



## City of PARKSVILLE

PO Box 1390, 100 E. Jensen Avenue, Parksville, BC V9P 2H3  
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### **INAUGURAL COUNCIL MEETING AGENDA**

**MONDAY, DECEMBER 8, 2008 – 6:00 P.M.**

#### **OATHS OF OFFICE**

Mayor-Elect E. F. Mayne  
Councillor-Elect C. R. Burger  
Councillor-Elect A. R. Greir  
Councillor-Elect M. Lefebvre  
Councillor-Elect T. C. Patterson  
Councillor-Elect S. E. Powell  
Councillor-Elect C. J. Powell-Davidson

1. **CALL TO ORDER**

2. **ADOPTION OF MINUTES**

a) of the regular meeting of Council held December 1, 2008 – Pages 1 to 3

***Recommendation: THAT the minutes of the regular meeting of Council held December 1, 2008 be adopted.***

3. **APPROVAL OF AGENDA**

4. **INAUGURAL ADDRESS – Mayor Mayne**

5. **APPOINTMENT OF ACTING MAYOR**

**THAT** Councillor C. R. Burger be appointed Acting Mayor for the period December 8, 2008 to June 7, 2009 inclusive;

**AND THAT** Councillor T. C. Patterson be appointed Acting Mayor for the period June 8, 2009 to December 6, 2009 inclusive;

**AND THAT** Councillor S. E. Powell be appointed Acting Mayor for the period December 7, 2009 to June 6, 2010 inclusive

**AND THAT** Councillor M. Lefebvre be appointed Acting Mayor for the period June 7, 2010 to December 5, 2010 inclusive;

**AND THAT** Councillor A. R. Greir be appointed Acting Mayor for the period December 6, 2010 to June 5, 2011 inclusive;

**AND THAT** Councillor C. J. Powell-Davidson be appointed Acting Mayor for the period June 6, 2011 to December 4, 2011 inclusive.

**6. COUNCIL PORTFOLIOS**

- a) **THAT** Mayor E. F. Mayne and Councillor C. R. Burger be appointed to the Audit Committee for the period December 8, 2008 to December 7, 2009 inclusive.
- b) **THAT** Councillor T. C. Patterson be appointed to Corporate Services portfolio for the period December 8, 2008 to December 7, 2009 inclusive.
- c) **THAT** Councillor A. R. Greir be appointed to Engineering & Public Works portfolio for the period December 8, 2008 to December 7, 2009 inclusive.
- d) **THAT** Councillor M. Lefebvre be appointed to Planning & Development Services portfolio for the period December 8, 2008 to December 7, 2009 inclusive.
- e) **THAT** Councillor S. E. Powell be appointed to Protective Services portfolio for the period December 8, 2008 to December 7, 2009 inclusive.

**7. APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (VOTING)**

**THAT** the following Council voting appointments be made to Boards, Commissions and Associations for the period of December 8, 2008 to December 7, 2009 inclusive:

- a) **THAT** Councillor M. Lefebvre be appointed to the Arrowsmith Water Service Management Committee.
- b) **THAT** Councillor T. C. Patterson be appointed to the District #69 Recreation Commission.
- c) **THAT** Mayor E. F. Mayne be appointed to the Municipal Insurance Association.
- d) **THAT** Mayor E. F. Mayne be appointed to the Regional District of Nanaimo Board of Directors;  
**AND THAT** Councillor C. R. Burger be appointed alternate.
- e) **THAT** Councillor S. E. Powell be appointed to the Vancouver Island Regional Library Board;  
**AND THAT** Councillor C. J. Powell-Davidson be appointed alternate.

**8. APPOINTMENTS TO BOARDS, COMMISSIONS & ASSOCIATIONS (LIAISONS)**

**THAT** the following Council liaison appointments be made to Boards, Commissions and Associations for the period December 8, 2008 to December 7, 2009 inclusive;

**AND THAT** the role of liaison be to facilitate cooperation and communications between the City and the Boards, Commissions and Associations:

- a) **THAT** Councillor A. R. Greir be appointed to the Oceanside Development and Construction Association.
- b) **THAT** Mayor E. F. Mayne be appointed to the Oceanside Tourism Association.
- c) **THAT** Councillor C. R. Burger be appointed to the Parksville & District Chamber of Commerce.

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Inaugural Council Agenda cont'd.

- d) **THAT** Councillor C. J. Powell-Davidson be appointed to the Parksville Beach Festival Society.
- e) **THAT** Councillor T. C. Patterson be appointed to the Parksville Community and Conference Centre Society.
- f) **THAT** Councillor C. R. Burger be appointed to the Communities in Bloom Committee.
- g) **THAT** Councillor M. Lefebvre be appointed to the Island Corridor Foundation.

9. **PARCEL TAX REVIEW PANEL**

**THAT** Mayor E. F. Mayne and Councillors C. R. Burger, A. R. Greir, M. Lefebvre, T. C. Patterson, S. E. Powell, and C. J. Powell-Davidson be appointed to the 2009 Parcel Tax Roll Review Panel.

10. **2009 MEETING DATES**

- a) Director of Administrative Services - 2009 Meeting Dates - Pages 4 to 6  
*Under the provisions of the Community Charter once a year a meeting schedule must be made available to the public. Council Procedure Bylaw No. 1386 requires that this be done prior to January 1.*

***Recommendation: THAT the Committee of the Whole meetings scheduled for June 8, 2009, September 28, 2009 and December 30, 2009 be cancelled;  
AND THAT the Council meeting scheduled for Monday, January 5, 2009 be cancelled.***

11. **INVITATION**

All guests in attendance are welcome to join members of Council for light refreshments

12. **ADJOURNMENT**

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# TO BE ADOPTED

CITY OF PARKSVILLE

4556  
December 1, 2008

Minutes of the regular meeting of Council held in the Civic and Technology Centre, 100 E. Jensen Avenue, Parksville, BC, on Monday, December 1, 2008 at 6:00 p.m.

**PRESENT:** Her Worship Mayor S. R. Herle

Councillors: C. R. Burger  
M. Lefebvre  
T. Patterson  
S. Powell  
C. Robinson

Staff: F. Manson, Chief Administrative Officer  
L. Taylor, Director of Administrative Services  
D. Banks, Fire Chief

1. **ADOPTION OF MINUTES**

Lefebvre - Powell  
08-335 THAT the minutes of the regular meeting of Council held November 17, 2008 be adopted. CARRIED.

2. **APPROVAL OF AGENDA**

Powell - Burger  
08-336 THAT the December 1, 2008 Council meeting agenda be approved. CARRIED.

3. **PRESENTATIONS** - Nil

4. **DELEGATIONS** - Nil

5. **UNFINISHED BUSINESS** - Nil

6. **CORRESPONDENCE** - Nil

7. **DISCUSSION RELATED TO DELEGATIONS OR CORRESPONDENCE** - Nil

8. **REPORTS**

a) **Director of Administrative Services - 2008 Local Election Results**

Lefebvre - Patterson  
08-337 THAT the Determination of Election Results and the Declaration of Official Election Results by the Chief Election Officer for the 2008 General Local Elections, be received. CARRIED.

b) **Director of Administrative Services - Lease Agreement Renewal with Parkville and District Historical Society**

Powell - Lefebvre  
08-338 THAT the report dated November 20, 2008 from the Director of Administrative Services regarding the Parkville & District Historical Society Lease, be received; AND THAT the Mayor and Director of Administrative Services be authorized to execute the Lease Agreement, on behalf of the City, with Parkville & District Historical Society for the property located at 1245 East Island Highway, Lot 8, Block 564, Nanoose District, Plan 33339, except Part in Plan VIP60816 and VIP62488 (PID 000-234-907) for the period December 18, 2008 to and including December 17, 2013 with an option to renew for a further term. CARRIED.

c) **Director of Administrative Services - Amendment to City of Parkville Dog Licence and Pound Bylaw**

Burger - Powell  
08-339 THAT the report dated November 25, 2008 from the Director of Administrative Services entitled "Amendment to City of Parkville Dog Licence and Pound Bylaw " be received for information. AND THAT the "City of Parkville Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.2" be advanced to Council for reading consideration. CARRIED.

9. **BYLAWS**

a) **"Development Application Procedures and Fees Amendment Bylaw, 2008, No. 1422.2"**

*Amendment to change the time limit that is required for amending (zoning) bylaws to be finalized after third reading has been granted from 12 months to 2 years*

Powell - Lefebvre  
08-340 THAT "Development Application Procedures and Fees Amendment Bylaw, 2008, No. 1422.2" be adopted. CARRIED.

b) **"Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.2"**

*An amendment to the Dog Licence and Pound Bylaw is required to address the use of volunteer dog teams to control wild birds and to provide for "off leash areas" as currently the bylaw has a complete prohibition on dogs at large within the municipality.*

Burger - Powell  
08-341 THAT "Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.2" be read a first time. CARRIED.

Burger - Powell  
08-342 THAT "Dog Licence and Pound Amendment Bylaw, 2008, No. 1284.2" be read a second and third time. CARRIED.

10. **NEW BUSINESS** - Nil

11. **NOTICE OF MOTION**

**12. SPECIAL BUSINESS**

On behalf of the City Mayor Herle presented Councillor Robinson with a gift to recognize his three years on Council.

On behalf of the City, Councillor Lefebvre presented Mayor Herle with flowers and a gift to recognize her three years as a Councillor and three years as Mayor. Members of Council thanked Councillor Robinson for his work and Mayor Herle for her leadership, service and integrity that she gave to the City.

**13. ADJOURNMENT**

It was moved by Councillor Robinson and seconded by Councillor Lefebvre that the meeting adjourn. CARRIED.

The meeting adjourned at 6:20 p.m.

Certified Correct.

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Mayor



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Director of Administrative Services

## REPORT TO COUNCIL

December 1, 2008

**MEMO TO: FRED MANSON, CHIEF ADMINISTRATIVE OFFICER**

**FROM: LAURIE TAYLOR, DIRECTOR OF ADMINISTRATIVE SERVICES**

**SUBJECT: 2009 MEETING DATES**

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### ISSUE:

Council and Committee of the Whole meeting dates for 2009

### EXECUTIVE SUMMARY

Under the provisions of the Community Charter once a year a meeting schedule must be made available to the public. Council Procedure Bylaw No. 1386 requires that this be done prior to January 1.

### REFERENCES:

*Community Charter s. 127*  
*Council Procedure Bylaw No. 1386*

### BACKGROUND:

Under the provisions of the *Community Charter* the council meeting schedule for the upcoming year must be available to the public prior to January 1<sup>st</sup>. To satisfy the publication requirement the schedule must be published at least once a year in a weekly newspaper for two consecutive weeks. This publication is done in December of each year. As well the notice is placed on the City's website and posted in the PCTC.

The City's Council Procedure Bylaw sets the Council meetings as the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month at 6:00 p.m. except if a meeting falls on a statutory holiday then it is held on the Wednesday of the same week. Committee of the Whole meetings are scheduled to be held the 2<sup>nd</sup> and 4<sup>th</sup> Mondays starting at 6:00 p.m. with the same exception regarding a meeting falling on a statutory holiday.

When looking at the schedule of Council and Committee of the Whole meetings for 2009 there are some operational and statutory requirements and convention dates that will impact the normal schedule.

1. FCM Convention – June 5 to 8, 2009 - COTW
2. UBCM Convention – September 28 to October 2, 2009 (majority of council attends this convention, so there will not be a quorum) - COTW
3. COTW – December 30, 2009
4. Council Meeting – January 5, 2009

This year the FCM convention is held in Whistler, so there may be a possibility of more than the usual council contingent of the Mayor plus one attending the convention. Should that happen there may not be a quorum to hold the COTW meeting on June 8.

The UBCM convention is being held in Vancouver and traditionally the majority of Council attends this function. In this case there would not be a quorum to hold the COTW meeting on September 28.

The final COTW meeting for 2009 would normally be held December 28. However that date is a statutory holiday so the meeting is scheduled for December 30. This falls in the middle of the traditional holiday season and it may be difficult to get a quorum.

While technically the cancelling of COTW meetings does not need to be done by Council resolution, doing so raises the public awareness of the meeting dates.

The final meeting under consideration is the first Council meeting of the year scheduled for January 5, 2009. Reports forwarded to this meeting will come from the December 22, 2008 COTW and at this point there is little scheduled for that COTW meeting. Further, the week of January 5 is the start of a number of orientation sessions for Council that will be quite time consuming.

Attached is a list of meeting dates proposed for 2009

**RECOMMENDATION:**

THAT the Committee of the Whole meetings scheduled for June 8, 2009, September 28, 2009 and December 30, 2009 be cancelled;

AND THAT the Council meeting scheduled for Monday, January 5, 2009 be cancelled.

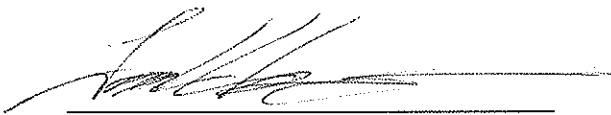
Respectfully submitted,



**LAURIE TAYLOR**

Director of Administrative Services

**CHIEF ADMINISTRATIVE OFFICER COMMENTS**



**FRED C. MANSON, CGA**

Chief Administrative Officer



## 2009 MEETING DATES

All meetings start at 6:00 p.m.

All meetings held in the Forum at the Parksville Civic & Technology Centre, 100 E. Jensen Avenue, Parksville, BC

**COUNCIL MEETINGS**

Monday, January 19, 2009  
Monday, February 2, 2009  
Monday, February 16, 2009  
Monday, March 2, 2009  
Monday, March 16, 2009  
Monday, April 6, 2009  
Monday, April 20, 2009  
Monday, May 4, 2009  
Wednesday, May 20, 2009  
Monday, June 1, 2009  
Monday, June 15, 2009  
Monday, July 6, 2009  
Monday, July 20, 2009  
Wednesday, August 5, 2009  
Monday, August 17, 2009  
Wednesday, September 9, 2009  
Monday, September 21, 2009  
Monday, October 5, 2009  
Monday, October 19, 2009  
Monday, November 2, 2009  
Monday, November 16, 2009  
Monday, December 7, 2009  
Monday, December 21, 2009

**COMMITTEE OF THE WHOLE MEETINGS**

Monday, January 12, 2009  
Monday, January 26, 2009  
Monday, February 9, 2009  
Monday, February 23, 2009  
Monday, March 9, 2009  
Monday, March 23, 2009  
Wednesday, April 15, 2009  
Monday, April 27, 2009  
Monday, May 11, 2009  
Monday, May 25, 2009  
Monday, June 22, 2009  
Monday, July 13, 2009  
Monday, July 27, 2009  
Monday, August 10, 2009  
Monday, August 24, 2009  
Monday, September 14, 2009  
Wednesday, October 14, 2009  
Monday, October 26, 2009  
Monday, November 9, 2009  
Monday, November 23, 2009  
Monday, December 14, 2009