



REGULAR MEETING OF COUNCIL
Tuesday, January 11, 2022 @ 4:00 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 AGENDA	
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- 16.1 Councillor Marilyn McEwen
Deputy Mayor January 1 - March 15, 2022
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Deputy Mayor March 16 - May 31, 2022
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- 16.5 Mayor Mayco Noël
17. QUESTION PERIOD
18. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, December 14, 2021 at 3:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 James Macintosh, Director of Engineering Services
 John Towgood, Municipal Planner
 Joseph Rotenberg, Manager of Corporate Services
 Paula Mason, Administration Clerk

Regrets:

1 CALL TO ORDER

The meeting was called to order at 3:30 PM.

2 ACKNOWLEDGEMENT OF THE YUULU?I?ATH

Council acknowledged the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.

3 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

4 LATE ITEMS

"Chernis 2021-12-13" was added to Public Hearing Item 10.3. "Written Submissions Received During the Notice Period" after page 40 of the Agenda.

5 APPROVAL OF AGENDA

5.1 December 14, 2021 Regular Meeting Agenda

2021.2332.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council adopt the December 14, 2021 Regular Meeting Agenda as amended with the late item.

CARRIED.

6 ADOPTION OF MINUTES

6.1 November 9, 2021 Regular Minutes

2021.2333.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council adopt the November 9, 2021 Regular Minutes as presented.

CARRIED.

6.2 November 23, 2021 Regular Minutes

2021.2334.REGULAR **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT Council adopt the November 23, 2021 Regular Minutes as presented.

CARRIED.

7 UNFINISHED BUSINESS

There was no unfinished business.

8 MAYOR'S ANNOUNCEMENTS

The Mayor noted the upcoming Sail Past and noted that the Corporate Officer will be on leave.

9 PUBLIC INPUT & DELEGATIONS

9.1 Public Input

There was no public input.

9.2 Delegations

9.2.1 **Jan Draeseke, The Crow's Nest, Ucluelet** **Re: Proposed Parking Reduction to our Downtown**

Ms. Draeseke presented her concerns regarding the proposed removal of parking spaces in the downtown core associated with the Village Green Revitalization Project.

9.2.2 **Marthe Bakker, Community Paramedicine – Ucluelet, BC** **Emergency Health Services** **Re: Community Paramedicine Updates**

Councillor Cole recused herself at 3:54 PM.

Ms. Bakker provided an update on community paramedicine in Ucluelet and addressed Council questions.

Councillor Cole rejoined the meeting at 4:02 PM.

10 PUBLIC HEARING

District of Ucluelet Zoning Amendment Bylaw No. 1299, 2021 (312 Pass of Melfort Place)

10.1 Statement of the Chair

(i) Review of the Public Hearing Procedure

The Mayor outlined the Public Hearing Procedures and Rules. The public hearing was declared open at 4:07 PM.

10.2 Proposed Bylaw - Bylaw No. 1299, 2021

(i) Public Notice Summary

(ii) Related Documents

Mr. Greig, Director of Community Planning described the proposed bylaw in general terms.

10.3 Written Submissions Received During the Notice Period

All written submissions received during the notice period were included with the Agenda.

10.4 Applicant/Agent Presentation

The applicant did not make a presentation.

10.5 Public Input

The Mayor called three times for public input via Zoom, telephone, and email to communityinput@ucluelet.ca.

There was no public input.

The public hearing was closed at 4:11 PM.

11 REPORTS

11.1 Execution of Fire Services and Donation Agreements with Toquaht Nation

Rick Geddes, Fire Chief

Mr. Lawrence provided a brief summary of the report on behalf of Chief Geddes.

2021.2335.REGULAR **It was moved by Councillor Cole and seconded by Councillor McEwen**

***THAT** Council authorizes the Mayor and Corporate Officer to execute the Fire Service Agreement and Donation Agreement between the District of Ucluelet and Toquaht Nation as presented in the December 14, 2021 report from the Fire Chief.*

CARRIED.

**11.2 2022 Corporate Officer and Deputy Corporate Office Appointments
Joseph Rotenberg, Manager of Corporate Services**

Council noted that the first resolution should read "**THAT** Council approve Option A, to appoint Duane Lawrence as the District of Ucluelet Corporate Officer, effective December 14, 2021" not December 14, 2022.

2021.2336.REGULAR **It was moved by Councillor Kemps and seconded by Councillor Hoar**

***THAT** Council approve Option A, to appoint Duane Lawrence as the District of Ucluelet Corporate Officer, effective December 14, 2021; and,*

***THAT** Council appoint Joseph Rotenberg, as the District of Ucluelet Interim Deputy Corporate Officer from December 14, 2021 to January 2, 2022, effective immediately; and further,*

***THAT** Council appoint Paula Mason as the District of Ucluelet Deputy Corporate Officer, effective January 3, 2022.*

CARRIED.

11.3 Parking Concerns 1624 Bay Street
James MacIntosh, Director, Engineering Services

2021.2337.REGULAR **It was moved by Mayor Noël and seconded by Councillor McEwen**

***THAT** Council direct staff to relocate the pedestrian pathway and cross walk currently located on the west side of Bay Street to the east side of Bay Street.*

CARRIED.

11.4 Work Order Transition Plan
James MacIntosh, Director, Engineering Services

Mr. Macintosh outlined the work order system and addressed council questions regarding the system and related communications.

11.5 Cedar Hub Washroom Contract Authorization
James MacIntosh, Director, Engineering Services

Mr. Macintosh discussed the Cedar Hub project. He noted that an RFP has been completed for the washrooms for this project, there were two proponents, one for upwards of \$400,000 and the other for \$120,000. The facility is modular, and will be built off site. He noted that an additional \$20,000, would need to be allocated to this project. Funds could be allocated from RMI funds.

Council discussed the design of the proposed bathrooms and noted that only two stalls would be built. It was recommended that additional washrooms be built at the Cedar Road Parking Hub rather than proceeding with the current design.

Council noted that even if we continue with this project, additional bathrooms would be needed in the downtown core.

2021.2338.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**

THAT Council Direct Staff to revisit the plans and see if there is an opportunity to add a bathroom in place of the existing utility room.

CARRIED.

11.6 Amphitrite House Project Update
Abby Fortune, Director of Parks and Recreation

Ms. Fortune presented schematic drawings for the Amphitrite House Project and outlined the next steps of this project.

Council discussed the presented design and potential uses for the space. The occupancy limit for the space is 50 people.

11.7 Small Craft Harbour Over-Hold Agreement
Abby Fortune, Director of Parks and Recreation

2021.2339.REGULAR **It was moved by Councillor Hoar and seconded by Councillor McEwen**

THAT Council authorize the District of Ucluelet to enter into an Over-hold Agreement between the District of Ucluelet and Small Craft Harbours, Department of Fisheries and Oceans (DFO) until such time that a new head lease agreement is executed.

CARRIED.

11.8 Seasonal Office Closure
Duane Lawrence, Chief Administrative Officer

Mr. Lawrence outlined Policy Number 7-2510-3.

2021.2340.REGULAR **It was moved by Councillor Hoar and seconded by Councillor Cole**

THAT Council adopt the Annual Municipal Office Holiday Closure Policy 7-2510-3.

CARRIED.

11.9 Cheque Listing - November 2021
Paula Mason, Administration Clerk

11.10 Resolution Tracking - December 2021
Paula Mason, Administration Clerk

2021.2341.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**

THAT Council recess for five minutes.

CARRIED.

The meeting was recessed at 5:14 PM and recommenced at 5:20 PM.

12 LEGISLATION

12.1 Ucluelet Official Community Plan Bylaw No. 1236, 2020 *Bruce Greig, Director of Community Planning*

Mr. Greig presented the proposed changes to the draft Official Community Plan as presented in report and outlined the next steps. Mr. Greig outlined the recommended motion and alternate motions.

Council discussed the timeline of next steps. Council clarified that the pathway omitted on Peninsula road is behind the Pacific Rim Motel.

2021.2342.REGULAR **It was moved by Councillor McEwen and seconded by Councillor Hoar**

THAT Council, with regard to Ucluelet Official Community Plan Bylaw No. 1236, 2020:

1. *rescind second reading of the bylaw;*
2. *amend the bylaw to incorporate the edits as presented in draft 7.3 as described in the staff report dated December 14, 2021;*
3. *give the bylaw second reading as amended; and,*
4. *refer the bylaw to a public hearing.*

CARRIED.

13 NOTICE OF MOTION

There were no Notices of Motion.

14 CORRESPONDENCE

14.1 Mud Flats Environmental Concerns *Christine Brice, Strata Manager*

Council discussed the possibility of the Strata to pay for the recommended signage. Staff will follow-up with the Strata.

14.2 BC SPCA offer of support: changes to rodenticide use in Ucluelet *Erin Ryan, MSc, RPBio (she/her), Specialist, Research Communications, BC SPCA*

Councillor McEwen requested that Staff provide Council information regarding the rodenticide used in Ucluelet.

15 INFORMATION ITEMS

15.1 Unfair Taxation Benefitting Railway and Industrial Operations *Mayor Bill Dingwall, City of Pitt Meadows*

15.2 Recycle BC Information Update - Press Release ACRD

15.3 District of Ucluelet Audit Service Plan
MMP LLP, Chartered Accountants

16 COUNCIL COMMITTEE REPORTS

16.1 Councillor Marilyn McEwen
Deputy Mayor January - March 2021

- November 27 - Attended VIRL Board of Trustee Meeting.
- December 9 - Attended District of Ucluelet Budget meeting.

16.2 Councillor Lara Kemps
Deputy Mayor April - June 2021

- December 9 - Attended District of Ucluelet Budget meeting.

16.3 Councillor Jennifer Hoar
Deputy Mayor July - September 2021

- December 9 - Attended District of Ucluelet Budget meeting.
- December 1 - Wild Pacific Trail Society Meeting. Many new lookouts have been completed.
- Ucluelet Consumer Coop will have some early store closures over the coming weeks, including December 17th @5 PM, December 24th @ 5 PM and New Year's Eve @ 6 PM.

16.4 Councillor Rachelle Cole
Deputy Mayor October - December 2021

- December 3 - Attended DOU Christmas Party
- December 9 - Attended District of Ucluelet Budget meeting.
- December 13 - Attended a meeting with the new ACRD CAO, Daniel Sailland.
- December 14 - Attended Toquaht Emergency Management Meet and Greet via Zoom.

16.5 Mayor Mayco Noël

- Attended the Barkley Community Forest Board Meeting.
- Attended the Little Big House opening in Ittatsoo, which included the opening of pre-1900 cultural artifacts.

17 OTHER BUSINESS

There was no other business.

18 QUESTION PERIOD

There were no questions.

19 CLOSED SESSION

19.1 Procedural Motion to Move In-Camera

2021.2343.REGULAR **It was moved by Mayor Noël and seconded by Councillor Hoar**

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter to consider matters related to labour relations or other employee relations.

CARRIED.

The meeting was closed to the public at 5:57 PM.

20 RECONVENE FROM CLOSED SESSION

The meeting re-opened to the public at 7:09 PM.

21 ADJOURNMENT

The meeting was adjourned at 7:10 PM.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, December 14, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Paula Mason
Deputy Corporate Officer



DISTRICT OF UCLUELET

Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive 10 minutes early and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor Noël.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca.

Requested Council Meeting Date: _____

Organization Name: _____

Name of person(s) to make presentation: _____

Topic: _____

Purpose of Presentation: Information only
 Requesting a letter of support
 Other (provide details below)

Please describe:

Contact person (if different from above): _____

Telephone Number and Email: _____

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)
 PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.



DISTRICT OF UCLUELET

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Requested Council Meeting Date: January 11th, 2022

Organization Name: Ucluelet Aquarium Society

Name of person(s) to make presentation: Geoff Lyons

Topic: Change of Use - Remove Public Washrooms from the Aquarium Bulding

Purpose of Presentation:

Information only

Requesting a letter of support

Other (provide details below)

Please describe:

To present a proposal that the existing Public Washrooms attached to the Aquarium, be re-purposed to meet critical Aquarium facility needs; by a proposed monetary contribution from the UAS to the District. Thereby providing funds to relocate the washrooms to a more sutiable location.

Contact person (if different from above):

Telephone Number and Email:

Will you be providing supporting documentation? Yes No

If yes, what are you providing?

Handout(s)

PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

UCLUELET AQUARIUM SOCIETY – PUBLIC WASHROOM - PROPOSED BUY-OUT

Following recent visits to the Aquarium by His Worship, Mayor Noel and CAO Duane Lawrence, it was recommended that the Aquarium Society make a formal presentation to the Mayor & Council, in order to explain our situation, and the background of our request to divest the Public Washrooms from the Aquarium building:

For background:

During the construction of the facility in 2010, the UAS approached the district regarding the possibility of accessing the then newly introduced “Municipal Resort Community Funding”, which was available for enhancing Ucluelet’s tourism growth.

With this in mind the UAS requested the district to award \$100,000 of these funds to the Aquarium, for the provision of Public Washrooms, which could then be leveraged through the Island Economic Trust (ICE-T) for an additional 50% in matching grants.

The municipality agreed to the provision of the funds, and as a result the Architects were able to change the aquarium design to accommodate the Public Washrooms within the existing footprint.

While this was a significant financial assist; the discussion hinged around the need to remove an important storage component of the building; however, the decision was made to use those funds to minimize the need to undertake any outside Capital funding in what were challenging times for a small not-for-profit society to consider.

During the past nine-years, as we have all seen, the Aquarium has flourished in its popularity and, alongside the Wild Pacific Trail, is now recognised as one of Ucluelet’s major attractions.

However, this has come with the inevitable need to expand our facility and its contributions in both size and variety of exhibits; as well as a greater need to enlighten the public of not only the local marine life they are seeing, but also to use this opportunity to educate them of the ways they can assist in preserving and protecting both the local marine life and their habitat.

This has been one of the successes of the Aquarium, and indeed, the focus of next year’s plan is to further expand our outreach by addressing the health and wellbeing of the complete Ucluelet Harbour.

Given these unparalleled successes but being under the constraints of limited growth opportunities; we are seeking to expand the operation in anyway which is available, and therefore, with the endorsement of the UAS Board, we have been directed to seek your support by turning the present public washrooms into a much-needed storage component of the facility.

It should be noted that the Aquarium has exhausted other alternatives, including approaching the Municipality to expand further into the foreshore to the right of the existing facility; however, we understand that there is no desire to further encroach on the waterfront looking out from the promenade. Indeed, this area is included in the second phase of the downtown revitalisation.

As such, we now seek council’s support to enter into discussions regarding the Aquarium’s purchase of the washrooms (at a price to be negotiated, possibly factoring in the depreciated value), thereby providing funding assistance to the District of Ucluelet towards the construction of new public washrooms in the car park off Cedar Road at the rear of the Crow’s Nest and/or for additional facilities in a more appropriate location.

We look forward to your favourable agreement and support of this proposal and would like to pursue this opportunity along with an update on the Ucluelet Aquarium and our future growth in Ucluelet for the betterment of community, residents, and visitors alike.

Yours sincerely,

A handwritten signature in black ink, appearing to read "Lyons". The signature is written in a cursive style with a prominent flourish at the end.

Geoff Lyons
Secretary/Treasurer
Ucluelet Aquarium Society.



REPORT TO COMMITTEE OF THE WHOLE

Council Meeting: January 11, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DUANE LAWRENCE, CHIEF ADMINISTRATIVE OFFICER

FILE NO: 0510-20

SUBJECT: BARKLEY COMMUNITY FOREST FUNDS

REPORT NO: 22- 03

ATTACHMENT(S): N/A

SUMMARY OF DESIRED OUTCOME

That the Committee of the Whole provide Staff with direction regarding the development of a policy or bylaw that will outline how the Barkley Community Forest Funds shall be used in the future.

BACKGROUND

The Barkley Community Forest (BCF) was established in 2004 in a joint partnership between the Toquaht Nation and the District of Ucluelet. The District periodically receives dividends from the BCF when harvesting occurs. As of 2019 the District received \$2,930,000 in dividends. As of 2020, Council approved the allocation of \$180,000 for the installation of an emergency generator at the school, dedicated \$500,000 for affordable housing and \$105,000 toward the Amphitrite Centre. An additional \$50,000 was allocated towards the Tugwell Recreation Facility project and \$30,000 towards the Fire Hall feasibility study in 2021. In addition, Council has indicated its intent to allocate \$950,000 towards the development of the Tugwell Recreation Facility and \$145,000 for the Amphitrite Centre. Lastly, Council has provided informal direction to Staff that a portion of the BCF funds could be allocated to a potential health centre.

In March of 2020, Council directed Staff to provide a report on options for investing unused funds and provided further direction to the CAO in 2021 to bring a report back to Council outlining policy options for the future use of the BCF Funds for consideration.

KEY QUESTIONS

There are several options to explore when considering how Council and future Councils could utilize the dividends from the BCF. This report explores those options and requests clarity from Council as to their intentions for the future development of a policy or bylaw that would direct how the BCF funds could be used in the future.

Fund Use

There are a variety of ways in which Council could choose to utilize the BCF dividends. When contemplating each option Council should consider current and future needs and overall benefit to the community in the

short, medium, and long term. It should also be noted that Council could utilize any combination of the options outlined below.

a. Unrestricted General Revenue

As general revenue, the BCF funds can be utilized in any way Council chooses. This option provides the most flexibility for current and future Councils. As dividends are realized, Council could allocate the funds for current projects, paying down debt, capital projects in the current fiscal or future fiscal year, or to supplement operational expenses. The limitation with retaining the funds as general revenue is that there is, potentially, a reduced amount of planning when allocating the funds.

b. Restricted General Revenue

Through a bylaw or policy, Council could restrict the use of the dividends to specific types of projects or initiatives. This would provide guidance on how the funds could be used without limiting when the funds could be used. Examples could include:

- Capital Projects
 - Replacement Recreation Hall
 - Amphitrite House/Centre
 - Health Centre etc.
- Initiatives
 - Affordable Housing
 - Parks and Recreation
 - Environmental Sustainability etc.
- Other

Adopting this type of bylaw or policy gives Council the flexibility to use the funds when they are realized, while dedicating the funds for the type of projects Council has determined would provide the most benefit to the community. It also removes the ability for future Councils to use the BCF funds for projects outside of the specified areas within the bylaw.

c. Dedicated Reserve Funds

Funds could be split between one or more priority areas identified by Council. By dedicating a portion or all dividends to specific reserve fund(s) that can be used only for specific project(s) the District would build increased capacity to undertake a future large capital project such as affordable housing, Amphitrite Centre development, multi-purpose recreation centre or future fire hall. Funds could be used as matching funds towards a grant application and reduce or eliminate potential borrowing, reducing the need for a property tax increase to fund a project.

The limitation on this course of action is that Council is restricting future Council's ability to utilize the funds for new priorities. If the project is abandoned the Council of the day could re-purpose the funds.

d. Legacy Investment Fund

Within this option, Council could invest all or a portion of each dividend and place restrictions on the investment fund that only the dividends from the investments are permitted to be spent. This option

provides an ongoing, and likely ever increasing, amount of funding that can be used to fund eligible projects. For example, a \$1M investment at a 5% rate of return, would see an annual dividend of \$50,000. Setting up a legacy fund could provide the community with a long-term source of funding. Council could then create a policy to manage the dividends from the legacy fund outlining how the funds are to be used. Options could include allocating the funds to general revenues, specific project types or as grant-in-aid funding for local non-profits.

Q 1. How does Council wish to utilize the Barkley Community Forest Funds?

- a. Unrestricted General Revenue
- b. Restricted General Revenue
- c. Dedicated Reserve Funds
- d. Legacy Investment Fund
- e. Other

Q 2. What portion of the dividends does Council wish to allocate to the above?

Bylaw or Policy

The use of a bylaw or policy will influence how current and future Councils would be able to use the funds. The primary difference is that a policy can be set aside at any time with little to no administrative process. A bylaw would require future Councils to undertake an amendment process if they chose to use the funds in a manner that is inconsistent with the conditions set forth in the bylaw.

Q 3. Does Council wish to enshrine how current and future Councils use funds from the Barkley Community Forest in a bylaw or policy?

Respectfully submitted: Duane Lawrence, CAO



STAFF REPORT TO COUNCIL

Council Meeting: January 11, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: DONNA MONTEITH, CHIEF FINANCIAL OFFICER

FILE NO: 3900-25

SUBJECT: REVENUE ANTICIPATION BORROWING BYLAW NO. 1301, 2022

REPORT NO: 22-05

ATTACHMENT(S): BYLAW NO. 1301, 2022

RECOMMENDATION(S):

THAT Council approve Option A, to give first, second and third readings to Revenue Anticipation Borrowing Bylaw No. 1301, 2022 as presented.

BACKGROUND:

The purpose of this report is to introduce the District of Ucluelet Revenue Anticipation Borrowing Bylaw No. 1301, 2022 (the "Bylaw") for Council consideration.

Although the fiscal year starts January 1 each year, municipalities collect the bulk of their taxation revenue from mid-May to early July. To manage cash flow during the first half of the year the District can use existing cash surpluses, an established \$2m line of credit (LoC) with CIBC, or borrow funds from the Municipal Finance Authority (MFA). Borrowing funds for this purpose, or keeping a line of credit, requires the District to adopt a Revenue Anticipation Borrowing Bylaw each year.

ANALYSIS OF OPTIONS

[Section 177](#) of the *Community Charter* authorizes municipalities to borrow in anticipation of the current year's revenue as follows:

- 177** (1) A council may, by bylaw, provide for the borrowing of money that may be necessary to
- (a) meet current lawful expenditures, and
 - (b) pay amounts required to meet the municipality's taxing obligations in relation to another local government or other public body.
- (2) The debt outstanding under this section must not exceed the total of
- (a) the unpaid taxes for all purposes imposed during the current year, and
 - (b) the money remaining due from other governments.
- (3) Before the adoption of the annual property tax bylaw in any year, the taxes in that year are deemed to be 75% of all property taxes imposed for all purposes in the preceding year.
- (4) When collected, revenue from property taxes must be used as necessary to repay money borrowed under this section.

The Bylaw, as currently drafted, seeks authorization for the District to borrow up to \$4,363,711 from the Municipal Finance Authority (MFA). This is the maximum amount permitted due to [section 177\(3\)](#) of the *Community Charter*. Funds that are borrowed under the authorization provided by this bylaw will be repaid when revenue from property taxes is collected as prescribed in [section 177\(4\)](#) of the *Community Charter*.

A	Approve Revenue Anticipation Borrowing Bylaw No. 1301 as presented	<u>Pros</u>	<ul style="list-style-type: none"> • Gives the District maximum flexibility for options to meet cash flow requirements. • Allows the District to meet lawful expenses and pay amounts required to meet taxing obligations.
		<u>Cons</u>	<ul style="list-style-type: none"> • Should the District borrow funds from MFA, or use the LoC, interest charges will occur. The floating daily rate for short term loans from MFA was .97000% on Dec 31/21.
		<u>Implications</u>	<ul style="list-style-type: none"> • Once property tax funds are received, they must be used to repay money borrowed under this bylaw. • No costs will be incurred if the District does not use the line of credit, or borrow from MFA. • Staff time would be required to obtain a loan, as well as to administer the payments back to MFA.
B	Do not proceed with the bylaw at this time	<u>Pros</u>	<ul style="list-style-type: none"> • No interest will be incurred against any funds that are borrowed.
		<u>Cons</u>	<ul style="list-style-type: none"> • The District would have to eliminate the \$2m LoC with CIBC. • The District would be unable to borrow against anticipated revenue through MFA, or use an LoC. • The District may have to delay projects and operations due to limited funds within our accounts. • The District will only be able to expend moneys it holds within its current accounts.
		<u>Implications</u>	<ul style="list-style-type: none"> • The District could have cash flow challenges in meeting expenditures
		<u>Suggested Motion</u>	No motion is required if Council does not wish to proceed with adopting the bylaw.

POLICY OR LEGISLATIVE IMPACTS:

Enacting this Bylaw will ensure that the District can access funds for cash flow purposes if the need occurs. The revenue anticipation borrowing amount is not subject to electoral approval and does not require approval by the Inspector of Municipalities. Further, it does not form part of the municipal liability service limit calculation.

NEXT STEPS:

A copy of the executed bylaw will be provided to MFA and CIBC.

Respectfully submitted: DONNA MONTEITH, CHIEF FINANCIAL OFFICER
DUANE LAWRENCE, CAO

DISTRICT OF UCLUELET

Bylaw No. 1301, 2022

A bylaw to provide for the borrowing of money in anticipation of revenue

WHEREAS the District of Ucluelet does not have sufficient money on hand to meet the current lawful expenditures of the municipality;

AND WHEREAS it is provided by Section 177 of the Community Charter that Council may, without the assent of the electors or the approval of the Inspector of Municipalities, provide for the borrowing of such sums of money as may be necessary to meet the current lawful expenditures of the municipality provided that the total of the outstanding liabilities does not exceed the sum of:

- a) The whole amount remaining unpaid of the taxes for all purposes levied during the current year, provided that prior to the adoption of the annual property tax bylaw in any year, the amount of the taxes during the current year for this purpose shall be deemed to be 75% of the taxes levied for all purposes in the immediately preceding year; and
- b) The whole amount of any sums of money remaining due from other governments;

AND WHEREAS the total amount of liability that Council may incur is four million three hundred sixty-three thousand seven hundred eleven dollars (\$4,363,711), being 75% of the whole amount of the taxes levied for all purposes in prior year, and zero dollars (\$0), being the whole amount of the sum of money remaining due from other governments.

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

1. This bylaw may be cited as “Revenue Anticipation Borrowing Bylaw No. 1301, 2022.”
2. The Council shall be and is hereby empowered and authorized to borrow upon the credit of the municipality an amount or amounts not exceeding the sum of four million three hundred sixty-three thousand seven hundred eleven dollars (\$4,363,711).
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the officer assigned the responsibility of financial administration of the municipality.

4. All unpaid taxes and the taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

READ A FIRST TIME this ____ day of _____, 2022.

READ A SECOND TIME this ____ day of _____, 2022.

READ A THIRD TIME this ____ day of _____, 2022.

ADOPTED this ____ day of _____, 2022.

CERTIFIED A TRUE AND CORRECT COPY of the “Revenue Anticipation Borrowing Bylaw No. 1301, 2022.”

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



REPORT TO COUNCIL

Council Meeting: January 11, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PAULA MASON, MANAGER OF CORPORATE SERVICES **FILE NO:** 3900-25 BYLAW 1300
SUBJECT: COUNCIL PROCEDURE BYLAW No. 1300, 2021 - ADOPTION **REPORT NO:** 22-01
ATTACHMENT(S): DRAFT DISTRICT OF UCLUELET BYLAW No. 1300, 2021

RECOMMENDATION(S):

THAT Council approve Option A, to adopt District of Ucluelet Council Procedure Bylaw No. 1300, 2021 as presented.

BACKGROUND:

On November 9, 2021 Council received Report No. 21-162, which introduced the draft District of Ucluelet Council Procedure Bylaw No. 1300, 2021 and summarized the proposed changes. Council reviewed the proposed changes and directed Staff to amend the proposed Draft Bylaw to include the Public Input and Questions sections and increase the scope of the Questions section.

On November 23, 2021 Council was presented with the amended Council Procedure Bylaw. Council gave three readings to the draft Bylaw and directed Staff to provide public notice in accordance with the *Community Charter*. Public notice has been given, no comments had yet been received at the time of writing this report, therefore Council is now in a position to adopt the bylaw.

ANALYSIS OF OPTIONS:

Adopting the updated Bylaw provides many procedural and administrative benefits such as;

- allowing greater flexibility to conduct Regular Council meetings, Committee meetings and CoW meetings in meeting spaces adequate to the meeting's demands, within the Ucluelet Community Centre, without resolution of Council being required; and
- providing Regular 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.

Choosing not to adopt this bylaw will limit the flexibility needed to address the ever-changing demands of the current pandemic. Also, Council will not be able to hold CoW meetings during Regular Council meetings and will have to continue to schedule these separately, ahead of time.

A	Adopt the Council Procedure Bylaw as presented.	<p><u>Pros</u></p> <ul style="list-style-type: none"> • Changes incorporated in this Draft Bylaw include, but are not limited to: <ul style="list-style-type: none"> a) Allows for electronic meetings; b) Increases Councils ability to hold CoW meetings; and c) Eliminates notice requirements to change council meeting location within the UCC.
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		<u>Cons</u>	<ul style="list-style-type: none"> With new procedures comes the task of becoming familiar with the changes that have been made, for both Council and Staff
		<u>Implications</u>	<ul style="list-style-type: none"> Staff time in preparing meeting minutes will be greatly reduced Additional meetings being held electronically may result in increased IT staffing costs
B	Amend the Bylaw	<u>Pros</u>	<ul style="list-style-type: none"> Further amendments could result in meeting procedures that better meet Council's needs
		<u>Cons</u>	<ul style="list-style-type: none"> Council would not be able to host electronic meetings until an updated bylaw is adopted.
		<u>Implications</u>	<ul style="list-style-type: none"> Additional public notice would have increased financial costs in advertising, as would the additional staff time required to re-draft and present an amended bylaw
		<u>Suggested Motion</u>	<p>THAT Council direct Staff to amend the District of Ucluelet Council Procedure Bylaw No. 1300, 2021 by adding/removing:</p> <p>a. _____;</p> <p>b. _____;</p> <p>and,</p> <p>THAT Council rescind third reading and give third reading to the District of Ucluelet Council Procedure Bylaw No. 1300, 2021 as amended; and further,</p> <p>THAT Council direct staff to issue a public notice for the District of Ucluelet Council Procedure Bylaw No. 1300, 2021.</p>
C	Take no Action	<u>Pros</u>	<ul style="list-style-type: none"> There would be no changes to the current Council Procedure bylaw, therefore no need to adjust how Council and Staff proceed going forward
		<u>Cons</u>	<ul style="list-style-type: none"> New procedures offered would not be available Limited flexibility during pandemic restrictions Council would not be able to meet electronically
		<u>Implications</u>	<ul style="list-style-type: none"> Staff would continue to use significant amounts of time to draft meeting minutes
		<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

Municipal Councils are required by the [Community Charter s.124 \(2\)](#) to adopt a Procedure Bylaw which addresses specific subject matter. The Draft Bylaw addresses those matters. It also provides additional flexibility and clarification for Council proceedings.

NEXT STEPS

If the recommended motion is adopted, Staff would:

- Update District website to inform the public that District of Ucluelet Bylaw No. 1300, 2021 is in effect.
- Update the municipal bylaw listings.

Respectfully submitted:

Paula Mason, Manager of Corporate Services
Duane Lawrence, CAO

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) PUBLIC INPUT & 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) PUBLIC INPUT & 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 Meeting. Late items must be distributed to Council prior to the commencement of the Council 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. PUBLIC INPUT AND DELEGATIONS

- 18.1. At each Regular Council Meeting and Regular Committee of the Whole Meeting, ten 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 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.
- 18.2. 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.
- 18.3. The number of delegations on any Council Meeting Agenda will be limited to two.
- 18.4. 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.
- 18.5. 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.
- 18.6. 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.
- 18.7. 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 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.
- 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 23rd day of **November, 2021.**

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

READ A THIRD TIME this 23rd day of **November, 2021.**

PUBLIC NOTICE given in accordance with the *Community Charter*, this 15th and 22nd day of **December, 2021.**

ADOPTED this day of , .

A TRUE AND CORRECT COPY of "District of Ucluelet Council Procedures Bylaw No. 1300, 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



REPORT TO COUNCIL

Council Meeting: January 11, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICK GEDDES, FIRE CHIEF

FILE NO: 1855-03

SUBJECT: UNION OF BC MUNICIPALITIES 2022 JOINT EOC GRANT APPLICATION

REPORT NO: 22- 04

ATTACHMENTS: NONE

RECOMMENDATION:

THAT Council approve Option A, that the District of Ucluelet agrees to partner with the Alberni-Clayoquot Regional District on the Union of BC Municipalities 2022 Community Emergency Preparedness Fund's Emergency Operations Centres and Training grant and therefore, authorizes the ACRD to apply for, receive and manage grant funding on behalf of the District of Ucluelet.

BACKGROUND:

The Alberni-Clayoquot Regional District (ACRD) has invited the District of Ucluelet to partner in the 2022 Community Emergency Preparedness Fund's Emergency Operations Centres and Training grant opportunity through the Union of BC Municipalities (UBCM). The ACRD is pursuing this grant to fund the development of a facilitated regional training exercise in 2022.

The grant application will include a funding request to deliver Rapid Damage Assessment training, as well as a facilitated training exercise in the Alberni Valley that the District of Ucluelet will be invited to participate in. The grant covers 100% of the costs; therefore, no matching funds are required. A regional application allows for an increased allocation of funding and enables multiple emergency programs and emergency agencies to practice together and improve emergency response.

The District of Tofino has also been invited to partner with the ACRD on this grant application to access additional funding. Up to \$25,000 is available to each project partner, although it is not expected that this full amount will be applied for.

ANALYSIS OF OPTIONS

A	Provide support for the ACRD as a partner of their grant application	<u>Pros</u>	<ul style="list-style-type: none"> • The proposed training is 100% funded by this grant. • The proposed training will provide a means to cross train with our neighbouring communities and agencies within the ACRD. • Participating in this training will aid in developing and maintaining relations with neighbouring communities and agencies.
		<u>Cons</u>	<ul style="list-style-type: none"> • Depending on the scenario, staff may be required to travel to Port Alberni to participate. Travel expenses are included within departmental training budgets.

B		<u>Implications</u>	<ul style="list-style-type: none"> • Staff time will be required to participate in the training • Travel to Port Alberni may be required, depending on the training scenario that is offered.
	Do not Provide support for the ACRD as a partner of their grant application	<u>Pros</u>	<ul style="list-style-type: none"> • Staff time will not be required to participate in the undertaking of the training exercise.
		<u>Cons</u>	<ul style="list-style-type: none"> • Not participating will result in a missed opportunity for a training opportunity that will aid in preparing the District's Emergency Operations Centre for a real-life emergency event. • Not participating will result in a missed opportunity to cross train with our neighbouring communities and agencies.
		<u>Implications</u>	<ul style="list-style-type: none"> • Since the District of Ucluelet will be a partner agency on the grant application, there are no financial implications of not participating.
		<u>Suggested Motion</u>	No motion is required if Council does not wish Staff to partner with the ACRD on this grant application.

NEXT STEPS

If successful in this grant application, the ACRD will work with project partners to draft an exercise that is realistic, and that would allow for a true test of each jurisdiction's emergency response capabilities. The ACRD would hire a contractor to facilitate the development and delivery of the exercise. ACRD staff will administer the project; however, input from each project partner will be required to support the development of the West Coast exercise.

Invited participants to the exercise will include First Nations, Parks Canada, emergency agencies, and other relevant agencies depending on the selected scenario.

The training exercise would tentatively take place in the Spring of 2022.

Respectfully submitted: Rick Geddes, Fire Chief
Duane Lawrence, CAO



REPORT TO COUNCIL

Council Meeting: January 11, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 2240-20

SUBJECT: 2021-12-14 - CEDAR HUB WASHROOM CONTRACT AUTHORIZATION

REPORT NO: 21-06

ATTACHMENT(S): ARCHITECTURAL DRAWINGS, CEDAR HUB WASHROOM

RECOMMENDATION(S):

THAT Council approve Option A, to authorize a \$124,431.52 plus GST contract between the District of Ucluelet and Muchalat Projects Ltd. to build, deliver and install the Cedar Hub washroom facility; and further,

THAT Council direct Staff to reallocate \$24,431.52 from Resort Municipality Initiative funds towards the completion of the Cedar Hub washroom facility.

BACKGROUND:

In late 2017 Council directed Staff to purchase 1638 Cedar Road for the purpose of building a parking lot. The Cedar Road Parking Hub was envisioned to create a central arrival and parking area on District-owned land in the center of town. The land was purchased, and a project was planned to add 33 new parking spots, electric vehicle charging stations, access pathways, and washroom facilities.

The total project has experienced scope changes, delays, cost, and schedule overruns, and remains unfinished without the addition of the washroom facility.

In May 2019 the Design Center was hired to complete the design of the washroom facility. The completed design represents west coast architecture in form and character and meets the needs of the location with two unisex accessible washrooms. The facility is detailed with natural materials including cedar shingles and wood trim.

In September 2019 Copcan was asked to submit an estimate to construct the facility and an estimate of \$200,000 was provided. At that point, the completion of the washroom construction was stalled, and a Porta-Potty was installed on site.

In September 2021 District Staff were asked to complete market research and facilitate a procurement strategy focused on installing a prefabricated modular washroom for under \$100,000. A strategy of competitive bidding was executed, and the District received estimates on five modular washrooms which ranged from \$75,000 to \$300,000. The lowest cost option was for the unit only and didn't include other costs such as foundation and site prep. The modular units were determined to look too industrial for the site.

For reasons of increasing costs, District procurement policy, and aesthetics, District Staff decided to begin a formal Request for Proposal using the original design from the Design Center. In November 2021, District Staff completed a formal Request for Proposal and received two proposals of \$120,000 and \$400,000.

On December 14, 2021, District Staff presented to Council the results of the RFP and asked for authorization to proceed with contract award to the best-value proposal which was provided by Muchalet Projects Ltd. for \$120,000 including GST and an anticipated delivery date of February 2022. Council did not proceed with the contract authorization at that time and asked Staff to investigate the implications of adding a third washroom to the existing design.

District Staff have worked with Muchalat Projects Ltd. to revise the design of the washroom to incorporate a third stall and update the project quotation to reflect the change. A third stall has been added to the original design for an additional cost of \$10,000 plus GST. The third stall will be slightly smaller than the other two stalls, unisex and not handicap accessible; however, the additional stall fits well into the facility without any alterations to the structure.

ANALYSIS OF OPTIONS

The revised proposal provided by Muchalet Projects Ltd. is valued at \$124,431.52 plus GST. The proposal uses the District's original design with west coast form and character to construct a purpose-built modular facility which will be built off-site and delivered and installed for an anticipated date of March 2022. Financially, there remains \$100,000 in the project budget. In order to fully fund the project an additional \$24,431.52 will need to be allocated to the project budget. The Director of Finance has confirmed the funds are available within the existing Resort Municipality Initiative Fund (RMI).

A	Authorize a \$124,431.52 plus GST washroom contract and reallocate \$24,431 from the RMI fund.	<u>Pros</u>	<ul style="list-style-type: none"> The Cedar Hub Parking lot will be completed The proposal is the best-value option in terms of cost, quality, and timing The contractor is available to install new the washroom in March, prior to the 2022 tourist's season The contractor has strong experience delivering projects on the west coast
		<u>Cons</u>	<ul style="list-style-type: none"> Proposal is over the \$100,000 washroom budget by \$24,431.52 Reallocation of funds from RMI are necessary for completion
		<u>Implications</u>	<ul style="list-style-type: none"> The proposal is over budget and funds will have to be re-allocated from RMI to complete the project
B	Modify the scope and retender the project	<u>Pros</u>	<ul style="list-style-type: none"> A different solution for the washroom facility would be presented to Council to meet Council's requirements
		<u>Cons</u>	<ul style="list-style-type: none"> A different solution is unlikely to source a more economical, timely and attractive washroom install
		<u>Implications</u>	<ul style="list-style-type: none"> Lost time for District Staff while considering other options No guarantee to have cost savings
		<u>Suggested Motion</u>	That Council direct Staff to modify the Cedar Hub washroom facility by _____ and bring a report back to Council at a future date for consideration.



Muchalat Projects Ltd.
 3326 Dove Creek Road
 Courtenay BC V9J 1P3
 (250) 338-0995

November 22, 2021

James Macintosh
 jmacintosh@ucluelet.ca

RE: Construction, Delivery & Installation of Cedar Hub Parking Lot Washroom Facility, Ucluelet, BC

The following price quotation is based on minor changes to plans provided, to accommodate a pre-fabricated structure built to CSA A277 Construction. Board and Batten Cedar Siding, Soffit, Facias, will be substituted with cementious board, hardi panels.

Pricing Includes the following:

Modular building constructed to CSA A277
 Consultants
 Excavation & Backfill as per geotechnical Report
 Transport, craning and set up
 Concrete foundation on sealed, polished concrete floor
 Roofing – 26 gauge Prolok Standing Seam Metal Roof
 Milguard or Equivalent Windows
 FRP Panels 48" up from the floor in Wet Areas.
 Painted Drywall in storage & Electrical Room
 Balance as per Drawings & and Request for Proposals Document Issued October 25, 2021

Not Included:

Civil work, sidewalks, any ramps, service to unit or water fountain.

Contract Price	\$111,800.00 plus
	\$2677.50 45% of pst on modular
	<u>\$5590.00 GST</u>
Total	\$120,067.51

*****Additional cost to add third washroom as shown c/w FRP panels on wall, bath accessories and minor changes to structure. ADD \$9954.02 +GST*****

NEW CONTRACT PRICE (w/ 3rd washroom) \$130,519.42 including taxes

Quote is valid for 30 days

Cedar Hub Washroom Contract Authorization James MacIntosh, Director of E...

List of Experience:

- SD 71 – Royston Portable Classroom, Cumberland Portable Classroom and Separate Washroom Building – Constructing in May 2021. Value \$540,000
- Cumberland Lake Park – Modular A277 Washroom/Shower Facility for the - Cumberland Lake Park and Campground on a suspended slab. Completed in 2020
- Numerous Portable Classrooms for SD71 Comox Valley School District in the past 4 years and 13 total Classrooms for SD 62 – Langford School District completed in 2019 – 2020
- 4 separate modular residences in Tofino/Ucluelet. Approx. Value \$140,000 – 250,000
- Duffin Cove Hotel in Tofino 2019 - 18 Suite Hotel. Muchalat supplied the modulares complete without siding to another modular company. Value \$1.2 million

Reference:

Martin Hagarty, MHA Architects, Architect on record for SD 71 modular classroom projects. martin@mharchitects.ca [REDACTED]

WE have reviewed the RFP and drawings in detail and understand the scope of this washroom project. We have the capacity to begin construction asap.

Thank you for the opportunity to respond to this Request for Proposal

Tania Formosa
Muchalat Projects Ltd.

**REPORT TO COUNCIL**

Council Meeting: January 11, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PAULA MASON, MANAGER OF CORPORATE SERVICES**FILE NO:** 3900-25 BYLAW 1300**SUBJECT:** AMEND 2022 COUNCIL MEETING SCHEDULE**REPORT NO:** 22-02**ATTACHMENT(S):** AMENDED 2022 COUNCIL MEETING SCHEDULE**RECOMMENDATION(S):**

THAT Council approve Option A, to adopt the amended District of Ucluelet 2022 Council Meeting Schedule and provide public notice in accordance with the Council Procedure Bylaw.

BACKGROUND:

On October 12, 2021 Council adopted the 2022 Council Meeting Schedule which specified the meeting place as the George Fraser Room, in the Ucluelet Community Centre (UCC).

Staff identified that by specifying the meeting location as a room within the UCC that each time the Council meeting was moved to the community hall in the UCC a special notice was required. By not specifying the room within the UCC on the Council meeting schedule, a change of venue notification would no longer be required. Under the Community Charter S. 127 the date, time and place of the meeting must be included in the meeting schedule not the specific room. If a Council meeting were to be held at an alternate location outside of the UCC then notification would be required.

ANALYSIS OF OPTIONS:

Adopting the amended District of Ucluelet 2022 Council Meeting Schedule defines the Council meeting place as the Ucluelet Community Centre rather than the George Fraser Room in the Ucluelet Community Centre, allowing for meetings to be held anywhere in that building, without resolution of Council being required to change the location.

Choosing not to adopt the amended schedule would require Council to make a resolution each time the location within the Ucluelet Community Centre was changed for any given meeting.

A	Adopt the amended Meeting Schedule.	<u>Pros</u>	<ul style="list-style-type: none"> • Provides more flexibility to the designated meeting place. • No requirement for Council to make a resolution each time a different meeting room is used within the UCC.
		<u>Cons</u>	<ul style="list-style-type: none"> • Public Notice will need to be given to update the schedule.
		<u>Implications</u>	<ul style="list-style-type: none"> • Staff will have the flexibility to use rooms that are suitable to the various needs of meetings within the UCC.

B	Amend the Schedule	<u>Pros</u>	<ul style="list-style-type: none"> • Further amendments could result in a meeting schedule that better meets Council’s needs
		<u>Cons</u>	<ul style="list-style-type: none"> • Flexibility of meeting places could not be utilized until an amended schedule was adopted
		<u>Implications</u>	<ul style="list-style-type: none"> • Additional staff time required to re-draft and present an amended meeting schedule.
		<u>Suggested Motion</u>	<p>THAT Council direct Staff to amend the District of Ucluelet 2022 Council Meeting Schedule by adding/removing:</p> <p>a. _____; and,</p> <p>THAT Council adopt the 2022 Council meeting schedule as amended; and further,</p> <p>THAT Council direct staff to publish the amended 2022 Council meeting schedule.</p>
C	Take no Action	<u>Pros</u>	<ul style="list-style-type: none"> • There would be no changes to the 2022 Council Meeting Schedule, therefore no need for further updates
		<u>Cons</u>	<ul style="list-style-type: none"> • Reduced flexibility during pandemic restrictions to change locations within the UCC • Council would need to make a resolution each time the meeting location was anywhere other than the George Fraser Room
		<u>Implications</u>	<ul style="list-style-type: none"> • Staff time would be increased by awaiting approval from Council each time a different meeting room is required.
		<u>Suggested Motion</u>	No motion is required.

POLICY OR LEGISLATIVE IMPACTS:

[Section 124\(2\)](#) of the *Community Charter* states

“Without limiting the matters that may be dealt with under this section, a council must, by bylaw, do the following: (d) provide for advance public notice respecting the time and date and, if applicable, the place of council committee meetings and establish the procedures for giving that notice; “

NEXT STEPS

If the recommended motion is adopted, Staff would:

1. update District website to inform the public of the amended District of Ucluelet 2022 Council Meeting Schedule.

Respectfully submitted: Paula Mason, Manager of Corporate Services
Duane Lawrence, CAO



2022 COUNCIL MEETING SCHEDULE

Meetings will be held in the Ucluelet Community Centre located at 500 Matterson Drive, Ucluelet, B.C. unless otherwise advertised.

DATE	TIME	MEETING TYPE
January 11	4:00 PM	Regular Meeting
January 25	4:00 PM	Regular Meeting
February 10	4:00 PM	Regular Meeting
February 15	4:00 PM	Committee of the Whole
February 22	4:00 PM	Regular Meeting
March 1	4:00 PM	Harbour Authority Meeting
March 15	4:00 PM	Regular Meeting
March 29	4:00 PM	Regular Meeting
April 12	4:00 PM	Regular Meeting
April 26	4:00 PM	Regular Meeting
May 10	4:00 PM	Regular Meeting
May 17	4:00 PM	Harbour Authority Meeting
May 31	4:00 PM	Regular Meeting
June 14	4:00 PM	Regular Meeting
June 21	4:00 PM	Committee of the Whole
June 28	4:00 PM	Regular Meeting
July 19	4:00 PM	Regular Meeting
August 16	4:00 PM	Regular Meeting
September 6	4:00 PM	Harbour Authority Meeting
September 20	4:00 PM	Regular Meeting
October 6	4:00 PM	Regular Meeting
October 18	4:00 PM	Regular Meeting
November 1	4:00 PM	Inaugural Regular Meeting
November 15	4:00 PM	Regular Meeting
November 29	4:00 PM	Regular Meeting
December 13	4:00 PM	Regular Meeting

Adopted by Council on:

From: [REDACTED]
To: [Community Input Mailbox](#)
Subject: New speed limit Peninsula
Date: December 8, 2021 5:47:21 PM

[External]

Dear Major and council,

I would like to make a motion to establish a speed limit on Peninsula Road of 30km/h.

Where:

The new speed limit zone would extend from the school zone, all the way to the intersection Peninsula/Coast Guard drive.

Scope:

The allowed 50km/h proves to be too fast, especially up/down the hill around Reef Point Road and the pedestrian crossings entering and exiting Spring Cove trail.

It only is a matter of time, until there will be fatal accidents. A few months ago I was almost hit at the crossing, exiting Spring Cove. A police report has been filed. A few winters ago, a vehicle lost control and hit the curb, speeding towards the crosswalk next to the cabins.

I would like to challenge mayor and council to drive this stretch of road, MAINTAINING 50km/h throughout all corners. Please pay attention to keeping that speed, picturing yourself to execute an emergency break at a moments notice.

I personally took precision driving courses in Germany and I don't feel confident, that any driver, visitor or local alike, with vehicles in various states of maintenance would be able to stop in time. Especially during the wet season.

Walking this route almost every morning, often with my kids, turns into a nerve wrecking experience as a pedestrian. Neither my wife or I feel safe, since many drivers disregard the speed limit in place.

I trust speed checks (RCMP) along that stretch, will support this.

It is time to spring into action, and calm traffic in this area, for the safety and enjoyment of locals and visitor's alike.

Sincerely,
Jens Heyduck
[REDACTED]

Water's Edge Owners Society & Shoreside Management Corporation
1971 Harbour Crescent
Ucluelet, BC

9 December 2021

His Worship Mayco Noel and Council Members
District of Ucluelet
PO Box 999
Ucluelet, BC

RE: Boardwalk & Gazebo reconstruction.

Dear Mayor Noel and Councillors,

We write on behalf of the members of the Water's Edge Owners Society and the Shoreside Management Corporation. We wish to express our concern about the disintegrating condition of the District of Ucluelet's boardwalk to the Gazebo, which is adjacent to our property.

The deterioration of the boardwalk has progressed rapidly over recent years since first approved in the District's budget, and poses a significant hazard to the public. As investors in the Water's Edge, we have concerns about the safety of our guests, tourists and the negative impression that the current state of disrepair gives not only to our property, but to our community as well.

This issue has been raised in the past a couple of times by our previous General Manager and former District of Ucluelet Mayor, Dianne St. Jacques, as well as our Director of Marketing, Brent Hohlweg.

We would encourage Council to move forward with this project with urgency.

We sincerely thank your Worship, Mayor Noel and Council for their time in considering our request.

Respectfully,

Mr. Doug Schmidt, A.Sc.T.

President, Water's Edge Owners Society

watersedgesociety@gmail.com

Mr. Mike Altieri

President, Shoreside Management Corporation

shoresidecorp@gmail.com

Admin Support

From: Gillrie, Diana <Gillrie@cofi.org>
Sent: December 13, 2021 10:56 AM
Subject: 2022 COFI CONVENTION – Complimentary Registration – RSVP Required

[External]

TO: Mayors
 Regional District Chairs
 Presidents and Executive Directors of NCLGA, AKBLG, UBCM, AVICC and LMLGA

COFI is pleased to announce that we will be returning to an in-person convention next year, subject to all provincial health guidelines. The Convention will be held **April 27-29, 2022**, at the **JW Marriott Parq Hotel and Conference Centre in Vancouver**.

The BC Council of Forest Industries' Annual Convention is the largest gathering of the forest sector in western Canada. We look forward to gathering with industry, Indigenous, government, community and labour leaders in Vancouver to hear from compelling speakers and discuss key issues and opportunities facing B.C.'s forest industry.

I am pleased to invite you to attend the 2022 Convention of the BC Council of Forest Industries (COFI). The community leaders' program is a key part of our Convention program, and as in past years, we are pleased to offer you:

- One complimentary registration package to attend the convention, all meals and receptions included
- One night accommodation at the Parq Vancouver, JW Marriott or the Douglas. (Additional nights can be booked at your own expense)

HOW TO REGISTER AND BOOK YOUR ACCOMMODATION

- **Complimentary Registration:** To confirm your complimentary registration, please complete the online form below by March 1, 2022. You do not need to register again through the COFI website. [Community Leader Complimentary Registration Form](#)
- **Additional Registrations:** For additional registrations from your council colleagues/local government, we will offer the COFI member rate (\$450 if they register before April 1). Please register at COFI's website [here](#) and use discount code **COFI2022**
- **To book your room**, click [here](#). An adjustment will be made to receive the complimentary night after you have booked your room. Please book your room ASAP as rooms are limited.

If you are unable to attend, your community's CAO or a designated councillor/director are welcome to attend and utilize the complimentary registration.

I look forward to welcoming you to our convention. If you have any questions about registration, please contact Diana Gillrie at 778.760.1166 or via email at or gillrie@cofi.org.

Warm regards,

Susan Yurkovich
President & CEO
Council of Forest Industries

Diana Gillrie
Administrative Assistant
Phone: 778.760.1166
Mobile: [REDACTED]
gillrie@cofi.org



April 27-29, 2022
JW Marriott Parq Hotel
Vancouver, BC

[REGISTER HERE](#)



Sent via email: MUNI.Minister@gov.bc.ca

December 15, 2021

File No. 0550-20

Honorable Josie Osborne
 Minister of Municipal Affairs
 PO Box 9056 Stn Prov Govt
 Victoria BC V8W 9E2

Dear Honorable Josie Osborne:

Re: Elected Officials – Parental Leave

At its meeting held November 15, 2021, the District of North Saanich Council approved its Council Maternity & Parental Leave Policy and passed the following resolution:

“That a letter be sent to the Honourable Josie Osborne, Minister of Municipal Affairs, requesting the Provincial Governments urgent attention to the matter of parental leave provisions for elected officials, and further, that copies of this letter be sent to all local governments in British Columbia encouraging Councils to express the same direction.”

The District of North Saanich Council requests the urgent attention from the Provincial Government to include provisions in the *B.C Community Charter* that enable Council members who are new parents to take time off without being disqualified from Council.

The Policy is enclosed for your information and should you have any questions please contact the undersigned.

Rachel Dumas
 Director of Corporate Services

cc: all BC municipalities
 Encl

DISTRICT OF NORTH SAANICH

SECTION NO.	SECTION NAME:	POLICY NO.
1000	LEGISLATIVE	1002.20
SUBJECT: COUNCIL MATERNITY & PARENTAL LEAVE		

1.0 POLICY:

This Council Policy provides guidance on eligibility, process and principles for leaves under section 125(7) of the *Community Charter* when a Member of Council is a new parent.

2.0 LEGISLATION:

The Community Charter does not contemplate a situation where a Member of Council would be on leave due to pregnancy or parental reasons.

Section 125(5) of the *Community Charter* provides as follows: If a council member is absent from council meetings for (a) A period of 60 consecutive days, or (b) 4 consecutive regularly scheduled council meetings, whichever is the longer time period, the council member is disqualified from holding office in accordance with subsection (6).

Section 125(7) of the *Community Charter* provides, "disqualification under subsection (5) does not apply if the absence is because of illness or injury or is with the leave of the council."

3.0 SCOPE:

This Policy applies to District of North Saanich Members of Council.

4.0 DEFINITIONS:

"Parent" - A parent is defined as: a natural or adoptive parent; or a person who is in a relationship of some permanence with the natural or adoptive parent of the child and intends to treat the child as their own.

"Maternity Leave" – Maternity Leave is leave entitlement for a person giving birth to a child.

"Parental Leave" – Parental leave is leave entitlement for a parent.

5.0 NOTICE OF LEAVE:

Prior to taking maternity leave or parental leave, a Member of Council must give six (6) weeks' written notice to the Mayor and CAO of their intention to do so.

The Notice of Leave should include:

- the start date of the leave and the expected return date;

- information about any Council duties that the Member of Council requests continue to perform during the leave; and
- any workplace accommodations requested for the duration of the leave.

No Council motion is required for approval of the leave. The Notice of Leave will fulfill the requirement of Section 125(7) of the *Community Charter*.

6.0 LEAVES (In accordance with the *Employment Standards Act*):

Maternity Leave

A Member of Council is eligible for a maternity leave, covering pre-and post-natal time, for a period of up to seventeen (17) consecutive weeks of unpaid leave (unless otherwise agreed upon by the employer and employee), which must be taken during the period that begins:

- (a) no earlier than 13 weeks before the expected birth date, and
- (b) no later than the actual birth date

and ends no later than the 17 weeks after the leave begins.

Parental Leave

A Member of Council is eligible for parental leave if their spouse or partner has given birth, or if they have adopted a child.

A Member of Council is eligible for parental leave:

- (a) up to sixty-one (61) consecutive weeks of unpaid leave beginning immediately following the end of the maternity leave, unless the employer and employee agree otherwise;
- (b) for a parent who does not take maternity leave, up to sixty-two (62) consecutive weeks of unpaid leave beginning after the child's birth and within seventy-eight (78) weeks after that event;
- (c) for an adopting parent, up to sixty-two (62) consecutive weeks of unpaid leave beginning within seventy-eight (78) weeks after the child has been placed with the parent.

7.0 PRINCIPLES OF LEAVE:

By this policy, Council confirms its intention to provide a leave approval based on the following:

- (a) A Member of Council who takes leave pursuant to this policy shall not be disqualified from Council by being absent from Council meetings during the leave.
- (b) A Member of Council who takes maternity or parental leave pursuant to this Policy is not required to participate in Council meetings, public hearings and Council committee meetings or meetings of other bodies to which they are appointed by Council.
- (c) Despite being on maternity or parental leave, a Member of Council may attend any meeting of Council and exercise all rights and privileges of office. Such exercise of rights and privileges of office will not affect Council's leave approval.

(d) For the purposes of the minutes, a Member of Council absent from a meeting due to maternity or parental leave, shall be recorded in the minutes as on approved leave.

(e) During a Member of Council's maternity or parental leave, Council may authorize the temporary assignment of the Member's committee membership(s) or regional appointment(s). The Member of Council shall provide written notice to the Mayor and CAO of their intent to resume any of the Council-approved appointments.

(f) All memberships and appointments will be returned to the Member of Council at the end of their leave unless the membership(s) and appointment(s) expire before their return.

8.0 COMPENSATION AND BENEFITS:

(a) During the maternity or parental leave, the Member of Council will be compensated the difference between the EI benefit being received by the member and one hundred **(100%)** of their gross Council earnings. This benefit would be paid for the first seventeen (17) weeks of the leave, which includes the two (2) week EI waiting period.

(b) While on maternity or parental leave, the Member of Council will continue to participate in any benefit programs offered by the District.

From: [McCabe, Kate MUNI:EX](#)
To: [Wilkins, Christina MUNI:EX](#)
Cc: [Minister, MUNI MUNI:EX](#); [Minister, IRR IRR:EX](#); [MUNI DMO MUNI:EX](#); [Faganello, Tara MUNI:EX](#); [Edmondson, Marijke MUNI:EX](#); [Starki-Moser, Miriam MUNI:EX](#); [Andrade, Ana MUNI:EX](#)
Subject: Follow up to regional meetings with Minister Osborne and Minister Rankin – funding information
Date: December 17, 2021 10:44:06 AM
Attachments: [image001.png](#)

[External]

This message is being forwarded to you on behalf of Tara Faganello, Assistant Deputy Minister of the Local Government Division, Ministry of Municipal Affairs

To: Mayors, Regional District Chairs, and Chief Administrative Officers of British Columbia

Dear Mayors, Chairs, and CAOs:

Thank you for participating in the December 2021 regional meetings with Minister Osborne and Minister Rankin. During the meetings, two funding programs were mentioned and here are the details for these funding opportunities:

[150 Time Immemorial grant program – Heritage BC](#)

The intake for the 150 Time Immemorial grant program – Heritage BC closes on **December 24, 2021**.

In July 2021, the Province announced the \$30 million Time Immemorial grant program to be administered by the First Peoples' Foundation and Heritage BC. Indigenous communities, local governments and eligible organizations can apply for funding under the 150 Time Immemorial program for projects that promote and educate British Columbians about diversity, inclusion, and resilience through cultural heritage infrastructure, awareness, and planning.

All

Infrastructure Funding – ICIP Environmental Quality Program

The intake for the ICIP Environmental Quality Program closes on **January 26, 2022 at 4 pm PST**. Program information can be found [here](#).

The Environmental Quality Program is focused on infrastructure that will support quality and management improvements for drinking water, wastewater, and stormwater. It will also support projects that remediate contaminated sites and divert solid waste from landfill. Applicants are encouraged to consider projects that add value around environmental protection, resource recovery and reuse, climate change adaptation and mitigation and energy efficiency, generation and recovery. A water conservation plan is a requirement for any drinking water and wastewater projects.

Funding for local governments is available up to 73.33% of the eligible project costs (40% Government of Canada, 33.33% Province of British Columbia). Municipalities may submit one application. Regional Districts may submit one application for each community in their

Follow up to Regional meetings with Minister Osborne and Minister Rankin...

area. A community is defined as a settlement area within a regional district electoral area or an established or proposed service area.

Please email infra@gov.bc.ca to get connected to a program team member who can respond to your questions.

If you didn't get a chance to speak during the meeting or if you would like to share additional thoughts please email MUNI.Minister@gov.bc.ca.

After you share examples of recent initiatives or resources in your community for building relations with First Nations and Indigenous people during the meetings, I encourage you to email relations@civicinfo.bc.ca to have the resources or news releases of them added to the Joint Indigenous and Local Government Initiatives and Relations library to inspire and support other local governments.

Happy Holidays and wishing everyone a safe and healthy New Year 2022!

Kind regards,

Tara Faganello, CPA CGA BA Ec. (she/her)
Assistant Deputy Minister
Local Government Division | Ministry of Municipal Affairs
And Inspector of Municipalities
250 356-6575



From: [Kimberly Gee](#)
Subject: District of Lillooet re BC Wildfires Petition
Date: December 20, 2021 10:05:13 AM
Attachments: [image001.png](#)
[2021-12-17 - Ltr - District of Lillooet re BC Wildfires Petition As Sent.pdf](#)

[External]

Good Morning BC community local government elected leaders,

On behalf of the District of Lillooet Council, please find attached correspondence and the BC Wildfires Petition (redacted per s. 33 of *FOIPPA*) addressed to Mr. Brad Vis, MP for Matsqui-Fraser Canyon.

We invite other BC communities to adopt similar resolutions to the resolution noted in our correspondence and to join the District of Lillooet Council's efforts to bring about change in BC.

Kind Regards,

Kimberly Gee

Deputy Corporate Officer
District of Lillooet
250-256-4289 ext. 228



**District of Lillooet**

615 Main Street, PO Box 610, Lillooet, BC V0K 1V0

Tel: 250-256-4289 **Fax:** 250-256-4288
 Lillooet.ca
  info@lillooet.ca

December 15, 2021

File #: 0400-20

Via email: brad.vis@parl.gc.ca

Brad Vis, MP for Mission-Matsqui-Fraser Canyon
House of Commons
Ottawa, Ontario K1A 0A6

To: Mr. Brad Vis:**RE:** **BC Wildfires Petition**

The District of Lillooet (the "District") Councillor Laurie Hopfl has taken part in conversations with many stakeholders across our community regarding the needed changes to protect BC forests and every living thing in them.

On December 7, 2021, Councillor Hopfl made a notice of motion at the District Regular Council Meeting and sought Council support for a call to action as outlined in a petition, "BC Wildfires" that was signed by 46 Lillooet area residents.

The BC Wildfires petition, enclosed with this correspondence, is addressed to the Government of Canada and asks for the Government of BC and Canada to empower local persons, those working with licensees, industry and contractors, Indigenous communities, ranchers and workers such as fire fighters, forestry workers, and all those that see the day-to-day issues and have front line knowledge to provide feedback on the inconsistencies and shortcomings with regard to forest management and wildfire prevention in order to help bring about much-needed change.

Inspired by the Ontario government who assembled an 'All Hazards Agency' that employs people to manage fire, flood and slides, we believe that BC needs this type of agency as well.

We believe that impacts to lumber prices and job availability, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases are trickle effects that will continue to have detrimental effects on BC's future if we do not make necessary changes to current forest practice procedures.

Consequently, the District of Lillooet calls upon the Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

As such, the District Council passed resolution R-235-2021:

THAT Mayor and Council accept the petition "BC Wildfires" for information;

AND THAT the petition be provided to the House of Commons and that MP Brad Vis may address the petition there;

AND THAT staff write a letter on behalf of Mayor and Council that reiterates and supports the points in the petition;

AND FURTHER THAT the letter be sent to the MLA, MP, and all Councils of BC communities.

We respectfully request that you present the BC Wildfires petition to the Clerk of Petitions and upon receiving certification, to the House of Commons.

We invite other BC communities to adopt similar resolutions and join our efforts to bring about change in BC.

On behalf of Council, thank you for your consideration of this request.

Sincerely,



Mayor Peter Busse
District of Lillooet

cc: All UBCM Member Local Governments
Jackie Tegart, MLA for Fraser-Nicola
encl. BC Wildfires petition

BC Wildfires:Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

Ontario created an 'All Hazards Agency' that employs people to manage fire, flood and slides. We believe BC needs this too. Create full time, year around employment for forest restoration and management for fire fighters.

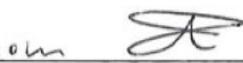
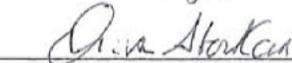
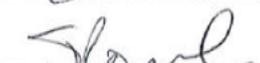
The trickle effect of lumber prices and availability along with jobs, mill closures, current and future mudslides, damage to critical habitat, and house insurance increases will have an alarming effect on BC's future if we don't change the current forest practice procedures.

We need to make a change to protect BC Forests and every living thing in it.

Therefore:

This petition is calling on our Provincial and Federal Governments to provide better forest management and wildfire protection by assessing the current policies and guidelines to enhance those that are working and to re-evaluate and change those that are not.

Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

	NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
1.	Renee Angus	1-2220 Hwy 99 N Lillooet BC		Renee Angus
2.	Jaqueline Bzdel	697 Columbia St Lillooet, BC V0K1V0		
3.	B. Alben	7389 Hwy 12 Box 2068		
4.	D. Adolph	PO Box 264 1251 Ruswicks E. Lillooet, B.C., V0K1V0, CA		
5.	L. Watterson	PO Box 701 #3-118 119 Ave. Lillooet BC V0K1V0		
6.	Jami Doyle	PO Box 1843 Lillooet BC. V0K1V0		
7.	Chelsea Atkinson	PO Box 2007 Lillooet BC V0K1V0		
8.	MARIA MASCHER	133 PINE RIDGE RD LILLOOET, BC V0K1V0		MARIA MASCHER
9.	ELLEN COGGINS	PO BOX 1036 LILLOOET BC V0K1V0		
10.	Erna Storkan	Box 916 Lillooet BC V0K1V0		
11.	Sarah Rommel	Box 1108 Lillooet BC V0K1V0		

THEREFORE

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		Robin Jones
12. Betty Crossler	415 Sumner Rd		E. J. Crossler
13. BARBARA WESTON	640 SUMNER		Barbara Weston
14. Paddy Weston	116-11 TH AVE		P Weston
15. John Lord	632 Main St		John Lord
16. Daryle Hayward	112 Hoey		Daryle Hayward
17. Shirley Mackay	2827 Transcan Hwy Lytton, BC		Shirley Mackay
18. Patrick Loring	2827 Transcan Hwy Lytton, BC		Patrick L. Loring
19. B McCandless	Texas CK Hill		B McCandless
20. Debbie Cain	165 Ponderosa Hwy		Debbie Cain
21. Mario Tajama	Yalalom Rd 1990		Mario Tajama
22. John Lord FRICKIAN	632 Main St		John Lord
23. Ron Taylor	405 Kennedy Pa		RON TAYLOR
24. Karne Jolly	689 Columbia		Karne Jolly
25. Wendy Dorman	Box 1402, Lillooet		Wendy Dorman
26. John Lord	11 11		John Lord
27. SPENCER WATERS	WINNIPEG		Spencer Waters
28. LACH MACDONALD	760 MOMA RD		Lach MacDonald
29. LAUREN WATKINS	PO Box 2045 Lillooet B.C.		Lauren Watkins
30. Brian & Weeks BRIAN & WEEKS	270 TAYLOR RD.		Brian & Weeks

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:
BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

A paper petition must contain a minimum of 25 valid signatures with addresses. A petition must contain original signatures written directly on the document and not pasted, taped, photocopied or otherwise transferred to it. Each petitioner must sign (not print) their name directly on the petition and must not sign for anyone else.

District of Lillooet re BC Wildfires Petition Kimberly Gee, Deputy Corpro. by a witness.

PETITION TO THE GOVERNMENT OF CANADA

BC Wildfires:Whereas:

We are calling for better forest management and wildfire prevention as well as empowering Local People, working with Licensees, Industry & Contractors, Indigenous Communities, Ranchers, and boots on the ground workers such as Fire Fighters, Forestry workers, and all those that see day to day issues and have the frontline knowledge to provide feedback on the inconsistencies and can help to create change.

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Reference: Youtube: 'A Valley Destroyed', The story of Monte Lake & Paxton Valley, Part 1 & 2

NAME (PRINT)	ADDRESS (FULL Address and City)	EMAIL (PRINT)	SIGNATURE (SIGN)
Robin Jones	123 Main Avenue Mission		Robin Jones
31. LAURIE HOPL	P.O. Box 1428 Lillooet, BC		Laurie Hoppl
32. G VANDERWOLF	P.O. Box 1358 Lillooet		G. Vanderwolf IS.NET
33. Hannah Weeks	270 Taylor Rd Lillooet B.C.		HWeeks
34. WAYNE COOK	Box 1507 Lillooet, B.C.		Wayne Cook
35. Bob Armitstead	Lillooet BC		Bob Armitstead
36. Ron McKay	Lillooet BC		Ron McKay
37. Michael/Sam	Lytton BC		Michael/Sam gmail.com Michael/Sam
38. Maria Torres	Lillooet		M. Torres

ONCE BOTH SIDES OF THIS PETITION ARE COMPLETED, PLEASE RETURN THIS PAGE POSTAGE-FREE TO:
BRAD VIS, MEMBER OF PARLIAMENT – House of Commons, Ottawa, ON K1A 0A6

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District of Lillooet re BC Wildfires Petition Kimberly Gee, Deputy Corpo... by a witness.



December 21, 2021

His Worship
 Mayor Mayco J. Noel
 District of Ucluelet
 PO Box 999
 Ucluelet BC V0R 3A0

Reference: 305268

Dear Mayor Noel:

Re: UBCM Meeting 2021

Thank you for taking the time to meet with me virtually during the Union of British Columbia Municipalities (UBCM) Convention.

It was great to discuss with you improvements to the Highway 4 junction between Tofino and Ucluelet. I also appreciated your kind words about the ministry's work on the Kennedy Hill Safety Improvements Project and about District Manager Michael Pearson.

It is a privilege to come together during the UBCM Convention to collectively envision how the challenges we face can be transformed into a resilient future for all British Columbians. The dedication and compassion local governments continue to demonstrate while protecting our communities and balancing diverse priorities is truly admirable.

Ministry staff will continue to discuss ideas with the District for improving the Tofino/Uclulelet Highway 4 intersection, and I understand they have already reached out to set up a meeting. Should you have any questions in the meantime, please do not hesitate to contact Mr. Pearson at 250 751-3287 or Michael.Pearson@gov.bc.ca.

I appreciate the District's interest in prioritizing active transportation in your community. You may be aware that the provincial government's CleanBC Roadmap to 2030 aims to increase the share of trips made by walking, cycling and transit to 30 per cent by 2030. The provincial government's Active Transportation Strategy, Move. Commute. Connect., was released in 2019 and includes design guidelines to help communities create safe, accessible infrastructure, including pathways, crossings and end-of-trip facilities at places like transit stations and ferry terminals. British Columbians have shown a growing interest in active transportation during the pandemic. In response, our government provided an additional \$16.7 million toward dozens of active transportation improvements through Stronger BC: BC's Economic Recovery Plan. Improvements have been made to multi-use pathways, rail trails, highway crossings, sidewalks, road shoulders and lighting on provincial infrastructure across the province.

.../2

Ministry of Transportation
 and Infrastructure

Office of the Minister

Mailing Address:
 Parliament Buildings
 Victoria BC V8V 1X4

Our Active Transportation Infrastructure Grants Program helps Indigenous and local governments with the cost of planning and building their active transportation networks. If you would like to discuss this program further, please do not hesitate to contact Kate Berniaz, Manager of Transportation Programs. Ms. Berniaz can be reached at 250 419-8544 or Kate.Berniaz@gov.bc.ca.

I also appreciate your invitation to meet in person, and my office will be in contact the next time I am in the area.

As we move forward as a province, our transportation network will play a vital role in supporting economic recovery and creating healthy, sustainable communities. Thanks to leaders like you, we can overcome any obstacle as we work together to create new opportunities for innovation and growth.

Thank you again for taking the time to meet.

Sincerely,



Rob Fleming
Minister

Copy to: Kaye Krishna
Deputy Minister

Kevin Richter
Associate Deputy Minister

Reg Bawa, Assistant Deputy Minister
Transportation Policy and Programs

Michael Pearson, District Manager
Vancouver Island District

Kate Berniaz, Manager, Transportation Programs
Programs and Corporate Initiatives Branch



December 30, 2021
Ref: 626920

His Worship Mayco J. Noel
Mayor of the District of Ucluelet
200 Main Street
PO BOX 999
Ucluelet BC VOR 3A0

Dear Mayor Noel:

Thank you for your December 3, 2021 correspondence advocating for additional provincial police resources, in the form of a Non-Commissioned Officer (NCO), for the Ucluelet RCMP Detachment. I appreciate that your letter also provides additional details, such as changes in population, which may affect the Ucluelet Provincial Unit.

My ministry is very alive to the pressures on provincial policing across BC. To address some of these pressures in the short-term, the Province provided funding to the RCMP in 2019 to finance 40 Regular Member (RM) positions to augment front-line provincial policing. Of these, 28 RM positions were allocated to augment front-line resourcing at the highest risk, greatest need Provincial Detachment Units across the province, as identified by the RCMP based on a variety of police workload, crime stats, and contextual factors.

I am aware that the Ucluelet Provincial Unit was not identified as part of this process. However, you may be interested to know that this funding also included 12 RM positions to create the Provincial Support Team (PST) to provide temporary, mobile relief for Provincial Detachment Units. Should the Ucluelet Provincial Unit be experiencing front-line resourcing pressures due to vacancies, absences, or emergencies, the PST is available, upon the Detachment's request, to assist front-line needs in the provincial jurisdiction.

With respect to increasing provincial resources at individual provincial detachment units, the RCMP maintains internal processes by which local detachments report pressures, such as the need for more resources, to BC RCMP Headquarters. Your local Detachment Commander is the key liaison between your Detachment and BC RCMP Headquarters on these matters. Once received by BC RCMP Headquarters, these pressures are then prioritized and considered in the context of the larger needs of the Provincial Police Service and the RCMP's expenditure of provincial funding delegation. The BC RCMP then submit their priority requests to the Province for consideration.

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Ministry of Public Safety and
Solicitor General

Policing and Security Branch

Mailing Address:
PO Box 9285 Stn Prov Govt
Victoria BC V8W 9J7

Telephone: 250 387-1100
Facsimile: 250 356-7747
Website: www.gov.bc.ca/pssg

Mayor Noel
Page 2

Additionally, the RCMP may recommend re-allocating existing funded positions from one Unit to another, or funding new additional positions through the existing provincial budget.

In regard to changes in resourcing levels, ministerial agreement is required per the terms of the *Provincial Police Service Agreement*. Once the RCMP have submitted their requests to the Province, Ministry staff review all RCMP proposals, associated with resourcing levels, with the expectation that provincial resourcing is commensurate to the workload of the jurisdiction or Unit they are assigned to, and that any RCMP assessment of provincial resource is comprehensive, robust and reflect the wider context of provincial police service delivery. Reliance on solitary or isolated metrics such as 'pop-to-cop' are not supported by this Ministry.

At this time, Ministry staff have not received any recommendations from the RCMP to re-allocate positions or request funding to increase resources at the Ucluelet Provincial Unit. I am confident that any business cases brought forward will be carefully considered by the Ministry.

Let me assure you that the Ministry continues to work closely with the RCMP, and internally to Government, to address front-line, uniformed provincial police resourcing throughout British Columbia.

Thank you for taking time to write to me.

Regards,



Wayne Rideout
Assistant Deputy Minister
And Director of Police Services
Policing and Security Branch



Public Notice

Reservoir Cleaning & Flushing

As part of regular maintenance program, the Public Works Department will be undertaking the flushing and cleaning of the municipal reservoirs. The intent of the flushing and cleaning is to remove sediment from within the reservoirs. This work can result in water discoloration and possibly temporary loss of pressure. If you note discoloration in your water supply, we suggest running the cold taps outside until the water clears.

Thursday January 6, 2022
to
Wednesday January 26, 2022

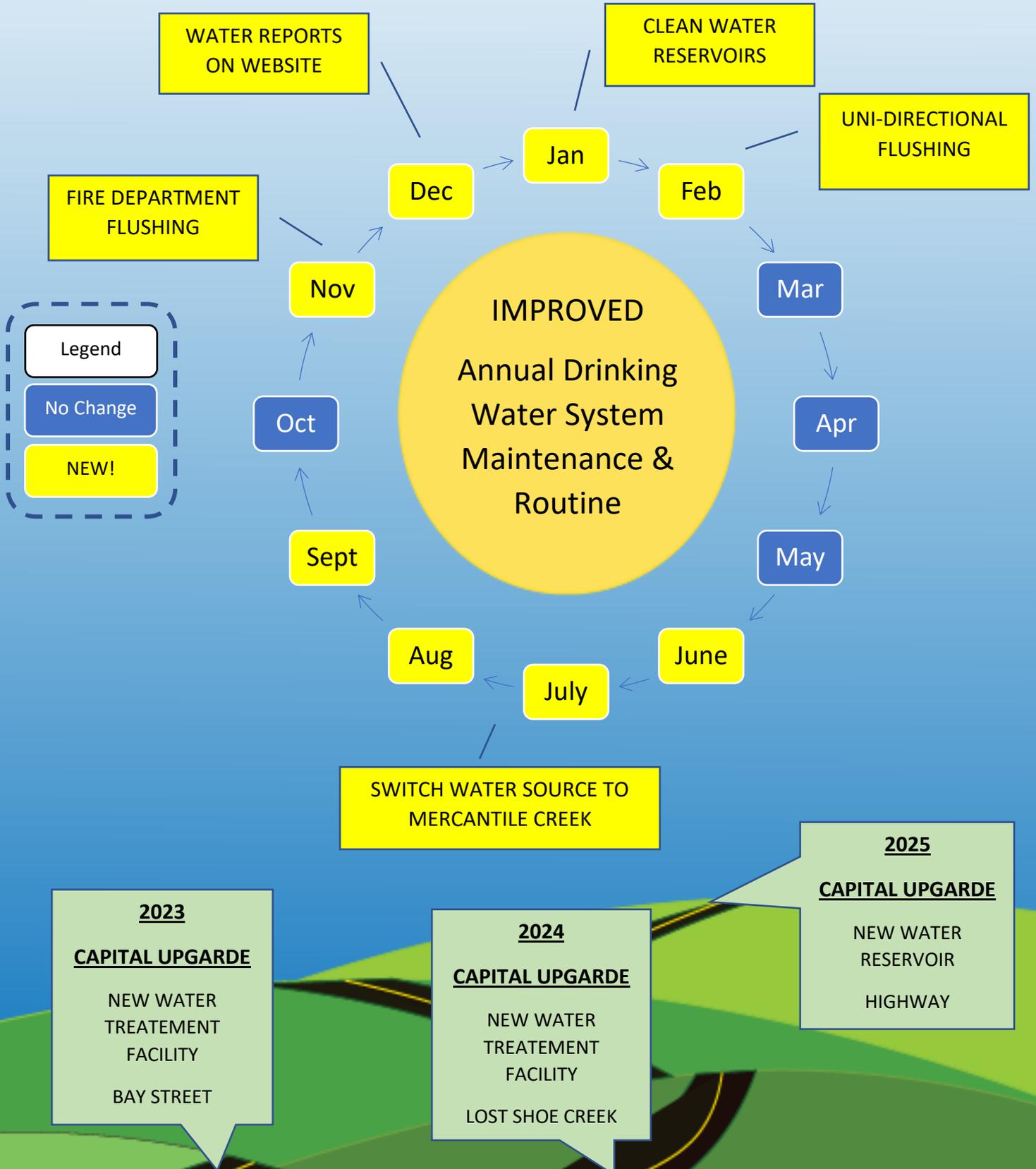
More information concerning the District's water cleaning schedule and other water system maintenance is available in [Ucluelet's Clean Drinking Water Action Plan](#), which can be found on the District's website at <https://ucluelet.ca/community/engineering-public-works/water>.

For questions or concerns, please contact the District's Director of Engineering Services, James MacIntosh at 778-748-8488 or jmacintosh@ucluelet.ca.

We apologize for the inconvenience and thank you for your patience.

Ucluelet's Clean Drinking Water Action Plan

Beginning January 2022 | Join us @Ucluelet.ca/Water



**INFORMATION REPORT**

Council Meeting: January 11, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PAULA MASON, MANAGER OF CORPORATE SERVICES
SUBJECT: CHEQUE LISTING – DECEMBER 2021
ATTACHMENT(S): DISTRICT OF UCLUELET A/P CHEQUE LISTING

FILE NO: 1630-01
REPORT NO: 22-07

PURPOSE

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

BACKGROUND

Each month Finance staff provide a detailed list of the previous month's cheque run. The listing for the month of December 2021 is attached.

REPORT

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, Manager of Corporate Services

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
21-Dec-10	CC508	A-MAIS TECHNOLOGIES INC.	2022045	A-MAIS MODULES 2022	\$ 12,929.67		\$ 12,929.67	
21-Dec-10	ACE92	ACE COURIER SERVICES	14314872	FINNING AA1121205	\$ 28.35		\$ 28.35	
21-Dec-10	AG815	AG SURVEYS	21-591	SEAPLANE BASE MARK PROPERTY	\$ 2,562.00		\$ 2,562.00	
21-Dec-10	ALL02	ALLOS DANIEL	123526	JUJITSU SES B FALL	\$ 1,022.00		\$ 1,022.00	
21-Dec-10	AFS01	ASSOCIATED FIRE & SAFETY	31223	FLAME FIGHTER COAT & PANT	\$ 3,021.90		\$ 3,021.90	
21-Dec-10	BR330	BLACK ROCK OCEANFRONT RESORT	INV-125	DOU HOLIDAY PARTY	\$ 2,742.02		\$ 2,742.02	
21-Dec-10	BUS01	BUSTON, TONI	123524	YOUTH COORDINATOR NOV	\$ 1,128.00		\$ 1,128.00	
21-Dec-10	CFP22	CALEDONIA FIRE PROTECTION LTD	29380	EXTINGUISHER SERVICING & DEFICIENCIES	\$ 8,189.43		\$ 8,189.43	
21-Dec-10	CIS12	CANCADD IMAGING SOLUTIONS LTD.	73027	HEAVYWEIGHT COATED PAPER	\$ 817.22		\$ 817.22	
21-Dec-10	CN411	CITY OF NANAIMO	AR012267	UFR EXAMS	\$ 840.00		\$ 840.00	
21-Dec-10	CIVIN	CIVIC INFO BC	2021-0840	67155 EXECUTIVE ASSISTANT	\$ 357.00		\$ 1,071.00	
			2021-0829	66942 MANAGER OF FINANCE	\$ 357.00			
			2021-0831	66982 ADMINISTRATION CLERK	\$ 357.00			
21-Dec-10	COM04	COMOX PACIFIC EXPRESS LTD.	320596953	FROM CLEARTECH DELIVERY	\$ 849.56		\$ 849.56	
21-Dec-10	CN043	CROWS NEST UCLUELET	5778	CHRISTMAS CARDS, DAYTIMER	\$ 129.57		\$ 129.57	
21-Dec-10	DWS54	DOGWASTE SOLUTIONS	1873	CASES DOG BAGS	\$ 756.40		\$ 756.40	
21-Dec-10	DJ002	DRAESEKE JAN	123533	CHI GONG FALL	\$ 572.07		\$ 572.07	
21-Dec-10	DE001	DUNCAN ELECTRIC MOTOR LTD.	P4562	HELEN RD LIFT STN REPAIR	\$ 2,571.68		\$ 2,571.68	
21-Dec-10	DH143	DURWARD HEATHER	123523	VIRTUAL YOGA FALL	\$ 304.93		\$ 304.93	
21-Dec-10	EB295	E.B. HORSMAN & SON	13222462	HELEN LIFT STN MATERIALS	\$ 100.84		\$ 1,093.24	
			13222469	STREET LIGHT LED	\$ 69.73			
			13222473	EDWARDS PATH SUPPLY	\$ 234.28			
			13233901	EDWARDS PLACE SUPPLY	\$ 390.50			
			13233903	TOOLS	\$ 98.86			
			13236019	EDWARDS PLACE SUPPLY	\$ 6.34			
			13236022	EDWARDS PLACE SUPPLY	\$ 42.29			
			13246428	CAT6 JACK, PHI LAMP ETC.	\$ 150.40			
21-Dec-10	EL048	ERIK LARSEN DIESEL CO. LTD.	719675	RAMP REPLACEMENT	\$ 17,501.10		\$ 17,501.10	
21-Dec-10	FAI03	FAITHFUL EBONY	123530	CERAMIC CO FALL	\$ 1,377.00		\$ 1,377.00	
21-Dec-10	FW050	FAR WEST DISTRIBUTORS LTD	F007927	G BAGS, TP, URINAL SCREEN	\$ 450.95		\$ 929.22	
			F007922	G BAGS, PAPER TOWEL, TP ETC.	\$ 353.39			
			F007925	URINAL SCREEN	\$ 60.71			
			CM-F654	RETURN URINAL PUCKS	-\$ 19.29			
			F007996	TORK PAPER TOWEL	\$ 83.46			
21-Dec-10	FLY01	FLY BY KNIGHT	123513	FIREHALL RENO	\$ 4,364.52		\$ 4,364.52	
21-Dec-10	GB059	GIBSON BROS. CONTRACTING LTD.	26097	CRUSH GRAVEL	\$ 616.00		\$ 616.00	
21-Dec-10	GF001	GRAPHICS FACTORY	28078	VILLAGE GREEN REVITAL SIGN	\$ 133.28		\$ 133.28	
21-Dec-10	GM002	GRAY MARCIE	123516	COMOX LIVE FIRE TRAINING GRAY	\$ 650.16		\$ 650.16	
21-Dec-10	PD199	HARBOURVIEW DRUGSTORE	780307	TWINRIX VACCINE	\$ 71.68		\$ 71.68	
21-Dec-10	HE104	HAUSER EVAN	123518	PER DIEM OHS TRAINING HAUSER	\$ 120.00		\$ 120.00	
21-Dec-10	HS002	HOGAN, SARAH	123532	DANCE FIT NOV	\$ 126.42		\$ 126.42	
21-Dec-10	HRPR7	HOLISTIC EMERGENCY PREPAREDNESS	9252	THERMAREST, BLANKET, BINS ETC	\$ 2,010.35		\$ 2,010.35	

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
21-Dec-10	HA826	HOWE ADAM	123512	LIVE FIRE 1 TRAINING PER DIEM	\$ 650.16		\$ 650.16	
21-Dec-10	JR381	J. ROBBINS CONSTRUCTION LTD	5474	BAY ST BONE ROCK	\$ 1,196.96		\$ 1,196.96	
21-Dec-10	JT071	JACK'S TIRE SALES & SERVICE LTD.	197463	TIRES IRONHEAD 24570R19.5	\$ 658.56		\$ 658.56	
21-Dec-10	JAL42	JAL DESIGNS AND GRAPHICS INC.	40503125	BAGS WITH LOGO	\$ 382.42		\$ 2,354.07	
			40503094	UFR SHIRTS CAPS HOODIES	\$ 1,971.65			
21-Dec-10	CK608	KASSLYN CONTRACTING	D805	D805	\$ 2,623.75		\$ 7,790.86	
			D806	D806	\$ 701.98			
			123535	RESERVE MOORAGE FEE COMMISSION	\$ 4,465.13			
21-Dec-10	KL923	KERDMAN LINDSAY	123520	FALL GYM PROGRAM	\$ 8,635.13		\$ 8,635.13	
21-Dec-10	KRI01	KRIS'S ROOFING					\$ 1,575.00	yes
21-Dec-10	LS100	L'HOMME SOPHIE	123527	CHOIR FALL	\$ 3,601.86		\$ 3,601.86	
21-Dec-10	LAN02	LANARC 2015 CONSULTANTS LTD.	UCLUUEL-1271	UCLUUEL-21-317 VILLGE GRN	\$ 8,938.13		\$ 8,938.13	
21-Dec-10	LB200	LONG BEACH PLUMBING & HEATING LTD	7934	PLUMB IN NEW COFFEE BREWER	\$ 109.30		\$ 109.30	
21-Dec-10	MM002	MARTIN MIKE	123515	COMOX FIRE TRAINING MARTIN,M	\$ 650.16		\$ 650.16	
21-Dec-10	MCG02	MCGILLIVRAY, ERIN	123521	ART SESSION B FALL	\$ 432.00		\$ 432.00	
21-Dec-10	F0017	MCRURIE MARKUS	123514	LIVE FIRE 1 TRAINING PER DIEM MCRURIE	\$ 650.16		\$ 650.16	
21-Dec-10	MISC	ARAIYA BERNARD	123525	CREATIVE DANCE SES B FALL	\$ 252.00		\$ 252.00	
21-Dec-10	MISC	JEN BOOT	123528	JOURNEY DANCE FALL	\$ 547.20		\$ 547.20	
21-Dec-10	MISC	BRENDA KENT	123529	EXPRESS MOVE YOGA FALL	\$ 569.16		\$ 569.16	
21-Dec-10	MISC	ANDREA D'ANGELO	123534	YOGA FALL	\$ 492.39		\$ 492.39	
21-Dec-10	M9412	MONTEITH DONNA	123519	FRAME - T.NELSON ETC.	\$ 37.63		\$ 37.63	
21-Dec-10	NP156	NORTH PACIFIC REPAIR	128563	SAND/SALT DIVERTER SALTER	\$ 1,056.72		\$ 1,056.72	
21-Dec-10	PR725	PACIFIC RIM MARINE SEARCH & RESCUE SOC	03/2021	Q3/2021 HARBOUR COLLECTIONS	\$ 5,473.83		\$ 5,473.83	
21-Dec-10	PB104	PIONEER BOAT WORKS	81522	NEUTRAL COAT, CATALYST, PIGMENT ETC.	\$ 613.81		\$ 613.81	
21-Dec-10	NS003	SIGMUND, NORANNDA	123531	YIN YOGA SES B FALL	\$ 288.00		\$ 288.00	
21-Dec-10	wp166	WINDSOR PLYWOOD - UCLUELET DIV.	81520A	STAPLES FOR XMAS LIGHTING	\$ 23.95		\$ 2,253.40	
			81794A	DUVAL BATHROOM RECONDITIONING	\$ 2,038.40			
			81939A	SPIRAL NAILS, WIRE ROPE	\$ 51.67			
			82020A	LUMBER SKATE RAMPS	\$ 121.30			
			82095a	TORPEDO LEVEL	\$ 18.08			
21-Dec-10	wp166	WINDSOR PLYWOOD - UCLUELET DIV.	80875A	CABLE TIES, PIPE INSUL	\$ 7.68		\$ 2,838.78	
			80932A	PAINT SUPPLIES	\$ 270.57			
			80933A	ANCHOR SCREWS LYCHE	\$ 24.10			
			80947A	LUMBER PARKS	\$ 25.80			
			81067A	YARD SUPPLY	\$ 9.77			
			81124A	DRILL -PARKS EQUIP MAINTENANCE	\$ 595.45			
			81133A	RATCHET STRAP HASPS ETC.	\$ 60.35			
			81215A	LUMBER - RAMPS FOR SKATE	\$ 307.89			
			81027A	TEK SCREW PH	\$ 10.58			
			81113A	PLAIN RAGS	\$ 35.73			
			81036A	LUMBER WHISKEY DOCK/52 STEPS	\$ 1,490.86			
21-Dec-10	wp166	WINDSOR PLYWOOD - UCLUELET DIV.	79333A	ANGLE BRUSHES, PAINT	\$ 181.81		\$ 3,560.08	

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
			79595A	SIGN MATERIALS HINGES ETC.	\$ 328.35			
			80362A	DOOR SWEEPS	\$ 58.24			
			80385A	RUBBER TAPE, FOAM TAPE	\$ 27.55			
			80508B	SIGNAGE SUPPLIES	\$ 23.33			
			80654A	EDWARDS PL PRESSURE TRT	\$ 312.54			
			80750A	PAINTERS TAPE	\$ 25.55			
			80757A	SIGNGAGE SUPPLIES	\$ 44.35			
			80845A	EDWARDS PL METAL WIRING	\$ 6.91			
			79835A	PW MATERIALS	\$ 279.01			
			80823A	PAINT SUPPLIES PW	\$ 2,272.44			
21-Dec-10	WF001	WFR WHOLESALE FIRE & RESCUE LTD.	INV/2021/12179	HELMET HAUSER	\$ 469.49		\$ 469.49	
21-Dec-10	WCS01	WCS ENGAGEMENT & PLANNING	1421	UCLUELET TOURISM PLAN	\$ 2,110.90		\$ 2,110.90	
21-Dec-10	US001	URBAN SYSTEMS LTD.	195330R	1427.0018.01 TRAILHEAD SIGNAGE	\$ 780.89		\$ 2,432.96	
			195244	1427.0009.01 AMPHITRITE PT	\$ 372.07			
			195531	1427.0007.01 GENERAL PLANNING SRVC	\$ 1,280.00			
21-Dec-10	UL500	ULINE CANADA CORPORATION	9453683	YOUTH RM CABINET, DOLLIES	\$ 1,866.96		\$ 1,866.96	
21-Dec-10	UI923	UKEE INFO TECH	12518	IT SUPPORT NOV	\$ 7,200.59		\$ 7,200.59	
21-Dec-10	UP459	UCLUELET PETRO-CANADA	13295		\$ 141.25		\$ 141.25	
21-Dec-10	LEASE	UCLUELET CONSUMERS CO-OPERATIVE ASSN	12/21	DEC /21 LEASE	\$ 250.00		\$ 250.00	
21-Dec-10	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	5NOV21#5240	SALT, BLADE, BAGGIES	\$ 12.00		\$ 5,080.79	
			5NOV21#2555	CAKE, COOKIES, MUFFINS	\$ 16.47			
			4NOV21#1981	BOWL BRUSH & PLUNGER	\$ 19.58			
			4NOV21#5145	MILK, SANDWICH, DONUTS ETC.	\$ 32.17			
			8NOV21#6329	STABILIZER, ZIPLOCS	\$ 47.01			
			29NOV21#2142	LYCHE COFFEE	\$ 9.18			
			24NOV21#9764	EXT CORDS XMAS LIGHTING	\$ 73.32			
			29NOV21#7423	SUGAR DONUTS COOKIES	\$ 25.45			
			7304.	CARDLOCK NOV/21	\$ 4,845.61			
21-Dec-10	UC142	UCLUELET CONSUMER'S CO-OPERATIVE ASSN	18NOV21#5462	LYCHE COFFEE	\$ 31.18		\$ 478.29	
			18NOV21#7886	CAKE SANDWICH BANANAS ETC.	\$ 51.28			
			1NOV2021#2626	LYCHE COFFEE	\$ 49.86			
			16NOV#4970	ADHESIVE STRIPS	\$ 24.71			
			16NOV#4991	STEEL WOOL	\$ 17.88			
			16NOV21#5036	COFFEE, ZIPLOCS ETC.	\$ 38.71			
			16NOV#8583	SPRAY & PEEL ORANGE ETC.	\$ 48.18			
			17NOV21#5199	STEEL WOOL SPRAY & PEEL ORANGE	\$ 26.12			
			17NOV21#7581	ADHSV FAST STRIPS	\$ 4.80			
			19NOV21#5885	FAN ICE SCRAPER PLUNGER ETC.	\$ 46.76			
			20211199	INTEREST CHARGE NOV/30 STMT	\$ 138.81			
21-Dec-10	TC002	THORNTON CREEK ENHANCEMENT SOCIETY	Q3/2021	Q3/21 HARBOUR COLLECTIONS	\$ 2,739.48		\$ 2,739.48	
21-Dec-10	SF791	SURFRIDER FOUNDATION - VANCOUVER ISLAND	181A	CIGARETTE BUTT PICK UP SERVICE	\$ 60.00		\$ 60.00	
21-Dec-10	SP010	SUPERIOR PROPANE	36118066	UAC HALL REFILL	\$ 173.60		\$ 173.60	

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21-Dec-10	SUN02	SUN LIFE ASSURANCE COMPANY OF CANADA	00124256	DEC/21 EAP	\$ 135.98		\$ 135.98	
21-Dec-10	SK010	STRICKLAND KARLA	123522	CLAY FALL SESSION	\$ 1,395.00		\$ 1,395.00	
21-Dec-10	CE004	STAPLES PROFESSIONAL	57738078	PENS, FASTNERS, REPORT COVERS ETC	\$ 900.74		\$ 1,093.28	
			57760436	SHARP SCIENTIFIC PLANNING	\$ 27.99			
			57854046	DAYTIMER	\$ 128.37			
			57852139	REFILLS NOTEBOOK	\$ 36.18			
21-Dec-15	KRI01	KRIS'S ROOFING	594634	REC HALL ROOF REPAIR	\$ 1,575.00		\$ 1,575.00	
21-Dec-29	ACE92	ACE COURIER SERVICES	14316728	GRAPHICS FACTORY	\$ 23.58		\$ 23.58	
21-Dec-29	AL001	ACKLANDS - GRAINGER INC.	9148354732	PAD LOCKS	\$ 108.53		\$ 108.53	
21-Dec-29	AEL78	ALBION ELECTRIC LTD	749828	WHISKEY DOCK RAMP ELECTRICAL	\$ 280.88		\$ 280.88	
21-Dec-29	AE500	ASSOCIATED ENGINEERING (B.C.) (LTD)	283006	PROJ 2017-2163.101 MERCLE CRK	\$ 2,949.45		\$ 2,949.45	
21-Dec-29	BCSLA	BC SOCIETY OF LANDSCAPE ARCHITECTS	14549	MEMBERSHIP DUES 2022	\$ 977.55		\$ 977.55	
21-Dec-29	BP940	BLACK PRESS GROUP LTD.	34174422	NOV/21 ADS	\$ 182.96		\$ 182.96	
21-Dec-29	BC025	BUCKERFIELD'S PARKSVILLE	T19-410837	BALLFIELDS MATERIALS/SUPPLIES	\$ 10,881.19		\$ 11,869.48	
			T19-406181	BEAUTIFICATION	\$ 988.29			
21-Dec-29	MA952	BUREAU VERITAS CANADA (2019) INC.	VA10503480	SEWER TESTING C184534	\$ 344.82		\$ 344.82	
21-Dec-29	BUS01	BUSTON, TONI	123539	YOUTH CO DEC/21	\$ 672.00		\$ 672.00	
21-Dec-29	CGISC	CGIS CENTRE	44562	JAN-MAR/2022 SLIMS	\$ 2,470.30		\$ 2,470.30	
21-Dec-29	COM04	COMOX PACIFIC EXPRESS LTD.	320361739	TO CLEARTECH	\$ 295.09		\$ 1,462.65	
			390322129	FROM FOUR STAR WATERWORKS	\$ 324.22			
			320612111	FROM CLEARTECH	\$ 843.34			
21-Dec-29	CUPE1	CUPE LOCAL #118	11/21	NOV/21 DUES	\$ 1,772.46		\$ 1,772.46	
21-Dec-29	DOM01	DOMCOR TRAFFIC CONTROL INT'L INC	18600	PENINSULA RD WATER VALVE INSTALL	\$ 1,098.09		\$ 1,098.09	
21-Dec-29	DJ002	DRAESEKE JAN	123544	CHI GONG DEC/21	\$ 49.25		\$ 49.25	
21-Dec-29	EB295	E.B. HORSMAN & SON	13244553	CEDAR BOARDWALK	\$ 313.31		\$ 1,725.18	
			13261366	LAGOON ELECTRICAL ITEMS	\$ 61.82			
			13261371	LAGOON ELECTRICAL ITEMS	\$ 47.04			
			13272095	STREET LIGHTS	\$ 1,303.01			
21-Dec-29	EISC2	ELITE IMAGE SOFTWARE CORP	30883	BUSINESS CARDS	\$ 924.40		\$ 924.40	
21-Dec-29	EL048	ERIK LARSEN DIESEL CO. LTD.	719720	WHISKEY DOCK RAMP INSTALL	\$ 2,425.02		\$ 3,297.74	
			719729	WHISKEY DOCK RAMP INSTALL	\$ 872.72			
21-Dec-29	FSC10	FOUR STAR COMMUNICATIONS INC	61186	ANSWERING SERVICES DEC/21	\$ 162.75		\$ 162.75	
21-Dec-29	GHH20	GEO H HEWITT CO. LTD.	2106119	PET TAGS 2022	\$ 237.48		\$ 237.48	
21-Dec-29	GPC25	GREATPACIFIC CONSULTING LTD	1334	PROJ 1005-009 REM 2021	\$ 7,973.54		\$ 7,973.54	
21-Dec-29	PD199	HARBOURVIEW DRUGSTORE	784060	PPE/FIRST AID SUPPLIES	\$ 80.01		\$ 80.01	
21-Dec-29	HS002	HOGAN, SARAH	123542	DANCE FIT DEC/21	\$ 60.87		\$ 60.87	
21-Dec-29	IC130	INFOSAT COMMUNICATIONS	491518	DEC/21 SAT PHONE	\$ 65.12		\$ 65.12	
21-Dec-29	JR381	J. ROBBINS CONSTRUCTION LTD	5462	WPT MATERIALS	\$ 370.96		\$ 1,000.96	
			5480	BAY ST LABOUR	\$ 630.00			
21-Dec-29	KL923	KERDMAN LINDSAY	123540	PILATES DROP-IN DEC/21	\$ 57.16		\$ 57.16	
21-Dec-29	KA001	KOERS & ASSOCIATES ENGINEERING LTD.	2138-003	2138 PENINSULA RD SANITARY/STORM	\$ 1,981.14		\$ 3,394.65	
			0361-095	0361 REVIEWS 239 BOARDWALK BLVD	\$ 300.51			

Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
			0361-094	0361 REVIEWS MARINE DR LOT 16	\$ 1,113.00			
21-Dec-29	LB200	LONG BEACH PLUMBING & HEATING LTD	7886	HOT WATER TANK DAYCARE	\$ 914.90		\$ 914.90	
21-Dec-29	MISC	D'ANGELO ANDREA	123543	YOGA DROP-IN DEC/21	\$ 97.55		\$ 97.55	
21-Dec-29	MISC	GIROUX GUITARS	367	PIANO TUNING	\$ 150.00		\$ 150.00	
21-Dec-29	MISC		TUP21-07	TUP21-07 DEPOSIT RETURN	\$ 2,000.00		\$ 2,000.00	
21-Dec-29	MISC		TUP21-15	TUP21-15 DEPOSIT RETURN	\$ 3,000.00		\$ 3,000.00	
21-Dec-29	M9429	MURRAY KEVIN	123536	BOOTS ALLOWANCE (2YRS)	\$ 304.49		\$ 304.49	
21-Dec-29	AGS11	NEXTGEN AUTOMATION	370798	COPIER USAGE 10/29-11/28/2021	\$ 1,097.70		\$ 1,097.70	
21-Dec-29	OE421	ON THE EDGE ROOFING & CONTRACTING	914	PW BUILDING ROOF REPAIR	\$ 777.00		\$ 777.00	
21-Dec-29	ORC01	ORCA HEALTH & SAFETY CONSULTING INC.	7719	JOHS COMMITTEE TRAINING	\$ 1,260.00		\$ 1,260.00	
21-Dec-29	PRG01	PACIFIC RIM GYMNASTICS	123538	GBC MEMBERSHIPS 2021-2022	\$ 459.00		\$ 459.00	
21-Dec-29	PC336	PETTY CASH FORTUNE ABBY	123546	ICE SCRAPER/GLUE GUN	\$ 38.90		\$ 38.90	
21-Dec-29	PB104	PIONEER BOAT WORKS	81605	PW ITEM	\$ 20.11		\$ 20.11	
21-Dec-29	PI002	PLANNING INSTITUTE OF BRITISH COLUMBIA	144210	MEMBERSHIP DUES 2022	\$ 603.00		\$ 603.00	
21-Dec-29	RGSCH	RECEIVER GENERAL OF CANADA	123545	UCLUELET HEAD LEASE RENEWAL	\$ 5.25		\$ 5.25	
21-Dec-29	R9361	RIGERA, LYVIER	123537	REIMBRSMT STAFF GIFT CARD	\$ 250.00		\$ 250.00	
21-Dec-29	NS003	SIGMUND, NORANND	123541	YOGA DROP-IN DEC/21	\$ 22.86		\$ 22.86	
21-Dec-29	SBR01	SONBIRD REFUSE & RECYCLING LTD.	43786	SCH GARBAGE NOV/21	\$ 1,294.61		\$ 4,064.48	
			43787	52 STEPS GARBAGE NOV/21	\$ 348.82			
			43788	WHISKEY DOCK GARBAGE NOV/21	\$ 808.11			
			43790	UCC GARBAGE NOV/21	\$ 365.89			
			43789	PW GARBAGE NOV/21	\$ 1,247.05			
21-Dec-29	CE004	STAPLES PROFESSIONAL	57752821	LYCHE OFFICE SUPPLIES	\$ 53.75		\$ 1,159.42	
			57538157	LYCHE OFFICE PAPER	\$ 391.51			
			57970832	UCC OFFICE SUPPLIES	\$ 250.41			
			57869774	PRESENTATION REMOTE	\$ 141.27			
			57967125	OFFICE SUPPLIES	\$ 301.62			
			57923973	OFFICE SUPPLIES	\$ 20.86			
21-Dec-29	SP010	SUPERIOR PROPANE	36539643	REC HALL TANK REFILL	\$ 169.57		\$ 169.57	
21-Dec-29	UR849	UCLUELET RENT-IT CENTER LTD	44055	BOAT BASIN CARDBOARD NOV/21	\$ 349.65		\$ 2,674.77	
			44016	NOV/21 PORTABLES	\$ 2,325.12			
21-Dec-29	US001	URBAN SYSTEMS LTD.	196245	PROJ 1427.0009.01 AMPHITRITE PT	\$ 5,197.50		\$ 6,111.79	
			196458	1427.0015.01 WILD PACIFIC TRAIL	\$ 914.29			
21-Dec-29	WCS01	WCS ENGAGEMENT & PLANNING	1425	NOV/21 UCLUELET TOURISM PLAN	\$ 4,998.00		\$ 4,998.00	
21-Dec-29	WC345	WURTH CANADA LTD	24622243	SAFETY VESTS	\$ 38.34		\$ 38.34	
21-Dec-29	XC300	XPLORNET COMMUNICATIONS INC	40451370	NOV/21 SAT INTERNET	\$ 76.15		\$ 76.15	



Highlights from the Alberni-Clayoquot Regional District (ACRD) Board of Directors' Meeting - December 2021



DELEGATION

Ms. Ellen Froot, Executive Director, Alberni Community & Women's Services (ACAWS) provided an update on activities of the ACAWS and discussed their new support model and creative ways they are providing support services during the COVID pandemic.

ACRD MEMBER APPOINTMENTS TO MUNICIPAL FINANCY AUTHORITY OF BC (MFA) FOR 2022.

The Board appointed Director McNabb and Chairperson Jack as member and alternate member, respectively, on the Municipal Finance Authority of BC for 2022. For more about the MFA, visit their website <https://mfa.bc.ca/>

2022 ACRD BOARD, HOSPITAL, COMMITTEE & FINANCIAL PLAN MEETINGS

The Board approved the 2022 ACRD Board, Hospital, Committee & Financial Plan meeting schedule. This schedule will be posted to the ACRD website at <https://www.acrd.bc.ca/events>

ALBERNI VALLEY LANDFILL HOLIDAY CLOSURE:

Christmas Day, December 25th
New Year's Day, January 1st

RECYCLING DEPOT ON 3RD AVENUE HOLIDAY HOURS:

Closes 2:00 pm, December 24th
Closed December 25th, 26th and 27th
Closes 2:00 pm, December 31st,
Closed January 1st, 2nd and 3rd

WEST COAST LANDFILL HOLIDAY CLOSURE:

Christmas Day, December 25th
New Year's Day, January 1st

BAMFIELD WATER SYSTEM – ASSET MANAGEMENT PLAN VERSION 1

The Board adopted the Bamfield Water System Asset Management Plan Version 1 to guide decision-making and facilitate sustainable service delivery. This is the final version 1 plan created by the ACRD. All plans may be found on our website at <https://www.acrd.bc.ca/AM-documents>

3RD AVENUE DEPOT CONTRACT AWARD

The Board awarded INEO Employment Services Inc. the contract for operation of the ACRD 3rd Ave Recycling Depot, for a 3-year term, beginning February 1, 2022 for a monthly cost of \$10,800 (excluding taxes), with the option to extend for two additional terms, subject to satisfactory performance.

INFRASTRUCTURE PLANNING GRANT APPLICATIONS

The Regional District will apply for Infrastructure Planning Grants for the Log Train Trail Park Management Plan, Franklin Bridge Detailed Design, Bamfield Development Cost Charge Review, and the Bamfield Liquid Waste Management Plan projects, which may each be eligible for grants up to \$10,000. Infrastructure Planning Grants are available to help local governments develop or improve long-term plans in the following areas:

- Asset management plans
- Integrated stormwater management plans
- Water master plans
- Liquid waste management plans

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
(Yuutu?i?ath Government)

UPCOMING MEETINGS – input on upcoming meetings may be emailed to: responses@acrd.bc.ca

Electoral Area Directors Committee Meeting – January 12th, 10:00 am; ACRD Boardroom/Zoom

Board of Directors – January 12th, 1:30 pm, followed by the **Regional Hospital District**; ACRD Boardroom/Zoom

Board of Directors – January 26th, 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 or contact the General Manager of

Councillor Rachelle Cole Deputy Mayor August 16 - October 31, 2022

Administrative Services at 250-720-2708 or e-mail info@acrd.bc.ca

ACRD OFFICE HOLIDAY CLOSURE

December 24, 2021
to January 1, 2022

REOPENING

8:00 am

Monday,

January 3, 2022

