



## **REPORTS:**

### **R-1 Subject: Appointment of Officers and Employees**

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Your Worship, members of Council:

Section 146 of the Community Charter requires that the Council must appoint a person or persons to be responsible for Corporate Services and for Financial Services. In addition section 147 provides that Council may, by bylaw, establish the position of Chief Administrative Officer to provide overall management of the operations of the municipality.

In terms of the Village's management structure I recommend:

- 1) That an Officers Bylaw be adopted which establishes and sets forth responsibilities for the following three positions;
  - (a) Chief Administrative Officer who will report to the Council.
  - (b) Manager of Corporate Services and Manager of Financial Services which positions may be combined into one reporting to the Chief Administrative Officer.
- 2) That the public works employees of the municipality report to the Chief Administrative Officer.
- 3) That Ms. Debra Uliana be appointed to the position of Manager of Corporate and Administrative Services.
- 4) That a qualified administrator be appointed to the position of Chief Administrative Officer, and that until one is appointed Ms. Debra Uliana be appointed as acting C.A.O.

Respectfully submitted,

D. N. Wilson

Interim Administrator

R2005-3      MOVED by Councillor Olsen, seconded by Councillor Ross that the Report be received and the recommendations be adopted.

**CARRIED**

**The Manager of Corporate and Financial Services** took the Oath of Office to be administered by Judge Seidemann.

### **R-2 Subject: Appointment of an Approving Officer**

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Your Worship, members of Council:

The Letters Patent incorporating the Village provide that the Council shall appoint an approving officer pursuant to the Land Title Act on December 7, 2005.

Responsibility as Approving Officer would normally be assigned to the Chief Administrative Officer.

I would recommend that Ms. Debra Uliana be appointed Acting Approving Officer until a C.A.O. has been appointed by the Council.

Respectfully submitted,  
D. N. Wilson  
Interim Administrator

R2005-4        MOVED by Councillor Martin, seconded by Councillor Noddin that  
                  The report be received and the recommendation be adopted.

**CARRIED**

**R-3 Subject: Appointment of Auditors**

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Your Worship, members of Council:

A request for proposals to provide audit services to the municipality was sent to four firms of auditors doing business in the Prince Rupert area. Three proposals were received as follows:

Allan K Hooper Inc. To act as auditors for the year 2006. Their fee for the year 2006 to be \$5,000 plus expenses.

Carlyle Shepherd & Co. To act as auditors for five years. Their fee for the year 2006 to be \$8,500 plus expenses.

Vohora and Company To act as auditors for five years. Their fee for the year 2006 to be \$13,000 plus expenses.

I recommend that Council appoint the firm of Allan K. Hooper Inc. as auditors for the village in the year 2006 at a total fee of \$5,000 plus expenses.

Respectfully submitted,  
D. N. Wilson  
Interim Administrator

R2005-5        MOVED by Councillor Ross, seconded by Councillor Martin that the  
                  Report be received and the recommendation be adopted.

**CARRIED**

**R-4 Subject: Appointment of Bankers and signing officers**

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Your Worship, members of Council:

A proposal to provide banking services to the municipality has been obtained from the Northern Savings Credit Union.

Since NSCU are the only bankers operating a branch on the Queen Charlotte Islands I recommend:

1. That Northern Savings Credit Union be appointed as bankers to the Village of Queen Charlotte.

2. That Mayor Kulesha, Councillor Martin, the Chief Administrative Officer and the Manager of Financial Services be named as signing officers and that all cheques require the signature of one of the above two elected persons and one of the above two appointed persons.

Respectfully submitted,  
D. N. Wilson  
Interim Administrator

R2005-6      MOVED by Councillor Olsen, seconded by Councillor Noddin that the Report be received and the recommendations be adopted.

**CARRIED**

#### **R-5 Subject: Public Liability and Property Insurance**

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Your Worship, members of Council:

A proposal to provide property insurance for the village has been obtained from Key West Insurance Services Ltd. They have quoted a sum of \$6,325.00 to provide general insurance on all of the municipality's property.

Liability insurance may be obtained from the Municipal Insurance Association of B.C. Coverage for the period December 8, 2005 to December 31, 2006 will cost \$11,791.00. Membership in MIABC is for a minimum of five years.

I recommend:

- 1) That property insurance be acquired from Key West Insurance Services for the year 2006 at a total cost of \$6,325.00 and,
- 2) That the Village of Queen Charlotte obtain membership in the Municipal Insurance Association of B.C. and that insurance coverage be obtained commencing December 8, 2005.

Respectfully submitted,  
D.N. Wilson  
Interim Administrator

R2005-7      MOVED by Councillor Noddin, seconded by Councillor Ross that the Report be received and the recommendations be adopted.

**CARRIED**

**R-6 Subject: Appointment of Solicitors**

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Your Worship, members of Council:

It is usual for a municipality to appoint a solicitor. While there is no retainer fee involved it does establish a solicitor/client relationship for the future. It is also usual to appoint a solicitor well experienced in municipal law.

I recommend that the law firm of Staples, McDannald, Stewart of Victoria, B.C. be appointed as solicitors for the Village.

Respectfully submitted,  
D. N. Wilson  
Interim Administrator

R2005-8      MOVED by Councillor Olsen, seconded by Councillor Martin that the Report be received and the recommendation be adopted.

**CARRIED**

**R-7 Subject: Travel Expense Policy**

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Your Worship, members of Council:

A policy should be adopted which establishes travel expense allowances for members of Council and/or staff travelling on municipal business.

I have completed a review of allowances paid in fifteen municipalities with similar populations or tax base.

Based upon that survey I recommend that Council adopt the following travel expense policy.

Per diem allowance:	\$80.00
Hotel, air & ferry fare:	Actual Cost
Mileage:	\$0.45 per kilometre

Respectfully submitted,  
D. N. Wilson  
Interim Administrator

R2005-9      MOVED by Councillor Ross, seconded by Councillor Noddin that the Report be received and the recommendation be adopted.

**CARRIED**

**BYLAWS:**

For introduction and three readings:

**VILLAGE OF QUEEN CHARLOTTE  
BYLAW NO. 1-2005  
A BYLAW TO GOVERN THE PROCEEDINGS OF COUNCIL AND  
COMMITTEES**

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**WHEREAS** Section 124 of the *Community Charter* requires that the Council must, by bylaw, establish the procedures that are to be followed for the conduct of its business, including the manner by which resolutions may be passed, bylaws adopted, and to establish procedures that are to be followed in conducting meetings of select and standing committees of Council, and any other committee composed of Council members acting in that capacity;

**NOW THEREFORE** the Municipal Council of the Village of Queen Charlotte in an open meeting assembled enacts as follows:

### **Part 1 – Introduction**

#### *Citation*

1. This bylaw may be cited for all purposes as “Village of Queen Charlotte Council Procedure Bylaw No. 1-2005”.

#### *Interpretation*

2. In this bylaw:

“**Committee**” means a standing, select or other committee of Council, but does not include Committee of the Whole (CoW).

“**Committee of the Whole (CoW)**” means the Committee of the Whole of Council.

“**Director of Corporate Services**” means the person responsible for corporate administration of the Village of Queen Charlotte and includes the Deputy Director of Corporate Services.

“**Council**” means the Council of the Village of Queen Charlotte.

“**Mayor**” means the Mayor of the Village of Queen Charlotte and during the absence, illness or other disability of the Mayor, includes a Councillor appointed as Acting Mayor.

“**Public Notice Posting Places**” means the notice board at the entrance of the Village Office.

“**Village**” means the Village of Queen Charlotte.

“**Village Office**” means the Village of Queen Charlotte Municipal office located at 903 Highway 33 in Queen Charlotte, B.C..

#### *Application*

3. (a) The provisions of this Bylaw govern the proceedings of Council, CoW, and all standing and select committees of Council, as applicable.

- (b) In cases not provided for under this Bylaw, the New Robert's Rules of Order, 10<sup>th</sup> Edition apply to the proceedings of Council, CoW, and Council committees to the extent that those rules are:
  - (i) applicable in the circumstances, and
  - (ii) not inconsistent with provisions of this Bylaw or the *Community Charter*

## **Part 2 – Council Meetings**

### ***Inaugural Meeting***

- 4. (a) Following a general local election, the first Council meeting must be held on the first Monday in December in the year of the election.
- (b) 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 (a), the first Council meeting must be called by the Director of Corporate Services and held as soon as reasonably possible after a quorum has taken office.

### ***Time and Location of Meetings***

- 5. (a) All Council meetings must take place within the Village Office except when Council resolves to hold meetings elsewhere.
- (b) Regular Council meetings must:
  - (i) be held on the first and third Monday of each month, except for the month of August when no Regular meetings shall be held unless Council directs otherwise by way of calling a Special Meeting; and
  - (ii) begin at 7:30 p.m.
  - (iii) be adjourned by 10:30 p.m. on the day scheduled for the meeting unless two-thirds majority of Council resolves to proceed beyond that time;
  - (iv) when such meetings fall on a statutory holiday, be held on the next day the Village Office is open following which is not a statutory holiday; and
  - (v) unless Council, by resolution directs otherwise, statutory Public Hearings as required, shall be held immediately preceding a Regular meeting of Council.
- (c) CoW to be held on a quarterly basis or as determined by Council.

### ***Notice of Council Meetings***

- 6. (a) In accordance with section 127 of the *Community Charter*, Council must prepare annually, on or before January 1<sup>st</sup>, a schedule of the dates, times and places of Regular Council meetings and must make the schedule available to the public by posting it at the Public Notice Posting Places.

- (b) In accordance with section 94 of the *Community Charter*, Council must give notice annually on or before January 1<sup>st</sup> of the availability of the schedule of Regular Council meetings.
- (c) At least seventy-two hours before a meeting the Director of Corporate Services must give public notice of the time, place and date of the meeting by way of a notice posted on the Public Notice Posting Places and must give further notice of the meeting by:
  - (i) posting a copy of the notice at the regular council meeting place, and
  - (ii) leaving copies of the agenda at the reception counter of the Village Office for the purpose of making them available to members of the public.
- (d) At least seventy-two hours before a Regular Meeting of Council, the Corporate Administrator must provide a copy of the agenda to each member of Council.

***Notice of Special Meetings***

- 7. (a) A Special meeting, being a meeting other than a statutory, regular or adjourned meeting, may be called at any time by the Mayor, or upon request, by two or more members of the Council. A Special meeting may only be called for a specific purpose or purposes.
- (b) Except where notice of a Special meeting is waived by a unanimous vote of all Council members under section 127(4) of the *Community Charter*, at least twenty-four hours before a Special meeting of Council the Director of Corporate Services must:
  - (i) give advance public notice of the time, place and date of the meeting by way of a notice posted on the Public Notice Posting Places; and
  - (ii) leave one copy of the notice for each Council member in the Council member's file folder at the Village Office or provide said notice to each member of Council via email.
  - (iii) The notice under subsection (b) must describe, in general terms, the purpose of the meeting and be signed by the Mayor or the Director of Corporate Services.

**Part 3 – Designation of Member to Act in Place of Mayor**

- 8. (a) Annually in December, 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.
- (b) Each Councillor designated under subsection (a) above must fulfill the responsibilities of the Mayor in his or her absence.
- (c) If both the Mayor and the member designated under section 8 (a) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.

- (d) The member designated under section 8 (a) or chosen under section 8 (c) has the same powers and duties as the Mayor in relation to the applicable matter.

#### **Part 4 – Council Proceedings**

##### ***Attendance of Public at Meetings***

- 9. (a) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (b) 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*.
- (c) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
  - (i) CoW
  - (ii) Standing and Select Committees
  - (iii) Parcel Tax Review Panel
  - (iv) Board of Variance
  - (v) Advisory Planning Commission
- (d) Despite section 9(a), the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 8 may expel or exclude from a Council meeting a person in accordance with section 16(c).

##### ***Minutes of Meetings to be Maintained and Available to the Public***

- 10. (a) Minutes of the proceedings of Council must be legibly recorded, certified as correct by the Director of Corporate Services and signed by the Mayor or other member presiding at the meeting,
- (b) Subject to subsection 10(c), and in accordance with section 97(1)(b) of the *Community Charter* minutes of the proceedings of Council must be open for public inspection at the Village Office during its regular office hours.
- (c) Subsection 10(b) 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*.

##### ***Calling Meeting to Order***

- 11. (a) 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 Part 3, section 8, must take the Chair and call such meeting

to order. The presiding member has, for that purpose, all the powers of, and is subject to, the same rules as the Mayor.

- (b) Should both the Mayor and the member responsible for acting in place of the Mayor be absent and there is a quorum present the Director of Corporate Services must call to order the members present, and the members present must choose a member to preside at the meeting.

### ***Adjourning When no Quorum***

- 12. If there is no quorum of Council present within thirty (30) minutes of the scheduled time for a Council meeting, the Director of Corporate Services must record the names of the members present, and those absent, and adjourn the meeting until the next scheduled meeting.

### ***Agenda***

- 13. (a) Prior to each Council meeting, the Director of Corporate Services 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.
- (b) The deadline for submissions by Council, staff and the public to the Corporate Administrator of items for inclusion on the Council meeting agenda must be 4:30 p.m. on the Wednesday prior to the scheduled meeting.
- (c) The Director of Corporate Services must make the agenda available to the members of Council and the public on the Friday afternoon prior to the meeting.
- (d) 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 15.

### ***Order of Proceedings and Business***

- 14. (a) The agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:
  - (i) Agenda Additions and/or Deletions
  - (ii) Approval of the Agenda
  - (iii) Adoption of Minutes
  - (iv) Presentations/Delegations
  - (v) Correspondence
  - (vi) Reports
  - (vii) Bylaws
  - (viii) Unfinished Business
  - (ix) New Business
  - (x) Public Participation
  - (xi) Special Business (In-Camera)
  - (xii) Adjournment

- (b) 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***

- 15. (a) 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.
- (b) If the Council makes a resolution under section 15(a), information pertaining to late items must be distributed to the members.

### ***Rules of Conduct and Debate***

- 16. (a) Every member shall address himself/herself to the chair before speaking to any question or motion.
- (b) Members shall address the chair as “Your Worship” or “Mayor \_\_\_\_\_”, and shall refer to each other as “Councillor (surname)”.
- (c) No member shall speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or persons administering the Government of Canada or of this Province, nor shall he/she use offensive words in or against the Council or against any member thereof; nor shall he/she speak beside the Question in debate, and no member shall reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded; nor shall he/she resist the rules of the Council or disobey the decision of the Mayor or of the Council on questions of order or practice, or upon the interpretation of the rules of the Council, and in case any member shall so resist or disobey, he/she may be ordered by the Council to leave his/her seat for that meeting, and in case of his/her refusing to do so he/she may, on the order of the Mayor, be removed therefrom by a peace officer; but in case of apology being made by the offender he/she may by vote of the Council be permitted to immediately retake his/her seat.
- (d) When two or more members commence to speak, the Mayor shall name the member who, in his/her opinion, first spoke; but a motion may be made that any member who has commenced to speak “be now heard” or “do now speak” (and such motion shall be treated as a point of order).
- (e) A member called to order from the chair shall immediately cease speaking, but may afterwards, on a point of privilege explain. The Council if appealed to, shall decide the case, but without debate. If there be no appeal, the decision of the Mayor shall be final.
- (f) No member may speak more than twice to the same question without leave of the Council, except in explanation of a material part of his/her speech,

which may have been misconceived and in doing so he/she may not introduce new matter. A reply shall be allowed to a member who has made a substantive motion to the Council, but not to a member who has moved an amendment.

- (g) When a debate of a question is closed and the Council is ready for the question, the Mayor shall proceed to put the question “is the Council ready for the question?” (or words to the like effect). Having stated the question on which the decision of the Council is to be first given, he/she shall take the sense of the member by saying, “Those in favour of the question” (or amendment, as the case may be); “Those opposed” (or words to the like effect). Members of Council shall vote by raising their hand. When the supporters and opponents of the question or amendment have given their vote for and against the same, the Mayor shall declare the result.
- (h) After a question is finally put by the Mayor, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor as to whether the question has been finally put shall be conclusive.
- (i) If the Mayor desires to leave the Chair for the purpose of taking part in the debate or otherwise, he/she shall call on the Acting Mayor, or in his/her absence, another Councillor to take his/her place until he/she resumes the Chair.

### ***Points of Order***

- 17. The Mayor, or the member presiding at the meeting of Council, must preserve order and decide points of order which may arise, subject to an appeal to the other Council members present.

### ***Appeal from Decision of Mayor***

- 18. (a) On an appeal by a Council member from a decision of the Mayor, the question as to whether the chair is to be sustained must be immediately put by the Mayor and decided without debate.
- (b) The Mayor must be governed by the vote of the majority of the other Council members present.
- (c) If the votes are equal, the question passes in the affirmative.
- (d) The names of the Council members voting for or against the question must be recorded in the minutes.
- (e) If the Mayor refuses to put the question under subsection (a),
  - (i) the Council must immediately appoint a member to preside temporarily,
  - (ii) that presiding member must proceed in accordance with subsection (a) and

- (iii) a resolution or motion carried under this subsection is as binding as if carried under subsection (a).

### ***Voting on Questions***

- 19. (a) A Council member present at the meeting at the time of the vote who abstains from voting is deemed to have voted in the affirmative.
- (b) Unless otherwise provided, all acts to be done by the Council, and all other questions, including adjournment that may come before the Council, must be done and decided by the majority of the Council members present at a meeting.
- (c) If the votes of the Council members present at the meeting at the time of the vote are equal for and against a question, the question is negatived and the presiding member must declare this result.
- (d) The names of those who vote against the question shall only be entered upon the minutes upon a request by either the Mayor or Councillor for a recorded vote. Further, if requested by Council, the Director of Corporate Services shall read aloud the names before the result of the vote has been declared in order that any mistake may be rectified.
- (e) When the question under consideration contains distinct propositions, upon request of any member, the vote upon each proposition shall be taken separately.

### ***Presentations, Delegations & Petitions***

- 20. (a) No person or group of persons wishing to appear before Council may do so unless he/she or they have first notified the Director of Corporate Services in writing in accordance with section 13. Such notification shall specify the matter or matters which the delegation intends to present to Council and, without the approval of Council expressed by motion, no delegation shall address Council on any matter not specified in the notification.
- (b) Every delegation shall be allowed a maximum time of ten minutes to present its petition or submission, unless extended by a two thirds vote of the Council, after which the Council may dispose of the petition or submission at the meeting, refer the subject matter to a committee or take such action as is deemed expedient.
- (c) Delegations to Council shall be limited to a maximum number to three per scheduled meeting. Further, that late delegations may be considered at the discretion of the Chair.
- (d) Every petition to be presented to Council shall be filed with the Corporate Administrator and shall include the name of each petitioner with his/her address and description of the property of which he/she is the owner of which he/she occupies in the municipality. In the case of a corporation, the

authority given by the corporation to sign the petition shall be produced in connection therewith.

### ***Reports***

21. A standing or select committee or Commission of Council may report to the Council at any regular meeting or shall report as required by Council.

### ***Bylaws***

22. A Proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least twenty-four hours before the Council meeting, or all Council members unanimously agree to waive this requirement.
  - (a) A bylaw introduced at a Council meeting must:
    - (i) be printed;
    - (ii) have a distinguishing name;
    - (iii) have a distinguishing number;
    - (iv) contain an introductory statement of purpose;
    - (v) be divided into sections
  - (b) Council must consider a proposed bylaw at a Council meeting either:
    - (i) separately when directed by the presiding member or requested by another Council member, or
    - (ii) jointly with other proposed bylaws in the sequence determined by the presiding member.
  - (c) The presiding member of a Council meeting may
    - (i) have the Director of Corporate Services read a synopsis of each proposed bylaw or group of proposed bylaws, and then
    - (ii) request a motion that the proposed bylaw or group of bylaws be read;
  - (d) The readings of the bylaw may be given by stating its title and object
  - (e) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
  - (f) Subject to section 882 of the *Local Government Act*, each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
  - (g) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
  - (h) Despite section 135(3) of the *Community Charter*, and in accordance with section 890(9) of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

### ***New Business, Motions & Notices of Motions***

23. (a) Motions, other than routine motions (including motions to adopt a report, to receive and file, to refer to a Committee or an Official, to introduce or pass a bylaw or adjourn) and any amendments to motions, shall be put in writing and seconded before being debated or put from the chair.
- (b) A motion that has been seconded shall be read by the Mayor or Corporate Administrator before debate if so requested by any member of Council.
- (c) With the permission of Council, a motion may, at any time before decision or amendment, be withdrawn.
- (d) When a question is under consideration, no motion shall be received except for the following:
- (i) to refer to committee;
  - (ii) to amend;
  - (iii) to lay on the table;
  - (iv) to postpone indefinitely;
  - (v) to postpone to a certain time;
  - (vi) to move the previous question;
  - (vii) to adjourn

A motion made under subsections 23 (iii) to (vii) is not amendable or debatable.

- (e) Amendments shall be decided upon before the main question is put to a vote. Only one amendment shall be allowed to an amendment.
- (f) A motion to refer the subject matter to a Committee, until it is decided, shall preclude all amendments to the main question.
- (g) A motion to adjourn the Council or to adjourn the debate shall always be in order, but if such motion is negated, no second motion to the same effect shall be made until after some intermediate business or matter has been disposed of.

### ***Public Participation***

24. Council, recognizing the value and importance of the opinion of its residents, encourages public participation at meetings of Council. Therefore, at the discretion of the Chair, gives those in attendance the opportunity to ask questions and/or comment to Council as it relates to business outlined and discussed at that particular meeting.

### ***Committee of the Whole (CoW)***

25. (a) Any Council member may preside in Committee of the Whole.

- (b) The rules of Council shall be observed in Committee of the Whole, so far as many be applicable, except that in taking the ayes and nays, the names of Council members shall not be recorded, nor shall the number of times of speaking on any question be limited.
- (c) In case of a division being called for, the question shall be decided by a show of hands. The Director of Corporate Services shall count and decide the number on each side and the presiding member of the committee shall announce the result of the vote.
- (d) When all matters referred to a Committee of the Whole have been considered, a motion to adjourn and report to the next Regular Meeting of Council shall be adopted. At the next Regular Meeting of Council, the presiding member of the Committee of the Whole shall report to the Council and the adoption of the motions of the Committee of the Whole shall be moved.

### ***Standing and Select Committees***

- 26. (a) Pursuant to section 141 of the *Community Charter*, the Mayor may establish standing committees for matters the Mayor considers would be better dealt with by committee, and may provide for appointment as members of a standing committee persons who are not Council members. At least one half of the members of a standing committee must be Council members.
- (b) Pursuant to section 142 of the *Community Charter* the Council may, from time to time, establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the Council. At least one member of a select committee must be a Council member.
- (c) Any member of the Council may be placed on a standing or select committee, notwithstanding the absence of such member at the time of being named upon such committee.
- (d) Members of the Council may attend the meetings of any of its committees and shall not be allowed to vote, but may be allowed to take part in any discussion or debate by permission of a majority of the Committee.
- (e) The general duties of all the standing committees of the Council shall be as follows:
  - (i) to consider and report to council from time to time or whenever desired by the Council and as often as the interest of the District may require, on all matters referred to them by the Mayor or Council or coming within their purview, and to recommend such action by Council in relation thereto as they, the Committee, deem necessary or expedient.
  - (ii) to carry out the instructions of the Council expressed by resolution in regard to any matter referred by the Council to any Committee for immediate action thereupon, but in such cases the instructions of the

Council shall be specific and the Committee shall report its action in detail at the next meeting of the Council thereafter.

- (f) Every member who shall introduce a motion upon any subject which may require the appointment of a select committee shall be one of the committee.
- (g) Of the number of members appointed to compose any standing or select committee, a majority shall be a quorum competent to transact business.
- (h) In the transaction of business all standing and select committees shall adhere as far as possible to the rules governing proceedings in meetings of the Council.
- (i) A select committee shall, on completion of its assignment or on submitting its report to the Council, be automatically dissolved.

**Part 5 – General**

- 27. If any section, subsection or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
- 28. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the *Community Charter*.

READ A FIRST TIME this 7<sup>th</sup> day of December, 2005

READ A SECOND TIME this 7<sup>th</sup> day of December, 2005

READ A THIRD TIME this 7<sup>th</sup> day of December, 2005

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

I hereby certify that the above is true and correct copy of “Village of Queen Charlotte Procedure Bylaw No. 1-2005”, as adopted by Council of the Village of Queen Charlotte on the \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

R2005-10 MOVED by Councillor Olsen, seconded by Councillor Ross that Bylaw No. 1 be read for the first time.

**CARRIED**

R2005-11 MOVED by Councillor Noddin, seconded by Councillor Martin that Bylaw No. 1 be read for the second time.

**CARRIED**

R2005-12 MOVED by Councillor Martin, seconded by Councillor Ross that Bylaw No. 1 be read for the third time.

**CARRIED**

**VILLAGE OF QUEEN CHARLOTTE  
BYLAW NO. 2-2005  
A BYLAW TO ADOPT A FINANCIAL PLAN FOR  
THE PERIOD OF DECEMBER 7<sup>TH</sup>, 2005 – DECEMBER 31<sup>ST</sup>, 2006**

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WHEREAS Section 9.0 of the letters patent incorporating the Village of Queen Charlotte provides that a financial plan pursuant to section 165 of the *Community Charter* shall be prepared for the period of December 7<sup>th</sup>, 2005 to December 31<sup>s</sup>, 2006

NOW THEREFORE the Municipal Council of the Village of Queen Charlotte in an open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Village of Queen Charlotte Financial Plan Bylaw No. 2005”
2. Schedules “A”, “B”, and “C” attached hereto and made part of this bylaw are hereby adopted and form the financial plan of the Village of Queen Charlotte for the period of December 7<sup>th</sup>, 2005 to December 31<sup>st</sup>, 2006.

Read a first time this 7<sup>th</sup> day of December, 2005.

Read a second time this 7<sup>th</sup> day of December, 2005.

Read a third time this 7<sup>th</sup> day of December, 2005.

Reconsidered and finally adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

I hereby certify that the above is a true and correct copy of "Village of Queen Charlotte Bylaw No. 2-2005" as adopted by Council of the Village of Queen Charlotte on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

**VILLAGE OF QUEEN CHARLOTTE  
FINANCIAL PLAN BYLAW NO.2-2005  
SCHEDULE "A"**

**GENERAL OPERATING FUND  
REVENUES**

General Municipal Taxation	\$ 155,037
1% Utility Tax & BC Hydro grants	6,250
Recreation Parcel taxes	10,500
Building permits, miscellaneous fees	3,500
Tax penalties & interest	10,500
Small Communities Protection Grant	174,800
Provincial Start Up Grant	87,000
Rural Tax Rebate	35,000
Water utility administrative recoveries	55,290
Sewer utility administrative recoveries	49,210
Other revenue	<u>5,000</u>
<b>Total Municipal Revenue</b>	<b>\$ 592,087</b>
Regional District requisition	63,800
School District & B.C. Assessment taxes	<u>483,000</u>
<b>Grand Total Operating Fund</b>	<b>\$ <u>1,138,887</u></b>

**EXPENDITURES**

General Administration	\$ 325,000
Fire protection	38,500
Other protective services	10,000
Roads & drainage	36,600
Community planning	15,000
Recreation grant & library	34,100
Bank Charges	4,000
Transfer for Future Expenditures	<u>128,887</u>
<b>Total Municipal Expenditures</b>	<b>\$ 592,087</b>

Transfer to Regional District	63,800
Transfer to School District & B.C.A.A.	<u>483,000</u>
<b>Grand Total Expenditures</b>	<b>\$ <u>1,138,887</u></b>

**VILLAGE OF QUEEN CHARLOTTE  
FINANCIAL PLAN BYLAW NO.2-2005  
SCHEDULE "B"**

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**WATER OPERATING FUND**

REVENUES

Property taxes	\$ 18,800
Frontage/Parcel taxes	101,500
User fees	117,000
Grants-in-lieu	2,100
Interest earnings	<u>2,000</u>
<b>Total water revenues</b>	<b>\$ <u>241,400</u></b>

EXPENDITURES

Administrative transfer to General Fund	\$ 55,290
Wages & benefits	50,000
Contract labour	2,500
Training	3,000
Vehicle maintenance & insurance	5,000
Water system maintenance	55,000
Power	16,000
Controls & alarms	3,200
Water treatment plant maintenance	8,500
Tools	2,000
Legal fees	2,000
Contingencies	18,910
Transfer to reserve	<u>20,000</u>
<b>Total water expenditures</b>	<b>\$ <u>241,400</u></b>

**VILLAGE OF QUEEN CHARLOTTE  
FINANCIAL PLAN BYLAW NO.2-2005  
SCHEDULE "C"**

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**SEWER OPERATING FUND**

REVENUES

Frontage taxes	\$ 10,300
User fees	157,000
Grants-in-lieu	1,100
Interest earnings	<u>2,700</u>
<b>Total Sewer revenues</b>	<b>\$ <u>171,100</u></b>

EXPENDITURES

Administrative transfer to General Fund	\$ 49,210
Wage & benefits	50,000
Contract labour	2,500
Training	3,000
Vehicle maintenance & insurance	5,000
Sewer system maintenance	21,000
Power	5,000
Tools	2,000
Generator maintenance	1,500
Outfall maintenance	3,000
Legal fees	2,000
Waste management permits	700
Contingencies	16,790
Transfer to reserve	<u>10,000</u>
<b>Total Sewer expenditures</b>	<b>\$ <u>171,700</u></b>

R2005-13      MOVED by Councillor Ross, seconded by Councillor Martin that  
Bylaw No. 2 be read for the first time.

**CARRIED**

R2005-14      MOVED by Councillor Noddin, seconded by Councillor Ross that  
Bylaw No. 2 be read for the second time.

**CARRIED**

R2005-15      MOVED by Councillor Olsen, seconded by Councillor Noddin that  
Bylaw NO. 2 be read for the third time.

**CARRIED**

“Village of Queen Charlotte Revenue Anticipation  
Borrowing Bylaw No. 3-2005”

**VILLAGE OF QUEEN CHARLOTTE  
BYLAW NO. 3-2005  
A BYLAW TO PROVIDE FOR THE BORROWING  
OF MONEY IN ANTICIPATION OF REVENUE**

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WHEREAS Section 177 of the *Community Charter* provides that the Council may, by bylaw, provide for the borrowing of money that may be necessary to meet current lawful expenditures and payments required to meet the municipality’s taxing obligation in relation to another local government or other public body; and that funds so borrowed shall be repaid from property taxes collected during the current year;

AND WHEREAS the total amount of liability the Council may incur is Nine Hundred Seventy Five Thousand Dollars (\$975,000.00) as set forth in Section 7 of the letters patent incorporating the Village of Queen Charlotte;

NOW THEREFORE the Municipal Council of the Village of Queen Charlotte in an open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as “Village of Queen Charlotte Revenue Anticipation Borrowing Bylaw No. 3-2005”.
2. The Council shall be and is hereby empowered to borrow upon the credit of the Municipality from the Northern Savings Credit Union an amount or amounts not exceeding the sum of Nine Hundred Seventy Five Thousand Dollars (\$975,000.00), as the same may be required and to pay interest thereon at a rate not exceeding the Northern Savings Credit Union prime rate.
3. The form of obligation to be given as acknowledgement of the liability shall be a promissory note or notes bearing the corporate seal and signed by the Mayor and the Director of Financial Services.
4. The taxes of the current year when levied or so much thereof as may be necessary shall, when collected, be used to repay the money so borrowed.

Read a first time this 7<sup>th</sup> day of December, 2005.

Read a second time this 7<sup>th</sup> day of December, 2005.

Read a third time this 7<sup>th</sup> day of December, 2005.

Reconsidered and finally adopted this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

---

Mayor

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Director of Corporate Services

I hereby certify that the above is a true and correct copy of “Village of Queen Charlotte Revenue Anticipation Borrowing Bylaw No. 3-2005” as adopted by the Council of the Village of Queen Charlotte on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

R2005-16      MOVED by Councillor Martin, seconded by Councillor Ross that the Bylaw No. 3 be read for the first time.

**CARRIED**

R2005-17      MOVED by Councillor Noddin, seconded by Councillor Olsen that the Bylaw No. 3 be read for the second time.

**CARRIED**

R2005-18      MOVED by Councillor Ross, seconded by Councillor Noddin that the Bylaw No. 3 be read for the third time.

**CARRIED**

“Village of Queen Charlotte Officers Bylaw No. 4-2005”

**VILLAGE OF QUEEN CHARLOTTE  
BYLAW NO. 4-2005  
A BYLAW TO ESTABLISH OFFICERS POSITIONS  
AND TO ESTABLISH THE POWERS, DUTIES AND  
RESPONSIBILITIES OF SUCH OFFICIERS**

WHEREAS Section 146 of the *Community Charter* empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of such officers;

NOW THEREFORE the Municipal Council of the Village of Queen Charlotte in an open meeting assembled, enacts as follows:

CITATION

1. This bylaw may be cited for all purposes as “Village of Queen Charlotte Officers Bylaw No. 4-2005”.

OFFICERS POSITIONS

2. The following are hereby established as officer positions of the Municipality:
  - (a) Chief Administrative Officer
  - (b) Manager of Financial Services

(c) Manager of Corporate Services

3. The powers, duties and responsibilities of the Chief Administrative Officer are as set out in Schedule "A".
4. The powers, duties and responsibilities of the Director of Financial Services are as set out in Schedule "B".
5. The powers, duties and responsibilities of the Director of Corporate Services are as set out in Schedule "C".

OATH OF OFFICE

6. The Oath of Office, as set out in Schedule "D" to this Bylaw, is hereby adopted as the Oath of Office for the Municipality.

READ A FIRST TIME this 7<sup>th</sup> day of December, 2005.

READ A SECOND TIME this 7<sup>th</sup> day of December, 2005.

READ A THIRD TIME this 7<sup>th</sup> day of December, 2005.

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

I hereby certify that the above is true and correct copy of "Village of Queen Charlotte Officers Bylaw No. 4-2005" as adopted by Council of the Village of Queen Charlotte on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

R2005-19 MOVED by Councillor Martin, seconded by Councillor Noddin that the Bylaw No. 4 be read for the first time.

**CARRIED**

R2005-20 MOVED by Councillor Ross, seconded by Councillor Olsen that the Bylaw No. 4 be read for the second time.

**CARRIED**

R2005-21      MOVED by Councillor Noddin, seconded by Councillor Olsen that the Bylaw No. 4 be read for the third time.

**CARRIED**

“Village of Queen Charlotte Council Indemnity Bylaw No. 5-2005”

**VILLAGE OF QUEEN CHARLOTTE  
BYLAW NO. 5-2005  
A BYLAW TO PROVIDE FOR  
PAYING AN ANNUAL INDEMNITY  
TO THE MEMBERS OF COUNCIL**

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The Municipal Council of the Village of Queen Charlotte, in an open meeting assembled, enacts as follows:

**Remuneration to Council Members**

1.      (a) The annual remuneration to be paid to the Mayor for the discharge of duties of that office is \$6,470.00
  
- (b) The annual remuneration to be paid to a Councillor for the discharge of duties of that office is \$3,600.00

**Incidental Expenses**

2.      One third of the remuneration for a member of Council as set forth in section hereof is an allowance for expenses incidental to the discharge of duties of office.
  
3.      The bylaw may be cited for all purposes as “Village of Queen Charlotte Council Indemnity Bylaw No. 5-2005”.

READ A FIRST TIME this 7<sup>th</sup> day of December, 2005.

READ A SECOND TIME this 7<sup>th</sup> day of December, 2005.

READ A THIRD TIME this 7<sup>th</sup> day of December, 2005.

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

I hereby certify that the above is true and correct copy of “Village of Queen Charlotte Council Indemnity Bylaw No. 5-2005” as adopted by Council of the Village of Queen Charlotte on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

R2005-22      MOVED by Councillor Olsen, seconded by Councillor Martin that the Bylaw No. 5 be read for the first time.

**CARRIED**

R2005-23      MOVED by Councillor Ross, seconded by Councillor Noddin that the Bylaw No. 5 be read for the second time.

**CARRIED**

R2005-24      MOVED by Councillor Martin, seconded by Councillor Noddin that the Bylaw No. 5 be read for the third time.

**CARRIED**

“Village of Queen Charlotte Taxation Exemption Bylaw No. 6-2005”

**VILLAGE OF QUEEN CHARLOTTE  
BYLAW NO. 6-2005  
A BYLAW TO DEFINE THE AREAS  
EXEMPTED FROM TAXATION PURSUANT  
TO SECTION 224 OF THE COMMUNITY CHARTER**

**WHEREAS** Section 224 of the Community Charter empowers the Council, by bylaw to exempt certain lands and improvements from municipal taxation

**NOW THEREFORE** the Municipal Council of the Village of Queen Charlotte, in an open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as “Village of Queen Charlotte Taxation Exemption Bylaw No. 6-2005.”
2. The following properties or portions of properties situated in the Village of Queen Charlotte, B.C. shall be and are hereby exempt from property taxation by the Village of Queen Charlotte for the year 2006.
  1. Block 10, Plan 934, DL 16A owned by the QCC Community Club and used for a community hall.
  2. Licence no. 635285 covering that part of D.L. 16, Plan 934 owned by the QCC Community Club and used for a park and playing field.
  3. Lots 1,2,3,4,5,6,7,8 & 9 of Block 19, Plan 934, DL 16 licence number 635071 owned by the QCC Community Club and used for the purposes of a playground and tennis courts.
  4. Lots 16,17,18,19,20,21, 22, 23, & 24, Block 19, Plan 934, DL 16 licence number 635071 owned by the QCC Community Club and used for the purpose of a playground and tennis courts.

5. Lots 13,14,& 15, Block 20, Plan 934, DL 16A licence number 634529 owned by the QCC Community Club and used for the purpose of a day use park.
6. Lots 15 & 16, Block 13, Plan 924, DL 16A owned by the Trustees of the Q.C. Congregation of Jehovah's Witnesses and used for the purposes of a Church and bible school.
7. Lots 1 & 2, Block 26, Plan 934, DL 16 and 16A owned by the Pentecostal Assemblies of Canada and used for the purposes of a church and bible school excluding that portion of the building and a commensurate portion of the land used or set aside for a residence.
8. Lot 17, Block 13, Plan 934, DL 16 and 16A owned by the QCC Volunteer Fire Prevention Society and used for the purposes of a fire hall.
9. Licence No. 634321 covering that part of DL 16, 848 & 462 together with those parts of Sections 22, 23 and 26, Tsp 4 owned by the Skeena-Queen Charlotte Regional District and used for a waterline.
10. Parcel A, Block 19, Plan 934, DL 16 owned by the Skeena-Queen Charlotte Regional District and used for the purposes of a garbage dump, sanitary fill and sewer lagoon.
11. Lot A, Block 19, Plan BCP 18462 DL 16 licence number 635410 owned by Skeena-Queen Charlotte Regional District and used for the purposes of a community works yard.
12. Licence No. 635240 covering all that Crown filled foreshore being the Bed of Bearskin Bay owned by the Skeena-Queen Charlotte Regional District and used for the purposes of a heli-pad, seaplane launch ramp and parking.
13. Licence No. 635151 covering that part of Block D of Section 26 Twp 4 owned by the Skeena-Queen Charlotte Regional District and used for a water treatment facility.
14. Lot 10, Block 11, Plan 934, DL 16A owned by the Thrift Store Society and used for the purposes of a thrift store.
15. Lots 10, 11,& 12, Block 12, DL 16A, Plan 934 owned by the Queen Charlotte Heritage Housing Society and used for the purposes of a supportive living housing project.
16. Lot 1-2, Block 27, Plan 934, DL 16A owned by Thomas D. Kendall excluding that portion of the land and buildings not within the west side of the duplex, consisting of approximately 1,200 square feet used by the

Catholic Church for their purposes along with 25% of the property's land.

READ A FIRST TIME this 7<sup>th</sup> day of December, 2005.

READ A SECOND TIME this 7<sup>th</sup> day of December, 2005.

READ A THIRD TIME this 7<sup>th</sup> day of December, 2005.

RECONSIDERED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_,  
\_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Services

I hereby certify that the above is true and correct copy of "Village of Queen Charlotte Taxation Exemption Bylaw No. 6 – 2005" as adopted by Council of the Village of Queen Charlotte on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Director of Corporate Services

R2005-25      MOVED by Councillor Olsen, seconded by Councillor Ross that the Bylaw No. 6 be read for the first time.

**CARRIED**

R2005-26      MOVED by Councillor Noddin, seconded by Councillor Martin that the Bylaw No. 6 be read for the second time.

**CARRIED**

R2005-27      MOVED by Councillor Ross, seconded by Councillor Noddin that the Bylaw No. 6 be read for the third time.

**CARRIED**

### **Designation of Acting Mayors for the year 2006**

January, February & March – Councillor Ross  
April, May & June – Councillor Martin  
July, August & September – Councillor Noddin  
October, November & December – Councillor Olsen

R2005-28      MOVED by Councillor Ross, seconded by Councillor Noddin that the List of acting Mayors for 2006 be approved.

**CARRIED**

**Appointment of Council Representative to the Skeena-Queen Charlotte Regional District.**

R2005-29      MOVED by Councillor Martin, seconded by Councillor Olsen that Mayor Kulesha be appointed as our representative to the Skeena-Queen Charlotte Regional District Board.

**CARRIED**

**Presentation of Greetings from honoured guests attending the inaugural meeting of the Council**

R2005-30      MOVED by Councillor Olsen, seconded by Councillor Ross to adjourn The first Inaugural Meeting of the Village of Queen Charlotte Municipal Council.

**CARRIED**

Meeting adjourned 9:38 p.m.

Next meeting 7:30 p.m., Monday December 19, 2005.

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Mayor Kulesha, Chair

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D.L. Uliana, Recording