

**Minutes of a Regular Council Meeting held in the City Hall Council Chambers, Courtenay B.C., on Tuesday, April 18, 2017 at 4:00 p.m.**

**Attending:**

**Mayor:** L. Jangula  
**Councillors:** E. Eriksson  
D. Frisch  
D. Hillian  
R. Lennox  
M. Theos  
B. Wells

**Staff:**

D. Allen, CAO  
J. Ward, Director of Legislative Services/Deputy CAO  
W. Sorichta, Manager of Corporate Administrative Services  
I. Buck, Director of Development Services  
T. Kushner, Director of Public Works Services  
D. Love, Senior Advisor Strategic Initiatives  
D. Snider, Director of Recreation and Culture Services  
B. Parschauer, Director of Financial Services  
M. Donley, Manager of Human Resources

**1.00 ADOPTION OF MINUTES**

**.01**  
MINUTES

Moved by Wells and seconded by Frisch that the April 03, 2017 Regular Council meeting minutes and April 10, 2017 Special Council meeting minutes be adopted.  
**Carried**

**2.00 ADOPTION OF LATE ITEMS**

**3.00 DELEGATIONS**

**4.00 STAFF REPORTS/PRESENTATIONS**

**.01**  
TERMS OF  
REFERENCE  
COURTENAY  
CANADA DAY  
COMMISSION  
0550-20

Moved by Frisch and seconded by Wells that based on the April 18, 2017 staff report “Terms of Reference – Courtenay Canada Day Commission”, Council approve OPTION 1 and hereby create the Courtenay Canada Day Commission; and

That the attached Terms of Reference guides the functioning of the Commission; and

That commission membership will be assigned by Council as per the Terms of Reference.

**Carried**

**.02**  
HUMAN RESOURCES  
ACTION PLAN  
0505-20

Moved by Hillian and seconded by Lennox that based on the April 18, 2017 staff report “Human Resources Action Plan 2017”, Council approve OPTION 1 and direct staff to include funding for the addition of 12 new staff positions in the 2017 – 2021 Financial Plan; and

That in recognition of the need to openly and effectively communicate the importance of addressing the staffing capacity gap, to maintain current levels of services in the face of significant growth; Council approve, publicly release and disseminate the information contained in “Message for Courtenay Council, April 12, 2017”, as attached to this report.

**Carried with Councillor Theos and Mayor Jangula opposed**

**.03**  
EXTENSION OF  
DEVELOPMENT  
PERMIT  
W/VARIANCES  
NO. 1508  
2140 LAKE TRAIL RD.  
3060-20-1508

Moved by Hillian and seconded by Frisch that based on the April 18, 2017 staff report “Extension of Development Permit with Variances No. 1508 – 2140 Lake Trail Rd.” Council approve OPTION 1 and extend the permit for another 12 months.

**Carried**

**.04**  
ZONING AMENDMENT  
BYLAW 2867  
1599 CLIFFE AVENUE  
3360-20-1610

Moved by Wells and seconded by Frisch that based on the April 18, 2017 staff report ‘Zoning Amendment Bylaw 2867 – 1599 Cliffe Avenue ’ Council approve OPTION 1 and proceed to First and Second readings of the City of Courtenay Zoning Amendment Bylaw No. 2867, 2017; and

That Council direct staff to schedule and advertise a statutory public hearing with respect to Zoning Amendment Bylaw No. 2867, 2017 on May 1, 2017 at 5:00 p.m. in the City Hall Council Chambers.

**Carried**

**The meeting recessed at 5:09 p.m. and reconvened at 5:13 p.m.**

**.05**  
2017 – 2021 DRAFT  
GENERAL FUND  
BUDGET AND 2017-  
2021 CONSOLIDATED  
FINANCIAL PLAN  
1705-20

Brian Parschauer, Director of Financial Services made a presentation to Council summarizing the 2017 – 2021 General Fund budget highlights.

Moved by Frisch and seconded by Lennox that the presentation be received for information.

Moved by Wells and seconded by Frisch that based on the April 18, 2017 Staff Report “2017 – 2021 General Fund budget and 2017 – 2021 Consolidated Financial Plan”, Council approve OPTION 1 and endorse the Draft proposed 2017-2021 General Operating budget which includes an increase of 2.00% in revenue derived from property taxation; and

That the draft 2017 – 2021 Consolidated Financial Plan be posted on the City’s website for 10 days to allow for public input.

**Carried**

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**Mayor Jangula left Council Chambers at 5:39p.m.; Acting Mayor Wells took the chair**

**Mayor Jangula returned to Council Chambers and took his seat at 5:43 p.m.**

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

**Councillor Lennox left Council Chambers at 6:17 p.m.**

**Councillor Lennox returned to Council Chambers and took her seat at 6:19 p.m.**

**7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES**

COUNCILLOR  
WELLS

Councillor Wells reviewed his attendance at the following events:

- AVICC Conference
- Comox Valley Wild Lacrosse opening day celebration
- Peace Begins at Home Purple Ribbon Campaign launch
- Cumberland Community Forest Society AGM
- Air Quality/Air Shed Elected Officials forum

COUNCILLOR  
ERIKSSON

Councillor Eriksson reviewed his attendance at the following events:

- AVICC Conference
- Randy’s Perogy Party
- CRA Board Meeting Organizational Restructure
- Air Quality/Air Shed Elected Officials forum

**R8/2017 – April 18, 2017**

COUNCILLOR  
HILLIAN                      Councillor Hillian reviewed his attendance at the following events:  
   ➤ AVICC Conference  
   ➤ Randy’s Perogy Party  
   ➤ Air Quality/Air Shed Elected Officials forum

COUNCILLOR  
FRISCH                      Councillor Frisch mentioned the following upcoming events:  
   ➤ Downtown Courtenay BIA AGM May 17<sup>th</sup>  
   ➤ Downtown Courtenay Market Day July 22<sup>nd</sup>

Councillor Frisch expressed appreciation on behalf of the BIA for the grants-in aid funding they received from the City

Councillor Frisch reviewed his attendance at the Paul Bally Memorial Ride for Safety

COUNCILLOR  
THEOS                      Councillor Theos reviewed his attendance at the AVICC Conference

MAYOR JANGULA                      Mayor Jangula reviewed his attendance at the following events:  
   ➤ CVRD Water Committee  
   ➤ AVICC Conference  
   ➤ Air Quality/Air Shed Elected Officials forum

**8.00 RESOLUTIONS OF COUNCIL**

**9.00 UNFINISHED BUSINESS**

**.01**  
ROUTINE RELEASE OF  
IN CAMERA  
RESOLUTIONS AND  
RELATED REPORTS  
AND INFORMATION –  
REQUEST FOR  
COUNCIL POLICY

Moved by Wells and seconded by Eriksson that;

Whereas in 2003, the Community Charter was passed. It repealed and replaced some sections of the Local Government Act, including the provisions regarding open and closed meetings. The Community Charter states that all meetings of council and its committees, commissions and other subsidiary bodies must be open to the public and that under certain circumstances section 90 (meetings that may or must be closed to the public) provides that council may close a meeting or part of a meeting by passing a resolution that sets out the basis for closing the meeting to discuss certain matters as outlined in the community charter.

And whereas the Community Charter strongly recommends and states that "as much information as possible should be released in order to achieve the goal of openness, transparency and accountability without compromising the interests of the local government, the public or a third party." It further states that "many subjects requiring the confidentiality of a closed meeting only require it for a limited period of time."

Consequently, it is important that local governments have a process in place to regularly review the information produced at closed meetings. Information that would no longer undermine the reason for discussing it in a closed meeting should be released as soon as practicable.

And whereas the Community Charter further states that "Local governments should strive to release as much information as possible as often as possible, in order to demonstrate their commitment to the principles of transparency and accountability and to receive the benefit of a more informed, engaged and trusting public."

Therefore be it resolved that the City of Courtenay implement the policy of releasing all in camera resolutions and associated voting records in a timely manner and in particular when an in camera matter has been acted upon, resolved, completed or closed and it is within the guidelines of the Community Charter and Local Government Act as part of our commitment to the principles of transparency and accountability to our constituents and taxpayers of the City of Courtenay and "to receive the benefit of a more informed, engaged and trusting public."

**Subsidiary Motion**

Moved by Hillian and seconded by Lennox that the motion be postponed and referred back to staff for a report to Council.

**Carried with Councillor Frisch and Mayor Jangula Opposed**

**10.00 NOTICE OF MOTION**

**11.00 NEW BUSINESS**

**.01** Moved by Hillian and seconded by Frisch that staff explore  
UBCM FUNDING UBCM funding options for Courtenay similar to the BC Hydro solar  
OPTIONS project in Alert Bay.  
**Carried**

**Mayor Jangula left Council Chambers at 6:43 p.m.; Acting Mayor Wells took the chair**

**Mayor Jangula returned to Council Chambers and took his seat at 6:45 p.m.**

**12.00 BYLAWS**

**.01** Moved by Frisch and seconded by Theos that "Zoning  
BYLAW NO. 2867, Amendment Bylaw No. 2867, 2017" pass first and second reading.  
2017 **Carried**  
ZONING AMENDMENT  
BYLAW

**R8/2017 – April 18, 2017**

BYLAW NO. 2878,  
2017  
COUNCIL  
REMUNERATION

Moved by Eriksson and seconded by Wells that “Council Remuneration Bylaw No. 2878, 2017” be finally adopted.  
**Carried**

BYLAW NO. 2875,  
2017  
ZONING AMENDMENT  
BYLAW  
PAY PARKING IN  
PA3 AND PA4 ZONES

Moved by Frisch and seconded by Hillian that “Zoning Amendment Bylaw No. 2875, 2017” pass third reading.  
**Carried**

Moved by Hillian and seconded by Wells that “Zoning Amendment Bylaw No. 2875, 2017” be finally adopted.  
**Carried**

**13.00 ADJOURNMENT**

**.01**

Moved by Lennox and seconded by Frisch that the meeting now adjourn at 6:51 p.m.  
**Carried**

**CERTIFIED CORRECT**

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**Director of Legislative Services**

**Adopted this 1<sup>st</sup> day of May, 2017**

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**Mayor**