

**CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEETING AGENDA**

DATE: March 6, 2017
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt February 20, 2017 Regular Council meeting minutes and February 27, 2017 Committee of the Whole Minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

- 1 1. Council Remuneration

(b) Development Services

- 5 2. Consent Agreement for Financial Charges – Playtime Gaming Group

(c) Financial Services

- 15 3. List of Grants-in Aid Requests

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 29 1. Staff Memo – Community Volunteer Income Tax Program

- 33 2. Heritage Advisory Minutes January 11, 2017

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

In Camera Meeting:

That notice is hereby given that a Special In-Camera meeting closed to the public will be held March 6, 2017 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

-90(1)(g) litigation or potential litigation affecting the municipality; and

-90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

For Final Adoption

35 “Road Closure Amendment Bylaw No. 2869, 2017 ”
(To amend Road Closure Bylaw No. 2721 – Hunt Place)

13.00 ADJOURNMENT



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Council Remuneration Market Review

File No.: 1900-00
Date: March 06, 2017

PURPOSE:

To review and determine an appropriate annual remuneration for Mayor and Council over the next five years.

POLICY ANALYSIS:

The City of Courtenay has not reviewed its compensation policy for elected officials for eight years. Best practice in determining compensation includes a market analysis of similar provincial municipalities for elected officials, and is typically undertaken every five years.

The City of Courtenay's Strategic Priorities for 2016 – 2018 includes, "We focus on organizational and governance excellence." This requires ensuring that compensation for elected officials recognizes the time and effort necessary to them to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities.

Unlike union and exempt staff in the public and private sector, elected officials are in the challenging position of determining how to set their own compensation. While often perceived by the public and media as a conflict, this can be addressed through periodic, independent market reviews of compensation in other similar municipalities, and through transparent discussion in open council meetings.

CAO RECOMMENDATIONS:

That based on the March 6th 2017 staff report "Council Remuneration Market Review", Council determine how to revise the City's current Annual Council Remuneration Bylaw No. 2548 (2008) to reflect the current remuneration for elected officials in other similar BC municipalities.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The City's bylaw #2548 (attached) adopted on July 21, 2008 established the annual remuneration for Courtenay's Mayor and Councillors for years 2009 and 2010. For each subsequent year they would be

increased by the same percentage amount received by the City’s unionized employees. The Councillors annual remuneration represented 43% of the Mayor’s annual remuneration.

In 2016, compensation consultants Tim Dillon & Associates were retained to carry out a market review of the base salary compensation for City of Courtenay elected officials to assist Council in setting compensation over the next five years. The consultants contacted the 10 BC municipal governments listed below and collected information on annual base salaries for the mayor and councillors and other guaranteed annual payments.

1. Campbell River (District)
2. Cranbrook (City)
3. Esquimalt (District)
4. Mission (District)
5. North Vancouver (City)
6. Oak Bay (District)
7. Penticton (City)
8. Port Moody (City)
9. Vernon (City)
10. White Rock (City)

A summary of annual base salaries is in the table below. It should be noted that the City of North Vancouver and the City of Port Moody rates are considerably higher than the other eight local governments. Therefore, the consultants presented the findings for all 10 organizations and also for eight organizations (without North Vancouver and Port Moody).

Table 1 – 2016 Annual Base Salaries for Elected Officials (\$000)

	Mayor	Councillor	Mayor	Councillor
# Observations	10	10	8	8
P25	56.1	20.1	52.6	19.6
P50 (median)	65.7	21.9	61.8	21.2
P75	76.8	30.7	69.3	23.7
Average	66.2	24.5	59.1	21.9
City of Courtenay	51.4	22.1	51.4	22.1
City of Courtenay as percent of median	78%	101%	83%	104%

All local governments indicated the annual base salaries were one-third tax free.

DISCUSSION:

The consultant’s review indicates that Courtenay’s Councillor remuneration is within an acceptable proximity of the median market (slightly higher at 104%). However, the review indicates that our Mayor’s remuneration is significantly lower than the median market (83%). The review also indicates that overall, the mayor’s base salary ranges from 2.5 – 3 times the councillor’s base salary (the average for all 10 organizations is 2.7 times); Whereas Courtenay Mayor’s remuneration is only 2.3 times that of our remuneration for Councillors.

The review also showed that two organizations pay an annual amount of \$500 or \$950 and two others pay \$1,300 to each councillor as an acting mayor allowance. Courtenay does not pay any Acting Mayor allowance to Councillors.

FINANCIAL IMPLICATIONS:

In 2016, the City budgeted \$187,800 for Council remuneration. One-third of this remuneration is tax free as it is considered by the Canada Revenue Agency to be a municipal officer’s expense allowance. In 2016, the total of taxable and non-taxable remuneration was \$52,423 to the Mayor and \$22,740 to each Councillor.

Using 2016 information to adjust the Mayor’s remuneration to a value within the P50(median) range of the review that includes the Cities of North Vancouver and Port Moody, it will require an adjustment of \$13,277 which equates to a 25.32% increase. If the decision is made to use the same P50(median) range that excludes these Cities, the adjustment is \$9,377 or a 17.9% increase.

A budget adjustment will be required if Council decides to change the proportional distribution.

ADMINISTRATIVE IMPLICATIONS: None

ASSET MANAGEMENT IMPLICATIONS: None

STRATEGIC PRIORITIES REFERENCE:

Council plays a key role in

We focus on organizational and governance excellence

- We support and encourage initiatives to improve efficiencies
- We support meeting the fundamental corporate and statutory obligations
- We recognize staff capacity is a finite resource
- Communication with our community is a priority, and is considered in all decisions we make
- We responsibly provide services at a level which the people we serve are willing to pay

Area of Control
The policy, works and programming matters that fall within Council’s jurisdictional authority to act.

Area of Influence
Matters that fall within shared or agreed jurisdiction between Council and another government or party.

Area of Concern
Matters of interest outside Council’s jurisdictional authority to act.

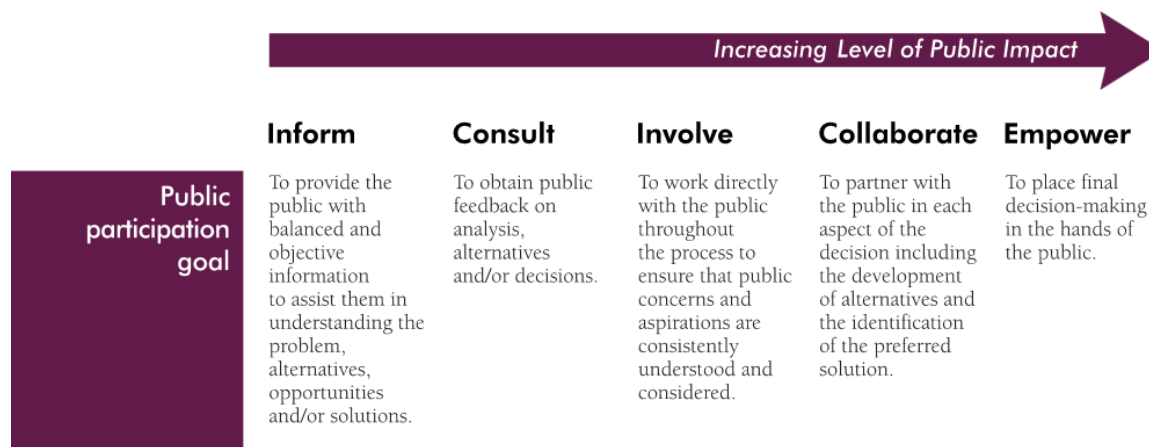
OFFICIAL COMMUNITY PLAN REFERENCE: None

REGIONAL GROWTH STRATEGY REFERENCE: None

CITIZEN/PUBLIC ENGAGEMENT:

Staff would **inform** the public based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

OPTION 1: That council amends bylaw #2548 to allow for an increase to the Mayor's current remuneration aligning it with the appropriate market median.

OPTION 2: That council amends bylaw #2548 to allow for annual increases to the Mayor and Councillors remuneration based on Canada's consumer price index (CPI) rather than based on the unionized employees' increases.

OPTION 3: That council make no changes to the current Mayor and Councillor's remuneration and continue to grant them the same annual increases as the City's unionized employees.

Prepared by:

Mickie Donley, CPHR
Manager of Human Resources

Prepared by:

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 2240-20

From: Chief Administrative Officer

Date: March 6, 2017

Subject: Consent Agreement for Financial Charges – Playtime Gaming Group

PURPOSE:

The purpose of this report is to request that Council authorize the Mayor and Director of Legislative Services to sign the consent agreement for financial charges related to the Chances Casino property.

CAO RECOMMENDATIONS:

That based on the March 6, 2017 staff report “Consent Agreement for Financial Charges – Playtime Gaming Group”, Council authorizes the Mayor and Director of Legislative Services to sign the consent agreement attached as **Attachment No.1**.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In 2011 the City acquired an option to purchase a portion of the casino property located at 361 Hunt Road for the potential construction of an extension of Tunner Drive. This option to purchase is in addition to the land that is required to be dedicated to the City through a covenant entered into at the time of a rezoning application in 2011.

DISCUSSION:

As the City has an interest in the land by way of an option to purchase we are required to sign a consent form prior to any changes to the financial charges. Gateway Casinos is refinancing its current credit facility related to the casino property and as part of the refinancing Gateway is required to grant a security interest in its assets, as was done for the current credit facility. Under their current agreement, Gateways lenders require them to seek the City’s consent in order to grant such security interest.

A similar consent agreement was signed by the City in 2015 and staff have confirmed with municipal solicitors that there is no risk to the City in signing the consent.

FINANCIAL IMPLICATIONS:

There are no direct financial implications related to signing the consent agreement.

ADMINISTRATIVE IMPLICATIONS:

Staff have spent approximately 2 hours reviewing and preparing this report.

ASSET MANAGEMENT IMPLICATIONS:

There are no direct asset management implications related to signing the consent agreement.

STRATEGIC PRIORITIES REFERENCE:

Signing this agreement is within Council’s area of control and specifically aligns with the strategic priority to support meeting the fundamental corporate and statutory obligations of the City.



OFFICIAL COMMUNITY PLAN REFERENCE:

Signing agreements of this nature are not referenced in the Official Community Plan.

REGIONAL GROWTH STRATEGY REFERENCE:

Signing agreements of this nature are not referenced in the Regional Growth Strategy.

CITIZEN/PUBLIC ENGAGEMENT:

There is no public engagement required for this request.

OPTIONS:

OPTION 1: Authorize the Mayor and Director of Legislative Services to sign the agreement. (Recommended)

OPTION 2: Do not authorize the Mayor and Director of Legislative Services to sign the agreement.

Prepared by:

Ian Buck, MCIP, RPP
Director of Development Services

Attachment: Consent Agreement

Attachment No.1

CONSENT AND AGREEMENT

WHEREAS:

- A. Playtime Gaming Group Inc. is the registered owner (the "**Owner**") of the lands legally described as PID 027-151-891, Lot A Section 14 Comox District, Plan VIP83482, and civically described as 361 Hunt Road, Courtenay, British Columbia (the "**Lands**");
- B. There is registered against the title to the Lands an option to purchase (the "**Option to Purchase**") the Highway Area (as defined therein) registered on May 18, 2011 under number FB414633 in favour of The Corporation of the City of Courtenay ("**City of Courtenay**") and attached hereto as Schedule A;
- C. Pursuant to Section 6.4 of the Option to Purchase the Owner shall not grant or register or permit any new encumbrances of any kind on the Lands which affect or may affect the Highway Area (as defined therein) unless the Owner has obtained the prior written consent of the City of Courtenay to such encumbrance.
- D. Pursuant to a share purchase agreement dated as of December 17, 2015 (the "**Share Purchase Agreement**") among, *inter alia*, Gateway Casinos & Entertainment Limited ("**Gateway**"), as purchaser, and the vendors party thereto (collectively, the "**Vendors**"), Gateway acquired control over all of the issued and outstanding shares in the capital of the Owner from the Vendors (the "**Acquisition**");
- E. Pursuant to a Consent Agreement dated December 24, 2015, the City of Courtenay consented to and acknowledged the granting by PT Courtenay Enterprises Ltd., as predecessor by amalgamation to the Owner ("**PT Courtenay**") of security interests over all of PT Courtenay's present and after-acquired assets (including, without limitation, the Lands);
- F. Gateway is refinancing its existing credit facilities pursuant to (a) a senior secured credit facilities under a credit and guaranty agreement dated as of February 22, 2017 (as amended, amended and restated, supplemented or otherwise modified from time to time, the "**Credit Agreement**") among, *inter alia*, Gateway, as borrower, Bank of Montreal, as the Administrative Agent (as defined in the Credit Agreement), BNY Trust Company of Canada, as collateral agent (the "**First Lien Collateral Agent**"), the subsidiary guarantors named therein (including the Owner), the initial lender parties named therein, and the other parties from time to time party thereto and (b) a second lien bond offering under a note indenture dated as of on or about February 22, 2017 (as amended, amended and restated, supplemented or otherwise modified from time to time, the "**Note Indenture**") among, *inter alia*, Gateway, Computershare Trust Company of Canada, as collateral agent (the "**Second Lien Collateral Agent**" and together with the First Lien Collateral Agent, the "**Collateral Agents**") and Computershare Trust Company of Canada and Computershare Trust Company, N.A., in their capacity as indenture trustees (the "**Trustees**") pursuant to the Note Indenture;

- G. As a condition of the Credit Agreement, the Owner has agreed to grant, *inter alia*, the First Lien Charge (as defined below) in favour of the First Lien Collateral Agent, for and on behalf of the lenders under the Credit Agreement;
- H. As a condition of the Note Indenture, the Owner has agreed to grant, *inter alia*, the Second Lien Charge (as defined below) in favour of the Second Lien Collateral Agent, for and on behalf of the noteholders under the Note Indenture; and
- I. The City of Courtenay has agreed to consent to the grant of the Charges (as defined below) by the Owner.

IN CONSIDERATION OF THE PREMISES and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged and agreed to by the Administrative Agent, the Collateral Agents and the City of Courtenay, the parties consent and agree as follows:

- 1 Pursuant to Section 6.4 of the Option to Purchase, the City of Courtenay hereby consents to the grant and registration of the mortgage and charge over the Lands in favour of the First Lien Collateral Agent for the benefit of the lenders (the "**First Lien Charge**").
- 2 Pursuant to Section 6.4 of the Option to Purchase, the City of Courtenay hereby consents to the grant and registration of the mortgage and charge over the Lands in favour of the Second Lien Collateral Agent for the benefit of the lenders (the "**Second Lien Charge**" and together with the First Lien Charge, the "**Charges**").
- 3 Each Collateral Agent and the Administrative Agent agrees, upon the request of the City of Courtenay, to:
 - (a) cause to be executed and delivered by it, the application to deposit the subdivision plan referred to in the Option to Purchase;
 - (b) if the City of Courtenay acquires the Highway Area as a fee simple parcel, execute a registrable discharge of the applicable Charge, to the extent such Charge applies to the Highway Area, if a form of registrable discharge is provided to it; and
 - (c) subordinate the Charges to any new charges required to be registered as a condition of subdivision approval.
- 4 Neither the Administrative Agent nor the Collateral Agents may file a notice of objection pursuant to section 242 of the *Land Title Act* (British Columbia).
- 5 Neither the Administrative Agent nor the Collateral Agents may assign its interest in the Charges without the prior written consent of the City of Courtenay to such assignment, which consent may be withheld until such time as the assignee agrees to enter into an agreement with the City of Courtenay on the terms set out in this Consent and Agreement.

- 6 This Consent and Agreement may be executed in any number of counterparts and by different parties on separate counterparts, each of which when executed and delivered, shall be deemed to be an original and all of which, when taken together, shall constitute but one and the same Consent and Agreement. Delivery of an executed counterpart of this Consent and Agreement by facsimile or other electronic method of transmission shall be equally as effective a delivery of an original executed counterpart of this Consent and Agreement. Any party delivering an executed counterpart of this Consent and Agreement by facsimile or other electronic method of transmission shall also deliver an originally executed counterpart of this Consent and Agreement but the failure to deliver an originally executed counterpart shall not affect the validity, enforceability and the binding effect of this Consent and Agreement.

[signature page follows]

DATED this _____ day of February, 2017.

**THE CORPORATION OF THE
CITY OF COURTENAY** by its authorized
signatories:

Name:
Title:

Name:
Title:

Consent and Agreement - City of Courtenay

DATED this ____ day of February, 2017.

BNY TRUST COMPANY OF CANADA, as
First Lien Collateral Agent by its authorized signatory(ies)

Name:
Title:

Name:
Title:

BANK OF MONTREAL, as
Administrative Agent by its authorized signatory(ies)

Name:
Title:

Name:
Title:

COMPUTERSHARE TRUST COMPANY OF CANADA,
as Second Lien Collateral Agent by its authorized signatory(ies)

Name:
Title:

Name:
Title:

Consent and Agreement - City of Courtenay

DATED this _____ day of February, 2017.

COMPUTERSHARE TRUST COMPANY OF CANADA,
as Trustee by its authorized signatory(ies)

Name:
Title:

Name:
Title:

COMPUTERSHARE TRUST COMPANY, N.A.,
as Trustee by its authorized signatory(ies)

Name:
Title:

Name:
Title:

Consent and Agreement - City of Courtenay

SCHEDULE A
OPTION TO PURCHASE

See attached.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: List of Grants-in-Aid Requests

File No.: 1850-01
Date: March 6, 2017

PURPOSE:

The purpose of this report is to present Council with a list of groups requesting grant funding from the City under the Grants in Aid Policy.

POLICY ANALYSIS:

This report is presented as per Council's guidelines approved in the October 2016 Grants-in-Aid policy:

GRANT POLICY 1850-00

Moved by Hillian and seconded by Lennox that based on the October 31, 2016 staff report "Grants in Aid and Matching Grant Program – Affordable Housing Initiatives", Council select Option 1 approving the Provision of Grant-in-Aid and Other Forms of Financial Support Policy #1850.00.04 as presented; and further that the Grants-in-Aid policy #1850.00.02 and Matching Grant Program-Affordable Housing Initiatives policy #1850.00.03 be rescinded.

EXECUTIVE SUMMARY:

In 2016, the City revised and adopted a Grants-in-Aid Policy to respond to requests from Comox Valley community organizations seeking financial assistance in a variety of different forms. To create a transparent and efficient process, the policy was updated and a deadline set for the receipt of applications. This report is submitted to provide Council with the list of entities requesting Grants-in-Aid from the City and assist Council in determining which requests to approve.

CAO RECOMMENDATIONS:

That based on the March 6, 2017 staff report, "List of Grants-in-Aid Requests", Council approve Option 1 to direct Staff to remit Grant-in-Aid payments to all applicants as noted in the Grants-in-Aid list and that no additional Grant-in-Aid or Financial Aid requests be further considered until 2018.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

In response to requests from the City for financial aid and grant assistance in the Comox Valley and City of Courtenay, a Grants-in-Aid Policy was created and adopted by Council. The previous policies dated back to 2001 and 2006 and were outdated in relation to current circumstances. In late October 2016, Council approved an updated and consolidated Grants-in-Aid policy for the public to follow. The deadline for receipt of 2017 Grants-in-Aid applications was set at January 31, 2017.

DISCUSSION:

The intent of the policy is to provide a process and criteria that applicants follow when requesting financial assistance from the City (see Attachment # 1 – Grants-In-Aid Policy). Attachment number 2 is the current 2016 – 2018 Gaming Fund allocation policy. Attachment number 3 shows the list of community organizations applying for grant funding or additional funding from the City. The dollar amount of requests varies from \$3,000 to \$50,000 and the reasons for the requests vary from funding for youth music summer camp to assistance for supportive housing projects in Courtenay.

The Comox Valley Art Gallery presented to council on December 19, 2016 to request an additional \$20,000 to their existing \$65,000 per year allocation, and they submitted a business case to staff on February 6, 2017. Based on this business case, and in consultation with the gallery, staff recommends increasing the annual grant amount of \$10,000 to supplement their core funding. Further, through the City budget process staff will be recommending an allocation of \$15,000 to business planning for the art gallery and the other cultural groups currently funded by the City, which include the Courtenay & District Historical Society, and the Sid Williams Theatre Society. The resulting business plans will clarify the rationale and sustainability of the funding and services delivered by each organization.

When adjudicating grant applications, the City follows its Grant-in-Aid policy, its 2016-2018 Strategic Priorities as well as provincial legislation. One applicant (Comox Valley Economic Development Society, a non-profit society) is requesting \$90,000 of funding from the City for the promotion of a tech incubator project in the City's downtown core. They are seeking financial support for the planning process of this incubator, start-up related tenant improvements, marketing and attraction efforts which includes legislative support. The Downtown Courtenay Business Improvement Association, a non-profit organization, is requesting \$25,000 of new funding for BIA signage (banners), wayfinding and website revitalization.

Sections 25 (1) of the Community Charter states the following:

- “**25** (1) Unless expressly authorized under this or another Act, a council must not provide a grant, benefit, advantage or other form of assistance to a business, including
- (a) any form of assistance referred to in section 24 (1) [*publication of intention to provide certain kinds of assistance*], or
 - (b) an exemption from a tax or fee.

The Community Charter defines “business” as:

"business" means

- (a) carrying on a commercial or industrial activity or undertaking of any kind, and
- (b) providing professional, personal or other services for the purpose of gain or profit,

but does not include an activity carried on by the Provincial government, by corporations owned by the Provincial government, by agencies of the Provincial government or by the South Coast British Columbia Transportation Authority or any of its subsidiaries.”

Subsections 271-274 of the Local Government Act provide further guidance with respect to whom the City can provide grant funding.

Based on the information noted above, the City should not provide a Grant-in-Aid for tenant improvements proposed by CVEDS, but could provide funding for the remaining two pieces of their request. All other entities would be eligible to receive a grant if Council so chooses.

The funding source for Grants-In-Aid Policy is the City’s Gaming Funds. The BC Government allows host local governments to use Gaming Fund revenues for “any purpose within their legal authority”. As a host local government, during the period of 2014/2015 Courtenay received on average over \$900,000 of the total \$95.8M provided to host governments province wide (see BC Government, Gambling Revenue distributed in Fiscal Year 2014/2015).

The attached list of applicants can also apply to the provincial government for grants via the “non-profit community organizations” category. In 2014/2015, the province provided \$134.8 M of grants to various organizations as noted in the list below:

Category of Applications	Community Gaming Grants		Special One Time Grants		Total	
	Qty*	Amount	Qty*	Amount	Qty*	Amount
Arts and Culture	674	\$17,178,880.00	3	\$305,000.00	677	\$17,483,880.00
Environment	110	3,399,325.00		0.00	110	\$3,399,325.00
Human and Social Services	1,647	66,274,244.00	3	348,500.00	1,650	\$66,622,744.00
PAC and DPAC ●	1,507	11,483,980.00		0.00	1,507	\$11,483,980.00
Public Safety	136	7,159,251.00	1	208,000.00	137	\$7,367,251.00
Sport	894	27,710,620.00	4	850,000.00	898	\$28,560,620.00
Total (paid grants)	4,968	\$133,206,300.00	11	\$1,711,500.00	4,979	\$134,917,800.00

The provincial government restricts itself to particular gaming revenue categories but local host governments are completely unrestricted and can use those funds in any capacity necessary. Historically, the City’s use of categories was devised as a means to provide a guide to spending the gaming funds. Since the use of Gaming Funds for local government is unrestricted, payments assigned to Grants-In-Aid could be allocated for other City priorities such as:

- Capital renewal via the Asset Management program;
- Cost reduction for increased capacity to address sustainable service delivery;
- Cost reduction for rising RCMP staffing or investigation costs incurred over the course of a year;
- Financial resource for subsequent strategic land purchases or,
- Tax reductions for residents of the community.

In 2012 there was only 1 request for funding. Since that time, the number of requests has increased to 10 in 2016 and 12 in 2017. The trend appears to be that there will be more and more demand for Grant-in-Aid payments in future years. It may be advantageous for Council to set a fixed annual ceiling for Grant-in-Aid payments in order to limit the amount of revenue being distributed. As well, once Grants are assigned,

no subsequent or new requests should be entertained until the following year. Any deviation from the current process will undermine the authority of the existing policy.

For 2018, the deadline for applications will be **August 1, 2017**.

FINANCIAL IMPLICATIONS:

The City's practice has been to only distribute Gaming funds collected from a previous year, following pre-defined categories (Arts and Culture, Public Safety/Security, Infrastructure Works, Council Initiatives and Projects, Social/Societal Initiatives, Green Capital Projects and Innovation). The latter three categories have typically been under-utilized, but in 2016 those residual dollars were used to purchase a strategic property in Courtenay. As of December 31, 2016 the Gaming Fund account had \$1,373,174 which includes 2016's allotment. If that amount is removed, the remaining dollars available for 2017 Grant-in-Aid applications is \$400,000.

For 2017, the total amount of Grant-In-Aid requests for additional or new funding is \$289,556. Back to the Fibre Event has not requested a specific dollar amount and whatever Council decides, will be added to the total request.

As noted above, any amount used for Grants-In-Aid can be directed for use in other local government areas, such as contribution to reserves, or any other legal municipal purpose.

ADMINISTRATIVE IMPLICATIONS:

Staff will process payments to those organizations Council selects from the list noted in attachment # 2. Correspondence will be submitted with the cheque issued to the group noting key dates required for the upcoming grant application process. It is expected that a minimum of 3 hours will be required to complete this process in 2017.

Once this process becomes common knowledge in the community, there will be higher demand placed on Staff time and resources when processing applications and approved payments to successful applicants. It is too early to predict the amount of future resources that will be required.

ASSET MANAGEMENT IMPLICATIONS:

Utilization of Gaming Funds for Grants-in-Aid reduces the amount of revenues available for the renewal of the City's assets and infrastructure.

STRATEGIC PRIORITIES REFERENCE:

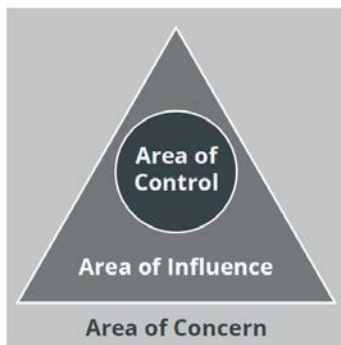
Providing financial resources to organizations in the community and the Valley is a means for the City to follow its strategic priorities of supporting housing diversity and investing in key relationships as noted in its 2016-2018 Strategic Priorities.

We support diversity in housing and reasoned land use planning

- Support densification aligned with community input and regional growth strategy
- Assess how city-owned lands can support our strategic land acquisitions and disposals
- ▲ Support initiatives and incentives to encourage lower cost housing
- Proactively pursue housing diversity and advocate for senior government support

We invest in our key relationships

- We value and recognize the importance of our volunteers
- We will continue to engage and partner with service organizations for community benefit
- ▲ We actively engage with our K'ómoks First Nation neighbours on issues of mutual interest and concern
- ▲ We advocate and cooperate with other local governments and senior governments on regional issues affecting our city



● **Area of Control**

The policy, works and programming matters that fall within Council's jurisdictional authority to act.

▲ **Area of Influence**

Matters that fall within shared or agreed jurisdiction between Council and another government or party.

■ **Area of Concern**

Matters of interest outside Council's jurisdictional authority to act.

OFFICIAL COMMUNITY PLAN REFERENCE:

N/A

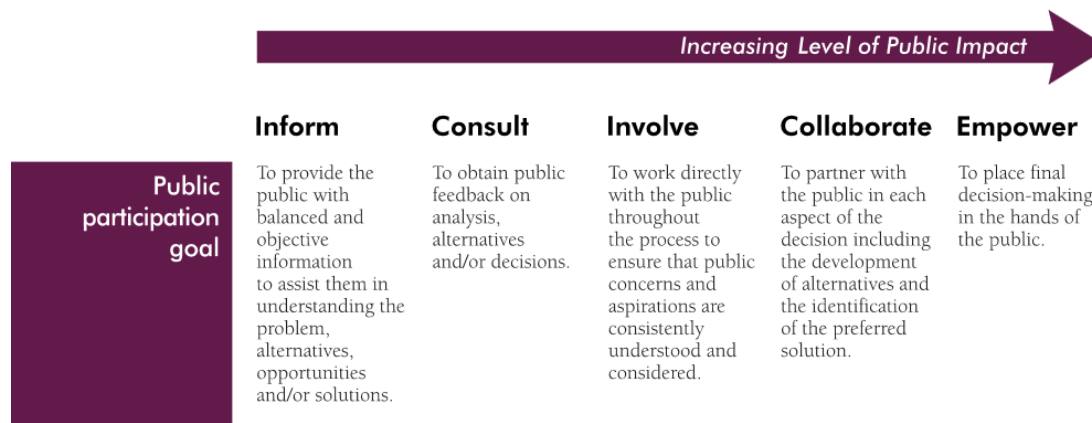
REGIONAL GROWTH STRATEGY REFERENCE:

N/A

CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform the public based on the IAP2 Spectrum of Public Participation:

http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf



OPTIONS:

1. That Staff be directed to remit Grant-in-Aid payments to all applicants noted in the Grants-in-Aid list and that no additional Grant-in-Aid or Financial Aid requests will be considered until 2018.
2. That Staff be directed to remit Grant-in-Aid payments to select applicants up to a maximum of \$200,000 and that no additional Grant-in-Aid or Financial Aid requests be considered until 2018 with unallocated Gaming Funds to be applied to future 2018 Council strategic initiatives; or,
3. That Staff be directed to remit Grant-in-Aid payments to all applicants up to a maximum of \$200,000 and that any unspent Gaming Funding be applied to offset 2017 tax increases.

Prepared by:



Brian Parschauer, BA, CPA-CMA
Director of Financial Services

Attachments:

1. Grants-in-Aid Policy 1850.00.04
2. 2016 – 2018 Annual Gaming Fund Distribution
3. List of Grant Applicants

City of Courtenay**Policy**

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Section: 5 - Finance	Policy # 1850.00.04
Subject: Provision of Grant-in-Aid and other Forms of Financial Support	Revision #

PURPOSE:

The purpose of this policy is for Council to provide criteria to identify the appropriateness and suitability of applications from organizations requesting Grants-in-Aid and other forms of financial support from the City of Courtenay. Council decisions with respect to the provision of these forms of support will be made after carefully reviewing all applications and in conjunction with annual budgetary planning.

POLICY:

The City has limited financial resources available for the provision of Grants-in-Aid or other forms of financial support to special interest groups. In order to be consistent and fair to all applicants, the following criteria must be met:

- 1. Entity must complete the Application and provide correspondence to City Council:**
 - a. identifying who they are and whether they are a “for-profit” or “not-for-profit” organization,
 - b. what special interest they represent and a demonstrated financial need,
 - c. how much grant-in-aid or other financial commitments from the City they are requesting,
 - d. describe what project the resources will be used for,
 - e. describe how the project will benefit the community of the City of Courtenay and the greater Comox Valley region,
 - f. provide the project business case in terms of confirmation of need and demand, project sustainability, capital budget plan and operating budget plan if applicable, (*exclude if request is below \$10,000*),
 - g. provide the organization’s audited financial statements for the past three years, (*provide prior year financial information if request is below \$10,000*),
 - h. identify projects in the Comox Valley they have successfully completed, (*exclude if request is below \$10,000*),
 - i. identify whether they are receiving or soliciting any other form of supplementary City funding, subsidy or fee reductions relative to the application;
 - j. identify other requests or receipt of funding from other organizations and Comox Valley local governments; and,
 - k. identify what City support they have received in the past five years and how it has been used.

AUTHORIZATION: CoW 1.00.03

DATE: October 31, 2016 CoW

Section: 5 - Finance	Policy # 1850.00.04
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2. Organizations must be based in the City of Courtenay. Funding is **not** available for individuals.
3. Organizations must identify and provide proof of supplementary funding payments or agreements from external sources supporting their initiative. Provincial and Federal funding agreements or correspondence identifying dollar amounts must be provided for Council information.
4. A Council resolution must authorize and determine the grant in aid payment or any other financial commitment from the City.
5. Grants-in-Aid and other commitments must be used for the purpose intended. City resources cannot be used to provide any type of assistance to other organization(s) working in tandem with the applicant.
6. Payments will only be issued upon direction provided by the Chief Administrative Officer or Director of Finance.
7. **Gaming Funds will be the primary funding source for all monetary commitments to organizations or entities requesting assistance.**
8. Grants or other City resources cannot be used for illegal purposes or anything disallowed by the Community Charter.
9. Applicants must publicly acknowledge the City of Courtenay’s contribution.
10. Applications must be submitted by **August 1st of each year**, to the Director of Finance using the prescribed application form. The Director will review the applications for completeness and arrange contact with applicants for additional information as necessary.
11. The Director of Finance will present a summary report of the applications, relative to the eligibility criteria, to Council and arrange for delegations to Council as necessary.
12. Within one year of the date of receipt of the grant, entities must provide an independent reporting of how the grant was utilized and the outcomes of the dollars received.

AUTHORIZATION: CoW 1.00.03	DATE: October 31, 2016 CoW
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13. Grants-in-Aid shall be considered on a year-to-year basis and continuing support should not be anticipated.

SCOPE:

This policy applies to all grant-in-aid and financial requests submitted to the City of Courtenay. Authority for, and restrictions on the provision of, any form of assistance is provided under The Community Charter, Sections 8(1), 24 and 25. Preference will be given to organizations who can demonstrate a request that promotes the City's strategic priorities as identified in the Strategic Priorities found on the City's webpage.

RELATED DOCUMENTS:**RESPONSIBILITY:**

City of Courtenay council members are responsible for adopting policies that manage the financial resources of the community. These policies must recognize the budgetary demands of City operations as a whole and be responsive to public perceptions and constraints. There is a limited sum of tax dollars and external revenue sources available for grants to organizations.

The Chief Administrative Officer or Director of Finance has responsibility for processing all payments.

REVIEW DATE:

This policy has an intended life of 20 years, or less dependent on the discretion of Council of-the-day.

AUTHORIZATION: CoW 1.00.03	DATE: October 31, 2016 CoW
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City of Courtenay Grant Application Form

Financial Services Department
830 Cliffe Avenue, Courtenay V9N 2J7
250-334-4441 | finance@courtenay.ca

Full Name of Corporation, Association, Society or Organization:	
Your Name:	
Position Held With the Organization:	
Your Mailing Address:	
Phone #:	Email:
Mailing Address of Organization (if different):	
Two Other Officials in Organization (i.e. President, Manager, Etc.)	
A. Name:	B. Name:
Title:	Title:
Day Phone #:	Day Phone #:
Email:	Email:
Date Org. (or Chapter) established:	Societies Act Registration No.:
Are you registered as a charity? <input type="checkbox"/> Yes <input type="checkbox"/> No	Charitable Registration No.:
INFORMATION FOR REVIEW OF GRANT APPLICATION:	
Please provide details of the activities of your organization:	
Describe what target group this will benefit and the opportunities that will be provided to the community or the region:	
If your request will be used for affordable housing, how many affordable units will your initiative create? If your request will be used for other reasons, identify what community efforts or initiatives will benefit from the resources provided to your organization.	

If this grant application for affordable housing, what is the location of your housing initiative?

Street Address:	Legal Description:
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List the grant amount or various forms of support requested:

EVENT	REQUEST TYPE	AMOUNT	DETAILS
<i>e.g. July 1st Parade</i>	<i>Grant</i>	<i>\$5,000</i>	

- Attach other information pertinent to your application:
 - a. Copy of Business Case for project being completed in Courtenay;
 - b. Copy of Organization’s Audited Financial Statements;
 - c. List of other similarly related projects completed in the Comox Valley region;
 - d. List of other requests or receipt of funding from other Organizations and Comox Valley local governments;
 - e. List of other forms of support requested from the City of Courtenay (Provide a list & dollar amount requested); and,
 - f. List of other provincial, federal, regional funding being pursued to support this project.

- Provide a spreadsheet that identifies, within the past five years, what size of grant has been provided to the organization/entity and what outcomes were achieved as a result of receipt of the funding.

By signing below the applicant confirms the following:

I certify that I am authorized to complete this form on behalf of the applicant, and have knowledge of the facts used herein.

Applicant Signature:		Date:
Witness Signature:		Date:

NOTE:

- The personal information on this form is collected for the purpose of an operating program of the City of Courtenay as noted in Section 26(c) of the *Freedom of Information and Privacy Act*. If you have any questions about the collection and use of this information, please contact the Director of Financial Services at 250-334-4441.
- To request a grant for the 2017 budget year, please complete and submit this form by January 31, 2017.**
For future years, the application must be received by August 1st in the year PRIOR to the taxation year for which the grant is requested. For example, to be considered in the 2018 budget, please submit the form by August 1, 2017.
- Grant Applications are to be submitted to:
 City of Courtenay, attention Director of Financial Services
 830 Cliffe Avenue, Courtenay, B.C. V9N 2J7

Office Use Only: Authorized City of Courtenay Approval	Name:	Signature:	Date:
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2016 - 2018 Approved Schedule of Annual Gaming Funds Distribution

Distribution: Major Categories	Distributions -2016		Distributions -2017		Distributions -2018	
	Estimated Annual Funds Available	\$ 875,000	Estimated Annual Funds Available	\$ 885,000	Estimated Annual Funds Available	\$ 895,000
Support Downtown Arts and Culture	CV Art Gallery	\$ 65,000	CV Art Gallery	\$ 65,000	CV Art Gallery	\$ 65,000
	Ctny & Dist Historical Society	\$ 50,000	Ctny & Dist Historical Society	\$ 50,000	Ctny & Dist Historical Society	\$ 50,000
	Sid Williams Theatre Society	\$ 105,000	Sid Williams Theatre Society	\$ 105,000	Sid Williams Theatre Society	\$ 105,000
	Downtown cultural events	\$ 5,000	Downtown cultural events	\$ 5,000	Downtown cultural events	\$ 5,000
		<u>\$ 225,000</u>		<u>\$ 225,000</u>		<u>\$ 225,000</u>
Council Initiatives & Projects	Purple ribbon Campaign	\$ 3,500	Purple ribbon Campaign	\$ 3,500	Purple ribbon Campaign	\$ 3,500
	Bus shelters - 3 per year	\$ 30,000	Bus shelters - 3 per year	\$ 30,000	Bus shelters - 3 per year	\$ 30,000
	Other projects and initiatives	\$ 41,500	Other projects and initiatives	\$ 41,500	Other projects and initiatives	\$ 41,500
		<u>\$ 75,000</u>		<u>\$ 75,000</u>		<u>\$ 75,000</u>
Public Safety / Security	Policing - fund two officers	\$ 375,000	Policing - fund two officers	\$ 385,000	Policing - fund two officers	\$ 395,000
Social / Societal Initiatives	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000
Infrastructure Works	Reserve funds for third bridge crossing	\$ 100,000	Reserve funds for third bridge crossing	\$ 100,000	Reserve funds for third bridge crossing	\$ 100,000
Green Capital Projects / Innovation	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 50,000	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 50,000	Council supported initiatives to achieve outcomes of reduced greenhouse gas emissions, cleaner air, cleaner water	\$ 50,000
Total Annual Distribution		<u>\$ 875,000</u>		<u>\$ 885,000</u>		<u>\$ 895,000</u>

City of Courtenay
2017 Grant Applications

Name of Organization / Society	Purpose	Additional / New Amount Requested	Other forms of subsidy requested	Current Gaming Contribution	Other Financial support provided by the City	Total Financial Support
		Gaming Fund	Tax dollars	Gaming Fund	Tax dollars	
Courtenay July 1st Committee	City of Courtenay's Canada Festival -Other forms of subsidy up to a value of 20k (funded by tax dollars) and 5k to cover insurance (Gaming Fund)	\$ 25,000	-Use of staff time -Use of City's facilities, grounds and equipment -Road closure & signage -Marketing support (contact at the City : Scott Mossing)	\$ 5,000	\$ 20,000	\$ 50,000
Comox Valley Youth Music Centre	50th CYMC anniversary Immersion Summer Camp (lodging, food, signage, travel and facility rentals)	\$ 4,500	-Rental of Simms Park -Rental of Native Sons Hall			\$ 4,500
L'Arche Comox Valley	Construction of the 'I Belong Centre', a 6 units of supportive housing. L'Arche also benefits from a permissive tax exemption	\$ 40,000	No		\$ 7,032	\$ 47,032
Comox Valley Art Gallery Society	Annual Grant Funding (Dec.19 2016 Council resolution to consider additional funding for 2017). Request for an additional 20k (from 65k to 85k) - Staff suggest 10k only	\$ 10,000	No	\$ 65,000		\$ 75,000
Comox Valley Multicultural & Immigrant Support Society	-Lunar Festival Celebration (Feb 12) \$1200 -CV Multicultural Festival special for Canada 150 years celebration (Jun 30) \$1000 -Children after school culture program \$800	\$ 3,000	No			\$ 3,000
Back to the Fibre Event	2 day gathering featuring local artists, small local textile businesses & indigenous fibres (Mar 11-12) No amount specified - additional information to be provided	not specified				
The Alberni Project (TAP)	Support HMCS Alberni Museum and Memorial in Courtenay and The Alberni Project (TAP) mobile memorial and exhibit: -Museum Operations \$6000 -'BC at war' 4 month exhibit \$2000 -Host ANZAC Day \$1500	\$ 9,500	No			\$ 9,500
Comox Valley Nature (CVN) for the Wetland Restoration Project	Encourage the study of nature, stimulate the active interest in ecology and the protection, conservation and wise utilization of natural resources: Control and replacement of invasive plants (purchase of plants, fertilizer, soil and associated materials) \$3000	\$ 3,000	No			\$ 3,000
Downtown Courtenay Business Improvement Association	Weekly night market 4th Street : \$2500 (new) Downtown Wayfinding signage & BIA signage (banners): \$20,000 (new) Website revitalization : \$5000 (new) Support events and festivals (2016 agreement - already approved, year 2 of 3) : \$5000	\$ 27,500	No	\$ 5,000	\$ -	\$ 32,500
CVEDS - Tech Incubator Planning	Develop a detail business case analysis for hub	\$ 15,000	No			\$ 15,000
CVEDS - Facility specific start up costs	Communications, Connectivity & Related I.T.	\$ 50,000	No			\$ 50,000
CVEDS - Marketing and Tech Attraction	Matching funds (50% dollars) for tech attraction	\$ 25,000	No			\$ 25,000
CVEDS - Policy and Legislative	Collaboration on strategic project development		in-kind			\$ -
Habitat for Humanity Vancouver Island North Society	First phase of a 10-unit project : DCC Fees - Unit 1 : \$4,278 DCC Fees - Unit 2 : \$4,278 On site Servicing for 1330 Lake Trail Road : \$40,000 The Society also benefits from a permissive tax exemption.	\$ 48,556	No		\$ 590	\$ 49,146
Comox Valley Arts	Operational support : \$12,500 Poet Laureate : \$1000 Mural Program : \$10,000 Cultural Inventory Elevate Details : \$5000	\$ 28,500	na			\$ 28,500
Total Grant requested for 2017		\$ 289,556		\$ 75,000	\$ 27,622	\$ 392,178



MEMORANDUM

To: Council
From: Director of Recreation and Cultural Services
Subject: Community Volunteer Income Tax Program

File No.: 8020-20 CVITP
Date: February 22, 2017

ISSUE:

To inform Council of the status of the Community Volunteer Income Tax Program (CVITP).

BACKGROUND:

The Volunteer Income Tax Preparation Clinic is a program of the Canada Revenue Agency (Canada RA) that permits trained volunteers to prepare income tax returns at no charge to the client, provided the client does not exceed the suggested income criteria. Local agencies register annually with the Canada RA to deliver the program. Locally the program was initiated and organized by the Evergreen Club and coordinated by the former Manager of Recreation Services at the Florence Filberg Centre. Initially the intention was to offer the program to Evergreen Club members only, however it was discovered that the Canada RA requires that the program be open to all clients who meet the suggested income criteria. From that point forward, the Courtenay Recreational Association (Courtenay RA) registered to deliver the program to the entire community rather than the Evergreen club.

At peak times, approximately 60% of the Florence Filberg Centre Reception staff time is being consumed by this program. This creates a backlog on core recreation services and affects the staff's ability to carry out their duties without added pressure.

City staff has access to personal information of clients. This poses a liability since they are not authorized by the Canada RA or trained in the handling of this information. The storage of the personal information from the log sheets and the tax returns at the Florence Filberg Centre is also a concern. Some returns are not picked up by the client and remain stored at the City facility in a location which experiences high volumes of traffic.

KEY CONSIDERATIONS:

At the end of 2016, City staff approached a local established social services provider to take on the program as the organization has existing CVITP in other communities. After several meetings and discussions to clarify the amount of time and resources required to take on the program, the organization decided not to proceed.

City Staff in consultation with the Courtenay RA Evergreen Club, discussed options of cancelling the program or having the program continue at a reduced service level that did not involve the Florence Filberg Centre reception staff time. It was agreed by all parties that cancelling the program could generate a major service gap that would be viewed negatively by both Evergreen Club members and marginalized populations.

In consultation with the Courtenay RA Evergreen Club along with the tax program volunteers, the program will now be run in entirety by the Courtenay RA within the resources already set aside for the Evergreen Club club's use. Clients will no longer be booked into appointments using the City's scheduling software. The clinic will now be a drop in clinic entirely serviced and supported by the Courtenay RA's volunteer tax preparers. It will be held between 1PM to 4PM four days a week and from March to the end of April, using a room already booked for programs by the Evergreen

Club. During the rest of the year, clients will be able to drop off their tax returns once day per week to a designated location at the Florence Filberg Centre, staffed by the tax preparation volunteers.

Procedures have now been incorporated as part of the Courtenay RA's CVITP program so that access to the tax clinic client's information is restricted to the Evergreen Club Coordinator and the tax preparation volunteers who have been trained and authorized by the Canada RA to handle these documents.

To ensure the program was able to proceed independently, the Courtenay RA Evergreen Club requested access to hardware. The City will donate equipment that was already slated for disposal: one laptop, one scanner/copier, and one cell phone.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'D Snider', written in a cursive style.

Dave Snider MBCSLA

Director of Recreation and Cultural Services

Community Volunteer Income Tax Program

Do you need help completing your tax return?

Community organizations across Canada host tax clinics where volunteers complete tax returns for eligible individuals. Volunteers prepare income tax and benefit returns for eligible individuals who have a modest income and a simple tax situation. There is no charge for this program, check page 2 to see if you qualify.

The Courtenay Recreational Association through The Evergreen Club
offers a drop in program at the
Florence Filberg Centre, 411 Anderton Avenue, Courtenay.

DATES: Thursday March 2 to Tuesday May 2, 2017

ROOM: Look for signs directing to the tax program room or table for drop offs, questions or pick-ups of completed returns.

TIMES: Tax Volunteer on duty from **1 pm to 4 pm**
On Mondays, Tuesdays, Thursday & Fridays (**not** on Wednesday afternoons)

Please Note

- No scheduled appointments, please drop in during the above scheduled times.
- All inquiries & questions should be directed to the tax volunteer on duty not the Florence Filberg Centre reception desk.
- Bring all your tax information with you to leave with the tax volunteer on duty.
 - T slips, medical and charitable receipts, if you are claiming the disability credit, also bring your letter from the CRA showing that you are eligible for tax year 2016.
- Returns can be typically picked up in one week.
 - Pick up completed returns from the tax volunteer on duty not the Florence Filberg Centre reception desk.
- Returns and tax information not picked up will be destroyed after 30 days.
- **Due to Canada Revenue Agency requirements** and to ensure taxpayer information remains secure and confidential, no drop offs, pickups or questions can be accepted at any other times.
- May to November 2017: volunteer tax service will be one day per week, day & time TBA

For more information please drop by during our posted times

to speak with an Evergreen Club tax volunteer.

Are you eligible for help?

- You may be eligible if you have a modest income **and** a simple tax situation.
- Your total family income should be less than the amount shown in the chart.
- Check with your community organization as some organizations have different requirements.

Income Level

Simple tax situation

Family size	Total family income
One person	\$30,000
One person with one dependant	\$35,000 (add \$2,500 for each additional dependant)
Couple	\$40,000 (add \$2,500 for each dependant)

In general, your tax situation is simple if you have no income or if your income comes from these sources:

- employment
- pension
- benefits such as CPP, disability, CCB, EI, social assistance
- RRSP
- support payments
- scholarships, fellowships, bursaries or grants
- interest (under \$1,000)

Your tax situation is **not** simple if you:

- are self-employed or have employment expenses
- have business or rental income and expenses
- have capital gains or losses
- file for bankruptcy
- are completing a tax return for a deceased person

**Other local organizations participating in the
Community Volunteer Income Tax Program**

Wachiay Friendship Centre
Comox Valley Transition Society
Comox Valley Head Injury Society
Comox Valley Lion's Club

Minutes of a City of Courtenay Heritage Advisory Commission meeting held January 11, 2017 at 10:00 a.m. at the City of Courtenay.

Present: L. Burns C. Piercy J. Hagen J. Fortin A. Ireson
Staff: E. Ferguson

for info.

Absent: L. Grant D. Griffiths R. Dingwall R. Smith

OPENING REMARKS L. Burns noted the passing of Griffin Llyod

ADDITIONS Annual Report & Heritage Tax Credit Bill

MINUTES Moved by A. Ireson and seconded by J. Fortin that the November 23, 2016 minutes be adopted as circulated

Carried

OLD BUSINESS

40 HOUSES Plaque has been received. L. Burns to coordinate installation with Parks Department in Spring.

COMMERCIAL BUILDING INVENTORY WORKSHOPS Work is still progressing. The next workshops are at the Museum on January 18 and 25th.

WORK PLAN 2016 – 2017 One of the key priorities is to find Archival Space for Heritage Commission documents. Minor Revisions were made to draft workplan (attached).

HERITAGE BC WEBINARS E. Ferguson reported that Heritage BC Webinars are continuing into the Spring. A reminder will be sent prior to the webinar date. City should be able to host dependent on budget and availability of meeting space.

REPORT ON HERITAGE CLOCKS Discussion on pursuing the appraisal of the clocks. Suggestion that this work be funded by the HAC annual budget if available or seek alternative funding from Council.

HARMSTON GRAVESITE TREES No further information to report. Discussion to continue once R. Dingwall is in attendance.

NEW BUSINESS
MUSEUM REPORT

CUMBERLAND HERITAGE FAIRE It will be held Saturday, February 18th. HAC to attend with a display on the Stewart Block.

ANNUAL REPORT Discussion on timing of Annual Report. Options include Jan/Feb reporting on calendar year. May/June reporting on active HAC session prior to breaking for summer or Sept/Oct reporting on previous session following summer break.

HERITAGE TAX CREDIT BILL Request for support was circulated.

CORRESPONDENCE

FOR YOUR INFORMATION

NEXT MEETING February 22, 2017 at 10am.

ADJOURNMENT at 12:00pm.


Chair

THE CORPORATION OF THE CITY OF COURTENAY

BYLAW NO. 2869

A Bylaw to Amend Road Closure Bylaw No. 2721, 2012

WHEREAS Council adopted Road Closure Bylaw No. 2721, 2012 on the 7th day of January 2013;

AND WHEREAS the plan attached to that Bylaw must be updated so that it may be registered at the Victoria Land Title Office in order to effect the road closure authorized by that Bylaw;

The Council of the Corporation of the City of Courtenay, in open meeting assembled, enacts as follows:

1. Road Closure Bylaw No. 2721, 2012 is amended:
 - (a) by removing the phrase “M.R. Kuss on the 10th day of August, 2012” in section 1 and replacing it with “Michael Hansen on the 20th day of March, 2015”;
 - (b) by replacing the plan attached as Schedule “A” with the plan attached to and forming part of this Amendment Bylaw as Schedule “1”.
2. The Mayor and Director of Legislative Services are authorized to execute and deliver such agreements, advertisement, plans and other documents as are required to give effect to the foregoing.
3. This Bylaw may be cited as “Road Closure Amendment Bylaw No. 2869, 2017”.

Read a first time this 6th day of February, 2017

Read a second time this 6th day of February, 2017

Read a third time this 6th day of February, 2017

Notice published in two editions of the Comox Valley Record on the 16th and 21st day of February, 2017

Finally passed and adopted this day of , 2017.

Mayor

Corporate Officer

