

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

DATE: Monday, December 1, 2014
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

Prior to the meeting being called to order, the Mayor and Councillors will take the Oath of Office administered by the Corporate Officer

- 1.00** Inaugural Address by Mayor Larry Jangula
- 2.00** Call meeting to order with adoption of November 17, 2014 Council Meeting Minutes
- 3.00** Motion to adopt Council Appointments

Note: A resolution was adopted Dec. 4, 2000 providing for the appointment of municipal, and alternate municipal directors, on a continuous basis, or until such time as Council appoints a replacement or their term of office ends.

Recommendation:

That Council make the following City of Courtenay appointments for the period December 1, 2014 to November 2016:

Comox Valley Regional District

Regional District Board of Directors:

Mayor Larry Jangula
Councillor Manno Theos
Councillor Bob Wells
Councillor Erik Eriksson

Alternate Regional District Directors:

Councillor David Frisch
Councillor Doug Hillian
Councillor Rebecca Lennox

Note: As per the Council resolution made April 2, 2012. The Mayor identifies an alternate Director, confirms the alternate's availability to attend, and advises the Director of Legislative Services or designate who will advise the CVRD which alternate Director will be attending.

Voting strength for City Directors on Regional District Board (City has seventeen votes):

Mayor Larry Jangula - 5 votes
Councillor Manno Theos - 4 votes
Councillor Bob Wells - 4 votes
Councillor Erik Eriksson 4 votes

Three Directors to Regional District Sewage Commission (Three Directors elected to Regional Board to serve):

Councillor Manno Theos
Councillor Bob Wells
Councillor Erik Eriksson

Alternates: Mayor Larry Jangula, Councillor Doug Hillian, Councillor David Frisch, Councillor Rebecca Lennox.

Four Directors to Comox Valley Water Committee (Four Directors elected to Regional Board to serve):

Mayor Jangula
Councillor Manno Theos
Councillor Bob Wells
Councillor Erik Eriksson

Alternates: Councillor Doug Hillian, Councillor David Frisch, Councillor Rebecca Lennox.

Court of Revision (Frontage Taxes): Councillor David Frisch, Councillor Rebecca Lennox, Councillor Erik Eriksson (*alternate Councillor Bob Wells*).

Heritage Advisory Commission: Lawrence Burns, Julie Fortin, Judy Hagen, Roberts Smith, Linda Grant, Harry Squire, Cliffe Piercy, Debra Griffiths.

Board of Variance: Joe Schommer, John Wilson, Mike Meyer.

Comox Valley Economic Development Society: Mayor Larry Jangula (*alternate: Councillor Bob Wells*).

Comox Valley Community Justice Society: Councillor Doug Hillian (*alternate: Councillor David Frisch*).

Downtown Courtenay Business Improvement Association: Councillor David Frisch.

Puntledge River Restoration Committee: Roy Fussell.

Sid Williams Theatre Society: Neil Havers, Heather McPetridge.

Drug Strategy Committee: Councillor Doug Hillian.

Comox Valley Environmental Council: Councillor Rebecca Lennox.

Comox Valley Social Planning Society: Councillor Doug Hillian.

Comox Valley Harbour Authority: John Ward, Director of Legislative Services.

Integrated Transportation Advisory Committee: Councillor David Frisch (*alternate: Councillor Rebecca Lennox*).

Agricultural Land Review Committee: Andrea Burch, John Grayson, George Hamilton, Gerry McClintock, Wendy Prothero.

2015 Centennial Committee: Councillor Hillian, Starr Winchester.

4.00 Vancouver Island Regional Library Board: (One year appointment required pursuant to the *Library Act*).

Recommendation:

“That Councillor Rebecca Lennox be appointed to the Vancouver Island Regional Library Board for a one year appointment January 1 to December 31, 2015 with Councillor Manno Theos as alternate.”

5.00 Schedule of Acting Mayors

Recommendation:

That Council adopt the following monthly schedule of Acting Mayors for the period December 1, 2014 to November 30, 2016 pursuant to *Council Procedure Bylaw No. 2730, 2013*:

June and December	Councillor Theos
May and November	Councillor Frisch
March and September	Councillor Hillian
April and October	Councillor Wells
July and August	Councillor Lennox
January and February	Councillor Eriksson

6.00 Signing Authorities

That the following individuals be authorized as signing authorities for the City of Courtenay:

Larry Jangula – Mayor
David Frisch – Councillor
Rebecca Lennox – Councillor
Emmanuel Theos – Councillor
Bob Wells – Councillor
Doug Hillian – Councillor
Erik Eriksson – Councillor

David Allen – Chief Administrative Officer
Mathilda Manthey – Director of Financial Services/Deputy CAO
John Ward – Director of Legislative Services
Jennifer Nelson - Manager of Financial Planning
Randy Wiwchar – Director of Community Services
Peter Crawford – Director of Development Services
Lesley Hatch, Director of Engineering and Public Works
Candice Hilton – Manager of Finance

6.00 External Communication for Information

1. Notice of Inaugural CVRD Board Meeting and Board Orientation

7.00 Adjournment

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File: 0530-01

November 12, 2014

Sent via email only: jward@courtenay.ca

John Ward
Director of Legislative Services
City of Courtenay
830 Cliffe Avenue
Courtenay, BC V9N 2J7

Dear John:

Re: Notice of Inaugural CVRD Board Meeting and Orientation

Inaugural Comox Valley Regional District Board Meeting – December 11, 2014

Please note that the Comox Valley Regional District (CVRD) inaugural board meeting will take place as follows:

Date: Thursday, December 11, 2014

Time: 1:00 p.m.

Location: CVRD boardroom at 550B Comox Road, Courtenay, BC

NOTE: Mr. Colin Stewart from Stewart, McDannold, Stuart Barristers and Solicitors, will conduct a workshop for all elected officials on governance and legal obligations. The workshop runs from 2:30 to 4:30, following the inaugural board meeting.

Board Orientation – December 17, 2014

An orientation session for the CVRD board of directors, alternates and any other interested councillors will occur as follows:

Date: Wednesday, December 17, 2014

Time: To be determined. Morning and afternoon sessions are planned.

Location: CVRD boardroom at 550B Comox Road, Courtenay, BC

NOTE: Mr. Eli Mina, registered parliamentarian, will present information on governance and community leadership.

The chief administrative officers for each member municipality and the Comox Valley Regional District are also invited to attend both the inaugural board meeting and the orientation session.

Council Appointments

This correspondence also serves as a reminder that the City of Courtenay council must make the following appointments:

- Four directors and alternate directors from its mayor and council to the CVRD board; and
- Three members and at least three alternate members from its mayor and council to the CVRD sewage commission.

As directors to the CVRD board, the City of Courtenay appointments are automatically made members of the CVRD (Comox Strathcona waste management) board, the Comox Strathcona Regional Hospital District board, the Comox Valley water committee and the Comox Valley sports centre commission. Further, the council appointments to the board may also be named to any standing or select committees, such as the committee of the whole.

If the City of Courtenay appoints more than one alternate director, you must advise of the system established to determine which alternate director is to act in the place of the absent director.

Weighted Voting

Under the *Local Government Act*, regional districts follow section 791 to determine voting procedures for most matters at board meetings. The voting unit in the Comox Valley Regional District is 1500 and based on population, three City of Courtenay directors have four votes on weighted matters and the fourth City of Courtenay director has five votes on weighted matters. Please ensure your council appointments identify which directors have three votes and four votes. Below is a table showing weighted voting assignments as certified by the Minister of Community, Sport and Cultural Development following the 2011 census:

Comox Valley Regional District²
(incorporated February 15, 2008)
Voting Unit: 1,500 population

	2011 Census including subsequent population changes certified by the Minister		Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
City: Courtenay	24,099		4	17
Town: Comox	13,627		2	10
Village: Cumberland	3,398		1	3
Electoral Areas:				
A (Baynes Sound/Denman-Hornby Islands)	6,899	3	1	5
B (Lazo North)	7,190	1	1	5
C (Puntledge-Black Creek)	8,325	1	1	6
K (Denman-Hornby Islands)	-	3	-	-
Totals:	63,538		10	46

In addition, voting at the water committee follows section 14 of the CVRD Bylaw No. 1783 being the "Water Local Service Establishment Bylaw, 1995" and related committee policy statements. Weighted voting for the water committee in 2015 will be determined early in the new year based on the previous year's

consumption values. A follow-up letter will be sent to the City advising if any further action is required to assign weighted votes to committee members.

Inaugural Council Meeting

Finally, can you please let me know the date of your council's inaugural meeting and when we can expect to be advised of your council's appointments to the CVRD?

If you have any questions or concerns, please give me a call.

Sincerely,

J. Warren

James Warren
Corporate Legislative Officer

cc: Debra Oakman, chief administrative officer, Comox Valley Regional District
David Allen, chief administrative officer, City of Courtenay

