- ~~(c)~~ District employee relations;
- ~~(d)~~ the promotion of commercial products or services;
- ~~(e)~~ litigation or potential litigation affecting the District;
- ~~(f)~~ any matter related to an election campaign; or
- ~~(g)~~ any matter about records held in confidence by the District, unless that record has been lawfully released to the public by the District.

~~9-6-18.6.~~ The Corporate Officer has the authority to screen delegation requests and, if appropriate, refuse to place a delegation on the Agenda if the subject matter of the proposed delegation:

- (a) is listed under sections subsection 1849.56. of this bylaw;
- ~~(a)~~ the delegate has previously made a delegation to Council on the same issue and no new information is provided; or
- (b) is not within the jurisdiction of Council.
- (c)

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**10-19. CORRESPONDENCE ADDRESSED TO MAYOR AND COUNCIL**

~~10-1-19.1.~~ Correspondence addressed to the Mayor or Council which requires, or requests Council action must:

- (a) be legible
- (b) be signed by, or identified as being from, at least one person who provides a name;
- (c) not contain libellous statements about third parties;
- (d) be submitted to the Corporate Officer by the Agenda Deadline, unless Council so resolves to accept the correspondence as a ~~Hate item~~; and
- (e) be approved by the Corporate Officer or Mayor and placed on the agenda for the next Regular Council Meeting.

~~10-2-19.2.~~ District staff must acknowledge receipt of the correspondence and advise the writer of where the correspondence has been referred.

~~10-3-19.3.~~ Correspondence referred to the Agenda must be presented in its entirety, excluding personal contact information other than the author's name and address, unless the author requests that specific personal information, except the author's name, be redacted.

**11-20. INFORMATION ITEMS**

~~11.1.~~ ~~Information items may be placed on the Agenda under the appropriate section (INFORMATION ITEMS).~~

~~11-2-20.1.~~ Information items include:

- (a) Staff reports provided for information only;
- ~~(a)~~(b) correspondence of interest to the public or Council which does not require or request Council action; and
- ~~(b)~~(c) in-camera items approved for public release.

**12-21. QUESTION PERIOD**

~~12-1-21.1.~~ At each Regular Committee of the Whole and Council Meeting, ~~ten (10)~~ minutes must be made available for ~~a~~ members of the public to question Council on agenda items any matter within the competence of Council, in accordance with the following procedures:

- (a) persons wishing to ask questions must state their name before asking their question;
- (b) a person asking a question may ask a supplementary question but must, following the response to the supplementary question, yield to allow other persons opportunity to ask questions; and
- (c) no speeches are permitted during Question Period.

~~12-2-21.2.~~ If at the end of the ten-minute question period there remains any person wishing to speak, Council may, by unanimous resolution, agree to extend the length of the qQuestion pPeriod.

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21.3. The provisions of this section do not permit verbal representations regarding any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:

- (a) adoption of a bylaw; or
- (b) passing of a resolution authorizing a permit.

~~12.3.~~ ~~concerning a bylaw that was subject to a statutory public hearing that has been completed.~~

~~13-22.~~ **MINUTES**

~~13-1-22.1.~~ Minutes of Council meetings must be:

- (a) legibly recorded;
- (b) certified as correct by the Corporate Officer; and
- (c) signed by the Mayor or other Member presiding at the meeting or at the next meeting at which the minutes are adopted.

~~13-2-22.2.~~ The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.

~~13-3-22.3.~~ Subject to sections subsection 232.4 of this bylaw and in accordance with the *Community Charter*, Minutes of the proceeding of Council, ~~Committees~~, Committees of the Whole, ~~Commission~~ and Committees must be available for public inspection at the District Office during regular office hours.

~~13-4.~~ Section Subsection 232.3 does not apply to Minutes of a Council Meeting or part thereof which persons were excluded under Section 90 of the *Community Charter*.

22.4.

**PART 5 – MOTIONS**

~~14-23.~~ **READING AND CONSIDERATION OF MOTIONS**

~~14-1-23.1.~~ Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.

23.2. A Member may require the motion under consideration to be read.

~~14-2-23.3.~~ A Member may not introduce a motion in respect of a matter that has not been properly included on the agenda.

~~14-3-23.4.~~ The Chair may refuse to accept a motion if he or she is of the opinion that the motion is:

- (a) contrary to this bylaw;
- (b) relates to matters outside the competence of Council or Council's jurisdiction under legislation; or
- (c) deals with a matter that was voted upon by Council and defeated within the last six ~~(6)~~ months.

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~~14.4-23.5.~~ If a motion is refused pursuant to ~~section subsection 23.4.34.~~ the Chair must apprise the Council Members of the refusal to accept and must state the rule or authority applicable.

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~~14.5-23.6.~~ A Council Member may appeal the Chair's refusal to accept a motion according to the *Community Charter*, under section 24.3, according to the procedures set out in section 38 of this bylaw.

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**45-24. RECORDING OF MOTIONS IN THE MINUTES**

24.1. The names of the Council Members who moved and seconded a motion will not be must be recorded in the Minutes.

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**46-25. MOTIONS PERMITTED WHILE MATTER UNDER DEBATE**

~~16.1-25.1.~~ When a matter is under debate, no motion is in order except:

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~~(a) to withdraw, only if made by the original mover;~~

~~(b) to adjourn;~~

(a) to defer (postpone) to a certain day (time);

(b) to postpone indefinitely;

(c) to lay on the table;

~~(d) to move the previous question;~~

~~(e)~~(e) to refer to a ~~ec~~ommittee or ~~s~~Staff for report; or

~~(f)~~(f) to amend.

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25.2. ~~The A motions made under subsection 25.1 (a) to (d) is not amendable or debatable listed in 26.1. have precedence in the order listed.~~

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**26. PRIVILEGE**

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26.1. In this section a matter of privilege refers to any of the following motions:

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(a) fix a time to adjourn;

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(b) adjourn;

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(c) recess;

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(d) raise a question of privilege of Council;

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(e) raise a question of privilege of a member of Council.

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26.2. A matter of privilege must be immediately considered when it arises at a Council meeting.

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~~16.2-26.3.~~ For the purpose of subsection 26.2., a matter of privilege listed in subsection 26.1. has precedence over those matters listed after it.

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**47-27. AMENDMENTS**

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~~17.1-27.1.~~ A Council Member may, without notice, move to amend a motion that is being considered at a Council Meeting.

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~~17.2-27.2.~~ An amendment may propose removing, replacing, or adding to the words of an original motion.

~~17.3-27.3.~~ A proposed amendment must be reproduced in writing by the mover if requested by the Chair.

~~17.4-27.4.~~ A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

~~17.5-27.5.~~ An amendment may be amended once only.

~~17.6-27.6.~~ A Council Member may propose an amendment to an adopted amendment.

~~17.7-27.7.~~ An amendment that has been defeated by a vote of Council cannot be proposed again.

~~17.8-27.8.~~ The Chair must put the main question and its amendments in the following order for the vote of Council:

- (a) a motion to amend a motion amending the main question;
- (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (a) is positive; then
- (c) the main question.

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**18-28. RECONSIDERATION**

~~28.1.~~ The Mayor may require Council reconsideration of a matter in accordance with the Community Charter.

~~11.6.~~ Subject to subsection 28.6, a Councillor who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion. Reconsideration of a matter voted upon, other than to postpone indefinitely, may only be advanced:

~~28.2.~~

- ~~(a) by the Mayor, in accordance with the Community Charter, or~~
- ~~(b) by another Member of Council at the next Council meeting, if that member voted as the majority did on the matter.~~

~~18-2-28.3.~~ Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter introduced under subsection 28.2. is first adopted in the affirmative.

~~18-3-28.4.~~ No matter may be reconsidered more than once.

~~18-4-28.5.~~ A vote to reconsider must not be reconsidered.

~~18-5-28.6.~~ Council may only reconsider a matter under subsection 28.2. that has not:

- (a) had the approval or assent of the electors and been adopted;
- (b) been reconsidered by the Mayor in accordance with the Community Charter; or

(c) been acted on by an officer, employee, or agent of the District.

~~18.6-28.7.~~ The conditions that applied to the original bylaw, resolution, or proceeding apply to its rejection/reconsideration under this section.

28.8. A bylaw, resolution, or proceeding that is reaffirmed after reconsideration under this section is as valid and has the same effect as it had before reconsideration.

~~18.7.~~

### PART 6 – BYLAWS

#### ~~19-29.~~ COPIES OF THE BYLAW

~~19.1-29.1.~~ A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each Member Council Member at least twenty-four (24) hours before the Council Meeting, unless all Council Members unanimously agree to waive this requirement.

#### ~~20-30.~~ FORM OF BYLAWS

~~20.1-30.1.~~ A bylaw introduced at a Council meeting must:

- ~~(a)~~ be printed;
- ~~(b)~~(a) have a distinguishing name;
- ~~(c)~~(b) have a distinguishing number; and
- ~~(d)~~ contain an introductory statement of purpose; and
- (c) be divided into sections.

~~(e)~~

#### ~~21-31.~~ BYLAWS TO BE CONSIDERED SEPERATELY OR JOINTLY

~~21.1-31.1.~~ Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the Chair or requested by another Council Member; or
- (b) jointly with other proposed bylaws in the sequence determined by the Chair.

#### ~~22-32.~~ READING AND ADOPTING BYLAWS

~~22.1.~~ Every proposed bylaw must receive three readings prior to its final adoption.

~~22.2-32.1.~~ The readings of the bylaw may be given by stating the Bylaw title or Bylaws titles.

~~22.3-32.2.~~ In accordance with the *Community Charter, Local Government Act or other enactment*, Council may give up to three readings to a proposed bylaw at the same Council Meeting.

~~22.4-32.3.~~ Subject to any statutory requirement or a Council Member requesting that the reading be considered separately, a proposed bylaw may be introduced and given

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first, second and third reading in one motion. ~~Where a public hearing is required, a proposed bylaw may be introduced and given first and second reading in one motion.~~

~~22.5-32.4. Each reading of a proposed bylaw must receive the affirmative vote of a majority of Council Members present, unless the Community Charter or the Local Government Act stipulates otherwise. Subject to official community plan adoption procedure under the Local Government Act, each reading and adoption of a proposed bylaw must receive the affirmative vote of a majority of the Council Members present at a Meeting.~~

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~~22.6. A bylaw subject to statutory public hearing requirements must be referred to a public hearing before third reading, unless the public hearing requirement is waived in accordance with applicable legislation.~~

~~22.7-32.5. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter, Local Government Act or other enactment.~~

~~22.8-32.6. There must be at least one day between third reading and adoption of the bylaw except:~~

- (a) in the case of an official community plan, zoning, land use contract amendment bylaw, or heritage designation bylaw, the proposed bylaw may, in accordance with the *Local Government Act* be adopted at the same meeting it received third reading; and
- (b) where the *Community Charter*, *Local Government Act* or any other enactment requires otherwise.

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~~22.9. If the bylaw requires approval of the Lieutenant Governor in Council, a Minister or the Inspector of Municipalities, or approval of the electors through a counter petition opportunity or assent of the electors, the approval must be obtained before the bylaw is adopted in accordance with applicable legislation.~~

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~~32.7. Readings may be reconsidered in accordance with the procedures set out in section 228.8 of this bylaw.~~

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~~22.11. A bylaw is deemed to have been abandoned if:~~

- (a) any bylaw fails to receive a mover and seconder at any reading or at adoption, and the bylaw is not otherwise tabled or dealt with; or
- (b) an Official Community Plan amendment or Zoning Bylaw amendment bylaw has not been advanced for further consideration since its previous reading for a period of 18 months.

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**23-33. BYLAW MUST BE SIGNED**

~~23-1-33.1. After a bylaw is adopted, and signed by the Corporate Officer and the Presiding Member of the Council Meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:~~

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- (a) the District's corporate seal;

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- (b) the dates of its readings and adoption; and
- (c) the date of Ministerial approval or approval of the electorate, if applicable.

**24. FORCE AND EFFECT**

~~24.1. A bylaw comes into force and effect the later of:~~

- ~~(a) the date it is adopted by Council; or~~
- ~~(b) a date established by the bylaw.~~

**PART 7 – VOTING**

**25-34. GENERAL VOTING RULES**

~~25-1-34.1.~~ Voting is to proceed in accordance with the general voting rules determined by the *Community Charter*.

~~25-2-34.2.~~ When the motion under consideration contains distinct propositions, and a ~~Council Member member of Council~~ so requests, the vote may be taken upon each proposition separately.

~~25-3-34.3.~~ When debate on a motion is complete, the Chair must immediately put the motion to a vote.

~~25-4-34.4.~~ In Conducting a vote, the Chair must:

- (a) first call for all members in favour of the motion and then all those opposed to the motion; and
- (b) announce the outcome of the vote by declaring the motion carried or defeated.

~~25-5-34.5.~~ After the Chair has put the motion to a vote, a Member must not speak to the question or make a further motion concerning it. The Chair's decision as to whether a motion has been finally put is conclusive.

~~25-6-34.6.~~ Votes must be by show of hand except:

- (a) where votes are taken by unanimous consent according to ~~section~~subsection 345.99 of this bylaw; or
- (b) where ~~section~~subsection 10.74 of this bylaw applies.

~~25-7-34.7.~~ A Member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.

~~25-8-34.8.~~ If the votes of the ~~M~~members present at the meeting at the time of the vote are equal for and against, the motion is defeated, and the Chair must declare the motion defeated.

~~25-9.~~ Some motions may be voted on by ~~u~~nanimous ~~c~~consent, an informal way of taking a vote that is used for routine and non-controversial decisions of a procedural nature. The procedure involves asking if any Member objects to adopting the motion and if no one does, it is adopted. Where one ~~M~~member objects, a vote must be taken.

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**PART 8 – RULES OF CONDUCT AND DEBATE**

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**26-35. POWERS AND DUTIES OF THE CHAIR**

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26-1-35.1. The Chair at a Council Meetings ~~or a Committee of the Whole Meetings~~ is:

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- (a) the Mayor;
- (b) in the absence of the Mayor, the Acting Mayor; or
- (c) in the absence of both the Mayor and Acting Mayor, the ~~next~~ Councillor appointed according to subsection 11.3 on the Acting Mayor Schedule that is in attendance.

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26-2-35.2. Where the Mayor or Acting Mayor joins a meeting already in progress, he or she shall Chair the Meeting upon arrival.

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26-3-35.3. If the Mayor wishes to vacate the Chair for any reason during a meeting, he or she shall call upon the Acting Mayor to Chair the Meeting or, in the absence of the Acting Mayor, the next Councillor on the Acting Mayor Schedule that is in attendance.

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26-4-35.4. The Chair is responsible for:

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- (a) maintaining order and decorum at Council Meetings;
- (b) recognizing Council Members, District staff, delegations and other meeting attendees who, in accordance with this bylaw, wish to address Council;
- (c) ruling on which Council ~~M~~member has a right to speak;
- (d) ensuring that all Council Members who wish to speak to a motion or an agenda item have spoken;
- (e) deciding points of order; ~~subject to an appeal to Council under section 38 of this bylaw;~~
- (f) deciding questions of privilege ~~according to section 38 of this bylaw;~~
- (g) calling a Member or person to order;
- (h) ruling on whether or not a motion is out of order;
- (i) stating motions and announcing the outcome of votes; and
- (j) providing other leadership functions as necessary to conduct Council Meetings in an efficient and effective manner.

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26-5-35.5. The Chair:

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- (a) may make and second motions;
- (b) may participate in debate without vacating the Chair; and
- (c) must vote under the same rules as Members, in accordance with sections 354 of this bylaw.

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~~26-6-35.6.~~ The Chair must recognize ~~M~~members desiring to speak in the order in which the ~~M~~members indicate their request, preference being given to the mover and to the seconder. should either or both wish to speak.

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~~26-7-35.7.~~ Debate is closed by the Chair when in the Chair's opinion there has been adequate debate.

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## ~~27. APPEALING THE CHAIR'S RULING~~

~~27.1.~~ A Member may immediately appeal a ruling of the Chair to Council by requesting that the Chair put the question "Shall the ruling of the Chair be sustained?" This question must be decided without debate by Majority Vote, excluding the Chair. The Chair shall be governed by the result and in cases where the votes are tied, the motion passes in the affirmative.

~~27.2.~~ If the Chair refuses to put the question in accordance with section 38.1. of this bylaw, Council must immediately appoint another Member to temporarily Chair the Meeting and that Member must proceed in accordance with section 38.1. of this bylaw. A motion passed under this section is as binding as if passed under subsection 38.1.

## ~~28. QUESTION OF PRIVILEGE~~

~~28.1.~~ Any Member may raise a question of privilege (matter affecting the welfare of Council as a whole or a Member personally that needs to be dealt with immediately) to remedy a pressing matter at any time by pointing to the matter (e.g. room temperature, noise or other distractions). The Chair must immediately decide whether to accept the question of privilege and, if accepted, order any actions necessary to address it. Where a motion results from an accepted point of privilege, it is not debatable or amendable.

## ~~29. GENERAL CONDUCT~~

### ~~36.~~

~~29-1-36.1.~~ When the Chair desires to speak, any ~~M~~member desiring to speak at the same time must cede to the Chair.

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~~29-2-36.2.~~ Members and other participants should be addressed, as appropriate, in the following manner:

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(a) the Mayor as:

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(i) Your Worship, or

(ii) Mayor;

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(b) a Presiding Member who is not elected as the Mayor as Chair;

(c) a Councillor as Councillor (here use the surname).

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~~29-3-36.3.~~ No ~~M~~member or other person attending the meeting may:

(a) interrupt a ~~M~~member who is speaking, except in accordance with this bylaw;

(b) cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting; or

(c) use rude or offensive language.

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~~29-4-36.4.~~ If a ~~M~~ember, or person, other than a ~~M~~ember, resists or disobeys an order

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of the Chair, ~~or other person presiding over a Meeting,~~ that person may be removed ~~by the Corporate Officer, or if necessary, by a peace officer~~ at the direction of the Chair in accordance with the *Community Charter*. An order issued under this section may be enforced as if it were a court order.

~~29.5. Where the Chair is of the opinion that a Member is conducting themselves in an improper or unparliamentary manner, the Chair may order the member expelled from the meeting and, if necessary, to be removed by a member of the RCMP. An order issued under this section may be enforced as if it were a court order.~~

~~29.6-36.5.~~ If, through the Corporate Officer, an expelled Member advises the Chair that he or she wishes to apologize:

- (a) the Chair must so advise Council; and
- (b) Council, without debate and by a two-thirds ~~(2/3)~~ vote of the Members present, may:
  - (i) pass a motion allowing the expelled Member to proceed to the public podium to apologize; and
  - (ii) where an apology is permitted and made, pass a motion allowing the expelled Member to return to the meeting.

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**30-37. CONDUCT OF SPEAKER**

~~30-1-37.1.~~ A Member wishing to speak for the purpose of making a motion or entering the debate may speak after being recognized by the Chair but only to:

- (a) make the motion; or
- (b) speak directly and concisely on the matter under debate.

~~30-2-37.2.~~ A Member wishing to speak for the purpose of requesting the Chair consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a Member who is speaking:

- (a) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order); or
- (b) a matter of the comfort, convenience or privilege of the Council or ~~of the~~ Member (question of privilege),

but a Member must cease speaking when called to order and while the point of order or question of privilege is being stated, after which the Member may explain.

**38. POINTS OF ORDER**

~~38.1. When a point of order is raised, the Chair must:~~

- ~~(a) interrupt a matter of consideration on the agenda;~~
- ~~(b) interrupt a Member who had been speaking, until the point of order is ruled upon;~~
- ~~(c) ask the Member raising the point of order to state the substance of and basis of the point of order; and~~

(d) state the provision of the bylaw or other rule of order applicable to the point of order, which the Chair must do at once without debate.

38.2. A Member may immediately appeal a ruling of the Chair under 38.1. in accordance with the *Community Charter*.

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**31. MATTERS OPEN TO DEBATE**

31.1. Members may debate a motion:

- (a) to deal with a report;
- (b) in relation to any reading, amendment and adoption of a bylaw;
- (c) to issue a permit;
- (d) to refer a report for inquiry, comment, further study, or recommendation;
- (e) to amend a motion that is debatable;
- (f) to postpone to a certain day; or
- (g) to deal with routine proceedings including the appointment and conduct of officers of the Council and the correctness of the records of the Council or the Voting Body.

31.2. All other business is decided without debate or amendment, or as otherwise provided in these rules of procedure.

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**PART 9 – PUBLIC HEARINGS**

**~~42-39.~~ TIME AND PLACE OF PUBLIC HEARINGS**

39.1. Public hearings required by legislation must occur in [the Ucluelet Community Centre Council Chambers](#) unless ~~otherwise advertised,~~ [otherwise advertised.](#)

~~42-39.2.~~ Public hearings are held on an as required basis and may be scheduled by the Corporate Officer to occur:

- (a) during a Regular Council Meetings;
- (b) during a Special Council Meetings; or
- (c) as a public hearing held independently of a Special Council Meeting or Regular Council Meeting.

**13. ORDER OF BUSINESS AT A PUBLIC HEARING**

13.1. The usual order of business at a public hearing is as set out in the agenda for that public hearing under the following headings, as appropriate:

- (a) ~~CALL TO ORDER;~~
- (b) ~~ACKNOWLEDGEMENT OF YUULUTILPATH FIRST NATIONS;~~
- (c) ~~NOTICE OF VIDEO RECORDING;~~

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- ~~(d) LATE ITEMS;~~
- ~~(e) STATEMENT OF THE CHAIR;~~
- ~~(f) REVIEW OF THE PUBLIC HEARING PROCEDURES;~~
- ~~(g) PROPOSED BYLAW OR PERMIT SUMMARY;~~
- ~~(h) PROPOSED BYLAW OR PERMIT;~~
- ~~(i) PUBLIC NOTICE SUMMARY;~~
- ~~(j) RELATED DOCUMENT (BYLAW OR PERMIT AND STAFF REPORTS);~~
- ~~(k) WRITTEN SUBMISSION RECEIVED DURING THE NOTICE PERIOD;~~
- ~~(l) APPLICATION/AGENT/STAFF PRESENTATION;~~
- ~~(m) PUBLIC INPUT;~~
- ~~(n) ADJOURNMENT.~~

**14.40. PROCEDURES**

~~14.1.40.1.~~ Prior to each public hearing, the Corporate Officer must prepare an Agenda.

~~14.2.40.2.~~ The Corporate Officer must make the Agenda available to the ~~M~~members of Council and the public ~~forty-eight (48)~~ hours before the public hearing.

~~14.3.40.3.~~ Subject to ~~subsection sections~~subsection 4044.4. of this bylaw, any written materials and submissions considered by Council at the public hearing will be available for review by the public ~~during~~ at the hearing.

~~14.4.40.4.~~ Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name but excluding other personal contact information, unless at the time of submission the author requests that other personal information, except the author's name, be redacted.

~~40.5.~~ Written submissions submitted to the ~~may be delivered to the~~ District Office via email, mail or hand delivery. ~~up must be received by noon on the day of the to forty-eight (48) hours before the~~ public hearing. -After this time written submissions or may be presented at the ~~must be delivered at the~~ public hearing.

~~14.5.~~ ■

~~14.6.40.6.~~ Individuals that speak during the public input ~~PUBLIC INPUT~~ portion of the public hearing must:

- (a) first identify themselves by stating their name and address and, where applicable, the name and address of the person or persons they represent;
- (b) limit their remarks to matters contained in the proposed bylaw ~~or permit~~; and
- (c) not make a reply, rebuttal or further submission without the Chair ~~s/ or~~ Presiding Member's permission.

~~(d)40.7.~~ Only Council Members may ask questions of speakers to clarify what has been said.

~~14.7.40.8.~~ The Chair may establish additional rules of conduct that apply to public

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hearings provided they are consistent with this bylaw, the *Community Charter, Local Government Act* and any other applicable enactment.

~~14.8.~~ A public hearing may be cancelled by the Corporate Officer where insufficient public notice is given.

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~~40.9.~~

~~14.9. The following sections of this bylaw apply to public hearings with references to the Chair, the body and other provisions modified as appropriate:~~

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~~(a) Sections 7.1 and 7.2 [Cancellations and Rescheduling] except Public Hearings may also be cancelled by the Corporate Officer in the event that the statutory notice requirements are not met;~~

~~(b) Section 37 [Powers and Duties of the Chair];~~

~~(c) Section 39 [General Conduct]; and~~

~~(d) Section 41 [Conduct of Speakers].~~

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**PART 10 -- COMMITTEES, COMMISSIONS & OTHER BODIES**

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**15. COMMITTEE OF THE WHOLE**

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**41. COMMITTEE OF THE WHOLE**

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~~41.1. Council may annually adopt a Regular Committee of the Whole Schedule which specifies the date, time and location of Regular Committee of the Whole Meetings.~~

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~~41.2. If a Regular Committee of the Whole Meeting Schedule is adopted:~~

~~(a) Council must meet regularly in accordance with the Regular Committee of the Whole Schedule except where a Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with section 7; as a Committee of the Whole at the place, date and time specified in and the Annual Meeting Schedule for Regular Committee of the Whole Meetings, except where the Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with this section.~~

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~~(b) forty-eight hours before a Regular Committee of the Whole Meeting, the Corporate Officer must provide notice:~~

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~~(i) to Members, by delivering a copy of the Regular Committee of the Whole Schedule to the place to which each Member has directed notices be sent; and~~

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~~(ii) to the public, by posting a copy of the Regular Committee of the Whole Schedule to the Public Notice Posting Places.~~

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~~15.1.~~

~~41.3. Special Committee of the Whole Meetings may be called in the same manner as a Special Council Meeting and notice must be given in the same manner as a Special Council Meeting, by the Mayor~~

~~15.2. provided notice of the date, time and location of the meeting is given:~~

- ~~(a) to Council Members, by delivering a copy of the Agenda Package to the place to which the member has directed notices be sent, twenty-four (24) hours before the Special Committee of the Whole Meeting; and~~
- ~~(b) to the public by posting notice onto the Public Notice Places twenty-four (24) hours before the Special Committee of the Whole Meeting, notice is waived by unanimous vote of all members of Council.~~

~~41.4. At any time during a Council Meeting for which proper notice has been given, Council may, by resolution, go into Committee of the Whole.~~

~~41.5. There is no notice requirement for a Committee of the Whole Meeting that takes place during a Council Meeting for which notice has already been provided.~~

~~41.6. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise without reporting is adopted by the Committee of the Whole, the Council Meeting resumes and proceeds to the next order of business.~~

~~41.7. A motion made during Committee of the Whole to rise without reporting:~~

- ~~(a) is always in order and takes precedence over all other Motions;~~
- ~~(b) may be debated; and~~
- ~~(c) may not be addressed more than once by any one Member.~~

~~15.3-41.8. If Council resolves to go into a Committee of the Whole under subsection 401.44, and a motion to rise and report is adopted, the Council meeting resumes and the first order of business thereafter being Council considering the report of the Committee of the Whole.~~

~~41.9. Quorum is a majority of the Committee of the Whole's Members.~~

- ~~(a)~~
- ~~(b)~~

~~1.2-41.10. The following sections of this Bylaw apply to meetings of the Committee of the Whole, with references to the Chair, the body and other provisions modified as appropriate:~~

- ~~(a) Section 2 [Interpretation and Definitions];~~
- ~~(b) Section 4 [Additional and Alternate Procedural Rules];~~
- ~~(c) Subsections 6.1. and 6.3 [Meeting Place and Time];~~
- ~~(a)(d) Section 7 [Cancellations and Rescheduling]~~
- ~~(b)(e) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair member noting the cost and availability of electronic meeting facilities;~~

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- ~~(e)(f) Section 13 Part 4 [Council Proceedings] [Open Meeting Rule];~~
- ~~(e) Section 16 [Agenda and Order of Business];~~
- ~~(d) Section 17 [Addition to the Agenda];~~
- ~~(e) Section 19 [Public Input and Delegations];~~
- ~~(f) Section 20 [Correspondence Addressed to Mayor and Council];~~
- ~~(g) Section 21 [Information Items];~~
- ~~(h) Section 22 [Question Period];~~
- ~~(i) Section 23 [Minutes] except certification is by the Chair if the Corporate Officer is not in attendance; and,~~
- ~~(g) Part 4 [Council Proceedings];~~
- ~~(h) Part 5 [Motions] except a motion made at a meeting of the Committee of the Whole is not required to be seconded;~~
- ~~(i) Part 7 [Voting];~~
- ~~(d)(j) Part 8 [Rules of Conduct and Debate].~~

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~~1.3. The previous section does not apply if alternate provisions are provided for:~~

- ~~(a) in another District bylaw;~~
- ~~(b) in applicable legislation; or~~
- ~~(c) when the other body was established.~~

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~~**2-42. OTHER DISTRICT BODIES – COMMITTEES**~~

~~42.1. Council may establish Select Committees and the Mayor may establish Standing Committees in accordance with the *Community Charter*.~~

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~~42.2. The rules of the Council procedure must generally be observed during Committee meetings:~~

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- ~~(a) so far as is possible in the determination of the Chair recognizing the more informal nature of such bodies; and~~
- ~~(b) except strict compliance is required for sections specifically referenced in this section or elsewhere in this bylaw.~~

~~42.3. The terms of reference for each Committee must be approved by Council.~~

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~~42.4. Quorum for a Committee is a majority of its members.~~

~~42.5. At its first meeting after its establishment, a Committee must establish a regular schedule of meetings.~~

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~~15.4. The rules of the Council procedure must generally be observed during Other District Body meetings:~~

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- ~~(a) so far as is possible in the determination of the Chair recognizing the more informal nature of such bodies; and~~
- ~~(b) except strict compliance is required for sections specifically referenced in this~~

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~~section or elsewhere in this bylaw:~~

~~42.6. The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings and may cancel or reschedule a meeting.~~

~~2-1-42.7. Notice of The Chair of an Other District Body must give notice of the time, place and date of a meeting must be given by posting a notice at the Public Notice Posting Places:~~

- ~~(a) seventy-two (72) hours before a regularly scheduled Committee meeting of the Other District Body; and~~
- ~~(b) twenty-four (24) hours before a special meeting of the Committee meeting called under subsection 42.6. Other District Body.~~

~~2.2. At least twenty-four (24) hours before an Other District Body a Committee meeting, the Chair must make the meeting agenda must be available by delivered to Members and made available to the public, except for closed committee meetings. +~~

~~(a) leaving copies of the agenda at the reception counter at the District Office for the purpose of making them available to members of the public; and~~

~~42.8. leaving one copy of the Agenda for each Other District Body member at the place to which the Member has directed notices be sent.~~

~~(b) —~~

~~2-3-42.9. Council Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee Members present.~~

~~2.4. A motion made at a meeting of a Committee or Commission is not required to be seconded.~~

~~2-5-42.10. The following sections of this bylaw apply to meetings of a Committee a Other District Body with references to the Chair, the Committee body and other provisions modified as appropriate:~~

- ~~(a) Section 2 [Interpretation and Definitions]~~
- ~~(b) Section 4 [Additional and Alternative Procedural Rules]~~
- ~~(a)(c) Section 7 [Cancellations and Rescheduling]~~
- ~~(b)(d) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair Member noting the cost and availability of electronic meeting facilities;~~
- ~~(e) Section 12 [Open Meeting Rule];~~
- ~~(e) —~~
- ~~(f) Section 13 [Calling to Order];~~
- ~~(e) Section 14 [Adjourning the Meeting – No Quorum]; Section 16 [Agenda and Order of Business];~~
- ~~(d)(g) Section 17 [Addition to the Agenda];~~
- ~~(e) Section 19 [Public Input and Delegations];~~

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- ~~(f) Section 20 [Correspondence Addressed to Mayor and Council];~~
- ~~(g) Section 21 [Information Items];~~
- ~~(h) Section 22 [Question Period]; and,~~
- ~~(h) Section 22<sup>3</sup> [Minutes], except minutes are certified by the recording secretary;~~
- ~~(i) Section 23 [Reading and Consideration of Motions], except a motion is not required to be seconded;~~
- ~~(j) Section 2<sup>7</sup> [Amendments];~~
- ~~(k) Part 7 [Voting];~~
- ~~(d) Part 5 except certification is by the Chair if the Corporate Officer is not in attendance.~~
- ~~(l) Part 8 [Rules of Conduct and Debate] excluding subsection 35.1 to 35.3.~~

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~~The previous section does not apply if alternate provisions are provided for:~~

- ~~(i) in another District bylaw;~~
- ~~(j) in applicable legislation; or~~
- ~~(e) when the other body was established.~~

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**PART 11 – WORKSHOPS**

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**~~3-43.~~ COUNCIL WORKSHOPS**

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~~3-1-43.1.~~ Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference and other such conferences.

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~~3-2-43.2.~~ Provided no District business is formally advanced through the taking of votes:

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- (a) such encounters are not to be considered meetings of Council;
- (b) no notice is required; and
- (c) the rules of procedures in this Bylaw do not apply.

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~~(e)~~

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**READ A FIRST TIME** this 26<sup>th</sup> day of May, 2020.

**READ A SECOND TIME** this 26<sup>th</sup> day of May, 2020.

**SECOND READING RESCINDED** this 23<sup>rd</sup> day of June, 2020.

**READ A SECOND TIME AS AMENDED** this 23<sup>rd</sup> day of June, 2020.

**READ A THIRD TIME** this 23<sup>rd</sup> day of June, 2020.

**PUBLIC NOTICE given in accordance with the *Community Charter***, including newspaper notices this 10<sup>th</sup> day of June, 2020, this 17<sup>th</sup> day of June, 2020, this 1<sup>st</sup> day of July, 2020 and this 8<sup>th</sup> day of July, 2020.

**ADOPTED** this 14<sup>th</sup> day of July, 2020.

**A TRUE AND CORRECT COPY** of "District of Ucluelet Council Procedures Bylaw No. 1264, 2020".

---

Mayco Noël  
Mayor

---

Mark Boysen  
Corporate Officer

**THE CORPORATE SEAL** of  
the District of Ucluelet was  
hereto affixed in the  
presence of:

---

Mark Boysen  
Corporate Officer



## Appendix B

### DISTRICT OF UCLUELET

#### Bylaw No. 1300, 2021

A Bylaw to establish procedures for Council and Committees

\*\*\*\*\*

**WHEREAS** the *Community Charter* requires that Council must, by bylaw, establish the general procedures to be followed by council and council committees;

**AND WHEREAS** the Mayor and Council are further empowered to establish additional procedures and otherwise facilitate the conduct of the District's business;

**AND WHEREAS** this table of contents is inserted for purposes of ease of reference only:

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**NOW THEREFORE** the Council of the District of Ucluelet in open meeting assembled enacts as follows:

## **PART 1 – ADMINISTRATION & INTERPRETATION**

### **1. TITLE AND REPEAL**

- 1.1. This bylaw may be cited for all purposes as “District of Ucluelet Council Procedure Bylaw No. 1300, 2021” or the “Council Procedure Bylaw”.
- 1.2. “District of Ucluelet Council Procedures Bylaw No. 1264, 2020” and all amendments thereto are hereby repealed.

### **2. INTERPRETATION AND DEFINITIONS**

- 2.1. In this bylaw, the following terms have the following meanings:
  - (a) **“Acting Mayor”** means the Councillor designated under section 11 of this bylaw to act in place of the Mayor when the Mayor is absent or otherwise unable to act, or when the Office of the Mayor is vacant;
  - (b) **“Acting Mayor Schedule”** means a schedule of when each Councillor is to serve as Acting Mayor on a rotating basis for the period January 1 to December 31;

- (c) **“Agenda Deadline”** means:
  - (i) 12:00 P.M. five clear days before a Council Meeting or Committee of the Whole Meeting, for all matters other than those submitted by District Staff; and
  - (ii) a time at the discretion of the Corporate Officer for matters submitted by District Staff provided advance permission is obtained from the Corporate Officer and the notice requirements of this bylaw are satisfied;
- (d) **“Annual Meeting Schedule”** means a schedule of the date, time and place of Regular Council Meetings for the period of January 1 to December 31;
- (e) **“Chair”** means a person who has authority to preside over a meeting or public hearing and is also known as the Presiding Member;
- (f) **“Committee”** means a Standing, Select, or other committee of Council but does not include a Committee of the Whole;
- (g) **“Committee of the Whole”** means a committee comprised of all Council Members that meets to consider, but not decide, matters of District of Ucluelet business. The Committee of the Whole sits in a deliberative capacity only and must forwards its recommendations to Council for consideration;
- (h) **“Corporate Officer”** means the District of Ucluelet’s appointed Corporate Officer and his or her deputy;
- (i) **“Council”** means District of Ucluelet Council;
- (j) **“Council Meeting”** means:
  - (i) an Inaugural Council Meeting;
  - (ii) a Regular Council Meeting; and
  - (iii) a Special Council Meeting;
- (k) **“Council Member”** means Mayor or a Councillor;
- (l) **“Councillor”** means a person who currently holds office as a District of Ucluelet Councillor;
- (m) **“District”** means the District of Ucluelet;
- (n) **“District Office”** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
- (o) **“Inaugural Council Meeting”** means the first Regular Council Meeting following a general local election;
- (p) **“Mayor”** means the Mayor for the District of Ucluelet, and includes the Councillor designated to act as Mayor during such periods necessary;
- (q) **“Member”** means a Council Member, Committee of the Whole Member or any member of a Committee;
- (r) **“Motion”** includes a resolution;

- (s) **“Presiding Member”** means the Mayor, Acting Mayor or other Member who presides over a Council Meeting, Committee meeting or Committee of the Whole Meeting, and is also known as the Chair;
  - (t) **“Public Notice Posting Places”** means:
    - (i) the notice board at the District Office;
    - (ii) the notice board at the Ucluelet Community Centre; and
    - (iii) the District’s website, except when subject to electronic failures.
  - (u) **“Quorum”** means a majority of all Members of Council, Committee of the Whole, or Committee, as the case may be;
  - (v) **“Regular Committee of the Whole Meeting”** means a Committee of the Whole meeting listed on the Regular Committee of the Whole Schedule;
  - (w) **“Regular Council Meeting”** means a Council Meeting listed on the Annual Meeting Schedule;
  - (x) **“Select Committee”** means a committee established and the members appointed by Council in accordance with the *Community Charter* for a specific purpose;
  - (y) **“Standing Committee”** means a committee established and members appointed by the Mayor in accordance with the *Community Charter* for matters the Mayor considers would be better dealt with by committee;
  - (z) **“Special Committee of the Whole Meeting”** means a Committee of the Whole meeting other than a Regular Committee of the Whole Meeting.
  - (aa) **“Special Council Meeting”** means a Council meeting other than a Regular Council Meeting or an adjourned Council meeting;
  - (bb) **“Ucluelet Community Centre”** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.
- 2.2. Any legislation or statute referred to in this bylaw is a reference to an enactment of British Columbia and its regulations, as amended, revised, consolidated or replaced from time to time, and any bylaw referred to in this bylaw is a reference to an enactment of the Council of the District of Ucluelet as amended, revised, consolidated or replaced from time to time.
- 2.3. Any section, subsection, sentence, clause or phrase of this bylaw, which is for any reason held to be invalid by the decision of any Court of competent jurisdiction, may be severed from the balance of this bylaw without affecting the validity of the remaining portions of this bylaw.

### 3. SCOPE AND APPLICATION

- 3.1. The provisions of this bylaw govern public hearings, Council Meetings, Committee of the Whole Meetings, and Committee meetings, as applicable.
- 3.2. The failure of Council or District staff to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by Council otherwise in compliance with statutory requirements.

#### **4. ADDITIONAL AND ALTERNATE PROCEDURAL RULES**

- 4.1. In circumstances not provided for under this bylaw or applicable legislation, the most current edition of Robert's Rules of Order, Newly Revised, apply to the extent that those rules are:
  - (a) applicable in the circumstances; and
  - (b) not inconsistent with provisions of this bylaw, the *Community Charter, Local Government Act* or other applicable legislation.
- 4.2. Any one or more of the procedures in this bylaw, except those required by the *Community Charter, Local Government Act* or any other legislation, may be temporarily suspended by majority vote.

### **PART 2 – MEETINGS & NOTICE**

#### **5. INAUGURAL COUNCIL MEETING**

- 5.1. Following a general local election, the Inaugural Council Meeting must be held on the first Tuesday in November in the year of the election.
- 5.2. If Quorum of the Council Members elected at the general local election has not taken office by the date of the Inaugural Council Meeting referred to in subsection 5.1, the first meeting must be called by the Corporate Officer and held as soon as reasonably possible after Quorum has taken office.

#### **6. MEETING PLACE AND TIME**

- 6.1. All Council Meetings must take place within the Ucluelet Community Centre unless Council resolves to hold the meeting elsewhere and the Corporate Officer gives notice of a different meeting place by posting a notice of the change on the Public Notice Posting Places at least twenty-four hours prior to the time of the meeting.
- 6.2. After the Inaugural Council Meeting, Regular Council Meetings must occur on the dates and at the times specified in the Annual Meeting Schedule, except where such a meeting, is cancelled or rescheduled in accordance with subsection 7.
- 6.3. Council Meetings:
  - (a) are adjourned no later than three and a half hours after commencement, unless Council otherwise resolves; and
  - (b) may include recesses for any reason called by the Mayor or by resolution of Council. The approximate length of time or the approximate time when the meeting will reconvene must be stated.

#### **7. CANCELLATIONS AND RESCHEDULING**

- 7.1. Council Meetings may be cancelled or rescheduled:
  - (a) by Council resolution;
  - (b) by the Mayor;
  - (c) if the Corporate Officer determines that there is insufficient business to warrant holding the Meeting; or

- (d) if the Corporate Officer has been notified by a majority of members no later than thirty-six hours prior to the meeting that they will not be present for the meeting, provided notice is given in accordance with subsection 7.2.
- 7.2. If a Council Meeting is cancelled or rescheduled, the Corporate Officer must give at least twenty-four hour advanced notice:
- (a) to Council Members, by delivering a copy of the notice to the place that each Council Member designated for receiving notices; and
  - (b) to the public, by posting a copy of the notice at the Public Notice Posting Places.
- 7.3. Where a Meeting is cancelled or rescheduled, the business on the Agenda for that meeting is to be included in the next meeting.

## 8. NOTICE OF REGULAR COUNCIL MEETINGS

- 8.1. In accordance with the *Community Charter*, Council must annually:
- (a) adopt an Annual Meeting Schedule which establishes the date, time and place that Regular Council Meetings are to be held in the upcoming year;
  - (b) post the Annual Meeting Schedule at the Public Notice Posting Places; and
  - (c) give notice of the Annual Meeting Schedule's availability on or before January 31, in accordance with the *Community Charter*.
- 8.2. Where revisions are necessary to the Annual Meeting Schedule, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a Regular Council Meeting.

## 9. SPECIAL COUNCIL MEETINGS

- 9.1. A Special Council Meeting may be called in accordance with the *Community Charter*.
- 9.2. Except where notice of a Special Council Meeting is waived by unanimous vote of all Council Members, a notice of the date, hour, and place of Special Council Meeting must be given at least twenty-four hours before the time of the meeting, by:
- (a) posting a copy of the notice at the Public Notice Posting Places; and
  - (b) by delivering a copy of the notice to the place that each Council Member designated for receiving notices.
- 9.3. The notice under subsection 9.2. of this bylaw must describe in general terms the purpose of the meeting and be signed by the Mayor or Corporate Officer.

## 10. COUNCIL MEETINGS BY ELECTRONIC MEANS

- 10.1. Council, Committee of the Whole, and Committee meetings may be conducted by electronic or other communications facilities provided the conditions set out in the *Community Charter* are met and the Corporate Officer receives authorization of the Mayor, or Committee Chair, as applicable.

- 10.2. At least twenty-four hours before a Committee of the Whole Meeting, Committee meeting, or Regular Council Meeting is conducted by electronic means pursuant to subsection 10.1., notice must be posted to the Public Notice Posting Places which describes:
- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
  - (b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that is open to the public.
- 10.3. Notice of a Special Council Meeting to be conducted by electronic means pursuant to subsection 10.1. must describe:
- (a) the way in which the meeting is to be conducted by electronic or other communication facilities; and
  - (b) the place where the public may attend to hear, or watch and hear, the proceeding of the meeting that is open to the public.
- 10.4. A Member who is unable to attend an in-person Council Meeting, Committee of the Whole Meeting, or Committee meeting may participate by electronic means.
- 10.5. Participation by a Member by electronic means in an in-person meeting pursuant to subsection 10.4. is only available:
- (i) for up to two Members per meeting; and
  - (ii) for up to four meetings per year, per Member, unless Council resolves otherwise.
- 10.6. A Member that is participating in an in-person meeting electronically pursuant to subsection 10.4. of this bylaw may not:
- (a) Chair the meeting; or
  - (b) attend a meeting or any part of a meeting that is closed to the public.
- 10.7. A Member participating by audio means only must indicate his or her name and vote verbally.
- 10.8. If communication facilities fail or malfunction during a Meeting, the affected Member will be deemed to have left the meeting.

### **PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR**

#### **11. DESIGNATION PROCEDURES**

- 11.1. Annually, in December, Council must, from amongst its Members, adopt an Acting Mayor Schedule for the upcoming year, which designates Councillors to serve as Acting Mayor on a rotating basis when:
- (a) the Mayor is absent;
  - (b) the Mayor is otherwise unable to act; or
  - (c) the office of the Mayor is vacant.

- 11.2. Each Councillor so designated must fulfil the responsibility of the Mayor in his or her absence.
- 11.3. If both the Mayor and Councillor designated as Acting Mayor are absent from the Council meeting, the Council Members present must choose, by an affirmative vote of the Majority of the Council Members present, a Councillor to Chair the Council Meeting.
- 11.4. The Councillor designated under subsection 11.1. or chosen under subsection 11.3. has the same power and duties as the Mayor in relation to the applicable matter.

#### **PART 4 – COUNCIL PROCEEDINGS**

### **12. OPEN MEETING RULE**

- 12.1. All Council Meetings must be open to the public, except as provided for under the *Community Charter*.
- 12.2. Before holding a meeting or part of a meeting that is to be closed to the public, Council must state, by resolution passed in open meeting:
  - (a) the fact that the meeting or part is to be closed; and
  - (b) the basis under the *Community Charter* on which the meeting or part is to be closed.
- 12.3. Despite subsection 12.1., the Chair may expel or exclude from a meeting a person in accordance with the rules set out in the *Community Charter*.

### **13. CALLING TO ORDER**

- 13.1. As soon as there is a Quorum present, at the time specified for a Council meeting, the Mayor, if present, must take the Chair and call the Council meeting to order.
- 13.2. If the Mayor is absent, the Acting Mayor, must take the Chair and call the meeting to order.
- 13.3. If Quorum of Council is present but the Mayor and Acting Mayor do not attend within fifteen minutes of the scheduled time for a Council meeting:
  - (a) the Corporate Officer must call the Council meeting to order; and
  - (b) by resolution the Council must appoint a Councillor as Chair for that meeting until the Mayor or Acting Mayor arrives.
- 13.4. If the Mayor arrives after commencement of a meeting, he or she will preside upon arrival.
- 13.5. The acting Chair of a meeting has the power and duties of the Mayor in respect of that meeting.

### **14. ADJOURNING THE MEETING – NO QUORUM**

- 14.1. If there is no Quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:

- (a) record the names of the Council Members present and those absent; and
  - (b) adjourn the meeting until the next scheduled meeting.
- 14.2. If Quorum is lost for the balance of the agenda, the time of conclusion and the names of the members then present shall be entered in the minutes.

## **15. AGENDA AND ORDER OF BUSINESS**

- 15.1. Prior to each Council Meeting and Committee of the Whole Meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at the meeting.
- 15.2. The deadline for submission to the Corporate Officer of items for inclusion on the Council Meeting or Committee of the Whole agenda is the Agenda Deadline.
- 15.3. Items received by the Corporate Officer after the Agenda Deadline must not be placed on the agenda, but instead must be placed on the agenda for consideration at the following Council Meeting or Committee of the Whole Meeting, as applicable, unless the items are introduced as late items pursuant to section 16 of this bylaw.
- 15.4. The Corporate Officer must make the agenda available to Members and the public:
- (a) forty-eight hours before a Regular Council Meeting;
  - (b) forty-eight hours before a Regular Committee of the Whole Meeting;
  - (c) twenty-four hours before a Special Council Meeting; and
  - (d) twenty-four hours before a Special Committee of the Whole Meeting.
- 15.5. Only those matters included on the agenda may be considered or dealt with at the Council or Committee of the Whole Meeting unless a new matter is introduced as a late item pursuant to section 16 of this bylaw.
- 15.6. The usual order of business at a Regular Council Meeting is as set out in the agenda for that meeting under the following headings, as appropriate:
- (a) CALL TO ORDER;
    - (i) ACKNOWLEDGEMENT OF THE YUULU?IL?ATH;
    - (ii) NOTICE OF VIDEO RECORDING;
  - (b) LATE ITEMS;
  - (c) APPROVAL OF THE AGENDA;
  - (d) ADOPTION OF MINUTES;
  - (e) DELEGATIONS;
  - (f) PUBLIC HEARINGS (if required);
  - (g) UNFINISHED BUSINESS;
  - (h) COMMITTEE OF THE WHOLE (if required);
  - (i) BYLAWS;
  - (j) REPORTS;

- (k) NOTICE OF MOTION;
  - (l) CORRESPONDENCE;
  - (m) INFORMATION ITEMS;
  - (n) MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS;
  - (o) QUESTION PERIOD;
  - (p) CLOSED SESSION (if required);
  - (q) ADJOURNMENT.
- 15.7. The usual order of business at a Regular Committee of the Whole Meeting is as set out in the agenda for the meeting under the following headings, as appropriate:
- (a) CALL TO ORDER;
    - (i) ACKNOWLEDGEMENT OF YUULU?I?ATH? FIRST NATIONS;
    - (ii) NOTICE OF VIDEO RECORDING;
  - (b) LATE ITEMS;
  - (c) APPROVAL OF THE AGENDA;
  - (d) ADOPTION OF MINUTES ;
  - (e) DELEGATIONS;
  - (f) BYLAWS;
  - (g) REPORTS;
  - (h) NOTICE OF MOTION;
  - (i) CORRESPONDENCE;
  - (j) INFORMATION ITEMS;
  - (k) QUESTION PERIOD;
  - (l) CLOSED SESSION (if required);
  - (m) ADJOURNMENT.
- 15.8. When preparing the agenda prior to the meeting, the Mayor and Corporate Officer may, in their discretion:
- (a) vary the order set out in subsections 15.6. or 15.7.; and
  - (b) delete agenda headings if there is no business under those items.
- 15.9. All items on an agenda must be taken up in the order in which they appear on the agenda unless the Committee of the Whole or Council resolves otherwise.
- 15.10. An item of business may by Council resolution be:
- (a) deleted; or
  - (b) postponed to a future meeting of the same body.
- 15.11. Agendas are adopted by resolution either as presented or as amended.

**16. LATE ITEMS**

- 16.1. A late item may be approved for addition to an agenda by resolution of Council at the time Council adopts the agenda, if the subject matter is of an urgent nature such that the item cannot be held to the next Regular Council Meeting.
- 16.2. The deadline for late items to be included on an Agenda is two hours before the Council or Committee of the Whole Meeting. Late items must be distributed to Council prior to the commencement of the Council Meeting or Committee of the Whole Meeting.

**17. NOTICE OF MOTION**

- 17.1. A Council Member must give notice of his or her intention to introduce a motion for Council's consideration by:
  - (a) verbally stating at the appropriate point in the agenda (NOTICE OF MOTION) that he or she intends to introduce the motion at a subsequent meeting; and
  - (b) submitting a written copy of the motion to the Corporate Officer by the Agenda Deadline for the next Council Meeting.
- 17.2. Notwithstanding subsection 17.1., in the case of urgent business a Council Member may introduce a Motion for Council's consideration without prior notice by:
  - (a) submitting a written copy of the proposed motion to the Corporate Officer at least twenty-four hours before the Council Meeting; and
  - (b) obtaining Council's approval to introduce the motion as a late item.

**18. DELEGATIONS**

- 18.1. Persons or groups wishing to address Council or who have been invited by Council, may be received as a delegation in accordance with the following procedures:
  - (a) prospective delegations must be made by prior arrangement through the Corporate Officer before the Agenda Deadline or at the Meeting by resolution of Council;
  - (b) prospective delegations must provide to the Corporate Officer information concerning the subject matter, and the name(s), address(es) and contact information of the spokesperson(s);
  - (c) prospective delegations must provide to the Corporate Officer any materials that they will present to Council by the Agenda Deadline;
  - (d) delegations must limit their presentation to ten minutes, except by prior arrangement through the Corporate Officer before the Agenda Deadline or at the meeting by resolution of Council; and
  - (e) at the Chair's discretion, members of Council may query or converse with delegations, notwithstanding the specified time limit.
- 18.2. The number of delegations on any Council Meeting Agenda will be limited to two.

- 18.3. Council must not consider a submission or act on a request made during Delegations, including but not limited to requests that may affect District bylaws, policies, resources or finances, until at least the next Regular Council Meeting, unless:
- (a) Council resolves unanimously to consider the matter; or
  - (b) the matter is elsewhere included on the agenda.
- 18.4. Notwithstanding subsection 18.3., following a delegation Council may by resolution:
- (a) refer the issue to staff for a report or refer the issue to a Committee;
  - (b) provide a letter of comment or support if requested, where Council determines no additional information is necessary.
- 18.5. Delegates must not be heard by Council on:
- (a) any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
    - (i) adoption of a bylaw; or
    - (ii) passing of a resolution authorizing a permit;
  - (b) District employee relations;
  - (c) the promotion of commercial products or services;
  - (d) litigation or potential litigation affecting the District;
  - (e) any matter related to an election campaign; or
  - (f) any matter about records held in confidence by the District unless that record has been lawfully released to the public by the District.
- 18.6. The Corporate Officer has the authority to screen delegation requests and, if appropriate, refuse to place a delegation on the Agenda if the subject matter of the proposed delegation:
- (a) is listed under subsection 18.5. of this bylaw;
  - (b) the delegate has previously made a delegation to Council on the same issue and no new information is provided; or
  - (c) is not within the jurisdiction of Council.

## **19. CORRESPONDENCE ADDRESSED TO MAYOR AND COUNCIL**

- 19.1. Correspondence addressed to the Mayor or Council which requires, or requests Council action must:
- (a) be legible
  - (b) be signed by, or identified as being from, at least one person who provides a name;
  - (c) not contain libellous statements about third parties;
  - (d) be submitted to the Corporate Officer by the Agenda Deadline, unless Council so resolves to accept the correspondence as a late item; and

- (e) be approved by the Corporate Officer or Mayor and placed on the agenda for the next Regular Council Meeting.
- 19.2. District staff must acknowledge receipt of the correspondence and advise the writer of where the correspondence has been referred.
- 19.3. Correspondence referred to the Agenda must be presented in its entirety, excluding personal contact information other than the author's name and address, unless the author requests that specific personal information, except the author's name, be redacted.

## 20. INFORMATION ITEMS

- 20.1. Information items include:
- (a) staff reports provided for information only;
  - (b) correspondence of interest to the public or Council which does not require or request Council action; and
  - (c) in-camera items approved for public release.

## 21. QUESTION PERIOD

- 21.1. At each Regular Council Meeting, ten minutes must be made available for members of the public to question Council on agenda items, in accordance with the following procedures:
- (a) persons wishing to ask questions must state their name before asking their question;
  - (b) a person asking a question may ask a supplementary question but must, following the response to the supplementary question, yield to allow other persons opportunity to ask questions; and
  - (c) no speeches are permitted during Question Period.
- 21.2. If at the end of the ten-minute question period there remains any person wishing to speak, Council may, by unanimous resolution, agree to extend the length of the question period.
- 21.3. The provisions of this section do not permit verbal representations regarding any matter that has been the subject of a public hearing held in accordance with a legislation as a pre-requisite to the:
- (a) adoption of a bylaw; or
  - (b) passing of a resolution authorizing a permit.

## 22. MINUTES

- 22.1. Minutes of Council meetings must be:
- (a) legibly recorded;
  - (b) certified as correct by the Corporate Officer; and
  - (c) signed by the Mayor or other Member presiding at the meeting or at the next

meeting at which the minutes are adopted.

- 22.2. The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.
- 22.3. Subject to subsection 22.4 of this bylaw and in accordance with the *Community Charter*, Minutes of the proceeding of Council, Committees of the Whole, and Committees must be available for public inspection at the District Office during regular office hours.
- 22.4. Subsection 22.3 does not apply to Minutes of a Council Meeting or part thereof which persons were excluded under Section 90 of the *Community Charter*.

## **PART 5 – MOTIONS**

### **23. READING AND CONSIDERATION OF MOTIONS**

- 23.1. Council may debate and vote on a motion only if it is first made by one Council Member and then seconded by another.
- 23.2. A Member may require the motion under consideration to be read.
- 23.3. A Member may not introduce a motion in respect of a matter that has not been properly included on the agenda.
- 23.4. The Chair may refuse to accept a motion if he or she is of the opinion that the motion is:
  - (a) contrary to this bylaw;
  - (b) relates to matters outside the competence of Council or Council's jurisdiction under legislation; or
  - (c) deals with a matter that was voted upon by Council and defeated within the last six months.
- 23.5. If a motion is refused pursuant to subsection 23.4. the Chair must apprise the Council Members of the refusal to accept and must state the rule or authority applicable.
- 23.6. A Council Member may appeal the Chair's refusal to accept a motion according to the *Community Charter*.

### **24. RECORDING OF MOTIONS IN THE MINUTES**

- 24.1. The names of the Council Members who moved and seconded a motion will not be recorded in the Minutes.

### **25. MOTIONS PERMITTED WHILE MATTER UNDER DEBATE**

- 25.1. When a matter is under debate, no motion is in order except:
  - (a) to defer (postpone) to a certain day (time);
  - (b) to postpone indefinitely;
  - (c) to lay on the table;
  - (d) to move the previous question;

- (e) to refer to a committee or Staff for report; or
- (f) to amend.

25.2. A motion made under subsection 25.1 (a) to (d) is not amendable or debatable.

## **26. PRIVILEGE**

26.1. In this section a matter of privilege refers to any of the following motions:

- (a) fix a time to adjourn;
- (b) adjourn;
- (c) recess;
- (d) raise a question of privilege of Council;
- (e) raise a question of privilege of a member of Council.

26.2. A matter of privilege must be immediately considered when it arises at a Council meeting.

26.3. For the purpose of subsection 26.2., a matter of privilege listed in subsection 26.1. has precedence over those matters listed after it.

## **27. AMENDMENTS**

27.1. A Council Member may, without notice, move to amend a motion that is being considered at a Council Meeting.

27.2. An amendment may propose removing, replacing, or adding to the words of an original motion.

27.3. A proposed amendment must be reproduced in writing by the mover if requested by the Chair.

27.4. A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.

27.5. An amendment may be amended once only.

27.6. A Council Member may propose an amendment to an adopted amendment.

27.7. An amendment that has been defeated by a vote of Council cannot be proposed again.

27.8. The Chair must put the main question and its amendments in the following order for the vote of Council:

- (a) a motion to amend a motion amending the main question;
- (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subsection (a) is positive; then
- (c) the main question.

## **28. RECONSIDERATION**

28.1. The Mayor may require Council reconsideration of a matter in accordance with the *Community Charter*.

- 28.2. Subject to subsection 28.6. a Councillor who voted with the majority either for or against a motion may, at any time within one month of the vote, introduce a motion to reconsider the resolution, motion or proceeding, including the defeat of a motion.
- 28.3. Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter introduced under subsection 28.2. is first adopted in the affirmative.
- 28.4. No matter may be reconsidered more than once.
- 28.5. A vote to reconsider must not be reconsidered.
- 28.6. Council may only reconsider a matter under subsection 28.2., that has not:
- (a) had the approval or assent of the electors and been adopted;
  - (b) been reconsidered by the Mayor in accordance with the Community Charter; or
  - (c) been acted on by an officer, employee, or agent of the District.
- 28.7. The conditions that applied to the original bylaw, resolution, or proceeding apply to its rejection under this section.
- 28.8. A bylaw, resolution, or proceeding that is reaffirmed after reconsideration is as valid and has the same effect as it had before reconsideration.

## **PART 6 – BYLAWS**

### **29. COPIES OF THE BYLAW**

- 29.1. A proposed bylaw may be introduced at a Council Meeting only if a copy of it has been delivered to each Member before the Council Meeting unless all Council Members unanimously agree to waive this requirement.

### **30. FORM OF BYLAWS**

- 30.1. A bylaw introduced at a Council meeting must:
- (a) have a distinguishing name;
  - (b) have a distinguishing number; and
  - (c) be divided into sections.

### **31. BYLAWS TO BE CONSIDERED SEPERATELY OR JOINTLY**

- 31.1. Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Chair or requested by another Council Member; or
  - (b) jointly with other proposed bylaws in the sequence determined by the Chair.

### **32. READING AND ADOPTING BYLAWS**

- 32.1. The readings of the bylaw may be given by stating the Bylaw title or Bylaws titles.
- 32.2. In accordance with the *Community Charter, Local Government Act or other enactment*, Council may give up to three readings to a proposed bylaw at the same

Council Meeting.

- 32.3. Subject to any statutory requirement or a Council Member requesting that the reading be considered separately, a proposed bylaw may be introduced and given first, second and third reading in one motion.
- 32.4. Each reading of a proposed bylaw must receive the affirmative vote of a majority of Council Members present, unless the *Community Charter* or the *Local Government Act* stipulates otherwise.
- 32.5. A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*, *Local Government Act* or other enactment.
- 32.6. There must be at least one day between third reading and adoption of the bylaw except:
  - (a) in the case of an official community plan, zoning, land use contract amendment bylaw, or heritage designation bylaw, the proposed bylaw may, in accordance with the *Local Government Act* be adopted at the same meeting it received third reading; and
  - (b) where the *Community Charter*, *Local Government Act* or any other enactment requires otherwise.
- 32.7. Readings may be reconsidered in accordance with the procedures set out in section 28. of this bylaw.

### **33. BYLAW MUST BE SIGNED**

- 33.1. After a bylaw is adopted, and signed by the Corporate Officer and the Presiding Member of the Council Meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:
  - (a) the District's corporate seal;
  - (b) the dates of its readings and adoption; and
  - (c) the date of Ministerial approval or approval of the electorate, if applicable.

## **PART 7 – VOTING**

### **34. GENERAL VOTING RULES**

- 34.1. Voting is to proceed in accordance with the general voting rules determined by the *Community Charter*.
- 34.2. When the motion under consideration contains distinct propositions, and a Council Member so requests, the vote may be taken upon each proposition separately.
- 34.3. When debate on a motion is complete, the Chair must immediately put the motion to a vote.
- 34.4. In Conducting a vote, the Chair must:
  - (a) first call for all members in favour of the motion and then all those opposed to the motion; and

- (b) announce the outcome of the vote by declaring the motion carried or defeated.
- 34.5. After the Chair has put the motion to a vote, a Member must not speak to the question or make a further motion concerning it. The Chair's decision as to whether a motion has been finally put is conclusive.
- 34.6. Votes must be by show of hand except:
- (a) where votes are taken by unanimous consent according to subsection 34.9.; or
  - (b) where subsection 10.7. applies.
- 34.7. A Member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 34.8. If the votes of the Members present at the meeting at the time of the vote are equal for and against, the motion is defeated, and the Chair must declare the motion defeated.
- 34.9. Some motions may be voted on by unanimous consent, an informal way of taking a vote that is used for routine and non-controversial decisions of a procedural nature. The procedure involves asking if any Member objects to adopting the motion and if no one does, it is adopted. Where one Member objects, a vote must be taken.

## **PART 8 – RULES OF CONDUCT AND DEBATE**

### **35. POWERS AND DUTIES OF THE CHAIR**

- 35.1. The Chair at a Council Meeting or a Committee of the Whole Meeting is:
- (a) the Mayor;
  - (b) in the absence of the Mayor, the Acting Mayor; or
  - (c) in the absence of both the Mayor and Acting Mayor, the Councillor appointed according to subsection 11.3.
- 35.2. Where the Mayor or Acting Mayor joins a meeting already in progress, he or she shall Chair the Meeting upon arrival.
- 35.3. If the Mayor wishes to vacate the Chair for any reason during a meeting, he or she shall call upon the Acting Mayor to Chair the Meeting or, in the absence of the Acting Mayor, the next Councillor on the Acting Mayor Schedule that is in attendance.
- 35.4. The Chair is responsible for:
- (a) maintaining order and decorum at Council Meetings;
  - (b) recognizing Council Members, District staff, delegations and other meeting attendees who, in accordance with this bylaw, wish to address Council;
  - (c) ruling on which Council Member has a right to speak;
  - (d) ensuring that all Council Members who wish to speak to a motion or an agenda item have spoken;
  - (e) deciding points of order;

- (f) deciding questions of privilege;
  - (g) calling a Member or person to order;
  - (h) ruling on whether or not a motion is out of order;
  - (i) stating motions and announcing the outcome of votes; and
  - (j) providing other leadership functions as necessary to conduct Council Meetings in an efficient and effective manner.
- 35.5. The Chair:
- (a) may make and second motions;
  - (b) may participate in debate without vacating the Chair; and
  - (c) must vote under the same rules as Members, in accordance with section 34 of this bylaw.
- 35.6. The Chair must recognize Members desiring to speak in the order in which the Members indicate their request, preference being given to the mover and to the seconder, should either or both wish to speak.
- 35.7. Debate is closed by the Chair when in the Chair's opinion there has been adequate debate.

### 36. GENERAL CONDUCT

- 36.1. When the Chair desires to speak, any Member desiring to speak at the same time must cede to the Chair.
- 36.2. Members and other participants should be addressed, as appropriate, in the following manner:
- (a) the Mayor as:
    - (i) Your Worship; or
    - (ii) Mayor;
  - (b) a Presiding Member who is not elected as the Mayor as Chair;
  - (c) a Councillor as Councillor (here use the surname).
- 36.3. No Member or other person attending the meeting may:
- (a) interrupt a Member who is speaking, except in accordance with this bylaw;
  - (b) cause a disturbance, disrupt or in any manner delay the conduct of business at a meeting; or
  - (c) use rude or offensive language.
- 36.4. If a Member, or person other than a Member, resists or disobeys an order of the Chair, that person may be removed at the direction of the Chair in accordance with the *Community Charter*.
- 36.5. If, through the Corporate Officer, an expelled Member advises the Chair that he or she wishes to apologize:

- (a) the Chair must so advise Council; and
- (b) Council, without debate and by a two-thirds vote of the Members present, may:
  - (i) pass a motion allowing the expelled Member to proceed to the public podium to apologize; and
  - (ii) where an apology is permitted and made, pass a motion allowing the expelled Member to return to the meeting.

### **37. CONDUCT OF SPEAKER**

37.1. A Member wishing to speak for the purpose of making a motion or entering the debate may speak after being recognized by the Chair but only to:

- (a) make the motion; or
- (b) speak directly and concisely on the matter under debate.

37.2. A Member wishing to speak for the purpose of requesting the Chair consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a Member who is speaking:

- (a) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order); or
- (b) a matter of the comfort, convenience or privilege of the Council or a Member (question of privilege),

but a Member must cease speaking when called to order and while the point of order or question of privilege is being stated, after which the Member may explain.

### **38. POINTS OF ORDER**

38.1. When a point of order is raised, the Chair must:

- (a) interrupt a matter of consideration on the agenda;
- (b) interrupt a Member who had been speaking, until the point of order is ruled upon;
- (c) ask the Member raising the point of order to state the substance of and basis of the point of order; and
- (d) state the provision of the bylaw or other rule of order applicable to the point of order, which the Chair must do at once without debate.

38.2. A Member may immediately appeal a ruling of the Chair under 38.1. in accordance with the *Community Charter*.

## **PART 9 – PUBLIC HEARINGS**

### **39. TIME AND PLACE OF PUBLIC HEARINGS**

39.1. Public hearings required by legislation must occur in the Ucluelet Community Centre unless otherwise advertised.

- 39.2. Public hearings are held on an as required basis and may be scheduled by the Corporate Officer to occur:
- (a) during a Regular Council Meeting;
  - (b) during a Special Council Meeting; or
  - (c) as a public hearing held independently of a Special Council Meeting or Regular Council Meeting.

#### **40. PROCEDURES**

- 40.1. Prior to each public hearing, the Corporate Officer must prepare an Agenda.
- 40.2. The Corporate Officer must make the Agenda available to the Members of Council and the public forty-eight hours before the public hearing.
- 40.3. Subject to subsection 40.4., any written materials and submissions considered by Council at the public hearing will be available for review by the public at the hearing.
- 40.4. Written submissions received during the notice period will be added to the public record in their entirety, including the writer's civic address and name but excluding other personal contact information, unless at the time of submission the author requests that other personal information, except the author's name, be redacted.
- 40.5. Written submissions submitted to the District Office via email, mail or hand delivery, must be received by noon on the day of the public hearing. After this time written submissions may be presented at the public hearing.
- 40.6. Individuals that speak during the public input portion of the public hearing must:
- (a) first identify themselves by stating their name and address and, where applicable, the name and address of the person or persons they represent;
  - (b) limit their remarks to matters contained in the proposed bylaw; and
  - (c) not make a reply, rebuttal, or further submission without the Chair or Presiding Member's permission.
- 40.7. Only Council Members may ask questions of speakers to clarify what has been said.
- 40.8. The Chair may establish additional rules of conduct that apply to public hearings provided they are consistent with this bylaw, the *Community Charter*, *Local Government Act* and any other applicable enactment.
- 40.9. A public hearing may be cancelled by the Corporate Officer where insufficient public notice is given.

### **PART 10 – COMMITTEES**

#### **41. COMMITTEE OF THE WHOLE**

- 41.1. Council may annually adopt a Regular Committee of the Whole Schedule which specifies the date, time and location of Regular Committee of the Whole Meetings.
- 41.2. If a Regular Committee of the Whole Meeting Schedule is adopted:

- (a) Council must meet in accordance with the Regular Committee of the Whole Schedule except where a Regular Committee of the Whole Meeting is cancelled or rescheduled in accordance with section 7; and
  - (b) forty-eight hours before a Regular Committee of the Whole Meeting, the Corporate Officer must provide notice:
    - (i) to Members, by delivering a copy of the Regular Committee of the Whole Schedule to the place to which each Member has directed notices be sent; and
    - (ii) to the public, by posting a copy of the Regular Committee of the Whole Schedule to the Public Notice Posting Places.
- 41.3. Special Committee of the Whole Meetings may be called in the same manner as a Special Council Meeting and notice must be given in the same manner as a Special Council Meeting.
- 41.4. At any time during a Council Meeting for which proper notice has been given, Council may, by resolution, go into Committee of the Whole.
- 41.5. There is no notice requirement for a Committee of the Whole Meeting that takes place during a Council Meeting for which notice has already been provided.
- 41.6. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise without reporting is adopted by the Committee of the Whole, the Council Meeting resumes and proceeds to the next order of business.
- 41.7. A motion made during Committee of the Whole to rise without reporting:
  - (a) is always in order and takes precedence over all other Motions;
  - (b) may be debated; and
  - (c) may not be addressed more than once by any one Member.
- 41.8. If Council resolves to go into a Committee of the Whole under subsection 41.4. and a motion to rise and report is adopted, the Council meeting resumes and the first order of business thereafter being Council considering the report of the Committee of the Whole.
- 41.9. Quorum is a majority of the Committee of the Whole's Members.
- 41.10. The following sections of this bylaw apply to meetings of the Committee of the Whole, with references to the Chair, the body and other provisions modified as appropriate:
  - (a) Section 2 [Interpretation and Definitions];
  - (b) Section 4 [Additional and Alternate Procedural Rules];
  - (c) Subsections 6.1. and 6.3 [Meeting Place and Time];
  - (d) Section 7 [Cancellation and Rescheduling];
  - (e) Section 10 [Council Meetings by Electronic Means];
  - (f) Part 4 [Council Proceedings];

- (g) Part 5 [Motions];
- (h) Part 7 [Voting];
- (i) Part 8 [Rules of Conduct and Debate].

## 42. COMMITTEES

- 42.1. Council may establish Select Committees and the Mayor may establish Standing Committees in accordance with the *Community Charter*.
- 42.2. The rules of the Council procedure must generally be observed during Committee meetings:
  - (a) so far as is possible in the determination of the Chair recognizing the more informal nature of such bodies; and
  - (b) except strict compliance is required for sections specifically referenced in this section or elsewhere in this bylaw.
- 42.3. The terms of reference for each Committee must be approved by Council.
- 42.4. Quorum for a Committee is a majority of its members.
- 42.5. At its first meeting after its establishment, a Committee must establish a regular schedule of meetings.
- 42.6. The Chair of a Committee may call a meeting of the Committee in addition to the scheduled meetings and may cancel or reschedule a meeting.
- 42.7. Notice of the time, place and date of a meeting must be given by posting a notice at the Public Notice Posting Places:
  - (a) seventy-two hours before a regularly scheduled Committee meeting; and
  - (b) twenty-four hours before a Committee meeting called under subsection 42.6.
- 42.8. At least twenty-four hours before a Committee meeting, the meeting agenda must be delivered to Members and made available to the public, except for closed committee meetings.
- 42.9. Council Members attending a meeting of a Committee, of which they are not a Member, may participate in the discussion only with the permission of a majority of the Committee Members present.
- 42.10. The following sections of this bylaw apply to meetings of a Committee with references to the Chair, the Committee and other provisions modified as appropriate:
  - (a) Section 2 [Interpretation and Definitions];
  - (b) Section 4 [Additional and Alternative Procedural Rules];
  - (c) Section 7 [Cancellation and Rescheduling];
  - (d) Section 10 [Council Meetings by Electronic Means] at the discretion of the Chair Member noting the cost and availability of electronic meeting facilities;
  - (e) Section 12 [Open Meeting Rule];
  - (f) Section 13 [Calling to Order];

- (g) Section 14 [Adjourning the Meeting – No Quorum];
- (h) Section 22 [Minutes], except minutes are certified by the recording secretary;
- (i) Section 23 [Reading and Consideration of Motions], except a motion is not required to be seconded;
- (j) Section 27 [Amendments];
- (k) Part 7 [Voting];
- (l) Part 8 [Rules of Conduct and Debate] excluding subsection 35.1 to 35.3.

## **PART 11 – WORKSHOPS**

### **43. COUNCIL WORKSHOPS**

- 43.1. Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference and other such conferences.
- 43.2. Provided no District business is formally advanced through the taking of votes:
  - (a) such encounters are not to be considered meetings of Council;
  - (b) no notice is required; and
  - (c) the rules of procedures in this Bylaw do not apply.

**READ A FIRST TIME** this    day of    ,    .

**READ A SECOND TIME** this    day of    ,    .

**READ A THIRD TIME** this    day of    ,    .

**PUBLIC NOTICE** given in accordance with the *Community Charter*,

**ADOPTED** this    day of    ,    .

**A TRUE AND CORRECT COPY** of "District of Ucluelet Council Procedures Bylaw No. 1300, 2021".

---

Mayco Noël  
Mayor

---

Joseph Rotenberg  
Corporate Officer

**THE CORPORATE SEAL** of the  
District of Ucluelet was hereto  
affixed in the presence of:

---

Joseph Rotenberg  
Corporate Officer

## Appendix C



## REPORT TO COUNCIL

Council Meeting: xxxxxx

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM:

FILE NO: XXXX-XX

SUBJECT:

REPORT NO: 21- XXX

ATTACHMENT(S):

**RECOMMENDATION(S):**

The recommendation(s) that Staff is presenting to Council for consideration.

**BACKGROUND:**

Staff will provide Council with general information regarding the report topic and why Council is receiving the report.

**ANALYSIS OF OPTIONS**

This section will provide analysis of options that Council could consider when considering whether to move the matter forward. Staff will outline the rationale for the proposed action they are requesting Council to consider and potential impacts of the decision.

The below table will provide a brief overview of options that Council could consider, highlighting pros and cons to the action and the implications the decisions may have. Option A will always be the recommended option for consideration with Options B onward as viable options that Council could also consider. With any report Council retains their prerogative to refer the report back to Staff for additional information, resolve to take an alternate course of action, or defer or drop the matter.

A	Option A (Recommended)	<u>Pros</u>	• xxx
		<u>Cons</u>	• xxx
		<u>Implications</u>	• Information on how the recommendation will impact the District on financial, policy and/or personnel.
B	Option B	<u>Pros</u>	• xxxx
		<u>Cons</u>	• xxxx

<b>C</b>		<u>Implications</u>	<ul style="list-style-type: none"> <li>Information on how the recommendation will impact the District on financial, policy and/or personnel.</li> </ul>
		<u>Suggested Motion</u>	Proposed alternate recommendation for Council to consider.
	Option C	<u>Pros</u>	<ul style="list-style-type: none"> <li>xxxx</li> </ul>
		<u>Cons</u>	<ul style="list-style-type: none"> <li>xxxx</li> </ul>
		<u>Implications</u>	<ul style="list-style-type: none"> <li>Information on how the recommendation will impact the District on financial, policy and/or personnel.</li> </ul>
		<u>Suggested Motion</u>	Proposed alternate recommendation for Council to consider.

**POLICY OR LEGISLATIVE IMPACTS:**

This section will provide a review of any policy or legislative impacts related to the subject matter to ensure the recommendations are in-line with the current policies, bylaws, provincial and federal legislation.

**NEXT STEPS**

This section will provide a summary of the next steps Staff will be undertaking to move the matter forward. This will include communications, filings, follow up reports, procedural processes etc.

**Respectfully submitted:**



## INFORMATION REPORT

Council Meeting: XXXXX

500 Matterson Drive, Ucluelet, BC V0R 3A0

---

**FROM:** **FILE NO:** XXXX-XX  
**SUBJECT:** **REPORT NO:** 21- XXX  
**ATTACHMENT(S):**

---

### PURPOSE

This report format will be utilized to provide Council with general information updates. These reports are intended for information purposes only and Staff is not requesting direction from Council.

### BACKGROUND

This section will provide an overview of the subject matter contained with the report.

### REPORT

This section will contain the reports subject matter and may be provided as an attachment.

Respectfully submitted:



## REPORT TO COMMITTEE OF THE WHOLE

Council Meeting:

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM:

FILE NO: XXXX-XX

SUBJECT:

REPORT NO: 21- XXX

ATTACHMENT(S):

### SUMMARY OF DESIRED OUTCOME

This report is designed to gain understanding for Staff on the direction Council wishes to proceed with respect to policy, bylaws, objectives, new and existing priorities of Council. Staff will present an overview of the matter and ask specific questions of Council to clarify direction prior to developing a policy, bylaw or implementation of a priority.

### BACKGROUND

This section will provide an overview of the subject matter that Staff is requesting clarification on.

### KEY QUESTIONS

In this section Staff will be outlining various questions to which they are seeking clarification.

1. Which policy direction does Council wish Staff to pursue?
2. If so, what tools/options would Council like Staff to pursue?
3. What type/level of public engagement would Council like to see?

Respectfully submitted:





Administration  
Box 3333 | 6250 Hammond Bay Road  
Nanaimo, BC Canada V9R 5N3  
t: 250.758.4697 f: 250.758.2482  
e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

October 22, 2021

Mayor Mayco Noel  
District of Ucluelet  
PO Box 999, 200 Main Street  
Ucluelet, BC V0R 3A0  
Original sent: [mnoel@ucluelet.ca](mailto:mnoel@ucluelet.ca)

Dear Mayor Noel,

**Re: Appointment to the 2022 Vancouver Island Regional Library Board**

It is time to consider your 2022 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

In appointing your representative, the *Library Act* (August 12, 2020), section 17 (2) states:  
**"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."**

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit for both your appointed Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. VIRL 2022 Appointment Form
3. 2022 Financial Statement of Disclosure
4. Direct Deposit Authorization form (for travel expense reimbursement)

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen

**By December 10, 2021**, return completed forms to Mariah Patterson, Executive Assistant, [mpatterson@virl.bc.ca](mailto:mpatterson@virl.bc.ca). Please call 250-729-2310 or [email](#) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,



Ben Hyman  
Executive Director

cc: Duane Lawrence, Acting CAO, District of Ucluelet  
Joseph Rotenberg, Manager of Corporate Services, District of Ucluelet

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

October 14, 2021

Dear UBCM member local governments,

On behalf of Victoria City Council, I am writing today to share the City of Victoria's resolution entitled *Paid Sick Leave For Workers*.

The City of Victoria endorsed and submitted a motion for debate at the 2021 UBCM convention which called for 10 days of universally accessible, permanent paid sick leave for workers. Unfortunately, the City of Victoria's paid sick leave resolution was not considered at UBCM as time did not allow, meaning the resolution will be forwarded to the UBCM executive for consideration. The resolution reads as follows:

**Resolution: Paid Sick Leave For Workers**

*Whereas one year into a global pandemic that has killed thousands of British Columbians and millions of people worldwide, there is no legislation ensuring adequate, employer-paid sick days with the Canada Recovery Sickness Benefit being temporary, sometimes inaccessible, and not of use for the crucial first few days of an illness;*

*And whereas if paid sick day legislation had been in place before the global pandemic, lives would have been saved because infection rates would have been reduced; And whereas the lack of legislated paid sick days has especially hurt Black, Indigenous, workers of colour and women workers who are over-represented in frontline jobs, with low pay, few benefits, and without the ability to work from home:*

*Therefore be it resolved that UBCM ask the Province of British Columbia to legislate a minimum of ten (10) accessible, universal, and permanent, paid sick days for all workers and additional days during public health outbreaks.*

Since the time that the City of Victoria's paid sick leave resolution was first submitted, the BC Provincial Government has committed to bringing paid sick leave legislation by the beginning of 2022. On September 22, 2021, the Provincial government released three options for paid sick leave approaches and consultation is being conducted until October 25, 2021.

*The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"*

1 Centennial Square Victoria British Columbia Canada V8W 1P6  
Telephone (250) 361-0200 Fax (250) 361-0348 Email [mayor@victoria.ca](mailto:mayor@victoria.ca)

Paid Sick Leave for Workers Lisa Helps, Mayor, City of Victoria [www.victoria.ca](http://www.victoria.ca)

Therefore, we are requesting favourable consideration and motions of support from all UBCM member local governments, noting the above deadline for consultation from the BC Ministry of Labour.

Thank you in advance for your consideration. Please feel free to reach out should you have any questions relating to this letter.

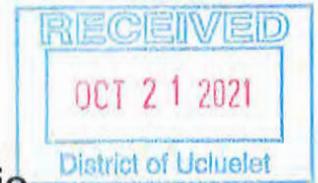
Sincerely,

A handwritten signature in black ink, appearing to read "L. Helps".

Lisa Helps  
Victoria Mayor

*The City of Victoria recognizes the Songhees and Esquimalt Nations in whose traditional territories we live and work "Hay swx qa"*

## LETTER TO MAYOR IN COUNCIL TO BE ATTACHED TO NEXT COUNCIL MEETING:



Due to covid concerns I am not able to attend this important meeting in person. I have previously submitted in a letter to council containing facts regarding the grave concerns, danger and damaging effects of fireworks based on documented scientific research and evidence. The following is my own dog's story that I would have presented if I could be there with you:

I have a personal quest to get this issue resolved as I have a dog who suffers with extreme anxiety from firework activity as do many pets, livestock and wildlife in our town. I feel compelled to share my dog's story in a desperate attempt to save her life.

She is a devoted companion and valuable member of my family and has worked with me for the past nine years as a demonstration dog educating family pets and their people in the following areas:

- \* beginner to advanced obedience
- \* agility
- \* appropriate canine social skills in a safe and controlled setting
- \* search and rescue tracking exercises

I rescued my dog nine years ago and now at eleven years old she suffers from a stress related physical disease caused by the trauma of fireworks. The trauma of these firework incidents have had an accumulative effect and compounded year after year to the point where she requires both prescription food and prescription medications to ease her (1) extreme anxiety condition and (2) resulting physical disease, both caused by fireworks being set off. The prescription medications are to prevent her from having seizures and going into cardiac arrest during the setting off of the fireworks and ease her pain from the resulting disease for weeks to months after the events.

We don't know what will kill her first.....the compounded trauma of each firework incident, the physical disease as a result of the trauma, or the side effects of the narcotics required to ease her suffering.

I know of people in Ucluelet who drive out of town with their pets to get them as far away from the fireworks as they can to protect them from the trauma. I'm a senior citizen and not able to do this.

In my neighbourhood at the crest of Bay and Yew street there are two households who for the past several yers set off fireworks continuously lasting over an hour from approximately 8-9 pm on halloween night. One household actually closes off the street to set them off in the street

with a bonfire at the edge of their property adjacent to the street and the other household sets them off in their back yard surrounded by a grove of cedar trees.

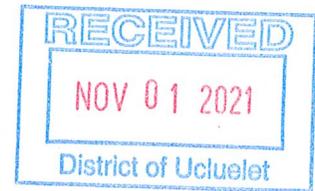
In 2019, before covid, I walked over and approached them. The bonfire person told me to stop trying to spoil their fun and drunkenly dismissed me. The other household told me not to talk in front of the children about my dog that way as I begged them to stop the fireworks as my dog was at home nearby going into pre-seizure mode and possible cardiac arrest. I did call the RCMP that night and the bylaws officer the next day and they informed me that there was nothing that they could do because of the current bylaw.

So I'm pleading with you in a desperate attempt to save my dog's life to change the current bylaw to at least require a permit during halloween week because that would surely help stop the inappropriate, unregulated venues. Or even better, completely ban the use of fireworks because that would end the suffering, injury and death of our family pets, livestock and wildlife.

Thank you so much for your concern and efforts on this matter,

Steph Prewitt  
370 Yew Street  



November 1, 2021

District of Ucluelet  
PO Box 999  
Ucluelet, BC V0R 3A0

Attention: Mayor Noel and Council

RE: Whiskey Landing VIS 6411  
1645 Cedar Road, Ucluelet, BC  
Water Utility Charges

We write on behalf of the Council of Owners, Strata Plan VIS 6411

The Whiskey Landing Strata Council appreciates the change in water utility billing so that uninhabitable strata lots 1, 2, 3 and 17 are no longer included in the billing calculation.

The Council is requesting a further change to reflect that the actual water use for the building falls far below the charged use. Due to unoccupied, unfinished and underutilized units in the building the total usage for the building each month is below 200 cubic meters; indicating that all units in the building use less than the 20 cubic meters allocated to them. Additionally, the commercial retail units in the buildings use far less water compared to the residential units above, which are primarily short term rentals.

The Strata Council would like to schedule a meeting to discuss these issues further.

We appreciate your time and attention to this matter.

Yours truly,  
ARDENT Properties Inc.

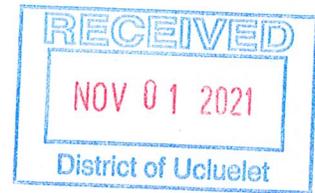
A handwritten signature in black ink that reads 'Christine Brice'.

Christine Brice  
Strata Manager

CB

cc: Donna Montieth, Chief Financial Officer





October 19, 2021

Mayor Noel and Council  
200 Main Street  
PO Box 999  
Ucluelet BC V0R3A0

**RE: VIS 6724, The Moorage  
Street Parking Signage and Enforcement**

We write on behalf of the Strata Council of Owners for VIS 6724, The Moorage, in regard to the ongoing parking and traffic safety concerns surrounding the building located at 1917 Peninsula Rd and 1920 Lyche Rd.

The driveway out of the upper parking lot off Peninsula Rd has a five foot section of curbing yellow on both sides of the driveway, this is the minimum set back from the driveway as allowed under section 5. (1) (J) of the districts parking bylaws. Large vehicles parked on either side of the five foot section of yellow curbing reduce the visibility of drivers pulling out of the driveway.

We have the following requests for the District:

**Peninsula Road**

- add an additional 15 feet of painted curb on either side of the driveway to make the total distance 6 meters (20 ft.), this is the maximum allowable setbacks for any crosswalk or approach to stop signs allowed in the bylaws. We feel it is not unreasonable to apply those same setbacks in this instance to insure safe egress from the Moorage parking lot.
- the same 6 meter (20 ft.) be applied to North West end of the curb on Peninsula Rd adjacent to Remax and Westland as this is where the current sidewalk accessible ramp is located and that the appropriate signage be installed in both of these areas.

**Lyche Road**

- no camping and/or no overnight RV/Trailer parking signs be posted along Lyche Road as large vehicles parked on Lyche Road impede visibility and create a narrowing of the road that is hazardous to all users. The same signage as posted at other locations in Ucluelet would simplify and streamline enforcement for bylaw officers.

The Strata Council also suggests that the installation of a proper sidewalk with curbing along the water side of Lyche Rd. would also prevent parking on that side of the road.

We look forward to your response to our concerns.

Yours truly,

**ARDENT PROPERTIES INC.**

Christine Brice  
Strata Manager

CB/rj



**From:** [MCF Info MCF:EX](#)  
**To:** [Info Ucluelet](#)  
**Subject:** Letter from Cory Heavener and Renaa Bacy, Office of the Provincial Director of Child Welfare  
**Date:** October 29, 2021 3:46:17 PM  
**Attachments:** [image001.png](#)

---

**[External]**

**VIA E-MAIL**  
Ref: 264010

His Worship Mayor Mayco Noel and Council  
District of Ucluelet  
E-mail: [info@ucluelet.ca](mailto:info@ucluelet.ca)

Dear Mayor Noel and Council:

As the Provincial Director of Child Welfare and Provincial Director of Adoption and Permanency, we are honoured to proclaim November as Adoption Awareness Month. This month is about raising awareness for adoption in British Columbia and celebrating the families who have welcomed children and youth as permanent members of their family.

Every child deserves the love and support of a nurturing family. November is about celebrating the adoptive families that have made a difference in the lives of children by providing care, guidance, and a sense of belonging. Adoptive families are committed to ensuring stability and sharing their love, whether that is in their role as parent, sibling, or extended family member.

November is also about recognizing that there are children who are still waiting for permanent homes. There continues to be a need for more adoptive families in British Columbia to offer their support to help children grow and develop into their full potential.

There are many online resources, information, and support services that can help families who are considering adoption. [Adopt BC Kids](#) is an online portal that allows British Columbians wishing to adopt children and youth from foster care to complete an adoption application. [The Adoptive Families Association of British Columbia](#) provides information and support services for families who wish to adopt now or in the future. We encourage you to share these resources with your community members who are interested in learning more about adoption or who are ready to open their hearts and homes.

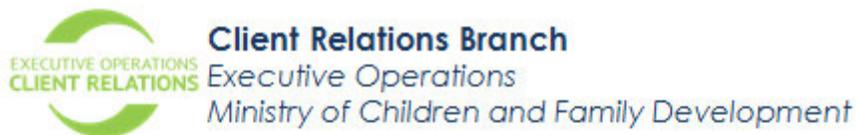
Please join us in celebrating November as Adoption Awareness Month to recognize all the individuals who have grown their family and their hearts through adoption, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive families in your community.

Sincerely,

Cory Heavener  
Assistant Deputy Minister and  
Provincial Director of Child Welfare

Renaa Bacy  
Provincial Director of Adoption

*Sent on behalf of the Office of the Provincial Director of Child Welfare by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**



Ref: 43154

November 1, 2021

His Worship Mayor Mayco Noël  
 Chief Administrative Officer Duane Lawrence  
 Councillors Jennifer Hoar, Marilyn McEwen and Rachel Cole  
 District of Ucluelet  
 PO Box 999  
 Ucluelet, BC V0R 3A0

Dear Mayor, Chief Administrative Officer, and Councillors:

Thank you for taking the time to meet with me during this year's virtual Union of British Columbia Municipalities (UBCM) Annual Convention process.

I am grateful for the ongoing collaboration and partnerships between the Provincial Government and municipalities, as we continue to support British Columbians through this difficult period. With persistent dedication and collective effort, we have responded to the needs and changing circumstances in our communities and proven our collective commitment to the recovery and resiliency of our Province.

I appreciate the topic you raised during our conference call about developing a portal entrance to the West Coast at Pacific Rim Visitor Centre at the Tofino-Ucluelet highway junction featuring local First Nations presence and art.

Your proposal presents a unique opportunity to showcase local First Nations art and artists in one of the most visited areas of British Columbia. As we discussed, I encourage you to continue to collaborate with the local First Nations on the project and suggest Indigenous Tourism BC (ITBC) could be a resource. I recommend you contact Paula Amos, Chief Marketing and Development Officer at ITBC. Paula Amos can be reached by email to: [Paula@IndigenousBC.com](mailto:Paula@IndigenousBC.com).

With regard to the use of Ucluelet's Resort Municipality Initiative funds as one way to contribute to the redesign funding, I encourage your staff to contact Amber Mattock, Senior Director in the Tourism Sector Strategy Division in this Ministry. Amber Mattock can be reached by email to: [Amber.Mattock@gov.bc.ca](mailto:Amber.Mattock@gov.bc.ca).

.../2

Mayor, Chief Administrative Officer, and Councillors  
Page 2

Thank you again for your interest and engagement with me as part of the UBCM Annual Convention this year.

Sincerely,

A handwritten signature in black ink that reads "Melanie Mark". The signature is written in a cursive style with a large, looped initial "M".

Melanie Mark  
Hli Haykwhl Wii Xsgaak  
Minister of Tourism, Arts, Culture and Sport

**From:** [Pacific Rim Coordinator](#)  
**To:** [Sarah Gray](#); [Paula Mason](#); [R Turner](#); [hitacu-macoah@wildsafebc.com](mailto:hitacu-macoah@wildsafebc.com)  
**Subject:** Wildlife related page on District Websites?  
**Date:** November 2, 2021 10:13:25 AM

---

**[External]**

Hi Sarah, Paula and Rachel;

As you all know we are experiencing the worst year I can remember for human-bear conflicts. 2019 was also a very bad year at 13 bears put down. This year we will likely see 14+ destroyed. A difference this year though is the aggressive nature of many conflicts - 25 structures broken into/destroyed - 12 chicken coops - 3 incidents of bears going into dwellings with people present, 3 incidents of bluff charges, etc. Calls to the COS are up 425% from last year.

I am working on an action plan for moving forward on many fronts to avoid another year like this one.

I've been in discussions with both mayors and some councillors about garbage/recycling infrastructure and bylaw changes. Improved enforcement tools for bylaw services would really help build on the educational work of the local WildSafeBC Programs.

Another initiative to extend the educational reach would be to have easily accessible information on the District websites. I've included examples from the Districts of Squamish and North Van.

Their pages are portals to everything wildlife - wildlife activity updates, links to their wildlife attractant, chickens and waste management bylaws, etc. All info and links help residents and businesses access relevant information on co-existence with wildlife, prevention of conflicts and the regulations people need to be aware of.

Rachel, I've looped you in because of your experience with creating and maintaining similar content on the PRNPR website.

Would you be interested in getting together with Marianne and me on zoom or even in person to discuss if this could be an initiative for both district websites?

Thanks for considering,

Bob

<https://squamish.ca/our-services/wildlife/>

<https://squamish.ca/yourgovernment/news/district-of-squamish-wildlife-attractant-bylaw-update-aims-to-eliminate-wildlife-attractants-through-stricter-guidelines-and-simplified-language/>

<https://www.dnv.org/your-home-property/living-safely-bears-and-other-wildlife>

<https://www.dnv.org/your-home-property/carts-containers-and-limits>

--

The BC Conservation Foundation's WildSafeBC Pacific Rim Program respectfully acknowledges that we operate on the traditional territories of Nuu-chah-nulth Nations who have lived along Vancouver Island's west coast for over 10,000 years.

Bob Hansen  
Pacific Rim WildSafeBC Coordinator  
[pacrim@wildsafebc.com](mailto:pacrim@wildsafebc.com)  
[www.wildsafebc.com](http://www.wildsafebc.com)  
[www.facebook.com/WildSafeBCPacificRim/](https://www.facebook.com/WildSafeBCPacificRim/)  
(250) 266-0311 (cell)

"Keeping wildlife wild and communities safe"



To report community bear/cougar/wolf activity or a conflict situation please contact the BC Conservation Officer Service RAPP line at 1-877-952-7277.



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# Living with Wildlife

Squamish is both a seaside and a mountain community. We are surrounded by the Coast Range Mountains, have an extensive estuary and are situated within the floodplains of five major river systems. Wetlands, marine beach habitat, salmon bearing streams and copious fruit bearing trees and shrubs all provide seasonal food for wildlife. Simply put, Squamish is situated in prime wildlife country and is home to numerous species:

- Black bears
- Grizzly bears
- Cougars
- Coyotes
- Wolves
- Elk
- Bobcats



**Wildsafe BC Wildlife Alert Reporting**

**View Wildlife Attractant Bylaw**

## Bear Smart Community

On September 25, 2010, the District of Squamish was the second community in BC to receive Bear Smart Accreditation from the Ministry of Environment and to this day, remains committed to reducing human-wildlife conflicts.

## Resources

The District of Squamish has developed a number of resources that provide detailed information on how to reduce human-wildlife conflicts.

[Living with Wildlife](#)

[Wildlife Related Page on District Websites? Bob Hansen, Pacific Rim Wild...](#)

- > Bear
  - Keeping Urban Hens in Squamish
  - Beekeeping in Bear Country Brochure
- > Grizzly Bear
  - Camping Brochure
  - Composting Brochure
- > Cougar
  - Wildlife Friendly Landscaping
- > Coyote
  - Bear Resistant Birdfeeders
  - Video: Safe use of bear spray
- > Wolf
  - WildSafeBC
- > Elk
  - Solid Waste Wildlife Proof Enclosure Design Guidelines
- > Bobcat
  - Wildlife Activity Book for kids
- > Urban Wildlife Video Series
- > Wildlife Friendly Landscaping

## Roadside Wildlife

Wildlife frequently feed alongside the highway or roadways and will often cross these roadways in pursuit of food sources. Motorists and cyclists should be alert at all times and anticipate wildlife. Never stop to view, photograph or feed wildlife. Slowing or stopping to view wildlife on the side of the road creates a hazard for other drivers and habituates wildlife to human presence. It is important for the safety of all to keep wildlife wary of humans and vehicles.

## Contact the Wildlife Office:

Phone: 604-815-5066  
Email: [wildlife@squamish.ca](mailto:wildlife@squamish.ca)

Call wildlife sightings and/or encounters to the BC Conservation Officer Service 24-hour hotline at 1-877-952-7277 (RAPP).

## Wildlife Email Alerts:

Stay connected: the District of Squamish, in partnership with the BC Conservation Officer Service, provides wildlife email alerts whenever there is a heightened potential for public safety concerns. Sign up for wildlife alerts.



**Urban Wildlife  
Video Series**

**Bear**

Living with wildlife at home and on the trails.

[Learn More](#)

Squamish is located in prime bear habitat.

[Learn More](#)



### Cougar

Squamish is located in prime cougar habitat.

[Learn More](#)

### Coyote

Coyotes are active throughout the year and, being timid animals, they prefer to avoid contact...

[Learn More](#)

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# District of Squamish Wildlife Attractant Bylaw update aims to eliminate wildlife attractants through stricter guidelines and simplified language

The District of Squamish has updated its Wildlife Attractant Bylaw to help residents better understand and eliminate the root cause of human-wildlife conflicts in our community – the availability and accessibility of wildlife attractants. The bylaw update includes three new neighbourhood attractants, stricter guidelines, simplified language, and new requirements for repairing and replacing residential tote damage – a major contributor to human-bear conflicts.

“Our location means that Squamish will always be accessed by wildlife as animals move through their

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11 2, 2021

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11 2, 2021

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Wildlife Related Page on District Websites? Bob Hansen, Pacific Rim Wild...

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territory and so it is our shared responsibility to ensure we can safely co-exist and protect the species that live here," says District of Squamish Mayor Karen Elliott. "This is an important step forward in our continued efforts to eliminate access to non-natural food sources in our neighbourhoods and give our wildlife the best chance at remaining wild."

The bylaw has been rewritten to clearly outline when residents can unlock and place totes for curbside collection.

"We found that during the Bylaw Adjudication process there were a number of residents who indicated the Bylaw was unclear and therefore we simplified the wording and separated each requirement for added clarity," says District of Squamish Wildlife Educator Meg Toom. "Voluntary compliance will always be our ultimate goal, and these updates provide a more user-friendly bylaw that will support Squamish residents in their full understanding of their responsibilities in managing and securing wildlife attractants."

Updates to the Bylaw include:

- Fallen fruit, including nuts, is considered an enforceable attractant regardless of how long it has been on the ground;
- Hens must be registered in accordance with the Animal Control Bylaw;
- Home Food Delivery items are considered an enforceable attractant and must be stored in such a way as to not attract wildlife;
- Added language to require that any animals kept on property must be kept such that they don't attract wildlife. This addresses animals such as rabbits, goats, pigeons and ducks;
- Simplified Solid Waste Wildlife Proof Enclosure requirements to allow for more flexibility and Bylaw Officer discretion during the enforcement process.
- Additional definitions and greater range for fines associated with being convicted of an offence to \$5,000-\$50,000.
- The Municipal Ticket Bylaw and Notice of Enforcement Bylaw fines have been streamlined and increased. The range, based on infraction is between \$230 and \$500 (prior fines began at \$200). The highest fine is for unregistered hens attracting wildlife.

The District's Wildlife Attractant Bylaw was created based on the unique needs of the community and will continue to be updated as the needs of the community change. District of Squamish Bylaw Enforcement Officers work in the community both in response to complaints and to seek voluntary bylaw compliance through education, and will be working in the coming months to ensure the public has a clear understanding of the Bylaw requirements.

To report a Wildlife Attractant Bylaw infraction, please call 604.815.5067. To view the updated bylaw visit [squamish.ca/wildlife](http://squamish.ca/wildlife).

January 22, 2021

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## **Living safely with bears and other wildlife**

The District is home to a variety of wild animals, including skunks, raccoons, coyotes, cougars, and bears. Whether

they're searching for food, or looking for a warm place to call home, there are steps you can take to make your property less inviting to them.

## **Make your garbage and organics carts less attractive to animals**

The garbage and organics carts with wheels and locking lids that we supply are animal resistant, but are not animal proof.

You still need to properly handle and store your food scraps, and avoid putting them into your garbage cart, to ensure they do not attract bears and other animals.

[Learn more about the District-supplied carts \[your-home-property/carts-containers-and-limits\]](/your-home-property/carts-containers-and-limits)



### **Wrap your food scraps**

Use old newspapers — which are permitted in your organics cart — to wrap your kitchen scraps before

you place them in your cart.



### **Freeze your food scraps**

Freeze food scraps such as meat, bones, and skin, and add it to your green cart on the morning of your

collection.

Layer your organics



Place your food scraps between layers of garden and yard waste in your organics cart to help minimize odours.



Keep your organics cart clean

Rinse out the inside of your organics cart occasionally to help prevent food odours

from building up.

## Be bear aware

Bears are also attracted to foods that are not part of your garbage, and will wander into our neighbourhoods after being attracted by fruit trees bearing over-ripe fruit, or easily accessible bird feeders, among other things.

[Learn how to bear proof your yard](http://northshorebears.com/living-in-bear-country/)

[<http://northshorebears.com/living-in-bear-country/>]

[Review what to do if you encounter a bear](http://northshorebears.com)

[<http://northshorebears.com>]

Report a bear sighting to 604-990-BEAR (2327)

## Report a cougar sighting

Cougar sightings in the District are rare. However, the backcountry areas surrounding the district are cougar territory and on occasion, cougars have been spotted in our neighbourhoods.

[Learn what to do if you see a cougar](#)

[\[https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/human-wildlife-conflict/staying-safe-around-wildlife/cougars\]](https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/human-wildlife-conflict/staying-safe-around-wildlife/cougars)

Report a cougar sighting to 604-990-2327

**Was this page helpful?**

Yes

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## Contact us

General information

604-990-2311

[infoweb@dnv.org](mailto:infoweb@dnv.org) [mailto:infoweb@dnv.org]

355 West Queens Road

North Vancouver, BC

V7N 4N5

**Full directory**[\[/contact-us\]](/contact-us)

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## **Carts, containers, and limits**

You are required to use specific types and sizes of containers for your garbage, recycling, yard trimmings, and food scraps.

By regulating the containers we accept, we can ensure they can be collected safely and efficiently by District crews.

Review this page to learn about:

- the size, types, and number of containers you're allowed to use
- where to get new or replacement containers



We transferred control of recycling collection services to Recycle BC on July 1, 2020. You can continue using your existing bins and bags, and use the DNVCollect app to track your recycling collection days.

**[Learn more from Recycle BC](https://recyclebc.ca/DNV/)**

**[\[https://recyclebc.ca/DNV/\]](https://recyclebc.ca/DNV/)**

.

## Carts and limits for garbage and organics



District-supplied carts with wheels and locking lids (240L, left; 140L, right) for your garbage and organics (food scraps, and yard waste)

We supply residents with standard carts that have wheels and locking lids, in order to make

garbage less accessible to animals, improve worker health and safety, and help reduce the amount of garbage going into area landfills.

You must use the 140L or 240L carts that we supply for your garbage and organics (food scraps and yard trimmings).

- All of the waste you put out for collection must fit inside your carts
- You cannot place extra bags out with the garbage
- If you have yard trimmings in brown paper yard waste bags, you must place those bags inside your organics cart
- Any bundles of twigs or sticks must also be placed inside your organics cart

The maximum allowable weight for full carts is 55kg (140L cart) or 100kg (240L cart).

### **Need more carts, or larger (or smaller) carts?**

[Use this form to request changes to your carts \[your-home-property/order-more-carts-or-request-larger-or-smaller-carts\]](#)

### **Is your cart broken, or has it been lost or stolen?**

[Use this form to request repairs and report missing carts \[your-home-property/request-repairs-your-carts-or-report-lost-or-stolen-cart\]](#)

### **Containers for recycling (blue box, grey box, yellow bag)**



Recycle BC is responsible for your recycling service. They have contracted Emterra Environmental to do your regular curbside pick up.

### **Do you need a new blue box, grey box, or yellow bag?**

Contact Emterra at 778-589-3221 or [NV.CSR@emterra.ca](mailto:NV.CSR@emterra.ca) [<mailto:NV.CSR@emterra.ca>]

### **Do you have more recycling than you can fit in your containers?**

[Find out where to drop off your recycling. \[/your-home-property/where-drop-your-recycling\]](#)

### **Do you have other questions about recycling?**

If you have questions about collection zones, missed pick ups, holiday schedules, or recycling containers, please contact Emterra at 778-589-3221 or [NV.CSR@emterra.ca](mailto:NV.CSR@emterra.ca) [<mailto:NV.CSR@emterra.ca>]

You can also contact Recycle BC at 778-588-9504 or [info@recyclebc.ca](mailto:info@recyclebc.ca) [<mailto:info@recyclebc.ca>], or

get more information  
on their website [\[https://recyclebc.ca/DNV/\]](https://recyclebc.ca/DNV/).

## Living safely with wildlife

The District is home to a variety of wild animals, including skunks, raccoons, coyotes, cougars, and bears.

Whether they're searching for food, or looking for a warm place to call home, there are steps you can take to make your property less inviting to them.

**Learn more** →

### Was this page helpful?

Yes

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## Contact us

General information

604-990-2311

[infoweb@dnv.org](mailto:infoweb@dnv.org) [mailto:infoweb@dnv.org]

355 West Queens Road

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October 29, 2021

Ref: 268537

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am pleased to announce that the Province of British Columbia recently launched the CleanBC Roadmap to 2030. Building on actions in our 2018 CleanBC plan, the Roadmap to 2030 is a stronger, more ambitious climate plan to reach our 2030 emissions reductions targets and build a strong, low-carbon economy.

The Roadmap to 2030 includes actions across eight pathways including: low-carbon energy; transportation; buildings; communities; industry; agriculture, aquaculture and fisheries; forest bioeconomy; and negative emissions technologies. Highlights of the Roadmap include:

- New requirements to make all new buildings net-zero emissions by 2030
- A nation leading adoption of zero-emission vehicles with 90 percent ZEVs by 2030 and 100 percent by 2035
- An accelerated shift towards active transportation and public transit
- A commitment to increase the price on carbon pollution to meet or exceed the federal benchmark, with supports for people and businesses
- Requirements for new industry projects to have enforceable plans to reach net-zero emissions by 2050
- Stronger regulations that will nearly eliminate industrial methane emissions by 2035
- Increased clean fuel and energy efficiency requirements
- A Clean Transportation Action Plan will support emission reductions by focusing on efficiency-first transportation options

Local governments across B.C. have consistently shown leadership and commitment to taking action on climate change. Continuing the partnership between local governments and the province is key to achieving our shared goals. The Roadmap to 2030 highlights the prominent role that communities have in reaching those goals and commits to establishing a new program in 2022 to support local government climate actions through flexible, predictable funding.

.../2

Mayors and Regional District Chairs of British Columbia  
Page 2

The expanded climate actions in the Roadmap to 2030 will accelerate our transition to a net-zero future and ensure we meet B.C.'s legislated greenhouse gas target of 40 percent below 2007 levels by 2030. To learn more and to read the CleanBC Roadmap to 2030, please visit: [www.cleanbc.gov.bc.ca](http://www.cleanbc.gov.bc.ca) and read the [news release](#).

I would also like to share with you the [2021 Climate Change Accountability Report](#). The report includes detailed information on CleanBC progress over the 2020-2021 period to reduce carbon pollution, prepare for climate impacts and create low-carbon economic opportunities for people across B.C. It also includes emissions data for the 2019 reporting year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josie Osborne', with a stylized flourish at the end.

Josie Osborne  
Minister

pc: Chief Administrative Officers



October 26, 2021

Ref: 268550

Mayors and Regional District Chairs of British Columbia

Dear Mayors and Chairs:

I am writing to you to provide you with an overview of the proposed legislative amendments in [Bill 26](#), the *Municipal Affairs Statutes Amendment Act (No. 2)*, 2021 that was introduced by Minister Josie Osborne in the B.C. Legislature today.

Bill 26 proposes amendments to various pieces of provincial legislation including the *Community Charter* and the *Local Government Act* among other acts. The amendments will address a variety of topics including:

- new tools to help local governments support housing supply by streamlining their development approval processes,
- modernized public notice requirements,
- the requirement for councils and boards to consider codes of conduct, and
- community specific amendments including allowing the dissolution of the Jumbo Glacier Mountain Resort Municipality.

Together, the amendments in this bill will have meaningful impact by providing authorities that support efficient and effective local government operations. These amendments address issues not contemplated by existing legislation, and they will enable local governments to respond to circumstances in their community and provide new tools to increase the efficiency and timelines of housing development.

The Province's news release and information bulletin for the legislation are available here:

<https://news.gov.bc.ca/25595>

<https://news.gov.bc.ca/25596>

Progress of Bill 26 in the B.C. Legislature can be tracked [here](#).

Here are further details regarding the items in Bill 26. I will send a circular with further technical details on the amendments to local government Chief Administrative Officers shortly.

Mayors and Regional District Chairs  
Page 2

### **Development Approvals Process Review**

To support the streamlining of local government development approvals process and increased housing supply, this bill proposes legislation to remove the default requirement for local governments to hold public hearings for zoning bylaws that are consistent with an official community plan and enable local governments to delegate minor development variance permits to local government staff.

The Province initiated the Development Approvals Process Review (DAPR) to improve the efficiency and effectiveness of development approvals as a way to support the affordability and timeliness of new housing supply getting to market. Stakeholders who participated in DAPR consultations identified process improvement in relation to public hearings and delegation of authority in certain matters from council to municipal staff as two initial areas of action that could have an impact on streamlining development approvals.

### **Modernizing Public Notice Requirements**

We have heard from local governments that the existing notice requirements under local government legislation do not fully meet community needs and the realities of modern electronic communication, particularly in smaller and rural communities.

Bill 26 addresses these concerns by modernizing the options for providing statutory notice to citizens, similar to other provinces. The bill creates a new “local choice” option for local governments to determine and specify, by bylaw, the means of public notice that will have the broadest reach in their communities. This change recognizes that local governments are in the best position to determine how to notify and engage community members and provide greater flexibility for them to reach a wider audience.

Where the existing rules are working well for communities, there will be no requirement to change, and they may continue to use the newspapers for notice. However, the new rules provide additional choices and modernized options for communities that determine they have need for additional or alternative approaches.

### **Code of Conduct**

The bill contains changes that aim to strengthen the responsible conduct of local elected officials. Codes of conduct set shared expectations for behaviour, and these amendments will add a new requirement for all municipal councils and regional district boards to publicly consider the development of a code of conduct for their council or board members.

Currently, there is no requirement for local governments to develop codes of conduct or engage in a conversation about having a code of conduct. The changes in this bill create a standardized process for elected officials to engage in regular and meaningful dialogue about how they will govern together while demonstrating their accountability to the public.

The proposed approach has been developed through a joint Ministry Working Group with UBCM and LGMA and responds to calls for more tools to strengthen local government responsible conduct and was

Mayors and Regional District Chairs  
Page 3

supported through an endorsed resolution of the membership of the Union of BC Municipalities at the September 2021 Convention.

These changes will not take effect until a regulation to bring them into force is passed – likely in Spring 2022. Additional guidance material will be provided to local governments when the changes are brought into force.

### **Dissolution of Jumbo Glacier Mountain Resort Municipality**

Amendments in this bill will enable the dissolution of the Jumbo Glacier Mountain Resort Municipality (Jumbo). Jumbo was incorporated as a mountain resort municipality in 2013, with no residents, to facilitate the development of a ski resort in the Jumbo Valley.

Specialized provisions are required for the dissolution of Jumbo as the existing authorities are not sufficient to dissolve a municipality without residents or to accommodate changes to revert this area to the Regional District of East Kootenay. The amendments will also repeal the authority to incorporate a mountain resort municipality without residents, like Jumbo, in the future.

The provisions in this bill to enable the dissolution of the municipality at Jumbo are also integral to the agreement between the province and the Ktunaxa Nation to create an Indigenous Protected and Conserved Area in the Jumbo Valley.

### **Islands Trust Act Amendments**

Bill 26 includes amendments to the *Islands Trust Act* that address specific requests made by the Islands Trust. The amendments will support effective governance by ensuring the Islands Trust is able to meet its specialized mandate to “preserve and protect” the Trust Area.

The Islands Trust has demonstrated leadership in reconciliation efforts in its dealings with First Nations’ interests in Islands Trust governance and activities. The proposed changes in this bill amend the *Islands Trust Act* to include a specific reference to First Nations in the Trust’s objective statement in the Act to recognize and enshrine its ongoing relationship and reconciliation efforts with First Nations.

Amendments will also enable the Islands Trust to provide financial support to third parties for activities that provide education about or preserve the environment and unique amenities of the Trust Area. This ability to support community efforts to educate about the Islands Trust environment and unique amenities complement the existing ability to support heritage and history projects that already exists in the Act.

And finally, the proposed amendments will streamline development approvals processes in the Islands Trust by enabling local trust committees to adopt and amend Development Approval Information bylaws. This change is consistent with other authorities of Local Trust Areas in the Trust and will create efficiencies in approval processes.

Mayors and Regional District Chairs  
Page 4

### **Powell River Incorporation Act**

Bill 26 adds new targeted amendments to the unique statute incorporating the City of Powell River – the *Powell River Incorporation Act* (PRIA) - as requested by the City of Powell River. The PRIA contains extensive limitations on municipal regulation of the mill in Powell River and the “Mill Site” area of the City. These provisions protected the operations of the pulp mill at the time of incorporation but reduced activity of the mill and transfer of mill lots to the City have made these restrictions a constraint on economic development of those lots – now owned by the City.

The proposed amendments will support the City’s economic development objectives by removing city owned parcels from the “Mill Site” area to allow for further development of those parcels. This proposal is supported by the current mill owner, Paper Excellence and the Tla’amin First Nation.

I trust you find this information helpful, and I also appreciate you communicating back this information from the province to your councils and boards, to your local government staff and to your communities.

Kind regards,



Tara Faganello  
Assistant Deputy Minister

pc: Honourable Josie Osborne, Minister of Municipal Affairs  
Gary MacIsaac, Executive Director, UBCM  
Nancy Taylor, Executive Director, LGMA  
Todd Pugh, Executive Director, Civic Info  
Chief Administrative Officers of BC



Forest Enhancement  
Society of British Columbia

October 26, 2021

**Re: B.C. Forestry Workers are Climate Change Heroes**

Dear Mayor Mayco J. Noel and Ucluelet (District) Council,

Climate change is a concern for many people around the world. In British Columbia, there are local people taking action on climate change right here in our forests.

**Forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have.** – S. Kozuki

One approach to tackle climate change is **to adapt** to increases in drought, wildfires, flooding, and other extreme weather occurrences. As a society we could learn to adapt.

The second approach is **to take action** to prevent or at least limit further climate change. To do that, we need to improve the management of greenhouse gases. International carbon accounting standards recognize that forestry helps mitigate climate change which makes our forests the biggest nature-based tool we have.

The government of British Columbia has climate scientists and expert carbon modellers on staff who evaluate projects for potential greenhouse gas benefits and carbon expenditures to determine how much net benefit there will be.

Trees will absorb carbon dioxide once they start growing and will continue to absorb carbon for many years. **Planting trees** that otherwise would not be planted, usually following natural disasters such as insect epidemics or catastrophic wildfires, is a significant way to help mitigate climate change. We can also **fertilize trees** to help them grow faster and therefore absorb carbon dioxide faster. And finally, we can **reduce the burning of wood waste** so there are less greenhouse gas emissions. The emissions profile from the open burning of wood contains not only carbon dioxide but also very potent greenhouse gases including methane and nitrous oxide. Using the wood instead of burning it helps reduce these greenhouse gases.

The enclosed ***B.C. Forestry Workers Are Climate Change Heroes*** brochure highlights several local climate change heroes working on projects funded by the Forest Enhancement Society of BC. We also invite you to watch our newly released video *B.C. Forestry Workers Are Climate Change Heroes* at [www.bit.ly/ClimateChangeHeroes](http://www.bit.ly/ClimateChangeHeroes) so that you can support the action being taken on climate change by sharing it with the people in your networks. Together, we can **all** be Climate Change Heroes.

Sincerely,

Steven F. Kozuki, RPF  
Executive Director,  
Forest Enhancement Society of BC

(053) MC-21188

## FESBC by the numbers\*

**269 APPROVED PROJECTS**  
throughout B.C.

**\$357 MILLION DOLLARS**  
in economic activity  
created by 269 projects

**5.3 MILLION TONNES**  
of CO2e sequestered or  
avoided = 1.1 million cars  
off of the road for a year

**2,214 JOBS**  
full time equivalent  
jobs created

**3.9 MILLION CUBIC METRES OF FIBRE UTILIZED**  
= 80,000 truckloads  
of fibre recovered  
and not burned

**70+ MILLION TREES PLANTED**  
with FESBC funding

**63 FIRST NATIONS LED PROJECTS**  
and 23 additional  
projects with  
significant  
First Nations  
involvement



These projects are funded in part by the Government of Canada and the Province of B.C.

\*All numbers current as of March 2021



### Message from FESBC Board Chair Jim Snetsinger

Over the past five years, the Forest Enhancement Society of BC has funded 269 projects across the province of British Columbia. We've had over 86 projects which have either been led by First Nations or had significant First Nations involvement. Projects have recovered 80,000 truckloads of wood fibre which may have otherwise been burned, and enhanced the utilization of that fibre. Additionally, projects have sequestered or avoided 5.3 million tonnes of CO2e which is like taking 1.1 million cars off of the road for one year.

We're very pleased to share our **B.C. Forestry Workers are Climate Change Heroes** video with you to highlight some of the projects which have been funded by the Provincial government in your forests.



### Learn More

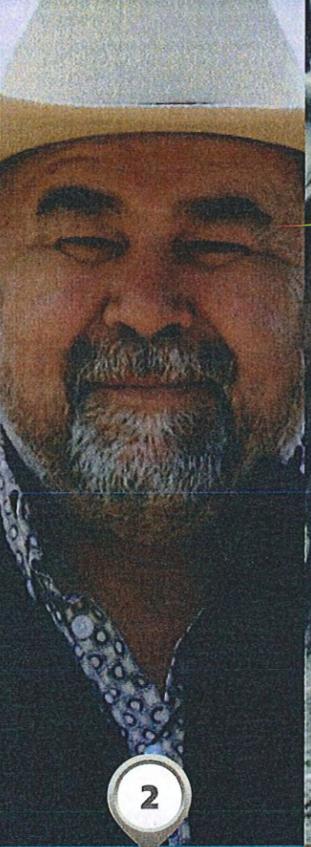
If you'd like to learn more about the Forest Enhancement Society of BC and how people in British Columbia's forests are helping create climate change solutions, reduce wildfire risk, and keep workers employed through our funded projects, connect with us!

Steve Kozuki, FESBC Executive Director  
skozuki@fesbc.ca or 1.877.225.2010

Subscribe to our FESBC Newsletter.

[www.fesbc.ca](http://www.fesbc.ca)

Follow us on:

 <b>1</b>	 <b>2</b>	 <b>3</b>	 <b>4</b>	 <b>5</b>
<b>Otis Guichon</b> Chief T̓sideldel First Nation	<b>Joe Alphonse</b> Chief Tl'etinqox Government	<b>Nicole Harrison</b> Silviculture Operations Zanzibar Holdings Ltd.	<b>Greg Kilba</b> Division Manager Arrow Transportation Systems Inc.	<b>Aaron Higginbottom</b> Senior Manager Natural Resources Williams Lake First Nation

# CLIMATE CHANGE HEROES

## B.C. Forestry Workers are Climate Change Heroes

Climate change is a concern for many people around the world. In British Columbia, there are local people throughout the province taking action on climate change through their work in forestry.

We produced and shared a video to highlight some of the nature-based forestry solutions that the hard-working women and men within B.C.'s forestry sector are implementing to take action on climate change. **Tree planting**, the **fertilization of trees**, and **reducing the burning of wood waste** after harvesting are some of those solutions. Our goal is to provide an educational video to help British Columbians better understand the important role of forestry to help in the achievement of British Columbia's and Canada's climate change targets. We encourage you to watch the video and share it with your colleagues and friends to help build awareness of the important work happening in forests throughout our province.

—**Steve Kozuki**, RPF, Executive Director, Forest Enhancement Society of BC



Forest Enhancement Society of British Columbia

Learn how the hard-working women and men in B.C.'s forestry sector are climate change heroes.

# Nature-Based Forestry Solutions: Taking Action on Climate Change



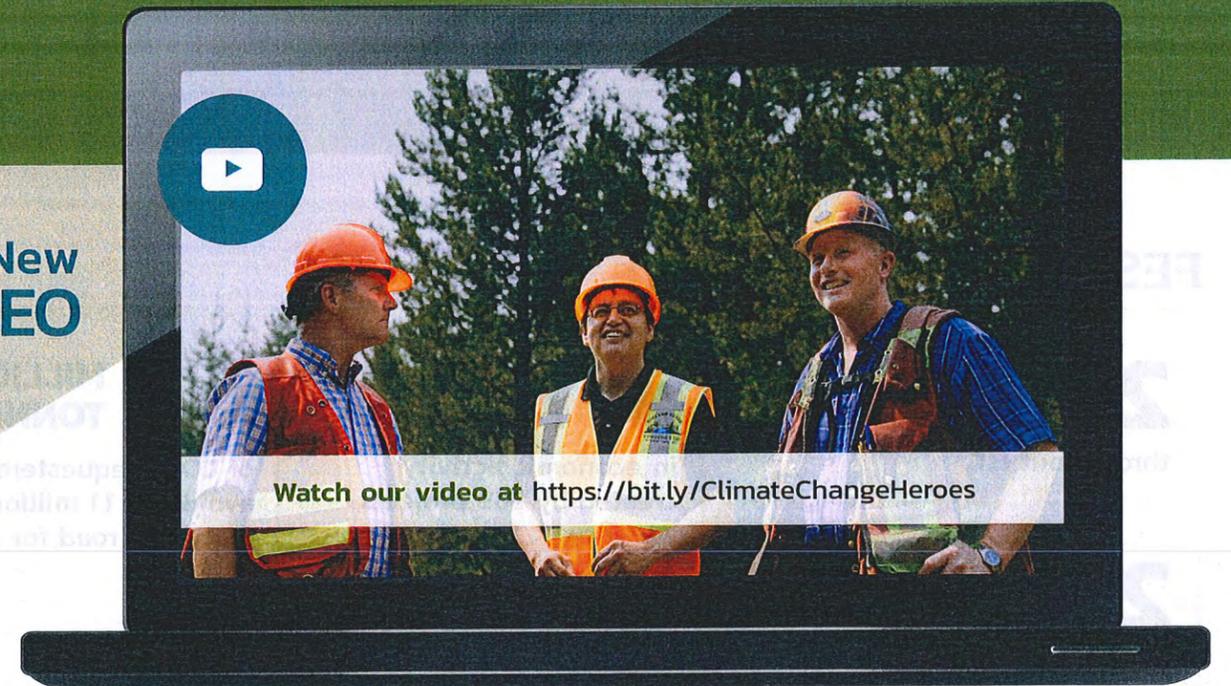
## About FESBC

The B.C. government has invested \$238 million in the Forest Enhancement Society of BC (FESBC), of which \$237.6 million has been allocated for 269 forest enhancement projects as of March 2021. FESBC has empowered local people and funded local projects that contribute to the achievement of our climate change goals and enhance B.C.'s forests through:

- wildfire risk mitigation,
- accelerated ecological recovery after wildfires,
- wildlife habitat enhancement, and
- increased utilization of forest fibre.

Visit our website to learn more about the 269 FESBC-funded projects throughout British Columbia [www.fesbc.ca](http://www.fesbc.ca)

## Our New VIDEO



### Central Chilcotin Rehabilitation Ltd. (CCR)

CCR is an indigenous company, a collaborative venture between the Tšideldel First Nation and the Tl'etinqox Government, operating on traditional territory west of Williams Lake. CCR has become one of FESBC's largest funding recipients with projects valued at 29 million dollars. They are motivated by a desire to protect their communities from wildfire, to take care of the land, and to participate in the forest bioeconomy.



**Otis Guichon** | Chief, Tšideldel First Nation

"All of the things we've been doing, looking after the forest, even way back in history that is how we lived. We lived off the land. We need to keep it clean, just like you would keep your freezer clean at home."

—excerpt from the Climate Change Heroes video



**Joe Alphonse** | Chief, Tl'etinqox Government

"The people that arrived here in British Columbia, when they first looked at the forest, I tell people the forest was managed so well it looked untouched. Our people relied on that, and we want to get back to that."

—excerpt from the Climate Change Heroes video



### Zanzibar Holdings Ltd.

**Nicole Harrison** | Silviculture Operations  
Zanzibar Holdings Ltd.

Tree planting is one of the ways forestry contributes to reducing potent greenhouse gases and forests are extremely important storage places for carbon. Zanzibar is a tree planting company working with funding from FESBC to reforest the Hanceville fire. In fact Zanzibar, along with 23 other partners and the Office of the Chief Forester, has helped us plant over 70 million trees in B.C. in the last 5 years. These trees are going to develop into forests much sooner than if the areas were left to reforest naturally.

### Arrow Transportation Systems Inc.

**Greg Kilba** | Division Manager  
Arrow Transportation Systems Inc.

Historically, there has always been wood waste from harvesting operations to get logs to the sawmill and every fall crews would go out and burn piles of wood waste.

"We've been utilizing that fibre by either bringing it in as biomass logs or taking a horizontal grinder and trucks out to the slash piles, grinding them, and creating hog fuel. That hog fuel is then burned inside Domtar's generator creating electricity for Domtar, and any excess energy gets sold back into the grid."

—excerpt from the Climate Change Heroes video



### Williams Lake First Nation

**Aaron Higginbottom** | Senior Manager Natural Resources  
Williams Lake First Nation

The Williams Lake Community Forest has carried out pre-commercial thinning to reduce the density of the overstory to give culturally important plants the opportunity to better express themselves. Thinning and fertilizing these trees creates more berries for the Williams Lake First Nation. "This program allows First Nations to take the first steps back into land management. The community forest provides opportunities for the Williams Lake First Nation to help in environmental stewardship, bringing the forest back, and creates employment and revenue."

—excerpt from the Climate Change Heroes video

## CLIMATE CHANGE HEROES

**Bill Layton**  
Zanzibar Holdings Ltd.

**Dave Conly**  
FESBC

**Ervin Charleyboy**  
Central Chilcotin Rehabilitation Ltd.

**Gerri Lust**  
Arrow Transportation Systems Inc.

**Gord Pratt**  
FESBC

**Jim Snetsinger**  
FESBC

**John Walker**  
Williams Lake First Nation  
Stewardship Forester

**Ken Day**  
Consultant for Williams Lake  
Community Forest

**Percy Guichon**  
Central Chilcotin Rehabilitation Ltd.

**Ray Watts**  
Arrow Transportation Systems Inc.

**Robert Hember**  
Office of the Chief Forester

Special Thanks to all of our featured Climate Change Heroes





**From:** [AVICC](#)  
**To:** [AVICC](#)  
**Subject:** AVICC Workshop Suggestions, Hotels for 2022 Convention  
**Date:** November 3, 2021 2:33:33 PM  
**Attachments:** [AVICC Submission Form 2022.docx](#)

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**[External]**

*Please forward to elected officials, the CAO and Corporate Officer:*

**Suggest a Workshop or Speaker**

The 2022 AGM and Convention is being planned as an in-person event for April 1<sup>st</sup> to 3<sup>rd</sup> at the Victoria Conference Centre. Is there a topic you'd like to hear about? Do you have a speaker you'd like to suggest? Send in your suggestions through the attached form. The AVICC Executive will review all the suggestions at our December 6<sup>th</sup> meeting, so please send in your forms by November 25<sup>th</sup>. Thanks for your input!

**Hotels for 2022 Convention**

AVICC has set up room blocks with three hotels located close to the conference centre for the convenience of our members, and details on how to book rooms through these blocks is available on the website at [2022 Accommodation](#)

When planning your stay, please remember that pre-convention workshops and tours will be offered for those interested on the morning of Friday, April 1<sup>st</sup>, usually starting at 8:30 am. The official convention opening is at 2 pm on Friday, April 1<sup>st</sup> and finishes at noon on Sunday, April 3<sup>rd</sup>. The AVICC banquet will be held on Saturday night in the Crystal Ballroom of the Fairmont Empress. Please review the hotel cancellation policy for your hotel, generally each reservation requires a one-night non-refundable deposit. The deposit would be waived in the event that the convention has to be cancelled due to COVID restrictions.

There is more information on other accommodation options and activities in Victoria available at [Tourism Victoria](#).



**AVICC 2022 Convention**  
**April 1-3, 2022**  
**Victoria Conference Centre**  
**CALL FOR SUBMISSIONS**

Thank you for your interest in participating in the 2020 AVICC Convention. It will be held Friday through Sunday, April 1-3, 2022 at the Victoria Conference Centre in Victoria.

To submit a proposal fill in the information requested below and email this document back as a **word document** to [avicc@ubcm.ca](mailto:avicc@ubcm.ca)

The deadline for submissions is Thursday, November 25, 2021.

There are limited spots on the program including 45 to 60 minute plenary presentations, 60 minute concurrent workshops on Saturday afternoon, and two to three hour pre-convention workshops and study tours on Friday morning.

Delegates prefer sessions that involve multi-party perspectives and ones that are interactive rather than “talking heads”.

Title of Session:	
Name of Organization:	
Contact Person Name:	
Phone:	
Address:	
Email:	

Session Description (for review of AVICC Executive Committee in choosing sessions. This information will also be used in program materials):	
Proposed Session Length:	
Preferred Time and Day:	
Audio Visual Requirements:	
Travel or other expenses if any:	
# of Proposed Presenters:	
Name - Presenter #1:	
Bio and Organization - Presenter #1:	
Name - Presenter #2:	
Bio and Organization - Presenter #2:	
Name - Presenter #3:	
Bio and Organization - Presenter #3:	
Name - Presenter #4:	
Bio and Organization - Presenter #4:	

Any other Information or requirements:	
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Successful applicants must confirm their session description, session title, and final list of presenters with AVICC by February 11 for inclusion in the program.

Changes to presenters or failure to meet this deadline may result in the session being cancelled.

Presenters agree to submit all PowerPoint presentations by March 21<sup>st</sup>.

**I agree to the above conditions and deadlines:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

From: [Julia Martin](#) on behalf of [Administration Shared](#)  
 Subject: ACRD - Around our Region Newsletter - October 2021  
 Date: October 28, 2021 11:46:30 AM

[External]



# Around our Region



## Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meetings - October 2021



### OCTOBER 13<sup>TH</sup> MEETING

**ACRD & TSESHAHT FIRST NATION GOVERNMENT ANNOUNCE SIGNING GOVERNMENT TO GOVERNMENT ACCORD**  
 A joint press release was issued announcing the formal arrangement between the Tseshaht First Nation and the ACRD. The purpose of this Accord is to enter into a formal arrangement with respect to establishing and maintaining a long-term cooperative and collaborative government to government relationship through effective communications.

**ROGERS COMMUNICATIONS – CELLULAR TOWER AT WEST COAST LANDFILL**  
 The Board authorized an agreement with Rogers Communications to permit the construction of a cellular tower at the West Coast Landfill and improve cellular reception for the west coast area. Roger's may now proceed with the consultation process as outlined by the Industry Canada's Default Public Consultation Process, including public consultation, prior to construction.

**BURNING REGULATION BYLAWS**  
 The Board adopted Bylaw R1030, Solid-Fuel Burning Appliance Emission Regulation to regulate wood burning appliances and Bylaw R1032, Outdoor Burning Smoke Control Regulation to regulate open burning in the six Electoral Areas of the ACRD. Both bylaws will take effect November 1, 2021. For more information visit [www.acrd.bc.ca/burning-bylaw-review](http://www.acrd.bc.ca/burning-bylaw-review)

### OCTOBER 27<sup>TH</sup> MEETING

**LETTER OF SUPPORT – DISTRICT OF TOFINO**  
 The Board will provide a letter of support to the District of Tofino for their application to the Province of BC for a five-year renewal of the Municipal and Regional District Tax (MRDT) at a rate of three percent. The MRDT program is intended to primarily fund tourism marketing, programs and projects, and affordable housing.

**MOU BETWEEN ACRD & ALBERNI DISTRICT FALL FAIR, SUPPORTING EVACUEES WITH HOBBY FARM ANIMALS**  
 The Board will sign an MOU with the Alberni District Fall Fair to support evacuees with hobby farm animals during an emergency or disaster. This MOU with the Alberni District Fall Fair formalizes their involvement and long-standing support of the emergency program and recognizes their contribution.

**ACRD HIRES NEW CHIEF ADMINISTRATIVE OFFICER**  
 Mr. Daniel Sailland will join the ACRD on November 22, 2021 as the new CAO. Mr. Sailland comes to the Region with over 15 years' experience as a CAO with senior management experience with Local Governments, First Nations as well as the private sector. His experience includes the implementation of a wide range of initiatives, capital projects, policies and programs in the areas of housing, economic development, strategic planning, health, procurement and social development.

**UPCOMING MEETINGS** – input on upcoming meetings may be emailed to: [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)  
**Electoral Area Directors Committee** – November 3<sup>rd</sup>, 1:30 pm; ACRD Boardroom/Zoom  
**Board of Directors** – November 10<sup>th</sup>, 1:30 pm, followed by the **Regional Hospital District**; ACRD Boardroom/Zoom  
**AVRA Advisory Committee Meeting** – November 16<sup>th</sup>, 1:30 pm; AVRA, 7400 Airport Rd.  
**West Coast Committee Meeting** – November 17<sup>th</sup>, 1:30 pm; ACRD Boardroom/Zoom  
**Board of Directors** – October 27<sup>th</sup>, 1:30 pm; ACRD Boardroom/Zoom

*This is not the official minutes, but an information report summarizing the Regular Board of Directors Meeting. For more information visit the ACRD Website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or contact the General Manager of Administrative Services at 250-720-2706 or e-mail [wthomson@acrd.bc.ca](mailto:wthomson@acrd.bc.ca).*

Click [here](#) to open newsletter in pdf format.

To **UNSUBSCRIBE** from this newsletter, please reply with UNSUBSCRIBE as the subject.

### Board of Directors

**Chair: John Jack**  
 (Huu-ay-aht First Nation)

**Vice-Chair: John McNabb**  
 (Electoral Area "E"  
 Beaver Creek)

**Director Bob Beckett**  
 (Electoral Area "A"  
 Bamfield)

**Director Tanya Shannon**  
 (Electoral Area "B"  
 Beaufort)

**Director Kel Roberts**  
 (Electoral Area "C"  
 Long Beach)

**Director: Penny Cote**  
 (Electoral Area "D"  
 Sproat Lake)

**Director Dianne Bodnar**  
 (Electoral Area "F"  
 Cherry Creek)

**Mayor Sharie Minions**  
 (City of Port Alberni)

**Councillor Ron Paulson**  
 (City of Port Alberni)

**Councillor Tom Stere**  
 (District of Tofino)

**Councillor Rachelle Cole**  
 (District of Ucluelet)

**Councillor Kirsten Johnsen**  
 (Toquaht Nation)

**Councillor Wilfred Cootes**  
 (Uchucklesaht Tribe  
 Government)

**Councillor Alan McCarthy**  
 (Yuulu?il?ath Government)

### 2021 Wood Stove Exchange Program

There is still time to receive up to \$1300 in savings and rebates.

Visit [www.acrd.bc.ca](http://www.acrd.bc.ca) for more information.



Julia Martin  
Administrative Assistant  
Phone: (250) 720-2702  
Fax: (250) 723-1327  
Email: [jmartin@acrd.bc.ca](mailto:jmartin@acrd.bc.ca)



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