



INAUGURAL MEETING OF COUNCIL
Tuesday, November 1, 2022 @ 4:00 PM
Ucluelet Community Centre
500 Matterson Drive, Ucluelet

AGENDA

	Page
1. CALL TO ORDER Duane Lawrence <i>District of Ucluelet Corporate Officer and Chief Administrative Officer</i>	
2. PRAYER Samantha Touchie <i>Yuutu?it?ath Government, Executive Assistant – Culture, Language and Heritage</i>	
3. OATHS OF OFFICE	
3.1 Mayor Marilyn McEwen	
3.2 Councillor Jennifer Hoar	
3.3 Councillor Shawn Anderson	
3.4 Councillor Ian Kennington	
3.5 Councillor Mark Mafei	
4. APPROVAL OF AGENDA	
5. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
6. MAYOR'S ADDRESS	
7. WELCOME OF NEW MAYOR & COUNCIL President Charles McCarthy <i>Yuutu?it?ath Government</i>	
8. REPORTS	
8.1 Council Appointments & Signing Authorities <i>Joseph Rotenberg, Manager of Corporate Services</i> RTC - Council Appointments Appendix A - VIRL Background Information	3 - 8
8.2 Council Schedule Review & Acting Mayor Schedule <i>Joseph Rotenberg, Manager of Corporate Services</i> RTC - Council Schedule Review Appendix A - 2022 Council Meeting Schedule	9 - 11
9. INFORMATION ITEMS	

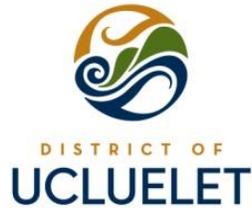
9.1 Barkley Community Forest - Public Open House

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[BCFC Open House](#)

10. ADJOURNMENT

Refreshments will be served after the meeting is adjourned.



REPORT TO COUNCIL

Council Meeting: November 1, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES **FILE NO:** 0530-10
SUBJECT: COUNCIL APPOINTMENTS AND SIGNING AUTHORITIES **REPORT NO:** 22- 149
ATTACHMENT(S): APPENDIX A – BACKGROUND INFORMATION ON THE VANCOUVER ISLAND LIBRARY BOARD

RECOMMENDATION(S):

- a. **THAT** Council appoint Mayor Marilyn McEwen to the Alberni-Clayoquot Regional District Board of Directors and Councillor _____ as the Alternate Director for a period from November 1, 2022, to December 31, 2023.
- b. **THAT** Council appoint Councillor _____ as Trustee to the Vancouver Island Library Board and Councillor _____ as the Alternate Trustee.
- c. **THAT** Council rescind former Mayor Mayco Noël’s appointment as authorized signatory for the District of Ucluelet and appoint Mayor Marilyn McEwen, Councillor _____, Chief Administrative Officer Duane Lawrence, and Chief Financial Officer Donna Monteith as the District of Ucluelet’s authorized signatories.

BACKGROUND:

Alberni-Clayoquot Regional District Board (ACRD)

Regional Districts, like the ACRD, are made up of Member Municipalities, member electoral areas, and member First Nations. Their primary purpose is to provide services to their member jurisdictions.

As a service provider, the ACRD plays three distinct roles:

1. it is the local governments for their (unincorporated) electoral areas such as Electoral Area C (Long Beach);
2. it is an inter-jurisdictional service body that provide subregional services to different combinations of municipalities, electoral areas and, First Nations such as garbage pickup and disposal services provided to the Districts of Ucluelet and Tofino;
3. it is a regional service body responsible for providing regional services to, and for undertaking key activities on behalf of, their entire regions (i.e., all member jurisdictions).

The ACRD Board of Directors is made up one Municipal Director from the District of Ucluelet as well as representatives from the following jurisdictions:

Huu-ay-aht First Nation	City of Port Alberni	District of Tofino
Uchucklesaht Tribe	Toquaht Nation	Yuuʷuʷiʷiʷath Government
Electoral Area "A" (Bamfield)	Electoral Area "B" (Beaufort)	Electoral Area "C" (Long Beach)
Electoral Area "D" (Sproat Lake)	Electoral Area "E" (Beaver Creek)	Electoral Area "F" (Cherry Creek)

The ACRD Board of Directors meets on the second and fourth Wednesday of each month at 1:30 pm, with the exception of July, August and December when there is just one Board meeting on the 4th Wednesday at 1:30 pm. Additional meetings known as Special Board meetings, may be called to deal with urgent matters. Directors may attend meetings in person or via Zoom Webinar

The Board of Directors has created several Committees to deal with various ACRD Services. The Ucluelet Director representative would automatically participate on the West Coast Committee. The West Coast Committee meets quarterly on Wednesday mornings or afternoons. Online attendance is also available for these meetings.

The Board of Directors annually appoints Directors to various outside organizations in January of each year. These appointments are optional for Directors.

Vancouver Island Library Board (VIRL)

VIRL Board of Trustees governs the library system and is made up of elected representatives from 28 Member Municipalities and 10 Regional Districts.

The Board guides and supports the operation of all public library services in VIRL's service area. In addition to governance, two of its primary functions are lobbying and advocacy to ensure that resources are available to fulfill VIRL's Mission, Vision, and Values.

Mayor McEwen has reached her term limit by acting on this Board for the last eight years. The term of office for a VIRL is from January 1 to December 31, 2023. Further details, including the 2022 and 2023 meeting schedule is provided in Appendix A to this report.

District of Ucluelet (DoU) Signing Authorities

DoU signing authorities execute a variety of legal documents for the District. Authorizing several individuals is recommended for operational continuity.

ANALYSIS OF OPTIONS

A	<u>Pros</u>	• N/A
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	<p>Appoint Mayor McEwen and an alternate to the ACRD Board of Directors for a term starting November 1, 2022 and ending December 31, 2023.</p> <p>Appoint a Councillor to serve on VIRL and one Councillor to be the alternate.</p> <p>Confirm signing authorities as presented.</p>	<u>Cons</u>	<ul style="list-style-type: none"> N/A
		<u>Implications</u>	<ul style="list-style-type: none"> Since the term of the appointments to ACRD and VIRL end in December 2023, Council will have to revisit this issue in late 2023.
B	<p>Appoint an alternate member of Council to the ACRD or change the period of appointment.</p> <p>Select a Councillor to serve on VIRL and one Councillor to be the alternate.</p> <p>Determine different DoU Signing Authorities.</p>	<u>Pros</u>	<ul style="list-style-type: none"> N/A
		<u>Cons</u>	<ul style="list-style-type: none"> N/A
		<u>Implications</u>	<ul style="list-style-type: none"> The appointment to the ACR could be for a longer period of time.
		<u>Suggested Motion</u>	<ol style="list-style-type: none"> THAT Council appoint Councillor _____ to the Alberni-Clayoquot Regional District Board of Directors and Councillor _____ as the alternate Director for a period from November 1, 2022, to _____. THAT Council appoint Councillor _____ as Trustee to the Vancouver Island Library Board and _____ as the Alternate. THAT Council rescind former Mayor Mayco Noël’s appointment as authorized signatory for the District of Ucluelet and appoint Councillor _____, Councillor _____, Chief Administrative Officer Duane Lawrence, and Chief Financial Officer Donna Monteith as the District of Ucluelet’s authorized signatories.

POLICY OR LEGISLATIVE IMPACTS:

The District of Ucluelet is required to appoint a member to the ACRD Board at the first meeting in November after an election. Similar requirements apply the VIRL appointment.

NEXT STEPS

- Certified resolutions of the appointments will be sent to the ACRD.
- Paperwork confirming the appointment will be sent to VIRL along with other related paperwork.
- Signing authorities will be updated with applicable service providers.

Respectfully submitted: Duane Lawrence, CAO



Administration
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 e: info@virl.bc.ca w: www.virl.bc.ca

October 19, 2022

Mayor Marilyn McEwen
 District of Ucluelet
 PO Box 999, 200 Main Street
 Ucluelet, BC V0R 3A0
 Original sent: mmcewen@ucluelet.ca

Dear Mayor McEwen,

Re: Appointment to the 2023 Vancouver Island Regional Library Board

In appointing your 2023 Vancouver Island Regional Library (VIRL) Board representative, the *Library Act* (August 12, 2020), section 17 (2) states:

"All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board."

The term of office is January 1 to December 31. Reappointment of sitting members is encouraged for continuity, with no more than 8 consecutive years served.

2023 meetings of the VIRL Board and Executive Committee will be hybrid, with a couple exceptions where it is explicitly stated as in-person on the meeting schedule (see pg. 2).

The *Library Act*, section 55, reimbursement of expenses states: "(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses."

Please submit for both your appointed Trustee and Alternate:

1. Certified copy of the Resolution (by provincial legislation)
2. VIRL 2023 Appointment Form
3. 2023 Financial Statement of Disclosure
4. Direct Deposit Authorization form (for travel expense reimbursement)
5. Recording Release Form

By November 25, 2022, return completed forms to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca. Please call 250-729-2310 or [email](mailto:mpatterson@virl.bc.ca) if you have any questions.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Ben Hyman
 Executive Director

cc: Duane Lawrence, CAO, District of Ucluelet
 Paula Mason, Administrator, District of Ucluelet

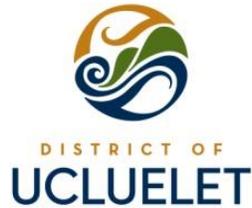
Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen

2023 Meeting Schedule

With the missed opportunity to meet in the 4th quarter due to the election, there is a special meeting of the Board and Executive Committee in December 2022.

Date	Meeting	Format & Location
Sat. Dec. 3	Board of Trustees Special Meeting	Hybrid
Fri. Dec. 9	Executive Committee Special Meeting	Hybrid
Sat., Jan. 28	Annual General Meeting	In-person: Nanaimo
Fri., Feb. 24	Executive Committee	In-person: TBD
Sat., March 25	Board of Trustees	Hybrid
Fri., May 5	Executive Committee	Hybrid
Sat., June 3	Board of Trustees	Hybrid
Fri., June 23	Executive Committee – Budget Only	In-person: TBD
Fri., July 21	Executive Committee – Budget & Regular	In-person: TBD
Sat., Sept. 16	Board of Trustees – Budget & Regular	In-person: TBD
Fri., Oct. 27	Executive Committee	Hybrid
Sat., Nov. 25	Board of Trustees	Hybrid
Fri., Dec. 8	Executive Committee - Optional	Hybrid



REPORT TO COUNCIL

Council Meeting: November 1, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM:	JOSEPH ROTENBERG, MANAGER OF CORPORATE SERVICES	FILE NO: 0550-01
SUBJECT:	COUNCIL SCHEDULE REVIEW & ACTING MAYOR SCHEDULE	REPORT NO: 22- 150
ATTACHMENT(S):	APPENDIX A - 2022 COUNCIL MEETING SCHEDULE	

RECOMMENDATION(S):

THAT Council confirm the 2022 Council Meeting Schedule as attached as Appendix A to this Report.

THAT Council appoint Councillor Jennifer Hoar as Acting Mayor for the period November 1, 2022, to December 31, 2022.

BACKGROUND:

2022 Council Schedule

Pursuant to District of Ucluelet Procedure Bylaw No. 1300, 2021 (Bylaw 1300) Council meets regularly at the times and dates specified in the Annual Meeting Schedule (Appendix A). Additional Council meeting called "Special Council" meetings may be called in accordance with the *Community Charter*.

The remaining 2022 Regular Meetings are scheduled at 4:00 PM on November 15th, November 29th, and December 13th.

Staff are seeking confirmation of these dates and times. Council could reschedule or cancel a Regular Council Meeting by resolution. The Mayor is also authorized to reschedule or cancel meetings and the Corporate Officer may reschedule or cancel meetings in limited circumstances determined by Bylaw 1300.

Acting Mayor Schedule

An Acting Mayor is defined by Bylaw 1300 as a Councillor designated to act in place of the Mayor when the Mayor is absent, otherwise unable to act, or when the Mayor Office is vacant.

Bylaw 1300 requires the Acting Mayor Schedule to be adopted annually in December for the following year. Due to the 2022 General Local Election, an Acting Mayor Schedule is not in place for the remainder of 2022. It is therefore recommended that the Acting Mayor Schedule be adopted for the remainder of 2022.



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 CANCELLED
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 CANCELLED
April 26	4:00 PM	Regular Meeting
May 10	4:00 PM	Regular Meeting
May 2	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 CANCELLED
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 CANCELLED
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: October 12, 2021
Amended on: June 2, 2022 & August 22, 2022

Barkley Community Forest

PUBLIC OPEN HOUSE

November 17th, 2022, 3:00 pm-7:00 pm

Ucluelet Community Centre
500 Matterson Drive

The Board of Directors invites the public of the surrounding communities to an open house to discuss current and future activity in the Barkley Community Forest. The Board Directors and General Manager will be in attendance to answer questions and discuss the management of the community forest.

The Barkley Community Forest Corporation, which is jointly owned by the District of Ucluelet and the Toquaht Nation, holds Community Forest Agreement K3S. The Community Forest is managed by a Board of Directors appointed by the shareholders of the BCFC.

The following general information will be available at the meeting:

- A summary of financial information from the operating years 2015 to 2022.
- Maps showing harvesting, reforestation, and road construction from 2015 to 2022.
- Information on salvage and some small harvesting opportunities in the years from 2022 to 2024.
- Maps and information showing natural resource inventories on the forest.
- Information on how financial returns from harvesting and use are used by the BCFC and by the shareholders.

The BCFC General Manager and Board are currently working on a new management plan for the community forest which will define how resources in the forest will be managed. This will include:

- An analysis of resources to allow determination of a sustainable rate of harvest.
- Strategies to protect, enhance, or rebuild old growth forest, species at risk habitat and populations, riparian and fish habitat and other resources.
- Recreation and public use opportunities in the forest.

This open house will also be an initial opportunity to provide information and input to this work with further public engagement planned for the future.

Please see the BCFC Website (barkleyforest.ca) for more information or contact: chair@barkleyforest.ca or manager@barkleyforest.ca