



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

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Port Clements, BC
V0T1R0
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Web: www.portclements.ca

7:00 PM Regular Meeting of Council, Monday, July 13th, 2020

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
D-1—Current 7 future Waste Management on Haida Gwaii - North Coast Regional District
- 3. MINUTES**
M-1—June 15th, 2020 Regular Council Meeting Minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
BA-1—Rise & Report from July 6th, 2020 Special In-Camera Meeting
- 5. ORIGINAL CORRESPONDENCE**
C-1— Summer Impaired Driving Campaign – ICBC Road Safety and Community Coordination
C-2— Request to decide Housing Placement - Port Clements Housing and Restoration Society
C-3—Gas Tax Agreement Payment
- 6. FINANCE**
F-1—2nd Quarter Update
- 7. GOVERNMENT**
G-1—Proposed- *2020 Annual Tax Sale Deferral Bylaw #459, 2020*
Recommended: 1st, 2nd, 3rd reading & adoption
G-2—Proposed - *Procedural Bylaw #460, 2020 – 1st, 2nd*
Recommended: 1st, 2nd & 3rd reading
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
A-1- Action Items List
A-30-Weighroom Upgrades
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. IN-CAMERA**
90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality
- (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
- (c) labour relations or other employee relations;

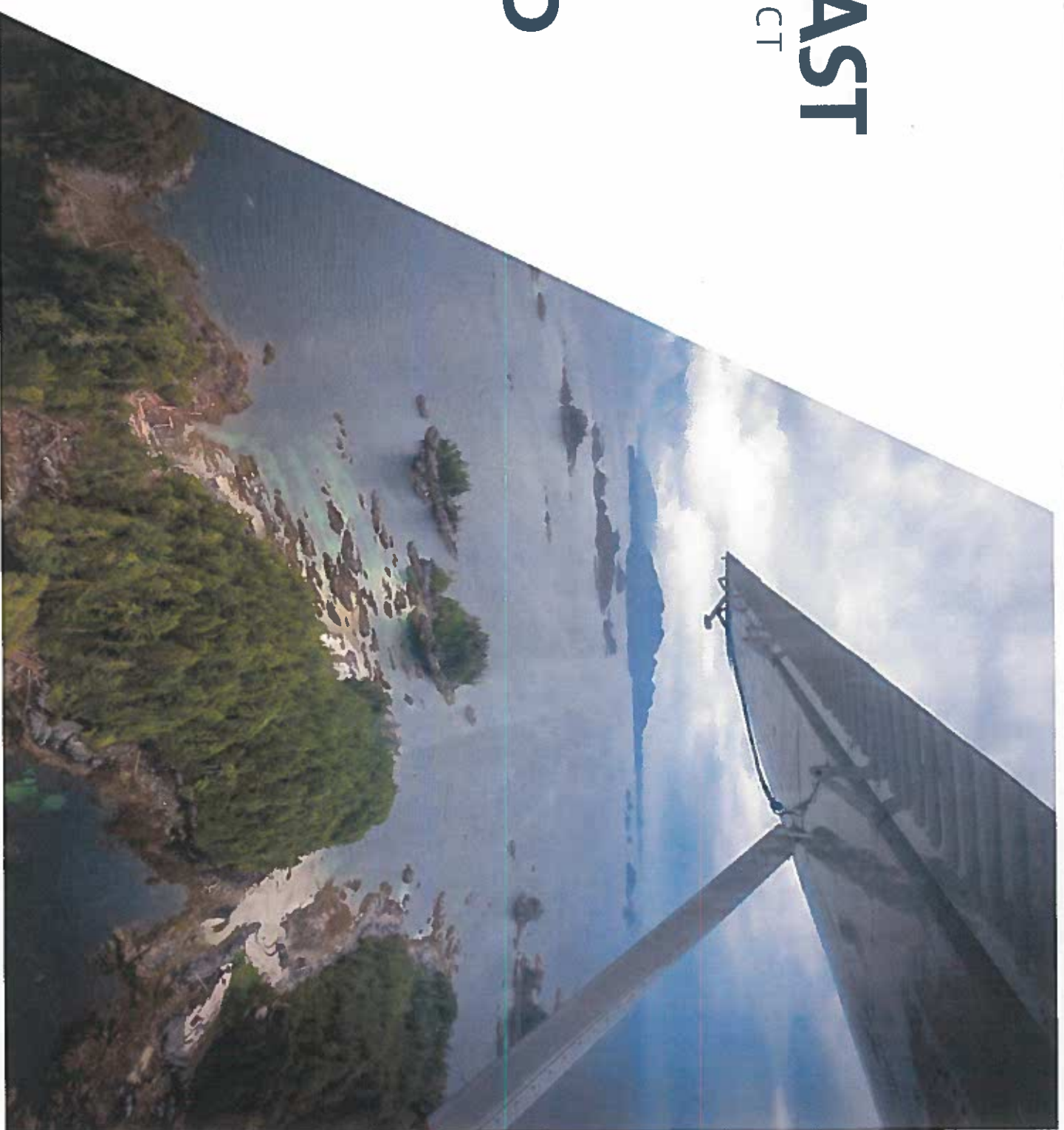
13. ADJOURNMENT

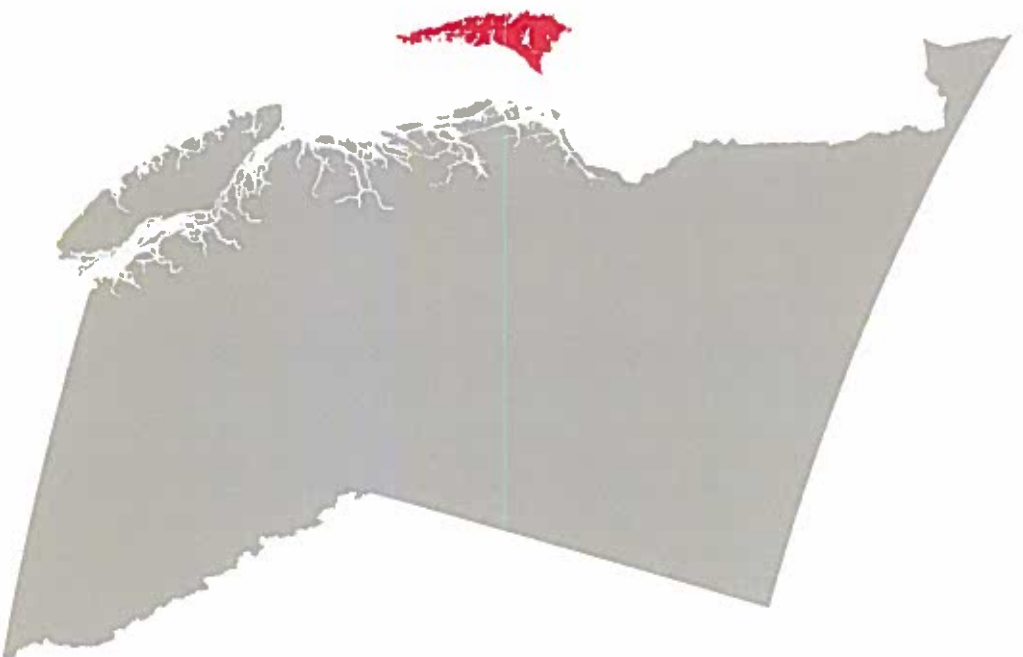


NORTH COAST
REGIONAL DISTRICT

ISLANDS SOLID WASTE

CURRENT & FUTURE
WASTE MANAGEMENT
ON HAIDA CWAII



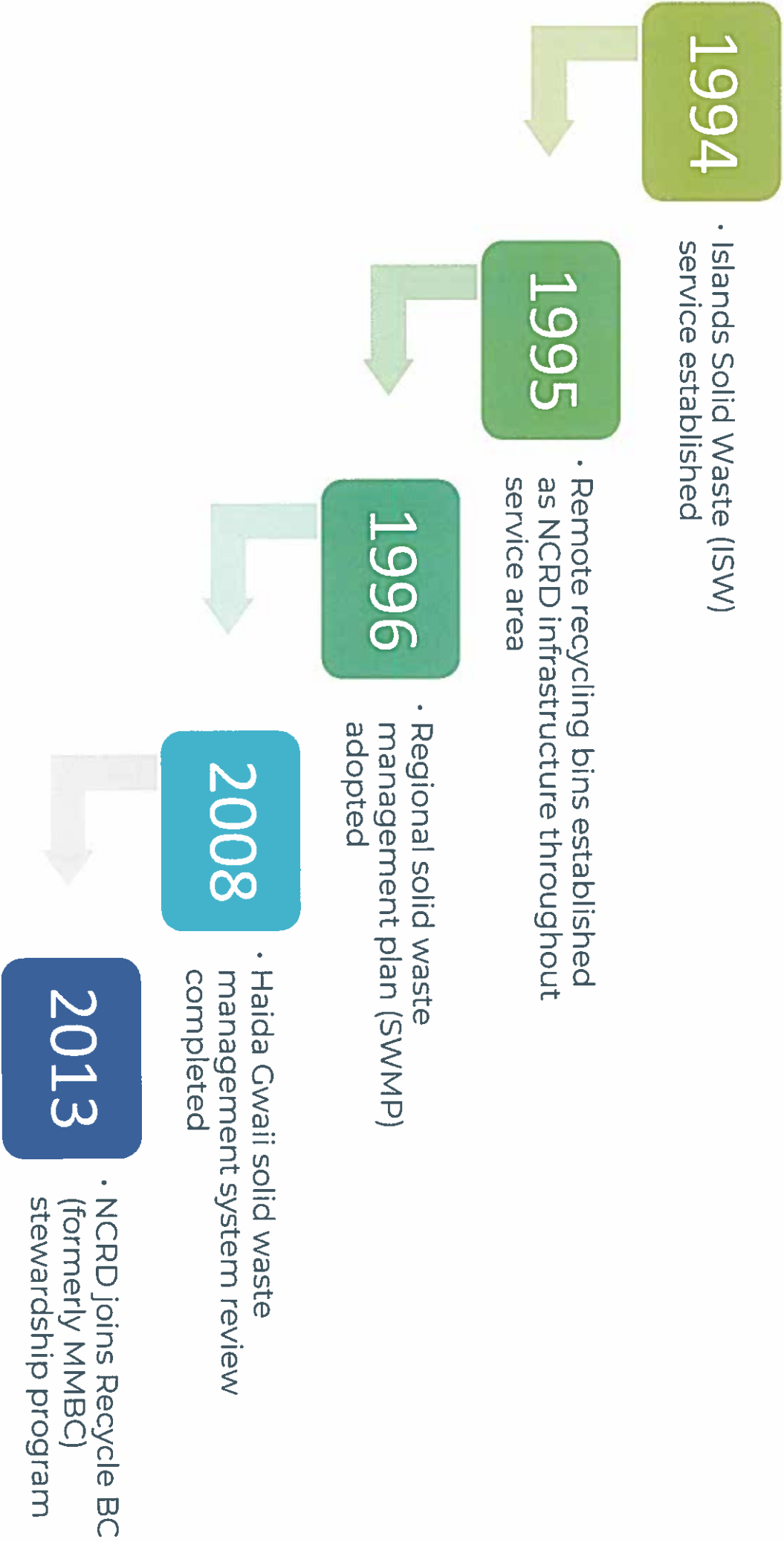


- The Islands Solid Waste (ISW) service is a North Coast Regional District (NCRD) service.
- ISW service is a sub-regional service between the Villages of Masset, Queen Charlotte, Port Clements and NCRD Electoral Areas D & E.
- Skidegate Band Council and Old Massett Village Council also participate in the ISW service through service agreements.
- ISW service provides for the collection, removal and disposal of waste and the regulation, storage and management of solid waste and recyclable material.
- Operation of the ISW system is guided by the NCRD's Regional Solid Waste Management Plan adopted in 1996.

HISTORY



1-4





D-1



- ISW Landfill (71454 HWY 16)
 - Estimated footprint closure in 2045
- Waste Transfer Stations:
 1. Skidegate
 2. Sandspit
 3. Masset
- Residential Garbage Pickup
 - Weekly



D-1



- Queen Charlotte Recycle Depot
 - 3 days/week
- ISW Landfill
 - 6 days/week
- Recycling Transfer Stations:

1. Skidegate
2. Sandspit
3. Tlell
4. Port Clements
5. Masset
6. Old Massett

CURRENT WASTE MANAGEMENT SYSTEM



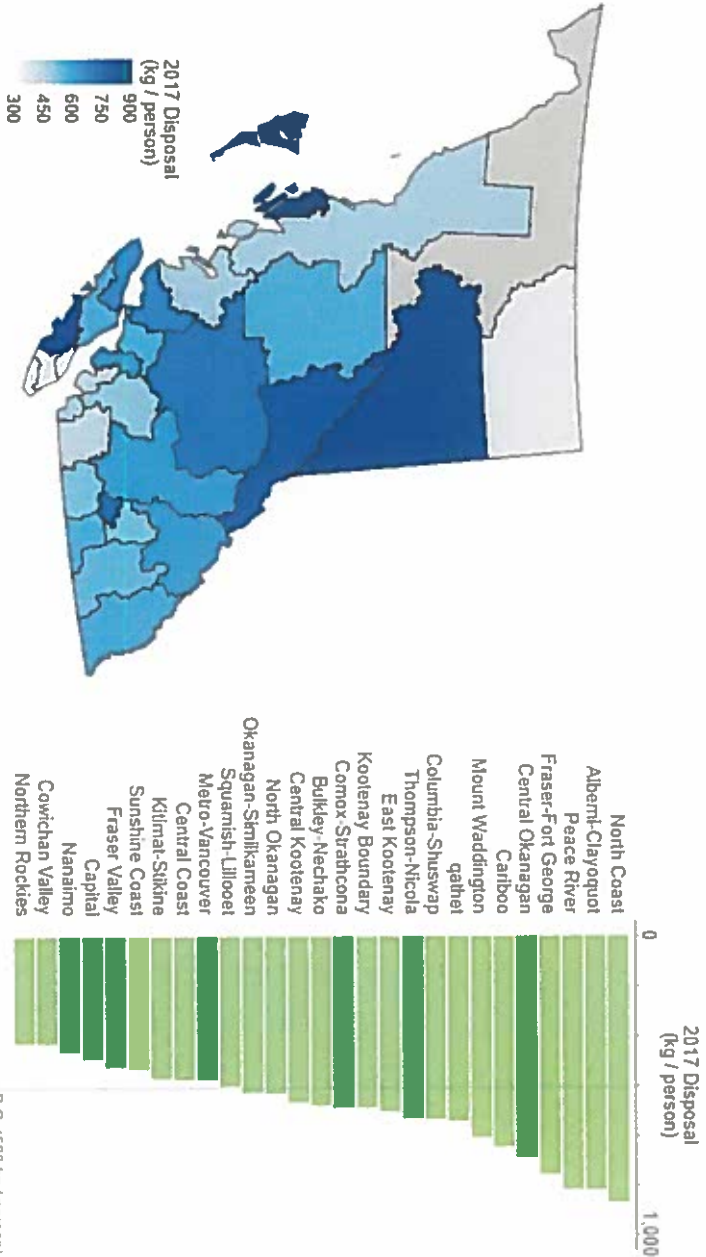
D-1

CHALLENGES

- Economies of scale
- Service area geography
- Rising cost of doing business
- Global & local market trends
- Compliance & enforcement
- Employee safety

OPPORTUNITIES

- Scalability
- Established infrastructure & partner relationships
- Solid waste planning & policy updates
- Compliance & education



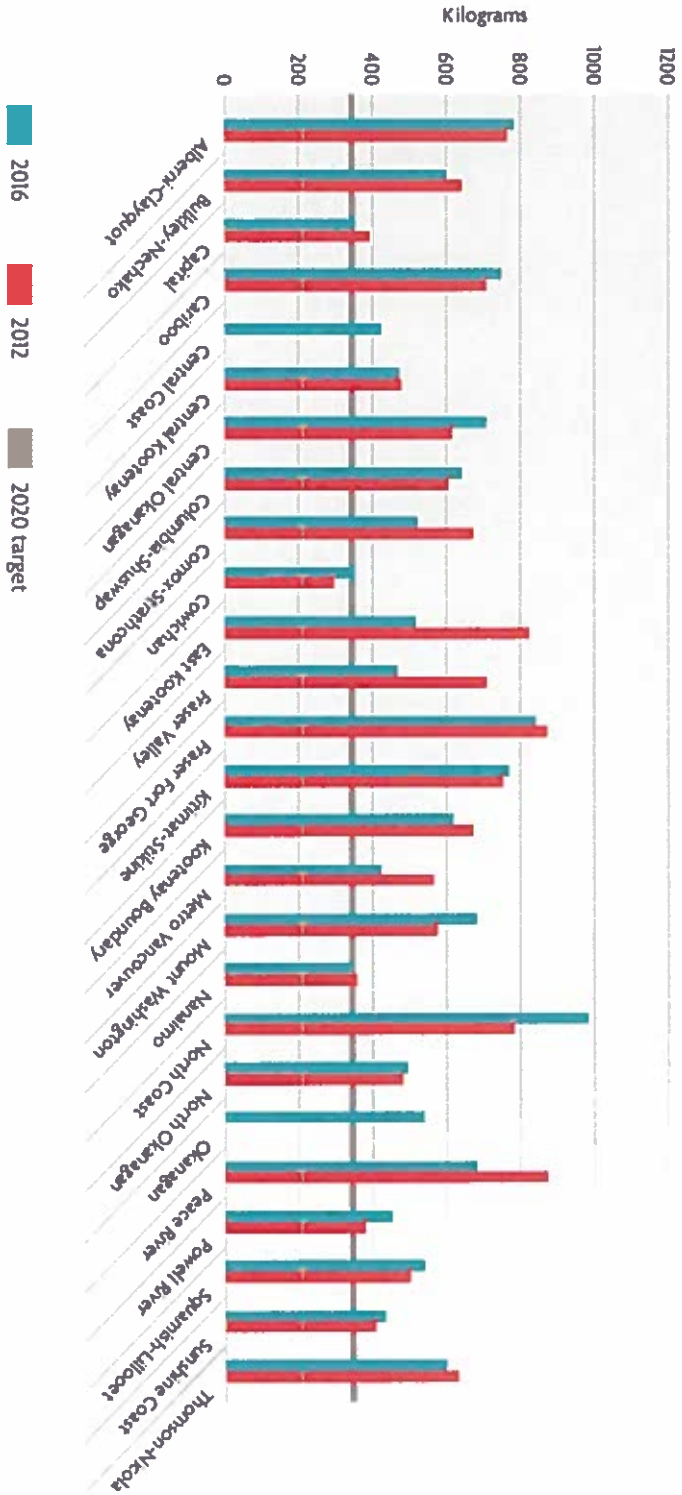
Source: Environmental Reporting B.C., "Municipal Solid Waste Disposal in B.C. 1990-2016"

	2019	2018	2017	2016	2015
ISW Per Capita	\$255.93	\$229.26	\$235.17	\$221.87	\$206.08
Recycle Per Capita	\$61.20	\$65.49	\$63.23	\$49.59	\$49.39

FUTURE WASTE MANAGEMENT SYSTEM



11



Source: Environmental Reporting B.C., "Municipal Solid Waste Disposal in B.C. 1990-2016"

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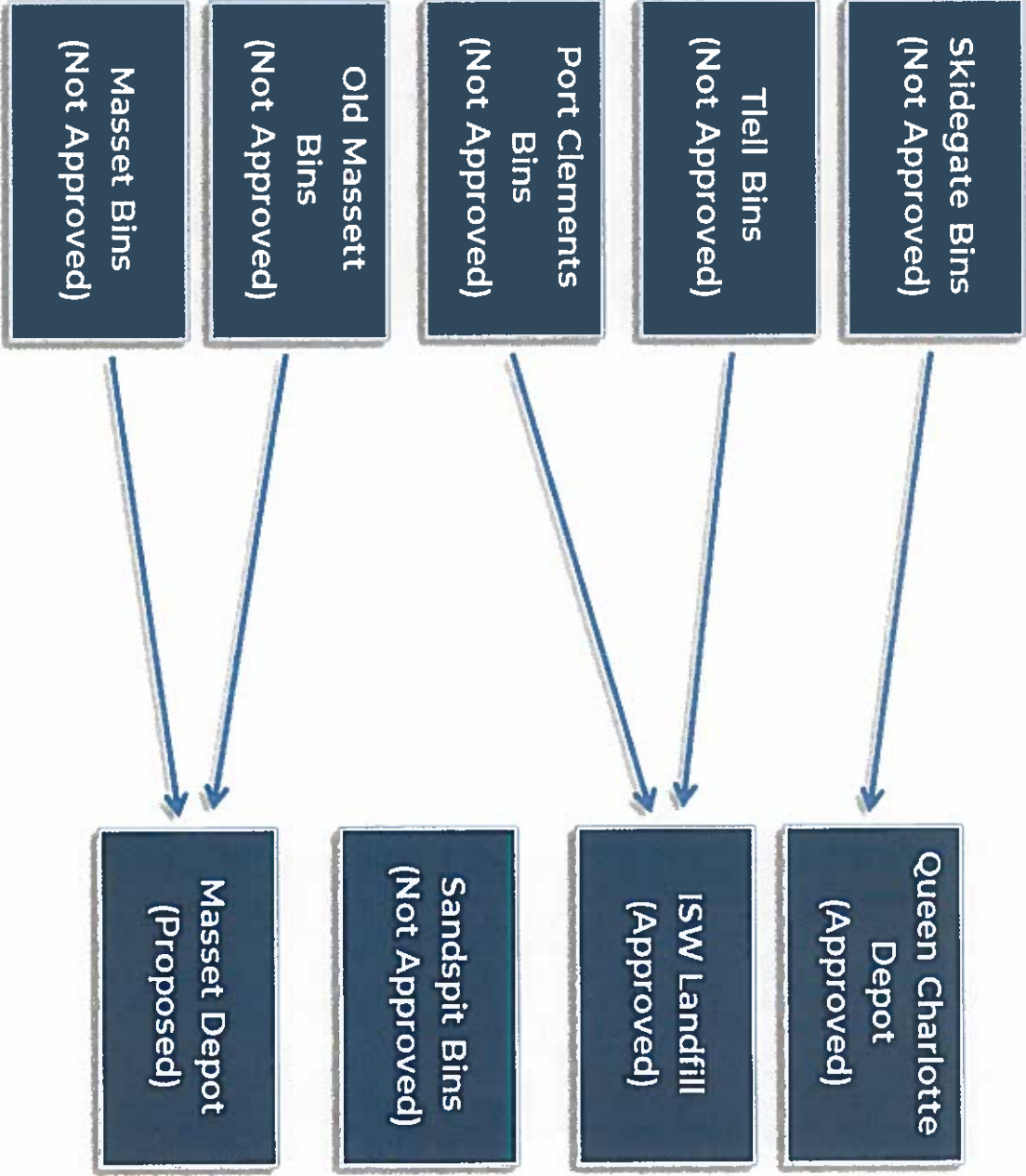
- BC has set provincial waste disposal targets with a long-term goal of lowering the municipal solid waste disposal rate to 350 kg per person by 2020/2021
- ISW's 2019 municipal solid waste disposal rate was 397.7 kg per person
- Opportunity to develop policy to support lowering disposal rates in the NCRD through SWMP update
- Compliance with Recycle BC product stewardship program is vital to meeting targets on Haida Gwaii and providing a financially sustainable service
- Some changes are in effect already as a result of COVID-19 service modifications

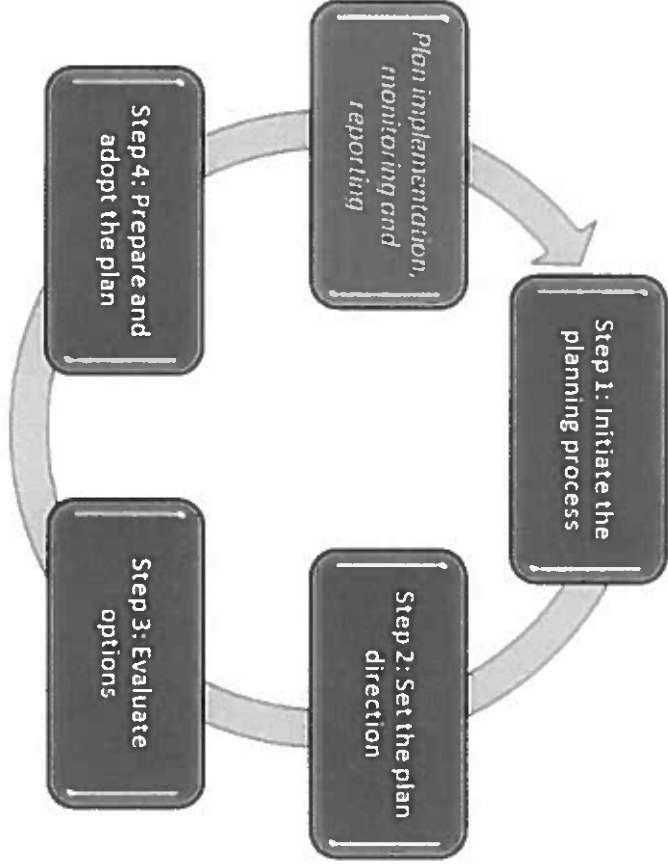
RECYCLING SYSTEM



D-1

- As a result of COVID, unmonitored remote collection bins in Skidegate, Port Clements, Old Massett & Masset will remain closed
- This ensures employee safety and allows the NCRD to begin compliance process with Recycle BC
- Site selection and facility establishment for an approved recycle depot in Masset is ongoing
- If we reach compliance through this system, the ISW service would realize approximately \$45,000 in cost savings and new revenues (\$10.50/capita)
- At this time, the NCRD is not proposing any changes to the garbage system or services





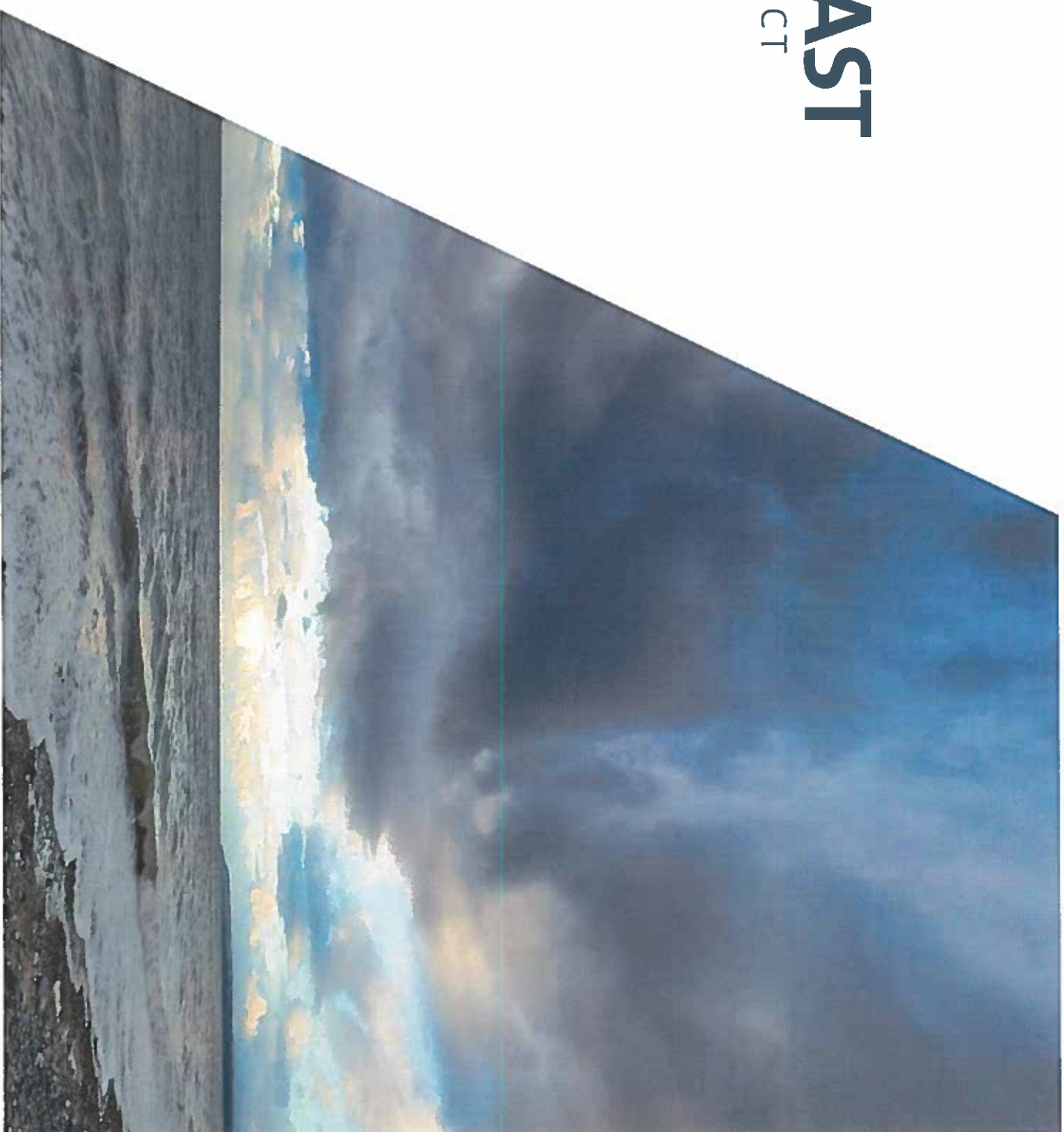
- Authorizes the NCRD to manage municipal solid waste and recyclable material in accordance with the plan, including through any conditions set out in operational certificates, permits or local bylaws.
- *EMA* requires that all RD's prepare and submit a SWMP to the province, following sufficient public and stakeholder consultation.
- Solid waste management planning in B.C. is continuously evolving, necessitating updating of SWMPs to reflect these changes (24 years since NCRD update).
- The NCRD is currently in Step 1 and is engaging with interested parties. A competitive bid process will be followed to hire a qualified professional to direct works in steps 2-4.



NORTH COAST
REGIONAL DISTRICT

THANK YOU
QUESTIONS?

Daniel Fish, CAO
North Coast Regional District



D-1



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Minutes of the Regular Meeting of Council, Monday, June 15th, 2020

Present:

Mayor Daugert
Councillor Kish
Councillor Gould via teleconference
Councillor Cumming via teleconference
Councillor Falconbridge

CAO Ruby Decock

Members of the Public and Press: Bev Lore, Maureen Bailey, Marilyn Bliss, Linda Berston, Sharon Buckley

Meeting Called to Order at 7:00 PM

Mayor Daugert: I call to order this meeting of the Council of the Village of Port Clements being held on the traditional territory of the Haida People.

1. ADOPT AGENDA

2020-06-108—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT the June 15th, 2020 Regular Council Meeting be adopted with the late addition of C-4—
Request for Utility Bill Reduction – Golden Spruce Motel.
CARRIED

2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS

3. MINUTES

M-1—May 14th, 2020 Special Council Meeting Minutes
2020-06-109—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT the May 14th, 2020 Special Council Meeting Minutes be adopted as presented.
CARRIED

M-2—May 19th, 2020 Regular Council Meeting Minutes
2020-06-110—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT the May 19th, 2020 Regular Council Meeting Minutes be adopted as presented.
CARRIED

4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS

5. ORIGINAL CORRESPONDENCE

C-1—Board Highlights – North Coast Regional District
2020-06-111—Moved by Councillor Falconbridge, seconded by Mayor Daugert
THAT the North Coast Regional District Board Highlights be received.

CARRIED

C-2—Provincial Trail Advisory Survey – MNP LLP

2020-06-112—Moved by Councillor Falconbridge, seconded by Mayor Daugert
THAT the Provincial Trail Advisory Survey from MNP LLP be received.

CARRIED

C-3—Golf Proposal – Linda Berston and Sharon Buckley

2020-06-113—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT the Golf Proposal by Linda Berston and Sharon Buckley be received.

CARRIED

2020-06-114—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT the Golf Proposal be approved with the conditions that they provide a course map, golf rules and etiquette, user waivers, and COVID-19 Exposure Plan for review; approval from Public Works for location; AND contacting Haida Gwaii Regional Recreation Commission to see if it could be run through them and checking with MIABC to see if municipal insurance covers it to be run through Port Clements Recreation Commission if not.

CARRIED

C-4 – Request for Utility Bill Reduction – Golden Spruce Motel

2020-06-115—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT the Request for Utility Bill Reduction by Golden Spruce Motel be received.

CARRIED

6. FINANCE

7. GOVERNMENT

8. NEW BUSINESS

9. REPORTS & DISCUSSIONS

R-1—Protocol Table Update – Verbal - Mayor Daugert

Mayor Daugert identified that the Protocol Table meetings have undergone reorganization in the last couple of meetings away from must COVID-19 discussions. June 3rd meeting was discussing the all-island energy plan which Hydro presented at. They are not farther along than they were last fall but are getting moving again with a consultant doing analysis and public presentations. Hydro is intending to pick several alternative energy proposals across the islands. They want to focus on renewable energy that cuts diesel usage and has a balanced energy load. Mayor Daugert pointed out that they should maintain their budget, as it is Gwaii Trust money, and legal necessities with keeping track of it. There may be an in-person meeting of Protocol this upcoming Wednesday.

The United Coast has moved away from the Protocol meetings completely, as it is now a leadership table with the Provincial Ministers. The Premier Horgan did attend the first one. Two people from Haida Gwaii, two people from North Coast and two people from separate coasts will be representing. They are trying to have one person from municipal government and another from First Nation government from each community at the table.

The Island-COVID Response Protocol Meeting has one meeting. It was looking for consensus on when to open Haida Gwaii to travel, however, there was no consensus at that meeting. They have distributed, as of today, two questions through Unified Command regarding reopening dates. They also had a survey that went to selected stakeholders, however

Mayor Daugert found the questions leading and not an all-Island survey in any sense. Asides from those criticisms, they are trying to determine what the sentiments are.

Also, to note that Air Canada is looking at August for resuming air service, while Pacific Coastal is proposing July 25th, 2020. Priority will be given for medical travel. Airlines do not screen people. As the Province opens up Haida Gwaii is going to be opened whether we like it or not. It is better to be prepared for it.

2020-06-116—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT Mayor Daugert's Protocol Table Update be received.
CARRIED

R-2—COVID-19 & Office Update – Deputy Clerk report & CAO Decock verbal report
2020-06-117—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT the written and verbal reports on the COVID-19 & Office Update by CAO Decock and Deputy Clerk Cumming be received.
CARRIED

Mayor Daugert: Teleconference with Municipal Affairs and Housing, met with Northern Health and covered the support for medical patients who cannot communicate for themselves, met with North Coast Regional District.

Councillor Kish: Nothing to report.

Councillor Gould: VIRT is trying to do take out/pick up services.

Councillor Cumming: Attended the Community Futures meeting, they have been having weekly zoom meetings. Discussion on getting a Chamber of Commerce reinitiated. Uncertainty over park management committee that she is council representative for, unsure if it exists by village bylaws.

Councillor Falconbridge: Nothing to report.

CAO Decock: Working on projects newly funded, attending EOC director meetings, will work with Deputy Clerk in the re-opening plan, financial reporting audit and annual report. Working on Vibrant Communities Coordinator, if it will be hired, as well as steps for trail projects and study. Public Works truck was purchased, delivery aimed end of August. Working on contractor for wharf – they are waiting for shipment of supplies from down south before coming over, will apply through essential workers permit.

2020-06-118—Moved by Councillor Falconbridge, seconded by Councillor Kish
THAT Council receives the verbal reports from Council and CAO Decock.
CARRIED

10. ACTION ITEMS

A1- Action Items list – PCHS request for support should be updated & removed.

11. QUESTIONS FROM THE PUBLIC & PRESS

Question – Bev Lore: Concerned about volunteers. Volunteer had idea with Berry Maze but nothing ever happened. Do we need permission? We need something going on – benches are coming, swing is up – but it feels like with COVID-19 there is nothing for anyone to do. Knows it is

not the Village's responsibility to make something, but other communities are getting things going on and we are not.

Answer: The EOC has circulated requests to the community to inform us of what they need. There have been discussions of gardens, though the issue becomes 'how do we pay for it?' and is it something that we want in our Parks or not, so where to put it? We could get money, and undertake activities proactively without community request, but it might become an issue if we put, for example, \$10,000 towards a garden and then no one uses it. There would be criticism for spending money on something that was not used/wanted. We have not heard from the public, one person brought up need for help with self-isolation. Asides from the request from Linda for the Golf.

Bev: Linda got shut down when she brought it up and had to go through other means. It is depressing – the news is depressing, people in the store are depressed. If we could provide anything positive and nice that would be great. Can we get that Christmas tree removed on the corner of Dyson? It feels like we are not moving forward in a fun way, though it is hard with COVID-19. There can be reopening with 'use at your own risk'.

Question – Marilyn Bliss: Has there been other requests for assistance from other businesses, asides from the Golden Spruce? Is there any of their costs – wipes, towels – that can come from the EOC? It sounds like the other communities are finding the money for it.

Answer: We have contacted all the businesses. We cannot adjust bills without their written notice that they are no longer in operation. It needs to be in writing and sent to the Village Office. Otherwise, when it comes to providing relief, it is beyond our legal ability to assist businesses due to the Community Charter. The Federal and Provincial governments have been providing supports under their jurisdiction.

Maureen Bailey: Gwaii Trust is providing COVID-19 funding for a variety of applications. One of the applications that could not be helped was from Queen Charlotte to provide matching funding for the NDI Business Façade program which has now been adapted to give money to businesses for COVID-19. It would be nice if it could be all the businesses and not some of them. Gwaii Trust cannot support businesses but have been supporting a variety of non-business activities.

Question - Bevan Nicol: Noticing trail down by the ocean in the bay is overgrown – it is a two-person trail, but it is so overgrown that it is only a one-person trail now. Can the trail be made wider?

Answer: A Work Order will be made to brush the trails. Normal process is to contact the office if you have a complaint or concern and then it will be put into a Work Order and given to Public Works. We also have grants to improve the trail and improve the areas in Sunset Park, such as replacing the bridges.

Question – Bev Lore: Are the trails closed? Like the Pesuta

Answer: The trail facilities are closed, such as trails with handrail areas. The Parks still have signs at entrances saying they are closed. The Community Trails never really closed for walking, though the facilities have closed.

Question – Bev Lore: Disappointed in wording of new State of Emergency Poster. Last time the poster was clear, but this poster is not as clear. The wording has been loosened a lot, which makes

it difficult for local businesses – no longer have something given clear direction, open to interpretation. Fear with COVID-19 and potential exposure – wants to watch Grandson grow up.

Answer: People should still be vigilant about personal hygiene and exposure. Follow the advice of Dr. Bonnie Henry.

Question – Wayne Nicole: Talk about removing the Christmas Tree that the O'Briens put up – they acted on suggestion that he made to plant a proper Christmas Tree transplanted. He has a tree in his yard that is a perfect Christmas Tree ideal for transplanting and he would like to offer it for that property. If knowledge of how to excavate it of his yard and cost was done, then it can be done. Would like to be able to present a proposal to Council for his ideas of the development of the property.

Answer: Concern over brownfields on Dyson property. With brownfields you are not to excavate the area. It needs to be confirmed if it is a brownfield or not before such activity could be undertaken. Council is interested in ideas for the property, but there is the issue of the potential brownfield that can limit potential development.

12. IN-CAMERA

90(1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:

(c) labour relations or other employee relations;

(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;

2020-06-119—Moved by Councillor Falconbridge, seconded by Councillor Kish

THAT Council moves in-Camera as per section 90(1)(c)&(j) of the Community Charter at 8:52 PM.

CARRIED

13. ADJOURNMENT

2020-06-120—Moved by Councillor Falconbridge

THAT this meeting be adjourned at 9:34 PM

CARRIED

Mayor Daugert

CAO Decock

From: Mac Donald, Doug <Doug.MacDonald@icbc.com>
Sent: July 3, 2020 2:04 PM
Cc: Mac Donald, Doug <Doug.MacDonald@icbc.com>
Subject: 2020 Summer Impaired Driving Campaign

Good Afternoon – hope this email finds you, your team and families doing well.

While we continue to all do our best to follow Dr. Henry's words of wisdom, at ICBC we are looking at new ways to promote the road safety campaigns.

As we move forward into the next phase laid out by our health professionals, it gives us a reminder that even though things have changed- impaired driving laws have not.

Take the time to enjoy BC this year and have a great summer.

Just remember, to always plan ahead for a safe ride home.

Summer Impaired Driving Campaign

As a valued road safety community partner, we want to keep you informed of upcoming campaigns and let you know that Police and ICBC launched the 2020 **Summer Impaired Driving/CounterAttack** campaign on June 30th.



Forty per cent of impaired driving related deaths occur during summer months in BC. That's why ICBC and police across the province are encouraging drivers to be responsible and plan ahead for a safe ride home.



We'd love your help to promote this important road safety message! I have attached messaging

you can use on social media. **Hashtag:** #GetHomeSafeBC

Links:

[Campaign page](#) - [News release](#)

If you have any questions, please contact me.

All the best

Doug Mac Donald
ICBC Road Safety and Community Coordinator- Northern BC
doug.macdonald@icbc.com



If you no longer wish to receive road safety campaign emails, please reply with "Unsubscribe" in the subject line

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Insurance Corporation of British Columbia | 151 W. Esplanade | North Vancouver | V7M 3H9
Contact Us

C-1

Alcohol-impaired driving

If your activities involve drinking, plan ahead for a safe ride home. Arrange a designated driver, call a taxi or friend, or take transit.

Don't ruin the fun

Winter holiday get-togethers, summer barbeques, and cool cocktail parties throughout the year are great ways for people spend time together while enjoying alcohol responsibly.

Sadly, each year in B.C., 68 people die in crashes involving impaired driving. Almost half of those deaths happen during the summer, meanwhile other deaths happen during what should be joyous celebrations during the December holidays.

No matter what time of year, there are many options to get home safely if you've had a drink or two. So, whether it's after work or play, make the smart choice. Remember, the best time to decide how to get home responsibly is before you start drinking.

Police across the province look for impaired drivers at CounterAttack roadchecks during summer and winter. ICBC supports enforcement activities such as roadchecks to help make our roads safer for everyone.

If you're hosting an event

Will you be serving alcohol at an event you're hosting, such as a wedding, reunion, or holiday party? You can order a free Special Event Permit Kit to encourage your guests to get home safely.

Your kit will include posters, tent cards for table tops, and non-alcoholic drink tickets.

The price of impaired driving

B.C. has the toughest drinking and driving laws in Canada. If you're caught driving impaired, you could face these penalties:

- Driving suspensions from 24 hours to 90 days
- Vehicle impoundment
- Fines, from \$600 and up to \$4,060
- Jail time
- Mandatory rehabilitation
- Installation of ignition interlock in your vehicle

You may also have to pay a Driver Risk Premium, on top of your insurance.

Feedback

If you crash while driving impaired, you're likely in breach of your insurance policy. That means you could be personally responsible for 100 per cent of the costs if you damage someone else's property or injure them.

Plan ahead

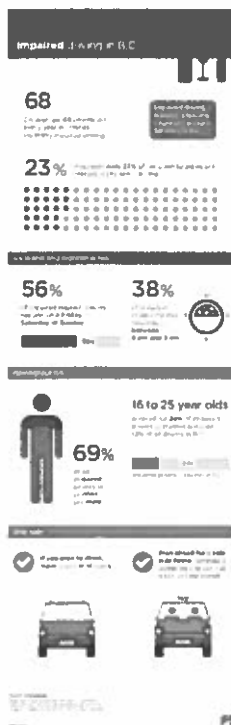
Getting home safe is a shared responsibility. Take your turn being the designated driver – your friends and family will thank you. If no one is able to be a designated driver, there are still plenty of options for you to get home. Leave your car overnight and consider taking a taxi, transit, or calling a friend. During the winter holidays, Operation Red Nose can also help you get home.

When you drink and drive, you not only risk your life but those of others on the road. With so many options to get home safely, there is no excuse to drive while impaired.

Alcohol-impaired driving in B.C.

Impaired driving is a leading cause of car crash fatalities in B.C.

Find out the facts in our impaired driving infographic.



Feedback

C-1

Port Clements Housing and Restoration Society
Box 183
Port Clements, BC
V0T 1R0

Council Members
Village of Port Clements
Port Clements, BC
V0T 1R0

June 24, 2020

This letter is to ask the members of our Port Clements Council to be proactive in regards to deciding the future placement of seniors housing that is indicated by the first draft of the housing survey recently commissioned by the Port Clements Village Council.

The final report of the housing survey is nearing completion and will require quick movement towards planning and funding applications. We understand that there are multiple choices available for location. Wherever it is located, it needs to be situated where it will be conducive to all aspects of senior living including safety, parking, the need for community interactions and access to services.

The funding application needs to be ready to submit in January 2021. Prior to that deadline, the property must be dedicated for this use in order to facilitate the funding process.

Thank you for your consideration,



Manzanita Snow
President, PCHRS



Kelly Green
Vice-President, PCHRS

June 17, 2020



Mayor Douglas Daugert
Village of Port Clements
Box 198
Port Clements, BC V0T 1R0

Dear Mayor Douglas Daugert:

RE: GAS TAX AGREEMENT COMMUNITY WORKS FUND PAYMENT

I am pleased to advise that UBCM is in the process of distributing the Community Works Fund (CWF) payment for fiscal 2020/2021. An electronic transfer of \$67,000.58 is expected to occur within the next 30 days. These payments are made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement on the Federal Gas Tax Fund in British Columbia. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

This year, the Government of Canada announced that the federal Gas Tax Fund transfer was to be accelerated and delivered in one single payment, rather than two half-payments. Therefore, this will be the only transfer this year for CWF funding.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Gas Tax Agreement can be found on our website at www.ubcm.ca.

For further information, please contact Gas Tax Program Services by e-mail at gastax@ubcm.ca or by phone at 250-356-5134.

Yours truly,

A handwritten signature in black ink, appearing to read "Maja Tait", is written over a light blue horizontal line.

Maja Tait
UBCM President

Pc: Ruby Decock, Acting Chief Administrative Officer

C-3

VILLAGE OF PORT CLEMENTS

General Revenue & Expense

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Taxes					
10-1-11-00-00	Property Tax - Municipal	(114,050.00)	(113,938.75)	(114,050.00)	(113,938.75)
* TOTAL Taxes		(114,050.00)	(113,938.75)	(114,050.00)	(113,938.75)
Payment in Lieu of Taxes					
10-1-21-00-00	Grant in Lieu - Federal	(1,685.00)	0.00	(1,685.00)	0.00
10-1-24-00-00	Grant in Lieu - Hydro	(4,964.00)	(4,964.12)	(4,964.00)	(4,964.12)
10-1-27-00-00	Grant in Lieu - Telus	(1,515.00)	(1,515.35)	(1,515.00)	(1,515.35)
* TOTAL Payment in Lieu of Taxes		(8,164.00)	(6,479.47)	(8,164.00)	(6,479.47)
Sales of Service					
10-1-13-00-00	Water & Sewer Admin Recovery	(8,000.00)	0.00	(8,000.00)	0.00
10-1-15-00-00	Emergency Operations Centre Recovery	(60,000.00)	0.00	(60,000.00)	0.00
10-1-32-10-00	Taxes - School Tax Admin Fee	(2,100.00)	(2,102.28)	(2,100.00)	(2,102.28)
10-1-41-10-00	Sales - Photocopies	(200.00)	(136.90)	(200.00)	(136.90)
10-1-41-10-10	Sales - Faxes	(125.00)	(42.50)	(125.00)	(42.50)
10-1-41-10-20	Sales - Tax Searches & Commissioner	(500.00)	(120.00)	(500.00)	(120.00)
10-1-42-10-00	Misc. - Fire Protection Agreement	(600.00)	(150.00)	(600.00)	(150.00)
10-1-44-10-00	Sales - Garbage Tags	0.00	(8.00)	0.00	(8.00)
10-1-51-20-00	Sales - Business Licenses	(500.00)	(690.00)	(500.00)	(690.00)
10-1-71-10-00	Rec Commission Revenue	(500.00)	(626.30)	(500.00)	(626.30)
* TOTAL Sales of Service		(72,525.00)	(3,875.98)	(72,525.00)	(3,875.98)
Revenue From Own Sources					
10-1-51-70-00	Biomass Recovery	(11,000.00)	(11,763.31)	(11,000.00)	(11,763.31)
10-1-53-10-10	Rental - Gym	0.00	(205.00)	0.00	(205.00)
10-1-53-10-20	Rental -Weight Room	(500.00)	(93.20)	(500.00)	(93.20)
10-1-53-10-30	Rental - Ambulance	(6,800.00)	(3,941.00)	(6,800.00)	(3,941.00)
10-1-53-10-40	Dog Tag Revenue	0.00	0.00	0.00	0.00
10-1-53-10-50	Rental - St. Marks Church	0.00	0.00	0.00	0.00
10-1-53-10-70	Rental - Sunset Park Campground	(350.00)	(167.91)	(350.00)	(167.91)
10-1-53-10-80	Rental - CBC Site	(1,400.00)	(700.00)	(1,400.00)	(700.00)
10-1-53-20-00	Rental - Clinic	(9,000.00)	(4,437.00)	(9,000.00)	(4,437.00)
10-1-53-20-10	Garbage Admin	(3,500.00)	(931.50)	(3,500.00)	(931.50)

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VILLAGE OF FORT CLEMENS General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
10-1-56-10-00	Property Tax Penalties	(3,000.00)	(3,253.92)	(3,000.00)	(3,253.92)
10-1-56-10-10	Property Tax Arrears Interest	(1,000.00)	(547.94)	(1,000.00)	(547.94)
10-1-56-10-15	Delinquent Tax Interest	(500.00)	(39.17)	(500.00)	(39.17)
10-1-59-10-00	Misc. - Donations	(50.00)	216.17	(50.00)	216.17
10-1-59-10-10	Misc. - NSF & Sundry Charges	(25.00)	0.00	(25.00)	0.00
10-1-59-10-20	Miscellaneous	(8,155.00)	(875.17)	(8,155.00)	(875.17)
10-1-59-90-00	Interest Revenue	(28,000.00)	(36,198.27)	(28,000.00)	(36,198.27)
10-1-59-90-01	Large Wharf fee for use	0.00	0.00	0.00	0.00
10-1-59-90-10	Small Craft - Electricity Revenue	(4,500.00)	(2,160.00)	(4,500.00)	(2,160.00)
10-1-59-90-20	Small Craft - Fee for Use	(17,000.00)	(8,150.14)	(17,000.00)	(8,150.14)
* TOTAL Revenue From Own Sources		(94,780.00)	(73,247.36)	(94,780.00)	(73,247.36)
Multi Purpose Building Rental					
10-1-53-10-11	MPBC Library Revenue	(10,200.00)	(5,950.00)	(10,200.00)	(5,950.00)
10-1-53-10-12	MPBC Space rental	(2,500.00)	(720.00)	(2,500.00)	(720.00)
* TOTAL Multi Purpose Building R		(12,700.00)	(6,670.00)	(12,700.00)	(6,670.00)
Unconditional Transfers					
10-1-62-10-00	Grants - Small Community Protection	(412,000.00)	(425,979.00)	(412,000.00)	(425,979.00)
* TOTAL Unconditional Transfers		(412,000.00)	(425,979.00)	(412,000.00)	(425,979.00)
Conditional Transfers					
10-1-75-10-00	Grants - Misc.	(561,213.00)	(77,054.55)	(561,213.00)	(77,054.55)
10-1-89-00-00	Community Works Fund Cond. Transfer	(66,000.00)	0.00	(66,000.00)	0.00
10-1-89-10-30	Grants - GT - Christmas	(10,000.00)	(10,000.00)	(10,000.00)	(10,000.00)
10-1-89-10-40	Grants - GT - Community Events Program	(5,000.00)	0.00	(5,000.00)	0.00
10-1-89-10-70	Grants - NDI Proposal Writer	(8,000.00)	(7,666.67)	(8,000.00)	(7,666.67)
10-1-89-10-71	Economic Dev. Fund	(50,000.00)	(50,000.00)	(50,000.00)	(50,000.00)
10-1-89-10-72	NDIT - MISC GRANTS	(10,000.00)	0.00	(10,000.00)	0.00
* TOTAL Conditional Transfers		(710,213.00)	(144,721.22)	(710,213.00)	(144,721.22)
Reserves					
10-1-92-10-00	Transfers From Reserves	(108,241.00)	0.00	(108,241.00)	0.00
* TOTAL Reserves		(108,241.00)	0.00	(108,241.00)	0.00

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VILLAGE OF FORT CLEMENS

General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Collections for Other Agencies					
10-1-98-10-00	Taxes - School Residential	(74,928.00)	(74,927.83)	(74,928.00)	(74,927.83)
10-1-98-10-10	Taxes - School Non-residential	(12,556.00)	(12,555.73)	(12,556.00)	(12,555.73)
10-1-98-20-00	Taxes - NCRD	(35,151.00)	(35,150.84)	(35,151.00)	(35,150.84)
10-1-98-20-20	Taxes - NW Regional Hospital	(21,916.00)	(21,915.40)	(21,916.00)	(21,915.40)
10-1-98-20-30	Taxes- Police	(14,801.00)	(14,801.44)	(14,801.00)	(14,801.44)
10-1-98-30-10	Taxes - BCAA	(1,570.00)	(1,570.18)	(1,570.00)	(1,570.18)
10-1-98-30-20	Taxes - MFA	(8.00)	(6.98)	(8.00)	(6.98)
10-1-98-40-00	Taxes - VIRL	(11,023.00)	(11,022.28)	(11,023.00)	(11,022.28)
*	TOTAL Collections for Other Ag	(171,953.00)	(171,950.68)	(171,953.00)	(171,950.68)
**	Total Revenues	(1,704,626.00)	(946,862.46)	(1,704,626.00)	(946,862.46)

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VILLAGE OF FORT COLLINS General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Roads					
10-2-12-99-60	Public Works Truck	2,500.00	758.68	2,500.00	758.68
10-2-31-90-00	Common Services - Fuel	2,000.00	595.42	2,000.00	595.42
10-2-31-90-10	Public Works Truck Insurance	3,500.00	937.66	3,500.00	937.66
10-2-31-90-20	Tractor Insurance	550.00	1,077.00	550.00	1,077.00
10-2-31-90-21	Tractor Expense	1,300.00	504.76	1,300.00	504.76
10-2-32-31-00	Street Maintenance	11,500.00	6,725.62	11,500.00	6,725.62
10-2-32-37-00	Street Sanding	6,000.00	1,942.76	6,000.00	1,942.76
10-2-32-37-10	Industrial Road Maintenance	6,000.00	1,758.32	6,000.00	1,758.32
10-2-32-37-20	Ditching	4,000.00	183.11	4,000.00	183.11
10-2-32-50-00	Hydro - Street Lights	16,000.00	8,005.40	16,000.00	8,005.40
10-2-32-90-00	Tools & Equipment	8,000.00	2,358.23	8,000.00	2,358.23
10-2-71-89-40	Brushing Operating Expense	2,500.00	32.74	2,500.00	32.74
* TOTAL Roads		63,850.00	24,879.70	63,850.00	24,879.70
Environmental Health					
10-2-43-00-00	Common Services - Garbage Expense	700.00	0.00	700.00	0.00
10-2-43-00-10	Garbage Tags / Dumpster Fees	80.00	0.00	80.00	0.00
* TOTAL Environmental Health		780.00	0.00	780.00	0.00
Environmental Development					
10-2-52-00-00	Clinic R&M	3,000.00	298.68	3,000.00	298.68
10-2-72-50-00	Ambulance O&M	1,400.00	288.01	1,400.00	288.01
* TOTAL Environmental Development		4,400.00	586.69	4,400.00	586.69
Parks & Recreation					
10-2-12-71-00	Mowing expense	3,000.00	2,115.04	3,000.00	2,115.04
10-2-12-71-01	Mower Insurance	540.00	0.00	540.00	0.00
10-2-12-71-10	Community Park Washrooms	600.00	0.00	600.00	0.00
10-2-12-99-35	MUSEUM GRANT	3,000.00	3,000.00	3,000.00	3,000.00
10-2-71-21-00	Community Hall Grounds Keeping	800.00	110.75	800.00	110.75
10-2-71-89-00	Community Park O & M	14,000.00	6,873.27	14,000.00	6,873.27
10-2-71-89-10	Beautification	3,000.00	0.00	3,000.00	0.00
10-2-71-89-20	Millenium Park O & M	3,800.00	1,099.71	3,800.00	1,099.71
10-2-71-89-30	Sunset Park O & M	8,000.00	2,064.43	8,000.00	2,064.43

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VILLAGE OF FORT CLEMENS

General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
10-2-71-89-45	Museum Grounds keeping	3,400.00	1,404.40	3,400.00	1,404.40
10-2-71-89-50	Cemetary	500.00	0.00	500.00	0.00
10-2-72-50-10	Tourism Expense	6,000.00	580.25	6,000.00	580.25
10-2-72-91-00	St. Mark's Expense	450.00	1,176.45	450.00	1,176.45
10-2-75-00-00	Recreation Commission	9,000.00	1,232.27	9,000.00	1,232.27
* TOTAL Parks & Recreation		56,090.00	19,656.57	56,090.00	19,656.57
MPBC Operating Expenses					
10-2-71-21-10	MPBC Fuel	13,000.00	0.00	13,000.00	0.00
10-2-71-21-11	Library o+m	4,000.00	1,650.00	4,000.00	1,650.00
10-2-71-21-12	MPBC Grounds keeping	10,000.00	2,415.26	10,000.00	2,415.26
10-2-71-21-15	MPBC Utilities	15,000.00	3,170.24	15,000.00	3,170.24
10-2-71-21-20	MPBC Janitorial	4,500.00	2,151.09	4,500.00	2,151.09
10-2-71-21-25	MPBC Insurance	8,000.00	3,913.63	8,000.00	3,913.63
10-2-71-21-30	Biomass Expenses	26,000.00	8,854.03	26,000.00	8,854.03
* TOTAL MPBC Operating Expenses		80,500.00	22,154.25	80,500.00	22,154.25
Debt Services					
10-2-81-90-00	General Service Charges	1,800.00	735.69	1,800.00	735.69
10-2-81-90-10	Bad Debts Expense	500.00	0.00	500.00	0.00
10-2-81-90-20	Till Over/Short	5.00	0.05	5.00	0.05
* TOTAL Debt Services		2,305.00	735.74	2,305.00	735.74
Contributions to Reserves					
10-2-81-90-30	Transfer to/from Reserves	0.00	0.00	0.00	0.00
* TOTAL Contributions to Reserve		0.00	0.00	0.00	0.00
Grants & Misc.					
10-2-12-32-00	GT - Community Events Program	5,000.00	0.00	5,000.00	0.00
10-2-12-99-11	NDI Economic Dev Fund	50,000.00	50,000.00	50,000.00	50,000.00
10-2-12-99-16	Misc - GRANTS	97,571.00	0.00	97,571.00	0.00
10-2-12-99-30	Misc. - GT - Christmas	10,000.00	300.00	10,000.00	300.00
10-2-69-00-00	Misc. - NDIT Grant Writer expense	8,000.00	8,000.00	8,000.00	8,000.00
10-2-69-00-10	Misc - NDIT Misc Grants Expense	10,000.00	0.00	10,000.00	0.00
* TOTAL Grants & Misc		180,571.00	58,300.00	180,571.00	58,300.00

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VILLAGE OF FORT CLEMENS

General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Legislative Expenses					
10-2-11-10-00	Council Remuneration	17,000.00	8,500.00	17,000.00	8,500.00
10-2-11-10-10	Council Training Expense	1,500.00	0.00	1,500.00	0.00
10-2-11-10-20	Council Travel	1,500.00	147.20	1,500.00	147.20
10-2-11-10-30	Council Benefits Expense	500.00	373.34	500.00	373.34
10-2-11-10-40	Council Membership Expense	1,700.00	649.82	1,700.00	649.82
10-2-11-10-50	Council Grants Awarded	1,000.00	0.00	1,000.00	0.00
TOTAL Legislative Expenses		23,200.00	9,670.36	23,200.00	9,670.36
General Administration					
10-2-12-10-00	Administrative Wages	163,500.00	74,645.44	163,500.00	74,645.44
10-2-12-10-01	Consultants	27,000.00	17,706.01	27,000.00	17,706.01
10-2-12-10-10	Administrative Benefits	37,605.00	14,436.74	37,605.00	14,436.74
10-2-12-10-11	NDIT Intern	0.00	0.00	0.00	0.00
10-2-12-10-12	Intern Benefits	0.00	0.00	0.00	0.00
10-2-12-10-15	NDI Grant Proposal Writer	4,600.00	4,261.67	4,600.00	4,261.67
10-2-12-10-20	Administrative Travel	3,000.00	279.91	3,000.00	279.91
10-2-12-10-25	Training	10,000.00	4,990.16	10,000.00	4,990.16
10-2-12-10-30	Membership Fees	2,000.00	992.00	2,000.00	992.00
10-2-12-10-40	Audit & Accounting Expense	10,000.00	0.00	10,000.00	0.00
10-2-12-10-50	Legal Expense	8,000.00	867.73	8,000.00	867.73
10-2-12-11-00	Office Supplies	5,100.00	2,539.28	5,100.00	2,539.28
10-2-12-11-10	Website Fees	300.00	70.62	300.00	70.62
10-2-12-11-20	Computer Software Expenses	8,580.00	4,858.18	8,580.00	4,858.18
10-2-12-11-30	Administrative Operating Costs	5,200.00	1,591.65	5,200.00	1,591.65
10-2-12-11-40	Supplies - Council	2,500.00	33.67	2,500.00	33.67
10-2-12-11-50	Advertising	8,640.00	577.69	8,640.00	577.69
10-2-12-11-60	Postage Expense	1,700.00	934.53	1,700.00	934.53
10-2-12-11-70	Misc. - Tax Sale Expenses	0.00	0.00	0.00	0.00
10-2-12-14-10	Custodian's Wages	8,000.00	3,150.00	8,000.00	3,150.00
10-2-12-14-30	General Insurance Expense	17,000.00	12,777.42	17,000.00	12,777.42
10-2-12-99-13	Fibre ROW Install	0.00	0.00	0.00	0.00
TOTAL General Administration		322,725.00	144,712.70	322,725.00	144,712.70

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VILLAGE OF FORT CLEMENS General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Fire Department					
10-2-24-60-00	FD - Training	4,000.00	0.00	4,000.00	0.00
10-2-24-60-10	FD - Fire Fighters	500.00	0.00	500.00	0.00
10-2-24-70-00	FD - Repairs & Maintenance	15,000.00	3,752.77	15,000.00	3,752.77
10-2-24-70-10	Firehall Utilities	12,500.00	6,036.52	12,500.00	6,036.52
10-2-24-70-20	FD - License & Insurance	6,600.00	3,496.81	6,600.00	3,496.81
10-2-24-80-00	FD - Equipment	8,500.00	0.00	8,500.00	0.00
10-2-24-80-10	FD - Fuel	1,500.00	410.12	1,500.00	410.12
10-2-24-90-00	Firehall Janitorial	4,368.00	1,863.07	4,368.00	1,863.07
10-2-24-90-10	Weight Room	1,492.00	542.76	1,492.00	542.76
TOTAL Fire Department		54,460.00	16,102.05	54,460.00	16,102.05
Emergency Services					
10-2-25-00-00	Misc - Emergency Commission	4,000.00	50.64	4,000.00	50.64
10-2-25-00-10	Misc Emergency Grant Expense	163,643.00	0.00	163,643.00	0.00
10-2-25-00-20	Emergency Operations Center Expense	60,000.00	6,033.79	60,000.00	6,033.79
TOTAL Emergency Services		227,643.00	6,084.43	227,643.00	6,084.43
Common Services					
10-2-19-00-00	Misc. - PW Shed Utilities	1,000.00	367.15	1,000.00	367.15
10-2-31-00-00	Common Services - Wages	35,000.00	8,316.99	35,000.00	8,316.99
10-2-31-00-10	Common Services - Benefits	8,050.00	2,173.59	8,050.00	2,173.59
10-2-31-00-20	Common Services - Misc	1,000.00	67.25	1,000.00	67.25
10-2-31-30-00	Training - Public Works General	800.00	0.00	800.00	0.00
TOTAL Common Services		45,850.00	10,924.98	45,850.00	10,924.98
Wharf					
10-2-34-00-00	Wharf - Wages	1,000.00	169.66	1,000.00	169.66
10-2-34-00-10	Wharf - Benefits	200.00	32.06	200.00	32.06
10-2-34-00-12	Wharf Insurance	2,000.00	1,415.00	2,000.00	1,415.00
10-2-34-00-15	Wharf Hydro	400.00	208.41	400.00	208.41
10-2-34-00-20	Wharf - Maintenance	325,000.00	2,246.00	325,000.00	2,246.00
TOTAL Wharf		328,600.00	4,071.13	328,600.00	4,071.13

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VILLAGE OF PORT CLEMENSIS

General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Small Craft Harbour					
10-2-34-00-40	Small Craft Harbour - Hydro Expense	8,000.00	3,206.35	8,000.00	3,206.35
10-2-34-00-60	Small Craft Harbour - Legal Expenses	500.00	0.00	500.00	0.00
10-2-34-00-70	Small Craft Harbour- Maintenance	6,000.00	3,177.89	6,000.00	3,177.89
10-2-34-00-71	Boat Launch and parking lot	1,200.00	0.00	1,200.00	0.00
TOTAL Small Craft Harbour		15,700.00	6,384.24	15,700.00	6,384.24

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VILLAGE OF FORT CLEVENCO General Revenue & Expense

2020-Jul-9
12:29:58PM

General Ledger	Description	2020 Budget	2020 Actual	2020 YTD Budget	2020 YTD Actual
Amortized Asset					
10-2-28-19-40	Amortized Asset Expense	126,000.00	0.00	126,000.00	0.00
* TOTAL Amortized Asset		126,000.00	0.00	126,000.00	0.00
Taxes Levied-Other Gov't					
10-2-84-10-00	Taxes - NCRD	35,151.00	0.00	35,151.00	0.00
10-2-84-20-00	Taxes - VIRL	11,023.00	5,511.50	11,023.00	5,511.50
10-2-84-20-10	Taxes-Police	14,801.00	12,440.73	14,801.00	12,440.73
10-2-88-11-00	Taxes - School Residential	74,928.00	62,618.98	74,928.00	62,618.98
10-2-88-11-10	Taxes - School Non-residential	12,556.00	10,801.68	12,556.00	10,801.68
10-2-88-20-10	Taxes - NW Regional Hospital	21,916.00	0.00	21,916.00	0.00
10-2-88-30-00	Taxes - BCMA	1,570.00	0.00	1,570.00	0.00
10-2-88-30-10	Taxes - MFA	8.00	0.00	8.00	0.00
10-2-88-40-00	PILTs For Others	0.00	0.00	0.00	0.00
* TOTAL Taxes Levied-Other Gov't		171,953.00	91,372.89	171,953.00	91,372.89
** TOTAL Expenses		1,704,627.00	415,635.73	1,704,627.00	415,635.73
***P Surplus/Deficit		1.00	(531,226.73)	1.00	(531,226.73)

*** End of Report ***

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Village of Port Clements
2020 Annual Tax Sale Deferral Bylaw #459, 2020

A BYLAW TO DEFER PROPERTY TAX SALE FOR THE YEAR 2020

WHEREAS pursuant to Division 4 of Local Government Finance (Covid-19) Ministerial Order No. M159 Council may, by bylaw adopted on or before August 31, 2020 defer the annual tax sale for 2020 until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 of that Local Government Act;

NOW THEREFORE the Council of the Village of Port Clements in an open meeting assembled, enacts as follows:

DEFINITIONS

1. **Delinquent taxes** include Taxes in arrears and means any taxes remaining unpaid on December 31, two years after the year the tax was imposed.
2. **Taxes in arrears** means outstanding property taxes plus applicable penalties and interest that are unpaid on December 31 in the year they were imposed.

TAX SALE 2020

3. The annual tax sale for 2020 is deferred to September 27, 2021.
4. All delinquent taxes on properties within the Village of Port Clements at September 28, 2020 will remain as delinquent taxes for 2021 with applicable interest charges.

CITATION

5. This bylaw may be cited as "2020 Annual Tax Sale Deferral Bylaw 459, 2020".

READ A FIRST TIME this ___ day of ___, 2020.

READ A SECOND TIME this ___ day of ___, 2020.

READ A THIRD TIME this ___ day of ___, 2020.

ADOPTED this ___ day of ___, 2020.

Mayor

Chief Administrative Officer

I hereby certify the foregoing to be a true and correct copy of the Bylaw cited as "" as adopted by Council on the ___ day of ___, 2020.

Dated at Port Clements, BC

Chief Administrative Officer

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE MINISTER OF PUBLIC SAFETY AND
SOLICITOR GENERAL

Emergency Program Act

Ministerial Order No. M159

WHEREAS a declaration of a state of emergency throughout the whole of the Province of British Columbia was declared on March 18, 2020 because of the COVID-19 pandemic;


AND WHEREAS it is in the public interest to ensure that certain financial measures be authorized so that local governments have operating funds during the emergency and the impacts of the emergency are lessened by varying, extending or deferring requirements;

AND WHEREAS section 10 (1) of the *Emergency Program Act* provides that I may do all acts and implement all procedures that I consider necessary to prevent, respond to or alleviate the effects of any emergency or disaster;

I, Mike Farnworth, Minister of Public Safety and Solicitor General, order that the attached Local Government Finance (COVID-19) Order is made.

May 15, 2020

Date



Minister of Public Safety and Solicitor General

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *Emergency Program Act*, R.S.B.C. 1996, c. 111, s. 10

Other: MO 73/2020; OIC 241/2020

LOCAL GOVERNMENT FINANCE (COVID-19) ORDER

Division 1 – General

Definitions

1 In this order:

- “board” has the same meaning as in the Schedule of the *Local Government Act*;
- “City of Vancouver” has the same meaning as “city” in section 2 of the *Vancouver Charter*;
- “council” has the same meaning as in the Schedule of the *Community Charter*;
- “Greater Vancouver Sewerage and Drainage District” has the same meaning as “Corporation” in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;
- “Greater Vancouver Sewerage and Drainage District Administration Board” has the same meaning as “Board” in section 2 of the *Greater Vancouver Sewerage and Drainage District Act*;
- “Greater Vancouver Water District” has the same meaning as “Corporation” in section 2 of the *Greater Vancouver Water District Act*;
- “Greater Vancouver Water District Administration Board” has the same meaning as “Board” in section 2 of the *Greater Vancouver Water District Act*;
- “improvement district” has the same meaning as in the Schedule of the *Local Government Act*;
- “Municipal Finance Authority” means the Municipal Finance Authority of British Columbia continued under section 2 [authority continued] of the *Municipal Finance Authority Act*;
- “municipality” has the same meaning as in the Schedule of the *Community Charter*;
- “regional district” has the same meaning as in the Schedule of the *Local Government Act*;
- “Vancouver council” has the same meaning as “Council” in section 2 of the *Vancouver Charter*.

Application

- 2 This order applies during the period that starts on the date this order is made and ends on the date on which the last extension of the declaration of a state of emergency made March 18, 2020 under section 9 (1) [declaration of state of emergency] of the *Emergency Program Act* expires or is cancelled.

Division 2 – Reserve Fund Borrowing

Reserve fund borrowing – municipalities

- 3 (1) A municipality may, during the 2020 calendar year, borrow from a reserve fund established under section 188 [establishment of reserve funds] of the *Community Charter*.

- (2) The money borrowed under subsection (1) of this section
 - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the council of the municipality,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the municipality as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 189 [*use of money in reserve funds*] of the *Community Charter*.

Reserve fund borrowing – regional districts

- 4 (1) A regional district may, during the 2020 calendar year, borrow from a reserve fund established under section 377 [*financial management: application of Community Charter*] of the *Local Government Act*.
- (2) The money borrowed under subsection (1) of this section
 - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the board of the regional district,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the regional district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 377 of the *Local Government Act*.

Reserve fund borrowing – improvement districts

- 5 (1) An improvement district may, during the 2020 calendar year, borrow from a reserve fund established under section 706 [*renewal of works and related reserve funds*] of the *Local Government Act*.
- (2) The money borrowed under subsection (1) of this section
 - (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the improvement district board,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the improvement district as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 706 of the *Local Government Act*.

Reserve fund borrowing – City of Vancouver

- 6 (1) The City of Vancouver may, during the 2020 calendar year, borrow from a reserve fund established under the following sections of the *Vancouver Charter*:
- (a) section 193D (5) (d) and (8) [*single room accommodation permits*];
 - (b) section 201A [*property acquisition fund*];
 - (c) section 306 (7) to (9) [*reserve fund for off-street parking and other transportation infrastructure*];
 - (d) section 523D (16) to (17.1) [*development cost levies*].
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Vancouver council,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the City of Vancouver as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite the following provisions of the *Vancouver Charter*:
- (a) section 193D (5) (d) and (8);
 - (b) section 201A;
 - (c) section 306 (7) to (9);
 - (d) section 523D (16) to (17.1).

**Reserve fund borrowing –
Greater Vancouver Sewerage and Drainage District**

- 7 (1) The Greater Vancouver Sewage and Drainage District may, during the 2020 calendar year, borrow from a reserve fund established under section 34.1 [*reserve and special reserve funds*] of the *Greater Vancouver Sewage and Drainage District Act*.
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Greater Vancouver Sewage and Drainage District board,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Sewage and Drainage District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 34.1 of the *Greater Vancouver Sewage and Drainage District Act*.

**Reserve fund borrowing –
Greater Vancouver Water District**

- 8 (1) The Greater Vancouver Water District may, during the 2020 calendar year, borrow from a reserve fund established under section 57.1 [*reserve funds*] of the *Greater Vancouver Water District Act*.
- (2) The money borrowed under subsection (1) of this section
- (a) may be used for any operational shortfall in the 2020 calendar year, at the discretion of the Greater Vancouver Water District board,
 - (b) must be repaid to the fund from which it was borrowed on or before December 31, 2025, and
 - (c) need not be repaid with interest.
- (3) Any outstanding money that remains unpaid on December 31, 2025 must be added to the 2026 financial plan, budget or estimates, as applicable, of the Greater Vancouver Water District as a cash transfer to reserves, plus a penalty equal to 5% of the debt outstanding as at December 31, 2025.
- (4) This section applies despite section 57.1 of the *Greater Vancouver Water District Act*.

Division 3 – Revenue Anticipation Borrowing

Municipal Finance Authority

- 9 The Municipal Finance Authority may enter into agreements with the following institutions to provide financing for the following purposes, as applicable to the institution, in accordance with section 11 [*interim financing*] of the *Municipal Finance Authority Act* and in the same manner as if each of the following institutions was a public institution under that Act:
- (a) in respect of the City of Vancouver, borrowing under section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*;
 - (b) in respect of the Greater Vancouver Sewerage and Drainage District, borrowing under section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*;
 - (c) in respect of the Greater Vancouver Water District, borrowing under section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*.

Extension of borrowing – municipalities

- 10 (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 177 [*revenue anticipation borrowing*] of the *Community Charter* in respect of a municipality, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the

maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the municipality.

- (3) This section applies despite section 177 of the *Community Charter*.

Extension of borrowing – regional districts

- 11 (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 404 [*revenue anticipation borrowing*] of the *Local Government Act* in respect of a regional district, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021 in respect of the regional district.
- (3) This section applies despite section 404 of the *Local Government Act*.

Extension of borrowing – City of Vancouver

- 12 (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 263 [*borrowing pending collection of real-property taxes*] of the *Vancouver Charter*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit, and need not be included in the calculation of, the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 263 of the *Vancouver Charter*.

**Extension of borrowing –
Greater Vancouver Sewerage and Drainage District**

- 13 (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 35 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Sewerage and Drainage District Act*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 35 of the *Greater Vancouver Sewerage and Drainage District Act*.

**Extension of borrowing –
Greater Vancouver Water District**

- 14 (1) For debt incurred as borrowing in anticipation of revenue in 2020 in accordance with section 58 [*borrowing in anticipation of revenue*] of the *Greater Vancouver Water District Act*, the money must be repaid on or before the earlier of the following dates:
- (a) the date when the anticipated revenue with respect to which the borrowing was authorized is received;
 - (b) December 31, 2021.
- (2) The amount of any outstanding debt from 2020 that remains unpaid in 2021 under subsection (1) does not limit the maximum allowable amount of borrowing in anticipation of revenue in 2021.
- (3) This section applies despite section 58 of the *Greater Vancouver Water District Act*.

Division 4 – Annual Tax Sales

Deferral of tax sale – municipalities

- 15 (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 7 [*Annual Municipal Tax Sale*] of Part 16 [*Municipal Provisions*] of the *Local Government Act*, until September 27, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 649 [*upset price for tax sale*] of that Act.
- (2) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw's adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that
 - (i) the annual tax sale for 2020 has been deferred to September 27, 2021,
 - (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and
 - (iii) unless the delinquent taxes are paid before the start of the tax sale on September 27, 2021, the property will be subject to tax sale on September 27, 2021,
 - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
 - (c) for certainty, any taxes that are delinquent, as described in section 246 (1) [*delinquent taxes*] of the *Community Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) For certainty, this section does not limit the application of the *Local Government Act* to an annual tax sale in respect of a municipality that does not defer its annual tax sale.
- (4) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

Deferral of tax sale – City of Vancouver

- 16 (1) The Vancouver council may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under section 422 *[tax sale each year]* of the *Vancouver Charter*, until November 10, 2021, with the effect that the annual tax sale would be on that date in respect of the upset price described in section 427 *[price to be paid]* of that Act.
- (2) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw's adoption to the property owner of a property that is subject to the deferred annual tax sale advising the owner that
 - (i) the annual tax sale for 2020 has been deferred to November 10, 2021,
 - (ii) any taxes that are delinquent will remain delinquent for 2021, with applicable interest charges, and
 - (iii) unless the delinquent taxes are paid before the start of the tax sale on November 10, 2021, the property will be subject to tax sale on November 10, 2021,
 - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
 - (c) for certainty, any taxes that are delinquent, as described in section 407 *[further warning of tax sale]* of the *Vancouver Charter*, remain delinquent for 2021, with interest charges that are carried under that Act.
- (3) This section applies despite Part XX *[Real-Property Taxation]* of the *Vancouver Charter*.

Deferral of tax sale – improvement districts

- 17 (1) In this section, “deferral date” means, as applicable,
- (a) a date specified for the annual tax sale deferred by a bylaw in accordance with subsection (2), or
 - (b) September 27, 2021, if no date is specified in the bylaw.
- (2) An improvement district board may, by bylaw adopted on or before August 31, 2020, defer the annual tax sale for 2020, provided for under Division 6 *[Tax Sales]* of Part 17 *[Improvement Districts]* of the *Local Government Act*, until the deferral date, with the effect that the annual tax sale would be on the deferral date in respect of the upset price described in section 720 (2) (e) *[tax sale notice to affected owners and charge holders]* of that Act.
- (3) If a bylaw is adopted deferring the annual tax sale,
- (a) written notice must be sent within 2 weeks of the bylaw's adoption to the registered owner of land that is subject to the deferred annual tax sale advising the owner
 - (i) that the annual tax sale for 2020 has been deferred to the deferral date,
 - (ii) of the applicable deferral date of the deferred annual tax sale,
 - (iii) any taxes that remain owing will remain owing for 2021, with applicable interest charges, and

- (iv) that, unless the upset price, as set under section 720 (2) (e) of the *Local Government Act*, is paid before the start of the tax sale on the deferral date, the land will be subject to tax sale on the deferral date,
 - (b) it is not required to provide public notice of the deferral of the annual tax sale, and
 - (c) for certainty, any taxes that remain owing, as described in section 718 (1) (a) [tax sale for recovery of taxes] of the *Local Government Act*, remain owing for 2021, with interest charges that are carried under that Act.
- (4) For certainty, this section does not limit the application of the *Local Government Act* to tax sales in respect of an improvement district that does not defer its annual tax sale.
- (5) This section applies despite Division 6 of Part 17 of the *Local Government Act*.

Division 5 – Tax Sale Redemption Periods

Extension of redemption period – municipalities

- 18 (1) A council of a municipality may, by bylaw adopted on or before August 31, 2020, extend the expiration of the redemption period for all properties that have a redemption period ending in 2020, provided for under Division 7 [Annual Municipal Tax Sale] of Part 16 [Municipal Provisions] of the *Local Government Act*, to September 27, 2021.
- (2) If a bylaw is adopted extending the expiration of the redemption period,
- (a) written notice, advising that the redemption period has been extended to September 27, 2021, must be sent within 2 weeks of the bylaw's adoption
 - (i) to the property owner of a property that is subject to a redemption period that has been extended in accordance with subsection (1) of this section, and
 - (ii) to the tax sale purchaser, and
 - (b) it is not required to provide public notice of the extension of the redemption period.
- (3) For certainty, this section does not limit the application of the *Local Government Act* in respect of a municipality that does not extend the expiration of the redemption period.
- (4) This section applies despite Division 7 of Part 16 of the *Local Government Act*.

Extension of redemption period – City of Vancouver

- 19 (1) The Vancouver council may, by bylaw adopted on or before August 31, 2020, extend the expiration of the redemption period for all properties that have a redemption period ending in 2020, provided for under sections 422 [tax sale each year] to 454 [period of limitation] of the *Vancouver Charter*, to November 10, 2021.
- (2) If a bylaw is adopted extending the expiration of the redemption period,
- (a) written notice, advising that the redemption period has been extended to November 10, 2021, must be sent within 2 weeks of the bylaw's adoption

- (i) to the property owner of a property that is subject to a redemption period that has been extended in accordance with subsection (1) of this section, and
 - (ii) to the tax sale purchaser, and
- (b) it is not required to provide public notice of the extension of the redemption period.
- (3) This section applies despite Part XX [*Real-Property Taxation*] of the *Vancouver Charter*.

Division 6 – Annual Reporting and Other Annual Requirements

Annual reporting requirements – annual municipal report

- 20 Despite the date referred to in section 98 (1) [*annual municipal report*] of the *Community Charter*, the applicable date for the requirements described in that section is August 31.

Annual reporting requirements – regional district finances reporting

- 21 Despite the date referred to in section 376 (1) [*annual reporting on regional district finances*] of the *Local Government Act*, the applicable date for the requirements described in that section is August 31.

Annual requirements – *Financial Information Act*

- 22 (1) In this section, “**corporation**” has the same meaning as in section 1 of the *Financial Information Act*.
- (2) This section only applies to a corporation to which a grant or advance may be made, or the borrowings of which may be guaranteed by the government, under the authority of the following enactments:
 - (a) the *Islands Trust Act*;
 - (b) the *Local Government Grants Act*;
 - (c) the *Municipal Aid Act*.
- (3) Despite the time period set out in section 2 (2) [*statement of financial information*] of the *Financial Information Act*, a corporation is to comply with the requirements of that subsection on or before August 31, 2020.
- (4) Despite the time period set out in section 2 (3) of the *Financial Information Act*, a corporation is to comply with the requirements of that subsection on or before August 31, 2020.

Village of Port Clements Procedural Bylaw #459, 2020

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A BYLAW TO REPEAL PREVIOUS PROCEDURAL BYLAWS AND REPLACE IT WITH THIS PROCEDURE BYLAW FOR THE MEETINGS AND COMMITTEES OF COUNCIL IN ACCORDANCE WITH THE COMMUNITY CHARTER.

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PART 1 – INTRODUCTION

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

WHEREAS Council deems it expedient to repeal and substitute Village of Port Clements Bylaws #422, 2015 and 422-1, 2018, and has given notice of the proposed changes as required by the Community Charter;

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Commented [CA01]: We will need to advertise this prior to adopting this bylaw.

NOW THEREFORE in open meeting assembled, the Council for the Village of Port Clements enacts as follows:

Title

1. This Bylaw may be cited as the "Council Procedure Bylaw #459, 2020"

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Definitions

2. In this Bylaw,

Commission means a municipal commission established under the Community Charter;

Committee means a standing, select or other committee of Council, but does not include the COTW;

Corporate Officer means the municipal officer assigned the responsibility of corporate administration;

COTW means the Committee of the Whole

Council means the municipal Council for the Village of Port Clements

Inaugural Meeting means the meeting at which the members elected at the most recent general local election are sworn in

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Mayor means the Mayor for the Village of Port Clements

Member means a member of Council

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Public Notice Posting Place means the bulletin board beside the Council Chambers door and/or on the Village Website.

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Village means the Village of Port Clements, and;

Village Office means the Village of Port Clements municipal offices located at #36 Cedar Avenue West, Port Clements, BC.

Application of rules of procedure

3. (1) The provisions of this Bylaw govern the proceedings of Council, COTW, Commissions and all standing and select committees of Council, as applicable.
- (2) In cases not provided for under this Bylaw, the most recent release of Robert's Rules of Order apply to the proceedings of the Council, Committee of the Whole and Council committees 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

PART 2 – COUNCIL MEETINGS

Inaugural Meeting

4. (1) The first regular Council meeting following a general election must be held on the first Monday in the month following the general election or as otherwise legislated
- (2) If a quorum of council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and location of meetings

5. (1) All Council meetings must take place within Council Chambers except when Council resolves to hold meetings elsewhere, or in circumstances where it is not possible or inadvisable to hold meetings within the Council Chambers due to health and safety reasons such as:
 - (a) Wherein the facility is not accessible due to threats posed by emergency events requiring evacuation or where evacuation is likely to occur; or
 - (b) The facility has been damaged or destroyed and cannot be safely utilized until repairs or rebuilding has been completed; or
 - (c) To accommodate a Public Health Order wherein use of the facility for Council Meetings cannot meet the requirements imposed by that OrderIn these circumstances, the Corporate Officer will organize a new location for meeting to be held until Council Chambers is accessible again. The meeting may also be held electronically as per section 9(1) in lieu of a physical relocation. The Corporate Officer will post notice of this meeting relocation or if it will be held electronically, as per section 7(3).

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Commented [EC4]: Councillor Cumming identified that:

"I would recommend citing a particular edition of Robert's Rules of Order. This is because in the case of a question regarding a point of procedure, the specific reference ought to be kept on-hand by the Corporate Officer for consultation at meetings as needed. Since it was first published in 1876 Robert's Rules of Order has evolved and vague referencing, such as to "the most recent" imposes a changing set of criteria rather than a fixed one, which is the entire point of having a standard reference. The most recent edition - the 11th - was put forth in 2011, which would amend the reference to read:

"In cases not provided for under this Bylaw, Robert's Rules of Order (2011) apply. "

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(2) Regular Council meetings must

- (a) be held on the first and third Monday of each month, and
- (b) begin at 7:00pm;
- (c) be adjourned at 10:00pm on the day scheduled for the meeting unless Council resolves to proceed beyond that time;
- (d) when such meeting falls on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday.

(3) Regular Council meetings may

- (a) be cancelled by Council, provided that two consecutive meetings are not cancelled, and
- (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least 2 full days written notice;
- (c) be cancelled or postponed by the Corporate Officer if the meeting is considered unnecessary for the reason of lack of business or due to emergency or operational requirements, provided that two consecutive meetings are not cancelled and that:
 - (i) Notice of this cancellation is posted in accordance to section 7(3) and all Council members are notified of the cancellation as per section 8(b); and
 - (ii) the Corporate Officer provides a report on the rationale for cancellation at the next Council Meeting

Commented [EC8]: Councillor Cumming suggests:

Suggest that this should be more precise: "unless Council passes a motion to proceed beyond that time, and stating the revised adjournment time."

Section 5(2)(c) needs to be cross-referenced to Section 27, adjournment.

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Annual Meeting

6. (1) An Annual Meeting must be held in accordance with provisions of the Community Charter. At the Annual Meeting the Council must consider the annual report and any submissions or questions from the public related to same. Other business of the Council may also be transacted at the Annual Meeting.
- (2) Notice of the Annual Meeting must be given in accordance with provisions of the Community Charter and in addition to that set out in sections 7 and 8 of this Bylaw.

Notice of Council Meetings

7. (1) The Council must prepare annually, on or before January 15, a schedule of the dates, time and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) The Council must give notice annually on or before January 31 that the schedule of Regular Council meetings referred to in 7(1) of this Bylaw is available. Such notice shall be in accordance with that required by the Community Charter.
- (3) Where revision to the annual schedule of Regular Council meetings is required, 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 or place, or cancellation of, a Regular Council meeting.

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Notice of Special meetings

8. (1) Except where notice of a Special Meeting is waived by a unanimous vote of all Council members in accordance with the provisions of the Community Charter, a notice of the date, hour and place of a 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 Place; and
 - (b) Leaving a copy of the notice for each Council member in the Council member's mail slot in Council Chambers or sending the notice to the Council member's email for Council business.
- (2) The notice under section 8(1) of this Bylaw must describe in general terms the purpose of the meeting and be signed by either the Mayor or the Corporate Officer.
- (3) A Special Meeting may be called only for a specific purpose or purposes and no business may be acted upon except that for which the meeting was called.
- (4) If the agenda for the meeting contains a proposal to close all or part of the meeting to the public, the notice must state the basis under the Community Charter on which the portion of the meeting is to be closed, but the notice must not otherwise describe the matter in respect of which the meeting is to be closed.

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Electronic Meetings

9. (1) The preference is for Council Meetings and other meetings to be held in-person at the location of the Council Chambers. However, electronic meeting are permitted to be held according to the provisions of the Community Charter in circumstances wherein an in-person meeting is not advisable or possible as per section 5(1)(a) to (c). A meeting in these circumstances may be held by either audio only or a combination of both audio or visual means that are secure:
- a. In the circumstances identified in section 5(1)(a) to (c) the person presiding at a meeting can participate electronically as well.
 - b. Access must be available for the public if it is a public meeting, unless otherwise authorized by legislation that public meetings can be held without public attendance.
- (2) The preference is for Council members to physically attend meetings when the meeting is being held physically in Council Chambers. However, electronic attendance, as provided for under the Community Charter, is allowed when a member of Council is unable to attend physically. A member of Council may attend the meeting by either audio only or a combination of both audio or visual means that are secure. A member of Council attending via electronic means shall be deemed to be present at the meeting for all purposes. This section applies to all types of meetings of Council or Council committees.
- a. The person presiding must be in physical attendance in Council Chambers. In instances where it is the Mayor who will be participating electronically, the Deputy Mayor shall preside over the meeting. In absence of the Deputy Mayor, the members present shall elect from among themselves a presiding member for that meeting. For

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(2) The person presiding at a meeting shall not participate electronically. In instances where it is the Mayor who will be

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committees, when it is the committee chair who is participating electronically, the members present shall elect from among themselves a chair for the meeting.

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

10. (1) Annually, Council must designate a Councillor to serve as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the office of Mayor is vacant.
- (2) Each Councillor designated under Section 10(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 10(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 10(1) or chosen under section 10(3) has the same powers and duties as the Mayor in relation to the applicable matter.

Commented [EC13]: Councillor Cumming: Section 9(2)(a), Electronic Meetings, the capitalized term "Deputy Mayor" is used. However this term is not listed in the Definitions section, nor is it used in section 10, Designation of Member to Act in Place of the Mayor.

Deputy Mayor has been the title used for the Councillor designated annually as the Mayor's backup for decades in the Village. I recall my mother being designated Deputy Mayor when she first served on Council back in the early 1980s, and I am sure the term was used from incorporation on December 31, 1975. It would make sense to me to include "Deputy Mayor" in definitions and in section 10, particularly if it is going to be referenced elsewhere in the procedures bylaw.

Commented [EC14]: Councillor Cumming - Section 10(2) begins "Each Councillor designated under Section 10(1) must..." but if one reads section 10(1) it states "Annually Council must designate a Councillor... I think Section 10(2) should harmonize with section 10(1) and thus begin "A Councillor designated under Section 10(1) must..."

Commented [EC15]: Councillor Cumming - Section 10(3) there is an extra unnecessary space between the words "designated" and "under"

PART 4 – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

11. (1) Except where the Community Charter permits or requires all or part of a meeting to be closed to the public, all Council meetings must be open to the public unless legislated otherwise:
- a. A meeting shall be considered open to the public if the public is given physical access to the space in which the meeting is occurring; or
- b. The public has access to the meeting through electronic means as per section 9(1)
- (2) Before closing a Council meeting or part of a Council meeting to the public, the Council must state in a resolution passed in a public meeting the fact that the meeting or part of the meeting is to be closed and the applicable section of the Community Charter that is the basis for that decision.
- (3) This section applies to all meetings of the following bodies:
- (a) COTW;
 - (b) Standing and Select committees;
 - (c) Parcel Tax review panels;
 - (d) Board of variance;
 - (e) Commissions; and,
 - (f) Advisory bodies
- (4) Despite section 11(1) of this Bylaw, the Mayor or the presiding member may expel or exclude from a Council meeting a person in accordance with section 21(8) or 21(9) of this Bylaw.
- (5) In accordance with the Community Charter, Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed.

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Commented [EC16]: Councillor Cumming - Section 11(5) In accordance with the Community Charter, Council may invite persons the Council considers materially relevant to the discussion of the matter for which the meeting is closed.

I think it would be helpful to add "to attend some part or all of the meeting closed to the public" to this section, as otherwise it is not clear what Council's invitation refers to.

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Minutes of Meeting to be Maintained and Available to the Public

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12. (1) Minutes of the proceedings of the Council and Council committees must be:

- (a) Legibly recorded;
- (b) Certified as correct by the Corporate Officer; and,
- (c) Signed by the Mayor or presiding member at the meeting for which the minutes are adopted

(2) Subject to section 12(3) of this Bylaw, minutes of the proceedings of the Council or Council committees must be open for public inspection at the Village Office during regular office hours.

(3) Section 12(2) of this Bylaw does not apply to minutes of a meeting or part of a meeting from which persons were excluded under section 11 of this Bylaw.

Commented [EC17]: Councillor Cumming - Section 12(1)(c)
Signed by the Mayor or presiding member at the meeting for which the minutes are adopted.

I think this should be revised to read "Signed by the Mayor or presiding member after the meeting when the minutes were adopted."

Would it make sense to have a note on how quickly minutes are made available? i.e. within a business week of the meeting at which the minutes have been adopted?

Calling Meeting to order

13. (1) As soon after the time specified for a Council meeting as there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Deputy Mayor must take the Chair and call such meeting to order.
- (2) If a quorum is present but the Mayor and Deputy Mayor do not attend within fifteen minutes of the scheduled time for the Council meeting:
- (a) the Corporate Officer must call to order the members present; and,
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting where no quorum

14. If there is no quorum of the Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must:
- (a) record the names of the members present, and those absent, and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

15. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
- (2) The deadline for submissions by the public to the Corporate Officer or designate of items for inclusion on the Council meeting agenda is 1:00pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer or designate must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.

(a) the Corporate Officer may achieve this by distributing the Agenda electronically to Council by email and by posting the Agenda on the Village's website for public access.
(b) Unless Council members cannot access their Council inboxes due to circumstances described in section 5(1), In-Camera Agenda packages are to be physically distributed. In circumstances identified in section 5(1) In-Camera Agenda packages can be distributed digitally by the Corporate Officer.

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Commented [CA018]: Need verification from Council if they want this or if they want to receive all incamera packages digitally as well.

Commented [EC19]: Councillor Cumming - Section 15(3)(b)
Unless Council members cannot access their Council inboxes due to circumstances described in section 5(1), In-Camera Agenda packages are to be physically distributed. In circumstances identified in section 5(1) In-Camera Agenda packages can be distributed digitally by the Corporate Officer.

It has come up several times that Council members on the whole would prefer to receive their in-camera agendas electronically with the regular agenda rather than having to pick them up physically at Council Chambers. I'd rather that this was replaced with a statement that Councillors may receive their in camera agendas electronically. Also, if we are going to use the term 'in camera' to mean meetings where the public is excluded, we need to include it in our definitions and probably refer to it in section 11.

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- (4) Council must not consider any matters not listed on the agenda unless a new matter for consideration is properly introduced as a late item pursuant to section 17 of this Bylaw.

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Order of proceedings and business

16. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below:
- (a) Approval of agenda including additions or deletions and consideration of late items;
 - (b) Petitions, Delegations & Opening of Sealed Tenders;
 - (c) Adoption of minutes;
 - (d) Business arising & Unfinished Business;
 - (e) Original Correspondence
 - (f) Finance
 - (g) Government (Bylaws and Statutory Requirements)
 - (h) New Business
 - (i) Reports and Discussions
 - (j) Action Items
 - (k) Questions from the public & press
 - (l) Adjourn to In-camera
 - ~~(m) Rise and Report~~
 - ~~(n) Adjournment~~
- (2) Item 16(1)(k) is for the purpose of members of the public to ask single questions of the Council. The maximum time allotted for this agenda item shall be ten minutes.
- (3) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Commented [EC20]: Councillor Cumming -) Item 16(1)(k) is for the purpose of members of the public to ask single questions of the Council. The maximum time allotted for this agenda item shall be ten minutes.

I think it's pointless to include a section that we have never imposed, followed or employed in our procedures bylaw. Suggest that this could be rephrased as follows:

Item 16(1)(k) is intended to permit members of the public to ask single questions of Council pertinent to the items on the agenda. Council may permit more general use of this opportunity at their discretion. Council may limit time for this agenda item.

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Late Items

17. (1) Late items are discouraged as neither Council nor the Corporate Officer may have had time to review and bring any related information forward pertaining to the issue.
- (2) An item of business not included on the agenda must not be accepted by Council until the Corporate Officer or designate has first read the item and determined that it is not information that would taint an ongoing action of Council. After that vetting Council may, by resolution, choose to add the item as a late item.
- (3) If the Council makes a resolution under section 17(2) of this Bylaw, information pertaining to the late item(s) must be distributed to the members.

Voting at Meetings

18. (1) The following procedures apply to voting at Council meetings:
- (a) when debate on a matter is closed the presiding member must put the matter to a vote of Council members;

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(b) whenever a vote of the Council on a matter is taken, each member shall signify their vote by raising their hand in a clear and obvious manner at the appropriate time to vote accordingly.

(c) when the presiding member is putting the matter to vote under paragraph (a) a member must not:

(i) cross or leave the room;

(ii) make a noise or other disturbance, or

(iii) interrupt the voting procedure unless raising a point of order;

(d) after the presiding member finally puts the question to a vote, a member must not speak to the question or make a motion concerning it;

(e) the presiding member's decision about whether a question has been finally put is conclusive; and

(f) the presiding member must declare the result of voting by stating that the question is decided in either the affirmative or the negative.

Commented [EC21]: Councillor Cumming - Section 18. We need to add a reference to how voting shall be conducted at electronic meetings or where hand-raising doesn't work. Perhaps include voting by voice? How, for example, would a mayor or deputy mayor with significant sight impairment be able to preside if we only vote by show of hands?

Delegations

19. (1) The Council may, by resolution, allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided written application stating the purpose of the delegation has been received by the Corporate Officer by 1:00pm on the Wednesday prior to the meeting. The address must be limited to 10 minutes unless a longer period is agreed to by two-thirds vote of those members present.

(2) Where written application has not been received by the Corporate Officer as prescribed in 19(1), an individual or delegation may address the meeting if approved by the unanimous vote of the members present.

(3) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw.

(4) The Corporate Officer may schedule delegations to another Council meeting or advisory board as deemed appropriate according to the subject matter of the delegation.

(5) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

Points of order

20. (1) Without limiting the presiding member's duty under the Community Charter, the presiding member must apply the correct procedure to a motion

(a) if the motion is contrary to the rules of procedure in this bylaw, and

(b) whether or not another Council member has raised a point of order in connection with the motion.

(2) When the presiding member is required to decide a point of order

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- (a) the presiding member must cite the applicable rule or authority if requested by another Council member,
- (b) another member must not question or comment on the rule or authority cited by the presiding member under subsection 20(2)(a), and
- (c) the presiding member may reserve the decision until the next Council meeting.

Conduct and debate

21. (1) A Council member may speak to a question or motion at a Council meeting only if that member first addresses the presiding member.
- (2) Members must address the presiding member by that person's title of Mayor, Deputy Mayor or Councillor.
- (3) Members must address other non-presiding members by the title Councillor.
- (4) No member must interrupt a member who is speaking except to raise a point of order.
- (5) If more than one member speaks the presiding member must call on the member who, in the presiding member's opinion, first spoke.
- (6) Members who are called to order by the presiding member
- (a) must immediately stop speaking,
 - (b) may explain their position on the point of order, and
 - (c) may appeal to the Council for its decision on a point of order in accordance with the Community Charter.
- (7) Members speaking at a Council meeting
- (a) must use respectful language,
 - (b) must not use offensive gestures or signs,
 - (c) must speak only in connection with the matter being debated,
 - (d) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded, and
 - (e) must adhere to the rules of procedure established under this Bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (8) If a member does not adhere to subsection (7), the presiding member may order the member to leave the member's seat, and
- (a) if the member refuses to leave, the presiding member may cause the member to be removed, and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.
- (9) The presiding member may order any other person at the meeting expelled from the meeting:
- (a) if the presiding members considers that person to be acting inappropriately; and
 - (b) if the person refuses to leave, may cause that person to be removed.

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- (10) A member may require the question being debated at a Council meeting to be read at any time during the debate if that does not interrupt another member who is speaking.
- (11) The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a member may speak more than once in connection with the same question only:
 - (i) after all other eligible members have been afforded the opportunity to speak
 - (ii) with the permission of the Council; or
 - (iii) if the member is explaining a material part of a previous speech without introducing a new matter;
 - (b) a member who has made a substantive motion to the Council may reply to the debate;
 - (c) a member may speak to a question, or may speak in reply, for longer than a total time of 10 minutes only with permission of Council.
- (12) A person is disqualified from holding office who is absent from meetings for a period of sixty consecutive days or four consecutive regularly scheduled meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of Council.

Motions Generally

22. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) A motion that deals with a matter that is not on the agenda of the Council meeting at which the motion is introduced may be introduced with Council's permission.
- (3) A Council member may make only the following motions when the Council is considering a question:
- (a) to refer to a committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question;
 - (g) to adjourn.
- (4) A motion made under subsections (3)(c) to (g) is not amendable or debatable.
- (5) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion for the main question

23. (1) In this section, "main question", in relation to a matter, means that motion that first brings the matter before the Council.
- (2) At a Council meeting, the following rules apply to a motion for the main question, or for the main question as amended:

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- (a) if a member of Council moves to put the main question, or the main question as amended, that motion must be dealt with before any other amendments are made to the motion on the main question; and
- (b) if the motion for the main question, or for the main question as amended, is decided in the negative, the Council must proceed to the next order of business; and
- (c) a member of the Council must not reintroduce a motion previously defeated at the same meeting unless the motion is materially altered so as to make it a new subject.

Amendments Generally

24. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) 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.
- (4) An amendment may only be amended once.
- (5) An amendment that has been negative by a vote of Council cannot be proposed again.
- (6) The presiding member 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 subparagraph (a) is positive;
 - (c) the main question.

Reconsideration by Council Member

25. (1) Subject to subsection 25(5), a council member may, at the next Council meeting,
- (a) move to reconsider a matter on which a vote, other than to postpone indefinitely, has been taken, and
 - (b) move to reconsider an adopted bylaw after an interval of at least 24 hours following its adoption.
- (2) A Council member who voted affirmatively for a resolution adopted by Council may at any time move to rescind that resolution.
- (3) Council must not discuss the main matter referred to in section 25(1) unless a motion to reconsider that matter is adopted in the affirmative.
- (4) A vote to reconsider must not be reconsidered.
- (5) Council may only reconsider a matter that has not
- (a) had the approval or assent of the electors and been adopted,
 - (b) been reconsidered under section 25(1) of this this bylaw or provisions of the Community Charter, or
 - (c) been acted on by an officer, employee or agent of the Village.

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(6) The conditions that applied to the adoption of the original bylaw, resolution, or proceeding apply to its rejection under this section.

(7) A bylaw, resolution, or proceeding that is reaffirmed under section 25(1) or provisions of the Community Charter is as valid and has the same effect as it had before reconsideration.

Reports from Committees

26. Council may take any of the following actions in connection with a resolution it receives from a committee:

- (a) agree or disagree with the resolution;
- (b) amend the resolution;
- (c) refer the resolution back to the committee or a different committee
- (d) postpone consideration of the resolution.

Adjournment

27. (1) A Council may continue a Council meeting after 10:00pm only by an affirmative vote of 2/3 of the Council members present.

(2) A motion to adjourn either a Council meeting or the debate at a Council meeting is always in order if that motion has not been preceded at that meeting by the same motion.

PART 5 – BYLAWS

Form of Bylaws

28. A bylaw introduced at a Council meeting must:

- (a) be printed;
- (b) have a distinguishing name;
- (c) have a distinguishing number;
- (d) contain an introductory statement of purpose;

Commented [EC22]: Councillor Cumming - We need to allow for electronic meetings and electronic circulation of bylaws, suggest something along the lines of "a bylaw must exist as a physical, printed document which may be circulated electronically." Do we need to note that if any concerns arise, the original signed physical bylaw is considered the legal version?

Bylaws to be considered separately or jointly

29. Council must consider a proposed bylaw at a Council meeting either:

- (a) separately when directed by the presiding member or requested by another Council member, or
- (b) jointly with other proposed bylaws in the sequence determined by the presiding member.

Reading and adopting bylaws

30. (1) The presiding member of a Council meeting may

- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws, and then

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- (b) request a motion that the proposed bylaw or group of bylaws be read;
- (2) The readings of the bylaw must be given by stating its title.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the Community Charter.
- (4) Subject to provisions in the Local Government Act, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) Subject to provisions in the Local Government Act or the Community Charter, Council may give up to three readings to a proposed bylaw at the same Council meeting.
- (6) In accordance with provisions in the Local Government Act, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws must be signed

- 31. 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 Village's records for safekeeping.

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PART 6 – RESOLUTIONS

- 32. (1) The presiding member of a Council meeting may:
 - (a) require that a member, introducing a lengthy resolution, provide the resolution to the Corporate Officer in writing;
 - (b) have the Corporate Officer read the resolution; and
 - (c) request a motion that the resolution be introduced.

PART 7 – COMMITTEE OF THE WHOLE

Going into Committee of the Whole

- 33. (1) At any time during a council meeting, Council may by resolution go into a COTW.
- (2) In addition to section 33(1), a meeting, other than a standing or select committee meeting, at which all members of Council are invited to consider but not to decide on matters of the Village's business, is a meeting of COTW.

Notice for COTW meetings

- 34. (1) Subject to section 34(2) a notice of the day, hour and place of a COTW meeting must be given at least 24 hours before the time of the meeting by:
 - (a) posting a copy of the notice at the public notice posting place; and
 - (b) leaving a copy of the notice for each Council member in the Council member's mail slot in Chambers.
- (2) Section 34(1) does not apply to a COTW meeting that is called, in accordance with section 33(1), during a Council meeting for which public notices has already been given.

Commented [EC23]: Councillor Cumming - Previously, the reference has been to the Council member's inboxes (Section 15, Agenda), rather than mail slot. Consistency is a virtue. Need to add electronic circulation of notice to Council member's council e-mail addresses.

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Minutes of COTW meetings to be maintained and available to public

35. Minutes of the proceedings of a COTW must be

- (a) legibly recorded,
- (b) certified by the Corporate Officer,
- (c) signed by the member presiding at the meeting, and
- (d) open for public inspection in accordance with provisions of the Community Charter.

Commented [EC24]: Councillor Cumming - In the event that no motions are passed at a COTW, what form would a record of the meeting take?

Presiding members at COTW meetings and Quorum

36. (1) Any Council member may preside at a COTW.
(2) The members of Council attending a meeting of the COTW must appoint a presiding member for the COTW meeting.
(3) Quorum for a COTW meeting is the majority of Council members.

Points of Order at meetings

37. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

38. The following rules apply to COTW meetings:
- (a) a motion is not required to be seconded;
 - (b) a motion for adjournment is not allowed;
 - (c) a member may speak any number of times on the same question;
 - (d) a member must not speak longer than a total of 10 minutes on any one question.

Voting at meetings

39. (1) Voting at a COTW meeting must be taken by a show of hands if requested by a member.
(2) The presiding member must declare the results of voting.

Commented [EC25]: Councillor Cumming - Suggest 'must' be replaced with 'may' and that reference be made to voting by voice if meeting via teleconference, for example.

Reports

40. (1) A motion for the COTW to rise and report to Council must be decided without debate.
(2) The COTW's reports to Council must be presented by the Corporate Officer.

Rising without Reporting

41. (1) A motion made at a COTW meeting 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.
- (2) If a motion to rise without reporting is adopted by a COTW at a meeting constituted under section 33(1), the Council meeting must resume and proceed to the next order of business.

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PART 8 – COMMITTEES

Establishment of a Standing Committee

42. (1) The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by the committee and must appoint persons to those committees.
(2) At least half of the members of a standing committee must be Council members.
(3) Subject to section 42(2), persons who are not Council members may be appointed to a standing committee.

Duties of standing committees

43. (1) Standing committees must consider, inquire into, report and make recommendations to Council about all of the following matters:
(a) matters that are related to the general subject indicated by the name of the committee;
(b) matters that are assigned by Council;
(c) matters that are assigned by the Mayor.
(2) Standing committees must report and make recommendations to Council at all of the following times:
(a) in accordance with the schedule of the committee's meetings;
(b) on matters that are assigned by Council or Mayor,
(i) as required by Council or Mayor, or
(ii) at the next Council meeting if the Council or Mayor does not specify a time.

Establishment of Select Committees

44. (1) A Council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council.
(2) At least one member of a select committee must be a Council member.
(3) Subject to section 44(2), persons who are not Council members may be appointed to a select committee.

Duties of Select Committees

45. (1) Select committees must consider, inquire into, report and make recommendations to Council about the matter referred to the committee by Council.
(2) Select committees must report and make recommendations to Council at the next Council meeting unless Council specifies a different date and time.

Schedule of committee meetings

46. (1) At its first meeting after its establishment a standing or select committee must establish a regular schedule of meetings.

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- (2) The chair of a committee may call a meeting of the committee in addition to the scheduled meetings or may cancel a meeting.

Notice of committee meetings

47. (1) Annually, on or before January 15, committees must prepare a schedule of dates, time and places of meetings and make the schedule available:
- (a) to the public by posting it at the public notice posting place; and
 - (b) providing a copy of the schedule to each committee member.
- (2) Where revisions are necessary to the annual schedule of committee meetings, the Corporate Officer must, as soon as practical, post a notice at the public notice posting place which indicates any revisions to the date, time or place or of cancellation of a committee meeting.
- (3) The chair of a committee must notify committee members of the day, time and place of a meeting called under section 47(2) at least 12 hours before the time of the meeting.

Minutes of committee meetings to be maintained and available to public

48. Minutes of the proceedings of a committee must be:
- (a) legibly recorded,
 - (b) certified by the Corporate Officer or designate
 - (c) signed by the presiding member at the meeting, and
 - (d) open for public inspection in accordance with the Community Charter.

Quorum

49. The quorum for a committee is a majority of its members.

Conduct and Debate

50. (1) The rules of the Council procedure must be observed during committee meetings, so far as possible, and unless as otherwise provided by this bylaw.
- (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.
- (3) A motion made at a committee meeting is not required to be seconded.

Voting at meetings

51. Council members attending a meeting of a committee of which they are not a member must not vote on the question.

PART 9 – COMMISSIONS

Establishing a Commission

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52. Council may establish a Commission to operate a service on their behalf or undertake enforcement of something within Council's authority.

Schedule of Commission meetings

53. (1) At its first meeting after its establishment, a commission must establish a regular schedule of meetings.
(2) The Chair of the Commission may call a meeting of the commission in addition to the scheduled meetings or may cancel a meeting.

Notice of Commission meetings

54. (1) After the Commission has established the regular meeting schedule, notice of the schedule must be:
(a) posted at the Public Notice Posting place; and
(b) given to each member of the Commission.
(2) Where revisions are necessary to the annual schedule of the Commission meetings, the Corporate Officer must, as soon as practical, post notice at the Public Notice Posting Place indicating the revision or cancellation of the Commission meeting.
(3) The Chair of a Commission must cause a notice of the day, time and place of a meeting called under section 54(2) to be given to all members of the Commission at least 12 hours before the time of the meeting.

Minutes of Commission meetings to be maintained and available to the public

55. Minutes of the proceedings of a Commission must be:
(a) legibly recorded;
(b) signed by the Chair or presiding member at the meeting, and
(c) open for public inspection at the Village Office during regular office hours.

Quorum

56. The quorum of a Commission is a majority of all of its members.

Conduct and Debate

57. The rules of the Council procedures must be observed during Commission meetings, so far as is possible and unless as otherwise provided in this Bylaw.

PART 10 – GENERAL

58. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

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65

59. This bylaw may not be amended or repealed and substituted unless the Council first gives notice in accordance with the provisions stipulated in the Community Charter.
60. The Village of Port Clements Procedural Bylaw #422, 2015 and its amendments #422-1, 2018, are hereby repealed.

Deleted: 336, 2004

Deleted: 383, 2010

Deleted: and #396, 2012

READ A FRIST TIME THIS ... day of ..., 2020

Deleted: 20th

READ A SECOND TIME THIS ... day of ..., 2020

Deleted: April, 2015

Deleted: 20th day of April, 2015

READ A THIRD TIME THIS ... day of ..., 2020

Deleted: 20th day of April, 2015

RECONSIDERED AND FINALLY ADOPTED THIS ... day of ..., 2020

Deleted: 4th day of May, 2015

Mayor Doug Daugert

CAO Ruby Decock

Deleted: Mayor Ian Gould

Deleted: Administrator Kim Mushynsky

Deleted: Certified a true copy of Bylaw #422, 2015

CERTIFIED A TRUE COPY OF "Council Procedure Bylaw #459, 2020"

Deleted: Administrator

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G-7

ACTION ITEMS

<u>#</u>	<u>Date</u>	<u>Description</u>	<u>Lead</u>	<u>Follow up</u>
A30	06-09-2016	Weight Room Upgrades	Administration	Questionnaire distributed on equipment use - Several Turned in. Grant Writer to look for opportunities Ruth Bellamy & CAO toured facilities to determine what improvements should be made. Grant Writer searching out funding.
	14-03-2019			Councillor Kish contacted Grant Writer about grants. She also spoke to Ruth Bellamy about equipment and removal of non-essential items. Plan to dispose of these items during free tipping day
	16-03-2020		Haida Gwaii Rec	Strength-Building: The Haida Gwaii Weight Room Strategy. Applying to Community Innovation Grant to develop HG weight room strategy
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
	16-04-2019			Draft plan circulated to Council for review.
	03-06-2019			Motion made to hold public hearing and then adopt Management Plan. Staff dealing with scheduling.
	31-07-2019			Requested date for Aug 20/20 - waiting for confirmation
	22-08-2019			Public Meeting held to receive comments on proposed plan and Berry Maze
A-41	2018-09-260	Amend the Campground Bylaw fees		Still in Progress - Still needs to be reviewed
A46	18-11-2019	Staff to accumulate information		Staff to Accumulate all information on location of sewer lines where it impacts current land application - may not be completed & brought back until next year
A48	20-04-2020			Staff to bring concern about testing of non-residents/workers coming in to Haida Gwaii to Northern Health & that testing should be done to protect small communities



REPORT TO COUNCIL

Author: Ruby Decock
Date: July 9, 2020
RE: Weight room Upgrade – Gwaii Trust Application for Vibrant Communities Grant

BACKGROUND:

The weight room facilities are located within the firehall. It is the only weight room facilities available in the community for use. These facilities have been closed since COVID-19 pandemic has occurred.

DISCUSSION:

Community members would like the facilities reopened and have drafted a safe opening plan; however, they see there needs some improvements to make the facilities more responsive to users needs and safety. Administrative staff have reviewed the safe opening plan and agree that the plans meet the safety and liability requirements. They have also requested a budget of \$13,035.40 for opening the facilities and use some funding to improve the weight room. With this funding application, they are hoping that the changes would help with re-opening the weight room facilities to improve the mental health and well being for community members.

CONCLUSION:

The community would like the weight room facilities re-opened. There is a safe operating plan and would like a budget of \$13,085.40 to make some improvements to the facilities which will improve the cleanliness and facility safety exposure plan.

IMPLICATIONS:

STRATEGIC (Guiding Documents Relevancy – Strategic Plan, Official Community Plan)
This is not in the strategic plan.

FINANCIAL (Corporate Budget Impact)
The municipality has approximately \$100,000 in Vibrant Community Grants that must be allocated by November 2020. The remaining \$200 would be covered by reallocating some of the weightroom maintenance budget

ADMINISTRATIVE (Policy/Procedure Relevancy, Workload Impact and Consequence)
Staff would hire a contractor to complete the bathroom renovation and bluetooth speaker. Also, staff would be required to purchase the items and report on the grant funding.

Respectfully submitted:

A handwritten signature in black ink that reads "Ruby Decock".
Ruby Decock

A-20

Weight Room Budget

Village of Port Clements

13-Jul-20

Description of Income	Amount	Income Type	Confirmed (yes/pending)	Notes
List all sources of project support such as: other grants, volunteer time, in-kind donations, cash, etc.	List the dollar value	Grant, cash, in-kind, volunteer	Gwaii Trust will not advance any project funds until all sources of funding are confirmed	
Gwaii Trust Application	\$ 12,835.40			
Village of Port Clements	\$ 200.00			
Total funding	13,035.40			
Description of Expenses	Amount	Quote (Y/N)	Who will pay?	Notes
Expenses can be listed as individual items or grouped into line items such as: food, accommodation, facilitator, etc.	List the dollar value	Quotes or Gwaii Trust standard rate	List the funding source that will pay for each budget line. If nothing is written, Gwaii Trust will cost share with all other income sources	
Bathroom Renovation	\$9,054	Y	Gwaii Trust	Flooring, washable wall-covering, toilet, sink, soap dispenser
Safety Equipment and Cleaning Supplies	\$2,160	Y	Gwaii Trust COVID-19??	Global Industries
Equipment	\$737	Y	Gwaii Trust	Squat Rack, Washable mats & free weights
Sound	\$408.99	Y	Gwaii Trust	Touchless Bluetooth Soundsystem
Locked box for Soundsystem Security holder	\$100.00	N	Gwaii Trust	To be designed
Cleaning	\$200	N	Gwaii Trust	\$20/hour for 10 hours
Cleaning	\$200	N	Village of Port Clements	\$20/hr for 10 hrs per week
Ball Rack	\$125	Y	Gwaii Trust	
White board & Dry Eraser with Dry erase markers	\$50	Y	Gwaii Trust	
Total expenses	\$13,035.40			
Difference				

The above table is an example of a budget template that can be used when submitting an application. Please update the Gwaii Trust ask and the total project cost on your application before submitting.

-2-4

To be Removed:

- Blue Mats
- White Table
- Pec Deck
- CD Player
- DvD player
- Entire set of military weights

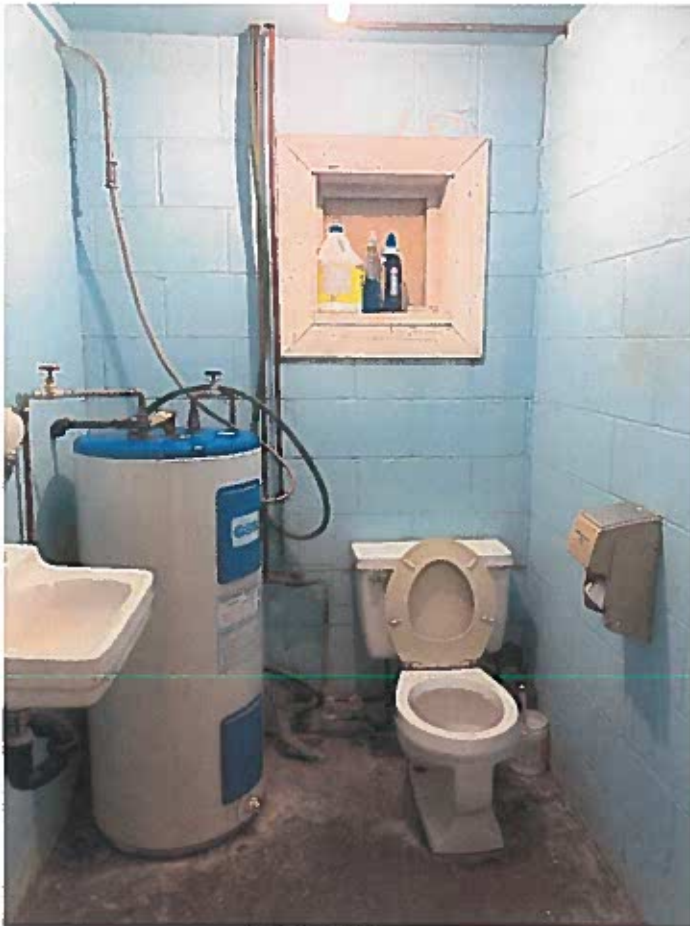
COVID Safe Needs:

- Hand Sanitizer
- Paper Towel Dispenser (x2)
- Cleaning Products (x4)
- COVID - 19 Posters
- Small Whiteboard for sign-in/sign-out
- Signs for Doors
 - COVID 19 procedures
 - Entrance
 - Exit
 - Bathroom

New Equipment:

- New Mats (that can be hung on the wall)
- Stability Ball Rack
- Squat Rack
- 4 new sets of free weights 30+lbs.
- Bluetooth Sound System

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Left: A simple, budget renovation will allow for the space to be properly cleaned and to provide a more welcoming facility for users. \$5000 (see attached quote)

- Tile or Linoleum floor
- New Toilet & Sink/Vanity
- Washable Wall & Ceiling Cover

Below: A wall-mounted ball rack would open up more floor space and keep the stability balls from rolling around when not in use.



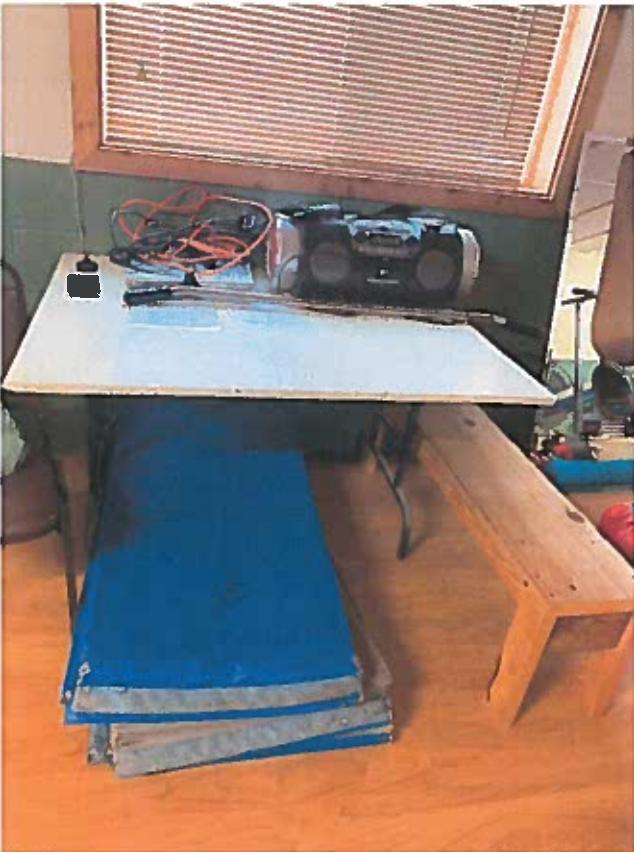
The 'Pec Deck' in the back right corner can be removed and stored until the proper replacement parts are ordered.





ABOVE: To ensure safe physical distancing measures, equipment can be resituated (once a few garbage items have been removed). If 6 feet of distance isn't possible, signage stating that safe-distancing isn't possible – do not use adjacent machines. Another option is to remove 1 treadmill temporarily.

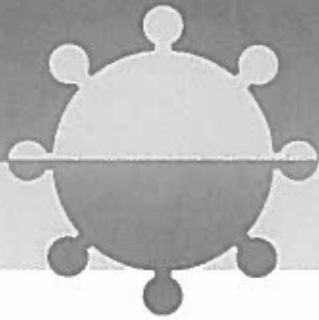
Left: The following items can be removed from the gym and discarded (table, boombox, mats, bench, bar, etc).



This entire set of free weights can be removed. The weights are very rusty and the rack is sharp (when you place the weights on it). This will free up A LOT of space, and there are already sufficient free-weights.



Left: This doesn't work, or is unused, as far as I understand. It can be removed or covered and used as a place to put a floor length mirror.

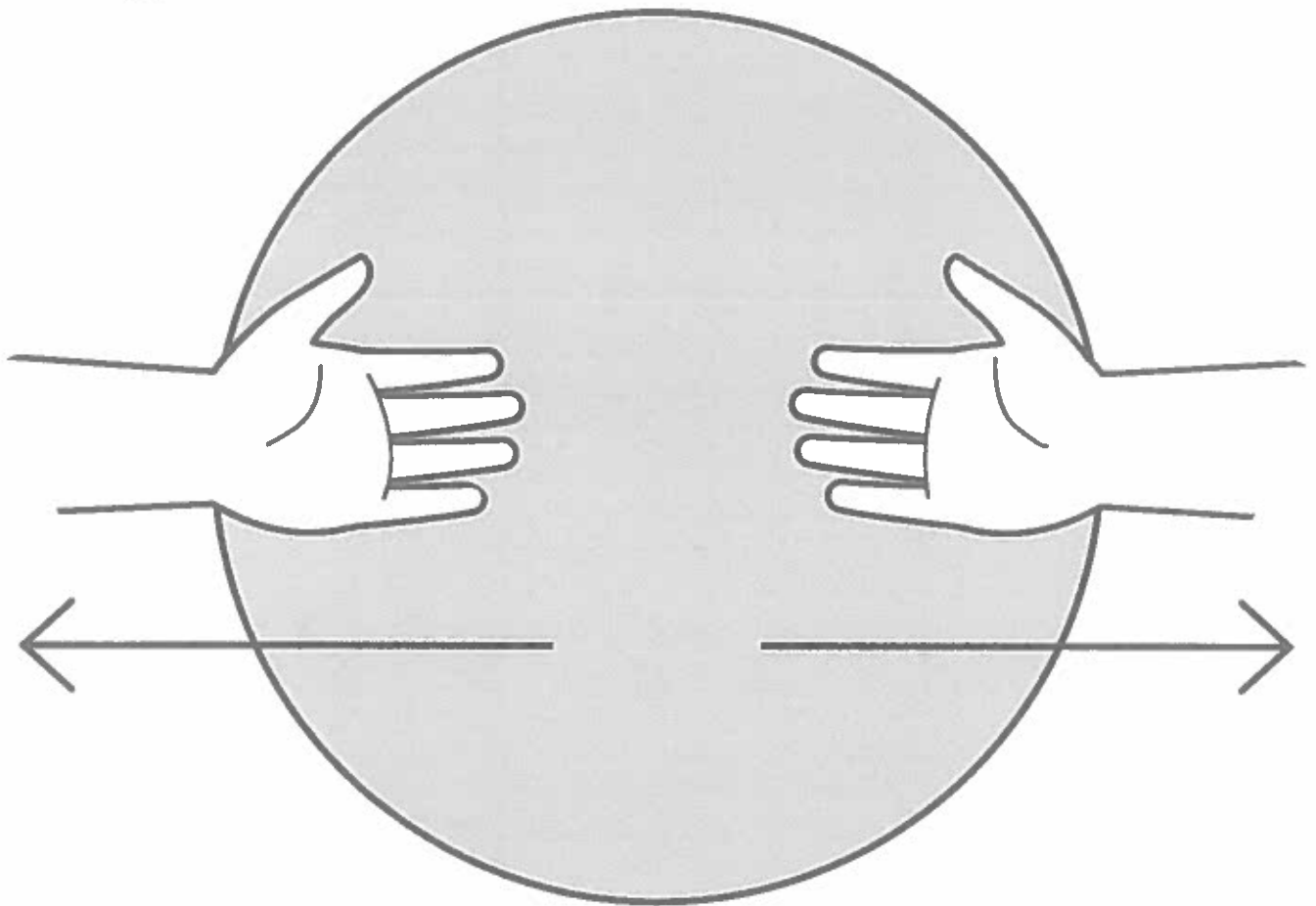


Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



REDUCE THE SPREAD OF COVID-19



PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**



Ministry of
Health

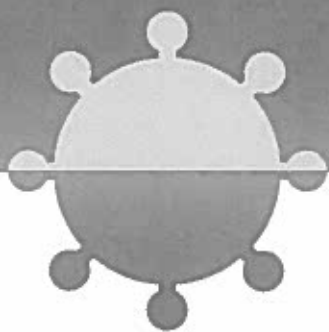


BC Centre for Disease Control

If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.



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Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

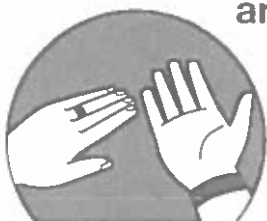


Hand Hygiene

**SOAP OR ALCOHOL-BASED
HAND RUB: Which is best?**

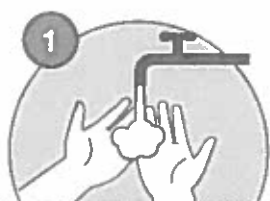


**Either will clean your hands:
use soap and water if hands
are visibly soiled.**

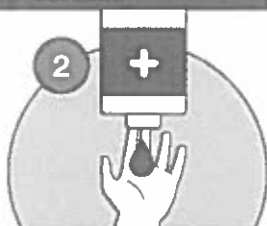


Remove hand and wrist jewellery

HOW TO HAND WASH



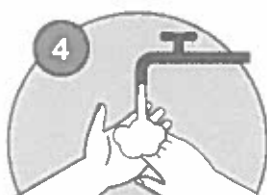
1
Wet hands with warm
(not hot or cold)
running water



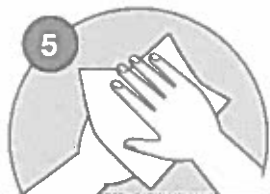
2
Apply liquid or foam soap



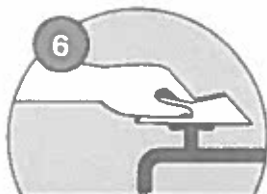
3
Lather soap covering
all surfaces of hands
for 20-30 seconds



4
Rinse thoroughly
under running water

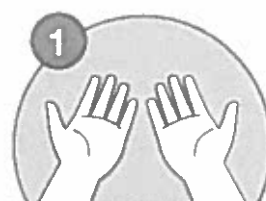


5
Pat hands dry thoroughly
with paper towel

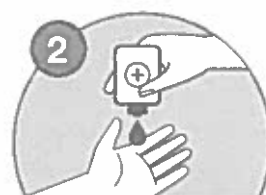


6
Use paper towel
to turn off the tap

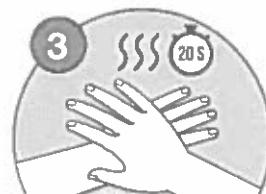
HOW TO USE HAND RUB



1
Ensure hands are visibly
clean (if soiled, follow hand
washing steps)



2
Apply about a toonie-sized
amount to your hands



3
Rub all surfaces of your hand
and wrist until completely
dry (15-20 seconds)



Daily Gym Entry Checklist

Remind yourself of COVID safe weight room practices

Print your name, date & time in the sign in book. Check the boxes to show

- That you have not been outside of the Northern Healthy Region in the past 14 days
- That you have not been exposed to anyone with COVID-19
- That you are in good health & not experiencing any COVID-19 symptoms

Put your name & anticipated time of departure on the whiteboard.

Thank you

The VOPC weight room volunteers.

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STAYING OPEN Memo for Members

The success of our weight room remaining open will depend on how carefully our members read this memo, and how diligently they meet the COVID-19 requirements. If not debilitating, the virus can be deadly.

We *must self-monitor* the BC Health Authority COVID-19 safety measures as follows:

- Returning Islanders and visitors from outside of the Northern Healthy region must have self-isolated 14 days
- Members must sign new waiver form , receive a new gym orientation and sign-in *each visit*
- The number of members in the gym is limited to 3 at one time. Should you arrive and find the gym maxed out, come back at a later time. Refer to the “approximate” departure time written on the white board.
- Your physical distancing is to be at least two metres *at all times*
- Do not enter the gym if you are not feeling well or if you have been in contact with a COVID-19 positive person
- Sanitize hands on entering the gym
- Sanitize ALL your equipment contact and touch surfaces before and immediately after each use
- Sanitize hands on leaving the gym
- Leave the gym by separate EXiT

We encourage you to contact the Village of Port Clements if you have concerns, observations or suggestions.

VOPC Weight Room Volunteers

A-3x

Port Clements Reopening Plan

- Attendants will host 10 hrs of new COVID-19 (CV) orientations, for all members.
- Orientation will include
 - sanitizing key contact and touch surfaces from outside entrance (after use) to inside exit door (before opening)
 - distancing and hand-sanitizing posters strategically placed throughout the gym
 - demonstrating that equipment is spaced to enable 2 metre distancing
 - Occupancy limited to 3 at any one time
 - White board "booking" where members must indicate approximately the time they will be leaving
 - Sanitize hands on entering the gym
 - Sanitize all equipment contact and touch surfaces before and immediately after each use
 - Sanitize hands on leaving gym
 - Leave gym by separate exit
- Upon entry, members must sign to state following
 - i. That they have been off-island (outside of the Northern Health Zone in past 14 days
 - ii. That they have not been in contact with a COVID-19 positive person
 - iii. That they are in good healthy & not experiencing COVID-19 symptoms
- Disinfectants are SARS-CoV-2 compliant

A-35

PARTICIPANT WAIVER, RELEASE, INDEMNITY AND CONSENT

Please read carefully:

I am aware that, by taking part in recreational programs and activities, I may be exposed to the possibility of injury, death, or other losses, including property damage. I willingly accept and assume all such risks, dangers, and hazards associated with my participating in such programs and activities, and the possibility of personal injury, death or loss which may result, directly or indirectly, from my participation. I hereby remise, release and forever hold harmless the Village of Port Clements, its employees, officers, leaders, agents, or representatives from all manner of actions or claims in relation to such risks and any associated injury, death or other loss including, without limitation, where any injury, death or loss is the direct or indirect result of negligence or gross negligence by the such employees, officers, leaders, agents or representatives.

I hereby remise, release and forever hold harmless the Village of Port Clements from any and all liability for any damage to property of, or personal injury to, any third party resulting from my participation in the recreational programs and activities.

In entering into this agreement I am not relying on any oral, written or visual representations or statements made by the Village of Port Clements.

I will inform the Village of Port Clements, and any leader or employee as required, of any medical, psychological or physical conditions which may affect my ability to participate in any program or activity. Please describe all past and current conditions, how they affect you, the symptoms of onset and the causes or potential causes of onset:

I affirm that I have not been off the islands of Haida Gwaii during the fourteen days.

I understand and agree to practice the BC Health COVID-19 safety regulations as posted by the Village of Port Clements and that my non-compliance of these regulations, or any unsafe activities on my part can result in loss of membership.

I confirm that I am aged 19 years or older, and that I have read and understood this agreement prior to signing it, and agree that this agreement will be binding upon my heirs, next of kin, executors, administrators and successors. I agree that this agreement will be governed by and interpreted in accordance with the laws of British Columbia and Canada, as applicable. If the applicant is below 19 years of age, the parent or legal guardian signing consent to this agreement acknowledges and confirms that the applicant may participate in the recreational programs and activities offered by the Village of Port Clements, and that the participant release, waiver, indemnity and consent contained in this

1-2*

agreement applies to and is binding on the parent or legal guardian, and the indemnity extends to include any claim or action brought by any person associated with the applicant, or by any person on behalf of the applicant, or by any third party suffering any loss as a result of the actions of the applicant.

I understand that this waiver will be retained by the Village of Port Clements and will be valid for all recreation programs and activities offered in which I choose to participate.

Participant's Signature: _____

Participant's Name (please print): _____

Witness' Signature: _____

Parent/Guardian Signature (if under 19 years old): _____

Parent/Guardian Name (please print): _____

E-mail address of Parent/Guardian: _____

Phone Number: _____

Emergency Phone Number: _____

Date: _____

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