

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

DATE: March 16, 2015
PLACE: City Hall Council Chambers
TIME: 4:00 p.m.

1.00 ADOPTION OF MINUTES

1. Adopt March 9, 2015 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) CAO and Legislative Services

(b) Community Services

(c) Development Services

(d) Engineering and Operations

- 1 1. Public Works Week

(e) Financial Services

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 5 1. Memorandum re: Willemar and Piercy Avenue Cycling Infrastructure Review

- 7 2. Briefing Note re: Regional Growth Strategy 2015-2019 Financial Plan

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

That notice is hereby given that a Special In-Camera meeting closed to the public will be held March 16, 2015 at the conclusion of the Regular Council 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; and
- 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

2. Councillor Eriksson proposed resolutions:

1. That Council withdraw its funding application for *New Building Canada Fund – Small Communities – 5th Street Bridge* recoating.
2. That Council invite the Comox Valley Economic Development Society to a meeting of Council to discuss plans for the future.

9.00 UNFINISHED BUSINESS

1. RCMP Annual Performance Plan

Recommendation: That Council select its 2015 community policing priorities from the following options and forward them to Inspector Walton:

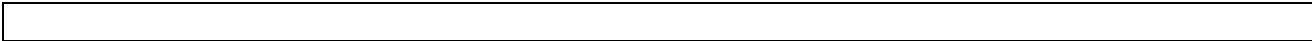
- Domestic Violence
- Youth Crime
- Foot Patrols in Downtown
- Bicycles and Traffic Laws
- Combining of Traffic Law Enforcement and Road Safety

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

13.00 ADJOURNMENT





THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council
From: Chief Administrative Officer
Subject: Public Works Week (May 17 to 23, 2015)

File No.: 8100-20
Date: March 16, 2015

PURPOSE:

The purpose of this report is for Council to consider proclaiming May 17 to 23, 2015 as Public Works Week in the City of Courtenay and to authorize Public Works staff to host an event on May 22, 2015 at the Public Works Yard in support thereof.

CAO RECOMMENDATIONS:

That based on the March 16, 2015 staff report "*Public Works Week (May 17 to 23, 2015)*", Council approve Option 1 and proclaim May 17 to 23, 2015 as Public Works Week in the City of Courtenay; and

That in recognition of *Public Works Week*, Council supports a one day event at the Public Works Yard on Friday May 22, 2015.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

One of the key departments for any local government is Public Works. These operations generally work in anonymity yet provide and maintain the essential services and infrastructure that is integral to every community.

National Public Works Week (NPWW) is observed annually in North America and was instituted as a public education campaign by the American Public Works Association (APWA) in 1960. The NPWW call attention to the importance of public works in community life and seeks to acknowledge the efforts of tens of thousands of men and women in North America who provide and maintain civic infrastructure and services. The Canadian Public Works Association (CPWA) was founded in 1986 to enhance the services of APWA to the Canadian public works community and to improve the quality of public works products and services.

Annually, the third week of May is known as *National Public Works Week*, where public works operations are celebrated and are open to the public for tours. *National Public Works Week* is also supported by the Union of British Columbia Municipalities.

DISCUSSION:

National Public Works Week is one of the best ways to increase public awareness about the importance of public works and their contribution to the provision of services in our towns and cities. The one-day event provides a forum for the public to learn more about the community and to meet the employees who safeguard the City's infrastructure and facilities 24-hours a day, 357 days and year.

School age children and community members at large are welcomed at the works yard for tours and are able to participate in machinery demonstrations to get a true understanding of the role of public works. This is a great opportunity to educate our citizens on where their tax dollars are applied, and inspire the next generation of local government engineers, public works managers, specialists and front line staff. Additionally, this is an excellent opportunity to further promote the City of Courtenay's 100 year celebration and to identify and celebrate the efforts of our Public Work's employee's over the City's history.

FINANCIAL IMPLICATIONS:

This event will require the participation of all Public Works employees for duration to lead demonstrations of equipment and perform tours of work stations within the yard. Wages/benefits for that day are provided within the City of Courtenay operational budget.

Other minor costs will be incurred for newspaper and media ads; as well as approximately \$500 to purchase and supply hot-dogs and refreshments for children and visitors. These sums can be funded by existing Communications/Advertising and Public Works Administration budget provisions.

ADMINISTRATIVE IMPLICATIONS:

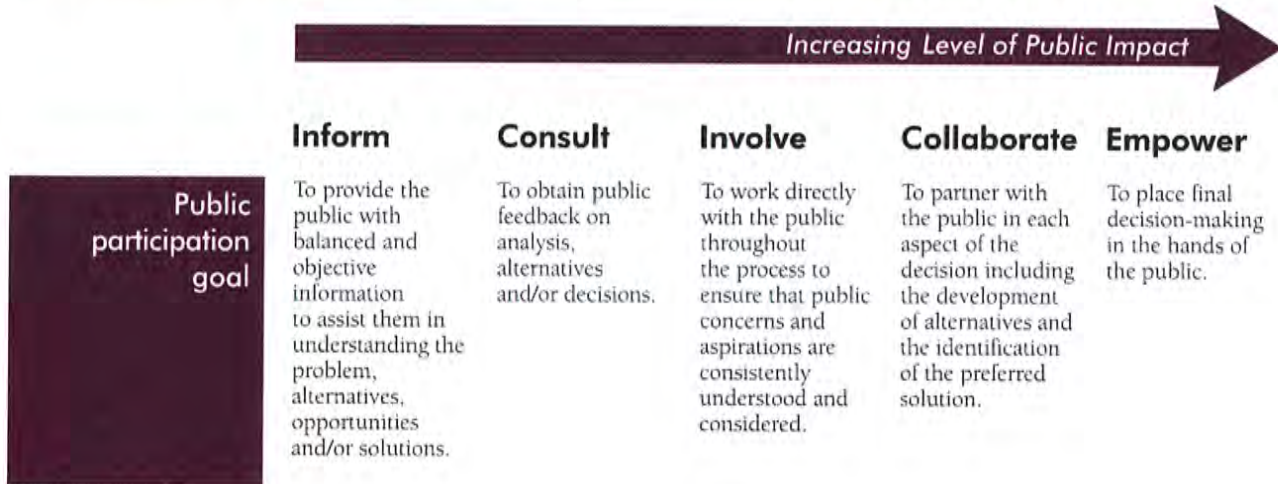
This proposed event is over and above staff's statutory work plan. Approximately 8 hours of public works administrative staff will be required to contact, organize and schedule visits with local school groups; as well as to prepare and issue advertisements in coordination with Communications staff.

All Public Works staff would participate in the one day event and the regular business of that day would be rescheduled appropriately. Urgent works, for example a water main break, would be attended to as necessary, regardless of the event.

CITIZEN/PUBLIC ENGAGEMENT:

Public engagement to promote the event is proposed through community advertisements and direct communication with School District 71, and is based on informing the public (level one of 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 proclaims May 17 to 23 as Public Works Week in the City of Courtenay; and

That in recognition of *Public Works Week*, Council supports a one day event at the Public Works Yard on Friday May 22, 2015.

OPTION 2: That Council does not proclaim Public Works Week.

Prepared by:

Trevor Kushner
Superintendent of Public Works

Lesley Hatch, P.Eng
Director of Engineering & Public Works



THE CORPORATION OF THE CITY OF COURTENAY

MEMORANDUM

To: Council

File No.: 5600-20-87535
& 5400-10-86908

From: Chief Administrative Officer

Date: March 2, 2015

Subject: Willemar and Piercy Avenue Cycling Infrastructure Review

PURPOSE:

The purpose of this memorandum is to provide Council with an update on the February 2, 2015 Council resolution:

"Moved by Frisch and seconded by Lennox that staff investigate and report back on options and implications on different levels of service for the installation of bike lanes on Willemar and Piercy Avenues."

BACKGROUND:

During General Capital Budget discussions on February 2, 2015, Council indicated a desire to understand how the design for existing capital projects for road improvements on Willemar and Piercy Avenues could be modified to include cycling infrastructure beyond the proposed shared bike lanes. This included a request to obtain, review, and compare cost estimates for the following scenarios:

1. Shared bike Lane (both sides of the road)
2. Dedicated bike lane (both sides of the road)
3. Separated bike lane (both sides of the road)
4. Multi-Use Trail (one side of the road)

KEY CONSIDERATIONS:

Staff has instructed the consultants working on the Willemar and Piercy Avenue projects to pause the design until such time as Council has reviewed options for potential cycling infrastructure on both streets. As both projects were planned to complete detailed design in 2015 and not construction, this has minimal impact on the project schedule.

Both roads have a defined right-of-way limit (i.e. the land that the City owns) and staff will consider the above scenarios within the limitations of the right-of-way. This may mean that other elements of the design have to be compromised to support cycling infrastructure and maintain an affordable project. Staff will consider reducing the proposed boulevard widths and parking lanes in order to maintain a reasonable overall asphalt width (12.0 m is the City's maximum for a Collector Road standard). In order to provide this information in an efficient manner, staff will undertake the review on Willemar understanding that the incremental costs would also apply to Piercy, and that repeating this exercise for both roads would double the cost for the consultants.

Staff estimates that this undertaking will cost approximately \$5,000 for the consultant to complete. We have requested a scope change from our consultant on the Willemar project and have asked for a schedule to complete the work. Staff advises that this sum is beyond the original scope of work budgeted for the project and a budget amendment for the project may be required to complete the detailed design as planned. This will be determined later in the project as a contingency sum is included in the budget planning process. It is anticipated that with work will be completed in the coming month and report back to Council shortly thereafter.

Prepared By:

Lesley Hatch, P.Eng., Director of Engineering & Public Works



BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: Regional Growth Strategy 2015 – 2019 Financial Plan

File No.: 6440-20
Date: March 10, 2015

ISSUE:

To provide Council with background on a motion approved at the Comox Valley Regional District Committee of the Whole meeting on March 5, 2015 regarding the replenishing of reserves for the review of the Regional Growth Strategy (RGS).

BACKGROUND:

On March 3, 2015 a Regional District staff report dated January 27, 2015 was presented on the 2015 – 2019 financial plan for the RGS. In that report it was summarized that:

“The 2015 – 2019 financial plan includes a 2.0 percent increase in requisitions to enable full implementation of this service. This includes a financial plan for 2015-2019 to provide for ongoing implementation of the RGS, using reserve funds of \$72,099. These reserve funds were set aside in previous years to provide a five year review in 2016, if required. Direction in 2014 was to cease accruing these funds and use the existing reserves to fund the service. That direction is proposed to continue in this financial plan and \$72,099 in reserve funding is being utilized to cover operating costs.”

In this staff report, there was no reference to preparing options to commence and add funds for a review of the RGS.

However, the following motion was adopted at this Committee of the Whole meeting.

“That staff prepare a report for the March 10, 2015 committee of the whole meeting with options for replenishing reserves for function 512 and showing the impact on taxation.”

A Regional District staff report dated March 5, 2015 was prepared recommending a financial plan with provisions replenishing resources in order to accrue funding for a five year review. The report estimates a full review of the RGS to be estimated at \$180,000. It would result in the requisition increases for the City as follows:

2014 - \$17,332
2015 - \$23,326
2016 - \$27,401
2017-19 - \$35,551 (each year)

It is certainly questionable how this conclusion was arrived at when there is no information, nor options on the scope of a study or review. The basis for any type of review is not stated nor is there any discussion on the type of review. What has been presented is an expenditure of \$180,000 without any business case outlining rationale, work plan, consultation and required staff resources.

In reviewing the legislation in Section 869(2) of the Local Government Act it states:

“At least once every 5 years, a regional district that has adopted a regional growth strategy must consider whether the regional growth strategy must be reviewed for possible amendment.”

The RGS was adopted in March 2011, therefore any consultation of a review would normally occur in 2016.

The act further states there must be consultation with the partners of the RGS on the need for a review. This has not occurred.

According to their own report they indicate there is strong community support in both electoral and municipal areas for the goals and objectives of the RGS. If that’s the case then why are they budgeting to change it and thereby causing an unnecessary expense?

Given the nature of the RGS and the work program being proposed, it is surprising that the City was not consulted.

The provincial guide on the preparation for an RGS states that:

“What the legislation provides is a framework for interactive planning – a system that relies on a cooperative process, rather than hierarchy, to ensure that plans fit together. It ensures that municipalities and regional districts work to prepare a regional growth strategy as equal partners. And it makes it possible for local government and provincial government to tackle real regional issues in an integrated way.”

This provincial guide further states that a basic principle of the legislation for an RGS “avoids creating another layer of administration with considerable setup and ongoing costs.” There is no background or justification for the consideration of adding additional administration and costs.

Based on the recommendations contained in the staff report to be considered at the March 10, 2015 Committee of the Whole meeting, it is apparent that the Regional District is not following this provincial directive. There appears to be the creation of a hierarchy in establishing this process and decision which is clearly contrary to this provincial directive.

KEY CONSIDERATIONS:

The issue presented to the City is to consider a major expenditure for a review of the RGS when there has been no consultation, nor basis for such an action. The Regional District motion on March 3, 2015 was to consider options for a review however no options were presented in the March 5, 2015 staff report nor, any process to include the partners to the RGS.

It is recommended that any consideration of a review of the RGS be deferred until there is adequate time for consultation and review of this request with the partners of the service.

Respectfully Submitted



Peter Crawford, MCIP, RPP
Director of Development Services