



# District of Lantzville

Incorporated June 2003

Inaugural Meeting of the 2014 - 2018 Council of the District of Lantzville  
Royal Canadian Legion Seaview Centennial Branch No. 257, 2<sup>nd</sup> Floor, 7225 Lantzville Road, BC  
Monday, December 1, 2014 at 7:00 pm

## AGENDA

Page No.

(This meeting may be recorded)

1. **CALL TO ORDER** *Trudy Coates, Director of Corporate Administration*

2. **NATIONAL ANTHEM** *O Canada - Led by Miss Kate Krynowsky*

3. **ADMINISTRATION OF OATHS OF OFFICE**

a) *The Honourable Judge Brian Klaver (Provincial Court of British Columbia)  
administers the Oath of Office to each member of the Council-elect*

**Mayor** Colin Robert Haime

**Councillors** John Coulson

Denise Haime

Jennifer Millbank

Rod Negrave

Graham Savage

David Scott

1-2 4. **ADOPTION OF THE AGENDA**

**THAT Council adopts the December 1, 2014 Inaugural Council meeting agenda.**

5. **WELCOME & APPRECIATION**

(Opportunity for Council members to verbally recognize the beginning of their term in office)

a) Mayor

b) Councillors

6. **RECOGNITION OF OUTGOING COUNCIL MEMBERS**

By Mayor Haime, on behalf of Council, to:

- Jack de Jong
- Joe Bratkowski
- Brian Dempsey
- Andrew Mostad

7. **APPOINTMENTS**

3 a) Banking Signing Officers Authorization

**THAT Council authorizes [insert three Council member names] as banking signing officers.**

b) Designation of Member to Act in Place of Mayor

**THAT pursuant to the *Community Charter*, section 130 and "District of Lantzville Council Procedure Bylaw No. 18, 2004", Council designates the following Councillors as the member responsible as Acting Mayor during the following four-month periods:**

Councillor John Coulson	December 2014 December 2016	to	March 2015 March 2017
Councillor Denise Haime	April 2015 April 2017	to	July 2015 July 2017
Councillor Jennifer Millbank	August 2015 August 2017	to	November 2015 November 2017
Councillor Rod Negrave	December 2015 December 2017	to	March 2016 March 2018
Councillor Graham Savage	April 2016 April 2018	to	July 2016 July 2018
Councillor David Scott	August 2016 August 2017	to	November 2016 November 2017

**AND FURTHER THAT in the event that the Mayor and Acting Mayor are either absent or unable to act, the Councillor appointed as Acting Mayor for the preceding period will be the Acting Mayor.**

c) Appointments to Vancouver Island Regional Library Board of Trustees

**THAT pursuant to the *Library Act*, Council appoints [insert one Council member name] as the District of Lantzville representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2015.**

**THAT pursuant to the *Library Act*, Council appoints [insert one Council member name] as the District of Lantzville alternate representative to serve on the Vancouver Island Regional Library Board of Trustees for a term ending December 31, 2015.**

d) Appointments to Regional District of Nanaimo Board

**THAT pursuant to the *Local Government Act*, Council appoints [insert one Council member name] as the District of Lantzville municipal director on the Regional District of Nanaimo Board for a one-year term.**

**THAT pursuant to the *Local Government Act*, Council appoints [insert one Council member name] as the District of Lantzville alternate municipal director on the Regional District of Nanaimo Board for a one-year term.**

8. ADJOURNMENT

**THAT Council adjourns the meeting.**

*Light refreshments will be served following the Inaugural Meeting*

**NEXT REGULAR**

**COUNCIL MEETING: Monday, January 12, 2015 @ 7:00 pm**

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# District of Lantzville

## REPORT TO CAO

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Regular Council Agenda Item  
December 1, 2014

File: 1690-01  
Q:\ Reports\14\Banking Signatories

**AUTHOR:** Jedha Holmes, Director of Financial Services

**SUBJECT:** Banking Signatories

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### Recommendations

**THAT** Council authorize three members of Council as banking signing officers.

### Purpose

To authorize Council members to sign cheques and other banking documents on behalf of the District of Lantzville, while ensuring availability of signatories during vacations and other absences.

### Background

The District's Purchasing and Payment Policy No. 6000-1 and our banking terms with the Coastal Community Credit Union dictate that cheques must be signed by one elected official (either the Mayor or a designated Councillor) and a corporate officer (either the CAO or Director of Finance). Requiring two signatures, one of which must be a Council member, on all expenditures or banking transfers is a key internal control.

The current cheque signing resolution requires updating as a result of changes to the Mayor and Council after the recent municipal election. Currently, Councillor Savage and Councillor Haime are the only members of Council authorized to sign cheques on behalf of the District.

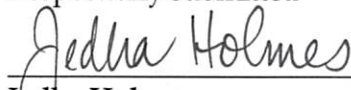
### Discussion

The current procedure with respect to signing cheques and other bank documents is to have the Mayor and CAO sign, and a designated Councillor and Director of Financial Services sign only in their absence. Members of Council designated as banking signatories should be available during regular office hours.

### Summary

Staff request that Council update the current cheque signing resolution by designating three members of Council as official signatories for the term of Council to ensure that at least one Council signing officer is available throughout the year.

Respectfully submitted



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Jedha Holmes  
Director of Financial Services  
District of Lantzville

Reviewed By:

CAO		Dir. CA		Dir. Fin.		Dir. of PW	
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