



THE CORPORATION OF THE VILLAGE OF MCBRIDE

REGULAR MEETING AGENDA

April 11, 2017

REGULAR MEETING CALLED TO ORDER at ____ P.M. by Mayor Lorraine Martin

ORDER OF BUSINESS:

1st INTRODUCTION OF LATE ITEMS, if any:

2nd APPROVAL OF AGENDA:

Motion that the Agenda is approved as submitted or amended.

3rd READING AND APPROVING OF THE MINUTES:

Motion that the Minutes of the March 28, 2017 Regular Council Meeting be adopted as presented or amended.

Motion that the Minutes of the April 2, 2017 Special Council Meeting be adopted as presented or amended

Motion that the Minutes of the April 6, 2017 Special Council Meeting be adopted as presented or amended

4th PETITIONS AND DELEGATIONS:

- a) University of Northern British Columbia - Dr. Darwyn Coxson, Ecosystem Science and Management Program, UNBC with a presentation on the Ancient Cedar Forest
- b) Elks and Royal Purple – Kathy Molendyck, Baseball field upgrades to fences and bleachers

5th QUESTIONS FROM THE PUBLIC AND PRESS - *pertaining to items on the agenda only. Members of the public may speak one time only for a maximum of 3 minutes.*

6th UNFINISHED BUSINESS:

- a) Council Procedure Bylaw 759,2015 (Consolidated)
Comments: Consolidated Council Procedure Bylaw 759,2015 provided for discussion regarding changes
- b) Northern Development Initiative Trust Grants – Posting for the Community Economic Development Coordinator position
Motion that the Council of the Village of McBride receive Administrations report on the Community Economic Development Coordinator (CEDC) position
- c) Civic Info BC – Federal Gas Tax Strategic Priorities Fund
Comments: Administration awaits Radloff's confirmation of, and discussions concerning shelf ready projects to rehabilitate the storm sewers on 4th & 5th Avenue
- d) Board of Variance Bylaw No. 758, 2015

Comments: Administration is reviewing and correcting any errors, as well as editing for clarity the Board of Variance Bylaw and will send for professional review before presenting to Council.

e) 211 Main Street

Comments: Please find attached draft Encroachment Agreement (License to Occupy) for Council approval

Motion to approve the Encroachment Agreement between John Peterson and the Village of McBride

f) Enerfficiency Consulting feasibility study – McBride Maintenance Building Study of Alternative Heat and Energy Sources.

Comments: Presented for discussion and next steps of the study entitled *McBride Maintenance Building Study of Alternative Heat and Energy Sources*

7th

REPORTS:

- A) **Councillors** Green written report
 Thompson written report
- B) **Mayoral** Mayoral written report
 BKB Cedar Mill Fire written report
- C) **Administration** April 25, 2017
- D) **Finance** Reporting focus on Budget and Five Year Finance Plan
- E) **Public Works** Boil Water Notice Report
 Report to Agenda Item 4 (b) Elks and Royal Purple Delegation

Motion to receive reports for information only

8th

CORRESPONDENCE:

A) REQUIRING ACTION

- a) Eileen McDonald, Robson Valley Chapter of the Backcountry Horseman Society of BC – Requesting a letter of support to seeking grant opportunities for a feasibility study.

Motion send a letter of support to seeking grant opportunities for a feasibility study for the Robson Valley Backcountry Horseman trail development.

B) INFORMATION ONLY – *In binder on back side table for meeting, at reception thereafter.*

- a) Community Futures, Beyond the Market April Newsletter

C) OUTGOING

- a) J. Peterson, Yellowhead Realty – Request for cost share breakdown regarding removal and replacement of sidewalk in front of 211 Main

9th

BYLAWS/PERMITS/POLICIES: None

10th

NEW BUSINESS:

- a) Regional District Fraser Fort George Invoice for By-Election
Motion that the Regional District of Fraser Fort George By-Election Invoice #9990 in the amount of \$13,316.08 be paid in full
- b) McBride Elks and Royal Purple application to hold a Beer Garden June 3, 2017 from 11:00 AM to 9:00 PM and June 4, 2017 from 11:00 AM to 8:00 PM

Motion that the McBride Elks and Royal Purple application to hold a Beer Garden June 3, 2017 from 11:00 AM to 9:00 PM and June 4, 2017 from 11:00 AM to 8:00 PM be approved.

11th

IN CAMERA:

Motion that under Section 90 (1) (c) of the Community Charter (c) labour relations or other employee relations the Council of the Village of McBride go to an In Camera meeting

12th

ADJOURNMENT

Motion to adjourn by Councillor _____ at _____ PM



THE CORPORATION OF THE VILLAGE OF MCBRIDE

MINUTES OF REGULAR MEETING

March 28, 2017

REGULAR MEETING CALLED TO ORDER at 7:00 p.m. by Mayor Lorraine Martin

THOSE PRESENT

Mayor Lorraine Martin
Councillor Harold Edwards
Councillor Lucille Green
Councillor Rosemary Hruby
Councillor Rick Thompson

REGRETS

Chief Administrative Officer Kelley Williams

ACTING CAO

Finance Officer Claudia Frost

MINUTE TAKER

Municipal Advisor Isabell Hadford

MEMBERS OF PUBLIC AND PRESS

19 + 2 RCMP Officers + Municipal Advisor Isabell Hadford

ORDER OF BUSINESS:

1st INTRODUCTION OF LATE ITEMS: None

2nd APPROVAL OF AGENDA:

Moved that Sections 6(a) and 6(b) of the Agenda be amended to change the dates from "December 19, 2017" to "December 19, 2016", and that the agenda be approved as amended.

Hruby/Green

CARRIED

RES: #010328.17

3rd READING AND APPROVING OF THE MINUTES:

Moved that the Minutes of the March 14, 2017 Regular Council Meeting be amended as follows: Under UNFINISHED BUSINESS:

Item 6(a) 1st line under "Discussion" – change word "forwarding" to read "forward"; and
Item 6(b) 4th line under "Discussion" – change wording "Report to Council in closed meeting March 14, 2017." to read "Report to Council in meeting of March 14, 2017."
and that the minutes be adopted as amended.

Green/Thompson

CARRIED

RES: #020328.17

Moved that the Minutes of the March 21, 2017 Inaugural Meeting be amended as follows:

- (a) Under **MEMBERS PRESENT** add: "Councillor-Elect Harold Edwards, Councillor-Elect Lucille Green, and Councillor-Elect Rosemary Hruby";
- (b) Change spelling of "*Acclimation*" to read "*Acclamation*" throughout the document;
- (c) Under 4th **Acting Mayor Appointments**: add text to read "Mayor Martin appointed alphabetically as follows allowing for *the three new* Council members to have equal time and opportunity serving in the position of Acting Mayor:
 - Councillor Edwards shall serve as Acting Mayor from *March 21, 2017 to September 30, 2017*;
 - Councillor Green shall serve as Acting Mayor from *October 1, 2017 to April 11, 2018*; and
 - Councillor Hruby shall serve as Acting Mayor from *April 12, 2018 to October 20, 2018.*"

and that the minutes be adopted as amended.

Hruby/Edwards

CARRIED

RES: #030328.17

(Notes to resolution: Section 52 of the *Local Government Act* indicates that the next civic election will be "*held on the 3rd Saturday in October*" (October 20, 2018). The above dates were calculated based on 578 days between March 22, 2017 and October 20, 2018 with Mayoral Appointments equal to 193 days for Councillors Edwards and Green, and 192 days for Councillor Hruby.)

4th **PETITIONS AND DELEGATIONS:**

Mr. J. Peterson – appeared before Council to request permission from Council for permission to encroach into the air space above his building at 211 Main Street. He is also looking forward to the façade being completed, as it will improve the look of the building. He felt that "*when the public sees the new façade, they will like it as it will be very nice*".

5th **QUESTIONS FROM THE PUBLIC AND PRESS** - There were no questions asked by people in the gallery.

6th **UNFINISHED BUSINESS:**

- (a) Human Resource Standing Committee (HRSC) Terms of Reference – Final Draft (RES: MS0024 December 19, 2017)

Moved that the Council of the Village of McBride adopt the Human Resource Standing Committee (HRSC) Terms of Reference.

Green/Edwards **OPPOSED: Councillors Green, Hruby, and Thompson**

FAILED

RES: #040328.17

- (b) BikeBC Grant - (RES: MS0025 December 19, 2017)
CAO Comments: The BikeBC Grant cycle is now closed.

- (c) Northern Development Initiative Trust Grants – Posting for the Community Economic Development Coordinator position (RES: #030124.17 January 24, 2017)
Moved that the CAO be directed to advertise for and post the position of Community Economic Development Coordinator (CEDC).
Green/Hruby No vote on this resolution.
RES: #050328.17

Moved that voting on RES #05328.17 be postponed until the next Regular Council meeting to allow Administration to report on whether there is a job description for the Community Economic Development Coordinator position, whether it is a full time or part time position, whether it is a Union position, how the position is funded, and how it will be funded for a full year and into the future.

Edwards/Green

CARRIED

RES: #060328.17

- (d) Canada 150 BC Communities in Bloom – BC Communities in Bloom participation (RES: #030228.17 February 28, 2017)
Moved that the Council of the Village of McBride receive Administration report on the Canada 150 BC Communities in Bloom.
Thompson/Hruby
CARRIED
RES: #070328.17

Moved that Council participate in the 2017 BC Communities in Bloom Program for an estimated cost of \$6,300.

Edwards/Hruby OPPOSED All members of Council

FAILED

RES: #080328.17

Council members felt the money would be better spent on a local program already in place.

- (e) Civic Info BC – Federal Gas Tax Strategic Priorities Fund
Moved that the Council of the Village of McBride receive the report from Administration regarding the Federal Gas Tax Strategic Priorities Fund.
Hruby/Thompson
CARRIED
RES: #090328.17

Moved that Administration review with Radloff Engineering a shelf-ready project to rehabilitate the storm sewers on 4th & 5th Avenue, as to the readiness of the project and estimated cost to bring the project up to date for possible funding under the 2017 Federal Gas Tax Strategic Priorities Fund, and to bring forward a report to the April 11, 2017 Regular Council meeting.

Thompson/Hruby

CARRIED

RES: #100328.17

- (f) Attendance at North Central Local Government Association (NCLGA) 2017 AGM and Conference. Council deferred discussion about this item until Item 10(c) on this agenda is considered.

- (g) Board of Variance Bylaw No. 758, 2015

Moved that the Council of the Village of McBride consider and adopt the Board of Variance Bylaw No. 758, 2015.

Thompson/Green OPPOSED All members of Council

FAILED

RES: #110328.17

Council members asked for clarification of the Board of Variance process.

Moved that Administration review Council's concerns with proposed Board of Variance Bylaw No. 758, 2015 and report back to Council at her earliest convenience.

Green/Thompson

CARRIED

RES: #120328.17

- (h) Parcel A of the SW ¼ of the NE ¼ of DL 5316, Cariboo District, except Plans 7018, 11836 and 23749 (Hatchard's Trailer Park).

Moved that the Council of the Village of McBride receive Administration's report on Parcel A of the SW ¼ of the NE ¼ of DL 5316, Cariboo District, except Plans 7018, 11836 and 23749 (Hatchard's Trailer Park)

Hruby/Green

CARRIED

RES: #130328.17

Councillor Green, as an employee of the Ministry of Transportation and Infrastructure, read a March 28, 2017 statement from the Ministry as follows:

"The Ministry of Transportation & Infrastructure is aware of changes to water flow patterns near Shelby and McBride South Roads during the last few years. These changes are having an impact on Ministry infrastructure. As a result, the Ministry is going to do Hydrology research in the area. Once the Ministry receives a hydrology report, the Ministry will pull in other affected property owners to share the report and recommendations."

Moved that Council approve Administration's recommendations contained in the report.

Martin/Edwards OPPOSED Councillors Edwards, Green, Hruby, and

Thompson

FAILED

RES: #140328.17

Moved that Council review the concerns with Hatchard's Trailer Park in future and that each item contained in the CAO's March 28, 2017 report be dealt with as a separate entity.

Green/Hruby

CARRIED

RES: #150328.17

- (i) Mayoral Appointment - McBride Community Foundation Granting Committee
Mayor Martin appointed Donna Hickerty as a Committee member on the McBride Community Foundation Granting Committee.
- (j) Reconsideration of Council elections made at the March 21, 2017 Inaugural Meeting

Regional District of Fraser-Fort George

Moved that Council rescind the vote held at the March 21, 2017 Inaugural Meeting electing Councillor Thompson as the Village of McBride delegate to the Regional District of Fraser-Fort George, and that Mayor Martin be elected to the position.

Martin/ no seconder

FAILED

RES: #160328.17

Robson Valley Recreation Centre Executive Committee

Motion that Council rescind the vote made at the March 21, 2017 Inaugural Meeting electing Councillor Edwards and Councillor Hruby to the Robson Valley Recreation Centre Executive Committee, as the nominations were made by Councillor Thompson, who contracts with the Regional District of Fraser/Fort George to operate the Robson Valley Community Centre.

Green/Hruby

CARRIED

OPPOSED Councillor Hruby

RES: #170328.17

At 8:12 p.m. Councillor Thompson declared a possible conflict in electing Council members to the Robson Valley Recreation Centre Executive Committee, and left the Council Chambers

Delegate Seat

Mayor Martin called for nominations for the position of Delegate on the Robson Valley Recreation Centre Executive Committee. Councillor Lucille Green nominated Councillor Harold Edward and Councillor Edwards accepted the nomination. Mayor Martin called two additional times for nominations and hearing none, Councillor Edwards was declared elected by acclamation as the Village of McBride's Delegate on the Robson Valley Recreation Centre Executive Committee.

Alternate Delegate Seat

Mayor Martin called call for nominations for the position of Alternate Delegate on the Robson Valley Recreation Centre Executive Committee. Councillor Lucille Green nominated Councillor Rosemary Hruby and Councillor Hruby accepted the nomination. Mayor Martin called two additional times for nominations and hearing none, Councillor Hruby was declared elected by acclamation as the Village of McBride's Alternate Delegate on the Robson Valley Recreation Centre Executive Committee.

Councillor Hruby requested clear discussion on the responsibilities of the committees so that there is no confusion in the future.

At 8:15 p.m. Councillor Rick Thompson returned to the Council Chambers

7th**REPORTS:**

- A) **Councillors** Councillor Rick Thompson - spoke to his report
 Councillor Lucille Green – read out her report
 Councillor Harold Edwards – no report
 Councillor Rosemary Hruby – no report
- B) **Mayor Martin** Highlighted items in her report
- C) **Administration** Report for March 2017
- Upcoming Grants –Mayor Martin read the March 28, 2017 report from CAO Kelley Williams and noted the items will be discussed at a future strategic planning session
 - Mayor Martin made note of the March 13, 2017 letter from the Ministry of Community, Sport and Cultural Development advising that the Village has been approved for \$285,540 in funding under the Clean Water and Wastewater Fund for replacement of the Dominion Creek Water Intake.
- D) **Finance** Revenue and Expenditures to March 28, 2017
- E) **Public Works** April 11, 2017

Moved that the reports be received for information only.

Thompson/Hruby

CARRIED

RES: #180328.17

8th**CORRESPONDENCE:**

- A) REQUIRING ACTION - none
- B) INFORMATION ONLY – *In binder on back side table for meeting, at reception thereafter.*
- a) Regional District of Fraser Fort George March 16 Board Highlights
 - b) British Columbia News
- C) OUTGOING - none

9th BYLAWS/PERMITS/POLICIES:**a) 2017 Fees and Charges Bylaw 768.2017**

Moved that Council receive the March 21, 2017 report on the “2017 Fees and Charges Bylaw No. 768.2017” from Finance Officer Claudia Frost.

Thompson/Green

CARRIED

RES: #190328.17

Finance Officer Frost explained the reason for the 45% increase in sewer fees and a small increase in water fees to cover approx. \$6,000 in fees charged under the new Water Sustainability Act. She fielded a number of questions from Council members. The Finance Officer will do a search to find out where \$200,000 spent on the sewer lagoon washout came from. She will also clarify the language used in the bylaw.

Moved that Council take a short recess. Time: 9:40 p.m.

Thompson/Hruby

CARRIED

RES: #200328.17

The meeting reconvened at 9:44 p.m.

Finance Officer Claudia Frost reviewed the three options proposed. She advised Council that normally utility bills go out at the beginning of January and will now go out in April, and that the 5 year financial plan will also need to be approved by the May 15, 2017 deadline. She responded to a number of questions from Council members. Council agreed to call a Special Meeting to further review “Fees and Charges Bylaw 768.2017” prior to reading the bylaw.

b) Council Code of Conduct Policy AD-16

Moved that the Council of the Village of McBride adopt the Council Code of Conduct Policy AD-16.

Martin/Edwards - OPPOSED Councillor Edwards, Green, Hruby and Thompson

FAILED

RES:#210328.17

Moved to postpone adoption of the Council Code of Conduct Policy AD-16 until the first Council meeting in July 2017 .

Hruby/Green

CARRIED

RES: #220328.17

- c) Council Procedure Bylaw 759, 2015

Moved that Council postpone discussion on the Council Procedure Bylaw until next Council meeting and that Administration be requested to bring forward to correct bylaw and policy. **Thompson/Green**

CARRIED

RES: #230328.17

Council requested Administration to email the correct bylaw and policy to Council members so they can review them before the next meeting.

10th NEW BUSINESS:

- a) Northern Development Initiative Trust' Capital Investment Analysis and how it supports the development of a business case for the Heritage Train Station

Moved that the Council of the Village of McBride direct staff to investigate what is required in order to apply for the Northern Development Initiative Trust Capital Investment Analysis Program to develop a business case for the Heritage Train Station.

Edwards/Hruby

CARRIED

RES: #240328.17

- b) **211 Main Street**

Moved that the Council of the Village of McBride receive the March 24, 2017 report from Administration regarding items pertinent to 211 Main Street: Sidewalk Removal Cost-share, Knee Braces/Awning Encroachment and Façade Improvement Program.

Thompson/Hruby

CARRIED

RES: #250328.17

Moved that Council direct Administration to request a letter of intent from the property owners regarding their verbal requests to cost share in the removal and replacement of the tripping hazard sidewalk along the southeast side of the building located at 211 Main Street, and that the owners provide a written breakdown of the proposed costs.

Edwards/Thompson

CARRIED

RES: #260328.17

Moved that Council direct Administration to prepare as soon as possible, an Encroachment Agreement with the property owners of 211 Main Street, to be reviewed and approved by Council.

Hruby/Green

CARRIED

RES: #270328.17

Moved that Council direct Administration to proceed with obtaining a Business Façade application from the property owners at 211 Main Street, as outlined in the Village of McBride Improvement Program Guide.

Edwards/Thompson

CARRIED

RES: #280328.17

- c) Council attendance at NCLGA and UBCM annual general meeting and conference.

Moved that, WHEREAS the Corporation of the Village of McBride believes that professional development is important for good and effective governance; and

WHEREAS the North Central Local Government Association (NCLGA) Annual General Meeting and Conference and the Union of British Columbia Municipalities (UBCM) Annual General Meeting and Conference are two of the most important professional development opportunities available for Councils;

THEREFORE BE IT RESOLVED that the Corporation of the Village of McBride provide the opportunity for and encourage all members of Council to attend the NCLGA and UBCM Conferences and AGMs annually;

AND FURTHER BE IT RESOLVED that the Corporation of the Village of McBride budget annually for attendance at the NCLGA Conference and AGM and the UBCM Conference and AGM for all members of Council that are able and wish to participate in these conferences.

Thompson/Green

CARRIED OPPOSED Mayor Martin

RES: #290328.17

11th ADJOURNMENT

Moved that this meeting adjourn at 10:10 p.m.

Thompson/Edwards

CARRIED

RES: #300328.17

Certified correct:

Mayor Lorrane Martin

Corporate Officer



THE CORPORATION OF THE VILLAGE OF MCBRIDE
MINUTES OF SPECIAL MEETING
APRIL 2, 2017

SPECIAL MEETING CALLED TO ORDER at 10:00 A.M. by Mayor Lorraine Martin

MEMBERS PRESENT: Mayor Lorraine Martin
 Councillors Harold Edwards
 Lucille Green
 Rosemary Hruby
 Rick Thompson

MEMBERS ABSENT: None

STAFF PRESENT: CAO Kelley Williams
 FO Claudia Frost

MUNICIPAL ADVISOR: Isabell Hadford

PUBLIC AND PRESS: 4 members of the public

ORDER OF BUSINESS:

1st INTRODUCTION OF LATE ITEMS, if any:

No late items

Tabled Item

Moved that Councillor Thompson Proposed Budget Meeting Schedule be tabled for consideration

Green/Hruby

CARRIED

RES: #000204.17

2nd APPROVAL OF AGENDA:

Moved that the Agenda be approved as amended

Edwards/Green

CARRIED

RES: #010204.17

3rd READING AND APPROVING OF THE MINUTES:

No minutes for approval

4th PETITIONS AND DELEGATIONS:

No petitions or delegations

5th QUESTIONS FROM THE PUBLIC AND PRESS

No questions from the public or press

6th UNFINISHED BUSINESS:

2017 Fees and Charges Bylaw 768.2017

Moved to receive Finance Officer Report on the 2017 Fees and Charges Bylaw 768.2017

Martin/Thompson

CARRIED

RES: #020204.17

Moved to approve an increase in the 2017 Sewer Fee Schedule by 10% with a review annually thereafter

Green/Hruby

OPPOSED: Martin and Thompson

CARRIED

RES: #030204.17

Moved to amend an increase in the 2017 Sewer Fee Schedule by 12%

Martin/Edwards

Opposed: Thompson/Green/Hruby

FAILED

Moved that the Village of McBride to restore the sewer funds in the amount of the Lagoon Road washout and attribute those expenses to the general surplus

Thompson/Hruby

CARRIED

RES: #040204.17

11:09 Recess Called

Green

11:16 Reconvened

Moved that the seat rates be based on 10 seats hereafter

Green/Edwards

CARRIED

RES: #050204.17

Moved that the seat rates for Restaurants and Liquor/Primary read 20 and over and that staff remove 'up to 50 seats'

Green/Edwards

CARRIED

RES: #050204.17

Moved that the 'food services' classification be changed to read restaurants

Edwards/Green

CARRIED

RES: # 060204.17

Moved that Rooming and Bunkhouses be charged per toilet and not per room

Green/Hruby

CARRIED

RES: #070204.17

Moved that Garbage Schedule C Bin Rental be removed until further investigation

Thompson/Hruby

CARRIED

RES: #080204.17

7th

REPORTS:

No reports to receive

8th

CORRESPONDENCE:

No correspondence

9th

BYLAWS/PERMITS/POLICIES:

No Bylaws/Permits/Policies

10th

NEW BUSINESS

Proposed Budget Meeting Schedule for 2017

Moved that the Proposed Meeting Schedule accepted with the following change: the meeting for Monday May 1, 2017 is rescheduled to Thursday April 20, 2017

Green/Edwards

CARRIED

RES: #090204.17

11th

IN CAMERA

Moved that the meeting go In Camera as per Section 90 (1) (c) (c) labour relations or other employee relations

Martin/Thompson

CARRIED

RES: #100204.17

Motion to Adjourn by Martin/Thompson at 1:41 PM

MAYOR

CAO



**THE CORPORATION OF THE VILLAGE OF MCBRIDE
SPECIAL MEETING MINUTES
The Village of McBride Fees and Charges Bylaw 768.2017**

Thursday April 6, 2017 @ 7:00 PM

SPECIAL MEETING CALLED TO ORDER at 7:00 PM by Mayor Lorraine Martin

MEMBERS PRESENT: Mayor Lorraine Martin
Councillors Harold Green (by telephone)
Lucille Green
Rosemary Hruby
Rick Thompson

MEMBERS ABSENT:

STAFF PRESENT: CAO Kelley Williams

REGRETS: FO Claudia Frost
Municipal Advisor Isabell Hadford

MEMBERS OF PUBLIC AND PRESS 4

ORDER OF BUSINESS:

1st INTRODUCTION OF LATE ITEMS, if any:
No late items

2nd APPROVAL OF AGENDA:

Motion that the Agenda is approved as amended.
Thompson/Hruby
CARRIED
RES: # 000604.17

3rd READING AND APPROVING OF THE MINUTES:
Note: Special Meeting Minutes are included in the Regular Meeting Agenda of April 11, 2017

4th PETITIONS AND DELEGATIONS:
No petitions or delegations

5th QUESTIONS FROM THE PUBLIC AND PRESS
No questions from the public and press

6th UNFINISHED BUSINESS:

a) 2017 Fees and Charges Bylaw 768.2017

Motion that the Council of the Village of McBride give first, second and third reading to 2017 Fees and Charges Bylaw 768.2017

Thompson/Edwards

CARRIED

RES: #010604.17

7th REPORTS:

No reports

8th CORRESPONDENCE:

No correspondence

9th BYLAWS/PERMITS/POLICIES:

No Bylaws/Permits/Policies

10th NEW BUSINESS:

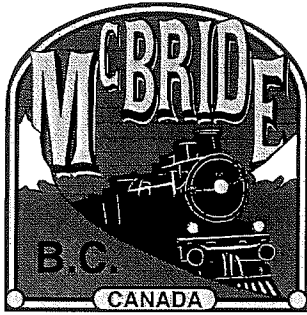
No new business

Motion to adjourn by **Thompson/Hruby** at 7:08 PM

Res: #020604.17

MAYOR

CAO



Corporation of the Village of McBride

Council Presentation Form

Date: April 5/17

Council meetings are held on the second and fourth Tuesday of each month at 7:00PM.
Please refer to Village Office > Village Council > Schedule of Meetings
for a complete list of meeting dates

REASON FOR PRESENTATION:

Provide and outline of what item(s) you wish to present and discuss with Council.
This information will be provided to Council in advance of your presentation.

Regarding baseball park fencing

LENGTH OF TIME REQUIRED: (Maximum 10 Minutes) 10 minutes

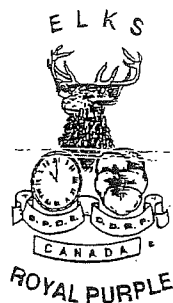
WHAT WOULD YOU CONSIDER A FAVOURABLE OUTCOME OF YOUR PRESENTATION?

New fencing and that Village of McBride
support Elks/Royal Purple application
for BCHA funding

Name: Kathy Molendyk
Organization: McBride Elks/Royal Purple

Phone Number: 250-569-7201

Groups or individuals wishing to address Council should complete and submit this form to the Village Office the Wednesday prior to a scheduled meeting in order to be included in the agenda.



Village of McBride
Box 519
McBride, BC
V0J 2E0

McBride Royal Purple Lodge No. 112

P.O. Box 336

McBride Elks Lodge No. 247

P.O. Box 65

McBride, BC V0J 2E0

Honoured Royal Lady / Exalted Ruler

Secretary
April 2, 2017

Attention: Mayor Martin and Council

As per our letter dated April 13, 2016. Two year's ago the McBride Royal Purple and Elks, were unofficially told by the local R.C.M.P., that we had to move our food booth to a different location during Pioneer Days. This was due to public safety concerns and the possibility of being hit by a ball while the ball tournament was happening.

We applied and received \$2500.00 from Regional District to help heighten the fence by purchasing medal extension posts, but unfortunately we did not have the funds to purchase the netting. As you know, borrowed snow fencing was used in the interim but was too heavy and started to bend the posts. The posts and snow fence were then removed and the posts are now being stored at the old Village maintenance yard. After talking to Matt Salany, some of the poles have been damaged and can't be used.

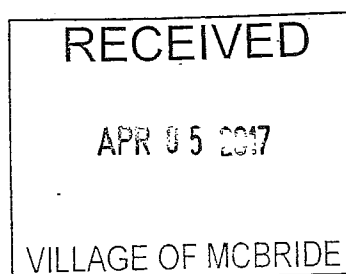
With Pioneer Days and the local Slo-Pitch league coming up, we would like to ask the Village Council to consider purchasing some replacement posts and golf netting to minimize the number of fly balls and possible injuries to the public during all times of use at the ball diamond. Robson Valley Home Hardware has provided us with two estimated costs. One for \$2400.00 for the netting (12' x 200') to go above the existing chain link fence of 12'. The netting would go from the corner of 2nd and Main Street to the corner just before beer gardens or estimated \$9000 for a replacement of existing chain link from the corner of 2nd and Main to corner by beer gardens and an additional 100' to protect the public in the beer gardens. We hope by doing one of these options it will help minimize homerun balls hitting people and damaging vehicles passing by.

The ball diamond is the heart of our community with many user groups. Each year we have the slo-pitch league which involves approx. 60+ players and this year the Robson Valley Youth Softball has 60+ players.

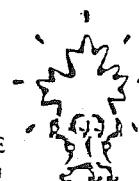
We look forward to your reply, and hope that our organization can work together with the Village to provide a safer environment.

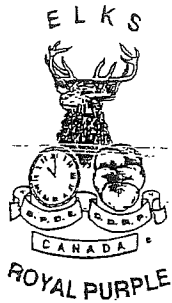
Yours truly,

Kathy Molendyk,
Secretary
McBride Elks and Royal Purple



ELKS & ROYAL PURPLE
FUND FOR CHILDREN





Village of McBride
Box 519
McBride, BC
V0J 2E0

McBride Royal Purple Lodge No. 112

P.O. Box 336

McBride Elks Lodge No. 247

P.O. Box 65

McBride, BC V0J 2E0

Honoured Royal Lady / Exalted Ruler

Secretary
April 2, 2017

Attention Mayor Martin and Council

On behalf of the McBride Elks #47 and McBride Royal Purple #112 we would like the permission of the Village Council to apply for the "BCAA Play Here 2017" grant. BCAA wants to revitalize play areas for kids in BC and to give them a space to have a better and safer place for kids to play!. We would like to nominate the Bill Clarke Memorial Park and ball diamond for a chance to win 1 of 3 revitalizations valued at up to \$100,000 each.

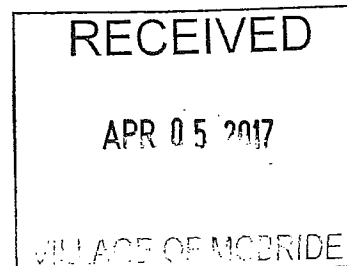
If we were to be successful, our plan would be to work with the Village of McBride maintenance department and possibly other local business and organizations to improve the infield (drainage) and resurfacing (topdressing), build stands to seat 94 and 2 covered wheelchair spaces, concrete pads, pathways to allow for wheelchair/scooter access and picnic tables, new dugouts, replacement fencing for the whole park and lighting of the field for night games. We feel that the total cost for this wish list could be close to \$100,000.00. Fortunately, a lot of the groundwork has been done when Karen Dube applied for the Jays Care Foundation grant.

Before we can apply, we need Village of McBride's permission. The BCAA grant application's deadline is April 13th therefore we are on a short time restraint.

Your earliest response would be greatly appreciated so we can take advantage of this possible opportunity.

Yours truly,

Kathy Molendyk,
Secretary
McBride Elks and Royal Purple





About BCAA Play
Here

Meet Our Judges

How it Works

Nomination Tips

Rules & Regulations

Past Winners

Our Sponsors

About BCAA

FAQs

Rules & Regulations

BCAA Play Here 2017

Official Competition Rules

In keeping with British Columbia Automobile Association's ("BCAA") long history of supporting communities and children, and for the second year in a row, BCAA wants to revitalize play areas for kids in British Columbia. Community groups can nominate a Play Space in their community for a chance to win one (1) of three (3) revitalizations valued at up to \$100,000 each. BCAA could be coming to your community to make the space a better and safer place for kids to play! Here's how.

BCAA Play Here 2017 (the "Competition"), presented by BCAA, is designed to encourage service organizations to help us source out communities in need of support to build safe play spaces for their families ("Play Space"). For the purposes

of this Competition, a "Service Organization" is defined as a voluntary non-profit group where members meet periodically to perform charitable works either by direct hands-on efforts or by raising money for other organizations.

The Grand Prize Winning communities will each win up to \$100,000 in revitalization services to upgrade their identified Play Space.

1) COMPETITION PERIOD: The Competition begins on March 20, 2017 at 12:00 AM Pacific Standard Time (PST) and closes on April 13, 2017 at 11:59 PM PST, the ("Competition Closing Date").

2) HOW TO ENTER: NO PURCHASE NECESSARY.

To enter the Competition the Service Organization representative must have internet access and a valid email address.

ENTER ONLINE: To enter, log on to www.BCAAPlayHere.com and follow the on-screen instructions on how to create an entry ("Entry"). All Entries must include the name, address and region of the nominated Play Space. All nominated communities must be in British Columbia and fall with the following broad categories: (i) Recreational & Active Living

(eg. Playground, Community Centre); (ii) Nature & Environmental (eg. Community garden, Bike trail, Park); or (iii) After School Program Facility (eg. Library, Neighbourhood house, or Public School Facility). Service Organizations are responsible for ensuring that the appropriate legal owner(s) of the subject Play Space is/are supportive of the Entry.

DESCRIBE / INDICATE

1. How the Play Space is used and the kind of improvements that are needed to make it safer and better for children and families. (1,250 character limit)
2. What sort of impact this revitalization would have on your community. (750 character limit)
3. Whether your organization has already sought consent/permission from the Play Space owner(s) to revitalize the space.
4. An estimated cost of your proposed initiative.

ATTACH MATERIALS (photographs, recordings, video) in support of your nomination.

ENTRIES AND SUBMISSIONS:

LIMIT: one (1) Entry per Service Organization per Community. For clarification:

- Service Organizations may make more than one (1) nomination but may not nominate more than one Play Space in any one community; and
- Should a Service Organization choose to create an Entry for more than one community, each Entry must be different than any previous Entry.

Each Entry must be: (1) original; (2) created for the purposes of this Competition and not have been previously published, used commercially, submitted to another competition or promotion or won any other prize/award; (3) not defame, infringe or violate the rights of any third party (including, without limitation, copyright or other intellectual property rights of any other party); (4) be appropriate for the Competition and all ages, be in "good taste" in keeping with BCAA's image and be suitable for publication as determined by BCAA in its sole and absolute discretion; and (5) not contain any commercial content that promotes any product or service other

than those offered by BCAA. Upon submission, all elements included with the Entries become the sole and absolute property of BCAA for its sole use in whole or in part. BCAA reserves the right at any time, in its sole and absolute discretion and without notice, to reject, modify, edit or remove any Entry and judge it void. BCAA may also at any time, at its sole and absolute discretion and without notice, disqualify Entries it deems not in keeping with the Official Rules, and restrict the Service Organization responsible for the subject entry from any future consideration or participation in any future BCAA contests or programs.

Optional inclusion of digital photos or video ("Media") submitted with Entries must be in one of the following formats: (i) a Maximum of 4 photos submitted in jpeg format with a maximum photo size of 5 megabytes each; (ii) one video no longer than 2 minutes submitted via a Youtube link. The Competition winners will be required to resubmit all media on a storage device large enough to hold the images and submitted video. By submitting Media with your Entry, you represent and warrant that the Media is original to you, that you have all necessary rights in and to the Media, and that any individual included in the Media (or his/her parent or legal guardian, in the case of an individual who is a minor in

his/her province/territory of residence) has, as of the date of the Entry, agreed to the submission of the Media in connection with the Entry and the use of the Media by BCAA in accordance with these Official Rules. Media may be posted on the "bcaaplayhere.com" website and may be used by BCAA in perpetuity, in whole or in part and without prior notice, for promotional or any other purposes at the sole discretion of BCAA and without any obligation whatsoever of BCAA to make any payment to any person in respect thereof.

All Entries, including all Media associated therewith, shall become the property of BCAA and will not be returned to entrants.

3) ELIGIBILITY: Competition is only open to Service Organizations operating in British Columbia.

Employees of BCAA and the household members and/or the immediate family of BCAA (where "immediate family" means husband, wife, spouse, mother, father, brother, sister, son, and/or daughter, whether or not they reside in the same household) collectively "BCAA Family", may be members of a Service Organization taking part in the Competition. Where this condition exists, BCAA Family may not take an active role in

creating or presenting materials prepared for the Competition and submitted with the Entry. Contravention of this eligibility rule may immediately disqualify the Entry.

4) POTENTIAL WINNER SELECTION:

There will be one (1) round of judging and one (1) round of voting.

POTENTIAL WINNER SELECTION: All eligible Entries will be evaluated by a judging panel ("Judging Panel") comprised of representatives of BCAA, select BCAA partners and corporate partners. Judging will be based on the judging criteria outlined below as well as what the Judging Panel finds to be the most compelling Entry, of all qualifying Entries.

The judging criteria will be based on the following:

1. The impact the new Play Space will have in the community (50%)
2. Practicality and complexity of the project (30%)
3. Description of how the \$100,000 will be used to revitalize the Play Space (10%)
4. Quality, creativity and effort put into

the submission (10%)

Judging will take place between April 18, 2017 and May 19, 2017 at BCAA's head office in Burnaby, BC or at its partner's business operations at BCAA's sole discretion. Judging will take place on all of the eligible Entries received on or before the Competition Closing Date.

The Judging Panel will select the top ten (10) Entries ("Top Ten Entries") and announce the Top Ten Entries on May 22, 2017 by broadcast on Global TV. BCAA will contact the representatives of the Top 10 Entries via email, phone or in person prior to the broadcast. The Service Organization will be required to provide BCAA with the appropriate legal contact (name, address, email and phone number) for the representatives and/or owners of the Play Space.

VOTING

Once the Top 10 Entries have been announced, residents of British Columbia 19 years of age and older can begin voting for their favourite Top 10 Entry for a period beginning at 12:00 am Pacific Time on May 22, 2017 and ending at 11:59 pm Pacific Time on June 18, 2017 ("Voting Period"). Each voter may vote once each day (12:00 am through 11:59 pm) with a

Facebook, Twitter, Google and/or email account. For greater certainty, each voter may vote once each day on each of Facebook, Twitter, Google and email, resulting in a maximum of four votes per person per day. In no circumstances may an individual submit more than four votes per day by, for example, submitting votes using multiple names, email addresses or user profiles.

BCAA reserves the right to disqualify any vote it deems, in its sole discretion and without notice, to be fraudulent, in violation of or contrary to these Official Rules, unfair to other entrants, or that would otherwise undermine the integrity of this Competition. Pursuant to BCAA's sole review and absolute discretion it may void any votes it determines have been tampered with, which tampering may include, but is not limited to, reproduced, falsified, or physically or electronically altered votes. Subject to the limitation of 4 votes per day as set out above (i.e. 1 vote via each of Facebook, Twitter, Google and email) the number of Contest days each individual may vote is unlimited. Use of mechanical or automated programs to submit votes or voting by any means contrary to these Official Rules or in a manner which would be unfair to other entrants may result in the disqualification of those votes and/or any entrant, in the sole and absolute discretion of BCAA

without notice. BCAA may, but has no obligation to, verify the authenticity of votes received at any time. BCAA will seek to post updated voting results on www.BCAAPlayHere.com daily, but it has no obligation to do so.

In the event of a voting tie, tied Entries will be re-judged by the Judging Panel to select a winner from the tied Entries.

Before being declared a winner, an agent acting on behalf of the Service Organization having submitted the Entry will be required to correctly answer a time limited mathematical skill-testing question without assistance or mechanical or electronic aids and will be required to sign a standard declaration and release form confirming compliance with these Official Rules and acceptance of the prize as awarded. BCAA may require the entrant to provide evidence, acceptable to BCAA in its sole discretion, that it is authorized and able to accept the prize as awarded.

The selected potential winning entrants will be notified by email no later than 24 hours after the announcement of the verified voting results. If BCAA cannot establish contact with any potential winning entrant within three (3) days after the announcement of the voting results,

that potential winning entrant may be disqualified (and, if disqualified, will forfeit all rights to any prize) and another Entry may be selected at BCAA's sole and absolute discretion.

Subject to the provisions herein, the award of three (3) Play Spaces, one each to three (3)

winning entrants, will be announced during a Global TV broadcast on June 23, 2017.

BCAA reserves the right, at all times during and after the Competition in its sole and absolute discretion, to phone, email or visit any of the nominated communities and record audio and video interviews, appearances, and promotional and publicity activities. Contact from BCAA in this regard does not in any way guarantee any entrant to be a potential prize winner.

5) ODDS: The chances of being selected depend upon the number of eligible Entries received, the application of the judging criteria and the number of votes received.

6) PRIZES/APPROXIMATE RETAIL VALUES (ARVs):

GRAND PRIZES: There will be a total of three (3) Grand Prizes available to be won during the Competition Period. The Grand Prize winning communities will each receive up to \$100,000 in revitalization services. No cash is included in any of the three (3) Grand Prizes. Consolation prizes, constituting small monetary amounts, may be awarded at the sole discretion of BCAA.

The approximate retail value of the three (3) Grand Prizes is a maximum of CDN\$100,000 each.

BCAA will coordinate with the winning communities to arrange details of prize fulfillment. If the whole or any part of any prize is cancelled or unavailable, the winning communities agree to accept alternative prizes which have approximate value equal to or greater than the cancelled or unavailable prize(s) or portion(s) thereof in and as full satisfaction thereof and entrants and winning communities agree they shall have no claim against BCAA or any other person in respect of the cancelled or unavailable prize(s) or portion(s) thereof.

BCAA will have no liability to an entrant who is unable to attend or take part in any part of the Competition or participate in a prize for any reason whatsoever. There is

no obligation on the part of BCAA to publicize the participation of any particular entrant in connection with the Competition.

The Grand Prize winners are solely responsible for all costs, taxes or other fees not expressly described herein.

COMPETITION REQUIREMENTS

As part of an entrant's contribution to the Competition, and regardless of whether an entrant is a selected winner, BCAA may request entrants and their members, agents and representatives (collectively, "Members") to participate in, without monetary or non-monetary compensation of any form, any activity relating to the Competition including without limitation audio and video recordings, interviews, appearances, and promotional and publicity activities.

BCAA may, at its sole and absolute discretion, document and record stages of repair and improvement progress. The selected winning Service Organization will make representatives suitable to BCAA available to do audio and video interviews, appearances, and other public activities, including for the purpose of the production of promotional and other

materials.

7) DECLARATION AND RELEASE: All potentially winning entrants will be required to ensure appropriate legal entities are available to execute and return a declaration and release prepared by BCAA within seven (7) days of the date of notification, and execute appropriate agreements on terms acceptable to BCAA in its sole discretion with BCAA and its partners appropriate to commence delivery and construction of the Play Space.

The return of any prize/prize notification as undeliverable, the late return of any documents or noncompliance in any manner whatsoever with these Official Rules or any other agreement entered into at any time between BCAA and the potentially winning entrant or any of its Members may result in disqualification and at BCAA's sole and absolute discretion, selection of an alternate Entry.

LIMITATION OF LIABILITY:

By entering the Competition, each Service Organization entrant and its Members accept and agree to these Official Rules and the decisions of BCAA and the Judging Panel, which shall be final and binding in all matters related to the Competition and

the awarding of prizes. By accepting any prize, winners agree to hold BCAA harmless against any and all claims and liability arising out of use or redemption of a prize or participation in the Competition.

BCAA shall not be responsible for: lost or late Entries or declaration and releases; any typographical or other error in the printing of the offer, administration of the Competition, or announcement of the prize; technical, hardware, or software malfunctions, computer viruses, bugs, tampering, unauthorized intervention, fraud, lost or unavailable network connections; failed, incorrect, inaccurate, incomplete, garbled, or delayed electronic communications whether caused by the sender or by any of the equipment or programming associated with or utilized in this Competition; any human error which may occur in the processing of the Entries in this Competition; the security or privacy of information transmitted via computer networks or breaches of privacy due to interference by third party computer "hackers"; or any other cause beyond the reasonable control of BCAA that interferes with the proper conduct of the Competition as contemplated by these Official Rules.

BCAA reserves the right to modify, cancel,

or suspend this Competition at any time without prior individual notice or obligation and without any liability to any entrant or its Members. Entrants assume liability for losses or costs of any kind caused or claimed to be caused by participating in the Competition, or by the acceptance, possession, use of, or failure to receive a prize. BCAA assumes no responsibility or liability in the event that the Competition cannot be conducted as planned for any reason.

Each entrant and its Members unconditionally and irrevocably release BCAA, and its parents, affiliates, and subsidiaries, and each of their respective directors, officers, employees, representatives, and agents, from any damage, loss or liability whatsoever suffered as a result of or arising from participation in the Competition or the awarding or use of any prize.

Refusal by potentially winning entrants to accept a prize forever releases BCAA from all responsibility and obligations toward that potentially winning entrant and its Members of such prize. In no event shall BCAA be held to award more prizes than what is mentioned in these Official Rules or to award prizes otherwise than in compliance with these Official Rules.

BCAA shall assume no liability whatsoever for any situation in which its inability to act results from an event or situation unforeseeable or beyond its control, including but not limited to force majeure, strike, lockout, or any other labour dispute affecting BCAA directly or affecting the locations of any other businesses whose services are used by BCAA.

8) PRIVACY: BCAA respects each entrant's right to privacy. The names, ages, mailing addresses, telephone numbers, and email addresses of entrants and their Members may be gathered for the purpose of administering this Competition and publically promoting this Competition. By entering this Competition, entrants consent, on behalf of themselves and their Members, to such collection, use, and disclosure of personal information for these purposes. Consent may be withdrawn at any time. Withdraw of consent will cause the applicable Entry to be invalid. Visit www.bcaa.com for its privacy policy.

9) GENERAL: Entry into the Competition constitutes acceptance of these Official Rules. Each entrant is responsible for ensuring that it has the requisite authority to enter the Competition and to carry out its obligations in connection therewith and

that each of its Members, as well as its nominated community and the owner(s) of its nominated Play Space, have read and fully understand and agree to these Official Rules. The entrant shall be solely responsible for obtaining any consents from third parties, including its Members, its nominated community and the owner(s) of its nominated Play Space, that may be necessary in connection with the Competition or these Official Rules.

The decisions of BCAA with respect to all aspects of the Competition are final and binding without right of appeal, including, without limitation, any decisions regarding the eligibility/disqualification of Entries and/or entrants.

Currency is in Canadian dollars unless otherwise stipulated. Prizes must be accepted as awarded. BCAA makes no representation, warranty or guarantee of any kind with respect to any prize. Each prize must be accepted "as is" and may not be exchanged, bartered, sold, raffled, substituted, or transferred. The prizes will be delivered only to the communities nominated by the confirmed winners. BCAA will determine the appropriate recipient within the community in order for the prize to be awarded.

Any attempt to tamper with or

deliberately damage any website or to undermine the administration, security, or legitimate operation of this Competition may be a violation of criminal and civil laws and should such an attempt be made, BCAA reserves the right to seek remedies and damages to the fullest extent permitted by law, including criminal prosecution.

BCAA can amend these Official Rules or terminate the Competition at any time, in each case, without any liability to any entrant or its Members. Any termination of the Competition or amendments to these Official Rules shall become effective immediately upon the posting of notice of termination or the amended version of these Official Rules, as applicable, at www.BCAAPlayHere.com and without any requirement to provide notice thereof to each individual entrant; it is the sole responsibility of each entrant to regularly visit www.BCAAPlayHere.com to check for updates to these Official Rules and other information regarding the Competition. BCAA can at its sole and absolute discretion replace any Entry which, for any reason, fails or is disqualified from or is unable to participate in any aspect of the Competition, as determined by BCAA, in its sole and absolute discretion, with another Entry, notwithstanding such replacement Entry may have been previously eliminated from the

Competition.

BCAA's decisions and the decisions of the Judging Panel are final and entrants and their Members acknowledge and agree that the interests of the Competition shall override those of any entrant.

All intellectual property, including but not limited to trade-marks, trade names, logos, designs, promotional materials, web pages, source code, drawings, illustrations, slogans and representations are owned by BCAA and/or its affiliates. Unauthorized copying or use of any copyrighted material or intellectual property without the express written consent of its owner is strictly prohibited.

This Competition is in no way sponsored, endorsed or administered by, or associated with, Facebook, Twitter or Google. Any and all questions, comments or complaints regarding the Competition must be directed only to BCAA and not to Facebook, Twitter or Google.

All issues and questions concerning the construction, validity, interpretation and enforceability of the Official Rules shall be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein. If any provision of

these Official Rules is determined by a court of competent jurisdiction to be invalid, illegal or unenforceable in any respect, such determination shall not impair or affect the validity, legality or enforceability of the remaining provisions. To the extent that any provision is found to be invalid, illegal or unenforceable, a new provision will be substituted for such provision with content and purpose as close as possible to the provision so determined to be invalid, illegal or unenforceable.

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About BCAA Play
Here

Meet Our Judges

How it Works

Nomination Tips

Rules & Regulations

Past Winners

Our Sponsors

About BCAA

FAQs

Nomination Tips

Putting together a great nomination is the best way to showcase your community's need and the story of why your play space deserves to be chosen as one of the top 10!

Follow these helpful tips to ensure that your nomination stands out.

1. **Ensure your nomination is well thought through.** When answering the questions, be clear and provide as much background information as possible to tell your story. Think about including information such as:
 - How the space is currently/historically used by your community and by whom
 - What needs to be repaired, installed, upgraded, etc.
 - Whether there is consent/permission granted from the play area/facility's

legal owner(s) to revitalize the space

2. Tell us about your community's passion & involvement with this project. Make sure to let us know that this play area is, or can become, an integral part of your community:

- Has your community or any local groups/organizations banded together to raise funds for this project?

3. Tell us the impact this project can have on your community.

- How will revitalizing this space enrich the lives of children & families in your community?

4. Show us what you need! Upload photos or video to show the play space, its repair needs, site plans. Video is a great way to demonstrate your community's passion!

- Visuals are impactful and can bring your nomination to life.
- Make sure you have permission to use these photos or videos as they will be displayed on BCAAPlayHere.com

Connect with us



[See more](#)

Totem Housing Co- op Playground

Metro

Vancouver/Southwest

Our playground area is out of date and out of code. We MUST either renew the grounds or tear it down. As a non-

completed. The ground was supposed to b...

[See more](#)

Toosey Playground

Cariboo

At present our reserve doesn't have a playground and our children are lacking physical exercise. I think this would have a big impact on their

Cotton Wood Park

Metro

Vancouver/Southwest

It's an outside playground, the space could do with being updated, more children and families could use it if it was more attractive, keeping children and families are very...

[See more](#)

Camosun Park

Metro

Vancouver/Southwest

Revitalize the track, eliminate boggy areas, trim edges, prevent further flooding. Used by Queen Elizabeth Elementary School and Lord Byng

Secondary Schools as
well as loca...

[See more](#)

Load more

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**MEMBERSHIP
IS REWARDING**





About BCAA Play
Here

Meet Our Judges

How it Works

Nomination Tips

Rules & Regulations

Past Winners

Our Sponsors

About BCAA

FAQs

FAQs

1. What type of play spaces are eligible to be nominated?

BCAA is looking for play spaces around the province that need rejuvenation. It can be an outdoor or indoor place space such as a playground, park, community garden, music room, an after-school study area or really any play space where kids go to grow and learn.

2. How can I nominate a play space?

Just click on the "Nominate" button found on our homepage and complete the application. Don't forget to read our top tips below on what makes a strong application to give you the best chance of success.

3. Our community play space was nominated in 2016, are we able to reapply in 2017 and future BCAA Play Here programs?

Absolutely! All communities are encouraged to submit a nomination.

4. **What makes a strong nomination?**

We want you to tell us why your play space needs a makeover and how it will impact your community. Here are some top tips:

- Focus on the impact this revitalization will have on your community and really emphasize your specific community needs.
- Be creative with your nomination to make it stand out. Video submissions have the biggest impact but please keep it short! Under two minutes is perfect.
- In your nomination, make sure you tell us/show us the play space you'd like to see built or revitalized.
- Have fun! This is all about play, so don't take it too seriously. Enjoy yourself!

5. **Can I edit my nomination after I have submitted it?**

Once submitted, you will not be able to edit or change your nomination so please make sure you review the full application before submission.

6. **I submitted a nomination, when**

**should I expect to see it on
BCAAPlayHere.com ?**

Upon submission of a nomination, you will receive a verification email. Once you have verified your nomination, if the submission is approved by the Play Here moderators, you can expect it to be posted on the BCAA Play Here website within 72hours.

7. How do the judges narrow down the nominations to the finalists?

The judges will carefully review all nominations between April 14th and May 22nd and select the top 10 finalists. They will be looking for the most compelling entries based on the following criteria and weightings:

- The impact the new space will have in the community (50%)
- Practicality and complexity of the project (30%)
- Description of how the \$100,000 revitalization will be used (10%)
- Quality, creativity and effort put into the entry (10%)

8. How many times can I vote?

Each voter can vote every day if they like. Vote once (and only once) on each

and all of the following platforms:

- Facebook
- Twitter
- Google
- Email

9. Who is eligible to vote?

Anyone who is 19 years of age or older and a resident of British Columbia can vote.

10. Will I get notified after every vote I submit?

You will not get notified every time you vote but each and every one of your votes will get counted and the BCAA Play Here website will be updated every 24 hours so keep your eyes on the vote counts!

11. How is the winner chosen?

The 3 nominations with the highest number of votes will each receive a revitalization worth up to \$100,000. In the event of a tie, those tied entries will be re-judged by the judging panel and a winner selected.

12. When will the winners be announced?

The 3 winners will be announced on June 23, 2017 on Global News Morning

BC.

13. What prizes are available this year?

This year there are 3 grand prizes with each community winning up to \$100,000 in revitalization services. That's \$300,000 for 3 play spaces!

14. In 2016, BCAA surprised the Province with three runner-up prizes, can we expect that again?

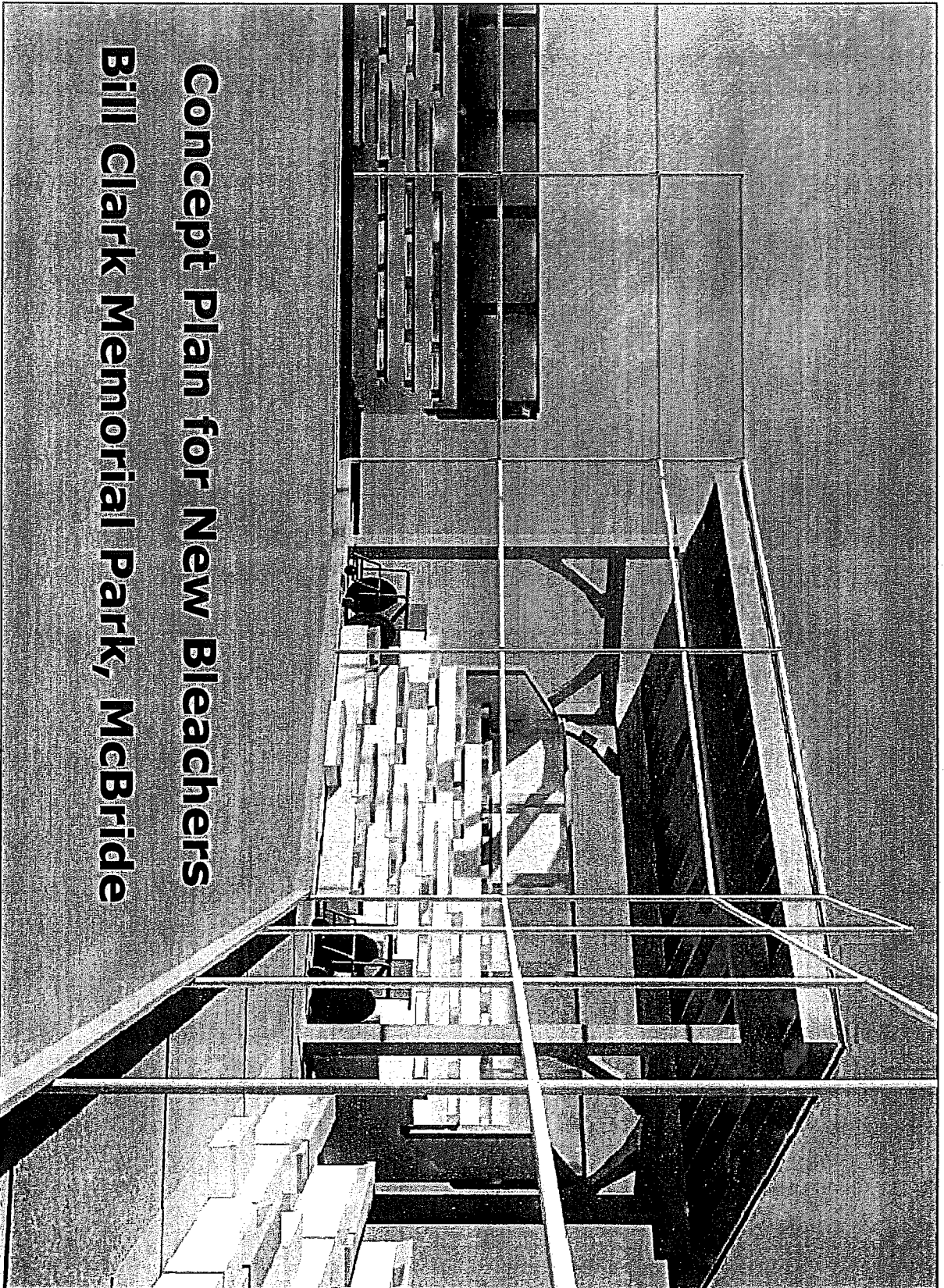
Instead of runner-up prizing, BCAA Play Here is investing in not just 2, but 3 grand prizes of a \$100,000 revitalization for 2017. There will be no runner-up prizes.

15. I have questions, who can I ask?

If you cannot find the answer to your question in these FAQ's and need further information, feel free to email us at playhere@bcaa.com and we will get back to you as soon as we can.

Connect with us





Concept Plan for New Bleachers Bill Clark Memorial Park, McBride



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0


DATE: _____
DRAWN BY: _____
CHECKED BY: _____
APPROVED BY: _____
DATE: JUL 20, 2009

Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Plan View & Notes

PROJECT NO.: _____
DRAWN BY: _____
CHECKED BY: _____
APPROVED BY: _____
DATE: _____



DATE: _____
DATE: _____
DATE: _____
DATE: _____

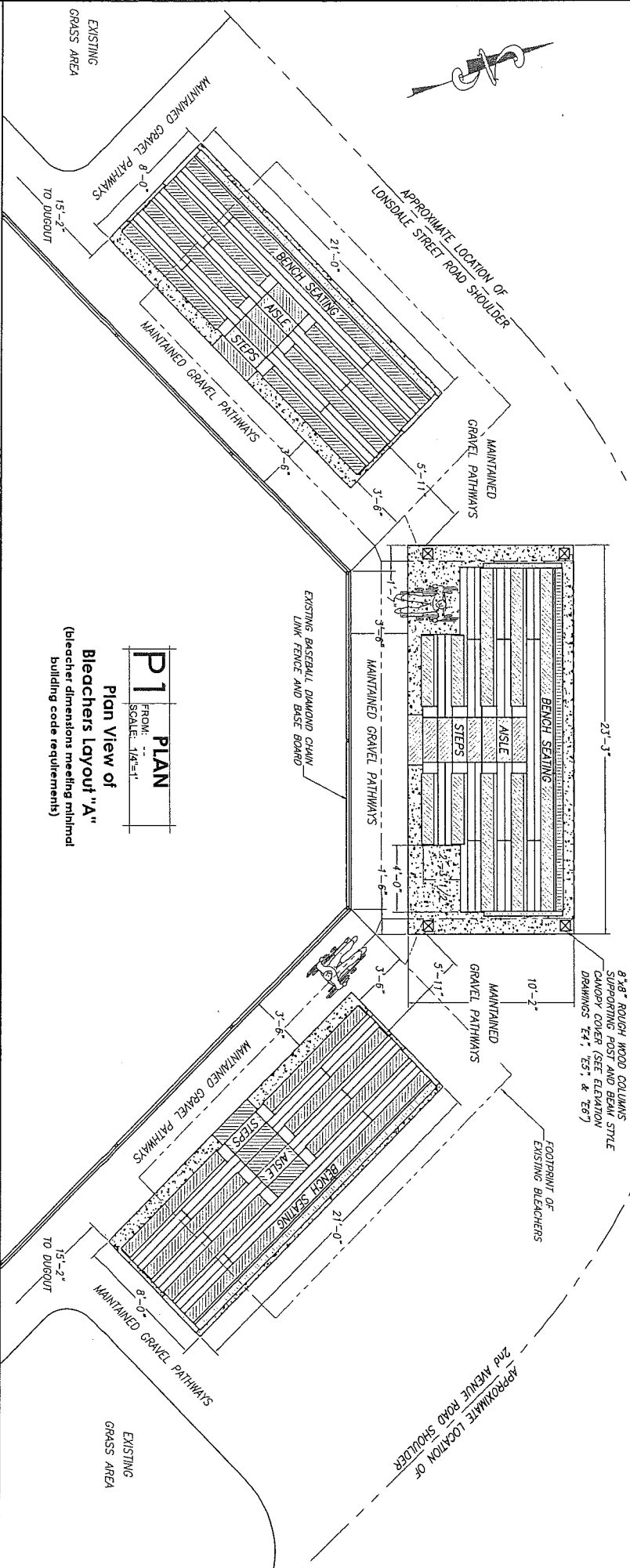
Drawings By:

Evan Williams
P.O. Box 8
McBride, B.C. V0J 2E0
evan@evanwilliams.com
778-555-8888

Drawn by:
EW-508-A
NATCH

NOTES			
LEGAL: Block B, Plan PGP1373	ADDRESS:	BUILDING AREA: Proposed 566 to 697 ft ²	ZONING:
		BUILDING HEIGHT: 15 ft. max.	
		OCCUPANCY: Group A, Division 4	USE: Bleacher seating for viewing baseball games

<p>GENERAL DESIGN NOTES:</p> <ul style="list-style-type: none"> • These concept plans present two possible layouts for replacement bleacher seating at the baseball diamond of Bill Clark Memorial Park, McBride. • Layout "A" provides a design that minimally meets B.C. Building Code requirements for bleachers; layout "B" provides a design that slightly exceeds building code requirements for the purposes of ease of use and safety. • As per specifications by the Village of McBride, Wood is the primary construction material for these bleacher designs. • In addition to B.C. Building Code requirements, stairway safety specifications from the research of Mike Poulos, as presented at the Measuring Up the North conference in April 2005, Prince George, have been used in the designs as much as possible. Accessibility incorporated from the <i>Building Access Handbook 2002</i> have also been incorporated into these designs. • The structural basis for both proposed layout designs is a series of stepped wood framed structures of 48" O.C. supporting dimensional lumber of 2x12's with cross bracing. • The design of the filling and soil in Modified the proposed foundation for compact granular fill with perimeter drainage. Exact design specifications to be determined by engineer. 	<ul style="list-style-type: none"> • Both the proposed designs have the same basic layout of the existing bleachers: a centre bleacher unit behind home plate covered by a canopy structure, and two identical roller-covered side bleacher units, one along the first base line and one along the third base line. • The main difference between the bleachers in the two layouts is in the leg room dimension and the guard rail extension. The layout "B" bleachers provide 16-3/4" between the back of each seat and the front of the seat immediately behind it; code minimum is 12" (Article 3.3.2.9-2). The layout "B" bleachers also extend the side guard rails down to the 2' level; code requires guard rails above 4' (Article 3.3.2.8-3). • Treated dimensional lumber and plywood is to be used on all wood members of the bleacher units. Rough timber and untreated dimensional lumber is to be used for the centre bleacher canopy structure. • Seating capacity for the centre bleacher unit is 41 seats plus two wheelchair/disabled viewing positions; seating capacity for the two flank bleacher units is 47 seats each; total seating capacity is 141 seats plus two wheelchairs. • This is based on the building code definition of a 17-3/4" [450mm] seat width as per article 3.3.2.8-1. Total seating capacity of the existing bleachers is 188 seats. • See plans P1 and P2 for each layout dimensioning. 	<ul style="list-style-type: none"> • In both layout designs, the aisle stair geometry conforms to the "7-11" rule for Stairway sloies (7" max. riser height, 11" min. tread width). In layout "A", the risers are 6" and the treads are 11" resulting to nosing; in layout "B", the risers are still 6" and the treads are 13". • Tread surfaces should be as uniform and even as possible. In layout "A", aisle stair treads should have to be made up of 2'x12" lumber; in layout "B", aisle stair treads will have to be made up of 2'x12" plus a trimmed 2'x4" (see sections S1, S2, S3, and S4). • It would be advisable to protect the bleacher units from potential vehicle traffic damage with bollards or concrete no post barriers. • Design of rough timber post and beam canopy structures covering the centre bleacher units to be specified by engineer. • It may be possible to incorporate storage compartments into the rear of bleacher units where cross bracing allows it. These storage compartments would be accessed with locking doors and house ball park equipment. • Finishing and colour specifications to be decided. <p>ENGINEERING:</p> <ul style="list-style-type: none"> • THESE ARE CONCEPT PLANS, AND ARE NOT FOR CONSTRUCTION. • A CIVIL OR STRUCTURAL ENGINEER MUST CHECK/AMEND AND CERTIFY THE DESIGN FOR THIS PROJECT BEFORE FINAL PLANS FOR CONSTRUCTION ARE ISSUED.
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- THESE ARE CONCEPT PLANS, AND ARE NOT FOR CONSTRUCTION.
- A CIVIL OR STRUCTURAL ENGINEER MUST CHECK/AMEND AND CERTIFY THE DESIGN FOR THIS PROJECT BEFORE FINAL PLANS FOR CONSTRUCTION ARE ISSUED.



**Plan View of
Bleachers layout "A"**
(bleacher dimensions meeting minimal
building code requirements)

P1 PLAN
FROM: --
SCALE: 1/4"=1'



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

**Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Plan of Bleachers Layout "A" & Notes**

DEATH

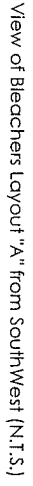
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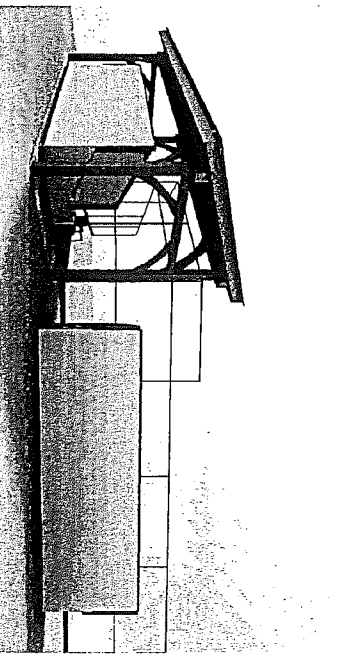
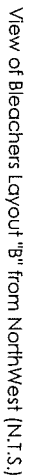
EW-508-B.




PLAN
P2
FROM: " "
SCALE: 1/4"=1'



View of Bleachers Layout "B" from SouthEast (N.T.S.)



NOTE: Image on sheet No. EW-508-A is a view of bleachers layout "A" from Southeast



W. C. BRIDGES

Village of McBride

P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Plan of Bleachers Layout "B" & Images
Rendered from 3D Design Model

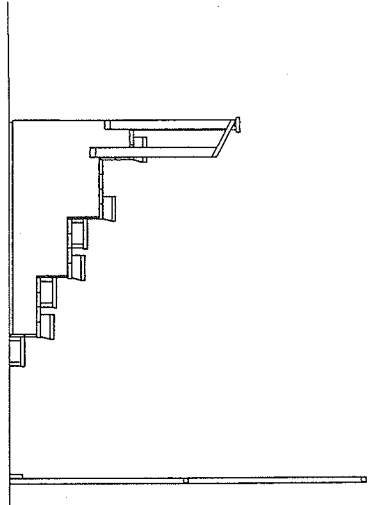
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TECH:						
ARCH-C						
VERSION:						

Drawings by:



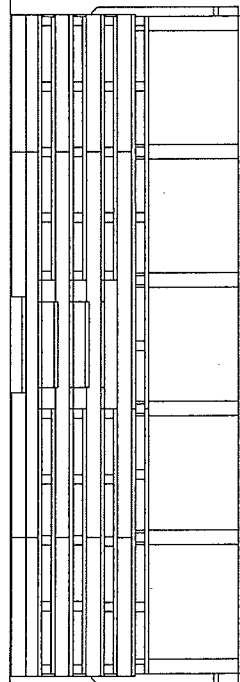
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evanw@mcbridebc.com

EW-508-C



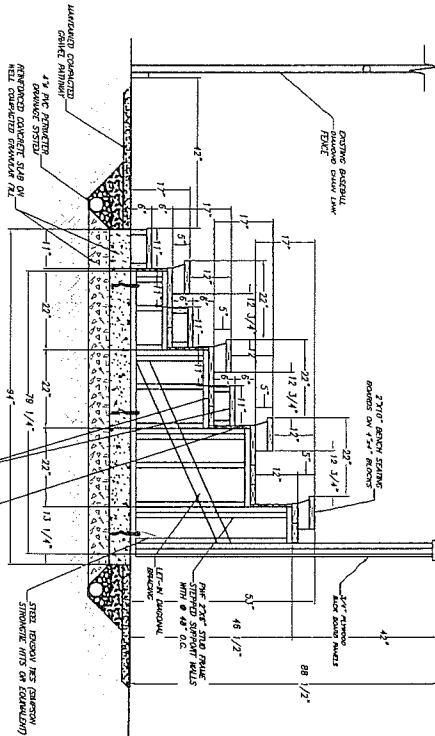
E1 ELEVATION

End Elevation
of Side Bleacher Unit, Layout "A"



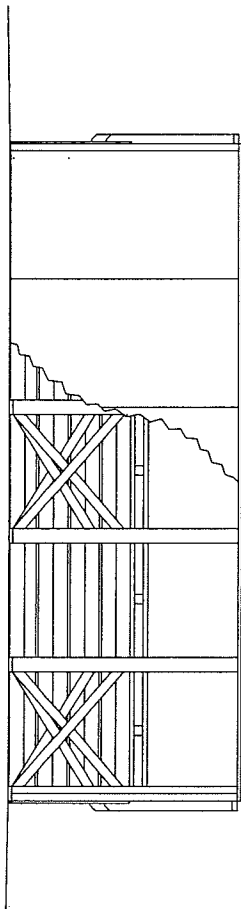
E2 ELEVATION

Front Elevation
of Side Bleacher Unit, Layout "A"



S1 SECTION

Typical Cross Section through Aisle
of Side Bleacher Unit, Layout "A"



E3 ELEVATION

Back Elevation
of Side Bleacher Unit, Layout "A"
(with plywood sheathing cut away to show cross
bracing of frames)



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

CLIENT: VILLAGE OF MCBRIDE
PROJECT: CONCEPT PLAN FOR NEW BLEACHERS
AT BILL CLARK MEMORIAL PARK, MCBRIDE
DATE: JUL 20, 2009

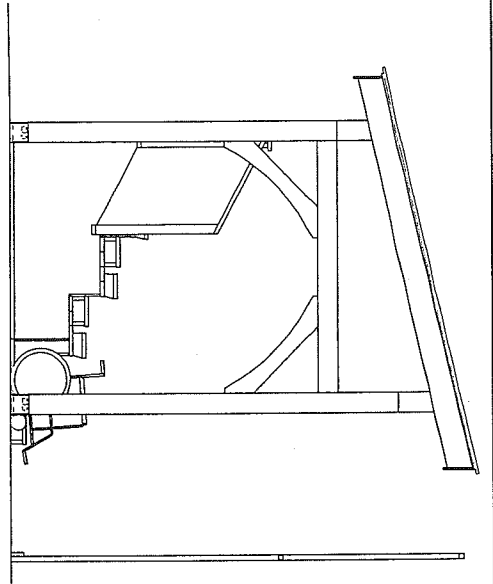
CONCEPT PLAN FOR NEW BLEACHERS
AT BILL CLARK MEMORIAL PARK, MCBRIDE
ELEVATION VIEWS & TYPICAL CROSS SECTION OF
SIDE BLEACHER UNITS, LAYOUT "A"

PROJECT NO.: EW-508
SCALE: 1/4"=1'
DATE: JUL 20, 2009



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McBride, B.C. V0J 2E0
250-569-8837
evan@draatinc.com

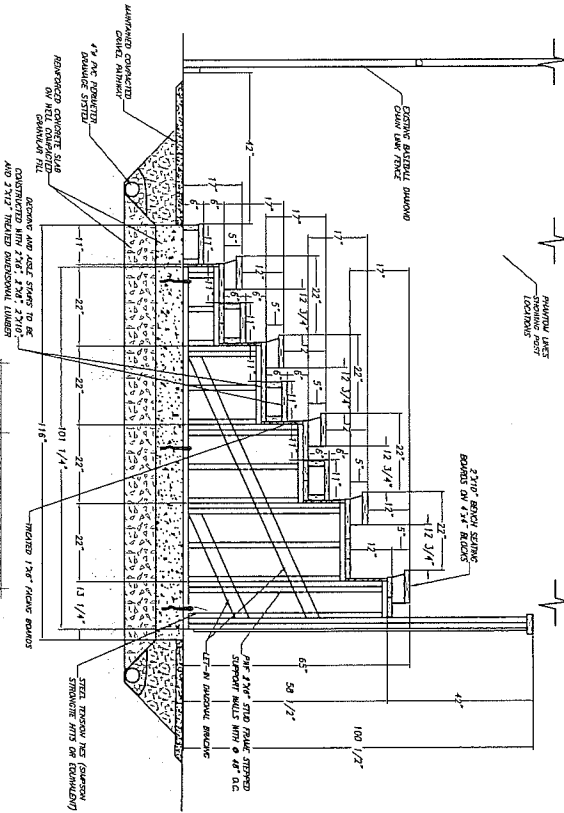
DRAWING NO.: EW-508-D
REVISED: 1/20/10



E4 ELEVATION

FROM: --
SCALE: 3/8"=1'

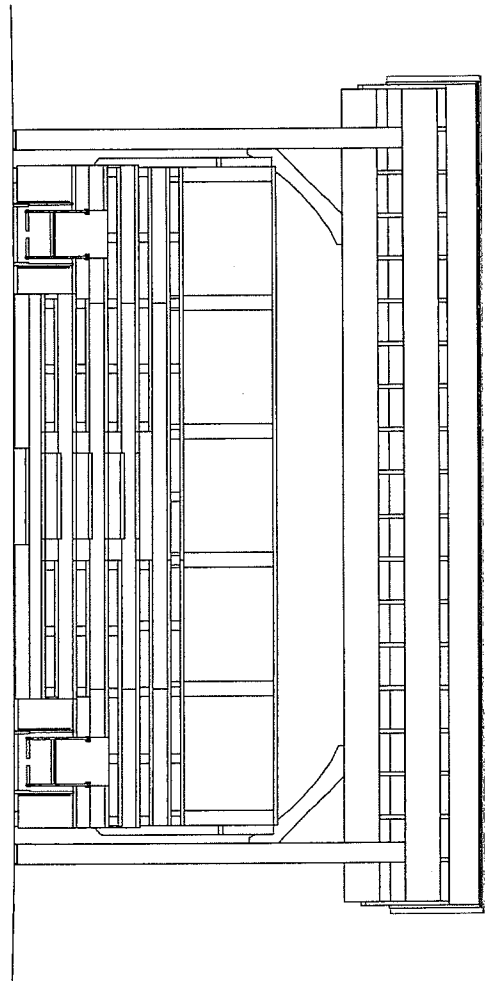
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S2 SECTION

FROM: --
SCALE: 1/2"=1'

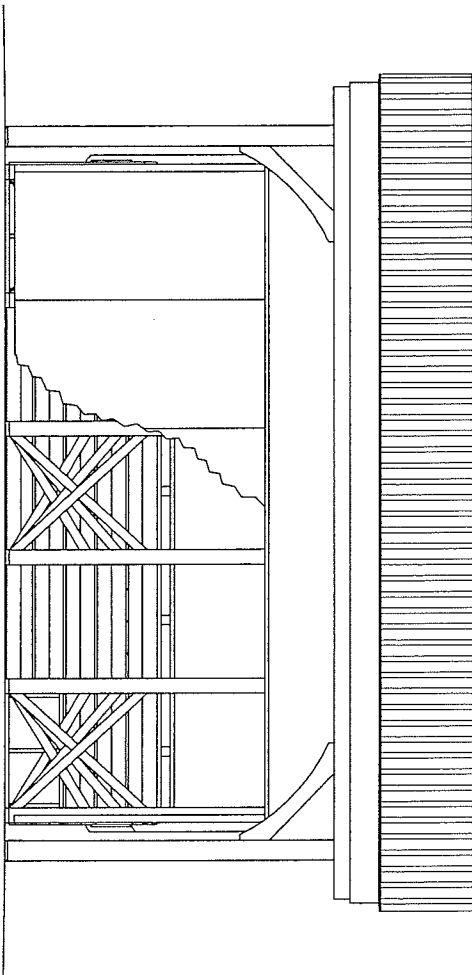
Typical Cross Section through Aisle of Centre Bleacher Unit, Layout "A"



E5 ELEVATION

FROM: --
SCALE: 3/8"=1'

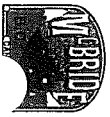
Front Elevation of Centre Bleacher Unit, Layout "A"



E6 ELEVATION

FROM: --
SCALE: 3/8"=1'

Back Elevation of Centre Bleacher Unit, Layout "A"
(with plywood sheathing cut away to show cross bracing of frames)



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

DESIGN
CONCEPT
E.W.
CONSTRUCTION
CONSTRUCTION

Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Elevation Views & Typical Cross Section of
Centre Bleacher Unit, Layout "A"

PROJECT NO.
EW-508
TITLE
AT NORD
DATE
3 OF 8

NO. DATE



NO. DATE

NO. DATE

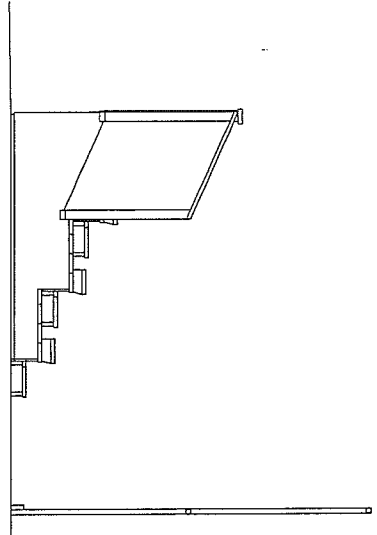
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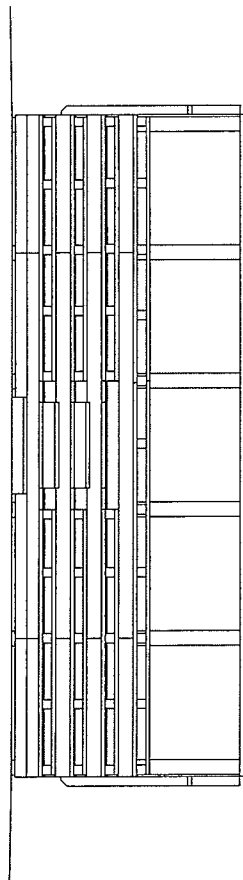
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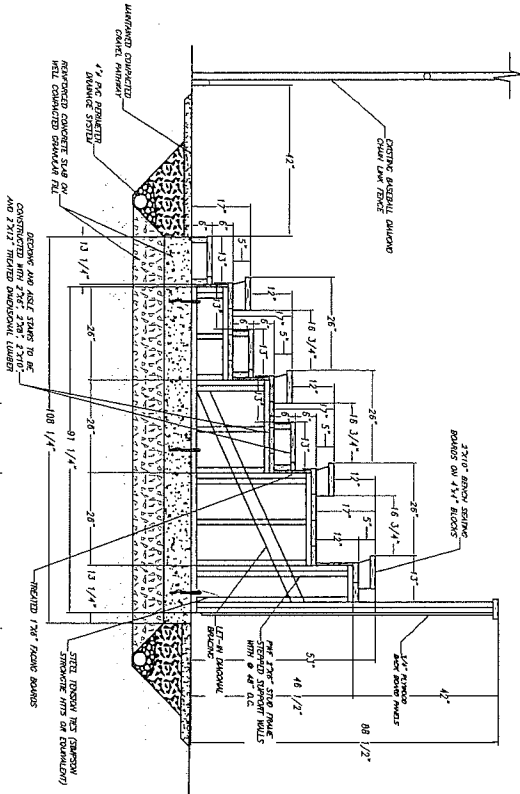
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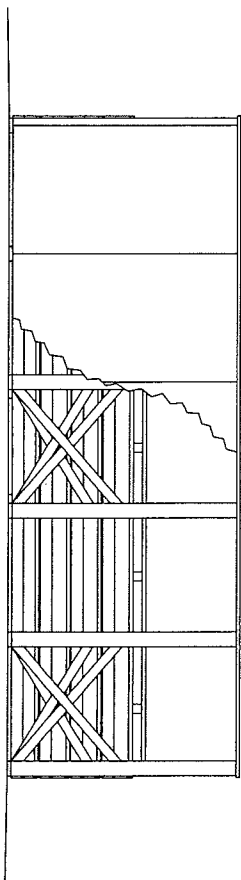
E7 ELEVATION
FROM: --
SCALE: 3/8"=1"
End Elevation
of Side Bleacher Unit, Layout "B"



E8 ELEVATION
FROM: --
SCALE: 3/8"=1"
Front Elevation
of Side Bleacher Unit, Layout "B"



S3 SECTION
FROM: --
SCALE: 1/2"=1"
Typical Cross Section through Aisle
of Side Bleacher Unit, Layout "B"



E9 ELEVATION
FROM: --
SCALE: 3/8"=1"
Back Elevation
of Side Bleacher Unit, Layout "B"
(with plywood sheathing cut away to show cross
bracing of frames)



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Elevation Views & Typical Cross Section of
Side Bleacher Units, Layout "B"

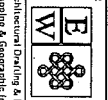
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BY: ESW
DATE: 11/11/2009

NO. 1
DATE: 11/11/2009



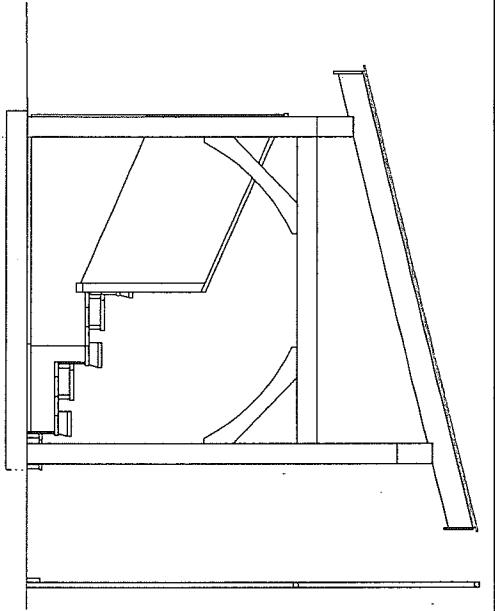
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DATE: 11/11/2009

NO. 3
DATE: 11/11/2009



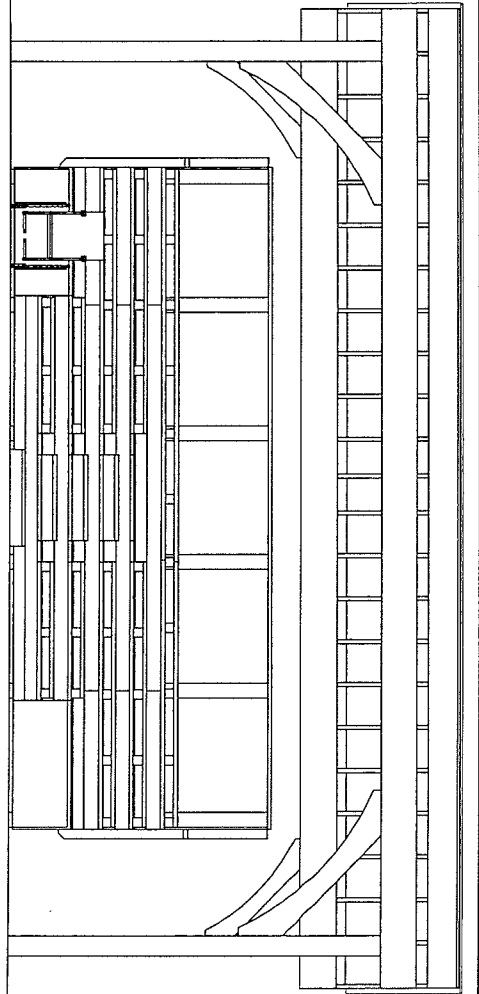
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DRAWING NO.
EW-508-F



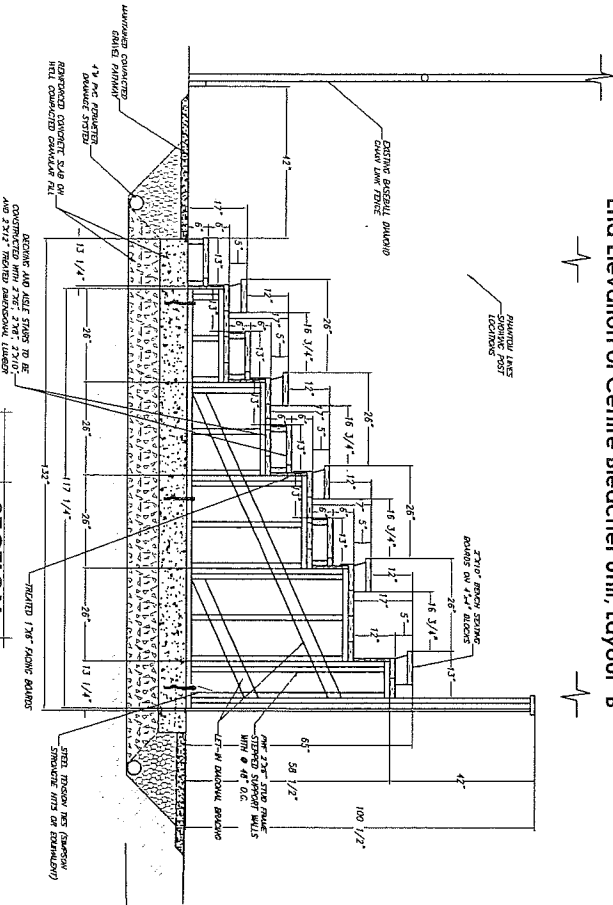
E10 ELEVATION
FROM: --
SCALE: 3/8"=1'

End Elevation of Centre Bleacher Unit, Layout "B"



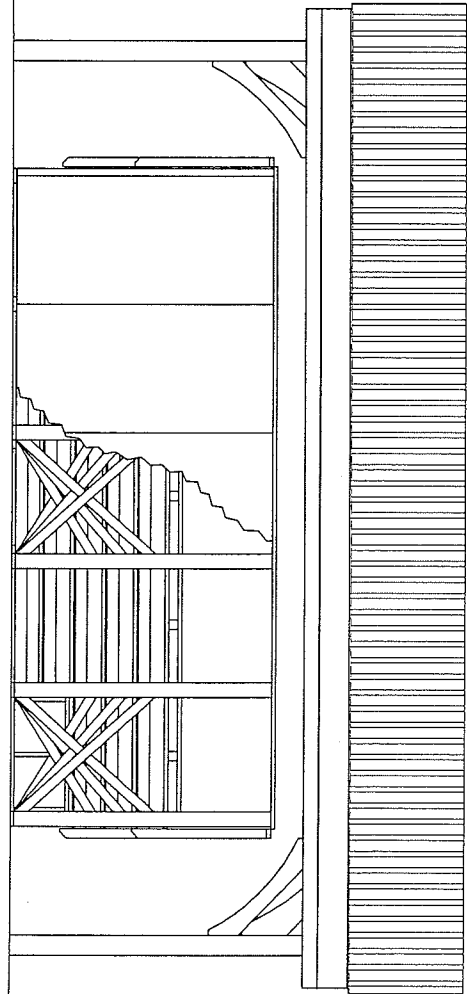
E11 ELEVATION
FROM: --
SCALE: 3/8"=1'

Front Elevation of Centre Bleacher Unit, Layout "B"



S4 SECTION
FROM: --
SCALE: 1/2"=1'

Typical Cross Section through Aisle of Centre Bleacher Unit, Layout "B"



E12 ELEVATION
FROM: --
SCALE: 3/8"=1'

Back Elevation of Centre Bleacher Unit, Layout "B"
(with plywood sheathing cut away to show cross bracing of frames)

CLIENT:



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

DESIGNER:
ARCHITECT:
ENGINEER:
CONSULTANT:

Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Elevation Views & Typical Cross Section of
Centre Bleacher Unit, Layout "B"

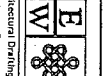
PROJECT:
NO. 508
DATE: 1/2/8

REVISIONS:
DATE: 1/2/8



DATE: 1/2/8

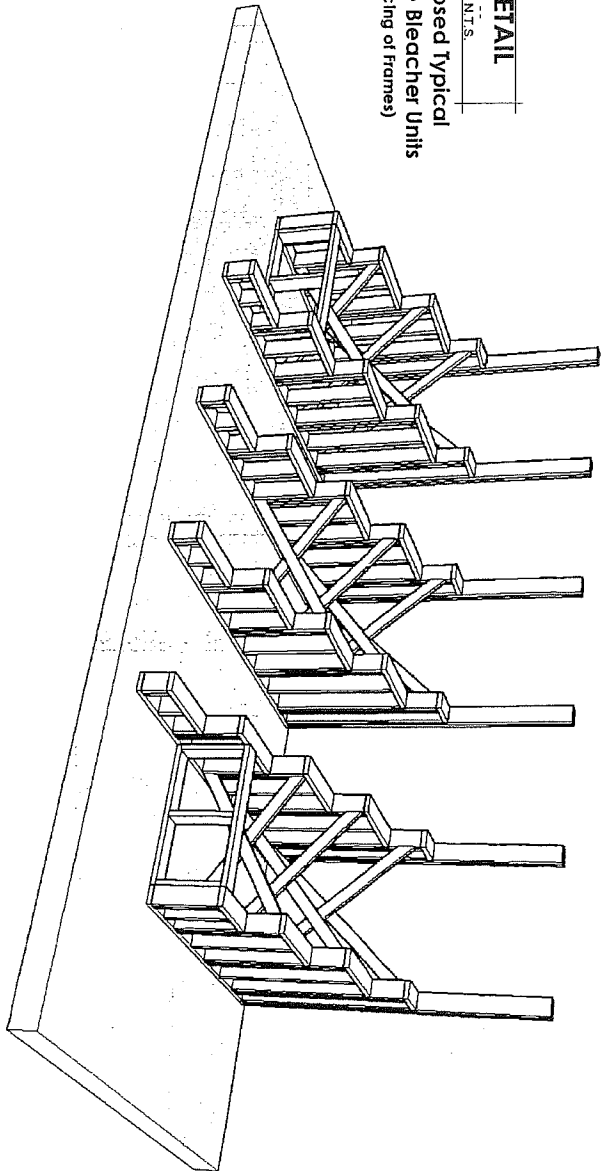
DESIGNED BY:



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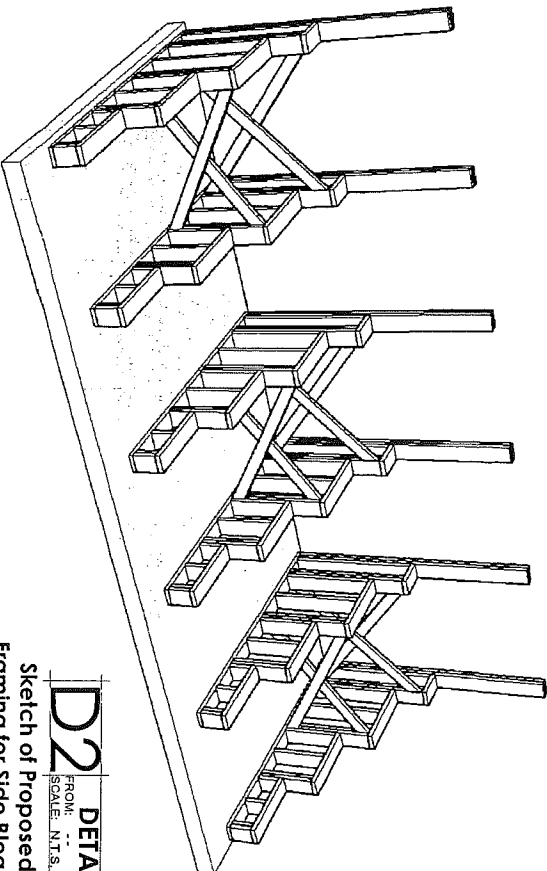
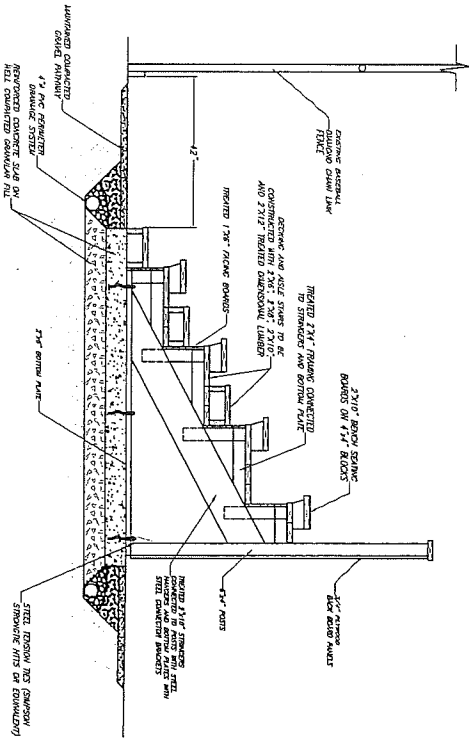
DRAWING NO.: EW-508-G

Sketch of Proposed Typical Framing for Centre Bleacher Units (showing Cross Bracing of Frames)



SECTION
FROM: --
SCALE: 1/2"=1'

**Typical Cross Section showing Possible
Alternative Framing Construction**



DETAIL
FROM: --
SCALE: N.T.S.

Sketch of Proposed Typical Framing for Side Bleacher Units (showing Cross Bracing of Frames)



Village of McBride
P.O. Box 519
100 Robson Centre
McBride, B.C. V0J 2E0

DESIGN	
DRAWN BY	E.W.
CHECKED BY	
APPROVAL	
ISSUE DATE	11/20/2000

**Concept Plan for New Bleachers
at Bill Clark Memorial Park, McBride
Section Showing Alternative Framing**

PROJECT NO:	EW-508
VSCALE:	As Noted
HSCALE:	As Noted
SHEET NO:	Archc
TWO:	7 TWO:



Drawings By:



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DRAWING NO.:	EW-50
#REVISE:	



REPORT TO COUNCIL

Date: April 11, 2017
To: Council
From: Chief Administrative Officer
Subject: Council Procedure Bylaw 759,2015

Background:

Please find consolidated Council Procedure Bylaw 759, 2015 for your consideration.

As per legislation all municipal bylaws going forward must be consolidated, thus they retain their original Bylaw Number and amendments are reflected in a header leading into the Bylaw

Respectfully,

Kelley Williams

VILLAGE OF MCBRIDE

COUNCIL PROCEDURE BYLAW NO. 759, 2015

Contents

	<u>Page</u>
PART 1 – INTRODUCTION	4
Title	4
Definitions	4
Application of rules of procedure	4
PART 2 – COUNCIL MEETINGS	5
Inaugural Meeting	5
Time and location of meetings	5
Notice of Council Meetings	6
Notice of Special meetings	6
Electronic Meetings	6
PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR.....	7
PART 4 – COUNCIL PROCEEDINGS	7
<i>Community Charter</i> Provisions	7
Attendance of Public at Meetings	8
Minutes of meetings to be maintained and available to public	8
Calling meeting to order	9
Adjourning meeting where no quorum	9
Agenda	9
Order of proceedings and business	10
Late Items	10
Voting at meetings	11
Delegations	11
Points of order	12
Conduct and debate	12
Motions generally	14
Motion to commit	15
Motion for the main question	15
Amendments generally	15
Reconsideration by Council Member	16
Privilege	17
Reports from committees	17
Adjournment	17
PART 5 – BYLAWS	18
Copies of proposed bylaws to Council members	18

Form of bylaws	18
Bylaws to be considered separately or jointly	18
Reading and adopting bylaws.....	18
Bylaws must be signed	19
PART 6 - RESOLUTIONS	19
Copies of resolutions to Council members	19
Form of resolution.....	19
Introducing resolutions	19
PART 7 - COMMITTEE OF THE WHOLE	20
Going into Committee of the Whole.....	20
Notice for COTW meetings.....	20
Minutes of COTW meetings to be maintained and available to public.....	20
Presiding members at COTW meetings and Quorum	20
Points of order at meetings.....	21
Conduct and debate	21
Voting at meetings.....	21
Reports.....	21
Rising without reporting	21
PART 8 – COMMITTEES	22
Duties of standing committees.....	22
Duties of select committees.....	22
Schedule of committee meetings.....	23
Notice of committee meetings	23
Attendance at Committee meetings.....	23
Minutes of committee meetings to be maintained and available to public	23
Quorum	24
Conduct and debate	24
Voting at meetings.....	24
PART 9 - COMMISSIONS	24
Schedule of Commission meetings	24
Notice of Commission meetings	24
Minutes of Commission meetings to be maintained and available to the public ..	25
Quorum	25
Conduct and Debate.....	25
PART 10 – GENERAL	25
SCHEDULE “A”	27

Amending Bylaws to the Village of McBride Council Procedures Bylaw No. 759, 2015

Bylaw	Description	Amending Bylaw No.	Amend Bylaw Adoption Date
759	Order of proceedings and business	759.2	May 24, 2016
759	Time to begin and close meeting	759.2	May 24, 2016
759	Schedule "A"	759.2	May 24, 2016

BYLAW NO. 759

COUNCIL PROCEDURE BYLAW

The Municipal Council of the Corporation of the Village of McBride enacts as follows:

PART 1 – INTRODUCTION**Title**

1. This Bylaw may be cited as the “COUNCIL PROCEDURE BYLAW NO. 759, 2015”.

Definitions

2. In this Bylaw,

“Commission” means a municipal commission established under s.143 of the *Community Charter*;

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

“COTW” means the Committee of the Whole Council;

“Corporate Officer” means the Corporate Officer for the City;

“Council” means the Council of the Corporation of the Village of McBride;

“Mayor” means the mayor of the Village;

“Public Notice Posting Place” means the notice board at the Village Office;

“Village” means the Corporation of the Village of McBride;

“Village Office” means the Corporation of the Village of McBride Office, located at 100 Robson Centre, McBride, British Columbia;

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 New Robert's Rules of Order, 2nd edition, 1998, apply to the proceedings of Council, COTW, 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) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
- (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 Village Office Council Chambers except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must
 - (a) be held on the second and fourth Tuesday of each month, and
 - (b) begin at 19:00;
 - (c) be adjourned at 21:30 on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with s. 29;
 - (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 days written notice,

Notice of Council Meetings

6. (1) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must prepare annually on or before January 2nd, a schedule of the dates, times and Place of regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Place.
- (2) In accordance with section 127 of the *Community Charter [notice of council meetings]*, Council must give notice annually on or before January 2nd, of the time and duration that the schedule of regular Council meetings will be available beginning on January 2nd in accordance with section 94 of the *Community Charter [requirements for public notice]*.
- (3) Where revisions are necessary to the annual schedule of regular Council meetings, 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 and place or cancellation of a regular Council meeting.

Notice of special meetings

7. (1) Except where notice of a special meeting is waived by unanimous vote of all council members under section 127(4) of the *Community Charter [notice of council meeting]*, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting, by
 - (a) posting a copy of the notice in the Council chambers at the Village Office,
 - (b) posting a copy of the notice at the Public Notice Posting Place, and
 - (c) leaving one copy of the notice for each Council member in the Council member's mailbox at the Village Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Electronic Meetings

8. (1) Provided the conditions set out in subsection 128(2) of the *Community Charter [electronic meetings and participation by members]* are met,
 - (a) a special Council meeting may be conducted by means of visual, audio, electronic or other communication facilities if:

- (i) the Mayor requires;
 - (ii) the Council requires;
- (b) a member of Council or a Council Committee member who is unable to attend at a Council meeting or Council Committee meeting, as applicable, may participate in the meeting by means of visual, audio, electronic or other communication facilities, if:
 - (i) the meeting is regular, special and/or committee meeting;
- (2) The member presiding at a special council or council committee meeting must not participate electronically.
- (3) No more than two (2) members of council at one time may participate at a council meeting under section 8(1)(b).

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

- 9.
 - (1) Annually, at the Inaugural meeting of Council, Council must from amongst its members designate Councillors to serve on a rotating basis 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 the Mayor is vacant.
 - (2) Each Councillor designated under section 9(1) must fulfill the responsibilities of the Mayor in his or her absence.
 - (3) If both the Mayor and the member designated under section 9(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 9(1) or chosen under section 9(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 – COUNCIL PROCEEDINGS

Community Charter Provisions

- 10. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*]. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

11. (1) Except where the provisions of section 90 of the *Community Charter [meetings that may or must be closed to the public]* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*. This resolution must clearly define the items as per Section 90 of the Community Charter.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - (a) COTW,
 - (b) standing and select committees,
 - (c) parcel tax review panel,
 - (d) board of variance,
 - (e) planning commission,
 - (f) Commissions
- (4) Despite section 11(1), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 may expel or exclude from a Council meeting a person in accordance with section 21(8).

Minutes of meetings to be maintained and available to public

12. (1) Minutes of the proceedings of Council must be
 - (a) legibly recorded,
 - (b) certified as correct by the Corporate Officer, and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 12(3), and in accordance with section 97(1)(b) of the *Community Charter [other records to which public access must be provided]* minutes of the proceedings of Council must be open for public inspection at the Village Office during its regular office hours.

- (3) Subsection 12(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter [meetings that may be closed to the public]*.

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 Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 9 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 9 do not attend within 15 minutes of the scheduled time for a 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 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 of items for inclusion on the Council meeting Agenda must be 4:30 pm on the Wednesday prior to the meeting.
- (3) The Corporate Officer must make the agenda available to the members of Council and the public at least 24 hours before the meeting.

- (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.

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: (see sample agenda format attached as Schedule "A" to Bylaw 759.1)
- (a) Introduction of late items
 - (b) Approval of agenda
 - (c) Adoption of minutes
 - (d) Delegations
 - (e) Unfinished business
 - (f) Reports
 - (g) Correspondence
 - (h) Bylaws; Permits, and Policies
 - (i) New business
 - (j) Public Questions— pertaining to items on the agenda only. Members of the public may speak one time only for a maximum of 3 minutes.
 - (k) Notice of In-Camera Meeting (if necessary)
 - (l) Recess Open Meeting – in order to conduct the closed meeting
 - (m) Reconvene the Regular Meeting
 - (n) Items brought forward from in-camera
 - (o) Adjournment
- (2) 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.

Late Items

17. (1) An item of business not included on the Agenda must not be considered at a Council meeting unless introduction of the late item is approved by Council at the time allocated on the Agenda for such matters.
- (2) If the Council makes a resolution under section 17(1), information pertaining to late items must be distributed to the members.

- (3) Minutes must reflect Late Item business with a brief/point form summary.

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;
 - (b) when the Council is ready to vote, the presiding member must put the matter to a vote by stating:

"Those in favour raise your hands." and then "Those opposed raise your hands." or; "Vote either in favour or opposed using the automated voting system."
 - (c) when the presiding member is putting the matter to a vote under paragraphs (a) and (b) a member must not
 - (i) cross or leave the room,
 - (ii) make a noise or other disturbance, or
 - (iii) interrupt the voting procedure under paragraph (b) unless the interrupting member is raising a point of order;
 - (d) after the presiding member finally puts the question to a vote under paragraph (b), 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) whenever a vote of Council on a matter is taken, each member present shall signify their vote by raising their hand; and
 - (g) the presiding member must declare the result of the voting by stating that the question is decided in either the affirmative or the negative;

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 on a prescribed form has been received by the Corporate Officer by 4:30 on the Wednesday prior to the meeting. Each address must be limited to 5 minutes unless a longer period is agreed to by unanimous vote of those members present.

- (2) Where written application has not been received by the Corporate Officer as prescribed in section 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 prerequisite to the adoption of the bylaw.
- (4) The Corporate Officer may schedule delegations to another Council meeting or advisory body 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 section 132(1) of the *Community Charter [authority of presiding member]*, 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
 - (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 (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, Acting 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 Council for its decision on the point of order in accordance with section 132 of the *Community Charter [authority of presiding member]*.
- (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 by a peace officer from the member's seat , and
 - (b) if the member apologizes to the Council, Council may, by resolution, allow the member to retake the member's seat.

- (9) 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.
- (10) 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) with the permission of Council, or
 - (ii) 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 who has moved an amendment, the previous question, or an instruction to a committee may not reply to the debate;
 - (d) a member may speak to a question, or may speak in reply, for longer than a total time of 15 minutes only with the permission 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 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 to commit

- 23. Until it is decided, a motion made at a Council meeting to refer to committee precludes an amendment of the main question.

Motion for the main question

- 24. (1) In this section, "main question", in relation to a matter, means the 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:
 - (a) if a member of Council moves to put the main question, or the main question as amended, to a vote, 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 may again debate the question, or proceed to other business.

Amendments generally

- 25. (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 reproduced in writing by the mover if requested by the presiding member.
- (4) 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.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negatived by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.

- (8) 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

Mayor's right of reconsideration found at s.131 of the Community Charter

- 26. (1) Subject to subsection (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 subsection (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 subsection (1) or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter],
 - (c) been acted on by an officer, employee, or agent of the City.
- (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 subsection (1) or section 131 of the *Community Charter* [mayor may require Council reconsideration of a matter] is as valid and has the same effect as it had before reconsideration.

Privilege

27. (1) In this section, a matter of privilege refers to any of the following motions:
- (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;
 - (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

Reports from committees

28. Council may take any of the following actions in connection with a resolution it receives from COTW:
- (a) agree or disagree with the resolution;
 - (b) amend the resolution;
 - (c) refer the resolution back to COTW;
 - (d) postpone its consideration of the resolution.

Adjournment

29. (1) A Council may continue a Council meeting after 21:30 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.
- (3) Subsection (2) does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day;
 - (b) a motion that adds an opinion or qualification to a preceding motion to adjourn.