

AGENDA

REGULAR MEETING OF COUNCIL

Tuesday, January 28, 2014

7:30 p.m.

**George Fraser Room, Ucluelet Community Centre
500 Matterson Drive,
Ucluelet, B.C.**

Council Members:

Mayor Bill Irving

Councillor Dario Corlazzoli

Councillor Geoff Lyons

Councillor Sally Mole

Councillor Randy Oliwa



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REGULAR COUNCIL MEETING AGENDA

January 28, 2014 at 7:30 pm
 George Fraser Room, Ucluelet Community Centre
 500 Matterson Drive, Ucluelet, BC

	CALL TO ORDER:	
Pg. 05	ADOPTION OF MINUTES: January 14, 2014 Regular Council Minutes	
	PUBLIC INPUT, DELEGATIONS & PETITIONS: None	
	CORRESPONDENCE: None	
Pg. 09	INFORMATION ITEMS: I-1 Local Elections Campaign Financing Act Selina Robinson, MLA	
Pg. 11	REPORTS: R-1 Expenditure Voucher G-02/14 Jeanette O'Connor, CFO	
Pg. 17	R-2 Development Permit for 2070 Peninsula Road John Towgood, Planning Assistant	
Pg. 23	LEGISLATION: L-1 Ucluelet Council Procedure Bylaw No.1166, 2014 Patricia Abdulla, Manager of Planning	
	COM-1 COUNCIL COMMITTEE REPORTS Councillor Dario Corlazzoli <i>Deputy Mayor October-December</i> <ul style="list-style-type: none"> ◆ Coastal Community Network ◆ Fisheries ◆ Signage Committee ◆ Ucluelet Chamber of Commerce ◆ Ucluelet Recreation Committee <i>(alternate)</i> ◆ Wild Pacific Trail ◆ Clayoquot Biosphere Trust Society <i>(alternate)</i> 	

<p>Councillor Geoff Lyons <i>Deputy Mayor April-June</i></p> <ul style="list-style-type: none"> ◆ Central West Coast Forest Society ◆ Food Bank on the Edge ◆ Local Marine Advisory Committee ◆ Ucluelet & Area Historical Society ◆ Clayoquot Biosphere Trust Society ◆ West Coast Multiplex Society <p>Councillor Sally Mole <i>Deputy Mayor July-September</i></p> <ul style="list-style-type: none"> ◆ Harbour Advisory Commission ◆ School Liaison (<i>alternate</i>) ◆ Ucluelet & Area Child Care Society ◆ Ucluelet Affordable Housing Society ◆ Ucluelet Recreation Commission ◆ Vancouver Island Regional Library (<i>alternate</i>) ◆ Westcoast Community Resources Society ◆ Coastal Family Resource Coalition <p>Councillor Randy Oliwa <i>Deputy Mayor January-March</i></p> <ul style="list-style-type: none"> ◆ Parent Advisory Committee/Public School Liaison ◆ Sea View Senior's Housing Society ◆ Ucluelet Volunteer Fire Brigade ◆ Ucluelet/Provincial Emergency Program ◆ Vancouver Island Regional Library Board <p>Mayor Bill Irving</p> <ul style="list-style-type: none"> ◆ Alberni-Clayoquot Regional District ◆ Pacific Rim Harbour Authority ◆ Aquarium Board 	
NEW BUSINESS:	
PUBLIC QUESTION PERIOD:	
ADJOURNMENT	
<p>RESOLVE INTO CLOSED SESSION</p> <p><i>Notice: This meeting may be closed to the public only where items for consideration meet the requirements of Section 90 of the Community Charter.</i></p>	

DISTRICT OF UCLUELET
Minutes of the Regular Council Meeting
held in the George Fraser Room, 500 Matterson Drive,
Ucluelet, BC on January 14, 2014 at 7:30 pm

COUNCIL PRESENT:

Mayor Irving
Councillor Corlazzoli
Councillor Mole
Councillor Oliwa

STAFF PRESENT:

Andrew Yeates, CAO
Holly McPhail, Recording Secretary

CALL TO ORDER:

Mayor Irving called the meeting to order at 7:30 pm.

- ❖ Barbara Touchie gave a blessing to the community and Council for 2014.

APPROVAL OF MINUTES:

Moved by Councillor Corlazzoli, seconded by Councillor Mole to adopt the December 16, 2013 Regular Council minutes as presented.

CARRIED

BUSINESS OUT OF MINUTES:

None

PUBLIC INPUT, DELEGATIONS & PETITIONS:

Local residents presented samples of brown water dispensed from their household taps and requested District work toward a solution to water quality issues..

CORRESPONDENCE:

C-1 Request for funding to support Ucluelet D.A.R.E. Program (Gary Cleaver)

Moved by Councillor Oliwa, seconded by Councillor Corlazzoli to receive correspondence C-1 and move funding request to the Grant-In Aid Process.

CARRIED

C-2 Request for support of BC Ferry Coalition (Jim Cleghorn)

Moved by Councillor Corlazzoli, seconded by Councillor Mole to receive correspondence C-2. Motion to write a letter of support for the effort to broaden the appeal and influence of the Coalition in representing coastal communities. Motion to request that the District receive feedback from BC Ferry Coalition on progress.

CARRIED

INFORMATION ITEMS:

I-1 UBCM Letter – Ministry of Agriculture (Pat Pimm)

I-2 Public Complaint regarding “Brown Water” (437 Marine Dr)

I-3 Notification of Pending Decision of Crown Land Disposition for a Gravel Pit

I-4 Notice of AGM and Election of Directors for Harbour Authority Association of British Columbia (Leslie Taylor)

I-5 Canadian Wind Energy Association Update (Robert Hornung)

I-6 UBCM Letter – Ministry of Transportation (Todd Stone)

I-7 Update on Canadian Coast Guard Facility in Ucluelet (Gail Shea)

Moved by Councillor Corlazzoli, seconded by Councillor Mole to receive information items I-1 through I-7.

CARRIED

Moved by Mayor Irving, seconded by Councillor Mole to write a letter requesting a meeting with Minister Pimm in Victoria in the next 60 days, including an additional request for Ministry staff contacts for follow up post meeting.

CARRIED

Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to forward information item I-3 to the Community Forest Board, expressing concerns for the future need for the Gravel Pit. Also moved to notify Ministry of Forest of correspondence to comply with 30 day referral limit.

CARRIED

Moved by Mayor Irving, seconded by Councillor Mole to write a letter requesting a meeting with Minister Stone in Victoria in the next 60 days, including an additional request for Ministry staff contacts for follow up post meeting.

CARRIED

Moved by Mayor Irving, seconded by Councillor Mole to write a letter to Minister Shea requesting a meeting with Dr. Lunney and Mr. Cody to discuss future opportunities with the Canadian Coast Guard facility.

CARRIED

REPORTS:

R-1 Expenditure Voucher G-01/14

Jeanette O'Connor, CFO

Moved by Councillor Corlazzoli, seconded by Councillor Mole to receive Expenditure Voucher G-01/14.

CARRIED

LEGISLATION:

L-1 Fourth Reading of Bylaw No 1161 – RZ#13-03 for 1766 Cypress Road

Patricia Abdulla, Manager of Planning

Moved by Councillor Mole, seconded by Councillor Corlazzoli to give Fourth Reading of Bylaw No 1161.

CARRIED

L-2 Fourth Reading of Bylaw No 1162

Patricia Abdulla, Manager of Planning

Moved by Councillor Corlazzoli, seconded by Councillor Oliwa to give Fourth Reading of Bylaw No 1162.

CARRIED

COMMITTEE REPORTS:

Councillor Dario Corlazzoli

Wild Pacific Trail

- January 22, 2014 at 11am: Children Interpretive Sign unveiling
- Looking to hire a part-time administrator
- Donation boxes are doing well
- Rated top attraction on Vancouver Island

Councillor Sally Mole

Coalition

- Looking for volunteers for a program called "Patience for Partners"
- Flyers will be distributed around town

Ucluelet & Area Child Care Society

- Need for foster families on the coast
- Information on fostering at District office

Councillor Randy Oliwa

Ucluelet Volunteer Fire Brigade

- AGM - filled all positions
- Recruiting volunteers

Ucluelet/Provincial Emergency Program

- Mid February - hand-held radio training

Vancouver Island Regional Library Board

- Meeting weekend of January 18, 2014

Mayor Bill Irving

Alberni-Clayoquot Regional District

- Meeting with Jordan Saturday January 15, 2014 - discuss secondary access into Port Alberni & Highway 4 issues towards Ucluelet

Moved by Councillor Mole, seconded by Councillor Corlazzoli to receive all committee reports.

CARRIED

NEW BUSINESS:

- Councillor Corlazzoli - Requests Public Works staff to drive around town looking for hazardous trees and to remove dead tree by the Co-op.
- Councillor Oliwa - Requests feedback on budget of electronic speed signs to be placed at Matterson and Peninsula by spring.
- Councillor Lyons - Requests a paper trail from correspondence with Ministry of Highways staff for future meetings with the Minister. Councillor Lyons would like a letter to be written to the Ministry of Highways staff, copied to Emcon, expressing concerns of:
 1. Over-head signs - don't reflect the actual conditions of the road
 2. Plowing - no plows on road when needed
 3. Maintenance of the cat's eyes in the roads

Moved by Councillor Mole, seconded by Councillor Oliwa to write a letter to the Ministry of Highways staff and Emcon.

CARRIED

- Councillor Lyons - Clarify article in local paper indicating a drop in taxes due to a reduction in BC Assessments. No direct connection between the reduced assessment and reduced taxes. Tax rates are dependent on the budget set for a year and all properties are subject to contributing to that budget. An increase in taxes can occur on a reduced assessment if the budget increases.
- Mayor Irving - Application deadline for Hometown Heroes is March 31, 2014. Award will be given to individuals involved in volunteer organizations.

PUBLIC QUESTION PERIOD

Council received comments from the public.

ADJOURNMENT:

Mayor Irving adjourned the regular council meeting at 8:40pm.

CERTIFIED CORRECT: Minutes of the Regular Council Meeting held on Tuesday, January 14, 2014 at 7:30 pm in the George Fraser Community Room, 500 Matterson Road, Ucluelet, BC.

Bill Irving
Mayor

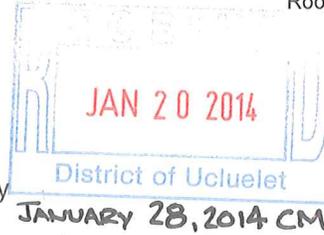
Andrew Yeates
CAO



Selina Robinson, MLA
(Coquitlam-Maillardville)



Province of
British Columbia
Legislative Assembly



I-1

Selina Robinson, MLA
(Coquitlam – Maillardville)
Room 201, Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 – 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Phone: 604 933-2001
Facsimile: 604 933-2002

January 16, 2014

His Worship Mayor Bill Irving
and Members of Council
District of Ucluelet
Box 999
Ucluelet, BC V0R 3A0

Dear Mayor Irving and Councillors,

Happy New Year. I hope that 2014 is a year of good health and good governance for you all.

As you are likely aware, the Province intends to introduce the long awaited Local Elections Campaign Financing Act during the upcoming Spring 2014 legislative session. These proposed changes stem from the 2010 recommendations made by the Local Government Elections Task Force and represent the first major changes to municipal elections in many years. I am writing to seek your feedback on the proposed bill and offer myself as your representative in the upcoming legislative debate as the Opposition Critic for Local Government.

The changes that are being proposed are noted in a number of documents that can be found on the Ministry of Community, Sport and Cultural Development website:

- Report of the Local Government Elections Task Force – May 2010
- White Paper on Local Government Election Reform – September 2013
- Summary of Consultation Comments – November 2013
- Expense Limits Discussion paper – November 2013

There has been a long history of attempts to introduce legislation stemming from these recommendations. In July 2010, the Province announced that it had been given the ‘green light’ to implement the recommendations of the Task Force. Then in April 2011, the Province announced that it would not proceed with implementing those changes for the 2011 municipal election because there would not be sufficient time to inform all stakeholders of the changes in advance. In the Spring 2014 Legislative session we will be debating these proposed changes in the months leading up to a municipal election.

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You will note that a key recommendation of the Local Government Elections Task Force – the establishment of campaign expense limits – is not included in these proposed changes. The Province has decided that more study is needed and they are seeking feedback on their November 2013 Expense Limits Discussion paper by January 31, 2014, for implementation in advance of the November 2017 municipal election.

Following these years of consultation, I invite you to share any thoughts and concerns you might have about these proposed changes with me, so that I am able to seek clarification and, if necessary, changes through debate in the legislature. The best way to reach me is by email Selina.robinson.mla@leg.bc.ca

Thank you for your attention and I look forward to hearing from you. Please do not hesitate to contact me on any matters of concern to your local government.

All the best,

A handwritten signature in cursive script that reads "Selina Robinson".

Selina Robinson, MLA
Official Opposition Critic for Local Government and Sports

District of Ucluelet Expenditure Voucher

G-02/14

Date: January 23, 2014

Page: 1 of 5

CHEQUE LISTING:

AMOUNT

Cheques: # 20234 - # 20339	\$	442,971.66
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PAYROLL:

PR 01/14	\$	47,592.77
PR 02/14	\$	54,722.28

\$	545,286.71
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RECEIVED FOR INFORMATION AT MEETING HELD: January 28, 2014

Jeanette O'Connor, CFO

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020234	002	10/01/2014	ACE92	ACE COURIER SERVIC	973813	FINNING CAN	23.72		23.72	
020235	002	10/01/2014	AD004	TYCO INTEGRATED SE	80178478 80178477 80178503	UCC - JAN-MAR/14 FIRE HALL/LYCHE - BAY ST - JAN-MAR/1	137.66 228.91 236.26		602.83	
020236	002	10/01/2014	AL001	ACKLANDS - GRAINGE	43540516061 43540515906 43540515841	COMPRESSOR/WASHER KIT ACCESSORY CABLES/LAMPS/LOCKS	432.38 57.63 1,500.30		1,990.31	
020237	002	10/01/2014	AON01	AON REED STEENHOUS	42337	POLICY HC20112504	75.00		75.00	
020238	002	10/01/2014	BC700	BC LIFE	JAN/14	JAN/14	2,519.20		2,519.20	
020239	002	10/01/2014	BCL16	BRUNNELL CONSTRUCT	PP#6	PP#6	38,164.82	3,652.14	34,512.68	
020240	002	10/01/2014	CC508	TEMPLE CONSULTING	15958 16007	MAINTENANCE JAN-DE LICENCE JAN-DEC/14	2,598.40 9,092.16		11,690.56	
020241	002	10/01/2014	CI192	CIBC - VISA CENTRE	NOV25-DEC24/1	DEC/13	1,813.77		1,813.77	
020242	002	10/01/2014	CLC12	CARVELLO LAW CORPO	753 755 754 752 751 750 749 748	101041 101044 101043 101027 101025 101022 101006 101005	526.60 414.40 2,416.93 533.43 1,241.65 921.48 2,019.59 576.98		8,651.06	
020243	002	10/01/2014	CP300	CRITERION PICTURES	764560	MOVIE	12.54		12.54	
020244	002	10/01/2014	CRACM	CRANNOCH CONSULTIN	DOU012-13	BAY ST	2,898.00		2,898.00	
020245	002	10/01/2014	CUPE1	CUPE LOCAL #118	DEC/13	DEC/13	1,072.16		1,072.16	
020246	002	10/01/2014	DC001	DOLAN'S CONCRETE L	UP72959	SAND FOR SALT MIX	105.21		105.21	
020247	002	10/01/2014	DC796	DAVE'S CONTRACTING	249351	SEAPLANE BASE REPA	2,089.50		2,089.50	
020248	002	10/01/2014	DFC01	DUMAS FREIGHT COMP	26082	EMPTY DRUMS	178.50		178.50	
020249	002	10/01/2014	FW050	FAR WEST FOODS GRO	278038	PAPER PRODUCTS	70.99		70.99	
020250	002	10/01/2014	FYHOL	FYFE WELL & WATER	2013-1322	WELL #1 - TEMP PUM	3,827.25		3,827.25	
020251	002	10/01/2014	GW178	GRAY WHALE DELICAT	593854 593859	LANGUAGE LESSON SAILPAST-CHOCOLATE	162.64 24.45		187.09	
020252	002	10/01/2014	HR865	MPC CONSULTING LTD	UCL-13 INV15 UCLS-13 INV01	MATTERSON RESERVOI NOV/13	4,996.76 811.30		5,808.06	
020253	002	10/01/2014	HSS40	HACH SALES & SERVI	74112	CHLORINE TEST SYST	536.48		536.48	
020254	002	10/01/2014	IH042	INNER HARMONY SERV	2558	DEC/13	2,443.88		2,443.88	
020255	002	10/01/2014	JI072	JUSTICE INSTITUTE	20036802	WRITTEN EXAM-UDELL	7.50		7.50	
020256	002	10/01/2014	KA001	KOERS & ASSOCIATES	1142-028	111 BAY ST IMPROVE	705.60		705.60	
020257	002	10/01/2014	KS073	TOTAL DELIVERY SYS	161364 162080 162828	NI LABS NI LABS NI LABS/CAN ELECTR	39.46 43.72 116.44		199.62	
020258	002	10/01/2014	L0483	LAND TITLE & SURVE	120803	REDEEM 024-167-525	11.10		11.10	
020259	002	10/01/2014	LAT01	LAT DIV OF LAFARGE	29431399 29431400	ROAD SALT ROAD SALT	748.13 1,350.44		2,098.57	
020260	002	10/01/2014	LOI04	LIESCH OFFICE INTE	2886	LOBBY BENCH/CHAIRS	2,165.19		2,165.19	
020261	002	10/01/2014	MC481	MARTIN CHRISTINE	120807	YOGA	19.68		19.68	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020262	002	10/01/2014	MI224	MUNICIPAL INSURANC	23861	MIA2014	17,979.00		17,979.00	
020263	002	10/01/2014	MI876	MADDEN INK	1312342	WINTER SUPPLEMENT	36.06		36.06	
020264	002	10/01/2014	MS170	REVENUE SERVICES O	JAN/14	JAN/14	2,394.50		2,394.50	
020265	002	10/01/2014	ND001	VING VI NEWSPAPER	2365	MERRY CHRISTMAS-FI	198.07		198.07	
020266	002	10/01/2014	NSI15	NORATEK SOLUTIONS	16769	ANNUAL LICENCE 201	1,176.00		1,176.00	
020267	002	10/01/2014	NV785	NOVUS CONSULTING I	5298 5238 5311	DEC/13 REGULAR SERVICE REGULAR TECH SUPPO	52.50 5,611.06 2,275.88		7,939.44	
020268	002	10/01/2014	OS117	OSPREY ELECTRIC LT	L-325051	BAY ST	847.88		847.88	
020269	002	10/01/2014	PE226	PAVELEY EMMA	120810	SWIM FALL2 ADMIN	60.00		60.00	
020270	002	10/01/2014	PS013	PAKARNYK SYLVIE	120809	PURPLE DRAGON	80.00		80.00	
020271	002	10/01/2014	RD205	ALBERNI-CLAYOQUOT	120805	B/L 829	24,467.18		24,467.18	
020272	002	10/01/2014	SB304	SCHANTZ BOB	DEC/13	DEC/13	1,234.80		1,234.80	
020273	002	10/01/2014	SBR01	SONBIRD REFUSE & R	17828	DEC/13	2,887.50		2,887.50	
020274	002	10/01/2014	SF061	STEVENS FLICKERINE	120808	YOGA DEC/13	208.61		208.61	
020275	002	10/01/2014	SI604	SHU IAN	120806A	PURPLE DRAGON	262.40		262.40	
020276	002	10/01/2014	SJ004	S & J SERVICES	660056 660060 660059 660057 660058	DEC/13 DEC/13 DEC/13 DEC/13 DEC/13	1,386.00 378.00 138.60 315.00 315.00		2,532.60	
020277	002	10/01/2014	SP010	SUPERIOR PROPANE	331436	DEC/13 UAC	965.34		965.34	
020278	002	10/01/2014	ST497	SURVEYOR OF TAXES					22,358.97	Yes
020279	002	10/01/2014	T9267	TARON BRENT	120804	BOOTS-TARON	175.00		175.00	
020280	002	10/01/2014	TSC19	TRANSPARENT SOLUTI	6926	FEB/14 CLEARMAIL	20.95		20.95	
020281	002	10/01/2014	TU428	TOURISM UCLUELET	OCT/13	OCT/13 GRANT	11,262.63		11,262.63	
020282	002	10/01/2014	UC142	UCLUELET CONSUMER'	C01045844	SOIL/SEEDLING STAR	73.98		73.98	
020283	002	10/01/2014	UP459	UCLUELET PETRO-CAN	17111858 17111922 17111934 17111961	LIGHT BULB #2 - TIRES/WIPERS #12 - TIRE #4 - REG MAINTENAN	9.39 902.88 462.70 413.84		1,788.81	
020284	002	10/01/2014	UR849	UCLUELET RENT-IT C	16963 17406	PENINSULA SEWER RE PUMP OUT-PARKS	212.80 201.60		414.40	
020285	002	10/01/2014	WEYER	WEYERHAEUSER COMPA					404.84	Yes
020286	002	10/01/2014	WI219	WALCO INDUSTRIES L	23016	DEC/13 RENTAL/CLEA	280.00		280.00	
020287	002	10/01/2014	WP166	WINDSOR PLYWOOD -	16925A 16461A 16924A-1	KEY CUTTING WATER PIPE REPAIR LUMBER/NAILS-DOG K	46.45 154.06 273.50		474.01	
020288	002	10/01/2014	ST497	SURVEYOR OF TAXES	NOV/13	NOV/13	186.03		186.03	
020289	002	10/01/2014	ST497	SURVEYOR OF TAXES	OCT/13	OCT/13	22,172.94		22,172.94	
020290	002	10/01/2014	WEYER	WEYERHAEUSER COMPA	120892	INTEREST ON SUPP#6	75.07		75.07	
020291	002	10/01/2014	WEYER	WEYERHAEUSER COMPA	2013 SUPPa	2013 SUPPa	329.77		329.77	
020292	002	10/01/2014	BC175	BC WATER & WASTEWA	2014-DUES	BCWWA 2014 DUES	140.00		140.00	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020293	002	10/01/2014	CK608	CORTES KEVIN	D405	D405	4,578.26		4,578.26	
020294	002	10/01/2014	PB002	PACIFIC BLUE CROSS	01-14-081897 01-14-053617	JAN/14 JAN/14	2,049.20 2,121.98		4,171.18	
020295	002	10/01/2014	ST497	SURVEYOR OF TAXES	2013FINAL	2013 FINAL	213,022.93		213,022.93	
020296	002	14/01/2014	PC285	PETTY CASH - BARBA	DEC-13FINAL	DEC/13 FINAL	138.90		138.90	
020297	002	17/01/2014	WC168	WORKSAFE BC	Q4/13	Q4/13	4,538.81		4,538.81	
020298	002	17/01/2014	AGS11	AGS BUSINESS SYSTE	720539	DEC/13 COPY COUNT	139.23		139.23	
020299	002	17/01/2014	BCL16	BRUNNELL CONSTRUCT					6,950.59	Yes
020300	002	17/01/2014	CE004	CORPORATE EXPRESS	34308512 34516994 34381071	SPECIAL "MINUTES" DESKTOP CALENDARS STEPSTOOL/POST IT	156.78 87.04 59.14		302.96	
020301	002	17/01/2014	EP275	PACIFIC ESCAPE RES	570	SWIM LESSON-POOL R	2,593.50		2,593.50	
020302	002	17/01/2014	ES137	EDUCATION STATION	27544	WATERCOLOUR PAINT/	73.67		73.67	
020303	002	17/01/2014	KI001	WORLEYPARSONS CANA	174436	DEC/13	1,303.68		1,303.68	
020304	002	17/01/2014	LC077	LOOMIS EXPRESS	CX7107025	NOV-DEC/13 COURIER	196.98		196.98	
020305	002	17/01/2014	LY001	YOUNG, ANDERSON	78669 78670 78671 78672	1190118 1190121 1190122 1190123	308.32 190.40 968.91 346.76		1,814.39	
020306	002	17/01/2014	PW280	PITNEYWORKS	DEC/13	POSTAGE	51.43		51.43	
020307	002	17/01/2014	SBD01	STAPLES/BD#321 POR	1745549	PLASTIC FILE BOXES	2,632.09		2,632.09	
020308	002	17/01/2014	sh219	SARGENT HEATHER	65134	JAN/14-SCAT	207.17		207.17	
020309	002	17/01/2014	TM005	TELUS MOBILITY	DEC/13	DEC/13	1,355.91		1,355.91	
020310	002	17/01/2014	TP002	TELUS	DEC/13	DEC/13	4,463.09		4,463.09	
020311	002	17/01/2014	TS002	TRAN SIGN LTD.	143027	STOP/ARROW SIGNS	667.69		667.69	
020312	002	17/01/2014	UC142	UCLUELET CONSUMER'	3211	XMAS PARTY-FOOD	735.00		735.00	
020313	002	17/01/2014	WC397	WHITE CONLIN	13-BURSARY	13-BURSARY	500.00		500.00	
020315	002	17/01/2014	BCL16	BRUNNELL CONSTRUCT	PP7	PP7	25,463.88	18,513.29	6,950.59	
020318	002	17/01/2014	AEL78	ALBION ELECTRIC LT	747595	ELECTRICAL	512.13		512.13	
020319	002	17/01/2014	BCF01	BC FIRE TRAINING O	1536	2014 BC FIRE TRAIN	100.00		100.00	
020320	002	17/01/2014	CAMA	CAMA - ACAM	CAMAMEM-4172	CAMA JAN/14-MAR/15	267.75		267.75	
020321	002	17/01/2014	CE004	CORPORATE EXPRESS	34573630	NOTE BOOKS/BINDERS	282.87		282.87	
020322	002	17/01/2014	CEV16	CANADIAN ELECTRIC	23651	21-MOTOR REPAIR	479.00		479.00	
020323	002	17/01/2014	CIVIN	CIVIC INFO BC	2014048	2014 CIVICINFO MEM	136.50		136.50	
020324	002	17/01/2014	CK608	CORTES KEVIN	D406	D406	930.74		930.74	
020325	002	17/01/2014	CP300	CRITERION PICTURES	764682	MOVIE	22.40		22.40	
020326	002	17/01/2014	EL048	ERIK LARSEN DIESEL	711127	12-FILTER	28.57		28.57	
020327	002	17/01/2014	HAA01	HAABC	2014-CONFEREN	2014-HAABC CONFERE	605.00		605.00	
020328	002	17/01/2014	KS073	TOTAL DELIVERY SYS	164544	NI LABS	21.06		21.06	

Cheque #	Bank	Pay Date	Vendor #	Vendor Name	Invoice #	Description	Invoice Amount	Hold Amount	Paid Amount	Void
020329	002	17/01/2014	KV079	K-V SERVICES	120813	REPAIR WASHER-SCH	80.00		80.00	
020330	002	17/01/2014	LGM01	LGMA	MEMBERSHIP 20	2014 MEMBERSHIP	245.00		245.00	
020331	002	17/01/2014	ND001	VING VI NEWSPAPER	2395 2396	2014 COUNCIL SCHED WINTER SCHEDULE IN	105.80 63.00		168.80	
020332	002	17/01/2014	PC285	PETTY CASH - BARBA	JAN/14	MILK/CREAM/COUNCIL	121.50		121.50	
020333	002	17/01/2014	PC336	PETTY CASH FORTUNE	120812	YOGA BLOCK/CREAM	39.78		39.78	
020334	002	17/01/2014	PC381	PETRO CANADA PRODU	039188 035134 035322 035325 036125 036131 039153 035671 039129 039140 JAN/14 DISCOU	17 12 RANGER 14 8 3 3 1 4 12 JAN/14 DISCOUNT	103.81 76.08 50.00 90.00 50.00 126.71 133.79 125.00 108.78 107.52 19.84-		951.85	
020335	002	17/01/2014	PC381	PETRO CANADA PRODU	036942 036225 036401 037722 038997 039139 039571	RANGER RANGER RANGER 2 2 RANGER RANGER	44.43 60.00 49.99 70.81 70.00 55.00 30.00		380.23	
020336	002	17/01/2014	RPI46	ROADPOST INC. T462	44744	JAN/14	61.95		61.95	
020337	002	17/01/2014	UC142	UCLUELET CONSUMER'	C01049427	SPRAY BOTTLE	12.97		12.97	
020338	002	17/01/2014	UV145	UCLUELET VIDEO SER	JAN/14	JAN/14 -948	41.33		41.33	
020339	002	17/01/2014	WP166	WINDSOR PLYWOOD -	1745A	WALL-EXTRA SIGNAGE	65.75		65.75	
Total:							465,137.09	22,165.43	442,971.66	

*** End of Report ***

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REPORT TO COUNCIL

MEETING DATE: January 28th, 2014 **FILE No:** (DP14-01); XREF: FOLIO 182.200

FROM: JOHN TOWGOOD, PLANNING ASSISTANT

SUBJECT: **DEVELOPMENT PERMIT FOR LOT 2, PLAN VIP31565, DISTRICT 9**
THE PENINSULA PUBLIC WORKS YARD, 2070 PENINSULA ROAD

Recommendation:

1. **THAT** Council consider approval of the following recommendation:

A Development Permit be issued on the above referenced property subject to the conditions outlined below and within the body of this report.

- a) Full compliance with the current B.C. Building Code and all other relevant requirements through the submission of a complete Building Permit application.
- b) Adherence to the submitted Development Permit drawings and documentation including conditions and commitments outlined herein and noted in the following report.

Purpose:

To consider the issuance of a Development Permit to allow a 30sq meter, one storey addition to an accessory building in the Public Works Yard at 2070 Peninsula Road.

Background:

Planning Staff are in receipt of an application for a Development Permit at the above referenced address. The property falls within the area described in the OCP as Peninsula Road – Development Permit Area 7. The category under the Local Government Act in which this Development Permit Area was established relates to Form and Character with the aim to revitalize the Peninsula Road Corridor.

The subject site is located on the south side of Peninsula Road (**attachment 1**) and is Zoned CS-2 – Service Commercial. The site contains multiple one storey Public Works buildings along with equipment and materials. The site is fenced with a prominent 9' high cedar hedge screening along Peninsula Road.

The applicant is proposing an addition to an existing cedar clad structure that is located near the front of the property in the northwest corner. This existing structure was the district recycling depot and is now used for general storage. The new addition will have three open bays which face towards the interior of the lot and will be used for vehicle storage. This new addition has been started and will be on hold pending this Development permit. The 30.6m addition is within all site setbacks and is compliant with the CS-2 Zone regulations.

The applicant is proposing a stained 6" horizontal cedar siding and a neutral tone asphalt shingle. The existing building will be upgraded to match the new building giving the whole structure a cohesive look. The Cedar hedge and fence will be filled in in front of the existing depot building to form a continuous natural screen and streetscape.

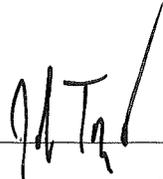


View from Peninsula

Summary:

The impact of the proposed addition is mitigated by the hedge line along the Peninsula Road and by filling in the gap in front of the old recycling depot Public Works is creating a cohesive natural element to that section of the Peninsula corridor. The Development Permit Guidelines encourages the definition and beautification of the pedestrian

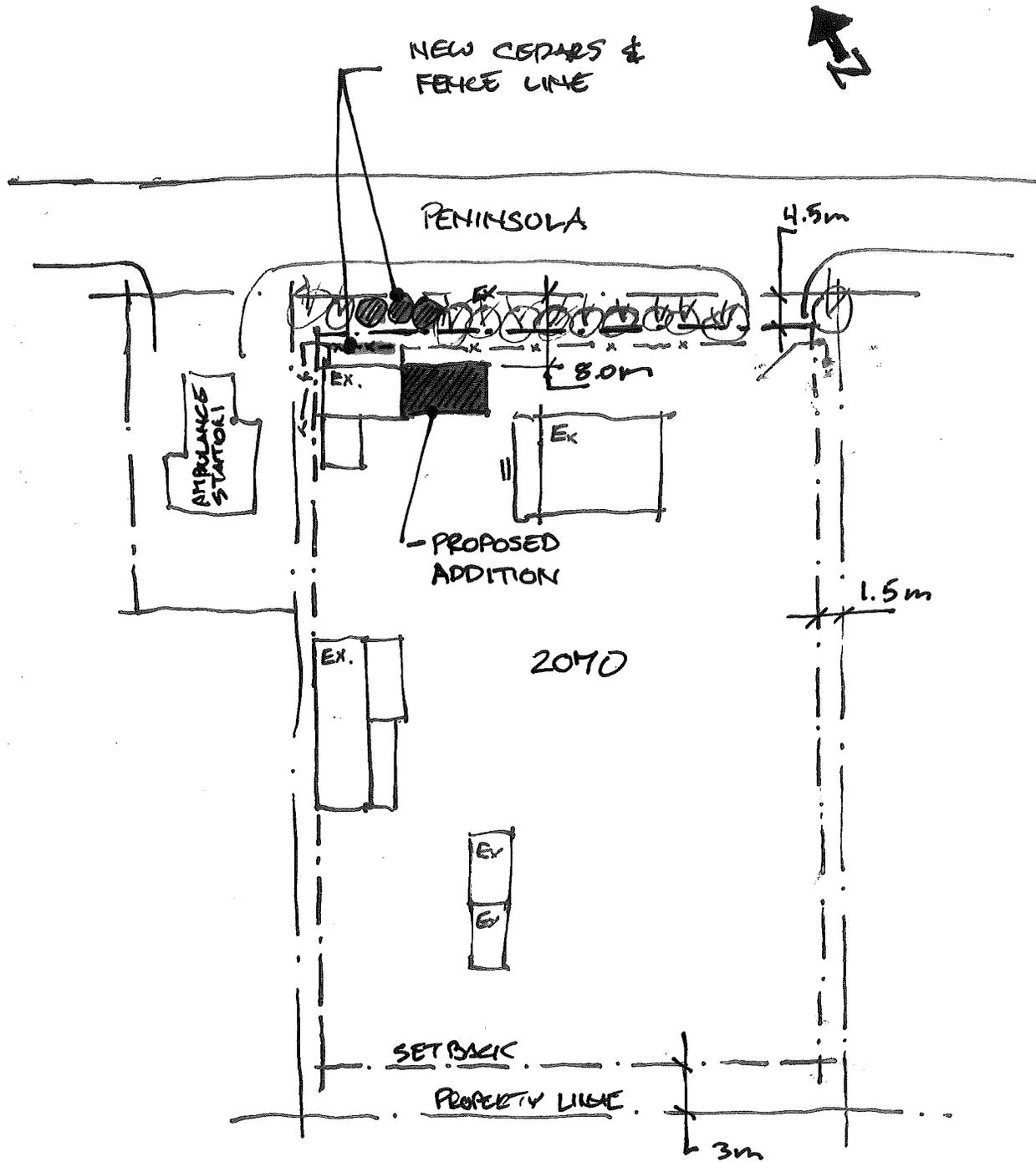
corridor along Peninsula and it would be encouraged that Public Works continue and improve this pedestrian corridor in front of the cedar hedge.



John Towgood,
Planning Assistant

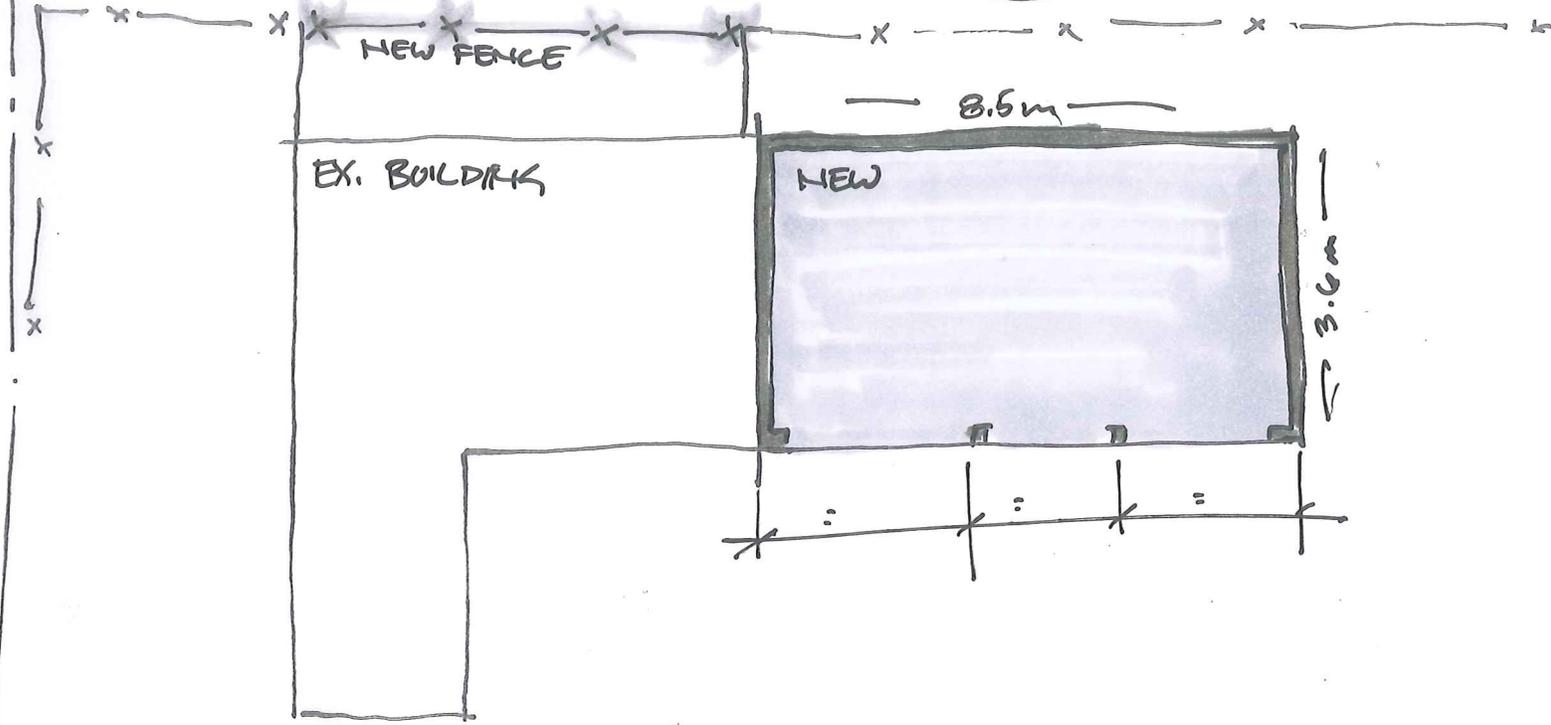
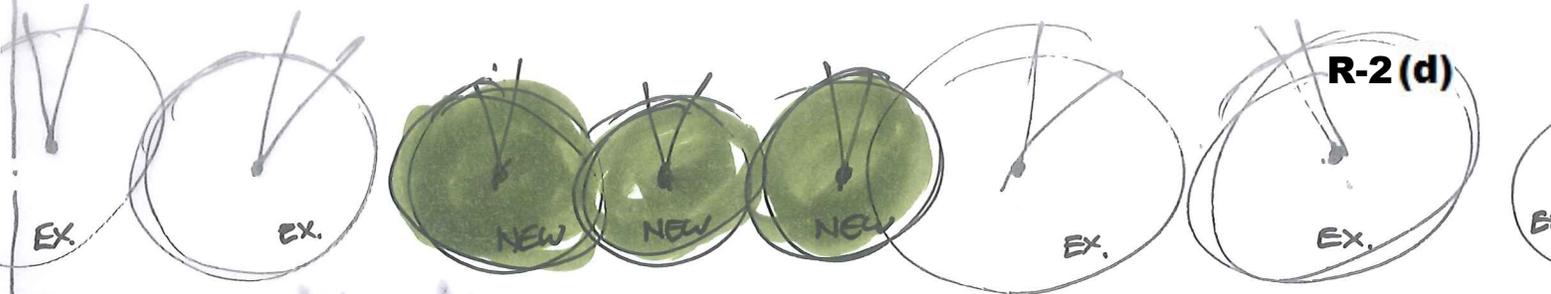
Attachments

Attachment 1

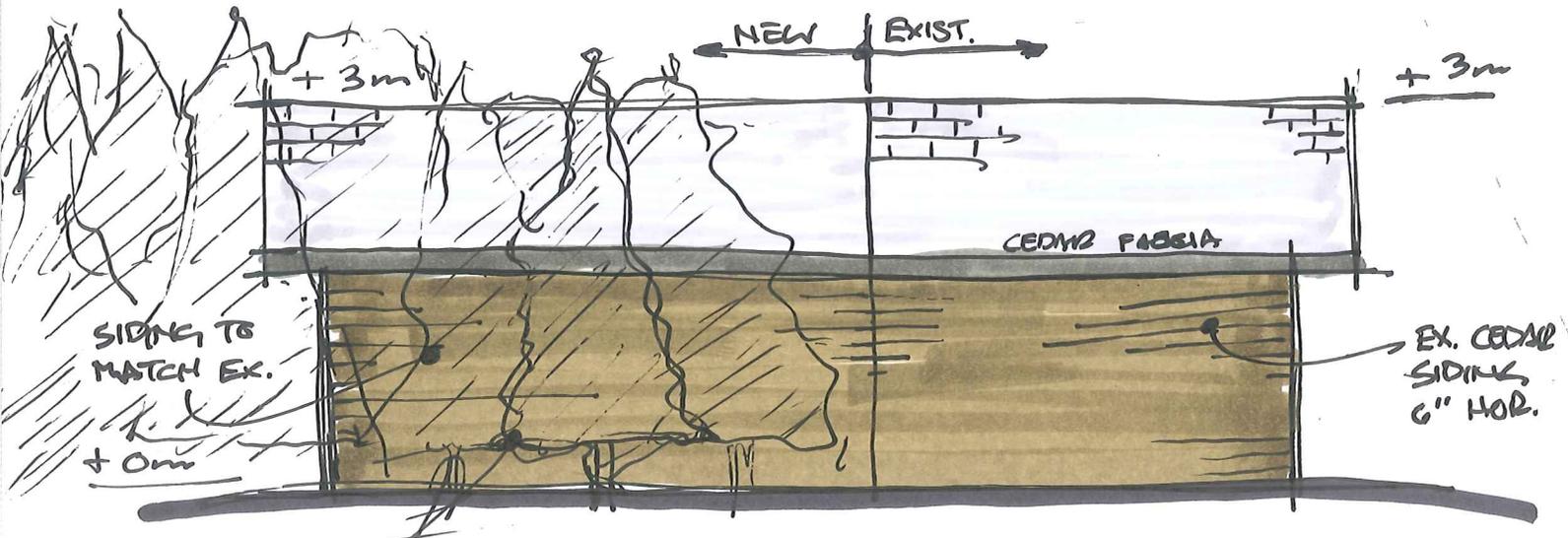


SITE PLAN

R-2(d)



PLAN



SIDING TO MATCH EX.

+ 0m

+ 3m

BUILDING IS SCREENED BY EX. CEDAR HOUSE

VIEW FROM PENINSULA

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STAFF REPORT TO COUNCIL

Council Meeting: JANUARY 28, 2014
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: PATRICIA ABDULLA, MANAGER OF PLANNING

FILE NO: 3900-25

SUBJECT: UCLUELET COUNCIL PROCEDURE BYLAW NO. 1166, 2014

ATTACHMENT(S): APPENDIX A – SUMMARY OF CHANGES

RECOMMENDATION(S):

1. **THAT** Council give First, Second and Third Readings to the new District of Ucluelet Council Procedure Bylaw No. 1166, 2014.
2. **THAT** Council direct staff to give notice in accordance with section 94 of the *Community Charter* including describing the proposed changes in general terms.
3. **THAT** Staff, on satisfaction of the notice requirement, return the Bylaw for consideration of final adoption and include any public comment received.

PURPOSE:

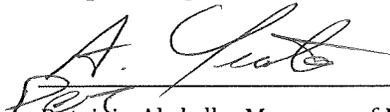
The purpose of this report is to introduce the new Council Procedure Bylaw for its required readings and inform Council of the changes introduced through the adoption of this new bylaw.

BACKGROUND:

From time to time legislative changes and bylaws occur which require Council to put their mind to a review of existing procedures and bylaws. This provides an opportunity to not only update bylaws with current legislation but allows for a general review to be conducted. In this case, the *Community Charter* permits participation in Council meetings by electronic means (e.g. teleconference, video-conference), but the existing 10-year old bylaw did not contain an explicit provision in this regard. Review has led to general updating for more plain language drafting, greater clarity and certainty, less repetition, formatting and numbering corrections, and adopting other practices that are in use with other local governments, all in the interest of good and open governance.

Appendix A *Summary of Changes* compares the existing and new bylaws section-by-section. The statutory notice required does not need to be so detailed.

Respectfully submitted:



Patricia Abdulla, Manager of Planning

Section Number		Section Heading
#923	#1166	SUMMARY OF CHANGES TO PROCEDURES BYLAW
2	8	Inaugural Council Meeting <ul style="list-style-type: none"> - Clarify that this provision refers to regular Council meeting per CC s.124(2)(g) - Former 2(b) unnecessary given CC s.125(2).
3	9	Special Council Meetings <ul style="list-style-type: none"> - Delete reference to “statutory” for consistency with CC s.125(4) - Simplify as repetitive of CC s.126
4 18	10	Cancellation & Postponements <ul style="list-style-type: none"> - Delete reference to posting notice at least 24 hours before as not possible if cancellation or postponement is due to lack of quorum - Add provision to address situations when quorum is initially present but then lost (<i>clarified from previous section 18</i>) - Add provision that moves items on agenda to next meeting or rescheduled meeting
--	11	Council Meetings By Electronic Means <ul style="list-style-type: none"> - New provision to empower use of CC s.128 - Rules to limit excessive use by Council members
7 8	12	Notice of Council Meetings <ul style="list-style-type: none"> - Consolidate notice provisions for ease of reference and distinction - Language updated for consistency with CC where applicable - Add a clause to address changes in the regular meeting schedule
PART 3 – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR		
6(a) 6(c)	13	Designation Procedures <ul style="list-style-type: none"> - Group together and update to reflect electronic participation
6(b) 6(d)	14	Powers & Duties of the Acting Mayor <ul style="list-style-type: none"> - Group together and update to reflect electronic participation - Clarify that powers for Acting Mayor are only “at the meeting or times so presiding”
PART 4 – COUNCIL PROCEEDINGS		
9	15	Open Meeting Rule <ul style="list-style-type: none"> - Group together and update to match CC
10 11 15	16	Minutes <ul style="list-style-type: none"> - Reorder subsections and update to match CC - Minutes signed when adopted - Clarify provisions for closed meeting minutes, including adding appropriate circumstances requiring release.
22 43	17	Bylaws: <ul style="list-style-type: none"> - Modify, eliminate or update rules to simplify procedures and make consistent with statutory requirements - Replace “considered” - Delete reference to “imperfect form” as too subjective. - Clarify amendments may occur anytime before final adoption. - Add additional abandonment provision for OCP and Rezoning bylaws that have been in abeyance for more than 18 months. - Cross-reference to later reconsideration to avoid repetition - Add provision to require signing of bylaws to reflect current practice

Section Number		Section Heading
#923	#1166	
SUMMARY OF CHANGES TO PROCEDURES BYLAW		
39	---	<i>Exercise of Powers by Bylaw or Resolution</i> deleted as unnecessary and repetitive of legislation
43	27	Reconsideration <ul style="list-style-type: none"> - Consolidate and clarify reconsideration provisions - Add additional rules regarding reconsideration in light of common questions
46 47	---	<i>Public Hearing provisions</i> deleted as unnecessary and determined by Part 26 of the <i>Local Government Act</i>
PART 7 – COMMITTEES, COMMISSIONS AND OTHER BODIES		
5	28	Committee of the Whole <ul style="list-style-type: none"> - Group together and update - Add reference to electronic meetings, and other procedural rules
48	29	Standing & Select Committees <ul style="list-style-type: none"> - Separate references to committee - Add reference to electronic meetings, and other procedural rules
49	30	Commissions <ul style="list-style-type: none"> - Add reference to electronic meetings, and other procedural rules
50	31	Application to Other Bodies <ul style="list-style-type: none"> - Add reference to electronic meetings, and other procedural rules - Add conflict provision that other bylaws, legislation prevails
51	32	Notice of Committee Meetings <ul style="list-style-type: none"> - Separate regular form special meeting rules.
52 53 54	33	Committee Procedures <ul style="list-style-type: none"> - Add general, more informal cross-reference to other rules and authority of Chair - “Confidential Matters” section deleted as repetitive and already addressed by cross-reference to Open Meeting Rule in other sections - “Minutes” section deleted as repetitive and now addressed by specific cross-reference in above sections - Add Motions at committee do not require seconder.
---	34	Council Workshops <ul style="list-style-type: none"> - Add new section for informal gatherings for educational, political, social or spiritual purposes, - Clarify that Bylaw does not apply as long as no District business is advanced.
PART 8 – ANNUAL MUNICIPAL REPORT		
---	35	Annual Municipal Report <ul style="list-style-type: none"> - Add new section for consideration of annual municipal report to reflect current practice

DISTRICT OF UCLUELET

BYLAW NO. 1166, 2014

A Bylaw to establish procedures for Council, Committees and Commissions

WHEREAS Section 124 of the *Community Charter* requires that Council must, by bylaw, establish the general procedures to be followed by council and council committees;

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

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

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

PART 1 – ADMINISTRATION & INTERPRETATION

1. TITLE AND REPEAL

- 1.1. This Bylaw may be cited for all purposes as "District of Ucluelet Council Procedures Bylaw No. 1166, 2014" or the "Council Procedures Bylaw".
- 1.2. "Council Procedure Bylaw No. 923, 2004" is hereby repealed.

2. INTERPRETATION AND DEFINITIONS

2.1. In this Bylaw, the following terms have the following meanings:

- (a) **"Agenda Deadline"** means:
 - (i) Noon of the Wednesday before a regular Council 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;
- (b) **"District"** means the District of Ucluelet;
- (c) **"Commission"** means a municipal commission established under Section 143 of the *Community Charter*;
- (d) **"Committee"** means a standing, select, or other committee of Council, but does not include a Committee of the Whole;
- (e) **"Corporate Officer"** means the Director of Corporate Administration for the District of Ucluelet;
- (f) **"Council"** means the Council of the District of Ucluelet;
- (g) **"District Office"** means the District of Ucluelet local government administration office, located at 200 Main Street, Ucluelet, British Columbia;
- (h) **"Mayor"** means the Mayor for the District of Ucluelet, and includes the Council member designated to act as Mayor during such periods necessary;
- (i) **"Public Notice Posting Place"** means:
 - (i) the notice board at the *District Office*, and
 - (ii) the District's website, except when subject to electronic failures;
- (j) **"Regular Council Meeting Place"** means the District of Ucluelet Community Centre, located at 500 Matterson Drive, Ucluelet, British Columbia.

2.2. Any enactment 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 & APPLICATION

- 3.1. This Bylaw primarily applies to District Council but includes provisions that apply to:
- (a) District Committees and Commissions;
 - (b) Board of Variance;
 - (c) Court of Revision; and
 - (d) Other bodies established by Council.
- 3.2. Nothing contained within this Bylaw shall relieve any person from the responsibility to seek and comply with other applicable legislation.
- 3.3. The failure of Council or 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 & ALTERNATE PROCEDURAL RULES

- 4.1. In circumstances not provided for under this Bylaw or applicable legislation, the most recent 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 or the *Community Charter*.
- 4.2. Any one or more of the procedures in this Bylaw, except those that are governed by statutory provisions, may be temporarily suspended by unanimous vote of the Council present.

5. CORPORATE SEAL

- 5.1. In addition to the provisions of the *Local Government Act and the Community Charter*, the Corporate Officer may cause the corporate seal to be affixed to any certificate, proclamation or other document that:
- (a) is issued by or on behalf of the District, the Mayor, or Council, and
 - (b) does not in any way evidence or create a legal relationship or obligation on the District's part to perform.

PART 2 – MEETINGS & NOTICE

6. MEETING PLACE & TIME

- 6.1. Unless notice is otherwise posted, Council meetings are to be held at the Council Chambers at the Regular Council Meeting Place.
- 6.2. Council meetings:

- (a) commence at 7:30 p.m., unless notice is otherwise posted;
- (b) are adjourned by 10:00 p.m., unless Council otherwise resolves;
- (c) may include one or two brief recesses for any reason called by the Mayor, who must state the approximate length of time of the recess or the approximate time when the meeting will reconvene; and
- (d) may include a brief recess of up to thirty (30) minutes, called by the Mayor or by Council Resolution, in order to review this Bylaw, the *Community Charter* or other applicable legislation or Robert's Rules of Order.

7. REGULAR COUNCIL MEETINGS

7.1. Unless otherwise advertised, Council's regular meetings are held on the second and fourth Tuesday in each month, except that regular meetings will not be scheduled:

- (a) on the fourth Tuesday of December;
- (b) on any statutory holiday;
- (c) within seven days of the inaugural meeting of Council following a general local election; and,
- (d) during the annual convention of the Union of British Columbia Municipalities.

8. INAUGURAL COUNCIL MEETING

8.1. Following a general local election, the first regular Council meeting must be held on the first Monday in December in the year of the election.

8.2. If there is no quorum, section 125(2) of the *Community Charter* applies.

9. SPECIAL COUNCIL MEETINGS

9.1. A special meeting of Council (being a Council meeting other than a regular or an adjourned meeting) may be called in accordance with section 126 of the *Community Charter* by:

- (a) the Mayor, or
- (b) two of more members of Council.

10. CANCELLATIONS & POSTPONEMENTS

10.1. Council meetings may be cancelled, postponed or rescheduled if:

- (a) quorum is not present within fifteen (15) minutes after the time appointed for commencement of the meeting, in which case the names of the members then present shall be entered in the minutes;
- (b) quorum is lost for the balance of the agenda, in which case the time of conclusion and the names of the members then present shall be entered in the minutes;
- (c) the Corporate Officer has been notified by a majority of members no later than twenty-four (24) hours prior to the meeting that they will not be present for the meeting, in which case the Corporate Officer must:
 - (i) post written notice of cancellation at the Public Notice Posting Place,

- (ii) post written notice of cancellation at the place of the meeting, and
- (iii) notify the Mayor and all Council members that the meeting is cancelled or postponed.

(d) Council passed such a resolution at a previous meeting.

10.2. Where a meeting is cancelled, postponed or rescheduled the business on the agenda for the meeting is to be included in the next meeting or the date of the rescheduled meeting.

11. COUNCIL MEETINGS BY ELECTRONIC MEANS

11.1. In accordance with section 128 of the *Community Charter*, Council is hereby authorized to:

- (a) conduct Council meetings by electronic means, including via teleconference or video-conference;
- (b) permit the participation of a member of Council by electronic means, including via teleconference or video-conference, provided the member is unable to attend in person.

11.2. Such participation by Council members is only available:

- (a) if the member is too ill to attend in person or is outside the District's municipal boundaries,
- (b) for up to two (2) members per meeting, and
- (c) for up to four (4) meetings per year, per member.

11.3. If the Mayor participates electronically in a manner that does not include visual means to watch all members of Council, the meeting must be chaired by the member designated to act in place of the Mayor for that meeting.

11.4. In the event of a failure of technology, the member(s) participating electronically will be deemed to have left the meeting.

12. NOTICE OF COUNCIL MEETINGS

Regular Council Meetings

12.1. In accordance with Section 127 of the *Community Charter*, Council must:

- (a) prepare annually on or before January 15th, a schedule of the dates, times and places of regular Council meetings for the upcoming calendar year;
- (b) must make the schedule available to the public by:
 - (i) posting it at the Public Notice Posting Place, and
 - (ii) giving notice annually on or before January 30th of the availability of that schedule of regular Council meetings in accordance with Section 94 of the *Community Charter*.

12.2. Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at the Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation

of a regular Council meeting.

- 12.3. At least seventy-two (72) hours before a regular Council meeting, the Corporate Officer must give further notice of the time, place and date of a regular Council meeting by posting a notice at the Public Notice Posting Place.
- 12.4. At least twenty-four (24) hours before a regular Council meeting, the Corporate Officer must make the agenda available by:
 - (a) leaving copies of the agenda at the reception counter at the District Office for the purpose of making them available to members of the public; and
 - (b) leaving one copy for each Council member at the place to which the member has directed notices be sent.

Special Council Meetings

- 12.5. At least twenty-four (24) hours before a Special Council meeting, the Corporate Officer must give notice of a Special Council meeting by:
 - (a) posting a copy of the notice at the *Regular Council Meeting Place*,
 - (b) posting a copy of the notice at the *Public Notice Posting Place*, and
 - (c) leaving one copy for each Council member at the place to which the member has directed notices be sent.
- 12.6. The notice for a Special Council meeting must include the date, time and place of the meeting, describe in general terms the purpose of meeting and be signed by the Mayor or the Corporate Officer.
- 12.7. Notice of a Special Council meeting may be waived by unanimous vote of all council members.

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

13. DESIGNATION PROCEDURES

- 13.1. Annually, at the first regularly scheduled meeting in January, Council must, from amongst its members, designate a Councillor to serve on a rotating basis as the member responsible for acting in the place of the Mayor when:
 - (a) the Mayor is unable to attend a meeting in person,
 - (b) the Mayor is otherwise unable to act, or
 - (c) the office of the Mayor is vacant.
- 13.2. If both the Mayor and the member designated under the previous section are unable to attend a meeting in person, the Council members present (including those participating by electronic means) must choose a member not participating by electronic means to preside at the Council meeting.

14. POWERS & DUTIES OF ACTING MAYOR

- 14.1. The member designated or chosen to act in place of the Mayor must fulfil the responsibilities of the Mayor when:
- (a) the Mayor is unable to attend a meeting in person,
 - (b) the Mayor is otherwise unable to act, and
 - (c) the office of the Mayor is vacant.
- 14.2. The member designated or chosen to act in place of the Mayor has the same powers and duties as the Mayor in relation to the applicable matter at the meeting and times so presiding.

PART 4 – COUNCIL PROCEEDINGS**15. OPEN MEETING RULE**

- 15.1. Council meetings must be open to the public, except as provided for under section 90 of the *Community Charter*.
- 15.2. 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 applicable subsection of section 90 of the *Community Charter* on which the meeting or part is to be closed.

16. MINUTES

- 16.1. Minutes of Council meetings must be:
- (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor at the meeting at which they are adopted.
- 16.2. The minutes of a previous meeting may be corrected, but not debated or reflected upon, at the time they are considered for adoption.
- 16.3. Once adopted, minutes of the open portion of Council meetings must be made available for public inspection at the District Office during its regular office hours.
- 16.4. Minutes of the portion of Council meetings closed pursuant to Section 90 of the *Community Charter* must not be made available to the public unless:
- (a) resolved by Council, where such resolution is not inconsistent with applicable legislation;
 - (b) released pursuant to the *Freedom of Information and Protection of Privacy Act*; or
 - (c) otherwise required to be released by an enactment or Court of competent jurisdiction.

- 16.5. Minutes of the portion of Council meetings closed pursuant to Section 90 of the *Community Charter* that are released further to the previous section must be received for information, without debate, at a subsequent Council meeting.

17. BYLAWS

- 17.1. Bylaws must only be read and voted upon at meetings open to the public.
- 17.2. No bylaw may be read in a blank form.
- 17.3. Before adoption, a bylaw requires the following readings:
- (a) first reading, which is by title only;
 - (b) second reading, which is by title only unless the Council resolves to read in whole;
 - (c) third reading, which is by title only.
- 17.4. All readings and adoption require separate motions.
- 17.5. Up to three readings of a bylaw may be given at one meeting of the Council, except with respect to those subject to statutory public hearing requirements of applicable legislation.
- 17.6. A bylaw subject to statutory public hearing requirements must be:
- (a) referred to a public hearing before third reading, if Council chooses to advance the bylaw to public hearing; or
 - (b) have the public hearing waived, with notice given in accordance with applicable legislation, if Council otherwise wishes to consider such bylaw.
- 17.7. There must be at least one day between third reading and adoption of the bylaw, except for bylaws otherwise exempted by applicable legislation.
- 17.8. If the bylaw requires approval of the Lieutenant Governor in Council, a minister or the Inspector of Municipalities, or approval of the electors through a counter petition opportunity or assent of the electors, the approval must be obtained before the bylaw is adopted in accordance with applicable legislation.
- 17.9. Bylaws may be amended prior to consideration of adoption.
- 17.10. A bylaw is deemed to have been abandoned if:
- (a) any bylaw fails to receive a mover and seconder at any reading or at adoption, and the bylaw is not otherwise tabled or dealt with;
 - (b) a Official Community Plan amendment or Zoning Bylaw amendment bylaw has not been advanced for further consideration since its previous reading for a period of 18 months.
- 17.11. Bylaws may be reconsidered in accordance with the provisions under Part 6 – Motions & Voting of this Bylaw.
- 17.12. Adopted bylaws must be signed by the Mayor and the Corporate Officer.

18. ORDER OF BUSINESS AT REGULAR MEETINGS

18.1. 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 – by the Mayor when quorum obtained
- (b) MINUTES – adoption of the minutes as read or circulated and, if necessary, corrected
- (c) UNFINISHED BUSINESS – unfinished business or tabled items
- (d) PUBLIC INPUT, DELEGATIONS & PETITIONS – forum for public input, including receipt of delegations, guest speakers and petitions
- (e) CORRESPONDENCE – correspondence received requesting Council action or consideration
- (f) INFORMATION ITEMS – information that may be of public interest, and receipt of *in camera* items approved for public release
- (g) COMMITTEES – correspondence or minutes from committees of Council received for information
- (h) REPORTS – reports from Mayor, Council members, officers and department heads; reports from public hearings, boards of variance, courts of revision, commissions, boards, committees, and delegations; reports or presentations requested by Council requiring action
- (i) BYLAWS AND POLICIES – introduction, subsequent readings, and adoption of bylaws; resolutions concerning District policies and procedures
- (j) LATE ITEMS – issues, reports, correspondence requiring immediate action that were not submitted by the Agenda Deadline
- (k) OTHER BUSINESS – additional matters and new items brought forth by Council members for information purposes
- (l) QUESTION PERIOD – questions from the public
- (m) ADJOURNMENT – by the Mayor when the agenda is completed.

18.2. All items on an agenda are taken up in the order in which they appear on the agenda except that, when necessary for the better conduct of business, an item may be:

- (a) withdrawn from the agenda at the beginning of the meeting by Council resolution, or
- (b) taken out of its order by the Mayor or by Council resolution.

19. MATTERS ON COUNCIL AGENDA

19.1. This section contains additional provisions regarding certain matters on a Council agenda and is not intended to limit the matters that may be included on a Council agenda.

19.2. Public Input, Delegations and Petitions:

- (a) At each regular Council meeting, ten (10) minutes will be made available for public input on any matter within the competence of Council, in accordance with the following procedures:
 - (i) Persons wishing to speak must so indicate by placing their name and address on a speaker's list at the beginning of the meeting.
 - (ii) The speaking list shall determine the order of speakers.
 - (iii) When recognized by the Mayor, persons on the speaking list will be allowed up to two (2) minutes to address Council.
 - (iv) If at the end of the ten-minute Public Input period there remain any speakers on the list, Council may, by unanimous resolution, agree to extend the length of the Public Input period.
 - (v) Speakers remaining on the list at the conclusion of the Public Input period will be permitted to address Council at the commencement of Question Period prior to the conclusion of the regular meeting of Council.
- (b) Persons or groups wishing to address Council for longer than two (2) minutes, or who have been invited by Council, may be received as a delegation in accordance with the following procedures:
 - (i) Prospective delegations must be made by prior arrangement through the Corporate Officer before the Agenda Deadline or at the meeting by resolution of Council.
 - (ii) Prospective delegations must provide to the Corporate Officer information concerning the subject matter, and the name(s) and address(es) of the spokesperson(s).
 - (iii) Delegations shall limit their presentation to ten (10) minutes, except by prior arrangement through the Corporate Officer before the Agenda Deadline or at the meeting by resolution of Council.
 - (iv) At the Mayor's discretion, members of Council may query or converse with delegations, notwithstanding the specified time limit.
- (c) Petitions may be received in accordance with the following procedures:
 - (i) Petitions may be received during the Public Input or Delegation periods in accordance with the respective procedures of the above sections or by prior submission to the Corporate Officer before the Agenda Deadline, or from a member of Council.
 - (ii) Petitions (including counter petitions) must include the name and address of each petitioner and a clear statement of the matter petitioned.
 - (iii) Petitions shall not be considered by Council in its deliberations until the Corporate Officer has had an opportunity to verify that these requirements have been satisfied.
- (d) Council shall not act on a request or consider submissions made at Public Input, Delegations, or Petitions periods until at least the next regular Council

meeting, unless:

- (i) Council resolves unanimously to consider the matter; or
 - (ii) the matter is elsewhere included on the agenda.
- (e) The provisions of this section do not permit verbal or written representations concerning a bylaw that was subject to a statutory public hearing that has been completed.
- (f) The provisions of this section are suspended from the close of nominations preceding a general local election or by-election until the meeting of Council following the election, except where Council, by resolution, permits a person or delegation to address Council.

19.3. **Correspondence Addressed to Mayor / Council:** Correspondence addressed to the Mayor or Council which requires or requests Council action will be placed on the agenda for the next regular Council meeting in accordance with the Agenda Deadline, unless Council so resolves to accept as a late item.

19.4. **Agenda Item from Members of Council:** An item from a member of Council for an agenda that is submitted in writing to the Corporate Officer in the form of a report containing relevant explanatory information and background will be placed on the agenda for the next regular Council meeting in accordance with the Agenda Deadline, unless Council so resolves to accept as a late item.

19.5. **Late Items:**

- (a) Items not submitted to the Corporate Officer by the Agenda Deadline must not be included on the Council agenda, but may be addressed as a Late Item
- (b) An item of business not included on the agenda must not be considered at a Council meeting unless Council approves introduction of the late item at:
 - (i) the portion of the meeting corresponding to the subject matter of such matter, or
 - (ii) during the Late Item period.
- (c) If Council resolves to consider a late item, information pertaining to late item must be distributed to the Mayor and members of Council.

19.6. **Question Period:**

- (a) At each regular Council meeting, ten (10) minutes will be made available for a members of the public to question Council on any matter within the competence of Council, in accordance with the following procedures:
 - (i) The question period shall occur immediately prior to adjournment of a regular Council meeting.
 - (ii) Persons wishing to ask questions must state their name before commencing their question.
 - (iii) 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.

- (iv) No speeches are permitted in Question Period.
- (b) 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.
- (c) The provisions of this section do not permit verbal or written representations concerning a bylaw that was subject to a statutory public hearing that has been completed.

PART 5 – RULES OF CONDUCT & DEBATE

20. POWERS & DUTIES OF THE MAYOR

- 20.1. The Mayor 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.
- 20.2. When the Mayor desires to speak any member desiring to speak at the same time shall cede to the Mayor.
- 20.3. Debate is closed by the Mayor when in the Mayor's opinion there has been adequate debate.
- 20.4. The Mayor must preserve order and decide points of order and questions of privilege that may arise, subject to an appeal under section 132 of the *Community Charter*.

21. GENERAL CONDUCT

- 21.1. Members shall not interrupt a member who is speaking except to raise a point of order or question of privilege.
- 21.2. Members shall not make any noise or disturbance during the meeting.
- 21.3. Members and other participants should be addressed, as appropriate, in the following manner:
 - (a) the Mayor as:
 - (i) Your Worship, His Worship or Her Worship, or
 - (ii) Mr. Mayor, Madam Mayor or simply Mayor,
 - (b) a presiding member who is not elected as the Mayor as Mr. Chair or Madam Chair;
 - (c) a Councillor as Councillor (here use the surname);
 - (d) other participants as Mr. or Ms. (here use the surname) or such other title as may be appropriate in the circumstances.
- 21.4. 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.

21.5. If a person, other than a member, resists or disobeys an order of the Mayor or other person presiding to leave a meeting of Council, that person may be removed by the Corporate Officer, or if necessary, by a peace officer at the direction of the Mayor.

22.CONDUCT OF SPEAKER

22.1. A member wishing to speak for the purpose of making a motion or entering the debate may speak after being recognized by the Mayor but only to:

(a) make the motion, and

(b) speak directly and concisely on the matter under debate.

22.2. A member wishing to speak for the purpose of requesting the Mayor consider and decide on any of the following matters may do so without recognition and, if necessary, by interrupting a member who is speaking:

(a) a violation of a specific rule or a particular mistake, omission, or error in procedure (point of order), or

(b) a matter of the comfort, convenience or privilege of the Council or of the member (question of privilege),

but a member must cease speaking when called to order and while the point of order or question of privilege is being stated, after which the member may explain.

23.MATTERS OPEN TO DEBATE

23.1. Members may debate a motion:

(a) to deal with a report;

(b) in relation to any reading, amendment and adoption of a bylaw;

(c) to issue a permit;

(d) to refer a report for inquiry, comment, further study, or recommendation;

(e) to amend a motion that is debatable;

(f) to postpone to a certain day; or

(g) to deal with routine proceedings including the appointment and conduct of officers of the Council and the correctness of the records of the Council.

23.2. All other business is decided without debate or amendment, or as otherwise provided in these rules of procedure.

PART 6 – MOTIONS & VOTING

24. READING & CONSIDERATION OF MOTIONS

- 24.1. Council members may advance motions in accordance with this bylaw, applicable legislation and Robert's Rules of Order (if consistent with this Bylaw and applicable legislation).
- 24.2. Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- 24.3. The Mayor may refuse to accept a motion if of the opinion that the motion is:
 - (a) contrary to this Bylaw, or
 - (b) relates to matters outside the competence of Council, and the Mayor shall inform Council immediately, with reasons.
- 24.4. A member may require the motion under consideration to be read.

25. MOTIONS PERMITTED WHILE MATTER UNDER DEBATE

- 25.1. When a matter is under debate, no motion is in order except:
 - (a) to withdraw, only if made by the original mover,
 - (b) to amend,
 - (c) to refer to a committee or staff for report,
 - (d) to defer to a certain day,
 - (e) to adjourn.
- 25.2. The above motions have precedence in the order listed.
- 25.3. **Amendments:**
 - (a) A proposed amendment must be decided or withdrawn before the motion being considered on the main question is put to a vote, unless there is a call for the main question.
 - (b) Only one amendment, at any one time, may be made to an amendment.
 - (c) An amendment that has been defeated by a vote of Council cannot be proposed again.
 - (d) When an amendment is offered as a substitute for the original motion and the amendment is carried, the original resolution is not put forward as a motion or as an amendment.
- 25.4. With respect to a motion to adjourn, no second motion to the same effect may be made without first dealing with the original matter.

26.VOTING

- 26.1. Voting is to proceed in accordance with the general voting rules of section 123 of the *Community Charter*.
- 26.2. When the motion under consideration contains distinct propositions, and a member of Council so requests, the vote shall be taken upon each proposition separately.
- 26.3. When debate on a motion is complete, the Mayor shall immediately put the motion to a vote.
- 26.4. After the Mayor has finally put the motion to a vote, a member of Council shall not speak to the question or make a further motion concerning it. The Mayor's decision as to whether a motion has been finally put is conclusive.
- 26.5. A member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- 26.6. If the votes of the members present at the meeting at the time of the vote are equal for and against, the question is defeated and the Mayor must declare the motion defeated.
- 26.7. The Corporate Officer shall record negative votes in the minutes.
- 26.8. **Voting Majority:**
 - (a) Unless otherwise required by applicable legislation, all bylaws, resolutions and other questions must be done and decided by vote of a majority of the members present at a meeting.
 - (b) Unless otherwise determined by applicable legislation, a requirement for an affirmative vote of at least 2/3 of Council means four (4) affirmative votes.

27.RECONSIDERATION

- 27.1. Reconsideration of a matter voted upon may only be advanced:
 - (a) by the Mayor, in accordance with section 131 of the *Community Charter* either at the same meeting or subsequent meeting; or
 - (b) by another member of Council at the same meeting the vote is taken, if that member voted as the majority did on the matter.
- 27.2. Council must not discuss the main matter to be reconsidered unless the motion to reconsider that matter is first adopted in the affirmative.
- 27.3. If not submitted by the Agenda Deadline, a matter for reconsideration must only be considered as a Late Item, unless Council resolves unanimously to consider at another portion of the meeting.
- 27.4. No matter may be reconsidered more than once.
- 27.5. No vote to reconsider may be reconsidered.
- 27.6. The procedures that applied to the original matter apply to its reconsideration under this section, including that further notice and hearing be given if the reconsideration does not occur at the same meeting as the original matter.

PART 7 – COMMITTEES, COMMISSIONS & OTHER BODIES**28.COMMITTEE OF THE WHOLE**

- 28.1. Council may meet as a Committee of the Whole on an as needed basis, in the same manner as:
- (a) a special meeting of Council, or
 - (b) as regularly scheduled by resolution of Council.
- 28.2. Where meetings of the Committee of the Whole are regularly scheduled, a regularly scheduled meeting may be cancelled:
- (a) by the Mayor for any reason, or
 - (b) by the Corporate Officer for lack of agenda items submitted by the Agenda Deadline.
- 28.3. The following sections of this Bylaw apply to meetings of the Committee of the Whole, with references to the presiding member, the body and other provisions modified as appropriate:
- (a) Section 11 [Council Meetings by Electronic Means],
 - (b) Section 15 [Open Meeting Rule],
 - (c) Section 16 [Minutes],
 - (d) Section 20 [Authority and Responsibility of the Mayor],
 - (e) Section 32 [Notice of Committee Meetings], and
 - (f) Section 33 [Committee Procedures].

29.STANDING & SELECT COMMITTEES OF COUNCIL

- 29.1. The Mayor may appoint standing committees in accordance with section 141 of the *Community Charter*.
- 29.2. Council may create select committees in accordance with section 142 of the *Community Charter*.
- 29.3. The following sections of this Bylaw apply to meetings of Standing and Select Committees, with references to the presiding member, the body and other provisions modified as appropriate:
- (a) Section 11 [Council Meetings by Electronic Means], at the discretion of the presiding member noting the cost and availability of electronic meeting facilities;
 - (b) Section 15 [Open Meeting Rule],
 - (c) Section 16 [Minutes], except certification is by the Chair if the Corporate Officer is not in attendance,
 - (d) Section 20 [Authority and Responsibility of the Mayor],
 - (e) Section 32 [Notice of Committee Meetings], and

- (f) Section 33 [Committee Procedures].

30.COMMISSIONS

- 30.1. Council may establish Commissions in accordance with section 143 the *Community Charter*.
- 30.2. The following sections of this Bylaw apply to meetings of Municipal Commissions, with references to the presiding member, the body and other provisions modified as appropriate:
 - (a) Section 11 [Council Meetings by Electronic Means], at the discretion of the presiding member noting the cost and availability of electronic meeting facilities,
 - (b) Section 15 [Open Meeting Rule],
 - (c) Section 16 [Minutes], except certification is by the Chair if the Corporate Officer is not in attendance,
 - (d) Section 20 [Authority and Responsibility of the Mayor],
 - (e) Section 32 [Notice of Committee Meetings], and
 - (f) Section 33 [Committee Procedures].

31.APPLICATION TO OTHER BODIES

- 31.1. The following sections of this Bylaw apply to meetings of the Board of Variance, a Court of Revision and other bodies established by Council with references to the presiding member, the body and other provisions modified as appropriate:
 - (a) Section 11 [Council Meetings by Electronic Means], at the discretion of the presiding member noting the cost and availability of electronic meeting facilities,
 - (b) Section 15 [Open Meeting Rule],
 - (c) Section 16 [Minutes], except certification is by the Chair if the Corporate Officer is not in attendance,
 - (d) Section 20 [Authority and Responsibility of the Mayor],
 - (e) Section 32 [Notice of Committee Meetings]
 - (f) Section 33 [Committee Procedures].
- 31.2. The previous section does not apply if alternate provisions are provided for:
 - (a) in another District bylaw,
 - (b) in applicable legislation, or
 - (c) when the other body was established.

32.NOTICE OF COMMITTEE MEETINGS

Regular Committee Meetings

- 32.1. At least seventy-two (72) hours before a regular meeting of a Committee, the Committee Chair must give notice of the time, place and date of the meeting by

posting a notice at the Public Notice Posting Place.

- 32.2. At least twenty-four (24) hours before a regular meeting of a Committee, the Committee Chair must make the agenda available by:
- (a) leaving copies of the agenda at the reception counter at the District Office for the purpose of making them available to members of the public; and
 - (b) leaving one copy for each Committee member at the place to which the member has directed notices be sent.

Special Committee Meetings

- 32.3. At least twenty-four (24) hours before a special meeting of a Committee, the Committee Chair must give notice of the time, place and date of the meeting by posting a notice at the Public Notice Posting Place.

33.COMMITTEE PROCEDURES

- 33.1. 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 committee,
 - (b) except strict compliance is required for sections specifically referenced in this Part.
- 33.2. 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.
- 33.3. A motion made at a meeting of a committee is not required to be seconded.

34.COUNCIL WORKSHOPS

- 34.1. Members of Council may meet informally for educational, political, social or spiritual purposes, including attendance at the annual Union of British Columbia Municipalities conference.
- 34.2. 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.

PART 8 – ANNUAL MUNICIPAL REPORT

35.ANNUAL MUNICIPAL REPORT

- 35.1. In accordance with Section 99 of the *Community Charter*, the Council must annually consider the Annual Municipal Report.
- 35.2. The consideration shall usually be scheduled for a regular meeting of Council in May

or June but may be scheduled for a special meeting provided statutory notice requirements are satisfied.

35.3. In addition to statutory requirements, the Corporate Officer must leave copies of the Annual Municipal Report at the reception counter at the District Office for the purpose of making them available to members of the public, at least fourteen (14) days before the Council meeting at which the report is considered.

READ A FIRST TIME this ____ day of _____, **2014.**

READ A SECOND TIME this ____ day of _____, **2014.**

READ A THIRD TIME this ____ day of _____, **2014.**

PUBLIC NOTICE given in accordance with sections 124(3) and 94 of the *Community Charter*, including newspaper notices this ____ and ____ day of _____, **2014**

ADOPTED this ____ day of _____, **2014.**

A TRUE AND CORRECT COPY of "District of Ucluelet Council Procedures Bylaw No. 1166, 2014".

Bill Irving
Mayor

Andrew Yeates
Corporate Officer

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

Andrew Yeates
Corporate Officer