

# THE CORPORATION OF THE CITY OF COURTENAY

## NOTICE OF COMMITTEE OF THE WHOLE MEETING

**DATE:** Monday, January 29, 2018  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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### AGENDA

#### 1.00 STAFF REPORTS/PRESENTATIONS

1. Courtenay Canada Day Leadership Structure

#### 2.00 RESOLUTIONS OF COUNCIL

##### **1. Councillor Frisch – Development Planning and Process**

*WHEREAS the City of Courtenay is a desirable place to live and;*

*WHEREAS Development Services have a significant number of applications and;*

*WHEREAS it is in the City's best interest to plan for future growth, and have a timely and efficient development process;*

*THEREFORE BE IT RESOLVED that staff propose terms of reference for a committee of Council to make recommendations on development planning, the development application process, and the subdivision review process, and that staff prepare the proposal for the first council meeting in February.*

##### **2. In Camera Meeting**

That notice is hereby given that a Special In-Camera meeting closed to the public will be held January 29<sup>th</sup>, 2018 at the conclusion of the Committee of the Whole Meeting pursuant to the following sub-sections of the *Community Charter*:

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

-90 (2) (b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

#### 3.00 ADJOURNMENT





## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Courtenay Canada Day Leadership Structure

**File No.:** 0550-20  
**Date:** January 29, 2018

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### PURPOSE:

The purpose of this report is to provide options to Council for discussion and direction on the leadership of the Courtenay Canada Day celebrations.

### CAO RECOMMENDATIONS:

That based on the April 18, 2017 staff report “Courtenay Canada Day Leadership Structure”, Council adopt OPTION 1 and utilize existing staff resources to direct the Courtenay Canada Day celebrations along with the recommendations of an ad hoc advisory team.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

The Canada Day celebrations are a Courtenay tradition that has been historically run by a dedicated group of volunteers. Until 2017, the existing independent committee operated without the structure of government or non-profit status. This exposed volunteers to undue risk by using their personal names for grant applications and insurance forms as examples.

In 2017 Council created a Courtenay Canada Day Commission with 2 mandates identified in the terms of reference:

1. To complete the planning of the 2017 Canada Day event.
2. To work with staff to make recommendations on the permanent formal structure of the event planning team after the completion of the 2017 Canada Day event.

Staff, along with the support of a consultant (Urban Systems), guided the members of the commission through a decision making process that has led to the recommendations in this report.

### DISCUSSION:

The commission members identified that the July 1<sup>st</sup> event is becoming more difficult to organize on a volunteer basis for the following reasons:

- Acquiring and organizing volunteers is increasingly more difficult due to the challenges of attracting and retaining volunteers. This appears to be part of a broad cultural shift that is affecting many volunteer organizations and events.
- There's an increase in regulatory requirements such as – road closures, liquor licences, gaming licences, and risk management.
- There is an increasing need for financial accountability and transparency.

The commission met several times after the 2017 event to discuss the viability of options proposed by Urban Systems and staff. At the December 4, 2017 meeting the commission members voted unanimously to recommend that the event be run by the City with the former committee functioning as an advisory team as needed. The team was clear that they would still like to volunteer to oversee the functional areas that they have in the past.

Staff recommends only small changes to the event for 2018. This will aid in the transition and ensure that key elements are not overlooked. The parade route will need to change since 5<sup>th</sup> street will be under construction at this time as part of the City's Complete Street Project. Staff will work with the advisory team to develop an alternate route.

This leadership structure is similar to current commission approach in that the authority lies with the City; however with staff leading the event, the advisory team may be less burdened with operational decisions and may still volunteer on event day if they choose.

The advisory team will not have a formal structure so a council representative is not needed. However, staff may benefit from the input of some experienced Councillors who may be called on as needed for specific meetings. In the future, the advisory function could be added to the role of the Parks and Recreation Advisory Commission.

By maintaining the input of an advisory team, the City will continue to satisfy council's strategic priorities of investing in volunteers and organizational excellence. Oversight of the event will continue to be with the Recreation and Cultural Services Department through the direct work of the Special Events Coordinator.

#### **FINANCIAL IMPLICATIONS:**

The scale of the event has grown over recent years with centennial year as well as the Canada 150 celebrations. The service levels associated with this event should be reduced to pre-centennial levels for 2018. The proposed budget is prepared by the Recreation and Cultural Services Department to reflect the existing gaming grant policy, staff service levels and the City's procedures for procurement of goods and services. Insurance costs will be low since they'll be through the Municipal Insurance Association.

With staff's increasing role in organizing the event and managing the financial components, some casual staff may be needed periodically to support in the coordination and financial accountability and transparency. However, with the efficiencies inherent in an internally coordinated event, these extra hours can be covered by the existing budget allocation.

#### **ADMINISTRATIVE IMPLICATIONS:**

The Recreation and Cultural Services Department will oversee the event, the work of the advisory team and will report to council as needed.

#### **ASSET MANAGEMENT IMPLICATIONS:**

With staff overseeing the event components, adherence to the asset management policy and the monitoring and maintenance of Council approved service levels will be a priority.

**STRATEGIC PRIORITIES REFERENCE:**

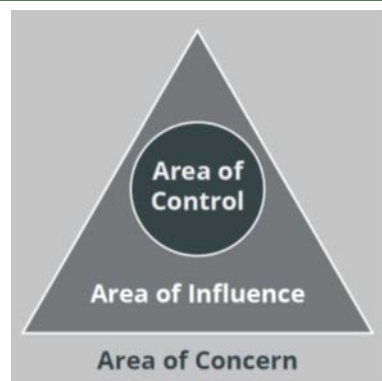
We value and recognize the importance of our volunteers, and will focus on organizational and governance excellence.

**We focus on organizational and governance excellence**

- We support and encourage initiatives to improve efficiencies
- 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

**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



- **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:**

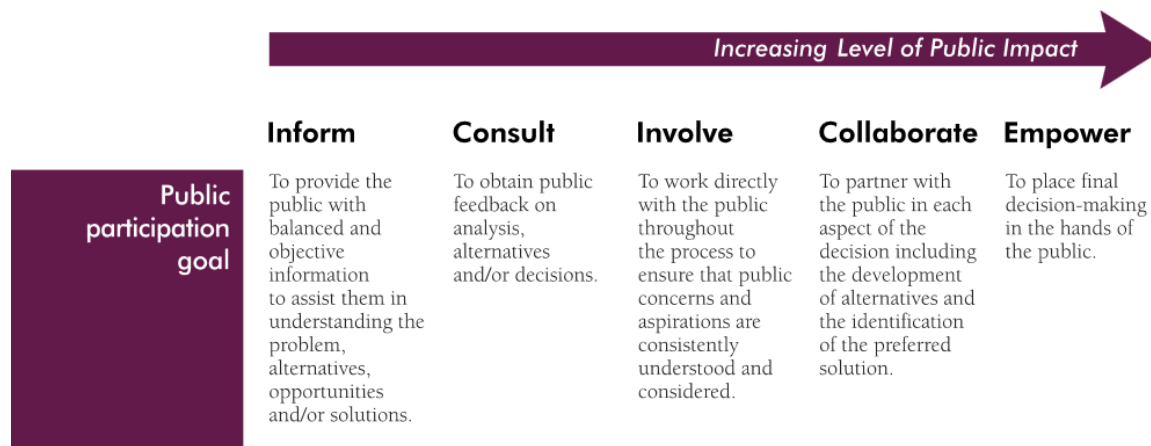
No specific reference

**REGIONAL GROWTH STRATEGY REFERENCE:**

No specific reference

**CITIZEN/PUBLIC ENGAGEMENT:**

Staff have **consulted** with the existing Courtenay Canada Day Commission in the development of this report as identified in the *IAP2 Spectrum of Public Participation*.



**OPTIONS:**

1. Council utilize existing staff resources to direct the Courtenay Canada Day celebrations along with the recommendations of an ad hoc advisory team.
2. Council refer this item back to staff and the Courtenay Canada Day Commission for further consideration
3. Council takes no action on this matter at this time and utilize the existing Commission structure to execute the 2018 event.

Prepared by:

Dave Snider *BCSLA*

Director of Recreation and Cultural Services