



AGENDA REGULAR COMMITTEE OF THE WHOLE MEETING

Monday, September 24, 2018, 4:30 P.M.
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE
80 COMMERCIAL STREET, NANAIMO, BC

Pages

1. CALL THE REGULAR MEETING OF THE COMMITTEE OF THE WHOLE TO ORDER:
2. INTRODUCTION OF LATE ITEMS:
3. ADOPTION OF AGENDA:
4. ADOPTION OF MINUTES:

a. Minutes

4 - 5

Minutes of the Regular Committee of the Whole Meeting held in the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC, on Monday, 2018-JUL-23 at 4:30 p.m.

5. PRESENTATIONS:

6. ADMINISTRATION:

a. Proposed Council Procedure Bylaw

6 - 67

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To obtain feedback and direction from Council on the new proposed Council Procedure Bylaw.

Recommendation: That Council proceed with forwarding the new proposed Council Procedure Bylaw to the 2018-OCT-01, Council meeting as presented.

b. Public Engagement Pilot Program Update

68 - 74

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To provide Council with a review of the Community Engagement Task Force, goals and accomplishments.

Recommendation: That the report "Public Engagement Pilot Program Update", dated 2018-SEP-24, be received for information.

c. 2018 General Local Election Communications

75 - 76

To be introduced by Sheila Gurrie, City Clerk.

Purpose: To provide Council with information regarding communications for the 2018 General Local Election.

Recommendation: That the 2018 General Local Election Communications report, dated 2018-SEP-24, be received for information.

7. CORPORATE SERVICES:

a. Consideration of New Permissive Tax Exemption Applications

77 - 145

To be introduced by Laura Mercer, Manager, Accounting Services.

Purpose: To obtain Council approval regarding the new permissive tax exemption applications received for properties to be exempt from 2019 property taxes.

Recommendation: That Council:

1. award a permissive tax exemption for the 2019 tax year to the 1st Nanaimo Scout Group/Scout Properties (B.C./Yukon) for property that it leases at 445 Comox Road; and,
2. deny a permissive tax exemption for the 2019 tax year to the Enchanted Woodland Childcare Centre for property that it leases at 1243 Nelson Street.

8. PUBLIC SERVICES:

9. PUBLIC SAFETY:

10. CORRESPONDENCE (not related to a Report to Council):

11. NOTICE OF MOTION:

12. OTHER BUSINESS:

13. DELEGATIONS (not related to a Report to Council):

a. Delegation from Holden Southward re: A solution for the homeless in Nanaimo and voter turnout.

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Holden Southward to provide a verbal presentation regarding a solution to the homeless crisis in Nanaimo and reasons why few Nanaimo residents vote.

- b. Delegation from Biserka Glavica re: "Noise Control Bylaw 1994 No. 4750" 147 - 155
[Note: A link to the bylaw has been attached for reference.]
Biserka Glavica to speak regarding suggested changes to "Noise Control Bylaw 1994 No. 4750".
- c. Delegation from Patrick Squire re: Ongoing work at Bowen Cemetery 156
Patrick Squire to speak regarding the ongoing work at Bowen Road Cemetery.
- d. Delegation from Bob Breuker 157
Bob Breuker to provide Council with a verbal presentation regarding local bylaws and zoning regulations pertaining to the issuing of Visa's to International farmers.
- e. Delegation from Brunie Brunie re: Update Discontent City at 1 Port Drive to Include electricity 158
Brunie Brunie to provide Council with a verbal presentation regarding updating Discontent City, at 1 Port Drive, with electricity and safety lights.

14. **QUESTION PERIOD: (Agenda Items Only)**

15. **PROCEDURAL MOTION:**

16. **ADJOURNMENT:**

MINUTES
REGULAR COMMITTEE OF THE WHOLE MEETING
SHAW AUDITORIUM, VANCOUVER ISLAND CONFERENCE CENTRE,
80 COMMERCIAL STREET, NANAIMO, BC
MONDAY, 2018-JUL-23 AT 4:30 P.M.

Present: Mayor W. B. McKay, Chair
Councillor S. D. Armstrong
Councillor W. L. Bestwick (arrived 4:31 p.m.)
Councillor M. D. Brennan
Councillor G. W. Fuller (arrived 4:31 p.m.)
Councillor J. Hong
Councillor J. A. Kipp
Councillor I. W. Thorpe

Absent: Councillor W. M. Yoachim

Staff: J. Rudolph, Chief Administrative Officer
D. Lindsay, Director of Community Development
B. Sims, Director of Public Works and Engineering
K. Fry, Fire Chief and Director of Public Safety
L. Mercer, Manager of Accounting Services
D. Blackwood, Client Support Specialist
S. Snelgrove, City Clerk
G. Whitters, Steno
K. Gerard, Recording Secretary

1. CALL THE REGULAR MEETING TO ORDER:

The Regular Committee of the Whole Meeting was called to order at 4:30 p.m.

Councillors Bestwick and Fuller entered the Shaw Auditorium at 4:31 p.m.

2. INTRODUCTION OF LATE ITEMS:

- (a) Councillor Armstrong advised that Catherine Davis was in attendance and wished to address Council as a late delegation regarding "Street Entertainers Regulation Bylaw 2011 No. 7109".

It was moved and seconded that Catherine Davis be permitted to address Council as a late delegation with a five-minute time limitation regarding "Street Entertainers Regulation Bylaw 2011 No. 7109". The motion carried unanimously.

- (b) Agenda Item 13 – Delegations (not related to a report to Council) - Remove 13(a) - Delegation from Ben Geselbracht, Vice Chair, Nanaimo Recycling Exchange.

3. ADOPTION OF AGENDA:

It was moved and seconded that the Agenda, as amended, be adopted. The motion carried unanimously.

4. ADOPTION OF MINUTES:

It was moved and seconded that the Minutes of the Regular Committee of the Whole Meeting held in the Board Room, Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC, on Monday, 2018-JUN-25 at 4:30 p.m. be adopted as circulated. The motion carried unanimously.

5. NOTICE OF MOTION

- (a) Councillor Fuller advised he would be bringing forward a Notice of Motion at the next Regular Council Meeting, 2018-AUG-13, regarding updating and revising the “Street Entertainers Regulation Bylaw 2011 No. 7109”, and “Business Licence Bylaw 1998 No. 5351”, specifically regarding food trucks.

6. DELEGATIONS (not related to a Report to Council):

- (a) Delegation from Holden Southward re: Subdivisions and Foreign Ownership of Land

Holden Southward provided Council with a presentation about future subdivisions and foreign ownership in Nanaimo and stated:

- foreign ownership increases the cost of housing;
- suggested, as an example, a 1-acre subdivision lot, which would include a portion for agriculture, parking, 2 storey houses, chicken and/or animal coop, greenhouse and a common area for the residents;
- the subdivisions currently being developed do not provide sufficient area for green space and are built to maximize money instead of space; and,
- focus should be on long-term plans for affordable housing and green space.

- (b) Councillor Armstrong Request to Add Delegation from Catherine Davis re: "Street Entertainers Regulation Bylaw 2011 No. 7109"

Catherine Davis spoke regarding the “Street Entertainers Regulation Bylaw 2011 No. 7109” and stated that the bylaw is out of date, does not promote or encourage arts and entertainment, and busking areas are in unhealthy locations. She advised restrictions put in place by the City of Nanaimo and the Nanaimo Port Authority negatively impact buskers.

7. ADJOURNMENT:

It was moved and seconded at 4:54 p.m. that the meeting terminate. The motion carried unanimously.

CERTIFIED CORRECT:

CHAIR

CORPORATE OFFICER

DATE OF MEETING SEPTEMBER 24, 2018

AUTHORED BY SHEILA GURRIE, CITY CLERK AND CORPORATE OFFICER

SUBJECT PROPOSED COUNCIL PROCEDURE BYLAW

OVERVIEW

Purpose of Report

To obtain feedback and direction from Council on the new proposed Council Procedure Bylaw. |

Recommendation

That Council proceed with forwarding the new proposed Council Procedure Bylaw to the 2018-OCT-01 Council meeting as presented.

BACKGROUND

In January, 2012, the Strategic Planning Steering Committee set in motion the development of a Corporate Strategic Plan, approved by Council on July 9, 2012. One of the identified Strategic Priorities was: Taking Responsibility, to be an excellent municipal government. Implementation of this priority was led by the Governance Steering Committee (GSC), established in January of 2013. The GSC retained a consultant to complete a Governance Policy, Structure and Processes Review and Audit. That report contained 59 recommendations adopted by Council, and includes references to a Procedure Bylaw review.

Since the Watson Report recommendations were adopted by Council, a number of the recommendations have been implemented, and significant work has been done by Staff to rewrite the Council Procedure Bylaw including:

- In 2014, Staff retained Eli Mina, Registered Parliamentarian to provide a draft bylaw for Council's consideration. Council did not proceed with the changes at that time;
- In 2016, Staff retained Lisa Zwarn, Professional Registered Parliamentarian to engage Council for their suggestions and draft a bylaw for Council consideration. Work was done on this project, some recommendations and an amendment to the bylaw was done at that time; and,
- In 2017 Staff produced a draft bylaw incorporating the recommendations from the Watson Report, and work done by Eli Mina and Lisa Zwarn. With the referendum, by-election and lack of resources in 2017, it was not brought before Council.

This Council and the previous Council has committed to Good Governance as one of its 5 priorities in their strategic plan and goals for achieving in their term(s). With the upcoming 2018 Municipal Election, Staff feel adopting a new procedure bylaw prior to the Election is an opportune time as it will allow the current council to implement a bylaw that is a tool for new members of Council to assist them in participating in effective Council Meetings for years to come.

The current bylaw was adopted by Council in 2007 and has had three minor amendments since then.

When drafting a new bylaw for council to consider, it is important to identify what problems are trying to be fixed. The Watson Report and reviews of the current bylaw identified deficiencies in the current bylaw that needed to be addressed. These include, but are not limited to:

1. Absence of parliamentary procedures such as:
 - a. proper steps for reconsideration of a matter;
 - b. point of order;
 - c. tabling or referring a matter back to staff; and,
 - d. the proper time to debate a bylaw at the appropriate reading of the bylaw.
2. Requirements for council raising a hand at the time of a vote. This requirement that is in our current bylaw prohibits advancements in technology that we now have with escribe. Escribe has a function that allows voting to occur on your tablets and appear on the screen. With the new bylaw, this will be allowed, and therefore, voting can be done in this manner when the technology is tested and available.
3. There is little to no mention of decorum in our current bylaw; this new bylaw will give a clear picture of acceptable conduct and debate using parliamentary procedures for Council Meetings, Committee of the Whole Meetings, Public Hearings and Committees. This will be utilized as a reference and will assist in better meeting management.
4. Decorum for the public. This is now clearly outlined in the bylaw. How to address Mayor and Council; how to address staff; and the tools that can be used to address unruly decorum. Again, this will assist in better meeting management and is outlined clearly in the bylaw for delegations, presentations and question period decorum.
5. In Camera meeting times. What is addressed in the new Council Procedure bylaw is the changing of the times of the regularly scheduled council meetings. Currently we have our regularly scheduled meetings of Council starting at 7:00 p.m. In order to have a closed, in camera meeting prior to the open session, it requires a special meeting notice, for a special meeting and yet another council agenda, or a "Notice of Time Change". The new bylaw allows for the regularly scheduled meetings to start early in order to proceed in camera, with the regular open session to commence at 7:00 p.m.
6. Addressing the issue of late items and addendums. Currently we print agendas the preceding week on Tuesday's, for the meeting the following Monday. Addendums are printed on Friday afternoons and this at times ends up being a full second agenda. Moving the printing and publishing of the agenda to the Thursday before the meeting, and having no addendum will cut down on staff resources needed to produce agendas and reduce the amount of late items on the agenda. The public will be able to sign up until Monday to speak to an item on the agenda.
7. Committee of the Whole Meetings. There has been a problem with Committee of the Whole meetings ultimately being another meeting of council and this is not the traditional intent of these meetings. Committee of the Whole, is intended to be a less formal meeting, in a less formal setting, to have council "roll up their sleeves" and get down to work on the issues.

The issues brought to the table at Committee of the Whole can be debated and discussed fully, before coming to a council meeting to be voted on. This will help two-fold. This will get back to the true purpose of the Committee of the Whole, and shorten council meetings as the items will have had a fulsome discussion at the COW meeting.

8. Speaking limits. There is currently nothing in the bylaw that addresses speaking times for members during the meetings. It is recommended in the new bylaw that this addressed with the repurposing of COW meetings, though some items will appear at a Council Meeting that have not been to a COW. Putting speaking limits on the members of Council will help to move the meetings along and help to keep the items on topic. This can always be altered and members can speak longer with a motion and vote, but ultimately these time limits, if adhered to, should help the meetings run more efficiently.
9. Consent Items: the new Council procedure bylaw allows for the Corporate Officer to prepare a list of consent items which lists various items and recommendations to address those items. Some matters that will not be included in a "Consent Items" are:
 - items pertaining any changes to the financial plan;
 - items pertaining the annual municipal report; or
 - items pertaining any changes to any strategic plans.

Council may vote on and adopt in one motion all recommendations appearing in the consent items section unless a Council Member makes a request to remove an item from the consent items for the purposes of debate or discussion; they would be voting in opposition to a recommendation on the consent agenda; or declaring a conflict of interest. If these issues occurred, the Chair would remove the applicable item and its recommendation from the consent items list and have it considered separately by Council immediately after the consideration of the remaining consent items recommendations.

10. Public Hearings and process that were absent from the current bylaw are addressed in the new bylaw. The new bylaw outlines the processes for the hearing and again is designed to assist the Chair and council members with the proper procedures to follow during a public hearing.
11. Supporting Policies. There is a new section in the new Council Procedure bylaw that clearly defines when a supporting policy would be helpful to provide additional administrative or procedural rules to support the new bylaw. These policies would be adopted by council; would not be in contravention of the new bylaw, or the *Community Charter*, and are easier to amend as they require a resolution of council and not an amendment to the bylaw. Feedback received during the Procedure Bylaw Education and Engagement session has prompted Staff to commence drafting supporting policies for Council approval as soon as possible.

As noted above, Staff have attempted to take a number of the issues that have been brought to the attention of Council either by Council itself, by a member of the public, or problems that Staff have noticed and attempted to address these issues in a clear and concise manner in the new procedure bylaw.

Section 124 of the *Community Charter* states that the procedure bylaw cannot be amended, repealed or substituted without first providing notice describing the proposed changes in general terms in accordance with section 94. Section 94 of the *Community Charter* requires an ad to run two consecutive weeks in a local newspaper. Further to the legislated requirements outlined in the *Community Charter*, Staff felt that it was important to engage with the public on the new procedure bylaw. To date, the following presentations and sessions have been held:

- 2018-JUL-09 – PowerPoint Presentation to Council highlighting the significant changes and next steps.
- 2018-AUG-28 – Public Education and Engagement Session (3 hours) with Professional Registered Parliamentarian, Lisa Zwarn, reviewing legislation, proposed changes, and education on parliamentary procedures. There was a breakout session with participants engaging in and providing input on the new proposed Procedure Bylaw. Nearly 30 members of the public attended this session and provided feedback and input with respect to the new bylaw. Many of the suggestions have been incorporated into the bylaw, or will be inserted into the policies created to compliment the bylaw.

Next Steps:

- 2018-SEP-24 – Committee of the Whole. The draft Council Procedure Bylaw will be presented to Council at the Committee of the Whole to seek input and feedback from Council.

[Note: Staff will incorporate Council recommendations into the bylaw or into future accompanying policies where applicable.]

- Advertising in local paper pursuant to Sections 124 and 98 of the *Community Charter*.
- 2018-OCT-01 – Council can give first three readings to the new Council Procedure Bylaw.
- 2018-OCT-15 – Council can adopt the new Council Procedure Bylaw. |

OPTIONS

1. That Council proceed with forwarding the new proposed Council Procedure Bylaw to the 2018-OCT-01 Council meeting as presented.
 - **Strategic Priorities Implication:** Good Governance is one of Council's Strategic Priorities.
2. That Council provide direction to Staff to make changes to the new proposed Council Procedure Bylaw, and outline what the changes are, prior to returning to Council on 2018-OCT-01 for three readings.
 - **Strategic Priorities Implication:** Good Governance is one of Council's Strategic Priorities.
3. That Council provide alternate direction. |

SUMMARY POINTS

- In January 2013 the Governance Steering Committee retained a consultant to complete a Governance Policy, Structure and Processes Review and Audit. One of the recommendations contained in the report referenced a Procedure Bylaw review.
- Staff feel with the upcoming 2018 Municipal Election this is the opportune time to adopt a new procedure bylaw as a tool for new members of Council.
- The Watson Report and reviews of the current bylaw identified deficiencies in the current bylaw that need to be addressed.
- In addition to requirements set forth under Section 94 of the *Community Charter* for advertisements to be published in the local newspaper, Staff have attempted to engage with the public on the new procedure bylaw by hosting a Public Education and Engagement Session 2018-AUG-28.

ATTACHMENTS

Attachment A: Draft Bylaw

Attachment B: Draft Bylaw Comparison document |

Submitted by:

Sheila Gurrie
City Clerk and Corporate Officer |

Concurrence by:

Jake Rudolph
Chief Administrative Officer |

CITY OF NANAIMO

BYLAW NO.7272

A BYLAW TO ESTABLISH THE RULES OF PROCEDURE FOR COUNCIL,
COMMITTEE OF THE WHOLE AND COMMITTEE MEETINGS.

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CITY OF NANAIMO

BYLAW NO.7272

A BYLAW TO ESTABLISH THE RULES OF PROCEDURE FOR COUNCIL,
COMMITTEE OF THE WHOLE AND COMMITTEE MEETINGS.

A Bylaw to establish the rules of procedure for Council, Committee of the Whole and Committee meetings.

The Council for the City of Nanaimo in open meeting assembled ENACTS AS FOLLOWS:

Title

1.1 This Bylaw may be cited as the “Council Procedure Bylaw 2018 NO. 7272”.

PART I – GENERAL

Definitions

2.1 In this Bylaw:

“ACTING MAYOR”

means the Council member who, in accordance with Part IV of this Bylaw, is 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.

"AVICC"

means the Association of Vancouver Island Coastal Communities.

“BOARD OF VARIANCE”

Means an independent Board, comprised of 5 members, appointed by Council for the purpose of hearing appeals outlined in Section 542 of the *Local Government Act*.

“CHAIR”

means the person presiding at a meeting.

“CITY”

means the City of Nanaimo.

“CITY HALL”

means Nanaimo City Hall located at 455 Wallace Street, Nanaimo, British Columbia.

“CHIEF ADMINISTRATIVE OFFICER”

means the person appointed by Council as the Chief Administrative Officer for the City and his or her designate.

“COMMISSION”

Means a municipal commission appointed by Council until Section 143 of the *Community Charter*.

“COMMITTEE”

means a Standing, Select or other committee of Council, but does not include COW.

"COMMITTEE OF THE WHOLE"	means a committee of Council comprised of all members of Council.
"COMMUNITY CHARTER"	means the <i>Community Charter</i> , S.B.C. 2003, c. 26 and its amendments.
"CORPORATE OFFICER"	means the person responsible for corporate administration as set out under Section 148 of the <i>Community Charter</i> .
"COW"	means the Committee of the Whole.
"COUNCIL"	means the Council of the City.
"DELEGATION"	means a person, group, or organization which makes a request to speak at a meeting of Council, COW, or Committee.
"ELECTRONIC MEANS"	means a process of communication that does not directly involve a physical transfer of paper and that is suitable for the retention, retrieval and reproduction of information by the recipient.
"FCM"	means the Federation of Canadian Municipalities.
"IN CAMERA MEETING"	means a meeting that is closed to the public in accordance with Sections 90 and 92 of the <i>Community Charter</i> .
"LOCAL GOVERNMENT ACT"	means the <i>Local Government Act</i> , R.S.B.C. 2015, c.1 and its amendments.
"MAYOR"	means the Mayor of the City.
"MEMBER"	means a member of the Council or Council Committee.
"PARCEL TAX ROLL REVIEW PANEL"	Means a panel consisting of at least 3 members appointed by Council under Section 204 of the <i>Community Charter</i> to consider complaints respecting the parcel tax roll and to authenticate the roll.
"PUBLIC HEARING"	means a formal open meeting of officials and citizens where citizens are permitted to offer comments as a means of gathering public opinions and concern on political issues before a decision is made, or action is taken.
"PUBLIC NOTICE POSTING PLACE"	means the Notice Board at the front entry of Nanaimo City Hall, 455 Wallace Street.
"QUORUM"	means the majority of Council.
"RECORDING SECRETARY"	means the person who is responsible for taking the minutes at a Council or Committee meeting.

- "STANDING COMMITTEE" means a committee appointed by the Mayor under Section 141 of the *Community Charter* for matters the Mayor considers would be better dealt with by a Committee and at least half of the members must be Council members.
- "SELECT COMMITTEE" means a committee appointed by Council under Section 142 of the *Community Charter* for a select purpose and to report its finding and opinion to the Council. At least one member of a select committee must be a Council member.
- "UBCM" means the Union of British Columbia Municipalities.

Applications of Rules of Procedure

- 3.1 The provisions of this Bylaw will govern the proceedings of Council, COW and Committees for the City.
- 3.2 In cases not provided for under this Bylaw the latest edition of Robert's Rules of Order will apply to the proceedings of Council, COW and Committees to the extent that those rules are:
- (a) applicable in the circumstances; and,
 - (b) not inconsistent with the provisions of this Bylaw, the *Community Charter* or the *Local Government Act*.

PART II – COUNCIL MEETING ADMINISTRATION

Inaugural Meeting

- 4.1 Council will hold the first meeting of Council within the first 10 days of November pursuant to section 124 of the *Community Charter*.
- 4.2 If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred in section 4.1, the first Council meeting will be called by the Corporate Officer and held as soon as reasonably possible after a quorum of Council Members has taken office.

Time and Location of Meetings

- 5.1 Regular Council meetings will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC.
- 5.2 Regular Council meetings will:
- (a) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year;
 - (b) begin:
 - (i) at 4:00 p.m. to proceed "In Camera", if necessary, pursuant to section 90 of the *Community Charter*; and,
 - (ii) commence the open session of the meeting at 7:00 p.m.

- (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 25.2.
- 5.3 Regular Council meetings may:
- (a) be cancelled by motion passed by Council, provided that two consecutive meetings are not cancelled;
 - (b) be postponed to a different date, time, or location by the Mayor, provided that the Council Members are given written notice at least 24 hours in advance; or,
 - (c) be postponed by a motion of Council to the date, time and location set out in the motion.
- 5.4 Special Council meetings may be held at the date, time and location specified in the notice for the Special Council meeting.

Notice of Regular Council Meetings

- 6.1 The Corporate Officer will:
- (a) have prepared annually on or before December 31 a schedule of dates, times and locations of Regular Council meetings for the following year to be approved by Council;
 - (b) have the schedule available to the public by posting it at the Public Notice Posting Place; and,
 - (c) have notice given annually when and where the schedule of Regular Council meetings will be available in accordance with the section 94 of the *Community Charter*.
- 6.2 If revisions are necessary to the schedule of the Regular Council meetings, the Corporate Officer, will, as soon as possible, post a notice on the Public Notice Posting Place which indicates any revisions to the schedule.
- 6.3 Regular Council meetings will:
- (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July in which only one meeting will be held; and,
 - (b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting will be held on the following Monday.

Notice of Special Meetings

- 7.1 Except where notice of a Special Council meeting is waived by a motion passed by a unanimous vote of all Council Members, the Corporate Officer will give a notice of the date, time and location of a Special Council meeting at least 24 hours before the time of the meeting.
- 7.2 The notice under section 7.1 will describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.

Agenda

- 8.1 Prior to a meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each Council Member at least 24 hours before the meeting, where possible.

- 8.2 The deadline for submissions to the Corporate Officer of items for inclusion on the agenda for the meeting by staff will be by 12:00 noon, the Monday one week prior to the meeting date.
- 8.3 Items received after the deadline set out in section 8.2 will not be placed on agenda for the upcoming meeting but will be placed on the agenda for the subsequent meeting unless the item is introduced as a late item pursuant to section 10.1.
- 8.4 The Corporate Officer will make the agenda for a meeting available to the public by posting the agenda on the Public Notice Posting Place:
- (a) on the Thursday afternoon prior to the Regular Council meeting; or,
 - (b) as soon as practical for all other types of meetings.
- 8.5 Council will 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 10.1.

Order of Proceedings and Business

- 9.1 The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:
- (a) Call to Order
 - (b) Procedural Motion
 - (c) Introduction of Late Items
 - (d) Approval of the Agenda
 - (e) Adoption of the Minutes
 - (f) Mayor's Report
 - (g) Presentations
 - (h) Delegations
 - (i) Consent Items
 - (j) Reports
 - (k) Bylaws
 - (l) Correspondence
 - (m) Notice of Motion
 - (n) Other Business
 - (o) Question Period
 - (p) Adjournment
- 9.2 The agenda for all Special Council meetings may contain only whatever items are listed for consideration at that meeting.
- 9.3 Council will take up business at a Council meeting in the order in which it is listed on the agenda, except that an item may be taken out of its order by a motion passed by a majority vote of all Council Members present.

Late Items

- 10.1 Council will not consider an item of business not included on the agenda at a Council meeting unless a motion to introduce the item as a late item has been passed by a majority vote of all Council Members present.

Notice of Motion

- 11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.
- 11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.
- 11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.

Petitions and Communications

- 12.1 A petition or a communication intended to be presented to Council will:
 - (a) be legibly written, typed or printed;
 - (b) not be libelous, obscene, impertinent or improper;
 - (c) be dated;
 - (d) be signed by at least one person; and,
 - (e) include the name and civic address for each person who has signed the petition or communication.
- 12.2 The Corporate Officer may refer any communication addressed to Council which relates to a matter that falls within the scope of responsibility of a particular department directly to that department.
- 12.3 If such a matter is referred pursuant to section 12.2 the Corporate Officer will give a copy of communication to each Council Member and the appropriate staff member and will send an acknowledgement to the writer of the communication advising to whom the matter has been referred.
- 12.4 A person may appeal the referral of a communication pursuant to section 12.2 to the Chief Administrative Officer.
- 12.5 The Chief Administrative Officer shall make the final determination of an appeal made pursuant to section 12.4.

Annual Municipal Report

- 13.1 In accordance with Section 99 of the *Community Charter*, the Council must annually consider the Annual Municipal Report. The Corporate Officer must give notice, in accordance with Section 94 of the *Community Charter*, of the date, time and place when Council will consider:
 - (a) the annual report prepared under Section 98 of the *Community Charter*;
 - (b) submissions and questions from the public.

PART III – CONSENT ITEMS

Consent Items

- 14.1 The Corporate Officer may prepare a list of consent items which will include various items, and recommendations on how to address those items.
- 14.2 The following matters will not be included under consent items:
 - (a) items pertaining any changes to the financial plan;
 - (b) items pertaining the annual municipal report; or,
 - (c) items pertaining any changes to any strategic plans.
- 14.3 Council may vote on and adopt in one motion all recommendations appearing under the consent items.
- 14.4 If a Council Member makes a request to remove an item from the consent items for the purposes of:
 - (a) debate or discussion;
 - (b) voting in opposition to a recommendation in the consent items; or,
 - (c) declaring a conflict of interest,

the Chair will remove applicable item and its recommendation from the consent items and have it considered separately by Council immediately after the consideration of the remaining consent item recommendations.

PART IV – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF MAYOR

Acting Mayor

- 15.1 On an annual basis, the Corporate Officer will prepare a schedule to designate the Council Members to serve as Acting Mayor on a rotating basis.
- 15.2 The Acting Mayor will fulfill the responsibilities of the Mayor in his or her absence.
- 15.3 If both the Mayor and Acting Mayor are absent from the Council meeting, the Council Member who is next in rotation as Acting Mayor and is in attendance at the meeting will act as the Chair at the meeting.

PART V – COUNCIL PROCEEDINGS

Attendance of Public at Meetings

- 16.1 Except where the provisions of section 90 of the *Community Charter* apply, all Council Meetings will be open to the public.
- 16.2 This section will apply to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation:
 - (a) COW;
 - (b) Committees;
 - (c) Commissions;
 - (d) Parcel tax review panel;

- (e) Board of variance; and,
- (f) Task Forces.

16.3 Despite subsection 16.1, the Chair may expel or exclude a person from a Council meeting in accordance with section 133 of the *Community Charter*.

Calling Meeting to Order

- 17.1 As soon as possible after the time specified for a Council meeting, the Mayor will assume the position of Chair and call the Council meeting to order.
- 17.2 If the Mayor is absent, then the Acting Mayor will assume the position of Chair and call the meeting to order.
- 17.3 If a quorum of Council is present but the Mayor and the Acting Mayor do not attend within 15 minutes of the scheduled time for a Council meeting:
 - (a) the Council Member who is next in the rotation for Acting Mayor and is in attendance at that meeting will call the meeting to order, and preside as Chair until the Mayor or Acting Mayor arrives at that meeting.
- 17.4 If the Mayor or the Acting Mayor arrive at any time during a meeting that was called pursuant to section 17.3, the Mayor or the Acting Mayor will then assume the position of Chair.

Adjourning Meeting where No Quorum

- 18.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer will:
 - (a) record the names of the Council Members who are present and those who are absent; and,
 - (b) adjourn the meeting until the next scheduled meeting.

Delegations

- 19.1 A Delegation requesting to appear before Council will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. the Monday of the meeting.
- 19.2 All presentations from Delegations must be received by the Legislative Services Department by 11:00 a.m. the Monday of the meeting. No late presentations will be displayed at the meeting.
- 19.3 Any delegation requests that do not pertain to an item on the Agenda shall be placed on the next Committee of the Whole agenda.
- 19.4 The Corporate Officer will screen Delegation requests and may do any of the following:
 - (a) schedule a Delegation to a later Council meeting, Committee or Commission meeting as deemed appropriate according to the subject matter of the written request;
 - (b) refuse to place a Delegation on the agenda if:
 - (i) the issue is not considered to fall within the mandate or jurisdiction of Council; or,
 - (ii) the Delegation has already spoken to Council on the same matter and no new significant information is provided; or,

- (c) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
- 19.5 If the Corporate Officer refuses to place the Delegation on the agenda pursuant to subsection 19.4(b), the Corporate Officer will distribute the information received from the Delegation under a separate cover to Council.
- 19.6 If the Delegation wishes to appeal the Corporate Officer's decision made pursuant to subsection 19.4(b), then:
 - (i) the Corporate Officer will distribute the information received from the Delegation under a separate cover to the Council; and,
 - (ii) the appeal will be considered when Council is adopting the agenda for the meeting at which the Delegation requested to appear.
- 19.7 If a Delegation request is received, but not within the timelines pursuant to section 19.1 the Corporate Officer will not place a Delegation on the agenda.
- 19.8 A Delegation which has made an appeal may address the Council at the meeting, if a motion is passed by a unanimous vote of all Council Members present at the start of the meeting.
- 19.9 A Delegation will be:
 - (a) restricted to the subject matter contained in the written request; and,
 - (b) limited to 5 minutes for the presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
- 19.10 Notwithstanding section 19.9, multiple persons from the same Delegation or multiple Delegations on the same, single issue or topic will be given 5 minutes each to make their presentations.
- 19.11 There shall be no limit to the number of delegations included on the Council Meeting Agenda for items that have been included on the Agenda.
- 19.12 Delegations on a Committee of the Whole Agenda will be limited to 3 delegations on the same topic.
- 19.13 Delegations on a Committee of the Whole Agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
- 19.14 Council may choose to hear a Delegation for a matter on the agenda either:
 - (a) at the time when Council is considering a specific item on the agenda; or,
 - (b) during the Delegation portion of the meeting.
- 19.15 Council will not permit a Delegation to address Council regarding the following:
 - (a) a bylaw in which a public or statutory hearing has already been held;
 - (b) matters on which the City had commenced legal proceedings and on which judgment has not been rendered;
 - (c) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff;

- (d) a hearing pertaining to an application, permit or license which has not yet been considered by Council; or,
- (e) other Delegation's requests.

19.16 A Council Member will:

- (a) limit their questions to a Delegation to seek clarification or additional details; and,
- (b) not engage the Delegation in a debate or comment on the merits of the issue.

19.17 If a Delegation:

- (a) speaks disrespectfully to or of any person;
- (b) refuses to abide by the rules for delegations;
- (c) fails to adhere to the time limits; or,
- (d) disregards the authority of the Chair to run the meeting,

the Chair may do any of the following:

- (a) ask the Delegation to withdraw the offensive remarks or cease the offensive behavior;
- (b) stop the presentation; or,
- (c) take steps to have the Delegation abide by the Chair's instructions.

19.18 If the Delegation fails to comply with the Chair pursuant to section 19.17 the Chair may terminate the presentation and direct the Delegation to vacate the speaker's podium and return to the public seating area.

19.19 If the Delegation still fails to comply with the Chair's direction pursuant to section 19.18, then section 16.3 applies.

Point of Order

20.1 Without limiting the Chair's duty under the section 132(1) of the *Community Charter*, the Chair will 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 a Council Member has raised a point of order in connection with the motion.

20.2 If the Chair is required to decide a point of order:

- (a) the Chair will cite the applicable rule or authority, if requested by a Council Member;
- (b) a Council Member will not question or comment on the rule or authority cited by the Chair under subsection 20.2(a); and,
- (c) the Chair may reserve the decision until the next Council meeting.

Recess

21.1 At any time while the meeting is in progress, the Chair:

- (a) may call for a recess for a short period of time; and,
- (b) will state the approximate duration for which the meeting will be recessed.

Voting at Meetings

22.1 The following procedures apply to voting at meetings:

- (a) when debate on a motion is closed, the Chair will put the motion to a vote of the Council Members;

- (b) when the Chair is putting the motion to a vote, a Council Member will not:
 - (i) cross or leave the room;
 - (ii) make a noise or other disturbance; or,
 - (iii) interrupt the voting procedure unless the interrupting Council Member is raising a point of order;
- (c) after the Chair finally puts the motion to a vote, a Council Member will not speak to the motion or make another motion concerning it;
- (d) if a vote on a motion is taken, each Council Member present will signify his or her vote by:
 - (i) raising his or her hand;
 - (ii) pushing the appropriate button on any automated voting system being used at the meeting;
 - (iii) indicating whether he or she votes in favour or against the motion when his or her name is called; or,
 - (iv) by any other means specified by the Chair, except as prohibited by the *Community Charter* or this section;
- (e) the Chair will not take a vote by ballot or any other method of secret voting;
- (f) the Chair will declare the result of the vote; and,
- (g) the Chair's decision about whether a motion has been finally put is conclusive.

Question Period

- 23.1 Questions will be addressed through the Mayor and Council members will respond with a 5 minute time limit.
- 23.2 The public will limit its questions strictly to matters considered by Council at that particular Council meeting;
- 23.3 (1) If a member of the public:
 - (a) speaks disrespectfully to or of any person;
 - (b) refuses to abide by the rules;
 - (c) fails to adhere to the time limits;
 - (d) does not ask a question; or,
 - (e) disregards the authority of the Chair to run meeting,

the Chair may ask the person to abide by the Chair's instructions.
- (2) If the person fails to comply with the Chair pursuant to section 23.3(1), the Chair may direct the person to vacate the speaker's podium and return to the public seating area.
- (3) If the person still fails to comply with the Chair's direction pursuant to section 23.3(1) or 23.3(2), then section 16.3 applies.
- 23.4 The Chair will determine, if necessary, if sufficient discussion has taken place and may close the question period based on that determination.

Reconsideration

- 24.1 A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors, has not been reconsidered under this Section or Section 131 of the *Community Charter*, and has not been acted upon by an officer, servant or agent of the Municipality.

A reconsideration motion:

- (a) must be brought forward by a member who voted on the prevailing side of the motion, or by any member who was absent during the original vote;
 - (b) may be seconded by any member;
 - (c) must be brought forward at the next meeting of Council after the original vote; or, in the case of when a member was absent at the time of the original vote, at the next meeting to which this member is able to attend;
 - (d) must receive a majority vote of Council for it to be adopted;
 - (e) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council.
- 24.2 Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 24.1.
- 24.3 Notwithstanding section 24.2, once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the *Community Charter*.
- 24.4 Notwithstanding section 24.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.

Adjournment

- 25.1 The Council shall observe an 11:00 p.m. curfew whereby the item on the Agenda under discussion at 11:00 p.m. will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.
- 25.2 A Council meeting may continue after 11:00 p.m. by a motion passed by a majority vote of all Council Members present.
- 25.3 As an exception to section 25.2, Council may continue to deal with the item on the agenda under discussion before adjournment, if the 11:00 p.m. has arrived and Council has not passed a motion to extend the time of adjournment.
- 25.4 A motion to adjourn either a Council meeting or a debate at a Council meeting is always in order.
- 25.5 Section 25.4 does not apply to either of the following motions:
- (a) a motion to adjourn to a specific day; or,
 - (b) a motion that adds a qualification to a preceding motion to adjourn.

Meetings Conducted by Electronic Means

- 26.1 The Mayor may authorize a Council meeting to be conducted by Electronic Means as set out below.

- 26.2 The Electronic Means used will enable Council Members to hear and be heard simultaneously and permits the public to hear the participation of all Council Members during the meeting, except for any part of the meeting which is closed pursuant to section 90 of the *Community Charter*.
- 26.3 A Council Member, who is unable to attend a Council meeting in person due to circumstances beyond the Council Member's control, may participate in the meeting by Electronic Means.
- 26.4 No more than two Council members may participate at one time by Electronic Means at a Council meeting held pursuant to this section.
- 26.5 The Chair at the Council meeting will not participate by Electronic Means.
- 26.6 The Chair will conduct any voting by roll call at a Council meeting conducted by Electronic Means.
- 26.7 Participation by Council members by Electronic Means is not permitted at meetings closed to the public.

PART VI – CONDUCT AND DEBATE DURING MEETINGS

Decorum in Debate

- 27.1 A Council Member may speak to a motion at a Council meeting only if:
- (a) that Council Member first addresses the Chair; and,
 - (b) the Chair recognizes that Council Member as having the floor.
- 27.2 If more than one Council Member speaks, the Chair will call on the Council Member who, in the Chair's opinion, first spoke.
- 27.3 A Council Member will address:
- (a) the Chair by that person's title of Mayor or Acting Mayor or "Your Worship", "Mr./Madam Mayor", "Mr./Madam Acting Mayor" or "Mr./Madam Chair";
 - (b) another Council Member by the title of Councillor and his last name; and,
 - (c) a staff member by his/her official title or Mr./Ms. and his/her last name.
- 27.4 A Council Member will not interrupt another Council Member who is speaking except to raise a point of order.
- 27.5 A Council Member who is called to order by the Chair:
- (a) will immediately stop speaking;
 - (b) may explain his or her position on the point of order, if requested by the Chair; and,
 - (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the *Community Charter*.
- 27.6 A Council Member:
- (a) will use respectful language;
 - (b) will not speak offensive words or use offensive gestures or signs;
 - (c) will speak only in connection with the matter being debated;
 - (d) will announce whether he is speaking support or against the motion, when called upon by the Chair;

- (e) will speak through the Chair;
 - (f) will not introduce irrelevant matters or indulge in tedious repetition;
 - (g) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and,
 - (h) will adhere to the rules of procedure established under this Bylaw and to the decision of Chair and Council in connection with the rules and points of order.
- 27.7 If a Council Member does not adhere to section 27.6, the Chair may order the Council Member to leave the Council Member's seat and:
- (a) if the Council Member refuses to leave, the Chair may cause the Council Member to be removed by a peace officer from the Council Member's seat; or
 - (b) if the Council Member apologizes to the Council, Council may allow the Council Member to retake the Council Member's seat.
- 27.8 A Council Member may require the motion being debated at a Council meeting to be read at any time during the debate, if that request does not interrupt another Council Member who is speaking.
- 27.9 The following rules apply to limit speech on matters being considered at a Council meeting:
- (a) a Council Member may speak:
 - (i) up to 5 minutes for the first time on a matter;
 - (ii) up to 2 minutes for the second time on the matter;
 - (ii) up to 2 minutes on any amendment on the motion, unless Council has permitted an extension of the time limit for that Council Member by a motion passed by two-thirds of all Council Members present; and,
 - (b) a Council Member may speak a second time in connection with the same motion but only after all other Council Members have had an opportunity to speak; and,
 - (c) a Council Member may not speak any additional times unless Council has permitted an extension for the frequency for that Council Member by a motion passed by two-thirds of all Council Members present.
- 27.10 The Chair may make a motion, second a motion or debate a motion while presiding during the meeting.
- 27.11 The Chair may put the motion to a vote in the following circumstances:
- (a) if the first two speakers have all spoken in support or in opposition to a motion, Chair has called for a speaker for the contrary position and no such speaker is forthcoming; or,
 - (b) if the Chair is of the opinion that there has been sufficient debate on the motion and the debate has been more than 20 minutes in duration.
- 27.12 A Council Member may make motion to continue debate, if either situation in section 27.11(a) or (b) occurs.
- 27.13 A Council Member will keep in confidence any information considered in any part of a closed meeting until the Council agrees to discuss the information at a meeting that is open to the public or releases the information to the public.

- 27.14 Members of the public who constitute the audience at a meeting shall not disrupt the meeting and refrain from any activity or behaviour that would affect the Council or Committee deliberations.

Appeal Ruling of the Chair

- 28.1 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the Chair may be appealed to the other members of Council then present.
- 28.2 On an appeal by a Council member from the decision of the Chair, the question shall be immediately put by him, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding himself. In the event of the votes being equal, the question shall pass in the affirmative.
- 28.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint a Chair pro tem. He shall proceed in accordance with Section 28.2. A resolution or motion carried under this Section is binding.

PART VII - BYLAWS

Form of Bylaws

- 29.1 A bylaw introduced at a Council meeting will:
- (a) be legibly typewritten;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number; and,
 - (d) be divided into sections.

Bylaws to be Considered Separately or Jointly

- 30.1 Council will consider a proposed bylaw at a Council meeting and review each reading of the proposed bylaw separately.

Reading and Adopting Bylaws

- 31.1 The Chair may give the readings of a proposed bylaw by stating the bylaw's title and the applicable reading number.
- 31.2 Council may debate or amend a proposed bylaw at any time during the first three readings unless prohibited by the *Community Charter*.
- 31.3 If Council resolves to consider a bylaw section by section, Council will consider the bylaw in this manner at the second reading of the proposed bylaw.
- 31.4 The first three readings of a bylaw may be given on the same day, except in the case of an Official Community Plan designation bylaw or a Zoning bylaw.

- 31.5 An Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at Public Hearing may receive only first and second reading at the time of introduction.
- 31.6 If Council wishes to amend a bylaw after third reading, the Council may do so as follows:
- (a) make a motion to rescind third reading; and if carried;
 - (b) make a motion to amend the bylaw; and if carried;
 - (c) make a motion to pass third reading of the bylaw as amended.

Bylaws Will Be Signed

- 32.1 After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping with the following affixed to the bylaw:
- (a) the City's corporate seal,
 - (b) the dates of its readings and adoption,
 - (c) the date of the Public Hearing if applicable; and,
 - (d) the date of Ministerial approval or approval of the electorate if applicable.

Consolidation of Bylaws

- 33.1 The Corporate Officer may consolidate one or more of the City's bylaws for official use.

PART VIII – COMMITTEE OF THE WHOLE

Date, Time and Location of a COW

- 34.1 COW meetings will be held at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, unless otherwise noted.
- 34.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for regular COW meetings on or before December 31 of the preceding year.
- 34.3 Special COW meetings may be held at the date, time and location specified in the notice for the Special COW meeting.
- 34.4 A COW meeting is a meeting to which all Council Members are invited to consider and make recommendations to Council, but not to decide on matters of the City's business.
- 34.5 A COW meeting will begin at 4:30 p.m. and shall observe a 9:00 p.m. curfew whereby the item on the Agenda under discussion at 9:00 p.m. will be the last item dealt with on that day unless by majority vote, the Council members decide to extend the time of adjournment.
- 34.6 A COW meeting may continue after 9:00 p.m. by a motion passed by unanimous vote of all Council Members present.

- 34.7 A COW meeting may:
- (a) be cancelled by motion passed by COW provided that two consecutive meetings are not cancelled;
 - (b) be postponed to a different date, time or location by the Mayor, provided that the Members are given written notice at least 24 hours in advance; or,
 - (c) be postponed by a motion of COW to the date, time or location set out in the motion.

Notice of a Special COW Meeting

- 35.1 A notice of the date, time and location of a Special COW meeting will be given at least 24 hours before the time of the meeting by:
- (a) posting a copy of the notice at the Public Notice Posting Place; and,
 - (b) placing the notice in Council's electronic schedule.
- 35.2 Section 35.1 does not apply to a COW meeting that is called, during a Council meeting for which public notice has been given pursuant to this Bylaw.

Agenda for COW Meeting

- 36.1 The Corporate Officer will prepare the agenda for a COW meeting setting out all the items for consideration at that meeting.
- 36.2 The agenda for the COW meeting will be prepared as per section 8 – Agenda of this bylaw.
- 36.3 The agenda for the COW meeting will be available to the Council Members and the public at least 24 hours prior to the meeting.

Chair of the COW Meeting

- 37.1 The Acting Mayor will act as the Chair at the COW meeting.

Quorum

- 38.1 The quorum of COW is the majority of the Council Members. If no quorum is present then section 18.1 of this bylaw applies to a COW meeting.

Points of Order at COW Meetings

- 39.1 The Chair will preserve order at a COW meeting and decide points of order that may arise, subject to an appeal by Council Members present.

Conduct and Debate

- 40.1 In addition to Part VI – Conduct and Debate During Meetings the following rules apply to COW meetings:
- (a) Section 27.9 does not apply and a Member may speak any number of times on the same question; and,
 - (b) a Member will not speak longer than a total of 10 minutes on any one question.

Voting at Meetings

- 41.1 A vote at a COW meeting may be taken by any of the methods set out in Section 22.1.

PART IX – STANDING AND SELECT COMMITTEES

Duties of Standing Committees

- 42.1 This part applies, where applicable, to all Committees of the City, except for COW.
- 42.2 A Standing Committee will consider, inquire into, report and make recommendations to Council about all of the following matters:
- (a) matters that are related to the general subject indicated by the name of the committee;
 - (b) matters that are assigned by Council; or,
 - (c) matters that are assigned by the Mayor.
- 42.3 A Standing Committee will report and make recommendations to Council at all of the following times;
- (a) in accordance with the schedule of the Standing Committee's meetings; and,
 - (b) on matters that are assigned by Council or the Mayor,
 - (i) as required by Council or the Mayor; or,
 - (ii) as soon as possible if the Council or Mayor does not specify a time.

Duties of Select Committees

- 43.1 A Select Committee will consider, inquire into, report and make recommendations to Council about all matters referred to the Select Committee by the Council.
- 43.2 The Select Committee will report and make recommendations to Council.

Subcommittees

- 44.1 Committees may not create sub-committees without prior approval of Council.

Authority

- 45.1 A Committee of Council will not bind the City to any course of action, except if Council has expressly delegated such power to act on the Committee or has approved such action by a motion passed by majority of all Council.
- 45.2 A Committee will not conduct its meetings by Electronic Means.

Notice of Meetings

- 46.1 The Corporate Officer will establish a regular schedule of meetings of the Committee, including the dates, times and locations of the Committee meetings, and notice of the schedule will be given by:
- (a) posting a copy of the schedule at the Public Notice Posting Place; and,
 - (b) providing a copy of the schedule to each member of the Committee.

- 46.2 If revisions are necessary to the regular schedule of meetings for a Committee, the Corporate Officer will post a notice and a revised schedule as soon as possible at the Public Notice Posting Place which indicates any revisions to the date, time and location, or cancellation of a Committee meeting.
- 46.3 The Corporate Officer will ensure a notice of the date, time and location of a meeting called under Section 46.2 to be given to all members of the Committee at least 24 hours before the time of the meeting.

Agendas for Committee Meetings

- 47.1 For items on the Committee agenda a person will submit items for inclusion on the agenda to the Staff liaison by 12:00 noon, 3 days prior to printing of the Committee Agenda.
- 47.2 If there are no items submitted for discussion by the deadline set out in section 47.1 the Corporate Officer may cancel the Committee meeting.
- 47.3 Committee agendas will be published 1 week prior to the meeting date.

Attendance at Meetings

- 48.1 Section 16.1 applies to Committees and Commissions.

Quorum

- 49.1 The quorum for a Committee is a majority of the members of the Committee.

Conduct and debate

- 50.1 The rules of the Council procedure will be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
- 50.2 Council may adopt additional procedural rules for Committees and Commissions by a motion.
- 50.3 A Council Member:
- (a) may attend meeting of a Committee of which he or she is not a member;
 - (b) may participate in the discussion; and
 - (c) will not:
 - (i) be counted as part of the quorum;
 - (ii) make motions; or,
 - (iii) vote on any motion considered by the Committee.

PART X – MINUTES OF MEETINGS

Minutes of Meetings

- 51.1 This part applies to the minutes of the meetings of any group listed in Section 3 – Applications of Rules of Procedure of this bylaw.
- 51.2 The following persons may take the minutes of a meeting:
- (a) the Corporate Officer; or,
 - (b) the Recording Secretary.

- 51.3 Minutes of the meetings will be:
- (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer;
 - (c) signed by the Chair; and,
 - (d) distributed to the group in advance of the meeting.
- 51.4 Subject to section 51.3, minutes of the open meetings will be available for public inspection at City Hall during regular office hours.
- 51.5 The Corporate Officer may make minor corrections to approved minutes including but not limited to:
- (a) typographical errors;
 - (b) sequential numbering;
 - (c) grammatical errors; or,
 - (d) completing missing information.
- 51.6 Prior to adoption of the minutes, the Corporate Officer will distribute a copy of all minutes to each Council Member and the Corporate Officer will distribute a copy of all minutes to each member of the Committee.

Recording of Motions in Minutes

- 52.1 Every motion that has been seconded shall be recorded in the Minutes.
- 52.2 Notwithstanding Section 52.1, motions that have been withdrawn by Council as per Section 54.1, shall not be recorded in the Minutes.
- 52.3 The names of the members who moved and seconded a motion shall not be recorded in the Minutes.
- 52.4 All votes on motions will be recorded as either:
- (a) carried unanimously;
 - (b) defeated unanimously; or,
 - (c) in cases where unanimity is not reached, the names of those who voted against the motion will be recorded in the Minutes.

Consideration of Motions

- 53.1 When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.

Withdrawal of Motions

- 54.1 After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.

PART XI – PUBLIC HEARINGS

Public Hearings

- 55.1 Public Hearing meetings will be scheduled on the first Thursday of each month, excluding the month of August, and will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, and will commence at 7:00 p.m.
- 55.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for Public Hearing meetings on or before December 31 of the preceding year.
- 55.3 The Chair of the public hearing will ask if there is any person who wishes to speak at the public hearing, whether or not there is a speakers' list.
- 55.4 A Council Member will:
- (a) limit his or her questions to the speaker to seek clarification or additional details;
 - (b) not engage the speaker in a debate; and,
 - (c) not comment on the merits of the issue.

PART XII – ADMINISTRATION OF THE BYLAW

Suspension of the Rules

- 56.1 Any provision of this bylaw, except those required by the *Community Charter* or the *Local Government Act*, may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.

Irregularity

- 57.1 The failure of Council to observe the provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.

Supporting Policies

- 58.1 Council may adopt policies which provide additional administrative or procedural rules to support this bylaw.

Repeal

- 59.1 The following bylaw and amendments are repealed effective November 15, 2018:
- (a) "Council Procedure Bylaw, 2007, No. 7060"; and,
 - (b) "Delegation of Council Powers Bylaw 2012 No. 7148".

Effective Date

60.1 This Bylaw comes into force and effect on November 15, 2018.

PASSED FIRST READING: _____

PASSED SECOND READING: _____

PASSED THIRD READING: _____

Notice of intention to proceed with this bylaw was published on the _____ day of _____ 2018 in the Nanaimo News Bulletin newspaper circulating in the City of Nanaimo, pursuant to Section 94 of the *Community Charter*.

ADOPTED: _____

MAYOR

CORPORATE OFFICER

Current Procedure Bylaw	Proposed Procedure Bylaw
<u>PART 1 – GENERAL</u>	
<u>Definitions</u>	<u>Definitions</u>
“ADVISORY BODY”	
“AVICC”	“AVICC”
“BOARD OF VARIANCE”	“BOARD OF VARIANCE”
“CITY”	“CITY”
“CITY HALL”	“CITY HALL”
“CITY WEBSITE”	
“COMMISSION”	“COMMISSION”
“COMMITTEE OF THE WHOLE” (Bylaw No. 7060.02)	“COMMITTEE OF THE WHOLE”
“CORPORATE OFFICER”	“CORPORATE OFFICER”
“COUNCIL”	“COUNCIL”
“FCM”	“FCM”
“IN CAMERA MEETING”	“IN CAMERA MEETING”
“MAYOR”	“MAYOR”
“MEMBER”	“MEMBER”
“PARCEL TAX ROLL REVIEW PANEL”	“PARCEL TAX ROLL REVIEW PANEL”
“PUBLIC NOTICE POSTING PLACE”	“PUBLIC NOTICE POSTING PLACE”
“QUORUM”	“QUORUM”
“STANDING COMMITTEE”	“STANDING COMMITTEE”
“SELECT COMMITTEE”	“SELECT COMMITTEE”
“UBCM”	“UBCM”
	“ACTING MAYOR”
	“CHAIR”
	“CHIEF ADMINISTRATIVE OFFICER”
	“COMMITTEE”
	“COMMUNITY CHARTER”
	“COW”
	“DELEGATION”
	“ELECTRONIC MEANS”
	“LOCAL GOVERNMENT ACT”
	“PUBLIC HEARING”
	“RECORDING SECRETARY”

<u>3. Application of Rules of Procedure</u>	<u>Applications of Rules of Procedure</u>
3.1 - The provisions of this Bylaw govern the proceedings of Council, Commissions, Standing Committees, Select Committees, the Committee of the Whole and Advisory Bodies. (<i>Bylaw No. 7060.02</i>)	3.1 The provisions of this Bylaw will govern the proceedings of Council, COW and Committees for the City.
3.2 - In cases not provided for under this Bylaw, the the current edition of 'Roberts Rules of Order Newly Revised', apply to the proceedings of Council and Council Committees to the extent that those <i>Rules</i> are: (<i>Bylaw No. 7060.02</i>). (a) applicable in the circumstances; (b) not inconsistent with provisions of this Bylaw, the <i>Community Charter</i> or the <i>Local Government Act</i> .	3.2 In cases not provided for under this Bylaw the latest edition of Robert's Rules of Order will apply to the proceedings of Council, COW and Committees to the extent that those rules are: (a) applicable in the circumstances; and, (b) not inconsistent with the provisions of this Bylaw, the <i>Community Charter</i> or the <i>Local Government Act</i> .
<u>PART II – COUNCIL MEETINGS</u>	<u>PART II – COUNCIL MEETING ADMINISTRATION</u>
<u>4. – Inaugural Meeting</u>	<u>Inaugural Meeting</u>
4.1 - Following a general local election, the first Council meeting will be held on the first Monday in November in the year of a general local election. (<i>Bylaw No. 7060.03</i>)	4.1 Council will hold the first meeting of Council within the first 10 days of November pursuant to section 124 of the <i>Community Charter</i> .
4.2 - 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 Section 4.1, the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office. (<i>Bylaw No. 7060.02</i>)	4.2 If a quorum of Council Members elected at the general local election has not taken office by the date of the meeting referred in section 4.1, the first Council meeting will be called by the Corporate Officer and held as soon as reasonably possible after a quorum of Council Members has taken office.
<u>5. – Time and Locations of Meeting</u>	<u>Time and Location of Meetings</u>
5.1 - All Council meetings must take place within the Shaw Auditorium or the Douglas Rispin Room, except when Council resolves to hold meetings elsewhere and dictates the Legislative Services Department to give notice of the different meeting place by posting a notice of the change on the Public Notice Posting Place at least 24 hours prior to the time of the Council meeting. (<i>Bylaw No. 7060.01</i>)	5.1 Regular Council meetings will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, BC.
5.2 – Regular Council meetings will: (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July and August in which only one meeting will be held on the second Monday of the month; (<i>Bylaw No. 7060.03</i>)	5.2 Regular Council meetings will: (a) be held in accordance with the schedule adopted by Council on or before December 31 of the preceding year; (b) begin:

<ul style="list-style-type: none"> (b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting should be held on the following Monday. (c) Repealed. (<i>Bylaw No. 7060.03</i>) (d) begin at 7:00 p.m.; and (e) be adjourned before 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with Section 36. 	<ul style="list-style-type: none"> (i) at 4:00 p.m. to proceed “In Camera”, if necessary, pursuant to section 90 of the <i>Community Charter</i>; and, (ii) commence the open session of the meeting at 7:00 p.m. (c) be adjourned at 11:00 p.m. on the day scheduled for the meeting unless Council resolves to proceed beyond that time in accordance with section 25.2. <p>6.3 Regular Council meetings will:</p> <ul style="list-style-type: none"> (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July and August in which only one meeting will be held; and, (b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting will be held on the following Monday.
<p>5.3 - Regular Council meetings may:</p> <ul style="list-style-type: none"> (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; (b) be postponed to a different day, time and place by the Mayor, provided the Corporate Officer is given at least two days written notice of the change. (<i>Bylaw No. 7060.02</i>) 	<p>5.3 Regular Council meetings may:</p> <ul style="list-style-type: none"> (a) be cancelled by motion passed by Council, provided that two consecutive meetings are not cancelled; (b) be postponed to a different date, time, or location by the Mayor, provided that the Council Members are given written notice at least 24 hours in advance; or, (c) be postponed by a motion of Council to the date, time and location set out in the motion.
	<p>5.4 Special Council meetings may be held at the date, time and location specified in the notice for the Special Council meeting.</p>
<p><u>6. – Notice of Council Meetings</u></p>	<p><u>Notice of Regular Council Meetings</u></p>
<p>6.1 - In accordance with Section 127 of the <i>Community Charter</i>, Council must prepare annually on or before December 1st, 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 Place and on the City Website.</p>	<p>6.1 The Corporate Officer will:</p> <ul style="list-style-type: none"> (a) have prepared annually on or before December 31 a schedule of dates, times and locations of Regular Council meetings for the following year to be approved by Council; (b) have the schedule available to the public by posting it at the Public Notice Posting Place; and,

6.2 - Council must give notice annually on or before December 1 st , in accordance with Section 94 of the <i>Community Charter</i> , of the time and duration that the schedule of Regular Council meetings is available to the public.	(c) have notice given annually when and where the schedule of Regular Council meetings will be available in accordance with the section 94 of the <i>Community Charter</i> .
6.3 - Where revisions are necessary to the annual schedule of Regular Council meetings, the Corporate Officer must, as soon as possible, post a notice on the Public Notice Posting Place and the City Website which indicates any revisions to the date, time and place or cancellation of a Regular Council meeting. (<i>Bylaw No. 7060.02</i>)	6.2 If revisions are necessary to the schedule of the Regular Council meetings, the Corporate Officer, will, as soon as possible, post a notice on the Public Notice Posting Place which indicates any revisions to the schedule.
	6.3 Regular Council meetings will: (a) be held on the first and third Monday of each month, with the exception of January in which no meeting will be held the first Monday, and July in which only one meeting will be held; and, (b) where a Council meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held, the meeting will be held on the following Monday.
<u>7. – Notice of Special Meetings</u>	<u>Notice of Special Meetings</u>
7.1 - Except where notice of a Special meeting is waived by unanimous vote of all Council members under Section 127(4) of the <i>Community Charter</i> , a notice of the date, hour, and place of a Special Council meeting must be given at least 24 hours before the time of the meeting, by: (a) posting a copy of the notice on the Public Notice Posting Place and the City's Website; and (b) placed in Council's electronic schedule.	7.1 Except where notice of a Special Council meeting is waived by a motion passed by a unanimous vote of all Council Members, the Corporate Officer will give a notice of the date, time and location of a Special Council meeting at least 24 hours before the time of the meeting.
7.2 - The notice under Section 7.1 must describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer. (<i>Bylaw No. 7060.02</i>)	7.2 The notice under section 7.1 will describe in general terms the purpose of the meeting and be signed by the Mayor or the Corporate Officer.
7.3 - Notice of a Special Council meeting may be waived by unanimous vote of all Council members.	
<u>8. – Annual Municipal Report</u>	<u>Annual Municipal Report</u>
8.1 - In accordance with Section 99 of the <i>Community Charter</i> , the Council must annually consider the Annual Municipal Report. The Corporate Officer must give notice, in accordance with	13.1 In accordance with Section 99 of the <i>Community Charter</i> , the Council must annually consider the Annual Municipal Report. The Corporate Officer must give notice, in accordance with

<p>Section 94 of the <i>Community Charter</i>, of the date, time and place when Council will consider: (<i>Bylaw No. 7060.02</i>)</p> <p>(a) the annual report prepared under Section 98 of the <i>Community Charter</i>;</p> <p>(b) submissions and questions from the public.</p>	<p>Section 94 of the <i>Community Charter</i>, of the date, time and place when Council will consider:</p> <p>(a) the annual report prepared under Section 98 of the <i>Community Charter</i>;</p> <p>(b) submissions and questions from the public.</p>
	<u>PART III – CONSENT ITEMS</u>
	<u>Consent Items</u>
	<p>14.1 The Corporate Officer may prepare a list of consent items which will include various items, and recommendations on how to address those items.</p>
	<p>14.2 The following matters will not be included under consent items:</p> <p>(a) items pertaining any changes to the financial plan;</p> <p>(b) items pertaining the annual municipal report; or,</p> <p>(c) items pertaining any changes to any strategic plans.</p>
	<p>14.3 Council may vote on and adopt in one motion all recommendations appearing under the consent items.</p>
	<p>14.4 If a Council Member makes a request to remove an item from the consent items for the purposes of:</p> <p>(a) debate or discussion;</p> <p>(b) voting in opposition to a recommendation in the consent items; or,</p> <p>(c) declaring a conflict of interest,</p> <p>the Chair will remove applicable item and its recommendation from the consent items and have it considered separately by Council immediately after the consideration of the remaining consent item recommendations.</p>
<u>9. – Electronic Meetings</u>	<u>Meetings Conducted by Electronic Means</u>
<p>9.1 - Provided the conditions set out in Subsection 128(2) of the <i>Community Charter</i> are met:</p> <p>(a) a Special Council meeting may, upon authorization of the Mayor, be conducted by means of electronic or other communication facilities;</p> <p>(b) a member of Council or a Committee member who is unable to attend at a Council or Committee of the Whole or Committee meeting, may, upon authorization of the Mayor or Chair, participate in the meeting by means of electronic or other communication facilities.</p>	<p>26.1 The Mayor may authorize a Council meeting to be conducted by Electronic Means as set out below.</p> <p>26.2 The Electronic Means used will enable Council Members to hear and be heard simultaneously and permits the public to hear the participation of all Council Members during the meeting, except for any part of the meeting which is closed pursuant to section 90 of the <i>Community Charter</i>.</p>

	26.3 A Council Member, who is unable to attend a Council meeting in person due to circumstances beyond the Council Member's control, may participate in the meeting by Electronic Means.
9.2 - The member presiding at a Special Council or Council Committee meeting must not participate electronically.	26.5 The Chair at the Council meeting will not participate by Electronic Means.
9.3 - No more than two members of Council at one time may participate at a Special Council meeting under Section 9(1)(a).	26.4 No more than two Council members may participate at one time by Electronic Means at a Council meeting held pursuant to this section.
	26.6 The Chair will conduct any voting by roll call at a Council meeting conducted by Electronic Means.
	26.7 Participation by Council members by Electronic Means is not permitted at meetings closed to the public.
<u>PART III – DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR</u>	<u>PART IV – DESIGNATION OF COUNCILLOR TO ACT IN PLACE OF MAYOR</u>
<u>10 – Acting Mayor</u>	<u>Acting Mayor</u>
10.1 - Council must, on an annual basis, 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.	15.1 On an annual basis, the Corporate Officer will prepare a schedule to designate the Council Members to serve as Acting Mayor on a rotating basis.
10.2 - Each Councillor designated under Section 10.1 is responsible for fulfilling the duties of the Mayor in his or her absence.	15.2 The Acting Mayor will fulfill the responsibilities of the Mayor in his or her absence.
10.3 - If both the Mayor and Acting Mayor are absent from a Council meeting, the members present must choose the next member in succession from the rotating roster established under Section 10.1 to preside at the Council meeting.	15.3 If both the Mayor and Acting Mayor are absent from the Council meeting, the Council Member who is next in rotation as Acting Mayor and is in attendance at the meeting will act as the Chair at the meeting.
10.4 - Other than at a Council meeting, if both the Mayor and the Acting Mayor are absent or otherwise unable to act, the member next in succession on the rotating roster established under 10.1 shall be the Acting Mayor.	
10.5 - The member designated under Section 10.1, 10.3 or 10.4 has the same powers and duties as the Mayor.	
<u>PART IV – COUNCIL PROCEEDINGS</u>	<u>PART V – COUNCIL PROCEEDINGS</u>

<u>11 – Attendance of Public at Meetings</u>	<u>Attendance of Public at Meetings</u>
11.1 - Except where the provisions of Section 90 of the <i>Community Charter</i> apply, all Council meetings must be open to the public.	16.1 Except where the provisions of section 90 of the <i>Community Charter</i> apply, all Council Meetings will be open to the public.
11.2 - 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 <i>Community Charter</i> .	
11.3 - This Section applies to all meetings of the bodies referred to in Section 93 of the <i>Community Charter</i> including Council committees, commissions, a parcel tax roll review panel, a board of variance, or advisory bodies.	16.2 This section will apply to all meetings of the bodies referred to in section 93 of the <i>Community Charter</i> , including without limitation: (a) COW; (b) Committees; (c) Commissions; (d) Parcel tax review panel; (e) Board of variance; and, (f) Task Forces.
11.4 - Despite Subsection 11.1, the Mayor or the Acting Mayor may expel or exclude from a Council meeting a person in accordance with Section 133 of the <i>Community Charter</i> .	16.3 Despite subsection 16.1, the Chair may expel or exclude a person from a Council meeting in accordance with section 133 of the <i>Community Charter</i> .
<u>12. – Calling a Meeting to Order</u>	<u>Calling Meeting to Order</u>
12.1 - 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 10 must take the Chair and call such meeting or order.	17.1 As soon as possible after the time specified for a Council meeting, the Mayor will assume the position of Chair and call the Council meeting to order. 17.2 If the Mayor is absent, then the Acting Mayor will assume the position of Chair and call the meeting to order.
	17.3 If a quorum of Council is present but the Mayor and the Acting Mayor do not attend within 15 minutes of the scheduled time for a Council meeting: (a) the Council Member who is next in the rotation for Acting Mayor and is in attendance at that meeting will call the meeting to order, and preside as Chair until the Mayor or Acting Mayor arrives at that meeting.
	17.4 If the Mayor or the Acting Mayor arrive at any time during a meeting that was called pursuant to section 17.3, the Mayor or the Acting Mayor will then assume the position of Chair.

<u>13. – Adjourning Meeting Where No Quorum</u>	<u>Adjourning Meeting where No Quorum</u>
<p>13.1 - If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must: (Bylaw No. 7060.02)</p> <p>(a) record the names of the members present and those absent; and,</p> <p>(b) adjourn the meeting until the next scheduled meeting.</p>	<p>18.1 If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer will:</p> <p>(a) record the names of the Council Members who are present and those who are absent; and,</p> <p>(b) adjourn the meeting until the next scheduled meeting.</p>
<u>14. – Order of Proceedings and Business</u>	<u>Order of Proceedings and Business</u>
<p>14.1 - The Agenda for all Regular Council meetings contains the following matters in the order in which they are listed below:</p> <ul style="list-style-type: none"> • Introduction of Late Items • Adoption of Agenda • Adoption of Minutes • Presentations • Mayor's Report • Reports to Council (by Department / Topic) • Delegations • Correspondence (related to Report to Council) • Commission or Committee Report to Council • Staff Report to Council • Bylaws (that have an accompanying report) • Bylaws (with no accompanying report) • Correspondence (not related to a Report to Council) • Council Appointments • Notice of Motion • Other Business • Question Period • Adjournment 	<p>9.1 The agenda for all Regular Council meetings may contain the following matters in the order in which they are listed below:</p> <p>(a) Call to Order</p> <p>(b) Procedural Motion</p> <p>(c) Introduction of Late Items</p> <p>(d) Approval of the Agenda</p> <p>(e) Adoption of the Minutes</p> <p>(f) Mayor's Report</p> <p>(g) Presentations</p> <p>(h) Delegations</p> <p>(i) Consent Items</p> <p>(j) Reports</p> <p>(k) Bylaws</p> <p>(l) Correspondence</p> <p>(m) Notice of Motion</p> <p>(n) Other Business</p> <p>(o) Question Period</p> <p>(p) Adjournment</p>
	<p>9.2 The agenda for all Special Council meetings may contain only whatever items are listed for consideration at that meeting.</p>
<p>14.2 - Notwithstanding the provisions under Section 14.1, it shall always be in order for the Council to vary the order in which the business on the Agenda shall be dealt with by a majority vote of the members present.</p>	<p>9.3 Council will take up business at a Council meeting in the order in which it is listed on the agenda, except that an item may be taken out of its order by a motion passed by a majority vote of all Council Members present.</p>
<u>15 – Agenda</u>	<u>Agenda</u>

15.1 - Prior to each Council meeting, the Corporate Officer shall prepare an Agenda setting out all items for consideration at that meeting. (Bylaw No. 7060.02)	8.1 Prior to a meeting, the Corporate Officer will have prepared an agenda setting out all the items for consideration at that meeting and deliver a copy of the agenda to each Council Member at least 24 hours before the meeting, where possible.
15.2 - The deadline to submit items to the Corporate Officer for inclusion on a Council meeting Agenda shall be 12:00 p.m. on the second Friday preceding the meeting. When Friday is a holiday, the deadline shall be Thursday. (Bylaw Nos. 7060.02, 7060.03)	8.2 The deadline for submissions to the Corporate Officer of items for inclusion on the agenda for the meeting by staff will be by 12:00 noon, the Monday one week prior to the meeting date.
15.3 - Items received in the Legislative Services Department after the appropriate deadline in Section 15.2 shall not be placed on the Agenda, but shall instead be placed on the Agenda for consideration at the following Council meeting, unless the item is introduced as a Late Item pursuant to Section 16.	8.3 Items received after the deadline set out in section 8.2 will not be placed on agenda for the upcoming meeting but will be placed on the agenda for the subsequent meeting unless the item is introduced as a late item pursuant to section 10.1.
15.4 - Council Agendas will be available to the members of Council and the public by 4:00 p.m. the Tuesday preceding the meeting. (Bylaw No. 7060.03)	8.4 The Corporate Officer will make the agenda for a meeting available to the public by posting the agenda on the Public Notice Posting Place: (a) on the Thursday afternoon prior to the Regular Council meeting; or, (b) as soon as practical for all other types of meetings.
15.5 - Only those matters included on the Agenda shall be considered or dealt with at the Council meeting unless a new matter for consideration is properly introduced as a Late Item pursuant to Section 16.	8.5 Council will 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 10.1.
15.6 - In cases where documents are too unwieldy to be readily reproduced, the Corporate Officer may omit these materials from the Agenda and may, instead, merely refer to these items in short form on the Agenda and keep the documents on file in the Legislative Services Department as per the City's Record Retention Policy. (Bylaw No. 7060.02)	
<u>16. – Late Items</u>	<u>Late Items</u>
16.1 - For the purposes of this section, the following terms are defined as: (a) Essential Items: These would include matters arising after the preparation of the Agenda and which, if not acted upon in a timely manner, would prejudice or compromise the City's position or the position of a constituent or group of constituents. These topics would be of a legal or legislative nature.	10.1 Council will not consider an item of business not included on the agenda at a Council meeting unless a motion to introduce the item as a late item has been passed by a majority vote of all Council Members present.

<p>(b) Elective Items:</p> <p>These would include matters which are purely administrative and require no background information to support them or provide additional information pertinent to items on the agenda.</p> <p>(c) Deadlines:</p> <p>The deadline for essential or elective items to be included as a Late Item for the agenda is 11:00 a.m. with an addendum agenda made available by 4:00 p.m. on the Friday preceding the meeting. (Bylaw No. 7060.03)</p>	
<p><u>17. – Voting at Meetings</u></p>	<p><u>Voting at Meetings</u></p>
<p>17.1 - The following procedures apply to voting at Council meetings:</p> <ul style="list-style-type: none"> (a) when debate on a matter is closed, the presiding member must put the matter to a vote. (b) Council members who are in the room shall take their places when a vote is called for, and shall not leave until the vote has been taken; (c) after the presiding member finally puts the question to a vote under paragraph (a), a member must not speak to the question or make a motion concerning it; (d) the presiding member's decision about whether a question has been finally put is conclusive; (e) whenever a vote of the Council is taken for any purpose, each member present and voting shall signify their vote upon the question, openly and individually by raising their hand, and the Chair shall declare the motion carried or defeated as the case may be; (f) no vote shall be taken in a Council meeting by ballot or by any other method of secret voting. 	<p>22.1 The following procedures apply to voting at meetings:</p> <ul style="list-style-type: none"> (a) when debate on a motion is closed, the Chair will put the motion to a vote of the Council Members; (b) when the Chair is putting the motion to a vote, a Council Member will not: <ul style="list-style-type: none"> (i) cross or leave the room; (ii) make a noise or other disturbance; or, (iii) interrupt the voting procedure unless the interrupting Council Member is raising a point of order; (c) after the Chair finally puts the motion to a vote, a Council Member will not speak to the motion or make another motion concerning it; (d) if a vote on a motion is taken, each Council Member present will signify his or her vote by: <ul style="list-style-type: none"> (i) raising his or her hand; (ii) pushing the appropriate button on any automated voting system being used at the meeting; (iii) indicating whether he or she votes in favour or against the motion when his or her name is called; or, (iv) by any other means specified by the Chair, except as prohibited by the <i>Community Charter</i> or this section; (e) the Chair will not take a vote by ballot or any other method of secret voting;

	<p>(f) the Chair will declare the result of the vote; and,</p> <p>(g) the Chair's decision about whether a motion has been finally put is conclusive.</p>
<u>18. – Delegations</u>	<u>Delegations</u>
18.1 - All delegations requesting permission to appear before Council shall submit a written request to address the members of Council, including a written brief outlining their intended presentation.	19.1 A Delegation requesting to appear before Council will submit a written request which includes an outline on the agenda matter of the request to the Corporate Officer by 11:00 a.m. the Monday of the meeting.
	19.2 All presentations from Delegations must be received by the Legislative Services Department by 11:00 a.m. the Monday of the meeting. No late presentations will be displayed at the meeting.
18.2 - Any request to appear before Council shall be received, in writing, prior to the appropriate deadline stated in Section 15.2 in order to be placed as a new matter on the Council Agenda.	
18.3 - Any request to appear before Council pertaining to an item already on the Agenda shall be received up to Friday at 11:00 a.m. prior to the meeting. Those delegations that have not been received in time to be placed on the Agenda but were received prior to Friday at 11:00 a.m. shall be distributed to Council as a Late Item and shall be given ten (10) minutes to make their presentation. (Bylaw No. 7060.03)	19.7 If a Delegation request is received, but not within the timelines pursuant to section 19.1 the Corporate Officer will not place a Delegation on the agenda.
18.4 - All delegation requests pertaining to items on the Agenda shall be heard prior to receipt of the relevant Report(s) to Council. Any delegation requests that do not pertain to an item on the Agenda shall be placed on the next Committee of the Whole agenda. (Bylaw No. 7060.02)	19.3 Any delegation requests that do not pertain to an item on the Agenda shall be placed on the next Committee of the Whole agenda.
<p>18.5 - All delegations shall be afforded ten (10) minutes to make their presentation and shall be restricted to the topic as included on their written submission. Additional time may be available, at the discretion of the Chair, for answering questions from members of Council.</p> <p>Delegations received after Friday at 11:00 a.m. regarding matters already on the Agenda will be referred to a future meeting unless Council passes a resolution to hear the delegation. If approved, the delegation shall be afforded five (5) minutes to make their</p>	<p>19.9 A Delegation will be:</p> <p>(a) restricted to the subject matter contained in the written request; and,</p> <p>(b) limited to 5 minutes for the presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.</p> <p>19.8 A Delegation which has made an appeal may address the Council at the meeting, if a motion is passed by a unanimous vote of all Council Members present at the start of the meeting.</p>

presentation prior to the receipt of the relevant Report(s) to Council. (Bylaw No. 7060.03)	
18.6 - Notwithstanding Section 18.5, multiple speakers (four or more) on a single issue or topic shall be given five (5) minutes each to make their presentations.	19.10 Notwithstanding section 19.9, multiple persons from the same Delegation or multiple Delegations on the same, single issue or topic will be given 5 minutes each to make their presentations.
18.7 - There shall be no limit to the number of delegations included on the Agenda for items that have been included on the agenda. (Bylaw No. 7060.02)	19.11 There shall be no limit to the number of delegations included on the Council Meeting Agenda for items that have been included on the Agenda. 19.12 Delegations on a Committee of the Whole Agenda will be limited to 3 delegations on the same topic. 19.13 Delegations on a Committee of the Whole Agenda will be limited to 5 minutes for their presentation unless a longer time period is permitted by a motion passed by a unanimous vote of all of the Council Members present.
18.8 - The Corporate Officer shall be granted the authority to screen delegation requests and, if deemed appropriate, refuse to place a delegation on the Agenda if the issue is not within the mandate or jurisdiction of a Municipal Council. In the event the delegation wishes to appeal the Corporate Officer's decision, the information shall not be placed on the Agenda but shall be distributed under separate cover to Council for their consideration. (Bylaw No. 7060.02)	19.4 The Corporate Officer will screen Delegation requests and may do any of the following: (a) schedule a Delegation to a later Council meeting, Committee or Commission meeting as deemed appropriate according to the subject matter of the written request; (b) refuse to place a Delegation on the agenda if: (i) the issue is not considered to fall within the mandate or jurisdiction of Council; or, (ii) the Delegation has already spoken to Council on the same matter and no new significant information is provided; or, (c) refer the matter to the appropriate department if the matter has already been referred to staff by Council.
18.9 - Where a delegation has addressed Council on a particular issue, if a subsequent request is received from the same delegation to address Council on the same issue, and no new significant information is being provided, the Corporate Officer will be granted the authority to not place the item on the Agenda, but will circulate the request under separate cover as an item of general information. (Bylaw No. 7060.02)	19.5 If the Corporate Officer refuses to place the Delegation on the agenda pursuant to subsection 19.4(b), the Corporate Officer will distribute the information received from the Delegation under a separate cover to Council.
	19.6 If the Delegation wishes to appeal the Corporate Officer's decision made pursuant to subsection 19.4(b), then:

	<ul style="list-style-type: none"> (i) the Corporate Officer will distribute the information received from the Delegation under a separate cover to the Council; and, (ii) the appeal will be considered when Council is adopting the agenda for the meeting at which the Delegation requested to appear.
	<p>19.14 Council may choose to hear a Delegation for a matter on the agenda either:</p> <ul style="list-style-type: none"> (a) at the time when Council is considering a specific item on the agenda; or, (b) during the Delegation portion of the meeting.
	<p>19.15 Council will not permit a Delegation to address Council regarding the following:</p> <ul style="list-style-type: none"> (a) a bylaw in respect of which a public or statutory hearing has already been held or where the public or statutory hearing is required under an enactment as a prerequisite to the adoption of the bylaw; (b) matters on which the City had commenced legal proceedings and on which judgment has not been rendered; (c) publicly tendered contracts or proposal calls for the provision of goods or services for the City between the time that such contract or proposal has been authorized and the time such contract or proposal call has been awarded either by Council or staff; (d) a hearing pertaining to an application, permit or license which has not yet been considered by Council; or, (e) other Delegation's requests.
	<p>19.16 A Council Member will:</p> <ul style="list-style-type: none"> (a) limit his questions to a Delegation to seek clarification or additional details; and, (b) not engage the Delegation in a debate or comment on the merits of the issue.
	<p>19.17 If a Delegation:</p> <ul style="list-style-type: none"> (a) speaks disrespectfully to or of any person; (b) refuses to abide by the rules for delegations; (c) fails to adhere to the time limits; or, (d) disregards the authority of the Chair to run the meeting,

	<p>the Chair may do any of the following:</p> <ul style="list-style-type: none"> (a) ask the Delegation to withdraw the offensive remarks or cease the offensive behavior; (b) stop the presentation; or, (c) take steps to have the Delegation abide by the Chair's instructions.
	<p>19.18 If the Delegation fails to comply with the Chair pursuant to section 19.17 the Chair may terminate the presentation and direct the Delegation to vacate the speaker's podium and return to the public seating area.</p>
	<p>19.19 If the Delegation still fails to comply with the Chair's direction pursuant to section 19.18, then section 16.3 applies.</p>
	<p><u>Recess</u></p>
	<p>21.1 At any time while the meeting is in progress, the Chair:</p> <ul style="list-style-type: none"> (a) may call for a recess for a short period of time; and, (b) will state the approximate duration for which the meeting will be recessed.
<p><u>19. – Notice Motion</u></p>	<p><u>Notice of Motion</u></p>
<p>19.1 - Any Council member may give a "Notice of Motion" respecting an item which he or she intends to present by giving a copy of such motion to the Corporate Officer during a meeting of the Council and upon the member being acknowledged by the Chair and the Notice of Motion being read to the meeting. (Bylaw No. 7060.02)</p>	<p>11.1 A Council Member may give a notice of motion respecting an item which he or she intends to present at a future meeting by reading it aloud and providing a copy of the notice of motion to the Chair and the Corporate Officer either before or during the meeting.</p>
<p>19.2 - A copy of the motion presented under Section 19.1 shall appear in the Minutes of that meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the Agenda of the next Council meeting, or other future meeting designated by the member bringing forward the Notice of Motion, for consideration. (Bylaw No. 7060.02)</p>	<p>11.2 The Corporate Officer will include the notice of motion under the notice of motion section in the minutes and will place the notice of motion with any relevant background information under other business on the agenda for the next meeting or another future meeting as requested by the Council Member who presented the notice of motion.</p>
	<p>11.3 If the Council Member who presented the notice of motion is not in attendance at the meeting when the subject of that notice of motion is brought forward, the notice of motion will be postponed to the next meeting at which the Council Member who submitted the notice of motion is in attendance.</p>
<p><u>20. – Question Period</u></p>	<p><u>Question Period</u></p>

20.1 - At the Conclusion of the proceedings, the Council members shall provide time to answer inquiries from the Media and any member of the public, but such inquiries shall be strictly limited to matters considered by the Council at that particular meeting. The Chair shall determine, if necessary, when sufficient discussion has taken place.	<p>23.1 Questions will be addressed through the Mayor and Council members will respond with a 5 minute time limit.</p> <p>23.2 The public will limit its questions strictly to matters considered by Council at that particular Council meeting;</p>
	<p>23.3 (1) If a member of the public:</p> <ul style="list-style-type: none"> (a) speaks disrespectfully to or of any person; (b) refuses to abide by the rules; (c) fails to adhere to the time limits; (d) does not ask a question; or, (e) disregards the authority of the Chair to run meeting, <p>the Chair may ask the person to abide by the Chair's instructions.</p> <p>(2) If the person fails to comply with the Chair pursuant to section 23.3(1), the Chair may direct the person to vacate the speaker's podium and return to the public seating area.</p> <p>(3) If the person still fails to comply with the Chair's direction pursuant to section 23.3(1) or 23.3(2), then section 16.3 applies.</p>
	23.4 The Chair will determine, if necessary, if sufficient discussion has taken place and may close the question period based on that determination.
<u>PART V – PETITIONS AND COMMUNICATIONS</u>	<u>Petitions and Communications</u> (section)
<u>21. – Proper Form</u>	
21.1 - All communications and petitions intended to be presented to Council shall be legibly written, typed or printed, signed by at least one person and shall be dated and include a contact phone number before being accepted.	<p>12.1 A petition or a communication intended to be presented to Council will:</p> <ul style="list-style-type: none"> (a) be legibly written, typed or printed; (b) not be libelous, obscene, impertinent or improper; (c) be dated; (d) be signed by at least one person; and, (e) include the name and civic address for each person who has signed the petition or communication.
	12.2 The Corporate Officer may refer any communication addressed to Council which relates to a matter that falls within the scope of

	responsibility of a particular department directly to that department.
22.2 - If a matter is referred under Section 22.1, a copy of the communication shall be copied to each member of the Council and the General Managers, with a copy forwarded to the appropriate Staff member. An acknowledgement shall be provided to the writer on receipt of the communication, advising where the matter has been referred.	12.3 If such a matter is referred pursuant to section 12.2 the Corporate Officer will give a copy of communication to each Council Member and the appropriate staff member and will send an acknowledgement to the writer of the communication advising to whom the matter has been referred.
22.3 - All requests for proclamations will be forwarded directly to the Mayor's office to be executed. (Bylaw No. 7060.02)	
	12.4 A person may appeal the referral of a communication pursuant to section 12.2 to the Chief Administrative Officer.
22.4 - A right of appeal from any referral under Sections 22.1 and 22.3 may be made to the City Manager who shall determine the final disposition of the matter. As well, Council may refer any item of correspondence as it deems appropriate.	12.5 The Chief Administrative Officer shall make the final determination of an appeal made pursuant to section 12.4.
22.5 - All petitions or other written communications which require a report may be referred to the City Manager by means of formal motion.	
<u>PART VI – BYLAWS</u>	<u>PART VII - BYLAWS</u>
<u>23. – Form of Bylaws</u>	<u>Form of Bylaws</u>
23.1 - A bylaw introduced at a Council meeting must: <ul style="list-style-type: none"> (a) be printed; (b) have a distinguishing name; (c) have a distinguishing number; (d) contain an introductory statement of purpose; (e) be divided into sections. 	29.1 A bylaw introduced at a Council meeting will: <ul style="list-style-type: none"> (a) be legibly typewritten; (b) have a distinguishing name; (c) have a distinguishing number; and, (d) be divided into sections.
<u>24. – Bylaws to be Considered Separately or Jointly</u>	<u>Bylaws to be Considered Separately or Jointly</u>
24.1 - Council must consider a proposed bylaw at a Council meeting either: <ul style="list-style-type: none"> (a) separately when directed by the presiding member or requested by another Council member; or, 	30.1 Council will consider a proposed bylaw at a Council meeting and review each reading of the proposed bylaw separately.

(b) jointly with other proposed bylaws in the sequence determined by the presiding member.	
<u>25 – Reading and Adopting Bylaws</u>	<u>Reading and Adopting Bylaws</u>
25.1 - Every proposed bylaw shall receive three separate readings prior to its final adoption.	31.1 The Chair may give the readings of a proposed bylaw by stating the bylaw's title and the applicable reading number.
	31.2 Council may debate or amend a proposed bylaw at any time during the first three readings unless prohibited by the <i>Community Charter</i> .
25.2 - The first three readings of a bylaw may be given on the same day, except in the case of an Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at a Public Hearing.	31.4 The first three readings of a bylaw may be given on the same day, except in the case of an Official Community Plan designation bylaw or a Zoning bylaw.
25.3 - An Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at Public Hearing may receive only first and second reading at the time of introduction.	31.5 An Official Community Plan designation bylaw or a Zoning bylaw which is to be considered at Public Hearing may receive only first and second reading at the time of introduction.
25.4 - Where the Council resolves to consider a bylaw clause by clause, such consideration shall be done at the second reading of the bylaw.	31.3 If Council resolves to consider a bylaw section by section, Council will consider the bylaw in this manner at the second reading of the proposed bylaw.
25.5 - Where Council desires to amend a bylaw after third reading with the exception of those specific provisions respecting an Official Community Plan designation bylaw or a Zoning bylaw, it may do so as follows: (a) by motion to reconsider third reading and, if carried; (b) by motion to amend the bylaw at third reading in accordance with the procedure set down in this bylaw; (c) by motion to pass third reading of the bylaw as amended.	31.6 If Council wishes to amend a bylaw after third reading, the Council may do so as follows: (a) make a motion to rescind third reading; and if carried; (b) make a motion to amend the bylaw; and if carried; (c) make a motion to pass third reading of the bylaw as amended.
25.6 - Despite Section 135(3) of the <i>Community Charter</i> , and in accordance with Section 890(9) of the <i>Local Government Act</i> , an Official Community Plan designation bylaw or a Zoning bylaw may be adopted at the same meeting at which the bylaw passed third reading.	
25.7 - The Acting Mayor shall be the Councillor designated to introduce and move each bylaw to be considered by Council.	
<u>26. – Bylaws Must be Signed</u>	<u>Bylaws Will Be Signed</u>

26.1 - After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping with the following affixed to the bylaw: (Bylaw No. 7060.02) (a) the City's corporate seal, (b) the dates of its readings and adoption, (c) the date of the Public Hearing if applicable; and, (d) the date of Ministerial approval or approval of the electorate if applicable.	32.1 After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the City's records for safekeeping with the following affixed to the bylaw: (a) the City's corporate seal, (b) the dates of its readings and adoption, (c) the date of the Public Hearing if applicable; and, (d) the date of Ministerial approval or approval of the electorate if applicable
	<u>Consolidation of Bylaws</u>
	33.1 The Corporate Officer may consolidate one or more of the City's bylaws for official use.
<u>PART VII – RESOLUTIONS</u>	
<u>27. – Copies of Resolutions to Council Members</u>	
27.1 - A resolution may be introduced and considered at a meeting as long as it has been included as an item on the Council's printed Agenda or placed as a Late Item in accordance with Section 16 of this bylaw.	
<u>PART VIII – MOTIONS</u>	
<u>28. – Introduction of Motion</u>	
28.1 - Every motion must be moved and seconded before it is deemed to be in the possession of the Council.	
<u>Recording of Motions in Minutes</u>	<u>Recording of Motions in Minutes</u>
29.1 - Every motion that has been seconded shall be recorded in the Minutes.	52.1 Every motion that has been seconded shall be recorded in the Minutes.
29.2 - Notwithstanding Section 29.1, motions that have been withdrawn by Council as per Section 31, shall not be recorded in the Minutes.	52.2 Notwithstanding Section 52.1, motions that have been withdrawn by Council as per Section 54.1, shall not be recorded in the Minutes.
29.3 - The names of the members who moved and seconded a motion presented to Council shall not be recorded in the Minutes.	52.3 The names of the members who moved and seconded a motion presented to Council shall not be recorded in the Minutes.
29.4 - All votes on motions will be recorded as either: (a) carried unanimously;	52.4 All votes on motions will be recorded as either: (a) carried unanimously;

<p>(b) defeated unanimously; or, (c) in cases where unanimity is not reached, the names of those who voted against the motion will be recorded in the Minutes.</p>	<p>(b) defeated unanimously; or, (c) in cases where unanimity is not reached, the names of those who voted against the motion will be recorded in the Minutes.</p>
<u>30. – Consideration of Motions</u>	<u>Consideration of Motions</u>
30.1 - When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.	53.1 When any motion is under consideration, no other motion shall be received, except a motion to amend, refer, table or postpone.
<u>31. – Withdrawal of Motions</u>	<u>Withdrawal of Motions</u>
31.1 - After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.	54.1 After a motion has been made and seconded, it shall be deemed to be in the possession of the Council, but the motion may be withdrawn by the mover of the motion at any time before a decision or amendment is made, provided that the mover has the consent of the seconder.
<u>32. – Appeal Ruling of the Chair</u>	<u>Appeal Ruling of the Chair</u>
32.1 - Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members thereof without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the Chair may be appealed to the other members of Council then present.	28.1 Whenever the Chair is of the opinion that a motion is contrary to the rules and privileges of the Council, the Chair shall apprise the members without proposing the question and shall cite the rule or authority applicable to the case without argument or comment. The ruling of the Chair may be appealed to the other members of Council then present.
32.2 - On an appeal by a Council member from the decision of the Chair, the question shall be immediately put by him, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding himself. In the event of the votes being equal, the question shall pass in the affirmative.	28.2 On an appeal by a Council member from the decision of the Chair, the question shall be immediately put by him, and decided without debate "Shall the Chair be sustained?" and the Chair shall be governed by the vote of the majority of the Council members then present, excluding himself. In the event of the votes being equal, the question shall pass in the affirmative.
32.3 - If the Chair refuses to put the question "Shall the Chair be sustained?" the Council shall immediately appoint a Chair <u>pro tem</u> . He shall proceed in accordance with Section 32.2. A resolution or motion carried under this Section is binding.	28.3 If the Chair refuses to put the question "Shall the Chair be sustained?", the Council shall immediately appoint a Chair <u>pro tem</u> . He shall proceed in accordance with Section 28.2. A resolution or motion carried under this Section is binding.
<u>33. – Reconsideration</u>	<u>Reconsideration</u>
33.1 - A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors, has not been reconsidered under this	24.1 A motion/resolution which was adopted or defeated may be reconsidered by Council provided that the resolution has not had the assent of the electors, has not been reconsidered under this

<p>Section or Section 131 of the <i>Community Charter</i>, and has not been acted upon by an officer, servant or agent of the Municipality.</p> <p>A reconsideration motion:</p> <ul style="list-style-type: none"> (a) must be brought forward by a member who voted on the prevailing side of the motion, or by any member who was absent during the original vote; (b) may be seconded by any member; (c) must be brought forward at the next meeting of Council after the original vote; or, in the case of when a member was absent at the time of the original vote, at the next meeting to which this member is able to attend; (d) must receive a majority vote of Council for it to be adopted; (e) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council. 	<p>Section or Section 131 of the <i>Community Charter</i>, and has not been acted upon by an officer, servant or agent of the Municipality.</p> <p>A reconsideration motion:</p> <ul style="list-style-type: none"> (a) must be brought forward by a member who voted on the prevailing side of the motion, or by any member who was absent during the original vote; (b) may be seconded by any member; (c) must be brought forward at the next meeting of Council after the original vote; or, in the case of when a member was absent at the time of the original vote, at the next meeting to which this member is able to attend; (d) must receive a majority vote of Council for it to be adopted; (e) if defeated, and the outcome being that the resolution is preserved unchanged, the same resolution may not be brought back before Council for six (6) months from the date of the latest vote, except with two-thirds consent of all the members of Council.
33.2 - Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 33.1.	24.2 Each resolution or reading of a bylaw may be reconsidered under the provisions of Section 24.1.
33.3 - Notwithstanding section 33.2, once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the <i>Community Charter</i> .	24.3 Notwithstanding section 24.2, once a bylaw is finally adopted, it may not be reconsidered except in accordance with Section 131 of the <i>Community Charter</i> .
33.4 - Notwithstanding section 33.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.	24.4 Notwithstanding section 24.2, resolutions for third reading or final adoption of an Official Community Plan Bylaw or Zoning Bylaw shall not be reconsidered.
<u>PART IX – RULES OF CONDUCT AND DEBATE</u>	<u>PART VI – CONDUCT AND DEBATE DURING MEETINGS</u>
<u>34. – Decorum in Debate</u>	<u>Decorum in Debate</u>
34.1 - Every Council member who wishes to speak to any question or motion shall raise their hand, wait to be recognized by the Chair and shall address themselves to the Chair.	27.1 A Council Member may speak to a motion at a Council meeting only if: <ul style="list-style-type: none"> (a) that Council Member first addresses the Chair; and, (b) the Chair recognizes that Council Member as having the floor.
34.2 - Members of Council shall address the Chair as "Mr. Mayor, "Madam Mayor", or "Your Worship" or "Mr. or Madam Acting Mayor", or "Mr. or Madam Chair" as the case may be, and shall	27.3 A Council Member will address:

refer to each other as "the Mayor" or "Councillor _____", as the case may be.	(a) the Chair by that person's title of Mayor or Acting Mayor or "Your Worship", "Mr./Madam Mayor", "Mr./Madam Acting Mayor" or "Mr./Madam Chair";
34.3 - Members of Staff shall be addressed as Mr., Mrs., or Ms. or else shall be referred to by their official title.	(b) another Council Member by the title of Councillor and his last name; and,
34.4 - When two or more Council members desire to speak at the same time, the Chair shall name the member who shall have the floor.	(c) a staff member by his/her official title or Mr./Ms. and his/her last name.
34.5 - When the Chair is of the opinion that there has been sufficient debate he may put the question.	27.2 If more than one Council Member speaks, the Chair will call on the Council Member who, in the Chair's opinion, first spoke.
	27.11 The Chair may put the motion to a vote in the following circumstances:
	(a) if the first two speakers have all spoken in support or in opposition to a motion, Chair has called for a speaker for the contrary position and no such speaker is forthcoming;
	or,
	(b) if the Chair is of the opinion that there has been sufficient debate on the motion and the debate has been more than 20 minutes in duration.
	27.12 A Council Member may make motion to continue debate, if either situation in section 27.11(a) or (b) occurs.
	27.13 A Council Member will keep in confidence any information considered in any part of a closed meeting until the Council agrees to discuss the information at a meeting that is open to the public or releases the information to the public.
34.6 - Any questions addressed to Staff shall be put through the Chair to the City Manager who shall refer the matter to the appropriate Staff representative if necessary.	
	27.6 A Council Member:
	(a) will use respectful language;
	(b) will not speak offensive words or use offensive gestures or signs;
	(c) will speak only in connection with the matter being debated;
	(d) will announce whether he is speaking support or against the motion, when called upon by the Chair;
	(e) will speak through the Chair;
	(f) will not introduce irrelevant matters or indulge in tedious repetition;

	<ul style="list-style-type: none"> (g) may speak about a vote of Council only for the purpose of making a motion that the vote be rescinded or reconsidered; and, (h) will adhere to the rules of procedure established under this Bylaw and to the decision of Chair and Council in connection with the rules and points of order.
	<p>27.7 If a Council Member does not adhere to section 27.6, the Chair may order the Council Member to leave the Council Member's seat and:</p> <ul style="list-style-type: none"> (a) if the Council Member refuses to leave, the Chair may cause the Council Member to be removed by a peace officer from the Council Member's seat; or (b) if the Council Member apologizes to the Council, Council may allow the Council Member to retake the Council Member's seat.
	<p>27.9 The following rules apply to limit speech on matters being considered at a Council meeting:</p> <ul style="list-style-type: none"> (a) a Council Member may speak: <ul style="list-style-type: none"> (i) up to 5 minutes for the first time on a matter; (ii) up to 2 minutes for the second time on the matter; (ii) up to 2 minutes on any amendment on the motion, unless Council has permitted an extension of the time limit for that Council Member by a motion passed by two-thirds of all Council Members present; and, (b) a Council Member may speak a second time in connection with the same motion but only after all other Council Members have had an opportunity to speak; and, (c) a Council Member may not speak any additional times unless Council has permitted an extension for the frequency for that Council Member by a motion passed by two-thirds of all Council Members present.
	<p>27.10 The Chair may make a motion, second a motion or debate a motion while presiding during the meeting.</p>
	<p>27.14 Members of the public who constitute the audience at a meeting shall not disrupt the meeting and refrain from any activity or behaviour that would affect the Council or Committee deliberations.</p>

<u>35. – Chair – Questions of Order</u>	<u>Point of Order</u>
35.1 - The Chair may call any Council member to order while that member is speaking.	
	<p>20.1 Without limiting the Chair's duty under the section 132(1) of the <i>Community Charter</i>, the Chair will apply the correct procedure to a motion:</p> <ul style="list-style-type: none"> (a) if the motion is contrary to the rules of procedure in this Bylaw; and, (b) whether or not a Council Member has raised a point of order in connection with the motion.
	<p>20.2 If the Chair is required to decide a point of order:</p> <ul style="list-style-type: none"> (a) the Chair will cite the applicable rule or authority, if requested by a Council Member; (b) a Council Member will not question or comment on the rule or authority cited by the Chair under subsection 20.2(a); and, (c) the Chair may reserve the decision until the next Council meeting.
35.2 - When such action is taken, the Chair shall immediately suspend the debate, and the Council member in question shall refrain from speaking until the point of order is determined by the Chair, whose ruling is subject to an appeal by the Council members.	<p>27.5 A Council Member who is called to order by the Chair:</p> <ul style="list-style-type: none"> (a) will immediately stop speaking; (b) may explain his or her position on the point of order, if requested by the Chair; and, (c) may appeal to Council for its decision on the point of order in accordance with section 132 of the <i>Community Charter</i>.
35.3 - No Council member shall speak to any matter other than the question in debate or reflect upon any vote of the Council except for the purpose of moving that such vote be rescinded.	
35.4 - No Council member shall resist the rules of the Council nor disobey the decision of the Chair on points of order or practice, or upon the interpretation of the rules of the Council.	
35.5 - Should any Council member resist or disobey the decision of the Chair, the members may order the member in question to leave his seat for that meeting, and in the event of his refusing to do so, the Chair may order that the member be removed from the meeting.	

35.6 - In the event of satisfactory apology being made by the offending member, the Council may, by vote of the majority, permit the member to resume their seat forthwith.	
35.7 - When a Council member is speaking, no other member shall hold discourse which may interrupt the speaker except to raise a point of order, nor shall a member pass between the speaker and the Chair.	27.4 A Council Member will not interrupt another Council Member who is speaking except to raise a point of order.
35.8 - Any Council member may, by right, require the question under discussion to be read for his information at any period of the debate, but shall not do so as to interrupt a member speaking.	27.8 A Council Member may require the motion being debated at a Council meeting to be read at any time during the debate, if that request does not interrupt another Council Member who is speaking.
35.9 - The Chair may speak at any time to either explain or clarify the effect of the motion then before the Council, but should the Chair determine to take part in any debate, the Chair shall be vacated while addressing the Council, and a new Chair shall assume the Chair as provided under Section 10. The Chair shall not be resumed until after the vote has been taken on the question.	
35.10 - When the question under consideration contains more than one recommendation, any member may request, by motion that the vote upon each recommendation shall be taken separately and the Council members shall decide by majority vote of the members present how such vote shall be taken.	
<u>1:00 p.m. Curfew</u>	<u>Adjournment</u>
36.1 - The Council shall observe an 11:00 p.m. curfew whereby the item on the Agenda under discussion at 11:00 p.m. will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.	25.1 The Council shall observe an 11:00 p.m. curfew whereby the item on the Agenda under discussion at 11:00 p.m. will be the last item dealt with on that day unless, by majority vote, the Council members decide to extend the time of adjournment.
	25.2 A Council meeting may continue after 11:00 p.m. by a motion passed by a majority vote of all Council Members present.
	25.3 As an exception to section 25.2, Council may continue to deal with the item on the agenda under discussion before adjournment, if the 11:00 p.m. has arrived and Council has not passed a motion to extend the time of adjournment.

	25.4 A motion to adjourn either a Council meeting or a debate at a Council meeting is always in order.
	Section 25.4 does not apply to either of the following motions: (a) a motion to adjourn to a specific day; or, (b) a motion that adds a qualification to a preceding motion to adjourn.

<u>PART X – MINUTES</u>	<u>PART X – MINUTES OF MEETINGS</u>
<u>37. – Adoption and Distribution</u>	<u>Minutes of Meetings</u>
	51.1 This part applies to the minutes of the meetings of any group listed in Section 3 – Applications of Rules of Procedure of this bylaw.
	51.2 The following persons may take the minutes of a meeting: (a) the Corporate Officer; or, (b) the Recording Secretary.
37.1 - Minutes of the proceedings of Council, Committees, and Commissions must be legibly recorded, certified as correct by the Corporate Officer and signed by the Mayor or other member presiding at the meeting. Minutes of Advisory Bodies may be signed off by the Chair of that Advisory Body. (Bylaw No. 7060.02)	51.3 Minutes of the meetings will be: (a) legibly recorded; (b) certified as correct by the Corporate Officer; (c) signed by the Chair; and, (d) distributed to the group in advance of the meeting.
37.2 - Prior to adoption, the Corporate Officer shall distribute a copy of all Minutes of Council meetings to each member of Council. (Bylaw No. 7060.02)	51.6 Prior to adoption of the minutes, the Corporate Officer will distribute a copy of all minutes to each Council Member and the Recording Secretary will distribute a copy of all minutes to each member of the Committee.
37.3 - Whenever possible, Minutes of a given meeting shall be adopted at the next Council meeting or Committee/Commission meeting, as appropriate.	
37.4 - In accordance with Section 97 of the <i>Community Charter</i> , Minutes of the proceedings of Council/Committees and Commissions must be available for public inspection at City Hall during its regular office hours.	51.4 Subject to section 51.3, minutes of the open meetings will be available for public inspection at City Hall during regular office hours.
37.5 - Section 37.4 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 <i>Community Charter</i> .	

	<p>51.5 The Corporate Officer may make minor corrections to approved minutes including but not limited to:</p> <ul style="list-style-type: none"> (a) typographical errors; (b) sequential numbering; (c) grammatical errors; or, (d) completing missing information.
<u>PART XI – CONDUCT OF COMMITTEE BUSINESS</u>	<u>PART VIII – COMMITTEE OF THE WHOLE</u>
<u>38. – Committee of the Whole (Bylaw No. 7060.02)</u>	<u>Date, Time and Location of a COW</u>
38.1 - The Committee of the Whole shall meet bi-weekly on the opposite Mondays of Council at 4:30 p.m. with the exception of July, August and December in which only one meeting will be held	34.5 A COW meeting will begin at 4:30 p.m. and shall observe a 9:00 p.m. curfew whereby the item on the Agenda under discussion at 9:00 p.m. will be the last item dealt with on that day unless by majority vote, the Council members decide to extend the time of adjournment.
38.2 - Despite subsection 38.1, meetings will not be held where a Finance/Policy Committee meeting falls on a statutory holiday or occurs during a week in which the FCM, UBCM or AVICC annual conferences are held.	
	<u>Chair of the COW Meeting</u>
38.3 - The Acting Mayor shall act as Chairperson of the Committee of the Whole, unless otherwise determined by the Mayor.	37.1 The Acting Mayor will act as the Chair at the COW meeting.
38.4 - The Council, pursuant to the Council Delegation of Powers Bylaw has delegated its authority to the Committee of the Whole to exercise any of the executive and administrative powers of Council.	
38.5 - The Committee of the Whole may, by a majority vote of the Committee, refer any item appearing on the agenda to the regular Council for its consideration. If an item is referred in the manner noted above, the Corporate Officer shall place the item referred on the next regular Council agenda. (Bylaw No. 7060.02)	
	34.1 COW meetings will be held at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, unless otherwise noted.

	34.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for regular COW meetings on or before December 31 of the preceding year.
	34.3 Special COW meetings may be held at the date, time and location specified in the notice for the Special COW meeting.
	34.4 A COW meeting is a meeting to which all Council Members are invited to consider and make recommendations to Council, but not to decide on matters of the City's business.
	34.6 A COW meeting may continue after 9:00 p.m. by a motion passed by unanimous vote of all Council Members present.
	34.7 A COW meeting may: <ul style="list-style-type: none"> (a) be cancelled by motion passed by COW provided that two consecutive meetings are not cancelled; (b) be postponed to a different date, time or location by the Mayor, provided that the Members are given written notice at least 24 hours in advance; or, (c) be postponed by a motion of COW to the date, time or location set out in the motion.
	<u>Notice of a Special COW Meeting</u>
	35.1. A notice of the date, time and location of a Special COW meeting will be given at least 24 hours before the time of the meeting by: <ul style="list-style-type: none"> (a) posting a copy of the notice at the Public Notice Posting Place; and, (b) placing the notice in Council's electronic schedule.
	35.2 Section 35.1 does not apply to a COW meeting that is called, during a Council meeting for which public notice has been given pursuant to this Bylaw.
	<u>Agenda for COW Meeting</u>
	36.1 The Corporate Officer will prepare the agenda for a COW meeting setting out all the items for consideration at that meeting.
	36.2 The agenda for the COW meeting will be prepared as per section 8 – Agenda of this bylaw.
	36.3 The agenda for the COW meeting will be available to the Council Members and the public at least 24 hours prior to the meeting.

	<u>Quorum</u>
	38.1 The quorum of COW is the majority of the Council Members. If no quorum is present then section 18.1 of this bylaw applies to a COW meeting.
	<u>Points of Order at COW Meetings</u>
	39.1 The Chair will preserve order at a COW meeting and decide points of order that may arise, subject to an appeal by Council Members present.
	<u>Voting at Meetings</u>
	41.1 A vote at a COW meeting may be taken by any of the methods set out in Section 22.1.
	<u>Conduct and Debate</u>
	40.1 In addition to Part VI – Conduct and Debate During Meetings the following rules apply to COW meetings: (a) Section 27.9 does not apply and a Member may speak any number of times on the same question; and, (b) a Member will not speak longer than a total of 10 minutes on any one question.

	<u>PART IX – STANDING AND SELECT COMMITTEES</u>
<u>39. – Duties of Commissions/Committees and Advisory Bodies</u>	<u>Duties of Standing Committees</u> <u>Duties of Select Committees</u>
	42.1 This part applies, where applicable, to all Committees of the City, except for COW.
39.1 - Commissions/Committees and Advisory Bodies must consider, inquire into, report, and make recommendations to Council about all of the following matters: (a) matters that are related to the general subject indicated by the name of the Commission; (b) matters that are assigned by Council; (c) matters that are assigned by the Mayor.	42.2 A Standing Committee will consider, inquire into, report and make recommendations to Council about all of the following matters: (a) matters that are related to the general subject indicated by the name of the committee; (b) matters that are assigned by Council; or, (c) matters that are assigned by the Mayor.
39.2 - Commissions/Committees or Advisory Bodies must report and make recommendations to Council on all of the following items: (a) in accordance with the schedule of the committee's meetings;	43.1 A Select Committee will consider, inquire into, report and make recommendations to Council about all matters referred to the Select Committee by the Council.

<p>(b) on matters that are assigned by Council or the Mayor,</p> <p>(i) as required by Council or the Mayor, or</p> <p>(ii) at the next Council meeting if the Council or Mayor does not specify a time.</p>	<p>42.3 A Standing Committee will report and make recommendations to Council at all of the following times;</p> <p>(a) in accordance with the schedule of the Standing Committee's meetings; and,</p> <p>(b) on matters that are assigned by Council or the Mayor,</p> <p>(i) as required by Council or the Mayor; or,</p> <p>(ii) as soon as possible if the Council or Mayor does not specify a time.</p> <p>43.2 The Select Committee will report and make recommendations to Council.</p>
	<p><u>Authority</u></p>
	<p>45.1 A Committee of Council will not bind the City to any course of action, except if Council has expressly delegated such power to act on the Committee or has approved such action by a motion passed by majority of all Council.</p>
	<p>45.2 A Committee will not conduct its meetings by Electronic Means.</p>

<p><u>40. – Schedule of Meetings</u></p>	
<p>40.1 - At its first meeting after its establishment a Commission, Committee or Advisory Body must establish a regular schedule of meetings.</p>	
<p>40.2 - The Chair of a Commission, Committee or Advisory Body may call a meeting in addition to the scheduled meetings or may cancel a meeting.</p>	
<p><u>41 – Notice of Meetings</u></p>	<p><u>Notice of Meetings</u></p>
<p>41.1 - After the Commission or Advisory Body has established the regular schedule of meetings, including the times, dates and places of the meetings, notice of the schedule must be given by:</p> <p>(a) posting a copy of the schedule at the applicable Public Notice Posting Place; and</p> <p>(b) providing a copy of the schedule to each member of the Commission, Committee or Advisory Body.</p>	<p>46.1 The Corporate Officer will establish a regular schedule of meetings of the Committee, including the dates, times and locations of the Committee meetings, and notice of the schedule will be given by:</p> <p>(a) posting a copy of the schedule at the Public Notice Posting Place; and,</p> <p>(b) providing a copy of the schedule to each member of the Committee.</p>
<p>41.2 - Where revisions are necessary to the annual schedule of Commission, Committee or Advisory meetings, as soon as possible a notice must be posted at the applicable Public Notice Posting Place which indicates any revisions to the date, time and place or cancellation of a meeting.</p>	<p>46.2 If revisions are necessary to the regular schedule of meetings for a Committee, the Corporate Officer will post a notice and a revised schedule as soon as possible at the Public Notice Posting Place which indicates any revisions to the date, time and location, or cancellation of a Committee meeting.</p>

	46.3 The Corporate Officer will ensure a notice of the date, time and location of a meeting called under Section 46.2 to be given to all members of the Committee at least 24 hours before the time of the meeting.
	<u>Agendas for Committee Meetings</u>
	47.1 For items on the Committee agenda a person will submit items for inclusion on the agenda to the Staff liaison by 12:00 noon, 3 days prior to printing of the Committee Agenda.
	47.2 If there are no items submitted for discussion by the deadline set out in section 47.1 the Corporate Officer may cancel the Committee meeting.
	47.3 Committee agendas will be published 1 week prior to the meeting date.
	<u>Attendance at Meetings</u>
	48.1 Section 16.1 applies to Committees and Commissions.
	<u>Quorum</u>
	49.1 The quorum for a Committee is a majority of the members of the Committee.
	<u>Conduct and debate</u>
	50.1 The rules of the Council procedure will be observed during Committee meetings, so far as is possible and unless as otherwise provided in this bylaw.
	50.2 Council may adopt additional procedural rules for Committees and Commissions by a motion.
<u>42. – Minutes of Meetings</u>	
42.1 - Minutes of Committee of the Whole, Commissions, Standing, or Select Committees must be maintained and available to public and:	
<ul style="list-style-type: none"> (a) legibly recorded, (b) certified by the Corporate Officer, (c) signed by the Chair or member presiding at the meeting, and (d) open for public inspection in accordance with Section 97(1)(c) of the <i>Community Charter</i>. 	

<u>43. – Quorum</u>	
43.1 - The quorum for a Committee of the Whole, Standing, Select or Advisory Committee or Commission is a majority of all of its members.	<i>See Council Proceedings, Committee of the Whole and/or Standing and Select Committees</i>
43.2 - If a Committee/Commission member misses more than 3 meetings in a row, Council may rescind their appointment at any time and appoint another person in place of the person whose appointment was rescinded.	<i>Same as above</i>
<u>44. – Conduct and Debate</u>	
44.1 - The rules of the Council procedure must be observed during Standing or Select Committees, Commission, or Advisory Body meetings, so far as is possible and unless as otherwise provided in this Bylaw.	
44.2 - Council members may attend any meetings of a Standing or Select Committee, Commission or Advisory Body and may participate in discussions; however, only members who have been appointed or an alternate member attending in the absence of an appointed committee member, may introduce or vote on the proceedings.	50.3 A Council Member: <ul style="list-style-type: none"> (a) may attend meeting of a Committee of which he or she is not a member; (b) may participate in the discussion; and (c) will not: <ul style="list-style-type: none"> (i) be counted as part of the quorum; (ii) make motions; or, (iii) vote on any motion considered by the Committee.
44.3 - The Mayor shall be an ex-officio, a voting member of all Committees and Commissions and when in attendance, shall possess all the rights, privileges, powers and duties of other members.	
<u>45. – Delegations</u>	
45.1 - When a person or a group of persons wish to appear as a delegation before a Standing or Select Committee, Commission or Advisory Body on a matter within the jurisdiction of the Committee, they shall be subject to the requirements set out in this bylaw.	
<u>46. – Sub-Committees</u>	<u>Subcommittees</u>

46.1 - Committee of the Whole, Standing, Select or Advisory Committees or Commissions shall not be permitted to create sub-committees without the prior approval of Council.	44.1 Committees may not create sub-committees without prior approval of Council.
<u>47. – Recommendations</u>	
47.1 - Standing or Select Committee, Commission, or Advisory Body recommendations shall be subject to the approval of the Council, except where the Standing, Select, Committee of the Whole or Advisory Committee has been delegated administrative power by the Council.	

	<u>PART XI – PUBLIC HEARINGS</u>
	<u>Public Hearings</u>
	55.1 Public Hearing meetings will be scheduled on the first Thursday of each month, excluding the month of August, and will take place at the Shaw Auditorium, Vancouver Island Conference Centre, 80 Commercial Street, Nanaimo, and will commence at 7:00 p.m.
	55.2 On an annual basis, the Corporate Officer will prepare a schedule that Council may adopt by resolution for Public Hearing meetings on or before December 31 of the preceding year.
	55.3 The Chair of the public hearing will ask if there is any person who wishes to speak at the public hearing, whether or not there is a speakers' list.
	55.4 A Council Member will: <ul style="list-style-type: none"> (a) limit his or her questions to the speaker to seek clarification or additional details; (b) not engage the speaker in a debate; and, (c) not comment on the merits of the issue.
	<u>PART XII – ADMINISTRATION OF THE BYLAW</u>
	<u>Irregularity</u>
	57.1 The failure of Council to observe the provisions of this bylaw and any associated policies will not affect the validity of motions passed or bylaws enacted by Council.

	<u>Supporting Policies</u>
	58.1 Council may adopt policies which provide additional administrative or procedural rules to support this bylaw.

<u>PART XII – GENERAL</u>	
48. - 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.	
	<u>Suspension of the Rules</u>
49. - Any one or more of the rules and orders contained in this bylaw may be temporarily suspended by an affirmative vote of the majority of all Council members.	56.1 Any provision of this bylaw, except those required by the <i>Community Charter</i> or the <i>Local Government Act</i> , may be temporarily suspended for a single meeting by a motion passed by a two-thirds vote of all Council Members present.
50. - This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with Section 94 of the <i>Community Charter</i> .	
	<u>Repeal</u>
51. - "COUNCIL PROCEDURE BYLAW 2005 NO. 7007" and amendments thereto, are hereby repealed.	59.1 The following bylaw and amendments are repealed effective November 15, 2018: (a) "Council Procedure Bylaw, 2007, No. 7060"; and, (b) "Delegation of Council Powers Bylaw 2012 No. 7148".

DATE OF MEETING SEPTEMBER 24, 2018

AUTHORED BY TRACY LOEWEN, COMMUNICATIONS AND MARKETING
SPECIALIST

SUBJECT PUBLIC ENGAGEMENT PILOT PROGRAM UPDATE

OVERVIEW

Purpose of Report

To provide Council with a review of the Community Engagement Task Force, goals and accomplishments.

Recommendation

That the report "Public Engagement Pilot Program Update", dated 2018-SEP-24, be received for information.

BACKGROUND

The Community Engagement Task Force, established in July 2017, has been working to fulfill the following Council motion:

"It was moved and seconded that Council direct Staff to prepare a report pertaining to starting and hosting informal community engagement and public conversation sessions, which must meet all procedural requirements, with the intent to further community engagement and public conversation by the accommodation of a regularly scheduled, open topic, facilitated dialog in a setting distinct from Council's formal business meetings with the following parameters:

- An ad hoc committee of Staff, Council and the public be struck to assist in the development of the format, schedule and launch of the initiative;
- First session to be held in January 2017;
- Sessions will be held on a three month schedule; and,
- After four sessions a follow up review will take place with the intent to evaluate the success, participation and accomplishments of the engagements."

In 2017, the Task Force hosted the first session and two more sessions have been held to date. Each session has featured a different format from the previous.

PILOT PROGRAM SESSIONS

Session #1 (November 23, 2017) – Augmented Open Space Technology, Vancouver Island Conference Centre

Attendance – 60 members of the public

The purpose of this session was to hear from residents on the top most pressing issues they wanted to speak with members of Council about. Residents were asked ahead of time to provide topics and the top 10 were chosen to bring to the session for attendees to vote on. Of those 10 topics, the five with the most votes were chosen for moderated discussion. After 20 minutes of discussion, participants were encouraged to switch tables to open a new dialogue.

Feedback was mostly positive from participants. They particularly enjoyed the format, open dialogue and being able to choose topics. Participants also noted an improvement would be to increase the time allotted for discussions.

Cost for session: \$5,398.26– includes facility rental and refreshments (VICC), advertising (News Bulletin, Facebook), supplies, facilitator honorarium (Pam Shaw and students from VIU Masters of Community Planning Program)

Session # 2 (April 26, 2018) – A Mini Town Hall, Beban Park Social Centre

Attendance – 30 members of the public

The purpose of this session was to engage residents in a direct dialogue with members of city council about issues of concern to the community. The format was a micro-town hall and had a member of Council sitting at each table where community members could ask questions on a topic of their choosing. Each resident had 1 minute to ask a question, the member of Council had up to two minutes to answer and the whole table had five minute to discuss. Members of Council moved around to a new table every 30 minutes. One table was filmed and streamed live on Facebook.

Feedback from those attending was positive. Participants particularly liked the non-threatening atmosphere, the Q&A format and getting to know members of Council on a more personal level. A challenge that arose from the session was keeping discussions within the allotted time.

Cost for session: \$3,241.61 – includes facility rental (Beban Park), refreshments, supplies, advertising (News Bulletin, Facebook), table facilitator honorariums

Session #3 (July 28, 2018) – Collaborative Action Process, Oliver Woods Community Centre

Attendance – 60 members of the public

The purpose of this session was to find solutions to a chosen topic through collaboration. Prior to the session, the Task Force reached out to the public to gather topics of interest. The most submitted topic was homelessness. The session dived into the topic of homelessness and

featured a panel of members from the community speaking to their experience with homelessness which was then followed by attendees working through their reactions and then coming together to create action items to address this topic.

The feedback from this event was overwhelmingly positive with attendees feeling a sense of hope leaving the session. What they liked most was the format of beginning the session with panelists sharing their experiences and hearing diverse points of view in a respectful environment.

Cost for session: \$3,891.14 – includes facility rental (Oliver Woods), refreshments, advertising (News Bulletin, Facebook), supplies, table facilitator honorariums

Session #4 – TBD

Planning is underway for the fourth session in the pilot program for a date yet to be determined.

Submitted by:

Tracy Loewen
Communications and Marketing Specialist

Concurrence by:

Sheila Gurrie
City Clerk

COMMUNITY ENGAGEMENT TASK FORCE

Report to Committee of the Whole, September 24, 2018

Purpose of Report

To review for City Council the three community engagement pilot projects held to date and make some recommendations for Council's consideration going forward.

Introduction:

The Community Engagement Task Force (CETF) consisting of residents, City staff and members of City Council was put together following a council motion in 2016 to create a public engagement pilot program to "*further community engagement and public conversation*" in a less formal setting than a Council or Committee of the Whole meeting.

To date, the CETF has held three pilot community engagement sessions. Pilot Project Session #1, in November 2017, was an open space technology discussion centered around "*Building Nanaimo for the Future: What are your priorities*" where five topics chosen by the community at large were debated and discussed in a round table format. Pilot Project Session #2, held in April 2018, and utilized a "*micro town hall*" format with participants bringing their own questions that they wished to specifically ask of members of City Council again in a round table set-up. Pilot Project Session #3, held in July 2018, demonstrated a collaborative type of community engagement where residents partnered with the city in developing an action plan to meet an issue of importance to them which, in this case, was "*Homelessness: how do we increase understanding and move towards action?*" This session was introduced by a series of panelists sharing their experiences about homelessness from a variety of perspectives.

Evaluation of the pilot session methodologies by attendees:

Participants in all three sessions overwhelmingly were satisfied both with the methodology of engagement and the outcome. At Session #1, attendees appreciated the opportunities provided to speak as well as the dialogue with other participants and they felt that their opinion mattered. For future pilots, those evaluating this session, wanted to see more in-depth discussion on fewer topics which aimed towards finding solutions to the challenges identified.

At Session #2, participants appreciated the non-threatening atmosphere, the Q&A format; and the low-pressure intimate conversations. Most importantly, was the opportunity for face to face interaction with Councillors in an informal setting. This allowed participants to feel more comfortable engaging with elected officials; to see them as "real" people who were friendly and passionate about their work and had a high commitment to the city of Nanaimo. One resident had never before met a Councillor in person. Those persons who acted as table facilitators also felt that it was a "really meaningful event" and a "well worthwhile exercise" that they were happy to be a part of.

At Session #3, participants appreciated the short presentations made by the panelists; hearing diverse points of view and range of insights; and the sense of shared purpose and compassion shown by all attendees. For future pilot program community engagement events, respondents stated that it was a good model and they were pleased with the process particularly the panel presentations although they would have liked to have seen more attendees who were living the homeless experience. Those completing the evaluation appreciated the attendance by members of City Council, noting that "it's powerful to have City Government present at meetings dealing with important community issues" and "I was empowered to know that I was not alone in how I feel about people on the streets."

In all the sessions, the majority of those who completed the evaluation form went away feeling that they had influence in identifying which topics were important to them; that their participation was welcome and respected; and that the experience itself was of value.

Results from the pilot sessions to date:

The pilot sessions provide not only useful insights into community engagement methodologies but also in presenting recommendations about specific issues which are important to the residents of Nanaimo.

In Pilot Session #1, for example, the goal was to obtain feedback on issues of concern to residents and the promise was to listen and acknowledge their concerns. While a complete set of notes from the discussion is on the City's website, the following conclusions from the session provide useful insight for consideration when Council deliberates on its strategic priorities:¹

1. Downtown Nanaimo is important to this community and support should be provided to stimulate development;
2. The need to enhance biking/ walking/ transit in Nanaimo through connectivity and improving safety on community streets is seen as a priority;
3. Nanaimo needs to assess the need for a one-stop recycling facility;
4. An affordable housing strategy is a must;
5. We need to ensure that new development, including south downtown waterfront reflects community values; and
6. We need to provide a more concerted and direct effort to support economic development.

One of the round tables at this session was specifically devoted to community engagement resulting in a lively and focused discussion on how to improve current practices. Some of these important points were able to be taken into consideration by the CETF in pilot projects #2 and #3 and will be considered for pilot project #4.

- Strengthening of neighbourhood associations to encourage citizen representation
 - Existing institutions that are not being fully utilized
 - Need to make sure that associations are credible, i.e. have annual meetings and elections
- More meaningful, authentic communication.
 - Try new technology to get ongoing feedback from the residents
 - Too many requests from the city for engagement; needs to be prioritized
 - Need consultation at the implementation as well as vision level
- Have a culture where asking questions makes you feel heard and respected at all levels
 - Emails being sent without responses
 - Speaking before Council often comes too late in the process to have any meaningful impact
 - Speaking to Council itself needs to lead to more opportunity for engagement
 - Allow questions by observers at committee levels

In Pilot Session #2, while a specific count of the nature and type of questions was not made, many of the issues raised revolved around housing for the homeless; development of 1 Port Drive; relations with Snuneymuxw; and the 2018-2019 budget with a few questions relating to better walking, cycling and transit and proposed and approved parking variances.

¹ <https://www.nanaimo.ca/docs/your-government/boards-and-committees/nov-23-discussion-notes-transcribed.pdf>
<https://www.nanaimo.ca/get-involved/community-engagement/community-engagement-archive/public-engagement-pilot-archive>

Pilot Session #3 was devoted entirely to an understanding of the issue of homelessness. Out of the discussion, seven themes emerged for action:²

1. Building an inclusive community;
2. Overcoming fear;
3. Addressing gaps in health care;
4. Changing how we look at housing and homing solutions;
5. Targeting supports for youth;
6. Addressing the economic impacts of homelessness; and
7. Improving processes for public engagement and accountability of all players.

One specific action recommended under theme #7 was indicative of the tenor of the conversation during the entire session. It asked for City leadership and key stakeholders to take out a full-page advertisement in the newspaper which:

- acknowledges that homelessness is a big issue in our community;
- commits to having regular conversations about this issue with the community, establishing a set of shared values, and communicating an action plan about homelessness.
- Shares stories of how individuals became homeless as a means of re-humanizing those who are living this experience so that we can collectively begin to see ourselves in the issue.

Looking forward to Pilot Project Session #4

The CETF mandate was to undertake four pilot projects of which three have now been completed. The CETF has been giving some preliminary consideration to the format of the fourth session which is scheduled to take place in November 2018. Two of our engagement objectives for this session are to:

- Define and discuss community issues and needs at a neighbourhood level; and
- Involve youth of Nanaimo more actively in the process.

At the first Pilot Project Session, a recommendation from those discussing community engagement was the need to strengthen neighbourhood associations to encourage citizen representation in the engagement process. Organizing a session geographically around neighbourhoods would provide an opportunity for a diverse group of residents of each neighbourhood to identify the issues that are of concern to them and perhaps are common across neighbourhoods. This would also provide incoming City Council members with an opportunity to more fully understand needs at a neighbourhood level before embarking on its next strategic plan.

The CETF is also conscious that the majority of participants at our sessions have been more than fifty years old and, as a result, we are missing an active component of our population. To encourage their participation, the CETF is giving thought to having the session moderated by a member of the Young Professionals of Nanaimo and to seek table moderators from the City of Nanaimo's Youth Advisory Committee.

Conclusion to date:

The CETF strongly believes that through these pilot projects, new avenues have opened up within the city for community engagement. Some city departments have followed up with engagements of their own using, for example, the open space technology developed in Session #1. The use of micro town halls in Session #2 proved to be a very successful method of direct citizen to politician interaction and could be used in any number of situations and perhaps several times a year. Session #3 proved that we could have a compassionate

² <https://www.nanaimo.ca/docs/default-document-library/july-28-2018-feedback.pdf>
<https://www.nanaimo.ca/docs/default-document-library/cetf-session-3-report-july-28-2018.pdf>

conversation in our community around a very complex, contentious and combative issue and that residents of Nanaimo are eager and willing to be an integral part of solutions for people without homes.

What the CETF has determined as most important in all of these pilot projects is that the goal of the specific community engagement must be fully understood before embarking on the methodology of consultation. Many other communities have come to this conclusion and have embraced, for example, the spectrum of public participation developed by the International Association of Public Participation as a basis for determining the level of community engagement required in a specific situation and subsequently the method of engagement.³

The CETF also believes that to be really successful community engagement needs to be an integral component of the culture of an organization and come early enough in the process to have meaningful and authentic impact. As expressed in the discussion on community engagement at Session #1, a welcoming culture is one where “asking questions makes you feel heard and respected at all levels.” The CETF believes that it could have a role to play in assisting City Council and staff in defining and implementing Nanaimo’s community engagement culture.

Recommendations:

The CETF was established under the mandate of City Council and is obviously subject to the pleasure of Council. Accordingly, we offer these recommendations for your consideration:

1. That the CETF continue with planning and implementation of Pilot Project #4 to be held in November 2018 with one of the outcomes to be recommendations for improving community engagement processes; and
2. That the CETF submit a report to council early in 2019 recommending ways and means of implementing a culture of engagement within the City of Nanaimo

³ [https://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20\(1\).pdf](https://iap2canada.ca/Resources/Documents/0702-Foundations-Spectrum-MW-rev2%20(1).pdf)

DATE OF MEETING | SEPTEMBER 24, 2018 |

AUTHORED BY | SKY SNELGROVE, DEPUTY CHIEF ELECTION OFFICER, TRACY LOEWEN, COMMUNICATIONS & MARKETING SPECIALIST |

SUBJECT | **2018 GENERAL LOCAL ELECTION COMMUNICATIONS** |

OVERVIEW

Purpose of Report

To provide Council with information regarding communications for the 2018 General Local Election.

Recommendation

That the 2018 General Local Election Communications report, dated 2018-SEP-24, be received for information.

DISCUSSION

On Saturday, October 20, 2018, the City of Nanaimo will conduct the 2018 General Local Election in order to elect one mayor and eight councillors. Advanced polls will be held Wednesday, October 10th and Wednesday, October 17th from 8 a.m. to 8 p.m. at Bowen Park Auditorium, 500 Bowen Road. On General Voting Day, October 20, 2018, there will be twelve voting locations throughout Nanaimo.

The City has planned a communication campaign with objectives to increase awareness of the election and encourage eligible electors to vote. The following tools will be used to communicate this messaging:

- news releases
- print advertisements in the City's Fall & Winter Activity Guide and local newspaper
- radio advertisements on local radio stations
- posters in City facilities and other locations around Nanaimo
- the City's social media channels (Facebook, Twitter)
- City website
- City phone system's on hold messages
- informative videos posted to City social media channels and website and submitted to ShawTV for playback
- information screens in City recreation facilities
- handout materials at front counters in City facilities
- two City garbage trucks

Using a variety of online and physical promotional tools allows the City's message to reach a broad spectrum of residents. |

SUMMARY POINTS

- The 2018 General Local Election will be held on Saturday, October 20, 2018.
- A variety of communication tools will be used to allow Election messaging to reach as many residents throughout the City as possible.

Submitted by:

Sky Snelgrove
Deputy Chief Election Officer

Concurrence by:

Sheila Gurrie
Chief Election Officer

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DATE OF MEETING SEPTEMBER 24, 2018

AUTHORED BY JAMIE SLATER, ACTING MANAGER, REVENUE SERVICES

SUBJECT CONSIDERATION OF NEW PERMISSIVE TAX EXEMPTION APPLICATIONS

OVERVIEW

Purpose of Report

To obtain Council approval regarding the new permissive tax exemption applications received for properties to be exempt from 2019 property taxes.

Recommendation

That Council:

1. award a permissive tax exemption for the 2019 tax year to the 1st Nanaimo Scout Group/Scout Properties (B.C./Yukon) for property that it leases at 445 Comox Road; and,
2. deny a permissive tax exemption for the 2019 tax year to the Enchanted Woodland Childcare Centre for property that it leases at 1243 Nelson Street.

BACKGROUND

In prior years, new applications for a permissive tax exemption were reviewed by the Grants Advisory Sub-Committee, who then forwarded recommendations to approve or deny the applications to Council. With the dissolution of this Sub-Committee, the responsibility to review the new applications falls to the Finance and Audit Committee, or to the Committee of the Whole.

A copy of the Grants Policy and Guidelines document is attached to this report. Sections 7 and 8 provide specific direction on the evaluation of applications for permissive tax exemptions.

The new applications received follow this report, which consist of the following:

- Application page
- Questionnaire response
- Financial information
- Society Annual Report

1st NANAIMO SCOUT GROUP

The 1st Nanaimo Scout Group has been running youth programs in the same building and location in Nanaimo since 1927. The Group celebrates 90 years of history in Nanaimo and its focus is to ensure that each and every youth who wants to participate in scouting activities can. The organization will never turn away youth due to inability to pay the registration fees or not being able to afford the uniform or event fees.

The services provided by the 1st Nanaimo Scout Group meet the criteria for permissive tax exemptions as outlined in the Grants Policy and Guidelines Index (Attachment 1), as they provide recreational programs that could otherwise be considered an extension of municipal services and programs.

ENCHANTED WOODLANDS CHILDCARE CENTRE

The Enchanted Woodlands Childcare Centre is a non-profit childcare centre that provides affordable childcare for children up to 5 years old. The non-profit organization leases 1243 Nelson Street from the Vancouver Island Health Authority and also provides a preschool education program.

Under the current Grant Policy and Guidelines index, this organization does not meet the criteria for a permissive tax exemption because exemptions are not given to services that are otherwise provided on a private, for profit basis, as this would provide an unfair competitive advantage.

Child care services are not considered to be an extension of municipal government services, or programs that would fall under the responsibility of local government. Child care services fall under the responsibility of the Province of BC, and to provide a permissive tax exemption could represent a downloading of senior government costs to local taxpayers.

Council is being asked to approve or deny a permissive tax exemption for the years outlined below. Applications that are approved will be added to the 2019 Property Tax Exemption Bylaw that will come forward to Council in October 2018. |

OPTIONS

1. That Council:
 1. Award a permissive tax exemption for the 2019 tax year to the 1st Nanaimo Scout Group/Scout Properties (B.C./Yukon) for property that it leases at 445 Comox Road; and,
 2. Deny a permissive tax exemption for the 2019 tax year to the Enchanted Woodland Childcare Centre for property that it leases at 1243 Nelson Street.

SUMMARY POINTS

- The City has received two new applications for permissive tax exemptions.
- The 1st Nanaimo Scout Group has requested a permissive tax exemption for the 2019 tax year.
- The Enchanted Woodlands Childcare Centre has requested a permissive tax exemption for the 2019 tax year.

ATTACHMENTS

Attachment 1: Grants Policy and Guidelines

Attachment 2: 2018 PTE-03 1st Nanaimo Scout Group

Attachment 3: 2018 PTE-04 Enchanted Woodlands Childcare Centre

Submitted by:

Jamie Slater, CPA, CA
Acting Manager, Revenue Services

Concurrence by:

Laura Mercer, CPA, CGA
Manager of Accounting Services

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CITY OF NANAIMO

COUNCIL POLICY MANUAL

Pages: 1 of 9
Approval Date: 2011-AUG-29

SECTION: FINANCIAL ADMINISTRATION
SUBJECT: Grants Policy and Guidelines

GRANTS POLICY AND GUIDELINES INDEX

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4.	Yearly Allocation for Grant Funding	3
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GRANTS POLICY AND GUIDELINES

1. COMPOSITION AND TERM

The Grants Advisory Committee shall be appointed by Council and shall be comprised of:

- ☐ 2 members recommended by the Parks, Recreation and Culture Commission, one from the Cultural Committee, and one from the Recreation Committee
- ☐ 1 member recommended by the United Way
- ☐ 1 Council member as appointed by Council and that member will serve as Chair of the Committee
- ☐ 1 member recommended by the Nanaimo Alcohol and Drug Action Committee
- ☐ 1 member recommended by the Social Planning Advisory Committee
- ☐ 2 members of the general public appointed by Council
- ☐ 1 non-voting Staff liaison recommended by the City Manager

The bodies recommending appointees shall be requested to ensure that the recommended representatives provide a good balance of knowledge in their respective areas of service, and to ensure the commitment and attendance of their recommended representatives.

The maximum term for any member shall be three years.

2. TERMS OF REFERENCE

The Terms of Reference of the Grants Advisory Committee shall be:

- (a) to advise Council on the amount of financial assistance which the municipality should grant to applicants, including permissive taxation exemptions. Recommendations shall be made in accordance with the guidelines and criteria defined in this Policy;
- (b) to recommend policies to Council with regard to non-statutory tax exemption (Permissive Tax Exemptions under Sections 224 and 227 of the *Community Charter*);
- (c) to make recommendations on requests for the subsidized use of civic facilities and resources as if they were requests for financial assistance ("in-kind" grants);
- (d) to maintain the confidentiality of all matters reviewed by the Committee;
- (e) to provide all applicants with observations, recommendations and/or reasons for the recommendations of the Committee;
- (f) to ensure that civic grant funding does not subsidize activities that are the responsibility of senior governments, as this would represent a downloading of senior government costs to local taxpayers;
- (g) to ensure that priority of funding in all categories shall be given to small organizations, rather than larger ones;
- (h) to ensure that grants from the City will be awarded on the basis of demonstrated need for the service within the community.

- (i) to consider appeals by organizations who do not agree with grant recommendations made by City committees. Appeals are limited to a review of the process and are not intended to be a review of the Committee's judgment.

3. CATEGORIES OF GRANT FUNDING

Grant funding will be divided into the following categories:

- ☐ Security Checks
- ☐ Other Grants
- ☐ Permissive Tax Exemptions (Cash Grants)
- ☐ Permissive Tax Exemptions

Recommendations on the amount of grant funding any applicant will be awarded from these categories shall be made in accordance with the guidelines that are outlined in this Policy.

4. YEARLY ALLOCATION FOR GRANT FUNDING

The amount of money available in each category shall be determined by Council during the Financial Plan process each year.

5. COORDINATION OF GRANTS-IN-AID PROCEDURES (with the Regional District of Nanaimo)

Funding: The amount raised from the Regional District levy on the City of Nanaimo shall be returned to the City each year on the condition that the funds are used as either basic or supplementary grants to those organizations which have a primary base of operations within the city, but also provide services which are of a benefit to residents outside the City.

6. GUIDELINES FOR MAKING GRANT RECOMMENDATIONS (by category)

(a) SECURITY CHECKS

Statement of Purpose: Security Check grants are awarded to organizations that must have security checks performed by the R.C.M.P. on their employees and/or volunteers and meet the criteria specified below.

Criteria for Awarding Grants:

- ☐ must be able to identify services provided to residents of Nanaimo
- ☐ nonprofit organization
- ☐ sound financial and administrative management
- ☐ demonstrated financial need
- ☐ \$500/year maximum award to any organization from this category (2012-JAN-09)
- ☐ eligible organizations can only apply for financial support from this category once a calendar year (applications reviewed in November)
- ☐ applications for this category must be received by October 31st
- ☐ must adhere to all City of Nanaimo bylaws and policies
- ☐ awards from this category are exclusive of awards from the other categories

Kind of Funding:

- ☐ Security Check Fee Reimbursement

(b) OTHER GRANTS

Statement of Purpose: Applications that don't fit into any categories of any of the granting committees are to be referred to the Grants Advisory Committee for review and recommendation. If the scope of the grant request exceeds the committee's budget, the Grants Advisory Committee can make a recommendation subject to the grant being funded from Council contingency.

Criteria for Awarding Grants:

- ☐ large number of volunteers;
- ☐ registered non-profit society;
- ☐ sound financial and administrative management;
- ☐ financial need;
- ☐ accessible to a large portion of the community;
- ☐ must have a broad base of support;
- ☐ must have another source of financial support;
- ☐ must be local in focus and must adhere to all City of Nanaimo's bylaws and policies;
- ☐ cash grants will not be provided if the organization receives a Permissive Tax Exemption, or where the facility is provided by the City of Nanaimo free of charge or at a substantially reduced rate. Notwithstanding the above statement, organizations facing critical financial difficulties are eligible to apply for emergency funding.

Kind of Funding:

- ☐ educational funding;
- ☐ emergency funding;
- ☐ capital grants on a matching basis up to a maximum of \$5,000;
- ☐ in-kind funding for facility rental.

(c) PERMISSIVE TAX EXEMPTIONS (Cash Grants)

Statement of Purpose: An organization may only be added to the Permissive Tax Exemption roll for the following year. In some unusual cases it may be appropriate to give an organization a cash grant during the current year.

Criteria for Awarding Grants:

- the property must be recommended for a Permissive Tax Exemption in the following year; and
 - (1) the property qualifies for Permissive Tax Exemption as a Church, Public Hospital, Community Care Facility, or Private School; or
 - (2) the organization can demonstrate an extraordinary financial need;
 - (3) must adhere to all City of Nanaimo's bylaws and policies.

Application Deadline: Will be considered at the time of application for Permissive Tax Exemption.

7. PERMISSIVE TAX EXEMPTIONS

Section 220 of the *Community Charter* identifies certain properties which are exempt from taxation. This section includes property owned and occupied by Her Majesty, the municipality, School Boards, hospitals and churches. As Section 220 exemptions are specifically provided for, Council's discretion is restricted, except in determining the extent of the exemption in certain cases.

Sections 224, 225, 226 of the *Community Charter* identify situations in which Council may exercise discretion in granting full or partial exemptions from taxation. These exemptions must be adopted by bylaw, by the 31st of October of the year preceding exemption.

All buildings and properties that receive a permissive tax exemption must be reviewed every three years to ensure that they continue to meet the specific criteria set out in their applicable category. A report to Council with recommendations for their endorsement is done after each review. The Grants Advisory Committee may also review specific organizations annually for various reasons determined by the committee.

In making recommendations to Council, the Grants Advisory Committee should ensure that:

- (a) the goals, policies, and general operating principles of the municipality as a whole are reflected in the organizations that receive municipal support;
- (b) exemptions are not given to services that are otherwise provided on a private, for profit basis, this would provide an unfair competitive advantage;
- (c) the services provided by the organizations should be an extension of municipal services and programs and must fall under the responsibility of local government, senior government program costs must not be transferred to property taxpayers, as this would represent a downloading of senior government costs to local taxpayers;

- (d) the taxation burden resulting from the exemption must be a justifiable expense to the taxpayers of the municipality, the sources of municipal revenue are limited and requests for exemption must be considered in concert with the other needs of the municipality;
- (e) the services provided by the organizations should provide benefits and be accessible to the residents of the City of Nanaimo, and, in an appropriate age range, the organization's regulations must allow all Nanaimo residents to participate at a reasonable fee.
- (f) the organization is adhering to all City of Nanaimo's bylaws and policies.

In order to more clearly specify criteria, Permissive Tax Exemptions will be divided into the following categories:

- ☐ Churches
- ☐ Public Hospital
- ☐ Senior Citizens' Housing Facilities
- ☐ Community Care Facilities
- ☐ Private Schools
- ☐ Recreation
- ☐ Other
 - ☐ Community Services
 - ☐ Community Associations
 - ☐ Arts and Cultural Organizations
 - ☐ Other Permissive Exemptions

8. GUIDELINES FOR MAKING RECOMMENDATIONS ON PERMISSIVE TAX EXEMPTION BY CATEGORY

(a) CHURCHES

General: The buildings set apart for public worship and the land upon which they stand are exempt from taxation under Section 220(1)(h) of the *Community Charter*. Church halls and such lands as Council considers necessary to support the statutory exemption may be considered as an extension of the exemption under Section 224(2)(f).

Policy: The maximum area of land to be exempted from taxation shall be 2 acres of the land upon which the buildings for public worship stand plus the footprint of the building(s) used for public worship (Revised 1986-AUG-25). This exempted area will not exceed the land area of the legal parcel(s) upon which these buildings stand. Church properties which are currently on the PTE roll and do not conform are to be removed.

Buildings for public worship shall be those established by the Area Assessor and will not include a church manse.

(b) PUBLIC HOSPITALS

General: Buildings set apart and used as a hospital under the *Hospital Act*, except a private hospital under that *Act*, and the land upon which they stand are exempt from taxation under Sections 220(1)(j) and 220(1)(k) of the *Community Charter*. Council may, by bylaw, under Section 224(2)(h) of the *Community*

Charter, exempt any area of land surrounding the exempted building under Sections 220(1)(j) and 220(1)(k).

Policy: Where a building has been identified as a hospital under the *Hospital Act* (except a private hospital) by the Area Assessor, Council will exempt the legal parcel(s) upon which the hospital building stands and any adjoining parcel that Council finds to be necessary to the operation of the hospital.

(c) SENIOR CITIZENS' HOUSING FACILITIES

General: Section 220(1)(i) of the *Community Charter* exempts from taxation a building that was constructed or reconstructed with the assistance of aid granted by the Province after 1947-JAN-01, but before 1974-APR-01, and that is owned and used exclusively without profit by a corporation to provide homes for elderly citizens, together with the land on which the building stands. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt, by bylaw, any area of land surrounding the exempted building. Section 224(2)(k) of the *Community Charter* allows Council to exempt from taxation land or improvements for which a grant has been made, after 1974-MAR-31, under the Housing Construction (Elderly Citizens) Act before its repeal in 1996.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands. As it is impossible for any new building to meet this criteria, this section will apply to only seven existing properties: The Mt. Benson Sr. Citizens' Housing Society (tax folios 81301.000; 81312.000; 81315.000; 84328.000), and George R. Pearkes Sr. Citizens Housing Society (tax folios 16006.051; 16006.252; 16006.275).

(d) COMMUNITY CARE FACILITIES

General: Section 224(2)(j) of the *Community Charter*, allows Council to exempt from taxation land and improvements owned or held by a person or organization and operated as a private hospital licensed under the *Hospital Act* or as a licensed community care facility, or registered assisted living residence, under the *Community Care and Assisted Living Act*.

Policy: Council will exempt property that meets the above criteria and is owned or held and operated by a registered non-profit society.

(e) PRIVATE SCHOOLS

General: Section 220(1)(l) of the *Community Charter*, with certain restrictions, exempts private schools from taxation. It also allows Council, by bylaw, under Section 224(2)(h) of the *Community Charter* to exempt from taxation any area of land surrounding the exempted building.

Policy: Where a building has been identified as meeting the above criteria by the Area Assessor, Council will exempt the legal parcel(s) upon which the building stands and any adjoining parcel that Council finds to be necessary to the operation of the school. The permissively exempt property must be accessible to the general public as identified in 7 (e) above.

(f) RECREATION

General: Section 224(2)(i) of the *Community Charter* permits Council, by bylaw, to exempt from taxation, certain organizations using property as a public park or recreation ground, or for public athletic or recreational purposes.

Policy: Permissive Tax Exemptions will be given to organizations that own property that is maintained and used for public park or recreation purposes if they:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*;
- (3) meet the general guidelines outlined in 7(a) to 7(f) of this Policy;
- (4) are registered non-profit societies.

(g) OTHER

General: Section 224(2)(a) *Community Charter* permits Council, by bylaw, to exempt from taxation, land or improvements that are owned or held by a charitable, philanthropic, or other not for profit organization that are used for a purpose that is directly related to the purposes of the organization.

- Community Service Organizations

This has been historically interpreted to include organizations that provide service to the community such as social service agencies.

- Community Associations

This can include community associations that provide a place for local communities to meet, engage in activities that enhance the local community, or hold land that is available for community use.

- Arts & Cultural Organizations

This can include organizations that provide or promote arts and cultural activities.

- Other Permissive Exemptions

Policy: Permissive Tax Exemptions may be given to organizations that:

- (1) provide full financial and operating information as requested by the Grants Advisory Committee;
- (2) meet the conditions of Section 224 of the *Community Charter*; and,
- (3) are registered non-profit societies.

9. APPEALS

Statement of Purpose The mandate of the Grants Advisory Committee is to review appeals for process issues only. That is, to determine whether the original advisory committee had all the correct information and used the appropriate criteria to make their recommendation. The Grants Advisory Committee will not revisit the actual decision, i.e. whether the correct amount was granted.

Criteria for Allowing an Appeal:

- ☐ Was the advisory committee's decision based on the application not meeting certain criteria or submitting incomplete or incorrect information? Did the advisory committee misinterpret some of the information submitted?
- ☐ Did the committee notify the applicant of its recommendations two weeks before it was sent to the next level (either to Council or to the Parks, Recreation & Culture Commission), thereby giving the applicant time to respond?
- ☐ Does the applicant believe that the recommendation was based on incorrect or incomplete information? Does the applicant believe its information was misinterpreted?
- ☐ Did the advisory committee have all the information and the appropriate criteria to make its recommendation?
- ☐ Did the advisory committee determine the application should be reconsidered based on this new/different information?

G:\ADMINISTRATION\Committees\Grants Advisory Committee\Policy\Current Grants Policy & Information\GrantsPolicyAndGuidelines.docx

Previous Revision/s: 2002-FEB-25, 2000-MAY-08, 2000-FEB-02, 2000-JAN-13, 1998-OCT-19, 1998-JUN-29, 1998-JUN-15, 1998-APR-17, 1997-JUN-16, 1997-APR-28, 1996-DEC-11, 1995-OCT-16, 1994-DEC-05, 1994-FEB-14, 1993-FEB-15, 1993-FEB-08, 1991-OCT-28, 1991-MAY-27, 1991-MAR-18, 1991-FEB-18, 1990-OCT-22, 1990-OCT-22, 1989-APR-06, 1986-AUG-25, 1986-JUL-28, 1985-MAY-09, 1985-JAN-21, 1985-JAN-21, 1984-JUN-18, 1984-FEB-13, 1982-JUN-28

Attachment 2

1



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Joint Applicants: Scout Properties (B.C./Yukon) – and – 1 st Nanaimo Scout Group, Cascadia Council, Scouts Canada	DATE: May 26 th , 2017
ADDRESS: Scout Properties (B.C./Yukon), #300 – 3665 Kingsway Vancouver, BC V5R 5W2	PRESIDENT: Scout Properties (B.C./Yukon): Charles Johnstone 1st Nanaimo Group: Stacy Desjardines, Group Commissioner
ADDRESS: 1st Nanaimo Scout Group, 445 Comox Road Nanaimo, BC V9R 3J2	SENIOR STAFF MEMBER: Scout Properties (B.C./Yukon): N/A 1st Nanaimo Group: Alamin Pirani, Executive Director, Cascadia Council
CONTACT: Scout Properties (B.C./Yukon): Chris Jennings, Director	CONTACT: 1st Nanaimo Group: Stacy Desjardines, Group Commissioner
TELEPHONE: (250) 635-4342 Home or (250) 638-6513 Work	TELEPHONE: (250) 739-1566
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Scout Properties (B.C./Yukon) holds and administers properties on behalf of Scouts Canada throughout B.C. (although not currently in the Yukon)	GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: 1st Nanaimo Group serves the Greater Nanaimo area, with a focus on the downtown core.
NO. OF FULL TIME STAFF: Nil. Neither organization employs staff directly, although Cascadia Council has one full time staff member (Melissa Bond, Area Support Manager) to serve Vancouver Island.	NO. OF PART TIME STAFF: Nil. Neither organization employs staff directly.
NO. OF COMMUNITY VOLUNTEERS: Scout Properties (B.C./Yukon) has 7 volunteers (6 Directors and 1 Honorary Legal Counsel) – none currently resident in Nanaimo. 1st Nanaimo Group has 25 volunteers – all residents of Nanaimo proper.	NO. OF VOLUNTEER HOURS PER YEAR: Scout Properties (B.C./Yukon): 1,000+ hours (est.) 1st Nanaimo Group: 3,000+ hours (est.)
CLIENTS SERVED, LAST YEAR: Scout Properties (B.C./Yukon): N/A 1st Nanaimo Group: 67 Note: Numbers for 1 st Nanaimo reflect registered youth members for the Group only. They do not include youth from other Groups or other organizations who use the Scout Hut for activities, events and sleep-overs.	CLIENTS SERVED, THIS YEAR (PROJECTED): Scout Properties (B.C./Yukon): N/A 1st Nanaimo Group: 65+ (current registration: 56) Note: Numbers for 1 st Nanaimo reflect registered youth members for the Group only. They do not include youth from other Groups or other organizations who use the Scout Hut for activities, events and sleep-overs.
B.C. SOCIETY ACT REG. NO. Scout Properties (B.C./Yukon) is registered under the <i>Canada</i> <i>Not-for-profit Corporations Act</i> with Corporation No. 754861- 3 and with Extraprovincial Registration (B.C. Registry Services) as No. XS-0064904 Scouts Canada , the parent body of 1st Nanaimo Scout Group , is established as a not-for-profit corporation through an Act of Parliament, most recently amended and assented to on February 21 st , 2007 as Bill S-1001 (Statutes of Canada 2007, Chapter 38)	REVENUE CANADA CHARITABLE REG. NO. Scout Properties (B.C./Yukon): 87485 6461 RR0001 Cascadia Council*: 10776 1694 RR0203 * parent body for 1 st Nanaimo Group
CURRENT BUDGET: Financial information is being provided for 1st Nanaimo Scout Group , since (as tenant and operator) they will be the prime beneficiary of any property tax relief. Recovery of taxes would otherwise be included in the nominal fee charged by Scout Properties (B.C./Yukon).	LEGAL DESCRIPTION OF PROPERTY: Legal Description from Lease: Comox Road Public Park #1, Lot 32, District 1, Subdivision Plan 584 Legal Description from BC Assessment: Plan VIP584, Nanaimo Land District, except Plan EPP30249, leased portion, Lease/Permit/Licence #LD003083

<p>Note: Fiscal year for 1st Nanaimo Group is September 1st to August 31st.</p> <p>CURRENT BUDGET (2016/2017):</p> <ul style="list-style-type: none"> • INCOME: \$30,650.00 • EXPENSES: \$29,133.00 <p>NEXT YEAR PROJECTED:</p> <ul style="list-style-type: none"> • INCOME: \$27,000.00 • EXPENSES: \$23,883.00 		<p>TAX FOLIO NUMBER: 04-68-250-81283.002</p> <p>CURRENT YEAR TAXES (IF KNOWN): 2017: \$1,571.79</p> <p>Assessed value: \$116,000 [\$106,000 Land and \$10,000 Buildings]</p> <p>Note: Commitment January 18, 2017 that: "The City will pay property taxes this year" (per Bill Corsan, Manager, Real Estate).</p>	
SIGNATURE [SCOUT PROPERTIES (B.C./YUKON)]:	TITLE/POSITION:		DATE:
SIGNATURE [1 st NANAIMO GROUP]:	TITLE/POSITION:		DATE:
<p>NOTE: Your organization's most recent year-end financial statements and current year-to-date financial statements must be attached to the Application form (including a balance sheet and income statement), as well as the most recent Society Act annual report (Form 11).</p> <p>Response: Neither Scout Properties (B.C./Yukon) nor 1st Nanaimo Group are required to submit Society Act annual reports (Form 11). All other financial documents for 1st Nanaimo Group are attached. Financial statements for Scout Properties (B.C./Yukon) can be provided, if required – but are not relevant to the operation of Nanaimo Scout Hut.</p>			

**CITY OF NANAIMO
GRANT QUESTIONNAIRE**

6. **Please provide details of fees for service in your organization and how costs and fees are determined.**

Scout Properties (B.C./Yukon): At present, there are no membership or service fees. However, it is planned to develop formal tenancy agreements for user groups (such as the 1st Nanaimo Group) which will involve a nominal fee to assist with administration and overhead. Amounts will be determined by the Board of Directors.

1st Nanaimo Group: Membership fees are established annually by the Board of Governors of Scouts Canada. 1st Nanaimo Group has no direct input into fee determination and does not add any kind of surcharge. Adult volunteers do not pay a membership fee, but are responsible for meeting all screening and training requirements. Youth membership for 2016/2017 is \$200 per year, and will increase to \$215 per year in 2017/2018.

7. **If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.**

Scout Properties (B.C./Yukon): Not applicable.

1st Nanaimo Group: 1st Nanaimo Group is financially independent of Scouts Canada and is responsible for its own fundraising and fiscal management. Although it receives servicing and other program support from Scouts Canada (through Cascadia Council), it does not receive any direct financial support or "kick-back". On the other hand, 1st Nanaimo Group is able to retain a portion of the proceeds from National fundraising campaigns (such as Scout Popcorn).

8. **If you lease or rent out part of your premises: please note the amount of space rented (sq. ft.), total square feet of the premises, name of organization renting the space and the annual rent received.**

Building is rented on an occasional basis only when not required for Scouting purposes. Total square footage of the building is 1,800 sq. ft. For rental purposes, the amount of space is considered to be the full 1,800 sq. ft. exclusive of storage.

Occasional users include Girl Guides of Canada, Vancouver Island University, VI Raiders Football Club and (previously) Compass Church Nanaimo.

9. Please describe current or planned approaches to self-generated income.

Rental-generated income from third party user groups, as well as fundraising throughout the year. 1st Nanaimo Group holds bottle drives and manages a Woodlot with Island Timber. The Group utilizes a BC Gaming Grant to offset any cost that they are not able to cover through rentals and fundraising. They hope to gain a corporate sponsor in the new fiscal year to assist with offsetting some of these costs.

10. Is there any other information about your organization that you would like to provide to support your application?

The 1st Nanaimo Scout Group has been continuously running youth programs in the same building and location since 1927. The Group celebrates 90 years of history in Nanaimo.

The focus of 1st Nanaimo Group is to make sure that each and every youth who wants to participate can. The Group will never turn away a youth due to inability to pay the registration or to afford the uniform or event fees. It takes pride in being inclusive and welcoming – and in finding financial support for youth where required.

The building holds a lot of history and memories for the people of Nanaimo. 1st Nanaimo Group has enjoyed a long and mutually-beneficial relationship with the City of Nanaimo. With the City's support, the Group hopes to continue the Scouting legacy in Nanaimo.

11. In what ways would you recognize the City's support should you receive a Permissive Tax Exemption?

We have long recognized the City's support through our advertising, press releases and informational newsletters.

SCOUT PROPERTIES (B.C. / YUKON)

FINANCIAL STATEMENTS

AUGUST 31, 2017

SCOUT PROPERTIES (B.C. / YUKON)

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AUGUST 31, 2017

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Independent Auditor's Report

6112 Sussex Avenue
Burnaby, British Columbia
Canada V5H 3C3

☎ 604 . 434-5800
Fax: 604 . 433-6200

To the Members of Scout Properties (B.C. / Yukon):

We have audited the accompanying financial statements of Scout Properties (B.C. / Yukon) which comprise the statement of financial position as at August 31, 2017, the statement of changes in fund balances, statement of operations and statement of cash flows for the years then ended and a summary of significant accounting policies and other explanatory information.

Management Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Accounting Standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis for qualified opinion

In common with many charitable organizations, Scout Properties (B.C. / Yukon) derives part of its revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly our verification of these revenues were limited to the amounts recorded in the records of the Scout Properties (B.C. / Yukon) and we were not able to determine whether as at or for the years ending August 31, 2017 and August 31, 2016 any adjustments might be necessary to revenues, excess of revenues over expenses, assets and fund balances.

Qualified opinion

In our opinion, except for the effects of the matters described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of Scout Properties (B.C. / Yukon) as at August 31, 2017, and the results of its operations and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.




November 6, 2017
Burnaby, B.C.

ENNS & COMPANY
Chartered Professional Accountants

SCOUT PROPERTIES (B.C. / YUKON)
STATEMENT OF FINANCIAL POSITION
FOR THE YEARS ENDED AUGUST 31, 2017

	OPERATING FUND	RESTRICTED FUND	CAPITAL ASSET FUND	2017	2016
ASSETS					
CURRENT					
Cash	\$ 142,105	\$ -	\$ -	\$ 142,105	\$ 214,788
Security deposits	-	10,000	-	10,000	-
	142,105	10,000	-	152,105	214,788
LONG TERM INVESTMENTS					
- Lee Turner & Associates (Note 2)	78,550	-	-	78,550	-
- Vancouver Foundation (Note 3)	-	501,677	-	501,677	501,677
CAPITAL ASSETS (Note 4)	-	-	348,131	348,131	350,881
	\$ 220,655	\$ 511,677	\$ 348,131	\$ 1,080,463	\$ 1,067,346
LIABILITIES					
CURRENT					
Accrued liabilities	\$ 5,250	\$ -	\$ -	\$ 5,250	\$ 8,000
FUND BALANCES					
FUND BALANCES	215,405	511,677	348,131	1,075,213	1,059,346
	\$ 220,655	\$ 511,677	\$ 348,131	\$ 1,080,463	\$ 1,067,346

APPROVED ON BEHALF OF THE BOARD:


 _____ Director
 Keith R. Martin


 _____ Director
 Charles Johnstone

The accompanying notes are an integral part of these statements



SCOUT PROPERTIES (B.C. / YUKON)
STATEMENT OF CHANGES IN FUND BALANCES
FOR THE YEARS ENDED AUGUST 31, 2017

	OPERATING FUND	RESTRICTED FUND	CAPITAL ASSET FUND	2017	2016
FUND BALANCES - BEGINNING OF THE YEAR	206,788	501,677	350,881	1,059,346	849,880
EXCESS OF REVENUE OVER EXPENDITURES	15,867	-	-	15,867	209,466
FUND TRANSFERS	(7,250)	10,000	(2,750)	-	-
FUND BALANCES - END OF THE YEAR	\$ 215,405	\$ 511,677	\$ 348,131	\$ 1,075,213	\$ 1,059,346

The accompanying notes are an integral part of these statements



SCOUT PROPERTIES (B.C. / YUKON)
STATEMENT OF OPERATIONS
FOR THE YEARS ENDED AUGUST 31, 2017

	OPERATING FUND	RESTRICTED FUND	CAPITAL ASSET FUND	2017	2016
REVENUE					
Property related income	\$ 39,000	\$ -	\$ -	\$ 39,000	\$ 35,092
Gain on disposal of property	31,274	-	-	31,274	-
Investment income	29,424	-	-	29,424	181,266
Donations	-	-	-	-	150
	99,698	-	-	99,698	216,508
EXPENDITURES					
Meetings and conferences	11,087	-	-	11,087	-
Professional fees	17,142	-	-	17,142	3,700
Bank charges and interest	119	-	-	119	125
Property leasing and retention	1,287	-	-	1,287	3,217
Office and admin	4,196	-	-	4,196	-
Grants issued	50,000	-	-	50,000	-
	83,831	-	-	83,831	7,042
EXCESS OF REVENUE OVER EXPENDITURES	15,867	-	-	15,867	209,466

The accompanying notes are an integral part of these statements



SCOUT PROPERTIES (B.C. / YUKON)
STATEMENT OF CASH FLOWS
AUGUST 31, 2017

	2017	2016
OPERATING ACTIVITIES		
Excess of revenue over expenditures	\$ 15,867	\$ 209,466
Adjustments for items not affecting cash:		
Gain on disposal of property	(31,274)	-
Gain on long term investments - Lee Turner & Associates	(1,331)	-
Changes in non-cash working capital		
Decrease in accounts receivable	-	3,217
Increase in security deposits	(10,000)	-
Increase (decrease) in accrued liabilities	(2,750)	4,200
	(29,488)	216,883
FINANCING ACTIVITIES		
Increase (decrease) in loans from directors	-	(200)
INVESTING ACTIVITIES		
Purchase of long term investments - Lee Turner & Associates	(77,219)	-
Proceeds from disposal of capital assets	34,024	-
	(43,195)	-
NET INCREASE (DECREASE) IN CASH	(72,683)	216,683
NET CASH (BANK OVERDRAFT), BEGINNING OF YEAR	214,788	(1,895)
NET CASH, END OF YEAR	\$ 142,105	\$ 214,788

The accompanying notes are an integral part of these statements



**SCOUT PROPERTIES (B.C. / YUKON)
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 2017**

Scout Properties (B.C./Yukon) is incorporated under the laws of Canada and is a not-for-profit organization and is therefore not subject to income taxes. Scout Properties (B.C./Yukon) (the "Charity") received charitable status under the Income Tax Act on June 10, 2016.

The Charity's purposes is to attain, own, hold and manage real and personal property for the use of Scouts Canada, Girl Guides, and related and similar groups, for charitable activities, so long as they are registered charities under the Income Tax Act and to do all such things as are incidental or ancillary to the attainment of the above purposes.

1. SIGNIFICANT ACCOUNTING POLICIES

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

(a) Capital assets

Scout Properties (B.C./Yukon) was formed in 1977 and subsequently acquired the majority of its real property assets from a variety of trusts and non profit societies across British Columbia. The Charity records the value of these assets at the cost of acquisition with the majority of acquisition costs reflecting the value of the land component of the properties with no buildings recorded on the statement of financial position and hence no amortization is recorded on the books of the Charity.

(b) Long term investments - Vancouver Foundation

Investments with the Vancouver Foundation are accounted for based on the amount of contributions made to date. As the fair market value of the assets are not readily available (no fair market value can be obtained as at August 31, 2017) any fluctuations in fair value are not recorded. The fair market value at the most recent valuation date is disclosed in note 3.

(c) Impairment of capital assets and long term investments

Capital assets and Investments are tested for recoverability whenever events or changes in circumstances indicate that their carrying amounts may not be recoverable. An impairment loss is recognized when the carrying amount of an asset is not recoverable and exceeds its fair value.

(d) Fund accounting

The Charity follows the restricted fund method of accounting applicable to not-for-profit Organizations. The Operating Fund accounts for the Charity's general operations and administration activities. The Restricted Fund accounts for activities of the Charity for which the availability or the use of purpose for these funds is restricted by either external entities or internally by the Charity. Unless otherwise stated any income derived from investments within the Restricted Funds accrues to the Operating Fund. The Capital Asset Fund accounts for the capital assets employed by the Charity. Any revenue derived from the properties in the Capital Asset fund accrues to the Operating Fund.

SCOUT PROPERTIES (B.C. / YUKON)
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 2017

1. SIGNIFICANT ACCOUNTING POLICIES - CONT'D

(e) Revenue recognition

Investment income is recognized when it is earned and the Charity has access to the income.

Revenue from sources other than investment income is recognized when it is realizable and earned. Revenue is considered realizable and earned when there is persuasive evidence of an arrangement, the services have been completed, or the sales price is fixed and determinable and collectability is reasonably assured.

(f) Contributed services

A number of volunteers contribute a significant amount of their time and services to the Charity each year. Because of the difficulty in determining fair value, these contributed services are not recognized in the financial statements. The Charity records the fair value of contributed capital assets and materials at the time of receipt, where such fair value is determinable, and would otherwise have been purchased. No such contributed capital assets or materials were recognized for the years ending 2017 and 2016.

(g) Financial instruments

Initial and subsequent measurement

The Charity initially measures its financial assets and financial liabilities at fair value, except for certain related party transactions that are measured at the carrying amount or exchange amount, as appropriate.

The Charity subsequently measures all its financial assets and financial liabilities at cost or amortized cost. Changes in fair value of these financial instruments are recognized in net income in the period incurred.

Financial assets measured at amortized cost include cash, accounts receivable and long term investments. Financial liabilities measured at amortized cost include the bank overdraft, accounts payable and loans from directors.

(h) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates. Significant areas of estimation include the valuation of capital assets.

SCOUT PROPERTIES (B.C. / YUKON)
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 2017

2. LONG TERM INVESTMENTS - LEE TURNER & ASSOCIATES

	2017		2016	
	Cost	Market Value	Cost	Market Value
Cash	\$ 22,781	\$ 22,781	\$ -	\$ -
Long term investments	77,219	78,550	-	-
	\$ 100,000	\$ 101,331	\$ -	\$ -

These long term investments are managed by Lee Turner & Associates and are held in trust by the Royal Bank Investor & Treasury Services. The investments consist of cash and long term investments. Long-term investments are made up of common stocks and equivalents and fixed income securities.

3. LONG TERM INVESTMENTS - VANCOUVER FOUNDATION

Investments are recorded equal to the amount of contributions to the fund made to date excluding market value fluctuations.

	2017	2016
British Columbia and Yukon Scout Fund	\$ 501,677	\$ 501,677
The Reg G. Miller Memorial Fund	-	-
	\$ 501,677	\$ 501,677

The British Columbia and Yukon Scout Fund is a retractable fund and the Charity is the beneficial owner of this fund and it is therefore recorded as an asset on the statement of financial position.

The Reg G. Miller Memorial Fund is not a retractable fund and is hence not an asset of the Charity. The principle amount of donations as of August 31, 2017 is \$10,000 (2016: \$10,000).

Income derived from both of the above Funds is recorded as investment income by the Charity.

The Vancouver Foundation was unable to provide the fair market value of the funds at August 31, 2017 and 2016. The closest date available was June 30. The market values of investments at June 30, 2017 and 2016 are as follows:

	June 30, 2017	June 30, 2016
British Columbia and Yukon Scout Fund	\$ 775,462	\$ 730,305
The Reg G. Miller Memorial Fund	18,755	17,663
	\$ 794,217	\$ 747,968

SCOUT PROPERTIES (B.C. / YUKON)
NOTES TO FINANCIAL STATEMENTS
AUGUST 31, 2017

4. CAPITAL ASSETS

The Charity holds registered title for many real properties throughout British Columbia. These assets are carried in the accounts based on the consideration paid on the date of transfer. Total consideration paid for all land purchases in past years, adjusted for any disposals, amounted to \$348,131.

Buildings constructed by other entities at no cost to the Charity consists of halls, camps and buildings on leased properties.

Certain parcels of real property owned by the Charity are subject to a variety of registered covenants such as mineral rights, statutory right of ways, timber reserves and other reservations with respect to usage or disposition.

The estimated aggregate value of the properties for 2017 and 2016 (based on the 2016 property tax assessments), as adjusted to reflect any 2017 disposals and any significant impairments resulting from land covenants, are as follows:

	2017	2016
Land	\$ 29,601,500	\$ 29,638,200
Building	5,983,459	5,983,459
	\$ 35,584,959	\$ 35,621,659

5. FINANCIAL INSTRUMENTS

Items that meet the definition of a financial instrument include cash, security deposits, long term investments with Lee Turner & Associates and the Vancouver Foundation and accrued liabilities.

It is management's opinion that the Charity is not exposed to significant liquidity risk or credit risk arising from these financial instruments.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. It is managements opinion that the Charity is not exposed to significant currency risk or interest rate risk.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Charity is exposed to other price risk in respect of its long term investments with Lee Turner & Associates and the Vancouver Foundation.



OTTAWA ON K1A 0L5

Scout Properties (B.C./Yukon)
300 - 3665 KINGSWAY
VANCOUVER BC V5R 5W2

Date issued
2017-12-21
Notice number
01
BN/registration number
87485 6461 RR 0001

Thank you for filing or amending the charity's financial information on Form T3010, *Registered Charity Information Return*, for the fiscal period ending 2017-08-31.

Please check the information in this summary carefully.

Important message

You did not make any changes on Form TF725, Registered Charity Basic Information Sheet.

Financial information

We have processed the charity's financial information as submitted. This information may be subject to further review. It is the charity's responsibility to verify the information. If there is a discrepancy between the declared and recalculated amounts below, submit a Form T1240, *Registered Charity Adjustment Request*. To get this form go to canada.ca/cra-forms, and select "Find a form".

Declared	Total assets	Recalculated
1,080,463		1,080,463

Declared	Total liabilities	Recalculated
5,250		5,250

Declared	Total revenue	Recalculated
99,698		99,698

Declared	Total expenditures	Recalculated
83,831		83,831

Submit the completed form or any questions:

By mail: Charities Directorate
Canada Revenue Agency
Ottawa ON K1A 0L5

By fax: 613-957-8925

For information, go to canada.ca/charities-giving and select "Operating a registered charity".

Director General, Charities Directorate

Management Report

1st Nanaimo - Scouts Canada

For the period ended August 31,2016

Prepared on

November 9,2016

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Profit and Loss

September 2015 - August 2016

	Total
INCOME	
Annual Gaming Grant	4,500.00
Annual Registrations	6,925.40
Apple day	771.18
Bottle Drive	1,429.95
Camping Fees	8,297.99
Hut Rental	3,234.13
JUMP START	1,060.00
Misc Fundraiser	1,340.35
Non-Profit Income- Gaming License	2,549.10
Popcorn Fundraiser	810.57
Private Donation	4,159.49
Private Grants	1,500.00
Section Dues	1,241.90
Total Income	37,820.06
GROSS PROFIT	37,820.06
EXPENSES	
Annual SC Registration	7,550.00
Bank charges	220.62
Camp Fees	8,445.12
Equipment Purchase/Repair	1,649.80
Group Activities -	1,164.28
Group Functions - Program	257.52
Group Activities	2,732.87
Total Group Functions - Program	2,990.39
Insurance	1,601.00
Office/General Administrative Expenses	354.79
Repair and maintenance	1,220.46
Scout Shop Order -	1,649.38
Scouts Canada- Event Registrations	655.00
Supplies	0.00
All Section Supplies	390.81
Beavers	767.42
Cub Pack	1,853.46
Scout Troop	200.95
Total Supplies	3,212.64
Utilities	2,009.51
Garbage Collection	814.65
Total Utilities	2,824.16
Volunteer Ready	0.00
Other Miscellaneous Service Cost	30.00
PRC/VSS	56.00
Total Volunteer Ready	86.00
Total Expenses	33,623.64
PROFIT	\$4,196.42

Balance Sheet

As of August 31, 2016

		Total
ASSETS		
Current Assets		
Cash and cash equivalents		
Beavers		641.16
Cub Pack		558.87
Gaming Account		1,056.35
General Group		2,768.28
Hut		395.75
Total Cash and cash equivalents		5,420.41
Total Current Assets		5,420.41
Total Assets		\$5,420.41
LIABILITIES AND EQUITY		
Equity		
Opening Balance Equity		1,223.99
Retained Earnings		0.00
Profit for the year		4,196.42
Total Equity		5,420.41
Total Liabilities and Equity		\$5,420.41

1st Nanaimo Scout Group File 103945 Program Actual Revenue & Expenses :
Previous Fiscal year Current Program Budget and Next Years Program Budget

Page 1

	Program Actual Revenues/Expenses 2015-2016 Fiscal Year		Current Fiscal Year Program Budget 2016/17 Fiscal Year		Program Budget 2017-2018 Fiscal Year	
Revenues			Revenues			
FUNDRAISERS			FUNDRAISERS			
Bottle Drive	\$	1,429.95	Bottle Drive	\$	2,500.00	\$ 3,000.00
Popcorn Sales	\$	810.57	Popcorn Sales	\$	800.00	\$ 800.00
Apple Day	\$	771.18	Apple Day	\$	900.00	\$ 1,200.00
Other	\$	1,340.35	Other	\$	1,500.00	\$ 1,500.00
Camp fees	\$	8,297.99	Camp Fees	\$	8,500.00	\$ 8,500.00
Weekly Dues	\$	1,241.90	Weekly Dues	\$	2,000.00	\$ 2,000.00
GAMING			GAMING			
Gaming - Raffle Income	\$	2,549.10	Gaming - Raffle Income	\$	-	
Gaming Grants	\$	4,500.00	Gaming Grants	\$	4,500.00	\$ 4,500.00
OTHER Grants			Other Grants			
Private Grants	\$	1,500.00	TD Employee Volunteer	\$	1,500.00	\$ 1,000.00
Private Donations	\$	4,159.49	Shaw Employee Volunteer	\$	250.00	\$ 250.00
			Private Donations	\$	500.00	\$ 500.00
Registrations PAID	\$	6,925.40	Registrations PAID	\$	4,500.00	\$ 500.00
Hut Rental	\$	3,234.13	Hut Rental	\$	3,200.00	\$ 3,250.00
JUMP START	\$	1,060.00				
(IN ERROR SENT TO US-RTND WILL SHOW IN NEXT FISCAL YEAR						
Total Income	\$	37,820.06	Total Income	\$	30,650.00	\$ 27,000.00

1st Nanaimo Scout Group File 103945 Program Revenue & Expenses :
Previous Fiscal year Current Program Budget and Next Years Program Budget
Page 2

	Program Actual Revenues/Expenses 2015-2016 Fiscal Year	Current Fiscal Year Program Budget 2016/17 Fiscal Year	Program Budget 2017-2018 Fiscal Year
Expenses			
Group Committee Expenses		Group Committee Expenses	
Admin Suplies	\$ 354.79	Admin Supplies	\$ 500.00 \$ 350.00
Annual Registrations	\$ 7,550.00	Annual Registration	\$ 5,000.00 \$ 550.00
Bank charges	\$ 220.62	Bank Charges	\$ 300.00 \$ 300.00
Volunteer Ready		Volunteern Ready	
Courses	\$ 30.00	Woodbadge	\$ 150.00 \$ 300.00
CRC Checks	\$ 56.00	Respect in Sport	\$ 750.00 \$ 150.00
		Volunteer CRC/PRC	\$ 150.00 \$ 150.00
		First Aide	
Sections		Sections	
Beavers	\$ 767.42	Beavers	\$ 300.00 \$ 300.00
Cubs	\$ 1,853.46	Cubs	\$ 500.00 \$ 500.00
Scouts	\$ 200.95	Scouts	\$ 500.00 \$ 500.00
Venture	\$ -	Ventures	\$ 500.00 \$ 500.00
Group/Program	\$ 390.81	Group Committee	
Group Activities All Sections	\$ 1,164.28	Group Activities All Sections *	\$ 1,800.00 \$ 1,500.00
Group Program Supplies All Sections	\$ 2,990.39	Group Program Supplies All Sections	\$ 7,200.00 \$ 7,200.00
Group Seciton Camping Fees	\$ 8,445.12	Group Seciton Camping Fees	
SC Event Registrations	\$ 655.00		
SCOUT SHOP ORDERS		SCOUT SHOP ORDERS	
Crests/Books/Uniforms	\$ 1,649.38	Crests/Books/Uniforms	\$ 750.00 \$ 500.00
		Canadian Path Supplies	\$ 500.00 \$ 350.00
HUT		HUT	
Utilities	\$ 2,009.51	Utilties	\$ 2,600.00 \$ 2,800.00
Supplies		Supplies	\$ 350.00 \$ 400.00
Insurance Hut	\$ 1,601.00	Insurance	\$ 1,700.00 \$ 1,800.00
Repair and maintenance Hut	\$ 1,220.46	Repair	\$ 750.00 \$ 1,000.00
Garbage Collection	\$ 814.65	Garbage Collection	\$ 500.00 \$ 500.00
Program Equipment		Program Equipment	
Equipment Purchase & repair	\$ 1,649.80	Equipment Purchase & repair	\$ 500.00 \$ 400.00
		Replace Canoes 10000/3=3333.00/year	\$ 3,333.00 \$ 3,333.00
		\$10,000 Over 3 years Estimate	
Total Expenses	\$ 33,623.64	\$ 29,133.00	\$ 23,883.00

**Note registration free decrease Income and expenses fiscal 2017/2018 As of Registration year for Sept 2017
All registrations will be completed online unless looking for group sponsor due to financial unable to pay this
makes for the drop in registration numbers

Projected Revenue & Expenses for the year ending August 31 2017

	<u>GENERAL</u> <u>FUND</u>	<u>GAMING</u> <u>FUND</u>	<u>HUT</u> <u>ACCOUNT</u>	<u>SECTION</u> <u>ACCOUNTS</u>	<u>TOTAL</u>
Revenues					
FUNDRAISERS					
Bottle Drive	\$ 400.00	\$ -	\$ -	\$ 2,100.00	\$ 2,500.00
Popcorn Sales	\$ 800.00	\$ -	\$ -	\$ -	\$ 800.00
Apple Day	\$ 125.00	\$ -	\$ -	\$ 775.00	\$ 900.00
Other	\$ 150.00	\$ -	\$ -	\$ 1,350.00	\$ 1,500.00
Camp Fees	\$ 500.00	\$ -	\$ -	\$ 8,000.00	\$ 8,500.00
Weekly Dues	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
GAMING					
Gaming - Raffle Income	\$ -	\$ -	\$ -	\$ -	\$ -
Gaming Grants	\$ -	\$ 4,500.00	\$ -	\$ -	\$ 4,500.00
Other Grants					
TD Employee Volunteer	\$ 500.00		\$ -	\$ 1,000.00	\$ 1,500.00
Shaw Employee Volunteer		\$ -	\$ -	\$ 250.00	\$ 250.00
Private Donations	\$ 200.00	\$ -	\$ -	\$ 300.00	\$ 500.00
Registrations PAID	\$ 4,500.00		\$ -	\$ -	\$ 4,500.00
Hut Rental		\$ -	\$ 3,200.00	\$ -	\$ 3,200.00
	\$ 7,175.00	\$ 4,500.00	\$ 3,200.00	\$ 15,775.00	\$ 30,650.00
Expenses					
Group Committee Expenses					
Admin Supplies	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00
Annual Registration	\$ 4,200.00	\$ 800.00	\$ -	\$ -	\$ 5,000.00
Bank Charges	\$ 100.00	\$ 50.00	\$ 40.00	\$ 110.00	\$ 300.00
Volunteer Training					
Woodbadge	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00
Respect in Sport	\$ 750.00	\$ -	\$ -	\$ -	\$ 750.00
Volunteer CRC/PRC checks	\$ 150.00	\$ -			\$ 150.00
First Aide					
Sections					
Beavers	\$ 100.00	\$ -		\$ 200.00	\$ 300.00
Cubs	\$ -	\$ -		\$ 500.00	\$ 500.00
Scouts	\$ -	\$ -		\$ 500.00	\$ 500.00
Ventures	\$ 100.00	\$ -		\$ 400.00	\$ 500.00
Group Committee	\$ 500.00	\$ -			\$ 500.00
Group Activities All Sections *	\$ 1,000.00	\$ 250.00		\$ 250.00	\$ 1,500.00
Group Program Supplies All Sections	\$ 1,000.00	\$ 300.00		\$ 500.00	\$ 1,800.00
Group Seciton Camping Fees	\$ -	\$ 450.00		\$ 6,750.00	\$ 7,200.00
SCOUT SHOP ORDERS					
Crests/Books/Uniforms	\$ 350.00	\$ 250.00	\$ -	\$ 150.00	\$ 750.00
Canadian Path Supplies	\$ 300.00	\$ 100.00	\$ -	\$ 100.00	\$ 500.00
HUT					
Utilties	\$ -	\$ 300.00	\$ 2,300.00	\$ -	\$ 2,600.00
Supplies	\$ -	\$ -	\$ 350.00	\$ -	\$ 350.00
Insurance	\$ -	\$ 1,700.00		\$ -	\$ 1,700.00
Repair	\$ -	\$ -	\$ 750.00	\$ -	\$ 750.00
Garbage			\$ 500.00		\$ 500.00
Program Equipment					
Equipment Purchase & Repair	\$ 500.00				\$ 500.00
*****Replace Canoes					
10000/3=3333.00/year					
\$10,000 Over 3 years Estimate	\$ 3,333.00	\$ -	\$ -	\$ -	\$ 3,333.00
Total Expenses	\$ 13,033.00	\$ 4,200.00	\$ 3,940.00	\$ 9,460.00	\$ 30,633.00

Note: Fiscal year for 1st Nanaimo Group is September 1st to August 31st.

CURRENT BUDGET (2016/2017): Fiscal year ending August 31 2017

- INCOME \$30650.00
- EXPENSES \$ 29133.00

NEXT YEAR PROJECTED: Fiscal Year ending August 31, 2018

- INCOME \$27,000.00
- EXPENSES \$23,883.00

TAX FILE NUMBER
04-68-250-81283.002

CURRENT YEAR TAXES (if known)

N/K. 2017
Assessed value: \$116,000 (\$106,000 Land and \$10,000 Buildings)

Note: Commitment January 18, 2017 that: "The City will pay property taxes this year" (per Bill Corsan, Manager, Real Estate).

SIGNATURE (SCOUT PROPERTIES (B.C./YUKON))

TITLE/POSITION

DATE

SIGNATURE (1st NANAIMO GROUP)

TITLE/POSITION

DATE

[Signature] DIRECTOR MAY 26, 2017

[Signature] GROUP COMMISSIONER MAY 19, 2017

NOTE: Your organization's most recent year-end financial statements and current year-to-date financial statements must be attached to the Application form (including a balance sheet and income statement), as well as the most recent Society Act annual report (Form 11).

Response: Neither Scout Properties (B.C./Yukon) nor 1st Nanaimo Group are required to submit Society Act annual reports (Form 11). All other financial documents for 1st Nanaimo Group are attached. Financial statements for Scout Properties (B.C./Yukon) can be provided, if required – but are not relevant to the operation of Nanaimo Scout Hut.

Attachment 3



CITY OF NANAIMO APPLICATION FOR PERMISSIVE TAX EXEMPTION

Office Use

ORGANIZATION: Enchanted Woodland Childcare Centre		DATE: June 28, 2018	
ADDRESS: 1243 Nelson St. Nanaimo, BC V9S 5J4		PRESIDENT: John Ruffell, Chair of the Board of Directors	
		SENIOR STAFF MEMBER: Ruth Lahtinen-Shaw	
		POSITION: Executive Director	
		CONTACT: Ruth Lahtinen-Shaw	
TELEPHONE: 250-741-1243		TELEPHONE: 250-741-1243	
GEOGRAPHIC AREA SERVED BY THE ORGANIZATION: Nanaimo			
NO. OF FULL TIME STAFF: 6		NO. OF PART TIME STAFF: 4	
NO. OF COMMUNITY VOLUNTEERS: 0		NO. OF VOLUNTEER HOURS PER YEAR: 0	
CLIENTS SERVED, LAST YEAR: 45 families		CLIENTS SERVED, THIS YEAR (PROJECTED): 42 families	
B.C. SOCIETY ACT REG. NO.: S0025151		REVENUE CANADA CHARITABLE REG. NO.:	
CURRENT BUDGET: \$476,525.37 Revenue		LEGAL DESCRIPTION OF PROPERTY: LTA, DLG, SEC 1, NR, LD 32, PLN 50077 - LSE	
INCOME \$128.82 current budget			
EXPENSES: \$476,396.55		TAX FOLIO NUMBER: 85047.005	
NEXT YEAR PROJECTED: \$511,500.78			
INCOME: \$2,244.64		CURRENT YEAR TAXES (IF KNOWN): \$5,647.78	
EXPENSES: \$509,256.14			
SIGNATURE: Ruth Lahtinen-Shaw		TITLE/POSITION: Executive Director	
		DATE: June 28, 2018	

NOTE: YOUR ORGANIZATION'S MOST RECENT YEAR-END FINANCIAL STATEMENTS AND CURRENT YEAR-TO-DATE FINANCIAL STATEMENTS MUST BE ATTACHED TO THE APPLICATION FORM (INCLUDING A BALANCE SHEET AND INCOME STATEMENT).

CITY OF NANAIMO GRANT QUESTIONNAIRE

1. Please describe the Purpose or Mandate of your organization in this community.

The purpose of Enchanted Woodland Childcare Center is to provide high quality care and early learning experiences for our the children in our care, the children of the clients in our childcare center.

We believe that the early years are critical to how each child will learn, grow and develop.

2. Please list the programs and services provided by your organization.

Childcare for children 0-5 years, education preschool program

3. Are you planning to change or add to current programs and services in the future?

Not at this time.

4. Please describe the role of volunteers in your organization.

Volunteer work is done by our current clients to keep our costs down; yard maintenance and playground upkeep.

We are run by a volunterr board of directors who meet once a month to review finanical reports, work on current projects and oversee the general day to day operations of the center.

5. Please list all grants received from the City of Nanaimo, Regional District of Nanaimo, and other governments or service clubs.

Gaming grant from BC Gaming.

We will be applying for funding from the Rotary Club for the replacement of our playground as it is in need of replacement.

CITY OF NANAIMO GRANT QUESTIONNAIRE

6. Please provide details of fees for service in your organization, and how costs and fees are determined.

Currently our fees are: \$965 for a full-time under 3 spots, \$53.5/day, and \$785 for a full-time 3-5 years spot, and \$45/day. We compare our rates to others in the city and try to maintain accesible childcare for our clients, yet offer competative and appropriate compensation to our staff.

We will be needing to raising our fees next year to give our staff a wade increase to address staff rentention issues that are common in the field of childcare.

7. If your organization is a branch of a larger organization, please indicate how this affects the financial and other information you have provided.

N/A

8. If you lease or rent out part of your premises: please note the amount of space rented (sq ft), total square feet of the premises, name of organization renting the space, and the annual rent received.

Please find the attached copy of our lease agreement with VIHA.

9. Please describe current or planned approaches to self generated income.

We generate income from our client user fees, and will need to raise those as our budget dictates. We have budgeted \$6,500 this year for fundraising and that presents a challenge in itself as we are competing with many, many other organizations that too, are feeling the pinch in the rising cost of operating a business in the service industry.

CITY OF NANAIMO GRANT QUESTIONNAIRE

10. Is there any other information about your organization that you would like to provide to support your application?

Please see the attached letter.

11. In what ways would you recognize the City's support, should you receive a Permissive Tax Exemption?

A commendation in our parent handbook under the financial category and a notice of support on our community wall.

G:\ADMINISTRATION\Committees\Grants Advisory Sub-Committee\Grants Application Forms\Applications, Instructions, Info\Permissive Tax Exemption Application Revised 2018 JUNE 15.docx



1243 Nelson Street, Nanaimo, BC V9S 5J4
(250)741-1243 fax (250)741-1245
enchantedwoodland@shaw.ca

Attention: Jamie Slater
Finance Department
City of Nanaimo
455 Wallace Street
Nanaimo BC
V9R 5J6

June 29, 2018

Dear Jamie Slater,

On behalf of the Board of Directors of Enchanted Woodland Children's Society, I would like to apply for a Permissive Tax Exemption in the amount of \$5,647.78. I have come back to the Management position here at Enchanted after being away for a few years raising my own child. It has been a wonderful homecoming of sorts. I was an Early Childhood Educating student with then, Malaspina here at Enchanted many years ago and the place is still a great place of early learning.

Enchanted Woodland is a group childcare centre that is governed by a non-profit society consisting of a group of volunteers that are elected to act as the Board of Directors. We are in our 19th year of operation offering quality child care services to children from birth to 5 years of age. We currently serve almost 50 families, employ 10 staff and have an extensive waitlist of families waiting for care. Our mission here at Enchanted Woodland is to support the full development of each child through positive early learning experiences with licensed Early Childhood Educators. Our goal is that these relationships will have a profound impact on the overall health and well-being these children, an investment into their future and that of our community.

Each year brings funding challenges as the cost of daily operations increases. We strive to maintain the high standards that we have held ourselves to over the years and are always seeking to improve. The facilitation of our quality program requires adequate funds to attract and retain professional and qualified staff, provide appropriate early learning programming and a safe, healthy environment to ensure that our families can rely on high quality, dependable service. The majority of our revenue comes from parent fees and the balance from government sources and fundraising events and activities. We raised our fees again this past September but continue to struggle to balance high quality care and affordability for our families.

Our classrooms contain materials for children to engage in imaginative play, appropriate art experiences and various toys to develop their emerging skills. These materials are routinely replaced and exchanged to maintain optimum safety and learning. The emphasis is on authentic and meaningful learning. The Centre has a nature area where the woodland is our natural classroom. Our hope for the next few years is to create build on this natural space creating additions to encourage and stimulate physical literacy.

We offer healthy snack program twice a day, every day as part of the preschool program. In addition, we believe in supporting and creating a strong sense of community by bringing all staff and children together to share in hot meals for Easter, Mother's Day, Father's Day, Thanksgiving & Christmas as well as inviting our staff, children and families to 3 social events annually.

We have opened our doors to future Early Care Education student from Vancouver Island University and other credited educational institutions, they come here as students to participate as part of our team for a mentorship and most often leave with a real sense of accomplishment and a great stepping stone to their future.

We involve our local elder care facilities in holiday celebrations with visits from our children during Valentines, Easter, summer, Thanksgiving, Halloween and Christmas. Our children go and perform a mini concert of sing-a-long songs with a visit after. These are great experiences for connecting the generation gaps and learning from one another.

Currently many changes have come to us from the Ministry of Children and Families. We have opted into, been accepted into the government's fee reduction initiative program where we receive funding that subsidizes each licensed spot here. This is a part of the government's election promise to work toward a Universal Childcare System. This fee reduction is saving our parents a sizable amount of money. Part of the contract was an agreement that facility fees would not be substantially raise for the one-year term. There would be acceptations made on a case by case basis. In Nanaimo there are centres that were opted in, raise their fees significantly and that has cause a lot of turmoil for those of us in the field. These are private centers, looking to increase their bottom dollar. There have been no answers from the ministry as to the acceptance of these centres into the funding program. These centers have stated that they are now passing these increased revenues on to their staff by way of increased wages. We too, wish that we could address staff ages here. We entered the agreement in good faith that we would not raise our fees in a manner that was untypical of previous years. We budgeted to fundraise for that difference and keep our fees at current rates. However, we are finding, as is everyone who is fundraising that money is hard to find.

We will be having to raise our fees for next year to address staff wages. We hear from the government that they have plans to address the staff retention and wage issues currently in the field, but there is no set date in place. We cannot wait for the ministry to act while our staff look fondly at other, private childcare centers who can offer a better compensation package. We have been lucky to secure a five-year lease with VIHA on stable terms to budget for the next several years. He cost of most everything else has and continues to climb steadily.

The receipt of Permissive Tax Exemption would assist with the costs associated to our service delivery here. We look forward to maintaining our high standards of early learning and providing high quality care with your acceptance of our application.



Sincerely,
Ruth Lahtinen-Shaw
Executive Director, Enchanted Woodland Childcare Centre

Enchanted Woodland Children's Society
Financial Statements

December 31, 2017
(Unaudited - see Notice to Reader)

Notice To Reader

On the basis of information provided by management we have compiled the statement of financial position of Enchanted Woodland Children's Society as at December 31, 2017 and the statement of operations and changes in net assets for the year then ended. We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon. Readers are cautioned that these statements may not be appropriate for their purposes.

Nanaimo, British Columbia

March 21, 2018

MNP **LLP**

Chartered Professional Accountants

Enchanted Woodland Children's Society **Statement of Financial Position**

As at December 31, 2017
(Unaudited - see Notice to Reader)

	2017	2016
Assets		
Current		
Cash and term deposit	72,711	76,887
Accounts receivable	5,820	6,054
Externally restricted cash - gaming	66	14,750
Prepaid expenses and deposits	661	1,925
	79,258	99,616
Capital assets	20,151	25,483
Internally restricted short term deposits	97,702	97,113
	197,111	222,212
Liabilities		
Current		
Accounts payable and accruals	3,730	15,221
Deferred contributions	66	14,750
	3,796	29,971
Net Assets		
Unrestricted	75,462	69,645
Internally restricted	97,702	97,113
Invested in capital assets	20,151	25,483
	193,315	192,241
	197,111	222,212

Approved on behalf of the Board

Director

Director

Enchanted Woodland Children's Society

Statement of Operations

For the year ended December 31, 2017
(Unaudited - see Notice to Reader)

	2017 Budget	2017	2016
Revenues	374,903	369,892	358,367
Other income			
CCOF wage subsidy	67,200	69,000	68,891
Emergency income	720	810	795
Fundraising	4,000	403	1,799
Community gaming grant	14,750	14,684	14,861
Investment income	1,400	589	(477)
Membership fees	1,000	1,050	1,100
Other donations and grants	-	651	677
	89,070	87,187	87,646
Total revenue	463,973	457,079	446,013
Expenses			
Advertising and promotion	350	211	100
Amortization	2,000	5,332	3,927
Bad debts	-	-	49
Bank charges and interest	1,200	1,695	1,401
Dues and memberships	1,600	1,253	1,118
Fundraising	-	485	135
Insurance	3,000	2,985	2,980
Janitorial	11,000	10,797	9,869
Meals and snacks	4,500	4,727	4,359
Office	4,950	4,228	5,441
Playground improvements	1,500	35	104
Professional development	5,000	3,444	2,358
Professional fees	6,000	7,885	8,049
Property taxes	5,359	5,753	5,359
Rent	8,081	8,081	8,081
Repairs and maintenance	2,600	2,259	3,288
Salaries, wages and benefits	393,840	364,826	381,901
Subcontracts	13,517	19,297	9,835
Supplies	4,600	6,798	5,390
Utilities	7,000	5,914	6,113
	476,097	456,005	459,857
Excess (deficit) of revenue over expenses	(12,124)	1,074	(13,844)

Enchanted Woodland Children's Society
Statement of Changes in Net Assets

For the year ended December 31, 2017
(Unaudited - see Notice to Reader)

	<i>Unrestricted</i>	<i>Internally restricted</i>	<i>Invested in capital assets</i>	2017	2016
Net assets beginning of year	69,645	97,113	25,483	192,241	206,085
Excess (deficiency) of revenue over expenses	5,817	589	(5,332)	1,074	(13,844)
Net assets, end of year	75,462	97,702	20,151	193,315	192,241

Enchanted Woodland Children's Society

Notes to the Financial Statements

For the year ended December 31, 2017
(Unaudited - see Notice to Reader)

1. Internally restricted short term deposits

Internally restricted short term deposits consist of cashable GIC's bearing interest at .5 to .9%. Maturity dates range from January 31, 2018 - August 24, 2018.

	2017	2016
Internally restricted short term deposits	97,702	97,113

2. Internally restricted net assets

In 2004, the board of directors approved the following uses for these funds:

	2017	2016
Operating contingency reserve representing 21% (2017 - 21%) of budgeted expenditures	97,702	97,113

Enchanted Woodland Children's Society

Balance Sheet As at 05/31/2018

ASSET

CURRENT ASSETS

GIC Investments - General	118,377.78
Royal Bank 100-042-1 General	68,666.89
Royal Bank 103-342-2 Gaming	8,229.27
Accounts Receivable	2,645.50
Petty Cash	150.00
Petty Cash - Office	9.60
Prepaid Expenses & Deposits	660.87
TOTAL CURRENT ASSETS	198,739.91

CAPITAL ASSETS

Computer	4,064.68	
A/A - Computer	-3,542.09	
Net - Computer		522.59
Daycare Furniture & Equipm...	27,034.49	
A/A - Daycare Furn. & Equip.	-29,540.64	
Net - Daycare Furn. & Equip.		-2,506.15
Office Furniture & Equipment	2,624.07	
A/A - Office Furn. & Equip.	-2,179.81	
Net - Office Furn. & Equip.		444.26
Daycare Supplies	32,507.75	
A/A - Daycare Supplies	-30,694.84	
Net - Daycare Supplies		1,812.91
Playground Improvements		19,877.30
TOTAL CAPITAL ASSETS		20,150.91

TOTAL ASSET 218,890.82

LIABILITY

CURRENT LIABILITIES

Sick Day Payable	2,887.75
Vacation Payable	4,343.24
WCB Payable	741.20
Unearned Revenue	8,669.82
EI Payable	1,190.11
CPP Payable	2,639.70
Income Taxes Payable	3,448.51
Receiver General Payable	7,278.32
TOTAL CURRENT LIABILITIES	23,920.33

TOTAL LIABILITY 23,920.33

EQUITY

EQUITY

Retained Earnings - Previous ...	1,074.59
Internally Restricted	97,113.41
Invested In Capital Assets	25,483.10
Unrestricted	69,644.81
Current Earnings	1,654.58

Enchanted Woodland Children's Society
Balance Sheet As at 05/31/2018

TOTAL EQUITY	<u>194,970.49</u>
TOTAL EQUITY	<u>194,970.49</u>
LIABILITIES AND EQUITY	<u><u>218,890.82</u></u>

Enchanted Woodland Children's Society

Comparative Income Statement

	Actual 01/01/2018 to 05/31/2018	Actual 01/01/2017 to 05/31/2017
REVENUE		
REVENUE		
Infant/Toddler	57,154.50	57,627.66
Pre-School	92,912.00	93,039.01
Subsidy - Pre-School	5,445.00	5,500.00
Subsidy - Infant/Toddler	0.00	0.00
Drop-In - Pre-School	45.00	486.75
Drop-In - Infant/Toddler	53.50	0.00
Emergency Revenue	75.00	45.00
Fundraising Revenue	0.00	237.24
Gaming Revenue	6,145.85	6,145.85
Other Donations & Grants	0.00	0.00
Interest Revenue	0.00	0.09
Administration Fee	3,068.98	30.00
Membership Fee	125.00	75.00
Miscellaneous Income	444.01	184.53
CCOF Wage Subsidy	29,653.72	28,708.48
TOTAL REVENUE	195,122.56	192,079.61
TOTAL REVENUE	195,122.56	192,079.61
EXPENSE		
PAYROLL EXPENSES		
Wages & Salaries	134,690.61	132,475.68
Sick Time Expense	4,202.13	7,277.67
Sub-Contracts	9,623.00	6,108.38
EI Expense	3,059.80	1,688.81
CPP Expense	5,957.41	5,874.41
WCB Expense	2,055.90	1,759.59
Employee Benefits	2,800.27	2,782.88
TOTAL PAYROLL EXPENSES	162,389.12	157,967.42
GENERAL & ADMINISTRATIO...		
Accounting & Legal	3,631.75	2,601.80
Advertising & Promotions	10.00	0.00
Amortization	0.00	0.00
Bad Debts	0.00	0.00
Bank Charges & Interest	786.06	873.93
Board Expenses	138.53	226.65
Cleaning Supplies & Janit...	4,546.46	4,201.26
Consulting & Honorariums	0.00	0.00
Courier & Postage	51.72	0.00
Daycare & Entertainment ...	4,167.04	1,513.88
Dues, Fees & Licenses	110.00	996.00
Fundraising Expenses	0.00	0.00
Garbage	575.00	775.00
Insurance	0.00	0.00
Internet	0.00	497.30
Meals & Snacks	3,137.42	1,542.44
Mileage	0.00	0.00

Enchanted Woodland Children's Society **Comparative Income Statement**

	Actual 01/01/2018 to 05/31/2018	Actual 01/01/2017 to 05/31/2017
Office Supplies	835.64	776.21
Playground Expense	0.00	35.00
Professional Development	92.00	295.00
Professional Development...	1,629.00	0.00
Promotions & Special Eve...	0.00	68.46
Property Taxes	2,983.35	5,752.75
Rent	2,791.65	3,367.10
Repair & Maintenance	141.84	369.60
Security	1,321.74	0.00
Special Project	0.00	0.00
Staff Incentive	946.87	305.77
Staff Uniforms & Vest	0.00	40.22
Telephone	505.83	0.00
Travel & Entertainment	745.45	0.00
Utilities	1,931.51	2,511.39
TOTAL GENERAL & ADMINIST...	31,078.86	26,749.76
TOTAL EXPENSE	193,467.98	184,717.18
NET INCOME	1,654.58	7,362.43

Enchanted Woodland Children's Society

Comparative Income Statement

	Actual 05/01/2018 to 05/31/2018	Actual 05/01/2017 to 05/31/2017
REVENUE		
REVENUE		
Infant/Toddler	12,212.00	11,715.50
Pre-School	19,130.00	19,689.25
Subsidy - Pre-School	1,100.00	1,100.00
Subsidy - Infant/Toddler	0.00	0.00
Drop-In - Pre-School	0.00	177.00
Drop-In - Infant/Toddler	0.00	0.00
Emergency Revenue	30.00	30.00
Fundraising Revenue	0.00	0.00
Gaming Revenue	1,229.17	1,229.17
Other Donations & Grants	0.00	0.00
Interest Revenue	0.00	0.00
Administration Fee	2,202.72	30.00
Membership Fee	50.00	50.00
Miscellaneous Income	101.25	23.10
CCOF Wage Subsidy	6,300.60	5,972.16
TOTAL REVENUE	42,355.74	40,016.18
TOTAL REVENUE	42,355.74	40,016.18
EXPENSE		
PAYROLL EXPENSES		
Wages & Salaries	30,520.55	30,168.38
Sick Time Expense	951.73	1,095.30
Sub-Contracts	45.00	0.00
EI Expense	694.23	660.51
CPP Expense	1,319.85	1,288.31
WCB Expense	387.01	370.50
Employee Benefits	391.88	589.97
TOTAL PAYROLL EXPENSES	34,310.25	34,172.97
GENERAL & ADMINISTRATIO...		
Accounting & Legal	1,909.75	900.80
Advertising & Promotions	0.00	0.00
Amortization	0.00	0.00
Bad Debts	0.00	0.00
Bank Charges & Interest	133.07	303.10
Board Expenses	138.53	226.65
Cleaning Supplies & Janit...	744.32	850.56
Consulting & Honorariums	0.00	0.00
Courier & Postage	0.00	0.00
Daycare & Entertainment ...	639.84	385.65
Dues, Fees & Licenses	0.00	40.00
Fundraising Expenses	0.00	0.00
Garbage	0.00	0.00
Insurance	0.00	0.00
Internet	0.00	98.57
Meals & Snacks	745.99	270.10
Mileage	0.00	0.00

Enchanted Woodland Children's Society

Comparative Income Statement

	Actual 05/01/2018 to 05/31/2018	Actual 05/01/2017 to 05/31/2017
Office Supplies	56.76	63.57
Playground Expense	0.00	0.00
Professional Development	0.00	0.00
Professional Developmen...	514.00	0.00
Promotions & Special Eve...	0.00	62.48
Property Taxes	596.67	5,752.75
Rent	558.33	673.42
Repair & Maintenance	0.00	0.00
Security	660.87	0.00
Special Project	0.00	0.00
Staff Incentive	464.72	93.01
Staff Uniforms & Vest	0.00	15.01
Telephone	265.01	0.00
Travel & Entertainment	0.00	0.00
Utilities	445.32	537.00
TOTAL GENERAL & ADMINIST...	7,873.18	10,272.67
TOTAL EXPENSE	42,183.43	44,445.64
NET INCOME	172.31	-4,429.46

Enchanted Woodland Children's Society

Comparative Gross Margin Income Statement

	Actual 01/01/2018 to 05/31/2018	Budget 01/01/2018 to 05/31/2018
OPERATING REVENUE		
REVENUE		
Infant/Toddler	57,154.50	51,000.00
Pre-School	92,912.00	86,240.00
Subsidy - Pre-School	5,445.00	12,560.00
Subsidy - Infant/Toddler	0.00	9,000.00
Drop-In - Pre-School	45.00	225.00
Drop-In - Infant/Toddler	53.50	133.75
Emergency Revenue	75.00	312.50
Fundraising Revenue	0.00	1,666.65
Gaming Revenue	6,145.85	6,145.80
Other Donations & Grants	0.00	0.00
Interest Revenue	0.00	104.15
Administration Fee	3,068.98	2,153.95
Membership Fee	125.00	416.65
Miscellaneous Income	444.01	0.00
CCOF Wage Subsidy	29,653.72	27,552.00
TOTAL REVENUE	195,122.56	197,510.45
TOTAL OPERATING REVENUE	195,122.56	197,510.45
GROSS MARGIN	195,122.56	197,510.45
OPERATING EXPENSE		
PAYROLL		
Wages & Salaries	134,690.61	144,560.75
Sick Time Expense	4,202.13	0.00
Sub-Contracts	9,623.00	8,762.05
EI Expense	3,059.80	2,970.45
CPP Expense	5,957.41	7,137.80
WCB Expense	2,055.90	1,845.70
Employee Benefits	2,800.27	3,333.30
TOTAL PAYROLL	162,389.12	168,610.05
GENERAL AND ADMINISTRAT...		
Accounting & Legal	3,631.75	2,500.00
Advertising & Promotions	10.00	41.65
Amortization	0.00	1,666.65
Bad Debts	0.00	0.00
Bank Charges & Interest	786.06	625.00
Board Expenses	138.53	166.65
Cleaning Supplies & Janit...	4,546.46	4,583.30
Consulting & Honorariums	0.00	0.00
Courier & Postage	51.72	0.00
Daycare & Entertainment ...	4,167.04	1,916.65
Dues, Fees & Licenses	110.00	666.65
Fundraising Expenses	0.00	83.30
Garbage	575.00	666.65
Insurance	0.00	1,250.00
Internet	0.00	0.00

Enchanted Woodland Children's Society **Comparative Gross Margin Income Statement**

	Actual 01/01/2018 to 05/31/2018	Budget 01/01/2018 to 05/31/2018
Meals & Snacks	3,137.42	1,875.00
Mileage	0.00	0.00
Office Supplies	835.64	833.30
Playground Expense	0.00	208.30
Professional Development	92.00	1,458.30
Professional Developmen...	1,629.00	0.00
Promotions & Special Eve...	0.00	208.30
Property Taxes	2,983.35	2,983.30
Rent	2,791.65	2,791.65
Repair & Maintenance	141.84	625.00
Security	1,321.74	550.80
Special Project	0.00	0.00
Staff Incentive	946.87	500.00
Staff Uniforms & Vest	0.00	145.80
Telephone	505.83	625.00
Travel & Entertainment	745.45	0.00
Utilities	1,931.51	2,916.65
TOTAL GENERAL AND ADMIN...	31,078.86	29,887.90
TOTAL OPERATING EXPENSE	193,467.98	198,497.95
INCOME FROM OPERATIONS	1,654.58	-987.50
NET INCOME	1,654.58	-987.50

Enchanted Woodland Children's Society

Comparative Gross Margin Income Statement

	Actual 05/01/2018 to 05/31/2018	Budget 05/01/2018 to 05/31/2018
OPERATING REVENUE		
REVENUE		
Infant/Toddler	12,212.00	10,200.00
Pre-School	19,130.00	17,248.00
Subsidy - Pre-School	1,100.00	2,512.00
Subsidy - Infant/Toddler	0.00	1,800.00
Drop-In - Pre-School	0.00	45.00
Drop-In - Infant/Toddler	0.00	26.75
Emergency Revenue	30.00	62.50
Fundraising Revenue	0.00	333.33
Gaming Revenue	1,229.17	1,229.16
Other Donations & Grants	0.00	0.00
Interest Revenue	0.00	20.83
Administration Fee	2,202.72	430.79
Membership Fee	50.00	83.33
Miscellaneous Income	101.25	0.00
CCOF Wage Subsidy	6,300.60	5,510.40
TOTAL REVENUE	42,355.74	39,502.09
TOTAL OPERATING REVENUE	42,355.74	39,502.09
GROSS MARGIN	42,355.74	39,502.09
OPERATING EXPENSE		
PAYROLL		
Wages & Salaries	30,520.55	28,912.15
Sick Time Expense	951.73	0.00
Sub-Contracts	45.00	1,752.41
EI Expense	694.23	594.09
CPP Expense	1,319.85	1,427.56
WCB Expense	387.01	369.14
Employee Benefits	391.88	666.66
TOTAL PAYROLL	34,310.25	33,722.01
GENERAL AND ADMINISTRAT...		
Accounting & Legal	1,909.75	500.00
Advertising & Promotions	0.00	8.33
Amortization	0.00	333.33
Bad Debts	0.00	0.00
Bank Charges & Interest	133.07	125.00
Board Expenses	138.53	33.33
Cleaning Supplies & Janit...	744.32	916.66
Consulting & Honorariums	0.00	0.00
Courier & Postage	0.00	0.00
Daycare & Entertainment ...	639.84	383.33
Dues, Fees & Licenses	0.00	133.33
Fundraising Expenses	0.00	16.66
Garbage	0.00	133.33
Insurance	0.00	250.00
Internet	0.00	0.00

Enchanted Woodland Children's Society
Comparative Gross Margin Income Statement

	Actual 05/01/2018 to 05/31/2018	Budget 05/01/2018 to 05/31/2018
Meals & Snacks	745.99	375.00
Mileage	0.00	0.00
Office Supplies	56.76	166.66
Playground Expense	0.00	41.66
Professional Development	0.00	291.66
Professional Developmen...	514.00	0.00
Promotions & Special Eve...	0.00	41.66
Property Taxes	596.67	596.66
Rent	558.33	558.33
Repair & Maintenance	0.00	125.00
Security	660.87	110.16
Special Project	0.00	0.00
Staff Incentive	464.72	100.00
Staff Uniforms & Vest	0.00	29.16
Telephone	265.01	125.00
Travel & Entertainment	0.00	0.00
Utilities	445.32	583.33
TOTAL GENERAL AND ADMIN...	7,873.18	5,977.58
TOTAL OPERATING EXPENSE	42,183.43	39,699.59
INCOME FROM OPERATIONS	172.31	-197.50
NET INCOME	172.31	-197.50

Revenue	Item	2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2018 monthly
	Infant fees	\$ 119,779.50	\$ 125,584.20	\$ 126,257.31	\$ 136,004.36	\$ 122,400.00	\$ 10,200.00
	preschool fees	\$ 205,244.00	\$ 212,966.20	\$ 228,907.41	\$ 219,217.69	\$ 206,976.00	\$ 17,248.00
	inf/tod subsidy	\$ 12,994.50	\$ 8,819.10	\$ 14,650.69	\$ -	\$ 21,600.00	\$ 1,800.00
	preschool subsidy	\$ 22,356.00	\$ 7,118.00	\$ 3,491.31	\$ 12,980.00	\$ 30,144.00	\$ 2,512.00
	inf/tod dropin	\$ 618.00	\$ 653.75	\$ 427.84	\$ -	\$ 321.00	\$ 26.75
	preschool dropin	\$ 1,548.00	\$ 3,225.75	\$ 1,168.85	\$ 1,560.00	\$ 540.00	\$ 45.00
	administration fee				\$ 130.00	\$ 100.00	\$ 8.33
	emergency funding (kits)	\$ 700.00	\$ 795.00	\$ 720.00	\$ 810.00	\$ 750.00	\$ 62.50
	fundraising	\$ 3,000.00	\$ 1,799.00	\$ 4,000.00	\$ 403.22	\$ 6,500.00	\$ 541.67
	donations/grants			\$ -	\$ 75.46	\$ -	\$ -
	Interest	\$ 1,200.00	\$ (477.00)	\$ 1,400.00	\$ 589.00	\$ 250.00	\$ 20.83
	Late Charge,Tax receipt			\$ -	\$ -	\$ -	\$ -
	Membership dues	\$ 1,210.00	\$ 1,100.00	\$ 1,000.00	\$ 1,050.00	\$ 1,000.00	\$ 83.33
	CCOF	\$ 67,778.00	\$ 68,891.00	\$ 67,200.00	\$ 69,000.00	\$ 66,124.80	\$ 5,510.40
	2018 CCOF April-Dec Admin top up					\$ 5,069.57	\$ 422.46
	Community Gaming Grant	\$ 14,750.00	\$ 14,861.00	\$ 14,750.00	\$ 14,684.00	\$ 14,750.00	\$ 1,229.17
	Misc income		\$ 677.00	\$ -	\$ 575.33	\$ -	\$ -
Total Revenues		\$ 451,178.00	\$ 446,013.00	\$ 463,973.41	\$ 457,079.06	\$ 476,525.37	\$ 39,710.45

Expenses

Payroll expenses		2016 Budget	2016 Actuals	2017 Budget	2017Actuals	2018 Budget	2018 monthly
	wages (inc. holiday pay)	\$ 329,594.00	\$ 331,937.53	\$ 338,665.82	\$ 317,815.51	\$ 346,945.86	\$ 28,912.16
	holiday and sick coverage, inc SD*	\$ 13,940.00	\$ 9,834.51	\$ 13,516.97	\$ 19,296.63	\$ 21,029.00	\$ 1,752.42
	El expense	\$ 8,516.00	\$ 8,989.54	\$ 9,115.10	\$ 6,251.51	\$ 7,129.16	\$ 594.10
	CPP expense	\$ 16,029.00	\$ 15,159.56	\$ 17,155.80	\$ 14,552.92	\$ 17,130.76	\$ 1,427.56
	WCB expense	\$ 3,789.00	\$ 4,819.86	\$ 4,365.55	\$ 4,398.82	\$ 4,429.77	\$ 369.15
	Sick time			\$ 12,516.00	\$ 13,355.39		\$ -
	Benefits	\$ 8,400.00	\$ 7,668.01	\$ 9,300.00	\$ 6,432.81	\$ 8,000.00	\$ 666.67
total payroll expenses		\$ 380,268.00	\$ 378,409.01	\$ 404,635.24	\$ 382,103.59	\$ 404,664.55	\$ 33,722.05

Expenses Continued		2016 Budget	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	
Administration Expenses							
	Accounting and Legal	6000	8048.5	\$ 6,000.00	\$ 7,885.00	\$ 6,000.00	\$ 500.00
	Advertising	310	20	\$ 100.00	\$ 10.00	\$ 100.00	\$ 8.33
	Amortization	0	3926.57	\$ 2,000.00	\$ 5,332.19	\$ 4,000.00	\$ 333.33
	Bad Debts	0	49.25	\$ -	\$ -		\$ -
	Bank Charges	530	1401	\$ 1,200.00	\$ 1,694.69	\$ 1,500.00	\$ 125.00
	Board Expenses	200	823.47	\$ 400.00	\$ 280.20	\$ 400.00	\$ 33.33
	Cleaning/Janitorial	9100	9868.62	\$ 11,000.00	\$ 10,797.49	\$ 11,000.00	\$ 916.67
	Consulting /Honorariums		0	\$ -	\$ -		\$ -
	Courier and Postage	50	10.82	\$ -	\$ -		\$ -
	Daycare/Entertain Supplies	4500	5389.5	\$ 4,600.00	\$ 4,171.28	\$ 4,600.00	\$ 383.33
	Daycare Equipment						\$ -
	Dues, fees, Licenses	1400	1118	\$ 1,600.00	\$ 1,253.00	\$ 1,600.00	\$ 133.33
	Fundraising Expense	600	135		\$ 484.75	\$ 200.00	\$ 16.67
	Garbage collection	1600	1415	\$ 1,600.00	\$ 1,850.00	\$ 1,600.00	\$ 133.33
	Insurances	3000	2980	\$ 3,000.00	\$ 2,985.00	\$ 3,000.00	\$ 250.00
	Interest and Penalties	0		\$ -			\$ -
	Meals and Snacks	4500	4359	\$ 4,500.00	\$ 4,727.19	\$ 4,500.00	\$ 375.00
	Mileage		0		\$ -		\$ -
	Office/admin supplies	3846	2369.4	\$ 2,100.00	\$ 4,228.00	\$ 2,000.00	\$ 166.67
	Playground Maintenance *	2000	103.8	\$ 1,500.00	\$ 35.00	\$ 500.00	\$ 41.67
	Prof. Devel. (200.00/staff)	2200	2357.68	\$ 5,000.00	\$ 3,444.00	\$ 3,000.00	\$ 250.00
	Prof. fees (first aid etc)	6000			\$ -	\$ 500.00	\$ 41.67
	Promotions&Special Events	250	79.59	\$ 250.00	\$ 201.19	\$ 500.00	\$ 41.67
	Property Taxes					\$ 7,160.00	\$ 596.67
	Rent	8081.04	13439.62	\$ 13,439.62	\$ 13,833.77	\$ 6,700.00	\$ 558.33
	Repairs/ Maintenance	2600	1872.55	\$ 1,000.00	\$ 1,461.00	\$ 1,500.00	\$ 125.00
	Security/Alarm System	675	1321.74	\$ 1,322.00	\$ 660.87	\$ 1,322.00	\$ 110.17
	Special project)	7000	740.21		\$ -		\$ -
	Staff Incentives	1400	1574.51	\$ 1,000.00	\$ 1,077.95	\$ 1,200.00	\$ 100.00
	Staff uniforms/vest		577.67	\$ 350.00	\$ 40.22	\$ 350.00	\$ 29.17
	Telephone/Internet	3300	1756.16	\$ 2,500.00	\$ 1,249.70	\$ 1,500.00	\$ 125.00
	Travel ECEBC/Workshops	4900	0	\$ -	\$ 284.76		\$ -
	Utilities	9300	6112.57	\$ 7,000.00	\$ 5,913.90	\$ 7,000.00	\$ 583.33
	total administrative expenses	83342.04	71850.23	\$ 71,461.62	\$ 73,901.15	\$ 71,732.00	\$ 5,977.67
	Total Expenses	463610.04	450259.24	\$ 476,096.86	\$ 456,004.74	\$ 476,396.55	\$ 39,699.71
	Net Income	\$ (12,432.04)	\$ (4,246.24)	\$ (12,123.45)	\$ 1,074.32	\$ 128.82	\$ 10.74

Revenue	Item	2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2019 Budget	2019 monthly
	Infant fees	\$ 125,584.20	\$ 126,257.31	\$ 136,004.36	\$ 122,400.00	\$ 155,156.40	\$ 12,929.70
	preschool fees	\$ 212,966.20	\$ 228,907.41	\$ 219,217.69	\$ 206,976.00	\$ 230,643.84	\$ 19,220.32
	inf/tod subsidy	\$ 8,819.10	\$ 14,650.69	\$ -	\$ 21,600.00	\$ 14,043.60	\$ 1,170.30
	preschool subsidy	\$ 7,118.00	\$ 3,491.31	\$ 12,980.00	\$ 30,144.00	\$ 20,876.16	\$ 1,739.68
	inf/tod dropin	\$ 653.75	\$ 427.84	\$ -	\$ 321.00	\$ 373.50	\$ 31.13
	preschool dropin	\$ 3,225.75	\$ 1,168.85	\$ 1,560.00	\$ 540.00	\$ 570.00	\$ 47.50
	administration fee			\$ 130.00	\$ 100.00	\$ 100.00	\$ 8.33
	emergency funding (kits)	\$ 795.00	\$ 720.00	\$ 810.00	\$ 750.00	\$ 750.00	\$ 62.50
	fundraising	\$ 1,799.00	\$ 4,000.00	\$ 403.22	\$ 6,500.00		\$ -
	donations/grants		\$ -	\$ 75.46	\$ -		\$ -
	Interest	\$ (477.00)	\$ 1,400.00	\$ 589.00	\$ 250.00	\$ 500.00	\$ 41.67
	Late Charge, Tax receipt		\$ -	\$ -	\$ -		\$ -
	Membership dues	\$ 1,100.00	\$ 1,000.00	\$ 1,050.00	\$ 1,000.00	\$ 1,000.00	\$ 83.33
	CCOF	\$ 68,891.00	\$ 67,200.00	\$ 69,000.00	\$ 66,124.80	\$ 66,124.80	\$ 5,510.40
	CCOF 10% Administration Top up				\$ 5,069.57	\$ 6,612.48	\$ 551.04
	Community Gaming Grant	\$ 14,861.00	\$ 14,750.00	\$ 14,684.00	\$ 14,750.00	\$ 14,750.00	\$ 1,229.17
	Misc income	\$ 677.00	\$ -	\$ 575.33	\$ -		\$ -
Total Revenues		\$ 446,013.00	\$ 463,973.41	\$ 457,079.06	\$ 476,525.37	\$ 511,500.78	\$ 39,710.45

Expenses

Payroll expenses		2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2019 Budget	2019 monthly
	wages (inc. holiday pay)	\$ 331,937.53	\$ 338,665.82	\$ 317,815.51	\$ 346,945.86	\$ 371,296.19	\$ 30,941.35
	holiday and sick coverage, inc SD*	\$ 9,834.51	\$ 13,516.97	\$ 19,296.63	\$ 21,029.00	\$ 23,047.50	\$ 1,920.63
	EI expense	\$ 8,989.54	\$ 9,115.10	\$ 6,251.51	\$ 7,129.16	\$ 7,648.70	\$ 637.39
	CPP expense	\$ 15,159.56	\$ 17,155.80	\$ 14,552.92	\$ 17,130.76	\$ 18,379.16	\$ 1,531.60
	WCB expense	\$ 4,819.86	\$ 4,365.55	\$ 4,398.82	\$ 4,429.77	\$ 4,752.59	\$ 396.05
	Sick time		\$ 12,516.00	\$ 13,355.39			\$ -
	Benefits	\$ 7,668.01	\$ 9,300.00	\$ 6,432.81	\$ 8,000.00	\$ 8,000.00	\$ 666.67
total payroll expenses		\$ 378,409.01	\$ 404,635.24	\$ 382,103.59	\$ 404,664.55	\$ 433,124.14	\$ 33,722.05

Expenses Continued		2016 Actuals	2017 Budget	2017 Actuals	2018 Budget	2019 Budget	2018 monthly
Administration Expenses							
	Accounting and Legal	8048.5	\$ 6,000.00	\$ 7,885.00	\$ 6,000.00	\$ 8,000.00	\$ 666.67
	Advertising	20	\$ 100.00	\$ 10.00	\$ 100.00	\$ 100.00	\$ 8.33
	Amortization	3926.57	\$ 2,000.00	\$ 5,332.19	\$ 4,000.00	\$ 4,000.00	\$ 333.33
	Bad Debts	49.25	\$ -	\$ -			\$ -
	Bank Charges	1401	\$ 1,200.00	\$ 1,694.69	\$ 1,500.00	\$ 1,500.00	\$ 125.00
	Board Expenses	823.47	\$ 400.00	\$ 280.20	\$ 400.00	\$ 250.00	\$ 20.83
	Cleaning/Janitorial	9868.62	\$ 11,000.00	\$ 10,797.49	\$ 11,000.00	\$ 11,000.00	\$ 916.67
	Consulting /Honorariums	0	\$ -	\$ -			\$ -
	Courier and Postage	10.82	\$ -	\$ -			\$ -
	Daycare/Entertain Supplies	5389.5	\$ 4,600.00	\$ 4,171.28	\$ 4,600.00	\$ 6,000.00	\$ 500.00
	Daycare Equipment						\$ -
	Dues, fees, Licenses	1118	\$ 1,600.00	\$ 1,253.00	\$ 1,600.00	\$ 1,600.00	\$ 133.33
	Fundraising Expense	135		\$ 484.75	\$ 200.00	\$ 200.00	\$ 16.67
	Garbage collection	1415	\$ 1,600.00	\$ 1,850.00	\$ 1,600.00	\$ 1,600.00	\$ 133.33
	Insurances	2980	\$ 3,000.00	\$ 2,985.00	\$ 3,000.00	\$ 3,000.00	\$ 250.00
	Interest and Penalties		\$ -				\$ -
	Meals and Snacks	4359	\$ 4,500.00	\$ 4,727.19	\$ 4,500.00	\$ 6,000.00	\$ 500.00
	Mileage	0		\$ -			\$ -
	Office/admin supplies	2369.4	\$ 2,100.00	\$ 4,228.00	\$ 2,000.00	\$ 2,000.00	\$ 166.67
	Playground Maintenance *	103.8	\$ 1,500.00	\$ 35.00	\$ 500.00	\$ 500.00	\$ 41.67
	Prof. Devel. (200.00/staff)	2357.68	\$ 5,000.00	\$ 3,444.00	\$ 3,000.00	\$ 3,000.00	\$ 250.00
	Prof. fees (first aid etc)			\$ -	\$ 500.00	\$ 500.00	\$ 41.67
	Promotions&Special Events	79.59	\$ 250.00	\$ 201.19	\$ 500.00	\$ 500.00	\$ 41.67
	Property Taxes				\$ 7,160.00	\$ 7,160.00	\$ 596.67
	Rent	13439.62	\$ 13,439.62	\$ 13,833.77	\$ 6,700.00	\$ 6,700.00	\$ 558.33
	Repairs/ Maintenance	1872.55	\$ 1,000.00	\$ 1,461.00	\$ 1,500.00	\$ 1,500.00	\$ 125.00
	Security/Alarm System	1321.74	\$ 1,322.00	\$ 660.87	\$ 1,322.00	\$ 1,322.00	\$ 110.17
	Special project)	740.21		\$ -			\$ -
	Staff Incentives	1574.51	\$ 1,000.00	\$ 1,077.95	\$ 1,200.00	\$ 1,200.00	\$ 100.00
	Staff uniforms/vest	577.67	\$ 350.00	\$ 40.22	\$ 350.00	\$ -	\$ -
	Telephone/Internet	1756.16	\$ 2,500.00	\$ 1,249.70	\$ 1,500.00	\$ 1,500.00	\$ 125.00
	Travel ECEBC/Workshops	0	\$ -	\$ 284.76			\$ -
	Utilities	6112.57	\$ 7,000.00	\$ 5,913.90	\$ 7,000.00	\$ 7,000.00	\$ 583.33
	total administrative expenses	71850.23	\$ 71,461.62	\$ 73,901.15	\$ 71,732.00	\$ 76,132.00	\$ 5,977.67
	Total Expenses	450259.24	\$ 476,096.86	\$ 456,004.74	\$ 476,396.55	\$ 509,256.14	\$ 39,699.71
	Net Income	\$ (4,246.24)	\$ (12,123.45)	\$ 1,074.32	\$ 128.82	\$ 2,244.64	\$ 10.74

34707



34495

ENCHANTED WOODLAND CHILDREN'S SOCIETY
1243 NELSON STREET
NANAIMO BC V9S 2K4

2018 PROPERTY TAX NOTICE

DUE DATE: July 3, 2018



5% PENALTY - END OF DAY JULY 3, 2018

5% PENALTY - END OF DAY AUGUST 9, 2018

PENALTIES WILL BE APPLIED TO UNPAID TAXES OR UNCLAIMED GRANT

ACCOUNT/FOLIO	85047.005	ACCESS CODE	144319
PROPERTY ADDRESS	1243 NELSON STREET		
PID		RATES	

STATEMENT DATE: MAY 9, 2018

SCHOOL TAXES COLLECTED ON BEHALF OF PROVINCE OF BC

SCHOOL	250-387-0555	1.70870	1,322.53	1,322.53	1,322.53
Less: Home Owner Grant				(770.00)	(1,045.00)
NET BASIC SCHOOL TAXES			1,322.53	552.53	277.53

LEVIES COLLECTED ON BEHALF OF OTHER AGENCIES

B C ASSESSMENT	1-866-825-8322	0.04030	31.19	31.19	31.19
MUNICIPAL FINANCE AUTHORITY	250-383-1181	0.00020	0.15	0.15	0.15
REGIONAL DISTRICT GENERAL	250-390-4111	0.47980	371.37	371.37	371.37
REGIONAL DISTRICT PARKS		0.03540	27.40	27.40	27.40
REGIONAL DISTRICT SEWER BENEFITTING AREA		0.35650	275.93	275.93	275.93
REGIONAL HOSPITAL DISTRICT		0.17720	137.15	137.15	137.15
REGIONAL PARKS & TRAILS PARCEL TAX		14.00000	14.00	14.00	14.00
NET OTHER GOVERNMENT TAXES			857.19	857.19	857.19

TAXES LEVIED BY CITY OF NANAIMO

CITY GENERAL		4.28800	3,318.91	3,318.91	3,318.91
VANCOUVER ISLAND REGIONAL LIBRARY		0.19270	149.15	149.15	149.15
NET MUNICIPAL TAXES			3,468.06	3,468.06	3,468.06
TOTAL NEW TAX LEVIES			5,647.78	4,877.78	4,602.78
Tax Prepayments/Adjustments			0.00	0.00	0.00
TOTAL TAXES DUE			5,647.78	4,877.78	4,602.78

NOTES: The *Home Owner Grant must be claimed by the tax due date to avoid a penalty. The grant can be claimed without payment of taxes.
Post marks will not be considered as date of payment. No exceptions.

You are not currently enrolled in the Tax Installment Plan. If you were to enroll, your estimated monthly payment amount for next year's taxes would be \$495.00.



CLAIM YOUR *HOME OWNER GRANT ONLINE - www.nanaimo.ca/goto/hog

Customer Copy

AMOUNT DUE JULY 3, 2018

DETACH HERE

2018 *HOME OWNER GRANT APPLICATION

A - NO GRANT	B - BASIC GRANT	C - ADD'L GRANT
\$5,647.78	\$4,877.78	\$4,602.78

SERVICE AND RESOURCE CENTRE: 411 DUNSMUIR STREET
MAIL TO: 455 WALLACE STREET NANAIMO BC V9R 5J6
(P) 250-755-4415 (E) PROPERTY.INFO@NANAIMO.CA

CITY OF NANAIMO
DUE DATE: JULY 3, 2018

Grant must be claimed by the due date each year you are eligible



2018 BC SOCIETY ANNUAL REPORT

BC Society • Societies Act

NAME OF SOCIETY: **ENCHANTED WOODLAND CHILDREN'S SOCIETY**
Incorporation Number: S0025151
Business Number: 86876 3137 BC0001
Filed Date and Time: June 1, 2018 03:04 PM Pacific Time
Annual General Meeting (AGM) Date: May 23, 2018

REGISTERED OFFICE ADDRESS INFORMATION

Delivery Address:

1243 NELSON STREET
NANAIMO BC V9S 5J4

Mailing Address:

1243 NELSON STREET
NANAIMO BC V9S 5J4

DIRECTOR INFORMATION AS OF May 23, 2018

Last Name, First Name Middle Name:

BASTARACHE, MATT

Delivery Address:

2772 JOANNA ST
NANAIMO BC V9T 3X1

Last Name, First Name Middle Name:

BICKERTON, LAURA

Delivery Address:

1675 KING JOHN WAY
NANAIMO BC V9T 3C3

Last Name, First Name Middle Name:

GAUTHIER, CHRISTOPHER

Delivery Address:

943 BEAUFORT DR
NANAIMO BC V9S 2C7

Last Name, First Name Middle Name:

LAHTINEN-SHAW, RUTH

Delivery Address:

46 RANCHVIEW DR
NANAIMO BC V9X 1Y4

Last Name, First Name Middle Name:

MARKS, KRISTY

Delivery Address:

1631 MEREDITH RD
NANAIMO BC V9S 2M3

Last Name, First Name Middle Name:

RUFFELL, JOHN

Delivery Address:

2136 BROOKLYN PL
NANAIMO BC V9R 7B6

Last Name, First Name Middle Name:

STEFIUK, KATE

Delivery Address:

1070 NELSON ST
NANAIMO BC V9S 2K2

CERTIFICATION

I, Ruth Lahtinen-Shaw, certify that I have relevant knowledge of the society, and that I am authorized to make this filing.





CERTIFIED COPY
Of a document filed with the
Province of British Columbia
Registrar of Companies

Alhest

CAROL PREST

STATEMENT OF DIRECTORS AND REGISTERED OFFICE

BC Society • Societies Act

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NANAIMO BC V9R 7B6

Last Name, First Name Middle Name:

STEFIUK, KATE

Delivery Address:

1070 NELSON ST
NANAIMO BC V9S 2K2



Delegation Request

Holden Southward has requested an appearance before Council.

The requested date is September 24, 2018.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

A solution for the homeless in Nanaimo and why few Nanaimo residents vote.

Delegation Request

Biserka Glavica has requested an appearance before Council.

The requested date is September 24, 2018.

The requested meeting is:
COW

Presenter's Information:
Biserka Glavica
City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

Improve and better regulate Bylaw noise in the City Nanaimo for residential premises (houses, especially those houses that are rented). To establish 24/7 prohibition over certain noises or sounds (high decibel loud amplifiers and musical instruments. Example 1: electric guitar, multiple drums connected to amplifier and speakers. Example 2: practicing heavy metal band in places that do not have any or proper sound isolation), which are objectionable or liable to disturb the quiet peace, rest, enjoyment, comfort or convenience of individuals or the public in the neighbourhood. In simple terms, improve Bylaw noise to higher standard than it is now. Means don't disturb the peace and quiet of your neighbours and respect everyone right to relative comfort.

“Noise Control Bylaw 1994 No. 4750”

<https://www.nanaimo.ca/ByLaws/ViewBylaw/4750.pdf>

"NOISE CONTROL BYLAW 1994 NO. 4750"

Consolidated Version

1997-JUN-17

Includes amendments: 4887, 5248

CITY OF NANAIMO

BYLAW NO. 4750

A BYLAW TO REGULATE OR PROHIBIT
THE MAKING OR CAUSING OF NOISES OR SOUND IN THE MUNICIPALITY

WHEREAS the Council of the City of Nanaimo believes:

- (a) that certain noises or sounds are objectionable or liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public, and
- (b) that it is desirable to regulate or prohibit the making or causing of noises or sounds in the municipality.

NOW, THEREFORE, the Council of the City of Nanaimo in open meeting assembled
HEREBY ENACTS AS FOLLOWS:

1. This Bylaw shall be cited as City of Nanaimo "NOISE CONTROL BYLAW 1994 NO. 4750".

2. INTERPRETATION

In this Bylaw:

"Bylaw Enforcement Officer" means a person appointed by the Municipal Council as a Bylaw Enforcement Officer and includes a Peace Officer.

"Construction" includes erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration, and the structural installation of construction components and materials in any form or for any purpose, and includes any work in connection therewith.

"Construction Equipment" means any equipment or device designed and intended for use in construction or material handling, including, but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders or other material handling equipment.

"Council" means the Council of the City of Nanaimo.

"Director of Public Works" means the person appointed as the Managing Director of Public Works from time to time, and includes any person appointed or designated by the Managing Director to act on his behalf. (Bylaw 5248)

"Highway" includes every highway within the meaning of the *Highway Act*, and every road, street, lane or right-of-way designed or intended for or used by the general public for the passage of vehicles, and every place or passage way to which the public, for the purpose of the parking or servicing of vehicles, has access or is invited; and every place or passage way owned or operated by the City of Nanaimo for the purpose of providing off-street parking.

"Municipality" means the City of Nanaimo.

"Noise" includes sound.

"Persistent/Persistently" means enduring or constantly repeated.

"Point of Reception" means any point on the premises of a person where sound or vibration originating from other than those premises is received or any place on a highway sound is received.

"Residential Area" means those areas so designated on the map attached hereto as Schedule "A".

"Truck" means any motor vehicle with a licenced gross vehicle weight over 8,600 kg.

"Vehicle" includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or traction engine, farm tractor, self-propelled implement of husbandry or road building machine.

3. GENERAL PROHIBITIONS

No person shall make, cause or permit to be made any noise or sound in or on a highway or elsewhere, in a private or public place, in the Municipality, which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity.

4.(1) Council considers that the acts listed below cause noises or sounds which are objectionable or are liable to disturb the quiet, peace, rest, enjoyment, comfort or convenience of individuals or the public:

- (a) Playing or operating any radio, stereophonic equipment, television receiving set or other instrument or any apparatus for the production or amplification of sound, where the noise or sound is clearly audible at a point of reception in a residential area between the hours of 11:00 p.m. one day and 9:00 a.m. the following day.
- (b) Harboursing or keeping any animal or bird which persistently cries, barks, or howls.
- (c) Being in the care or control of any vehicle, except for buses and trucks, which creates or emits a noise or sound which is audible beyond 150 metres in any direction from the vehicle.

- (d) Idling or continuously running of a diesel engine, a truck or bus for more than 15 minutes at the same location, except, where the truck or bus is located within a garage or depot intended to be used for the long term parking of that vehicle.
 - (e) Erecting, demolishing constructing, reconstructing, altering or repairing of any building or other structure within the Municipality or the excavating of any street, highway, lane or other land before 7:00 a.m. or after 9:00 p.m., Monday to Saturday and before 9:00 a.m. or after 9:00 p.m., on Sundays and Statutory Holidays.
 - (f) Using a lawnmower or rototiller before 7:00 a.m. or after 9:00 p.m.
 - (g) Loading, unloading, delivering, collection, packing, unpacking, or otherwise handling any containers, products, materials, or refuse whatsoever before 7:00 a.m. or after 9:00 p.m. in any residential area.
 - (h) Creating noise or sound by blasting or the operation of drills, compressors or other equipment used to prepare land for blasting before 7:00 a.m. or after 5:00 p.m., Monday to Saturday and at all times on Sundays and Statutory Holidays.
- 4.(2) No person shall make or cause or permit to be made a noise or sound described in Subsection (1).

5. EXEMPTIONS

The emission of noise or sound in connection with the following are excluded from the prohibitions, regulations and penalties contained in this Bylaw:

- (1) Police, Fire Department or Emergency vehicles when engaged upon a service of public convenience or necessity.
- (2) Horn or signaling device on a boat, train or vehicle when used as a danger or warning signal.
- (3) Municipal, other government or utility companies when engaged upon a service of the public or while engaged upon a service of public convenience or necessity.
- (4) Bells or chimes from churches or public institutions.
- (5) The firing of the cannon located at the Bastion site for ceremonial purposes.
- (6) The unloading, loading, pick up or delivering of containers, products, materials, or whatsoever that is deemed necessary for the maintenance of essential services or the moving of household effects.
- (7) Noise or sound created in connection with emergency measures undertaken for the immediate health, safety or welfare of individuals or for the preservation or restoration of property.
- (8) Noise or sound created from parades or public festivities authorized by Council.

- (9) Noise or sound created by extraordinary construction projects which have been authorized to take place by the Managing Director of Public Works.

6. INSPECTION

A Bylaw Enforcement Officer or Peace Officer is hereby authorized to enter, at all reasonable times, on any property to ascertain whether the requirements of this Bylaw are being met or the regulations contained in this Bylaw are being observed.

7. PENALTY

A person who contravenes a provision of this Bylaw is guilty of an offence and is liable, upon summary conviction, to a penalty of not less than \$100.00 and not more than \$2,000.00; or, if an information is laid by means of a ticket, in accordance with the procedure set out in the *Offence Act*, a fine as stipulated in Schedule 'B' of this Bylaw. (Bylaw 4887)

8. JURISDICTION

This Bylaw is applicable to and enforceable in the Municipality.

9. SEVERABILITY

If any section or subsection of this Bylaw is found to be invalid by a court of competent jurisdiction, the section or subsection may be severed from the Bylaw without affecting the validity of the remainder of the Bylaw.

10. REPEAL

The City of Nanaimo "NOISE CONTROL BYLAW 1987 NO. 3193" is hereby repealed.

SCHEDULE 'A'

(City of Nanaimo Zoning Map)

SCHEDULE 'B'

FINE SCHEDULE

Fines for tickets issued pursuant to this Bylaw, shall be as follows:

<u>Description of Offence</u>	<u>Section #</u>	<u>Amount of Fine</u>
Noise causing disturbance	3	\$100.00
Objectionable noise	4(2)	\$100.00

Delegation Request

Patrick Squire has requested an appearance before Council.

The requested date is September 24, 2018.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: Yes

Details of Presentation:

To inform Council of the ongoing work at Bowen Road Cemetary regarding headstones, etc.

Delegation Request

Bob Breuker has requested an appearance before Council.

The requested date is September 24, 2018.

The requested meeting is:
COW

Presenter's Information:

City: Nanaimo
Province: BC
Bringing a presentation: No

Details of Presentation:

I would like a city Council and the federal government to create a proposal that issues visas to International farmers and create a path for permanent residency. Nanaimo (Vancouver Island) needs more farmers. The wildfires rebuilding efforts and the hemp industry needs more farmers. The immigration issue is federal but bylaws and zoning are local. I am asking for the city council support, editing the strategic direction, allocate resources, manage risks and oversight on this crucial local issue; post wildfires. The value: - creates jobs; - match immigration policy with local needs; - match Canada's policy on foreign aid; - correlation between Trudeau's vision and the hemp industry.

Delegation Request

Brunie Brunie has requested an appearance before Council.

The requested date is September 24, 2018.

The requested meeting is:
COW

Presenter's Information:

Brunie Brunie

City: Nanaimo

Province: BC

Bringing a presentation: Choose an item.

Details of Presentation:

Requesting that Council update Discontent City at 1 Port Drive with electricity hook-ups and safety lights.