



The Village of
PORT CLEMENTS
"Gateway to the Wilderness"

36 Cedar Avenue West
PO Box 198
Port Clements, BC
V0T1R0
OFFICE: 250-557-4295
Public Works: 250-557-4295
FAX: 250-557-4568
Email: office@portclements.ca
Web: www.portclements.ca

7:00 p.m. Regular Meeting of Council Monday, November 20th, 2017

AGENDA

- 1. ADOPT AGENDA**
- 2. PETITIONS, DELEGATIONS & OPENING OF SEALED TENDERS**
T-1 – RFP for Clinic Ventilation – Report Acting CAO
- 3. MINUTES**
M-1 – November 6th, 2017 Regular Council meeting minutes
- 4. BUSINESS ARISING FROM THE MINUTES & UNFINISHED BUSINESS**
- 5. ORIGINAL CORRESPONDENCE**
C-1 – Letter from June Pullano – removed to in-camera as per 90(1)(C)
C-2 – Apology Letter – Follow up to Rise & Report – Urs Thomas – removed as per in-camera motion of Council
C-3 – Adoption Awareness – Honourable Katrine Conroy
C-4 – Christmas Telethon Request for Donation – Masset Haida Lions Club
- 6. GOVERNMENT**
G-1 – Laneway Policy
G-2 – The Amended Financial Plan for the Years 2017-2021 - Bylaw No.445, 2017
G-3 – 2018 Vancouver Island Regional Library Board
G-4 – Committee and Board Representatives for 2018
- 7. FINANCE**
- 8. NEW BUSINESS**
- 9. REPORTS & DISCUSSIONS**
- 10. ACTION ITEMS**
A-1 – see Action Items list.
- 11. QUESTIONS FROM THE PUBLIC & PRESS**
- 12. ADJOURNMENT**

Kim Mushynsky

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: November-03-17 4:14 PM
To: 'cao@portclements.ca'
Subject: Letter from the Honourable Katrine Conroy

Ref: 234366

His Worship Mayor Urs Thomas and Council
Village of Port Clements
E-mail: cao@portclements.ca

Dear Mayor Thomas and Council:

As the new Minister of Children and Family Development, I am honoured and delighted to proclaim November as Adoption Awareness Month. This annual proclamation offers an opportunity to celebrate the many families in the province who have opened their hearts and their homes through adoption, and to highlight the need for more families to consider adopting.

In your community and across the province, there are young people hoping for a permanent home to call their own. There are approximately 1,000 children and youth in foster care waiting for a permanent home. Some are part of a sibling group, some have special needs, and some are teens. Regardless of their personal circumstances, each and every child deserves a family to belong to, a stable place to grow up, help and guidance preparing for the challenges of adulthood, and someone to rely on for support, encouragement and love.

There are many ways to celebrate adoptive families and help raise awareness of the need for more adoptive families in British Columbia. Your council could proclaim Adoption Awareness Month in your community, you could create an adoption display in your office, use a copy of the Provincial Proclamation, invite Ministry of Children and Family Development (MCFD) Adoption Social Workers to set up an information booth, have your community newspaper feature articles on adoption and invite local adoptive parents to a "meet and greet". If you are interested in exploring these ideas please contact MCFD staff at: MCF.AdoptionsBranch@gv.bc.ca.

The Adoptive Families Association of British Columbia (AFABC) has been supporting adoptive families in British Columbia for forty years. The AFABC's representative for your area can provide you with information on events in your community and on adoption in general. Their contact information, as well as contact information for the four licensed adoption agencies in British Columbia, can be accessed at: <http://www.mcf.gov.bc.ca/adoption/index.htm>.

Last year the Ministry of Children and Family Development launched the *Adopt BC Kids* Web site; the portal allows citizens to complete an adoption application online 24/7. Since its inception, more than 340 prospective adoptive families have registered on *Adopt BC Kids* and 97 families have submitted applications to adopt. Please take a look at the site and encourage community members who are interested in adopting a child in foster care to register at www.gov.bc.ca/adoptbckids.

On behalf of the Ministry of Children and Family Development, thank you for helping us raise awareness about adoption and working with us to find homes for British Columbia's children and youth.

Sincerely,

ORIGINAL SIGNED BY

Katrine Conroy
Minister of Children and Family Development

Sent on behalf of the Minister by:



Client Relations Branch
Executive Operations
Ministry of Children and Family Development

MASSET HAIDA LIONS CLUB
P.O. Box 618
Masset, B.C.
VoT1Mo



The Masset Haida Lions will be hosting their annual Christmas Telethon on Saturday November 25th, 2017. The Masset Haida Lions have held this special Telethon event every year since 1980. This is a live televised production, which takes place at the Howard Phillips Community Hall, where donated items are auctioned off to phone in bidders. The auction begins at 10am and runs into the late evening hours. The Lions use the Telethon proceeds for many community endeavors including youth sports, seniors events, education, medical equipment, and more. The Lions are proud that 100% of the money raised in this event stays on island and is distributed for Haida Gwaii residents in need. A special donation is also given to the Easter Seal House for Haida Gwaii residents that need to stay there during family illness.

We are once again reaching out to all of Haida Gwaii requesting the donation of an item or items that can be auctioned off on live TV during the telethon. The success of our event is dependent on its volunteers as well as the generous support of individuals and community businesses. Not only is it a great way to contribute to your community, it can also be a great way to advertise your business with the Christmas season approaching. The Masset Haida Lions would like to thank you for your consideration and for any assistance you can provide to our annual Telethon. All donations will be gratefully accepted and the donor may remain anonymous if requested. People are also welcome to come and watch the action in person. Cell phones can be used to call in from the venue or use the courtesy landline available in the community hall.

The Masset Haida Lions will be arranging an island wide pick up in November for donations. For further information or to arrange a donation pick up/drop off, please contact the following:

Lion Ann Grieves 250-626-3505
Lion Hank Taggart 250-626-5543

Lion Kirt Holland 250-626-7507
Lion James Sikora 250-626-7372

Thank you for your support!

Masset Haida Lions Club President James Sikora

**Village of Port Clements
Highway and Laneway Policy
Policy No. 16, 2017**

Prepared by Chief Administrative Officer Kim Mushynsky
Submitted by Acting Chief Administrative Officer Ruby Decock

Adopted:
Last Reviewed:
Next Review:

Policy Goal:

It is the goal of this policy to provide Port Clements with a level of service that fits the area and resources available in regards to the creation of new highways or lanes (back alley access). The Village of Port Clements will not undertake any activities which will result in a loss of highway access to a lot, such as a Bylaw for a highway closure. In the circumstance where a highway closure bylaw is anticipated, affected lots must be provided with an alternate means of access such as a lane. Highways and Lanes can only be considered for areas where our Municipal plan already has space allocated for such a purpose.

Definitions:

Highway – any roadway open to the use of the public but does not include private right-of-ways on private property and for the purpose of this policy does not include secondary access to property which is in this policy is referred to as a lane. Highway maintenance is generally considered to be held to a higher standard than lane maintenance. Highways will have a minimum width of 15 metres.

Lane – a “highway” that provides second access to a property when that property already has another highway access. Maintenance of secondary access lanes are not held to the same standard of maintenance as a highway. Lanes must connect to an existing highway network. Lanes will have a minimum width of 6 metres unless the survey plan less, then the minimum width will be as per the survey plan. A lane does not have to

accommodate bi-directional traffic; it can be designated as one-way if that is more appropriate for the area under consideration.

Policy Objectives:

1. If the majority of property owners in a block request a secondary lane staff will investigate the request and put together a proposal for Council in regards to the cost of providing this service. In preparing the proposal staff will take into consideration the terrain and soil conditions of the area in question, safety, traffic flow and/or congestion and ongoing maintenance costs!
2. If an area of Port Clements is being sub-divided it will be the responsibility of the person undertaking the sub-division to adhere to the current Sub-Division bylaw in respect to the creation of new highways for the sub-division based on a plan approved by the Village of Port Clements Approving Officer.
3. When a resident buys a lot in a block that is currently undeveloped (but not being sub-divided as discussed in #2) they will be responsible to create a highway or lane to access their property, built to Village specifications, and then, once built the Village will take over ownership and maintenance of the highway or lane.
4. If a proposed highway or lane will intersect with a Provincial Highway the Village will have to coordinate and get the necessary approvals from the Ministry of Transportation before proceeding with a report and recommendation to Council.

Mayor Thomas

Acting CAO Decock

VILLAGE OF PORT CLEMENTS

BYLAW NO.445, 2017

**Respecting an Amendment to The Financial Plan for the
Years 2017-2021 Bylaw #438, 2017**

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

1. Schedule A attached hereto and made a part of this bylaw is hereby adopted and comprises the Amended Financial Plan for the Village of Port Clements for the years 2017 - 2021 ending December 31, 2021.
2. This Bylaw may be cited for all purposes as "The Amended Financial Plan for the years 2017-2021 - Bylaw #445, 2017".

READ A FIRST TIME THIS DAY OF , 2017.

READ A SECOND TIME THIS DAY OF , 2017

READ A THIRD TIME THIS DAY OF , 2017

RECONSIDERED AND FINALLY ADOPTED THIS DAY OF , 2017

URS THOMAS
MAYOR

RUBY DECOCK
ACTING CHIEF ADMINISTRATIVE
OFFICER

CERTIFIED A TRUE COPY OF VILLAGE OF
PORT CLEMENTS AMENDED FINANCIAL PLAN, BYLAW NO. 445, 2017

Schedule "A"					
General Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Property Tax- Municipal	127,000	127,000	127,000	127,000	127,000
Payments in Lieu	7,500	7,500	7,500	7,500	7,500
Sales of Services	9,750	9,750	9,950	9,950	10,150
Revenue From Own Sources	117,700	118,725	120,800	121,325	123,400
Unconditional Transfers	386,000	375,000	375,000	375,000	375,000
Conditional Transfers ↑ 90,000	155,625	90,625	90,625	90,625	90,625
Multi Purpose Building Revenue	12,950	13,100	13,300	13,400	13,500
Transfers From Reserves (deficit budget)	0	0	0	0	0
Collections for Other Agencies	189,010	189,510	189,510	189,510	189,510
Total Revenues	1,005,535	931,210	933,685	934,310	936,685
Legislative Expenses	39,950	37,000	45,050	40,150	37,250
General Administration	197,850	204,193	206,429	209,560	214,836
Fire Department	37,800	34,500	35,800	36,250	38,050
Emergency Services ↑ 500	1,250	750	750	750	750
Common Services ↑ 2400	27,650	25,250	25,500	25,500	25,750
Wharf Services	15,500	10,610	10,870	10,980	11,150
Small Craft Harbour	21,500	12,500	12,700	13,400	13,500
Roads	48,300	47,150	48,100	47,750	48,850
Environmental Health	580	680	780	880	1,080
Environmental Development	26,500	3,900	3,900	3,900	3,900
Parks and Recreation	57,100	43,150	43,700	44,300	45,500
Cultural Buildings and Facilities					
Fiscal Services ↑ 200	2,200	2,000	2,000	2,000	2,000
Contributions to Reserves (surplus budget)	78,345	50,405	37,671	38,243	31,210
Capital Expenses	65,000	90,000	90,000	90,000	90,000
Multi Purpose Building Expenses ↑ 14900	64,500	47,000	48,300	48,500	50,700
Amortized asset contribution to reserve	132,000	132,000	132,000	132,000	132,000
Taxes Levied for Other Agencies	189,510	189,510	189,510	189,510	189,510
Total Expenses	1,005,535	930,598	933,060	933,673	936,036
Surplus/ (Deficit)	0	612	625	637	649

Net Surplus for General Fund
increases by \$ 72,000.

	"Schedule A"				
Water Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fees & Taxation	111,000	111,000	111,000	111,000	111,000
Grants	65,000	65,000	65,000	65,000	65,000
Total Revenues	176,000	176,000	176,000	176,000	176,000
Operating Expenses	84,850	63,550	65,550	65,750	68,950
Contribution to Reserves	6,150	21,450	19,450	19,250	16,050
Amortization & deferred revenue	85,000	91,000	91,000	91,000	91,000
Total Expenses	176,000	176,000	176,000	176,000	176,000
Surplus/ (Deficit)	0	0	0	0	0
	"Schedule A"				
Sewer Fund					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
Fees & Taxation	68,436	68,436	68,436	68,436	68,436
Grants & Transfers	0	0	0	0	0
Total Revenues	68,436	68,436	68,436	68,436	68,436
Operating Expenses	40,700	38,250	39,500	40,900	42,600
Contribution to Reserves	17,736	12,186	10,936	9,536	7,836
Amortization	10,000	18,000	18,000	18,000	18,000
Debenture	0	0	0	0	0
Total Expenses	68,436	68,436	68,436	68,436	68,436
Surplus/ (Deficit)	0	0	0	0	0

No change in net surplus
for Water or Sewer Funds

	"Schedule A"				
Capital Projects					
	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget
General					
Road Improvements - Industrial Park	0	150,000	150,000	0	0
Purchase Chevron Property	0	75,000	0	0	0
Public Works Equipment	0	0	0	0	0
Trails	0	0	0	0	0
Fire Department Equipment	0	0	0	50,000	0
	0	0	0	0	0
Sub-total General	0	225,000	150,000	50,000	0
Water					
Replace Water Lines	0	250,000	250,000	0	0
Engineering Study Recommendations	0	750,000	0	0	0
Sewer					
Lagoon upgrades for compliance	0	0	0	0	400,000
TOTAL REQUIREMENTS	0	1,225,000	400,000	50,000	400,000
SOURCES OF FUNDS					
General					
Grants	0	150,000	125,000	25,000	0
Village General Reserves	0	75,000	25,000	25,000	0
Gas Tax Grant	0	100,000	80,000	0	140,000
Sub-total General	0	325,000	230,000	50,000	140,000
Water					
Water Reserves	0	150,000	70,000	0	0
Grants	0	750,000	100,000	0	0
Sewer					
Sewer Reserves	0	0	0	0	120,000
Grants	0	0	0	0	140,000
TOTAL FUNDS PROVIDED	0	1,225,000	400,000	50,000	400,000

No change to 2017 Capital Budget

Background information for Budget Amendment Bylaw #445, 2017

General Fund:

Increase in Conditional Transfers due to some grants received that were not initially budgeted for \$90,000

Emergency Services expense increases by \$500 due to ePACT project

Common Services expense increases by \$2,400 due to purchase of special "dog doo" waste receptacles which we indicated we would get as a result of dog licensing going into effect for 2017 – we raised \$585.00 in dog licenses revenue this year to partially offset that expense.

Fiscal services increase by \$200 due to a couple of unforeseen service charges (minor).

Multipurpose Building increases by \$14,900 mainly due to fuel expense being over our original budget. However this number also includes an increase in insurance expense of \$450, an increase in Multiplex Grounds keeping expense of \$2,000 and an increase in Janitorial of \$350. This means the fuel increase is \$12,100. Things to keep in mind are that we just purchased approximately 6-8 months' worth of pellets in October which will mean that we have pellets available for use in 2018. Also, as we are transitioning more to pellets than propane we will have approximately \$2,500 more in revenue from the School District than initially budgeted.

There are some minor adjustments between accounts within some of the groupings but the net change for each is zero so not reflected in the schedules shown for Bylaw #445. There were no changes to Sewer or Water Funds or the Capital budget.

The bottom line of all of the changes is that the budget is changed positively to reflect a net increase in income of \$72,000.

TOURISM COMMITTEE: ELIZABETH STEWART
Alternate: **CHARLEEN O'BRIEN ANDERSON**

EMERGENCY PREPAREDNESS COMMITTEE: BRIGID CUMMING
Alternate: **DOUG DAUGERT**

RECREATION COMMITTEE: CHARLEEN O'BRIEN ANDERSON
Alternate: **BRIGID CUMMING**

NORTHERN DEVELOPMENT INITIATIVE: CHARLEEN O'BRIEN ANDERSON
Alternate: **ELIZABETH STEWART**

NORTH COAST REGIONAL DISTRICT: DOUG DAUGERT (UNTIL MAY) URS THOMAS (BEGINNING MAY)
Alternate: **URS THOMAS (UNTIL MAY) DOUG DAUGERT (BEGINNING MAY)**

***NORTHERN HEALTH AUTHORITY: DOUG DAUGERT (UNTIL MAY) URS THOMAS (BEGINNING MAY)**
Alternate: **URS THOMAS (UNTIL MAY) DOUG DAUGERT (BEGINNING MAY)**

*This appointment is tied to the NCRD appointment

MISTY ISLES ECONOMIC DEVELOPMENT: DOUG DAUGERT
Alternate: This organization does not recognize alternates

GWAIL TEL: URS THOMAS
Alternate: **CHARLEEN O'BRIEN ANDERSON**

VANCOUVER ISLAND REGIONAL LIBRARY: CHARLEEN O'BRIEN ANDERSON
Alternate: **ELIZABETH STEWART**

RCMP LIASON: KIM MUSHYNSKY

COMMUNITY FUTURES: URS THOMAS
Alternate: **DOUG DAUGERT**

PARK MANAGEMENT COMMITTEE: ELIZABETH STEWART
Alternate: **CHARLEEN O'BRIEN ANDERSON**

ALTERNATE MAYOR:

APRIL – JUNE	CHARLEEN O'BRIEN ANDERSON
JULY – SEPTEMBER	BRIGID CUMMING
OCTOBER – DECEMBER	ELIZABETH STEWART



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

November 1, 2017

Original sent via email

Mayor Urs Thomas
Village of Port Clements
Box 198
Port Clements, BC V0T 1R0

Dear Mayor Thomas,

Re: Appointment to the 2018 Vancouver Island Regional Library Board

As the new year approaches, it is time to consider your representation on the Board of Trustees of Vancouver Island Regional Library – the fifth largest library system in British Columbia serving more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*: "Each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year: January 1 - December 31, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

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

Provincial legislation requires certified resolutions be submitted to Vancouver Island Regional Library by December 15, 2017. VIRL Board of Trustees also requires its members to complete a *Statement of Financial Disclosure* on an annual basis (a copy of the form on file with your municipality/district is acceptable). Thus, please find enclosed both a 2018 Appointment form and statement of financial disclosure form for your appointed Board member and Alternate member.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

Please complete the enclosed forms and return with a copy of the certified resolution by December 15, 2017 to the attention of Heather Mink Zuvich, Executive Assistant, by mail, email: hminkzuvich@virl.bc.ca or fax: 250.758.2482.

If you require additional information, please contact Ms. Mink Zuvich by phone: 250-729-2310 or email. Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

A handwritten signature in black ink, appearing to read "Rosemary Bonanno".

Rosemary Bonanno, BA MLS
Executive Director

CC: Kim Mushynsky, CAO, Village of Port Clements

RB/hmz

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNellie Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Woss



**Board of Trustees
2018 Appointment Form
Trustee**

The _____ has appointed _____ as *Trustee* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2018. The term of the appointment is January 1 –
December 31, 2018. This appointment will continue until a successor is appointed, as provided under
Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section
18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Mobile: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.

Liabilities – s. 3 (e)

List all creditors to whom you owe a debt. Do not include residential property debt (mortgage, lease or agreement for sale), money borrowed for household or personal living expenses, or any assets you hold in trust for another person:

<i>creditor's name(s)</i>	<i>creditor's address(es)</i>

Income – s. 3 (b-d)

List each of the businesses and organizations from which you receive financial remuneration for your services and identify your capacity as owner, part-owner, employee, trustee, partner or other (e.g. director of a company or society).

- Provincial nominees and designated employees must list all sources of income in the province.
- Local government officials, school board officials, francophone education authority directors and designated employees must list only income sources within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>your capacity</i>	<i>name(s) of business(es)/organization(s)</i>

Real Property – s. 3 (f)

List the legal description and address of all land in which you, or a trustee acting on your behalf, own an interest or have an agreement which entitles you to obtain an interest. Do not include your personal residence.

- Provincial nominees and designated employees must list all applicable land holdings in the province
- Local government officials, school board officials, francophone education authority directors and designated employees must list only applicable land holdings within the regional district that includes the municipality, local trust area or school district for which the official is elected or nominated, or where the employee holds the designated position

<i>legal description(s)</i>	<i>address(es)</i>

Corporate Assets – s. 5

Do you individually, or together with your spouse, child, brother, sister, mother or father, own shares in a corporation which total more than 30% of votes for electing directors? (Include shares held by a trustee on your behalf, but not shares you hold by way of security.)

no yes

If yes, please list the following information below & continue on a separate sheet as necessary:

- the name of each corporation and all of its subsidiaries
- in general terms, the type of business the corporation and its subsidiaries normally conduct
- a description and address of land in which the corporation, its subsidiaries or a trustee acting for the corporation, own an interest, or have an agreement entitling any of them to acquire an interest
- a list of creditors of the corporation, including its subsidiaries. You need not include debts of less than \$5,000 payable in 90 days
- a list of any other corporations in which the corporation, including its subsidiaries or trustees acting for them, holds one or more shares.

_____ *signature of person making disclosure*

_____ *date*

Where to send this completed disclosure form:

Local government officials:

... **to your local chief election officer**

- with your nomination papers, and

... **to the officer responsible for corporate administration**

- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

School board trustees/ Francophone Education Authority directors:

... **to the secretary treasurer or chief executive officer of the authority**

- with your nomination papers, and
- between the 1st and 15th of January of each year you hold office, and
- by the 15th of the month after you leave office

Nominees for provincial office:

- with your nomination papers. If elected you will be advised of further disclosure requirements under the *Members' Conflict of Interest Act*

Designated Employees:

... **to the appropriate disclosure clerk (local government officer responsible for corporate administration, secretary treasurer, or Clerk of the Legislative Assembly)**

- by the 15th of the month you become a designated employee, and
- between the 1st and 15th of January of each year you are employed, and
- by the 15th of the month after you leave your position

Print Form

Clear Form



**Board of Trustees
2018 Appointment Form
Alternate**

The _____ has appointed _____ as *Alternate* on the
Municipality/ Regional District *name and title*
Vancouver Island Regional Library Board for the year 2018. The term of the appointment is January 1 –
December 31, 2018. This appointment will continue until a successor is appointed, as provided under
Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section
18(4) of the Library Act.

Representative's Information

Home Address: _____
City: _____ Postal Code: _____

Courier Address: _____
 check if same as above _____
City: _____ Postal Code: _____

Email (please check preferred email address)

Home: _____ Municipal: _____
 Other: _____

Phone (please check preferred contact number)

Home: _____ Mobile: _____
 Other: _____

Birthdate (required for insurance purposes)

Day: _____ Month: _____ Year: _____

Staff Contact

Name: _____ Position: _____
Telephone: _____ Email: _____

Signature *Date*

Please attach a certified copy of the resolution.

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. Hoping for more submissions Grant Writer to look for opportunities Contacted Amber Bellis & Ruth Bellamy to inspect weight room.
A31	03-04-2017	Health Clinic Ventilation	Administration	RFP Being put out. Received bids.
A32	18-03-2017	Health Clinic - water in crawl space	Public Works	October 27 - crawl space had some water. PW determined how water was getting into clinic. Water is from poor exterior drainage and opening.
A33	18-03-2017	Health Clinic - replace flooring	Administration	RFP to be put out once clinic industrial flooring description received by AMS.
A34	04-07-2017	Community Park - block access	Public Works Councillor O'Brien Anderson	Have access to soccer fields blocked with logs for temporary solution
A35	04-07-2017	Community Park - gates and/or fencing	Public Works	Permanent gate and/or fencing to protect soccer field
A36	08-08-2017	Sunset Park Mgmt. Plan	Council	Review recently adopted Management plan in Nov/Dec 2017 and again in Nov/Dec 2018.
A-37	06-11-2017	NCLGA Resolutions	Council	Submit Resolutions to NCLGA prior to February 2018 UBCM 2018 - Whistler location
A-38	06-11-2017	Cell Phone Issue w/ regards to Cell phone Coverage	Administration	Follow Up wth Minister Simms
A-39	06-11-2017	Asset management	Administration	Follow up with past public work employees to ask for historic asset locations, etc.