

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

**DATE:** October 5, 2015  
**PLACE:** City Hall Council Chambers  
**TIME:** 4:00 p.m.

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**1.00 ADOPTION OF MINUTES**

1. Adopt September 14, 2015 Regular Council and September 28, 2015 Committee of the Whole meeting minutes

**2.00 INTRODUCTION OF LATE ITEMS**

**3.00 DELEGATIONS**

1. Ron Webber, Chair, 100 Year Centennial Committee
2. Joanne Schroeder, Executive Director, C.V. Child Development Association Presentation
3. Tom Sparrow, Hospital Chief Project Officer re: New Hospital Project Update

**4.00 STAFF REPORTS/PRESENTATIONS**

Pg #

**(a) CAO and Legislative Services**

**(b) Community Services**

**(c) Development Services**

**(d) Engineering and Operations**

**(e) Financial Services**

- 1 1. Gaming Funds Policy Review
- 9 2. Amethyst House – Utilization of Gaming Funds
- 13 3. Genetically Engineered Free Procurement Policy

**5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 19 1. VIRL 2016-2020 Financial Plan

**6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION**

- 21 1. Briefing Note: Downtown Forum Update

**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 October 5, 2015 at the conclusion of the Regular Council Meeting pursuant to the following sub-sections of the *Community Charter*:

- 90 (1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

## **9.00 UNFINISHED BUSINESS**

### **1. Request from Matt Hulse – Our Horizon**

That Council implement gas pump information labels in the City of Courtenay.

## **10.00 NOTICE OF MOTION**

## **11.00 NEW BUSINESS**

- 23 1. Barbara Biley request to appeal a decision to deny delegation to Council

## **12.00 BYLAWS**

### **For Final Adoption**

- 27 1. “City of Courtenay Tax Exemption 2016 Bylaw No. 2828, 2015”  
(to approve permissive tax exemptions for 2016)
- 31 2. “City of Courtenay Churches Tax Exemption 2016 Bylaw No. 2829, 2015”  
( to approve permissive tax exemption for churches in 2016)

## **13.00 ADJOURNMENT**

**Note: there is a Public Hearing scheduled for 5:00 p.m. in relation to Zoning Amendment Bylaw No. 2827**

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THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Gaming Funds Policy Review

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**File No.:** 1890-20  
**Date:** October 5, 2015

### PURPOSE:

The purpose of this report is to assist in Council's discussion with respect to the relative distribution of the gaming fund revenues available to the City of Courtenay.

### POLICY ANALYSIS:

The City receives 10% of the commercial gaming revenues due to a commercial gaming facility existing within its municipal boundaries. A set of categories was developed by the previous Council as a means to guide its allocation and distribution of the gaming funds. Rather than be random, these categories have been useful in keeping the funding for specific programs that fit neatly into the City's strategic plan.

As a result, Staff is suggesting that the same funding model continue to be utilized for the upcoming three years.

### CAO RECOMMENDATIONS:

THAT based on the October 5<sup>th</sup> 2015 Staff Report "Gaming Funds Policy Review", Council approve as per Schedule A, the 2016 funding allocations to the Public Safety and Security (RCMP), Support of Downtown Arts and Culture (Sid Williams Theatre, Courtenay Museum and Comox Valley Art Gallery), and Infrastructure categories; with further discussion of funding and programs for the remaining years and categories.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## BACKGROUND:

Since the City has a gaming facility within its municipal boundaries, it receives a 10 % (percent) share of the net commercial gaming revenues. The cumulative pool of commercial gaming revenues available to local governments that host a gaming facility is \$84.1 million dollars. The City has, in the past, utilized its share of these funds to provide funding for six key distribution categories as identified in Schedule A. They are:

1. Support of Downtown Arts and Culture
2. Council Initiatives and Projects
3. Public Safety/Security
4. Social/Societal Initiatives
5. Infrastructure Works
6. Green Capital Projects/Innovation.

Over the past three years, the City has received \$805,000 in 2013, \$815,000 in 2014 and \$825,000 in 2015. As per the attached Schedule, the utilization of these funds has been distributed following the categories above:

- Under the category of **Support of Downtown Arts and Culture**, funding for the past three years has been provided to the Comox Valley Art Gallery, The Courtenay and District Historical Society, The Sid Williams Theatre Society and Downtown cultural events have all been given funding under this specific category.
- Under the category of **Public Safety and Security**, dollars have been used to fund the cost of policing, more specifically the cost to fund two police officers.
- Under the category of **Social/Societal Initiatives**, funding has been assigned by Council to supportive housing initiatives.
- Under the **infrastructure category**, the City has placed \$100,000 into a reserve for the funding of a third bridge crossing.
- Under the **Green Capital projects and innovation** category, gaming dollars have been set aside for those things that are viewed by Council as reducing greenhouse gas emissions, or those items that promote cleaner air and cleaner water.
- The final category of **Council initiatives and projects** has usually been used to provide funding for the purple ribbon campaign, bus shelters and for other projects and initiatives that City Council deems to be a priority.

## DISCUSSION:

The Gaming Funds Policy expires at the end of 2015. Council may wish to review the placement of funding within the designated categories and can proceed to determine what kind(s) of uses should be provided with funding from this source.

The allocation of the funding within the various categories is subject to Council's prerogative, however, it is suggested that the funding for certain categories continue to be used for their current purposes. For example, under the category of **Public Safety and Security**, on July 2010 City Council passed a motion to fund the cost of two RCMP members from the Gaming Funds. This has been the practise since that time and Administration is suggesting that it continue. If this were to be removed, tax dollars would be required to make up the dollars required for these RCMP members.

Under the **Arts and Culture category**, the three primary entities noted earlier, have come to rely on the funds allocated to them in order to assist with covering their general operating costs. It is suggested that the City continue to provide these entities with the funding that they have come to rely upon each year. These groups can also apply for funding under the “non-profit community organizations” pool of provincial gaming funds but those funds must be used for specific programs or services whereas any funding channelled through the City is used from an overall operational perspective.

Under the category of **Social/Societal Initiatives**, it is suggested that this category continue and that it be used as a source of funding to assist with supportive housing projects.

The Funding allocations for the remaining categories can be changed to whatever Council may desire.

### **FINANCIAL IMPLICATIONS:**

According to the requirements of the Gaming Branch, a separate fund and bank account were created for the gaming funds. Over the history of the account, the practice of the City of Courtenay has been to place those funds into the reserve-bank account and then spend them in the following year. This prevents any potential problems from developing should provincial funding be interrupted or lower than anticipated.

As noted earlier, the City developed categories to guide the allocation of the gaming funds. The utilization of the gaming funds for purposes such as infrastructure renewal, Public Safety and Security, and in support of Downtown Arts and Culture Programs, is a way for the community to fund services and prepare for large infrastructure projects, without putting additional stress on public tax dollars. For Council’s information, the Gaming funds represent about 2.1% ( $\$825,000 / (\$38,963,017 + \$825,000)$ ) of the total general fund budgeted operating revenues for the City. If any of this funding was not utilized, the payments for the two RCMP officers and other allotments would become a draw on the City’s tax base which is the primary reason why these Gaming Funds were aligned in the manner that they were.

Over the past three years, funding from commercial gaming has been:

- 2013                 \$872,700
- 2014                 \$881,900
- 2015 (to date)   \$470,870

Staff recommends that the distribution of the gaming funds not exceed the amount of revenues received in a prior year. This eliminates any potential risk of funding amounts being unilaterally adjusted by the province or the impact of external circumstances that can detrimentally impact the projected revenues the City might be counting on for current year distributions. The budget for 2015 is \$825,000 and the balance in the account, as of the end of September, 2015 is \$1,198,205.

Based on the funding received from gaming over the past 2.5 years, the budget could be set at approximately \$875,000 for 2016, \$885,000 in 2017 and \$895,000 in 2018.

### **ADMINISTRATIVE IMPLICATIONS:**

Staff recommends that Council try to restrict decisions of allocating the funding to larger one-time in nature requests versus small, piecemeal allocations that consume a significant amount of administrative processing time. Making the grants one-off payments prevents the recipients from becoming dependent on future gaming fund dollars and allows Council the ability to spread larger funding amounts to different

beneficiaries. In this manner, recipients who receive larger amounts can complete projects that might otherwise be outside of their funding capabilities.

#### **STRATEGIC PLAN REFERENCE:**

The allocation categories for the Gaming funds fit particularly well within the corporate priorities of Downtown Revitalization with support for arts and culture, Affordable Housing, infrastructure renewal, and public safety.

#### **OFFICIAL COMMUNITY PLAN REFERENCE:**

Not referenced.

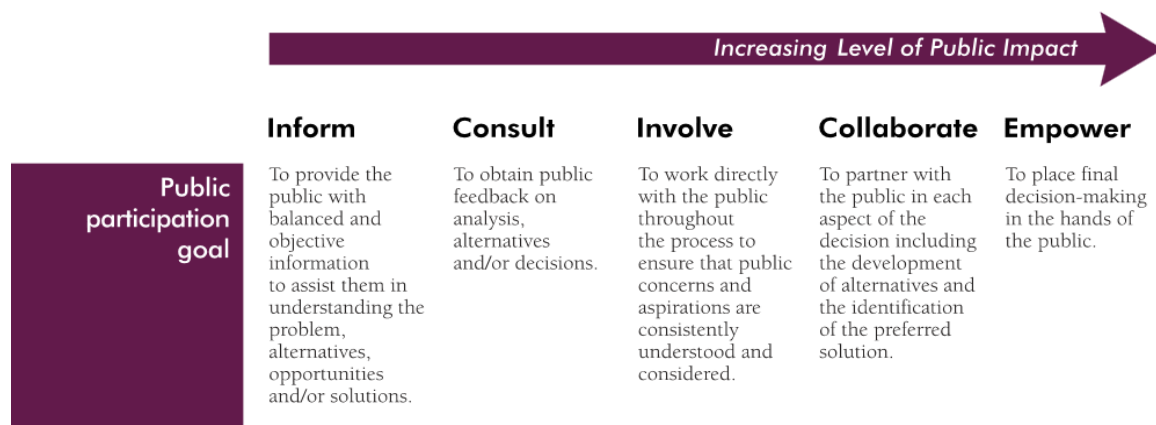
#### **REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

#### **CITIZEN/PUBLIC ENGAGEMENT:**

Staff would inform through adoption of policy based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



#### **OPTIONS:**

##### **Option 1:**

That in light of the impending 2016 budget, City Council approve as per Schedule A the 2016 funding allocations to the Public Safety and Security (RCMP), Support of Downtown Arts and Culture (Sid Williams Theatre, Courtenay Museum and Comox Valley Art Gallery), and Infrastructure categories; with further discussion of funding and programs for the remaining years and categories.

##### **Option 2:**

That Council continue to follow the designated categories and current practises with respect to the distribution of gaming funds; and approve the general intent of the 2016 – 2018 Schedule of Gaming funds distribution.

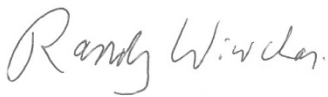
##### **Option 3:**

That Council review the current categories and modify the distribution model.

Prepared by:



Brian Parschauer, BA, CPA\_CMA  
Director of Finance



Randy Wiwchar  
Director of Community Services

Attachments: Schedule A – 2016 – 2018 Proposed Gaming Funds Distribution





## City of Courtenay

## 2016 - 2018 Proposed 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
<b>Support Downtown Arts and Culture</b>	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
		\$ 225,000		\$ 225,000		\$ 225,000
<b>Council Initiatives &amp; Projects</b>	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	\$ 46,500	Other projects and initiatives	\$ 46,500	Other projects and initiatives	\$ 46,500
		\$ 80,000		\$ 80,000		\$ 80,000
<b>Public Safety / Security</b>	Policing - fund two officers	\$ 350,000	Policing - fund two officers	\$ 360,000	Policing - fund two officers	\$ 370,000
<b>Social / Societal Initiatives</b>	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000	Council supported supportive housing initiatives	\$ 50,000
<b>Infrastructure Works</b>	Reserve funds for third bridge crossing	\$ 120,000	Reserve funds for third bridge crossing	\$ 120,000	Reserve funds for third bridge crossing	\$ 120,000
<b>Green Capital Projects / Innovation</b>	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
<b>Total Annual Distribution</b>		<u>\$ 875,000</u>	<u>\$ 885,000</u>		<u>\$ 895,000</u>	





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

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**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Amethyst House - Use of Gaming Funds

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**File No.:** 1890-20  
**Date:** October 5, 2015

### PURPOSE:

The purpose of this report is to request authorization from City Council to utilize Gaming Funds for the payment of property taxes for Amethyst House.

### CAO RECOMMENDATIONS:

THAT based on the October 5<sup>th</sup> 2015 Staff Report "Amethyst House – Use of Gaming Funds", Council approve funding the remaining 60% of 2016 property taxes for Amethyst House under the category of Council Initiatives and Projects.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

### BACKGROUND:

At a Regular Open Council meeting held on September 8<sup>th</sup> 2015, Council passed the following resolution:

*"Moved by Lennox and seconded by Theos that staff provide a report to Council regarding addressing the inequity of the permissive tax exemption for Amethyst House through the use of gaming funds."*

The City has access to Gaming funds that can be utilized in a manner that it deems appropriate for the community and surrounding region. In the past, these funds have been distributed using the following six categories:

1. Support of Downtown Arts and Culture
2. Council Initiatives and Projects
3. Public Safety/Security
4. Social/Societal Initiatives
5. Infrastructure Works
6. Green Capital Projects/Innovation.

At the September 8, 2015 Council meeting Council approved a 40% permissive tax exemption for Amethyst House located at 280 – 2<sup>nd</sup> Street. It was provided a 40% tax exemption on the basis of Section 5 of the City's Permissive Property Tax Exemption policy which stipulates that an entity can only receive a 40% exemption if it does not provide 100% of its services to Courtenay residents. It was noted that there are several other entities in Courtenay that receive 100% property tax exemptions who do not meet these criteria but who, by virtue of the length of time that they have been receiving these exemptions, have continued to receive a 100% permissive tax exemption benefit since they were grandfathered prior to the development of the City's Permissive Tax Policy.

Staff was asked to investigate if other means were available to provide Amethyst House with an equivalent tax break as the aforementioned entities.

**DISCUSSION:**

It is suggested that Council utilize the Gaming Funds under the category of 'Council Initiatives and Projects' to provide the additional funding to cover the remaining 60% value of taxes not covered by the Permissive Tax Exemption for 2015. This category has been used to provide funding for the purple ribbon campaign, bus shelters, and other Council initiatives. Amethyst provides services that have similar qualities to the Purple Ribbon campaign which would make it a good fit for this particular Gaming Funds category.

**FINANCIAL IMPLICATIONS:**

The total 2015 property taxes for Amethyst House totalled \$3,856. With the recommended 2016 permissive tax exemption, Amethyst House will receive a total of \$1,542 exemption, which leaves a difference of \$2,314. Using Gaming Funds will negate any impact on the overall property tax burden of Courtenay residents.

**ADMINISTRATIVE IMPLICATIONS:**

There is minimal impact to staff for the processing of this request. Staff recommend that Council try to restrict decisions of distributing the Gaming funds in smaller allocations since this can become a significant draw on administrative time. As well, by using the Gaming Funds in smaller increments, the City may expose itself to a plethora of requests from many other entities for purposes that may or may not fit into the criteria established for qualifying for those Funds. This could become an administrative bottleneck.

**STRATEGIC PLAN REFERENCE:**

The utilization of the Gaming funds for Amethyst house fits neatly into the corporate priority of Advocacy and Partnerships.

**OFFICIAL COMMUNITY PLAN REFERENCE:**

Not referenced.

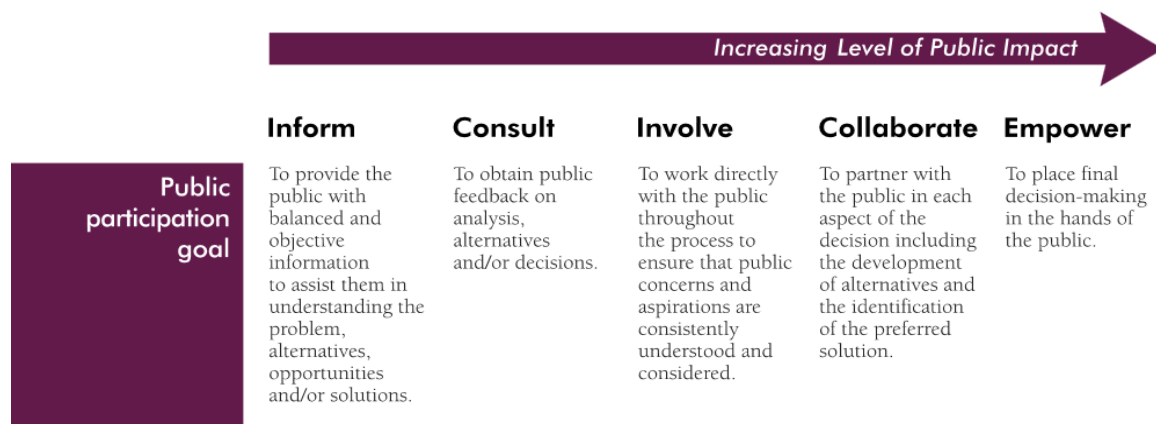
**REGIONAL GROWTH STRATEGY REFERENCE:**

Not referenced.

## CITIZEN/PUBLIC ENGAGEMENT:

Staff would inform through adoption of policy based on the IAP2 Spectrum of Public Participation:

[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



## OPTIONS:

### Option 1:

That Gaming funds be utilized to cover the remaining 60% of 2016 property taxes for Amethyst House.

### Option 2:

That the status quo be maintained and that no gaming funds be utilized to cover the remaining 60% of 2016 property taxes for Amethyst House.

### Option 3:

That Council use the Gaming Funds and provide a different percentage than that noted in the above report.

Prepared by:

Brian Parschauer, BA, CPA\_CMA  
Director of Finance





THE CORPORATION OF THE CITY OF COURTENAY

## STAFF REPORT

**To:** Council

**File No.:** 1200-00

**From:** Chief Administrative Officer

**Date:** September 8, 2015

**Subject:** City of Courtenay Genetically Engineered Free Procurement Policy

### PURPOSE:

The purpose of this report is to provide a response to City Council who earlier this year, requested that staff provide a report on the matter of a Genetically Engineered (GE) Free Procurement policy for the City of Courtenay after receiving a presentation from the GE Watch Comox Valley group this past April.

### POLICY ANALYSIS:

The City's current purchasing policy is based on the key requirements of value for money and lowest-best pricing. Although labeling of [genetically modified organism](#) (GMO) products in the marketplace is required in many countries, it is not required in the United States or Canada and no distinction between marketed GMO and non-GMO foods is recognized by the U.S. [Food and Drug Administration](#).

If the City were to adopt a GE free procurement policy it would add a third element to the analysis applied to the City's purchasing process. This would be a significant change, potentially complicate and slow the procurement process, and would result in staff training in this new element to attempt to ensure compliance to the new policy. Based on the fact that the labelling of GMO foods and products is not mandated by the federal government in Canada, it is uncertain that City staff would be able to ensure that a GE Free Procurement Policy would be administered consistently and effectively.

### CAO RECOMMENDATIONS:

THAT based on the October 5<sup>th</sup> 2015 staff report "City of Courtenay Genetically Engineered Procurement Policy", Council maintain the City's current purchasing policy.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer

## BACKGROUND:

At the April 20<sup>th</sup> 2015 Council meeting, Council received a delegation from Arzeena Hamir from Amara Farms regarding a request that the City initiate a Genetically Engineered Free Procurement Policy. The minutes from this state that, "Arzeena Hamir and Vanessa Goodall made a presentation to Council requesting that the City of Courtenay initiate a G.E. Free procurement policy. A petition for a GE Free Comox Valley was presented to Council." Susequently, Council passed the following resolution on May 4<sup>th</sup> 2015:

*That staff provide a report to Council on the economic implications and impacts of a GE Free procurement policy.*

While there are numerous websites that relate to GE and GMO issues, staff believe that Wikipedia provides a good overall unbiased overview of the issue with numerous references that can be followed up on for additional information. The following hyperlink and summary from Wikipedia is provided for information.

[https://en.wikipedia.org/wiki/Genetically\\_modified\\_food\\_controversies](https://en.wikipedia.org/wiki/Genetically_modified_food_controversies)

**Genetically modified food controversies** are disputes over the use of foods and other goods derived from [genetically modified crops](#) instead of [conventional crops](#), and other uses of [genetic engineering](#) in food production. The dispute involves consumers, farmers, [biotechnology companies](#), governmental regulators, non-governmental organizations, and scientists. The key areas of controversy related to [genetically modified food](#) (GMO food) are whether such food should be labeled, the role of government regulators, the objectivity of scientific research and publication, the effect of genetically modified crops on health and the environment, the effect on pesticide resistance, the impact of such crops for farmers, and the role of the crops in feeding the world population.

While there is concern among the public that eating genetically modified food may be harmful, there is general scientific agreement that food on the market derived from these crops poses no greater risk to human health than conventional food.<sup>[1][2][3]</sup> No reports of ill effects have been documented in the human population from genetically modified food.<sup>[4][5][6]</sup> Scientists tend to be more concerned about the potential for genetically modified organisms to cause ecological damage. The safety assessment of genetically engineered food products by regulatory bodies starts with an evaluation of whether or not the food is [substantially equivalent](#) to non-genetically engineered counterparts that are already deemed fit for human consumption.<sup>[7][8][9][10]</sup> Although labeling of [genetically modified organism](#) (GMO) products in the marketplace is required in many countries, it is not required in the United States or Canada and no distinction between marketed GMO and non-GMO foods is recognized by the U.S. [Food and Drug Administration](#).

Opponents of genetically modified food, such as the [advocacy groups Organic Consumers Association](#), the [Union of Concerned Scientists](#), and [Greenpeace](#), say risks have not been adequately identified and managed, and they have questioned the objectivity of regulatory authorities. Some medical groups say there are unanswered questions regarding the potential long-term impact on human health from food derived from GMOs, and propose mandatory labeling<sup>[11][12]</sup> or a moratorium on such products.<sup>[13][14][15]</sup> Concerns include mixing of genetically modified and non-genetically modified products in the food supply,<sup>[16]</sup> effects of GMOs on the environment,<sup>[13][15]</sup> the rigor of the regulatory process,<sup>[14][17]</sup> and consolidation of control of the food supply in companies that make and sell GMOs.<sup>[13]</sup>



## **DISCUSSION:**

In response to Council's request for an evaluation on the impacts of a GE Free procurement policy, staff provides the following analysis:

Council has two options to consider:

1. Maintain status quo and keep the City's current purchasing policy practices.

### **Pros:**

- Council is viewed as neutral in its decisions regarding food products. Cost and value for money remain key criteria in the City's purchasing policy.
- Monitoring of foods is outside the jurisdiction of the City. No additional staff time is required to monitor the purchase of GE free foods.
- The City is not drawn into a complex and divisive issue, leaving the public free to make decisions with respect to the choice of the food they choose to select.

### **Cons:**

- The City may be seen as unsupportive of GE free foods and products.

2. Develop a GE Free Procurement Policy.

### **Pros:**

- Promotes organic and GE Free food and food products.
- The City is viewed by GE Free support groups as taking a lead in addressing their concerns.

### **Cons:**

- Restricts the City from purchasing products from a wider variety of suppliers.
- Potentially puts Council in a position where the City alienates some local farmers and producers who rely on genetically engineered products.
- City employees lack the ability to properly identify and verify that food products purchased by the City will be GE free.
- The City would have to rely on suppliers to provide reliable information about their food and the accuracy of voluntary labelling to ensure the products are GE free.
- Public demand for GE free products is not known, and it is uncertain if the public will support a City GE free purchasing policy.

## **FINANCIAL IMPLICATIONS:**

The immediate financial implications of implementing a GE free procurement policy is that it will require staff training in order to gain a level of expertise required when reviewing the labelling and the responses of respondents when food products are tendered. As well, due to economies of scale, the cost of organic grown foods is typically higher than the cost of GE modified food products and the shelf life of organic foods is typically shorter than GE modified foods. These three reasons would increase the City's food procurement costs, and the time and complexity of the screening process

### ADMINISTRATIVE IMPLICATIONS:

In order to create a draft policy, Staff will need to research what other municipalities have GE Free policies, and estimate that it will take approximately 10 to 15 hours of staff time to draft a policy and prepare a Staff Report for presentation at a future Council meeting. Depending on the level of public engagement that Council requires prior to adopting a GE Free Procurement Policy, additional time may also be required. It is not known how much time will be required to adequately train staff with respect to analysing labels and results of GE free procurement tenders.

### ASSET MANAGEMENT IMPLICATIONS:

Staff are not aware of any asset management implications at this time.

### STRATEGIC PRIORITIES REFERENCE:

Not applicable

### OFFICIAL COMMUNITY PLAN REFERENCE:

Not applicable

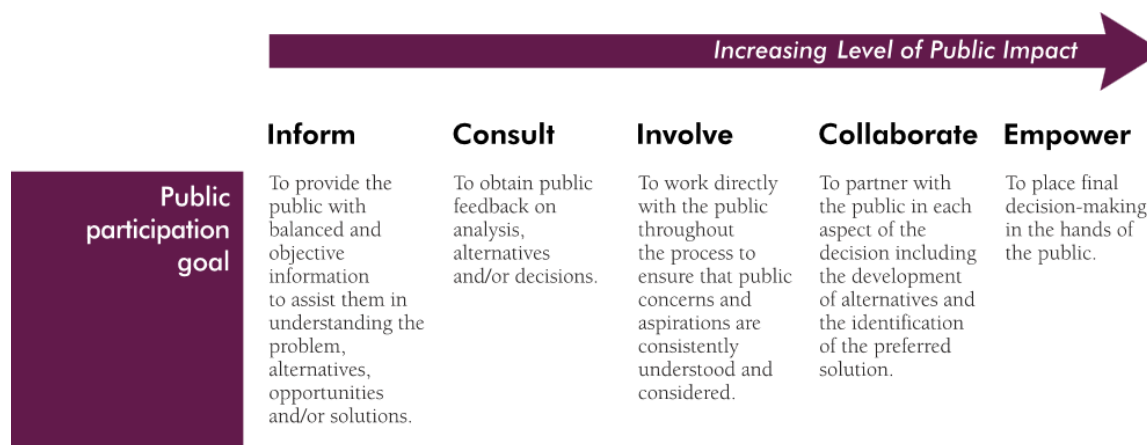
### REGIONAL GROWTH STRATEGY REFERENCE:

Not applicable

### CITIZEN/PUBLIC ENGAGEMENT:

Depending on Council's direction, staff would request that Council determine the level of public engagement that is required based on the IAP2 Spectrum of Public Participation:

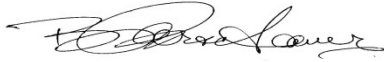
[http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum\\_vertical.pdf](http://c.ymcdn.com/sites/www.iap2.org/resource/resmgr/imported/IAP2%20Spectrum_vertical.pdf)



**OPTIONS:**

1. That the City maintains its current purchasing policy.
2. That Council direct staff to develop a draft Genetically Engineered Free Procurement policy for Council's consideration.

Prepared by:



Brian Parschauer, BA, CPA-CMA  
Director of Finance

Prepared by:



David Allen, BES, CLGEM, SCLGM  
Chief Administrative Officer





Administration  
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Nanaimo, BC Canada V9R 5N3  
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e: [info@virl.bc.ca](mailto:info@virl.bc.ca) w: [www.virl.bc.ca](http://www.virl.bc.ca)

FOR  
INFO

September 24, 2015

Mayor Lary Jangula and Council  
City of Courtenay  
830 Cliffe Ave.  
Courtenay, BC V9N 2J7

Dear Mayor Jangula and Council,

**Re: Adopted 2016 – 2020 Financial Plan**

On behalf of the Board of Trustees of Vancouver Island Regional Library (VIRL), please find enclosed important information regarding the recently adopted **2016 – 2020 Financial Plan**. This information can also be found on the VIRL website: [www.virl.bc.ca/about-us/reports-and-plans](http://www.virl.bc.ca/about-us/reports-and-plans). As dictated by provincial legislation, the VIRL Board has adopted a balanced budget for 2016. The Financial Plan and supporting information (which includes an "[At a Glance](#)" sheet, [informative video](#) and [press release](#)) provides you with the necessary details to address questions that may arise in your community.

The Vancouver Island Regional Library Board has adopted a balanced operating budget of \$33,062,045. Municipal and rural levies will contribute \$20,372,451 to the library budget, an average increase of 3.66% or a per capita increase of \$1.68. The weighted vote was 98% in favour of the budget.

The focus of the 2016 budget is to assure VIRL continues meeting our service standards whilst maintaining financial sustainability and allocating the resources to achieve the Board's mission and vision. The 2016 - 2020 financial plan is a secure endeavour to balance the needs and aspirations of the present, without compromising the future needs of our communities. The 2016 budget supports the Board's Strategic Plan, reinforces the principles of the Consolidated Facilities Master Plan, and provides systematic funding development as previously approved by the Board.

It is our goal to balance the pressures of maintaining existing services and evolving business, in order to meet the expectations of our communities with available funding and resources. The VIRL Board's commitment to financial sustainability and quality service delivery for our Regional Library participants is underscored in the **2016-2020 Financial Plan**.

Sincerely,

A handwritten signature in black ink that reads "B Jolliffe".

Bruce Jolliffe  
Chair, Vancouver Island Regional Library Board of Trustees

Cc: Councillor Rebecca Lennox, VIRL Trustee, City of Courtenay





## BRIEFING NOTE

**To:** Council  
**From:** Chief Administrative Officer  
**Subject:** Downtown Forum Update

**File No.:** 6520-20  
**Date:** October 5, 2015

### PURPOSE:

To update Council on the format for the Downtown Forum scheduled to take place on October 26<sup>th</sup> and 27<sup>th</sup>.

### BACKGROUND:

The City's Number One operational priority for Development Services is to conduct a Downtown Forum with the specific direction to determine "what is the vision and what are the strategies to enhance the viability of downtown". The Chamber of Commerce, businesses and the DCBIA were identified as key contributors.

### KEY CONSIDERATIONS:

To achieve this priority staff has engaged the services of Michael Von Hausen of MVH Urban Planning & Design Inc. - <http://www.mvhinc.com/>. Michael has extensive experience in facilitation, downtown planning, urban design and is an Adjunct Professor at the SFU City Program. His recent award winning downtown plans include City of Penticton and City of Leduc.

The Forum will take place October 26<sup>th</sup> and 27<sup>th</sup> and employ various engagement frameworks to help develop the vision and strategies.

#### Monday October 26th

9:00 – 12:00	consultant meeting with staff
12:00 – 1:00	lunch
1:00 – 3:00	staff discussion and prep of Community Leaders Presentation
4:00 – 8:00	Community Leaders Presentation and Discussion – Council, BIA leaders, Chamber leaders, Comox Valley Economic Development

#### Tuesday October 27<sup>th</sup>

8:30 – 11:30	interviews at businesses (15min slots by appointment)
11:30 – 2:00	drop-in feedback session – open to public and business
2:00 – 4:00	carry over time for interviews and/or drop-in
4:00 – 6:00	prep for open house and eat
6:00 – 6:30	registration for open house
6:30 – 7:00	public presentation
7:00 – 9:00	public round tables

#### Wednesday October 28th

8:30 – 11:00	drop-in for final comments
11:00 – 12:00	wrap up with Staff

Following the Forum the consultant will report back on the results including the vision that emerged and the strategies/next steps in implementing that vision.

The City has also recently been advised its grant application was successful in the second round of a BC Real Estate Foundation Grant Program. This \$20,000 grant will be used to begin implementation and refinement of the vision produced through the Forum engagement process including market analysis, design charrettes and a community partnership capacity play-book. The details of these later processes will be worked on over the next month or two with completion in the spring of 2016.

Prepared by,

A handwritten signature in black ink, appearing to read 'Ian Buck', is positioned above the printed name.

Ian Buck, MCIP, RPP  
Director of Development Services



## Karvalics, Susie

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**From:** Ward, John  
**Sent:** September-30-15 8:25 AM  
**To:** Karvalics, Susie  
**Subject:** FW: Delegation to city council

NB

Please place this on the Oct. 5 agenda under new business- delegation refusal – request for Council appeal.

Thanks  
John

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**From:** Barbara Biley [mailto:bseed2000@telus.net]  
**Sent:** September-29-15 11:24 PM  
**To:** Ward, John  
**Subject:** RE: Delegation to city council

Appeal sounds like a good idea. Please do pass on the information to Council and let me know how it goes. Do you need more information?

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**From:** Ward, John [mailto:jward@courtenay.ca]  
**Sent:** September-29-15 4:32 PM  
**To:** 'Barbara Biley' <bseed2000@telus.net>  
**Subject:** RE: Delegation to city council

Thank you for the information.

Are you appealing the decision? If so, all of this information will be presented to Council for a decision.

Please let me know.

John

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**From:** Barbara Biley [mailto:bseed2000@telus.net]  
**Sent:** September-29-15 4:24 PM  
**To:** Ward, John  
**Subject:** RE: Delegation to city council

Thanks for your response.

I was under the impression that the City of Courtenay had some stand in support of local farmers. Privatizing food services under Compass, the likely monopoly to be 'awarded' the contract, will likely end any prospect of local food being supplied to the hospital, will likely result in food not being prepared in the hospital but only reheated there, and will result in the loss of yet more living wage jobs for residents of the Comox Valley, thus adding to the number of low paid workers with less income to spend in the community. Some advance has been made in having local produce purchased for St. Joseph's, Glacierview Lodge and North Island College. We can cross the new hospital off that list if food services are privatized.

This will be on top of the privatization of cleaning services which has gone to Crothall, a subsidiary of Compass which was the contractor found wanting during the C. difficile outbreak in Nanaimo several years ago.

What happens at the hospital will affect every resident of Courtenay whether they are employees of the new hospital, patients or family of patients.

How the care is delivered seems to us to be something that should concern everyone in the community.

We considered that local municipal elected councillors might consider themselves part of the community and share those concerns.

Thanks again for your response.

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**From:** Ward, John [<mailto:jward@courtenay.ca>]  
**Sent:** September-29-15 4:01 PM  
**To:** 'bar\_bil' <[bar\\_bil@telus.net](mailto:bar_bil@telus.net)>  
**Cc:** Allen, David <[dallen@courtenay.ca](mailto:dallen@courtenay.ca)>  
**Subject:** RE: Delegation to city council  
**Importance:** High

Barbara, the next Council meeting with openings for delegations is October 13. That being said, section 13 (4) of Council's Procedure Bylaw delegates the authority to refuse a delegation under certain circumstances, as follows:

- (4) The Corporate Officer may refuse to place a delegation or petition on the Council meeting agenda if the subject matter is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the decision of the Corporate Officer, the appeal must be presented to Council for consideration at the next available Council meeting.

I do not question the seriousness of your request; however it is my opinion that food security at the new hospital, and/or privatization of health care services are not within the jurisdiction of Council. I am therefore refusing your request.

Should you wish to appeal this decision, please reply to this email indicating your appeal, and your request will be placed on the October 5, 2015 regular meeting agenda where Council will consider whether to allow you to attend the October 13, 2015 Council meeting as a delegation.

**John Ward, CMC**  
*Director of Legislative Services/Deputy CAO*  
City of Courtenay  
Tel. 250-703-4853  
[jward@courtenay.ca](mailto:jward@courtenay.ca) | [www.courtenay.ca](http://www.courtenay.ca)



**Sent:** Wednesday, September 9, 2015 9:14:58 AM

**Subject:** RE: Delegation to city council

Barbara, the September 21 Council meeting has been cancelled.

Would you be able to tell me how your request falls within the jurisdiction of Courtenay Council?

Thanks

John

**John Ward, CMC**

*Director of Legislative Services/Deputy CAO*

City of Courtenay

Tel. 250-703-4853

[jward@courtenay.ca](mailto:jward@courtenay.ca) | [www.courtenay.ca](http://www.courtenay.ca)



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**From:** Barbara Biley [<mailto:bseed2000@telus.net>]

**Sent:** September-07-15 7:54 AM

**To:** Ward, John

**Subject:** Delegation to city council

I and other workers at St. Joseph's General Hospital would like to make a presentation to Courtenay City Council regarding food security and the new hospital, as well as the related matter of privatization and maintaining health care services in the Valley. If possible we would like some time to address Council at the September 21 meeting.

Please let me know what other information, if any, you need.

Thank you,

Barbara Biley

250-338-3149



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2828

### A bylaw to exempt certain lands and improvements from taxation for the year 2016

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 224 of the *Community Charter*;

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

1. This bylaw may be cited for all purposes as "**Tax Exemption 2016 Bylaw No. 2828, 2015**".
2. The following properties are hereby exempt from taxation for land and improvements to the extent indicated for the year 2016:

FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER/LESSEE	PERCENTAGE EXEMPTION
49.000	LOT 41, SECTION 61, CD, PLAN 311	280 – 4 <sup>TH</sup> STREET	EUREKA SUPPORT SOCIETY	100%
112.000	PARCEL A OF LT 124&125 DD, PLAN 80170N, SECTION 61, CD, EXCEPT PLAN 472BL OF L PID 004-863-682	243-4 <sup>TH</sup> STREET	BOYS AND GIRLS CLUBS OF CENTRAL VANCOUVER ISLAND (LEASED FROM CITY OF COURTENAY)	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
122.000 1650.000	LOT 1, PLAN 40587 LOT 16, PLAN 5618	367 CLIFFE AVENUE 101 ISLAND HIGHWAY	ROYAL CANADIAN LEGION	100%
163.000 164.000 165.000	LOTS 14, 17, 18, 21, 22 SECTION 61, CD, PLAN 1517	237 – 3 <sup>RD</sup> STREET 243 – 3 <sup>RD</sup> STREET 255 – 3 <sup>RD</sup> STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	100%
348.000	LOT 15, SECTION 61, CD, PLAN 4906	543 – 6 <sup>TH</sup> STREET	ALANO CLUB OF COURTENAY	100%
400.000	LOT A, SECTION 61, CD, PLAN 18979	A1-310 8 <sup>TH</sup> STREET	CITY OF COURTENAY	100% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
513.000	LOT A, DL 127, CD, PLAN 7719	755 HARMSTON AVENUE	OLD CHURCH THEATRE SOCIETY	100%
540.000	LOT 20, DL 127, CD,	785 – 6 <sup>TH</sup> STREET	COMOX VALLEY	100% OF THE

	PLAN 1464		PREGNANCY CARE CENTRE	ASSESSMENT – EXCLUDING RESIDENTIAL AND COMMERCIAL LEASED SPACE
750.020	LOT 1, DL 127, CD, PLAN VIP62285	641 MENZIES AVENUE	COMOX VALLEY RECOVERY CENTRE SOCIETY	100%
<b>FOLIO</b>	<b>LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>REGISTERED OWNER/LESSEE</b>	<b>PERCENTAGE EXEMPTION</b>
1037.000	LOTS 1 AND 2, SECTION 41, CD, PLAN 3930	1415 CLIFFE AVENUE	COMOX VALLEY FAMILY SERVICES ASSOCIATION	100%
1494.000 1494.010 1494.050	LOT A, SECTION 6 AND 8, CD, PLAN 35008  LOT 1 AND 2, SECTION 6 AND 8, CD, PLAN 2849, EXCEPT PLAN 35008	2450 BACK ROAD 2470 BACK ROAD	GLACIER VIEW LODGE SOCIETY	100%
1960.300	LOT A PLAN 15464	SANDPIPER DRIVE	THE NATURE TRUST OF BRITISH COLUMBIA	100%
2016.007	LOT 7, PLAN 27200	1571 BURGESS ROAD	STEPPING STONES RECOVERY HOUSE FOR WOMEN (LEASE)	100%
2091.190	STRATA LOT 1, DL 230, CD, STRATA PLAN VIS6598	2311 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY	100%
2200.044	LOT 3, DL 138, CD, PLAN 20288	2564 CUMBERLAND ROAD	COURTENAY & DISTRICT HISTORICAL SOCIETY IN TRUST	100%
3200.072	LOT A, SECTION 18, CD, PLAN 12735	4835 HEADQUARTERS RD	COMOX VALLEY CURLING CLUB	100%
750.100	LOT 1, PLAN VIP 62247	994 – 8 <sup>TH</sup> ST	ST JOHN THE DEVINE ABBEYFIELD HOUSE SOCIETY	75%
757.000 757.001 758.000	LOT A, BLOCK 2, PLAN 1951 LOT A, BLOCK 2, PLAN 1951 EXCEPT PLAN 4288 & 4941 LOT A&B, PLAN 16907	1051 – 8 <sup>TH</sup> STREET 1061 – 8 <sup>TH</sup> STREET 635 PIDCOCK AVE	COMOX VALLEY KIWANIS VILLAGE SOCIETY	75%

1286.045	LOT 8, BLOCK 3, PLAN 16252	534 – 19 <sup>TH</sup> STREET	L'ARCHE COMOX VALLEY	75%
<b>FOLIO</b>	<b>LEGAL DESCRIPTION</b>	<b>CIVIC ADDRESS</b>	<b>REGISTERED OWNER/LESSEE</b>	<b>PERCENTAGE EXEMPTION</b>
34.000	LOT 2, SECTION 61, CD, PLAN 20159 PID 003-698-254	231 6 <sup>TH</sup> STREET	COURTENAY ELKS' LODGE #60 OF THE BENEVOLENT AND PROTECTIVE ORDER OF THE ELKS' OF CANADA	40%
91.000	LOT 92, SECTION 61, CD, PLAN 311 EXCEPT PLAN 66BL&1621R PID 006-037-577	576 ENGLAND AVENUE	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM 0771375 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
166.000	LOT 8 PLAN 2834 PID 003-451-941	267 3 <sup>RD</sup> STREET	COMOX VALLEY CHILD DEVELOPMENT ASSOCIATION	40%
459.000	LOT B, PLAN 20211 PID 003-519-376	956 GRIEVE AVENUE	UPPER ISLAND WOMEN OF NATIVE ANCESTRY	40%
170.002	LOT A, SECTION 61, DL 15, PLAN 54105 PID 017-752-141	280 2 <sup>ND</sup> STREET	COMOX VALLEY TRANSITION SOCIETY (LEASED FROM FOUR PAWS INVESTMENTS LTD.)	40%
1516.004	LOT 4, SECTION 14, CD, PLAN 30419 PID 000-150-541	464 PUNTLEDGE RD	CANADIAN RED CROSS SOCIETY (LEASED FROM 660511 BC LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.004	LOT B, SECTION 67, CD, PLAN 33851 PID 000-262-170	#8, 468 29 <sup>TH</sup> STREET	THE GOVERNING COUNCIL OF THE SALVATION ARMY IN CANADA (LEASED FROM NOORT INVESTMENTS)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
1960.006	LOT C, SECTION 67, CD, PLAN 33851 PID 000-217-158	2966 KILPATRICK AVE	AARON HOUSE MINISTRIES (LEASED FROM NOORT DEVELOPMENT LTD)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
2024.009	LOT 2 PLAN VIP53672 PID 017-650-097	1755 13 <sup>TH</sup> STREET	HABITAT FOR HUMANITY VANCOUVER	40% OF THE ASSESSMENT ALLOCATED TO

			ISLAND NORTH SOCIETY	THE SPACE USED FOR ADMINISTRATION OFFICES
2091.136	LOT 4, DL 230, CD, PLAN VIP57822 PID 018-564-381	2398 ROSEWALL CRESCENT	SALTWATER EDUCATION SOCIETY (LEASED FROM SPACIAL HOLDINGS INC)	40% OF THE ASSESSMENT ALLOCATED TO THE SPACE LEASED BY THE LEASEE
3200.032	LOT A, SECTION 18, CD, PLAN VIP 75369 PID 025-673-017	4729 HEADQUARTERS RD	YOUTH FOR CHRIST COMOX VALLEY	40% OF THE ASSESSMENT – <i>EXCLUDING</i> CARETAKER RESIDENTIAL SPACE

Read a first time this 14<sup>th</sup> day of September, 2015

Read a second time this 14<sup>th</sup> day of September, 2015

Read a third time this 14<sup>th</sup> day of September, 2015

Finally passed and adopted this day of

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Legislative Services



# THE CORPORATION OF THE CITY OF COURTENAY

## BYLAW NO. 2829

### A bylaw to exempt certain lands and improvements, set apart for public worship, from taxation for the year 2016

WHEREAS the Council of the Corporation of the City of Courtenay deems that land and improvements described herein meet the qualifications of Section 220 of the *Community Charter*;

NOW THEREFORE the Council of the Corporation of the City of Courtenay in open meeting assembled enacts as follows:

1. This bylaw may be cited for all purposes as "**Churches Tax Exemption 2016 Bylaw No. 2829, 2015**".
2. Pursuant to Section 224(2)(a)(f)(g) of the *Community Charter*, the following properties on which a church hall or facility is situated, the land on which such a hall stands, the remaining area of land surrounding the building set apart for public worship, and the remaining area of land surrounding the exempted building, exempted hall, or both, are hereby exempted from taxation for land and improvements to the extent indicated for the year 2016 *except for that portion of the property used for residential or commercial purposes*:

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
1.	143.000	LOT AM 11, SECTION 61, CD, PLAN 33854N	467 – 4 <sup>TH</sup> STREET	GRACE BAPTIST CHURCH OF THE COMOX VALLEY	100%
2.	313.100	LOT 1, SECTION 62, CD, PLAN VIP 74608	591 – 5 <sup>TH</sup> STREET	ANGLICAN SYNOD DIOCESE OF B.C.	100%
3.	336.000	LOT 7, SECTION 61, CD, PLAN 4906	505 FITZGERALD AVENUE	CENTRAL EVANGELICAL FREE CHURCH	100%
4.	341.000	AMENDED LOT 1, PLAN 55886N, SECTION 61 CD, PLAN 4906	566 – 5 <sup>TH</sup> STREET	ELIM GOSPEL CHAPEL TRUSTEES	100%
5.	342.000	LOTS 3 & 4, BLOCK 6, CD, PLAN 472B	576 – 5 <sup>TH</sup> STREET	ELIM GOSPEL CHAPEL TRUSTEES	50.63% OF THE ASSESSED VALUE OF LAND ONLY
6.	346.000	LOTS 10,11,12, AND 13, SECTION 61, CD, PLAN 4906	505 – 6 <sup>TH</sup> STREET	ST. GEORGES CHURCH	100%
7.	618.220	LOT 1, DL 118, CD, PLAN VIP 73074	2201 ROBERT LANG DRIVE	RIVER HEIGHTS CHURCH SOCIETY	100%
8.	1074.050	LOT A, PLAN 54316P, SECTION 41, CD, PLAN 7449	1580 FITZGERALD AVENUE 1590 FITZGERALD AVENUE	GOVERNING COUNCIL SALVATION ARMY CANADA WEST	100%

	FOLIO	LEGAL DESCRIPTION	CIVIC ADDRESS	REGISTERED OWNER	PERCENTAGE EXEMPTION
9.	1166.000	LOT A, PLAN 121193ER, SECTION 41, CD, FORMERLY LOTS 32 & 33, CD, PLAN 10725	771 – 17 <sup>TH</sup> STREET	TRUSTEES LUTHERAN CHURCH	100%
10.	1211.004	LOT 4, SECTION 68, CD, PLAN 14176	1814 FITZGERALD AVE	VALLEY UNITED PENTACOSTAL CHURCH OF BC	100%
11.	1524.102	LOT B, SECTION 15, CD, PLAN 54793 EXCEPT PLANS 14713, 36414, 51121	1599 TUNNER DRIVE	BISHOP OF VICTORIA, CHRIST THE KING CATHOLIC CHURCH	100%
12.	1594.000	LOT 16, SECTION 16, CD, PLAN 7037 EXCEPT PLAN 44368	1581 DINGWALL RD	TRUSTEES OF THE KINGDOM HALL OF JEHOVAH WITNESS	100%
13.	1691.030	LOT 1, SECTION 17, CD, PLAN VIP 79479	4660 HEADQUARTERS ROAD	SEVENTH DAY ADVENTIST CHURCH	100%
14.	1691.044	LOT 2, SECTION 17, CD, PLAN VIP 61425	4634 ISLAND HWY	ANGLICAN SYNOD DIOCESE OF BC	100%
15.	1691.046	LOT 3, SECTION 17, CD, PLAN VIP 61425	1514 DINGWALL ROAD	ANGLICAN SYNOD DIOCESE OF BC	100%
16.	2005.000	LOT 12, DL 96 & 230, CD, PLAN 1406	1901 – 20 <sup>TH</sup> STREET	LDS CHURCH	100% EXCEPT THAT PART ASSESSED FOR SCHOOL USE
17.	2017.034	LOT 1, DL 96, CD, PLAN VIP 59504	1640 BURGESS RD	FOURSQUARE GOSPEL CHURCH OF CANADA	100%
18.	2200.088	LOT A, PLAN 27596	2963 LAKE TRAIL ROAD	COURTENAY BAPTIST CHURCH	100%

Read a first time this 14<sup>th</sup> day of September, 2015

Read a second time this 14<sup>th</sup> day of September, 2015

Read a third time this 14<sup>th</sup> day of September, 2015

Finally passed and adopted this day of , 2015

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Mayor

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Director of Legislative Services