

VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY NOVEMBER 9, 2022, at 7:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



- Present
- (1) OATH OF OFFICE**
 - a) Mayor Kevin Cameron
 - b) Councillor Holly Aldis
 - c) Councillor Russell Murray
 - d) Councillor David Stewart
 - e) Councillor Sean Watson

 - (2) CALL TO ORDER**

We are privileged to acknowledge that this meeting is being held on the traditional territory of the Quatsino First Nations.

 - (3) ADOPTION OF AGENDA:**

THAT the Agenda for the Meeting of the Village of Port Alice for November 9, 2022, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information.

 - (4) DELEGATIONS: N\A**

 - Pg 3-4 **(5) MINUTES:**
 - a.) *THAT the Minutes from the Regular Meeting of October 26, 2022, be approved*

 - Pg 5 **(6) COMMUNICATIONS:**
 - a.) Letter of Congratulations
November 1, 2022, Letter from Western Forest Products CEO, Steven Hofer

 - Pg 7-8 b.) Appointment to the 2023 Vancouver Island Regional Library Board
October 18, 2022, Letter from Vancouver Island Regional Library EX Director, Ben Hyman

 - Pg 9-10 **(7) REPORTS:**
 - a.) Committee and Board Appointments
November 1, 2022, Report from Mayor Kevin Cameron

 - Pg 11 b.) Signing Authority for CIBC
November 1, 2022, Report from Bonnie Danyk, CAO/CFO

 - Pg 13 c.) Procedure Bylaw
November 1, 2022, Report from Bonnie Danyk, CAO/CFO

 - Pg 15 d.) 2023 Regular Council Meeting Dates

 - (8) BYLAWS:**

 - (9) QUESTION PERIOD:**

 - (10) ADJOURNMENT:**

THAT the meeting of the Village of Port Alice Council held November 9, 2022, be adjourned

VILLAGE OF PORT ALICE
COUNCIL MEETING AGENDA
TO BE HELD WEDNESDAY NOVEMBER 9, 2022, at 7:00 pm
AT COUNCIL CHAMBERS, VILLAGE OFFICE



INFORMATION ITEMS

1. October 31, 2022, Letter from Honourable Mitzi Dean, Minister of Children and Family re Adoption Awareness Month

VILLAGE OF PORT ALICE COUNCIL
REGULAR MEETING MINUTES
WEDNESDAY OCTOBER 26, 2022
AT COUNCIL CHAMBERS, VILLAGE OFFICE



Present Mayor Kevin Cameron
Councillor Angela Yunker
Councillor Sean Watson
Councillor Bruce Lloyd

Absent Councillor Holly Aldis

Staff Bonnie Danyk CAO / CFO
Tanya Spafford, Administrative Assistant

ADOPTION OF AGENDA:
Moved, Seconded and CARRIED

94/22
Adoption of
Agenda

THAT the Agenda for the Meeting of the Village of Port Alice for October 26, 2022, be approved; AND THAT all delegations, reports, correspondence, and other information set to the agenda be received for information, with the addition of the corrected May 27th minutes for approval.

DELEGATION: RCMP Sergeant Andrew Phillips – Quarterly Report

MINUTES:
Moved, Seconded and CARRIED

95/22
Minutes of
October 12,
2022

*THAT the Minutes from the Regular Meeting of October 12, 2022, be approved.
THAT the Minutes from the Regular Meeting of May 11th, 2022, be approved.*

COMMUNICATIONS:
New online course to support responsible conduct
October 20, 2022, Letter from Municipal Affairs, UBCM, and LGMA

NEW BUSINESS:
Motion brought forward from October 12, 2022, Closed Meeting

THAT Robert Bruce Moores be awarded the Emergency Coordinator Contract for one year ending September 30, 2023.

REPORTS:
Report Regarding 2022 Election
October 20, 2022, report from Bonnie Danyk, Chief Election Officer

BYLAWS:

QUESTION PERIOD:

ADJOURNMENT:

Moved, Seconded and CARRIED

96/22
Adjournment

THAT the Regular meeting of the Village of Port Alice held October 26, 2022, be adjourned at 7:28 pm

I hereby certify the preceding to be a true and correct account of the Regular meeting of the Village of Port Alice Council held October 26, 2022.

Mayor

Chief Administrative Officer

November 1, 2022

Village of Port Alice
Box 130
Port Alice, BC
V0N 2N0

Dear Mayor Cameron,

On behalf of Western Forest Products, I want to offer my congratulations on your re-election as mayor of Port Alice. Municipal leaders are essential in representing their communities and policies that work for people and Vancouver Island's economy. Being a key partner in that work is a priority for Western.

Western is committed to working with government at all levels to build a stable and prosperous coastal forest sector where everyone benefits. We look forward to sharing information on the partnerships we are building and the investments we are making to support that vision, and to working with you and your council on shared priorities.

I am new in my role here as CEO, and I look forward to meeting with you soon to discuss how we can work together. In the meantime, should any questions or concerns arise, please don't hesitate to reach out to me or a local Western representative.

Sincerely,



Steven Hofer
President and Chief Executive Officer
Western Forest Products



October 18, 2022

Mayor Kevin Cameron
Village of Port Alice
PO Box 130, 1061 Marine Drive
Port Alice, BC V0N 2N0
Original sent: mayor@portalice.ca

Dear Mayor Cameron,

Re: Appointment to the 2023 Vancouver Island Regional Library Board

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

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

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

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

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

Please submit for both your appointed Trustee and Alternate:

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

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

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

Sincerely,

Ben Hyman
Executive Director

cc: Bonnie Danyk, CAO, Village of Port Alice
Tanya Spalford, Administrator, Village of Port Alice

Strong Libraries • Strong Communities

Bella Coda Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Galiano
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Westport
Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Quesnel
Charlton Sandspit Seaward Sidney/North Saanich Soletuin Sooke South Cowichan Tahsis Toino Uchale Ucluelet West

2023 Meeting Schedule

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

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

2023 Acting Mayor Appointments - RESOLUTION REQUIRED

According to Council Procedure Bylaw No. 595, each December, Council must designate Councillors to serve as Acting Mayor in the Mayor's absence.

Draft Resolution:

WHEREAS Council must, by resolution, appoint members to serve as Acting Mayor;

AND WHEREAS such Acting Mayor has, during the absence or illness or other disability of the Mayor, all powers and is subject to the same rules as the Mayor, and shall chair meetings of Council;

THEREFORE BE IT RESOLVED THAT the Acting Mayor position shall be served by:

Councillor _____ for the term January 2023 – March 2023;

Councillor _____ for the term April 2023– June 2023;

Councillor _____ for the term July 2023 – September 2023;

Councillor _____ for the term October 2023 – December 2023.

Respectively submitted,

Kevin Cameron

Mayor Kevin Cameron



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor & Council
From: Bonnie Danyk CAO / CFO
Date: November 1, 2022
Subject: Signing Authority for CIBC

CIBC requires a Certified Resolution from the Village of Port Alice to update the signing authorities on our bank account.

The Administrative Assistant, Tanya Spafford is on the list as a signing authority so that she can perform the following functions:

- Direct Deposit for Payroll
- Bank Deposits
- Process Utility and Tax payments made through online banking
- Process email transfer payments.
- Enquiries regarding cheques or stop payments on cheques.

RECOMMENDATION:

WHEREAS the Council of the Village of Port Alice must approve and execute a signing authority with the CIBC for the members of Council, Chief Administrative Officer, Financial Officer and Administrative Assistant;

BE IT FURTHER RESOLVED THAT the following persons have signing authority for the Village of Port Alice:

- Kevin Cameron, Mayor
- Holly Aldis, Councillor
- Russell Murray, Councillor
- David Stewart, Councillor
- Sean Watson, Councillor
- Bonnie Danyk, CAO / CFO
- Tanya Spafford, Administrative Assistant

Respectfully submitted,

Bonnie Danyk
CAO / CFO



VILLAGE OF PORT ALICE REPORT TO COUNCIL

To: Mayor & Council
From: Bonnie Danyk CAO
Date: November 1, 2022
Subject: Procedure Bylaw

Mayor Cameron would like to change the Council meeting start time to 6:00 pm. In order to change the time, the Procedure Bylaw will need to be amended.

The Procedure Bylaw is what governs the meetings of Council. The process to amend the Bylaw consists of first reading, public notice of the amendments as per Section 94 of the Community Charter (two consecutive notices in a weekly newspaper), second and third reading and then final reading.

If Council agrees to change the meeting time and proceed with the Bylaw amendment there are a few other sections I would like to update. These include updating the language regarding the Inaugural Meeting, removing the sections limiting attendance at meetings by electronic means to two meetings, changing the time for submissions to Council Agendas from 5:00 pm to 4:30, and changing the order of proceedings to have In-Camera meetings before the Regular Council meeting rather than at the end.

Respectfully submitted,

Bonnie Danyk
CAO / CFO



VILLAGE OF PORT ALICE
Public Notice

Regular Council Meeting Dates

In accordance with Section 127 of the Community Charter, the following is the schedule for the Regular Meetings of Council for the Village of Port Alice for 2023. The Regular Council Meetings are held at 7:00 pm in the Village of Port Alice Council Chambers at 1061 Marine Drive, Port Alice, BC.

| | |
|-------------------|--------------------|
| January 11, 2023 | June 14, 2023 |
| January 25, 2023 | June 28, 2023 |
| February 8, 2023 | July 12, 2023 |
| February 22, 2023 | August 9, 2023 |
| March 8, 2023 | September 13, 2023 |
| March 22, 2023 | October 11, 2023 |
| April 12, 2023 | October 25, 2023 |
| April 26, 2023 | November 8, 2023 |
| May 10, 2023 | November 22, 2023 |
| May 24, 2023 | December 13, 2023 |

Bonnie Danyk
Chief Administrative Officer



INFORMATION ITEMS

Tanya

From: MCF Info MCF:EX <MCF.Info@gov.bc.ca>
Sent: Monday, October 31, 2022 10:29 AM
To: XT:PortAlice, Village ENV:IN
Subject: Letter from the Honourable Mitzi Dean, Minister of Children and Family Development

VIA E-MAIL

Ref: 273526

Mayor and Council
Village of Port Alice
E-mail: info@portalice.ca

Dear Mayor and Council:

As Minister of Children and Family Development, I am honoured to declare that November will once again be recognized as Adoption Awareness Month.

This month is about raising awareness for adoption and permanency in British Columbia and celebrating the families that provide children and youth with love and support as permanent members of their family. Adoptive families make a difference in the lives of children and youth by providing care, guidance, and a sense of belonging. They offer a welcoming stability, ensuring children and youth have the foundation they need to build the lives they dream of, while recognizing the importance of staying connected to their community and culture.

November is also about recognizing that there are children who are still waiting for permanent families. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

There are many online resources and support services that can help families who are considering adoption in British Columbia.

- * The Ways to Adopt in British Columbia Web site<<https://alpha.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child>> provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country.
- * Adopt BC Kids<<https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/adoptions/how-to-adopt-a-child/adopt-from-foster-care/adoption-process>> is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application.
- * The Adoptive Families Association of British Columbia<<https://www.bcadoption.com/>> provides information and support services for families who wish to adopt now or in the future.

I encourage you to share these resources with your community members who are interested in becoming an adoptive or permanent family.

Please join me in celebrating November as Adoption Awareness Month to recognize all the families that have provided children and youth with the care, compassion, and the unselfish commitment of a permanent home, and to all those who may do so in the future. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean
Minister

Sent on behalf of the Minister by:

[Text Description automatically generated]

This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: MCF.Info@gov.bc.ca<mailto:MCF.Info@gov.bc.ca>.

